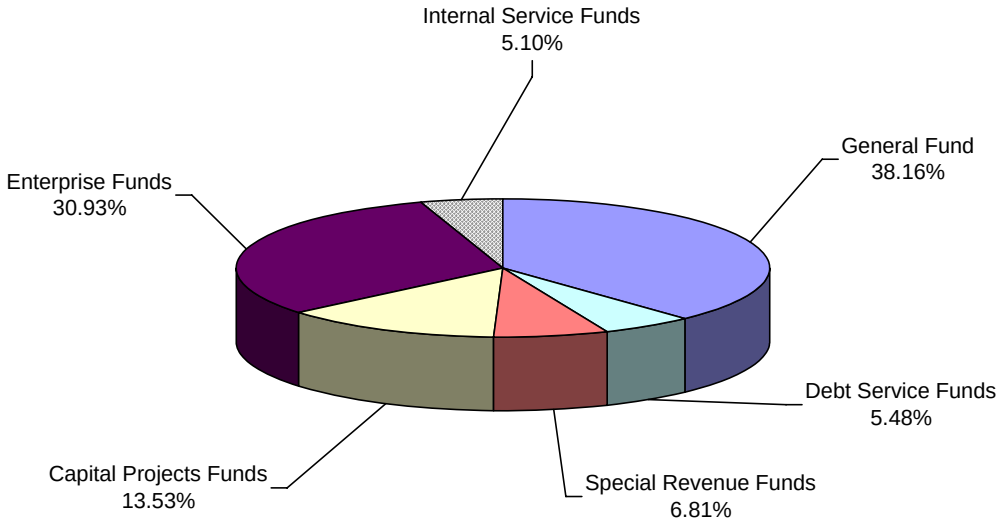
CITY OF APPLETON 2008 BUDGET

EXPENDITURE BY FUND GROUP

$142,704,334



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

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

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

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

Permanent Fund - To account for assets restricted for purposes of generating interest income.

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. Good or services from such activities provided to outside parties are accounted for in enterprise funds.

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

Agency funds - Agency funds are used to account for resources held by the City in a purely custodial capacity (assets equal liabilities).

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.

BELIEF STATEMENTS

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

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

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

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

  We invest in the future to provide a sound infrastructure.

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

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

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

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

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

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

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

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

  We provide necessary training to enhance employee development.

  We insist on mutual respect among employees.

  We hire and promote based upon qualifications and demonstrated performance.

  We set meaningful and measurable goals and objectives.

  We encourage innovation and risk taking.

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
2008 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, 2006. 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; however, due to budget reductions, we will not be 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, 2006

President

Executive Director

CITY OF APPLETON
Directory of Officials

MAYOR
Timothy M. Hanna

PRESIDENT OF THE COUNCIL
Walter H. Kalata

COUNCIL MEMBERS

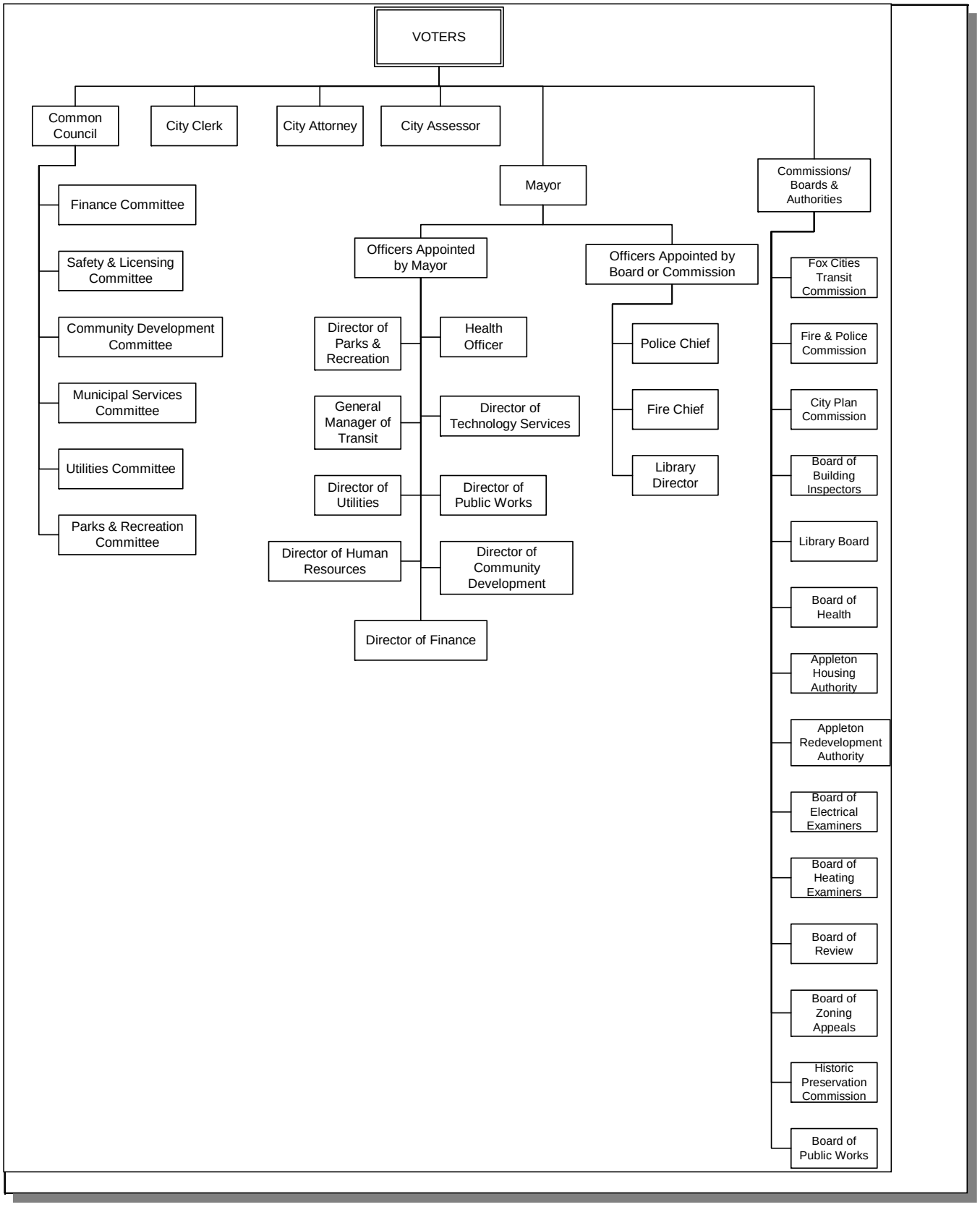
District 1:	Walter H. Kalata	District 9:	Peter J. Stueck
District 2:	Graeme P. Rattray	District 10:	Michael R. Smith
District 3:	Curt J. Konetzke	District 11:	Earl J. Brooker
District 4:	Jeffrey A. Lutz	District 12:	Cathy M. Spears
District 5:	Edward S. Baranowski	District 13:	James E. Clemons
District 6:	Thomas P. Brown	District 14:	Judith F. Lange
District 7:	John R. Mueller	District 15:	Jeffrey M. Jirschele
District 8:	Richard A. Thompson	District 16:	George W. Holzknecht

DEPARTMENT 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 Community Development	Peter A. Hensler
Director of Parks & Recreation	William N. Lecker
City Clerk	Cynthia I. Hesse
Valley Transit General Manager	Deborah S. Wetter
Director of Utilities	Michael W. Buettner
Director of Technology Services	Scott J. Liske
Police Chief	David J. Walsh
Director of Public Works	Paula A. Vandehey
City Assessor	DeAnn L. Brosman
Health Officer	Kurt D. Eggebrecht
Director of Finance	Lisa A. Maertz

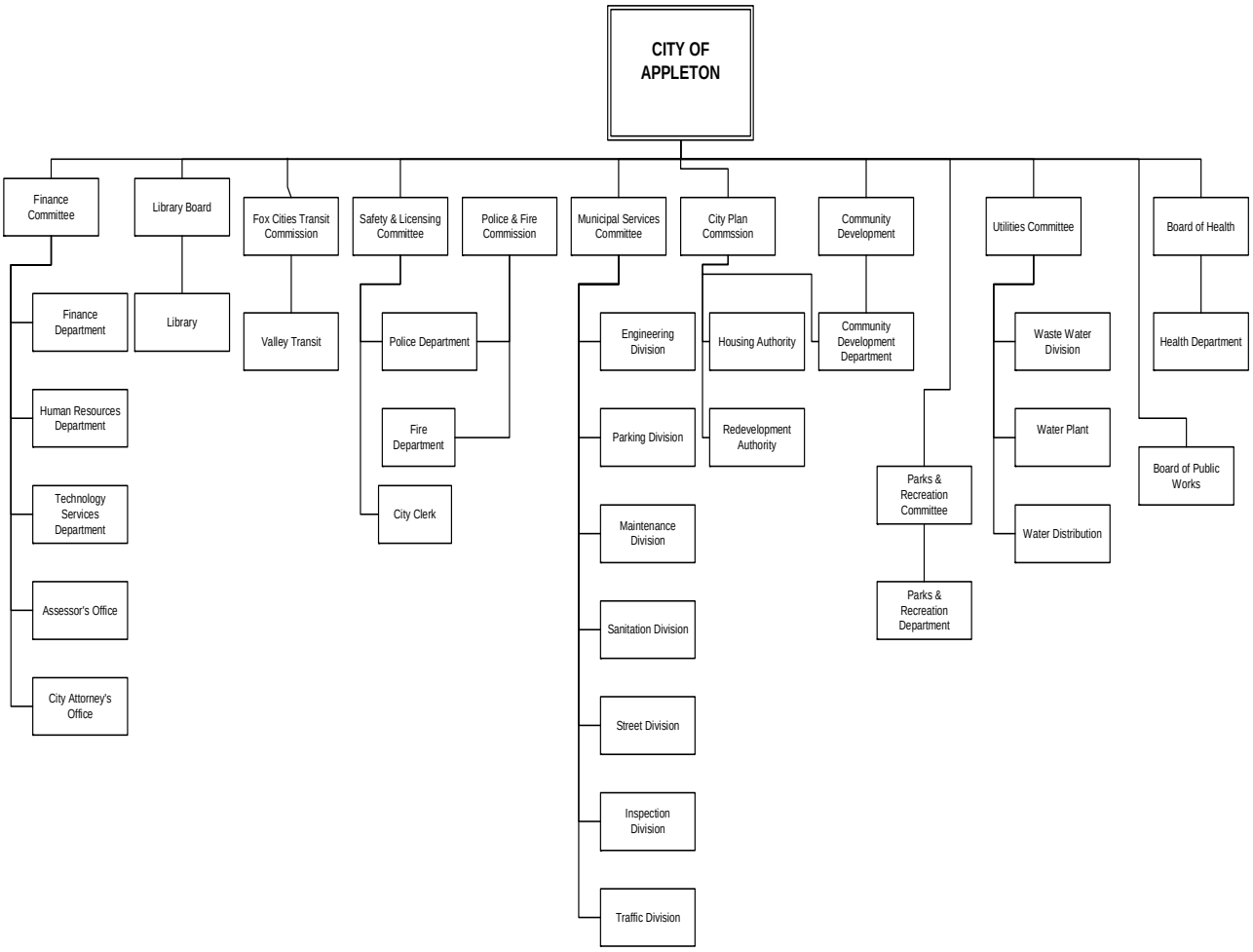
CITY OF APPLETON 2008 BUDGET

Structure by Voters



CITY OF APPLETON 2008 BUDGET

Organizational Structure by Committee



CITY OF APPLETON
2008 BUDGET
STANDING COMMITTEES

FINANCE
Edward S. Baranowski (C)
James E. Clemons (VC)
Earl J. Brooker
Thomas P. Brown
Curt J. Konetzke

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

SAFETY AND LICENSING
Earl J. Brooker (C)
Jeffrey A. Lutz (VC)
Jeffrey M. Jirschele
Walter H. Kalata
Michael R. Smith

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

COMMUNITY DEVELOPMENT
James E. Clemons (C)
George W. Holzknecht (VC)
Walter H. Kalata
Graeme P. Rattray
Richard A. Thompson

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

PARKS AND RECREATION
Michael R. Smith (C)
Thomas P. Brown (VC)
George W. Holzknecht
John R. Mueller
Peter J. Stueck

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

UTILITIES
Jeffrey M. Jirschele (C)
Edward S. Baranowski (VC)
Cathy M. Spears
Peter J. Stueck
Richard A. Thompson

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

MUNICIPAL SERVICES
Curt J. Konetzke (C)
Cathy M. Spears (VC)
Judith F. Lange
Jeffrey A. Lutz
John R. Mueller

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

CITY OF APPLETON
2008 BUDGET
OTHER COMMITTEES AND BOARDS

APPLETON HOUSING AUTHORITY

Valerie Drier (C)	2009
Sgt. Patrick DeWall (VC)	2008
Ray Barlow	2006
Kathy Groat	2008
Ed Schmidt	2007

Meets the 3rd MONDAY of each month at 12:30 P.M. at Oneida Heights, 525 N. Oneida St.

APPLETON REDEVELOPMENT AUTHORITY

Anne Higgins (C)	2007
Alderperson Graeme Rattray	2008
Daniel Ferris	2008
Gerald Fisher	2009
William Hodgkiss	2010
Dennis Hultgren	2008
Edward Klug	2009

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 Kurt Craanen	*
Fire Chief Neil Cameron	*
Alderperson John Mueller	2008

Meets at the call of the Chair
* Term of office

LIBRARY BOARD

Terry Bergen	2010
Terry Bergman	2009
Pastor Willis Bloedow	2008
Karen DeYoung	2008
Sue Moua	2008
Peter Ducklow	2009
Vacant	
Alderperson Thomas Brown	2008
Ronald Dunlap, AASD Representative	

Meets the second TUESDAY of each month at 4:00 P.M. at the Appleton Public Library.

BOARD OF PUBLIC WORKS

Mayor Timoth Hanna (C)	*
Alderperson Curt Konetzke (VC)	2008
City Clerk Cynthia Hesse (S)	*
Director of Public Works Paula Vandehey	*
Director of Finance Lisa Maertz	*
City Attorney James Walsh	*
Alderperson Edward Baranowski	2008
Alderperson James Clemons	2008
Alderperson Jeffrey Jirschele	2008
Alderperson Michael Smith	2008

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

BOARD OF REVIEW –2007

Mayor Timothy Hanna	*
City Clerk Cynthia Hesse	*
Alderperson Earl Brooker	2007
Alderperson Walter Kalata	2007
Alderperson Peter Stueck	2007
Eleanor Maloney	2007
Linda Marx	2007
James Smith	2007

* Term of office

CITY OF APPLETON
2008 BUDGET
OTHER COMMITTEES AND BOARDS

BOARD OF HEALTH

Doug Nelson, D.D.S. (C)	2009
Daniel Densow (VC)	2008
Mayor Timothy Hanna	*
Alderperson Cathy Spears	2008
Lee Marie Vogel, M.D.	2008
Sally Mielke	2008
Vacant	

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	2007
William Christensen	2007
Charles Fisher	2007
Frank Koroch	2007
Alderperson John Mueller	2008
Inspection Supervisor Kurt Craanen	*
Fire Chief Neil Cameron	*

Meets at the call of the Chair
* Term of office

BOARD OF ZONING APPEALS

Eleanor Maloney	2008
Jack Gillespie	2008
Paul McCann	2007
John Koga	2010
Inspection Supervisor Kurt Craanen	*

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

CITY OF APPLETON
2008 BUDGET
COMMISSIONS

HISTORIC PRESERVATION COMMISSION

Thomas Werth (C)	2009
Dr. Peter Peregrine (VC)	2010
Laura Leimer	2010
Mathew Carpenter	2009
George Mattheis	2008
Linda Muldoon	2008
Mayor Timothy Hanna	*
Alderperson George Holzknecht	2008
Don Harp, Planning Representative	*

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

CITY PLAN COMMISSION

Mayor Timothy Hanna (C)	*
Dr. Richard Gosse (VC)	2009
Alderperson Jeffrey Jirschele	2008
Dennis Olson	2008
Joe Martin	2009
Vacant	
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

Charles Rundquist (C)	2010
Carolyn Mewhorter (VC)	2010
Alderperson Judith Lange	2008
Alderperson John Mueller	2008
Allen Davis	2009
Lynn Erickson	2009
Roger Kanitz	2010
Richard Kendall	2010

Meets the Wednesday of the week following Council at 3:00 PM in Committee Room "6A"

POLICE AND FIRE COMMISSION

Dale Schumaker (C)	2009
Harvey Samson (S)	2010
Barbara Luedtke	2010
Ralph Evans	2012
Sharon Hulce	2008

Meets at the call of the Chair

CITY OF APPLETON 2008 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2007 TAX, COLLECTIBLE IN 2008

District	Outagamie	Calumet	Winnebago	Total
City	$ 27,822,726	$ 4,467,079	$ 518,036	$ 32,807,841
WTCS	5,918,419	950,232	110,196	6,978,847
School - Appleton	27,610,376	4,337,838	104,822	32,053,036
School - Menasha	4,935	-	434,746	439,681
Schools - Freedom	327,194	-	-	327,194
School - Kimberly	-	172,551	-	172,551
County	15,189,427	2,308,018	359,195	17,856,640
State	657,372	107,941	11,201	776,514
TIF's #1 - 6	7,126,899	1,526,901	-	8,653,800
TOTAL TAX	$ 84,657,348	$ 13,870,560	$ 1,538,196	$100,066,104
Less State Credits	4,918,384	810,074	102,041	5,830,499
NET TAX LEVY	$ 79,738,964	$ 13,060,486	$ 1,436,155	$ 94,235,605

CITY DISTRIBUTION:	Equalized Value w/o TID	Percent	City Tax
Outagamie County	3,544,901,900	84.81%	27,822,726
Calumet County	569,151,900	13.62%	4,467,079
Winnebago County	66,003,100	1.58%	518,036
TOTAL	$ 4,180,056,900	100.00%	$ 32,807,841

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

CITY OF APPLETON 2008 BUDGET
ASSESSED TAX RATES

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2006 Tax Rate (2007 Budget)	Assessed 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.6845	$ 7.9258	$ 0.2413	3.14%
Public Schools	7.9467	7.9572	0.0105	0.13%
Technical College	1.6523	1.6860	0.0337	2.04%
County	4.2482	4.3270	0.0788	1.85%
State	0.1732	0.1714	(0.0018)	-1.04%
GROSS TAX RATE	21.7049	22.0674	0.3625	1.67%
Less State Credits	1.1799	1.2822	0.1023	8.67%
NET TAX RATE	**$ 20.5250**	**$ 20.7852**	**$ 0.2602**	1.27%

Outagamie County/ Menasha School Dist.	Assessed 2006 Tax Rate (2007 Budget)	Assessed 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.6845	$ 7.9258	$ 0.2413	3.14%
Public Schools	8.7557	8.3319	(0.4238)	-4.84%
Technical College	1.6523	1.6860	0.0337	2.04%
County	4.2482	4.3270	0.0788	1.85%
State	0.1732	0.1714	(0.0018)	-1.04%
GROSS TAX RATE	22.5139	22.4421	(0.0718)	-0.32%
State Credits	1.1799	1.2822	0.1023	8.67%
NET TAX RATE	**$ 21.3340**	**$ 21.1599**	**$ (0.1741)**	-0.82%

Outagamie County/ Freedom School Dist.	Assessed 2006 Tax Rate (2007 Budget)	Assessed 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.6845	$ 7.9258	$ 0.2413	3.14%
Public Schools	7.8837	8.1868	0.3031	3.84%
Technical College	1.6523	1.6860	0.0337	2.04%
County	4.2482	4.3270	0.0788	1.85%
State	0.1732	0.1714	(0.0018)	-1.04%
GROSS TAX RATE	21.6419	22.2970	0.6551	3.03%
State Credits	1.1799	1.2822	0.1023	8.67%
NET TAX RATE	**$ 20.4620**	**$ 21.0148**	**$ 0.5528**	2.70%

CITY OF APPLETON 2008 BUDGET
ASSESSED TAX RATES

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2006 Tax Rate (2007 Budget)	Assessed 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.7456	$ 7.9602	$ 0.2146	2.77%
Public Schools	8.0099	7.9918	(0.0181)	-0.23%
Technical College	1.6655	1.6933	0.0278	1.67%
County	4.0461	4.1128	0.0667	1.65%
State	0.1745	0.1721	(0.0024)	-1.38%
GROSS TAX RATE	21.6416	21.9302	0.2886	1.33%
State Credits	1.1629	1.2917	0.1288	11.08%
NET TAX RATE	**$ 20.4787**	**$ 20.6385**	**$ 0.1598**	0.78%

Calumet County/ Kimberly School Dist.	Assessed 2006 Tax Rate (2007 Budget)	Assessed 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.7456	$ 7.9602	$ 0.2146	2.77%
Public Schools	9.5337	9.3825	(0.1512)	-1.59%
Technical College	1.6655	1.6933	0.0278	1.67%
County	4.0461	4.1128	0.0667	1.65%
State	0.1745	0.1721	(0.0024)	-1.38%
GROSS TAX RATE	23.1654	23.3209	0.1555	0.67%
State Credits	1.1629	1.2917	0.1288	11.08%
NET TAX RATE	**$ 22.0025**	**$ 22.0292**	**$ 0.0267**	0.12%

CITY OF APPLETON 2008 BUDGET
ASSESSED TAX RATES

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2006 Tax Rate (2007 Budget)	Assessed 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 8.0857	$ 8.2586	$ 0.1729	2.14%
Public Schools	8.3616	8.2914	(0.0702)	-0.84%
Technical College	1.7386	1.7568	0.0182	1.05%
County	5.5530	5.7263	0.1733	3.12%
State	0.1822	0.1786	(0.0036)	-1.98%
GROSS TAX RATE	23.9211	24.2117	0.2906	1.21%
State Credits	1.5188	1.6268	0.1080	7.11%
NET TAX RATE	**$ 22.4023**	**$ 22.5849**	**$ 0.1826**	0.82%

Winnebago County/ Menasha School Dist.	Assessed 2006 Tax Rate (2007 Budget)	Assessed 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 8.0857	$ 8.2586	$ 0.1729	2.14%
Public Schools	9.2115	8.6802	(0.5313)	-5.77%
Technical College	1.7386	1.7568	0.0182	1.05%
County	5.5530	5.7263	0.1733	3.12%
State	0.1822	0.1786	(0.0036)	-1.98%
GROSS TAX RATE	24.7710	24.6005	(0.1705)	-0.69%
State Credits	1.5188	1.6268	0.1080	7.11%
NET TAX RATE	**$ 23.2522**	**$ 22.9737**	**$ (0.2785)**	-1.20%

CITY OF APPLETON 2008 BUDGET
EQUALIZED TAX RATES

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2006 Tax Rate (2007 Budget)	Equalized 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.7933	$ 7.8487	$ 0.0554	0.71%
Public Schools	8.0592	7.8798	(0.1794)	-2.23%
Technical College	1.6757	1.6696	(0.0061)	-0.36%
County	4.3084	4.2849	(0.0235)	-0.55%
State	0.1756	0.1697	(0.0059)	-3.36%
GROSS TAX RATE	22.0122	21.8527	(0.1595)	-0.72%
Less State Credits	1.1966	1.2697	0.0731	6.11%
NET TAX RATE	**$ 20.8156**	**$ 20.5830**	**$ (0.2326)**	-1.12%

Outagamie County/ Menasha School Dist.	Equalized 2006 Tax Rate (2007 Budget)	Equalized 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.7933	$ 7.8487	$ 0.0554	0.71%
Public Schools	8.8775	8.2492	(0.6283)	-7.08%
Technical College	1.6757	1.6696	(0.0061)	-0.36%
County	4.3084	4.2849	(0.0235)	-0.55%
State	0.1756	0.1697	(0.0059)	-3.36%
GROSS TAX RATE	22.8305	22.2221	(0.6084)	-2.67%
State Credits	1.1966	1.2697	0.0731	6.11%
NET TAX RATE	**$ 21.6339**	**$ 20.9524**	**$ (0.6815)**	-3.15%

Outagamie County/ Freedom School Dist.	Equalized 2006 Tax Rate (2007 Budget)	Equalized 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.7933	$ 7.8487	$ 0.0554	0.71%
Public Schools	7.9934	8.1054	0.1120	1.40%
Technical College	1.6757	1.6696	(0.0061)	-0.36%
County	4.3084	4.2849	(0.0235)	-0.55%
State	0.1756	0.1697	(0.0059)	-3.36%
GROSS TAX RATE	21.9464	22.0783	0.1319	0.60%
State Credits	1.1966	1.2697	0.0731	6.11%
NET TAX RATE	**$ 20.7498**	**$ 20.8086**	**$ 0.0588**	0.28%

CITY OF APPLETON 2008 BUDGET
EQUALIZED TAX RATES

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2006 Tax Rate (2007 Budget)	Equalized 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.7933	$ 7.8487	$ 0.0554	0.71%
Public Schools	8.0592	7.8798	(0.1794)	-2.23%
Technical College	1.6757	1.6696	(0.0061)	-0.36%
County	4.0710	4.0552	(0.0158)	-0.39%
State	0.1756	0.1697	(0.0059)	-3.36%
GROSS TAX RATE	21.7748	21.6230	(0.1518)	-0.70%
State Credits	1.1700	1.2736	0.1036	8.85%
NET TAX RATE	**$ 20.6048**	**$ 20.3494**	**$ (0.2554)**	-1.24%

Calumet County/ Kimberly School Dist.	Equalized 2006 Tax Rate (2007 Budget)	Equalized 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.7933	$ 7.8487	$ 0.0554	0.71%
Public Schools	9.5924	9.2510	(0.3414)	-3.56%
Technical College	1.6757	1.6696	(0.0061)	-0.36%
County	4.0710	4.0552	(0.0158)	-0.39%
State	0.1756	0.1697	(0.0059)	-3.36%
GROSS TAX RATE	23.3080	22.9942	(0.3138)	-1.35%
State Credits	1.1700	1.2736	0.1036	8.85%
NET TAX RATE	**$ 22.1380**	**$ 21.7206**	**$ (0.4174)**	-1.89%

CITY OF APPLETON 2008 BUDGET
EQUALIZED TAX RATES

WINNEBAGO COUNTY

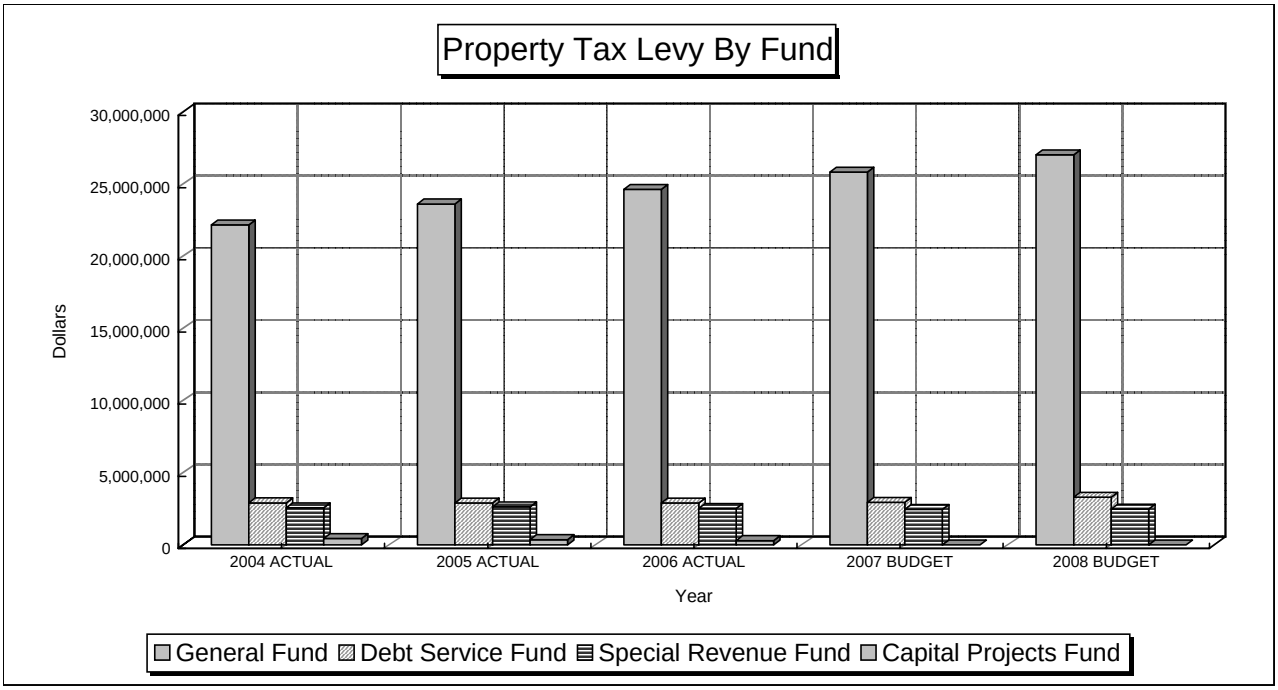
Winnebago County/ Appleton School District	Equalized 2006 Tax Rate (2007 Budget)	Equalized 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.7933	$ 7.8487	$ 0.0554	0.71%
Public Schools	8.0592	7.8798	(0.1794)	-2.23%
Technical College	1.6757	1.6696	(0.0061)	-0.36%
County	5.3522	5.4421	0.0899	1.68%
State	0.1756	0.1697	(0.0059)	-3.36%
GROSS TAX RATE	23.0560	23.0099	(0.0461)	-0.20%
State Credits	1.4638	1.5460	0.0822	5.62%
NET TAX RATE	**$ 21.5922**	**$ 21.4639**	**$ (0.1283)**	-0.59%

Winnebago County/ Menasha School District	Equalized 2006 Tax Rate (2007 Budget)	Equalized 2007 Tax Rate (2008 Budget)	Increase (Decrease)	Percent Change
City	$ 7.7933	$ 7.8487	$ 0.0554	0.71%
Public Schools	8.8775	8.2492	(0.6283)	-7.08%
Technical College	1.6757	1.6696	(0.0061)	-0.36%
County	5.3522	5.4421	0.0899	1.68%
State	0.1756	0.1697	(0.0059)	-3.36%
GROSS TAX RATE	23.8743	23.3793	(0.4950)	-2.07%
State Credits	1.4638	1.5460	0.0822	5.62%
NET TAX RATE	**$ 22.4105**	**$ 21.8333**	**$ (0.5772)**	-2.58%

CITY OF APPLETON 2008 BUDGET
SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES [1]	2004 ACTUAL	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
General Fund	$ 22,174,113	$ 23,626,615	$ 24,624,866	$ 25,839,080	$ 27,022,848
Debt Service Funds	2,917,334	2,903,025	2,897,879	2,953,457	3,303,443
Special Revenue Funds					
Sanitation & Recycling	2,551,044	2,619,536	2,518,357	2,450,000	2,463,700
Forestry Fund	22,900	17,900	17,900	17,850	17,850
Total Special Revenue Funds	2,573,944	2,637,436	2,536,257	2,467,850	2,481,550
Capital Project Funds					
Subdivision Development	446,371	365,731	300,000	-	-
TOTAL PROPERTY TAX LEVY:	**$ 28,111,762**	**$ 29,532,807**	**$ 30,359,002**	**$ 31,260,387**	**$ 32,807,841**

[1] Excludes tax increment district revenues.



CITY OF APPLETON 2008 BUDGET

COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2007 PROJECTED	2008 BUDGET
General Fund	$ 51,651,675	$ 51,608,323	$ 52,525,434	$ 52,246,400	$ 54,456,067
Debt Service Funds	7,803,049	11,301,746	8,678,037	8,919,937	7,714,030
Special Revenue Funds					
Tax Increment District #1	1,634,905	1,810,692	1,828,887	1,897,311	2,003,851
Tax Increment District #2	304,613	187,600	200,282	205,902	266,727
Tax Increment District #3	13,495,057	2,101,638	1,285,977	2,164,411	2,187,123
Tax Increment District #4	3,046,270	3,152,683	3,150,127	3,216,589	3,835,491
Sanitation & Recycling	3,673,357	3,251,543	3,117,600	3,127,600	3,185,700
Hazardous Materials Level A	390,442	161,119	94,601	268,702	102,601
Police Grants	105,000	-	84,186	-	20,000
Health Services Grants	493,891	598,161	478,336	531,164	478,336
Forestry Fund	22,268	26,083	25,000	25,350	25,000
Housing & Community Development Grants	1,575,266	1,773,378	1,304,744	1,304,744	1,326,889
Room Tax Administration	258,920	303,514	260,000	300,000	305,000
Union Spring Park	84	163	75	150	175
Tuchscherer Disability Fund	2,180	3,911	2,250	2,250	4,000
Peabody Estate Trust	2,303	4,494	2,450	4,675	4,800
Balliet Locomotive	223	437	250	455	470
Lutz Park Trust	18,175	44,559	162,508	178,300	177,508
Park Open Space	51,032	46,490	41,000	46,600	48,300
Universal Playground	549	1,053	550	1,085	1,100
Total Special Revenue Funds	25,074,535	13,467,518	12,038,823	13,275,288	13,973,071
Capital Projects Funds					
Subdivision Development	2,086,507	2,032,386	1,427,514	1,602,514	1,456,370
Parks & Recreation Projects	14,042	21,667	314,074	315,945	20,748
City Center	-	95,610	18,067	18,067	-
Tax Increment District #5	79,155	113,433	135,161	144,047	147,031
Tax Increment District #6	1,291,100	1,571,828	1,866,908	1,640,458	2,034,265
Tax Increment District #7	-	-	-	-	-
Technology	479	44	21	15,021	175,000
Public Works	4,479	5,733	4,776	30,000	5,935
Industrial Park Land	3,086,705	398,886	141,500	164,800	180,800
Equipment Replacement	1,452,769	1,560,104	1,591,047	1,631,047	1,727,337
Community Development Projects	1,360	2,630	1,250	2,800	2,522
LMI Project	7,487	199,440	-	-	-
Public Safety	9,425	76,630	20,544	37,000	9,001
Library	-	-	-	-	-
Facilities	-	-	-	-	10,000
Total Capital Projects Fund	8,033,508	6,078,391	5,520,862	5,601,699	5,769,009
Enterprise Funds					
Water Utility	14,439,504	14,960,680	18,454,612	16,819,605	18,505,915
Wastewater Utility	8,282,582	10,407,561	10,186,968	10,194,668	10,162,383
Stormwater Utility	4,196,249	6,233,920	6,246,600	6,548,600	6,606,500
Parking Utility	2,113,956	2,402,986	2,286,500	2,301,016	2,424,100
Golf Course	507,630	519,147	623,586	523,600	542,810
Valley Transit	5,944,824	6,256,600	7,167,354	7,224,854	7,267,335
Total Enterprise Funds	35,484,745	40,780,894	44,965,620	43,612,343	45,509,043
Internal Service Funds					
Facilities & Construction Management	-	-	2,109,543	2,109,543	2,120,420
Central Equipment Agency	2,257,901	2,366,385	2,570,094	2,477,929	2,626,950
Insurance	871,973	867,927	934,286	934,286	687,921
Total Internal Service Funds	3,129,874	3,234,312	5,613,923	5,521,758	5,435,291
Trust Funds					
Frank P. Young Memorial	867	1,294	925	925	16,235
Total Trust Funds	867	1,294	925	925	16,235
TOTAL REVENUES:	**$ 131,178,253**	**$ 126,472,478**	**$ 129,343,624**	**$ 129,178,350**	**$ 132,872,746**

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2008 BUDGET

COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2007 PROJECTED	2008 BUDGET
General Fund	$ 48,886,842	$ 49,786,342	$ 52,525,434	$ 56,292,517	$ 54,456,067
Debt Service Funds	7,794,913	11,320,690	8,828,037	8,979,937	7,814,030
Special Revenue Funds					
Tax Increment District #1	(4,572,896)	2,003,282	149,298	237,217	5,400
Tax Increment District #2	140,032	138,238	96,599	96,599	101,067
Tax Increment District #3	1,940,249	2,028,108	2,657,927	2,657,925	2,251,612
Tax Increment District #4	2,127,868	4,195,067	1,285,255	3,044,104	1,744,032
Sanitation & Recycling	3,757,358	3,094,984	3,312,630	3,312,630	3,327,695
Hazardous Materials Level A	352,600	131,247	265,601	568,791	85,601
Police Grants	153,136	5,065	84,186	-	20,000
Health Services Grants	493,891	598,161	478,336	531,164	478,336
Forestry Fund	19,824	26,437	25,000	25,000	25,000
Housing & Community Development Grants	1,634,539	1,755,297	1,304,744	1,304,744	1,326,889
Room Tax Administration	258,544	293,608	260,000	302,300	305,000
Union Spring Park	-	-	400	1,400	500
Tuchscherer Disability Fund	6,391	6,391	6,391	6,391	6,391
Peabody Estate Trust	-	-	-	-	-
Balliet Locomotive	-	-	250	250	300
Lutz Park Trust	-	7,858	420,000	604,797	-
Park Open Space	-	138,167	107,000	121,000	45,000
Universal Playground Trust	-	531	2,000	2,000	2,000
Total Special Revenue Funds	6,311,536	14,422,441	10,455,617	12,816,312	9,724,823
Capital Projects Funds					
Subdivision Development	1,755,096	1,726,072	2,215,866	2,215,866	2,090,750
Parks & Recreation Projects	663,578	596,541	2,200,000	2,026,000	1,255,000
City Center	-	195,323	27,100	27,100	-
Tax Increment District #5	232,935	101,981	103,484	103,484	188,703
Tax Increment District #6	3,835,265	4,007,308	2,063,226	3,155,313	3,475,155
Tax Increment District #7	-	-	-	-	447,000
Public Works	282,214	510,411	922,245	1,769,749	440,582
Technology	174,344	273,356	505,500	622,844	685,000
Industrial Park Land	2,500,059	852,553	215,430	295,303	696,271
Equipment Replacement	1,743,591	2,017,730	2,234,403	2,544,779	1,920,773
Community Development Projects	-	-	1,100,000	300,000	1,175,000
LMI Project	221,925	1,129,216	-	155,786	-
Public Safety	244,859	1,441,934	1,600,269	2,389,581	757,500
Library	33,978	-	250,500	250,500	25,000
Facilities	-	-	-	-	6,144,360
Total Capital Projects Fund	11,687,844	12,852,425	13,438,023	15,856,305	19,301,094
Enterprise Funds					
Water Utility	13,009,598	14,797,730	16,425,714	15,854,239	16,972,991
Wastewater Utility	10,662,348	10,515,556	11,168,167	10,920,383	11,061,716
Stormwater Utility	4,314,385	4,689,486	4,811,291	4,659,348	4,960,530
Parking Utility	14,361,945	2,768,120	1,958,797	2,867,110	2,914,612
Golf Course	566,524	593,659	619,184	610,434	588,296
Valley Transit	6,526,824	6,854,026	7,614,595	7,614,595	7,635,712
Total Enterprise Funds	49,441,624	40,218,577	42,597,748	42,526,109	44,133,857
Internal Service Funds					
Facilities & Construction Management	-	-	2,109,543	2,109,543	2,120,420
Central Equipment Agency	3,977,790	3,900,837	4,222,665	4,100,000	4,251,950
Insurance	1,581,763	1,145,704	1,158,888	1,158,888	901,505
Total Internal Service Funds	5,559,553	5,046,541	7,491,096	7,368,431	7,273,875
Trust Funds					
Frank P. Young Memorial	500	1,000	800	340	588
Total Trust Funds	500	1,000	800	340	588
TOTAL EXPENDITURES:	**$ 129,682,812**	**$ 133,648,016**	**$ 135,336,755**	**$ 143,839,951**	**$ 142,704,334**

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 2008 BUDGET

COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2007 PROJECTED	2008 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	28,853,248 *	31,618,081	33,440,062	33,440,062	29,393,945
Property Taxes	23,626,927	24,624,866	25,839,080	25,839,080	27,022,848
Other Revenue	28,024,748	26,983,457	26,686,354	26,407,320	27,433,219
Expenditures	48,886,842	49,786,342	52,525,434	56,292,517	54,456,067
FUND BALANCE - Ending (Dec. 31)	31,618,081	33,440,062	33,440,062	29,393,945	29,393,945
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	1,125	69,933	54,875	54,875	19,200
Property Taxes	2,903,025	2,897,879	2,953,457	2,953,457	3,303,443
Other Revenue	4,960,696	8,407,753	5,814,580	5,990,805	4,500,587
Expenditures	7,794,913	11,320,690	8,828,037	8,979,937	7,814,030
FUND BALANCE - Ending (Dec. 31)	69,933	54,875	(5,125)	19,200	9,200
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	9,914,615	13,339,017	11,742,370	11,742,370	7,548,649
Property Taxes	1,539,130	1,606,207	1,566,327	1,680,979	1,688,558
Other Revenue	13,573,116	9,649,571	9,919,296	9,981,605	15,808,813
Expenditures	11,687,844	12,852,425	13,438,023	15,856,305	19,301,094
FUND BALANCE - Ending (Dec. 31)	13,339,017	11,742,370	9,789,970	7,548,649	5,744,926
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	(27,879,588) *	(9,116,589)	(10,071,512)	(10,071,512)	(9,612,536)
Property Taxes	7,199,909	7,767,500	8,343,521	8,464,524	9,390,203
Other Revenue	17,874,626	5,700,018	3,695,302	4,810,764	4,582,868
Expenditures	6,311,536	14,422,441	10,455,617	12,816,312	9,724,823
FUND BALANCE - Ending (Dec. 31)	(9,116,589)	(10,071,512)	(8,488,306)	(9,612,536)	(5,364,288)
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	199,992,015	192,315,186	197,422,777	197,422,777	198,942,011
Property Taxes	-	-	-	-	-
Other Revenue	35,484,745	40,780,894	44,965,620	43,612,343	45,509,043
Contributed Capital	6,280,050	4,545,274	753,000	433,000	941,342
Expenditures	49,441,624	40,218,577	42,597,748	42,526,109	44,133,857
FUND BALANCE - Ending (Dec. 31)	192,315,186	197,422,777	200,543,649	198,942,011	201,258,539
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	12,264,995	11,534,338	11,604,923	11,604,923	12,303,029
Property Taxes	-	-	-	-	-
Other Revenue	3,129,874	3,234,312	5,613,923	5,521,758	5,435,291
Contributed Capital	1,699,022	1,882,814	2,524,553	2,544,779	1,905,723
Expenditures	5,559,553	5,046,541	7,491,096	7,368,431	7,273,875
FUND BALANCE - Ending (Dec. 31)	11,534,338	11,604,923	12,252,303	12,303,029	12,370,168
FIDUCIARY FUNDS					
FUND BALANCE - Beginning (Jan. 1)	15,703	16,070	16,364	16,364	16,949
Property Taxes	-	-	-	-	-
Other Revenue	867	1,294	925	925	16,235
Expenditures	500	1,000	800	340	588
FUND BALANCE - Ending (Dec. 31)	16,070	16,364	16,489	16,949	32,596
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	223,162,113 *	239,776,036	244,209,859	244,209,859	238,611,247
Property Taxes	35,268,991	36,896,452	38,702,385	38,938,040	41,405,052
Other Revenue	111,027,744	101,185,387	99,973,553	99,303,299	106,133,121
Expenditures	129,682,812	133,648,016	135,336,755	143,839,951	142,704,334
FUND BALANCE - Ending (Dec. 31)	239,776,036	244,209,859	247,549,042	238,611,247	243,445,086

* 2004 beginning balance as restated

CITY OF APPLETON 2008 BUDGET

COMBINED SUMMARY OF REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
Property Tax	34,909,951	36,843,733	38,666,385	41,334,252
Other Tax	1,060,335	790,509	704,800	804,600
Intergovernmental	23,547,540	24,236,654	24,551,249	24,356,968
Licenses & Permits	1,004,282	980,953	879,518	829,066
Special Assessments	2,557,842	2,667,676	2,457,000	2,378,480
Charges for Service	34,273,920	37,999,752	45,066,886	44,536,414
Interest Income	4,130,753	6,019,944	4,774,013	6,557,989
Fines & Forfeitures	759,718	880,354	950,000	888,000
Other Revenues	7,538,838	4,609,598	3,587,792	3,813,871
Interfund Transfers	21,395,074	11,443,305	7,705,981	7,373,106
TOTAL REVENUES	**$ 131,178,253**	**$ 126,472,478**	**$ 129,343,624**	**$ 132,872,746**

COMBINED SUMMARY OF EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
Personnel	49,155,712	49,397,446	52,177,652	54,097,840
Administrative [1]	46,489,184	46,863,854	39,835,416	38,499,940
Supplies & Materials	6,576,961	6,738,575	7,212,010	7,743,013
Purchased Services	8,335,143	8,458,417	10,858,000	9,051,028
Utilities	4,945,953	6,510,856	6,933,551	7,085,727
Repair & Maintenance	4,861,168	4,825,911	7,558,597	7,760,207
Capital Expense [2]	9,318,691	10,852,957	10,761,529	18,466,579
TOTAL EXPENSE	**$ 129,682,812**	**$ 133,648,016**	**$ 135,336,755**	**$ 142,704,334**

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 2008:

05/07/07	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.
6/01/07 - 9/3/07	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.
9/3/07 - 10/03/07	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.
10/27/07	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.
11/07/07	A public hearing is held to seek property owner input prior to Council acceptance of the budget.
11/14/07	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

- Roles & Responsibilities: The Mayor, in conjunction with the Department Directors of the City, shall present an Executive Budget and Service Plan proposal to Council for its review, deliberation, amendment, and adoption. The Executive Budget shall include proposals for all operating and capital funds. Following Council approval, the Adopted Budget and Service Plan shall become the official budget for the following year.

- Fiscal Year: The Executive Budget and Service Plan for the City follows a calendar year. Each year the budget shall be presented to the Appleton Common Council no later than the first Wednesday in October. Budget deliberation and adoption shall take place no later than the second Wednesday in November, as prescribed by State statute.

- Budget Form: The City of Appleton's operating and capital budget shall be developed on an annual basis and shall be presented in a program budget format that includes program missions, objectives and performance measurements. The purpose of this format is to clearly outline the major service areas and their associated expenditures. A line item detail by program and summarized by major category of expenditure for the department as a whole shall also be presented for informational purposes. All non-personnel line items that exceed $10,000 are further delineated.

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

  The budget shall include a rolling five year Capital Improvement Plan (CIP) of which the first year's expenditures shall be appropriated, with years two through five included for planning purposes. Though expenditures for the first year of the CIP are appropriated, the City's Procurement Policy requires that any new contracts or agreements for services or equipment with an anticipated contract cost of $15,000 or more be approved by the committee of jurisdiction and the Common Council prior to execution. Revisions and additions to, and deletions from, the CIP shall be made each year during budget development.

- Performance Measures: Where possible, the City shall integrate performance measurements in the City's budget document. Measurements will include measures of client benefits, strategic outcomes, and productivity. The presentation of the measures will cover the same time period as that for which operating expenditures are presented; typically two year's actual results of operations, the current year target, the projected value for the current year, and the target for the next year.

- Balanced Budget: Total anticipated revenues shall equal or exceed total budgeted expenditures for each fund unless the draw down of an individual fund's balance is in compliance with the fund balance policy for that fund. Revenues may include but are not limited to property taxes, license and permit fees, fees for services, fines and forfeitures, transfers from other funds, donations and grants. If sufficient funds are not available (such as in a Tax Increment district), a plan for funding the shortfall shall be presented.

- Budget Control: The City shall maintain a budgetary control system to ensure adherence to the budget. Budget control is maintained

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

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

- Contingency Account: A contingency account shall be maintained in the annual General Fund operating budget to provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected increases in service delivery costs. A minimum of 0.5% and a maximum of 1.0% of the total fund budget shall be included in the adopted budget. If a sufficient unexpended balance remains in the current year's contingency account, this requirement may be met by a plan to carry over the balance.

- Budget Amendment:

  - Transfers and new appropriations – All budgets except the Appleton Public Library operating budget
    - The following budget amendments require written approval by the Mayor and Finance Director and shall be reported to the Finance Committee as informational items:

      New appropriations funded by grants, user fees, or other non-tax revenues of $15,000 or less;

      Transfers of $15,000 or less between programs within a department;

      Transfers of $15,000 or less between departments within a fund.

      Authority granted under this section specifically excludes amendments to use money budgeted for personnel for any other purpose.
    - The following budget amendments shall be reported to the Finance Committee as action items and must be approved by two thirds of the Common Council:

      New appropriations in excess of $15,000 funded by grants, user fees, or other non-tax revenues;

      Any new appropriations funded by taxes or debt;

      Transfers in excess of $15,000 between programs within a department;

      Transfers in excess of $15,000 between departments within a fund;

      All transfers between funds;

      Transfers from the Reserve for Contingencies;

      The use of money budgeted for capital projects for anything other than its designation in the budget document;

      The use of excess budgeted personnel dollars due to vacancies to increase the supplies and services budget to fund temporary employment service assistance. Any other use of excess budgeted personnel dollars to increase the supplies and services budget for other purposes may be permitted in rare instances but is highly discouraged.

  - Transfers and new appropriations –Appleton Public Library operating budget
    - Transfers of $15,000 or less between budget lines and/or between budget programs require written approval by the Library Director or designee and shall be reported to the Library Board as informational items.
    - Transfers over $15,000 between budget programs and all new library appropriations funded by grants, user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board.
    - All budget changes will be reported to the Council Finance Committee as informational items.
    - The Board's authority over budget funds shall lapse at the end of the calendar year and any budget fund balances shall revert to City authority, subject to City carryover policies and procedures.

- Carryover of prior year budgeted expenditures – All budgets
    - The City of Appleton may consider the reappropriation of unspent budgeted funds for lapsing budgets each year. Reappropriated funds may be used for prior year contracts, obligations, and uncompleted projects that are to be completed and/or paid in the following year or for any other expenditure allowed by council.
    - Carryover requests shall be no less than $3,000, except for items allowed by the Finance Director that relate to year end cut off procedures.
    - Carryover requests, plus actual prior year expenditures, shall not exceed the department's (or fund's) prior year amended budget less any overall shortfall in program revenues.
    - Reappropriation of unspent prior year authorizations for purposes other than their original designations shall be considered as Special Consideration items and require approval by two thirds of the Common Council. All other reappropriations shall require approval by a simple majority vote.
    - Reappropriation of unspent funds of non-lapsing budgets and those items under contract or purchase order prior to year-end shall be reported as informational items and require no approval.

PROPERTY TAX COLLECTIONS

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

Property tax calendar – 2007 tax roll:

Lien date and levy date	December, 2007
Tax bills mailed	December, 2007
Payment in full or 1st installment due	January 31, 2008
2nd installment due	March 31, 2008
3rd installment due	June 2, 2008
4th installment due	July 31, 2008

CAPITAL BUDGET POLICIES

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

REVENUE POLICIES

- The City will try to maintain a diversified and stable revenue system to minimize short-run fluctuations in any one revenue source.
- The City will attempt to maximize benefits from major revenue sources as a way of maintaining a stable tax rate.
- The City will follow an aggressive policy of collecting revenues.
- The City will establish all user charges and fees at a level related to the full cost (operating, direct, and indirect) of providing the service, whenever practical.

- The City will attempt to review license fees/charges annually to determine if the revenues support the cost of providing the service.
- 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

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

- 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.

Risk Management Fund

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

INVESTMENT POLICIES

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

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

Investment Objectives

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

- Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

  - Credit Risk – The City will minimize credit risk, which is the risk of loss due to the failure of the security issues or backer by:
    - Limiting investments to the type of securities listed in Attachment A.
    - Diversifying the investment portfolio so that the losses from any one type of security or from any one individual issuer will be minimized.

  - Interest Rate Risk – The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
    - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
    - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio.

- Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or the local government investment pool, which offer same-day liquidity for short-term funds.

- Yield - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Any managed portion of the portfolio shall be designed with the objective of regularly meeting or exceeding the following benchmarks:

  - US Government Money Market average and Local Government Investment Pool (LGIP) rate – Short-Term portfolios
  - Lehman Brothers Intermediate Government Index – all other portfolios
  - The benchmark shall be reflective of the actual securities being purchased and risks undertaken, and the benchmarks shall have a similar weighted average maturity as the portfolio.

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

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

Communication And Reporting

- The Investment Manager shall issue a quarterly report to the City of Appleton reviewing the performance and investment strategy of the firm on behalf of the portfolios.
- The Investment Manager is expected to meet with designated employees of the City of Appleton to review the portfolios and to discuss investment results in the context of these guidelines and objectives upon request. At all times the Investment Manager and 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 laterals, stormwater facilities and laterals, and some water mains and services. 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

- The assessment is based on a percentage of the cost of a 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 Reconstruction – 30 Years.
  - Concrete Driveway Aprons – 1 Year.

Sidewalks

- The assessment Rate for new construction is based on 100% of assessable construction costs, including engineering costs.
- There is no assessment for sidewalk that meets the "green dot" criteria. Assessments are levied when sidewalks not meeting "green dot" criteria are replaced at the property owner's request.
- Useful Life – 20 years

Sanitary Sewers

- The assessment rate for new construction in an existing area or reconstruction or relining of sanitary sewers will be $29 per foot for mains and $35 per foot for laterals, except that credit will be given for the remaining useful life calculated on current cost of construction. For this purpose, the useful life of sanitary sewer will be 75 years.
- Useful Life – 75 Years.

Storm Sewers/ Facilities

- Previously developed or reconstructed storm sewers and facilities are assessed at 100% of the assessment rate for new sewer construction plus area assessment. Existing properties zoned R-1 or R-2 receive no assessment. New subdivisions are assessed at 100% of actual construction costs of facilities required by the subdivision plus area assessment.
- Useful Life – 75 Years
- Regional Stormwater facilities built prior to March 1, 2006 are assessed on an Equivalent Residential Unit (ERU) basis to all properties being served by the improvements.

The cost for Regional Stormwater facilities built after March 1, 2006 is borne by the Stormwater Utility.

Water Mains

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

PURCHASING POLICIES

- Purchases for all City departments for the City of Appleton shall be in accordance with the City Procurement Policy.
- The methods of source selection are as follows:
  - Public Construction – Competitive Sealed Bidding must be used for purchases of $25,000 or greater in accordance with Wisconsin Statutes. This process shall consist of:
    - Invitation for bids
    - Public notice
    - Bid opening
    - Bid acceptance and evaluation
    - Bid award-Common Council approval
  - Purchases of $5,000 or more (other than Public Construction) require that a minimum of three written quotations be solicited. Evaluation criteria that favorably and accurately assess the relevant cost or service advantages of local procurement are required. Any new contracts or agreements for services with an anticipated cost of $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 2007 rate requirements for the Wisconsin Retirement System employees are as follows:

	General	Police	Fire	Elected
Employee Contribution	6.0%	5.1%	3.4%	3.0%
City Contribution	4.6%	11.8%	14.4%	8.5%
Total	10.6%	16.9%	17.8%	11.5%

Prior Years' Unfunded Pensions

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

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

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

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

RISK MANAGEMENT POLICY

On January 1, 1990, the City of Appleton joined Cities and Villages Mutual Insurance Company (CVMIC), a municipal mutual insurance company that provides liability insurance services. CVMIC currently provides this liability protection to 41 Wisconsin cities and villages. As part of this self-funded program, the City's Insurance Fund provides coverage of $175,000 per general, automobile, law enforcement 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 $2 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 of statutory limits for workers' compensation and a $2 million increase for employer's liability,
> $100 - $10,000 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. Event sponsors have the option of purchasing liability insurance from the City through CVMIC's "TULIP" program (Tenant/Users Liability Insurance Program.
- Coverage for "miscellaneous" jobs or activities such as asbestos abatement, pollution cleanup, oil recycling, hazardous waste removal, or any new contract or activities where it is not clear what level of insurance should be required will be set by the Human Resources Director/Risk Manager on a case by case basis.

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

CITY OF APPLETON
2008 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, 13 parochial schools and 13 charter schools.

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

Government
Appleton has a mayor/council form of government with 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 Thrivent, Guardian and Secura insurance companies, Appleton (formerly Appleton Papers), Miller Electric, and the Appleton Medical Center.

CITY OF APPLETON
2008 BUDGET
DEMOGRAPHIC AND ECONOMIC INFORMATION

Per Return Adjusted Gross Income

	State of Wisconsin	Outagamie County	Calumet County	Winnebago County	City of Appleton
2006	N/A	N/A	N/A	N/A	N/A
2005	44,280	47,065	49,417	46,104	46,167
2004	43,512	45,445	47,565	44,761	45,631
2003	42,474	44,027	45,709	42,904	43,972
2002	40,719	43,118	44,287	42,638	43,228

N/A = not availble as of time of publications

Source: Wisconsin Department of Revenue, Division of Research and Analysis

Unemployment Rate

	State of Wisconsin		Appleton Oshkosh Neenah MSA		Outagamie County		City of Appleton	
July, 2007	4.8	%	4.5	%	4.5	%	5.9	%
July, 2006	4.9		4.8		4.8		4.7	
Average, 2005	4.7	%	4.5	%	4.6	%	6.0	%
Average, 2005	4.7		4.4		4.5		5.7	
Average, 2004	4.9		4.5		4.5		6.0	
Average, 2003	5.6		5.0		5.2		6.7	
Average, 2002	5.5		5.0		5.2		6.5	

Source: Wisconsin Department of Revenue, Division of Research and Analysis

2005 Estimated Effective Buying Income ("EBI")

	Percent of Households in EBI Range					
	United States	State of Wisconsin	Outagamie County	Calumet County	Winnebago County	City of Appleton
Under $19,000	21.5%	19.6%	14.5%	11.7%	17.7%	14.0%
$20,000 - 34,999	22.5	23.5	21.4	19.9	24.9	21.2
$35,000 - 49,999	19.3	22.9	25.5	25.5	23.9	25.3
$50,000 and over	36.7	34.0	38.6	42.9	33.5	39.5
Totals	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Median Household EBI	$ 39,324	$ 38,991	$ 43,366	$ 46,291	$ 39,247	$ 44,051
Average Household EBI	51,284	46,855	49,886	52,967	46,543	50,584
Per Capita EBI	19,289	18,468	19,056	19,892	18,355	19,231

Source: Survey of Buying Power, "Sales and marketing Management Magazine", September 2005.

Building Permits - City of Appleton

Year	Valuation	
2007	$ 72,380,376	*
2006	95,609,482	
2005	126,826,416	
2004	69,974,898	
2003	110,918,858	

**As of September 4, 2007*

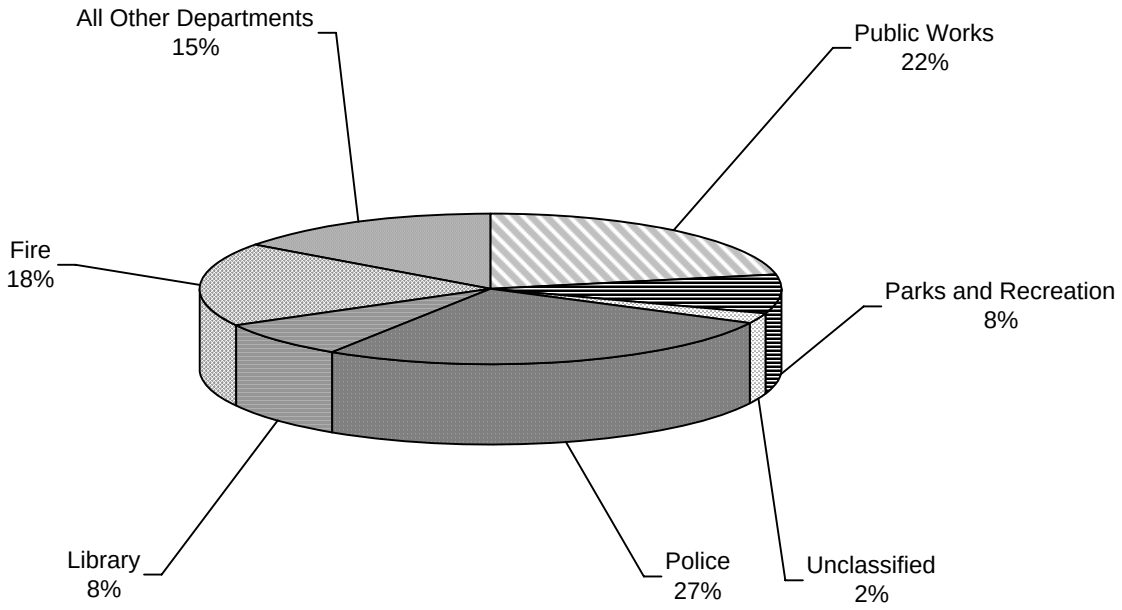
Source: City of Appleton Public Works Department

CITY OF APPLETON 2008 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.

2008 GENERAL FUND

$54,456,067



CITY OF APPLETON 2008 BUDGET

GENERAL FUND

	Actual		Budget			%
	2005	2006	Adopted 2007	Projected 2007	2008	Change *
REVENUES						
Taxes	$ 24,069,302	$ 25,059,141	$ 26,247,880	$ 26,247,880	$ 27,451,648	4.59%
Intergovernmental	16,720,451	16,723,824	16,947,529	16,947,529	17,028,666	0.48%
Licenses and Permits	921,707	938,603	823,368	843,368	803,566	-2.40%
Special Assessments	995,134	1,203,720	1,207,000	900,000	1,128,480	-6.51%
Charges for Services	1,194,513	1,350,807	1,332,122	1,332,122	1,370,238	2.86%
Interest Income	2,608,647	3,195,214	3,275,898	3,275,898	3,882,203	18.51%
Fines and Forfeitures	251,401	271,530	300,000	270,000	300,000	0.00%
All Other Revenue	1,051,468	1,412,141	922,187	960,153	1,032,316	11.94%
TOTAL REVENUES	**47,812,623**	**50,154,980**	**51,055,984**	**50,776,950**	**52,997,117**	**3.80%**
EXPENDITURES						
Common Council	121,656	121,658	126,015	126,015	125,587	-0.34%
Mayor	244,695	318,326	287,221	287,821	289,245	0.70%
City Clerk	593,226	713,414	595,610	615,610	767,686	28.89%
City Assessor	490,576	498,703	528,594	528,594	547,693	3.61%
Finance	854,075	875,442	898,683	904,683	922,287	2.63%
Technology Services	1,744,552	1,749,084	1,812,133	1,838,768	1,857,975	2.53%
Human Resources	580,127	583,938	619,517	623,017	649,101	4.78%
City Attorney	373,127	376,256	389,994	389,994	414,780	6.36%
Unclassified	1,414,226	1,049,866	1,138,875	3,110,694	1,241,766	9.03%
Community Development	749,751	752,305	774,210	774,210	786,648	1.61%
Library	3,903,483	3,996,448	4,190,395	4,225,403	4,303,161	2.69%
Parks & Recreation	4,190,014	4,273,359	4,371,479	4,402,873	4,522,214	3.45%
Public Works	10,528,490	10,141,186	11,722,163	11,538,189	11,969,703	2.11%
Health Services	1,091,861	1,101,359	1,116,030	1,125,658	1,169,307	4.77%
Police	12,858,435	13,338,793	13,882,887	13,900,253	14,479,092	4.29%
Fire	8,589,113	8,709,893	9,455,802	9,475,414	9,747,128	3.08%
TOTAL EXPENDITURES	**48,327,407**	**48,600,030**	**51,909,608**	**53,867,196**	**53,793,373**	**3.63%**
REVENUES OVER EXPENDITURES	**(514,784)**	**1,554,950**	**(853,624)**	**(3,090,246)**	**(796,256)**	**-6.72%**
OTHER FINANCING SOURCES (USES)						
Sale of City Property	397,796	14,273	27,000	27,000	10,500	-61.11%
Other Financing Sources	3,441,256	1,439,070	1,442,450	1,442,450	1,448,450	0.42%
Other Financing Uses	(559,435)	(1,186,312)	(615,826)	(2,425,321)	(662,694)	7.61%
TOTAL OTHER FINANCING	**3,279,617**	**267,031**	**853,624**	**(955,871)**	**796,256**	**-6.72%**
NET CHANGE IN EQUITY	**2,764,833**	**1,821,981**	**-**	**(4,046,117)**	**-**	N/A
FUND BALANCE - Beginning	28,853,248 *	31,618,081	33,440,062	33,440,062	29,393,945	-12.10%
FUND BALANCE - Ending	**$ 31,618,081**	**$ 33,440,062**	**$ 33,440,062**	**$ 29,393,945**	**$ 29,393,945**	**-12.10%**

* as restated

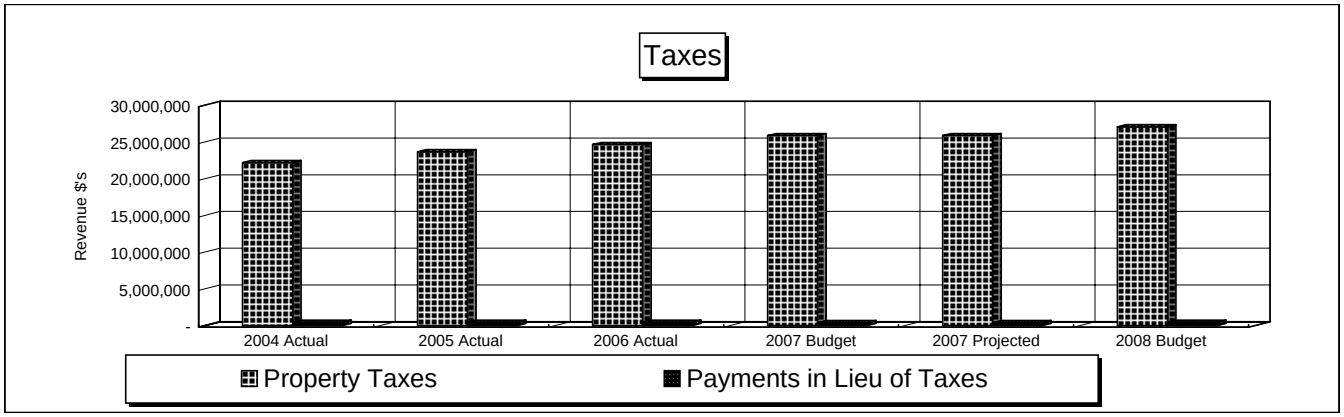
CITY OF APPLETON 2008 BUDGET
GENERAL FUND BALANCE

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/08	38	$ 29,393,945
Less Reserved for:		
Inventories and Prepaid Items		(700,000)
Developer Loans		(1,385,254)
Advance to other Funds		(9,216,663)
Less Designations:		
Health Insurance Cost Stabilization*		(1,941,495)
Working Capital - 25% of budgeted expenditures (25% * $54,456,067, includes transfers)	38	(13,614,017)
Debt Service - 25% of ensuing year's debt service requirements		
(25% * ($7,814,030 Debt Service Obligation - $1,000 Interest Income - $10,000 available fund balance applied))	487	(1,950,758)
Projected General Fund Balance in excess of the reserve policy @ 12/31/08		$ 585,758
75% required to be used for reduction of long-term liabilities		$ 439,319
25% subject to Finance Committee recommendation		$ 146,439

* The City purchases aggregate stop loss insurance with the change to United Health Care. The premium at this time makes this purchase cost beneficial and considered prudent due to the changes the City is making with providers as a safeguard. The amount designated represents the difference between expected claims and maximum claims (125% of expected).

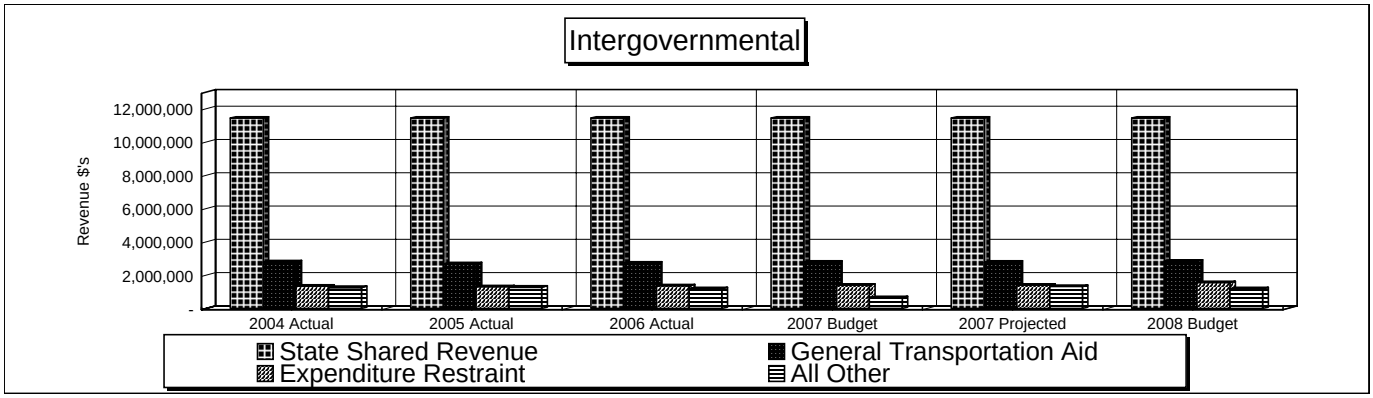
CITY OF APPLETON 2008 BUDGET
GENERAL FUND REVENUES

Taxes	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Property Taxes	22,174,113	23,626,927	24,624,866	25,839,080	25,839,080	27,022,848	4.58%
Payment in Lieu of Taxes	422,463	442,375	434,275	408,800	408,800	428,800	4.89%
Total Taxes	**22,596,576**	**24,069,302**	**25,059,141**	**26,247,880**	**26,247,880**	**27,451,648**	**4.59%**



Taxes are derived from several sources. Property taxes provide roughly 50% of our City general fund revenues. The tax base has grown steadily in recent years, increasing 4.21% on an equalized basis in 2007. The City also collects "in lieu" payments from the water utility, as well as voluntary and contractual payments from other tax exempt entities. In 2005, the State of Wisconsin adopted a two year budget that restricts growth in local property taxes to the greater of 2.0% or the amount of new construction which is 2.463% for Appleton in 2008. Though the State has yet to adopt a budget for the current biennium (2007/2008), this budget assumes the continuation of this constraint.

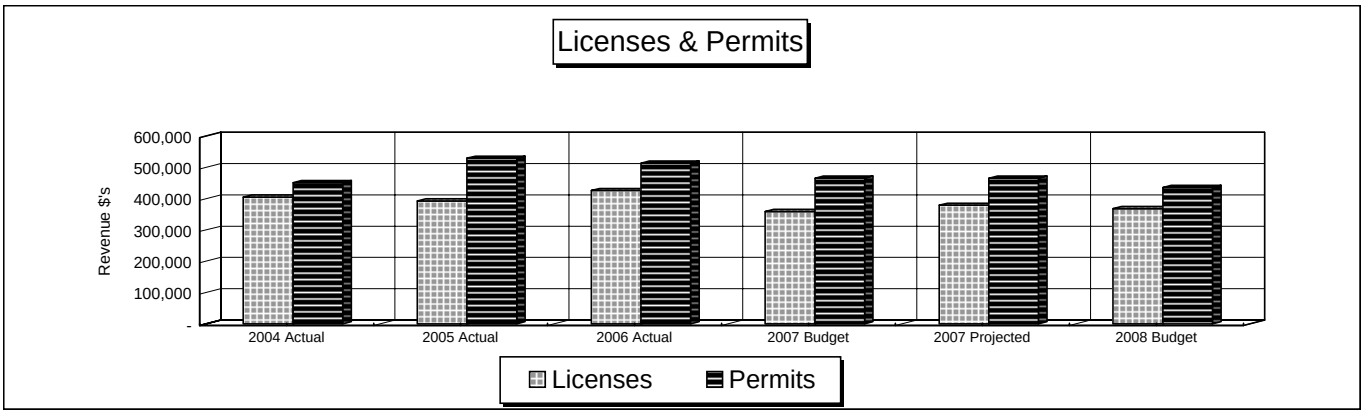
Intergovernmental Revenue	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
State Shared Revenue	11,441,055	11,444,538	11,446,814	11,445,512	11,445,512	11,446,743	0.01%
General Transportation Aid	2,796,599	2,685,182	2,721,154	2,774,678	2,774,678	2,845,415	2.55%
Expenditure Restraint	1,341,138	1,309,800	1,365,780	1,403,668	1,403,668	1,558,978	11.06%
Library Grants & Aids	602,310	606,827	606,827	649,915	649,915	675,904	4.00%
Other	656,287	674,104	583,249	673,756	673,756	501,626	-25.55%
Total Intergovernmental	**16,837,389**	**16,720,451**	**16,723,824**	**16,947,529**	**16,947,529**	**17,028,666**	**0.48%**



State shared revenues are state sales and income taxes that are returned to the City based on a complex formula that includes growth and the per capita tax burden. After declining approximately $1,178,000 in 2004, a reduction of over 9%, State shared revenues have remained virtually unchanged. Expenditure Restraint is a State program which allocates funds to municipalities that hold to spending limits specified by the program. Money available to the City of Appleton from the Expenditure Restraint program is expected to increase by 11.1% for 2008, based on projections by the State. 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 Outagamie 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, as well as various other miscellaneous items. Trends have been generally consistent over the years for this source of revenue.

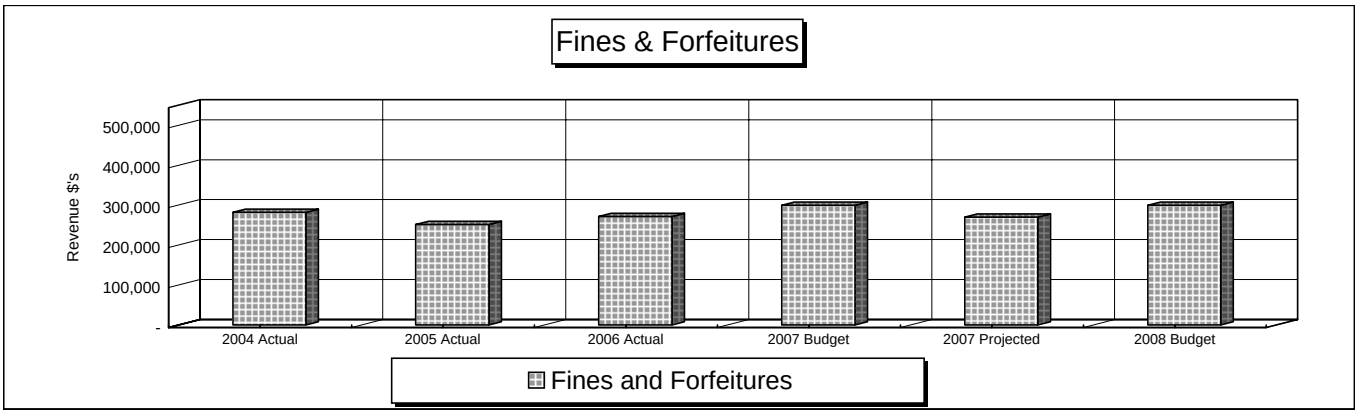
CITY OF APPLETON 2008 BUDGET
GENERAL FUND REVENUES

Licenses and Permits	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Licenses	404,823	392,699	425,782	358,668	378,668	368,066	-2.80%
Permits	450,408	529,008	512,821	464,700	464,700	435,500	-6.28%
Total Licenses and Permits	**855,231**	**921,707**	**938,603**	**823,368**	**843,368**	**803,566**	**-4.72%**



Licenses and permits are required for the privilege of carrying on a business or trade that is regulated by ordinance within the City and are renewed on an annual basis. The payment of all personal property taxes, room taxes, special assessments and other amounts due to the City imposed pursuant to Code, in addition to all forfeitures or judgments resulting from conviction for violation of any City ordinance is required prior to the granting of such license or permit. The volume of licenses and permits granted by the City has been relatively steady in recent years. The decline in permit revenue in 2008 reflects a decrease in building permits related to the expected continuation of the recent slow-down in new home construction.

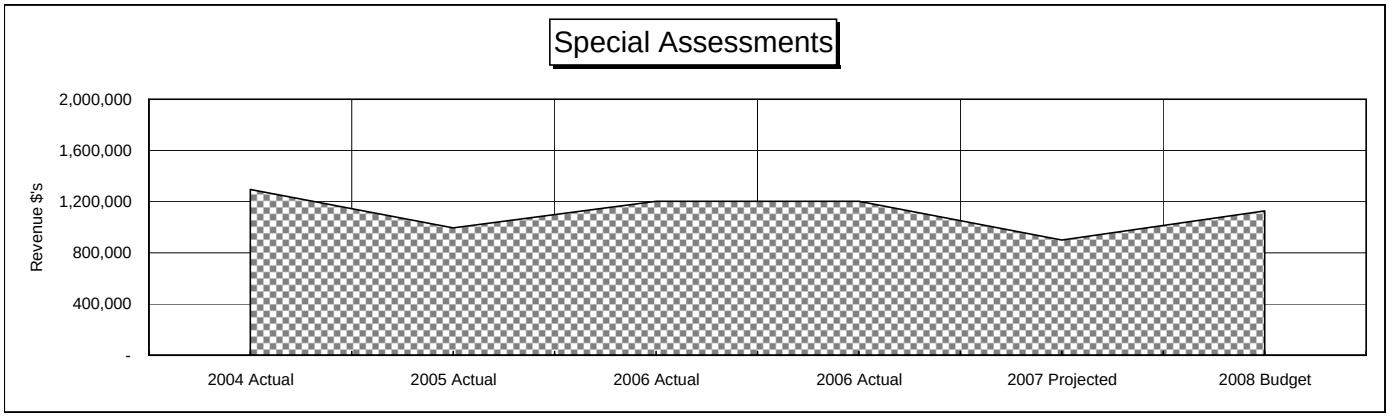
	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Fines and Forfeitures	281,958	251,401	271,530	300,000	270,000	300,000	11.11%



Fines and forfeitures are collected for City ordinance violations, traffic citations, and other misdemeanors covered by City Code and State Statute. Trends have remained relatively steady in recent years.

CITY OF APPLETON 2008 BUDGET
GENERAL FUND REVENUES

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Special Assessments	1,295,953	995,134	1,203,720	1,207,000	900,000	1,128,480	25.39%



The City levies special assessments on property benefited by the construction and installation of public improvements. Revenue varies based on the payment options selected by property owners and the amount of infrastructure budgeted and completed in a given year. The options for payment are:

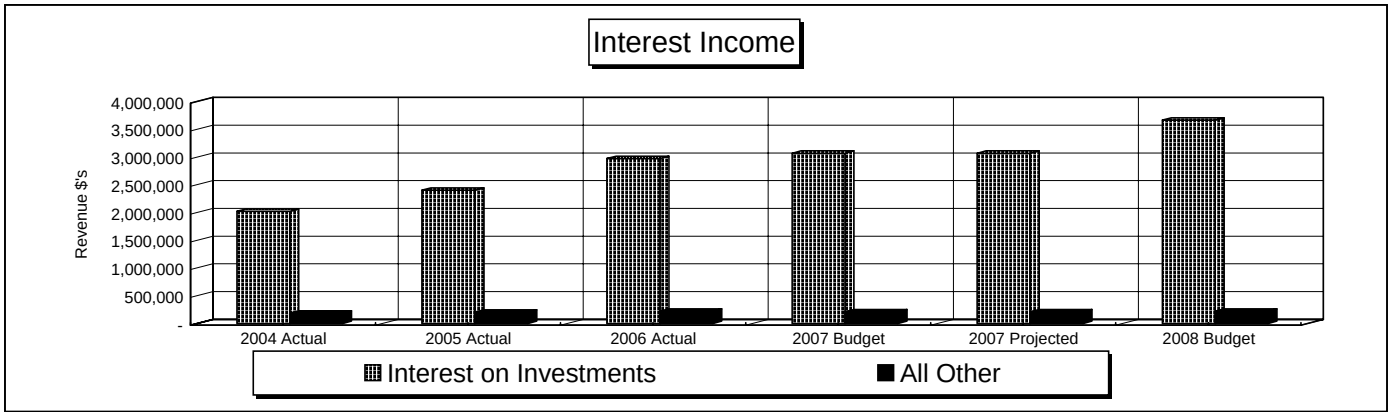
If the assessment is $1,000 or less, it must be paid in one installment.

If the assessment is over $1,000, it may be paid in one installment or in five equal installments.

Deferred payments bear an interest rate of 9% per year on the unpaid balance.

Lake Park Road was determined to be a Tax Incremental District # 6 eligible expense, lowering the special assessment revenue in both 2007 and 2008.

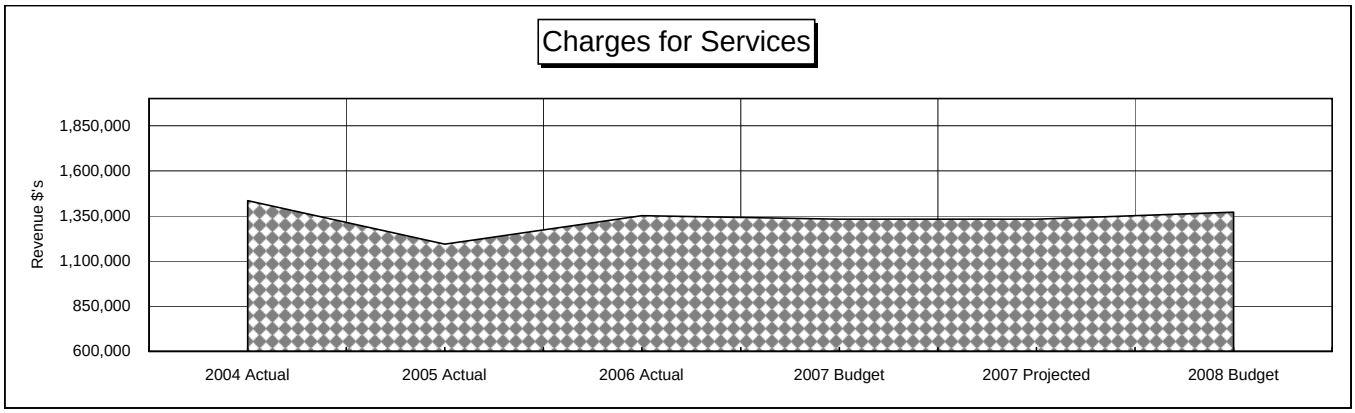
Interest Income	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Interest on Investments	2,021,817	2,402,512	2,972,683	3,065,898	3,065,898	3,662,203	19.45%
Interest on Delinquent Tax	86,007	107,156	110,499	110,000	110,000	110,000	0.00%
Interest - Deferred Specials	99,813	98,979	112,032	100,000	100,000	110,000	10.00%
Total Interest Income	**2,207,637**	**2,608,647**	**3,195,214**	**3,275,898**	**3,275,898**	**3,882,203**	**18.51%**



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. Returns on short term investments have been recovering since 2005, and are estimated at $1,460,000 for 2008. A large portion of the interest income in 2004 - 2008 relates to Tax Incremental District # 1 paying deferred interest on previous advances with now available increment. TIF 1 will close in 2008, but will make a payment of $2,062,545 to the General Fund.

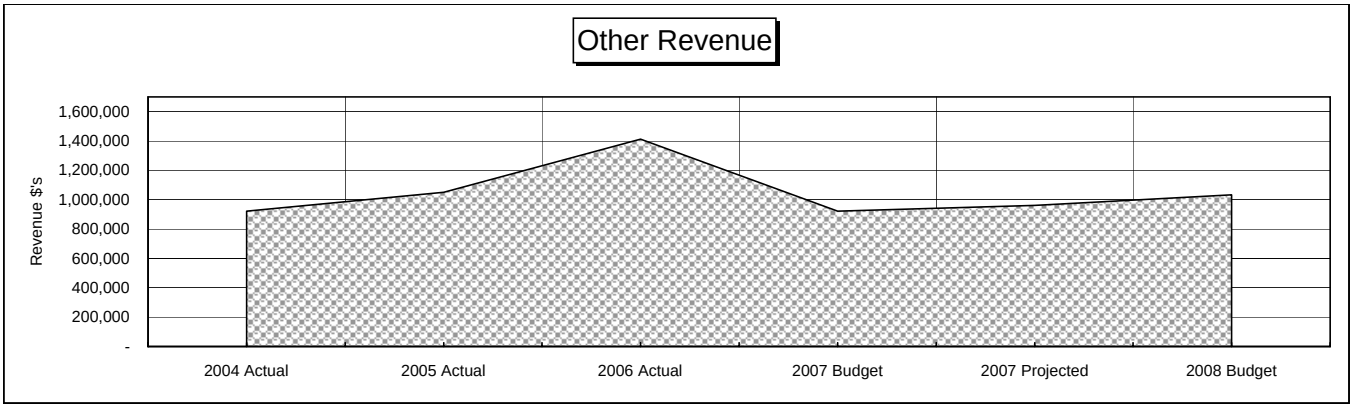
CITY OF APPLETON 2008 BUDGET
GENERAL FUND REVENUES

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Charges for Services	1,434,721	1,194,513	1,350,807	1,332,122	1,332,122	1,370,238	2.86%



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

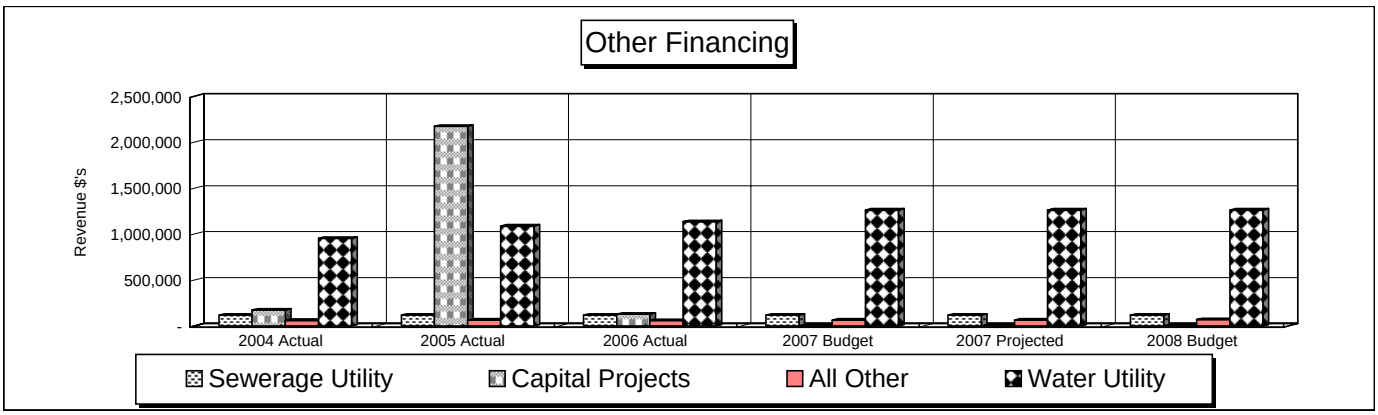
Other Revenue	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Sales of City Property	283,947	397,796	14,273	27,000	27,000	10,500	-61.11%
Other Revenue	921,882	1,051,468	1,412,141	922,187	960,153	1,032,316	7.52%
	1,205,829	**1,449,264**	**1,426,414**	**949,187**	**987,153**	**1,042,816**	**5.64%**



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

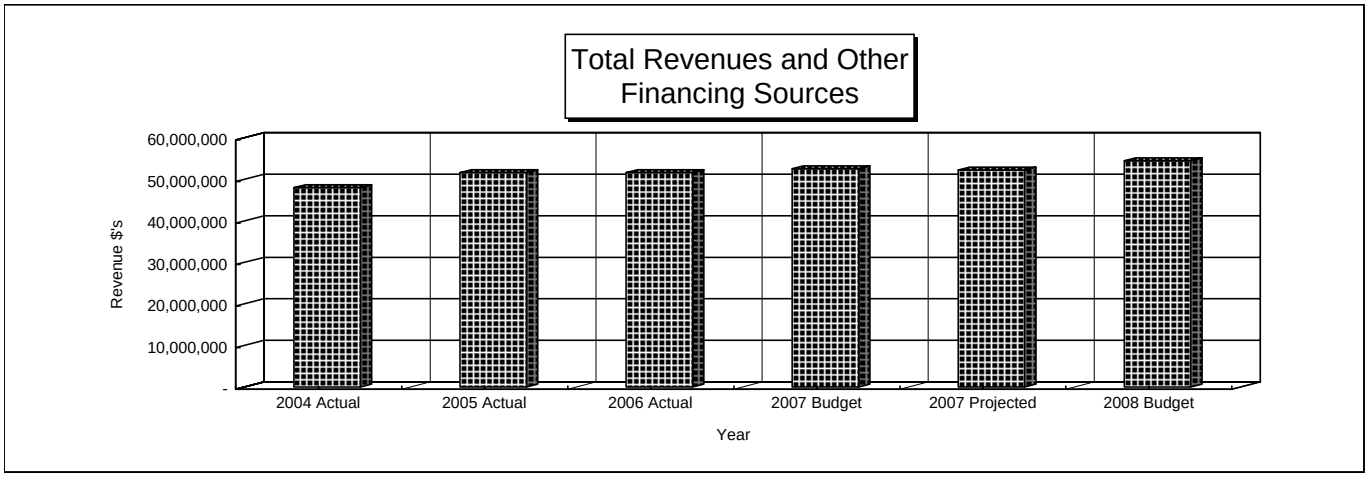
CITY OF APPLETON 2008 BUDGET
GENERAL FUND REVENUES

Other Financing Sources	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Water Utility	954,528	1,087,170	1,134,899	1,261,300	1,261,300	1,261,300	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	21,480	24,285	19,000	24,000	24,000	30,000	25.00%
Capital Projects	174,298	2,172,651	128,021	-	-	-	N/A
Total Other Financing Sources	**1,307,456**	**3,441,256**	**1,439,070**	**1,442,450**	**1,442,450**	**1,448,450**	**0.42%**



Charges for administrative expenditures (centrally budgeted services such as personnel, accounting and technology services) incurred by the City on behalf of all funds are recovered by the General Fund through this charge. The increase in the transfer from capital projects in 2005 is due to the sale of Lot 30 in the Northeast Industrial Park to Gateway of Appleton, LLC, allowing the fund to pay back all general fund assistance received for debt service in earlier years.

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Total Revenues and Other Financing Sources	**48,022,750**	**51,651,675**	**51,608,323**	**52,525,434**	**52,246,400**	**54,456,067**	**4.23%**



CITY OF APPLETON 2008 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2008 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 implementing a comprehensive strategic economic plan for the benefit of all current and future citizens of Appleton.

DISCUSSION OF SIGNIFICANT 2007 EVENTS

In 2007, the Mayor and City staff continued to collaborate to meet the City's mission of serving community needs and enhancing the quality of life for our residents and visitors. Representatives from nine City departments, along with the local alderperson, worked together to create and implement the Target Neighborhood Initiative to address the specific needs and issues of a central city neighborhood. The Development Team was also reinstated to meet the needs of a high volume of new development proposals within the City.

In addition, the Department Directors continued to focus on fostering opportunities for collaboration with external organizations, such as regional governments, school districts, non-profit organizations and other entities to maximize community resources. The City has played a large role in leading the efforts to develop a Regional Transit Authority to provide greater regional transportation and minimize the impact of federal and state funding reductions expected to start in 2008. The new Intercultural Relations Coordinator also continued to collaborate with local and regional multicultural communities and organizations to promote diversity within the City and region. In addition, the Mayor actively participated in the New North Targeted Growth Opportunities Initiative to promote regional economic growth, and continued to work with lobby groups and legislators from Madison to represent Appleton's best interests.

The City also welcomed a new Police Chief and General Manager for Valley Transit during 2007.

CITY OF APPLETON 2008 BUDGET
OFFICE OF THE MAYOR

MAJOR 2008 OBJECTIVES

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

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

Enhance 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

Continue to build relationships between City staff and Council members

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 7,500	$ -	$ -	$ -	$ -	N/A
10510	Administration	107,937	187,171	83,744	84,044	88,070	5.17%
10520	Citizen Outreach	101,665	95,333	167,201	167,501	163,555	-2.18%
10530	Intergovernmental	35,093	35,822	36,276	36,276	37,620	3.70%
TOTAL		$ 244,695	$ 318,326	$ 287,221	$ 287,821	$ 289,245	0.70%
Expenses Comprised Of:							
Personnel		193,825	276,365	242,926	241,126	243,466	0.22%
Administrative Expense		23,549	22,354	23,970	26,070	26,045	8.66%
Supplies & Materials		8,794	8,646	9,033	9,033	9,322	3.20%
Purchased Services		17,215	10,040	10,040	10,040	10,040	0.00%
Utilities		1,312	921	1,252	1,552	372	-70.29%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		3.00	3.00	3.00	3.00	3.00	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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 2008 Executive Budget and Capital Improvement Plan
Promote interdepartmental communication and collaboration to maximize resources
Evaluate the performance of department heads according to criteria outlined in the City's compensation plan
Communicate with the Common Council regarding City operations and issues brought before them
Work with committee chairs to communicate issues and successes, and bring department budget priorities and considerations to committees early for information
Bring emerging issues and updates to committees of jurisdiction
Involve Council President in building Council relationships
Research and implement tools to identify ways to become more efficient
Collaborate with City departments to implement the Target Neighborhood Initiative to address issues within specific neighborhoods
Work with the City's Development Team to support new businesses within Appleton and the region

Major Program Changes:

The increase in the training budget is due to additional training needs and opportunities related to the Intercultural Relations Coordinator position.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	5.1%	2.8%	3.0%	3.0%	5.1%
Average % change in City mill rate	1.1%	-1.8%	-8.7%	-8.7%	3.5%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base; % of total	27.7%	28.9%	27.6%	27.6%	25.2%
Work Process Outputs					
% of staff and Council involved in scheduled public budget meetings	New measure	100%	100%	100%	100%
# of departmental orientations for new Alderpersons	New measure	17	16	16	16

CITY OF APPLETON 2008 BUDGET
OFFICE OF THE MAYOR

Administration **Business Unit 10510**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 73,561	$ 134,081	$ 55,400	$ 55,400	$ 57,215
6105 Overtime	84	22	-	-	-
6150 Fringes	28,520	48,188	22,599	22,599	24,052
6201 Training\Conferences	1,585	1,554	2,000	2,000	4,020
6206 Parking Permits	612	1,008	636	636	960
6301 Office Supplies	631	485	700	700	330
6302 Subscriptions	200	200	416	416	416
6305 Awards & Recognition	-	-	45	45	105
6315 Books & Library Materials	6	-	-	-	-
6320 Printing & Reproduction	841	712	696	696	600
6412 Advertising/Publication	585	-	-	-	-
6413 Utilities	1,312	921	1,252	1,552	372
Total Expense	$ 107,937	$ 187,171	$ 83,744	$ 84,044	$ 88,070

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
OFFICE OF THE MAYOR

Citizen Outreach **Business Unit 10520**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key 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 educational sessions with high school and middle school students and youth organizations
Promote ongoing communication to citizens using the internet and the City's website
Research options to better utilize the City of Appleton website to communicate with citizens and visitors, particularly those from diverse communities
Serve on the Fox Cities Rotary Multicultural Center and their Education and Outreach Committee
Work with the Fox Cities Convention and Visitors' Bureau to advocate Appleton as the host of the 14th Annual Hmong National Development Conference in 2008
Host quarterly meetings with local and regional leaders of diverse communities

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	95%	95%	95%	95%	95%
% of letters replied to within seven working days	90%	90%	90%	90%	90%
Strategic Outcomes					
Citizens have access to current City information					
# of visits to City of Appleton internet website	800,000	1,048,341	1,000,000	1,000,000	1,000,000
Work Process Outputs					
Publish City newsletter	2	2	2	2	2
# of formal open hours	11	11	12	12	12
# of meetings with high school and middle school students	14	16	9	9	9

CITY OF APPLETON 2008 BUDGET
OFFICE OF THE MAYOR

Citizen Outreach **Business Unit 10520**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5020 Donations & Memorials	$ 7,500	$ -	$ -	$ -	$ -
Total Revenue	$ 7,500	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 46,582	$ 48,718	$ 90,991	$ 89,191	$ 89,855
6105 Overtime	81	168	4,034	4,034	-
6150 Fringes	21,239	20,582	44,633	44,633	45,978
6201 Training\Conferences	320	142	-	2,000	-
6206 Parking Permits	617	-	616	616	-
6301 Office Supplies	123	-	150	150	150
6303 Memberships & Licenses	-	-	-	100	210
6304 Postage/Freight	7,877	8,317	8,400	8,400	8,600
6305 Awards & Recognition	250	-	-	-	-
6316 Miscellaneous Supplies	374	390	-	-	390
6320 Printing & Reproduction	7,572	7,543	8,337	8,337	8,332
6503 Rent	-	(567)	-	-	-
6599 Other Contracts/Obligations	16,630	10,040	10,040	10,040	10,040
Total Expense	$ 101,665	$ 95,333	$ 167,201	$ 167,501	$ 163,555

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations	
Administration contract with Appleton Downtown, Incorporated for City Parades	$ 10,040
	$ 10,040

CITY OF APPLETON 2008 BUDGET
OFFICE OF THE MAYOR

Intergovernmental **Business Unit 10530**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key 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
Develop strategy for regional discussions
Continue to work with regional transit groups to support the development and implementation of a regional transit authority
Continue to work with lobby groups and legislators from Madison on issues that impact Appleton, including shared revenue and the statewide smoking ban
Actively participate in the Targeted Growth Opportunities Initiative for the New North to promote regional economic growth and viability

Major Program Changes:

Beginning in 2006, the performance measure of "# of State level meetings in which Appleton representatives participate directly" was modified to reflect involvement by all Department Directors, rather than just the Mayor's participation.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	19	98	60	60	75
Strategic Outcomes					
# of collaborations with other entities:					
Other governments	39	37	32	32	32
School districts	12	3	12	12	10
Non-profit organizations	5	11	5	5	5
Other	5	5	5	5	5
Work Process Outputs					
# of meetings with other units of government	8/mo.	7/mo.	8/mo.	8/mo.	8/mo.

CITY OF APPLETON 2008 BUDGET
OFFICE OF THE MAYOR

Intergovernmental **Business Unit 10530**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 17,070	$ 17,986	$ 18,224	$ 18,224	$ 18,868
6105 Overtime	7	14	-	-	-
6150 Fringes	6,681	6,607	7,045	7,045	7,498
6201 Training\Conferences	439	381	440	440	720
6301 Office Supplies	-	-	50	50	-
6303 Memberships & Licenses	10,805	10,834	10,517	10,517	10,534
6305 Awards & Recognition	91	-	-	-	-
Total Expense	$ 35,093	$ 35,822	$ 36,276	$ 36,276	$ 37,620

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Memberships & Licenses	
Wisconsin Alliance of Cities	$ 10,174
Fox Cities Chamber of Commerce	360
	$ 10,534

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Other Revenues	7,500	.00	0	0	0	0	0
TOTAL REVENUES	7,500	.00	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	130,504	189,391.05	126,045	164,615	162,815	165,938	165,938
Overtime	171	204.55	587	4,034	4,034	0	0
Sick Pay	2,506	1,003.81	1,711	0	0	0	0
Vacation Pay	4,202	10,388.73	6,718	0	0	0	0
Fringes	56,441	75,376.47	56,175	74,277	74,277	77,528	77,528
Salaries & Fringe Benefits	193,824	276,364.61	191,236	242,926	241,126	243,466	243,466
Training & Conferences	2,344	2,076.59	2,016	2,440	4,440	4,400	4,740
Local Auto Expense	617	.00	321	0	0	340	0
Parking Permits	612	1,008.00	909	1,252	1,252	960	960
Office Supplies	754	485.06	368	900	900	480	480
Subscriptions	200	200.20	200	416	416	416	416
Memberships & Licenses	10,805	10,834.00	10,740	10,517	10,617	10,744	10,744
Postage & Freight	7,877	8,317.23	8,827	8,400	8,400	8,600	8,600
Awards & Recognition	341	.00	0	45	45	105	105
Rent	0	567.00-	0	0	0	0	0
Administrative Expense	23,550	22,354.08	23,381	23,970	26,070	26,045	26,045
Books & Library Materials	5	.00	0	0	0	0	0
Miscellaneous Supplies	374	390.00	390	0	0	390	390
Printing & Reproduction	8,414	8,255.87	8,330	9,033	9,033	8,932	8,932
Supplies & Materials	8,793	8,645.87	8,720	9,033	9,033	9,322	9,322
Advertising	585	.00	0	0	0	0	0
Other Contracts/Obligations	16,630	10,040.00	10,040	10,040	10,040	10,040	10,040
Purchased Services	17,215	10,040.00	10,040	10,040	10,040	10,040	10,040
Telephone	997	484.65	283	768	1,068	372	372
Cellular Telephone	316	436.81	39	484	484	0	0
Utilities	1,313	921.46	322	1,252	1,552	372	372
Repair & Maintenance	0	.00	0	0	0	0	0
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	244,695	318,326.02	233,699	287,221	287,821	289,245	289,245

CITY OF APPLETON 2008 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

Director of Facilities & Construction: Dean R. Gazza, CFM, PMP, CPM

CITY OF APPLETON 2008 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

In partnership with the Common Council and the Mayor, we will provide a safe and productive working environment which supports the departments and the community. In a professional manner, we will anticipate and respond to the needs of the community with dignity and respect by proactively and aggressively planning, maintaining, operating and managing all City-owned properties in a safe, accessible and cost effective manner.

DISCUSSION OF SIGNIFICANT 2007 EVENTS

During 2007, the Facilities & Construction Department was established to centralize the responsibility for facilities maintenance and planning. During 2007, we have recalculated the combined square footage of facilities maintained utilizing our computer-aided facilities management programs which summed the total square footage at just under one million square feet. As a result of updated information, this year's budget represents a square foot cost of $2.29/sq. ft. compared to the International Facilities Management Association's (IFMA) north central states benchmark for city/county facilities of $3.11/sq. ft. The IFMA is a highly respected organization in the facilities management field.

Realized benefits of centralization included improved prioritization of funds for maintenance, and a facility management program that performs City-wide facility planning, code compliance, furniture management, standardization of services and supplies, maintenance of drawing documentation and project management.

Evaluations of each facility were conducted which identified deferred and future maintenance needs. Proactive preventive maintenance programs were established for each facility. New initiatives include an established electrical maintenance program, annual roof inspection program and centralization and implementation of HVAC controls and systems.

We have hired qualified technicians to cover each of the major maintenance disciplines including HVAC, electrical, plumbing and carpentry. These technicians join us with a vast array of experience and expertise. This combination of in-house expertise in conjunction with specific outside contracts allow us to keep expenses lower than peer and industry averages.

Numerous projects during 2007 to address various deferred maintenance issues included; roofing repairs, HVAC repairs, asphalt and concrete repairs, ADA upgrades, exterior caulking and painting of masonry systems, and roof replacements at Wastewater and Valley Transit.

We have started to create a Facilities Master Plan. A space management program was implemented and data is being collected to complete a space inventory. Facilities drawings have been converted to an electronic format.

Another major objective was to identify all of the possible energy efficiency initiatives with reasonable pay-back periods. Projects included switching providers and programs for the purchase of transportation gas, studies to identify lighting projects and the implementation of our building automation system. Energy efficiency is an initiative that is ongoing. Many projects have been completed during 2007 resulting in significant savings with many more identified and planned for the future.

CITY OF APPLETON 2008 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2008 OBJECTIVES

Provide construction oversight and representation for new facilities and remodeling projects including the Police Station construction project. Ensure all major facilities maintenance projects are completed on time and within budget.

Maintain inspections of all organization facilities. Perform inspections of all facilities from roof to ground on a routine basis.

Continue to implement our space management program and implement technological tools to track space usage to use in planning and space analysis.

Complete Phase II of the implementation of the Siemens energy management program that will control and monitor heating, ventilating, and air-conditioning (HVAC) use to enable cost-effective and cost-efficient operations.

Maintain the roof management program to include a complete roof inventory and condition analysis, long-term replacement and recondition plans, and an annual preventive and predictive inspection plan.

Emphasize maintenance activity while systematically reducing alterations, improvements, remodeling, and other non-maintenance activities. Simultaneously upgrade current facilities' conditions.

Continue to inventory, consolidate and, where necessary, create or obtain necessary facility documentation to better manage the facilities. Documentation includes site, architectural, electrical, mechanical, plumbing, fire protection and furniture drawings.

Create a long-range facility plan. Complete Phase I in 2008. To plan for space when and where needed to ensure future space needs are planned both physically and fiscally to ensure all resources are maximized.

Develop facilities policies and standards.

Note: The increase in full time equivalent staff noted below (8.15 vs. 7.60) is due to the allocation of a portion of the Wastewater Utility's Stock Clerk and Administrative Secretary's time to the Facilities Management Department. These positions provide purchasing and administrative support to the Department. Please see the major program changes section on page 60 for more information.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ -	$ -	$ 2,109,543	$ 2,109,543	$ 2,120,420	0.52%
Program Expenses							
6330	Administration	-	-	131,866	131,866	270,346	105.02%
6331	Maintenance	-	-	1,977,677	1,977,677	1,850,074	-6.45%
Total Program Expenses		$ -	$ -	$ 2,109,543	$ 2,109,543	$ 2,120,420	0.52%
Expenses Comprised Of:							
Personnel		-	-	572,210	572,210	649,648	13.53%
Administrative Expense		-	-	596,415	596,415	556,564	-6.68%
Supplies & Materials		-	-	40,550	40,550	43,580	7.47%
Purchased Services		-	-	44,100	44,100	43,100	-2.27%
Utilities		-	-	3,200	3,200	3,200	0.00%
Repair & Maintenance		-	-	668,604	668,604	824,328	23.29%
Capital Expenditures		-	-	184,464	184,464	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		-	-	7.60	7.60	8.15	

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Facilities Administration **Business Unit 6330**

PROGRAM MISSION

In partnership with the Common Council and the Mayor, we will provide a safe and productive physical environment which supports the departments and community in a safe, accessible and cost effective manner.

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."

Objectives:

Provide quality cost-effective administrative management to support the internal and external services provided by the Facilities Management Department, including:

Strategic Facilities Planning	Major renovation project management
Office space & layout planning	New construction project management
ADA Analysis	Move coordination

As well as performing a range of planning services, including:

Building assessment	Environmental programs
Preventive maintenance programs	Facility documentation
Energy programs	Space allocation records

Monitor the timeliness, professionalism and efficiency of staff, and the overall satisfaction with our services as perceived by our internal customers. Also, provide education and training opportunities for our employees to promote personal and professional growth and to meet Federal, State and local guidelines

Major program changes:

The increase in salaries and fringes is due to the inclusion of the Maintenance Supervisor's ($94,627) wages in this budget. In 2007, this position was included in the Maintenance program. As in 2007, 40% of the Director's time ($47,791) is again allocated to the Police Station renovation capital project.

Risk management costs of $5,260 are allocated to this budget for the first time in 2008. Due to the late timing of the production of the Facilities Management budget in 2007, no insurance costs were able to be allocated.

This budget also contains $31,975 for the purchase of a full-size utility van for the Carpenter position. The van will allow him to carry an array of supplies (lumber, paint cans, etc.) and tools needed to perform on-site work. The van is replacing a used sedan that the department inherited. This upgrade has been approved by the CEA Oversight Committee in 2007.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who rated services at or above satisfactory level	New Measure →		85%	85%	85%
Strategic Outcomes					
Facilities projects completed as scheduled	New Measure →		100%	100%	100%
Work Process Output					
# of projects completed	New Measure →		30	45	30

CITY OF APPLETON 2008 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Facilities Administration **Business Unit 6330**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Services	$ -	$ -	$ 2,109,543	$ 2,109,543	$ 2,120,420
Total Revenue	$ -	$ -	$ 2,109,543	$ 2,109,543	$ 2,120,420
Expenses					
6101 Regular Salaries	$ -	$ -	$ 50,147	$ 50,147	$ 118,548
6108 Part-Time	-	-	3,000	3,000	3,000
6150 Fringes	-	-	17,922	17,922	47,996
6201 Training\Conferences	-	-	3,000	3,000	3,000
6206 Parking Permits	-	-	372	372	372
6301 Office Supplies	-	-	1,250	1,250	1,250
6302 Subscriptions	-	-	400	400	400
6303 Memberships & Licenses	-	-	375	375	375
6304 Postage\Freight	-	-	300	300	300
6305 Awards & Recognition	-	-	30	30	30
6307 Food & Provisions	-	-	40	40	40
6315 Books & Library Material	-	-	500	500	500
6320 Printing & Reproduction	-	-	1,000	1,000	1,000
6327 Miscellaneous Equipment	-	-	24,230	24,230	27,000
6401 Accounting/Audit	-	-	1,100	1,100	1,100
6404 Consulting Services	-	-	15,000	15,000	15,000
6405 Engineering Fees	-	-	9,500	9,500	9,500
6409 Inspection Fees	-	-	500	500	500
6413 Utilities	-	-	3,200	3,200	3,200
6501 Insurance	-	-	-	-	5,260
7914 Transfer out - CEA	-	-	-	-	31,975
Total Expense	$ -	$ -	$ 131,866	$ 131,866	$ 270,346

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment	
City Furnishings	$ 15,000
Plotter	5,000
Key Making Machine	4,000
Sign Machine	3,000
	$ 27,000
Consulting Services	
Energy Audits	$ 6,500
Boiler Analysis/Heating - Wastewater	2,500
HVAC Audits	6,000
	$ 15,000
Transfer out - CEA	
Utility van	$ 31,975
	$ 31,975

CITY OF APPLETON 2008 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Facilities Maintenance **Business Unit 6331**

PROGRAM MISSION

To provide proactive, quality and cost effective facilities maintenance services to preserve and extend the useful life of equipment, reduce maintenance expenses and to minimize downtime.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #6: "Work continuously to improve the efficiency and effectiveness of City services delivered to both internal and external customers …"

Objectives:

Maintain mechanical, electrical and architectural systems and grounds including:

Carpentry	Heating, Ventilating & Air-Conditioning
Custodial Services	Lighting Maintenance
Electrical	Locksmith
Elevator Maintenance	Pest Control
Fire Protection	Refuse Program
Furniture	Security
Grounds Maintenance	Window Cleaning

Develop and implement maintenance standards and schedules for buildings, building systems and equipment

Major program changes:

The budget for this program reflects the shift of the Maintenance Supervisor's position to the Administration program ($94,627). Additionally, 30% of the Utilities Stock Clerk's time ($22,101) and 25% of the Utilities Administrative Secretary's time ($16,038) has been added to this budget. The inclusion of these additional staff costs reflects their time spent working on Facilities Department administrative tasks.

The increase in building repairs and maintenance services is due to reclassifying a large portion of the costs previously budgeted in building supplies (6306) to this account. Additionally, some higher cost projects that will be undertaken in 2008 did not qualify as capital expenditures and, therefore, are budgeted as maintenance items in this account.

The increase in leases ($18,812) is due to an increase in the City's condominium lease payments for City Hall. The lease increase is driven by the financing costs associated with improvements to the building's HVAC system as well as nominal inflationary expenditure increases.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	New Measure	→	95%	95%	95%
Strategic Outcomes					
Maintenance performed as scheduled					
Ratio of Preventive maint. (PM) to Corrective maint. (CM) work orders	New Measure	→	2/1	2/1	2/1
Work Process Outputs					
Service Performed					
# of PM work orders performed within 30 days of issue	New Measure	→	90%	90%	90%
# of CM work orders completed within 90 days of identification date	New Measure	→	90%	90%	90%

CITY OF APPLETON 2008 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Facilities Maintenance **Business Unit 6331**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ -	$ -	$ 338,547	$ 338,547	$ 314,308
6105 Overtime	-	-	7,500	7,500	7,500
6108 Part-Time	-	-	4,000	4,000	4,000
6150 Fringes	-	-	151,094	151,094	154,296
6201 Training & Conference	-	-	3,500	3,500	3,500
6303 Memberships & Licenses	-	-	225	225	225
6305 Awards & Recognition	-	-	120	120	90
6306 Building Maint./Janitorial	-	-	345,205	345,205	249,377
6307 Food & Provisions	-	-	160	160	120
6309 Shop Supplies & Tools	-	-	6,000	6,000	6,000
6321 Clothing	-	-	2,320	2,320	2,580
6323 Safety Supplies	-	-	1,500	1,500	1,500
6326 Equipment Parts	-	-	5,000	5,000	5,000
6414 Janitorial Service	-	-	317,750	317,750	323,182
6416 Building Repairs & Maint.	-	-	260,629	260,629	410,280
6425 CEA	-	-	26,369	26,369	24,810
6440 Snow Removal Services	-	-	18,000	18,000	17,000
6454 Grounds Repair & Maint.	-	-	63,856	63,856	66,056
6502 Leases	-	-	241,188	241,188	260,000
6503 Equipment Rental	-	-	250	250	250
6803 Buildings	-	-	184,464	184,464	-
Total Expense	$ -	$ -	$ 1,977,677	$ 1,977,677	$ 1,850,074

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Building Maint./Janitorial Supplies	
Building Interior	$ 19,166
Electrical	19,166
Elevator	12,777
Fire/Safety	19,166
HVAC	38,331
Janitorial Supplies	89,664
Painting	6,389
Plumbing	12,777
Security	12,777
Structural/Windows/Ext. Doors	19,164
	$ 249,377

Janitorial Service	
Contracted janitorial service	$ 323,182
	$ 323,182

Snow Removal Services	
Contracted snow removal	$ 17,000
	$ 17,000

Leases	
City Hall Condo Agreement	$ 260,000
	$ 260,000

Building Repairs & Maintenance Services	
Electrical	$ 67,097
Elevator	17,227
Fire/Safety	30,239
HVAC	135,205
Plumbing	5,500
Security	19,742
Structural/Roof	29,700
MSB garage door replace.	15,000
MSB roof coating	9,000
MSB wash bay unit heaters	20,000
(2) sets of radiant heaters at MSB garage	15,000
Water Plant containment floor coating	16,000
Other: Overhead Doors, Lifts, Cranes, Room Set-Ups, Pest Control, Etc.	30,570
	$ 410,280

Grounds Repair & Maintenance	
Lawn, landscape maint.	$ 42,000
Concrete/asphalt maint.	24,056
	$ 66,056

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Charges for Services	0	.00	1,404,675	2,109,543	2,109,543	0	2,120,420
Other Revenues	0	.00	240	0	0	0	0
TOTAL REVENUES	0	.00	1,404,915	2,109,543	2,109,543	0	2,120,420
EXPENSES BY LINE ITEM							
Regular Salaries	0	.00	228,198	388,694	388,694	432,856	432,856
Labor Pool Allocations	0	.00	75,208	0	0	0	0
Call Time	0	.00	1,892	0	0	0	0
Overtime	0	.00	13,097	7,500	7,500	7,500	7,500
Part-Time	0	.00	6,718	7,000	7,000	7,000	7,000
Other Compensation	0	.00	4,276	0	0	0	0
Shift Differential	0	.00	41	0	0	0	0
Sick Pay	0	.00	2,343	0	0	0	0
Vacation Pay	0	.00	21,475	0	0	0	0
Fringes	0	.00	134,670	169,016	169,016	200,372	202,292
Salaries & Fringe Benefits	0	.00	487,918	572,210	572,210	647,728	649,648
Training & Conferences	0	.00	4,438	6,500	6,500	6,500	6,500
Parking Permits	0	.00	372	372	372	372	372
Office Supplies	0	.00	3,816	1,250	1,250	1,250	1,250
Subscriptions	0	.00	0	400	400	400	400
Memberships & Licenses	0	.00	1,338	600	600	600	600
Postage & Freight	0	.00	78	300	300	300	300
Awards & Recognition	0	.00	108	150	150	120	120
Building Maintenance/Janitor.	0	.00	210,619	345,205	345,205	249,377	249,377
Food & Provisions	0	.00	144	200	200	160	160
Insurance	0	.00	0	0	0	0	5,260
Leases	0	.00	240,241	241,188	241,188	247,000	260,000
Rent	0	.00	1,580	250	250	250	250
Trans Out - Capital Projects	0	.00	0	0	0	0	31,975
Administrative Expense	0	.00	462,734	596,415	596,415	506,329	556,564
Shop Supplies & Tools	0	.00	26,877	6,000	6,000	6,000	6,000
Books & Library Materials	0	.00	1,121	500	500	500	500
Printing & Reproduction	0	.00	927	1,000	1,000	1,000	1,000
Clothing	0	.00	4,116	2,320	2,320	2,580	2,580
Safety Supplies	0	.00	1,446	1,500	1,500	1,500	1,500
Vehicle & Equipment Parts	0	.00	403	5,000	5,000	5,000	5,000
Miscellaneous Equipment	0	.00	22,737	24,230	24,230	34,500	27,000
Supplies & Materials	0	.00	57,627	40,550	40,550	51,080	43,580
Accounting/Audit	0	.00	0	1,100	1,100	1,100	1,100
Consulting Services	0	.00	4,800	15,000	15,000	15,000	15,000
Engineering Fees	0	.00	9,832	9,500	9,500	9,500	9,500
Contractor Fees	0	.00	1,322	0	0	0	0
Inspection Fees	0	.00	490	500	500	500	500
Snow Removal Services	0	.00	2,741	18,000	18,000	17,000	17,000
Purchased Services	0	.00	19,185	44,100	44,100	43,100	43,100
Telephone	0	.00	534	3,200	3,200	3,200	3,200
Cellular Telephone	0	.00	1,861	0	0	0	0
Utilities	0	.00	2,395	3,200	3,200	3,200	3,200
Janitorial Service	0	.00	307,866	317,750	317,750	323,182	323,182
Building Repair & Maintenance	0	.00	295,841	260,629	260,629	335,280	410,280
Equipment Repair & Maintenanc	0	.00	52	0	0	0	0
CEA Equipment Rental	0	.00	22,734	26,369	26,369	58,369	24,810
Grounds Repair & Maintenance	0	.00	39,128	63,856	63,856	66,056	66,056
Repair & Maintenance	0	.00	665,621	668,604	668,604	782,887	824,328

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Buildings	0	.00	157,971	184,464	184,464	75,000	0
Capital Expenditures	0	.00	157,971	184,464	184,464	75,000	0
TOTAL EXPENSES	0	.00	1,853,451	2,109,543	2,109,543	2,109,324	2,120,420

CITY OF APPLETON 2008 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Charges for Services	$ -	$ -	$ 2,109,543	$ 2,109,543	$ 2,120,420
Other	-	-	-	-	-
Total Revenues	-	-	2,109,543	2,109,543	2,120,420
Expenses					
Operating Expenses	-	-	2,109,543	2,109,543	2,088,445
Depreciation	-	-	-	-	-
Total Expenses	-	-	2,109,543	2,109,543	2,088,445
Operating Loss	-	-	-	-	31,975
Non-Operating Revenues (Expenses)					
Investment Income	-	-	-	-	-
Total Non-Operating	-	-	-	-	-
Income (Loss) before Contributions and Transfers	-	-	-	-	31,975
Contributions and Transfers In (Out)					
Transfer Out - CEA	-	-	-	-	(31,975)
Change in Net Assets	-	-	-	-	-
Net Assets - Beginning	-	-	-	-	-
Net Assets - Ending	$ -	$ -	$ -	$ -	$ -

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ -	$ -
+ Change in Net Assets	-	-
Working Cash - End of Year	$ -	$ -

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Facilites and Construction Management **Business Unit 4350**

PROGRAM MISSION

This program accounts for funding sources and expenditures related to capital improvements of City facilities.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Amount	Page
Whitman Avenue yard waste site building	$ 30,000	Projects, Pg. 646
Fire Station #6 HVAC upgrades	25,000	Projects, Pg. 647
Library space study	50,000	Projects, Pg. 649
MSB lighting upgrades	43,969	Projects, Pg. 650
Police Station	5,915,391	Projects, Pg. 651
Fire Stations security system upgrades	80,000	Projects, Pg. 653
	$ 6,144,360	

Major program changes:

This is a new budget for 2008. This budget, under oversight by the Facilities Director, will account for the expenditures related to City facility construction and major facilities improvements not accounted for separately in the City's enterprise funds.

40% of the Facilities Director's salary is allocated to this fund to account for the City's cost of construction management for the Police Station project.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ -	$ -	$ -	$ -	$ 10,000	N/A
Program Expenses		$ -	$ -	$ -	$ -	$ 6,144,360	N/A
Expenses Comprised Of:							
Personnel		-	-	-	-	47,791	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	50,000	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	6,046,569	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Facilites and Construction Management **Business Unit 4350**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ -
4710 Interest on Investments	-	-	-	-	-
5020 Donations & Memorials	-	-	-	-	10,000
5910 Proceeds of Long-term Debt	-	-	-	-	6,134,360
5921 Trans In - General Fund	-	-	-	-	-
Total Revenue	$ -	$ -	$ -	$ -	$ 6,144,360
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ -	$ 34,864
6150 Fringes	-	-	-	-	12,927
6404 Consulting	-	-	-	-	50,000
6803 Buildings	-	-	-	-	6,046,569
Total Expense	$ -	$ -	$ -	$ -	$ 6,144,360

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Consulting	
Library space needs study	$ 50,000
	$ 50,000
Buildings	
Police Station:	
Construction	$ 4,729,100
Architectural fees	125,000
Permits	50,000
Utility expense	109,000
Occupancy	11,000
Administrative & contingency	357,500
Telecommunications	135,000
Furniture & fixtures	161,000
Special equipment (e.g. evidence refrigeration, clock system, vehicle lifts, etc.)	190,000
Total Police Station	5,867,600
Whitman Ave. yard waste site building	30,000
FS # 6 HVAC upgrades	25,000
MSB lighting upgrades	43,969
Fire stations security upgrades	80,000
	$ 6,046,569

CITY OF APPLETON 2008 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Interest Income	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	10,000
Total Revenues	-	-	-	-	10,000
Expenses					
Program Costs	-	-	-	-	6,144,360
Total Expenses	-	-	-	-	6,144,360
Revenues over (under) Expenses	-	-	-	-	(6,134,360)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	6,134,360
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	6,134,360
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET

COMMON COUNCIL

Council President: Walter H. Kalata

CITY OF APPLETON 2008 BUDGET
COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2007 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 thoughts, ideas, and information needs concerning City plans and procedures to the Mayor and staff

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 changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	100%	93%	100%	100%	100%
Overall average attendance	93%	93%	95%	95%	95%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
	Program Revenues	$ -	$ -	$ -	$ -	$ -	N/A
	Program Expenses						
10000	Common Council	121,656	121,658	126,015	126,015	125,587	-0.34%
	TOTAL	$ 121,656	$ 121,658	$ 126,015	$ 126,015	$ 125,587	-0.34%
	Expenses Comprised Of:						
	Personnel	95,144	97,069	97,143	97,143	97,143	0.00%
	Administrative Expense	12,324	12,497	12,772	12,772	12,344	-3.35%
	Supplies & Materials	600	120	800	800	800	0.00%
	Purchased Services	13,588	11,972	15,300	15,300	15,300	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Improvements	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
	Council Members:						
	# of Council Members	16.00	16.00	16.00	16.00	16.00	

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
COMMON COUNCIL

Common Council **Business Unit 10000**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 88,388	$ 90,176	$ 90,240	$ 90,240	$ 90,240
6150 Fringes	6,756	6,893	6,903	6,903	6,903
6201 Training\Conferences	95	180	350	350	350
6206 Parking Permits	25	-	-	-	-
6303 Memberships & Licenses	11,982	12,067	12,072	12,072	11,644
6305 Awards & Recognition	10	48	100	100	100
6307 Food & Provisions	212	202	250	250	250
6316 Miscellaneous Supplies	48	-	100	100	100
6320 Printing & Reproduction	552	120	700	700	700
6599 Other Contracts/Obligations	13,588	11,972	15,300	15,300	15,300
Total Expense	$ 121,656	$ 121,658	$ 126,015	$ 126,015	$ 125,587

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Memberships & licenses

League of Wisconsin Municipalities membership	$ 11,644
	$ 11,644

Other Contracts & Obligations

UW Center Fox Valley taping of Council meetings	$ 15,300
	$ 15,300

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	88,388	90,176	81,506	90,240	90,240	0	90,240
Fringes	6,756	6,893	7,683	6,903	6,903	0	6,903
Salaries & Fringe Benefits	95,144	97,069	89,189	97,143	97,143	0	97,143
Training & Conferences	95	180	0	350	350	0	350
Parking Permits	25	0	30	0	0	0	0
Memberships & Licenses	11,982	12,067	12,071	12,072	12,072	0	11,644
Awards & Recognition	10	48	49	100	100	0	100
Food & Provisions	212	202	202	250	250	0	250
Administrative Expense	12,324	12,497	12,352	12,772	12,772	0	12,344
Miscellaneous Supplies	48	0	0	100	100	0	100
Printing & Reproduction	552	120	0	700	700	0	700
Supplies & Materials	600	120	0	800	800	0	800
Other Contracts/Obligations	13,588	11,973	7,538	15,300	15,300	0	15,300
Purchased Services	13,588	11,973	7,538	15,300	15,300	0	15,300
Utilities	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	121,656	121,659	109,079	126,015	126,015	0	125,587

CITY OF APPLETON 2008 BUDGET

FINANCE DEPARTMENT

Finance Director: Lisa A. Maertz, CPA, CPFO

Deputy Finance Director: Anthony D. Saucerman, CPA

CITY OF APPLETON 2008 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 2007 EVENTS

The City received an unqualified opinion on it's 2006 financial and single audits. Staff did an excellent job preparing for the audits putting in many additional hours.

In the purchasing area, we worked with the City Clerk and Finance staff to acquire a new folder / inserter, both increasing speed and reducing downtime. The Purchasing Manager has also worked with the Facilities Manager to analyze and approve a new, "green" cleaning product that will eliminate eight other chemicals, reducing both supply cost and environmental impact.

Performance measure audits are being completed with suggestions for improvements reported back to departments and copied to the Mayor.

We continue to work with Official Payments Corporation on payment of City charges via the internet, focusing on parking citations. The tax payment project was completed in 2006, allowing taxpayers to look up parcel numbers and select the parcel and amount of tax they wish to pay at that time.

With the retirement of the Water and Wastewater Utilities Accountant in June, 2006, that position was eliminated and the position of Enterprise Accounting Manager was established. In addition to work on the 2006 audit and day to day oversight of all aspects of accounting for the enterprise funds, the Enterprise Accounting Manager has worked with the Utilities department to expand Utilities staff's use of the payroll system to include activity codes. Other staff transitions include the Accounting Supervisor, Grants Administrator, and one Account Clerk I.

Water Revenue bonds for the 2006/7 Capital Improvement Projects were issued following the finalization of the Water Rate Order from the Public Service Commission, as were Water Revenue Refunding Bonds, which saves the Water utility $3,225,245 over the life of the bonds, lowers the debt coverage ratio from 1.3 to 1.1, and eliminates the need for a $500,000 depreciation reserve.

Adopted a new comprehensive budget policy.

Issued General Obligation Bonds for the 2007 Capital Improvement Projects, attaining a very competitive 4.17% interest rate.

Identified and began evaluation and testing of a cooperative procurement card program offering rebate potential of $4,000 annually.

Placed a call notice for all eligible debt in TIF #4 saving over $10,000 in interest expense.

Primary Concentration for Remainder of Year:

Complete implementation of electronic payment options for parking citations

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

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

Complete the 2008 City budget, as well as a 2007 Water Rate Study as required by the Public Service Commission (PSC).

CITY OF APPLETON 2008 BUDGET
FINANCE DEPARTMENT

MAJOR 2008 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 concerns

Continue development of electronic payment options for City services

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

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

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

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

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

DEPARTMENT BUDGET SUMMARY

		Actual		Budget			%
Unit	**Title**	**2005**	**2006**	**Adopted 2007**	**Amended 2007**	**2008**	**Change ***
Program Revenues		$ 5,641	$ 3,720	$ 6,000	$ 6,000	$ 4,000	-33.33%
Program Expenses							
11510	Administration	119,296	122,196	136,745	142,745	150,858	10.32%
11520	Billing & Collection Svc	86,589	110,419	96,544	96,544	95,994	-0.57%
11530	Support Services	648,190	642,827	665,394	665,394	675,435	1.51%
TOTAL		$ 854,075	$ 875,442	$ 898,683	$ 904,683	$ 922,287	2.63%
Expenses Comprised Of:							
Personnel		711,879	734,012	750,178	750,178	776,485	3.51%
Administrative Expense		26,745	26,985	27,575	30,075	27,909	1.21%
Supplies & Materials		11,211	9,134	13,535	13,535	12,325	-8.94%
Purchased Services		96,251	100,849	99,850	103,350	99,688	-0.16%
Utilities		4,485	2,173	3,585	3,585	1,920	-46.44%
Repair & Maintenance		3,504	2,289	3,960	3,960	3,960	0.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		9.75	9.75	9.85	9.85	9.85	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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:

The increase in salaries in this budget is due to the allocation of the Director's time from the Support Services budget to more accurately reflect duties performed.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	85%	85%	100%	100%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	11	9	10	10	10
Work Process Outputs					
Training conducted					
Hours of training per employee	25	33	20	20	20
Procedures manuals updated					
% of manuals rated current	69%	60%	100%	85%	100%

CITY OF APPLETON 2008 BUDGET
FINANCE DEPARTMENT

Administration **Business Unit 11510**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4705 General Interest	$ -	$ 1	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	5,674	3,815	4,000	4,000	4,000
5010 Misc Revenue - Nontax	15	55	2,000	2,000	-
5011 Misc Revenue - Tax	40	44	-	-	-
5085 Cash Short or Over	(88)	(195)	-	-	-
Total Revenue	$ 5,641	$ 3,720	$ 6,000	$ 6,000	$ 4,000
Expenditures					
6101 Regular Salaries	$ 71,996	$ 78,748	$ 79,854	$ 79,854	$ 96,354
6105 Overtime	-	13	-	-	-
6150 Fringes	26,808	27,495	35,346	35,346	35,209
6201 Training\Conferences	7,072	6,565	8,600	11,100	8,600
6206 Parking Permits	139	307	325	325	400
6301 Office Supplies	2,165	2,036	1,700	1,700	1,700
6302 Subscriptions	7	7	-	-	-
6303 Memberships & Licenses	1,966	1,540	2,000	2,000	2,000
6304 Postage\Freight	136	144	200	200	200
6305 Awards & Recognition	-	-	225	225	225
6307 Food & Provisions	30	25	-	-	-
6315 Books & Library Materials	174	372	250	250	250
6316 Miscellaneous Supplies	-	164	-	-	-
6320 Printing & Reproduction	3,751	2,498	4,160	4,160	3,500
6327 Miscellaneous Equipment	567	109	500	500	500
6404 Consulting Services	-	-	-	3,500	-
6413 Utilities	4,485	2,173	3,585	3,585	1,920
Total Expense	$ 119,296	$ 122,196	$ 136,745	$ 142,745	$ 150,858

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
FINANCE DEPARTMENT
Billing & Collection Services **Business Unit 11520**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 2: "… 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

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

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	1,369	956	1,100	1,100	1,100
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	62%	65%	65%	65%	65%
Service turnoffs	93	42	60	60	60
Work Process Outputs					
Financial transaction processing					
Receipts posted	206,645	206,156	210,000	210,000	210,000
Information response					
% staff trained in customer svc.	100%	96%	100%	100%	100%

CITY OF APPLETON 2008 BUDGET
FINANCE DEPARTMENT
Billing & Collection Services **Business Unit 11520**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenditures					
6101 Regular Salaries	$ 44,143	$ 59,796	$ 53,236	$ 53,236	$ 53,569
6105 Overtime	831	1,030	2,500	2,500	2,559
6108 Part-Time	-	306	-	-	-
6150 Fringes	25,038	28,673	24,021	24,021	23,945
6206 Parking Permits	1,612	1,675	1,612	1,612	1,296
6304 Postage\Freight	9,694	10,135	10,200	10,200	10,200
6320 Printing & Reproduction	2,292	1,879	2,375	2,375	2,075
6327 Miscellaneous Equipment	275	-	500	500	250
6404 Consulting Services	-	4,790	-	-	-
6412 Advertising	-	908	-	-	-
6418 Equip Repairs & Maint	2,704	1,227	2,100	2,100	2,100
Total Expense	$ 86,589	$ 110,419	$ 96,544	$ 96,544	$ 95,994

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Postage/Freight

Real estate tax bills	$ 8,400
Central Delivery charges	1,800
	$ 10,200

CITY OF APPLETON 2008 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 process the City's payroll and complete related reports to ensure compliance with the City personnel policy and government regulations

Produce timely payments to employees and vendors 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

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

Provide financial reporting and coordinate the annual City audit

Actively identify and pursue local and regional cooperative purchasing opportunities

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	92%	92%	100%	92%	100%
# of items received after cutoff	0	16	3	3	3
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	0	0	1	0
Asset/resource safeguarding					
bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	325	300	300	300	300
Avg. # of A/P checks issued monthly	948	929	900	900	900

CITY OF APPLETON 2008 BUDGET
FINANCE DEPARTMENT

Support Services **Business Unit 11530**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenditures					
6101 Regular Salaries	$ 373,668	$ 377,678	$ 382,804	$ 382,804	$ 385,771
6105 Overtime	1,628	1,631	2,500	2,500	2,559
6150 Fringes	167,767	158,641	169,917	169,917	176,519
6201 Training\Conferences	711	1,013	-	-	-
6206 Parking Permits	2,713	2,714	2,713	2,713	3,288
6301 Office Supplies	-	280	-	-	-
6303 Memberships & Licenses	-	45	-	-	-
6305 Awards & Recognition	500	500	-	-	-
6315 Books & Library Materials	-	33	-	-	-
6316 Miscellaneous Supplies	894	632	675	675	675
6320 Printing & Reproduction	2,575	3,448	4,325	4,325	4,325
6327 Miscellaneous Equipment	682	-	750	750	750
6401 Accounting/Audit	19,273	17,774	20,000	20,000	21,838
6403 Bank Services	74,269	74,715	77,000	77,000	75,000
6412 Advertising	905	1,123	750	750	750
6418 Equip Repairs & Maint	801	1,061	1,860	1,860	1,860
6599 Other Contracts/Obligations	1,804	1,539	2,100	2,100	2,100
Total Expense	$ 648,190	$ 642,827	$ 665,394	$ 665,394	$ 675,435

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Accounting/Audit	
Annual financial audit	$ 20,838
Special accounting research	1,000
	$ 21,838
Bank Services	
Banking fees	$ 11,000
Investment fees	64,000
	$ 75,000

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Interest Income	0	1.39	15-	0	0	0	0
Charges for Services	5,675	3,814.67	5,784	4,000	4,000	4,000	4,000
Other Revenues	33-	96.16-	314	2,000	2,000	2,000	0
TOTAL REVENUES	5,642	3,719.90	6,083	6,000	6,000	6,000	4,000
EXPENSES BY LINE ITEM							
Regular Salaries	438,603	463,286.58	424,323	515,894	515,894	535,694	535,694
Overtime	2,458	2,673.19	1,011	5,000	5,000	5,118	5,118
Part-Time	0	305.74	120	0	0	0	0
Other Compensation	24	46.03	18	0	0	0	0
Shift Differential	2	4.26	2	0	0	0	0
Sick Pay	10,837	7,357.35	6,986	0	0	0	0
Vacation Pay	40,341	45,528.98	39,641	0	0	0	0
Fringes	219,613	214,809.51	176,370	229,284	229,284	235,673	235,673
Salaries & Fringe Benefits	711,878	734,011.64	648,471	750,178	750,178	776,485	776,485
Training & Conferences	7,783	7,578.15	6,958	8,600	11,100	8,600	8,600
Parking Permits	4,464	4,695.64	5,269	4,650	4,650	5,308	4,984
Office Supplies	2,165	2,315.56	1,267	1,700	1,700	1,700	1,700
Subscriptions	7	7.00	7	0	0	0	0
Memberships & Licenses	1,966	1,585.00	2,118	2,000	2,000	2,000	2,000
Postage & Freight	9,830	10,279.40	9,538	10,400	10,400	10,400	10,400
Awards & Recognition	500	500.00	30	225	225	225	225
Food & Provisions	30	24.74	0	0	0	0	0
Administrative Expense	26,745	26,985.49	25,187	27,575	30,075	28,233	27,909
Books & Library Materials	174	405.00	198	250	250	250	250
Miscellaneous Supplies	894	795.74	56	675	675	675	675
Printing & Reproduction	8,618	7,824.97	8,856	10,860	10,860	9,100	9,900
Miscellaneous Equipment	1,525	108.79	495	1,750	1,750	1,750	1,500
Supplies & Materials	11,211	9,134.50	9,605	13,535	13,535	11,775	12,325
Accounting/Audit	19,273	17,773.53	18,681	20,000	20,000	0	21,838
Bank Services	74,269	74,714.63	64,793	77,000	77,000	75,000	75,000
Consulting Services	0	4,790.00	0	0	3,500	0	0
Advertising	905	2,031.39	1,451	750	750	750	750
Other Contracts/Obligations	1,804	1,539.08	264	2,100	2,100	2,100	2,100
Purchased Services	96,251	100,848.63	85,189	99,850	103,350	77,850	99,688
Telephone	4,485	2,172.95	1,537	3,585	3,585	1,920	1,920
Utilities	4,485	2,172.95	1,537	3,585	3,585	1,920	1,920
Equipment Repair & Maintenanc	3,504	2,288.60	2,141	3,960	3,960	3,960	3,960
Repair & Maintenance	3,504	2,288.60	2,141	3,960	3,960	3,960	3,960
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	854,074	875,441.81	772,130	898,683	904,683	900,223	922,287

CITY OF APPLETON 2008 BUDGET
UNCLASSIFIED CITY HALL

DISCUSSION OF SIGNIFICANT 2007 EVENTS

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 23,272,525	$ 21,866,427	$ 21,701,132	$ 21,701,132	$ 22,660,715	4.42%
Program Expenses							
12020	Reserves & Conting.	-	-	-	1,971,819	137,315	N/A
12030	City Center	620,607	358,408	497,439	497,439	492,416	-1.01%
12050	Miscellaneous	793,619	691,458	641,436	641,436	612,035	-4.58%
12060	Transfers Out	559,435	1,186,312	615,826	2,425,321	662,694	7.61%
TOTAL		$ 1,973,661	$ 2,236,178	$ 1,754,701	$ 5,536,015	$ 1,904,460	8.53%
Expenses Comprised Of:							
Personnel		378,523	331,668	234,523	234,523	228,193	-2.70%
Administrative Expense		1,090,302	1,772,163	973,972	4,755,286	1,146,960	17.76%
Supplies & Materials		159	681	-	-	-	N/A
Purchased Services		88,185	15,765	13,951	13,951	13,951	0.00%
Utilities		386	182	144	144	516	258.33%
Repair & Maintenance		416,106	115,719	497,295	497,295	491,900	-1.08%
Capital Expenditures		-	-	34,816	34,816	22,940	-34.11%

* % change from prior year adopted budget

CITY OF APPLETON 2008 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. Currently, the contingency balance is $994,744. $441,457 of this balance was carried over from prior years per the annual budget re-appropriation request approved by Council in March of 2006.

Major Program Changes:

Salary adjustments to be covered from the wage reserve consist of General Fund non-represented staff performance adjustments for 2008 and any unforeseen position re-evaluations (estimated at $200,000). All collective bargaining agreements are settled through 2008, as is the non-represented staff cost of living increase. $600,000 was carried over from 2006-07 to fund the 2007 estimated $190,000 wage reserve and to provide for a $410,000 contingency for health insurance costs. At this time, it is expected these funds will be adequate to cover the 2007 and the 2008 Wage Reserve needs. Our health care costs trend is still increasing but at a slower rate than nationally due to our local provider's case management and negotiated discounts, changes in consumer behavior due to education and choice, and more consumer participation in costs through higher deductibles/co-pays and management of Health Reimbursement Accounts.

The contingency fund also includes $243,400 of deferred revenue from Time Warner Cable. This is the portion of the settlement to support public, education and government ("PEG") access purposes. The Council also designated that $603,165 of favorable fund balance at 12/31/06 (portion that is subject to their discretion, 25%) be held in contingency pending the outcome of the state budget. The only potential use of the contingency fund known at this time is for the Clerk's Office related to the postage machine ($14,557). The first installments were paid in 2006 and no funds were needed due to a favorable variance in the Clerk's Office budget. Determination for 2007 will be made at year-end similar to 2006 according to action taken by Council. $137,315 is included for 2008 as a contingency against the continued rise in fuel prices.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded	1	0	0	1	0
Strategic Outcomes					
Provide flexibility					
Contingency funds available	$ 441,457	$ 1,018,857	$ 994,714	$ 1,371,819	$ 1,371,819
Contingency funds expended	$ 35,000	$ 24,143	$ 0	$ 0	$ 0

CITY OF APPLETON 2008 BUDGET
UNCLASSIFIED CITY HALL

Reserves and Contingencies **Business Unit 12020**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6599 Other Contracts/Obligations	$ -	$ -	$ -	$ -	$ -
6640 Reserve for Contingencies	-	-	-	1,371,819	137,315
6641 Wage Reserve	-	-	-	600,000	-
	$ -	$ -	$ -	$ 1,971,819	$ 137,315

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Reserve for Contingencies	
Fuel contingency	$ 137,315
	$ 137,315

CITY OF APPLETON 2008 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, preventive and corrective maintenance and cleaning of the 1st, 5th and 6th floors of City Center and the area beneath the Avenue Ramp.

Major Program Changes:

In 2007, all costs related to the cleaning, maintenance and lease of the 1st, 5th and 6th floors of City Center were assumed by the Facilities Management Fund. The payment for these services has been recorded in the facilities charges (6420) account.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Adequate products are supplied to facilities					
# of unexpected deliveries	2	1	0	1	0
Provide scheduled meeting room setups in a timely and reliable manner					
# of room setups scheduled	New measure	210	212	212	215
% of room setups completed on time	New measure	98%	100%	99%	100%
Strategic Outcomes					
Provision of custodial services with minimal disruption to client services					
# of complaints	1	0	0	0	0

CITY OF APPLETON 2008 BUDGET
UNCLASSIFIED CITY HALL

City Center **Business Unit 12030**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5082 Insurance Proceeds	$ -	$ 1,964	$ -	$ -	$ -
Total Revenue	$ -	$ 1,964	$ -	$ -	$ -
Expenses					
6306 Building Maint./Janitorial	$ 7,944	$ 8,415	$ -	$ -	$ -
6316 Miscellaneous Supplies	-	681	-	-	-
6413 Utilities	386	182	144	144	516
6414 Janitorial Service	84,713	77,230	-	-	-
6416 Building Repairs & Maint.	-	2,075	-	-	-
6420 Facilities Charges	331,393	36,414	497,295	497,295	491,900
6502 Leases	196,171	233,411	-	-	-
Total Expense	$ 620,607	$ 358,408	$ 497,439	$ 497,439	$ 492,416

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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:

	2007	2008
Special Assessments for General Fund Properties	34,816	22,940
Tax Adjustments	5,000	5,000
Employee Recognition	1,150	1,150
Retirees	160,000	160,000
Fire and Police Pension (old plan)	74,523	68,193
Insurance	351,996	340,801
Property Annexation Agreement Payments	13,951	13,951
Total	$ 641,436	$ 612,035

Major Program Changes:

The Miscellaneous Specials revenue related to ornamental street lighting is budgeted in the Street Lighting (17023) Business Unit; this change was started in 2006.

The general interest income consists of:

Interest on advance to TIF #1	2,062,545
Interest due on advance to Reid Golf	24,750
Interest due on long-term receivable	14,908
Interest on delinquent billings	100,000
Total	$ 2,202,203

The increase in rental of city property revenue is due to the lease extension agreed to with the Appleton Yacht Club. The new agreement provides for monthly lease payments of $500 ($6,000 annually). The prior lease charged only $1,800 per year.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Retiree (Police and Fire) pension benefits					
# of retirees in Fire and Police pension plan (old plan)	11	11	11	11	11
# of retirees	15	9	7	10	7
Average payout*	$ 20,164	$ 28,145	$ 22,857	$ 20,042	$ 22,857

* Includes retiree's contribution to the PEHP plan

CITY OF APPLETON 2008 BUDGET
UNCLASSIFIED CITY HALL

Miscellaneous **Business Unit 12050**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4110 Property Taxes	$ 23,626,927	$ 24,624,866	$ 25,839,080	$ 25,839,080	$ 27,022,848
4130 Pmt in Lieu of Taxes	442,375	434,275	408,800	408,800	428,800
4220 State Shared Revenues	11,444,538	11,446,814	11,445,512	11,445,512	11,446,743
4221 State Tax Disparity Act	1,309,800	1,365,780	1,403,668	1,403,668	1,558,978
4222 Highway Aids - Con. Streets	215,338	215,104	215,329	215,329	216,425
4223 State Aid - Local Streets	2,469,844	2,506,050	2,559,349	2,559,349	2,628,990
4224 Miscellaneous State Aid	12,552	10,056	10,000	10,000	10,000
4227 State Aid - Computers	344,009	296,126	296,126	296,126	296,126
4405 Trailer Parking	12,021	10,195	12,000	12,000	12,000
4611 Service Connections	3,200	12,381	-	-	-
4614 Miscellaneous Specials	46,278	57,158	-	-	-
4705 General Interest	1,656,976	1,749,780	2,115,898	2,115,898	2,202,203
4710 Interest on Investments	745,536	1,222,902	950,000	950,000	1,460,000
4720 Interest on Delinquent Taxes	107,157	110,499	110,000	110,000	110,000
4730 Interest - Deferred Specials	98,979	112,032	100,000	100,000	110,000
5001 Fees & Commissions	434,686	746,471	500,000	500,000	600,000
5002 Zoning & Subdivision Fee	150	-	-	-	-
5003 Property Inquiry Fees	96,352	87,593	100,000	100,000	100,000
5004 Sale of City Prop - NonTax	374,188	3,121	20,000	20,000	5,000
5005 Sale of City Prop - Tax	858	1,617	3,000	3,000	3,000
5007 Exempt Property Fee	3,018	660	-	-	-
5010 Misc Revenue	120	22,874	3,000	3,000	18,000
5015 Rental of City Property	167	6,500	6,000	6,000	6,000
5017 Discounts	-	198	-	-	-
5030 Damage to City Property	4,558	7,895	-	-	-
5035 Other Reimbursements	2,793	1,276	-	-	-
5045 Reimb from Prior Yr. Exp.	5,776	-	-	-	-
5922 Trans In - Special Revenue	24,285	19,000	24,000	24,000	30,000
5924 Trans In - Capital Projects	2,172,651	128,021	-	-	-
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,087,170	1,134,899	1,261,300	1,261,300	1,261,300
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	$ 46,899,452	$ 46,491,293	$ 47,540,212	$ 47,540,212	$ 49,683,563
Expenses					
6101 Regular Salaries	$ 350	$ -	$ -	$ -	$ -
6111 Severance Pay for Retirees	302,456	253,308	155,000	155,000	155,000
6150 Fringes	2,328	7,002	5,000	5,000	5,000
6152 Retirement	73,389	71,358	74,523	74,523	68,193
6305 Awards & Recognition	-	-	1,150	1,150	1,150
6316 Miscellaneous Supplies	159	-	-	-	-
6501 Insurance	316,716	297,852	351,996	351,996	340,801
6599 Other Contracts/Obligations	88,185	15,765	13,951	13,951	13,951
6602 Tax Refunds	-	608	5,000	5,000	5,000
6603 Per Prop, Chargebacks	-	320	-	-	-
6604 Miscellaneous Expense	235	90	-	-	-
6609 Tax Adjustments	8,215	228	-	-	-
6623 Uncollectible Accounts	131	44,927	-	-	-
6630 Other Grant Payments	1,482	-	-	-	-
6650 Discounts Available	(27)	-	-	-	-
6809 Infrastructure Construction	-	-	34,816	34,816	22,940
Total Expense	$ 793,619	$ 691,458	$ 641,436	$ 641,436	$ 612,035

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Other Contracts & Obligations		Infrastructure Construction	
Annexation payments:		Paving @ Providence Park:	
Freedom	$ 12,500	Greenleaf Drive	$ 1,350
Center	386	Fallcreek Drive	1,350
Buchanan	1,065	Providence Avenue	20,240
	$ 13,951		$ 22,940

CITY OF APPLETON 2008 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	$ 559,435	$ 487,508	$ 615,826	$ 615,826	$ 662,694
Safe, reliable, convenient service					
% on-time performance	95%	94%	90%	90%	90%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$ 4.25	$ 4.20	$ 4.27	$ 4.27	$ 4.28
Work Process Outputs					
Service Provided					
Trips taken	954,725	937,297	944,225	946,670	956,137

CITY OF APPLETON 2008 BUDGET
UNCLASSIFIED CITY HALL

Transfers Out **Business Unit 12060**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
7913 Trans Out - Debt Service	$ -	$ 650,000	$ -	$ -	$ -
7914 Trans Out - Capital Projects	-	48,804	-	1,809,495	-
7920 Trans Out - Valley Transit	559,435	487,508	615,826	615,826	662,694
Total Expense	$ 559,435	$ 1,186,312	$ 615,826	$ 2,425,321	$ 662,694

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Transfers out - Valley Transit	
Appleton local share of Valley Transit operating budget	$ 662,694
	$ 662,694

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Non-Property Taxes	442,375	434,274.95	131,839	408,800	408,800	0	428,800
Intergovernmental Revenues	15,796,081	15,839,930.14	15,893,596	15,929,984	15,929,984	0	16,157,262
Permits	12,021	10,195.54	6,346	12,000	12,000	0	12,000
Special Assessments	49,479	69,539.06	198	0	0	0	0
Interest Income	2,608,648	3,195,212.87	3,929,707	3,275,898	3,275,898	0	3,882,203
Other Revenues	4,363,921	2,319,238.29	1,780,747	2,074,450	2,074,450	0	2,180,450
TOTAL REVENUES	23,272,525	21,868,390.85	21,742,433	21,701,132	21,701,132	0	22,660,715
EXPENSES BY LINE ITEM							
Regular Salaries	350	.00	0	0	0	0	0
Severance Pay for Retirees	302,456	253,308.00	200,423	155,000	155,000	0	155,000
Fringes	2,328	7,002.51	6,490	5,000	5,000	0	5,000
Retirement	73,389	71,357.76	57,046	74,523	74,523	0	68,193
Salaries & Fringe Benefits	378,523	331,668.27	263,959	234,523	234,523	0	228,193
Awards & Recognition	0	.00	0	1,150	1,150	0	1,150
Building Maintenance/Janitor.	7,944	8,414.72	10	0	0	0	0
Insurance	316,716	297,852.00	293,330	351,996	351,996	0	340,801
Leases	196,171	233,411.58	0	0	0	0	0
Tax Refunds	0	607.83	828	5,000	5,000	0	5,000
Per Prop. Chargebacks	0	319.73	5,054-	0	0	0	0
Miscellaneous Expense	236	90.28	1,495	0	0	0	0
Tax Adjustments	8,215	228.02	2,928-	0	0	0	0
Uncollectible Accounts	132	44,926.94	13,061	0	0	0	0
Block Grant Payments	1,482	.00	0	0	0	0	0
Reserve for Contingencies	0	.00	0	0	1,371,819	0	137,315
Wage Reserve	0	.00	0	0	600,000	0	0
Discounts Available	27-	.00	0	0	0	0	0
Trans Out - Debt Service	0	650,000.00	0	0	0	0	0
Trans Out - Capital Projects	0	48,804.00	636,851	0	1,809,495	0	0
Trans Out - Valley Transit	559,435	487,507.89	2,989,294	615,826	615,826	0	662,694
Administrative Expense	1,090,304	1,772,162.99	3,926,887	973,972	4,755,286	0	1,146,960
Miscellaneous Supplies	159	681.00	478	0	0	0	0
Supplies & Materials	159	681.00	478	0	0	0	0
Other Contracts/Obligations	88,185	15,764.78	3,364	13,951	13,951	0	13,951
Purchased Services	88,185	15,764.78	3,364	13,951	13,951	0	13,951
Telephone	386	181.62	437	144	144	0	516
Utilities	386	181.62	437	144	144	0	516
Janitorial Service	84,713	77,229.60	0	0	0	0	0
Building Repair & Maintenance	0	2,075.06	0	0	0	0	0
Facilities Charges	331,392	36,414.25	336,970	497,295	497,295	0	491,900
Repair & Maintenance	416,105	115,718.91	336,970	497,295	497,295	0	491,900
Infrastructure Construction	0	.00	34,403	34,816	34,816	0	22,940
Capital Expenditures	0	.00	34,403	34,816	34,816	0	22,940
TOTAL EXPENSES	1,973,662	2,236,177.57	4,566,498	1,754,701	5,536,015	0	1,904,460

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2008 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 changes

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
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 $ provided by room tax					
FCCVB	$ 234,259	$ 274,608	$ 236,000	$ 278,300	$ 275,000
PAC debt retirement	$ 220,000	$ 240,000	$ 260,000	$ 260,000	$ 285,000
PAC Operating Fund	$ 76,134	$ 88,079	$ 77,000	$ 93,300	$ 90,000
Work Process Outputs					
# of quarterly settlement checks issued	4	4	4	4	4

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 258,920	$ 303,514	$ 260,000	$ 260,000	$ 305,000	17.31%
Program Expenses		$ 258,544	$ 293,608	$ 260,000	$ 260,000	$ 305,000	17.31%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		258,544	293,608	260,000	260,000	305,000	17.31%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Room Tax Administration **Business Unit 2600**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4140 Room Taxes	$ 258,920	$ 303,514	$ 260,000	$ 260,000	$ 305,000
Total Revenue	$ 258,920	$ 303,514	$ 260,000	$ 260,000	$ 305,000
Expenses					
6606 Room Tax	$ 234,259	$ 274,608	$ 236,000	$ 236,000	$ 275,000
7911 Trans Out - General Fund	24,285	19,000	24,000	24,000	30,000
Total Expense	$ 258,544	$ 293,608	$ 260,000	$ 260,000	$ 305,000

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
ROOM TAX ADMINISTRATION FUND
SOURCES AND USES OF FUNDS

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Other	$ 258,920	$ 303,514	$ 260,000	$ 300,000	$ 305,000
Total Revenues	258,920	303,514	260,000	300,000	305,000
Expenses					
Program Costs	234,259	274,608	236,000	278,300	275,000
Total Expenses	234,259	274,608	236,000	278,300	275,000
Revenues over (under) Expenses	24,661	28,906	24,000	21,700	30,000
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(24,285)	(19,000)	(24,000)	(24,000)	(30,000)
Total Other Financing Sources (Uses)	(24,285)	(19,000)	(24,000)	(24,000)	(30,000)
Net Change in Equity	376	9,906	-	(2,300)	-
Fund Balance - Beginning	5,714	6,090	15,996	15,996	13,696
Fund Balance - Ending	$ 6,090	$ 15,996	$ 15,996	$ 13,696	$ 13,696

CITY OF APPLETON 2008 BUDGET

CITY CLERK

City Clerk: Cynthia I. Hesse

Deputy City Clerk: Mary E. Wendell

CITY OF APPLETON 2008 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 2007 EVENTS

Administered two elections and provided all the required training of election workers

Further implemented the State-wide Voter Registration System (SVRS) and consolidated manual record keeping into one uniform system

Used the internet for reporting of April election results allowing for immediate results to be displayed when the returns were delivered to City Hall; this process was improved from the previous year allowing better service to those seeking results from the webpage.

Developed an Alderperson packet and set direction for a paperless Council

Updated the City Clerk web page with additional election and license information

Administered the 2007 Board of Review

Held the 6th annual citizen information class in October

CITY OF APPLETON 2008 BUDGET
CITY CLERK

MAJOR 2008 OBJECTIVES

2008 will experience the largest of the elections held every 4 years, including the Presidential Primary on February 19, 2008, the April 1 Spring Election which will include the election for municipal officers, the September 9, 2008 Partisan Primary and the November 4, 2008 General Election in which the next President of the United States will be elected.

The voter registration portion of the State Wide Voter Registration System (SVRS) has been implemented. We continue to work with the state on advancements and modifications to this system.

Continue to seek ways to provide information in the most efficient manner to citizens, staff and Council members. This will be accomplished through proper use of the website and electronic document management.

The 7th annual "Citizen Information Session - How to be an Alderperson" will be held in the fall of 2008.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 224,165	$ 289,809	$ 187,350	$ 197,350	$ 202,350	8.01%
Program Expenses							
11010	Administration	108,551	105,294	109,717	109,717	112,524	2.56%
11020	Recordkeeping	94,085	93,411	94,863	94,863	107,264	13.07%
11030	Licensing	76,733	124,738	61,136	81,136	64,496	5.50%
11040	Elections	123,296	192,739	138,350	138,350	273,792	97.90%
11050	Mail/Copy Services	190,561	197,232	191,544	191,544	209,610	9.43%
TOTAL		$ 593,226	$ 713,414	$ 595,610	$ 615,610	$ 767,686	28.89%
Expenses Comprised Of:							
Personnel		359,436	389,387	380,770	380,770	450,200	18.23%
Administrative Expense		167,123	208,021	135,530	155,530	146,752	8.28%
Supplies & Materials		23,544	72,494	37,300	37,300	92,250	147.32%
Purchased Services		31,503	33,726	31,550	31,550	62,940	99.49%
Utilities		1,853	853	1,450	1,450	700	-51.72%
Repair & Maintenance		9,767	899	9,010	9,010	14,844	64.75%
Capital Expenditures		-	8,034	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		5.00	5.00	5.00	5.00	5.00	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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:

Administer cost effective management of department activities
Encourage employees to attend training in personal and professional development
Continue to review all department functions and strive for maximum efficiency utilizing up to date technologies
Plan, prepare and monitor operational budgets
Review all existing policies and processes and develop and implement new procedures when deemed necessary
Administer the Board of Review
Hold weekly staff meetings with department staff
Continue involvement with State and national organizations associated with the professionalism of the Municipal Clerk
Follow and enforce all safety policies and procedures to ensure safe working conditions for the employees of the Office of the City Clerk
Provide customer service to both internal and external customers at a level of acceptable or higher

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Satisfaction of service provided					
Positive survey response	95%	91%	100%	95%	100%
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	92%	100%	100%	99%	100%
Work Process Outputs					
Staff training					
# of hours of staff training	123	289	140	175	150

CITY OF APPLETON 2008 BUDGET
CITY CLERK

Administration **Business Unit 11010**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 324	$ 216	$ 200	$ 200	$ 200
Total Revenue	$ 324	$ 216	$ 200	$ 200	$ 200
Expenses					
6101 Regular Salaries	$ 70,609	$ 71,823	$ 72,738	$ 72,738	$ 75,051
6150 Fringes	27,712	26,426	28,224	28,224	29,841
6201 Training\Conferences	3,327	2,929	3,300	3,300	3,650
6204 Tuition Fees	315	-	350	350	-
6206 Parking Permits	1,658	1,701	1,680	1,680	1,680
6301 Office Supplies	1,523	494	1,000	1,000	500
6302 Subscriptions	275	200	275	275	202
6303 Memberships & Licenses	786	601	375	375	375
6305 Awards & Recognition	-	-	75	75	75
6316 Miscellaneous Supplies	440	-	200	200	-
6320 Printing & Reproduction	-	104	-	-	-
6328 Signs	30	163	50	50	50
6413 Utilities	1,853	853	1,450	1,450	700
6418 Equip Repairs & Maint	23	-	-	-	400
Total Expense	$ 108,551	$ 105,294	$ 109,717	$ 109,717	$ 112,524

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 current 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 the document management system
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
Continue to develop the uses of the document management system and continue the evaluation for the potential of electronic distribution of documents to the members of the Common Council

Major Program Changes:

The amount budgeted in printing and reproduction ($2,900) represents the cost of producing the City Directory. The increase in 2008 is due to an increase in the number of booklets printed. We have run out of books in prior years.

The $2,500 budgeted in miscellaneous equipment represents the cost of shelving for the north and east walls of the archive storgage area.

The increase in contractor fees ($350) is due to the increased cost of court reporting fees associated with the Board of Review.

The increase in advertising ($5,000) is due to the increased cost of required legal publications.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Retrieval of information					
% same day responses	91%	87%	90%	92%	90%
1 week retrieval for detailed requests	9%	13%	10%	8%	10%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs maintaining records	1,487	1,532	1,500	1,600	1,500
# of requests for information	217	216	200	200	200
# of publication notices	396	363	400	500	400
# of ordinances	152	141	150	200	150

CITY OF APPLETON 2008 BUDGET
CITY CLERK

Recordkeeping **Business Unit 11020**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 42,132	$ 44,717	$ 45,865	$ 45,865	$ 48,123
6150 Fringes	21,385	20,529	22,498	22,498	24,141
6201 Training\Conferences	30	56	-	-	-
6301 Office Supplies	1,685	1,030	2,000	2,000	1,500
6303 Memberships & Licenses	-	45	-	-	-
6320 Printing & Reproduction	1,784	1,559	1,750	1,750	2,900
6327 Miscellaneous Equipment	-	-	-	-	2,500
6402 Legal Fees	107	323	400	400	400
6404 Consulting Services	1,800	-	-	-	-
6408 Contractor Fees	325	300	350	350	700
6412 Advertising	24,837	24,852	22,000	22,000	27,000
Total Expense	$ 94,085	$ 93,411	$ 94,863	$ 94,863	$ 107,264

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Advertising

Required legal publications	$ 27,000
	$ 27,000

CITY OF APPLETON 2008 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 licenses 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:

Answer all inquiries, both telephone and in person, related to license issues
Provide prompt turnaround time from the initial application to final Council approval
Maintain accurate data files on all applications and licenses issued
Further enhance the monitoring and maintenance of license data files
Ensure all renewal applications are processed by timelines established by State law or department policies
Generate more communication with applicants on pending license approvals
Work with Technology Services to develop software to track, organize, and produce licenses issued by the City Clerk

Major Program Changes:

The increase in printing costs ($1,000) is due to changes to license application forms. The change is necessary to incorporate areas on the forms where various departments can record their review of the application. A number of departments have requested to review license applications before they are forwarded to the Safety and Licensing Committee.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	100%	100%	100%	98%	100%
% issued within 90 days of application	100%	100%	100%	100%	100%
Strategic Outcomes					
Statutory and Ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	210	223	180	200	200
# of operator licenses issued	654	820	700	700	700
# of general licenses issued	524	487	550	550	550

CITY OF APPLETON 2008 BUDGET
CITY CLERK

Licensing **Business Unit 11030**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4301 Amusements	$ 11,290	$ 9,380	$ 10,000	$ 10,000	$ 10,000
4303 Cigarette	8,320	7,500	7,500	7,500	7,500
4306 Liquor	124,690	149,066	75,000	85,000	75,000
4307 Operators	51,770	49,530	50,000	50,000	50,000
4309 Sundry	5,271	5,132	5,000	5,000	5,000
4313 Special Events	3,975	8,000	10,000	10,000	8,000
4316 Second Hand/Pawnbroker	2,575	2,355	2,300	2,300	2,300
4317 Commercial Solicitation	3,520	3,695	3,500	3,500	3,500
4318 Christmas Tree	450	630	400	400	400
4319 Street & Sidewalk Cement	470	705	500	500	500
4320 Taxi Cab/Limousine	1,140	900	1,500	1,500	1,000
4321 Taxi Driver	2,700	2,000	1,700	1,700	1,700
4322 Special "B" Beer License	1,045	1,060	1,000	1,000	1,000
4323 Escort Service	600	500	-	-	-
4324 Street Vendor	260	535	250	250	250
4411 Sundry Permits	220	960	1,300	1,300	1,000
4801 Charges for Serv.- Nontax	-	3	-	-	
5010 Misc. Revenue - Nontax	5,340	5,320	4,500	4,500	5,000
Total Revenue	$ 223,636	$ 247,271	$ 174,450	$ 184,450	$ 172,150
Expenses					
6101 Regular Salaries	$ 29,693	$ 30,289	$ 33,800	$ 33,800	$ 34,554
6105 Overtime	886	1,332	500	500	750
6150 Fringes	19,578	18,524	20,336	20,336	21,692
6301 Office Supplies	1,576	1,537	2,000	2,000	2,000
6316 Miscellaneous Supplies	-	490	-	-	-
6320 Printing & Reproduction	3,115	1,329	2,500	2,500	3,500
6599 Other Contracts/Obligations	1,885	1,237	2,000	2,000	2,000
6630 Other Grant Payments	20,000	70,000	-	20,000	-
Total Expense	$ 76,733	$ 124,738	$ 61,136	$ 81,136	$ 64,496

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET

CITY CLERK

Elections **Business Unit 11040**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

This program links to all the key strategies of the 2004 - 2005 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 through the State-wide Voter Registration System
Keep a history of all election information
Keep current 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:

Four elections will be held in 2008 versus two elections in 2007. All election related costs have increased proportionately. The major changes would include increases to:

Salary and fringe benefits (approximately $54,000) due to additional election worker wages, including a pay increase of $10 per day, the first rate change in six years.
Office supplies ($5,000) due to the change in election equipment and election laws which require us to modify almost all of our forms;
Miscellaneous supplies ($5,760) due to the cost of PCMCIA cards. These cards are required for each election tabulator to store the election results. Sixteen cards are needed for 4 elections at $90 each;
Printing costs ($36,700) due to the costs of election ballots and coding;
Miscellaneous equipment ($3,540) due to costs associated with ADA voting booths in order to be compliant at all voting locations;
Temporary help ($24,940) due to costs of temporary workers to aid in the elections and during the licensing period;
Advertising ($1,000) due to the cost of newspaper inserts and notices;
Rent ($1,640) due to an increase of $10 ($50 to $60) per polling location plus one additional location. This rent has not increased in over 8 years.

A municipal board of absentee ballot canvassers is being appointed to allow absentee ballots to be processed at a central location. This will require a minimum of six Election Inspectors to be utilized to complete the board of canvassers. Payment for these services will be $8.00 per hour. It is estimated that this process will take 8 to 10 hours for each election. The annual impact in 2008 is anticipated to be $1,632.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	7,929	9,058	10,000	8,000	12,000
# of voters purged (biannual)	0	0	7,000	0	0
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	27,752	62,602	8,000	9,806	73,500
# of registered voters	84,022	168,682	160,000	160,000	175,000
# of elections administered	2	4	2	2	4
# of candidates filing nomination papers	11	14	15	16	20
# of ballot styles	47	161	45	53	212
% of staff trained at each election	96%	98%	100%	98%	100%

CITY OF APPLETON 2008 BUDGET
CITY CLERK

Elections **Business Unit 11040**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Misc State Aids	$ -	$ 5,841	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	185	253	700	700	-
4802 Charges for Serv. - Tax	20	4	-	-	-
4908 Misc. Intergov. Charges	-	29,874	6,000	6,000	30,000
5004 Sale of City Prop - Nontax	-	6,350	6,000	6,000	-
Total Revenue	$ 205	$ 42,322	$ 12,700	$ 12,700	$ 30,000
Expenses					
6101 Regular Salaries	$ 70,318	$ 93,060	$ 77,806	$ 77,806	$ 130,570
6105 Overtime	2,117	6,358	1,554	1,554	3,264
6108 Part-Time	535	220	-	-	-
6150 Fringes	23,117	24,476	22,905	22,905	25,218
6201 Training\Conferences	36	-	-	-	-
6202 Local Auto Expense	60	98	50	50	200
6206 Parking Permits	11	230	50	50	250
6301 Office Supplies	457	7,135	2,000	2,000	7,000
6302 Subscriptions	-	-	375	375	-
6316 Miscellaneous Supplies	-	335	500	500	5,760
6320 Printing & Reproduction	3,182	43,428	16,300	16,300	53,000
6327 Miscellaneous Equipment	908	8,377	-	-	3,540
6328 Signs	-	458	-	-	500
6411 Temporary Help	4,656	5,975	4,500	4,500	29,440
6412 Advertising	9,070	1,039	2,000	2,000	3,000
6418 Equip Repairs & Maint	7,829	-	9,010	9,010	9,010
6420 CBM charges	-	-	-	-	-
6503 Rent	1,000	1,550	1,000	1,000	2,640
6599 Other Contracts/Obligations	-	-	300	300	400
Total Expense	$ 123,296	$ 192,739	$ 138,350	$ 138,350	$ 273,792

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Printing & reproduction

Ballot printing and coding - 4 elections	$ 53,000
	$ 53,000

Temporary Help

Election related part time help 4 elections	$ 29,440
	$ 29,440

CITY OF APPLETON 2008 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 departments on or before their requested delivery time, and reduce the percentage of miscopied materials
Identify department coordinators to educate and train departments on mail and copy policies and procedures and implement corrective actions
Track all postage and UPS pieces and dollar costs
Seek ways to utilize the electronic distribution of records and information

Major Program Changes:

The increase in postage expense ($5,000) is due to a postage rate change that was implemented in May, 2007.

The increase in miscellaneous supplies ($4,000) is due to extra envelope costs associated with the postage regulation changes.

The increase in equipment repair costs ($5,434) is due to the cost of maintenance service agreements on the folder/inserter, postage machine and postal meter rental.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Prompt mail delivery					
Mail delivery on schedule	100%	100%	100%	100%	100%
Accurate photocopy services					
Remake of request	1%	2%	1%	3%	1%
Strategic Outcomes					
Efficient mail processing					
# of pcs of mail returned for correction from mailing service	337	100	100	250	100
Work Process Outputs					
# of pieces of outgoing mail	311,089	309,189	250,000	225,000	250,000
# of packages handled	502	520	500	600	500
# of copies made in Mail Center	1,374,052	1,943,823	1,750,000	2,500,000	2,000,000

CITY OF APPLETON 2008 BUDGET
CITY CLERK

Mail/Copy Services **Business Unit 11050**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 31,151	$ 32,297	$ 33,723	$ 33,723	$ 34,554
6105 Overtime	440	585	500	500	750
6150 Fringes	19,762	18,752	20,321	20,321	21,692
6301 Office Supplies	1,207	376	500	500	500
6304 Postage\Freight	103,236	101,654	110,000	110,000	115,680
6316 Miscellaneous Supplies	9,899	11,289	11,000	11,000	15,000
6320 Printing & Reproduction	4,186	4,962	5,000	5,000	5,500
6418 Equip Repairs & Maint	1,915	899	-	-	5,434
6429 Interfund Allocations	(11,177)	-	-	-	-
6503 Rent	29,942	18,384	10,500	10,500	10,500
6804 Equipment	-	8,034	-	-	-
Total Expense	$ 190,561	$ 197,232	$ 191,544	$ 191,544	$ 209,610

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Postage/Freight	
United Mailing Service	$ 12,000
UPS	4,800
US Postal Service	98,880
	$ 115,680
Misc. Supplies	
Paper cost for mail/copy center	$ 15,000
	$ 15,000
Rent	
Copier charges	$ 10,500
	$ 10,500

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	5,841	0	0	0	0	0
Licenses	218,076	240,988	216,793	168,650	188,650	166,150	166,150
Permits	220	960	1,190	1,300	1,300	1,000	1,000
Charges for Services	529	476	42	900	900	0	200
Intergov. Charges for Service	0	29,874	16,034	6,000	6,000	30,000-	30,000
Other Revenues	5,340	11,670	7,480	4,500	4,500	5,000	5,000
TOTAL REVENUES	224,165	289,809	241,539	181,350	201,350	142,150	202,350
EXPENSES BY LINE ITEM							
Regular Salaries	186,161	196,693	183,669	225,720	225,720	235,394	233,040
Overtime	3,443	8,275	2,449	2,554	2,554	4,764	4,764
Part-Time	535	220	220	0	0	0	0
Other Compensation	35,113	55,998	28,852	38,212	38,212	74,380	89,812
Shift Differential	8	21	4	0	0	0	0
Sick Pay	10,238	5,929	5,045	0	0	0	0
Vacation Pay	12,381	13,544	14,318	0	0	0	0
Fringes	111,555	108,707	99,431	114,284	114,284	123,436	122,584
Salaries & Fringe Benefits	359,434	389,387	333,988	380,770	380,770	437,974	450,200
Training & Conferences	3,393	2,985	934	3,300	3,300	3,300	3,650
Local Auto Expense	60	98	87	50	50	200	200
Tuition Fees	315	0	0	350	350	350	0
Parking Permits	1,669	1,931	1,789	1,730	1,730	1,930	1,930
Office Supplies	6,448	10,573	7,699	7,500	7,500	12,500	11,500
Subscriptions	275	200	550	650	650	202	202
Memberships & Licenses	786	646	355	375	375	375	375
Postage & Freight	103,236	101,654	109,089	110,000	110,000	120,680	115,680
Awards & Recognition	0	0	42	75	75	75	75
Rent	30,942	19,934	14,124	11,500	11,500	13,140	13,140
Block Grant Payments	20,000	70,000	30,000	0	20,000	0	0
Administrative Expense	167,124	208,021	164,669	135,530	155,530	152,752	146,752
Miscellaneous Supplies	10,340	12,114	12,567	11,700	11,700	22,960	20,760
Printing & Reproduction	12,267	51,382	36,190	25,550	25,550	64,900	64,900
Miscellaneous Equipment	908	8,377	0	0	0	3,540	6,040
Signs	30	621	594	50	50	550	550
Supplies & Materials	23,545	72,494	49,351	37,300	37,300	91,950	92,250
Legal Fees	107	323	1,056	400	400	400	400
Consulting Services	1,800	0	0	0	0	0	0
Contractor Fees	325	300	648	350	350	700	700
Temporary Help	4,656	5,975	4,907	4,500	4,500	29,440	29,440
Advertising	33,907	25,891	20,088	24,000	24,000	30,000	30,000
Interfund Allocations	11,177-	0	371-	0	0	0	0
Other Contracts/Obligations	1,885	1,237	43	2,300	2,300	2,400	2,400
Purchased Services	31,503	33,726	26,371	31,550	31,550	62,940	62,940
Telephone	1,853	853	543	1,450	1,450	1,450	700
Utilities	1,853	853	543	1,450	1,450	1,450	700
Equipment Repair & Maintenanc	9,767	899	4,870	9,010	9,010	14,844	14,844
Repair & Maintenance	9,767	899	4,870	9,010	9,010	14,844	14,844
Machinery & Equipment	0	8,034	12,052	0	0	0	0
Capital Expenditures	0	8,034	12,052	0	0	0	0
TOTAL EXPENSES	593,226	713,414	591,844	595,610	615,610	761,910	767,686

CITY OF APPLETON 2008 BUDGET

CITY ASSESSOR

City Assessor: DeAnn L. Brosman

Deputy City Assessor: Timothy J. Smith

CITY OF APPLETON 2008 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 analyzing market trends, maintaining accurate records and providing easily accessible information to the community, other City departments and the Common Council.

DISCUSSION OF SIGNIFICANT 2007 EVENTS

Our office completed a revaluation of the Central Business District (CBD) in 2007. This included the valuation of many unique and multi-million dollar buildings. It was completed in house with no additional funding. The CBD assessments increased an average of 32% since 2003 due to an increase in sales prices in the downtown area. Property owners were mailed assessment notices on April 27th and open book was held May 1st - May 9th. Eight property owners appealed their assessments at the Board of Review on May 23rd resulting in one assessment change.

The My.Appleton.org link from the City's website went on-line January 1st. Among other information, this site provides parcel data, building information, photos, sale prices, assessments and taxes related to City parcels. It is a great resource for property owners, buyers, realtors, appraisers and title companies. Thus far, it has reduced the phone calls to our office by approximately 30%. Also on January 1st, we began using the payroll system to track our staff's time by activity. This allows us to determine the cost and time spent on each of our duties (revaluation work, tax listing, personal property assessing, customer service, etc.).

The 2007 locally assessed value increased approximately $126,500,000 which is an increase of 3% from 2006. Among other changes, this included $106,700,000 in new construction, $21,600,000 in commercial revaluation, $2,300,000 of annexed property, $1,560,000 of formerly tax exempt property, and $1,500,000 in additional personal property . The increase was offset in part by a $2,700,000 revaluation decrease due to Richmond Terrace, $1,618,300 of now tax exempt property (including $600,000 for Goodwill and $300,000 for Appleton Education Foundation), $1,054,200 of razing/reduced utility property, and $660,000 of property detached from the city.

The 2007 Equalized value changes are as follows (TIF included);

	2006 Value	2007 Value	Percent Increase
Outagamie County	$ 3,667,811,300	$ 3,873,589,400	5.61%
Calumet County	618,378,300	636,049,500	2.86%
Winnebago County	63,996,800	66,003,100	3.14%
Total City	$ 4,350,186,400	$ 4,575,642,000	5.18%

CITY OF APPLETON 2008 BUDGET
CITY ASSESSOR

MAJOR 2008 OBJECTIVES

In 2008, we will review all 420 apartment parcels in the city. Apartments were last reviewed in 2004. We will continue to reassess all property every 4 years to keep assessments near 100% of market value as required by state statutes, to maintain equity, and to provide for small increases.

The processes for performing the 2008 apartment revaluation include: calculating land values using current land sales; inspecting apartment buildings not inspected in recent years, sending income & expense surveys to be used in the income approach to value; finding comparable sales for each apartment; updating our property records, and providing good public relations with property owners. We will complete this review by May, 2008 in addition to our normal duties using existing staff and resources.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 1,761	$ 2,537	$ 2,000	$ 2,000	$ 1,800	-10.00%
Program Expenses							
13510	Administration	211,547	212,669	108,082	108,082	111,828	3.47%
13520	Assessing	279,029	286,034	420,512	420,512	435,865	3.65%
TOTAL		$ 490,576	$ 498,703	$ 528,594	$ 528,594	$ 547,693	3.61%
Expenses Comprised Of:							
Personnel		464,379	471,865	500,878	500,878	517,876	3.39%
Administrative Expense		4,561	4,405	5,656	5,656	6,666	17.86%
Supplies & Materials		1,449	3,120	1,600	1,600	2,700	68.75%
Purchased Services		15,355	15,563	15,600	15,600	15,200	-2.56%
Utilities		1,855	889	1,290	1,290	1,000	-22.48%
Repair & Maintenance		2,977	2,861	3,570	3,570	4,251	19.08%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		7.00	7.00	7.00	7.00	7.00	

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET

CITY ASSESSOR

Administration **Business Unit 13510**

PROGRAM MISSION

The Assessors office will provide services in a timely, cost effective manner by following an organized plan. We will maintain accurate records and provide easily accessible information to property owners, the community, other city departments and the common council. We will inform and educate the public on assessment issues and procedures.

PROGRAM NARRATIVE

Link to City Goals:

Key strategy #6 "Work continuously to improve the efficiency and effectiveness of City Services……."

Objectives:

We will use technology to reduce staff time, improve overall efficiency, and increase accuracy of assessments by:

Making further improvements to our 20 year old assessment system, including improving the ownership, address, and mailing fields in the property master records. Longer and additional fields are needed for accurate owner tracking and mailing purposes. These improvements will benefit City and county departments that use this data for utility bills, tax bills and other reports that contain parcel information.

Continuing our multi-year project of entering digital building sketches for all improvements and importing them into GIS

Major Program Changes:

Some new performance Indicators have been added to replace those that have proven to be difficult to measure and/or did not meaningfully reflect performance.

Printing and reproduction expenses have increased ($950) due to the lease cost of our new multifunction copier/printer/fax. The Technology Services Department (TS) replaced copiers in the Assessor's Office and Community Development Department with new machines allowing them to eliminate a copier in a common use area. Since the expenses associated with the common use copier were recorded in the Technology Services budget, these costs were eliminated in 2008. However, the expenses in the Assessor's & Community Development budgets increased due to the cost of the new multifunction machines. Together, the net increase between the three departments is only $228 ($19/mo) for 2008.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Accurate, timely and easily accessible information					
Property data updated within 3 days	90%	90%	90%	90%	n/a
Visitor Sessions per day on My.Appleton.org	New measure	→		181	200
Technology improvements made to database	New measure	→		16	20
Strategic Outcomes					
Well informed public on assessment procedures					
Articles in Applesource	2	2	2	2	2
Good Customer Service & Professional Staff					
Customer service complaints	New measure	→		1	0
Hours of classrm training/employee	New measure	→		17	20
Work Process Outputs					
Queries run for public	New measure	→		35	40
Reports filed with WI. DOR timely	New measure	→		100%	100%

CITY OF APPLETON 2008 BUDGET
CITY ASSESSOR

Administration **Business Unit 13510**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 1,617	$ 2,157	$ 2,000	$ 2,000	$ 1,800
4802 Charges for Serv.- Tax	90	264	-	-	-
5035 Other Reimbursements	54	116	-	-	-
Total Revenue	$ 1,761	$ 2,537	$ 2,000	$ 2,000	$ 1,800
Expenses					
6101 Regular Salaries	$ 137,832	$ 142,366	$ 70,733	$ 70,733	$ 72,066
6105 Overtime	-	249	-	-	-
6150 Fringes	67,969	64,713	31,693	31,693	33,266
6201 Training\Conferences	337	145	400	400	500
6206 Parking Permits	2,232	2,316	2,316	2,316	2,316
6301 Office Supplies	612	557	700	700	700
6302 Subscriptions	132	60	150	150	230
6305 Awards & Recognition	36	-	100	100	100
6307 Food & Provisions	-	82	100	100	100
6320 Printing & Reproduction	517	1,292	500	500	1,450
6412 Advertising/Publication	25	-	100	100	100
6413 Utilities	1,855	889	1,290	1,290	1,000
Total Expense	$ 211,547	$ 212,669	$ 108,082	$ 108,082	$ 111,828

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET

CITY ASSESSOR

Assessing **Business Unit 13520**

PROGRAM MISSION

The Appleton Assessor's Office will strive to maintain equitable market value property assessments in a cost effective manner. We will continually analyze market trends and have knowledgeable, professional assessors well versed in standard appraisal practices to accomplish this mission.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue our four year revaluation cycle to maintain equitable, 100% market value assessments City-wide. Apartments will be reassessed in 2008 as part of this cycle. They were last assessed in 2004. We will use professional appraisal methods to set fair and equitable values. We will inform and educate apartment owners regarding the assessment process and appeal rights in a courteous and respectful manner.

Major Program Changes:

For the 2008 budget, $530 was added to office supplies to purchase a new Marshall & Swift Commercial Cost manual to replace the one from 2001. This is needed for our 2009 commercial revaluation which will begin in fall of 2008.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy:					
Residential Districts within					
10% of market value	93%	97%	100%	100%	99%
Coefficient of dispersion	11%	7%	8%	5%	7%
Strategic Outcomes					
Assessments to accurately reflect market values:					
Residential class level of assessment	91%	101%	97%	99%	96%
Commercial class level of assessment	100%	99%	96%	91%	88%
Overall level of assessment	93%	101%	97%	98%	95%
Work Process Outputs					
% of buildings inspected to update					
Commercial new construction	95%	100%	100%	100%	100%
Residential new construction	93%	99%	95%	95%	95%
Recent Sales	35%	25%	35%	28%	30%
Total # of interior inspections	New measure	→	→	1,580	1,600
Property Record Maintenance:					
Deeds processed (ownership changes)	2,882	2,732	2,600	2,200	2,200
Lot splits, CSM's, & new platted parcels	439	347	500	500	500
Annexed parcels	2	30	21	28	5
Assessments updated	New measure	→	→	2,213	2,200

CITY OF APPLETON 2008 BUDGET
CITY ASSESSOR

Assessing **Business Unit 13520**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 178,469	$ 180,238	$ 268,734	$ 268,734	$ 275,165
6105 Overtime	-	1,801	-	-	-
6150 Fringes	80,108	82,498	129,718	129,718	137,379
6201 Training/Conferences	817	866	1,100	1,100	1,300
6301 Office Supplies	-	154	400	400	930
6302 Subscriptions	260	120	250	250	250
6303 Memberships & Licenses	135	105	140	140	240
6320 Printing & Reproduction	157	993	200	200	300
6327 Miscellaneous Equipment	775	835	900	900	950
6425 CEA Equip. Rental	2,977	2,861	3,570	3,570	4,251
6599 Other Contracts/Obligations	15,331	15,563	15,500	15,500	15,100
Total Expense	$ 279,029	$ 286,034	$ 420,512	$ 420,512	$ 435,865

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations

State manufacturing assessment fee	$ 15,100
	$ 15,100

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Charges for Services	1,707	2,421	1,197	2,000	2,000	1,800	1,800
Other Revenues	54	116	20	0	0	0	0
TOTAL REVENUES	1,761	2,537	1,217	2,000	2,000	1,800	1,800
EXPENSES BY LINE ITEM							
Regular Salaries	289,317	299,211	278,924	339,467	339,467	347,231	347,231
Overtime	0	2,051	283	0	0	0	0
Sick Pay	7,584	5,696	10,482	0	0	0	0
Vacation Pay	19,399	17,697	17,265	0	0	0	0
Fringes	148,078	147,211	140,001	161,411	161,411	171,341	170,645
Salaries & Fringe Benefits	464,378	471,866	446,955	500,878	500,878	518,572	517,876
Training & Conferences	1,154	1,011	993	1,500	1,500	1,800	1,800
Parking Permits	2,232	2,316	2,316	2,316	2,316	2,316	2,316
Office Supplies	612	711	646	1,100	1,100	3,130	1,630
Subscriptions	392	180	210	400	400	480	480
Memberships & Licenses	135	105	325	140	140	240	240
Awards & Recognition	36	0	30	100	100	100	100
Food & Provisions	0	82	103	100	100	100	100
Administrative Expense	4,561	4,405	4,623	5,656	5,656	8,166	6,666
Printing & Reproduction	674	2,285	1,229	700	700	1,750	1,750
Miscellaneous Equipment	775	835	919	900	900	950	950
Supplies & Materials	1,449	3,120	2,148	1,600	1,600	2,700	2,700
Advertising	25	0	0	100	100	100	100
Other Contracts/Obligations	15,330	15,563	15,083	15,500	15,500	15,100	15,100
Purchased Services	15,355	15,563	15,083	15,600	15,600	15,200	15,200
Telephone	1,855	889	523	1,290	1,290	1,000	1,000
Utilities	1,855	889	523	1,290	1,290	1,000	1,000
CEA Equipment Rental	2,977	2,861	3,297	3,570	3,570	4,251	4,251
Repair & Maintenance	2,977	2,861	3,297	3,570	3,570	4,251	4,251
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	490,575	498,704	472,629	528,594	528,594	549,889	547,693

CITY OF APPLETON 2008 BUDGET

TECHNOLOGY SERVICES

Technology Services Director: Scott J. Liske

CITY OF APPLETON 2008 BUDGET
TECHNOLOGY SERVICES

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2007 EVENTS

Finished coding and launched "My Neighborhood" on the City's Web site for searching commercial and personal properties information within the City

Coordinated installation of a security and access system at Valley Transit along with the installation of cameras at the Transit Center, Library exterior and East Ramp

Completed the replacement of the AS400 to a new iSeries along with a twin machine at off-site location for disaster recovery

Purchased, installed and conducted Citywide training on the AS400 Query replacement tool (SEQUEL)

Implemented new network server technology to eliminate service interruptions for users

Completed implementation of Storage Area Network (SAN) to substantially eliminate problems of lack of data file storage space

Implemented online registration system for Parks and Recreation programs

Upgraded 125 PC's and 20 laptops to meet 2007 designated standards

Completed major upgrade of network software systems (Novell) and installed redundant servers to virtually eliminate downtime for the majority of applications on the City network

Completed an independent network security survey to assist in enhancing the protection of our internal data

Replaced a number of stand alone laser printers with multi-function machines to reduce procurement, maintenance and consumables costs

Completed a major upgrade of AutoCAD software, which eliminated the need for a separate survey application and reduced support fees by $2400 annually

Completed an internal wireless survey of all Fire Stations and City Hall, with implementation on-going

Completed initial phases of a regional broadband wireless initiative involving multiple entities

Implemented a Web-based module into our document management system to allow appropriate documents to be searched for and delivered via the Internet

Implemented a legally compliant e-mail archive solution

CITY OF APPLETON 2008 BUDGET
TECHNOLOGY SERVICES

MAJOR 2008 OBJECTIVES

Continue in the development and support of additional client/server projects on the AS400 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, including moving PC's to Windows XP operating system and Office 2000 applications to Office 2007

Continue to enhance the efficiency at all City locations by providing on-going training and support for all approved software and hardware to include training all users on the use of Office 2007 products

Continue the development and implementation of the Citywide 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; implement a user-friendly content management system to allow each department to more easily update their sections of the City Web site

Upgrade designated PC's, servers and laptops to meet 2008 established standards

Continue to enhance network security, disaster recovery and business continuity processes

Continue development of computer and technology specific Citywide policies to guide appropriate use

Continue to analyze department organization as it relates to best serving the City's needs

Eliminate additional stand-alone laser printers where a multi-function machine is appropriate

Continue with a pilot and subsequent planning for the regional broadband wireless project

Replace the aging core network switch with a newer and more feature rich device that properly supports our network. This item is currently the weak link in our system

Begin to implement network encryption of data traffic to increase security of data flowing over the network

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 8,043	$ 1,940	$ 4,000	$ 4,000	$ 2,500	-37.50%
Program Expenses							
13010	Administration	281,654	268,277	195,506	195,506	196,138	0.32%
13020	Mainframe	545,073	536,782	531,491	558,126	548,557	3.21%
13030	Network	707,502	724,064	836,215	836,215	841,736	0.66%
13040	GIS	210,323	219,961	248,921	248,921	271,544	9.09%
TOTAL		$ 1,744,552	$ 1,749,084	$ 1,812,133	$ 1,838,768	$ 1,857,975	2.53%
Expenses Comprised Of:							
Personnel		1,198,433	1,219,149	1,276,959	1,276,959	1,340,366	4.97%
Administrative Expense		48,163	46,933	50,784	50,784	48,284	-4.92%
Supplies & Materials		280,281	223,482	217,900	217,900	219,400	0.69%
Purchased Services		16,754	21,341	18,000	18,000	11,500	-36.11%
Utilities		15,226	16,358	8,415	8,415	6,900	-18.00%
Repair & Maintenance		185,695	189,456	240,075	240,075	231,525	-3.56%
Capital Expenditures		-	32,365	-	26,635	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		15.40	15.40	15.40	15.40	15.40	

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
TECHNOLOGY SERVICES

Administration **Business Unit 13010**

PROGRAM MISSION

To ensure that staff within the Technology 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
Continue to enhance the Voice over Internet Protocol (VoIP) telephone system

Major Program Changes:

The Technology Services Department (TS) replaced copiers in the Assessor's Office and Community Development Department with new machines allowing them to eliminate a copier in a common use area. Since the expenses associated with the common use copier were recorded in the Technology Services budget, these costs were eliminated in 2008. However, the expenses in the Assessor's & Community Development budgets increased due to the cost of the new multifunction machines. Together, the net increase between the three departments is only $228 ($19/mo) for 2008.

Utility (phone) costs were redistributed to appropriate departments as well as the elimination of unnecessary leased phone lines.

Other contracts and obligations were reduced due to the cooperative INFOCIS agreement for data backup that no longer required a private courier and leased off-site back up tape storage.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Satisfaction of service provided					
Positive survey responses	98%	98%	100%	98%	100%
Work Process Outputs					
Staff training provided (hrs)	538	480	600	525	600
Telephone numbers supported	New Measure	515	550	550	600

CITY OF APPLETON 2008 BUDGET
TECHNOLOGY SERVICES

Administration **Business Unit 13010**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4802 Charges for Serv.- Taxable	$ 143	$ 48	$ -	$ -	$ -
5004 Sale of City Prop - Nontax	7,900	1,207	4,000	4,000	2,500
5010 Misc Revenue - Nontax	-	685	-	-	-
Total Revenue	$ 8,043	$ 1,940	$ 4,000	$ 4,000	$ 2,500
Expenses					
6101 Regular Salaries	$ 174,768	$ 162,331	$ 106,091	$ 106,091	$ 111,604
6104 Call Time	1,375	-	949	949	-
6105 Overtime	32	62	-	-	-
6150 Fringes	64,717	58,699	39,567	39,567	42,050
6201 Training\Conferences	10,258	12,384	18,300	18,300	18,300
6206 Parking Permits	5,304	5,495	5,484	5,484	5,484
6301 Office Supplies	514	586	700	700	700
6302 Subscriptions	318	-	-	-	-
6303 Memberships & Licenses	620	270	275	275	275
6305 Awards & Recognition	329	300	525	525	525
6320 Printing & Reproduction	7,925	9,459	10,800	10,800	8,400
6327 Miscellaneous Equipment	3,355	2,014	2,500	2,500	2,500
6404 Consulting	-	450	-	-	-
6413 Utilities	12,139	11,512	5,315	5,315	3,800
6503 Rent	-	4,715	-	-	-
6599 Other Contracts/Obligations	-	-	5,000	5,000	2,500
Total Expense	$ 281,654	$ 268,277	$ 195,506	$ 195,506	$ 196,138

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
Tuition reimbursement	$ 2,000
Technical Training	9,600
Staff development	1,700
Citywide training at Outagamie County	5,000
	$ 18,300

CITY OF APPLETON 2008 BUDGET
TECHNOLOGY 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 computer hardware and software through a cost effective upgrade schedule
Continue the development of new graphical user interfaces (GUI) for selected applications on the AS400

Major Program Changes:

The reduction in equipment repairs and maintenance expense reflects the elimination of $4,500 of IBM software maintenance expense due to the planned replacement of the six year old IBM AS400 computer, which will be fully covered for the first three years of operation. An automated data backup system will be a part of this upgrade and results in the elimination of part-time salary dollars ($6,030).

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	New Measure	→	40	40	30
# of project requests outstanding	144	152	125	125	100
Strategic Outcomes					
# Printers Not IP Based	30	27	22	22	10
Sustain personnel resource allocation					
% of staff time allocated to new application development	36%	40%	50%	50%	50%
Work Process Outputs					
# of new requests received	306	370	260	260	275
# of user accounts supported	490	500	500	500	520

CITY OF APPLETON 2008 BUDGET
TECHNOLOGY SERVICES

Mainframe **Business Unit 13020**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 304,073	$ 283,637	$ 309,830	$ 309,830	$ 320,793
6104 Call Time	3,079	3,468	3,885	3,885	4,214
6105 Overtime	34	-	-	-	-
6108 Part-Time	11,400	10,719	6,030	6,030	-
6150 Fringes	116,359	102,869	120,601	120,601	136,450
6301 Office Supplies	7,047	6,292	7,000	7,000	7,000
6320 Printing & Reproduction	9,711	8,434	8,200	8,200	5,500
6327 Miscellaneous Equipment	24,783	20,214	15,000	15,000	20,000
6418 Equip Repairs & Maint	33,026	33,217	24,445	24,445	21,800
6424 Software Support	35,561	35,567	36,500	36,500	32,800
6815 Software Acquisition	-	32,365	-	26,635	-
Total Expense	$ 545,073	$ 536,782	$ 531,491	$ 558,126	$ 548,557

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment

Equipment replacement (printers, peripherals, cables, etc.)	$ 20,000
	$ 20,000

Equipment Repairs & Maint

Printer Repair and Maintenance	$ 8,000
IBM Line printer maintenance	3,000
IBM 4247 Printer Maintenance	4,800
Perle Controller Maintenance	400
Other repairs & parts	3,000
Uninterruptible Power Supply Maint.	2,600
	$ 21,800

Software Support

JDEdwards	$ 17,800
Berbee on site	5,000
Elite forms	1,000
Misc. software support	2,000
SEQUEL Support	7,000
	$ 32,800

CITY OF APPLETON 2008 BUDGET
TECHNOLOGY 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 hardware and software through a cost effective maintenance and upgrade schedule
Maximize the availability and use of the County-shared 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
Continue work toward full utilization of the new fiber optic network which will vastly increase the efficiency of network administration as well as the speed at which employees can access information

Major Program Changes:

Equipment repairs have decreased ($13,500) in anticipation of CIP approval to replace the core switch that would be under warranty for the first year of operation.
Office supplies are budgeted to start dropping due to the implementation of a higher number of multi-function devices that replace stand-alone printers, scanners, copiers and fax machines.

The number of calls to the help desk is expected to increase during 2008 due to changing the computer operating system from Windows 2000 to Windows XP and from Office 2000 to Office 2007.

The number of employees trained is also expected to increase during 2008 due to the software changes listed above. It will be necessary to conduct training for nearly every City employee who uses these software packages.

Software support for the VoIP increased overall about $2,300. We were able to negotiate a single contract for the enitre system. The individual items listed in the 2007 budget have been removed and combined into the single Mitel VoIP support.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	43	29	35	35	20
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Ratio of single printers to MFP's	98%	94%	85%	85%	70%
Informed citizens					
# of hits on web site home page	800,000	725,000	900,000	900,000	900,000
Work Process Outputs					
New systems implemented					
# of network accounts supported	515	530	550	550	560
# of computers maintained	390	410	415	415	400
# PC's replaced/upgraded - 3 yr cycle	35	110	145	145	110
Help Desk problems resolved					
# of calls handled by help desk	New Measure	→	7,500	12,000	16,000
# personnel trained	82	107	100	100	500

CITY OF APPLETON 2008 BUDGET
TECHNOLOGY SERVICES

Network **Business Unit 13030**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 212,216	$ 262,641	$ 303,504	$ 303,504	$ 316,799
6104 Call Time	3,248	3,871	2,959	2,959	3,326
6105 Overtime	1,793	3,668	3,000	3,000	3,273
6150 Fringes	102,016	116,407	141,722	141,722	151,313
6201 Training\Conferences	4,818	5,628	-	-	-
6301 Office Supplies	16,955	14,381	17,000	17,000	15,000
6327 Miscellaneous Equipment	234,507	183,361	180,400	180,400	181,500
6404 Consulting Services	16,754	16,176	13,000	13,000	9,000
6413 Utilities	3,087	4,846	3,100	3,100	3,100
6418 Equip Repairs & Maint	22,461	25,207	36,215	36,215	19,360
6419 Communication Eq. Repairs	12,219	11,773	14,500	14,500	15,000
6424 Software Support	77,428	76,105	120,815	120,815	124,065
Total Expense	$ 707,502	$ 724,064	$ 836,215	$ 836,215	$ 841,736

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Office Supplies	
Network supplies - toner, ink, tapes	$ 15,000
	$ 15,000
Miscellaneous Equipment	
Upgrade/replace PCs/laptops/MDC's	$ 152,500
Routers, controllers	8,000
Application and network management	6,000
Upgrade Servers	15,000
	$ 181,500
Equip Repairs & Maint	
Identitech printer maintenance	$ 725
"3rd level" hardware support	6,000
Router maintenance	2,650
SAN Support	5,400
Other network equipment	2,085
Firewall Support	2,500
	$ 19,360
Communication Equip. Repair	
Pro-rata share of fiber network costs	$ 15,000
	$ 15,000

Software Support	
Novell support	$ 37,000
Cummins Insite	900
On-site software support	3,000
Shopkey	1,350
Intellisync Support	2,500
Fingerprint & ID software	4,200
Doc management support	8,200
Mitchell	900
CompuCapture (Police)	3,500
Miscellaneous software	3,900
Mitel VoIP Support	37,400
Vermont Systems Support	4,300
Sgt Labs Support	3,050
Police ID Software Support	1,300
Blackberry BES Support	1,000
WinWam (Health)	1,800
Spam Filtering	1,875
Anti-Virus Subscription	3,600
OPC - internet payments	4,290
	$ 124,065

CITY OF APPLETON 2008 BUDGET

TECHNOLOGY 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
Continue development of the GIS in order to increase accessibility, functionality and accuracy of the data which will decrease duplication of efforts while providing greatly enhanced features

Major Program Changes:

Software support has increased due to the AutoCAD upgrade in 2007. Previously we were able to purchase this software without paying annual subscription fees. With the inclusion of the Civil 3D software module that replaced eaglePoint, we are required to own this on a subscription basis. The upside to this is that there is no upgrade cost for the covered products in future years. This serves to even out the cost for this software and reduce the need to have a huge upgrade cost every 3-5 years such as we did in 2007 (CIP of $66,222).

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Accurate and useful information					
# of supported map layers	88	97	115	115	120
Improve business and work flow					
% positive survey responses	99%	99%	100%	100%	100%
# of project requests outstanding	9	7	10	10	6
Strategic Outcomes					
Sustain personnel resource allocation					
% of staff time allocated to application development	51%	30%	40%	40%	40%
Work Process Outputs					
New systems implemented					
# of new maps requested	New Measure →				250
New applications training provided					
Number of persons trained	40	38	45	45	30

CITY OF APPLETON 2008 BUDGET
TECHNOLOGY SERVICES
Geographic Information Systems (GIS) **Business Unit 13040**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 143,971	$ 152,946	$ 171,146	$ 171,146	$ 178,511
6104 Call Time	1,980	1,929	2,029	2,029	2,217
6150 Fringes	57,372	55,901	65,646	65,646	69,816
6301 Office Supplies	2,000	1,597	1,500	1,500	1,000
6327 Miscellaneous Equipment	-	-	1,000	1,000	1,500
6424 Software Support	5,000	7,588	7,600	7,600	18,500
Total Expense	$ 210,323	$ 219,961	$ 248,921	$ 248,921	$ 271,544

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Software Support	
AutoCAD Support	$ 9,600
ESRI Product Support	8,900
	$ 18,500

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Charges for Services	143	48	3,905	0	0	0	0
Other Revenues	7,900	1,892	1,994	4,000	4,000	4,000-	2,500
TOTAL REVENUES	8,043	1,940	5,899	4,000	4,000	4,000-	2,500
EXPENSES BY LINE ITEM							
Regular Salaries	746,789	770,218	703,265	890,571	890,571	927,707	927,707
Call Time	9,682	9,268	8,817	9,822	9,822	9,757	9,757
Overtime	1,827	3,729	3,605	3,000	3,000	3,273	3,273
Part-Time	11,432	10,719	5,629	6,030	6,030	0	0
Sick Pay	22,687	21,574	21,852	0	0	0	0
Vacation Pay	65,551	69,763	65,945	0	0	0	0
Fringes	340,463	333,875	317,272	367,536	367,536	401,511	399,629
Salaries & Fringe Benefits	1,198,431	1,219,146	1,126,385	1,276,959	1,276,959	1,342,248	1,340,366
Training & Conferences	15,076	18,011	13,196	18,300	18,300	18,300	18,300
Parking Permits	5,304	5,495	5,484	5,484	5,484	5,484	5,484
Office Supplies	26,517	22,857	19,234	26,200	26,200	23,700	23,700
Subscriptions	318	0	0	0	0	0	0
Memberships & Licenses	620	270	275	275	275	275	275
Awards & Recognition	329	300	390	525	525	525	525
Administrative Expense	48,164	46,933	38,579	50,784	50,784	48,284	48,284
Printing & Reproduction	17,637	17,893	18,136	19,000	19,000	13,900	13,900
Miscellaneous Equipment	262,645	205,589	111,114	198,900	198,900	205,500	205,500
Supplies & Materials	280,282	223,482	129,250	217,900	217,900	219,400	219,400
Consulting Services	16,754	16,626	13,000	13,000	13,000	9,000	9,000
Other Contracts/Obligations	0	4,715	4,128	5,000	5,000	2,500	2,500
Purchased Services	16,754	21,341	17,128	18,000	18,000	11,500	11,500
Telephone	14,952	16,061	4,234	5,655	5,655	4,900	4,900
Cellular Telephone	274	297	2,266	2,760	2,760	2,000	2,000
Utilities	15,226	16,358	6,500	8,415	8,415	6,900	6,900
Equipment Repair & Maintenanc	55,487	58,424	56,544	60,660	60,660	41,160	41,160
Communications Equip. Repairs	12,219	11,773	14,500	14,500	14,500	15,000	15,000
Software Support	117,990	119,259	139,954	164,915	164,915	175,365	175,365
Repair & Maintenance	185,696	189,456	210,998	240,075	240,075	231,525	231,525
Software Acquisition	0	32,365	21,618	0	26,635	0	0
Capital Expenditures	0	32,365	21,618	0	26,635	0	0
TOTAL EXPENSES	1,744,553	1,749,081	1,550,458	1,812,133	1,838,768	1,859,857	1,857,975

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Technology **Business Unit 4220**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Amount	Page
Technology Upgrades	$ 335,000	Projects, Pg. 670
Wireless Broadband Access	350,000	Projects, Pg. 671
	$ 685,000	

Major program changes:

The budget for this capital projects fund fluctuates depending on the capital projects which are needed in any given year, their number, and their scale.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 479	$ 82,794	$ 21	$ 21	$ 175,000	833233.33%
Program Expenses		$ 174,344	$ 356,106	$ 505,500	$ 622,844	$ 685,000	35.51%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	60,000	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		174,344	356,106	505,500	622,844	625,000	23.64%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Technology **Business Unit 4220**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4710 Interest on Investments	$ 479	$ 44	$ 21	$ 21	$ -
5010 Misc. Revenue - Nontax	-	-	-	-	175,000
5910 Proceeds of Long-term Debt	244,000	321,000	505,000	505,000	495,000
5925 Trans In - Wastewater	-	13,750	-	-	-
5926 Trans In - Water	-	55,000	-	-	-
5930 Trans In - Valley Transit	-	14,000	-	-	-
Total Revenue	$ 244,479	$ 403,794	$ 505,021	$ 505,021	$ 670,000
Expenses					
6404 Consulting	$ -	$ -	$ -	$ -	$ 60,000
6804 Equipment	174,344	356,106	505,500	622,844	625,000
Total Expense	$ 174,344	$ 356,106	$ 505,500	$ 622,844	$ 685,000

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Consulting

Wireless broadband access design	$ 60,000
	$ 60,000

Equipment

Core Switch	$ 160,000
MS Office	175,000
Wireless access	290,000
	$ 625,000

CITY OF APPLETON 2008 BUDGET
TECHNOLOGY
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ -
Interest Income	479	44	21	21	-
Other	-	-	-	15,000	175,000
Total Revenues	479	44	21	15,021	175,000
Expenses					
Program Costs	174,344	356,106	505,500	622,844	685,000
Total Expenses	174,344	356,106	505,500	622,844	685,000
Revenues over (under) Expenses	(173,865)	(356,062)	(505,479)	(607,823)	(510,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	244,000	321,000	505,000	505,000	495,000
Operating Transfers In	-	82,750	-	-	-
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	244,000	403,750	505,000	505,000	495,000
Net Change in Equity	70,135	47,688	(479)	(102,823)	(15,000)
Fund Balance - Beginning	-	70,135	117,823	117,823	15,000
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 70,135	$ 117,823	$ 117,344	$ 15,000	$ -

CITY OF APPLETON 2008 BUDGET

CITY ATTORNEY

City Attorney: James P. Walsh

Deputy City Attorney: Ellen L. Totzke

CITY OF APPLETON 2008 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 2007 EVENTS

The City Attorney's Office was involved in a number of things in 2007. Below are a few of the highlights:

2007 has resulted in two new issues for cable television franchise negotiations. (1.) A statewide franchising bill has been introduced in Madison. That Bill, if passed, would cut revenues from franchise fees for Appleton somewhere between $100,000 and $150,000 per year. We are involved with a group of attorneys comprised of members of the League of Wisconsin Municipalities, the Wisconsin Alliance of Cities and the Wisconsin Association of PEG Channels to encourage legislators to consider amendments we developed to the existing Bill. The Bill as introduced is the most onerous on municipalities of any of the like legislation across the United States. (2.) The City has been involved with litigation with a group of approximately thirty communities intervening in a lawsuit that the City of Milwaukee filed against AT&T regarding their "U-Verse" service. This service is a video service that AT&T says is not cable television, but all the communities involved believe it is cable television thus, requiring a franchise agreement. Milwaukee had worked out an interim agreement with AT&T to provide for franchising fees and other details that was to be a model for the above-mentioned legislation. In the last few weeks after the legislation was introduced and at a hearing held on the Bill, AT&T renounced that position, supporting the legislation as written, as it is far more favorable to them than the agreement is. We are working as an intervener in this matter so that we can determine whether AT&T's service is in fact cable service and requiring a franchise fee, as it is apparent they plan to introduce something in the Fox Cities area in the near future. This will minimize any delay or conflict and will minimize the likelihood that Time Warner might sue the City if we were to allow AT&T in without an agreement. It now appears that all negotiations will have been in vain, as the State Legislature is wrestling control of cable television from municipalities. We were, however, able to secure an increase in the cable franchise fee from 4.5% to 5%. The State legislation will also encompass AT&T's "U-Verse" service. Once the legislation takes effect, the litigation will be dismissed.

In 2006 the City of Appleton was named as a defendant in a lawsuit brought by a former police officer. After filing a Motion to Dismiss, the City and the Plaintiff "traded" various pleadings throughout late 2006 and early 2007. A motion hearing was scheduled for April 2, 2007. On April 2, 2007 the City's Motion to Dismiss was granted in the lawsuit against the City and was dismissed in its entirety. On June 8, 2007 the plaintiff's Motion to Reconsider was denied.

The City Attorney's Office has worked with the Department of Public Works on several land acquisition projects. Land acquisition was required for the Lake Park Road expansion project, the College/Walter/John acquisition in connection with the College Avenue Bridge project and utility extension projects on the North side. These projects have required land acquisition and this office has worked closely with Public Works to ensure that the necessary property is acquired in a timely manner.

The City Attorney's Office has continued their discussions with the Appleton Yacht Club for a long-term lease for the area on the riverfront.

The City Attorney's Office continues to work with other City departments such as Community Development, Public Works and the Fire Department concerning development issues on the City's north side. We continue to work with developers in the area of the Apple Hill Farms annexation and the Kurey Annexation and look forward to bringing additional development forward at the appropriate time.

CITY OF APPLETON 2008 BUDGET
CITY ATTORNEY

MAJOR 2008 OBJECTIVES

To continue the momentum developed on the City's north side caused by the Apple Hill Farms development and Kurey Annexation, and to facilitate continued development in that area.

Continue efforts in cooperation with outside counsel for contribution concerning Water Plant upgrades.

Continue to monitor the effect of the new State cable/video provider legislation on Public, Educational and Governmental (PEG) access, and continue to explore new ways to provide broadcast of Council proceedings.

The City currently has several pending litigation matters including construction-related issues and stormwater-related issues before administrative bodies which will consume a great portion of staff time.

A variety of personnel related issues also are outstanding.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 5,413	$ 1,708	$ 3,000	$ 3,000	$ 3,000	0.00%
Program Expenses							
14510	Administration	144,449	152,955	161,826	161,826	169,812	4.93%
14521	Litigation	188,737	183,348	186,710	186,710	203,043	8.75%
14522	Real Estate	39,941	39,953	41,458	41,458	41,925	1.13%
TOTAL		$ 373,127	$ 376,256	$ 389,994	$ 389,994	$ 414,780	6.36%
Expenses Comprised Of:							
Personnel		324,510	340,697	345,257	345,257	370,053	7.18%
Administrative Expense		29,161	27,348	31,903	31,903	31,893	-0.03%
Supplies & Materials		1,330	1,424	2,000	2,000	2,000	0.00%
Purchased Services		16,524	5,879	9,500	9,500	9,500	0.00%
Utilities		1,501	793	1,134	1,134	1,134	0.00%
Repair & Maintenance		101	115	200	200	200	0.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		3.67	3.67	3.67	3.67	3.67	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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 the 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 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requester	100%	100%	>90%	>90%	100%
Contracts are reviewed in a timely manner to allow performances to proceed					
# of performances delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Dispute avoidance					
# of suits filed against City	12	3	0	1	0
Work Process Outputs					
Written opinions issued	13	16	>25	>25	>20
Ordinances reviewed	163	133	100	150	100

CITY OF APPLETON 2008 BUDGET
CITY ATTORNEY

Administration **Business Unit 14510**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ -	$ 34	$ -	$ -	$ -
4802 Charges for Serv. - Tax	712	926	2,000	2,000	2,000
Total Revenue	$ 712	$ 960	$ 2,000	$ 2,000	$ 2,000
Expenses					
6101 Regular Salaries	$ 92,963	$ 97,179	$ 97,786	$ 97,786	$ 102,882
6150 Fringes	32,435	39,140	41,846	41,846	44,746
6201 Training\Conferences	4,327	3,623	7,000	7,000	7,000
6206 Parking Permits	1,288	1,340	1,400	1,400	1,400
6301 Office Supplies	243	390	550	550	550
6302 Subscriptions	8,125	7,208	8,000	8,000	8,000
6303 Memberships & Licenses	2,135	1,744	1,800	1,800	1,900
6304 Postage\Freight	-	-	50	50	-
6305 Awards & Recognition	-	-	60	60	-
6320 Printing & Reproduction	1,330	1,424	2,000	2,000	2,000
6413 Utilities	1,502	793	1,134	1,134	1,134
6418 Equip Repairs & Maint	101	114	200	200	200
Total Expense	$ 144,449	$ 152,955	$ 161,826	$ 161,826	$ 169,812

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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:

No major changes

Note: Under Projected 2007, a $50,000 payment was made to a claimant for a 2006 trip and fall claim. We also anticipate settling a trip and fall lawsuit that was filed in 2006.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	78	78	100	100	100
Strategic Outcomes					
Minimize cost of settlements					
$ value of settlements and judgments	$11,830	$14,647	$20,000	$65,000	$20,000
Minimize use of outside counsel					
# of cases	0	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	100%	100%	100%	100%	100%

CITY OF APPLETON 2008 BUDGET
CITY ATTORNEY

Litigation **Business Unit 14521**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 591	$ 748	$ 1,000	$ 1,000	$ 1,000
4802 Charges for Serv. - Tax	4,110	-	-	-	-
Total Revenue	$ 4,701	$ 748	$ 1,000	$ 1,000	$ 1,000
Expenses					
6101 Regular Salaries	$ 115,117	$ 121,556	$ 118,692	$ 118,692	$ 130,821
6150 Fringes	44,053	42,871	45,475	45,475	49,679
6402 Legal Fees	1,839	1,314	2,000	2,000	2,000
6404 Consulting Services	14,685	4,564	7,500	7,500	7,500
6625 Disability Payments	13,043	13,043	13,043	13,043	13,043
Total Expense	$ 188,737	$ 183,348	$ 186,710	$ 186,710	$ 203,043

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

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

CITY OF APPLETON 2008 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. Included among these are 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 irregularities on the titles of City real estate.

Note: There have been a significant number of property transactions in the first part of 2007 for condemnation processes and ponds being turned over to the City as stated in various agreements.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
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	12	10	25	10

CITY OF APPLETON 2008 BUDGET
CITY ATTORNEY

Real Estate **Business Unit 14522**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 29,605	$ 30,049	$ 30,777	$ 30,777	$ 30,843
6150 Fringes	10,336	9,904	10,681	10,681	11,082
Total Expense	$ 39,941	$ 39,953	$ 41,458	$ 41,458	$ 41,925

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Charges for Services	1,304	1,708	2,637	3,000	3,000	3,000	3,000
Other Revenues	4,110	0	0	0	0	0	0
TOTAL REVENUES	5,414	1,708	2,637	3,000	3,000	3,000	3,000
EXPENSES BY LINE ITEM							
Regular Salaries	220,850	230,637	219,531	247,255	247,255	264,546	264,546
Sick Pay	2,513	2,767	1,411	0	0	0	0
Vacation Pay	14,322	15,380	12,805	0	0	0	0
Fringes	86,824	91,915	86,634	98,002	98,002	106,036	105,507
Salaries & Fringe Benefits	324,509	340,699	320,381	345,257	345,257	370,582	370,053
Training & Conferences	4,327	3,623	4,478	7,000	7,000	7,000	7,000
Parking Permits	1,288	1,340	1,338	1,400	1,400	1,400	1,400
Office Supplies	243	390	205	550	550	550	550
Subscriptions	8,125	7,208	6,367	8,000	8,000	8,000	8,000
Memberships & Licenses	2,135	1,744	1,783	1,800	1,800	1,900	1,900
Postage & Freight	0	0	0	50	50	0	0
Awards & Recognition	0	0	0	60	60	0	0
Disability Payments	13,043	13,043	12,386	13,043	13,043	13,043	13,043
Administrative Expense	29,161	27,348	26,557	31,903	31,903	31,893	31,893
Printing & Reproduction	1,330	1,424	1,577	2,000	2,000	2,000	2,000
Supplies & Materials	1,330	1,424	1,577	2,000	2,000	2,000	2,000
Legal Fees	1,839	1,315	1,118	2,000	2,000	2,000	2,000
Consulting Services	14,685	4,564	6,412	7,500	7,500	7,500	7,500
Purchased Services	16,524	5,879	7,530	9,500	9,500	9,500	9,500
Telephone	1,502	793	412	1,134	1,134	1,134	1,134
Utilities	1,502	793	412	1,134	1,134	1,134	1,134
Equipment Repair & Maintenanc	101	115	97	200	200	200	200
Repair & Maintenance	101	115	97	200	200	200	200
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	373,127	376,258	356,554	389,994	389,994	415,309	414,780

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Tuchscherer Disability **Business Unit 7120**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Objectives:

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

Major program changes:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2005 Actual	2006 Actual	2007 Adopted Budget	2007 Projected	2008 Budget
Revenues					
Interest Income	$ 2,180	$ 3,911	$ 2,250	$ 2,250	$ 4,000
Expenses					
Program Costs	6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(4,211)	(2,480)	(4,141)	(4,141)	(2,391)
Fund Balance - Beginning	85,074	80,863	78,383	78,383	74,242
Fund Balance - Ending	$ 80,863	$ 78,383	$ 74,242	$ 74,242	$ 71,851

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Neisen

Deputy Director of Human Resources: Debra M. Shufelt

CITY OF APPLETON 2008 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 2007 EVENTS

We have continued to educate all active employees on benefit related issues during mandatory general employee or supervisory training throughout the year. We continue to coordinate and hold monthly Health Insurance Team meetings between our insurance agent, representatives of each union group and non union employees to help educate staff so that employees can discuss ongoing insurance issues. Staff started, worked on, or finished updating more than 13 separate policies throughout the year. We completed the 10% update of the comprehensive position questionnaires for approval in the 2008 budget process. By year end, we hope to have the document imaging system in place to facilitate storage of files electronically. By year end, we should have all positions and bargaining units online with regard to automated payroll rate changes by working with the Technical Services Department. We finalized and adopted the new Library compensation plan separate from the other non-union employee compensation plan. We ran our annual health screening program. In 2007, we increased our employee participation over all our previous years offering of the program. We updated, and distributed to staff, our glance chart of all personnel information. We created a retirement brochure of information for employees thinking about retirement. The Health Smart team worked on healthy living programs for employees which included a "walk to win" program that motivated fitness.

Recruitment activities were heavy throughout the year. The department completed a Police Officer process filling nine vacancies and continued ongoing recruitment processes for pending retirements. We conducted at least eight separate recruitment processes to fill the Police Department vacancies. The department completed a firefighter process. We also filled multiple vacancies throughout the City due to terminations, job postings and retirements. We finalized and hired the Valley Transit General Manager and the Police Chief.

In the area of employee/labor relations, the department handled several grievances and employee issues throughout the year. We finalized impact negotiations for changes in the Fire Department contract due to the Department's reorganization.

In the area of Staff Development and Training, the staff continued to be very active in the education and training of supervisors and employees. The department trained all general and supervisory employees on legally mandated topics in 21 classes held throughout the year and provided required training to all seasonal employees. The staff conducted six new employee orientation programs and offered customer service training programs during Customer Service week in October. Staff updated the supervisory training program and merged lead workers into that same training. Additionally, staff created an orientation program for new supervisors; reviewed an online training program to see if we could utilize it in-house; revised and updated the seasonal training binder, and offered three financial workshops to employees. Staff also collaborated with Outagamie County to offer two Verbal Judo seminars for supervisors. The Development staff also researched e-learning options and participated in CVMIC's E-Learning Task Force to discuss potential ways to collaborate with other municipalities to maximize resources.

CITY OF APPLETON 2008 BUDGET
HUMAN RESOURCES

MAJOR 2008 OBJECTIVES

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

Administration:

Continue work on the Health Insurance Program
Educate employees on health care costs and managed care
Promote employee wellness programs through the use of fitness programs, online tools and education
Administer changes to fringe benefits as they occur
Coordinate and facilitate monthly benefit team meetings
Update 10% of Comprehensive Position Questionnaires
Update policies as needed to comply with changing regulations and environment

Recruitment and Retention:

Conduct a Police Officer recruitment process as necessary
Conduct a Firefighter recruitment process as necessary
Fill vacant positions as they are approved to be filled
Evaluate the use of testing and employment related assessments

Employee and Labor Relations:

Begin labor negotiations for all 15 contracts
Implement and educate employees and supervisors on the new City-wide reliability policy

Staff Training and Development:

Offer approximately 20 required general employee training sessions
Conduct new employee orientation sessions bi-monthly and develop an on-line orientation
Conduct seasonal employee training
Offer 4 supervisory/lead worker training and development classes
Offer benefit training opportunities for City employees

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 434	$ 715	$ -	$ -	$ -	N/A
Program Expenses							
14010	Administration	173,430	171,326	242,670	242,670	255,144	5.14%
14020	Recruitment	222,420	236,508	182,099	185,599	191,136	4.96%
14030	Employee Relations	96,721	98,739	88,131	88,131	92,479	4.93%
14040	Staff Development	87,556	77,365	106,617	106,617	110,342	3.49%
TOTAL		$ 580,127	$ 583,938	$ 619,517	$ 623,017	$ 649,101	4.78%
Expenses Comprised Of:							
Personnel		471,774	481,821	513,674	513,674	541,133	5.35%
Administrative Expense		51,363	54,702	53,743	57,243	56,268	4.70%
Supplies & Materials		7,663	4,794	5,100	5,100	5,100	0.00%
Purchased Services		47,066	41,423	45,000	45,000	45,000	0.00%
Utilities		2,261	1,198	2,000	2,000	1,600	-20.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		5.95	5.95	5.95	5.95	5.95	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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
Review affirmative action and equal employment opportunity 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
Begin planning for health insurance options for 2009

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Timely and appropriate support of departments					
% of internal customers who rated HR services as satisfactory overall	N/A	N/A	75%	75%	75%
Strategic Outcomes					
Consistent and understandable employment policies and procedures					
# of employment practices claims	0	0	0	0	0
Work Process Outputs					
Policy Implementation					
# of policies developed	3	2	1	1	0
# of policies updated	16	9	15	15	8
# of policy training sessions	157	302	160	160	187
Fringe Benefits					
# of new fringe benefits	0	1	0	0	0
# of modified fringe benefits	3	4	3	3	1
# of fringe benefit training sessions	53	29	30	30	10

CITY OF APPLETON 2008 BUDGET
HUMAN RESOURCES

Administration **Business Unit 14010**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 399	$ 715	$ -	$ -	$ -
4802 Charges for Serv. - Tax	35	-	-	-	-
Total Revenue	$ 434	$ 715	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 106,955	$ 112,514	$ 162,092	$ 162,092	$ 170,095
6105 Overtime	525	171	-	-	-
6108 Part-Time	4,198	-	2,719	2,719	3,125
6150 Fringes	44,221	44,213	64,886	64,886	69,276
6206 Parking Permits	1,511	1,556	1,540	1,540	1,540
6301 Office Supplies	1,312	1,567	2,625	2,625	2,500
6302 Subscriptions	412	-	-	-	-
6305 Awards & Recognition	82	245	89	89	89
6307 Food & Provisions	74	61	119	119	119
6320 Printing & Reproduction	3,553	4,277	4,100	4,100	4,100
6327 Miscellaneous Equipment	3,654	218	500	500	500
6404 Consulting Services	5,700	5,350	3,000	3,000	3,000
6413 Utilities	1,148	649	1,000	1,000	800
6599 Other Contracts/Obligations	85	505	-	-	-
Total Expense	$ 173,430	$ 171,326	$ 242,670	$ 242,670	$ 255,144

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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
Through the Intercultural Relations Coordinator, actively pursue alliances with diverse organizations
Continue to explore online opportunities for job postings
Evaluate the use of testing and employment related assessments

Major Program Changes:

The increase in employee recruitment expenses ($2,500) is due to the increased costs of test materials and background checks from vendors.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	21	32	30	30	30
Regular employees on staff 1-5 years	146	124	150	150	130
Regular employees on staff 6-10 years	139	148	140	140	160
Regular employees on staff 10+ years	306	313	330	330	330
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year	57	54	75	75	70
# staff turnover non-union positions	11	17	12	12	13
# staff turnover union positions	32	42	40	40	40
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	19	36	20	20	30
# of positions advertised externally	43	53	50	50	50
# of telephone interviews	3	30	2	2	10
# of face to face interviews	376	532	370	370	425
# of assessment centers	1	2	3	3	1
# of candidates tested	494	546	600	600	600

CITY OF APPLETON 2008 BUDGET
HUMAN RESOURCES

Recruitment and Selection **Business Unit 14020**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 112,985	$ 126,392	$ 84,726	$ 84,726	$ 88,647
6105 Overtime	265	(5)	-	-	-
6150 Fringes	52,662	53,343	40,863	40,863	43,679
6201 Training\Conferences	21	-	-	-	-
6205 Employee Recruitment	15,410	20,743	15,500	19,000	18,000
6303 Memberships & Licenses	210	210	210	210	210
6307 Food & Provisions	375	433	500	500	500
6320 Printing & Reproduction	456	299	500	500	500
6404 Consulting Services	24,881	21,608	24,000	24,000	24,000
6412 Advertising	14,256	13,053	15,000	15,000	15,000
6413 Utilities	899	432	800	800	600
Total Expense	$ 222,420	$ 236,508	$ 182,099	$ 185,599	$ 191,136

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Employee Recruitment	
Background checks	$ 5,000
Testing materials	13,000
	$ 18,000
Consulting Services	
Pre-employment physicals	$ 7,000
Pre-employment psychologicals	17,000
	$ 24,000
Advertising	
General recruitment ads	$ 15,000
	$ 15,000

CITY OF APPLETON 2008 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 labor union contracts
Address employee issues and handle grievances as they occur
Investigate complaints and follow through to resolution
Provide intervention and conflict resolution services
Assist 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
Educate employees and supervisors on the City's Reliability Policy
Work with Union Leadership on health insurance plan design options for 2009
Start preparation for bargaining for 2009

Major Program Changes:

Increase in subscriptions of $150 is due to increase in cost of subscriptions.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Grievance resolution					
# of grievances	29	32	25	25	30
# of grievances sent to arbitration	2	0	0	0	0
Strategic Outcomes					
Sick leave frequency					
# regular sick hours used city wide	21,174	17,187	17,000	17,000	16,500
Avg. regular sick hours per employee	30.1	24.6	24.0	24.0	24.0
# FMLA sick hours used city wide	17,663	16,242	17,000	17,000	17,000
Avg. FMLA sick hours per employee	25.1	23.3	23.5	23.5	23.5
Work Process Outputs					
Labor contracts negotiated and administered					
# of contracts under negotiation	15	1	0	0	15
# of contracts sent to arbitration	0	0	0	0	0

CITY OF APPLETON 2008 BUDGET
HUMAN RESOURCES

Employee & Labor Relations **Business Unit 14030**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 68,154	$ 71,941	$ 60,639	$ 60,639	$ 63,343
6105 Overtime	97	15	-	-	-
6150 Fringes	25,901	25,195	23,212	23,212	24,706
6302 Subscriptions	700	131	600	600	750
6303 Memberships & Licenses	110	380	380	380	380
6307 Food & Provisions	188	54	100	100	100
6404 Consulting Services	1,357	907	3,000	3,000	3,000
6413 Utilities	214	116	200	200	200
Total Expense	$ 96,721	$ 98,739	$ 88,131	$ 88,131	$ 92,479

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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:

Coordinate and conduct general employee training for all employees
Coordinate and conduct supervisory/lead worker training
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 City-wide training/tracking database
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 City-wide
Research and offer leadership conferences and seminars for directors and supervisors
Facilitate team development, including conflict resolution and setting of communication expectations
Continue to research e-learning opportunities
Research policy and training software as alternatives to classroom training

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	75%	60%	60%	60%	70%
% employees reported satisfied	25%	40%	40%	40%	30%
% employees reported not satisfied	0%	0%	0%	0%	0%
Strategic Outcomes					
# of FT & PT employees trained on required topics	100%	100%	100%	100%	100%
Work Process Outputs					
Training programs conducted					
Number of training topics covered at required classes	19	16	22	22	16
Avg. number participants per session	28	25	25	25	25

CITY OF APPLETON 2008 BUDGET
HUMAN RESOURCES

Staff Development & Training **Business Unit 14040**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 39,293	$ 34,507	$ 52,789	$ 52,789	$ 55,095
6108 Part-Time	159	31	-	-	-
6150 Fringes	16,359	13,504	21,748	21,748	23,167
6201 Training\Conferences	30,846	28,593	31,400	31,400	31,400
6204 Tuition Fees	-	354	-	-	-
6303 Memberships & Licenses	13	169	180	180	180
6307 Food & Provisions	98	207	500	500	500
6404 Consulting	788	-	-	-	-
Total Expense	$ 87,556	$ 77,365	$ 106,617	$ 106,617	$ 110,342

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Training and Conferences	
HR professional/technical training	$ 6,900
City-wide training:	
Organizational development	6,000
Supervisory training	14,000
General training	4,500
	$ 31,400

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Charges for Services	434	715	196	0	0	0	0
TOTAL REVENUES	434	715	196	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	287,118	308,116	294,344	360,246	360,246	377,180	377,180
Overtime	1,046	212	458	0	0	0	0
Part-Time	4,198	0	0	2,719	2,719	3,125	3,125
Sick Pay	12,205	5,945	5,231	0	0	0	0
Vacation Pay	28,064	31,293	28,842	0	0	0	0
Fringes	139,143	136,255	129,803	150,709	150,709	161,584	160,828
Salaries & Fringe Benefits	471,774	481,821	458,678	513,674	513,674	541,889	541,133
Training & Conferences	30,867	28,592	28,148	31,400	31,400	31,400	31,400
Tuition Fees	0	354	0	0	0	0	0
Employee Recruitment	15,410	20,742	29,868	15,500	19,000	18,000	18,000
Parking Permits	1,511	1,556	1,613	1,540	1,540	1,540	1,540
Office Supplies	1,312	1,567	607	2,625	2,625	2,500	2,500
Subscriptions	1,111	131	327	600	600	750	750
Memberships & Licenses	333	759	770	770	770	770	770
Awards & Recognition	83	245	89	89	89	89	89
Food & Provisions	736	755	988	1,219	1,219	1,219	1,219
Administrative Expense	51,363	54,701	62,410	53,743	57,243	56,268	56,268
Books & Library Materials	0	0	103	0	0	0	0
Printing & Reproduction	4,009	4,576	2,738	4,600	4,600	4,600	4,600
Miscellaneous Equipment	3,654	218	207	500	500	500	500
Supplies & Materials	7,663	4,794	3,048	5,100	5,100	5,100	5,100
Consulting Services	32,725	27,865	21,489	30,000	30,000	30,000	30,000
Advertising	14,256	13,053	9,069	15,000	15,000	15,000	15,000
Other Contracts/Obligations	85	505	228	0	0	0	0
Purchased Services	47,066	41,423	30,786	45,000	45,000	45,000	45,000
Telephone	2,261	1,198	796	2,000	2,000	1,600	1,600
Utilities	2,261	1,198	796	2,000	2,000	1,600	1,600
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	580,127	583,937	555,718	619,517	623,017	649,857	649,101

CITY OF APPLETON 2008 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Neisen

Deputy Director of Human Resources: Debra M. Shufelt

CITY OF APPLETON 2008 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 2007 EVENTS

The Risk staff again started off the year by completing annual insurance renewals and an analysis of current coverages.

Several policies were modified including: Fall protection, Aerial Bucket, Right to Know, City Hall Evacuation/Emergency Procedures, Bloodborne Pathogens and Ergonomics. Additionally a new Lead policy was developed.

City staff prepared for the CVMIC audit which is conducted every three years. Many areas of risk management had improved since last audit as well as areas to focus on in the future were identified.

Evaluation of workers' compensation statistics was completed with follow-up departmental review and suggestions for improvements.

Staff worked on centralized safety training for Parks & Recreation, Utilities and Public Works. Topics included General Safety Rules, Fire Extinguishers, Diggin Dangers with WE Energies, Fleet Safety, Accident Reporting and Investigation, Defensive Driving, PPE, Trenching & Shoring, Lockout/Tagout, Respirator Protection, Fall Protection, Drug Free Workplace, CDL updates, Barricading & Traffic Control and Forklift.

The bi-annual actuarial report was completed by working with an outside vendor.

HR Generalists have and will continue to attended all departmental safety committee meetings.

The City Hall Safety Team was trained in first aid, CPR and AED's during the year.

The annual hearing tests were done in fall to ensure we are compliant with the Hearing Conservation Program.

The Driver handbook was completed as part of our Fleet Safety Program. This handbook will be modified to "fit" individual departments.

All City owned radios were updated and added to a "parent" program in the asset management program for tracking for insurance and liability purposes.

CITY OF APPLETON 2008 BUDGET
RISK MANAGEMENT

MAJOR 2008 OBJECTIVES

In 2008, for the key objective of ensuring 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, our focus will be:

Review of safety policies
Continue to monitor the status of the Fox River cleanup

In 2008, for the key objective of educating City departments and employees in the prevention of losses our focus will be:

Supervisory and general employee training
Safety Days for required safety training (12-14 topics to be addressed)
Conduct training for new supervisors to familiarize them with risk issues
Train volunteers, seasonal employees and part-time employees on required topics
Continue to organize monthly centralized safety meetings with set yearly goals
Monitor OSHA 300 log entries and send mandatory reports to the state
Work with Fire Department to get their CVMIC audit scores increased
Conduct lead awareness training
Create a flammable liquids policy
Perform centralized safety training for field staff
Research online training/policy review for possible implementation in 2009

Note: The 1987 Revenue Bonds were paid off in 2007. This reduces interest expense and other reimbursement revenue in 2008.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 871,973	$ 867,927	$ 934,286	$ 934,286	$ 687,921	-26.37%
Program Expenses							
6210	Administration	1,470,440	1,015,867	1,029,668	1,029,668	764,582	-25.74%
6220	Loss Control	111,323	129,837	129,220	129,220	136,923	5.96%
Total Program Expenses		$ 1,581,763	$ 1,145,704	$ 1,158,888	$ 1,158,888	$ 901,505	-22.21%
Expenses Comprised Of:							
Personnel		249,636	264,576	278,619	278,619	293,087	5.19%
Administrative Expense		1,307,262	861,610	852,249	852,249	587,343	-31.08%
Supplies & Materials		2,669	3,407	2,750	2,750	3,150	14.55%
Purchased Services		21,732	15,861	24,820	24,820	17,625	-28.99%
Utilities		464	250	450	450	300	-33.33%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.65	2.98	2.98	2.98	2.98	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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 and effectiveness of City services…"

Objectives:

Review all lines of insurance coverage for alternatives and cost reduction
Look for ways to gain efficiencies on handling of certificates of insurance
Analyze statistical data and develop programs to reduce exposures
Do an RFP to get other insurance company quotes for the City's property insurance

Major Program Changes:

The decrease in consulting services is a result of the deletion of the costs for the actuarial study. The actuarial study is done every other year and was last completed in 2007.

The increase in worker's compensation is based on the current seven year loss history of actual incurred losses while the uninsured losses will decrease due to the results of the 2007 actuarial study. The accrual for incurred but not reported claims will be adjusted to reflect the settlement of some larger outstanding claims and improved claim trends.

The new insurance policy for 2007 indicated below was expected to be a Builders' Risk policy for the Police Station capital project but it was not expected to be in force until late in the year. With construction now planned to start in 2008, the addition of that policy will be deferred until then.

We increased our target of 2008 average general liability claims based on a seven year average of claims instead of only most recent two years. We are keeping our 2008 target for average cost of auto liability claims at $400 also based on the City's seven year history instead of the most recent two years.

"Other Reimbursement" revenue decreased by approximately $250,000. This amount represents a reimbursement from CVMIC for the annual debt payment made from this fund. The debt was paid off in 2007, so there will be no corresponding reimbursement in 2008. This also accounts for the elimination of interest expense.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Insurance Costs					
Average worker's compensation costs per claim	$ 2,133	$ 3,761	$ 1,500	$ 1,500	$ 2,500
Average cost per general liability claim	$ 110	$ 172	$ 200	$ 200	$ 325
Average cost per auto liability claim	$ 201	$ 217	$ 400	$ 400	$ 400
Strategic Outcomes					
Minimize claims expense					
$ value of claims paid	$ 11,484	$ 264,570	$ 20,000	$ 20,000	$ 25,000
$ value of subrogation recovery	$ 8,991	$ 11,898	$ 5,000	$ 5,000	$ 10,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	10	10	10	10
# of new insurance policies purchased	0	0	1	0	1
Claim processing					
# of claims filed	150	154	150	150	175

CITY OF APPLETON 2008 BUDGET
RISK MANAGEMENT

Administration **Business Unit 6210**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
4710 Interest on Investments	$ 37,064	$ 53,768	$ 65,000	$ 65,000	$ 70,000
4801 Charges for Serv.- Nontax	582,612	561,768	614,286	614,286	612,921
5035 Other Reimbursements	249,144	251,571	255,000	255,000	5,000
5082 Insurance Proceeds	3,153	820	-	-	-
Total Revenue	$ 871,973	$ 867,927	$ 934,286	$ 934,286	$ 687,921
Expenses					
6101 Regular Salaries	$ 111,076	$ 114,371	$ 126,163	$ 126,163	$ 130,446
6150 Fringes	42,115	40,676	48,074	48,074	52,405
6206 Parking Permits	1,080	1,116	1,116	1,116	1,116
6301 Office Supplies	1,637	1,603	2,500	2,500	2,200
6327 Miscellaneous Equipment	500	-	500	500	500
6401 Accounting/Audit	1,129	1,398	1,300	1,300	1,500
6403 Bank Services	3,089	2,181	3,400	3,400	2,250
6404 Consulting Services	8,000	-	8,320	8,320	-
6501 Insurance	476,347	307,930	376,145	376,145	380,165
6599 Other Contracts/Obligations	84	505	-	-	-
6623 Uncollectible Accounts	-	530	-	-	-
6626 Uninsured Losses	533,372	121,811	201,000	201,000	(75,000)
6627 Uninsured Losses - WC	248,213	398,428	256,000	256,000	269,000
6720 Interest Payments	43,798	25,318	5,150	5,150	-
Total Expense	$ 1,470,440	$ 1,015,867	$ 1,029,668	$ 1,029,668	$ 764,582

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Insurance	
CVMIC Pool Coverage:	
Liability	$ 92,000
Excess liability	16,000
Employment practice	22,000
Automobile	12,000
Package property	170,000
Treasurer's bond	645
Worker's compensation	56,000
	$ 368,645
Uninsured Losses	
General liability	$ 50,000
Automobile	25,000
Accrual for incurred but not reported claims	(150,000)
	$ (75,000)
Uninsured Losses - WC	
Medical payments	$ 178,000
Compensation - lost time	82,000
Other administrative expenses	9,000
	$ 269,000

CITY OF APPLETON 2008 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:

Conduct supervisor training on certificates of insurance, contracts and other risk areas
Continue training employees on usage of the Automated External Defibrillators (AED)
Conduct training with volunteers, seasonals and part-time employees in the areas of Harassment and Discrimination, Workplace Violence, Bloodborne Pathogens, Right to Know and Drug & Alcohol
Conduct Right to Know training for supervisors, and general employees
Continue with safety day presentations to cover required safety policies and updates
Conduct Bloodborne Pathogen training for supervisors
Attend departmental safety committee meetings
Conduct fleet safety inspection programs
Respond to and document ergonomic concerns & implement solutions
Conduct annual hearing tests on required personnel
Conduct annual hearing tests
Review and develop programs to promote safety, reduce injuries and reduce claims.

Major Program Changes:

Increased consulting services to reflect vendor rate increases for hearing tests and respirator medical tests.
Increased copy charges to reflect actual costs for City copy jobs.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of attendees at safety sessions	2,664	3,072	2,500	2,500	3,000
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	68	127	96	120	130
# of safety problems	168	234	150	150	200
# of safety corrections	143	209	125	125	180
Work Process Outputs					
Employees Educated					
# of educational programs given	144	175	100	100	150
Avg employees per session	19	25	25	25	25

CITY OF APPLETON 2008 BUDGET
RISK MANAGEMENT

Safety/Loss Prevention **Business Unit 6220**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 66,065	$ 77,259	$ 72,906	$ 72,906	$ 75,909
6105 Overtime	66	74	-	-	-
6108 Part-Time	-	-	349	349	150
6150 Fringes	30,315	32,195	31,127	31,127	34,177
6201 Training\Conferences	1,795	3,339	7,875	7,875	7,759
6301 Office Supplies	-	13	-	-	-
6302 Subscriptions	79	37	100	100	100
6303 Memberships & Licenses	196	819	810	810	810
6305 Awards & Recognition	221	215	700	700	140
6307 Food & Provisions	524	452	853	853	1,053
6315 Books & Library Materials	245	125	100	100	100
6320 Printing & Reproduction	1,616	1,714	1,400	1,400	1,800
6323 Safety Supplies	308	1,272	500	500	500
6327 Miscellaneous Equipment	-	296	250	250	250
6404 Consulting Services	9,429	11,777	11,800	11,800	13,875
6413 Utilities	464	250	450	450	300
Total Expense	$ 111,323	$ 129,837	$ 129,220	$ 129,220	$ 136,923

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Hearing tests	$ 4,500
Commercial Driver's License program	4,400
Respirator tests	3,975
Misc. safety consultant	1,000
	$ 13,875

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Interest Income	37,064	53,768	67,344	65,000	65,000	70,000	70,000
Charges for Services	582,612	561,768	511,905	614,286	614,286	613,297	612,921
Other Revenues	252,297	252,391	254,406	255,000	255,000	5,000	5,000
TOTAL REVENUES	871,973	867,927	833,655	934,286	934,286	688,297	687,921
EXPENSES BY LINE ITEM							
Regular Salaries	155,967	172,455	161,643	199,069	199,069	206,355	206,355
Overtime	65	74	81	0	0	0	0
Part-Time	0	0	0	349	349	150	150
Sick Pay	6,731	3,292	4,250	0	0	0	0
Vacation Pay	14,443	15,883	14,617	0	0	0	0
Fringes	72,430	72,871	68,862	79,201	79,201	86,598	86,582
Salaries & Fringe Benefits	249,636	264,575	249,453	278,619	278,619	293,103	293,087
Training & Conferences	1,795	3,339	3,314	7,875	7,875	7,875	7,759
Parking Permits	1,080	1,116	1,116	1,116	1,116	1,116	1,116
Office Supplies	1,637	1,616	599	2,500	2,500	2,500	2,200
Subscriptions	79	36	0	100	100	100	100
Memberships & Licenses	196	820	60	810	810	810	810
Awards & Recognition	221	215	283	700	700	700	140
Food & Provisions	524	452	819	853	853	853	1,053
Insurance	476,347	307,930	351,215	376,145	376,145	380,165	380,165
Uncollectible Accounts	0	530	0	0	0	0	0
Uninsured Losses	533,372	121,810	71,147	201,000	201,000	75,000-	75,000-
Uninsured Losses - WC	248,213	398,428	342,970	256,000	256,000	285,000	269,000
Interest Payments	43,798	25,318	4,292	5,150	5,150	0	0
Administrative Expense	1,307,262	861,610	775,815	852,249	852,249	604,119	587,343
Books & Library Materials	245	125	389	100	100	100	100
Printing & Reproduction	1,616	1,714	1,285	1,400	1,400	1,800	1,800
Safety Supplies	308	1,272	563	500	500	500	500
Miscellaneous Equipment	500	296	363	750	750	750	750
Supplies & Materials	2,669	3,407	2,600	2,750	2,750	3,150	3,150
Accounting/Audit	1,130	1,398	1,448	1,300	1,300	1,500	1,500
Bank Services	3,089	2,181	1,281	3,400	3,400	2,250	2,250
Consulting Services	17,429	11,777	20,967	20,120	20,120	13,875	13,875
Other Contracts/Obligations	85	505	228	0	0	0	0
Purchased Services	21,733	15,861	23,924	24,820	24,820	17,625	17,625
Telephone	464	250	160	450	450	300	300
Utilities	464	250	160	450	450	300	300
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,581,764	1,145,703	1,051,952	1,158,888	1,158,888	918,297	901,505

CITY OF APPLETON 2008 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Charges for Services	$ 582,612	$ 561,768	$ 614,286	$ 614,286	$ 612,921
Other	249,144	251,571	255,000	255,000	5,000
Total Revenues	831,756	813,339	869,286	869,286	617,921
Expenses					
Operating Expenses	1,537,965	1,083,196	1,153,738	1,153,738	901,505
Total Expenses	1,537,965	1,083,196	1,153,738	1,153,738	901,505
Operating Income (Loss)	(706,209)	(269,857)	(284,452)	(284,452)	(283,584)
Non-Operating Revenues (Expenses)					
Investment Income	37,064	53,768	65,000	65,000	70,000
Other Non-Operating Income	3,153	820	-	-	-
Loss in investment in WMIC	-	(37,190)	-	-	-
Interest Expense	(43,798)	(25,318)	(5,150)	(5,150)	-
Total Non-Operating	(3,581)	(7,920)	59,850	59,850	70,000
Change in Net Assets	(709,790)	(277,777)	(224,602)	(224,602)	(213,584)
Fund Balance - Beginning	3,060,055	2,350,265	2,072,488	2,072,488	1,847,886
Fund Balance - Ending	$ 2,350,265	$ 2,072,488	$ 1,847,886	$ 1,847,886	$ 1,634,302

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 1,762,187	$ 1,300,794
+ Change in Net Assets	(224,602)	(213,584)
- Principal Repayment	(236,791)	-
Working Cash - End of Year	$ 1,300,794	$ 1,087,210

Discussion of changes in fund balances:

The decline in net assets in this fund reflects the intentional, gradual reduction of fund balance.

Allowable use of fund balance per reserve policy:

12/31/06 audited balance	$ 2,072,488
Designated for debt service	(241,941)
Designated for working capital reserve	(286,426)
Projected 2007 use of fund balance	(224,602)
Amount available for 2008 budget	$ 1,319,519
20% of 2008 budgeted expenditures maximum	$ 213,584 *

* Net of $150,000 adjustment for incurred but not reported claims.

CITY OF APPLETON 2008 BUDGET
RISK MANAGEMENT

NOTES

CITY OF APPLETON 2008 BUDGET

COMMUNITY DEVELOPMENT

Community Development Director: Peter A. Hensler

Deputy Director: Monica N. Klaeser

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

MISSION STATEMENT

The Community Development Department is here to help you discover why *quality of life is serious business* in Appleton. Our mission is to deliver programs, administer regulations, and provide resources to promote Appleton as the place to live, work, and play, to enhance and diversify the tax base, to support improvement in the housing stock and improve neighborhoods, to promote smart growth concepts, and to partner with the community in initiatives that make Appleton a vibrant area and improve the lives of Appleton's citizens.

DISCUSSION OF SIGNIFICANT 2007 EVENTS

In 2007, the Community Development Department continued its integrated delivery of traditional planning and economic development services to the public efficiently. The Staff's efforts on this seamless approach for project proposals and submissions continues to advance strong relationships with the development community.

In the Northeast Business Park, several new buildings were completed or nearing completion including Grant Thornton/Menn Law, Cambria Suites, One Enterprise Center, Dental Associates, and Larson Engineering. At Southpoint Commerce Park the City continued investments in infrastructure to accommodate new development in this business park.

The City created TIF District #7 to provide targeted investments in the South Memorial Drive commercial corridor from Calumet Street to State Highway 441 in conjunction with the private market while recapturing the cost of participation through the increased property tax revenues. Investments are identified in the Capital Project Fund on page 232 to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces.

In June of 2007, the Neighborhood Revitalization Program (NRP) kicked off in the targeted area of Memorial/Mason. This is the seventh neighborhood selected for revitalization efforts since the creation of the program. The Memorial/Mason NRP will benefit from a new "Safe Neighborhood" team approach and also from the largest list of home improvement partners since the Program's inception in 1996. This program is accounted for in the Housing and Community Development Block Grants section beginning on page 185.

In first quarter 2007 the Common Council adopted the Downtown Plan update, and staff began the implementation process by rezoning the area of College Avenue from Richmond Street to Badger Avenue to (CBD) Central Business District. Staff also continued the R-1C rezoning activities including rezoning portions of the Memorial / Mason neighborhood in support of the City's Neighborhood Revitalization Program. The R-1C designation is a zoning designation that recognizes that development standards that were in place when many of the older areas of the City were developed are no longer applicable with the R-1C standards more closely resembling those previous standards, thus relieving property owners of a "non-conforming" designation.

The Department has accomplished several smaller annexations, some of which resulted in the elimination or reduction of "town islands" in the City. Several of the annexations were located in the City's Northeast Business Park and assisted in packaging land area in which to provide sufficient land for future developments. Staff also continued to update the Zoning Code, including amendments to the Community Based Residential Facilities, Bed and Breakfast and Temporary Use sections, as part of the effort to provide an effective working document that meets the needs of the City and its citizens.

Our core neighborhoods also benefit from the Housing & Rental Rehabilitation loan programs. In 2007 the City will improve up to 27 homes occupied by homeowners and 8 units occupied by renters where the owners would not be able to make livability improvements for such things as energy efficiency, siding, roof replacements, lead abatement, and improved electrical, plumbing and heating systems. This program is accounted for in the Housing and Community Development Block Grants section beginning on page 185.

Finally, the Department continues to work and communicate with the business community in Appleton and throughout the region. The quarterly e-letter, *Vantage Point* , the annual *Advantage* newsletter, and our regular business retention visits help build relationships that benefit the City.

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

MAJOR 2008 OBJECTIVES

Maintain a positive work environment for Department employees, enabling them to achieve work related goals and a high level of personal satisfaction

Formulate and implement a marketing plan that will result in development within targeted districts of the City

Call on at least 40 businesses in the City with information on business assistance programs and general City information

Attract development to the City, with an emphasis on targeted districts, that will result in substantial tax base enhancement; the target for tax base enhancement is an increase of 2.6% of new construction equalized value.

Sell 15 acres of business park land

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

Administration and monitoring of the Zoning Ordinance including regular updates when necessary to address any challenges or problems in the implementation of the Code; establish a target of August 2008 to recommend any changes to the Code

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

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

Encourage and pursue opportunities for riverfront development in accordance with the Focus Fox River: A Master Plan; continue to provide staffing and participation on the Riverfront Action Committee

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

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

Continue the process of re-zoning several of the older residential neighborhoods of the City to R-1C Central City Residential District

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 49,954	$ 22,830	$ 30,000	$ 30,000	$ 30,000	0.00%
Program Expenses							
10550	Administration	260,346	218,019	235,941	235,941	244,412	3.59%
10551	Marketing	123,743	123,150	128,647	128,647	134,389	4.46%
10553	New & Redevelopment	80,048	84,230	89,279	89,279	95,136	6.56%
10550	Business Park	60,577	64,764	67,206	67,206	70,662	5.14%
15020	Current Planning	184,333	168,125	175,656	175,656	186,347	6.09%
15030	Long Range Planning	40,704	94,017	77,481	77,481	55,702	-28.11%
TOTAL		$ 749,751	$ 752,305	$ 774,210	$ 774,210	$ 786,648	1.61%
Expenses Comprised Of:							
Personnel		681,235	646,486	674,922	674,922	715,910	6.07%
Administrative Expense		42,770	43,411	47,088	47,088	47,088	0.00%
Supplies & Materials		3,949	2,545	4,900	4,900	3,800	-22.45%
Purchased Services		18,216	57,934	43,300	43,300	18,000	-58.43%
Utilities		3,447	1,725	3,300	3,300	1,150	-65.15%
Repair & Maintenance		134	204	700	700	700	0.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		9.00	8.00	8.00	8.00	8.00	

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

Administration **Business Unit 10550**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key 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

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 and cross-training of staff

Develop, review, evaluate, and update departmental policies, procedures, and practices as needed and train personnel on new policies to ensure high quality of services

Maintain and adhere to deadlines as set by department policies and City and State codes

Major Program Changes:

The increase in the number of meetings staff lead or participate in to improve community economic conditions reflects the continuing efforts of staff to proactively serve the community with appropriate organizations, businesses, City services and other entities that further the vision for the City of Appleton.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Employee retention					
% staff turnover	11%	0%	0%	0%	0%
Compliance with policies					
# violations	0	0	0	0	0
Strategic Outcomes					
Improve Community Economic Conditions					
# of meetings attended	110	508	400	400	450
Work Process Outputs					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Annual goals & objectives mutually developed					
% complete	100%	100%	100%	100%	100%
Training courses completed					
% complete	100%	100%	100%	100%	100%

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

Administration **Business Unit 10550**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5010 Misc Revenue - Nontax	$ 126	$ 30	$ -	$ -	$ -
5011 Misc Revenue - Tax	56	-	-	-	-
Total Revenue	$ 182	$ 30	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 175,485	$ 145,380	$ 150,938	$ 150,938	$ 158,848
6105 Overtime	332	195	-	-	-
6150 Fringes	66,219	55,240	59,900	59,900	64,011
6201 Training\Conferences	2,309	3,718	5,000	5,000	5,000
6202 Local Auto Expense	89	-	-	-	-
6204 Tuition Fees	-	-	200	200	200
6206 Parking Permits	3,528	3,357	3,336	3,336	3,336
6301 Office Supplies	1,859	811	2,192	2,192	2,192
6302 Subscriptions	399	648	650	650	650
6303 Memberships & Licenses	1,483	1,844	2,150	2,150	2,150
6304 Postage & Freight	-	-	100	100	100
6305 Awards & Recognition	5	139	150	150	150
6307 Food & Provisions	147	266	250	250	250
6315 Books & Library Materials	292	-	75	75	75
6320 Printing & Reproduction	855	1,057	1,600	1,600	1,200
6327 Miscellaneous Equipment	1,383	488	1,700	1,700	1,000
6411 Temporary Help	1,982	2,016	2,000	2,000	2,000
6412 Advertising	1,772	1,658	2,000	2,000	1,700
6413 Utilities	2,073	998	3,000	3,000	850
6418 Equip Repairs & Maint	134	204	700	700	700
Total Expense	$ 260,346	$ 218,019	$ 235,941	$ 235,941	$ 244,412

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

Marketing & Business Services **Business Unit 10551**

PROGRAM MISSION

For the benefit of Appleton's current and prospective businesses and developers, so that business assistance services are identified and conveyed, and Appleton is selected as the prime location for investment, we will provide information and expertise to address business issues and promote the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 6: "work to continuously improve the efficiency and effectiveness of City services..." and #5: "work to improve influence over statutory and regulatory processes…" and #2 "pursue regional cooperation of services…"

Objectives:

This program is comprised of activities undertaken to maximize the City's likelihood of retaining and growing its business base and promoting Appleton for private investment. The elements include business retention visits, newsletters, technical assistance, business recognition awards, promotional materials, and acting as the City's liaison for various development related organizations.

Improve the environment in Appleton to promote business and industry and attract investment
Continue to examine ways in which City government can be improved to be more responsive to business needs
Promote Appleton to the broader public, especially business and industry
Conduct business retention visits
Administer the business recognition award program
Provide technical assistance for start-up companies
Assist prospective businesses and developers
Promote the City's interest through active participation on various boards, committees and organizations

Major Program Changes:

The increase in the number of recipients of Community Development newsletters reflects our staff's continuing effort to identify contacts who might benefit from such communications.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	41	43	40	40	40
# Start-up businesses assisted	48	47	60	60	60
Information specific to development in Appleton					
# of prospects information deliveries	69	70	70	70	70
Strategic Outcomes					
Appleton's businesses grow or new businesses established					
# Expansions or new businesses	20	21	20	20	20
# Targeted buildings filled	15	11	10	10	10
Work Process Outputs					
Retention visit clients served					
# business retention visits & follow-ups	31	36	40	40	40
Newsletter					
# Annual newsletter recipients	1,893	1,781	2,000	2,000	2,000
# Quarterly broker/dev recipients	140	218	190	190	220
Web pages revised or added					
# pages	23	72	25	25	25
Marketing Initiatives Completed					
# of plans and pieces developed	3	5	4	4	4

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

Marketing & Business Services **Business Unit 10551**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 53,594	$ 57,972	$ 59,482	$ 59,482	$ 63,530
6150 Fringes	21,936	20,599	22,365	22,365	24,059
6303 Memberships & Licenses	32,000	32,000	32,000	32,000	32,000
6305 Awards & Recognition	143	507	700	700	700
6320 Printing & Reproduction	1,120	1,000	1,300	1,300	1,300
6404 Consulting Services	4,748	1,956	3,200	3,200	3,200
6412 Advertising	8,931	8,506	9,600	9,600	9,600
6413 Utilities	1,271	610	-	-	-
Total Expense	$ 123,743	$ 123,150	$ 128,647	$ 128,647	$ 134,389

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Memberships & Licenses	
Fox Cities Economic Development Partnership	$ 7,000
Appleton Downtown, Inc.	25,000
	$ 32,000

CITY OF APPLETON 2008 BUDGET
COMMUNITY 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. Community Development serves as the executive director and staff to the Appleton Redevelopment Authority and as the City's 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	10	16	20	20	15
Assist in land assembly, development incentives, or project management					
# dev. generated via direct mgt	2	1	3	3	3
Strategic Outcomes					
Tax base enhanced					
$ increase industrial/commercial	$ 55 million	$ 42 million	$20 million	$20 million	$20 million
$ increase in target districts	$34 million	$ 37 million	$10 million	$10 million	$10 million
% increase in new equalized value	2.57%	2.93%	2.60%	2.60%	2.60%
Work Process Outputs					
# of real estate transactions completed	11	7	6	6	6
# of development agreements completed	3	0	2	2	2

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

New and Redevelopment Projects **Business Unit 10553**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 56,746	$ 62,422	$ 64,055	$ 64,055	$ 68,181
6150 Fringes	22,286	21,766	23,499	23,499	25,230
6320 Printing & Reproduction	233	-	225	225	225
6402 Legal Fees	-	-	250	250	250
6404 Consulting Services	783	-	1,250	1,250	1,250
6408 Contractor Fees	-	42	-	-	-
Total Expense	$ 80,048	$ 84,230	$ 89,279	$ 89,279	$ 95,136

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
COMMUNITY 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Variety of parcel options available					
# of improved acres	120	118	100	100	100
Size of parcels	1-14.6 acres	1-14.6 acres	1-15 acres	1-15 acres	1-15 acres
# vacant buildings filled	5	4	4	4	4
Strategic Outcomes					
Industrial portion of Appleton's tax base growth					
$ industrial investment	$23 million	$ 30 million	$8 million	$8 million	$8 million
Work Process Outputs					
Industrial/business park land plan developed					
# of illustrative/narrative plans	1	1	1	1	1
Land development					
# acres acquired	0	0	0	0	0
# acres sold	109.20	16.79	15.00	15.00	15.00

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

Business Park **Business Unit 10554**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 43,587	$ 47,454	$ 48,422	$ 48,422	$ 50,672
6150 Fringes	16,888	17,194	18,484	18,484	19,690
6413 Utilities	102	116	300	300	300
Total Expense	$ 60,577	$ 64,764	$ 67,206	$ 67,206	$ 70,662

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

Current & Historic Planning **Business Unit 15020**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Key Strategies:

Implements Key Strategies #1: "...evaluate and determine City-wide priorities...", #2: "... pursue regional cooperation of services...", #4: "... encourage open and productive working relationships...", and #6: "Work to continuously improve the efficiency and effectiveness of City services...".

Objectives:

Education, implementation, administration and monitoring of the Zoning Ordinance.
Provide professional, administrative support, and technical assistance to the Historic Preservation Commission including the processing of site recognition, structures, and districts as being historically significant.
Integrate all pertinent historic elements and components into all applicable current planning reviews.
Coordinate the Development Review Team process and provide the Plan Commission and Common Council with full analysis of 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 recommendations on licenses and Zoning Board of Appeals.
Provide follow-up/monitoring to determine all Planning projects are built per approved plans.
Work with development community, elected and appointed officials, other City departments, neighborhoods, and businesses to formulate development proposals that implement Citywide and neighborhood development plans.

Major Program Changes:

As part of the staff's effort to streamline services and create efficiencies in the development process, the number of pre-submittal meetings required for development projects is anticipated to drop from 380 to 250.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Efficient processing of applications & information requests					
Timeframe adhered to by staff	100%	100%	98%	98%	98%
# of maps produced	343	269	280	280	280
Processing development proposals					
# of DRT, PC, HPC & Site Plan Agendas	98	89	80	80	80
Technical Assistance provided					
# pre-submittal meetings for current planning	new measure	→	380	250	250
Assist with historic recognition of stewardship/restorations/designations					
# of sites/structures/districts recognized	10	11	6	6	6
Strategic Outcomes					
Development is compatible with City Plans and Policies					
% of staff recommendations approved by committees	100%	100%	98%	98%	98%
% of complaints received per items processed	0%	0%	0%	0%	0%
Work Process Outputs					
# of applications processed	227	131	150	100	150
Zoning maps accurate within one week of Council Adoption	100%	100%	100%	100%	100%

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

Current & Historic Planning **Business Unit 15020**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5002 Zoning & Subdivision Fees	$ 49,772	$ 22,800	$ 30,000	$ 30,000	$ 30,000
Total Revenue	$ 49,772	$ 22,800	$ 30,000	$ 30,000	$ 30,000
Expenses					
6101 Regular Salaries	$ 126,034	$ 118,842	$ 122,252	$ 122,252	$ 129,141
6150 Fringes	57,459	49,162	53,044	53,044	56,846
6201 Training\Conferences	735	-	-	-	-
6303 Memberships & Licenses	40	-	-	-	-
6305 Awards & Recognition	-	121	360	360	360
6320 Printing & Reproduction	65	-	-	-	-
Total Expense	$ 184,333	$ 168,125	$ 175,656	$ 175,656	$ 186,347

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

Long Range Planning **Business Unit 15030**

PROGRAM MISSION

For the benefit of Appleton's residents and the regional community so that development of the City as a community promotes effective and coordinated land uses by balancing residential, commercial, industrial, and open space needs, we will provide planning, analysis, technical and support services and coordination through application of the City's comprehensive plan.

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 the process to update the City's Comprehensive Plan by creating four draft elements that comply with the State of Wisconsin's Smart Growth requirements

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 when reviewing planned developments, special use permits, and site plan applications to provide for enjoyable aesthetics and quality of life

Major Program Changes:

Consulting services budgeted in 2007 ($25,000) were for assistance in completing one element in the Smart Growth Comprensive Plan. For 2008, all work on the Plan will be funded by a Capital Projects request (page 606) in order to meet the January 1, 2010 deadline.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Projects utilizing long range planning philosophy and concepts					
% of projects	100%	100%	100%	100%	100%
Strategic Outcomes					
Coordination of planning activities with adjacent communities					
# of plans review	new measure →		7	7	4
Leadership role with the City's Comprehensive Plan Process					
# of meetings attended	10	10	15	15	15
Work Process Outputs					
Updating Comprehensive Plan for compliance with Smart Growth					
# of elements completed (9 required)	0	3	4	4	4

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT

Long Range Planning **Business Unit 15030**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 28,084	$ 35,622	$ 36,679	$ 36,679	$ 38,765
6150 Fringes	12,585	14,639	15,802	15,802	16,937
6201 Training\Conferences	35	-	-	-	-
6404 Consulting	-	43,756	25,000	25,000	-
Total Expense	$ 40,704	$ 94,017	$ 77,481	$ 77,481	$ 55,702

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Other Revenues	49,954	22,830.00	36,999	30,000	30,000	129,141-	30,000
TOTAL REVENUES	49,954	22,830.00	36,999	30,000	30,000	129,141-	30,000
EXPENSES BY LINE ITEM							
Regular Salaries	428,143	412,672.03	397,446	481,828	481,828	379,996	509,137
Overtime	332	194.82	250	0	0	0	0
Sick Pay	17,101	14,601.50	5,054	0	0	0	0
Vacation Pay	38,287	40,416.81	41,380	0	0	0	0
Fringes	197,373	178,600.82	169,391	193,094	193,094	207,792	206,773
Salaries & Fringe Benefits	681,236	646,485.98	613,521	674,922	674,922	587,788	715,910
Training & Conferences	3,079	3,718.29	3,398	5,000	5,000	5,000	5,000
Local Auto Expense	89	.00	0	0	0	0	0
Tuition Fees	0	.00	0	200	200	200	200
Parking Permits	3,528	3,356.90	3,336	3,336	3,336	3,336	3,336
Office Supplies	1,859	811.27	604	2,192	2,192	2,192	2,192
Subscriptions	399	647.90	912	650	650	650	650
Memberships & Licenses	33,523	33,844.00	33,857	34,150	34,150	34,150	34,150
Postage & Freight	0	.00	0	100	100	100	100
Awards & Recognition	148	767.44	387	1,210	1,210	1,210	1,210
Food & Provisions	147	265.58	151	250	250	250	250
Administrative Expense	42,772	43,411.38	42,645	47,088	47,088	47,088	47,088
Books & Library Materials	292	.00	32	75	75	75	75
Printing & Reproduction	2,273	2,057.21	876	3,125	3,125	3,125	2,725
Miscellaneous Equipment	1,383	487.86	150	1,700	1,700	1,700	1,000
Supplies & Materials	3,948	2,545.07	1,058	4,900	4,900	4,900	3,800
Legal Fees	783	.00	1,000	250	250	250	250
Consulting Services	4,748	45,712.54	9,009	29,450	29,450	29,450	4,450
Contractor Fees	0	42.00	0	0	0	0	0
Temporary Help	1,982	2,016.00	0	2,000	2,000	2,000	2,000
Advertising	10,703	10,162.97	9,398	11,600	11,600	11,600	11,300
Purchased Services	18,216	57,933.51	19,407	43,300	43,300	43,300	18,000
Electric	103	116.49	108	300	300	300	300
Telephone	3,163	1,438.98	874	2,800	2,800	2,800	650
Cellular Telephone	182	169.66	184	200	200	200	200
Utilities	3,448	1,725.13	1,166	3,300	3,300	3,300	1,150
Equipment Repair & Maintenanc	134	203.96	88	700	700	700	700
Repair & Maintenance	134	203.96	88	700	700	700	700
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	749,754	752,305.03	677,885	774,210	774,210	687,076	786,648

CITY OF APPLETON 2008 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Director: Peter A. Hensler

Finance Director: Lisa A. Maertz, CPA, CPFO

CITY OF APPLETON 2008 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 2007 EVENTS

Community Development Block Grant (CDBG) - The City of Appleton received an annual entitlement award of $614,125 in 2007, which is a 0.21 percent decrease from 2006. In addition to this original award, $10,000 was added to the total award as a result of a 2005 forfeiture of CDBG gunds. Thus, a total of $624,125 were distributed to over 15 different community programs. Types of activities funded in 2007 included neighborhood revitalization, homeowner housing rehabilitation, emergency shelter, creation of affordable housing, and first time home ownership. The Housing Rehabilitation Loan Program and Neighborhood Revitalization Program continue to promote improved living and neighborhood conditions in the more established areas of Appleton. The City will rehabilitate approximately 30 homes for low to moderate income households this year, providing energy efficiency, lead abatement, and improved living conditions for homeowners who otherwise could not afford these improvements. Furthermore, this year, the Neighborhood Revitalization Program will move into its new neighborhood -- the area bound by College Avenue, Memorial Drive, Spencer Street and Mason Street -- to continue its mission of improving the vitality of central city areas.

[NOTE: In 2004, the Grants Administrator prepared and submitted the Five-Year Consolidated Plan for 2005-2009, which identifies priority community needs to guide the distribution of CDBG funds over this time span; the plan was approved by HUD. Thus, funds awarded in 2008 will reflect the fourth year of the five-year plan.]

HOME Investment Partnership Program /Renter Moderate Rehabilitation (HOME) - The purpose of this program is to provide funding to make improvements to rental properties, which provide housing for low and moderate income households, in the City of Appleton . Due to the high volume of program income received, no new funds were pursued in 2007. It is anticipated that program income will drop significantly after 2008 and funds will be pursued at that time for 2009 and 2010.

Emergency Shelter Grant (ESG) - The City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army, and the Emergency Shelter of the Fox Valley, was successful in its application for ESG funds for the 2007 program year (July 2007 through June 2008). 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 serves as the sponsoring agency for the grant application, as well 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.

Continuum of Care Grant/Supportive Housing Program (COC/SHP) #1 - In 2007, the City of Appleton, in collaboration with the Housing Partnership, Salvation Army, and ADVOCAP, was successful in renewing this grant for a year (October 2007 through September 2008). As with the ESG described above, the City of Appleton serves as the sponsoring agency for the grant application, as well 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.

Continuum of Care Grant/Supportive Housing Program (COC/SHP) #2 - In 2005, the City of Appleton was successful in its collaboration with the Housing Partnership to secure a three-year COC/SHP grant (January 2006 through December 2008) to aid in development of six units of permanent supportive housing as part of the Wire Works Project; the City will receive administrative dollars from this grant to cover its costs in serving as a conduit.

CITY OF APPLETON 2008 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2008 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:

Community Development Block Grant (CDBG)
(Program Year: April 1 to March 31)
*Improve Appleton's housing
*Strengthen community/public services
*Plan and administer programs effectively
*Rehabilitate approximately 30 owner occupied homes for low to moderate income homeowners
*Accomplish 10 business and/or public area improvements within the targeted neighborhood revitalization area

HOME Investment Partnership Program - Homeowner Rehabilitation
(Program Year: N/A)
*Rehabilitate one unit of owner occupied housing for low-moderate income homeowners

HOME Investment Partnership Program - Renter Moderate Rehabilitation
(Program Year: N/A -- the program is currently operating using program income only)
*Improve Appleton's rental housing stock
*Rehabilitate eight units into rental housing for low-moderate income occupants

Emergency Shelter Grant (ESG)
(Program Year: July 1 to June 30)
*Prevent homelessness
*Provide essential services
*Provide emergency shelter

Continuum of Care Grant/Supportive Housing Program (COC/SHP) #1
(Program Year: October 1 to September 30)
*Provide transitional housing supportive services to chronic homeless, as defined by HUD

Continuum of Care Grant/Supportive Housing Program (COC/SHP) #2
(Program Duration: January 1, 2006 to December 31, 2007)
*Provide permanent housing supportive services to chronic homeless, as defined by HUD

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 1,575,266	$ 1,773,378	$ 1,304,744	$ 1,304,744	$ 1,326,889	1.70%
Program Expenses							
2100	Block Grant	1,210,881	1,056,742	785,000	785,000	904,290	15.20%
2130	Rental Rehab.	142,876	63,130	74,432	74,432	71,124	-4.44%
2140	Emergency Shelter	93,433	138,504	146,443	146,443	76,532	-47.74%
2150	Continuum of Care	187,350	496,921	298,869	298,869	274,943	-8.01%
TOTAL		$ 1,634,540	$ 1,755,297	$ 1,304,744	$ 1,304,744	$ 1,326,889	1.70%
Expenses Comprised Of:							
Personnel		182,845	195,075	213,628	213,628	229,195	7.29%
Administrative Expense		1,444,963	1,554,258	1,087,916	1,087,916	1,094,494	0.60%
Supplies & Materials		40	-	-	-	-	N/A
Purchased Services		6,291	5,723	2,600	2,600	2,600	0.00%
Utilities		401	241	600	600	600	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.50	2.68	2.65	2.65	2.75	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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:

In January of 2005, a revolving loan funded with program income from housing rehabilitation loan repayments was recommended by city staff and approved by Council. A revolving loan fund, or separate accounting fund, was established for the purpose of carrying out housing rehabilitation activities. This will 'restrict' or 'dedicate' these funds so they can only be used for future housing rehabilitation activities. Program income shall continue to be spent first before any new CDBG funds for housing rehabilitation activities can be drawn. This budget also reflects a 0.21% reduction in Federal Grant revenue. The budget for this program reflects an increase of .1 FTE for the Grant Administrator.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount	$ 684,260	$ 615,418	$ 550,000	$ 624,125	$ 600,000
Program Income Rec'd 1/1 - 12/31	$ 186,022	$ 280,456	$ 200,000	$ 200,000	$ 290,000
# of awards made	24	22	20	15	15
Average award (not including program income)	$ 28,510	$ 27,973	$ 27,500	$ 41,608	$ 40,000
Neighborhood Revitalization Program					
# businesses, park, etc. improvements	10	6	10	6	8
Housing Improvements:					
# City Rehab Program	8	4	10	8	8
# other (M&I, private, DOORS, etc)	49	31	30	40	40
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
Official HUD timeliness ratio (target 1.5:1)	1.49:1	1.23:1	1.3:1	1.3:1	1.5:1
# of NRP Business Revitalization projects	4	4	6	6	6
Business Revitalization Public $ vs. Private $ Ratio	1:0.81	1:1.5	1:1.50	1:1.50	1:1.5
# of pre-1978 units rehabbed (lead based paint)	31	25	26	26	26
Work Process Outputs					
City Housing Program (city-wide)					
# of applications processed	54	74	35	35	35
# home rehabs done	32	28	27	27	27
$ home rehabs done	$ 593,230	$ 422,893	$ 600,000	$ 600,000	$ 525,000
Spend down ratio ($ avail vs. $ spent) (HUD timeliness ratio threshold is 1.5:1)	1.85:1	1.9:1	1.5:1	1.5:1	1.1:1

CITY OF APPLETON 2008 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Block Grant **Business Unit 2100 & 2105**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4210 Federal Grants	$ 1,011,343	$ 768,840	$ 550,000	$ 550,000	$ 600,000
4224 Miscellaneous State Aids	-	7,446	25,000	25,000	4,290
5035 Other Reimbursements	-	-	10,000	10,000	10,000
5050 Rehab Project Repayments	199,538	280,456	200,000	200,000	290,000
Total Revenue	$ 1,210,881	$ 1,056,742	$ 785,000	$ 785,000	$ 904,290
Expenses					
6101 Regular Salaries	$ 116,639	$ 125,459	$ 136,016	$ 136,016	$ 147,564
6150 Fringes	53,058	54,780	59,250	59,250	68,656
6201 Training\Conferences	2,168	2,795	4,629	4,629	4,504
6301 Office Supplies	-	-	-	-	100
6302 Subscriptions	10	-	500	500	100
6304 Postage/Freight	-	-	50	50	50
6307 Food & Provisions	32	252	100	100	100
6401 Accounting/Audit	4,713	1,498	1,500	1,500	1,500
6402 Legal Fees	-	(18)	-	-	-
6412 Advertising	-	80	100	100	100
6413 Utilities	401	241	600	600	600
6429 Interfund Allocations	(326)	(100)	-	-	-
6599 Other Contracts/Obligations	975	2,418	-	-	-
6608 Block Grant Payments	1,023,457	865,693	547,255	527,928	671,016
6630 Other Grant Payments	9,754	3,644	35,000	54,327	10,000
Total Expense	$ 1,210,881	$ 1,056,742	$ 785,000	$ 785,000	$ 904,290

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Block Grant Payments		Other Grant Payments	
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	$ 671,016	Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	$ 10,000
	$ 671,016		$ 10,000

The following information provides a brief summary of the CDBG allocation process:

· The CDBG Application process begins in September of each year.
· Applications are due to Finance in October, usually 30 days after the applications become available.
· A Community Needs Public Hearing is held prior to the application due date.
· Applications are due by the published deadline. No exceptions are made.
· The Grants Administrator reviews applications for eligibility.
· A committee consisting of city staff representing various city departments meets to review the CDBG applications.
· Each committee member provides suggested funding recommendations which are turned in to the Grants Administrator who compiles the results.
· The Grants Administrator reviews these results and makes minor revisions, if necessary.
· Final staff funding recommendations are made and provided to CDC members as a resource.
· CDC members review all of the applications received and identify which of the applicants they wish to bring in for interviews.
· CDC members hold the interviews for each of the applicants selected.
· CDC members discuss all of the applications and make formal funding recommendations which are then forwarded on to the Common Council.
· City of Appleton Common Council makes and approves the final recommendations. This usually occurs sometime in November.

CITY OF APPLETON 2008 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Funding for low to moderate income (LMI) rental rehabilitation projects					
$ New HOME funds award amount	$0	$0	$0	$0	$0
$ Program Income Rec'd 1/1 - 12/31	$60,004	$81,211	$74,432	$74,432	$71,124
# of loans made	6	4	4	4	4
$ Average loan amount	$25,175	$19,723	$16,750	$16,750	$16,000
Strategic Outcomes					
Improved LMI rental property					
# units contracted for rehab	15	9	8	8	8
$ rehab activity ($ spent)	$151,052	$79,544	$67,000	$67,000	$64,000
# of pre-1978 units rehabbed (lead based paint)	15	9	7	7	7
Timely expenditure of funds					
$ available vs. $ spent (HUD's timeliness ratio threshold is 1.5:1)	1.88:1	1.2:1	1.5:1	1.5:1	1.1:1
Work Process Outputs					
# of applications processed	15	12	7	7	7
# of inspections conducted	15	11	8	8	8

CITY OF APPLETON 2008 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

HOME **Business Unit 2130**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5035 Other Reimbursements	$ 1,005	$ -	$ -	$ -	$ -
5045 Reimb from Prior Yr. Exp.	22,593	-	-	-	-
5050 Rehab Project Repayments	60,004	81,211	74,432	74,432	71,124
Total Revenue	$ 83,602	$ 81,211	$ 74,432	$ 74,432	$ 71,124
Expenses					
6101 Regular Salaries	$ 2,422	$ 2,591	$ 4,349	$ 4,349	$ 4,536
6150 Fringes	1,129	1,135	1,932	1,932	2,125
6201 Training/Conferences	213	-	1,162	1,162	451
6324 Medical/Lab Supplies	40	-	-	-	-
6599 Other Contracts/Obligations	862	843	-	-	-
6630 Other Grant Payments	138,210	58,561	66,989	66,989	64,012
Total Expense	$ 142,876	$ 63,130	$ 74,432	$ 74,432	$ 71,124

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Other Grant Payments	
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	$ 64,012
	$ 64,012

CITY OF APPLETON 2008 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 that benefits persons in need of emergency and transitional housing.

Emergency Shelter Grant (ESG)/Transitional Housing Program (THP) funds (now combined into one grant application) are competitive funds that are applied for collaboratively where the City of Appleton serves as the lead fiscal and administrative agent. The City of Appleton passes these funds through to the collaborative partner, non-profit agencies that meet the niche requirements of the ESG program. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives administrative funds to cover any related costs.

ESG funds may be used for homeless prevention activities and essential services, renovation and rehabilitation of shelter facilities and shelter operating costs. The shelter programs may include shelters for victims of domestic violence, runaway adolescents, persons with disabilities as well as generic shelter and transitional housing programs. Any city, county, or private non-profit may apply for funding under an annual competition for its homeless shelter or transitional housing program.

The current collaborative partner agencies who receive ESG/THP funds are: Salvation Army, Housing Partnership of the Fox Cities, Emergency Shelter, and ADVOCAP.

Major program changes:

Grants awarded through the State have been significantly decreased to all recipients.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
$ Grant Award	$ 129,560	$ 145,340	$ 146,443	$ 146,443	$ 76,532
Strategic Outcomes					
Expand the # of homeless persons served					
# of beneficiaries	2,590	1,055	3,500	4,600	4,600
# of beneficiaries maintained/obtained permanent housing	126	578	115	150	150
Work Process Outputs					
# grants applications prepared	1	1	1	1	1
# of contract period extensions requested	0	0	0	0	0

CITY OF APPLETON 2008 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ 93,433	$ 138,504	$ 146,443	$ 146,443	$ 76,532
Total Revenue	$ 93,433	$ 138,504	$ 146,443	$ 146,443	$ 76,532
Expenses					
6101 Regular Salaries	$ 1,765	$ 3,009	$ 2,407	$ 2,407	$ 665
6150 Fringes	1,031	1,449	1,056	1,056	329
6308 Block Grant Payments	1,822	-	-	-	-
6630 Other Grant Payments	88,815	134,046	142,980	142,980	75,538
Total Expense	$ 93,433	$ 138,504	$ 146,443	$ 146,443	$ 76,532

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Other Grant Payments

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

Salvation Army	$ 15,955
Housing Partnership	13,812
ADVOCAP	12,234
Emergency Shelter	33,537
	$ 75,538

CITY OF APPLETON 2008 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Continuum of Care Supportive Housing Program (SHP) **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-through 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.

Continuum of Care/Supportive Housing Program (COC/SHP) funds are competitive funds that are applied for collaboratively where the City of Appleton serves as the lead fiscal and administrative agent. The City of Appleton passes these funds through to the collaborative partner, non-profit agencies that meet the niche requirements of the COC/SHP program. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives administrative funds to cover any related costs.

COC/SHP funds support programs that help develop housing and related supportive services for people moving from homelessness to independent living. Program funds help homeless people live in a stable place, increase their skills or income, and gain more control over the decisions that affect their lives. Specifically, COC/SHP funds supportive housing projects that include: (1) transitional housing (generally used for 24 months or less as a stepping stone to permanent housing); (2) permanent housing for homeless people with disabilities; (3) supportive services for homeless people not living in supportive housing; and (4) other types of innovative supportive housing for homeless people.

Major program changes:

The City of Appleton successfully partnered with the Housing Partnership of the Fox Cities and was awarded a second Continuum of Care/Supportive Housing Grant in the amount of $511,591 over a three year period (January 2006 - December 2008). In addition, the City of Appleton has continued to work with ADVOCAP, Housing Partnership and the Salvation Army on regular renewal of its original COC/SHP Grant. Previously, this grant was awarded over a period of three years, but the State of Wisconsin recently converted all renewal grants into one-year intervals in order to maximize funding at the State level.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
$ Annual Award (SHP 1)	$ -	$ 176,577	$ 176,577	$ 176,577	$ 176,577
$ Annual Award (SHP 2)	N/A	$ 511,591	-	-	-
Strategic Outcomes					
Help clients move into permanent housing % of participants that left transitional housing and moved into permanent housing (Grant objective is 50%)	86%	75%	80%	80%	80%
Work Process Outputs					
# grants applications prepared	1-Renewal	1-Renewal	1-Renewal	1-Renewal	1-Renewal
# of contract period extensions requested	0	0	0	0	0

CITY OF APPLETON 2008 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Continuum of Care Grant Supportive Housing Program (SHP) **Business Unit 2150**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ 187,350	$ 496,921	$ 298,869	$ 298,869	$ 274,943
Total Revenue	$ 187,350	$ 496,921	$ 298,869	$ 298,869	$ 274,943
Expenses					
6101 Regular Salaries	$ 4,839	$ 4,490	$ 5,990	$ 5,990	$ 3,562
6150 Fringes	1,963	2,162	2,628	2,628	1,758
6401 Audit/Accounting	-	1,002	1,000	1,000	1,000
6412 Advertising	66	-	-	-	-
6630 Other Grant Payments	180,482	489,267	289,251	289,251	268,623
Total Expense	$ 187,350	$ 496,921	$ 298,869	$ 298,869	$ 274,943

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Other Grant Payments

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

	SHP #1	SHP #2	Total
ADVOCAP	$ 68,786	$ -	$ 68,786
Housing Partnership	35,390	100,454	135,844
Salvation Army	63,993	-	63,993
	$ 168,169	$ 100,454	$ 268,623

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,292,126	1,411,711	971,509	1,020,312	1,020,312	0	955,765
Other Revenues	283,140	361,667	299,052	284,432	284,432	0	371,124
TOTAL REVENUES	1,575,266	1,773,378	1,270,561	1,304,744	1,304,744	0	1,326,889
EXPENSES BY LINE ITEM							
Regular Salaries	112,863	119,465	111,442	148,762	148,762	0	156,327
Sick Pay	3,261	4,934	4,011	0	0	0	0
Vacation Pay	9,541	11,150	9,230	0	0	0	0
Fringes	57,181	59,526	50,071	64,866	64,866	0	72,868
Salaries & Fringe Benefits	182,846	195,075	174,754	213,628	213,628	0	229,195
Training & Conferences	2,381	2,795	2,251	5,791	5,791	0	4,955
Office Supplies	0	0	111	0	0	0	100
Subscriptions	10	0	0	500	500	0	100
Postage & Freight	0	0	0	50	50	0	50
Food & Provisions	32	252	35	100	100	0	100
CDBG Expenses	1,025,279	865,693	619,424	547,255	527,928	0	1,015,177
Block Grant Payments	417,261	685,519	544,114	534,220	528,523	0	74,012
Administrative Expense	1,444,963	1,554,259	1,165,935	1,087,916	1,062,892	0	1,094,494
Miscellaneous Supplies	0	0	88	0	0	0	0
Medical & Lab Supplies	40	0	0	0	0	0	0
Supplies & Materials	40	0	88	0	0	0	0
Accounting/Audit	4,713	2,500	2,500	2,500	2,500	0	2,500
Legal Fees	0	18-	0	0	0	0	0
Advertising	66	80	0	100	100	0	100
Interfund Allocations	326-	100-	0	0	0	0	0
Other Contracts/Obligations	1,838	3,261	16,538	0	25,024	0	0
Purchased Services	6,291	5,723	19,038	2,600	27,624	0	2,600
Telephone	401	241	182	600	600	0	600
Utilities	401	241	182	600	600	0	600
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,634,541	1,755,298	1,359,997	1,304,744	1,304,744	0	1,326,889

CITY OF APPLETON 2008 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	1,292,126	1,411,711	1,020,312	1,020,312	955,765
Other	283,140	361,667	284,432	284,432	371,124
Total Revenues	1,575,266	1,773,378	1,304,744	1,304,744	1,326,889
Expenses					
Program Costs	1,634,539	1,755,297	1,304,744	1,304,744	1,326,889
Total Expenses	1,634,539	1,755,297	1,304,744	1,304,744	1,326,889
Revenues over (under) Expenses	(59,273)	18,081	-	-	-
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	(59,273)	18,081	-	-	-
Fund Balance - Beginning	186,993	127,720	145,801	145,801	145,801
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 127,720	$ 145,801	$ 145,801	$ 145,801	$ 145,801

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Industrial Park Land — Business Unit 4280

PROGRAM MISSION

The Industrial Park Land Fund is the clearing house for the City's industrial and business park land sale revenue, acquisition of associated land, debt service from prior acquisition, and land development costs associated with industrial/business park infrastructures. This Fund is utilized for these purposes exclusive of the industrial/business park areas developed and financed with tax incremental financing district(s).

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The 2008 budget includes $10,800 in funds for maintenance and marketing of the remaining 18 acres of land in the City's Northeast Business Park, including weed cutting, berm maintenance, soil testing, environmental reviews, surveys, real estate commissions, title insurance, and other costs associated with selling land. It also includes $382,434 in Stormwater infrastructure construction for the Coop Road Pond and $125,689 in asphalt paving for Eisenhower Drive and Midway Road. Please see pages 624 and 610, respectively, in the Capital Projects section for further descriptions.

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

Note: Since this program exists solely to account for business park land sale revenue, acquisition of associated land, debt service from prior acquisition, and land development costs associated with industrial/business park infrastructures, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 3,086,705	$ 398,886	$ 141,500	$ 141,500	$ 180,800	27.77%
Program Expenses		$ 2,500,059	$ 852,553	$ 215,430	$ 295,303	$ 696,271	223.20%
Expenses Comprised Of:							
Personnel		25	50,082	-	-	43,245	N/A
Administrative Expense		2,333,900	186,335	183,910	183,910	177,348	-3.57%
Supplies & Materials		-	84,642	-	60,000	83,710	N/A
Purchased Services		166,098	18,639	31,520	31,520	24,729	-21.55%
Utilities		36	-	-	-	-	N/A
Repair & Maintenance		-	6,537	-	-	17,239	N/A
Capital Expenditures		-	506,318	-	19,873	350,000	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Industrial Park Land **Business Unit 4280**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4230 Miscellaneous Local Aids	$ -	$ 82,506	$ -	$ -	$ -
4710 Interest on Investments	72,690	132,581	80,000	80,000	115,000
5004 Sale of City Prop - Nontax	3,008,015	177,399	54,000	54,000	60,000
5015 Rental of City Property	6,000	6,400	7,500	7,500	5,800
Total Revenue	$ 3,086,705	$ 398,886	$ 141,500	$ 141,500	$ 180,800
Expenses					
6102 Labor Pool Allocations	$ 19	$ 33,295	$ -	$ -	$ 27,508
6105 Overtime	-	1,831	-	-	1,000
6108 Part Time	-	625	-	-	-
6150 Fringes	6	14,332	-	-	14,737
6309 Shop Supplies & Tools	-	7	-	-	-
6325 Construction Materials	-	84,162	-	60,000	83,710
6328 Signs	-	472	-	-	-
6402 Legal Fees	3,895	555	-	-	-
6404 Consulting	998	-	20,000	20,000	-
6408 Contractor Fees	1,946	7,768	-	-	13,929
6413 Utilities	36	-	-	-	-
6425 CEA Equip. Rental	-	6,537	-	-	17,239
6599 Other Contract/Obligations	159,259	10,316	11,520	11,520	10,800
6809 Infrastructure Construction	-	506,318	-	19,873	350,000
7911 Trans Out - General Fund	2,144,270	-	-	-	-
7913 Trans Out - Debt Service	189,630	186,335	183,910	183,910	177,348
Total Expense	$ 2,500,059	$ 852,553	$ 215,430	$ 295,303	$ 696,271

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Asphalt	$ 83,710
	$ 83,710
Contractor Fees	
Milling - Eisenhower Dr./Midway Rd.	$ 13,929
	$ 13,929
Other Contracts/Obligations	
Northeast Business Park:	
Real estate commissions	$ 4,800
Berm maintenance	4,000
Weed cutting	2,000
	$ 10,800

CITY OF APPLETON 2008 BUDGET
INDUSTRIAL PARK LAND FUND
SOURCES AND USES OF FUNDS

Revenues	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Interest Income	$ 72,690	$ 132,581	$ 80,000	$ 105,000	$ 115,000
Other	6,000	88,906	7,500	5,800	5,800
Total Revenues	78,690	221,487	87,500	110,800	120,800
Expenses					
Program Costs	166,159	666,218	31,520	111,393	518,923
Total Expenses	166,159	666,218	31,520	111,393	518,923
Revenues over (under) Expenses	(87,469)	(444,731)	55,980	(593)	(398,123)
Other Financing Sources (Uses)					
Operating Transfers Out	(2,333,900)	(186,335)	(183,910)	(183,910)	(177,348)
Sale of City Property	3,008,015	177,399	54,000	54,000	60,000
Total Other Financing Sources (Uses)	674,115	(8,936)	(129,910)	(129,910)	(117,348)
Net Change in Equity	586,646	(453,667)	(73,930)	(130,503)	(515,471)
Fund Balance - Beginning	1,932,489	2,519,135	2,065,468	2,065,468	1,934,965
Fund Balance - Ending	$ 2,519,135	$ 2,065,468	$ 1,991,538	$ 1,934,965	$ 1,419,494

CITY OF APPLETON 2008 BUDGET
INDUSTRIAL PARK LAND
LONG TERM DEBT

	2001A G.O. Notes		2002B G.O. Notes	
Year	Principal	Interest	Principal	Interest
2008	100,000	20,583	50,000	6,765
2009	125,000	15,895	50,000	4,215
2010	150,000	10,045	55,000	1,458
2011	155,000	3,410	-	-
	$ 530,000	$ 49,933	$ 155,000	$ 12,438

	TOTAL		
Year	Principal	Interest	Total
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
	$ 685,000	$ 62,371	$ 747,371

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

COMMUNITY DEVELOPMENT — Business Unit 4330

PROGRAM MISSION

This fund provides for the City's investment in the redevelopment of the riverfront.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The Focus Fox River: A Master Plan was approved in February of 2001. A multi-modal analysis of transportation and parking has been completed and identifies access points to the river. An engineering study has been completed, analyzing these pedestrian access points to determine the most appropriate type of pedestrian connection between them, and construction of these pedestrian connections has begun. The Fox River Navigation System Authority is in final stages of opening the lock system in Appleton, which presents opportunities for redevelopment and public access.

The Master Plan also identified several redevelopment sites located along the banks of the Fox River including the former Foremost Dairy property, the Kaukauna Utility/MI Drilling property, and the We Energies/Former Water Treatment Plant property.

The 2008 Capital Project request is for :
Foremost Dairy property: site preparation, demolition assistance, and infrastructure improvements
Funding to support demolition and site preparation activities of purchased properties.

Further descriptions of projects to be funded from this Capital Projects Fund can be found in the Capital Projects

Project	Amount	Page
ARA site acquisition, demolition and site preparation	$ 300,000	Projects, Pg. 604
Riverfront Development - East River Development	800,000	Projects, Pg. 605
Smart Growth Comprehensive Plan	75,000	Projects, Pg. 606
	$ 1,175,000	

Major program changes:

$50,000 in consulting services budgeted in 2007 was intended for a study of the Fox River Navigation Corridor. This money has been redirected to the Smart Growh Comprehensive Plan in order to meet the January 1, 2010 deadline. Evaluating both projects, it has been determined the Fox River Navigation Corridor Study can more appropriately be performed by City planning staff.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 1,360	$ 2,630	$ 1,250	$ 1,250	$ 2,522	101.76%
Program Expenses		$ -	$ -	$ 1,100,000	$ 1,100,000	$ 1,175,000	6.82%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	850,000	850,000	1,175,000	38.24%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	250,000	250,000	-	-100.00%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS
COMMUNITY DEVELOPMENT — Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4710 Interest on Investments	$ 1,360	$ 2,630	$ 1,250	$ 1,250	$ 2,522
5910 Proceeds of Long-term Debt	-	-	1,045,250	1,045,250	1,065,000
Total Revenue	$ 1,360	$ 2,630	$ 1,046,500	$ 1,046,500	$ 1,067,522
Expenses					
6404 Consulting Services	$ -	$ -	$ 50,000	$ 50,000	$ 75,000
6408 Contractor Fees	-	-	-	-	300,000
6599 Other Contracts/Obligations	-	-	800,000	800,000	800,000
6801 Land Acquisition	-	-	250,000	250,000	-
Total Expense	$ -	$ -	$ 1,100,000	$ 1,100,000	$ 1,175,000

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Smarth Growth plan development	$ 75,000
	$ 75,000
Contractor Fees	
Demolition and site preparation for ARA redevelopment activities	$ 300,000
	$ 300,000
Other Contracts/Obligations	
Developer incentive for eligible project costs at Foremost Dairy site (to be secured by development agreement approved by Council)	$ 800,000
	$ 800,000

CITY OF APPLETON 2008 BUDGET
COMMUNITY DEVELOPMENT
SOURCES AND USES OF FUNDS

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Interest Income	$ 1,360	$ 2,630	$ 1,250	$ 2,800	$ 2,522
Other	-	-	-	-	-
Total Revenues	1,360	2,630	1,250	2,800	2,522
Expenses					
Program Costs	-	-	1,100,000	300,000	1,175,000
Total Expenses	-	-	1,100,000	300,000	1,175,000
Revenues over (under) Expenses	1,360	2,630	(1,098,750)	(297,200)	(1,172,478)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	1,045,250	300,000	1,115,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	1,045,250	300,000	1,115,000
Net Change in Equity	1,360	2,630	(53,500)	2,800	(57,478)
Fund Balance - Beginning	50,688	52,048	54,678	54,678	57,478
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	$ 52,048	$ 54,678	$ 1,178	$ 57,478	$ -

CITY OF APPLETON 2008 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Finance Director: Lisa A. Maertz, CPA, CPFO

Economic Development Director: Peter A. Hensler

CITY OF APPLETON 2008 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. This district will close in 2008 and will require a final close-out audit.

	General Fund Advance		General Fund Advance
1982	1,256,602	1995	1,312,775
1983	1,016,301	1996	1,231,420
1984	918,390	1997	199,139
1985	466,946	1998	(110,170)
1986	875,221	1999	(824,954)
1987	814,180	2000	(860,786)
1988	1,134,173	2001	(321,934)
1989	977,679	2002	(2,444,189)
1990	1,157,510	2003	(1,429,794)
1991	1,072,910	2004	(1,300,288)
1992	1,408,222	2005	(1,600,000)
1993	1,478,738	2006	(1,700,000)
1994	1,645,935	2007	(1,975,056)
		2008	(2,062,545)
		12/31/08 Balance	$ 2,336,425

Major program changes:

The district is expected to close, resulting in $2,336,425 of interest expense unpaid. All principal was repaid but interest on the advance over the life of the loan was at a rate lower than the established 5%.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 100,006	$ 130,110	$ 87,182	$ 87,182	$ 77,378	-11.25%
Program Expenses		$ (4,572,896)	$ 2,003,282	$ 149,298	$ 149,298	$ 5,400	-96.38%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		(4,574,026)	2,001,884	143,898	143,898	-	-100.00%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,130	1,398	5,400	5,400	5,400	0.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Improvements		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4110 Property Taxes	$ 1,534,899	$ 1,680,582	$ 1,741,705	$ 1,741,705	$ 1,926,473
4227 State Aid - Computers	62,953	67,182	67,182	67,182	77,378
4710 Interest on Investments	37,053	62,928	20,000	20,000	-
	$ 1,634,905	$ 1,810,692	$ 1,828,887	$ 1,828,887	$ 2,003,851
Expenses					
6401 Accounting/Audit	$ 1,130	$ 1,398	$ 5,400	$ 5,400	$ 5,400
6720 Interest Payments	(4,574,026)	2,001,884	143,898	143,898	-
	$ (4,572,896)	$ 2,003,282	$ 149,298	$ 149,298	$ 5,400

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT # 1
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Property Taxes	$ 1,534,899	$ 1,680,582	$ 1,741,705	$ 1,749,933	$ 1,926,473
Intergovernmental	62,953	67,182	67,182	77,378	77,378
Interest Income	37,053	62,928	20,000	70,000	-
Total Revenues	1,634,905	1,810,692	1,828,887	1,897,311	2,003,851
Expenses					
Interest Expense	(4,574,026)	2,001,884	143,898	235,717	-
Administrative Expenses	1,130	1,398	5,400	1,500	5,400
Total Expenses	(4,572,896)	2,003,282	149,298	237,217	5,400
Revenues over (under) Expenses	6,207,801	(192,590)	1,679,589	1,660,094	1,998,451
Fund Balance (Deficit) - Beginning	(9,673,756)	(3,465,955)	(3,658,545)	(3,658,545)	(1,998,451)
Fund Balance (Deficit) - Ending	$ (3,465,955)	$ (3,658,545)	$ (1,978,956)	$ (1,998,451)	$ -

Discussion of changes in fund balances:

Note: The existence of a negative fund balance in this fund is the result of capital investments in the early years of the TIF district which continue to be repaid by the inflows of incremental property taxes. The significant reduction in the negative fund balance in 2005 was the result of the estimation of the amount that would ultimately be available to repay the General Fund. This amount has been adjusted each year, 2006 - 2008. The district is expected to close, resulting in $2,336,425 of interest expense unpaid. All principal was repaid but interest on the advance over the life of the loan was at a rate lower than the established 5%.

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

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

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

Primary projects included the Fox River Mills and Vulcan Mill. The statutory dissolution date is May 1, 2018. At present, it is expected that the district will be able to close early, in 2016.

	General Fund Advance		General Fund Advance
1992	631,922	2000	48,018
1993	31,596	2001	54,942
1994	33,176	2002	53,166
1995	34,834	2003	55,825
1996	98,077	2004	58,616
1997	41,480	2005	(245,953)
1998	43,554	2006	(104,501)
1999	45,732	2007	(73,851)
		2008	(78,488)
		12/31/08 Balance	$ 728,145

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 208,581	$ 19,810	$ 10,530	$ 10,530	$ 15,754	49.61%
Program Expenses		$ 140,032	$ 138,238	$ 96,599	$ 96,599	$ 101,067	4.63%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		138,902	136,840	95,149	95,149	99,467	4.54%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,130	1,398	1,450	1,450	1,600	10.34%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4110 Property Taxes	$ 96,032	$ 167,790	$ 189,752	$ 189,752	$ 250,973
4227 State Aid - Computers	186	5,530	5,530	5,530	6,754
4710 Interest on Investments	8,395	14,280	5,000	5,000	9,000
5004 Sale of City Property	200,000	-	-	-	-
Total Revenue	$ 304,613	$ 187,600	$ 200,282	$ 200,282	$ 266,727
Expenses					
6401 Accounting/Audit	$ 1,130	$ 1,398	$ 1,450	$ 1,450	$ 1,600
6720 Interest Payments	54,047	45,499	41,149	41,149	37,434
7913 Trans Out - Debt Service	84,855	91,341	54,000	54,000	62,033
Total Expense	$ 140,032	$ 138,238	$ 96,599	$ 96,599	$ 101,067

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT # 2
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Property Taxes	$ 96,032	$ 167,790	$ 189,752	$ 190,648	$ 250,973
Intergovernmental	186	5,530	5,530	6,754	6,754
Interest Income	8,395	14,280	5,000	8,500	9,000
Other	-	-	-	-	-
Total Revenues	104,613	187,600	200,282	205,902	266,727
Expenses					
Interest Expense	54,047	45,499	41,149	41,149	37,434
Administrative Expenses	1,130	1,398	1,450	1,450	1,600
Total Expenses	55,177	46,897	42,599	42,599	39,034
Revenues over (under) Expenses	49,436	140,703	157,683	163,303	227,693
Other Financing Sources (Uses)					
Sale of City Property	200,000	-	-	-	-
Operating Transfers Out - Debt Service	(84,855)	(91,341)	(54,000)	(54,000)	(62,033)
Total Other Financing Sources (Uses)	115,145	(91,341)	(54,000)	(54,000)	(62,033)
Net Change in Fund Balances	164,581	49,362	103,683	109,303	165,660
Fund Balance - Beginning	(1,041,897)	(877,316)	(827,954)	(827,954)	(718,651)
Fund Balance - Ending	$ (877,316)	$ (827,954)	$ (724,271)	$ (718,651)	$ (552,991)

Discussion of changes in fund balances:

The existence of a negative fund balance in this fund is the result of capital investments in the early years of the TIF district which continue to be funded by the inflows of incremental property taxes.

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT #2
LONG TERM DEBT

	2001 Trust Fund Loan	
Year	Principal	Interest
2008	50,000	12,033
2009	50,000	9,500
2010	70,000	7,000
2011	70,000	3,500
	$ 240,000	$ 32,033

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

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

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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, Angelus Assisted Living Center, the Copper Leaf Hotel, and the Richmond Terrace condominiums. This district is scheduled to close in 2021.

	General Fund Advance	Parking Utility Advance		General Fund Advance	Parking Utility Advance
1993	-	129,877	2001	1,341,515	1,568,974
1994	-	604,290	2002	2,235,558	969,870
1995	-	703,516	2003	1,498,145	1,892,733
1996	-	1,254,622	2004	1,575,103	1,338,592
1997	639,211	764,308	2005	393,108	800,000
1998	1,141,212	787,831	2006	207,763	900,000
1999	1,756,773	827,222	2007	423,151	900,000
2000	1,774,640	868,584	2008	239,309	900,000
			12/31/08 Balance	$ 13,225,488	$ 15,210,419

Major program changes:

Richmond Terrace still had a partial assessment in 2005. This had the effect of increasing the property tax payment and lowering the payment in lieu of taxes after 2005.
The City continues not to recognize interest expense on the parking fund advances as, at this time, it is deemed that funds will not be available to make such a payment.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 344,473	$ 127,785	$ 84,996	$ 84,996	$ 59,112	-30.45%
Program Expenses		$ 1,940,249	$ 2,028,108	$ 2,657,927	$ 2,657,927	$ 2,251,612	-15.29%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		1,939,119	2,026,709	2,656,477	2,656,477	2,249,612	-15.32%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,130	1,399	1,450	1,450	2,000	37.93%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4110 Property Taxes	$ 640,165	$ 1,073,853	$ 1,200,981	$ 1,200,981	$ 1,228,011
4130 Payment in Lieu of Taxes	325,322	51,719	36,000	36,000	40,000
4227 State Aid - Computers	6,090	8,996	8,996	8,996	9,112
4710 Interest on Investments	13,061	67,070	40,000	40,000	10,000
5927 Transfer In - Parking Utility	12,510,419	900,000	-	900,000	900,000
Total Revenue	$ 13,495,057	$ 2,101,638	$ 1,285,977	$ 2,185,977	$ 2,187,123
Expenses					
6401 Accounting/Audit	$ 1,130	$ 1,399	$ 1,450	$ 1,450	$ 2,000
6720 Interest Payments	593,108	607,763	623,151	623,151	639,309
7913 Trans Out - Debt Service	1,346,011	1,418,946	2,033,326	2,033,326	1,610,303
Total Expense	$ 1,940,249	$ 2,028,108	$ 2,657,927	$ 2,657,927	$ 2,251,612

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Property Taxes	$ 965,487	$ 1,125,572	$ 1,236,981	$ 1,251,799	$ 1,268,011
Intergovernmental	6,090	8,996	8,996	9,112	9,112
Interest Income	13,061	67,070	40,000	3,500	10,000
Total Revenues	984,638	1,201,638	1,285,977	1,264,411	1,287,123
Expenses					
Interest Expense	593,108	607,763	623,151	623,151	639,309
Administrative Expenses	1,130	1,399	1,450	1,450	2,000
Total Expenses	594,238	609,162	624,601	624,601	641,309
Revenues over (under) Expenses	390,400	592,476	661,376	639,810	645,814
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	12,510,419	900,000	-	900,000	900,000
Operating Transfers Out - Debt Service	(1,346,011)	(1,418,946)	(2,033,326)	(2,033,324)	(1,610,303)
Total Other Financing Sources (Uses)	11,164,408	(518,946)	(2,033,326)	(1,133,324)	(710,303)
Revenues over (under) Expenses	11,554,808	73,530	(1,371,950)	(493,514)	(64,489)
Fund Balance - Beginning	(23,607,191)	(12,052,383)	(11,978,853)	(11,978,853)	(12,472,367)
Fund Balance - Ending	$ (12,052,383)	$ (11,978,853)	$ (13,350,803)	$ (12,472,367)	$ (12,536,856)

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. The existence of a negative fund balance in this fund is the result of capital investments in the early years of the TIF district which continue to be funded by the inflows of incremental property taxes. The significant reduction of the negative fund balance in 2005 is the result of the re-estimation of the amount that is expected to be repaid to the Parking Utility and General Fund. The resulting reduction of that liability reflects the allowance for the amount deemed at this time the fund will not be able to pay.

CITY OF APPLETON 2008 BUDGET

TAX INCREMENTAL DISTRICT #3

LONG TERM DEBT

	1998A G.O. Refunding Bonds		1999B G.O. Notes	
Year	Principal	Interest	Principal	Interest
2008	345,000	122,313	135,000	14,025
2009	340,000	107,073	145,000	4,785
2010	475,000	88,735	-	-
2011	535,000	65,743	-	-
2012	530,000	40,850	-	-
2013	595,000	14,131	-	-
	$ 2,820,000	$ 438,845	$ 280,000	$ 18,810

	2000 G.O. Notes		2001B G.O. Notes	
Year	Principal	Interest	Principal	Interest
2008	85,000	2,072	400,000	136,200
2009	-	-	500,000	109,200
2010	-	-	600,000	76,200
2011	-	-	970,000	29,100
2012	-	-	-	-
2013	-	-	-	-
	$ 85,000	$ 2,072	$ 2,470,000	$ 350,700

	2001 State Trust Fund Loan		2002B G.O. Notes		2005 Refunding Bonds	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2008	-	9,038	-	88,813	165,000	48,319
2009	-	9,038	-	88,813	245,000	41,350
2010	-	9,038	100,000	86,162	220,000	33,213
2011	180,764	9,038	100,000	80,713	250,000	24,675
2012	-	-	1,355,000	38,956	245,000	15,394
2013	-	-	-	-	270,000	5,400
	$ 180,764	$ 36,152	$ 1,555,000	$ 383,457	$ 1,395,000	$ 168,351

	2003 State Trust Fund Loan		TOTAL		
Year	Principal	Interest	Principal	Interest	Total
2008	20,000	39,523	1,150,000	460,303	1,610,303
2009	30,000	38,500	1,260,000	398,759	1,658,759
2010	40,000	37,000	1,435,000	330,348	1,765,348
2011	50,000	35,000	2,085,764	244,269	2,330,033
2012	60,000	32,524	2,190,000	127,724	2,317,724
2013	70,000	29,500	935,000	49,031	984,031
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	17,523	100,000	17,523	117,523
2017	120,000	12,500	120,000	12,500	132,500
2018	130,000	6,500	130,000	6,500	136,500
	$ 790,000	$ 296,570	$ 9,575,764	$ 1,694,957	$ 11,270,721

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District # 4 **Business Unit 2050**

PROGRAM MISSION

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

MAJOR 2006 OBJECTIVES

Link to City Goals:

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

Objectives:

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 included land assembly and installation of public utilities on unimproved property that allows industrial development to take place.

The expenditure period for capital projects in TIF District # 4 is still open due to changes in the state statute governing tax incremental (TIF) districts. Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Sidewalk Construction Program	$ 197,643	Projects, Pg. 622
Concrete Paving Program	1,427,988	Projects, Pg. 614
Sanitary Sewer Program	38,015	Projects, Pg. 638
Stormwater Program	64,186	Projects, Pg. 624
Total	$ 1,727,832	

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 1,080,215	$ 895,384	$ 442,894	$ 442,894	$ 372,295	-15.94%
Program Expenses		$ 2,127,868	$ 4,195,067	$ 1,285,255	$ 1,527,155	$ 1,744,032	35.70%
Expenses Comprised Of:							
Personnel		2,417	-	-	-	124,021	N/A
Administrative Expense		1,996,689	4,170,297	1,274,005	1,515,905	-	-100.00%
Supplies & Materials		-	-	-	-	30,690	N/A
Purchased Services		128,762	24,770	11,250	11,250	21,200	88.44%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	22,000	N/A
Capital Expenditures		-	-	-	-	1,546,121	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District # 4 **Business Unit 2050**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4110 Property Taxes	$ 1,966,055	$ 2,257,299	$ 2,707,233	$ 2,707,233	$ 3,463,196
4227 State Aid - Computers	133,771	120,394	120,394	120,394	112,295
4710 Interest on Investments	138,008	361,059	200,000	200,000	120,000
5004 Sale of City Prop - Nontax	654,275	413,931	122,500	122,500	140,000
5035 Other Reimbursements	154,161	-	-	-	-
Total Revenue	$ 3,046,270	$ 3,152,683	$ 3,150,127	$ 3,150,127	$ 3,835,491
Expenses					
6101 Regular Salaries	$ 1,770	$ -	$ -	$ -	$ 84,975
6105 Overtime	-	-	-	-	2,000
6150 Fringes	647	-	-	-	37,046
6308 Landscape Supplies	-	-	-	-	23,690
6325 Construction Materials	-	-	-	-	7,000
6401 Accounting/Audit	1,129	1,398	1,450	1,450	5,000
6402 Legal Fees	1,189	945	-	-	-
6404 Consulting Services	4,343	-	-	-	-
6408 Contractor Fees	3,528	-	-	-	5,000
6425 CEA Equip. Rental	-	-	-	-	22,000
6599 Other Contracts/Obligation	118,573	22,427	9,800	9,800	11,200
6809 Infrastructure Construction	-	-	-	-	1,546,121
7913 Trans Out - Debt Service	1,996,689	4,170,297	1,274,005	1,515,905	-
Total Expense	$ 2,127,868	$ 4,195,067	$ 1,285,255	$ 1,527,155	$ 1,744,032

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations	
Real estate commissions	$ 11,200
	$ 11,200
Landscape Supplies	
Trees for newly paved streets	$ 23,690
	$ 23,690
Infrastructure Construction	
Streets	$ 1,268,601
Sidewalks	182,760
Sanitary Sewers	35,535
Storm Sewers	59,225
	$ 1,546,121

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT #4
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Property Taxes	$ 1,966,055	$ 2,257,299	$ 2,707,233	$ 2,804,294	$ 3,463,196
Intergovernmental	133,771	120,394	120,394	112,295	112,295
Interest Income	138,008	361,059	200,000	210,000	120,000
Other	154,161	-	-	-	-
Total Revenues	2,391,995	2,738,752	3,027,627	3,126,589	3,695,491
Expenses					
Capital outlay	130,050	23,372	-	1,515,905	1,727,832
Administrative Expense	1,129	1,398	11,250	11,250	16,200
Total Expenses	131,179	24,770	11,250	1,527,155	1,744,032
Revenues over (under) Expenses	2,260,816	2,713,982	3,016,377	1,599,434	1,951,459
Other Financing Sources (Uses)					
Operating Transfers Out - Debt Service	(1,996,689)	(4,170,297)	(1,274,005)	(1,516,949)	-
Sale of City Property	654,275	413,931	122,500	90,000	140,000
Total Other Financing Sources (Uses)	(1,342,414)	(3,756,366)	(1,151,505)	(1,426,949)	140,000
Net Change in Fund Balances	918,402	(1,042,384)	1,864,872	172,485	2,091,459
Fund Balance - Beginning	3,820,231	4,738,633	3,696,249	3,696,249	3,868,734
Fund Balance - Ending	$ 4,738,633	$ 3,696,249	$ 5,561,121	$ 3,868,734	$ 5,960,193

Discussion of changes in fund balances:

TIF #4 is technically still open for capital expenditures due to changes in the state statute governing tax incremental financing districts. It is classified as a Special Revenue Fund. The existence of a positive fund balance in this fund is the result of inflows of incremental property taxes and revenue from the sale of land for commercial and industrial development exceeding the capital investments made in the early years of the TIF. It is expected that TIF #4 will close in 2008.

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

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

PROGRAM MISSION

This fund provides for commercial redevelopment of West Wisconsin Avenue between Gillett Street and Bennett Street and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The 2008 CIP request would cover a portion of the total costs associated with site preparation, infrastructure and general construction assistance for TIF eligible improvements for a second phase of Heartwood Homes Senior Living, a multi-family housing development just north of Wisconsin Avenue, along Mason Street and Kamps Avenue. The expenditure period for capital projects for this district expires March 3, 2021.

Summary of Advances	General Fund
2002	8,815
2003	14,690
2004	30,183
2005	33,434
2006	4,356
2007	4,574
2008	4,803
12/31/08 Balance	$ 100,855

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 10,357	$ 8,538	$ 2,917	$ 2,917	$ 3,326	14.02%
Program Expenses		$ 232,934	$ 101,981	$ 103,484	$ 103,484	$ 188,703	82.35%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		98,161	100,584	102,034	102,034	137,203	34.47%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		134,773	1,397	1,450	1,450	51,500	3451.72%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4110 Property Taxes	$ 68,798	$ 104,895	$ 132,244	$ 132,244	$ 143,705
4130 Pmt in Lieu of Taxes	8,873	1,000	-	-	800
4227 State Aid - Computers	352	1,917	1,917	1,917	1,526
4710 Interest on Investments	1,132	5,621	1,000	1,000	1,000
5910 Proceeds of Long-term Debt	130,000	-	-	-	50,000
Total Revenue	$ 209,155	$ 113,433	$ 135,161	$ 135,161	$ 197,031
Expenses					
6401 Accounting/Audit	$ 4,773	$ 1,397	$ 1,450	$ 1,450	$ 1,500
6408 Contractor Fees	-	-	-	-	50,000
6599 Other Contracts/Obligation	130,000	-	-	-	-
6720 Interest Payments	3,434	4,356	4,574	4,574	4,803
7913 Trans Out - Debt Service	94,727	96,228	97,460	97,460	132,400
Total Expense	$ 232,934	$ 101,981	$ 103,484	$ 103,484	$ 188,703

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Contractor Fees

TIF eligible expenses for Heartwood Homes Phase II	$ 50,000
	$ 50,000

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT # 5
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Property Taxes	$ 77,671	$ 105,895	$ 132,244	$ 137,021	$ 144,505
Intergovernmental	352	1,917	1,917	1,526	1,526
Interest Income	1,132	5,621	1,000	5,500	1,000
Total Revenues	79,155	113,433	135,161	144,047	147,031
Expenses					
Capital outlay	134,774	1,397	1,450	1,450	51,500
Interest Expense	3,434	4,356	4,574	4,574	4,803
Total Expenses	138,208	5,753	6,024	6,024	56,303
Revenues over (under) Expenses	(59,053)	107,680	129,137	138,023	90,728
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	130,000	-	-	-	50,000
Operating Transfers Out - Debt Service	(94,727)	(96,228)	(97,460)	(97,460)	(132,400)
Total Other Financing Sources (Uses)	35,273	(96,228)	(97,460)	(97,460)	(82,400)
Net Change in Fund Balances	(23,780)	11,452	31,677	40,563	8,328
Fund Balance - Beginning	(52,765)	(76,545)	(65,093)	(65,093)	(24,530)
Fund Balance - Ending	$ (76,545)	$ (65,093)	$ (33,416)	$ (24,530)	$ (16,202)

Discussion of changes in fund balances:

The existence of a negative fund balance in this fund is the result of capital investments in the early years of the TIF district which continue to be funded by the inflows of incremental property taxes.

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT #5
LONG TERM DEBT

	1999B G.O. Notes		2001B G.O. Notes	
Year	Principal	Interest	Principal	Interest
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
	$ 120,000	$ 7,920	$ 200,000	$ 29,400

	2002B G.O. Notes		2005B G.O. Notes	
Year	Principal	Interest	Principal	Interest
2008	20,000	9,985	-	5,075
2009	20,000	8,965	-	5,075
2010	30,000	7,650	-	5,075
2011	30,000	6,015	-	5,075
2012	90,000	2,588	25,000	4,638
2013	-	-	30,000	3,600
2014	-	-	35,000	2,300
2015	-	-	40,000	800
	$ 190,000	$ 35,203	$ 130,000	$ 31,638

	TOTAL		
Year	Principal	Interest	Total
2008	100,000	32,400	132,400
2009	130,000	25,320	155,320
2010	80,000	19,025	99,025
2011	110,000	13,490	123,490
2012	115,000	7,226	122,226
2013	30,000	3,600	33,600
2014	35,000	2,300	37,300
2015	40,000	800	40,800
	$ 640,000	$ 104,161	$ 744,161

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

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

PROGRAM MISSION

TIF District #6 supports the City's southeast growth corridor, financing land assembly for both public purposes and industrial development as well as infrastructure installation to the area. This fund accounts for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The year 2008 Budget provides $83,000 for Administration. 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.
Eligible expenditures may be made in this district until February 14, 2018.
Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Southpoint Commerce Park	$ 83,000	Projects, Pg. 608
Concrete Paving Program	524,093	Projects, Pg. 614
Asphalt Paving Program	151,538	Projects, Pg. 610
Stormwater Program	382,071	Projects, Pg. 624
Total	$ 1,140,702	

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 220,217	$ 371,516	$ 432,825	$ 432,825	$ 520,212	20.19%
Program Expenses		$ 3,835,265	$ 4,007,308	$ 2,063,226	$ 3,655,313	$ 3,475,155	68.43%
Expenses Comprised Of:							
Personnel		88,804	117,426	31,839	31,839	118,772	273.04%
Administrative Expense		1,081,166	1,699,395	1,986,937	1,986,937	2,332,853	17.41%
Supplies & Materials		1,459	131,562	-	400,492	144,389	N/A
Purchased Services		939,500	579,215	41,450	102,210	107,392	159.09%
Utilities		301	4,116	-	-	-	N/A
Repair & Maintenance		1,497	24,700	3,000	3,000	24,925	730.83%
Other Capital Expenditures		1,722,538	1,450,894	-	1,130,835	746,824	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4110 Property Taxes	$ 1,070,883	$ 1,200,312	$ 1,434,083	$ 1,434,083	$ 1,514,053
4130 Pmt in Lieu of Taxes	24,845	-	-	-	30,000
4227 State Aid - Computers	16,107	17,825	17,825	17,825	25,212
4230 Miscellaneous Local Aids	-	192,514	-	-	-
4710 Interest on Investments	59,995	159,577	65,000	65,000	65,000
5004 Sale of City Prop - Nontax	116,270	-	350,000	350,000	400,000
5015 Rental of City Property	3,000	1,600	-	-	-
5910 Proceeds of Long-term Debt	2,761,220	2,386,387	-	1,299,535	1,140,702
Total Revenue	$ 4,052,320	$ 3,958,215	$ 1,866,908	$ 3,166,443	$ 3,174,967
Expenses					
6101 Regular Salaries	$ 58,185	$ 76,846	$ 23,270	$ 23,270	$ 81,972
6104 Call Time	-	29	-	-	-
6105 Overtime	2,437	1,679	-	-	1,000
6108 Part-Time	299	5,679	-	-	-
6150 Fringes	27,884	33,193	8,569	8,569	35,800
6308 Landscape Supplies	-	-	-	8,600	5,988
6309 Shop Supplies & Tools	119	210	-	-	-
6325 Construction Materials	787	130,004	-	391,892	135,901
6328 Signs	553	1,348	-	-	2,500
6401 Accounting/Audit	4,766	1,398	1,450	1,450	1,600
6402 Legal Fees	1,448	1,386	-	-	-
6404 Consulting Services	8,157	-	-	-	35,000
6408 Contractor Fees	7,691	23,050	-	60,760	22,792
6413 Utilities	301	4,116	-	-	-
6415 Tipping Fees	-	110	-	-	-
6425 CEA Equip. Rental	1,497	24,700	3,000	3,000	24,925
6429 Interfund Allocations	(664)	-	-	-	-
6599 Other Contracts/Obligations	918,101	553,271	40,000	40,000	48,000
6801 Land	-	-	-	111,670	-
6809 Infrastructure Construction	1,722,538	1,450,894	-	1,019,165	746,824
7913 Trans Out - Debt Service	1,081,166	1,699,395	1,986,937	1,986,937	2,332,853
Total Expense	$ 3,835,265	$ 4,007,308	$ 2,063,226	$ 3,655,313	$ 3,475,155

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Street lights	$ 42,000
Asphalt	93,901
	$ 135,901

Other Contracts / Obligations	
Real estate commissions	$ 32,000
Weed cutting/Debris clean up	16,000
	$ 48,000

Consulting Services	
Misc. consulting	$ 10,000
Platting	25,000
	$ 35,000

Contractor Fees	
Asphalt milling, Eisenhower Road	$ 15,292
Pavement marking, new concrete Eisenhower & Plank Roads	7,500
	$ 22,792

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Property Taxes	$ 1,095,728	$ 1,200,312	$ 1,434,083	$ 1,543,958	$ 1,544,053
Intergovernmental	16,107	210,339	17,825	25,212	25,212
Interest Income	59,995	159,577	65,000	65,000	65,000
Other	3,000	1,600	-	4,722	-
Total Revenues	1,174,830	1,571,828	1,516,908	1,638,892	1,634,265
Expenses					
Capital Outlay	2,749,333	2,306,515	46,839	1,138,926	1,104,702
Administrative Expense	4,766	1,398	29,450	29,450	37,600
Total Expenses	2,754,099	2,307,913	76,289	1,168,376	1,142,302
Revenues over (under) Expenses	(1,579,269)	(736,085)	1,440,619	470,516	491,963
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	2,761,220	2,386,387	-	1,154,374	1,140,702
Operating Transfers Out - Debt Service	(1,081,166)	(1,699,395)	(1,986,937)	(1,986,937)	(2,332,853)
Sale of City Property	116,270	-	350,000	1,566	400,000
Total Other Financing Sources (Uses)	1,796,324	686,992	(1,636,937)	(830,997)	(792,151)
Net Change in Equity	217,055	(49,093)	(196,318)	(360,481)	(300,188)
Fund Balance - Beginning	1,828,894	2,045,949	1,996,856	1,996,856	1,636,375
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 2,045,949	$ 1,996,856	$ 1,800,538	$ 1,636,375	$ 1,336,187

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT

	1999B G.O. Notes		2000 G.O. Notes		2001A G.O. Notes	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2008	215,000	21,945	755,000	18,403	100,000	46,582
2009	225,000	7,425	-	-	200,000	40,320
2010	-	-	-	-	400,000	27,520
2011	-	-	-	-	430,000	9,460
	$ 440,000	$ 29,370	$ 755,000	$ 18,403	$ 1,130,000	$ 123,882

	2001 State Trust Fund Loan		2005 Refunding Bonds		2002A G.O. Notes	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2008	250,000	68,606	20,000	65,425	-	70,240
2009	300,000	55,894	910,000	49,175	100,000	68,340
2010	400,000	40,894	950,000	16,625	100,000	64,440
2011	417,875	20,894	-	-	700,000	48,440
2012					840,000	17,220
	$ 1,367,875	$ 186,288	$ 1,880,000	$ 131,225	$ 1,740,000	$ 268,680

	2002 State Trust Fund Loan		2003A G.O. Notes		2003 State Trust Fund Loan	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2008	119,493	81,730	50,000	37,700	109,533	93,242
2009	125,691	75,532	100,000	35,525	115,264	87,425
2010	131,976	69,248	100,000	32,400	121,027	81,662
2011	138,574	62,649	100,000	29,075	127,079	75,611
2012	145,350	55,873	280,000	22,475	133,243	69,511
2013	152,771	48,453	475,000	8,787	140,095	62,595
2014	160,409	40,814	-	-	147,100	55,590
2015	168,430	32,794	-	-	154,454	48,235
2016	176,784	24,439	-	-	162,066	40,648
2017	185,690	15,533	-	-	170,281	32,409
2018	90,413	6,248	-	-	178,795	23,895
2019	34,556	1,728	-	-	170,287	14,955
2020	-	-	-	-	128,815	6,458
	$ 1,630,137	$ 515,041	$ 1,105,000	$ 165,962	$ 1,858,039	$ 692,236

	2005B G.O. Notes		2006A G.O. Notes		2007A G.O. Notes	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2008	-	72,750	-	80,183	-	57,021
2009	-	72,750	-	80,182	-	48,875
2010	-	72,750	-	80,183	-	48,875
2011	285,000	67,763	-	80,183	-	48,875
2012	285,000	57,788	-	80,182	-	48,875
2013	285,000	47,100	480,000	70,282	-	48,875
2014	485,000	31,700	485,000	50,379	270,000	43,138
2015	550,000	11,000	485,000	30,373	280,000	31,450
2016	-	-	485,000	10,185	295,000	16,231
2017	-	-	-	-	305,000	6,481
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
2020	-	-	-	-	-	-
	$ 1,890,000	$ 433,601	$ 1,935,000	$ 562,132	$ 1,150,000	$ 398,696

	TOTAL		
Year	Principal	Interest	Total
2008	1,619,026	713,827	2,332,853
2009	2,075,955	621,443	2,697,398
2010	2,203,003	534,597	2,737,600
2011	2,198,528	442,950	2,641,478
2012	1,683,593	351,924	2,035,517
2013	1,532,866	286,092	1,818,958
2014	1,547,509	221,621	1,769,130
2015	1,637,884	153,852	1,791,736
2016	1,118,850	91,503	1,210,353
2017	660,971	54,423	715,394
2018	269,208	30,143	299,351
2019	204,843	16,683	221,526
2020	128,815	6,458	135,273
	$ 16,881,051	$ 3,525,516	$ 20,406,567

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 7 **Business Unit 4100**

PROGRAM MISSION

This fund provides for commercial redevelopment of the area of South Memorial Drive from Calumet Street to Valley Road and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The area of South Memorial Drive from Calumet Street to State Highway 441 has deteriorated significantly over the last ten years. The abandonment of Valley Fair Mall and the under utilization of former retail and service buildings is cause for alarm. The City has created TIF District #7 to provide targeted investments in this commercial corridor in conjunction with the private market while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces.

Project	Amount	Page
South Memorial Drive Redevelopment	$ 447,000	Projects, Pg. 609

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ -	$ -	$ -	$ -	$ -	N/A
Program Expenses		$ -	$ -	$ -	$ -	$ 447,000	N/A
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	447,000	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 7 **Business Unit 4100**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4710 Interest on Investments	$ -	$ -	$ -	$ -	$ -
5910 Proceeds of Long-term Debt	-	-	-	-	447,000
Total Revenue	$ -	$ -	$ -	$ -	$ 447,000
Expenses					
6404 Consulting Services	$ -	$ -	$ -	$ -	$ 12,000
6599 Other Contracts/Obligations	-	-	-	-	435,000
Total Expense	$ -	$ -	$ -	$ -	$ 447,000

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Consulting Services

Design services for revitalization grants	$ 12,000
	$ 12,000

Other Contracts/Obligations

Revitalization Grants	$ 35,000
Developer incentive for eligible project costs at Valley Fair Mall site (to be secured by development agreement approved by Council)	400,000
	$ 435,000

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Interest Income	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenses					
Program Costs	-	-	-	-	447,000
Total Expenses	-	-	-	-	447,000
Revenues over (under) Expenses	-	-	-	-	(447,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	447,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	447,000
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET

LIBRARY

Library Director: Terry P. Dawson

Deputy Director - Library: Barbara J. Kelly

CITY OF APPLETON 2008 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 2007 EVENTS

Continue long range plan goals
Patrons started picking up their own holds in March, increasing staff productivity.
Added standing order information to the online catalog.

Explore facility needs and options
Worked with Library Board & Mayor to discuss facility concerns; facility CIP requests submitted.

Continue cooperation with schools and other community organizations, including community read project
Children's author Cynthia Kadohata brought in almost 300 students for her program.
The Fox Cities Reads program expanded into Project Promise which brought in cooperation and support of surrounding libraries, area service organizations (CAP Services, FISC, Multicultural Center, as well as private concerns such as Thrivent Financial for Lutherans and ThedaCare).
Author Barbara Ehrenreich's visit brought in over 500 people.
The community read program has also spawned some future collaborative projects including next year's Fox Cities Book Festival, plus ongoing planning with other fox cities libraries.
Worked with New London Public Library & Door County Public Library System to set up integrated acquisitions.
Worked with Lawrence University to bring singer Pete Siegel to the library.
Conducted Hmong/English story time at the library; the Hmong Resource Center is in the planning stages.
Made plans to partner with the UW-Extension and the Fox Cities Humane Association to do programming in the fall.
Participated in the Career Connection Career Fair with 2,800 young adults from around the Fox Valley.
Hosted a poverty simulation with 66 participants in collaboration with CAP services.
Collaborated with the Fox Valley Symphony on a presentation of Iwo Jima by Betty Bradley with 144 people attending.
Collaborated with Aware Fox Cities organizations (political and social issues programming) to present "An Inconvenient Truth" with 64 people attending, and speaker Henry Golde with over 400 in attendance.

Utilize volunteers more effectively
Volunteer hours up 28% from 2006; library volunteer base has grown to 398 persons; plans underway to add grant-funded volunteer coordinator. If the plan moves forward, a separate budget adjustment will be brought forward to request the part-time position.
Volunteer services include shelving returned materials, delivery of library materials to the homebound (Walking Books), and special clerical projects. In addition, volunteers now assist patrons by directing them to new holds shelving system, as well as assisting patrons with the self-check machines. Volunteers are also more active in program planning activities, including assistance in leading programs. Teen volunteers have also been helpful in shelving books.

Develop new long range plan for 2008-2010 to build upon existing 2005-2007 plan
Library Board and staff planning committees developed recommendations and a new plan was adopted.

Use new technologies for increased productivity
During the first quarter of 2007, 13% of the library's total circulation was done on the self-check machines.
Increased use of Wiki software (an interactive website that can be edited by anyone with access to it) for collaborative projects as well as blogs for communication; major revisions to intranet following staff input & survey.
At the end of March, total circulation was 347,090. Circulation through May was 11% higher than 2006.
Began implementation of EDI software. Managed through the OWLSnet consortium, the sofware allows for electronic materials ordering and vendor invoicing.

Explore revisions to website and online service delivery
Webmaster revising code, testing technologies with staff review & input from OWLS staff.

Maintain the high quality library services to which residents are entitled, including circulation, collection development, cataloging, reference & readers' advisory, programs, electronic services, public meetings, etc.
Material holds filled for patrons was up 45% through May from last year. As of May 31, 72,122 holds were filled.
Collection Development Plan under staff revision on the library Wiki.

CITY OF APPLETON 2008 BUDGET
LIBRARY

MAJOR 2008 OBJECTIVES

Continue long range plan goals including:
• Foster a lifelong love of reading and learning in children and young adults.
• Foster lifelong learning by providing resources and assistance for individuals seeking and evaluating information.
• Provide access to current, popular materials and programs.
• Provide dependable and reliable information
• Serve as a community gathering place.
• Provide local information, local history, and cultural diversity resources.
• Provide an adequate number of well-trained staff and volunteers.
• Align library services with community needs.
• Ensure adequate financial resources to meet community library service needs.
• Use appropriate technology to provide service, assist staff, and increase efficiency.
• Ensure clean, safe, well-maintained and easily accessible facilities

Increase efforts in marketing & advocacy, fund development, technology development for efficiency, staffing levels & training, library environment & neighborhood

Continue to explore facility needs and options

Continue cooperation with schools & other community organizations, including book festival and community read project

Utilize volunteers more effectively

Continuously work to improve website and online service delivery

Maintain the high quality library services to which residents are entitled, including circulation, collection development, cataloging, reference & readers' advisory, programs, electronic services and public meetings

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
	Program Revenues	$ 776,115	$ 770,886	$ 783,115	$ 810,575	$ 811,304	3.60%
	Program Expenses						
16010	Administration	381,982	459,929	479,075	479,075	500,308	4.43%
16021	Children's Services	444,384	452,881	464,844	464,844	473,094	1.77%
16023	Circulation	768,480	827,056	838,075	838,075	841,261	0.38%
16024	Reference Services	816,508	751,291	784,707	789,167	822,500	4.82%
16031	Maintenance	399,693	425,598	554,540	554,540	526,655	-5.03%
16032	Technical Services	956,785	928,342	919,618	950,166	983,889	6.99%
16033	Network Services	135,651	151,351	149,536	149,536	155,454	3.96%
	TOTAL	$ 3,903,483	$ 3,996,448	$ 4,190,395	$ 4,225,403	$ 4,303,161	2.69%
Expenses Comprised Of:							
Personnel		3,004,819	3,042,290	3,164,886	3,164,886	3,259,388	2.99%
Administrative Expense		89,848	83,883	83,706	83,706	84,664	1.14%
Supplies & Materials		531,792	535,865	495,921	526,469	558,540	12.63%
Purchased Services		59,421	57,673	59,526	63,986	59,729	0.34%
Utilities		146,346	139,225	162,937	162,937	157,837	-3.13%
Repair & Maintenance		65,845	95,953	197,819	197,819	176,003	-11.03%
Capital Expenditures		5,412	41,559	25,600	25,600	7,000	-72.66%
Full Time Equivalent Staff:							
Personnel allocated to programs		46.00	45.50	45.50	45.50	45.50	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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:

Work with other City departments, neighboring businesses and Appleton Downtown Inc. to maintain a positive environment near the Library
Work with Library staff and Police to maintain a positive environment in the Library
Seek ways to increase use of volunteers
Seek increased training and development opportunities for Library staff
Encourage staff participation in task forces for improved communication
Utilize and explore new technologies for improved efficiency, service delivery and communication
Plan, organize, coordinate, and review Library services & policies under authority of the Library Board of Trustees
Sustain cooperative agreements with educational institutions for coordination of services and seek opportunities to develop new cooperative activities
Maintain an operating budget that meets patron service needs, including innovative funding and grants
Sustain the Library's role as a community gathering place for individuals and families
Maintain stewardship of Library facilities, including appropriate funding for maintenance and repairs
Work with other libraries, state agencies & library organizations for efficient coordination of services and equitable compensation

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as responsive or very responsive	98%	98%	98%	98%	98%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	12	14	6	6	8
Work Process Outputs					
Grant funds awarded	$ 77,551	$ 76,500	$ 79,500	$ 79,500	$ 85,000
Meetings with community leaders	40	81	30	30	30
State-level meetings attended	40	39	25	25	20
Surveys conducted	1	1	1	1	1
Walking books clients added	49	19	25	25	25
Library volunteers	288	386	300	400	400
Press releases issued	108	136	130	130	150

CITY OF APPLETON 2008 BUDGET
LIBRARY

Administration **Business Unit 16010**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ 835	$ -	$ -	$ 4,460	$ -
4232 Library Grants & Aids	606,827	606,827	649,915	649,915	675,904
4801 Charges for Serv.- Nontax	94,318	96,647	85,000	85,000	95,000
5004 Sale of City Prop - Nontax	-	178	-	-	-
5005 Sale of City Prop - Tax	-	877	-	-	-
5015 Rental of City Property	38,359	30,862	38,000	38,000	32,000
5020 Donations & Memorials	3,933	1,569	-	6,000	-
5035 Other Reimbursements	-	1,995	-	-	-
5045 Reimb from Prior Yr. Exp	5,019	-	-	-	-
5085 Cash Short or Over	-	1	-	-	-
Total Revenue	$ 749,291	$ 738,956	$ 772,915	$ 783,375	$ 802,904
Expenses					
6101 Regular Salaries	$ 242,798	$ 303,061	$ 311,369	$ 311,369	$ 323,056
6108 Part-Time	17,088	16,301	17,371	17,371	17,733
6150 Fringes	101,524	119,918	129,410	129,410	137,444
6201 Training\Conferences	2,282	4,607	1,900	1,900	3,500
6206 Parking Permits	1,296	1,428	1,428	1,428	1,428
6301 Office Supplies	4,657	4,180	5,400	5,400	4,900
6303 Memberships & Licenses	2,490	2,099	2,300	2,300	2,300
6304 Postage\Freight	350	-	-	-	-
6305 Awards & Recognition	397	806	690	690	690
6307 Food & Provisions	503	474	920	920	920
6320 Printing & Reproduction	263	1,285	750	750	1,300
6324 Medical\Lab Supplies	74	-	100	100	100
6412 Advertising	-	808	875	875	875
6413 Utilities	7,596	4,702	5,162	5,162	5,162
6418 Equip Repairs & Maint	664	260	1,400	1,400	900
Total Expense	$ 381,982	$ 459,929	$ 479,075	$ 479,075	$ 500,308

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 1,300 quality programs 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 3,700 children
Develop a quality children's materials collection through selection, collection development and maintenance
Work with administration and Library web coordinator to redesign the Children's Services' website
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 at least 5 pathfinders and 20 flyers
Increase the use of volunteers to handle more routine tasks
Manage public access computing procedures and policies in the Children's Services area.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	20,389	22,895	25,000	20,000	22,000
Computer workstation sessions	19,981	15,158	18,000	16,000	17,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	3,207	3,479	3,700	3,600	3,700
Work Process Outputs					
Reference transactions	22,989	24,659	26,000	22,000	26,000
Number of children's programs	963	1,072	1,250	1,260	1,260

CITY OF APPLETON 2008 BUDGET
LIBRARY

Children's Services **Business Unit 16021**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 273,851	$ 287,921	$ 293,694	$ 293,694	$ 294,034
6108 Part-Time	31,500	31,879	30,246	30,246	29,726
6150 Fringes	127,922	122,848	132,435	132,435	138,715
6201 Training\Conferences	2,883	2,912	1,800	1,800	3,200
6206 Parking Permits	2,124	1,584	1,584	1,584	1,584
6301 Office Supplies	3,632	2,624	2,410	2,410	2,410
6320 Printing & Reproduction	1,571	2,065	750	750	2,000
6327 Miscellaneous Equipment	-	148	900	900	400
6418 Equip Repairs & Maint	96	-	100	100	100
6599 Other Contracts/Obligations	805	900	925	925	925
Total Expense	$ 444,384	$ 452,881	$ 464,844	$ 464,844	$ 473,094

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 and with greater efficiency all materials circulated, plus items used at the library
Register new patrons and re-register those that expired, maintaining a database of over 75,000 users
Process and check out over 90,000 reserved items
Collect and route approximately 75,000 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
Implement and promote the use of self-checkout machines
Prepare and maintain displays of popular materials
Work with local organizations to encourage library card signup by Hmong and Spanish community members

Major Program Changes:

The increase in equipment maintenance is due to the cost of the maintenance contracts on the 5 existing self-check machines.

The Library owns five self-checkout machines. One was purchased several years ago as a pilot test of the concept by the Library Foundation. Two were included in the library budget in 2006. Two were purchased in 2007 from the Brookfield, WI library (used) with funding that was in the budget for one new machine. We feel that the current fleet of five machines is sufficient. Since all of the machines are currently under maintenance contracts, and are relatively new, we have not included any replacement machines in the 2008 budget. During the coming year, we will obtain a greater knowledge of the life expectancy of these machines, which are essentially PC's integrated with barcode scanners and networking equipment that can communicate with the OWLSnet Integrated Library System. It may be necessary to budget for a replacement machine in 2009.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Improved efficiencies in delivering service					
% of overdue & hold notices sent by email	71%	66%	60%	66%	65%
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so.					
Number of registered patrons	88,275	82,545	90,000	86,000	90,000
Annual door count	551,072	537,057	580,000	550,000	560,000
Work Process Outputs					
Adult materials circulation	745,054	776,397	800,000	900,000	900,000
Children's materials circulation	408,892	455,341	425,000	450,000	450,000
Reserves filled for APL patrons	108,606	132,620	110,000	160,000	170,000

CITY OF APPLETON 2008 BUDGET
LIBRARY

Circulation **Business Unit 16023**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 448,847	$ 494,055	$ 509,242	$ 509,242	$ 517,913
6108 Part-Time	99,585	79,855	69,374	69,374	70,795
6150 Fringes	203,573	205,403	221,213	221,213	226,185
6201 Training\Conferences	1,363	1,232	1,200	1,200	1,200
6206 Parking Permits	6,696	4,752	5,016	5,016	4,488
6301 Office Supplies	4,319	3,678	6,180	6,180	5,180
6320 Printing & Reproduction	1,057	1,497	750	750	1,500
6418 Equip Repairs & Maint	3,040	3,778	5,600	5,600	14,000
6804 Equipment	-	32,806	19,500	19,500	-
Total Expense	$ 768,480	$ 827,056	$ 838,075	$ 838,075	$ 841,261

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Equip Repairs & Maintenance	
Maintenance contracts - Self-check machines	$ 14,000
	$ 14,000

CITY OF APPLETON 2008 BUDGET
LIBRARY
Reference and Information Services **Business Unit 16024**

PROGRAM MISSION

In order for people to 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 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, and online services
Manage public access to computers and provide classroom and individual instruction to school groups & adults
Develop and maintain the Library's main and teen websites
Maintain, develop and preserve the local history collection and provide on-line access to data bases and digital collections of local information
Plan and implement programming for adults and young adults, give presentations to public groups
Design and produce user information guides, increasing on-line delivery to cut printing costs
Coordinate and manage inter-library loan services to library users
Select, maintain and preserve materials for the library media, young adult, non-fiction and reference collections
Seek opportunities to participate in local organizations with similar missions
Seek opportunities for cooperative services and programs in diverse cultures and on topics of current interest
Provide displays and exhibits on topics of current interest

Major Program Changes:

The increase in miscellaneous equipment ($10,000) is due to the cost of a new microfiche reader/printer. This request was originally included in the 2007 budget but was deleted as a cost reduction measure.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Patron questions answered	114,413	109,192	110,000	112,000	110,100
E-mail requests for information	3,610	4,831	2,600	3,000	3,100
People find programs that stimulate their thinking					
% of attendees evaluating adult or young adult programs as "good" or "excellent"	95%	91%	90%	90%	90%
Strategic Outcomes					
People have information to succeed at school, at work, and in their personal lives					
Number of sessions on public access computers	86,696	99,019	83,000	84,000	83,100
People develop skills needed to seek & evaluate information					
Internet & Library instruction program attendance	1,277	1,210	1,500	1,200	1,200
Young adult program attendance	1,617	1,140	1,700	1,500	1,500
Adult program attendance	2,238	2,563	2,500	3,100	2,600
Work Process Outputs					
Reference questions answered	87,896	87,488	88,500	90,000	89,000
Informational handouts produced	127	176	110	200	110
Interloans obtained for APL patrons	67,443	81,525	65,000	90,000	80,000
Web page "hits" (page accesses)	2,002,652	2,471,850	2,600,000	2,200,000	2,200,000
Number of locally produced databases or digital collections available via web	7	8	9	9	10

CITY OF APPLETON 2008 BUDGET
LIBRARY
Reference and Information Services **Business Unit 16024**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5035 Other Reimbursements	$ 1,744	$ 1,375	$ 1,200	$ 1,200	$ 1,200
Total Revenue	$ 1,744	$ 1,375	$ 1,200	$ 1,200	$ 1,200
Expenses					
6101 Regular Salaries	$ 513,340	$ 472,113	$ 498,522	$ 498,522	$ 515,952
6108 Part-Time	64,257	67,780	57,585	57,585	57,041
6150 Fringes	204,380	186,215	209,686	209,686	222,193
6201 Training\Conferences	3,803	1,780	3,200	3,200	3,500
6206 Parking Permits	3,936	2,904	2,904	2,904	2,904
6301 Office Supplies	7,420	5,312	2,935	2,935	2,935
6320 Printing & Reproduction	936	411	1,500	1,500	500
6327 Miscellaneous Equipment	9,247	10,218	1,000	1,000	11,000
6412 Advertising	1,749	-	-	-	-
6418 Equip Repairs & Maint	6,555	4,558	6,000	6,000	6,000
6599 Other Contracts/Obligations	885	-	1,375	5,835	475
6804 Equipment	-	-	-	-	-
Total Expense	$ 816,508	$ 751,291	$ 784,707	$ 789,167	$ 822,500

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment	
Microfiche reader/printer	$ 10,000
Miscellaneous equipment	1,000
	$ 11,000

CITY OF APPLETON 2008 BUDGET
LIBRARY

Maintenance **Business Unit 16031**

PROGRAM MISSION

To create and preserve a clean, safe, accessible 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
Address safety concerns of patrons and staff
Perform special needs and projects within the building
Collate information and prepare reports for Library administration
Set up meeting rooms as scheduled for staff and patrons
Assist the Facilities Management Department in the regular upkeep of the facility and inform them of building needs and concerns
Work with other library sections to maintain quality library services

Major Program Changes:

Shelving will be a major concern in the coming years. Two CIPs have been submitted for shelving. Though one is for 2009, the other is for revising the media section of the library to accommodate an additional range of shelving for the growing media collection. This collection has seen the most use and most rapid growth of any library formats. In addition, the demands for more space makes shelving needs a higher necessity.

The increase in miscellaneous equipment ($1,100) is due to the replacement of 2 vacuum cleaners.

The increase in building maintenance ($4,800) reflects the cost of additional shelving in the Children's Services, circulation holds self-pickup, reference and Hmong resource areas.

The reduction in facilities charges ($32,966) is due to an anticipated decrease in the amount of time needed for Facilities Management Department (FMD) staff to maintain the library facility. Time estimated in the 2007 budget was an approximation based on square footage. The anticipated decrease is based on the actual amount of time spent on site during the first 6 months of 2007. Additionally, less time will be needed for HVAC maintenance due to the 2007 chiller replacement.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons surveyed expressing satisfaction with cleanliness and safety of facility	95%	96%	95%	95%	95%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	2,186	3,073	2,200	2,200	2,200
Work Process Outputs					
Monthly checklists completed on time	12	12	12	12	12
Number of special needs and projects performed during the year	New measure	12	12	12	12
Number of reports for Library Board and Administration	New measure	16	40	40	40
% of special service requests completed within 48 hours	94%	95%	90%	90%	90%

CITY OF APPLETON 2008 BUDGET
LIBRARY

Maintenance **Business Unit 16031**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5001 Fees & Commissions	$ 1,978	$ 3,412	$ 2,000	$ 2,000	$ 1,700
Total Revenue	$ 1,978	$ 3,412	$ 2,000	$ 2,000	$ 1,700
Expenses					
6101 Regular Salaries	$ 104,511	$ 109,062	$ 112,352	$ 112,352	$ 114,874
6108 Part-Time	32,181	30,730	31,575	31,575	32,182
6150 Fringes	55,029	52,436	56,712	56,712	59,989
6201 Training\Conferences	75	-	200	200	200
6206 Parking Permits	936	792	792	792	792
6301 Office Supplies	-	-	-	-	-
6306 Building Maint./Janitorial	9,191	7,730	7,500	7,500	7,000
6308 Landscape Supplies	-	191	100	100	100
6309 Shop Supplies & Tools	431	337	265	265	265
6310 Chemicals	692	540	1,000	1,000	1,000
6311 Paint & Supplies	382	432	100	100	100
6323 Safety Supplies	34	26	150	150	75
6325 Construction Materials	-	82	-	-	-
6327 Miscellaneous Equipment	759	-	100	100	1,200
6407 Collection Services	1,376	1,360	1,200	1,200	1,200
6413 Utilities	138,750	134,524	157,775	157,775	152,675
6416 Build Repairs & Maint.	55,139	87,203	200	200	5,000
6418 Equip Repairs & Maint	207	153	2,000	2,000	450
6420 Facilities charges	-	-	182,519	182,519	149,553
Total Expense	$ 399,693	$ 425,598	$ 554,540	$ 554,540	$ 526,655

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 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 1,100 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 changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within one week of being placed	63%	49% *	60%	54%	60%
Strategic Outcomes					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	294,168	299,295	305,000	305,000	310,000
Work Process Outputs					
# of volumes processed	30,249	42,133	30,000	40,000	42,000
# of titles ordered	20,015	42,133	25,000	25,500	26,000

* Due to the introduction of a new Integrated Library System, this information is only for the 2nd half of the year.

CITY OF APPLETON 2008 BUDGET
LIBRARY

Technical Services **Business Unit 16032**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5035 Other Reimbursements	$ 15,542	$ 20,780	$ -	$ 17,000	$ -
Total Revenue	$ 15,542	$ 20,780	$ -	$ 17,000	$ -
Expenses					
6101 Regular Salaries	$ 289,290	$ 277,325	$ 269,301	$ 269,301	$ 279,080
6108 Part-Time	3,817	5,566	13,791	13,791	14,290
6150 Fringes	112,311	94,492	96,491	96,491	103,615
6201 Training\Conferences	1,123	1,348	1,200	1,200	1,350
6206 Parking Permits	2,184	1,584	1,848	1,848	1,320
6301 Office Supplies	22,375	25,238	28,980	28,980	27,980
6315 Books & Library Materials	470,936	468,184	452,856	483,404	500,000
6418 Equip Repairs & Maint	144	-	-	-	-
6599 Other Contracts/Obligations	54,605	54,605	55,151	55,151	56,254
Total Expense	$ 956,785	$ 928,342	$ 919,618	$ 950,166	$ 983,889

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Office Supplies	
General office supplies	$ 2,100
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	25,880
	$ 27,980
Books & Library Materials	
Children's materials	$ 115,000
Adult materials	385,000
	$ 500,000
Other Contracts/Obligations	
OWLSnet contract	$ 56,254
	$ 56,254

CITY OF APPLETON 2008 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:

The library currently supports 50 computers configured for public access to the shared automation system and the internet. We also support over 60 staff computers used for check-in, check-out, reference and general office use. Our equipment replacement budget must cover necessary replacement in all of these areas, and also cover the cost of any growth in this network. We are currently able to replace most staff and public computers on approximately a 5 year rotation, though some are replaced more often and some receive used replacements. Servers, switches and printers must also be replaced periodically. In 2007, the computer replacement funds were reduced by $5,000 as a budget saving measure. We stated at that time that such a reduction would be difficult to sustain for more than one year. This budget requests the restoration of some of those funds, as well as the addition of $1,000 to the software acquisition budget.

In order to address concerns by the Library Board regarding the need for staff training, we have increased the training/conferences line by $1,300. This increase would help fund the cost a professional level technology training course.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% of those surveyed who have used the library website	62%	91%	67%	67%	75%
Strategic Outcomes					
Community enjoys a high level of access to electronic information resources					
# of remote logins to online catalog	215,270	305,167	240,000	300,000	310,000
Full text database searches	23,456	20,082	27,000	24,000	24,000
Work Process Outputs					
PC workstations installed	21	32	30	30	36

CITY OF APPLETON 2008 BUDGET
LIBRARY

Network Services **Business Unit 16033**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2005	Budget Adopted 2006	Budget Amended 2006	Budget 2007
Revenues					
5035 Other Reimbursements	$ 7,560	$ 6,363	$ 7,000	$ 7,000	$ 5,500
Total Revenue	$ 7,560	$ 6,363	$ 7,000	$ 7,000	$ 5,500
Expenses					
6101 Regular Salaries	$ 52,768	$ 55,742	$ 73,562	$ 73,562	$ 75,309
6108 Part-Time	2,344	6,239	-	-	-
6150 Fringes	23,903	23,348	30,955	30,955	29,262
6201 Training\Conferences	-	1,275	700	700	2,000
6206 Parking Permits	312	264	264	264	528
6301 Office Supplies	3,746	5,279	2,355	2,355	2,355
6327 Miscellaneous Equipment	47,166	50,451	35,600	35,600	39,000
6815 Software Acquisition	5,412	8,753	6,100	6,100	7,000
Total Expense	$ 135,651	$ 151,351	$ 149,536	$ 149,536	$ 155,454

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment	
Workstation replacements	$ 31,000
Network hardware, wiring, etc.	8,000
	$ 39,000

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	607,662	606,827	654,375	649,915	654,375	675,904	675,904
Charges for Services	94,318	96,647	95,824	85,000	85,000	85,000	95,000
Other Revenues	74,134	67,412	77,439	48,200	71,200	32,000	40,400
TOTAL REVENUES	776,114	770,886	827,638	783,115	810,575	792,904	811,304
EXPENSES BY LINE ITEM							
Regular Salaries	1,546,919	1,597,542	1,479,446	1,875,031	1,875,031	1,884,255	1,884,255
Temp. Full-Time	138,047	177,487	184,538	30,498	30,498	218,187	235,963
Part-Time	250,770	238,351	206,824	382,455	382,455	239,543	221,767
Other Compensation	0	26	220	0	0	0	0
Sick Pay	44,177	27,852	19,898	0	0	0	0
Vacation Pay	196,264	196,371	181,202	0	0	0	0
Fringes	828,641	804,662	750,443	876,902	876,902	931,037	917,403
Salaries & Fringe Benefits	3,004,818	3,042,291	2,822,571	3,164,886	3,164,886	3,273,022	3,259,388
Training & Conferences	11,529	13,154	12,133	10,200	10,200	14,950	14,950
Parking Permits	17,484	13,308	13,308	13,836	13,836	13,044	13,044
Office Supplies	47,904	46,311	42,288	48,260	48,260	45,760	45,760
Memberships & Licenses	2,490	2,100	2,418	2,300	2,300	2,300	2,300
Postage & Freight	350	0	0	0	0	0	0
Awards & Recognition	397	806	333	690	690	690	690
Building Maintenance/Janitor.	9,191	7,730	5,090	7,500	7,500	7,000	7,000
Food & Provisions	503	474	574	920	920	920	920
Administrative Expense	89,848	83,883	76,144	83,706	83,706	84,664	84,664
Landscape Supplies	0	191	35	100	100	100	100
Shop Supplies & Tools	431	337	80	265	265	265	265
Chemicals	692	541	844	1,000	1,000	1,000	1,000
Paint & Supplies	381	432	58	100	100	100	100
Books & Library Materials	470,936	468,184	468,429	452,856	483,404	500,000	500,000
Printing & Reproduction	3,827	5,257	1,728	3,750	3,750	5,300	5,300
Safety Supplies	34	26	154	150	150	75	75
Medical & Lab Supplies	74	0	107	100	100	100	100
Construction Materials	0	82	0	0	0	0	0
Miscellaneous Equipment	55,416	60,816	37,627	37,600	37,600	51,600	51,600
Supplies & Materials	531,791	535,866	509,062	495,921	526,469	558,540	558,540
Collection Services	1,376	1,360	983	1,200	1,200	1,200	1,200
Advertising	1,749	808	366	875	875	875	875
Other Contracts/Obligations	56,295	55,505	60,461	57,451	61,911	57,654	57,654
Purchased Services	59,420	57,673	61,810	59,526	63,986	59,729	59,729
Electric	98,736	90,956	88,287	112,996	112,996	101,132	101,132
Gas	31,906	34,882	28,811	34,679	34,679	40,162	40,162
Water	6,995	6,095	8,124	6,500	6,500	7,281	7,281
Waste Disposal/Collection	0	1,097	0	2,000	2,000	2,500	2,500
Stormwater	1,114	1,493	1,699	1,600	1,600	1,600	1,600
Telephone	7,596	4,702	5,224	5,162	5,162	5,162	5,162
Utilities	146,347	139,225	132,145	162,937	162,937	157,837	157,837
Building Repair & Maintenance	55,139	87,203	1,794	1,750	1,750	5,000	5,000
Equipment Repair & Maintenanc	10,706	8,750	11,089	13,550	13,550	21,450	21,450
Facilities Charges	0	0	56,056	182,519	182,519	149,553	149,553
Repair & Maintenance	65,845	95,953	68,939	197,819	197,819	176,003	176,003
Machinery & Equipment	0	32,806	14,182	19,500	19,500	0	0
Software Acquisition	5,412	8,753	7,991	6,100	6,100	7,000	7,000
Capital Expenditures	5,412	41,559	22,173	25,600	25,600	7,000	7,000
TOTAL EXPENSES	3,903,481	3,996,450	3,692,844	4,190,395	4,225,403	4,316,795	4,303,161

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Library **Business Unit 4200**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various capital needs related to the Appleton Public Library.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Amount	Page
Media Shelving	$ 25,000	Projects, Pg. 665

Major program changes:

The budget for this capital projects fund fluctuates depending on the capital projects which are needed in any given year, their number, and their scale.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ -	$ -	$ -	$ -	$ -	N/A
Program Expenses		$ 33,978	$ -	$ 250,500	$ 250,500	$ 25,000	-90.02%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		33,978	-	-	-	25,000	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	250,500	250,500	-	-100.00%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Library **Business Unit 4200**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5020 Donations & Memorials	$ -	$ -	$ -	$ -	$ -
5910 Proceeds of Long-term Debt	34,000	-	250,478	250,478	25,000
Total Revenue	$ 34,000	$ -	$ 250,478	$ 250,478	$ 25,000
Expenses					
6404 Consulting	$ -	$ -	$ -	$ -	$ -
6408 Contractor Fees	33,978	-	250,500	250,500	25,000
Total Expense	$ 33,978	$ -	$ 250,500	$ 250,500	$ 25,000

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Media Shelving	$ 25,000
	$ 25,000

CITY OF APPLETON 2008 BUDGET
LIBRARY CAPITAL PROJECTS FUND
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Intergovernmental	$ -	$ -	$ -	$ -	$ -
Interest Income	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenses					
Program Costs	33,978	-	250,500	250,500	25,000
Total Expenses	33,978	-	250,500	250,500	25,000
Revenues over (under) Expenses	(33,978)	-	(250,500)	(250,500)	(25,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	34,000	-	250,478	250,478	25,000
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	34,000	-	250,478	250,478	25,000
Net Change in Equity	22	-	(22)	(22)	-
Fund Balance - Beginning	-	22	22	22	-
Fund Balance - Ending	$ 22	$ 22	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET
PERMANENT FUNDS

FOAL / 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 an annual scholarship in Library Science.

Major program changes:

The Friends of Appleton Library will donate $15,000 to the principal. The Library Board is changing the Memorial name to the FOAL/Frank P. Young Memorial Scholarship. The Board has adopted a policy allowing for a maximum of 80% of interest earned to be expended, with all unexpended income added to the restricted principal.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2005 Actual	2006 Actual	2007 Adopted Budget	2007 Projected	2008 Budget
Revenues					
Donations	$ 500	$ 515	$ 500	$ 500	$ 15,500
Interest Income	367	779	425	425	735
Total Revenues	867	1,294	925	925	16,235
Expenses					
Program Costs	500	1,000	800	340	588
Revenues over (under) Expenses	367	294	125	585	15,647
Fund Balance - Beginning	15,703	16,070	16,364	16,364	16,949
Fund Balance - Ending	$ 16,070	$ 16,364	$ 16,489	$ 16,949	$ 32,596

CITY OF APPLETON 2008 BUDGET
PERMANENT FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET

PARKS & RECREATION DEPARTMENT

Parks & Recreation Director: William N. Lecker

Deputy Director for Operations: Martin N. Will

CITY OF APPLETON 2008 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 2007 EVENTS

Administration:
Submitted the following updated policies to the Parks and Recreation Committee and Council for approval:
*Fees and Charges for Aquatic Programs Policy
*Recreation Program Fee Policy
*2007 Reid Golf Course Policy
*Recreation Fee Waiver Policy
Submitted a new "City Center Plaza Studio Policy" to the Parks and Recreation Committee and Council for approval
Submitted concept plan for Houdini Plaza to Parks and Recreation Committee and Council for approval
Coordinated the development of a regional trail map for distribution to the public
Continued implementation of new registration software program, including the implementation of the on-line registration component
Received $85,000 grant from the Fox Cities Convention and Visitors Bureau Capital Development Committee for the renovations to the Appleton Memorial Park ball diamond complex
Continued discussions with the Appleton Area School District on the use of the Prospect Building by the Fox River Academy Charter School
Revised the park ordinances
Continued to explore partnerships with organizations, other governmental agencies, etc. to encourage efficiencies

Forestry:
Presented 2007 Street Tree Planting Program for new construction and re-construction of City streets to Parks and Recreation Committee for adoption
Completed oiling of public trees for Gypsy Moth suppression
Provided update to the Parks and Recreation Committee on the Emerald Ash Borer situation
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 2000-2004

Parks:
Substantially completed the capital improvement projects identified in 2007 budget
Worked closely with the Stormwater Utility on the construction of the stormwater pond in AMP
Worked closely with Appleton Papers on construction of plaza in City Park

Recreation:
Secured a $5000 donation from the Appleton Area Jaycees for the sponsorship of the City Band Program at Pierce Park
Provided the Dance Revue for all dance program participants at Xavier High School
Developed program schedules for Activity Guides
Made necessary preparations for all programs

Aquatics:
Received the donation of an Automated External Defibrillator (AED) from Gold Cross for Erb Pool
Adjusted summer programs due to the closing of West Pool in June and July for major maintenance
Worked with various swim team programs to coordinate use of pools for practices during open lap swim times and on a rental basis
Made necessary preparations for all aquatic programs
Worked closely with Intercultural Relations Coordinator to provide pool passes to Hmong community

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION DEPARTMENT

MAJOR 2008 OBJECTIVES

Provide administrative services and support staff for the management of the recreation, parks, and forestry divisions of the department
Begin the process to update the Parks and Recreation Department 2005-2009 Master Plan
Explore opportunities to expand the utilization of the program registration software purchased and implemented in 2006 and 2007 to improve customer service
Provide an urban forestry program to create a safe environment and enhance the natural beauty while striving to promote and preserve the urban forest within the City
Monitor Emerald Ash Borer situation that is developing nationally and develop appropriate plans, if needed, to address impact in our community
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
Coordinate with other City departments to maximize resources for the maintenance of other City properties
Provide year-round recreational opportunities for youth and adults in sports and leisure activities
Continue to pursue partnerships with the Appleton Area School District, other local municipalities and 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
Continue to work with the Department of Public Works (DPW) in sharing equipment. Currently, this includes the water truck, loaders, single axle trucks and generators. Continue to meet with DPW staff to explore other possible equipment sharing opportunities
Work with the Facilities Management Department to explore opportunities to share resources and staff
Work with the Stormwater Utility to explore opportunities to coordinate management of stormwater facilities
Implement service adjustments approved in the 2008 Budget

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
	Program Revenues	$ 652,657	$ 825,813	$ 674,699	$ 674,699	$ 682,426	1.15%
	Program Expenses						
16510	Administration	427,851	448,271	515,450	533,140	509,691	-1.12%
16520	Forestry	706,493	678,738	752,557	754,261	758,056	0.73%
16531	Athletic Field Maint'ce	251,387	234,461	262,221	262,221	266,773	1.74%
16532	Park Maintenance	1,099,735	1,127,043	1,163,354	1,175,354	1,203,818	3.48%
16533	Other City Maintenance	197,336	246,685	233,642	233,642	255,377	9.30%
16541	Recreation Programs	879,535	893,211	847,119	847,119	886,005	4.59%
16542	Aquatics	627,677	644,950	597,136	597,136	642,494	7.60%
	TOTAL	$ 4,190,014	$ 4,273,359	$ 4,371,479	$ 4,402,873	$ 4,522,214	3.45%
Expenses Comprised Of:							
Personnel		2,869,471	2,906,467	3,023,495	3,023,495	3,137,413	3.77%
Administrative Expense		155,982	171,242	157,774	157,774	175,030	10.94%
Supplies & Materials		240,053	303,110	273,615	305,009	275,460	0.67%
Purchased Services		150,479	120,271	41,703	41,703	39,684	-4.84%
Utilities		326,054	302,648	292,397	292,397	316,726	8.32%
Repair & Maintenance		442,446	469,621	568,495	568,495	562,851	-0.99%
Capital Expenditures		5,529	-	14,000	14,000	15,050	7.50%
Full Time Equivalent Staff:							
Personnel allocated to programs		34.00	34.00	34.67	34.67	34.67	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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
Begin the process to update the Parks and Recreation Department 2005-2009 Master Plan
Explore opportunities to expand the utilization of the on-line registration component of the program registration software purchased and implemented in 2006 and 2007 to improve customer service
Work with the Facilities Management Department to explore opportunities to share resources and staff
Cooperate with other City departments to provide services to our citizens as efficiently as possible
Provide administrative support to process all financial responsibilities, personnel matters, citizen requests and concerns, facility reservations, etc.
Develop and/or update Department policies necessary for administration of department
Work closely with the Appleton Area School District, local units of government and other leisure service providers to address current and future program needs to maximize resources and facilities and provide for an equitable distribution of program costs to appropriate users
Review the current cost recovery policy for all recreation programs and update the policy to address current trends and financial considerations
Review the Recreation Program Fee Waiver Policy to provide equitable administration of policy and reduce administrative costs
Work with other City departments and other local units of government to develop a long range trail and bike route program

Major Program Changes:

The 2008 budget continues to reflect the reallocation of the Administrative Clerk V position to this business unit to more accurately reflect costs associated with this program budget. The Administrative Clerk V position was previously split between the Park Maintenance (45%) and Recreation Program (50%) budgets and is primarily responsible for the financial tasks within the department, and these tasks are more closely aligned with the Administration program. The budget continues to reflect the costs related to the cleaning and maintenance of Parks and Recreation facilities that have been assumed by the Facilities Management Fund in 2007. These costs have been reclassified from the individual expense accounts and added to the facilities charges (6420) account. The reduction in facilities charges ($25,137) is based on the actual amount of time spent on site during the first 6 months of 2007. Bank charges are increased due to the anticipated use of credit cards and associated fees thru the online registration program.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Functional facility for public access					
Staff to handle public demands	3.00	3.00	3.00	3.00	3.00
Strategic Outcomes					
# of refunds issued due to prog. changes	75	71	30	30	25
% of registrations processed within 2 days of receipt	74%	85%	100%	100%	100%
% of registrations processed via internet	New Measure	→	25%	25%	50%
Work Process Outputs					
# of personal counter contacts per day	34	35	36	36	30
# of telephone contacts per day	73	67	76	76	65
# of contracts administered	36	31	35	35	35
# of refunds issued for filled classes	76	79	20	20	20
# of new department policies developed	4	3	5	5	4

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION DEPARTMENT

Administration **Business Unit 16510**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4802 Charges for Serv. - Tax	$ 1,076	$ 114	$ 500	$ 500	$ 125
5001 Fees and Commissions	175	255	300	300	250
5085 Cash Short or Over	6	(1)	-	-	-
Total Revenue	$ 1,257	$ 368	$ 800	$ 800	$ 375
Expenses					
6101 Regular Salaries	$ 198,767	$ 213,433	$ 240,260	$ 240,260	$ 250,528
6105 Overtime	56	94	-	-	-
6108 Part-Time	5,186	4,898	2,290	2,290	2,567
6150 Fringes	77,377	75,836	98,124	98,124	104,490
6201 Training\Conferences	4,650	2,379	4,500	4,500	4,500
6206 Parking Permits	720	372	472	472	472
6301 Office Supplies	2,404	1,731	2,600	2,600	2,250
6303 Memberships & Licenses	545	625	550	550	625
6304 Postage\Freight	8	-	25	25	-
6305 Awards & Recognition	207	22	563	563	563
6306 Building Maint./Janitorial	1,318	1,259	926	926	926
6307 Food & Provisions	174	134	100	100	100
6309 Shop Supplies & Tools	21	-	-	-	-
6311 Paint & Supplies	-	161	150	150	150
6315 Books & Library Materials	-	126	50	50	50
6316 Miscellaneous Supplies	21	146	200	200	175
6320 Printing & Reproduction	7,001	9,497	6,500	6,500	6,500
6321 Clothing	192	-	-	-	-
6324 Medical\Lab Supplies	-	50	-	-	-
6325 Construction Materials	46	111	150	150	150
6327 Miscellaneous Equipment	367	29,470	5,000	22,690	5,000
6328 Signs	-	9	100	100	100
6403 Bank Services	1,616	1,660	1,600	1,600	3,200
6404 Consulting Services	41,296	21,970	10,000	10,000	10,000
6405 Engineering Fees	2,414	-	3,000	3,000	3,000
6407 Collection Services	2,620	2,558	2,683	2,683	2,683
6408 Contractor Fees	213	2,642	-	-	-
6412 Advertising	82	154	200	200	200
6413 Utilities	51,454	52,059	57,430	57,430	58,244
6414 Janitorial Service	15,155	9,979	-	-	-
6416 Build Repairs & Maint	1,141	2,836	-	-	-
6418 Equip Repairs & Maint	4,159	7,914	4,000	4,000	4,000
6420 Facilities charges	454	294	66,917	66,917	41,780
6424 Software Support	-	350	300	300	350
6430 Health Services	10	1,825	-	-	-
6451 Uniform Services	1,958	-	1,760	1,760	2,088
6599 Other Contracts/Obligations	6,219	3,677	5,000	5,000	5,000
Total Expense	$ 427,851	$ 448,271	$ 515,450	$ 533,140	$ 509,691

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Consulting Services	
New Park Development	$ 5,000
Miscellaneous Design Work (Lighting, parking lots, walkways, courts, pavilions, stormwater, etc.)	5,000
	$ 10,000

CITY OF APPLETON 2008 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 approximately 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
Continue to address Gypsy Moth situation and coordinate suppression programs with the Department of Natural Resources as needed
Provide technical assistance to other agencies for on-site and street design projects
Secure grants through the Department of Natural Resources as opportunities arise
Monitor Emerald Ash Borer situation that is developing nationally and develop appropriate plans, if needed, to address impact in our community
Coordinate labor pool with Operations staff to maximize available resources
Coordinate equipment use and purchases with DPW to maximize equipment and create efficiencies
Continue efforts to remove invasive species from City property through volunteer services
Continue to educate the elected officials on the benefits of the urban forest and the City's investment in the program

Major Program Changes:

In May, 2007, the CEA Review Committee approved the Park and Recreation Department's request to replace a 1985 aerial in 2008. However, since the old aerial was not in the CEA fleet, no replacement funds will be available to fund the replacement. The Department proposed to downsize a Parks truck that was in CEA and was scheduled to be replaced in 2008, and use the excess replacement funds to help fund the aerial. Unfortunately, it is anticipated that these excess funds will not be enough to fully pay for the aerial. The shortage is expected to be approximately $15,050 and is included in this budget. Please see page 396 for a complete listing of CEA equipment replacements.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	28,000	28,500	28,500	28,500	28,500
Strategic Outcomes					
Satisfied community					
% of service requests responded to within three working days	93%	96%	98%	98%	95%
% of customers who accept new trees on new and/or reconstructed streets	90%	95%	96%	96%	95%
# of request for tree removals	125	115	100	100	100
Work Process Outputs					
Plant trees in new subdivisions	550	550	550	550	600
Plant trees to replace dead/diseased trees	950	890	1,000	1,000	1,000
Prune trees (goal 4,000/yr)	3,780	3,600	4,000	4,000	3,950
Treat all City properties with Gypsy Moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION DEPARTMENT

Forestry Services **Business Unit 16520**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ 6,777	$ -	$ -	$ -	$ -
Total Revenue	$ 6,777	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 365,658	$ 363,849	$ 395,834	$ 395,834	$ 405,118
6104 Call Time	4,494	2,679	-	-	-
6105 Overtime	4,199	1,861	5,265	5,265	5,359
6108 Part-Time	7,332	8,714	3,540	3,540	3,751
6150 Fringes	172,466	155,701	173,903	173,903	181,378
6201 Training\Conferences	1,974	1,654	1,500	1,500	1,500
6302 Subscriptions	27	36	100	100	100
6303 Memberships & Licenses	1,245	685	500	500	650
6308 Landscape Supplies	3,328	2,424	2,600	2,600	2,600
6309 Shop Supplies & Tools	1,906	4,115	2,000	2,000	2,250
6311 Paint & Supplies	-	37	50	50	50
6315 Books & Library Materials	102	-	-	-	-
6316 Miscellaneous Supplies	41	-	-	-	-
6320 Printing & Reproduction	102	29	150	150	150
6321 Clothing	1,017	434	1,450	1,450	850
6323 Safety Supplies	598	2,224	1,000	1,000	1,000
6324 Medical\Lab Supplies	70	93	100	100	100
6326 Vehicle & Equipment Parts	693	1,089	1,000	1,000	1,000
6327 Miscellaneous Equipment	682	1,925	2,000	3,704	2,000
6328 Signs	-	-	1,000	1,000	1,000
6408 Contractor Fees	14,891	9,126	5,000	5,000	5,000
6413 Utilities	264	244	263	263	216
6418 Equip Repairs & Maint	79	154	400	400	400
6419 Communication Equip. Repair	-	-	400	400	-
6425 CEA Equip. Rental	134,982	135,454	151,978	151,978	146,982
6429 Interfund Allocations	(11,043)	(15,225)	(13,000)	(13,000)	(20,000)
6430 Health Services	-	13	-	-	-
6451 Uniform Services	1,386	1,423	1,524	1,524	1,552
6804 Equipment	-	-	14,000	14,000	15,050
Total Expense	$ 706,493	$ 678,738	$ 752,557	$ 754,261	$ 758,056

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Interfund allocations

Allocation to Subdivision Fund of charges for tree planting in new subdivisions	$ (20,000)
	$ (20,000)

Equipment

Balance of funding for aerial unit	$ 15,050
	$ 15,050

CITY OF APPLETON 2008 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: 2 soccer fields, 1 baseball diamond, 8 youth ball diamonds in City parks, 7 ball diamonds in Appleton Memorial Park for softball and tournaments, 3 casual play diamonds and 11 youth ball diamonds on school grounds
Work cooperatively with community organizations to provide athletic facilities that meet the needs of the community with the resources available
Provide regular maintenance of all City owned athletic fields and certain Appleton Area School District athletic fields
Coordinate game prep activities for Little League, Babe Ruth, and the Appleton Soccer Club
Provide facilities for tournament use that promote athletic events, community awareness and positive economic impact to the area
Game prep facilities for APRD youth baseball and adult softball programs
Work cooperatively with AASD to upgrade school facilities as needed

Major Program Changes:

Service levels in 2008 will be consistent with those implemented in 2005 with Appleton Little League, Appleton Soccer Club and Babe Ruth billed for 50% of the game preparation costs performed by the Parks and Recreation Department. Minor adjustments have been made to reflect the reduced use of baseball diamonds by Babe Ruth due to their completion of the second diamond at USA Youth. Slight revenues increases are noted to reflect the agreements reached with Cingular Wireless and Alamosa to co-locate on the light pole constructed in 2004 by Alamosa PCS in Appleton Memorial Park to house telecommunication equipment. Costs related to the cleaning and maintenance of Parks and Recreation facilities assumed by the Facilities Management Fund are also shown in this budget. These costs are reflected in the facilities charges (6420) account.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe and groomed ball diamonds					
# AMP diamonds available for use	6	6	7	7	7
# park fields available for use	8	8	8	8	8
# school ball diamonds for use	11	11	11	11	10
# ball diamonds available for use	2	2	1	1	1
# casual fields in parks for use	3	3	3	3	3
Safe and groomed soccer fields					
# fields available for use	3	2	2	2	2
Strategic Outcomes					
Recover percentage of direct labor cost/program					
Appleton Little League	50%	50%	50%	50%	50%
Babe Ruth	50%	50%	50%	50%	50%
Appleton Youth Soccer	50%	50%	50%	50%	50%
Work Process Outputs					
Game prep ball diamonds for					
Adult Softball	95%	97%	100%	100%	100%
Game prep ball diamonds for					
Youth Baseball	95%	96%	98%	98%	100%
Drag all school diamonds min. once/wk	100%	100%	95%	95%	95%

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION DEPARTMENT
Athletic Field Maintenance **Business Unit 16531**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 8,948	$ 10,134	$ 9,842	$ 9,842	$ 11,000
4802 Charges for Serv. - Tax	1,381	1,646	3,000	3,000	1,750
5016 Lease Revenue	-	36,124	32,058	32,058	33,019
5020 Donations & Memorials	15,000	-	-	-	-
Total Revenue	$ 25,329	$ 47,904	$ 44,900	$ 44,900	$ 45,769
Expenses					
6101 Regular Salaries	$ 97,771	$ 102,639	$ 105,651	$ 105,651	$ 108,478
6104 Call Time	304	569	-	-	-
6105 Overtime	2,292	4,470	3,674	3,674	3,750
6108 Part-Time	7,041	4,490	8,951	8,951	9,137
6150 Fringes	47,780	48,300	52,323	52,323	55,500
6201 Training\Conferences	170	-	250	250	200
6303 Memberships & Licenses	-	45	50	50	50
6306 Building Maint./Janitorial	496	620	475	475	500
6308 Landscape Supplies	14,583	13,891	21,900	21,900	20,000
6309 Shop Supplies & Tools	692	811	825	825	750
6311 Paint & Supplies	565	601	500	500	500
6316 Miscellaneous Supplies	5,587	7,471	5,500	5,500	5,500
6321 Clothing	-	-	150	150	150
6323 Safety Supplies	124	91	100	100	100
6325 Construction Materials	3,429	846	2,800	2,800	2,550
6326 Vehicle & Equipment Parts	74	222	200	200	200
6327 Miscellaneous Equipment	10,970	1,939	2,000	2,000	2,000
6328 Signs	-	259	200	200	200
6408 Contractor Fees	14,816	2,574	750	750	1,500
6413 Utilities	7,041	7,617	10,059	10,059	9,894
6415 Tipping Fees	-	-	100	100	50
6416 Build Repairs & Maint	-	-	3,000	3,000	2,000
6418 Equip Repairs & Maint	596	50	500	500	500
6420 Facilities charges	445	356	4,184	4,184	3,151
6425 CEA Equip. Rental	35,728	31,233	31,829	31,829	34,913
6454 Grounds Repair & Maint.	661	5,265	6,000	6,000	5,000
6503 Rent	222	102	250	250	200
Total Expense	$ 251,387	$ 234,461	$ 262,221	$ 262,221	$ 266,773

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Landscape supplies	
Infield mix for 27 ball diamonds	$ 12,000
Topsoil	3,000
Seed, fertilizer	3,000
Plant material, field lining material herbicide/pesticides	2,000
	$ 20,000

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION DEPARTMENT

Park Maintenance **Business Unit 16532**

PROGRAM MISSION

Manage and maintain parks and facilities to insure safe, environmentally conscious 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 a variety of park facilities on a year-round basis
Provide tennis and basketball courts, playground equipment, disc golf course, park pavilions, picnic areas, ice skating rinks, and groomed cross country ski areas on a seasonal basis
Develop and implement management plans to protect and preserve the natural environment, including vegetation, turf, urban forest in parks, stormwater management areas, and environmentally sensitive areas, with a particular effort to implement practices that positively impact stormwater management in the City
Develop and implement programs to address the invasion of exotic species on natural areas of the parks
Implementation of programs will involve the use of volunteer groups, temporary services and department staff
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
Work with volunteer organizations to provide maintenance support for parks and recreation facilities
Provide pavilions for rental by the community
Work with the Stormwater Utility on the coordinated management of stormwater pond in AMP

Major Program Changes:

This budget continues to reflect a reduction in salaries due to the reallocation in 2007 of .45 FTE of the Administrative Clerk V position to the Administration program budget to reflect actual work tasks. .25 FTE of a Park Leadman position was also re-allocated to this program budget in 2007 to reflect the transfer of Badger Pool to the AASD and reduced staffing levels associated with that transfer. This additional staff in the Park Maintenance budget will allow the department to address increasing workloads associated with the addition of new parks and facilities. Costs related to the cleaning and maintenance of Parks and Recreation facilities were assumed by the Facilities Management Fund in 2007 and these costs have been reclassified from the individual expense accounts and added to the facilities charges (6420) account.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe, clean parks					
# of developed city parks	27	28	28	28	28
# of undeveloped parks	2	1	2	2	3
Green space					
acres of green space	500	500	506	506	512
Strategic Outcomes					
Healthy and productive community					
% of pavilion users who rated the appearance/maintenance of parks good or excellent	100%	96%	96%	96%	95%
Clean and safe pavilions					
Refunds issued due to reduced services	5	4	5	5	5
Work Process Outputs					
# pavilions maintained and available	22	22	22	22	21
# pavilions reservations/year	525	521	530	530	535
% of tennis courts that meet min. surface requirements	26%	26%	26%	26%	26%
% of ADA compliant playgrounds	80%	85%	90%	90%	95%
# ice rinks maintained	5	4	5	5	3
Turf management plan - percent of completion	65%	55%	60%	60%	55%

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION DEPARTMENT

Park Maintenance **Business Unit 16532**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 240	$ -	$ 250	$ 250	$ 200
4802 Charges for Serv. - Tax	32,743	31,875	33,615	33,615	33,500
5016 Lease Revenue	12,050	24,027	1,750	1,750	2,000
5020 Donations & Memorials	-	745	200	200	500
5030 Damage to City Property	502	640	500	500	500
5035 Other Reimbursements	18	(18)	-	-	-
Total Revenue	$ 45,553	$ 57,269	$ 36,315	$ 36,315	$ 36,700
Expenses					
6101 Regular Salaries	$ 447,912	$ 443,156	$ 441,288	$ 441,288	$ 452,282
6104 Call Time	1,917	1,766	-	-	-
6105 Overtime	3,818	5,704	7,111	7,111	7,281
6108 Part-Time	25,189	28,398	42,746	42,746	42,912
6150 Fringes	212,747	193,648	209,441	209,441	221,783
6201 Training\Conferences	342	790	600	600	600
6303 Memberships & Licenses	245	255	200	200	200
6306 Building Maint./Janitorial	5,418	7,475	7,600	7,600	7,600
6307 Food & Provisions					100
6308 Landscape Supplies	19,094	16,486	18,000	18,000	19,500
6309 Shop Supplies & Tools	2,004	3,431	3,250	3,250	2,550
6310 Chemicals	292	176	300	300	300
6311 Paint & Supplies	4,240	3,397	3,000	3,000	3,500
6316 Miscellaneous Supplies	884	130	-	-	-
6320 Printing & Reproduction	421	817	500	500	500
6321 Clothing	1,902	1,185	1,800	1,800	1,600
6322 Gas	10,995	9,567	12,000	12,000	12,000
6323 Safety Supplies	869	2,311	1,000	1,000	1,000
6324 Medical\Lab Supplies	84	154	400	400	400
6325 Construction Materials	25,136	24,965	27,000	39,000	25,300
6326 Vehicle & Equipment Parts	1,845	4,242	4,000	4,000	4,000
6327 Miscellaneous Equipment	21,442	31,090	25,000	25,000	25,000
6328 Signs	796	2,436	1,600	1,600	1,400
6404 Consulting Services	135	-	-	-	-
6405 Engineering Fees	6,571	-	4,000	4,000	4,000
6407 Collection Services	1,910	1,855	1,910	1,910	1,840
6408 Contractor Fees	21,993	25,289	25,000	25,000	25,000
6409 Inspection Fees	223	150	250	250	250
6413 Utilities	95,363	105,135	119,351	119,351	122,658
6415 Tipping Fees	466	509	750	750	500
6416 Build Repairs & Maint	283	3,936	2,000	2,000	2,000
6417 Vehicle Repairs & Maint	1,777	-	1,210	1,210	1,000
6418 Equip Repairs & Maint	747	2,672	1,200	1,200	1,200
6419 Communication Eq. Repairs	-	(20)	750	750	200
6420 Facilities charges	3,511	5,051	18,915	18,915	16,809
6425 CEA Equip. Rental	170,976	197,692	177,704	177,704	194,926
6430 Health Services	13	-	-	-	-
6451 Uniform Services	2,321	2,651	2,778	2,778	2,927
6454 Grounds Repair & Maint.	290	-	-	-	-
6503 Rent	35	544	500	500	500
6599 Other Contracts/Obligations	-	-	200	200	200
6804 Equipment	1,250	-	-	-	-
6809 Infrastructure Construction	4,279	-	-	-	-
Total Expense	$ 1,099,735	$ 1,127,043	$ 1,163,354	$ 1,175,354	$ 1,203,818

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Landscape supplies	
Topsoil, sand & gravel	$ 6,000
Seed, fertilizer, etc.	6,500
Plant material	3,500
Mulch, chips, etc.	1,500
Herbicides/pesticides	2,000
	$ 19,500

Construction materials	
Electrical supplies	$ 2,000
Hardware for doors/partitions	4,000
Lumber	4,000
Plumbing supplies & piping	6,500
Windows/glass	1,000
Misc. building supplies	4,000
Street lights	1,800
Concrete	1,000
Asphalt	1,000
	$ 25,300

Miscellaneous equipment	
Lawn mowers & weedeaters	$ 5,000
Misc. shop equipment	5,000
Replacement playground equipment	12,000
Replacement picnic tables, etc.	3,000
	$ 25,000

Contractor fees	
Vandalism repairs	$ 7,000
Asphalt repairs/crack filling	12,000
Minor construction projects	2,500
Maintenance projects	3,500
	$ 25,000

CITY OF APPLETON 2008 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 turf and vegetation at 130 non-park sites (approx. 60 acres) around the City, including boulevards and triangles, parking ramps, Fire Stations, Library, Municipal Service Building, business parks, drainage ditches, Community Development property, Valley Transit Center, all Utility Department sites, etc.
Manage and maintain Houdini Plaza for a variety of community activities
Assist other City departments with the holiday decorations
Remove snow and ice from twenty non-park sites
Maintain approximately 7.5 miles of paved multi-purpose recreational trails
Maintain approximately 30.2 acres of City-owned/managed trail property
Maintain flowers and shrubs on College Avenue
Work with Stormwater Utility to manage stormwater facilities in Appleton Memorial Park

Major Program Changes:

This budget continues to reflect a shift of an eight month Park Caretaker position, formerly allocated to Reid Golf Course, to this program. This will enable the Parks and Recreation Department to assume responsibility for all of the mowing and grounds maintenance at Utility properties that were previously performed by Utilities staff, summer help or contracted out. The increase in salaries in this program is entirely offset by an increase in interfund allocations to bill Facilities for the maintenance work we are performing.

Miscellaneous equipment is increased to accurately address the equipment needs such as push mowers, string trimmers, hand saws, etc for the maintenance of all other city properties including Utility sites that were added in 2007.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Attractive City properties					
% of internal customers who rate service at good or better	95%	100%	100%	100%	100%
% of internal customers who rate service response at good or better	90%	100%	100%	100%	100%
Strategic Outcomes					
Attractive community					
% of category A properties that are mowed weekly	85%	90%	95%	95%	94%
% of category B properties that are mowed on a 10 day cycle	90%	87%	90%	90%	90%
Work Process Outputs					
Other City property maintained	5	5	13	13	13
Boulevards and triangles mowed	110 sites	111 sites	113 sites	113 sites	115 sites
# of acres of boulevards and triangles	53.0	53.1	53.2	53.2	53.5
Linear feet of trails maintained	36,369	39,369	39,659	39,659	39,659
# of acres of trail corridors maintained	28.4	28.4	29.2	29.2	30.2

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION DEPARTMENT

Other City Maintenance **Business Unit 16533**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4802 Charges for Serv. - Tax	$ -	$ -	$ 1,640	$ 1,640	$ 1,750
5016 Lease Revenue	-	-	-	-	350
5020 Donations & Memorials	1,390	24,320	455	455	455
Total Revenue	$ 1,390	$ 24,320	$ 455	$ 455	$ 2,555
Expenses					
6101 Regular Salaries	$ 95,631	$ 110,541	$ 141,888	$ 141,888	$ 144,992
6104 Call Time	350	293	-	-	-
6105 Overtime	301	643	500	500	497
6108 Part-Time	15,646	19,270	15,106	15,106	15,225
6150 Fringes	46,468	53,216	71,878	71,878	76,076
6303 Memberships & Licenses	500	-	500	500	500
6308 Landscape Supplies	3,519	3,486	4,850	4,850	4,300
6309 Shop Supplies & Tools	-	105	-	-	100
6311 Paint & Supplies	-	97	500	500	500
6316 Miscellaneous Supplies	1,230	872	200	200	500
6325 Construction Materials	117	836	600	600	1,100
6327 Miscellaneous Equipment	-	144	-	-	1,000
6328 Signs	121	950	1,250	1,250	1,250
6408 Contractor Fees	5,951	5,591	2,374	2,374	3,000
6413 Utilities	1,594	3,573	3,767	3,767	4,745
6420 Facilities charges	1,123	176	2,702	2,702	2,101
6425 CEA Equip. Rental	26,345	30,882	31,828	31,828	43,792
6429 Interfund Allocations	(4,555)	(3,390)	(47,856)	(47,856)	(47,856)
6454 Grounds Repair & Maint.	2,995	-	3,000	3,000	3,000
6503 Rent	-	100	100	100	100
6599 Other Contractual Obligations	-	19,300	455	455	455
Total Expense	$ 197,336	$ 246,685	$ 233,642	$ 233,642	$ 255,377

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Interfund Allocations

Mowing and grounds maintenance at other City properties, via contract with Facilities Management	$ (47,856)
	$ (47,856)

CITY OF APPLETON 2008 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
Develop a fee schedule that collects revenue based on program objectives and supply and demand
Work closely with the Intercultural Relations Coordinator to increase participation in recreation programs by the City's minority populations
Continue to pursue partnerships with the Appleton Area School District and other leisure service providers to meet the needs of the community and maximize resources
Work closely with other local units of government to offer programming opportunities on a regional basis that maximizes resources and provides a positive experience to participants
Evaluate programs to offer programming opportunities in the evening to address continued community feedback
Work closely with other youth sport providers to develop complementary programs and enhance opportunities

Major Program Changes:

This budget continues to reflect the transfer of the Administrative Clerk V position to the Administration Budget, revenues and expenses associated with the Dance Revue that will be held annually at the Xavier High Theater and the purchase of T-shirts for all youth sports programs (the cost of the T-shirts is factored into the individual player fees for those programs).

We are currently developing a policy that would specifically address obtaining sponsorships. This policy will assist and guide the quest for additional sponsorships. A $5,000 sponsorship was obtained from the Jaycees for the City Band concerts.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Organized recreation programs (sports & instruction)					
Sports leagues - participants	6,709	6,675	8,600	6,600	6,500
Instructional programs - participants	2,116	2,754	3,000	2,750	3,000
Leisure opportunities (special events & drop-in)					
Drop-in programs - participants	22,367	21,500	20,000	20,000	21,000
Special events - participants	6,632	8,500	9,600	9,600	9,500
Strategic Outcomes					
Healthy lifestyle					
Residents (registered)	10,613	11,542	13,500	13,500	13,450
Non-residents (registered)	824	1,866	2,300	2,300	2,100
Older adults (registered)	17,703	17,154	17,000	17,000	17,125
Work Process Outputs					
# of programs/ team participation					
Adult softball teams	191	191	210	180	185
Adult basketball teams	47	42	60	60	n/a
Youth baseball teams	56	61	60	55	60
Youth basketball teams	115	67	110	65	70
Youth soccer teams	66	70	70	65	70
% of recovery for adult sport programs	89%	95%	100%	100%	110%
% of recovery for youth sports	47%	53%	55%	55%	60%

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION DEPARTMENT

Recreation Programs **Business Unit 16541**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 86,475	$ 95,087	$ 87,278	$ 87,278	$ 113,752
4802 Charges for Serv. - Tax	165,812	181,661	165,593	165,593	153,122
5001 Fees & Commissions	18,234	19,745	18,650	18,650	17,500
5010 Misc Revenue - Nontax	1,828	228	-	-	-
5015 Rental of City Property	13,500	8,160	15,000	15,000	12,000
5020 Donations & Memorials	2,000	-	10,000	10,000	6,000
5085 Cash Short or Over	(203)	(1)	-	-	-
Total Revenue	$ 287,646	$ 304,880	$ 296,521	$ 296,521	$ 302,374
Expenses					
6101 Regular Salaries	$ 201,018	$ 214,542	$ 205,038	$ 205,038	$ 211,190
6104 Call Time	-	7	-	-	-
6105 Overtime	603	779	-	-	-
6108 Part-Time	319,195	316,587	274,967	274,967	298,009
6150 Fringes	114,015	111,485	104,632	104,632	111,269
6201 Training\Conferences	2,142	2,145	3,000	3,000	3,000
6301 Office Supplies	1,789	2,006	2,000	2,000	2,000
6302 Subscriptions	25	513	-	-	100
6303 Memberships & Licenses	3,512	2,588	2,265	2,265	2,385
6304 Postage\Freight	3,712	4,427	3,700	3,700	3,700
6305 Awards & Recognition	7,499	7,543	5,348	5,348	5,348
6306 Building Maint./Janitorial	549	1,835	-	-	500
6307 Food & Provisions	1,947	2,516	2,305	2,305	2,400
6309 Shop Supplies & Tools	68	-	-	-	-
6314 Concession Supplies	1,488	1,506	1,705	1,705	1,750
6315 Books & Library Materials	30	112	50	50	100
6316 Miscellaneous Supplies	24,148	21,176	17,960	17,960	18,035
6320 Printing & Reproduction	18,707	19,590	24,000	24,000	22,000
6321 Clothing	5,390	19,237	16,975	16,975	19,150
6324 Medical\Lab Supplies	183	1,079	1,100	1,100	1,100
6325 Construction Materials	12	-	-	-	-
6327 Misc. Equipment	1,889	7,529	4,000	4,000	4,000
6408 Contractor Fees	25	750	-	-	-
6412 Advertising	-	-	150	150	150
6413 Utilities	19,758	17,382	22,052	22,052	19,316
6414 Janitorial Service	6,663	4,198	-	-	-
6416 Building Repairs & Maint	659	1,085	1,000	1,000	1,000
6418 Equip Repairs & Maint	488	30	-	-	-
6420 Facilities charges	-	-	26,005	26,005	23,112
6424 Software Support	70	-	100	100	350
6425 CEA Equip. Rental	15,514	18,016	18,567	18,567	20,365
6431 Interpreter Services	-	-	100	100	100
6451 Laundry Services	194	271	300	300	250
6503 Rent	105,725	90,562	86,525	86,525	89,076
6599 Other Contracts/Obligations	22,518	23,715	23,275	23,275	26,250
Total Expense	$ 879,535	$ 893,211	$ 847,119	$ 847,119	$ 886,005

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Miscellaneous supplies	
Equipment for sports programs	$ 5,500
Playground program supplies	6,000
Instructional program supplies	3,835
Arts & crafts supplies	2,700
	$ 18,035
Printing	
Activity guide - 3/yr	$ 22,000
	$ 22,000
Clothing	
Youth sport T-Shirts	$ 14,650
Staff clothing	4,500
	$ 19,150

Rent	
City Center Studios	$ 33,540
Thompson Center	6,600
USA Youth Sports	2,500
Appleton Schools	31,436
Players Choice	8,000
Reid Golf - winter programs	4,000
Misc. equipment rental	3,000
	$ 89,076
Other Contracts/Obligations	
City band	$ 12,500
Rec program contract help	13,750
	$ 26,250

CITY OF APPLETON 2008 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 to meet the needs of the community
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 schedule all high school pools for APRD programs
Provide cost effective concession services at the outdoor pools
Provide pool rental time to the general public at Erb and Mead Pools
Cooperate with area agencies to provide special swimming opportunities and community events
Cooperate with the YMCA on the Bird Bath Open
Maintain Erb and Mead swimming pool facilities
Continue to work with the Intercultural Relations Coordinator to expand and simplify programming opportunities for minority populations

Major Program Changes:

The 2008 budget continues to reflect the transfer of West Pool (formerly Badger Pool) to the Appleton Area School District (AASD) in 2006. The transfer agreement allows the City to rent any of the three high school pools at a reduced rate while the AASD assumes all operational costs. This transfer of ownership permitted the reallocation of .25 FTE of a Park Leadman position ($16,490) to the Park Maintenance budget to help maintain the 49 acres of parkland and 7 miles of recreational trails added since 1990. The Facility Rent account (# 6503.1) shows an increase of over 2007 to reflect the rental fees paid to the AASD for the various aquatic programs to be scheduled at the high school pools. This budget also includes the continued contracting of concession services at Mead Pool, opening Erb pool one week later and closing one week earlier than Mead Pool as scheduled in 2007.

$2,101 of costs related to the cleaning and maintenance of Parks and Recreation facilities have been assumed by the Facilities Management Fund. These costs have been reclassified from the individual expense accounts to the facilities charges (6420) account.

Numbers have been adjusted to reflect increased attendance related to improved participation by the community's minority populations.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Affordable instructional opportunities					
# of classes offered	598	588	600	600	600
Affordable recreational opportunities					
# of recreation programs offered	8	8	8	8	8
Strategic Outcomes					
Healthy lifestyle					
Resident participants (Instructional)	2,120	2,215	3,500	3,500	3,200
Sale of annual swim passes	385	811	1,000	1,250	1,500
General attendance (Open Swim)	96,375	86,315	100,000	102,000	105,000
Work Process Outputs					
Average daily attendance during open swim					
Mead Pool-Summer	726	635	750	750	750
West -Summer	55	46	60	50	50
Erb-Summer	355	342	350	350	360

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION DEPARTMENT

Aquatics **Business Unit 16542**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 71,846	$ 79,501	$ 85,384	$ 85,384	$ 85,000
4802 Charges for Serv. - Tax	204,872	181,339	202,424	202,424	200,853
4850 Daily Entrance - Nontax	6,231	6,750	6,000	6,000	6,800
5001 Fees & Commissions	1,826	2,002	1,900	1,900	2,000
5010 Misc Revenue - Nontax	-	121,511	-	-	-
5085 Cash Short or Over	(70)	(31)	-	-	-
Total Revenue	$ 284,705	$ 391,072	$ 295,708	$ 295,708	$ 294,653
Expenses					
6101 Regular Salaries	$ 102,123	$ 130,242	$ 123,734	$ 123,734	$ 127,597
6104 Call Time	242	298	-	-	-
6105 Overtime	228	1,271	500	500	513
6108 Part-Time	222,155	210,593	220,011	220,011	219,307
6150 Fringes	69,191	76,494	74,840	74,840	78,424
6201 Training\Conferences	1,194	1,353	1,000	1,000	1,000
6301 Office Supplies	267	336	350	350	500
6303 Memberships & Licenses	3,120	2,730	2,835	2,835	2,835
6305 Awards & Recognition	208	87	550	550	250
6306 Building Maint./Janitorial	2,172	2,732	2,000	2,000	2,000
6308 Landscape Supplies	2,053	696	500	500	500
6309 Shop Supplies & Tools	415	419	500	500	450
6310 Chemicals	17,603	20,758	14,000	14,000	20,000
6311 Paint & Supplies	1,007	4,185	5,000	5,000	4,000
6314 Concession Supplies	5	15	-	-	-
6315 Books & Library Materials	-	-	200	200	200
6316 Miscellaneous Supplies	3,363	2,701	3,500	3,500	3,500
6320 Printing & Reproduction	1,111	417	500	500	500
6321 Clothing	2,401	2,656	2,200	2,200	2,500
6323 Safety Supplies	45	-	-	-	-
6324 Medical\Lab Supplies	411	1,018	500	500	500
6325 Construction Materials	1,866	1,613	2,700	2,700	2,000
6326 Vehicle & Equipment Parts	4,379	1,666	5,000	5,000	4,000
6327 Miscellaneous Equipment	5,577	11,403	10,000	10,000	10,000
6328 Signs	698	384	300	300	300
6404 Consulting Services	-	80	-	-	-
6405 Engineering Fees	-	8,247	-	-	-
6407 Collection Services	159	-	150	150	95
6408 Contractor Fees	12,243	-	7,000	7,000	6,000
6409 Inspection Fees	-	-	250	250	250
6411 Temporary Help	1,693	819	-	-	-
6413 Utilities	150,579	116,639	79,475	79,475	101,653
6414 Janitorial Service	9,500	-	-	-	-
6416 Build Repairs & Maint	941	3,000	2,000	2,000	2,000
6418 Equip Repairs & Maint	2,476	3,814	4,000	4,000	4,000
6420 Facilities charges	136	59	2,702	2,702	2,101
6425 CEA Equip. Rental	4,841	5,147	5,304	5,304	5,819
6431 Interpreter Services	-	400	-	-	-
6503 Rent	1,169	31,040	23,535	23,535	37,700
6599 Other Contracts/Obligations	2,106	1,638	2,000	2,000	2,000
Total Expense	$ 627,677	$ 644,950	$ 597,136	$ 597,136	$ 642,494

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Chemicals		Rent	
Chlorine - Mead/Erb	$ 16,500	AASD pools	$ 37,700
Other chemicals	3,500		$ 37,700
	$ 20,000		

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	6,777	.00	0	0	0	0	0
Charges for Services	579,625	588,138.57	578,513	595,526	595,526	607,852	607,852
Other Revenues	66,254	237,705.94	73,247	80,813	80,813	69,574	74,574
TOTAL REVENUES	652,656	825,844.51	651,760	676,339	676,339	677,426	682,426
EXPENSES BY LINE ITEM							
Regular Salaries	571,362	606,458.02	554,381	708,314	708,314	733,440	733,440
Labor Pool Allocations	768,931	791,375.52	764,667	807,691	807,691	821,734	821,734
Unallocated Labor	0	.00	0	137,688	137,688	145,011	145,011
Call Time	7,307	5,611.87	5,900	0	0	0	0
Overtime	11,498	14,822.84	11,267	17,050	17,050	17,400	17,400
Part-Time	601,744	592,950.15	557,871	567,611	567,611	590,908	590,908
Other Compensation	393	331.79	1,314	0	0	0	0
Shift Differential	20	12.12	12	0	0	0	0
Sick Pay	46,159	45,968.55	39,539	0	0	0	0
Vacation Pay	122,014	134,254.68	125,518	0	0	0	0
Fringes	740,043	714,681.28	670,251	785,141	785,141	832,351	828,920
Salaries & Fringe Benefits	2,869,471	2,906,466.82	2,730,720	3,023,495	3,023,495	3,140,844	3,137,413
Training & Conferences	10,472	8,320.36	7,509	10,850	10,850	10,800	10,800
Parking Permits	720	372.00	372	472	472	472	472
Office Supplies	4,460	4,072.57	3,151	4,950	4,950	4,750	4,750
Subscriptions	52	549.26	78	100	100	200	200
Memberships & Licenses	9,167	6,927.80	6,036	6,900	6,900	7,245	7,245
Postage & Freight	3,719	4,427.12	4,300	3,725	3,725	3,700	3,700
Awards & Recognition	7,914	7,652.92	9,972	6,461	6,461	6,161	6,161
Building Maintenance/Janitor.	9,952	13,921.42	11,035	11,001	11,001	11,526	11,526
Food & Provisions	2,120	2,650.62	2,939	2,405	2,405	2,600	2,600
Rent	107,406	122,347.45	102,231	110,910	110,910	127,576	127,576
Administrative Expense	155,982	171,241.52	147,623	157,774	157,774	175,030	175,030
Landscape Supplies	42,577	36,983.61	48,519	47,850	47,850	46,900	46,900
Shop Supplies & Tools	5,105	8,881.82	5,611	6,575	6,575	6,100	6,100
Chemicals	17,895	20,934.55	14,342	14,300	14,300	20,300	20,300
Paint & Supplies	5,812	8,478.54	4,094	9,200	9,200	8,700	8,700
Concession Supplies	1,492	1,521.45	952	1,705	1,705	1,750	1,750
Books & Library Materials	132	237.94	452	300	300	350	350
Miscellaneous Supplies	35,274	32,496.99	25,340	27,360	27,360	27,710	27,710
Printing & Reproduction	27,343	30,349.42	29,330	31,650	31,650	29,650	29,650
Clothing	10,902	23,510.97	18,313	22,575	22,575	24,250	24,250
Gas Purchases	10,995	9,566.67	16,170	12,000	12,000	12,000	12,000
Safety Supplies	1,635	4,625.36	2,773	2,100	2,100	2,100	2,100
Medical & Lab Supplies	749	2,393.82	3,752	2,100	2,100	2,100	2,100
Construction Materials	30,606	28,371.40	24,212	33,250	45,250	31,100	31,100
Vehicle & Equipment Parts	6,991	7,218.99	5,420	10,200	10,200	9,200	9,200
Miscellaneous Equipment	40,928	83,500.83	53,948	48,000	67,394	49,000	49,000
Signs	1,614	4,037.86	4,508	4,450	4,450	4,250	4,250
Supplies & Materials	240,050	303,110.22	257,736	273,615	305,009	275,460	275,460
Bank Services	1,616	1,659.78	1,179	1,600	1,600	1,600	3,200
Consulting Services	41,431	21,969.72	12,028	10,000	10,000	10,000	10,000
Engineering Fees	8,985	.00	0	7,000	7,000	7,000	7,000
Collection Services	4,689	4,492.69	3,353	4,743	4,743	4,618	4,618
Contractor Fees	70,132	54,219.04	55,615	40,124	40,124	40,500	40,500
Inspection Fees	223	150.00	262	500	500	500	500
Temporary Help	1,694	819.00	0	0	0	0	0
Advertising	82	154.14	180	350	350	350	350
Tipping Fees	466	509.39	184	850	850	550	550
Interfund Allocations	15,598-	18,615.29-	49,686-	60,856-	60,856-	67,856-	67,856-
Health Services	23	13.00	0	0	0	0	0
Interpreter Services	0	400.00	0	100	100	100	100
Laundry Services	5,859	6,169.19	5,162	6,362	6,362	6,817	6,817
Other Contracts/Obligations	30,878	48,330.60	24,878	30,930	30,930	33,905	33,905

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Purchased Services	150,480	120,271.26	53,155	41,703	41,703	38,084	39,684
Electric	127,156	116,145.46	96,115	113,423	113,423	129,021	131,535
Gas	91,192	73,086.50	36,730	48,266	48,266	53,403	53,403
Water	36,120	32,483.64	33,742	37,151	37,151	41,715	39,201
Waste Disposal/Collection	9,474	8,975.52	7,812	9,163	9,163	9,339	9,339
Stormwater	45,397	61,570.11	59,280	72,263	72,263	72,263	72,263
Telephone	11,923	5,523.72	5,090	6,856	6,856	5,556	5,556
Cellular Telephone	4,791	4,862.69	5,170	5,275	5,275	5,429	5,429
Utilities	326,053	302,647.64	243,939	292,397	292,397	316,726	316,726
Janitorial Service	31,318	14,176.49	0	0	0	0	0
Building Repair & Maintenance	3,024	10,857.45	7,340	7,000	7,000	7,000	7,000
Vehicle Repair & Maintenance	1,778	.00	415	1,210	1,210	1,000	1,000
Equipment Repair & Maintenanc	8,545	14,633.69	8,152	11,100	11,100	10,100	10,100
Communications Equip. Repairs	0	20.00-	74	1,150	1,150	200	200
Facilities Charges	5,670	5,936.35	88,358	121,425	121,425	105,054	89,054
Software Support	70	350.00	175	400	400	700	700
CEA Equipment Rental	388,386	418,422.31	380,446	417,210	417,210	437,917	446,797
Grounds Repair & Maintenance	3,656	5,265.00	12,091	9,000	9,000	8,000	8,000
Repair & Maintenance	442,447	469,621.29	497,051	568,495	568,495	569,971	562,851
Machinery & Equipment	0	.00	0	14,000	14,000	0	15,050
Furniture & Fixtures	1,250	.00	0	0	0	0	0
Vehicles	0	.00	14,000	0	0	0	0
Infrastructure Construction	4,279	.00	0	0	0	0	0
Capital Expenditures	5,529	.00	14,000	14,000	14,000	0	15,050
TOTAL EXPENSES	4,190,012	4,273,358.75	3,944,224	4,371,479	4,402,873	4,516,115	4,522,214

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION DEPARTMENT

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Parks and Recreation **Business Unit 4040**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various investments in Parks and Recreation infrastructure.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Amount	Page
Appleton Memorial Park - Athletic Field Renovations	80,000	Projects, Pg. 687
Colony Oaks - Tennis Courts Design	15,000	Projects, Pg. 690
Erb Park - Master Plan Services	35,000	Projects, Pg. 692
Houdini Plaza Renovations	300,000	Projects, Pg. 696
Parks - Playground Equipment	75,000	Projects, Pg. 700
Riverfront Initiatives	750,000	Projects, Pg. 705
	$ 1,255,000	

Major program changes:

The budget for this capital projects fund fluctuates depending on the capital projects which are needed in any given year, their number, and their scale.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe, clean parks					
# of developed city parks	27	28	28	28	28
# of undeveloped parks	2	1	2	2	3
Green space					
acres of green space	500	500	506	506	512

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 14,042	$ 21,667	$ 314,074	$ 314,074	$ 20,748	-93.39%
Program Expenses		$ 663,578	$ 596,541	$ 2,200,000	$ 2,339,000	$ 1,255,000	-42.95%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense				-	-		N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	61,868	177,500	177,500	105,000	-40.85%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		663,578	534,673	2,022,500	2,161,500	1,150,000	-43.14%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Parks and Recreation **Business Unit 4040**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ 300,000	$ 300,000	$ -
4710 Interest on Investments	14,042	21,667	14,074	14,074	20,748
5910 Proceeds of Long-term Debt	610,000	400,000	1,770,000	1,770,000	1,185,000
Total Revenues	$ 624,042	$ 421,667	$ 2,084,074	$ 2,084,074	$ 1,205,748
Expenses					
6404 Consulting Services	$ 46,807	$ 61,868	$ 57,500	$ 57,500	$ 50,000
6405 Engineering Fees	-	-	120,000	120,000	55,000
6408 Contractor Fees	-	-	500,000	500,000	-
6802 Land Improvements	30,322	1,250	-	40,000	-
6803 Buildings	169,101	37,244	-	8,000	-
6804 Equipment	289,204	67,316	627,500	627,500	70,000
6809 Infrastructure Construction	128,144	428,863	895,000	986,000	1,080,000
Total Expenses	$ 663,578	$ 596,541	$ 2,200,000	$ 2,339,000	$ 1,255,000

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Memorial Park - Athletic Fields	$ 30,000
Erb Park - Master Plan Services	15,000
Parks - Playground Equipment	5,000
	$ 50,000
Engineering Fees	
Colony Oaks - Tennis Court Design	$ 15,000
Houdini Plaza - Design Services	20,000
Erb Park - Design Services	20,000
	$ 55,000
Equipment	
Playground Equipment:	
City/Derks Park	$ 70,000
	$ 70,000
Infrastructure Construction	
Vulcan to Lutz Park Trail	$ 750,000
AMP - Athletic Field Upgrades	50,000
Houdini Plaza Renovations	280,000
	$ 1,080,000

CITY OF APPLETON 2008 BUDGET
PARKS AND RECREATION PROJECT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Miscellaneous State Aids	$ -	$ -	$ 300,000	$ 300,000	$ -
Interest Income	14,042	21,667	14,074	15,945	20,748
Total Revenues	14,042	21,667	314,074	315,945	20,748
Expenses					
Program Costs	663,578	596,541	2,200,000	2,026,000	1,255,000
Total Expenses	663,578	596,541	2,200,000	2,026,000	1,255,000
Revenues over (under) Expenses	(649,536)	(574,874)	(1,885,926)	(1,710,055)	(1,234,252)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	610,000	400,000	1,770,000	1,457,000	1,185,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	610,000	400,000	1,770,000	1,457,000	1,185,000
Net Change in Equity	(39,536)	(174,874)	(115,926)	(253,055)	(49,252)
Fund Balance - Beginning	516,717	477,181	302,307	302,307	49,252
Fund Balance - Ending	$ 477,181	$ 302,307	$ 186,381	$ 49,252	$ -

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2008 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, donations, insurance claims, accidents, grants, etc. to purchase trees

Major program changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# of trees on City streets	28,200	28,500	28,500	28,500	28,750
Strategic Outcomes					
Positive community support					
Donations received from public	$ 181	$ 1,090	$ 2,500	$ 1,000	$ 1,000
Stable funding source for tree planting					
Funds for tree planting	$ 19,824	$ 24,632	$ 25,000	$ 25,000	$ 25,000
Work Process Outputs					
Purchase trees for planting requests	85	55	75	75	75
Purchase trees for replacements	1,020	890	900	900	900

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 4,368	$ 8,183	$ 7,150	$ 7,150	$ 7,150	0.00%
Program Expenses		$ 19,824	$ 26,437	$ 25,000	$ 25,000	$ 25,000	0.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	2,075	-	-	-	N/A
Supplies & Materials		19,824	24,362	25,000	25,000	25,000	0.00%
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Forestry **Business Unit 2060**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4110 Property Taxes	$ 17,900	$ 17,900	$ 17,850	$ 17,850	$ 17,850
4224 Miscellaneous State Aids	-	-	-	-	-
4710 Interest on Investments	200	697	250	250	900
4801 Charges for Serv.- Nontax	3,600	3,338	2,900	2,900	3,000
4802 Charges for Serv. - Tax	387	3,058	1,500	1,500	2,250
5020 Donations & Memorials	181	1,090	2,500	2,500	1,000
Total Revenue	$ 22,268	$ 26,083	$ 25,000	$ 25,000	$ 25,000
Expenses					
6308 Landscape Supplies	$ 19,824	$ 24,362	$ 25,000	$ 25,000	$ 25,000
6623 Uncollectible Accounts	-	2,075	-	-	-
Total Expense	$ 19,824	$ 26,437	$ 25,000	$ 25,000	$ 25,000

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Landscape Supplies	
Trees	$ 25,000
	$ 25,000

CITY OF APPLETON 2008 BUDGET
FORESTRY FUND
SOURCES AND USES OF FUNDS

Revenues	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Property Taxes	$ 17,900	$ 17,900	$ 17,850	$ 17,850	$ 17,850
Interest Income	200	697	250	600	900
Charges for Services	3,987	6,396	4,000	4,000	5,250
Other	181	1,090	2,900	2,900	1,000
Total Revenues	22,268	26,083	25,000	25,350	25,000
Expenses					
Program Costs	19,824	24,362	25,000	25,000	25,000
Administrative Expenses	-	2,075	-	-	-
Total Expenses	19,824	26,437	25,000	25,000	25,000
Revenues over (under) Expenses	2,444	(354)	-	350	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	2,444	(354)	-	350	-
Fund Balance - Beginning	880	3,324	2,970	2,970	3,320
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 3,324	$ 2,970	$ 2,970	$ 3,320	$ 3,320

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Union Spring Park **Business Unit 7110**

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the well at Union Spring Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds to make necessary minor repairs to the site as needed

Major program changes:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2005 Actual	2006 Actual	2007 Adopted Budget	2007 Projected	2008 Budget
Revenues					
Interest Income	$ 84	$ 163	$ 75	$ 150	$ 175
Expenses					
Program Costs	-	-	400	1,400	500
Revenues over (under) Expenses	84	163	(325)	(1,250)	(325)
Fund Balance - Beginning	3,145	3,229	3,392	3,392	2,142
Fund Balance - Ending	$ 3,229	$ 3,392	$ 3,067	$ 2,142	$ 1,817

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Peabody Estate **Business Unit 7130**

PROGRAM MISSION

To account for funding received from a private donation to finance the acquisition and development of Peabody Park and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to acquire land for Peabody Park

Major program changes:

No major acquistions are planned for 2007.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2005 Actual	2006 Actual	2007 Adopted Budget	2007 Projected	2008 Budget
Revenues					
Interest Income	$ 2,303	$ 4,494	$ 2,450	$ 4,675	$ 4,800
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	2,303	4,494	2,450	4,675	4,800
Fund Balance - Beginning	86,681	88,984	93,478	93,478	98,153
Fund Balance - Ending	$ 88,984	$ 93,478	$ 95,928	$ 98,153	$ 102,953

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Balliet Locomotive **Business Unit 7140**

PROGRAM MISSION

To account for funding provided by private donations to finance the maintenance of a locomotive located in Telulah Park, and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to make necessary minor repairs to the locomotive as needed

Major program changes:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2005 Actual	2006 Actual	2007 Adopted Budget	2007 Projected	2008 Budget
Revenues					
Interest Income	$ 223	$ 437	$ 250	$ 455	$ 470
Expenses					
Program Costs	-	-	250	250	300
Revenues over (under) Expenses	223	437	-	205	170
Fund Balance - Beginning	8,414	8,637	9,074	9,074	9,279
Fund Balance - Ending	$ 8,637	$ 9,074	$ 9,074	$ 9,279	$ 9,449

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Lutz Park Recreation **Business Unit 7150**

PROGRAM MISSION

To account for funding received from private donations to finance the construction and preservation of the recreational facilities at Lutz Park, and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to finance major maintenance and development of Lutz Park

Major program changes:

In September 2006, the City was notified of the award of a $285,015 grant from the state Department of Natural Resources for work on the boat landing and shoreline restoration. 50% of that grant amount was received in advance and recorded as grant income or deferred revenue in 2006.

The renovation to the boat landing and shoreline stabilization is scheduled to begin in the fall of 2007 and is anticipated to be completed by the end of 2007. As the project is completed, the deferred grant revenue will be recognized as income. The 2007 budget has also been adjusted to include the renovation of the bathroom facility, to be paid for from the fund balance made up of the Lutz family donations. In the event the entire project is not completed prior to year-end, expenditure authority will be carried over to 2008. The remainder of the grant will be received by the City upon completion of the project and is expected in 2008.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2005 Actual	2006 Actual	2007 Adopted Budget	2007 Projected	2008 Budget
Revenues					
Interest Income	$ 18,175	$ 36,701	$ 20,000	$ 43,650	$ 35,000
Grant Income	-	7,858	142,508	134,650	142,508
Total Revenue	18,175	44,559	162,508	178,300	177,508
Expenses					
Program Costs	-	7,858	420,000	604,797	-
Revenues over (under) Expenses	18,175	36,701	(257,492)	(426,497)	177,508
Fund Balance - Beginning	684,026	702,201	738,902	738,902	312,405
Fund Balance - Ending	$ 702,201	$ 738,902	$ 481,410	$ 312,405	$ 489,913

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Park Open Space **Business Unit 7160**

PROGRAM MISSION

Provide funding mechanism to account for moneys received from subdivision developers to finance acquisition of new park land and development of new parks and facilities.

PROGRAM NARRATIVE

Objectives:

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:

The 2008 budget will be used for the final development of walkways and lighting in Providence Park. Please see Projects Pg. 707 for a description of future development projects related to Providence Park.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2005 Actual	2006 Actual	2007 Adopted Budget	2007 Projected	2008 Budget
Revenues					
Charges for Services	$ 40,860	$ 28,000	$ 30,000	$ 30,000	$ 30,000
Interest Income	10,172	18,490	11,000	16,600	18,300
Total Revenues	51,032	46,490	41,000	46,600	48,300
Expenses					
Program Costs	-	138,167	107,000	121,000	45,000
Revenues over (under) Expenses	51,032	(91,677)	(66,000)	(74,400)	3,300
Fund Balance - Beginning	367,646	418,678	327,001	327,001	252,601
Fund Balance - Ending	$ 418,678	$ 327,001	$ 261,001	$ 252,601	$ 255,901

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Universal Playground **Business Unit 7180**

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the Universal Playground at Memorial Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance issues related to the Universal Playground at Appleton Memorial Park

Major program changes:

Expenditures are anticipated to cover major repairs associated with the playground.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2005 Actual	2006 Actual	2007 Adopted Budget	2007 Projected	2008 Budget
Revenues					
Interest Income	$ 549	$ 1,053	$ 550	$ 1,085	$ 1,100
Expenses					
Program Costs	-	531	2,000	2,000	2,000
Revenues over (under) Expenses	549	522	(1,450)	(915)	(900)
Fund Balance - Beginning	20,683	21,232	21,754	21,754	20,839
Fund Balance - Ending	$ 21,232	$ 21,754	$ 20,304	$ 20,839	$ 19,939

CITY OF APPLETON 2008 BUDGET

REID GOLF COURSE

Parks & Recreation Director: William N. Lecker

Deputy Director for Operations: Martin N. Will

Golf Course Superintendent: Douglas A. DeVries

CITY OF APPLETON 2008 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 2007 EVENTS

Secured a contract for the continued operations of the clubhouse

Presented 2007 tournament dates to Parks and Recreation Committee for adoption

Implemented special rates to increase play, including spring rates, outing rates, and corporate promotions

Continued marketing of Reid Golf Course to maintain and/or increase golf course exposure

Facilitated the loss of a .7 FTE Park Caretaker position and replaced with seasonal staff

Secured the services of a work crew from a local correctional institution to address course maintenance during 2007 season

Worked cooperatively with the Facilities Management Department to develop plans to upgrade the clubhouse

Met with Golf Advisory Committee to review operations and explore alternate funding for capital improvements. The Golf Advisory Committee has been discussing the establishment of a foundation to assist the golf course with capital projects. The foundation would provide a mechanism for individuals to designate funds for the golf course through wills, estates, etc. Funds could also be generated through special events, golf outings, donations, etc.

Secured agreement with Post Crescent for annual tournament

Continued customer surveys to solicit feedback from golfers and implemented suggestions received during the survey

Explored opportunities to sell land near the maintenance facility to improve cash flow This is listed as an objective for 2008 to make a final determination on what to do with the land.

Due to decreased rounds and loss of anticipated cell tower lease revenue, no principal payment will again be issued to the General Fund. Interest has been paid, but principal deferred added to year 2016.

CITY OF APPLETON 2008 BUDGET
REID GOLF COURSE

MAJOR 2008 OBJECTIVES

Provide accounting procedures and policies for accurate and complete collection of fees and revenues

Administer the contract for operations of clubhouse to:
- 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

Work closely with the clubhouse manager to expand promotion of the golf course to other golfers, including youth

Continue to explore and expand promotions of the golf course to reach new customers

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 and explore alternate funding opportunities at Reid Golf Course

Work cooperatively with the Facilities Management Department on the necessary building upgrades

Explore options to secure additional revenues for golf course, including advertising, expanded use of clubhouse during non-golf season, land sales, etc.

Analyze the long term financial viability to operate the golf course as a self-sustained enterprise fund

Make a final determination on the land near the maintenance facility that is needed for future development and arrange for the sale of the remaining property. Approximately 4 acres of land was purchased in the early 1990's for expansion of the maintenance facility and golf course. With no plans for the expansion of the golf course, the remaining land is adjacent to existing residential property and has the potential to be used for additional residential development, including access to the golf course.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 507,630	$ 519,147	$ 623,586	$ 623,586	$ 542,810	-12.95%
Program Expenses							
5610	Administration	143,365	178,527	213,611	213,611	201,900	-5.48%
5620	Customer Service	24,711	21,081	27,204	27,204	20,657	-24.07%
5630	Facilities Maintenance	398,448	394,051	378,369	378,369	385,739	1.95%
TOTAL		$ 566,524	$ 593,659	$ 619,184	$ 619,184	$ 608,296	-1.76%
Expenses Comprised Of:							
Personnel		248,540	240,117	231,205	231,205	217,432	-5.96%
Administrative Expense		110,052	146,884	169,822	169,822	163,094	-3.96%
Supplies & Materials		72,026	67,823	69,200	69,200	59,500	-14.02%
Purchased Services		37,920	27,009	40,750	40,750	26,325	-35.40%
Utilities		28,114	26,882	31,752	31,752	30,615	-3.58%
Repair & Maintenance		69,872	84,944	76,455	76,455	91,330	19.46%
Capital Expenditures		-	-	-	-	20,000	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.67	2.67	2.05	2.05	2.05	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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.

Provide for the administration of the contract with the clubhouse manager

Major program changes:

This budget continues to reflect the allocation from the Finance Department of 5% of the Accounting/Customer Service Supervisor's time ($3,745) to reflect Finance administrative support of the golf course and a recalculation of depreciation expense due to the completion of the irrigation system. 2007 depreciation expense will be approximately $78,000 due to the full depreciation of the parking lot, air conditioner and greens covers in 2006, this depreciation was included in the 2007 budget amount. 2005 and 2006 included "two for one" specials through advertising media to promote the golf course and are noted below. The "two for one" specials were not continued in 2007 and will not be pursued in 2008 since funds for marketing the course have been reduced 2008 and the course cannot afford the loss of revenue realized when giving away rounds of golf. The number of media used in 2008 will also be reduced due to a reduction in available marketing funds.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Contract administration					
% of weekly ACH withdrawal executed	100%	100%	100%	100%	100%
Strategic Outcomes					
Promotion of golf course					
# of media used for advertising	4	5	5	5	1
# of promo rounds from advertising	1,617	438	500	-	-
Work Process Outputs					
% of monthly revenue reports presented to Parks and Recreation Committee each month	100%	100%	100%	100%	100%
# of monthly mtgs. held with contractor	8	8	8	8	8
% of operating budget expended	89%	79%	98%	98%	95%
% of principal repayment made	0%	33%	100%	0%	0%

CITY OF APPLETON 2008 BUDGET
REID GOLF COURSE

Administration **Business Unit 5610**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4710 Interest on Investments	$ 743	$ 1,269	$ 500	$ 500	$ 600
5004 Sale of City Prop - Nontax	-	2,015	-	-	-
5005 Sale of City Prop - Tax	-	1,810	1,000	1,000	1,000
Total Revenue	$ 743	$ 5,094	$ 1,500	$ 1,500	$ 1,600
Expenses					
6101 Regular Salaries	$ 11,445	$ 12,656	$ 15,766	$ 15,766	$ 16,557
6105 Overtime	25	24	-	-	-
6150 Fringes	4,891	4,830	6,438	6,438	6,274
6305 Awards & Recognition	-	-	45	45	45
6401 Accounting/Audit	1,694	1,958	1,700	1,700	1,700
6403 Bank Services	54	26	200	200	200
6408 Contractor Fees	18,793	15,832	25,000	25,000	18,500
6501 Insurance	4,140	2,880	3,200	3,200	2,250
6599 Other Contracts/Obligations	-	156	-	-	-
6601 Depreciation Expense	56,246	65,096	84,000	84,000	78,000
6650 Discounts Available	(3)	-	-	-	-
6720 Interest Payments	28,180	57,169	59,362	59,362	60,474
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
Total Expense	$ 143,365	$ 178,527	$ 213,611	$ 213,611	$ 201,900

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Greens fee allocation to clubhouse contractor	$ 18,500
	$ 18,500

CITY OF APPLETON 2008 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
Expand the junior golf program
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
Explore and implement methods to increase customer base

Major program changes:

The performance indicators continue to reflect the continued decline in the number of rounds of golf played at Reid Golf Course. This downward trend is consistent with national trends and other local courses.
This budget includes the elimination of the ranger position along with substantially reducing the advertising. The budget includes having the clubhouse open during the month of December to offer sales on merchandise and golf opportunities. The clubhouse manager would also be given the opportunity to reserve the clubhouse for holiday parties and gatherings. The December sale of coupons, passes and merchandise would provide opportunities for the community to purchase holiday gifts and compete more favorably with other courses.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Functional clubhouse					
# of months clubhouse open	8	8	9	9	10
Golf and concession opportunities					
Full service golf operation for year	100%	100%	100%	100%	100%
Strategic Outcomes					
Positive public response to service					
% of golfers who rate clubhouse service at good or better	98%	87%	96%	96%	97%
Work Process Outputs					
Revenue-daily fee rounds	$ 391,823	$ 390,399	$ 491,000	$ 380,000	$ 384,133
Revenue-coupons and passes	$ 88,067	$ 91,686	$ 102,450	$ 99,300	$ 115,602
Revenues-food concessions & carts	$ 20,941	$ 22,000	$ 22,500	$ 22,500	$ 23,175
# Daily fee rounds	31,878	27,697	31,350	26,000	26,000
# Coupon books sold	77	119	125	75	125
# Weekday passes sold	102	104	105	109	109
# Annual passes sold	82	61	60	67	67

CITY OF APPLETON 2008 BUDGET
REID GOLF COURSE

Customer Service **Business Unit 5620**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4802 Charges for Serv. - Tax	$ 10,641	$ -	$ -	$ -	$ -
5010 Misc revenue - Non Tax	-	22,000	22,500	22,500	23,175
5011 Misc Revenue - Tax	10,300	-	-	-	-
Total Revenue	$ 20,941	$ 22,000	$ 22,500	$ 22,500	$ 23,175
Expenses					
6108 Part-Time	$ 707	$ 679	$ 1,024	$ 1,024	$ -
6150 Fringes	54	52	78	78	-
6301 Office Supplies	-	-	300	300	200
6303 Memberships & Licenses	100	100	175	175	100
6306 Building Maint./Janitorial	850	1,322	1,140	1,140	1,150
6316 Miscellaneous Supplies	679	325	500	500	500
6320 Printing & Reproduction	1,215	1,171	1,500	1,500	1,000
6324 Medical/Lab Supplies	-	-	250	250	100
6412 Advertising	4,519	4,789	4,000	4,000	500
6413 Utilities	15,434	12,338	17,287	17,287	16,157
6418 Equip Repairs & Maint	991	89	950	950	950
6599 Other Contracts/Obligations	162	216	-	-	-
Total Expense	$ 24,711	$ 21,081	$ 27,204	$ 27,204	$ 20,657

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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

Strive to meet the recommendations of the United States Golf Association assessment

Coordinate labor demands with Operations Division to maximize resources and meet the needs of the course

Work closely with CEA to coordinate repairs and provide equipment to maintain course

Work closely with the Facilities Management Department on building upgrades

Continue to explore opportunities to increase revenues and decrease expenditures

Major program changes:

The average number of rounds played at Reid Golf Course continues to decrease from previous years. This trend is consistent with national and local trends. Reductions in various operating expenses have been made in an attempt to bring the expenditure budget in line with anticipated revenues.

This budget continues to reflect the reduction of .7 FTE Park Caretaker from 2007 and the reduction of seasonal labor.

Greens fees are scheduled to increase $.50-$1.00 in 2008 to meet projected revenues. This budget also includes additional rental revenue in an attempt to rent out the facility more during the year.

Additional revenue ($5,100) is hoped to be gained by outsourcing of the Golf Superintendent's time (.05 FTE potentially with USA Youth for assistance with their irrigation system).

This program budget also includes $20,000 to replace the air handlers as part to the HVAC upgrade to the clubhouse. This upgrade is critical to the continued operation of the HVAC system in the clubhouse. See page 647 of the Capital Projects section.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Quality 18 hole course					
Meets USGA standards	100%	100%	100%	100%	100%
Recreational opportunities					
Rounds of golf played annually	39,313	35,595	37,350	36,500	36,500
Strategic Outcomes					
Positive public response to customer service					
% of golfers who rate course conditions at good or better	95%	98%	98%	98%	98%
Work Process Outputs					
% of time:					
Greens are mowed daily	100%	100%	100%	100%	100%
Tees and fairways - mowed 3 times per week (May-Aug.)	100%	100%	100%	100%	100%
Rough - mowed weekly	100%	100%	100%	100%	100%
Bunkers - raked weekly (Summer)	100%	100%	100%	100%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	100%	95%	95%	95%	95%

CITY OF APPLETON 2008 BUDGET
REID GOLF COURSE

Facilities Maintenance **Business Unit 5630**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 3,065	$ 3,368	$ 3,000	$ 3,000	$ 8,600
4802 Charges for Serv. - Tax	476,481	482,085	587,586	587,586	499,735
4850 Daily Entrance - Nontax	3,400	3,600	5,000	5,000	4,200
5015 Rental of City Property	3,000	3,000	4,000	4,000	5,500
Total Revenue	$ 485,946	$ 492,053	$ 599,586	$ 599,586	$ 518,035
Expenses					
6101 Regular Salaries	$ 124,497	$ 123,665	$ 104,611	$ 104,611	$ 106,451
6104 Call Time	74	85	-	-	-
6105 Overtime	1,661	1,976	1,734	1,734	1,773
6108 Part-Time	46,425	41,117	53,317	53,317	35,924
6150 Fringes	58,761	55,033	48,237	48,237	50,453
6201 Training/Conferences	1,210	717	1,500	1,500	1,000
6301 Office Supplies	59	182	100	100	100
6303 Memberships & Licenses	440	450	600	600	450
6306 Building Maint./Janitorial	440	584	1,000	1,000	900
6307 Food & Provisions	70	-	-	-	25
6308 Landscape Supplies	50,670	48,134	46,000	46,000	38,250
6309 Shop Supplies & Tools	264	318	400	400	350
6311 Paint & Supplies	221	345	400	400	400
6316 Miscellaneous Supplies	3,139	2,845	3,600	3,600	3,000
6321 Clothing	107	62	200	200	150
6322 Gas Purchases	13,111	12,414	13,000	13,000	14,000
6323 Safety Supplies	100	177	150	150	150
6324 Medical/Lab Supplies	-	-	200	200	100
6325 Construction Materials	659	1,231	1,500	1,500	-
6326 Vehicle & Equipment Parts	1,760	802	1,500	1,500	1,500
6327 Miscellaneous Equipment	60	-	-	-	7,800
6328 Signs	42	-	-	-	-
6404 Consulting Services	-	-	1,000	1,000	-
6407 Collection Services	635	744	732	732	732
6408 Contractor Fees	10,049	1,765	7,500	7,500	4,000
6411 Temporary Help	-	454	-	-	-
6413 Utilities	12,680	14,544	14,465	14,465	14,458
6416 Build Repairs & Maint	2,726	8,500	2,000	2,000	2,000
6418 Equip Repairs & Maint	1,606	14,406	5,000	5,000	5,000
6419 Communication Equip. Repair	-	-	200	200	-
6420 Facilities Charges	4,933	209	4,550	4,550	12,426
6425 CEA Equip. Rental	59,616	61,740	63,755	63,755	63,154
6451 Uniform Services	722	650	618	618	543
6503 Rent	420	482	500	500	500
6599 Other Contracts/Obligations	1,291	420	-	-	150
6804 Equipment	-	-	-	-	20,000
Total Expense	$ 398,448	$ 394,051	$ 378,369	$ 378,369	$ 385,739

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Landscape Supplies	
Topsoil, sand & gravel	$ 3,750
Seed & fertilizers	11,000
Plant material	1,750
Pesticides/herbicides	21,750
	$ 38,250

Equipment	
Air Handlers	$20,000

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Interest Income	743	1,268.64	2,717	500	500	500	600
Charges for Services	493,587	489,053.11	522,760	595,586	595,586	593,071	512,535
Other Revenues	13,300	28,824.82	26,500	27,500	27,500	29,000	29,675
TOTAL REVENUES	507,630	519,146.57	551,977	623,586	623,586	622,571	542,810
EXPENSES BY LINE ITEM							
Regular Salaries	67,708	67,409.01	64,982	86,462	86,462	88,320	88,320
Labor Pool Allocations	48,743	49,741.99	28,366	24,709	24,709	29,485	29,485
Unallocated Labor	0	.00	0	9,206	9,206	5,203	5,203
Call Time	74	85.29	143	0	0	0	0
Overtime	1,686	1,999.53	1,583	1,734	1,734	1,773	1,773
Part-Time	47,132	41,796.17	53,296	54,341	54,341	47,035	35,924
Other Compensation	3	3.78	0	0	0	0	0
Shift Differential	2	1.80	2	0	0	0	0
Sick Pay	3,541	2,429.77	549	0	0	0	0
Vacation Pay	15,945	16,735.42	12,628	0	0	0	0
Fringes	63,706	59,915.26	47,480	54,753	54,753	58,607	56,727
Salaries & Fringe Benefits	248,540	240,118.02	209,029	231,205	231,205	230,423	217,432
Training & Conferences	1,210	717.00	155	1,500	1,500	1,500	1,000
Office Supplies	59	182.30	100	400	400	300	300
Memberships & Licenses	540	550.00	735	775	775	550	550
Awards & Recognition	0	.00	0	45	45	45	45
Building Maintenance/Janitor.	1,289	1,906.09	2,330	2,140	2,140	2,050	2,050
Food & Provisions	71	.00	0	0	0	25	25
Insurance	4,140	2,880.00	2,333	3,200	3,200	3,200	2,250
Rent	420	482.05	382	500	500	500	500
Depreciation Expense	56,246	65,096.46	64,218	84,000	84,000	84,000	78,000
Discounts Available	3-	.00	0	0	0	0	0
Interest Payments	28,180	57,169.31	30,718	59,362	59,362	59,362	60,474
Trans Out - General Fund	17,900	17,900.04	14,917	17,900	17,900	17,900	17,900
Administrative Expense	110,052	146,883.25	115,888	169,822	169,822	169,432	163,094
Landscape Supplies	50,670	48,134.02	45,580	46,000	46,000	46,500	38,250
Shop Supplies & Tools	264	317.83	347	400	400	350	350
Paint & Supplies	221	344.96	325	400	400	400	400
Golf Shop Supplies	0	.00	0	500	500	500	500
Miscellaneous Supplies	3,817	3,169.29	3,266	3,600	3,600	3,500	3,000
Printing & Reproduction	1,216	1,171.00	1,343	1,500	1,500	1,000	1,000
Clothing	107	62.35	393	200	200	150	150
Gas Purchases	13,111	12,413.67	16,416	13,000	13,000	14,643	14,000
Safety Supplies	100	176.89	267	150	150	150	150
Medical & Lab Supplies	0	.00	0	450	450	200	200
Construction Materials	659	1,230.85	1,264	1,500	1,500	1,500	0
Vehicle & Equipment Parts	1,760	802.38	1,041	1,500	1,500	1,500	1,500
Miscellaneous Equipment	60	.00	0	0	0	0	7,800
Signs	42	.00	0	0	0	0	0
Supplies & Materials	72,027	67,823.24	70,242	69,200	69,200	70,393	67,300
Accounting/Audit	1,694	1,957.66	2,028	1,700	1,700	1,700	1,700
Bank Services	54	25.70	39	200	200	200	200
Consulting Services	0	.00	70	1,000	1,000	1,000	0
Collection Services	635	744.20	566	732	732	732	732
Contractor Fees	28,843	17,597.01	24,753	32,500	32,500	30,000	22,500
Temporary Help	0	453.75	0	0	0	0	0
Advertising	4,519	4,789.10	3,153	4,000	4,000	4,000	500
Tipping Fees	0	.00	63	0	0	0	0
Laundry Services	722	649.83	527	618	618	543	543
Other Contracts/Obligations	1,454	791.93	150	0	0	150	150
Purchased Services	37,921	27,009.18	31,349	40,750	40,750	38,325	26,325
Electric	15,422	15,520.60	14,417	17,581	17,581	17,839	17,839
Gas	6,483	2,317.78	5,474	7,408	7,408	5,887	5,887

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Water	1,432	1,457.88	1,213	1,547	1,547	1,517	1,517
Waste Disposal/Collection	486	438.18	320	806	806	833	833
Stormwater	2,489	5,428.18	4,487	3,093	3,093	3,093	3,093
Telephone	1,396	1,434.50	1,209	958	958	1,190	1,190
Cellular Telephone	406	284.99	243	359	359	256	256
Utilities	28,114	26,882.11	27,363	31,752	31,752	30,615	30,615
Building Repair & Maintenance	2,726	8,499.87	24	2,000	2,000	2,000	2,000
Equipment Repair & Maintenanc	2,598	14,495.19	12,604	5,950	5,950	5,950	5,950
Communications Equip. Repairs	0	.00	0	200	200	0	0
Facilities Charges	4,933	209.00	18,068	4,550	4,550	12,426	12,426
CEA Equipment Rental	59,616	61,739.93	53,211	63,755	63,755	63,154	63,154
Repair & Maintenance	69,873	84,943.99	83,907	76,455	76,455	83,530	83,530
Machinery & Equipment	0	.00	0	0	0	0	20,000
Capital Expenditures	0	.00	0	0	0	0	20,000
TOTAL EXPENSES	566,527	593,659.79	537,778	619,184	619,184	622,718	608,296

CITY OF APPLETON 2008 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2005 Actual	2005 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Charges for Services	$ 490,178	$ 507,685	$ 615,086	$ 515,000	$ 527,110
Miscellaneous	16,709	6,368	7,000	7,000	14,100
Total Revenues	506,887	514,053	622,086	522,000	541,210
Expenses					
Operation and Maintenance	494,198	453,494	457,922	452,922	431,922
Depreciation	26,246	65,096	84,000	78,000	78,000
Total Expenses	520,444	518,590	541,922	530,922	509,922
Operating Income (Loss)	(13,557)	(4,537)	80,164	(8,922)	31,288
Nonoperating Revenues (Expenses)					
Interest Income	743	1,269	500	600	600
Interest Expense	(28,180)	(57,169)	(59,362)	(61,612)	(60,474)
Other	-	3,825	1,000	1,000	1,000
Total Non-Operating	(27,437)	(52,075)	(57,862)	(60,012)	(58,874)
Net Income Before Transfers	(40,994)	(56,612)	22,302	(68,934)	(27,586)
Contributions and Transfers In (Out)					
Operating Transfers out	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	(58,894)	(74,512)	4,402	(86,834)	(45,486)
Net Assets - Beginning	605,750	546,856	472,344	472,344	385,510
Net Assets - Ending	$ 546,856	$ 472,344	$ 476,746	$ 385,510	$ 340,024

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 10,254	$ 1,420
+ Net Income	(86,834)	(45,486)
+ Depreciation	78,000	78,000
+ Long Term Debt	-	-
- Fixed Assets	-	(20,000)
- Principal Repayment	-	-
Working Cash - End of Year	$ 1,420	$ 13,934

CITY OF APPLETON 2008 BUDGET
REID GOLF COURSE
CALCULATION OF RATE INCREASE DOCUMENTATION

	2007 Budget	2007 Projected	2008 Budget	2009 Projected	2010 Projected	2011 Projected	2012 Projected
Revenues							
Charges for Services	$ 615,086	$ 515,000	$ 527,110	542,923	559,211	575,987	593,267
Miscellaneous	7,000	7,000	14,100	7,500	7,500	7,500	7,500
Total Revenues	622,086	522,000	541,210	550,423	566,711	583,487	600,767
Expenses							
Operating Expenses	457,922	452,922	431,922	444,880	458,226	471,973	486,132
Depreciation	84,000	78,000	78,000	78,500	79,000	79,000	79,000
Total Expenses	541,922	530,922	509,922	523,380	537,226	550,973	565,132
Operating Income	80,164	(8,922)	31,288	27,043	29,485	32,514	35,635
Non-Operating Revenues (Expenses)							
Interest Income	500	600	600	600	600	600	600
Interest Expense	(59,362)	(61,612)	(60,474)	(60,175)	(60,175)	(60,253)	(60,195)
Other	1,000	1,000	1,000	-	-	-	-
Total Non-Operating	(57,862)	(60,012)	(58,874)	(59,575)	(59,575)	(59,653)	(59,595)
Net Income Before Transfers	22,302	(68,934)	(27,586)	(32,532)	(30,090)	(27,139)	(23,960)
Contributions and Transfers In (Out)							
General Fund	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	4,402	(86,834)	(45,486)	(50,432)	(47,990)	(45,039)	(41,860)
Total Net Assets - Beginning	472,344	472,344	385,510	340,024	289,592	241,601	196,562
Total Net Assets - Ending	$ 476,746	$ 385,510	$ 340,024	$ 289,592	$ 241,601	$ 196,562	$ 154,702

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	10,254	1,420	13,934	42,002	48,011	81,972
+ Net Income	(86,834)	(45,486)	(50,432)	(47,990)	(45,039)	(41,860)
+ Depreciation	78,000	78,000	78,500	79,000	79,000	79,000
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	-	(20,000)	-	(25,000)	-	-
- Principal Repayment	-	-	-	-	-	-
Working Cash - End of Year	$ 1,420	$ 13,934	$ 42,002	$ 48,011	$ 81,972	$ 119,112
25% Working Capital Reserve (prior year's audited expenses)		133,109	127,574	130,739	134,075	137,531
Coverage Ratio	0.86	1.54	1.47	1.52	1.56	1.62

ASSUMPTIONS:

Interest rate at 5%, twenty year term
Rounds of golf played to remain constant, with prices increasing 2-5% in 2009-2012 for rounds of golf, passes & coupons.
Operating expenses to increase 3.0% per year after 2009
Strive to maintain a level of 25% working capital reserve and 1.25 coverage ratio
No principal payment on General Fund advance will be made,

CITY OF APPLETON 2008 BUDGET
REID GOLF COURSE
LONG-TERM DEBT

	2002 General Fund Advance		
Year	Principal *	Interest	Total
2008	$ -	$ 24,750	$ 24,750
2009	-	24,750	24,750
2010	-	24,750	24,750
2011	-	24,750	24,750
2012	-	24,750	24,750
	$ -	$ 123,750	$ 123,750

	2005 State Fund Trust Loan		
Year	Principal	Interest	Total
2008	$ -	$ 35,724	$ 35,724
2009	-	35,425	35,425
2010	-	35,425	35,425
2011	-	35,503	35,503
2012	-	35,445	35,445
2013	-	35,425	35,425
2014	15,000	34,666	49,666
2015	45,000	32,580	77,580
2016	46,000	30,017	76,017
2017	50,000	27,308	77,308
2018	50,000	24,564	74,564
2019	50,000	21,855	71,855
2020	65,000	18,454	83,454
2021	70,000	14,711	84,711
2022	75,000	10,845	85,845
2023	75,000	6,668	81,668
2024	75,000	2,582	77,582
2025	80,000	645	80,645
2026	12,509	74	12,583
	$ 708,509	$ 437,918	$ 1,146,427

	Total		
Year	Principal	Interest	Total
2008	$ -	$ 60,474	$ 60,474
2009	-	60,175	60,175
2010	-	60,175	60,175
2011	-	60,253	60,253
2012	-	60,195	60,195
2013	-	35,425	35,425
2014	15,000	34,666	49,666
2015	45,000	32,580	77,580
2016	46,000	30,017	76,017
2017	50,000	27,308	77,308
2018	50,000	24,564	74,564
2019	50,000	21,855	71,855
2020	65,000	18,454	83,454
2021	70,000	14,711	84,711
2022	75,000	10,845	85,845
2023	75,000	6,668	81,668
2024	75,000	2,582	77,582
2025	80,000	645	80,645
2026	12,509	74	12,583
	$ 708,509	$ 561,668	$ 1,270,177

Note: Schedule is based on accrual method of accounting.

* At this time, we can not project any future principal repayments to the General Fund ($495,000) due to the decline in number of rounds which is consistent with national trends. One of the 2008 objectives (page 295) is to develop a plan for the long-term financial viability of the course.

CITY OF APPLETON 2008 BUDGET

VALLEY TRANSIT

General Manager: Deborah S. Wetter

Administrative Services Manager: Susan M. Kappell

CITY OF APPLETON 2008 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 2007 EVENTS

Change in Leadership
In October, 2006 Chuck Kamp left Valley Transit after 15 years to take the General Manager position at Madison Metro. Deborah Wetter was hired as the new General Manager in February, 2007. Ms. Wetter, with assistance from Valley Transit staff, spent the first six months learning about the system, meeting community leaders and customers and studying issues affecting the system. In June, Nicole Voelzke was hired as a Community Relations Specialist. Her focus is to develop, conduct and implement community relations, public information and customer service programs. These programs are designed to improve community use and support for Valley Transit services and to raise the profile of Valley Transit in the community.

Regional Transit Authority (RTA) Study Committee supports State RTA Enabling Legislation
The Study Committee conducted interviews with stakeholders and opinion leaders in the Fox Cities to assess the support for an RTA in the Fox Cities. The results confirmed support for transit, and the willingness to consider the possibility of forming an RTA. As the first step toward forming a local RTA, the study committee voted to endorse the Wisconsin Alliance of Cities State RTA enabling legislation draft and worked with the Alliance to get the legislation passed by the Wisconsin legislature in 2007.

Ridership shows slight increase over 2006
Bus ridership through May was 390,880 passengers, a 1.5% increase over 2006 ridership. February and March ridership was down, due primarily to winter weather that was more severe than the previous year. However, ridership in April increased 3.9% over 2006 and May ridership was up 6.7%. Route changes to Route 8 Telulah and Route 11 East College last year appear to have had a positive effect on ridership because both routes have shown significant increases in 2007.

Bike Rack Use up significantly
Certifications to use bus bike racks increased 82% while average daily bike rack use increased from 13/day in 2006 to 27/day in 2007. The increases were due primarily to promotional activities in May, 2007 related to Bike to Work Week.

Valley Transit and Appleton Downtown, Inc (ADI) partner to provide Trolley Service
Valley Transit and ADI worked together to provide free Downtown Trolley service from June 1 - December 22. The trolley was operated by Lamers under contract to Valley Transit. In 2007, the service hours were extended . It ran Thursday and Friday from 4 p.m. - 10:00 p.m. and Saturday from 10 a.m. - 10:00 p.m. Service was also extended to include Trolley Square and Between The Locks. ADI raised the local share of the funding and Valley Transit secured state and federal support.

Work on Transit Development Plan Continues
East Central Wisconsin Regional Planning Commission (ECWRPC) worked with Valley Transit to update the Five Year Transit Development Plan (TDP). Surveys of current riders and ridership counts were taken in November and December, 2006. The TDP Committee met quarterly to review the progress of the plan and provide input. The Committee includes staff from stakeholder agencies, companies and municipalities served by Valley Transit. As part of the project, ECWRPC developed a transit demand model to allow various service alternatives to be studied. The TDP will be completed in August, 2008. Public input and information sessions are part of the plan process.

United Way Call-A-Ride Service Begun
United Way and Valley Transit teamed up to offer a unique service designed to get second and third shift workers to their jobs in and around the Valley Transit service area. The service created a call-a-ride zone to encircle the current service area with transfer points to allow people to transfer to fixed routes during Valley Transit's operating hours and provide traditional demand-responsive service in the late evening and early morning.

Appleton Area School District (AASD) and Valley Transit team up to provide rides for 7-12 graders
AASD and Valley Transit are negotiating an agreement that will allow all Appleton area students, grades 7-12, to ride Valley Transit buses for free on school days by showing their student ID. The primary purpose of the program is to encourage students to use the bus to get to school, but as an added incentive for students to use the bus, they will also be able to use their school ID to ride anywhere in the Valley Transit system after school on school days.

CITY OF APPLETON 2008 BUDGET
VALLEY TRANSIT

MAJOR 2008 OBJECTIVES

Complete the work of the RTA Study Committee and the Transit Development Plan. Between these two efforts, the Appleton Common Council is likely to be presented both with the traditional proposed changes involving services, fares, and policies under current budget conditions and also with proposed changes that would increase ridership and broaden the use of the system but would require additional funding. They will also likely be presented with information about how a Regional Transit Authority should be structured in the Fox Cities area. Among the important reasons for looking at an RTA is Valley Transit's anticipated loss of most of the federal operating assistance in 2012 when the 2010 census is complete and the urbanized area exceeds 200,000 in population, making it ineligible for federal operating assistance.

Valley Transit will continue to strengthen partnerships with community organizations and build new ones as well. As an example of an expanded partnership, in addition to providing the local funding for the North High School Tripper, the Appleton Area School District is working with Valley Transit to allow all AASD students, grades 7-12 to ride Valley Transit buses on school days by showing their school ID.

Valley Transit has experienced an ongoing ridership decline for a number of years. In order to reverse the trend and broaden the ridership base, a community relations specialist has been hired to build partnerships, increase the amount and clarity of public information available to customers and potential customers about routes and schedules, encourage increased use of the system through promotions targeted at both current markets and new ridership groups and generally increase the visibility of Valley Transit in the Fox Cities area. The focus will be on both increasing ridership and revenue for the system and building an advocacy group for Valley Transit. Staff will also be looking at expanding the communication tools used to get potential riders information on how to use the system.

As part of the effort to increase ridership, Valley Transit will be translating information into Spanish and working with the Spanish-speaking community to determine barriers to transit use and work to eliminate those barriers. We will be partnering with the Hispanic Interagency Council, Casa Hispana, the Multicultural Center and working closely with Appleton's Intercultural Relations Coordinator to find opportunities for communication and partnership in the Hispanic community.

Valley Transit staff will be reviewing the Valley Transit operation, with assistance from peer transit properties, to determine if there are ways to streamline or modify procedures to increase the effectiveness and efficiency of delivering transit services to the public.

As a way to offer convenience for existing Valley Transit riders and provide a mechanism for businesses and agencies to subsidize individual transportation services, Valley Transit is proposing to offer a 30 day pass for a price that is a slightly better discount than the current 10-ride tickets. In conjunction with offering the new pass, Valley Transit will initiate an employer pass program which will encourage employers to subsidize transit by giving them a tax incentive. In addition, Valley Transit staff will work with Project Promise and area agencies to find sponsors to donate money which can be used to subsidize 30-day passes for families with low income.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 6,478,535	$ 6,179,566	$ 6,951,528	$ 6,951,528	$ 6,679,277	-3.92%
Program Expenses							
5810	Administration	1,133,029	1,108,146	1,132,435	1,276,164	1,112,198	-1.79%
5820	Vehicle Maint.	592,502	623,189	660,201	834,776	621,621	-5.84%
5830	Facilities Maint.	85,370	75,019	489,759	578,403	227,775	-53.49%
5840	Operations	2,846,158	2,994,423	3,231,750	3,256,226	3,255,938	0.75%
5850	ADA Paratransit	968,487	1,079,563	1,206,894	1,206,894	1,214,429	0.62%
5860	Ancillary Paratransit	923,232	996,368	1,293,556	1,293,556	1,297,046	0.27%
TOTAL		$ 6,548,778	$ 6,876,708	$ 8,014,595	$ 8,446,019	$ 7,729,007	-3.56%
Expenses Comprised Of:							
Personnel		3,364,869	3,369,599	3,618,292	3,591,292	3,607,814	-0.29%
Administrative Expense		749,984	782,958	725,987	725,987	686,732	-5.41%
Supplies & Materials		430,729	511,986	652,755	774,731	628,519	-3.71%
Purchased Services		1,832,656	2,052,815	2,429,106	2,456,106	2,484,167	2.27%
Utilities		95,992	91,705	95,464	95,464	100,417	5.19%
Repair & Maintenance		74,548	67,645	92,991	92,991	128,063	37.72%
Capital Expenditures		-	-	400,000	709,448	93,295	-76.68%
Full Time Equivalent Staff:							
Personnel allocated to programs		55.30	54.80	54.30	54.30	51.90	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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…", and #5: "…work to improve influence over statutory and regulatory processes…"

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:

Administration salaries have increased due to the reallocation of some of the General Manager's time from the ADA Paratransit budget (5850). Those ADA duties have been assumed by an Operations Supervisor.

Federal, State and local aid revenues from all the other operating budgets are consolidated in this budget.

Technology Services recommended an all-in-one copier replacement that will save at least $1,200 in lease fees annually plus ink, toner and printer replacement savings.

The advertising line item, which was reduced in 2007 because of the marketing position vacancy, has been restored to its previous level.

Vehicle liability insurance is increased $6,265 because of several tort cap losses (none associated with Valley Transit) within the pool. The premium allocation formula has been revised for 2008 to reward systems with good safety records and penalize those with poor safety records. This change will benefit Valley Transit due to our good loss record.

Depreciation expense is down about $50,000 because the Whitman Avenue facility was fully depreciated in 2007.

Combined State and Federal operating assistance is estimated at 57% of eligible expenses, down from 59% in 2007. The difference is approximately $140,000.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Regional transit service					
# municipalities served	10	11	11	11	11
# members of Fox Cities Transit Com'n.	8	8	9	8	9
Stable work environment					
# full-time jobs	50	50	50	50	50
Strategic Outcomes					
Regulatory compliance					
Timely reporting	100%	100%	100%	100%	100%
# review/audit findings	0	0	0	0	0
Work Process Outputs					
Reporting and recordkeeping:					
Contract negotiating & monitoring					
# employee grievances filed	5	2	4	4	4
Public information					
# public presentations	43	N/A	45	45	60

CITY OF APPLETON 2008 BUDGET
VALLEY TRANSIT

Administration **Business Unit 5810**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4210 Federal Grants	$ 2,724,801	$ 2,450,489	$ 1,996,474	$ 1,996,474	$ 2,212,570
4224 Miscellaneous State Aids	1,758,382	1,606,398	2,065,318	2,065,318	1,924,140
4230 Miscellaneous Local Aids	418,426	385,058	528,217	528,217	491,608
4710 Interest on Investments	-	-	17,500	17,500	37,000
4877 Advertising/Promotional	73,163	85,794	40,000	40,000	50,000
5006 Gain (Loss) on Asset Disposal	18,200	20,678	-	-	-
5010 Misc Revenue - Nontax	548	716	-	-	-
5011 Misc Revenue - Tax	338	443	-	-	-
5021 Capital Contributions	129,901	135,693	-	-	18,659
5921 Trans In - General Fund	617,641	556,103	615,826	615,826	662,694
Total Revenue	$ 5,741,400	$ 5,241,372	$ 5,263,335	$ 5,263,335	$ 5,396,671
Expenses					
6101 Regular Salaries	$ 217,752	$ 179,238	$ 233,075	$ 219,225	$ 252,278
6105 Overtime	4,328	4,268	4,633	4,633	5,187
6150 Fringes	85,117	69,862	93,863	89,713	89,087
6201 Training\Conferences	1,914	3,215	5,000	5,000	5,147
6205 Employee Recruitment	-	4,149	-	-	-
6301 Office Supplies	4,495	3,958	6,019	6,019	4,289
6302 Subscriptions	572	570	300	300	300
6303 Memberships & Licenses	1,636	1,710	2,382	2,382	2,200
6304 Postage & Freight	3,824	3,336	3,440	3,440	3,534
6305 Awards & Recognition	658	734	822	822	815
6307 Food & Provisions	107	532	1,096	1,096	1,086
6320 Printing & Reproduction	13,645	12,455	16,000	16,000	15,730
6323 Safety Supplies	115	1,158	1,000	1,000	1,000
6327 Miscellaneous Equipment	1,868	650	1,720	49,220	1,716
6401 Accounting/Audit	8,263	8,884	9,029	9,029	9,277
6403 Bank Services	1,457	1,585	1,700	1,700	1,800
6404 Consulting	-	-	-	18,000	-
6408 Contractor Fees	2,006	-	-	-	1,000
6411 Temporary Help	-	11,015	-	-	-
6412 Advertising	18,176	28,099	26,000	26,000	31,739
6413 Utilities	75,489	73,166	82,364	82,364	86,746
6418 Equip Repairs & Maint	1,037	845	1,290	1,290	1,287
6419 Communication Equip Repairs	105	655	-	-	-
6424 Software Support	750	750	750	750	775
6501 Insurance	88,887	79,207	82,898	82,898	89,163
6599 Other Contracts/Obligations	627	-	-	-	-
6601 Depreciation Expense	600,201	618,105	559,054	559,054	508,042
6804 Equipment	-	-	-	96,229	-
Total Expense	$ 1,133,029	$ 1,108,146	$ 1,132,435	$ 1,276,164	$ 1,112,198

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Printing & Reproduction	
Public information materials	$ 3,000
Rider's Guide	3,700
Fare Media	6,200
General printing	230
City copy charges	2,600
	$ 15,730

Advertising	
Events	$ 10,000
Print	$ 10,000
Broadcast	11,739
	$ 31,739

Insurance	
Auto Liability	$ 87,534
Worker's Comp.	1,629
	$ 89,163

CITY OF APPLETON 2008 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 budget reflects the elimination of one full-time mechanic position. The newer buses have reduced the workload in the maintenance department, at least in the short-term. Work schedules for the remaining maintenance staff will be adjusted to accomodate the current span of service hours.

The insurance line item has two components, worker's compensation insurance and physical damage insurance. The 2007 actual premium for physical damage insurance was $23,704 and a 3% increase was assumed for 2008. The worker's compensation portion allocated to this program for 2008 is estimated at $3,259.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe, reliable service					
# road calls	27	12	15	15	15
# customer complaints	4	0	0	0	0
Strategic Outcomes					
Avg. vehicle age	4.35	5.33	7.5	6.3	7.3
Avg. vehicle mileage	204,405	232,378	261,730	262,152	292,055
Vehicles that meet service obligations					
% of scheduled trips completed	99.9%	99.9%	98.0%	98.0%	98.0%
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	30	30	30	30	30
Miles operated	894,756	880,219	889,971	893,208	883,699
# inspections completed	329	313	300	300	300
Clean buses					
# exterior cleanings	6,240	6,200	6,400	6,400	6,680
# interior cleanings	886	741	650	650	650
Fleet records management					
# work orders processed	1,953	1,112	1,500	1,500	1,500

CITY OF APPLETON 2008 BUDGET
VALLEY TRANSIT

Vehicle Maintenance **Business Unit 5820**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4210 Federal Grants	$ -	$ 4,011	$ -	$ -	$ -
5030 Damage to City Property	3,754	2,005	-	-	-
	$ 3,754	$ 6,016	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 347,464	$ 371,167	$ 374,213	$ 374,213	$ 338,167
6104 Call Time	293	588	320	320	322
6105 Overtime	14,299	10,910	11,640	11,640	11,889
6150 Fringes	127,106	131,242	141,195	141,195	145,710
6309 Shop Supplies & Tools	22,435	19,912	24,249	24,249	21,325
6321 Clothing	246	55	-	-	-
6322 Gas Purchases	4,024	4,582	5,753	5,753	6,279
6326 Vehicle & Equipment Parts	47,700	51,517	70,000	120,000	63,950
6418 Equip Repairs & Maint	4,054	1,601	1,030	1,030	1,030
6430 Health Services	790	1,789	850	850	875
6451 Laundry Services	3,152	3,886	3,400	3,400	3,400
6501 Insurance	20,237	25,232	26,551	26,551	27,674
6599 Other Contracts/Obligations	702	708	1,000	1,000	1,000
6804 Equipment	-	-	-	124,575	-
	$ 592,502	$ 623,189	$ 660,201	$ 834,776	$ 621,621

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Shop Supplies & Tools	
Janitorial supplies	$ 7,675
Cleaning supplies & chemicals	4,500
Miscellaneous shop equipment	1,000
Miscellaneous shop supplies	4,000
Non-inventory bus parts	4,150
	$ 21,325
Vehicle & Equipment Parts	
Body parts	$ 9,593
Brake system parts	6,395
Electrical system parts	9,593
Wheelchair ramp parts	3,198
Heating /cooling system parts	6,395
Engine parts	9,593
Miscellaneous vehicle parts	19,185
	$ 63,950
Insurance	
Physical Damage	$ 24,415
Worker's Compensation	3,259
	$ 27,674

CITY OF APPLETON 2008 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 a clean, safe working environment for employees
To maintain facilities that enhance the beauty of the community

Major program changes:

The increase in the facilities charges, $36,630, is due to increased costs allocated to Valley Transit from the Facilities Management Department. The amount allocated is based on the known maintenance costs for each facility (Whitman Avenue building and Transit Center) plus an allocation of administrative costs based on the square footage of each facility. Costs throughout the year, however, will be charged as actual services are provided. The 2008 allocation is consistent with the projected actual costs that will be charged in 2007.

The Miscellaneous Equipment line item is the replacement of approximately 120 bus stop signs.

The $93,295 budgeted in equipment represent the cost of HVAC upgrades to the Whitman Avenue building, as well as lighting upgrades to the Whitman Avenue building and the Transit Center. Please see the Projects section, pages 647 and 650, respectively, for further descriptions of these capital projects. Federal funding will provide 80% ($74,636) of the cost of the projects while the depreciation reserve fund will cover the remaining 20% ($18,659). These funding sources are recorded in the Administration (5810) budget. No local share dollars will be required for these projects.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
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	2	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	38	37	37	37	37
Maintenance schedule					
# cleanings major facilities	563	561	562	562	568
# cleanings minor facilities	626	836	456	456	460
# inspections	12	12	12	12	12

CITY OF APPLETON 2008 BUDGET
VALLEY TRANSIT

Facilities Maintenance **Business Unit 5830**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4210 Federal Grants	$ -	$ -	$ 320,000	$ 320,000	$ -
4802 Charges for Serv. - Tax	6,807	4,332	-	-	-
5015 Facility Rent	7,280	6,600	6,000	6,000	6,000
5021 Capital Contributions	8,593	-	80,000	80,000	-
	$ 22,680	$ 10,932	$ 406,000	$ 406,000	$ 6,000
Expenses					
6306 Building Maint./Janitorial	$ 3,792	$ 9,582	$ -	$ -	$ 7,731
6308 Landscape Supplies	105	163	-	-	-
6327 Miscellaneous Equipment	2,749	1,444	3,000	3,000	3,000
6407 Collection Services	680	675	627	627	725
6414 Janitorial Service	39,578	31,140	-	-	-
6416 Building Repairs & Mainten	8,761	11,233	-	-	-
6420 Facilities charges	-	-	66,858	66,858	103,488
6440 Snow Removal Services	5,911	3,052	-	-	5,147
6451 Laundry Services	429	535	825	825	825
6454 Grounds Repair & Mainten	4,064	2,678	-	-	-
6501 Insurance	16,700	14,253	18,049	18,049	13,564
6599 Other Contracts & Obligations	2,601	264	400	400	-
6803 Buildings	-	-	400,000	411,975	-
6804 Equipment	-	-	-	63,920	93,295
6809 Infrastructure Construction	-	-	-	12,749	-
	$ 85,370	$ 75,019	$ 489,759	$ 578,403	$ 227,775

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Equipment	
Lighting upgrades:	
Transit Center	$ 1,608
Whitman Avenue building	41,687
HVAC upgrades:	
Air handlers, Whitman Ave. building	50,000
	$ 93,295

CITY OF APPLETON 2008 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 and W-2 agencies

To provide cost effective fixed-route service where the density of development indicates that this is the appropriate delivery system

Major program changes:

This budget reflects the elimination of 2 part-time (.7 FTE) Bus Driver positions. These positions have been vacant for most of 2007, and, although some overtime may be incurred during certain times of the year due to the elimination of these positions, we expect the savings to outweigh the potential additional costs.

Diesel fuel, which was budgeted at $2.69 per gallon in 2007, is being budgeted at $2.31 in 2008. Valley Transit is not subject to federal or State fuel taxes and achieves bulk purchasing rates.

This budget also reflects the reduction in the number of trips on Route 20 (serving Appleton, Kimberly, Little Chute and Kaukauna) during the College Avenue bridge reconstruction. The route will be operating on an hour and a half headway during this time rather than the current hourly headway.

Regarding the service performance indicators below, two reporting issues came to light during 2007. First, service hours were being overstated as some operator report and relief time was being included in service hours in error. Secondly, vehicle miles were being understated because an incorrectly sized hubometer was installed on the new buses at the factory.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe, reliable, convenient service					
# pay out accidents	3	3	<5	<5	<5
% on-time performance	95.1%	93.9%	90-95%	90-95%	90-95%
Half-hour peak headways	9	9	9	9	9
Helpful, friendly employees					
# customer complaints	26	20	12	12	12
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$ 4.25	$ 4.20	$ 4.27	$ 4.27	$ 4.14
Efficient service delivery					
Trips per hour	15.4	15.3	15.3	15.9	16.0
Work Process Outputs					
Service Provided					
Hours of service	61,965	61,092	61,714	59,650	59,872
Miles of service	894,756	880,219	889,971	893,218	883,699
Trips taken	954,725	937,297	944,225	946,670	956,137

CITY OF APPLETON 2008 BUDGET
VALLEY TRANSIT

Operations **Business Unit 5840**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4210 Federal Grants	$ -	$ 10,355	$ -	$ -	$ -
4875 Farebox Revenue	603,582	677,587	669,522	669,522	690,000
4876 Special Transit Revenues	8,368	13,720	-	-	-
5085 Cash Short or Over	90	(438)	-	-	-
	$ 612,040	$ 701,224	$ 669,522	$ 669,522	$ 690,000
Expenses					
6101 Regular Salaries	$ 1,658,418	$ 1,738,068	$ 1,791,873	$ 1,791,873	$ 1,789,334
6104 Call Time	2,472	2,197	2,320	2,320	2,358
6105 Overtime	89,795	63,202	54,017	54,017	55,051
6150 Fringes	754,119	753,954	829,852	829,852	872,467
6303 Memberships & Licenses	160	-	-	-	-
6321 Clothing	4,079	5,911	6,000	6,000	6,180
6322 Gas Purchases	314,773	373,966	478,804	478,804	463,269
6326 Vehicle & Equipment Parts	14,811	34,771	40,480	64,956	39,875
6327 Miscellaneous Equipment	60	1,404	2,000	2,000	2,000
6419 Communication Eq. Repairs	-	-	3,000	3,000	1,500
6430 Health Services	5,664	5,906	5,800	5,800	5,975
6501 Insurance	-	12,718	14,404	14,404	17,229
6599 Other Contracts/Obligations	1,807	2,326	3,200	3,200	700
	$ 2,846,158	$ 2,994,423	$ 3,231,750	$ 3,256,226	$ 3,255,938

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Gas Purchases *	
Diesel fuel, est @ $2.62/gal	$ 463,269
	$ 463,269
Vehicle & Equipment Parts	
Oil & other lubricants	$ 11,800
Tire repairs & retreads	14,875
New tires	13,200
	$ 39,875

* Valley Transit does not pay federal gas tax (currently at $0.244/gal) or state tax (currently at $0.299 gal) and attains bulk purchasing rates.

CITY OF APPLETON 2008 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 and W-2 support agencies

Major program changes:

The contract cost per trip is budgeted at $17.29, which includes a cost of living increase based on the consumer price index and a fuel surcharge. Ridership is projected to increase 3%.

The number of ADA certifications is budgeted at 1,545.

The salary and fringe benefit dollars allocated to this program have been reduced based on actual hours being charged to the program. In past years, a flat percentage of personnel costs were allocated to this program. Now the actual time spent on paratransit activities is being tracked and charged accordingly to this budget.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	1	1	0	0	0
% on-time performance	95.5%	97.6%	90-95%	90-95%	90-95%
Helpful, friendly employees					
# customer complaints	98	73	52	52	52
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$ 16.09	$ 18.35	$ 19.58	$ 19.58	$ 19.26
Efficient service delivery					
Trips per hour	1.9	1.8	1.8	1.8	2.0
Work Process Outputs					
Service Provided					
Hours of service/yr	31,153	33,284	35,043	35,043	30,905
Miles of service/yr	427,799	430,145	458,208	458,208	425,736
Trips taken/yr	60,179	59,451	62,012	62,012	63,072

CITY OF APPLETON 2008 BUDGET
VALLEY TRANSIT

ADA Paratransit **Business Unit 5850**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4230 Miscellaneous Local Aids	$ 179,222	$ 167,817	$ 228,043	$ 228,043	$ 229,346
4875 Farebox Revenue	175,391	225,323	235,646	235,646	239,672
	$ 354,613	$ 393,140	$ 463,689	$ 463,689	$ 469,018
Expenses					
6101 Regular Salaries	$ 49,066	$ 29,176	$ 59,752	$ 59,752	$ 33,000
6105 Overtime	-	2,522	-	-	-
6150 Fringes	14,641	13,206	21,539	21,539	12,964
6201 Training & Conferences	2,368	546	1,191	1,191	853
6301 Office Supplies	659	672	981	981	711
6302 Subscriptions	-	-	300	300	300
6303 Memberships & Licenses	238	290	-	-	-
6304 Postage\Freight	556	567	560	560	586
6306 Building Maint./Janitorial	552	1,162	-	-	1,269
6308 Landscape Supplies	15	28	-	-	-
6320 Printing & Reproduction	3,518	3,191	2,532	2,532	2,870
6322 Gas Purchases	585	779	937	937	1,041
6327 Miscellaneous Equipment	-	-	280	280	284
6401 Accounting/Audit	1,201	1,508	1,471	1,471	1,538
6408 Contractor Fees	830,041	955,966	1,051,748	1,051,748	1,090,741
6412 Advertising	2,617	4,790	4,000	4,000	5,261
6413 Utilities	20,504	18,539	13,100	13,100	13,671
6414 Janitorial Service	5,754	5,287	-	-	-
6416 Building Repairs & Maintenan	1,274	1,857	-	-	-
6418 Equip Repairs & Maint	151	132	210	210	213
6420 Facilities Charges	-	-	10,892	10,892	10,345
6424 Software Support	8,429	10,755	8,961	8,961	9,425
6440 Snow Removal Services	835	518	-	-	853
6454 Grounds Repair & Maintenance	591	713	-	-	-
6501 Insurance	2,428	2,420	2,940	2,940	2,239
6599 Other Contracts/Obligations	22,464	24,939	25,500	25,500	26,265
	$ 968,487	$ 1,079,563	$ 1,206,894	$ 1,206,894	$ 1,214,429

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Contractor Fees

Purchased transportation: Valley Transit II - Disabled, 63,072 trips	$ 1,090,741
	$ 1,090,741

Other Contracts/Obligations

ADA certifications, 1,545 total	$ 26,265
	$ 26,265

CITY OF APPLETON 2008 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 continuously 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:

As in 2007, this program includes the Appleton downtown trolley and United Way Call-A-Ride services. The local share of the downtown trolley is funded by Appleton Downtown Inc, and United Way of the Fox Cities is funding the local share of the extended Call-A-Ride service. All other costs for both programs are funded by federal and State grants.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Target 2007	Target 2008
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	0	0	0	0
Customer rating of reliability (excellent or average)	98%	95%	95%	95%	95%
Affordable mobility					
Average rider fare	$ 3.91	$ 3.25	$ 3.42	$ 3.42	$ 2.98
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	$ 209,002	$ 227,201	$ 251,307	$ 251,307	$ 227,707
Work Process Outputs					
Service provided - Trips taken by contract					
Outagamie TANF	4,975	1,641	7,515	7,515	4,430
Outagamie/Calumet elderly	4,884	4,048	5,031	5,031	4,169
Outagamie rural	4,187	3,870	4,229	4,229	4,155
Outagamie support employment	70,960	72,477	71,400	71,400	71,400
Northern Winnebago Dial-A-Ride	8,150	11,158	9,631	9,631	12,542
Lakeside Packaging Plus	23,829	23,972	24,146	24,146	23,972
Winnebago mealsite	2,184	2,739	2,542	2,542	2,962
Calumet New Hope Center	13,799	13,893	15,919	15,919	15,741
Calumet rural	1,400	2,314	1,990	1,990	2,455

CITY OF APPLETON 2008 BUDGET
VALLEY TRANSIT

Ancillary Paratransit **Business Unit 5860**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4210 Federal Grants	$ -	$ -	$ 48,778	$ 48,778	$ -
4224 Miscellaneous State Aids	-	-	51,345	51,345	-
4230 Miscellaneous Local Aids	253,480	260,340	495,266	495,266	633,266
4875 Farebox Revenue	108,209	122,645	154,853	154,853	147,016
5035 Other Reimbursements	-	-	14,566	14,566	-
	$ 361,689	$ 382,985	$ 764,808	$ 764,808	$ 780,282
Expenses					
6408 Contractor Fees	$ 922,072	$ 995,700	$ 1,257,506	$ 1,257,506	$ 1,256,546
6430 Health Services	1,160	668	950	950	500
6599 Other Contracts/Obligations	-	-	35,100	35,100	40,000
	$ 923,232	$ 996,368	$ 1,293,556	$ 1,293,556	$ 1,297,046

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Purchased transportation:	
Valley Transit II - Elderly	$ 71,847
Purchased transportation - Optional	6,295
Outagamie County - Developmentally Disabled Transportation	406,564
Outagamie County - Demand response - Rural	146,428
Outagamie County - Temporary Assistance for Needy Families	45,000
Winnebago County - Lakeside Packaging Plus	121,178
Town of Menasha - Elderly Service	27,396
Winnebago County - Nutrition	26,901
Neenah - Dial-A-Ride	135,655
Darboy - Call-A-Ride	18,720
Calumet County - New Hope Center	67,835
Calumet County - Rural Service	46,677
Late evening Call-A-Ride service	46,050
Call-A-Ride service beyond current fixed route service boundaries	90,000
	$ 1,256,546
Other Contracts/Obligations	
Trolley Service - Downtown	$ 40,000
	$ 40,000

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	5,334,310	4,884,467.44	4,929,477	5,733,441	5,733,441	5,514,453-	5,490,930
Interest Income	0	.00	91,360	17,500	17,500	17,500-	37,000
Charges for Services	902,358	1,043,607.39	945,309	1,060,021	1,060,021	1,076,688-	1,076,688
Capital Contributions	138,494	135,692.70	0	80,000	80,000	0	18,659
Other Revenues	103,373	115,797.57	59,801	60,566	60,566	46,000-	56,000
Transfers In	617,641	556,102.59	2,989,294	615,826	615,826	701,244-	662,694
TOTAL REVENUES	7,096,176	6,735,667.69	9,015,241	7,567,354	7,567,354	7,355,885-	7,341,971
EXPENSES BY LINE ITEM							
Regular Salaries	1,702,134	1,708,585.52	1,569,502	1,862,031	1,841,281	1,908,049	1,815,918
Labor Pool Allocations	159,020	182,278.03	164,495	178,219	178,219	184,929	184,929
Call Time	2,764	2,784.50	2,345	2,640	2,640	2,680	2,680
Overtime	108,423	80,901.52	68,676	70,290	70,290	72,127	72,127
Incentive Pay	3,045	3,030.00	0	3,800	3,800	3,400	3,400
Other Compensation	40,991	30,284.04	27,939	38,790	38,790	39,950	39,450
Sick Pay	66,077	102,804.70	61,007	68,530	68,530	70,185	70,185
Vacation Pay	205,561	200,778.61	167,172	202,472	202,472	198,406	193,939
Holiday Pay	94,303	89,888.73	77,876	105,071	105,071	107,080	104,958
Fringes	980,982	963,282.76	878,047	1,086,449	1,080,199	1,158,017	1,113,572
Unemployment Compensation	1,569	4,980.53	1,950	0	0	0	6,656
Salaries & Fringe Benefits	3,364,869	3,369,598.94	3,019,009	3,618,292	3,591,292	3,744,823	3,607,814
Training & Conferences	4,282	3,761.12	2,350	6,191	6,191	6,000	6,000
Employee Recruitment	0	4,149.38	7,586	0	0	0	0
Office Supplies	5,154	4,629.92	3,139	7,000	7,000	5,000	5,000
Subscriptions	572	570.00	271	600	600	600	600
Memberships & Licenses	2,034	2,000.00	1,920	2,382	2,382	2,200	2,200
Postage & Freight	4,380	3,902.86	2,410	4,000	4,000	4,120	4,120
Awards & Recognition	658	734.07	638	822	822	815	815
Building Maintenance/Janitor.	4,344	10,744.20	5,499	0	0	9,000	9,000
Food & Provisions	106	531.83	1,076	1,096	1,096	1,086	1,086
Insurance	128,252	133,830.00	128,833	144,842	144,842	181,369	149,869
Depreciation Expense	600,201	618,105.06	472,504	559,054	559,054	508,042	508,042
Administrative Expense	749,983	782,958.44	626,226	725,987	725,987	718,232	686,732
Landscape Supplies	120	191.37	0	0	0	0	0
Shop Supplies & Tools	22,435	19,911.50	16,295	24,249	24,249	21,650	21,325
Printing & Reproduction	17,163	15,646.19	11,126	18,532	18,532	18,600	18,600
Clothing	4,326	5,966.39	4,222	6,000	6,000	6,180	6,180
Gas Purchases	319,382	379,326.70	401,012	485,494	485,494	421,789	470,589
Safety Supplies	115	1,158.30	286	1,000	1,000	1,000	1,000
Vehicle & Equipment Parts	62,511	86,288.06	87,328	110,480	184,956	110,500	103,825
Miscellaneous Equipment	4,677	3,497.84	3,030	7,000	54,500	7,000	7,000
Supplies & Materials	430,729	511,986.35	523,299	652,755	774,731	586,719	628,519
Accounting/Audit	9,464	10,392.00	8,282	10,500	10,500	10,815	10,815
Bank Services	1,457	1,585.20	2,270	1,700	1,700	1,700	1,800
Consulting Services	0	.00	34,707	0	27,000	0	0
Collection Services	680	675.21	460	627	627	725	725
Contractor Fees	1,754,120	1,951,666.67	1,856,760	2,309,254	2,309,254	2,348,287	2,348,287
Temporary Help	0	11,015.00	0	0	0	0	0
Advertising	20,793	32,889.13	9,816	30,000	30,000	37,000	37,000
Health Services	7,613	8,363.00	5,341	7,600	7,600	7,350	7,350
Snow Removal Services	6,746	3,570.01	3,973	0	0	6,000	6,000
Laundry Services	3,580	4,421.23	3,286	4,225	4,225	4,225	4,225
Other Contracts/Obligations	28,203	28,237.35	61,591	65,200	65,200	67,965	67,965
Purchased Services	1,832,656	2,052,814.80	1,986,486	2,429,106	2,456,106	2,484,067	2,484,167
Electric	41,283	44,094.67	38,393	47,062	47,062	49,387	49,387
Gas	33,762	25,376.90	24,101	33,636	33,636	33,058	33,058
Water	4,909	5,483.64	5,314	4,890	4,890	5,226	5,226
Waste Disposal/Collection	2,067	2,748.53	2,271	2,113	2,113	2,850	2,850
Stormwater	3,640	5,055.86	4,575	3,875	3,875	5,625	5,625

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Telephone	10,332	8,945.54	4,067	3,888	3,888	4,271	4,271
Utilities	95,993	91,705.14	78,721	95,464	95,464	100,417	100,417
Janitorial Service	45,332	36,426.44	0	0	0	0	0
Building Repair & Maintenance	10,035	13,090.23	0	0	0	0	0
Equipment Repair & Maintenanc	5,242	2,578.34	1,644	2,530	2,530	2,530	2,530
Communications Equip. Repairs	105	655.00	188	3,000	3,000	1,500	1,500
Facilities Charges	0	.00	77,324	77,750	77,750	113,833	113,833
Software Support	9,179	11,504.75	7,945	9,711	9,711	10,200	10,200
Grounds Repair & Maintenance	4,655	3,390.40	0	0	0	0	0
Repair & Maintenance	74,548	67,645.16	87,101	92,991	92,991	128,063	128,063
Buildings	0	.00	0	400,000	411,975	0	0
Machinery & Equipment	0	.00	0	0	284,724	0	93,295
Infrastructure Construction	0	.00	0	0	12,749	0	0
Capital Expenditures	0	.00	0	400,000	709,448	0	93,295
TOTAL EXPENSES	6,548,778	6,876,708.83	6,320,842	8,014,595	8,446,019	7,762,321	7,729,007

CITY OF APPLETON 2008 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Charges for Services	$ 895,551	$ 1,039,275	$ 1,060,021	$ 1,060,021	$ 1,076,688
Miscellaneous	88,227	97,447	60,566	60,566	56,000
Total Revenues	983,778	1,136,722	1,120,587	1,120,587	1,132,688
Expenses					
Operating Expenses	5,944,823	6,256,599	7,055,541	7,055,541	7,127,670
Depreciation	582,001	597,427	559,054	559,054	508,042
Interest Expense	-	-	-	-	-
Miscellaneous (Capital Expenses)	-	-	-	-	-
Total Expenses	6,526,824	6,854,026	7,614,595	7,614,595	7,635,712
Revenues over (under) Expenses	(5,543,046)	(5,717,304)	(6,494,008)	(6,494,008)	(6,503,024)
Non-Operating Revenues (Expenses)					
Investment Income	9,856	33,008	17,500	75,000	37,000
Operating & Capital Subsidies	4,333,549	4,530,766	5,413,441	5,413,441	5,434,953
Total Non-Operating	4,343,405	4,563,774	5,430,941	5,488,441	5,471,953
Income (Loss) Before Contributions and Transfers	(1,199,641)	(1,153,530)	(1,063,067)	(1,005,567)	(1,031,071)
Contributions and Transfers In (Out)					
Capital Contributions	1,129,399	456,386	320,000	-	74,636
General Fund	617,641	556,104	615,826	615,826	662,694
Capital Projects	-	-	-	-	-
Change in Net Assets	547,399	(141,040)	(127,241)	(389,741)	(293,741)
Total Net Assets - Beginning	6,691,279	7,238,678	7,097,638	7,097,638	6,707,897
Total Net Assets - Ending	$ 7,238,678	$ 7,097,638	$ 6,970,397	$ 6,707,897	$ 6,414,156

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	$ 1,130,869	$ 1,289,547
+ Change in Net Assets	(389,741)	(293,741)
+ Depreciation	559,054	508,042
- Fixed Assets	(10,635)	(93,295)
+ F/A Funded by Restricted Cash	-	18,659
Working Cash - End of Year	$ 1,289,547	$ 1,429,212

CITY OF APPLETON 2008 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Wendy K. Lodholz

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

To provide quality, cost effective public works services for our customers.

DISCUSSION OF SIGNIFICANT 2007 EVENTS

Installed integral street lighting at the Lake Park/Calumet and Calumet/Kensington (north side) intersections
Coordinated the installation of street lighting at the Lake Park/Kensington and Lake Park/Plank intersections
Continued to demo several street patching machines to find a more permanent patch method
Created and implemented employee driver's handbook
Implemented the customer service module of the asset management system which allows the department to log, assign action and monitor progress of customer contacts
Continued implementation of the City's Temporary Traffic Control (TCC) program including extension of enforcement authority to the traffic section
Deployed work zone tracker information onto the City's web site
Installed/retrofit LED's at 10 signalized intersections, saving the City $10,000 per year in electricity costs
Analyzed three arterial corridors in the City to improve traffic signal coordination and implemented new timing plans
Celebrated National Public Works Week with the following events:
· Open House at the Municipal Services Building
· Roundabout training for all Public Works employees by an expert in roundabout designs from Madison
· Educated employees on the new decision making model that the QIP Steering Committee initiated to better enhance our communication efforts within the department
Worked with Mayor-appointed committee for the final design of the College Avenue bridge project
Evaluated the 2008 equipment purchases and determined that 13 units could be retained for one additional year
Worked with the Northside Business Association to get a Council-approved design for the Wisconsin Avenue reconstruction project

	Actual 2005	Actual 2006	Projected 2007	Targeted 2008
Streets - Total miles by surface type				
Concrete	184.34	185.35	188.15	193.32
Asphalt	116.13	116.00	115.30	114.14
Grade & Gravel	37.55	38.02	40.55	36.65
TOTAL	338.02	339.37	344.00	344.11
Net Change to Street System				
Annexed/Vacated Asphalt	0.00	0.00	0.00	0.00
Grade & Gravel	1.35	4.63	0.11	1.18
TOTAL	1.35	4.63	0.11	1.18
% of Total Miles Reconstructed				
Concrete	0.40%	0.16%	0.00%	0.24%
Asphalt	2.15%	1.73%	2.43%	2.69%
TOTAL	2.55%	1.89%	2.43%	2.93%
Sidewalks - Miles Reconstructed by Program				
Green Dot	2.30	1.80	1.40	1.40
Asphalt Reconstruct	1.56	0.76	1.40	1.00
Concrete Reconstruct	0.84	0.80	0.50	1.00
Property Owner Request	2.03	0.70	0.50	0.50
TOTAL	6.73	4.06	3.80	3.90

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

MAJOR 2008 OBJECTIVES

Reduce Street Department fleet by taking 2 pickup trucks that are due to be replaced and replace them with one HD 4 wheel drive pickup with plow and V box sander to better plow dead ends and cul-de-sacs
Install integral street lighting at Mason/Spencer intersection and the Calumet/Kensington intersection (south side)
Create and implement new equipment training data base
Monitor, review and react to input from customers by continuing to use the customer service module
Evaluate in-house versus contracted barricading for major civic events
Complete the final major year in the City's traffic LED retrofit program and enter data into the surveillance/maintenance/replacement portion of the program
Upgrade street lighting and vehicle detection at the Calumet/Memorial intersection as a means of providing better service
Maintain and enhance regional relationships while looking for opportunities for new regional relationships
Promote a working environment conducive to employee productivity, growth and retention
Use the Department's decision making model to improve communication and promote good decision making
Work with the Technology Services Department to improve the DPW web page to provide better information to our customers

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 1,835,298	$ 1,938,768	$ 2,066,607	$ 2,076,397	$ 1,800,125	-12.89%
Program Expenses							
17011	Administrative Service	1,325,521	1,310,804	1,284,023	1,286,023	1,275,353	-0.68%
17014	Concrete Reconstruction	1,872,627	2,023,599	2,056,444	1,772,207	2,411,302	17.26%
17015	Sidewalk Reconstruction	599,663	479,614	764,292	797,921	697,918	-8.68%
17016	Asphalt Reconstruction	1,191,889	783,385	1,099,997	1,099,997	1,131,444	2.86%
17022	Traffic - Control	655,641	704,222	777,122	829,118	793,155	2.06%
17023	Street Lighting	1,080,276	1,150,802	1,247,442	1,247,442	1,342,167	7.59%
17031	MSB Administration	939,580	998,283	1,175,975	1,175,975	1,274,032	8.34%
17032	Street Repair	1,253,817	1,508,480	1,698,087	1,703,334	1,506,348	-11.29%
17033	Snow & Ice Control	980,684	571,303	1,035,662	1,043,053	935,810	-9.64%
15520	Inspections	628,792	610,694	583,119	583,119	602,174	3.27%
TOTAL		$ 10,528,490	$ 10,141,186	$ 11,722,163	$ 11,538,189	$ 11,969,703	2.11%
Expenses Comprised Of:							
Personnel		4,130,564	4,122,994	4,528,597	4,528,597	4,530,306	0.04%
Administrative Expense		58,039	68,970	57,791	57,791	68,386	18.33%
Supplies & Materials		927,885	944,495	887,490	757,650	857,786	-3.35%
Purchased Services		593,837	556,767	675,760	784,136	554,798	-17.90%
Utilities		1,281,378	1,355,405	1,470,989	1,470,989	1,535,783	4.40%
Repair & Maintenance		759,292	859,671	1,216,138	1,216,138	1,221,578	0.45%
Capital Expenditures		2,777,495	2,232,884	2,885,398	2,722,888	3,201,066	10.94%
Full Time Equivalent Staff:							
Personnel allocated to programs		58.39	59.80	58.57	58.57	55.32	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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 Technology 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
Develop and/or update department policies necessary for department administration
Provide support and accountability towards our department mission statement, "To provided quality, cost-effective public works services for our customers"

Major Program Changes:

The cost of out-service inspection of products used on capital projects is now incorporated in and being billed directly to the capital project. This change eliminates the inspection fee line item in this budget (-$6,000) and includes it in the respective capital projects fund to better reflect the actual cost of the project.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	602	587	750	600	600
Recovery of project costs					
# of assessment bills prepared	3,499	2,136	3,000	2,500	2,500
Compliance with city regulations					
# of site plans reviewed	54	32	40	40	40
Strategic Outcomes					
Effective use of budgeted funds					
% of budget dollars obligated	96%	92%	100%	100%	100%
Consistent & current information					
Policies reviewed and updated	8	7	10	8	8
Work Process Outputs					
Service provided					
# of agenda items prepared	262	310	300	300	300
Improvements/additions to infrastructure					
$ of projects bid for all funds	$ 20,322,330	$ 10,721,050	$ 22,500,000	$ 18,000,000	$ 18,000,000

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

Administrative Services **Business Unit 17011**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4408 Sidewalk	$ 7,080	$ 6,375	$ 8,500	$ 8,500	$ 7,500
4409 Street Occupancy	1,535	2,715	1,500	1,500	1,500
4410 Street Excavation	4,140	4,745	4,200	4,200	4,200
5004 Sale of City Prop - Nontax	-	24	-	-	-
5005 Sale of City Prop - Tax	-	16	-	-	-
5010 Misc Revenue - Nontax	4,050	3,797	5,000	5,000	5,000
5011 Misc Revenue - Tax	191	3	100	100	100
5035 Other Reimbursements	755	149	200	200	200
Total Revenue	$ 17,751	$ 17,824	$ 19,500	$ 19,500	$ 18,500
Expenses					
6101 Regular Salaries	$ 781,715	$ 809,815	$ 770,103	$ 770,103	$ 768,042
6104 Call Time	1,493	1,426	1,000	1,000	1,000
6105 Overtime	7,449	12,735	8,900	8,900	8,900
6108 Part-Time	8,380	1,887	986	986	2,021
6150 Fringes	326,348	314,795	304,011	304,011	315,089
6201 Training\Conferences	11,322	18,516	12,000	12,000	13,000
6202 Local Auto Expense	704	-	-	-	-
6206 Parking Permits	10,296	10,485	11,104	11,104	11,766
6301 Office Supplies	6,026	5,292	6,500	6,500	6,500
6302 Subscripitons	-	198	-	-	100
6303 Memberships & Licenses	3,277	4,336	4,500	4,500	4,800
6304 Postage\Freight	671	417	750	750	675
6305 Awards & Recognition	1,242	1,123	1,557	1,557	1,557
6309 Shop Supplies & Tools	7,564	7,258	6,000	6,000	6,250
6315 Books & Library Materials	993	421	1,000	1,000	900
6320 Printing & Reproduction	22,433	19,094	21,000	21,000	21,000
6321 Clothing	2,256	1,942	2,290	2,290	2,340
6323 Safety Supplies	291	465	400	400	400
6324 Medical/Lab Supplies	17	8	-	-	-
6327 Miscellaneous Equipment	1,752	1,531	2,800	2,800	2,720
6402 Legal Fees	206	750	500	500	100
6404 Consulting Services	4,373	3,408	1,360	3,360	1,360
6405 Engineering Fees	88	-	-	-	-
6408 Contractor Fees	1,280	-	2,000	2,000	1,000
6409 Inspection Fees	4,215	9,782	6,000	6,000	-
6412 Advertising/Publication	2,446	1,667	800	800	1,500
6413 Utilities	18,052	12,601	16,347	16,347	11,699
6418 Equip Repairs & Maint	10,524	3,183	10,500	10,500	9,000
6420 CBM Charges	260	-	-	-	-
6425 CEA Equip. Rental	48,599	53,575	74,815	74,815	68,834
6430 Health Services	-	13	-	-	-
6451 Laundry Services	3,599	3,646	4,800	4,800	3,800
6599 Other Contracts/Obligations	10,650	10,435	12,000	12,000	11,000
6804 Equipment	27,000	-	-	-	-
Total Expense	$ 1,325,521	$ 1,310,804	$ 1,284,023	$ 1,286,023	$ 1,275,353

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
General staff training	$ 4,200
Supervisor training	1,800
Technical training	7,000
	$ 13,000

Printing & Reproduction	
Traffic Control Manual	$ 4,000
Bid documents/copier chgs	9,000
Inspections Department forms	8,000
	$ 21,000

Other Contracts/Obligations	
Digger's hotline	$ 11,000
	$ 11,000

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

Concrete Reconstruction **Business Unit 17014**

PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Implement the 2008 concrete reconstruction program

Identify streets that are below standards and incorporate them into our five-year plan

Coordinate street reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience

Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of the city streets

Major Program Changes:

Since we will be receiving Local Road Improvement Program (LRIP) revenue from the State in 2007, there will be no new revenue in 2008. This program is meant to fund a two year period. Our next chance for this revenue will be in 2009.

In 2007, Lake Park Road was determined to be a Tax Incremental District # 6 eligible expense, freeing up $1,007,865. $210,000 of that amount has been allocated to complete Association Drive in 2007, originally planned for 2007 but deleted due to unfavorable bid variance on concrete paving. This budget assumes the Council will carry over $300,000 of this remaining variance to fund 2008 infrastructure projects. This will leave a remaining balance of $497,865 subject to fund balance policies.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	25.08	28.63	25.00	28.22	28.00
Miles of street under min. rideability	17.78	21.81	14.00	23.94	23.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	338.02	339.37	344.89	344.00	344.11
Total miles in concrete	184.34	185.35	190.03	188.15	193.32
% of total miles reconstructed (concrete to concrete)	0.40%	0.16%	0.08%	0.00%	0.24%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	0.88	0.99	0.34	1.16	1.77
Expansion of street system					
Miles of new grade & gravel streets	1.35	4.63	0.00	0.00	0.00

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

Concrete Reconstruction **Business Unit 17014**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aid	$ -	$ -	$ 157,000	$ 157,000	$ -
4602 Concrete Paving	376,428	721,308	715,000	715,000	615,000
4604 Sewer Mains & Laterals	771	-	-	-	-
4615 Grade & Gravel	(8,716)	9,164	20,000	20,000	20,000
5035 Other Reimbursements	135,436	14,704	-	-	-
Total Revenue	$ 503,919	$ 745,176	$ 892,000	$ 892,000	$ 635,000
Expenses					
6101 Regular Salaries	$ 103,752	$ 126,219	$ 102,397	$ 102,397	$ 133,953
6104 Call Time	71	-	-	-	-
6105 Overtime	4,293	4,537	6,000	6,000	6,000
6108 Part-Time	9,007	5,679	-	-	4,931
6150 Fringes	47,307	51,604	42,706	42,706	58,629
6308 Landscape Supplies	17,240	925	20,080	15,560	10,912
6325 Construction Materials	126,101	215,206	169,766	7,258	88,000
6328 Signs	11,741	16,110	11,234	11,234	6,411
6402 Legal Fees	-	140	-	-	-
6404 Consulting Services	52,436	206,761	90,000	175,500	109,500
6408 Contractor Fees	27,325	55,378	23,000	5,000	10,000
6413 Utilities	-	1,023	-	-	-
6425 CEA Equip. Rental	4,466	2,963	3,400	3,400	3,400
6503 Rent	-	2,876	-	-	-
6801 Land	147,554	93,091	65,000	200,000	755,000
6809 Infrastructure Construction	1,321,334	1,241,087	1,522,861	1,203,152	1,224,566
Total Expense	$ 1,872,627	$ 2,023,599	$ 2,056,444	$ 1,772,207	$ 2,411,302

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

2008	Street	From	To	General Fund
Labor Pool				**203,513**
Land Acquisition	Kensington Dr	Calumet St	Lake Park Rd	25,000
	Memorial Dr	Fox River	Lawrence St	80,000
	Midway Rd	at Telulah		25,000
	Midway Rd	Lake Park Rd	Eisenhower Dr	75,000
	Midway Rd	Lake Park Rd	Eisenhower Dr	500,000
	South Island St	Oneida	Lawe St	30,000
	Spencer St	Linwood Dr	Badger Ave	20,000
	Subtotal			**755,000**
Design	Wisconsin Ave.	Richmond St	Ballard Rd	109,500
	Subtotal			**109,500**
New Concrete	Kensington Dr	Calumet St	Lake Park Rd	279,900
	Subtotal			**279,900**
	Alley n/o College	Durkee St	Drew St	26,015
	Alley s/o College	Durkee St	Drew St	36,122
	Division St	Wisconsin Ave	Atlantic St	300,201
	Spencer St	Mason St	Badger Ave	539,280
	Spencer St	Whitman Ave	Mason St	461,771
	Subtotal			**1,363,389**
Carryover 2007 - 2008 infrastructure				**(300,000)**
Total Concrete Paving				**$ 2,411,302**

There are no grade & gravel projects planned for 2008.

CITY OF APPLETON 2008 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

Investigate equipment alternatives to best address hazardous sidewalk locations

Major Program Changes:

The decrease in charges for services (-$17,500) is due to less revenue expected from contractors for street patching. The 2008 revenue is based on the number of excavation permits taken out by contractors in 2007. Since fewer permits are being issued in 2007, less revenue is expected in 2008.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	0	2	1	2	1
Strategic Outcomes					
Policy decision					
% of total contract assessable	5.0%	0.1%	2.0%	6.0%	2.0%
Minimize liability					
# of insurance claims from defective sidewalks	3	5	2	1	2
Work Process Outputs					
Defective sidewalks					
Miles of green dot	2.3	1.8	1.4	1.4	1.4
Request for replacement					
Miles	2.0	0.7	0.5	0.5	0.5
Expansion of pedestrian walkways					
Miles of new sidewalks	0.2	0.3	0.8	0.8	0.8

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

Sidewalk Construction **Business Unit 17015**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4607 Sidewalks	$ 56,902	$ 39,814	$ 35,000	$ 35,000	$ 35,000
4801 Charges for Serv.- Nontax	904	8,059	32,500	32,500	15,000
Total Revenue	$ 57,806	$ 47,873	$ 67,500	$ 67,500	$ 50,000
Expenses					
6101 Regular Salaries	$ 79,001	$ 71,357	$ 85,465	$ 85,465	$ 91,950
6104 Call Time	-	3,003	-	-	-
6105 Overtime	5,380	5,836	6,148	6,148	6,000
6108 Part-Time	8,940	24,717	9,536	9,536	-
6150 Fringes	32,376	-	30,506	30,506	30,362
6309 Shop Supplies	-	131	-	-	-
6320 Printing & Reproduction	-	78	-	-	-
6408 Contractor Fees	118,229	59,684	128,500	162,129	130,000
6425 CEA Equip. Rental	4,173	4,308	4,150	4,150	4,750
6429 Interfund Allocations	(100,949)	(86,310)	(76,000)	(76,000)	(50,000)
6809 Infrastructure Construction	452,513	396,810	575,987	575,987	484,856
Total Expense	$ 599,663	$ 479,614	$ 764,292	$ 797,921	$ 697,918

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

2008	General Fund
Labor Pool	**128,312**
Sidewalk Construction	
Green Dot	220,000
General	55,000
Patch Contract	130,000
Sidewalk Stairway Repairs	30,000
Reconstruction - Concrete	72,471
Reconstruction - Asphalt	102,135
Subtotal	**609,606**
New Sidewalk Construction	
New Concrete	10,000
Subtotal	**10,000**
Less: Costs allocated to Utilities	**(50,000)**
Total	**$ 697,918**

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

Asphalt Reconstruction **Business Unit 17016**

PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Implement the 2008 asphalt reconstruction program

Identify streets that are below standard and incorporate their reconstruction into our five-year plan

Coordinate reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience

Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of city streets

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	22.07	22.79	14.00	21.74	22.00
Miles under minimum rideability	16.75	16.14	12.00	14.95	15.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	338.02	339.37	344.89	344.00	344.11
Total miles in asphalt	116.13	116.00	114.92	115.30	114.14
% of total miles reconstructed	2.15%	1.73%	2.43%	2.43%	2.69%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	2.37	1.29	2.40	1.64	1.76

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

Asphalt Reconstruction **Business Unit 17016**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4601 Asphalt Paving	$ 437,721	$ 260,958	$ 300,000	$ 300,000	$ 300,000
Total Revenue	$ 437,721	$ 260,958	$ 300,000	$ 300,000	$ 300,000
Expenses					
6101 Regular Salaries	$ 74,810	$ 80,903	$ 154,319	$ 154,319	$ 129,525
6105 Overtime	5,152	2,276	8,000	8,000	7,000
6108 Part-Time	2,346	3,349	-	-	5,039
6150 Fringes	37,885	35,377	69,119	69,119	61,349
6308 Landscape Supplies	-	5,435	8,660	8,660	9,285
6325 Construction Materials	195,768	143,514	119,700	119,700	151,161
6328 Signs	5,706	5,665	4,949	4,949	3,114
6408 Contractor Fees	8,765	2,395	3,000	3,000	4,263
6425 CEA Equip. Rental	32,364	17,924	45,200	45,200	24,064
6809 Infrastructure Construction	829,093	486,547	687,050	687,050	736,644
Total Expense	$ 1,191,889	$ 783,385	$ 1,099,997	$ 1,099,997	$ 1,131,444

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

2007	Street	From	To	General Fund
Labor Pool				**202,913**
Total Reconstruction	Coolidge Ave	Oneida St	Jackson St	158,140
	Gillett St	Wisconsin Ave	Taylor St	208,185
	Kimball St	Morrison St	Oak St	8,180
	Oak St	Lawrence St	Kimball St	10,077
	Pine St	Outagamie St	Mason St	66,058
	Rogers Ave	Outagamie St	Mason St	66,058
	State St	College Ave	Winnebago St	282,547
	State St	Winnebago St	Wisconsin Ave	129,286
	Subtotal			**928,531**
Total Asphalt Pavement				**$ 1,131,444**

CITY OF APPLETON 2008 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 signage 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
Evaluate staffing availability and projected workloads to comply with federal government standards to upgrade all school related traffic signs by January 11, 2011

Major Program Changes:

The increase in contractor fees ($20,000) is due to increased contractor pricing for pavement marking over the past few years. Due to the increased costs, fewer linear feet were completed. In order to properly maintain the system, an increase in funding is needed in 2008 to allow us to catch up.

The increase in miscellaneous equipment ($7,450) is due to the purchase of a 54" cutter plotter. The existing unit, purchased in 2004, is beginning to fail and replacement parts are no longer available.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	51	36	60	60	60
# of changes to parking restrictions	104	58	95	95	95
% of signs installed or replaced	2.54%	1.27%	3.00%	2.50%	2.50%
Intersections in the City					
# of controlled intersections	1,342	1,359	1,381	1,381	1,400
# of uncontrolled intersections	713	705	793	730	745
Strategic Outcomes					
Effective traffic control devices					
# of accidents per mile of streets	3.9	3.4	3.7	3.7	3.6
Efficient use of staff					
# of signals maintained for other municipalities	25	26	28	26	27
Work Process Outputs					
Service provided					
# of traffic control signs & signals	65 signals	52 signals	70 signals	70 signals	70 signals
repaired from knockdowns	154 signs	125 signs	135 signs	135 signs	135 signs
Respond to system demands					
# of responses for traffic & parking related changes	84	92	105	75	75

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT
Traffic Control and Maintenance **Business Unit 17022**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 1,021	$ 4,552	$ 1,700	$ 1,700	$ 1,200
4802 Charges for Serv.- Tax	4,077	5,450	-	-	-
4908 Misc. Intergov.Charges	30,579	96,231	58,175	58,175	65,050
5010 Misc Revenue - Nontax	9	4,724	762	762	6,370
5030 Damage to City Property	37,648	47,108	40,000	40,000	52,000
5035 Other Reimbursements	-	12	-	9,790	-
Total Revenue	$ 73,334	$ 158,077	$ 100,637	$ 110,427	$ 124,620
Expenses					
6102 Labor Pool Allocations	$ 200,324	$ 225,653	$ 251,142	$ 251,142	$ 257,906
6104 Call Time	7,597	5,026	7,200	7,200	5,700
6105 Overtime	12,017	10,680	12,000	12,000	12,000
6108 Part-Time	13,164	15,718	-	-	-
6150 Fringes	90,521	96,851	107,498	107,498	113,810
6201 Training\Conferences	940	-	-	-	-
6301 Office Supplies	-	29	-	-	-
6309 Shop Supplies & Tools	5,436	4,827	4,150	4,150	4,270
6311 Paint & Supplies	83	186	500	500	150
6322 Gas Purchases	24	45	-	-	-
6323 Safety Supplies	48	225	-	-	-
6325 Construction Materials	90,526	78,394	106,500	141,688	109,690
6326 Equipment Parts	9	116	-	-	-
6327 Miscellaneous Equipment	679	2,561	850	850	7,800
6328 Signs	59,380	56,477	55,000	57,000	60,000
6408 Contractor Fees	47,197	58,999	65,000	65,000	85,000
6413 Utilities	78,962	76,928	90,000	90,000	76,310
6418 Equip Repairs & Maint	8,263	8,695	7,850	7,850	9,300
6424 Software Support	-	-	-	-	350
6425 CEA Equip. Rental	42,593	52,032	51,532	51,532	54,869
6429 Interfund Allocations	(2,122)	(4,570)	(2,100)	(2,100)	(4,000)
6804 Equipment	-	15,350	20,000	34,808	-
Total Expense	$ 655,641	$ 704,222	$ 777,122	$ 829,118	$ 793,155

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Construction Materials		Signs	
Knockdowns - Appleton	$ 30,000	Green Dot	$ 12,000
Knockdowns - Grand Chute/Outagamie	10,000	Ordinance change	11,000
LED Retrofits 8"-12" replacements	29,000	School zone upgrades	10,000
Relamping incandescent signals	2,000	Knockdowns	15,000
Grand Chute/Outagamie County		Special events	3,000
Minor upgrades	10,000	Vandalism	6,000
Communication grid maint/upgrades	10,000	Other projects	3,000
Controller replacement	10,000		$ 60,000
Unplanned failures	3,690		
Painted hardware removal	5,000	Contractor Fees	
	$ 109,690	Cross walks/stoplines - 1/3	$ 25,000
		Pavement marking	60,000
			$ 85,000

CITY OF APPLETON 2008 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

Initiate installation and maintenance of street lights along all new City streets and in those areas that do not meet our current lighting standard

Major Program Changes:

The increase in construction materials ($6,500) is due to the relamping of all of the City-owned metal halide street light fixtures on College Avenue between Drew Street and Badger Avenue. This task is performed every three years so we will not incur these increased costs again until 2011.

The increase in utilities ($102,794) is due mainly to an anticipated 12% increase in electricity costs.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost of power per light	$ 11.58	$ 12.61	$ 12.90	$ 12.90	$ 13.40
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system					
City owned	526	559	569	569	569
Utility owned	7,297	7,343	7,540	7,540	7,615
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	96	52	70	70	65

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

Street Lighting **Business Unit 17023**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4612 Street Lights	$ 902	$ 902	$ 50,000	$ 50,000	$ 50,000
Total Revenue	$ 902	$ 902	$ 50,000	$ 50,000	$ 50,000
Expenses					
6102 Labor Pool Allocations	$ 9,705	$ 4,679	$ 14,066	$ 14,066	$ 14,372
6104 Call Time	73	-	150	150	100
6105 Overtime	109	405	210	210	200
6108 Part-Time	53	-	-	-	-
6150 Fringes	3,640	1,840	4,016	4,016	4,201
6325 Construction Materials	9,897	9,298	4,000	4,000	10,500
6408 Contractor Fees	18,407	1,201	20,000	20,000	5,000
6413 Utilities	1,038,392	1,133,379	1,205,000	1,205,000	1,307,794
Total Expense	$ 1,080,276	$ 1,150,802	$ 1,247,442	$ 1,247,442	$ 1,342,167

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Construction Materials	
General maintenance of street lights	$ 4,000
Relamping all metal halide lights College Ave -Drew to Badger (every 3 yrs)	6,500
	$ 10,500

CITY OF APPLETON 2008 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:

Improve the efficiency and effectiveness of the inventory handling procedures and employ practices to minimize out of stock items and inventory count discrepancies

Improve training to create a safe workplace and minimize employee and equipment accidents and damage

Improve invoice processing procedures to minimize past due invoices and improve budget variance reports

Educate the citizens on the services provided through phone calls, walk-ins, the Applesource Newsletter, new resident mailings, web page, and the Department of Public Works information line

Major Program Changes:

The $9,240 budgeted in building maintenance represents the cost of cleaning/replacing floor mats and providing towels and some cleaning supplies. Due to the use of a common vendor to supply both uniforms and these items, these costs are retained in the department budget rather than the Facilities Maintenance budget.

The $4,500 budgeted in construction materials represents the cost of gravel used in parking lot repairs. The $2,000 budgeted in janitorial services represents costs associated with the annual cleaning of the garage.

The increase in miscellaneous equipment ($9,475) includes the purchase of an automated external defibrillator (AED) which was recommended by the City Safety Committee, an upgrade to the traffic software which will allow staff to take advantage of improved design and traffic modeling functionality as well as optimization of signal timing throughout the City, and replacement of uniform lockers that will double the current storage capacity eliminating storage problems and garment damage. Our hope is to replace one third of the lockers each year for the next three years.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	22	29	35	35	35
# of equipment/vehicle accidents	17	9	10	10	10
Preventable	14	6	5	5	5
Non-preventable	3	3	5	5	5
# of employee injury accidents	19	14	10	10	10
Annual # of violations found during monthly building inspections	41	95	35	50	50
Strategic Outcomes					
Safeguard Assets					
$ adjustment of inventory at year end	$ 1,766	$ 586	$ 525	$ 525	$ 525
Turnover ratio of inventory	0.69	0.79	0.80	0.80	0.85
# of work days lost due to injuries	14	62	10	16	10
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	555	607	687	687	718
$ value of items issued from inventory	$ 363,916	$ 400,446	$ 500,347	$ 440,400	$ 476,400
# of shipments received	6,022	6,343	6,484	6,484	6,639

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT
Municipal Services Building Administration **Business Unit 17031**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5004 Sale of City Prop - Nontax	$ -	$ 75	$ -	$ -	$ -
5010 Misc Revenue - Nontax	1,294	30	-	-	300
5011 Misc Revenue - Tax	133	76	320	320	50
5082 Insurance Proceeds	55,290	14,922	-	-	-
Total Revenue	$ 56,717	$ 15,103	$ 320	$ 320	$ 350
Expenses					
6101 Regular Salaries	$ 407,728	$ 436,468	$ 436,286	$ 436,286	$ 482,127
6104 Call Time	484	254	685	685	500
6105 Overtime	3,537	2,497	1,800	1,800	1,800
6108 Part-Time	22,222	20,681	-	-	-
6150 Fringes	182,525	179,441	178,531	178,531	203,364
6201 Training\Conferences	4,108	7,209	6,500	6,500	6,000
6301 Office Supplies	1,875	1,880	2,650	2,650	2,285
6302 Subscriptions	1,920	3,043	2,400	2,400	2,500
6303 Memberships & Licenses	1,245	1,466	1,300	1,300	1,418
6304 Postage/Freight	1,017	338	375	375	390
6305 Awards & Recognition	394	779	1,155	1,155	1,155
6306 Building Maint./Janitor	8,412	10,598	-	-	9,240
6309 Shop Supplies & Tools	1,104	1,986	1,500	1,500	1,500
6315 Books & Library Materials	299	330	250	250	425
6320 Printing & Reproduction	2,025	3,158	2,600	2,600	2,600
6321 Clothing	2,902	2,567	2,733	2,733	2,733
6323 Safety Supplies	3,507	4,454	5,178	5,178	5,500
6324 Medical\Lab Supplies	322	157	900	900	200
6325 Construction Materials	3,983	3,101	-	-	4,500
6327 Miscellaneous Equipment	6,451	5,079	4,050	4,050	13,525
6404 Consulting Services	-	289	-	-	-
6407 Collection Services	1,030	1,030	1,028	1,028	1,030
6408 Contractor Fees	2,800	1,558	1,700	1,700	1,000
6409 Inspection Fees	-	375	-	-	-
6412 Advertising/Publication	179	-	-	-	-
6413 Utilities	128,830	128,268	141,412	141,412	131,862
6414 Janitorial Services	55,785	42,875	-	-	2,000
6416 Build Repairs & Maint	-	23,407	-	-	-
6418 Equip Repairs & Maint	859	1,615	1,000	1,000	1,600
6419 Communication Eq Repair	-	28	300	300	300
6420 Facilities charges	21,902	74,527	360,209	360,209	371,139
6425 CEA Equip. Rental	11,246	17,011	13,083	13,083	14,994
6430 Health Services	132	36	150	150	125
6451 Laundry Services	6,788	7,490	8,200	8,200	8,220
6599 Other Contracts/Obligations	53,969	14,288	-	-	-
Total Expense	$ 939,580	$ 998,283	$ 1,175,975	$ 1,175,975	$ 1,274,032

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment	
Lockers	$ 5,000
Defibrillator	1,500
Office chairs (3)	1,650
Plastic skids for stockade (5)	375
Traffic software upgrade	2,700
Traffic graphics software upgrade	750
Traffic counter equipment	350
Diagnostic equipment (traffic grid)	1,200
	$ 13,525

CITY OF APPLETON 2008 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 residents with timely and cost-effective maintenance patches

Look at alternative methods of street patching to preserve the rideability of our streets

Major Program Changes:

The decrease in salaries and fringe benefits is due to a reallocation of labor to other programs. Each year labor costs are allocated to the various budgets based on past history as well as known upcoming projects. For 2008, less work is expected to occur in street repair while more work is expected in other programs.

The increase in consulting services ($10,000) is due mainly to the cost of the biennial bridge inspection program.

The Fox River Navigation Authority is planning on opening the locks during the 2008 boating season. The arrangement that has been discussed is that the Authority would hire the necessary staff to operate the locks and the City's two lift bridges. Under the proposal, the City would pay the Authority 50% of the staffing costs for the lift bridges estimated at $16,000.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	44	41	30	40	40
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	338.02	339.37	344.00	344.00	344.11
# of hazardous sidewalk locations repaired	131	88	200	120	120
Miles of asphalt streets resurfaced	<1.0	<1.0	<1.0	<1.0	<1.0
Work Process Outputs					
Repair materials					
Tons of cold patch asphalt applied	150	428	250	250	200
Cubic yards of concrete used for repair	81	429	150	150	200
Pounds of crack filler applied	6,797	25,320	22,500	25,000	25,000

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

Street Repair **Business Unit 17032**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 50,344	$ 70,783	$ 70,000	$ 70,000	$ 65,000
4908 Misc. Intergov.Charges	5,844	3,027	5,000	5,000	5,000
5010 Misc Revenue - Nontax	5,945	2,467	2,000	2,000	2,000
5030 Damage to City Property	-	532	-	-	-
Total Revenue	$ 62,133	$ 76,809	$ 77,000	$ 77,000	$ 72,000
Expenses					
6101 Regular Salaries	$ 409,770	$ 533,257	$ 633,062	$ 633,062	$ 543,385
6104 Call Time	950	215	1,100	1,100	800
6105 Overtime	18,870	11,160	25,000	25,000	20,000
6108 Part-Time	2,749	1,783	-	-	-
6150 Fringes	206,724	243,025	267,673	267,673	258,566
6302 Subscriptions	24	-	-	-	-
6308 Landscape Supplies	660	42	600	600	600
6309 Shop Supplies & Tools	8,952	9,737	7,000	7,000	9,000
6311 Paint & Supplies	126	88	400	400	400
6321 Clothing	3	11	-	-	-
6322 Gas Purchases	1,074	1,872	1,300	1,300	1,500
6324 Medical / Lab Supplies	6	-	-	-	-
6325 Construction Materials	95,709	170,924	110,000	110,000	105,000
6327 Miscellaneous Equipment	3,781	6,586	6,600	6,600	7,000
6328 Signs	61	655	200	200	200
6404 Consulting Services	7,530	15,852	10,000	10,000	20,000
6408 Contractor Fees	514,867	460,934	572,085	577,332	448,085
6409 Inspection Fees	-	570	-	-	-
6413 Utilities	17,142	3,207	18,230	18,230	8,118
6415 Tipping Fees	432	966	1,500	1,500	1,900
6418 Equip Repairs & Maint	-	6,111	2,000	2,000	2,000
6420 Facilities charges	-	-	-	-	500
6425 CEA Equip. Rental	237,832	360,210	299,000	299,000	366,379
6429 Interfund Allocations	(278,011)	(319,109)	(264,663)	(264,663)	(310,085)
6503 Rent	4,566	384	7,000	7,000	7,000
6599 Other Contracts/Obligations	-	-	-	-	16,000
Total Expense	$ 1,253,817	$ 1,508,480	$ 1,698,087	$ 1,703,334	$ 1,506,348

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Asphalt	$ 85,000
Cold patch/crackfiller	8,920
Concrete	10,000
Flags	1,080
	$ 105,000
Consulting Services	
Biennial bridge inspection program	$ 15,000
Miscellaneous consultants	5,000
	$ 20,000
Other Contracts/Obligations	
City share of labor cost for lift bridges	$ 16,000
	$ 16,000

Contractor Fees	
Contractor equip rental	$ 8,000
Bridge maintenance:	
Olde Oneida St Bascule Bridge	10,000
Annual bridge maintenance program	5,000
Surface restoration contract - prior year work	425,085
	$ 448,085
Interfund Allocations	
Patch program for utilities	$ (310,085)
	$ (310,085)

CITY OF APPLETON 2008 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 accumulated snow from designated haul routes

Investigate and expand contractual services when necessary to meet current levels of service

Perform an annual review of regional snow plowing agreements to insure they are current and equitable

Monitor sidewalk removal contract to insure quality and timeliness of services

Review snow plow routes and make necessary changes to gain efficiencies

Continue to investigate mailbox damage caused by plows and enforce per new City policy

Major Program Changes:

The increase in snow removal revenue ($16,480) is due to the addition of commercial properties on Wisconsin Avenue from Richmond Street to Badger Avenue to the snow hauling assessment policy.

The decrease in salaries and fringe benefits is due to a reallocation of labor to other programs. Each year labor costs are allocated to the various budgets based on past history as well as known upcoming projects. For 2008, less work is expected to occur in snow removal while more work is expected in other programs.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	5	3	6	6	6
# of other minor plow/salt events	61	32	35	35	35
# of days hauling designated priority snow routes	15	8	15	15	15
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	109	28	75	75	75
# of miles of sidewalks cleared by:					
Contractor	6.7	7.0	6.9	6.9	6.9
City crews	11.6	11.4	11.4	11.4	11.4
$ contracted to clear sidewalks	$ 75,022	$ 29,717	$ 53,000	$ 53,000	$ 53,000
Work Process Outputs					
Volume of work done					
# of tons of salt used	6,231	3,442	6,000	6,000	6,000
# of miles of streets maintained	338.02	339.37	344.00	344.00	344.11
# of miles of sidewalk maintained	18.3	18.4	18.3	18.3	18.3

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS DEPARTMENT

Snow and Ice Control **Business Unit 17033**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4608 Snow Removal	$ 56,565	$ 56,546	$ 57,000	$ 57,000	$ 73,480
5004 Sale of City Prop - Nontax	14,850	-	-	-	-
5010 Misc. Revenue - Nontax	-	8,340	6,000	6,000	8,525
Total Revenue	$ 71,415	$ 64,886	$ 63,000	$ 63,000	$ 82,005
Expenses					
6101 Regular Salaries	$ 171,615	$ 94,724	$ 216,294	$ 216,294	$ 200,052
6104 Call Time	36,244	13,336	31,827	31,827	31,000
6105 Overtime	61,091	22,396	46,216	46,216	47,600
6150 Fringes	111,317	54,408	119,026	119,026	110,859
6308 Landscape Supplies	72	308	-	-	-
6309 Shop Supplies & Tools	206	43	-	-	-
6325 Construction Materials	237,709	161,196	204,700	204,700	207,600
6326 Vehicle & Equipment Parts	977	2,239	600	600	600
6408 Contractor Fees	4,018	500	5,000	5,000	4,000
6425 CEA Equip. Rental	280,426	191,208	343,099	343,099	288,099
6440 Snow Removal Services	75,022	29,717	53,000	53,000	45,000
6450 Repairs to Private Property	1,987	1,228	1,400	1,400	1,000
6804 Equipment	-	-	14,500	21,891	-
Total Expense	$ 980,684	$ 571,303	$ 1,035,662	$ 1,043,053	$ 935,810

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Salt & other de-icing material	$ 207,600
	$ 207,600
Snow Removal Services	
Snow removal services	$ 45,000
	$ 45,000

CITY OF APPLETON 2008 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 reviews to insure compliance with established City codes
Continue to develop an electronic permit system to increase efficiency and reduce duplicate activities
Monitor compliance of approved building plans and applicable codes on construction projects and provide feedback to the inspectors and the public
Revamp code enforcement procedures that are more streamlined and efficient due to an increase use of technology

Major Program Changes:

Building permit revenue has been decreased $30,000 due to the expected continuation of the downward trend in new home construction into 2008.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	704	966	800	800	900
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	80	158	75	75	150
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	47.0%	45.7%	43.0%	43.0%	43.0%
Consistency of information					
# of policies/ordinances reviewed/updated	1/0	6/6	3/3	3/3	3/3
Work Process Outputs					
Availability of service					
# of inspections performed	12,265	13,752	10,500	10,500	15,000
# of re-inspections performed	841	878	800	800	1,000
# of notices issued	1,148	1,254	1,200	1,200	1,300
# of permits issued	3,921	3,907	4,000	4,000	3,500
# of plans reviewed	469	339	400	400	300

CITY OF APPLETON 2007 BUDGET
PUBLIC WORKS DEPARTMENT
Inspections/Licensing & Plan Review **Business Unit 15520**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4304 Electricians	$ 3,230	$ 3,010	$ 3,200	$ 3,200	$ 3,200
4308 Heating	630	380	750	750	750
4401 Building	267,754	239,546	200,000	200,000	170,000
4402 Electrical	98,306	103,226	105,000	105,000	105,000
4403 Heating	53,647	52,895	50,000	50,000	53,000
4404 Plumbing, Sewer	52,287	57,052	50,000	50,000	50,000
4406 State Building	3,840	3,418	6,000	6,000	4,000
4407 Signs	2,680	3,245	3,300	3,300	3,300
4609 Weed Cutting	25,081	45,489	30,000	30,000	35,000
4801 Charges for Serv.- Nontax	42,805	38,969	45,000	45,000	40,000
5040 Board of Appeals	3,340	3,930	3,400	3,400	3,400
Total Revenue	$ 553,600	$ 551,160	$ 496,650	$ 496,650	$ 467,650
Expenses					
6101 Regular Salaries	$ 422,699	$ 418,822	$ 398,520	$ 398,520	$ 404,809
6104 Call Time	401	482	500	500	500
6105 Overtime	13,280	4,278	5,800	5,800	5,000
6150 Fringes	185,449	169,400	170,799	170,799	181,865
6309 Shop Supplies & Tools	8	48	-	-	-
6408 Contractor Fees	6,955	17,664	7,500	7,500	10,000
Total Expense	$ 628,792	$ 610,694	$ 583,119	$ 583,119	$ 602,174

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Weed cutting	$ 10,000
	$ 10,000

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Executive Budget
REVENUES							
Intergovernmental Revenues	0	.00	303,542	157,000	157,000	0	0
Licenses	3,860	3,390.00	3,500	3,950	3,950	3,950	3,950
Permits	491,269	473,216.75	367,359	428,500	428,500	398,500	398,500
Special Assessments	945,654	1,134,181.37	380,168	1,207,000	1,207,000	165,480	1,128,480
Charges for Services	99,152	127,812.78	77,314	149,200	149,200	121,200	121,200
Intergov. Charges for Service	36,424	99,257.94	109,095	63,175	63,175	70,050	70,050
Other Revenues	258,941	100,908.95	72,561	57,782	67,572	77,945	77,945
TOTAL REVENUES	1,835,300	1,938,767.79	1,313,539	2,066,607	2,076,397	837,125	1,800,125
EXPENSES BY LINE ITEM							
Regular Salaries	280,222	233,955.56	215,344	353,824	353,824	364,660	364,660
Labor Pool Allocations	1,929,742	2,123,678.32	1,879,812	2,659,989	2,659,989	2,608,079	2,608,079
Call Time	47,313	20,739.21	33,894	42,462	42,462	39,600	39,600
Overtime	131,176	73,561.84	84,483	120,074	120,074	114,500	114,500
Temp. Full-Time	50,747	39,374.91	40,337	47,288	47,288	50,433	50,433
Part-Time	16,115	15,964.42	11,239	0	0	0	0
Other Compensation	12,035	15,578.93	15,759	10,260	10,260	14,175	14,175
Shift Differential	762	329.85	563	815	815	765	765
Sick Pay	127,907	98,746.62	47,050	0	0	0	0
Vacation Pay	310,450	329,606.69	252,206	0	0	0	0
Fringes	1,224,094	1,171,457.77	1,030,259	1,293,885	1,293,885	1,331,854	1,338,094
Salaries & Fringe Benefits	4,130,563	4,122,994.12	3,610,946	4,528,597	4,528,597	4,524,066	4,530,306
Training & Conferences	16,370	25,725.98	23,849	18,500	18,500	19,000	19,000
Local Auto Expense	704	.00	0	0	0	0	0
Parking Permits	10,296	10,484.70	12,006	11,104	11,104	11,766	11,766
Office Supplies	7,901	7,200.48	7,369	9,150	9,150	8,785	8,785
Subscriptions	1,944	3,240.60	2,921	2,400	2,400	2,600	2,600
Memberships & Licenses	4,522	5,802.39	3,787	5,800	5,800	6,218	6,218
Postage & Freight	1,688	755.64	755	1,125	1,125	1,065	1,065
Awards & Recognition	1,636	1,901.28	2,331	2,712	2,712	2,712	2,712
Building Maintenance/Janitor.	8,412	10,598.43	0	0	0	9,240	9,240
Rent	4,566	3,260.44	1,838	7,000	7,000	7,000	7,000
Administrative Expense	58,039	68,969.94	54,856	57,791	57,791	68,386	68,386
Landscape Supplies	17,972	6,710.50	3,732	29,340	24,820	20,797	20,797
Shop Supplies & Tools	23,267	24,030.77	20,755	18,650	18,650	21,020	21,020
Paint & Supplies	213	274.25	2,505	900	900	550	550
Books & Library Materials	1,292	750.24	625	1,250	1,250	1,325	1,325
Printing & Reproduction	24,458	22,329.93	18,419	23,600	23,600	23,600	23,600
Clothing	5,161	4,521.18	3,391	5,023	5,023	5,073	5,073
Gas Purchases	1,099	1,916.60	853	1,300	1,300	1,500	1,500
Safety Supplies	3,846	5,143.70	5,553	5,578	5,578	5,900	5,900
Medical & Lab Supplies	346	165.14	166	900	900	200	200
Construction Materials	759,693	781,632.43	594,096	714,666	587,346	681,451	676,451
Vehicle & Equipment Parts	985	2,354.55	50	600	600	600	600
Miscellaneous Equipment	12,664	15,757.61	17,078	14,300	14,300	26,045	31,045
Signs	76,889	78,908.24	71,951	71,383	73,383	69,725	69,725
Supplies & Materials	927,885	944,495.14	739,174	887,490	757,650	857,786	857,786
Legal Fees	206	890.00	370	500	500	100	100
Consulting Services	64,338	226,310.94	124,606	101,360	188,860	130,860	130,860
Engineering Fees	88	.00	0	0	0	0	0
Collection Services	1,030	1,029.60	772	1,028	1,028	1,030	1,030
Contractor Fees	749,842	658,312.26	682,348	827,785	848,661	706,348	698,348
Inspection Fees	4,215	10,726.60	375	6,000	6,000	0	0
Temporary Help	0	.00	1,028	0	0	0	0
Advertising	2,625	1,666.98	1,115	800	800	1,500	1,500
Tipping Fees	432	966.30	11,372	1,500	1,500	1,900	1,900
Interfund Allocations	381,082-	409,989.20-	333,005-	342,763-	342,763-	364,085-	364,085-
Health Services	132	49.00	513	150	150	125	125
Snow Removal Services	75,022	29,717.29	39,976	53,000	53,000	45,000	45,000
Repairs to Private Property	1,987	1,227.74	218	1,400	1,400	1,000	1,000
Laundry Services	10,387	11,135.92	11,644	13,000	13,000	12,020	12,020

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Executive Budget
Other Contracts/Obligations	64,618	24,723.10	11,951	12,000	12,000	11,000	27,000
Purchased Services	593,840	556,766.53	553,283	675,760	784,136	546,798	554,798
Electric	1,159,081	1,255,334.25	1,062,208	1,342,569	1,342,569	1,435,348	1,435,348
Gas	68,987	53,073.93	37,902	72,436	72,436	54,000	54,000
Water	5,587	5,541.18	6,534	6,623	6,623	6,510	6,510
Waste Disposal/Collection	3,588	3,195.88	3,744	3,500	3,500	3,500	3,500
Stormwater	13,360	17,784.36	19,369	16,852	16,852	17,100	17,100
Telephone	19,843	9,957.11	7,380	14,709	14,709	7,955	7,955
Cellular Telephone	10,932	10,518.30	12,059	14,300	14,300	11,370	11,370
Utilities	1,281,378	1,355,405.01	1,149,196	1,470,989	1,470,989	1,535,783	1,535,783
Janitorial Service	55,785	42,874.74	5,297	0	0	2,000	2,000
Building Repair & Maintenance	0	23,407.05	0	0	0	0	0
Equipment Repair & Maintenanc	19,646	19,603.00	8,559	21,350	21,350	24,400	21,900
Communications Equip. Repairs	0	28.57	496	300	300	300	300
Facilities Charges	22,162	74,526.62	193,510	360,209	360,209	378,639	371,639
Software Support	0	.00	0	0	0	350	350
CEA Equipment Rental	661,698	699,231.27	582,373	834,279	834,279	825,389	825,389
Repair & Maintenance	759,291	859,671.25	790,235	1,216,138	1,216,138	1,231,078	1,221,578
Land	147,554	93,090.96	103,041	65,000	200,000	755,000	755,000
Machinery & Equipment	27,000	15,349.67	23,353	20,000	42,199	0	0
Vehicles	0	.00	14,500	14,500	14,500	0	0
Infrastructure Construction	2,602,941	2,124,443.38	1,988,487	2,785,898	2,466,189	2,746,254	2,446,066
Capital Expenditures	2,777,495	2,232,884.01	2,129,381	2,885,398	2,722,888	3,501,254	3,201,066
TOTAL EXPENSES	10,528,491	10,141,186.00	9,027,071	11,722,163	11,538,189	12,265,151	11,969,703

CITY OF APPLETON 2007 BUDGET
PUBLIC WORKS DEPARTMENT

NOTES

CITY OF APPLETON 2008 BUDGET

SANITATION

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Wendy K. Lodholz

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS
SANITATION

MISSION STATEMENT

To serve the public through the collection and disposal of recyclables, yard waste, and solid waste in a safe, cost effective and environmentally responsible manner.

DISCUSSION OF SIGNIFICANT 2007 EVENTS

Used the former northeast asphalt quarry site for Fire Department training purposes and by the Department of Public Works (DPW) for indoor storage

Cooperated with the Fire Department to use their message boards to advertise holiday collection schedules

Worked with Sanitation Department employees to determine the best design for placement of dumpsters, oil recycling bins, brush, concrete and yard waste piles at the MSB yard waste site to optimize space and create a safe, efficient traffic flow through the site.

Worked with the Outagamie County Recycling Advisory Committee to study single stream recycling

Celebrated National Public Works Week with the following events:
· Open House at Municipal Service Building
· Roundabout training for all DPW employees by an expert in roundabout designs from Madison
· Educated DPW employees on the new decision making model that QIP Steering Committee initiated to better enhance our communication efforts within the department

Worked with consultant to haul away the chipped brush and yard waste to be used as cell cover at a private landfill. This allowed the department to reallocate labor to other duties.

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS
SANITATION

MAJOR 2008 OBJECTIVES

Continue to identify efficiencies in commercial refuse & recycling routes

Continue to identify efficiencies in automated refuse routes

Continue to use our customer input tracking system to monitor the content of customer contacts and make appropriate changes to improve service

Continue to monitor equipment needs and make replacement decisions in the most cost effective manner possible

Develop master plan for use of the northeast asphalt site by City departments and community events

Continue to evaluate the effectiveness of the two Bridgeport automated trucks

Continue to evaluate the northeast asphalt site as a temporary storage area for sanitation equipment

Continue to maximize sharing of labor pool employees with the Parks, Traffic and Stormwater Departments

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 1,053,822	$ 733,186	$ 667,600	$ 667,600	$ 722,000	8.15%
Program Expenses							
2210	Administration	198,700	201,164	233,216	233,216	227,715	-2.36%
2221	Recycling	552,363	168,639	207,904	207,904	194,258	-6.56%
2223	Solid Waste	2,580,908	2,646,672	2,799,934	2,799,934	2,841,582	1.49%
2224	Leaf Collection *	352,544	-	-	-	-	N/A
2230	Landfill Maint.	72,843	78,509	71,576	71,576	64,140	-10.39%
TOTAL		$ 3,757,358	$ 3,094,984	$ 3,312,630	$ 3,312,630	$ 3,327,695	0.45%
Expenses Comprised Of:							
Personnel		1,608,347	1,405,284	1,512,500	1,512,500	1,567,248	3.62%
Administrative Expense		27,512	34,111	36,045	36,045	33,600	-6.78%
Supplies & Materials		67,866	65,487	63,655	63,655	67,900	6.67%
Purchased Services		1,073,670	710,347	791,205	791,205	779,485	-1.48%
Utilities		65,408	65,836	72,469	72,469	59,413	-18.02%
Repair & Maintenance		914,555	813,919	836,756	836,756	820,049	-2.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to progr		26.29	22.69	22.69	22.69	22.69	

* Note: The Leaf Collection program has been transferred to the Stormwater Fund.

* % change from prior year adopted budget

CITY OF APPLETON 2008 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 Parks and Recreation Department to develop a unified system utilizing the labor pool manpower to best meet both departmental needs
Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services
Monitor the agreement with the Town of Grand Chute for use of the yard waste sites
Continue to monitor the policy for disposal of solid waste at the yard waste site
Continue to develop relationships with outside services to dispose of ground up brush and yard waste
Continue to monitor service log and respond timely to customer needs
Work cooperatively with the Fire Department to use their message boards to advertise holiday collection schedules

Major Program Changes:

Increase in the number of customer contacts (below) is due to the implementation of the customer service log. The customer service log is a component of the asset management system that allows us to record, assign and track contacts from customers. The system is used for both phone and in-person comments from customers, as well as for items observed by staff. The centralization of this information provides a more all-inclusive record of issues that need to be addressed and allows us to record remedies and closure of the issues.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2005	Target 2007	Target 2007	Target 2008
Client Benefits/Impacts					
Public Information					
# of information announcements / brochures	22	21	25	25	25
Strategic Outcomes					
Consistency of information					
# of polices reviewed	2	1	1	1	1
Quality of service					
# of contacts received	244	287	325	700	700
# of labor pool hours shared outside of DPW	1,237	647	1,300	960	960
Work Process Outputs					
Changes in customer service					
# of polices revised	2	0	1	1	1

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Administration **Business Unit 2210**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4110 Property Taxes	$ 2,619,536	$ 2,518,357	$ 2,450,000	$ 2,450,000	$ 2,463,700
4705 General Interest	596	173	-	-	-
4710 Interest on Investments	54,279	94,272	60,000	60,000	80,000
4801 Charges for Serv.- Nontax	98,021	106,087	90,000	90,000	108,000
5005 Sale of City Property	-	645	-	-	-
5016 Lease Revenue	400	400	-	-	-
5071 Customer Penalty	1,211	1,374	-	-	-
Total Revenue	$ 2,774,043	$ 2,721,308	$ 2,600,000	$ 2,600,000	$ 2,651,700
Expenses					
6101 Regular Salaries	$ 66,348	$ 63,954	$ 78,388	$ 78,388	$ 80,642
6104 Call Time	-	110	-	-	100
6105 Overtime	219	287	250	250	250
6108 Part-Time	883	1,134	-	-	-
6150 Fringes	29,558	25,688	33,097	33,097	36,018
6201 Training\Conferences	835	770	1,000	1,000	1,000
6301 Office Supplies	634	707	700	700	700
6302 Subscriptions	-	32	-	-	100
6303 Memberships & Licenses	141	772	850	850	800
6304 Postage\Freight	9,593	10,706	12,500	12,500	12,500
6305 Awards & Recognition	357	729	1,015	1,015	1,015
6320 Printing & Reproduction	2,849	3,221	2,000	2,000	3,000
6321 Clothing	2,030	1,492	2,000	2,000	2,000
6323 Safety Supplies	1,071	1,042	1,100	1,100	1,100
6327 Miscellaneous Equipment	-	1,042	-	-	1,500
6324 Medical\Lab Supplies	111	79	500	500	200
6403 Bank Services	2,243	2,049	5,000	5,000	6,500
6412 Advertising/Publication	455	753	500	500	750
6413 Utilities	57,721	58,592	63,586	63,586	53,100
6418 Equip Repairs & Maint	-	-	2,500	2,500	1,000
6425 CEA Equip. Rental	3,760	3,167	3,900	3,900	3,500
6430 Health Services	52	26	50	50	50
6451 Laundry Services	5,115	5,546	5,500	5,500	5,610
6501 Insurance	14,370	18,480	18,780	18,780	16,280
6599 Other Contracts/Obligations	-	25	-	-	-
6623 Uncollectible Accounts	355	761	-	-	-
Total Expense	$ 198,700	$ 201,164	$ 233,216	$ 233,216	$ 227,715

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Postage/Freight

City services invoice postage allocation	$ 12,300
Other Shipping	200
	$ 12,500

CITY OF APPLETON 2008 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 from commercial business establishments

Continue to grind large logs for the Park and Recreation Department to provide playground quality chips

Continue to grind brush for Outagamie County

Major Program Changes:

The decrease in salaries is due to a reallocation of labor to other programs. Each year labor costs are allocated to the various budgets based on past history as well as known upcoming projects. For 2008, less work is expected to occur in recycling while more work is expected in other programs.

The $500 budgeted in construction materials represents the cost of gravel to be used at the yard waste sites.

The increase in shop supplies and tools ($1,000) is due to the consolidation of these costs into this budget from the Solid Waste Collection (2223) budget.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2005	Target 2007	Target 2007	Target 2008
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	5,122	5,081	5,081	5,081	5,081
Cost effective commercial recycling					
Cost/ton - paper	$ 104.16	$ 120.91	$ 100.00	$ 125.00	$ 125.00
Cost/ton - co-mingled	$ 95.47	$ 128.99	$ 96.00	$ 130.00	$ 130.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	399	391	415	415	400
$ of revenue from chipper rental	$ 4,753	$ 12,569	$ 5,000	$ 10,000	$ 10,000
# 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	4,776	4,649	5,050	5,000	5,000
Residential - co-mingled	2,040	1,679	2,020	2,000	2,000
Commercial - total	763	634	850	700	700
Hours chipping material	631	457	1,000	1,000	550
Avg # of users of the sites - weekday	250	325	325	325	325
Avg # of users of the sites - weekend	475	600	550	550	550

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Recycling **Business Unit 2221**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 45,862	$ 54,086	$ 50,000	$ 50,000	$ 50,000
4802 Charges for Serv. - Tax	45,296	41,537	45,000	45,000	45,000
4872 Commercial Recycling	128,491	128,365	115,000	115,000	128,000
4909 Recycling	409,170	-	-	-	-
5010 Misc Revenue - Nontax	2,214	6,833	2,300	2,300	7,000
Total Revenue	$ 631,033	$ 230,821	$ 212,300	$ 212,300	$ 230,000
Expenses					
6101 Regular Salaries	$ 54,889	$ 49,567	$ 60,669	$ 60,669	$ 56,306
6104 Call Time	293	231	400	400	400
6105 Overtime	185	307	300	300	300
6108 Part-Time	24	-	-	-	-
6150 Fringes	23,909	22,635	21,490	21,490	30,413
6303 Memberships & Licenses	275	275	275	275	275
6308 Landscape Supplies	1,455	809	2,000	2,000	1,800
6309 Shop Supplies & Tools	1,459	428	1,500	1,500	2,500
6320 Printing & Reproduction	373	-	-	-	-
6325 Construction Materials	58	-	500	500	500
6327 Miscellaneous Equipment	10,417	9,972	10,000	10,000	10,300
6328 Signs	689	238	500	500	300
6407 Collection Services	376,627	9,637	12,000	12,000	12,000
6413 Utilities	1,355	1,426	1,545	1,545	1,634
6415 Tipping Fees	9,686	7,273	10,200	10,200	10,000
6418 Equip Repairs & Maint	341	-	400	400	400
6420 Facilities charges	261	-	500	500	500
6425 CEA Equip. Rental	69,527	65,283	85,000	85,000	66,000
6503 Rent	-	558	625	625	630
6599 Other Contracts/Obligations	540	-	-	-	-
Total Expense	$ 552,363	$ 168,639	$ 207,904	$ 207,904	$ 194,258

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Collection Services	
Freon appliance collection	$ 12,000
	$ 12,000
Miscellaneous Equipment	
Containers - New	$ 5,000
Containers - Replacement	5,000
Replacement parts	300
	$ 10,300

CITY OF APPLETON 2008 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 improve customer service
Continue to expand the number of commercial solid waste accounts
Evaluate the commercial refuse program for efficiencies and cost effectiveness
Continue to monitor the effectiveness of the layout of MSB yard waste site

Major Program Changes:

The tipping fee budget ($709,300) represents an increase in the tipping fee rate from Outagamie County in 2007 (residential from $21 to $23/ton and commercial from $19 to $21/ton).

PERFORMANCE INDICATORS

Client Benefits/Impacts	Actual 2005	Actual 2005	Target 2007	Target 2007	Target 2008
Service area					
# of automated stops/day	5,080	5,108	5,100	5,100	5,100
Additional services provided					
# special collections					
Storm	1	0	1	1	0
Move outs	341	335	450	350	350
Free overflows	4	4	4	4	4
Strategic Outcomes					
Additional revenue sources					
# of commercial customers stops	703	713	710	710	710
Cost effective service provided					
Cost/ton of overflow collections	$ 112.49	$ 134.13	$ 110.00	$ 140.00	$ 140.00
Cost/ton of commercial collections	$ 49.23	$ 50.70	$ 52.00	$ 51.60	$ 51.60
Cost/ton of residential automated pickup	$ 57.67	$ 57.67	$ 61.00	$ 61.00	$ 61.00
Cost/yd of commercial refuse	$ 1.64	$ 1.78	$ 1.85	$ 1.85	$ 1.90
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	29,945	30,600	31,750	31,000	31,300

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS
Sanitation - Solid Waste Collection **Business Unit 2223**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 2,056	$ 2,250	$ 2,500	$ 2,500	$ 2,000
4802 Charges for Serv. - Tax	17	-	500	500	-
4870 Commercial Refuse	136,664	135,403	137,000	137,000	137,000
4873 Container Leasing	24,724	26,055	24,500	24,500	24,500
5030 Damage to City Property	-	42	-	-	-
5055 Appliance Tags	54,134	49,271	55,000	55,000	51,000
5056 Tire Tags	1,240	1,434	1,300	1,300	1,500
5057 Grass Clipping	26,460	22,784	29,500	29,500	25,000
5058 Overflow	22,907	62,389	55,000	55,000	63,000
5085 Cash Short or Over	80	(214)	-	-	-
Total Revenue	$ 268,282	$ 299,414	$ 305,300	$ 305,300	$ 304,000
Expenses					
6101 Regular Salaries	$ 781,518	$ 815,355	$ 853,983	$ 853,983	$ 880,290
6104 Call Time	3,687	4,525	3,800	3,800	4,500
6105 Overtime	31,045	31,364	38,000	38,000	35,000
6108 Part-Time	21,722	18,496	20,720	20,720	20,698
6150 Fringes	368,256	363,392	393,709	393,709	414,245
6303 Memberships & Licenses	671	-	-	-	-
6304 Postage\Freight	282	321	300	300	300
6309 Shop Supplies & Tools	1,311	1,764	-	-	-
6311 Paint & Supplies	107	100	255	255	200
6321 Clothing	55	-	-	-	-
6322 Gas Purchases	586	930	600	600	1,000
6324 Medical/Lab Supplies	-	-	-	-	-
6327 Miscellaneous Equipment	45,258	43,847	42,200	42,200	43,000
6328 Signs	36	-	-	-	-
6407 Collection Services	1,118	763	688	688	800
6408 Contractor Fees	3,384	3,244	4,000	4,000	4,000
6413 Utilities	215	619	-	-	600
6415 Tipping Fees	637,108	641,158	722,792	722,792	709,300
6418 Equip Repairs & Maint	-	85	-	-	-
6425 CEA Equip. Rental	700,363	736,886	730,887	730,887	739,649
6429 Interfund Allocations	(15,814)	(16,177)	(12,000)	(12,000)	(12,000)
Total Expense	$ 2,580,908	$ 2,646,672	$ 2,799,934	$ 2,799,934	$ 2,841,582

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment		Tipping Fees	
Replacement containers	$ 3,590	Residential	$ 540,500
New containers	7,278	Commercial	163,800
New automated containers	12,700	Rubbish	5,000
Replacement automated containers	7,300		$ 709,300
Replacement parts	8,387		
Rolloff box	3,745	Interfund Allocations	
	$ 43,000	Chipping services	$ (12,000)
			$ (12,000)

CITY OF APPLETON 2008 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

Continue to work with Valley Aero Modelers (VAM) to make the site usable for their club and community events

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2005	Target 2007	Target 2007	Target 2007
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	1	2	2	2	2
Corrective actions generated from quarterly inspections	3	1	3	3	3

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Landfill Maintenance **Business Unit 2230**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 3,520	$ 5,837	$ 5,308	$ 5,308	$ 5,481
6105 Overtime	-	-	-	-	.
6108 Part Time	74	-	-	-	-
6150 Fringes	1,392	2,402	2,386	2,386	2,605
6325 Construction Materials	-	523	500	500	500
6404 Consulting Services	48,620	55,865	42,275	42,275	42,275
6408 Contractor Fees	3,630	-	-	-	-
6413 Utilities	5,990	5,199	7,338	7,338	4,079
6418 Equip Repairs & Maint	-	1,829	-	-	-
6420 Facilities charges	1,734	4,564	3,569	3,569	6,000
6425 CEA Equip. Rental	26	-	-	-	-
6454 Grounds Repair & Maint.	6,951	2,105	10,000	10,000	3,000
6599 Other Contracts/Obligations	906	185	200	200	200
Total Expense	$ 72,843	$ 78,509	$ 71,576	$ 71,576	$ 64,140

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Consulting Services

Consultant to perform sampling and reporting (sediment, gas & water)	$ 42,275
	$ 42,275

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Interest Income	54,875	94,444.87	79,682	60,000	60,000	0	80,000
Charges for Services	481,132	493,782.78	355,782	464,500	464,500	501,951	494,500
Intergov. Charges for Service	409,170	.00	10,376	0	0	0	0
Other Revenues	108,645	144,958.63	138,108	143,100	143,100	147,500	147,500
TOTAL REVENUES	1,053,822	733,186.28	583,948	667,600	667,600	649,451	722,000
EXPENSES BY LINE ITEM							
Regular Salaries	13,992	11,426.80	13,429	13,962	13,962	14,421	14,421
Labor Pool Allocations	935,708	823,287.57	765,369	965,986	965,986	989,968	989,968
Call Time	4,202	4,866.31	5,781	4,200	4,200	5,000	5,000
Overtime	36,502	31,957.73	30,611	38,550	38,550	35,550	35,550
Temp. Full-Time	17,419	15,942.31	8,554	20,720	20,720	20,698	20,698
Part-Time	5,284	3,687.60	9,212	0	0	0	0
Incentive Pay	0	.00	0	17,500	17,500	17,500	17,500
Other Compensation	439	4,791.03	10,470	630	630	630	630
Shift Differential	459	210.45	215	270	270	200	200
Sick Pay	37,324	21,597.24	16,916	0	0	0	0
Vacation Pay	67,678	73,399.63	67,396	0	0	0	0
Fringes	489,341	414,117.51	384,947	450,682	450,682	485,405	483,281
Salaries & Fringe Benefits	1,608,348	1,405,284.18	1,312,900	1,512,500	1,512,500	1,569,372	1,567,248
Training & Conferences	835	770.00	1,098	1,000	1,000	1,000	1,000
Office Supplies	634	706.78	767	700	700	700	700
Subscriptions	0	32.14	99	0	0	100	100
Memberships & Licenses	1,087	1,047.00	683	1,125	1,125	1,075	1,075
Postage & Freight	9,875	11,026.91	12,609	12,800	12,800	300	12,800
Awards & Recognition	357	728.60	0	1,015	1,015	1,015	1,015
Insurance	14,370	18,480.00	15,650	18,780	18,780	0	16,280
Rent	0	557.62	560	625	625	630	630
Uncollectible Accounts	355	761.42	85	0	0	0	0
Administrative Expense	27,513	34,110.47	31,551	36,045	36,045	4,820	33,600
Landscape Supplies	1,455	808.83	1,287	2,000	2,000	1,800	1,800
Shop Supplies & Tools	2,770	2,191.99	2,290	1,500	1,500	2,500	2,500
Paint & Supplies	107	100.26	122	255	255	200	200
Printing & Reproduction	3,222	3,220.77	2,606	2,000	2,000	3,000	3,000
Clothing	2,085	1,491.93	1,228	2,000	2,000	2,000	2,000
Gas Purchases	586	929.57	683	600	600	1,000	1,000
Safety Supplies	1,071	1,042.44	1,241	1,100	1,100	1,100	1,100
Medical & Lab Supplies	111	78.67	83	500	500	200	200
Construction Materials	58	522.96	0	1,000	1,000	1,000	1,000
Miscellaneous Equipment	55,675	54,861.63	51,752	52,200	52,200	54,800	54,800
Signs	726	238.06	70	500	500	300	300
Supplies & Materials	67,866	65,487.11	61,362	63,655	63,655	67,900	67,900
Bank Services	2,243	2,049.32	2,972	5,000	5,000	0	6,500
Consulting Services	48,620	55,865.16	28,755	42,275	42,275	42,275	42,275
Collection Services	377,745	10,400.10	9,951	12,688	12,688	12,800	12,800
Contractor Fees	7,014	3,244.19	3,883	4,000	4,000	4,000	4,000
Advertising	455	753.10	0	500	500	750	750
Tipping Fees	646,794	648,430.44	616,300	732,992	732,992	719,300	719,300
Interfund Allocations	15,814-	16,177.00-	9,411-	12,000-	12,000-	12,000-	12,000-
Health Services	52	26.00	36	50	50	50	50
Laundry Services	5,115	5,545.85	5,983	5,500	5,500	5,610	5,610
Other Contracts/Obligations	1,446	210.31	29	200	200	200	200
Purchased Services	1,073,670	710,347.47	658,498	791,205	791,205	772,985	779,485
Electric	26,032	26,170.36	22,106	29,677	29,677	25,791	25,791
Gas	26,009	24,275.36	11,192	26,789	26,789	17,280	17,280
Water	3,279	2,548.67	3,596	3,742	3,742	3,255	3,255
Waste Disposal/Collection	2,008	2,217.19	1,865	2,000	2,000	2,600	2,600
Stormwater	7,330	9,913.16	10,825	9,386	9,386	9,996	9,996
Telephone	326	278.31	346	450	450	341	341

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Cellular Telephone	425	433.18	165	425	425	150	150
Utilities	65,409	65,836.23	50,095	72,469	72,469	59,413	59,413
Equipment Repair & Maintenanc	341	1,913.95	0	2,900	2,900	1,400	1,400
Facilities Charges	1,995	4,564.01	3,341	4,069	4,069	6,500	6,500
CEA Equipment Rental	905,268	805,336.10	633,671	819,787	819,787	809,149	809,149
Grounds Repair & Maintenance	6,951	2,104.60	1,687	10,000	10,000	10,000	3,000
Repair & Maintenance	914,555	813,918.66	638,699	836,756	836,756	827,049	820,049
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	3,757,361	3,094,984.12	2,753,105	3,312,630	3,312,630	3,301,539	3,327,695

CITY OF APPLETON 2008 BUDGET
SANITATION FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Property Taxes	$ 2,619,536	$ 2,518,357	$ 2,450,000	$ 2,450,000	$ 2,463,700
Interest Income	54,875	94,445	60,000	70,000	80,000
Charges for Services	998,946	638,096	607,600	607,600	642,000
Sale of City Property	-	645	-	-	-
Total Revenues	3,673,357	3,251,543	3,117,600	3,127,600	3,185,700
Expenses					
Program Costs	3,757,358	3,094,984	3,312,630	3,312,630	3,327,695
Net Change in Equity	(84,001)	156,559	(195,030)	(185,030)	(141,995)
Fund Balance - Beginning	812,533	728,532	885,091	885,091	700,061
Fund Balance - Ending	$ 728,532	$ 885,091	$ 690,061	$ 700,061	$ 558,066

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 revised capitalization threshold. $20,000 of the projected cost budgeted for 2008 is due to the purchase of replacement containers. The history of the use of the container replacement balance is presented below:

Year	Amount	Balance
		774,755
2000	(16,674)	758,081
2001	(18,209)	739,872
2002	(33,778)	706,094
2003	(25,977)	680,117
2004	(20,250)	659,867
2005	(21,650)	638,217
2006	(32,850)	605,367
2007 Projected	(27,325)	578,042
2008 Budget	(20,000)	558,042

The Leaf Collection program was included in this fund through 2005. With the 2006 budget, it was transferred to the Stormwater Utility to better reflect the purpose of leaf collection.

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Subdivision **Business Unit 4010**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various infrastructure investments.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

This fund is utilized for new subdivision work only, including administration, engineering, street lights, street signs, and temporary asphalt streets within the subdivision. This fund will not be utilized to refurbish an existing roadway.

Effective January 1, 2004, the City no longer advances money for new subdivision development. The developer is required to obtain an irrevocable line of credit from which the City will have exclusive rights to draw all applicable costs. Upon completion of contracts and any other outstanding issues, the City will release the line. We have included $71,370 in the 2008 budget for those costs that will be drawn from developers' lines of credit. For ease of administration, all other expenditures in this budget will be administered by the City for immediate reimbursement by the developer, versus direct payment from the line of credit to the vendor.

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

Project	Amount	Page
Asphalt Paving (temporary surface over grade & gravel)	$ 71,370	Projects, Pg. 610
New Concrete Paving	1,859,309	Projects, Pg. 614
Sidewalks	160,071	Projects, Pg. 622
	$ 2,090,750	

Major program changes:

The budget for this capital projects fund fluctuates depending on the projects which are needed in any given year, their number, and their scale.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

Note: Since this program exists solely to account for funding sources and expenditures for various infrastructure investments relating to the development of new subdivisions, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 1,720,776	$ 1,732,386	$ 1,427,514	$ 1,427,514	$ 1,456,370	2.02%
Program Expenses		$ 1,755,096	$ 1,726,072	$ 2,215,866	$ 2,215,866	$ 2,090,750	-5.65%
Expenses Comprised Of:							
Personnel		316,741	220,343	294,066	294,066	299,953	2.00%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		428,354	270,138	147,783	147,783	35,880	-75.72%
Purchased Services		1,678	1,009	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		85,457	58,778	88,000	88,000	74,181	-15.70%
Capital Expenditures		922,866	1,175,804	1,686,017	1,686,017	1,680,736	-0.31%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Subdivision **Business Unit 4010**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2006	Budget Amended 2006	Budget 2007
Revenues					
4110 Property Taxes	$ 365,731	$ 300,000	$ -	$ -	$ -
4614 Miscellaneous Specials	1,562,710	1,463,955	1,250,000	1,250,000	1,250,000
4710 Interest on Investments	43,617	71,317	40,000	40,000	75,000
4730 Interest - Deferred Specials	67,214	52,212	60,000	60,000	60,000
5021 Capital Contributions	29,103	144,902	77,514	77,514	71,370
5035 Other Reimbursements	18,132	-	-	-	-
Total Revenue	$ 2,086,507	$ 2,032,386	$ 1,427,514	$ 1,427,514	$ 1,456,370
Expenses					
6101 Regular Salaries	$ 202,229	$ 145,581	$ 192,512	$ 192,512	$ 190,027
6104 Call Time	-	-	-	-	-
6105 Overtime	11,052	5,770	11,567	11,567	12,000
6108 Part-Time	5,304	6,089	4,376	4,376	4,376
6150 Fringes	98,156	62,903	85,611	85,611	93,550
6308 Landscape Supplies	11,043	19,905	28,692	28,692	27,880
6320 Printing & Reproduction	13	-	-	-	-
6325 Construction Materials	410,611	243,414	119,091	119,091	8,000
6328 Signs	6,687	6,819	-	-	-
6402 Legal Fees	79	-	-	-	-
6408 Contractor Fees	1,599	-	-	-	-
6409 Inspection Fees	-	1,009	-	-	-
6425 CEA Equip. Rental	85,457	58,778	88,000	88,000	74,181
6809 Infrastructure Construction	922,866	1,175,804	1,686,017	1,686,017	1,680,736
Total Expense	$ 1,755,096	$ 1,726,072	$ 2,215,866	$ 2,215,866	$ 2,090,750

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Landscape Supplies	
Trees for new streets	$ 27,880
	$ 27,880
Infrastructure Construction	
Streets	$ 1,544,661
Sidewalks	136,075
	$ 1,680,736

CITY OF APPLETON 2008 BUDGET
SUBDIVISION DEVELOPMENT FUND
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

Revenues	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Property Taxes	$ 365,731	$ 300,000	$ -	$ -	$ -
Special Assessments	1,562,709	1,463,955	1,250,000	1,400,000	1,250,000
Interest Income	110,831	123,529	100,000	125,000	135,000
Other	47,236	144,902	77,514	77,514	71,370
Total Revenues	2,086,507	2,032,386	1,427,514	1,602,514	1,456,370
Expenses					
Program Costs	1,755,096	1,726,072	2,215,866	2,215,866	2,090,750
Total Expenses	1,755,096	1,726,072	2,215,866	2,215,866	2,090,750
Revenues over (under) Expenses	331,411	306,314	(788,352)	(613,352)	(634,380)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	331,411	306,314	(788,352)	(613,352)	(634,380)
Fund Balance - Beginning	1,351,457	1,682,868	1,989,182	1,989,182	1,375,830
Fund Balance - Ending	$ 1,682,868	$ 1,989,182	$ 1,200,830	$ 1,375,830	$ 741,450

Unreserved Designated Fund Balance Policy Compliance

Minimum -Three months operating expenditures based on prior year's audited expenditures		431,518
Maximum (80% of the most recent five year average of subdivision development expenditures)		
2008 budgeted	2,090,750	
2007 budgeted plus 100% carryover from 2006	2,215,866	
2006 actual	1,726,072	
2005 actual	1,755,096	
2004 actual	1,451,849	
		1,478,341

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Public Works **Business Unit 4240**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various public works investments.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

This fund provides for a variety of Public Works capital needs. The 2007 budget provides for consulting services in the design phase of the College Avenue bridge, scheduled for replacement in 2008, and the completion of repairs to the Olde Oneida and Lawe Street bascule bridges.

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

Project	Amount	Page
Bridge Improvements - Lawe St. over navigation canal	$ 40,000	Projects, Pg. 613
Bridge Improvements - Olde Oneida St. over Fox River	64,460	Projects, Pg. 613
College Avenue Bridge Project	268,122	Projects, Pg. 614
Traffic Control Improvements	68,000	Projects, Pg. 619
	$ 440,582	

Major program changes:

The budget for this capital projects fund fluctuates depending on the projects which are needed in any given year, their number, and their scale.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 4,479	$ 5,733	$ 4,776	$ 4,776	$ 5,935	24.27%
Program Expenses		$ 282,214	$ 510,411	$ 922,245	$ 1,769,749	$ 440,582	-52.23%
Expenses Comprised Of:							
Personnel		8,419	9,743	12,245	12,245	20,122	64.33%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		1,664	-	-	-	-	N/A
Purchased Services		77,423	174,197	770,000	881,705	102,460	-86.69%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		1,391	-	-	-	-	N/A
Capital Expenditures		193,317	326,471	140,000	875,799	318,000	127.14%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Public Works **Business Unit 4240**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ -
4710 Interest on Investments	4,479	5,733	4,776	4,776	5,935
5910 Proceeds of Long-term Debt	251,000	-	840,000	840,000	408,000
5921 Trans In - General Fund	-	-	-	-	-
Total Revenue	$ 255,479	$ 5,733	$ 844,776	$ 844,776	$ 413,935
Expenses					
6102 Labor Pool Allocations	$ 5,969	$ 7,278	$ 9,021	$ 9,021	$ 14,758
6105 Overtime	38	-	-	-	-
6108 Part Time	-	122	-	-	-
6150 Fringes	2,412	2,343	3,224	3,224	5,364
6304 Postage/Freight	-	-	-	-	-
6308 Landscape Supplies	-	-	-	-	-
6325 Construction Materials	1,664	-	-	-	-
6327 Misc. Equipment	-	-	-	-	-
6328 Signs	-	-	-	-	-
6404 Consulting Services	77,423	172,604	770,000	881,705	102,460
6408 Contractor Fees	-	1,593	-	-	-
6425 CEA Equip. Rental	1,391	-	-	-	-
6803 Buildings	-	-	-	-	-
6801 Land	-	-	-	25,000	-
6804 Equipment	-	-	40,000	40,000	68,000
6809 Infrastructure Construction	193,317	326,471	100,000	810,799	250,000
Total Expense	$ 282,214	$ 510,411	$ 922,245	$ 1,769,749	$ 440,582

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Design work - E. College Avenue bridge	$ 38,000
Olde Oneida bridge	64,460
	$ 102,460
Equipment	
Traffic communication grid	$ 32,000
Signal light upgrade (Calumet/Memorial)	36,000
	$ 68,000
Infrastructure Construction	
College Ave bridge	$ 210,000
Lawe St. bridge over navigation canal	40,000
	$ 250,000

CITY OF APPLETON 2008 BUDGET
PUBLIC WORKS PROJECTS
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Intergovernmental	$ -	$ -	$ -	$ -	$ -
Interest Income	4,479	5,733	4,776	30,000	5,935
Total Revenues	4,479	5,733	4,776	30,000	5,935
Expenses					
Program Costs	282,214	510,411	922,245	1,769,749	440,582
Total Expenses	282,214	510,411	922,245	1,769,749	440,582
Revenues over (under) Expenses	(277,735)	(504,678)	(917,469)	(1,739,749)	(434,647)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	251,000	1,271,000	840,000	840,000	408,000
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	251,000	1,271,000	840,000	840,000	408,000
Net Change in Equity	(26,735)	766,322	(77,469)	(899,749)	(26,647)
Fund Balance - Beginning	186,809	160,074	926,396	926,396	26,647
Fund Balance - Ending	$ 160,074	$ 926,396	$ 848,927	$ 26,647	$ -

CITY OF APPLETON 2008 BUDGET

PARKING UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Wendy K. Lodholz

CITY OF APPLETON 2008 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 2007 EVENTS

Installed security cameras in East Ramp

Completed ramp repair for Washington Ramp scheduled for 2007

Purchased replacement handhelds for Meter Checkers

Made improvements to City owned lot at Appleton/Packard

Completed Phase I of Midtown Ramp lighting upgrades

Re-keyed all of the City's parking meters

Purchased replacement coin counter

Installed prepaid card compatible meter mechanisms on College Avenue

Celebrated National Public Works Week with the following events:
· Open House at Municipal Service Building
· Roundabout training for all Public Works employees by an expert in roundabout designs from Madison
· Educated DPW employees on the new Decision Making Model that QIP Steering Committee initiated to better enhance our communication efforts within the Department

CITY OF APPLETON 2008 BUDGET
PARKING UTILITY

MAJOR 2008 OBJECTIVES

Complete ramp repairs in accordance with consultant reports

Work with Appleton Downtown Incorporated to seek ways to improve the parking system

Complete Phase II of Midtown Ramp lighting replacement program

Purchase replacement/upgrades for Hamilton ramp entry machines to allow for debit/credit card use and better reporting capabilities

Continue ongoing program of meter mechanism & housing replacement

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 2,113,955	$ 2,402,982	$ 2,286,500	$ 2,286,500	$ 2,424,100	6.02%
Program Expenses							
5110	Administration	13,557,781	1,935,693	1,092,939	1,992,939	1,967,005	79.97%
5120	Operations & Maint.	650,464	662,537	796,011	925,199	927,309	16.49%
5130	Enforcement	153,700	169,890	204,847	204,847	175,298	-14.42%
TOTAL		$ 14,361,945	$ 2,768,120	$ 2,093,797	$ 3,122,985	$ 3,069,612	46.61%
Expenses Comprised Of:							
Personnel		574,892	605,486	630,134	630,134	659,752	4.70%
Administrative Expense		13,462,902	1,829,193	953,090	1,853,090	1,838,080	92.85%
Supplies & Materials		31,926	34,452	41,910	77,551	51,300	22.41%
Purchased Services		63,356	55,902	73,500	77,047	69,906	-4.89%
Utilities		168,110	180,542	191,297	191,297	228,057	19.22%
Repair & Maintenance		60,759	62,545	68,866	68,866	67,517	-1.96%
Capital Expenditures		-	-	135,000	225,000	155,000	14.81%
Full Time Equivalent Staff:							
Personnel allocated to programs		11.60	11.47	11.47	11.47	11.47	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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 existing parking policies against current and future requirements

Explore ways to improve customer service and contain operating costs

Research additional ways to compile, review, and disseminate parking statistical data

Identify technology that will assist in monitoring customer usage

Refine procedures for reconciling permit sales to cash

Major Program Changes:

Shop supplies and tools and clothing are increasing due to safety equipment mandates.

The Parking Utility must record an expense on the books for the advance made to Tax Incremental District #3 since at this time it is expected it will not be repaid. This is a new accounting pronouncement the City needed to comply with. The cumulative effect is shown in 2005 and then each year thereafter in account 7912 Transfer Out-Special Revenue Fund.

The average number of permits sold reflects an increase in 2008 due to Lawrence University plans of purchasing 232 ramp permits in the East and Washington ramps for the school year.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	0.0%	1.1%	-1.3%	-1.3%	2.48%
Community events supported	8	10	8	8	9
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	+1.9%	-1.3%	+2.0%	+2.0%	+4.9%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/total permit stalls	1,725 / 2,323	1,986 / 2,323	2,000 / 2,323	2,075 / 2,323	2,232/2,323
# of daily meter bags sold	967	2,984	1,300	1,300	2,000

CITY OF APPLETON 2008 BUDGET
PARKING UTILITY

Administration **Business Unit 5110**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4710 Interest on Investments	$ 27,020	$ 69,530	$ 32,000	$ 32,000	$ 68,000
5010 Misc Revenue - Nontax	39,996	39,996	40,000	40,000	40,000
5011 Misc Revenue - Tax	19	-	-	-	-
Total Revenue	$ 67,035	$ 109,526	$ 72,000	$ 72,000	$ 108,000
Expenses					
6101 Regular Salaries	$ 78,513	$ 66,429	$ 82,050	$ 82,050	$ 85,346
6105 Overtime	19	12	-	-	-
6108 Part-Time	183	170	-	-	-
6150 Fringes	33,129	26,103	35,174	35,174	38,466
6201 Training\Conferences	100	400	500	500	-
6301 Office Supplies	362	620	500	500	500
6303 Memberships & Licenses	515	90	550	550	550
6304 Postage/Freight	100	5,557	7,000	7,000	5,300
6305 Awards & Recognition	357	158	350	350	350
6309 Shop Supplies & Tools	493	322	750	750	1,500
6320 Printing & Reproduction	1,902	167	-	-	-
6321 Clothing	585	532	650	650	1,000
6323 Safety Supplies	879	92	560	560	100
6327 Misc. Equipment	-	1,381	11,200	11,200	1,500
6401 Accounting/Audit	1,694	1,958	2,500	2,500	2,506
6403 Bank Services	7,208	6,717	7,200	7,200	7,700
6407 Collection Services	1,881	2,052	2,000	2,000	2,000
6413 Utilities	4,085	3,826	3,215	3,215	3,057
6418 Equip Repairs & Maint	1,064	307	1,000	1,000	250
6430 Health Services	39	-	50	50	-
6451 Laundry Services	1,330	1,674	1,500	1,500	1,500
6501 Insurance	25,704	35,028	31,890	31,890	32,080
6599 Other Contracts/Obligations	180	(110)	-	-	-
6601 Depreciation Expense	877,749	872,908	895,000	895,000	874,000
6650 Discounts available	(9)	-	-	-	-
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	12,510,419	900,000	-	900,000	900,000
Total Expense	$ 13,557,781	$ 1,935,693	$ 1,092,939	$ 1,992,939	$ 1,967,005

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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:

Pressure clean the decks and stairwells in all ramps twice a year
Identify and complete maintenance projects in a timely manner
Investigate ways to reduce operating expenses without reducing current maintenance and service standards
Focus on aesthetics of ramps to encourage ramp usage
Perform structural repairs in all City ramps in accordance with the consultant's recommendations
Enhance preventive maintenance of meters to reduce malfunctions

The following are 2008 capital projects:

	2008 Budget	
Ramp Structural Maintenance	$ 75,000	Projects, Pg. 657
Hamilton Machine Replacements	80,000	Projects, Pg. 657
	$ 155,000	

Major Program Changes:

Short term parking passes will increase from $2.00 to $3.00 per day to cover additional costs related to daily permit sales. The demand for these passes has declined due to less customers on the waiting list for long-term parking permits. The goal of the utility is to have frequent customers use monthly permits for parking, instead of purchasing multiple daily permits for frequent parking needs.

The budget also reflects an increase in permit revenue due to Lawrence University plans of purchasing 232 ramp permits in the East and Washington ramps for the school year.

The budget reflects the annual purchase of concrete sealer for one ramp. Previously the sealer was purchased every three years, but due to safety concerns related to storage, sealer will now be purchased annually.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	480	332	450	450	300
% fixed within 24 hours	98%	97%	98%	98%	98%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	3 / 991	3 / 988	3 / 1,000	3 / 1,000	3/1,019
Maintenance staff size to # of unmetered stalls	3 / 3,310	3 / 4,216	3 / 4,216	3 / 4,216	3/4,216
Structural inspections performed	1	1	0	0	0
Work Process Outputs					
Customer services provided					
# of meter batteries changed	2,973	1,982	1,982	1,982	1,019
Power Flushes/Ramp	2	2	2	2	2
# of facility property damages reported	13	22	20	20	25
# of broken gate arms report'd/repair'd	30	20	125	30	30

CITY OF APPLETON 2008 BUDGET
PARKING UTILITY

Operations and Maintenance **Business Unit 5120**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4841 Meters - Tax	$ 534,687	$ 589,537	$ 540,000	$ 540,000	$ 576,000
4842 Short-term Parking - Nontax	2,689	2,588	2,500	2,500	2,500
4843 Short-term Parking - Tax	471,033	470,939	480,000	480,000	468,000
4844 Permit Parking - Nontax	85,087	120,148	85,000	85,000	201,000
4845 Permit Parking - Tax	436,827	482,524	450,000	450,000	468,600
4846 Parking Meter Hood - Nontax	651	1,563	-	-	-
4847 Parking Meter Hood - Tax	5,843	15,448	7,000	7,000	12,000
5030 Damage to City Property	29	112	-	-	-
5085 Cash Short or Over	814	559	-	-	-
Total Revenue	$ 1,537,660	$ 1,683,418	$ 1,564,500	$ 1,564,500	$ 1,728,100
Expenses					
6101 Regular Salaries	$ 189,915	$ 225,317	$ 218,441	$ 218,441	$ 223,481
6104 Call Time	393	156	700	700	300
6105 Overtime	3,850	4,471	2,400	2,400	3,700
6108 Part-Time	33,243	21,294	26,884	26,884	27,482
6150 Fringes	110,152	115,862	121,288	121,288	132,629
6301 Office Supplies	74	-	-	-	-
6306 Building Maint./Janitorial	38,229	4,631	8,000	8,000	16,000
6309 Shop Supplies & Tools	-	74	-	-	-
6311 Paint & Supplies	135	326	600	600	500
6320 Printing & Reproduction	887	1,752	2,000	2,000	3,500
6325 Construction Materials	4,600	4,465	5,000	5,000	5,000
6326 Equipment Parts	11,275	17,043	9,500	9,500	15,500
6327 Miscellaneous Equipment	3,292	5,465	6,000	41,641	14,750
6328 Signs	1,239	813	1,000	1,000	2,000
6404 Consulting Services	1,600	-	-	3,547	-
6407 Collection Services	385	390	200	200	400
6408 Contractor Fees	-	7,565	11,250	11,250	9,000
6409 Inspection Fees	1,913	1,327	1,800	1,800	1,800
6413 Utilities	164,025	176,716	188,082	188,082	225,000
6416 Build Repairs & Maint	7,937	17,494	18,500	18,500	15,500
6417 Vehicle Repairs & Maint	40,317	-	-	-	-
6418 Equip Repairs & Maint	-	29,422	35,000	35,000	36,500
6425 CEA Equip. Rental	9,911	13,822	12,366	12,366	14,267
6440 Snow Removal Services	27,092	14,132	27,000	27,000	25,000
6803 Buildings	-	-	75,000	165,000	75,000
6804 Equipment	-	-	-	-	80,000
6809 Infrastructure Construction	-	-	25,000	25,000	-
Total Expense	$ 650,464	$ 662,537	$ 796,011	$ 925,199	$ 927,309

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Building Maintenance & Janitorial	
Light bulbs	$ 2,000
Cleaning supplies	4,000
Concrete Sealer - 1 ramp	10,000
	$ 16,000
Equipment Parts	
Misc repair parts	$ 4,000
Exit lights Washing Ramp	2,000
Permit cards	1,250
Batteries - Lithium	5,250
Meter bags	3,000
	$ 15,500
Miscellaneous Equipment	
Meter mechanism/housing upgrades	$ 10,000
Gate replacement - Midtown	3,000
ScanNet upgrades - Billing	1,750
	$ 14,750
Building Repairs & Maintenance	
Midtown lighting	$ 8,000
Misc ramp repairs	7,500
	$ 15,500
Equipment Repairs & Maintenance	
Elevator repairs - maintenance agreements	$ 28,000
Machines, gates, readers, etc	7,000
Meter repairs	1,500
	$ 36,500
Snow Removal Services	
All ramps	$ 25,000
	$ 25,000
Buildings	
Ramp repairs based on consultant report	$ 75,000
	$ 75,000
Equipment	
Pay-as-you enter machine upgrades	$ 80,000
	$ 80,000

CITY OF APPLETON 2008 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

Continue to investigate ways to reduce the number of Citation Review forms received that do not meet submittal criteria

Major Program Changes:

The decline in the 2007 Enforcement (Other) revenue projection is due to citizens paying tickets earlier, which is reflected by the average number of days to pay tickets reducing to 15 days during 2007. Tickets that are paid within 10 days of the issuance avoid a $10-$15 penalty. The 2008 Enforcement revenue budget reflects that there will be less tickets issued and the current downward trend in average numbers of days to pay tickets. There also is a declining trend in the number of repeat violator meter citations being issued.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter/month	3.05	2.61	3.0	3.0	2.8
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	26	21	21	15	15
# of notices sent	17,138	17,056	17,000	15,589	17,000
# of state suspensions sent	4,031	3,855	3,800	3,728	3,850
Work Process Outputs					
Enforcement provided					
# of citations issued	51,545	42,259	45,000	43,173	45,000
# of meter violation citations issued	36,335	31,057	39,000	31,016	32,000
# of citations reviewed by Parking Manager	771	840	600	800	800

CITY OF APPLETON 2008 BUDGET
PARKING UTILITY

Enforcement **Business Unit 5130**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4520 Parking Violations	$ 508,317	$ 608,825	$ 650,000	$ 650,000	$ 588,000
5035 Other Reimbursements	943	1,213	-	-	-
Total Revenue	$ 509,260	$ 610,038	$ 650,000	$ 650,000	$ 588,000
Expenses					
6101 Regular Salaries	$ 92,508	$ 108,925	$ 107,217	$ 107,217	$ 109,729
6105 Overtime	483	570	150	150	200
6150 Fringes	32,505	36,176	35,830	35,830	38,419
6320 Printing & Reproduction	6,221	1,362	4,000	4,000	5,500
6321 Clothing	419	659	450	450	450
6326 Equipment Parts	-	-	200	200	-
6418 Equipment Repairs & Maint.	1,530	1,500	2,000	2,000	1,000
6599 Other Contracts/Obligations	20,034	20,196	20,000	20,000	20,000
6623 Uncollectible Accounts	-	502	-	-	-
6804 Equipment	-	-	35,000	35,000	-
Total Expense	$ 153,700	$ 169,890	$ 204,847	$ 204,847	$ 175,298

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Other Contracts & Obligations	
DMV support services	$ 20,000
	$ 20,000

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Fines and Forfeitures	508,317	608,824.29	571,699	650,000	650,000	588,000	588,000
Interest Income	27,020	69,530.42	79,358	32,000	32,000	0	68,000
Charges for Services	1,536,817	1,682,746.87	1,465,768	1,564,500	1,564,500	1,683,100	1,728,100
Other Revenues	41,801	41,880.12	39,222	40,000	40,000	40,000	40,000
TOTAL REVENUES	2,113,955	2,402,981.70	2,156,047	2,286,500	2,286,500	2,311,100	2,424,100
EXPENSES BY LINE ITEM							
Regular Salaries	49,514	50,389.36	47,505	58,047	58,047	59,684	59,684
Labor Pool Allocations	267,876	294,574.87	274,234	349,261	349,261	358,572	358,572
Call Time	393	156.28	321	700	700	300	300
Overtime	4,352	5,053.44	5,904	2,550	2,550	3,906	3,900
Part-Time	33,426	21,463.54	20,165	26,884	26,884	27,482	27,482
Other Compensation	2	1.87	0	0	0	0	0
Severance Pay for Retirees	3,588	.00	0	0	0	0	0
Shift Differential	337	373.31	265	400	400	300	300
Sick Pay	7,841	12,600.26	6,326	0	0	0	0
Vacation Pay	31,778	42,731.89	31,496	0	0	0	0
Fringes	175,785	178,141.13	164,069	192,292	192,292	210,412	209,514
Salaries & Fringe Benefits	574,892	605,485.95	550,285	630,134	630,134	660,656	659,752
Training & Conferences	100	400.00	6	500	500	0	0
Office Supplies	436	619.95	1,257	500	500	500	500
Memberships & Licenses	515	90.00	0	550	550	550	550
Postage & Freight	100	5,557.39	3,873	7,000	7,000	0	5,300
Awards & Recognition	357	157.70	350	350	350	350	350
Building Maintenance/Janitor.	38,229	4,630.65	4,249	8,000	8,000	16,000	16,000
Insurance	25,704	35,028.00	26,575	31,890	31,890	0	32,080
Depreciation Expense	877,749	872,907.62	713,929	895,000	895,000	0	874,000
Uncollectible Accounts	0	502.12	0	0	0	0	0
Discounts Available	9-	.00	0	0	0	0	0
Trans Out - General Fund	9,300	9,300.00	7,750	9,300	9,300	0	9,300
Trans Out - Special Revenue	12,510,419	900,000.00	0	0	900,000	0	900,000
Administrative Expense	13,462,900	1,829,193.43	757,989	953,090	1,853,090	17,400	1,838,080
Shop Supplies & Tools	493	396.14	503	750	750	1,500	1,500
Paint & Supplies	135	325.55	102	600	600	500	500
Printing & Reproduction	9,010	3,280.81	6,218	6,000	6,000	9,000	9,000
Clothing	1,004	1,190.65	497	1,100	1,100	1,450	1,450
Safety Supplies	879	91.55	386	560	560	100	100
Construction Materials	4,600	4,465.00	0	5,000	5,000	5,000	5,000
Vehicle & Equipment Parts	11,275	17,043.17	4,516	9,700	9,700	15,500	15,500
Miscellaneous Equipment	3,292	6,846.35	51,516	17,200	52,841	16,250	16,250
Signs	1,239	813.16	239	1,000	1,000	2,000	2,000
Supplies & Materials	31,927	34,452.38	63,977	41,910	77,551	51,300	51,300
Accounting/Audit	1,694	1,957.65	2,028	2,500	2,500	0	2,506
Bank Services	7,208	6,716.85	6,662	7,200	7,200	0	7,700
Consulting Services	1,600	.00	1,834	0	3,547	0	0
Collection Services	2,266	2,442.12	2,144	2,200	2,200	2,400	2,400
Contractor Fees	0	7,564.63	1,525	11,250	11,250	9,000	9,000
Inspection Fees	1,913	1,327.00	728	1,800	1,800	1,800	1,800
Health Services	39	.00	187	50	50	0	0
Snow Removal Services	27,092	14,131.95	15,159	27,000	27,000	25,000	25,000
Laundry Services	1,330	1,674.31	1,362	1,500	1,500	1,500	1,500
Other Contracts/Obligations	20,214	20,086.42	14,105	20,000	20,000	20,000	20,000
Purchased Services	63,356	55,900.93	45,734	73,500	77,047	59,700	69,906
Electric	149,935	159,413.26	156,230	170,926	170,926	215,560	204,147
Gas	2,172	1,962.89	1,884	2,281	2,281	2,160	2,160
Water	2,503	2,658.28	2,459	2,790	2,790	3,255	3,255
Waste Disposal/Collection	423	618.97	574	500	500	500	500
Stormwater	8,799	12,617.14	12,386	11,388	11,388	12,977	12,977
Telephone	3,207	2,400.55	2,937	2,262	2,262	4,059	4,059

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Cellular Telephone	1,071	871.31	989	1,150	1,150	959	959
Utilities	168,110	180,542.40	177,459	191,297	191,297	239,470	228,057
Building Repair & Maintenance	7,937	17,494.33	6,864	18,500	18,500	15,500	15,500
Equipment Repair & Maintenanc	42,911	31,228.34	37,989	38,000	38,000	37,750	37,750
Facilities Charges	0	.00	722	0	0	0	0
CEA Equipment Rental	9,911	13,821.98	12,710	12,366	12,366	14,267	14,267
Repair & Maintenance	60,759	62,544.65	58,285	68,866	68,866	67,517	67,517
Buildings	0	.00	0	75,000	165,000	75,000	75,000
Machinery & Equipment	0	.00	0	35,000	35,000	80,000	80,000
Infrastructure Construction	0	.00	15	25,000	25,000	0	0
Capital Expenditures	0	.00	15	135,000	225,000	155,000	155,000
TOTAL EXPENSES	14,361,944	2,768,119.74	1,653,744	2,093,797	3,122,985	1,251,043	3,069,612

CITY OF APPLETON 2008 BUDGET

PARKING UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Charges for Services	$ 1,578,587	$ 1,724,515	$ 1,604,500	$ 1,624,500	$ 1,768,100
Other	508,317	608,824	650,000	608,516	588,000
Total Revenues	2,086,904	2,333,339	2,254,500	2,233,016	2,356,100
Expenses					
Operating Expenses	964,477	985,912	1,054,497	1,093,685	1,131,312
Depreciation	877,749	872,908	895,000	864,125	874,000
Total Expenses	1,842,226	1,858,820	1,949,497	1,957,810	2,005,312
Operating Income (Loss)	244,678	474,519	305,003	275,206	350,788
Non-Operating Revenues (Expenses)					
Interest Income	27,022	69,530	32,000	68,000	68,000
Other	30	117	-	-	-
Total Non-Operating	27,052	69,647	32,000	68,000	68,000
Net Income (Loss) Before Transfers	271,730	544,166	337,003	343,206	418,788
Transfers In (Out)					
Special Revenue	(12,510,419)	(900,000)	-	(900,000)	(900,000)
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(12,247,989)	(365,134)	327,703	(566,094)	(490,512)
Total Net Assets - Beginning	26,289,982	* 14,041,993	13,676,859	13,676,859	13,110,765
Total Net Assets - Ending	$ 14,041,993	$ 13,676,859	$ 14,004,562	$ 13,110,765	$ 12,620,253

* Beginning as restated

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 1,041,756	$ 1,114,787
+ Net Income (Loss)	333,906	409,488
+ Depreciation	864,125	874,000
- Fixed Assets	(225,000)	(155,000)
- Advance to TIF # 3	(900,000)	(900,000)
Working Cash - End of Year	$ 1,114,787	$ 1,343,275

WORKING CAPITAL RESERVE REQUIREMENT

Prior Year Audited Expenditures	$ 1,858,820
- Depreciation	(872,908)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	$ 995,212
25 % Working Capital Reserve Requirement	$ 248,803

CITY OF APPLETON 2008 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Wendy K. Lodholz

CITY OF APPLETON 2008 BUDGET
CENTRAL EQUIPMENT AGENCY

MISSION STATEMENT

Central Equipment Agency (CEA) exists to maintain the City fleet and to provide timely cost effective replacement of vehicles as they reach their useful service life.

DISCUSSION OF SIGNIFICANT 2007 EVENTS

Continued to identify specialized equipment that can be shared by other departments

Continued to borrow from and loan refuse trucks to Little Chute as emergency replacements

Continued to purchase E-85 fuel compatible vehicles where applicable

Worked with Traffic Department staff to insure that equipment is at the standards to meet current barricade and traffic requirements implemented by the City

Held cooperative training for mechanics from the City as well as neighboring communities

Continued to investigate opportunities for purchasing vehicles that are alternative fuel compatible

Monitored and revised the CEA monthly billing as necessary

Celebrated National Public Works Week with the following events:
· Open House at Municipal Service Building
· Roundabout training for all Pubic Works employees by an expert in roundabout designs from Madison
· Educated DPW employees on the new decision making model that the Quality Improvement Process (QIP) Steering Committee initiated to better enhance our communication efforts within the Department

CITY OF APPLETON 2008 BUDGET
CENTRAL EQUIPMENT AGENCY

MAJOR 2008 OBJECTIVES

Monitor and revise, if necessary, the monthly department billings to meet our customer's needs

Continue training of shop employees to insure optimum performance

Hold regular CEA meetings with users and mechanics to gather information on user's requirements before writing purchasing specification to insure the best use of budget funds and operational requirements

Continue to work with other municipalities to identify possible sharing of specialized equipment

Work with Traffic Engineer to improve safety lighting on all equipment to be compliant with new standards

Continue to investigate alternative fuel compatible vehicles

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 3,956,923	$ 4,249,199	$ 5,094,647	$ 5,094,647	$ 4,532,673	-11.03%
Program Expenses							
6110	Administration	2,046,667	2,025,739	2,021,687	2,021,687	2,080,616	2.91%
6121	Maintenance	1,931,123	1,875,098	2,200,978	2,200,978	2,281,334	3.65%
Total Program Expenses		$ 3,977,790	$ 3,900,837	$ 4,222,665	$ 4,222,665	$ 4,361,950	3.30%
Expenses Comprised Of:							
Personnel		994,496	920,643	1,024,076	1,024,076	1,066,097	4.10%
Administrative Expense		1,664,773	1,638,945	1,672,410	1,672,410	1,641,850	-1.83%
Supplies & Materials		1,117,830	1,116,046	1,279,485	1,279,485	1,297,744	1.43%
Purchased Services		9,577	8,562	9,240	9,240	11,052	19.61%
Utilities		33,739	36,431	37,309	37,309	45,207	21.17%
Repair & Maintenance		157,375	180,210	184,600	184,600	190,000	2.93%
Capital Expenditures		-	-	15,545	15,545	110,000	607.62%
Full Time Equivalent Staff:							
Personnel allocated to programs		14.50	14.11	14.11	14.11	14.11	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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 find ways to improve communications with all agencies

Provide detailed information on replacement equipment and requests for changes in replacement life

Continue discussions with other departments for sharing of vehicles

Minimize increases to CEA billing rate

Major program changes:

The increase in salaries and fringes is due to a reallocation of personnel costs from the Maintenance budget (6121) for mechanic's training and administrative time. The work order system automatically charges this time to the Administration budget. This reallocation brings the 2008 budget in line with prior year actual expenses.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Cost effective service					
Overhead rate	$ 46.13	$ 54.68	$ 54.08	$ 54.08	$ 55.95
Billable hours	17,691	17,889	18,200	18,000	18,200
Strategic Outcomes					
Operational requirements of users					
Size of fleet	404	402	400	400	399
Consistent and current information					
# Policies reviewed/revised	4	1	2	2	2
Work Process Output					
Customer service					
Requests for additions to fleet	4	2	2	2	2

CITY OF APPLETON 2008 BUDGET
CENTRAL EQUIPMENT AGENCY

Administration **Business Unit 6110**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4710 Interest on Investments	$ 259	$ 5,038	$ 1,000	$ 1,000	$ 5,500
4801 Charges for Svc - Nontax	687	-	-	-	-
4865 CEA Operational Revenue	1,946,168	2,110,227	2,333,094	2,333,094	2,381,450
4908 Misc. Intergov.Charges	45,090	48,969	48,000	48,000	48,000
5004 Sale of City Property	233,386	194,927	185,000	185,000	175,000
5021 Capital Contributions	1,699,022	1,882,814	2,524,553	2,524,553	1,905,723
5030 Damage to City Property	2,103	561	-	-	-
5035 Other Reimbursements	-	694	-	-	12,000
5082 Insurance Proceeds	9,978	5,969	3,000	3,000	5,000
5926 Trans In - Water Utility	19,976	-	-	-	-
Total Revenue	$ 3,956,669	$ 4,249,199	$ 5,094,647	$ 5,094,647	$ 4,532,673
Expenses					
6101 Regular Salaries	$ 192,660	$ 198,171	$ 167,007	$ 167,007	$ 210,500
6104 Call Time	552	389	400	400	401
6105 Overtime	305	244	500	500	300
6108 Part-Time	4,286	3,437	-	-	-
6150 Fringes	84,831	80,710	71,712	71,712	97,068
6201 Training\Conferences	3,093	1,891	3,300	3,300	3,000
6301 Office Supplies	663	793	700	700	720
6302 Subscriptions	-	683	600	600	600
6303 Memberships & Licenses	638	676	650	650	650
6304 Postage\Freight	15	31	-	-	-
6305 Awards & Recognition	455	178	420	420	420
6309 Shop Supplies & Tools	34,804	37,059	41,715	41,715	40,000
6310 Chemicals	6,395	6,455	6,784	6,784	6,800
6311 Paint & Supplies	240	231	250	250	-
6315 Books & Library Material	104	164	400	400	200
6316 Miscellaneous Supplies	225	-	-	-	-
6320 Printing & Reproduction	1,134	233	1,100	1,100	1,100
6321 Clothing	1,283	1,305	1,500	1,500	1,400
6323 Safety Supplies	601	600	800	800	600
6324 Medical\Lab Supplies	77	47	200	200	150
6326 Equipment Parts	-	577	-	-	-
6327 Miscellaneous Equipment	-	5,540	-	-	11,500
6401 Accounting/Audit	1,130	1,398	1,100	1,100	1,790
6403 Bank Services	13	90	100	100	150
6408 Contractor Fees	182	199	-	-	-
6413 Utilities	33,739	36,431	37,309	37,309	45,207
6418 Equip Repairs & Maint	2,523	2,999	3,000	3,000	3,300
6420 Facilities charges	8,470	3,388	11,500	11,500	11,500
6429 Interfund Allocations	-	(165)	(3,000)	(3,000)	(1,000)
6430 Health Services	13	13	-	-	-
6451 Laundry Services	3,803	3,857	4,500	4,500	4,200
6501 Insurance	8,364	7,752	9,540	9,540	9,210
6503 Rent	1,790	1,730	1,800	1,800	1,850
6599 Other Contracts/Obligations	4,913	3,722	2,800	2,800	4,000
6601 Depreciation Expense	1,649,371	1,621,851	1,655,000	1,655,000	1,625,000
6623 Uncollectible Accounts	-	3,060	-	-	-
6650 Discounts Available	(5)	-	-	-	-
Total Expense	$ 2,046,667	$ 2,025,739	$ 2,021,687	$ 2,021,687	$ 2,080,616

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Shop Supplies & Tools	
Consumable shop supplies	$ 25,000
Small shop tools	15,000
	$ 40,000

Miscellaneous Equipment	
Steam cleaner for shop	$ 5,000
Steam cleaner for car wash	6,500
	$ 11,500

Facilities Charges	
Repairs to Vehicle Wash :	
Doors	$ 1,000
Pumps	4,000
Spinner nozzles	5,000
Plumbing	1,500
	$ 11,500

CITY OF APPLETON 2008 BUDGET
CENTRAL EQUIPMENT AGENCY

Maintenance **Business Unit 6121**

PROGRAM MISSION

The Central Equipment Agency performs repairs, preventive maintenance, new vehicle preparation, seasonal change overs and other special projects as necessary to insure safe and reliable vehicles and equipment.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key 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 pounds gross vehicle weight to comply with Department of Transportation requirements
Evaluate major repairs and research options to minimize out of service time and costs
Perform seasonal change overs on all Departments equipment in a timely manner to meet their needs

Major program changes:

The decrease in salaries is due to a reallocation of personnel costs to the Administration (6110) budget for mechanic's training and administrative time. The work order system automatically charges this time to the Administration budget. This reallocation brings the 2008 budget more in line with prior year actual expenses.

The budget for the vehicle and equipment parts account ($366,444) has stayed consistent with the 2007 amount despite a favorable budget variance in 2006. In 2008, a number of our single axle and tri-axle trucks, along with some of our automated vehicles, will be coming off warranty, which will increase our repair costs. Additionally, the mild winter of 2006 resulted in fewer breakdowns of heavy equipment which helped keep our costs low.

This budget includes $110,000 for the replacement of a vehicle hoist in the mechanics' shop. Please see page 659 in the capital projects section for a detailed description.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours	45	71	56	65	65
Equipment available for operational readiness					
# of emergency breakdowns (hours)	290	297	350	325	325
# of service calls	173	189	200	200	200
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	8,314	8,227	8,000	8,300	8,300
Corrective downtime hours	7,842	7,259	7,600	7,600	7,600
Accidents caused by mechanical failure	0	0	0	0	0
Work Process Outputs					
Service Performed					
# of changeovers performed	80	98	110	110	110

CITY OF APPLETON 2008 BUDGET
CENTRAL EQUIPMENT AGENCY

Maintenance **Business Unit 6121**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4908 Misc. Intergov.Charges	$ 254	$ -	$ -	$ -	$ -
Total Revenue	$ 254	$ -	$ -	$ -	$ -
Expenses					
6102 Labor Pool Allocations	$ 491,945	$ 434,832	$ 532,855	$ 532,855	$ 505,805
6104 Call Time	1,347	693	1,300	1,300	1,000
6105 Overtime	6,975	9,385	12,000	12,000	10,000
6150 Fringes	211,595	192,783	238,302	238,302	241,023
6304 Postage/Freight	384	299	400	400	400
6307 Food & Provisions	4	-	-	-	-
6309 Shop Supplies & Tools	632	7	-	-	-
6322 Gas Purchases	688,136	752,958	860,292	860,292	869,550
6326 Vehicle & Equipment Parts	384,199	310,870	366,444	366,444	366,444
6409 Inspection Fees	5,882	5,630	5,740	5,740	5,912
6417 Vehicle Repairs & Maint	146,382	173,031	170,100	170,100	175,200
6418 Equipment Repairs & Maint	-	792	-	-	-
6429 Interfund Allocations	(6,358)	(6,182)	(2,000)	(2,000)	(4,000)
6804 Machinery & Equipment	-	-	15,545	15,545	110,000
Total Expense	$ 1,931,123	$ 1,875,098	$ 2,200,978	$ 2,200,978	$ 2,281,334

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Gas Purchases *	
Fuel for vehicles & equipment:	
Unleaded gasoline: 159,000 gallons @ $2.75/gallon	$ 437,250
Diesel fuel: 165,000 gallons @ $2.62/gallon	432,300
	$ 869,550
Vehicle & Equipment Parts	
Operational (engine, drive train, main body, etc.)	$ 263,840
Non-operational (add ons to chassis; e.g. packer, dump box, etc.)	102,604
	$ 366,444
Vehicle Repairs & Maint.	
Tire service	$ 111,200
Vehicle alignments	2,915
Towing services	1,550
Vehicle cleaning/upholstery	4,305
Body shop work	42,690
Painting	12,540
	$ 175,200
Machinery & Equipment	
Vehicle hoist in mechanics' shop	$ 110,000
	$ 110,000

* The City does not pay federal gas tax (currently $0.184/gal unleaded and $0.244/gal diesel) and attains bulk purchasing rates.

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Interest Income	259	5,038	11,501	1,000	1,000	0	5,500
Charges for Services	1,946,856	2,110,227	1,809,298	2,333,094	2,333,094	0	2,381,450
Intergov. Charges for Service	45,345	48,969	42,188	48,000	48,000	0	48,000
Other Revenues	1,964,464	2,084,965	380,961	2,712,553	2,712,553	175,001	2,097,723
TOTAL REVENUES	3,956,924	4,249,199	2,243,948	5,094,647	5,094,647	175,001	4,532,673
EXPENSES BY LINE ITEM							
Regular Salaries	18,386	14,633	13,733	15,474	15,474	15,561	15,561
Labor Pool Allocations	569,493	570,290	538,326	682,325	682,325	698,181	698,181
Call Time	1,899	1,082	1,267	1,700	1,700	1,401	1,401
Overtime	7,280	9,629	8,985	12,500	12,500	10,300	10,300
Temp. Full-Time	0	0	18	0	0	0	0
Part-Time	4,286	3,437	3,389	0	0	0	0
Other Compensation	237	2,257	707	200	200	704	700
Severance Pay for Retirees	24,881	0	0	0	0	0	0
Shift Differential	1,796	1,677	1,595	1,863	1,863	1,863	1,863
Sick Pay	28,268	877-	10,150	0	0	0	0
Vacation Pay	41,543	45,021	39,787	0	0	0	0
Fringes	296,426	273,493	259,489	310,014	310,014	338,090	338,091
Salaries & Fringe Benefits	994,495	920,642	877,446	1,024,076	1,024,076	1,066,100	1,066,097
Training & Conferences	3,093	1,891	2,296	3,300	3,300	3,000	3,000
Office Supplies	663	793	794	700	700	720	720
Subscriptions	0	683	0	600	600	600	600
Memberships & Licenses	638	676	558	650	650	650	650
Postage & Freight	399	330	421	400	400	400	400
Awards & Recognition	455	178	238	420	420	420	420
Food & Provisions	4	0	0	0	0	0	0
Insurance	8,364	7,752	7,950	9,540	9,540	0	9,210
Rent	1,790	1,730	1,726	1,800	1,800	1,850	1,850
Depreciation Expense	1,649,371	1,621,850	1,344,254	1,655,000	1,655,000	0	1,625,000
Uncollectible Accounts	0	3,060	0	0	0	0	0
Discounts Available	5-	0	0	0	0	0	0
Administrative Expense	1,664,772	1,638,943	1,358,237	1,672,410	1,672,410	7,640	1,641,850
Shop Supplies & Tools	35,436	37,066	33,836	41,715	41,715	40,000	40,000
Chemicals	6,395	6,455	6,150	6,784	6,784	6,800	6,800
Paint & Supplies	240	231	197	250	250	0	0
Books & Library Materials	104	164	292	400	400	200	200
Miscellaneous Supplies	225	0	0	0	0	0	0
Printing & Reproduction	1,134	233	1,844	1,100	1,100	1,100	1,100
Clothing	1,283	1,305	787	1,500	1,500	1,400	1,400
Gas Purchases	688,136	752,958	768,187	860,292	860,292	869,550	869,550
Safety Supplies	601	600	549	800	800	600	600
Medical & Lab Supplies	77	46	49	200	200	150	150
Vehicle & Equipment Parts	384,199	311,447	267,407	366,444	366,444	366,444	366,444
Miscellaneous Equipment	0	5,540	0	0	0	11,500	11,500
Supplies & Materials	1,117,830	1,116,045	1,079,298	1,279,485	1,279,485	1,297,744	1,297,744
Accounting/Audit	1,130	1,398	1,448	1,100	1,100	0	1,790
Bank Services	13	90	204	100	100	0	150
Contractor Fees	182	199	0	0	0	0	0
Inspection Fees	5,882	5,630	5,134	5,740	5,740	5,912	5,912
Interfund Allocations	6,358-	6,347-	8,513-	5,000-	5,000-	5,000-	5,000-
Health Services	13	13	18	0	0	0	0
Laundry Services	3,803	3,857	3,538	4,500	4,500	4,200	4,200
Other Contracts/Obligations	4,913	3,722	3,948	2,800	2,800	4,000	4,000
Purchased Services	9,578	8,562	5,777	9,240	9,240	9,112	11,052
Electric	11,571	12,356	11,232	13,191	13,191	12,728	12,728
Gas	15,369	16,464	17,722	16,137	16,137	23,451	23,451
Water	1,862	1,506	2,125	2,100	2,100	2,028	2,028
Waste Disposal/Collection	1,060	944	1,102	1,250	1,250	1,100	1,100

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Stormwater	3,752	5,030	5,723	4,500	4,500	5,750	5,750
Cellular Telephone	125	131	146	131	131	150	150
Utilities	33,739	36,431	38,050	37,309	37,309	45,207	45,207
Vehicle Repair & Maintenance	146,382	173,031	130,687	170,100	170,100	175,200	175,200
Equipment Repair & Maintenanc	2,523	3,791	3,697	3,000	3,000	3,300	3,300
Facilities Charges	8,470	3,388	13,430	11,500	11,500	11,500	11,500
Repair & Maintenance	157,375	180,210	147,814	184,600	184,600	190,000	190,000
Machinery & Equipment	0	0	14,887	15,545	15,545	0	110,000
Capital Expenditures	0	0	14,887	15,545	15,545	0	110,000
TOTAL EXPENSES	3,977,789	3,900,833	3,521,509	4,222,665	4,222,665	2,615,803	4,361,950

CITY OF APPLETON 2008 BUDGET

CENTRAL EQUIPMENT AGENCY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Charges for Services	$ 1,992,199	$ 2,159,890	$ 2,381,094	$ 2,258,429	$ 2,429,450
Other	12,081	6,530	3,000	30,000	17,000
Total Revenues	2,004,280	2,166,420	2,384,094	2,288,429	2,446,450
Expenses					
Operating Expenses	2,328,419	2,278,987	2,567,665	2,480,000	2,626,950
Depreciation	1,649,371	1,621,850	1,655,000	1,620,000	1,625,000
Total Expenses	3,977,790	3,900,837	4,222,665	4,100,000	4,251,950
Operating Loss	(1,973,510)	(1,734,417)	(1,838,571)	(1,811,571)	(1,805,500)
Non-Operating Revenues (Expenses)					
Investment Income	259	5,038	1,000	4,500	5,500
Sale of City Property	233,386	194,927	185,000	185,000	175,000
Total Non-Operating	233,645	199,965	186,000	189,500	180,500
Income (Loss) before Contributions and Transfers	(1,739,865)	(1,534,452)	(1,652,571)	(1,622,071)	(1,625,000)
Contributions and Transfers In (Out)					
Capital Contributions	1,699,022	1,882,814	2,524,553	2,544,779	1,905,723
Transfers In	19,976	-	-	-	-
Change in Net Assets	(20,867)	348,362	871,982	922,708	280,723
Net Assets - Beginning	9,204,940	9,184,073	9,532,435	9,532,435	10,455,143
Net Assets - Ending	$ 9,184,073	$ 9,532,435	$ 10,404,417	$ 10,455,143	$ 10,735,866

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 262,372	$ 260,301
+ Change in Net Assets	922,708	280,723
+ Long Term Debt	-	110,000
- Capital Contributions	(2,544,779)	(1,905,723)
- Transfers In (Capital Contributions)	-	-
- Fixed Assets	-	(110,000)
+ Depreciation	1,620,000	1,625,000
Working Cash - End of Year	$ 260,301	$ 260,301

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

CEA REPLACEMENT FUND **Business Unit 4320**

PROGRAM MISSION

This program accounts for funding sources and expenditures for the replacement of City vehicles and equipment.

PROGRAM NARRATIVE

This budget provides for the replacement of the following equipment in the CEA fund:

			Funding Source			
TC	Equipment	Home Department	CEA	Facilities Management	Parks and Recreation	Total Cost
800	Pickup 4 x 4	Facilities	$ 33,200			$ 33,200
801	Utility Van	Facilities	31,975			31,975
802	Utility Van	Facilities		31,975		31,975
803	Mini Van	Fire	26,150			26,150
804	Brush Chipper	Forestry	33,500			33,500
805	Truck for Aerial	Forestry	65,950			65,950
806	Aerial	Forestry	40,950		15,050	56,000
807	Truck, Cab over stake body	Forestry	47,000			47,000
808	Mini Van	Inspections	24,000			24,000
809	Mini Dump Truck	Park	36,000			36,000
810	Pickup	Park	24,000			24,000
811	Pickup 4 x 4 w/plow	Park	28,500			28,500
812	Riding Mower	Park	12,684			12,684
813	Squads - Marked (6)	Police	174,948			174,948
814	Squads - Unmarked (7)	Police	183,106			183,106
815	Automated refuse truck (2)	Sanitation	430,000			430,000
816	Cold Planner	Street	25,000			25,000
817	Kent Breaker	Street	18,500			18,500
818	Mason Truck (2)	Street	240,000			240,000
819	Pickup HD, Plow & Sander	Street	57,000			57,000
820	Plow	Street	12,000			12,000
821	Snow Blower	Street	115,000			115,000
822	Tri-Axle Dump Truck	Street	156,000			156,000
823	Pickup Truck	Traffic	37,668			37,668
824	Pickup 2 x 4	Water Filtration	20,617			20,617
			$ 1,873,748	$ 31,975	$ 15,050	$ 1,920,773

Major Program Changes:

The Central Equipment Agency, in conjunction with the user departments, evaluated the 2008 equipment purchases and determined that 38 units (including 24 held over from 2007) with a collective purchase price of $ 1,350,688 should be retained for one additional year. In 2007, 42 units with a combined estimated cost of $1,615,796 were retained for an additional year. The rate at which departments pay into the CEA replacement reserve for vehicles retained beyond their estimated useful lives declines to 10% of the original reserve amount.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

Note: Since this program exists solely to account for funding sources and expenditures for vehicle and equipment replacement, there are no continuing performance measures. Please see the CEA budget beginning on page 385 for relevant performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 1,452,769	$ 1,560,104	$ 1,591,047	$ 1,591,047	$ 1,727,337	8.57%
Program Expenses		$ 1,743,591	$ 2,017,730	$ 2,234,403	$ 2,583,037	$ 1,920,773	-14.04%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		41,126	128,071	-	-	-	N/A
Supplies & Materials		-	6,845	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		1,702,465	1,882,814	2,234,403	2,583,037	1,920,773	-14.04%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

CEA REPLACEMENT FUND **Business Unit 4320**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4710 Interest on Investments	$ 100,591	$ 155,299	$ 110,000	$ 110,000	$ 135,000
4866 CEA Replacement Revenue	1,352,178	1,369,231	1,481,047	1,481,047	1,545,312
5926 Trans In - General Fund	-	22,374	-	-	15,050
5926 Trans In - Water Utility	-	13,200	-	-	-
5931 Trans In - Internal Service	-	-	-	-	31,975
Total Revenue	$ 1,452,769	$ 1,560,104	$ 1,591,047	$ 1,591,047	$ 1,727,337
Expenses					
6303 Memberships & Licenses	$ 41	$ 50	$ -	$ -	$ -
6327 Miscellaneous Equipment	-	6,845	-	-	-
6804 Equipment	1,702,465	1,882,814	2,234,403	2,583,037	1,920,773
7911 Trans Out - General Fund	28,381	128,021	-	-	-
7915 Trans Out - Enterprise Fund	12,704	-	-	-	-
Total Expense	$ 1,743,591	$ 2,017,730	$ 2,234,403	$ 2,583,037	$ 1,920,773

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Equipment

Replacement vehicles & equipment (see list, previous page)	$ 1,920,773
	$ 1,920,773

CITY OF APPLETON 2008 BUDGET
CEA REPLACEMENT
SOURCES AND USES OF FUNDS

Revenues	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Interest Income	$ 100,591	$ 155,299	$ 110,000	$ 150,000	$ 135,000
Charges for Services	1,352,178	1,369,231	1,481,047	1,481,047	1,545,312
Total Revenues	1,452,769	1,524,530	1,591,047	1,631,047	1,680,312
Expenses					
Program Costs	1,702,506	1,889,709	2,234,403	2,544,779	1,920,773
Total Expenses	1,702,506	1,889,709	2,234,403	2,544,779	1,920,773
Revenues over (under) Expenses	(249,737)	(365,179)	(643,356)	(913,732)	(240,461)
Other Financing Sources (Uses)					
Transfers In - General Fund	-	22,374	-	-	15,050
Transfers In - Water Utility	-	13,200	-	-	-
Transfers In - Internal Service	-	-	-	-	31,975
Transfers Out - General Fund	(28,381)	(128,021)	-	-	-
Transfers Out - Enterprise Fund	(12,704)	-	-	-	-
Total Other Financing Sources (Uses)	(41,085)	(92,447)	-	-	47,025
Net Change in Equity	(290,822)	(457,626)	(643,356)	(913,732)	(193,436)
Fund Balance - Beginning	4,100,326	3,809,504	3,351,878	3,351,878	2,438,146
Fund Balance - Ending	$ 3,809,504	$ 3,351,878	$ 2,708,522	$ 2,438,146	$ 2,244,710

CITY OF APPLETON 2008 BUDGET

HEALTH SERVICES DEPARTMENT

Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2008 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 2007 EVENTS

This year the department conducted several food borne outbreak investigations. The majority of these outbreaks were the result of poor food handling and/or preparation of foods. The department worked closely with the State Division of Health and Wisconsin State Lab of Hygiene to determine the type of agent present in order to determine the likely source of the outbreak. This information is also used to educate the public to prevent further spread of illness.

In 2007 the Nursing staff completed directly observed therapy on two unrelated cases of TB. Communicable disease control remains a top priority for the department. We have also provided updated TB treatment materials/guidelines to all medical providers.

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 use cessation of young people and adults. Youth tobacco use rates have declined. Since Appleton has gone 100% smoke free in 2005 there continues to be interest in the entire State becoming smoke free.

The department continues to meet with area healthcare providers and surrounding public health departments to explore common areas of concern and interest such as avian Influenza, mumps, vaccine preventable illness, disease outbreak control, and communicable disease reporting. This health forum has been well received and has enhanced communication and collaboration on a regional basis.

In 2007 plans have been developed for responding to a pandemic flu outbreak. Several trainings have been provided to City department head staff, hospital partners, business representatives, and faith based organizations throughout the year. In addition the department has worked closely with the Appleton Area School District to recruit and train more than 550 school personnel to assist during a public health emergency. These volunteers will join the Thrivent Financial for Lutherans employees to staff a mass clinic if needed during an emergency.

Appleton Health Department staff continues to collaborate with representatives from local health plans and Fox Valley Health Departments, including those in Calumet, Outagamie and Winnebago Counties and the cities of Menasha and Neenah, on health promotion programs. In 2007 we continued to focus our efforts on increasing community awareness of healthy lifestyle issues, including exercise, diet and proper weight management. The "Walk to Win" campaign, in which families were encouraged to walk 100 miles in three months time, is one example. Small incentive gifts were earned by reaching this milestone.

In 2007 the East Central Weights and Measures Consortium, administered by the Appleton Health Department, continues to provide services in the cities of Kaukauna, New London, Ripon, and Waupaca and the villages of Ashwaubenon, Kimberly, and Little Chute.

Health Department Staff recognizes their role as a collaborative one within the community. As such, staff participate in more than fifty different community and professional organizations. This collaboration is critical to identify and address local and state-wide health and environmental issues.

Appleton Health Department continues to serve as fiscal agent and provides staffing to Fox Valley Public Health Preparedness Consortia comprised of the Cities of Oshkosh, Neenah, Menasha and Appleton and the Counties of Green lake, Waushara, Winnebago, Calumet, Outagamie and Waupaca. This year emphasis has been placed on plan development, training and exercise.

CITY OF APPLETON 2008 BUDGET
HEALTH SERVICES DEPARTMENT

MAJOR 2008 OBJECTIVES

Public health preparedness issues will continue to be a priority for the department. Planning for an influenza pandemic will continue to be high on our list of objectives in 2008. A new focus on continuity of operations planning for the City as a whole during a public health emergency, such as a pandemic, will take place in 2008. This planning will take an all hazards approach, meaning this response planning can be applied to a variety of challenges the City may face. Re-emerging communicable diseases such as TB will also be a priority for the department. We will continue to strengthen our disease surveillance and communication with health care partners.

As a department we place a high value on our collaborative partnerships throughout the region and will continue to strengthen these relationships. Examples of these partnerships include the East Central Weights and Measures Consortia, Fox Valley Public Health Preparedness Consortia, Community Action for Tobacco Free Living, Fox Valley Mental Health Preparedness Consortia, Northeast Wisconsin Immunization Coalition, and Fox Valley HealthCare Forum to name a few.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 298,793	$ 297,754	$ 256,893	$ 256,893	$ 276,327	7.57%
Program Expenses							
12510	Administration	159,985	168,053	172,451	172,451	178,053	3.25%
12520	Nursing	469,231	458,837	441,087	450,715	474,961	7.68%
12530	Environmental Health	287,151	294,030	317,618	317,618	305,862	-3.70%
12540	Weights & Measures	175,494	180,439	184,874	184,874	210,431	13.82%
TOTAL		$ 1,091,861	$ 1,101,359	$ 1,116,030	$ 1,125,658	$ 1,169,307	4.77%
Expenses Comprised Of:							
Personnel		1,002,090	1,007,052	1,025,009	1,031,448	1,077,189	5.09%
Administrative Expense		16,348	19,483	19,963	19,963	18,726	-6.20%
Supplies & Materials		23,368	24,204	23,750	26,939	22,700	-4.42%
Purchased Services		34,626	34,196	29,188	29,188	31,168	6.78%
Utilities		4,214	2,373	3,274	3,274	3,170	-3.18%
Repair & Maintenance		11,215	14,051	14,846	14,846	16,354	10.16%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		13.50	13.05	12.85	12.85	12.85	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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:

This budget reflects the allocation of 20% of the Health Officer's compensation ($25,692) to the consortium grant for administrative time. This allocation has been made in previous years. If the consortium were to be dissolved, this allocation of the Health Officer's salary would be brought back into this program's budget.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
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	N/A	100%	100%	100%	100%
Work Process Outputs					
Training					
Hours of training per employee	38	43	35	35	40
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	91	88	90	90	85
Prepare Annual report					
Completed by 120th day of following year	4/29/2005	4/28/2006	4/27/2007	4/27/2007	4/25/2008

* Each health department in the state is evaluated annually for quality standards and level of service provided. Level III is the highest level of service/quality.

CITY OF APPLETON 2008 BUDGET
HEALTH SERVICES DEPARTMENT

Administration **Business Unit 12510**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4225 Health Grants & Aids	$ 625	$ 5,003	$ -	$ -	$ -
4802 Charges for Serv. - Tax	-	-	40	40	40
5010 Misc Revenue - Nontax	-	104	-	-	-
5035 Other Reimbursements	-	76	-	-	-
Total Revenue	$ 625	$ 5,183	$ 40	$ 40	$ 40
Expenses					
6101 Regular Salaries	$ 100,471	$ 105,343	$ 108,877	$ 108,877	$ 112,775
6105 Overtime	624	612	300	300	305
6150 Fringes	43,839	42,206	45,490	45,490	48,320
6201 Training\Conferences	812	1,865	1,000	1,000	950
6206 Parking Permits	1,296	1,344	1,344	1,344	1,344
6301 Office Supplies	2,228	3,002	2,750	2,750	2,700
6303 Memberships & Licenses	570	725	550	550	550
6305 Awards & Recognition	90	230	247	247	261
6307 Food & Provisions	329	203	329	329	348
6316 Miscellaneous Supplies	1,417	4,785	400	400	400
6320 Printing & Reproduction	4,456	4,226	5,500	5,500	5,500
6327 Miscellaneous Equipment	2,339	2,640	3,800	3,800	3,000
6413 Utilities	1,514	872	1,264	1,264	1,000
6418 Equip Repairs & Maint	-	-	600	600	600
Total Expense	$ 159,985	$ 168,053	$ 172,451	$ 172,451	$ 178,053

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 increase in interpreter expense is partially the result of resettled refugee families which require ongoing nursing intervention.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	No Cases	In-treatment (1)	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	100%	100%	100%	100%	100%
Strategic Outcomes					
Minimize epidemiologically linked TB cases					
# of cases based on data review	0	0	0	0	0
Increased vaccine coverage					
% of school aged children vaccinated	97.8%	99.4%	99.5%	99.5%	99.5%
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	218	130	130	375
TB skin tests: Police, Fire, Health					
# of TB skin tests [1]	185	191	190	190	150

[1] Police no longer require annual TB test

CITY OF APPLETON 2008 BUDGET
HEALTH SERVICES DEPARTMENT

Public Health Nursing **Business Unit 12520**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4225 Health Grants & Aids	$ 67,345	$ 49,194	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	8,357	6,315	7,500	7,500	6,500
5020 Donations & Memorials	1,253	-	-	-	-
5035 Other Reimbursements	40,043	41,645	50,072	50,072	52,797
Total Revenue	$ 116,998	$ 97,154	$ 57,572	$ 57,572	$ 59,297
Expenses					
6101 Regular Salaries	$ 268,510	$ 263,432	$ 286,999	$ 289,352	$ 315,119
6105 Overtime	212	107	-	-	-
6108 Part-Time	58,641	57,578	16,388	19,086	17,166
6150 Fringes	91,332	89,505	93,615	95,003	97,457
6201 Training\Conferences	1,437	1,041	1,500	1,500	1,200
6202 Local Auto Expense	3,027	2,780	3,700	3,700	3,500
6206 Parking Permits	2,520	2,604	2,604	2,604	2,604
6302 Subscriptions	47	-	150	150	100
6303 Memberships & Licenses	90	190	175	175	175
6304 Postage\Freight	4	-	-	-	-
6324 Medical\Lab Supplies	10,968	10,181	10,000	13,189	10,000
6413 Utilities	1,276	710	1,006	1,006	710
6429 Interfund Allocations	(214)	-	(200)	(200)	(220)
6430 Health Services	11,037	9,950	9,950	9,950	9,950
6431 Interpreter Services	20,344	20,743	15,000	15,000	17,000
6432 Lab. Services	-	16	200	200	200
Total Expense	$ 469,231	$ 458,837	$ 441,087	$ 450,715	$ 474,961

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Medical/Lab Supplies	
Flu vaccine & flu clinic supplies	$ 7,550
TB skin testing	1,400
Home visit client education materials	600
Other home visit medical supplies	300
Personal protective equipment	100
Drug reference books	50
	$ 10,000
Interpreter Services	
Interpreters	$ 17,000
	$ 17,000

CITY OF APPLETON 2008 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 body art establishments
Assess, consult, and correct human health hazards including those associated with lead paint, solid waste, housing sanitation, potential rabies exposure, and vector control
Provide public education and act as a referral mechanism to other state and local agencies for information on environmental and safety hazards

Major Program Changes:

This budget reflects the allocation of the Administrative support compensation ($22,412) to the public health consortia grant for administrative time. If the consortia were to be dissolved this allocation of the Administrative staff would be brought back into this programs budget.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	N/A	N/A	95%	95%	NA
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
Strategic Outcomes					
Voluntary compliance improved					
# critical violations on inspection report	326	432	565	565	550
Minimize human cases of rabies					
# of cases	0	0	0	0	0
Minimize food-borne outbreaks					
# outbreaks related to Special Events	0	0	0	0	0
# of food establishment outbreaks	0	0	0	3	0
Work Process Outputs					
Annual inspections and follow ups					
# of inspections	567	637	580	580	600
# follow up inspections	217	178	250	200	250
Response to complaints					
# of complaints/follow ups	222/150	253/226	220/50	220 /140	220 /100
Initial response within 3 business days	92%	97%	90%	90%	90%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	297	318	275	285	285

CITY OF APPLETON 2008 BUDGET
HEALTH SERVICES DEPARTMENT

Environmental Health **Business Unit 12530**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4305 Health	$ 100,406	$ 107,936	$ 109,427	$ 109,427	$ 115,992
Total Revenue	$ 100,406	$ 107,936	$ 109,427	$ 109,427	$ 115,992
Expenses					
6101 Regular Salaries	$ 194,969	$ 202,721	$ 218,609	$ 218,609	$ 206,191
6104 Call Time	-	126	-	-	-
6105 Overtime	4,774	4,312	2,647	2,647	2,842
6150 Fringes	73,920	70,725	79,637	79,637	79,804
6201 Training\Conferences	615	1,288	1,500	1,500	1,000
6202 Local Auto Expense	336	-	-	-	-
6206 Parking Permits	1,248	1,296	1,296	1,296	1,296
6302 Subscriptions	222	319	225	225	220
6303 Memberships & Licenses	165	175	165	165	100
6304 Postage\Freight	-	-	100	100	50
6316 Miscellaneous Supplies	560	132	900	900	900
6324 Medical\Lab Supplies	123	119	150	150	150
6327 Miscellaneous Equipment	6	316	500	500	400
6413 Utilities	1,202	663	810	810	670
6418 Equip Repairs & Maint	491	667	550	550	660
6425 CEA Equip. Rental	5,061	7,684	6,191	6,191	7,241
6431 Interpreter Services	207	55	450	450	450
6432 Lab. Services	3,252	3,432	3,888	3,888	3,888
Total Expense	$ 287,151	$ 294,030	$ 317,618	$ 317,618	$ 305,862

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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, salvage dealers and taxi cab/limousine service firms

Major Program Changes:

This budget includes the early hire of a replacement for the retiring City Sealer. The projected start date for a new City Sealer is May 1, while the planned retirement date of the existing Sealer is August 11, allowing an approximate three month overlap for training. It is further planned to re-hire the retired Sealer as a part-time employee at approximateley 10 hours per week. Total budgetary impact is $19,400.
This budget reflects a 5% increase in weights and measure fees, approved by Council on September 5, 2007.
Following is a sample of the City fees for various devices:

Charge	From	To	Last changed
Base licensing processing fee	$ 29.00	$ 35.00	September, 2005
High accuracy scales & pill counters	$ 31.00	$ 35.00	↓
Timing devices	$ 5.00	$ 6.00	↓
Petroleum pumps	$ 12.00	$ 13.00	↓
Reinspection fee	None	$ 50.00	New fee, September, 2007
Retail price scanners	4 for $ 30.00	9 for $50.00 *	

* Charge for units in excess of base number - $6.00 each, no change.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	95.9%	95.6%	96.0%	96.0%	96.0%
Accurate informative labeling					
Positive triennial consumer survey responses	N/A	N/A	95.0%	95.0%	N/A
Accurate measuring devices					
% of devices that measure accurately	91.8%	95.0%	93.0%	93.0%	93.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	95.9%	95.6%	96.0%	96.0%	96.0%
Reduced short weight and measure sales					
Error trend reporting compliance	91.6%	91.7%	91.0%	91.0%	91.0%
Confidence of businesses in system integrity					
Positive triennial consumer survey responses	N/A	N/A	95.0%	95.0%	N/A
Work Process Outputs					
Price scanning inspections					
# of annual/# of reinspections	93	99	90	90	90
Commodity inspections					
# of inspections	5,865	5,202	5,500	5,500	5,600
Device inspections					
# of inspections	1,917	1,619	2,000	2,000	2,100

CITY OF APPLETON 2008 BUDGET
HEALTH SERVICES DEPARTMENT

Weights & Measures **Business Unit 12540**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4312 Weights & Measures	$ 37,372	$ 38,803	$ 36,641	$ 36,641	$ 41,974
4801 Charges for Serv.- Nontax	43,392	48,678	53,213	53,213	59,024
Total Revenue	$ 80,764	$ 87,481	$ 89,854	$ 89,854	$ 100,998
Expenses					
6101 Regular Salaries	$ 116,473	$ 121,785	$ 122,874	$ 122,874	$ 138,817
6104 Call Time	-	31	-	-	-
6105 Overtime	3,009	3,757	3,000	3,000	3,065
6150 Fringes	45,315	44,811	46,573	46,573	55,328
6201 Training\Conferences	537	1,624	1,500	1,500	1,500
6206 Parking Permits	624	648	648	648	648
6302 Subscriptions	-	-	50	50	50
6303 Memberships & Licenses	150	150	130	130	130
6316 Miscellaneous Supplies	282	310	350	350	350
6327 Miscellaneous Equipment	3,218	1,495	2,150	2,150	2,000
6413 Utilities	222	128	194	194	130
6418 Equip Repairs & Maint	77	-	450	450	600
6425 CEA Equip. Rental	5,587	5,700	7,055	7,055	7,913
6429 Interfund Allocations	-	-	(100)	(100)	(100)
Total Expense	$ 175,494	$ 180,439	$ 184,874	$ 184,874	$ 210,431

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Charges for Service - Nontax

Charges for sealer's services @ $434/day	# of Days	Charge
New London	17	$ 7,378
Waupaca	20	8,680
Kaukauna	14	6,076
Kimberly	7	3,038
Little Chute	12	5,208
Ashwaubenon	46	19,964
Ripon	20	8,680
	136	$ 59,024

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	67,970	54,197	19,220	0	7,279	0	0
Licenses	137,778	146,739	130,130	146,068	146,068	154,831	157,966
Charges for Services	51,750	54,993	58,533	60,753	60,753	61,881	65,564
Other Revenues	41,296	41,825	48,248	50,072	52,421	52,797	52,797
TOTAL REVENUES	298,794	297,754	256,131	256,893	266,521	269,509	276,327
EXPENSES BY LINE ITEM							
Regular Salaries	592,561	602,651	590,299	737,359	739,712	762,629	772,902
Call Time	0	157	0	0	0	0	0
Overtime	8,619	8,789	7,505	5,947	5,947	6,212	6,212
Part-Time	58,641	57,578	21,064	16,388	19,086	17,166	17,166
Sick Pay	21,384	22,743	20,617	0	0	0	0
Vacation Pay	66,478	67,887	62,144	0	0	0	0
Fringes	254,407	247,247	228,148	265,315	266,703	276,112	280,909
Salaries & Fringe Benefits	1,002,090	1,007,052	929,777	1,025,009	1,031,448	1,062,119	1,077,189
Training & Conferences	3,402	5,817	2,360	5,500	5,500	4,650	4,650
Local Auto Expense	3,364	2,780	2,662	3,700	3,700	3,500	3,500
Parking Permits	5,688	5,892	5,892	5,892	5,892	5,892	5,892
Office Supplies	2,228	3,002	1,989	2,750	2,750	2,700	2,700
Subscriptions	269	319	0	425	425	370	370
Memberships & Licenses	975	1,240	1,224	1,020	1,020	955	955
Postage & Freight	4	0	0	100	100	50	50
Awards & Recognition	90	230	0	247	247	261	261
Food & Provisions	329	203	254	329	329	348	348
Administrative Expense	16,349	19,483	14,381	19,963	19,963	18,726	18,726
Miscellaneous Supplies	2,259	5,227	442	1,650	1,650	1,650	1,650
Printing & Reproduction	4,456	4,226	3,406	5,500	5,500	5,500	5,500
Medical & Lab Supplies	11,091	10,300	11,569	10,150	13,339	10,150	10,150
Miscellaneous Equipment	5,563	4,451	5,045	6,450	6,450	5,400	5,400
Supplies & Materials	23,369	24,204	20,462	23,750	26,939	22,700	22,700
Interfund Allocations	214-	0	0	300-	300-	320-	320-
Health Services	11,037	9,950	9,950	9,950	9,950	9,950	9,950
Interpreter Services	20,551	20,798	12,372	15,450	15,450	17,450	17,450
Lab Fees	3,252	3,448	0	4,088	4,088	4,088	4,088
Purchased Services	34,626	34,196	22,322	29,188	29,188	31,168	31,168
Waste Disposal/Collection	152	107	76	400	400	400	400
Telephone	4,056	2,266	1,484	2,874	2,874	2,874	2,110
Cellular Telephone	7	0	0	0	0	660	0
Utilities	4,215	2,373	1,560	3,274	3,274	3,934	2,510
Equipment Repair & Maintenanc	568	667	0	1,600	1,600	1,200	1,860
CEA Equipment Rental	10,648	13,384	11,979	13,246	13,246	15,154	15,154
Repair & Maintenance	11,216	14,051	11,979	14,846	14,846	16,354	17,014
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,091,865	1,101,359	1,000,481	1,116,030	1,125,658	1,155,001	1,169,307

CITY OF APPLETON 2008 BUDGET

HEALTH GRANTS SPECIAL REVENUE FUNDS

Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2008 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 2007 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. Our goal is that 90% of the pregnant women receiving prenatal care coordination services from Appleton Health Department will deliver infants who weigh at least 5.5 pounds - an important birth outcome indicator.

Prevention Grant-
This grant supports a collaborative initiative between seven area Health Departments, Affinity Health System, ThedaCare, YMCA of the Fox Cities, and several community partners to implement a preventive health program titled "WALK to WIN". Community members were encouraged to walk 100 miles in a three month time frame. In 2008, this campaign will expand to the school age child.

Vaccine Improvement Plan Grant-
These grant dollars support our goal of having 91% of Appleton children aged 19-35 months 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-
Department staff have worked with the Community Development Block Grants Administrator to coordinate with Appleton Housing Rehabilitation, Housing Partnership, and Housing Authority to identify families whose pre-1950 homes are being rehabbed. Our goal is that 15 pre-1950 housing units located in the City will be made lead safe.

Bioterrorism/Public Health Preparedness Grant
This grant supports training to deal with the effects of bioterrorism. Appleton serves as the fiscal agent for the Fox Valley Public Health Preparedness Consortium and provides staffing support to accomplish their goals. The service area includes the cities of Oshkosh, Neenah, Menasha, and Appleton, and the counties of Waushara, Green Lake, Winnebago, Outagamie, Calumet and Waupaca. This year the staff (coordinator, trainer/educator, and epidemiologist) worked with regional health departments to focus on plan development and training on topics such as incident command systems (ICS), forensic epidemiology, and the Health Alert Network (HAN), an electronic communication tool for hospital, health care and public health. Several table top and live exercises were conducted.

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS

MAJOR 2008 OBJECTIVES

Maternal Child Health (MCH) Grant-
Provide maternal and child health program services to Appleton residents
Prevention Grant -
Support a population-based health promotion program in the community
CDC Lead Poisoning Prevention Program Grant -
Reduce the incidence of childhood blood lead poisoning through intervention and education
Vaccine Improvement Grant-
Ensure that 91% of all two year olds served by the department will have completed their primary vaccine series
Bioterrorism/Public Health Preparedness Grant
Provide plan development and training opportunities for public health staff and key community leaders and first responders in a six county region

	Actual		Budget		
Discontinued Programs	**2005**	**2006**	**Adopted 2007**	**Amended 2007**	**2008**
Outreach for Medical Assistance					
Revenue	-	-	-	-	-
Expense	-	-	-	-	-
TB Grant					
Revenue	168	258	-	-	-
Expense	168	258	-	-	-
Tobacco Grant					
Revenue	1,354	-	-	-	-
Expense	1,354	-	-	-	-

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	**Title**	**2005**	**2006**	**Adopted 2007**	**Amended 2007**	**2008**	**Change ***
Program Revenues		$ 493,891	$ 598,161	$ 478,336	$ 531,164	$ 478,336	0.00%
Program Expenses							
2011	MCH Grant	31,434	31,245	33,581	33,581	33,581	0.00%
2013	Prevention Grant	11,409	6,024	8,229	8,229	8,229	0.00%
2014	CDC Lead Grant	10,684	9,488	11,388	11,388	11,388	0.00%
2015	Immunization Grant	22,968	24,423	23,674	23,674	23,674	0.00%
2018	Bioterrorism Grant	415,874	526,723	401,464	454,292	401,464	0.00%
	Discontinued Programs	1,522	258	-	-	-	N/A
TOTAL		$ 493,891	$ 598,161	$ 478,336	$ 531,164	$ 478,336	0.00%
Expenses Comprised Of:							
Personnel		300,555	304,875	353,828	353,828	310,830	-12.15%
Administrative Expense		170,544	267,343	83,841	136,669	132,462	57.99%
Supplies & Materials		3,217	3,215	10,000	10,000	6,000	-40.00%
Purchased Services		9,460	13,488	21,516	21,516	19,931	-7.37%
Utilities		10,115	9,240	9,151	9,151	9,113	-0.42%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		4.05	4.55	4.60	4.60	4.40	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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 (prenatal 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:

Activities related to this grant are performed by benefitted part time public health nurses who have elected not to participate in the City's health insurance program. In the event these nurses did elect coverage, the number of hours devoted to this program would be reduced.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Access to prenatal care					
# of women served	23	34	24	10	10
Strategic Outcomes					
Non-Medical Assistance eligible women who receive prenatal care coordination services will have positive birth outcomes					
% of births with positive outcomes	91%	94%	92%	92%	92%
Work Process Outputs					
# client children birth-12 mo. old who receive child care coordination	18	17	15	15	15
Attend community meetings	98%	95%	95%	95%	95%

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - MCH Grant **Business Unit 2011**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4225 Health Grants & Aids	$ 31,434	$ 31,245	$ 33,581	$ 33,581	$ 33,581
	$ 31,434	$ 31,245	$ 33,581	$ 33,581	$ 33,581
Expenses					
6101 Regular Salaries	$ 2,830	$ 2,318	$ -	$ -	$ -
6108 Part-Time	20,554	20,980	26,879	26,879	26,682
6150 Fringes	4,667	4,739	5,685	5,685	5,027
6201 Training/Conferences	253	833	-	-	-
6202 Local Auto Expense	703	459	450	450	455
6206 Parking Permits	380	372	372	372	372
6324 Medical\Lab Supplies	50	-	-	-	-
6431 Interpreter Services	1,997	1,544	195	195	1,045
	$ 31,434	$ 31,245	$ 33,581	$ 33,581	$ 33,581

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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:

Funding will support a health promotion activity based on the priorities identified in the Community Needs Assessment (Behavioral Risk Factor Surveillance System In the Fox Cities) utilized in the Fox Cities 2006 LIFE (Local Indicators For Excellence) study.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Kick off "Walk to Win" campaign	August-05	August-06	August-07	August-07	August-08
Strategic Outcomes					
# of participants enrolled in "Walk to Win" campaign	3,950	4,200	5,800	5,800	6,000
Work Process Outputs					
# of participants in "Walk to Win" who met goal	2,150	2,848	2,800	2,800	3,500

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Prevention Grant **Business Unit 2013**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4225 Health Grants & Aids	$ 11,409	$ 6,024	$ 8,229	$ 8,229	$ 8,229
	$ 11,409	$ 6,024	$ 8,229	$ 8,229	$ 8,229
Expenses					
6201 Training/Conferences	$ 11,409	$ 5,875	$ 8,229	$ 8,229	$ 8,229
6301 Office Supplies	-	136	-	-	-
6307 Food & Provisions	-	13	-	-	-
	$ 11,409	$ 6,024	$ 8,229	$ 8,229	$ 8,229

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
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	6	2	6	5	5
# of EBLs 10-19	3	7	8	8	8
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	68	45	24	24	24

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - CDC Lead Grant **Business Unit 2014**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4225 Health Grants & Aids	$ 10,684	$ 9,488	$ 11,388	$ 11,388	$ 11,388
	$ 10,684	$ 9,488	$ 11,388	$ 11,388	$ 11,388
Expenses					
6101 Regular Salaries	$ 1,334	$ 1,246	$ -	$ -	$ -
6108 Part-Time	7,322	6,118	9,100	9,100	8,936
6150 Fringes	1,622	1,345	1,922	1,922	1,886
6404 Consulting Services	-	-	150	150	-
6430 Health Services	-	9	-	-	-
6431 Interpreter Services	406	770	216	216	566
	$ 10,684	$ 9,488	$ 11,388	$ 11,388	$ 11,388

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Access to immunization					
# of clients served	1,815	1,542	1,200	1,300	1,300
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	20	19	30	20	20
# cases statewide	1,627	2,209	1,500	1,500	1,500
Work Process Outputs					
Internal case audit by 12/31	5/25/2005	10/1/2006	12/31/2007	12/31/2007	12/31/2008
# of tracking contacts	2,526	1,773	1,500	1,500	1,500

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Vaccine Improvement Grant **Business Unit 2015**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4225 Health Grants & Aids	$ 22,968	$ 24,423	$ 23,674	$ 23,674	$ 23,674
	$ 22,968	$ 24,423	$ 23,674	$ 23,674	$ 23,674
Expenses					
6101 Regular Salaries	$ 4,569	$ 3,982	$ -	$ -	$ -
6108 Part-Time	10,299	11,276	11,738	11,738	12,245
6150 Fringes	2,711	2,756	2,481	2,481	2,609
6307 Food & Provisions	-	64	-	-	-
6324 Medical\Lab Supplies	-	429	-	-	-
6430 Health Services	363	639	750	750	780
6431 Interpreter Services	5,026	5,277	8,705	8,705	8,040
	$ 22,968	$ 24,423	$ 23,674	$ 23,674	$ 23,674

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 Emergency Operations Plans (EOP)

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:

This budget reflects the allocation of 20% of the Health Officer's salary ($25,654) to the consortium grant. This allocation has been made in previous years. In addition, it reflects the allocation of .5 FTE clerical support staff ($22,375) and .05 FTE of the City Grants Administrator ($3,882) for administrative support for the Fox Valley Public Health Consortium. If the consortium were to be dissolved, the allocations of the Health Officer and the clerical support staff would be brought back into the Health Department's budget, while that of the Grants Administrator would be allocated to other grants administered by that individual.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
# of trainings available	3	4	3	3	5
Strategic Outcomes					
Active regional coalition					
# of meetings / year	11	11	11	11	11
Work Process Outputs					
% of coalition meetings attended	100%	100%	100%	100%	100%

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Bioterrorism Grant **Business Unit 2018**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4225 Health Grants & Aids	$ 415,874	$ 526,723	$ 401,464	$ 454,292	$ 401,464
	$ 415,874	$ 526,723	$ 401,464	$ 454,292	$ 401,464
Expenses					
6101 Regular Salaries	$ 177,808	$ 185,404	$ 216,253	$ 216,253	$ 186,143
6108 Part-Time	278	237	-	-	-
6150 Fringes	66,561	64,473	79,770	79,770	67,302
6201 Training\Conferences	25,727	20,342	67,674	120,502	114,990
6202 Local Auto Expense	1,198	-	1,000	1,000	1,300
6206 Parking Permits	1,066	1,116	1,116	1,116	1,116
6301 Office Supplies	6,264	1,048	5,000	5,000	6,000
6316 Miscellaneous Supplies	14	18	-	-	-
6320 Printing & Reproduction	2,295	2,342	5,000	5,000	4,000
6324 Medical/Lab Supplies	185	-	-	-	-
6327 Miscellaneous Equipment	673	426	5,000	5,000	2,000
6401 Accounting\Audit	1,500	1,500	1,500	1,500	1,500
6404 Consulting Services	-	400	-	-	-
6408 Contractor Fees	-	-	10,000	10,000	8,000
6412 Advertising/Publication	-	3,091	-	-	-
6413 Utilities	10,115	9,240	9,151	9,151	9,113
6630 Other Grant Payments	122,190	237,086	-	-	-
	$ 415,874	$ 526,723	$ 401,464	$ 454,292	$ 401,464

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Training\Conferences	
Appleton Health Department training in Bioterrorism response	$ 26,284
Training for consortium members in Bioterrorism response, e.g. conduct a regional mass vaccination exercise, establish & train post-event response teams, etc.	88,706
	$ 114,990

Note:

The foregoing breakdowns are for illustration only. The specific objectives/expenditures for the bioterrorism grant have yet to be finalized in negotiation with the granting agencies.

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	493,891	598,845	904,657	478,336	531,164	76,872	478,336
TOTAL REVENUES	493,891	598,845	904,657	478,336	531,164	76,872	478,336
EXPENSES BY LINE ITEM							
Regular Salaries	166,103	168,017	117,324	216,253	216,253	0	186,143
Overtime	0	237	1,209	0	0	0	0
Part-Time	38,453	38,373	30,961	47,717	47,717	42,317	47,885
Sick Pay	3,868	5,836	3,100	0	0	0	0
Vacation Pay	16,571	19,097	9,535	0	0	0	0
Fringes	75,560	73,314	48,460	89,858	89,858	81,616	76,802
Salaries & Fringe Benefits	300,555	304,874	210,589	353,828	353,828	123,933	310,830
Training & Conferences	38,743	27,050	39,773	75,903	128,731	123,219	123,219
Local Auto Expense	1,900	459	1,013	1,450	1,450	1,755	1,755
Parking Permits	1,446	1,488	1,488	1,488	1,488	1,488	1,488
Office Supplies	6,264	1,184	380	5,000	5,000	6,000	6,000
Food & Provisions	0	76	0	0	0	0	0
Block Grant Payments	122,190	237,086	256,500	0	0	0	0
Administrative Expense	170,543	267,343	299,154	83,841	136,669	132,462	132,462
Miscellaneous Supplies	14	18	0	0	0	0	0
Printing & Reproduction	2,295	2,342	1,966	5,000	5,000	4,000	4,000
Medical & Lab Supplies	235	429	0	0	0	0	0
Miscellaneous Equipment	674	426	0	5,000	5,000	2,000	2,000
Supplies & Materials	3,218	3,215	1,966	10,000	10,000	6,000	6,000
Accounting/Audit	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Consulting Services	0	400	0	150	150	0	0
Contractor Fees	0	0	0	10,000	10,000	8,000	8,000
Advertising	0	3,091	1,393	0	0	0	0
Health Services	531	1,589	2,639	750	750	780	780
Interpreter Services	7,429	7,591	5,701	9,116	9,116	10,278	9,651
Purchased Services	9,460	14,171	11,233	21,516	21,516	20,558	19,931
Telephone	892	461	245	1,936	1,936	1,936	1,809
Cellular Telephone	9,223	8,779	9,451	7,215	7,215	7,304	7,304
Utilities	10,115	9,240	9,696	9,151	9,151	9,240	9,113
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	493,891	598,843	532,638	478,336	531,164	292,193	478,336

CITY OF APPLETON 2008 BUDGET
HEALTH SERVICES GRANT FUND
SOURCES AND USES OF FUNDS

Revenues	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	493,891	598,161	478,336	531,164	478,336
Total Revenues	493,891	598,161	478,336	531,164	478,336
Expenses					
Program Costs	493,891	598,161	478,336	531,164	478,336
Total Expenses	493,891	598,161	478,336	531,164	478,336
Revenues over (under) Expenses	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET

POLICE DEPARTMENT

Police Chief: David J. Walsh

Deputy Police Chief: Robert M. Kavanaugh

Deputy Police Chief: Greg I. Peterson

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2007 EVENTS

Recruitment - One of the primary initiatives in 2007 was maintaining sworn staffing levels. The Police Department was immediately challenged with the hiring of a new Chief as well as filling three new Officer positions added in the 2007 budget and filling several vacancies created by retirements and terminations early in the year. Aggressive recruitment and changes in the hiring process resulted in all of the sworn positions being filled by mid-year. With pending retirements at the end of the year, an overhiring of sworn staff is anticipated for September.

Police Facilities - After many months of planning and reviewing operational efficiencies, the schematic design for the new police facilities was completed. The final version will accommodate the modern and specialized spaces required for police services and support functions. The bids for the project will be requested by the end of the year, with construction starting in 2008.

Safe Neighborhood Initiative - Noted for its policing innovations and community outreach, the Appleton Police Department maintains a strong commitment to community-oriented policing and promoting safety in neighborhoods, schools and the business community. Among the many community-based projects is the City-Wide Safe Neighborhoods initiative, a cross-section of City of Appleton Departments working closely with citizens to reduce crimes and promote problem solving in neighborhoods.

Records Management System - After several years of planning for a new records management system (RMS), the Appleton Police Department in collaboration with other law enforcement agencies in Outagamie and Calumet Counties will switch to VisionAir for managing police field reports. The information contained in the RMS software is the lifeline of the agency. With the implementation of the new RMS software, the department will spend a significant amount of time training personnel, both sworn and non-sworn. Along with training, the department will be reviewing work assignments and workflow, developing new field reports, assessing each step in the process of field reporting, and evaluating the options for staff assignment to obtain specific information from the system when needed.

Canine Program - Through the combined efforts of officer and canine skills, the Canine Program has become an integral part of Police Operations with great success during its first year. Mato, the police canine, has been very beneficial to the community and extremely useful when searching buildings, fields, parks, etc. for fleeing or hiding suspects. The Canine Program is funded by donations through the Appleton Police K9 Program Fund. With the success of the program and the actual cost of the program significantly less than expected, a second canine is being considered for 2007/2008.

The Community Resource Unit (CRU) continued to conduct comprehensive in-depth drug investigations and expand the networking between CRU and the Lake Winnebago Multi-jurisdictional Enforcement Group (MEG). This Unit has also conducted intensive gang investigations that include intelligence gathering and sharing, criminal prosecution and community education. They also manage and utilize the Abatement and Crime Free Multi-Housing Programs as a method of neighborhood revitalization.

Identification Unit - The demands and expectations on the Identification Unit (ID) continue to increase while manpower remains the same. The ID Unit is maintaining and processing almost 13,000 pieces of evidence while just two years ago it had fewer than 7,000 pieces of evidence to deal with on an annual basis. Discovery requests from both the District Attorney's office and defense attorneys have significantly increased and require a great deal of time to complete in a timely fashion. Since every item requires management and time to process, we continue to seek ways to maintain evidence more efficiently.

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

MAJOR 2008 OBJECTIVES

After several years of planning, building construction will begin in 2008 for the new Police facilities. Some features of the new building include better evidence and property storage, space for animal control, more conference/meeting rooms, parking availability, etc. Since the current structure will not be completely torn down, most staff will continue to operate from the facilities while the construction is ongoing, although other locations such as the Northern District Cop Shop will be utilized.

The department is looking at implementing field base reporting (FBR) in 2008. The FBR software is one of the suites available in the new Records Management Software (RMS) software purchased by Outagamie and Calumet counties. This will allow officers to electronically complete incident reports in the squad cars and transfer the information via the wireless network.

Another project we have been working on is the State of Wisconsin Department Of Transportation (DOT) Badger TraCS (Traffic and Criminal Software) program. This project involves the electronic filing of motor vehicle accident reports, traffic citations, and warning tickets. Moving forward with this initiative is very dependent on where the State of Wisconsin is on writing an interface that will allow the officer to electronically transfer information from the Department of Motor Vehicle files onto the field reports.

As the Canine Program completes its first year, the focus in 2008 will be on best utilization and improved efficiencies, as well as record keeping associated with reporting usages and deployments. It is also anticipated that a second canine will be added to the program, providing additional support for the department in a variety of police functions.

The Downtown District and staffing resources will continue to be addressed in 2008. The partnership with the downtown businesses will ensure an enjoyable and safe environment in the downtown entertainment area, along with the additional patrol already scheduled on week-ends, holidays and other special events.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 633,244	$ 674,155	$ 718,018	$ 731,760	$ 712,672	-0.74%
Program Expenses							
17511	Executive Management	526,975	486,156	469,703	469,603	472,973	0.70%
17512	Administrative Services	855,565	907,936	982,369	982,369	1,014,211	3.24%
17513	Support Services	413,697	352,971	548,031	549,205	573,836	4.71%
17514	Public Communication	761,361	732,732	746,117	746,117	741,947	-0.56%
17520	Community Resource	592,565	733,510	784,822	784,822	793,023	1.04%
17521	Operational Services	970,083	1,125,038	1,125,326	1,145,118	1,220,313	8.44%
17522	Crossing Guards	155,215	157,928	174,843	174,843	176,645	1.03%
17524	Community Services	274,206	301,392	340,770	340,770	351,398	3.12%
17531	PSL	1,139,023	1,162,379	1,227,983	1,227,983	1,299,336	5.81%
17532	Adult Investigations	1,159,589	1,159,617	1,154,277	1,150,777	1,214,534	5.22%
17541	Patrol Districts	6,010,156	6,219,134	6,328,646	6,328,646	6,620,876	4.62%
TOTAL		$ 12,858,435	$ 13,338,793	$ 13,882,887	$ 13,900,253	$ 14,479,092	4.29%
Expenses Comprised Of:							
Personnel		11,736,178	11,992,654	12,468,088	12,475,588	12,956,873	3.92%
Administrative Expense		119,246	136,490	115,049	114,449	116,456	1.22%
Supplies & Materials		135,640	220,627	206,228	216,694	230,528	11.78%
Purchased Services		65,171	87,650	95,145	95,145	100,149	5.26%
Utilities		162,997	150,997	160,663	160,663	168,355	4.79%
Repair & Maintenance		639,203	750,375	837,714	837,714	881,731	5.25%
Capital Expenditures		-	-	-	-	25,000	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		134.00	133.00	135.00	135.00	135.00	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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
Coordinate inter/intra departmental activities and solicit employee participation in department programs
Support employees with resources for development and growth

Major Program Changes:

Major program changes in this budget reflect a reduction in outside donations in support of the Canine Program (to $11,500), offset by a comparable reduction of the expenses. Expenses for this program are budgeted in the Community Services program. The decline in program expense from 2005 to 2006 is attributable to the Intercultural Relations Coordinator position, which was vacant for much of 2006 and was moved to the Mayor's budget in 2007. There is also an increase of $6,000 in revenue in 2008 for abandoned autos and storage fee reimbursements. Revenues were previously processed by netting them against the expenses. To account for this correctly, the amounts are separately budgeted.

The increase in other contracts & obligations reflects the purchase of a second software license for the report writer to extract reports from our Records Management System. A second license will expand our ability to extract information from our systems, which is especially important as we transition to the new (County-funded) VisionAir records management system.

The chief will be making significant efforts to spend time personally meeting (from time to time) with other senior staff members, City Council members and others. These meetings are part of a firm commitment to spend time and effort to bolster relationships between the Police Department and other City entities. As budgets tighten, it will be critical to rely on inter-departmental cooperation to continue our ability to provide for a safe city. Part of that process involves relationship building.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Increase community partnerships					
# of new collaborative efforts explored or initiated	New measure	4	4	4	4
Strategic Outcomes					
National compliance recognition					
Meet accreditation standards	100%	100%	100%	100%	100%
Work Process Outputs					
Enhance community relations					
% of responses to correspondence	New measure	100	100%	100%	100%
# of community involvement meetings	New measure	75	60	64	60
Improve internal communications					
% of employee evaluations reviewed	New measure	100	100%	100%	100%
# of acts of employee recognition	New measure	112	125	100	125
# of relationship/team building meetings with directors	New measure	29	30	44	50
Provide program efficiency					
Identify "best practices" initiatives	New measure	4	4	0	4

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Executive Management **Business Unit 17511**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4210 Federal Grants	$ 5,249	$ 2,763	$ 6,630	$ 6,630	$ 7,000
4224 Miscellaneous State Aids	42,529	4,850	5,000	12,000	5,000
4230 Miscellaneous Local Aids	3,250	-	-	-	-
4325 Bow Hunting	-	180	-	-	-
4510 Court Fines & Fees	251,401	271,530	300,000	300,000	300,000
4801 Charges for Serv.- Nontax	20,701	21,848	30,000	30,000	30,000
4802 Charges for Serv. - Tax	-	-	3,000	3,000	-
4806 False Alarm Fees	24,299	19,975	30,000	30,000	30,000
4906 Mental Transports	34,431	9,897	-	-	-
5010 Misc Revenue - Nontax	6,439	2,811	6,000	7,742	6,000
5011 Misc Revenue - Tax	-	790	500	500	500
5020 Donations & Memorials	2,020	48,726	29,720	30,720	11,500
5035 Other Reimbursements	986	4,000	-	-	6,000
Total Revenue	$ 391,305	$ 387,370	$ 410,850	$ 420,592	$ 396,000
Expenses					
6101 Regular Salaries	$ 323,583	$ 304,299	$ 297,937	$ 297,937	$ 291,338
6105 Overtime	3,670	626	663	663	711
6108 Part-time	27,624	23,989	13,728	13,728	14,711
6150 Fringes	136,442	121,099	125,627	125,627	128,600
6206 Parking Permits	360	372	372	372	372
6302 Subscriptions	2,643	1,628	1,733	1,733	2,192
6303 Memberships & Licenses	3,265	2,909	3,040	2,940	3,146
6304 Postage/Freight	23	23	25	25	25
6307 Food & Provisions	2,924	3,083	3,000	3,000	3,000
6315 Books & Library Materials	551	230	768	768	853
6316 Miscellaneous Supplies	2,606	591	500	500	800
6321 Clothing	17,749	19,271	19,360	19,360	21,000
6327 Miscellaneous Equipment	1,621	4,850	-	-	1,500
6402 Legal Fees	84	66	150	150	150
6404 Consulting Services	1,060	-	-	-	-
6599 Other Contracts/Obligations	2,770	3,120	2,800	2,800	4,575
Total Expense	$ 526,975	$ 486,156	$ 469,703	$ 469,603	$ 472,973

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Clothing

New officer issue 5 @$1,000	$ 5,000
Honor Guard/Bike Patrol	600
Badges, patches, bars, etc.	500
Replacement of damaged items	400
Protective vests 26 @ approx. $550	14,500
	$ 21,000

CITY OF APPLETON 2008 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:

Supply accurate and timely information to Police Officers, City departments, and other external agencies

Provide a centralized repository for all field reports created by law enforcement personnel

Maintain a working relationship with surrounding communities and counties that allows the sharing of law enforcement records

Major Program Changes:

Estimated Facilities charges have been reduced based on actual experience and projected needs for 2008.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	95%	98%	95%	90%	90%
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	13,813	14,578	13,000	14,000	14,000
Avg. pages for taped offense reports	3.2	3.1	3.5	3.3	3.3
Avg. taped offense reports completed weekly	115	121	120	120	120

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Administrative Services Unit **Business Unit 17512**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 416,215	$ 426,945	$ 448,143	$ 448,143	$ 469,755
6105 Overtime	8,246	10,360	6,795	6,795	7,250
6150 Fringes	204,585	194,425	211,754	211,754	226,456
6301 Office Supplies	14,313	13,434	14,175	14,175	14,175
6306 Building Maint./Janitorial	6,423	8,163	-	-	-
6316 Miscellaneous Supplies	95	423	550	550	550
6320 Printing & Reproduction	22,048	17,908	22,200	22,200	20,600
6327 Miscellaneous Equipment	8,289	9,025	9,000	9,000	9,000
6407 Collection Services	3,552	3,572	3,500	3,500	3,600
6409 Inspection Fees	657	698	895	895	895
6413 Utilities	85,015	92,270	94,215	94,215	104,948
6414 Janitorial Service	64,476	57,506	-	-	-
6416 Build Repairs & Maint	1,951	2,470	-	-	-
6418 Equip Repairs & Maint	2,646	2,019	2,580	2,580	2,600
6420 Facilities Charges	10,152	57,069	162,262	162,262	146,382
6440 Snow Removal Services	3,130	966	-	-	-
6599 Other Contracts/Obligations	3,772	10,683	6,300	6,300	8,000
Total Expense	$ 855,565	$ 907,936	$ 982,369	$ 982,369	$ 1,014,211

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Printing & Reproduction	
City copy charges	$ 2,500
Citizen contacts	3,100
City summons	1,000
Offense reports	2,000
Parking tickets	2,500
Letterhead/envelopes	2,000
Traffic citations, warrant cards, ledgers, etc.	1,500
Evidence, animal control, investigative, etc.	2,500
Records Management	2,000
Miscellaneous forms	1,500
	$ 20,600

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Support Services Unit **Business Unit 17513**

PROGRAM MISSION

The Support Services 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:

In general, this program provides support to, and augmentation of, field operations. Lower actual expenditures in 2005 and 2006 reflect position vacancies in the department in general and this program in particular as all available officers were assigned to other duties, particularly patrol.

This budget also includes the Volunteer, Community Policing, and Neighborhood Watch Programs. The Neighborhood Watch signs budget was increased to $2,000 due to the rapid growth of this program and necessary signage for each group. The Awards and Recognition budget includes $2,000 for the continuation of the Volunteer Awards Program that recognizes the volunteers for their commitment to the department.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Increase selection of applications for police officers					
% of applicants hired	3.30%	3.00%	2.50%	3.00%	3.00%
Provide adequate training for employees					
Avg. training hours p/sworn employee	117	109	100	110	100
Avg. training hours p/civilian employee	27	38	30	33	30
Foster police/community partnerships					
# of active Neighborhood Watch Groups	140	155	130	160	160
# of volunteers serving the department	50	55	45	55	55
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	3	4	6	6	6
# of advertisements placed	211	272	200	175	200
# of candidates entering process	184	227	250	200	200

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Support Services Unit **Business Unit 17513**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ 4,250	$ 2,651	$ 5,000	$ 5,000	$ 5,000
Total Revenue	$ 4,250	$ 2,651	$ 5,000	$ 5,000	$ 5,000
Expenses					
6101 Regular Salaries	$ 205,015	$ 171,124	$ 264,219	$ 264,219	$ 281,249
6105 Overtime	5,923	7,723	8,841	8,841	7,837
6108 Part-time	-	745	19,157	19,157	20,325
6150 Fringes	92,797	68,909	124,714	124,714	133,925
6201 Training\Conferences	63,415	57,244	68,500	68,000	70,000
6204 Tuition Fees	10,912	8,485	15,000	15,000	15,000
6205 Employee Recruitment	1,045	3,800	1,500	1,500	1,500
6304 Postage/Freight	-	51	50	50	50
6305 Awards & Recognition	1,637	1,789	1,700	1,700	4,000
6312 Guns & Ammunition	17,102	16,742	20,150	21,824	20,150
6316 Miscellaneous Supplies	3,020	5,160	5,250	5,250	4,750
6327 Miscellaneous Equipment	-	-	8,650	8,650	3,000
6328 Neighborhood Watch Signs	2,729	-	250	250	2,000
6418 Equip Repairs & Maint	813	654	750	750	750
6430 Health Services	1,128	2,096	1,500	1,500	1,500
6503 Rent	1,761	-	-	-	-
6599 Other Contracts/Obligations	6,400	8,449	7,800	7,800	7,800
Total Expense	$ 413,697	$ 352,971	$ 548,031	$ 549,205	$ 573,836

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
Supervisory/management leadership	$ 10,000
Recertification (TIME, CPR, AED, etc.)	5,000
Investigative services/sensitive crime	20,000
Legal updates	8,000
Executive conferences	6,000
Community problem solving policing	7,500
Special Weapons & Response Team	5,000
Defense and arrest tactics & firearms	3,500
Records Management System Training	3,000
Travel unrelated to training	2,000
	$ 70,000

Guns & Ammunition	
Ammunition	$ 10,000
Range supplies, paper targets, steel porta targets	2,250
Less lethal supplies, magazine replacement, pepper spray	1,500
Simunitions & protective equipment	2,000
OC Replacement	1,000
Taser cartridges	3,400
	$ 20,150

Tuition Fees	
Continuing education reimbursements, five @ $3,000	$ 15,000
	$ 15,000

CITY OF APPLETON 2008 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 reduction in fringe benefits reflects changes in the mix of family and single health insurance coverage among the PCTs as a result of staff turnover (four PCTs with family coverage projected for 2008 vs. six in 2007).

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Accurate reporting of transactions					
Transaction adjustments required	1	5	0	0	0
Strategic Outcomes					
Job satisfaction					
% of positive responses by PCT's	100%	100%	100%	100%	100%
Work Process Outputs					
Support services provided by staff					
# of call-outs for service	280	124	120	150	105
Avg. # of phone calls / week	3,648	3,264	3,650	3,300	3,300
# of warrants processed	1,391	1,586	1,200	1,400	1,400
Financial transactions processed					
Avg # of transactions completed / wk	255	270	275	270	270
Increase staff participation in training & programs offered					
# of training sessions attended	22	31	30	30	12
# of PCT's certified	9	9	9	9	9

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Public Communication **Business Unit 17514**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 409,697	$ 410,696	$ 417,982	$ 417,982	$ 428,248
6104 Call Time	1,751	2,084	1,820	1,820	1,866
6105 Overtime	57,345	71,548	49,531	49,531	50,806
6150 Fringes	202,075	179,915	200,198	200,198	188,727
6316 Miscellaneous Supplies	195	327	200	200	200
6320 Printing & Reproduction	2,824	2,868	2,775	2,775	1,300
6327 Miscellaneous Equipment	65	105	500	500	500
6413 Utilities	75,798	56,857	64,111	64,111	61,300
6418 Equip Repairs & Maint	943	675	1,000	1,000	1,000
6419 Communication Eq. Repairs	886	1,145	1,000	1,000	1,000
6599 Other Contracts/Obligations	9,782	6,512	7,000	7,000	7,000
Total Expense	$ 761,361	$ 732,732	$ 746,117	$ 746,117	$ 741,947

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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:

The relatively low level of expenditure in 2005 reflects position vacancies, both in general and in this program in particular, and does not include the Canine Program, which began in 2006 with training.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Identify and minimize crime # of bi-weekly intelligence - target area reports	New measure	→		26	26
Strategic Outcomes					
Provide safe neighborhoods % of successful abatements	100%	100%	100%	100%	100%
Work Process Outputs					
Increase community education in crime prevention issues # of community projects	35	30	35	35	35

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Community Resource **Business Unit 17520**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ -	$ 500	$ -	$ -	$ -
Total Revenue	$ -	$ 500	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 366,613	$ 431,842	$ 493,435	$ 493,435	$ 514,159
6104 Call Time	1,545	3,401	-	-	-
6105 Overtime	40,409	61,779	48,908	48,908	37,103
6150 Fringes	183,141	201,155	236,229	236,229	237,261
6201 Training	-	33,060	1,500	1,500	-
6316 Miscellaneous Supplies	857	1,255	2,250	2,250	4,500
6327 Miscellaneous Equipment	-	1,018	1,500	1,500	-
6328 Signs	-	-	-	-	-
6430 Health Services	-	-	1,000	1,000	-
Total Expense	$ 592,565	$ 733,510	$ 784,822	$ 784,822	$ 793,023

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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:

Major changes include a 20% increase in the equipment budget for the following:
* replacement of 13 Tasers ($13,000) that have exceeded their life expectancy
* replacement of 1 Speed Monitoring Awareness Radar Trailer (SMART) at a cost of $7,000.
The existing SMART units are outdated technology and are no longer available for service. Grant funding opportunities will be pursued for the replacement of the second unit.

One of the documented ways to address speeding (especially in residential neighborhoods) is via the use of a speed trailer, which provides documentation of the problem (i.e., average speed over a given time, maximum speed recorded, etc.) in addition to increasing drivers' awareness of their speed. Further, it allows the city in general (Mayor, Council, PD) to be responsive to community concerns without using personnel time.

The reason for the increase in CEA costs is twofold. First, replacement costs have increased due to the replacement of several older vehicles in 2007 and 2008. The replaced vehicles were paying the 10% replacement rate, approximately $800 annually. The new vehicles are paying approximately $2,400 annually. Second, maintenance costs on the vehicles have increased primarily due to the increase in the cost of fuel and labor.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Provide oversight, direction and resources for all operations units					
# of staffing additions to districts	6	2	6	6	6
# of officer time quarterly reports	New measure	→	→	4	4
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Part 1 crimes *	2,487	2,547	2,500	2,500	2,500
# of reported Part 2 crimes **	11,089	11,746	10,500	10,500	10,500
$ value of stolen/damaged property	New measure	→	→	$ 1,200,000	$ 1,200,000
$ value of recovered property	New measure	→	→	$ 60,000	$ 60,000
Work Process Outputs					
Improve enforcement and response to crime					
# of force incidents reviewed	129	115	80	80	90
# of adult arrests ***	New measure	→	→	3,800	3,800
# of juvenile arrests ***	New measure	→	→	1,200	1,200

* 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.
*** Measures combine arrests for ordinance violations and those for violations of state law

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Operational Services **Business Unit 17521**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ -	$ 4,000	$ -	$ 4,000	$ -
Total Revenue	$ -	$ 4,000	$ -	$ 4,000	$ -
Expenses					
6101 Regular Salaries	$ 218,354	$ 222,580	$ 224,020	$ 224,020	$ 232,933
6104 Call Time	390	310	-	-	-
6105 Overtime	20,289	20,315	9,734	20,734	10,128
6108 Part-Time	12,242	11,461	7,062	7,062	7,565
6150 Fringes	100,947	95,805	100,509	100,509	106,367
6312 Guns & Ammunition	4,500	4,344	5,500	6,395	5,500
6316 Miscellaneous Supplies	7,497	7,583	11,600	11,600	16,600
6320 Printing & Reproduction	1,390	1,444	2,000	2,000	1,200
6327 Miscellaneous Equipment	31,707	103,840	69,900	77,797	83,550
6404 Consulting Services	-	-	-	-	1,500
6418 Equip Repairs & Maint	17,884	10,757	17,750	17,750	17,750
6425 CEA Equip. Rental	538,838	618,049	650,272	650,272	710,149
6431 Interpreter Services	1,552	1,983	1,900	1,900	1,950
6444 Witness Fees	799	921	1,025	1,025	1,025
6502 Rental	-	1,350	1,854	1,854	1,896
6599 Other Contracts/Obligations	13,694	24,296	22,200	22,200	22,200
Total Expense	$ 970,083	$ 1,125,038	$ 1,125,326	$ 1,145,118	$ 1,220,313

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Miscellaneous equipment

Operational Services	
Radio communication upgrade (antennae, receivers, transmitters, additional channels, etc.)	$ 40,000
Bike patrol, accident investigation	3,550
Tape recorders	2,500
Preliminary Breath Test units (PBT)	3,500
Taser Replacements	13,000
Speed Monitoring Trailers	7,000
Radio auxiliary batteries	4,000
EOC, Emergency Vests	2,000
Special Weapons and Response Team	
Helmets, ballistic shields	8,000
	$ 83,550

Miscellaneous supplies

MVC, tapes, Taser	$ 4,000
Explorers, Speedwatch	3,500
SWAT, Crash, Bike Teams	4,000
AED, first responder	1,600
Flares, traffic supplies	2,000
Bloodborne Pathogens	1,500
	$ 16,600

Equipment Repairs & Maint.

Speed detection devices	$ 1,000
Radios, antennas, etc.	10,000
EOC, SWAT	2,250
Tasers, PBTs, Bikes	2,500
In-squad video cameras	2,000
	$ 17,750

Other Contracts & Obligations

OMVWI blood draws, subpoena cancellations	$ 18,000
Incarceration fees	2,000
Telemessaging service, night vision equip (SWAT)	700
Records requests	1,000
Biohazard cleaning	500
	$ 22,200

CITY OF APPLETON 2008 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:

Appleton has a speeding problem, especially in school crossing zones. One of the documented ways to address speeding (especially in residential neighborhoods) is via the use of a speed trailer, which provides documentation of the problem (i.e., average speed over a given time, maximum speed recorded, etc.) in addition to increasing drivers' awareness of their speed. Further, it allows the city in general (Mayor, Council, PD) to be responsive to community concerns without using personnel time. It is expected that use of the speed trailers in school zones will increase drivers' awareness and reduce average speeds without resulting in an increase in the moving violations indicator below.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Promote safety at guarded crossings					
# of crossing guard complaint forms processed for moving violations and parking violations	25	29	25	25	25
Strategic Outcomes					
Safety awareness in school zones					
# of accidents at guarded crossings	New measure	→		0	0
Work Process Outputs					
Provide safety education at busy intersections					
# of classes given to students	10	15	15	15	15
# of students in attendance	480	686	600	700	700
Provide assistance at controlled intersections					
Avg. # of students crossing at guarded intersections p/day	2,964	2,483	3,100	2,500	2,500

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Crossing Guards **Business Unit 17522**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5035 Other Reimbursements	$ -	$ 3,400	$ 3,600	$ 3,600	$ 3,600
Total Revenue	$ -	$ 3,400	$ 3,600	$ 3,600	$ 3,600
Expenses					
6101 Regular Salaries	$ -	$ 1,872	$ -	$ -	$ -
6107 Temp. Full - Time	133,445	136,066	151,513	151,513	154,216
6150 Fringes	20,611	19,175	22,180	22,180	21,629
6323 Safety Supplies	1,159	815	1,150	1,150	800
Total Expense	$ 155,215	$ 157,928	$ 174,843	$ 174,843	$ 176,645

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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.)

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Provide greater access to police services					
Avg. # of CSO hours p/month	New measure	1,516	1,610	1,600	1,600
Strategic Outcomes					
Reduced cost of providing police services					
CSO vs. officer for special events	$ 9,802	$ 11,602	$ 11,500	$ 11,600	$ 11,600
Work Process Outputs					
Increase number of patrols					
# of ramp patrols	643	491	600	500	500
# of park patrols	8,167	6,994	6,500	6,500	6,500
Service provided by CSO vs. Officer					
# of offenses - animal	2,049	2,287	2,000	2,250	2,250
# of offenses - parking	2,028	2,141	1,700	1,700	1,700
# of offenses - bike	N/A	N/A	300	300	300
# of abandoned vehicle complaints	391	288	375	300	300

N/A = not available. This indicator was previously combined with parking offenses.

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Community Services **Business Unit 17524**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4310 Dog Licenses	$ 21,531	$ 22,378	$ 30,000	$ 30,000	$ 30,000
4311 Cat Licenses	11,454	12,287	10,000	10,000	10,000
5035 Other Reimbursements	-	110	-	-	-
Total Revenue	$ 32,985	$ 34,775	$ 40,000	$ 40,000	$ 40,000
Expenses					
6101 Regular Salaries	$ 36,982	$ 36,953	$ 37,885	$ 37,885	$ 38,753
6104 Call Time	-	53	-	-	-
6105 Overtime	16,701	25,241	10,547	10,547	10,837
6108 Part-Time	171,306	183,702	215,928	215,928	223,088
6150 Fringes	40,173	40,557	49,060	49,060	51,541
6316 Miscellaneous Supplies	310	249	450	450	450
6320 Printing & Reproduction	-	1,719	1,750	1,750	1,300
6321 Clothing	504	1,477	1,000	1,000	1,400
6323 Safety Supplies	401	271	350	350	350
6327 Miscellaneous Equipment	494	560	725	725	725
6412 Advertising	-	-	275	275	-
6599 Other Contracts/Obligations	7,335	10,610	22,800	22,800	22,954
Total Expense	$ 274,206	$ 301,392	$ 340,770	$ 340,770	$ 351,398

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations	
Fox Valley Humane Association	$ 22,454
Wild Animal Service	500
	$ 22,954

CITY OF APPLETON 2008 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 changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Provide youth services					
# of youth with PSL mentors	255	301	200	250	250
Strategic Outcomes					
Increase quality of life for youth					
% of mentored youth that achieve positive outcomes	84%	92%	95%	95%	95%
Work Process Outputs					
Promote safety at schools					
# of assigned investigations	865	690	875	900	900
Provide law enforcement resources					
# of school committees with PSL's	90	95	80	80	80
# of social service comm. with PSL's	47	61	50	60	60
# of educational presentations to students/parents/school staff	112	363	250	250	250

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Police School Liaison **Business Unit 17531**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv. - Nontax	$ 3,248	$ 21,988	$ 25,000	$ 25,000	$ 25,000
4905 PSL Reimbursement	201,456	219,471	233,568	233,568	243,072
Total Revenue	$ 204,704	$ 241,459	$ 258,568	$ 258,568	$ 268,072
Expenses					
6101 Regular Salaries	$ 711,807	$ 745,553	$ 797,618	$ 797,618	$ 839,294
6104 Call Time	2,118	2,801	-	-	-
6105 Overtime	73,246	70,827	49,208	49,208	53,252
6150 Fringes	351,383	342,270	380,207	380,207	405,840
6316 Miscellaneous Supplies	469	928	950	950	950
Total Expense	$ 1,139,023	$ 1,162,379	$ 1,227,983	$ 1,227,983	$ 1,299,336

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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:

Provide major case investigative support to the districts
Conduct investigations in high tech crimes
Evaluate investigator's case review and reporting procedures
Support investigations with qualified forensic recovery and analysis

Major Program Changes:

Major changes include an increase of $8,500 to the equipment budget for the purchase of 3 digital cameras used for evidentiary photography. As part of a replacement program we will update digital equipment to keep up with technological advancements and maintain compliance with standards to ensure that our photographic evidence remains admissible in court.

This budget also includes $25,000 for the replacement of the Livescan AFIS Fingerprint System due to increased maintenance and a reduction in quality. The system captures information that is used to build the database for the local fingerprint system, but we are also bound by statute to fingerprint individuals that we arrest.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Provide requests for information					
% of discovery requests processed within 10 work days	100%	100%	100%	100%	100%
Strategic Outcomes					
Compliance with accreditation standards					
# of audits completed	2	2	2	2	2
% of evidence & property maintained appropriately	100%	100%	100%	100%	100%
Work Process Outputs					
Improve process time of information					
# of discovery requests	300	365	350	350	400
# of evidence & property maintained	10,000	12,000	12,000	12,600	13,000
Provide investigative forensic analysis to officers					
# of crime scenes processed	186	172	130	150	150
# of crime lab submissions	140	142	150	150	150

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Adult Investigations **Business Unit 17532**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 658,000	$ 680,855	$ 709,981	$ 706,481	$ 717,541
6104 Call Time	7,598	8,197	-	-	-
6105 Overtime	109,717	107,913	53,472	53,472	55,095
6108 Part-Time	18,646	13,769	16,921	16,921	18,309
6150 Fringes	339,555	319,618	339,703	339,703	354,889
6304 Postage\Freight	102	100	100	100	100
6316 Miscellaneous Supplies	1,400	1,319	1,500	1,500	1,500
6324 Medical\Lab Supplies	12,858	12,738	13,000	13,000	13,000
6327 Miscellaneous Equipment	1,641	1,397	1,500	1,500	10,000
6404 Consulting Services	6,250	3,440	6,000	6,000	6,000
6418 Equip Repairs & Maint	616	32	2,100	2,100	2,100
6443 Investigative Costs	2,373	1,095	7,500	7,500	7,500
6599 Other Contracts/Obligations	833	9,144	2,500	2,500	3,500
6804 Capital equipment	-	-	-	-	25,000
Total Expense	$ 1,159,589	$ 1,159,617	$ 1,154,277	$ 1,150,777	$ 1,214,534

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Medical/Lab Supplies	
Photo processing	$ 3,500
Film	2,000
Camera & video supplies	2,500
Evidence collection supplies	5,000
	$ 13,000
Miscellaneous Equipment	
Investigative Services	$ 1,500
Digital Evidentuary Cameras	8,500
	$ 10,000
Capital Equipment	
Fingerprint System	$ 25,000
	$ 25,000

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Patrol **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:

Maintain police service to ensure a safe and secure living environment

Facilitate the safe movement of vehicle and pedestrian traffic

Better inform and educate the community on crime prevention

Encourage community participation in crime prevention strategies

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community meetings held	5	9	5	3	5
# of interagency Neighborhood Teams	New measure	→		2	5
Strategic Outcomes					
Improve quality of life in the community					
# of Calls for Service	52,154	55,947	52,000	50,000	50,000
# of citizen initiated Calls for Service	33,575	33,318	30,000	30,000	30,000
# of officer initiated Calls for Service	18,447	21,535	20,000	20,000	20,000
Work Process Outputs					
Increase police services					
# of licensed premises inspections (4 times/year)	465	716	400	600	700
# of school zone contacts	797	870	750	750	750
# of traffic/non-traffic citizen contacts	16,315	18,135	16,000	16,220	16,300
# of false alarms	1,025	909	700	744	700

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

Patrol **Business Unit 17541**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 3,826,916	$ 4,004,410	$ 4,216,254	$ 4,216,254	$ 4,378,267
6104 Call Time	21,054	25,044	-	-	-
6105 Overtime	331,978	383,920	190,665	190,665	194,936
6150 Fringes	1,826,045	1,800,723	1,915,940	1,915,940	2,042,066
6316 Miscellaneous Supplies	690	2,039	2,450	2,450	2,500
6320 Printing & Reproduction	290	128	-	-	-
6413 Utilities	2,183	1,870	2,337	2,337	2,107
6502 Leases	1,000	1,000	1,000	1,000	1,000
Total Expense	$ 6,010,156	$ 6,219,134	$ 6,328,646	$ 6,328,646	$ 6,620,876

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	55,278	14,263.28	29,290	16,630	27,630	17,000-	17,000
Licenses	32,985	34,844.64	33,356	40,000	40,000	40,000-	40,000
Fines and Forfeitures	251,401	271,530.18	298,400	300,000	300,000	300,000-	300,000
Charges for Services	48,249	63,811.13	49,032	88,000	88,000	85,000-	85,000
Intergov. Charges for Service	235,887	229,367.88	214,498	233,568	233,568	243,072-	243,072
Other Revenues	9,444	60,337.50	18,522	39,820	42,562	27,600-	27,600
TOTAL REVENUES	633,244	674,154.61	643,098	718,018	731,760	712,672-	712,672
EXPENSES BY LINE ITEM							
Regular Salaries	6,824,768	7,063,067.70	6,684,812	7,836,618	7,833,118	8,117,057	8,117,057
Call Time	34,457	41,890.14	43,579	1,820	1,820	1,866	1,866
Overtime	667,523	760,250.88	657,145	428,364	439,364	427,955	427,955
Temp. Full-Time	137,796	136,811.60	123,203	151,513	151,513	154,216	154,216
Part-Time	225,466	232,921.63	232,335	272,796	272,796	284,598	284,598
Other Compensation	177,021	182,425.88	190,732	70,856	70,856	73,880	73,880
Shift Differential	13,255	13,522.46	13,016	0	0	0	0
Sick Pay	35,509	30,758.57	16,688	0	0	0	0
Vacation Pay	122,629	147,354.36	125,107	0	0	0	0
Fringes	3,497,755	3,383,650.65	3,183,333	3,706,121	3,706,121	3,912,725	3,897,301
Salaries & Fringe Benefits	11,736,179	11,992,653.87	11,269,950	12,468,088	12,475,588	12,972,297	12,956,873
Training & Conferences	63,415	90,303.59	55,660	70,000	69,500	70,000	70,000
Tuition Fees	10,912	8,485.05	3,507	15,000	15,000	15,000	15,000
Employee Recruitment	1,045	3,800.16	7,078	1,500	1,500	1,500	1,500
Parking Permits	360	372.00	372	372	372	372	372
Office Supplies	14,313	13,434.11	12,489	14,175	14,175	14,175	14,175
Subscriptions	2,643	1,627.70	2,224	1,733	1,733	2,192	2,192
Memberships & Licenses	3,265	2,908.59	2,486	3,040	2,940	3,146	3,146
Postage & Freight	125	174.56	46	175	175	175	175
Awards & Recognition	1,637	1,788.88	882	1,700	1,700	4,000	4,000
Building Maintenance/Janitor.	6,423	8,162.47	0	0	0	0	0
Food & Provisions	2,924	3,082.70	2,041	4,500	4,500	3,000	3,000
Leases	1,000	2,350.00	2,841	2,854	2,854	2,896	2,896
Rent	11,184	.00	0	0	0	0	0
Administrative Expense	119,246	136,489.81	89,626	115,049	114,449	116,456	116,456
Guns & Ammunition	21,602	21,086.42	26,514	25,650	28,219	25,650	25,650
Books & Library Materials	551	230.06	636	768	768	853	853
Miscellaneous Supplies	17,139	19,873.73	13,925	24,200	24,200	32,800	32,800
Printing & Reproduction	17,131	24,065.84	22,762	28,725	28,725	24,400	24,400
Clothing	18,253	20,749.15	33,857	20,360	20,360	22,400	22,400
Safety Supplies	1,560	1,086.05	1,070	1,500	1,500	1,150	1,150
Medical & Lab Supplies	12,858	12,738.28	12,212	13,000	13,000	13,000	13,000
Miscellaneous Equipment	43,817	120,797.73	55,636	91,775	99,672	124,275	108,275
Signs	2,729	.00	247	250	250	2,000	2,000
Supplies & Materials	135,640	220,627.26	166,859	206,228	216,694	246,528	230,528
Legal Fees	84	66.00	1,520	150	150	150	150
Consulting Services	7,310	3,440.00	6,166	6,000	6,000	7,500	7,500
Collection Services	3,552	3,572.00	3,049	3,500	3,500	3,600	3,600
Inspection Fees	657	697.80	19	895	895	895	895
Advertising	0	.00	0	275	275	0	0
Health Services	1,128	2,096.00	1,208	2,500	2,500	1,500	1,500
Interpreter Services	1,552	1,983.00	1,459	1,900	1,900	1,950	1,950
Snow Removal Services	3,130	965.83	0	0	0	0	0
Investigative Costs	2,373	1,095.12	654	7,500	7,500	7,500	7,500
Witness Fees	799	920.65	768	1,025	1,025	1,025	1,025
Other Contracts/Obligations	44,586	72,813.71	74,747	71,400	71,400	76,029	76,029
Purchased Services	65,171	87,650.11	89,590	95,145	95,145	100,149	100,149
Electric	55,589	62,985.90	57,330	63,372	63,372	72,407	72,407
Gas	23,865	22,184.11	20,284	25,427	25,427	25,012	25,012
Water	3,809	3,956.04	3,318	3,523	3,523	4,350	4,350

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Waste Disposal/Collection	1,858	2,225.72	1,496	1,644	1,644	2,222	2,222
Stormwater	2,077	2,787.99	2,305	2,586	2,586	3,064	3,064
Telephone	42,376	26,372.02	21,948	30,811	30,811	28,000	28,000
Cellular Telephone	33,422	30,485.15	30,792	33,300	33,300	33,300	33,300
Utilities	162,996	150,996.93	137,473	160,663	160,663	168,355	168,355
Janitorial Service	64,476	57,506.40	0	0	0	0	0
Building Repair & Maintenance	1,951	2,469.49	0	0	0	0	0
Equipment Repair & Maintenanc	22,901	14,135.62	14,641	24,180	24,180	24,200	24,200
Communications Equip. Repairs	886	1,145.00	0	1,000	1,000	1,000	1,000
Facilities Charges	10,152	57,068.78	98,558	162,262	162,262	146,382	146,382
CEA Equipment Rental	538,838	618,049.47	576,148	650,272	650,272	710,149	710,149
Repair & Maintenance	639,204	750,374.76	689,347	837,714	837,714	881,731	881,731
Machinery & Equipment	0	.00	0	0	0	25,000	25,000
Capital Expenditures	0	.00	0	0	0	25,000	25,000
TOTAL EXPENSES	12,858,436	13,338,792.74	12,442,845	13,882,887	13,900,253	14,510,516	14,479,092

CITY OF APPLETON 2008 BUDGET
POLICE DEPARTMENT

NOTES

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Police Grants

NOTES

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Police Grants **Business Unit 2250**

PROGRAM MISSION

This program accounts for the receipt of various law enforcement and public safety grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

Implement the TraCS (Traffic and Criminal Software) Program administered by the Wisconsin Department of Transportation. The importation of data from the TIME system will streamline the process when documents are downloaded.

Major program changes:

The TraCS mobile interface will allow officers to complete a traffic accident report, traffic citations and warning tickets using the Mobile Data Computer. This grant was awarded early in 2007 but completion of the project is dependant on the State receiving the necessary license for TraCS implemention, which has been delayed until December 2007. Completion of this project and receipt of the grant funds will not occur until 2008.

The 2007 budget consisted of a $84,186 grant from the COPS Secure Our School federal grant for the Appleton Area School District Project. The department was notified after adoption of the 2007 budget that the grant had not been awarded.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

Note: Since this program exists solely to account for receipt and expenditure of various law enforcement grants, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 105,000	$ -	$ 84,186	$ -	$ 20,000	-76.24%
Program Expenses		$ 153,136	$ 5,065	$ 84,186	$ -	$ 20,000	-76.24%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	65	-	-	-	N/A
Supplies & Materials		-	-	-	-	20,000	N/A
Purchased Services		100,000	5,000	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		53,136	-	84,186	-	-	-100.00%

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Police Grants **Business Unit 2250**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2008	Budget 2008
Revenues					
4210 Federal Grants	$ 105,000	$ -	$ 84,186	$ -	$ -
4224 State Grants	-	-	-	-	20,000
4710 Interest on Investments	-	-	-	-	-
Total Revenue	$ 105,000	$ -	$ 84,186	$ -	$ 20,000
Expenses					
6201 Training & Conferences	$ -	$ 65	$ -	$ -	$ -
6327 Equipment	-	-	-	-	20,000
6599 Other Contracts/Obligations	100,000	5,000	-	-	-
6803 Buildings	53,136	-	84,186	-	-
Total Expense	$ 153,136	$ 5,065	$ 84,186	$ -	$ 20,000

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Equipment	
Mobile Interface	$ 20,000
	$ 20,000

CITY OF APPLETON 2008 BUDGET
POLICE GRANTS
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	105,000	-	84,186	-	20,000
Interest Income	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	105,000	-	84,186	-	20,000
Expenses					
Program Costs	153,136	5,065	84,186	-	20,000
Total Expenses	153,136	5,065	84,186	-	20,000
Revenues over (under) Expenses	(48,136)	(5,065)	-	-	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	(48,136)	(5,065)	-	-	-
Fund Balance - Beginning	53,201	5,065	-	-	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 5,065	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Public Safety **Business Unit 4210**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various public safety investments.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Amount	Page
Pumper Replacement	450,000	Projects, Pg. 663
Portable Radio Replacement	307,500	Projects, Pg. 668
Total	$ 757,500	

Major program changes:

The budget for this capital projects fund fluctuates depending on the capital projects which are needed in any given year, their number, and their scale. The Police Station renovation project was budgeted in this fund for 2007. It is now budgeted in the Facilities and Construction Management capital projects fund.

PERFORMANCE INDICATORS

Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 9,425	$ 50,200	$ 20,544	$ 20,544	$ 9,001	-56.19%
Program Expenses		$ 244,859	$ 1,441,934	$ 1,600,269	$ 2,389,581	$ 757,500	-52.66%
Expenses Comprised Of:							
Personnel		-	-	45,269	45,269	-	-100.00%
Administrative Expense		2,973	-	-	-	-	N/A
Supplies & Materials		-	7,269	-	-	-	N/A
Purchased Services		-	156,931	1,125,000	1,676,127	-	-100.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		241,886	1,277,734	430,000	668,185	757,500	76.16%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Public Safety **Business Unit 4210**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ -	$ 20,937	$ -	$ -	$ -
4710 Interest on Investments	9,425	29,263	20,544	20,544	9,001
5035 Other Reimbursements	-	-	-	-	-
5910 Proceeds of Long-term Debt	1,748,518	680,000	1,545,000	1,545,000	728,300
5921 Trans In - General Fund	-	26,430	-	-	-
Total Revenue	$ 1,757,943	$ 756,630	$ 1,565,544	$ 1,565,544	$ 737,301
Expenses					
6101 Regular Salaries	$ -	$ -	$ 33,432	$ 33,432	$ -
6150 Fringes	-	-	11,837	11,837	-
6201 Training/Conferences	2,973	-	-	-	-
6327 Miscellaneous Equipment	-	7,269	-	-	-
6406 Architect Fees	-	156,931	1,125,000	1,676,127	-
6801 Land	-	-	-	-	-
6801 Land	-	-	300,000	300,000	-
6803 Buildings	241,886	1,277,734	-	58,185	-
6804 Equipment	-	-	130,000	310,000	757,500
7911 Trans Out - General Fund	-	-	-	-	-
Total Expense	$ 244,859	$ 1,441,934	$ 1,600,269	$ 2,389,581	$ 757,500

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Equipment

Scheduled replacement, 1989	
Pierce Arrow pumper	$ 450,000
Police portable radios	307,500
	$ 757,500

CITY OF APPLETON 2008 BUDGET
PUBLIC SAFETY
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Interest Income	$ 9,425	$ 29,263	$ 20,544	$ 37,000	$ 9,001
Other	-	20,937	-	-	-
Total Revenues	9,425	50,200	20,544	37,000	9,001
Expenses					
Program Costs	244,859	1,441,934	1,600,269	2,389,581	757,500
Total Expenses	244,859	1,441,934	1,600,269	2,389,581	757,500
Revenues over (under) Expenses	(235,434)	(1,391,734)	(1,579,725)	(2,352,581)	(748,499)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	1,748,518	680,000	1,545,000	1,545,000	728,300
Operating Transfers In	-	26,430	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	1,748,518	706,430	1,545,000	1,545,000	728,300
Net Change in Equity	1,513,084	(685,304)	(34,725)	(807,581)	(20,199)
Fund Balance - Beginning	-	1,513,084	827,780	827,780	20,199
Fund Balance - Ending	$ 1,513,084	$ 827,780	$ 793,055	$ 20,199	$ -

CITY OF APPLETON 2008 BUDGET

FIRE DEPARTMENT

Fire Chief: Neil A. Cameron

Deputy Chief of Operations: Eugene R. Reece, Jr.

Deputy Chief of Prevention and Logistics: Bruce J. Hannigan

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

MISSION STATEMENT

In partnership with the community, the Appleton Fire Department protects and preserves lives and property from the adverse effects of fires and dangerous conditions through prevention, education, rescue, and response.

DISCUSSION OF SIGNIFICANT 2007 EVENTS

The department has been working with the Technology Services Department to conduct modeling trials to identify preferred locations for fire stations to address growth on the north and south sides of Appleton and is looking for ways to maximize our existing human resources. The department is reviewing the current facility locations due to the department's inability to meet the existing response time goals to emergency incidents. There have been discussions with surrounding municipalities regarding fire stations located at the far boundaries of the City in an effort to open dialogue on joint planning of facility location to avoid decisions and recommendations being made that could unintentionally limit future potential joint ventures. Those discussions have also included employee representatives from the agencies.

An internal team of employees developed vehicle specifications for the alternate response vehicle. The alternate response vehicle will allow cross-staffing on the south side of the City for responding to medical calls and vehicle fires. Cross-staffing is a situation where one response crew may choose between two different response vehicles based on whichever vehicle is more appropriate for the specific incident. The contract to construct the vehicle has been awarded and delivery is anticipated in September.

The department continues to work with Outagamie County and surrounding fire departments on the implementation of a fire records management system which will be compatible with FoxComm partners and state and national reporting standards. The system will enhance the department’s ability to accurately record and report emergency response data to both State and federal authorities and will bring us to a point where we can develop more accurate comparative data with other fire departments both locally and nationally. The system will allow us to continue to move towards paperless inspections and reduced duplication of report handling. The department began utilizing the records management system on 1/1/07 to record both fire and EMS incidents. It is anticipated the department will transition over to the inspection module of the records management system during the latter half of 2007 and early part of 2008. As with any new system, it is expected that there will be on-going work throughout 2007 and beyond to enhance the program based upon experience and user feedback.

The Resource Development Division continues to enhance the department's knowledge of specialized emergency response incidents including structural collapse and confined space incidents. Mutual aid agreements have been finalized with fire departments from the cities of Oshkosh, Green Bay, and Neenah-Menasha to facilitate joint response to significant structural collapse incidents. A significant amount of time has been devoted to working with regional communities seeking cooperative opportunities. On-going discussion and training is taking place on water rescue emergencies with the Outagamie County Sheriff's Department.

The department filled the vacant Deputy Chief of Prevention and Logistics position in February, 2007. This position will oversee the Prevention and Technical Services Division. The Prevention Division is working to update the existing municipal fire code. The Fire Protection Engineer has taken on the responsibility of plan review. Three prevention staff members are attending a building inspector certification course to enhance their knowledge of the building code.

Planning is underway to address the major impact to emergency response effectiveness that will result from the reconstruction of the College Avenue bridge in 2008/2009.

The department has contracted with a vendor to install a muted dispatch system as a result of a recommendation brought forth from the department Safety Committee. In the near future, the department will proceed with plans to install automatic vehicle location/advanced tactical mapping mobile (AVL/ATMM) equipment in all front line apparatus to enable closest unit dispatch.

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

MAJOR 2008 OBJECTIVES

Through strong partnerships with neighboring municipalities, the Appleton Fire Department enhances the safety and quality of life in our regional community. We pursue excellence and embrace diversity in thought, strategy, and staff in order to meet the changing needs of those we serve.

The department is responsible for saving lives and protecting property as described in our vision and mission statements. The historical role of the Fire Department is evolving to improve awareness of all facets of life safety. The department continues to be challenged by shrinking resources and increasing diversity of customer needs.

In 2008, the Appleton Fire Department will strive to meet the following City of Appleton's goals:

Improve an awareness of changing community needs and diverse community populations and their effect on our levels of service and programs

Maintain identified levels of service in a cost-effective manner by providing quality programs to our community

Provide a quality work environment which both encourages and enhances employee participation and growth

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

Continue the implementation of the records management system as provided by Outagamie County

Implement the strategic initiatives identified in the department strategic plan

Maintain and enhance existing regional relationships.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 253,204	$ 284,204	$ 257,900	$ 257,985	$ 246,000	-4.61%
Program Expenses							
18010	Administration	577,910	604,407	612,849	621,434	645,924	5.40%
18021	Fire Suppression	6,272,357	6,484,507	7,007,647	7,014,463	7,348,263	4.86%
18022	Special Operations	114,692	120,630	126,900	126,900	133,839	5.47%
18023	Resource Devel.	226,789	217,952	220,361	220,361	235,946	7.07%
18031	Public Education	65,209	133,429	172,239	172,239	182,791	6.13%
18032	Fire Prevention	814,284	689,974	724,492	724,492	668,518	-7.73%
18033	Technical Services	517,872	458,994	591,314	595,525	531,847	-10.06%
TOTAL		$ 8,589,113	$ 8,709,893	$ 9,455,802	$ 9,475,414	$ 9,747,128	3.08%
Expenses Comprised Of:							
Personnel		7,976,308	8,110,636	8,601,461	8,601,461	8,948,486	4.03%
Administrative Expense		51,035	60,188	63,135	63,135	63,650	0.82%
Supplies & Materials		166,527	132,939	164,635	180,036	146,300	-11.14%
Purchased Services		31,622	31,268	37,100	37,100	35,900	-3.23%
Utilities		116,170	121,638	128,918	128,918	144,475	12.07%
Repair & Maintenance		247,451	253,224	445,553	449,764	408,317	-8.36%
Capital Expenditures		-	-	15,000	15,000	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		102.00	102.00	101.00	101.00	101.00	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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:

Identify currently provided service levels and evaluate their effectiveness and customer value
Address service needs created by continued growth north of U.S. Hwy. 41 and south of CTH KK
Plan and prepare operational and capital budgets
Maintain staffing levels as detailed in the table of organization and approved by the Common Council
Continue the development of joint service opportunities and regional relationships with neighboring fire departments
Enhance internal and external communications and working relationships
Implement new records management system for improved reporting capabilities.

Major Program Changes:

There is a decrease of $15,000 in fire insurance due revenue for 2008. This is a result of a decrease in the allotment distributed by the Department of Commerce and is consistent with the 2007 payment ($143,090).

The increase in utilities ($15,557) is due mainly to an anticipated 12% increase in electricity costs.

The decrease in health services (-$1,200) is due to the consolidation of all health service costs in the Suppression (18021) budget.

Tuition fees have been eliminated from this program (-$1,500).

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
Avg first-in response time (minutes)	4.1	4.2	4.0	4.0	4.0
Strategic Outcomes					
Lives and property protected					
Fires per 1,000 residents	1.7	1.6	0.0	1.0	0.0
% of $ loss in:					
inspected vs	12%	29%	25%	25%	25%
non-inspected	88%	71%	75%	75%	75%
Work Process Outputs					
Enhance internal communications					
# of employee, department, union-management meetings	New measure	53	50	50	50
Enhance regional relationships					
# of meetings and activities with regional partners	New measure	46	20	20	20

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

Administration **Business Unit 18010**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4226 Fire Insurance Dues	$ 150,361	$ 160,472	$ 160,000	$ 160,000	$ 145,000
5005 Sale of City Prop - Tax	-	122	-	-	-
5011 Misc Revenue - Tax	-	286	-	-	-
5020 Donations & Memorials	100	-	-	85	-
5035 Other Reimbursements	1,607	-	-	-	-
Total Revenue	$ 152,068	$ 160,880	$ 160,000	$ 160,085	$ 145,000
Expenses					
6101 Regular Salaries	$ 293,099	$ 310,261	$ 310,653	$ 310,653	$ 322,917
6105 Overtime	2,105	4,336	500	500	535
6150 Fringes	123,170	120,505	128,122	128,122	136,228
6201 Training\Conferences	4,411	4,863	5,500	5,500	5,500
6204 Tuition Fees	780	1,145	1,500	1,500	-
6206 Parking Permits	720	-	-	-	-
6301 Office Supplies	2,875	5,200	4,500	4,500	4,500
6302 Subscriptions	259	-	300	300	300
6303 Memberships & Licenses	677	680	700	700	700
6304 Postage\Freight	-	194	200	200	200
6305 Awards & Recognition	-	1,233	1,000	1,000	1,000
6307 Food & Provisions	711	1,833	1,000	1,000	1,000
6315 Books & Library Materials	488	635	400	400	400
6316 Miscellaneous Supplies	22	885	500	500	500
6320 Printing & Reproduction	6,295	8,801	6,750	6,750	7,500
6321 Clothing	1,225	1,449	-	-	-
6327 Miscellaneous Equipment	15,221	7,986	10,000	18,585	9,000
6404 Consulting Services	822	630	2,500	2,500	2,500
6407 Collection Services	1,341	1,438	1,500	1,500	1,500
6408 Contractor Fees	628	977	1,000	1,000	1,000
6412 Advertising	1,156	2,028	-	-	-
6413 Utilities	116,170	121,638	128,918	128,918	144,475
6418 Equip Repairs & Maint	-	-	500	500	-
6425 CEA Equip. Rental	4,743	5,672	5,606	5,606	6,169
6430 Health Services	992	2,018	1,200	1,200	-
Total Expense	$ 577,910	$ 604,407	$ 612,849	$ 621,434	$ 645,924

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

Fire Suppression **Business Unit 18021**

PROGRAM MISSION

To meet the needs of our community and enhance the quality of life of our citizens and visitors by providing a safe, healthy, and accepting environment through emergency and non-emergency response.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "…. 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 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
Utilize data gathered from department records, automated external defibrillator (AED) information, Gold Cross Ambulance records, and hospital information to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital
Identify and develop employee safety programs, practices, and training for reducing the impact of lost time work-related injuries
Plan emergency response for the College Avenue bridge construction project.

Major Program Changes:

The increase in salaries and fringe benefit costs is due to the implementation of specialty pay for operations personnel, as well as a reallocation of personnel costs from the Fire Prevention (18021) budget which resulted from the reorganization.

There is an increase in CEA operations and maintenance costs to address the operating costs of the alternate response vehicle for the full year.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	67%	62%	90%	70%	90%
Strategic Outcomes					
Enhance community safety					
Fire loss	$ 276,948	$ 1,283,991	$ 500,000	$ 500,000	$ 500,000
Number of fire-related deaths	0	0	0	1	0
Work Process Outputs					
Calls responded to					
# of emergency calls	2,511	2,439	2,500	2,500	2,500
# of non-emergency calls	637	572	600	600	600
Reduction in lost time work-related injuries					
# of lost time days	12	108	0	0	0

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

Fire Suppression **Business Unit 18021**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ -	$ 28,437	$ -	$ -	$ -
4801 Charges for Serv. - Tax	-	6,479	5,000	5,000	5,000
4802 Charges for Serv. - Nontax		$ 976			
Total Revenue	$ -	$ 35,892	$ 5,000	$ 5,000	$ 5,000
Expenses					
6101 Regular Salaries	$ 4,126,599	$ 4,290,064	$ 4,715,566	$ 4,715,566	$ 4,925,602
6104 Call Time	1,386	2,195	-	-	-
6105 Overtime	127,015	233,297	59,200	59,200	60,768
6150 Fringes	1,774,981	1,733,756	1,959,932	1,959,932	2,097,617
6201 Training\Conferences	15,322	16,280	16,000	16,000	16,000
6204 Tuition Fees	2,224	2,228	2,325	2,325	2,325
6304 Postage/Freight	11	-	-	-	-
6306 Building Maint./Janitorial	4,504	3,128	3,300	3,300	3,300
6315 Books & Library Materials	234	690	-	-	-
6316 Miscellaneous Supplies	2,300	1,312	2,500	2,500	2,500
6321 Clothing	25,817	15,936	20,000	24,316	20,000
6322 Gas Purchases	-	51	-	-	-
6324 Medical\Lab Supplies	2,992	1,102	1,500	1,500	1,500
6327 Misc. Equipment	-	-	10,000	12,500	-
6425 CEA Equip. Rental	171,173	169,826	197,324	197,324	198,651
6430 Health Services	17,799	14,642	20,000	20,000	20,000
Total Expense	$ 6,272,357	$ 6,484,507	$ 7,007,647	$ 7,014,463	$ 7,348,263

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
First responder recertification	$ 3,300
Advanced extrication training	4,000
Officer and command staff training	2,000
Fire department instructor's training	3,000
General firefighting training	2,200
Swiftwater training	1,500
	$ 16,000
Clothing	
Protective clothing (turnout gear, boots, helmets, gloves)	$ 16,500
Dress uniforms and intern clothing	2,000
Badges, hardware, etc.	1,500
	$ 20,000
Health Services	
NFPA-compliant physicals	$ 20,000
	$ 20,000

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

Special Operations **Business Unit 18022**

PROGRAM MISSION

For the benefit of the Appleton community, contracted jurisdictions, and our environment, we will protect life and property by promoting educational and preventive measures and respond to situations that require specialty skilled services.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide for local and county hazardous materials response in jurisdictions as defined by the contract

Seek grant opportunities for equipment and training available through local and State organizations

Maintain necessary equipment and skill levels for local and county incidents

Participate on the county Local Emergency Planning Committee

Develop a partnership with Winnebago County

Provide specialized emergency response to include: emergency medical care, local hazardous materials response, confined space rescue, water rescue, and structural collapse response

Major Program Changes:

$2,500 is included in salaries for hazmat specialty pay. This was a negotiated benefit as part of the department reorganization. An additional $5,300 related to Hazmat "Level A" is included in the Hazmat Special Revenue budget (2090).

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
% of satisfactory post-incident critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
# of civilian injuries	0	1	0	0	0
Work Process Outputs					
Educational programs delivered					
# of outreach programs delivered	12	13	10	10	10
# of assists given	10	9	10	10	10
# of specialty training hours	New measure	3,790	3,800	3,800	3,800
Program funding					
# of grant applications completed	3	3	2	2	2
# of grants received	2	3	2	2	2

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

Special Operations **Business Unit 18022**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ 19,804	$ -	$ 20,000	$ 20,000	$ 20,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4807 Incineration Fees	20,360	20,582	19,000	19,000	19,000
Total Revenue	$ 47,664	$ 28,082	$ 46,500	$ 46,500	$ 46,500
Expenses					
6101 Regular Salaries	$ 56,667	$ 60,497	$ 62,564	$ 62,564	$ 66,455
6104 Call Time	104	55	-	-	-
6105 Overtime	1,668	5,137	5,002	5,002	5,098
6150 Fringes	24,685	24,894	26,834	26,834	29,786
6327 Miscellaneous Equipment	24,899	23,356	25,000	25,000	25,000
6407 Collection Services	6,669	6,691	7,500	7,500	7,500
Total Expense	$ 114,692	$ 120,630	$ 126,900	$ 126,900	$ 133,839

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment

Authorized Equipment (protective clothing, monitoring equipment, research equipment, etc.) through the:	
Outagamie County Grant	$ 12,500
Calumet County Grant	12,500
	$ 25,000

CITY OF APPLETON 2008 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:

Provide 100% of federal and state mandatory classes that apply to the Fire Department

Investigate and encourage attendance at specialized training to expand personal growth and development

Facilitate and coordinate the Safety Committee meetings for the Appleton Fire Department to promote health and safety among the department employees

Provide training for all personnel on assessing fire conditions through smoke development and color change

Provide advanced driver training

Provide initial tactical decision-making training

Provide updated training to address hybrid vehicles

Major Program Changes:

The increase in tuition fees ($1,000) represents tuition costs associated with a program manager attending a fire science BS degree program at UW-Oshkosh.

The increase in miscellaneous equipment ($2,500) is due to the reallocation of funds from the Technical Services (18033) budget to this budget. The additional funding will be used to replace a few pieces of physical conditioning equipment and allow the department to set up a replacement schedule for this equipment.

PERFORMANCE INDICATORS

		Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts						
Trained personnel that meet requirements						
% of employees	Firefighter:	100%	100%	100%	100%	100%
trained as required	Driver:	100%	100%	100%	100%	100%
by classification	Officer:	100%	100%	100%	100%	100%
Strategic Outcomes						
Enhanced community safety						
% of fires contained to room/area of origin in residential structures		97%	93%	100%	100%	100%
Work Process Outputs						
Educational programs delivered						
Average # of hours of training per employee		127	137	130	130	130

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

Resource Development **Business Unit 18023**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 150,642	$ 142,036	$ 145,133	$ 145,133	$ 151,350
6104 Call Time	4	-	-	-	-
6105 Overtime	4,589	9,388	4,166	4,166	6,536
6150 Fringes	61,884	54,256	57,343	57,343	61,362
6201 Training\Conferences	216	3,160	3,000	3,000	2,000
6204 Tuition Fees	-	1,857	1,000	1,000	2,000
6301 Office Supplies	37	26	-	-	-
6303 Memberships & Licenses	315	-	400	400	400
6315 Books & Library Materials	2,231	1,721	2,000	2,000	2,000
6316 Miscellaneous Supplies	1,708	1,737	1,800	1,800	1,800
6323 Safety Supplies	738	488	500	500	500
6327 Miscellaneous Equipment	2,618	2,226	2,500	2,500	5,000
6418 Equip Repairs & Maint	-	30	-	-	-
6425 CEA Equip. Rental	1,807	1,027	2,519	2,519	2,998
Total Expense	$ 226,789	$ 217,952	$ 220,361	$ 220,361	$ 235,946

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

Public Education **Business Unit 18031**

PROGRAM MISSION

For the benefit of the Appleton community, in order 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:

Develop, implement, coordinate, and evaluate life safety programs designed to meet community needs of our community's diverse populations

Review the effectiveness, viability and future of the "Firewise" juvenile firesetter referral program

Serve as department liaison/coordinator between schools, community organizations, and Fire Department staff

Provide public information at emergency incidents and throughout the year

Define media relationship strategy as method/vehicle to communicate prevention messages

Major Program Changes:

Due to changes in to the child passenger safety seat certification process, a number of line items have been increased within this program to accommodate the increased costs associated with training, certification fees and educational materials. Specifically, the following line items increased: training ($1,100); subscriptions ($465); memberships and licenses ($550); books and library materials ($365), and miscellaneous supplies ($150).

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Educational programs that meet citizen's needs					
Percent of customers surveyed who are satisfied or very satisfied with fire department services	99%	100%	100%	100%	100%
Percent of customers surveyed who are satisfied or very satisfied with child passenger safety services	98%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
Number of participants in educational programs	10,217	9,904	12,000	12,000	12,000
Number of special events	25	24	15	15	15
Work Process Outputs					
Juvenile Firesetter Program					
% of children referred to program per child set fires	100%	100%	100%	100%	100%

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

Public Education **Business Unit 18031**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5020 Donations & Memorials	$ -	$ 1,010	$ -	$ -	$ -
Total Revenue	$ -	$ 1,010	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 41,916	$ 82,534	$ 109,153	$ 109,153	$ 113,768
6104 Call Time	5	-	-	-	-
6105 Overtime	1,755	5,038	4,133	4,133	4,309
6150 Fringes	16,332	35,589	49,358	49,358	52,589
6201 Training\Conferences	219	1,642	1,400	1,400	2,500
6301 Office Supplies	5	-	100	100	
6302 Subscriptions	-	-	60	60	525
6303 Memberships & Licenses	100	-	100	100	650
6315 Books & Library Materials	-	134	135	135	500
6316 Miscellaneous Supplies	330	1,518	300	300	450
6320 Outside Printing	-	785	500	500	500
6323 Safety Supplies	3,887	6,189	6,000	6,000	6,000
6327 Miscellaneous Equipment	660	-	-	-	-
6412 Advertising/Publication	-	-	1,000	1,000	1,000
Total Expense	$ 65,209	$ 133,429	$ 172,239	$ 172,239	$ 182,791

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 services…"

Objectives:

Perform all state-mandated fire and life safety inspections in all buildings
Perform 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
Begin implementation of Premise (inspections) module of records management system

Major Program Changes:

The decrease in salaries and fringe benefit costs is due the reallocation of personnel costs to the Suppression (18021) budget which was a result of the department reorganization.

The increase in CEA costs is due to the department paying full replacement costs on 3 vehicles received in 2007. These vehicles replaced ones that were beyond their depreciated life, thus only the 10% replacement rate was being paid.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Enhanced community safety					
% of citizens surveyed receiving fire department services that indicate satisfied or very satisfied	97%	99%	100%	100%	100%
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
$ amount of losses for year	$ 276,948	$ 1,283,991	$ 500,000	$ 500,000	$ 500,000
Losses as % of assets protected	0.007%	0.033%	0.012%	0.012%	0.012%
Citizens with safer City environment					
% of schools meeting evacuation requirements	88%	88%	100%	100%	100%
Work Process Outputs					
Permit and license applications processed					
# of permits processed	749	728	500	500	500
# of licenses processed	257	214	200	200	200
% processed within 7 work days	96%	99%	100%	97%	100%
Fire detection and suppression plan review					
# of plans processed	New measure	121	130	130	130

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

Fire Prevention **Business Unit 18032**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ 9,017	$ 6,356	$ 6,500	$ 6,500	$ 6,000
4412 Tent Permits	1,169	1,340	1,000	1,000	1,000
4413 Burning Permits	22,075	24,295	20,000	20,000	22,000
4414 Firework Permits	300	200	300	300	100
4415 Tank Installation Permits	563	80	200	200	-
4416 Tank Removal Permits	435	1,080	500	500	250
4417 Storage of Flammable Liquids	160	120	250	250	150
4418 Plan Review Permit	675	1,150	500	500	500
4419 Tank Upgrade Permit	120	-	150	150	-
4805 Fire Extinguisher Training	435	943	1,000	1,000	500
4806 False Alarm Fees	8,975	13,500	9,000	9,000	10,000
4908 Misc. Intergov. Charges	9,548	9,276	7,000	7,000	9,000
Total Revenue	$ 53,472	$ 58,340	$ 46,400	$ 46,400	$ 49,500
Expenses					
6101 Regular Salaries	$ 534,757	$ 451,854	$ 485,219	$ 485,219	$ 440,869
6104 Call Time	5,261	4,502	-	-	-
6105 Overtime	23,395	33,151	17,159	17,159	17,523
6150 Fringes	236,243	185,726	206,292	206,292	192,006
6201 Training\Conferences	1,621	3,274	3,350	3,350	3,350
6301 Office Supplies	-	543	400	400	-
6302 Subscriptions	675	675	650	650	700
6303 Memberships & Licenses	290	225	150	150	500
6315 Books & Library Materials	312	619	300	300	300
6316 Miscellaneous Supplies	32	92	200	200	200
6320 Printing & Reproduction	345	954	900	900	900
6327 Miscellaneous Equipment	2,916	437	950	950	950
6425 CEA Equip. Rental	8,437	7,922	8,922	8,922	11,220
Total Expense	$ 814,284	$ 689,974	$ 724,492	$ 724,492	$ 668,518

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 and equipment, 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:

Provide and track all preventive, scheduled, and emergency maintenance on all apparatus and other equipment to meet applicable standards
Research, purchase, inventory, and distribute equipment needed by the Fire Department
Provide 24-hour emergency service for all equipment and apparatus
Enhance and maintain the asset management system
Develop a quality assurance program for equipment and vehicles
Maintain emergency vehicle technician certification

Major Program Changes:

The reduction in facilities charges (-$43,083) is due to an anticipated decrease in the amount of time spent by Facilities Management Department (FMD) staff in maintaining Fire Department facilities. The anticipated decrease is based on the amount of time spent on site during the first 6 months of 2007. It is expected that this trend will continue in 2008.

The vehicle maintenance costs include a phased upgrade to vehicle generators to reduce maintenance costs and assure availability of emergency response units. The current generators require several hours of maintenance per year due to their design which require them to be constantly operating. We would like to replace two generators per year over the next two years with units that are "demand" style generators. These units do not require disassembly and lubrication thus reducing maintenance needs in the future.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Vehicles and equipment that meet customer needs					
% of vehicles passing annual service test the first time	100%	80%	100%	100%	100%
Strategic Outcomes					
Amount of down time on equipment and vehicles					
% of in-service vs. out-of-service	98.1%	99.3%	100%	99%	100%
Work Process Outputs					
Fleet records database management					
Average maint. cost by vehicle type:					
Large vehicles	$ 7,408	$ 5,977	$ 4,200	$ 4,200	$ 4,200
Small vehicles	$ 1,474	$ 1,315	$ 1,000	$ 1,000	$ 1,000

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

Technical Services **Business Unit 18033**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 251,298	$ 220,558	$ 176,300	$ 176,300	$ 179,835
6104 Call Time	10	193	-	-	-
6105 Overtime	5,098	9,310	2,860	2,860	3,133
6150 Fringes	111,638	91,505	75,972	75,972	80,200
6201 Training\Conferences	721	1,270	1,000	1,000	1,000
6303 Memberships & Licenses	-	-	200	200	200
6304 Postage/Freight	100	5	-	-	-
6306 Building Maint./Janitorial	14,242	10,726	15,000	15,000	15,000
6308 Landscape Supplies	252	632	500	500	750
6309 Shop Supplies & Tools	2,769	2,858	2,000	2,000	2,000
6310 Chemicals	4,224	2,757	4,000	4,000	3,750
6311 Paint & Supplies	576	990	-	-	-
6316 Miscellaneous Supplies	1,978	1,587	2,500	2,500	2,250
6322 Gas Purchases	1,325	1,754	1,800	1,800	1,800
6325 Construction Materials	4,761	3,506	750	750	750
6326 Vehicle & Equipment Parts	20,082	24,314	22,000	22,000	24,500
6327 Miscellaneous Equipment	35,290	15,439	38,350	38,350	25,000
6409 Inspection Fees	2,217	2,844	2,400	2,400	2,400
6416 Build Repairs & Maint	16,417	29,856	-	-	-
6417 Vehicle Repairs & Maint	22,965	15,486	16,000	16,000	18,000
6418 Equip Repairs & Maint	8,369	7,706	8,500	8,500	8,500
6419 Communication Eq. Repairs	5,268	4,027	9,000	13,211	9,000
6420 Facilities charges	3,835	7,259	192,128	192,128	149,045
6425 CEA Equip. Rental	4,437	4,412	5,054	5,054	4,734
6804 Equipment	-	-	15,000	15,000	-
Total Expense	$ 517,872	$ 458,994	$ 591,314	$ 595,525	$ 531,847

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Building Maintenance/Janitorial	
Station cleaning supplies	$ 5,500
Vehicle wash supplies	2,500
Cleaning equipment	2,000
Paper products	2,500
Textiles contract	2,500
	$ 15,000

Miscellaneous Equipment	
Preemption equipment	$ 5,000
Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	9,000
Fill enclosure for SCBA bottles at FS #6	7,500
Miscellaneous station equipment	3,500
	$ 25,000

Vehicle & Equipment Parts	
Body parts	$ 2,000
Brake parts	4,500
Engine parts	4,000
Small equipment parts	5,000
Electrical parts	3,000
Miscellaneous parts	6,000
	$ 24,500

Vehicle Repairs & Maint	
Body repairs	$ 5,000
Tire service	3,000
Suspension repairs	4,000
Generator upgrades	6,000
	$ 18,000

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	186,683	202,764.99	224,845	194,000	194,000	178,500-	178,500
Permits	25,497	28,265.00	30,280	22,900	22,900	24,000-	24,000
Charges for Services	29,770	42,479.90	32,862	34,000	34,000	34,500-	34,500
Intergov. Charges for Service	9,548	9,276.25	8,823	7,000	7,000	7,500-	9,000
Other Revenues	1,707	1,418.22	3,144-	0	85	0	0
TOTAL REVENUES	253,205	284,204.36	293,666	257,900	257,985	244,500-	246,000
EXPENSES BY LINE ITEM							
Regular Salaries	5,296,938	5,389,865.56	5,199,847	6,004,588	6,004,588	6,206,096	6,200,796
Labor Pool Allocations	0	.00	0	0	0	60,768	0
Unallocated Labor	0	.00	0	0	0	2,107,601	0
Call Time	6,770	6,945.04	8,001	0	0	0	0
Overtime	165,625	299,656.76	279,866	93,020	93,020	37,134	97,902
Other Compensation	60,402	59,440.57	34,682	0	0	0	0
Sick Pay	20,960	17,263.69	6,966	0	0	0	0
Vacation Pay	76,677	91,233.99	74,784	0	0	0	0
Fringes	2,348,935	2,246,230.36	2,168,597	2,503,853	2,503,853	554,813	2,649,788
Salaries & Fringe Benefits	7,976,307	8,110,635.97	7,772,743	8,601,461	8,601,461	8,966,412	8,948,486
Training & Conferences	22,511	30,489.15	21,006	30,250	30,250	30,350	30,350
Tuition Fees	3,004	5,229.65	2,650	4,825	4,825	4,325	4,325
Parking Permits	720	.00	0	0	0	0	0
Office Supplies	2,917	5,769.39	4,335	5,000	5,000	4,500	4,500
Subscriptions	934	675.00	948	1,010	1,010	1,525	1,525
Memberships & Licenses	1,382	905.00	1,479	1,550	1,550	2,450	2,450
Postage & Freight	111	199.40	25	200	200	200	200
Awards & Recognition	0	1,233.24	798	1,000	1,000	1,000	1,000
Building Maintenance/Janitor.	18,746	13,854.35	13,684	18,300	18,300	18,300	18,300
Food & Provisions	711	1,833.02	707	1,000	1,000	1,000	1,000
Administrative Expense	51,036	60,188.20	45,632	63,135	63,135	63,650	63,650
Landscape Supplies	252	631.73	344	500	500	750	750
Shop Supplies & Tools	2,769	2,857.80	1,820	2,000	2,000	2,000	2,000
Chemicals	4,223	2,757.02	1,750	4,000	4,000	4,000	3,750
Paint & Supplies	576	989.99	0	0	0	0	0
Books & Library Materials	3,265	3,797.95	3,124	2,835	2,835	3,200	3,200
Miscellaneous Supplies	6,371	7,131.07	5,642	7,800	7,800	7,950	7,700
Printing & Reproduction	6,640	10,540.91	7,660	8,150	8,150	8,900	8,900
Clothing	27,042	17,384.66	13,310	20,000	24,316	20,000	20,000
Gas Purchases	1,325	1,804.59	834	1,800	1,800	1,800	1,800
Safety Supplies	4,625	6,677.59	5,571	6,500	6,500	6,500	6,500
Medical & Lab Supplies	2,992	1,102.33	1,826	1,500	1,500	1,500	1,500
Construction Materials	4,760	3,506.08	37	750	750	750	750
Vehicle & Equipment Parts	20,082	24,313.69	22,852	22,000	22,000	24,500	24,500
Miscellaneous Equipment	81,605	49,443.12	52,069	86,800	97,885	64,950	64,950
Supplies & Materials	166,527	132,938.53	116,839	164,635	180,036	146,800	146,300
Consulting Services	823	630.00	2,772	2,500	2,500	4,000	2,500
Collection Services	8,011	8,129.10	6,244	9,000	9,000	9,000	9,000
Contractor Fees	625	977.05	398	1,000	1,000	1,000	1,000
Inspection Fees	2,217	2,843.75	2,003	2,400	2,400	2,400	2,400
Advertising	1,156	2,027.58	3,729	1,000	1,000	1,000	1,000
Health Services	18,791	16,660.05	8,837	21,200	21,200	20,000	20,000
Purchased Services	31,623	31,267.53	23,983	37,100	37,100	37,400	35,900
Electric	43,666	51,062.06	52,788	53,679	53,679	64,354	64,354
Gas	40,460	41,742.50	40,940	43,855	43,855	49,371	49,371
Water	6,803	6,871.52	6,822	7,500	7,500	7,250	7,250
Waste Disposal/Collection	2,536	2,575.63	2,281	2,500	2,500	2,500	2,500
Stormwater	5,374	7,359.76	7,622	6,850	6,850	7,500	7,500
Telephone	12,494	5,466.54	6,437	9,034	9,034	7,000	7,000
Cellular Telephone	4,838	6,560.46	4,888	5,500	5,500	6,500	6,500

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Utilities	116,171	121,638.47	121,778	128,918	128,918	144,475	144,475
Building Repair & Maintenance	16,417	29,856.00	0	0	0	0	0
Vehicle Repair & Maintenance	22,965	15,485.81	3,519	16,000	16,000	18,000	18,000
Equipment Repair & Maintenanc	8,369	7,736.35	3,011	9,000	9,000	8,500	8,500
Communications Equip. Repairs	5,268	4,026.93	7,796	9,000	13,211	9,000	9,000
Facilities Charges	3,835	7,259.02	97,643	192,128	192,128	149,045	149,045
CEA Equipment Rental	190,597	188,859.76	170,315	219,425	219,425	228,772	223,772
Repair & Maintenance	247,451	253,223.87	282,284	445,553	449,764	413,317	408,317
Machinery & Equipment	0	.00	17,400	15,000	15,000	0	0
Capital Expenditures	0	.00	17,400	15,000	15,000	0	0
TOTAL EXPENSES	8,589,115	8,709,892.57	8,380,659	9,455,802	9,475,414	9,772,054	9,747,128

CITY OF APPLETON 2008 BUDGET
FIRE DEPARTMENT

NOTES

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS
Hazardous Materials, Level "A"

NOTES

CITY OF APPLETON 2008 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:

The Cities of Appleton and Oshkosh provide haz-mat 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, and providing an adequate number of trained, medically monitored, competent and supervised personnel.

Major program changes:

The 2007 amended budget column contains $166,755 of revenues and expenditures associated with the receipt of a grant from the State for training and response to structural collapse. The grant covers a regional area which includes Appleton, Oshkosh, Neenah-Menasha and Green Bay. The City of Appleton facilitates the purchase of the response equipment region-wide which is distributed to the appropriate municipality. For 2007, equipment (tow vehicle, response trailers, personal protective equipment, air bags, various structural collapse tools, etc.) has been ordered and hopefully will be received prior to year end. There are no additional grant funds budgeted in 2008.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Protect life and property against the dangers of emergencies including hazardous materials					
% of responses adequately staffed, as defined above	100%	100%	100%	100%	100%
Strategic Outcomes					
Protect life and property against the dangers of emergencies including hazardous materials					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
# of responses	0	2	0	0	0
# of outreach programs delivered	11	7	10	10	10
# of sub-grant applications completed	1	0	1	1	1
# of sub-grants received	0	0	1	1	1

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 390,442	$ 161,119	$ 94,601	$ 262,702	$ 102,601	8.46%
Program Expenses		$ 352,600	$ 131,247	$ 265,601	$ 568,791	$ 85,601	-67.77%
Expenses Comprised Of:							
Personnel		-	-	-	902	-	N/A
Administrative Expense		29,314	8,311	38,601	58,234	40,401	4.66%
Supplies & Materials		200,131	74,450	26,500	85,228	15,700	-40.75%
Purchased Services		9,966	10,243	11,000	16,595	11,500	4.55%
Utilities		691	1,113	2,000	3,017	2,000	0.00%
Repair & Maintenance		5,260	4,915	7,500	18,264	7,000	-6.67%
Capital Expenditures		107,238	32,215	180,000	386,551	9,000	-95.00%

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

Hazardous Materials, Level "A" **Business Unit 2090**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ 380,637	$ 145,387	$ 85,601	$ 253,702	$ 85,601
4710 Interest on Investments	9,805	15,732	9,000	9,000	17,000
Total Revenue	$ 390,442	$ 161,119	$ 94,601	$ 262,702	$ 102,601
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ 902	$ -
6201 Training\Conferences	28,596	7,721	38,500	58,082	40,200
6301 Office Supplies	21	-	-	-	51
6304 Postage & Freight	518	516	-	-	-
6307 Food & Provisions	179	74	101	152	150
6309 Shop Supplies & Tools	25,935	9,434	500	6,174	500
6310 Chemicals	738	545	500	754	500
6315 Books & Library Materials	1,914	418	-	-	-
6316 Miscellaneous Supplies	1,131	1,634	1,000	5,316	1,000
6320 Printing & Reproduction	205	205	-	1,346	-
6321 Clothing	116,766	8,067	2,500	29,482	2,000
6322 Gas Purchases	89	42	500	754	500
6324 Medical\Lab Supplies	-	508	1,000	1,509	500
6326 Vehicle & Equipment Parts	-	533	-	-	-
6327 Miscellaneous Equipment	53,354	53,065	20,500	39,893	10,700
6404 Consulting Services	6,000	6,000	6,000	9,052	6,000
6413 Utilities	691	1,113	2,000	3,017	2,000
6417 Vehicle Repairs & Maint	1,006	1,018	2,000	3,017	1,500
6418 Equip Repairs & Maint	1,544	1,187	2,000	3,017	2,000
6419 Communication Eq. Repairs	-	-	500	7,704	500
6425 CEA Equip. Rental	2,709	2,709	3,000	4,526	3,000
6430 Health Services	2,777	4,243	5,000	7,543	5,500
6599 Other Contracts/Obligations	1,189	-	-	-	-
6804 Equipment	107,238	32,215	180,000	386,551	9,000
Total Expense	$ 352,600	$ 131,247	$ 265,601	$ 568,791	$ 85,601

DETAILED SUMMARY OF 2007 PROPOSED EXPENDITURES > $10,000

Training & Conferences	
Haz-Mat technician training	$ 4,000
Haz-Mat advanced training	2,700
Specialty pay	5,300
Outreach training	9,700
Regional training	18,500
	$ 40,200
Miscellaneous Equipment	
Plugging & patching equipment	$ 5,000
Decontamination equipment	1,500
Communication equipment	3,200
Other miscellaneous equipment	1,000
	$ 10,700

CITY OF APPLETON 2008 BUDGET
HAZARDOUS MATERIAL LEVEL A
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

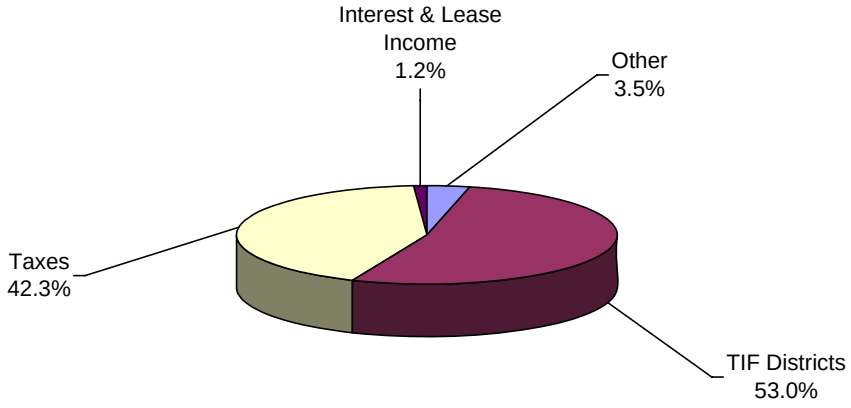
	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	380,637	145,387	85,601	253,702	85,601
Interest Income	9,805	15,732	9,000	15,000	17,000
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	390,442	161,119	94,601	268,702	102,601
Expenses					
Program Costs	352,600	131,247	265,601	568,791	85,601
Administrative Expenses	-	-	-	-	-
Total Expenses	352,600	131,247	265,601	568,791	85,601
Revenues over (under) Expenses	37,842	29,872	(171,000)	(300,089)	17,000
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	37,842	29,872	(171,000)	(300,089)	17,000
Fund Balance - Beginning	308,035	345,877	375,749	375,749	75,660
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 345,877	$ 375,749	$ 204,749	$ 75,660	$ 92,660

CITY OF APPLETON 2008 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 2008 Debt Service

$7,814,030



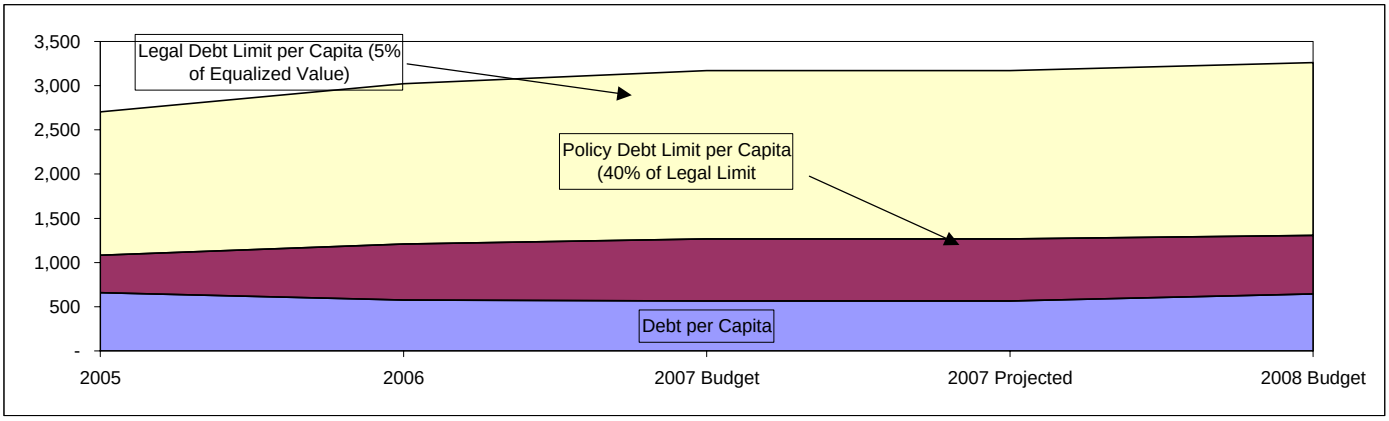
General Obligation Rating: **Aa1**

CITY OF APPLETON 2008 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	Actual		Budget		
Revenues	2005	2006	Adopted 2007	Projected 2007	2008
Taxes	$ 2,903,025	$ 2,897,879	$ 2,953,457	$ 2,953,457	$ 3,303,443
Other	91,850	91,325	93,942	93,942	94,650
Interest Income	15,096	-	1,000	1,000	1,000
Total Revenues	3,009,971	2,989,204	3,048,399	3,048,399	3,399,093
Expenditures					
Debt Service:					
Principal	5,708,427	9,333,847	7,026,471	7,266,471	5,944,026
Interest and Fees	2,086,486	1,986,843	1,801,566	1,713,466	1,870,004
Total Expenditures	7,794,913	11,320,690	8,828,037	8,979,937	7,814,030
Excess Revenues (Expenditures)	(4,784,942)	(8,331,486)	(5,779,638)	(5,931,538)	(4,414,937)
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	60,672	3,886	90,000	24,325	90,000
Operating Transfers In	4,793,078	8,312,542	5,629,638	5,871,538	4,314,937
Total Other Financing Sources	4,853,750	8,316,428	5,719,638	5,895,863	4,404,937
Net Change in Fund Balance	68,808	(15,058)	(60,000)	(35,675)	(10,000)
Fund Balance, Beginning	1,125	69,933	54,875	54,875	19,200
Fund Balance - Ending	$ 69,933	$ 54,875	$ (5,125)	$ 19,200	$ 9,200

DEBT LIMIT ANALYSIS *

Equalized value	3,897,467,400	4,350,186,400	4,575,642,000	4,575,642,000	4,712,911,300
Legal Debt Limit	194,873,370	217,509,320	228,782,100	228,782,100	235,645,565
Outstanding Debt	47,470,506	41,351,177	40,770,056	40,770,056	46,492,876
Population	72,085	72,004	72,158	72,158	72,224
Debt per capita					
Legal Limit	2,703	3,021	3,171	3,171	3,263
Policy Limit	1,081	1,208	1,268	1,268	1,305
Actual	659	574	565	565	644



* Please see page 599 for a combined illustration of G.O. debt and revenue bond debt.

CITY OF APPLETON 2008 BUDGET

DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
1998A Refunding Bonds	345,000	122,313	467,313
1998B G.O. Notes	160,000	3,600	163,600
1999A G.O. Notes	30,000	2,435	32,435
1999B G.O. Notes	410,000	41,910	451,910
2000A G.O. Notes	840,000	20,475	860,475
2001A G.O. Notes	1,200,000	87,790	1,287,790
2001B G.O. Notes	420,000	147,600	567,600
2001 State Trust Fund	300,000	89,677	389,677
2002A G.O. Notes	1,000,000	126,240	1,126,240
2002B G.O. Notes	70,000	105,563	175,563
2002 State Trust Fund	119,493	81,730	201,223
2003A G.O. Notes	50,000	37,700	87,700
2003 State Trust Fund	129,533	132,765	262,298
2005 Refunding G.O. Notes	185,000	113,744	298,744
2005B G.O. Notes	370,000	221,638	591,638
2006A G.O. Notes	-	195,420	195,420
2007A G.O. Notes	315,000	249,404	564,404
Debt Issuance Cost	-	90,000	90,000
Total Debt Service Obligation	$ 5,944,026	$ 1,870,004	$ 7,814,030

DEBT SERVICE FUNDING SOURCES

Operating Transfers:	
Capital Project Funds:	
Tax Incremental District #2	62,033
Tax Incremental District #3	1,610,303
Tax Incremental District #5	132,400
Tax Incremental District #6	2,332,853
Industrial Park	177,348
Revenue:	
Taxes	3,303,443
Interest Income *	11,000
Lease Revenue	94,650
Borrowing:	
Proceeds of General Obligation Notes	90,000
Total Funding Sources	$ 7,814,030

* Includes the use of $10,000 of available fund balance.

CITY OF APPLETON 2008 BUDGET

DEBT SERVICE OBLIGATION

	1998A G.O. Refunding Bonds		
Year	Principal	Interest	TIF #3
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	-	-	-
2015	-	-	-
2016	-	-	-
2017	-	-	-
2018	-	-	-
2019	-	-	-
	2,820,000	438,845	3,258,845

	1998B G.O. Notes			
Year	4/1 Principal	4/1 & 10/1 Interest	Stormwater Utility	Ice Center
2008	880,000	19,800	736,200	94,650 *
2009	-	-	-	-
2010	-	-	-	-
2011	-	-	-	-
2012	-	-	-	-
2013	-	-	-	-
2014	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
	880,000	19,800	736,200	94,650

* A balloon payment of $810,000 due in 2008 has been refinanced for the Ice Center. The repayment schedule extends to 2018 and repayments will be used to defray the levy portions of other general obligation notes. See 2006A G.O. Notes, page 499.

CITY OF APPLETON 2008 BUDGET

DEBT SERVICE OBLIGATION

	1999A G.O. Notes	
Year	Principal	Interest
2008	30,000	2,435
2009	35,000	858
2010	-	-
2011	-	-
2012	-	-
2013	-	-
2014	-	-
2015	-	-
2016	-	-
2017	-	-
2018	-	-
2019	-	-
	65,000	3,293

	1999B G.O. Notes				
Year	Principal	Interest	TIF #3	TIF #5	TIF #6
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	-	-	-	-	-
2015	-	-	-	-	-
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
	840,000	56,100	298,810	127,920	469,370

CITY OF APPLETON 2008 BUDGET

DEBT SERVICE OBLIGATION

	2000A G.O. Notes			
Year	Principal	Interest	TIF #3	TIF #6
2008	840,000	20,475	87,072	773,403
2009	-	-	-	-
2010	-	-	-	-
2011	-	-	-	-
2012	-	-	-	-
2013	-	-	-	-
2014	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
	840,000	20,475	87,072	773,403

	2001 State Trust Fund Loan				
Year	Principal	Interest	TIF #2	TIF #3	TIF #6
2008	300,000	89,677	62,033	9,038	318,606
2009	350,000	74,432	59,500	9,038	355,894
2010	470,000	56,932	77,000	9,038	440,894
2011	668,639	33,432	73,500	189,802	438,769
2012	-	-	-	-	-
2013	-	-	-	-	-
2014	-	-	-	-	-
2015	-	-	-	-	-
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
	1,788,639	254,473	272,033	216,916	1,554,163

CITY OF APPLETON 2008 BUDGET

DEBT SERVICE OBLIGATION

	2001A G.O. Notes			
Year	Principal	Interest	Industrial Park	TIF #6
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	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
	2,660,000	194,440	579,933	1,253,882

	2001B G.O. Notes			
Year	Principal	Interest	TIF #3	TIF #5
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	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
	2,670,000	380,100	2,820,700	229,400

CITY OF APPLETON 2008 BUDGET

DEBT SERVICE OBLIGATION

	2002A G.O. Notes		
Year	Principal	Interest	TIF #6
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	-	-	-
2015	-	-	-
2016	-	-	-
2017	-	-	-
2018	-	-	-
2019	-	-	-
	3,740,000	343,680	2,008,680

	2002 State Trust Fund Loan		
Year	Principal	Interest	TIF #6
2008	119,493	81,730	201,223
2009	125,691	75,532	201,223
2010	131,976	69,248	201,224
2011	138,574	62,649	201,223
2012	145,350	55,873	201,223
2013	152,771	48,453	201,224
2014	160,409	40,814	201,223
2015	168,430	32,794	201,224
2016	176,784	24,439	201,223
2017	185,690	15,533	201,223
2018	90,413	6,248	96,661
2019	34,556	1,728	36,284
	1,630,137	515,041	2,145,178

CITY OF APPLETON 2008 BUDGET

DEBT SERVICE OBLIGATION

	2002B G.O. Notes				
Year	Principal	Interest	Industrial Park	TIF #3	TIF #5
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	186,162	37,650
2011	130,000	86,728	-	180,713	36,015
2012	1,445,000	41,544	-	1,393,956	92,588
2013	-	-	-	-	-
2014	-	-	-	-	-
2015	-	-	-	-	-
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
	1,900,000	431,098	167,438	1,938,457	225,203

	2003 State Trust Fund Loan			
Year	Principal	Interest	TIF #3	TIF #6
2008	129,533	132,765	59,523	202,775
2009	145,264	125,925	68,500	202,689
2010	161,027	118,662	77,000	202,689
2011	177,079	110,611	85,000	202,690
2012	193,243	102,035	92,524	202,754
2013	210,095	92,095	99,500	202,690
2014	227,100	81,590	106,000	202,690
2015	244,454	70,235	112,000	202,689
2016	262,066	58,171	117,523	202,714
2017	290,281	44,909	132,500	202,690
2018	308,795	30,395	136,500	202,690
2019	170,287	14,955	-	185,242
2020	128,815	6,458	-	135,273
	2,648,039	988,806	1,086,570	2,550,275

CITY OF APPLETON 2008 BUDGET

DEBT SERVICE OBLIGATION

	2003A G.O. Notes		
Year	Principal	Interest	TIF #6
2008	50,000	37,700	87,700
2009	100,000	35,525	135,525
2010	100,000	32,400	132,400
2011	100,000	29,075	129,075
2012	280,000	22,475	302,475
2013	475,000	8,787	483,787
2014	-	-	-
2015	-	-	-
2016	-	-	-
2017	-	-	-
2018	-	-	-
2019	-	-	-
	1,105,000	165,962	1,270,962

	2005 G.O. Refunding Bonds			
Year	Principal	Interest	TIF #3	TIF #6
2008	185,000	113,744	213,319	85,425
2009	1,155,000	90,525	286,350	959,175
2010	1,170,000	49,838	253,213	966,625
2011	250,000	24,675	274,675	-
2012	245,000	15,394	260,394	-
2013	270,000	5,400	275,400	-
2014	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
	3,275,000	299,576	1,563,351	2,011,225

CITY OF APPLETON 2008 BUDGET

DEBT SERVICE OBLIGATION

	2005B G.O. Notes			
Year	Principal	Interest	TIF #5	TIF #6
2008	370,000	221,638	5,075	72,750
2009	735,000	204,144	5,075	72,750
2010	770,000	178,725	5,075	72,750
2011	800,000	151,250	5,075	352,763
2012	830,000	122,725	29,638	342,788
2013	865,000	90,900	33,600	332,100
2014	900,000	55,600	37,300	516,700
2015	940,000	18,800	40,800	561,000
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
	6,210,000	1,043,782	161,638	2,323,600

	2006A G.O. Notes			
Year	Principal	Interest	TIF #6	Ice Center*
2008	-	195,420	80,183	-
2009	505,000	185,004	80,182	93,617
2010	530,000	163,658	80,183	94,100
2011	550,000	141,383	80,183	92,842
2012	575,000	118,179	80,182	94,767
2013	600,000	93,945	550,282	94,800
2014	625,000	68,679	535,379	93,092
2015	655,000	42,279	515,373	94,567
2016	685,000	14,385	495,185	94,150
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
	4,725,000	1,022,932	2,497,132	751,935

* Please see note, page 492.

CITY OF APPLETON 2008 BUDGET

DEBT SERVICE OBLIGATION

	2007A G.O. Notes		
Year	Principal	Interest	TIF #6
2008	315,000	249,404	57,021
2009	320,000	199,325	48,875
2010	360,000	184,875	48,875
2011	375,000	169,256	48,875
2012	395,000	152,894	48,875
2013	410,000	135,788	48,875
2014	700,000	112,200	313,138
2015	730,000	81,812	311,450
2016	765,000	50,044	314,231
2017	795,000	16,894	311,481
2018	-	-	-
2019	-	-	-
	5,165,000	1,352,492	1,551,696

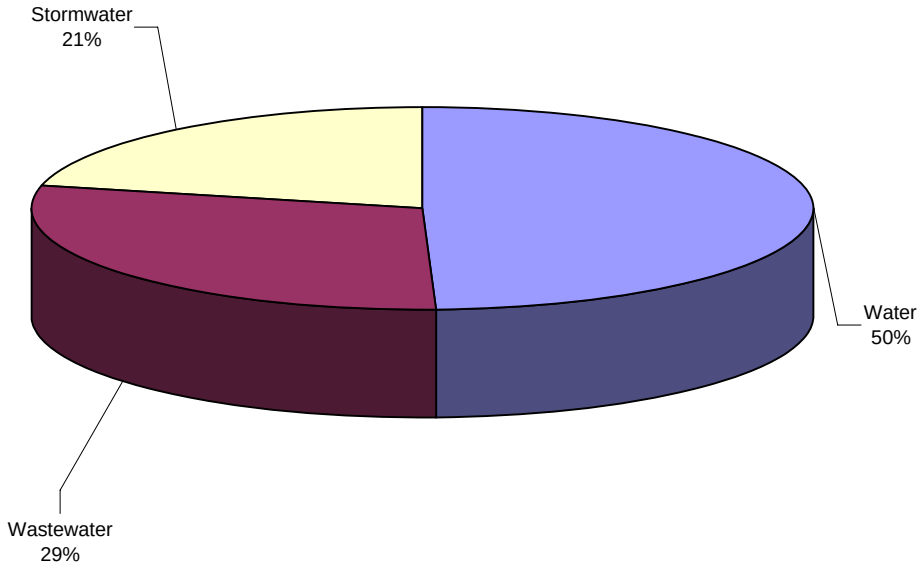
	ALL ISSUES					
	Principal	Interest	Total	Less Revenues	Less Interest Income	Tax Supported Debt
2008	6,664,026	1,796,204	8,460,230	5,145,787	11,000	3,303,443
2009	6,285,955	1,476,581	7,762,536	4,859,704	1,000	2,901,832
2010	5,653,003	1,222,848	6,875,851	4,989,576	1,000	1,885,275
2011	6,059,292	967,612	7,026,904	5,419,753	1,000	1,606,152
2012	5,478,593	689,189	6,167,782	4,570,233	1,000	1,596,549
2013	3,577,866	489,499	4,067,365	2,931,389	1,000	1,134,976
2014	2,612,509	358,883	2,971,392	2,005,522	1,000	964,871
2015	2,737,884	245,920	2,983,804	2,039,103	1,000	943,701
2016	1,888,850	147,039	2,035,889	1,425,026	1,000	609,863
2017	1,270,971	77,336	1,348,307	847,894	1,000	499,413
2018	399,208	36,643	435,851	435,851	-	-
2019	204,843	16,683	221,526	221,526	-	-
2020	128,815	6,458	135,273	135,273	-	-
	42,961,815	7,530,895	50,492,710	35,026,637	20,000	15,446,075

CITY OF APPLETON 2008 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.

2008 UTILITIES

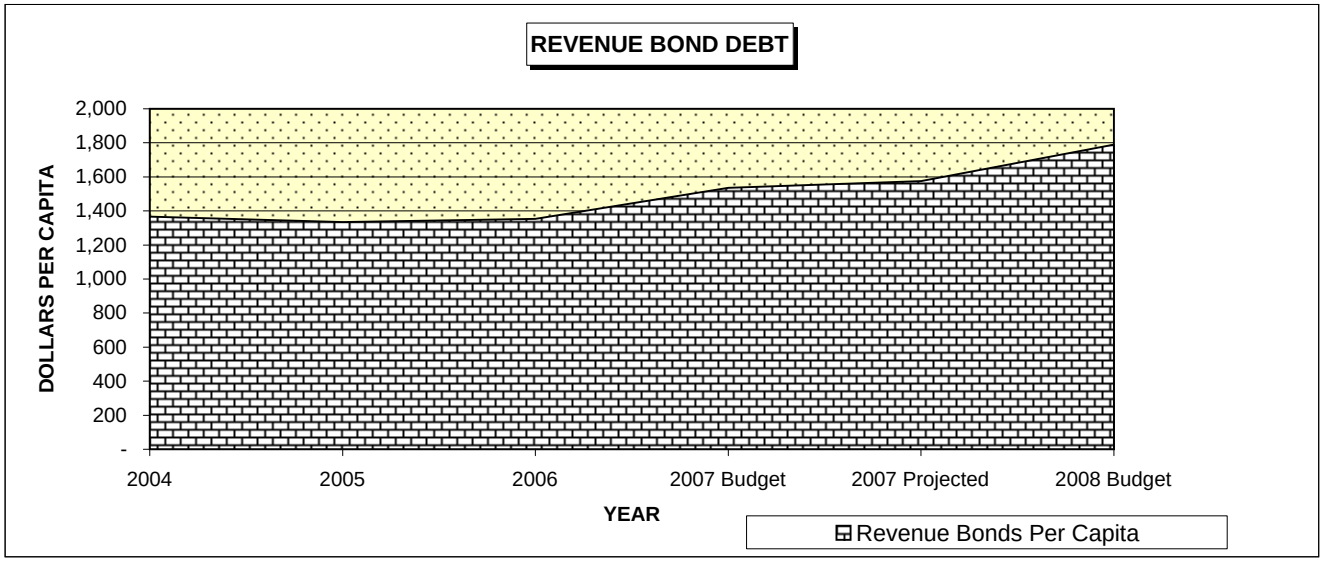
$61,158,164



CITY OF APPLETON 2008 BUDGET
UTILITIES

Revenue Bond Debt Summary

	2004	2005	2006	2007 Budget	2007 Projected	2008 Budget
Revenue Bonds Outstanding	98,283,237	96,268,711	97,422,923	110,723,888	113,624,988	129,265,092
Population	71,895	72,085	72,004	72,093	72,158	72,224
Revenue Bonds Per Capita	1,367	1,335	1,353	1,536	1,575	1,790



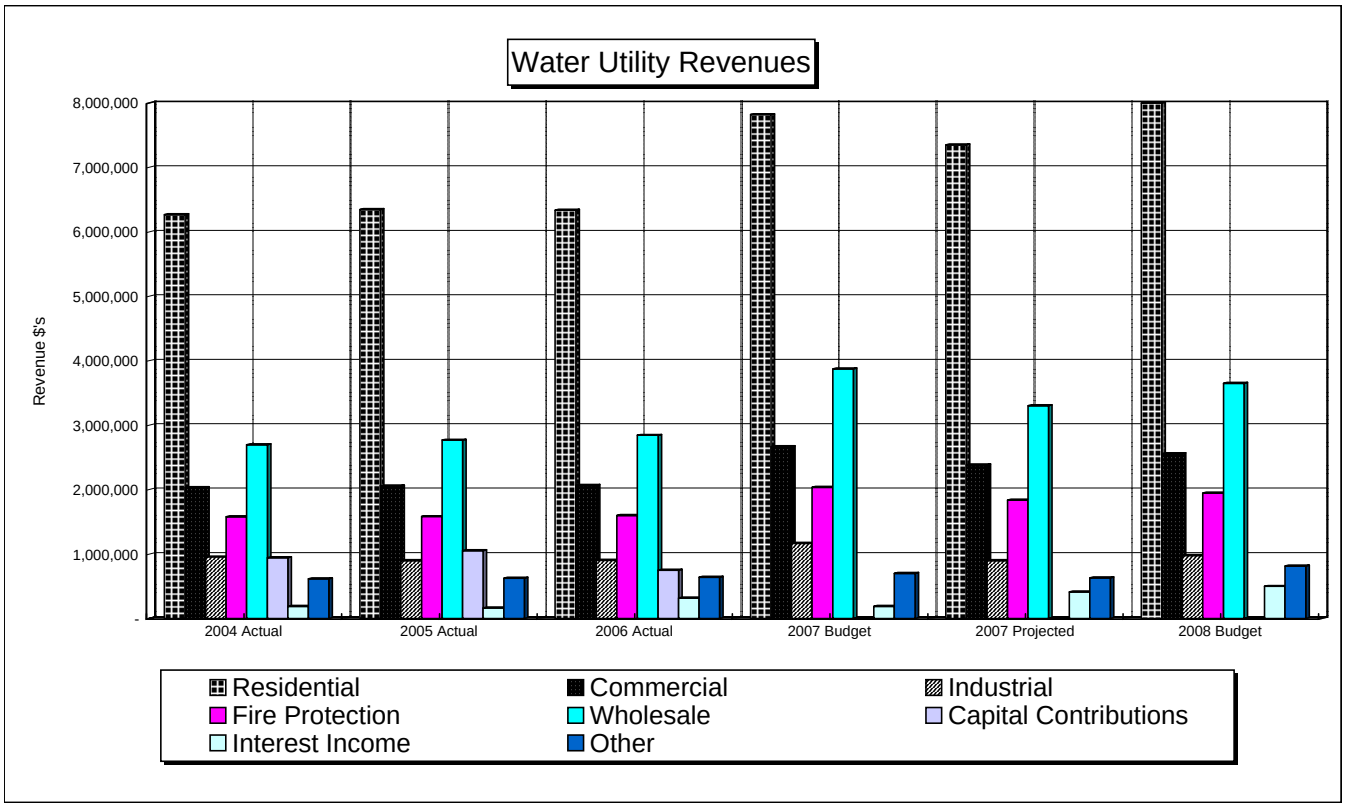
Revenue Bond Ratings:

Water	**Aa3**
Wastewater	**Aa3**
Stormwater	**Aa3**

CITY OF APPLETON 2008 BUDGET
UTILITY REVENUES

WATER UTILITY

Sources of Revenue	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Residential Water Service	6,266,249	6,347,517	6,335,906	7,817,752	7,350,000	8,055,500	9.60%
Commercial Water Service	2,029,991	2,059,347	2,064,959	2,665,627	2,385,000	2,559,200	7.30%
Industrial Water Service	957,168	899,595	904,049	1,169,597	900,000	978,400	8.71%
Municipal Water Service	286,827	288,634	284,594	369,664	325,000	359,500	10.62%
Fire Protection	1,581,839	1,582,149	1,597,717	2,035,696	1,838,000	1,948,280	6.00%
Wholesale Water Service	2,698,612	2,768,967	2,843,578	3,874,551	3,302,000	3,650,120	10.54%
Other	330,559	337,319	355,872	330,825	308,200	454,915	47.60%
Interest Income	189,724	163,471	317,105	190,900	411,405	500,000	21.53%
Contributed Capital	944,178	1,052,985	748,983	-	-	-	N/A
Total Water Utility	**15,285,147**	**15,499,984**	**15,452,763**	**18,454,612**	**16,819,605**	**18,505,915**	**10.03%**

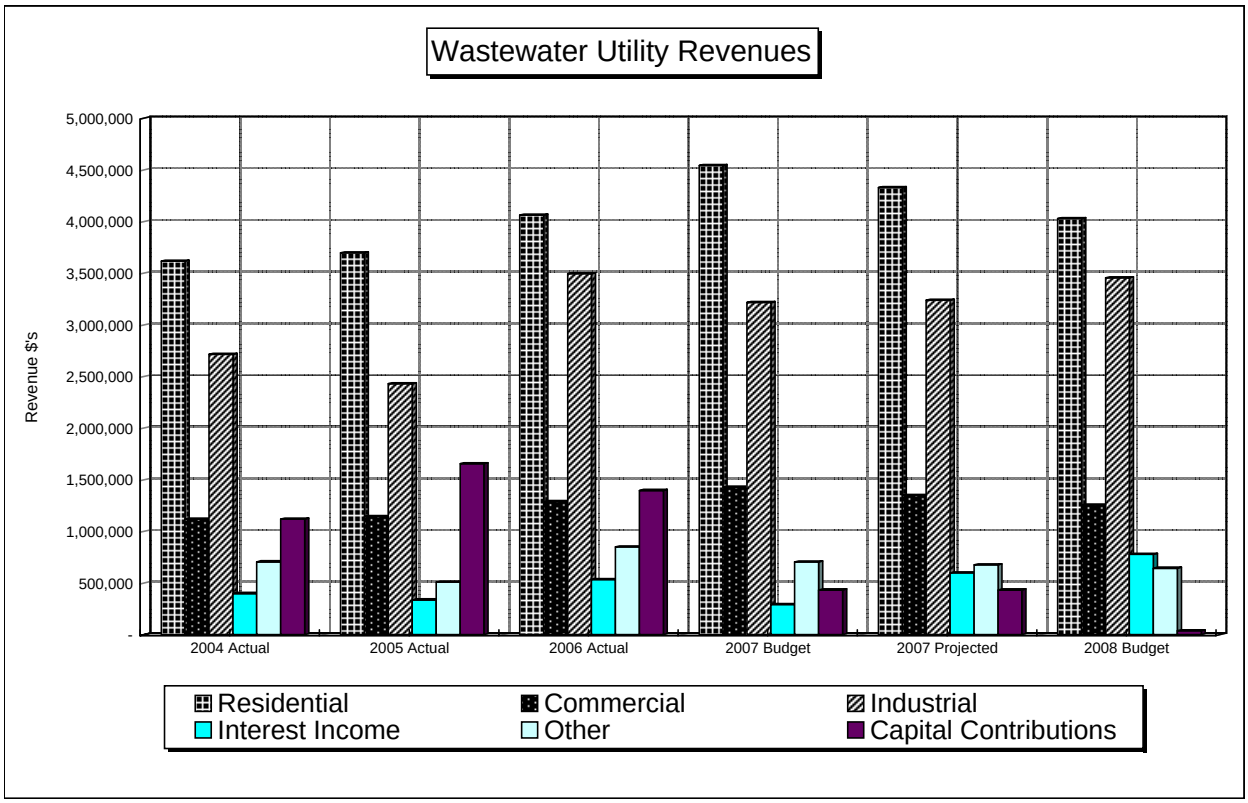


Residential water sales makes up the largest portion of water utility revenues, more than commercial, industrial, municipal, and wholesale sales combined. Fire protection revenues include charges for private, public, Grand Chute, and Waverly Sanitary District fire protection. Interest income is earnings on available working cash and required reserve accounts invested in various short- and longer-term investments. 2004 industrial revenue declined substantially due to closing of one of the Foremost Farms plants. Closure of the Kerwin Paper Mill in 2005 further affected industrial water sales, which have remained largely unchanged except for the effects of the rate increase that went into effect in 2007. Increases in interest income in 2007 and 2008 result from the investment of funds borrowed for construction of new water mains and plant capacity improvements pending their expenditure on construction and from higher short-term interest rates. 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. The 2007 budget included a projection of the effects of a rate increase proposed in 2006 and implemented upon Public Service Commission (PSC) approval in early 2007. The increase varied by customer class, but averaged approximately 26%. The 2008 budget reflects the forecast of a further 8% average rate increase, pending the results of a follow-up rate study, which is underway.

CITY OF APPLETON 2008 BUDGET
UTILITY REVENUES

WASTEWATER UTILITY

Sources of Revenue	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Residential Sewer Service	3,615,958	3,698,078	4,063,140	4,544,000	4,329,800	4,030,000	-6.92%
Commercial Sewer Service	1,120,102	1,144,387	1,288,317	1,428,200	1,348,300	1,255,000	-6.92%
Industrial Sewer Service	2,714,278	2,430,877	3,497,140	3,217,700	3,239,300	3,455,000	6.66%
Municipal Sewer Service	151,374	157,710	179,826	209,300	182,600	170,000	-6.90%
Lab & Pre-Treatment	17,373	18,792	21,071	17,500	17,500	16,500	-5.71%
Interest Income	399,689	337,515	534,639	293,100	600,000	778,000	29.67%
Fines & Penalties	22,965	24,254	31,024	26,000	26,000	33,000	26.92%
Capital Contributions	1,120,242	1,655,929	1,396,644	433,000	433,000	38,015	-91.22%
Other	514,540	308,799	618,817	451,168	451,168	424,883	-5.83%
Total Wastewater Utility	**9,676,521**	**9,776,341**	**11,630,618**	**10,619,968**	**10,627,668**	**10,200,398**	**-4.02%**

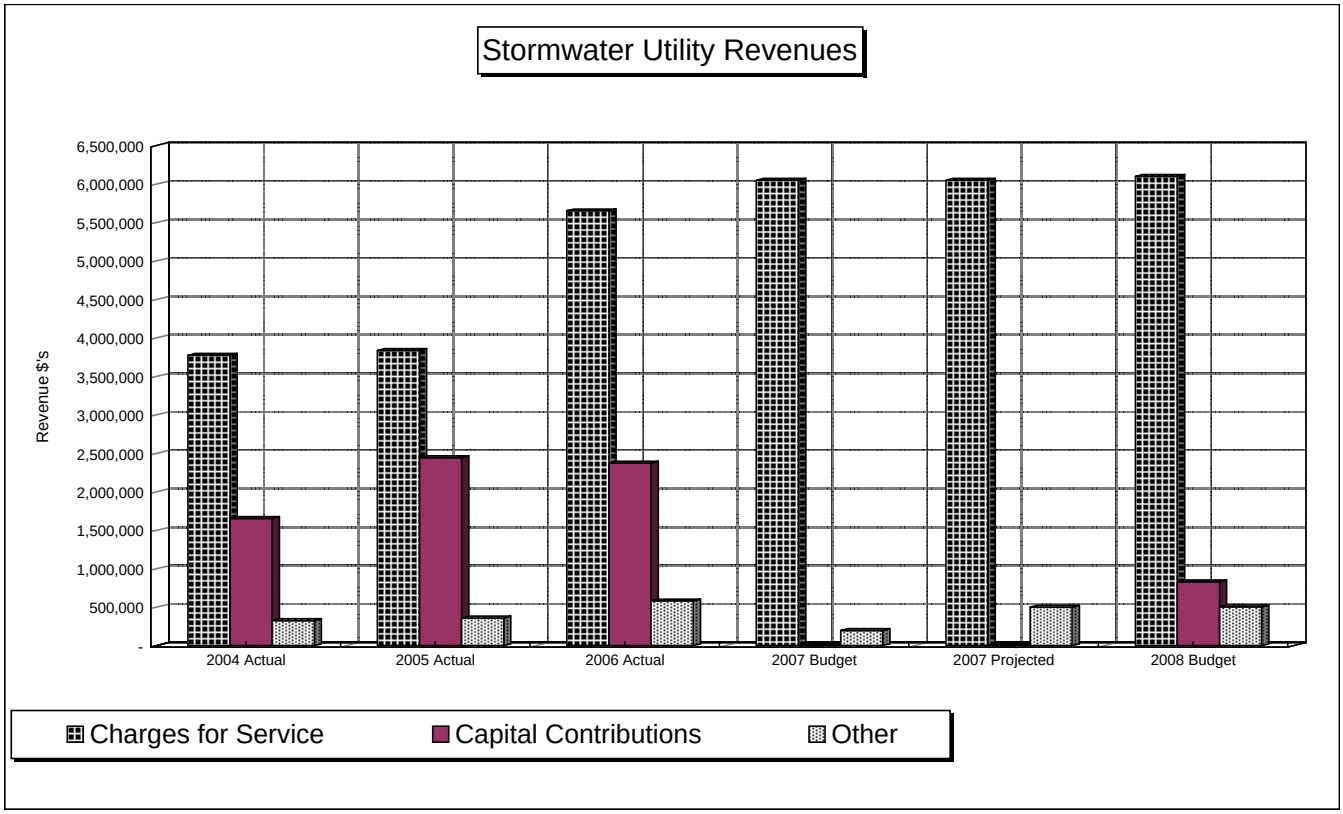


Charges for services include charges for wastewater treatment for various categories of customers - residential, commercial, industrial, and municipal - as well as charges for special services such as industrial pre-treatment. Industrial revenue declined in 2003 and 2004 due to the closing of one of the Foremost Farms plants. Industrial revenue was further affected in 2005 by the closure of the Kerwin Paper Mill. Interest income has declined since the utility has used unrestricted cash in excess of the reserve policy for capital expenditures since 1996. 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. The increase in charges for service in 2006 reflect the rate increase that went into effect October 1, 2005, as well as a charge to the Appleton Water Utility for handling of lime residue from the water treatment process, budgeted at $1,920,000 in 2008.

CITY OF APPLETON 2008 BUDGET
UTILITY REVENUES

STORMWATER UTILITY

Sources of Revenue	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget	% Change
Charges for Service	3,774,337	3,837,660	5,651,299	6,047,700	6,047,700	6,100,000	0.86%
Interest Income	178,898	263,028	497,121	128,000	430,000	415,000	-3.49%
Intergovernmental	87,731	-	-	-	-	50,000	N/A
Capital Contributions	1,654,222	2,441,737	2,373,748	-	-	828,691	N/A
Other	61,280	95,561	85,500	70,900	70,900	41,500	-41.47%
Total Stormwater Utility	**5,756,468**	**6,637,986**	**8,607,668**	**6,246,600**	**6,548,600**	**7,435,191**	**13.54%**



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 reflected a rate increase, from $54 / ERU to $71 / ERU, which took effect October 1, 2003. 2006 through 2008 revenues reflect a further increase, to $108.88 / ERU, which took effect March 1, 2006 and is expected to be in effect through 2009.

CITY OF APPLETON 2008 BUDGET
WATER UTILITY
RATE DETAIL

* The rates detailed below are the current rates, which went into effect on December 29, 2006 for the 2006. The financial forecast indicated a further 8.5% increase would be required in 2008. An updated rate study is in process and expected to be completed in 2007 for PSC action in 2008.

Quarterly Water Rates

Retail Water:

Meter (Inches)	Water Service	Public Fire	Total
5/8	$ 18.00	$ 14.31	$ 32.31
3/4	18.00	14.31	32.31
1	30.00	35.70	65.70
1 1/4	42.00	52.80	94.80
1 1/2	54.00	71.40	125.40
2	84.00	114.00	198.00
3	135.00	214.50	349.50
4	210.00	357.00	567.00
6	390.00	714.00	1,104.00
8	588.00	1,143.00	1,731.00
10	870.00	1,716.00	2,586.00
12	1,152.00	2,289.00	3,441.00

Volume Charge *

	Quarterly Use (Ccf)	Quarterly Charge
First	500	$ 3.87
Next	4,500	3.37
Over	5,000	2.83

Private Fire Protection Rates:

Connection Size (")	Quarterly Charge
1	$ 8.40
1 1/4	11.10
1 1/2	14.10
2	16.80
3	31.65
4	52.80
6	105.00
8	168.90
10	252.00
12	336.00

Wholesale Water Rates:

	Quarterly Charge	
Meter (Inches)	Town of Grand Chute	Waverly Sanitary District
6	$ 390.00	$ 390.00
8	588.00	588.00
12	1,152.00	1,152.00
Volume Charge	$2.97 / Ccf	$3.01 / Ccf

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY
RATE DETAIL

* The rates detailed below are from the 2005 Wastewater Rate Study and Cost of Service Analysis prepared by Virchow, Krause and Company, LLP, effective October 1, 2005 and expected to be in effect through 2008.

Quarterly Sanitary Sewer Rates

Meter (Inches)	Type	Charge
5/8		$ 13.10
3/4		13.10
1		26.00
1 1/4		36.00
1 1/2		47.00
2		72.00
3		131.00
4		215.00
6		426.00
8		678.00
9	Parshall Flume	846.00
17	V-Notch Weir	678.00

Volume Charge *

Quarterly Use (Ccf)	Charge
All	$ 1.93

Rates for Quantity/Quality Discharge:

Flow	$1.55 / 1,000 gallons
Biochemical Oxygen Demand (BOD)	$37.92 / 100 pounds
Total Suspended Solids (TSS)	$10.38 / 100 pounds

Sanitary Waste Hauler Fees:

Septic Tank/Portable Toilet Waste	$4.19 / Ton
Holding Tank Waste	$4.19 / Ton
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 2008 BUDGET
CITY SERVICE INVOICE
EFFECT OF UTILITY RATES ON AVERAGE RESIDENTIAL PROPERTIES

Assumptions:

* Rates calculated are based on a meter size of 5/8" or 3/4"

Quarterly Water Charges: *

Residential Users	Average Use (Ccf)	Current Charge
Small	14	86.49
Average	17	98.10
Large	20	109.71

Quarterly Wastewater Charges:

Residential Users	Average Use (Ccf)	Current Charge
Small	14	40.12
Average	17	45.91
Large	20	51.70

Quarterly Stormwater Charges: *

Residential Users	ERU's	Current Charge
N/A	1	27.22
N/A	1	27.22
N/A	1	27.22

Total:

Residential Users	Average Use (Ccf)	Current Charge
Small	14	153.83
Average	17	171.23
Large	20	188.63

* Note: Annual rate of $108.88 / ERU took effect October 1, 2006 and is anticipated to be in effect through 2009.

CITY OF APPLETON 2008 BUDGET

WATER UTILITY

Director of Utilities: Michael W. Buettner

Deputy Director of Utilities: Chris W. Shaw

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Wendy K. Lodholz

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

MISSION STATEMENT

The City of Appleton water treatment and distribution systems provide the community with consistently safe and high quality water utilizing the full potential of our highly motivated, technically skilled staff. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility and economically sound practices.

DISCUSSION OF SIGNIFICANT 2007 EVENTS

WATER TREATMENT

PLC Upgrade
Completed the program logic controller upgrade that included equipment and programming modifications to current Koch membrane system standards enabling improved backwashing, chemical enhanced backwashes, and pressure control.

Expansion of North Pressure Zone
The North pressure zone (NPZ) service area was expanded to areas south of Edgewood Ave that has provided for improved water turnover in the north reservoir and north tower, and eliminated the need for rechlorination.

Membrane Pilot Unit
A membrane pilot unit was operated throughout the year to test new products from the membrane suppler, treatment aids and membrane pretreatment alternatives.

Installed 12th Membrane Stage
Installed the 12th membrane stage with 10 inch membrane cartridges to produce an additional 1 MGD in cold water conditions.

Softener #1 and #3 Rehabilitation
Worked with a contractor to improve free motion of the softener steel center structure including new bearing installation and re-alignment of scraper arms.

WATER DISTRIBUTION

Repainted 200 hydrants

Replaced 40 lead services

Located 10 service leaks accounting for 15,000,000 gallons of unaccounted water through our leak detection program

Completed the trace radio read system installation project. This was the final year of an eight-year project.

Exercised 2,500 valves using new automated valve turner

Celebrated National Public Works Week with the following events:
· Open house at the Municipal Services Building
· Roundabout training for all Public Works employees by an expert in roundabout designs from Madison
· Educated DPW employees on the new decision making model that QIP Steering Committee initiated to better enhance our communication efforts within the department

WATER ADMINISTRATION

The Water Utility will complete a water rate study prior to the end of the year, as mandated by the Public Service Commission. A financial forecast will be completed to determine the extent of a rate increase that will be necessary to support forecasted future needs and maintain bond coverage ratios. New rates are expected to be implemented in 2008.

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

MAJOR 2008 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Water Utility in order to:

Provide water that meets all State and federal water quality standards and regulations. Continue to meet DNR requirements for annual inspection and make any necessary corrections or changes to monitoring or other programs. Continue sampling for USEPA LT2 Rule for Lake Winnebago cryprosporidium counts to determine the bin classification for future water quality treatment necessary of Appleton's source water.

Enhance cold weather water production by making improvements in membrane pretreatment and membrane production capacity. Improvements will include a new lime slaker and membrane coagulant feed system. Other improvements studied in the cold water capacity engineering study during the winter 2007/2008 will identify improvements to cold water capacity and reducing O&M costs. Improvements may be made in membrane backwash pumps, plant backwash handling, GAC contactors, number of membrane stages and other areas of treatment.

Enhance water production reliability by completion of projects for raw water intake icing improvements and installation of a second raw water line at the plant.

Respond promptly to main breaks to minimize water loss, property damage, and disruption of service to our customers using criteria established for emergency vs non-emergency repairs.

Maintain a meter maintenance schedule that is in compliance with the Public Service Commission (PSC) requirements.

Review lead service replacement program to reduce service replacement costs.

Incorporate recommendations from the water distribution study into appropriate operating and capital budget requests.

WATERMAIN COMPARISONS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Total Miles	354.50	360.10	364.13	365.93	369.67
Additional Miles	5.60	5.83	4.41	3.74	3.84
Reconstructed Miles	3.64	2.65	3.83	3.83	6.37
% of Total Reconstructed	1.03%	0.74%	1.05%	1.05%	1.72%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
	Program Revenues	$ 15,499,983	$ 15,460,006	$ 18,454,612	$ 18,454,612	$ 18,505,915	0.28%
	Program Expenses						
5310	Administration	7,455,696	7,613,061	8,455,497	8,455,497	8,607,239	1.79%
5321	Treatment Admin	470,516	465,885	548,917	548,917	463,209	-15.61%
5323	Treatment Operations	3,591,873	5,361,396	5,710,728	5,710,728	6,137,071	7.47%
5351	Distribution Admin	338,950	320,825	319,451	319,451	335,250	4.95%
5352	Customer Service	152,808	177,033	247,923	247,923	238,204	-3.92%
5353	Distribution Operations	900,135	854,466	1,143,198	1,143,198	1,192,018	4.27%
5325	Treatment Capital	-	-	565,000	675,056	5,809,125	928.16%
5370	Distribution Capital	107,115	12,305	7,259,674	7,397,625	7,384,330	1.72%
	TOTAL	$ 13,017,093	$ 14,804,971	$ 24,250,388	$ 24,498,395	$ 30,166,446	24.40%
	Expenses Comprised Of:						
	Personnel	2,446,411	2,361,774	2,654,172	2,654,172	2,756,554	3.86%
	Administrative Expense	7,223,083	7,383,786	8,253,236	8,253,236	8,355,101	1.23%
	Supplies & Materials	1,459,433	1,536,809	2,059,415	2,059,415	2,271,125	10.28%
	Purchased Services	462,651	669,821	609,544	782,551	1,378,204	126.10%
	Utilities	1,195,033	2,684,799	2,772,505	2,772,505	2,921,598	5.38%
	Repair & Maintenance	212,480	186,678	470,122	470,122	475,319	1.11%
	Capital Expenditures	18,002	(18,696)	7,431,394	7,506,394	12,008,545	61.59%
	Full Time Equivalent Staff:						
	Personnel allocated to programs	38.69	38.27	36.92	36.92	36.92	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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:

To account for water revenues from various sources, and administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses.

Maintain customer records and accounting information in compliance with PSC regulations and generally accepted accounting principles.

Major Program Changes:

This budget reflects an increase in bank services expense due to investment fees paid on positive cash balances held in the general investment account and Official Payments set-up fees for on-line credit card payments.

This budget reflects revenue received for incentive use of the generator at the Water Treatment Plant. This revenue reduced the utility expense in prior year budgets.

This budget reflects $25,000 of expense related to the 2008/2009 rate study; $10,000 for fees paid to the PSC under consulting services expense and $15,000 for fees paid to the consultant under accounting/audit expense.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	92%	100%	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	107,140	107,852	109,500	109,500	110,200

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

Finance Administration **Business Unit 5310**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4411 Sundry Permits	$ 665	$ 1,295	$ 250	$ 250	$ 500
4710 Interest on Investments	162,353	314,343	190,900	190,900	500,000
4730 Interest - Deferred Special	1,118	2,763	1,200	1,200	-
4820 Unmetered Water Sales	26,756	34,246	30,000	30,000	30,000
4821 Water Service - Residential	6,347,517	6,335,906	7,817,752	7,817,752	8,055,500
4822 Water Service - Commercial	2,059,347	2,064,959	2,665,627	2,665,627	2,559,200
4823 Water Service - Industrial	899,595	904,049	1,169,597	1,169,597	978,400
4824 Water Service - Municipal	288,634	284,594	369,664	369,664	359,500
4825 Private Fire Protection	210,667	208,127	247,200	247,200	231,080
4826 Public Fire Protection	1,339,195	1,356,595	1,746,473	1,746,473	1,674,800
4827 Fire Protection Wholesale	32,287	32,996	42,023	42,023	42,400
4829 Sales for Resale GC	2,768,967	2,843,578	3,874,551	3,874,551	3,650,120
5004 Sale of City Prop - Nontax	-	141	-	-	-
5004 Sale of City Prop - Nontax	-	331	-	-	-
5006 Gain (Loss) on Asset Disposal	4,823	-	-	-	-
5016 Lease Revenue	92,880	95,900	98,700	98,700	210,895
5021 Capital Contributions	1,052,985	748,983	-	-	-
5030 Damage to City Property	8,822	10,576	9,000	9,000	8,000
5070 WTR Other Sales Flushing	2,789	2,579	3,000	3,000	3,000
5071 Customer Penalty	43,937	49,381	42,500	42,500	50,000
5072 WTR Misc Revenue (turn-on)	6,059	7,044	3,000	3,000	5,000
5073 Other WTR Rev-Sewer Billing	123,424	124,000	123,425	123,425	124,000
5074 Other WTR Rev-Hydrant Test	-	625	-	-	-
5077 Income from Admin Fee	6,099	6,447	7,000	7,000	7,000
5086 Premium on Debt Issuance	7,495	12,910	12,500	12,500	16,520
5924 Trans In - Capital Projects	12,704	-	-	-	-
Total Revenue	$ 15,499,118	$ 15,442,368	$ 18,454,362	$ 18,454,362	$ 18,505,915
Expenses					
6101 Regular Salary	$ 75,986	$ 70,724	$ 92,809	$ 92,809	$ 96,320
6105 Overtime	635	491	-	-	-
6150 Fringes	35,206	26,406	35,419	35,419	39,480
6304 Postage\Freight	-	10,872	14,000	14,000	14,500
6318 Cust Record & Collect	12,111	59	-	-	-
6320 Printing and Reproduction	-	1,509	2,000	2,000	2,000
6401 Accounting/Audit	7,907	41,747	9,828	9,828	25,740
6402 Legal Fees	11,881	11,064	-	-	12,000
6403 Bank Services	13,540	13,328	15,500	15,500	25,833
6404 Consulting Services	-	14,219	-	-	10,000
6412 Advertising	-	122	-	-	-
6413 Utilities	61,035	64,965	64,150	64,150	61,100
6501 Insurance - Property	83,574	66,498	63,900	63,900	62,640
6599 Other Contracts/Obligation	34,347	-	-	-	-
6601 Depreciation Expense	2,847,457	2,931,457	3,230,000	3,230,000	3,404,000
6623 Uncollectible Accounts	5,348	8,895	7,000	7,000	5,000
6650 Discounts Available	(34)	-	-	-	-
6720 Interest Payments	67,291	9,800	1,531	1,531	-
6721 Bond Interest Payments	3,073,475	3,171,718	3,586,946	3,586,946	3,512,734
6750 Amortization of Debt Disc	23,423	24,580	25,500	25,500	35,000
6751 Gain/Loss on refund Amort.	39,592	39,592	39,592	39,592	39,592
7911 Trans Out - Gen Fund	1,042,946	1,091,815	1,261,300	1,261,300	1,261,300
7914 Trans Out - Cap Projects	-	13,200	6,022	6,022	-
7961 Res Trans Out - Int Service	19,976	-	-	-	-
Total Expense	$ 7,455,696	$ 7,613,061	$ 8,455,497	$ 8,455,497	$ 8,607,239

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Legal Fees		Consulting Services	
PSC assessment	$ 12,000	PSC rate study fees	$ 10,000
	$ 12,000		$ 10,000

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

Treatment Administration **Business Unit 5321**

PROGRAM MISSION

For the benefit of the Water Filtration Operations Staff, Water Utility managers will provide administrative support and mentoring to employees so that all aspects of water treatment will meet state and federal compliance.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "… 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

Maintain financial records as they apply to the treatment plant

Major Program Changes:

The budget reflects the allocation of 15% of the Stock Clerk's position to the Facilities Management Department (FMD) to reflect work performed by this position for FMD.

The budget reflects an increase in postage due to additional DNR/EPA required lab samples needing to be mailed for analysis.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Save work environment					
# of workers comp claims/year	3	0	0	2	0
# of first aid entries per year	34	18	25	31	25
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	94%	99.5%	100%	100%	100%
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	12	12	12	12	12
SARA Report	1	1	1	1	1

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

Treatment Administration **Business Unit 5321**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4411 Sundry Permits	$ -	$ 17,315	$ -	$ -	$ -
Total Revenue	$ -	$ 17,315	$ -	$ -	$ -
Expenses					
6101 Regular Salary	$ 221,711	$ 264,002	$ 218,914	$ 218,914	$ 227,937
6104 Call Time	258	54	-	-	-
6105 Overtime	1,882	1,931	3,499	3,499	2,000
6108 Part-Time	3,849	3,877	1,475	1,475	1,509
6150 Fringes	86,744	77,105	87,379	87,379	92,723
6201 Training\Conferences	2,520	1,921	5,700	5,700	4,700
6301 Office Supplies	5,044	2,415	5,000	5,000	3,500
6302 Subscriptions	202	20	200	200	100
6303 Memberships & Licenses	3,710	3,805	3,225	3,225	3,500
6304 Postage/Freight	3,567	990	1,000	1,000	3,950
6305 Awards & Recognition	-	125	225	225	210
6307 Food & Provisions	239	79	300	300	280
6320 Printing & Reproduction	6,386	7,421	9,000	9,000	10,250
6321 Clothing	420	261	500	500	350
6329 Miscellaneous Equipment	-	-	-	-	1,500
6404 Consulting Services	110,095	95,658	206,000	206,000	105,000
6408 Contractor Fees	21,523	882	5,000	5,000	4,200
6411 Temporary Help	827	1,581	500	500	800
6412 Advertising	1,539	3,758	1,000	1,000	700
Total Expense	$ 470,516	$ 465,885	$ 548,917	$ 548,917	$ 463,209

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Printing & Reproduction	
Consumer confidence report	$ 8,000
Internal printing & copier costs	2,250
	$ 10,250
Consulting Services	
Legal fees	$ 100,000
Studies for operational process and repairs	5,000
	$ 105,000

CITY OF APPLETON 2008 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, and continuing education

Major Program Changes:

This budget reflects an increase in facilities charges to better reflect amount of work performed and size of the building (square footage). Additionally, $16,000 has been included in this budget for coating floors in chemical containment areas.

This budget reflects a 50% allocation of a Maintenance Specialist's position to better reflect the workload that is shared with the Wastewater Utility.

This budget reflects an increase in chemical expense due to usage and costs.

This budget reflects GAC replacement costs for the first time since 2003 at a cost of $325,000. These funds will be used to either replace the GAC or purchase a mixed media combination to enhance turbidity removal for membrane pretreatment.

This budget reflects the full electrical utility expense for the Water Treatment Plant. Prior year budgets reduced the utility expense by the amount of the incentive payment for use of the generator.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
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
# of gallons pumped per year	3,429 MG	3,261 MG	3,600 MG	3,200 MG	3,600 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	New Measure	95%	100%	100%	100%
Work Process Outputs					
Efficient Plant Operation					
# of work days loss due to injuries	0	0	0	12	0
# of work orders closed**	New Measure	274	219	568	575
# of open work orders*	New Measure	→	100	100	100
Average # of days to close preventive work orders	New Measure	→	→	26	30
# of reservoirs maintaining pressure per year	6	6	6	6	6
# of membrane repairs	3,976	20,413	2,400	7,500	2,400
Water towers					
# inspected / painted per year	5 / 1	4 / 1	2 / 0	2 / 0	2 / 0

* corrective work orders only, water preventive work orders included with wastewater work orders
** 2006 Actual and 2007 Target includes corrective work orders only

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

Treatment Operations **Business Unit 5323**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salary	$ 520,890	$ 448,129	$ 498,590	$ 498,590	$ 532,717
6104 Call Time	3,800	6,032	-	-	-
6105 Overtime	95,829	173,130	80,004	130,604	77,488
6108 Part-Time	10,713	5,956	-	-	-
6150 Fringes	269,625	234,316	244,200	253,600	275,594
6306 Building Maint./Janitorial	2,768	3,452	-	-	-
6309 Shop Supplies & Tools	8,048	5,408	6,500	6,500	6,500
6310 Chemicals	744,385	885,412	800,000	800,000	1,300,000
6316 Miscellaneous Supplies	61,506	200	-	-	-
6318 Materials	471,493	480,217	929,528	929,528	609,500
6321 Clothing	4,998	3,990	5,700	5,700	4,300
6323 Safety Education	7,763	3,358	9,000	9,000	7,500
6324 Medical\Lab Supplies	27,083	34,066	68,000	68,000	68,650
6327 Miscellaneous Equipment	17,225	8,957	35,000	35,000	75,500
6407 Collection Services	-	153	-	-	-
6408 Contractor Fees	224,315	473,492	86,191	86,191	93,600
6413 Utilities	1,070,668	2,549,813	2,640,216	2,640,216	2,793,420
6414 Janitorial Service	24,671	21,661	-	-	1,600
6416 Build Repairs & Maint	2,741	-	113,000	53,000	25,000
6418 Equip Repairs & Maint	835	2,123	2,000	2,000	2,000
6420 Facilties Charges	-	-	170,061	170,061	239,182
6425 CEA Equip. Rental	22,517	21,531	22,738	22,738	24,520
Total Expense	$ 3,591,873	$ 5,361,396	$ 5,710,728	$ 5,710,728	$ 6,137,071

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Chemicals	
GAC	$ 325,000
Ammonia	10,000
Carbon dioxide	25,000
Caustic soda	70,000
Chlorine	135,000
Ferric sulfate	135,000
Fluoride	21,000
Lime	250,000
Poly phosphate	45,000
Permanganate	150,000
Powder carbon	28,000
Membrane cleaning acids	106,000
	$ 1,300,000

Materials	
Filtration pumps & valves	$ 60,000
Filtration maintenance of water equipment	65,000
Pumping valves	5,000
Pumping equipment maintenance	55,000
Other repair/maintenance materials for towers, lake station & lake intake	8,500
Batteries	2,500
Electrical equipment	20,000
10" Membrane tank	3,500
Piks, domes, replacement cartridges	25,000
Membrane stages	190,000
Membrane agreement & PLC assistance	175,000
	$ 609,500

Miscellaneous Equipment	
PH phobes	$ 13,500
Generator panels	7,000
Telemetrey upgrades at at Waverly	15,000
Chlorine meters	5,000
Computers	10,000
SCADA upgrades	25,000
	$ 75,500

Contractor Fees	
SCADA system support	$ 24,500
Generator & UPS support	9,500
Instrument support	14,100
Pump & valve repairs	25,000
Telemetrey Installation	5,000
Lake station & tower inspections	5,500
System/equipment repairs by outside professionals	5,000
Sludge removal	5,000
	$ 93,600

Building Repairs & Maintenance	
Softener #3 repairs	$ 25,000
	$ 25,000

Medical/Lab Supplies	
EPA & DNR required testing	$ 30,650
Lab supplies	35,000
Lab fees and quality control	3,000
	$ 68,650

CITY OF APPLETON 2008 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

The following are 2008 capital projects:

	2008 Budget	
TOC Instrumentation	$ 26,625	Projects, Pg. 675
Water Plant Capacity Expansion	5,000,000	Projects, Pg. 660
Water Plant Lake Intake Improvements	87,500	Projects, Pg. 636
Water Plant Corrosion Replacement	80,000	Projects, Pg. 676
Second Raw Water Intake	400,000	Projects, Pg. 637
Pressure Zone Valve Stations	185,000	Projects, Pg. 674
Grounds Improvements	30,000	Projects, Pg. 646
	$ 5,809,125	

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Adequate water pressure					
% of tests having adequate pressure	100%	100%	100%	100%	100%
Cost effective treatment processes					
# of CIP's in budget year	New Measure	2	5	5	7
# of CIP's in five-year plan	New Measure	3	9	9	10
Strategic Outcomes					
Water rate changes					
% per year	0%	28%	0%	0%	8%
Work Process Outputs					
Project Management					
% of budget as of the end of the year	New Measure	64%	100%	80%	100%

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

Treatment Capital Improvements **Business Unit 5325**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6404 Consulting Services	$ -	$ -	$ 75,000	$ 132,636	$ 850,000
6408 Contractor Fees	-	-	-	52,420	-
6801 Land	-	-	-	-	40,000
6803 Buildings	-	-	-	-	30,000
6804 Equipment	-	-	420,000	420,000	4,889,125
6809 Infrastructure Construction	-	-	70,000	70,000	-
Total Expense	$ -	$ -	$ 565,000	$ 675,056	$ 5,809,125

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Land	
Pressure zone control valve stations	$ 40,000
	$ 40,000
Buildings	
Pressure zone control valve stations	$ 30,000
	$ 30,000
Consulting Servicies	
Water plant lake intake improvements	$ 20,000
Water plant corrosion replacements	80,000
Second raw water line at plant	75,000
Pressure zone control valve stations	25,000
Water plant capacity expansion	650,000
	$ 850,000

Equipment	
TOC instrumentation	$ 26,625
Plant capacity expansion	4,350,000
Plant lake intake improvements	67,500
Pressure zone control valave stations	120,000
Second water line at plant	325,000
	$ 4,889,125

CITY OF APPLETON 2008 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 to the Public Service Commission

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

Increase inventory turnover ratio by decreasing excessive, obsolete, and rare parts from inventory

Maintain spreadsheets for valve, service, and hydrant records to simplify reporting to the Public Service Commission and insure integrity of our records

Major Program Changes:

Additional $5,000 added to consulting for the annual update of the recently completed distribution study.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Efficient customer service					
# certified mail requests sent	436	498	440	440	450
# of telephone requests for service	3,529	3,214	4,000	3,500	3,500
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	2	1	2	2	2
Turnover ratio of inventory	0.61	0.57	0.80	0.80	0.80
Work Process Outputs					
Reporting & record keeping					
# of reports generated for PSC	1	1	1	1	1

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

Distribution Administration **Business Unit 5351**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5004 Sale of City Prop - Nontax	$ -	$ 32	$ -	$ -	$ -
5005 Sale of City Prop - Tax	351	291	250	250	-
5010 Misc Revenue - Nontax	514	-	-	-	-
Total Revenue	$ 865	$ 323	$ 250	$ 250	$ -
Expenses					
6101 Regular Salaries	$ 153,014	$ 149,155	$ 150,189	$ 150,189	$ 156,308
6104 Call Time	984	937	1,400	1,400	1,300
6105 Overtime	2,986	1,339	8,000	8,000	6,000
6108 Part-Time	7,454	4,032	-	-	-
6150 Fringes	67,576	58,364	68,116	68,116	74,118
6201 Training\Conferences	855	104	2,000	2,000	1,500
6301 Office Supplies	1,054	858	1,150	1,150	1,150
6302 Subscriptions	-	32	-	-	-
6303 Memberships & Licenses	1,291	1,162	2,000	2,000	1,500
6304 Postage\Freight	150	183	175	175	175
6305 Awards & Recognition	595	494	595	595	595
6306 Building Maint./Janitorial	1,663	2,125	-	-	2,300
6309 Shop Supplies & Tools	32	17	150	150	100
6315 Books & Library Materials	382	85	100	100	-
6320 Printing & Reproduction	4,546	3,551	4,400	4,400	4,400
6321 Clothing	911	776	1,100	1,100	1,100
6323 Safety Supplies	164	498	1,000	1,000	1,000
6324 Medical\Lab Supplies	124	75	450	450	200
6404 Consulting Services	-	-	-	-	5,000
6327 Miscellaneous Equipment	177	487	950	950	-
6411 Temporary Help	-	4,509	-	-	-
6412 Advertising/Publication	706	-	1,400	1,400	1,400
6413 Utilities	63,330	64,571	68,139	68,139	67,078
6414 Janitorial Service	23,572	19,226	-	-	1,000
6418 Equip Repairs and Maint	53	-	400	400	400
6425 CEA Equip. Rental	3,572	4,537	3,697	3,697	4,700
6430 Health Services	26	39	50	50	50
6451 Laundry Services	3,342	3,442	3,800	3,800	3,876
6503 Rent	186	189			-
6599 Other Contracts/Obligations	205	38	190	190	-
Total Expense	$ 338,950	$ 320,825	$ 319,451	$ 319,451	$ 335,250

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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 meters

Annually inspect one quarter of the exception meters

Continue to replace large, inefficient meters with smaller, more accurate meters

Develop and implement an efficient process to replace trace batteries to minimize a "no read" on meters

Major Program Changes:

As noted in the 2007 budget, the installation of trace meters has been completed; the ongoing task will be to replace batteries in the trace units, hence the change in the strategic outcome shown below.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Reliable, accurate water usage					Project
# of new trace meters installed	2,179	1,145	0	0	Complete
# of large meters replaced	57	44	30	25	20
# of meters tested	3,043	2,737	3,000	2,700	2,700
# of defective meters replaced	1,052	753	1,300	800	800
Strategic Outcomes					
Implementation of system upgrade					Project
% of system installed with trace meters	95%	100%	100%	100%	Complete
# of trace batteries replaced	New measure	→	→	2,100	2,700
Work Process Outputs					
Service provided					
# of service calls	1,261	1,274	1,775	1,500	1,500
System growth					
# new services installed	169	158	150	150	150

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

Customer Service **Business Unit 5352**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6102 Labor Pool Allocations	$ 91,970	$ 98,794	$ 113,530	$ 113,530	$ 116,038
6104 Call Time	333	265	350	350	275
6105 Overtime	462	746	600	600	1,200
6150 Fringes	31,254	38,583	47,278	47,278	51,358
6304 Postage/Freight	7	35	25	25	25
6306 Building Maint./Janitorial	51	60	-	-	-
6309 Shop Supplies	3,604	15,507	21,875	21,875	18,925
6311 Paint & Supplies	108	158	150	150	150
6326 Equipment Parts	14,981	13,023	15,862	15,862	10,500
6327 Misc. Equipment	1,109	1,508	34,450	34,450	25,500
6408 Contractor Fees	242	424	500	500	500
6418 Equipment Repairs & Maint.	2,330	702	3,090	3,090	3,070
6425 CEA Equip. Rental	6,357	7,228	10,213	10,213	10,663
Total Expense	$ 152,808	$ 177,033	$ 247,923	$ 247,923	$ 238,204

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Equipment Parts	
Meter repair parts	$ 10,500
	$ 10,500
Misc. Equipment	
Trace & meters	$ 25,000
New cradle for handheld meter reader	500
	$ 25,500
Shop Supplies	
Trace batteries	$ 16,125
Pliers, couplings, batteries, connectors	2,800
	$ 18,925

CITY OF APPLETON 2008 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

Meet the Public Service Commission requirements with a preventative maintenance and general upkeep schedule

Monitor the cross connection program and the lead replacement program

Pursue valve maintenance to comply with Public Service Commission standards

Pursue color coding of fire hydrants to accurately reflect gallons per minute available at the hydrant

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	11	9	10	10	10
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	6%	5%	8%	8%	8%
Strategic Outcomes					
Reliability of the system					
# water main breaks	90	58	90	90	90
Work Process Outputs					
Preventive maintenance					
# services replaced	48	45	45	45	40
# valves exercised	1,151	2,218	1,700	2,000	2,000
# valves replaced	5	7	5	5	5
# curb boxes repaired	297	387	300	300	300
# joint leaks fixed	3	4	4	4	4
# of service leaks	12	8	20	20	20

CITY OF APPLETON 2008 BUDGET
WATER UTILITY
Distribution Operations and Maintenance **Business Unit 5353**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 412,587	$ 433,535	$ 468,973	$ 468,973	$ 478,189
6104 Call Time	15,774	12,105	17,000	17,000	16,800
6105 Overtime	46,051	29,502	53,293	53,293	50,693
6108 Part-Time	572	-	-	-	-
6150 Fringes	204,584	197,698	227,859	227,859	246,502
6308 Landscape Supplies	536	417	700	700	1,400
6309 Shop Supplies & Tools	7,947	7,638	7,725	7,725	7,725
6311 Paint & Supplies	274	1,149	6,375	6,375	6,375
6321 Protective Clothing	564	654	-	-	-
6322 Gas Purchases	23	143	-	-	50
6323 Safety Supplies	426	674	-	-	-
6325 Construction Materials	27,893	16,474	26,250	26,250	25,500
6326 Equipment Parts	25,764	31,511	57,000	57,000	66,000
6327 Miscellaneous Equipment	2,350	8,302	9,500	9,500	11,500
6328 Signs	4	-	-	-	-
6404 Consulting Services	17,174	-	-	-	-
6408 Contractor Fees	5,167	306	120,000	120,000	118,000
6412 Advertising	353	1,187	-	-	-
6415 Tipping Fees	4,028	2,920	4,500	4,500	5,000
6418 Equip Repairs & Maint	332	226	1,000	1,000	500
6425 CEA Equip. Rental	125,500	109,444	141,023	141,023	156,284
6503 Rent	2,232	581	2,000	2,000	1,500
Total Expense	$ 900,135	$ 854,466	$ 1,143,198	$ 1,143,198	$ 1,192,018

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Gravel & asphalt for main/valve break repair	$ 20,000
Concrete, slurry & gravel for service laterals/curb	4,500
Other materials - hydrant repair	1,000
	$ 25,500

Equipment Parts	
Fittings, clamps, pipe, etc. for main/valve break repair	$ 21,000
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	24,000
Hydrants	15,000
Hydrant repair parts	6,000
	$ 66,000

Contractor Fees	
Service restoration	$ 105,000
Contractor services for main/valve break & repair	13,000
	$ 118,000

Miscellaneous Equipment	
Upgrading barricades	$ 7,000
Air shoring jacks (2)	2,000
Hydrant flags	2,500
	$ 11,500

CITY OF APPLETON 2008 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 2007 watermain program

Continue to coordinate water capital projects with other capital improvement projects

Evaluate the needs of the system and prepare a five year plan to reflect those needs

Establish a large diameter transmission line to convey water to storage facilities for recent and future growth in northeast Appleton

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Reliable and adequate service					
% of reconstructed streets with relay	100.0%	100.0%	100.0%	100.0%	100.0%
% increase of fire flow capacity	5% - 50%	20% - 50%	10% - 100%	10% - 100%	10% - 100%
# of low flow hydrants eliminated	5	3	7	7	5
Strategic Outcomes					
System size					
Miles of mains	337.9	360.9	364	365.93	369.67
% of total miles of mains reconstructed	0.9%	0.7%	1.0%	1.05%	1.72%
# of hydrants in the City	2,977	3,098	3,120	3,120	3,160
# of low flow hydrants in the City	147	144	135	135	125
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	0.5	2.5	3.1	3.1	1.8
Miles of existing mains relaid	2.9	2.5	3.8	3.8	6.4

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

Distribution Capital Improvements **Business Unit 5370**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 55,702	$ 16,661	$ 155,674	$ 155,674	$ 146,158
6105 Overtime	5,146	2,308	10,000	10,000	7,500
6108 Part-Time	1,595	803	5,006	5,006	-
6150 Fringes	21,238	4,795	64,615	64,615	58,347
6309 Shop Supplies & Tools	-	32	-	-	-
6404 Consulting	5,432	913	-	62,951	-
6408 Contractor Fees	-	-	80,085	80,085	116,505
6409 Inspection Fees	-	40	-	-	-
6413 Utilities	-	5,450	-	-	-
6425 CEA Equipment Rental	-	-	2,900	2,900	6,400
6801 Land	-	67	-	75,000	-
6809 Infrastructure Construction	18,002	(18,764)	6,941,394	6,941,394	7,049,420
Total Expense	$ 107,115	$ 12,305	$ 7,259,674	$ 7,397,625	$ 7,384,330

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

2008	Street	From	To	Water Utility
Labor Pool				212,005
Miscellaneous	Permit and Fees	NOI, Railroad, Water Usage, County		10,000
Construction	STH 47 & Esmt	PRV Structure & misc valving		200,000
	Surface Restorat'n	Due to 2007 Water CIP Excav.		95,085
	Lawe St	Power canal	Navigation canal	21,420
	Subtotal			**326,505**
New Construction	Apple Creek Rd	Meade St	Edgewood Dr	295,000
	Whitman Ave	Spencer St	Second St	230,000
	Subtotal			**525,000**
Reconstruction	Carpenter St	Calumet St	Hoover St	225,000
(not related to paving)	Cherry Ct	Calumet St	Cherry Ct	131,300
	Douglas St	Franklin St	Packard St	52,500
	Herbert Ave	Pine St	Haskell St	88,500
	Pine St	Bartell Dr	Prospect St	399,600
	Rogers Ave	Prospect Ave	Herbert St	144,250
	Subtotal			**1,041,150**
Reconstruction	Banta Court	Newberry Trail	John St	265,000
(prior to next year's paving)	Bay St	Marquette St	Pershing St	95,000
	Clark St	Wisconsin Ave	Glendale Ave	340,000
	College Ave	Drew St	Bridge (west side)	525,000
	College Ave	Bridge (east side)	Christine St	640,000
	College Ave	Christine St	Matthias St	587,250
	Durkee St	Franklin St	North St	149,750
	Hancock St	Bateman	Lawe St	33,000
	Harding St	Oneida St	Carpenter St	366,500
	John St	College Ave	E South River St	143,500
	Murray Ave	Jackson St	Carpenter St	183,250
	Packard St	Badger Ave	Richmond St	378,000
	Washington St	Bennett St	Story St	42,320
	Subtotal			**3,748,570**
Total Water Main Construction				**5,641,225**
Transmission Lines	East St (Trans)	E. South River St	Fremont St	479,100
New	East Trans	Fremont St	Calumet St	390,000
	Edgewood Dr	Meade St	Apple Creek Rd	212,000
	Midway Rd	Lake Park Rd	Eisenhower Dr	450,000
	Subtotal			**1,531,100**
Total Water Construction				$ 7,384,330

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Permits	665	1,295.00	490	250	250	0	500
Interest Income	163,471	317,106.16	591,964	192,100	192,100	0	500,000
Charges for Services	13,972,966	14,065,049.93	14,396,492	17,962,887	17,962,887	0	17,581,000
Other Revenues	1,362,881	1,076,554.69	294,587	299,375	299,375	0	424,415
TOTAL REVENUES	15,499,983	15,460,005.78	15,283,533	18,454,612	18,454,612	0	18,505,915
EXPENSES BY LINE ITEM							
Regular Salaries	278,645	215,981.85	210,004	310,667	310,667	234,412	330,732
Labor Pool Allocations	1,010,181	1,002,135.69	1,129,555	1,378,682	1,378,682	1,409,153	1,409,153
Call Time	21,149	19,391.83	18,987	18,750	18,750	18,375	18,375
Overtime	126,507	209,446.88	172,089	155,396	205,996	156,381	144,881
WW Unscheduled Overtime	26,485	.00	0	0	0	0	0
Temp. Full-Time	7,228	2,337.24	4,843	5,006	5,006	4,917	4,917
Part-Time	16,955	12,330.65	3,551	1,475	1,475	1,509	1,509
Other Compensation	17,336	9,285.38	10,567	8,940	8,940	8,480	8,480
Severance Pay for Retirees	39,559	32,026.56	0	0	0	0	0
Shift Differential	1,990	2,382.06	2,197	390	390	385	385
Sick Pay	50,850	75,370.76	40,033	0	0	0	0
Vacation Pay	133,300	143,817.68	132,029	0	0	0	0
Fringes	715,404	637,267.04	674,939	774,866	784,266	802,907	838,122
Unemployment Compensation	823	.00	0	0	0	0	0
Salaries & Fringe Benefits	2,446,412	2,361,773.62	2,398,794	2,654,172	2,714,172	2,636,519	2,756,554
Training & Conferences	3,375	2,024.94	4,223	7,700	7,700	7,200	6,200
Subscriptions	202	52.14	20	200	200	100	100
Memberships & Licenses	5,002	4,967.00	1,666	5,225	5,225	5,000	5,000
Postage & Freight	3,723	12,080.09	13,390	15,200	15,200	4,150	18,650
Awards & Recognition	595	618.93	670	820	820	805	805
Building Maintenance/Janitor.	4,482	5,637.73	1,109	0	0	2,300	2,300
Food & Provisions	239	78.76	177	300	300	280	280
Interfund Allocations	0	.00	95-	0	0	0	0
Insurance	83,574	66,498.00	53,250	63,900	63,900	0	62,640
Rent	2,418	770.25	273	2,000	2,000	1,500	1,500
Depreciation Expense	2,847,457	2,931,456.93	2,669,513	3,230,000	3,230,000	0	3,404,000
Uncollectible Accounts	5,348	8,895.37	2,807	7,000	7,000	0	5,000
Discounts Available	34-	.00	0	0	0	0	0
Interest Payments	67,291	9,800.31	1,276	1,531	1,531	0	0
Bond Interest Payments	3,073,475	3,171,718.09	2,164,858	3,586,946	3,586,946	0	3,512,734
Amortization of Debt Disc.	23,424	24,580.32	26,500	25,500	25,500	0	35,000
Gain/Loss on Refund Amort.	39,592	39,591.93	32,993	39,592	39,592	0	39,592
Trans Out - General Fund	1,042,946	1,091,815.12	945,749	1,261,300	1,261,300	0	1,261,300
Trans Out - Capital Projects	0	13,200.00	0	6,022	6,022	0	0
Trans Out - Internal Svc.	19,976	.00	0	0	0	0	0
Administrative Expense	7,223,085	7,383,785.91	5,918,379	8,253,236	8,253,236	21,335	8,355,101
Landscape Supplies	536	417.00	1,535	700	700	1,400	1,400
Shop Supplies & Tools	19,631	28,602.03	36,892	36,250	36,250	33,250	33,250
Chemicals	744,385	885,411.53	843,298	800,000	800,000	1,300,000	1,300,000
Treatment Chemicals	6,099	3,273.24	2,877	6,150	6,150	4,650	4,650
Paint & Supplies	381	1,307.21	429	6,525	6,525	6,525	6,525
Books & Library Materials	382	84.75	0	100	100	0	0
Miscellaneous Supplies	61,506	200.00	200	0	0	0	0
Materials	489,990	480,276.16	670,334	929,528	929,528	573,500	609,500
Printing & Reproduction	4,546	12,481.27	14,416	15,400	15,400	14,650	16,650
Clothing	6,893	5,680.46	5,050	7,300	7,300	5,750	5,750
Gas Purchases	23	142.63	216	0	0	50	50
Safety Supplies	8,353	4,529.53	4,490	10,000	10,000	9,500	8,500
Medical & Lab Supplies	27,206	34,141.44	45,316	68,450	68,450	68,850	68,850
Construction Materials	27,893	16,473.72	23,986	26,250	26,250	25,500	25,500
Vehicle & Equipment Parts	40,746	44,533.96	58,504	72,862	72,862	76,500	76,500
Miscellaneous Equipment	20,860	19,254.50	21,015	79,900	79,900	114,000	114,000
Signs	4	.00	0	0	0	0	0

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Supplies & Materials	1,459,434	1,536,809.43	1,728,558	2,059,415	2,059,415	2,234,125	2,271,125
Accounting/Audit	7,907	41,746.95	13,752	9,828	9,828	0	25,740
Legal Fees	11,881	11,063.67	15,980	0	0	0	12,000
Bank Services	13,540	13,328.27	14,599	15,500	15,500	0	25,833
Consulting Services	132,702	110,789.41	176,672	281,000	401,587	894,000	970,000
Collection Services	0	152.83	0	0	0	0	0
Contractor Fees	251,248	475,104.05	349,464	291,776	344,196	332,805	332,805
Inspection Fees	0	40.00	0	0	0	0	0
Temporary Help	827	6,090.36	4,627	500	500	800	800
Advertising	2,598	5,066.44	420	2,400	2,400	2,100	2,100
Tipping Fees	4,028	2,919.91	7,817	4,500	4,500	5,000	5,000
Health Services	26	39.00	18	50	50	50	50
Laundry Services	3,342	3,441.83	3,756	3,800	3,800	3,876	3,876
Other Contracts/Obligations	34,552	38.09	0	190	190	0	0
Purchased Services	462,651	669,820.81	587,105	609,544	782,551	1,238,631	1,378,204
Electric	438,809	463,692.18	424,242	500,242	500,242	531,323	636,823
Gas	200,149	211,451.27	229,110	211,280	211,280	235,605	236,105
Water	77,261	92,415.15	80,994	83,566	83,566	32,255	91,255
Waste Disposal/Collection	444,941	1,883,988.65	1,794,160	1,936,650	1,936,650	1,926,700	1,926,700
Stormwater	11,883	16,988.28	16,458	20,011	20,011	12,511	14,611
Telephone	17,227	11,882.87	12,687	13,979	13,979	11,027	11,027
Cellular Telephone	4,762	4,381.11	4,147	6,777	6,777	5,077	5,077
Utilities	1,195,032	2,684,799.51	2,561,798	2,772,505	2,772,505	2,754,498	2,921,598
Janitorial Service	48,243	40,887.07	773	0	0	2,600	2,600
Building Repair & Maintenance	2,741	.00	15,192	113,000	53,000	70,000	25,000
Equipment Repair & Maintenanc	3,550	3,050.51	1,459	6,490	6,490	5,970	5,970
Facilities Charges	0	.00	144,600	170,061	170,061	223,182	239,182
CEA Equipment Rental	157,946	142,740.74	182,385	180,571	180,571	202,567	202,567
Repair & Maintenance	212,480	186,678.32	344,409	470,122	410,122	504,319	475,319
Land	0	67.50	56,019	0	75,000	30,000	30,000
Buildings	0	.00	0	0	0	30,000	40,000
Machinery & Equipment	0	.00	7,550	420,000	420,000	5,141,625	4,889,125
Infrastructure Construction	18,002	18,763.72-	2,139,088	7,011,394	7,011,394	7,049,420	7,049,420
Capital Expenditures	18,002	18,696.22-	2,202,657	7,431,394	7,506,394	12,251,045	12,008,545
TOTAL EXPENSES	13,017,096	14,804,971.38	15,741,700	24,250,388	24,498,395	21,640,472	30,166,446

CITY OF APPLETON 2008 BUDGET

WATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Charges for Services	$ 13,964,892	$ 14,065,050	$ 17,964,087	$ 16,100,000	$ 17,581,000
Miscellaneous	286,651	308,715	287,125	295,700	408,395
Total Revenues	14,251,543	14,373,765	18,251,212	16,395,700	17,989,395
Expenses					
Operation and Maintenance	5,858,708	7,479,725	8,274,823	8,274,823	8,720,365
Depreciation	2,847,457	2,931,457	3,230,000	3,203,415	3,404,000
Total Expenses	8,706,165	10,411,182	11,504,823	11,478,238	12,124,365
Operating Income (Loss)	5,545,378	3,962,583	6,746,389	4,917,462	5,865,030
Non-Operating Revenues (Expenses)					
Investment Income	163,471	317,105	190,900	411,405	500,000
Interest Expense	(3,140,766)	(3,181,518)	(3,588,477)	(3,043,587)	(3,512,734)
Amortization of Debt Expense	(55,521)	(56,931)	(65,092)	(65,092)	(74,592)
Other	11,786	12,910	12,500	12,500	16,520
Total Non-Operating	(3,021,030)	(2,908,434)	(3,450,169)	(2,684,774)	(3,070,806)
Net Income Before Contributions and Transfers	2,524,348	1,054,149	3,296,220	2,232,688	2,794,224
Contributions and Transfers In (Out)					
Capital Contributions	1,052,985	492,083	-	-	-
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Internal Service	(19,976)	-	-	-	-
Other	-	256,900	-	-	-
Capital Projects	12,704	(13,200)	(6,022)	(6,022)	-
Tax Equivalent	(1,073,370)	(1,121,099)	(1,247,500)	(1,247,500)	(1,247,500)
Change in Net Assets	2,482,891	655,033	2,028,898	965,366	1,532,924
Net Assets - Beginning	41,731,769	44,214,660	44,869,693	44,869,693	45,835,059
Net Assets - Ending	$ 44,214,660	$ 44,869,693	$ 46,898,591	$ 45,835,059	$ 47,367,983

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ (7,852,298)	$ (2,855,073)
+ Change in Net Assets	965,366	1,532,924
- Capital Contributions	-	-
+ Depreciation	3,203,415	3,404,000
+ Long Term Debt	12,140,000	12,600,000
- Fixed Assets	(7,381,556)	(13,193,455)
- Principal Repayment	(3,930,000)	(4,105,000)
Cash - End of Year	$ (2,855,073)	$ (2,616,604)

CITY OF APPLETON 2008 BUDGET
WATER UTILITY
LONG TERM DEBT

	2007 A Revenue Refunding Bonds		2007 B Revenue Refunding Bonds		2007 C Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2008	3,420,000	2,598,613	510,000	111,858	-	539,763
2009	3,560,000	2,456,213	545,000	82,973	-	539,763
2010	2,895,000	2,340,413	495,000	56,985	500,000	519,763
2011	3,010,000	2,220,013	520,000	29,425	520,000	498,963
2012	3,115,000	2,095,413	550,000	-	540,000	477,363
2013	3,865,000	1,902,163	-	-	560,000	454,963
2014	4,040,000	1,700,163	-	-	585,000	431,563
2015	3,800,000	1,510,163	-	-	610,000	405,638
2016	4,000,000	1,310,163	-	-	635,000	378,650
2017	4,210,000	1,099,663	-	-	665,000	350,388
2018	4,420,000	878,663	-	-	690,000	321,063
2019	4,140,000	671,663	-	-	720,000	290,463
2020	4,345,000	454,413	-	-	755,000	254,600
2021	4,245,000	254,425	-	-	790,000	217,075
2022	4,445,000	45,000	-	-	830,000	177,650
2023	415,000	26,325	-	-	870,000	136,325
2024	430,000	6,975	-	-	915,000	92,863
2025	155,000	-	-	-	955,000	47,500
2026	-	-	-	-	1,000,000	-
	$58,510,000	$21,570,444	$2,620,000	$281,241	$12,140,000	$6,134,356

	TOTAL		
	Principal	Interest	Total
2008	3,930,000	3,250,234	7,180,234
2009	4,105,000	3,078,949	7,183,949
2010	3,890,000	2,917,161	6,807,161
2011	4,050,000	2,748,401	6,798,401
2012	4,205,000	2,572,776	6,777,776
2013	4,425,000	2,357,126	6,782,126
2014	4,625,000	2,131,726	6,756,726
2015	4,410,000	1,915,801	6,325,801
2016	4,635,000	1,688,813	6,323,813
2017	4,875,000	1,450,051	6,325,051
2018	5,110,000	1,199,726	6,309,726
2019	4,860,000	962,126	5,822,126
2020	5,100,000	709,013	5,809,013
2021	5,035,000	471,500	5,506,500
2022	5,275,000	222,650	5,497,650
2023	1,285,000	162,650	1,447,650
2024	1,345,000	99,838	1,444,838
2025	1,110,000	47,500	1,157,500
2026	1,000,000	-	1,000,000
	$73,270,000	$27,986,041	$101,256,041

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of $12,600,000 will be issued in 2008. Expected interest expense on the issue for 2008 is $262,500 at 5%.

CITY OF APPLETON 2008 BUDGET
WATER UTILITY

NOTES

CITY OF APPLETON 2008 BUDGET

WASTEWATER UTILITY

Director of Utilities: Michael W. Buettner

Deputy Director of Utilities: Chris W. Shaw

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Wendy K. Lodholz

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

MISSION STATEMENT

The City of Appleton Wastewater Treatment and Collections Systems provide 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 2007 EVENTS

WASTEWATER TREATMENT

Programmable Logic Controller and SCADA Upgrade
Completed upgrade of plant Programmable Logic Controller (PLC) and SCADA system. This project will continue to optimize processors and programming over the course of the year.
#3 Bar Screen Replacement Project
This Capital Improvement Project will include the removal of the existing equipment and the installation of fine mesh screening units. Current treatment technology also includes screening washers and compactors. This project includes conveying equipment from collection screens, to compactors, to trash collection box.
Electrical Maintenance
Installed an electrical soft start on low pressure blower # 3 as a replacement for the failed variable frequency drive. This project will allow the blower to come on line without overloading the circuit.
Process Planning
Continue to investigate a long term service plan for the anaerobic digesters and their ancillary equipment.
Process Maintenance
Rebuild #2 Belt Filter Press' vertical wedge zone. This is one of three compression zones within the belt filter press.
V-Building Roof Replacement
Replacement of the V-Building roof was completed in the Belt Filter Press area
Building Fire
The fire that occurred in B Building on May 28, 2006 has since been successfully remediated. Fire and smoke had destroyed the sensors, samplers and processing equipment on the first floor. A large portion of the claim was reimbursable to the City for staff time involved in the remediation work.

WASTEWATER COLLECTION

Added televising of laterals that were suspected of infiltration. This helped us determine if there were laterals in need of repair and who was responsible for the repair
Reconstructed the Newberry Street sanitary sewer interceptor
Completed the French Road/Broadway Drive sanitary sewer interceptor project
Designed one new wastewater lift station to accommodate new property developments
Celebrated National Public Works Week with the following events:
· Open House at Municipal Service Building
· Roundabout training for all Public Works employees by an expert in roundabout designs from Madison
· Educated DPW employees on the new decision making model that QIP Steering Committee initiated to better enhance our communication efforts within the Department
Implement sewer televising software

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

MAJOR 2008 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Wastewater Utility to:
Provide treatment that meets or exceeds state and federal water quality standards 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 and capital assets to produce a high quality effluent and a biosolids component that is of beneficial use as an agricultural soil supplement

Continue to implement clear water program to reduce inflow into wastewater system

Complete the annual sewer cleaning program and identify areas of concern

Promptly respond to emergency sewer backups

Continue major interceptor rehabilitation to maintain the system at a level that will accommodate growth and increased wastewater needs

Reduce the amount of inflow and infiltration into the sanitary sewer system

Use new sewer truck camera to identify problem areas and address them accordingly

WASTEWATER COMPARISONS

	Actual 2005	Actual 2006	TARGET 2007	PROJECTED 2007	TARGET 2008
Total Miles of Mains (Jan. 1)	290.52	296.42	303.91	305.50	306.81
Additional Miles of Main	5.90	7.49	2.90	2.90	1.59
Reconstructed	1.85	1.63	1.53	1.53	1.59
% of Total Reconstructed	0.64%	0.54%	0.50%	0.50%	0.50%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
Program Revenues		$ 9,776,341	$ 11,630,617	$ 10,619,968	$ 10,619,968	$ 10,210,398	-3.86%
Program Expenses							
5411	Utility Administration	342,851	366,820	283,821	283,821	255,534	-9.97%
5412	Finance Administration	5,326,934	5,259,283	5,778,676	5,778,676	5,705,101	-1.27%
5422	Treatment	2,858,883	2,987,736	3,480,870	3,474,774	3,451,167	-0.85%
5423	Biosolids Management	502,300	438,538	664,801	670,897	573,458	-13.74%
5424	Lab/Pre-Treatment	240,222	265,920	247,832	247,832	272,089	9.79%
5425	Lift Stations	42,001	30,549	41,920	41,920	48,303	15.23%
5427	Collection Systems	727,756	627,998	670,247	716,854	756,064	12.80%
5431	Public Works Capital	459,231	536,674	4,036,704	5,058,777	5,201,674	28.86%
5432	Utility Capital	-	2,038	1,420,000	1,424,490	1,622,696	14.27%
Total Program Expenses		$ 10,500,178	$ 10,515,556	$ 16,624,871	$ 17,698,041	$ 17,886,086	7.59%
Expenses Comprised Of:							
Personnel		2,341,011	2,250,488	2,187,778	2,187,778	2,198,016	0.47%
Administrative Expense		5,072,413	5,052,748	5,544,320	5,544,320	5,449,287	-1.71%
Supplies & Materials		312,062	261,135	379,306	388,206	457,100	20.51%
Purchased Services		762,632	842,731	1,066,221	1,181,801	1,365,150	28.04%
Utilities		1,276,891	1,300,438	1,473,906	1,473,906	1,340,803	-9.03%
Repair & Maintenance		321,104	318,730	645,896	645,896	690,211	6.86%
Capital Expenditures		414,065	489,286	5,327,444	6,276,134	6,385,519	19.86%
Full Time Equivalent Staff:							
Personnel allocated to programs		34.27	32.47	28.07	28.07	27.32	

* % change from prior year adopted budget

CITY OF APPLETON 2008 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:

The budget reflects the allocation of 25% of the Administrative Secretary and 15% of the Stock Clerk's position to the Facilities & Maintenance Department (FMD) to reflect work performed by these positions for FMD.

In 2005, the Utility lost a significant high strength customer that provided $1.2 million of revenue in 2004. As a result, variable operation and maintenance expenses decreased only $70,700 due to many costs being fixed in nature. However, the plant was also receiving high amounts of suspended solids lime waste from the Water Treatment Plant. Historically these units were not billed by the Wastewater Utility to the Water Utility as a high strength customer. In order to treat all customers equitably, the new rates adopted October 1, 2005 initiated a high strength user billing for the Water Treatment Plant versus the previous billing basis established.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	6	1	5	5	0
# of first aid entries per year	49	23	40	40	0
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget for plant & lift stations dollars obligated	95%	88%	100%	100%	100%
Work Process Outputs					
Government reports prepared					
# reports filed:					
Compliance Report (CMAR)	1	1	1	1	1
Biosolids Annual Report	1	1	1	1	1
Pretreatm't Report	2	2	2	2	2
Discharge Report (DMAR)	12	12	12	12	12

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

Utility Administration **Business Unit 5411**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4710 Interest on Investments	$ 324,406	$ 510,564	$ 293,100	$ 293,100	$ 778,000
4730 Interest - Deferred Specials	13,059	24,075	-	-	10,000
4801 Charges for Serv - Nontax	253	-	-	-	-
4810 Sewer Service - Residential	3,698,078	4,063,140	4,544,000	4,544,000	4,030,000
4811 Sewer Service - Commercial	1,144,387	1,288,317	1,428,200	1,428,200	1,255,000
4812 Sewer Service - Industrial	2,430,877	3,497,140	3,217,700	3,217,700	3,455,000
4813 Sewer Service - Municipal	157,711	179,826	209,300	209,300	170,000
5010 Misc Revenue - Nontax	2,253	30	-	-	-
5021 Capital Contributions	1,655,929	1,396,644	433,000	433,000	38,015
5071 Customer Penalty	24,254	31,024	26,000	26,000	33,000
5077 Income from Admin Fee	128	(1,417)	-	-	-
5082 Insurance Proceeds	-	86,433	-	-	-
Total Revenue	$ 9,451,335	$ 11,075,776	$ 10,151,300	$ 10,151,300	$ 9,769,015
Expenses					
6101 Regular Salaries	$ 197,924	$ 214,715	$ 139,029	$ 139,029	$ 132,593
6104 Call Time	138	227	-	-	300
6105 Overtime	3,726	4,646	3,368	3,368	3,200
6108 Part-Time	1,524	836	5,199	5,199	1,509
6150 Fringes	85,504	90,758	60,716	60,716	58,722
6201 Training\Conferences	1,803	4,390	6,000	6,000	6,000
6301 Office Supplies	6,099	6,039	6,000	6,000	4,500
6302 Subscriptions	-	14	285	285	100
6303 Memberships & Licenses	1,778	1,798	2,000	2,000	2,000
6304 Postage\Freight	1,728	1,254	1,300	1,300	1,350
6305 Awards & Recognition	83	313	285	285	300
6306 Janitorial Supplies	-	-	10,059	10,059	3,750
6307 Food & Provisions	180	431	380	380	400
6320 Printing & Reproduction	3,263	2,167	3,600	3,600	3,300
6321 Clothing	420	346	600	600	800
6323 Safety Supplies	2,851	4,679	6,000	6,000	5,500
6327 Misc. Equipment	31	622	1,245	1,245	2,500
6404 Consulting Services	1,942	238	500	500	250
6407 Collection Services	1,204	1,209	1,200	1,200	1,200
6408 Contractor Fees	2,197	1,038	5,000	5,000	4,500
6411 Temporary Help	354	1,673	3,000	3,000	300
6412 Advertising/Publications	1,539	3,090	2,000	2,000	2,500
6413 Utilities	21,034	20,666	16,405	16,405	18,500
6418 Equip Repairs & Maint	2,370	1,660	1,000	1,000	-
6425 CEA Equip. Rental	5,159	4,011	2,628	2,628	1,460
6411 Trans Out - Capital Projects	-	-	6,022	6,022	-
Total Expense	$ 342,851	$ 366,820	$ 283,821	$ 283,821	$ 255,534

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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:

This budget reflects an increase in bank services expense for Official Payments Corporation set-up fees for on-line credit card payments.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	92%	100%	92%	92%	100%
Strategic Outcomes					
Maintain compliance with GAAP					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of monthly bills processed	107,140	107,852	108,111	108,111	108,611

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

Finance Administration **Business Unit 5412**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
5004 Sale of City Prop - Nontax	$ -	$ -	$ -	$ -	$ -
5005 Sale of City Prop - Taxable	-	1,175	-	-	-
5006 Gain (Loss) Asset Disposal	(162,169)	-	-	-	-
5086 Premium of Debt Issue	2,809	15,062	13,418	13,418	9,883
	$ (159,360)	$ 16,237	$ 13,418	$ 13,418	$ 9,883
Expenses					
6101 Regular Salaries	$ 74,351	$ 70,130	$ 89,838	$ 89,838	$ 93,182
6105 Overtime	635	491	-	-	-
6150 Fringes	34,524	26,265	34,598	34,598	38,592
6304 Postage\Freight	9,729	10,931	14,000	14,000	14,500
6320 Printing & Reproduction	2,382	1,539	2,100	2,100	2,100
6401 Accounting/Audit	30,784	8,390	9,126	9,126	10,740
6403 Bank Services	21,589	18,649	23,500	23,500	22,850
6437 Billing Services	82,699	85,079	88,000	88,000	88,000
6501 Insurance	92,580	94,548	85,360	85,360	83,520
6599 Other Contracts/Obligations	32,007	19,561	21,600	21,600	21,600
6601 Depreciation Expense	3,773,130	3,788,113	4,121,600	4,121,600	3,989,000
6623 Uncollectable Accounts	3,274	11,954	3,300	3,300	3,000
6631 Meter Expense	519,429	562,016	554,000	554,000	570,620
6650 Discounts Available	(204)	-	-	-	-
6720 Interest Payments	476,384	371,845	538,300	538,300	597,989
6730 Debt Issuance Costs	9,265	18,989	28,393	28,393	16,964
6751 Gain/Loss on refund Amort.	46,926	53,333	47,511	47,511	34,994
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
Total Expense	$ 5,326,934	$ 5,259,283	$ 5,778,676	$ 5,778,676	$ 5,705,101

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Postage/Freight

Allocation of postage expense for mailing City services invoices	$ 14,500
	$ 14,500

Bank Services

Banking fees	$ 2,400
On-line credit card set-up fees	850
Investment fees	19,600
	$ 22,850

Billing Services

Sewer charges from other sanitation districts for Appleton residences served	$ 88,000
	$ 88,000

Accounting/Audit

Annual financial audit	$ 10,740
	$ 10,740

Other Contracts/Obligations

Tax levies from other sanitation districts for Appleton residences served	$ 21,600
	$ 21,600

Meter Expense

Allocation from Water:	
Meter maintenance exp.	$ 179,220
Meter depreciation	221,450
Meter payment in lieu of tax	46,350
Return on investment in net fixed assets - meters	123,600
	$ 570,620

CITY OF APPLETON 2008 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:

The budget reflects an increase in the costs in chemical expense due to the decrease in availability of industrial ferrous sulfate. Due to this decrease in availability, an equivalent, but more costly iron salt, ferrous chloride has been required to meet effluent permit limits.

The budget reflects the change in allocation from 100% to 50% for the second Maintenance Specialist to better reflect the workload that is shared with the Water Utility.

The budget reflects an increase for grit removal costs due to new bar screening which removes more debris.

The budget includes $80,000 for the sludge storage tank repair, this is the first part of the 3-year project to provide maintenance to the digester system.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Environmental Safety					
# of DMR permit exceedance/violation	0	0	0	0	0
Essential services provided					
# of gallons of influent treated annually	4,181 MG	3,760 MG	4,100 MG	4,100 MG	4,100 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	New Measure	84%	100%	100%	100%
Average # of hours training per employee	New Measure	→	40	38	40
Work Process Outputs					
Efficient plant operation					
# of work days loss due to injuries	0	0	0	10	0
# of work orders closed	New Measure	3,179*	2,000	2,000	2,000
# of open work orders**	New Measure	→	435	435	435
Average # of days to close preventive work orders	New Measure	→	→	36	30

* includes Facility related work orders ** includes preventive work orders at the Water Plant

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

Treatment **Business Unit 5422**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 777,533	$ 710,792	$ 668,948	$ 664,718	$ 668,652
6104 Call Time	7,354	6,805	-	-	8,900
6105 Overtime	90,221	116,807	83,673	83,673	79,078
6108 Part-Time	24,151	19,377	8,784	8,784	8,774
6150 Fringes	382,322	311,853	324,567	322,701	340,364
6306 Building Maint./Janitorial	11,868	9,281	-	-	-
6309 Shop Supplies & Tools	16,364	8,051	9,500	9,500	6,000
6310 Chemicals	227,702	184,822	297,847	297,847	346,905
6320 Printing & Reproduction	-	499			
6321 Clothing	5,820	6,214	3,500	3,500	5,000
6322 Gas Purchases	2,391	3,669	4,000	4,000	4,000
6327 Miscellaneous Equipment	1,229	-	-	-	-
6402 Legal Fees	27,136	27,993	30,900	30,900	31,830
6404 Consulting Services	1,540	46,914	9,000	9,000	9,000
6408 Contractor Fees	207,257	257,368	65,515	65,515	60,700
6413 Utilities	1,227,520	1,243,532	1,425,181	1,425,181	1,288,617
6414 Janitorial Service	40,717	35,418	-	-	-
6416 Building Repairs & Maint	10,229	18,173	-	-	-
6418 Equipment Repairs & Maint	166,727	147,827	165,000	165,000	245,000
6420 Facilities Charges	-	-	368,553	368,553	333,311
6425 CEA Equip. Rental	29,277	33,510	15,902	15,902	15,036
6429 Interfund Allocations	(401,667)	(208,622)	-	-	-
6454 Grounds Repair & Maint.	3,192	7,453	-	-	-
Total Expense	$ 2,858,883	$ 2,987,736	$ 3,480,870	$ 3,474,774	$ 3,451,167

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Legal Fees	
NR 101 Wastewater fee (discharge permit)	$ 29,830
Lab certification	1,000
Ground water fee	1,000
	$ 31,830

Contractor Fees	
SCADA system support	$ 6,500
Confined space entry	1,000
System/equipment repairs by outside professionals	15,000
Operational licensing fees	3,000
T. of Menasha (Garden Ct)	5,200
Struit mechanical removal	5,000
Aeration mechanical removal	8,000
Waste removal (grit)	17,000
	$ 60,700

Chemicals	
Ferrous sulfate	$ 86,900
DAF coagulant	25,127
BFP coagulant	159,700
Sodium hypochlorite	37,480
Sodium bisulfite	30,598
Other chemicals	7,100
	$ 346,905

Equipment Repairs & Maintenance	
Batteries	$ 2,500
Dissolved oxygen cartridges	4,000
Valves	8,500
Pump parts	20,000
Filters, belts, gaskets & bearings	60,000
Small parts needed for maintenance	5,000
Receiving station repairs	25,000
Sludge storage tank repair	80,000
Corrective maintenance	30,000
Preventive maintenance	10,000
	$ 245,000

CITY OF APPLETON 2008 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:

This budget reflects an adjustment in contractor fees due to landfilling costs. In the past, this amount was budgeted at a higher amount due to storage limitations. However, in the past few years, fewer than 3,000 wet tons have been landfilled per year.

This budget reflects a Biosolids/Pretreatment Coordinator, hired during 2007, whose duties changed resulting in allocating 25% of his salary to the Laboratory & Pretreatment budget for work related to annual inspections of industrial customers, monitoring samples and issuing permits.

This budget reflects the reduction of the allocation of one Solids Operator to better reflect work performed in this area as it relates to biosolids loadings for application.

This budget reflects the elimination of the miscellaneous revenue from rent received for land that was previously owned in the Bear Creek area. This land was sold in the summer of 2007.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Environmental Safety					
Biosolids Applications # of sites					
with nitrogen loading exceedances	0	0	0	0	0
with metal(s) loading exceedances	0	0	0	0	0
Strategic Outcomes					
Beneficial Re-use					
Wet tons applied	24,860	25,000	20,000	20,000	20,000
Wet tons landfilled	3,500	0	2,000	2,000	2,000
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	27,774	26,400	22,000	22,000	22,000
CMAR Compliance					
# of site monitorings completed	10	26	13	13	13

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

Biosolids Management **Business Unit 5423**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ 1,167	$ 1,167	$ -	$ -	$ -
5010 Misc Revenue - Nontax	39	-	-	-	-
5011 Misc Revenue - Tax	20,651	20,651	-	-	-
Total Revenue	$ 21,857	$ 21,818	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 72,506	$ 70,597	$ 87,625	$ 91,855	$ 43,530
6104 Call Time	58	4,675	-	-	-
6105 Overtime	4,039	-	6,037	6,037	6,000
6150 Fringes	30,208	27,657	38,334	40,200	22,700
6316 Miscellaneous Supplies	564	-	1,000	1,000	1,000
6321 Clothing	423	262	500	500	350
6323 Safety Supplies	44	-	-	-	-
6404 Consulting Services	180	148	5,000	5,000	5,000
6408 Contractor Fees	383,080	319,643	511,880	511,880	477,580
6425 CEA Equip. Rental	11,198	15,556	14,425	14,425	17,298
Total Expense	$ 502,300	$ 438,538	$ 664,801	$ 670,897	$ 573,458

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Biosolids landfill	$ 75,000
Software	5,000
Bio-solids transport / application	346,080
Analysis/Lab Fees	6,000
Soil analysis	2,000
Research	9,000
Storage building repairs	10,000
Site management	4,500
Bio-solids incorporation	20,000
	$ 477,580

CITY OF APPLETON 2008 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:

This budget reflects the transfer of one CEA vehicle that was used by Lab Techniciains to Facilities and Maintenance Department staff.

This budget reflects 25% of the Biosolids/Pre-treatment Coordinator's salary being allocated to the Laboratory & Pretreatment budget to reflect the work that this position will perform.

This budget reflects a decrease in revenue due to the decreasing amounts of hauled waste being received for treatment.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Environmental safety					
# of industrial clients	10	10	10	10	10
# of clients in significant non-compliance	0	0	0	0	0
Increase revenue sources					
# of permitted haulers	10	10	10	10	8
$ received from other sources	$ 443,073	$ 495,782	$ 450,000	$ 450,000	$ 450,000
Strategic Outcomes					
High Wastewater treatment standards	(for 2004)	(for 2005)	(for 2006)	(for 2006)	(for 2007)
CMAR GPA for ten categories	A-	B+	A	A	A
	3.51	3.46	4.00	3.86	4.00
# of categorical grades of C or below	1	1	0	0	0
# of pollution minimization initiatives	New Measure	0	1	1	1
Work Process Outputs					
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	New Measure →		1915	1915	1915
Improve treatment processes					
# process samples analyzed annually	6,781	6,720	6,720	6,720	8,627*
Maintain industrial pretreatment compliance					
# of inspections	12	10	10	10	10
# of sampling events	24	20	20	20	20

* includes all compliance, process and billing samples

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

Laboratory & Pretreatment **Business Unit 5424**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4814 Industrial Pre-Treatment	$ 10,046	$ 12,565	$ 10,000	$ 10,000	$ 9,500
5001 Fees & Commissions	3,252	3,432	2,500	2,500	3,000
5010 Misc Revenue - Nontax	5,494	5,074	5,000	5,000	4,000
5084 Special Hauled Waste	443,717	495,715	437,750	437,750	415,000
Total Expense	$ 462,509	$ 516,786	$ 455,250	$ 455,250	$ 431,500
Expenses					
6101 Regular Salaries	$ 117,480	$ 137,767	$ 121,196	$ 121,196	$ 137,985
6105 Overtime	8,396	7,554	9,402	9,402	8,000
6150 Fringes	61,492	63,714	58,546	58,546	72,254
6309 Tools & Instruments	4,473	12,261	15,000	15,000	15,000
6310 Chemicals	6,717	6,053	8,000	8,000	8,000
6321 Clothing	444	933	800	800	1,000
6324 Medical\Lab Supplies	5,739	6,564	6,500	6,500	6,500
6408 Contractor Fees	29,813	28,826	22,750	22,750	20,250
6418 Equip Repairs & Maint	3,280	633	2,000	2,000	2,000
6425 CEA Equip. Rental	1,295	803	2,538	2,538	-
6432 Lab Fees	770	812	1,100	1,100	1,100
6804 Equipment	323	-	-	-	-
Total Expense	$ 240,222	$ 265,920	$ 247,832	$ 247,832	$ 272,089

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Tools & Instruments	
Testing equipment	$ 10,000
Equipment replacement/repair	5,000
	$ 15,000
Contractor Fees	
Pretreatment testing	$ 6,750
Wastewater testing	13,500
	$ 20,250

CITY OF APPLETON 2008 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:

The budget reflects 10% of a Maintenance Specialist's salary being allocated to this budget to better reflect work that is performed by staff at the lift stations.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Sewage bypasses / backups					
# per year attributed to lift stations	0	0	0	0	0
Strategic Outcomes					
Integrity of lift stations maintained					
# of emergency calls required	35	17	15	15	15
Work Process Outputs					
Response to work orders					
# of preventive work orders	136	203	100	100	100
# of corrective work orders	43	63	60	60	40

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

Lift Stations **Business Unit 5425**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ -	$ 4,928
6150 Fringes	-	-	-	-	2,489
6408 Contractor Fees	8,228	900	6,000	6,000	6,000
6413 Utilities	26,239	25,980	29,920	29,920	28,886
6418 Equip Repairs & Maint	7,534	3,669	6,000	6,000	6,000
Total Expense	$ 42,001	$ 30,549	$ 41,920	$ 41,920	$ 48,303

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 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

Reduce the amount of inflow and infiltration into the sanitary sewer system

Pursue technology required and costs of digitizing (DVD) our sewer television inspection reports. They are currently recorded using analog (VHS) technology

Major Program Changes:

The reduction in the number of seals installed is a result of seals no longer being installed as part of the temporary repairs of the patch contract. The cost and level of effort was not worth the benefit received, especially since we continue to receive "A" ratings in the CMAR report. Seals will still be installed as part of street reconstruction projects.

To reduce the backlog of identified spot repairs, $43,000 was added to contractor fees along with $10,000 for emergency spot repairs that would not be under contract.

$45,000 was added to consulting services for flow monitoring to verify interceptor capacity for the north growth area. This is a one-time expense to monitor the sizing of sewer pipes based on re-zoning, change of use and density of the area. Information will be used to plan future CIP requests accordingly. Industry standards are currently indicating that pipes in this area are undersized, however there have been no major problems reported.

This budget reflects the purchase of a software package to aide in managing the data acquired via the sewer televising program and in developing the annual sewer maintenance program. Total cost of the software is $11,450, split equally between the Stormwater and Wastewater utilities.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	50	39	35	35	35
Compliance with regulation					
# of protruding taps identified	0	6	5	12	10
# of cross connections identified	135	144	110	130	125
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	74	53	80	80	75
# of system blockages removed	7	5	10	10	8
% of total system televised	19.2%	18.2%	12.0%	17.5%	15.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	63%	81%	45%	60%	55%
# of spot repairs made	58	26	30	20	35
Safeguarding health and safety					
# of protruding taps removed	1	2	8	12	10
Reduction of treatment costs					
# of seals installed (I&I)	37	48	50	0	0

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

Collection Systems **Business Unit 5427**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 220,834	229,948	$ 213,514	$ 213,514	217,198
6104 Call Time	4,271	2,402	4,000	4,000	4,000
6105 Overtime	9,708	5,082	4,500	4,500	5,000
6108 Part-Time	5,352	1,850	-	-	-
6150 Fringes	83,021	87,577	100,244	100,244	107,716
6201 Training\Conferences	863	-	2,000	2,000	2,775
6303 Memberships & Licenses	50	50	75	75	75
6309 Shop Supplies & Tools	1,597	2,019	2,500	2,500	2,500
6315 Books & Library Materials	382	49	-	-	-
6320 Printing & Reproduction	10	92	-	-	-
6323 Safety Supplies	138	-	-	-	-
6325 Construction Materials	26,008	20,128	15,400	15,400	18,000
6327 Miscellaneous Equipment	2,386	166	1,214	10,114	3,850
6404 Consulting Services	191,296	161,715	125,000	137,000	152,000
6407 Collection Services	520	545	-	-	-
6408 Contractor Fees	137,991	58,676	134,000	159,707	172,000
6413 Utilities	2,098	4,888	2,400	2,400	4,800
6415 Tipping Fees	1,941	2,120	1,000	1,000	1,000
6418 Equip Repairs & Maint	-	370	250	250	400
6424 Software Support	-	-	-	-	600
6425 CEA Equip. Rental	39,290	50,308	64,000	64,000	64,000
6430 Health Services	-	13	150	150	150
Total Expense	$ 727,756	$ 627,998	$ 670,247	$ 716,854	$ 756,064

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Castings	$ 14,000
Concrete	4,000
	$ 18,000
Consulting Services	
Sewer TV & cleaning	$ 95,000
Aerial Topography	12,000
Flow monitoring	45,000
	$ 152,000
Contractor Fees	
Surface restoring -prior year repairs	$ 40,000
Protruding taps/mineral deposits	35,000
Spot repair liners	87,000
Unanticipated failures	10,000
	$ 172,000

CITY OF APPLETON 2008 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 improperly sized sewers and incorporate them into our five year plan

Identify the need for future system expansions and incorporate them into our five year plan (see page 626)

Design replacement systems or system expansions to meet current and future demands

Reduce the amount of inflow and infiltration into the sanitary sewer system

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	33	25	26	26	25
I & I section rating from CMAR	A	A	A	A	A
# of laterals replaced	161	231	312	312	300
Strategic Outcomes					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	290.52	296.42	303.91	305.30	306.81
% of total miles of sanitary sewer reconstructed	0.64%	0.54%	0.50%	0.50%	0.50%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	1.85	1.63	1.53	1.53	1.59
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	1.75	3.24	2.90	1.31	1.59
Reduction of treatment costs					
# of seals installed (I&I)	81	88	92	92	90

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY
Public Works Capital Improvements **Business Unit 5431**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 25,634	$ 23,322	$ 86,054	$ 86,054	$ 92,158
6105 Overtime	4,006	4,096	4,000	4,000	4,000
6108 Part-Time	1,049	654	-	-	-
6150 Fringes	13,047	9,891	35,606	35,606	36,192
6325 Construction Materials	684	-	-	-	24,795
6402 Legal Fees	300	-	-	-	-
6404 Consulting Services	-	20	-	77,873	120,000
6408 Contractor Fees	(68)	5,817	-	-	3,100
6413 Utilities	-	5,372	-	-	-
6415 Tipping Fees	-	916	-	-	-
6425 CEA Equip. Rental	836	-	3,600	3,600	5,106
6801 Land	-	68	-	75,000	-
6809 Infrastructure Construction	413,743	486,518	3,907,444	4,776,644	4,916,323
Total Expense	$ 459,231	$ 536,674	$ 4,036,704	$ 5,058,777	$ 5,201,674

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

2008	Street	From	To	Waste-water Utility
Labor Pool				132,350
Consultants	Interceptor - Fox River south side			
		Oneida St	Oneida - e/o	60,000
	Interceptor - Paper Valley / Post Office Microtunnel Relo			60,000
	Subtotal			**120,000**
Miscellaneous Construction	Laterals & Manholes Prior To 2008 Asphalt Paving			27,855
	Paving, new & recon			56,517
	Ballard Road	Applecreek Rd	Broadway s/o	33,001
	Subtotal			**117,373**
New Construction	Lake Park Rd	Plank Rd	Midway Rd	165,800
	Subtotal			**165,800**
Reconstruction	Bennett St	Commercial St	Winnebago St	11,736
	Brewster St	Summitt St	Summitt 198' e/o	7,326
	Commercial St	Superior St	Clark St	9,146
	E. South River St	East St, 236' e/o	East St.	10,620
	E. South River St	West Ave	West Ave, 91' w/o	4,550
	E. South River St	West Ave, 91' w/o	West Ave	9,540
	Easement	Winona Way	Pacific St	9,300
	Easement	Melvin St	Second St	17,384
	Eighth St	Linwood Ave	Victoria St	18,100
	Easement	Outagamie St	Outagamie St	10,000
	Fourth St	Douglas St	Outagamie St	18,592
	Easement	Mason St	Fourth St	34,960
	Fremont St.	Walden Ave	Kernan Ave	22,000
	Harris St	Appleton St	Oneida St	12,540
	Interceptor	Reid Ct	Hillcrest Dr	1,270,000
	Interceptor	Arbutus Park	Jones Park	1,439,475
	Lawe St	Spring	Wisconsin Ave	66,000
	Meade St	Brewster St	Roosevelt	80,625
	Easement	Sherman Place	Post Office	4,416
	Subtotal			**3,056,310**
Reconstruction (on streets to be paved in 2009)	Bay St	Marquette St	Pershing St	27,350
	Clark St	Wisconsin Ave	Glendale Ave	354,505
	College Ave	Drew St	Bridge (west side)	191,150
	College Ave	Bridge (east side)	Matthias St	320,800
	Durkee St	Franklin St	North St	32,002
	Hancock St	Bateman St	Lawe St	25,000
	Harding St	Oneida St	Carpenter St	365,454
	John St (CTH KK)	College Ave	Banta Court	73,300
	Packard St	Badger Ave	Richmond St	177,400
	Washington St	Bennett St	Story St	42,880
	Subtotal			**1,609,841**
Total				**$ 5,201,674**

CITY OF APPLETON 2008 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 2007 CIP's:

Aeration Tank 2 & 3 Pipe Replacement (DNR Replacement Fund)	$	369,000	(see page 677)
Belt Filter Press Rebuilds (DNR Replacement Fund)		769,230	(see page 682)
Lift Station Renovations		28,925	(see page 684)
TOC Instrumentation		8,875	(see page 675)
Waste Gas Study		60,000	(see page 654)
Roof Replacement		135,000	(see page 652)
Generators		30,000	(see page 655)
Lighting Upgrades		136,666	(see page 650)
HVAC Upgrades		85,000	(see page 647)
	$	1,622,696	

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Cost effective treatment processes					
# of CIP's in budget year	5	3	3	3	9
# of CIP's in five-year plan	14	6	10	10	16
Strategic Outcomes					
Sewer Rate changes					
% per year	14-16%	0%	0%	0%	0%
Work Process Outputs					
Project Management					
% of budget as of the end of the year	New Measure	76%	100%	100%	100%

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

Utility Capital Improvements **Business Unit 5432**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ -	$ -
6150 Fringes	-	-	-	-	-
6404 Consulting Services	-	-	-	-	153,500
6801 Land	-	-	-	-	-
6804 Equipment	-	2,038	1,300,000	1,304,490	1,469,196
6899 Other Infrastructure	-	-	120,000	120,000	-
Total Expense	$ -	$ 2,038	$ 1,420,000	$ 1,424,490	$ 1,622,696

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Consulting Services

Waste gas study	$ 60,000
Belt filter press rebuilds	63,000
Aeration tank 2 & 3 pipe replacment	30,500
	$ 153,500

Equipment

Roof replacement	$ 135,000
Generators	30,000
TOC instrumentation	8,875
Belt filter press rebuilds	706,230
Lift stations	28,925
Aeration tank 2 & 3 pipe replacement	338,500
Lighting upgrades	136,666
HVAC Upgrades	85,000
	$ 1,469,196

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,167	1,167.00	902	0	0	0	0
Interest Income	337,466	534,638.91	894,367	293,100	293,100	0	788,000
Charges for Services	7,431,053	9,028,422.83	7,752,689	9,399,200	9,399,200	0	8,910,000
Intergov. Charges for Service	0	.00	215	0	0	0	0
Other Revenues	2,006,655	2,066,388.21	1,436,168	927,668	927,668	0	512,398
TOTAL REVENUES	9,776,341	11,630,616.95	10,084,341	10,619,968	10,619,968	0	10,210,398
EXPENSES BY LINE ITEM							
Regular Salaries	329,514	373,176.52	238,857	358,380	358,380	255,176	348,358
Labor Pool Allocations	949,797	872,536.46	881,387	1,040,968	1,040,968	1,036,313	1,036,313
Call Time	11,822	9,433.52	10,345	4,000	4,000	4,000	13,200
Overtime	89,795	143,350.66	120,027	110,980	110,980	114,478	105,278
WW Unscheduled Overtime	30,937	.00	0	0	0	0	0
Temp. Full-Time	10,870	6,469.24	3,306	5,006	5,006	5,005	5,005
Part-Time	21,207	16,248.36	14,595	13,983	13,983	10,283	10,283
Other Compensation	7,446	273.01	1,423	1,800	1,800	500	500
Shift Differential	2,929	3,373.87	3,021	50	50	50	50
Sick Pay	49,761	59,929.79	76,526	0	0	0	0
Vacation Pay	146,815	147,980.60	109,201	0	0	0	0
Fringes	682,058	616,364.19	554,337	652,611	652,611	643,219	679,029
Unemployment Compensation	8,061	1,352.00	0	0	0	0	0
Salaries & Fringe Benefits	2,341,012	2,250,488.22	2,013,025	2,187,778	2,187,778	2,069,024	2,198,016
Training & Conferences	2,666	4,389.74	5,017	8,000	8,000	7,500	8,775
Office Supplies	6,099	6,038.63	5,239	6,000	6,000	4,500	4,500
Subscriptions	0	14.00	49	285	285	100	100
Memberships & Licenses	1,828	1,848.00	1,738	2,075	2,075	2,075	2,075
Postage & Freight	11,457	12,185.50	13,111	15,300	15,300	1,350	15,850
Awards & Recognition	83	312.88	160	285	285	300	300
Building Maintenance/Janitor.	11,868	9,280.74	3,354	10,059	10,059	3,750	3,750
Food & Provisions	180	431.17	375	380	380	400	400
Insurance	92,580	94,548.00	71,133	85,360	85,360	0	83,520
Depreciation Expense	3,773,130	3,788,112.54	3,173,206	4,121,600	4,121,600	0	3,989,000
Uncollectible Accounts	3,274	11,953.89	1,911	3,300	3,300	0	3,000
Meter Expense	519,429	562,015.82	170,514	554,000	554,000	0	570,620
Discounts Available	205-	.00	5-	0	0	0	0
Interest Payments	476,384	371,845.32	461,991	538,300	538,300	0	597,989
Debt Issuance Costs	9,265	18,988.89	11,161	28,393	28,393	0	16,964
Amortization of Debt Disc.	0	.00	0	0	0	0	34,994
Gain/Loss on Refund Amort.	46,926	53,333.13	39,592	47,511	47,511	0	0
Trans Out - General Fund	117,450	117,450.00	97,875	117,450	117,450	0	117,450
Trans Out - Capital Projects	0	.00	0	6,022	6,022	0	0
Administrative Expense	5,072,414	5,052,748.25	4,056,421	5,544,320	5,544,320	19,975	5,449,287
Shop Supplies & Tools	22,433	22,331.22	10,811	27,000	27,000	23,500	23,500
Chemicals	234,419	190,874.99	275,335	305,847	305,847	354,905	354,905
Books & Library Materials	382	49.25	0	0	0	0	0
Miscellaneous Supplies	563	.00	0	1,000	1,000	1,000	1,000
Printing & Reproduction	5,655	4,296.72	3,871	5,700	5,700	3,300	5,400
Clothing	7,108	7,755.50	5,944	5,400	5,400	7,150	7,150
Gas Purchases	2,391	3,668.77	1,991	4,000	4,000	4,000	4,000
Safety Supplies	3,033	4,679.15	2,410	6,000	6,000	5,500	5,500
Medical & Lab Supplies	5,739	6,563.50	2,490	6,500	6,500	6,500	6,500
Construction Materials	26,692	20,128.38	68,849	15,400	15,400	42,795	42,795
Miscellaneous Equipment	3,646	787.69	9,965	2,459	11,359	2,500	6,350
Supplies & Materials	312,061	261,135.17	381,666	379,306	388,206	451,150	457,100
Accounting/Audit	30,784	8,389.95	8,689	9,126	9,126	0	10,740
Legal Fees	27,436	27,992.71	26,491	30,900	30,900	31,830	31,830
Bank Services	21,589	18,648.59	19,835	23,500	23,500	0	22,850
Consulting Services	194,958	209,034.26	163,698	139,500	229,373	688,250	439,750
Collection Services	1,724	1,754.26	1,125	1,200	1,200	1,200	1,200

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Contractor Fees	768,497	672,269.43	397,787	745,145	770,852	744,130	744,130
Temporary Help	354	1,672.80	2,339	3,000	3,000	800	300
Advertising	1,539	3,090.23	4,172	2,000	2,000	2,500	2,500
Tipping Fees	1,941	3,036.35	1,724	1,000	1,000	1,000	1,000
Interfund Allocations	401,667-	208,622.26-	0	0	0	0	0
Health Services	0	13.00	0	150	150	150	150
Lab Fees	770	812.00	903	1,100	1,100	1,100	1,100
Billing Services	82,700	85,079.23	64,206	88,000	88,000	0	88,000
Other Contracts/Obligations	32,007	19,560.95	21,374	21,600	21,600	0	21,600
Purchased Services	762,632	842,731.50	712,343	1,066,221	1,181,801	1,470,960	1,365,150
Electric	656,213	723,516.15	666,643	748,084	748,084	780,238	780,238
Gas	518,015	478,264.44	364,987	597,357	597,357	462,041	462,041
Water	51,542	55,288.60	40,758	79,360	79,360	53,324	53,324
Waste Disposal/Collection	63	.00	0	0	0	0	0
Fuel Oil	14,992	2,369.40	2,178	10,000	10,000	4,000	4,000
Stormwater	15,031	20,333.47	16,808	22,700	22,700	22,700	22,700
Telephone	17,616	18,208.51	11,873	12,905	12,905	15,000	15,000
Cellular Telephone	3,418	2,456.73	2,604	3,500	3,500	3,500	3,500
Utilities	1,276,890	1,300,437.30	1,105,851	1,473,906	1,473,906	1,340,803	1,340,803
Janitorial Service	40,717	35,418.24	0	42,778	42,778	0	0
Building Repair & Maintenance	10,229	26,767.79	167	25,000	25,000	25,000	0
Equipment Repair & Maintenanc	179,911	144,901.61	124,308	149,250	149,250	148,400	253,400
Facilities Charges	0	.00	286,554	325,775	325,775	333,311	333,311
Software Support	0	.00	0	0	0	0	600
CEA Equipment Rental	87,055	104,187.65	94,435	103,093	103,093	102,900	102,900
Grounds Repair & Maintenance	3,192	7,453.48	0	0	0	0	0
Repair & Maintenance	321,104	318,728.77	505,464	645,896	645,896	609,611	690,211
Land	0	67.50	55,019	0	75,000	0	0
Machinery & Equipment	323	2,700.89	4,490	1,300,000	1,304,490	833,415	1,112,530
Furniture & Fixtures	0	.00	0	0	0	271,666	356,666
Infrastructure Construction	413,743	486,518.05	2,389,894	4,027,444	4,896,644	4,916,323	4,916,323
Other Capital Outlay	0	.00	109,655	0	0	0	0
Capital Expenditures	414,066	489,286.44	2,559,058	5,327,444	6,276,134	6,021,404	6,385,519
TOTAL EXPENSES	10,500,179	10,515,555.65	11,333,828	16,624,871	17,698,041	11,982,927	17,886,086

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Charges for Services	$ 7,431,053	$ 9,040,988	$ 9,399,200	$ 9,100,000	$ 8,910,000
Miscellaneous	511,254	643,285	481,250	481,250	464,500
Total Revenues	7,942,307	9,684,273	9,880,450	9,581,250	9,374,500
Expenses					
Operation and Maintenance	6,077,023	6,165,826	6,308,891	6,308,891	6,305,319
Depreciation	3,935,300	3,788,113	4,121,600	3,850,000	3,989,000
Total Expenses	10,012,323	9,953,939	10,430,491	10,158,891	10,294,319
Operating Income (Loss)	(2,070,016)	(269,666)	(550,041)	(577,641)	(919,819)
Non-Operating Revenues (Expenses)					
Interest Income	337,466	534,639	293,100	600,000	778,000
Interest Expense	(476,384)	(371,845)	(538,300)	(554,388)	(597,989)
Gain/Loss on Refunding	(46,926)	(53,333)	(47,511)	(47,511)	(34,994)
Amortization of Premium on Debt Issue	2,809	15,062	13,418	13,418	9,883
Amortization of Debt Expense	(9,265)	(18,989)	(28,393)	(28,393)	(16,964)
Total Non-Operating	(192,300)	105,534	(307,686)	(16,874)	137,936
Net Income Before Contributions and Transfers	(2,262,316)	(164,132)	(857,727)	(594,515)	(781,883)
Contributions and Transfers In (Out)					
Capital Contributions	1,655,929	1,223,057	433,000	433,000	38,015
Capital Projects Funds	-	173,587	(6,022)	(13,750)	-
General Fund	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	(723,837)	1,115,062	(548,199)	(292,715)	(861,318)
Net Assets - Beginning	89,025,896	88,302,059	89,417,121	89,417,121	89,124,406
Net Assets - Ending	$ 88,302,059	$ 89,417,121	$ 88,868,922	$ 89,124,406	$ 88,263,088

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	5,147,780	4,427,426
+ Change in Net Assets	(292,715)	(861,318)
+ Depreciation	3,850,000	3,989,000
+ Long Term Debt	2,350,000	3,900,000
- Contributed Capital	(433,000)	(38,015)
- Fixed Assets	(5,456,704)	(6,824,370)
+ Sale of Fixed Assets	-	-
- Principal Repayment	(1,507,935)	(2,170,996)
- Transfer to DNR Replacement Fund	(530,000)	(545,000)
+ Fixed Assets funded by DNR Replacement Fund	1,300,000	753,615
Working Cash - End of Year	$ 4,427,426	$ 2,630,342

WORKING CAPITAL RESERVE REQUIREMENT

Prior Year Audited Expenditures	$ 9,953,939
- Depreciation	(3,788,113)
+ Transfer to General Fund	117,450
Net Prior Year Cash Expenditures	$ 6,283,276
25 % Working Capital Reserve Requirement	$ 1,570,819

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS

	1993 Clean Water Fund Bond		2005 Refunding Bonds	
Year	Principal	Interest	Principal	Interest
2008	860,996	135,804	1,150,000	100,352
2009	890,003	106,146	1,190,000	57,108
2010	919,987	75,488	1,235,000	14,408
2011	950,982	43,797	-	-
2012	983,020	11,039	-	-
	$ 4,604,988	$ 372,274	$ 3,575,000	$ 171,868

	2006 Revenue Bonds		2007 Revenue Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2008	100,000	145,460	60,000	118,873	2,170,996	500,489	2,671,485
2009	110,000	140,927	80,000	104,427	2,270,003	408,608	2,678,611
2010	125,000	135,827	80,000	101,027	2,359,987	326,750	2,686,737
2011	125,000	130,515	85,000	97,485	1,160,982	271,797	1,432,779
2012	130,000	125,060	90,000	93,731	1,203,020	229,830	1,432,850
2013	135,000	119,281	95,000	89,765	230,000	209,046	439,046
2014	150,000	112,938	100,000	85,585	250,000	198,523	448,523
2015	150,000	106,250	100,000	81,335	250,000	187,585	437,585
2016	155,000	99,350	105,000	76,944	260,000	176,294	436,294
2017	160,000	92,225	110,000	72,340	270,000	164,565	434,565
2018	175,000	84,575	115,000	67,427	290,000	152,002	442,002
2019	175,000	76,700	120,000	62,250	295,000	138,950	433,950
2020	185,000	68,525	125,000	56,333	310,000	124,858	434,858
2021	195,000	59,250	135,000	49,750	330,000	109,000	439,000
2022	200,000	49,333	140,000	42,833	340,000	92,166	432,166
2023	215,000	38,833	145,000	35,667	360,000	74,500	434,500
2024	225,000	27,750	155,000	28,083	380,000	55,833	435,833
2025	235,000	16,167	160,000	20,167	395,000	36,334	431,334
2026	245,000	4,083	170,000	11,833	415,000	15,916	430,916
2027	-	-	180,000	3,000	180,000	3,000	183,000
	$ 3,190,000	$ 1,633,049	$ 2,350,000	$ 1,298,855	$ 13,719,988	$ 3,476,046	$ 17,196,034

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of $3,900,000 will be issued in 2008. Expected interest expense on the issue for 2008 is $97,500 at 5%.

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

NOTES

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

NOTES

CITY OF APPLETON 2008 BUDGET
WASTEWATER UTILITY

NOTES

CITY OF APPLETON 2008 BUDGET

STORMWATER UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Wendy K. Lodholz

CITY OF APPLETON 2008 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 2007 EVENTS

Completed construction of the Meade-Pacific Tunnel to provide flooding relief in the Bellaire Ravine Drainage Area
Completed final design of the Coop Road Phase II Pond to facilitate new development in the south side growth area
Constructed the Memorial Park Northeast Pond and Inlet/Outlet Sewers to continue implementing stormwater quantity and quality management per the Northland Creek Drainage Area Study
Began design of the South Island Street area stormwater quality practices
Began design of the Northland Avenue area biofiltration devices
Completed design of the Midway Road (west of Lake Park) storm sewer to facilitate construction of Midway Road
Completed design of the Atlantic Street Liner project from Peabody Park to Durkee Street
Completed construction of the 7th Street/Jones Park relief storm sewer to address flooding and erosion occurring in Jones Park and areas to the west
Completed preliminary design of Conkey Pond to continue implementing stormwater quality and quantity management recommendations per the Northland Creek Area Drainage Study
Applied for WDNR permits to construct Southeast Pond Retrofit
Improved practices for inspecting and maintaining City stormwater facilities by utilizing available technology including GIS mapping
Continued implementing the Citywide Stormwater Management Plan to achieve compliance with the City's NR 216 stormwater permit
Continued participating in the Northeast Wisconsin Stormwater Consortium (NEWSC) to help meet the City's stormwater obligations per NR 216
Began "St. E's" Area detailed Stormwater Drainage Study
Updated the Citywide SLAMM water quality model to provide updated progress on NR216 Citywide goals for removal of Total Suspended Solids in stormwater runoff
Completed the Stormwater Pollution Prevention Plan as required by the NR 216 General Permit
Updated the Stormwater Management Ordinance
Built a demonstration rain garden at Green Meadows Park in Calumet County as part of the NR 216 General Permit Education Program
Received WDNR permits for the Pershing/441 Detention Pond
Celebrated National Public Works Week with the following events:
· Open House at Municipal Service Building
· Roundabout training for all Public Works employees by an expert in roundabout designs from Madison
· Educated DPW employees on the new decision making model that the Quality Improvement Process Steering Committee initiated to better enhance our communication efforts within the department

CITY OF APPLETON 2008 BUDGET
STORMWATER

MAJOR 2008 OBJECTIVES

Complete construction of the Coop Road Phase II Pond to facilitate new development in the south side growth area
Complete final design of the Memorial Park South Pond to continue implementing stormwater quantity and quality management per the Northland Creek Drainage Area Study
Construct the Pershing/441 Pond to continue implementing stormwater quantity and quality management per the Northland Creek Drainage Area Study
Construct the Northland Avenue area biofiltration devices to provide additional stormwater quality management in the Northland Creek Drainage Study Area
Complete construction of the Midway Road (west of Lake Park) storm sewer to facilitate construction of Midway Road and improve traffic flow in the City's south side growth area
Construct the Atlantic Street Liner project from Peabody Park to Durkee Street
Complete the design and purchase land for proposed Conkey Pond to continue implementing stormwater quality and quantity management recommendations per the Northland Creek Area Drainage Study
Construct the Southeast Pond Retrofit to provide additional stormwater quantity and quality management in the Southeast Drainage Study Area
Improve practices for inspecting and maintaining City stormwater facilities by utilizing available technology including GIS mapping and by purchasing, learning and using new stormwater permit tracking software
Continue implementing the Citywide Stormwater Management Plan to achieve compliance with the City's NR 216 stormwater permit
Continue participating in the Northeast Wisconsin Stormwater Consortium (NEWSC) to help meet the City's stormwater obligations per NR 216
Develop and begin implementing storm sewer outfall inspection and field screening program to achieve compliance with the City's NR 216 stormwater permit (Illicit Discharge)
Complete the Education, Public Participation, Erosion Control, and Post-Construction Site Plans as required in the NR 216 Permit.
Prepare a detailed drainage study for the West Wisconsin Avenue drainage area

STORMWATER COMPARISONS (including Contributed Capital)

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Total miles	273.91	282.81	286.54	286.54	287.75
Additional miles	8.90	3.73	1.21	1.21	1.11
Reconstructed	0.05	0.80	3.46	3.46	0.80
% of total reconstructed	0.02%	0.30%	1.25%	1.25%	0.28%
Acre feet of storage	554.00	554.00	607.00	607.00	670.00
Additional acre feet	7.00	0	46.80	46.80	63.00

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2005	2006	Adopted 2007	Amended 2007	2008	Change *
	Program Revenues	$ 6,637,985	$ 8,584,530	$ 6,246,600	$ 6,246,600	$ 6,606,500	5.76%
	Program Expenses						
5210	Administration	2,498,816	2,881,223	3,297,216	3,468,534	3,383,817	2.63%
5220	Facility Maintenance	1,166,948	1,080,925	1,160,606	1,311,711	1,290,328	11.18%
5225	Leaf Collection *	-	249,329	353,469	353,469	286,385	-18.98%
5230	Capital Construction	648,621	454,872	6,354,841	9,927,859	8,145,102	28.17%
	TOTAL	$ 4,314,385	$ 4,666,349	$ 11,166,132	$ 15,061,573	$ 13,105,632	17.37%
	Expenses Comprised Of:						
	Personnel	872,209	1,019,993	1,287,468	1,287,468	1,283,345	-0.32%
	Administrative Expense	2,066,582	2,329,213	2,507,285	2,507,285	2,806,669	11.94%
	Supplies & Materials	69,270	53,803	76,044	76,044	84,360	10.94%
	Purchased Services	818,390	715,829	1,240,000	1,772,563	1,124,924	-9.28%
	Utilities	1,173	11,886	1,700	1,700	3,426	101.53%
	Repair & Maintenance	173,136	261,872	387,982	387,982	333,377	-14.07%
	Capital Expenditures	313,625	273,753	5,665,653	9,028,531	7,469,531	31.84%
	Full Time Equivalent Staff:						
	Personnel allocated to programs	14.02	16.12	17.52	17.52	16.92	

* Note: The Leaf Collection program was formerly a part of the Sanitation Fund.
* % change from prior year adopted budget

CITY OF APPLETON 2008 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 requests 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:

This budget reflects a reimbursement grant to be received in 2008 for projects completed in the prior year. The department plans to submit three grant applications in 2008 for funds that may be received in 2009 or later; successful grant applications are not a guarantee for future payments.

This budget reflects a decrease in plan review revenue based on current building trends and 2008 projections of future development. Projections for 2008 assume the average permit will have less impervious service area and fewer subdivision lots, therefore a smaller fee is collected for the review.

This budget reflects consulting expense to develop and begin implementing storm sewer outfall inspections and field screening program to achieve compliance with City's NR 216 stormwater permit (Illicit Discharge). This budget also includes $10,000 to purchase or develop a software program to assist staff in tracking various aspects of the stormwater program, as required by NR 216, and reporting on them to the DNR.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Economic development					
Master plans completed	0	1	1	1	1
Acres of land identified for future use	0	0	0	0	0
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	4	3	1	1	3
Value of grant dollars awarded or applied for future reimbursement	$ 208,000	$ 44,150	$ 150,000	$ 150,000	$ 100,000
Safe, reliable future level of service					
Acre feet of storage identified for future use	0.0	0.0	0.0	0.0	0.0
# of DNR non-compliance notices received	2	1	0	0	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	70	57	80	80	80

CITY OF APPLETON 2008 BUDGET
STORMWATER

Administration **Business Unit 5210**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ 50,000
4411 Sundry Permits	-	25	-	-	-
4418 Plan Review Permit	74,873	36,349	50,800	50,800	20,000
4420 Erosion Control	7,038	4,685	5,100	5,100	5,000
4710 Interest on Investments	254,358	492,484	128,000	128,000	415,000
4730 Interest - Deferred Special	8,670	4,636	-	-	-
4880 Stormwater Revenue	3,837,660	5,651,299	6,047,700	6,047,700	6,100,000
5021 Capital Contributions	2,441,737	2,373,748	-	-	-
5035 Other Reimbursements	-	3,615	-	-	-
5071 Customer Penalty	13,421	17,689	15,000	15,000	16,500
Total Revenue	$ 6,637,757	$ 8,584,530	$ 6,246,600	$ 6,246,600	$ 6,606,500
Expenses					
6101 Regular Salaries	$ 197,094	$ 206,693	$ 272,640	$ 272,640	$ 250,671
6104 Call Time	469	331	850	850	850
6105 Overtime	3,640	1,840	3,600	3,600	3,000
6108 Part-Time	-	1,748	-	-	-
6150 Fringes	78,372	77,644	109,969	109,969	101,990
6201 Training\Conferences	3,538	1,923	4,160	4,160	6,475
6206 Parking Permits	252	264	264	264	264
6301 Office Supplies	105	87	-	-	-
6302 Subscriptions	-	-	-	-	-
6303 Memberships & Licenses	3,550	3,170	11,700	11,700	11,620
6304 Postage\Freight	9,745	10,951	12,500	12,500	14,500
6305 Awards & Recognition	35	35	35	35	35
6315 Books & Library Materials	393	-	400	400	200
6320 Printing & Reproduction	3,147	1,919	6,700	6,700	4,000
6321 Clothing	235	180	180	180	180
6327 Miscellaneous Equipment	2,552	70	650	650	10,000
6401 Accounting/Audit	16,469	11,360	2,760	2,760	7,160
6402 Legal Fees	89	201	150	150	200
6403 Bank Services	15,689	15,039	17,000	17,000	16,000
6404 Consulting Services	83,803	229,035	314,550	485,868	182,000
6413 Utilities	40	166	200	200	215
6425 CEA Equip. Rental	2,584	3,660	2,682	2,682	2,682
6430 Health Services	-	282	-	-	-
6501 Insurance	6,960	7,650	11,010	11,010	11,460
6599 Other Contracts/Obligations	27,658	2,137	57,600	57,600	-
6601 Depreciation Expense	1,067,426	1,171,503	1,270,000	1,270,000	1,400,000
6623 Uncollectable Accounts	1,087	1,097	1,100	1,100	1,100
6720 Interest Payments	928,254	1,085,537	1,138,993	1,138,993	1,300,412
6730 Debt Issuance Costs	33,130	34,201	39,000	39,000	46,303
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
7914 Trans Out - Capital Projects	-	-	6,023	6,023	-
Total Expense	$ 2,498,816	$ 2,881,223	$ 3,297,216	$ 3,468,534	$ 3,383,817

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Memberships & Licenses	
NR216 annual permit fee	$ 8,000
Stormwater consortium	3,420
Professional memberships	200
	$ 11,620

Postage & Freight	
City Service Invoice postage allocation	$ 14,500
	$ 14,500

Miscellaneous Equipment	
NR 216 tracking software	$ 10,000
	$ 10,000

Consulting Services	
Stormwater management plan reviews	$ 80,000
W. Wisconsin Area Study	50,000
Public info & education	4,000
Public involvement & participation	1,000
Illicit discharge - initial field survey	20,000
Pollution prevention implementation	5,000
Wetland studies	10,000
Aerial topography	12,000
	$ 182,000

CITY OF APPLETON 2008 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
Implement adaptive management plans for stormwater facilities to improve management techniques and response times for facilities maintenance

Major program changes:

This budget reflects an increase in spot repair expense to address backlog of needed repairs. It also includes the purchase of a software package to aide in managing the data acquired via the sewer televising program and in developing the annual sewer maintenance program. Total cost of the software is $11,450, split equally between the Stormwater and Wastewater utilities.

This budget includes rip rap repairs at the Fox River outfalls. These repairs will require a barge due to restricted access; these repairs are required every 10-20 years.

The budget includes equipment rental needed to complete underwater survey for pond depths for Ashbury, Ballard and Holland ponds. It is anticipated that surveys will be completed to assist in planning future maintenance budgets on two or three ponds annually in future years.

The expense for tipping fees has increased due to the improved street sweeping program that is part of the City-wide Stormwater Management Plan, resulting in more tons of material disposed.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	20	17	10	10	10
Compliance with regulation					
# of protruding taps identified	14	33	30	30	30
# of cross connections identified	0	0	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	20	3	50	50	50
% of total system televised	17%	12%	12%	12%	12%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	2,165	2,722	2,500	2,500	2,500
% of total storm sewer system cleaned	13%	12%	14%	14%	14%
Safeguarding health and safety					
# of protruding taps removed	14	25	20	20	30
# of spot repairs made	19	12	12	12	15

CITY OF APPLETON 2008 BUDGET
STORMWATER

Facility Maintenance **Business Unit 5220**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Revenues					
4801 Charges for Serv.- Nontax	$ 228	$ -	$ -	$ -	$ -
Total Revenue	$ 228	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 332,734	$ 326,353	$ 323,741	$ 323,741	$ 355,974
6104 Call Time	1,082	1,680	1,950	1,950	1,950
6105 Overtime	8,577	7,452	6,750	6,750	8,700
6108 Part-Time	340	358	-	-	
6150 Fringes	139,411	139,162	143,011	143,011	148,463
6308 Landscape Supplies	308	531	500	500	1,500
6309 Shop Supplies & Tools	3,318	483	2,850	2,850	2,350
6325 Construction Materials	57,895	46,972	60,200	60,200	56,280
6327 Miscellaneous Equipment	1,341	2,414	4,564	4,564	9,850
6402 Legal Fees	-	50	-	-	500
6404 Consulting Services	256,073	229,234	272,500	417,814	272,500
6408 Contractor Fees	173,219	107,578	97,500	103,291	181,500
6413 Utilities	1,133	2,642	1,500	1,500	3,161
6415 Tipping Fees	21,627	23,539	22,940	22,940	32,400
6424 Software Support	-	-	-	-	600
6425 CEA Equip. Rental	142,871	180,678	187,600	187,600	192,600
6451 Laundry Services	-	155	-	-	
6454 Grounds Repair & Maint.	27,019	11,644	35,000	35,000	20,000
6503 Rent	-	-	-	-	2,000
Total Expense	$ 1,166,948	$ 1,080,925	$ 1,160,606	$ 1,311,711	$ 1,290,328

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

Construction Materials

Castings	$ 23,100
Concrete	17,000
Gravel	8,300
Piping	100
Clear Stone	5,000
Other materials	2,780
	$ 56,280

Consulting Services

Ecologist for prairie & wetlands	$ 150,000
Stormsewer TV & cleaning	97,500
Ecologist for ditches & ravines	25,000
	$ 272,500

Contractor Fees

Surface restoration	$ 40,000
Protruding tap	20,000
Spot repairs	61,000
Animal control	6,000
Non-native mowing	2,500
Dredge Apple Creek	10,000
Outfalls to Fox River - riprap repairs	$ 42,000
	$ 181,500

Tipping Fees

Disposal costs of cleaning: $21.50 per ton

Streets - 1,282 tons	$ 27,562
Stormsewers - 225 tons	4,838
	$ 32,400

Ground Repair & Maintenance

Basin maintenance & repairs	$ 20,000
	$ 20,000

CITY OF APPLETON 2008 BUDGET
STORMWATER

Leaf Collection **Business Unit 5225**

PROGRAM MISSION

Collect leaves from city streets and dispose of them in a safe and environmentally productive manner

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 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 eliminated and CEA costs have been reduced due to berms being built on Sandra Street in lieu of hauling to composter, that is no longer in business. The berms are a temporary solution and a Quality Improvement Process team is reviewing options for a long-term solution.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Service provided Number of collection cycles	4	4	3	3	3
Strategic Outcomes					
Cost effective service provided Cost/cubic yard collected	$ 7.95	$ 7.83	$ 7.74	$ 7.74	$ 7.74
Work Process Outputs					
Safer streets and cleaner storm water system Cubic yards of leaves collected	26,200	31,450	26,200	26,200	26,200

CITY OF APPLETON 2008 BUDGET
STORMWATER

Leaf Collection * **Business Unit 5225**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 149,324	$ 123,711	$ 129,462	$ 129,462	$ 110,994
6104 Call Time	222	119	250	250	200
6105 Overtime	5,053	5,801	7,000	7,000	6,500
6150 Fringes	66,226	53,764	50,757	50,757	52,846
6413 Utilities	127	44	-	-	50
6415 Tipping Fees	-	-	5,000	5,000	-
6425 CEA Equip. Rental	131,592	65,890	161,000	161,000	115,795
Total Expense	$ 352,544	$ 249,329	$ 353,469	$ 353,469	$ 286,385

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

None

* Note: The Leaf Collection Program was formerly included in the Sanitation Fund. In 2006 It was transferred to the Stormwater Fund to better reflect the reason for the program. Prior periods' expenses and budget were included in the Sanitation Fund but are shown here for comparison with the 2007 and 2008 budgets.

CITY OF APPLETON 2008 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 property owners of future construction in a timely manner

Design projects to meet regulations and provide cost effective solutions for the community and the watershed

Monitor projects to insure compliance with deadlines, specifications, and regulations

Comply with the Environmental Protection Agency Phase II Stormwater permit requirements

Continue implementing the citywide stormwater management plan

Major program changes:

No major changes. Please also see the Stormwater capital projects five year plan on page 624.

PERFORMANCE INDICATORS

	Actual 2005	Actual 2006	Target 2007	Projected 2007	Target 2008
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	125	102	100	100	100
Outstanding	650	610	640	640	600
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in the City	273.91	282.81	286.54	286.54	287.75
% of total miles reconstructed	0.02%	0.30%	1.25%	1.25%	0.28%
Acres of new land available	40	25	0	0	-
Integrity and growth of the system					
Acre feet of storage developed	7.0	0.0	33.0	33.0	63.0
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	0.05	0.80	3.46	3.46	0.80
Expansion of storm sewer system					
Miles of new storm sewer added	1.29	0.48	1.08	1.08	1.10

* Order of resolution of residential drainage complaints is dependant on severity of problem and ability/timing preference of project coordinator to schedule.

CITY OF APPLETON 2008 BUDGET
STORMWATER

Capital Construction **Business Unit 5230**

PROGRAM BUDGET SUMMARY

Description	Actual 2005	Actual 2006	Budget Adopted 2007	Budget Amended 2007	Budget 2008
Expenses					
6101 Regular Salaries	$ 81,991	$ 46,013	$ 165,507	$ 165,507	$ 167,218
6105 Overtime	4,094	6,555	10,650	10,650	7,500
6108 Part-Time	1,128	4,230	-	-	-
6150 Fringes	23,278	16,539	61,331	61,331	66,489
6304 Postage\Freight	-	60	-	-	-
6308 Landscape Supplies	-	408	-	-	-
6325 Construction Materials	80	826	-	-	-
6402 Legal Fees	78	-	-	-	-
6404 Consulting Services	223,684	96,814	375,000	585,140	352,664
6408 Contractor Fees	-	-	75,000	75,000	80,000
6409 Inspection Fees	-	405	-	-	-
6413 Utilities	-	9,034	-	-	-
6425 CEA Equip. Rental	663	-	1,700	1,700	1,700
6503 Rent	-	235	-	-	-
6801 Land	-	-	40,000	40,000	675,900
6809 Infrastructure Construction	313,625	273,753	5,625,653	8,988,531	6,793,631
Total Expense	$ 648,621	$ 454,872	$ 6,354,841	$ 9,927,859	$ 8,145,102

DETAILED SUMMARY OF 2008 PROPOSED EXPENDITURES > $10,000

2008	Street	From	To	Storm-water Utility
Labor Pool				241,207
Consulting Services	Apple Creek relocation n/o CTH JJ Design & Permitting			75,000
	Conkey Pond Final Design & Permitting			15,000
	Construction Services			50,000
	French Rd bridge @ CTH JJ Design & Permitting			40,000
	Land Acquisition Services			10,000
	Lightning Dr bridge @ CTH JJ Design & Permitting			40,000
	Meadowview II u/s Stormwater Treatment Design & Permitting			12,664
	Memorial Park south pond Design & Permitting			70,000
	Providence Ave bridge @ CTH JJ Design & Permitting			40,000
	Subtotal			**352,664**
Land Acquisition	Conkey pond Land Acquistion			517,500
	South Island St Easements			50,000
	Southeast Pond Retrofit Land Aquistion and TLE			108,400
	Subtotal			**675,900**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			80,000
	Laterals, Manholes, Inlets, Mini's Prior to 2008 Asphalt Paving			126,480
	Laterals, Manholes, Inlets, Mini's Prior to 2008 Concrete Paving			192,386
	Native Landscaping			160,265
	Northland sidewalk biofiltration			107,500
	SE Basin Retrofit			1,704,000
	STH "441" / Pershing Pond			1,125,232
	Subtotal			**3,695,863**
New Construction	Lake Park Rd	Plank Rd	Midway Rd	154,000
	Midway Rd	Lake Park Rd	Eisenhower Dr	201,575
	Subtotal			**355,575**
Reconstruction	Atlantic St (liner)	Durkee Street	Meade St	1,100,000
	Ballard Rd	Milestone 1000' n/o	Milestone 1250' n/o	106,250
	Subtotal			**1,206,250**
Reconstruction (on streets	Bay St	Marquette St	Pershing St	23,145
to be paved in 2009)	Clark St	Wisconsin Ave	Glendale Ave	133,095
	College Ave	Drew St	Bridge (west side)	244,555
	College Ave	Bridge (east side)	Matthias St	806,290
	Durkee St	Franklin St	North St	26,955
	Hancock St	Bateman St	Lawe St	43,705
	Harding St	Oneida St	Carpenter St	213,265
	John St (CTH KK)	College Ave	Banta Court	56,578
(partial asp recon only)	Murray Ave	Jackson St	Carpenter St	15,415
	Packard St	Badger Ave	Richmond St	35,405
	Washington St	Bennett St	Story St	19,235
	Subtotal			**1,617,643**
Total				$ 8,145,102

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	.00	25,500	0	0	0	50,000
Permits	81,911	41,059.46	75,273	55,900	55,900	20,000	25,000
Interest Income	263,028	497,120.58	418,683	128,000	128,000	0	415,000
Charges for Services	3,837,888	5,651,298.65	5,076,473	6,047,700	6,047,700	0	6,100,000
Intergov. Charges for Service	0	.00	304	0	0	0	0
Other Revenues	2,455,158	2,395,051.54	88,037	15,000	134,507	0	16,500
TOTAL REVENUES	6,637,985	8,584,530.23	5,684,270	6,246,600	6,366,107	20,000	6,606,500
EXPENSES BY LINE ITEM							
Regular Salaries	60,049	55,079.52	82,334	105,173	105,173	108,233	108,233
Labor Pool Allocations	394,861	561,725.01	673,775	777,120	777,120	769,217	769,217
Call Time	1,550	2,130.60	2,837	3,050	3,050	3,000	3,000
Overtime	16,311	21,647.59	24,466	28,000	28,000	25,700	25,700
Temp. Full-Time	1,429	6,337.05	5,903	5,992	5,992	5,992	5,992
Part-Time	39	.00	0	0	0	0	0
Other Compensation	1,064	144.49	322	1,950	1,950	250	250
Shift Differential	830	1,144.05	1,077	1,115	1,115	1,165	1,165
Sick Pay	75,538	21,892.62	13,494	0	0	0	0
Vacation Pay	79,477	62,783.38	53,441	0	0	0	0
Fringes	241,061	287,108.65	336,699	365,068	365,068	372,441	369,788
Salaries & Fringe Benefits	872,209	1,019,992.96	1,194,348	1,287,468	1,287,468	1,285,998	1,283,345
Training & Conferences	3,538	1,922.90	720	4,160	4,160	5,200	6,475
Parking Permits	252	264.00	264	264	264	264	264
Office Supplies	105	87.11	108	0	0	0	0
Memberships & Licenses	3,550	3,170.00	11,520	11,700	11,700	11,620	11,620
Postage & Freight	9,745	11,010.71	13,643	12,500	12,500	0	14,500
Awards & Recognition	35	35.00	35	35	35	35	35
Insurance	6,960	7,650.00	9,175	11,010	11,010	0	11,460
Rent	0	235.00	0	0	0	2,000	2,000
Depreciation Expense	1,067,426	1,171,502.78	991,326	1,270,000	1,270,000	0	1,400,000
Uncollectible Accounts	1,087	1,096.82	1,088	1,100	1,100	0	1,100
Interest Payments	928,254	1,085,536.83	931,146	1,138,993	1,138,993	0	1,300,412
Debt Issuance Costs	33,130	34,201.18	28,501	39,000	39,000	0	46,303
Trans Out - General Fund	12,500	12,500.04	10,417	12,500	12,500	0	12,500
Trans Out - Capital Projects	0	.00	0	6,023	6,023	0	0
Administrative Expense	2,066,582	2,329,212.37	1,997,943	2,507,285	2,507,285	19,119	2,806,669
Landscape Supplies	309	938.65	84	500	500	1,500	1,500
Shop Supplies & Tools	3,318	482.73	1,268	2,850	2,850	2,350	2,350
Books & Library Materials	393	.00	0	400	400	200	200
Miscellaneous Supplies	0	.00	49	0	0	0	0
Printing & Reproduction	3,147	1,919.50	2,278	6,700	6,700	4,000	4,000
Clothing	235	180.00	176	180	180	180	180
Construction Materials	57,975	47,798.30	54,469	60,200	60,200	56,280	56,280
Miscellaneous Equipment	3,893	2,483.65	2,732	5,214	5,214	6,000	19,850
Signs	0	.00	563	0	0	0	0
Supplies & Materials	69,270	53,802.83	61,619	76,044	76,044	70,510	84,360
Accounting/Audit	16,469	11,360.29	5,793	2,760	2,760	0	7,160
Legal Fees	167	251.00	2,619	150	150	700	700
Bank Services	15,689	15,038.67	10,646	17,000	17,000	0	16,000
Consulting Services	563,560	555,083.19	978,901	962,050	1,488,822	807,164	807,164
Contractor Fees	173,219	107,578.28	151,753	172,500	178,291	281,500	261,500
Inspection Fees	0	404.88	0	0	0	0	0
Tipping Fees	21,627	23,538.71	19,966	27,940	27,940	29,400	32,400
Health Services	0	282.00	0	0	0	0	0
Laundry Services	0	155.00	0	0	0	0	0
Other Contracts/Obligations	27,658	2,137.00	53,828	57,600	57,600	0	0
Purchased Services	818,389	715,829.02	1,223,506	1,240,000	1,772,563	1,118,764	1,124,924
Water	1,133	11,720.70	810	1,500	1,500	3,211	3,211
Telephone	0	.00	890	0	0	0	0

Description	2005 Actual	2006 Actual	2007 YTD Actual	2007 Adopted Budget	2007 Amended Budget	2008 Requested Budget	2008 Adopted Budget
Cellular Telephone	40	165.53	47	200	200	215	215
Utilities	1,173	11,886.23	1,747	1,700	1,700	3,426	3,426
Software Support	0	.00	0	0	0	0	600
CEA Equipment Rental	146,117	250,227.71	227,929	352,982	352,982	273,958	312,777
Grounds Repair & Maintenance	27,019	11,644.19	4,770	35,000	35,000	20,000	20,000
Repair & Maintenance	173,136	261,871.90	232,699	387,982	387,982	293,958	333,377
Land	0	.00	5,000	40,000	40,000	675,900	675,900
Infrastructure Construction	313,625	273,753.22	5,008,910	5,625,653	8,988,531	6,793,631	6,793,631
Capital Expenditures	313,625	273,753.22	5,013,910	5,665,653	9,028,531	7,469,531	7,469,531
TOTAL EXPENSES	4,314,384	4,666,348.53	9,725,772	11,166,132	15,061,573	10,261,306	13,105,632

CITY OF APPLETON 2008 BUDGET

STORMWATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2005 Actual	2006 Actual	2007 Budget	2007 Projected	2008 Budget
Revenues					
Charges for Services	$ 3,837,660	$ 5,651,299	$ 6,047,700	$ 6,047,700	$ 6,100,000
Miscellaneous	95,561	62,363	70,900	70,900	91,500
Total Revenues	3,933,221	5,713,662	6,118,600	6,118,600	6,191,500
Expenses					
Operating Expenses	2,273,075	2,362,608	2,344,775	2,344,775	2,201,315
Depreciation	1,067,426	1,171,503	1,270,000	1,189,600	1,400,000
Total Expenses	3,340,501	3,534,111	3,614,775	3,534,375	3,601,315
Operating Income (Loss)	592,720	2,179,551	2,503,825	2,584,225	2,590,185
Non-Operating Revenues (Expenses)					
Interest Income	263,028	497,121	128,000	430,000	415,000
Interest Expense	(928,254)	(1,108,674)	(1,138,993)	(1,067,450)	(1,300,412)
Amortization of Debt Expense	(33,130)	(34,201)	(39,000)	(39,000)	(46,303)
Other	-	23,137	-	-	-
Total Non-Operating	(698,356)	(622,617)	(1,049,993)	(676,450)	(931,715)
Income (Loss) Before Contributions and Transfers	(105,636)	1,556,934	1,453,832	1,907,775	1,658,470
Contributions and Transfers In (Out)					
Capital Contributions	2,441,737	2,373,748	-	-	828,691
Capital Projects	-	-	(6,023)	(6,023)	-
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	2,323,601	3,918,182	1,435,309	1,889,252	2,474,661
Total Net Assets - Beginning	35,647,339	37,970,940	41,889,122	41,889,122	43,778,374
Total Net Assets - Ending	$ 37,970,940	$ 41,889,122	$ 43,324,431	$ 43,778,374	$ 46,253,035

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	6,286,085	3,997,578
+ Net Income	1,889,252	2,474,661
+ Depreciation	1,189,600	1,400,000
+ Long Term Debt	5,145,000	6,516,100
- Contributed Capital	-	(828,691)
- Fixed Assets	(9,427,359)	(8,145,102)
- Principal Repayment	(1,085,000)	(1,955,000)
Working Cash - End of Year	$ 3,997,578	$ 3,459,546

The current annual rate of $108.88 per ERU will be in effect through 2008.

CITY OF APPLETON 2008 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION

	2007 Budget	2007 Projected	2008 Budget	2009 Projected	2010 Projected	2011 Projected	2012 Projected
Revenues							
Charges for Services	$ 6,047,700	$ 6,047,700	$ 6,100,000	$ 6,222,000	$ 7,590,840	$ 7,742,657	$ 7,897,510
Miscellaneous	70,900	70,900	91,500	72,000	73,100	74,200	75,300
Total Revenues	6,118,600	6,118,600	6,191,500	6,294,000	7,663,940	7,816,857	7,972,810
Expenses							
Operating Expenses	2,344,775	2,344,775	2,201,315	2,267,354	2,335,375	2,405,436	2,477,599
Depreciation	1,270,000	1,189,600	1,400,000	1,490,000	1,580,000	1,670,000	1,760,000
Total Expenses	3,614,775	3,534,375	3,601,315	3,757,354	3,915,375	4,075,436	4,237,599
Operating Income	2,503,825	2,584,225	2,590,185	2,536,646	3,748,565	3,741,420	3,735,211
Non-Operating Revenues (Expenses)							
Interest Income	128,000	430,000	415,000	200,000	200,000	200,000	100,000
Interest Expense	(1,138,993)	(1,067,450)	(1,300,412)	(1,600,489)	(1,850,361)	(2,345,842)	(2,242,767)
Amortization of Debt Expense	(39,000)	(39,000)	(46,303)	(51,303)	(56,303)	(61,303)	(66,303)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	(1,049,993)	(676,450)	(931,715)	(1,451,792)	(1,706,664)	(2,207,145)	(2,209,070)
Net Income Before Transfers	1,453,832	1,907,775	1,658,470	1,084,854	2,041,901	1,534,275	1,526,141
Contributions and Transfers In (Out)							
Capital Contributions	-	-	828,691	182,480	-	1,056,650	-
Capital Projects	(6,023)	(6,023)	-	-	-	-	-
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	1,435,309	1,889,252	2,474,661	1,254,834	2,029,401	2,578,425	1,513,641
Total Net Assets - Beginning	41,889,122	41,889,122	43,778,374	46,253,035	47,507,869	49,537,269	52,115,695
Total Net Assets - Ending	$43,324,431	$43,778,374	$46,253,035	$ 47,507,869	$ 49,537,269	$ 52,115,695	$ 53,629,336

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	6,286,085	3,997,578	3,459,546	3,223,511	2,798,329	2,329,725
+ Net Income	1,889,252	2,474,661	1,254,834	2,029,401	2,578,425	1,513,641
+ Depreciation	1,189,600	1,400,000	1,490,000	1,580,000	1,670,000	1,760,000
+ Long Term Debt	5,145,000	6,516,100	5,385,600	9,442,100	6,531,200	6,995,900
+Contibuted Capital	-	(828,691)	(182,480)	-	(1,056,650)	-
- Fixed Assets	(9,427,359)	(8,145,102)	(6,732,000)	(11,802,619)	(8,164,049)	(8,744,834)
- Principal Repayment	(1,085,000)	(1,955,000)	(1,451,989)	(1,674,063)	(2,027,531)	(2,129,026)
Working Cash - End of Year	$ 3,997,578	$ 3,459,546	$ 3,223,511	$ 2,798,329	$ 2,329,725	$ 1,725,406
25% Working Capital Reserve (prior year's audited expenses)		856,181	878,557	970,086	1,049,559	1,190,945
Coverage Ratio	1.93	1.59	1.42	1.55	1.51	1.26

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2007-2012
Interest rate at 5.75%, twenty year term
ERU's to increase at a rate of 2% per year after 2008
Stormwater rate per ERU to increase approximately 22% in 2010
Operating expenses to increase 3.0% per year after 2008
Maintain a level of 25% working capital reserve and 1.25 coverage ratio as required by bond covenants

RESULTS:

The current annual rate of $108.88 per ERU became effective March 1, 2006. The next increase based on the above assumptions would probably take place January 1, 2010, as targets would otherwise not be met in 2010. Initial projections would result in a rate increase of approximately $23.20 per ERU. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances.

CITY OF APPLETON 2008 BUDGET
STORMWATER UTILITY
LONG TERM DEBT

	1998 G.O. Notes		1999 Revenue Bonds		2000 Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2008	720,000	8,100	200,000	11,975	135,000	16,325
2009	-	-	200,000	2,400	145,000	9,431
2010	-	-	-	-	155,000	1,918
	$ 720,000	$ 8,100	$ 400,000	$ 14,375	$ 435,000	$ 27,674

	2001 Revenue Bonds		2002 Revenue Bonds		2003 Revenue Bonds		2004 Revenue Bonds	
Year	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2008	205,000	186,055	100,000	87,375	155,000	131,239	140,000	127,744
2009	215,000	177,290	105,000	83,547	160,000	126,476	145,000	123,019
2010	225,000	167,901	110,000	79,263	170,000	120,973	150,000	118,275
2011	240,000	157,410	115,000	74,713	175,000	114,781	155,000	112,988
2012	255,000	146,104	120,000	69,850	180,000	107,964	160,000	107,281
2013	265,000	134,291	125,000	64,816	185,000	100,670	165,000	101,191
2014	280,000	121,650	130,000	59,504	195,000	93,336	175,000	94,558
2015	295,000	108,031	135,000	53,852	200,000	85,733	180,000	87,800
2016	305,000	93,585	140,000	47,824	210,000	77,665	185,000	80,701
2017	325,000	77,981	145,000	41,453	220,000	69,018	195,000	73,048
2018	340,000	61,250	150,000	34,721	230,000	59,745	200,000	64,948
2019	360,000	43,500	160,000	27,435	240,000	49,828	210,000	56,283
2020	380,000	24,750	165,000	19,697	250,000	39,245	220,000	46,983
2021	400,000	5,000	175,000	11,372	260,000	27,978	230,000	37,028
2022	-	-	185,000	2,313	270,000	16,005	240,000	26,398
2023	-	-	-	-	285,000	3,242	250,000	12,086
2024	-	-	-	-	-	-	265,000	657,841
	$ 4,090,000	$ 1,504,798	$ 2,060,000	$ 757,735	$ 3,385,000	$ 1,223,898	$ 3,265,000	$ 1,928,172

	2006 Revenue Bonds		2007 Revenue Bonds		TOTAL		
Year	Principal	Interest	Principal	Interest	Principal	Interest	Total
2008	150,000	326,838	150,000	241,859	1,955,000	1,137,510	3,092,510
2009	155,000	320,688	175,000	226,091	1,300,000	1,068,942	2,368,942
2010	360,000	308,338	175,000	218,653	1,345,000	1,015,321	2,360,321
2011	530,000	288,838	185,000	210,897	1,400,000	959,627	2,359,627
2012	550,000	267,038	195,000	202,716	1,460,000	698,237	2,158,237
2013	555,000	243,847	205,000	194,109	1,500,000	644,815	2,144,815
2014	565,000	219,941	215,000	185,078	1,560,000	588,989	2,148,989
2015	580,000	195,450	220,000	175,781	1,610,000	530,866	2,140,866
2016	590,000	170,481	230,000	166,113	1,660,000	470,256	2,130,256
2017	610,000	145,341	240,000	156,019	1,735,000	406,841	2,141,841
2018	625,000	119,128	250,000	145,031	1,795,000	339,792	2,134,792
2019	640,000	92,088	265,000	133,523	1,875,000	269,134	2,144,134
2020	450,000	70,522	275,000	121,344	1,740,000	201,197	1,941,197
2021	215,000	58,545	290,000	107,375	1,570,000	139,923	1,709,923
2022	225,000	48,811	305,000	92,313	1,225,000	93,527	1,318,527
2023	250,000	37,913	320,000	76,500	1,105,000	53,241	1,158,241
2024	250,000	26,663	335,000	59,938	850,000	744,442	1,594,442
2025	260,000	12,038	355,000	37,813	615,000	49,851	664,851
2026	270,000	3,038	370,000	19,250	640,000	22,288	662,288
2027	-	-	390,000	4,875	390,000	4,875	394,875
	$ 7,830,000	$ 2,955,546	$ 5,145,000	$ 2,775,278	$ 27,330,000	$ 9,439,674	$ 36,769,674

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of $6,516,100 will be issued in 2008. Expected interest expense on the issue for 2008 is $162,902.

CITY OF APPLETON
2008 BUDGET RESOLUTION

Resolved,

The 2008 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 $27,022,848 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 $3,303,443 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of $2,481,550 for Special Revenue Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of $11,928,362 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 $23,016,100 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 2008 BUDGET
PERSONNEL ADDITIONS/DELETIONS

		Dept. Request		Exec. Budget		Adopted Budget	
		No.	Amount	No.	Amount	No.	Amount
GENERAL FUND							
FINANCE							
Grants Administrator	1	0.10	7,776	0.10	7,776	0.10	7,776
HEALTH							
Weights & Measures Staff	2	0.50	38,423	0.00	19,400	0.00	19,400
LIBRARY							
Page Clerk - 2 half-time benefitted		1.00	34,971				
Children's Librarian		0.50	29,294				
PARKS & RECREATION							
Park Caretaker - 8 month		0.67	43,317				
Arborist Upgrade		0.00	1,180				
TECHNOLOGY SERVICES							
Upgrade Network Administrator to Supervisor		0.00	2,405				
FIRE							
Firefighters		8.00	705,193				
POLICE							
Convert Officer position to Operations Captain		0.00	34,619				
Investigations Officers		2.00	157,378				
Increase Payroll Assistant to full-time	3	1.00	33,863				
Increase Evidence Assistant to full-time	3	1.00	38,449				
Total General Fund:		**14.77**	**$ 1,126,868**	**0.10**	**$ 27,176**	**0.10**	**$ 27,176**
ENTERPRISE FUNDS							
WATER							
Maintenance Specialist II		0.50	35,443				
WASTEWATER							
Maintenance Specialist II		0.50	35,443				
VALLEY TRANSIT							
Mechanic	4	(1.00)	(58,321)	(1.00)	(58,321)	(1.00)	(58,321)
Drivers		(1.40)	(54,067)	(1.40)	(54,067)	(1.40)	(54,067)
Total Enterprise Fund:		**(1.40)**	**$ (41,502)**	**(2.40)**	**$ (112,388)**	**(2.40)**	**$ (112,388)**
TOTAL CITY:		**13.37**	**$ 1,085,366**	**(2.30)**	**$ (85,212)**	**(2.30)**	**$ (85,212)**

NOTE: All dollar figures are for salaries and benefits; unfunded positions are not shown in departments' FTE headcount. Dollar amounts shown for non-represented General Fund positions do not include projected Performance Adjustments, which are budgeted in the Unclassified section.

1. This position is fully grant funded (Block Grant funds and Bioterrorism Grant).
2. The Executive Budget includes funding for the early hire of a Sealer of Weights and Measures, to provide overlap with the current Sealer for training prior to his planned retirement in August, and for the potential continued employment of the current Sealer in a part-time, non-benefitted capacity up to .25 FTE, after a minimum 30-day break in service following his retirement.
3. Both of these functions are currently met by non-benefitted part time hours at .5 FTE and therefore not included in the TO. The dollar amounts of the requests are shown net of the cost of the part-time hours, which would be eliminated.
4. $64,977 salary & fringes, partially offset by an estimated $6,656 increase in unemployment compensation.

CITY OF APPLETON
2008 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions

DEPARTMENT	2005	2006	2007	2008
Assessor's Office	7.00	7.00	7.00	7.00
Attorney's Office	3.67	3.67	3.67	3.67
City Clerk's Office	5.00	5.00	5.00	5.00
Finance Department	9.75	9.87	9.85	9.85
Fire Department	102.00	102.00	101.00	101.00
Health Department	13.50	13.05	12.85	12.85
Health Grants	4.05	4.55	4.60	4.40
Technology Services	15.40	15.40	15.40	15.40
Library	46.00	45.50	45.50	45.50
Mayor's Office	3.00	3.00	3.00	3.00
Facilities Management	-	-	8.00	8.55
Parks & Recreation	34.00	34.00	34.67	34.67
Reid Golf Course	2.67	2.67	2.05	2.05
Human Resources	5.95	5.95	5.95	5.95
Risk Management	2.98	2.98	2.98	2.98
Community Development	9.00	8.00	8.00	8.00
Housing & Community Devel.	2.50	2.68	2.65	2.75
Police Department	134.00	133.00	135.00	135.00
Public Works	58.39	59.80	58.57	55.32
Sanitation	26.29	22.69	22.69	22.69
CEA	14.85	14.11	14.11	14.11
Parking	11.60	11.47	11.47	11.47
Capital (TIF, Subdivision, etc.)	4.15	4.03	4.26	8.31
Stormwater Utility	14.02	16.12	17.52	16.92
Water Utility	38.69	38.27	36.92	36.92
Wastewater Utility	34.27	32.47	28.07	27.32
Valley Transit	55.30	54.80	54.30	51.90
Total Regular Employees	658.02	652.07	655.08	652.58

CITY OF APPLETON 2008 BUDGET
ASSESSED PROPERTY VALUES

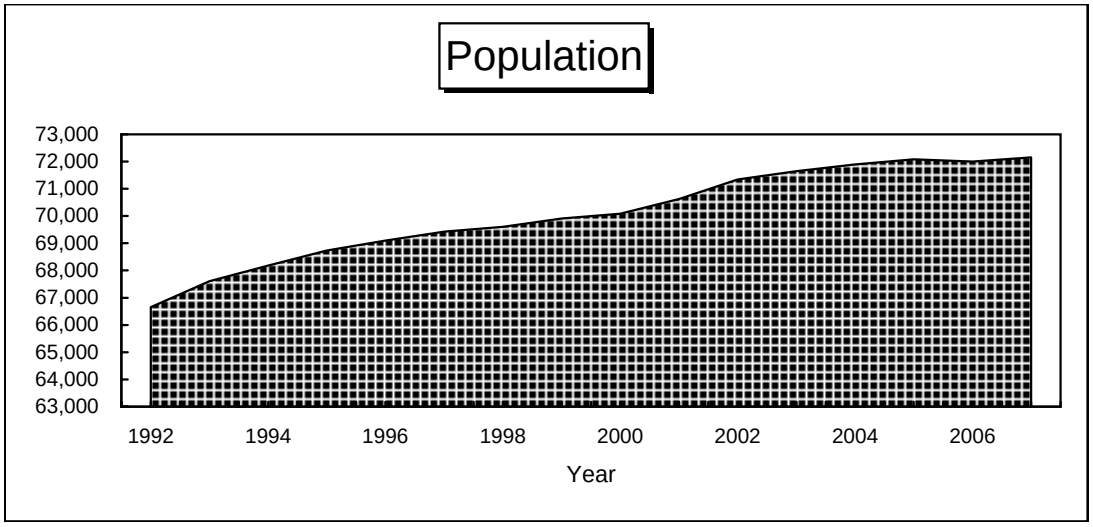
	01/01/06	01/01/07	Change in Dollars	Change in Percent
Tax Increment Districts #1- 6	$ 343,193,129	$ 391,449,167	$ 48,256,038	14.06%
Outagamie County				
Real Estate	3,606,200,700	3,721,020,119	114,819,419	3.18%
Personal Property	113,531,800	114,871,381	1,339,581	1.18%
Total With TID:	3,719,732,500	3,835,891,500	116,159,000	3.12%
Total Without TID:	3,441,068,596	3,510,402,798	69,334,202	2.01%
Calumet County				
Real Estate	610,455,900	616,635,337	6,179,437	1.01%
Personal Property	11,725,100	10,504,063	(1,221,037)	-10.41%
Total With TID:	622,181,000	627,139,400	4,958,400	0.80%
Total Without TID:	557,578,255	561,178,935	3,600,680	0.65%
Winnebago County				
Real Estate	57,665,600	58,875,459	1,209,859	2.10%
Personal Property	4,016,700	3,851,441	(165,259)	-4.11%
Total:	61,682,300	62,726,900	1,044,600	1.69%
All Counties With TIDs:	**$ 4,403,595,800**	**$ 4,525,757,800**	**$ 122,162,000**	**2.77%**
All Counties Without TIDs:	**$ 4,060,329,151**	**$ 4,134,308,633**	**$ 73,979,482**	**1.82%**

CITY OF APPLETON 2008 BUDGET
EQUALIZED PROPERTY VALUES

		01/01/06	01/01/07	Change in Dollars	Change in Percent
TID #1	Gross	$ 129,307,200	$ 139,459,100	$ 10,151,900	7.85%
	Base (1980)	(49,169,500)	(49,169,500)	-	0.00%
	Increment	80,137,700	90,289,600	10,151,900	12.67%
TID #2	Gross	12,781,600	15,815,100	3,033,500	23.73%
	Base (1991)	(4,050,900)	(4,050,900)	-	0.00%
	Increment	8,730,700	11,764,200	3,033,500	34.75%
TID #3	Gross	74,199,200	76,503,100	2,303,900	3.11%
	Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
	Increment	55,258,400	57,562,300	2,303,900	4.17%
TID #4	Gross	177,344,400	215,117,000	37,772,600	21.30%
	Base (1995)	(52,781,700)	(52,781,700)	-	0.00%
	Increment	124,562,700	162,335,300	37,772,600	30.32%
TID #5	Gross	10,754,200	11,405,600	651,400	6.06%
	Base (1999)	(4,669,500)	(4,669,500)	-	0.00%
	Increment	6,084,700	6,736,100	651,400	10.71%
TID #6	Gross	65,832,100	68,521,800	2,689,700	4.09%
	Base (2000)	(1,624,200)	(1,624,200)	-	0.00%
	Increment	64,207,900	66,897,600	2,689,700	N/A
Total All Increments:		**$ 338,982,100**	**$ 395,585,100**	**$ 56,603,000**	**16.70%**
Outagamie County					
	Real Estate	3,556,259,100	3,757,589,100	201,330,000	5.66%
	Personal Property	111,552,200	116,000,300	4,448,100	3.99%
Total With TID:		3,667,811,300	3,873,589,400	205,778,100	5.61%
Total Without TID:		3,393,037,100	3,544,901,900	151,864,800	4.48%
Calumet County					
	Real Estate	606,710,300	625,396,200	18,685,900	3.08%
	Personal Property	11,668,000	10,653,300	(1,014,700)	-8.70%
Total With TID:		618,378,300	636,049,500	17,671,200	2.86%
Total Without TID:		554,170,400	569,151,900	14,981,500	2.70%
Winnebago County					
	Real Estate	60,015,300	61,950,500	1,935,200	3.22%
	Personal Property	3,981,500	4,052,600	71,100	1.79%
Total:		63,996,800	66,003,100	2,006,300	3.14%
All Counties With TIDs:		**$ 4,350,186,400**	**$ 4,575,642,000**	**$ 225,455,600**	**5.18%**
All Counties Without TIDs:		**$ 4,011,204,300**	**$ 4,180,056,900**	**$ 168,852,600**	**4.21%**

CITY OF APPLETON
2008 BUDGET
POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
1992	Est.	56,749	9,466	443	66,658
1993	Est.	57,071	10,003	531	67,605
1994	Est.	57,406	10,239	542	68,187
1995	Est.	57,582	10,598	549	68,729
1996	Est.	57,766	10,722	615	69,103
1997	Est.	57,967	10,800	657	69,424
1998	Est.	58,088	10,852	667	69,607
1999	Est.	58,313	10,929	669	69,911
2000	Census	58,301	10,974	812	70,087
2001	Est.	58,674	11,133	816	70,623
2002	Est.	59,257	11,222	869	71,348
2003	Est.	59,522	11,234	893	71,649
2004	Est.	59,738	11,241	916	71,895
2005	Est.	59,895	11,237	953	72,085
2006	Est.	59,870	11,195	939	72,004
2007	Est.	60,020	11,200	938	72,158



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* Not funded in 2005 budget
1998	$20,000	2006	$25,000* Not funded in 2006 budget
1999	$25,000	2007	$25,000* Not funded in 2007 budget
2000	$25,000	2008	$25,000* Not funded in 2008 budget
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
2007 BUDGET
GLOSSARY

ADA: Americans with Disabilities Act.

AD VALOREM TAX: A tax based on value (e.g., a property tax).

AGENCY FUND: A fund consisting of resources received and held by the governmental unit as an agent for others; for example, taxes collected and held by a municipality for a school district.

APPLIED EQUITY: An amount projected to be available from current and past years' equity balances to be consumed in lieu of raising taxes or other revenues. Application of equity prevents unneeded equity from accumulating, and should be utilized in a planned conservative manner.

APPROPRIATION: An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT: (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. In the case of other property, the official list containing the name and address of each owner of such property and its assessed value.

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.)

CITY OF APPLETON
2007 BUDGET
GLOSSARY

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.

CBM: Central Building Maintenance – see discussion under Facilities below.

CENTRAL EQUIPMENT AGENCY (CEA): To account for the user fees and costs associated with the operation and maintenance of various City owned vehicles.

CERTIFIED PUBLIC ACCOUNTANT: An accountant to whom a state has given a certificate showing that he/she has met prescribed requirements designed to insure competence on the part of the public practitioner in accounting and that he/she is permitted to use the designation Certified Public Accountant, commonly abbreviated as C.P.A.

CHARGES FOR SERVICES: User charges for services provided by the City to those specifically benefiting from those services.

CMAR: Compliance Maintenance Annual Report – a required report of the Wastewater utility.

COMMITTEE OF JURISDICTION: A city committee which is responsible for evaluating the programs under its jurisdiction to determine program definition, goals and objectives, costs, efficiency and effectiveness.

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.

DMR: Discharge Monitoring Report– a required report of the Wastewater utility.

ENCUMBRANCE: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUNDS: (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g. water, gas and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that cost (i.e. expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

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

ERU: Equivalent Residential Unit - the basis of charges for stormwater management, equal to 2,368 square feet of impervious surface.

EXECUTIVE BUDGET: The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive officer.

EXPENDABLE TRUST FUND: A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers. Expenditures exist in governmental funds.

EXPENSES: Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses exist in enterprise and internal service funds.

FACILITIES CHARGES: The fees charged by the Facilities and Construction Management Internal Service Fund for building and equipment maintenance services performed. This fund was formerly known as Central Building Management (CBM) and was discontinued and merged with the Water and Wastewater Utilities as of the 2003 budget, in conformance with the requirements of Governmental Accounting Standards Board Standard #34 (GASB 34). It has been re-established with a City-wide

mandate as of the 2007 budget.***FIDUCIARY FUNDS:*** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

FISCAL PERIOD: Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes 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.

CITY OF APPLETON
2007 BUDGET
GLOSSARY

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.

MA: Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

MODIFIED ACCRUAL: Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

MUNICIPAL CORPORATION: A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

NONEXPENDABLE TRUST FUND: A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

CITY OF APPLETON
2007 BUDGET
GLOSSARY

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.

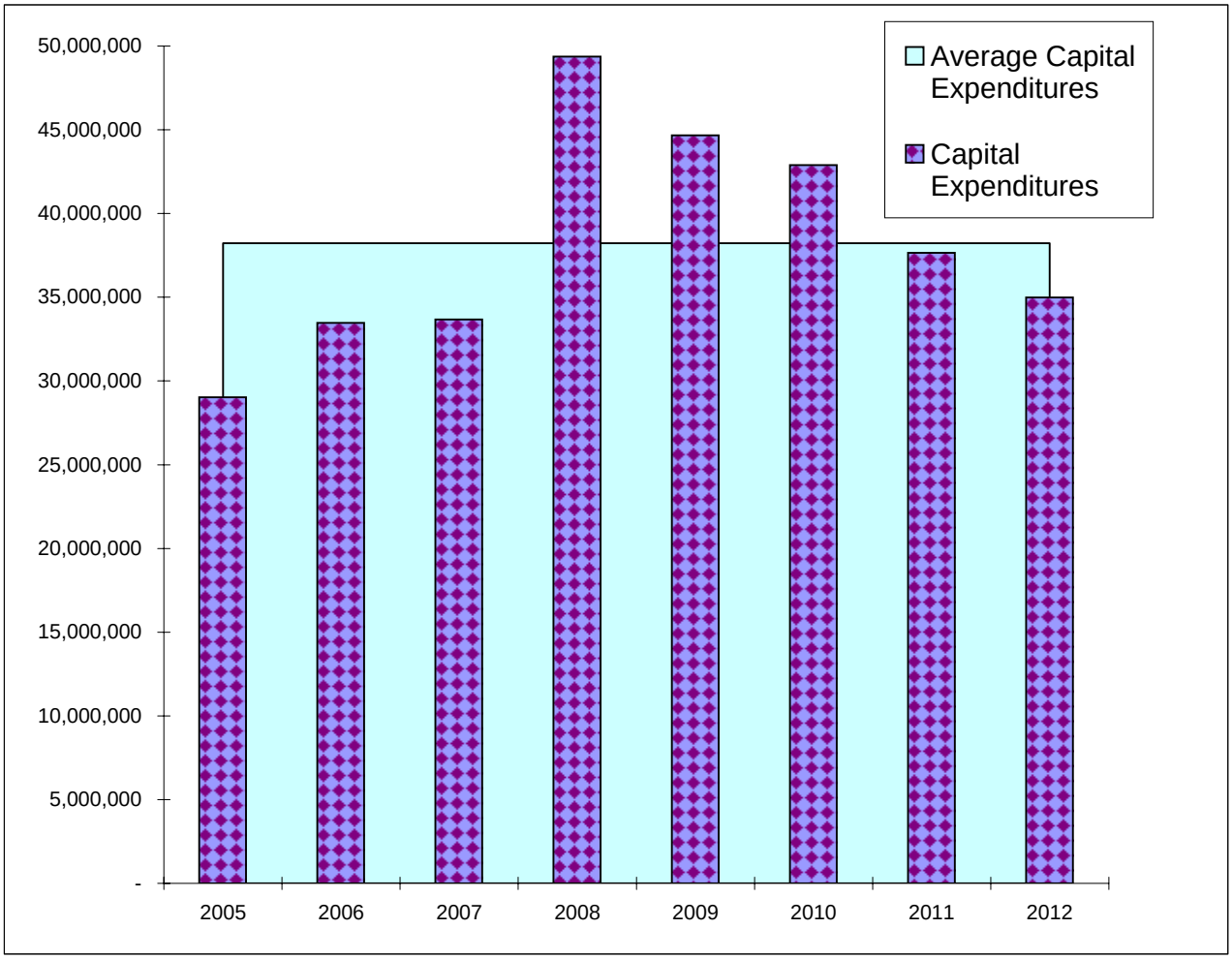
CITY OF APPLETON
PROJECT DEFINITIONS

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.

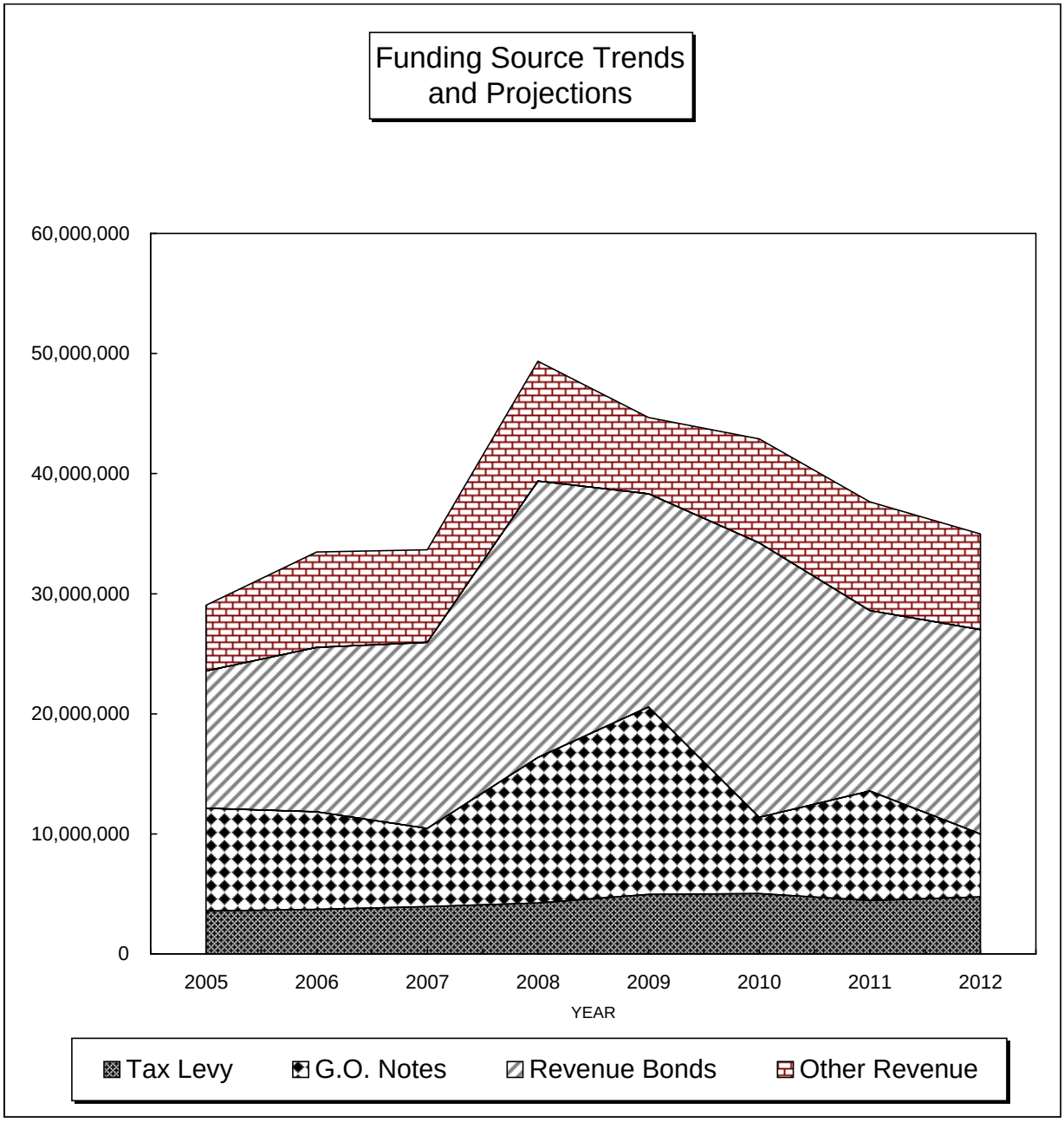
FUNDING
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.
Note/Bond: This source of funding is generated through the borrowing of funds (principal) at a cost (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 2008 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2005 - 2012



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2005 - 2012. The total for 2008 - 2009 includes projected construction costs for a major renovation and expansion of the Police station. 2008 also includes projects related to addressing water plant capacity issues. 2009 includes the projected cost of replacement of the College Avenue bridge and repaving of College Avenue east from downtown. 2010 includes the construction of two stormwater detention ponds necessary to meet the requirements of NR 151/216.

CITY OF APPLETON 2008 BUDGET
CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the capital improvements program budget is financed. The total for revenue bonds for 2006 - 2012 includes funding for additional water transmission lines, as well as projects related to addressing water plant capacity issues in 2008. Significant Stormwater management infrastructure is required to meet NR 151/216 regulations in all five years. The total for G.O. notes for 2008 - 2009 includes projected construction costs for a major renovation and expansion of the Police station. 2009 includes the projected cost of replacement of the College Avenue bridge, including repaving College Avenue east from downtown.

City of Appleton 2008 Budget

CAPITAL IMPROVEMENTS PROGRAM, 2008 - 2012

PROJECT CATEGORY LIST FOR 2008

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
604	Miscellaneous Site Acquisition	CD	-	300,000	-		-	300,000
605	Riverfront Inititiatives - East River Development	CD	-	800,000	-		-	800,000
606	Smart Growth Comprehensive Plan	CD	-	75,000	-		-	75,000
607	TIF District # 5 - West Wisconsin Avenue	CD	-	50,000	-		-	50,000
608	TIF District # 6 - Southpoint Commerce Park	CD	-	83,000	-		-	83,000
609	TIF District # 7 - South Memorial Drive	CD	-	447,000	-		-	447,000
610	Asphalt Paving Program	PW	1,131,444	151,538	-	o	197,059	1,480,041
613	Bridge Improvements	PW	-	104,460	-		-	104,460
614	Concrete Paving Program	PW	2,411,302	792,215	-	o	3,287,297	6,490,814
619	Traffic Improvements	PW	-	68,000	-		-	68,000
622	Sidewalk Program	PW	697,918	-	-	o	357,714	1,055,632
624	Stormwater Program	SW	-	382,071	6,516,100	o	2,075,622	8,973,793
630	Water Main Program	WD	-	-	7,200,000	w	184,330	7,384,330
636	Water Plant Lake Intake Improvements	WF	-	-	-	w	87,500	87,500
637	Second Feeder Main to Water Plant	WF	-	-	400,000		-	400,000
638	Sanitary Sewer Program	WW	-	-	3,900,000	o	1,339,689	5,239,689
	Facilities							
646	Grounds Improvements	FMD	-	30,000	-	w	30,000	60,000
647	HVAC Upgrades	FMD	-	25,000	-	o	155,000	180,000
649	Library Study / Expansion / Renovation	FMD	-	40,000	-	o	10,000	50,000
650	Lighting Upgrades	FMD	-	43,969	-	o	179,961	223,930
651	Police station	FMD	-	5,915,391	-		-	5,915,391
652	Roof Replacement	FMD	-	-	-	s	135,000	135,000
653	Security & Life Safety Upgrades	FMD	-	80,000	-		-	80,000
654	Waste Gas Study	FMD	-	-	-	s	60,000	60,000
655	Wastewater Generators	FMD	-	-	-	s	30,000	30,000
657	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	155,000	155,000
659	MSB Maintenance Improvements	PW	-	110,000	-		-	110,000
660	Water Plant Capacity Expansion	WF	-	-	5,000,000		-	5,000,000
	Equipment							
663	Engine Replacement - 1989 Pumper	FD	-	450,000	-		-	450,000
665	Library Shelving	LIB	-	25,000	-		-	25,000
668	Portable Radios	PD/FD	-	307,500	-		-	307,500
670	Technology Upgrades	TS	-	335,000	-		-	335,000
671	Wireless Broadband Access	TS	-	175,000	-	o	175,000	350,000
674	Pressure Zone Control Valve Stations	WF	-	-	-	w	185,000	185,000
675	Total Organic Carbon Instrumentation	WF	-	-	-	o	35,500	35,500
676	Water Plant Corrosion Replacements	WF	-	-	-	w	80,000	80,000
677	Aeration Tank Pipe Replacement	WW	-	-	-	s	369,000	369,000
682	Belt Filter Press Rebuilds	WW	-	-	-	s	769,230	769,230
684	Lift Station Renovations	WW	-	-	-	s	28,925	28,925
	Quality of Life							
687	AMP - Athletic Fields Renovations	PR	-	80,000	-		-	80,000
690	Colony Oaks Park	PR	-	15,000	-		-	15,000
692	Erb Park Renovations	PR	-	35,000	-		-	35,000
696	Houdini Plaza Renovations	PR	-	300,000	-		-	300,000
700	Parks - Playground Equipment	PR	-	75,000	-		-	75,000
704	Providence Park Development	PR	-	-	-	o	45,000	45,000
705	Riverfront Initiatives	PR	-	750,000	-		-	750,000
	Issue Costs / Available Proceeds	PR	-	(116,782)	-		-	(116,782)
			4,240,664	11,928,362	23,016,100		9,971,827	49,156,953

Other Supplemental Information:		
Sewer User Fees (s):	*	2,924,370
Water User Fees (w):		593,455
Stormwater User Fees (st):		1,629,002
Subdivision (sd):		2,019,380
Other (o):		2,805,620
		9,971,827

* Sewer user fees includes the use of $1,167,155 from the DNR Replacement Fund.

City of Appleton 2008 Budget

CAPITAL IMPROVEMENTS PROGRAM, 2008 - 2012

PROJECT CATEGORY LIST FOR 2009

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
604	Miscellaneous Site Acquisition	CD	-	250,000	-		-	250,000
605	Riverfront Initiatives - East River Development	CD	-	1,000,000	-		-	1,000,000
608	TIF District # 6 - Southpoint Commerce Park	CD	-	440,660	-	o	174,286	614,946
609	TIF District # 7 - South Memorial Drive	CD	-	499,000	-		-	499,000
610	Asphalt Paving Program	PW	848,596		-	o	396,881	1,245,477
613	Bridge Improvements	PW	-	62,160	-		-	62,160
614	Concrete Paving Program	PW	1,213,858	4,264,813	-	sd	1,725,293	7,203,964
619	Traffic Improvements	PW	171,400	-	-		-	171,400
620	Grade & Gravel Program	PW	1,866,725	269,900	-		-	2,136,625
622	Sidewalk Program	PW	862,091	-	-	sd	201,098	1,063,189
624	Stormwater Program	SW	-	7,430	5,385,600	o	1,521,450	6,914,480
630	Water Main Program	WD	-	258,790	6,100,000	w	324,649	6,683,439
636	Water Plant Lake Intake Improvements	WF	-	-	270,000		-	270,000
637	Second Feeder Main to Water Plant	WF	-	-	-	w	50,000	50,000
638	Sanitary Sewer Program	WW	-	126,925	3,500,000	s	406,963	4,033,888
	Facilities							
645	Future Fire Stations/Relocations	FMD	-	300,000	-		-	300,000
646	Grounds Improvements	FMD	-	100,000	-		-	100,000
647	HVAC Upgrades	FMD	-	175,000	-		-	175,000
648	Lake Station Permanganate Storage Addition	FMD	-	-	-	w	30,000	30,000
650	Lighting Upgrades	FMD	-	60,000	-		-	60,000
651	Police station	PD	-	5,113,900	-		-	5,113,900
652	Roof Replacement	FMD	-	45,000	-	s	94,700	139,700
653	Security & Life Safety Upgrades	FMD	-	39,500	-	s	50,000	89,500
654	Waste Gas Study	FMD	-	-	-	s	250,000	250,000
657	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	140,000	140,000
	Equipment							
664	Extrication Equipment	FD	-	40,000	-		-	40,000
667	GPS/GIS	PD	-	165,000	-		-	165,000
669	Engineering/Survey Equipment Replacement	PW	-	40,000	-		-	40,000
671	Wireless Broadband Access	TS	-	475,000	-		-	475,000
674	Pressure Zone Control Valve Stations	WF	-	-	-	w	185,000	185,000
676	Water Plant Corrosion Replacements	WF	-	-	2,486,000	w	-	2,486,000
679	Aeration Tank Variable Frequency Drive Motors	WW	-	-	-	s	800,000	800,000
	Quality of Life							
687	AMP - Athletic Fields Renovations	PR	-	300,000	-		-	300,000
690	Colony Oaks Park	PR	-	180,000	-		-	180,000
692	Erb Park Renovations	PR	-	200,000	-		-	200,000
696	Houdini Plaza Renovations	PR	-	300,000	-		-	300,000
698	Lutz Park Renovations	PR	-	-	-	o	15,000	15,000
700	Parks - Playground Equipment	PR	-	75,000	-		-	75,000
705	Riverfront Initiatives	PR	-	790,000	-		-	790,000
709	Telulah Park Improvements	PR	-	30,000	-		-	30,000
			4,962,670	15,608,078	17,741,600		6,365,320	44,677,668

Other Supplemental Information:		
Sewer User Fees (s):	*	1,738,329
Water User Fees (w):		589,649
Stormwater User Fees (st):		1,346,400
Subdivision (sd):		2,054,927
Other (o):		636,015
		6,365,320

* Sewer user fees includes the use of $750,000 from the DNR Replacement Fund.

City of Appleton 2008 Budget

CAPITAL IMPROVEMENTS PROGRAM, 2008 - 2012

PROJECT CATEGORY LIST FOR 2010

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
604	Miscellaneous Site Acquisition	CD	-	550,000	-		-	550,000
608	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o	159,000	159,000
609	TIF District # 7 - South Memorial Drive	CD	-	449,000	-		-	449,000
610	Asphalt Paving Program	PW	879,636	228,474	-	o	270,976	1,379,086
613	Bridge Improvements	PW	-	559,600	-		-	559,600
614	Concrete Paving Program	PW	2,185,093	-	-	sd	1,951,788	4,136,881
619	Traffic Improvements	PW	107,700	-	-		-	107,700
620	Grade & Gravel Program	PW	1,170,554	-	-		-	1,170,554
622	Sidewalk Program	PW	699,148	-	-	sd	170,305	869,453
624	Stormwater Program	SW	-	-	9,442,100	st	2,360,519	11,802,619
630	Water Main Program	WD	-	-	6,500,000	w	26,430	6,526,430
637	Second Feeder Main to Water Plant	WF	-	-	2,925,000		-	2,925,000
638	Sanitary Sewer Program	WW	-	-	4,000,000	s	325,238	4,325,238
	Facilities							
645	Future Fire Stations/Relocations	FMD	-	200,000	-		-	200,000
646	Grounds Improvements	FMD	-	115,000	-		-	115,000
647	HVAC Upgrades	FMD	-	85,000	-		-	85,000
648	Lake Station Permanganate Storage Addition	FMD	-	-	-	w	300,000	300,000
649	Library Study / Expansion / Renovation	FMD	-	50,000	-		-	50,000
652	Roof Replacement	FMD	-	-	-	s	98,000	98,000
653	Security & Life Safety Upgrades	FMD	-	100,000	-		-	100,000
656	Wastewater Sludge Storage Building Expansion	FMD	-	-	-	s	275,000	275,000
657	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	100,000	100,000
658	Radio Infrastructure	PD	-	1,000,000	-		-	1,000,000
660	Water Plant Capacity Expansion	WF	-	-	-	w	865,000	865,000
661	Water Tower Land & Construction	WF	-	-	-	w	100,000	100,000
	Equipment							
662	Burners for Training Facility	FD	-	222,790	-		-	222,790
665	Library Shelving	LIB	-	80,000	-		-	80,000
667	GPS/GIS	PD	-	50,000	-		-	50,000
671	Wireless Broadband Access	TS	-	475,000	-		-	475,000
672	Utility Billing System	TS	-	-	-	o	250,000	250,000
673	Lake Station Travelling Screen Replacement	WF	-	-	-	w	235,000	235,000
674	Pressure Zone Control Valve Stations	WF	-	-	-	w	185,000	185,000
677	Aeration Tank Diffuser Replacement	WW	-	-	-	s	210,000	210,000
680	Archimedes Screw Pump Rebuild	WW	-	-	-	s	60,000	60,000
682	Belt Filter Press Rebuilds	WW	-	-	-	s	384,615	384,615
684	Lift Station Renovations	WW	-	-	-	s	150,000	150,000
	Quality of Life							
686	Reid Golf Course Improvements	PR	-	-	-	o	25,000	25,000
691	Einstein Park Renovations	PR	-	50,000	-		-	50,000
693	Erb Pool Remodeling	PR	-	50,000	-		-	50,000
694	Foremost Site Park / Trail	PR	-	50,000	-		-	50,000
696	Houdini Plaza Renovations	PR	-	350,000	-		-	350,000
698	Lutz Park Renovations	PR	-	-	-	o	150,000	150,000
699	North Side Park/Fire Station#6/School Site	PR	-	60,000	-		-	60,000
700	Parks - Playground Equipment	PR	-	80,000	-		-	80,000
703	Pierce Park Renovations	PR	-	100,000	-		-	100,000
705	Riverfront Initiatives	PR	-	550,000	-		-	550,000
707	Southeast Park Acquisition / Development	PR	-	250,000	-		-	250,000
708	Summit Park Restroom / Pavilion	PR	-	200,000	-		-	200,000
709	Telulah Park Improvements	PR	-	250,000	-		-	250,000
711	Vulcan Heritage Park	PR	-	175,000	-		-	175,000
			5,042,131	6,329,864	22,867,100		8,651,871	42,890,966

Other Supplemental Information:		
Sewer User Fees (s):	*	1,565,353
Water User Fees (w):		1,773,930
Stormwater User Fees (st):		2,423,019
Subdivision (sd):		2,122,093
Other (o):		767,476
		8,651,871

* Sewer user fees includes the use of $534,615 from the DNR Replacement Fund.

City of Appleton 2008 Budget

CAPITAL IMPROVEMENTS PROGRAM, 2008 - 2012

PROJECT CATEGORY LIST FOR 2011

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
604	Miscellaneous Site Acquisition	CD	-	550,000	-		-	550,000
608	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o	397,250	397,250
609	TIF District # 7 - South Memorial Drive	CD	-	635,000	-		-	635,000
610	Asphalt Paving Program	PW	686,326	-	-	o	273,607	959,933
613	Bridge Improvements	PW	-	305,160	-		-	305,160
614	Concrete Paving Program	PW	2,685,790	-	-	sd	1,993,218	4,679,008
619	Traffic Improvements	PW	110,000	-	-		-	110,000
620	Grade & Gravel Program	PW	-	-	-	o	216,200	216,200
622	Sidewalk Program	PW	969,085	-	-	sd	151,545	1,120,630
624	Stormwater Program	SW	-	891,600	6,531,200	o	1,797,899	9,220,699
630	Water Main Program	WD	-	240,125	5,500,000	w	921,305	6,661,430
638	Sanitary Sewer Program	WW	-	-	3,000,000	o	1,592,511	4,592,511
	Facilities							
645	Future Fire Stations/Relocations	FMD	-	1,750,000	-		-	1,750,000
644	APRD Operations Facility Expansion	FMD	-	50,000	-		-	50,000
646	Grounds Improvements	FMD	-	30,000	-		-	30,000
647	HVAC Upgrades	FMD	-	85,000	-		-	85,000
649	Library Study / Expansion / Renovation	FMD	-	250,000	-		-	250,000
657	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	110,000	110,000
658	Radio Infrastructure	PD	-	1,000,000	-		-	1,000,000
661	Water Tower Land & Construction	WF	-	-	-	w	100,000	100,000
	Equipment							
664-A	Self Contained Breathing Apparatus Replacement	FD	-	427,500	-		-	427,500
666	Radio Frequency Identification Conversion	LIB	-	293,300	-		-	293,300
668	Portable Radios	PD/FD	-	280,000	-		-	280,000
670	Technology Upgrades	TS	-	70,000	-		-	70,000
671	Wireless Broadband Access	TS	-	250,000	-		-	250,000
681	Bar Screen Replacement	WW	-	-	-	s	1,500,000	1,500,000
	Quality of Life							
687	AMP - Athletic Fields Renovations	PR	-	250,000	-		-	250,000
688	AMP - Renovations	PR	-	30,000	-		-	30,000
689	Apple Hill Trail	PR	-	150,000	-		-	150,000
692	Erb Park Renovations	PR	-	250,000	-		-	250,000
697	Linwood Park Renovations	PR	-	25,000	-		-	25,000
699	North Side Park/Fire Station#6/School Site	PR	-	125,000	-		-	125,000
700	Parks - Playground Equipment	PR	-	85,000	-		-	85,000
701	Parks - Skate Park Equipment	PR	-	20,000	-		-	20,000
702	Peabody Park	PR	-	25,000	-		-	25,000
705	Riverfront Initiatives	PR	-	800,000	-		-	800,000
706	Schaefer Park Renovations	PR	-	25,000	-		-	25,000
709	Telulah Park Improvements	PR	-	200,000	-		-	200,000
710	Vosters Park Development	PR	-	25,000	-		-	25,000
			4,451,201	9,117,685	15,031,200		9,053,535	37,653,621

Other Supplemental Information:		
Sewer User Fees (s):	*	2,985,861
Water User Fees (w):		1,021,305
Stormwater User Fees (st):		1,632,849
Subdivision (sd):		2,144,763
Other (o):		1,268,757
		9,053,535

* Sewer user fees includes the use of $1,500,000 from the DNR Replacement Fund.

City of Appleton 2008 Budget

CAPITAL IMPROVEMENTS PROGRAM, 2008 - 2012

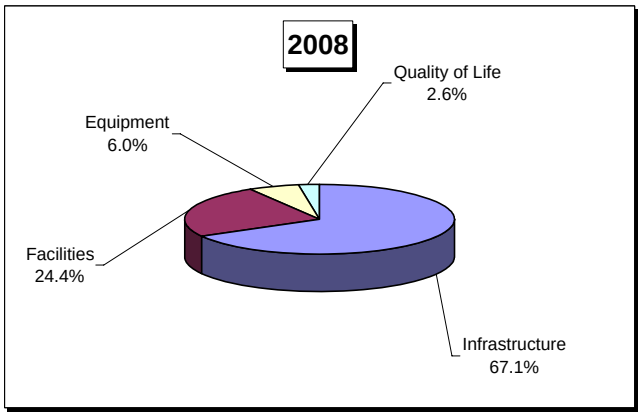
PROJECT CATEGORY LIST FOR 2012

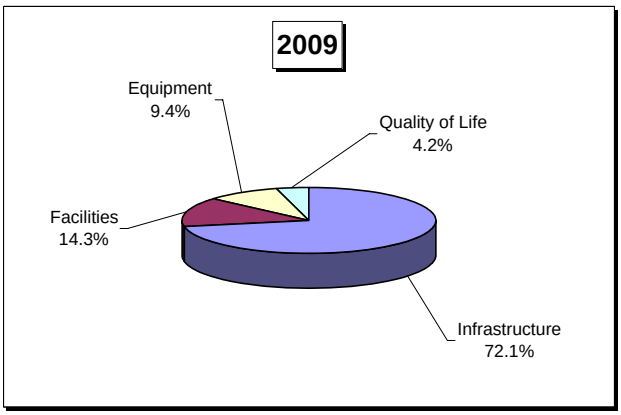
Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
608	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o	159,000	159,000
609	TIF District # 7 - South Memorial Drive	CD	-	200,000	-		-	200,000
610	Asphalt Paving Program	PW	390,835	-	-	sd	390,026	780,861
614	Concrete Paving Program	PW	3,419,960	-	-	sd	2,079,368	5,499,328
619	Traffic Improvements	PW	113,300	-	-		-	113,300
622	Sidewalk Program	PW	834,516	-	-	sd	187,433	1,021,949
624	Stormwater Program	SW	-	-	6,995,870	st	1,748,964	8,744,834
630	Water Main Program	WD	-	-	5,500,000	w	1,050,755	6,550,755
638	Sanitary Sewer Program	WW	-	-	3,000,000	s	1,581,575	4,581,575
	Facilities							
644	APRD Operations Facility Expansion	FMD	-	500,000	-		-	500,000
646	Grounds Improvements	FMD	-	270,000	-		-	270,000
649	Library Study / Expansion / Renovation	FMD	-	2,000,000	-		-	2,000,000
656	Wastewater Sludge Storage Building Expansion	FMD	-	-	1,500,000	s	-	1,500,000
657	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	100,000	100,000
	Equipment							
666	Radio Frequency Identification Conversion	LIB	-	249,815	-		-	249,815
674	Pressure Zone Control Valve Stations	WF	-	-	-	w	185,000	185,000
685	PLC Replacement & SCADA Upgrade	WW	-	-	-	s	500,000	500,000
	Quality of Life							
688	AMP - Renovations	PR	-	300,000	-		-	300,000
692	Erb Park Renovations	PR	-	50,000	-		-	50,000
694	Foremost Site Park / Trail	PR	-	100,000	-		-	100,000
695	Highview Park Development	PR	-	75,000	-		-	75,000
697	Linwood Park Renovations	PR	-	50,000	-		-	50,000
700	Parks - Playground Equipment	PR	-	90,000	-		-	90,000
701	Parks - Skate Park Equipment	PR	-	100,000	-		-	100,000
702	Peabody Park	PR	-	250,000	-		-	250,000
705	Riverfront Initiatives	PR	-	550,000	-		-	550,000
706	Schaefer Park Renovations	PR	-	235,000	-		-	235,000
710	Vosters Park Development	PR	-	225,000	-		-	225,000
			4,758,611	5,244,815	16,995,870		7,982,121	34,981,417

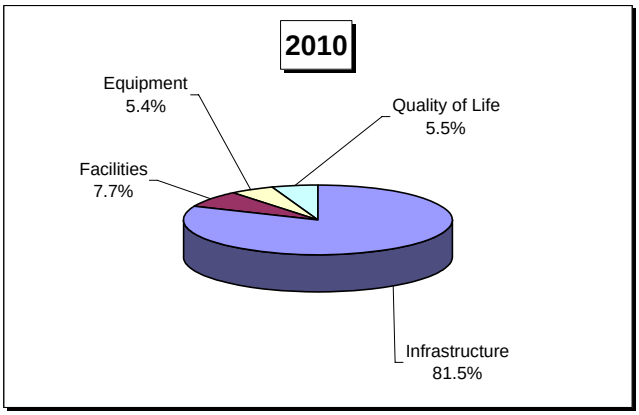
Other Supplemental Information:		
Sewer User Fees (s):	*	2,081,575
Water User Fees (w):		1,235,755
Stormwater User Fees (st):		1,748,964
Subdivision (sd):		2,656,827
Other (o):		259,000
		7,982,121

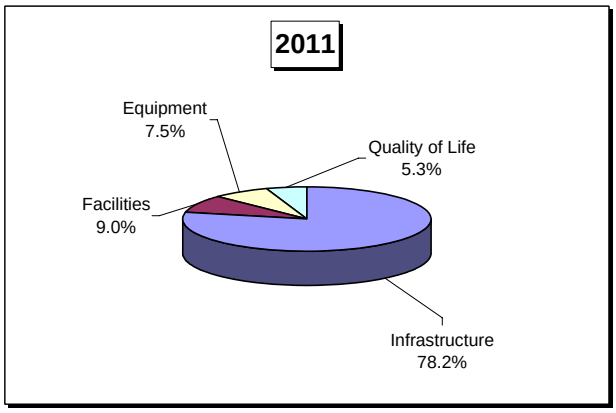
* Sewer user fees includes the use of $500,000 from the DNR Replacement Fund.

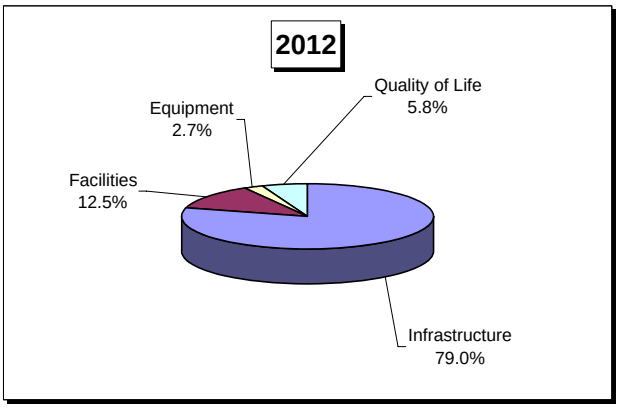
CITY OF APPLETON 2008 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2008 - 2012
CAPITAL PROJECTS BY CATEGORY

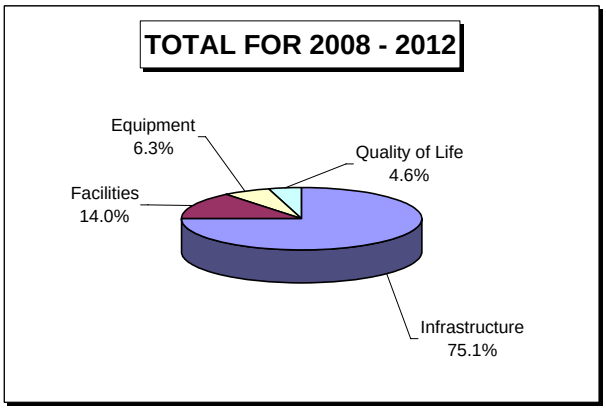








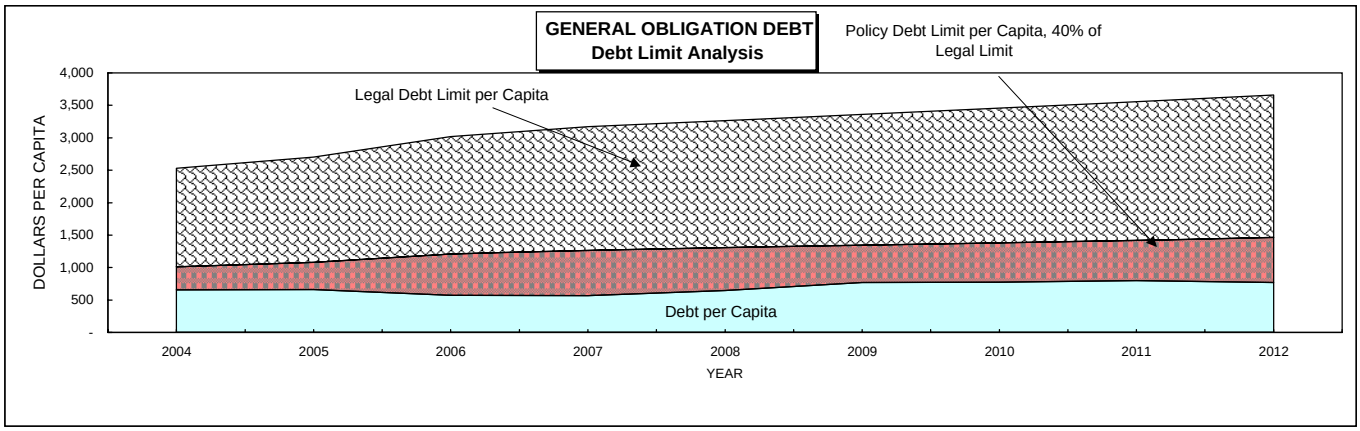




CITY OF APPLETON 2008 BUDGET

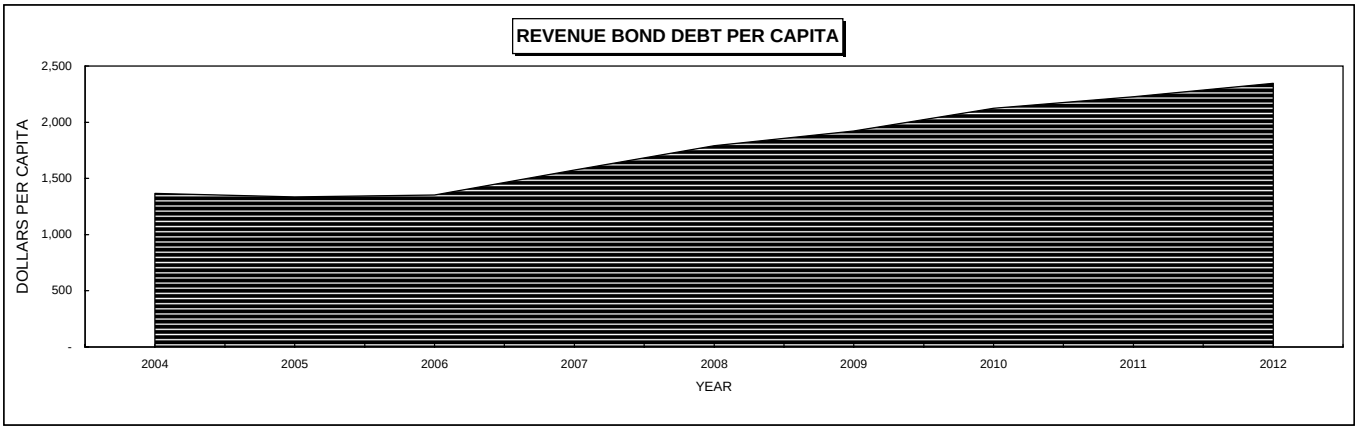
Outstanding Debt

	2004	2005	2006	2007	2008	2009	2010	2011	2012
Equalized value	3,640,419,000	3,897,467,400	4,350,186,400	4,575,642,000	4,712,911,300	4,854,298,600	4,999,927,600	5,149,925,400	5,304,423,200
Legal G.O. Debt Limit	182,020,950	194,873,370	217,509,320	228,782,100	235,645,565	242,714,930	249,996,380	257,496,270	265,221,160
Outstanding G.O. Debt	47,087,594	47,470,506	41,351,177	40,770,056	46,492,876	55,789,422	56,187,954	57,908,584	55,689,587
Population	71,895	72,085	72,004	72,158	72,224	72,290	72,356	72,422	72,488
G.O. Debt per capita									
Legal Limit	2,532	2,703	3,021	3,171	3,263	3,358	3,455	3,555	3,659
Policy Limit	1,013	1,081	1,208	1,268	1,305	1,343	1,382	1,422	1,464
Actual	655	659	574	565	644	772	777	800	768
Revenue Bonds									
Outstanding Bonds	98,283,237	96,268,711	97,422,923	113,624,988	129,265,092	139,031,689	153,703,802	161,224,020	170,151,870
Revenue Bonds per capita	1,367	1,335	1,353	1,575	1,790	1,923	2,124	2,226	2,347

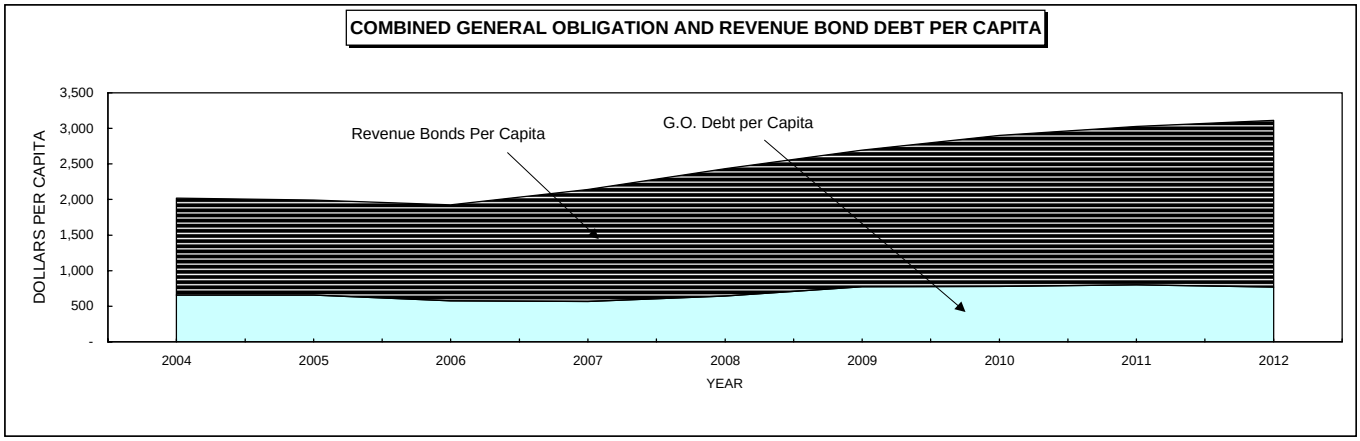


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2007-2011 include estimates for population and equalized valuation figures based on the actual increase experienced from 2003 to 2006.

The level of revenue bond debt for the same period is shown below to assess the total debt picture.



The graph below shows combined general obligation debt and revenue bond debt.



CITY OF APPLETON 2008 BUDGET
CAPITAL IMPROVEMENTS PROGRAM

NOTES

CITY OF APPLETON
CAPITAL IMPROVEMENTS PROGRAM 2008 - 2012
PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2008 - 2012 Capital Improvements Program are included in this section.

CITY OF APPLETON 2008 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2008-2012
PROJECT CATEGORY LIST

Page	Project	Dept Code	2008	2009	2010	2011	2012
	Infrastructure						
604	Miscellaneous Site Acquisition	CD	300,000	250,000	550,000	550,000	-
605	Riverfront Initiatives - East River Development	CD	800,000	1,000,000	-	-	-
606	Smart Growth Comprehensive Plan	CD	75,000	-	-	-	-
607	TIF District # 5 - West Wisconsin Avenue	CD	50,000	-	-	-	-
608	TIF District # 6 - Southpoint Commerce Park	CD	83,000	614,946	159,000	397,250	159,000
609	TIF District # 7 - South Memorial Drive	CD	447,000	499,000	449,000	635,000	200,000
610	Asphalt Paving Program	PW	1,480,041	1,245,477	1,379,086	959,933	780,861
613	Bridge Improvements	PW	104,460	62,160	559,600	305,160	-
614	Concrete Paving Program	PW	6,490,814	7,203,964	4,136,881	4,679,008	5,499,328
619	Traffic Improvements	PW	68,000	171,400	107,700	110,000	113,300
620	Grade & Gravel Program	PW	-	2,136,625	1,170,554	216,200	-
622	Sidewalk Program	PW	1,055,632	1,063,189	869,453	1,120,630	1,021,949
624	Stormwater Program	SW	8,973,793	6,914,480	11,802,619	9,220,699	8,744,834
630	Water Main Program	WD	7,384,330	6,683,439	6,526,430	6,661,430	6,550,755
636	Water Plant Lake Intake Improvements	WF	87,500	270,000	-	-	-
637	Second Feeder Main to Water Plant	WF	400,000	50,000	2,925,000	-	-
638	Sanitary Sewer Program	WW	5,239,689	4,033,888	4,325,238	4,592,511	4,581,575
	Facilities						
644	APRD Operations Facility Expansion	FMD	-	-	-	50,000	500,000
645	Future Fire Stations/Relocations	FMD	-	300,000	200,000	1,750,000	-
646	Grounds Improvements	FMD	60,000	100,000	115,000	30,000	270,000
647	HVAC Upgrades	FMD	180,000	175,000	85,000	85,000	-
648	Lake Station Permanganate Storage Addition	FMD	-	30,000	300,000	-	-
649	Library Study / Expansion / Renovation	FMD	50,000	-	50,000	250,000	2,000,000
650	Lighting Upgrades	FMD	223,930	60,000	-	-	-
651	Police Station	FMD	5,915,391	5,113,900	-	-	-
652	Roof Replacement	FMD	135,000	139,700	98,000	-	-
653	Security & Life Safety Upgrades	FMD	80,000	89,500	100,000	-	-
654	Waste Gas Study	FMD	60,000	250,000	-	-	-
655	Wastewater Generators	FMD	30,000	-	-	-	-
656	Wastewater Sludge Storage Building Expansion	FMD	-	-	275,000	-	1,500,000
657	Parking Utility - Ramp Maintenance	PAR	155,000	140,000	100,000	110,000	100,000
658	Radio Infrastructure	PD	-	-	1,000,000	1,000,000	-
659	MSB Maintenance Improvements	PW	110,000	-	-	-	-
660	Water Plant Capacity Expansion	WF	5,000,000	-	865,000	-	-
661	Water Tower Land Acquisition	WF	-	-	100,000	100,000	-
	Equipment						
662	Burners for Training Facility	FD	-	-	222,790	-	-
663	Engine Replacement - 1989 Pumper	FD	450,000	-	-	-	-
664	Extrication Equipment	FD	-	40,000	-	-	-
664A	Self Contained Breathing Apparatus Replacement	FD	-	-	-	427,500	-
665	Library Shelving	LIB	25,000	-	80,000	-	-
666	Radio Frequency Identification Conversion	LIB	-	-	-	293,300	249,815

CITY OF APPLETON 2008 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2008-2012
PROJECT CATEGORY LIST

Page	Project	Dept Code	2008	2009	2010	2011	2012
	Equipment - Continued						
667	GPS/GIS	PD	-	165,000	50,000	-	-
668	Portable Radios	PD/FD	307,500	-	-	280,000	-
669	Engineering/Survey Equipment Replacement	PW	-	40,000	-	-	-
670	Technology Upgrades	TS	335,000	-	-	70,000	-
671	Wireless Broadband Access	TS	350,000	475,000	475,000	250,000	-
672	Utility Billing System	TS/FIN	-	-	250,000	-	-
673	Lake Station Travelling Screen Replacement	WF	-	-	235,000	-	-
674	Pressure Zone Control Valve Stations	WF	185,000	185,000	185,000	-	185,000
675	Total Organic Carbon Instrumentation	WF	35,500	-	-	-	-
676	Water Plant Corrosion Replacements	WF	80,000	2,486,000	-	-	-
677	Aeration Tank Diffuser Replacement	WW	-	-	210,000	-	-
678	Aeration Tank Pipe Replacement	WW	369,000	-	-	-	-
679	Aeration Variable Frequency Drive Study	WW	-	800,000	-	-	-
680	Archimedes Screw Pump Rebuild	WW	-	-	60,000	-	-
681	Bar Screen Replacements	WW	-	-	-	1,500,000	-
682	Belt Filter Press Rebuilds	WW	769,230	-	384,615	-	-
684	Lift Station Renovations	WW	28,925	-	150,000	-	-
685	PLC Replacement and SCADA Upgrade	WW	-	-	-	-	500,000
	Quality of Life						
686	Reid Golf Course Improvements	GOL	-	-	25,000	-	-
687	AMP - Athletic Fields Renovations	PR	80,000	300,000	-	250,000	-
688	AMP - Renovations	PR	-	-	-	30,000	300,000
689	Apple Hill Trail	PR	-	-	-	150,000	-
690	Colony Oaks Park	PR	15,000	180,000	-	-	-
691	Einstein Park Renovations	PR	-	-	50,000	-	-
692	Erb Park Renovations	PR	35,000	200,000	-	250,000	50,000
693	Erb Pool Remodeling	PR	-	-	50,000	-	-
694	Foremost Site - Park/Trail	PR	-	-	50,000	-	100,000
695	Highview Park Development	PR	-	-	-	-	75,000
696	Houdini Plaza Renovations	PR	300,000	300,000	350,000	-	-
697	Linwood Park	PR	-	-	-	25,000	50,000
698	Lutz Park Renovations	PR	-	15,000	150,000	-	-
699	North Side Park/Fire Station #6/School Site	PR	-	-	60,000	125,000	-
700	Parks - Playground Equipment	PR	75,000	75,000	80,000	85,000	90,000
701	Parks - Skate Park Equipment	PR	-	-	-	20,000	100,000
702	Peabody Park	PR		-	-	25,000	250,000
703	Pierce Park Renovations	PR	-	-	100,000	-	-
704	Providence Park Development	PR	45,000	-	-	-	-
705	Riverfront Initiatives	PR	750,000	790,000	550,000	800,000	550,000
706	Schaefer Park Renovations	PR	-	-	-	25,000	235,000
707	Southeast Park	PR	-	-	250,000	-	-
708	Summit Park Pavilion	PR	-	-	200,000	-	-
709	Telulah Park Improvements	PR	-	30,000	250,000	200,000	-
710	Vosters Park Development	PR	-	-	-	25,000	225,000
711	Vulcan Heritage Park	PR	-	-	175,000	-	-
			$49,273,735	$44,677,668	$42,890,966	$37,653,621	$34,981,417

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Miscellaneous Site Acquisition

PROJECT DESCRIPTION

Justification:

The City's Comprehensive Plan and Focus Fox River: A Master Plan have identified areas where redevelopment may be appropriate. The City's ability to acquire properties in these areas as properties become available will enhance our ability to influence meaningful redevelopment. In the past, the Appleton Redevelopment Authority has acted as an agent for the City in this capacity and would be the likely entity to assume this responsibility in the future.

This request is for funding in three successive years for the Appleton Redevelopment Authority to make opportune acquisitions of properties that become available within areas of the City that are in need of redevelopment. These acquisitions will become part of a developed plan to revive depressed areas of the City. Funding is also requested for demolition and site preparation activities, including infrastructure improvements, to support redevelopment projects.

Discussion of operating cost impact:

The final impact on operating costs is undetermined at this time since the properties and the final use for the property has not been identified.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Comm Dev	Site Acquisition	-	250,000	250,000	250,000	-	$ 750,000
Comm Dev	Demolition / Site Preparation / Infrastructure	300,000	-	300,000	300,000	-	$ 900,000
Total - Community Development Capital Projects Fund		$ 300,000	$ 250,000	$ 550,000	$ 550,000	$ -	$ 1,650,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	250,000	250,000	250,000	-	$ 750,000
Construction	300,000	-	300,000	300,000	-	$ 900,000
Other	-	-	-	-	-	$ -
Total	$ 300,000	$ 250,000	$ 550,000	$ 550,000	$ -	$ 1,650,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Riverfront Initiatives - East River Redevelopment

PROJECT DESCRIPTION

Justification:

The City of Appleton's Focus Fox River: A Master Plan identifies several key redevelopment sites located along the banks of the Fox River, as well as the opportunities the opening of the Fox River Navigation System will provide the community.

Two key redevelopment sites include the former Foremost Dairy property and the Kaukauna Utility/MI property. The Foremost site has been identified for future medium to high density residential development. The 2008 CIP request includes funding to assist with the demolition of the industrial structures, site preparation and infrastructure improvement to establish a buildable site for redevelopment with public access.

The Kaukauna Utility/MI Drilling property has been identified for future medium to high density residential development, with coordination of a secondary access and public improvements with Telulah Park. Significant environmental remediation activities are in progress on the property. The 2009 CIP request includes funding to assist with land acquisition, site preparation, demolition of the industrial structures, infrastructure improvements (including extension of utilities and a secondary access) for redevelopment and public access.

Both future redevelopment sites could potentially be supported by the creation of a future Tax Increment Financing District that would secure any City assistance with a development agreement to recapture the City's investment through increased property valuation. Funding options will be evaluated as the project develops.

Discussion of operating cost impact:

The final impact on operating costs is undetermined at this time, however, a secondary access roadway through Telulah Park for the Kaukauna Utility/MI Drilling site would require the same services as other streets in the City of Appleton. Both sites are in established areas within the City of Appleton.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Comm Dev	Site acquisition / Preparation / Infrastructure / Construction assistance	800,000	1,000,000	-	-	-	$ 1,800,000
Total - Community Development Capital Projects Fund		$ 800,000	$ 1,000,000	$ -	$ -	$ -	$ 1,800,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition/Site Preparation	-	-	-	-	-	$ -
Construction/Demolition	800,000	1,000,000	-	-	-	$ 1,800,000
Other	-	-	-	-	-	$ -
Total	$ 800,000	$ 1,000,000	$ -	$ -	$ -	$ 1,800,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Smart Growth Comprehensive Planning

PROJECT DESCRIPTION

Justification:

This request is for assistance in developing an update to the Comprehensive Plan, in compliance with the State Comprehensive Plan requirements. The Comprehensive Plan updating process is a multi-year process. In 2006, the Department completed the update to the Downtown Plan and completed the Issues and Opportunities element (one of nine required) of a Comprehensive Plan.

$50,000 in consulting services budgeted in 2007 was intended for a study of the Fox River Navigation Corridor. This money has been redirected to the Smart Growh Comprehensive Plan in order to meet the January 1, 2010 deadline. Evaluating both projects, it has been determined the Fox River Navigation Corridor Study can more appropriately be performed by City planning staff.

It is important to note that the City has reached a critical stage relative to meeting the requirement to have an adopted, state statute-compliant Comprehensive Plan by January 1, 2010. It typically takes approximately 2 ½ to 3 years to complete a comprehensive plan but, with the work already accomplished, we believe this level of funding will enable us to complete the actual planning process in 18 to 24 months.

If the City of Appleton does not complete and adopt a compliant comprehensive plan by the January 1, 2010 deadline, the City would essentially lose control over all land use issues after that date, including but not limited to actions in regard to Special Use Permits, rezonings, subdivisions and annexations.

Discussion of operating cost impact:

No impact.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Comm Dev	Planning	75,000	-	-	-	-	$ 75,000
Total - Community Development Capital Projects Fund		$ 75,000	$ -	$ -	$ -	$ -	$ 75,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	75,000	-	-	-	-	$ 75,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: TIF District #5 - West Wisconsin Avenue Redevelopment

PROJECT DESCRIPTION

Justification:

The City of Appleton has made targeted city investments in the West Wisconsin Avenue 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 Community Development Department has worked with the Appleton Northside Business Association (ANBA) for close to a decade on the rejuvenation of West Wisconsin Avenue, beginning with parking issues, roadway reconstruction, facade improvements, and now TIF-related redevelopment of the corridor.

The 2008 CIP request would cover a portion of the total costs associated with site preparation, infrastructure and general construction assistance for TIF eligible improvements for the second phase of Heartwood Homes Senior Living, a multi-family housing development just north of Wisconsin Avenue, along Mason Street and Kamps Avenue.

This funding commitment 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	2008	2009	2010	2011	2012	Total
Comm Dev	Site Preparation/ Infrastructure/ Construction	50,000	-	-	-	-	$ 50,000
Total - TIF # 5 Capital Projects Fund		$ 50,000	$ -	$ -	$ -	$ -	$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	50,000	-	-	-	-	$ 50,000
Other	-	-	-	-	-	$ -
Total	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: TIF District # 6 - 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.

The 2009 and 2011 budgets provide funding for Phases IV and V. Funds will be used for infrastructure and non-city improvements including gas, electric, cable service, street lights, and lot grading. Funding at this time is shown as coming out of the Industrial Park Land Fund. It is anticipated either TIF #6 will be amended to include the expansion area or a new TIF will be created in 2008 to fund these costs.

Administration (other) costs include detention pond design, 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 2008 includes:

	TIF # 6	Industrial Park Land Fund	Project Page
Asphalt Paving Program	$ 151,538	$ 125,689	Page 610
Concrete Paving Program	524,093	-	Page 614
Stormwater Program	382,071	382,434	Page 624
	$ 906,164	$ 382,434	

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 2008. Any cost impacts for 2009 and beyond are unknown at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Comm Dev	Non-City Improvements	-	-	-	167,750	-	$ 167,750
Comm Dev	Site Grading	-	-	-	30,000	-	$ 30,000
Comm Dev	Administration	-	10,000	89,000	64,000	91,000	$ 254,000
Comm Dev	San. Area Assess.	-	-	-	67,500	-	$ 67,500
Industrial Park Land Fund		-	10,000	89,000	329,250	91,000	$ 519,250
Comm Dev	Non-City Improvements	-	410,660	-	-	-	$ 410,660
Comm Dev	Site Grading	-	30,000	-	-	-	$ 30,000
Comm Dev	Administration	83,000	70,000	70,000	68,000	68,000	$ 359,000
Comm Dev	San. Area Assess.	-	94,286	-	-	-	$ 94,286
TIF # 6		83,000	604,946	70,000	68,000	68,000	$ 893,946
Total - Southpoint Commerce Park Capital Projects		$ 83,000	$ 614,946	$ 159,000	$ 397,250	$ 159,000	$ 1,413,196

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	440,660	-	197,750	-	$ 638,410
Other	83,000	174,286	159,000	199,500	159,000	$ 774,786
Total	$ 83,000	$ 614,946	$ 159,000	$ 397,250	$ 159,000	$ 1,413,196
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: TIF District #7 - South Memorial Drive Redevelopment

PROJECT DESCRIPTION

Justification:

The area of South Memorial Drive from Calumet Street to State Highway 441 has deteriorated significantly over the last ten years. The abandonment of Valley Fair Mall and the under utilization of former retail and service buildings, is cause for alarm. Earlier in 2006, an investor group purchased the Mall property and has committed to reinvigorating that property. The interest in investment in this corridor leads us to believe other properties may attract new investment and new use given the opportunity to partner with the City of Appleton. The City has created TIF District #7 to provide targeted investments in this commercial corridor in conjunction with the private market while recapturing the cost of participation through the increased property tax revenues.

The TIF District provides for a 22 year expenditure period to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces.

This CIP outlines the anticipated 5-year plan of investments to rejuvenate this commercial corridor based on the TIF District #7 Project Plan. The 2008 CIP funds will be used as developer incentives, revitalization grants, and planning and design of streetscape amenities and public improvements in this corridor that will result in a more attractive and valued business corridor.

There are no City infrastructure projects planned for 2008 for TIF # 7.

Discussion of operating cost impact:

No operating cost impact is anticipated for this project as this is an existing, developed area. The final streetscape plan for public improvements may include elements that require maintenance as part of the typical City services in reconstructed commercial corridors.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Comm. Dev.	Public Improvements						
	Planning	-	50,000	-	-	-	$ 50,000
	Revitalization:						
	Consulting	12,000	14,000	14,000	-	-	$ 40,000
	Grants	35,000	35,000	35,000	35,000	-	$ 140,000
	Developer Incentives	400,000	400,000	400,000	600,000	200,000	$ 2,000,000
Total - South Memorial Drive Capital Projects Fund		$ 447,000	$ 499,000	$ 449,000	$ 635,000	$ 200,000	$ 2,230,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	50,000	-	-	-	$ 50,000
Design	12,000	14,000	14,000	-	-	$ 40,000
Construction	-	-	-	-	-	$ -
Other: Grants & Incentives	435,000	435,000	435,000	635,000	200,000	$ 2,140,000
Total	$ 447,000	$ 499,000	$ 449,000	$ 635,000	$ 200,000	$ 2,230,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Asphalt Paving Program

PROJECT DESCRIPTION

Justification:

The following is a summary of the cost associated with the streets identified for reconstruction this year. A five year plan detailing this and future years' projects follows this summary page.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets which can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system result in no overall reduction in our City-wide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2008	2009	2010	2011	2012	Total
Public Works - Reconstruction **General Fund**	1,131,444	848,596	879,636	686,326	390,835	$ 3,936,837
Public Works - Reconstruction **TIF # 6**	151,538	-	114,205	-	-	$ 265,743
Public Works - Reconstruction **TIF # 7**	-	-	114,269	-	-	$ 114,269
Public Works - Reconstruction **Industrial Park Land Fund**	125,689	-	-	-	-	$ 125,689
Public Works - Construction	71,370	396,881	270,976	273,607	390,026	$ 1,402,860
Public Works - Developer Escrow	124,338	467,500	472,083	476,667	481,250	$ 2,021,838
Subdivision	195,708	864,381	743,059	750,274	871,276	$ 3,424,698
Total - Asphalt Paving Program	$ 1,604,379	$ 1,712,977	$ 1,851,169	$ 1,436,600	$ 1,262,111	$ 7,867,236

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	1,308,495	1,538,092	1,652,839	1,313,760	1,171,796	$ 6,984,982
Other	295,884	174,885	198,330	122,840	90,315	$ 882,254
Total	$ 1,604,379	$ 1,712,977	$ 1,851,169	$ 1,436,600	$ 1,262,111	$ 7,867,236
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2008	Street	From	To	General Fund Asphalt	Sub-division Fund	TIF 6	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool				202,913	28,370	25,420	10,811	267,514	-
Following Grade and Gravel	RipVanWinkle Rd				17,232			17,232	49,827
	Street 1	Glacier Ridge	Subdivision		1,025			1,025	2,963
	Street 2	Glacier Ridge	Subdivision		8,325			8,325	24,072
	Street 3	Glacier Ridge	Subdivision		4,931			4,931	14,258
	Werner Rd	Glacier Ridge	Subdivision		11,488			11,488	33,218
	DPW reimbursed from Developer Escrow							-	
	Subtotal			**-**	**43,000**	**-**	**-**	**43,000**	**124,338**
Partial Reconstruction	Eisenhower Dr	Vantage Dr	Midway Rd			126,118	59,350	185,468	
	Midway Rd	Eisenhower Dr	Coop Rd				55,528	55,528	
	Subtotal			**-**		**126,118**	**114,878**	**240,996**	
Total Reconstruction	Coolidge Ave	Oneida St	Jackson St	158,140				158,140	
	Gillett St	Wisconsin Ave	Taylor St	208,185				208,185	
	Kimball St	Morrison St	Oak St	8,180				8,180	
	Oak St	Lawrence St	Kimball St	10,077				10,077	
	Pine St	Outagamie St	Mason St	66,058				66,058	
	Rogers Ave	Outagamie St	Mason St	66,058				66,058	
	State St	College Ave	Winnebago St	282,547				282,547	
	State St	Winnebago St	Wisconsin Ave	129,286				129,286	
	Subtotal			**928,531**	**-**	**-**		**928,531**	**-**
Total Asphalt Pavement				$ 1,131,444	$ 71,370	$ 151,538	$ 125,689	$ 1,480,041	$ 124,338

2009	Street	From	To	General Fund Asphalt	Sub-division Fund	TIF 6	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool				151,885	23,000	-		174,885	
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor			268,345			268,345	467,500
	Purdy Parkway	Celtic Crossing	Mackville Rd (1000' s/o)		40,790	-		40,790	
	Smoketree Pass	Downs Ridge (400' n/o)	Purdy Parkway		19,777	-		19,777	
	Mackville Rd	Ballard Rd	Purdy Parkway		13,178	-		13,178	
	Purdy Parkway	Mackville Rd (1000' s/o)	Mackville Rd		24,721	-		24,721	
	Thomas Ct	Purdy Parkway	Cul-de-sac		7,070	-		7,070	
	Subtotal			**-**	**373,881**	**-**	**-**	**373,881**	**467,500**
Partial Reconstruction	Murray Ave	Jackson St	Carpenter St	57,171				57,171	
	Subtotal			**57,171**	**-**	**-**	**-**	**57,171**	
Total Reconstruction	Bay St	Marquette St	Pershing St	75,172				75,172	
	Clark St	Roosevelt St	Glendale Ave	117,068				117,068	
	Clark St	Wisconsin Ave	Roosevelt St	70,367				70,367	
	Hancock St	Bateman St (100' w/o)	Lawe St	76,896				76,896	
	Harding St	Oneida St	Carpenter St	300,037				300,037	
	Subtotal			**639,540**	**-**	**-**	**-**	**639,540**	**-**
Total Asphalt Pavement				$ 848,596	$ 396,881	$ -	$ -	$ 1,245,477	$ 467,500

2010	Street	From	To	General Fund Asphalt	Sub-division Fund	TIF # 6	TIF # 7	Total Cost	Developer Escrow Account
Labor Pool				157,440	-	20,440	20,450	198,330	
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor			270,976			270,976	472,083
	Milis Dr	Alliance Dr	Eisenhower Dr			37,786		37,786	
	Road H	Vantage Dr	Milis Dr			29,389		29,389	
	Vantage Dr	Lakeland Dr	Eisenhower Dr			26,590		26,590	
	Subtotal			**-**	**270,976**	**93,765**	**-**	**364,741**	**472,083**
Total Reconstruction	Chain Dr	Memorial Dr	300' south				93,819	93,819	
	Eldorado St	Rankin St (250' w/o)	Catherine St	82,912				82,912	
	Hancock St	Rankin St	Cul-de-sac	25,723				25,723	
	Lawrence St	Outagamie St	Badger Ave	250,914				250,914	
	Lawrence St	Victoria St	Outagamie St	108,822				108,822	
	Pierce Ave	Eighth St	Spencer St	49,653				49,653	
	Pierce Ave	RR tracks	Lawrence St	23,319				23,319	
	Superior St	Atlantic St	Wisconsin Ave	180,853				180,853	
	Subtotal			**722,196**	**-**	**-**	**93,819**	**816,015**	**-**
Total Asphalt Pavement				$ 879,636	$ 270,976	$ 114,205	$ 114,269	$ 1,379,086	$ 472,083

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2011	Street	From	To	General Fund Asphalt	Sub-division Fund	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool				122,840	-	-	122,840	
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor			273,607		273,607	476,667
	Subtotal			**-**	**273,607**	**-**	**273,607**	**476,667**
Partial Reconstruction	Heritage Woods Dr	Valley Rd	1390' north	67,489			67,489	
	Sanders St	Seymour St	Verbrick St	36,415			36,415	
	Subtotal			**103,904**	**-**	**-**	**103,904**	
Total Reconstruction	Adams St	Seymour St	Verbrick St - s/o	143,932			143,932	
	Douglas St	Highland Ave	Packard St	100,191			100,191	
	Franklin St	Rankin St	Catherine St	46,033			46,033	
	Lorain Ct	Linwood Ave	Outagamie St	123,393			123,393	
	Washington St	Rankin St	Catherine St	46,033			46,033	
	Subtotal			**459,582**	**-**	**-**	**459,582**	
Total Asphalt Pavement				$ 686,326	$ 273,607	$ -	$ 959,933	$ 476,667

2012	Street	From	To	General Fund Asphalt	Sub-division Fund	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool				69,950	20,365	-	90,315	
Following Grade and Gravel	Quest Dr	Milis Dr	Midway Rd		20,383	-	20,383	
	Road G	Quest Dr	Eisenhower Dr		73,040	-	73,040	
	New Subdivisions	escrowed funding except for labor			276,238		276,238	481,250
	Subtotal			**-**	**369,661**	**-**	**369,661**	**481,250**
Total Reconstruction	Cotter St	Haskell St	Second St	65,465			65,465	
	Fifth St	Mueller St	Story St	65,250			65,250	
	Fifth St	Story St	Memorial Dr	143,486			143,486	
	Haskell St	Cotter St	Grider St	46,684			46,684	
	Subtotal			**320,885**	**-**	**-**	**320,885**	
Total Asphalt Pavement				$ 390,835	$ 390,026	$ -	$ 780,861	$ 481,250

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Lawe Street over the Navigation Canal ($40,000 plus $902,000 in 2005/06/07)
The existing structural, mechanical and electrical systems are in a degraded condition and need extensive rehabilitation to return to operative condition. This project was started in 2005 and will receive an anticipated 80% cost sharing from the state. The City's portion of the project cost is $902,000 ($91,000 in 2005, $711,000 in 2006 and $100,000 in 2007). This project request is for an additional $40,000 for WISDOT delivery costs and unanticipated construction cost increases. Construction should be completed before the College Avenue bridge is closed for replacement in 2008-2009.

Olde Oneida Street over the Fox River ($601,060)
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. The cost summary reflects the anticipated cost share. Construction should occur after construction on the College Avenue bridge is completed in 2009.

Prospect Avenue over Jackman Street ($376,320)
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. The cost summary reflects the anticipated cost share. Construction should not occur until completion of the College Avenue bridge project in 2009.

Lawe Street & South Island Street over the Power Canal ($14,000 plus $134,000 in 2013/14)
The existing structures have deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. The costs of $14,000 reflect the planning that will take place in 2009 in order for this project to be eligible to receive 80% cost sharing from the state. Future costs of $134,000 reflects the anticipated cost share.

Discussion of operating cost impact:

Preliminary operating cost estimate for returning lift bridges to operation is $52,000 in 2008 and $70,000 in future years.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Public Works	Naviagation Canal:						
	Lawe St.	40,000	-	-	-	-	$ 40,000
	Fox River:						
	Olde Oneida St.	64,460	10,800	525,800	-	-	$ 601,060
	Jackman St.:						
	Prospect Ave.	-	37,360	33,800	305,160	-	$ 376,320
	Power Canal:						
	Lawe St.	-	7,000	-	-	-	$ 7,000
	S. Island St.	-	7,000	-	-	-	$ 7,000
Total - Public Works Capital Projects Fund		$ 104,460	$ 62,160	$ 559,600	$ 305,160	$ -	$ 1,031,380

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	64,460	51,360	-	-	-	$ 115,820
Land Acquisition	-	-	-	-	-	$ -
Construction	40,000	-	525,800	305,160	-	$ 870,960
Other	-	10,800	33,800	-	-	$ 44,600
Total	$ 104,460	$ 62,160	$ 559,600	$ 305,160	$ -	$ 1,031,380
Operating Cost Impact	$ 52,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 332,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Concrete Paving Program

PROJECT DESCRIPTION

Justification:

The following is a summary of the costs associated with the streets identified for reconstruction this year. A five year plan detailing this and future years' projects follows this summary page.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets that can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system, result in no overall reduction in our City-wide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2008	2009	2010	2011	2012	Total
Public Works - Reconstruction **General Fund**	2,411,302	1,213,858	2,185,093	2,685,790	3,419,960	$ 11,916,003
Public Works - Reconstruction **College Avenue Bridge**	268,122	4,264,813	-	-	-	$ 4,532,935
Public Works - Reconstruction **TIF # 4**	1,427,988	-	-	-	-	$ 1,427,988
Public Works - Reconstruction **TIF # 6**	524,093	-	-	-	-	$ 524,093
Public Works - Construction	1,859,309	1,725,293	1,951,788	1,993,218	2,079,368	$ 9,608,976
Public Works - Developer Escrow	517,502	403,894	-	-	-	$ 921,396
Subdivision	2,376,811	2,129,187	1,951,788	1,993,218	2,079,368	$ 10,530,372
Total - Concrete Paving Program	$ 7,008,316	$ 7,607,858	$ 4,136,881	$ 4,679,008	$ 5,499,328	$ 28,931,391

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	147,500	190,000	70,000	50,000	30,000	$ 487,500
Land Acquisition	958,513	80,113	-	-	-	$ 1,038,626
Construction	5,268,103	6,797,945	3,756,901	4,322,903	5,057,258	$ 25,203,110
Other	634,200	539,800	309,980	306,105	412,070	$ 2,202,155
Total	$ 7,008,316	$ 7,607,858	$ 4,136,881	$ 4,679,008	$ 5,499,328	$ 28,931,391
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2008	Street	From	To	General Fund	College Avenue Bridge	TIF # 4	TIF # 6	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				203,513	20,122	101,697	61,281	247,587	634,200	
Land Acquisition	Kensington Dr	Calumet St (land acq purchase)	Lake Park Rd	25,000					25,000	
	Memorial Dr	Fox River (land acq. Purchase)	Lawrence St	80,000					80,000	
	Midway Rd	at Telulah (land acq purchase)		25,000					25,000	
	Midway Rd	Lake Park Rd (land acq purchase)	Eisenhower Dr	75,000					75,000	
	Midway Rd	Lake Park Rd (land acq purchase)	Eisenhower Dr	500,000					500,000	
	South Island St	Oneida	Lawe (land acq)	30,000					30,000	
	Spencer St	Linwood (land acq purchase)	Badger Ave	20,000					20,000	
	Subtotal			**755,000**	**-**	**-**	**-**	**-**	**755,000**	
Design	College Ave	Drew St (roadway design)	Matthias St		38,000				38,000	
	Wisconsin Ave.	Richmond St (STH 47)	Ballard Rd (CTH E)	109,500					109,500	
	Subtotal			**109,500**	**38,000**	**-**	**-**	**-**	**147,500**	
									-	
New Concrete	Clearwater Ct	Haymeadow Ave	Haymeadow Ave						-	41,462
	Clearwater Dr	Haymeadow Ave	Rosemary Rd							82,885
	Haymeadow Ave	Edgewood Dr	Morningsun Way							23,349
	Morningsun Way	Haymeadow Ave	Rosemary Rd						-	92,613
	Rosemary Rd	Flintrock Rd	Morningsun Way						-	105,976
	Summerland Rd	Morningsun Way	Morningsun Way							36,598
	Flintrock Rd	Haymeadow Ave	Rosemary Rd						-	70,699
	Milestone Ct	Lightning Dr	Cul-de-sac						-	63,920
	Bellevue Pl	Meade St (South)	Meade St (North)					303,480	303,480	
	Boyd Ct	Plank Rd	cds					71,899	71,899	
	Fallcreek La	Providence Ave	Gazebohill Rd					143,998	143,998	
	Greenleaf Dr	Providence Ave	Stargaze Dr					139,955	139,955	
	Hampton Ct	Bedford La	cds					52,873	52,873	
	Kernan Ave	Bedford La	Bedford La					11,868	11,868	
	Marshall Heights Ave	Evergreen Dr	Olde Sleigh La					129,570	129,570	
	Orchard Blossom Dr	Christopher Ct	Johann Dr					103,845	103,845	
	Providence Ave	Ashbury Dr	Edgewood Dr					137,375	137,375	
	Providence Ave	Fallcreek La	Ashbury Dr					161,377	161,377	
	Providence Ave	Windingbrook Dr	Fallcreek La			135,852			135,852	
	Sableridge Dr	Fallcreek La	Altamont Dr					90,010	90,010	
	Sandpiper La	Fallcreek La	Altamont Dr					64,296	64,296	
	Shady Hollow Ct	Windingbrook Dr	Cul-de-sac					50,832	50,832	
	Telulah Ave	Orchard Blossom Dr	Hulke Dr					56,096	56,096	
	Winrowe Ct	Marshall Heights Av	CDS - w/o					94,248	94,248	
	Ashbury Dr	Ballard Rd - 275' e/o	Lightning Dr			145,035			145,035	
	Enterprise Ave	Gateway Dr	Lightning Dr			134,443			134,443	
	Enterprise Ave	Lightning Dr	Providence Ave			129,433			129,433	
	Gateway Dr	Evergreen Dr	Enterprise Ave.			80,984			80,984	
	Glenhurst La	Milestone Dr	Lightning Dr			198,275			198,275	
	Lightning Dr	Milestone Dr	Ashbury Dr			260,681			260,681	
	Milestone Dr	Glenhurst Dr	Lightning Dr			241,588			241,588	
	Kensington Dr	Calumet St	Lake Park Rd	279,900					279,900	
	Eisenhower Dr	Plank Rd	Calumet St				268,042		268,042	
Reconstruction	Plank Rd	Eisenhower Dr	Eisenhower Dr				194,770		194,770	
	Subtotal			**279,900**	**-**	**1,326,291**	**462,812**	**1,611,722**	**3,680,725**	**517,502**
									-	
	Alley n/o College Ave	Durkee St	Drew St	26,015					26,015	
	Alley s/o College Ave	Durkee St	Drew St	36,122					36,122	
	College Ave	Bridge over Fox River			210,000				210,000	
	Division St	Wisconsin Ave	Atlantic St	300,201					300,201	
	Spencer St	Mason St	Badger Ave	539,280					539,280	
	Spencer St	Whitman Ave	Mason St	461,771					461,771	
	Subtotal			**1,363,389**	**210,000**	**-**	**-**	**-**	**1,573,389**	
Carryover 2007 - 2008 infrastructure				**(300,000)**					**(300,000)**	
Total Concrete Paving				$ 2,411,302	$ 268,122	$ 1,427,988	$ 524,093	$ 1,859,309	$ 6,490,814	$ 517,502

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2009	Street	From	To	General Fund	College Avenue Bridge	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				90,955	319,565	129,280	539,800	
Land	French Rd	USH 41 (land acq. Purchase)	Edgewood	57,386			57,386	
	Providence Ave	Edgewood Dr (CTH JJ) land acq	Citrene Place	22,727			22,727	
	Subtotal			**80,113**			**80,113**	
Other	College Ave	Drew St (construction management)	Matthias St		150,000		150,000	
	South Island St	Oneida	Lawe (contam remediation)	40,000			40,000	
	Subtotal			**40,000**	**150,000**		**190,000**	
New Construction	Aquamarine Ave	Calmes Dr, 130' w/o	French Rd					128,464
	Calmes Dr	Aquamarine Ave	Rubyred Dr, 575' s/o					100,863
	Rubyred Dr	Calmes Dr	French Rd				-	87,454
	Paloma Ct	Applecreek Rd	Cul-de-sac				-	87,114
	Altamont Dr	Fallcreek La	Gazebohill Rd			108,401	108,401	
	Ashbury Dr	Lightning Dr	Providence Ave			409,258	409,258	
	Barton Ct	Highpond Tr	cds			67,782	67,782	
	Drake La	Ashbury Dr	Mary Martin Dr			163,413	163,413	
	Drake La	Mary Martin Dr	Providence Av			68,461	68,461	
	Gazebohill Rd	Fallcreek La	Altamont Dr			116,972	116,972	
	Mary Martin Dr	Canvasback La	Edgewood Dr (CTH JJ)			103,566	103,566	
	Pintail Pl (all 3 legs)	Drake La	Drake La			101,443	101,443	
	Pondview Ct	Meade St	cds			183,967	183,967	
	Quietwinds Way	Waterford Dr	Silentwind Way			29,243	29,243	
	Schuh Rd	Sierra La	CDS			72,099	72,099	
	Serene Way	Waterford Dr	Silentwind Way			29,747	29,747	
	Sierra La	Schuh Rd	Meade St			40,730	40,730	
	Silentwind Way	Serene Way	Quiet Winds Way			81,780	81,780	
	Springmill La	Gazebohill Rd	Ashbury Dr			19,151	19,151	
	Evergreen Dr	Providence Ave	French Rd	300,401			300,401	
	Subtotal			**300,401**	**-**	**1,596,013**	**1,896,414**	**403,894**
Reconstruction	Alley s/o College Ave	Memorial Dr (STH 47)	State St	32,030			32,030	
	Alley s/o College Ave	State St	Walnut St	32,030			32,030	
	Banta Court	John St	cds		109,619		109,619	
	College Ave	Drew St	Bridge (west side)		1,407,377		1,407,377	
	College Ave	bridge over Fox River			1,497,350		1,497,350	
	College Ave	John-Walter Int.			76,944		76,944	
	College Ave	John-Walter Int.	Matthias St		703,958		703,958	
	Durkee St	Franklin St	North St	96095			96,095	
	Packard St	Badger Ave	Richmond St (STH 47)	431,487			431,487	
	Soldiers Square	Oneida St	Morrison St	83,893			83,893	
	Washington St	Bennett St	Story St	26,854			26,854	
	Subtotal			**702,389**	**3,795,248**	**-**	**4,497,637**	
Total Concrete Paving				$ 1,213,858	$ 4,264,813	$ 1,725,293	$ 7,203,964	$ 403,894

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2010	Street	From	To	General Fund	Sub-division Fund	Total Cost
Labor Pool				163,730	146,250	309,980
Design	Ballard Rd	Edgewood Dr - 400' n/o (Design)	Apple Creek Rd - 300' n/o	35,000		35,000
	Valley Road	Chain Dr - design	Forestview	35,000		35,000
	Subtotal			**70,000**		**70,000**
New Construction	Apple Rd	Ashbury Dr	Appleseed Dr		97,852	97,852
	Appleseed Dr	Apple Rd	Fuji Dr		187,506	187,506
	Benton Dr	Haymeadow Ave	Turnberry Dr		108,955	108,955
	Clearfield La	Haymeadow Ave (500' w/o)	Turnberry Dr		117,798	117,798
	Corridor Dr	Glenhurst Dr	Watershed Way		93,533	93,533
	Daybreak Dr	Lourdes Dr	Forest St		83,252	83,252
	Fallcreek La	Providence Ave	Fallview La		34,106	34,106
	Fallview La	Fallcreek La	Glory La		82,224	82,224
	Fuji Dr	Ashbury Dr	Appleseed Dr		69,475	69,475
	Glenhurst La	Windingbrook Dr	Lightning Dr		159,849	159,849
	Gusty La	Turnberry Dr	Waterford Dr		30,433	30,433
	Habitat Way	Glenhurst Dr	Corridor Dr		52,407	52,407
	Haymeadow Ave	Wentworth La	Edgewood Dr (CTH JJ)		133,014	133,014
	Stratford La	Haymeadow Ave (300' w/o)	Turnberry Dr		117,798	117,798
	Sunshine Dr	Lourdes Dr	Forest St		54,464	54,464
	Turnberry Dr	Clearfield La	Wentworth La		94,561	94,561
	Waterford Dr	Quietwinds Way	Edgewood Dr (CTH JJ)		111,526	111,526
	Watershed Way	Glenhurst Dr	Corridor Dr		57,548	57,548
	Wentworth La	Haymeadow Ave	Turnberry Dr		119,237	119,237
	Evergreen Dr	Ballard Rd	Providence Ave	570,154		570,154
	Lightning Dr	Enterprise Ave	Evergreen Dr	88,792		88,792
	Subtotal			**658,946**	**1,805,538**	**2,464,484**
Reconstruction	Division St	Parkway Blvd	Glendale Ave	131,214		131,214
	Midway Rd	Kernan Ave	Huckleberry	719,530		719,530
	Olde Oneida St	South Island St (500' s/o)	South Island St (250' n/o)	122,655		122,655
	South Island St	Olde Oneida St	Lawe St - 530' W/O	174,998		174,998
	Memorial Dr (STH 47)	Fox River	Lawrence St	144,020		144,020
	Subtotal			**1,292,417**		**1,292,417**
Total Concrete Paving				$ 2,185,093	$ 1,951,788	$ 4,136,881

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2011	Street	From	To	General Fund	Sub-division Fund	Total Cost
Labor Pool				175,705	130,400	306,105
Design	Ballard Rd	Wisconsin Ave (Design)	Longview Dr	50,000		**50,000**
	Subtotal			**50,000**		**50,000**
New Construction	Applecart Dr	Ashbury Dr	Benvalley Dr		31,506	31,506
	Ashbury Dr	French Rd	Cherryvale Ln		276,260	276,260
	Aurora Dr	Forest St	Cul-de-sac		99,590	99,590
	Benview Ct	Glory La	Cul-de-sac		93,514	93,514
	Braeburn Dr	Applebend Dr	Fuji Dr		185,503	185,503
	Fuji Ct	Braeburn Dr	Cul-de-sac		26,983	26,983
	Fuji Dr	Ashbury Dr	Braeburn Dr		96,920	96,920
	Gala Ct	Braeburn Dr	Cul-de-sac		26,983	26,983
	Glory La	French Rd	Sourapple Dr		188,857	188,857
	Greenleaf Dr	Lightning Dr	Stargaze Dr		121,556	121,556
	Snowden Pl	Greenleaf Dr	Stargaze Dr		62,850	62,850
	Solitude La	Tahoe La (150' e/o)	Midway Rd (future)		181,309	181,309
	Sourapple Dr	Glory La	Ashbury Dr		30,562	30,562
	Stargaze Dr	Greenleaf Dr	Snowden Pl		144,619	144,619
	Sundance Dr	Snowden Pl	Stargaze Dr		95,348	95,348
	Tahoe La	Plank Rd	Solitude La		183,616	183,616
	Vail La	Solitude La	Solitude La (134' w/o)		16,842	16,842
	Intertech Ct	Enterprise Ave	Cul-de-sac	103,159		103,159
	Lightning Dr	Ashbury Dr	Edgewood Dr (CTH JJ)	191,831		191,831
	Lightning Dr	Evergreen Dr	Milestone Dr	211,756		211,756
	Subtotal			**506,746**	**1,862,818**	**2,369,564**
						0
Reconstruction	Alley s/o College Ave	Morrison St	Durkee St	38,592		38,592
	Alley w/o Perkins	Charles St	Perkins St	43,596		43,596
	E. South River St	Kernan Ave	John St.	25,063		25,063
	Glendale Ave	Ballard Rd	Roemer Rd	349,042		349,042
	John St (CTH KK)	Banta Court	E South River St	218,329		218,329
	Lynndale Dr	Everett St	south to RR	370,872		370,872
	Lynndale Dr	Spencer St	Everett St	431,014		431,014
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	215,111		215,111
	Wisconsin Ave	Richmond St (STH 47)	Meade St	261,720		261,720
	Subtotal			**1,953,339**		**1,953,339**
Total Concrete Paving				$ 2,685,790	$ 1,993,218	$ 4,679,008

2012	Street	From	To	General Fund	Sub-division Fund	Total Cost
Labor Pool				256,260	155,810	412,070
Design	Edgewood Dr (CTH JJ)	Ballard Rd (Design)	French Rd	30,000		30,000
	Subtotal			**30,000**		**30,000**
New Construction	Applebend Dr	Ashbury Dr	Braeburn Dr		104,681	104,681
	Applehill Blvd	Ballard Rd	Purdy Pkwy		214,189	214,189
	Appleview Dr	Applebend Dr	Fuji Dr		186,450	186,450
	Cherryvale Ave	Ashbury Dr	Edgewood Dr (CTH JJ)		151,252	151,252
	Gullwing Ct	Stirling Pkwy	Cul-de-sac		106,386	106,386
	Highpond Tr	Smoketree Tr	Purdy Pkwy		139,633	139,633
	NM3 Canvasback Circle	Ashbury Dr	Canvasback Circle		294,553	294,553
	NM3 Canvasback Lane	Providence Ave	Canvasback Circle		10,406	10,406
	Purdy Pkwy	Applehill Blvd	cds s/o Stirling Pkwy		192,008	192,008
	Ravenswood Ct	Ballard Rd	Cul-de-sac		64,231	64,231
	Smoketree Ps	Applehill Blvd	Cul-de-sac		257,530	257,530
	Stirling Pkwy	Smoketree Ps	Purdy Pkwy		119,004	119,004
	Street 10	Applehill Blvd	Applecreek Rd		13,827	13,827
	Street 2	Purdy Pkwy	Street 1		69,408	69,408
	Glory La	Providence Ave	French Rd	146,708		146,708
	Subtotal			**146,708**	**1,923,558**	**2,070,266**
Reconstruction	Fourth St	Memorial Dr	State St	145,884		145,884
	Oneida St	Lindbergh St	McArthur st	113,658		113,658
	Oneida St	Seymour St	Skyline bridge	629,811		629,811
	Oneida St	Wilson St	Seymour St	656,631		656,631
	Pershing St	McDonald St	Ballard Rd	615,878		615,878
	Washington St	Division St	Appleton St	319,874		319,874
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	505,256		505,256
	Subtotal			**2,986,992**	-	**2,986,992**
Total Concrete Paving				$ 3,419,960	$ 2,079,368	$ 5,499,328

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Control Equipment Improvements

PROJECT DESCRIPTION

Justification:

Traffic Control Communications Grid Expansion

This project includes an expansion of the traffic communications and traffic management grid on the Meade Street corridor (Wisconsin Av to Edgewood Dr -CTHJJ) to provide improved traffic signal coordination. It will also greatly enhance our remote diagnostic capabilities, resulting in improved response times and service to the public. These upgrades will sustain expanded use of the MARC NX software and provide the communication infrastructure needed to support the City's future transition to a centralized traffic management system in 2009.

Vehicle Detection / Intersection Lighting Upgrade (Calumet St/Memorial Dr Intersection)

While this signalized intersection is one of the busiest in the City (handling over 36,000 vehicles per day), the existing traffic control equipment is grossly outdated, no vehicle detection exists, and the intersection lighting is substandard, which results in poor signal coordination and an unacceptable level of delay to motorists. This project includes the addition of vehicle detection equipment and improved street lighting, which will improve safety, allow for improved coordination with the other traffic signals along the Memorial Dr corridor and greatly reduced delay during on-peak and off-peak traffic times.

Unnamed New Traffic Signal(s)

Based on current and future growth, we anticipate that one additional location will meet traffic signal warrants in years 2009 through 2012. While several intersections are being closely monitored and are nearing the traffic/crash levels which would satisfy warrants, it is not possible to program specific intersections for specific years at this time. Based on available information at the time this request was prepared, it appears likely no new signals will be installed in 2008.

Traffic Operation Center (TOC) Software Replacement

Scheduled replacement of the Traffic Operations Center's (TOC) primary communications software will be necessary in 2009 to allow for current and future expansions to the City's traffic control network. The ACTRA software will allow for overall control of the City's expanding traffic control network for the foreseeable future utilizing existing City-owned and Appleton Area Metro Fiber Optic Network (AAMFON) fiber optic communication networks. The current TOC software (MARC NX) is limited to control of 32 intersections and requires the use of costly remote master controllers that do not allow for centralized control, dynamic grouping or adaptability.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Public Works	Traffic communications grid expansion	32,000	30,000	29,000	29,000	30,000	$ 150,000
	Vehicle Detection/ Intersection Lighting Upgrade	36,000	-	-	-	-	$ 36,000
	Unnamed New Traffic Signal	-	76,400	78,700	81,000	83,300	$ 319,400
	TOC Software Replacement	-	65,000	-	-	-	$ 65,000
Total - Public Works General Fund		$ 68,000	$ 171,400	$ 107,700	$ 110,000	$ 113,300	$ 570,400

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	68,000	106,400	107,700	110,000	113,300	$ 505,400
Other	-	65,000	-	-	-	$ 65,000
Total	$ 68,000	$ 171,400	$ 107,700	$ 110,000	$ 113,300	$ 570,400
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Grade and Gravel Program

PROJECT DESCRIPTION

Justification:

This project is the initial construction phase for new streets. A five year plan detailing specific projects follows this program summary page.

Discussion of operating cost impact:

The exact operating impact of this program is not easily defined. The addition of new streets will require additional operational service requirements including street maintenance and plowing.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2008	2009	2010	2011	2012	Total
Public Works - Grade & Gravel **General Fund**	-	1,866,725	1,170,554	-	-	$ 3,037,279
Public Works - Grade & Gravel **TIF # 6**	-	269,900	-	-	-	$ 269,900
Public Works - Grade & Gravel **Industrial Park Land Fund**	-	-	-	216,200	-	$ 216,200
Total - Grade & Gravel Program	$ -	$ 2,136,625	$ 1,170,554	$ 216,200	$ -	$ 3,523,379

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	1,976,525	1,082,844	200,000	-	$ 3,259,369
Other	-	160,100	87,710	16,200	-	$ 264,010
Total	$ -	$ 2,136,625	$ 1,170,554	$ 216,200	$ -	$ 3,523,379
Operating Cost Impact	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q

N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM

2008	Street	From	To	General Fund	TIF # 6	Total Cost
There are no grade & gravel projects planned for 2008.						
Total				$ -	$ -	$ -

2009	Street	From	To	General Fund	TIF # 6	Total Cost
Labor Pool				139,875	20,225	160,100
Grade & Gravel	Lake Park Rd	Plank Rd	Midway Rd	237,250		237,250
	Midway Rd	Huckleberry La	Lake Park Rd	505,750		505,750
	Midway Rd	Lake Park Rd	Eisenhower Dr	541,500		541,500
	Milis Dr	Alliance Dr	Eisenhower Dr		99,675	99,675
	Road H	Vantage Dr	Milis Dr		78,525	78,525
	Vantage Dr	Lakeland Dr	Eisenhower Dr		71,475	71,475
	Subtotal			**1,284,500**	**249,675**	**1,534,175**
Temporary Surface Following Grade & Gravel	Lake Park Rd	Plank Rd	Midway Rd	86,967		86,967
	Midway Rd	Huckleberry La	Lake Park Rd	171,508		171,508
	Midway Rd	Lake Park Rd	Eisenhower Dr	183,875		183,875
				442,350	**-**	**442,350**
Total				$ 1,866,725	$ 269,900	$ 2,136,625

2010	Street	From	To	General Fund	TIF # 6	Total Cost
Labor Pool				87,710	-	87,710
Grade & Gravel	French Rd	USH 41	Edgewood Dr (CTH JJ)	761,500		761,500
	Providence Ave	Edgewood Dr (CTH JJ)	Citrine Place	38,500		38,500
	Subtotal			**800,000**	**-**	**800,000**
Temporary Surface Following Grade & Gravel	French Rd	USH 41	Edgewood Dr (CTH JJ)	267,346		267,346
	Providence Ave	Edgewood Dr (CTH JJ)	Citrine Place	15,498		15,498
	Subtotal			**282,844**	**-**	**282,844**
Total				$ 1,170,554	$ -	$ 1,170,554

2011	Street	From	To	General Fund	Industrial Park Land Fund	Total Cost
Labor Pool					16,200	16,200
Grade & Gravel	Quest Dr	Milis Dr	Midway Rd		44,200	44,200
	Road G	Quest Dr	Eisenhower Dr		155,800	155,800
	Subtotal			**-**	**200,000**	**200,000**
Total				$ -	$ 216,200	$ 216,200

2012	Street	From	To	General Fund	TIF # 6	Total Cost
There are no grade & gravel projects planned for 2012.						
Total				$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Sidewalk Program

PROJECT DESCRIPTION

Justification:

The total cost of sidewalk replacement and new construction is presented. A five year plan detailing specific projects follows this program summary page.

Discussion of operating cost impact:

The operating impact of this program is minimal. Additional cost of installing new sidewalks will appear in future years as replacements become necessary.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2008	2009	2010	2011	2012	Total
Public Works - Sidewalks	697,918	862,091	699,148	969,085	834,516	$ 4,062,758
General Fund						
Public Works - Sidewalks	197,643	-	-	-	-	$ 197,643
TIF # 4						
Public Works - Construction	160,071	201,098	170,305	151,545	187,433	$ 870,452
Public Works - Developer Escrow	86,680	60,699	-	-	-	$ 147,379
Subdivisions	246,751	261,797	170,305	151,545	187,433	$ 1,017,831
Total - Sidewalk Program	$ 1,142,312	$ 1,123,888	$ 869,453	$ 1,120,630	$ 1,021,949	$ 5,278,232

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	975,121	921,173	717,586	931,160	834,244	$ 4,379,284
Other	167,191	202,715	151,867	189,470	187,705	$ 898,948
Total	$ 1,142,312	$ 1,123,888	$ 869,453	$ 1,120,630	$ 1,021,949	$ 5,278,232
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program

2008	General Fund	Subdiv. Fund	TIF # 4	Total Cost	Developer Escrow
Labor Pool	128,312	23,996	14,883	167,191	
Sidewalk Construction					
Green Dot	220,000			220,000	
General	55,000			55,000	
Patch Contract	130,000			130,000	
Sidewalk Stairway Repairs	30,000			30,000	
Reconstruction - Concrete	72,471			72,471	
Reconstruction - Asphalt	102,135			102,135	-
Subtotal	**609,606**	**-**	**-**	**609,606**	
New Sidewalk Construction					
New Concrete	10,000		182,760	192,760	
New Subdivision		106,075		106,075	86,680
New Subdivision - 6 Month		30,000		30,000	
Arterial Street				-	
Subtotal	**10,000**	**136,075**	**182,760**	**328,835**	**86,680**
Less: Costs allocated to Utilities	**(50,000)**			**(50,000)**	
Total	$ 697,918	$ 160,071	$ 197,643	$ 1,055,632	$ 86,680

2011	General Fund	Subdiv. Fund	Total Cost
Labor Pool	186,125	3,345	189,470
Sidewalk Construction			
Green Dot	220,000		220,000
General	52,000		52,000
Patch Contract	90,000		90,000
Sidewalk Stairway Repairs	30,000		30,000
Reconstruction - Concrete	228,435		228,435
Reconstruction - Asphalt	66,200		66,200
Subtotal	**686,635**		**686,635**
New Sidewalk Construction			
New Concrete	100,575		100,575
New Subdivision		118,200	118,200
New Subdivision - 6 Month		30,000	30,000
Arterial Street	40,000		40,000
Subtotal	**140,575**	**148,200**	**288,775**
Less: Costs allocated to Utilities	(88,500)		(88,500)
Total	$ 969,085	$ 151,545	$ 1,120,630

2009	General Fund	Subdiv. Fund	Total Cost	Developer Escrow
Labor Pool	165,780	36,935	202,715	
Sidewalk Construction				
Green Dot	220,000		220,000	
General	55,000		55,000	
Patch Contract	80,000		80,000	
Sidewalk Stairway Repairs	25,000		25,000	
Reconstruction - Concrete	174,451		174,451	
Reconstruction - Asphalt	86,110		86,110	-
Retaining Wall - Water St	45,000		45,000	
Subtotal	**685,561**		**685,561**	
New Sidewalk Construction				
New Concrete	51,250		51,250	
New Subdivision		134,163	134,163	60,699
New Subdivision - 6 Month		30,000	30,000	
Arterial Street			-	
Less: Costs allocated to Utilities	(81,000)		(81,000)	
Subtotal	**51,250**	**164,163**	**215,413**	**60,699**
Total	$ 862,091	$ 201,098	$ 1,063,189	$ 60,699

2012	General Fund	Subdiv. Fund	Total Cost
Labor Pool	153,280	34,425	187,705
Sidewalk Construction			
Green Dot	220,000		220,000
General	50,000		50,000
Patch Contract	80,000		80,000
Sidewalk Stairway Repairs	30,000		30,000
Reconstruction - Concrete	141,366		141,366
Reconstruction - Asphalt	29,900		29,900
Subtotal	**551,266**		**551,266**
New Sidewalk Construction			
New Concrete	44,970		44,970
New Subdivision		123,008	123,008
New Subdivision - 6 Month		30,000	30,000
Arterial Street	85,000		85,000
Subtotal	**129,970**	**153,008**	**282,978**
Less: Costs allocated to Utilities	(90,000)		
Total	$ 834,516	$ 187,433	$ 1,021,949

2010	General Fund	Subdiv. Fund	Total Cost
Labor Pool	123,483	28,384	151,867
Sidewalk Construction			
Green Dot	220,000		220,000
General	50,000		50,000
Patch Contract	80,000		80,000
Sidewalk Stairway Repairs	-		-
Reconstruction - Concrete	104,395		104,395
Reconstruction - Asphalt	76,270		76,270
Subtotal	**530,665**		**530,665**
New Sidewalk Construction			
New Concrete	86,750		86,750
New Subdivision		111,921	111,921
New Subdivision - 6 Month		30,000	30,000
Arterial Street			-
Subtotal	**86,750**	**141,921**	**228,671**
Less: Costs allocated to Utilities	(83,500)		(83,500)
Total	$ 699,148	$ 170,305	$ 869,453

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Stormwater Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding to the stormwater system. A five year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the stormwater structure (primarily 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 stormwater maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Stormwater **Stormwater Utility**	Construction	8,145,102	6,732,000	11,802,619	8,164,049	8,744,834	$43,588,604
Stormwater **TIF # 4**	Construction	64,186	-	-	-	-	$ 64,186
Stormwater **TIF # 6**	Construction	382,071	-	-	-	-	$ 382,071
Stormwater **TIF # 7**	Construction	-	7,430	-	891,600	-	$ 899,030
Stormwater **Industrial Park Land Fund**	Construction	382,434	175,050	-	165,050	-	$ 722,534
Total - Stormwater Program		$ 8,973,793	$ 6,914,480	$11,802,619	$ 9,220,699	$ 8,744,834	$45,656,425

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	352,664	405,000	365,000	630,000	135,000	$ 1,887,664
Land Acquisition	675,900	200,000	-	137,500	170,000	$ 1,183,400
Construction	7,634,556	6,108,050	11,093,819	8,206,509	8,185,134	$41,228,068
Other	310,673	201,430	343,800	246,690	254,700	$ 1,357,293
Total	$ 8,973,793	$ 6,914,480	$11,802,619	$ 9,220,699	$ 8,744,834	$45,656,425
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2008	Street	From	To	Storm-water Utility	TIF # 4	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool				241,207	4,961	32,071	32,434	310,673
Consulting Services	Apple Creek relocation n/o CTH JJ	Design & Permitting		75,000				75,000
	Conkey Pond	Final Design & Permitting		15,000				15,000
	Construction Services			50,000				50,000
	French Road bridge @ CTH JJ	Design & Permitting		40,000				40,000
	Land Acquisition Services			10,000				10,000
	Lightning Dr bridge @ CTH JJ	Design & Permitting		40,000				40,000
	Meadowview II u/s Stormwater Treatment	Design & Permitting		12,664				12,664
	Memorial Park south pond	Design & Permitting		70,000				70,000
	Providence Ave bridge @ CTH JJ	Design & Permitting		40,000				40,000
	Subtotal			**352,664**	**-**	**-**	**-**	**352,664**
Land Acquisition	Conkey pond	land acq		517,500				517,500
	South Island St	Easements		50,000				50,000
	Southeast Pond Retrofit	land acq and TLE		108,400				108,400
	Subtotal			**675,900**	**-**	**-**	**-**	**675,900**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000				200,000
	Surface restoration for mini sewer from previous year			80,000				80,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2008 Asphalt Paving			126,480				126,480
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2008 New Concrete Paving			192,386	59,225			251,611
	Coop Road Pond	Phase II				350,000	350,000	700,000
	Native Landscaping			160,265				160,265
	Northland sidewalk biofiltration			107,500				107,500
	SE Basin Retrofit			1,704,000				1,704,000
	STH "441" / Pershing Pond			1,125,232				1,125,232
	Subtotal			**3,695,863**	**59,225**	**350,000**	**350,000**	**4,455,088**
New Construction	Lake Park Rd	Plank Rd	Midway Rd	154,000				154,000
	Midway Rd	Lake Park Rd	Eisenhower Dr	201,575				201,575
	Subtotal			**355,575**				**355,575**
Reconstruction	Atlantic St (liner)	Durkee Street	Meade St	1,100,000				1,100,000
	Ballard Rd	Milestone 1000' n/o	Milestone 1250' n/o	106,250				106,250
	Subtotal			**1,206,250**	**-**	**-**	**-**	**1,206,250**
Reconstruction (on streets to be paved in 2009)	Bay St	Marquette St	Pershing St	23,145				23,145
	Clark St	Wisconsin Ave	Glendale Ave	133,095				133,095
	College Ave	Drew St	Bridge (west side)	244,555				244,555
	College Ave	Bridge (east side)	Matthias St	806,290				806,290
	Durkee St	Franklin St	North St	26,955				26,955
	Hancock St	Bateman St (100' w/o)	Lawe St	43,705				43,705
	Harding St	Oneida St	Carpenter St	213,265				213,265
	John St (CTH KK)	College Ave	Banta Court	56,578				56,578
	Murray Ave (partial asp recon only)	Jackson St	Carpenter St	15,415				15,415
	Packard St	Badger Ave	Richmond St (STH 47)	35,405				35,405
	Washington St	Bennett St	Story St	19,235				19,235
	Subtotal			**1,617,643**	**-**	**-**	**-**	**1,617,643**
Total				$ 8,145,102	$ 64,186	$ 382,071	$ 382,434	$ 8,973,793

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2009	Street	From	To	Storm-water Utility	TIF # 7	Industrial Park Land Fund	Total Cost
Labor Pool				196,080	250	5,100	201,430
Consulting Services	Apple Creek Erosion	Design & Permitting		75,000			75,000
	Bellaire Ravine Erosion	Design & Permitting		50,000			50,000
	Construction Services			100,000			100,000
	Land Acquisition Services			10,000			10,000
	Opportunity Stormwater Treatment Devices	Design & Permitting		50,000			50,000
	Reid Golf Course BMP	Design & Permitting		50,000			50,000
	Spring St stormceptor	Design		20,000			20,000
	Theodore St storage	Design & Permitting		50,000			50,000
	Subtotal			**405,000**	**-**	**-**	**405,000**
Land Acquisition	Apple Creek relocation n/o CTH JJ	French Rd (2200' w/o)	French Rd	200,000			200,000
	Subtotal			**200,000**	**-**	**-**	**200,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000			200,000
	Surface restoration for mini sewer from previous year			80,000			80,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2009 Asphalt Paving			103,332			103,332
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2009 New Concrete Paving			271,855			271,855
	Apple Creek Relocation n/o CTH JJ			300,000			300,000
	Conkey pond			1,564,497			1,564,497
	Meadowview II u/s Stormwater Treatment			200,000			200,000
	Native Landscaping			158,649			158,649
	Meade St (Concrete Reconstruct)	Pacific St. (because of storm recon)	Wisconsin Ave. (intersections only	36,858			36,858
	Pacific St (Concrete Reconstruct)	Meade St (because of storm recon)	Vine St (intersections only	36,858			36,858
	Subtotal			**2,952,049**	**-**	**-**	**2,952,049**
New Construction	Daybreak Dr	Lourdes Dr	Lourdes Dr - 200' n/o	18,900			18,900
	Milis Dr	Alliance Dr	Eisenhower Dr			63,250	63,250
	Road H	Vantage Dr	Milis Dr			57,750	57,750
	Vantage Dr	Lakeland Dr	Eisenhower Dr			48,950	48,950
	Subtotal			**18,900**		**169,950**	**188,850**
Reconstruction	Atlantic St (liner)	Division St	Durkee St	1,431,000			1,431,000
	Hancock St	Meade St.	350' west	80,500			80,500
	Subtotal			**1,511,500**		**-**	**1,511,500**
Reconstruction (on streets to be paved in 2010)	Chain Dr	Memorial Dr	300' south		7,180		7,180
	Division St	Parkway Blvd	Glendale Ave	46,090			46,090
	Eldorado St	Rankin St (250' w/o)	Catherine St	80,000			80,000
	Hancock St	Rankin St	cds	26,540			26,540
	Lawrence St	Outagamie St	Badger Ave	204,000			204,000
	Olde Oneida St	South Island St (500' s/o)	South Island St (250' n/o)	106,541			106,541
	Pierce Ave	Eighth St	Spencer St	16,800			16,800
	South Island St	Olde Oneida St	Vulcan St	794,000			794,000
	Superior St	Atlantic St	Wisconsin Ave	174,500			174,500
	Subtotal			**1,448,471**	**7,180**	**-**	**1,455,651**
Total				$ 6,732,000	$ 7,430	$ 175,050	$ 6,914,480

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2010	Street	From	To	Storm-water Utility
Labor Pool				343,800
Consulting Services	Calumet Street storage	Design & Permitting		50,000
	Construction Services			60,000
	Land Acquisition Services			10,000
	Memorial Park Northwest Pond	Design & Permitting		70,000
	Opportunity Pond A	Design & Permitting		50,000
	Opportunity Stormwater Treatment Devices	Design & Permitting		50,000
	Valley Fair Mall Pond	Design & Permitting		75,000
	Subtotal			**365,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2010 Asphalt Paving			84,012
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2010 New Concrete Paving			181,295
	Apple Creek Corridor Erosion	Ballard	Lightning	400,000
	Apple Creek relocation n/o CTH JJ	French Rd (2200' w/o)	French Rd	1,270,000
	Bellaire Ravine Erosion Mitigation			200,000
	French Road bridge @ CTH JJ	Bridge @	Edgewood Dr (CTH JJ)	210,000
	Lightning Dr bridge @ CTH JJ	Bridge @	Edgewood Dr (CTH JJ) n/o	210,000
	Memorial Park south pond			1,147,000
	Native Landscaping			116,045
	Opportunity Stormwater Treatment Devices			250,000
	Providence Ave bridge @ CTH JJ	Bridge @	Edgewood Dr (CTH JJ) n/o	210,000
	Reid Golf Course BMP			700,000
	Theodore St storage			2,746,000
	Subtotal			8,009,352
New Storm Sewers	French Rd	USH 41	Edgewood Dr (CTH JJ)	660,000
	Providence Ave	Edgewood Dr (CTH JJ)	Edgewood Dr (CTH JJ)	75,000
	Subtotal			**735,000**
Reconstruction	Spring St	Drew St	Meade St (70' w/o)	375,000
	Subtotal			**375,000**
Reconstruction (on streets to be paved in 2011)	Adams St	Seymour St	Verbrick St - s/o	115,200
	Douglas St	Highland Ave	Packard St	85,500
	E. South River St	Kernan Ave	John St	7,285
	Franklin St	Rankin St	Catherine St	22,524
	Glendale Ave	Ballard Rd	Roemer Rd	50,000
	John St (CTH KK)	Banta Court	E South River St	56,578
	Lorain Ct	Linwood Ave	Outagamie St	105,300
	Lynndale Dr	Everett St	south to RR	166,500
	Lynndale Dr	Spencer St	Everett St	193,500
	Memorial Dr (STH 47) same yr as paving	Fox River	Lawrence St	347,800
	Washington St	Rankin St	Catherine St	63,480
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	442,800
	Wisconsin Ave	Richmond St (STH 47)	Meade St	318,000
	Subtotal			1,974,467
Total				$ 11,802,619

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2011	Street	From	To	Storm-water Utility	TIF # 7	Industrial Park Land Fund	Total Cost
Labor Pool				237,790	4,100	4,800	246,690
Consulting Services	Apple Creek Aquatic Habitat	Design & Permitting		40,000			40,000
	Apple Creek relocation n/o CTH JJ	Design & Permitting	post-const DNR submittal	50,000			50,000
	Construction Services			100,000			100,000
	Land Acquisition Services			10,000			10,000
	Mud Creek North pond	Design & Permitting		50,000			50,000
	Opportunity Pond 1	Design & Permitting		100,000			100,000
	Opportunity Pond 2	Design & Permitting		100,000			100,000
	Opportunity Stormwater Treatment Dev	Design & Permitting		50,000			50,000
	Pierce Park Pond	Design & Permitting		80,000			80,000
	Valley Road pond retrofit	Design & Permitting		50,000			50,000
	Subtotal			**630,000**			**630,000**
Land	Valley Fair Mall Pond				137,500		137,500
	Subtotal			**-**	**137,500**	**-**	**137,500**
							-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000			200,000
	Surface restoration for mini sewer from previous year			90,000			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2011 Asphalt Paving			79,440			79,440
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2011 New Concrete Paving			332,923			332,923
	Apple Creek Acquatic Habitat			250,000			250,000
	Calumet St storage			1,250,000			1,250,000
	Memorial Park northwest pond			355,000			355,000
	Northland Creek Stormwater Treatment Devices			545,000			545,000
	NR 216 (High-efficiency sweeper)			250,000			250,000
	Opportunity Pond A			883,805			883,805
	Opportunity Stormwater Treatment Devices			250,000			250,000
	Valley Fair Mall Pond			750,000	750,000		1,500,000
	Wetland Plantings			50,000			50,000
	Subtotal			**5,286,168**	**750,000**		**6,036,168**
New Storm Sewers	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	288,000			288,000
	Quest Dr	s/o Milis Dr	Midway			42,000	42,000
	Road G	Quest	Eisenhower Dr			118,250	118,250
	Subtotal			**288,000**		**160,250**	**448,250**
Reconstruction	Atlantic St (liner)	Richmond St (STH 47)	Division St	604,500			604,500
	McKinley St (liner)	Lawe St	Jackson St	59,915			59,915
	Subtotal			**664,415**			**664,415**
Reconstruction (on streets to	Alley w/o Perkins	Charles (any work to be	Perkins St	27,473			27,473
be paved in 2012)	Cotter St	Haskell St	Second St	54,290			54,290
	Fifth St	Mueller St	Story St	45,600			45,600
	Fifth St	Story St	Memorial Dr	100,275			100,275
	Fourth St	Memorial Dr	State St	34,265			34,265
	Haskell St	Cotter St	Grider ST	38,715			38,715
	Oneida St	Lindbergh St	McArthur St	60,075			60,075
	Oneida St	Seymour St	Skyline Bridge	207,904			207,904
	Oneida St	Wilson St	Seymour St	207,904			207,904
	Pershing St	McDonald St	Ballard Rd	172,425			172,425
	Washington St	Division St	Appleton St	108,750			108,750
	Subtotal			**1,057,676**			**1,057,676**
Total				$ 8,164,049	$ 891,600	$ 165,050	$ 9,220,699

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2012	Street	From	To	Storm-water Utility
Labor Pool				254,700
Consulting Services	Construction Services			75,000
	Land Acquisition Services			10,000
	Opportunity Stormwater Treatment Devices			50,000
	Subtotal			**135,000**
Land	Mud Creek north pond			170,000
	Subtotal			**170,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2012 Asphalt Paving			35,880
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2012 New Concrete Paving			252,239
	Apple Creek Acquatic Habitat			250,000
	Opportunity Pond 1			2,000,000
	Opportunity Pond 2			2,116,936
	Opportunity Stormwater Treatment Devices			250,000
	Pierce Park Pond			620,000
	Valley Road Pond Retrofit			550,000
	Wetland Plantings			50,000
	Subtotal			**6,415,055**
Reconstruction	Ballard Rd	Wisconsin Ave	Longview St	742,500
	Brewster St	Clark St	Oneida St	70,875
	Franklin St (partial recon only)	Linwood Ave	Douglas St	51,000
	Hickory Ct	Riverdale Dr	Bartell Dr	37,500
	Honey Lou Ct	Wilson St	cds	35,175
	Kay St	Graceland St	Hall	55,500
	Morrison St	Hancock St	Wisconsin Ave	112,875
	Oneida St	STH 441	Wilson St	207,904
	Pershing St	Meade St	McDonald St	126,500
	Riverdale Dr	Prospect Ave	Bartell Dr	120,000
	Summer St	Morrison St	Lawe St	138,750
	Washington St	Appleton ST	Durkee ST	71,500
	Subtotal			**1,770,079**
Total				$ 8,744,834

CITY OF APPLETON 2008 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 years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the 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	2008	2009	2010	2011	2012	Total
Water Dist. **Water Utility**	Construction	7,384,330	6,424,649	6,526,430	6,421,305	6,550,755	$ 33,307,469
Water Dist. **TIF # 6**	Construction	-	258,790	-	240,125	-	$ 498,915
Total - Watermain Program		$ 7,384,330	$ 6,683,439	$ 6,526,430	$ 6,661,430	$ 6,550,755	$ 33,806,384

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	7,172,325	6,488,774	6,336,330	6,467,400	6,359,955	$ 32,824,784
Other	212,005	194,665	190,100	194,030	190,800	$ 981,600
Total	$ 7,384,330	$ 6,683,439	$ 6,526,430	$ 6,661,430	$ 6,550,755	$ 33,806,384
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2008	Street	From	To	Water Utility
Labor Pool				212,005
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000
Construction	STH 47 & Esmt w/o Moss Rose Lan	PRV Structure & misc valving		200,000
	Surface Restoration	Due to 2007 Water CIP Excav.		95,085
	Lawe St	Power canal	Navigation canal	21,420
	Subtotal			**326,505**
New Construction	Apple Creek Rd	Meade St (100' east of)	Edgewood Dr (CTH JJ)	295,000
	Whitman Ave	Spencer St	Second St	230,000
	Subtotal			**525,000**
Reconstruction	Carpenter St	Calumet St	Hoover St	225,000
(not related to paving)	Cherry Ct (Easement)	Calumet St	Cherry Ct	131,300
	Douglas St	Franklin St	Packard St	52,500
	Herbert Ave	Pine St	Haskell St	88,500
	Pine St	Bartell Dr	Prospect St	399,600
	Rogers Ave	Prospect Ave	Herbert St (500' w/o)	144,250
	Subtotal			**1,041,150**
Reconstruction	Banta Court	Newberry Trail	John St	265,000
(prior to next year's paving)	Bay St	Marquette St	Pershing St	95,000
	Clark St	Wisconsin Ave	Glendale Ave	340,000
	College Ave	Drew St	Bridge (west side)	525,000
	College Ave	Bridge (east side)	Christine St	640,000
	College Ave	Christine St	Matthias St - 600' e/o	587,250
	Durkee St	Franklin St (Washington act)	North St	149,750
	Hancock St	Bateman (100' w/o) ((Union act))	Lawe St	33,000
	Harding St	Oneida St	Carpenter St	366,500
	John St	College Ave	E South River St	143,500
	Murray Ave (partial asp recon only)	Jackson St	Carpenter St	183,250
	Packard St	Badger Ave	Richmond St (STH 47)	378,000
	Washington St	Bennett St	Story St	42,320
	Subtotal			**3,748,570**
Total Water Main Construction				**5,641,225**
Transmission Lines	East St (East Water Trans Line)	E. South River St	Fremont St	479,100
New	East Trans Water Line (Reid G.C.)	Fremont St	Calumet St	390,000
	Edgewood Dr (CTH JJ)	Meade St (840' e/o)	Apple Creek Rd	212,000
	Midway Rd	Lake Park Rd	Eisenhower Dr	450,000
	Subtotal			**1,531,100**
				-
Total Water Construction				$ 7,384,330

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2009	Street	From	To	Water Utility	TIF # 6	Water Utility
Labor Pool				187,125	7,540	194,665
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		15,000		15,000
Construction	Surface Restoration	Due to 2008 Water CIP Excav.		155,000		155,000
	Subtotal			**170,000**		**170,000**
New Construction	Daybreak Dr	Lourdes Dr	Lourdes Dr - 310' n/o	16,775		16,775
	Easement - Theda Care	Conkey	Guardian	151,800		151,800
	Easement - We Energies	Perkins	Lynndale	162,500		162,500
	French Rd	Evergreen Dr	Evergreen Dr - 1200' n/o (+/-	91,875		91,875
	Milis Dr	Alliance Dr	Eisenhower Dr		101,250	101,250
	Road H	Vantage Dr (725' s/o)	Second St		78,750	78,750
	Vantage Dr	Lakeland Dr	Eisenhower Dr		71,250	71,250
	Subtotal			**422,950**	**251,250**	**674,200**
Reconstruction	Badger Ave	Winnebago St	Packard St	275,900		275,900
(not related to paving)	Ballard Rd	Commerce Ct (Esmt n/o Capitol)	Capitol Dr	161,700		161,700
	Berry Dr	Calumet St	Taft Ave	202,320		202,320
	Clover La	Berry Dr	Taft Ave	169,800		169,800
	Coolidge Ave	Jackson St	Carpenter St	153,720		153,720
	Eighth St	Pierce Ave	Badger Ave	53,300		53,300
	Gladys St	Calumet St	Harding St	94,550		94,550
	Hanson Dr	Berry St	Gladys St	50,752		50,752
	Hoover St	Oneida St	Carpenter St	283,650		283,650
	Lawe St	Harding St	Hoover St	101,260		101,260
	Leonard St	Perkins St	Lynndale Dr	202,430		202,430
	Locust St	Spring St	Commercial St	31,200		31,200
	Murray Ave	Oneida St	Jackson St	183,000		183,000
	Perkins St	Everett St	Prospect St	524,380		524,380
	Summit St	Roberts St	Grant St	120,000		120,000
	Washington St	Durkee St	Drew St	95,845		95,845
	Washington St	Linwood Av	Douglas St	93,000		93,000
	Wilke St	Verbrick St	Foster St	25,000		25,000
	Wilson St	Jackson St	Carpenter St	153,720		153,720
	Subtotal			**2,975,527**	-	**2,975,527**
Reconstruction	College Ave	bridge over Fox River		484,800		484,800
(prior to next year's paving)	Division St	Parkway Blvd	Glendale Ave	129,280		129,280
	Eldorado St	Rankin St (250' w/o) (Meade actually)	Catherine St	152,625		152,625
	Hancock St	Rankin St	cds	37,500		37,500
	Jefferson St	Hoover St	Calumet St	259,840		259,840
	Lawrence St	Outagamie St	Badger Ave	389,875		389,875
	Lawrence St	Victoria St (Douglas St act)	Outagamie St	79,375		79,375
	Olde Oneida St	Edison St	South Island St (250' n/o)	172,800		172,800
	Pierce Ave	Eighth St	Spencer St	51,875		51,875
	South Island St	Olde Oneida St	Olde Oneida St (800' east)	184,202		184,202
	South Island St	Vulcan St (Canal crossing)	Lawe St	178,750		178,750
	Superior St	Atlantic St	Wisconsin Ave	218,125		218,125
	Subtotal			**2,339,047**		**2,339,047**
Total Water Main Construction				**5,907,524**	**251,250**	**6,158,774**
Transmission Line - New	Apple Creek Rd	Apple Hill Blvd	French Rd	330,000		330,000
	Second Feeder Main	Lake Pumping Station	Water Plant			-
	Subtotal			**330,000**		**330,000**
Total Water Construction				$ 6,424,649	$ 258,790	$ 6,683,439

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2010	Street	From	To	Water Utility
Labor Pool				190,100
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000
Construction	Surface Restoration	Due to 2009 Water CIP Excav.		275,000
	Subtotal			**285,000**
New Construction	Harding St	Greenview St	Clover La	38,750
	Providence Ave	Edgewood Dr (CTH JJ)	Citrene Pl (120' s/o)	85,000
	Subtotal			**123,750**
Reconstruction	Fairway Ct (easement)	Lawe St	Lawe St (300' e/o)	46,575
(not related to paving)	Fremont St	Oneida St	Jackson St	305,250
	Jackman St (Hill)	Water St	Prospect St	75,625
	Kimball St	Allen St	Morrison St	47,925
	Nicholas St	Kamps St	Glendale Ave	302,770
	Outagamie St	Harris St	Packard St	32,110
	Prospect Ave	Jackman St (Hill)	State St	48,125
	Roosevelt St	Alvin	Clark St	128,520
	Taylor St	Nicholas St	Gillett St	32,500
	Subtotal			**1,019,400**
Reconstruction	Adams St	Seymour St	Verbrick St - s/o	163,840
(prior to next year's paving)	Douglas St	Highland Ave	Packard St	121,600
	Franklin St	Rankin St	Catherine St	78,000
	Glendale Ave	Ballard Rd	Roemer Rd (1000' e/o)	306,250
	Lorain Ct	Linwood Ave	Outagamie St	152,100
	Lynndale Dr	Everett St	south to RR	343,700
	Lynndale Dr	Spencer St	Everett St	354,750
	Memorial Dr (STH 47)	Fox River (Front St actually)	Lawrence St	582,400
	Pacific St	Leminwah St (Owaissa act)	Pacific St Bridge	121,500
	Sanders St (partial asp recon only)	Seymour St	Verbrick St	107,520
	Washington St	Rankin St	Catherine St	75,000
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	1,215,000
	Wisconsin Ave	Richmond St (STH 47)	Meade St	1,286,520
	Subtotal			**4,908,180**
Total Water Main Construction				$ 6,526,430

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2011	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				187,030	7,000	194,030
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000		10,000
Construction	Surface Restoration	Due to 2010 Water CIP Excav.		175,000		175,000
	Subtotal			**185,000**	**-**	**185,000**
New Construction	Ballard Rd	Apple Creek Rd	Broadway Dr (600' s/o)	175,750		175,750
	Holiday Drive (Town Grand Chute)	Melody Lane	Edgewood Dr (CTH "JJ")	147,200		147,200
	Quest Dr	Milis Dr (s/o)	Midway Rd		71,875	71,875
	Road G	Quest Dr	Eisenhower Dr		161,250	161,250
	Subtotal			**322,950**	**233,125**	**556,075**
Reconstruction	Lee St	Fremont St	Bluebird La	129,600		129,600
(not related to paving)	Ridgeway Zone expansion	s/o Wisconsin	Winnebago St, to "47"	150,000		150,000
	Subtotal			**279,600**	**-**	**279,600**
Reconstruction	Drew St	Longview Dr	Byrd St	110,500		110,500
(prior to next year's paving)	Fairway Ct	Shaw St	end of cul-de-sac	143,000		143,000
	Fifth St	Mueller St	Story St	82,080		82,080
	Fifth St	Story St	Memorial Dr	180,495		180,495
	Fourth St	Lynndale Dr	Lynndale Dr - 550' e/o	90,090		90,090
	Fourth St	Memorial Dr	State St	51,975		51,975
	Haskell St	Cotter St	Grider St	76,125		76,125
	Lindbergh St	Oneida St	Jarchow St	101,920		101,920
	Madison St	Calumet St	Hoover St	309,400		309,400
	Oneida St	Lindbergh St	McArthur St	124,875		124,875
	Oneida St	Seymour St	Skyline Bridge	432,160		432,160
	Oneida St	Wilson St	Seymour St	432,160		432,160
	Pacific St	Superior St	Morrison St	195,750		195,750
	Pacific St	Wisconsin Central Ltd.	Ida St	108,900		108,900
	Pershing St	McDonald St	Ballard Rd	407,550		407,550
	Prospect Ave	Sixth St	Sixth St - 500' e/o	75,600		75,600
	Shaw St	Carpenter St	Fairway Ct.	32,000		32,000
	Union St	Commercial St	College Ave	405,760		405,760
	Viola St	Grant St	Woodland Ave	56,760		56,760
	Vulcan St	N. Island St	S. Island St	54,000		54,000
	Washington St	Division St	Appleton St	152,250		152,250
	Winnebago St	Division St	Morrison St	231,000		231,000
	Subtotal			**3,854,350**	**-**	**3,854,350**
Total Water Main Construction				**4,641,900**	**233,125**	**4,875,025**
Transmission - New	Edgewood Dr (CTH JJ)	Apple Creek Rd	Ballard Rd (700' w/o)	292,500		292,500
	Edgewood Dr (CTH JJ)	Richmond St (STH 47)	Haymeadow Ave	410,500		410,500
	Pressure Reduction Vault	Apple Creek Rd - Intersection with	Edgewood Dr (CTH "JJ")	175,000		175,000
	Union St	Commercial St	College Ave	714,375		714,375
	Subtotal			**1,592,375**	**-**	**1,592,375**
Total Water Main Construction				$ 6,421,305	$ 240,125	$ 6,661,430

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2012	Street	From	To	Water Utility
Labor Pool				190,800
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000
Construction	Surface Restoration	Due to 2011 Water CIP Excav.		175,000
	Subtotal			**185,000**
New Construction	Green Grove Rd	Hammond Ave	Wisconsin Ave	200,200
	Hammond Ave (easement)	Ballard Rd (1200' east of)	Green Grove Rd	97,500
	Marion St	Kernan Ave	Walden Ave	48,000
	Sunshine Dr	Lourdes Dr - 150' n/o (fut.)	Lourdes Dr (future)	12,750
	Wisconsin Ave	Leona St	Green Grove Rd	241,395
	Subtotal			**599,845**
Reconstruction	Candee St	Walter St	Walter St (300' w/o)	78,750
(prior to next year's paving)	Graceland Ave	Randall St	Woodland Ave	65,000
	Hall St	Randall St	Woodland Ave	156,000
	Kay St	Viola St	Graceland Ave	48,600
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	127,300
	Recommendation "C" of 2007 Wat Distribution Study (Outagamie St, Spencer to Second St)			165,375
	Recommendation "D" of 2007 Wat Distribution Study (Appleton St & Franklin St near CBD)			235,800
	Recommendation "E" of 2007 Wat Distribution Study (Harriet, Cass, Gunn, Newberry)			300,000
	Recommendation "G" of 2007 Wat Distribution Study (Highland, Spring, Commercial, Sharon)			380,000
	Amelia St	Kenilworth St	Ballard Rd	410,800
	Ballard Rd	Wisconsin Ave	Longview St	1,014,750
	Bartell Dr	Prospect Ave	Pine St	159,250
	Brewster St	Clark St	Oneida St	127,575
	Calumet St	Jefferson St	Lawe St	139,500
	Hickory Ct	Riverdale Dr	Bartell Dr	68,850
	Honey Lou Ct	Wilson St	cds	66,000
	Morrison St	Atlantic St	Wisconsin Ave	332,500
	Oneida St	STH 441	Wilson St	408,800
	Pershing St	Meade St	McDonald St	165,600
	Railroad Ave	Olde Oneida St	S. Island St	393,750
	Riverdale Dr	Prospect Ave	Bartell Dr	182,160
	Summer St	Morrison St	Lawe St	249,750
	Washington St	Appleton St	Durkee St	299,000
	Subtotal			**5,575,110**
Total Water Main Construction				$ 6,550,755

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Water Plant Lake Intake Improvements

PROJECT DESCRIPTION

Justification:

Icing of the Lake Winnebago intake has historically occurred each year during early winter as frazil ice forms on the intake cones at the lake bottom. This occurs just prior to lake freeze-up as surface water at the freezing point passes through the intake cone and freezes on contact in the intake cone. Source water supply is interrupted in these events as the cone "ices up", temporarily reducing or cutting off the City's source water supply. In December 2004 and January 2007, intake icing cut off the source water supply for nearly a full day, significantly limiting water plant production capacity. During the latter event, we had set up temporary pumping to supply the lake station for the day. The improvements needed include permanent enhancements to the existing intake system and provision of means to deal with temporary emergencies.

Temporary emergency improvements include the mobilization of emergency pumping capabilities in case of freeze-up. This type of mobilization has been used in the past with success. This approach includes cutting holes in the ice, installing temporary pumping equipment, and discharging to the lake station feed wet well for pumping to the plant. Experience has shown that 4 to 5 MGD can be delivered this way if mobilization is rapid, approximately half of the current daily demand at that time of year. A project is proposed to increase the capacity and reliability of the this emergency pumping procedure by: Installation of dry hydrants into Lake Winnebago (similar to those used by rural fire departments), and installation of a temporary pumping hose manifold at the lake station wet well. This project will provide immediate emergency mobilization of up to 6 pumps that have been reserved from several sources.

In 2005, the Utility had a study performed of the permanent enhancements needed to reduce the impacts of intake icing. Solutions recommended included: 1) add a 3rd intake cone from fiber reinforced plastic (FRP) to reduce water entrance velocity and ice buildup; and 2) Utilize the out of service #1 low lift pump to reverse flow to dislodge ice buildup. These improvements will provide operators with additional tools to handle difficult instances of ice buildup and also increase withdrawal capacity.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Water Utility	Engineering (15%)	20,000	35,000	-	-	-	$ 55,000
	3rd Intake Cone	-	170,000	-	-	-	$ 170,000
	Turn #1 Pump	-	60,000	-	-	-	$ 60,000
	Piping for emergency intake	62,500	-	-	-	-	$ 62,500
	Contingency	5,000	5,000	-	-	-	$ 10,000
Total - Water Treatment Capital Projects		$ 87,500	$ 270,000	$ -	$ -	$ -	$ 357,500

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	20,000	35,000	-	-	-	$ 55,000
Land Acquisition	-	-	-	-	-	$ -
Construction	62,500	230,000	-	-	-	$ 292,500
Other - 10% contingency	5,000	5,000	-	-	-	$ 10,000
Total	$ 87,500	$ 270,000	$ -	$ -	$ -	$ 357,500
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Second Feeder Main to Water Plant

PROJECT DESCRIPTION

Justification:

The Appleton Water Plant serves the citizens of Appleton as well as wholesale customers in Grand Chute and Waverly Sanitary District. The indirect cost of losing the ability to serve its customers could involve liability claims against the City and all costs associated with failure to produce water. The raw water line of the new water treatment plant lacks redundancy from the Lake Pumping Station to the Water Plant (Pumping Raw Water Line). The raw water line also lacks redundancy within the plant, from the plant tie-ins to the pretreatment basins (Plant Raw Water Line). The first project is installation of a second Plant Raw Water Line and is proposed for construction in 2008. The second project is installation of a second Pumping Raw Water Line or potential alternative in 2010.

Construction of a second Plant Raw Water Line is an immediate need as the single 42 inch plant raw water line is corroded through in several locations and requires cleanout, repair, and internal coating. This 130 foot section of line is stainless steel and provides metered raw water flow to the water plant. A redundant water line was not provided with the plant and is needed to take the existing raw water line out of service for maintenance repairs. Conceptual engineering of the second raw water line has been completed and includes construction of a more corrosion resistant material such as cement mortar lined ductile iron pipe. This line will provide a connection from the plant tie-ins to the plant pre-treatment basins.

This project consists of conducting a pre-engineering study of the alternatives in 2009 that includes development of a firm estimate of construction costs. Construction of a second feeder line or City of Menasha interconnection will bring redundancy to the new water treatment plant. Construction of the recommended improvements will be conducted in 2010.

Discussion of operating cost impact:

There is no direct impact on the operating budget.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Water Utility	**Plant Raw Water Line**						
	Design	40,000	-	-	-	-	$ 40,000
	Construction	360,000	-	-	-	-	$ 360,000
	Pumping Raw Water Line						
	Study	-	50,000	-	-	-	$ 50,000
Water Utility Capital Project		400,000	50,000	-	-	-	$ 450,000
Public Works	**Pumping Raw Water Line**						
	Water Line design	-	-	75,000	-	-	$ 75,000
	Easement & Permits	-	-	50,000	-	-	$ 50,000
	Construction Mgmt & Construction	-	-	2,800,000	-	-	$ 2,800,000
Water Distribution Capital Proj.		-	-	2,925,000	-	-	$ 2,925,000
Total - Water Utility Capital Projects		$ 400,000	$ 50,000	$ 2,925,000	$ -	$ -	$ 3,375,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	40,000	50,000	75,000	-	-	$ 165,000
Land Acquisition	-	-	-	-	-	$ -
Construction	360,000	-	2,800,000	-	-	$ 3,160,000
Other	-	-	50,000	-	-	$ 50,000
Total	$ 400,000	$ 50,000	$ 2,925,000	$ -	$ -	$ 3,375,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Sanitary Sewer Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding sanitary sewers. A five year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the sanitary sewer. However, budget constraints limit the number of sewers which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our sewers are reconstructed on an annual basis. This fact, coupled with new sewers added annually to the system results in no overall reduction in our city-wide sewer maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Wastewater **Wastewater Utility**	Construction	5,201,674	3,906,963	4,325,238	4,485,861	4,581,575	$ 22,501,311
Wastewater **TIF # 4**	Construction	38,015	-	-	-	-	$ 38,015
Wastewater **TIF # 6**	Construction	-	115,250	-	-	-	$ 115,250
Wastewater **TIF # 7**	Construction	-	11,675	-	-	-	$ 11,675
Wastewater **Industrial Park Land Fund**	Construction	-	-	-	106,650	-	$ 106,650
Total - Sanitary Sewer Program		$ 5,239,689	$ 4,033,888	$ 4,325,238	$ 4,592,511	$ 4,581,575	$ 22,772,901

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	120,000	-	-	-	-	$ 120,000
Land Acquisition	-	-	-	-	-	$ -
Construction	4,984,859	3,915,093	4,199,258	4,458,756	4,448,130	$ 22,006,096
Other	134,830	118,795	125,980	133,755	133,445	$ 646,805
Total	$ 5,239,689	$ 4,033,888	$ 4,325,238	$ 4,592,511	$ 4,581,575	$ 22,772,901
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2008	Street	From	To	Waste-water Utility	TIF # 4	Total Cost
Labor Pool				132,350	2,480	134,830
Consultants	Interceptor - Fox River south side	Oneida St - w/o (consultant design)	Oneida - e/o	60,000		60,000
	Interceptor - Paper Valley / Post Offic	Microtunnel Relocation (consultant design)		60,000		60,000
	Subtotal			**120,000**	**-**	**120,000**
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2008 Asphalt Paving			27,855		27,855
	Sanitary Laterals & Manholes Prior To 2008 Concrete Paving, new & recon			56,517	35,535	92,052
	Ballard Road	Applecreek Rd (trench cap)	Broadway s/o	33,001		33,001
	Subtotal			**117,373**	**35,535**	**152,908**
New Construction	Lake Park Rd	Plank Rd (1400' s/o)	Midway Rd	165,800		165,800
	Subtotal			**165,800**	**-**	**165,800**
Reconstruction	Bennett St (liner)	Commercial St	Winnebago St	11,736		11,736
	Brewster St (liner)	Summitt St	Summitt 198' e/o	7,326		7,326
	Commercial St (liner)	Superior St	Clark St	9,146		9,146
	E. South River St (liner)	East St, 236' e/o	East St.	10,620		10,620
	E. South River St (liner)	West Ave	West Ave, 91' w/o	4,550		4,550
	E. South River St (liner)	West Ave, 91' w/o	West Ave, 304' w/o	9,540		9,540
	Easement sw of Pacific St (liner)	Winona Way (259' sw)	Pacific St (150' sw)	9,300		9,300
	Easement-Miller Electric (liner)	Melvin St	Second St	17,384		17,384
	Eighth St (liner)	Linwood Ave	Victoria St	18,100		18,100
	Fourth St (liner) easement	Outagamie St	Outagamie St (437' e/o)	10,000		10,000
	Fourth St (liner)	Douglas St	Outagamie St	18,592		18,592
	Fourth St (liner) easement	Mason St (100' w/o)	Fourth St	34,960		34,960
	Fremont St., (liner)	Walden Ave	Kernan Ave	22,000		22,000
	Harris St (liner)	Appleton St	Oneida St	12,540		12,540
	Interceptor - Fox River north side	Reid Ct (add. Funds in 2009)	Hillcrest Dr	1,270,000		1,270,000
	Interceptor - Paper Valley / Post Offic	Arbutus Park (Packard St) (add funds	Jones Park (Lawrence St)	1,439,475		1,439,475
	Lawe St (liner)	Spring	Wisconsin Ave	66,000		66,000
	Meade St (liner)	Brewster St	Roosevelt	80,625		80,625
	Sherman Pl easement (liner)	Sherman Place	Post Office	4,416		4,416
	Subtotal			**3,056,310**	**-**	**3,056,310**
Reconstruction (on streets to be paved in 2009)	Bay St	Marquette St	Pershing St	27,350		27,350
	Clark St	Wisconsin Ave	Glendale Ave	354,505		354,505
	College Ave	Drew St	Bridge (west side)	191,150		191,150
	College Ave	Bridge (east side)	Matthias St	320,800		320,800
	Durkee St	Franklin St	North St	32,002		32,002
	Hancock St	Bateman St (100' w/o) (laterals only)	Lawe St	25,000		25,000
	Harding St	Oneida St	Carpenter St	365,454		365,454
	John St (CTH KK)	College Ave	Banta Court	73,300		73,300
	Packard St	Badger Ave	Richmond St (STH 47)	177,400		177,400
	Washington St	Bennett St	Story St	42,880		42,880
	Subtotal			**1,609,841**	**-**	**1,609,841**
Total				**$ 5,201,674**	**$ 38,015**	**$ 5,239,689**

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2009	Street	From	To	Waste-water Utility	TIF # 6	TIF # 7	Total Cost
Labor Pool				113,795	4,000	1000	118,795
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2009 Asphalt Paving			25,833			25,833
	Sanitary Laterals & Manholes Prior To 2009 Concrete Paving, new & recon			79,959			79,959
	Subtotal			**105,792**	**-**	**-**	**105,792**
New Construction	Milis Dr	Alliance Dr	Eisenhower Dr		44,400		44,400
	Road H	Vantage Dr	Milis Dr		38,850		38,850
	Vantage Dr	Lakeland Dr	Eisenhower Dr		28,000		28,000
	Subtotal			**-**	**111,250**	**-**	**111,250**
Reconstruction	Interceptor - Fox River north side	Reid Ct	Hillcrest Dr	662,500			662,500
	Interceptor - Paper Valley / Post Office	Arbutus Park (Packard St)	Jones Park (Lawrence St)	1,785,675			1,785,675
	Subtotal			**2,448,175**	**-**		**2,448,175**
Reconstruction (on streets to be paved in 2010)	Chain Dr	Memorial Dr	300' South			10,675	10,675
	Division St	Parkway Blvd	Glendale Ave	143,609			143,609
	Eldorado St	Rankin St (250' w/o)	Catherine St	56,175			56,175
	Hancock St	Rankin St	cds	44,413			44,413
	Lawrence St	Outagamie St	Badger Ave	257,152			257,152
	Lawrence St	Victoria St	Outagamie St	132,815			132,815
	Olde Oneida St	South Island St (500' s/o)	South Island St (250' n/o)	108,902			108,902
	Pierce Ave	Eighth St	Spencer St	10,675			10,675
	South Island St	Oneida St	Lawe St	367,500			367,500
	Superior St	Atlantic St	Wisconsin Ave	117,960			117,960
	Subtotal			**1,239,201**	**-**	**10,675**	**1,249,876**
Total				**$ 3,906,963**	**$ 115,250**	**$ 11,675**	**$ 4,033,888**

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2010	Street	From	To	Waste-water Utility
Labor Pool				125,980
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2010 Asphalt Paving			21,003
	Sanitary Laterals & Manholes Prior To 2010 Concrete Paving, new & recon			87,681
	Subtotal			**108,684**
New Construction	Edgewood Dr (CTH JJ)	Providence Ave	French Rd	140,000
	Subtotal			**140,000**
Reconstruction	Interceptor - northeast (liner) 2yr fund	Fox River (add. Funds in 2011)	Wisconsin / Woodlawn	1,380,500
	Jardin St	Rankin St	Jardin Ct (135 e/o)	184,146
	Pacific St	Leminah St	Winona Way	134,150
	Subtotal			**1,698,796**
Reconstruction (on streets to be paved in 2011)	Adams St	Seymour St	Verbrick St - s/o	179,200
	Douglas St	Highland Ave	Packard St	109,250
	E. South River St	Kernan Ave	John St	22,475
	Franklin St	Rankin St (laterals only)	Catherine St	33,100
	Glendale Ave	Ballard Rd	Roemer Rd	117,853
	John St (CTH KK)	Banta Court	E South River St	73,300
	Lorain Ct	Linwood Ave	Outagamie St	134,550
	Lynndale Dr	Everett St	south to RR tracks	138,750
	Lynndale Dr	Spencer St	Everett St	161,250
	Memorial Dr (STH 47) (same yr as pa	Fox River	Lawrence St (laterals)	126,000
	Washington St	Rankin St	Catherine St	87,450
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	750,600
	Wisconsin Ave	Richmond St (STH 47)	Meade St (laterals)	318,000
	Subtotal			**2,251,778**
Total				$ 4,325,238

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2011	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				130,655	3100	133,755
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2011 Asphalt Paving			19,860		19,860
	Sanitary Laterals & Manholes Prior To 2011 Concrete Paving, new & recon			114,894		114,894
	Edgewood Dr (CTH JJ)	Richmond St (STH 47)	Melmar St (done by County)	104,299		104,299
	Subtotal			**239,053**	**-**	**239,053**
New Construction	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd (Lats Only)	32,000		32,000
	Easement (forcemain e/o Richmond S	NW Lift Station	Edgewood Dr (CTH JJ)	226,800		226,800
	Easement / Future right-of-way	Garot/Lecker "Temp" Lift Station	NW Lift Station	281,574		281,574
	Edgewood Dr (CTH JJ)	Richmond St (STH 47)	Melmar St	306,000		306,000
	Quest Dr	s/o Milis	Midway Rd		24,000	24,000
	Road G	Quest	Eisenhower Dr		79,550	79,550
	Subtotal			**846,374**	**103,550**	**949,924**
Reconstruction	Interceptor - Fox River south side	Oneida St - w/o	Oneida - e/o	1,200,000		1,200,000
	Interceptor - northeast (liner) 2yr fund	Fox River (add. Funds in 2010)	Wisconsin / Woodlawn	575,000		575,000
	Subtotal			**1,775,000**	**-**	**1,775,000**
Reconstruction (on streets to be paved in 2012)						-
						-
	Cotter St	Haskell St	Second St	67,100		67,100
	Fifth St	Mueller St	Story St	69,920		69,920
	Fifth St	Story St	Memorial Dr	153,755		153,755
	Fourth St	Memorial Dr	State St	42,350		42,350
	Haskell St	Cotter St	Grider St	47,850		47,850
	Oneida St	Lindbergh St	McArthur St	77,625		77,625
	Oneida St	Seymour St	Skyline Bridge	256,960		256,960
	Oneida St	Wilson St	Seymour St	266,304		266,304
	Pershing St	McDonald St	Ballard Rd	360,525		360,525
	Washington St	Division St	Appleton St	152,390		152,390
	Subtotal			**1,494,779**	**-**	**1,494,779**
Total				$ 4,485,861	$ 106,650	$ 4,592,511

CITY OF APPLETON 2008 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2012	Street	From	To	Waste-water Utility
Labor Pool				133,445
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2012 Asphalt Paving			8,970
	Sanitary Laterals & Manholes Prior To 2012 Concrete Paving, new & recon			91,659
	Subtotal			**100,629**
New Construction	Northwest Lift Station	2970' north of Edgewood Dr	1200' east of STH "47"	300,914
	Subtotal			**300,914**
Reconstruction	Interceptor - northeast (liner) 2yr funding	Wisconsin / Woodlawn (add funds in 2013	STH 441 easement / Glendale	1,800,000
	Subtotal			**1,800,000**
Reconstruction (on streets to be paved in 2013)	Amelia St	Kenilworth St	Ballard Rd	303,600
	Ballard Rd	Wisconsin Ave	Longview St	742,500
	Brewster St	Clark St	Oneida St	108,675
	Franklin St (partial only)	Linwood Ave	Douglas St	78,200
	Hickory Ct	Riverdale Dr	Bartell Dr	37,500
	Honey Lou Ct	Wilson St	Cul-de-sac	53,935
	Kay St	Graceland	Hall	85,100
	Oneida St	STH 441	Wilson St	268,640
	Pershing St	Meade St	McDonald St	264,500
	Riverdale Dr	Prospect Ave	Bartell Dr	13,187
	Summer St	Morrison St	Lawe St	212,750
	Washington St	Appleton St	Durkee St	78,000
	Subtotal			**2,246,587**
Total				$ 4,581,575

CITY OF APPLETON 2008 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 and did not allow for any expansion. Since 1982, the Parks and Recreation Department has grown both in responsibilities and programs. These 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. The most immediate need identified was for expansion of an unheated storage area to the west of the current garage structure to address equipment storage concerns. This project includes development of plans and specifications in 2011 for that storage facility, with construction anticipated for 2012.

A second priority is the building itself. Changes in technology, particularly computers, have pushed the limits of both the electrical system and office area. As the use of technology continues to expand to field staff for payroll time entry, tree inventory information, etc., additional work will be needed on the building to provide this technology. Additionally, the restrooms and locker rooms are poorly located and inadequate, the heating, ventilation, and air conditioning (HVAC) system, undersized when installed, is reaching the end of its useful life and the roof structure is in need of upgrade because of age and deterioration. It is anticipated additional office expansion, parking lot and access improvements and shop remodeling will be scheduled beyond this five year program.

Upon completion of a Facilities Master Plan, further analysis of this site will include expanded uses of this facility and/or other departments with similar functions.

Discussion of operating cost impact:

Additional operating costs will include building and asphalt maintenance for the storage area but will not be quantifiable until the building has been designed.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	Plans & Specs	-	-	-	50,000	-	$ 50,000
	Construction	-	-	-	-	500,000	$ 500,000
Total - Facilities Capital Projects Fund		$ -	$ -	$ -	$ 50,000	$ 500,000	$ 550,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	50,000	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	500,000	$ 500,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 50,000	$ 500,000	$ 550,000
Operating Cost Impact	$ -	$ -	$ -	$ -	N/Q*	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Future Fire Stations / 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 boundaries 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 of the stations will result in reduced response times and better utilization of staffing resources. Both current and potential City growth indicate that citizens 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 of two sites.

Station # 7:
It is anticipated that the City will continue to grow to the north. The growth will eventually require an additional fire station to serve the area. Land acquisition is expected to precede construction by two to three years.

Discussion of operating cost impact:

There will be no cost impact until the development of the facilities. New construction will entail additional maintenance expense but be offset by more efficient HVAC systems, modern materials, etc. Actual cost impacts will not be quantifiable until any facilities to be constructed have been designed.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	Land - Relocations	-	300,000	-	-	-	$ 300,000
	Land - Station # 7	-	-	-	50,000	-	$ 50,000
	Design/site prep	-	-	200,000	-	-	$ 200,000
	Construction	-	-	-	1,700,000	-	$ 1,700,000
Total - Facilities Capital Projects Fund		$ -	$ 300,000	$ 200,000	$ 1,750,000	$ -	$ 2,250,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	200,000	-	-	$ 200,000
Land Acquisition	-	300,000	-	50,000	-	$ 350,000
Construction	-	-	-	1,700,000	-	$ 1,700,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 300,000	$ 200,000	$ 1,750,000	$ -	$ 2,250,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Grounds Improvements

PROJECT DESCRIPTION

Justification:

MSB (Phase II): This project started in 2002, paving the west and southwest portions of the site. This request includes removing the existing asphalt pavement, restoring and compacting the subgrade, correcting drainage problems, and installing new concrete pavement. Concrete pavement replacement is recommended because of the continuous use by a wide variety of vehicles, many of which are large, loaded City trucks, making frequent turning movements in this area. 2011 & 2012 projects include additional drainage improvements and concrete pavement.

Offsite Equipment Storage: This project is for a satellite Municipal Services Building on the SE or SW side of Appleton. This building would primarily be used to park CEA equipment to minimize travel time to and from job sites on the south side of the city, increasing efficiency and reducing response time. This facility would also provide additional inside parking for equipment and supplies that currently are stored outside at the MSB site.

Whitman Avenue Yard Site Building: The 801 S. Whitman Avenue Yard Waste Site is open approximately 1800 hours per year and serves as many as 500 customers on weekends and 250 on weekdays. Currently, employees work out of a 6x6 building lacking any plumbing; a port-a-potty is provided for employees and customers, if needed. In the event of severe weather, employees are instructed to move to the Valley Transit Bus Garage building adjacent to the site. This request is to upgrade the Whitman Avenue structure to a one that provides safe shelter from severe weather and includes indoor plumbing.

Park & Recreation Parking Lot: Analysis of the lot indicates that crackfilling and sealcoat will no longer extend the life of the parking lot. Due to heavy equipment utilizing the lot, the pavement is breaking up and requires replacement. This lot will require replacement no later than 2009.

Fire Station #1 Storage Facility: During the 2006 Fire Station #1 Renovation, the construction of a 24' X 24' storage building/garage was eliminated as a cost reduction measure. The fire department still has a need for additional storage and such a facility would meet their needs.

Lake Station: Gates are needed to allow access through the fence between the Station and the Lake in emergencies. This project also includes paving the second portion of the lot, which has never been paved..

Discussion of operating cost impact:

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	MSB (Phase II)	-	-	115,000	30,000	70,000	$ 215,000
	Offsite Storage	-	-	-	-	200,000	$ 200,000
	Whitman site	30,000	-	-	-	-	$ 30,000
	Park & Rec Lot	-	65,000	-	-	-	$ 65,000
	Fire Station #1	-	35,000	-	-	-	$ 35,000
Facilities Capital Projects Fund		30,000	100,000	115,000	30,000	270,000	$ 545,000
Facilities	Lake Station	30,000	-	-	-	-	$ 30,000
Water Capital Projects							
Total - Grounds Improvements		$ 60,000	$ 100,000	$ 115,000	$ 30,000	$ 270,000	$ 575,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	60,000	100,000	115,000	30,000	270,000	$ 575,000
Total	$ 60,000	$ 100,000	$ 115,000	$ 30,000	$ 270,000	$ 575,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: HVAC Upgrades

PROJECT DESCRIPTION

Justification:

Fire Station #6 HVAC Upgrades: To improve energy efficiency and the environment at Fire Station #6 it is essential to upgrade various aspects of the HVAC. The upgrades will include multizone control over the single control to improve heating in perimeter areas. In addition, air conditioning will be added to the locker area to eliminate humidity and the potential for mold growth. Upgrades will also allow for night set-back and decrease overall energy usage. An air tightness test and repairs will be completed in 2008.

HVAC System Automation: To upgrade existing HVAC controls from pneumatic to digital. Digital controls reduce energy consumption and maintenance costs in addition to early notification of problems that could result in greater damage or cost. Digital controls also allow for scheduling and adjustment of HVAC equipment from a remote site. This is a (4) year initiative to upgrade controls throughout all of the facilities. Projects will be phased in, adding controls to major equipment first, starting with boilers, chillers and a/c units, moving on to air handlers, and eventually including final distribution equipment such as VAV boxes, heaters, etc.

Reid Golf Course Air Handlers: The air handlers have been in operation for over 26 years and are beyond further repair. New air handlers will replace the existing units.

Valley Transit Furnace Replacement: The three (3) existing furnaces have been in operation for 25 years, are no longer dependable, and allow exhaust residue to enter the facility, resulting in additional building maintenance. New air handler units, or possibly a single, larger unit, will be more efficient to operate and maintain.

Discussion of operating cost impact:

Reduction of utilities cost and increased comfort due to more efficient operation. Repair expense will also be reduced.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	Station #6 HVAC	25,000	90,000	-	-	-	$ 115,000
	HVAC Controls	-	85,000	85,000	85,000	-	$ 255,000
Facilities Capital Projects Fund		25,000	175,000	85,000	85,000	-	$ 370,000
Facilities	HVAC Controls	85,000	-	-	-	-	$ 85,000
Wastewater Capital Projects							
Facilities	Reid GC AHU's	20,000		-	-	-	$ 20,000
Golf Course Fund							
Facilities	VT AHU's	50,000	-	-	-	-	$ 50,000
Valley Transit Fund							
Total - HVAC Upgrades		$ 180,000	$ 175,000	$ 85,000	$ 85,000	$ -	$ 525,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	180,000	175,000	85,000	85,000	-	$ 525,000
Total	$ 180,000	$ 175,000	$ 85,000	$ 85,000	$ -	$ 525,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Lake Station Permanganate Storage Addition

PROJECT DESCRIPTION

Justification:

Potassium permanganate is an essential chemical for pretreatment at the Water Treatment Facility and is fed at the Lake Station as a dry chemical. The chemical is fed into chemical feeder systems that make up a permanganate solution that is fed to the intake for zebra mussel control. Potassium permanganate is fed from two-ton totes that are placed on the chemical feed stations. When the totes are empty, they are removed by a forklift and replaced with a full tote on the chemical feed station. There is insufficient space in the existing permanganate room for tote storage and moving totes as needed. The existing room was designed for chlorine addition by cylinders which required a much smaller footprint. The space requirements for potassium permanganate handling are significantly greater and require building expansion to properly handle this chemical. Currently, the space limitations cause excessive operator time to handle totes multiples times, including moving them outdoors in order to make room to maneuver the forklift. The chemical is also a strong oxidant and safety hazard and additional handling increases the risk of accidents in this residential area.

The building addition is planned for the east side of the building where there is room for expansion. The expansion is planned as a brick construction similar to the existing structure of approximately 20ft x 60 ft. The existing east wall would be removed in this expansion area, creating a large permanganate storage room with proper temperature and humidity control for this chemical.

The costs for this project have increased from the amount submitted in the Rate Study due to additional costs for design, contingency and labor.

Discussion of operating cost impact:

Additional operating expenses are not quantifiable at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	Architectural	-	30,000	-	-	-	$ 30,000
	Construction	-	-	300,000	-	-	$ 300,000
Water Capital Projects							
Total - Water Capital Projects		$ -	$ 30,000	$ 300,000	$ -	$ -	$ 330,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	30,000	-	-	-	$ 30,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	300,000	-	-	$ 300,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 30,000	$ 300,000	$ -	$ -	$ 330,000
Operating Cost Impact	$ -	N/Q *	N/Q *	N/Q *	N/Q *	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Library Study / Expansion / Renovation

PROJECT DESCRIPTION

Justification:

The current library building was built in 1981 and expanded in 1996. Recommendations for more extensive expansion to meet long-range space needs contained in a 1994 study were scaled back in the interests of economy. Since the 1996 remodeling, the average monthly circulation has increased 39% and monthly door count has increased by 40%. Growth in technology and collections have reduced seating available for reading.

This study will look at future library service needs of the community over the next several years and the facility requirements to serve those needs. Aspects of the study would focus on various alternatives to space and building issues such as completing the second floor of the current building, remodeling the existing building with a focus on security and circulation needs, and/or the option for construction or lease of branch library facilities. Particular attention is needed for circulation operations, which have grown disproportionately to both other services and available resources. Workflow, layout and design, and changing technologies are all aspects to consider.

The Appleton Library Foundation has agreed to supplement this request with a grant of up to $10,000 to ensure a thorough study of all possible options; this would reduce the cost to the City to a total of $40,000.

Three possible outcomes of the study, relocation, completing the second floor of the existing building and building a new branch library, are included as placeholders. One possible location for a branch is on the northside of Appleton, preferably using land donated by the YMCA, but there are other possible locations. This is a request to anticipate future costs; the facilities study will refine both the need and costs.

Discussion of operating cost impact:

A building expansion would incur incremental operating costs that would be minimal and would mostly be contained to administrative staff time and some duplication of materials. A relocation would have similar operating cost impacts. In either case, the additional cost of heating and lighting a larger area are expected to be largely offset by higher efficiency systems.
A new branch will have all the operating costs associated with a separate facility. The foremost of these is staffing. The need for duplicate materials will be minimized by having the bulk of the collection created from what are currently added copies, but some duplication of subscriptions will be needed. Facilities costs may be minimized if the YMCA were to make land available and provide for a jointly operated building with some common spaces and shared utilities. We anticipate looking for community contributions to help allay cost of furnishings, and possibly construction.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	Facility study	50,000	-	-	-	-	$ 50,000
	Implement study recommendations:						
	Design	-	-	50,000	250,000	-	$ 300,000
	Construction	-	-	-	-	2,000,000	$ 2,000,000
Total - Facilities Capital Projects Fund		$ 50,000	$ -	$ 50,000	$ 250,000	$ 2,000,000	$ 2,350,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	35,000	-	50,000	250,000	-	$ 335,000
Land Acquisition	-	-	-	-	-	$ -
Construction	15,000	-	-	-	2,000,000	$ 2,015,000
Other	-	-	-	-	-	$ -
Total	$ 50,000	$ -	$ 50,000	$ 250,000	$ 2,000,000	$ 2,350,000
Operating Cost Impact	$ -	$ -	$ -	N/Q *	N/Q *	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Lighting Upgrades

PROJECT DESCRIPTION

Justification:

To reduce energy consumption at City of Appleton facilities, the following lighting upgrades are planned:
- Retrofit existing T12 fluorescent fixtures in all areas with F32T8 fluorescent lamps and ballasts.
- Relighting areas - replacing high intensity discharge (HID) fixtures with higher efficiency F32T8 fluorescent high bays.
- Replace existing exit signs with light emitting diode (LED) exit fixtures.

Advantages:
- Less energy consumption - the T8 fluorescent can use over 50% less energy than HID and T12 fluorescent.
- Longer lamp life, instant startup and less light level depreciation than metal halide fixtures.
- LED exit lights consume 80% less energy and are rated to last 25 years.
- Better quality of light by removing the HID and T12 fluorescent.

Discussion of operating cost impact:

Replacing older, less efficient lightbulbs and fixtures with the most efficient versions currently available will substantially reduce our electrical consumption. Given the high and rising cost of electricity, these projects are expected to pay back their investments within 1.3 - 2.9 years depending on the fixtures being replaced and the number of fixtures in the facility. Incentives provided by WE Energies are calculated using 2007 WE Energies Incentives, which are subject to change.

Transit Center - Annual Savings $562 (Incentive $885)
Municipal Services Building - Annual Savings $22,160, return on investment (ROI) 54% (Incentive $3,020)
Valley Transit Building - Annual Savings $11,556, ROI 35% (Incentive $8,655)
Wastewater Plant - $21,484, ROI 23% (Incentive $42,066)
Fire Stations - ROI and Incentives to be determined based on programs available at that time.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	MSB	43,969	-	-	-	-	$ 43,969
	Fire Stations	-	60,000	-	-	-	$ 60,000
Facilities Capital Projects Fund		43,969	60,000	-	-	-	$ 103,969
Facilities	Transit Center	1,608	-	-	-	-	$ 1,608
	Transit Office	41,687	-	-	-	-	$ 41,687
Valley Transit Fund		43,295	-	-	-	-	$ 43,295
Facilities	Wastewater	136,666	-	-	-	-	$ 136,666
Wastewater Capital Projects							
Total - Lighting Upgrades		$ 223,930	$ 60,000	$ -	$ -	$ -	$ 283,930

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	223,930	60,000	-	-	-	$ 283,930
Total	$ 223,930	$ 60,000	$ -	$ -	$ -	$ 283,930
Operating Cost Impact	$ (55,762)	$ (55,762)	$ (55,762)	$ (55,762)	$ (55,762)	$ (278,810)

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: New Police Station Project

PROJECT DESCRIPTION

Justification:

During 2006, Zimmerman Associates was selected to provide design services for the remodeling and/or new construction of a Police Station and associated parking structure. Design documents will be completed and the construction portion of the project will be bid during the fall of 2007 with construction during 2008/2009.

Project Costs anticipated during 2008:

$	4,729,100	Construction Costs
	125,000	Professional Fees
	50,000	Permits
	109,000	Utility Costs
	135,000	Telecom
	161,000	Furniture, Fixtures & Equipment
	190,000	Specialty
	11,000	Occupancy
	357,500	Administrative (Including Contingencies)
$	5,867,600	Total 2008 expense

The estimated project cost reflects fees and construction expenses anticipated during 2008. The total project cost, including expenditures to-date, is currently capped at $12,826,500, consisting of $9,826,500 in construction cost and $3,000,000 in other project costs. The completed building will have a maximum of 65,000 square feet and a two-level parking deck. In addition, 40% of the Facilities Director's salary ($47,791) is allocated to this project in 2008 to account for the City's cost of construction management.

Discussion of operating cost impact:

Operating costs (heating, lighting, cleaning, etc.) will be higher than the current facility due to its greater size but are expected to be partially offset by better insulation and more efficient systems. Operating costs will not be quantifiable until the facility is designed.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	Planning	172,791	65,000	-	-	-	$ 237,791
	Construction	4,729,100	4,234,400	-	-	-	$ 8,963,500
	Other	1,013,500	814,500	-	-	-	$ 1,828,000
Total - Facilities Capital Projects Fund		$ 5,915,391	$ 5,113,900	$ -	$ -	$ -	$ 11,029,291

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	172,791	65,000	-	-	-	$ 237,791
Land Acquisition	-	-	-	-	-	$ -
Construction	4,729,100	4,234,400	-	-	-	$ 8,963,500
Other	1,013,500	814,500	-	-	-	$ 1,828,000
Total	$ 5,915,391	$ 5,113,900	$ -	$ -	$ -	$ 11,029,291
Operating Cost Impact	N\Q *	N\Q *	N\Q *	N\Q *	N\Q *	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Roof Replacement

PROJECT DESCRIPTION

Justification:

Wastewater Treatment Plant - Nine buildings at Wastewater have modified built-up roofs that were installed in the 1976 upgrade. The average life of a modified built-up roof is 20-25 years. Due to age of the roofing, Roofing Design & Solutions, Inc. (RDS) was contracted to evaluate these roofs to determine the condition and to provide recommendations for repair or replacement over the next several years. RDS recommended replacement of the modified built-up roofs using a phased approach, beginning with the V-building roof, which is above the belt filter presses and was showing significant cracking and was beginning to leak. The V-building roof was replaced during 2007 as the first phase of this project.

Fire Station # 2 - The roof of FS #2 was repaired in 1996 but is now experiencing membrane shrinkage, which is affecting base flashings. Sections 1 & 2 will require replacement by 2009.

Pierce Park Service Building - The rubber single-ply roof is starting to split at the perimeters and the laps are starting to separate.

2008	Maintenance building (S-building)	135,000
2009	Pierce Park Building	15,000
2009	Wastewater Buildings A, T, H, J, F1	94,700
2009	Fire Station #2 (Areas 1 & 2)	30,000
2010	Wastewater (Sludge Thickener) Building L	98,000

Discussion of operating cost impact:

Roofs are the most critical component to a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at $3,894,461. Based on a 25 year replacement cost we should expect an average of approximately $155,000 in replacement costs annually to keep our roofs up to date. No overall impact on operating costs is expected from roof replacements.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	Wastewater	135,000	94,700	98,000	-	-	$ 327,700
Wastewater Capital Projects							
Facilities	Fire Station #2	-	30,000	-	-	-	30,000
	Pierce Park Bldg.	-	15,000	-	-	-	15,000
Facilities Capital Projects Fund		-	45,000	-	-	-	45,000
Total - Roof Replacement		$ 135,000	$ 139,700	$ 98,000	$ -	$ -	$ 372,700

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	135,000	139,700	98,000	-	-	$ 372,700
Other	-	-	-	-	-	$ -
Total	$ 135,000	$ 139,700	$ 98,000	$ -	$ -	$ 372,700
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Security & Life Safety Upgrades

PROJECT DESCRIPTION

Justification:

Fire Stations: All fire stations are currently secured with a lock system that utilizes a fob and electronic reader for entry. The parts are no longer available for repairs to this system and the software is no longer supported. In an effort to maintain consistency among City buildings, the department plans to convert the fire stations over to the same electronic access control system utilized at City Hall and other City facilities. This request includes replacing the electronic access control system at each Station.

MSB Security and Fence: The final project will be based on a City wide security upgrade needs assessment. Recommendations have been made regarding overall security of the site and the need for improvements.

Wastewater Fire Protection: This facilty was constructed without fire protection as it was not required. Over the years, a number of facilities have expanded on this site. During off-hours there is only one employee on site. For the safety of the employee and to mitigate any damages, it is essential to install a basic notification system. Without a system, the chance to detect the hazard in a timely fashion does not exist.

Discussion of operating cost impact:

These projects will improve protection against intrusion and against fire damage, thereby contributing to lower future maintenance costs and/or insurance loss. They are not expected to have any direct impact on operating costs. In addition, employee and property safety is greatly improved over the current status.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	Fire Stations	80,000	-	-	-	-	$ 80,000
	MSB fencing	-	39,500	-	-	-	$ 39,500
	MSB site security	-	-	100,000	-	-	$ 100,000
Facilities Capital Projects Fund		80,000	39,500	100,000	-	-	$ 219,500
Facilities	Fire protection	-	50,000	-	-	-	$ 50,000
Wastewater Capital Projects							
Total - Security Upgrades		$ 80,000	$ 89,500	$ 100,000	$ -	$ -	$ 269,500

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	80,000	89,500	100,000	-	-	$ 269,500
Total	$ 80,000	$ 89,500	$ 100,000	$ -	$ -	$ 269,500
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Waste Gas Study

PROJECT DESCRIPTION

Justification:

The Wastewater Treatment Plant's anaerobic digesters are a sludge stabilizing process that produce digester gas. The digester gas is made up of approximately 65% methane gas along with a variety of "contaminant gases" and materials. The Wastewater facility produces over 200,000 ft^3 of digester gas daily. The gas has an energy value of 600 btu per cubic foot. Currently, the plant does not have a process to capture that energy value. It is difficult to determine the impact of this loss because of fluctuating energy values. However, the current trend appears to be an increase in unit cost for all energy products. Historically, the cost and energy inputs to recover and clean digester gases for use has always exceeded the beneficial value of utilizing this gas product. At this time, it appears advantageous to utilize the digester gas in some, yet to be defined, process.

A study would assess the energy value of our particular digester gas and define the best end-use. Other treatment facilities have used their gas for the following: boiler to building heat, reciprocating engine coupled to an aeration blower, microturbines for generating electricity, and the off-site sale of the gas. Each of these processes has different capital and operating costs. The study would assess the digester gas' content and production. Applicability and cost recovery models would be identified in an alternatives comparison. If a gas cost recovery alternative proves to be financially attractive, a $250,000 budget has been identified for 2009 for the construction of that project. The actual cost of the 2009 construction project will be dependent on the results of the initial study.

Discussion of operating cost impact:

The operating cost impact of this project will include maintenance of all waste gas recovery equipment, offset by reduced energy costs from use of captured gas or by revenues from its sale. The actual impacts will not be quantifiable until the study is complete.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	Study	60,000	-	-	-	-	$ 60,000
	Construction	-	250,000	-	-	-	$ 250,000
Total - Wastewater Capital Projects		$ 60,000	$ 250,000	$ -	$ -	$ -	$ 310,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	60,000	-	-	-	-	$ 60,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	250,000	-	-	-	$ 250,000
Other	-	-	-	-	-	$ -
Total	$ 60,000	$ 250,000	$ -	$ -	$ -	$ 310,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: WW Generators

PROJECT DESCRIPTION

Justification:

Two 765 Kv generators are utilized at the Wastewater Plant, providing a source of back-up power during utility power loss. These generators are capable of producing power that can be sold to the utility company to create a revenue source to offset energy costs. Utility companies are seeking customers with our energy producing potential to reduce the need to build additional generation plants. An agreement is already in place to utilize the generators at the Water plant; this would be similar to that agreement.

To provide this capability, the generators will require additional metering equipment and additional control and programming. These are one time costs estimated at $30,000.

Discussion of operating cost impact:

Additional operational resources will be required on an ongoing basis, including additional maintenance based on the number of hours the equipment is run. Existing staff would be required to verify the status of the generators upon start-up and shut-down. An estimate of $10,000 for maintenance, $7,000 for labor and $3,000 for additional generator fuel costs for a total of $20,000 is factored to cover annual operational costs.

WE Energies would pay the City of Appleton an average of $70,000 annually, resulting in a net reduction of utilities costs of approximately $50,000 annually.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	WW Generators	30,000	-	-	-	-	$ 30,000
Total - Wastewater Capital Projects		$ 30,000	$ -	$ -	$ -	$ -	$ 30,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	30,000	-	-	-	-	$ 30,000
Total	$ 30,000	$ -	$ -	$ -	$ -	$ 30,000
Operating Cost Impact	$ (50,000)	$ (50,000)	$ (50,000)	$ (50,000)	$ (50,000)	$ (250,000)

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Sludge Storage Options

PROJECT DESCRIPTION

Justification:

The wastewater treatment plant requires a review of the sludge storage options to meet the regulatory storage capacity requirements for biosolids production. The wastewater treatment plant accepts wastewater from the City, water treatment residuals from the water plant and receiving station waste from the hauled waste program. These wastewater products or sludges are blended together and fed into the anaerobic digesters. After reduction through digestion, the remaining sludge is dewatered through belt filter presses. This sludge product, biosolids, are stored in the existing sludge storage building. The biosolids are removed from the building as agricultural sites become available.

Presently, the sludge storage building is over capacity and cannot store the required 180 days of biosolids production. The City is working with Soil Solutions to develop a sludge composting option that could potentially reduce the 180 day storage requirement. The City is required to maintain the commitment to remedy this problem under the DNR CMAR.

It is intended to complete a study of alternatives for sludge removal. Based on this study the City will look at building expansion options or changes in processes for completion in 2012.

Discussion of operating cost impact:

Increasing storage capacity would minimize biosolids being sent to the landfill. Additional storage also allows a greater flexibility in scheduling and land applying the biosolids.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Facilities	Study	-	-	275,000	-	-	$ 275,000
	Construction	-	-	-	-	1,500,000	$ 1,500,000
Total - Wastewater Capital Projects		$ -	$ -	$ 275,000	$ -	$ 1,500,000	$ 1,775,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	275,000	-	-	$ 275,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	1,500,000	$ 1,500,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 275,000	$ -	$ 1,500,000	$ 1,775,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Utility Maintenance and Equipment

PROJECT DESCRIPTION

Justification:

Consultant - Parking Ramp Structural Evaluations - Between 2003 and 2006, each of the four City-owned parking ramps were inspected by structural engineering consultants. Written reports were prepared by the consultants, including detailed recommendations for short-term and long-term maintenance activities. Beginning in 2009, we will consolidate these inspections to include all ramps within the same year, and inspect them on a 3-year basis. Recommended repairs to each facility will be incorporated into the Parking Division's 5-year Capital Improvements Program in an effort to prolong the useful life of each facility. This is a contracted service as no City staff have the appropriate background to perform this type of inspection.

Parking Ramp Structural Maintenance - As a follow-up to the consultant's structural evaluations, the City has developed an annual program for structural maintenance to all City-owned ramps. The goal of this program is to budget adequate funds for structural maintenance to the City's four parking ramps in accordance with the consultant's prioritized recommendations. The repairs and maintenance will ensure a safe parking environment for our customers and prolong the useful life of the City's ramps.

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. This work is budgeted over several years and is part of the City's overall security enhancements.

Ramp Entry Machine Upgrades - Replacement of the "pay as-you enter" (Hamilton) machines at each of the City's four parking ramps. These machines would be upgrades, allowing for the use of credit and/or debit cards as well as cash. We will also continue to investigate options for providing coin change in the event that the City would adopt an entry rate other than even-dollar increments. These potential upgrades will provide a greater level of customer service and more user-friendly facilities. Regardless of the degree of upgrade, we will need to replace these machines as they become outdated and more costly to maintain.

Parking Lot Repairs - We anticipate the need for asphalt surface repairs to existing City-owned parking lots (Library Plaza, Lot 9) beginning in approximately 2011 with a second project in approximately 2013. These repairs will prolong the useful life of the facilities as well as limit liability exposure for the City.

Midtown Ramp Cashier Booth Reconstruction - As it has aged, the existing cashier booth at the Midtown Ramp has required increased annual maintenance on it's heating, electrical and hardware components. We estimate that many of these items will need to be replaced within an approximate 5-year timeframe. This booth also lacks sufficient space for on-site secured money storage or toilet facilities. Cashiers working in this booth are required to leave the booth in order to utilize off-site secured money storage and restrooms. The proposed 2012 reconstruction would correct all of these existing deficiencies and reduce our annual maintenance costs. This reconstruction would also address current problems in providing adequate heat in the winter months and would allow us to meet current accessibility standards.

Discussion of operating cost impact:

Additional banking fees will be incurred due to the acceptance of credit / debit cards at ramp entry machines.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parking	Ramp Structural Evaluation	-	40,000	-	-	-	$ 40,000
	Ramp Structural Maint. (from evaluation)	75,000	75,000	75,000	75,000	75,000	$ 375,000
	Ramp Security Cameras	-	25,000	-	-	25,000	$ 50,000
	Ramp Entry Machine Upgrades	80,000	-	-	-	-	$ 80,000
	Lot Repairs	-	-	-	35,000	-	$ 35,000
	Midtown Booth	-	-	25,000	-	-	$ 25,000
Total - Parking Utility Capital Projects		$ 155,000	$ 140,000	$ 100,000	$ 110,000	$ 100,000	$ 605,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	75,000	75,000	100,000	110,000	75,000	$ 435,000
Other	80,000	65,000	-	-	25,000	$ 170,000
Total	$ 155,000	$ 140,000	$ 100,000	$ 110,000	$ 100,000	$ 605,000
Operating Cost Impact	$ 750	$ 750	$ 750	$ 750	$ 750	$ 3,750

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Radio Infrastructure

PROJECT DESCRIPTION

Justification:

The City of Appleton is operating on a conventional, repeater radio system on frequencies in the VHF and UHF bands. This repeater system with separate channels will become more difficult to use in the future with the increased demands of multiple users and limited channels. This inefficiency has influenced the decision of the Federal Communication Commission (FCC) to mandate a transition from wideband to narrowband operations. This mandate takes effect on January 1, 2013. The radio communications needs for the city will outgrow the capabilities of its present VHF and UHF system and we will eventually have to convert to a narrowband operation.

An integrated trunked radio system is a small number of radio channels shared by a large number of uses. It also has the capacity to handle and assign several thousand talkgroups with increased reliability compared to a conventional radio system. Priority levels can also be assigned to assure the most critical services are provided for and will be granted access to the system during very busy conditions or emergencies.

FoxComm, the regional communications initiative between Brown, Calumet, Outagamie, and Winnebago counties involving over 33 law enforcement agencies and 72 fire departments has initiated a data and voice radio network design alternatives study. This study could suggest that we move towards a regional trunked radio system, or another type of system such as multicasting.

With a trunked system, the City of Appleton's cost could be limited to the replacement of our radios, though this cost alone will be significant. Since a trunked radio system would allow all municipal services to share a radio backbone, expanding the system to accommodate the needs of Fire, Public Works, etc. would be possible.

Should the FoxComm study suggest another alternative such as multicasting, significant infrastructure upgrades, i.e., additional towers and transmitter/receivers would be required in the City of Appleton. In the event that FoxComm does NOT move to implement an upgraded regional system, the City of Appleton should develop its own upgraded system for all municipal services (trunked or other alternatives). Costs are being included in the 2010 and 2011 fiscal years on the assumption that a regional approach will be adopted. Actual costs will vary due to system design and complexity, and whether or not a regional plan is implemented.

Discussion of operating cost impact:

Since this project entails the replacement of the City's existing radio infrastructure, it is not anticipated that it will incur any additional operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Police	Communication - Radio Infrastructure	-	-	1,000,000	1,000,000	-	$ 2,000,000
Total - Public Safety Capital Projects Fund		$ -	$ -	$ 1,000,000	$ 1,000,000	$ -	$ 2,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	1,000,000	1,000,000	-	$ 2,000,000
Total	$ -	$ -	$ 1,000,000	$ 1,000,000	$ -	$ 2,000,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Municipal Service Building Maintenance Improvements

PROJECT DESCRIPTION

Justification:

Replacement of Vehicle Hoist in Mechanics' Shop

Replacement of a 22-year old hoist in the Maintenance Shop at the Municipal Service Building. The torsion rods that keep the hoist level are weak and bend, causing the hoist to rise faster on one side. When this happens, we have to manually over-ride the safety to bring the hoist back down to prevent damage to equipment or injury to employees. The center jack slide system is not working and it takes two people to adjust the jack to raise the axle for servicing trucks. Further repairs to this unit are not possible because parts are no longer available for this style hoist.

We have two of this style hoist in the mechanics shop and both are used daily by all three shifts. If the hoist becomes unusable we would have to do maintenance work on trucks using jack stands and this would be a safety concern, as jack stands are not as stable as a vehicle hoist. Also, jack stands do not allow for the mechanics to stand underneath equipment to do repairs, they would need to use creepers and complete the work while lying on their backs. This would not only make the job more difficult to do, it would also take longer and be less efficient.

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	2008	2009	2010	2011	2012	Total
Public Works	Vehicle Hoist	110,000	-	-	-	-	$ 110,000
Total - Central Equipment Agency		$ 110,000	$ -	$ -	$ -	$ -	$ 110,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	110,000	-	-	-	-	$ 110,000
Total	$ 110,000	$ -	$ -	$ -	$ -	$ 110,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Construction of Water Plant Capacity Expansion

PROJECT DESCRIPTION

Justification:

The Water Treatment Plant requires improvements to increase cold water capacity based on capacity testing and wintertime water shortages in recent years. The plant's production capacity is approximately 10 million gallons per day (MGD) for the existing 11 membrane stages, versus a design capacity of 18 MGD under cold water conditions. The city has identified that cold water capacity can be increased by a combination of new membrane stage installation and other supporting plant improvements. A cold water capacity improvement study is currently in progress in 2007 to determine the recommended approaches and estimated costs for the most cost effective improvements.

The water treatment plant was constructed with space for up to five membrane stages in addition to the existing eleven stages. The 12th membrane stage has been budgeted and is being installed in 2007. For planning purposes, two new membrane stages are planned for installation in 2008, with a third and fourth membrane stage planned for 2010. The negotiated discounted price for additional membrane stages will expire after 2010. The capital cost for the membrane stages are listed below in 2008 and 2010. The cost of membranes for each of the stages is included in the O&M budget at $95,000 per stage and is not included in the capital plan. The vendor's eight year membrane warranty covers new stages at an agreed upon rate and is also budgeted as O&M.

The lime slaker and membrane coagulant system were formerly CIPs in 2007 and were eliminated to provide the funds for the 12th membrane stage installation. The #4 lime slaker and membrane coagulant system will be done with 2008 cold water capacity construction improvements, as they are membrane pretreatment enhancements. Other plant improvements are also necessary to enhance plant cold water capacity. These improvements will be identified by testing and pilot work in the winter 2007-2008 period related to the cold water capacity study. These improvements will likely include filtration enhancements to the existing granular activated carbon (GAC) contactors.

Other improvements may include enhancement of membrane backwashing capabilities, membrane feed wetwell capacity, membrane backwash waste treatment, or a total organic carbon (TOC) removal process such as organic absorbent resin settling. Design, bidding, and construction of improvements will occur in 2008.

Discussion of operating cost impact:

There is a cost impact of additional O&M for the annual membrane warranty payment at $3,000 per additional stage in 2008 to $9,000 per stage by 2015. Other O&M cost changes will be uncertain until after the cold water capacity improvement study is completed. Examples may include a decrease in GAC replacement costs and an increase in membrane feed coagulant cost.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Water Utility	Membrane stages	385,000	-	385,000	-	-	$ 770,000
	Membrane installation & Construction	400,000		400,000	-	-	$ 800,000
	Slaker & membrane coagulant system	220,000	-	-	-	-	$ 220,000
	Other plant capacity Modifications	3,345,000	-	-	-	-	$ 3,345,000
	Engineering & contingency (13%)	650,000	-	80,000	-	-	$ 730,000
Total - Water Treatment Capital Projects		$ 5,000,000	$ -	$ 865,000	$ -	$ -	$ 5,865,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	4,350,000	-	785,000	-	-	$ 5,135,000
Other - Engineering	650,000		80,000	-	-	$ 730,000
Total	$ 5,000,000	$ -	$ 865,000	$ -	$ -	$ 5,865,000
Operating Cost Impact	$ 196,000	$ 8,000	$ 210,000	$ 25,000	$ 30,000	$ 469,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Water Tower Land Acquisition and Construction

PROJECT DESCRIPTION

Justification:

A Water System master planning study was completed for planning purposes in 2007 that identified Water Distribution needs to year 2030. The study recommends the construction of two new water towers in approximately the last half of the planning period that include a Primary Pressure Zone (PPZ) tower and a North Pressure Zone (NPZ) tower.

A 1.0 million gallon (MG) PPZ tower is recommended to replace the existing 0.5 MG Oneida Street Tower. This tower would provide additional capacity, improved water pressure, and fire flow in some areas of the PPZ. It is recommended that this tower be constructed at the time that a major tank rehabilitation of the Oneida tower would have been needed. This rehabilitation cost would then be averted. The tower would be located near Ballard Road and Hwy 41. Land purchase of an undeveloped property in this area is recommended while available for appropriate siting and knowledge for future water main construction. The cost of this tower project is estimated to be $1,900,000 but is beyond the scope of this five-year plan.

A 0.75 MG NPZ tower is recommended as a new second tower for redundancy and capacity needs. This is the zone of greatest projected growth in the City of Appleton. It is recommended that this tower be constructed in coordination with greater residential, commercial, and industrial development in the NPZ area. The tower would be located in the area of Edgewood and Haymeadow Streets. Land purchase of an undeveloped property in this area is recommended while available for appropriate siting and knowledge for future water main construction. The cost of this tower project is estimated to be $1,500,000, but is also beyond the scope of this five-year plan. The new NPZ tower would be constructed when demand in the area supports the need for a new tower.

Discussion of operating cost impact:

Towers require maintenance including painting approximately every 10 years, and rehabilitation approximately every 20 years. The new PPZ tower would replace the Oneida Tower and should defer the need for the higher cost rehabilitation of the Oneida tower at the 20 year interval. The new NPZ tower would be a new tower in the zone that would have O&M cost. In general, the cost of tower maintenance and painting is approximately $20,000 per year for each tower in service. There is no O&M cost until tower construction after 2018.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Water Utility	Land	-	-	100,000	100,000	-	$ 200,000
Total -Water Treatment Capital Projects		$ -	$ -	$ 100,000	$ 100,000	$ -	$ 200,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	100,000	100,000	-	$ 200,000
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 100,000	$ 100,000	$ -	$ 200,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Burners for Training Facility

PROJECT DESCRIPTION

Justification:

In 2001, the City of Appleton Fire Department constructed a fire training facility as part of the construction of Fire Station #6. A portion of the project that was critical to full effective use of the training structure was deleted as a result of concerns expressed by Fox Valley Technical College. That component was the installation of live fire props that allowed for gas-fueled fire scenarios to be installed. Since that time, there has been ongoing discussion with the FVTC staff and submittals for grant funding to implement the burners, though unsuccessful to date, with the support of FVTC.

The provision of live fire training for today's firefighters is absolutely critical. This is the most hazardous and time sensitive portion of the fire response activity and skill development is literally a matter of life and death for the responding firefighters. As we continue to be successful in preventing fires, the knowledge that was gained by experience years ago has now become negligible at best. While the preferred means of training is through the acquisition and burning of actual structures, this is a random event that is achieved on a very limited basis. Therefore, the best alternative we have is to implement controlled burn scenarios in a training structure. This approach would allow the department to train both new employees and existing staff in basic and advanced fire suppression skills and techniques on a regular basis. Given the low frequency of fires, it is inherently unsafe to expect that a fire officer is going to make the right decisions without live fire experience, either from actual incidents or developed through realistic training.

Discussion of operating cost impact:

This project would install live fire props in the training structure. There would need to be some adjustment in the operating budget to allow for gas usage and maintenance of the equipment. A final operating cost number would be determined as a result of a cost analysis of using liquid propane or natural gas.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Fire	Equipment	-	-	222,790	-	-	$ 222,790
Total - Public Safety Capital Projects Fund		$ -	$ -	$ 222,790	$ -	$ -	$ 222,790

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	222,790	-	-	$ 222,790
Total	$ -	$ -	$ 222,790	$ -	$ -	$ 222,790
Operating Cost Impact	$ -	$ -	$ 2,000	$ 2,000	$ 2,000	$ 6,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Engine Replacement - 1989 Pumper

PROJECT DESCRIPTION

Justification:

The 1989 Pierce Arrow pumper will be nineteen years old in 2008. In order to maintain our current 20-year replacement cycle, this pumper will need to be replaced. The vehicle is not currently in the CEA.

Discussion of operating cost impact:

Typically, the sale of existing engines at the 20-year life have brought approximately $3,000 - $5,000 which would offset some of the operating costs in the first year. The operating cost includes fuel, maintenance and repair costs, and replacement cost.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Fire	Equipment	450,000	-	-	-	-	$ 450,000
Total - Public Safety Capital Projects Fund		$ 450,000	$ -	$ -	$ -	$ -	$ 450,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	450,000	-	-	-	-	$ 450,000
Total	$ 450,000	$ -	$ -	$ -	$ -	$ 450,000
Operating Cost Impact	$ 39,225	$ 24,225	$ 24,225	$ 24,225	$ 24,225	$ 136,125

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Extrication Equipment

PROJECT DESCRIPTION

Justification:

The department is unable to cover the entire City with rapid deployment of extrication equipment. This request is for extrication equipment which will address coverage issues as well as changes in technology related to newer materials used in vehicles. In particular, we've seen an increase in traffic along with an increased number of significant incidents related to Hwy. 441 and Hwy. 41. With growth to the north it is expected that additional equipment will be necessary. Some of the current equipment used is over 20 years old and most is over twelve years old and should be replaced. Historically, we have experienced significant maintenance and performance problems between twelve and fifteen years.

Discussion of operating cost impact:

There is no operating impact associated with this request.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Fire	Equipment	-	40,000	-	-	-	$ 40,000
Total - Public Safety Capital Projects Fund		$ -	$ 40,000	$ -	$ -	$ -	$ 40,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	40,000	-	-	-	$ 40,000
Total	$ -	$ 40,000	$ -	$ -	$ -	$ 40,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Self-Contained Breathing Apparatus

PROJECT DESCRIPTION

Justification:

The Appleton Fire Department has established a 10-year replacement cycle for the inventory of self-contained breathing apparatus (SCBA's). Since the current inventory of SCBA's was purchased in 2000, they will be due for replacement in 2011. The department has approximately 63 units currently in service. The replacement cost is $6,500 per unit. In addition, the six supplied air breathing apparatus (SABA's) will also need to be replaced at a cost of $3,000 per unit. This project recognizes the changing standards related to this type of equipment.

Discussion of operating cost impact:

This equipment will replace existing equipment; therefore, there is no expected operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Fire	Equipment	-	-	-	427,500	-	$ 427,500
Total - Public Safety Capital Projects Fund		$ -	$ -	$ -	$ 427,500	$ -	$ 427,500

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	427,500	-	$ 427,500
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 427,500	$ -	$ 427,500
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

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CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Library Shelving

PROJECT DESCRIPTION

Justification:

Space within the library has become increasingly problematic. The growth of collections, despite the efforts to weed them more rigorously, and the increased use of the library by patrons has necessitated several changes to the library's existing layout. Even so, space remains at a premium and is nevertheless a shrinking commodity.

Media shelving

The media collection is one of the most heavily used of the library's collections. Patron usage mandates development of this collection. Currently, standard shelving is used to house the media collection. This shelving is wider than necessary for the various media formats and results in much wasted space. Shelving better suited and specially made to house media will result in not only better use of existing space but permit additional ranges of media to allow for the collection's growth.

Moreover, this media shelving will then free up the ranges currently used by the media collection for use throughout the library.

This CIP includes all elements needed for erecting shelving for media: frames, single and double faced base shelves and brackets, single tier sloped shelves with dividers, single and double faced canopy tops, and various oak veneer end boards.

Compact shelving

One effort to create more floor space for both collections and patrons' usage is to install compact shelving in the library basement, which would free up much-needed space on both first and second floors. Compact shelving consists of rows of shelving without the typical space between them. Instead, the rows roll on tracks which allows a space to enter between selected rows. This "compacted" shelving allows much more shelf space in a given area than conventional shelving since it makes use of the aisles between rows. Compact shelving is particularly useful in collections that are not heavily used, such as past issues of periodicals, or in collections of historical importance which are infrequently used.

The location for the compact shelving would be the basement storage area. This area is structurally sound enough to accommodate the weight of such shelving. Continued library growth and usage demands more efficient use of existing space.

The figure provided includes both material and construction costs.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Library	Media shelving	25,000	-	-	-	-	$ 25,000
	Compact shelving	-	-	80,000	-	-	$ 80,000
Total - Library Capital Projects Fund		$ 25,000	$ -	$ 80,000	$ -	$ -	$ 105,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	25,000	-	80,000	-	-	$ 105,000
Total	$ 25,000	$ -	$ 80,000	$ -	$ -	$ 105,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Radio Frequency Identification (RFID) conversion

PROJECT DESCRIPTION

Justification:

Radio frequency identification (RFID) technology is being increasingly used in all types of libraries as a cost saving and productivity enhancing method. An advance over using barcodes on library materials, RFID tags can radically redesign how library materials are handled. Tags inserted in materials, when close to or moved near a RFID scanner, can interact with the database, checking on or changing an item's status. This significantly reduces the need for materials to be individually held under a laser or for bar codes to be manually input. From self-checkout to self-checkin to collection inventory and management, to pre-sorting prior to reshelving, they can reduce the need for staff intervention.

Full implementation of RFID within the library can not only help patrons be more self-sufficient, reduce the volume of repetitive scanning and sorting, but also impact health care costs by reducing repetitive stress injuries. Conversion will require retrospective conversion of the theft detection devices in all library materials, new security equipment at library exits and new check-in and check-out equipment.

Discussion of operating cost impact:

Conversion to RFID should save staff (and patron) time checking materials in and out. With current growth of use, this may not reduce actual staff, but the need for new staff will be forstalled. Additionally, it will reduce repetitive stress injuries and resultant health care costs. Inventory control will be substantially enhanced and shelving delays reduced.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Library	Conversion equip	-	-	-	48,000	-	$ 48,000
Library	Staff to convert	-	-	-	7,300	7,000	$ 14,300
Library	Tags for materials	-	-	-	238,000	25,000	$ 263,000
Library	Implement'n equip.	-	-	-	-	30,000	$ 30,000
Library	Wall selfcheck/sort	-	-	-	-	187,815	$ 187,815
Total - Library Capital Projects Fund		$ -	$ -	$ -	$ 293,300	$ 249,815	$ 543,115

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	293,300	249,815	$ 543,115
Total	$ -	$ -	$ -	$ 293,300	$ 249,815	$ 543,115
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Global Positioning Satellite (GPS)

PROJECT DESCRIPTION

Justification:

The goal of every public safety agency is to keep response times to a minimum and get crews to emergency scenes as fast as possible. 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. With the use of the Global Positioning System (GPS), continuous transmittal of digital radio signals reports vehicle position, speed, time, and status from anywhere.

As the City transitions to increased use of technology, the natural extension is to seek the integration of GPS and geographical information systems (GIS). The initial request to purchase GPS for Police Department vehicles was in combination with the Fire Department for 2007, however the project for the Police Department was delayed through the budget process until 2008. To allow time to evaluate GPS technology used by Fire, to provide adequate time for the new Chief to review this project, to review other GPS technologies such as cellphone tracking and communication, and to explore a pilot program, we are postponing this project one year and requesting funds for 2009 and 2010.

Discussion of operating cost impact:

Operating costs associated with this request may include hardware and software support and related service contracts but these costs are not currently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Police	Equipment	-	165,000	50,000	-	-	$ 215,000
Total - Public Safety Capital Projects Fund		$ -	$ 165,000	$ 50,000	$ -	$ -	$ 215,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	165,000	50,000	-	-	$ 215,000
Total	$ -	$ 165,000	$ 50,000	$ -	$ -	$ 215,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Portable Radios

PROJECT DESCRIPTION

Justification:

As the radio spectrum becomes more congested there has been a significant increase in interference between repeaters and radio communications, as well as a decrease in roaming capacity and channel reuse. To improve spectrum efficiency and to provide secure communication for public safety, the Federal Communications Commission (FCC) has mandated that all public safety users migrate to narrowband technology by January 1, 2013.

Recognizing the need for common standards for public safety and emergency response professionals, the Association of Public Safety Communications Officials (APCO), developed the Project 25 (P25) standards for digital two-way wireless communications products and systems for public safety users. Although the P25 standards enable changes from existing analog systems to narrowband public safety digital P25 systems, the existing wideband portable radios used extensively by the Police Department have exceeded their life expectancy and cannot be improved through modifications. We will need to replace our radios to comply with FCC mandates and P25 standards.

Portable radios are used extensively throughout the day, which makes it essential that the radios be replaced as a group rather than on an annual rotation basis, both for compatibility and to minimize problems of maintaining several types of radios and accessories. Our request is to replace 123 portable radios in 2008 at an estimated cost of $307,500. This includes the radio, microphone, antenna, programming, encryption, and other components.

Operations (sworn staff)	77	$ 192,500
Support Services (sworn staff)	31	77,500
Community Service Officers	15	37,500
Total	123	$ 307,500

The Fire Department's portable radios will need to be brought into compliance with APCO 25 by 2012. Therefore it is requested they be replaced in 2011.

Discussion of operating cost impact:

Since we currently include maintenance of portable radios in our budget, no additional operating cost will be incurred.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Police	Portable Radios	307,500	-	-	-	-	$ 307,500
Fire	Portable Radios	-	-	-	280,000	-	$ 280,000
Total - Public Safety Capital Projects Fund		$ 307,500	$ -	$ -	$ 280,000	$ -	$ 587,500

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	307,500	-	-	280,000	-	$ 587,500
Total	$ 307,500	$ -	$ -	$ 280,000	$ -	$ 587,500
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Engineering Administration

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacement/Upgrade - Robotic Total Station or GPS Unit (2009)
This survey instrument would be a replacement to an existing Total Station, which will be 14 years old at it's proposed time of replacement (2009). A Robotic Total Station ($40,000) provides all of the functionality of a standard Total Station instrument ($10,000) with an added benefit of single-user operation in those situations where workload or staffing levels dictated. Our current robotic stations have provided numerous opportunities for one-person survey work, which has allowed us to reduce our survey backlog as well as reduce our need for overtime. A GPS Unit ($40,000) would also allow for single user operation and would primarily be used for field data collection. Unlike typical survey instruments, the GPS uses satellite links to provide spatial data collection with high degrees of accuracy. The GPS unit would provide a much more efficient method for collection of widespread infrastructure data, which could be used for verification and updates to City records as well as incorporation into the City's expanding GIS program. It would be our intent to investigate the feasibility of a joint purchase and shared usage of the GPS unit by the Department of Public Works and the Technology Services Department, as both Departments would have numerous possible applications for such an instrument. We will utilize input from various City staff to evaluate which type of instrument will best meet the needs of the City prior to making any purchase.

Discussion of operating cost impact:

This survey instrument would allow us to more efficiently utilize existing staff to complete a larger volume of work without the need for additional survey staff.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
DPW	Robotic Total Station / GPS	-	40,000	-	-	-	$ 40,000
Total - Public Works Capital Projects Fund		$ -	$ 40,000	$ -	$ -	$ -	$ 40,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	40,000	-	-	-	$ 40,000
Total	$ -	$ 40,000	$ -	$ -	$ -	$ 40,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Technology Upgrades

PROJECT DESCRIPTION

Justification:

Core Switch - Our computer network is a core part of every department's business functions and the overall operation of the City. The core switch is the main component that provides network traffic routing of virtually every critical component of City operational data and telephone systems. We currently have one Extreme Black Diamond switch that was purchased in 2002. It was purchased to meet our needs at that time, and since then the City's network has grown substantially including adding all phone traffic, security systems and video. It is imperative that this system be kept up to date and reliable. This request is to replace this very critical network component and also allow for a redundant backup chassis to eliminate any lengthy downtime due to unplanned events or complete hardware failures. The costs involve the purchase of hardware, software and consulting to procure and implement the new unit, along with migrating all current data and operations in a way to have the least negative impact on daily operations.

AutoCAD - We utilize AutoCAD as the main City drafting program for DPW engineers as well as in other City departments. Our current version (AutoCAD 2007) will no longer be supported by the vendor at some point in the future. We do not purchase annual subscriptions for this product as we have determined it would be more costly to do so. However, we analyze the need and request an upgrade when it is beneficial or mandatory for the City. This request will incorporate the costs to upgrade the current seats to the latest available version. This upgrade would be anticipated to sustain the City for another three to four years at which time the next upgrade would likely be required. This upgrade method reduces annual operational costs that would otherwise be incurred through a subscription program.

Microsoft Office 2007 - We have approximately 550 employees who utilize some or all of the Microsoft Office Suite of products during the normal course of their City responsibilities. We purchased Office 2000 during the network upgrade in 2000 and since then Microsoft has released several later versions of this product. We are at a point of experiencing problems with compatibility in documents we send and receive to/from others as MS Office 2000 is no longer considered a current application. This request is to upgrade all workstations to MS Office 2007 as needed for current and future Windows based document needs. Pricing is based on State negotiated contracts.

Discussion of operating cost impact:

These items requested are all upgrades to current hardware, software and processes we have in place. They occur only every several years and have minimal impact to our operational budget, but a very major impact on how we provide services that are efficient and reliable.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Tech. Services	Core Switch	160,000	-	-	-	-	$ 160,000
	AutoCAD	-	-	-	70,000	-	$ 70,000
	MS Office	175,000	-	-	-	-	$ 175,000
Total - Technology Capital Projects Fund		$ 335,000	$ -	$ -	$ 70,000	$ -	$ 405,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	2,500	-	-	-	-	$ 2,500
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	332,500	-		70,000		$ 402,500
Total	$ 335,000	$ -	$ -	$ 70,000	$ -	$ 405,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Wireless Broadband Access

PROJECT DESCRIPTION

Justification:

Wireless Access - In 2007, a resolution was passed by Council to proceed with the planning and piloting of wireless broadband access for the City. While still a nascent trend, communities around the world are investing in municipal wireless networks to improve government effectiveness, broaden digital inclusion and support economic development.

1. We recognize that growth of the wireless network will be inevitable, but initially it will have to provide:
a. Secondary connection services for Public safety personnel on a private network.
b. City staff will have real time, secure access for information they currently have to go back to office and retrieve.
c. Video services may be accessed from certain sites that are outside the current fiber or radio connectivity.
2. The wireless network should be able to expand and partner with municipal services, utilities or Internet providers to offer potential services such as the following:
a. Utilities may be able to take advantage of data collection of meters.
b. Schools will be able to transmit video or security information back to emergency or safety personnel.
c. For a fee, users may be able to receive wireless services for Internet access, but there should be reduced fees for low income households or users.
f. Business development plans should be able to work with the providers to establish core locations of Internet access for planned business growth.

This request is for funding to continue the process of researching and piloting this technology to allow for fuller implementation through a partnership with INFOCIS (City of Appleton, Outagamie County, Winnebago County, City of Neenah, Grand Chute, FVTC and Appleton Area Schools).
Typical costs for installation average $75,000 to $100,000 per square mile. The City currently covers just under 25 square miles and, through cost sharing with INFOCIS, the anticipated City portion of this project to be approximately 70% of the total for full coverage withing the City limits. Cost sharing with INFOCIS in 2008 is expected to be approximately 50%.

Discussion of operating cost impact:

Operating cost impact for these projects are expected to be minimal and limited to the maintenance of any systems put in place. It is also expected that these enhancements will result in an increase in labor efficiency but that impact is not currently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2008	2009	2010	2011	2012	Total
Tech. Services Wireless Access	350,000	475,000	475,000	250,000	-	$ 1,550,000
Total - Technology Capital Projects Fund	$ 350,000	$ 475,000	$ 475,000	$ 250,000	$ -	$ 1,550,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	60,000	-	-	-	-	$ 60,000
Land Acquisition	-	-	-	-	-	$ -
Construction	290,000	475,000	475,000	250,000	-	$ 1,490,000
Other		-	-	-	-	$ -
Total	$ 350,000	$ 475,000	$ 475,000	$ 250,000	$ -	$ 1,550,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

*N/Q - Not quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Utility Billing System

PROJECT DESCRIPTION

Justification:

The current system used to invoice water, wastewater and stormwater utility fees and residential refuse service is approximately 15 years old and needs enhancements to provide additional customer service features and efficient use of the system. The system was developed by City staff and enhancements to the system are limited to staff expertise and time. The existing system does not allow for up-dates and bill creation to be completed after hours, thus causing downtime and reduced customer service during the working day to accommodate these functions. In addition the existing system does not provide a report showing complete details of an individual account as requested frequently by customers.

A new system should be purchased or extensive enhancements should be made to the existing system by City staff and outside consultants to provide additional customer service information and well as efficient use of the data within the system. A new system should also meet future requests that may include: monthly billing, on-line bill delivery, on-line bill payment and other customer service requests.

A complete review of the existing processes including meter reading, garbage collection and property master information will need to be completed with those staff members responsible for those systems prior to a decision being made on system replacement or enhancement.

Discussion of operating cost impact:

If a new system is purchased from an outside a vendor an annual maintenance may be required to provide support. This fee could be approximately 10 - 15% of the original purchase price.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Finance / TS	Water	-	-	62,500	-	-	$ 62,500
	Wastewater	-	-	62,500	-	-	$ 62,500
	Stormwater	-	-	62,500	-	-	$ 62,500
	Sanitation	-	-	62,500	-	-	$ 62,500
Total - Utility Billing System Capital Project		$ -	$ -	$ 250,000	$ -	$ -	$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	250,000	-	-	$ 250,000
Total	$ -	$ -	$ 250,000	$ -	$ -	$ 250,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Lake Station Traveling Screen Replacement

PROJECT DESCRIPTION

Justification:

The Lake Station traveling screen removes large objects from the raw water intake such as logs, fish, and other debris. It is also important in straining out ice buildup that is brought in from the intake during the winter freeze-up period. These materials are screened out of the water so they do not enter and damage the low lift pumps that pump water from the Lake Station to the Water Treatment Facility. The existing traveling screen was installed in 1969 and has a thirty year life expectancy. The traveling screen is planned for replacement to provide reliability for this essential component of the raw water intake system.

Discussion of operating cost impact:

This equipment will replace existing equipment, therefore there is no expected operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Water Utility	Equipment	-	-	235,000	-	-	$ 235,000
Total - Water Treatment Capital Projects		$ -	$ -	$ 235,000	$ -	$ -	$ 235,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other - Equipment	-	-	235,000	-	-	$ 235,000
Total	$ -	$ -	$ 235,000	$ -	$ -	$ 235,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Pressure Zone Control Valve Stations

PROJECT DESCRIPTION

Justification:

A Water Distribution Master Planning study was completed in 2007 and identified a high priority need for installation of pressure zone control valve stations between the three water distribution system pressure zones. These pressure zones serve all elevations of the city service area and are "valved off" from each other, serving as individual tower/pipe networks in isolation of each other. Pressure zone control valves provide connection of the zones for emergency backup, fire flow, and maintenance purposes. Without the installation of control valves some areas of the city are at increased risk of negative pressure and boil water orders in the event of a tower outage or large water main break or fire.

The three pressure zones include: A) Primary Pressure Zone, B) Ridgeway Pressure Zone, and C) North Pressure Zone. The highest priority pressure zone control valve station is between the North Pressure Zone / Ridgeway Zone, where two stations are recommended (Stations 1 and 2). In addition to providing emergency backup, these two stations will provide better water turnover of the North Reservoir and Tower, until demand increases in this newly formed pressure zone that has been in service less than two years. Installation of stations between North Pressure Zone / Main Zone (Station 3), and Ridgeway Zone / Main Zone (Station 4) are the next highest priority. The locations of the Stations are in the approximate areas of: Station 1) Richmond and Crossing Meadows, Station 2) Knowlwood at Highview Park, Station 3) Edgewood and Apple Creek Road, and Station 4) Meade and Castlebury.

Each of the pressure control valve stations consist of a small building (approximately 10 x 12 foot) with valving, metering, and System Control and Data Acquisition (SCADA) controls for remote monitoring and control from the Water Treatment Plant by Plant Operators. Currently there are two below ground manhole stations on Meade Street that are recommended in the Study for decommissioning. There will be no additional capital costs for this work.

Discussion of operating cost impact:

The four pressure zone control valve stations are new facilities that will require upkeep and periodic SCADA upgrade. The ongoing operating cost is estimated to be $2,500 annually at each station.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Water Utility	Engineering	25,000	25,000	25,000	-	25,000	$ 100,000
	SCADA	20,000	20,000	20,000	-	20,000	$ 80,000
	Valve Station	100,000	100,000	100,000	-	100,000	$ 400,000
	Land	40,000	40,000	40,000	-	40,000	$ 160,000
Total - Water Treatment Capital Projects		$ 185,000	$ 185,000	$ 185,000	$ -	$ 185,000	$ 740,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	25,000	25,000	25,000	-	25,000	$ 100,000
Land Acquisition	40,000	40,000	40,000	-	40,000	$ 160,000
Construction	100,000	100,000	100,000	-	100,000	$ 400,000
Other	20,000	20,000	20,000	-	20,000	$ 80,000
Total	$ 185,000	$ 185,000	$ 185,000	$ -	$ 185,000	$ 740,000
Operating Cost Impact	$ 2,500	$ 5,000	$ 7,500	$ 7,500	$ 10,000	$ 32,500

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Total Organic Carbon Instrumentation

PROJECT DESCRIPTION

Justification:

Total Organic Carbon (TOC) process monitoring has proven to be an essential tool for optimizing water treatment at the Water Filtration Plant. TOC results would be used to monitor organic carbon in the raw water (prior to softening) and membrane feed water (prior to membrane filtration). TOC is a primary cause of membrane fouling and the ability to run an in-house test with short turn around time will be very important in water production and treatment cost savings in the future. TOC monitoring in the finished water can also be used to diagnose disinfection byproduct precursor levels, as disinfection byproducts are regulated by U.S. Environmental Protection Agency under the Disinfection Byproduct State 2 Rule (DBPR2). TOC may also be used as a screening tool and supplement to Wastewater Biochemical Oxygen Demand (BOD) testing.

TOC monitoring can extend membrane capacity if treatment changes are made in the plant. Timely results are important to making decisions on any operational changes in the plant. The data can also be used to monitor TOC during Lake Winnebago water quality events such as turn-over and summer algae blooms. The Koch membrane agreement requires daily TOC testing during membrane acceptance testing. Weekly testing is needed at a minimum for membrane performance monitoring.

The instrument will be housed at the Wastewater Treatment Laboratory where sufficient space and support equipment are available. The test would be run by the Utilities Technical Services Manager.

Discussion of operating cost impact:

Purchase of the instrument will save contract lab fees and treatment costs. Contract lab costs for the TOC test range from $35 for normal turnaround to $70 for quick turnaround. Currently all TOC process is outsourced to a commercial laboratory. It is anticipated approximately 500 tests per year will be run. At an average cost of $40 per test for a mix of normal and quick turnaround, the cost of contracting out for these tests would be $20,000. Consumables for this equipment for 500 tests per year are estimated at $2,500 and it will be operated by existing staff at no incremental labor expense, resulting in a net reduction of operating expense of $17,500. In addition, it is expected that closer TOC monitoring will allow staff to fine-tune treatment processes, making more efficient use of equipment and chemicals.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Water Utility	Equipment	26,625	-	-	-	-	$ 26,625
Water Utility Capital Projects							
Wastewater	Equipment	8,875	-	-	-	-	$ 8,875
Wastewater Utility Capital Projects							
Total - Instrumentation Capital Project		$ 35,500	$ -	$ -	$ -	$ -	$ 35,500

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	35,500	-	-	-	-	$ 35,500
Total	$ 35,500	$ -	$ -	$ -	$ -	$ 35,500
Operating Cost Impact	$ (17,500)	$ (17,500)	$ (17,500)	$ (17,500)	$ (17,500)	$ (87,500)

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Water Plant Corrosion Replacements

PROJECT DESCRIPTION

Justification:

The water plant piping is primarily comprised of 304L Stainless Steel and was chosen for properties that include corrosion resistance, low maintenance, and flexibility for multiple applications. Stainless steel corrosion has occurred in the plant since startup and includes pitting, weld corrosion and leaks, pin hole leaks, perforation at the top of drain pipes exposed to chemicals, and exterior surface corrosion. Temporary repairs have been necessary to repair pin hole leaks and other perforations. Corrosion impacts range from potential failure of critical processes to cosmetic in nature. The Treatment Plant requires full function of all piping systems to produce water and function with integrated treatment and residual handling processes. As such, corrosion repair and replacement is necessary.

The source of some of the surface corrosion problems has been eliminated via venting and other improvements in the high lift booster pump room and membrane room. X-Rays of welds have shown poor welds in numerous areas. Pitting and top perforations are generally the highest priority. The clean-in-place piping carrying the caustic, chlorine, and acid cleaning solutions to waste is comprised of PVC and has shown good resistance. It is likely that all drain lines and other lines with perforations need to be replaced by a more durable material such as chemical resistant PVC.

An engineering study is planned for 2008 to provide a comprehensive analysis of the problems and remedial actions necessary. A remedial plan for replacement, repair, and external cleaning, where appropriate will be provided by the study. $80,000 is budgeted for the engineering work in 2008 and $2,200,000 for critical needs budgeted for 2009. Refinements in the budget figures will be provided at the completion of the study.

Discussion of operating cost impact:

There is no O&M cost related to these improvements.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Water Utility	Study	80,000	-	-	-	-	$ 80,000
	Construction	-	2,200,000	-	-	-	$ 2,200,000
	Engineering & contingency (13%)	-	286,000	-	-	-	$ 286,000
Total - Water Treatment Capital Projects		$ 80,000	$ 2,486,000	$ -	$ -	$ -	$ 2,566,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	80,000	-	-	-	-	$ 80,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	2,200,000	-	-	-	$ 2,200,000
Other	-	286,000	-	-	-	$ 286,000
Total	$ 80,000	$ 2,486,000	$ -	$ -	$ -	$ 2,566,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Aeration Tank Diffuser Replacement

PROJECT DESCRIPTION

Justification:

The Wastewater Plant's activated sludge process needs air-diffuser replacement. The process utilizes 2,425 fine bubble membrane diffusers for consistent process aeration efficiency. The current diffusers were installed in the early 1990's with a life expectancy of 10 years. The maintenance staff have maintained the diffusers, however, the useful life and reliability has declined annually. New equipment will transfer oxygen more efficiently and create a better environment for the aerobic biological process.

Discussion of operating cost impact:

Maintenance costs should be reduced, however, at this time, the savings are not quantifiable. Treatment process efficiencies will increase due to better oxygen transfer and reliability of equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Wastewater	Equipment	-	-	210,000	-	-	$ 210,000
Total - DNR Replacement Fund		$ -	$ -	$ 210,000	$ -	$ -	$ 210,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other - Equipment	-	-	210,000	-	-	$ 210,000
Total	$ -	$ -	$ 210,000	$ -	$ -	$ 210,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Aeration Tank #2 and #3 Pipe Replacement

PROJECT DESCRIPTION

Justification:

Due to age and corrosion, it is recommended that aeration piping be replaced. In the aeration system, aerobic bacteria utilize wastewater as food and require air to breathe. The aeration system tanks require a pipe distribution system to convey air from the process blowers to thousands of diffusers. Portions of the current piping has reached it's useful life. This project identifies the portions of piping that are in contact with the wastewater that need to be replaced. This piping project will install 14, 10 and 8 inch diameter 316L stainless steel pipe in Aeration Tanks #2 and #3.

Due to corrosion it is not cost effective to try to repair existing piping. In addition, the aerobic process requires that air be delivered constantly. With a structural failure in the pipe the bacteria in the tank would not be aerated. This would result in a microbiological process upset where treatment efficiency would decrease.

Discussion of operating cost impact:

In 2007 the Operations and Maintenance budget included $30,000 for painting Aeration Tank #2 piping. In 2008 a similar budget was proposed for painting Aeration Tank #3 piping. This project eliminates the cost of painting, which would otherwise have to be done, and will minimize on-going maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2008	2009	2010	2011	2012	Total
Piping materials	305,000	-	-	-	-	$ 305,000
Engineering	30,500	-	-	-	-	$ 30,500
Contingency @ 10%	33,500	-	-	-	-	$ 33,500
Total - DNR Replacement Fund	$ 369,000	$ -	$ -	$ -	$ -	$ 369,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	30,500	-	-	-	-	$ 30,500
Land Acquisition	-	-	-	-	-	$ -
Construction	338,500	-	-	-	-	$ 338,500
Other	-	-	-	-	-	$ -
Total	$ 369,000	$ -	$ -	$ -	$ -	$ 369,000
Operating Cost Impact	$ (30,000)	$ -	$ -	$ -	$ -	$ (30,000)

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Aeration Variable Frequency Drive Study

PROJECT DESCRIPTION

Justification:

The wastewater treatment plant has an opportunity to reduce energy in the activated sludge process. The process utilizes 600 and 700 horsepower motors that are coupled to blowers. The blowers are used to introduce air into the five million gallon volume aeration tanks. Due to the loss of some industrial loadings these large horsepower blowers have become an inefficient means of providing the appropriate volume of air required for treatment. This conclusion was reached by Focus on Energy in an assessment that was completed in 2007.

The initial conclusion from the assessment reduces electrical usage by 40%. A Variable Frequency Drive (VFD) Engineering Study would provide information about the potential for utilizing a control loop process. The process loop would identify biological air requirements through process sensors. The sensors would then be read by a programmable logic controller that would drive the process air blowers. This control loop would allow motors to run based on biological demand rather than a fixed setting.

If this project proves feasible, the 2009 construction project would involve the purchase of motors, VFDs, blowers and a control system that would monitor dissolved oxygen. This process loop would also be incorporated into the facility's Supervisory Control and Data Acquisition (SCADA) system.

Discussion of operating cost impact:

The operating cost impact of this project will include maintenance of the motors and control equipment which is minimal in comparison to the reduced electrical costs. The actual impacts will be quantifiable when the study is complete.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Wastewater	Study	-	50,000	-	-	-	$ 50,000
Wastewater Capital Projects							
Wastewater	Equipment	-	750,000	-	-	-	$ 750,000
DNR Replacement Fund							
Total - Wastewater Utility		$ -	$ 800,000	$ -	$ -	$ -	$ 800,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	50,000	-	-	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	750,000	-	-	-	$ 750,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 800,000	$ -	$ -	$ -	$ 800,000
Operating Cost Impact	$ -	$ -	$ (25,000)	$ (50,000)	$ (50,000)	$ (125,000)

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Archimedes Screw Pump Rebuild

PROJECT DESCRIPTION

Justification:

The wastewater plant effluent pumping station consists of three constant speed Archimedes spiral screw pumps. The station provides for the pumping of plant effluent from the chlorine contact tank effluent channel to the plant outfall chamber located in the plant effluent pumping station. This station is used during periods of high river flow and has a capacity of 60 million gallons per day. These pumps were installed in 1978 and utilize a grout casing which has begun to deteriorate. The spiral screws require removal, sandblasting and recoating to prevent further corrosion. By accomplishing these maintenance tasks, the pumps would be restored to their original capacity and condition.

Discussion of operating cost impact:

Reconditioning these pumps is more cost effective than allowing them to go into disrepair and having to replace at a later date. There should not be a direct operating cost impact due to this maintenance project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Wastewater	Engineering	-	-	15,000	-	-	$ 15,000
	Construction	-	-	45,000	-	-	$ 45,000
Total - Wastewater Capital Projects		$ -	$ -	$ 60,000	$ -	$ -	$ 60,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	15,000	-	-	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	45,000	-	-	$ 45,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 60,000	$ -	$ -	$ 60,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Bar Screen Replacements

PROJECT DESCRIPTION

Justification:

At the Wastewater Treatment Facility, influent bar screen channels are located in the grit and screen building. Bar screens are a vital "first step" in removing large solids and debris from the waste stream. This project will minimize the amount of undesirable material (trash and debris) in downstream processes and the biosolids product and will ensure operational reliability at the critical headworks of the plant. The process will also automate a manual process and reduce manpower requirements during high flow conditions.

The #1 and #2 bar screens receive raw wastewater from two, four foot wide influent conduits. The bar screen chamber consists of two, three foot wide channels. One channel has a mechanically cleaned rack while the other has a manually cleaned rack. The #3 influent bar screen channel is seven feet wide and accepts wastewater from the east and west interceptors and has a manually cleaned bar rack. Current treatment recommendations for bar screens call for solids capture from 2mm to 9mm (3/8"). Bar screen #3 will be replaced during 2007. Replacement of bar screen #2 is tentatively scheduled for 2015 and is therefore not included in this 5-year plan.

This Capital Improvement Project would include the removal of the existing equipment and the installation of fine mesh screens. Current treatment technology also includes screening washers and compactors. This project would also include conveying equipment from screens to compactors and from compactors to a roll-off box.

Discussion of operating cost impact:

This project will allow manpower to be reallocated to improve maintenance efficiencies by reducing the scale and complexity of manual tasks associated with this aspect of wastewater treatment. There will be no direct impact on operating expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Wastewater	Bar Screen #1	-	-	-	1,500,000	-	$ 1,500,000
Total - DNR Replacement Fund		$ -	$ -	$ -	$ 1,500,000	$ -	$ 1,500,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	1,500,000	-	$ 1,500,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 1,500,000	$ -	$ 1,500,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Belt Filter Press Rebuilds

PROJECT DESCRIPTION

Justification:

In 1990 three Belt Filter Presses (BFPs) were installed as the sludge dewatering process for the wastewater treatment plant. The BFPs remove water from over 40 million gallons of sludge annually, reducing sludge volumes by 90%. The process chemically conditions sludge and processes it through porous belts which travel through a series of compression rollers. The BFP's two end products are filtrate and biosolids. It is the BFP that minimizes the amount of biosolids to be transported to agricultural application sites.

The BFPs have provided proven mechanical dewatering with minimal maintenance and energy costs. Solids production rates had continued to increase over the life of these units until recently with the closure of a large industrial user. In fact, in 2005 a proposed Capital Improvement Project for the installation of an additional BFP was cancelled due to this closure. The existing three BFPs have similar runtimes, which have been in excess of 4,000 hours per year. In order to keep these production rates, maintenance issues need to be addressed. Due to concrete degradation, all three BFP bases were rebuilt and repaired with epoxy coatings. Two of the vertical wedge zones that were corroded were replaced in 2005 and 2007. An overall assessment of BFP components was completed in 2007. All three units will need to have the compressing rollers replaced. These rollers have lost 80% of the vinyl and thermoplastic coatings. Other wear items include bearings, seals, washboxes and scrapers, all of which are due for replacement. The galvanized base units are corroding and need to be addressed before the corrosion becomes a structural problem. In a BFP rebuild, change-out components include new gravity, vertical and pressure zones; rollers; bearings; washboxes; and pans. This mechanical rebuild will recondition the BFPs to perform as they did when they were originally installed.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Wastewater	Construction	630,000	-	315,000	-	-	$ 945,000
	Engineering	63,000	-	31,500	-	-	$ 94,500
	Contingency	76,230	-	38,115	-	-	$ 114,345
Total - DNR Replacement Fund		$ 769,230	$ -	$ 384,615	$ -	$ -	$ 1,153,845

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	63,000	-	31,500	-	-	$ 94,500
Land Acquisition	-	-	-	-	-	$ -
Construction	706,230	-	353,115	-	-	$ 1,059,345
Other	-	-	-	-	-	$ -
Total	$ 769,230	$ -	$ 384,615	$ -	$ -	$ 1,153,845
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET
CAPITAL IMPROVEMENTS PROGRAM

NOTES

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Lift Station Renovations

PROJECT DESCRIPTION

Justification:

Catherine Street Station

Wastewater lift stations pump sewage when gravity systems are not feasible. The Catherine Street Lift Station pump system requires that the redundant pump become operational during wet weather and high flow conditions. Having both pumps running eliminates a maintenance back-up. Having either pump fail in wet weather would result in the lift station's failure because neither pump alone has sufficient capacity. Installing larger capacity pumps will reduce the potential of having sewage back up into resident's basements. These pumps will each have sufficient capacity to pump sewage from the lift station.

Briarcliff Station

Briarcliff Lift Station was installed in 1969 and serves seven residents on the south east side of Appleton. The wet well is located in the street and the controls and sewage injector pumps are located in an underground metal chamber. The condition of the exterior of the metal chamber and the useful life of the injector pumps and controls are questionable. The repairs to the pumps and controls is increasing and replacement parts are becoming more expensive and difficult to find.

Discussion of operating cost impact:

Maintenance will be reduced, increasing labor efficiency.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Wastewater	Catherine St	28,925	-	-	-	-	$ 28,925
Wastewater	Briarcliff	-	-	150,000	-	-	$ 150,000
Total - DNR Replacement Fund		$ 28,925	$ -	$ 150,000	$ -	$ -	$ 178,925

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	28,925	-	150,000	-	-	$ 178,925
Total	$ 28,925	$ -	$ 150,000	$ -	$ -	$ 178,925
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Programmable Logic Controller (PLC) Replacement and SCADA Upgrade

PROJECT DESCRIPTION

Justification:

The Supervisory Control and Data Acquisition (SCADA) system software was installed in 2005-2006. This system is integrated with the Programmable logic Control (PLC) equipment and controls vital wastewater plant functions such as pumps and aerator blower controls. The key functions of the integrated system are equipment control data retrieval and process monitoring on the 38 acre facility. This function is essential in maintaining plant operations within Wisconsin Pollution Discharge Elimination System Permit (WPDES) limits. The system cannot be operated without integration of both the PLC equipment and the software that operates and gathers data.

SCADA controls require replacement at approximately seven year intervals to keep the operating platform up to date with PLC control standards. Replacement of the SCADA system significantly reduces the risk of a hardware or software malfunction or "crash" and conflicts causing loss of data and / or monitoring capabilities.

Discussion of operating cost impact:

Since this project replaces existing equipment, there is no impact on operating expense.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Wastewater	System Assessment	-	-	-	-	500,000	$ 500,000
Total - DNR Replacement Fund		$ -	$ -	$ -	$ -	$ 500,000	$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	500,000	$ 500,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 500,000	$ 500,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2008 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.

Desired improvements for 2010 include improvements and surfacing to golf cart paths on tees # 1 and # 10.

Discussion of operating cost impact:

The improvements to the cart paths on #1 and #10 tees would not have a significant impact on operational costs, but would provide a more stable surface to better handle the traffic at these tees.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Cart path improv.	-	-	25,000	-	-	$ 25,000
Total - Reid Municipal Golf Course Capital Projects		$ -	$ -	$ 25,000	$ -	$ -	$ 25,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	25,000	-	-	$ 25,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 25,000	$ -	$ -	$ 25,000
Operating Cost Impact	$ -	$ -	$ 250	$ 250	$ 250	$ 750

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park - 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 baseball diamond, 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. A concept plan for future improvements to the athletic complex was approved by the Council in 2004.

In 2007, the following improvements were made to the complex: new field lights on four (4) diamonds, the conversion of the baseball diamond to a softball diamond, scoreboards for four (4) diamonds, and improved spectator seating. A grant of $85,000 was secured from the Fox Cities Convention and Visitors Bureau to assist with the improvements.

Additional funding sources for capital projects continue to be explored and include: team surcharges for capital improvements, field and/or scoreboard sponsorships, and wireless communication leases. These funding sources would be approximately $25,000-50,000 per year.

This project request identifies the various projects outlined below:

2008 Upgrade water systems to provide irrigation capability at all diamonds
2008 Develop plans and specifications for restroom/concession building, irrigation controls, walkways
2009 Construct restroom/concession building, irrigation system and walkways
2011 Construct parking and service areas

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 when 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	2008	2009	2010	2011	2012	Total
Parks & Rec.	Diamond upgrades	50,000	-	-	-	-	$ 50,000
	Plans and specs	30,000	-	-	-	-	$ 30,000
	Bldg, walks, irrigation	-	300,000	-	-	-	$ 300,000
	Parking constr.	-	-	-	250,000	-	$ 250,000
Total - Parks & Recreation Capital Projects Fund		$ 80,000	$ 300,000	$ -	$ 250,000	$ -	$ 630,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	30,000	25,000	-	20,000	-	$ 75,000
Land Acquisition	-	-	-	-	-	$ -
Construction	50,000	275,000	-	230,000	-	$ 555,000
Other	-	-	-	-	-	$ -
Total	$ 80,000	$ 300,000	$ -	$ 250,000	$ -	$ 630,000
Operating Cost Impact	$ 5,000	$ 8,000	$ 8,000	$ 11,500	$ 11,500	$ 44,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park Renovations

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department has been cooperating with the Stormwater Utility to address current and future stormwater management issues in the Appleton Memorial Park area. Preliminary studies indicate a need to utilize portions of Appleton Memorial Park for additional ponds to assist with stormwater management in northeast Appleton.

The Parks and Recreation Department, in cooperation with the Stormwater Utility and the Gardens of the Fox Cities, developed a master plan for Appleton Memorial Park in 2005. The plan identified future development opportunities in the park. The development of stormwater ponds in Appleton Memorial Park, in addition to changing community needs, will require the Parks and Recreation Department to address the upgrading/relocation of facilities currently being provided south of the concrete drainage channel.

The projects being requested are identified below:

2011 Develop specifications for park pavilion/restrooms
2012 Construction of park pavilion/restrooms

Discussion of operating cost impact:

Minimal cost increases are anticipated since the project involves renovation, replacement of, and/or reconstruction of existing facilities.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Pavilion specs	-	-	-	30,000	-	$ 30,000
	Pavilion constr.	-	-	-	-	300,000	$ 300,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ 30,000	$ 300,000	$ 330,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	30,000	-	$ 30,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	300,000	$ 300,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 30,000	$ 300,000	$ 330,000
Operating Cost Impact	$ -	$ -	$ -	$ 4,000	$ 4,000	$ 8,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Apple Hill Trail

PROJECT DESCRIPTION

Justification:

The Apple Hill Farms Development in northeast Appleton continues to develop and includes the corridor for the development of the Apple Hill Trail. This trail segment will eventually connect with a segment to the west that will lead through the Glacier Ridge subdivision and into Plamann Park. The Apple Hill Trail will extend to the east end to the Town of Freedom and is scheduled to connect with trails leading to Green Bay.

With the current development of the Apple Hill Farms Development, the Apple Hill Trail is scheduled for construction in 2011. The trail is approximately 4,000 linear feet and extends from Ballard Road to French Road.

Discussion of operating cost impact:

Additional maintenance costs will be incurred because of the trail. Maintenance includes mowing, litter, signage, etc.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2008	2009	2010	2011	2012	Total
Parks and Rec. Trail construction	-	-	-	150,000	-	$ 150,000
Total - Parks & Recreation Capital Projects Fund	$ -	$ -	$ -	$ 150,000	$ -	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	15,000	-	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	135,000	-	$ 135,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 150,000	$ -	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ 1,500	$ 1,500	$ 3,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Colony Oaks Tennis Courts

PROJECT DESCRIPTION

Justification:

It had been the practice of the City of Appleton to provide tennis courts in neighborhood and community parks as a regular facility in park development. This practice has been adjusted in recent years with the development of Derks and Highview Parks where tennis courts are not part of the neighborhood park design. Many of the tennis courts in the City of Appleton constructed in the 1970's and 1980's have reached their life expectancy and are in need of renovation and/or reconstruction.

The Parks and Recreation Department commissioned a study of all city and area tennis courts in 2004 to assess the condition of the courts, provide cost estimates for renovations and determine a course of action for providing tennis courts in the community from a regional approach.

It is the recommendation of the study to concentrate tennis courts in community parks and eliminate tennis courts in neighborhood parks to reflect current financial conditions and demands. Facilities in community parks would generally consist of a complex of 3-4 courts that may include lights, depending on the proximity of other tennis courts and anticipated demand. The master plan for Telulah Park adopted by the City Council in 2005 did not include any tennis courts in this community park. To continue to provide tennis court opportunities in this section of Appleton, this project request includes the construction of 4 courts at Colony Oaks Park in 2009. This construction of the 4 courts would replace the 2 courts currently at Colony Oaks Park that are reaching the end of their useful life.

Discussion of operating cost impact:

Routine maintenance costs will be minimal.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Plans & specs	15,000	-	-	-	-	$ 15,000
	Court construction	-	180,000	-	-	-	$ 180,000
Total - Parks & Recreation Capital Projects Fund		$ 15,000	$ 180,000	$ -	$ -	$ -	$ 195,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	15,000	-	-	-	-	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	180,000	-	-	-	$ 180,000
Other	-	-	-	-	-	$ -
Total	$ 15,000	$ 180,000	$ -	$ -	$ -	$ 195,000
Operating Cost Impact	$ -	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 4,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Einstein Park Renovations

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department and Appleton Area School District (AASD) jointly developed a master plan for the Einstein Park/Einstein Middle School/Ferber Elementary School campus in 2000. This joint effort was needed to address traffic concerns and facility needs that were impacting both schools and the park. The original master plan identified bus drop-off areas, consolidation of parking and athletic facilities, and expanded play areas. The implementation of the master plan was expected to be a joint venture between the City of Appleton and the AASD.

Shortly after the completion of the master plan, the AASD received an opportunity to purchase the Alliance Church property to address some overcrowding issues. The church property was obtained by the AASD and became the site for the Classical Charter School, adding approximately 350 more students to this park/school campus. The acquisition of the church property made the master plan obsolete.

Some of the issues and concerns identified in the first master planning process still exist and need to be addressed. It is anticipated the AASD will continue to cooperate with the City of Appleton to address this site.

This project includes the removal of the parking lot near the ball diamond and utilizing the parking lot for Einstein Middle School. It also provides funding to work cooperatively with the AASD to consolidate the ball diamonds and address the shortage of playground area to meet the needs of the AASD and the community.

Discussion of operating cost impact:

The impact on operational costs will be minimal.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2008	2009	2010	2011	2012	Total
Parks and Rec. Park renovations	-	-	50,000	-	-	$ 50,000
Total - Parks & Recreation Capital Projects Fund	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	50,000	-	-	$ 50,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Erb Park Renovations

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 2008 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 26 years of age, the future of that facility and its continued location also need to be addressed as part of this master planning process. The reconfiguration of the parking areas, the renovation of the pavilion and the construction of a new restroom building are the primary developments noted in the earlier master plan. Construction of the parking lot and walkways throughout the park are scheduled in 2009. 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 2011, with renovations to the pavilion scheduled for 2012.

Discussion of operating cost impact:

The proposed changes to the park, including a 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. Renovation of the pavilion will reduce maintenance costs. The parking lot will involve some additional costs. 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, although additional revenues may be realized from a renovated pavilion, upgraded restrooms and improved parking.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Master plan, restroom/ shelter study	35,000	-	-	-	-	$ 35,000
	Parking and walks	-	200,000	-	-	-	$ 200,000
	Restroom building	-	-	-	250,000	-	$ 250,000
	Pavilion renovation	-	-	-		50,000	$ 50,000
Total - Parks & Recreation Capital Projects Fund		$ 35,000	$ 200,000	$ -	$ 250,000	$ 50,000	$ 535,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	35,000	10,000	-	15,000	5,000	$ 65,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	190,000	-	235,000	45,000	$ 470,000
Other	-	-	-	-	-	$ -
Total	$ 35,000	$ 200,000	$ -	$ 250,000	$ 50,000	$ 535,000
Operating Cost Impact	$ -	$ 1,000	$ 1,000	$ 5,500	$ 5,500	$ 13,000

CITY OF APPLETON 2008 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 28 years old and will need to be addressed at some point in the future. The pool was originally constructed to serve as a competitive pool, but the public currently enjoys and uses more family-oriented aquatic centers 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 major mechanical changes will be 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 2008 to determine the appropriate direction to pursue for Erb Park. This master plan will help determine the future needs and direction of the park. A feasibility study to determine the direction for Erb Pool has been earmarked for 2010. The remodeling of Erb Pool has been tentatively scheduled for 2013 and it is anticipated the remodeling would provide similar facilities and experiences as Mead Pool, subject to recommendation received from the study scheduled for 2010.

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	2008	2009	2010	2011	2012	Total
Parks & Rec.	Pool reconstruction: Feasibility Study	-	-	50,000	-	-	$ 50,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 50,000	$ -	$ -	$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	50,000	-	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-		-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Foremost Site Park/Trail

PROJECT DESCRIPTION

Justification:

A local group of individuals is currently exploring opportunities for the development of the former Foremost site on the Fox River. Preliminary discussions have indicated an opportunity for the development of a park/trail on a portion of this property that will address the "access" initiative identified in the "Focus Fox River: A Master Plan" section of the City of Appleton's Vision 20/20: Comprehensive Plan. The opportunity includes the possible connection to the Lawe Street trestle as identified in the Riverfront Trail Connection Study.

The initial phase of development scheduled for 2010 includes basic grading and landscaping. Additional development is scheduled for 2012 to coincide with the trail development on the trestle east of Lawe Street.

Discussion of operating cost impact:

Will require additional resources for the operation of another small park and trail connection.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Park/trail dev. development	-	-	50,000	-	100,000	$ 150,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 50,000	$ -	$ 100,000	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	5,000	-	7,500	$ 12,500
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	45,000	-	92,500	$ 137,500
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 50,000	$ -	$ 100,000	$ 150,000
Operating Cost Impact	$ -	$ -	$ 1,000	$ 1,000	$ 2,000	$ 4,000

CITY OF APPLETON 2008 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 will result in the completion of the proposed development at Highview Park by providing final walkways, a central plaza and an open-air shelter in 2012.

Discussion of operating cost impact:

The walkways and central plaza will have a minimal impact on the operating budget. Additional costs will include snow removal and general maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Walkways, plaza and open air shelter	-	-	-	-	75,000	$ 75,000
Total - Parks & Recreation Department		$ -	$ -	$ -	$ -	$ 75,000	$ 75,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	75,000	$ 75,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 75,000	$ 75,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 750	$ 750

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Houdini Plaza

PROJECT DESCRIPTION

Justification:

Houdini Plaza was initially developed in the mid 1980's under the direction of the City Planning Department. Although it was designed as a green space and passive area for the downtown, its design has encouraged vehicle traffic, including large garbage trucks, patron parking, uncontrolled access, etc. The reconstruction of College Avenue in 2002 has allowed College Avenue to become a space for community events. Because of its proximity to College Avenue, Houdini Plaza has become an extension of College Avenue and is serving as programmable space for community activities.

A consultant was hired in 2002 to work with various stakeholders to develop an improvement plan for Houdini Plaza. A plan was submitted to the Parks and Recreation Committee in early 2003 and was rejected because of financial considerations. Proposed renovations to Houdini Plaza in 2005 were eliminated from the CIP budget by the City Council during the adoption of the 2004 budget.

A master plan was adopted in early 2007 by the City Council that provided the direction for the renovations to Houdini Plaza. The master plan was developed cooperatively with the City of Appleton, adjacent property owners, ADI, Octoberfest representatives and other local interests. The master plan identified the following needs:

2008 Renovation of utility area behind the Appleton Art Center, Bazil's and Zuelke Building
2009 Renovations to areas immediately north of Appleton Center
2010 Renovations to main plaza area

Discussion of operating cost impact:

Operational costs will be minimal despite the focus of the plaza changing to a more "hardscape" design. This proposed design will more adequately meet the current programs and reduce the efforts currently being expended by the Parks and Recreation Department to maintain green space that conflicts with current uses.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Utility Area	300,000	-	-	-	-	$ 300,000
	Area north of Appleton Center	-	300,000	-	-	-	$ 300,000
	Main Plaza	-	-	350,000	-	-	$ 350,000
Total - Parks & Recreation Capital Projects Fund		$ 300,000	$ 300,000	$ 350,000	$ -	$ -	$ 950,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	20,000	20,000	25,000	-	-	$ 65,000
Land Acquisition	-	-	-	-	-	$ -
Construction	280,000	280,000	325,000	-	-	$ 885,000
Other	-	-	-	-	-	$ -
Total	$ 300,000	$ 300,000	$ 350,000	$ -	$ -	$ 950,000
Operating Cost Impact	$ 1,000	$ 2,000	$ 3,000	$ 3,000	$ 3,000	$ 12,000

CITY OF APPLETON 2008 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 individual facilities and amenities have been added to the park. During 2005, the Neighborhood Revitalization Program and the Parks and Recreation Department formed a partnership to evaluate park activities, vehicular and pedestrian traffic patterns, evaluate the needs of the neighborhood and develop a Master Plan. This plan was adopted by the Parks and Recreation Committee and the City Council, which provided the Department with a future "road map" for improvements to the park. The highest priority of the neighbors is to develop a pedestrian walkway connection from the northwest and northeast corners of the park to the pavilion located in the center of the park. Passive seating areas and the development of historical interpretive signs to educate neighbors and future generations was identified by neighbors as highly desirable. Other improvements include walkway lighting, the addition of a serving kitchen, improvements to the pavilion and the continuation of planting trees in the park.

Partnerships with the Neighborhood Revitalization Program to seek out alternative funding sources for improvements will be pursued to minimize the financial impact on the general fund.

Discussion of operating cost impact:

Measurable operational impacts will be relatively small.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Walks and lights	-	-	-	25,000	-	$ 25,000
	Pavilion renovation	-	-	-	-	50,000	$ 50,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ 25,000	$ 50,000	$ 75,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	5,000	$ 5,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	25,000	45,000	$ 70,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 25,000	$ 50,000	$ 75,000
Operating Cost Impact	$ -	$ -	$ -	$ 500	$ 1,000	$ 1,500

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Lutz Park Restorations

PROJECT DESCRIPTION

Justification:

This project involves the restoration of Lutz Park based on the master plan adopted in 2004.

The development and adoption of the master plan for Lutz Park involved input from the public, the Appleton Yacht Club, the Riverfront Action Committee and other interested groups/organizations. Issues and concerns that were addressed included the trail connection between Vulcan Heritage Park and Lutz Park and the impact on the park and Yacht Club, boat launch renovations, shoreline stabilization, riverfront enhancements and the future of the pavilion and restrooms.

In 2006, the City was awarded a Wisconsin Department of Natural Resources (DNR) Urban Waters Grant of $285,015 to fund work on the boat landing and shoreline restoration. Other grant opportunities exist and are being pursued and the Lutz Park Trust Fund is available to assist with the funding of the balance of these projects.

The renovations to Lutz Park are being phased in over several years. Re-construction of the boat landing and parking, shoreline stabilization and construction of a new restroom facility are scheduled for completion in late 2007/early 2008. Design services for the pavilion and other park improvements are scheduled for 2009, with construction planned for 2010.

Discussion of operating cost impact:

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	2008	2009	2010	2011	2012	Total
Parks & Rec.	Plans & specifications	-	15,000	-	-	-	$ 15,000
	Pavilion construction	-	-	150,000	-	-	$ 150,000
Total - Lutz Park Trust Fund		$ -	$ 15,000	$ 150,000	$ -	$ -	$ 165,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	15,000	-	-	-	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	150,000	-	-	$ 150,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 15,000	$ 150,000	$ -	$ -	$ 165,000
Operating Cost Impact	$ -	$ -	$ 1,000	$ 1,000	$ 1,000	$ 3,000

CITY OF APPLETON 2008 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 east of Appleton 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 was originally anticipated the park would develop in concert with the construction of the elementary school. However, the AASD does not have any definite plans for the development of the school property and the rapid development of the residential neighborhood necessitates moving this park development forward.

This project includes initial development of the park in 2010 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 2011 and complete the park development. The development of this park has been adjusted to reflect potential development of the school site.

2010 Initial site work and development
2011 Playground and walkways construction

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	2008	2009	2010	2011	2012	Total
Parks & Rec.	Initial development	-	-	60,000	-	-	$ 60,000
	Construction of playground equip. and landscaping	-	-	-	125,000	-	$ 125,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 60,000	$ 125,000	$ -	$ 185,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	5,000	10,000	-	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	55,000	115,000	-	$ 170,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 60,000	$ 125,000	$ -	$ 185,000
Operating Cost Impact	$ -	$ -	$ 2,000	$ 2,000	$ 2,000	$ 6,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Parks - Playground Equipment

PROJECT DESCRIPTION

Justification:

Playgrounds - This project will continue to improve accessibility to playgrounds through the addition of walkways, poured-in place resilient surfacing and upgrades to equipment to meet Consumer Product Safety Commission guidelines and the Americans with Disabilities Act (ADA) requirements.

2008 projects will address improved accessibility of the playgrounds at Derks and City Parks with the installation of poured-in place resilient surfacing. The installation of these surfaces will both reduce daily maintenance and improve safety.

Discussion of operating cost impact:

There are some minor operating cost savings from the purchase and installation of poured-in place resilient surfacing.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Playground equip.	75,000	75,000	80,000	85,000	90,000	$ 405,000
Total - Parks & Recreation Capital Projects Fund		$ 75,000	$ 75,000	$ 80,000	$ 85,000	$ 90,000	$ 405,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	5,000	5,000	5,000	7,000	7,500	$ 29,500
Land Acquisition	-	-	-	-	-	$ -
Construction	70,000	70,000	75,000	78,000	82,500	$ 375,500
Other	-	-	-	-	-	$ -
Total	$ 75,000	$ 75,000	$ 80,000	$ 85,000	$ 90,000	$ 405,000
Operating Cost Impact	$ (500)	$ (500)	$ (500)	$ (500)	$ (500)	$ (2,500)

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Parks - Skate Park Equipment

PROJECT DESCRIPTION

Justification:

This project would provide funding for skate park amenities to replace the skate area that will be removed from Telulah Park in the near future when the lower level of the park is developed and the secondary access road is developed on the existing skate park area. The equipment would be reconfigurable, easily upgraded over the years, and able to be moved to different locations if needed. This equipment would provide an experience that would compliment the proposed indoor facility.

2011 Planning and developing specifications
2012 Construction/installation of equipment

Discussion of operating cost impact:

Skate park equipment will require a rigorous inspection and repair program.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Develop plans	-	-	-	20,000	-	$ 20,000
	Construction	-	-	-	-	100,000	$ 100,000
Total - Parks & Recreation Department		$ -	$ -	$ -	$ 20,000	$ 100,000	$ 120,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	20,000	-	$ 20,000
Land Acquisition	-	-	-	-	-	
Construction	-	-	-	-	100,000	$ 100,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 20,000	$ 100,000	$ 120,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 4,000	$ 4,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Peabody Park

PROJECT DESCRIPTION

Justification:

The pavilion in Peabody Park was constructed in 1968. 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. Regular maintenance has been performed on the building that has allowed for continued use of the pavilion, but significant accessibility issues and structural concerns dictate a need to upgrade and/or replace this pavilion. This project would include a feasibility study, design and building specifications, and appropriate bid documents in 2011. Renovation and/or construction would take place in 2012.

Discussion of operating cost impact:

Net impact on the 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	2008	2009	2010	2011	2012	Total
Parks & Rec.	Pavilion upgrades:						
	Design services	-	-	-	25,000	-	$ 25,000
	Construction	-	-	-	-	250,000	$ 250,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ 25,000	$ 250,000	$ 275,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-		25,000	-	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	250,000	$ 250,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 25,000	$ 250,000	$ 275,000
Operating Cost Impact	$ -	$ -	$ -		$ 500	$ 500

CITY OF APPLETON 2008 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, 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 all renovations to the pavilion have been completed. The final work on the pavilion includes adjustments to the stage area that improve accessibility and increase the space available for the City Band and other users. This work has been scheduled for 2010.

The development and adoption of the Lutz Park Master Plan in 2004 identified a trail/walkway connection from Lutz Park to Pierce Park. This connection included a trail/walkway from Lutz Drive to Mason Street on the south side of the railroad tracks and also a pedestrian bridge over the railroad tracks that allows for access into Pierce Park. These connections were identified as opportunities to expand access to the river with Pierce Park and its associated neighborhoods. The trail development and pedestrian bridge are scheduled for 2013.

Discussion of operating cost impact:

Proposed improvements will include additional operational costs, particularly the trails and pedestrian bridge that are maintained on a year-round basis.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Stage renovations	-	-	100,000	-	-	$ 100,000
	Trail/bridge	-	-	-	-	-	$ -
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 100,000	$ -	$ -	$ 100,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	7,500	-	-	$ 7,500
Land Acquisition	-	-	-	-	-	$ -
Construction			92,500	-	-	$ 92,500
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 100,000	$ -	$ -	$ 100,000
Operating Cost Impact	$ -	$ -	$ 1,000	$ 1,000	$ 1,000	$ 3,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Providence Park Development

PROJECT DESCRIPTION

Justification:

In 2000, Providence Park, a 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.

Initial development in 2004 included grading and landscaping of the site. Additional landscaping and the installation of playground equipment followed in 2005.

This project includes the final development of walkways and lighting in 2008. The development is scheduled to correspond with the concrete paving of Providence Avenue. A shade structure is scheduled for construction in 2013.

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	2008	2009	2010	2011	2012	Total
Parks & Rec.	Walkways/lighting	45,000	-	-	-	-	$ 45,000
	Shade structure	-	-	-	-	-	$ -
Total - Park Open Space Fund		$ 45,000	$ -	$ -	$ -	$ -	$ 45,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	45,000	-	-	-	-	$ 45,000
Other	-	-	-	-	-	$ -
Total	$ 45,000	$ -	$ -	$ -	$ -	$ 45,000
Operating Cost Impact	$ 500	$ 500	$ 500	$ 500	$ 500	$ 2,500

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Riverfront Initiatives

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. This project request includes funding for the development along the Fox River to address the strategies and objectives of the Riverfront Master Plan and the Riverfront Trail Connection Study.

The plan and study identify opportunities for trail development along the entire river corridor, redevelopment of the old Water Treatment Plant site and the adjacent WE Energies property, and connectivity to the downtown and surrounding neighborhoods through Jones Park. Significant momentum has developed along the Fox River with the development of Vulcan Heritage Park, Fratellos Restaurant, Paper Discovery Center, Trolley Square and the renovations to the four (4) navigational locks in Appleton. The development of a master plan for the Jones Park/WE Energies/old Water Treatment Plant properties was completed in 2006 and provides the direction for future development opportunities.

The demolition of the former water treatment plant is scheduled for completion by the end of 2007. The reacquisition of the WE Energies property is also scheduled to be completed in 2007. The Vulcan Heritage Park to Lutz Park trail was originally budgeted in 2007, but has been rescheduled for development in 2008. The construction of this trail has been moved to 2008 because of delays in securing the trail corridor from Canadian National Railroad and the Appleton Yacht Club. The other components of the riverfront development are noted below.

This CIP request also includes the following elements:

2008 Vulcan Heritage to Lutz Park Trail
2009 Construction of phase I for Jones Park/WE Energies/Water Treatment Plant
2009 Engineering services for Trestle Trail project from FWTP to Trolley Square
2010 Engineering services for phase II of Jones Park/WE Energies/Water Treatment Plant site
2010 Construction of Trestle Trail project
2011 Construction of phase II of Jones Park/WE Energies/Water Treatment Plant site
2011 Engineering services for Trestle Trail project east of Lawe Street
2012 Engineering services for phase III of Jones Park/WE Energies/Water Treatment Plant site
2012 Construction of phase III of Jones Park/WE Energies/Water Treatment Plant site

The development of the individual segments may need to be reprioritized depending on other riverfront development opportunities, funding sources, etc.

Discussion of operating cost impact:

Until a detailed development plan for Jones Park and the riverfront property that currently consists of the old Water Treatment Plant and the WE Energies property has been created, it is difficult to determine the operating cost impact of the improvements. However, it is anticipated additional development will incur additional operational costs such as regular inspections, mowing, lighting, waste collection, maintenance, etc.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Trail Development	$ 750,000	$ -	$ -	$ -	$ -	$ 750,000
	Engineering Svcs	-	40,000	50,000	50,000	50,000	$ 190,000
	Phase I Develop.	-	750,000	-	-	-	$ 750,000
	Phase II Develop.	-	-	-	750,000	-	$ 750,000
	Trestle Develop.	-	-	500,000	-	500,000	$ 1,000,000
Total - Riverfront Initiatives Capital Projects		$ 750,000	$ 790,000	$ 550,000	$ 800,000	$ 550,000	$ 3,440,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	40,000	50,000	50,000	50,000	$ 190,000
Land Acquisition	-	-	-	-	-	$ -
Construction/Demolition	750,000	750,000	500,000	750,000	500,000	$ 3,250,000
Other	-	-	-	-	-	$ -
Total	$ 750,000	$ 790,000	$ 550,000	$ 800,000	$ 550,000	$ 3,440,000
Operating Cost Impact	$ 8,500	$ 8,500	$ 9,000	$ 9,000	$ 9,000	$ 44,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Schaefer Park

PROJECT DESCRIPTION

Justification:

The pavilion in Schaefer Park was constructed over 40 years 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 is reaching the end of its intended useful life. This project would include a feasibility study, design and building specifications, and appropriate bid documents in 2011. Renovation and/or construction would take place in 2012.

Discussion of operating cost impact:

Net impact on the 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	2008	2009	2010	2011	2012	Total
Parks & Rec.	Pavilion upgrades:						
	Design services	-	-	-	25,000	-	$ 25,000
	Construction	-	-	-	-	235,000	$ 235,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ 25,000	$ 235,000	$ 260,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	25,000	-	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	235,000	$ 235,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 25,000	$ 235,000	$ 260,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 500	$ 500

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Southeast Park

PROJECT DESCRIPTION

Justification:

In 1989, the Appleton City Council designated 53 acres in southeast Appleton for a community park. Efforts were made in the late 1990's to purchase the property. Those efforts were not successful because of lack of funding, unwilling seller, lack of grant opportunities, etc. In recent years, the annexation into the City of Appleton of residential development in this area has been sporadic. There are currently residential developments in the Town of Harrison, others in the City of Appleton and still others in the City of Menasha, all intermingled with one another. The inability of the area to be completely annexed into the City of Appleton has made it difficult to justify the financial commitment needed to purchase and develop any parkland for this area.

This capital project request serves as a place holder for a joint purchase and development of a park in the southeast area of Appleton with the Town of Harrison, Calumet County and City of Menasha. There have been no formal discussions related to this project, but the project has been submitted as a mechanism to gain Council support and initiate discussions with the other units of government.

Discussion of operating cost impact:

Will require additional resources for the operation of another park.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Land acquisition/ development	-	-	250,000	-	-	$ 250,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 250,000	$ -	$ -	$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	10,000	-	-	$ 10,000
Land Acquisition	-	-	100,000	-	-	$ 100,000
Construction	-	-	140,000	-	-	$ 140,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 250,000	$ -	$ -	$ 250,000
Operating Cost Impact	$ -	$ -	$ 3,000	$ 3,000	$ 3,000	$ 9,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Summit Park Restroom/Pavilion Building

PROJECT DESCRIPTION

Justification:

Summit Park is a 5.5 acre neighborhood park located east of Mason Street, on the northwest corner of Summit and Lindbergh Streets. In 1975, a neighborhood meeting was held to discuss the development of Summit Park. The park had been left undeveloped for several years and there was considerable input from the neighbors to have the park developed for community use. Based on feedback received from the neighborhood meeting, a master plan was developed and included the following facilities: tennis courts, hard-surface multi-purpose courts (basketball, volleyball, etc.), ball diamond, playground equipment, and open play area.

As noted above, the initial development of the park did not include a restroom/pavilion building. In recent years, the Parks and Recreation Department has received numerous inquiries/requests for restroom facilities at Summit Park. Summit Park is similar in size to other neighborhood parks that include restroom/pavilion buildings. These other similar sized parks include Einstein, Green Meadows, Jaycee, Jones, Kiwanis, Lions, Lutz, and Schaefer. Neighborhood parks that do not have restroom/pavilion buildings include: Arbutus (3.4 acres); Providence (3.3 acres); Veterans (2.0 acres); and Woodland (8.7 acres, adjacent to Horizons School).

A master plan for Summit Park is scheduled to be developed in 2008 to determine future improvements for the park. Based on anticipated public comment, the construction of a restroom/pavilion facility has been scheduled for 2010. This facility will provide additional support and comfort for the patrons of the park and allow for future consideration of recreation programs being scheduled at Summit Park that require restrooms/pavilion (i.e., playground program, etc.).

Discussion of operating cost impact:

Will require additional resources for the operation of a restroom/pavilion facility.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2008	2009	2010	2011	2012	Total
Parks & Rec.	Pavilion/restroom	-	-	200,000	-	-	$ 200,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 200,000	$ -	$ -	$ 200,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	15,000	-	-	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	185,000		-	$ 185,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 200,000	$ -	$ -	$ 200,000
Operating Cost Impact	$ -	$ -	$ 2,000	$ 2,000	$ 2,000	$ 6,000

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Telulah Park Improvements

PROJECT DESCRIPTION

Justification:

A master plan for Telulah Park was adopted by the City Council in 2004. The master plan presents a long range approach to address the many activities currently located in Telulah Park. The plan addresses parking and vehicular access, trails and walkways, the number and location of athletic facilities, the skate park and disc golf course, and development of the river level that was acquired in 1991. Specific components of the development plan may need adjustment as plans for the future use of the Kaukauna Utilities / MI Drilling property materialize and impact the current master plan for Telulah Park (see East River Redevelopment capital project request, page 605).

The first phase of the redevelopment of Telulah Park was completed in 2006 with the reconstruction of the parking lots adjacent to the large pavilion that was renovated in 2004. Additional projects are noted below that continue to address the other components of the master plan. The timing of the projects will need to be flexible to correspond with the anticipated development of the MI site. Any development in Telulah Park needs to be coordinated very closely with the MI site development because the sites are closely related and interconnected.

Project requests are as follows:

2009 Develop plans and specifications for river and upper level development
2010 Upper level development (access to lower level for vehicular and pedestrian traffic, lighting, utility upgrades, etc.)
2011 River level development (trail connection to MI site, picnic areas, lighting, trails, utilities, etc.)

Discussion of operating cost impact:

Additional operational costs will be incurred with additional parking lots. Costs will also 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	2008	2009	2010	2011	2012	Total
Parks & Rec.	Design services	-	30,000	-	-	-	$ 30,000
	Development	-	-	250,000	200,000	-	$ 450,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ 30,000	$ 250,000	$ 200,000	$ -	$ 480,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	30,000	-	-	-	$ 30,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	250,000	200,000	-	$ 450,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 30,000	$ 250,000	$ 200,000	$ -	$ 480,000
Operating Cost Impact	$ -	$ -	$ 2,500	$ 2,500	$ 2,500	$ 7,500

CITY OF APPLETON 2008 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Vosters Park

PROJECT DESCRIPTION

Justification:

This involves the development of a neighborhood park in the Apple Creek Estates subdivision, a residential development area located south of Highway JJ and east of French Road.

The initial development of this park occurred in the latter part of 2006 and included general landscaping, utilities, etc. Funding in 2007 will allow for the installation of playground equipment in accordance with the Master Plan adopted in 2006 by the Council. A pavilion/restroom is scheduled for 2012, with planning to begin in 2011.

Discussion of operating cost impact:

Will require additional resources from Park and Forestry Operations.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2008	2009	2010	2011	2012	Total
Parks & Rec.	Design services	-	-	-	25,000	-	$ 25,000
	Pavilion/restroom	-	-	-	-	225,000	$ 225,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ 25,000	$ 225,000	$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	25,000	-	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	225,000	$ 225,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 25,000	$ 225,000	$ 250,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 2,000	$ 2,000

CITY OF APPLETON 2008 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. In 2003, the Supple Restaurant Group received ownership of the Vulcan Building and developed a restaurant. Parking lot and walkway lighting was completed in 2004 and the installation of walkways and boardwalks was completed in 2005.

The final phase of development for Vulcan Heritage Park as outlined in the master plan includes the development of an open area on the west side of the park. This development includes an open-air shelter with visual access to the water, walkways and signage that connects to the current walkways and connection to the trail segment between Vulcan Heritage Park and Lutz Park. The proposed development also included the re-location of the Vulcan Hydroelectric Replica Building in the park as approved by the Council in 2006. This development activity is scheduled for 2010.

Discussion of operating cost impact:

The development of 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	2008	2009	2010	2011	2012	Total
Parks and Rec.						
Park development	-	-	175,000	-	-	$ 175,000
Total - Parks & Recreation Capital Projects Fund	$ -	$ -	$ 175,000	$ -	$ -	$ 175,000

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	15,000	-	-	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	160,000	-	-	$ 160,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 175,000	$ -	$ -	$ 175,000
Operating Cost Impact	$ -	$ -	$ 1,500	$ 1,500	$ 1,500	$ 4,500