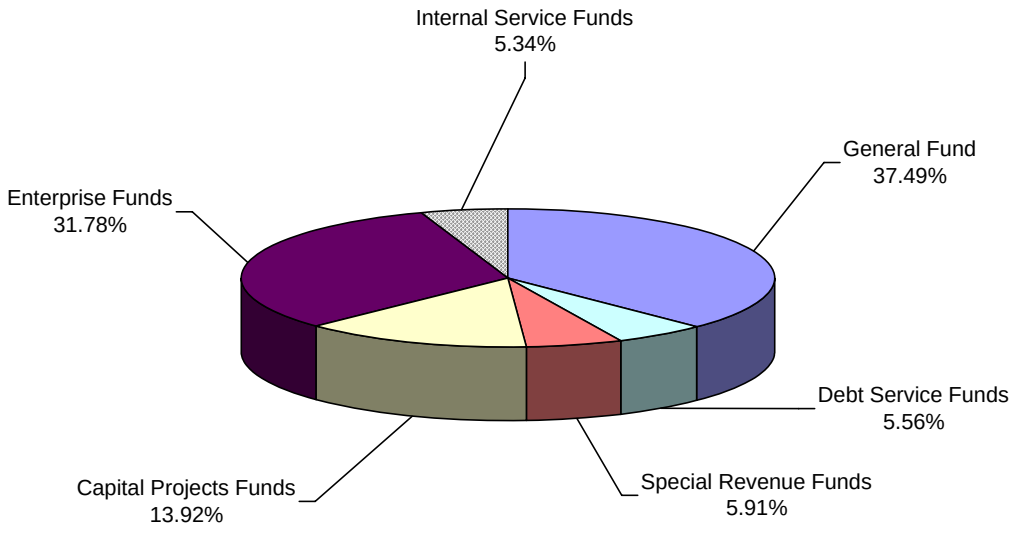
CITY OF APPLETON 2009 BUDGET

EXPENDITURE BY FUND GROUP

$149,438,550



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
Directory of Officials

MAYOR
Timothy M. Hanna

PRESIDENT OF THE COUNCIL
James E. Clemons

COUNCIL MEMBERS

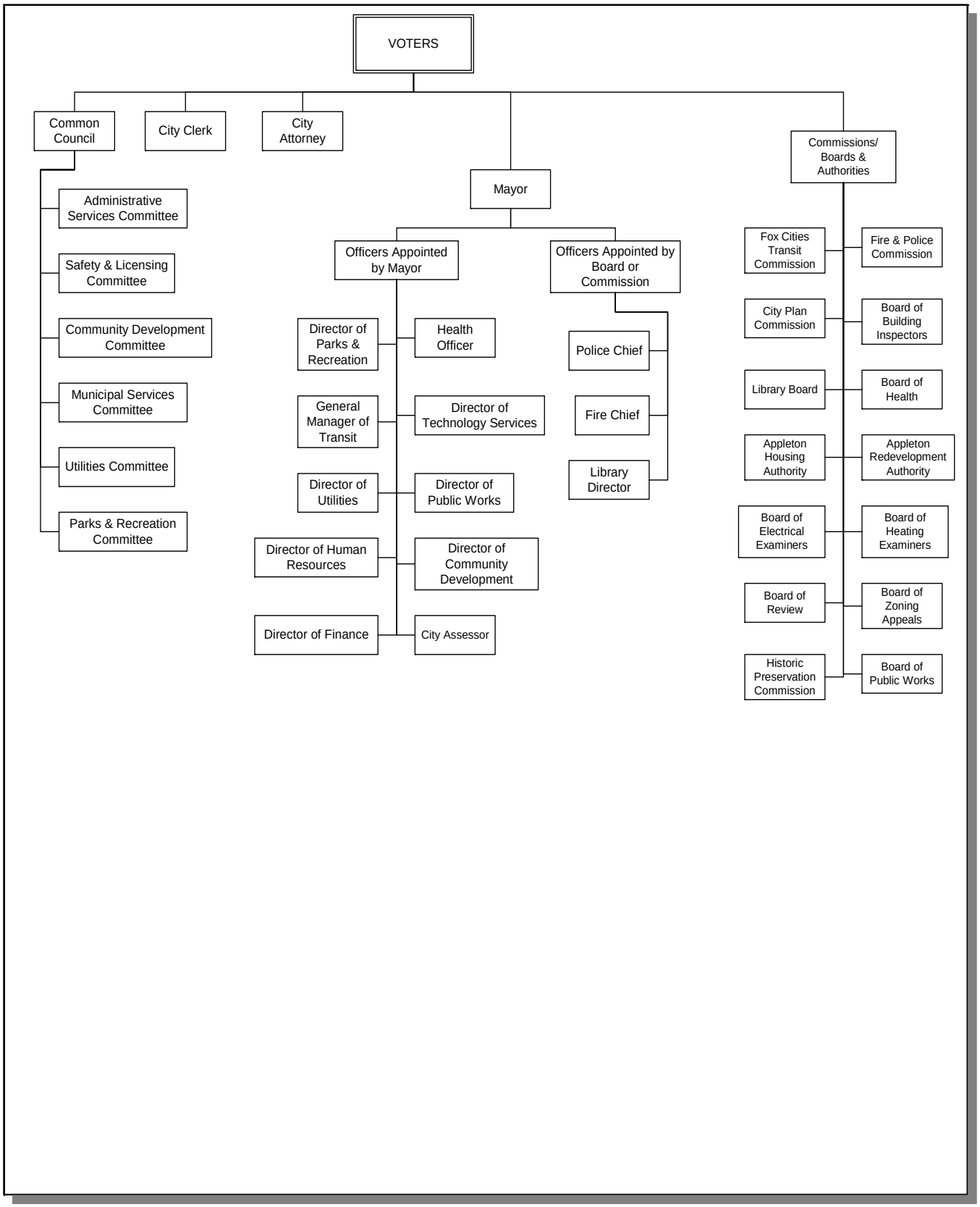
District 1:	Rebecca A. Baron	District 9:	Peter J. Stueck
District 2:	John R. Hill	District 10:	Michael R. Smith
District 3:	Curt J. Konetzke	District 11:	Earl J. Brooker
District 4:	Jeffrey A. Lutz	District 12:	Cathy M. Spears
District 5:	Edward S. Baranowski	District 13:	James E. Clemons
District 6:	Chad M. Van Daalwyk	District 14:	Christopher W. Croatt
District 7:	John R. Mueller	District 15:	Jeffrey M. Jirschele
District 8:	Joseph A. Martin	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	Vacant
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

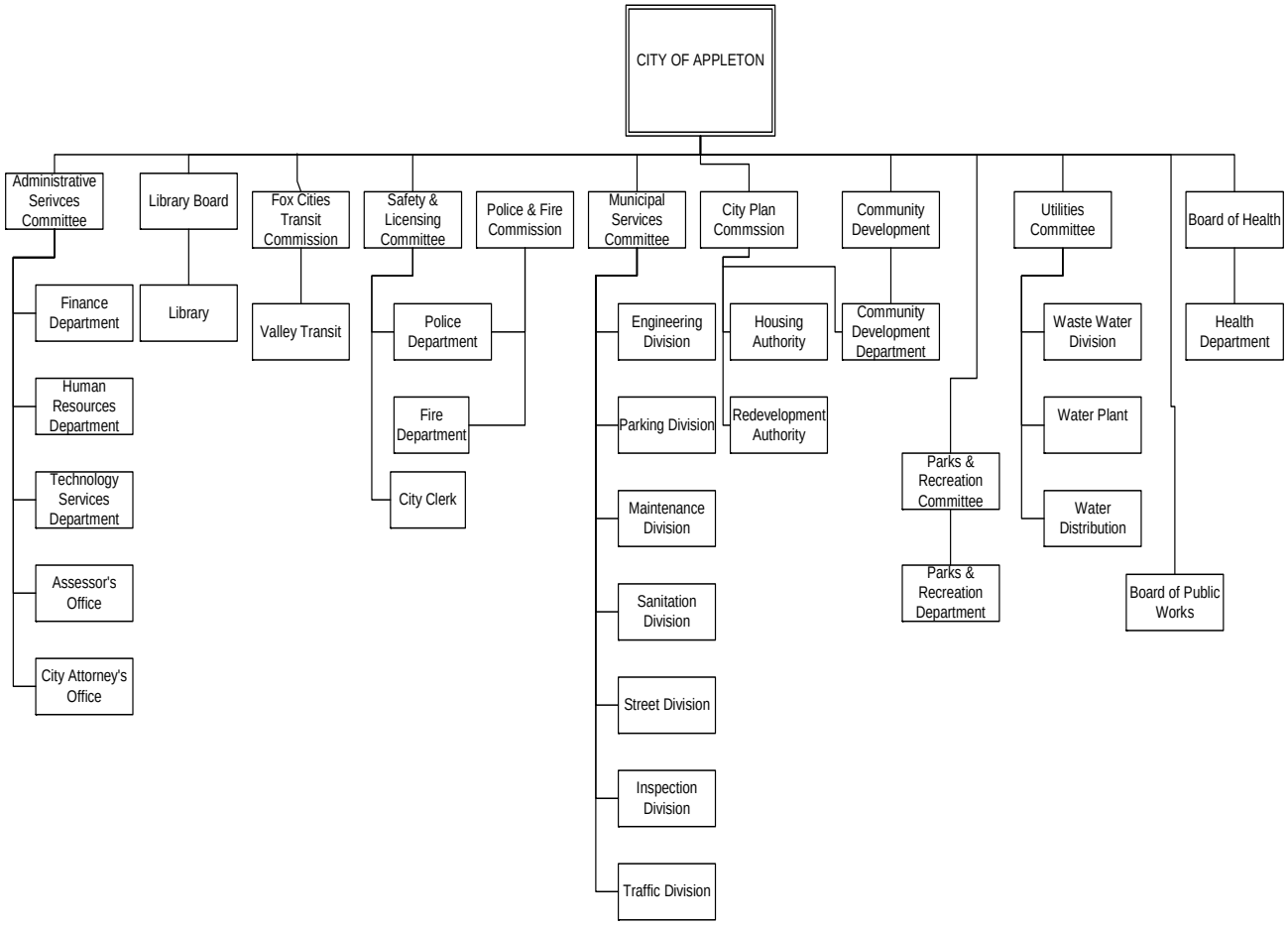
CITY OF APPLETON 2009 BUDGET

Structure by Voters



CITY OF APPLETON 2009 BUDGET

Organizational Structure by Committee



CITY OF APPLETON
2009 BUDGET
STANDING COMMITTEES

ADMINISTRATIVE SERVICES
Edward S. Baranowski (C)
Earl J. Brooker (VC)
James E. Clemons
George W. Holzknecht
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)
Rebecca A. Baron
Jeffrey M. Jirschele
John R. Mueller

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

COMMUNITY DEVELOPMENT
James E. Clemons (C)
Peter J. Stueck (VC)
Rebecca A. Baron
John R. Hill
George W. Holzknecht

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

PARKS AND RECREATION
Michael R. Smith (C)
George W. Holzknecht (VC)
Jeffrey A. Lutz
John R. Mueller
Chad M. Van Daalwyk

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)
Jeffrey A. Lutz
Joseph A. Martin
Cathy M. Spears

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)
Christopher W. Croatt
Jeffrey A. Lutz
Joseph A. Martin

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

CITY OF APPLETON
2009 BUDGET
OTHER COMMITTEES AND BOARDS

APPLETON HOUSING AUTHORITY

Valerie Drier (C)	2009
Sgt. Patrick DeWall (VC)	2008
Judith Lange	2011
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)	2012
Alderperson John Mueller	2009
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 Chris Croatt	2009

Meets at the call of the Chair
* Term of office

LIBRARY BOARD

Terry Bergen	2010
Terry Bergman	2009
Pastor Willis Bloedow	2011
Elizabeth Truesdale-Witek	2011
Kao Moua	2011
Peter Ducklow	2009
Mary Willems	2010
Alderperson John Robin Hill	2009
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 Edward Baranowski (VC)	2008
City Clerk Cynthia Hesse (S)	*
Director of Public Works Paula Vandehey	*
Director of Finance Lisa Maertz	*
City Attorney James Walsh	*
Alderperson James Clemons	2008
Alderperson Jeffrey Jirschele	2008
Alderperson Curt Konetzke	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 –2008

Mayor Timothy Hanna	*
City Clerk Cynthia Hesse	*
Alderperson Earl Brooker	2008
Alderperson Christopher Croatt	2008
Alderperson Peter Stueck	2008
Eleanor Maloney	2008
Linda Marx	2008
James Smith	2008

* Term of office

CITY OF APPLETON
2009 BUDGET
OTHER COMMITTEES AND BOARDS

BOARD OF HEALTH

Doug Nelson, D.D.S. (C)	2009
Daniel Densow (VC)	2010
Mayor Timothy Hanna	*
Alderperson Cathy Spears	2009
Lee Marie Vogel, M.D.	2009
Sally Mielke	2010
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	2010
William Christensen	2010
Charles Fisher	2010
Frank Koroch	2009
Alderperson Christopher Croatt	2009
Inspection Supervisor Kurt Craanen	*
Fire Chief Neil Cameron	*

Meets at the call of the Chair
* Term of office

BOARD OF ZONING APPEALS

Ray Brock	2009
Ken Joosten	2009
Paul McCann	2010
Jack Gillespie	2011
James Smith	2011
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
2009 BUDGET
COMMISSIONS

HISTORIC PRESERVATION COMMISSION

Thomas Werth (C)	2009
Peter Peregrine (VC)	2010
Laura Leimer	2010
Mathew Carpenter	2009
George Mattheis	2011
Linda Muldoon	2011
Mayor Timothy Hanna	*
Alderperson Michael Smith	2009
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
Michael Potter	2009
Alderman Joseph Martin	2009
Kathleen Plank	2010
Brian Gleason	2011
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 Joseph Martin	2008
Alderperson Chad Van Daalwyk	2009
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	2013

Meets at the call of the Chair

CITY OF APPLETON 2009 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2008 TAX, COLLECTIBLE IN 2009

District	Outagamie	Calumet	Winnebago	Total
City	$ 29,155,932	$ 4,478,665	$ 515,483	$ 34,150,080
WTCS	6,259,337	961,502	110,666	7,331,505
School - Appleton	29,374,869	4,420,169	105,583	33,900,621
School - Menasha	102	-	454,381	454,483
Schools - Freedom	403,767	-	-	403,767
Schools - Hortonville	100	-	-	100
School - Kimberly	-	174,107	-	174,107
County	16,018,302	2,338,318	358,115	18,714,735
State	679,537	108,677	11,272	799,486
TIF's # 2 - 7	6,200,741	1,553,974	15,355	7,770,070
TOTAL TAX	$ 88,092,687	$ 14,035,412	$ 1,570,855	$103,698,954
Less State Credits	5,369,217	875,373	107,282	6,351,872
NET TAX LEVY	$ 82,723,470	$ 13,160,039	$ 1,463,573	$ 97,347,082

CITY DISTRIBUTION:	Equalized Value w/o TID	Percent	City Tax
Outagamie County	3,720,198,000	85.38%	29,155,932
Calumet County	571,462,500	13.12%	4,478,665
Winnebago County	65,773,900	1.51%	515,483
TOTAL	$ 4,357,434,400	100.00%	$ 34,150,080

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 2009 BUDGET
ASSESSED TAX RATES

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2007 Tax Rate (2008 Budget)	Assessed 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.9258	$ 7.9594	$ 0.0336	0.42%
Public Schools	7.9572	8.1328	0.1756	2.21%
Technical College	1.6860	1.7088	0.0228	1.35%
County	4.3270	4.3729	0.0459	1.06%
State	0.1714	0.1724	0.0010	0.58%
GROSS TAX RATE	22.0674	22.3463	0.2789	1.26%
Less State Credits	1.2822	1.3618	0.0796	6.21%
NET TAX RATE	**$ 20.7852**	**$ 20.9845**	**$ 0.1993**	0.96%

Outagamie County/ Menasha School Dist.	Assessed 2007 Tax Rate (2008 Budget)	Assessed 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.9258	$ 7.9594	$ 0.0336	0.42%
Public Schools	8.3319	8.7750	0.4431	5.32%
Technical College	1.6860	1.7088	0.0228	1.35%
County	4.3270	4.3729	0.0459	1.06%
State	0.1714	0.1724	0.0010	0.58%
GROSS TAX RATE	22.4421	22.9885	0.5464	2.43%
State Credits	1.2822	1.3618	0.0796	6.21%
NET TAX RATE	**$ 21.1599**	**$ 21.6267**	**$ 0.4668**	2.21%

Outagamie County/ Freedom School Dist.	Assessed 2007 Tax Rate (2008 Budget)	Assessed 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.9258	$ 7.9594	$ 0.0336	0.42%
Public Schools	8.1868	7.8969	(0.2899)	-3.54%
Technical College	1.6860	1.7088	0.0228	1.35%
County	4.3270	4.3729	0.0459	1.06%
State	0.1714	0.1724	0.0010	0.58%
GROSS TAX RATE	22.2970	22.1104	(0.1866)	-0.84%
State Credits	1.2822	1.3618	0.0796	6.21%
NET TAX RATE	**$ 21.0148**	**$ 20.7486**	**$ (0.2662)**	-1.27%

Outagamie County/ Hortonville School Dist	Assessed 2007 Tax Rate (2008 Budget)	Assessed 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ -	$ 7.9594	$ 7.9594	N/A
Public Schools	-	8.2246	8.2246	N/A
Technical College	-	1.7088	1.7088	N/A
County	-	4.3729	4.3729	N/A
State	-	0.1724	0.1724	N/A
GROSS TAX RATE	-	22.4381	22.4381	N/A
State Credits	-	1.3618	1.3618	N/A
NET TAX RATE	**$ -**	**$ 21.0763**	**$ 21.0763**	N/A

CITY OF APPLETON 2009 BUDGET
ASSESSED TAX RATES

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2007 Tax Rate (2008 Budget)	Assessed 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.9602	$ 7.9143	$ (0.0459)	-0.58%
Public Schools	7.9918	8.0866	0.0948	1.19%
Technical College	1.6933	1.6991	0.0058	0.34%
County	4.1128	4.1321	0.0193	0.47%
State	0.1721	0.1714	(0.0007)	-0.41%
GROSS TAX RATE	21.9302	22.0035	0.0733	0.33%
State Credits	1.2917	1.3804	0.0887	6.87%
NET TAX RATE	**$ 20.6385**	**$ 20.6231**	**$ (0.0154)**	-0.07%

Calumet County/ Kimberly School Dist.	Assessed 2007 Tax Rate (2008 Budget)	Assessed 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.9602	$ 7.9143	$ (0.0459)	-0.58%
Public Schools	9.3825	9.0233	(0.3592)	-3.83%
Technical College	1.6933	1.6991	0.0058	0.34%
County	4.1128	4.1321	0.0193	0.47%
State	0.1721	0.1714	(0.0007)	-0.41%
GROSS TAX RATE	23.3209	22.9402	(0.3807)	-1.63%
State Credits	1.2917	1.3804	0.0887	6.87%
NET TAX RATE	**$ 22.0292**	**$ 21.5598**	**$ (0.4694)**	-2.13%

CITY OF APPLETON 2009 BUDGET
ASSESSED TAX RATES

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2007 Tax Rate (2008 Budget)	Assessed 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 8.2586	$ 7.9959	$ (0.2627)	-3.18%
Public Schools	8.2914	8.1701	(0.1213)	-1.46%
Technical College	1.7568	1.7166	(0.0402)	-2.29%
County	5.7263	5.5549	(0.1714)	-2.99%
State	0.1786	0.1731	(0.0055)	-3.08%
GROSS TAX RATE	24.2117	23.6106	(0.6011)	-2.48%
State Credits	1.6268	1.6479	0.0211	1.30%
NET TAX RATE	**$ 22.5849**	**$ 21.9627**	**$ (0.6222)**	-2.75%

Winnebago County/ Menasha School Dist.	Assessed 2007 Tax Rate (2008 Budget)	Assessed 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 8.2586	$ 7.9959	$ (0.2627)	-3.18%
Public Schools	8.6802	8.8152	0.1350	1.56%
Technical College	1.7568	1.7166	(0.0402)	-2.29%
County	5.7263	5.5549	(0.1714)	-2.99%
State	0.1786	0.1731	(0.0055)	-3.08%
GROSS TAX RATE	24.6005	24.2557	(0.3448)	-1.40%
State Credits	1.6268	1.6479	0.0211	1.30%
NET TAX RATE	**$ 22.9737**	**$ 22.6078**	**$ (0.3659)**	-1.59%

CITY OF APPLETON 2009 BUDGET
EQUALIZED TAX RATES

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2007 Tax Rate (2008 Budget)	Equalized 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.8487	$ 7.8372	$ (0.0115)	-0.15%
Public Schools	7.8798	8.0079	0.1281	1.63%
Technical College	1.6696	1.6825	0.0129	0.77%
County	4.2849	4.3058	0.0209	0.49%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	21.8527	22.0031	0.1504	0.69%
Less State Credits	1.2697	1.3409	0.0712	5.61%
NET TAX RATE	**$ 20.5830**	**$ 20.6622**	**$ 0.0792**	0.38%

Outagamie County/ Menasha School Dist.	Equalized 2007 Tax Rate (2008 Budget)	Equalized 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.8487	$ 7.8372	$ (0.0115)	-0.15%
Public Schools	8.2492	8.6402	0.3910	4.74%
Technical College	1.6696	1.6825	0.0129	0.77%
County	4.2849	4.3058	0.0209	0.49%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	22.2221	22.6354	0.4133	1.86%
State Credits	1.2697	1.3409	0.0712	5.61%
NET TAX RATE	**$ 20.9524**	**$ 21.2945**	**$ 0.3421**	1.63%

Outagamie County/ Freedom School Dist.	Equalized 2007 Tax Rate (2008 Budget)	Equalized 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.8487	$ 7.8372	$ (0.0115)	-0.15%
Public Schools	8.1054	7.7755	(0.3299)	-4.07%
Technical College	1.6696	1.6825	0.0129	0.77%
County	4.2849	4.3058	0.0209	0.49%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	22.0783	21.7707	(0.3076)	-1.39%
State Credits	1.2697	1.3409	0.0712	5.61%
NET TAX RATE	**$ 20.8086**	**$ 20.4298**	**$ (0.3788)**	-1.82%

Outagamie County/ Hortonville School Dist.	Equalized 2007 Tax Rate (2008 Budget)	Equalized 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ -	$ 7.8372	$ 7.8372	N/A
Public Schools	-	8.0985	8.0985	N/A
Technical College	-	1.6825	1.6825	N/A
County	-	4.3058	4.3058	N/A
State	-	0.1697	0.1697	N/A
GROSS TAX RATE	-	22.0937	22.0937	N/A
State Credits	-	1.3409	1.3409	N/A
NET TAX RATE	**$ -**	**$ 20.7528**	**$ 20.7528**	N/A

CITY OF APPLETON 2009 BUDGET
EQUALIZED TAX RATES

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2007 Tax Rate (2008 Budget)	Equalized 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.8487	$ 7.8372	$ (0.0115)	-0.15%
Public Schools	7.8798	8.0079	0.1281	1.63%
Technical College	1.6696	1.6825	0.0129	0.77%
County	4.0552	4.0918	0.0366	0.90%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	21.6230	21.7891	0.1661	0.77%
State Credits	1.2736	1.3669	0.0933	7.33%
NET TAX RATE	**$ 20.3494**	**$ 20.4222**	**$ 0.0728**	0.36%

Calumet County/ Kimberly School Dist.	Equalized 2007 Tax Rate (2008 Budget)	Equalized 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.8487	$ 7.8372	$ (0.0115)	-0.15%
Public Schools	9.2510	8.9354	(0.3156)	-3.41%
Technical College	1.6696	1.6825	0.0129	0.77%
County	4.0552	4.0918	0.0366	0.90%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	22.9942	22.7166	(0.2776)	-1.21%
State Credits	1.2736	1.3669	0.0933	7.33%
NET TAX RATE	**$ 21.7206**	**$ 21.3497**	**$ (0.3709)**	-1.71%

CITY OF APPLETON 2009 BUDGET
EQUALIZED TAX RATES

WINNEBAGO COUNTY

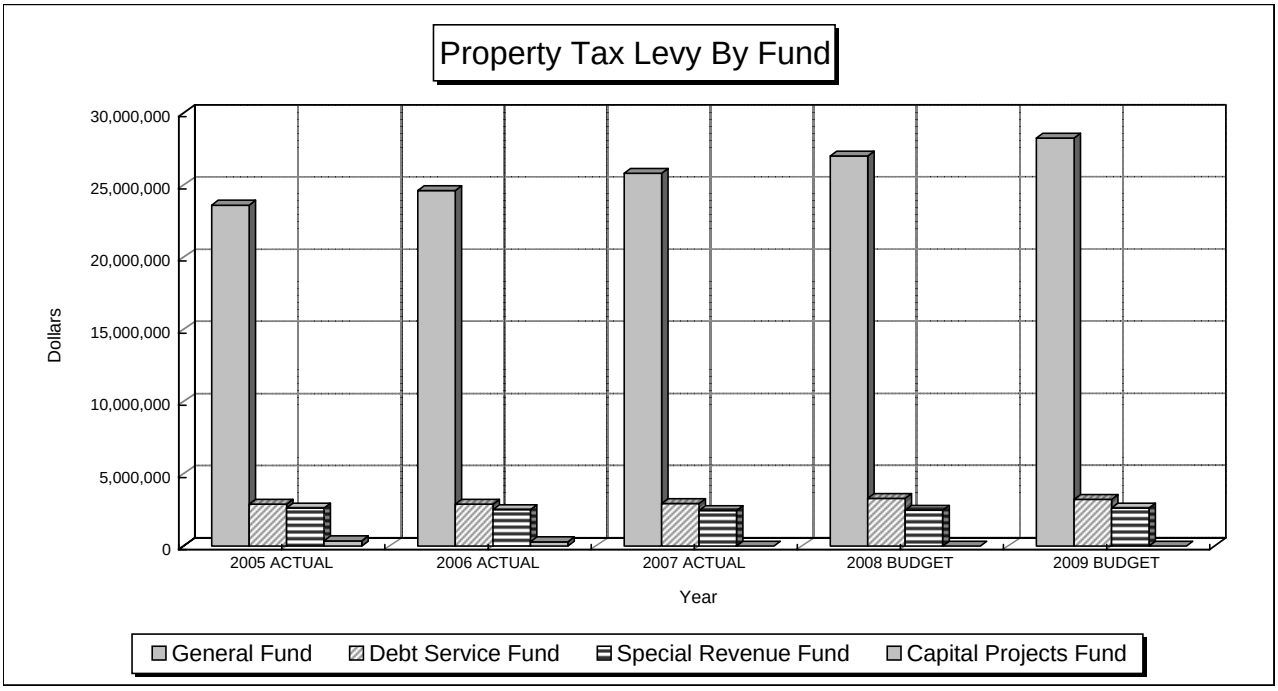
Winnebago County/ Appleton School District	Equalized 2007 Tax Rate (2008 Budget)	Equalized 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.8487	$ 7.8372	$ (0.0115)	-0.15%
Public Schools	7.8798	8.0079	0.1281	1.63%
Technical College	1.6696	1.6825	0.0129	0.77%
County	5.4421	5.4446	0.0025	0.05%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.0099	23.1419	0.1320	0.57%
State Credits	1.5460	1.6151	0.0691	4.47%
NET TAX RATE	**$ 21.4639**	**$ 21.5268**	**$ 0.0629**	0.29%

Winnebago County/ Menasha School District	Equalized 2007 Tax Rate (2008 Budget)	Equalized 2008 Tax Rate (2009 Budget)	Increase (Decrease)	Percent Change
City	$ 7.8487	$ 7.8372	$ (0.0115)	-0.15%
Public Schools	8.2492	8.6402	0.3910	4.74%
Technical College	1.6696	1.6825	0.0129	0.77%
County	5.4421	5.4446	0.0025	0.05%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.3793	23.7742	0.3949	1.69%
State Credits	1.5460	1.6151	0.0691	4.47%
NET TAX RATE	**$ 21.8333**	**$ 22.1591**	**$ 0.3258**	1.49%

CITY OF APPLETON 2009 BUDGET
SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES [1]	2005 ACTUAL	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2009 BUDGET
General Fund	$ 23,626,615	$ 24,624,866	$ 25,839,080	$ 27,022,848	$ 28,262,192
Debt Service Funds	2,903,025	2,897,879	2,953,457	3,303,443	3,240,038
Special Revenue Funds					
Sanitation & Recycling	2,619,536	2,518,357	2,450,000	2,463,700	2,620,000
Forestry Fund	17,900	17,900	17,850	17,850	17,850
Safe Routes to Schools	-	-	-	-	10,000
Total Special Revenue Funds	2,637,436	2,536,257	2,467,850	2,481,550	2,647,850
Capital Project Funds					
Subdivision Development	365,731	300,000	-	-	-
TOTAL PROPERTY TAX LEVY:	**$ 29,532,807**	**$ 30,359,002**	**$ 31,260,387**	**$ 32,807,841**	**$ 34,150,080**

[1] Excludes tax increment district revenues.



CITY OF APPLETON 2009 BUDGET

COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 PROJECTED	2009 BUDGET
General Fund	$ 51,608,129	$ 53,897,539	$ 54,456,067	$ 53,332,839	$ 56,020,143
Debt Service Funds	11,301,746	8,984,453	7,714,030	7,714,030	8,178,066
Special Revenue Funds					
Tax Increment District #1	1,810,692	1,882,645	2,003,851	2,003,851	-
Tax Increment District #2	187,600	206,152	266,727	269,386	283,065
Tax Increment District #3	2,101,638	2,172,231	2,187,123	2,216,928	2,342,286
Tax Increment District #4	3,152,683	3,304,514	3,835,491	3,929,624	4,789,270
Sanitation & Recycling	3,251,543	3,194,970	3,185,700	3,305,700	3,195,300
Hazardous Materials Level A	161,119	116,898	102,601	118,587	97,601
Police Grants	-	-	20,000	64,584	-
Health Services Grants	598,161	556,010	478,336	351,105	348,545
Forestry Fund	26,083	20,863	25,000	24,500	24,306
Housing & Community Development Grants	1,773,378	1,492,452	1,326,889	1,756,347	1,303,922
Room Tax Administration	303,514	319,414	305,000	305,000	305,000
Union Spring Park	163	162	175	100	70
Tuchscherer Disability Fund	3,911	4,944	4,000	4,000	2,500
Peabody Estate Trust	4,494	6,171	4,800	3,200	3,200
Balliet Locomotive	437	599	470	300	300
Lutz Park Trust	44,559	190,057	177,508	286,776	135,267
Park Open Space	46,490	21,655	48,300	41,000	31,000
City Park Project	-	5,008	-	100	100
Universal Playground	1,053	1,437	1,100	750	750
Safe Routes to Schols	-	-	-	-	121,426
Total Special Revenue Funds	13,467,518	13,496,182	13,973,071	14,681,838	12,983,908
Capital Projects Funds					
Subdivision Development	2,032,386	1,422,558	1,456,370	1,720,544	1,781,915
Parks & Recreation Projects	21,667	352,010	20,748	140,000	-
City Center	95,610	15,267	-	-	-
Tax Increment District #5	113,433	144,544	147,031	154,043	166,513
Tax Increment District #6	1,571,828	1,747,279	2,034,265	1,998,846	2,045,722
Tax Increment District #7	-	20,736	-	750	74,454
Tax Increment District #8	-	-	-	-	34,761
Technology	44	18,707	175,000	175,000	194,974
Public Works	5,733	402,740	5,935	23,622	154,100
Industrial Park Land	398,886	165,841	180,800	155,800	106,240
Equipment Replacement	1,560,104	1,611,379	1,727,337	1,673,937	2,028,961
Community Development Projects	2,630	313,081	2,522	10,000	4,719
LMI Project	199,440	130,309	-	-	-
Public Safety	76,630	75,586	9,001	5,878	20,000
Library	-	14,984	-	1,070	-
Facilities	-	-	10,000	4,942,881	75,000
Total Capital Projects Fund	6,078,391	6,435,021	5,769,009	11,002,371	6,687,359
Enterprise Funds					
Water Utility	14,960,680	18,663,110	18,505,915	19,223,651	20,339,083
Wastewater Utility	10,407,561	11,436,961	10,162,383	10,603,090	10,817,979
Stormwater Utility	6,233,920	6,918,547	6,606,500	6,745,065	6,753,775
Parking Utility	2,402,986	2,410,809	2,424,100	2,343,000	2,422,200
Golf Course	519,147	1,035,188	542,810	555,400	560,645
Valley Transit	6,256,600	6,772,074	7,267,335	7,447,335	8,165,202
Total Enterprise Funds	40,780,894	47,236,689	45,509,043	46,917,541	49,058,884
Internal Service Funds					
Facilities & Construction Management	-	2,100,971	2,120,420	2,120,420	2,160,887
Central Equipment Agency	2,366,385	2,637,044	2,626,950	2,629,450	2,978,174
Insurance	867,927	942,141	687,921	687,921	860,182
Total Internal Service Funds	3,234,312	5,680,156	5,435,291	5,437,791	5,999,243
Trust Funds					
Frank P. Young Memorial	1,294	16,280	16,235	1,235	800
Total Trust Funds	1,294	16,280	16,235	1,235	800
TOTAL REVENUES:	**$ 126,472,284**	**$ 135,746,320**	**$ 132,872,746**	**$ 139,087,645**	**$ 138,928,403**

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2009 BUDGET

COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 PROJECTED	2009 BUDGET
General Fund	$ 49,786,342	$ 52,385,645	$ 54,456,067	$ 59,574,903	$ 56,020,143
Debt Service Funds	11,320,690	9,002,071	7,814,030	7,814,030	8,308,066
Special Revenue Funds					
Tax Increment District #1	2,003,282	237,165	5,400	(9,214)	-
Tax Increment District #2	138,238	96,597	101,067	101,067	89,832
Tax Increment District #3	2,028,108	2,657,924	2,251,612	2,251,612	2,272,033
Tax Increment District #4	4,195,067	1,532,470	1,744,032	1,834,032	775,087
Sanitation & Recycling	3,094,984	3,190,500	3,327,695	3,518,195	3,311,893
Hazardous Materials Level A	131,247	119,997	85,601	107,087	85,601
Police Grants	5,065	-	20,000	64,584	-
Health Services Grants	598,161	556,010	478,336	351,105	348,545
Forestry Fund	26,437	19,569	25,000	25,000	25,000
Housing & Community Development Grants	1,755,297	1,556,991	1,326,889	1,770,180	1,303,922
Room Tax Administration	293,608	312,993	305,000	305,000	305,000
Union Spring Park	-	1,355	500	500	1,869
Tuchscherer Disability Fund	6,391	6,392	6,391	6,391	6,391
Peabody Estate Trust	-	-	-	-	-
Balliet Locomotive	-	-	300	300	300
Lutz Park Trust	7,858	376,870	-	721,115	75,000
Park Open Space	138,167	10,735	45,000	45,000	107,000
City Park Project	-	-	-	-	500
Universal Playground Trust	531	-	2,000	2,000	3,000
Safe Routes to Schools	-	-	-	-	121,426
Total Special Revenue Funds	14,422,441	10,675,568	9,724,823	11,093,954	8,832,399
Capital Projects Funds					
Subdivision Development	1,726,072	2,053,092	2,090,750	2,050,000	2,295,713
Parks & Recreation Projects	596,541	748,997	1,255,000	2,757,320	-
City Center	195,323	43,587	-	-	-
Tax Increment District #5	101,981	103,482	188,703	188,703	161,985
Tax Increment District #6	4,007,308	3,453,686	3,475,155	3,482,453	3,917,454
Tax Increment District #7	-	-	447,000	-	124,454
Tax Increment District #8	-	-	-	-	34,761
Public Works	510,411	620,387	440,582	1,734,725	5,100,530
Technology	273,356	396,790	685,000	806,714	533,500
Industrial Park Land	852,553	211,879	696,271	947,135	243,419
Equipment Replacement	2,017,730	2,506,099	1,920,773	1,920,773	2,134,265
Community Development Projects	-	-	1,175,000	375,000	-
LMI Project	1,129,216	286,095	-	-	-
Public Safety	1,441,934	682,470	757,500	1,856,844	347,500
Library	-	167,625	25,000	122,875	-
Facilities	-	-	6,144,360	7,264,691	5,914,167
Total Capital Projects Fund	12,852,425	11,274,189	19,301,094	23,507,233	20,807,748
Enterprise Funds					
Water Utility	14,797,730	15,539,650	16,972,991	16,805,620	18,115,169
Wastewater Utility	10,515,556	10,977,326	11,061,716	10,855,478	11,716,985
Stormwater Utility	4,689,486	5,008,043	4,960,530	5,159,788	5,580,739
Parking Utility	2,768,120	2,797,766	2,914,612	2,937,077	3,064,987
Golf Course	593,659	625,906	588,296	588,296	571,733
Valley Transit	6,854,026	7,337,488	7,635,712	7,815,712	8,443,306
Total Enterprise Funds	40,218,577	42,286,179	44,133,857	44,161,971	47,492,919
Internal Service Funds					
Facilities & Construction Management	-	2,100,971	2,120,420	2,120,420	2,160,887
Central Equipment Agency	3,900,837	4,157,131	4,251,950	4,253,204	4,742,072
Insurance	1,145,704	1,110,642	901,505	901,505	1,073,766
Total Internal Service Funds	5,046,541	7,368,744	7,273,875	7,275,129	7,976,725
Trust Funds					
Frank P. Young Memorial	1,000	550	588	588	550
Total Trust Funds	1,000	550	588	588	550
TOTAL EXPENDITURES:	**$ 133,648,016**	**$ 132,992,946**	**$ 142,704,334**	**$ 153,427,808**	**$ 149,438,550**

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 2009 BUDGET

COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 PROJECTED	2009 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	31,618,081 *	33,439,868	34,951,762	34,951,762	28,709,698
Property Taxes	24,624,866	25,838,936	27,022,848	27,022,848	28,262,192
Other Revenue	26,983,263	28,058,603	27,433,219	26,309,991	27,757,951
Expenditures	49,786,342	52,385,645	54,456,067	59,574,903	56,020,143
FUND BALANCE - Ending (Dec. 31)	33,439,868	34,951,762	34,951,762	28,709,698	28,709,698
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	69,933	54,875	61,582	61,582	51,582
Property Taxes	2,897,879	2,953,457	3,303,443	3,303,443	3,240,038
Proceeds of Debt	3,886	24,325	90,000	90,000	90,000
Other Revenue	8,403,867	6,030,996	4,410,587	4,410,587	4,938,028
Expenditures	11,320,690	9,002,071	7,814,030	7,814,030	8,308,066
FUND BALANCE - Ending (Dec. 31)	54,875	61,582	51,582	51,582	11,582
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	12,881,391	11,284,744	11,607,646	11,607,646	10,299,044
Property Taxes	1,605,207	1,618,148	1,657,758	1,657,758	1,792,626
Proceeds of Debt	5,177,387	5,162,070	11,728,362	11,196,260	7,490,354
Other Revenue	4,473,184	4,816,873	4,111,251	9,344,613	4,894,733
Expenditures	12,852,425	11,274,189	19,301,094	23,507,233	20,807,748
FUND BALANCE - Ending (Dec. 31)	11,284,744	11,607,646	9,803,923	10,299,044	3,669,009
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	(9,116,589) *	(10,071,512)	(7,250,898)	(7,250,898)	(3,663,014)
Property Taxes	7,715,781	8,335,109	9,350,203	9,411,016	8,589,633
Other Revenue	5,751,737	5,161,073	4,622,868	5,270,822	4,394,275
Expenditures	14,422,441	10,675,568	9,724,823	11,093,954	8,832,399
FUND BALANCE - Ending (Dec. 31)	(10,071,512)	(7,250,898)	(3,002,650)	(3,663,014)	488,495
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	192,315,186	196,746,602 *	204,512,184	204,512,184	208,240,955
Property Taxes	-	-	-	-	-
Other Revenue	40,780,894	47,236,689	45,509,043	46,917,541	49,058,884
Contributed Capital	4,545,274	2,815,072	941,342	973,201	164,128
Expenditures	40,218,577	42,286,179	44,133,857	44,161,971	47,492,919
FUND BALANCE - Ending (Dec. 31)	197,422,777	204,512,184	206,828,712	208,240,955	209,971,048
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	11,534,338	11,604,923	12,472,030	12,472,030	12,540,415
Property Taxes	-	-	-	-	-
Other Revenue	3,234,312	5,680,156	5,435,291	5,437,791	5,999,243
Contributed Capital	1,882,814	2,555,695	1,905,723	1,905,723	2,236,265
Expenditures	5,046,541	7,368,744	7,273,875	7,275,129	7,976,725
FUND BALANCE - Ending (Dec. 31)	11,604,923	12,472,030	12,539,169	12,540,415	12,799,198
FIDUCIARY FUNDS					
FUND BALANCE - Beginning (Jan. 1)	16,070	16,364	32,094	32,094	32,741
Property Taxes	-	-	-	-	-
Other Revenue	1,294	16,280	16,235	1,235	800
Expenditures	1,000	550	588	588	550
FUND BALANCE - Ending (Dec. 31)	16,364	32,094	47,741	32,741	32,991
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	239,318,410 *	243,075,864	256,386,400	256,386,400	256,211,421
Property Taxes	36,843,733	38,745,650	41,334,252	41,395,065	41,884,489
Proceeds of Debt	5,181,273	5,186,395	11,818,362	11,286,260	7,580,354
Contributed Capital	6,428,088	5,370,767	2,847,065	2,878,924	2,400,393
Other Revenue	89,628,551	97,000,670	91,538,494	97,692,580	97,043,914
Expenditures	133,648,016	132,992,946	142,704,334	153,427,808	149,438,550
FUND BALANCE - Ending (Dec. 31)	243,752,039	256,386,400	261,220,239	256,211,421	255,682,021

* Beginning balance as restated

CITY OF APPLETON 2009 BUDGET

COMBINED SUMMARY OF REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2009 BUDGET
Property Tax	36,843,733	38,745,650	41,334,252	41,884,489
Other Tax	790,509	989,071	804,600	779,885
Intergovernmental	24,236,654	24,676,568	24,285,598	25,298,126
Licenses & Permits	980,953	936,690	829,066	969,070
Special Assessments	2,667,676	2,096,649	2,378,480	2,565,000
Charges for Service	37,999,752	44,327,699	44,536,414	47,858,394
Interest Income	6,043,081	8,983,905	6,557,989	6,091,227
Fines & Forfeitures	880,354	921,111	888,000	906,000
Other Revenues	4,586,267	4,108,669	3,885,241	4,345,306
Interfund Transfers	11,443,305	9,960,308	7,373,106	8,230,906
TOTAL REVENUES	**$ 126,472,284**	**$ 135,746,320**	**$ 132,872,746**	**$ 138,928,403**

COMBINED SUMMARY OF EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2009 BUDGET
Personnel	49,397,446	51,286,262	54,097,840	54,911,265
Administrative [1]	46,863,854	41,718,245	38,499,940	42,067,424
Supplies & Materials	6,738,575	6,969,160	7,743,013	7,857,729
Purchased Services	8,458,417	8,032,393	9,051,028	9,204,850
Utilities	6,510,856	6,872,252	7,085,727	7,626,586
Repair & Maintenance	4,825,911	7,081,272	7,760,207	8,204,755
Capital Expense [2]	10,852,957	11,033,362	18,466,579	19,565,941
TOTAL EXPENSE	**$ 133,648,016**	**$ 132,992,946**	**$ 142,704,334**	**$ 149,438,550**

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 2009:

05/05/08	The Mayor requests a budget proposal from each department and Finance department staff distributes budget forms and other materials to departments. Departments are required to develop an operating budget which represents full funding of all of the department's existing programs. Any proposed changes to programs, either additions or deletions and including all staff changes, changes in service levels, equipment acquisitions, etc. are required to be submitted separately from the operating budget request. Any capital project proposals are also required to be made separately from the operating budget.
6/06/08 - 9/2/08	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 review their budget requests. Decisions are made on operating budget adjustments, program additions and deletions, and capital projects.
9/2/08 - 10/01/08	The Mayor and Finance Department staff assemble the Budget and Service Plan for submission to the Common Council. Copies of the document are made available for public review.
10/25/08	The Council's Administrative Services Committee reviews the Budget and Service Plan in hearing with the Mayor and staff, and recommends a budget to the Council.
11/05/08	A public hearing is held to seek property owner input prior to Council acceptance of the budget.
11/12/08	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 Administrative Services 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 Administrative Services 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 Administrative Services 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 – 2008 tax roll:

Lien date and levy date	December, 2008
Tax bills mailed	December, 2008
Payment in full or 1st installment due	February 2, 2009
2nd installment due	March 31, 2009
3rd installment due	June 1, 2009
4th installment due	July 31, 2009

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 Administrative Services 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 $32 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 2009 rate requirements for the Wisconsin Retirement System employees are as follows:

	General	Police	Fire	Elected
Employee Contribution	5.9%	5.0%	3.2%	3.0%
City Contribution	4.5%	11.7%	14.2%	8.5%
Total	10.4%	16.7%	17.4%	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 44 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
2009 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
2009 BUDGET
DEMOGRAPHIC AND ECONOMIC INFORMATION

Per Return Adjusted Gross Income

	State of Wisconsin	Outagamie County	Calumet County	Winnebago County	City of Appleton
2007	N/A	N/A	N/A	N/A	N/A
2006	48,107	48,357	51,808	43,323	48,635
2005	45,357	45,622	50,530	45,336	46,167
2004	43,512	44,753	51,239	51,605	45,631
2003	42,474	44,027	45,709	42,904	43,972

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, 2008	4.8	%	4.5	%	4.6	%	5.9	%
July, 2007	4.8		4.6		4.6		6.0	
Average, 2007	4.9	%	4.7	%	4.7	%	5.9	%
Average, 2006	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	

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

Building Permits - City of Appleton

Year	Valuation	
2008	$ 6,304,837	*
2007	90,504,161	
2006	95,609,482	
2005	126,826,416	
2004	69,974,898	

**As of September 10, 2008*

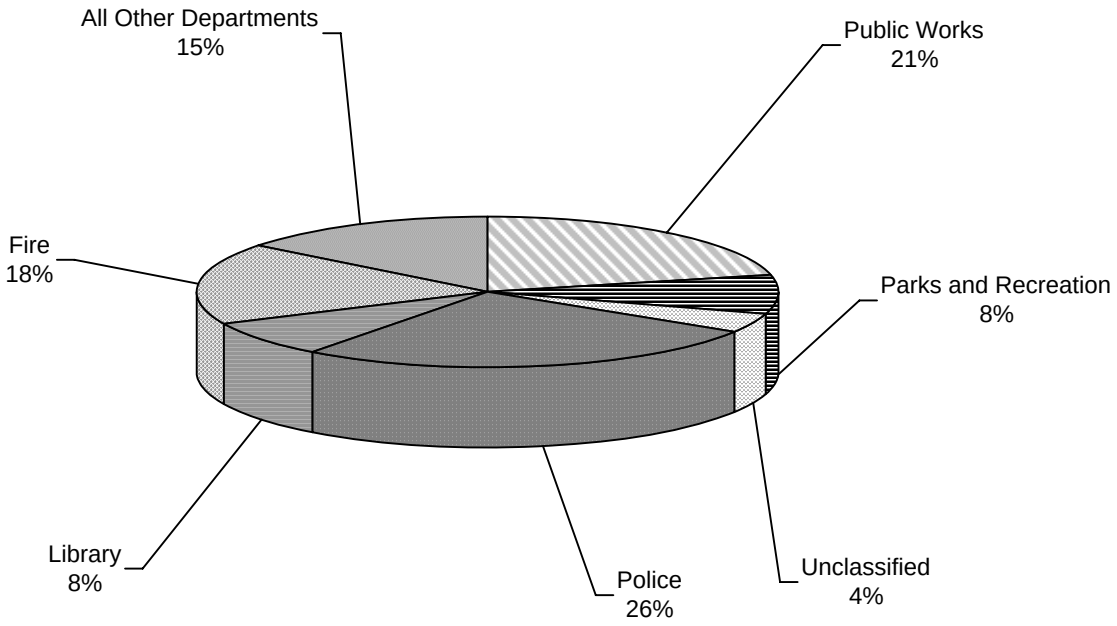
Source: City of Appleton Public Works Department

CITY OF APPLETON 2009 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.

2009 GENERAL FUND

$56,020,143



CITY OF APPLETON 2008 BUDGET

GENERAL FUND

	Actual		Budget			%
	2006	2007	Adopted 2008	Projected 2008	2009	Change *
REVENUES						
Taxes	$ 25,059,141	$ 26,316,645	$ 27,451,648	$ 27,451,648	$ 28,705,692	4.57%
Intergovernmental	16,723,824	17,300,512	17,028,666	17,043,285	17,255,486	1.33%
Licenses and Permits	938,603	858,761	803,566	803,566	913,570	13.69%
Special Assessments	1,203,720	877,012	1,128,480	900,000	1,015,000	-10.06%
Charges for Services	1,350,613	1,286,373	1,370,238	1,300,000	1,514,896	10.56%
Interest Income	3,195,214	4,509,771	3,882,203	3,000,000	3,773,908	-2.79%
Fines and Forfeitures	271,530	315,809	300,000	300,000	300,000	0.00%
All Other Revenue	1,412,141	1,044,790	1,032,316	1,075,390	1,082,641	4.87%
TOTAL REVENUES	**50,154,786**	**52,509,673**	**52,997,117**	**51,873,889**	**54,561,193**	**2.95%**
EXPENDITURES						
Common Council	121,658	121,730	125,587	125,587	126,693	0.88%
Mayor	318,326	255,871	289,245	289,505	299,640	3.59%
City Clerk	713,414	647,616	767,686	767,686	670,008	-12.72%
City Assessor	498,703	521,015	547,693	547,693	558,371	1.95%
Finance	875,442	867,829	922,287	927,276	924,868	0.28%
Technology Services	1,749,084	1,786,979	1,857,975	1,862,975	1,815,356	-2.29%
Human Resources	583,938	612,679	649,101	649,101	668,406	2.97%
City Attorney	376,256	393,998	414,780	414,780	426,186	2.75%
Unclassified	1,049,866	1,255,224	1,241,766	3,052,385	2,287,810	84.24%
Community Development	752,305	746,692	786,648	786,648	797,681	1.40%
Library	3,996,448	4,127,551	4,303,161	4,329,761	4,357,424	1.26%
Parks & Recreation	4,273,359	4,316,709	4,522,214	4,544,707	4,604,133	1.81%
Public Works	10,141,186	10,703,829	11,969,703	12,381,424	12,021,451	0.43%
Health Services	1,101,359	1,110,238	1,169,307	1,173,926	1,165,313	-0.34%
Police	13,338,793	13,947,907	14,479,092	14,555,612	14,804,519	2.25%
Fire	8,709,893	9,403,356	9,747,128	9,771,159	9,811,214	0.66%
TOTAL EXPENDITURES	**48,600,030**	**50,819,223**	**53,793,373**	**56,180,225**	**55,339,073**	**2.87%**
REVENUES OVER EXPENDITURES	**1,554,756**	**1,690,450**	**(796,256)**	**(4,306,336)**	**(777,880)**	**-2.31%**
OTHER FINANCING SOURCES (USES)						
Sale of City Property	14,273	25,171	10,500	10,500	10,500	0.00%
Other Financing Sources	1,439,070	1,362,695	1,448,450	1,448,450	1,448,450	0.00%
Other Financing Uses	(1,186,312)	(1,566,422)	(662,694)	(3,394,678)	(681,070)	2.77%
TOTAL OTHER FINANCING	**267,031**	**(178,556)**	**796,256**	**(1,935,728)**	**777,880**	**-2.31%**
NET CHANGE IN EQUITY	**1,821,787**	**1,511,894**	**-**	**(6,242,064)**	**-**	N/A
FUND BALANCE - Beginning	31,618,081	33,439,868	34,951,762	34,951,762	28,709,698	-17.86%
FUND BALANCE - Ending	**$ 33,439,868**	**$ 34,951,762**	**$ 34,951,762**	**$ 28,709,698**	**$ 28,709,698**	**-17.86%**

* % change from prior year adopted budget

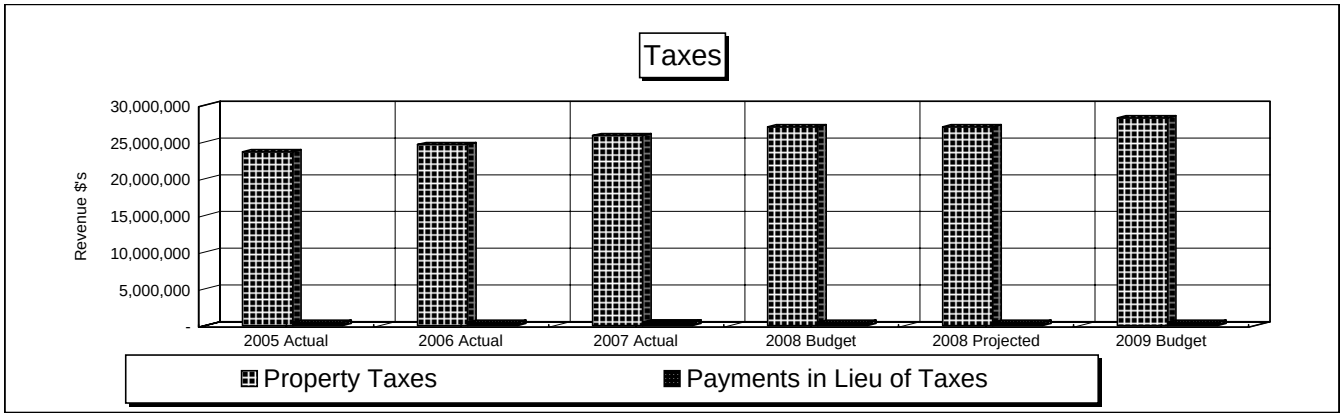
CITY OF APPLETON 2009 BUDGET
GENERAL FUND BALANCE

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/09	38	$ 28,709,698
Less Reserved for:		
Inventories and Prepaid Items		(700,000)
Developer Loans		(1,303,544)
Advance to other Funds		(7,136,663)
Less Designations:		
Health Insurance Cost Stabilization*		(2,059,530)
Working Capital - 25% of budgeted expenditures (25% * $56,020,143, includes transfers)	38	(14,005,036)
Debt Service - 25% of ensuing year's debt service requirements		
(25% * ($8,308,066 Debt Service Obligation - $11,000 Interest Income - $40,000 available fund balance applied))	487	(2,064,267)
Projected General Fund Balance in excess of the reserve policy @ 12/31/09		$ 1,440,658
75% required to be used for reduction of long-term liabilities		$ 1,080,494
25% subject to Finance Committee recommendation		$ 360,164

* The City will not be purchasing aggregate stop loss insurance for 2009. The premium at this time makes this purchase cost prohibitive. The amount designated represents the difference between expected claims and maximum claims (125% of expected) which would be the exposure to the City if we had purchased the insurance. Our exposure extends beyond this designation, but the likely risk is up to 125% of claims. The City has never had claims in excess of this in our history.

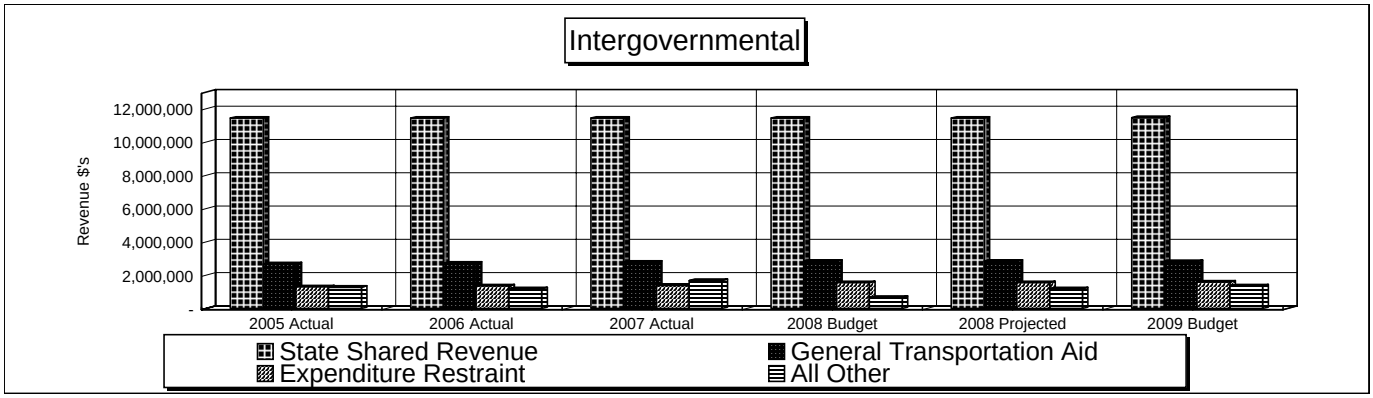
CITY OF APPLETON 2009 BUDGET
GENERAL FUND REVENUES

Taxes	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Property Taxes	23,626,927	24,624,866	25,838,936	27,022,848	27,022,848	28,262,192	4.59%
Payment in Lieu of Taxes	442,375	434,275	477,709	428,800	428,800	443,500	3.43%
Total Taxes	**24,069,302**	**25,059,141**	**26,316,645**	**27,451,648**	**27,451,648**	**28,705,692**	**4.57%**



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 2.96% on an equalized basis in 2008. The City also collects "in lieu" payments from the water utility, as well as voluntary and contractual payments from other tax exempt entities. The State budget currently restricts growth in local property taxes to the greater of 2.0%, or the amount of new construction, which was 2.037% for the City in 2009. However, the restriction does provide allowances for TIF District #1 closure (0.010%) and debt issued after July 1, 2005 ($1,180,946) which results in a total constraint of $34,748,748.

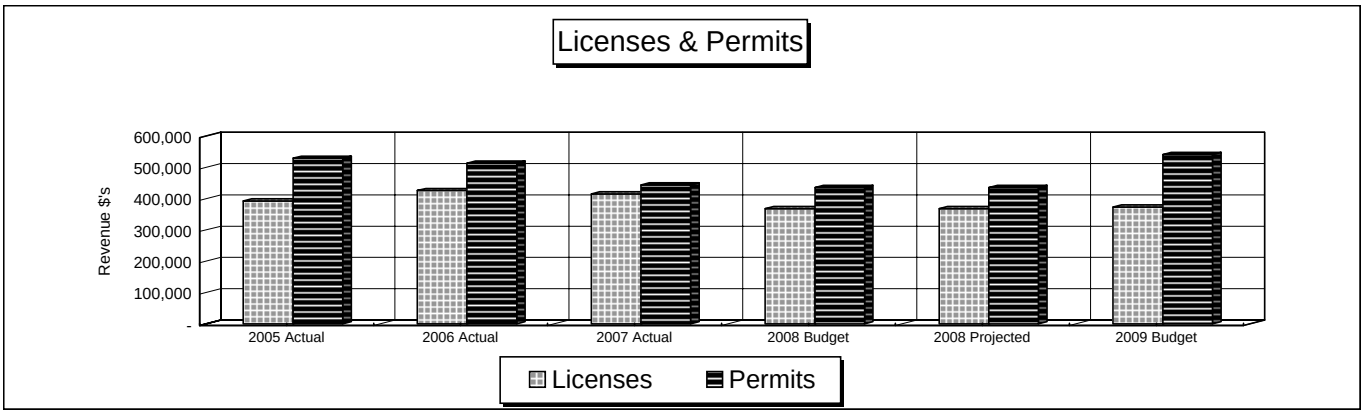
Intergovernmental Revenue	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
State Shared Revenue	11,444,538	11,446,814	11,448,096	11,446,743	11,446,743	11,469,591	0.20%
General Transportation Aid	2,685,182	2,721,154	2,774,496	2,845,415	2,845,415	2,827,466	-0.63%
Expenditure Restraint	1,309,800	1,365,780	1,396,352	1,558,978	1,558,978	1,597,295	2.46%
Library Grants & Aids	606,827	606,827	649,915	675,904	675,904	700,009	3.57%
Other	674,104	583,249	1,031,653	501,626	516,245	661,125	28.06%
Total Intergovernmental	**16,720,451**	**16,723,824**	**17,300,512**	**17,028,666**	**17,043,285**	**17,255,486**	**1.25%**



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. This source of revenue for the City of Appleton has remained virtually unchanged since 2004. Expenditure Restraint is a State program which allocates funds to municipalities that hold to spending limits specified by the program. Money available to the City of Appleton from the Expenditure Restraint program is expected to increase 2.5% for 2009, 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 of the county that do not have a municipality that provides library service. The County allocates this tax to libraries in the county through a formula based on use. 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.

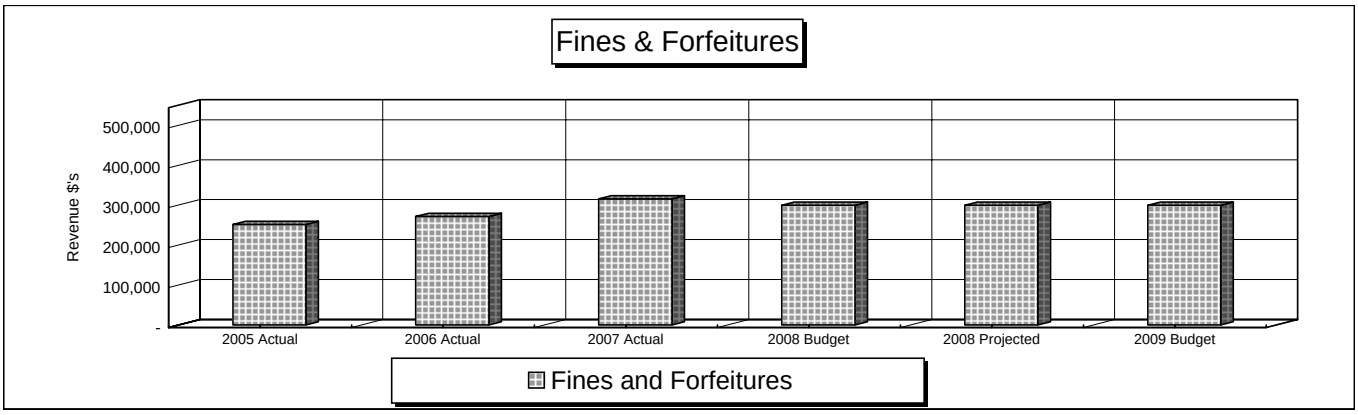
CITY OF APPLETON 2009 BUDGET
GENERAL FUND REVENUES

Licenses and Permits	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Licenses	392,699	425,782	414,812	368,066	368,066	372,770	1.28%
Permits	529,008	512,821	443,949	435,500	435,500	540,800	24.18%
Total Licenses and Permits	**921,707**	**938,603**	**858,761**	**803,566**	**803,566**	**913,570**	**13.69%**



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 reflected a decrease in building permits related to the slow-down in new home construction.

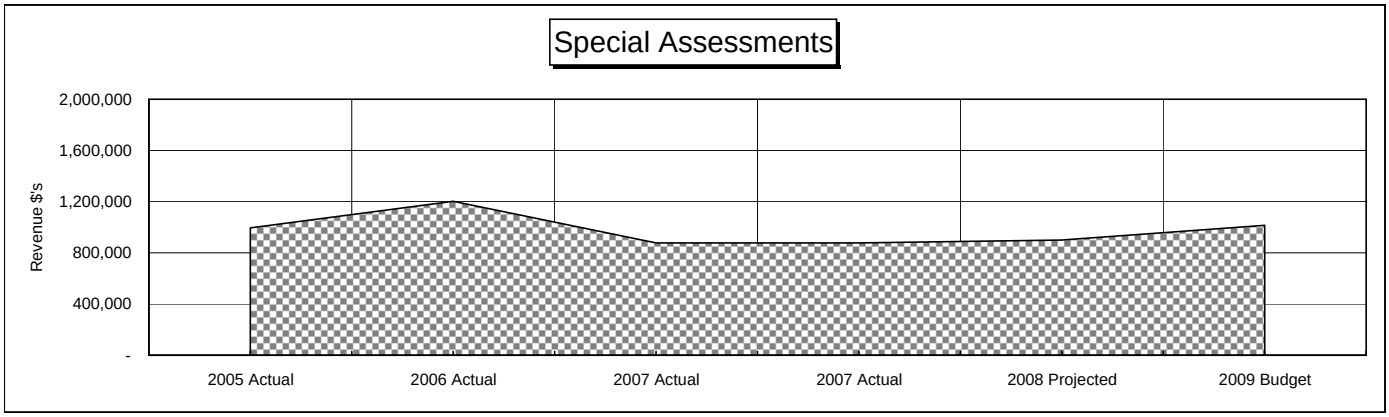
	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Fines and Forfeitures	251,401	271,530	315,809	300,000	300,000	300,000	0.00%



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 2009 BUDGET
GENERAL FUND REVENUES

	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Special Assessments	995,134	1,203,720	877,012	1,128,480	900,000	1,015,000	12.78%



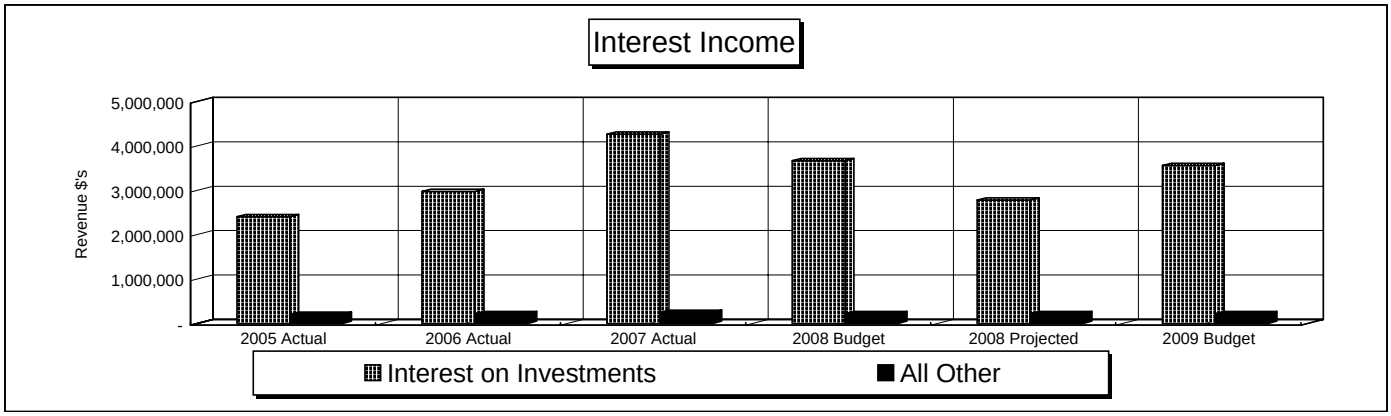
The City levies special assessments on property benefited by the construction and installation of public improvements. Revenue varies based on the payment options selected by property owners and the amount of infrastructure budgeted and completed in a given year. The options for payment are:

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.

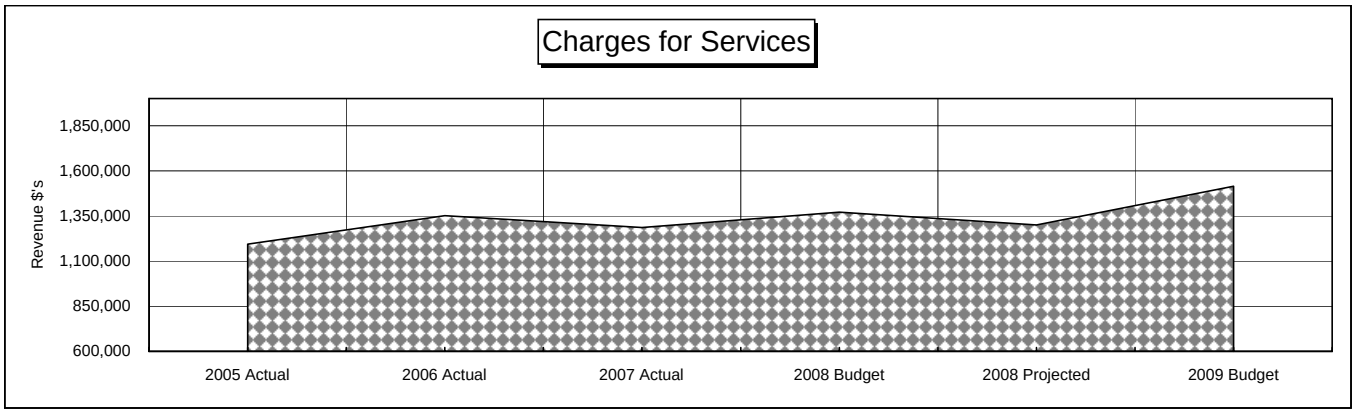
Interest Income	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Interest on Investments	2,402,512	2,972,683	4,260,878	3,662,203	2,780,000	3,553,908	27.84%
Interest on Delinquent Tax	107,156	110,499	116,876	110,000	110,000	110,000	0.00%
Interest - Deferred Specials	98,979	112,032	132,017	110,000	110,000	110,000	0.00%
Total Interest Income	**2,608,647**	**3,195,214**	**4,509,771**	**3,882,203**	**3,000,000**	**3,773,908**	**25.80%**



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. A large portion of the interest income in 2005 - 2008 relates to Tax Incremental District # 1 paying deferred interest on previous advances with now available increment. TIF districts # 2, 3 and 5 are expected to make payments of $315,000, $2,000,000 anc $80,000, respectively, to the General Fund in 2009.

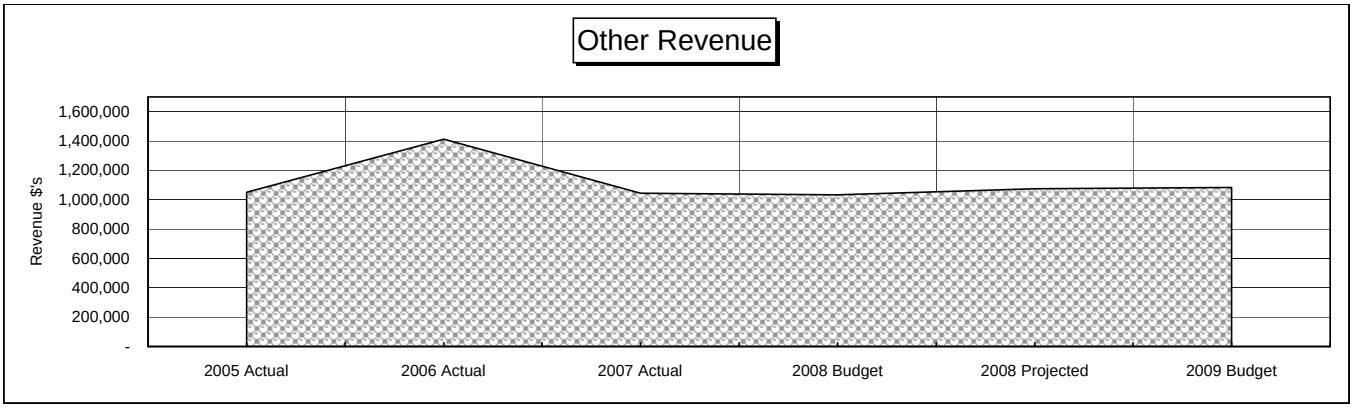
CITY OF APPLETON 2009 BUDGET
GENERAL FUND REVENUES

	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Charges for Services	1,194,513	1,350,613	1,286,373	1,370,238	1,300,000	1,514,896	16.53%



User charges are established where the service is being provided for the specific benefit of the person charged, rather than to the general public. User charges are paid by all users including non-residents and those exempt from property taxes. Fees include swimming pool and recreation program fees, school district payments for police liaison officers, charges for street repairs following utility excavations, etc. The projected increase for 2009 reflects a payment from the Town of Grand Chute to reimburse the Appleton Police Department for the cost of a Deputy Police Chief to oversee the Grand Chute portion of the combined Appleton - Grand Chute police department during the evaluation period of the potential merger ($139,512).

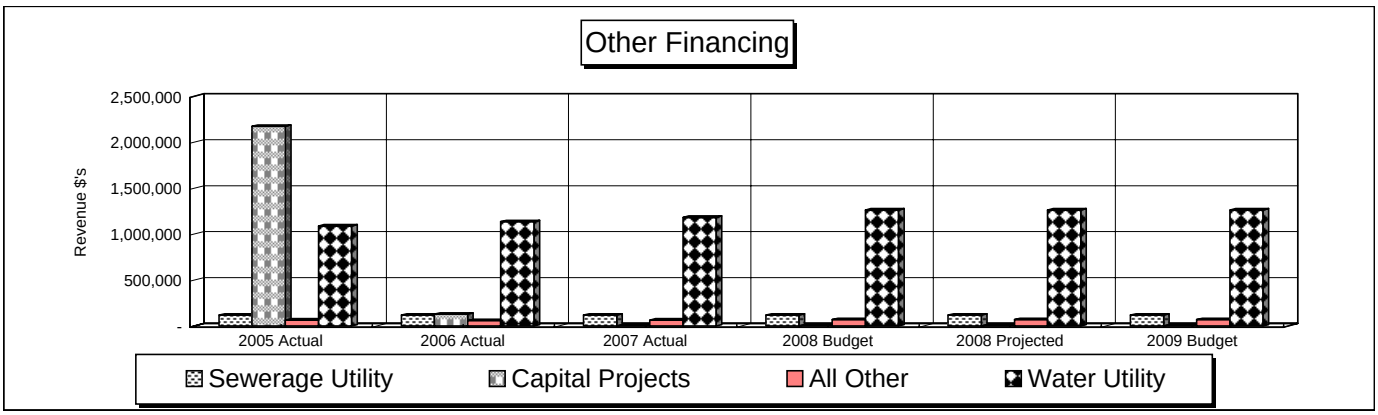
Other Revenue	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Sales of City Property	397,796	14,273	25,171	10,500	10,500	10,500	0.00%
Other Revenue	1,051,468	1,412,141	1,044,790	1,032,316	1,075,390	1,082,641	0.67%
	1,449,264	**1,426,414**	**1,069,961**	**1,042,816**	**1,085,890**	**1,093,141**	**0.67%**



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

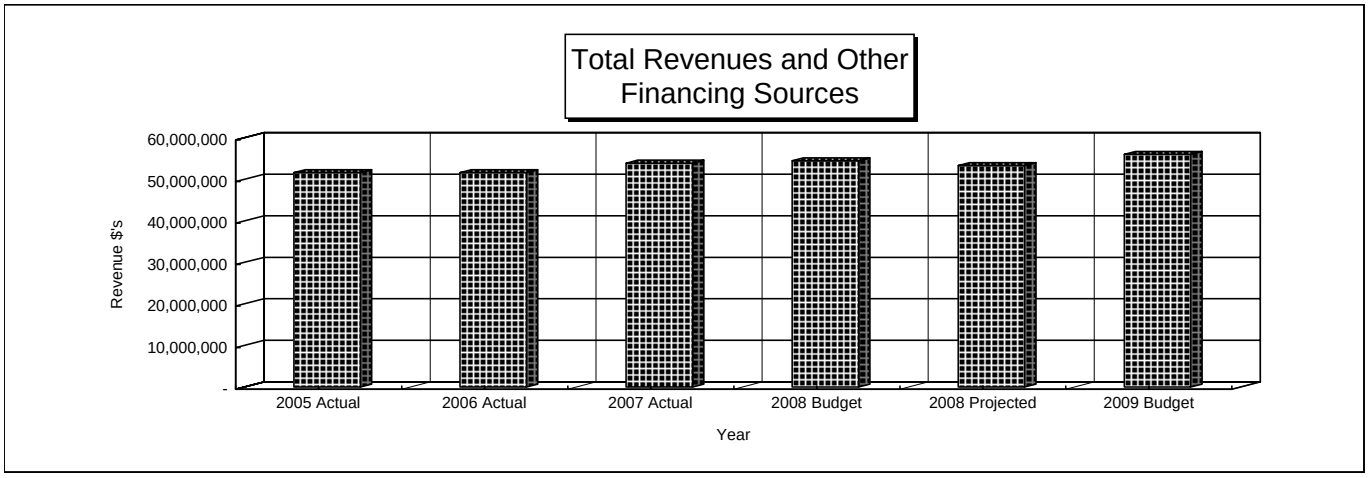
CITY OF APPLETON 2009 BUDGET
GENERAL FUND REVENUES

Other Financing Sources	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Water Utility	1,087,170	1,134,899	1,181,545	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	24,285	19,000	24,000	30,000	30,000	30,000	0.00%
Capital Projects	2,172,651	128,021	-	-	-	-	N/A
Total Other Financing Sources	**3,441,256**	**1,439,070**	**1,362,695**	**1,448,450**	**1,448,450**	**1,448,450**	**0.00%**



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.

	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Total Revenues and Other Financing Sources	**51,651,675**	**51,608,129**	**53,897,539**	**54,456,067**	**53,332,839**	**56,020,143**	**5.04%**



CITY OF APPLETON 2009 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2009 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 2008 EVENTS

In 2008, 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 alderpersons, worked together to implement the Target Neighborhood Initiative to address the specific needs and issues of two central city neighborhoods. The Development Team continues to work 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 2010. The 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 Mayor continued to work with the Police Chief regarding the possible merger with Grand Chute and the police station remodeling project. He also worked with the Fire Chief regarding collaborative opportunities with the Neenah-Menasha Fire Department.

During 2008, the decision was made to change the Intercultural Relations Coordinator position to a job-share, which was presented to the Administrative Services Committee on August 27, 2008. The change had no direct financial impact to the Mayor's budget.

CITY OF APPLETON 2009 BUDGET
OFFICE OF THE MAYOR

MAJOR 2009 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

Assist in hosting the 2009 Hmong National Conference in Appleton

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

Continue to pursue collaborative opportunities for the Police and Fire Departments with Grand Chute and Neenah-Menasha (respectively).

Implement the change to the Intercultural Relations Coordinator position to a job-share, including recruiting, hiring and training a new coordinator.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ -	$ -	$ -	$ -	$ -	N/A
10510	Administration	187,171	79,064	88,070	88,330	88,808	0.84%
10520	Citizen Outreach	95,333	140,552	163,555	163,555	169,720	3.77%
10530	Intergovernmental	35,822	36,255	37,620	37,620	41,112	9.28%
TOTAL		$ 318,326	$ 255,871	$ 289,245	$ 289,505	$ 299,640	3.59%
Expenses Comprised Of:							
Personnel		276,365	213,134	243,466	243,466	250,174	2.76%
Administrative Expense		22,354	23,488	26,045	26,305	23,028	-11.58%
Supplies & Materials		8,646	8,858	9,322	9,322	9,490	1.80%
Purchased Services		10,040	10,040	10,040	10,040	16,540	64.74%
Utilities		921	351	372	372	408	9.68%
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 2009 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 2009 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	2.8%	3.0%	5.1%	5.0%	4.2%
Average % change in City mill rate	-1.0%	-8.6%	3.2%	3.1%	0.4%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base; % of total	28.9%	27.5%	25.2%	24.6%	28.3%
Work Process Outputs					
% of staff and Council involved in scheduled public budget meetings	100%	97%	100%	100%	100%
# of departmental orientations for new Alderpersons	17	0	16	16	16

CITY OF APPLETON 2009 BUDGET
OFFICE OF THE MAYOR

Administration **Business Unit 10510**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 134,081	$ 55,368	$ 57,215	$ 57,215	$ 58,455
6105 Overtime	22	77	-	-	-
6150 Fringes	48,188	20,653	24,052	24,052	24,866
6201 Training\Conferences	1,554	429	4,020	4,020	2,150
6206 Parking Permits	1,008	910	960	960	960
6301 Office Supplies	485	401	330	590	564
6302 Subscriptions	200	200	416	416	400
6305 Awards & Recognition	-	-	105	105	105
6320 Printing & Reproduction	712	675	600	600	900
6413 Utilities	921	351	372	372	408
Total Expense	$ 187,171	$ 79,064	$ 88,070	$ 88,330	$ 88,808

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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
Assist in hosting the 14th Annual Hmong National Development Conference in 2009
Host quarterly meetings with local and regional leaders of diverse communities
Conduct a cultural audit to further assess diversity needs and ways to meet those needs
Implement the change to the Intercultural Relations Coordinator position to a job-share, including recruiting, hiring and training a new coordinator.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	725,000	440,613	900,000	500,000	750,000
Work Process Outputs					
Publish City newsletter	2	2	2	2	2
# of formal open hours	11	12	12	12	12
# of meetings per month with community or educational groups (average)	16	11	9	9	8

CITY OF APPLETON 2009 BUDGET
OFFICE OF THE MAYOR

Citizen Outreach **Business Unit 10520**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 48,718	$ 76,931	$ 89,855	$ 89,855	$ 92,069
6105 Overtime	168	550	-	-	-
6150 Fringes	20,582	34,503	45,978	45,978	47,691
6201 Training\Conferences	142	1,152	-	-	430
6202 Local Auto Expense	-	156	-	-	-
6301 Office Supplies	-	-	150	150	-
6303 Memberships & Licenses	-	210	210	210	200
6304 Postage/Freight	8,317	8,827	8,600	8,600	9,200
6316 Miscellaneous Supplies	390	390	390	390	390
6320 Printing & Reproduction	7,543	7,793	8,332	8,332	8,200
6503 Rent	(567)	-	-	-	-
6599 Other Contracts/Obligations	10,040	10,040	10,040	10,040	11,540
Total Expense	$ 95,333	$ 140,552	$ 163,555	$ 163,555	$ 169,720

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations

Administration contract with Appleton Downtown, Incorporated for City Parades	$ 11,540
	$ 11,540

CITY OF APPLETON 2009 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, Board of Local Government Institute, East Central Wisconsin Regional Planning Commission and other organizations
Maintain lines of communication with state and federal representatives to discuss any pending state or federal legislation that could impact Appleton along with seeking any assistance from them that may help the City achieve it's 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.

The 2009 budget includes $5,000 to assist in the continued study of the feasibility of a regional convention center.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	98	119	75	75	100
Strategic Outcomes					
# of collaborations with other entities:					
Other governments	37	40	32	32	40
School districts	3	10	10	10	10
Non-profit organizations	11	29	5	5	15
Other	5	15	5	5	10
Work Process Outputs					
# of meetings with other units of government	7/mo.	9/mo.	8/mo.	8/mo.	8/mo.

CITY OF APPLETON 2009 BUDGET
OFFICE OF THE MAYOR

Intergovernmental **Business Unit 10530**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 17,986	$ 18,411	$ 18,868	$ 18,868	$ 19,335
6105 Overtime	14	6	-	-	-
6150 Fringes	6,607	6,636	7,498	7,498	7,758
6201 Training\Conferences	381	435	720	720	945
6302 Local Auto Expense	-	237	-	-	-
6303 Memberships & Licenses	10,834	10,530	10,534	10,534	8,074
6599 Other contracts & obligations	-	-	-	-	5,000
Total Expense	$ 35,822	$ 36,255	$ 37,620	$ 37,620	$ 41,112

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Memberships & Licenses	
Wisconsin Alliance of Cities	$ 7,707
Fox Cities Chamber of Commerce	367
	$ 8,074

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	189,391	141,968	138,147	165,938	165,938	169,859	169,859
Overtime	205	633	235	0	0	0	0
Sick Pay	1,004	2,024	958	0	0	0	0
Vacation Pay	10,389	6,718	4,288	0	0	0	0
Fringes	75,376	61,792	65,815	77,528	77,528	80,824	80,315
Salaries & Fringe Benefits	276,365	213,135	209,443	243,466	243,466	250,683	250,174
Training & Conferences	2,077	2,016	1,946	4,740	4,740	3,525	3,525
Local Auto Expense	0	393	187	0	0	0	0
Parking Permits	1,008	909	960	960	960	960	960
Office Supplies	485	401	568	480	740	564	564
Subscriptions	200	200	195	416	416	400	400
Memberships & Licenses	10,834	10,740	10,843	10,744	10,744	10,843	8,274
Postage & Freight	8,317	8,827	8,810	8,600	8,600	9,200	9,200
Awards & Recognition	0	0	0	105	105	105	105
Rent	567-	0	0	0	0	0	0
Administrative Expense	22,354	23,486	23,509	26,045	26,305	25,597	23,028
Miscellaneous Supplies	390	390	390	390	390	390	390
Printing & Reproduction	8,256	8,468	7,767	8,932	8,932	9,100	9,100
Supplies & Materials	8,646	8,858	8,157	9,322	9,322	9,490	9,490
Other Contracts/Obligations	10,040	10,040	10,040	10,040	10,040	11,540	16,540
Purchased Services	10,040	10,040	10,040	10,040	10,040	11,540	16,540
Telephone	485	312	291	372	372	408	408
Cellular Telephone	437	39	0	0	0	0	0
Utilities	922	351	291	372	372	408	408
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	318,327	255,870	251,440	289,245	289,505	297,718	299,640

CITY OF APPLETON 2009 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

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

CITY OF APPLETON 2009 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 2008 EVENTS

The department standardized maintenance practices at each facility ensuring that preventive and corrective maintenance was performed proactively. Facilities management was performed on approximately one million square feet at a cost of $2.45/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. Our department has been able to make significant progress on deferred work and is able to focus on proactive preventive and predictive maintenance.

Our success lies directly with our staff. Our highly qualified technicians cover each of the major maintenance disciplines including HVAC, electrical, plumbing and carpentry. Their productivity level is high and much work is completed in-house. These technicians, with a balance of outside contractors, allow us to keep expenses lower than peer and industry averages.

Significant management initiatives included the creation of a 5-year facilities maintenance plan, creation of space management documentation for facilities and the creation of various facilities policies (furniture management, energy management and sustainability). We have also made great progress in the creation of an energy management plan which is to be completed later this year. Another major objective was to complete energy efficiency initiatives with reasonable pay-back periods. Projects completed during 2008 with a direct payback include lighting upgrade projects at the Wastewater Plant, Municipal Services Building and Valley Transit facilities. The chiller was replaced at the Library and various digital controls were added at various facilities as part of a 5-year initiative. In addition, analysis was performed to utilize the generators at the Wastewater Plant as a revenue source and to utilize the bio-gas at the Wastewater Plant for revenue or to offset utility costs at the plant.

Other projects completed included roof replacement at the Wastewater Plant, infrared testing and repair of electrical panels throughout various facilities, centralization of the building automation system, installation of fire alarms on the 2nd floor of the Library, structural repairs and installation of a fire sprinkler and alarm system at Fire Station 4, repainting the exterior of the Municipal Services and Park & Recreation buildings, various parking lot repairs, roof repairs, furniture replacements, flooring replacements and many other projects.

Most importantly, our department has completed much of the deferred maintenance and is now focusing on preventive and predictive maintenance. Complete maintenance programs have been established for each facility, and each facility system including electrical, plumbing, fire protection, HVAC, building structure, roofing, grounds and elevators.

Lastly, our department is working proactively on "greening" the City facilities. We are using only products that are “Green Seal Certified”. Many products claim to be “green”, but are not. It appears Wisconsin will soon adopt legislation requiring governmental facilities to use these standards for the procurement of janitorial products. To be proactive and to be prepared for these changes, during 2008, we have changed the majority of our cleaning chemicals, paper products and waste bag products to green seal and environmentally preferred products. With each purchase of supplies, we seek those that will conserve on energy and those with minimal effects on our environment. Additionally, in-house staff have performed several "green" upgrades when appropriate, such as, converting incandescent exit lights to LED exit lights, installing occupancy sensors, and increasing automatic flush time intervals on fixtures. Though titled “green”, these types of initiatives are energy reduction measures that we proactively perform as part of our general facilities management responsiblities. Policies and operational practices focus on saving energy and eliminating waste.

CITY OF APPLETON 2009 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2009 OBJECTIVES

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

Maintain inspections of all 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.

Continue to initiate 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 including a complete roof inventory and condition analysis, long-term replacement and recondition plans, and an annual preventive and predictive inspection plan. Although the initial inspection and inventory of all roofs is complete, the goal now is to review each roof on a two year cycle. Severe weather and personnel access can cause unexpected damage. It is especially important to inspect the roofs that are nearing the end of their expected life span.

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.

Implement Facilities Master Plan. Incorporate recommendations within the Capital Improvement Program.

Develop energy management and sustainability plans for facilities. Work towards the goal of LEED Certification for existing buildings where feasible.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ -	$ 2,100,971	$ 2,120,420	$ 2,120,420	$ 2,160,887	1.91%
Program Expenses							
6330	Administration	-	148,101	270,346	270,346	277,951	2.81%
6331	Maintenance	-	1,952,870	1,850,074	1,850,074	1,882,936	1.78%
Total Program Expenses		$ -	$ 2,100,971	$ 2,120,420	$ 2,120,420	$ 2,160,887	1.91%
Expenses Comprised Of:							
Personnel		-	574,267	649,648	649,648	657,030	1.14%
Administrative Expense		-	555,838	556,564	556,564	608,644	9.36%
Supplies & Materials		-	65,134	43,580	43,580	42,500	-2.48%
Purchased Services		-	27,805	43,100	43,100	53,915	25.09%
Utilities		-	2,456	3,200	3,200	3,200	0.00%
Repair & Maintenance		-	717,500	824,328	824,328	795,598	-3.49%
Capital Expenditures		-	157,971	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		-	7.60	8.15	8.15	8.15	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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:

This budget contains $31,975 for the purchase of a full-size utility van for the HVAC position. The van will allow the HVAC technician to carry an array of supplies 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 2008.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	New Measure	100%	85%	90%	90%
Strategic Outcomes					
Facilities projects completed in year scheduled	New Measure	100%	100%	100%	100%
Work Process Output					
# of projects completed	New Measure	40	30	30	30

CITY OF APPLETON 2009 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Facilities Administration **Business Unit 6330**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Services	$ -	$ 2,100,731	$ 2,120,420	$ 2,120,420	$ 2,160,887
5035 Other Reimbursements	-	240	-	-	-
Total Revenue	$ -	$ 2,100,971	$ 2,120,420	$ 2,120,420	$ 2,160,887
Expenses					
6101 Regular Salaries	$ -	$ 57,987	$ 118,548	$ 118,548	$ 125,482
6108 Part-Time	-	2,460	3,000	3,000	3,000
6150 Fringes	-	17,731	47,996	47,996	49,507
6201 Training\Conferences	-	2,816	3,000	3,000	3,250
6206 Parking Permits	-	372	372	372	372
6301 Office Supplies	-	4,295	1,250	1,250	1,300
6302 Subscriptions	-	-	400	400	400
6303 Memberships & Licenses	-	383	375	375	375
6304 Postage\Freight	-	78	300	300	300
6305 Awards & Recognition	-	-	30	30	45
6307 Food & Provisions	-	64	40	40	60
6315 Books & Library Material	-	1,126	500	500	500
6320 Printing & Reproduction	-	927	1,000	1,000	1,000
6321 Clothing	-	107	-	-	-
6327 Miscellaneous Equipment	-	23,476	27,000	27,000	25,000
6401 Accounting/Audit	-	-	1,100	1,100	1,915
6404 Consulting Services	-	7,800	15,000	15,000	12,000
6405 Engineering Fees	-	9,831	9,500	9,500	9,500
6408 Contractor Fees	-	708	-	-	-
6409 Inspection Fees	-	490	500	500	500
6413 Utilities	-	2,456	3,200	3,200	3,200
6501 Insurance	-	-	5,260	5,260	8,270
6650 Discounts Available	-	(6)	-	-	-
7914 Transfer out - Capital Projects	-	15,000	31,975	31,975	31,975
Total Expense	$ -	$ 148,101	$ 270,346	$ 270,346	$ 277,951

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment	
Spot cooler	$ 4,000
Sheet metal brake	1,500
City furniture	15,000
Dust collector	2,500
Arbor Press	2,000
	$ 25,000
Consulting Services	
Energy Audits	$ 5,000
Boiler Analysis/Heating - Wastewater	2,000
HVAC Audits	5,000
	$ 12,000
Transfer out - CEA	
Utility van	$ 31,975
	$ 31,975

CITY OF APPLETON 2009 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	Plumbing
Furniture	Refuse program
Grounds maintenance	Security
	Window cleaning

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

Major program changes:

The decrease in repair & maintenance services and the increase in building maint./janitorial supplies reflects more in-house work being completed. Staff are buying more parts and supplies and we are hiring less outside contractors.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	New Measure	100%	95%	95%	95%
Strategic Outcomes					
Maintenance performed as scheduled					
Ratio of Preventive maint. (PM) to Corrective maint. (CM) work orders	New Measure	2.2/1	2/1	2.5/1	2.5/1
Work Process Outputs					
Service Performed					
# of PM work orders performed within 30 days of issue	New Measure	96%	90%	97%	97%
# of CM work orders completed within 90 days of identification date	New Measure	97%	90%	98%	98%

CITY OF APPLETON 2009 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Facilities Maintenance **Business Unit 6331**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ -	$ 337,716	$ 314,308	$ 314,308	$ 318,694
6104 Call Time	-	2,369	-	-	3,000
6105 Overtime	-	18,832	7,500	7,500	7,500
6108 Part-Time	-	4,753	4,000	4,000	4,000
6150 Fringes	-	132,418	154,296	154,296	145,847
6201 Training & Conference	-	2,475	3,500	3,500	3,750
6303 Memberships & Licenses	-	951	225	225	225
6305 Awards & Recognition	-	163	90	90	90
6306 Building Maint./Janitorial	-	265,622	249,377	249,377	277,562
6307 Food & Provisions	-	118	120	120	120
6309 Shop Supplies & Tools	-	29,207	6,000	6,000	6,500
6321 Clothing	-	4,440	2,580	2,580	3,000
6323 Safety Supplies	-	1,949	1,500	1,500	1,500
6326 Equipment Parts	-	3,903	5,000	5,000	5,000
6408 Contractor Fees	-	614	-	-	-
6414 Janitorial Service	-	307,866	323,182	323,182	331,276
6416 Building Repairs & Maint.	-	337,596	410,280	410,280	372,452
6418 Equipment Repairs & Maint.	-	52	-	-	-
6425 CEA	-	27,738	24,810	24,810	35,814
6440 Snow Removal Services	-	8,361	17,000	17,000	30,000
6454 Grounds Repair & Maint.	-	44,248	66,056	66,056	56,056
6502 Leases	-	261,928	260,000	260,000	280,300
6503 Equipment Rental	-	1,580	250	250	250
6803 Buildings	-	157,971	-	-	-
Total Expense	$ -	$ 1,952,870	$ 1,850,074	$ 1,850,074	$ 1,882,936

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Building Maint./Janitorial Supplies

Building Interior	$ 25,964
Electrical	25,964
Elevator	17,309
Fire/Safety	25,964
HVAC	51,927
Janitorial Supplies	61,199
Painting	8,655
Plumbing	17,309
Security	17,309
Structural/Windows/Ext. Doors	25,964
	$ 277,562

Janitorial Service

Contracted janitorial service	$ 331,276
	$ 331,276

Snow Removal Services

Contracted snow removal	$ 30,000
	$ 30,000

Leases

City Hall Condo Agreement	$ 280,300
	$ 280,300

Building Repairs & Maintenance Services

Electrical	$ 38,014
Elevator	23,388
Fire/Safety	33,409
HVAC	151,153
Plumbing	5,500
Security	17,242
Structural/Roof	31,700
MSB HVAC Upgrades	30,000
MSB Garage Doors	15,000
Other: Overhead Doors, Lifts, Cranes, Room Set-Ups, Pest Control, Etc.	27,046
	$ 372,452

Grounds Repair & Maintenance

Lawn/ landscape maint.	$ 36,056
Concrete/asphalt maint.	20,000
	$ 56,056

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Charges for Services	0	2,100,731	1,332,690	2,120,420	2,120,420	0	2,160,887
Other Revenues	0	240	0	0	0	0	0
TOTAL REVENUES	0	2,100,971	1,332,690	2,120,420	2,120,420	0	2,160,887
EXPENSES BY LINE ITEM							
Regular Salaries	0	256,226	200,073	432,856	432,856	444,176	444,176
Labor Pool Allocations	0	84,626	78,505	0	0	0	0
Call Time	0	2,369	2,669	0	0	0	3,000
Overtime	0	18,832	12,559	7,500	7,500	7,500	7,500
Part-Time	0	7,213	2,521	7,000	7,000	7,000	7,000
Other Compensation	0	4,276	0	0	0	0	0
Shift Differential	0	46	19	0	0	0	0
Sick Pay	0	4,013	2,428	0	0	0	0
Vacation Pay	0	46,518	17,786	0	0	0	0
Fringes	0	150,149	132,291	202,292	202,292	195,354	195,354
Salaries & Fringe Benefits	0	574,268	448,851	649,648	649,648	654,030	657,030
Training & Conferences	0	5,291	4,209	6,500	6,500	7,000	7,000
Parking Permits	0	372	372	372	372	372	372
Office Supplies	0	4,295	853	1,250	1,250	1,300	1,300
Subscriptions	0	0	0	400	400	400	400
Memberships & Licenses	0	1,334	779	600	600	600	600
Postage & Freight	0	78	0	300	300	300	300
Awards & Recognition	0	163	148	120	120	135	135
Building Maintenance/Janitor.	0	265,622	226,473	249,377	249,377	277,562	277,562
Food & Provisions	0	181	32	160	160	180	180
Insurance	0	0	3,504	5,260	5,260	5,260	8,270
Leases	0	261,928	199,708	260,000	260,000	260,000	280,300
Rent	0	1,580	0	250	250	250	250
Discounts Available	0	6-	0	0	0	0	0
Trans Out - Capital Projects	0	15,000	31,975	31,975	31,975	31,975	31,975
Administrative Expense	0	555,838	468,053	556,564	556,564	585,334	608,644
Shop Supplies & Tools	0	29,207	10,057	6,000	6,000	6,500	6,500
Books & Library Materials	0	1,126	1,261	500	500	500	500
Miscellaneous Supplies	0	0	15	0	0	0	0
Printing & Reproduction	0	927	512	1,000	1,000	1,000	1,000
Clothing	0	4,547	2,672	2,580	2,580	3,000	3,000
Safety Supplies	0	1,949	2,096	1,500	1,500	1,500	1,500
Vehicle & Equipment Parts	0	3,903	1,749	5,000	5,000	5,000	5,000
Miscellaneous Equipment	0	23,476	20,193	27,000	27,000	27,000	25,000
Supplies & Materials	0	65,135	38,555	43,580	43,580	44,500	42,500
Accounting/Audit	0	0	0	1,100	1,100	1,100	1,915
Consulting Services	0	7,800	150	15,000	15,000	15,000	12,000
Engineering Fees	0	9,832	7,143	9,500	9,500	9,500	9,500
Contractor Fees	0	1,322	0	0	0	0	0
Inspection Fees	0	490	0	500	500	500	500
Snow Removal Services	0	8,361	40,110	17,000	17,000	20,000	30,000
Other Contracts/Obligations	0	0	32	0	0	0	0
Purchased Services	0	27,805	47,435	43,100	43,100	46,100	53,915
Telephone	0	595	839	3,200	3,200	3,200	3,200
Cellular Telephone	0	1,861	1,423	0	0	0	0
Utilities	0	2,456	2,262	3,200	3,200	3,200	3,200
Janitorial Service	0	307,866	234,916	323,182	323,182	331,276	331,276
Building Repair & Maintenance	0	337,596	359,070	410,280	410,280	357,452	372,452
Equipment Repair & Maintenanc	0	52	0	0	0	0	0
CEA Equipment Rental	0	27,738	23,302	24,810	24,810	24,810	35,814
Grounds Repair & Maintenance	0	44,248	27,830	66,056	66,056	66,056	56,056
Repair & Maintenance	0	717,500	645,118	824,328	824,328	779,594	795,598

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Buildings	0	157,971	0	0	0	0	0
Capital Expenditures	0	157,971	0	0	0	0	0
TOTAL EXPENSES	0	2,100,973	1,650,274	2,120,420	2,120,420	2,112,758	2,160,887

CITY OF APPLETON 2009 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Charges for Services	$ -	$ 2,100,731	$ 2,120,420	$ 2,120,420	$ 2,160,887
Other	-	240	-	-	-
Total Revenues	-	2,100,971	2,120,420	2,120,420	2,160,887
Expenses					
Operating Expenses	-	2,085,971	2,088,445	2,088,445	2,128,912
Depreciation	-	-	-	-	-
Total Expenses	-	2,085,971	2,088,445	2,088,445	2,128,912
Operating Loss	-	15,000	31,975	31,975	31,975
Non-Operating Revenues (Expenses)					
Investment Income	-	-	-	-	-
Total Non-Operating	-	-	-	-	-
Income (Loss) before Contributions and Transfers	-	15,000	31,975	31,975	31,975
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	(15,000)	(31,975)	(31,975)	(31,975)
Change in Net Assets	-	-	-	-	-
Net Assets - Beginning	-	-	-	-	-
Net Assets - Ending	$ -	$ -	$ -	$ -	$ -

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 59,488	$ 59,488
+ Change in Net Assets	-	-
Working Cash - End of Year	$ 59,488	$ 59,488

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

Facilities and Construction Management **Business Unit 4350**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Strategy:

Implements Key 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
City Center generator	150,000	Projects, Pg. 653
Grounds improvements	115,000	Projects, Pg. 658
HVAC upgrades - FS #6 & MSB	175,000	Projects, Pg. 659
Library architectural program design	75,000	Projects, Pg. 661
Lighting upgrades - APRD, Library, Fire Stations	70,000	Projects, Pg. 662
Police Station	5,164,167	Projects, Pg. 663
Roof replacement - FS #1 & #2	100,000	Projects, Pg. 664
Security & life safety upgrades - APRD	65,000	Projects, Pg. 665
	$ 5,914,167	

Major program changes:

This was a new budget for 2008. This budget, under oversight by the Facilities Director, accounts 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ -	$ -	$ 10,000	$ 10,000	$ 75,000	650.00%
Program Expenses		$ -	$ -	$ 6,144,360	$ 7,264,691	$ 5,914,167	-3.75%
Expenses Comprised Of:							
Personnel		-	-	47,791	47,791	50,267	5.18%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	50,000	50,000	521,500	943.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	6,046,569	7,166,900	5,342,400	-11.65%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Facilities and Construction Management **Business Unit 4350**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ -
4710 Interest on Investments	-	-	-	-	50,000
5020 Donations & Memorials	-	-	10,000	10,000	25,000
5910 Proceeds of Long-term Debt	-	-	6,134,360	6,134,360	675,000
5921 Trans In - General Fund	-	-	-	2,497,829	
5924 Trans In - Capital Projects	-	-	-	2,425,052	-
Total Revenue	$ -	$ -	$ 6,144,360	$ 11,067,241	$ 750,000
Expenses					
6101 Regular Salaries	$ -	$ -	$ 34,864	$ 34,864	$ 36,904
6150 Fringes	-	-	12,927	12,927	13,363
6404 Consulting	-	-	50,000	50,000	-
6406 Architect Fees	-	-	-	-	140,000
6599 Other Contracts/Obligations	-	-	-	-	381,500
6803 Buildings	-	-	6,046,569	7,166,900	4,324,400
6804 Machinery & Equipment	-	-	-	-	919,000
6809 Infrastructure Construction	-	-	-	-	99,000
Total Expense	$ -	$ -	$ 6,144,360	$ 7,264,691	$ 5,914,167

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Architect Fees	
Police Station Renovation	$ 65,000
Library architectural design	75,000
	$ 140,000
Other Contracts/Obligations	
Police Station occupancy	$ 24,000
Police Station administrative expense,	-
including contingency	357,500
	$ 381,500
Buildings	
Police Station construction	$ 4,174,000
Fire Station # 1 roof	53,500
Fire Station # 2 roof	46,500
MSB cold storage building	50,000
Total Police Station	$ 4,324,000
Infrastructure Construction	
Police Station utilities	$ 65,000
Park & Rec Witzke Blvd. Lot	34,000
	$ 99,000

Machinery & Equipment	
Police Station:	
Furniture, fixtures & equip.	$ 339,000
Telecom equipment	70,000
Specialty equipment	50,000
Fire Station # 6:	
HVAC upgrade	90,000
Library:	
Lighting upgrades	20,000
MSB:	
HVAC automation	85,000
APRD Witzke Blvd. Building	
Security system	65,000
Lighting upgrades	50,000
City Center:	
Generator	150,000
	$ 919,000

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

	2008 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Interest Income	$ -	$ -	$ -	$ 10,000	$ 50,000
Other	-	-	10,000	10,000	25,000
Total Revenues	-	-	10,000	20,000	75,000
Expenses					
Program Costs	-	-	6,144,360	7,264,691	5,914,167
Total Expenses	-	-	6,144,360	7,264,691	5,914,167
Revenues over (under) Expenses	-	-	(6,134,360)	(7,244,691)	(5,839,167)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	6,134,360	7,485,977	675,000
Operating Transfers In	-	-	-	4,922,881	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	6,134,360	12,408,858	675,000
Net Change in Equity	-	-	-	5,164,167	(5,164,167)
Fund Balance - Beginning	-	-	-	-	5,164,167
Fund Balance - Ending	$ -	$ -	$ -	$ 5,164,167	$ -

CITY OF APPLETON 2009 BUDGET

COMMON COUNCIL

Council President: James E. Clemons

CITY OF APPLETON 2009 BUDGET
COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2009 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 and communicate 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:

A 3% pay increase for Council members, the first since a 3% increase in 2003, will go into effect immediately following the April 2009 election. This increase is reflected in the 2009 budget.

Printing and reproduction costs can vary a great deal from year to year based primarily on election results.

Membership expenses decreased in 2009 due to a decrease in the dues paid to the League of Wisconsin Municipalities. The League's Board of Directors adopted several cost-saving measures which enabled them to reduce their expenses. As a result, the Board was able to reduce League dues by 5.3% in 2009. Since the dues formula uses both equalized values and population, communities growing slower than average saw a larger decrease. The City's decrease was 5.99% in 2009.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	93%	100%	100%	100%	100%
Overall average attendance	93%	93%	95%	95%	95%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
	Program Revenues	$ -	$ -	$ -	$ -	$ -	N/A
	Program Expenses						
10000	Common Council	121,658	121,730	125,587	125,587	126,693	0.88%
	TOTAL	$ 121,658	$ 121,730	$ 125,587	$ 125,587	$ 126,693	0.88%
	Expenses Comprised Of:						
	Personnel	97,069	98,960	97,143	97,143	99,146	2.06%
	Administrative Expense	12,497	12,352	12,344	12,344	11,647	-5.65%
	Supplies & Materials	120	20	800	800	600	-25.00%
	Purchased Services	11,972	10,398	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 2009 BUDGET
COMMON COUNCIL

Common Council **Business Unit 10000**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 90,176	$ 90,394	$ 90,240	$ 90,240	$ 92,100
6150 Fringes	6,893	8,566	6,903	6,903	7,046
6201 Training\Conferences	180	-	350	350	350
6206 Parking Permits	-	30	-	-	-
6303 Memberships & Licenses	12,067	12,071	11,644	11,644	10,947
6305 Awards & Recognition	48	49	100	100	100
6307 Food & Provisions	202	202	250	250	250
6316 Miscellaneous Supplies	-	-	100	100	100
6320 Printing & Reproduction	120	20	700	700	500
6599 Other Contracts/Obligations	11,972	10,398	15,300	15,300	15,300
Total Expense	$ 121,658	$ 121,730	$ 125,587	$ 125,587	$ 126,693

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Memberships & licenses

League of Wisconsin Municipalities membership	$ 10,947
	$ 10,947

Other Contracts & Obligations

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

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	90,176	90,393	63,514	90,240	90,240	92,100	92,100
Fringes	6,893	8,566	5,227	6,903	6,903	7,046	7,046
Salaries & Fringe Benefits	97,069	98,959	68,741	97,143	97,143	99,146	99,146
Training & Conferences	180	0	60	350	350	350	350
Parking Permits	0	30	0	0	0	0	0
Memberships & Licenses	12,067	12,071	11,643	11,644	11,644	10,947	10,947
Awards & Recognition	48	49	65	100	100	100	100
Food & Provisions	202	202	0	250	250	250	250
Administrative Expense	12,497	12,352	11,768	12,344	12,344	11,647	11,647
Miscellaneous Supplies	0	0	0	100	100	100	100
Printing & Reproduction	120	20	324	700	700	500	500
Supplies & Materials	120	20	324	800	800	600	600
Other Contracts/Obligations	11,973	10,398	5,575	15,300	15,300	15,300	15,300
Purchased Services	11,973	10,398	5,575	15,300	15,300	15,300	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	121,659	121,729	86,408	125,587	125,587	126,693	126,693

CITY OF APPLETON 2009 BUDGET

FINANCE DEPARTMENT

Finance Director: Lisa A. Maertz, CPA, CPFO

Deputy Finance Director: Anthony D. Saucerman, CPA

CITY OF APPLETON 2009 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 2008 EVENTS

The City received an unqualified opinion on it's 2007 financial and single audits.

In the purchasing area, we worked with various City departments to realize cost saving opportunities for batteries, auto parts, and other common items. We also put in place a cooperative procurement card program, offering rebate potential of $4,000 annually.

Coordinated and managed the movement of staff within the department to cover the absence of a staff member who was called to active military duty for 15 months. Hired and trained temporary staff to cover during this period.

With the departure of the Valley Transit Administrative Services Manager early in the year, increased accounting and financial reporting support has been extended to Valley Transit management on a regular basis.

Continued to audit performance measure data to ensure accuracy and provide suggestions for improvements which are reported back to departments and copied to the Mayor.

Completed RFP process and contracted with an outside collection agency to aid in the collection of overdue accounts receivable.

Completed the amendment to Tax Incremental District #6 to support the Time Warner Cable project.

Assisted in the completion of a developer-funded development agreement and new TIF District (#7) for the former Valley Fair site.

Completed the RFP process, and selected a consultant to assist in the calculation and recording of the cost of employee post employment benefits (OPEB) in accordance with Governmental Accounting Standards Board (GASB) Statement 45.

Participated in the discussions and analysis related to the potential sale of water to the Village of Sherwood.

Completed and filed a water rate application with the State Public Service Commission (PSC). Discussions with the PSC are ongoing with a ruling expected later in the year.

Issued General Obligation Notes for all 2008 Capital Improvement Projects other than the Police Station project, and Revenue Bonds for Wastewater and Stormwater projects.

Primary Concentration for Remainder of Year:

Continue to work with the Technology Services (TS) department on issues related to the utility billing system, including either a large-scale redesign of the existing system or its replacement with an industry-standard 3rd-party system and the incorporation of internet payment options for City services charges.

Complete the closeout of TIF #1.

Issue revenue bonds for Water utility projects, and general obligation bonds for the Police Station project.

Continue to work with the Community Development Department, Mayor and Council to assist with developer-funded projects along the Fox River and formation of Tax Incremental District #8.

Complete the 2009 City budget.

CITY OF APPLETON 2009 BUDGET
FINANCE DEPARTMENT

MAJOR 2009 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 concentrating on City Service invoice payment options

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**	**2006**	**2007**	**Adopted 2008**	**Amended 2008**	**2009**	**Change ***
Program Revenues		$ 3,720	$ 4,838	$ 4,000	$ 4,000	$ 4,000	0.00%
Program Expenses							
11510	Administration	122,196	166,080	150,858	154,023	151,858	0.66%
11520	Billing & Collection Svc	110,419	88,321	95,994	134,754	106,738	11.19%
11530	Support Services	642,827	613,428	675,435	638,499	666,272	-1.36%
TOTAL		$ 875,442	$ 867,829	$ 922,287	$ 927,276	$ 924,868	0.28%
Expenses Comprised Of:							
Personnel		734,012	718,213	776,485	739,549	766,289	-1.31%
Administrative Expense		26,985	28,269	27,909	31,074	28,909	3.58%
Supplies & Materials		9,134	12,024	12,325	12,325	12,150	-1.42%
Purchased Services		100,849	103,941	99,688	138,448	111,880	12.23%
Utilities		2,173	1,687	1,920	1,920	1,680	-12.50%
Repair & Maintenance		2,289	3,695	3,960	3,960	3,960	0.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		9.75	9.85	9.85	9.85	9.85	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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:

No major changes

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	85%	91%	100%	100%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	9	17	10	10	10
Work Process Outputs					
Training conducted					
Hours of training per employee	33	29	20	20	20
Procedures manuals updated					
% of manuals rated current	60%	64%	100%	85%	100%

CITY OF APPLETON 2009 BUDGET
FINANCE DEPARTMENT

Administration **Business Unit 11510**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4705 General Interest	$ 1	$ (15)	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	3,815	4,557	4,000	4,000	4,000
5010 Misc Revenue - Nontax	55	56	-	-	-
5011 Misc Revenue - Tax	44	80	-	-	-
5085 Cash Short or Over	(195)	160	-	-	-
Total Revenue	$ 3,720	$ 4,838	$ 4,000	$ 4,000	$ 4,000
Expenditures					
6101 Regular Salaries	$ 78,748	$ 108,539	$ 96,354	$ 96,354	$ 97,813
6105 Overtime	13	-	-	-	-
6150 Fringes	27,495	35,484	35,209	35,209	34,990
6201 Training\Conferences	6,565	7,922	8,600	11,765	8,600
6206 Parking Permits	307	685	400	400	400
6301 Office Supplies	2,036	1,687	1,700	1,700	1,700
6302 Subscriptions	7	7	-	-	-
6303 Memberships & Licenses	1,540	2,236	2,000	2,000	2,000
6304 Postage\Freight	144	168	200	200	200
6305 Awards & Recognition	-	124	225	225	225
6307 Food & Provisions	25	-	-	-	-
6315 Books & Library Materials	372	198	250	250	250
6316 Miscellaneous Supplies	164	66	-	-	-
6320 Printing & Reproduction	2,498	4,737	3,500	3,500	3,500
6327 Miscellaneous Equipment	109	40	500	500	500
6404 Consulting Services	-	2,500	-	-	-
6413 Utilities	2,173	1,687	1,920	1,920	1,680
Total Expense	$ 122,196	$ 166,080	$ 150,858	$ 154,023	$ 151,858

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

Due to the 15 month call-up of a staff member to active military duty in January, 2008, $6,400 has been requested in 2009 to fund temporary help until the staff member returns in March. The affected employee's salary and fringe benefit costs are budgeted in the Support Services budget (11530) and have been reduced $10,037 for the anticipated 3 month absence.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	956	1,440	1,100	1,100	1,100
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	65%	64%	65%	85%	85%
Service turnoffs	42	72	60	60	60
Work Process Outputs					
Financial transaction processing					
Receipts posted:	206,156	237,588	210,000	210,000	210,000
Information response					
% staff trained in customer svc.	96%	85%	100%	100%	100%

CITY OF APPLETON 2009 BUDGET
FINANCE DEPARTMENT
Billing & Collection Services **Business Unit 11520**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenditures					
6101 Regular Salaries	$ 59,796	$ 51,456	$ 53,569	$ 53,569	$ 56,956
6105 Overtime	1,030	905	2,559	2,559	2,603
6108 Part-Time	306	120	-	-	-
6150 Fringes	28,673	20,701	23,945	23,945	24,033
6201 Training\Conferences	-	13	-	-	-
6206 Parking Permits	1,675	1,620	1,296	1,296	1,296
6304 Postage\Freight	10,135	10,844	10,200	10,200	11,200
6320 Printing & Reproduction	1,879	1,571	2,075	2,075	1,900
6327 Miscellaneous Equipment	-	-	250	250	250
6404 Consulting Services	4,790	-	-	1,824	-
6411 Temporary Help	-	860	-	36,936	6,400
6412 Advertising	908	-	-	-	-
6418 Equip Repairs & Maint	1,227	231	2,100	2,100	2,100
Total Expense	$ 110,419	$ 88,321	$ 95,994	$ 134,754	$ 106,738

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Postage/Freight	
Real estate tax bills	$ 9,500
Mail delivery charges	1,700
	$ 11,200

CITY OF APPLETON 2009 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, collection agency, 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	92%	92%	100%	100%	100%
# of items received after cutoff	16	8	3	3	3
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	2	0	0	0
Asset/resource safeguarding					
bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	300	322	300	300	300
Avg. # of A/P checks issued monthly	929	938	900	900	900

CITY OF APPLETON 2009 BUDGET
FINANCE DEPARTMENT

Support Services **Business Unit 11530**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenditures					
6101 Regular Salaries	$ 377,678	$ 363,187	$ 385,771	$ 348,835	$ 387,637
6105 Overtime	1,631	1,676	2,559	2,559	2,603
6150 Fringes	158,641	136,145	176,519	176,519	159,654
6201 Training\Conferences	1,013	-	-	-	-
6206 Parking Permits	2,714	2,964	3,288	3,288	3,288
6301 Office Supplies	280	-	-	-	-
6303 Memberships & Licenses	45	-	-	-	-
6305 Awards & Recognition	500	-	-	-	-
6315 Books & Library Materials	33	-	-	-	-
6316 Miscellaneous Supplies	632	37	675	675	675
6320 Printing & Reproduction	3,448	4,880	4,325	4,325	4,325
6327 Miscellaneous Equipment	-	494	750	750	750
6401 Accounting/Audit	17,774	21,761	21,838	21,838	22,980
6403 Bank Services	74,715	76,418	75,000	75,000	80,000
6412 Advertising	1,123	2,138	750	750	1,000
6418 Equip Repairs & Maint	1,061	3,464	1,860	1,860	1,860
6599 Other Contracts/Obligations	1,539	264	2,100	2,100	1,500
Total Expense	$ 642,827	$ 613,428	$ 675,435	$ 638,499	$ 666,272

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Accounting/Audit

Annual financial audit	$ 21,980
Special accounting research	1,000
	$ 22,980

Bank Services

Banking fees	$ 14,000
Investment fees	66,000
	$ 80,000

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Interest Income	1	15-	11-	0	0	0	0
Charges for Services	3,815	4,557	3,988	4,000	4,000	4,000	4,000
Other Revenues	96-	296	436	0	0	0	0
TOTAL REVENUES	3,720	4,838	4,413	4,000	4,000	4,000	4,000
EXPENSES BY LINE ITEM							
Regular Salaries	463,287	470,424	321,043	535,694	498,758	548,713	542,406
Overtime	2,673	2,582	1,467	5,118	5,118	5,206	5,206
Part-Time	306	120	0	0	0	0	0
Other Compensation	46	35	46	0	0	0	0
Shift Differential	4	4	1	0	0	0	0
Sick Pay	7,357	8,653	4,508	0	0	0	0
Vacation Pay	45,529	44,065	31,778	0	0	0	0
Fringes	214,810	192,329	142,250	235,673	235,673	222,407	218,677
Salaries & Fringe Benefits	734,012	718,212	501,093	776,485	739,549	776,326	766,289
Training & Conferences	7,578	7,935	6,124	8,600	11,765	8,600	8,600
Parking Permits	4,696	5,269	4,979	4,984	4,984	4,984	4,984
Office Supplies	2,316	1,687	1,247	1,700	1,700	1,700	1,700
Subscriptions	7	7	0	0	0	0	0
Memberships & Licenses	1,585	2,236	2,108	2,000	2,000	2,000	2,000
Postage & Freight	10,279	11,012	917	10,400	10,400	10,400	11,400
Awards & Recognition	500	124	0	225	225	225	225
Food & Provisions	25	0	0	0	0	0	0
Administrative Expense	26,986	28,270	15,375	27,909	31,074	27,909	28,909
Books & Library Materials	405	198	0	250	250	250	250
Miscellaneous Supplies	796	103	113	675	675	675	675
Printing & Reproduction	7,825	11,188	6,710	9,900	9,900	9,325	9,725
Miscellaneous Equipment	109	535	0	1,500	1,500	1,500	1,500
Supplies & Materials	9,135	12,024	6,823	12,325	12,325	11,750	12,150
Accounting/Audit	17,774	21,761	65,320	21,838	21,838	0	22,980
Bank Services	74,715	76,418	50,172	75,000	75,000	0	80,000
Consulting Services	4,790	2,500	0	0	1,824	0	0
Temporary Help	0	860	21,005	0	36,936	0	6,400
Advertising	2,031	2,138	271	750	750	750	1,000
Other Contracts/Obligations	1,539	264	2,571	2,100	2,100	2,100	1,500
Purchased Services	100,849	103,941	139,339	99,688	138,448	2,850	111,880
Telephone	2,173	1,686	1,462	1,920	1,920	1,680	1,680
Utilities	2,173	1,686	1,462	1,920	1,920	1,680	1,680
Equipment Repair & Maintenanc	2,289	3,695	1,835	3,960	3,960	3,960	3,960
Repair & Maintenance	2,289	3,695	1,835	3,960	3,960	3,960	3,960
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	875,444	867,828	665,927	922,287	927,276	824,475	924,868

CITY OF APPLETON 2009 BUDGET
UNCLASSIFIED CITY HALL

PROGRAM NARRATIVE

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 21,866,427	$ 22,940,323	$ 22,660,715	$ 22,660,715	$ 22,610,336	-0.22%
Program Expenses							
12020	Reserves & Conting.	-	-	137,315	1,947,934	884,055	543.82%
12030	City Center	358,408	497,784	492,416	492,416	517,039	5.00%
12050	Miscellaneous	691,458	757,440	612,035	612,035	886,716	44.88%
12060	Transfers Out	1,186,312	1,566,422	662,694	3,394,678	681,070	2.77%
TOTAL		$ 2,236,178	$ 2,821,646	$ 1,904,460	$ 6,447,063	$ 2,968,880	55.89%
Expenses Comprised Of:							
Personnel		331,668	338,519	228,193	228,193	260,193	14.02%
Administrative Expense		1,772,163	1,932,964	1,146,960	5,689,563	2,059,747	79.58%
Supplies & Materials		681	478	-	-	-	N/A
Purchased Services		15,765	17,507	13,951	13,951	13,951	0.00%
Utilities		182	479	516	516	450	-12.79%
Repair & Maintenance		115,719	497,295	491,900	491,900	516,589	5.02%
Capital Expenditures		-	34,404	22,940	22,940	117,950	414.17%

* % change from prior year adopted budget

CITY OF APPLETON 2009 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 Administrative Services Committee and two-thirds of the Common Council, the funds are transferred to the requesting department's operating budget.

Major Program Changes:

Salary adjustments to be covered from the wage reserve in 2009 consist of cost of living adjustments for all General Fund staff, non-represented staff performance adjustments, and any unforeseen position re-evaluations (total estimated at $1,134,055). All collective bargaining agreements lapse at the end of 2008 and are currently under negotiation. $500,000 was carried over from 2007 to fund the 2008 wage reserve. It is estimated that we will have $250,000 available to offset the 2009 requirements, thus the wage reserve is budgeted at $884,055. It is essential that the Council carry over any remaining 2008 wage reserve dollars into 2009.

The balance in the contingency fund is currently $1,447,934 which 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
- $505,932 pending state budget biennium 2009-2011 outcome (less amount allocated for tipping fees in 2008)
- $561,287 one percent maximum of 2009 Budget according to policy
- $137,315 fuel contingency.

It is assumed that the Council will carry over remaining contingency account funds from 2008 to 2009, therefore there is no new funds budgeted for 2009.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded	0	1	0	1	0
Strategic Outcomes					
Provide flexibility					
Contingency funds available	$ 1,018,857	$ 1,371,819	$ 1,507,934	$ 1,447,934	$ 1,447,934
Contingency funds expended	$ 24,143	$ 1,200	$ -	$ 60,000	$ -

CITY OF APPLETON 2009 BUDGET
UNCLASSIFIED CITY HALL

Reserves and Contingencies **Business Unit 12020**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6599 Other Contracts/Obligations	$ -	$ -	$ -	$ -	$ -
6640 Reserve for Contingencies	-	-	137,315	1,447,934	-
6641 Wage Reserve	-	-	-	500,000	884,055
	$ -	$ -	$ 137,315	$ 1,947,934	$ 884,055

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Wage Reserve	
COLA & performance adjustments	$ 884,055
	$ 884,055

CITY OF APPLETON 2009 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Adequate products are supplied to facilities					
# of unexpected deliveries	1	0	0	0	0
Provide scheduled meeting room setups in a timely and reliable manner					
# of room setups scheduled	210	193	215	200	200
% of room setups completed on time	98%	99%	100%	100%	100%
Strategic Outcomes					
Provision of custodial services with minimal disruption to client services					
# of complaints	0	0	0	0	0

CITY OF APPLETON 2009 BUDGET
UNCLASSIFIED CITY HALL

City Center **Business Unit 12030**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5082 Insurance Proceeds	$ 1,964	$ -	$ -	$ -	$ -
Total Revenue	$ 1,964	$ -	$ -	$ -	$ -
Expenses					
6306 Building Maint./Janitorial	$ 8,415	$ 10	$ -	$ -	$ -
6316 Miscellaneous Supplies	681	-	-	-	-
6413 Utilities	182	479	516	516	450
6414 Janitorial Service	77,230	-	-	-	-
6416 Building Repairs & Maint.	2,075	-	-	-	-
6420 Facilities Charges	36,414	497,295	491,900	491,900	516,589
6502 Leases	233,411	-	-	-	-
Total Expense	$ 358,408	$ 497,784	$ 492,416	$ 492,416	$ 517,039

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

	2008	2009
Special Assessments for General Fund Properties	$ 22,940	$ 117,950
Tax Adjustments	5,000	5,000
Employee Recognition	1,150	1,150
Retirees	160,000	192,000
Fire and Police Pension (old plan)	68,193	68,193
Insurance	340,801	488,472
Property Annexation Agreement Payments	13,951	13,951
Total	$ 612,035	$ 886,716

Major Program Changes:

No major changes.

The general interest income consists of:

Interest on advance to TIF # 2	$ 315,000
Interest on advance to TIF # 3	2,000,000
Interest on advance to TIF # 5	80,000
Interest due on advance to Reid Golf	24,000
Interest due on long-term receivable	14,908
Interest on delinquent billings	100,000
Total	$ 2,533,908

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	9	20	7	16	8
Average distribution*	$ 28,923	$ 13,543	$ 22,857	$ 24,552	$ 24,000

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

CITY OF APPLETON 2009 BUDGET
UNCLASSIFIED CITY HALL

Miscellaneous **Business Unit 12050**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ 24,624,866	$ 25,838,936	$ 27,022,848	$ 27,022,848	$ 28,262,192
4130 Pmt in Lieu of Taxes	434,275	477,709	428,800	428,800	443,500
4220 State Shared Revenues	11,446,814	11,448,096	11,446,743	11,446,743	11,469,591
4221 State Tax Disparity Act	1,365,780	1,396,352	1,558,978	1,558,978	1,597,295
4222 Highway Aids - Con. Streets	215,104	215,329	216,425	216,425	215,600
4223 State Aid - Local Streets	2,506,050	2,559,167	2,628,990	2,628,990	2,611,866
4224 Miscellaneous State Aid	10,056	9,593	10,000	10,000	10,000
4227 State Aid - Computers	296,126	265,059	296,126	296,126	296,126
4405 Trailer Parking	10,195	7,062	12,000	12,000	12,000
4611 Service Connections	12,381	(12,381)	-	-	-
4614 Miscellaneous Specials	57,158	393	-	-	-
4705 General Interest	1,749,780	2,032,387	2,202,203	2,202,203	2,533,908
4710 Interest on Investments	1,222,902	2,228,506	1,460,000	1,460,000	1,020,000
4720 Interest on Delinquent Taxes	110,499	116,876	110,000	110,000	110,000
4730 Interest - Deferred Specials	112,032	132,017	110,000	110,000	110,000
5001 Fees & Commissions	746,471	586,144	600,000	600,000	600,000
5002 Zoning & Subdivision Fee	-	375	-	-	-
5003 Property Inquiry Fees	87,593	77,526	100,000	100,000	100,000
5004 Sale of City Prop - NonTax	3,121	15,091	5,000	5,000	5,000
5005 Sale of City Prop - Tax	1,617	5,648	3,000	3,000	3,000
5007 Exempt Property Fee	660	-	-	-	-
5010 Misc Revenue	22,874	7,265	18,000	18,000	18,000
5015 Rental of City Property	6,500	7,083	6,000	6,000	6,000
5017 Discounts	198	-	-	-	-
5030 Damage to City Property	7,895	-	-	-	-
5035 Other Reimbursements	1,276	2,331	-	-	-
5045 Reimb from Prior Yr. Exp.	-	-	-	-	-
5922 Trans In - Special Revenue	19,000	24,000	30,000	30,000	30,000
5924 Trans In - Capital Projects	128,021		-	-	-
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,134,899	1,181,545	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	$ 46,491,293	$ 48,779,259	$ 49,683,563	$ 49,683,563	$ 50,872,528
Expenses					
6111 Severance Pay for Retirees	$ 253,308	$ 258,489	$ 155,000	$ 155,000	$ 185,000
6150 Fringes	7,002	12,362	5,000	5,000	7,000
6152 Retirement	71,358	67,665	68,193	68,193	68,193
6305 Awards & Recognition	-	-	1,150	1,150	1,150
6316 Miscellaneous Supplies	-	479	-	-	-
6501 Insurance	297,852	351,996	340,801	340,801	488,472
6599 Other Contracts/Obligations	15,765	17,508	13,951	13,951	13,951
6602 Tax Refunds	608	828	5,000	5,000	5,000
6603 Per Prop, Chargebacks	320	(5,053)	-	-	-
6604 Miscellaneous Expense	90	1,739	-	-	-
6609 Tax Adjustments	228	(2,928)	-	-	-
6623 Uncollectible Accounts	44,927	19,951	-	-	-
6809 Infrastructure Construction	-	34,404	22,940	22,940	117,950
Total Expense	$ 691,458	$ 757,440	$ 612,035	$ 612,035	$ 886,716

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Other Contracts & Obligations	
Annexation payments:	
Freedom	$ 12,500
Center	386
Buchanan	1,065
	$ 13,951

Infrastructure Construction	
Paving @ City properties:	
FS # 1 (Hancock St)	$ 4,640
Northside Pk (Ashbury Dr)	25,472
Badger/Mason/Packard green space (Packard St)	5,888
Mead Pool (John St)	19,250
Water main @ City properties:	
USA Youth (French Rd)	62,700
	$ 117,950

CITY OF APPLETON 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	$ 487,508	$ 619,891	$ 662,694	$ 662,694	$ 681,070
Safe, reliable, convenient service					
% on-time performance	94%	95%	90%	90%	95%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$ 4.20	$ 4.54	$ 4.28	$ 4.64	$ 5.09
Work Process Outputs					
Service Provided					
Trips taken	937,297	958,359	956,137	993,478	943,804

CITY OF APPLETON 2009 BUDGET
UNCLASSIFIED CITY HALL

Transfers Out **Business Unit 12060**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
7912 Trans Out - Special Revenue	$ -	$ -	$ -	$ 67,900	$ -
7913 Trans Out - Debt Service	650,000	-	-	-	-
7914 Trans Out - Capital Projects	48,804	636,851	-	2,497,829	-
7918 Trans Out - Golf Course	-	480,000	-	-	-
7920 Trans Out - Valley Transit	487,508	449,571	662,694	828,949	681,070
Total Expense	$ 1,186,312	$ 1,566,422	$ 662,694	$ 3,394,678	$ 681,070

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Transfers out - Valley Transit

Appleton local share of Valley Transit operating budget	$ 681,070
	$ 681,070

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Non-Property Taxes	434,275	477,709	486,824	428,800	428,800	0	443,500
Intergovernmental Revenues	15,839,930	15,893,596	16,319,646	16,157,262	16,157,262	0	16,200,478
Permits	10,196	7,062	7,576	12,000	12,000	0	12,000
Special Assessments	69,539	11,988-	4,829	0	0	0	0
Interest Income	3,195,213	4,509,786	1,762,322	3,882,203	3,882,203	0	3,773,908
Other Revenues	2,319,238	2,064,157	2,039,599	2,180,450	2,180,450	0	2,180,450
TOTAL REVENUES	21,868,391	22,940,322	20,620,796	22,660,715	22,660,715	0	22,610,336
EXPENSES BY LINE ITEM							
Severance Pay for Retirees	253,308	258,489	380,024	155,000	155,000	0	185,000
Fringes	7,003	12,362	12,802	5,000	5,000	0	7,000
Retirement	71,358	67,665	51,144	68,193	68,193	0	68,193
Salaries & Fringe Benefits	331,669	338,516	443,970	228,193	228,193	0	260,193
Awards & Recognition	0	0	0	1,150	1,150	0	1,150
Building Maintenance/Janitor.	8,415	10	0	0	0	0	0
Insurance	297,852	351,996	284,000	340,801	340,801	0	488,472
Leases	233,412	0	0	0	0	0	0
Tax Refunds	608	828	8,952	5,000	5,000	0	5,000
Per Prop. Chargebacks	320	5,054-	3,469-	0	0	0	0
Miscellaneous Expense	90	1,739	0	0	0	0	0
Tax Adjustments	228	2,928-	4,516-	0	0	0	0
Uncollectible Accounts	44,927	19,951	6,627-	0	0	0	0
Reserve for Contingencies	0	0	0	137,315	1,447,934	0	0
Wage Reserve	0	0	0	0	500,000	0	884,055
Trans Out - Special Revenue	0	0	60,000	0	67,900	0	0
Trans Out - Debt Service	650,000	0	0	0	0	0	0
Trans Out - Capital Projects	48,804	636,851	15,050	0	2,497,829	0	0
Trans Out - Golf Course	0	480,000	0	0	0	0	0
Trans Out - Valley Transit	487,508	449,571	1,893,450	662,694	828,949	0	681,070
Administrative Expense	1,772,164	1,932,964	2,246,840	1,146,960	5,689,563	0	2,059,747
Miscellaneous Supplies	681	478	696	0	0	0	0
Supplies & Materials	681	478	696	0	0	0	0
Other Contracts/Obligations	15,765	17,507	16,963	13,951	13,951	0	13,951
Purchased Services	15,765	17,507	16,963	13,951	13,951	0	13,951
Telephone	182	479	357	516	516	0	450
Utilities	182	479	357	516	516	0	450
Janitorial Service	77,230	0	0	0	0	0	0
Building Repair & Maintenance	2,075	0	0	0	0	0	0
Facilities Charges	36,414	497,295	403,569	491,900	491,900	0	516,589
Repair & Maintenance	115,719	497,295	403,569	491,900	491,900	0	516,589
Infrastructure Construction	0	34,403	0	22,940	22,940	0	117,950
Capital Expenditures	0	34,403	0	22,940	22,940	0	117,950
TOTAL EXPENSES	2,236,180	2,821,642	3,112,395	1,904,460	6,447,063	0	2,968,880

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	$ 274,608	$ 288,993	$ 275,000	$ 275,000	$ 275,000
PAC debt retirement	$ 240,000	$ 260,000	$ 285,000	$ 285,000	$ 310,000
PAC Operating Fund	$ 88,079	$ 90,792	$ 90,000	$ 90,000	$ 90,000
Work Process Outputs					
# of quarterly settlement checks issued	4	4	4	4	4

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 303,514	$ 319,414	$ 305,000	$ 305,000	$ 305,000	0.00%
Program Expenses		$ 293,608	$ 312,993	$ 305,000	$ 305,000	$ 305,000	0.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		293,608	312,993	305,000	305,000	305,000	0.00%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

Room Tax Administration **Business Unit 2600**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4140 Room Taxes	$ 303,514	$ 319,414	$ 305,000	$ 305,000	$ 305,000
Total Revenue	$ 303,514	$ 319,414	$ 305,000	$ 305,000	$ 305,000
Expenses					
6606 Room Tax	$ 274,608	$ 288,993	$ 275,000	$ 275,000	$ 275,000
7911 Trans Out - General Fund	19,000	24,000	30,000	30,000	30,000
Total Expense	$ 293,608	$ 312,993	$ 305,000	$ 305,000	$ 305,000

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 BUDGET
ROOM TAX ADMINISTRATION FUND
SOURCES AND USES OF FUNDS

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Other	$ 303,514	$ 319,414	$ 305,000	$ 305,000	$ 305,000
Total Revenues	303,514	319,414	305,000	305,000	305,000
Expenses					
Program Costs	274,608	288,993	275,000	275,000	275,000
Total Expenses	274,608	288,993	275,000	275,000	275,000
Revenues over (under) Expenses	28,906	30,421	30,000	30,000	30,000
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(19,000)	(24,000)	(30,000)	(30,000)	(30,000)
Total Other Financing Sources (Uses)	(19,000)	(24,000)	(30,000)	(30,000)	(30,000)
Net Change in Equity	9,906	6,421	-	-	-
Fund Balance - Beginning	6,090	15,996	22,417	22,417	22,417
Fund Balance - Ending	$ 15,996	$ 22,417	$ 22,417	$ 22,417	$ 22,417

CITY OF APPLETON 2009 BUDGET

CITY CLERK

City Clerk: Cynthia I. Hesse

Deputy City Clerk: Mary E. Wendell

CITY OF APPLETON 2009 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 2008 EVENTS

Administered the largest of the elections held every four years, including the Presidential Primary on February 19, 2008, the April 1 Spring Election which included 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. Extensive training of election officials and special registration deputies was held.

Further implemented the State-wide Voter Registration System (SVRS) and began to utilize the system for all absentee ballot processing.

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.

The number of legal publications was much higher than projected. A change in the law now allows us to publish a summary of a lengthy ordinance which will help us control publication costs.

Developed an alderperson packet on the webpage. Currently almost half of the Council are utilizing the electronic format.

Initiated a late fee for beer/liquor licenses. All fees are to be paid 15 days before the end of the license year. A $20.00 per day late fee is assessed.

Modified the fee structure for special events and commercial solicitation licenses.

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

Administered the 2008 Board of Review.

Held the 7th annual citizen information class in October.

CITY OF APPLETON 2009 BUDGET
CITY CLERK

MAJOR 2009 OBJECTIVES

Administer two scheduled elections; February 17, 2009 and April 7, 2009. Alderpersons representing odd-numbered districts will be up for election.

The voter registration and the absentee voting portions 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 8th annual "Citizen Information Session - How to be an Alderperson" will be held in the fall of 2009.

Due to two new staff members hired in 2008, we will be training and cross training these employees in all work functions and processes in the Office of the City Clerk.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 289,809	$ 247,716	$ 202,350	$ 202,350	$ 193,250	-4.50%
Program Expenses							
11010	Administration	105,294	104,563	112,524	112,524	114,632	1.87%
11020	Recordkeeping	93,411	103,868	107,264	107,264	116,698	8.80%
11030	Licensing	124,738	97,705	64,496	64,496	61,429	-4.76%
11040	Elections	192,739	132,046	273,792	273,792	164,337	-39.98%
11050	Mail/Copy Services	197,232	209,434	209,610	209,610	212,912	1.58%
TOTAL		$ 713,414	$ 647,616	$ 767,686	$ 767,686	$ 670,008	-12.72%
Expenses Comprised Of:							
Personnel		389,387	365,901	450,200	450,200	402,016	-10.70%
Administrative Expense		208,021	175,330	146,752	146,752	147,192	0.30%
Supplies & Materials		72,494	51,274	92,250	92,250	64,870	-29.68%
Purchased Services		33,726	37,599	62,940	62,940	41,050	-34.78%
Utilities		853	591	700	700	550	-21.43%
Repair & Maintenance		899	4,870	14,844	14,844	14,330	-3.46%
Capital Expenditures		8,034	12,051	-	-	-	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 2009 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:

The increase in the number of staff training hours in 2009 indicated below is due to two new staff members attending mandated State-wide Voter Registration System (SVRS) training. There is no cost for the training so, although the number of hours increases in 2009, there is no increased cost in the budget.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Satisfaction of service provided					
Positive survey response	91%	96%	100%	100%	100%
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
Work Process Outputs					
Staff training					
# of hours of staff training	289	157	150	150	200

CITY OF APPLETON 2009 BUDGET
CITY CLERK

Administration **Business Unit 11010**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 216	$ 32	$ 200	$ 200	$ 200
Total Revenue	$ 216	$ 32	$ 200	$ 200	$ 200
Expenses					
6101 Regular Salaries	$ 71,823	$ 73,014	$ 75,051	$ 75,051	$ 76,675
6150 Fringes	26,426	26,858	29,841	29,841	31,005
6201 Training\Conferences	2,929	934	3,650	3,650	3,400
6206 Parking Permits	1,701	1,703	1,680	1,680	1,800
6301 Office Supplies	494	388	500	500	500
6302 Subscriptions	200	200	202	202	202
6303 Memberships & Licenses	601	310	375	375	375
6305 Awards & Recognition	-	345	75	75	75
6316 Miscellaneous Supplies	-	10	-	-	-
6320 Printing & Reproduction	104	210	-	-	-
6328 Signs	163	-	50	50	50
6413 Utilities	853	591	700	700	550
6418 Equip Repairs & Maint	-	-	400	400	-
Total Expense	$ 105,294	$ 104,563	$ 112,524	$ 112,524	$ 114,632

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 City will be upgrading all of its computers to Windows XP. Our current Council Chambers voting system will not be compatible with this upgrade and may become inoperable. An upgraded system with the existing vendor can be installed utilizing the current voting stations, microphones and hardware for $4,450.

Additionally, $2,500 is budgeted to purchase a suspended projector to be installed in the Council Chambers to support the voting system upgrade. The new voting system eliminates the need for the hard wired display board and allows the votes to be displayed on a projection screen. Additionally, the upgraded software provides the ability to display the item being discussed to the public during deliberations.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Retrieval of information					
% same day responses	87%	88%	90%	87%	90%
1 week retrieval for detailed requests	13%	12%	10%	13%	10%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs maintaining records	1,532	1,585	1,500	1,500	1,500
# of requests for information	216	244	200	300	200
# of publication notices	363	436	400	400	400
# of ordinances	141	167	150	200	150

CITY OF APPLETON 2009 BUDGET
CITY CLERK

Recordkeeping **Business Unit 11020**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 44,717	$ 47,142	$ 48,123	$ 48,123	$ 48,818
6150 Fringes	20,529	21,300	24,141	24,141	25,130
6201 Training\Conferences	56	-	-	-	-
6301 Office Supplies	1,030	867	1,500	1,500	1,500
6303 Memberships & Licenses	45	45	-	-	-
6320 Printing & Reproduction	1,559	2,900	2,900	2,900	2,900
6327 Miscellaneous Equipment	-	-	2,500	2,500	7,000
6402 Legal Fees	323	1,255	400	400	400
6408 Contractor Fees	300	648	700	700	950
6412 Advertising	24,852	29,711	27,000	27,000	30,000
Total Expense	$ 93,411	$ 103,868	$ 107,264	$ 107,264	$ 116,698

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Advertising

Required legal publications	$ 30,000
	$ 30,000

CITY OF APPLETON 2009 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:

There have been minor reductions made to office supplies ($500) and printing and reproduction ($500).

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	100%	95%	100%	98%	100%
% issued within 90 days of application	100%	100%	100%	99%	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	223	219	200	225	225
# of operator licenses issued	820	733	700	600	700
# of general licenses issued	487	574	550	550	550

CITY OF APPLETON 2009 BUDGET
CITY CLERK

Licensing **Business Unit 11030**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4301 Amusements	$ 9,380	$ 10,060	$ 10,000	$ 10,000	$ 10,000
4303 Cigarette	7,500	7,400	7,500	7,500	7,500
4306 Liquor	149,066	121,440	75,000	75,000	75,000
4307 Operators	49,530	56,055	50,000	50,000	50,000
4309 Sundry	5,132	5,675	5,000	5,000	5,000
4313 Special Events	8,000	8,750	8,000	8,000	9,000
4316 Second Hand/Pawnbroker	2,355	2,830	2,300	2,300	2,300
4317 Commercial Solicitation	3,695	4,265	3,500	3,500	3,500
4318 Christmas Tree	630	450	400	400	400
4319 Street & Sidewalk Cement	705	510	500	500	500
4320 Taxi Cab/Limousine	900	960	1,000	1,000	1,000
4321 Taxi Driver	2,000	2,455	1,700	1,700	1,700
4322 Special "B" Beer License	1,060	890	1,000	1,000	1,000
4323 Escort Service	500	-	-	-	-
4324 Street Vendor	535	153	250	250	150
4411 Sundry Permits	960	2,205	1,000	1,000	1,000
4801 Charges for Serv.- Nontax	3	-	-	-	-
5010 Misc. Revenue - Nontax	5,320	6,340	5,000	5,000	5,000
Total Revenue	$ 247,271	$ 230,438	$ 172,150	$ 172,150	$ 173,050
Expenses					
6101 Regular Salaries	$ 30,289	$ 33,326	$ 34,554	$ 34,554	$ 32,603
6105 Overtime	1,332	774	750	750	375
6150 Fringes	18,524	18,939	21,692	21,692	21,951
6301 Office Supplies	1,537	1,206	2,000	2,000	1,500
6316 Miscellaneous Supplies	490	-	-	-	-
6320 Printing & Reproduction	1,329	2,171	3,500	3,500	3,000
6599 Other Contracts/Obligations	1,237	1,289	2,000	2,000	2,000
6630 Other Grant Payments	70,000	40,000	-	-	-
Total Expense	$ 124,738	$ 97,705	$ 64,496	$ 64,496	$ 61,429

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

Two elections will be held in 2009 versus four in 2008. Therefore, all election related costs have decreased proportionately. The major changes would include decreases to wages, fringe benefits, supplies, printing costs, temporary help, advertising and rent.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	9,058	2,962	12,000	10,500	4,000
# of voters purged (biannual)	0	0	0	4,000	0
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	62,602	9,806	73,500	74,000	17,000
# of registered voters	168,682	175,343	175,000	150,000	70,000
# of elections administered	4	2	4	4	2
# of candidates filing nomination papers	14	16	20	21	20
# of ballot styles	161	193	212	216	108
% of staff trained at each election	98%	97%	100%	98%	100%

CITY OF APPLETON 2009 BUDGET
CITY CLERK

Elections **Business Unit 11040**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Misc State Aids	$ 5,841	$ -	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	253	6	-	-	-
4802 Charges for Serv. - Tax	4	6	-	-	-
4908 Misc. Intergov. Charges	29,874	16,034	30,000	30,000	20,000
5004 Sale of City Prop - Nontax	6,350	1,200	-	-	-
Total Revenue	$ 42,322	$ 17,246	$ 30,000	$ 30,000	$ 20,000
Expenses					
6101 Regular Salaries	$ 93,060	$ 67,558	$ 130,570	$ 130,570	$ 84,440
6105 Overtime	6,358	1,345	3,264	3,264	1,728
6108 Part-Time	220	220	-	-	-
6150 Fringes	24,476	22,060	25,218	25,218	24,556
6202 Local Auto Expense	98	87	200	200	85
6206 Parking Permits	230	86	250	250	100
6301 Office Supplies	7,135	4,059	7,000	7,000	4,000
6302 Subscriptions	-	350	-	-	375
6316 Miscellaneous Supplies	335	-	5,760	5,760	2,880
6320 Printing & Reproduction	43,428	24,871	53,000	53,000	27,240
6327 Miscellaneous Equipment	8,377	-	3,540	3,540	-
6328 Signs	458	594	500	500	500
6411 Temporary Help	5,975	4,907	29,440	29,440	6,000
6412 Advertising	1,039	116	3,000	3,000	1,500
6418 Equip Repairs & Maint	-	4,750	9,010	9,010	9,213
6420 Facilities Charges	-	-	-	-	200
6503 Rent	1,550	1,000	2,640	2,640	1,320
6599 Other Contracts/Obligations	-	43	400	400	200
Total Expense	$ 192,739	$ 132,046	$ 273,792	$ 273,792	$ 164,337

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Printing & reproduction	
Ballot printing and coding - 2 elections	$ 27,240
	$ 27,240

CITY OF APPLETON 2009 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 is due to two postage rate changes that were implemented in 2008 and another one expected in 2009.

The $800 budgeted in miscellaneous equipment represents $300 for the purchase of a dehumidifier to provide a better environment for our paper to assist with the proper operation of the photocopiers in the Mail/Copy Center, and $500 for a new chair for a staff member.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Prompt mail delivery					
Mail delivery on schedule	100%	100%	100%	100%	100%
Accurate photocopy services					
Remake of request	2%	3%	1%	2%	1%
Strategic Outcomes					
Efficient mail processing					
# of pcs of mail returned for correction from mailing service	100	89	100	250	100
Work Process Outputs					
# of pieces of outgoing mail	309,189	178,523	250,000	200,000	250,000
# of packages handled	520	497	500	500	500
# of copies made in Mail Center	1,943,823	1,485,263	2,000,000	1,750,000	2,000,000

CITY OF APPLETON 2009 BUDGET
CITY CLERK

Mail/Copy Services **Business Unit 11050**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 32,297	$ 33,613	$ 34,554	$ 34,554	$ 32,366
6105 Overtime	585	640	750	750	375
6150 Fringes	18,752	19,114	21,692	21,692	21,994
6301 Office Supplies	376	1,523	500	500	500
6304 Postage\Freight	101,654	108,791	115,680	115,680	120,000
6316 Miscellaneous Supplies	11,289	13,812	15,000	15,000	15,000
6320 Printing & Reproduction	4,962	6,705	5,500	5,500	5,500
6327 Miscellaneous Equipment	-	-	-	-	800
6418 Equip Repairs & Maint	899	120	5,434	5,434	4,917
6429 Interfund Allocations	-	(371)	-	-	-
6503 Rent	18,384	13,435	10,500	10,500	11,460
6804 Equipment	8,034	12,052	-	-	-
Total Expense	$ 197,232	$ 209,434	$ 209,610	$ 209,610	$ 212,912

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Postage/Freight	
United Mailing Service	$ 12,000
UPS	5,000
US Postal Service	103,000
	$ 120,000
Misc. Supplies	
Paper cost for mail/copy center	$ 15,000
	$ 15,000
Rent	
Copier charges	$ 10,000
Meter and security rental	1,460
	$ 11,460

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	5,841	0	0	0	0	0	0
Licenses	240,988	221,893	180,978	166,150	166,150	167,050	167,050
Permits	960	2,205	675	1,000	1,000	1,000	1,000
Charges for Services	476	44	250	200	200	0	200
Intergov. Charges for Service	29,874	16,034	22,834	30,000	30,000	0	20,000
Other Revenues	11,670	7,540	5,900	5,000	5,000	5,000	5,000
TOTAL REVENUES	289,809	247,716	210,637	202,350	202,350	173,050	193,250
EXPENSES BY LINE ITEM							
Regular Salaries	196,693	204,915	140,660	233,040	233,040	230,472	230,472
Overtime	8,275	2,760	3,116	4,764	4,764	2,478	2,478
Part-Time	220	220	250	0	0	0	0
Other Compensation	55,998	28,852	58,236	89,812	89,812	44,430	44,430
Shift Differential	21	4	11	0	0	0	0
Sick Pay	5,929	5,251	2,021	0	0	0	0
Vacation Pay	13,544	15,629	7,143	0	0	24,720	0
Fringes	108,707	108,269	80,687	122,584	122,584	100,735	124,636
Salaries & Fringe Benefits	389,387	365,900	292,124	450,200	450,200	402,835	402,016
Training & Conferences	2,985	934	2,763	3,650	3,650	3,400	3,400
Local Auto Expense	98	87	38	200	200	85	85
Parking Permits	1,931	1,789	1,541	1,930	1,930	1,900	1,900
Office Supplies	10,573	8,043	10,864	11,500	11,500	8,000	8,000
Subscriptions	200	550	200	202	202	577	577
Memberships & Licenses	646	355	245	375	375	375	375
Postage & Freight	101,654	108,791	61,953	115,680	115,680	120,000	120,000
Awards & Recognition	0	345	0	75	75	75	75
Rent	19,934	14,435	14,467	13,140	13,140	12,780	12,780
Block Grant Payments	70,000	40,000	0	0	0	0	0
Administrative Expense	208,021	175,329	92,071	146,752	146,752	147,192	147,192
Miscellaneous Supplies	12,114	13,822	15,500	20,760	20,760	17,880	17,880
Printing & Reproduction	51,382	36,858	65,417	64,900	64,900	38,640	38,640
Miscellaneous Equipment	8,377	0	4,501	6,040	6,040	7,000	7,800
Signs	621	594	267	550	550	550	550
Supplies & Materials	72,494	51,274	85,685	92,250	92,250	64,070	64,870
Legal Fees	323	1,255	62	400	400	400	400
Contractor Fees	300	648	240	700	700	950	950
Temporary Help	5,975	4,907	8,589	29,440	29,440	12,000	6,000
Advertising	25,891	29,827	30,513	30,000	30,000	31,500	31,500
Interfund Allocations	0	371-	0	0	0	0	0
Other Contracts/Obligations	1,237	1,332	0	2,400	2,400	2,200	2,200
Purchased Services	33,726	37,598	39,404	62,940	62,940	47,050	41,050
Telephone	853	591	442	700	700	550	550
Utilities	853	591	442	700	700	550	550
Equipment Repair & Maintenanc	899	4,870	13,333	14,844	14,844	15,897	14,130
Facilities Charges	0	0	414	0	0	200	200
Repair & Maintenance	899	4,870	13,747	14,844	14,844	16,097	14,330
Machinery & Equipment	8,034	12,052	0	0	0	800	0
Capital Expenditures	8,034	12,052	0	0	0	800	0
TOTAL EXPENSES	713,414	647,614	523,473	767,686	767,686	678,594	670,008

CITY OF APPLETON 2009 BUDGET

CITY ASSESSOR

City Assessor: DeAnn L. Brosman

Deputy City Assessor: Timothy J. Smith

CITY OF APPLETON 2009 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 2008 EVENTS

Our office completed a revaluation of all apartment buildings in the City to continue our 4-year revaluation cycle. This project was completed in-house with no additional funding. The Board of Review was held on May 29th with three property owners appearing. The assessments on all three properties were sustained by the Board.

The 2008 locally assessed value increased approximately $113,506,000 which is an increase of 2.6% from 2007. Most of this increase was due to $94,002,500 in new construction, approximately $11,000,000 in apartment revaluation, $667,600 of annexed property, $1,086,700 of formerly tax exempt property, and $15,021,400 in additional personal property. The increase was offset by a $10,183,100 in general revaluation decreases, $2,352,300 of now tax exempt property (including $1,062,100 to school district and $570,700 for religious use), and $1,194,600 of razing/reduced utility property. The remaining net increase was due to miscellaneous smaller revaluations throughout the year.

The 2008 Equalized value changes are as follows (TIF included);

	2007 Value	2008 Value	Percent Increase
Outagamie County	$ 3,873,589,400	$ 4,004,200,900	3.37%
Calumet County	636,049,500	640,384,300	0.68%
Winnebago County	66,003,100	66,422,300	0.64%
Total City	$ 4,575,642,000	$ 4,711,007,500	2.96%

CITY OF APPLETON 2009 BUDGET
CITY ASSESSOR

MAJOR 2009 OBJECTIVES

In 2009, we will review all commercial parcels in the city. These 903 parcels were last revalued in 2005. This review will not include the central business district which was reviewed in 2007. We will continue to re-assess 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 process for performing the 2009 commercial revaluation includes: calculating land values using current land sales; inspecting buildings not inspected in recent years; interviewing commercial real estate professionals in the area; sending out & analyzing rental income/expense surveys; maintaining a database of recent sales including comparable sales for each property, and educating property owners on the assessment process. We will complete this review by May 2009, in addition to our normal duties, using existing staff and resources.

A major goal for 2009 & 2010 is to inspect as many as possible of the 12,006 homes (out of 22,445 to be revalued in 2010) that have not been inspected since the 1990's. Citywide inspections have not occurred since 1995, when temporary field staff were hired to inspect 12,000 homes for the 1995 revaluation. Although we continue to revalue homes every four years, periodic inspections are needed to maintain equity between valuations of individual properties, particularly older homes, where renovations or deterioration can dramatically affect the true value. We are able to inspect an average of 1,300 homes per year using existing staff, in addition to the other work for which staff is responsible. Without the additional part time help requested as a supplement to our budget request, we will only be able to inspect approximately 20% of the remaining homes. We will continue to explore ways to inspect a higher percentage.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 2,537	$ 1,880	$ 1,800	$ 1,800	$ 1,850	2.78%
Program Expenses							
13510	Administration	212,669	108,699	111,828	111,828	113,079	1.12%
13520	Assessing	286,034	412,316	435,865	435,865	445,292	2.16%
TOTAL		$ 498,703	$ 521,015	$ 547,693	$ 547,693	$ 558,371	1.95%
Expenses Comprised Of:							
Personnel		471,865	493,791	517,876	517,876	527,528	1.86%
Administrative Expense		4,405	4,945	6,666	6,666	6,676	0.15%
Supplies & Materials		3,120	2,753	2,700	2,700	3,000	11.11%
Purchased Services		15,563	15,083	15,200	15,200	15,200	0.00%
Utilities		889	572	1,000	1,000	750	-25.00%
Repair & Maintenance		2,861	3,871	4,251	4,251	5,217	22.72%
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 2009 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:

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

Objectives:

We will improve accessibility and security of our property records using technology. Examples of this for 2009 include:
Adding over 10,000 electronic building sketches to the property look up on the intranet for all departments to access
Adding historical designation and other fields to my.appleton.org as requested by the public
Creating an electronic property record card to distribute to the public, and adding data to our Assessor listing sheet
Adding a reason for change to the assessment notice mailed to property owners
Adding a change of mailing address form to the Assessor section of www.appleton.org
Creating a separate data file for confidential rental income/expenses so our comments screen can be public
Improving the personal property and real estate history files to more easily retrieve prior assessments

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Accurate, timely and easily accessible information					
Visitor Sessions per day on my.appleton.org	New measure	160	200	212	250
Technology improvements made to database	New measure	17	20	20	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	2	0	0	0
Hours of classrm training/employee	New measure	22	20	20	20
Work Process Outputs					
Queries run for public	New measure	10	40	30	30
Reports filed with WI DOR timely	New measure	100%	100%	100%	100%

CITY OF APPLETON 2009 BUDGET
CITY ASSESSOR

Administration **Business Unit 13510**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 2,157	$ 1,702	$ 1,800	$ 1,800	$ 1,850
4802 Charges for Serv.- Tax	264	109	-	-	-
5035 Other Reimbursements	116	69	-	-	-
Total Revenue	$ 2,537	$ 1,880	$ 1,800	$ 1,800	$ 1,850
Expenses					
6101 Regular Salaries	$ 142,366	$ 72,578	$ 72,066	$ 72,066	$ 72,401
6105 Overtime	249	-	-	-	-
6150 Fringes	64,713	30,673	33,266	33,266	34,152
6201 Training\Conferences	145	90	500	500	650
6206 Parking Permits	2,316	2,316	2,316	2,316	2,316
6301 Office Supplies	557	586	700	700	700
6302 Subscriptions	60	-	230	230	250
6305 Awards & Recognition	-	30	100	100	105
6307 Food & Provisions	82	103	100	100	105
6320 Printing & Reproduction	1,292	1,751	1,450	1,450	1,550
6412 Advertising/Publication	-	-	100	100	100
6413 Utilities	889	572	1,000	1,000	750
Total Expense	$ 212,669	$ 108,699	$ 111,828	$ 111,828	$ 113,079

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 BUDGET
CITY ASSESSOR

Assessing **Business Unit 13520**

PROGRAM MISSION

We 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:

The 903 commercial properties outside the central business district will be reassessed in 2009 as part of our 4-year revaluation cycle. We will use professional appraisal methods to set fair and equitable market values. We will inform and educate property and business owners regarding the assessment process and appeal rights in a courteous and respectful manner. In July, 2009 we will begin the citywide residential revaluation for 2010. We have began preparing for this large project by reallocating the residential districts among our appraisers to even out the work load and improve efficiency.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy:					
Residential Districts within					
10% of market value	97%	97%	99%	96%	96%
Coefficient of dispersion	7%	5%	7%	8%	9%
Strategic Outcomes					
Assessments to accurately reflect market values:					
Residential class level of assessment	101%	100%	96%	100%	98%
Commercial class level of assessment	99%	96%	88%	93%	99%
Overall level of assessment	101%	99%	95%	99%	98%
Work Process Outputs					
% of buildings inspected to update records:					
Commercial new construction	100%	100%	100%	100%	100%
Residential new construction	99%	95%	95%	99%	99%
Recent Sales	25%	42%	30%	55%	50%
Total # of interior inspections	New measure	2370	1600	1,500	1,500
Property Record Maintenance:					
Deeds processed (ownership changes)	2,732	2,690	2,200	2,200	2,100
Lot splits, CSM's, & new platted parcels	347	370	500	400	350
Annexed parcels	30	10	5	10	10
Assessments updated	New measure	2213	2200	1,800	2,200

CITY OF APPLETON 2009 BUDGET
CITY ASSESSOR

Assessing **Business Unit 13520**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 180,238	$ 268,252	$ 275,165	$ 275,165	$ 278,437
6105 Overtime	1,801	303	-	-	-
6150 Fringes	82,498	121,987	137,379	137,379	142,538
6201 Training/Conferences	866	903	1,300	1,300	1,500
6301 Office Supplies	154	381	930	930	450
6302 Subscriptions	120	210	250	250	250
6303 Memberships & Licenses	105	325	240	240	350
6320 Printing & Reproduction	993	82	300	300	400
6327 Miscellaneous Equipment	835	919	950	950	1,050
6425 CEA Equip. Rental	2,861	3,871	4,251	4,251	5,217
6599 Other Contracts/Obligations	15,563	15,083	15,100	15,100	15,100
Total Expense	$ 286,034	$ 412,316	$ 435,865	$ 435,865	$ 445,292

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations

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

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Charges for Services	2,421	1,811	1,182	1,800	1,800	1,850-	1,850-
Other Revenues	116	69	0	0	0	0	0
TOTAL REVENUES	2,537	1,880	1,182	1,800	1,800	1,850-	1,850-
EXPENSES BY LINE ITEM							
Regular Salaries	299,211	310,847	224,971	347,231	347,231	350,838	350,838
Labor Pool Allocations	0	0	365	0	0	0	0
Overtime	2,051	303	162	0	0	0	0
Sick Pay	5,696	10,600	3,003	0	0	0	0
Vacation Pay	17,697	19,382	15,161	0	0	0	0
Fringes	147,211	152,660	119,295	170,645	170,645	178,017	176,690
Salaries & Fringe Benefits	471,866	493,792	362,957	517,876	517,876	528,855	527,528
Training & Conferences	1,011	993	1,513	1,800	1,800	2,150	2,150
Parking Permits	2,316	2,316	2,049	2,316	2,316	2,316	2,316
Office Supplies	711	967	865	1,630	1,630	1,150	1,150
Subscriptions	180	210	338	480	480	500	500
Memberships & Licenses	105	325	255	240	240	350	350
Awards & Recognition	0	30	83	100	100	105	105
Food & Provisions	82	103	96	100	100	105	105
Administrative Expense	4,405	4,944	5,199	6,666	6,666	6,676	6,676
Printing & Reproduction	2,285	1,833	1,062	1,750	1,750	1,950	1,950
Miscellaneous Equipment	835	919	992	950	950	1,050	1,050
Supplies & Materials	3,120	2,752	2,054	2,700	2,700	3,000	3,000
Advertising	0	0	0	100	100	100	100
Other Contracts/Obligations	15,563	15,083	14,482	15,100	15,100	15,100	15,100
Purchased Services	15,563	15,083	14,482	15,200	15,200	15,200	15,200
Telephone	889	572	446	1,000	1,000	750	750
Utilities	889	572	446	1,000	1,000	750	750
CEA Equipment Rental	2,861	3,871	2,136	4,251	4,251	5,217	5,217
Repair & Maintenance	2,861	3,871	2,136	4,251	4,251	5,217	5,217
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	498,704	521,014	387,274	547,693	547,693	559,698	558,371

CITY OF APPLETON 2009 BUDGET

TECHNOLOGY SERVICES

Technology Services Director: Scott J. Liske

CITY OF APPLETON 2009 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 2008 EVENTS

Completed replacement of the Network Core switch with very minimal unanticipated issues

Completed implementation of remote backup of our Storage Area Network (SAN) to substantially eliminate backup to tapes.

Completed upgrades of all PC's from Microsoft Office 2000 to 2007

Implemented in-building wireless access for staff in City Hall and all Fire Stations

Upgraded 125 PC's, 15 laptops and 10 MDC's to meet 2008 designated standards

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

Completed an internal wireless survey of Wastewater, with implementation plan in development

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

Implemented a process into our document management system to allow for electronic distribution of bi-weekly pay advices to reduce paper, envelope, printing, folding and distribution costs

Coordinated a City-wide Web Site redevelopment team to provide recommendations for the redesign and continued support of the City's Web Site.

Worked with Police to support new as well as continued connectivity during the building reconstruction and Grand Chute trial.

CITY OF APPLETON 2009 BUDGET
TECHNOLOGY SERVICES

MAJOR 2009 OBJECTIVES

Continue in the development and support of additional client/server projects on the mainframe computer to create graphical user interfaces (GUI) as well as browser based access to mainframe computer based enterprise systems

Prioritize and continue upgrade of existing internally developed, as well as third-party supplied, software, including completing full migration from 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 2009 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 planning and implementation of the regional broadband wireless project

Continue implementation of internal building wireless access

Develop project plan and budgets to upgrade the Wastewater wireless telephone system (SpectraLink)

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
	Program Revenues	$ 1,940	$ 7,185	$ 2,500	$ 2,500	$ 2,500	0.00%
	Program Expenses						
13010	Administration	268,277	271,947	196,138	201,138	194,336	-0.92%
13020	Mainframe	536,782	519,020	548,557	548,557	546,961	-0.29%
13030	Network	724,064	774,096	841,736	841,736	792,251	-5.88%
13040	GIS	219,961	221,916	271,544	271,544	281,808	3.78%
	TOTAL	$ 1,749,084	$ 1,786,979	$ 1,857,975	$ 1,862,975	$ 1,815,356	-2.29%
	Expenses Comprised Of:						
	Personnel	1,219,149	1,243,989	1,340,366	1,340,366	1,373,919	2.50%
	Administrative Expense	46,933	45,678	48,284	53,284	46,893	-2.88%
	Supplies & Materials	223,482	215,304	219,400	219,400	130,500	-40.52%
	Purchased Services	21,341	17,896	11,500	11,500	11,500	0.00%
	Utilities	16,358	8,206	6,900	6,900	7,700	11.59%
	Repair & Maintenance	189,456	229,271	231,525	231,525	244,844	5.75%
	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 2009 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:

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Satisfaction of service provided					
Positive survey responses	98%	98%	100%	98%	100%
Work Process Outputs					
Staff training provided (hrs)	480	375	600	600	475
Telephone numbers supported	515	721	600	708	730

CITY OF APPLETON 2009 BUDGET
TECHNOLOGY SERVICES

Administration **Business Unit 13010**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ -	$ 3,905	$ -	$ -	$ -
4802 Charges for Serv.- Taxable	48	48	-	-	-
5004 Sale of City Prop - Nontax	1,207	200	2,500	2,500	2,500
5010 Misc Revenue - Nontax	685	3,032	-	-	-
Total Revenue	$ 1,940	$ 7,185	$ 2,500	$ 2,500	$ 2,500
Expenses					
6101 Regular Salaries	$ 162,331	$ 165,924	$ 111,604	$ 111,604	$ 111,500
6105 Overtime	62	(62)	-	-	-
6150 Fringes	58,699	59,529	42,050	42,050	42,993
6201 Training\Conferences	12,384	13,300	18,300	23,300	17,320
6206 Parking Permits	5,495	5,484	5,484	5,484	5,484
6301 Office Supplies	586	3,539	700	700	700
6303 Memberships & Licenses	270	275	275	275	200
6305 Awards & Recognition	300	520	525	525	539
6320 Printing & Reproduction	9,459	10,800	8,400	8,400	6,000
6327 Miscellaneous Equipment	2,014	2,500	2,500	2,500	2,500
6404 Consulting	450	-	-	-	-
6413 Utilities	11,512	5,242	3,800	3,800	4,600
6503 Rent	4,715	-	-	-	-
6599 Other Contracts/Obligations	-	4,896	2,500	2,500	2,500
Total Expense	$ 268,277	$ 271,947	$ 196,138	$ 201,138	$ 194,336

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
Technical training	$ 10,780
Staff development	1,540
Citywide technology training	5,000
	$ 17,320

CITY OF APPLETON 2009 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 iSeries

Major Program Changes:

The reduction in equipment repairs and maintenance expense reflects the elimination of an IBM line printer. A new printer was purchased in 2008 and is under a 3-year warranty.

Software support expense is reduced by Burbee (CDWG) on site support. This company is used to troubleshoot, configure and support the iSeries hardware including backup and printing systems. No projects are anticipated in 2009 that would require this support.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	New Measure	120	30	30	30
# of project requests outstanding	152	171	100	110	90
Strategic Outcomes					
# Printers Not IP Based	27	0	10	10	10
Sustain personnel resource allocation					
% of staff time allocated to new application development	40%	47%	50%	40%	40%
Work Process Outputs					
# of new requests received	370	561	275	275	300
# of user accounts supported	500	564	520	520	520

CITY OF APPLETON 2009 BUDGET
TECHNOLOGY SERVICES

Mainframe **Business Unit 13020**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 283,637	$ 282,964	$ 320,793	$ 320,793	$ 329,660
6104 Call Time	3,468	3,580	4,214	4,214	3,217
6108 Part-Time	10,719	5,629	-	-	-
6150 Fringes	102,869	110,523	136,450	136,450	141,484
6301 Office Supplies	6,292	7,000	7,000	7,000	7,000
6320 Printing & Reproduction	8,434	8,184	5,500	5,500	4,000
6327 Miscellaneous Equipment	20,214	15,016	20,000	20,000	17,000
6418 Equip Repairs & Maint	33,217	24,445	21,800	21,800	16,100
6424 Software Support	35,567	35,044	32,800	32,800	28,500
6815 Software Acquisition	32,365	26,635	-	-	-
Total Expense	$ 536,782	$ 519,020	$ 548,557	$ 548,557	$ 546,961

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment

Equipment replacement (printers, peripherals, cables, etc.)	$ 17,000
	$ 17,000

Equipment Repairs & Maint

Printer repair and maintenance	$ 5,300
IBM 4247 printer maintenance	4,800
Perle controller maintenance	400
Other repairs & parts	3,000
Uninterruptible power supply maint.	2,600
	$ 16,100

Software Support

JDEdwards	$ 18,000
Elite forms	1,000
Misc. software support	2,000
SEQUEL support	7,500
	$ 28,500

CITY OF APPLETON 2009 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 increased as the core switch that was under warranty for the first year of operation (2008) now requires annual on-going maintenance payments.

Software support increased with the approved purchase and implementation of several new systems by various departments. TS budgets for the ongoing support of these systems.

$75,000 was reduced from the PC upgrade budget. $75,000 is still budgeted to complete laptop and MDC upgrades as they are further behind in need of replacement. Since we are stretching our upgrade cycle from a previous 3 year replacement to a current 4 year cycle, this will impact the reliability and performance of PC's available to staff. While we will mitigate this cut somewhat by swapping devices around to place older machines in lower use areas, this is going to increase the work and time of Technology Services staff.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	29	55	20	20	18
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Ratio of single printers to MFP's	94%	85%	70%	60%	40%
Informed citizens					
# of hits on web site home page	725,000	440,613	900,000	500,000	750,000
Work Process Outputs					
New systems implemented					
# of network accounts supported	530	550	560	570	560
# of computers maintained	410	431	400	415	420
# PC's replaced/upgraded - 3 yr cycle	110	88	110	90	0
Help Desk problems resolved					
# of calls handled by help desk	New Measure	13,485	16,000	16,000	18,000
# personnel trained	107	80	500	500	150

CITY OF APPLETON 2009 BUDGET
TECHNOLOGY SERVICES

Network **Business Unit 13030**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 262,641	$ 276,535	$ 316,799	$ 316,799	$ 321,590
6104 Call Time	3,871	4,518	3,326	3,326	5,411
6105 Overtime	3,668	2,667	3,273	3,273	3,291
6150 Fringes	116,407	120,367	151,313	151,313	157,015
6201 Training\Conferences	5,628	-	-	-	-
6301 Office Supplies	14,381	14,059	15,000	15,000	15,000
6327 Miscellaneous Equipment	183,361	177,804	181,500	181,500	99,500
6404 Consulting Services	16,176	13,000	9,000	9,000	9,000
6413 Utilities	4,846	2,964	3,100	3,100	3,100
6418 Equip Repairs & Maint	25,207	32,099	19,360	19,360	32,550
6419 Communication Eq. Repairs	11,773	14,500	15,000	15,000	15,000
6424 Software Support	76,105	115,583	124,065	124,065	130,794
Total Expense	$ 724,064	$ 774,096	$ 841,736	$ 841,736	$ 792,251

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Office Supplies	
Network supplies - toner, ink, tapes	$ 15,000
	$ 15,000
Miscellaneous Equipment	
Upgrade laptops/MDC's	$ 75,000
Routers, controllers, misc	10,500
Application and network management	6,000
Upgrade servers	8,000
	$ 99,500
Equip Repairs & Maint	
Identitech printer maintenance	$ 750
"3rd level" hardware support	6,000
Router maintenance	2,800
SAN support	5,900
Other network equipment	2,000
Tape library support	1,300
Core switch support	8,300
Firewall support	5,500
	$ 32,550
Communication Equip. Repair	
Pro-rata share of fiber network costs	$ 15,000
	$ 15,000

Software Support	
Novell support	$ 38,500
Cummins Insite	900
SAN Backup support	2,800
Shopkey	1,400
Intellisync support	2,500
Mitchell support	900
Doc management support	9,000
PipeTech	700
ID networks (Police)	4,214
Miscellaneous software	6,000
Mitel VoIP support	37,680
Vermont Systems support	4,500
Sgt Labs support	3,200
Police ID software support	1,600
Blackberry BES support	1,000
WinWam (Health)	1,900
Spam filtering	1,600
Anti-Virus subscription	5,000
AFIX Tracker (PD) support	5,600
FaciliCAD support	800
OPC - internet payments	1,000
	$ 130,794

CITY OF APPLETON 2009 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 additional AutoCAD licensing, and DPW has also requested that EaglePoint software be maintained for some time yet to complete the transition to the new Civil 3D application.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Accurate and useful information					
# of supported map layers	97	124	120	140	150
Improve business and work flow					
% positive survey responses	99%	100%	100%	100%	100%
# of project requests outstanding	7	10	6	6	5
Strategic Outcomes					
Sustain personnel resource allocation					
% of staff time allocated to application development	30%	30%	40%	30%	30%
Work Process Outputs					
New systems implemented					
# of new maps requested	New Measure →		250	250	275
New applications training provided					
Number of persons trained	38	90	30	50	40

CITY OF APPLETON 2009 BUDGET
TECHNOLOGY SERVICES
Geographic Information Systems (GIS) **Business Unit 13040**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 152,946	$ 154,454	$ 178,511	$ 178,511	$ 183,436
6104 Call Time	1,929	1,691	2,217	2,217	1,989
6150 Fringes	55,901	55,671	69,816	69,816	72,333
6301 Office Supplies	1,597	1,500	1,000	1,000	650
6327 Miscellaneous Equipment	-	1,000	1,500	1,500	1,500
6424 Software Support	7,588	7,600	18,500	18,500	21,900
Total Expense	$ 219,961	$ 221,916	$ 271,544	$ 271,544	$ 281,808

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Software Support	
AutoCAD support	$ 8,900
EaglePoint support	1,650
ESRI product support	11,350
	$ 21,900

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Charges for Services	48	3,953	0	0	0	0	0
Other Revenues	1,892	3,232	7,431	2,500	2,500	2,500	2,500
TOTAL REVENUES	1,940	7,185	7,431	2,500	2,500	2,500	2,500
EXPENSES BY LINE ITEM							
Regular Salaries	770,218	785,922	592,803	927,707	927,707	946,186	946,186
Call Time	9,268	9,790	7,059	9,757	9,757	10,617	10,617
Overtime	3,729	2,606	1,119	3,273	3,273	3,291	3,291
Part-Time	10,719	5,629	0	0	0	0	0
Other Compensation	0	0	893	0	0	0	0
Sick Pay	21,574	22,389	9,408	0	0	0	0
Vacation Pay	69,763	71,565	57,740	0	0	0	0
Fringes	333,875	346,090	287,392	399,629	399,629	417,665	413,825
Salaries & Fringe Benefits	1,219,146	1,243,991	956,414	1,340,366	1,340,366	1,377,759	1,373,919
Training & Conferences	18,011	13,300	8,929	18,300	23,300	17,320	17,320
Parking Permits	5,495	5,484	5,484	5,484	5,484	5,484	5,484
Office Supplies	22,857	26,098	9,555	23,700	23,700	23,350	23,350
Memberships & Licenses	270	275	195	275	275	200	200
Awards & Recognition	300	520	95	525	525	539	539
Administrative Expense	46,933	45,677	24,258	48,284	53,284	46,893	46,893
Printing & Reproduction	17,893	18,984	13,057	13,900	13,900	10,000	10,000
Miscellaneous Equipment	205,589	196,320	79,395	205,500	205,500	195,500	120,500
Supplies & Materials	223,482	215,304	92,452	219,400	219,400	205,500	130,500
Consulting Services	16,626	13,000	2,275	9,000	9,000	9,000	9,000
Other Contracts/Obligations	4,715	4,896	2,490	2,500	2,500	2,500	2,500
Purchased Services	21,341	17,896	4,765	11,500	11,500	11,500	11,500
Telephone	16,061	5,469	2,653	4,900	4,900	4,900	4,900
Cellular Telephone	297	2,737	1,724	2,000	2,000	2,000	2,800
Utilities	16,358	8,206	4,377	6,900	6,900	6,900	7,700
Equipment Repair & Maintenanc	58,424	56,544	16,904	41,160	41,160	48,650	48,650
Communications Equip. Repairs	11,773	14,500	0	15,000	15,000	15,000	15,000
Software Support	119,259	158,227	138,119	175,365	175,365	184,594	181,194
Repair & Maintenance	189,456	229,271	155,023	231,525	231,525	248,244	244,844
Software Acquisition	32,365	26,635	0	0	0	0	0
Capital Expenditures	32,365	26,635	0	0	0	0	0
TOTAL EXPENSES	1,749,081	1,786,980	1,237,289	1,857,975	1,862,975	1,896,796	1,815,356

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 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	$ 71,500	Projects, Pg. 682
Web Site Enhancement	82,000	Projects, Pg. 683
Wireless Broadband Access	380,000	Projects, Pg. 684
	$ 533,500	

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.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 82,794	$ 18,707	$ 175,000	$ 175,000	$ 194,974	11.41%
Program Expenses		$ 356,106	$ 396,790	$ 685,000	$ 901,714	$ 533,500	-22.12%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	60,000	60,000	-	-100.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		356,106	396,790	625,000	841,714	533,500	-14.64%

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

Technology **Business Unit 4220**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4710 Interest on Investments	$ 44	$ 6,767	$ -	$ -	$ 4,974
5010 Misc. Revenue - Nontax	-	11,940	175,000	175,000	190,000
5910 Proceeds of Long-term Debt	321,000	505,500	495,000	495,000	325,000
5925 Trans In - Wastewater	13,750	-	-	-	-
5926 Trans In - Water	55,000	-	-	-	-
5930 Trans In - Valley Transit	14,000	-	-	-	-
Total Revenue	$ 403,794	$ 524,207	$ 670,000	$ 670,000	$ 519,974
Expenses					
6404 Consulting	$ -	$ -	$ 60,000	$ 60,000	$ -
6804 Equipment	356,106	396,790	625,000	841,714	533,500
Total Expense	$ 356,106	$ 396,790	$ 685,000	$ 901,714	$ 533,500

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Equipment	
Wireless access	$ 380,000
MS Office	71,500
Web site enhancements	82,000
	$ 533,500

CITY OF APPLETON 2009 BUDGET
TECHNOLOGY
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

Revenues	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ -
Interest Income	44	6,767	-	-	4,974
Other	-	11,940	175,000	175,000	190,000
Total Revenues	44	18,707	175,000	175,000	194,974
Expenses					
Program Costs	356,106	396,790	685,000	806,714	533,500
Total Expenses	356,106	396,790	685,000	806,714	533,500
Revenues over (under) Expenses	(356,062)	(378,083)	(510,000)	(631,714)	(338,526)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	321,000	505,500	495,000	400,000	325,000
Operating Transfers In	82,750	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	403,750	505,500	495,000	400,000	325,000
Net Change in Equity	47,688	127,417	(15,000)	(231,714)	(13,526)
Fund Balance - Beginning	70,135	117,823	245,240	245,240	13,526
Fund Balance - Ending	$ 117,823	$ 245,240	$ 230,240	$ 13,526	$ -

CITY OF APPLETON 2009 BUDGET

CITY ATTORNEY

City Attorney: James P. Walsh

Deputy City Attorney: Ellen L. Totzke

CITY OF APPLETON 2009 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 2008 EVENTS

The City Attorney's Office was involved in a number of things in 2008. Below are a few of the highlights:

Litigation: Early in 2008, the Court of Appeals upheld the dismissal of the lawsuit brought forth by a former police officer. Also early in 2008, the City received a lawsuit in the Eastern District of Wisconsin alleging violation of the plaintiff's 4th amendment rights in the July 2007 shooting incident at Festival Foods on Northland Avenue. The City Attorney's Office defended the City in two trip and fall lawsuits, however, there is no resolution in either case at this time. The City Attorney's Office also represented the Board of Zoning Appeals while one of its decisions was reviewed in circuit court. We have not yet received a decision from the Court.

In 2008, the City also had its first appeals from the Board of Review in a number of years. These cases involved the valuation of properties on College Avenue and valuations of apartment buildings receiving government subsidies. The matter involving valuations of properties on College Avenue is currently before the circuit court. Briefing has been completed and we are still waiting for a decision from Judge Kirk in Waupaca County. The second matter, the appeal of apartment valuations, is in its very early stages, as it is more recent. We anticipate an appeal moving forward.

The City continues its involvement with the Fox River group of municipalities regarding PCB issues in the Fox River. The City Attorney's Office is working with other municipalities along the Fox River in an attempt to negotiate a settlement amongst all parties.

The City Attorney's Office was involved with a number of condemnation processes in 2008. Included are: Midway Road - West of Lake Park; Midway Road - East of Lake Park; the Spencer Street intersection upgrades and the Kensington Drive/Calumet Street area. Additionally, we have worked with our consultant on the process for East College Avenue (bridge area).

During 2008 the City Attorney's Office worked with outside counsel to prepare for mediation on the Water Plant claim.

This office was also involved in drafting a Development Agreement with Time Warner Cable for the construction of the new service center on the south side of the City. After an extended period of time working with the Finance Department and the Developer, the final agreement was concluded in mid-year. We also spent a considerable amount of time working on a Development Agreement for the RiverHeath project by Telulah Park. Additionally, along with other City departments, were involved in the efforts to establish TIF District #8 to include the RiverHeath and Foremost Dairy areas.

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 in the City. We also continue our cooperative efforts with the Finance Department and the Appleton Public Library regarding collection.

The three cities of Appleton, Neenah and Menasha continued to work with outside counsel to negotiate cable franchise agreements with Time Warner until the statewide video franchising legislation was introduced. At that point this office became involved with the League of Wisconsin Municipalities and the Wisconsin Alliance of Cities to work for amendments to the legislation to make it less onerous for municipalities. The legislation has resulted in notification of statewide franchises by Time Warner and AT&T.

CITY OF APPLETON 2009 BUDGET
CITY ATTORNEY

MAJOR 2009 OBJECTIVES

To continue to work with other City departments to ensure that any development along the Fox River moves smoothly.

Work with other departments to ensure that TIF #8 and any other developments in TIF #8 proceed to a successful conclusion.

Work with all parties involved in the Fox River clean up to reach a negotiated settlement.

If needed, work with the Department of Public Works to ensure College Avenue reconstruction proceeds smoothly.

Continue to work with other departments to ensure projects are proceeding in a timely manner.

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.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 1,708	$ 2,652	$ 3,000	$ 3,000	$ 3,000	0.00%
Program Expenses							
14510	Administration	152,955	159,738	169,812	169,812	174,062	2.50%
14521	Litigation	183,348	193,579	203,043	203,043	208,442	2.66%
14522	Real Estate	39,953	40,681	41,925	41,925	43,682	4.19%
TOTAL		$ 376,256	$ 393,998	$ 414,780	$ 414,780	$ 426,186	2.75%
Expenses Comprised Of:							
Personnel		340,697	354,161	370,053	370,053	381,509	3.10%
Administrative Expense		27,348	28,469	31,893	31,893	31,843	-0.16%
Supplies & Materials		1,424	2,382	2,000	2,000	2,000	0.00%
Purchased Services		5,879	8,440	9,500	9,500	9,500	0.00%
Utilities		793	450	1,134	1,134	1,134	0.00%
Repair & Maintenance		115	96	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 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requester	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to allow performances to proceed					
# of performances delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Dispute avoidance					
# of suits filed against City	3	9	0	6	0
Work Process Outputs					
Written opinions issued	16	18	>20	7	>20
Ordinances reviewed	133	167	100	150	100

CITY OF APPLETON 2009 BUDGET
CITY ATTORNEY

Administration **Business Unit 14510**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 34	$ 253	$ -	$ -	$ -
4802 Charges for Serv. - Tax	926	1,308	2,000	2,000	2,000
Total Revenue	$ 960	$ 1,561	$ 2,000	$ 2,000	$ 2,000
Expenses					
6101 Regular Salaries	$ 97,179	$ 101,254	$ 102,882	$ 102,882	$ 105,439
6150 Fringes	39,140	40,131	44,746	44,746	46,489
6201 Training\Conferences	3,623	4,537	7,000	7,000	7,000
6206 Parking Permits	1,340	1,338	1,400	1,400	1,400
6301 Office Supplies	390	378	550	550	500
6302 Subscriptions	7,208	7,388	8,000	8,000	8,000
6303 Memberships & Licenses	1,744	1,783	1,900	1,900	1,900
6304 Postage\Freight	-	-	-	-	-
6305 Awards & Recognition	-	-	-	-	-
6320 Printing & Reproduction	1,424	2,382	2,000	2,000	2,000
6413 Utilities	793	450	1,134	1,134	1,134
6418 Equip Repairs & Maint	114	97	200	200	200
Total Expense	$ 152,955	$ 159,738	$ 169,812	$ 169,812	$ 174,062

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	78	66	100	50	<100
Strategic Outcomes					
Minimize cost of settlements					
$ value of settlements and judgments	$14,647	$5,277	$20,000	$5,000	<$20,000
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 2009 BUDGET
CITY ATTORNEY

Litigation **Business Unit 14521**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 748	$ 1,091	$ 1,000	$ 1,000	$ 1,000
4802 Charges for Serv. - Tax	-	-	-	-	-
Total Revenue	$ 748	$ 1,091	$ 1,000	$ 1,000	$ 1,000
Expenses					
6101 Regular Salaries	$ 121,556	$ 127,857	$ 130,821	$ 130,821	$ 134,409
6150 Fringes	42,871	44,239	49,679	49,679	51,490
6402 Legal Fees	1,314	1,225	2,000	2,000	2,000
6404 Consulting Services	4,564	7,215	7,500	7,500	7,500
6625 Disability Payments	13,043	13,043	13,043	13,043	13,043
Total Expense	$ 183,348	$ 193,579	$ 203,043	$ 203,043	$ 208,442

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

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

CITY OF APPLETON 2009 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 agreements 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 2008 for condemnation processes.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	12	31	10	25	10

CITY OF APPLETON 2009 BUDGET
CITY ATTORNEY

Real Estate **Business Unit 14522**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 30,049	$ 30,616	$ 30,843	$ 30,843	$ 32,078
6150 Fringes	9,904	10,065	11,082	11,082	11,604
Total Expense	$ 39,953	$ 40,681	$ 41,925	$ 41,925	$ 43,682

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Charges for Services	1,708	2,652	1,336	3,000	3,000	3,000	3,000
TOTAL REVENUES	1,708	2,652	1,336	3,000	3,000	3,000	3,000
EXPENSES BY LINE ITEM							
Regular Salaries	230,637	243,975	176,163	264,546	264,546	271,926	271,926
Sick Pay	2,767	1,829	1,179	0	0	0	0
Vacation Pay	15,380	13,921	12,331	0	0	0	0
Fringes	91,915	94,436	74,552	105,507	105,507	110,544	109,583
Salaries & Fringe Benefits	340,699	354,161	264,225	370,053	370,053	382,470	381,509
Training & Conferences	3,623	4,537	4,026	7,000	7,000	7,000	7,000
Parking Permits	1,340	1,338	1,408	1,400	1,400	1,400	1,400
Office Supplies	390	380	159	550	550	500	500
Subscriptions	7,208	7,388	5,627	8,000	8,000	8,000	8,000
Memberships & Licenses	1,744	1,783	1,722	1,900	1,900	1,900	1,900
Disability Payments	13,043	13,043	9,782	13,043	13,043	13,043	13,043
Administrative Expense	27,348	28,469	22,724	31,893	31,893	31,843	31,843
Printing & Reproduction	1,424	2,382	1,168	2,000	2,000	2,000	2,000
Supplies & Materials	1,424	2,382	1,168	2,000	2,000	2,000	2,000
Legal Fees	1,315	1,225	1,229	2,000	2,000	2,000	2,000
Consulting Services	4,564	7,215	6,483	7,500	7,500	7,500	7,500
Purchased Services	5,879	8,440	7,712	9,500	9,500	9,500	9,500
Telephone	793	450	421	1,134	1,134	1,134	1,134
Utilities	793	450	421	1,134	1,134	1,134	1,134
Equipment Repair & Maintenanc	115	97	101	200	200	200	200
Repair & Maintenance	115	97	101	200	200	200	200
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	376,258	393,999	296,351	414,780	414,780	427,147	426,186

CITY OF APPLETON 2009 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

	2006 Actual	2007 Actual	2008 Adopted Budget	2008 Projected	2009 Budget
Revenues					
Interest Income	$ 3,911	$ 4,944	$ 4,000	$ 4,000	$ 2,500
Expenses					
Program Costs	6,391	6,392	6,391	6,391	6,391
Revenues over (under) Expenses	(2,480)	(1,448)	(2,391)	(2,391)	(3,891)
Fund Balance - Beginning	80,863	78,383	76,935	76,935	74,544
Fund Balance - Ending	$ 78,383	$ 76,935	$ 74,544	$ 74,544	$ 70,653

CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2009 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Neisen

Deputy Director of Human Resources: Debra M. Shufelt

CITY OF APPLETON 2009 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 2008 EVENTS

We worked with our insurance brokers on changes for our employee benefit packages. We negotiated those changes with the unions regarding the City's medical insurance options for 2009. We held several employee meetings to help educate staff so that employees could make informed decisions for their medical insurance election. Staff started, worked on, or finished updating more than 17 separate policies throughout the year. We completed the 10% update of the comprehensive position questionnaires for approval in the 2009 budget process. We have initiated work with Technology Services to automate several of our year end leave record processes so as to reduce manual staff time. We ran our annual health screening program with a small employee incentive and as a result, we increased our employee participation by 10% over the previous year. The coaching sessions following the screening increased by 309% of participation by employees. The Health Smart team continued to promote healthy living programs which included veggie/fruit campaign, four nutrition classes, two self defense classes, two retirement classes and the Walk to Win program. We updated, and distributed to staff the glance chart of all personnel information.

Recruitment activities were heavy throughout the year. The department completed several Police Officer processes filling multiple vacancies and continued ongoing recruitment processes for pending officer retirements. The department completed a firefighter process, two Fire Captain promotions and a Fire Lieutenant promotional process. We also filled multiple vacancies throughout the City due to terminations, job postings, transfers and retirements. We worked on the recruitment process for the Director of Community Development position.

In the area of employee/labor relations, the department handled several grievances and employee issues throughout the year. We began negotiations with all 15 bargaining units for the 2009-10 contract years with discussions regarding changes to the medical insurance coverages.

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 20 classes held throughout the year and provided required training to all seasonal employees. The staff conducted four new employee orientation programs and offered customer service training programs during Staff Appreciation week in April. Staff also collaborated with Outagamie County to offer multiple Retirement planning seminars for employees. We created a new supervisor orientation program. We explored the possibility of having an on-line training program available for staff. We also facilitated team development programs for multiple City departments.

CITY OF APPLETON 2009 BUDGET
HUMAN RESOURCES

MAJOR 2009 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 Police Officer recruitment process as necessary
Conduct 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:

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

Staff Training and Development:

Offer 20 required general employee training sessions
Conduct new employee orientation sessions quarterly and develop an on-line welcome program
Conduct seasonal employee training
Offer 4 supervisory training and development classes
Offer benefit training opportunities for City employees

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 715	$ 196	$ -	$ -	$ -	N/A
Program Expenses							
14010	Administration	171,326	228,907	255,144	255,144	262,761	2.99%
14020	Recruitment	236,508	192,461	191,136	191,136	194,919	1.98%
14030	Employee Relations	98,739	88,004	92,479	92,479	97,767	5.72%
14040	Staff Development	77,365	103,307	110,342	110,342	112,959	2.37%
TOTAL		$ 583,938	$ 612,679	$ 649,101	$ 649,101	$ 668,406	2.97%
Expenses Comprised Of:							
Personnel		481,821	504,859	541,133	541,133	554,213	2.42%
Administrative Expense		54,702	68,240	56,268	56,268	56,193	-0.13%
Supplies & Materials		4,794	4,051	5,100	5,100	5,100	0.00%
Purchased Services		41,423	34,643	45,000	45,000	51,300	14.00%
Utilities		1,198	886	1,600	1,600	1,600	0.00%
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 2009 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

Major Program Changes:

Increase of expenses by $1,000 due to an increase in fees for contractual services.

Increase in fringe benefit training sessions to introduce and educate employees on a Health Savings Account (HSA) plan and on plan design changes for insurance.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Timely and appropriate support of departments					
% of departments who rated services as satisfactory overall	N/A	N/A	75%	75%	80%
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	2	6	0	0	0
# of policies updated	9	17	8	8	8
# of policy training sessions	302	213	187	200	200
Fringe Benefits					
# of new fringe benefits	1	1	0	0	1
# of modified fringe benefits	4	2	1	1	2
# of fringe benefit training sessions	29	25	10	10	20

CITY OF APPLETON 2009 BUDGET
HUMAN RESOURCES

Administration **Business Unit 14010**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 715	$ 196	$ -	$ -	$ -
4802 Charges for Serv. - Tax	-	-	-	-	-
Total Revenue	$ 715	$ 196	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 112,514	$ 157,880	$ 170,095	$ 170,095	$ 174,465
6105 Overtime	171	502	-	-	-
6108 Part-Time	-	-	3,125	3,125	3,218
6150 Fringes	44,213	58,955	69,276	69,276	71,830
6206 Parking Permits	1,556	1,617	1,540	1,540	1,540
6301 Office Supplies	1,567	822	2,500	2,500	2,000
6305 Awards & Recognition	245	133	89	89	89
6307 Food & Provisions	61	97	119	119	119
6315 Books & Library Materials	-	103	-	-	-
6320 Printing & Reproduction	4,277	3,401	4,100	4,100	4,100
6327 Miscellaneous Equipment	218	207	500	500	500
6404 Consulting Services	5,350	4,400	3,000	3,000	4,000
6413 Utilities	649	562	800	800	800
6599 Other Contracts/Obligations	505	228	-	-	100
Total Expense	$ 171,326	$ 228,907	$ 255,144	$ 255,144	$ 262,761

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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
Continue to explore online opportunities for job postings
Evaluate the use of testing and employment related assessments

Major Program Changes:

Increase in consulting services of $2,000 due to an increase in fees for occupational health and industrial psychologist services.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	32	37	30	30	25
Regular employees on staff 1-5 years	124	116	130	130	145
Regular employees on staff 6-10 years	148	158	160	160	150
Regular employees on staff 10+ years	313	314	330	330	330
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year	54	54	70	70	65
# staff turnover non-union positions	17	15	13	10	13
# staff turnover union positions	42	29	40	40	38
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	36	31	30	30	31
# of positions advertised externally	53	33	50	50	50
# of telephone interviews	30	0	10	10	10
# of face to face interviews	532	421	425	400	400
# of assessment centers	2	1	1	1	1
# of candidates tested	546	424	600	500	520

CITY OF APPLETON 2009 BUDGET
HUMAN RESOURCES

Recruitment and Selection **Business Unit 14020**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 126,392	$ 91,211	$ 88,647	$ 88,647	$ 89,022
6105 Overtime	(5)	87	-	-	-
6150 Fringes	53,343	39,873	43,679	43,679	45,087
6205 Employee Recruitment	20,743	31,659	18,000	18,000	18,000
6303 Memberships & Licenses	210	210	210	210	210
6307 Food & Provisions	433	591	500	500	500
6320 Printing & Reproduction	299	340	500	500	500
6404 Consulting Services	21,608	16,781	24,000	24,000	26,000
6412 Advertising	13,053	11,474	15,000	15,000	15,000
6413 Utilities	432	235	600	600	600
Total Expense	$ 236,508	$ 192,461	$ 191,136	$ 191,136	$ 194,919

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Employee Recruitment	
Background checks	$ 5,000
Testing materials	13,000
	$ 18,000
Consulting Services	
Pre-employment physicals	$ 9,000
Pre-employment psychologicals	17,000
	$ 26,000
Advertising	
General recruitment ads	$ 15,000
	$ 15,000

CITY OF APPLETON 2009 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 Attendance Policy
Work with union leadership on health insurance plan design options
Complete bargaining for 2009-2010 agreements

Major Program Changes:

Increase in consulting services by $3,200 due to increase in filing fees with WERC for arbitrations and for labor attorney fees for contract negotiations.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Grievance resolution					
# of grievances	32	19	30	30	30
# of grievances sent to arbitration	0	5	0	0	0
Strategic Outcomes					
Sick leave frequency					
# regular sick hours used city wide	17,187	15,717	16,500	16,500	16,500
Avg. regular sick hours per employee	24.6	22.5	24.0	24.0	24.0
# FMLA sick hours used city wide	16,242	14,333	17,000	16,000	16,000
Avg. FMLA sick hours per employee	23.3	20.6	23.5	23.5	23.5
Work Process Outputs					
Labor contracts negotiated and administered					
# of contracts under negotiation	1	0	15	15	15
# of contracts sent to arbitration	0	0	0	0	0

CITY OF APPLETON 2009 BUDGET
HUMAN RESOURCES

Employee & Labor Relations **Business Unit 14030**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 71,941	$ 63,067	$ 63,343	$ 63,343	$ 64,584
6105 Overtime	15	64	-	-	-
6150 Fringes	25,195	22,315	24,706	24,706	25,528
6302 Subscriptions	131	327	750	750	775
6303 Memberships & Licenses	380	380	380	380	380
6307 Food & Provisions	54	-	100	100	100
6404 Consulting Services	907	1,761	3,000	3,000	6,200
6413 Utilities	116	90	200	200	200
Total Expense	$ 98,739	$ 88,004	$ 92,479	$ 92,479	$ 97,767

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 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
Update the new employee orientation video
Deliver organizational development training with focus on the City's Strategic Plan

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	60%	55%	70%	60%	70%
% employees reported satisfied	40%	45%	30%	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	16	35	16	22	22
Avg. number participants per session	25	28	25	25	25

CITY OF APPLETON 2009 BUDGET
HUMAN RESOURCES

Staff Development & Training **Business Unit 14040**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 34,507	$ 51,249	$ 55,095	$ 55,095	$ 56,452
6108 Part-Time	31	6	-	-	-
6150 Fringes	13,504	19,639	23,167	23,167	24,027
6201 Training\Conferences	28,593	31,900	31,400	31,400	31,800
6204 Tuition Fees	354	-	-	-	-
6303 Memberships & Licenses	169	180	180	180	180
6307 Food & Provisions	207	333	500	500	500
Total Expense	$ 77,365	$ 103,307	$ 110,342	$ 110,342	$ 112,959

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Training and Conferences	
HR professional/technical training	$ 6,900
City-wide training:	
Organizational development	5,000
Supervisory training	13,200
General training	6,700
	$ 31,800

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Charges for Services	715	196	10	0	0	0	0
TOTAL REVENUES	715	196	10	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	308,116	326,165	240,078	377,180	377,180	384,523	384,523
Overtime	212	659	61	0	0	0	0
Part-Time	0	0	0	3,125	3,125	3,218	3,218
Sick Pay	5,945	5,411	2,393	0	0	0	0
Vacation Pay	31,293	31,842	26,020	0	0	0	0
Fringes	136,255	140,782	113,103	160,828	160,828	168,008	166,472
Salaries & Fringe Benefits	481,821	504,859	381,655	541,133	541,133	555,749	554,213
Training & Conferences	28,592	31,890	16,986	31,400	31,400	31,800	31,800
Tuition Fees	354	0	0	0	0	0	0
Employee Recruitment	20,742	31,659	10,899	18,000	18,000	18,000	18,000
Parking Permits	1,556	1,617	1,736	1,540	1,540	1,540	1,540
Office Supplies	1,567	822	568	2,500	2,500	2,500	2,000
Subscriptions	131	327	736	750	750	775	775
Memberships & Licenses	759	770	770	770	770	770	770
Awards & Recognition	245	133	44	89	89	89	89
Food & Provisions	755	1,022	1,661	1,219	1,219	1,219	1,219
Administrative Expense	54,701	68,240	33,400	56,268	56,268	56,693	56,193
Books & Library Materials	0	103	0	0	0	0	0
Printing & Reproduction	4,576	3,741	1,759	4,600	4,600	4,600	4,600
Miscellaneous Equipment	218	207	0	500	500	500	500
Supplies & Materials	4,794	4,051	1,759	5,100	5,100	5,100	5,100
Consulting Services	27,865	22,942	20,005	30,000	30,000	36,200	36,200
Advertising	13,053	11,474	5,742	15,000	15,000	15,000	15,000
Other Contracts/Obligations	505	228	83	0	0	100	100
Purchased Services	41,423	34,644	25,830	45,000	45,000	51,300	51,300
Telephone	1,198	886	634	1,600	1,600	1,600	1,600
Utilities	1,198	886	634	1,600	1,600	1,600	1,600
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	583,937	612,680	443,278	649,101	649,101	670,442	668,406

CITY OF APPLETON 2009 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Neisen

Deputy Director of Human Resources: Debra M. Shufelt

CITY OF APPLETON 2009 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 2008 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: Risk Management, Asbestos, Confined Space Entry, Flammable Liquids, Fork Lift, Lockout Tagout, Trenching & Evacuation, and Welding.

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

HR Generalists have and will continue to attend departmental safety committee meetings and make suggestions for improvements.

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

Builder's risk insurance was purchased for the Police station remodel.

We created a risk management training program for all supervisors. We also did accident reporting training for all general employees.

The Metafile scanning system was finalized and utilized for all certificates of insurance approved through the City. We also updated all certificate of insurance requirements based on recommendations from our insurance agent.

Completed all general and supervisory required training on risk management topics.

Respirator medical surveillance program was completed for all required employees who wear a respirator.

Added a new advanced screening process for TB testing.

Onsite confined space training was completed twice at the Wastewater plant.

CITY OF APPLETON 2009 BUDGET
RISK MANAGEMENT

MAJOR 2009 OBJECTIVES

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 on the development of new policies as deemed necessary. There are no safety policies scheduled for updating in 2009. In terms of insurance coverage and claims handling, we will continue to:

Monitor the status of the Fox River cleanup
Continue to work with the Attorney's Office regarding the Water Plant issues
Investigate and resolve claim issues
Work with Attorney's Office on worker's compensation claims and other unresolved claims
Review all property, liability and worker's compensation insurance coverages
Look for increased efficiencies in the processing of claims

For the key objective of educating City departments and employees in the prevention of losses, we will:

Provide supervisory and general employee training
Provide 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 the Fire Department to get their CVMIC audit scores increased
Perform centralized safety training for field staff
Research online training/policy review for possible implementation in 2009

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 867,927	$ 942,141	$ 687,921	$ 687,921	$ 860,182	25.04%
Program Expenses							
6210	Property & Liability Mgt.	1,015,867	985,846	764,582	764,582	930,290	21.67%
6220	Loss Control	129,837	124,796	136,923	136,923	143,476	4.79%
Total Program Expenses		$ 1,145,704	$ 1,110,642	$ 901,505	$ 901,505	$ 1,073,766	19.11%
Expenses Comprised Of:							
Personnel		264,576	275,395	293,087	293,087	309,175	5.49%
Administrative Expense		861,610	805,218	587,343	587,343	733,351	24.86%
Supplies & Materials		3,407	4,368	3,150	3,150	3,150	0.00%
Purchased Services		15,861	25,492	17,625	17,625	27,790	57.67%
Utilities		250	169	300	300	300	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
RISK MANAGEMENT

Property & Liability Management **Business Unit 6210**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #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

Major Program Changes:

The increase in consulting services is a result of the addition of the costs for the actuarial study. The actuarial study is done every other year and was last completed in 2007. The auditors continue to accept the Finance Director's review and update in off years.

We decreased our estimate of uninsured and auto losses 41% based on information obtained from a new seven year loss history. We increased our worker's compensation loss estimate 9% based on information obtained from a new seven year loss history of actual incurred losses. We also increased our estimate of self-insured auto collision due to the new seven year average.

The liability for incurred but not reported (IBNR) claims has no projected change for 2009. This same estimate in 2008 was a decrease of $150,000 due to the settlement of some large claims and improved claim trends. 2008 was a unique year since the estimate for IBNR's usually increases each year. Unfortunately, since there is not a corresponding decrease in 2009, the effect on the budget is a $150,000 increase in overall expenses in 2009.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Insurance Costs					
Average worker's compensation costs per claim	$ 3,761	$ 3,670	$ 2,500	$ 1,800	$ 2,900
Average cost per general liability claim	$ 172	$ 77	$ 325	$ 300	$ 400
Average cost per auto liability claim	$ 217	$ 84	$ 400	$ 400	$ 300
Strategic Outcomes					
Minimize claims expense					
$ value of claims paid	$ 264,570	$ 218,111	$ 250,000	$ 300,000	$ 281,000
$ value of subrogation recovery	$ 11,898	$ 13,447	$ 10,000	$ 10,000	$ 11,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	11	10	10	10
# of new insurance policies purchased	0	1	1	1	0
Claim processing					
# of claims filed	154	124	175	175	160

CITY OF APPLETON 2009 BUDGET
RISK MANAGEMENT

Property & Liability Management **Business Unit 6210**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
4710 Interest on Investments	$ 53,768	$ 38,449	$ 70,000	$ 70,000	$ 40,000
4801 Charges for Serv.- Nontax	561,768	614,286	612,921	612,921	815,182
5035 Other Reimbursements	251,571	289,406	5,000	5,000	5,000
5082 Insurance Proceeds	820	-	-	-	-
Total Revenue	$ 867,927	$ 942,141	$ 687,921	$ 687,921	$ 860,182
Expenses					
6101 Regular Salaries	$ 114,371	$ 126,582	$ 130,446	$ 130,446	$ 139,310
6105 Overtime	-	80	-	-	-
6150 Fringes	40,676	45,345	52,405	52,405	54,317
6206 Parking Permits	1,116	1,116	1,116	1,116	1,116
6301 Office Supplies	1,603	807	2,200	2,200	2,200
6327 Miscellaneous Equipment	-		500	500	500
6401 Accounting/Audit	1,398	1,448	1,500	1,500	1,915
6403 Bank Services	2,181	1,502	2,250	2,250	1,500
6404 Consulting Services	-	10,000	-	-	10,500
6501 Insurance	307,930	351,215	380,165	380,165	380,932
6599 Other Contracts/Obligations	505	228	-	-	-
6623 Uncollectible Accounts	530	(164)	-	-	-
6626 Uninsured Losses	121,811	74,111	(75,000)	(75,000)	44,500
6627 Uninsured Losses - WC	398,428	368,426	269,000	269,000	293,500
6720 Interest Payments	25,318	5,150	-	-	-
Total Expense	$ 1,015,867	$ 985,846	$ 764,582	$ 764,582	$ 930,290

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Insurance

CVMIC Pool Coverage:	
Liability	$ 93,000
Excess liability	12,800
Employment practice	23,500
Automobile	12,000
Package property	183,000
Treasurer's bond	632
Worker's compensation	56,000
	$ 380,932

Uninsured Losses

General liability	$ 22,000
Automobile	22,500
	$ 44,500 *

Uninsured Losses - WC

Medical payments	$ 203,626
Compensation - lost time	91,484
Other administrative expenses	9,775
Subrogation recovery	(11,385)
	$ 293,500

* Note: There was a $150,000 decrease in the overall incurred but not reported (IBNR) claims liability in 2008. Without that adjustment, the uninsured losses budget would be $75,000.

CITY OF APPLETON 2009 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:

Set up an on-line learning program
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 abuse
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
Review and develop programs to promote safety, reduce injuries and reduce claims.

Major Program Changes:

Training/conferences increased $1,241 due to set up costs associated with a new on-line learning program for our supervisory training.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of attendees at safety sessions	3,072	2,449	3,000	3,100	2,500
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	127	116	130	130	130
# of safety problems	234	203	200	230	200
# of safety corrections	209	189	180	168	190
Work Process Outputs					
Employees Educated					
# of educational programs given	175	118	150	150	150
Avg employees per session	25	24	25	25	25

CITY OF APPLETON 2009 BUDGET
RISK MANAGEMENT

Safety/Loss Prevention **Business Unit 6220**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 77,259	$ 73,932	$ 75,909	$ 75,909	$ 80,369
6105 Overtime	74	6	-	-	
6108 Part-Time	-	-	150	150	-
6150 Fringes	32,195	29,450	34,177	34,177	35,179
6201 Training\Conferences	3,339	3,208	7,759	7,759	9,000
6301 Office Supplies	13	7	-	-	-
6302 Subscriptions	37	-	100	100	100
6303 Memberships & Licenses	819	60	810	810	810
6305 Awards & Recognition	215	293	140	140	140
6307 Food & Provisions	452	819	1,053	1,053	1,053
6315 Books & Library Materials	125	434	100	100	100
6320 Printing & Reproduction	1,714	1,510	1,800	1,800	1,800
6323 Safety Supplies	1,272	557	500	500	500
6327 Miscellaneous Equipment	296	1,867	250	250	250
6404 Consulting Services	11,777	12,483	13,875	13,875	13,875
6413 Utilities	250	170	300	300	300
Total Expense	$ 129,837	$ 124,796	$ 136,923	$ 136,923	$ 143,476

DETAILED SUMMARY OF 2009 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	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Interest Income	53,768	38,449	26,851	70,000	70,000	0	40,000
Charges for Services	561,768	614,286	400,924	612,921	612,921	0	815,182
Other Revenues	252,391	289,406	493	5,000	5,000	0	5,000
TOTAL REVENUES	867,927	942,141	428,268	687,921	687,921	0	860,182
EXPENSES BY LINE ITEM							
Regular Salaries	172,455	179,102	129,516	206,355	206,355	219,679	219,679
Overtime	74	87	11	0	0	0	0
Part-Time	0	0	0	150	150	149	0
Sick Pay	3,292	4,568	4,991	0	0	0	0
Vacation Pay	15,883	16,844	11,849	0	0	0	0
Fringes	72,871	74,795	59,101	86,582	86,582	89,496	89,496
Salaries & Fringe Benefits	264,575	275,396	205,468	293,087	293,087	309,324	309,175
Training & Conferences	3,339	3,377	354	7,759	7,759	9,000	9,000
Parking Permits	1,116	1,116	1,116	1,116	1,116	1,116	1,116
Office Supplies	1,616	815	481	2,200	2,200	2,200	2,200
Subscriptions	36	0	0	100	100	100	100
Memberships & Licenses	820	60	130	810	810	810	810
Awards & Recognition	215	293	469	140	140	140	140
Food & Provisions	452	819	490	1,053	1,053	1,053	1,053
Insurance	307,930	351,215	366,065	380,165	380,165	380,932	380,932
Uncollectible Accounts	530	164-	0	0	0	0	0
Uninsured Losses	121,810	74,111	99,273	75,000-	75,000-	205,500-	44,500
Uninsured Losses - WC	398,428	368,426	233,874	269,000	269,000	293,500	293,500
Interest Payments	25,318	5,150	0	0	0	0	0
Administrative Expense	861,610	805,218	702,252	587,343	587,343	483,351	733,351
Books & Library Materials	125	434	81	100	100	100	100
Printing & Reproduction	1,714	1,510	1,000	1,800	1,800	1,800	1,800
Safety Supplies	1,272	557	29-	500	500	500	500
Miscellaneous Equipment	296	1,867	0	750	750	750	750
Supplies & Materials	3,407	4,368	1,052	3,150	3,150	3,150	3,150
Accounting/Audit	1,398	1,448	0	1,500	1,500	0	1,915
Bank Services	2,181	1,502	714	2,250	2,250	0	1,500
Consulting Services	11,777	22,314	4,943	13,875	13,875	24,375	24,375
Other Contracts/Obligations	505	228	0	0	0	0	0
Purchased Services	15,861	25,492	5,657	17,625	17,625	24,375	27,790
Telephone	250	170	107	300	300	300	300
Utilities	250	170	107	300	300	300	300
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,145,703	1,110,644	914,536	901,505	901,505	820,500	1,073,766

CITY OF APPLETON 2009 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Charges for Services	$ 561,768	$ 614,286	$ 612,921	$ 612,921	$ 815,182
Other	251,571	289,406	5,000	5,000	5,000
Total Revenues	813,339	903,692	617,921	617,921	820,182
Expenses					
Operating Expenses	1,083,196	1,105,492	901,505	901,505	1,073,766
Total Expenses	1,083,196	1,105,492	901,505	901,505	1,073,766
Operating Income (Loss)	(269,857)	(201,800)	(283,584)	(283,584)	(253,584)
Non-Operating Revenues (Expenses)					
Investment Income	53,768	38,449	70,000	70,000	40,000
Other Non-Operating Income	820	-	-	-	-
Loss in investment in WMIC	(37,190)	-	-	-	-
Interest Expense	(25,318)	(5,150)	-	-	-
Total Non-Operating	(7,920)	33,299	70,000	70,000	40,000
Change in Net Assets	(277,777)	(168,501)	(213,584)	(213,584)	(213,584)
Fund Balance - Beginning	2,350,265	2,072,488	1,903,987	1,903,987	1,690,403
Fund Balance - Ending	$ 2,072,488	$ 1,903,987	$ 1,690,403	$ 1,690,403	$ 1,476,819

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 1,361,584	$ 1,148,000
+ Change in Net Assets	(213,584)	(213,584)
Working Cash - End of Year	$ 1,148,000	$ 934,416

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:

12/31/07 audited balance	$ 1,903,987
Designated for debt service	-
Designated for working capital reserve	(277,661)
Projected 2008 use of fund balance	(213,584)
Amount available for 2009 budget	$ 1,412,742
20% of 2009 budgeted expenditures maximum	$ 214,753

CITY OF APPLETON 2009 BUDGET
RISK MANAGEMENT

NOTES

CITY OF APPLETON 2009 BUDGET

COMMUNITY DEVELOPMENT

Community Development Director: Vacant

Deputy Director: Monica N. Klaeser

CITY OF APPLETON 2009 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 2008 EVENTS

In 2008, 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.
A number of significant development projects were announced and began construction in 2008 in several of the City's targeted districts for investment, including:

Southpoint Commerce Park:
- Appleton Hydraulic Component's new 12,000 square foot facility.
- Flair Flexible Packaging's new 15,540 square foot warehousing and packaging distribution facility.
- Time Warner Cable's 30,000 square foot Technical Operations Center.

Northeast Business Park:
- ThedaCare started development of a 156,000 square foot multi-specialty ambulatory care center.

Valley Fair Mall Property - TIF District #7:
- The owners continued the extensive redevelopment process to demolish the obsolete buildings, complete the new facade on Marcus Theater, install new infrastructure and stormwater facilities and sold the first lot for the construction of a gas station and commercial center.

The Department continued the process of updating the City's Comprehensive Plan to ensure compliance with the State of Wisconsin Statutes, which requires adoption by January 1, 2010. This process also incorporates a more intense analysis of four special study areas, including Wisconsin Avenue (Badger Avenue to Ballard Road), South Oneida Street (Fox River to the City limits), Richmond Street (Downtown to Highway 41) and the Fox River Corridor. The updated Comprehensive Plan will be used as a guide for future development and a basis for analysis and changes to City codes and ordinances.

Staff continued to update the Zoning Ordinance, including amendments to the Temporary Uses and Structures and Accessory Uses, Structures and Other Buildings sections as part of the effort to provide an effective Code that meets the needs of the City and its citizens. An in-depth analysis of the Site Plan Process was also completed by staff and the recommendations will be used in 2009 to guide changes to the Zoning Ordinance and City Codes. Staff worked diligently in cooperation with Technology Services and the Assessor's Office to provide zoning information online through the *My Neighborhood* website in response to customer preferences.

The Appleton Redevelopment Authority (ARA) was awarded a $30,000 Brownfield Site Assessment Grant to help cover the costs of the site investigation that will be required on the Eagle Supply & Plastics site (Eagle Supply). The ARA reached Agreement with Eagle Supply giving ARA the first opportunity to purchase the site should Eagle Supply wish to sell the property within the next five years.

Our core neighborhoods also benefited from the Neighborhood Revitalization Program (NRP) and Housing & Rental Rehabilitation loan programs. In 2008, the NRP saw very positive results from the Safe Neighborhood Team Initiative with numerous improvements to properties as part of this cooperative City initiative. The Council also approved the installation of benches, trash receptacles and banners in the 700-900 blocks of W. College Avenue as part of the Memorial Mason NRP efforts to improve this corridor. In 2008, the City improved up to 27 homes occupied by homeowners and seven units occupied by renters where the owners would not be able to make livability improvements. These programs are 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 with the quarterly e-letter, *Vantage Point* , the annual *The Advantage* newsletter, and our regular business retention visits help build relationships that benefit the City.

CITY OF APPLETON 2009 BUDGET
COMMUNITY DEVELOPMENT

MAJOR 2009 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 City support

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

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 2009 to recommend any changes to the Code

Completion of the City's new Comprehensive Plan, including the special study areas, to reflect the direction provided through the State of Wisconsin Smart Growth Initiative

Evaluate the site plan process report completed in 2008 to begin implementation of findings in 2009

Evaluate the potential of rezoning several of the older residential neighborhoods of the City to R-1C Central City Residential District in cooperation with the Neighborhood Revitalization Program areas

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

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
	Program Revenues	$ 22,830	$ 37,149	$ 30,000	$ 30,000	$ 30,000	0.00%
	Program Expenses						
10550	Administration	216,793	227,965	244,412	244,412	246,368	0.80%
10551	Marketing	123,150	126,928	134,389	134,389	135,317	0.69%
10553	New & Redevelopment	84,230	89,242	95,136	95,136	95,403	0.28%
10554	Business Park	64,764	67,361	70,662	70,662	72,409	2.47%
15020	Current Planning	169,351	176,407	186,347	186,347	191,115	2.56%
15030	Long Range Planning	94,017	58,789	55,702	55,702	57,069	2.45%
	TOTAL	$ 752,305	$ 746,692	$ 786,648	$ 786,648	$ 797,681	1.40%
	Expenses Comprised Of:						
	Personnel	646,487	678,043	715,910	715,910	727,400	1.60%
	Administrative Expense	43,411	43,415	47,088	47,088	47,031	-0.12%
	Supplies & Materials	2,545	2,645	3,800	3,800	3,670	-3.42%
	Purchased Services	57,933	21,238	18,000	18,000	18,000	0.00%
	Utilities	1,725	1,263	1,150	1,150	1,080	-6.09%
	Repair & Maintenance	204	88	700	700	500	-28.57%
	Capital Expenditures	-	-	-	-	-	N/A
	Full Time Equivalent Staff:						
	Personnel allocated to programs	8.00	8.00	8.00	8.00	8.00	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Employee retention					
% staff turnover	0%	0%	0%	10%	0%
Compliance with policies					
# violations	0	0	0	0	0
Strategic Outcomes					
Improve Community Economic Conditions					
# of meetings attended	508	469	450	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 2009 BUDGET
COMMUNITY DEVELOPMENT

Administration **Business Unit 10550**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5010 Misc Revenue - Nontax	$ 30	$ 59	$ -	$ -	$ -
Total Revenue	$ 30	$ 59	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 145,381	$ 154,079	$ 158,848	$ 158,848	$ 159,899
6105 Overtime	195	174	-	-	-
6150 Fringes	55,240	57,283	64,011	64,011	65,813
6201 Training\Conferences	3,718	3,692	5,000	5,000	5,000
6204 Tuition Fees	-	-	200	200	200
6206 Parking Permits	3,357	3,336	3,336	3,336	3,336
6301 Office Supplies	811	920	2,192	2,192	1,570
6302 Subscriptions	648	912	650	650	650
6303 Memberships & Licenses	1,844	1,857	2,150	2,150	2,775
6304 Postage & Freight	-	-	100	100	100
6305 Awards & Recognition	139	25	150	150	150
6307 Food & Provisions	266	310	250	250	250
6315 Books & Library Materials	-	32	75	75	75
6320 Printing & Reproduction	1,057	1,318	1,200	1,200	1,320
6327 Miscellaneous Equipment	488	150	1,000	1,000	750
6402 Legal Fees	-	1,000	-	-	-
6411 Temporary Help	2,016	611	2,000	2,000	1,500
6412 Advertising	431	1,034	1,700	1,700	1,700
6413 Utilities	998	1,144	850	850	780
6418 Equip Repairs & Maint	204	88	700	700	500
Total Expense	$ 216,793	$ 227,965	$ 244,412	$ 244,412	$ 246,368

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	43	32	40	40	40
# Start-up businesses assisted	47	41	60	60	60
Information specific to development in Appleton					
# of prospects information deliveries	70	45	70	40	70
Strategic Outcomes					
Appleton's businesses grow or new businesses established					
# Expansions or new businesses	21	31	20	10	20
# Targeted buildings filled	11	10	10	5	10
Work Process Outputs					
Retention visit clients served					
# business retention visits & follow-ups	36	43	40	30	40
Newsletter					
# Annual newsletter recipients	1,781	1,666	2,000	1,750	2,000
# Quarterly broker/dev recipients	218	255	220	278	280
Web pages revised or added					
# pages	72	79	25	25	25
Marketing Initiatives Completed					
# of plans and pieces developed	5	6	4	4	4

CITY OF APPLETON 2009 BUDGET
COMMUNITY DEVELOPMENT

Marketing & Business Services **Business Unit 10551**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 57,972	$ 60,877	$ 63,530	$ 63,530	$ 63,423
6150 Fringes	20,599	21,268	24,059	24,059	24,594
6303 Memberships & Licenses	32,000	32,000	32,000	32,000	32,000
6305 Awards & Recognition	507	362	700	700	700
6320 Printing & Reproduction	1,000	1,144	1,300	1,300	1,300
6404 Consulting Services	1,956	1,849	3,200	3,200	2,800
6412 Advertising	8,506	9,428	9,600	9,600	10,500
6413 Utilities	610	-	-	-	-
Total Expense	$ 123,150	$ 126,928	$ 134,389	$ 134,389	$ 135,317

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Memberships & Licenses

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

Advertising

Print and online promotion of the City and business parks	$ 10,500
	$ 10,500

CITY OF APPLETON 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	16	33	15	7	15
Assist in land assembly, development incentives, or project management					
# dev. generated via direct mgt	1	1	3	3	3
Strategic Outcomes					
Tax base enhanced					
$ increase industrial/commercial	$ 42 million	$ 25 million	$20 million	$20 million	$20 million
$ increase in target districts	$ 37 million	$ 15 million	$10 million	$15 million	$10 million
% increase in new equalized value	2.93%	2.53%	2.60%	2.60%	2.60%
Work Process Outputs					
# of real estate transactions completed	7	3	6	6	6
# of development agreements completed	0	1	2	2	2

CITY OF APPLETON 2009 BUDGET
COMMUNITY DEVELOPMENT

New and Redevelopment Projects **Business Unit 10553**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 62,422	$ 65,522	$ 68,181	$ 68,181	$ 67,932
6150 Fringes	21,766	22,470	25,230	25,230	25,746
6320 Printing & Reproduction	-	-	225	225	225
6402 Legal Fees	-	-	250	250	250
6404 Consulting Services	-	1,250	1,250	1,250	1,250
6408 Contractor Fees	42	-	-	-	-
Total Expense	$ 84,230	$ 89,242	$ 95,136	$ 95,136	$ 95,403

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Variety of parcel options available					
# of improved acres	118	113	100	114.36	100
Size of parcels	1-14.6 acres	1-14.6 acres	1-15 acres	1-15 acres	1-15 acres
# vacant buildings filled	4	5	4	2	4
Strategic Outcomes					
Industrial portion of Appleton's tax base growth					
$ industrial investment	$ 30 million	$ 10 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	16.79	5.10	15.00	7.00	15.00

CITY OF APPLETON 2009 BUDGET
COMMUNITY DEVELOPMENT

Business Park **Business Unit 10554**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 47,454	$ 49,522	$ 50,672	$ 50,672	$ 51,751
6150 Fringes	17,194	17,719	19,690	19,690	20,358
6413 Utilities	116	120	300	300	300
Total Expense	$ 64,764	$ 67,361	$ 70,662	$ 70,662	$ 72,409

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Efficient processing of applications & information requests					
Timeframe adhered to by staff	100%	100%	98%	98%	98%
# of maps produced	269	306	280	290	295
Processing development proposals					
# of DRT, PC, HPC & Site Plan Agendas	89	113	80	82	90
Technical Assistance provided					
# pre-submittal meetings for current planning	new measure	253	250	275	300
Assist with historic recognition of stewardship/restorations/designations					
# of sites/structures/districts recognized	11	15	6	10	8
Strategic Outcomes					
Development is compatible with City Plans and Policies					
% of staff recommendations approved by committees	100%	98%	98%	98%	98%
% of complaints received per items processed	0%	0%	0%	0%	0%
Work Process Outputs					
# of applications processed	131	110	150	110	120
Zoning maps accurate within one week of Council Adoption	100%	100%	100%	100%	100%

CITY OF APPLETON 2009 BUDGET
COMMUNITY DEVELOPMENT

Current & Historic Planning **Business Unit 15020**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5002 Zoning & Subdivision Fees	$ 22,800	$ 37,090	$ 30,000	$ 30,000	$ 30,000
Total Revenue	$ 22,800	$ 37,090	$ 30,000	$ 30,000	$ 30,000
Expenses					
6101 Regular Salaries	$ 118,842	$ 125,580	$ 129,141	$ 129,141	$ 131,893
6150 Fringes	49,162	50,773	56,846	56,846	58,922
6305 Awards & Recognition	121	-	360	360	300
6412 Advertising	1,226	54	-	-	-
Total Expense	$ 169,351	$ 176,407	$ 186,347	$ 186,347	$ 191,115

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

Complete the process to update the City's Comprehensive Plan in compliance with the State of Wisconsin's Smart Growth requirements

Represent the principles and assure continuity with VISION 20/20: Comprehensive Plan through staff recommendations until adoption of the updated Comprehensive Plan

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 until adoption of the updated Comprehensive Plan

Encourage and pursue, where possible, opportunities for riverfront development in accordance with the Focus Fox River: A Master Plan and Special Study Area of newly adopted Comprehensive 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	8	4	1	1
Leadership role with the City's Comprehensive Plan Process					
# of meetings attended	10	4	15	15	15
Work Process Outputs					
Updating Comprehensive Plan for compliance with Smart Growth					
# of elements completed (13 required)	3	0	4	4	6

CITY OF APPLETON 2009 BUDGET
COMMUNITY DEVELOPMENT

Long Range Planning **Business Unit 15030**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 35,622	$ 37,645	$ 38,765	$ 38,765	$ 39,528
6150 Fringes	14,639	15,131	16,937	16,937	17,541
6404 Consulting	43,756	6,013	-	-	-
Total Expense	$ 94,017	$ 58,789	$ 55,702	$ 55,702	$ 57,069

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Other Revenues	22,830	37,149	14,020	30,000	30,000	0	30,000
TOTAL REVENUES	22,830	37,149	14,020	30,000	30,000	0	30,000
EXPENSES BY LINE ITEM							
Regular Salaries	412,672	440,264	296,269	509,137	509,137	514,426	514,426
Overtime	195	174	159	0	0	0	0
Sick Pay	14,602	6,507	9,266	0	0	0	0
Vacation Pay	40,417	46,453	28,451	0	0	0	0
Fringes	178,601	184,644	135,818	206,773	206,773	215,032	212,974
Salaries & Fringe Benefits	646,487	678,042	469,963	715,910	715,910	729,458	727,400
Training & Conferences	3,718	3,692	2,229	5,000	5,000	5,000	5,000
Tuition Fees	0	0	0	200	200	200	200
Parking Permits	3,357	3,336	3,336	3,336	3,336	3,336	3,336
Office Supplies	811	920	121	2,192	2,192	1,570	1,570
Subscriptions	648	912	457	650	650	650	650
Memberships & Licenses	33,844	33,857	34,722	34,150	34,150	34,775	34,775
Postage & Freight	0	0	0	100	100	100	100
Awards & Recognition	767	387	0	1,210	1,210	1,150	1,150
Food & Provisions	266	310	202	250	250	250	250
Administrative Expense	43,411	43,414	41,067	47,088	47,088	47,031	47,031
Books & Library Materials	0	32	0	75	75	75	75
Printing & Reproduction	2,057	2,463	932	2,725	2,725	2,845	2,845
Miscellaneous Equipment	488	150	0	1,000	1,000	1,000	750
Supplies & Materials	2,545	2,645	932	3,800	3,800	3,920	3,670
Legal Fees	0	1,000	0	250	250	250	250
Consulting Services	45,713	9,112	409	4,450	4,450	4,050	4,050
Contractor Fees	42	0	0	0	0	0	0
Temporary Help	2,016	611	0	2,000	2,000	2,000	1,500
Advertising	10,163	10,515	8,979	11,300	11,300	12,700	12,200
Purchased Services	57,934	21,238	9,388	18,000	18,000	19,000	18,000
Electric	116	120	85	300	300	300	300
Telephone	1,439	959	732	650	650	600	600
Cellular Telephone	170	184	125	200	200	180	180
Utilities	1,725	1,263	942	1,150	1,150	1,080	1,080
Equipment Repair & Maintenanc	204	88	0	700	700	500	500
Repair & Maintenance	204	88	0	700	700	500	500
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	752,306	746,690	522,292	786,648	786,648	800,989	797,681

CITY OF APPLETON 2009 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Director: Vacant

Finance Director: Lisa A. Maertz, CPA, CPFO

Grant Administrator: Sarah A. Higgins

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MISSION STATEMENT

The primary goal of the City's Housing and Community Development Grant programs is the creation of a thriving urban community through provision of assistance to low income households in the forms of basic shelter, affordable housing opportunities, expanded economic opportunities, and supportive services related to residential, financial and social stability.

DISCUSSION OF SIGNIFICANT 2008 EVENTS

Community Development Block Grant (CDBG) - The City of Appleton received an annual entitlement award of $596,384 in 2008. In addition to this original award, $161,900 of prior year unspent grant funds was reprogrammed, yielding a total of $758,284 in CDBG funds, which were distributed among 19 subrecipient programs. These subrecipients utilized CDBG funding for the following activities: neighborhood revitalization, homeowner housing rehabilitation, rental housing rehabilitation, affordable housing acquisition/construction, first time homebuyer assistance, public facilities improvement, emergency shelter and various public services relating to runaway youth, fair housing, financial management, employment/literacy training, services for persons with disabilities and emergency financial assistance. As part of the CDBG Program, the Homeowner Rehabilitation Loan Program (HRLP) and Neighborhood Revitalization Program (NRP) continue to promote improved quality of life in Appleton's central city.

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. While the program will receive no new grant funds in 2009, it is anticipated that seven rental units and one single-family home will be rehabilitated with the use of prior year program income.

Emergency Shelter Grant/Transitional Housing Program/Homeless Prevention Program (ESG/THP/HPP) - The City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities, ADVOCAP, and the Emergency Shelter of the Fox Valley, was successful in its application for ESG funds for the 2008 program year (July 2008 -- June 2009). The City received $122,436 which is a $48,905 increase over prior year. These funds are used by the aforementioned agencies to provide case management, counseling, basic needs (food/clothing), homeless facility operation costs and homeless prevention services for low income beneficiaries. Because the City serves as the sponsoring agency for the grant application, as well as a neutral conduit for the distribution of these State of Wisconsin grant funds to the partner agencies, it receives a small portion of the grant to cover administration costs.

Continuum of Care Grant/Supportive Housing Program (COC/SHP) #1 - In 2008, the City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities, and ADVOCAP, was successful in renewing this grant for another program year (October 2008 -- September 2009). These funds are mainly used to both provide intensive case management/supportive services to homeless persons in the Fox Cities and housing to low-income families who are enrolled in each agency's transitional housing programs. Similar to the ESG/THP/HPP grant, 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, and thus receives a small portion of the grant to cover administration costs.

Continuum of Care Grant/Supportive Housing Program (COC/SHP) #2 - In 2008, the City was successful in its collaboration with the Housing Partnership of the Fox Cities to renew the service and operation portions of its initial COC/SHP grant (January 2009 -- December 2010) to aid in maintenance and associated services of six units of permanent supportive housing units at the Wire Works facility. The City will also receive a small portion of this grant to cover administration costs.

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2009 OBJECTIVES

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

Community Development Block Grant (CDBG)
(Program Year: April 1 to March 31)
*Create decent and affordable housing opportunities for low-income residents
*Strengthen community/public services by offering new and improved access for low-income residents
*Expand economic opportunity for low-income residents through job creation and employment training
*Rehabilitate approximately 27 owner occupied homes for low income homeowners
*Accomplish 8 business and/or public area improvements within the targeted neighborhood revitalization area
*Continue mission of improving vitality of central city areas during the second year of the Memorial/Mason neighborhood
*2010 - 2014 HUD Five-Year Consolidated Plan that identifies priority community needs to guide the distribution of CDBG funds over this time span. 2009 represents the fifth and final year of the current plan.

HOME Investment Partnership Program - Homeowner Rehabilitation
(Program Year: N/A -- the program currently operates with program income only)
*Improve Appleton's affordable single-family homes by rehabilitating one unit for a low-income homeowner

HOME Investment Partnership Program - Renter Moderate Rehabilitation
(Program Year: N/A -- the program currently operates with program income only)
*Improve Appleton's affordable rental housing stock by rehabilitating seven units low-income occupants

Emergency Shelter Grant/Transitional Housing Program/Homeless Prevention Program (ESG/THP/HPP)
(Program Year: July 1 to June 30)
*Prevent homelessness among City of Appleton residents
*Provide essential services and adequate facilities for transitional housing program participants
*Provide emergency shelter and associated services to persons experiencing homelessness

Continuum of Care Grant/Supportive Housing Program (COC/SHP) #1
(Program Year: October 1 to September 30)
*Provide for adequate execution of local transitional housing programs, including supportive services

Continuum of Care Grant/Supportive Housing Program (COC/SHP) #2
(Program Duration: January 1 to December 31)
*Provide for adequate execution of a permanent supportive housing program for persons with disabilities

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 1,773,378	$ 1,492,452	$ 1,326,889	$ 1,756,347	$ 1,303,922	-1.73%
Program Expenses							
2100	Block Grant	576,066	534,029	301,521	754,714	434,000	43.94%
2160	Homeowner Rehab	7,446	49,997	14,290	-	8,500	-40.52%
2170	Housing Rehab Loan	473,230	394,832	588,479	592,867	394,000	-33.05%
2130	Rental Rehab.	63,130	184,195	71,124	71,124	70,989	-0.19%
2140	Emergency Shelter	138,504	149,526	76,532	76,532	168,343	119.96%
2150	Continuum of Care	496,921	244,412	274,943	274,943	228,090	-17.04%
TOTAL		$ 1,755,297	$ 1,556,991	$ 1,326,889	$ 1,770,180	$ 1,303,922	-1.73%
Expenses Comprised Of:							
Personnel		195,075	195,571	229,195	251,484	237,524	3.63%
Administrative Expense		1,554,258	1,341,389	1,094,494	1,515,496	1,063,198	-2.86%
Supplies & Materials		-	142	-	-	-	N/A
Purchased Services		5,723	19,690	2,600	2,600	2,600	0.00%
Utilities		241	199	600	600	600	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.68	2.65	2.75	2.75	2.76	

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Block Grant **Business Unit 2100**

PROGRAM MISSION

In order to provide decent housing, create suitable living environments, and expand economic opportunities for low-income persons, we will administer the receipt and expenditure of federal Community Development Block Grant proceeds for affordable housing rehabilitation, public facilities improvement, special economic development projects 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:

While this budget reflects a 2.9% reduction in the CDBG federal grant award, it includes a 21.5% increase in total federal grant revenue for 2008, due to the reprogramming of prior year unspent grant funds to programs ready to invest the funds and out to use in our community.

For 2009, the Homeowner Rehabilitation Loan Program, including its associated program income, will be placed in a fund separate from the remainder of the CDBG programs. This will allow for better accounting and tracking of the various programs.

During 2008, HOME Homeowner Rehab and Housing Rehab Loan program were separated from Business Unit 2100 and are now shown in separate Business Units.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount	$ 615,418	$ 614,125	$ 600,000	$ 596,347	$ 434,000
Percent of awards spent on projects	70.56%	65.68%	65.00%	62.63%	65.00%
Average award (not including program income)	$ 27,973	$ 40,942	$ 40,000	$ 29,817	$ 40,000
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
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)					
Overall program	1.23:1	1.21:1	1.30:1	1.30:1	1.30:1
Neighborhood Revitalization Program	1.20:1	1.40:1	1.40:1	1.30:1	1.30:1
# of NRP Business Revitalization projects	4	4	6	4	6
Business Revitalization Public $ vs. Private $ Ratio	1:1.50	1.20:1	1:1.50	1:1.25	1:1.50
Work Process Outputs					
# of Block Grant awards made	22	15	15	20	15
Neighborhood Revitalization Program					
# businesses, park, etc. improvements	6	5	8	8	8
Housing Improvements:					
# City Rehab Program	4	2	8	2	3
# other (M&I, private, DOORS, etc)	31	45	40	30	40

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Block Grant **Business Unit 2100**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4210 Federal Grants	$ 576,066	$ 534,028	$ 301,521	$ 754,714	$ 434,000
Total Revenue	$ 576,066	$ 534,028	$ 301,521	$ 754,714	$ 434,000
Expenses					
6101 Regular Salaries	$ 76,185	$ 78,841	$ 95,396	$ 117,587	$ 94,123
6150 Fringes	33,276	30,961	44,304	44,304	41,700
6201 Training\Conferences	2,047	1,498	3,455	3,455	3,000
6301 Office Supplies	-	111	100	100	100
6302 Subscriptions	-	-	100	100	-
6304 Postage/Freight	-	-	50	50	50
6307 Food & Provisions	252	35	100	100	-
6316 Miscellaneous Supplies	-	142	-	-	-
6401 Accounting/Audit	1,498	1,498	1,500	1,500	1,498
6402 Legal Fees	(18)	-	-	-	-
6412 Advertising	80	-	100	100	100
6413 Utilities	184	131	400	400	400
6608 Block Grant Payments	462,562	420,812	156,016	587,018	293,029
Total Expense	$ 576,066	$ 534,029	$ 301,521	$ 754,714	$ 434,000

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Block Grant Payments	
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	$ 293,029
	$ 293,029

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 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

HOME Homeowner Rehab **Business Unit 2160**

PROGRAM MISSION

For the benefit of low to moderate income (LMI) residents of Appleton, in order to ensure an adequate supply of quality, affordable single-family housing, we will administer the receipt and expenditure of federal Community Development Block Grant proceeds for various rental housing rehabilitation projects.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major program changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
New HOME funds award amount	$ 7,446	$ 49,395	$ 2,500	$ -	$ -
Program income received	$ -	$ 602	$ 10,000	$ 10,000	$ 8,500
# of loans made	1	5	1	1	1
Average loan amount	$ 7,446	$ 9,999	$ 35,000	$ 10,000	$ 8,500
Strategic Outcomes					
Improved LMI single-family homes					
# homes rehabilitated	1	5	1	1	1
Amount spent on rehab activity	$ 3,725	$ 46,103	$ 35,000	$ 10,000	$ 8,500
# of pre-1978 units rehabbed for lead paint abatement	1	5	1	1	1
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)	1.9:1	1.1:1	1.5:1	1.5:1	1.4:1
Work Process Outputs					
# of applications processed	1	5	1	1	1

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

HOME Homeowner Rehab **Business Unit 2160**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4210 Federal Grants	$ -	$ -	$ -	$ -	$ -
4224 Miscellaneous State Aids	7,446	49,395	4,290	-	-
5050 Rehab Project Repayments	-	602	10,000	-	8,500
Total Revenue	$ 7,446	$ 49,997	$ 14,290	$ -	$ 8,500
Expenses					
6101 Regular Salaries	$ 2,592	$ 2,729	$ 2,920	$ -	$ -
6150 Fringes	1,129	1,165	1,370	-	-
6599 Other Contracts/Obligations	81	732	-	-	81
6630 Other Grant Payments	3,644	45,371	10,000	-	8,419
Total Expense	$ 7,446	$ 49,997	$ 14,290	$ -	$ 8,500

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Block Grant Payments	
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	$ 8,419
	$ 8,419

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

HOUSING REHAB LOAN PROGRAM (HRLP) **Business Unit 2170**

PROGRAM MISSION

In order to assist low to moderate income (LMI) homeowners in protecting their investments in their single-family homes, the HRLP will utilize CDBG funds to provide them with no interest/no monthly payment rehabilitation loans to make necessary repairs, eliminate lead-based paint hazards, and increase the value and extend the life of their homes.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide LMI homeowners in the City of Appleton with financial and related technical assistance for the rehabilitation of their owner-occupied homes or duplexes in order to maintain affordable home ownership opportunities for all residents.

Major program changes:

While the Homeowner Rehabilitation Loan Program (HRLP) received funding in 2008 to cover administrative costs, the HRLP's 2007 loan award ($161,900) was reprogrammed to fund other subrecipients for the 2008 program year. This occurred as a result of receiving more program income that was expected during prior years. In 2009, it is anticipated that the HRLP will receive both administration and project funds.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
New CDBG funds award amount	$ 115,418	$ -	$ 150,000	$ 77,867	$ 166,000
Program income received	$ 280,456	$ 193,450	$ 290,000	$ 290,000	$ 228,000
Carryover from previous years	$ 424,804	$ 409,339	$ 100,000	$ 204,000	$ 100,000
# of loans made	27	14	26	26	26
Average loan amount	$ 14,662	$ 13,818	$ 16,923	$ 14,149	$ 23,003
Strategic Outcomes					
Improved LMI single-family homes					
# homes rehabilitated	26	19	27	27	27
Amount spent on rehab activity	$ 405,467	$ 324,638	$ 445,255	$ 445,255	$ 516,721
# of pre-1978 units rehabbed for lead paint abatement	24	14	25	25	25
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)	1.8:1	1.4:1	1.5:1	1.1:1	1.1:1
Work Process Outputs					
# of applications processed	74	36	34	34	34

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

HOUSING REHAB LOAN PROGRAM **Business Unit 2170**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4210 Federal Grants	$ 192,774	$ 201,382	$ 298,479	$ 289,034	$ 166,000
5035 Other Reimbursements	-	1,570	-	-	-
5050 Rehab Project Repayments	280,456	191,881	290,000	290,000	228,000
Total Revenue	$ 473,230	$ 394,833	$ 588,479	$ 579,034	$ 394,000
Expenses					
6101 Regular Salaries	$ 46,684	$ 49,119	$ 49,248	$ 53,636	$ 55,226
6150 Fringes	20,375	21,008	22,982	22,982	24,921
6201 Training\Conferences	748	-	1,049	1,049	1,000
6413 Utilities	56	67	200	200	200
6429 Interfund Allocations	(100)	-	-	-	-
6599 Other Contracts/Obligations	2,337	2,110	-	-	2,225
6608 Block Grant Payments	403,130	322,528	515,000	515,000	310,428
Total Expense	$ 473,230	$ 394,832	$ 588,479	$ 592,867	$ 394,000

DETAILED SUMMARY OF 2009 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:	$ 310,428
	$ 310,428

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

HOME Rental Rehabilitation **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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Funding for low to moderate income (LMI) rental rehabilitation projects					
$ New HOME funds award amount	$ -	$ -	$ -	$ -	$ -
$ Program Income Rec'd 1/1 - 12/31	$ 81,211	$ 119,656	$ 71,124	$ 71,124	$ 70,989
# of loans made	4	8	4	4	4
$ Average loan amount	$ 19,723	$ 14,957	$ 16,000	$ 17,781	$ 17,747
Strategic Outcomes					
Improved LMI rental property					
# units contracted for rehab	9	21	8	8	7
$ rehab activity ($ spent)	$ 79,544	$ 179,443	$ 64,000	$ 64,000	$ 64,000
# of pre-1978 units rehabbed (lead based paint)	9	21	7	7	7
Timely expenditure of funds					
$ available vs. $ spent	1.2:1	1.5:1	1.1:1	1.1:1	1.1:1
Official HUD timeliness ratio (max. 1.5:1)					
Work Process Outputs					
# of applications processed	12	10	7	7	7
# of inspections conducted	11	15	8	8	8

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

HOME Rental Rehabilitation **Business Unit 2130**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5050 Rehab Project Repayments	$ 81,211	$ 119,656	$ 71,124	$ 71,124	$ 70,989
Total Revenue	$ 81,211	$ 119,656	$ 71,124	$ 71,124	$ 70,989
Expenses					
6101 Regular Salaries	$ 2,591	$ 2,729	$ 4,536	$ 4,536	$ 4,802
6150 Fringes	1,135	1,171	2,125	2,125	2,167
6201 Training/Conferences	-	851	451	451	-
6599 Other Contracts/Obligations	843	14,348	-	-	825
6630 Other Grant Payments	58,561	165,096	64,012	64,012	63,195
Total Expense	$ 63,130	$ 184,195	$ 71,124	$ 71,124	$ 70,989

DETAILED SUMMARY OF 2009 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	$ 63,195
	$ 63,195

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

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

PROGRAM MISSION

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

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 shelter, transitional housing and homeless prevention services.

Emergency Shelter Grant / Transitional Housing Program / Homeless Prevention Program (ESG/THP/HPP) funds are disbursed by the Wisconsin Department of Commerce via a competitive grant application process. As the lead fiscal and administrative agent, the City of Appleton applies for ESG/THP/HPP funding in collaboration with other local non-profit partners. The City serves as a pass-through for funding to local non-profit agencies that meet the niche requirements of the ESG/THP/HPP program. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives a small amount of funding for administration costs.

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

The current collaborative partner agencies receiving ESG/THP/HPP funding are: Salvation Army of the Fox Cities, Housing Partnership of the Fox Cities, Emergency Shelter of the Fox Valley, and ADVOCAP.

Major program changes:

The number assisted with prevention services dropped during 2007 due to the award dropping significantly. The target 2009 number to be assisted with prevention services is expected to increase due to the fact that housing counseling is now being considered a prevention service whereas in the past it had not.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
$ Grant Award	$ 145,340	$ 76,531	$ 76,532	$ 122,436	$ 168,343
Strategic Outcomes					
Expand the # of homeless persons served					
# of assisted in emergency shelter	835	831	805	805	830
# assisted in transitional housing	62	27	61	61	56
# assisted with prevention services	41	4	15	15	309
Work Process Outputs					
# grant applications prepared	1	1	1	1	1
# of contract period extensions requested	0	1	0	0	0

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ 138,504	$ 149,526	$ 76,532	$ 76,532	$ 168,343
Total Revenue	$ 138,504	$ 149,526	$ 76,532	$ 76,532	$ 168,343
Expenses					
6101 Regular Salaries	$ 3,009	$ 1,709	$ 665	$ 665	$ 3,258
6150 Fringes	1,449	573	329	329	1,465
6630 Other Grant Payments	134,046	147,244	75,538	75,538	163,620
Total Expense	$ 138,504	$ 149,526	$ 76,532	$ 76,532	$ 168,343

DETAILED SUMMARY OF 2009 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	$ 41,243
Housing Partnership	34,350
ADVOCAP	40,394
Emergency Shelter	47,633
	$ 163,620

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

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

PROGRAM MISSION

For the benefit of formerly 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 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 that benefits formerly homeless Appleton residents who need extensive case management and supportive services in order to achieve a stable living environment.

Continuum of Care/Supportive Housing Program (COC/SHP) funds are disbursed by the U.S. Department of Housing & Urban Development, but are awarded to the City of Appleton as a partner in the Balance of State (Wisconsin) via a competitive grant application process. As the lead fiscal and administrative agent, the City of Appleton applies for COC/SHP funding in collaboration with other local non-profit partners. The City serves as a pass-through for funding to local non-profit agencies that meet the niche requirements of the COC/SHP program. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives a small amount of funding for administration costs.

COC/SHP funds support programs that offer both housing opportunities and related supportive services for persons transitioning from homelessness to independent living. Specifically, COC/SHP funds supportive housing in the following environments: (1) transitional housing; (2) permanent housing for homeless persons with disabilities; (3) other types of innovative supportive housing for homeless people.

The current collaborative partner agencies receiving COC/SHP funding are: Salvation Army of the Fox Cities, Housing Partnership of the Fox Cities, and ADVOCAP.

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 (SHP 2) in the amount of $511,591 over a three year period (January 2006 - December 2008). In 2009, the Housing Partnership will receive a new annual award for its permanent supportive housing services.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
$ Annual Award (SHP 1)	$ 176,577	$ 176,577	$ 176,577	$ 176,577	$ 176,577
$ Annual Award (SHP 2)	$ 511,591	$ -	$ -	$ -	$ 51,513
Strategic Outcomes					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	75%	66%	50%	50%	50%
% of participants who increased income	78%	72%	50%	50%	50%
Work Process Outputs					
# grants applications prepared	1-Renewal	1-Renewal	1-Renewal	2-Renewal	2-Renewal
# of contract period extensions requested	0	0	0	0	0

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ 496,921	$ 244,412	$ 274,943	$ 274,943	$ 228,090
Total Revenue	$ 496,921	$ 244,412	$ 274,943	$ 274,943	$ 228,090
Expenses					
6101 Regular Salaries	$ 4,490	$ 4,155	$ 3,562	$ 3,562	$ 6,801
6150 Fringes	2,162	1,410	1,758	1,758	3,060
6201 Training/Conferences	-	20	-	-	-
6401 Audit/Accounting	1,002	1,002	1,000	1,000	997
6630 Other Grant Payments	489,267	237,825	268,623	268,623	217,232
Total Expense	$ 496,921	$ 244,412	$ 274,943	$ 274,943	$ 228,090

DETAILED SUMMARY OF 2009 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	$ 68,789	$ -	$ 68,789
Housing Partnership	35,390	49,060	84,450
Salvation Army	63,993	-	63,993
	$ 168,172	$ 49,060	$ 217,232

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,411,711	1,178,743	517,067	955,765	1,395,222	600,000-	996,433
Other Revenues	361,667	313,709	339,583	371,124	361,124	0	307,489
TOTAL REVENUES	1,773,378	1,492,452	856,650	1,326,889	1,756,346	600,000-	1,303,922
EXPENSES BY LINE ITEM							
Regular Salaries	119,465	124,837	96,981	156,327	179,986	0	164,210
Sick Pay	4,934	4,148	3,625	0	0	0	0
Vacation Pay	11,150	10,297	8,934	0	0	0	0
Fringes	59,526	56,290	49,214	72,868	71,498	0	73,313
Salaries & Fringe Benefits	195,075	195,572	158,754	229,195	251,484	0	237,523
Training & Conferences	2,795	2,370	1,146	4,955	4,955	0	4,000
Office Supplies	0	111	0	100	100	0	100
Subscriptions	0	0	0	100	100	0	0
Postage & Freight	0	0	0	50	50	0	50
Food & Provisions	252	35	0	100	100	0	0
CDBG Expenses	865,693	743,338	533,495	1,015,177	1,446,179	0	984,309
Block Grant Payments	685,519	595,535	228,684	74,012	64,012	0	71,614
Trans Out - Special Revenue	0	0	55	0	0	0	0
Administrative Expense	1,554,259	1,341,389	763,380	1,094,494	1,515,496	0	1,060,073
Miscellaneous Supplies	0	143	0	0	0	0	0
Supplies & Materials	0	143	0	0	0	0	0
Accounting/Audit	2,500	2,500	0	2,500	2,500	0	2,495
Legal Fees	18-	0	0	0	0	0	0
Advertising	80	0	0	100	100	0	100
Interfund Allocations	100-	0	0	0	0	0	0
Other Contracts/Obligations	3,261	17,190	14,782	0	0	0	3,131
Purchased Services	5,723	19,690	14,782	2,600	2,600	0	5,726
Telephone	241	199	153	600	600	0	600
Utilities	241	199	153	600	600	0	600
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,755,298	1,556,993	937,069	1,326,889	1,770,180	0	1,303,922

CITY OF APPLETON 2009 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	1,411,711	1,178,743	955,765	1,395,223	996,433
Other	361,667	313,709	371,124	361,124	307,489
Total Revenues	1,773,378	1,492,452	1,326,889	1,756,347	1,303,922
Expenses					
Program Costs	1,755,297	1,556,991	1,326,889	1,770,180	1,303,922
Total Expenses	1,755,297	1,556,991	1,326,889	1,770,180	1,303,922
Revenues over (under) Expenses	18,081	(64,539)	-	(13,833)	-
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	18,081	(64,539)	-	(13,833)	-
Fund Balance - Beginning	127,720	145,801	81,262	81,262	67,429
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 145,801	$ 81,262	$ 81,262	$ 67,429	$ 67,429

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 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 2009 budget includes $10,800 in funds for maintenance and marketing of the remaining 15 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 $37,509 in infrastructure construction (mainly engineering planning) expense related to 2010 construction projects.

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
Stormwater Program	$ 24,381	Projects, Pg. 632
Watermain Program	9,002	Projects, Pg. 638
Sanitary Sewer Program	4,126	Projects, Pg. 646
	$ 37,509	

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 398,886	$ 165,841	$ 180,800	$ 180,800	$ 106,240	-41.24%
Program Expenses		$ 852,553	$ 211,879	$ 696,271	$ 769,787	$ 243,419	-65.04%
Expenses Comprised Of:							
Personnel		50,082	1,911	43,245	43,245	33,309	-22.98%
Administrative Expense		186,335	183,910	177,348	177,348	195,110	10.02%
Supplies & Materials		84,642	364	83,710	140,568	-	-100.00%
Purchased Services		18,639	4,966	24,729	24,729	10,800	-56.33%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		6,537	627	17,239	17,239	4,200	-75.64%
Capital Expenditures		506,318	20,101	350,000	366,658	-	-100.00%

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

Industrial Park Land **Business Unit 4280**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4230 Miscellaneous Local Aids	$ 82,506	$ -	$ -	$ -	$ -
4710 Interest on Investments	132,581	126,126	115,000	115,000	65,000
5004 Sale of City Prop - Nontax	177,399	33,915	60,000	60,000	36,000
5015 Rental of City Property	6,400	5,800	5,800	5,800	5,240
Total Revenue	$ 398,886	$ 165,841	$ 180,800	$ 180,800	$ 106,240
Expenses					
6102 Labor Pool Allocations	$ 33,295	$ 1,393	$ 27,508	$ 27,508	$ 21,349
6105 Overtime	1,831	5	1,000	1,000	-
6108 Part Time	625	-	-	-	-
6150 Fringes	14,332	513	14,737	14,737	11,960
6309 Shop Supplies & Tools	7	-	-	-	-
6325 Construction Materials	84,162	364	83,710	140,568	-
6328 Signs	472	-	-	-	-
6402 Legal Fees	555	98	-	-	-
6408 Contractor Fees	7,768	-	13,929	13,929	-
6425 CEA Equip. Rental	6,537	627	17,239	17,239	4,200
6599 Other Contract/Obligations	10,316	4,868	10,800	10,800	10,800
6809 Infrastructure Construction	506,318	20,101	350,000	366,658	-
7913 Trans Out - Debt Service	186,335	183,910	177,348	177,348	195,110
Total Expense	$ 852,553	$ 211,879	$ 696,271	$ 769,787	$ 243,419

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations

Northeast Business Park:	
Real estate commissions	$ 4,800
Berm maintenance	4,000
Weed cutting	2,000
	$ 10,800

CITY OF APPLETON 2009 BUDGET
INDUSTRIAL PARK LAND FUND
SOURCES AND USES OF FUNDS

Revenues	2008 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Interest Income	$ 132,581	$ 126,126	$ 115,000	$ 115,000	$ 65,000
Other	88,906	5,800	5,800	5,800	5,240
Total Revenues	221,487	131,926	120,800	120,800	70,240
Expenses					
Program Costs	666,218	27,969	518,923	769,787	48,309
Total Expenses	666,218	27,969	518,923	769,787	48,309
Revenues over (under) Expenses	(444,731)	103,957	(398,123)	(648,987)	21,931
Other Financing Sources (Uses)					
Operating Transfers Out	(186,335)	(183,910)	(177,348)	(177,348)	(195,110)
Sale of City Property	177,399	33,915	60,000	35,000	36,000
Total Other Financing Sources (Uses)	(8,936)	(149,995)	(117,348)	(142,348)	(159,110)
Net Change in Equity	(453,667)	(46,038)	(515,471)	(791,335)	(137,179)
Fund Balance - Beginning	2,519,135	2,065,468	2,019,430	2,019,430	1,228,095
Fund Balance - Ending	$ 2,065,468	$ 2,019,430	$ 1,503,959	$ 1,228,095	$ 1,090,916

CITY OF APPLETON 2009 BUDGET
INDUSTRIAL PARK LAND
LONG TERM DEBT

	2001A G.O. Notes		2002B G.O. Notes	
Year	Principal	Interest	Principal	Interest
2009	$ 125,000	$ 15,895	$ 50,000	$ 4,215
2010	150,000	10,045	55,000	1,458
2011	155,000	3,410	-	-
	$ 430,000	$ 29,350	$ 105,000	$ 5,673

	TOTAL		
Year	Principal	Interest	Total
2009	$ 175,000	$ 20,110	$ 195,110
2010	205,000	11,503	216,503
2011	155,000	3,410	158,410
	$ 535,000	$ 35,023	$ 570,023

CITY OF APPLETON 2009 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.

There are no 2009 capital projects planned for this capital projects fund.

Major program changes:

No Major changes.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 2,630	$ 13,081	$ 1,117,522	$ 1,117,522	$ 4,719	-99.58%
Program Expenses		$ -	$ -	$ 1,175,000	$ 1,475,000	$ -	-100.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	1,175,000	1,225,000	-	-100.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	250,000	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS
COMMUNITY DEVELOPMENT — Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4710 Interest on Investments	$ 2,630	$ 13,081	$ 2,522	$ 2,522	$ 4,719
5910 Proceeds of Long-term Debt	-	-	1,115,000	1,115,000	-
5921 Transfer In - General Fund	-	300,000	-	-	-
Total Revenue	$ 2,630	$ 313,081	$ 1,117,522	$ 1,117,522	$ 4,719
Expenses					
6404 Consulting Services	$ -	$ -	$ 75,000	$ 125,000	$ -
6408 Contractor Fees	-	-	300,000	300,000	-
6599 Other Contracts/Obligations	-	-	800,000	800,000	-
6801 Land Acquisition	-	-	-	250,000	-
Total Expense	$ -	$ -	$ 1,175,000	$ 1,475,000	$ -

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 BUDGET
COMMUNITY DEVELOPMENT
SOURCES AND USES OF FUNDS

	2008 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Interest Income	$ 2,630	$ 13,081	$ 2,522	$ 10,000	$ 4,719
Total Revenues	2,630	13,081	2,522	10,000	4,719
Expenses					
Program Costs	-	-	1,175,000	375,000	-
Total Expenses	-	-	1,175,000	375,000	-
Revenues over (under) Expenses	2,630	13,081	(1,172,478)	(365,000)	4,719
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	1,115,000	17,522	-
Operating Transfers In	-	300,000	-	-	-
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	-	300,000	1,115,000	17,522	-
Net Change in Equity	2,630	313,081	(57,478)	(347,478)	4,719
Fund Balance - Beginning	52,048	54,678	367,759	367,759	20,281
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	$ 54,678	$ 367,759	$ 310,281	$ 20,281	$ 25,000

CITY OF APPLETON 2009 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Finance Director: Lisa A. Maertz, CPA, CPFO

Community Development Director: Vacant

CITY OF APPLETON 2009 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 2012.

	General Fund Advance		General Fund Advance
1992	$ 631,922	2001	54,942
1993	31,596	2002	53,166
1994	33,176	2003	55,825
1995	34,834	2004	58,616
1996	98,077	2005	(245,953)
1997	41,480	2006	(104,501)
1998	43,554	2007	(73,851)
1999	45,732	2008	(78,488)
2000	48,018	2009	(286,468)
		12/31/09 Balance	$ 441,677

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 19,810	$ 15,503	$ 15,754	$ 15,754	$ 8,304	-47.29%
Program Expenses		$ 138,238	$ 96,597	$ 101,067	$ 101,067	$ 89,832	-11.12%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		136,840	95,149	99,467	99,467	88,032	-11.50%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,398	1,448	1,600	1,600	1,800	12.50%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ 167,790	$ 190,649	$ 250,973	$ 250,973	$ 274,761
4227 State Aid - Computers	5,530	6,754	6,754	6,754	5,304
4710 Interest on Investments	14,280	8,749	9,000	9,000	3,000
Total Revenue	$ 187,600	$ 206,152	$ 266,727	$ 266,727	$ 283,065
Expenses					
6401 Accounting/Audit	$ 1,398	$ 1,448	$ 1,600	$ 1,600	$ 1,800
6720 Interest Payments	45,499	41,149	37,434	37,434	28,532
7913 Trans Out - Debt Service	91,341	54,000	62,033	62,033	59,500
Total Expense	$ 138,238	$ 96,597	$ 101,067	$ 101,067	$ 89,832

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 BUDGET
TAX INCREMENTAL DISTRICT # 2
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Property Taxes	$ 167,790	$ 190,649	$ 250,973	$ 255,082	$ 274,761
Intergovernmental	5,530	6,754	6,754	5,304	5,304
Interest Income	14,280	8,749	9,000	9,000	3,000
Total Revenues	187,600	206,152	266,727	269,386	283,065
Expenses					
Interest Expense	45,499	41,149	37,434	37,434	28,532
Administrative Expenses	1,398	1,448	1,600	1,600	1,800
Total Expenses	46,897	42,597	39,034	39,034	30,332
Revenues over (under) Expenses	140,703	163,555	227,693	230,352	252,733
Other Financing Sources (Uses)					
Operating Transfers Out - Debt Service	(91,341)	(54,000)	(62,033)	(62,033)	(59,500)
Total Other Financing Sources (Uses)	(91,341)	(54,000)	(62,033)	(62,033)	(59,500)
Net Change in Fund Balances	49,362	109,555	165,660	168,319	193,233
Fund Balance - Beginning	(877,316)	(827,954)	(718,399)	(718,399)	(550,080)
Fund Balance - Ending	$ (827,954)	$ (718,399)	$ (552,739)	$ (550,080)	$ (356,847)

Discussion of changes in fund balances:

TIF # 2 has closed for capital expenditures, therefore it is classified as a Special Revenue Fund. The existence of a negative fund balance in this fund is the result of capital investments in the early years of the TIF district which continue to be funded by the inflows of incremental property taxes.

CITY OF APPLETON 2009 BUDGET
TAX INCREMENTAL DISTRICT #2
LONG TERM DEBT

	2001 Trust Fund Loan	
Year	Principal	Interest
2009	$ 50,000	$ 9,500
2010	70,000	7,000
2011	70,000	3,500
	$ 190,000	$ 20,000

CITY OF APPLETON 2009 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
			2009	(363,726)	1,000,000
			12/31/09 Balance	$ 12,861,762	$ 16,210,419

Major program changes:

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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 127,785	$ 65,577	$ 59,112	$ 59,112	$ 50,810	-14.04%
Program Expenses		$ 2,028,108	$ 2,657,924	$ 2,251,612	$ 2,251,612	$ 2,272,033	0.91%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		2,026,709	2,656,475	2,249,612	2,249,612	2,270,033	0.91%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,399	1,449	2,000	2,000	2,000	0.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ 1,073,853	$ 1,206,654	$ 1,228,011	$ 1,228,011	$ 1,291,476
4130 Payment in Lieu of Taxes	51,719	45,146	40,000	40,000	24,502
4227 State Aid - Computers	8,996	9,112	9,112	9,112	16,308
4710 Interest on Investments	67,070	11,319	10,000	10,000	10,000
5927 Transfer In - Parking Utility	900,000	900,000	900,000	900,000	1,000,000
Total Revenue	$ 2,101,638	$ 2,172,231	$ 2,187,123	$ 2,187,123	$ 2,342,286
Expenses					
6401 Accounting/Audit	$ 1,399	$ 1,449	$ 2,000	$ 2,000	$ 2,000
6720 Interest Payments	607,763	623,151	639,309	639,309	611,274
7913 Trans Out - Debt Service	1,418,946	2,033,324	1,610,303	1,610,303	1,658,759
Total Expense	$ 2,028,108	$ 2,657,924	$ 2,251,612	$ 2,251,612	$ 2,272,033

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Property Taxes	$ 1,125,572	$ 1,251,800	$ 1,268,011	$ 1,272,620	$ 1,315,978
Intergovernmental	8,996	9,112	9,112	16,308	16,308
Interest Income	67,070	11,319	10,000	28,000	10,000
Total Revenues	1,201,638	1,272,231	1,287,123	1,316,928	1,342,286
Expenses					
Interest Expense	607,763	623,151	639,309	639,309	611,274
Administrative Expenses	1,399	1,449	2,000	2,000	2,000
Total Expenses	609,162	624,600	641,309	641,309	613,274
Revenues over (under) Expenses	592,476	647,631	645,814	675,619	729,012
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	900,000	900,000	900,000	900,000	1,000,000
Operating Transfers Out - Debt Service	(1,418,946)	(2,033,324)	(1,610,303)	(1,610,303)	(1,658,759)
Total Other Financing Sources (Uses)	(518,946)	(1,133,324)	(710,303)	(710,303)	(658,759)
Revenues over (under) Expenses	73,530	(485,693)	(64,489)	(34,684)	70,253
Fund Balance - Beginning	(12,052,383)	(11,978,853)	(12,464,546)	(12,464,546)	(12,499,230)
Fund Balance - Ending	$ (11,978,853)	$ (12,464,546)	$ (12,529,035)	$ (12,499,230)	$ (12,428,977)

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.

CITY OF APPLETON 2009 BUDGET
TAX INCREMENTAL DISTRICT #3
LONG TERM DEBT

	1998A G.O. Refunding Bonds		1999B G.O. Notes	
Year	Principal	Interest	Principal	Interest
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	-	-
	$ 2,475,000	$ 316,532	$ 145,000	$ 4,785

	2001B G.O. Notes	
Year	Principal	Interest
2009	$ 500,000	$ 109,200
2010	600,000	76,200
2011	970,000	29,100
2012	-	-
2013	-	-
	$ 2,070,000	$ 214,500

	2001 State Trust Fund Loan		2002B G.O. Notes		2005 Refunding Bonds	
Year	Principal	Interest	Principal	Interest	Principal	Interest
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	$ 27,114	$ 1,555,000	$ 294,644	$ 1,230,000	$ 120,032

	2003 State Trust Fund Loan		TOTAL		
Year	Principal	Interest	Principal	Interest	Total
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
	$ 770,000	$ 257,047	$ 8,425,764	$ 1,234,654	$ 9,660,418

CITY OF APPLETON 2009 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.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Tax Increment Financing district #4 (TIF # 4) includes the majority of the Northeast Industrial Park, an area bounded by French Road (east), Ballard Road (west), Glendale Avenue (south), and Ashbury Drive (north).

Primary projects have 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 # 4 is still open due to changes in the state statute for 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	$ 103,921	Projects, Pg. 630
Concrete Paving Program	558,485	Projects, Pg. 622
Stormwater Program	7,606	Projects, Pg. 632
Watermains	91,875	Projects, Pg. 638
Total	$ 761,887	

Major program changes:

Investigation is being completed to assess the ability to keep district open to finish capital projects but not to certify any increment for 2009. This would allow the increment to become part of the general tax base for the 2010 budget utilizing cash balances to fund remaining capital expenditures.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 895,384	$ 584,491	$ 372,295	$ 372,295	$ 413,724	11.13%
Program Expenses		$ 4,195,067	$ 1,532,470	$ 1,744,032	$ 1,834,032	$ 775,087	-55.56%
Expenses Comprised Of:							
Personnel		-	7,460	124,021	124,021	71,868	-42.05%
Administrative Expense		4,170,297	1,516,949	-	-	-	N/A
Supplies & Materials		-	-	30,690	30,690	11,080	-63.90%
Purchased Services		24,770	8,007	21,200	21,200	78,200	268.87%
Utilities		-	54	-	-	-	N/A
Repair & Maintenance		-	-	22,000	22,000	22,200	0.91%
Capital Expenditures		-	-	1,546,121	1,636,121	591,739	-61.73%

* % 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 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ 2,257,299	$ 2,720,023	$ 3,463,196	$ 3,463,196	$ 4,375,546
4130 Pmt in Lieu of Taxes	-	84,272	-	-	-
4227 State Aid - Computers	120,394	112,295	112,295	112,295	119,724
4710 Interest on Investments	361,059	300,760	120,000	120,000	210,000
5004 Sale of City Prop - Nontax	413,931	79,135	140,000	140,000	84,000
5010 Misc. Revenue - Nontax	-	8,029	-	-	-
Total Revenue	$ 3,152,683	$ 3,304,514	$ 3,835,491	$ 3,835,491	$ 4,789,270
Expenses					
6101 Regular Salaries	$ -	$ 4,739	$ 84,975	$ 84,975	$ 47,084
6105 Overtime	-	120	2,000	2,000	-
6108 Part Time	-	548	-	-	-
6150 Fringes	-	2,053	37,046	37,046	24,784
6308 Landscape Supplies	-	-	23,690	23,690	7,080
6325 Construction Materials	-	-	7,000	7,000	4,000
6401 Accounting/Audit	1,398	1,448	5,000	5,000	2,000
6402 Legal Fees	945	228	-	-	-
6404 Consulting Services	-	-	-	-	65,000
6408 Contractor Fees	-	-	5,000	5,000	-
6425 CEA Equip. Rental	-	54	22,000	22,000	22,200
6599 Other Contracts/Obligation	22,427	6,331	11,200	11,200	11,200
6801 Land	-	-	-	-	57,851
6809 Infrastructure Construction	-	-	1,546,121	1,636,121	533,888
7913 Trans Out - Debt Service	4,170,297	1,516,949	-	-	-
Total Expense	$ 4,195,067	$ 1,532,470	$ 1,744,032	$ 1,834,032	$ 775,087

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Consulting	
Concrete paving design:	
Evergreen Dr - Ballard to French Rds	$ 50,000
French Rd - US 41 to Edgewood	15,000
	$ 65,000
Other Contracts/Obligations	
Real estate commissions	$ 11,200
	$ 11,200
Infrastructure Construction	
Streets	$ 367,200
Sidewalks	70,800
Storm sewers	4,013
Watermains	91,875
	$ 533,888

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

Revenues	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Property Taxes	$ 2,257,299	$ 2,804,295	$ 3,463,196	$ 3,519,900	$ 4,375,546
Intergovernmental	120,394	112,295	112,295	119,724	119,724
Interest Income	361,059	300,760	120,000	210,000	210,000
Other	-	8,029	-	-	-
Total Revenues	2,738,752	3,225,379	3,695,491	3,849,624	4,705,270
Expenses					
Capital outlay	23,372	14,073	1,727,832	1,817,832	761,887
Administrative Expense	1,398	1,448	16,200	16,200	13,200
Total Expenses	24,770	15,521	1,744,032	1,834,032	775,087
Revenues over (under) Expenses	2,713,982	3,209,858	1,951,459	2,015,592	3,930,183
Other Financing Sources (Uses)					
Operating Transfers Out - Debt Service	(4,170,297)	(1,516,949)	-	-	-
Sale of City Property	413,931	79,135	140,000	80,000	84,000
Total Other Financing Sources (Uses)	(3,756,366)	(1,437,814)	140,000	80,000	84,000
Net Change in Fund Balances	(1,042,384)	1,772,044	2,091,459	2,095,592	4,014,183
Fund Balance - Beginning	4,738,633	3,696,249	5,468,293	5,468,293	7,563,885
Fund Balance - Ending	$ 3,696,249	$ 5,468,293	$ 7,559,752	$ 7,563,885	$ 11,578,068

Discussion of changes in fund balances:

TIF #4 is still open for capital expenditures due to changes in the state statute governing tax incremental financing districts despite its classification 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.

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 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 expenditure period for capital projects for this district expires March 3, 2021. The 2008 budget was for a portion of the 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. There are no development projects proposed for 2009.

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
2009	(76,957)
12/31/09 Balance	$ 23,898

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 8,538	$ 11,675	$ 3,326	$ 3,326	$ 7,062	112.33%
Program Expenses		$ 101,981	$ 103,482	$ 188,703	$ 188,703	$ 161,985	-14.16%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		100,584	102,034	137,203	137,203	160,385	16.90%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,397	1,448	51,500	51,500	1,600	-96.89%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ 104,895	$ 132,869	$ 143,705	$ 143,705	$ 159,451
4130 Pmt in Lieu of Taxes	1,000	4,152	800	800	2,900
4227 State Aid - Computers	1,917	1,526	1,526	1,526	1,162
4710 Interest on Investments	5,621	5,997	1,000	1,000	3,000
5910 Proceeds of Long-term Debt	-	-	50,000	50,000	-
Total Revenue	$ 113,433	$ 144,544	$ 197,031	$ 197,031	$ 166,513
Expenses					
6401 Accounting/Audit	$ 1,397	$ 1,448	$ 1,500	$ 1,500	$ 1,600
6408 Contractor Fees	-	-	50,000	50,000	-
6599 Other Contracts/Obligation	-	-	-	-	-
6720 Interest Payments	4,356	4,574	4,803	4,803	3,043
7913 Trans Out - Debt Service	96,228	97,460	132,400	132,400	157,342
Total Expense	$ 101,981	$ 103,482	$ 188,703	$ 188,703	$ 161,985

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 BUDGET
TAX INCREMENTAL DISTRICT # 5
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Property Taxes	$ 105,895	$ 137,021	$ 144,505	$ 149,881	$ 162,351
Intergovernmental	1,917	1,526	1,526	1,162	1,162
Interest Income	5,621	5,997	1,000	3,000	3,000
Total Revenues	113,433	144,544	147,031	154,043	166,513
Expenses					
Capital outlay	1,397	1,448	51,500	51,500	1,600
Interest Expense	4,356	4,574	4,803	4,803	3,043
Total Expenses	5,753	6,022	56,303	56,303	4,643
Revenues over (under) Expenses	107,680	138,522	90,728	97,740	161,870
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	50,000	50,000	-
Operating Transfers Out - Debt Service	(96,228)	(97,460)	(132,400)	(132,400)	(157,342)
Total Other Financing Sources (Uses)	(96,228)	(97,460)	(82,400)	(82,400)	(157,342)
Net Change in Fund Balances	11,452	41,062	8,328	15,340	4,528
Fund Balance - Beginning	(76,545)	(65,093)	(24,031)	(24,031)	(8,691)
Fund Balance - Ending	$ (65,093)	$ (24,031)	$ (15,703)	$ (8,691)	$ (4,163)

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 2009 BUDGET
TAX INCREMENTAL DISTRICT #5
LONG TERM DEBT

	1999B G.O. Notes		2001B G.O. Notes	
Year	Principal	Interest	Principal	Interest
2009	$ 60,000	$ 1,980	$ 50,000	$ 9,300
2010	-	-	50,000	6,300
2011	-	-	80,000	2,400
	$ 60,000	$ 1,980	$ 180,000	$ 18,000

	2002B G.O. Notes		2005B G.O. Notes	
Year	Principal	Interest	Principal	Interest
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
	$ 170,000	$ 25,218	$ 130,000	$ 26,563

	2008A G.O. Notes		TOTAL		
Year	Principal	Interest	Principal	Interest	Total
2009	$ -	$ 2,022	$ 130,000	$ 27,342	$ 157,342
2010	-	1,750	80,000	20,775	100,775
2011	-	1,750	110,000	15,240	125,240
2012	-	1,750	115,000	8,976	123,976
2013	-	1,750	30,000	5,350	35,350
2014	-	1,750	35,000	4,050	39,050
2015	50,000	875	90,000	1,675	91,675
	$ 50,000	$ 11,647	$ 590,000	$ 83,408	$ 673,408

CITY OF APPLETON 2009 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 2009 Budget provides $83,415 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	$ 83,415	Projects, Pg. 615
Concrete Paving Program	470,464	Projects, Pg. 622
Sidewalk Program	95,584	Projects, Pg. 630
Grade & Gravel Program	517,961	Projects, Pg. 628
Total	$ 1,167,424	

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 371,516	$ 262,000	$ 520,212	$ 520,212	$ 486,401	-6.50%
Program Expenses		$ 4,007,308	$ 3,453,686	$ 3,475,155	$ 4,262,163	$ 3,917,454	12.73%
Expenses Comprised Of:							
Personnel		117,426	38,541	118,772	118,772	51,167	-56.92%
Administrative Expense		1,699,395	1,986,937	2,332,853	2,332,853	2,748,430	17.81%
Supplies & Materials		131,562	116,950	144,389	231,989	3,470	-97.60%
Purchased Services		579,215	89,334	107,392	168,299	87,100	-18.90%
Utilities		4,116	669	-	-	415	N/A
Repair & Maintenance		24,700	8,426	24,925	24,925	4,110	-83.51%
Other Capital Expenditures		1,450,894	1,212,829	746,824	1,385,325	1,022,762	36.95%

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ 1,200,312	$ 1,485,279	$ 1,514,053	$ 1,514,053	$ 1,559,321
4130 Pmt in Lieu of Taxes	-	58,379	30,000	30,000	3,983
4227 State Aid - Computers	17,825	25,212	25,212	25,212	21,108
4230 Miscellaneous Local Aids	192,514	-	-	-	-
4710 Interest on Investments	159,577	98,074	65,000	65,000	60,000
5004 Sale of City Prop - Nontax	-	76,454	400,000	400,000	400,000
5015 Rental of City Property	1,600	1,450	-	-	1,310
5035 Other Reimbursements	-	2,431	-	-	-
5910 Proceeds of Long-term Debt	2,386,387	1,154,374	1,140,702	1,140,702	1,167,424
Total Revenue	$ 3,958,215	$ 2,901,653	$ 3,174,967	$ 3,174,967	$ 3,213,146
Expenses					
6101 Regular Salaries	$ 76,846	$ 26,507	$ 81,972	$ 81,972	$ 37,391
6104 Call Time	29	29	-	-	-
6105 Overtime	1,679	668	1,000	1,000	-
6108 Part-Time	5,679	84	-	-	-
6150 Fringes	33,193	11,253	35,800	35,800	13,776
6308 Landscape Supplies	-	-	5,988	9,588	1,470
6309 Shop Supplies & Tools	210	-	-	-	-
6325 Construction Materials	130,004	116,949	135,901	217,901	-
6328 Signs	1,348	-	2,500	4,500	2,000
6401 Accounting/Audit	1,398	1,448	1,600	1,600	1,600
6402 Legal Fees	1,386	55	-	-	-
6404 Consulting Services	-	14,868	35,000	36,000	35,000
6408 Contractor Fees	23,050	66,972	22,792	60,699	2,500
6413 Utilities	4,116	669	-	-	415
6415 Tipping Fees	110	-	-	-	-
6425 CEA Equip. Rental	24,700	8,426	24,925	24,925	4,110
6429 Interfund Allocations	-		-	-	-
6599 Other Contracts/Obligations	553,271	5,991	48,000	70,000	48,000
6801 Land	-	72,400	-	25,000	-
6809 Infrastructure Construction	1,450,894	1,140,430	746,824	1,360,325	1,022,762
7913 Trans Out - Debt Service	1,699,395	1,986,937	2,332,853	2,332,853	2,748,430
Total Expense	$ 4,007,308	$ 3,453,686	$ 3,475,155	$ 4,262,163	$ 3,917,454

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Misc. consulting	$ 10,000
Platting	25,000
	$ 35,000
Other Contracts / Obligations	
Real estate commissions	$ 36,000
Weed cutting/Debris clean up	12,000
	$ 48,000
Infrastructure Construction	
Concrete paving	$ 452,556
Sidewalk	59,920
Grade & Gravel	510,286
	$ 1,022,762

CITY OF APPLETON 2009 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Property Taxes	$ 1,200,312	$ 1,543,658	$ 1,544,053	$ 1,549,376	$ 1,563,304
Intergovernmental	210,339	25,212	25,212	21,108	21,108
Interest Income	159,577	98,074	65,000	60,000	60,000
Other	1,600	3,881	-	8,362	1,310
Total Revenues	1,571,828	1,670,825	1,634,265	1,638,846	1,645,722
Expenses					
Capital Outlay	2,306,515	1,465,301	1,104,702	1,116,000	1,132,424
Administrative Expense	1,398	1,448	37,600	33,600	36,600
Total Expenses	2,307,913	1,466,749	1,142,302	1,149,600	1,169,024
Revenues over (under) Expenses	(736,085)	204,076	491,963	489,246	476,698
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	2,386,387	1,154,374	1,140,702	1,116,000	1,167,424
Operating Transfers Out - Debt Service	(1,699,395)	(1,986,937)	(2,332,853)	(2,332,853)	(2,748,430)
Sale of City Property	-	76,454	400,000	360,000	400,000
Total Other Financing Sources (Uses)	686,992	(756,109)	(792,151)	(856,853)	(1,181,006)
Net Change in Equity	(49,093)	(552,033)	(300,188)	(367,607)	(704,308)
Fund Balance - Beginning	2,045,949	1,996,856	1,444,823	1,444,823	1,077,216
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 1,996,856	$ 1,444,823	$ 1,144,635	$ 1,077,216	$ 372,908

CITY OF APPLETON 2009 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT

	1999B G.O. Notes		2001A G.O. Notes	
Year	Principal	Interest	Principal	Interest
2009	$ 225,000	$ 7,425	$ 200,000	$ 40,320
2010	-	-	400,000	27,520
2011	-	-	430,000	9,460
	$ 225,000	$ 7,425	$ 1,030,000	$ 77,300

	2001 State Trust Fund Loan		2005 Refunding Bonds		2002A G.O. Notes	
Year	Principal	Interest	Principal	Interest	Principal	Interest
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
	$ 1,117,875	$ 117,682	$ 1,860,000	$ 65,800	$ 1,740,000	$ 198,440

	2002 State Trust Fund Loan		2003A G.O. Notes		2003 State Trust Fund Loan	
Year	Principal	Interest	Principal	Interest	Principal	Interest
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
	$ 1,510,644	$ 433,311	$ 1,055,000	$ 128,262	$ 1,748,506	$ 598,994

	2005B G.O. Notes		2006A G.O. Notes		2007A G.O. Notes	
Year	Principal	Interest	Principal	Interest	Principal	Interest
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	$ 360,851	$ 1,935,000	$ 481,949	$ 1,150,000	$ 341,675

	2008A G.O. Notes		TOTAL		
Year	Principal	Interest	Principal	Interest	Total
2009	$ -	$ 51,032	$ 2,075,955	$ 672,475	$ 2,748,430
2010	-	44,163	2,203,003	578,760	2,781,763
2011	-	44,163	2,198,528	487,113	2,685,641
2012	-	44,163	1,683,593	396,087	2,079,680
2013	-	44,163	1,532,866	330,255	1,863,121
2014	-	44,162	1,547,509	265,783	1,813,292
2015	-	44,162	1,637,884	198,014	1,835,898
2016	175,000	40,881	1,293,850	132,384	1,426,234
2017	460,000	28,100	1,120,971	82,523	1,203,494
2018	480,000	9,600	749,208	39,743	788,951
2019	-	-	204,843	16,683	221,526
2020	-	-	128,815	6,458	135,273
	$ 1,115,000	$ 394,589	$ 16,377,025	$ 3,206,278	$ 19,583,303

CITY OF APPLETON 2009 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	$ 49,000	Projects, Pg. 616

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ -	$ 20,368	$ -	$ -	$ 74,454	N/A
Program Expenses		$ -	$ -	$ 447,000	$ 447,000	$ 124,454	-72.16%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	447,000	447,000	124,454	-72.16%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

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

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ -	$ -	$ -	$ -	$ 73,854
4710 Interest on Investments	-	368	-	-	600
5035 Other Reimbursements	-	20,000	-	-	-
5910 Proceeds of Long-term Debt	-	-	447,000	447,000	49,000
Total Revenue	$ -	$ 20,368	$ 447,000	$ 447,000	$ 123,454
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ -	$ -
6105 Overtime	-	-	-	-	-
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	-	-	-	-	1,600
6404 Consulting Services	-	-	12,000	12,000	14,000
6599 Other Contracts/Obligations	-	-	435,000	435,000	108,854
6809 Infrastructure Construction	-	-	-	-	-
Total Expense	$ -	$ -	$ 447,000	$ 447,000	$ 124,454

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Design services for revitalization grants	14,000
	$ 14,000
Other Contracts/Obligations	
Revitalization grants	$ 35,000
Developer funded TIF payment for Valley Fair sale	73,854
	$ 108,854

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CITY OF APPLETON 2009 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Property Taxes	$ -	$ 368	$ -	$ -	$ 73,854
Interest Income	-	368	-	750	600
Other	-	20,000	-	-	-
Total Revenues	-	20,736	-	750	74,454
Expenses					
Program Costs	-	-	447,000	-	124,454
Total Expenses	-	-	447,000	-	124,454
Revenues over (under) Expenses	-	20,736	(447,000)	750	(50,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	447,000	-	49,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	447,000	-	49,000
Net Change in Equity	-	20,736	-	750	(1,000)
Fund Balance - Beginning	-	-	20,736	20,736	21,486
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	$ -	$ 20,736	$ 20,736	$ 21,486	$ 20,486

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 8 **Business Unit 4110**

PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the river corridor in an area that lies just north and south of the College Avenue Bridge and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The City of Appleton's Focus Fox River: A Master Plan identifies several 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 sites include the former Foremost Dairy property on the north side of the river and the Kaukauna Utility/MI property on the south. Both sites have been identified for future medium to high density residential development, with the Kaukauna Utility/MI Drilling property to include coordination of a secondary access and public improvements with Telulah Park. Significant environmental remediation activities are in progress on this property.

The City expects to create Tax Increment Financing (TIF) District #8 to provide targeted investments in this area, in conjunction with the private market, while recapturing the cost of participation through 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 businesses, retaining businesses and attracting new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces.

Project	Amount	Page
Concrete paving program	$ 34,761	Projects, Pg. 622

Major program changes:

The costs above are for engineering time related to the construction of a road, Riverheath Way, from Banta Court to north approximately 600' to connect with the Newberry extension. The City shall publicly bid and hold the contracts for the construction but the Developer shall provide to the City an irrevocable standby letter of credit to cover the construction. In the event this project does not move forward, the engineering time included here will be dedicated to other projects on back log in the general fund and funding would need to be identified at that time to cover those costs. Engineering time for the 2009 overall budget has been allocated to the projects we expect to move forward at the time of budget creation.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ -	$ -	$ -	$ -	$ 34,761	N/A
Program Expenses		$ -	$ -	$ -	$ -	$ 34,761	N/A
Expenses Comprised Of:							
Personnel		-	-	-	-	34,761	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 8 **Business Unit 4110**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4710 Interest on Investments	$ -	$ -	$ -	$ -	$ -
5035 Other Reimbursements	-	-	-	-	34,761
5910 Proceeds of Long-term Debt	-	-	-	-	-
Total Revenue	$ -	$ -	$ -	$ -	$ 34,761
Expenses					
6401 Regular Salaries	$ -	$ -	$ -	$ -	$ 23,571
6150 Fringes	-	-	-	-	11,190
Total Expense	$ -	$ -	$ -	$ -	$ 34,761

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

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CITY OF APPLETON 2009 BUDGET
TAX INCREMENTAL DISTRICT # 8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Interest Income	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	34,761
Total Revenues	-	-	-	-	34,761
Expenses					
Program Costs	-	-	-	-	34,761
Total Expenses	-	-	-	-	34,761
Revenues over (under) Expenses	-	-	-	-	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET

LIBRARY

Library Director: Terry P. Dawson

Deputy Director - Library: Barbara J. Kelly

CITY OF APPLETON 2009 BUDGET
LIBRARY

MISSION STATEMENT

The Appleton Public Library is a center of community life, offering opportunities to learn, know, gather and grow.

DISCUSSION OF SIGNIFICANT 2008 EVENTS

Maintain high quality library services
Increased overall circulation 8% over 2007
Increased inter-library loans to other libraries 11%, and from other libraries 15%, over 2007
Increased program attendance 60% over 2007
Increased holds filled for patrons 13% over 2007
Increased door count 4% over 2007
Developed new Playaway collection
Developed Hmong Resource Center and acquired additional Hmong materials
Increased teen use of the library by implementing a new weekly teen program entitled "Teens Take a Break"

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels & training, library environment and neighborhood
Hosted annual "I Love My Library" dinner and silent auction
Represented Library on the Washington Square project
Represented Library on the City's HealthSmart Team
Participated in the annual Legislative Day in Madison
Continued to participate in the regional library marketing team through OWLSnet
Revised Appleton Library Foundation strategic plan exploring increased collaboration with Friends of Appleton Library & Community Foundation
Implemented new print management system for public printing & copying

Continue to explore facility needs and options.
Completed building study which included two community surveys, ten interviews, eight focus groups and two public meetings; presented report to Library Board, Library Foundation, Facilities Management, Mayor & Council
Added new media shelving to increase space for CDs, DVDs, and videos
Acquired new furnishings for children's early childhood area and enlarged the Young Adult area
Installed new chiller
Installed new signage for stacks and other areas

Continue cooperation with schools and other community organizations
Participated in numerous joint programs with Thompson Center History, Park & Rec. Department, Hearthstone Museum, Harmony Cafe, Appleton Area School District, Fox Valley Humane Association, UW-Extension, Career Connection
Participated in the "Fox Cities Reads" program with Neenah, Menasha, Kimberly-Little Chute, Kaukauna and UW-Fox Valley libraries
Participated in the Book Festival steering committee. The festival had over 600 people in attendance and offered ten events over three days, plus community read book discussions for the prior two months

Utilize volunteers more effectively.
Increased volunteer hours 26% over 2007; Jan.-May had 1,581 volunteer hours
Held Library volunteer reception. Recognized teen volunteers at Volunteer Center luncheon
Presented Volunteer of the Year and Teen Volunteer of the Year awards at City Council. Also, participated at the Friends of Appleton Library annual meeting and the Celebrate Our Volunteers dinner

Continuously work to improve website and online service delivery
Continued to work with OWLS to implement special needs LSTA grant to make "Tell Me More" foreign language learning software available online
Redesigned front page of in-house computers to provide a more graphic based interface
Reconfigured calendar on website to allow patrons to see and plan for upcoming library and public events
Continued to plan for digitized local history project on OWLS' ContentDM
Complete "Fox Cities Reads" website created for collaborative project with other Fox Cities libraries
Provided booklists online
Completed code cleanup for migration to new content management system. Server and CMS software acquired.

CITY OF APPLETON 2009 BUDGET
LIBRARY

MAJOR 2009 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
- 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 and serve as a community gathering place
- 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

Continued focus on marketing & advocacy, fund development, technology development for efficiency, staffing levels, library environment & neighborhood.
Maintain our commitment to staff education and training. As library use continues to experience significant growth, but staff hours have not grown commensurately, the need for training in technologies and best practices becomes even more vital.
Work with the Facilities Management Department to explore site selection and facility program design. Work with Library Foundation to develop private community support for building program.
Collaborate with schools & other community organizations, including book festival and community read projects.
Utilize volunteers more effectively and work to enhance the effectiveness of the Friends of Appleton Library and the Library Foundation.
Continuously work to improve library websites, electronic services and online service delivery, in collaboration with OWLS & OWLSnet as well as for unique Appleton resources. Maintain multilingual web pages.
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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 770,886	$ 844,419	$ 811,304	$ 834,604	$ 846,809	4.38%
Program Expenses							
16010	Administration	459,929	484,017	500,308	500,308	512,791	2.50%
16021	Children's Services	452,881	454,063	473,094	473,094	481,882	1.86%
16023	Circulation	827,056	813,811	841,261	841,261	855,015	1.63%
16024	Reference Services	751,291	782,883	822,500	822,500	818,779	-0.45%
16031	Maintenance	425,598	478,197	526,655	526,655	516,188	-1.99%
16032	Technical Services	928,342	960,354	983,889	1,010,489	999,573	1.59%
16033	Network Services	151,351	154,226	155,454	155,454	173,196	11.41%
TOTAL		$ 3,996,448	$ 4,127,551	$ 4,303,161	$ 4,329,761	$ 4,357,424	1.26%
Expenses Comprised Of:							
Personnel		3,042,290	3,116,876	3,259,388	3,259,388	3,307,499	1.48%
Administrative Expense		83,883	88,502	84,664	87,164	91,288	7.82%
Supplies & Materials		535,865	543,621	558,540	582,640	553,584	-0.89%
Purchased Services		57,673	62,341	59,729	59,729	60,679	1.59%
Utilities		139,225	144,517	157,837	157,837	172,611	9.36%
Repair & Maintenance		95,953	146,580	176,003	176,003	162,863	-7.47%
Capital Expenditures		41,559	25,114	7,000	7,000	8,900	27.14%
Full Time Equivalent Staff:							
Personnel allocated to programs		45.50	45.50	45.50	45.50	45.50	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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
Utilize and explore new technologies for improved efficiency, service delivery and communication
Plan, organize, coordinate, and review Library services and 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 and library organizations for efficient coordination of services and equitable compensation

Major Program Changes:

Coordinate efforts on facility changes, including site selection, program design and fundraising.

Coordinate efforts in the implementation of the radio frequency identification (RFID) system.

The decrease in library volunteers (below) is due to a detailed analysis of the existing volunteer list being performed in late 2007. Due to this review, approximately 200 inactive volunteers were removed from the list.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	14	6	8	10	8
Work Process Outputs					
Grant funds awarded	$ 76,500	$ 76,933	$ 85,000	$ 85,000	$ 93,000
Meetings with community leaders	81	92	30	90	50
State-level meetings attended	39	20	20	12	10
Surveys conducted	1	1	1	3	1
Walking books clients added	19	18	25	25	25
Library volunteers	386	180	400	200	220
Press releases issued	136	138	150	150	150

CITY OF APPLETON 2009 BUDGET
LIBRARY

Administration **Business Unit 16010**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ -	$ 4,460	$ -	$ -	$ -
4232 Library Grants & Aids	606,827	649,915	675,904	675,904	700,009
4801 Charges for Serv.- Nontax	96,647	100,899	95,000	95,000	95,000
5004 Sale of City Prop - Nontax	178		-	-	-
5005 Sale of City Prop - Tax	877		-	-	-
5015 Rental of City Property	30,862	27,993	32,000	32,000	32,000
5020 Donations & Memorials	1,569	19,698	-	1,300	-
5035 Other Reimbursements	1,995	-	-	12,000	-
5085 Cash Short or Over	1	10	-	-	-
Total Revenue	$ 738,956	$ 802,975	$ 802,904	$ 816,204	$ 827,009
Expenses					
6101 Regular Salaries	$ 303,061	$ 317,126	$ 323,056	$ 323,056	$ 331,261
6108 Part-Time	16,301	22,261	17,733	17,733	17,864
6150 Fringes	119,918	123,856	137,444	137,444	142,553
6201 Training\Conferences	4,607	2,746	3,500	3,500	3,800
6206 Parking Permits	1,428	1,428	1,428	1,428	1,428
6301 Office Supplies	4,180	5,028	4,900	4,900	4,700
6303 Memberships & Licenses	2,099	2,592	2,300	2,300	2,100
6305 Awards & Recognition	806	333	690	690	690
6307 Food & Provisions	474	678	920	920	920
6320 Printing & Reproduction	1,285	380	1,300	1,300	1,000
6324 Medical\Lab Supplies	-	107	100	100	100
6412 Advertising	808	451	875	875	875
6413 Utilities	4,702	5,708	5,162	5,162	5,000
6418 Equip Repairs & Maint	260	1,323	900	900	500
Total Expense	$ 459,929	$ 484,017	$ 500,308	$ 500,308	$ 512,791

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 1,100 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:

The increase in attendance projections for the children's programs is related to a combination of things. The "Children's program" staff this past year revised the way that programs and program attendance are counted to better conform with Wisconsin DPI established standards. Our newly hired Children's librarian had some great program ideas that have resulted in increased number of programs and increased attendance.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	22,895	17,317	22,000	27,327	34,000
Computer workstation sessions	15,158	15,404	17,000	13,098	16,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	3,479	3,496	3,700	3,700	3,700
Work Process Outputs					
Reference transactions	24,659	21,637	26,000	23,000	25,000
Number of children's programs	548	493	1,260	1,083	1,100

CITY OF APPLETON 2009 BUDGET
LIBRARY

Children's Services **Business Unit 16021**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 287,921	$ 289,076	$ 294,034	$ 294,034	$ 298,127
6108 Part-Time	31,879	31,892	29,726	29,726	29,945
6150 Fringes	122,848	123,311	138,715	138,715	143,451
6201 Training\Conferences	2,912	2,887	3,200	3,200	3,500
6206 Parking Permits	1,584	1,584	1,584	1,584	1,584
6301 Office Supplies	2,624	3,137	2,410	2,410	2,400
6320 Printing & Reproduction	2,065	1,007	2,000	2,000	1,500
6327 Miscellaneous Equipment	148	319	400	400	350
6418 Equip Repairs & Maint	-	-	100	100	100
6599 Other Contracts/Obligations	900	850	925	925	925
Total Expense	$ 452,881	$ 454,063	$ 473,094	$ 473,094	$ 481,882

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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, check in, 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 80,000 users
Process and check out over 190,000 reserved items
Collect and route approximately 165,000 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 library is increasingly dependent on self-check machines to help handle increased use without increases in staff. In 2006, there was one self-check; in 2008 there are five. These machines currently handle 20-25% of all checkouts, or several hundred thousand transactions annually. The increase in equipment repair cost provides full year maintenance contracts on all machines, ensuring their continued reliability.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Improved efficiencies in delivering service					
% of overdue & hold notices sent by email	66%	65%	65%	63%	65%
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so.					
Number of registered patrons	82,545	84,978	90,000	84,000	85,000
Annual door count	537,057	533,291	560,000	560,000	570,000
Work Process Outputs					
Adult materials circulation	776,397	881,722	900,000	900,000	925,000
Children's materials circulation	455,341	510,335	450,000	551,000	565,000
Reserves filled for APL patrons	132,620	174,798	170,000	195,000	195,000

CITY OF APPLETON 2009 BUDGET
LIBRARY

Circulation **Business Unit 16023**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 494,055	$ 498,847	$ 517,913	$ 517,913	$ 524,109
6108 Part-Time	79,855	83,249	70,795	70,795	71,289
6150 Fringes	205,403	198,602	226,185	226,185	230,965
6201 Training\Conferences	1,232	1,852	1,200	1,200	1,500
6206 Parking Permits	4,752	4,488	4,488	4,488	4,752
6301 Office Supplies	3,678	3,914	5,180	5,180	5,100
6320 Printing & Reproduction	1,497	173	1,500	1,500	1,300
6418 Equip Repairs & Maint	3,778	5,541	14,000	14,000	16,000
6804 Equipment	32,806	17,145	-	-	-
Total Expense	$ 827,056	$ 813,811	$ 841,261	$ 841,261	$ 855,015

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Equip Repairs & Maintenance	
Maintenance contracts - Self-check machines	$ 16,000
	$ 16,000

CITY OF APPLETON 2009 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:

Some public printing revenues and equipment repair expenditures which had been recorded in this budget have been consolidated in the Network Services (16033) budget for 2009.

In order to cut costs, the library will forgo the normal purchase of a microfilm reader/printer for one year. The library normally purchases one machine each year, to replace the oldest of the heavily used group of seven machines. Reader/printers are used daily to access back issues of periodicals and newspapers, census records, and other historic data stored in this format. We will request these funds be added back into the library's budget in 2010. This is reducing the budget $12,000.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Patron questions answered	109,192	111,740	110,100	112,000	110,500
E-mail requests for information	4,831	6,794	3,100	3,600	3,700
People find programs that stimulate their thinking					
% of attendees evaluating adult or young adult programs as "good" or "excellent"	91%	90%	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	99,019	78,790	83,100	80,000	83,000
People develop skills needed to seek & evaluate information					
Internet & Library instruction program attendance	1,210	1,722	1,200	1,500	1,500
Young adult program attendance	1,140	1,215	1,500	1,570	1,600
Adult program attendance	2,563	3,308	2,600	2,900	3,000
Work Process Outputs					
Reference questions answered	87,488	94,725	89,000	90,000	90,500
Informational handouts produced	176	181	110	125	130
Interloans obtained for patrons	81,525	96,818	80,000	100,000	100,000
Web page "hits" (page accesses)	2,471,850	2,108,645	2,200,000	2,300,000	2,350,000
Number of locally produced databases or digital collections available via web	8	9	10	10	11

CITY OF APPLETON 2009 BUDGET
LIBRARY
Reference and Information Services **Business Unit 16024**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5035 Other Reimbursements	$ 1,375	$ 1,358	$ 1,200	$ 1,200	$ 1,000
Total Revenue	$ 1,375	$ 1,358	$ 1,200	$ 1,200	$ 1,000
Expenses					
6101 Regular Salaries	$ 472,113	$ 506,375	$ 515,952	$ 515,952	$ 526,895
6108 Part-Time	67,780	56,760	57,041	57,041	57,512
6150 Fringes	186,215	199,331	222,193	222,193	220,079
6201 Training\Conferences	1,780	3,520	3,500	3,500	3,800
6206 Parking Permits	2,904	2,904	2,904	2,904	2,904
6301 Office Supplies	5,312	4,471	2,935	2,935	2,300
6320 Printing & Reproduction	411	345	500	500	600
6327 Miscellaneous Equipment	10,218	456	11,000	11,000	-
6418 Equip Repairs & Maint	4,558	4,261	6,000	6,000	4,389
6599 Other Contracts/Obligations	-	4,460	475	475	300
Total Expense	$ 751,291	$ 782,883	$ 822,500	$ 822,500	$ 818,779

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

CITY OF APPLETON 2009 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:

The reduction in facilities charges ($13,079) is due to an anticipated decrease in the amount of time needed for Facilities Management Department (FMD) staff to maintain the library facility.

Reduction in chemical expense is due to the incorporation of these costs into the facilities expense line.

Reduction in miscellaneous equipment is due to having no anticipated major equipment replacement or additions planned in 2009.

The reduction in fees and commission revenue is due to the switch to a new pay phone provider. Due to the increased use of cell phones, the larger telephone companies are leaving the pay phone market, leaving service to smaller vendors who are more costly and provide smaller commissions.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons surveyed expressing satisfaction with cleanliness and safety of facility	96%	96%	95%	95%	95%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	3,073	2,060	2,200	2,200	2,350
Work Process Outputs					
Monthly checklists completed on time	12	12	12	12	12
Number of special needs and projects performed during the year	12	18	12	12	12
Number of reports for Library Board and Administration	16	41	40	40	40
% of special service requests completed within 48 hours	95%	90%	90%	90%	90%

CITY OF APPLETON 2009 BUDGET
LIBRARY

Maintenance **Business Unit 16031**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5001 Fees & Commissions	$ 3,412	$ 1,473	$ 1,700	$ 1,700	$ 800
Total Revenue	$ 3,412	$ 1,473	$ 1,700	$ 1,700	$ 800
Expenses					
6101 Regular Salaries	$ 109,062	$ 112,760	$ 114,874	$ 114,874	$ 104,957
6108 Part-Time	30,730	27,523	32,182	32,182	32,442
6150 Fringes	52,436	53,053	59,989	59,989	59,962
6201 Training\Conferences	-	35	200	200	200
6206 Parking Permits	792	792	792	792	792
6306 Building Maint./Janitorial	7,730	6,968	7,000	7,000	6,500
6308 Landscape Supplies	191	145	100	100	100
6309 Shop Supplies & Tools	337	80	265	265	150
6310 Chemicals	540	844	1,000	1,000	-
6311 Paint & Supplies	432	58	100	100	100
6323 Safety Supplies	26	154	75	75	50
6325 Construction Materials	82	-	-	-	-
6327 Miscellaneous Equipment	-	94	1,200	1,200	250
6407 Collection Services	1,360	1,429	1,200	1,200	1,200
6413 Utilities	134,524	138,808	152,675	152,675	167,611
6416 Build Repairs & Maint.	87,203	2,014	5,000	5,000	5,000
6418 Equip Repairs & Maint	153	1,007	450	450	400
6420 Facilities charges	-	132,433	149,553	149,553	136,474
Total Expense	$ 425,598	$ 478,197	$ 526,655	$ 526,655	$ 516,188

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

Add radio frequency identification (RFID) tags to at least 200,000 library material items and connect to electronic catalog record
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
Work with library administration and finance department to study use of credit cards for materials purchases

Major Program Changes:

Staff will begin the project of converting library materials to work with an RFID materials handling system.

TS staff will work with library administration and the finance department to study potential for realizing cost savings through greater use of credit cards for library materials purchases, while ensuring proper accountability and oversight.

In order to cut costs, the materials budget has no increase over 2008. With a projected 5% increase in average material costs, this will result in some reduction of purchasing power for books and other library materials. This will reduce this budget by $15,000.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within one week of being placed	49%*	52%	60%	50%	50%
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	299,295	303,929	310,000	310,000	310,000
Work Process Outputs					
# of volumes processed	42,133	37,072	42,000	45,000	45,000
# of volumes weeded	15,305	25,285	26,000	26,000	28,000

* Due to the introduction of a new Integrated Library System, this information is only for the 2nd half of the year.

CITY OF APPLETON 2009 BUDGET
LIBRARY

Technical Services **Business Unit 16032**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5035 Other Reimbursements	$ 20,780	$ 33,261	$ -	$ 10,000	$ -
Total Revenue	$ 20,780	$ 33,261	$ -	$ 10,000	$ -
Expenses					
6101 Regular Salaries	$ 277,325	$ 268,530	$ 279,080	$ 279,080	$ 279,448
6108 Part-Time	5,566	11,668	14,290	14,290	14,394
6150 Fringes	94,492	92,296	103,615	103,615	115,862
6201 Training\Conferences	1,348	1,218	1,350	3,850	2,350
6206 Parking Permits	1,584	1,584	1,320	1,320	1,320
6301 Office Supplies	25,238	27,501	27,980	27,980	28,820
6315 Books & Library Materials	468,184	502,406	500,000	524,100	500,000
6599 Other Contracts/Obligations	54,605	55,151	56,254	56,254	57,379
Total Expense	$ 928,342	$ 960,354	$ 983,889	$ 1,010,489	$ 999,573

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Office Supplies	
General office supplies	$ 2,100
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	26,720
	$ 28,820
Books & Library Materials	
Children's materials	$ 118,500
Adult materials	381,500
	$ 500,000
Other Contracts/Obligations	
OWLSnet contract	$ 57,379
	$ 57,379

CITY OF APPLETON 2009 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
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 increase in software acquisition is due to the cost of a license agreement for the new print management software ($900) and additional licenses for Office 2007.

Equipment costs will increase due to a new internet printing and photocopy system. The new system will result in increased revenue since it replaces an honor system for public printing, eliminating instances of patrons printing without paying. We anticipate the increase in revenue will be greater than the increase in costs related to the system including leased equipment, software license, supplies, and repairs and maintenance. Additionally, the 2009 budget for supplies reflects a better estimate of actual costs incurred in comparison to prior years.

The increase in other reimbursement revenue is due to addition of the new system discussed above. We are projecting an additional $12,500 in revenue for internet printing and photocopy charges.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% of those surveyed who have used the library website	91%	90%	75%	90%	90%
Strategic Outcomes					
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	305,167	323,496	310,000	331,000	332,000
Full text database searches	20,082	24,899	24,000	25,000	25,000
Work Process Outputs					
PC workstations installed	32	35	36	29	28

CITY OF APPLETON 2009 BUDGET
LIBRARY

Network Services **Business Unit 16033**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5035 Other Reimbursements	$ 6,363	$ 5,352	$ 5,500	$ 5,500	$ 18,000
Total Revenue	$ 6,363	$ 5,352	$ 5,500	$ 5,500	$ 18,000
Expenses					
6101 Regular Salaries	$ 55,742	$ 73,988	$ 75,309	$ 75,309	$ 76,253
6108 Part-Time	6,239	-	-	-	-
6150 Fringes	23,348	26,374	29,262	29,262	30,131
6201 Training\Conferences	1,275	35	2,000	2,000	2,300
6206 Parking Permits	264	528	528	528	528
6301 Office Supplies	5,279	8,278	2,355	2,355	7,000
6327 Miscellaneous Equipment	50,451	37,054	39,000	39,000	48,084
6815 Software Acquisition	8,753	7,969	7,000	7,000	8,900
Total Expense	$ 151,351	$ 154,226	$ 155,454	$ 155,454	$ 173,196

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment	
Workstation replacements	$ 31,000
Network hardware, wiring, etc.	8,000
Lease for print management printers	7,342
Service contracts for print management	1,742
	$ 48,084

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	606,827	654,374.50	675,904	675,904	675,904	700,009	700,009
Charges for Services	96,647	100,899.31	62,287	95,000	95,000	95,000	95,000
Other Revenues	67,412	89,145.43	104,209	40,400	63,200	40,300	51,800
TOTAL REVENUES	770,886	844,419.24	842,400	811,304	834,104	835,309	846,809
EXPENSES BY LINE ITEM							
Regular Salaries	1,597,542	1,632,915.67	1,180,650	1,884,255	1,884,255	2,141,050	2,141,050
Temp. Full-Time	177,487	203,961.64	139,665	235,963	235,963	0	0
Part-Time	238,351	233,354.01	194,131	221,767	221,767	223,446	223,446
Other Compensation	26	220.47	0	0	0	0	0
Sick Pay	27,852	24,075.77	27,739	0	0	0	0
Vacation Pay	196,371	205,514.66	135,787	0	0	0	0
Fringes	804,662	816,833.96	640,742	917,403	917,403	951,565	943,003
Salaries & Fringe Benefits	3,042,291	3,116,876.18	2,318,714	3,259,388	3,259,388	3,316,061	3,307,499
Training & Conferences	13,154	12,293.13	14,218	14,950	17,450	17,450	17,450
Parking Permits	13,308	13,308.00	13,308	13,044	13,044	13,308	13,308
Office Supplies	46,311	52,329.92	38,237	45,760	45,760	46,320	50,320
Memberships & Licenses	2,100	2,592.50	1,123	2,300	2,300	2,100	2,100
Awards & Recognition	806	332.73	354	690	690	690	690
Building Maintenance/Janitor.	7,730	6,968.12	5,023	7,000	7,000	6,500	6,500
Food & Provisions	474	677.72	458	920	920	920	920
Administrative Expense	83,883	88,502.12	72,721	84,664	87,164	87,288	91,288
Landscape Supplies	191	144.96	0	100	100	100	100
Shop Supplies & Tools	337	80.26	73	265	265	150	150
Chemicals	541	844.43	0	1,000	1,000	0	0
Paint & Supplies	432	58.02	64	100	100	100	100
Books & Library Materials	468,184	502,406.15	425,500	500,000	524,100	515,000	500,000
Printing & Reproduction	5,257	1,904.86	2,262	5,300	5,300	4,400	4,400
Safety Supplies	26	153.82	0	75	75	50	50
Medical & Lab Supplies	0	106.76	40	100	100	100	100
Construction Materials	82	.00	0	0	0	0	0
Miscellaneous Equipment	60,816	37,921.70	27,859	51,600	51,600	51,600	48,684
Supplies & Materials	535,866	543,620.96	455,798	558,540	582,640	571,500	553,584
Collection Services	1,360	1,429.26	762	1,200	1,200	1,200	1,200
Advertising	808	451.07	210	875	875	875	875
Other Contracts/Obligations	55,505	60,460.50	56,284	57,654	57,654	58,604	58,604
Purchased Services	57,673	62,340.83	57,256	59,729	59,729	60,679	60,679
Electric	90,956	94,453.69	68,117	101,132	101,132	111,245	111,245
Gas	34,882	34,531.86	37,300	40,162	40,162	41,447	41,447
Water	6,095	8,124.32	4,463	7,281	7,281	10,819	10,819
Waste Disposal/Collection	1,097	.00	0	2,500	2,500	2,500	2,500
Stormwater	1,493	1,698.53	1,270	1,600	1,600	1,600	1,600
Telephone	4,702	5,708.41	4,797	5,162	5,162	5,000	5,000
Utilities	139,225	144,516.81	115,947	157,837	157,837	172,611	172,611
Building Repair & Maintenance	87,203	2,013.77	3,534	5,000	5,000	5,000	5,000
Equipment Repair & Maintenanc	8,750	12,132.83	22,255	21,450	21,450	30,500	21,389
Facilities Charges	0	132,433.30	48,535	149,553	149,553	136,474	136,474
Repair & Maintenance	95,953	146,579.90	74,324	176,003	176,003	171,974	162,863
Machinery & Equipment	32,806	17,145.41	0	0	0	0	0
Software Acquisition	8,753	7,968.73	4,044	7,000	7,000	8,900	8,900
Capital Expenditures	41,559	25,114.14	4,044	7,000	7,000	8,900	8,900
TOTAL EXPENSES	3,996,450	4,127,550.94	3,098,804	4,303,161	4,329,761	4,389,013	4,357,424

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 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

There are no 2009 projects proposed for this fund.

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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ -	$ (16)	$ -	$ -	$ -	N/A
Program Expenses		$ -	$ 167,625	$ 25,000	$ 122,875	$ -	-100.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	167,625	25,000	122,875	-	-100.00%
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

Library **Business Unit 4200**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4710 Interest on Investments	$ -	$ (16)	$ -	$ -	$ -
5910 Proceeds of Long-term Debt	-	250,500	25,000	25,000	-
5931 Transfer In - Internal Service	-	15,000	-	-	-
Total Revenue	$ -	$ 265,484	$ 25,000	$ 25,000	$ -
Expenses					
6404 Consulting	$ -	$ -	$ -	$ -	$ -
6408 Contractor Fees	-	167,625	25,000	122,875	-
Total Expense	$ -	$ 167,625	$ 25,000	$ 122,875	$ -

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2008 BUDGET
LIBRARY CAPITAL PROJECTS FUND
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2008 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Intergovernmental	$ -	$ -	$ -	$ -	$ -
Interest Income	-	(16)	-	1,070	-
Other	-	-	-	-	-
Total Revenues	-	(16)	-	1,070	-
Expenses					
Program Costs	-	167,625	25,000	122,875	-
Total Expenses	-	167,625	25,000	122,875	-
Revenues over (under) Expenses	-	(167,641)	(25,000)	(121,805)	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	250,500	25,000	25,000	-
Operating Transfers In	-	15,000	-	-	-
Total Other Financing Sources (Uses)	-	265,500	25,000	25,000	-
Net Change in Equity	-	97,859	-	(96,805)	-
Fund Balance - Beginning	22	22	97,881	97,881	1,076
Fund Balance - Ending	$ 22	$ 97,881	$ 97,881	$ 1,076	$ 1,076

CITY OF APPLETON 2009 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. Per Library Board policy, a maximum of 80% of interest earnings can be awarded for schlorships. All other unexpended income must be added to the restricted trust principal.

Major program changes:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2006 Actual	2007 Actual	2008 Adopted Budget	2008 Projected	2009 Budget
Revenues					
Donations	$ 515	$ 15,530	$ 15,500	$ 500	$ 500
Interest Income	779	750	735	735	300
Total Revenues	1,294	16,280	16,235	1,235	800
Expenses					
Program Costs	1,000	550	588	588	550
Revenues over (under) Expenses	294	15,730	15,647	647	250
Fund Balance - Beginning	16,070	16,364	32,094	32,094	32,741
Fund Balance - Ending	$ 16,364	$ 32,094	$ 47,741	$ 32,741	$ 32,991

CITY OF APPLETON 2009 BUDGET
PERMANENT FUNDS

NOTES

CITY OF APPLETON 2009 BUDGET

PARKS & RECREATION DEPARTMENT

Parks & Recreation Director: William N. Lecker

Deputy Director for Operations: Martin N. Will

CITY OF APPLETON 2009 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 2008 EVENTS

Administration:
· Submitted the following updated policies to the Parks and Recreation Committee and Council for approval:
· Recreation Fee Waiver Policy.
· Turf Management Policy.
· Use of City of Appleton Parks Policy.
· Athletic Field Scheduling and Reservation Policies.
· Secured venues for 2009 Badger State Games.
· Secured amendment to lease agreement with AT&T at Appleton Memorial Park for wireless communication equipment.
· Secured amendment to lease agreement with the Gardens of the Fox Cities.
· Coordinated the development of a regional trail map for distribution to the public.
· Initiated discussions with Town of Harrison and City of Menasha on purchase of regional park in SE Appleton.
· Approved modifications to park ordinances to restrict alcohol consumption at Jones and Arbutus Parks.
· Worked with the Stormwater Utility on the development of plans for the stormwater pond in AMP.
· Completed Memorandum of Understanding with Lutheran Social Services for recreation programming at the Thompson Community Center.
· Worked cooperatively with other departments on various development projects.

Forestry:
· Completed oiling of public trees for Gypsy Moth suppression.
· Provided update to the Parks and Recreation Committee on the Emerald Ash Borer situation.
· Coordinated gypsy moth aerial spray program for Pierce, Erb and Telulah Parks with DNR and Outagamie County.
· 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:
· Worked cooperatively with DPW and Water Utility to clear fire hydrants in February/March when snow levels were high.
· Made necessary preparations for coming summer season.
· Provided snow removal services for parking lots, sidewalks, trails, etc.

Recreation:
· Provided the Dance Revue for all dance program participants at Xavier School.
· Developed summer program schedule for Activity Guide.
· Hired a new Recreation Program Supervisor and Recreation Program Coordinator.
· Secured budget adjustment to allow the Parks and Recreation Department to operate the concession stand at the AMP ball diamond complex for 2008.

Aquatics:
· Secured approval of the use of Erb Pool by the YMCA for their annual Bird Bath Open.
· Secured agreement for Mead Pool concessions operations.
· Made necessary preparations for summer aquatic programs.

Capital Projects:
· Completed boat landing and restroom building at Lutz Park.
· Completed installation of new lights, scoreboards, PA system, spectator seating and irrigation at Appleton Memorial Park ball diamond complex.
· Installed safety surfacing under all playground equipment at Derks Park.
· Installed walkways in Providence Park.
· Developed master plan for Erb Park.
· Initiated Phase I improvements at Houdini Plaza.

CITY OF APPLETON 2009 BUDGET
PARKS AND RECREATION DEPARTMENT

MAJOR 2009 OBJECTIVES

Provide administrative services and support staff for the management of the recreation, parks, and forestry divisions of the department
Update the Parks and Recreation Department 2005-2009 Master Plan and allow City to remain eligible for grant funding
Expand the utilization of the program registration software
Expand use of electronic media to improve marketing, communications with program participants and staff, record retention and cost accounting
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
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
Coordinate purchase of property for regional park in SE Appleton with Town of Harrison and City of Menasha
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
Work with park property lessees to ensure continued operations for benefit of community
Implement service adjustments approved in the 2009 Budget
Explore opportunities to adjust Dept. office hrs, including 4 day work week to save costs and address customer service needs. In addition to a 4-day work week saving utility costs, there may be opportunities for the public to receive services from the Dept. if office hrs are extended beyond the traditional Mon. - Fri., 8 - 4:40 schedule.
Explore opportunity to share department staff with Facilities Management Department
Explore opportunities to partner with non-profit organizations to provide adult sports programs. In 2007, the adult basket ball program was transferred to Players Choice, with recent uncertainty about Players Choice, there is interest in the Dept. operating the basketball program again. A review of all adult sports programs would be completed.
Explore option of gaining additional community space/room rental area on the second floor of the City Center
Explore use of the internal asset management system to track charges & bill the Facilities Dept. for grounds maintenance services provided by Parks & Recreation staff

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
	Program Revenues	$ 825,813	$ 666,340	$ 682,426	$ 703,116	$ 681,620	-0.12%
	Program Expenses						
16510	Administration	448,271	556,026	509,691	509,691	512,957	0.64%
16520	Forestry	678,738	704,974	758,056	758,056	762,733	0.62%
16531	Athletic Field Maint'ce	234,461	246,141	266,773	266,773	288,494	8.14%
16532	Park Maintenance	1,127,043	1,171,361	1,203,818	1,203,818	1,242,169	3.19%
16533	Other City Maintenance	246,685	241,304	255,377	255,377	284,731	11.49%
16541	Recreation Programs	893,211	826,270	886,005	908,498	907,616	2.44%
16542	Aquatics	644,950	570,633	642,494	642,494	605,433	-5.77%
	TOTAL	$ 4,273,359	$ 4,316,709	$ 4,522,214	$ 4,544,707	$ 4,604,133	1.81%
Expenses Comprised Of:							
Personnel		2,906,467	2,956,600	3,137,413	3,145,056	3,165,703	0.90%
Administrative Expense		171,242	151,319	175,030	175,730	172,845	-1.25%
Supplies & Materials		303,110	298,768	275,460	289,060	291,488	5.82%
Purchased Services		120,271	38,438	39,684	39,934	20,473	-48.41%
Utilities		302,648	271,316	316,726	316,726	320,255	1.11%
Repair & Maintenance		469,621	586,268	562,851	563,151	633,369	12.53%
Capital Expenditures		-	14,000	15,050	15,050	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		34.00	34.67	34.67	34.67	34.67	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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:

Update the Parks and Recreation Department 2005-2009 Master Plan
Expand the utilization of the on-line registration component of the program registration software
Expand use of electronic media to improve marketing, communications with program participants and staff, record retention and cost accounting
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.
Administer the 2009 Budget and Service Plan
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
Work with other City departments and other local units of government to develop a long range trail and bike route program
Work with park property lessees to ensure continued operations for the benefit of the community

Major Program Changes:

The 2009 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 remaining 5% of this position is allocated to the golf course. 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 facilities charges ($25,137) are based on the actual amount of time spent on site during the past 18 months. Bank charges are increased due to the use of credit cards and associated fees through the online registration program.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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 households in data base	New Measure	4,217	5,200	5,200	5,500
% of resident households in in RecTrac data base	New Measure	80%	80%	80%	82%
% of online registrations	New Measure	30%	50%	35%	40%
Work Process Outputs					
# of personal counter contacts per day	35	27	30	30	25
# of telephone contacts per day	67	60	65	60	55
% of households receiving e-newsletter	New Measure	94%	95%	95%	96%
# of work permits issues	264	260	260	260	265
% of annual budget expended	98.5%	98.0%	98.0%	98.0%	99.0%
% of budgeted revenues received	115.0%	98.2%	98.5%	98.5%	99.0%

CITY OF APPLETON 2009 BUDGET
PARKS AND RECREATION DEPARTMENT

Administration **Business Unit 16510**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4802 Charges for Serv. - Tax	$ 114	$ 1,247	$ 125	$ 125	$ 125
5001 Fees and Commissions	255	252	250	250	250
5085 Cash Short or Over	(1)	(106)	-	-	-
Total Revenue	$ 368	$ 1,393	$ 375	$ 375	$ 375
Expenses					
6101 Regular Salaries	$ 213,433	$ 246,751	$ 250,528	$ 250,528	$ 254,528
6105 Overtime	94	1,842	-	-	-
6108 Part-Time	4,898	2,613	2,567	2,567	2,567
6150 Fringes	75,836	94,309	104,490	104,490	98,521
6201 Training\Conferences	2,379	2,359	4,500	4,500	4,000
6206 Parking Permits	372	372	472	472	472
6301 Office Supplies	1,731	1,931	2,250	2,250	2,250
6303 Memberships & Licenses	625	635	625	625	625
6305 Awards & Recognition	22	572	563	563	563
6306 Building Maint./Janitorial	1,259	-	926	926	-
6307 Food & Provisions	134	264	100	100	264
6311 Paint & Supplies	161	59	150	150	100
6315 Books & Library Materials	126	-	50	50	50
6316 Miscellaneous Supplies	146	135	175	175	175
6320 Printing & Reproduction	9,497	7,116	6,500	6,500	6,800
6321 Clothing	-	233	-	-	-
6324 Medical\Lab Supplies	50	-	-	-	-
6325 Construction Materials	111	113	150	150	100
6327 Miscellaneous Equipment	29,470	18,959	5,000	5,000	5,000
6328 Signs	9	-	100	100	50
6403 Bank Services	1,660	1,652	3,200	3,200	3,200
6404 Consulting Services	21,970	9,747	10,000	10,000	10,000
6405 Engineering Fees	-	-	3,000	3,000	3,000
6407 Collection Services	2,558	2,550	2,683	2,683	2,563
6408 Contractor Fees	2,642	-	-	-	-
6412 Advertising	154	105	200	200	150
6413 Utilities	52,059	57,022	58,244	58,244	60,927
6414 Janitorial Service	9,979	-	-	-	-
6416 Build Repairs & Maint	2,836	320	-	-	-
6418 Equip Repairs & Maint	7,914	3,102	4,000	4,000	4,000
6420 Facilities charges	294	97,873	41,780	41,780	46,494
6424 Software Support	350	545	350	350	350
6430 Health Services	1,825	-	-	-	-
6451 Uniform Services	-	1,788	2,088	2,088	2,208
6599 Other Contracts/Obligations	3,677	3,059	5,000	5,000	4,000
Total Expense	$ 448,271	$ 556,026	$ 509,691	$ 509,691	$ 512,957

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Consulting Services	
New Park Development	
Miscellaneous Design Work (Lighting, parking lots, walkways, courts, pavilions, stormwater, etc.)	10,000
	$ 10,000

CITY OF APPLETON 2009 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 minimize the impact of street reconstruction projects on street trees
Continue to address Gypsy Moth situation and coordinate suppression programs with the Department of Natural Resources as needed
Secure grants through the Department of Natural Resources as opportunities arise
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
Implement collection of tree data information via electronic methods

Major Program Changes:

CEA costs show a significant increase in 2009 because of rising fuel costs and the continued repair and replacement of forestry type equipment. The Interfund Allocation also shows an increase and reflects the tree planting performed by the Forestry Division to support the new street construction program.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	28,500	28,500	29,000	29,000	29,600
Strategic Outcomes					
Satisfied community					
% of planting spaces in new subdivisions planted on annual basis	100%	100%	100%	100%	100%
% of customers who accept new trees on new and/or reconstructed streets	95%	96%	95%	94%	95%
Street tree to Arborist ratio	3800 to 1	3800 to 1	3867 to 1	3867 to 1	3947 to 1
Work Process Outputs					
% of trees < 6" diameter pruned annually	50%	50%	50%	50%	50%
Pruning cycle of trees > 6" diameter	7 years	7.5 years	8 years	8 years	8.25 years
# of tree species with more than 1000	6	6	6	6	7
Total number of tree species on streets	17	18	19	19	21
Treat all City properties with Gypsy Moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

CITY OF APPLETON 2009 BUDGET
PARKS AND RECREATION DEPARTMENT

Forestry Services **Business Unit 16520**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 363,849	$ 383,904	$ 405,118	$ 405,118	$ 410,707
6104 Call Time	2,679	3,518	-	-	-
6105 Overtime	1,861	2,367	5,359	5,359	5,511
6108 Part-Time	8,714	4,067	3,751	3,751	3,665
6150 Fringes	155,701	154,379	181,378	181,378	182,436
6201 Training\Conferences	1,654	1,564	1,500	1,500	1,500
6302 Subscriptions	36	95	100	100	100
6303 Memberships & Licenses	685	715	650	650	650
6308 Landscape Supplies	2,424	3,829	2,600	2,600	2,600
6309 Shop Supplies & Tools	4,115	2,370	2,250	2,250	2,250
6310 Chemicals	-	45	-	-	-
6311 Paint & Supplies	37	13	50	50	50
6320 Printing & Reproduction	29	67	150	150	150
6321 Clothing	434	1,490	850	850	850
6323 Safety Supplies	2,224	1,230	1,000	1,000	1,000
6324 Medical\Lab Supplies	93	-	100	100	100
6326 Vehicle & Equipment Parts	1,089	310	1,000	1,000	1,000
6327 Miscellaneous Equipment	1,925	2,756	2,000	2,000	2,000
6328 Signs	-	1,519	1,000	1,000	1,000
6408 Contractor Fees	9,126	3,042	5,000	5,000	5,000
6413 Utilities	244	245	216	216	241
6418 Equip Repairs & Maint	154	206	400	400	400
6425 CEA Equip. Rental	135,454	141,648	146,982	146,982	174,859
6429 Interfund Allocations	(15,225)	(19,828)	(20,000)	(20,000)	(35,000)
6430 Health Services	13	-	-	-	-
6451 Uniform Services	1,423	1,423	1,552	1,552	1,664
6804 Equipment	-	14,000	15,050	15,050	-
Total Expense	$ 678,738	$ 704,974	$ 758,056	$ 758,056	$ 762,733

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Interfund allocations	
Allocation to Subdivision Fund of charges for tree planting in new subdivisions	$ (35,000)
	$ (35,000)

CITY OF APPLETON 2009 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: 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 and Babe Ruth
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 USA Youth Sports and its member organizations (Appleton Little League, Appleton Babe Ruth and Appleton Soccer Club) to provide quality sports complex with available resources

Major Program Changes:

2009 service levels to some ball diamonds in the city used primarily by Appleton Little League for practice and entry level games will realize a modest change in service as the Department reallocates resources to the Sports Complex to maximize its support of Appleton Little League, Appleton Babe Ruth and Appleton Soccer Club. Appleton Little League will also continue to use the ball diamond complex at Appleton Memorial Park (AMP) for its entry level programs. Utilization of the AMP ball diamond complex by Appleton Little League for its entry level program provides efficiencies in operations that can be utilized at the Sports Complex and support the other member organizations. Slight revenues decreases are noted to reflect the revised agreement reached with AT&T for collocation on light pole at Appleton Memorial Park to house telecommunication equipment. Stormwater charges increased $12,672 due to a re-calculation of the impervious surfaces at the Appleton Memorial Park ball diamond complex by the Stormwater Utility and Finance Department.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe and groomed ball diamonds					
# AMP diamonds available for use	6	7	7	7	7
# park fields available for use	8	8	8	8	8
# school ball diamonds for use	11	11	10	10	10
Strategic Outcomes					
Complex available for outside tourneys					
# of tournaments scheduled	7	9	9	9	10
# of tournament hours scheduled	168	216	216	216	236
Complex available for outside groups					
LL games scheduled at complex	New Measure	New Measure	55	55	60
Other games scheduled at complex	New Measure	14	24	24	35
Work Process Outputs					
# of LL games scheduled on City fields	260	275	280	280	285
# of AASD games scheduled on City fields	31	28	23	23	24
# of BR games scheduled on City fields	35	12	19	19	20
# of non-baseball games played at AMP ball diamond complex	66	98	110	110	120

CITY OF APPLETON 2009 BUDGET
PARKS AND RECREATION DEPARTMENT
Athletic Field Maintenance **Business Unit 16531**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 10,134	$ 10,235	$ 11,000	$ 11,000	$ 12,384
4802 Charges for Serv. - Tax	1,646	2,971	1,750	1,750	3,441
5016 Lease Revenue	36,124	32,058	33,019	33,019	28,156
Total Revenue	$ 47,904	$ 45,264	$ 45,769	$ 45,769	$ 43,981
Expenses					
6101 Regular Salaries	$ 102,639	$ 106,481	$ 108,478	$ 108,478	$ 109,740
6104 Call Time	569	552	-	-	-
6105 Overtime	4,470	2,969	3,750	3,750	3,777
6108 Part-Time	4,490	7,463	9,137	9,137	12,132
6150 Fringes	48,300	49,316	55,500	55,500	57,647
6201 Training\Conferences	-	75	200	200	200
6303 Memberships & Licenses	45	-	50	50	50
6306 Building Maint./Janitorial	620	393	500	500	500
6308 Landscape Supplies	13,891	22,345	20,000	20,000	18,200
6309 Shop Supplies & Tools	811	222	750	750	650
6311 Paint & Supplies	601	135	500	500	400
6316 Miscellaneous Supplies	7,471	3,626	5,500	5,500	5,500
6321 Clothing	-	49	150	150	150
6323 Safety Supplies	91	50	100	100	100
6325 Construction Materials	846	333	2,550	2,550	3,400
6326 Vehicle & Equipment Parts	222	118	200	200	200
6327 Miscellaneous Equipment	1,939	290	2,000	2,000	2,000
6328 Signs	259	-	200	200	350
6408 Contractor Fees	2,574	929	1,500	1,500	1,500
6413 Utilities	7,617	8,116	9,894	9,894	21,767
6415 Tipping Fees	-	38	50	50	100
6416 Build Repairs & Maint	-	-	2,000	2,000	2,000
6418 Equip Repairs & Maint	50	50	500	500	500
6420 Facilities charges	356	191	3,151	3,151	3,957
6425 CEA Equip. Rental	31,233	31,829	34,913	34,913	38,374
6454 Grounds Repair & Maint.	5,265	10,571	5,000	5,000	5,000
6503 Rent	102	-	200	200	300
Total Expense	$ 234,461	$ 246,141	$ 266,773	$ 266,773	$ 288,494

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Landscape supplies	
Infield mix for 27 ball diamonds	$ 10,000
Topsoil	3,000
Seed, fertilizer	3,000
Plant material, field lining material herbicide/pesticides	2,200
	$ 18,200

CITY OF APPLETON 2009 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 493 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
Expand pedestrian/bicycle accessibility to parks and recreational facilities
Utilize technological advances to assist with routine building opening/closings, security, energy cost controls, etc.

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.

The increase in lease revenue reflects the addition fo $20,348 to be paid by the Stormwater Utility for its use of 7.28 acres of parkland in Appleton Memorial Park for stormwater detention ponds.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe, clean parks					
# of developed city parks	28	28	28	28	28
# of undeveloped parks	1	1	3	1	3
Green space					
acres of green space	500	493	512	493	512
Strategic Outcomes					
Healthy and productive community					
% of pavilion users who rated the appearance/maintenance of parks good or excellent	96%	95%	95%	95%	98%
Clean and safe pavilions					
Refunds issued due to reduced services	4	4	5	4	4
Work Process Outputs					
# pavilions maintained and available	22	22	21	21	23
# pavilions reservations/year	521	536	540	540	545
% of tennis courts that meet min. surface requirements	26%	26%	26%	26%	26%
sq.ft. of total accessible playgrounds	11,400 sq.ft.	11,400 sq.ft.	20,100 sq.ft.	20,100 sq.ft	20,100 sq.ft.
# ice rinks maintained	4	4	3	3	3
# of parks that provide pedestrian access to pavilion/restrooms/playgrounds	10	11	12	12	13

CITY OF APPLETON 2009 BUDGET
PARKS AND RECREATION DEPARTMENT

Park Maintenance **Business Unit 16532**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ -	$ -	$ 200	$ 200	$ 200
4802 Charges for Serv. - Tax	31,875	31,738	33,500	33,500	33,598
5016 Lease Revenue	24,027	1,760	2,000	2,000	22,598
5020 Donations & Memorials	745	198	500	500	500
5030 Damage to City Property	640	106	500	500	500
5035 Other Reimbursements	(18)	-	-	-	-
Total Revenue	$ 57,269	$ 33,802	$ 36,700	$ 36,700	$ 57,396
Expenses					
6101 Regular Salaries	$ 443,156	$ 445,350	$ 452,282	$ 452,282	$ 458,694
6104 Call Time	1,766	1,997	-	-	-
6105 Overtime	5,704	3,054	7,281	7,281	5,901
6108 Part-Time	28,398	39,403	42,912	42,912	42,993
6150 Fringes	193,648	189,852	221,783	221,783	229,172
6201 Training\Conferences	790	677	600	600	750
6303 Memberships & Licenses	255	325	200	200	300
6306 Building Maint./Janitorial	7,475	7,552	7,600	7,600	8,000
6307 Food & Provisions		66	100	100	100
6308 Landscape Supplies	16,486	18,591	19,500	19,500	19,000
6309 Shop Supplies & Tools	3,431	2,972	2,550	2,550	2,750
6310 Chemicals	176	334	300	300	300
6311 Paint & Supplies	3,397	3,288	3,500	3,500	3,500
6316 Miscellaneous Supplies	130	54	-	-	-
6320 Printing & Reproduction	817	134	500	500	500
6321 Clothing	1,185	1,732	1,600	1,600	1,700
6322 Gas	9,567	16,983	12,000	12,000	18,703
6323 Safety Supplies	2,311	1,756	1,000	1,000	2,000
6324 Medical\Lab Supplies	154	-	400	400	200
6325 Construction Materials	24,965	37,366	25,300	25,300	24,300
6326 Vehicle & Equipment Parts	4,242	3,317	4,000	4,000	4,000
6327 Miscellaneous Equipment	31,090	25,575	25,000	25,000	19,900
6328 Signs	2,436	2,456	1,400	1,400	1,400
6405 Engineering Fees	-	-	4,000	4,000	-
6407 Collection Services	1,855	1,831	1,840	1,840	1,831
6408 Contractor Fees	25,289	25,874	25,000	25,000	25,000
6409 Inspection Fees	150	262	250	250	250
6413 Utilities	105,135	114,178	122,658	122,658	127,169
6415 Tipping Fees	509	256	500	500	500
6416 Build Repairs & Maint	3,936	1,597	2,000	2,000	2,700
6417 Vehicle Repairs & Maint	-	415	1,000	1,000	2,000
6418 Equip Repairs & Maint	2,672	3,364	1,200	1,200	3,000
6419 Communication Eq. Repairs	(20)	604	200	200	200
6420 Facilities charges	5,051	3,958	16,809	16,809	18,796
6425 CEA Equip. Rental	197,692	213,303	194,926	194,926	212,669
6451 Uniform Services	2,651	2,801	2,927	2,927	3,191
6503 Rent	544	84	500	500	500
6599 Other Contracts/Obligations	-	-	200	200	200
Total Expense	$ 1,127,043	$ 1,171,361	$ 1,203,818	$ 1,203,818	$ 1,242,169

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Landscape supplies	
Topsoil, sand & gravel	$ 5,500
Seed, fertilizer, etc.	6,500
Plant material	4,000
Mulch, chips, etc.	1,500
Herbicides/pesticides	1,500
	$ 19,000

Construction materials	
Electrical supplies	$ 2,000
Hardware for doors/partitions	4,000
Lumber	4,000
Plumbing supplies & piping	1,500
Windows/glass	1,000
Misc. building supplies	4,000
Street lights	1,800
Concrete	2,500
Gravel	1,500
Asphalt	2,000
	$ 24,300

Miscellaneous equipment	
Lawn mowers & weedeaters	$ 5,000
Misc. shop equipment	5,000
Replacement playground equipment	6,900
Replacement picnic tables, etc.	3,000
	$ 19,900

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 2009 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 115 non-park sites (approx. 88 acres) around the City, including boulevards and triangles, parking ramps, Fire Station #6, Police Department, Library, Municipal Service Building, business parks, drainage ditches, Community Development property, Valley Transit Center, etc.
Maintain turf and vegetation at all Utilities sites (approximately 34.21 acres)
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. This budget also includes an increase in the Utilities account to reflect the Stormwater fees for the recreation trails in Appleton that had not been previously charged.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Attractive City properties					
% of internal customers who rate service at good or better	100%	100%	100%	98%	100%
% of internal customers who rate service response at good or better	100%	100%	100%	98%	100%
Strategic Outcomes					
Attractive community					
% of category A properties that are mowed weekly	90%	93%	94%	94%	94%
% of category B properties that are mowed on a 10 day cycle	87%	90%	90%	89%	91%
Work Process Outputs					
Other City property maintained	8	8	18	18	18
Boulevards and triangles mowed	111 sites	113 sites	115 sites	107 sites	107 sites
# of acres of boulevards and triangles	84.3	84.3	84.3	84.3	84.5
Linear feet of trails maintained	39,369	39,489	39,659	39,489	41,589
# of acres of trail corridors maintained	28.4	29.2	30.2	30.2	31.0

CITY OF APPLETON 2009 BUDGET
PARKS AND RECREATION DEPARTMENT

Other City Maintenance **Business Unit 16533**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4802 Charges for Serv. - Tax	$ -	$ 1,781	$ 1,750	$ 1,750	$ 1,930
5016 Lease Revenue	-	300	350	350	350
5020 Donations & Memorials	24,320	2,955	455	455	2,955
Total Revenue	$ 24,320	$ 5,036	$ 2,555	$ 2,555	$ 5,235
Expenses					
6101 Regular Salaries	$ 110,541	$ 143,114	$ 144,992	$ 144,992	$ 146,665
6104 Call Time	293	384	-	-	-
6105 Overtime	643	489	497	497	502
6108 Part-Time	19,270	15,150	15,225	15,225	15,291
6150 Fringes	53,216	68,729	76,076	76,076	78,780
6303 Memberships & Licenses	-	-	500	500	-
6308 Landscape Supplies	3,486	5,248	4,300	4,300	4,550
6309 Shop Supplies & Tools	105	-	100	100	100
6311 Paint & Supplies	97	-	500	500	250
6316 Miscellaneous Supplies	872	232	500	500	500
6325 Construction Materials	836	839	1,100	1,100	1,650
6327 Miscellaneous Equipment	144	-	1,000	1,000	1,000
6328 Signs	950	293	1,250	1,250	1,250
6408 Contractor Fees	5,591	2,597	3,000	3,000	3,000
6413 Utilities	3,573	4,649	4,745	4,745	19,362
6416 Building Repairs & Maint	-	60	-	-	-
6420 Facilities charges	176	64	2,101	2,101	1,978
6425 CEA Equip. Rental	30,882	31,828	43,792	43,792	48,154
6429 Interfund Allocations	(3,390)	(34,392)	(47,856)	(47,856)	(41,856)
6454 Grounds Repair & Maint.	-	1,520	3,000	3,000	3,000
6503 Rent	100	-	100	100	100
6599 Other Contractual Obligations	19,300	500	455	455	455
Total Expense	$ 246,685	$ 241,304	$ 255,377	$ 255,377	$ 284,731

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Interfund Allocations

Mowing and grounds maintenance at other City properties, via contract with Facilities Management	$ (41,856)
	$ (41,856)

CITY OF APPLETON 2009 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
Work closely with the partners at the Thompson Community Center to expand program opportunities to the older adult population
Expand special event opportunities in the community by working cooperatively with other groups, agencies, organizations, etc.

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). The 2009 budget also includes the Parks and Recreation Department continued operation of the ball diamond concession stand at Appleton Memorial Park. The 2008 budget was amended to include revenues of $28,490 and expenses of $22,494 for concession operations. The 2009 revenues and expenses for the ball diamond concession operation are consistent with the 2008 amended budget.
This budget reflects the reduction ($1,092) of umpires for the T-ball program. Because of the nature of this program, much of the supervision is handled by the coaches. General program supervision would be provided by an Activity Coordinator.
This budget reflects the elimination ($4,487) of the Camp coordinator. Daily supervision of the day camp program is currently provided by an Activity Coordinator. These duties would be transferred to the Activity Coordinators who supervise the playground program.
This budget reflect the reduction ($5,222) of scorekeepers for adult softball. This would reduce the scorekeepers by approx. 50% for the "less competitive" leagues. The scoreboards have remote controllers that can be operated by a team manager or umpire.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Provide opportunities to community					
Youth Sport Programs	4	5	5	6	6
Instructional programs	36	37	40	42	45
Special Event days	32	35	36	36	40
Older adult programs	12	12	15	16	18
Strategic Outcomes					
Healthy lifestyle					
Program registrations	3,528	3,768	3,900	3,900	4,000
Inclusive program opportunities					
Fees waived	$ 15,670	$ 37,927	$ 30,000	$ 30,000	$ 35,000
Participants	588	1,391	1,000	1,000	1,250
Work Process Outputs					
Youth Sport Participants	1,785	1,726	1,720	1,720	1,750
Adult softball teams	191	172	185	183	190
Playground Program Participants	10,208	12,313	12,500	12,500	12,600
Dance Program Participant	542	571	580	580	600
New programs introduced	4	7	8	8	10
Older Adult Participants	12,119	12,224	12,500	12,500	13,000

CITY OF APPLETON 2009 BUDGET
PARKS AND RECREATION DEPARTMENT

Recreation Programs **Business Unit 16541**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 95,087	$ 104,215	$ 113,752	$ 113,752	$ 108,663
4802 Charges for Serv. - Tax	181,661	168,045	153,122	181,612	185,300
5001 Fees & Commissions	19,745	18,130	17,500	9,700	9,700
5010 Misc Revenue - Nontax	228	2,622	-	-	-
5015 Rental of City Property	8,160	7,710	12,000	12,000	10,000
5020 Donations & Memorials	-	5,500	6,000	6,000	5,000
5085 Cash Short or Over	(1)	26	-	-	-
Total Revenue	$ 304,880	$ 306,248	$ 302,374	$ 323,064	$ 318,663
Expenses					
6101 Regular Salaries	$ 214,542	$ 186,724	$ 211,190	$ 211,190	$ 207,095
6104 Call Time	7	21	-	-	-
6105 Overtime	779	1,989	-	-	-
6108 Part-Time	316,587	310,096	298,009	305,109	303,273
6150 Fringes	111,485	95,677	111,269	111,812	120,489
6201 Training\Conferences	2,145	2,865	3,000	3,000	3,000
6301 Office Supplies	2,006	1,511	2,000	2,000	2,000
6302 Subscriptions	513	(17)	100	100	100
6303 Memberships & Licenses	2,588	1,768	2,385	3,085	2,795
6304 Postage\Freight	4,427	4,300	3,700	3,700	3,500
6305 Awards & Recognition	7,543	4,647	5,348	5,348	5,363
6306 Building Maint./Janitorial	1,835	-	500	500	500
6307 Food & Provisions	2,516	2,917	2,400	2,400	2,620
6314 Concession Supplies	1,506	1,572	1,750	14,850	18,150
6315 Books & Library Materials	112	-	100	100	100
6316 Miscellaneous Supplies	21,176	21,091	18,035	18,535	17,260
6320 Printing & Reproduction	19,590	22,124	22,000	22,000	22,000
6321 Clothing	19,237	18,255	19,150	19,150	18,250
6324 Medical\Lab Supplies	1,079	2,982	1,100	1,100	1,100
6327 Misc. Equipment	7,529	1,740	4,000	4,000	4,000
6408 Contractor Fees	750	-	-	-	-
6412 Advertising	-	194	150	150	150
6413 Utilities	17,382	13,587	19,316	19,316	13,239
6414 Janitorial Service	4,198	-	-	-	-
6416 Building Repairs & Maint	1,085	1,320	1,000	1,000	1,000
6418 Equip Repairs & Maint	30	-	-	300	300
6420 Facilities charges	-	11,511	23,112	23,112	25,720
6424 Software Support	-	-	350	350	350
6425 CEA Equip. Rental	18,016	18,567	20,365	20,365	23,015
6431 Interpreter Services	-	-	100	100	100
6451 Laundry Services	271	278	250	500	284
6503 Rent	90,562	80,081	89,076	89,076	91,208
6599 Other Contracts/Obligations	23,715	20,470	26,250	26,250	20,655
Total Expense	$ 893,211	$ 826,270	$ 886,005	$ 908,498	$ 907,616

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Miscellaneous supplies	
Equipment for sports programs	$ 9,170
Playground program supplies	1,500
Instructional program supplies	4,390
Arts & crafts supplies	2,200
	$ 17,260
Concession Supplies	
Alcoholic Beverages	$ 6,500
Non-Alcoholic Beverages	5,150
Candy/Food	5,850
Other Concession Supplies	650
	$ 18,150
Clothing	
Youth sport T-Shirts	$ 13,750
Staff clothing	4,500
	$ 18,250
Rent	
City Center Studios	$ 34,211
Thompson Center	6,946
USA Youth Sports	-
Appleton Schools	37,001
Players Choice	1,800
Reid Golf - winter programs	5,500
Misc. equipment rental	5,750
	$ 91,208
Printing	
Activity guide - 3/yr	$ 22,000
	$ 22,000
Other Contracts/Obligations	
City band	$ 12,000
Rec program contract help	8,655
	$ 20,655

CITY OF APPLETON 2009 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 and the Badger State Games
Maintain Erb and Mead swimming pool facilities
Continue to work with the Intercultural Relations Coordinator to expand programming opportunities for minority populations
Explore opportunities to enhance swim lesson opportunities
Expand use of technology at pools to electronically track attendance and pool pass use

Major Program Changes:

2009 shows a reduction in part-time labor due to adjustments in swim lesson programs at West High during the winter months and open swim sessions at the high schools. These adjustments reflect changes in participation levels for swim lessons and open swim. Utility adjustments have been made to accurately reflect costs to operate only Mead and Erb Pools, with Mead Pool being open for 12 weeks during the summer and Erb Pool being open for only 10 weeks. Facility rental costs have decreased slightly to reflect the reduced number of hours needed at the high schools for lessons and open swim.

This budget includes a reduction ($6,567) in open swim staff. The budget usually is prepared with the staffing levels of running the pools at 100% operation. This reduction takes into consideration that the pools are closed because of weather and will be closed during the Badger State Summer Games, as well as a 1 week extension of the Erb Pool swim season.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Open swim/lap swim opportunities					
# of non-summer hours offered	588	600	600	550	500
Affordable instructional opportunities					
# of different aquatic programs offered	15	15	16	16	18
Strategic Outcomes					
Healthy lifestyle					
Resident participants (Instructional)	2,215	2,616	3,200	2,750	3,000
Sale of annual swim passes	811	1,015	1,500	1,900	1,550
General attendance (Open Swim)	86,315	83,616	105,000	90,000	95,000
Work Process Outputs					
Average daily attendance during open swim					
Mead Pool-Summer	635	636	750	700	750
West -Summer	46	37	50	25	40
Erb-Summer	342	392	360	350	360

CITY OF APPLETON 2009 BUDGET
PARKS AND RECREATION DEPARTMENT

Aquatics **Business Unit 16542**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 79,501	$ 40,926	$ 85,000	$ 85,000	$ 65,779
4802 Charges for Serv. - Tax	181,339	225,013	200,853	200,853	182,731
4850 Daily Entrance - Nontax	6,750	7,985	6,800	6,800	6,160
5001 Fees & Commissions	2,002	1,287	2,000	2,000	1,300
5020 Donations & Memorials	-	490	-	-	-
5035 Other Reimbursements	121,511	103	-	-	-
5085 Cash Short or Over	(31)	(1,207)	-	-	-
Total Revenue	$ 391,072	$ 274,597	$ 294,653	$ 294,653	$ 255,970
Expenses					
6101 Regular Salaries	$ 130,242	$ 126,770	$ 127,597	$ 127,597	$ 130,148
6104 Call Time	298	318	-	-	-
6105 Overtime	1,271	319	513	513	518
6108 Part-Time	210,593	197,767	219,307	219,307	205,271
6150 Fringes	76,494	70,748	78,424	78,424	79,680
6201 Training\Conferences	1,353	867	1,000	1,000	1,000
6301 Office Supplies	336	367	500	500	350
6303 Memberships & Licenses	2,730	2,755	2,835	2,835	2,790
6305 Awards & Recognition	87	183	250	250	225
6306 Building Maint./Janitorial	2,732	3,089	2,000	2,000	2,500
6308 Landscape Supplies	696	478	500	500	500
6309 Shop Supplies & Tools	419	427	450	450	450
6310 Chemicals	20,758	13,981	20,000	20,000	20,000
6311 Paint & Supplies	4,185	1,274	4,000	4,000	4,000
6314 Concession Supplies	15	-	-	-	-
6315 Books & Library Materials	-	452	200	200	200
6316 Miscellaneous Supplies	2,701	3,626	3,500	3,500	3,500
6320 Printing & Reproduction	417	768	500	500	500
6321 Clothing	2,656	3,104	2,500	2,500	2,900
6324 Medical\Lab Supplies	1,018	771	500	500	500
6325 Construction Materials	1,613	205	2,000	2,000	2,000
6326 Vehicle & Equipment Parts	1,666	5,152	4,000	4,000	4,000
6327 Miscellaneous Equipment	11,403	10,094	10,000	10,000	10,000
6328 Signs	384	241	300	300	300
6407 Collection Services	80	98	95	95	98
6408 Contractor Fees	8,247	11,147	6,000	6,000	6,000
6409 Inspection Fees	-	-	250	250	250
6411 Temporary Help	819	-	-	-	-
6413 Utilities	116,639	73,520	101,653	101,653	77,550
6416 Build Repairs & Maint	3,000	4,158	2,000	2,000	2,000
6418 Equip Repairs & Maint	3,814	1,904	4,000	4,000	4,000
6420 Facilities charges	59	1,120	2,101	2,101	1,978
6425 CEA Equip. Rental	5,147	4,642	5,819	5,819	6,575
6431 Interpreter Services	400	-	-	-	-
6503 Rent	31,040	28,308	37,700	37,700	33,670
6599 Other Contracts/Obligations	1,638	1,980	2,000	2,000	1,980
Total Expense	$ 644,950	$ 570,633	$ 642,494	$ 642,494	$ 605,433

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Chemicals		Rent	
Chlorine - Mead/Erb	$ 16,500	AASD pools	$ 33,670
Other chemicals	3,500		$ 33,670
	$ 20,000		

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Charges for Services	588,139	594,156	594,198	607,852	636,342	600,311	600,311
Other Revenues	237,706	72,184	53,694	74,574	66,774	60,961	81,309
TOTAL REVENUES	825,845	666,340	647,892	682,426	703,116	661,272	681,620
EXPENSES BY LINE ITEM							
Regular Salaries	606,458	609,072	529,191	733,440	733,440	741,853	741,853
Labor Pool Allocations	791,376	825,209	747,427	821,734	821,734	829,366	829,366
Unallocated Labor	0	0	0	145,011	145,011	146,358	146,358
Call Time	5,612	6,790	7,861	0	0	0	0
Overtime	14,823	13,028	15,877	17,400	17,400	16,209	16,209
Part-Time	592,950	576,558	557,315	590,908	598,008	601,325	585,192
Other Compensation	332	1,430	2,119	0	0	0	0
Shift Differential	12	12	0	0	0	0	0
Sick Pay	45,969	46,783	53,896	0	0	0	0
Vacation Pay	134,255	154,709	113,905	0	0	0	0
Fringes	714,681	723,010	688,639	828,920	829,463	856,988	846,725
Salaries & Fringe Benefits	2,906,468	2,956,601	2,716,230	3,137,413	3,145,056	3,192,099	3,165,703
Training & Conferences	8,320	8,407	8,521	10,800	10,800	10,450	10,450
Parking Permits	372	372	744	472	472	472	472
Office Supplies	4,073	3,809	3,740	4,750	4,750	4,600	4,600
Subscriptions	549	78	0	200	200	200	200
Memberships & Licenses	6,928	6,198	7,117	7,245	7,945	7,210	7,210
Postage & Freight	4,427	4,300	4,607	3,700	3,700	3,500	3,500
Awards & Recognition	7,653	5,402	4,290	6,161	6,161	6,151	6,151
Building Maintenance/Janitor.	13,921	11,035	11,358	11,526	11,526	11,500	11,500
Food & Provisions	2,651	3,246	1,972	2,600	2,600	2,984	2,984
Rent	122,347	108,473	83,594	127,576	127,576	125,778	125,778
Administrative Expense	171,241	151,320	125,943	175,030	175,730	172,845	172,845
Landscape Supplies	36,984	50,491	47,172	46,900	46,900	44,850	44,850
Shop Supplies & Tools	8,882	5,991	4,172	6,100	6,100	6,200	6,200
Chemicals	20,935	14,360	17,514	20,300	20,300	20,300	20,300
Paint & Supplies	8,479	4,769	3,409	8,700	8,700	8,300	8,300
Concession Supplies	1,521	1,572	20,855	1,750	14,850	18,150	18,150
Books & Library Materials	238	452	696	350	350	350	350
Miscellaneous Supplies	32,497	28,763	25,588	27,710	28,210	26,935	26,935
Printing & Reproduction	30,349	30,209	14,124	29,650	29,650	29,950	29,950
Clothing	23,511	24,863	16,677	24,250	24,250	23,850	23,850
Gas Purchases	9,567	16,983	21,006	12,000	12,000	18,703	18,703
Safety Supplies	4,625	3,036	2,167	2,100	2,100	3,100	3,100
Medical & Lab Supplies	2,394	3,752	631	2,100	2,100	1,900	1,900
Construction Materials	28,371	40,707	17,564	31,100	31,100	31,450	31,450
Vehicle & Equipment Parts	7,219	8,897	2,548	9,200	9,200	9,200	9,200
Miscellaneous Equipment	83,501	59,415	44,139	49,000	49,000	43,900	43,900
Signs	4,038	4,508	2,717	4,250	4,250	4,350	4,350
Supplies & Materials	303,111	298,768	240,979	275,460	289,060	291,488	291,488
Bank Services	1,660	1,652	2,855	3,200	3,200	3,200	3,200
Consulting Services	21,970	9,747	3,488	10,000	10,000	10,000	10,000
Engineering Fees	0	0	155	7,000	7,000	3,000	3,000
Collection Services	4,493	4,479	3,184	4,618	4,618	4,492	4,492
Contractor Fees	54,219	43,588	38,889	40,500	40,500	40,500	40,500
Inspection Fees	150	262	35	500	500	500	500
Temporary Help	819	0	0	0	0	0	0
Advertising	154	298	75	350	350	300	300
Tipping Fees	509	294	896	550	550	600	600
Interfund Allocations	18,615-	54,220-	54,392-	67,856-	67,856-	82,856-	76,856-
Health Services	13	0	0	0	0	0	0
Interpreter Services	400	0	209	100	100	100	100
Laundry Services	6,169	6,329	5,656	6,817	7,067	7,347	7,347
Other Contracts/Obligations	48,331	26,009	23,103	33,905	33,905	27,290	27,290
Purchased Services	120,272	38,438	24,153	39,684	39,934	14,473	20,473

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Electric	116,145	103,293	108,199	131,535	131,535	106,813	106,813
Gas	73,087	41,642	59,138	53,403	53,403	51,456	51,456
Water	32,484	37,582	36,264	39,201	39,201	43,665	43,665
Waste Disposal/Collection	8,976	8,979	7,196	9,339	9,339	8,927	8,927
Stormwater	61,570	69,068	58,523	72,263	72,263	99,417	99,417
Telephone	5,524	5,582	5,458	5,556	5,556	5,582	5,582
Cellular Telephone	4,863	5,170	4,362	5,429	5,429	4,395	4,395
Utilities	302,649	271,316	279,140	316,726	316,726	320,255	320,255
Janitorial Service	14,176	0	0	0	0	0	0
Building Repair & Maintenance	10,857	7,455	4,162	7,000	7,000	7,700	7,700
Vehicle Repair & Maintenance	0	415	763	1,000	1,000	2,000	2,000
Equipment Repair & Maintenanc	14,634	8,626	4,284	10,100	10,400	12,200	12,200
Communications Equip. Repairs	20-	604	115	200	200	200	200
Facilities Charges	5,936	114,716	59,964	89,054	89,054	98,923	98,923
Software Support	350	545	175	700	700	700	700
CEA Equipment Rental	418,422	441,817	387,686	446,797	446,797	503,646	503,646
Grounds Repair & Maintenance	5,265	12,091	5,829	8,000	8,000	8,000	8,000
Repair & Maintenance	469,620	586,269	462,978	562,851	563,151	633,369	633,369
Machinery & Equipment	0	0	0	15,050	15,050	0	0
Vehicles	0	14,000	0	0	0	0	0
Capital Expenditures	0	14,000	0	15,050	15,050	0	0
TOTAL EXPENSES	4,273,361	4,316,712	3,849,423	4,522,214	4,544,707	4,624,529	4,604,133

CITY OF APPLETON 2009 BUDGET
PARKS AND RECREATION DEPARTMENT

NOTES

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

Parks and Recreation **Business Unit 4040**

PROGRAM MISSION

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

There are no Parks & Recreation projects planned for 2009.

Major program changes:

Due to the state of the economy, all quality of life capital enhancements have been dalayed for one year.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe, clean parks					
# of developed city parks	28	28	28	28	28
# of undeveloped parks	1	1	3	1	3
Green space					
acres of green space	493	493	512	493	512

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 21,667	$ 352,010	$ 20,748	$ 20,748	$ -	-100.00%
Program Expenses		$ 596,541	$ 748,997	$ 1,255,000	$ 1,852,599	$ -	-100.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense			-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		61,868	182,437	105,000	142,655	-	-100.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		534,673	566,560	1,150,000	1,709,944	-	-100.00%

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

Parks and Recreation **Business Unit 4040**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ -	$ 50,000	$ -	$ -	$ -
4710 Interest on Investments	21,667	61,168	20,748	20,748	-
5020 Donations & Memorials	-	220,842	-	-	-
5030 Damage to City Property	-	20,000	-	-	-
5910 Proceeds of Long-term Debt	400,000	1,457,000	1,185,000	1,185,000	-
Total Revenues	$ 421,667	$ 1,809,010	$ 1,205,748	$ 1,205,748	$ -
Expenses					
6404 Consulting Services	$ 61,868	$ 34,047	$ 50,000	$ 50,000	$ -
6405 Engineering Fees	-	105,112	55,000	55,000	-
6408 Contractor Fees	-	43,278	-	37,655	-
6802 Land Improvements	1,250	225,144	-	35,699	-
6803 Buildings	37,244	7,093	-	-	-
6804 Equipment	67,316	139,195	70,000	577,982	-
6809 Infrastructure Construction	428,863	195,128	1,080,000	1,096,263	-
Total Expenses	$ 596,541	$ 748,997	$ 1,255,000	$ 1,852,599	$ -

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 BUDGET
PARKS AND RECREATION PROJECT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Miscellaneous State Aids	$ -	$ 50,000	$ -	$ -	$ -
Interest Income	21,667	61,168	20,748	40,000	-
Other Revenue	-	240,842	-	100,000	-
Total Revenues	21,667	352,010	20,748	140,000	-
Expenses					
Program Costs	596,541	748,997	1,255,000	1,552,599	-
Total Expenses	596,541	748,997	1,255,000	1,552,599	-
Revenues over (under) Expenses	(574,874)	(396,987)	(1,234,252)	(1,412,599)	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	400,000	1,457,000	1,185,000	1,255,000	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	(1,204,721)	-
Total Other Financing Sources (Uses)	400,000	1,457,000	1,185,000	50,279	-
Net Change in Equity	(174,874)	1,060,013	(49,252)	(1,362,320)	-
Fund Balance - Beginning	477,181	302,307	1,362,320	1,362,320	-
Fund Balance - Ending	$ 302,307	$ 1,362,320	$ 1,313,068	$ -	$ -

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# of trees on City streets	28,500	28,500	29,000	29,000	29,600
Strategic Outcomes					
Positive community support					
Donations received from public	$ 1,090	$ 135	$ 1,000	$ 1,000	$ 1,000
Stable funding source for tree planting					
Funds for tree planting	$ 24,632	$ 20,862	$ 25,000	$ 24,500	$ 25,000
Work Process Outputs					
Purchase trees for planting requests	55	60	75	75	75
Purchase trees for replacements	890	875	900	900	900

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 8,183	$ 3,013	$ 7,150	$ 7,150	$ 6,456	-9.71%
Program Expenses		$ 26,437	$ 19,569	$ 25,000	$ 25,000	$ 25,000	0.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		2,075	167	-	-	-	N/A
Supplies & Materials		24,362	19,402	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 2009 BUDGET
SPECIAL REVENUE FUNDS

Forestry **Business Unit 2060**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ 17,900	$ 17,850	$ 17,850	$ 17,850	$ 17,850
4710 Interest on Investments	697	765	900	900	206
4801 Charges for Serv.- Nontax	3,338	1,070	3,000	3,000	3,000
4802 Charges for Serv. - Tax	3,058	1,043	2,250	2,250	2,250
5020 Donations & Memorials	1,090	135	1,000	1,000	1,000
Total Revenue	$ 26,083	$ 20,863	$ 25,000	$ 25,000	$ 24,306
Expenses					
6308 Landscape Supplies	$ 24,362	$ 19,402	$ 25,000	$ 25,000	$ 25,000
6623 Uncollectible Accounts	2,075	167	-	-	-
Total Expense	$ 26,437	$ 19,569	$ 25,000	$ 25,000	$ 25,000

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Landscape Supplies	
Trees	$ 25,000
	$ 25,000

CITY OF APPLETON 2009 BUDGET
FORESTRY FUND
SOURCES AND USES OF FUNDS

Revenues	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Property Taxes	$ 17,900	$ 17,850	$ 17,850	$ 17,850	$ 17,850
Interest Income	697	765	900	400	206
Charges for Services	6,396	2,113	5,250	5,250	5,250
Other	1,090	135	1,000	1,000	1,000
Total Revenues	26,083	20,863	25,000	24,500	24,306
Expenses					
Program Costs	24,362	19,402	25,000	25,000	25,000
Administrative Expenses	2,075	167	-	-	-
Total Expenses	26,437	19,569	25,000	25,000	25,000
Revenues over (under) Expenses	(354)	1,294	-	(500)	(694)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	(354)	1,294	-	(500)	(694)
Fund Balance - Beginning	3,324	2,970	4,264	4,264	3,764
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 2,970	$ 4,264	$ 4,264	$ 3,764	$ 3,070

CITY OF APPLETON 2009 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:

The expenditure scheduled for 2009 would eliminate the well and provide City water. The continued operation of the well creates safety challenges and elimination would minimize future costs and risks.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2006 Actual	2007 Actual	2008 Adopted Budget	2008 Projected	2009 Budget
Revenues					
Interest Income	$ 163	$ 162	$ 175	$ 100	$ 70
Expenses					
Program Costs	-	1,355	500	500	1,869
Revenues over (under) Expenses	163	(1,193)	(325)	(400)	(1,799)
Fund Balance - Beginning	3,229	3,392	2,199	2,199	1,799
Fund Balance - Ending	$ 3,392	$ 2,199	$ 1,874	$ 1,799	$ -

CITY OF APPLETON 2009 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 2009.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2006 Actual	2007 Actual	2008 Adopted Budget	2008 Projected	2009 Budget
Revenues					
Interest Income	$ 4,494	$ 6,171	$ 4,800	$ 3,200	$ 3,200
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	4,494	6,171	4,800	3,200	3,200
Fund Balance - Beginning	88,984	93,478	99,649	99,649	102,849
Fund Balance - Ending	$ 93,478	$ 99,649	$ 104,449	$ 102,849	$ 106,049

CITY OF APPLETON 2009 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

	2006 Actual	2007 Actual	2008 Adopted Budget	2008 Projected	2009 Budget
Revenues					
Interest Income	$ 437	$ 599	$ 470	$ 300	$ 300
Expenses					
Program Costs	-	-	300	300	300
Revenues over (under) Expenses	437	599	170	-	-
Fund Balance - Beginning	8,637	9,074	9,673	9,673	9,673
Fund Balance - Ending	$ 9,074	$ 9,673	$ 9,843	$ 9,673	$ 9,673

CITY OF APPLETON 2009 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 restroom building. 50% of that grant amount was received in advance and recorded as grant income or deferred revenue in 2006. The boat landing project and restroom building were completed in 2008 and the remaining grant award of $142,507.50 was received in 2008.

The Parks and Recreation Department was awarded a grant of $248,535 from the Department of Natural Resources for the construction of fishing piers and shoreline stabilization at Lutz Park. 50% of the grant was advanced to the City and the remainder would be provided upon completion of the project. A budget adjustment was approved in 2008 to recognize the $124,267.50 received from the DNR and also authorize the expenditure of $497,070 for the contracting of the entire project.

The $75,000 expenditure scheduled for 2009 includes the construction of an open air gazebo near the fishing pier that will serve as a focal point for the park and the recognition of the Lutz family for its support of the park. Please refer to page 709 for a discussion of the project.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2006 Actual	2007 Actual	2008 Adopted Budget	2008 Projected	2009 Budget
Revenues					
Interest Income	$ 36,701	$ 55,407	$ 35,000	$ 20,000	$ 11,000
Grant Income	7,858	134,650	142,508	266,776	124,267
Total Revenue	44,559	190,057	177,508	286,776	135,267
Expenses					
Program Costs	7,858	376,870	-	721,115	75,000
Revenues over (under) Expenses	36,701	(186,813)	177,508	(434,339)	60,267
Fund Balance - Beginning	702,201	738,902	552,089	552,089	117,750
Fund Balance - Ending	$ 738,902	$ 552,089	$ 729,597	$ 117,750	$ 178,017

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

Park Open Space **Business Unit 7160**

PROGRAM MISSION

Provide funding mechanism to account for moneys received from subdivision developers to finance acquisition of new park land and development of new parks and facilities.

PROGRAM NARRATIVE

Objectives:

Acquisition of parkland and/or trail corridors identified in the Parks and Recreation Department Comprehensive Plan.

Development of new parks and trails that would include: expenses associated with appraisals; title searches; surveys; wetland delineation; environmental impact studies; legal fees; counsel fees; and debt issuance costs.

Development of recreation facilities and associated facilities identified in the approved master plan for the new park or trail.

Major program changes:

The re-acquisition of the WE Energies property adjacent to the former Water Treatment Plant (WTP) was originally scheduled in 2007, with the purchase cost of $107,000 to come from the Park and Open Space fund. Since WE Energies was not able to received closure on the site from the Wisconsin Department of Natural Resources (WDNR) in 2007, the project was carried over to 2008. WE Energies was notified by the WDNR in mid-2008 that additional monitoring was needed on the WE Energies property. The additional monitoring will not allow WE Energies to receive closure on the site until 2009 at the earliest. This budget reflects the reacquisition of the WE Energies site in 2009 for $107,000.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2006 Actual	2007 Actual	2008 Adopted Budget	2008 Projected	2009 Budget
Revenues					
Charges for Services	$ 24,000	$ -	$ 30,000	$ 30,000	$ 20,000
Donations	4,000	-	-	-	-
Interest Income	18,490	21,655	18,300	11,000	11,000
Total Revenues	46,490	21,655	48,300	41,000	31,000
Expenses					
Program Costs	138,167	10,735	45,000	45,000	107,000
Revenues over (under) Expenses	(91,677)	10,920	3,300	(4,000)	(76,000)
Fund Balance - Beginning	418,678	327,001	337,921	337,921	333,921
Fund Balance - Ending	$ 327,001	$ 337,921	$ 341,221	$ 333,921	$ 257,921

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

Project City Park **Business Unit 7170**

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of City Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance issues related to the central plaza in City Park donated by Appleton Papers in 2007.

Major program changes:

Expenditures have been programmed to address maintenance issues anticipated in 2009.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2006 Actual	2007 Actual	2008 Adopted Budget	2008 Projected	2009 Budget
Revenues					
Donations	$ -	$ 5,000	$ -		$ -
Interest Income	-	8	-	100	100
Total Revenues	$ -	$ 5,008	$ -	$ 100	$ 100
Expenses					
Program Costs	-	-	-	-	500
Revenues over (under) Expenses	-	5,008	-	100	(400)
Fund Balance - Beginning	-	-	5,008	5,008	5,108
Fund Balance - Ending	$ -	$ 5,008	$ 5,008	$ 5,108	$ 4,708

CITY OF APPLETON 2009 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 have been increased to $3,000 to cover repairs associated with the playground surfacing. The surfacing is 5 years old and additional scheduled repairs are needed to maintain the integrity of the surfacing and provide a safe surface for the community.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2006 Actual	2007 Actual	2008 Adopted Budget	2008 Projected	2009 Budget
Revenues					
Interest Income	$ 1,053	$ 1,437	$ 1,100	$ 750	$ 750
Expenses					
Program Costs	531	-	2,000	2,000	3,000
Revenues over (under) Expenses	522	1,437	(900)	(1,250)	(2,250)
Fund Balance - Beginning	21,232	21,754	23,191	23,191	21,941
Fund Balance - Ending	$ 21,754	$ 23,191	$ 22,291	$ 21,941	$ 19,691

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2009 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 2009 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 2008 EVENTS

Secured a contract for the continued operations of the clubhouse

Presented revised Operations, Rules and Regulation of Play Policy for Reid Golf Course to Parks and Recreation Committee for adoption

Implemented special rates to increase play, including spring and fall rates, outing rates, and corporate promotions

Continued marketing of Reid Golf Course to maintain and/or increase golf course exposure

Secured the services of a work crew from a local correctional institution to address course maintenance during 2008 season

Worked cooperatively with the Facilities Management Department to install new air handlers in clubhouse.

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

Worked with the Finance and Human Resources Department to develop options and supporting information to address the 2008 objective to "analyze the long-term financial viability to operate the golf course as a self-sustained enterprise fund"

Due to decreased rounds, no principal payment will again be issued to the General Fund. Interest has been paid, but principal deferred added to year 2014

CITY OF APPLETON 2009 BUDGET
REID GOLF COURSE

MAJOR 2009 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.

Continue to evaluate all golf course operations relative to current local and national trends and make recommendations to Council as needed

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 519,147	$ 1,035,189	$ 542,810	$ 542,810	$ 560,645	3.29%
Program Expenses							
5610	Administration	178,527	198,242	201,900	201,900	202,881	0.49%
5620	Customer Service	21,081	25,629	20,657	20,657	20,891	1.13%
5630	Facilities Maintenance	394,051	402,035	385,739	385,739	347,961	-9.79%
TOTAL		$ 593,659	$ 625,906	$ 608,296	$ 608,296	$ 571,733	-6.01%
Expenses Comprised Of:							
Personnel		240,117	227,921	217,432	217,432	197,296	-9.26%
Administrative Expense		146,884	160,678	163,094	163,094	164,325	0.75%
Supplies & Materials		67,823	74,557	59,500	59,500	56,590	-4.89%
Purchased Services		27,009	33,856	26,325	26,325	24,696	-6.19%
Utilities		26,882	31,674	30,615	30,615	32,809	7.17%
Repair & Maintenance		84,944	97,220	91,330	91,330	96,017	5.13%
Capital Expenditures		-	-	20,000	20,000	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		2.67	2.05	2.05	2.05	1.75	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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 ($3,956) to reflect Finance administrative support of the golf course and an addition to depreciation expense of $825 due to the addition of the air handling system. 2009 depreciation expense will be approximately $78,825.

This budget identifies lease revenue of $19,800 from the agreement reached with Cingular Wireless for the flagpole scheduled for construction in 2009 to house wireless communication equipment.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	5	5	1	1	1
# of promo rounds from advertising	438	1,075	1,000	1,000	1,000
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	9
% of operating budget expended	79%	90%	95%	90%	100%
% of originally scheduled principal repayments made	33%	100%	0%	0%	0%

CITY OF APPLETON 2009 BUDGET
REID GOLF COURSE

Administration **Business Unit 5610**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4710 Interest on Investments	$ 1,269	$ 4,057	$ 600	$ 600	$ 600
5004 Sale of City Prop - Nontax	2,015	-	-	-	-
5005 Sale of City Prop - Tax	1,810	-	1,000	1,000	-
5016 Lease Revenue	-	-	-	-	19,800
5921 Transfer In - General Fund	-	480,000	-	-	-
Total Revenue	$ 5,094	$ 484,057	$ 1,600	$ 1,600	$ 20,400
Expenses					
6101 Regular Salaries	$ 12,656	$ 15,971	$ 16,557	$ 16,557	$ 17,362
6105 Overtime	24	97	-	-	-
6150 Fringes	4,830	5,521	6,274	6,274	6,414
6305 Awards & Recognition	-	-	45	45	45
6401 Accounting/Audit	1,958	2,028	1,700	1,700	1,700
6403 Bank Services	26	52	200	200	200
6408 Contractor Fees	15,832	17,810	18,500	18,500	17,350
6501 Insurance	2,880	2,800	2,250	2,250	2,910
6599 Other Contracts/Obligations	156	-	-	-	-
6601 Depreciation Expense	65,096	77,061	78,000	78,000	78,825
6720 Interest Payments	57,169	59,002	60,474	60,474	60,175
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
Total Expense	$ 178,527	$ 198,242	$ 201,900	$ 201,900	$ 202,881

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Greens fee allocation to clubhouse contractor	$ 17,350
	$ 17,350

CITY OF APPLETON 2009 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
Explore long term opportunities to expand customer services and increase revenues

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. We are projecting rounds consistent with the last year. We are hoping rounds stay consistent as long as rates remain stable.
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.
Part of the equipment repair and maintenance expense budget was moved to (5630) to better reflect classification of expenses.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Functional clubhouse					
# of months clubhouse open	8	9	10	10	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	87%	91%	97%	97%	98%
Work Process Outputs					
Revenue-daily fee rounds	$ 390,399	$ 415,653	$ 384,133	$ 380,000	$ 394,062
Revenue-coupons and passes	$ 91,686	$ 101,438	$ 115,602	$ 109,113	$ 109,113
Revenues-food concessions & carts	$ 22,000	$ 22,500	$ 23,175	$ 23,175	$ 23,870
# Daily fee rounds	27,697	26,888	26,000	25,000	26,000
# Coupon books sold	119	73	125	78	78
# Weekday passes sold	104	110	109	115	115
# Annual passes sold	61	65	67	61	61

CITY OF APPLETON 2009 BUDGET
REID GOLF COURSE

Customer Service **Business Unit 5620**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5010 Misc revenue - Non Tax	$ 22,000	$ 22,500	$ 23,175	$ 23,175	$ 23,870
Total Revenue	$ 22,000	$ 22,500	$ 23,175	$ 23,175	$ 23,870
Expenses					
6108 Part-Time	$ 679	$ 1,393	$ -	$ -	$ -
6150 Fringes	52	107	-	-	-
6301 Office Supplies	-	20	200	200	200
6303 Memberships & Licenses	100	100	100	100	100
6306 Building Maint./Janitorial	1,322	1,614	1,150	1,150	1,150
6316 Miscellaneous Supplies	325	349	500	500	500
6320 Printing & Reproduction	1,171	1,497	1,000	1,000	1,000
6324 Medical/Lab Supplies	-	-	100	100	100
6412 Advertising	4,789	3,934	500	500	-
6413 Utilities	12,338	16,469	16,157	16,157	17,641
6418 Equip Repairs & Maint	89	146	950	950	200
6599 Other Contracts/Obligations	216	-	-	-	-
Total Expense	$ 21,081	$ 25,629	$ 20,657	$ 20,657	$ 20,891

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 includes an increase of $12,018 in CEA expenses due to fuel charges.
* This budget continues to reflect the reduction of .7 FTE Park Caretaker from 2007.
* Greens fees are not scheduled to increase in 2009. Therefore we will need to capture more rounds to offset expense and debt service needs.
* Equipment repair and maintenance budget increased from expenses that were previously budgeted in 5620.
* The maintenance adjustments made at the golf course over the past couple of years will have an impact on the course over a longer period of time. Reduced chemical treatment of turf diseases, decreased aeration of greens, tees and fairways, less drainage, etc will eventually impact the course quality and may be reflected in the first performance indicator (meets USGA standards) and the public response from the golfers (strategic outcomes). The work outputs have not been compromised yet since we see those functions as critical to maintaining the current number of golf rounds played.
* This budget reflects the reduction of the superintendent (-$31,797) to address declining participation levels at the golf course, its impact on revenues, and the ability of the golf course to sustain itself as an enterprise fund.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Quality 18 hole course					
Meets USGA standards	100%	100%	100%	100%	100%
Recreational opportunities					
Rounds of golf played annually	35,595	34,870	36,500	33,500	34,500
Strategic Outcomes					
Positive public response to customer service					
% of golfers who rate course conditions at good or better	98%	95%	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)	95%	95%	95%	95%	95%

CITY OF APPLETON 2009 BUDGET
REID GOLF COURSE

Facilities Maintenance **Business Unit 5630**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 3,368	$ 3,641	$ 8,600	$ 8,600	$ 3,500
4802 Charges for Serv. - Tax	482,085	517,091	499,735	499,735	503,175
4850 Daily Entrance - Nontax	3,600	3,900	4,200	4,200	4,200
5015 Rental of City Property	3,000	4,000	5,500	5,500	5,500
Total Revenue	$ 492,053	$ 528,632	$ 518,035	$ 518,035	$ 516,375
Expenses					
6101 Regular Salaries	$ 123,665	$ 104,890	$ 106,451	$ 106,451	$ 89,174
6104 Call Time	85	143	-	-	-
6105 Overtime	1,976	1,583	1,773	1,773	1,840
6108 Part-Time	41,117	52,584	35,924	35,924	39,329
6150 Fringes	55,033	45,633	50,453	50,453	43,177
6201 Training/Conferences	717	368	1,000	1,000	1,000
6301 Office Supplies	182	80	100	100	100
6303 Memberships & Licenses	450	635	450	450	450
6306 Building Maint./Janitorial	584	716	900	900	945
6307 Food & Provisions	-	-	25	25	25
6308 Landscape Supplies	48,134	46,012	38,250	38,250	30,665
6309 Shop Supplies & Tools	318	347	350	350	350
6311 Paint & Supplies	345	436	400	400	400
6316 Miscellaneous Supplies	2,845	3,333	3,000	3,000	3,000
6321 Clothing	62	393	150	150	160
6322 Gas Purchases	12,414	15,941	14,000	14,000	17,665
6323 Safety Supplies	177	267	150	150	150
6324 Medical/Lab Supplies	-	-	100	100	100
6325 Construction Materials	1,231	1,264	-	-	1,000
6326 Vehicle & Equipment Parts	802	4,718	1,500	1,500	1,500
6327 Miscellaneous Equipment	-	-	7,800	7,800	-
6404 Consulting Services	-	70	-	-	-
6407 Collection Services	744	730	732	732	753
6408 Contractor Fees	1,765	8,378	4,000	4,000	4,000
6411 Temporary Help	454	-	-	-	-
6413 Utilities	14,544	15,204	14,458	14,458	15,168
6415 Tipping Fees	-	63	-	-	-
6416 Build Repairs & Maint	8,500	404	2,000	2,000	2,000
6418 Equip Repairs & Maint	14,406	12,458	5,000	5,000	5,750
6420 Facilities Charges	209	20,676	12,426	12,426	12,895
6425 CEA Equip. Rental	61,740	63,536	63,154	63,154	75,172
6451 Uniform Services	650	641	543	543	593
6503 Rent	482	382	500	500	500
6599 Other Contracts/Obligations	420	150	150	150	100
6804 Equipment	-	-	20,000	20,000	-
Total Expense	$ 394,051	$ 402,035	$ 385,739	$ 385,739	$ 347,961

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Landscape Supplies	
Topsoil, sand & gravel	$ 2,000
Seed & fertilizers	9,000
Plant material	
Pesticides/herbicides	19,665
	$ 30,665

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Interest Income	1,269	4,057	804	600	600	600	600
Charges for Services	489,053	524,632	480,592	512,535	512,535	512,535	510,875
Other Revenues	28,825	506,500	28,675	29,675	29,675	29,370	49,170
TOTAL REVENUES	519,147	1,035,189	510,071	542,810	542,810	542,505	560,645
EXPENSES BY LINE ITEM							
Regular Salaries	67,409	73,140	54,991	88,320	88,320	93,321	70,533
Labor Pool Allocations	49,742	29,567	19,949	29,485	29,485	30,603	30,603
Unallocated Labor	0	0	0	5,203	5,203	5,400	5,400
Call Time	85	143	6	0	0	0	0
Overtime	2,000	1,680	977	1,773	1,773	1,840	1,840
Part-Time	41,796	53,977	34,341	35,924	35,924	39,329	39,329
Other Compensation	4	0	0	0	0	0	0
Shift Differential	2	2	0	0	0	0	0
Sick Pay	2,430	1,976	1,195	0	0	0	0
Vacation Pay	16,735	16,176	7,279	0	0	0	0
Fringes	59,915	51,261	38,464	56,727	56,727	58,682	49,591
Salaries & Fringe Benefits	240,118	227,922	157,202	217,432	217,432	229,175	197,296
Training & Conferences	717	368	639	1,000	1,000	1,000	1,000
Office Supplies	182	100	106	300	300	300	300
Memberships & Licenses	550	735	570	550	550	550	550
Awards & Recognition	0	0	0	45	45	45	45
Building Maintenance/Janitor.	1,906	2,330	1,119	2,050	2,050	2,095	2,095
Food & Provisions	0	0	35	25	25	25	25
Insurance	2,880	2,800	1,500	2,250	2,250	2,250	2,910
Rent	482	382	30	500	500	500	500
Depreciation Expense	65,096	77,061	51,374	78,000	78,000	78,000	78,825
Interest Payments	57,169	59,002	24,598	60,474	60,474	60,175	60,175
Trans Out - General Fund	17,900	17,900	11,933	17,900	17,900	17,900	17,900
Administrative Expense	146,882	160,678	91,904	163,094	163,094	162,840	164,325
Landscape Supplies	48,134	46,012	29,856	38,250	38,250	30,665	30,665
Shop Supplies & Tools	318	347	98	350	350	350	350
Paint & Supplies	345	436	171	400	400	400	400
Golf Shop Supplies	0	0	0	500	500	0	0
Miscellaneous Supplies	3,169	3,683	2,019	3,000	3,000	3,500	3,500
Printing & Reproduction	1,171	1,497	963	1,000	1,000	1,000	1,000
Clothing	62	393	376	150	150	160	160
Gas Purchases	12,414	15,941	12,498	14,000	14,000	20,665	17,665
Safety Supplies	177	267	142	150	150	150	150
Medical & Lab Supplies	0	0	0	200	200	200	200
Construction Materials	1,231	1,264	0	0	0	1,000	1,000
Vehicle & Equipment Parts	802	4,718	769	1,500	1,500	1,500	1,500
Miscellaneous Equipment	0	0	6,638	7,800	7,800	0	0
Supplies & Materials	67,823	74,558	53,530	67,300	67,300	59,590	56,590
Accounting/Audit	1,958	2,028	0	1,700	1,700	1,700	1,700
Bank Services	26	52	13	200	200	200	200
Consulting Services	0	70	0	0	0	0	0
Collection Services	744	730	308	732	732	753	753
Contractor Fees	17,597	26,188	13,535	22,500	22,500	22,500	21,350
Temporary Help	454	0	0	0	0	0	0
Advertising	4,789	3,934	832	500	500	0	0
Tipping Fees	0	63	0	0	0	0	0
Laundry Services	650	641	397	543	543	593	593
Other Contracts/Obligations	792	150	150	150	150	100	100
Purchased Services	27,010	33,856	15,235	26,325	26,325	25,846	24,696
Electric	15,521	15,384	10,746	17,839	17,839	15,876	15,876
Gas	2,318	6,482	6,248	5,887	5,887	7,955	7,955
Water	1,458	1,728	1,246	1,517	1,517	1,936	1,936
Waste Disposal/Collection	438	448	310	833	833	454	454

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Stormwater	5,428	6,065	3,949	3,093	3,093	5,019	5,019
Telephone	1,435	1,323	1,039	1,190	1,190	1,323	1,323
Cellular Telephone	285	243	201	256	256	246	246
Utilities	26,883	31,673	23,739	30,615	30,615	32,809	32,809
Building Repair & Maintenance	8,500	404	75	2,000	2,000	2,000	2,000
Equipment Repair & Maintenanc	14,495	12,604	5,627	5,950	5,950	5,950	5,950
Facilities Charges	209	20,676	6,455	12,426	12,426	17,895	12,895
CEA Equipment Rental	61,740	63,536	45,136	63,154	63,154	75,172	75,172
Repair & Maintenance	84,944	97,220	57,293	83,530	83,530	101,017	96,017
Machinery & Equipment	0	0	16,484	20,000	20,000	0	0
Capital Expenditures	0	0	16,484	20,000	20,000	0	0
TOTAL EXPENSES	593,660	625,907	415,387	608,296	608,296	611,277	571,733

CITY OF APPLETON 2009 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Charges for Services	$ 507,685	$ 543,491	$ 527,110	$ 522,000	$ 531,245
Miscellaneous	6,368	7,641	14,100	32,800	28,800
Total Revenues	514,053	551,132	541,210	554,800	560,045
Expenses					
Operation and Maintenance	453,494	471,942	431,922	431,922	415,583
Depreciation	65,096	77,062	78,000	78,000	78,825
Total Expenses	518,590	549,004	509,922	509,922	494,408
Operating Income (Loss)	(4,537)	2,128	31,288	44,878	65,637
Nonoperating Revenues (Expenses)					
Interest Income	1,269	4,056	600	600	600
Interest Expense	(57,169)	(59,002)	(60,474)	(60,474)	(59,425)
Other	3,825	-	1,000	-	-
Total Non-Operating	(52,075)	(54,946)	(58,874)	(59,874)	(58,825)
Net Income (Loss) Before Transfers	(56,612)	(52,818)	(27,586)	(14,996)	6,812
Contributions and Transfers In (Out)					
Operating Transfers in	-	480,000	-	-	-
Operating Transfers out	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	(74,512)	409,282	(45,486)	(32,896)	(11,088)
Net Assets - Beginning	546,856	472,344	881,626	881,626	848,730
Net Assets - Ending	$ 472,344	$ 881,626	$ 836,140	$ 848,730	$ 837,642

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 16,939	$ 45,559
+ Net Income	(32,896)	(11,088)
+ Depreciation	78,000	78,825
+ Long Term Debt	-	-
- Fixed Assets	(16,484)	-
- Principal Repayment	-	-
Working Cash - End of Year	$ 45,559	$ 113,296

CITY OF APPLETON 2009 BUDGET

CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2008 Budget	2008 Projected	2009 Budget	2010 Projected	2011 Projected	2012 Projected	2013 Projected
Charges for Services	$ 527,110	$ 522,000	$ 531,245	547,182	563,597	580,505	597,920
Miscellaneous	14,100	32,800	28,800	27,300	27,300	27,300	27,300
Total Revenues	541,210	554,800	560,045	574,482	590,897	607,805	625,220
Expenses							
Operating Expenses	431,922	431,922	415,583	428,050	440,892	454,119	467,743
Depreciation	78,000	78,000	78,825	78,825	78,825	80,000	80,000
Total Expenses	509,922	509,922	494,408	506,875	519,717	534,119	547,743
Operating Income	31,288	44,878	65,637	67,607	71,180	73,686	77,477
Non-Operating Revenues (Expenses)							
Interest Income	600	600	600	600	600	600	600
Interest Expense	(60,474)	(60,474)	(59,425)	(59,425)	(59,503)	(59,445)	(59,425)
Other	1,000	-	-	-	-	-	-
Total Non-Operating	(58,874)	(59,874)	(58,825)	(58,825)	(58,903)	(58,845)	(58,825)
Net Income Before Transfers	(27,586)	(14,996)	6,812	8,782	12,277	14,841	18,652
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	(45,486)	(32,896)	(11,088)	(9,118)	(5,623)	(3,059)	752
Total Net Assets - Beginning	881,626	881,626	848,730	837,642	828,524	822,901	819,842
Total Net Assets - Ending	$ 836,140	$ 848,730	$ 837,642	$ 828,524	$ 822,901	$ 819,842	$ 820,593

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	16,939	45,559	113,296	183,003	231,205	308,146
+ Net Income	(32,896)	(11,088)	(9,118)	(5,623)	(3,059)	752
+ Depreciation	78,000	78,825	78,825	78,825	80,000	80,000
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	(16,484)	-	-	(25,000)	-	-
- Principal Repayment	-	-	-	-	-	-
Working Cash - End of Year	$ 45,559	$ 113,296	$ 183,003	$ 231,205	$ 308,146	$ 388,897
25% Working Capital Reserve (prior year's audited expenses)		127,574	123,227	126,344	129,574	132,866
Coverage Ratio	1.23	1.48	1.50	1.55	1.59	1.63

ASSUMPTIONS:

Interest rate at 5%, eighteen year term remaining.
Rounds of golf played to increase slightly over 208 projected, with prices increasing 2-5% in 2010-2013 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.
No additional debt is projected.

CITY OF APPLETON 2009 BUDGET
REID GOLF COURSE
LONG-TERM DEBT

	2002 General Fund Advance		
Year	Principal *	Interest	Total
2009	$ -	$ 24,000	$ 24,000
2010	-	24,000	24,000
2011	-	24,000	24,000
2012	-	24,000	24,000
2013	-	24,000	24,000
2014	480,000	24,000	504,000
	$ 480,000	$ 144,000	$ 624,000

	2005 State Fund Trust Loan		
Year	Principal	Interest	Total
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	$ 402,194	$ 1,110,703

	Total		
Year	Principal	Interest	Total
2009	$ -	$ 59,425	$ 59,425
2010	-	59,425	59,425
2011	-	59,503	59,503
2012	-	59,445	59,445
2013	-	59,425	59,425
2014	495,000	58,666	553,666
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
	$ 1,188,509	$ 546,194	$ 1,734,703

Note: Schedule is based on accrual method of accounting.

* At this time, we can not project any future principal repayments to the General Fund ($480,000) due to the decline ir number of rounds which is consistent with national trends.

CITY OF APPLETON 2009 BUDGET

VALLEY TRANSIT

General Manager: Deborah S. Wetter

Assistant General Manager: Salvatore LaPuma

CITY OF APPLETON 2009 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 2008 EVENTS

Ridership and Revenue Show Significant Increases over 2007
Farebox revenue for the first seven months of the year showed a 10% increase over 2007. Ridership was up 6.8%. Trips per hour in the first seven months was 16.7, which exceeded the goal of 16 trips per hour by 4% and was up 6.7% over 2007. Contributing factors to ridership increases were the significant increase in the cost of fuel and resulting publicity for Valley Transit as a solution to high fuel costs and ongoing marketing and communication efforts.

Diesel Fuel Prices Continue to Rise
The average diesel fuel price for the first seven months of 2008 was $3.45, causing a potential budget deficit in the Valley Transit fuel account. All municipalities that contribute to Valley Transit's budget agreed to participate in funding their share of the deficit of up to $160,000 for 2008.

Regional Transit Authority (RTA) State Legislative Study Committee Formed
A Wisconsin legislative study committee was formed in June to review and provide recommendations on how to create a law enabling local areas to create regional transportation authorities to promote regional cooperation on transportation issues. The committee will deal with issues of creation, representation, participation, scope and limits of authority and funding mechanisms used to support the RTA. Mayor Hanna is one of 22 members on the committee headed by Representative Al Ott and Senator Judy Robson. The goal is to have legislation ready to be voted on in the next State legislative session.

Bike Rack Use Up
Bike-rack usage in the first six months of 2008 was up nearly 60% over 2007. To make the service more convenient to use, Valley Transit removed the certification requirement for using the racks.

Valley Transit and Appleton Downtown, Inc (ADI) partner to provide Trolley Service
Valley Transit and ADI partnered to provide free downtown trolley service from June 5 - September 20. The trolley was operated by Lamers under contract to Valley Transit. In 2008, the service hours were extended from 10 p.m. to 11 p.m. Thursday through Saturday. In addition, during the month of July, the trolley ran from 11 a.m. -1 p.m. to test lunch hour use. ADI raised the local share of the funding and Valley Transit secured state and federal support. From June through August 2008, the downtown trolley ridership increased 12% over 2007.

United Way Call-A-Ride Service Significantly More Successful Than Expected
United Way and Valley Transit teamed up to offer a unique service (The Connector) 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 hours. In the first nine months of service, The Connector provided 7,047 rides to over 493 individuals. Approximately 89% of the rides were for employment, helping riders work toward greater self-sufficiency by removing transportation challenges as a barrier to employment. The service was funded in part by a new $136,000 grant from the Wisconsin Employment Transportation Assistance Program with the local share being provided by United Way and several other local granting agencies. Without the local share being funded by the United Way and several other local granting agencies, the Connector service would not be able to continue to operate.

Washington Square
Valley Transit helped organize and continues to be an active partner in a group whose purpose is to make the area near the Transit Center bounded by Morrison, Franklin, and Appleton Streets and the City Center Complex a more welcoming and pedestrian-oriented environment. The group is made up of City departments (Valley Transit, Library, Parks and Recreation, DPW, Facilities, and Police), Appleton Downtown, Inc., Workforce Development, many non-profit organizations located in or serving people in the area and several private sector/business partners. The group has raised private funds, which in conjunction with various City department in-kind contributions, will be used to hire ambassadors to give information and assist with keeping the area clean, buy tables and chairs, plant flowers, and plan events to attract people to the area.

CITY OF APPLETON 2009 BUDGET
VALLEY TRANSIT

MAJOR 2009 OBJECTIVES

Complete the work of the RTA Study Committee and the Transit Development Plan (TDP). 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 a possible Regional Transit Authority 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, Valley Transit is working with several local businesses to implement a commuter benefits program which involves employers encouraging the use of public transit by providing subsidies for transit tickets and passes. In addition, several large employers are looking at the possibility of funding additional transit service to their facilities.

Valley Transit has experienced increased ridership in the last two years due to an effective marketing and communications program and also due to significant fuel price increases and publicity about transit. The focus of the marketing/communication efforts will continue to be on both increasing ridership and revenue for the system and building an advocacy group for Valley Transit. Staff will continue to look at expanding and improving 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 continue to review 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.

Valley Transit will be writing a strategic plan using the data from the non-rider market research study conducted in the fourth quarter of 2008 and the TDP plan as well as discussions with city and community leaders about the direction transit needs to take to respond to the changing transportation needs in the Fox Cities. The plan will include a funding strategy to deal with the potential shortfall of federal funding in 2012 and increasing demands for transportation alternatives in the Fox Cities as the population ages and becomes more diverse.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 6,179,566	$ 6,301,483	$ 6,679,277	$ 6,679,277	$ 7,484,132	12.05%
Program Expenses							
5810	Administration	1,108,146	1,113,894	1,112,198	1,250,627	1,121,149	0.80%
5820	Vehicle Maint.	623,189	642,843	621,621	702,602	628,614	1.12%
5830	Facilities Maint.	75,019	123,438	227,775	281,060	116,647	-48.79%
5840	Operations	2,994,423	3,028,321	3,255,938	3,288,588	3,467,676	6.50%
5850	ADA Paratransit	1,079,563	1,223,118	1,214,429	1,214,429	1,526,110	25.66%
5860	Ancillary Paratransit	996,368	1,207,919	1,297,046	1,297,046	1,583,110	22.06%
TOTAL		$ 6,876,708	$ 7,339,533	$ 7,729,007	$ 8,034,352	$ 8,443,306	9.24%
Expenses Comprised Of:							
Personnel		3,369,599	3,404,821	3,607,814	3,593,814	3,656,578	1.35%
Administrative Expense		782,958	752,967	686,732	686,732	690,079	0.49%
Supplies & Materials		511,986	556,174	628,519	736,233	805,690	28.19%
Purchased Services		2,052,815	2,429,732	2,484,167	2,500,817	3,058,082	23.10%
Utilities		91,705	85,982	100,417	100,417	104,875	4.44%
Repair & Maintenance		67,645	109,857	128,063	128,063	128,002	-0.05%
Capital Expenditures		-	-	93,295	288,276	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		54.80	54.30	51.90	51.90	51.90	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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:

Vehicle liability insurance is increased $16,523 because of general industry trends.

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 56% of eligible expenses, down from 57% in 2008. The difference is approximately $70,000.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Regional transit service					
# municipalities served	11	11	11	11	12
# 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	2	2	4	2	6
Public information					
# public presentations	N/A	32	60	60	65

CITY OF APPLETON 2009 BUDGET
VALLEY TRANSIT

Administration **Business Unit 5810**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4210 Federal Grants	$ 2,450,489	$ 2,243,455	$ 2,212,570	$ 2,212,570	$ 2,185,860
4224 Miscellaneous State Aids	1,606,398	1,791,214	1,924,140	1,924,140	2,185,860
4230 Miscellaneous Local Aids	385,058	425,519	491,608	491,608	474,563
4710 Interest on Investments	-	-	37,000	37,000	50,000
4877 Advertising/Promotional	85,794	57,112	50,000	50,000	65,000
5006 Gain (Loss) on Asset Disposal	20,678	-	-	-	-
5010 Misc Revenue - Nontax	716	301	-	-	-
5011 Misc Revenue - Tax	443	949	-	-	-
5021 Capital Contributions	135,693	134,639	18,659	18,659	-
5921 Trans In - General Fund	556,103	619,891	662,694	662,694	681,070
Total Revenue	$ 5,241,372	$ 5,273,080	$ 5,396,671	$ 5,396,671	$ 5,642,353
Expenses					
6101 Regular Salaries	$ 179,238	$ 221,480	$ 252,278	$ 242,278	$ 257,048
6105 Overtime	4,268	3,027	5,187	5,187	5,465
6150 Fringes	69,862	69,514	89,087	85,087	92,428
6201 Training\Conferences	3,215	2,307	5,147	5,147	4,760
6205 Employee Recruitment	4,149	7,760	-	-	-
6301 Office Supplies	3,958	3,501	4,289	4,289	3,967
6302 Subscriptions	570	287	300	300	300
6303 Memberships & Licenses	1,710	1,605	2,200	2,200	1,745
6304 Postage & Freight	3,336	2,069	3,534	3,534	3,268
6305 Awards & Recognition	734	638	815	815	779
6307 Food & Provisions	532	1,560	1,086	1,086	1,038
6320 Printing & Reproduction	12,455	10,092	15,730	15,730	13,963
6323 Safety Supplies	1,158	304	1,000	1,000	1,000
6327 Miscellaneous Equipment	650	-	1,716	49,216	1,500
6401 Accounting/Audit	8,884	6,923	9,277	9,277	8,199
6403 Bank Services	1,585	3,101	1,800	1,800	3,100
6404 Consulting	-	38,477	-	14,000	-
6408 Contractor Fees	-	-	1,000	1,000	-
6411 Temporary Help	11,015	-	-	-	-
6412 Advertising	28,099	11,011	31,739	31,739	29,352
6413 Utilities	73,166	71,873	86,746	86,746	84,703
6418 Equip Repairs & Maint	845	738	1,287	1,287	1,190
6419 Communication Equip Repairs	655	-	-	-	-
6424 Software Support	750	325	775	775	775
6501 Insurance	79,207	91,886	89,163	89,163	106,440
6601 Depreciation Expense	618,105	565,416	508,042	508,042	500,129
6804 Equipment	-	-	-	90,929	-
Total Expense	$ 1,108,146	$ 1,113,894	$ 1,112,198	$ 1,250,627	$ 1,121,149

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Printing & Reproduction		Advertising	
Public information materials	$ 3,000	Events	$ 10,000
Rider's guide	3,700	Print	10,000
Fare media	4,433	Broadcast	9,352
General printing	230		$ 29,352
City copy charges	2,600		
	$ 13,963		

CITY OF APPLETON 2009 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe, reliable service					
# road calls	12	23	15	20	15
# customer complaints	0	0	0	0	0
Strategic Outcomes					
Avg. vehicle age - years	5.33	6.33	7.3	7.3	8.3
Avg. vehicle mileage	232,378	261,852	292,055	292,100	321,956
Vehicles that meet service obligations					
% of scheduled trips completed	99.9%	99.9%	98.0%	99.0%	98.0%
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	30	30	30	30	30
Miles operated	880,219	893,218	883,699	884,000	883,700
# inspections completed	313	316	300	310	300
Clean buses					
# exterior cleanings	6,200	6,400	6,680	6,200	6,400
# interior cleanings	741	818	650	800	650
Fleet records management					
# work orders processed	1,112	1,785	1,500	1,700	1,750

CITY OF APPLETON 2009 BUDGET
VALLEY TRANSIT

Vehicle Maintenance **Business Unit 5820**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4210 Federal Grants	$ 4,011	$ 925	$ -	$ -	$ -
5030 Damage to City Property	2,005	2,042	-	-	-
	$ 6,016	$ 2,967	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 371,167	$ 377,842	$ 338,167	$ 338,167	$ 347,285
6104 Call Time	588	616	322	322	332
6105 Overtime	10,910	11,766	11,889	11,889	12,254
6150 Fringes	131,242	141,647	145,710	145,710	140,681
6309 Shop Supplies & Tools	19,912	18,541	21,325	21,325	21,325
6321 Clothing	55	110	-	-	-
6322 Gas Purchases	4,582	5,176	6,279	6,279	7,283
6326 Vehicle & Equipment Parts	51,517	54,267	63,950	94,164	63,980
6418 Equip Repairs & Maint	1,601	832	1,030	1,030	1,030
6430 Health Services	1,789	860	875	875	875
6451 Laundry Services	3,886	3,259	3,400	3,400	3,400
6501 Insurance	25,232	27,321	27,674	27,674	29,169
6599 Other Contracts/Obligations	708	606	1,000	1,000	1,000
6804 Equipment	-	-	-	50,767	-
	$ 623,189	$ 642,843	$ 621,621	$ 702,602	$ 628,614

DETAILED SUMMARY OF 2009 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	$ 9,597
Brake system parts	6,398
Electrical system parts	9,597
Wheelchair ramp parts	3,199
Heating/cooling system parts	6,398
Engine parts	9,597
Miscellaneous vehicle parts	19,194
	$ 63,980

CITY OF APPLETON 2009 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 $93,295 budgeted in equipment in 2008 was for HVAC upgrades to the Whitman Avenue building and lighting upgrades to both the Whitman Avenue building and the Transit Center. There are no new projects planned for 2009.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	0	2	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	37	37	37	37	37
Maintenance schedule					
# cleanings major facilities	561	562	568	565	568
# cleanings minor facilities	836	727	460	600	500
# inspections	12	12	12	12	12

CITY OF APPLETON 2009 BUDGET
VALLEY TRANSIT

Facilities Maintenance **Business Unit 5830**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4802 Charges for Serv. - Tax	$ 4,332	$ 5,525	$ -	$ -	$ -
5015 Facility Rent	6,600	6,000	6,000	6,000	6,000
	$ 10,932	$ 11,525	$ 6,000	$ 6,000	$ 6,000
Expenses					
6306 Building Maint./Janitorial	$ 9,582	$ 9,657	$ 7,731	$ 7,731	$ -
6308 Landscape Supplies	163	-	-	-	-
6327 Miscellaneous Equipment	1,444	213	3,000	3,000	3,000
6407 Collection Services	675	700	725	725	725
6414 Janitorial Service	31,140	-	-	-	-
6416 Building Repairs & Maint.	11,233	-	-	-	-
6420 Facilities charges	-	87,671	103,488	103,488	97,425
6440 Snow Removal Services	3,052	7,275	5,147	5,147	4,760
6451 Laundry Services	535	377	825	825	654
6454 Grounds Repair & Maint.	2,678	-	-	-	-
6501 Insurance	14,253	17,545	13,564	13,564	10,083
6599 Other Contracts & Obligations	264	-	-	-	-
6804 Equipment	-	-	93,295	146,580	-
	$ 75,019	$ 123,438	$ 227,775	$ 281,060	$ 116,647

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

Diesel fuel, which was budgeted at $2.62 per gallon in 2008, is being budgeted at $3.61 in 2009. Though Valley Transit is not subject to federal or State fuel taxes and achieves bulk purchasing rates, this still represents a $175,000 increase in operating expenses.

This budget also reflects the detour of Route 20, Route 11, and Route 8 during the College Avenue bridge reconstruction.

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.

Given the increase in operating expenses, primarily fuel for the fixed route portion, and a decline in state and federal support, this budget includes an increase of cash fares from $1.50 to $1.80 per ride, but also an increased incentive to purchase 10-ride or 30-day passes by making them less expensive relative to the cash fare. The last fare increase was in 2005. Ridership is projected to increase 2%. In addition, we are requesting the authority to implement an additional $0.20 cash fare increase in July, 2009, if Valley Transit's average cost of fuel in the first six months of 2009 exceeds the budgeted amount of $3.61/gallon.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe, reliable, convenient service					
# pay out accidents	3	8	<5	4	4
% on-time performance	93.9%	94.6%	90-95%	92.0%	93.0%
Half-hour peak headways	9	9	9	8	8
Helpful, friendly employees					
# customer complaints	20	26	12	20	12
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$ 4.20	$ 4.54	$ 4.14	$ 4.64	$ 5.09
Efficient service delivery					
Trips per hour	15.3	16.0	16.0	16.5	16.5
Work Process Outputs					
Service Provided					
Hours of service	61,092	59,650	59,872	56,653	56,653
Miles of service	880,219	893,218	883,699	845,645	852,085
Trips taken	937,297	958,359	956,137	993,478	943,804

CITY OF APPLETON 2009 BUDGET
VALLEY TRANSIT

Operations **Business Unit 5840**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4210 Federal Grants	$ 10,355	$ 12,603	$ -	$ -	$ -
4875 Farebox Revenue	677,587	677,421	675,000	675,000	849,100
4876 Special Transit Revenues	13,720	14,598	15,000	15,000	15,000
5085 Cash Short or Over	(438)	(815)	-	-	-
	$ 701,224	$ 703,807	$ 690,000	$ 690,000	$ 864,100
Expenses					
6101 Regular Salaries	$ 1,738,068	$ 1,732,747	$ 1,789,334	$ 1,789,334	$ 1,844,034
6104 Call Time	2,197	2,006	2,358	2,358	2,448
6105 Overtime	63,202	64,993	55,051	55,051	57,161
6150 Fringes	753,954	740,376	872,467	872,467	846,746
6321 Clothing	5,911	4,979	6,180	6,180	6,180
6322 Gas Purchases	373,966	410,060	463,269	463,269	638,320
6326 Vehicle & Equipment Parts	34,771	46,100	39,875	69,875	41,605
6327 Miscellaneous Equipment	1,404	2,924	2,000	2,000	2,000
6404 Consulting Services	-	2,650	-	2,650	-
6419 Communication Eq. Repairs	-	188	1,500	1,500	1,500
6430 Health Services	5,906	5,316	5,975	5,975	5,975
6501 Insurance	12,718	14,404	17,229	17,229	21,707
6599 Other Contracts/Obligations	2,326	1,578	700	700	-
	$ 2,994,423	$ 3,028,321	$ 3,255,938	$ 3,288,588	$ 3,467,676

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Gas Purchases *	
Diesel fuel,176,820 gal. est @ $3.61/gal	$ 638,320
	$ 638,320

Vehicle & Equipment Parts	
Oil & other lubricants	$ 12,000
Tire repairs & retreads	16,105
New tires	13,500
	$ 41,605

* Valley Transit does not pay federal gas tax (currently at $0.244/gal) or State tax (currently at $0.309 gal) and attains bulk purchasing rates.

CITY OF APPLETON 2009 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 increase in contractor fees ($339,279) is due to both an increase in ridership utilizing ADA paratransit services and an increase in ride costs. Ridership increased 11% in 2007 and another 11%, to date, in 2008. This trend is expected to continue into 2009. Since the service provider charges us on a per trip basis (which includes cost of living and fuel price increases), the cost of supplying this service is expected to increase substantially as well in 2009. The contract cost per trip is budgeted at $17.82/trip in 2009 compared to $17.29/trip in 2008. In 2008, we budgeted for 63,072 trips versus a projected actual of 72,900 trips. Therefore, we are budgeting for 76,600 trips in 2009. There are more seniors and disabled people in the region who qualify for ADA paratransit services.

The number of ADA certifications is budgeted at 1,545. The number of certifications increased 12% from 2006 to 2007 and in 2008 has increased 16% over 2007. A three year contract was awarded in 2007 for a cost of $19 per certification. Our costs for 2008 are projected to be around $37,164. With 33% fare increase proposed for ADA services in 2009, the ADA certifications should be reduced. We are projecting a 10% increase in certifications for a cost of $40,888.

This program is funded by grants which are recorded in 5860, misc. local aids and fare revenues.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	1	0	0	1	1
% on-time performance	97.6%	96.3%	90-95%	96.0%	90-95%
Helpful, friendly employees					
# customer complaints	73	82	52	98	75
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$ 18.35	$ 18.39	$ 19.26	$ 20.75	$ 21.50
Efficient service delivery					
Trips per hour	1.8	1.9	2.0	2.0	2.0
Work Process Outputs					
Service Provided					
Hours of service/yr	33,284	34,228	30,905	35,762	35,000
Miles of service/yr	430,145	461,050	425,736	481,848	480,000
Trips taken/yr	59,451	66,502	63,072	72,900	76,600

CITY OF APPLETON 2009 BUDGET
VALLEY TRANSIT

ADA Paratransit **Business Unit 5850**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4230 Miscellaneous Local Aids	$ 167,817	$ 202,079	$ 229,346	$ 229,346	$ 242,119
4875 Farebox Revenue	225,323	256,306	239,672	239,672	358,490
	$ 393,140	$ 458,385	$ 469,018	$ 469,018	$ 600,609
Expenses					
6101 Regular Salaries	$ 29,176	$ 25,162	$ 33,000	$ 33,000	$ 36,144
6105 Overtime	2,522	1,556	-	-	-
6150 Fringes	13,206	12,089	12,964	12,964	14,552
6201 Training & Conferences	546	453	853	853	1,240
6301 Office Supplies	672	686	711	711	1,033
6302 Subscriptions	-	-	300	300	-
6303 Memberships & Licenses	290	315	-	-	455
6304 Postage\Freight	567	406	586	586	852
6306 Building Maint./Janitorial	1,162	1,706	1,269	1,269	-
6308 Landscape Supplies	28	-	-	-	-
6320 Printing & Reproduction	3,191	2,458	2,870	2,870	3,637
6322 Gas Purchases	779	950	1,041	1,041	1,897
6327 Miscellaneous Equipment	-	-	284	284	-
6401 Accounting/Audit	1,508	1,359	1,538	1,538	2,136
6404 Consulting Services	-	230	-	-	-
6408 Contractor Fees	955,966	1,107,122	1,090,741	1,090,741	1,365,020
6412 Advertising	4,790	2,083	5,261	5,261	7,648
6413 Utilities	18,539	14,109	13,671	13,671	20,172
6414 Janitorial Service	5,287	-	-	-	-
6416 Building Repairs & Maint	1,857	-	-	-	-
6418 Equip Repairs & Maint	132	294	213	213	310
6420 Facilities Charges	-	10,653	10,345	10,345	16,272
6424 Software Support	10,755	9,157	9,425	9,425	9,500
6440 Snow Removal Services	518	683	853	853	1,240
6454 Grounds Repair & Maintenance	713	-	-	-	-
6501 Insurance	2,420	3,444	2,239	2,239	3,114
6599 Other Contracts/Obligations	24,939	28,203	26,265	26,265	40,888
	$ 1,079,563	$ 1,223,118	$ 1,214,429	$ 1,214,429	$ 1,526,110

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Contractor Fees

Purchased transportation: Valley Transit II - Disabled, 80,248 trips	$ 1,365,020
	$ 1,365,020

Other Contracts/Obligations

ADA certifications	$ 40,888
	$ 40,888

CITY OF APPLETON 2009 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:

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 and Thrivent is funding the local share of the extended Call-A-Ride service. We are applying for additional grants thru the Community Foundation and to Community First. All other costs for both programs are funded by federal and State grants. Other services accounted for in this program are supported by state and federal operating grants, fare revenues, and, with local support provided by the communities and programs benefiting from those services.

The ancillary paratransit services have also increased in use by an overall 5.6%. The costs of providing the services is also increasing as our service providers' operating costs and fuel costs have increased. The local share of all ancillary paratransit services is paid for by the three counties and the cities of Appleton, Neenah, and Menasha and the towns of Buchanan, Harrison and Menasha. The people who are paying for the local share determine what the fare and operating rules will be for each of the services. There is no City of Appleton money proposed for ADA paratransit and only $3,444 for a portion of Darboy Call-a-Ride service in 2009.

Trips taken by Outagamie support employment have decreased. The number of eligible people who ride is determined by the number of jobs available to them. When jobs decrease, so does ridership. Calumet New Hope Center trips taken has increased because the agency took on management of two group homes in addition to transporting people working at New Hope.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	2	0	0	0
Customer rating of reliability (excellent or average)	95%	95%	95%	95%	95%
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
Work Process Outputs					
Service provided - Trips taken by contract					
Outagamie TANF	1,641	1,400	4,430	2,018	2,926
Outagamie/Calumet elderly	4,048	4,011	4,169	3,209	3,209
Outagamie rural	3,870	4,660	4,155	4,699	5,075
Outagamie support employment	72,477	72,072	71,400	49,730	49,730
Northern Winnebago Dial-A-Ride	11,158	14,154	12,542	14,087	14,934
Lakeside Packaging Plus	23,972	24,722	23,972	27,441	30,460
Winnebago mealsite	2,739	2,696	2,962	1,483	1,483
Calumet New Hope Center	13,893	15,971	15,741	22,317	27,896
Calumet rural	2,314	2,399	2,455	3,087	3,859

CITY OF APPLETON 2009 BUDGET
VALLEY TRANSIT

Ancillary Paratransit **Business Unit 5860**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ 91,000
4230 Miscellaneous Local Aids	260,340	325,056	633,266	633,266	665,260
4875 Farebox Revenue	122,645	146,554	147,016	147,016	194,390
5020 Donations & Memorials	-	-	-	-	101,490
	$ 382,985	$ 471,610	$ 780,282	$ 780,282	$ 1,052,140
Expenses					
6408 Contractor Fees	$ 995,700	$ 1,207,753	$ 1,296,546	$ 1,296,546	$ 1,582,610
6430 Health Services	668	166	500	500	500
	$ 996,368	$ 1,207,919	$ 1,297,046	$ 1,297,046	$ 1,583,110

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Contractor Fees

Purchased transportation:	
Valley Transit II - elderly	$ 57,510
purchased transportation - optional	5,080
Outagamie County - Developmentally disabled transportation	427,140
Outagamie County - demand response - rural	180,970
Outagamie County - temporary assistance for needy families	52,460
Winnebago County - Lakeside Packaging Plus	124,810
Town of Menasha - elderly service	30,560
Winnebago County - nutrition	14,590
Neenah - Dial-A-Ride	152,570
Darboy - Call-A-Ride	20,840
Calumet County - New Hope Center	93,770
Calumet County - rural service	80,000
Late evening Call-A-Ride service	225,000
Call-A-Ride service beyond current fixed route service boundaries	89,310
Trolley service - downtown	28,000
	$ 1,582,610

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	4,884,467	5,000,852	5,646,892	5,490,930	5,490,930	5,977,384	5,844,662
Interest Income	0	0	77,356	37,000	37,000	0	50,000
Charges for Services	1,043,607	1,100,404	1,000,474	1,076,688	1,076,688	1,236,534	1,416,980
Capital Contributions	135,693	134,639	0	18,659	18,659	0	0
Other Revenues	115,798	65,588	167,196	56,000	56,000	101,990	172,490
Transfers In	556,103	619,891	1,893,450	662,694	662,694	820,882	681,070
TOTAL REVENUES	6,735,668	6,921,374	8,785,368	7,341,971	7,341,971	8,136,790	8,165,202
EXPENSES BY LINE ITEM							
Regular Salaries	1,708,586	1,737,141	1,536,000	1,815,918	1,805,918	1,903,535	1,905,287
Labor Pool Allocations	182,278	182,219	127,455	184,929	184,929	156,506	156,506
Call Time	2,785	2,622	7,507	2,680	2,680	2,780	2,780
Overtime	80,902	81,342	92,723	72,127	72,127	74,880	74,880
Part-Time	0	0	2,050	0	0	0	0
Incentive Pay	3,030	3,270	0	3,400	3,400	3,400	3,400
Other Compensation	30,284	30,508	29,054	39,450	39,450	39,950	39,950
Sick Pay	102,805	105,416	41,166	70,185	70,185	66,792	67,400
Vacation Pay	200,779	194,633	158,044	193,939	193,939	200,760	199,840
Holiday Pay	89,889	102,093	66,486	104,958	104,958	113,568	112,128
Fringes	963,283	963,625	885,469	1,113,572	1,109,572	1,099,946	1,094,407
Unemployment Compensation	4,981	1,950	0	6,656	6,656	0	0
Salaries & Fringe Benefits	3,369,602	3,404,819	2,945,954	3,607,814	3,593,814	3,662,117	3,656,578
Training & Conferences	3,761	2,760	6,972	6,000	6,000	6,000	6,000
Employee Recruitment	4,149	7,760	85	0	0	0	0
Office Supplies	4,630	4,187	3,350	5,000	5,000	5,000	5,000
Subscriptions	570	287	93	600	600	300	300
Memberships & Licenses	2,000	1,920	2,010	2,200	2,200	2,200	2,200
Postage & Freight	3,903	2,475	1,090	4,120	4,120	4,120	4,120
Awards & Recognition	734	638	722	815	815	779	779
Building Maintenance/Janitor.	10,744	11,363	0	9,000	9,000	0	0
Food & Provisions	532	1,560	1,192	1,086	1,086	1,038	1,038
Insurance	133,830	154,600	122,264	149,869	149,869	170,513	170,513
Depreciation Expense	618,105	565,416	423,288	508,042	508,042	500,129	500,129
Administrative Expense	782,958	752,966	561,066	686,732	686,732	690,079	690,079
Landscape Supplies	191	0	0	0	0	0	0
Shop Supplies & Tools	19,912	18,541	19,964	21,325	21,325	21,325	21,325
Miscellaneous Supplies	0	0	86	0	0	0	0
Printing & Reproduction	15,646	12,550	17,813	18,600	18,600	17,600	17,600
Clothing	5,966	5,089	4,371	6,180	6,180	6,180	6,180
Gas Purchases	379,327	416,186	558,014	470,589	470,589	647,500	647,500
Safety Supplies	1,158	304	519	1,000	1,000	1,000	1,000
Vehicle & Equipment Parts	86,288	100,367	101,446	103,825	164,039	105,585	105,585
Miscellaneous Equipment	3,498	3,137	2,631	7,000	54,500	6,500	6,500
Supplies & Materials	511,986	556,174	704,844	628,519	736,233	805,690	805,690
Accounting/Audit	10,392	8,282	11,925	10,815	10,815	10,335	10,335
Bank Services	1,585	3,101	2,220	1,800	1,800	0	3,100
Consulting Services	0	41,357	12,398	0	16,650	0	0
Collection Services	675	700	449	725	725	725	725
Contractor Fees	1,951,667	2,273,475	2,072,193	2,348,287	2,348,287	3,064,080	2,947,630
Temporary Help	11,015	0	0	0	0	0	0
Advertising	32,889	13,094	34,372	37,000	37,000	37,000	37,000
Health Services	8,363	6,342	6,249	7,350	7,350	7,350	7,350
Snow Removal Services	3,570	7,958	8,704	6,000	6,000	6,000	6,000
Laundry Services	4,421	3,636	3,299	4,225	4,225	4,054	4,054
Other Contracts/Obligations	28,237	71,787	47,034	67,965	67,965	30,000	41,888
Purchased Services	2,052,814	2,429,732	2,198,843	2,484,167	2,500,817	3,159,544	3,058,082
Electric	44,095	41,796	43,503	49,387	49,387	49,665	49,665
Gas	25,377	25,315	33,002	33,058	33,058	37,183	37,183
Water	5,484	6,198	5,042	5,226	5,226	5,226	5,226

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Waste Disposal/Collection	2,749	2,559	2,030	2,850	2,850	2,850	2,850
Stormwater	5,056	5,686	4,537	5,625	5,625	5,625	5,625
Telephone	8,946	4,427	4,038	4,271	4,271	4,326	4,326
Utilities	91,707	85,981	92,152	100,417	100,417	104,875	104,875
Janitorial Service	36,426	0	0	0	0	0	0
Building Repair & Maintenance	13,090	0	0	0	0	0	0
Equipment Repair & Maintenanc	2,578	1,864	6,173	2,530	2,530	2,530	2,530
Communications Equip. Repairs	655	188	0	1,500	1,500	1,500	1,500
Facilities Charges	0	98,324	102,392	113,833	113,833	113,697	113,697
Software Support	11,505	9,482	7,743	10,200	10,200	10,275	10,275
Grounds Repair & Maintenance	3,390	0	0	0	0	0	0
Repair & Maintenance	67,644	109,858	116,308	128,063	128,063	128,002	128,002
Machinery & Equipment	0	0	0	93,295	288,276	0	0
Capital Expenditures	0	0	0	93,295	288,276	0	0
TOTAL EXPENSES	6,876,711	7,339,530	6,619,167	7,729,007	8,034,352	8,550,307	8,443,306

CITY OF APPLETON 2009 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Charges for Services	$ 1,039,275	$ 1,094,879	$ 1,076,688	$ 1,076,688	$ 1,416,980
Miscellaneous	97,447	69,071	56,000	56,000	172,490
Total Revenues	1,136,722	1,163,950	1,132,688	1,132,688	1,589,470
Expenses					
Operating Expenses	6,256,599	6,772,074	7,127,670	7,307,670	7,943,177
Depreciation	597,427	565,414	508,042	508,042	500,129
Interest Expense	-		-	-	-
Miscellaneous (Capital Expenses)	-	-	-	-	-
Total Expenses	6,854,026	7,337,488	7,635,712	7,815,712	8,443,306
Revenues over (under) Expenses	(5,717,304)	(6,173,538)	(6,503,024)	(6,683,024)	(6,853,836)
Non-Operating Revenues (Expenses)					
Investment Income	33,008	152,008	37,000	37,000	50,000
Operating & Capital Subsidies	4,530,766	5,006,545	5,434,953	5,508,213	5,844,662
Total Non-Operating	4,563,774	5,158,553	5,471,953	5,545,213	5,894,662
Income (Loss) Before Contributions and Transfers	(1,153,530)	(1,014,985)	(1,031,071)	(1,137,811)	(959,174)
Contributions and Transfers In (Out)					
Capital Contributions	456,386	147,257	74,636	74,636	-
General Fund	556,104	449,571	662,694	769,434	681,070
Capital Projects	-	-	-	-	-
Change in Net Assets	(141,040)	(418,157)	(293,741)	(293,741)	(278,104)
Total Net Assets - Beginning	7,238,678	7,097,638	6,679,481	6,679,481	6,385,740
Total Net Assets - Ending	$ 7,097,638	$ 6,679,481	$ 6,385,740	$ 6,385,740	$ 6,107,636

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	$ 912,310	$ 1,051,975
+ Change in Net Assets	(293,741)	(278,104)
+ Depreciation	508,042	500,129
- Fixed Assets	(93,295)	-
+ F/A Funded by Restricted Cash	18,659	-
Working Cash - End of Year	$ 1,051,975	$ 1,274,000

* Carryover from 2007-2008 was $166,255. We are projecting to use $106,740 to cover the increase in fuel costs for 2008. $59,515 is expected to be carried over to 2009 to allow a contigency for 2009 operations.

CITY OF APPLETON 2009 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 2009 BUDGET
PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

To provide quality, cost effective public works services for our customers.

DISCUSSION OF SIGNIFICANT 2008 EVENTS

Coordinated the installation of street lighting at the Lake Park/Kensington and Lake Park/Plank intersections
Continued to evaluate several street patching machines to find a more permanent patch method
Continued implementation of the City's temporary traffic control (TTC) program including extension of enforcement authority to the traffic section
Installed/retrofit LED's at 10 signalized intersections, saving the City $6,400 per year in electricity costs
Analyzed three arterial corridors in the City to improve traffic signal coordination and implemented new timing plans in the field
Celebrated National Public Works Week with the following events:
· Open House at the Municipal Services Building
· 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 on the final design of the College Avenue bridge project
Evaluated the 2009 equipment purchases and determined that 8 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
Experienced an increase in the number of accidents due to the number of hours on the road for snow and ice activities. No major accidents involving personal injury or significant damage to vehicles
Experienced a record snowfall this winter which had a significant impact on every line of the snow and ice budget
Received assistance from Outagamie County and contractors to haul snow and clear vision corners this winter
Mixed chips with the salt to conserve the amount of salt used which resulted in a longer than normal time to clean the streets this spring
Completed continuity of operations plan
Completed major upgrades to the traffic signal and lighting equipment at the Calumet Street/Memorial Drive intersection
Developed recommendations for TTC equipment purchasing, storage, deployment and cross-departmental coordination
Expanded the City's traffic communications grid to add approximately 8 additional intersections in advance of our planned conversion to centralized traffic control in 2009

	Actual 2006	Actual 2007	Projected 2008	Targeted 2009
Streets - Total miles by surface type				
Concrete	185.35	210.49	218.57	222.11
Asphalt	116.00	94.70	94.57	95.37
Grade & Gravel	38.02	28.92	24.91	24.12
TOTAL	339.37	334.11	338.05	341.60
Net Change to Street System				
Annexed/Vacated Asphalt	0.00	0.00	0.48	0.00
Grade & Gravel	4.63	0.00	2.65	3.00
TOTAL	4.63	0.00	3.13	3.00
% of Total Miles Reconstructed				
Concrete	0.16%	0.00%	0.46%	0.81%
Asphalt	1.73%	0.50%	0.53%	0.41%
TOTAL	1.89%	0.50%	0.99%	1.22%
Sidewalks - Miles Reconstructed by Program				
Green Dot	1.80	3.35	3.00	3.00
Asphalt Reconstruct	0.76	1.69	0.90	0.70
Concrete Reconstruct	0.80	0.68	0.70	1.32
Property Owner Request	0.70	2.59	3.30	2.30
TOTAL	4.06	8.31	7.90	7.32

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT

MAJOR 2009 OBJECTIVES

Create and implement new equipment training data base
Monitor, review and react to input from customers by continuing to use the customer service module
Complete the final major year in the City's traffic LED retrofit 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
Conduct monthly press conferences for the College Avenue bridge project
Oversee installation of future City-owned decorative street lighting on College Avenue between Drew Street and John Street, including the College Avenue bridge
Implement hardware and software that will allow conversion to centralized traffic control in 2009
Analyze three arterial corridors in the City to improve traffic signal coordination. Implement new timing plans as needed
In conjunction with the E. College Avenue bridge reconstruction projects, provide design services and reconstruct the traffic/signals at the College/Meade and College/Lawe intersections
Work with the Community Development Department to complete the City's comprehensive plan
Implement Safe Routes to School plans for Franklin, Lincoln, and Richmond elementary schools and develop an on-street bicycle lane plan (budgeted in the Safe Routes To School special revenue fund beginning on page 372)

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 1,938,768	$ 2,023,324	$ 1,800,125	$ 1,800,125	$ 2,001,489	11.19%
Program Expenses							
17011	Administrative Service	1,310,804	1,379,181	1,275,353	1,275,353	1,514,985	18.79%
17014	Concrete Reconstruction	2,023,599	1,186,650	2,411,302	2,485,241	2,024,919	-16.02%
17015	Sidewalk Reconstruction	479,614	755,289	697,918	730,918	638,014	-8.58%
17016	Asphalt Reconstruction	783,385	1,036,046	1,131,444	1,251,444	1,016,672	-10.14%
17022	Traffic - Control	704,222	799,484	793,155	823,602	830,673	4.73%
17023	Street Lighting	1,150,802	1,176,371	1,342,167	1,342,167	1,350,147	0.59%
17031	MSB Administration	998,283	1,174,104	1,274,032	1,274,032	1,296,425	1.76%
17032	Street Repair	1,508,480	1,580,902	1,506,348	1,560,683	1,755,469	16.54%
17033	Snow & Ice Control	571,303	1,021,278	935,810	1,035,810	1,002,937	7.17%
15520	Inspections	610,694	594,524	602,174	602,174	591,210	-1.82%
TOTAL		$ 10,141,186	$ 10,703,829	$ 11,969,703	$ 12,381,424	$ 12,021,451	0.43%
Expenses Comprised Of:							
Personnel		4,122,994	4,382,149	4,530,306	4,530,306	4,789,217	5.72%
Administrative Expense		68,970	59,544	68,386	68,386	66,580	-2.64%
Supplies & Materials		944,495	788,232	857,786	1,032,633	1,008,061	17.52%
Purchased Services		556,767	744,630	554,798	584,906	681,210	22.79%
Utilities		1,355,405	1,369,779	1,535,783	1,535,783	1,537,186	0.09%
Repair & Maintenance		859,671	1,159,205	1,221,578	1,221,578	1,290,014	5.60%
Capital Expenditures		2,232,884	2,200,290	3,201,066	3,407,832	2,649,183	-17.24%
Full Time Equivalent Staff:							
Personnel allocated to programs		59.80	58.57	55.32	55.32	57.81	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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"
Review DPW services for efficiency and need

Major Program Changes:

The increase in salaries and fringe benefits ($192,578) is due to the continued reallocation of labor costs between the various programs within the public works department. Each year, personnel costs are allocated to the various budgets based on past history as well as known upcoming projects. In 2009, more of these costs were allocated to this budget to better coincide with actual costs expected to be incurred in 2009 as well as bring the budget in line with actual costs incurred in past years.

This program includes funding for Appleton's portion of the Fox Cities wayfinding signage program ($50,800, partially offset by a $25,400 grant from the Fox Cities Convention and Visitors Bureau).

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	587	602	600	600	600
Recovery of project costs					
# of assessment bills prepared	2,136	2,332	2,500	2,500	2,500
Compliance with city regulations					
# of site plans reviewed	32	43	40	40	40
Strategic Outcomes					
Effective use of budgeted funds					
% of budget dollars obligated	92%	94%	100%	100%	100%
Consistent & current information					
Policies reviewed and updated	7	6	8	8	8
Work Process Outputs					
Service provided					
# of agenda items prepared	310	267	300	300	300
Improvements/additions to infrastructure					
$ of projects bid for all funds	$ 10,721,050	$ 15,932,892	$ 18,000,000	$ 18,000,000	$ 18,600,000

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT

Administrative Services **Business Unit 17011**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4408 Sidewalk	$ 6,375	$ 4,440	$ 7,500	$ 7,500	$ 5,000
4409 Street Occupancy	2,715	2,560	1,500	1,500	2,600
4410 Street Excavation	4,745	6,410	4,200	4,200	5,000
4608 Snow Removal	-	150	-	-	-
4801 Charges for Serv. - Nontax	-	35	-	-	-
5004 Sale of City Prop - Nontax	24	-	-	-	-
5005 Sale of City Prop - Tax	16	-	-	-	-
5010 Misc Revenue - Nontax	3,797	8,420	5,000	5,000	6,000
5011 Misc Revenue - Tax	3	173	100	100	100
5035 Other Reimbursements	149	-	200	200	25,400
Total Revenue	$ 17,824	$ 22,188	$ 18,500	$ 18,500	$ 44,100
Expenses					
6101 Regular Salaries	$ 809,815	$ 862,174	$ 768,042	$ 768,042	$ 903,374
6104 Call Time	1,426	1,340	1,000	1,000	1,500
6105 Overtime	12,735	12,634	8,900	8,900	9,500
6108 Part-Time	1,887	2,676	2,021	2,021	2,021
6150 Fringes	314,795	334,349	315,089	315,089	371,235
6201 Training\Conferences	18,516	17,576	13,000	13,000	13,000
6206 Parking Permits	10,485	12,025	11,766	11,766	12,720
6301 Office Supplies	5,292	6,449	6,500	6,500	6,300
6302 Subscripitons	198	29	100	100	100
6303 Memberships & Licenses	4,336	2,764	4,800	4,800	3,500
6304 Postage\Freight	417	407	675	675	550
6305 Awards & Recognition	1,123	1,502	1,557	1,557	1,557
6309 Shop Supplies & Tools	7,258	7,734	6,250	6,250	7,700
6315 Books & Library Materials	421	789	900	900	600
6320 Printing & Reproduction	19,094	17,238	21,000	21,000	19,300
6321 Clothing	1,942	2,292	2,340	2,340	2,740
6323 Safety Supplies	465	744	400	400	400
6324 Medical/Lab Supplies	8	-	-	-	-
6327 Miscellaneous Equipment	1,531	956	2,720	2,720	1,900
6328 Signs	-	-	-	-	50,800
6402 Legal Fees	750	124	100	100	200
6404 Consulting Services	3,408	7,508	1,360	1,360	1,360
6408 Contractor Fees	-	4,362	1,000	1,000	-
6409 Inspection Fees	9,782	-	-	-	-
6412 Advertising/Publication	1,667	1,540	1,500	1,500	2,225
6413 Utilities	12,601	11,533	11,699	11,699	8,176
6418 Equip Repairs & Maint	3,183	8,191	9,000	9,000	7,900
6425 CEA Equip. Rental	53,575	45,296	68,834	68,834	70,727
6430 Health Services	13	100	-	-	-
6451 Laundry Services	3,646	4,333	3,800	3,800	4,600
6599 Other Contracts/Obligations	10,435	12,516	11,000	11,000	11,000
Total Expense	$ 1,310,804	$ 1,379,181	$ 1,275,353	$ 1,275,353	$ 1,514,985

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
General staff training	$ 4,200
Supervisor training	1,800
Technical training	7,000
	$ 13,000
Printing & Reproduction	
Bid documents/copier chgs	100
Inspections Department forms	19,200
	$ 19,300

Signs	
27 wayfinding signs	$ 50,800
	$ 50,800
Other Contracts/Obligations	
Digger's hotline	$ 11,000
	$ 11,000

CITY OF APPLETON 2009 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 2009 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:

The $161,499 budgeted in miscellaneous state aid revenue represents the bi-annual Local Road Improvement Program (LRIP) grant payment. The LRIP is a state program that is awarded with each biennial state budget and can be paid in either year of the state budget biennium.

Concrete reconstruction on Durkee Street between Franklin and North Streets ($110,821) and on Washington Street between Bennett and Story Streets ($31,009) have been deferred one year to meet levy constraints.

Please see Projects, page 622 for further detail about this program.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	28.63	28.18	28.00	28.10	28.00
Miles of street under min. rideability	21.81	22.52	23.00	22.40	22.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	339.37	334.11	344.11	338.05	341.60
Total miles in concrete	185.35	210.49	193.32	218.57	222.11
% of total miles reconstructed (concrete to concrete)	0.16%	0.00%	0.24%	0.46%	0.81%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	0.99	0.00	1.77	1.56	2.75
Expansion of street system					
Miles of new grade & gravel streets	4.63	0.00	0.00	2.65	3.00

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT

Concrete Reconstruction **Business Unit 17014**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aid	$ -	$ 463,435	$ -	$ -	$ 161,499
4602 Concrete Paving	721,308	374,945	615,000	615,000	500,000
4615 Grade & Gravel	9,164	11,256	20,000	20,000	15,000
5035 Other Reimbursements	14,704	(275)	-	-	-
Total Revenue	$ 745,176	$ 849,361	$ 635,000	$ 635,000	$ 676,499
Expenses					
6101 Regular Salaries	$ 126,219	$ 98,778	$ 133,953	$ 133,953	$ 133,855
6105 Overtime	4,537	3,737	6,000	6,000	4,500
6108 Part-Time	5,679	7,327	4,931	4,931	4,931
6150 Fringes	51,604	40,298	58,629	58,629	59,488
6308 Landscape Supplies	925	2,150	10,912	7,312	5,782
6325 Construction Materials	215,206	3,822	88,000	88,000	109,750
6328 Signs	16,110	7,920	6,411	4,411	7,316
6402 Legal Fees	140	300	-	-	-
6404 Consulting Services	206,761	130,489	109,500	139,273	50,000
6408 Contractor Fees	55,378	24,156	10,000	6,000	24,110
6413 Utilities	1,023	1,242	-	-	-
6425 CEA Equip. Rental	2,963	3,129	3,400	3,400	5,000
6503 Rent	2,876	-	-	-	-
6801 Land	93,091	121,776	755,000	909,430	322,727
6809 Infrastructure Construction	1,241,087	741,526	1,224,566	1,123,902	1,297,460
Total Expense	$ 2,023,599	$ 1,186,650	$ 2,411,302	$ 2,485,241	$ 2,024,919

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

	Street	From	To	General Fund
Labor Pool				**172,440**
Land Acquisition	French Rd	USH 41	Edgewood	
	Memorial Dr	Fox River	Lawrence St	150,000
	Misc Land acquisition for projects			25,000
	Providence Ave	Edgewood Dr	Citrene Place	22,727
	Wisconsin Ave	Richmond St	Ballard Rd	125,000
	Subtotal			**322,727**
Design	Consultant design	Misc projects		25,000
	Richmond St	at CTH OO		25,000
	Subtotal			**50,000**
Reconstruction	Midway Road	Plank Road	Roundabout	388,024
	Packard St	Badger Ave	Richmond St	552,599
	Subtotal			**940,623**
Total Concrete Paving				**$ 1,485,790**

Labor Pool				30,334
Grade & Gravel	Lake Park Rd	Plank (s/o rabout)	Midway (n/o)	107,907
	Midway Rd	Plank (e/o rabout)	Lake Park (w/o)	110,893
	Subtotal			**218,800**
Temporary Surface	Lake Park Rd	Plank (s/o rabout)	Midway Rd (n/o)	124,922
(County project - City's	Midway Rd	Plank (e/o rabout)	Lake Park (w/o)	165,072
share)	**Subtotal**			**289,994**
Total Grade & Gravel				**$ 539,128**

CITY OF APPLETON 2009 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:

General sidewalk construction has been reduced ($10,000) and retaining wall construction on Water Street ($40,000) deferred one year to meet levy constraints.

Please see Projects, page 630 for further detail about this program.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	2	2	1	4	1
Strategic Outcomes					
Policy decision					
% of total contract assessable	0.1%	0.0%	2.0%	0.0%	1.0%
Minimize liability					
# of insurance claims from defective sidewalks	5	0	2	4	2
Work Process Outputs					
Defective sidewalks					
Miles of green dot	1.8	1.6	1.4	1.7	1.4
Request for replacement					
Miles	0.7	1.3	0.5	0.6	0.5
Expansion of pedestrian walkways					
Miles of new sidewalks	0.3	0.6	0.8	0.3	0.8

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT

Sidewalk Construction **Business Unit 17015**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4607 Sidewalks	$ 39,814	$ 21,034	$ 35,000	$ 35,000	$ 30,000
4801 Charges for Serv.- Nontax	8,059	13,366	15,000	15,000	25,000
Total Revenue	$ 47,873	$ 34,400	$ 50,000	$ 50,000	$ 55,000
Expenses					
6101 Regular Salaries	$ 71,357	$ 48,134	$ 91,950	$ 91,950	$ 86,673
6104 Call Time	3,003	-	-	-	-
6105 Overtime	5,836	2,673	6,000	6,000	3,500
6108 Part-Time	24,717	2,757	-	-	6,572
6150 Fringes	-	18,551	30,362	30,362	30,461
6309 Shop Supplies	131	49	-	-	-
6320 Printing & Reproduction	78	-	-	-	-
6404 Consulting Services	-	150	-	-	-
6408 Contractor Fees	59,684	98,954	130,000	130,000	98,500
6425 CEA Equip. Rental	4,308	2,561	4,750	4,750	4,700
6429 Interfund Allocations	(86,310)	(20,285)	(50,000)	(50,000)	(55,000)
6809 Infrastructure Construction	396,810	601,745	484,856	517,856	462,608
Total Expense	$ 479,614	$ 755,289	$ 697,918	$ 730,918	$ 638,014

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

	General Fund
Labor Pool	**127,206**
Sidewalk Construction	
Green Dot	220,000
General	40,000
Patch Contract	98,500
Sidewalk Stairway Repairs	
Reconstruction - Concrete	103,104
Reconstruction - Asphalt	104,204
Subtotal	**565,808**
Less: Costs allocated to Utilities	**(55,000)**
Total	**$ 638,014**

CITY OF APPLETON 2009 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:

Please see Projects, page 618 for further detail about this program.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	22.79	24.51	22.00	24.40	24.00
Miles under minimum rideability	16.14	24.01	15.00	23.30	23.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	339.37	334.24	344.11	338.05	341.60
Total miles in asphalt	116.00	94.70	94.57	94.57	95.37
% of total miles reconstructed	0.39%	0.50%	2.69%	0.53%	0.41%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	1.29	1.68	1.76	1.81	1.39

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT

Asphalt Reconstruction **Business Unit 17016**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4601 Asphalt Paving	$ 260,958	$ 312,254	$ 300,000	$ 300,000	$ 300,000
Total Revenue	$ 260,958	$ 312,254	$ 300,000	$ 300,000	$ 300,000
Expenses					
6101 Regular Salaries	$ 80,903	$ 86,075	$ 129,525	$ 129,525	$ 130,711
6105 Overtime	2,276	3,629	7,000	7,000	4,500
6108 Part-Time	3,349	3,208	5,039	5,039	5,039
6150 Fringes	35,377	36,813	61,349	61,349	59,166
6308 Landscape Supplies	5,435	1,431	9,285	9,285	7,270
6325 Construction Materials	143,514	193,221	151,161	151,161	205,905
6328 Signs	5,665	4,926	3,114	3,114	5,193
6404 Consulting Services	-	320	-	-	-
6408 Contractor Fees	2,395	275	4,263	4,263	500
6425 CEA Equip. Rental	17,924	28,536	24,064	24,064	32,000
6809 Infrastructure Construction	486,547	677,612	736,644	856,644	566,388
Total Expense	$ 783,385	$ 1,036,046	$ 1,131,444	$ 1,251,444	$ 1,016,672

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

	Street	From	To	General Fund Asphalt
Labor Pool				**199,416**
Total Reconstruction	Bay St	Marquette St	Pershing St	95,306
	Clark St	Roosevelt St	Glendale Ave	152,970
	Clark St	Wisconsin Ave	Roosevelt St	91,825
	Hancock St	Bateman St	Lawe St	97,369
	Harding St	Oneida St	Carpenter St	379,786
	Subtotal			**817,256**
Total Asphalt Pavement				**$ 1,016,672**

CITY OF APPLETON 2009 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	36	41	60	35	40
# of changes to parking restrictions	58	106	95	75	75
% of signs installed or replaced	1.27%	1.88%	2.50%	2.00%	2.25%
Intersections in the City					
# of controlled intersections	1,359	1,363	1,400	1,370	1,380
# of uncontrolled intersections	705	704	745	710	720
Strategic Outcomes					
Efficient use of staff					
# of signals maintained for other municipalities	26	26	27	26	27
Work Process Outputs					
Service provided					
# of traffic control signs & signals	52 signals	58 signals	70 signals	55 signals	55 signals
repaired from knockdowns	125 signs	116 signs	135 signs	155 signs	135 signs
Respond to system demands					
# of responses for traffic & parking related changes	92	60	75	75	75

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT
Traffic Control and Maintenance **Business Unit 17022**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 4,552	$ 405	$ 1,200	$ 1,200	$ 1,000
4802 Charges for Serv.- Tax	5,450	-	-	-	-
4908 Misc. Intergov.Charges	96,231	95,590	65,050	65,050	95,000
5010 Misc Revenue - Nontax	4,724	8,428	6,370	6,370	3,370
5030 Damage to City Property	47,108	40,806	52,000	52,000	52,000
5035 Other Reimbursements	12	9,790	-	-	-
Total Revenue	$ 158,077	$ 155,019	$ 124,620	$ 124,620	$ 151,370
Expenses					
6102 Labor Pool Allocations	$ 225,653	$ 251,295	$ 237,735	$ 237,735	$ 263,964
6104 Call Time	5,026	6,218	5,700	5,700	6,000
6105 Overtime	10,680	10,878	12,000	12,000	12,000
6108 Part-Time	15,718	12,495	20,171	20,171	20,171
6150 Fringes	96,851	106,956	113,810	113,810	124,731
6301 Office Supplies	29	-	-	-	-
6309 Shop Supplies & Tools	4,827	4,870	4,270	4,270	4,300
6311 Paint & Supplies	186	1,963	150	150	150
6321 Clothing	-	3	-	-	-
6322 Gas Purchases	45	-	-	-	-
6323 Safety Supplies	225	751	-	-	-
6325 Construction Materials	78,394	104,779	109,690	140,137	110,000
6326 Equipment Parts	116	-	-	-	-
6327 Miscellaneous Equipment	2,561	2,085	7,800	7,800	7,500
6328 Signs	56,477	61,729	60,000	60,000	62,000
6408 Contractor Fees	58,999	73,175	85,000	85,000	85,000
6413 Utilities	76,928	70,600	76,310	76,310	69,846
6418 Equip Repairs & Maint	8,695	8,846	9,300	9,300	9,500
6424 Software Support	-	-	350	350	350
6425 CEA Equip. Rental	52,032	50,283	54,869	54,869	58,461
6429 Interfund Allocations	(4,570)	(3,182)	(4,000)	(4,000)	(3,300)
6804 Equipment	15,350	35,740	-	-	-
Total Expense	$ 704,222	$ 799,484	$ 793,155	$ 823,602	$ 830,673

DETAILED SUMMARY OF 2009 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	27,000	School zone upgrades	10,000
MMU replacement	7,500	Knockdowns	15,000
Replace detector amplifiers	2,000	Special events	3,000
Minor upgrades	5,000	Vandalism	6,000
Communication grid maint/upgrades	10,000	Other projects	5,000
Controller replacement	10,000		$ 62,000
Unplanned failures	5,000		
Painted hardware removal	3,500	Contractor Fees	
	$ 110,000	Cross walks/stoplines - 1/3	$ 25,000
		Pavement marking	60,000
			$ 85,000

CITY OF APPLETON 2009 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:

This program includes two additional street lights, to be installed between the east curb and sidewalk of Division Street, between College Avenue and the Washington Street parking ramp. This area is very popular due to its central location and proximity to the Performing Arts Center, several large nightclubs and the Washington Parking Ramp. While much of the activity is a reflection of the success of this area as an entertainment district, Appleton police officers have noted a marked increase in criminal activity in this section of Division Street, particularly during the hours around and after bar closing, and feel that a contributing factor is the relatively low level of street lighting along the east side of Division Street.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost of power per light	$ 12.61	$ 12.65	$ 13.40	$ 13.95	$ 14.40
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system					
City owned	559	573	569	581	616
Utility owned	7,343	7,349	7,615	7,400	7,450
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	52	77	65	75	65

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT

Street Lighting **Business Unit 17023**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4612 Street Lights	$ 902	$ 58,600	$ 50,000	$ 50,000	$ 60,000
Total Revenue	$ 902	$ 58,600	$ 50,000	$ 50,000	$ 60,000
Expenses					
6102 Labor Pool Allocations	$ 4,679	$ 4,135	$ 14,372	$ 14,372	$ 10,023
6104 Call Time	-	156	100	100	110
6105 Overtime	405	78	200	200	200
6108 Part-Time	-	-	-	-	-
6150 Fringes	1,840	1,682	4,201	4,201	2,958
6325 Construction Materials	9,298	1,097	10,500	10,500	15,500
6408 Contractor Fees	1,201	11,126	5,000	5,000	5,000
6413 Utilities	1,133,379	1,158,097	1,307,794	1,307,794	1,316,356
Total Expense	$ 1,150,802	$ 1,176,371	$ 1,342,167	$ 1,342,167	$ 1,350,147

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Construction materials	
New street lights	$ 11,000
Maintenance materials for City-owned street lights	4,500
	$ 15,500

CITY OF APPLETON 2009 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

Coordinate in-house training programs so that more topics are covered during Safety Day training, reducing the number of single topic training sessions

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	29	23	35	20	25
# of equipment/vehicle accidents	9	22	10	26	10
Preventable	6	17	5	12	5
Non-preventable	3	5	5	14	5
# of employee injury accidents	14	11	10	10	9
Annual # of violations found during monthly building inspections	95	47	50	50	45
Strategic Outcomes					
Safeguard Assets					
$ adjustment of inventory at year end	$ 586	$ 1,437	$ 525	$ 525	$ 500
Turnover ratio of inventory	0.79	0.80	0.85	0.85	0.85
# of work days lost due to injuries	62	16	10	13	10
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	607	543	718	600	600
$ value of items issued from inventory	$ 400,446	$ 368,061	$ 476,400	$ 425,000	$ 437,000
# of shipments received	6,343	6,754	6,639	6,700	6,700

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT
Municipal Services Building Administration **Business Unit 17031**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5004 Sale of City Prop - Nontax	$ 75	$ -	$ -	$ -	
5010 Misc Revenue - Nontax	30	644	300	300	300
5011 Misc Revenue - Tax	76	-	50	50	
5082 Insurance Proceeds	14,922	-	-	-	-
Total Revenue	$ 15,103	$ 644	$ 350	$ 350	$ 300
Expenses					
6101 Regular Salaries	$ 436,468	$ 466,047	$ 470,428	$ 470,428	$ 503,607
6104 Call Time	254	307	500	500	250
6105 Overtime	2,497	2,172	1,800	1,800	2,135
6108 Part-Time	20,681	21,543	11,699	11,699	11,699
6150 Fringes	179,441	186,352	203,364	203,364	217,077
6201 Training\Conferences	7,209	7,333	6,000	6,000	6,500
6301 Office Supplies	1,880	2,414	2,285	2,285	2,200
6302 Subscriptions	3,043	2,892	2,500	2,500	2,892
6303 Memberships & Licenses	1,466	1,197	1,418	1,418	1,387
6304 Postage/Freight	338	387	390	390	444
6305 Awards & Recognition	779	1,138	1,155	1,155	1,190
6306 Building Maint./Janitor	10,598	-	9,240	9,240	9,240
6309 Shop Supplies & Tools	1,986	2,077	1,500	1,500	1,550
6315 Books & Library Materials	330	116	425	425	250
6320 Printing & Reproduction	3,158	3,498	2,600	2,600	3,670
6321 Clothing	2,567	2,195	2,733	2,733	2,485
6323 Safety Supplies	4,454	5,288	5,500	5,500	5,500
6324 Medical\Lab Supplies	157	240	200	200	200
6325 Construction Materials	3,101	-	4,500	4,500	3,000
6327 Miscellaneous Equipment	5,079	4,888	13,525	13,525	10,700
6328 Sign Materials	-	14	-	-	-
6404 Consulting Services	289	-	-	-	-
6407 Collection Services	1,030	1,030	1,030	1,030	1,030
6408 Contractor Fees	1,558	118	1,000	1,000	1,000
6409 Inspection Fees	375	779	-	-	400
6411 Temporary Help	-	1,990	-	-	-
6413 Utilities	128,268	123,081	131,862	131,862	135,833
6414 Janitorial Services	42,875	1,803	2,000	2,000	2,000
6416 Build Repairs & Maint	23,407	-	-	-	-
6418 Equip Repairs & Maint	1,615	1,383	1,600	1,600	1,500
6419 Communication Eq Repair	28	496	300	300	300
6420 Facilities charges	74,527	304,080	371,139	371,139	338,197
6425 CEA Equip. Rental	17,011	17,284	14,994	14,994	18,004
6430 Health Services	36	585	125	125	125
6451 Laundry Services	7,490	11,377	8,220	8,220	12,060
6599 Other Contracts/Obligations	14,288	-	-	-	-
Total Expense	$ 998,283	$ 1,174,104	$ 1,274,032	$ 1,274,032	$ 1,296,425

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment	
Lockers	$ 5,000
File Cabinets	300
Traffic Count Board	1,200
Plastic skids for stockade (5)	400
Traffic Counters	2,100
Diagnostic equipment (traffic grid)	1,700
	$ 10,700

CITY OF APPLETON 2009 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

Major Program Changes:

Less crackfiller used early in 2008 due to harsh winter

The increase in CEA costs is due to the increased cost of fuel used to power vehicles and other equipment.

The increase in consulting services ($23,800) is due to costs associated with the repair of existing structures on Glenhurst Lane and Roemer Road. This past winter, the water running under the Glenhurst Lane structure froze and heaved the structure up. Because of this, we will have to anchor the structure in place to prevent further damage. Additionally, paving notches will be installed on both the west and east structures. On the Roemer Road structure, full deck repairs to the top of the culvert need to be made along with wearing surface repairs.

The increase in contractor fees ($185,315) is due to costs associated with the Glenhurst Lane structure as discussed above as well as bridge deck sealing. Every three years, the bridge deck cracks are sealed and concrete wearing surfaces are repaired to prevent further damage to the decks.

The amount budgeted in other contracts/obligations ($8,000) represents the payment to the Fox River Navigation Authority for 50% of the cost of staffing the lift bridges in the City. The reason for the decrease in 2009 is due to the shortened navigation season caused by the College Avenue bridge reconstruction.

This program includes the addition of a dedicated barricade trailer, equipped with barricades, cones, flashers, etc. that will speed delivery of barricades to the site of an emergency.

$60,000 of $222,000 accumulated replacement reserve related to the front-load refuse truck in the Sanitation fund, which will not be replaced due to the elimination of commercial front-load refuse pickup (see pages 364 and 408), will be used to purchase an epoxy patch machine for street repair. Though preparation of the area to be repaired with epoxy is more labor intensive than that required for traditional cold patch, the results of our pilot program and other cities' experience show the epoxy mastic material holds up significantly longer than cold patch through the freeze/thaw cycles we experience and, because it prevents water intrusion into the pavement longer, will ultimately maintain the surrounding pavement in better condition.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	41	63	40	65	65
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	339.37	334.24	338.05	338.05	341.60
# of hazardous sidewalk locations repaired	88	4	120	80	80
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	428	150	200	250	200
Cubic yards of concrete used for repair	429	256	200	100	100
Pounds of crack filler applied	25,320	21,653	25,000	20,000	25,000

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT

Street Repair **Business Unit 17032**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 70,783	$ 28,379	$ 65,000	$ 65,000	$ 50,000
4908 Misc. Intergov.Charges	3,027	17,286	5,000	5,000	5,000
5010 Misc Revenue - Nontax	2,467	4,534	2,000	2,000	2,500
5030 Damage to City Property	532	-	-	-	-
Total Revenue	$ 76,809	$ 50,199	$ 72,000	$ 72,000	$ 57,500
Expenses					
6101 Regular Salaries	$ 533,257	$ 496,551	$ 543,385	$ 543,385	$ 546,766
6104 Call Time	215	584	800	800	700
6105 Overtime	11,160	26,042	20,000	20,000	20,000
6108 Part-Time	1,783	3,904	-	-	-
6150 Fringes	243,025	224,071	258,566	258,566	275,628
6308 Landscape Supplies	42	151	600	600	500
6309 Shop Supplies & Tools	9,737	8,669	9,000	9,000	9,000
6311 Paint & Supplies	88	573	400	400	400
6321 Clothing	11	-	-	-	-
6322 Gas Purchases	1,872	1,305	1,500	1,500	1,500
6325 Construction Materials	170,924	119,528	105,000	155,000	108,000
6327 Miscellaneous Equipment	6,586	10,122	7,000	7,000	11,400
6328 Signs	655	974	200	200	200
6404 Consulting Services	15,852	4,735	20,000	24,335	50,800
6408 Contractor Fees	460,934	620,702	448,085	448,085	601,000
6409 Inspection Fees	570	-	-	-	-
6413 Utilities	3,207	5,226	8,118	8,118	6,975
6415 Tipping Fees	966	11,372	1,900	1,900	1,900
6418 Equip Repairs & Maint	6,111	577	2,000	2,000	1,000
6420 Facilities charges	-	-	500	500	4,700
6425 CEA Equip. Rental	360,210	374,278	366,379	366,379	407,000
6429 Interfund Allocations	(319,109)	(331,965)	(310,085)	(310,085)	(305,000)
6503 Rent	384	3,429	7,000	7,000	5,000
6599 Other Contracts/Obligations	-	74	16,000	16,000	8,000
Total Expense	$ 1,508,480	$ 1,580,902	$ 1,506,348	$ 1,560,683	$ 1,755,469

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Asphalt	$ 85,000
Cold patch/crackfiller	10,000
Concrete	10,000
Flags	3,000
	$ 108,000
Miscellaneous equipment	
Barricade trailer & supplies	$ 7,400
Barricade replacements	4,000
	$ 11,400
Consulting Services	
Biennial stairs/railings/retaining wall inspections	$ 10,000
Glenhurst structures	8,000
Roemer structures	20,800
Lawe St. bridge	7,000
Misc Consulting	5,000
	$ 50,800

Contractor Fees	
Contractor equip rental	$ 13,000
Bascule bridge pest control maintenance	600
Bridge deck sealing	85,000
Annual bridge maintenance program	5,000
Surface restoration contract	399,600
Guard rail/Prospect/ Douglas	7,800
Glenhurst Dr structures	90,000
	$ 601,000
Interfund Allocations	
Patch program for utilities	$ 305,000
	$ 305,000

CITY OF APPLETON 2009 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
Investigate mailbox damage caused by plows and enforce per City policy
Evaluate use of salt brine and other pre-wetting liquids for snow and ice control
Test low salt usage on newly paved streets to minimize damage to new concrete

Major Program Changes:

The increase in ice construction materials ($17,400) is attributed mainly to an 8% increase in the cost of rock salt.

The increase in CEA costs ($40,576) is due to the increased cost of fuel used to power snow and ice removal vehicles and equipment.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	3	7	6	8	5
# of other minor plow/salt events	32	42	35	45	35
# of days hauling designated priority snow routes	8	20	15	26	15
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	28	175	75	200	150
# of miles of sidewalks cleared by:					
Contractor	7.0	7.0	6.9	6.9	6.9
City crews	11.4	11.4	11.4	11.4	11.4
$ contracted to clear sidewalks	$ 29,717	$ 46,129	$ 53,000	$ 100,121	$ 55,000
Work Process Outputs					
Volume of work done					
# of tons of salt used	3,442	6,293	6,000	6,500	5,500
# of miles of streets maintained	339.37	334.11	338.05	338.05	341.60
# of miles of sidewalk maintained	18.4	18.4	18.3	18.3	18.3

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT

Snow and Ice Control **Business Unit 17033**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4608 Snow Removal	$ 56,546	$ 74,872	$ 73,480	$ 73,480	$ 75,000
5010 Misc. Revenue - Nontax	8,340	-	8,525	8,525	9,000
Total Revenue	$ 64,886	$ 74,872	$ 82,005	$ 82,005	$ 84,000
Expenses					
6101 Regular Salaries	$ 94,724	$ 181,960	$ 200,052	$ 200,052	$ 189,840
6104 Call Time	13,336	41,264	31,000	31,000	36,000
6105 Overtime	22,396	67,286	47,600	47,600	50,000
6150 Fringes	54,408	110,578	110,859	110,859	111,622
6308 Landscape Supplies	308	-	-	-	-
6309 Shop Supplies & Tools	43	-	-	-	-
6325 Construction Materials	161,196	207,812	207,600	307,600	225,000
6326 Vehicle & Equipment Parts	2,239	155	600	600	600
6408 Contractor Fees	500	17,457	4,000	4,000	5,000
6425 CEA Equip. Rental	191,208	312,461	288,099	288,099	328,675
6440 Snow Removal Services	29,717	59,840	45,000	45,000	55,000
6450 Repairs to Private Property	1,228	574	1,000	1,000	1,200
6804 Equipment	-	21,891	-	-	-
Total Expense	$ 571,303	$ 1,021,278	$ 935,810	$ 1,035,810	$ 1,002,937

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Salt & other de-icing material	$ 225,000
	$ 225,000
Snow Removal Services	
Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks	$ 55,000
	$ 55,000

CITY OF APPLETON 2009 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
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
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
Utilize code enforcement procedures that are more streamlined and efficient due to an increase use of technology

Major Program Changes:

Changes are planned for uniforms. Funds ($400) were added to embroider the City logo and "Inspections" on inspectors' uniform shirts to more clearly identify them in all settings as City staff and give them a more professional appearance.

The increase in building, electrical, heating and plumbing license revenue is due to the raise in license fees. The increase in rates was meant to keep them in line with surrounding communities.

This program includes $15,000 to hire private contractors as needed to demolish dangerous, unsound buildings. The cost of demolition will be billed to the property owner as a special assessment.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	966	1,419	900	1,100	1,500
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	158	221	150	200	200
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	45.7%	50.4%	43.0%	43.0%	50.0%
Consistency of information					
# of policies/ordinances reviewed/updated	6/6	3/3	3/3	1/3	4/4
Work Process Outputs					
Availability of service					
# of inspections performed	13,752	11,613	15,000	15,000	15,000
# of re-inspections performed	878	65	1,000	1,000	1,000
# of notices issued	1,254	1,165	1,300	1,500	1,500
# of permits issued	3,907	3,622	3,500	3,500	3,500
# of plans reviewed	339	265	300	300	300

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT
Inspections/Licensing & Plan Review **Business Unit 15520**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4304 Electricians	$ 3,010	$ 3,355	$ 3,200	$ 3,200	$ 3,840
4308 Heating	380	995	750	750	880
4401 Building	239,546	196,663	170,000	170,000	234,000
4402 Electrical	103,226	91,166	105,000	105,000	126,000
4403 Heating	52,895	55,561	53,000	53,000	63,600
4404 Plumbing, Sewer	57,052	41,821	50,000	50,000	60,000
4406 State Building	3,418	2,460	4,000	4,000	3,000
4407 Signs	3,245	3,225	3,300	3,300	4,000
4609 Weed Cutting	45,489	35,889	35,000	35,000	35,000
4801 Charges for Serv.- Nontax	38,969	31,472	40,000	40,000	39,000
5040 Board of Appeals	3,930	3,180	3,400	3,400	3,400
Total Revenue	$ 551,160	$ 465,787	$ 467,650	$ 467,650	$ 572,720
Expenses					
6101 Regular Salaries	$ 418,822	$ 420,223	$ 404,809	$ 404,809	$ 385,679
6104 Call Time	482	501	500	500	500
6105 Overtime	4,278	4,767	5,000	5,000	5,000
6150 Fringes	169,400	168,956	181,865	181,865	175,531
6309 Shop Supplies & Tools	48	62	-	-	-
6321 Clothing	-	15	-	-	-
6408 Contractor Fees	17,664	-	10,000	10,000	24,500
Total Expense	$ 610,694	$ 594,524	$ 602,174	$ 602,174	$ 591,210

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Contractor fees

Demolition services for unsound buildings	$ 15,000
Weed abatement	9,500
	$ 24,500

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Executive Budget
REVENUES							
Intergovernmental Revenues	0	463,435	0	0	0	161,499-	161,499
Licenses	3,390	4,350	2,980	3,950	3,950	4,720	4,720
Permits	473,217	404,306	284,064	398,500	398,500	503,200	503,200
Special Assessments	1,134,181	889,000	139,032	1,128,480	1,128,480	170,000	1,015,000
Charges for Services	127,813	73,657	27,706	121,200	121,200	125,000	115,000
Intergov. Charges for Service	99,258	112,876	59,378	70,050	70,050	109,000	109,000
Other Revenues	100,909	75,700	74,668	77,945	77,945	93,070	93,070
TOTAL REVENUES	1,938,768	2,023,324	587,828	1,800,125	1,800,125	843,491	2,001,489
EXPENSES BY LINE ITEM							
Regular Salaries	233,956	262,652	192,311	364,660	364,660	372,869	372,869
Labor Pool Allocations	2,123,678	2,244,660	1,667,848	2,608,079	2,608,079	2,757,038	2,766,720
Call Time	20,739	50,370	51,388	39,600	39,600	45,060	45,060
Overtime	73,562	133,896	111,605	114,500	114,500	111,335	111,335
Temp. Full-Time	39,375	40,845	32,078	50,433	50,433	50,433	50,433
Part-Time	15,964	13,065	12,648	0	0	0	0
Other Compensation	15,579	18,905	12,780	14,175	14,175	14,115	14,115
Shift Differential	330	913	987	765	765	788	788
Sick Pay	98,747	58,573	59,893	0	0	0	0
Vacation Pay	329,607	329,665	217,968	0	0	0	0
Fringes	1,171,458	1,228,607	990,551	1,338,094	1,338,094	1,425,934	1,427,897
Salaries & Fringe Benefits	4,122,995	4,382,151	3,350,057	4,530,306	4,530,306	4,777,572	4,789,217
Training & Conferences	25,726	24,910	9,832	19,000	19,000	19,500	19,500
Parking Permits	10,485	12,025	12,408	11,766	11,766	12,720	12,720
Office Supplies	7,200	8,863	5,683	8,785	8,785	8,500	8,500
Subscriptions	3,241	2,921	50	2,600	2,600	2,992	2,992
Memberships & Licenses	5,802	3,961	2,987	6,218	6,218	4,887	4,887
Postage & Freight	756	795	735	1,065	1,065	994	994
Awards & Recognition	1,901	2,640	414	2,712	2,712	2,747	2,747
Building Maintenance/Janitor.	10,598	0	2,947	9,240	9,240	9,240	9,240
Rent	3,260	3,429	0	7,000	7,000	5,000	5,000
Administrative Expense	68,969	59,544	35,056	68,386	68,386	66,580	66,580
Landscape Supplies	6,711	3,732	8,578	20,797	17,197	13,552	13,552
Shop Supplies & Tools	24,031	23,461	13,645	21,020	21,020	22,550	22,550
Paint & Supplies	274	2,536	371	550	550	550	550
Books & Library Materials	750	905	767	1,325	1,325	850	850
Printing & Reproduction	22,330	20,736	18,298	23,600	23,600	22,970	22,970
Clothing	4,521	4,505	3,020	5,073	5,073	5,225	5,225
Gas Purchases	1,917	1,305	804	1,500	1,500	1,500	1,500
Safety Supplies	5,144	6,783	2,830	5,900	5,900	5,900	5,900
Medical & Lab Supplies	165	240	119	200	200	200	200
Construction Materials	781,632	630,259	654,086	676,451	856,898	766,155	777,155
Vehicle & Equipment Parts	2,355	155	472	600	600	600	600
Miscellaneous Equipment	15,758	18,051	27,949	31,045	31,045	24,100	31,500
Signs	78,908	75,564	52,120	69,725	67,725	74,709	125,509
Supplies & Materials	944,496	788,232	783,059	857,786	1,032,633	938,861	1,008,061
Legal Fees	890	424	133	100	100	200	200
Consulting Services	226,311	143,202	21,260	130,860	164,968	95,160	102,160
Collection Services	1,030	1,030	614	1,030	1,030	1,030	1,030
Contractor Fees	658,312	850,325	207,363	698,348	694,348	862,010	844,610
Inspection Fees	10,727	779	400	0	0	400	400
Temporary Help	0	1,990	0	0	0	0	0
Advertising	1,667	1,540	1,236	1,500	1,500	2,225	2,225
Tipping Fees	966	11,372	1,888	1,900	1,900	1,900	1,900
Interfund Allocations	409,989-	355,431-	2,529-	364,085-	364,085-	363,300-	363,300-
Health Services	49	685	0	125	125	125	125
Snow Removal Services	29,717	59,840	150,941	45,000	45,000	55,000	55,000
Repairs to Private Property	1,228	574	2,547	1,000	1,000	1,200	1,200
Laundry Services	11,136	15,711	10,690	12,020	12,020	16,660	16,660
Other Contracts/Obligations	24,723	12,590	9,641	27,000	27,000	19,000	19,000

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Executive Budget
Purchased Services	556,767	744,631	404,184	554,798	584,906	691,610	681,210
Electric	1,255,334	1,273,743	928,523	1,435,348	1,435,348	1,435,457	1,435,457
Gas	53,074	44,682	41,985	54,000	54,000	54,443	54,443
Water	5,541	7,975	4,604	6,510	6,510	7,140	7,140
Waste Disposal/Collection	3,196	3,757	2,524	3,500	3,500	3,750	3,750
Stormwater	17,784	19,369	14,487	17,100	17,100	19,370	19,370
Telephone	9,957	8,844	7,019	7,955	7,955	7,952	7,952
Cellular Telephone	10,518	11,409	9,577	11,370	11,370	9,074	9,074
Utilities	1,355,404	1,369,779	1,008,719	1,535,783	1,535,783	1,537,186	1,537,186
Janitorial Service	42,875	1,803	0	2,000	2,000	2,000	2,000
Building Repair & Maintenance	23,407	0	0	0	0	0	0
Equipment Repair & Maintenanc	19,603	18,996	2,638	21,900	21,900	19,900	19,900
Communications Equip. Repairs	29	496	0	300	300	300	300
Facilities Charges	74,527	304,080	177,858	371,639	371,639	342,897	342,897
Software Support	0	0	0	350	350	350	350
CEA Equipment Rental	699,231	833,829	707,127	825,389	825,389	924,567	924,567
Repair & Maintenance	859,672	1,159,204	887,623	1,221,578	1,221,578	1,290,014	1,290,014
Land	93,091	121,776	491,514	755,000	909,430	322,727	322,727
Machinery & Equipment	15,350	43,131	0	0	0	0	0
Vehicles	0	14,500	0	0	0	0	0
Infrastructure Construction	2,124,443	2,020,883	1,845,103	2,446,066	2,498,402	2,518,286	2,326,456
Capital Expenditures	2,232,884	2,200,290	2,336,617	3,201,066	3,407,832	2,841,013	2,649,183
TOTAL EXPENSES	10,141,187	10,703,831	8,805,315	11,969,703	12,381,424	12,142,836	12,021,451

CITY OF APPLETON 2009 BUDGET
PUBLIC WORKS DEPARTMENT

NOTES

CITY OF APPLETON 2009 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 2009 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 2008 EVENTS

Used the Fire Department's message boards to advertise holiday collection schedules and special leaf collection

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 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
· Continue to educate DPW employees on the new decision making model that QIP Steering Committee initiated to better enhance our communication efforts within the department

Worked with contractor to haul away the chipped brush and yard waste. This allowed the department to reallocate labor to other duties and avoid hauling costs.

Worked with Outagamie County to implement composting program that would include DPW brush, grass, yard waste and leaves and Wastewater biosolids

Shared fewer labor hours with Park and Recreation Department due to heavy snow and ice events

Reviewed battery collection policy

Constructed a new building at the Whitman Avenue yard waste site

Experienced a decrease in the number of move out requests since the collection fee was increased to $40

Rescheduled a section of the City from the Wednesday collection route to the Tuesday route to reduce overtime

Installed a new telemetry system at the Mackville landfill site allowing desk top monitoring by City and consulting staff

Performed emergency repairs at the Mackville landfill site due to cap settlement and associated ponding and infiltration

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS
SANITATION

MAJOR 2009 OBJECTIVES

Identify efficiencies in commercial refuse & recycling routes and make appropriate changes

Identify efficiencies in automated refuse routes and make appropriate changes

Use our customer input tracking system to monitor the content of customer contacts and make appropriate changes to improve service

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

Evaluate the northeast asphalt site as a temporary storage area for sanitation equipment

Maximize sharing of labor pool employees with the Parks and Recreation Department and other divisions within the Department of Public Works

Evaluate hybrid refuse truck for fuel efficiencies

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 733,186	$ 744,970	$ 722,000	$ 852,000	$ 575,300	-20.32%
Program Expenses							
2210	Administration	201,164	229,536	227,715	227,715	269,400	18.31%
2221	Recycling	168,639	174,662	194,258	194,258	201,038	3.49%
2223	Solid Waste	2,646,672	2,731,838	2,841,582	2,971,582	2,776,938	-2.27%
2230	Landfill Maint.	78,509	54,464	64,140	124,640	64,517	0.59%
TOTAL		$ 3,094,984	$ 3,190,500	$ 3,327,695	$ 3,518,195	$ 3,311,893	-0.47%
Expenses Comprised Of:							
Personnel		1,405,284	1,476,792	1,567,248	1,567,248	1,531,326	-2.29%
Administrative Expense		34,111	37,502	33,600	33,600	42,165	25.49%
Supplies & Materials		65,487	63,775	67,900	67,900	54,270	-20.07%
Purchased Services		710,347	771,643	779,485	969,985	733,008	-5.96%
Utilities		65,836	80,352	59,413	59,413	86,885	46.24%
Repair & Maintenance		813,919	760,436	820,049	820,049	864,239	5.39%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to progr		22.69	22.69	22.69	22.69	21.29	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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:

Work with the Parks and Recreation Department to develop a unified system utilizing the labor pool manpower to best meet both departmental needs
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 and possibly increase annual charges
Monitor the policy for disposal of solid waste at the yard waste site
Develop relationships with outside services to dispose of ground up brush and yard waste
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:

The increase in utilities ($28,157) is due mainly to the increase in natural gas and electricity prices. Additionally, natural gas costs were slightly underestimated in the 2008 budget.

The increase in laundry services ($2,348) from the 2008 budget is due to a change in the type of clothing worn by staff. Also, the estimate for the 2008 was slightly underestimated.

The decline in the number of labor pool hours shared outside of Public Works, primarily with Parks & Recreation, projected for 2008 is a result of there having been fewer non-snow periods. More of their time was spent dealing with the unusual amount of snow we received than expected, thus fewer hours were available to assist Parks staff.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Public Information					
# of information announcements / brochures	21	24	25	25	25
Strategic Outcomes					
Consistency of information					
# of polices reviewed	1	0	1	1	1
Quality of service					
# of contacts received	287	838	700	800	800
# of labor pool hours shared outside of DPW	647	791	960	585	850
Work Process Outputs					
Changes in customer service					
# of polices revised	0	0	1	1	1

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Administration **Business Unit 2210**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ 2,518,357	$ 2,450,000	$ 2,463,700	$ 2,463,700	$ 2,620,000
4705 General Interest	173	302	-	-	-
4710 Interest on Investments	94,272	98,149	80,000	80,000	70,000
4801 Charges for Serv.- Nontax	106,087	110,744	108,000	178,000	110,000
5004 Sale of City Property - Nontax	-	350	-	-	-
5005 Sale of City Property - Tax	645	407	-	-	-
5016 Lease Revenue	400	400	-	-	400
5071 Customer Penalty	1,374	1,478	-	-	1,400
5921 Trans In - General Fund	-	-	-	60,000	-
Total Revenue	$ 2,721,308	$ 2,661,830	$ 2,651,700	$ 2,781,700	$ 2,801,800
Expenses					
6101 Regular Salaries	$ 63,954	$ 66,764	$ 80,642	$ 80,642	$ 84,256
6104 Call Time	110	81	100	100	100
6105 Overtime	287	358	250	250	250
6108 Part-Time	1,134	1,379	-	-	-
6150 Fringes	25,688	26,666	36,018	36,018	36,684
6201 Training\Conferences	770	1,098	1,000	1,000	1,000
6301 Office Supplies	707	829	700	700	750
6302 Subscriptions	32	99	100	100	-
6303 Memberships & Licenses	772	658	800	800	150
6304 Postage\Freight	10,706	14,796	12,500	12,500	15,500
6305 Awards & Recognition	729	-	1,015	1,015	1,015
6320 Printing & Reproduction	3,221	3,034	3,000	3,000	3,050
6321 Clothing	1,492	1,489	2,000	2,000	1,500
6323 Safety Supplies	1,042	1,291	1,100	1,100	1,100
6327 Miscellaneous Equipment	1,042	83	1,500	1,500	-
6324 Medical\Lab Supplies	79	-	200	200	100
6403 Bank Services	2,049	3,538	6,500	6,500	4,500
6412 Advertising/Publication	753	272	750	750	550
6413 Utilities	58,592	75,003	53,100	53,100	81,257
6418 Equip Repairs & Maint	-	-	1,000	1,000	-
6425 CEA Equip. Rental	3,167	5,495	3,500	3,500	5,700
6430 Health Services	26	36	50	50	-
6451 Laundry Services	5,546	7,508	5,610	5,610	7,958
6501 Insurance	18,480	18,780	16,280	16,280	23,330
6599 Other Contracts/Obligations	25	29	-	-	650
6623 Uncollectible Accounts	761	250	-	-	-
Total Expense	$ 201,164	$ 229,536	$ 227,715	$ 227,715	$ 269,400

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Postage/Freight

City services invoice postage allocation	$ 15,300
Other Shipping	200
	$ 15,500

CITY OF APPLETON 2009 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:

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

Grind brush for Outagamie County

Work with Outagamie County to implement the proposed single stream recycling which should increase tons collected

Major Program Changes:

The increase in CEA costs ($12,590) is due to the increased cost of fuel to power sanitation vehicles and equipment.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	5,081	5,081	5,081	5,081	5,081
Cost effective commercial recycling					
Cost/ton - paper	$ 120.91	$ 110.53	$ 125.00	$ 130.00	$ 135.00
Cost/ton - co-mingled	$ 128.99	$ 135.20	$ 130.00	$ 140.00	$ 145.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	391	387	400	390	390
$ of revenue from chipper rental	$ 12,569	$ 11,745	$ 10,000	$ 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	4,649	4,542	5,000	5,000	5,000
Residential - co-mingled	1,679	1,823	2,000	2,000	2,000
Commercial - total	634	659	700	700	700
Hours chipping material	457	533	550	550	550
Avg # of users of the sites - weekday	325	350	325	325	325
Avg # of users of the sites - weekend	600	600	550	550	550

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Recycling **Business Unit 2221**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 54,086	$ 50,000	$ 50,000	$ 50,000	$ 50,000
4802 Charges for Serv. - Tax	41,537	39,720	45,000	45,000	45,000
4872 Commercial Recycling	128,365	124,016	128,000	128,000	125,000
4909 Recycling	-	11,854	-	-	-
5010 Misc Revenue - Nontax	6,833	-	7,000	7,000	10,000
Total Revenue	$ 230,821	$ 225,590	$ 230,000	$ 230,000	$ 230,000
Expenses					
6101 Regular Salaries	$ 49,567	$ 55,851	$ 56,306	$ 56,306	$ 56,350
6104 Call Time	231	408	400	400	400
6105 Overtime	307	205	300	300	300
6150 Fringes	22,635	20,840	30,413	30,413	30,258
6303 Memberships & Licenses	275	25	275	275	100
6308 Landscape Supplies	809	1,556	1,800	1,800	1,800
6309 Shop Supplies & Tools	428	1,645	2,500	2,500	2,000
6320 Printing & Reproduction	-	-	-	-	370
6325 Construction Materials	-	-	500	500	-
6327 Miscellaneous Equipment	9,972	998	10,300	10,300	10,000
6328 Signs	238	16	300	300	200
6407 Collection Services	9,637	10,041	12,000	12,000	11,000
6413 Utilities	1,426	1,461	1,634	1,634	1,670
6415 Tipping Fees	7,273	6,867	10,000	10,000	8,000
6418 Equip Repairs & Maint	-	-	400	400	-
6420 Facilities charges	-	743	500	500	-
6425 CEA Equip. Rental	65,283	73,178	66,000	66,000	78,590
6429 Interfund Allocations	-	173	-	-	-
6503 Rent	558	655	630	630	-
Total Expense	$ 168,639	$ 174,662	$ 194,258	$ 194,258	$ 201,038

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Collection Services	
Freon appliance collection	$ 11,000
	$ 11,000
Miscellaneous Equipment	
Containers - New	$ 4,000
Containers - Replacement	5,000
Replacement parts	1,000
	$ 10,000

CITY OF APPLETON 2009 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
Evaluate the commercial refuse program for efficiencies and cost effectiveness
Monitor the effectiveness of the layout of MSB yard waste site

Major Program Changes:

This budget includes the purchase of a can washer ($3,500) and power washer ($1,500). The two washers can be used in unison to clean used automated containers that are then redistributed to the public. When damaged or broken containers are brought back to the shop, they can often be repaired and cleaned and put back into the system for many years of additional use. The power washer can also be used for other duties such as cleaning the shop floor, cleaning metal dumpsters and cleaning the concrete area around the municipal services building.

The increase in CEA costs ($103,435) is due mainly to increased fuel costs.

The budget for this program reflects the following changes:
Elimination of the commercial front load refuse pickup service; this is a service that is readily available privately and its elimination reduces operating expenses by $270,992 and 1 FTE equipment operator, though it also reduces revenues by $142,000;
The change to semi-weekly pickup of bulky overflow items ($35,000), adopted by Council in September 2008; and a reduction in purchases of new automated trash cans ($6,300) due to the slower growth in new home construction.

We have recently been notified by Outagamie County of a proposed $1 per ton increase in tipping fees. This budget does not include that potential increase. If approved, we would look to the contingency fund similar to 2008.

PERFORMANCE INDICATORS

Client Benefits/Impacts	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Service area					
# of automated stops/day	5,108	5,091	5,100	5,100	5,100
Additional services provided					
# special collections					
Storm	0	0	0	0	0
Move outs	335	295	350	150	150
Free overflows	4	4	4	4	4
Strategic Outcomes					
Additional revenue sources					
# of commercial customer stops	713	709	710	709	709
Cost effective service provided					
Cost/ton of overflow collections	$ 134.13	$ 142.22	$ 140.00	$ 145.00	$ 150.00
Cost/ton of commercial collections	$ 50.70	$ 55.30	$ 51.60	$ 60.00	$ 65.00
Cost/ton of residential automated pickup	$ 57.67	$ 61.38	$ 61.00	$ 65.00	$ 70.00
Cost/yd of commercial refuse	$ 1.78	$ 1.91	$ 1.90	$ 2.00	$ 2.10
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	30,600	30,300	31,300	30,500	30,500

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS
Sanitation - Solid Waste Collection **Business Unit 2223**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ 2,250	$ 2,125	$ 2,000	$ 2,000	$ -
4870 Commercial Refuse	135,403	141,998	137,000	137,000	-
4873 Container Leasing	26,055	22,869	24,500	24,500	22,000
4908 Misc. Intergov. Charges	-	10,376	-	-	7,000
5030 Damage to City Property	42	-	-	-	-
5055 Appliance Tags	49,271	40,082	51,000	51,000	45,000
5056 Tire Tags	1,434	1,427	1,500	1,500	1,500
5057 Grass Clipping	22,784	25,487	25,000	25,000	25,000
5058 Overflow	62,389	63,104	63,000	63,000	63,000
5085 Cash Short or Over	(214)	82	-	-	-
Total Revenue	$ 299,414	$ 307,550	$ 304,000	$ 304,000	$ 163,500
Expenses					
6101 Regular Salaries	$ 815,355	$ 871,530	$ 880,290	$ 880,290	$ 849,388
6104 Call Time	4,525	6,354	4,500	4,500	4,635
6105 Overtime	31,364	40,708	35,000	35,000	33,000
6108 Part-Time	18,496	16,504	20,698	20,698	20,698
6150 Fringes	363,392	374,830	414,245	414,245	406,588
6304 Postage\Freight	321	314	300	300	320
6309 Shop Supplies & Tools	1,764	1,325	-	-	-
6311 Paint & Supplies	100	122	200	200	150
6322 Gas Purchases	930	835	1,000	1,000	1,700
6327 Miscellaneous Equipment	43,847	42,323	43,000	43,000	31,800
6328 Signs	-	59	-	-	-
6407 Collection Services	763	794	800	800	850
6408 Contractor Fees	3,244	3,883	4,000	4,000	3,900
6413 Utilities	619	-	600	600	-
6415 Tipping Fees	641,158	705,682	709,300	839,300	660,000
6418 Equip Repairs & Maint	85	-	-	-	-
6425 CEA Equip. Rental	736,886	676,159	739,649	739,649	775,909
6429 Interfund Allocations	(16,177)	(9,584)	(12,000)	(12,000)	(12,000)
Total Expense	$ 2,646,672	$ 2,731,838	$ 2,841,582	$ 2,971,582	$ 2,776,938

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Miscellaneous Equipment		Tipping Fees	
New automated containers	$ 5,700	Residential	$ 637,200
Replacement automated containers	7,600	Commercial	15,600
Replacement parts	9,500	Rubbish	7,200
Rolloff box	4,000		$ 660,000
Can Washer	3,500		
Power washer	1,500	Interfund Allocations	
	$ 31,800	Chipping services	$ (12,000)
			$ (12,000)

CITY OF APPLETON 2009 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

Achieve regulatory compliance mandated by the Department of Natural Resources

Work with Valley Aero Modelers (VAM) to make the site usable for their club and community events

Major Program Changes:

The increase in consulting services ($5,125) is due to turning all monitoring duties over to the consultants in order to meet the schedule required by the DNR.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	2	2	2	2	2
Corrective actions generated from quarterly inspections	1	1	3	2	2

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS
Sanitation - Landfill Maintenance **Business Unit 2230**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 5,837	$ 2,411	$ 5,481	$ 5,481	$ 5,762
6150 Fringes	2,402	898	2,605	2,605	2,657
6325 Construction Materials	523	-	500	500	500
6404 Consulting Services	55,865	42,220	42,275	102,775	47,400
6413 Utilities	5,199	3,888	4,079	4,079	3,958
6418 Equip Repairs & Maint	1,829	-	-	-	-
6420 Facilities charges	4,564	3,112	6,000	6,000	-
6425 CEA Equip. Rental	-	63	-	-	1,640
6454 Grounds Repair & Maint.	2,105	1,687	3,000	3,000	2,400
6599 Other Contracts/Obligations	185	185	200	200	200
Total Expense	$ 78,509	$ 54,464	$ 64,140	$ 124,640	$ 64,517

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Consulting Services

Consultant to perform sampling and reporting (sediment, gas & water)	$ 47,400
	$ 47,400

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Interest Income	94,445	98,451	23,273	80,000	80,000	0	70,000
Charges for Services	493,783	491,472	329,309	494,500	564,500	494,000	352,000
Intergov. Charges for Service	0	10,376	6,680	0	0	7,000	7,000
Other Revenues	144,959	144,671	158,011	147,500	207,500	144,900	146,300
TOTAL REVENUES	733,187	744,970	517,273	722,000	852,000	645,900	575,300
EXPENSES BY LINE ITEM							
Regular Salaries	11,427	14,217	12,007	14,421	14,421	15,118	15,118
Labor Pool Allocations	823,288	864,661	591,856	989,968	989,968	1,009,392	962,308
Call Time	4,866	6,843	2,372	5,000	5,000	5,135	5,135
Overtime	31,958	41,272	20,674	35,550	35,550	37,550	33,550
Temp. Full-Time	15,942	8,554	3,777	20,698	20,698	20,698	20,698
Part-Time	3,688	9,328	13,487	0	0	0	0
Incentive Pay	0	0	0	17,500	17,500	17,500	17,500
Other Compensation	4,791	10,575	10,303	630	630	630	630
Shift Differential	210	227	184	200	200	200	200
Sick Pay	21,597	18,156	13,826	0	0	0	0
Vacation Pay	73,400	79,725	50,030	0	0	0	0
Fringes	414,118	423,234	329,306	483,281	483,281	505,070	476,187
Salaries & Fringe Benefits	1,405,285	1,476,792	1,047,822	1,567,248	1,567,248	1,611,293	1,531,326
Training & Conferences	770	1,098	912	1,000	1,000	1,000	1,000
Office Supplies	707	826	580	700	700	750	750
Subscriptions	32	99	0	100	100	0	0
Memberships & Licenses	1,047	683	791	1,075	1,075	250	250
Postage & Freight	11,027	15,111	10,042	12,800	12,800	320	15,820
Awards & Recognition	729	0	1,015	1,015	1,015	1,015	1,015
Insurance	18,480	18,780	10,848	16,280	16,280	0	23,330
Rent	558	655	366	630	630	0	0
Uncollectible Accounts	761	250	57	0	0	0	0
Administrative Expense	34,111	37,502	24,611	33,600	33,600	3,335	42,165
Landscape Supplies	809	1,556	266	1,800	1,800	1,800	1,800
Shop Supplies & Tools	2,192	2,970	1,802	2,500	2,500	2,000	2,000
Paint & Supplies	100	122	20	200	200	150	150
Printing & Reproduction	3,221	3,034	2,411	3,000	3,000	3,420	3,420
Clothing	1,492	1,489	1,592	2,000	2,000	1,500	1,500
Gas Purchases	930	835	1,296	1,000	1,000	1,700	1,700
Safety Supplies	1,042	1,291	944	1,100	1,100	1,100	1,100
Medical & Lab Supplies	79	83	55	200	200	100	100
Construction Materials	523	0	393	1,000	1,000	500	500
Miscellaneous Equipment	54,862	52,321	39,290	54,800	54,800	71,260	41,800
Signs	238	75	0	300	300	200	200
Supplies & Materials	65,488	63,776	48,069	67,900	67,900	83,730	54,270
Bank Services	2,049	3,538	2,444	6,500	6,500	0	4,500
Consulting Services	55,865	42,220	52,148	42,275	102,775	47,400	47,400
Collection Services	10,400	10,835	7,763	12,800	12,800	11,850	11,850
Contractor Fees	3,244	3,883	1,402	4,000	4,000	3,900	3,900
Advertising	753	272	60	750	750	550	550
Tipping Fees	648,430	712,548	549,704	719,300	849,300	728,000	668,000
Interfund Allocations	16,177-	9,411-	0	12,000-	12,000-	12,000-	12,000-
Health Services	26	36	16	50	50	0	0
Laundry Services	5,546	7,508	5,165	5,610	5,610	7,958	7,958
Other Contracts/Obligations	210	214	0	200	200	850	850
Purchased Services	710,346	771,643	618,702	779,485	969,985	788,508	733,008
Electric	26,170	24,102	18,160	25,791	25,791	25,055	25,055
Gas	24,275	39,057	11,921	17,280	17,280	44,461	44,461
Water	2,549	3,596	2,543	3,255	3,255	3,646	3,646
Waste Disposal/Collection	2,217	1,865	1,242	2,600	2,600	2,000	2,000
Stormwater	9,913	11,208	7,989	9,996	9,996	11,223	11,223
Telephone	278	346	288	341	341	350	350

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Cellular Telephone	433	178	162	150	150	150	150
Utilities	65,835	80,352	42,305	59,413	59,413	86,885	86,885
Equipment Repair & Maintenanc	1,914	0	0	1,400	1,400	0	0
Facilities Charges	4,564	3,854	2,287	6,500	6,500	0	0
CEA Equipment Rental	805,336	754,895	591,086	809,149	809,149	929,014	861,839
Grounds Repair & Maintenance	2,105	1,687	0	3,000	3,000	2,400	2,400
Repair & Maintenance	813,919	760,436	593,373	820,049	820,049	931,414	864,239
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,094,984	3,190,501	2,374,882	3,327,695	3,518,195	3,505,165	3,311,893

CITY OF APPLETON 2009 BUDGET
SANITATION FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Property Taxes	$ 2,518,357	$ 2,450,000	$ 2,463,700	$ 2,463,700	$ 2,620,000
Interest Income	94,445	98,451	80,000	70,000	70,000
Charges for Services	638,096	645,762	642,000	772,000	505,300
Sale of City Property	645	757	-	-	-
Total Revenues	3,251,543	3,194,970	3,185,700	3,305,700	3,195,300
Expenses					
Program Costs	3,094,984	3,190,500	3,327,695	3,518,195	3,311,893
Net Change in Equity	156,559	4,470	(141,995)	(212,495)	(116,593)
Fund Balance - Beginning	728,532	885,091	889,561	889,561	677,066
Fund Balance - Ending	$ 885,091	$ 889,561	$ 747,566	$ 677,066	$ 560,473

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. $19,600 of the projected cost budgeted for 2009 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	(27,325)	578,042
2008 Projected	(20,000)	585,367
2009 Budget	(19,600)	558,442

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS
Safe Routes to Schools Grant

NOTES

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

Safe Routes to Schools Grant **Business Unit 2350**

PROGRAM MISSION

This program accounts for the receipt of the Safe Routes to Schools (SRTS) grant along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

Installation of sidewalks on N. Drew Street between Roosevelt Street and Glendale Avenue (in Erb Park) for Franklin School and addition of an at-grade slope where steps currently exist at two locations near Richmond School (see page 630 for a further description of sidewalk infrastructure projects).

Installation of ladder-style crosswalks at six intersections for Franklin School, five intersections for Lincoln School, and six intersections for Richmond School

Installation of solar-powered speed signs on Drew Street for Franklin School, Mason Street for Lincoln School, and John Street for Richmond School

Establishment of SRTS rewards programs at Franklin, Lincoln and Richmond Elementary Schools

Expansion of the existing Grants Administrator position (additional .2 FTE) to develop a local media campaign, workshops, a safe walking/biking plan in cooperation with Appleton West High School

Development of an on-street bicycle lane program

Major program changes:

This is a new program in 2009 and includes two competitive grants awarded by the State of Wisconsin, the Safe Routes to Schools grant and the On-Street Bicycle Lane Plan grant. The Safe Routes to Schools grant is for $71,426 and does not require a match. The Bike Lane grant is funding for 80% of a $50,000 project, with the required 20% match ($10,000) coming from property taxes.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

Note: Since this program exists solely to account for receipt and expenditure of a grant, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ -	$ -	$ -	$ -	$ 121,426	N/A
Program Expenses		$ -	$ -	$ -	$ -	$ 121,426	N/A
Expenses Comprised Of:							
Personnel		-	-	-	-	14,976	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	33,800	N/A
Purchased Services		-	-	-	-	50,000	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	22,650	N/A

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

Safe Routes to Schools Grant **Business Unit 2350**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ -	$ -	$ -	$ -	$ 10,000
4224 State Grants	-	-	-	-	111,426
Total Revenue	$ -	$ -	$ -	$ -	$ 121,426
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ -	$ 10,328
6150 Fringes	-	-	-	-	4,648
6301 Office Supplies	-	-	-	-	1,520
6311 Paint & Supplies	-	-	-	-	11,280
6327 Miscellaneous Equipment	-	-	-	-	1,800
6328 Signs	-	-	-	-	19,200
6404 Consulting Services	-	-	-	-	50,000
6809 Infrastructure Construction	-	-	-	-	22,650
Total Expense	$ -	$ -	$ -	$ -	$ 121,426

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Paint & Supplies

Ladder style crosswalks at:	
Franklin School	$ 3,600
Lincoln School	4,320
Richmond School	3,360
	$ 11,280

Signs

Solar powered feedback / school zone signs at:	
Franklin School	$ 6,400
Lincoln School	6,400
Richmond School	6,400
	$ 19,200

Consulting Services

Design for on-street bicycle lane plan	$ 50,000
	$ 50,000

Infrastructure Construction

Sidewalk installation:	
Drew St. between Roosevelt St. and Glendale Ave.	$ 21,150
Two locations on South River St.	1,500
	$ 22,650

CITY OF APPLETON 2009 BUDGET
SAFE ROUTES TO SCHOOLS GRANT
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ 10,000
Intergovernmental	-	-	-	-	111,426
Interest Income	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	-	-	-	-	121,426
Expenses					
Program Costs	-	-	-	-	121,426
Total Expenses	-	-	-	-	121,426
Revenues over (under) Expenses	-	-	-	-	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 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 $122,570 in the 2009 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)	$ 398,560	Projects, Pg. 618
New Concrete Paving	1,670,591	Projects, Pg. 622
Sidewalks	222,872	Projects, Pg. 630
	$ 2,292,023	

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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 1,732,386	$ 1,422,558	$ 1,456,370	$ 1,456,370	$ 1,781,915	22.35%
Program Expenses		$ 1,726,072	$ 2,053,092	$ 2,090,750	$ 2,090,750	$ 2,295,713	9.80%
Expenses Comprised Of:							
Personnel		220,343	200,601	299,953	299,953	254,701	-15.09%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		270,138	150,978	35,880	35,880	35,000	-2.45%
Purchased Services		1,009	3,412	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		58,778	23,903	74,181	74,181	53,000	-28.55%
Capital Expenditures		1,175,804	1,674,198	1,680,736	1,680,736	1,953,012	16.20%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Subdivision **Business Unit 4010**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4110 Property Taxes	$ 300,000	$ -	$ -	$ -	$ -
4614 Miscellaneous Specials	1,463,955	1,219,637	1,250,000	1,250,000	1,550,000
4710 Interest on Investments	71,317	68,882	75,000	75,000	55,000
4730 Interest - Deferred Specials	52,212	45,477	60,000	60,000	50,000
5021 Capital Contributions	144,902	88,359	71,370	71,370	126,915
5035 Other Reimbursements	-	203	-	-	-
Total Revenue	$ 2,032,386	$ 1,422,558	$ 1,456,370	$ 1,456,370	$ 1,781,915
Expenses					
6101 Regular Salaries	$ 145,581	$ 134,963	$ 190,027	$ 190,027	$ 166,356
6104 Call Time	-	-	-	-	-
6105 Overtime	5,770	4,017	12,000	12,000	4,500
6108 Part-Time	6,089	6,488	4,376	4,376	4,381
6150 Fringes	62,903	55,133	93,550	93,550	79,464
6308 Landscape Supplies	19,905	36,683	27,880	27,880	35,000
6320 Printing & Reproduction	-	-	-	-	-
6325 Construction Materials	243,414	109,219	8,000	8,000	243,889
6328 Signs	6,819	5,076	-	-	-
6402 Legal Fees	-	-	-	-	-
6408 Contractor Fees	-	3,412	-	-	-
6409 Inspection Fees	1,009	-	-	-	-
6425 CEA Equip. Rental	58,778	23,903	74,181	74,181	53,000
6809 Infrastructure Construction	1,175,804	1,674,198	1,680,736	1,680,736	1,709,123
Total Expense	$ 1,726,072	$ 2,053,092	$ 2,090,750	$ 2,090,750	$ 2,295,713

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Landscape Supplies	
Trees for new streets	$ 35,000
	$ 35,000
Infrastructure Construction	
Streets	$ 1,511,721
Sidewalks	197,402
	$ 1,709,123
Construction Materials	
Asphalt	$ 243,889
	$ 243,889

CITY OF APPLETON 2009 BUDGET
SUBDIVISION DEVELOPMENT FUND
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

Revenues	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Property Taxes	$ 300,000	$ -	$ -	$ -	$ -
Special Assessments	1,463,955	1,219,637	1,250,000	1,250,000	1,550,000
Interest Income	123,529	114,359	135,000	120,000	105,000
Other	144,902	88,562	71,370	350,544	126,915
Total Revenues	2,032,386	1,422,558	1,456,370	1,720,544	1,781,915
Expenses					
Program Costs	1,726,072	2,053,092	2,090,750	2,050,000	2,295,713
Total Expenses	1,726,072	2,053,092	2,090,750	2,050,000	2,295,713
Revenues over (under) Expenses	306,314	(630,534)	(634,380)	(329,456)	(513,798)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	306,314	(630,534)	(634,380)	(329,456)	(513,798)
Fund Balance - Beginning	1,682,868	1,989,182	1,358,648	1,358,648	1,029,192
Fund Balance - Ending	$ 1,989,182	$ 1,358,648	$ 724,268	$ 1,029,192	$ 515,394

Unreserved Designated Fund Balance Policy Compliance

Minimum -Three months operating expenditures based on prior year's audited expenditures		513,273
Maximum (80% of the most recent five year average of subdivision development expenditures)		
2009 budgeted	2,295,713	
2008 budgeted plus 100% carryover from 2007	2,090,750	
2007 actual	2,053,092	
2006 actual	1,726,072	
2005 actual	1,755,096	
		1,587,316

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 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.

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

Project	Amount	Page
Traffic Control Improvements	$ 135,000	Projects, Pg. 621
College Avenue Bridge Project	4,754,730	Projects, Pg. 622
Traffic Sign Retroreflectivity Project	170,800	Projects, Pg. 627
Robotic Total Station	40,000	Projects, Pg. 680
	$ 5,100,530	

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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 5,733	$ 402,740	$ 5,935	$ 5,935	$ 154,100	2496.46%
Program Expenses		$ 510,411	$ 620,387	$ 440,582	$ 1,734,725	$ 5,100,530	1057.68%
Expenses Comprised Of:							
Personnel		9,743	10,189	20,122	20,122	20,970	4.21%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		174,197	40,688	102,460	582,530	427,480	317.22%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		326,471	569,510	318,000	1,132,073	4,652,080	1362.92%

* % change from prior year adopted budget

CITY OF APPLETON 2008 BUDGET
CAPITAL PROJECTS FUNDS

Public Works **Business Unit 4240**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ 128,100
4710 Interest on Investments	5,733	65,889	5,935	5,935	26,000
5910 Proceeds of Long-term Debt	1,271,000	585,394	408,000	408,000	4,946,430
5921 Trans In - General Fund	-	336,851	-	-	-
Total Revenue	$ 1,276,733	$ 988,134	$ 413,935	$ 413,935	$ 5,100,530
Expenses					
6102 Labor Pool Allocations	$ 7,278	$ 7,678	$ 14,758	$ 14,758	$ 15,425
6108 Part Time	122	84	-	-	-
6150 Fringes	2,343	2,428	5,364	5,364	5,545
6404 Consulting Services	172,604	40,688	102,460	582,530	256,680
6408 Contractor Fees	1,593	-	-	-	170,800
6801 Land	-	311,608	-	252,711	-
6804 Equipment	-	39,606	68,000	68,000	175,000
6809 Infrastructure Construction	326,471	218,295	250,000	811,362	4,477,080
Total Expense	$ 510,411	$ 620,387	$ 440,582	$ 1,734,725	$ 5,100,530

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Consulting Services	
Design work - E. College Avenue bridge	$ 256,680
	$ 256,680
Equipment	
Traffic communication grid	$ 30,000
Signal light upgrade (Badger/Mason/Packard)	40,000
Robotic Total Station	40,000
TOC Software Replacement	65,000
	$ 175,000
Infrastructure Construction	
College Ave bridge	$ 4,477,080
	$ 4,477,080
Contractor Fees	
Sign Replacement	$ 170,800
	$ 170,800

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

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Intergovernmental	$ -	$ -	$ -	$ -	$ 128,100
Interest Income	5,733	65,889	5,935	23,622	26,000
Total Revenues	5,733	65,889	5,935	23,622	154,100
Expenses					
Program Costs	510,411	620,387	440,582	1,734,725	5,100,530
Total Expenses	510,411	620,387	440,582	1,734,725	5,100,530
Revenues over (under) Expenses	(504,678)	(554,498)	(434,647)	(1,711,103)	(4,946,430)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	1,271,000	585,394	408,000	416,960	4,946,430
Operating Transfers In	-	336,851	-	-	-
Total Other Financing Sources (Uses)	1,271,000	922,245	408,000	416,960	4,946,430
Net Change in Equity	766,322	367,747	(26,647)	(1,294,143)	-
Fund Balance - Beginning	160,074	926,396	1,294,143	1,294,143	-
Fund Balance - Ending	$ 926,396	$ 1,294,143	$ 1,267,496	$ -	$ -

CITY OF APPLETON 2009 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 2009 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 2008 EVENTS

Continued ongoing program of meter mechanism and housing replacement

Completed miscellaneous ramp repairs for City Center and East Parking Ramps

Implemented use of new handhelds for Meter Checkers

Performed line painting of ramp and on-street parking stalls

Completed Phase II of Midtown Ramp lighting upgrades

Purchased upgrades to Hamilton ramp entry machines per committee recommendations

Sealed concrete decks of the City Center Parking Ramp

Celebrated National Public Works Week with the following events:
· Open House at Municipal Service Building
· Educated DPW employees on the new Decision Making Model that QIP Steering Committee initiated to better enhance our communication efforts within the Department

Implemented pre-paid cards for the College Avenue meters

CITY OF APPLETON 2009 BUDGET
PARKING UTILITY

MAJOR 2009 OBJECTIVES

Complete ramp repairs in accordance with consultant reports

Work with Appleton Downtown Incorporated and downtown parking users to seek ways to improve the parking system

Complete Phase III of Midtown Ramp lighting replacement program

Continue ongoing program of meter mechanism & housing replacement

Perform comprehensive light bulb replacement in all City parking ramps

Perform structural condition analysis of the City's parking ramps

Install next phase of parking ramps security camera installation

Perform line painting of ramp and on-street parking stalls

Seal concrete decks of the Washington Parking Ramp

Install door security system/card access to Washington Ramp Parking Office

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 2,402,982	$ 2,436,290	$ 2,424,100	$ 2,424,100	$ 2,422,200	-0.08%
Program Expenses							
5110	Administration	1,935,693	1,922,067	1,967,005	1,967,005	2,084,448	5.97%
5120	Operations & Maint.	662,537	706,703	927,309	1,003,774	968,939	4.49%
5130	Enforcement	169,890	168,977	175,298	202,620	180,200	2.80%
TOTAL		$ 2,768,120	$ 2,797,747	$ 3,069,612	$ 3,173,399	$ 3,233,587	5.34%
Expenses Comprised Of:							
Personnel		605,486	612,695	659,752	659,752	683,558	3.61%
Administrative Expense		1,829,193	1,815,204	1,838,080	1,838,080	1,952,570	6.23%
Supplies & Materials		34,452	30,970	51,300	74,879	39,100	-23.78%
Purchased Services		55,902	76,097	69,906	69,906	118,410	69.38%
Utilities		180,542	196,235	228,057	228,057	226,891	-0.51%
Repair & Maintenance		62,545	66,531	67,517	75,403	84,458	25.09%
Capital Expenditures		-	15	155,000	227,322	128,600	-17.03%
Full Time Equivalent Staff:							
Personnel allocated to programs		11.47	11.47	11.47	11.47	11.47	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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:

The Equipment Repairs & Maintenance budget reflects the purchase of maintenance agreements for the new bill and coin sorter that was purchased in 2007 that will no longer be covered by warranty in 2009.

Bank service charges increased due to contract fees for Official Payments Corporation which handles our credit card payments for parking tickets. This program was fully implemented during the last part of 2007.

Meter bags are sold on a request basis. The primary users are contractors during redevelopment of a downtown business and for guests at downtown hotels that arrive by bus or other large vehicles or motorcycles that cannot park in a ramp. Recent economic conditions have resulted in a decrease in the number of bags sold.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	1.1%	0.1%	2.5%	1.03%	0.46%
Community events supported	10	11	9	9	9
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	-1.3%	1.5%	4.9%	1.07%	0.89%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/total permit stalls	1,986 / 2,323	2,185 / 2,323	2,232/2,323	2,100/2,323	2,100/2,323
# of daily meter bags sold	2,984	2,792	2,000	1,300	1,300

CITY OF APPLETON 2009 BUDGET
PARKING UTILITY

Administration **Business Unit 5110**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4710 Interest on Investments	$ 69,530	$ 98,790	$ 68,000	$ 68,000	$ 55,000
5010 Misc Revenue - Nontax	39,996	39,996	40,000	40,000	40,000
5021 Capital Contributions	-	25,500	-	-	-
Total Revenue	$ 109,526	$ 164,286	$ 108,000	$ 108,000	$ 95,000
Expenses					
6101 Regular Salaries	$ 66,429	$ 65,100	$ 85,346	$ 85,346	$ 89,998
6105 Overtime	12	-	-	-	-
6108 Part-Time	170	359	-	-	-
6150 Fringes	26,103	25,396	38,466	38,466	39,331
6201 Training\Conferences	400	6	-	-	-
6301 Office Supplies	620	1,257	500	500	500
6303 Memberships & Licenses	90	-	550	550	-
6304 Postage/Freight	5,557	5,355	5,300	5,300	6,000
6305 Awards & Recognition	158	350	350	350	350
6309 Shop Supplies & Tools	322	600	1,500	1,500	1,500
6320 Printing & Reproduction	167	1,576	-	-	-
6321 Clothing	532	672	1,000	1,000	1,000
6323 Safety Supplies	92	386	100	100	100
6327 Misc. Equipment	1,381	1,223	1,500	1,500	1,000
6401 Accounting/Audit	1,958	2,028	2,506	2,506	2,681
6403 Bank Services	6,717	7,770	7,700	7,700	9,000
6407 Collection Services	2,052	2,143	2,000	2,000	2,200
6413 Utilities	3,826	2,698	3,057	3,057	2,371
6418 Equip Repairs & Maint	307	-	250	250	2,068
6420 Facilities Charges	-	(19)	-	-	-
6430 Health Services	-	187	-	-	-
6451 Laundry Services	1,674	1,537	1,500	1,500	1,629
6501 Insurance	35,028	31,890	32,080	32,080	39,220
6599 Other Contracts/Obligations	(110)	-	-	-	-
6601 Depreciation Expense	872,908	862,253	874,000	874,000	876,200
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	900,000	900,000	900,000	900,000	1,000,000
Total Expense	$ 1,935,693	$ 1,922,067	$ 1,967,005	$ 1,967,005	$ 2,084,448

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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
Enhance preventive maintenance of meters to reduce malfunctions
Perform structural repairs in all City ramps in accordance with the consultant's recommendations. The following repairs are scheduled to be completed; please see the capital project request on page 668 for further detail:

1. Stair repairs - Washington ramp
2. Concrete patching - all ramps
3. Crack filling/joint repair - all ramps
4. Corbel repairs - Washington ramp
5. Drain replacement/installation - Midtown Ramp

There is also a 2009 budget request for updated structural condition analyses for all 4 ramps. Any new/priority repairs found as a result of the 2009 inspections could bump some of the work listed above.

Major Program Changes:

The yearly purchase of replacement bags ($3,000) is not included in the 2009 budget based on a review of our current inventory levels and future needs.

The upgrade and replacement of ramp operational equipment is reduced by $2,500 based on prior upgrades and normal replacement needs.

The upgrade/replacement of meter mechanisms is an ongoing process. A citywide upgrade was completed in 2005. Currently, there is sufficient supply of parts for repairs and replacement meters that a one - year reduction of $5,000 was taken in the 2009 budget.

The ramp deck sealing program is done annually on a rotating basis among the four parking ramps. This program was postponed for the 2009 budget thus reducing it by $10,000.

Beginning in 2009, all four ramps will be inspected every three years. This analysis is crucial as the ramps continue to get older. We need to extend the life of the ramps as long as possible.

$28,600 has been included for replacements/upgrades to ramp entry machines.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	332	478	300	300	300
% fixed within 24 hours	97%	98%	98%	98%	98%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 988	2 / 1,000	2 / 996	2 / 996	2 / 996
Maintenance staff size to # of unmetered stalls	3 / 3,122	3 / 3,122	3 / 3,132	3 / 3,132	3 / 3,132
Structural inspections performed	1	0	0	0	4
Work Process Outputs					
Customer services provided					
# of meter batteries changed	1,976	2,000	996	996	996
Power Flushes/Ramp	2	2	2	2	2
# of facility property damages reported	22	16	25	25	25
# of broken gate arms report'd/repair'd	20	16	30	25	25

CITY OF APPLETON 2009 BUDGET
PARKING UTILITY

Operations and Maintenance **Business Unit 5120**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4841 Meters - Tax	$ 589,537	$ 559,672	$ 576,000	$ 576,000	$ 564,000
4842 Short-term Parking - Nontax	2,588	2,112	2,500	2,500	2,200
4843 Short-term Parking - Tax	470,939	447,949	468,000	468,000	455,000
4844 Permit Parking - Nontax	120,148	131,259	201,000	201,000	130,000
4845 Permit Parking - Tax	482,524	502,842	468,600	468,600	550,000
4846 Parking Meter Hood - Nontax	1,563	5,920	-	-	6,000
4847 Parking Meter Hood - Tax	15,448	14,043	12,000	12,000	14,000
5030 Damage to City Property	112	-	-	-	-
5085 Cash Short or Over	559	26	-	-	-
Total Revenue	$ 1,683,418	$ 1,663,823	$ 1,728,100	$ 1,728,100	$ 1,721,200
Expenses					
6101 Regular Salaries	$ 225,317	$ 231,653	$ 223,481	$ 223,481	$ 231,885
6104 Call Time	156	345	300	300	350
6105 Overtime	4,471	5,835	3,700	3,700	4,125
6108 Part-Time	21,294	21,834	27,482	27,482	28,944
6150 Fringes	115,862	117,466	132,629	132,629	134,675
6306 Building Maint./Janitorial	4,631	1,793	16,000	16,000	21,000
6309 Shop Supplies & Tools	74	-	-	-	-
6311 Paint & Supplies	326	102	500	500	1,000
6320 Printing & Reproduction	1,752	2,887	3,500	3,500	3,500
6325 Construction Materials	4,465	4,655	5,000	5,000	5,000
6326 Equipment Parts	17,043	4,503	15,500	39,079	12,250
6327 Miscellaneous Equipment	5,465	10,590	14,750	14,750	7,000
6328 Signs	813	641	2,000	2,000	1,800
6404 Consulting Services	-	6,515	-	-	40,000
6407 Collection Services	390	348	400	400	400
6408 Contractor Fees	7,565	10,438	9,000	9,000	15,000
6409 Inspection Fees	1,327	991	1,800	1,800	1,500
6413 Utilities	176,716	193,537	225,000	225,000	224,520
6416 Build Repairs & Maint	17,494	7,168	15,500	23,386	24,000
6418 Equip Repairs & Maint	29,422	41,616	36,500	36,500	36,000
6425 CEA Equip. Rental	13,822	15,773	14,267	14,267	21,390
6440 Snow Removal Services	14,132	28,013	25,000	25,000	26,000
6803 Buildings	-	-	75,000	120,000	100,000
6804 Equipment	-	-	80,000	80,000	28,600
Total Expense	$ 662,537	$ 706,703	$ 927,309	$ 1,003,774	$ 968,939

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Building Maintenance & Janitorial	
Light bulbs	$ 2,000
Cleaning supplies	4,000
HP sodium lamps (ramps) - every 3 yrs	15,000
	$ 21,000
Equipment Parts	
Misc repair parts	$ 3,000
Lights CC ramp stairs	1,000
Permit cards	1,250
Batteries - Lithium	6,000
Parking stop blocks/Bollard post sleeves	1,000
	$ 12,250
Consulting Services	
Structural Condition Analysis all ramps - every 3 yrs	$ 40,000
	$ 40,000
Contractor Fees	
Stall painting streets & ramps	$ 9,000
Security system Wash. Ramp	6,000
	$ 15,000

Building Repairs & Maintenance	
Midtown lighting	$ 8,000
Misc ramp repairs	7,500
Ramp extrior window washing	2,000
Pest control services	1,500
Police requested modification to existing fence at City Center R	5,000
	$ 24,000
Equipment Repairs & Maintenance	
Elevator repairs - maintenance agreements	$ 28,000
Machines, gates, readers	7,000
Meter repairs	1,000
	$ 36,000
Snow Removal Services	
All ramps	$ 26,000
	$ 26,000
Buildings	
Ramp repairs	$ 75,000 *
Security cameras	25,000
	$ 100,000
Equipment	
Ramp entry machines	$ 28,600
	$ 28,600

* See objectives on previous page for more detail.

CITY OF APPLETON 2009 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:

FMLA, sick time, weather (snow, cold, rain), meter usage and customers complying with meter hours all contribute to change in citations issued.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter/month	2.61	2.26	2.8	2.1	2.1
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	21	43	15	55	45
# of notices sent	17,056	15,636	17,000	16,200	16,200
# of state suspensions sent	3,855	3,840	3,850	3,500	3,500
Work Process Outputs					
Enforcement provided					
# of citations issued	32,249	28,819	45,000	27,500	27,500
# of meter violation citations issued	31,057	27,216	32,000	27,000	27,000
# of citations reviewed by Parking Manager	840	620	800	800	800

CITY OF APPLETON 2009 BUDGET
PARKING UTILITY

Enforcement **Business Unit 5130**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4520 Parking Violations	$ 608,825	$ 605,302	$ 588,000	$ 588,000	$ 606,000
5035 Other Reimbursements	1,213	2,879	-	-	-
Total Revenue	$ 610,038	$ 608,181	$ 588,000	$ 588,000	$ 606,000
Expenses					
6101 Regular Salaries	$ 108,925	$ 110,844	$ 109,729	$ 109,729	$ 114,760
6105 Overtime	570	593	200	200	200
6150 Fringes	36,176	36,284	38,419	38,419	39,290
6320 Printing & Reproduction	1,362	2,525	5,500	5,500	4,500
6321 Clothing	659	243	450	450	450
6326 Equipment Parts	-	367	-	-	-
6418 Equipment Repairs & Maint.	1,500	1,994	1,000	1,000	1,000
6599 Other Contracts/Obligations	20,196	16,127	20,000	20,000	20,000
6623 Uncollectible Accounts	502	-	-	-	-
6804 Equipment	-	-	-	27,322	-
Total Expense	$ 169,890	$ 168,977	$ 175,298	$ 202,620	$ 180,200

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Other Contracts & Obligations	
DMV support services	$ 20,000
	$ 20,000

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Fines and Forfeitures	608,824	605,302	428,826	588,000	588,000	606,000	606,000
Interest Income	69,530	98,793	39,554	68,000	68,000	0	55,000
Charges for Services	1,682,747	1,663,797	1,167,091	1,728,100	1,728,100	1,721,200	1,721,200
Other Revenues	41,880	68,401	35,060	40,000	40,000	40,000	40,000
TOTAL REVENUES	2,402,981	2,436,293	1,670,531	2,424,100	2,424,100	2,367,200	2,422,200
EXPENSES BY LINE ITEM							
Regular Salaries	50,389	52,792	37,987	59,684	59,684	63,101	63,101
Labor Pool Allocations	294,575	300,618	217,224	358,572	358,572	373,242	373,242
Call Time	156	345	256	300	300	350	350
Overtime	5,053	6,429	2,336	3,900	3,900	4,325	4,325
Part-Time	21,464	22,193	15,855	27,482	27,482	28,944	28,944
Other Compensation	2	0	393	0	0	0	0
Shift Differential	373	282	198	300	300	300	300
Sick Pay	12,600	8,322	5,961	0	0	0	0
Vacation Pay	42,732	42,568	30,355	0	0	0	0
Fringes	178,141	179,146	141,442	209,514	209,514	215,177	213,296
Salaries & Fringe Benefits	605,485	612,695	452,007	659,752	659,752	685,439	683,558
Training & Conferences	400	6	0	0	0	0	0
Office Supplies	620	1,257	401	500	500	500	500
Memberships & Licenses	90	0	520	550	550	0	0
Postage & Freight	5,557	5,355	3,206	5,300	5,300	0	6,000
Awards & Recognition	158	350	298	350	350	350	350
Building Maintenance/Janitor.	4,631	4,793	6,072	16,000	16,000	21,000	21,000
Insurance	35,028	31,890	21,384	32,080	32,080	0	39,220
Rent	0	0	0	0	0	1,000	0
Depreciation Expense	872,908	862,253	575,784	874,000	874,000	0	876,200
Uncollectible Accounts	502	0	0	0	0	0	0
Trans Out - General Fund	9,300	9,300	6,200	9,300	9,300	0	9,300
Trans Out - Special Revenue	900,000	900,000	0	900,000	900,000	0	1,000,000
Administrative Expense	1,829,194	1,815,204	613,865	1,838,080	1,838,080	22,850	1,952,570
Shop Supplies & Tools	396	600	100	1,500	1,500	1,500	1,500
Paint & Supplies	326	102	926	500	500	1,000	1,000
Printing & Reproduction	3,281	6,988	6,025	9,000	9,000	8,000	8,000
Clothing	1,191	916	640	1,450	1,450	1,450	1,450
Safety Supplies	92	386	61	100	100	100	100
Construction Materials	4,465	4,655	4,900	5,000	5,000	5,000	5,000
Vehicle & Equipment Parts	17,043	4,870	32,640	15,500	39,079	12,500	12,250
Miscellaneous Equipment	6,846	11,813	0	16,250	16,250	8,000	8,000
Signs	813	641	219	2,000	2,000	1,800	1,800
Supplies & Materials	34,453	30,971	45,511	51,300	74,879	39,350	39,100
Accounting/Audit	1,958	2,028	2,146	2,506	2,506	0	2,681
Bank Services	6,717	7,770	5,333	7,700	7,700	0	9,000
Consulting Services	0	6,515	0	0	0	40,000	40,000
Collection Services	2,442	2,491	1,904	2,400	2,400	2,600	2,600
Contractor Fees	7,565	10,438	6,584	9,000	9,000	15,000	15,000
Inspection Fees	1,327	991	843	1,800	1,800	1,500	1,500
Advertising	0	0	456	0	0	0	0
Health Services	0	187	0	0	0	0	0
Snow Removal Services	14,132	28,013	34,997	25,000	25,000	26,000	26,000
Laundry Services	1,674	1,537	969	1,500	1,500	1,629	1,629
Other Contracts/Obligations	20,086	16,127	16,000	20,000	20,000	20,000	20,000
Purchased Services	55,901	76,097	69,232	69,906	69,906	106,729	118,410
Electric	159,413	171,158	132,081	204,147	204,147	200,781	200,781
Gas	1,963	1,989	1,236	2,160	2,160	1,494	1,494
Water	2,658	3,271	2,387	3,255	3,255	3,664	3,664
Waste Disposal/Collection	619	742	476	500	500	750	750
Stormwater	12,617	14,834	9,145	12,977	12,977	15,090	15,090
Telephone	2,401	3,252	2,797	4,059	4,059	3,767	3,767

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Cellular Telephone	871	989	1,160	959	959	1,345	1,345
Utilities	180,542	196,235	178,196	228,057	228,057	226,891	226,891
Building Repair & Maintenance	17,494	7,168	20,111	15,500	23,386	24,000	24,000
Equipment Repair & Maintenanc	31,228	43,610	20,784	37,750	37,750	39,068	39,068
Facilities Charges	0	19-	0	0	0	0	0
CEA Equipment Rental	13,822	15,773	12,531	14,267	14,267	21,390	21,390
Repair & Maintenance	62,544	66,532	53,426	67,517	75,403	84,458	84,458
Buildings	0	0	45,000	75,000	120,000	100,000	100,000
Machinery & Equipment	0	0	27,351	80,000	107,322	0	28,600
Infrastructure Construction	0	15	0	0	0	0	0
Capital Expenditures	0	15	72,351	155,000	227,322	100,000	128,600
TOTAL EXPENSES	2,768,119	2,797,749	1,751,961	3,069,612	3,173,399	1,265,717	3,233,587

CITY OF APPLETON 2009 BUDGET

PARKING UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Charges for Services	$ 1,724,515	$ 1,706,717	$ 1,768,100	$ 1,700,000	$ 1,761,200
Other	608,824	605,302	588,000	588,000	606,000
Total Revenues	2,333,339	2,312,019	2,356,100	2,288,000	2,367,200
Expenses					
Operating Expenses	985,912	1,026,213	1,131,312	1,162,777	1,179,487
Depreciation	872,908	862,253	874,000	865,000	876,200
Total Expenses	1,858,820	1,888,466	2,005,312	2,027,777	2,055,687
Operating Income (Loss)	474,519	423,553	350,788	260,223	311,513
Non-Operating Revenues (Expenses)					
Interest Income	69,530	98,790	68,000	55,000	55,000
Other	117	-	-	-	-
Total Non-Operating	69,647	98,790	68,000	55,000	55,000
Net Income (Loss) Before Transfers	544,166	522,343	418,788	315,223	366,513
Transfers In (Out)					
Capital Contributions	-	25,500	-	-	-
Special Revenue	(900,000)	(900,000)	(900,000)	(900,000)	(1,000,000)
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(365,134)	(361,457)	(490,512)	(594,077)	(642,787)
Total Net Assets - Beginning	14,041,993	13,676,859	13,315,402	13,315,402	12,721,325
Total Net Assets - Ending	$ 13,676,859	$ 13,315,402	$ 12,824,890	$ 12,721,325	$ 12,078,538

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 1,286,978	$ 1,330,579
+ Net Income (Loss)	305,923	357,213
+ Depreciation	865,000	876,200
- Fixed Assets	(227,322)	(168,600)
- Advance to TIF # 3	(900,000)	(1,000,000)
Working Cash - End of Year	$ 1,330,579	$ 1,395,392

WORKING CAPITAL RESERVE REQUIREMENT

Prior Year Audited Expenditures	$ 1,888,466
- Depreciation	(862,253)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	$ 1,035,513
25 % Working Capital Reserve Requirement	$ 258,878

CITY OF APPLETON 2009 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 2009 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 2008 EVENTS

Continued to borrow from and loan refuse trucks to Little Chute as emergency replacements

Purchased E-85 fuel compatible vehicles

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

Investigated 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
· 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

Installed new hoist in MSB maintenance shop

Purchased 2 new steam cleaning units for power washing equipment

Police mechanic temporarily moved shop to MSB to allow coordination of new Police Station

Changed the way we count vehicles in the fleet to reflect "approved vehicles"

Created a policy on procedures to follow when upgrading vehicles due to new technology or other mandated changes

Bad winter weather increased the number of hours equipment was used on the road which accounted for more emergency breakdowns in the first quarter of the year

CITY OF APPLETON 2009 BUDGET
CENTRAL EQUIPMENT AGENCY

MAJOR 2009 OBJECTIVES

Monitor and revise, if necessary, the monthly department billings to meet our customers' needs

Conduct annual training of shop employees to insure optimum performance

Hold regular CEA meetings with users and mechanics to gather information on users' requirements before writing purchasing specification to insure the best use of budget funds and operational requirements

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

Investigate alternative fuel compatible vehicles

Accommodate police fleet repairs out of MSB shop

Evaluate hybrid refuse truck

Participate in the Wisconsin Office of Energy Independence Clean Diesel Initiative

Investigate possible alternatives to the continued use of the car wash at MSB

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 4,249,199	$ 5,192,739	$ 4,532,673	$ 4,532,673	$ 5,214,439	15.04%
Program Expenses							
6110	Administration	2,025,739	2,159,757	2,080,616	2,080,616	2,336,209	12.28%
6121	Maintenance	1,875,098	1,997,375	2,281,334	2,281,334	2,405,863	5.46%
Total Program Expenses		$ 3,900,837	$ 4,157,132	$ 4,361,950	$ 4,361,950	$ 4,742,072	8.71%
Expenses Comprised Of:							
Personnel		920,643	968,499	1,066,097	1,066,097	1,099,669	3.15%
Administrative Expense		1,638,945	1,718,081	1,641,850	1,641,850	1,878,378	14.41%
Supplies & Materials		1,116,046	1,248,394	1,297,744	1,297,744	1,506,033	16.05%
Purchased Services		8,562	8,366	11,052	11,052	12,015	8.71%
Utilities		36,431	42,159	45,207	45,207	47,177	4.36%
Repair & Maintenance		180,210	171,633	190,000	190,000	198,800	4.63%
Capital Expenditures		-	-	110,000	110,000	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		14.11	14.11	14.11	14.11	14.11	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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. Minimize increases to CEA billing rate by reviewing budget requests & non-billable hours

Review and revise equipment replacement policies. Provide detailed information on replacement equipment and requests for changes in replacement life

Continue to find ways to improve communications with all agencies

Investigate opportunities to share vehicles among departments

Major program changes:

The increase in chemical expense is due to the cost of soap for the car wash. The car wash has been repaired and is operational more often than in past years causing higher soap usage.

Beginning in 2009, the proceeds from the sale of used vehicles ($176,000) will be transferred to the CEA Replacement Capital Projects Fund (432) to help fund the cost of new vehicles. The model used for accumulating replacement proceeds has always included the residual value of the old vehicle. However, in past years, the actual proceeds were recorded in this budget. This annual transfer will help correct this inequity. Unfortunately, due to this lost revenue and other factors, it was necessary to increase the overhead rate (below) substantially in 2009.

Other factors that contributed to the increase in the overhead rate included increases in personnel costs ($33,000), facilites charges ($7,000), insurance costs ($6,000), and debt service payments ($15,000) on the new hoist that was purchased in 2008. These increases were partially offset by the planned use of $100,000 of fund equity in 2009.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Cost effective service					
Overhead rate	$ 54.68	$ 53.95	$ 55.95	$ 55.95	$ 63.79
Billable hours	17,889	17,967	18,200	18,000	18,000
Strategic Outcomes					
Operational requirements of users					
Size of fleet	392	390	389	389	389
Consistent and current information					
# Policies reviewed/revised	1	1	2	1	1
Work Process Output					
Customer service					
Requests for additions to fleet	2	2	2	0	0

CITY OF APPLETON 2009 BUDGET
CENTRAL EQUIPMENT AGENCY

Administration **Business Unit 6110**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4710 Interest on Investments	$ 5,038	$ 16,551	$ 5,500	$ 5,500	$ 7,000
4801 Charges for Svc - Nontax	-	1,163	-	-	-
4865 CEA Operational Revenue	2,110,227	2,208,655	2,381,450	2,381,450	2,713,174
4908 Misc. Intergov.Charges	48,969	51,342	48,000	48,000	60,000
5004 Sale of City Property	194,927	331,721	175,000	175,000	176,000
5021 Capital Contributions	1,882,814	2,555,695	1,905,723	1,905,723	2,236,265
5030 Damage to City Property	561	212	-	-	500
5035 Other Reimbursements	694	15,295	12,000	12,000	16,500
5082 Insurance Proceeds	5,969	12,105	5,000	5,000	5,000
Total Revenue	$ 4,249,199	$ 5,192,739	$ 4,532,673	$ 4,532,673	$ 5,214,439
Expenses					
6101 Regular Salaries	$ 198,171	$ 220,714	$ 210,500	$ 210,500	$ 218,779
6104 Call Time	389	564	401	401	575
6105 Overtime	244	338	300	300	300
6108 Part-Time	3,437	3,641	-	-	-
6150 Fringes	80,710	89,838	97,068	97,068	99,535
6201 Training\Conferences	1,891	2,803	3,000	3,000	3,000
6301 Office Supplies	793	853	720	720	750
6302 Subscriptions	683	-	600	600	600
6303 Memberships & Licenses	676	1,185	650	650	650
6304 Postage\Freight	31	28	-	-	-
6305 Awards & Recognition	178	315	420	420	420
6309 Shop Supplies & Tools	37,059	42,478	40,000	40,000	41,200
6310 Chemicals	6,455	7,085	6,800	6,800	9,000
6311 Paint & Supplies	231	197	-	-	-
6315 Books & Library Material	164	-	200	200	200
6320 Printing & Reproduction	233	1,852	1,100	1,100	1,100
6321 Clothing	1,305	1,017	1,400	1,400	1,400
6323 Safety Supplies	600	608	600	600	600
6324 Medical\Lab Supplies	47	49	150	150	50
6326 Equipment Parts	577	215	-	-	-
6327 Miscellaneous Equipment	5,540	-	11,500	11,500	4,500
6401 Accounting/Audit	1,398	1,448	1,790	1,790	1,915
6403 Bank Services	90	263	150	150	300
6408 Contractor Fees	199	-	-	-	-
6413 Utilities	36,431	42,159	45,207	45,207	47,177
6418 Equip Repairs & Maint	2,999	3,587	3,300	3,300	3,300
6420 Facilities charges	3,388	16,630	11,500	11,500	18,500
6429 Interfund Allocations	(165)	-	(1,000)	(1,000)	-
6430 Health Services	13	18	-	-	-
6451 Laundry Services	3,857	4,495	4,200	4,200	5,300
6501 Insurance	7,752	9,540	9,210	9,210	15,760
6503 Rent	1,730	2,003	1,850	1,850	1,900
6599 Other Contracts/Obligations	3,722	4,905	4,000	4,000	4,500
6601 Depreciation Expense	1,621,851	1,701,011	1,625,000	1,625,000	1,675,000
6720 Interest Payments	-	-	-	-	3,898
6623 Uncollectible Accounts	3,060	(82)	-	-	-
7914 Transfer Out - Capital Projects	-	-	-	-	176,000
Total Expense	$ 2,025,739	$ 2,159,757	$ 2,080,616	$ 2,080,616	$ 2,336,209

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Shop Supplies & Tools	
Consumable shop supplies	$ 28,000
Small shop tools	13,200
	$ 41,200

Transfer Out - Capital Projects	
Proceeds from sale of vehicles	$ 176,000
	$ 176,000

CITY OF APPLETON 2009 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 over on all Departments' equipment in a timely manner to meet their needs
Revise methods and timing for cleaning debris from radiators for better performance and longer radiator life
Investigate possible alternatives to the continued use of the car wash at MSB

Major program changes:

Due to the continued volatility in motor fuel prices, projecting fuel costs for 2009 is challenging. For the costs per gallon, several factors were considered including recent wholesale prices, retail trends, fuel production capacity, futures pricing on the commodity market (i.e. NYMEX), U.S. Department of Energy projections, and input from fuel suppliers. After a thorough review of these factors, a per gallon cost of $3.37 for unleaded gasoline and $3.92 for diesel were arrived at. The City does not pay federal gas tax and attains bulk purchase pricing, so the price will be less than what consumers pay at the pump.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours	71	62	65	65	65
Equipment available for operational readiness					
# of emergency breakdowns (hours)	297	344	325	350	325
# of service calls	189	263	200	250	250
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	8,227	7,822	8,300	8,000	8,300
Corrective downtime hours	7,259	7,312	7,600	7,900	7,600
Accidents caused by mechanical failure	0	1	0	0	0
Work Process Outputs					
Service Performed					
# of changeovers performed	98	123	110	120	120

CITY OF APPLETON 2009 BUDGET
CENTRAL EQUIPMENT AGENCY

Maintenance **Business Unit 6121**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6102 Labor Pool Allocations	$ 434,832	$ 447,308	$ 505,805	$ 505,805	$ 523,175
6104 Call Time	693	1,224	1,000	1,000	1,100
6105 Overtime	9,385	13,069	10,000	10,000	11,000
6108 Part-time	-	18	-	-	-
6150 Fringes	192,783	191,783	241,023	241,023	245,205
6304 Postage/Freight	299	421	400	400	400
6307 Food & Provisions	-	6	-	-	-
6309 Shop Supplies & Tools	7	102	-	-	-
6315 Books & Library Materials	-	292	-	-	-
6322 Gas Purchases	752,958	861,957	869,550	869,550	1,092,983
6326 Vehicle & Equipment Parts	310,870	332,543	366,444	366,444	355,000
6409 Inspection Fees	5,630	5,891	5,912	5,912	6,000
6417 Vehicle Repairs & Maint	173,031	151,305	175,200	175,200	177,000
6418 Equipment Repairs & Maint	792	110	-	-	-
6429 Interfund Allocations	(6,182)	(8,654)	(4,000)	(4,000)	(6,000)
6804 Machinery & Equipment	-	-	110,000	110,000	-
Total Expense	$ 1,875,098	$ 1,997,375	$ 2,281,334	$ 2,281,334	$ 2,405,863

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Gas Purchases *

Fuel for vehicles & equipment:	
Unleaded gasoline: 159,129 gallons @ $3.37/gallon	$ 536,265
Diesel fuel: 142,020 gallons @ $3.92/gallon	556,718
	$ 1,092,983

Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	$ 258,000
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	97,000
	$ 355,000

Vehicle Repairs & Maint.

Tire service	$ 112,000
Vehicle alignments	2,915
Towing services	1,550
Vehicle cleaning/upholstery	4,305
Body shop work	43,690
Painting	12,540
	$ 177,000

* The City does not pay federal gas tax (currently $0.184/gal unleaded and $0.244/gal diesel) and attains bulk purchasing rates.

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Interest Income	5,038	16,550	6,592	5,500	5,500	0	7,000
Charges for Services	2,110,227	2,209,818	1,783,480	2,381,450	2,381,450	0	2,713,174
Intergov. Charges for Service	48,969	51,342	46,086	48,000	48,000	54,370	60,000
Other Revenues	2,084,965	2,915,028	296,286	2,097,723	2,097,723	193,000	2,434,265
TOTAL REVENUES	4,249,199	5,192,738	2,132,444	4,532,673	4,532,673	247,370	5,214,439
EXPENSES BY LINE ITEM							
Regular Salaries	14,633	14,881	11,730	15,561	15,561	16,663	16,663
Labor Pool Allocations	570,290	596,372	448,384	698,181	698,181	723,116	723,116
Call Time	1,082	1,788	1,562	1,401	1,401	1,675	1,675
Overtime	9,629	13,407	10,256	10,300	10,300	11,300	11,300
Temp. Full-Time	0	18	0	0	0	0	0
Part-Time	3,437	3,641	5,008	0	0	0	0
Other Compensation	2,257	730	30	700	700	450	450
Shift Differential	1,677	1,741	1,335	1,863	1,863	1,725	1,725
Sick Pay	877-	11,224	2,765	0	0	0	0
Vacation Pay	45,021	43,076	30,804	0	0	0	0
Fringes	273,493	281,621	230,864	338,091	338,091	344,740	344,740
Salaries & Fringe Benefits	920,642	968,499	742,738	1,066,097	1,066,097	1,099,669	1,099,669
Training & Conferences	1,891	2,803	1,423	3,000	3,000	3,000	3,000
Office Supplies	793	853	556	720	720	750	750
Subscriptions	683	0	0	600	600	600	600
Memberships & Licenses	676	1,185	422	650	650	650	650
Postage & Freight	330	448	200	400	400	400	400
Awards & Recognition	178	315	0	420	420	420	420
Food & Provisions	0	6	0	0	0	0	0
Insurance	7,752	9,540	6,128	9,210	9,210	0	15,760
Rent	1,730	2,003	2,506	1,850	1,850	1,900	1,900
Depreciation Expense	1,621,850	1,701,011	1,093,600	1,625,000	1,625,000	0	1,675,000
Uncollectible Accounts	3,060	82-	0	0	0	0	0
Interest Payments	0	0	0	0	0	0	3,898
Trans Out - Capital Projects	0	0	0	0	0	0	176,000
Administrative Expense	1,638,943	1,718,082	1,104,835	1,641,850	1,641,850	7,720	1,878,378
Shop Supplies & Tools	37,066	42,580	24,145	40,000	40,000	41,200	41,200
Chemicals	6,455	7,085	4,759	6,800	6,800	9,000	9,000
Paint & Supplies	231	197	36	0	0	0	0
Books & Library Materials	164	292	0	200	200	200	200
Printing & Reproduction	233	1,852	201	1,100	1,100	1,100	1,100
Clothing	1,305	1,017	796	1,400	1,400	1,400	1,400
Gas Purchases	752,958	861,957	886,412	869,550	869,550	1,092,983	1,092,983
Safety Supplies	600	608	522	600	600	600	600
Medical & Lab Supplies	46	49	33	150	150	50	50
Vehicle & Equipment Parts	311,447	332,758	240,526	366,444	366,444	355,000	355,000
Miscellaneous Equipment	5,540	0	11,420	11,500	11,500	4,500	4,500
Supplies & Materials	1,116,045	1,248,395	1,168,850	1,297,744	1,297,744	1,506,033	1,506,033
Accounting/Audit	1,398	1,448	1,431	1,790	1,790	0	1,915
Bank Services	90	263	171	150	150	0	300
Contractor Fees	199	0	0	0	0	0	0
Inspection Fees	5,630	5,891	4,093	5,912	5,912	6,000	6,000
Interfund Allocations	6,347-	8,654-	1,687-	5,000-	5,000-	6,000-	6,000-
Health Services	13	18	0	0	0	0	0
Laundry Services	3,857	4,495	3,005	4,200	4,200	5,300	5,300
Other Contracts/Obligations	3,722	4,905	1,994	4,000	4,000	4,500	4,500
Purchased Services	8,562	8,366	9,007	11,052	11,052	9,800	12,015
Electric	12,356	12,194	8,936	12,728	12,728	12,576	12,576
Gas	16,464	20,855	19,257	23,451	23,451	25,361	25,361
Water	1,506	2,125	1,502	2,028	2,028	2,240	2,240
Waste Disposal/Collection	944	1,102	734	1,100	1,100	1,100	1,100
Stormwater	5,030	5,723	4,280	5,750	5,750	5,750	5,750

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Cellular Telephone	131	159	107	150	150	150	150
Utilities	36,431	42,158	34,816	45,207	45,207	47,177	47,177
Vehicle Repair & Maintenance	173,031	151,305	137,178	175,200	175,200	177,000	177,000
Equipment Repair & Maintenanc	3,791	3,697	2,642	3,300	3,300	3,300	3,300
Facilities Charges	3,388	16,630	9,845	11,500	11,500	18,500	18,500
Repair & Maintenance	180,210	171,632	149,665	190,000	190,000	198,800	198,800
Machinery & Equipment	0	0	84,342	110,000	110,000	0	0
Capital Expenditures	0	0	84,342	110,000	110,000	0	0
TOTAL EXPENSES	3,900,833	4,157,132	3,294,253	4,361,950	4,361,950	2,869,199	4,742,072

CITY OF APPLETON 2009 BUDGET

CENTRAL EQUIPMENT AGENCY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Charges for Services	$ 2,159,890	$ 2,276,455	$ 2,429,450	$ 2,429,450	$ 2,773,174
Other	6,530	12,317	17,000	17,000	22,000
Total Revenues	2,166,420	2,288,772	2,446,450	2,446,450	2,795,174
Expenses					
Operating Expenses	2,278,987	2,456,120	2,626,950	2,626,950	2,887,174
Depreciation	1,621,850	1,701,011	1,625,000	1,625,000	1,675,000
Total Expenses	3,900,837	4,157,131	4,251,950	4,251,950	4,562,174
Operating Loss	(1,734,417)	(1,868,359)	(1,805,500)	(1,805,500)	(1,767,000)
Non-Operating Revenues (Expenses)					
Investment Income	5,038	16,551	5,500	8,000	7,000
Sale of City Property	194,927	331,721	175,000	175,000	176,000
Interest Expense	-	-	-	(1,254)	(3,898)
Total Non-Operating	199,965	348,272	180,500	181,746	179,102
Income (Loss) before Contributions and Transfers	(1,534,452)	(1,520,087)	(1,625,000)	(1,623,754)	(1,587,898)
Contributions and Transfers In (Out)					
Capital Contributions	1,882,814	2,555,695	1,905,723	1,905,723	2,236,265
Transfers Out	-	-	-	-	(176,000)
Change in Net Assets	348,362	1,035,608	280,723	281,969	472,367
Net Assets - Beginning	9,184,073	9,532,435	10,568,043	10,568,043	10,850,012
Net Assets - Ending	$ 9,532,435	$ 10,568,043	$ 10,848,766	$ 10,850,012	$ 11,322,379

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 449,126	$ 450,372
+ Change in Net Assets	281,969	472,367
+ Long Term Debt	110,000	-
- Capital Contributions	(1,905,723)	(2,236,265)
- Principal Repayment	-	(10,000)
- Fixed Assets	(110,000)	-
+ Depreciation	1,625,000	1,675,000
Working Cash - End of Year	$ 450,372	$ 351,474

CITY OF APPLETON 2009 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT

	2008 G.O. Notes	
Year	Principal	Interest
2009	10,000	3,898
2010	10,000	3,300
2011	10,000	3,000
2012	10,000	2,681
2013	10,000	2,356
2014	10,000	2,013
2015	10,000	1,663
2016	10,000	1,294
2017	15,000	900
2018	15,000	300
	$ 110,000	$ 21,405

Note: Schedule is based on accrual method of accounting.

CITY OF APPLETON 2009 BUDGET
CENTRAL EQUIPMENT AGENCY

NOTES

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 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	Stormwater Utility	Total Cost
900	Admin car	Engineering	$ 24,800			$ 24,800
901	Aerial	Forestry	175,000			175,000
902	Brush Chipper, 15" opening	Forestry	34,700			34,700
903	Brush Chipper, 18" opening	Forestry	44,200			44,200
904	Tractor	Forestry	60,000			60,000
905	Aerifier	Golf	17,095			17,095
906	Greens Mower (2)	Golf	43,000			43,000
907	Riding Mower	Golf	51,500			51,500
908	Tractor	Golf	21,250			21,250
909	Prover Trailer	Health	33,500			33,500
910	Infield Pro	Park	14,950			14,950
911	Pickup 4WD Plow, Tailgate	Park	34,800			34,800
912	Pickup 4WD Tailgate, generator	Park	34,500			34,500
913	Sweeper	Park	24,900			24,900
914	Squads - Marked (14)	Police	476,000			476,000
915	Undercover Car	Police	15,300			15,300
916	Van (2)	Police	56,640			56,640
918	Sweeper	Stormwater	165,000		60,000	225,000
919	Backhoe	Street	93,500			93,500
920	Pickup 2WD, Liftgate, Arrow board	Street	31,055			31,055
921	Pickup 4WD, Liftgate, Arrow board	Street	31,500			31,500
922	Pickup 4WD, Toolboxes & acc.	Street	30,000			30,000
923	Plow (2)	Street	24,600			24,600
924	Tar Kettle	Street	38,000			38,000
925	Tri-Axle Dump Truck (2)	Street	388,000			388,000
New	Epoxy Patch Machine	Street	60,000			60,000
926	Concrete Buster	Water Distrb.	18,500			18,500
927	Utility Van	Facilities	-	31,975		31,975
			$ 2,042,290	$ 31,975	$ 60,000	$ 2,134,265
				See also page 58	See also page 572	

Major Program Changes:

The Central Equipment Agency, in conjunction with the user departments, evaluated the 2009 equipment purchases and determined that 30 units with a collective purchase price of $ 953,931should be retained for one additional year. In 2008, 38 units with a combined estimated cost of $1,350,688 were retained for an additional year. In addition, the front load refuse truck, scheduled for replacement in 2009, will not be replaced because of the elimination of front load commercial refuse collection. $60,000 of the $222,000 of accumulated replacement reserve for that truck will be used to purchase an epoxy patch machine (see page 348) for use in street repair, while the balance will become part of the ongoing funding for equipment replacement.

Beginning in 2009, the proceeds from the sale of used vehicles will be transferred into this fund from the CEA operations budget to help fund the cost of new vehicles. The model used for accumulating replacement proceeds has always included the residual value of the old vehicles. However, in past years, the actual proceeds were recorded in the CEA operations fund. This annual transfer will correct this inequity.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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 395 for relevant performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 1,560,104	$ 1,611,379	$ 1,727,337	$ 1,727,337	$ 2,028,961	17.46%
Program Expenses		$ 2,017,730	$ 2,506,099	$ 1,920,773	$ 1,920,773	$ 2,134,265	11.11%
Expenses Comprised Of:							
Administrative Expense		128,071	112	-	-	-	N/A
Supplies & Materials		6,845	-	-	-	-	N/A
Capital Expenditures		1,882,814	2,505,987	1,920,773	1,920,773	2,134,265	11.11%

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

CEA REPLACEMENT FUND **Business Unit 4320**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4710 Interest on Investments	$ 155,299	$ 157,572	$ 135,000	$ 135,000	$ 70,000
4866 CEA Replacement Revenue	1,369,231	1,453,807	1,545,312	1,545,312	1,690,986
5926 Trans In - General Fund	22,374	-	15,050	15,050	-
5926 Trans In - Water Utility	13,200	-	-	-	-
5931 Trans In - Internal Service	-	-	31,975	31,975	207,975
5933 Trans In - Stormwater Utility	-	-	-	-	60,000
Total Revenue	$ 1,560,104	$ 1,611,379	$ 1,727,337	$ 1,727,337	$ 2,028,961
Expenses					
6303 Memberships & Licenses	$ 50	$ 112	$ -	$ -	$ -
6327 Miscellaneous Equipment	6,845	-	-	-	-
6804 Equipment	1,882,814	2,505,987	1,920,773	1,920,773	2,134,265
7911 Trans Out - General Fund	128,021	-	-	-	-
7915 Trans Out - Enterprise Fund	-	-	-	-	-
Total Expense	$ 2,017,730	$ 2,506,099	$ 1,920,773	$ 1,920,773	$ 2,134,265

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Equipment	
Replacement vehicles & equipment (see list, previous page)	$ 2,134,265
	$ 2,134,265
Trans In - Internal Service	
Facilities Management Fund - Utility Van	$ 31,975
CEA Operations Fund - Proceeds from sale of vehicles	176,000
	$ 207,975
Trans In - Stormwater Utility	
Stormwater Utility - Sweeper	$ 60,000
	$ 60,000

CITY OF APPLETON 2009 BUDGET
CEA REPLACEMENT
SOURCES AND USES OF FUNDS

Revenues	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Interest Income	$ 155,299	$ 157,572	$ 135,000	$ 81,600	$ 70,000
Charges for Services	1,369,231	1,453,807	1,545,312	1,545,312	1,690,986
Total Revenues	1,524,530	1,611,379	1,680,312	1,626,912	1,760,986
Expenses					
Program Costs	1,889,709	2,506,099	1,920,773	1,920,773	2,134,265
Total Expenses	1,889,709	2,506,099	1,920,773	1,920,773	2,134,265
Revenues over (under) Expenses	(365,179)	(894,720)	(240,461)	(293,861)	(373,279)
Other Financing Sources (Uses)					
Transfers In - General Fund	22,374	-	15,050	15,050	-
Transfers In - Water Utility	13,200	-	-	-	-
Transfers In - Internal Service	-	-	31,975	31,975	207,975
Transfers In - Stormwater Fund	-	-	-	-	60,000
Transfers Out - General Fund	(128,021)	-	-	-	-
Transfers Out - Enterprise Fund	-	-	-	-	-
Total Other Financing Sources (Uses)	(92,447)	-	47,025	47,025	267,975
Net Change in Equity	(457,626)	(894,720)	(193,436)	(246,836)	(105,304)
Fund Balance - Beginning	3,351,878	2,894,252	1,999,532	1,999,532	1,752,696
Fund Balance - Ending	$ 2,894,252	$ 1,999,532	$ 1,806,096	$ 1,752,696	$ 1,647,392

CITY OF APPLETON 2009 BUDGET

HEALTH SERVICES DEPARTMENT

Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2009 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 2008 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.

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.

Department staff continue 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 care forum has been well received and has enhanced communication and collaboration on a regional basis.

Health Department staff continue to collaborate with representatives from local health care providers 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 2008 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. This program continues to grow in participation where last year more than 12,000 reached their goal.

In 2008 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. New in 2008 has been the addition of the City of Berlin.

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. New in 2008 we have added Marquette County. This year emphasis has been placed on plan development, training and exercise.

CITY OF APPLETON 2009 BUDGET
HEALTH SERVICES DEPARTMENT

MAJOR 2009 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 2009. A new focus on continuity of operations planning for the City as a whole during a public health emergency, such as a pandemic, will continue to take place in 2009. 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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 297,754	$ 293,854	$ 276,327	$ 285,286	$ 289,609	4.81%
Program Expenses							
12510	Administration	168,053	167,169	178,053	178,053	179,240	0.67%
12520	Nursing	458,837	448,383	474,961	479,580	482,795	1.65%
12530	Environmental Health	294,030	314,167	305,862	305,862	317,919	3.94%
12540	Weights & Measures	180,439	180,519	210,431	210,431	185,359	-11.91%
TOTAL		$ 1,101,359	$ 1,110,238	$ 1,169,307	$ 1,173,926	$ 1,165,313	-0.34%
Expenses Comprised Of:							
Personnel		1,007,052	1,024,342	1,077,189	1,081,733	1,060,336	-1.56%
Administrative Expense		19,483	16,097	18,726	18,726	18,426	-1.60%
Supplies & Materials		24,204	24,040	22,700	22,700	22,800	0.44%
Purchased Services		34,196	27,783	31,168	31,243	37,450	20.16%
Utilities		2,373	1,711	3,170	3,170	2,620	-17.35%
Repair & Maintenance		14,051	16,265	16,354	16,354	23,681	44.80%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		13.05	12.85	12.85	12.85	12.85	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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 ($26,921) to the public health preparedness grant for administrative time. This allocation has been made in previous years. If the public health preparedness funds were to be dissolved, this allocation of the Health Officer's salary would be brought back into this program's budget.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	100%	100%	100%	100%	100%
Work Process Outputs					
Training					
Hours of training per employee	43	41	40	40	40
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	88	89	85	80	80
Prepare annual report					
Completed by 120th day of following year	4/28/2006	4/20/2007	4/25/2008	4/23/2008	4/25/2009

* 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 2009 BUDGET
HEALTH SERVICES DEPARTMENT

Administration **Business Unit 12510**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4225 Health Grants & Aids	$ 5,003	$ -	$ -	$ -	$ -
4801 Charges for Serv. - Nontax	-	170	-	-	-
4802 Charges for Serv. - Tax	-	-	40	40	40
5010 Misc Revenue - Nontax	104	-	-	-	-
5035 Other Reimbursements	76	-	-	-	-
Total Revenue	$ 5,183	$ 170	$ 40	$ 40	$ 40
Expenses					
6101 Regular Salaries	$ 105,343	$ 108,817	$ 112,775	$ 112,775	$ 113,085
6105 Overtime	612	589	305	305	271
6150 Fringes	42,206	43,470	48,320	48,320	49,675
6201 Training\Conferences	1,865	253	950	950	950
6206 Parking Permits	1,344	1,344	1,344	1,344	1,344
6301 Office Supplies	3,002	2,760	2,700	2,700	2,700
6303 Memberships & Licenses	725	855	550	550	550
6305 Awards & Recognition	230	230	261	261	200
6307 Food & Provisions	203	330	348	348	265
6316 Miscellaneous Supplies	4,785	204	400	400	400
6320 Printing & Reproduction	4,226	3,980	5,500	5,500	5,500
6327 Miscellaneous Equipment	2,640	3,793	3,000	3,000	3,000
6413 Utilities	872	544	1,000	1,000	700
6418 Equip Repairs & Maint	-	-	600	600	600
Total Expense	$ 168,053	$ 167,169	$ 178,053	$ 178,053	$ 179,240

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	Trsf 1 new case	2 cases	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	100%	100%	100%	100%	100%
Strategic Outcomes					
Minimize epidemiologically linked TB cases					
# of cases based on data review	0	0	0	0	0
Increased vaccine coverage					
% of school aged children vaccinated	99.4%	99.5%	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	218	200	375	15	0
TB skin tests: Fire, Health					
# of TB skin tests	191	121	150	150	150

CITY OF APPLETON 2009 BUDGET
HEALTH SERVICES DEPARTMENT

Public Health Nursing **Business Unit 12520**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4225 Health Grants & Aids	$ 49,194	$ 24,256	$ -	$ 4,619	$ -
4801 Charges for Serv.- Nontax	6,315	7,850	6,500	6,500	6,800
5020 Donations & Memorials	-	2,349	-	-	-
5035 Other Reimbursements	41,645	50,072	52,797	52,797	55,762
Total Revenue	$ 97,154	$ 84,527	$ 59,297	$ 63,916	$ 62,562
Expenses					
6101 Regular Salaries	$ 263,432	$ 297,108	$ 315,119	$ 317,914	$ 323,034
6105 Overtime	107	(13)	-	-	-
6108 Part-Time	57,578	22,401	17,166	18,156	9,274
6150 Fringes	89,505	85,268	97,457	98,216	103,348
6201 Training\Conferences	1,041	937	1,200	1,200	1,200
6202 Local Auto Expense	2,780	2,805	3,500	3,500	3,000
6206 Parking Permits	2,604	2,604	2,604	2,604	2,604
6302 Subscriptions	-	-	100	100	100
6303 Memberships & Licenses	190	44	175	175	175
6324 Medical\Lab Supplies	10,181	12,451	10,000	10,000	10,000
6413 Utilities	710	684	710	710	710
6429 Interfund Allocations	-	-	(220)	(220)	(350)
6430 Health Services	9,950	9,950	9,950	9,950	12,500
6431 Interpreter Services	20,743	14,144	17,000	17,075	17,000
6432 Lab. Services	16	-	200	200	200
Total Expense	$ 458,837	$ 448,383	$ 474,961	$ 479,580	$ 482,795

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Medical/Lab Supplies	
Flu vaccine & flu clinic supplies	$ 7,450
TB skin testing	1,000
Home visit client education materials	600
Other home visit medical supplies	300
Personal protective equipment	400
Drug reference books	250
	$ 10,000
Health Services	
STD testing and treatment, incl. medical history screening, education, counseling, treatment, and reporting	$ 12,500
	$ 17,000
Interpreter Services	
Interpreters	$ 17,000
	$ 17,000

CITY OF APPLETON 2009 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 ($25,546) to the public health consortia grant for administrative time. If the consortia funding was to be reduced or eliminated this allocation of the Administrative staff would be brought back into this program's budget.

This budget reflects an increase in lab services (6432) charges to reflect new pool sample testing requirements.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	N/A	97%	N/A	N/A	N/A
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
Strategic Outcomes					
Voluntary compliance improved					
# critical violations on inspection report	432	334	550	550	500
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	2	0
Work Process Outputs					
Annual inspections and follow ups					
# of inspections	637	625	600	600	600
# follow up inspections	178	162	250	250	180
Response to complaints					
# of complaints/follow ups	253/226	224/227	220 /100	220 / 100	220 / 100
Initial response within 3 business days	97%	98%	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	318	346	285	325	325

CITY OF APPLETON 2009 BUDGET
HEALTH SERVICES DEPARTMENT

Environmental Health **Business Unit 12530**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4305 Health	$ 107,936	$ 109,644	$ 115,992	$ 115,992	$ 117,000
Total Revenue	$ 107,936	$ 109,644	$ 115,992	$ 115,992	$ 117,000
Expenses					
6101 Regular Salaries	$ 202,721	$ 217,580	$ 206,191	$ 206,191	$ 208,986
6104 Call Time	126	-	-	-	-
6105 Overtime	4,312	3,983	2,842	2,842	2,881
6150 Fringes	70,725	75,169	79,804	79,804	82,207
6201 Training\Conferences	1,288	1,001	1,000	1,000	1,000
6206 Parking Permits	1,296	1,296	1,296	1,296	1,296
6302 Subscriptions	319	213	220	220	220
6303 Memberships & Licenses	175	175	100	100	100
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	132	726	900	900	900
6324 Medical\Lab Supplies	119	256	150	150	250
6327 Miscellaneous Equipment	316	431	400	400	400
6413 Utilities	663	393	670	670	670
6418 Equip Repairs & Maint	667	667	660	660	700
6425 CEA Equip. Rental	7,684	8,587	7,241	7,241	10,059
6431 Interpreter Services	55	78	450	450	200
6432 Lab. Services	3,432	3,612	3,888	3,888	8,000
Total Expense	$ 294,030	$ 314,167	$ 305,862	$ 305,862	$ 317,919

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 check weighing and label verification

Monitor business methods to prevent fraudulent advertising and trade practices

Provide investigative services for the City Clerk's Office in licensing and regulating going out of business sales, commercial solicitors, salvage dealers and taxi cab/limousine service firms

Major Program Changes:

Due to anticipated retirement of City Sealer, Common Council approved in the 2008 budget the department's request to fill the Sealer position in advance of the retirement (August 2008) to allow for job training and to permanently add a .25 FTE position to meet the increasing weights and measures work demands.

Effective July 1, 2008, Council approved adding Berlin to the East Central Weights and Measures Consortia resulting in a total of eight contracted communities in addition to Appleton.

Then in August 2008, Council approved a department request to restructure a vacant environmental health staff position. This position had provided .7 FTE in weights and measures services and .3 FTE environmental health. The restructuring will now provide for a new environmentalist on staff resulting in a more focused team and net annual wage savings to the City of approximately $4,700.

Utilities increase due to the addition of a phone line for the part-time weights and measures position.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	95.6%	95.6%	96.0%	96.0%	96.0%
Accurate informative labeling					
Positive triennial consumer survey responses	N/A	98.9%	N/A	N/A	N/A
Accurate measuring devices					
% of devices that measure accurately	95.0%	91.7%	93.0%	93.0%	94.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	95.6%	95.6%	96.0%	96.0%	96.0%
Reduced short weight and measure sales					
Error trend reporting compliance	91.7%	93.1%	91.0%	91.0%	92.0%
Confidence of businesses in system integrity					
Positive triennial consumer survey responses	N/A	98.9%	N/A	N/A	N/A
Work Process Outputs					
Price scanning inspections					
# of annual/# of reinspections	99	90	90	90	93
Commodity inspections					
# of inspections	5,202	3,632	5,600	5,600	5,200
Device inspections					
# of inspections	1,619	1,483 *	2,100	2,100	1,700

* Pharmacy weight sets and graduates are no longer routinely inspected; their scales and pill count systems are done every 2 yrs.

CITY OF APPLETON 2009 BUDGET
HEALTH SERVICES DEPARTMENT

Weights & Measures **Business Unit 12540**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4312 Weights & Measures	$ 38,803	$ 43,367	$ 41,974	$ 41,974	$ 44,000
4801 Charges for Serv.- Nontax	48,678	56,146	59,024	63,364	66,007
Total Revenue	$ 87,481	$ 99,513	$ 100,998	$ 105,338	$ 110,007
Expenses					
6101 Regular Salaries	$ 121,785	$ 121,684	$ 138,817	$ 138,817	$ 99,406
6104 Call Time	31	-	-	-	-
6105 Overtime	3,757	3,968	3,065	3,065	3,065
6108 Part Time	-	-	-	-	15,969
6150 Fringes	44,811	44,318	55,328	55,328	49,135
6201 Training\Conferences	1,624	453	1,500	1,500	1,500
6206 Parking Permits	648	648	648	648	972
6302 Subscriptions	-	-	50	50	50
6303 Memberships & Licenses	150	150	130	130	150
6316 Miscellaneous Supplies	310	230	350	350	350
6327 Miscellaneous Equipment	1,495	1,968	2,000	2,000	2,000
6413 Utilities	128	89	130	130	540
6418 Equip Repairs & Maint	-	61	600	600	600
6425 CEA Equip. Rental	5,700	6,950	7,913	7,913	11,722
6429 Interfund Allocations	-	-	(100)	(100)	(100)
Total Expense	$ 180,439	$ 180,519	$ 210,431	$ 210,431	$ 185,359

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Charges for Service - Nontax

Charges for sealer's services @ $443/day	# of Days	Charge
New London	17	$ 7,531
Waupaca	20	8,860
Kaukauna	14	6,202
Kimberly	7	3,101
Little Chute	12	5,316
Ashwaubenon	46	20,378
Ripon	20	8,860
Berlin	13	5,759
	149	$ 66,007

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	54,197	24,256	8,619	0	4,619	0	0
Licenses	146,739	153,012	117,938	157,966	157,966	161,000	161,000
Charges for Services	54,993	64,166	50,052	65,564	69,904	71,506	72,847
Other Revenues	41,825	52,421	39,598	52,797	52,797	55,762	55,762
TOTAL REVENUES	297,754	293,855	216,207	276,327	285,286	288,268	289,609
EXPENSES BY LINE ITEM							
Regular Salaries	602,651	651,393	470,475	772,902	775,697	768,141	744,511
Call Time	157	0	165	0	0	0	0
Overtime	8,789	8,528	5,925	6,212	6,212	6,217	6,217
Part-Time	57,578	22,401	13,107	17,166	18,156	9,274	25,243
Sick Pay	22,743	22,733	17,606	0	0	0	0
Vacation Pay	67,887	71,062	48,849	0	0	0	0
Fringes	247,247	248,225	194,534	280,909	281,668	281,748	284,365
Salaries & Fringe Benefits	1,007,052	1,024,342	750,661	1,077,189	1,081,733	1,065,380	1,060,336
Training & Conferences	5,817	2,644	1,933	4,650	4,650	4,650	4,650
Local Auto Expense	2,780	2,805	2,032	3,500	3,500	3,500	3,000
Parking Permits	5,892	5,892	5,652	5,892	5,892	6,216	6,216
Office Supplies	3,002	2,760	665	2,700	2,700	2,700	2,700
Subscriptions	319	213	0	370	370	370	370
Memberships & Licenses	1,240	1,224	1,045	955	955	975	975
Postage & Freight	0	0	0	50	50	50	50
Awards & Recognition	230	230	218	261	261	200	200
Food & Provisions	203	330	0	348	348	265	265
Administrative Expense	19,483	16,098	11,545	18,726	18,726	18,926	18,426
Miscellaneous Supplies	5,227	1,160	365	1,650	1,650	1,650	1,650
Printing & Reproduction	4,226	3,980	2,350	5,500	5,500	5,500	5,500
Medical & Lab Supplies	10,300	12,707	5,628	10,150	10,150	10,250	10,250
Miscellaneous Equipment	4,451	6,192	1,640	5,400	5,400	5,400	5,400
Supplies & Materials	24,204	24,039	9,983	22,700	22,700	22,800	22,800
Interfund Allocations	0	0	0	320-	320-	450-	450-
Health Services	9,950	9,950	0	9,950	9,950	12,500	12,500
Interpreter Services	20,798	14,222	6,276	17,450	17,525	17,200	17,200
Lab Fees	3,448	3,612	0	4,088	4,088	8,200	8,200
Purchased Services	34,196	27,784	6,276	31,168	31,243	37,450	37,450
Waste Disposal/Collection	107	76	95	400	400	400	400
Telephone	2,266	1,634	1,205	2,110	2,110	2,784	2,220
Utilities	2,373	1,710	1,300	2,510	2,510	3,184	2,620
Equipment Repair & Maintenanc	667	728	0	1,860	1,860	1,900	1,900
CEA Equipment Rental	13,384	15,537	9,994	15,154	15,154	21,781	21,781
Repair & Maintenance	14,051	16,265	9,994	17,014	17,014	23,681	23,681
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,101,359	1,110,238	789,759	1,169,307	1,173,926	1,171,421	1,165,313

CITY OF APPLETON 2009 BUDGET

HEALTH GRANTS SPECIAL REVENUE FUNDS

Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2009 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 2008 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 2009, this campaign will gain support by joining with the Activate Fox Cities initiative.

Vaccine Improvement Plan Grant-
These grant dollars support our goal of having more than 90% of Appleton children aged 19-35 months receive age appropriate immunizations. This grant also supports 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, Marquette, Green Lake, Winnebago, Outagamie, Calumet and Waupaca. This year the staff worked with regional health departments to focus on plan development and training on topics such as incident command systems, Continuity of Operations (COOP) plans (ICS), an electronic communication tool for hospital, health care and public health. Several table top and live exercises were conducted throughout the region.

CITY OF APPLETON 2009 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	**2006**	**2007**	**Adopted 2008**	**Amended 2008**	**2009**
Outreach for Medical Assistance					
Revenue	-	-	-	-	-
Expense	-	-	-	-	-
TB Grant					
Revenue	258	2,397	-	-	-
Expense	258	2,397	-	-	-
Tobacco Grant					
Revenue	-	-	-	-	-
Expense	-	-	-	-	-

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	**Title**	**2006**	**2007**	**Adopted 2008**	**Amended 2008**	**2009**	**Change ***
Program Revenues		$ 598,161	$ 558,093	$ 478,336	$ 351,105	$ 348,545	-27.13%
Program Expenses							
2011	MCH Grant	31,245	27,383	33,581	33,581	33,581	0.00%
2013	Prevention Grant	6,024	888	8,229	8,229	8,229	0.00%
2014	CDC Lead Grant	9,488	13,112	11,388	11,894	11,388	0.00%
2015	Immunization Grant	24,423	20,130	23,674	23,693	23,674	0.00%
2018	Bioterrorism Grant	526,723	494,183	401,464	273,708	271,673	-32.33%
	Discontinued Programs	258	2,397	-	-	-	N/A
TOTAL		$ 598,161	$ 558,093	$ 478,336	$ 351,105	$ 348,545	-27.13%
Expenses Comprised Of:							
Personnel		304,875	232,640	310,830	248,030	267,780	-13.85%
Administrative Expense		267,343	301,031	132,462	70,266	54,345	-58.97%
Supplies & Materials		3,215	2,801	6,000	6,000	5,000	-16.67%
Purchased Services		13,488	11,816	19,931	19,950	11,620	-41.70%
Utilities		9,240	9,805	9,113	6,859	9,800	7.54%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		4.55	4.60	4.40	4.40	3.40	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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 benefited 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Access to prenatal care					
# of women served	34	12	10	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	94%	92%	92%	92%	92%
Work Process Outputs					
# client children birth-12 mo. old who receive child care coordination	17	21	15	NA*	NA*
Attend community meetings	95%	95%	95%	95%	95%

* This State grant has changed focus areas. We now provide Home Safety assessments and developmental assessments.

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - MCH Grant **Business Unit 2011**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4225 Health Grants & Aids	$ 31,245	$ 27,383	$ 33,581	$ 33,581	$ 33,581
	$ 31,245	$ 27,383	$ 33,581	$ 33,581	$ 33,581
Expenses					
6101 Regular Salaries	$ 2,318	$ 5,759	$ -	$ -	$ -
6108 Part-Time	20,980	13,552	26,682	26,682	26,500
6150 Fringes	4,739	4,874	5,027	5,027	5,581
6201 Training/Conferences	833	538	-	-	-
6202 Local Auto Expense	459	344	455	455	500
6206 Parking Permits	372	372	372	372	-
6324 Medical\Lab Supplies	-	336	-	-	-
6431 Interpreter Services	1,544	1,608	1,045	1,045	1,000
	$ 31,245	$ 27,383	$ 33,581	$ 33,581	$ 33,581

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Kick off "Walk to Win" campaign	August-06	August-07	August-08	August-08	August-09
Strategic Outcomes					
# of participants enrolled in "Walk to Win" campaign	4,200	3,700	6,000	12,500	10,000
Work Process Outputs					
# of participants in "Walk to Win" who met goal	2,848	2,900	3,500	8,900	8,000

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Prevention Grant **Business Unit 2013**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4225 Health Grants & Aids	$ 6,024	$ 888	$ 8,229	$ 8,229	$ 8,229
	$ 6,024	$ 888	$ 8,229	$ 8,229	$ 8,229
Expenses					
6201 Training/Conferences	$ 5,875	$ 888	$ 8,229	$ 8,229	$ 8,229
6301 Office Supplies	136	-	-	-	-
6307 Food & Provisions	13	-	-	-	-
	$ 6,024	$ 888	$ 8,229	$ 8,229	$ 8,229

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	2	1	5	5	4
# of EBLs 10-19	7	6	8	8	6
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	45	38	24	40	40

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - CDC Lead Grant **Business Unit 2014**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4225 Health Grants & Aids	$ 9,488	$ 13,112	$ 11,388	$ 11,894	$ 11,388
	$ 9,488	$ 13,112	$ 11,388	$ 11,894	$ 11,388
Expenses					
6101 Regular Salaries	$ 1,246	$ 1,255	$ -	$ -	$ -
6108 Part-Time	6,118	9,262	8,936	9,406	9,136
6150 Fringes	1,345	1,985	1,886	1,922	1,952
6201 Training & Conferences	-	111	-	-	-
6324 Medical / Lab Supplies	-	136	-	-	-
6430 Health Services	9	-	-	-	-
6431 Interpreter Services	770	363	566	566	300
	$ 9,488	$ 13,112	$ 11,388	$ 11,894	$ 11,388

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Access to immunization					
# of clients served	1,542	1,857	1,300	1,300	*
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	19	7	20	20	*
# cases statewide	2,209	1,472	1,500	1,500	*
Work Process Outputs					
Internal case audit by 12/31	10/1/2006	12/31/2007	12/31/2008	12/31/2008	12/31/2009
# of tracking contacts	1,773	4,222	1,500	1,500	*

* Numbers not available from State

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Vaccine Improvement Grant **Business Unit 2015**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4225 Health Grants & Aids	$ 24,423	$ 20,130	$ 23,674	$ 23,693	$ 23,674
	$ 24,423	$ 20,130	$ 23,674	$ 23,693	$ 23,674
Expenses					
6101 Regular Salaries	$ 3,982	$ 3,026	$ -	$ -	$ -
6108 Part-Time	11,276	10,234	12,267	12,267	12,000
6150 Fringes	2,756	2,315	2,587	2,587	2,854
6307 Food & Provisions	64	-	-	-	-
6324 Medical\Lab Supplies	429	-	-	-	-
6430 Health Services	639	604	780	799	780
6431 Interpreter Services	5,277	3,951	8,040	8,040	8,040
	$ 24,423	$ 20,130	$ 23,674	$ 23,693	$ 23,674

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 11 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 or naturally occurring event such as a influenza pandemic.

Prepare response plans which integrate and complement 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 ($26,921) to the grant. This allocation has been made in previous years. In addition, it reflects the allocation of .5 FTE clerical support staff ($25,546) and .05 FTE of the City Grants Administrator ($4,013) for administrative support for the Fox Valley Public Health Consortium. If the consortium were to be dissolved, or the funding reduced 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.

The Public Health Preparedness funding for consortia within the State has been significantly reduced in this years budget. Our expenses also reflect this reduction. Due to continuing reductions it is anticipated that in 2010 the three consortia within Northeast Wisconsin will blend into one consortium serving 28 agency members.

This budget also shows a reduction of 1 FTE due to the reduction of funding that happened during 2008.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
# of trainings available	4	5	5	5	6
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 2009 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Bioterrorism Grant **Business Unit 2018**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4225 Health Grants & Aids	$ 526,723	$ 494,183	$ 401,464	$ 273,708	$ 271,673
	$ 526,723	$ 494,183	$ 401,464	$ 273,708	$ 271,673
Expenses					
6101 Regular Salaries	$ 185,404	$ 135,024	$ 186,143	$ 137,895	$ 146,961
6105 Overtime	-	1,251	-	-	-
6108 Part-Time	237	-	-	-	-
6150 Fringes	64,473	44,103	67,302	52,244	62,796
6201 Training\Conferences	20,342	39,981	114,990	52,794	40,000
6202 Local Auto Expense	-	801	1,300	1,300	1,500
6206 Parking Permits	1,116	1,116	1,116	1,116	1,116
6301 Office Supplies	1,048	380	6,000	6,000	3,000
6316 Miscellaneous Supplies	18	-	-	-	-
6320 Printing & Reproduction	2,342	2,329	4,000	4,000	4,000
6324 Medical/Lab Supplies	-	-	-	-	-
6327 Miscellaneous Equipment	426	-	2,000	2,000	1,000
6401 Accounting\Audit	1,500	1,500	1,500	1,500	1,500
6404 Consulting Services	400	-	-	8,000	-
6408 Contractor Fees	-	-	8,000	-	-
6412 Advertising/Publication	3,091	1,393	-	-	-
6413 Utilities	9,240	9,805	9,113	6,859	9,800
6630 Other Grant Payments	237,086	256,500	-	-	-
	$ 526,723	$ 494,183	$ 401,464	$ 273,708	$ 271,673

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Training\Conferences	
Northeast regional table top exercise including surrounding consortium of 28 depts. and other State required training	$ 40,000
	$ 40,000

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	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	598,845	558,094	685,787	478,336	351,105	348,545	348,545
TOTAL REVENUES	598,845	558,094	685,787	478,336	351,105	348,545	348,545
EXPENSES BY LINE ITEM							
Regular Salaries	168,017	129,882	82,952	186,143	137,895	146,961	146,961
Overtime	237	1,251	202	0	0	0	0
Part-Time	38,373	33,049	21,526	47,885	48,355	47,636	47,636
Sick Pay	5,836	3,412	2,347	0	0	0	0
Vacation Pay	19,097	11,770	9,455	0	0	0	0
Fringes	73,314	53,277	32,408	76,802	61,780	73,183	73,183
Salaries & Fringe Benefits	304,874	232,641	148,890	310,830	248,030	267,780	267,780
Training & Conferences	27,050	41,518	4,443	123,219	61,023	48,229	48,229
Local Auto Expense	459	1,145	52	1,755	1,755	2,000	2,000
Parking Permits	1,488	1,488	1,149	1,488	1,488	1,116	1,116
Office Supplies	1,184	380	11	6,000	6,000	3,000	3,000
Food & Provisions	76	0	0	0	0	0	0
Block Grant Payments	237,086	256,500	188,856	0	0	0	0
Administrative Expense	267,343	301,031	194,511	132,462	70,266	54,345	54,345
Miscellaneous Supplies	18	0	238	0	0	0	0
Printing & Reproduction	2,342	2,329	1,306	4,000	4,000	4,000	4,000
Medical & Lab Supplies	429	472	488	0	0	0	0
Miscellaneous Equipment	426	0	1,100	2,000	2,000	1,000	1,000
Supplies & Materials	3,215	2,801	3,132	6,000	6,000	5,000	5,000
Accounting/Audit	1,500	1,500	1,500	1,500	1,500	0	1,500
Consulting Services	400	0	425	0	0	0	0
Contractor Fees	0	0	0	8,000	8,000	0	0
Advertising	3,091	1,393	682	0	0	0	0
Health Services	1,589	3,001	1,413	780	799	780	780
Interpreter Services	7,591	5,922	5,108	9,651	9,651	9,340	9,340
Purchased Services	14,171	11,816	9,128	19,931	19,950	10,120	11,620
Telephone	461	276	205	1,809	1,809	0	0
Cellular Telephone	8,779	9,529	7,681	7,304	5,050	9,800	9,800
Utilities	9,240	9,805	7,886	9,113	6,859	9,800	9,800
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	598,843	558,094	363,547	478,336	351,105	347,045	348,545

CITY OF APPLETON 2009 BUDGET
HEALTH SERVICES GRANT FUND
SOURCES AND USES OF FUNDS

Revenues	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	598,161	588,093	478,336	351,105	348,545
Total Revenues	598,161	588,093	478,336	351,105	348,545
Expenses					
Program Costs	598,161	588,093	478,336	351,105	348,545
Total Expenses	598,161	588,093	478,336	351,105	348,545
Revenues over (under) Expenses	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2009 BUDGET

POLICE DEPARTMENT

Police Chief: David J. Walsh

Deputy Police Chief: Robert M. Kavanaugh

Deputy Police Chief: Greg I. Peterson

Deputy Police Chief: Peter Helein

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2008 EVENTS

There were many major accomplishments realized in 2008 that will continue to have a significant impact on both internal as well as external environments. The following highlights specific areas of achievement:

Police Facilities – After years of planning, building construction for the new Police Station project began with groundbreaking in July. To maximize the use of the existing building, some of our services were moved to other locations throughout the duration of the project, such as vehicle maintenance. The building design and size will accommodate what is needed to perform the services required and expected from us, and will hopefully meet the needs of our community today and in the future.

Merger/Organizational Structure – In 2008, a Deputy Chief was assigned to oversee the prospective merger with the Town of Grand Chute Police Department. The 2009 budget reflects the revenue and expenditures in addition to organizational changes as a result of this action. The emphasis of the merger is on the primary services provided by both Departments, coupled with a strong community partnership. The decision of a merger will be determined in 2009.

Records Management System – On January 1, the department implemented the VisionAir Records Management Software after many planning and training sessions and several postponements. The software is used to record information on police field reports and criminal investigations. It will also allow us to share information across the state, and allow law enforcement agencies to report crime data to the FBI through incident based reporting (IBR). The new software has had a significant impact on the operation of the department for sworn and civilian staff from training, data entry and retrieval, and changes in reporting systems for crime statistics. Having a better understanding of the system will continue to be a primary focal point for department personnel.

Canine Program – Syrt, a male German Shepherd purchased in February, was the second canine to join the Police Department. Syrt and Mato have become an integral part of the Department performing such tasks as searches, tracking, and narcotics detection. The Canine Program is currently funded by donations to the Appleton Police K9 Program Fund through the Community Foundation of the Fox Valley.

Speed Watch – The Speed Watch Program helps to address specific traffic problems through increased police awareness, public and community education, City traffic and transportation information, and neighborhood action. With the replacement of two Speed Monitoring Awareness Radar Trailers (SMART), speed limits can be monitored in each neighborhood. The portable radar equipment is an instant reminder of the driver's speed, and an indication of whether they are going too fast for the speed zone.

Technology – The Department has been very successful this year in acquiring several grants for equipment, such as digital recorders and a Livescan fingerprint system. These advancements in technology will enable staff to free up a significant amount of their time, which could be devoted to other important tasks, as well as improve the services to the community.

The Department maintains a strong commitment to problem-oriented policing and promoting safety in neighborhoods, schools and the business community. We emphasize proactive policing efforts whether we are responding to a major incident or working directly with citizens to reduce crime and promote problem solving.

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

MAJOR 2009 OBJECTIVES

The Police Station building project will see many transformations in 2009 as it progresses from the original structure to the new design both internal and external. With all areas of police and public access affected by ongoing changes and relocation of the main entrance, offices and training rooms, continued updates on progress are to be provided throughout the construction process.

Organizational changes may occur in 2009 pending an agreement for merger with the Grand Chute Police Department. Ongoing presentations and discussions are anticipated to provide an overview of services, recommendations and programmatic initiatives.

Vision Mobile, a product of the VisionAir Records Management System (RMS) that was implemented in 2008, is the tool used by officers on the street to tap into the information entered in the RMS package using in-squad mobile computers. The Department will continue to work with Vision representatives to improve the type of information they are able to access, the format, the relevance, the quality and quantity of the information.

The department will participate a pilot program for field base reporting (FBR) in 2008, with anticipated implementation in 2009. The FBR software is one of the suites available in the new Records Management Software (RMS) software that will allow officers to electronically complete incident reports in the squad cars and transfer the information via the wireless network.

The department continues to look at another electronic reporting tool called TraCS. This product will allow officers to inquire on driver's license or vehicle license plate number and electronically transfer information from the Department of Transportation (DOT) files onto a traffic citation, warning ticket or motor vehicle accident report. Two areas that are currently being worked on to move this project forward are; the purchase of an interface to transfer information from DOT files to citations, warnings, and accident reports, and the ability to use wireless technology to transfer records from the squad cars to station computers.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
	Program Revenues	$ 674,155	$ 678,187	$ 712,672	$ 748,246	$ 856,788	20.22%
	Program Expenses						
17511	Executive Management	486,156	479,710	472,973	472,973	619,057	30.89%
17512	Administrative Services	907,936	960,709	1,014,211	1,014,211	1,040,970	2.64%
17513	Support Services	538,985	587,923	763,668	782,935	775,543	1.55%
17514	Public Communication	732,732	747,298	741,947	741,947	743,940	0.27%
17520	Community Resource	663,760	583,411	714,316	723,316	712,863	-0.20%
17521	Operational Services	1,125,038	1,158,021	1,220,313	1,276,466	1,332,811	9.22%
17522	Crossing Guards	157,928	161,714	176,645	176,645	181,056	2.50%
17524	Community Services	301,392	321,439	351,398	351,398	354,745	0.95%
17531	PSL	1,162,379	1,169,921	1,299,336	1,299,336	1,277,724	-1.66%
17532	Adult Investigations	1,198,814	1,119,228	1,178,635	1,170,735	1,218,530	3.38%
17541	Patrol Districts	6,063,673	6,658,533	6,545,650	6,545,650	6,547,280	0.02%
	TOTAL	$ 13,338,793	$ 13,947,907	$ 14,479,092	$ 14,555,612	$ 14,804,519	2.25%
	Expenses Comprised Of:						
	Personnel	11,992,654	12,566,866	12,956,873	12,965,873	13,206,449	1.93%
	Administrative Expense	136,490	98,245	116,456	134,456	115,257	-1.03%
	Supplies & Materials	220,627	185,877	230,528	287,948	228,448	-0.90%
	Purchased Services	87,650	99,826	100,149	100,149	101,878	1.73%
	Utilities	150,997	147,771	168,355	168,355	156,467	-7.06%
	Repair & Maintenance	750,375	849,322	881,731	881,731	996,020	12.96%
	Capital Expenditures	-	-	25,000	17,100	-	-100.00%
	Full Time Equivalent Staff:						
	Personnel allocated to programs	133.00	135.00	135.00	135.00	135.00	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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 increase in outside donations to support the 2nd canine purchased in 2008. Expenses for the Canine Program are budgeted within the Community Resource Unit and Patrol Unit while the revenue is reflected in this budget.

An increase of $129,512 in charges for services reflects the reimbursement from the Town of Grand Chute to offset salaries and expenses for the Deputy Chief assigned to this department to oversee the potential merger. The additional salary and fringe benefit expenses associated with the third Deputy Police Chief are also reflected in this budget.

The decrease in clothing reflects the adjustment for number of sworn staff eligible for vest replacement in 2009.

The decrease in false alarm fee revenue is due to the department's efforts to reduce the number of false alarm calls. With the reduction in the number of calls comes a reduction in the amount of revenue generated.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Increase community partnerships					
# of new collaborative efforts explored or initiated	4	5	4	3	3
Strategic Outcomes					
National compliance recognition					
Meet accreditation standards	100%	100%	100%	100%	100%
Work Process Outputs					
Enhance community relations					
% of responses to correspondence	100	100	100%	100%	100%
# of community involvement meetings	75	115	60	110	110
Improve internal communications					
% of employee evaluations reviewed	100	100	100%	100%	100%
# of acts of employee recognition	112	285	125	500	350
# of relationship/team building meetings with directors	29	40	50	50	55
Provide program efficiency					
Diversity initiatives/meetings	New measure	→			28

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Executive Management **Business Unit 17511**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4210 Federal Grants	$ 2,763	$ 5,114	$ 7,000	$ 7,000	$ 6,000
4224 Miscellaneous State Aids	4,850	12,000	5,000	5,000	5,000
4230 Miscellaneous Local Aids	-	1,000	-	-	-
4325 Bow Hunting	180	300	-	-	-
4510 Court Fines & Fees	271,530	315,809	300,000	300,000	300,000
4801 Charges for Serv.- Nontax	21,848	14,916	30,000	30,000	159,512
4806 False Alarm Fees	19,975	19,534	30,000	30,000	20,000
4906 Mental Transports	9,897	967	-	-	-
5010 Misc Revenue - Nontax	2,811	10,821	6,000	7,307	6,000
5011 Misc Revenue - Tax	790	675	500	500	500
5020 Donations & Memorials	48,726	6,000	11,500	36,500	25,600
5035 Other Reimbursements	4,000	5,721	6,000	6,000	6,000
Total Revenue	$ 387,370	$ 392,857	$ 396,000	$ 422,307	$ 528,612
Expenses					
6101 Regular Salaries	$ 304,299	$ 306,838	$ 291,338	$ 291,338	$ 396,084
6105 Overtime	626	128	711	711	723
6108 Part-time	23,989	14,755	14,711	14,711	15,111
6150 Fringes	121,099	107,798	128,600	128,600	173,239
6206 Parking Permits	372	372	372	372	372
6302 Subscriptions	1,628	2,224	2,192	2,192	2,207
6303 Memberships & Licenses	2,909	2,486	3,146	3,146	3,100
6304 Postage/Freight	23	37	25	25	50
6307 Food & Provisions	3,083	4,057	3,000	3,000	3,000
6315 Books & Library Materials	230	841	853	853	853
6316 Miscellaneous Supplies	591	609	800	800	800
6321 Clothing	19,271	34,146	21,000	21,000	18,710
6327 Miscellaneous Equipment	4,850	-	1,500	1,500	-
6402 Legal Fees	66	2,299	150	150	150
6404 Consulting Services	-		-	-	-
6599 Other Contracts/Obligations	3,120	3,120	4,575	4,575	4,658
Total Expense	$ 486,156	$ 479,710	$ 472,973	$ 472,973	$ 619,057

DETAILED SUMMARY OF 2009 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 22 @ approx. $555	12,210
	$ 18,710

CITY OF APPLETON 2009 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 allow the sharing of law enforcement records

Major Program Changes:

This budget includes $5,000 for the replacement of the Risograph equipment, a high speed printer/duplicator. Due to its age, there are numerous maintenance issues and no available parts. The duplicator produces many of the single and two part carbonless forms. Three part or more carbonless forms that are outsourced will be produced in a limited quantity due decreased storage during building construction.

This budget also reflects an increase in printing and reproduction costs with expectation of higher costs for limited production of forms. During the conversion to the new records management system, the design and look of the forms are constantly being changed thus requiring ordering in smaller lots. In addition, with the new forms and the incident based reporting system that is recommended by the FBI and state, every report is now a minimum of three pages as opposed to a possible one page in the old system.

In 2008, the department, along with agencies from Calumet and Outagamie Counties, implemented VisionAir, a new records management system. Due to the functionality of the software, police field reports take anywhere from 25% to 75% longer to enter. Every month, the unit receives over 1,000 requests for records or information. Staff must search and print records from both the new and old system to fulfill our obligation under state statute. With this additional workload, this unit will experience an increase in overtime in 2009 in order to maintain the record requirements. Our concerns with the inefficiency of the system have been voiced to Outagamie County repeatedly.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	98%	95%	90%	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	14,578	14,217	14,000	14,500	14,500
Avg. pages for taped offense reports	3.1	3.0	3.3	3.0	3.0
Avg. taped offense reports completed weekly	121	122	120	120	120

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Administrative Services Unit **Business Unit 17512**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 426,945	$ 455,188	$ 469,755	$ 469,755	$ 481,952
6105 Overtime	10,360	8,102	7,250	7,250	13,050
6150 Fringes	194,425	201,547	226,456	226,456	236,515
6301 Office Supplies	13,434	13,967	14,175	14,175	14,175
6306 Building Maint./Janitorial	8,163	-	-	-	-
6316 Miscellaneous Supplies	423	249	550	550	550
6320 Printing & Reproduction	17,908	20,802	20,600	20,600	23,600
6327 Miscellaneous Equipment	9,025	8,535	9,000	9,000	14,200
6407 Collection Services	3,572	3,854	3,600	3,600	3,925
6409 Inspection Fees	698	19	895	895	895
6413 Utilities	92,270	91,838	104,948	104,948	95,387
6414 Janitorial Service	57,506	-	-	-	-
6416 Build Repairs & Maint	2,470	-	-	-	-
6418 Equip Repairs & Maint	2,019	2,203	2,600	2,600	2,600
6420 Facilities Charges	57,069	147,465	146,382	146,382	146,121
6440 Snow Removal Services	966	-	-	-	-
6599 Other Contracts/Obligations	10,683	6,940	8,000	8,000	8,000
Total Expense	$ 907,936	$ 960,709	$ 1,014,211	$ 1,014,211	$ 1,040,970

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Printing & Reproduction	
City copy charges	$ 2,500
Citizen contacts	3,700
City summons	1,000
Offense reports (records management)	5,000
Parking tickets	3,400
Letterhead/envelopes	2,000
Traffic citations, warrant cards, ledgers, etc.	1,500
Evidence, animal control, investigative, etc.	2,000
Miscellaneous forms	2,500
	$ 23,600

Miscellaneous Equipment	
Transcribers	$ 2,000
Digital Recorders	2,000
Risograph (replacement)	5,000
PCT chair replacements	4,500
Ergonomic equipment	700
	$ 14,200

CITY OF APPLETON 2009 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:

This program reflects a restructuring within the Police Department, with the transfer of a Captain and the Criminal Justice Coordinator from the Investigative Services Unit ($192,910). For budget presentation purposes (following page), previous years' actual and budget figures have been restated to reflect this change as well.

The increase in ammunition costs are purely market driven. There has been a significant increase in the cost of ammunition. For example, the cost of 9mm ($99/case) and .223 lead ammunition ($140/case) has increased to $151and $269 per case, respectively.

The increase in the number of policies reviewed (below) is due to an anticipated increase in staffing levels in 2009. Due to the department's hiring workload in 2008, fewer policies were projected to be reviewed. With the current hiring processes and return of 2 sworn officers from military duty, we expect to begin 2009 fully staffed. This will allow the department to devote more time to policy review.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Increase public safety and awareness					
# of news releases distributed	70	79	80	80	75
# of active Neighborhood Watch Groups	155	178	160	186	186
Increase Department proficiency					
Avg. training hours p/sworn employee	109	165	100	125	115
Avg. training hours p/civilian employee	38	46	30	35	30
% of policies revised	N/A	44	40	40	60
% of officers re-certified	100%	100%	100%	100%	100%
Strategic Outcomes					
Maintain adequate staffing levels					
# of sworn p/1000 population	1.34	1.48	1.45	1.45	1.48
Work Process Outputs					
Enhance policing efforts					
# of career fairs attended	4	5	6	8	8
# of policies reviewed	50	68	75	75	100
# of internal training sessions	106	107	39	39	45

N/A - Not available, new measure in 2007

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Support Services Unit **Business Unit 17513**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ 2,651	$ 7,176	$ 5,000	$ 5,000	$ 7,000
5020 Donations & Memorials	-	-	-	1,267	-
Total Revenue	$ 2,651	$ 7,176	$ 5,000	$ 6,267	$ 7,000
Expenses					
6101 Regular Salaries	$ 301,394	$ 301,763	$ 419,393	$ 419,393	$ 420,391
6104 Call Time	2,724	2,754	-	-	-
6105 Overtime	12,683	20,821	7,837	7,837	8,411
6108 Part-time	745	18,031	20,325	20,325	18,980
6150 Fringes	116,969	120,136	185,613	185,613	199,911
6201 Training\Conferences	57,244	59,313	70,000	88,000	66,750
6204 Tuition Fees	8,485	4,081	15,000	15,000	15,000
6205 Employee Recruitment	3,800	7,078	1,500	1,500	3,500
6304 Postage/Freight	51	-	50	50	50
6305 Awards & Recognition	1,789	1,751	4,000	4,000	4,000
6312 Guns & Ammunition	16,742	20,071	20,150	20,150	22,750
6316 Miscellaneous Supplies	5,160	6,291	4,750	6,017	4,750
6327 Miscellaneous Equipment	-	8,060	3,000	3,000	3,000
6328 Neighborhood Watch Signs	-	247	2,000	2,000	2,000
6404 Consulting Services	-	3,200	-	-	-
6418 Equip Repairs & Maint	654	-	750	750	750
6430 Health Services	2,096	1,262	1,500	1,500	1,500
6503 Rent	-	-	-	-	
6599 Other Contracts/Obligations	8,449	13,064	7,800	7,800	3,800
Total Expense	$ 538,985	$ 587,923	$ 763,668	$ 782,935	$ 775,543

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Training/Conferences

Supervisory/management leadership	$ 10,000
Recertification (TIME, CPR, AED, etc.)	5,000
Investigative services/sensitive crime	15,750
Legal updates	8,000
Executive conferences	6,000
Community problem solving policing	7,000
Special Weapons & Response Team	5,000
Defense-arrest tactics/firearms	3,500
Canine recertification	1,000
Records Management System Training	3,000
Travel unrelated to training	2,500
	$ 66,750

Guns & Ammunition

Ammunition	$ 13,000
Range supplies, paper targets, steel porta targets	1,250
Less lethal supplies, magazine replacement, pepper spray	1,500
Simunitions & protective equipment	2,500
OC Replacement	1,000
Taser cartridges	3,500
	$ 22,750

Tuition Fees

Continuing education reimbursements, five @ $3,000	$ 15,000
	$ 15,000

CITY OF APPLETON 2009 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 Department has reduced the number of pagers assigned to personnel and uses cell phones exclusively for communications. The reduction in pagers is reflected in Other Contracts and Obligations.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Maintain responsiveness to public					
Average # of phone calls / week	3,264	2,507	3,200	3,200	3,200
# of 2-5 parking requests processed	13,185	13,509	13,500	13,500	13,500
Strategic Outcomes					
Support services provided					
Completion of warrant process within mandated time limit	100%	100%	100%	100%	100%
Work Process Outputs					
Provide quality support service					
# of TIME System entries	1,916	2,515	2,300	2,300	2,300
# of Criminal history queries	14,342	19,657	17,500	17,500	17,500
# of citizen contacts entered	18,135	18,110	18,000	18,000	18,000
Avg. # of cash register trans. p/week	270	257	270	250	260
# of training hours p/employee	31	87	8	8	8

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Public Communication **Business Unit 17514**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 410,696	$ 429,923	$ 428,248	$ 428,248	$ 432,863
6104 Call Time	2,084	1,674	1,866	1,866	1,888
6105 Overtime	71,548	79,169	50,806	50,806	51,375
6150 Fringes	179,915	172,327	188,727	188,727	194,114
6316 Miscellaneous Supplies	327	71	200	200	200
6320 Printing & Reproduction	2,868	2,332	1,300	1,300	1,300
6327 Miscellaneous Equipment	105	554	500	500	500
6413 Utilities	56,857	53,884	61,300	61,300	58,500
6418 Equip Repairs & Maint	675	-	1,000	1,000	1,000
6419 Communication Eq. Repairs	1,145	-	1,000	1,000	1,000
6599 Other Contracts/Obligations	6,512	7,364	7,000	7,000	1,200
Total Expense	$ 732,732	$ 747,298	$ 741,947	$ 741,947	$ 743,940

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

This program reflects the restructuring within the Police Department with the transfer of a Community Liaison Officer to the Patrol Unit ($95,625). For budget presentation purposes (following page), previous year's actual and budget figures have been restated to reflect this change as well.

Vet service for the Canine Program are partially covered by in-kind donation. Anticipated expenses for the Canine Program are included in other contracts and obligations.

Additionally, with the addition of the the second canine, miscellaneous expenses such as kenneling and supplies have been increased in 2009. This increase is offset by revenue received from the Community Foundation which is reflected in the Executive Management budget.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Identify and minimize crime					
# of bi-weekly intelligence - target area reports	New measure	25	26	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	30	36	35	35	35

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Community Resource **Business Unit 17520**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ 500	$ -	$ -	$ -	$ -
Total Revenue	$ 500	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 375,891	$ 351,951	$ 450,836	$ 450,836	$ 447,519
6104 Call Time	3,401	5,477	-	-	-
6105 Overtime	61,779	51,542	37,103	42,103	37,333
6150 Fringes	187,356	169,341	221,877	221,877	219,711
6201 Training	33,060	-	-	-	-
6316 Miscellaneous Supplies	1,255	1,665	4,500	8,500	7,300
6327 Miscellaneous Equipment	1,018	3,309	-	-	-
6328 Signs	-	-	-	-	-
6430 Health Services	-	126	-	-	-
6599 Other Contracts/Obligations	-	-	-	-	1,000
Total Expense	$ 663,760	$ 583,411	$ 714,316	$ 723,316	$ 712,863

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

This budget reflects a change in equipment needs with the replacement of two laser radar speed detectors estimated at $5,800 (budgeted in miscellaneous equipment).

The budget also includes an $6,500 increase for blood draws related to Operating Motor Vehicle While Intoxicated (OMVWI) violations. The number of blood draws in 2007 was 538 ($24,679) compared to 459 in 2006 ($20,030). This increasing trend is expected to continue in 2008 and into 2009. Additionally, there was a price increase per draw from the provider.

The increase in CEA costs reflects the increase in fuel costs incurred by the department as well as estimated increase in replacement charges for vehicles purchased in 2009.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Provide oversight, direction and resources for all operations units					
# of staffing additions to districts	2	13	6	6	6
# of officer time quarterly reports	4	4	4	4	4
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Part 1 crimes *	2,547	2,561	2,500	2,500	2,500
# of reported Part 2 crimes **	11,746	11,758	10,500	10,500	10,500
$ value of stolen/damaged property	$ 1,282,302	$ 1,275,332	$ 1,200,000	$ 1,200,000	$ 1,200,000
$ value of recovered property	$ 51,125	$ 99,422	$ 60,000	$ 60,000	$ 60,000
Work Process Outputs					
Improve enforcement and response to crime					
# of force incidents reviewed	115	103	90	90	90
# of adult arrests ***	3,830	3,892	3,800	3,800	3,800
# of juvenile arrests ***	1,257	1,216	1,200	1,200	1,200

* Part I - major crimes - homicide, rape, aggravated assault, burglary, larceny, motor vehicle theft and arson
** Part 2 - misdemeanor assault, vandalism, prostitution, forgery, drug offenses, etc.
*** Measures combine arrests for ordinance violations and those for violations of state law

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Operational Services **Business Unit 17521**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ 4,000	$ 4,000	$ -	$ 8,000	$ -
Total Revenue	$ 4,000	$ 4,000	$ -	$ 8,000	$ -
Expenses					
6101 Regular Salaries	$ 222,580	$ 230,060	$ 232,933	$ 232,933	$ 233,416
6104 Call Time	310	691	-	-	-
6105 Overtime	20,315	34,093	10,128	14,128	10,116
6108 Part-Time	11,461	5,419	7,565	7,565	7,774
6150 Fringes	95,805	98,986	106,367	106,367	108,568
6312 Guns & Ammunition	4,344	6,443	5,500	5,500	6,500
6316 Miscellaneous Supplies	7,583	9,779	16,600	16,600	16,600
6320 Printing & Reproduction	1,444	1,353	1,200	1,200	1,200
6327 Miscellaneous Equipment	103,840	37,903	83,550	135,703	69,885
6404 Consulting Services	-	1,500	1,500	1,500	1,500
6418 Equip Repairs & Maint	10,757	13,175	17,750	17,750	17,750
6425 CEA Equip. Rental	618,049	685,618	710,149	710,149	825,299
6431 Interpreter Services	1,983	1,571	1,950	1,950	1,950
6444 Witness Fees	921	903	1,025	1,025	1,025
6502 Rental	1,350	1,841	1,896	1,896	1,953
6599 Other Contracts/Obligations	24,296	28,686	22,200	22,200	29,275
Total Expense	$ 1,125,038	$ 1,158,021	$ 1,220,313	$ 1,276,466	$ 1,332,811

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Miscellaneous equipment

Operational Services	
Radio communication upgrade (antenna, receivers, transmitters, additional channels, etc.)	$ 30,785
Bike patrol, accident investigation	3,000
Tape recorders	2,500
Preliminary Breath Test units (PBT)	3,000
Taser replacements	10,000
Laser speed detection	5,800
Radio auxiliary batteries	4,000
EOC, misc.	2,800
Special Weapons and Response Team	
Helmets, ballistic shields	8,000
	$ 69,885

Miscellaneous supplies

MVC, tapes, taser	$ 4,600
Explorers, speedwatch	2,000
SWAT, crash, bike teams	3,500
AED, first responder	2,000
Flares, traffic supplies	2,000
Bloodborne pathogens, misc.	2,500
	$ 16,600

Equipment Repairs & Maint.

Speed detection devices	$ 1,500
Radios, antennas, etc.	7,750
PBTs, SWAT, SMART	1,500
Tasers, bikes	2,500
In-squad video cameras	4,500
	$ 17,750

Other Contracts & Obligations

OMVWI blood draws, subpoena cancellations	$ 24,500
Incarceration fees	2,000
Telemessaging service, night vision equip (SWAT)	775
Records requests	1,000
Biohazard cleaning	1,000
	$ 29,275

CITY OF APPLETON 2009 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Promote safety at guarded crossings					
# of crossing guard complaint forms processed for moving violations and parking violations	29	39	25	30	40
Strategic Outcomes					
Safety awareness in school zones					
# of accidents at guarded crossings	New measure	1	0	0	0
Work Process Outputs					
Provide safety education at busy intersections					
# of classes given to students	15	7	15	10	10
# of students in attendance	686	398	700	400	400
Provide assistance at controlled intersections					
Avg. # of students crossing at guarded intersections p/day	2,483	2,242	2,500	2,500	3,000

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Crossing Guards **Business Unit 17522**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5035 Other Reimbursements	$ 3,400	$ 1,000	$ 3,600	$ 3,600	$ 3,600
Total Revenue	$ 3,400	$ 1,000	$ 3,600	$ 3,600	$ 3,600
Expenses					
6101 Regular Salaries	$ 1,872	$ -	$ -	$ -	$ -
6107 Temp. Full - Time	136,066	141,814	154,216	154,216	158,239
6150 Fringes	19,175	18,998	21,629	21,629	22,017
6323 Safety Supplies	815	902	800	800	800
Total Expense	$ 157,928	$ 161,714	$ 176,645	$ 176,645	$ 181,056

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

Clothing for the Community Services Officers is getting low and worn out. This budget reflects an increase in clothing to replenish shirts and patches.

Also included in this budget is $500 for the cost to advertise animal licensing in 2009.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Provide greater access to police services					
Avg. # of CSO hours p/month	1,516	1,681	1,600	1,600	1,800
Strategic Outcomes					
Reduced cost of providing police services					
CSO vs. officer for special events	$ 11,602	$ 11,137	$ 11,600	$ 11,500	$ 13,000
Work Process Outputs					
Increase number of patrols					
# of ramp patrols	491	23	500	300	500
# of park patrols	6,994	3,138	6,500	4,000	6,000
Service provided by CSO vs. Officer					
# of offenses - animal	2,287	2,178	2,250	2,200	2,400
# of offenses - parking	2,141	1,707	1,700	1,700	1,900
# of offenses - bike	N/A	105	300	250	300
# of abandoned vehicle complaints	288	226	300	250	350

N/A = not available. This indicator was previously combined with parking offenses.

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Community Services **Business Unit 17524**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4310 Dog Licenses	$ 22,378	$ 23,871	$ 30,000	$ 30,000	$ 30,000
4311 Cat Licenses	12,287	11,386	10,000	10,000	10,000
5035 Other Reimbursements	110	-	-	-	-
Total Revenue	$ 34,775	$ 35,257	$ 40,000	$ 40,000	$ 40,000
Expenses					
6101 Regular Salaries	$ 36,953	$ 37,845	$ 38,753	$ 38,753	$ 39,109
6104 Call Time	53	-	-	-	-
6105 Overtime	25,241	24,921	10,837	10,837	10,901
6108 Part-Time	183,702	199,084	223,088	223,088	223,596
6150 Fringes	40,557	40,125	51,541	51,541	52,439
6316 Miscellaneous Supplies	249	294	450	450	350
6320 Printing & Reproduction	1,719	1,505	1,300	1,300	1,300
6321 Clothing	1,477	1,095	1,400	1,400	2,000
6323 Safety Supplies	271	168	350	350	350
6327 Miscellaneous Equipment	560	434	725	725	700
6412 Advertising	-	-	-	-	500
6599 Other Contracts/Obligations	10,610	15,968	22,954	22,954	23,500
Total Expense	$ 301,392	$ 321,439	$ 351,398	$ 351,398	$ 354,745

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations	
Fox Valley Humane Association	$ 22,000
Wild animal service	1,500
	$ 23,500

CITY OF APPLETON 2009 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:

The decrease in the number of youth with PSL mentors (below) in 2008 and 2009 is due to the clarification of what constitutes a mentor contact. Due to this clarification, fewer contacts are now being counted for this performance measure than in past years.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Provide youth services					
# of youth with PSL mentors	301	433	250	180	250
Strategic Outcomes					
Increase quality of life for youth					
% of mentored youth that achieve positive outcomes	92%	96%	95%	95%	95%
Work Process Outputs					
Promote safety at schools					
# of assigned investigations	690	1,608	900	1,300	1,500
Provide law enforcement resources					
# of school committees with PSL's	95	89	80	80	80
# of social service comm. with PSL's	61	43	60	50	60
# of educational presentations to students/parents/school staff	363	315	250	300	300

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Police School Liaison **Business Unit 17531**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv. - Nontax	$ 21,988	$ 23,826	$ 25,000	$ 25,000	$ 25,000
4905 PSL Reimbursement	219,471	214,071	243,072	243,072	252,576
Total Revenue	$ 241,459	$ 237,897	$ 268,072	$ 268,072	$ 277,576
Expenses					
6101 Regular Salaries	$ 745,553	$ 758,442	$ 839,294	$ 839,294	$ 823,882
6104 Call Time	2,801	3,257	-	-	
6105 Overtime	70,827	64,080	53,252	53,252	52,250
6150 Fringes	342,270	343,573	405,840	405,840	400,642
6316 Miscellaneous Supplies	928	569	950	950	950
Total Expense	$ 1,162,379	$ 1,169,921	$ 1,299,336	$ 1,299,336	$ 1,277,724

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

This program reflects the restructuring within the Police Department with the transfer of a Captain and the Criminal Justice Coordinator to the Support Services Unit. Offsetting this reduction in salaries and fringe benefits is the transfer of two officers to Investigations Unit from Patrol.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Provide requests for information					
% of discovery requests processed within 10 work days	100%	100%	100%	99%	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	365	410	400	520	530
# of evidence & property maintained	12,000	14,502	13,000	16,000	18,000
Provide investigative forensic analysis to officers					
# of crime scenes processed	172	184	150	100	100
# of crime lab submissions	142	162	150	220	250

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Adult Investigations **Business Unit 17532**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 726,523	$ 680,871	$ 710,185	$ 710,185	$ 734,287
6104 Call Time	7,289	3,751	-	-	-
6105 Overtime	104,506	97,708	55,095	55,095	50,023
6108 Part-Time	13,769	17,945	18,309	18,309	19,001
6150 Fringes	317,462	292,105	326,346	326,346	369,819
6304 Postage\Freight	100	39	100	100	100
6316 Miscellaneous Supplies	1,319	1,431	1,500	1,500	1,500
6324 Medical\Lab Supplies	12,738	13,423	13,000	13,000	13,300
6327 Miscellaneous Equipment	1,397	1,144	10,000	10,000	10,000
6404 Consulting Services	3,440	1,466	6,000	6,000	6,000
6418 Equip Repairs & Maint	32	861	2,100	2,100	1,500
6443 Investigative Costs	1,095	831	7,500	7,500	7,500
6599 Other Contracts/Obligations	9,144	7,653	3,500	3,500	5,500
6804 Capital equipment	-	-	25,000	17,100	-
Total Expense	$ 1,198,814	$ 1,119,228	$ 1,178,635	$ 1,170,735	$ 1,218,530

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Medical/Lab Supplies

Photo processing	$ 2,000
Film	500
Camera & video supplies	1,500
Evidence collection supplies	9,300
	$ 13,300

Miscellaneous Equipment

Investigative Services	$ 1,500
Digital Evidentuary Cameras	8,500
	$ 10,000

CITY OF APPLETON 2009 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:

This program reflects the restructuring within the Police Department with the transfer of a Community Liaison Officer from the Community Resource Unit to Patrol ($95,625) and the transfer out of two officers to Investigative Services ($194,660). The offset is a decrease of $99,035 in salaries and fringe benefits in the Patrol Unit.

Additionally, this budget reflects the conversion of a sworn officer position to a Captain's position in the Southern District (+$20,965) anticipated in April of 2009. This is the re-establishment of a Captain's position that was eliminated in 2005 when it was converted to an officer's position to help fill vacancies at the time. The Southern District accounts for 26% of the calls for service, covers approximately one-third of the City's population, and during day and evening hours, has become the most demanding district in terms of calls for service. So, in order to provide the best police service, it is necessary to reverse the quick fix made in 2005 and re-establish this Captain's position. The annual additional personnel cost for this conversion is approximately $28,000

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community meetings held	9	25	5	10	10
# of interagency Neighborhood Teams	New measure	10	5	5	5
Strategic Outcomes					
Improve quality of life in the community					
# of Calls for Service	55,947	54,956	50,000	50,000	50,000
# of citizen initiated Calls for Service	33,318	33,407	30,000	30,000	30,000
# of officer initiated Calls for Service	21,535	21,187	20,000	20,000	20,000
Work Process Outputs					
Increase police services					
# of licensed premises inspections (4 times/year)	716	610	700	700	650
# of school zone contacts	870	708	750	600	600
# of traffic/non-traffic citizen contacts	18,135	17,396	16,300	16,300	16,000
# of false alarms	909	661	700	690	700

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

Patrol **Business Unit 17541**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 3,884,423	$ 4,218,053	$ 4,310,802	$ 4,310,802	$ 4,314,284
6104 Call Time	23,228	32,731	-	-	-
6105 Overtime	382,367	475,190	194,936	194,936	193,773
6150 Fringes	1,768,618	1,927,857	2,034,305	2,034,305	2,033,143
6316 Miscellaneous Supplies	2,039	1,653	2,500	2,500	2,500
6320 Printing & Reproduction	128	-	-	-	-
6413 Utilities	1,870	2,049	2,107	2,107	2,580
6502 Leases	1,000	1,000	1,000	1,000	1,000
Total Expense	$ 6,063,673	$ 6,658,533	$ 6,545,650	$ 6,545,650	$ 6,547,280

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	14,263	29,290	16,712	17,000	27,000	18,000-	18,000
Licenses	34,845	35,556	48,407	40,000	40,000	40,000-	40,000
Fines and Forfeitures	271,530	315,809	264,895	300,000	300,000	300,000-	300,000
Charges for Services	63,811	58,276	31,708	85,000	85,000	214,512-	204,512
Intergov. Charges for Service	229,368	215,038	156,353	243,072	243,072	252,576-	252,576
Other Revenues	60,338	24,217	38,891	27,600	55,174	41,700-	41,700
TOTAL REVENUES	674,155	678,186	556,966	712,672	750,246	866,788-	856,788
EXPENSES BY LINE ITEM							
Regular Salaries	7,063,068	7,407,389	5,128,051	8,117,057	8,117,057	8,231,879	8,248,647
Call Time	41,890	50,335	26,193	1,866	1,866	1,888	1,888
Overtime	760,251	855,754	399,972	427,955	436,955	432,934	427,955
Temp. Full-Time	136,812	141,814	89,942	154,216	154,216	158,239	158,239
Part-Time	232,922	255,234	176,483	284,598	284,598	284,462	284,462
Other Compensation	182,426	192,541	133,492	73,880	73,880	75,140	75,140
Shift Differential	13,522	14,422	10,029	0	0	0	0
Sick Pay	30,759	18,731	9,800	0	0	0	0
Vacation Pay	147,354	137,855	97,713	0	0	0	0
Fringes	3,383,651	3,492,793	2,603,063	3,897,301	3,897,301	4,041,235	4,010,118
Salaries & Fringe Benefits	11,992,655	12,566,868	8,674,738	12,956,873	12,965,873	13,225,777	13,206,449
Training & Conferences	90,304	59,313	54,753	70,000	88,000	71,000	66,750
Tuition Fees	8,485	4,081	3,697	15,000	15,000	15,000	15,000
Employee Recruitment	3,800	7,078	1,496	1,500	1,500	3,500	3,500
Parking Permits	372	372	372	372	372	372	372
Office Supplies	13,434	13,967	8,102	14,175	14,175	14,175	14,175
Subscriptions	1,628	2,224	1,883	2,192	2,192	2,207	2,207
Memberships & Licenses	2,909	2,486	2,778	3,146	3,146	3,100	3,100
Postage & Freight	175	76	29	175	175	200	200
Awards & Recognition	1,789	1,751	93	4,000	4,000	4,000	4,000
Building Maintenance/Janitor.	8,162	0	0	0	0	0	0
Food & Provisions	3,083	4,057	1,423	3,000	3,000	3,000	3,000
Leases	2,350	2,841	2,418	2,896	2,896	2,953	2,953
Administrative Expense	136,491	98,246	77,044	116,456	134,456	119,507	115,257
Guns & Ammunition	21,086	26,514	19,599	25,650	25,650	29,250	29,250
Books & Library Materials	230	841	160	853	853	853	853
Miscellaneous Supplies	19,874	22,611	11,944	32,800	38,067	35,900	35,500
Printing & Reproduction	24,066	25,993	16,050	24,400	24,400	27,400	27,400
Clothing	20,749	35,241	24,821	22,400	22,400	20,710	20,710
Safety Supplies	1,086	1,070	861	1,150	1,150	1,150	1,150
Medical & Lab Supplies	12,738	13,423	4,389	13,000	13,000	13,300	13,300
Miscellaneous Equipment	120,798	59,939	51,811	108,275	160,428	107,500	98,285
Signs	0	247	2,000	2,000	2,000	2,000	2,000
Supplies & Materials	220,627	185,879	131,635	230,528	287,948	238,063	228,448
Legal Fees	66	2,299	1,057	150	150	150	150
Consulting Services	3,440	6,166	2,625	7,500	7,500	7,500	7,500
Collection Services	3,572	3,854	2,609	3,600	3,600	3,925	3,925
Inspection Fees	698	19	0	895	895	895	895
Advertising	0	0	0	0	0	500	500
Health Services	2,096	1,387	712	1,500	1,500	1,500	1,500
Interpreter Services	1,983	1,571	802	1,950	1,950	1,950	1,950
Snow Removal Services	966	0	0	0	0	0	0
Investigative Costs	1,095	831	50	7,500	7,500	7,500	7,500
Witness Fees	921	903	474	1,025	1,025	1,025	1,025
Other Contracts/Obligations	72,814	82,796	46,787	76,029	76,029	85,933	76,933
Purchased Services	87,651	99,826	55,116	100,149	100,149	110,878	101,878
Electric	62,986	61,886	48,416	72,407	72,407	62,781	62,781
Gas	22,184	22,470	17,503	25,012	25,012	25,020	25,020
Water	3,956	4,430	3,114	4,350	4,350	4,880	4,880
Waste Disposal/Collection	2,226	1,986	1,407	2,222	2,222	2,222	2,222

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Stormwater	2,788	3,115	2,353	3,064	3,064	3,064	3,064
Telephone	26,372	23,092	17,664	28,000	28,000	25,000	25,000
Cellular Telephone	30,485	30,792	24,899	33,300	33,300	33,500	33,500
Utilities	150,997	147,771	115,356	168,355	168,355	156,467	156,467
Janitorial Service	57,506	0	0	0	0	0	0
Building Repair & Maintenance	2,469	0	0	0	0	0	0
Equipment Repair & Maintenanc	14,136	16,239	11,942	24,200	24,200	24,450	23,600
Communications Equip. Repairs	1,145	0	0	1,000	1,000	1,000	1,000
Facilities Charges	57,069	147,465	80,710	146,382	146,382	146,121	146,121
CEA Equipment Rental	618,049	685,618	536,719	710,149	710,149	825,299	825,299
Repair & Maintenance	750,374	849,322	629,371	881,731	881,731	996,870	996,020
Machinery & Equipment	0	0	0	25,000	17,100	0	0
Capital Expenditures	0	0	0	25,000	17,100	0	0
TOTAL EXPENSES	13,338,795	13,947,912	9,683,260	14,479,092	14,555,612	14,847,562	14,804,519

CITY OF APPLETON 2009 BUDGET
POLICE DEPARTMENT

NOTES

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

Police Grants

NOTES

CITY OF APPLETON 2009 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:

There are no grants currently planned for 2009.

PERFORMANCE INDICATORS

Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ -	$ -	$ 20,000	$ 82,643	$ -	-100.00%
Program Expenses		$ 5,065	$ -	$ 20,000	$ 82,643	$ -	-100.00%
Expenses Comprised Of:							
Personnel		-	-	-	13,001	-	N/A
Administrative Expense		65	-	-	-	-	N/A
Supplies & Materials		-	-	20,000	69,642	-	-100.00%
Purchased Services		5,000	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

Police Grants **Business Unit 2250**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4210 Federal Grants	$ -	$ -	$ -	$ -	$ -
4224 State Grants	-	-	20,000	74,743	-
5921 Transfer In - General Fund	-	-	-	7,900	-
Total Revenue	$ -	$ -	$ 20,000	$ 82,643	$ -
Expenses					
6105 Overtime	$ -	$ -	$ -	$ 13,001	$ -
6201 Training & Conferences	65	-	-	-	-
6327 Equipment	-	-	20,000	69,642	-
6599 Other Contracts/Obligations	5,000	-	-	-	-
6803 Buildings	-	-	-	-	-
Total Expense	$ 5,065	$ -	$ 20,000	$ 82,643	$ -

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 BUDGET
POLICE GRANTS
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

Revenues	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	-	-	20,000	56,684	-
Interest Income	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	-	-	20,000	56,684	-
Expenses					
Program Costs	5,065	-	20,000	64,584	-
Total Expenses	5,065	-	20,000	64,584	-
Revenues over (under) Expenses	(5,065)	-	-	(7,900)	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	7,900	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	7,900	-
Net Change in Equity	(5,065)	-	-	-	-
Fund Balance - Beginning	5,065	-	-	-	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2009 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
Fire Extrication Equipment	$ 40,000	Projects, Pg. 675
Police Portable Radio Replacement	307,500	Projects, Pg. 679
Total	$ 347,500	

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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009

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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 50,200	$ 75,586	$ 9,001	$ 9,001	$ 20,000	122.20%
Program Expenses		$ 1,441,934	$ 682,470	$ 757,500	$ 2,064,344	$ 347,500	-54.13%
Expenses Comprised Of:							
Personnel		-	44,912	-	-	-	N/A
Administrative Expense		-	-	-	1,120,331	-	N/A
Supplies & Materials		7,269	-	-	-	-	N/A
Purchased Services		156,931	555,914	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		1,277,734	81,644	757,500	944,013	347,500	-54.13%

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
CAPITAL PROJECTS FUNDS

Public Safety **Business Unit 4210**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ 20,937	$ -	$ -	$ -	$ -
4710 Interest on Investments	29,263	75,586	9,001	9,001	20,000
5035 Other Reimbursements	-	-	-	-	-
5910 Proceeds of Long-term Debt	680,000	1,200,269	728,300	728,300	327,500
5921 Trans In - General Fund	26,430	-	-	-	-
Total Revenue	$ 756,630	$ 1,275,855	$ 737,301	$ 737,301	$ 347,500
Expenses					
6101 Regular Salaries	$ -	$ 33,575	$ -	$ -	$ -
6150 Fringes	-	11,338	-	-	-
6327 Miscellaneous Equipment	7,269	-	-	-	-
6406 Architect Fees	156,931	555,914	-	-	-
6803 Buildings	1,277,734	60,293	-	-	-
6804 Equipment	-	21,350	757,500	944,013	347,500
7914 Transfer Out - Capital Proj.	-	-	-	1,120,331	-
Total Expense	$ 1,441,934	$ 682,470	$ 757,500	$ 2,064,344	$ 347,500

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Equipment	
Fire extrication equipment	$ 40,000
Police portable radios	307,500
	$ 347,500

CITY OF APPLETON 2009 BUDGET
PUBLIC SAFETY
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Interest Income	$ 29,263	$ 75,586	$ 9,001	$ 5,878	$ 20,000
Other	20,937	-	-	-	-
Total Revenues	50,200	75,586	9,001	5,878	20,000
Expenses					
Program Costs	1,441,934	682,470	757,500	636,513	347,500
Total Expenses	1,441,934	682,470	757,500	636,513	347,500
Revenues over (under) Expenses	(1,391,734)	(606,884)	(748,499)	(630,635)	(327,500)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	680,000	1,200,269	728,300	429,801	327,500
Operating Transfers In	26,430	-	-	-	-
Operating Transfers Out	-	-	-	(1,220,331)	-
Total Other Financing Sources (Uses)	706,430	1,200,269	728,300	(790,530)	327,500
Net Change in Equity	(685,304)	593,385	(20,199)	(1,421,165)	-
Fund Balance - Beginning	1,513,084	827,780	1,421,165	1,421,165	-
Fund Balance - Ending	$ 827,780	$ 1,421,165	$ 1,400,966	$ -	$ -

CITY OF APPLETON 2009 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 2009 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 2008 EVENTS

The department has experienced a number of significant fires during the first half of 2008. These include a single-family residence fire on Tallgrass Drive that resulted in the collapse of a lightweight floor truss system, and an apartment fire at a building on Helen Street that required the evacuation of the entire building. Several people had to be rescued and removed from the building but there were no injuries. Fires also occurred in an apartment above a commercial building and in the Copperleaf Hotel on West College Avenue. The fires were contained to the rooms of origin with smoke and water damage to other areas of the buildings. A commercial building fire occurred on East Wisconsin Avenue in a bar occupancy. The fire originated in the basement of the building, ultimately causing the entire roof system to collapse. During the fire, a crew was caught in the basement by a flashover on the first floor; however, they safely escaped with no injuries.

Since December 2007, the department has responded to several incidents in which multi-family residences and apartment complexes had 50% or more of non-working smoke detectors. Several lives could have been lost! In response to that, the department has started a smoke detector awareness initiative that includes a number of components, from advertising, to mailings, education to code updates and proposed policy changes. The primary goal is to increase messages--knowledge and understanding--regarding the importance of smoke detectors in the City of Appleton.

In May, five new employees graduated from recruit school to replenish the rank of firefighter due to recent retirements and resignations. The recruits spent four intense weeks learning and refreshing basic firefighting, rescue, and EMS skills that they will immediately apply to the job. All five have been assigned to work shifts, thus beginning their careers with the department. The department, in conjunction with Human Resources, held a number of departmental promotional processes to fill existing positions. As a result of these processes, a captain, lieutenant, and two driver positions have been filled.

The department has been working with the neighboring Fox River fire departments and the Outagamie County Sheriff's boat patrol to build a tiered response to water-related incidents. This effort is intended to better prepare some smaller fire departments to respond to incidents in their own jurisdictions, as well as build a regional relationship to maximize resources for a technical discipline (swift water rescue) that includes specific equipment (boats, water craft, specific PPE) and specialized training. The training includes safe responses for departments with limited resources as well as supporting personnel who could respond to assist at the higher level.

The department has been working on addressing challenges with the upcoming reconstruction of the College Avenue Bridge. The reconstruction will result in the changing of response guidelines and reallocation of staff to the area south of the river. The challenges with the reconstruction will be continually evaluated during the entire construction period and adjusted based on lessons learned during the construction process.

The department continues to utilize the automatic vehicle locator/advance tactical mapping components purchased in 2007 as an enhancement to the MDC system. The department is working with other agencies within the FoxComm network to update and enhance the use of the system to improve response time and provide tactical information to responding units.

The department began formal discussions with the Neenah-Menasha Fire and Rescue Department regarding potential automatic aid agreements and/or consolidation opportunities.

The department has ordered three response vehicles, one has arrived and is hoped to be in service by the end of the year. The other two are expected to be delivered in late 2008/early 2009.

CITY OF APPLETON 2009 BUDGET
FIRE DEPARTMENT

MAJOR 2009 OBJECTIVES

Through strong partnerships with neighboring municipalities, the department enhances the safety and quality of life in our regional community. We pursue excellence and embrace diversity in thought, strategy, and staff in order to meet the changing needs of those we serve.

The department is responsible for saving lives and protecting property as described in our vision and mission statements. The historical role of the Fire Department is evolving to improve awareness of all facets of life safety. The department continues to be challenged by shrinking resources and increasing diversity of customer needs.

In 2009, the department will strive to meet the following City 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	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 284,204	$ 310,540	$ 246,000	$ 246,500	$ 236,700	-3.78%
Program Expenses							
18010	Administration	604,407	623,826	645,924	645,924	655,406	1.47%
18021	Fire Suppression	6,484,507	7,148,063	7,348,263	7,350,763	7,376,940	0.39%
18022	Special Operations	120,630	90,537	133,839	133,839	131,024	-2.10%
18023	Resource Devel.	217,952	189,152	235,946	236,446	241,090	2.18%
18031	Public Education	133,429	152,700	182,791	182,791	184,093	0.71%
18032	Fire Prevention	689,974	666,810	668,518	668,518	677,614	1.36%
18033	Technical Services	458,994	532,268	531,847	552,878	545,047	2.48%
TOTAL		$ 8,709,893	$ 9,403,356	$ 9,747,128	$ 9,771,159	$ 9,811,214	0.66%
Expenses Comprised Of:							
Personnel		8,110,636	8,564,651	8,948,486	8,948,486	8,973,768	0.28%
Administrative Expense		60,188	60,556	63,650	63,650	61,420	-3.50%
Supplies & Materials		132,939	194,140	146,300	155,331	145,505	-0.54%
Purchased Services		31,268	35,882	35,900	35,900	38,650	7.66%
Utilities		121,638	132,896	144,475	144,475	149,538	3.50%
Repair & Maintenance		253,224	397,831	408,317	423,317	442,333	8.33%
Capital Expenditures		-	17,400	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		102.00	101.00	101.00	101.00	101.00	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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
Continue to implement the records management system for improved reporting capabilities.

Major Program Changes:

The increase in utility expense is due to the increased costs of natural gas and water.

This budget includes the elimination of pager charges in the utilities account of $1,700. In the past the Police and Fire department both used pagers and were able to negotiate better pricing. In 2008, the Police discontinued using pagers, thus the rates increased significantly. The department has review the use of pagers and decided to utilize existing City provided cellular phones for the same purpose versus continuing to pay the increased rates for pager service.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
Avg first-in response time (minutes)	4.2	4.2	4.0	4.3	4.0
Strategic Outcomes					
Lives and property protected					
Fires per 1,000 residents	1.6	1.9	0.0	1.7	0.0
% of $ loss in:					
inspected vs.	29%	15%	25%	22%	25%
non-inspected	71%	85%	75%	78%	75%
Work Process Outputs					
Enhance internal communications					
# of employee, department, union-management meetings	53	46	50	60	50
Enhance regional relationships					
# of meetings and activities with regional partners	46	40	20	50	25

CITY OF APPLETON 2009 BUDGET
FIRE DEPARTMENT

Administration **Business Unit 18010**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4226 Fire Insurance Dues	$ 160,472	$ 143,091	$ 145,000	$ 145,000	$ 140,000
4801 Charges for Serv. - Nontax	-	174	-	-	-
5005 Sale of City Prop - Tax	122	-	-	-	-
5011 Misc Revenue - Tax	286	14	-	-	-
5020 Donations & Memorials	-	86	-	500	-
Total Revenue	$ 160,880	$ 143,365	$ 145,000	$ 145,500	$ 140,000
Expenses					
6101 Regular Salaries	$ 310,261	$ 315,656	$ 322,917	$ 322,917	$ 324,454
6105 Overtime	4,336	113	535	535	525
6150 Fringes	120,505	121,526	136,228	136,228	139,797
6201 Training\Conferences	4,863	3,611	5,500	5,500	5,500
6204 Tuition Fees	1,145	1,500	-	-	-
6301 Office Supplies	5,200	4,577	4,500	4,500	4,500
6302 Subscriptions	-	250	300	300	300
6303 Memberships & Licenses	680	950	700	700	700
6304 Postage\Freight	194	25	200	200	200
6305 Awards & Recognition	1,233	798	1,000	1,000	1,000
6307 Food & Provisions	1,833	1,074	1,000	1,000	1,000
6315 Books & Library Materials	635	130	400	400	400
6316 Miscellaneous Supplies	885	576	500	500	500
6320 Printing & Reproduction	8,801	7,727	7,500	7,500	7,500
6321 Clothing	1,449	23	-	-	-
6327 Miscellaneous Equipment	7,986	19,028	9,000	9,000	9,000
6404 Consulting Services	630	2,772	2,500	2,500	2,500
6407 Collection Services	1,438	1,496	1,500	1,500	1,500
6408 Contractor Fees	977	1,103	1,000	1,000	1,000
6412 Advertising	2,028	2,060	-	-	-
6413 Utilities	121,638	132,896	144,475	144,475	149,538
6425 CEA Equip. Rental	5,672	5,630	6,169	6,169	5,492
6430 Health Services	2,018	305	-	-	-
Total Expense	$ 604,407	$ 623,826	$ 645,924	$ 645,924	$ 655,406

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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
Implement emergency response adjustments for the College Avenue bridge construction project.

Major Program Changes:

There is an increase in CEA maintenance costs to address increased fuel costs and replacement costs to address the addition of a pumper that replaced a non-CEA vehicle.

In addition, the department has received notification of an increase in the cost of the annual NFPA physicals which increases our health services expenses.

The personnel budget assumes full staffing. If we cannot maintain full staffing, we will incur overtime higher than what is budgeted but it will be funded from vacant salary dollars.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	62%	72%	90%	66%	90%
Strategic Outcomes					
Enhance community safety					
Fire loss	$ 1,283,991	$ 953,803	$ 500,000	$ 1,459,236	$ 500,000
Number of fire-related deaths	0	1	0	0	0
Work Process Outputs					
Calls responded to					
# of emergency calls	2,439	2,739	2,500	3,000	2,725
# of non-emergency calls	572	307	600	400	300
Reduction in lost time work-related injuries					
# of lost time days	108	21	0	24	0

CITY OF APPLETON 2009 BUDGET
FIRE DEPARTMENT

Fire Suppression **Business Unit 18021**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ 28,437	$ 58,237	$ -	$ -	$ -
4801 Charges for Serv. - Nontax	6,479	3,000	5,000	5,000	3,000
4802 Charges for Serv. - Tax	976	-	-	-	-
Total Revenue	$ 35,892	$ 61,237	$ 5,000	$ 5,000	$ 3,000
Expenses					
6101 Regular Salaries	$ 4,290,064	$ 4,727,586	$ 4,925,602	$ 4,925,602	$ 4,908,591
6104 Call Time	2,195	2,868	-	-	-
6105 Overtime	233,297	246,145	60,768	60,768	59,108
6150 Fringes	1,733,756	1,883,457	2,097,617	2,097,617	2,119,896
6201 Training\Conferences	16,280	20,569	16,000	16,000	16,325
6204 Tuition Fees	2,228	2,729	2,325	2,325	2,000
6306 Building Maint./Janitorial	3,128	2,477	3,300	3,300	3,300
6315 Books & Library Materials	690	-	-	-	-
6316 Miscellaneous Supplies	1,312	2,558	2,500	2,500	2,500
6321 Clothing	15,936	23,516	20,000	20,000	20,000
6322 Gas Purchases	51	-	-	-	-
6324 Medical\Lab Supplies	1,102	1,849	1,500	1,500	1,500
6327 Misc. Equipment	-	34,758	-	2,500	-
6425 CEA Equip. Rental	169,826	180,699	198,651	198,651	220,970
6430 Health Services	14,642	18,852	20,000	20,000	22,750
Total Expense	$ 6,484,507	$ 7,148,063	$ 7,348,263	$ 7,350,763	$ 7,376,940

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Training/Conferences	
First responder recertification	$ 3,300
Advanced driver training	2,000
Officer and command staff training	4,500
Fire department instructor's training	3,000
General firefighting training	3,525
	$ 16,325
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	$ 22,750
	$ 22,750

CITY OF APPLETON 2009 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

Continue the partnership with Winnebago County

Provide specialized emergency response to include: emergency medical care, local hazardous materials response, confined space rescue, water rescue, structural collapse response, and trench rescue

Major Program Changes:

The department has seen an increase in specialty training offered by the Office of Justice Assistance. We are also doing a better job of tracking the training hours which in the past has been somewhat estimated.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	1	0	0	0	0
Work Process Outputs					
Educational programs delivered					
# of outreach programs delivered	13	4	10	2	10
# of assists given	9	7	10	4	10
# of specialty training hours	3,790	6,026	3,800	6,000	3,800
Program funding					
# of grant applications completed	3	3	2	6	2
# of grants received	3	3	2	3	2

CITY OF APPLETON 2009 BUDGET
FIRE DEPARTMENT

Special Operations **Business Unit 18022**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ -	$ 18,662	$ 20,000	$ 20,000	$ 20,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4807 Incineration Fees	20,582	18,662	19,000	19,000	18,750
Total Revenue	$ 28,082	$ 44,824	$ 46,500	$ 46,500	$ 46,250
Expenses					
6101 Regular Salaries	$ 60,497	$ 48,991	$ 66,455	$ 66,455	$ 64,434
6104 Call Time	55	56	-	-	-
6105 Overtime	5,137	2,792	5,098	5,098	5,137
6150 Fringes	24,894	20,163	29,786	29,786	28,953
6327 Miscellaneous Equipment	23,356	12,911	25,000	25,000	25,000
6407 Collection Services	6,691	5,624	7,500	7,500	7,500
Total Expense	$ 120,630	$ 90,537	$ 133,839	$ 133,839	$ 131,024

DETAILED SUMMARY OF 2009 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 2009 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 department

Investigate and encourage attendance at specialized training to expand personal growth and development

Facilitate and coordinate the Safety Committee meetings for the department to promote health and safety among the department employees

Provide 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:

Funds have been shifted from tuition fees to training and conferences to more accurately reflect the professional development goals of this division. The CEA maintenance costs have increased to reflect an increase in fuel costs.

We have developed a better system of tracking training hours which more accurately reflects actual. This accounts for the variances shown below in the performance measures.

PERFORMANCE INDICATORS

		Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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		93%	70%	100%	88%	100%
Work Process Outputs						
Educational programs delivered						
Average # of hours of training per employee		127	167	130	165	130

CITY OF APPLETON 2009 BUDGET
FIRE DEPARTMENT

Resource Development **Business Unit 18023**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 142,036	$ 124,551	$ 151,350	$ 151,350	$ 154,453
6105 Overtime	9,388	3,293	6,536	6,536	6,670
6150 Fringes	54,256	46,343	61,362	61,362	63,046
6201 Training\Conferences	3,160	3,194	2,000	2,000	4,000
6204 Tuition Fees	1,857	967	2,000	2,000	-
6301 Office Supplies	26	-	-	-	-
6303 Memberships & Licenses	-	-	400	400	-
6309 Shop Supplies & Tools	-	89	-	-	-
6315 Books & Library Materials	1,721	2,052	2,000	2,000	2,000
6316 Miscellaneous Supplies	1,737	1,610	1,800	1,800	2,000
6321 Clothing	-	89	-	-	-
6323 Safety Supplies	488	-	500	500	500
6327 Miscellaneous Equipment	2,226	2,402	5,000	5,500	5,200
6418 Equip Repairs & Maint	30	-	-	-	-
6425 CEA Equip. Rental	1,027	4,562	2,998	2,998	3,221
Total Expense	$ 217,952	$ 189,152	$ 235,946	$ 236,446	$ 241,090

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 the 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

Enhance smoke detector awareness in the City of Appleton

Major Program Changes:

The car seat program will continue but at a reduced level for the department. Two of the fifteen employees will continue to maintain their certification. The budget reduction is $2,275.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Educational programs that meet citizen's needs					
Percent of customers surveyed who are satisfied or very satisfied with Fire Department services	100%	100%	100%	100%	100%
Percent of customers surveyed who are satisfied or very satisfied with child passenger safety services	100%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
Number of participants in educational programs	9,904	14,108	12,000	14,000	15,000
Number of special events	24	39	15	39	45
Work Process Outputs					
Juvenile Firesetter Program					
% of children referred to program who complete the program.	New measure →				100%

CITY OF APPLETON 2009 BUDGET
FIRE DEPARTMENT

Public Education **Business Unit 18031**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5020 Donations & Memorials	$ 1,010	$ 1,082	$ -	$ -	$ -
Total Revenue	$ 1,010	$ 1,082	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 82,534	$ 96,850	$ 113,768	$ 113,768	$ 115,599
6105 Overtime	5,038	3,484	4,309	4,309	4,381
6150 Fringes	35,589	41,564	52,589	52,589	54,263
6201 Training\Conferences	1,642	1,023	2,500	2,500	1,550
6301 Office Supplies	-	4	-	-	-
6302 Subscriptions	-	-	525	525	125
6303 Memberships & Licenses	-	-	650	650	170
6315 Books & Library Materials	134	140	500	500	185
6316 Miscellaneous Supplies	1,518	1,521	450	450	320
6320 Outside Printing	785	874	500	500	500
6323 Safety Supplies	6,189	5,571	6,000	6,000	6,000
6412 Advertising/Publication	-	1,669	1,000	1,000	1,000
Total Expense	$ 133,429	$ 152,700	$ 182,791	$ 182,791	$ 184,093

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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:

There is an increase in CEA maintenance costs to address increased fuel costs. The increase in CEA replacements costs is a result of a vehicle being funded for replacement for the entire year versus eight months in 2008.

The decrease in intergovernmental revenue is due to a decrease in plan review fees received from the State. With less new construction taking place, fewer building plans are being submitted for review.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Enhanced community safety					
% of citizens surveyed receiving fire department services that indicate satisfied or very satisfied	99%	100%	100%	100%	100%
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
$ amount of losses for year	$ 1,283,991	$ 953,803	$ 500,000	$ 1,459,236	$ 500,000
Losses as % of assets protected	0.033%	0.022%	0.012%	0.032%	0.012%
Citizens with safer City environment					
% of schools meeting evacuation requirements	88%	88%	100%	N/A*	100%
Work Process Outputs					
Permit and license applications processed					
# of permits processed	728	816	500	800	700
# of licenses processed	214	202	200	320	200
% processed within 7 work days	99%	100%	100%	88%	100%
Fire detection and suppression plan review					
# of plans processed	121	226	130	220	130

* Have not received all reports for the 2007-2008 school year at this time.

CITY OF APPLETON 2009 BUDGET
FIRE DEPARTMENT

Fire Prevention **Business Unit 18032**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ 6,356	$ 8,072	$ 6,000	$ 6,000	$ 8,000
4412 Tent Permits	1,340	1,395	1,000	1,000	1,000
4413 Burning Permits	24,295	27,880	22,000	22,000	23,000
4414 Firework Permits	200	300	100	100	200
4415 Tank Installation Permits	80	-	-	-	100
4416 Tank Removal Permits	1,080	180	250	250	100
4417 Storage of Flammable Liquids	120	400	150	150	100
4418 Plan Review Permit	1,150	220	500	500	100
4805 Fire Extinguisher Training	943	358	500	500	350
4806 False Alarm Fees	13,500	7,940	10,000	10,000	7,500
4908 Misc. Intergov. Charges	9,276	9,043	9,000	9,000	7,000
Total Revenue	$ 58,340	$ 55,788	$ 49,500	$ 49,500	$ 47,450
Expenses					
6101 Regular Salaries	$ 451,854	$ 430,514	$ 440,869	$ 440,869	$ 443,140
6104 Call Time	4,502	5,464	-	-	-
6105 Overtime	33,151	30,535	17,523	17,523	17,761
6150 Fringes	185,726	179,779	192,006	192,006	196,700
6201 Training\Conferences	3,274	7,658	3,350	3,350	3,350
6301 Office Supplies	543	193	-	-	-
6302 Subscriptions	675	698	700	700	700
6303 Memberships & Licenses	225	454	500	500	500
6315 Books & Library Materials	619	1,183	300	300	300
6316 Miscellaneous Supplies	92	69	200	200	200
6320 Printing & Reproduction	954	573	900	900	900
6327 Miscellaneous Equipment	437	100	950	950	950
6425 CEA Equip. Rental	7,922	9,590	11,220	11,220	13,113
Total Expense	$ 689,974	$ 666,810	$ 668,518	$ 668,518	$ 677,614

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 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 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 one generator in 2009 with a unit that is a "demand" style generator. These units do not require disassembly and lubrication thus reducing maintenance needs in the future.

Vehicle repairs and maintenance expense has increased to address a rear suspension issue on the Quint that needs to be replaced at a cost of $9,600.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Vehicles and equipment that meet customer needs					
% of vehicles passing annual service test the first time	80%	73%	100%	75%	100%
Strategic Outcomes					
Amount of down time on equipment and vehicles					
% of in-service vs. out-of-service	99.3%	98.5%	100%	97%	100%
Work Process Outputs					
Fleet records database management					
Average maint. cost by vehicle type:					
Large vehicles	$ 5,977	$ 6,495	$ 4,200	$ 5,800	$ 5,000
Small vehicles	$ 1,315	$ 1,009	$ 1,000	$ 1,260	$ 1,250

CITY OF APPLETON 2009 BUDGET
FIRE DEPARTMENT

Technical Services **Business Unit 18033**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5020 Donations & Memorials	$ -	$ 4,244	$ -	$ -	$ -
Total Revenue	$ -	$ 4,244	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 220,558	$ 153,126	$ 179,835	$ 179,835	$ 181,394
6104 Call Time	193	139	-	-	-
6105 Overtime	9,310	10,289	3,133	3,133	3,161
6150 Fringes	91,505	64,364	80,200	80,200	82,305
6201 Training\Conferences	1,270	188	1,000	1,000	1,000
6303 Memberships & Licenses	-	75	200	200	200
6304 Postage/Freight	5	-	-	-	-
6306 Building Maint./Janitorial	10,726	12,541	15,000	15,000	15,000
6308 Landscape Supplies	632	344	750	750	500
6309 Shop Supplies & Tools	2,858	2,366	2,000	2,000	2,000
6310 Chemicals	2,757	1,750	3,750	3,750	2,250
6311 Paint & Supplies	990	-	-	-	-
6316 Miscellaneous Supplies	1,587	988	2,250	2,250	1,750
6322 Gas Purchases	1,754	1,548	1,800	1,800	1,800
6325 Construction Materials	3,506	135	750	750	750
6326 Vehicle & Equipment Parts	24,314	26,771	24,500	24,500	26,000
6327 Miscellaneous Equipment	15,439	40,892	25,000	31,031	25,000
6409 Inspection Fees	2,844	2,003	2,400	2,400	2,400
6416 Build Repairs & Maint	29,856	-	-	-	-
6417 Vehicle Repairs & Maint	15,486	11,433	18,000	33,000	27,600
6418 Equip Repairs & Maint	7,706	4,065	8,500	8,500	8,500
6419 Communication Eq. Repairs	4,027	12,731	9,000	9,000	9,000
6420 Facilities charges	7,259	164,842	149,045	149,045	149,348
6425 CEA Equip. Rental	4,412	4,278	4,734	4,734	5,089
6804 Equipment	-	17,400	-	-	-
Total Expense	$ 458,994	$ 532,268	$ 531,847	$ 552,878	$ 545,047

DETAILED SUMMARY OF 2009 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.)	15,500
Miscellaneous station equipment	4,500
	$ 25,000

Vehicle & Equipment Parts	
Body parts	$ 1,500
Brake parts	4,500
Engine parts	6,000
Small equipment parts	5,000
Electrical parts	3,000
Miscellaneous parts	6,000
	$ 26,000

Vehicle Repairs & Maint	
Corrosion repairs	$ 6,000
Tire service	4,000
Suspension repairs on Quint	9,600
General suspension repairs	4,000
Generator upgrades	4,000
	$ 27,600

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	202,765	235,561	205,125	178,500	178,500	175,500-	175,500
Permits	28,265	30,375	28,275	24,000	24,000	24,600-	24,600
Charges for Services	42,480	30,134	30,344	34,500	34,500	29,600-	29,600
Intergov. Charges for Service	9,276	9,043	5,630	9,000	9,000	7,000-	7,000
Other Revenues	1,418	5,426	520	0	500	0	0
TOTAL REVENUES	284,204	310,539	269,894	246,000	246,500	236,700-	236,700
EXPENSES BY LINE ITEM							
Regular Salaries	5,389,866	5,746,239	3,962,446	6,200,796	6,200,796	6,192,065	6,192,065
Call Time	6,945	8,527	4,100	0	0	0	0
Overtime	299,657	296,652	212,574	97,902	97,902	96,743	96,743
Other Compensation	59,441	59,052	34,986	0	0	0	0
Sick Pay	17,264	8,413	5,596	0	0	0	0
Vacation Pay	91,234	88,571	69,990	0	0	0	0
Fringes	2,246,230	2,357,197	1,799,756	2,649,788	2,649,788	2,722,175	2,684,960
Salaries & Fringe Benefits	8,110,637	8,564,651	6,089,448	8,948,486	8,948,486	9,010,983	8,973,768
Training & Conferences	30,489	31,243	12,311	30,350	30,350	32,675	31,725
Tuition Fees	5,230	5,197	1,126	4,325	4,325	2,000	2,000
Office Supplies	5,769	4,775	2,824	4,500	4,500	4,500	4,500
Subscriptions	675	948	824	1,525	1,525	1,525	1,125
Memberships & Licenses	905	1,479	990	2,450	2,450	2,050	1,570
Postage & Freight	199	25	11	200	200	200	200
Awards & Recognition	1,233	798	139	1,000	1,000	1,000	1,000
Building Maintenance/Janitor.	13,854	15,018	14,522	18,300	18,300	18,300	18,300
Food & Provisions	1,833	1,074	534	1,000	1,000	1,000	1,000
Administrative Expense	60,187	60,557	33,281	63,650	63,650	63,250	61,420
Landscape Supplies	632	344	108	750	750	500	500
Shop Supplies & Tools	2,858	2,455	1,523	2,000	2,000	2,000	2,000
Chemicals	2,757	1,750	1,004	3,750	3,750	2,250	2,250
Paint & Supplies	990	0	0	0	0	0	0
Books & Library Materials	3,798	3,505	907	3,200	3,200	3,200	2,885
Miscellaneous Supplies	7,131	7,322	1,423	7,700	7,700	7,400	7,270
Printing & Reproduction	10,541	9,174	5,919	8,900	8,900	8,900	8,900
Clothing	17,385	23,626	16,438	20,000	20,000	20,000	20,000
Gas Purchases	1,805	1,548	863	1,800	1,800	1,800	1,800
Safety Supplies	6,678	5,571	2,747	6,500	6,500	6,500	6,500
Medical & Lab Supplies	1,102	1,849	305	1,500	1,500	1,500	1,500
Construction Materials	3,506	135	13	750	750	750	750
Vehicle & Equipment Parts	24,314	26,771	28,901	24,500	24,500	26,000	26,000
Miscellaneous Equipment	49,443	110,090	55,278	64,950	73,981	65,150	65,150
Supplies & Materials	132,940	194,140	115,429	146,300	155,331	145,950	145,505
Consulting Services	630	2,772	0	2,500	2,500	2,500	2,500
Collection Services	8,129	7,119	4,945	9,000	9,000	9,000	9,000
Contractor Fees	977	1,103	0	1,000	1,000	1,000	1,000
Inspection Fees	2,844	2,003	0	2,400	2,400	2,400	2,400
Advertising	2,028	3,729	890	1,000	1,000	1,000	1,000
Health Services	16,660	19,157	1,603	20,000	20,000	22,750	22,750
Purchased Services	31,268	35,883	7,438	35,900	35,900	38,650	38,650
Electric	51,062	57,602	46,075	64,354	64,354	63,384	63,384
Gas	41,743	44,502	46,228	49,371	49,371	56,234	56,234
Water	6,872	7,362	6,011	7,250	7,250	8,120	8,120
Waste Disposal/Collection	2,576	2,475	1,799	2,500	2,500	2,500	2,500
Stormwater	7,360	8,275	5,209	7,500	7,500	7,500	7,500
Telephone	5,467	7,348	5,535	7,000	7,000	7,000	7,000
Cellular Telephone	6,560	5,332	5,067	6,500	6,500	6,500	4,800
Utilities	121,640	132,896	115,924	144,475	144,475	151,238	149,538
Building Repair & Maintenance	29,856	0	0	0	0	0	0

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Vehicle Repair & Maintenance	15,486	11,433	10,617	18,000	33,000	27,600	27,600
Equipment Repair & Maintenanc	7,736	4,065	7,552	8,500	8,500	8,500	8,500
Communications Equip. Repairs	4,027	12,731	3,796	9,000	9,000	9,000	9,000
Facilities Charges	7,259	164,842	147,566	149,045	149,045	149,348	149,348
CEA Equipment Rental	188,860	204,760	147,714	223,772	223,772	247,885	247,885
Repair & Maintenance	253,224	397,831	317,245	408,317	423,317	442,333	442,333
Machinery & Equipment	0	17,400	0	0	0	0	0
Capital Expenditures	0	17,400	0	0	0	0	0
TOTAL EXPENSES	8,709,896	9,403,358	6,678,765	9,747,128	9,771,159	9,852,404	9,811,214

CITY OF APPLETON 2009 BUDGET
FIRE DEPARTMENT

NOTES

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS
Hazardous Materials, Level "A"

NOTES

CITY OF APPLETON 2009 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 Regional Response Team will be completing a vehicle upgrade plan to include both a tow vehicle and designated research lab trailer. In addition, the team received an additional meter for detection of unknown solids and liquids through the Commercial Equipment Direct Assistance Program .

In addition, the department has received notification of an increase in the cost of the annual NFPA physicals which increases our health services expenses. Each year, half of the haz-mat team members have their physicals charged to the haz-mat budget.

In the past specialty pay was recorded under training/conferences expense. In the 2009 budget, it is recorded under salaries since this is for paying our employees to attend training.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	2	0	0	0	0
# of outreach programs delivered	7	3	10	10	10
# of sub-grant applications completed	0	0	2	2	2
# of sub-grants received	0	0	2	0	2

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 161,119	$ 116,898	$ 102,601	$ 136,087	$ 97,601	-4.87%
Program Expenses		$ 131,247	$ 119,997	$ 85,601	$ 119,087	$ 85,601	0.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	8,800	N/A
Administrative Expense		8,311	6,909	40,401	42,401	31,601	-21.78%
Supplies & Materials		74,450	53,240	15,700	47,186	25,200	60.51%
Purchased Services		10,243	5,704	11,500	11,500	10,500	-8.70%
Utilities		1,113	1,985	2,000	2,000	2,500	25.00%
Repair & Maintenance		4,915	3,369	7,000	7,000	7,000	0.00%
Capital Expenditures		32,215	48,790	9,000	9,000	-	-100.00%

CITY OF APPLETON 2009 BUDGET
SPECIAL REVENUE FUNDS

Hazardous Materials, Level "A" **Business Unit 2090**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ 145,387	$ 84,101	$ 85,601	$ 119,087	$ 85,601
4710 Interest on Investments	15,732	28,297	17,000	17,000	12,000
5004 Sale of City Property	-	4,500	-	-	-
Total Revenue	$ 161,119	$ 116,898	$ 102,601	$ 136,087	$ 97,601
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ -	$ 8,800
6201 Training\Conferences	7,721	6,852	40,200	42,200	31,400
6301 Office Supplies	-	33	51	51	51
6304 Postage & Freight	516	-	-	-	-
6307 Food & Provisions	74	24	150	150	150
6309 Shop Supplies & Tools	9,434	5,412	500	31,986	500
6310 Chemicals	545	647	500	500	1,000
6315 Books & Library Materials	418	394	-	-	1,000
6316 Miscellaneous Supplies	1,634	6,061	1,000	1,000	1,000
6320 Printing & Reproduction	205	162	-	-	-
6321 Clothing	8,067	5,818	2,000	2,000	2,000
6322 Gas Purchases	42	13	500	500	500
6324 Medical\Lab Supplies	508	-	500	500	500
6326 Vehicle & Equipment Parts	533	-	-	-	-
6327 Miscellaneous Equipment	53,065	34,733	10,700	10,700	18,700
6404 Consulting Services	6,000	3,350	6,000	6,000	4,000
6413 Utilities	1,113	1,985	2,000	2,000	2,500
6417 Vehicle Repairs & Maint	1,018	354	1,500	1,500	1,500
6418 Equip Repairs & Maint	1,187	306	2,000	2,000	2,500
6419 Communication Eq. Repairs	-	-	500	500	-
6425 CEA Equip. Rental	2,709	2,709	3,000	3,000	3,000
6430 Health Services	4,243	2,354	5,500	5,500	6,500
6599 Other Contracts/Obligations	-	-	-	-	-
6804 Equipment	32,215	48,790	9,000	9,000	-
Total Expense	$ 131,247	$ 119,997	$ 85,601	$ 119,087	$ 85,601

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Training & Conferences	
Haz-Mat technician training	$ 7,400
Haz-Mat advanced training	4,000
Outreach training	5,000
Regional training	15,000
	$ 31,400
Miscellaneous Equipment	
Plugging and patching equipment	$ 7,000
Decontamination equipment	2,500
Communication equipment	3,500
Trailer modifications	5,700
	$ 18,700

CITY OF APPLETON 2009 BUDGET
HAZARDOUS MATERIAL LEVEL A
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

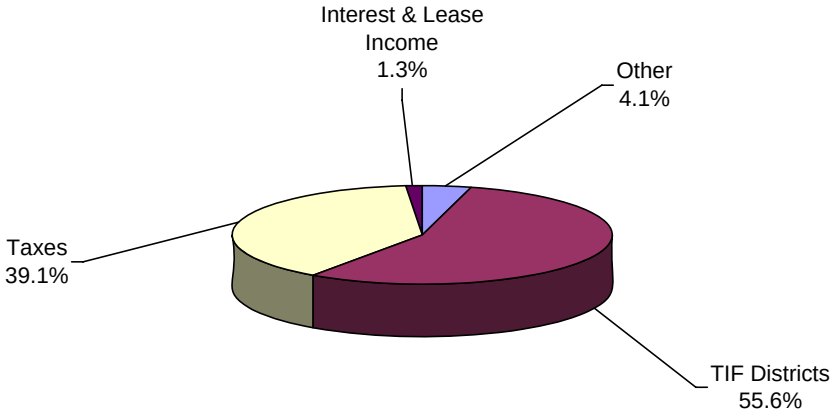
	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	145,387	84,101	85,601	107,087	85,601
Interest Income	15,732	28,297	17,000	11,500	12,000
Charges for Services	-	-	-	-	-
Other	-	4,500	-	-	-
Total Revenues	161,119	116,898	102,601	118,587	97,601
Expenses					
Program Costs	131,247	119,997	85,601	107,087	85,601
Administrative Expenses	-	-	-	-	-
Total Expenses	131,247	119,997	85,601	107,087	85,601
Revenues over (under) Expenses	29,872	(3,099)	17,000	11,500	12,000
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	29,872	(3,099)	17,000	11,500	12,000
Fund Balance - Beginning	345,877	375,749	372,650	372,650	384,150
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 375,749	$ 372,650	$ 389,650	$ 384,150	$ 396,150

CITY OF APPLETON 2009 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 2009 Debt Service

$8,308,066



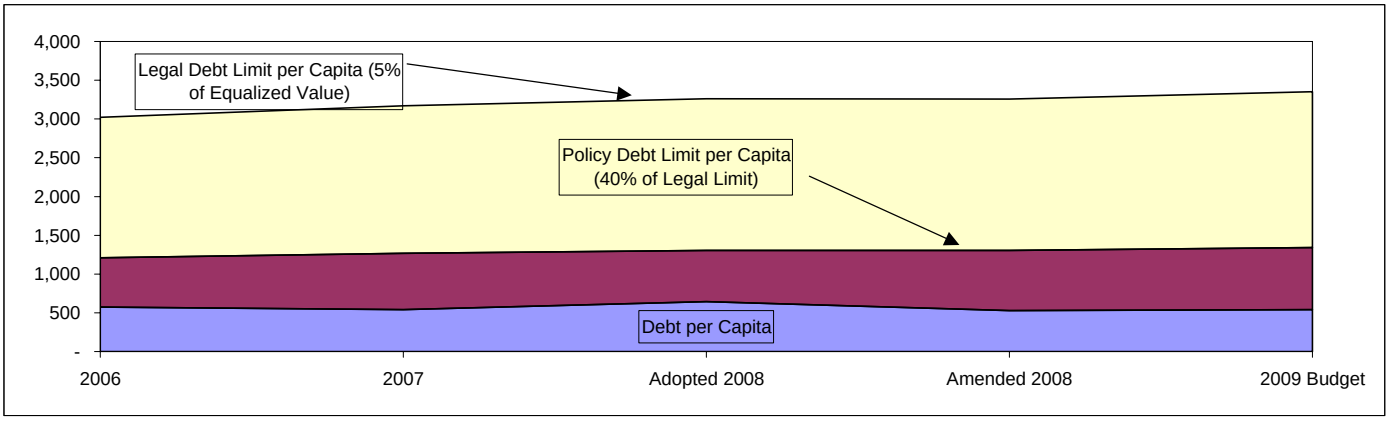
General Obligation Rating: **Aa1**

CITY OF APPLETON 2009 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	Actual		Budget		
Revenues	2006	2007	Adopted 2008	Amended 2008	2009
Taxes	$ 2,897,879	$ 2,953,457	$ 3,303,443	$ 3,303,443	$ 3,240,038
Other	91,325	93,858	94,650	94,650	107,887
Interest Income	-	3,000	1,000	1,000	11,000
Total Revenues	2,989,204	3,050,315	3,399,093	3,399,093	3,358,925
Expenditures					
Debt Service:					
Principal	9,333,847	7,121,471	5,944,026	5,944,026	6,585,955
Interest and Fees	1,986,843	1,880,600	1,870,004	1,870,004	1,722,111
Total Expenditures	11,320,690	9,002,071	7,814,030	7,814,030	8,308,066
Excess Revenues (Expenditures)	(8,331,486)	(5,951,756)	(4,414,937)	(4,414,937)	(4,949,141)
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	3,886	24,325	90,000	90,000	90,000
Operating Transfers In	8,312,542	5,934,138	4,314,937	4,314,937	4,819,141
Total Other Financing Sources	8,316,428	5,958,463	4,404,937	4,404,937	4,909,141
Net Change in Fund Balance	(15,058)	6,707	(10,000)	(10,000)	(40,000)
Fund Balance, Beginning	69,933	54,875	61,582	61,582	51,582
Fund Balance - Ending	$ 54,875	$ 61,582	$ 51,582	$ 51,582	$ 11,582

DEBT LIMIT ANALYSIS *

Equalized value	4,350,186,400	4,575,642,000	4,712,911,300	4,711,007,500	4,852,337,700
Legal Debt Limit	217,509,320	228,782,100	235,645,565	235,550,375	242,616,885
Outstanding Debt	41,351,177	39,037,242	46,492,876	38,107,031	38,981,228
Population	72,004	72,158	72,224	72,297	72,350
Debt per capita					
Legal Limit	3,021	3,171	3,263	3,258	3,353
Policy Limit	1,208	1,268	1,305	1,303	1,341
Actual	574	541	644	527	539



* Please see page 599 for a combined illustration of G.O. debt and revenue bond debt.

CITY OF APPLETON 2009 BUDGET

DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
1998A Refunding Bonds	$ 340,000	$ 107,073	$ 447,073
1999A G.O. Notes	35,000	858	35,858
1999B G.O. Notes	430,000	14,190	444,190
2001 State Trust Fund	350,000	74,432	424,432
2001A G.O. Notes	325,000	56,215	381,215
2001B G.O. Notes	550,000	118,500	668,500
2002A G.O. Notes	1,100,000	87,340	1,187,340
2002 State Trust Fund	125,691	75,532	201,223
2002B G.O. Notes	70,000	101,993	171,993
2003A G.O. Notes	100,000	35,525	135,525
2003 State Trust Fund	145,264	125,925	271,189
2005 Refunding G.O. Notes	1,155,000	90,525	1,245,525
2005B G.O. Notes	735,000	204,144	939,144
2006A G.O. Notes	505,000	185,004	690,004
2007A G.O. Notes	320,000	199,325	519,325
2008A G.O. Notes	300,000	155,530	455,530
Debt Issuance Cost	-	90,000	90,000
Total Debt Service Obligation	$ 6,585,955	$ 1,722,111	$ 8,308,066

DEBT SERVICE FUNDING SOURCES

Operating Transfers:	
Capital Project Funds:	
Tax Incremental District #2	$ 59,500
Tax Incremental District #3	1,658,759
Tax Incremental District #5	157,342
Tax Incremental District #6	2,748,430
Industrial Park	195,110
Revenue:	
Taxes	3,240,038
Interest Income	11,000
Lease Revenue	93,617
CEA	14,270
Fund Balance	40,000
Borrowing:	
Proceeds of General Obligation Notes	90,000
Total Funding Sources	$ 8,308,066

CITY OF APPLETON 2009 BUDGET

DEBT SERVICE OBLIGATION

	1998A G.O. Refunding Bonds		
	Obligation		Funding Source
Year	Principal	Interest	TIF #3
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	-	-	-
2020	-	-	-
	$2,475,000	$ 316,532	$ 2,791,532

	1999A G.O. Notes		
	Obligation		Funding Source
Year	Principal	Interest	Taxes & Int.
2009	$ 35,000	$ 858	$ 35,858
2010	-	-	-
2011	-	-	-
2012	-	-	-
2013	-	-	-
2014	-	-	-
2015	-	-	-
2016	-	-	-
2017	-	-	-
2018	-	-	-
2019	-	-	-
2020	-	-	-
	$ 35,000	$ 858	$ 35,858

CITY OF APPLETON 2009 BUDGET

DEBT SERVICE OBLIGATION

	1999B G.O. Notes				
	Obligation		Funding Sources		
Year	Principal	Interest	TIF #3	TIF #5	TIF #6
2009	$ 430,000	$ 14,190	$ 149,785	$ 61,980	$ 232,425
2010	-	-	-	-	-
2011	-	-	-	-	-
2012	-	-	-	-	-
2013	-	-	-	-	-
2014	-	-	-	-	-
2015	-	-	-	-	-
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
2020	-	-	-	-	-
	$ 430,000	$ 14,190	$ 149,785	$ 61,980	$ 232,425

	2001 State Trust Fund Loan				
	Obligation		Funding Sources		
Year	Principal	Interest	TIF #2	TIF #3	TIF #6
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	-	-	-	-	-
2020	-	-	-	-	-
	$1,488,639	$ 164,796	$ 210,000	$ 207,878	$1,235,557

CITY OF APPLETON 2009 BUDGET

DEBT SERVICE OBLIGATION

	2001A G.O. Notes			
	Obligation		Funding Sources	
Year	Principal	Interest	Ind. Park	TIF #6
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	-	-	-	-
2020	-	-	-	-
	$1,460,000	$ 106,650	$ 459,350	$1,107,300

	2001B G.O. Notes			
	Obligation		Funding Sources	
Year	Principal	Interest	TIF #3	TIF #5
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	-	-	-	-
2020	-	-	-	-
	$2,250,000	$ 232,500	$2,284,500	$ 198,000

CITY OF APPLETON 2009 BUDGET

DEBT SERVICE OBLIGATION

2002A G.O. Notes

	Obligation		Funding Sources	
Year	Principal	Interest	TIF #6	Taxes & Int.
2009	$1,100,000	$ 87,340	$ 168,340	$1,019,000
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	-	-	-	-
	$2,740,000	$ 217,440	$ 1,938,440	$1,019,000

2002 State Trust Fund Loan

	Obligation		Funding Source
Year	Principal	Interest	TIF #6
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
	$1,510,644	$ 433,311	$ 1,943,955

CITY OF APPLETON 2009 BUDGET

DEBT SERVICE OBLIGATION

	2002B G.O. Notes				
	Obligation		Funding Sources		
Year	Principal	Interest	Ind. Park	TIF #3	TIF #5
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	-	-	-	-	-
2020	-	-	-	-	-
	$1,830,000	$ 325,535	$ 110,673	$1,849,644	$ 195,218

	2003 State Trust Fund Loan			
	Obligation		Funding Sources	
Year	Principal	Interest	TIF #3	TIF #6
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
	$2,518,506	$ 856,041	$1,027,047	$2,347,500

CITY OF APPLETON 2009 BUDGET

DEBT SERVICE OBLIGATION

	2003A G.O. Notes		
	Obligation		Funding Source
Year	Principal	Interest	TIF #6
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	-	-	-
2020	-	-	-
	$1,055,000	$ 128,262	$ 1,183,262

	2005 G.O. Refunding Bonds			
	Obligation		Funding Sources	
Year	Principal	Interest	TIF #3	TIF #6
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	-	-	-	-
2020	-	-	-	-
	$3,090,000	$ 185,832	$ 1,350,032	$1,925,800

CITY OF APPLETON 2009 BUDGET

DEBT SERVICE OBLIGATION

	2005B G.O. Notes				
	Obligation		Funding Sources		
Year	Principal	Interest	TIF #5	TIF #6	Taxes & Int.
2009	$ 735,000	$ 204,144	$ 5,075	$ 72,750	$ 861,319
2010	770,000	178,725	5,075	72,750	870,900
2011	800,000	151,250	5,075	352,763	593,413
2012	830,000	122,725	29,638	342,788	580,300
2013	865,000	90,900	33,600	332,100	590,200
2014	900,000	55,600	37,300	516,700	401,600
2015	940,000	18,800	40,800	561,000	357,000
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
2020	-	-	-	-	-
	$5,840,000	$ 822,144	$ 156,563	$2,250,850	$ 4,254,732

	2006A G.O. Notes				
	Obligation		Funding Sources		
Year	Principal	Interest	TIF #6	Ice Center*	Taxes & Int.
2009	$ 505,000	$ 185,004	$ 80,182	$ 93,617	$ 516,205
2010	530,000	163,658	80,183	94,100	519,375
2011	550,000	141,383	80,183	92,842	518,358
2012	575,000	118,179	80,182	94,767	518,230
2013	600,000	93,945	550,282	94,800	48,863
2014	625,000	68,679	535,379	93,092	65,208
2015	655,000	42,279	515,373	94,567	87,339
2016	685,000	14,385	495,185	94,150	110,050
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
2020	-	-	-	-	-
	$4,725,000	$ 827,512	$2,416,949	$ 751,935	$ 2,383,628

A balloon payment of $810,000 on the 1998B G.O. Notes was due in 2008 but 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.

CITY OF APPLETON 2009 BUDGET

DEBT SERVICE OBLIGATION

	2007A G.O. Notes			
	Obligation		Funding Sources	
Year	Principal	Interest	TIF #6	Taxes & Int.
2009	$ 320,000	$ 199,325	$ 48,875	$ 470,450
2010	360,000	184,875	48,875	496,000
2011	375,000	169,256	48,875	495,381
2012	395,000	152,894	48,875	499,019
2013	410,000	135,788	48,875	496,913
2014	700,000	112,200	313,138	499,062
2015	730,000	81,812	311,450	500,362
2016	765,000	50,044	314,231	500,813
2017	795,000	16,894	311,481	500,413
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
	$4,850,000	$1,103,088	$1,494,675	$ 4,458,413

	2008A G.O. Notes					
	Obligation		Funding Sources			
Year	Principal	Interest	TIF # 5	TIF # 6	CEA	Taxes & Int.
2009	$ 300,000	$ 155,530	$ 2,022	$ 51,032	$ 14,270	$ 388,206
2010	335,000	124,463	1,750	44,162	13,375	400,176
2011	350,000	114,186	1,750	44,162	13,075	405,199
2012	365,000	103,007	1,750	44,162	12,762	409,333
2013	380,000	90,900	1,750	44,162	12,438	412,550
2014	395,000	77,812	1,750	44,162	12,100	414,800
2015	435,000	63,288	50,875	44,162	11,750	391,501
2016	450,000	47,238	-	215,881	11,388	269,969
2017	475,000	29,300	-	488,400	15,900	-
2018	495,000	9,900	-	489,600	15,300	-
2019	-	-	-	-	-	-
2020	-	-	-	-	-	-
	$3,980,000	$ 815,624	$ 61,647	$ 1,509,885	$132,358	$ 3,091,734

CITY OF APPLETON 2009 BUDGET

DEBT SERVICE OBLIGATION

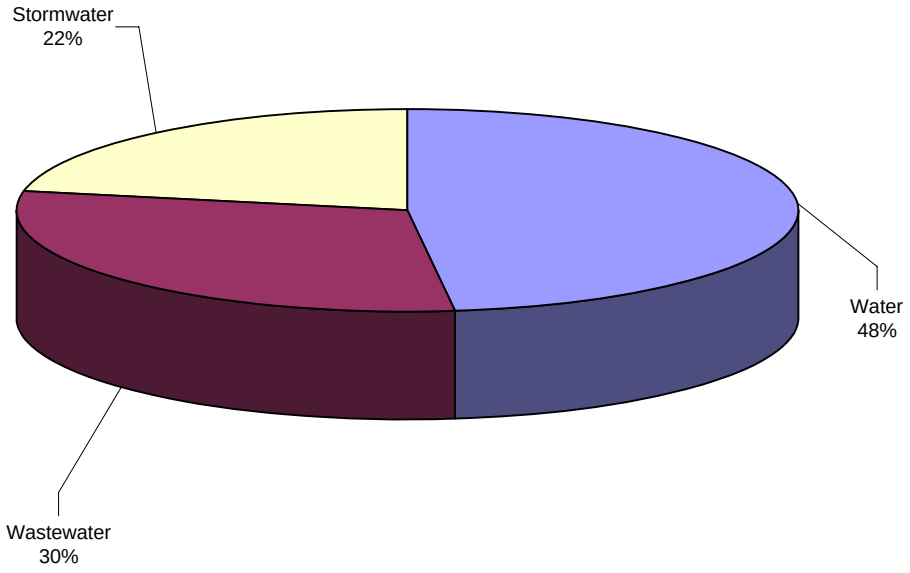
	Principal	Interest	Total	Less Revenues	Less Interest Income & Fund Balance	Tax Supported Debt
2009	$ 6,585,955	$1,632,111	$ 8,218,066	$ 4,927,028	$ 51,000	$ 3,240,038
2010	5,988,003	1,347,311	7,335,314	5,048,863	1,000	2,285,451
2011	6,409,292	1,081,798	7,491,090	5,478,740	1,000	2,011,351
2012	5,843,593	792,196	6,635,789	4,628,907	1,000	2,005,882
2013	3,957,866	580,399	4,538,265	2,989,739	1,000	1,547,526
2014	3,007,509	436,695	3,444,204	2,063,534	1,000	1,379,670
2015	3,172,884	309,208	3,482,092	2,145,890	1,000	1,335,203
2016	2,338,850	194,277	2,533,127	1,652,295	1,000	879,832
2017	1,745,971	106,636	1,852,607	1,352,194	1,000	499,413
2018	894,208	46,543	940,751	940,751	-	-
2019	204,843	16,683	221,526	221,526	-	-
2020	128,815	6,458	135,273	135,273	-	-
	$40,277,789	$6,550,315	$46,828,104	$31,584,740	$ 59,000	$15,184,366

CITY OF APPLETON 2009 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.

2009 UTILITIES

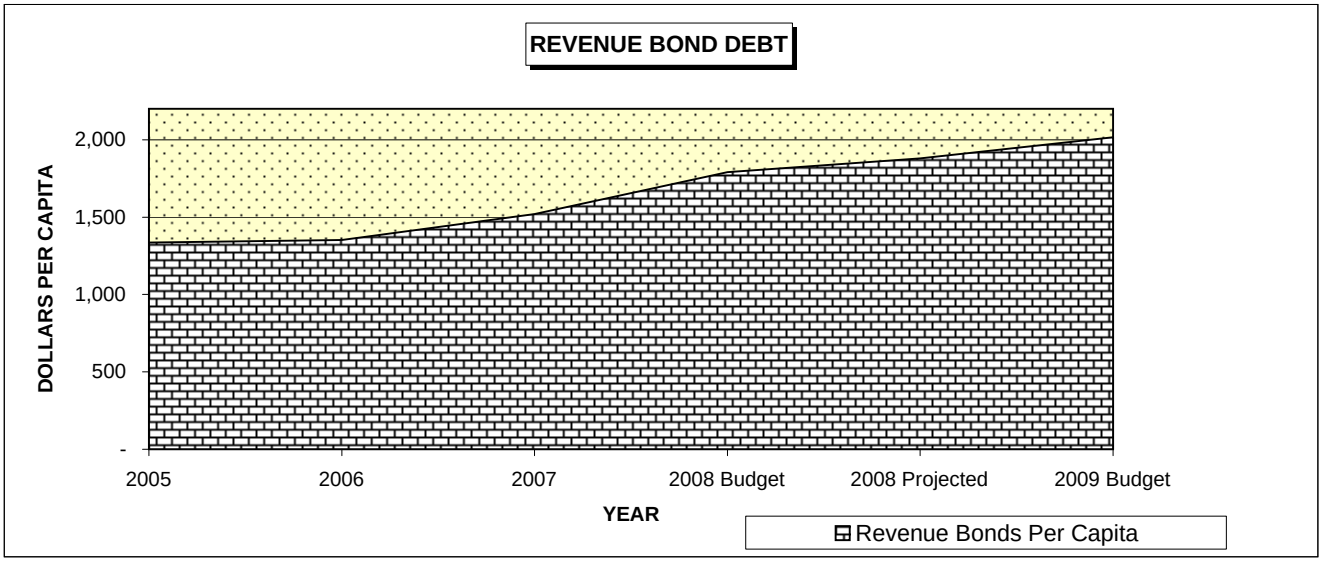
$56,712,782



CITY OF APPLETON 2009 BUDGET
UTILITIES

Revenue Bond Debt Summary

	2005	2006	2007	2008 Budget	2008 Projected	2009 Budget
Revenue Bonds Outstanding	96,268,711	97,422,923	109,669,989	129,265,092	135,853,993	145,853,990
Population	72,085	72,004	72,158	72,224	72,297	72,350
Revenue Bonds Per Capita	1,335	1,353	1,520	1,790	1,879	2,016



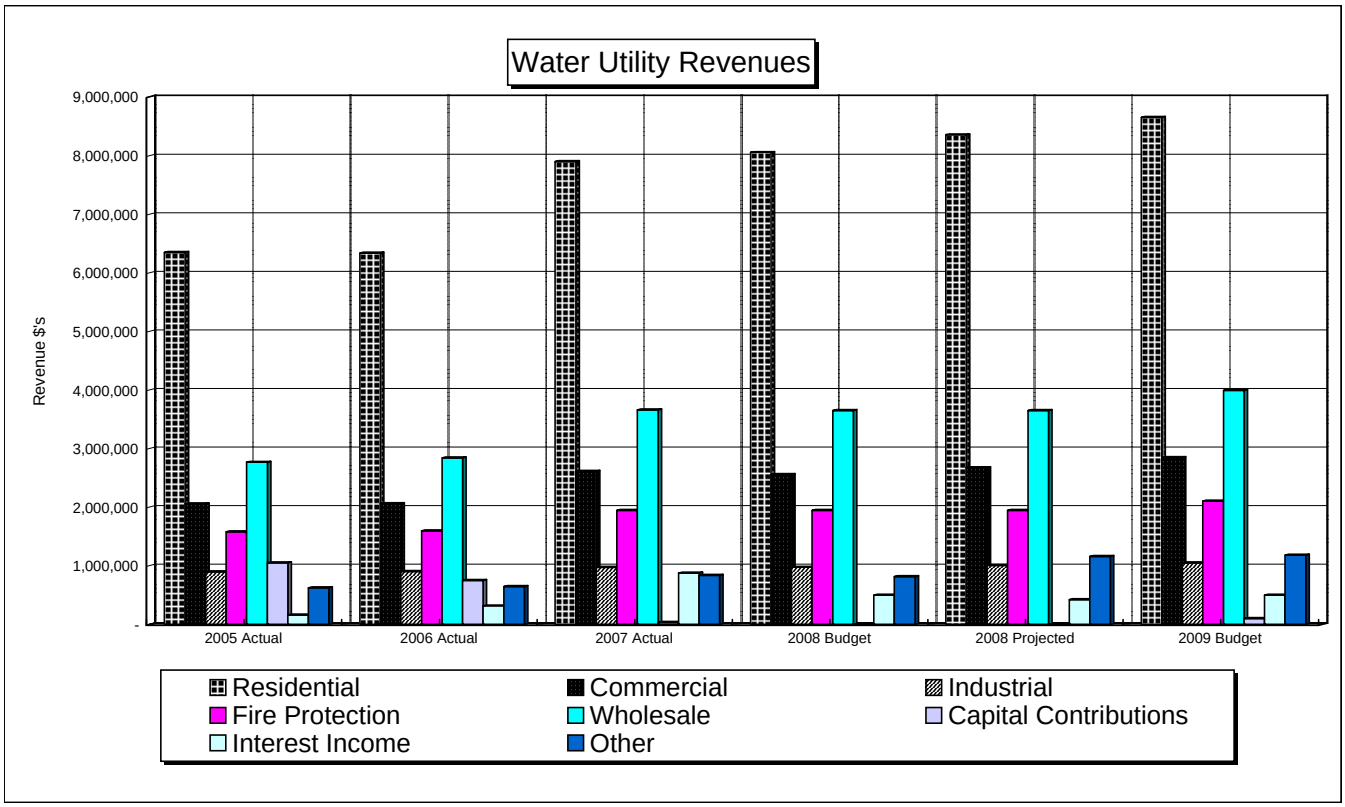
Revenue Bond Ratings:

Water	**Aa3**
Wastewater	**Aa3**
Stormwater	**Aa3**

CITY OF APPLETON 2009 BUDGET
UTILITY REVENUES

WATER UTILITY

Sources of Revenue	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Residential Water Service	6,347,517	6,335,906	7,899,945	8,055,500	8,355,500	8,654,900	3.58%
Commercial Water Service	2,059,347	2,064,959	2,612,972	2,559,200	2,676,487	2,848,220	6.42%
Industrial Water Service	899,595	904,049	975,368	978,400	1,008,400	1,052,580	4.38%
Municipal Water Service	288,634	284,594	364,027	359,500	359,500	397,500	10.57%
Fire Protection	1,582,149	1,597,717	1,946,471	1,948,280	1,948,280	2,104,524	8.02%
Wholesale Water Service	2,768,967	2,843,578	3,660,325	3,650,120	3,650,120	3,994,080	9.42%
Other	337,319	363,113	473,588	454,915	800,364	787,279	-1.63%
Interest Income	163,471	317,105	875,460	500,000	425,000	500,000	17.65%
Contributed Capital	1,052,985	748,983	35,442	-	-	100,877	#DIV/0!
Total Water Utility	**15,499,984**	**15,460,004**	**18,843,598**	**18,505,915**	**19,223,651**	**20,439,960**	**6.33%**

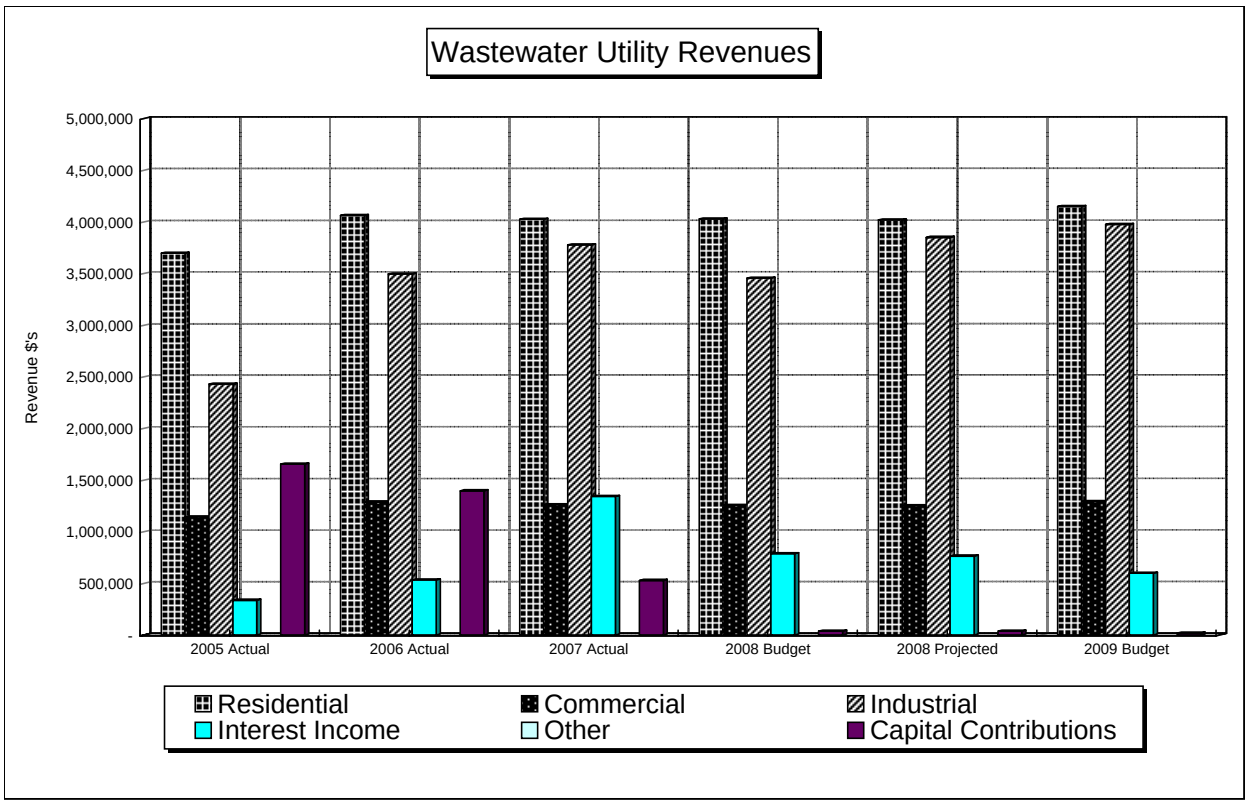


Residential water sales makes up the largest portion of water utility revenues, more than commercial, industrial, municipal, and wholesale sales combined. Fire protection revenues include charges for private, public, Grand Chute, and Waverly Sanitary District fire protection. Interest income is earnings on available working cash and required reserve accounts invested in various short- and longer-term investments. Industrial revenue declined substantially in 2004 and 2005 due to closing of one of the Foremost Farms plants in 2004 and of the Kerwin Paper Mill in 2005. Industrial water sales 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 Water Utility will complete a water rate study prior to the end of 2008, as mandated by the Public Service Commission. Preliminary results are a 6% increase expected to be implemented prior to the fall of 2009. Due to continued capital construction at the Water Treatment Plant, increased cost of operations and the PSC disallowing a two-step approach, the City will need to file rate increases annually, incurring costs from consultants, the Public Service Commission and internal staff time.

CITY OF APPLETON 2009 BUDGET
UTILITY REVENUES

WASTEWATER UTILITY

Sources of Revenue	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Residential Sewer Service	3,698,078	4,063,140	4,025,073	4,030,000	4,020,500	4,150,900	3.24%
Commercial Sewer Service	1,144,387	1,288,317	1,262,705	1,255,000	1,252,000	1,292,650	3.25%
Industrial Sewer Service	2,430,877	3,497,140	3,778,979	3,455,000	3,850,900	3,975,800	3.24%
Municipal Sewer Service	157,710	179,826	178,248	170,000	176,600	182,310	3.23%
Interest Income	337,466	534,639	1,342,821	788,000	765,000	600,000	-21.57%
Other	514,064	670,912	849,135	474,383	538,090	616,319	14.54%
Capital Contributions	1,655,929	1,396,644	529,547	38,015	38,015	20,371	-46.41%
Total Wastewater Utility	**9,938,511**	**11,630,618**	**11,966,508**	**10,210,398**	**10,641,105**	**10,838,350**	**1.85%**

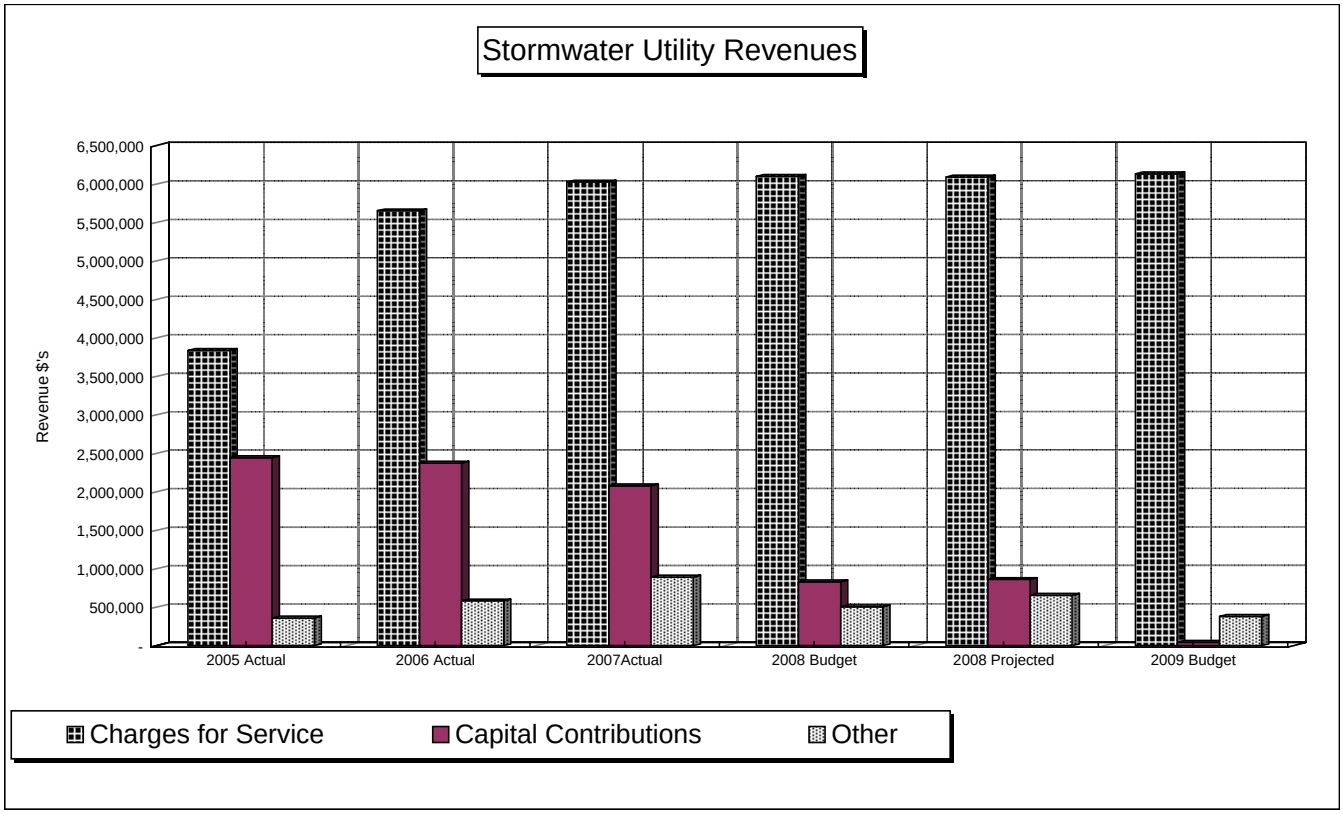


Charges for services include charges for wastewater treatment for various categories of customers - residential, commercial, industrial, and municipal - as well as charges for special services such as industrial pre-treatment. Industrial revenue declined in 2003 and 2004 due to the closing of one of the Foremost Farms plants. Industrial revenue was further affected in 2005 by the closure of the Kerwin Paper Mill. Increases in interest income in 2007 and 2008 result from the investment of funds borrowed for construction of new sanitary sewer mains pending their expenditure on construction and from higher short-term interest rates. 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 $2,008,700 in 2009.

CITY OF APPLETON 2009 BUDGET
UTILITY REVENUES

STORMWATER UTILITY

Sources of Revenue	2005 Actual	2006 Actual	2007Actual	2008 Budget	2008 Projected	2009 Budget	% Change
Charges for Service	3,837,660	5,651,299	6,025,226	6,100,000	6,089,288	6,133,000	0.72%
Interest Income	263,028	497,121	626,534	415,000	415,000	300,000	-27.71%
Intergovernmental	-	-	25,500	50,000	50,000	-	N/A
Capital Contributions	2,441,737	2,373,748	2,077,326	828,691	860,550	42,880	-95.02%
Other	95,561	85,500	241,287	41,500	190,777	80,775	-57.66%
Total Stormwater Utility	**6,637,986**	**8,607,668**	**8,995,873**	**7,435,191**	**7,605,615**	**6,556,655**	**-13.79%**



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 2009 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 2009 BUDGET
WATER UTILITY
RATE DETAIL

* The rates detailed below are the current rates, which went into effect on December 29, 2006. The financial forecast indicated a further 8.5% increase would be required in 2008. An updated rate study has been completed and is being reviewed by the PSC. It is expected that the PSC will take action before the end of 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 2009 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 2009. A rate study is planned for 2009, with any rate changes to take effect late in 2009.

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 2009 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 2009 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 2009 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 2008 EVENTS

WATER TREATMENT

USEPA Stage 2 Waiver
Received a 40/30 waiver from USEPA for future compliance monitoring under the Safe Drinking Water Stage 2 Rule requirements based on demonstration of compliance with results from TTHMs and HAAs.

Water Plant Cold Water Capacity Study
Completed work with CDM Engineers for assessment of the Water Plant Cold Water Capacity. The study provided an integrated plant improvement plan to cost effectively meet capacity goals in three phases of work through year 2014. The work includes Plant Enhancements in phase 1, Secondary Membrane Treatment in phase 2, and Lake Station Traveling Screen replacement in phase 3.

Raw Water Line Installation
Installed a raw water bypass line entering the Water Plant to provide redundancy to this critical part of the water intake process.

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 #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 Tower Cleaning
Cleaned Lindbergh standpipe and Oneida Tower

Lake Intake Cleaning
Lake Winnebago intake structure was cleaned and zebra mussels removed by divers.

WATER DISTRIBUTION

Repainted 400 hydrants

Replaced 40 lead services

Located 10 service leaks accounting for 15,000,000 gallons of unaccounted water through our leak detection program

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
· 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. Preliminary results are a 6% increase expected to be implemented prior to this fall. Due to continued capital construction at the Water Treatment Plant, increased cost of operations and the PSC disallowing a two-step approach, the City will need to file rate increases annually incurring costs from consultants, the Public Service Commission and internal staff time.

CITY OF APPLETON 2009 BUDGET
WATER UTILITY

MAJOR 2009 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.

Complete Water Plant Enhancements that will provide more cold water production reliability and reduced chemical unit cost through projects including: Addition of sand to GAC contactors for mixed media water filtration, procurement of a spare membrane backwash pump, installation of a bulk citric acid system, installation of a bulk Aluminum Chloro-hydrate (ACH) system, install a new lime slaker, enhance membrane feed wet well capacity, replace corroded waste wash water pipes, and separate membrane CEB waste for disposal to Wastewater Treatment Plant.

Provide Lake Station intake icing improvements that provide reliable water supply during Lake Winnebago freeze-up. Intake icing has caused repeated water supply interruptions in recent years.

Enhance water production reliability by investigating options for installation of a second raw water line from the Lake Station to the plant or Menasha finished water interconnection.

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.

Complete water rate study in late 2008 to accomodate for Water Treatment Plant additions completed and increasing operating cost impacts. The Public Service Commission denied a two-step approach, therefore the City will need to file rate increase annually, incurring costs from consultants, the Public Service Commission and internal

WATERMAIN COMPARISONS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Total Miles	364.17	361.90	370.00	370.00	372.00
Additional Miles	5.83	1.80	3.84	3.84	2.00
Reconstructed Miles	2.65	3.42	6.37	6.37	7.86
% of Total Reconstructed	0.73%	0.94%	1.70%	1.70%	2.11%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 15,460,006	$ 18,844,525	$ 18,505,915	$ 18,505,915	$ 20,439,960	10.45%
Program Expenses							
5310	Administration	7,613,061	7,904,983	8,607,239	8,607,239	9,426,367	9.52%
5321	Treatment Admin	465,885	396,125	463,209	483,209	483,252	4.33%
5323	Treatment Operations	5,361,396	5,693,707	6,137,071	6,167,216	6,425,118	4.69%
5351	Distribution Admin	320,825	312,992	335,250	335,250	346,581	3.38%
5352	Customer Service	177,033	191,566	238,204	238,204	236,332	-0.79%
5353	Distribution Operations	854,466	1,106,785	1,192,018	1,220,758	1,197,519	0.46%
5325	Treatment Capital	-	-	5,809,125	6,135,959	2,790,000	-51.97%
5370	Distribution Capital	12,305	78,559	7,384,330	10,696,869	6,291,904	-14.79%
TOTAL		$ 14,804,971	$ 15,684,717	$ 30,166,446	$ 33,884,704	$ 27,197,073	-9.84%
Expenses Comprised Of:							
Personnel		2,361,774	2,452,309	2,756,554	2,785,294	2,789,387	1.19%
Administrative Expense		7,383,786	7,662,149	8,355,101	8,355,101	9,160,639	9.64%
Supplies & Materials		1,536,809	1,833,920	2,271,125	2,301,270	2,198,702	-3.19%
Purchased Services		669,821	362,940	1,378,204	1,487,544	900,778	-34.64%
Utilities		2,684,799	3,001,495	2,921,598	2,921,598	3,112,209	6.52%
Repair & Maintenance		186,678	371,694	475,319	475,319	630,336	32.61%
Capital Expenditures		(18,696)	210	12,008,545	15,558,578	8,405,022	-30.01%
Full Time Equivalent Staff:							
Personnel allocated to programs		38.27	36.92	36.92	36.92	36.42	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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 addtional lease revenue for new tower lease completed in 2008.

This budget reflects an increase in bank services expense due to investment fees paid on positive cash balances held in the investment reserve accounts and Official Payments set-up fees for on-line credit card payments.

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.

Preliminary results are a 6% increase expected to be implemented prior to this fall. Due to continued capital construction at the Water Treatment Plant, increased cost of operations and the PSC disallowing a two-step approach, the City will need to file rate increases annually incurring costs from consultants, the Public Service Commission and internal staff time.

The budget reflects an increase of 62.5% for Legal Fees for PSC Assessment fees. The assessment from 06-07 increased 43.3% and the assessment from 07-08 increased 14.7%.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	100%	92%	100%	100%	100%
Strategic Outcomes					
Maintain compliance with GAAP & PSC					
# of audit compliance issues not raised by staff	0	2	0	0	0
Work Process Outputs					
# of monthly bills processed	107,852	108,406	110,200	108,887	109,200

CITY OF APPLETON 2009 BUDGET
WATER UTILITY

Finance Administration **Business Unit 5310**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4411 Sundry Permits	$ 1,295	$ 700	$ 500	$ 500	$ 500
4710 Interest on Investments	314,343	874,555	500,000	500,000	500,000
4730 Interest - Deferred Special	2,763	905	-	-	-
4820 Unmetered Water Sales	34,246	25,924	30,000	30,000	30,000
4821 Water Service - Residential	6,335,906	7,899,945	8,055,500	8,055,500	8,654,900
4822 Water Service - Commercial	2,064,959	2,612,972	2,559,200	2,559,200	2,848,220
4823 Water Service - Industrial	904,049	975,368	978,400	978,400	1,052,580
4824 Water Service - Municipal	284,594	364,027	359,500	359,500	397,500
4825 Private Fire Protection	208,127	216,659	231,080	231,080	231,080
4826 Public Fire Protection	1,356,595	1,688,846	1,674,800	1,674,800	1,828,500
4827 Fire Protection Wholesale	32,996	40,965	42,400	42,400	44,944
4829 Sales for Resale GC	2,843,578	3,660,325	3,650,120	3,650,120	3,994,080
5004 Sale of City Prop - Nontax	141	-	-	-	-
5004 Sale of City Prop - Nontax	331	-	-	-	-
5006 Gain (Loss) on Asset Disposal	-	-	-	-	-
5016 Lease Revenue	95,900	101,100	210,895	210,895	225,965
5021 Capital Contributions	748,983	35,442	-	-	100,877
5030 Damage to City Property	10,576	6,921	8,000	8,000	8,000
5035 Other Reimbursements	-	23	-	-	-
5070 WTR Other Sales Flushing	2,579	3,222	3,000	3,000	3,300
5071 Customer Penalty	49,381	59,096	50,000	50,000	60,000
5072 WTR Misc Revenue (turn-on)	7,044	5,181	5,000	5,000	5,500
5073 Other WTR Rev-Sewer Billing	124,000	111,954	124,000	124,000	112,000
5074 Other WTR Rev-Hydrant Test	625	275	-	-	-
5077 Income from Admin Fee	6,447	6,089	7,000	7,000	6,400
5086 Premium on Debt Issuance	12,910	145,046	16,520	16,520	335,614
5924 Trans In - Capital Projects	-	-	-	-	-
Total Revenue	$ 15,442,368	$ 18,835,540	$ 18,505,915	$ 18,505,915	$ 20,439,960
Expenses					
6101 Regular Salary	$ 70,724	$ 92,761	$ 96,320	$ 96,320	$ 101,413
6105 Overtime	491	667	-	-	-
6150 Fringes	26,406	34,473	39,480	39,480	40,402
6304 Postage\Freight	10,872	13,740	14,500	14,500	15,500
6318 Cust Record & Collect	59	-	-	-	-
6320 Printing and Reproduction	1,509	2,304	2,000	2,000	2,500
6401 Accounting/Audit	41,747	24,698	25,740	25,740	11,490
6402 Legal Fees	11,064	15,860	12,000	12,000	19,500
6403 Bank Services	13,328	17,712	25,833	25,833	22,200
6404 Consulting Services	14,219	-	10,000	10,000	22,000
6412 Advertising	122	-	-	-	-
6413 Utilities	64,965	67,506	61,100	61,100	66,700
6501 Insurance - Property	66,498	63,900	62,640	62,640	76,650
6601 Depreciation Expense	2,931,457	2,965,581	3,404,000	3,404,000	3,404,000
6623 Uncollectible Accounts	8,895	5,262	5,000	5,000	4,500
6720 Interest Payments	9,800	1,531	-	-	-
6721 Bond Interest Payments	3,171,718	3,296,946	3,512,734	3,512,734	4,028,779
6750 Amortization of Debt Disc	24,580	48,351	35,000	35,000	105,550
6751 Gain/Loss on refund Amort.	39,592	112,379	39,592	39,592	243,883
7911 Trans Out - Gen Fund	1,091,815	1,136,369	1,261,300	1,261,300	1,261,300
7914 Trans Out - Cap Projects	13,200	4,943	-	-	-
Total Expense	$ 7,613,061	$ 7,904,983	$ 8,607,239	$ 8,607,239	$ 9,426,367

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Legal Fees		Consulting Services	
PSC assessment	$ 19,500	PSC rate study fees	$ 22,000
	$ 19,500		$ 22,000

CITY OF APPLETON 2009 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 a further reduction in contracted temporary help for coverage of short-term absences in this position. This is done by internal coverage with existing positions such by the Wastewater Administrative Assistant and Water Plant Operators, with contracted services used only for long term back-up coverage.

This budget reflects an increase in Training/Conference expense for one-time training and certification of newly hired Maintenance Specialists in cross connection and backflow prevention. Costs of training two employees will be shared with the Wastewater Utility.

This budget reflects the transfer of telephone, cell phone and after-hours service that was previously budgeted and/or expensed in Water Operations or Wastewater Administration business units.

This budget reflects the allocation of CEA expense related to administrative use of vehicles to properly reflect use within PSC reporting guidelines.

Mediation session scheduled for October 30, 2008 in Madison that will help better determine the 2009 legal budget needs. At this time we will continue to budget the same amount as the prior two years as a place holder/notification that process is still on going. Final adjustment to take place at budget adoption night when more information is know to make a better projection of needs for 2009.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Save work environment					
# of workers comp claims/year	0	1	0	2	0
# of first aid entries per year	18	20	25	17	18
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	99.5%	101.5%	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 2009 BUDGET
WATER UTILITY

Treatment Administration **Business Unit 5321**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5082 Insurance Proceeds	$ 17,315	$ -	$ -	$ -	$ -
Total Revenue	$ 17,315	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salary	$ 264,002	$ 194,994	$ 227,937	$ 227,937	$ 241,356
6104 Call Time	54	55	-	-	-
6105 Overtime	1,931	1,559	2,000	2,000	2,076
6108 Part-Time	3,877	981	1,509	1,509	-
6150 Fringes	77,105	68,940	92,723	92,723	94,995
6201 Training\Conferences	1,921	3,231	4,700	4,700	5,500
6301 Office Supplies	2,415	2,983	3,500	3,500	3,500
6302 Subscriptions	20	20	100	100	100
6303 Memberships & Licenses	3,805	888	3,500	3,500	3,000
6304 Postage/Freight	990	2,911	3,950	3,950	3,950
6305 Awards & Recognition	125	75	210	210	210
6307 Food & Provisions	79	177	280	280	280
6320 Printing & Reproduction	7,421	9,213	10,250	10,250	10,250
6321 Clothing	261	408	350	350	400
6329 Miscellaneous Equipment	-	82	1,500	1,500	1,500
6404 Consulting Services	95,658	105,430	105,000	125,000	100,000
6408 Contractor Fees	882	3,411	4,200	4,200	4,200
6411 Temporary Help	1,581	670	800	800	700
6412 Advertising	3,758	97	700	700	700
6413 Utilities	-	-	-	-	10,155
6425 CEA Equip. Rental	-	-	-	-	380
Total Expense	$ 465,885	$ 396,125	$ 463,209	$ 483,209	$ 483,252

DETAILED SUMMARY OF 2009 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
	$ 100,000

CITY OF APPLETON 2009 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:

The chemical budget reflects an industry-wide cost increase of approx 31%. This budget also reflects GAC replacement in one contactor in 2009, consistent with the future plan for an 8 year replacement cycle, or GAC requiring replacement in one contactor each year. The amount of GAC in each contactor was reduced from 8 feet to 4 feet by the planned addition of sand mixed media.

This budget reflects the change in account number used for diesel gas purchases for plant generators. This expense was previously included with the utility expense.

This budget reflects the first year of a four year project to complete maintenance painting of the softener basins. The first basin was scheduled for painting in 2007 but was postponed due to overtime budget constraints. The budget amount includes costs related to containment of the area for the painting process.

The contractor fees budget reflects the addition of basin cleaning. Due to confined space re-classifications for basins and towers this work is more efficiently performed by contractors. WDNR has required the Utility to clean finished water basins every five years. Since the plant is now over five years old, this work is overdue.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	3,261 MG	3,260 MG	3,600 MG	3,200 MG	3,200 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	95%	98.5%	100%	100%	100%
Average # of hours training per employee	New Measure	35	New Measure	28	32
Work Process Outputs					
Efficient Plant Operation					
# of work days loss due to injuries	0	9	0	0	0
# of work orders closed**	274	389	575	600	600
# of open work orders*	New Measure	→	100	50	50
Average # of days to close preventive work orders	New Measure	→	30	35	35
# of reservoirs maintaining pressure per year	6	6	6	6	6
# of membrane repairs	20,413	7,103	2,400	3,200	3,200
Water towers					
# inspected / painted per year	4 / 1	1 / 0	2 / 0	2 / 0	1 / 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 2009 BUDGET
WATER UTILITY

Treatment Operations **Business Unit 5323**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salary	$ 448,129	$ 499,310	$ 532,717	$ 532,717	$ 552,901
6104 Call Time	6,032	4,289	-	-	-
6105 Overtime	173,130	140,694	77,488	77,488	80,379
6108 Part-Time	5,956	-	-	-	-
6150 Fringes	234,316	238,417	275,594	275,594	279,655
6306 Building Maint./Janitorial	3,452	1,157	-	-	800
6309 Shop Supplies & Tools	5,408	7,346	6,500	6,500	7,500
6310 Chemicals	885,412	951,625	1,300,000	1,300,000	1,363,122
6316 Miscellaneous Supplies	200	200	-	-	-
6318 Materials	480,217	673,633	609,500	639,645	475,770
6321 Clothing	3,990	3,653	4,300	4,300	4,300
6322 Gas Purchases	-	-	-	-	41,160
6323 Safety Education	3,358	3,946	7,500	7,500	7,500
6324 Medical\Lab Supplies	34,066	48,607	68,650	68,650	64,000
6327 Miscellaneous Equipment	8,957	-	75,500	61,500	52,100
6407 Collection Services	153	-	-	-	-
6404 Consulting Services	-	-	-	-	5,000
6408 Contractor Fees	473,492	35,847	93,600	107,600	129,150
6413 Utilities	2,549,813	2,865,907	2,793,420	2,793,420	2,965,737
6414 Janitorial Service	21,661	-	1,600	1,600	800
6416 Build Repairs & Maint	-	3,765	25,000	25,000	135,000
6418 Equip Repairs & Maint	2,123	12	2,000	2,000	-
6420 Facilties Charges	-	195,921	239,182	239,182	239,182
6425 CEA Equip. Rental	21,531	19,378	24,520	24,520	20,362
6599 Other Contracts/Obligations	-	-	-	-	700
Total Expense	$ 5,361,396	$ 5,693,707	$ 6,137,071	$ 6,167,216	$ 6,425,118

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Chemicals	
GAC	$ 150,000
Ammonia	16,312
Carbon dioxide	35,474
Caustic soda	75,213
Chlorine	195,658
Ferric sulfate	223,937
Fluoride	12,291
Lime	277,619
Poly phosphate	49,436
Permanganate	175,502
Powder carbon	30,962
Softener Polymer LT 25	19,927
Membrane cleaning acids	100,791
	$ 1,363,122

Materials	
Piks, domes rplcmt cartridges & shipping	$ 41,000
Bray valve repair & rplcmt	25,000
Chemical pump repair & rplcmt	15,000
Contactor valve repacking	10,000
CEB piping & valves	10,000
Koch membrane agreement	224,770
Pump repair & rplcmt	55,000
Clay valve repair & rplcmt at towers	5,000
Meter parts at towers	3,500
Batteries	2,500
Electrical equipment	19,000
Miscellanous belts, filters, valve parts and bearings	65,000
	$ 475,770

Building Reparis & Maintenance	
Recoating softener	$ 135,000
	$ 135,000

Miscellaneous Equipment	
PH phobes	$ 9,500
Computers	10,000
Basin Chlorine Controller	6,400
Telemetry	15,000
SCADA annual up-grades	11,200
	$ 52,100

Contractor Fees	
Sludge Removal	$ 5,000
SCADA/Telemetry maintenance & support	38,800
Antenna Repair	3,800
Plant & Lab Inspections	4,050
UPS Support	5,000
Air Compressor maintenance	7,000
Generator maintenance	7,500
Lake Station Inspections	5,500
Tower Inspections	5,500
Pump Repair	15,000
Basin cleaning	17,000
Other repairs by outside vendors	15,000
	$ 129,150

Medical/Lab Supplies	
Required DNR Testing	$ 12,500
EPA LT2 Testing	4,000
Spectrophotometer	7,000
Lab supplies	37,500
Lab fees and quality control	3,000
	$ 64,000

CITY OF APPLETON 2009 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 2009 capital projects:

	2009 Budget	
Water Plant Process Enhancements	$ 1,640,000	Projects, Pg. 670
Water Plant Corrosion Replacement	500,000	Projects, Pg. 687
Second Feeder Main to Water Plant	50,000	Projects, Pg. 645
Water Plant Lake Intake Improvements	570,000	Projects, Pg. 644
Lake Station Permanganate Storage	30,000	Projects, Pg. 660
	$ 2,790,000	

Major Program Changes:

The performance measure below indicating the % of projects completed is projected to be only 30% for 2008 due to a number of 2008 projects having been delayed pending completion of the Cold Water Capacity Study. The 2008 Ground Improvement projects will be completed following completion of the 2008 phase of the Lake Intake Improvement project.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	2	2	7	6	5
# of CIP's in five-year plan	3	10	10	10	8
Strategic Outcomes					
Water rate changes					
% per year	28%	0%	8%	8%	10%
Work Process Outputs					
Project Management					
% of projects completed at year end	New Measure	20%	100%	30%	100%

CITY OF APPLETON 2009 BUDGET
WATER UTILITY

Treatment Capital Improvements **Business Unit 5325**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6404 Consulting Services	$ -	$ -	$ 850,000	$ 850,000	$ 330,000
6408 Contractor Fees	-	-	-	-	-
6801 Land	-	-	40,000	40,000	-
6803 Buildings	-	-	30,000	30,000	-
6804 Equipment	-	-	4,889,125	5,145,959	2,460,000
6809 Infrastructure Construction	-	-	-	70,000	-
Total Expense	$ -	$ -	$ 5,809,125	$ 6,135,959	$ 2,790,000

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Consulting Servicies	
Lake Intake Improvements	$ 60,000
Second Feeder Main to Water Plant	50,000
Lake Station Permanaganate Storage	30,000
Water Plant Process Enhancements	140,000
Plant Pipe Corrosion Construction	50,000
	$ 330,000

Equipment	
Lake Intake Improvments	$ 510,000
Plant Pipe Corrosion Construction	450,000
Water Plant Process Enhancements	1,500,000
	$ 2,460,000

CITY OF APPLETON 2009 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Efficient customer service					
# certified mail requests sent	498	533	450	500	500
# of telephone requests for service	3,214	3,505	3,500	3,500	3,500
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	1	1	2	1	1
Turnover ratio of inventory	0.57	0.76	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 2009 BUDGET
WATER UTILITY

Distribution Administration **Business Unit 5351**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5004 Sale of City Prop - Nontax	$ 32	$ -	$ -	$ -	$ -
5005 Sale of City Prop - Tax	291	-	-	-	-
5010 Misc Revenue - Nontax	-	8,985	-	-	-
Total Revenue	$ 323	$ 8,985	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 149,155	$ 156,069	$ 156,308	$ 156,308	$ 164,066
6104 Call Time	937	934	1,300	1,300	1,000
6105 Overtime	1,339	1,725	6,000	6,000	4,000
6108 Part-Time	4,032	3,593	-	-	-
6150 Fringes	58,364	59,270	74,118	74,118	75,086
6201 Training\Conferences	104	1,042	1,500	1,500	1,200
6301 Office Supplies	858	715	1,150	1,150	1,000
6302 Subscriptions	32	-	-	-	-
6303 Memberships & Licenses	1,162	2,255	1,500	1,500	1,500
6304 Postage\Freight	183	163	175	175	175
6305 Awards & Recognition	494	595	595	595	560
6306 Building Maint./Janitorial	2,125	-	2,300	2,300	2,200
6309 Shop Supplies & Tools	17	23	100	100	50
6315 Books & Library Materials	85	-	-	-	-
6320 Printing & Reproduction	3,551	2,423	4,400	4,400	4,200
6321 Clothing	776	1,369	1,100	1,100	1,400
6323 Safety Supplies	498	587	1,000	1,000	900
6324 Medical\Lab Supplies	75	79	200	200	100
6327 Miscellaneous Equipment	487	862	-	-	-
6404 Consulting Services	-	-	5,000	5,000	5,433
6411 Temporary Help	4,509	5,079	-	-	-
6412 Advertising/Publication	-	192	1,400	1,400	250
6413 Utilities	64,571	64,000	67,078	67,078	69,617
6414 Janitorial Service	19,226	773	1,000	1,000	800
6418 Equip Repairs and Maint	-	-	400	400	-
6420 Facilities Charges	-	1,639	-	-	1,737
6425 CEA Equip. Rental	4,537	4,881	4,700	4,700	6,300
6430 Health Services	39	18	50	50	50
6451 Laundry Services	3,442	4,627	3,876	3,876	4,905
6503 Rent	189	74	-	-	52
6599 Other Contracts/Obligations	38	5	-	-	-
Total Expense	$ 320,825	$ 312,992	$ 335,250	$ 335,250	$ 346,581

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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.

The Miscellaneous Equipment budget reflects a decrease due to downsizing of meters due to a five year project to properly size meters; smaller meters are less expensive.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Reliable, accurate water usage					
# of large meters replaced	44	18	20	20	20
# of meters tested	2,737	2,693	2,700	2,700	2,700
# of defective meters replaced	753	329	800	400	400
# of meters in service	26,326	26,477	New measure	26,545	26,610
Strategic Outcomes					
Implementation of system upgrade					
# of trace batteries replaced	New measure →		2,700	2,700	2,700
Work Process Outputs					
Service provided					
# of service calls	1,274	1,368	1,500	1,500	1,500
System growth					
# new services installed	158	190	150	135	140

CITY OF APPLETON 2009 BUDGET
WATER UTILITY

Customer Service **Business Unit 5352**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6102 Labor Pool Allocations	$ 98,794	$ 109,954	$ 116,038	$ 116,038	$ 120,365
6104 Call Time	265	425	275	275	300
6105 Overtime	746	744	1,200	1,200	1,100
6150 Fringes	38,583	43,537	51,358	51,358	52,142
6304 Postage/Freight	35	25	25	25	25
6306 Building Maint./Janitorial	60	100	-	-	125
6309 Shop Supplies	15,507	19,685	18,925	18,925	16,450
6311 Paint & Supplies	158	138	150	150	150
6326 Equipment Parts	13,023	6,207	10,500	10,500	10,500
6327 Misc. Equipment	1,508	233	25,500	25,500	20,000
6408 Contractor Fees	424	154	500	500	500
6418 Equipment Repairs & Maint.	702	1,050	3,070	3,070	2,550
6425 CEA Equip. Rental	7,228	9,314	10,663	10,663	12,125
Total Expense	$ 177,033	$ 191,566	$ 238,204	$ 238,204	$ 236,332

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Equipment Parts	
Meter repair parts	$ 10,500
	$ 10,500
Misc. Equipment	
Trace & meters	$ 20,000
	$ 20,000
Shop Supplies	
Trace batteries	$ 15,000
Pliers, couplings, batteries, connectors	1,450
	$ 16,450

CITY OF APPLETON 2009 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:

The budget reflects the reduction of Water Construction Crew by .5 FTE that was approved by Council in May 2008. The reduction was made after a vacancy occurred and we analyzed work process changes that we could make such as throttling down the water main during some breaks and reducing the standard crew size. These reductions in service timeliness are acceptable compromises to implement cost savings. This .5 FTE Construction and Maintenance position was moved to the labor pool within the Sanitation Division as a Laborer to provide more flexibility within Public Works.

The Miscellaneous Equipment budget reflects a decrease due prior purchases bringing barricade equipment up to recommended standards. The equipment parts budget reflects a decrease due to technology that allows use of light weight fittings.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	9	5	10	10	10
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	5%	7%	8%	8%	8%
Strategic Outcomes					
Reliability of the system					
# water main breaks	58	100	90	90	90
Work Process Outputs					
Preventive maintenance					
# services replaced	45	24	40	31	40
# valves exercised	2,218	2,689	2,000	2,500	2,500
# valves replaced	7	7	5	5	5
# curb boxes repaired	387	282	300	300	300
# joint leaks fixed	4	9	4	5	5
# of service leaks	8	24	20	20	20

CITY OF APPLETON 2009 BUDGET
WATER UTILITY
Distribution Operations and Maintenance **Business Unit 5353**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 433,535	$ 457,899	$ 478,189	$ 496,869	$ 468,057
6104 Call Time	12,105	17,603	16,800	16,800	16,700
6105 Overtime	29,502	46,635	50,693	50,693	43,600
6150 Fringes	197,698	206,388	246,502	256,562	232,412
6103 Memberships & Licenses	-	75	-	-	-
6308 Landscape Supplies	417	1,099	1,400	1,400	1,200
6309 Shop Supplies & Tools	7,638	7,138	7,725	7,725	7,950
6311 Paint & Supplies	1,149	317	6,375	6,375	6,150
6321 Protective Clothing	654	229	-	-	-
6322 Gas Purchases	143	216	50	50	50
6323 Safety Supplies	674	270	-	-	-
6325 Construction Materials	16,474	26,197	25,500	25,500	25,000
6326 Equipment Parts	31,511	52,921	66,000	66,000	64,000
6327 Miscellaneous Equipment	8,302	6,390	11,500	11,500	6,000
6408 Contractor Fees	306	140,137	118,000	118,000	118,000
6412 Advertising	1,187	131	-	-	-
6415 Tipping Fees	2,920	7,817	5,000	5,000	6,000
6418 Equip Repairs & Maint	226	397	500	500	400
6425 CEA Equip. Rental	109,444	134,565	156,284	156,284	201,200
6429 Interfund Allocations	-	(95)	-	-	-
6503 Rent	581	456	1,500	1,500	800
Total Expense	$ 854,466	$ 1,106,785	$ 1,192,018	$ 1,220,758	$ 1,197,519

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Gravel & asphalt for main/valve break repair	$ 22,000
Concrete, slurry & gravel for service laterals/curb	3,000
	$ 25,000

Contractor Fees	
Service restoration	$ 105,000
Contractor services for main/valve break & repair	13,000
	$ 118,000

Equipment Parts	
Fittings, clamps, pipe, etc. for main/valve break repair	$ 20,000
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	20,000
Hydrants	
Hydrant repair parts	24,000
	$ 64,000

CITY OF APPLETON 2009 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 2009 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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	20% - 50%	45% - 100%	10% - 100%	10% - 100%	10% - 50%
# of low flow hydrants eliminated	3	11	5	5	4
Strategic Outcomes					
System size					
Miles of mains	360.9	361.9	370	370.00	372.00
% of total miles of mains reconstructed	0.7%	0.9%	1.7%	1.70%	2.11%
# of hydrants in the City	3,098	3,105	3,160	3,160	3,200
# of low flow hydrants in the City	144	132	125	125	121
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	2.5	0.96	1.8	1.8	0.6
Miles of existing mains relaid	2.5	3.4	6.4	6.4	9.9

CITY OF APPLETON 2009 BUDGET
WATER UTILITY

Distribution Capital Improvements **Business Unit 5370**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 16,661	$ 44,229	$ 146,158	$ 146,158	$ 147,387
6105 Overtime	2,308	4,573	7,500	7,500	5,500
6108 Part-Time	803	4,409	-	-	4,917
6150 Fringes	4,795	19,476	58,347	58,347	59,578
6308 Landscape Supplies	-	436	-	-	-
6309 Shop Supplies & Tools	32	337	-	-	-
6325 Construction Materials	-	48	-	-	-
6402 Legal Fees	-	270	-	-	-
6404 Consulting	913	488	-	89,340	-
6408 Contractor Fees	-	-	116,505	116,505	120,000
6409 Inspection Fees	40	-	-	-	-
6413 Utilities	5,450	4,082	-	-	-
6425 CEA Equipment Rental	-	-	6,400	6,400	9,500
6801 Land	67	-	-	-	-
6809 Infrastructure Construction	(18,764)	211	7,049,420	10,272,619	5,945,022
Total Expense	$ 12,305	$ 78,559	$ 7,384,330	$ 10,696,869	$ 6,291,904

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

2009	Street	From	To	Water Utility
Labor Pool				217,382
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		12,500
Construction	Surface Restoration	Due to 2008 Water CIP Excav.		120,000
	Subtotal			**132,500**
New Construction	Daybreak Dr	Lourdes Dr	Lourdes Dr - 310' n/o	16,775
	Easement - Theda Car	Conkey	Guardian	151,800
	Easement - We Energi	Perkins	Lynndale	162,500
	Harding St	Greenview St	Clover La	29,450
	Quest Dr	Milis Dr (s/o)	Midway Rd	
	Subtotal			**360,525**
Reconstruction				
(not related to paving)	Badger Ave	Winnebago St	Packard St	275,900
	Ballard Rd	Commerce Ct	Capitol Dr	161,700
	Berry Dr	Calumet St	Taft Ave	202,320
	Clover La	Berry Dr	Taft Ave	134,425
	Coolidge Ave	Jackson St	Carpenter St	119,700
	Eighth St	Pierce Ave	Badger Ave	38,950
	Front St	Locust St	Memorial Dr	52,250
	Gladys St	Calumet St	Harding St	73,625
	Hanson Dr	Berry St	Gladys St	39,520
	Hoover St	Oneida St	Carpenter St	220,875
	Jefferson St	Hoover St	Calumet St	192,850
	Lawe St	Harding St	Hoover St	78,850
	Leonard St	Perkins St	Lynndale Dr	202,430
	Locust St	Spring St	Commercial St	24,700
	Murray Ave	Oneida St	Jackson St	142,500
	Perkins St	Everett St	Prospect St	512,692
	Summit St	Roberts St	Grant St	114,000
	Washington St	Durkee St	Drew St	89,235
	Washington St	Linwood Av	Douglas St	109,275
	Wilke St	Verbrick St	Foster St	23,750
	Wilson St	Jackson St	Carpenter St	119,700
	Subtotal			**2,929,247**
Reconstruction	College Ave	bridge over Fox River		430,000
(prior to next year's paving)	Division St	Parkway Blvd	Glendale Ave	95,950
	Eldorado St	Rankin St (250' w)	Catherine St	115,995
	Hancock St	Rankin St	cds	28,500
	Lawrence St	Outagamie St	Badger Ave	296,305
	Lawrence St	Victoria St (Douglas St)	Outagamie St	60,325
	Olde Oneida St	Edison St	South Island St (250' n)	160,000
	Oneida St	Lindbergh St	McArthur St	77,625
	Pierce Ave	Eighth St	Spencer St	39,425
	Railroad Ave	Olde Oneida St	Olde Oneida St (1350'	405,000
	South Island St	Olde Oneida St	Olde Oneida St (800' e	270,000
	South Island St	Vulcan St	Lawe St	80,000
	Superior St	Atlantic St	Wisconsin Ave	218,125
	Subtotal			**2,277,250**
Total Water Main Construction				**5,699,522**
Transmission Line - New	Apple Creek Rd (CTH E	Apple Hill Blvd	French Rd	375,000
	Subtotal			**375,000**
Total Water Construction				$ 6,291,904

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Permits	1,295	700	455	500	500	0	500
Interest Income	317,106	874,555	333,474	500,000	500,000	0	500,000
Charges for Services	14,065,050	17,485,031	14,424,702	17,581,000	17,581,000	0	19,081,804
Other Revenues	1,076,555	483,333	520,806	424,415	424,415	0	857,656
TOTAL REVENUES	15,460,006	18,843,619	15,279,437	18,505,915	18,505,915	0	20,439,960
EXPENSES BY LINE ITEM							
Regular Salaries	215,982	220,131	256,797	330,732	330,732	348,871	348,871
Labor Pool Allocations	1,002,136	1,094,893	1,110,175	1,409,153	1,399,239	1,439,509	1,439,509
Call Time	19,392	23,306	13,483	18,375	18,375	18,000	18,000
Overtime	209,447	196,598	131,690	144,881	173,475	136,655	136,655
Temp. Full-Time	2,337	4,843	2,523	4,917	4,917	4,917	4,917
Part-Time	12,331	4,141	2,995	1,509	1,509	0	0
Other Compensation	9,285	11,534	8,305	8,480	8,480	6,900	6,900
Severance Pay for Retirees	32,027	0	0	0	0	0	0
Shift Differential	2,382	2,475	1,884	385	385	265	265
Sick Pay	75,371	66,029	27,865	0	0	0	0
Vacation Pay	143,818	157,860	120,134	0	0	0	0
Fringes	637,267	670,500	710,102	838,122	848,182	841,060	834,270
Salaries & Fringe Benefits	2,361,775	2,452,310	2,385,953	2,756,554	2,785,294	2,796,177	2,789,387
Training & Conferences	2,025	4,273	2,659	6,200	6,200	5,200	6,700
Subscriptions	52	20	20	100	100	100	100
Memberships & Licenses	4,967	3,218	5,658	5,000	5,000	4,500	4,500
Postage & Freight	12,080	16,839	15,724	18,650	18,650	4,150	19,650
Awards & Recognition	619	670	731	805	805	770	770
Building Maintenance/Janitor.	5,638	1,257	2,575	2,300	2,300	3,125	3,125
Food & Provisions	79	177	74	280	280	280	280
Interfund Allocations	0	95-	0	0	0	0	0
Insurance	66,498	63,900	52,200	62,640	62,640	0	76,650
Rent	770	530	52	1,500	1,500	852	852
Depreciation Expense	2,931,457	2,965,581	2,596,038	3,404,000	3,404,000	0	3,404,000
Uncollectible Accounts	8,895	5,262	3,298	5,000	5,000	0	4,500
Interest Payments	9,800	1,531	0	0	0	0	0
Bond Interest Payments	3,171,718	3,296,946	2,708,527	3,512,734	3,512,734	0	4,028,779
Amortization of Debt Disc.	24,580	48,351	94,122	35,000	35,000	0	105,550
Gain/Loss on Refund Amort.	39,592	112,379	11,597	39,592	39,592	0	243,883
Trans Out - General Fund	1,091,815	1,136,369	984,621	1,261,300	1,261,300	0	1,261,300
Trans Out - Capital Projects	13,200	4,943	0	0	0	0	0
Administrative Expense	7,383,785	7,662,151	6,477,896	8,355,101	8,355,101	18,977	9,160,639
Landscape Supplies	417	1,535	442	1,400	1,400	1,200	1,200
Shop Supplies & Tools	28,602	34,530	33,303	33,250	33,250	31,950	31,950
Chemicals	885,412	951,626	794,510	1,300,000	1,300,000	1,428,122	1,363,122
Treatment Chemicals	3,273	3,697	2,798	4,650	4,650	4,500	4,500
Paint & Supplies	1,307	455	1,198	6,525	6,525	6,300	6,300
Books & Library Materials	85	0	0	0	0	0	0
Miscellaneous Supplies	200	200	200	0	0	0	0
Materials	480,276	673,633	321,867	609,500	639,645	476,770	475,770
Printing & Reproduction	12,481	15,940	16,397	16,650	16,650	14,450	16,950
Clothing	5,680	5,659	4,666	5,750	5,750	6,100	6,100
Gas Purchases	143	216	18,048	50	50	41,210	41,210
Safety Supplies	4,530	4,803	6,897	8,500	8,500	8,400	8,400
Medical & Lab Supplies	34,141	48,686	45,579	68,850	68,850	64,100	64,100
Construction Materials	16,474	26,245	35,489	25,500	25,500	25,000	25,000
Vehicle & Equipment Parts	44,534	59,128	56,351	76,500	76,500	74,500	74,500
Miscellaneous Equipment	19,255	7,566	36,643	114,000	114,000	80,600	79,600
Signs	0	0	6,570	0	0	0	0
Supplies & Materials	1,536,810	1,833,919	1,380,958	2,271,125	2,301,270	2,263,202	2,198,702
Accounting/Audit	41,747	24,698	26,632	25,740	25,740	0	11,490
Legal Fees	11,064	16,130	18,252	12,000	12,000	0	19,500

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Bank Services	13,328	17,712	13,688	25,833	25,833	0	22,200
Consulting Services	110,789	105,917	211,025	970,000	1,079,340	280,433	462,433
Collection Services	153	0	0	0	0	0	0
Contractor Fees	475,104	179,549	366,821	332,805	332,805	354,850	371,850
Inspection Fees	40	0	0	0	0	0	0
Temporary Help	6,090	6,046	112	800	800	700	700
Advertising	5,066	420	1,172	2,100	2,100	950	950
Tipping Fees	2,920	7,817	5,960	5,000	5,000	6,000	6,000
Health Services	39	18	38	50	50	50	50
Laundry Services	3,442	4,627	3,299	3,876	3,876	4,905	4,905
Other Contracts/Obligations	38	5	690	0	0	700	700
Purchased Services	669,820	362,939	647,689	1,378,204	1,487,544	648,588	900,778
Electric	463,692	496,429	538,306	636,823	636,823	622,006	622,006
Gas	211,451	261,125	231,901	236,105	236,105	270,216	270,216
Water	92,415	98,189	79,439	91,255	91,255	41,878	100,378
Waste Disposal/Collection	1,883,989	2,108,742	7,956	1,926,700	1,926,700	10,301	10,301
Fuel Oil	0	0	1,381,911	0	0	2,008,700	2,068,700
Stormwater	16,988	18,880	16,328	14,611	14,611	13,624	21,824
Telephone	11,883	13,879	13,619	11,027	11,027	14,554	14,554
Cellular Telephone	4,381	4,252	3,555	5,077	5,077	4,230	4,230
Utilities	2,684,799	3,001,496	2,273,015	2,921,598	2,921,598	2,985,509	3,112,209
Janitorial Service	40,887	773	0	2,600	2,600	1,600	1,600
Building Repair & Maintenance	0	3,765	0	25,000	25,000	135,000	135,000
Equipment Repair & Maintenanc	3,051	1,459	720	5,970	5,970	2,950	2,950
Facilities Charges	0	197,560	228,448	239,182	239,182	240,919	240,919
CEA Equipment Rental	142,741	168,137	194,528	202,567	202,567	250,929	249,867
Repair & Maintenance	186,679	371,694	423,696	475,319	475,319	631,398	630,336
Land	68	0	700	40,000	40,000	0	0
Buildings	0	0	2,646	30,000	30,000	0	0
Machinery & Equipment	0	0	248,480	4,889,125	5,145,959	2,520,000	2,460,000
Infrastructure Construction	18,764-	211	3,879,570	7,049,420	10,342,619	6,036,897	5,945,022
Capital Expenditures	18,696-	211	4,131,396	12,008,545	15,558,578	8,556,897	8,405,022
TOTAL EXPENSES	14,804,972	15,684,720	17,720,603	30,166,446	33,884,704	17,900,748	27,197,073

CITY OF APPLETON 2009 BUDGET

WATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Charges for Services	$ 14,065,050	$ 17,485,032	$ 17,581,000	$ 17,998,287	$ 19,081,804
Miscellaneous	308,715	288,449	401,395	440,567	415,265
Total Revenues	14,373,765	17,773,481	17,982,395	18,438,854	19,497,069
Expenses					
Operation and Maintenance	7,479,725	8,073,424	8,720,365	8,720,365	9,071,657
Depreciation	2,931,457	2,965,577	3,404,000	3,200,000	3,404,000
Total Expenses	10,411,182	11,039,001	12,124,365	11,920,365	12,475,657
Operating Income (Loss)	3,962,583	6,734,480	5,858,030	6,518,489	7,021,412
Non-Operating Revenues (Expenses)					
Investment Income	317,105	874,555	500,000	425,000	500,000
Interest Expense	(3,181,518)	(3,298,477)	(3,512,734)	(3,250,233)	(4,028,779)
Gain/Loss on Refunding	(39,592)	(112,379)	(39,592)	(260,776)	(243,883)
Amortization of Premium on Debt	12,910	145,046	16,520	352,797	335,614
Amortization of Debt Expense	(24,580)	(48,351)	(35,000)	(112,946)	(105,550)
Other	7,241	15,074	7,000	7,000	6,400
Total Non-Operating	(2,908,434)	(2,424,532)	(3,063,806)	(2,839,158)	(3,536,198)
Net Income Before Contributions and Transfers	1,054,149	4,309,948	2,794,224	3,679,331	3,485,214
Contributions and Transfers In (Out)					
Capital Contributions	492,083	35,442	-	-	100,877
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Internal Service	-	-	-	-	-
Other	256,900	-	-	-	-
Capital Projects	(13,200)	(4,943)	-	-	-
Tax Equivalent	(1,121,099)	(1,167,745)	(1,247,500)	(1,247,500)	(1,247,500)
Change in Net Assets	655,033	3,158,902	1,532,924	2,418,031	2,324,791
Net Assets - Beginning	44,214,660	44,869,694	* 48,028,596	48,028,596	50,446,627
Net Assets - Ending	$ 44,869,693	$ 48,028,596	$ 49,561,520	$ 50,446,627	$ 52,771,418

* Beginning as restated

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	$ (4,656,765)	$ 2,256,266
+ Change in Net Assets	2,418,031	2,324,791
- Capital Contributions	-	100,877
+ Depreciation	3,200,000	3,404,000
+ Long Term Debt	17,500,000	-
- Fixed Assets	(12,100,000)	(9,081,904)
- Principal Repayment	(4,105,000)	(4,555,000)
Working Cash - End of Year	$ 2,256,266	$ (5,550,970)

CITY OF APPLETON 2009 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
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	-
	$55,090,000	$18,971,831	$2,110,000	$169,383	$12,140,000	$5,594,593

	2008 A Revenue Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Total
2009	-	949,830	4,105,000	4,028,779	8,133,779
2010	665,000	915,750	4,555,000	3,832,911	8,387,911
2011	685,000	893,488	4,735,000	3,641,889	8,376,889
2012	710,000	867,750	4,915,000	3,440,526	8,355,526
2013	735,000	840,188	5,160,000	3,197,314	8,357,314
2014	765,000	809,588	5,390,000	2,941,314	8,331,314
2015	800,000	775,588	5,210,000	2,691,389	7,901,389
2016	835,000	739,056	5,470,000	2,427,869	7,897,869
2017	870,000	698,819	5,745,000	2,148,870	7,893,870
2018	915,000	655,356	6,025,000	1,855,082	7,880,082
2019	960,000	608,556	5,820,000	1,570,682	7,390,682
2020	1,005,000	558,306	6,105,000	1,267,319	7,372,319
2021	1,060,000	502,656	6,095,000	974,156	7,069,156
2022	1,115,000	444,119	6,390,000	666,769	7,056,769
2023	1,180,000	380,694	2,465,000	543,344	3,008,344
2024	1,245,000	313,775	2,590,000	413,613	3,003,613
2025	1,310,000	241,725	2,420,000	289,225	2,709,225
2026	1,385,000	165,550	2,385,000	165,550	2,550,550
2027	1,465,000	84,975	1,465,000	84,975	1,549,975
2028	1,545,000		1,545,000		
	$19,250,000	$11,445,769	$88,590,000	$36,181,576	$123,226,576

Note: Schedule is based on accrual method of accounting. No bond will be issued in 2009. Since the 2008 A issue will cover projects for 2008 and 2009. We will go to market after adoption of 2009 budget.

CITY OF APPLETON 2009 BUDGET
WATER UTILITY

NOTES

CITY OF APPLETON 2009 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 2009 BUDGET
WASTEWATER UTILITY

MISSION STATEMENT

The City of Appleton Wastewater Treatment and Collections Systems provide the community with essential wastewater treatment services utilizing the full potential of highly motivated and technically skilled staff. It is our goal to maintain maximum standards of community health and safety, while protecting and preserving the environment, in a manner that demonstrates integrity, responsibility, and economically sound practices.

DISCUSSION OF SIGNIFICANT 2008 EVENTS

WASTEWATER TREATMENT

#3 Bar Screen Replacement
Completed #3 Bar Screen replacement project that included installation of a fine screen rack that will improve trash removal and compaction for landfilling at flow rates up to 60 MGD. The improved system is expected to reduce trash buildup in primary digester sludge.

Belt Filter Press #1 and #2 Rebuild
Completed rebuild of wear parts for two of three belt filter presses after 15 years of continuous service. The belt filter presses are effective for dewatering digested sludge for land application as Class B Biosolids.

Aeration Piping Replacement
Replaced corroded aeration piping in Aeration Basins #2 and #3 with corrosion resistant stainless steel in supplying air to the aeration basins for effective activated sludge wastewater treatment.

Waste Gas Study
Completed waste gas utilization study to determine beneficial use of methane gas produced by the egg shaped primary digesters.

Catherine Street Lift Station
Completed pump replacement project at Catherine Street Lift Station to improve reliability of station to sanitary sewer overflow.

Lawe Street Lift Station
Completed pump replacement project at Lawe Street Lift Station including a seal water purge system to improve pump reliability for the industrial flows at this station to prevent sanitary sewer overflow.

Facilities Projects
Completed upgrade of lighting fixtures throughout Wastewater Treatment Plant with higher efficiency fixtures and bulbs. Completed upgrade of HVAC system automation at the Wastewater Treatment Plant with digital controls. Completed roof replacement on the Maintenance building at the WWTP campus.

WASTEWATER COLLECTION

Added televising of laterals that were suspected to have infiltration. This helped us determine if there were laterals in need of repair and who was responsible for the repair
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
· Educated DPW employees on the new decision making model that QIP Steering Committee initiated to better enhance our communication efforts within the Department
Implemented sewer televising software

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

MAJOR 2009 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 CIP projects in enhance longevity of wastewater treatment plant infrastructure that include High Pressure Aeration Blower Variable Frequency Drive (VFD) installation and Waste Digester Gas Utilization improvements

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

Complete wastewater rate study to accomodate increasing maintenance and repair costs and to meet debt coverage ratios. (See Calculation of Rate Increase Documentation, page 567)

WASTEWATER COMPARISONS

	Actual 2006	Actual 2007	TARGET 2008	PROJECTED 2008	TARGET 2009
Total Miles of Mains (Jan. 1)	298.86	306.35	324.84	324.84	324.84
Additional Miles of Main	7.49	0.26	3.93	3.93	-
Reconstructed	1.85	1.23	5.22	5.22	3.01
% of Total Reconstructed	0.62%	0.40%	1.61%	1.61%	0.93%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
Program Revenues		$ 11,630,617	$ 11,966,894	$ 10,210,398	$ 10,210,398	$ 10,838,350	6.15%
Program Expenses							
5411	Utility Administration	366,820	315,310	255,534	255,534	262,697	2.80%
5412	Finance Administration	5,259,283	5,389,563	5,705,101	5,705,101	5,791,552	1.52%
5422	Treatment	2,987,736	3,141,507	3,451,167	3,537,916	3,929,124	13.85%
5423	Biosolids Management	438,538	404,430	573,458	573,458	611,678	6.66%
5424	Lab/Pre-Treatment	265,920	232,045	272,089	272,089	288,211	5.93%
5425	Lift Stations	30,549	60,234	48,303	104,513	60,992	26.27%
5427	Collection Systems	627,998	643,289	756,064	756,064	772,731	2.20%
5431	Public Works Capital	536,674	807,104	5,201,674	6,736,468	3,899,674	-25.03%
5432	Utility Capital	2,038	-	1,622,696	2,343,058	1,495,000	-7.87%
Total Program Expenses		$ 10,515,556	$ 10,993,482	$ 17,886,086	$ 20,284,201	$ 17,111,659	-4.33%
Expenses Comprised Of:							
Personnel		2,250,488	1,951,789	2,198,016	2,198,016	2,348,294	6.84%
Administrative Expense		5,052,748	5,150,458	5,449,287	5,449,287	5,508,994	1.10%
Supplies & Materials		261,135	353,638	457,100	457,100	470,508	2.93%
Purchased Services		842,731	877,109	1,365,150	2,212,744	1,370,006	0.36%
Utilities		1,300,438	1,327,894	1,340,803	1,340,803	1,640,581	22.36%
Repair & Maintenance		318,730	598,453	690,211	690,211	645,924	-6.42%
Capital Expenditures		489,286	734,141	6,385,519	7,936,040	5,127,352	-19.70%
Full Time Equivalent Staff:							
Personnel allocated to programs		32.47	28.07	27.32	27.32	28.32	

* % change from prior year adopted budget

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

Utility Administration **Business Unit 5411**

PROGRAM MISSION

For the benefit of the Wastewater Utility staff, managers will administer the Wastewater facility, while supporting and mentoring operations, biosolids, laboratory, and maintenance staff to ensure that all administrative business functions are completed accurately, timely, and professionally.

PROGRAM NARRATIVE

Link to City Key Strategies:

Implements Key Strategy # 5: "… work to improve influence over statutory and regulatory processes…".

Objectives:

Continue to comply with all statutory requirements, filing all reports accurately and on a timely basis
Continue to provide support in developing capital improvement projects, budgets, and status analysis
Identify cost efficient technologies to assist in taking a proactive approach to administration
Maintain a safe and healthy work environment for divisional employees
Provide leadership in the coordination of community relations

Major Program Changes:

This budget reflects an increase in Training/Conference expense for one-time training and certification of newly hired Maintenance Specialists in cross connection and backflow prevention. Costs of training two employees will be shared with the Water Utility.

This budget reflects the increase in Membership & Licenses expense for the new membership with MEG (Municipal Environmental Group), the cost is shared with the Stormwater utility.

The expense for state fees previously included in the contractor fees account have been moved to 5422.6599. This change was completed to present this expense consistently in all City department budgets.

This budget reflects the decrease in the Utilities expense due to the allocation of after-hours answering service. This expense was previously paid solely by the Wastewater Utility and is currently shared by all departments that use the service.

This budget reflects rental revenue to be received from from WE Energies for use of generators as part of a capacity program offered by WE Energies.

Revenues include rate increase of 6% projected to be implemented on 7/1/09 as detailed on page 567.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	1	5	0	0	0
# of first aid entries per year	23	16	25	20	25
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget for plant & lift stations dollars obligated	88%	93%	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	1	2	2	2
Discharge Report (DMAR)	12	12	12	12	12

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

Utility Administration **Business Unit 5411**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4710 Interest on Investments	$ 510,564	$ 1,310,246	$ 778,000	$ 778,000	$ 600,000
4730 Interest - Deferred Specials	24,075	32,576	10,000	10,000	10,000
4810 Sewer Service - Residential	4,063,140	4,025,073	4,030,000	4,030,000	4,150,900
4811 Sewer Service - Commercial	1,288,317	1,262,705	1,255,000	1,255,000	1,292,650
4812 Sewer Service - Industrial	3,497,140	3,778,979	3,455,000	3,455,000	3,975,800
4813 Sewer Service - Municipal	179,826	178,248	170,000	170,000	182,310
5010 Misc Revenue - Nontax	30	564	-	-	-
5015 Rental of City Property	-	-	-	-	86,000
5021 Capital Contributions	1,396,644	529,547	38,015	38,015	20,371
5030 Damage to City Property	-	2,771	-	-	-
5035 Other Reimbursements	-	1,264	-	-	-
5071 Customer Penalty	31,024	34,234	33,000	33,000	34,500
5077 Income from Admin Fee	(1,417)	1,631	-	-	-
5082 Insurance Proceeds	86,433	2,636	-	-	-
Total Revenue	$ 11,075,776	$ 11,160,474	$ 9,769,015	$ 9,769,015	$ 10,352,531
Expenses					
6101 Regular Salaries	$ 214,715	$ 181,838	$ 132,593	$ 132,593	$ 138,861
6104 Call Time	227	234	300	300	300
6105 Overtime	4,646	4,067	3,200	3,200	3,658
6108 Part-Time	836	3,734	1,509	1,509	-
6150 Fringes	90,758	67,460	58,722	58,722	59,955
6201 Training\Conferences	4,390	4,467	6,000	6,000	7,500
6301 Office Supplies	6,039	5,537	4,500	4,500	4,500
6302 Subscriptions	14	49	100	100	100
6303 Memberships & Licenses	1,798	904	2,000	2,000	3,000
6304 Postage\Freight	1,254	796	1,350	1,350	1,400
6305 Awards & Recognition	313	160	300	300	300
6306 Janitorial Supplies	-	4,697	3,750	3,750	4,400
6307 Food & Provisions	431	409	400	400	400
6320 Printing & Reproduction	2,167	2,239	3,300	3,300	3,000
6321 Clothing	346	741	800	800	800
6323 Safety Supplies	4,679	2,766	5,500	5,500	5,500
6327 Misc. Equipment	622	352	2,500	2,500	2,500
6404 Consulting Services	238	825	250	250	1,000
6407 Collection Services	1,209	1,212	1,200	1,200	1,240
6408 Contractor Fees	1,038	5,581	4,500	4,500	3,750
6411 Temporary Help	1,673	2,457	300	300	700
6412 Advertising/Publications	3,090	3,106	2,500	2,500	2,000
6413 Utilities	20,666	15,535	18,500	18,500	16,100
6418 Equip Repairs & Maint	1,660	-	-	-	-
6425 CEA Equip. Rental	4,011	1,201	1,460	1,460	1,733
7914 Trans Out - Capital Projects	-	4,943	-	-	-
Total Expense	$ 366,820	$ 315,310	$ 255,534	$ 255,534	$ 262,697

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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.

This budget reflects an increase in Accounting Fees for the completion of a rate study in 2009 and as detailed on page 567. We expect to have rates in place by July of 2009. Rate Study will be completed by June of 2009.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	100%	100%	100%	100%	100%
Strategic Outcomes					
Maintain compliance with GAAP					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of monthly bills processed	107,852	107,310	108,611	108,620	108,620

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

Finance Administration **Business Unit 5412**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5005 Sale of City Prop - Taxable	$ 1,175	$ -	$ -	$ -	$ -
5006 Gain (Loss) Asset Disposal	-	338,957	-	-	-
5086 Premium of Debt Issue	15,062	13,416	9,883	9,883	8,319
	$ 16,237	$ 352,373	$ 9,883	$ 9,883	$ 8,319
Expenses					
6101 Regular Salaries	$ 70,130	$ 89,683	$ 93,182	$ 93,182	$ 98,064
6105 Overtime	491	667	-	-	-
6150 Fringes	26,265	33,682	38,592	38,592	39,479
6304 Postage\Freight	10,931	14,947	14,500	14,500	15,500
6320 Printing & Reproduction	1,539	2,294	2,100	2,100	2,500
6401 Accounting/Audit	8,390	8,689	10,740	10,740	29,490
6403 Bank Services	18,649	24,161	22,850	22,850	25,200
6437 Billing Services	85,079	82,664	88,000	88,000	88,000
6501 Insurance	94,548	85,360	83,520	83,520	96,820
6599 Other Contracts/Obligations	19,561	21,374	21,600	21,600	22,500
6601 Depreciation Expense	3,788,113	3,795,558	3,989,000	3,989,000	4,018,300
6623 Uncollectable Accounts	11,954	3,349	3,000	3,000	3,000
6631 Meter Expense	562,016	572,384	570,620	570,620	579,000
6650 Discounts Available	-	(5)	-	-	-
6720 Interest Payments	371,845	476,402	597,989	597,989	622,579
6730 Debt Issuance Costs	18,989	13,393	16,964	16,964	13,756
6751 Gain/Loss on refund Amort.	53,333	47,511	34,994	34,994	19,914
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
Total Expense	$ 5,259,283	$ 5,389,563	$ 5,705,101	$ 5,705,101	$ 5,791,552

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Postage/Freight

Allocation of postage expense for mailing City services invoices	$ 15,500
	$ 15,500

Bank Services

Banking, Investment & Credit Card fees	$ 25,200
	$ 25,200

Billing Services

Sewer charges from other sanitation districts for Appleton residences served	$ 88,000
	$ 88,000

Accounting/Audit

Annual financial audit	$ 11,490
Rate Study	18,000
	$ 29,490

Other Contracts/Obligations

Tax levies from other sanitation districts for Appleton residences served	$ 22,500
	$ 22,500

Meter Expense

Allocation from Water:	
Meter maintenance exp.	$ 197,300
Meter depreciation	223,700
Meter payment in lieu of tax	45,500
Return on investment in net fixed assets - meters	112,500
	$ 579,000

CITY OF APPLETON 2009 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 a significant industry-wide cost increase as provided by our distributors for treatment chemicals.

Spent ferrous sulfate industrial waste will continue to be used for phosphorus removal as long as it continues to be available at no or reduced costs. For budgeting purposes, it has been assumed that spent ferrous sulfate will be available for the entire year. Loss of product availability during 2009 could result in the need for an adjustment in the wastewater operations budget.

The other contracts/obligations expense reflects the moving of various state fees from the line item 5411.6408. This change was completed to present this expense consistently in all City department budgets.

The utilities expense reflects the increase of electrical usage due to additional blower needs for changes in limits and the decrease in usage due to 2008 lighting upgrades.

The Contractor Fees budget includes dollars for an anticipated shortfall for the repair of the Sludge Storage Tank #1 that was part of the 2008 budget. The gas held in this tank is being considered for use as part of the Waste Gas Utilization Study.

The requested budget included $347,500 for repairs and maintenance on primary digester #1. This project is being held one more year as some improvements have reduced clogging issues. The installation of Bar Screen #3, the installation of new pipe fittings and preventative high rate maintenance flushing have allowed the delay of this maintenance project.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Environmental Safety					
# of DMR permit exceedance/violation	0	0	0	0	0
Essential services provided					
# of gallons of influent treated annually	3,760 MG	3,961 MG	4,100 MG	4,100 MG	4,000 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	84%	92%	100%	99%	100%
Average # of hours training per employe	New Measure	45	40	35	32
Work Process Outputs					
Efficient plant operation					
# of work days loss due to injuries	0	8	0	0	0
# of work orders closed	3,179*	1,698	2,000	1,700	1,800
# of open work orders**	New Measure	→	435	250	300
Average # of days to close preventive work orders	New Measure	→	30	42	35

* includes Facility related work orders ** includes preventive work orders at the Water Plant

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

Treatment **Business Unit 5422**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 710,792	$ 561,135	$ 668,652	$ 668,652	$ 685,822
6104 Call Time	6,805	4,640	8,900	8,900	8,900
6105 Overtime	116,807	101,211	79,078	79,078	91,154
6108 Part-Time	19,377	9,899	8,774	8,774	8,774
6150 Fringes	311,853	282,076	340,364	340,364	354,331
6306 Building Maint./Janitorial	9,281	-	-	-	-
6309 Shop Supplies & Tools	8,051	7,944	6,000	6,000	6,200
6310 Chemicals	184,822	275,830	346,905	346,905	386,270
6320 Printing & Reproduction	499	-	-	-	-
6321 Clothing	6,214	5,563	5,000	5,000	5,200
6322 Gas Purchases	3,669	2,064	4,000	4,000	4,100
6327 Miscellaneous Equipment	-	738	-	-	-
6402 Legal Fees	27,993	26,401	31,830	31,830	32,800
6404 Consulting Services	46,914	1,022	9,000	95,749	9,300
6408 Contractor Fees	257,368	69,627	60,700	60,700	206,700
6413 Utilities	1,243,532	1,277,137	1,288,617	1,288,617	1,587,374
6414 Janitorial Service	35,418	-	-	-	-
6416 Building Repairs & Maint	18,173	167	-	-	-
6418 Equipment Repairs & Maint	147,827	133,787	245,000	245,000	174,000
6420 Facilities Charges	-	371,729	333,311	333,311	352,343
6425 CEA Equip. Rental	33,510	10,537	15,036	15,036	13,456
6429 Interfund Allocations	(208,622)	-	-	-	-
6454 Grounds Repair & Maint.	7,453	-	-	-	-
6599 Other Contracts/Obligations	-	-	-	-	2,400
Total Expense	$ 2,987,736	$ 3,141,507	$ 3,451,167	$ 3,537,916	$ 3,929,124

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Legal Fees	
NR 101 Wastewater fee (discharge permit)	$ 30,800
Lab certification	1,000
Ground water fee	1,000
	$ 32,800

Contractor Fees	
T. of Menasha (Garden Ct)	$ 5,000
Digester U-bends	3,000
Aeration tank repair	75,000
Sludge Storage tank repair	20,000
Digester sludge well bell intake	7,500
CSE service	4,000
F2 Chemical pump repair	10,000
Grating fabrication	1,200
#6 FE pump base/mechanical seal	6,000
Sampler pumps in J Building	3,000
Pressure wash selector tube boxes	10,000
Various annual service contract fees	62,000
	$ 206,700

Chemicals	
Ferrous sulfate	$ -
DAF coagulant	32,665
BFP coagulant	233,610
Sodium hypochlorite	57,007
Sodium bisulfite	55,688
Other chemicals	7,300
	$ 386,270

Equipment Repairs & Maintenance	
Batteries	$ 2,500
Dissolved oxygen cartridges	8,000
Valves	8,500
Pump parts	40,000
Filters, belts, gaskets & bearings	40,000
Small parts needed for maintenance	10,000
Receiving station repairs	25,000
Corrective maintenance	30,000
Preventive maintenance	10,000
	$ 174,000

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

Biosolids Management **Business Unit 5423**

PROGRAM MISSION

For the benefit of the ratepayers and the agricultural community, we will research and implement cost-effective recycling so that we accomplish beneficial reuse of biosolids produced during wastewater treatment.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

The Biosolids Management Program implements storage and final disposition strategies for the biosolids produced in the wastewater treatment process. Program implementation must meet all state and federal standards applicable to the generation and beneficial use of municipal treatment plant biosolids. In addition to regulatory compliance, the program relies on a strong interface with regional authorities and the agricultural community to facilitate land application of biosolids for beneficial use as a soil augmentation.

Major Program Changes:

Biosolids land application costs have increased over 10%, or approximately $50,000 due to fuel prices for trucking and incorporation of biosolids at suitable fields that have been approved by WDNR for Appleton biosolids.

22,000 tons of biosolids are produced annually. The biosolids building storage provides less than the WDNR requirement for 180 days and continues to count against the Utility CMAR compliance grading.

A CIP has been developed in 2009 to evaluate the feasibility of local composting of biosolids with other biodegradable products such as leaves and wood chips at a local site. The goal of the project would be to reduce biosolids trucking costs for land application and provide a continuous beneficial outlet of biosolids disposal, increasing the current biosolids storage time to greater than 180 day regulatory requirement. This budget reflects a decrease in hauling costs for biosolids that would be used with this CIP project.

The budget reflects moving the on-site diesel gas used for the loader from the CEA Equip Rental to the Gas Purchases line item to properly reflect the direct purchase of gas at the WWTP.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	25,000	21,733	20,000	20,000	20,000
Wet tons landfilled	0	0	2,000	2,000	2,000
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	26,400	21,647	22,000	22,000	22,000
CMAR Compliance					
# of site monitorings completed	26	13	13	10	13

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

Biosolids Management **Business Unit 5423**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ 1,167	$ 902	$ -	$ -	$ -
5011 Misc Revenue - Tax	20,651	6,884	-	-	-
Total Revenue	$ 21,818	$ 7,786	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 70,597	$ 26,523	$ 43,530	$ 43,530	$ 47,667
6104 Call Time	4,675	4,423	-	-	-
6105 Overtime	-	962	6,000	6,000	6,225
6150 Fringes	27,657	10,424	22,700	22,700	23,513
6316 Miscellaneous Supplies	-	-	1,000	1,000	200
6321 Clothing	262	390	350	350	350
6322 Gas Purchases	-	-	-	-	3,528
6404 Consulting Services	148	849	5,000	5,000	5,000
6408 Contractor Fees	319,643	347,641	477,580	477,580	509,018
6412 Advertising	-	1,185	-	-	-
6425 CEA Equip. Rental	15,556	12,033	17,298	17,298	16,177
Total Expense	$ 438,538	$ 404,430	$ 573,458	$ 573,458	$ 611,678

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Biosolids landfill	$ 78,870
GPS upgrade	3,000
Bio-solids transport / application	371,823
Analysis/Lab Fees	6,500
Soil analysis	5,000
Research	3,800
Storage building repairs	10,300
Site management	4,635
Bio-solids incorporation	25,090
	$ 509,018

CITY OF APPLETON 2009 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:

The Wastewater Laboratory program is supervised by the Technical Services Manager, with 60% time allocation to the Wastewater Treatment Plant. The Wastewater Pre-treatment program is managed by the Biosolids and Pretreatment Coordinator, with 25% time allocation to the program.

The Wastewater Plant Laboratory continues to provide bacteria testing for the city Health Department Pool Testing Program. The laboratory is obtaining DATCP certification for this testing in accordance with new state code requirements by the Health Department for pool testing. The Lab Fees budget reflects an increase due to fees related to the certification.

The budget reflects a one-year reduction in tools and instrument expense that can be deferred.

Pollution minimization initiatives have increased and now include grants for installation of dental office mercury amalgam traps, participation in medication collection events, and use of the Wastewater Treatment Plant as a collection site for the County Hazardous Waste collection program.

The increase in DMR - QA/QC samples in 2008 is due to accounting for DMR and QA/QC combined rather than separate, resulting in an increase in sample numbers from 2007 to 2008, and no change in the samples from 2008 to 2009.

The contractor fee budget is increased to complete an assessment of hauled waste discharged at the plant's receiving station. Results would allow the Utility to evaluate the program and update costs to treat these wastes.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	12	8	12	10
$ received from other sources	$ 495,782	$ 433,137	$ 450,000	$ 525,000	$ 450,000
Strategic Outcomes					
High Wastewater treatment standards	(for 2005)		(for 2007)		
CMAR GPA for ten categories	B+	A	A	A-	A
	3.46	3.86	4.00	3.84	4.00
# of categorical grades of C or below	1	-	0	0	0
# of pollution minimization initiatives	-	1	1	2	3
Work Process Outputs					
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	New Measure	1,973	1,915	3,702	3,702
Improve treatment processes					
# process samples analyzed annually	6,720	6,063	8,627*	6,117	6,117
Maintain industrial pretreatment compliance					
# of inspections	10	13	10	10	10
# of sampling events	20	22	20	20	20
# of billable samples for other City departments	New Measure	→			720

* includes all compliance, process and billing samples

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

Laboratory & Pretreatment **Business Unit 5424**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4814 Industrial Pre-Treatment	$ 12,565	$ 4,653	$ 9,500	$ 9,500	$ 8,500
5001 Fees & Commissions	3,432	3,612	3,000	3,000	8,000
5010 Misc Revenue - Nontax	5,074	4,093	4,000	4,000	4,000
5084 Special Hauled Waste	495,715	433,666	415,000	415,000	457,000
Total Expense	$ 516,786	$ 446,024	$ 431,500	$ 431,500	$ 477,500
Expenses					
6101 Regular Salaries	$ 137,767	$ 125,708	$ 137,985	$ 137,985	$ 145,087
6104 Call Time	-	63	-	-	-
6105 Overtime	7,554	6,774	8,000	8,000	8,298
6150 Fringes	63,714	57,722	72,254	72,254	73,676
6309 Tools & Instruments	12,261	3,266	15,000	15,000	11,000
6310 Chemicals	6,053	6,482	8,000	8,000	8,900
6321 Clothing	933	912	1,000	1,000	1,200
6324 Medical\Lab Supplies	6,564	3,281	6,500	6,500	7,000
6404 Consulting Service	-	-	-	-	1,000
6408 Contractor Fees	28,826	26,675	20,250	20,250	29,150
6418 Equip Repairs & Maint	633	-	2,000	2,000	-
6425 CEA Equip. Rental	803	259	-	-	400
6432 Lab Fees	812	903	1,100	1,100	2,500
Total Expense	$ 265,920	$ 232,045	$ 272,089	$ 272,089	$ 288,211

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Contractor Fees	
Pretreatment testing	$ 8,000
Wastewater testing	13,900
Receiving Station Monitoring	7,250
	$ 29,150

CITY OF APPLETON 2009 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 20% of a Maintenance Specialist's salary being allocated to this budget. This is an increase from the 10% that was allocated in the 2008 budget. This adjustment is to better reflect work that is performed by staff at the lift stations. Workloads have increased due to new lift stations being added during the past few years and the aging of other lift stations.

The budget reflects increased utility expense due to the Glacier Ridge and Clearwater Creek lift stations being added to the collection system.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
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	17	27	15	15	15
Work Process Outputs					
Response to work orders					
# of preventive work orders	203	204	100	100	115
# of corrective work orders	63	89	40	80	70

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

Lift Stations **Business Unit 5425**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ -	$ 10,235	$ 4,928	$ 4,928	$ 10,138
6104 Call Time	-	1,545	-	-	-
6105 Overtime	-	2,236	-	-	-
6150 Fringes	-	5,444	2,489	2,489	5,047
6404 Consulting Services	-	-	-	6,210	-
6408 Contractor Fees	900	-	6,000	6,000	6,200
6413 Utilities	25,980	23,054	28,886	28,886	31,607
6418 Equip Repairs & Maint	3,669	17,720	6,000	6,000	8,000
6804 Equipment	-	-	-	50,000	-
Total Expense	$ 30,549	$ 60,234	$ 48,303	$ 104,513	$ 60,992

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 2009 CIP's:

	2009 Budget	
HP Aeration VFD	$ 800,000	Projects, Pg. 689
Sludge Storage Options	75,000	Projects, Pg. 667
Waste Gas	500,000	Projects, Pg. 666
Roof Replacement	120,000	Projects, Pg. 664
	$ 1,495,000	

Major Program Changes:

The 2007 Bar Screen #3 project was completed in 2008.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Cost effective treatment processes					
# of CIP's in budget year	3	2	9	10	4
# of CIP's in five-year plan	6	9	16	16	13
Strategic Outcomes					
Sewer Rate changes					
% per year	0%	0%	0%	0%	0%
Work Process Outputs					
Project Management					
% of projects completed at year-end	New Measure	50%	100%	100%	100%

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

Utility Capital Improvements **Business Unit 5432**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ -	$ -
6150 Fringes	-	-	-	-	-
6404 Consulting Services	-	-	153,500	873,862	125,000
6804 Equipment	2,038		1,469,196	1,469,196	1,370,000
Total Expense	$ 2,038	$ -	$ 1,622,696	$ 2,343,058	$ 1,495,000

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Consulting Services

Aeration Variable Frequency Drive	$ 50,000
Wastewater Sludge Storage Options	75,000
	$ 125,000

Equipment

Aeration Variable Frequency Drive	$ 750,000
Waste Gas	500,000
Roof Replacement	120,000
	$ 1,370,000

CITY OF APPLETON 2009 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 budget reflects an increase of 1 FTE due to review of actual work being performed by the sewer crew members. The sewer crew members were divided equally between the Stormwater and Wastewater Utilities. The allocation was compared to the actual work performed and found to be closer to a 75% Wastewater and 25% Stormwater split. This is due to the frequency needed to clean sanitary sewers in order to prevent sewage backups.

This budget reflects the root control to be completed in 2009. Root Control is completed on an alternate year rotation. The budget reflects a decrease in surface restoration due to less projected patches needed based on permits taken out during 2008. The budget reflects a one-year reduction in spot repairs expense that can be deferred.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	39	28	35	35	25
Compliance with regulation					
# of protruding taps identified	6	14	10	10	8
# of cross connections identified	144	154	125	100	125
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	53	89	75	75	75
# of system blockages removed	5	7	8	8	7
% of total system televised	18.2%	12.0%	15.0%	15.0%	12.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	81%	61%	55%	55%	50%
# of spot repairs made	26	19	35	35	25
Safeguarding health and safety					
# of protruding taps removed	2	13	10	10	8

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY

Collection Systems **Business Unit 5427**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4908 Intergovernmental Charges	$ -	$ 215	$ -	$ -	$ -
Total Revenue	$ -	$ 215	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 229,948	210,364	$ 217,198	$ 217,198	267,325
6104 Call Time	2,402	5,491	4,000	4,000	4,200
6105 Overtime	5,082	6,134	5,000	5,000	6,000
6108 Part-Time	1,850	590	-	-	-
6150 Fringes	87,577	78,698	107,716	107,716	122,248
6201 Training\Conferences	-	992	2,775	2,775	1,000
6301 Office Supplies	-	30	-	-	-
6303 Memberships & Licenses	50	1,125	75	75	75
6309 Shop Supplies & Tools	2,019	895	2,500	2,500	2,000
6315 Books & Library Materials	49	-	-	-	-
6320 Printing & Reproduction	92	261	-	-	-
6325 Construction Materials	20,128	19,383	18,000	18,000	19,000
6327 Miscellaneous Equipment	166	10,326	3,850	3,850	1,260
6404 Consulting Services	161,715	128,008	152,000	152,000	150,033
6407 Collection Services	545	280	-	-	-
6408 Contractor Fees	58,676	122,634	172,000	172,000	115,000
6413 Utilities	4,888	5,334	4,800	4,800	5,500
6415 Tipping Fees	2,120	1,724	1,000	1,000	2,000
6418 Equip Repairs & Maint	370	78	400	400	300
6424 Software Support	-	-	600	600	-
6425 CEA Equip. Rental	50,308	50,942	64,000	64,000	76,765
6430 Health Services	13	-	150	150	25
Total Expense	$ 627,998	$ 643,289	$ 756,064	$ 756,064	$ 772,731

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Castings	$ 14,500
Concrete	4,500
	$ 19,000
Consulting Services	
Sewer TV & cleaning	$ 134,000
Aerial Topography	12,000
Flow monitoring	3,000
Pipe Tech software programming	600
Utility Locate software programming	433
	$ 150,033
Contractor Fees	
Surface restoring -prior year repairs	$ 10,000
Protruding taps/mineral deposits	35,000
Spot repair liners	45,000
Root Control	25,000
	$ 115,000

CITY OF APPLETON 2009 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 646)

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 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	25	20	25	42	25
I & I section rating from CMAR	A	A	A	A	A
# of laterals replaced	231	344	300	342	300
Strategic Outcomes					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	296.42	306.35	306.81	324.84	324.84
% of total miles of sanitary sewer reconstructed	0.54%	0.40%	0.50%	1.61%	0.93%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	1.63	1.23	1.59	5.22	3.01
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	3.24	0.26	1.59	3.93	0.00
Reduction of treatment costs					
# of seals installed (I&I)	88	101	90	180	100

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY
Public Works Capital Improvements **Business Unit 5431**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
5035 Other Reimbursements	$ -	$ 22	$ -	$ -	$ -
Total Revenue	$ -	$ 22	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 23,322	$ 33,513	$ 92,158	$ 92,158	$ 92,505
6105 Overtime	4,096	6,086	4,000	4,000	4,000
6108 Part-Time	654	2,716	-	-	4,917
6150 Fringes	9,891	15,811	36,192	36,192	38,150
6325 Construction Materials	-	7,912	24,795	24,795	-
6402 Legal Fees	-	90	-	-	-
6404 Consulting Services	20	-	120,000	154,273	-
6408 Contractor Fees	5,817	-	3,100	3,100	-
6413 Utilities	5,372	6,835	-	-	-
6415 Tipping Fees	916	-	-	-	-
6425 CEA Equip. Rental	-	-	5,106	5,106	10,750
6801 Land	68	-	-	-	-
6809 Infrastructure Construction	486,518	734,141	4,916,323	6,416,844	3,749,352
Total Expense	$ 536,674	$ 807,104	$ 5,201,674	$ 6,736,468	$ 3,899,674

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

2009	Street	From	To	Waste-water Utility
Labor Pool				139,572
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2009 Asphalt Pav			21,810
	Sanitary Laterals & Manholes Prior To 2009 Concrete Pa			57,999
	Subtotal			**79,809**
New Construction	Quest Dr	s/o Milis	Midway Rd	
	Subtotal			**-**
Reconstruction	Interceptor - Down	Arbutus Park (Pac	Jones Park (Lawre	2,703,325
	Subtotal			**2,703,325**
Reconstruction (on streets to be paved	Division St	Parkway Blvd	Glendale Ave	129,159
	Eldorado St	Rankin St (250' w/	Catherine St	56,175
	Hancock St	Rankin St	cds	44,413
	Lawrence St	Outagamie St	Badger Ave	257,152
	Lawrence St	Victoria St	Outagamie St	132,815
	Olde Oneida St	South Island St (50	South Island St (25	95,094
	Oneida St	Lindbergh St	McArthur St	11,025
	Pierce Ave	Eighth St	Spencer St	10,675
	South Island St (li	Oneida St	Lawe St	122,500
	Superior St	Atlantic St	Wisconsin Ave	117,960
	Subtotal			**976,968**
Total				**$ 3,899,674**

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,167	902	0	0	10,000	0	0
Interest Income	534,639	1,342,821	591,931	788,000	788,000	0	610,000
Charges for Services	9,028,423	9,245,005	6,026,248	8,910,000	8,910,000	0	9,601,660
Intergov. Charges for Service	0	215	835	0	0	0	0
Other Revenues	2,066,388	1,377,951	481,399	512,398	512,398	0	626,690
TOTAL REVENUES	11,630,617	11,966,894	7,100,413	10,210,398	10,220,398	0	10,838,350
EXPENSES BY LINE ITEM							
Regular Salaries	373,177	263,178	220,133	348,358	348,358	268,107	366,171
Labor Pool Allocations	872,536	851,232	677,471	1,036,313	1,036,313	1,115,073	1,119,073
Call Time	9,434	11,973	6,103	13,200	13,200	13,400	13,400
Overtime	143,351	131,597	75,344	105,278	105,278	119,335	119,335
Temp. Full-Time	6,469	3,306	1,285	5,005	5,005	4,917	4,917
Part-Time	16,248	14,595	8,105	10,283	10,283	8,774	8,774
Other Compensation	273	1,431	120	500	500	200	200
Shift Differential	3,374	3,350	2,243	50	50	25	25
Sick Pay	59,930	31,827	59,021	0	0	0	0
Vacation Pay	147,981	87,984	82,992	0	0	0	0
Fringes	616,364	551,316	466,303	679,029	679,029	683,945	716,399
Unemployment Compensation	1,352	0	0	0	0	0	0
Salaries & Fringe Benefits	2,250,489	1,951,789	1,599,120	2,198,016	2,198,016	2,213,776	2,348,294
Training & Conferences	4,390	5,460	5,800	8,775	8,775	7,000	8,500
Office Supplies	6,039	5,567	2,372	4,500	4,500	4,500	4,500
Subscriptions	14	49	0	100	100	100	100
Memberships & Licenses	1,848	2,029	1,488	2,075	2,075	3,075	3,075
Postage & Freight	12,186	15,743	10,480	15,850	15,850	1,400	16,900
Awards & Recognition	313	160	244	300	300	300	300
Building Maintenance/Janitor.	9,281	4,697	3,235	3,750	3,750	3,900	4,400
Food & Provisions	431	409	0	400	400	400	400
Insurance	94,548	85,360	55,680	83,520	83,520	0	96,820
Depreciation Expense	3,788,113	3,795,558	2,540,000	3,989,000	3,989,000	0	4,018,300
Uncollectible Accounts	11,954	3,349	1,620	3,000	3,000	0	3,000
Meter Expense	562,016	572,384	120,547	570,620	570,620	0	579,000
Discounts Available	0	5-	0	0	0	0	0
Interest Payments	371,845	460,630	344,513	597,989	597,989	0	622,579
Debt Issuance Costs	18,989	13,393	9,467	16,964	16,964	0	13,756
Amortization of Debt Disc.	0	0	0	34,994	34,994	0	0
Gain/Loss on Refund Amort.	53,333	47,511	23,330	0	0	0	19,914
Trans Out - General Fund	117,450	117,450	78,300	117,450	117,450	0	117,450
Trans Out - Capital Projects	0	4,943	0	0	0	0	0
Administrative Expense	5,052,750	5,134,687	3,197,076	5,449,287	5,449,287	20,675	5,508,994
Shop Supplies & Tools	22,331	12,105	15,377	23,500	23,500	23,200	19,200
Chemicals	190,875	282,312	182,258	354,905	354,905	437,170	395,170
Books & Library Materials	49	0	0	0	0	0	0
Miscellaneous Supplies	0	0	63	1,000	1,000	200	200
Printing & Reproduction	4,297	4,794	2,385	5,400	5,400	3,000	5,500
Clothing	7,756	7,606	5,410	7,150	7,150	7,550	7,550
Gas Purchases	3,669	2,064	5,070	4,000	4,000	7,628	7,628
Safety Supplies	4,679	2,766	2,594	5,500	5,500	5,500	5,500
Medical & Lab Supplies	6,564	3,281	7,689	6,500	6,500	7,000	7,000
Construction Materials	20,128	27,294	5,158	42,795	42,795	19,000	19,000
Miscellaneous Equipment	788	11,416	5,351	6,350	6,350	3,760	3,760
Supplies & Materials	261,136	353,638	231,355	457,100	457,100	514,008	470,508
Accounting/Audit	8,390	8,689	10,731	10,740	10,740	0	29,490
Legal Fees	27,993	26,491	26,562	31,830	31,830	32,800	32,800
Bank Services	18,649	24,161	17,199	22,850	22,850	0	25,200
Consulting Services	209,034	130,704	213,861	439,750	1,297,344	291,333	291,333
Collection Services	1,754	1,492	671	1,200	1,200	1,240	1,240
Contractor Fees	672,269	572,158	278,037	744,130	744,130	1,248,818	869,818

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Temporary Help	1,673	2,457	0	300	300	700	700
Advertising	3,090	4,291	260	2,500	2,500	2,000	2,000
Tipping Fees	3,036	1,724	2,248	1,000	1,000	2,000	2,000
Interfund Allocations	208,622-	0	0	0	0	0	0
Health Services	13	0	0	150	150	25	25
Lab Fees	812	903	952	1,100	1,100	2,500	2,500
Billing Services	85,079	82,664	55,327	88,000	88,000	0	88,000
Other Contracts/Obligations	19,561	21,374	24,389	21,600	21,600	2,400	24,900
Purchased Services	842,731	877,108	630,237	1,365,150	2,222,744	1,583,816	1,370,006
Electric	723,516	729,236	608,448	780,238	780,238	928,378	928,378
Gas	478,264	493,947	357,068	462,041	462,041	602,000	602,000
Water	55,289	64,280	45,459	53,324	53,324	68,128	68,128
Fuel Oil	2,369	2,178	2,369	4,000	4,000	3,200	3,200
Stormwater	20,333	22,719	16,624	22,700	22,700	22,775	22,775
Telephone	18,209	12,931	9,823	15,000	15,000	13,500	13,500
Cellular Telephone	2,457	2,604	1,881	3,500	3,500	2,600	2,600
Utilities	1,300,437	1,327,895	1,041,672	1,340,803	1,340,803	1,640,581	1,640,581
Janitorial Service	35,418	0	0	0	0	0	0
Building Repair & Maintenance	26,768	167	0	0	0	0	0
Equipment Repair & Maintenanc	144,902	151,585	104,044	253,400	253,400	174,300	174,300
Facilities Charges	0	371,729	225,706	333,311	333,311	352,343	352,343
Software Support	0	0	0	600	600	0	0
CEA Equipment Rental	104,188	74,972	56,212	102,900	102,900	118,222	119,281
Grounds Repair & Maintenance	7,453	0	0	0	0	0	0
Repair & Maintenance	318,729	598,453	385,962	690,211	690,211	644,865	645,924
Land	68	0	0	0	0	0	0
Buildings	0	0	3,780	135,000	135,000	94,700	120,000
Machinery & Equipment	2,701	0	711,525	1,334,196	1,384,196	1,258,000	1,258,000
Infrastructure Construction	486,518	734,141	1,856,060	4,916,323	6,416,844	3,749,352	3,749,352
Capital Expenditures	489,287	734,141	2,571,365	6,385,519	7,936,040	5,102,052	5,127,352
TOTAL EXPENSES	10,515,559	10,977,711	9,656,787	17,886,086	20,294,201	11,719,773	17,111,659

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Charges for Services	$ 9,040,988	$ 9,249,658	$ 8,910,000	$ 9,300,000	$ 9,601,660
Miscellaneous	643,285	488,222	464,500	525,000	598,000
Total Revenues	9,684,273	9,737,880	9,374,500	9,825,000	10,199,660
Expenses					
Operation and Maintenance	6,165,826	6,533,954	6,305,319	6,305,319	6,924,986
Depreciation	3,788,113	3,795,558	3,989,000	3,810,000	4,018,300
Total Expenses	9,953,939	10,329,512	10,294,319	10,115,319	10,943,286
Operating Income (Loss)	(269,666)	(591,632)	(919,819)	(290,319)	(743,626)
Non-Operating Revenues (Expenses)					
Interest Income	534,639	1,342,821	778,000	765,000	610,000
Interest Expense	(371,845)	(464,517)	(597,989)	(570,751)	(622,579)
Gain/Loss on Refunding	(53,333)	(47,511)	(34,994)	(34,994)	(19,914)
Gain/Loss on Asset Disposal	-	338,957	-	-	-
Amortization of Premium on Debt Issue	15,062	13,416	9,883	13,090	8,319
Amortization of Debt Expense	(18,989)	(13,393)	(16,964)	(16,964)	(13,756)
Other	-	3,887	-	-	
Total Non-Operating	105,534	1,173,660	137,936	155,381	(37,930)
Net Income Before Contributions and Transfers	(164,132)	582,028	(781,883)	(134,938)	(781,556)
Contributions and Transfers In (Out)					
Capital Contributions	1,223,057	529,547	38,015	38,015	20,371
Capital Projects Funds	173,587	-	-	-	-
General Fund	(117,450)	(122,393)	(117,450)	(117,450)	(117,450)
Change in Net Assets	1,115,062	989,182	(861,318)	(214,373)	(878,635)
Net Assets - Beginning	88,302,059	89,417,121	90,406,303	90,406,303	90,191,930
Net Assets - Ending	$ 89,417,121	$ 90,406,303	$ 89,544,985	$ 90,191,930	$ 89,313,295

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	8,760,243	7,038,986
+ Change in Net Assets	(214,373)	(878,635)
+ Depreciation	3,810,000	4,018,300
+ Long Term Debt	4,000,000	3,500,000
- Contributed Capital	(38,015)	(20,371)
- Fixed Assets	(9,079,526)	(5,394,674)
- Principal Repayment	(1,507,935)	(2,395,003)
- Transfer to DNR Replacement Fund	(550,000)	(565,000)
+ Fixed Assets funded by DNR Replacement Fund	1,858,592	750,000
Working Cash - End of Year	$ 7,038,986	$ 6,053,603

WORKING CAPITAL RESERVE REQUIREMENT

Prior Year Audited Expenditures	$ 10,329,512
- Depreciation	(3,795,558)
+ Transfer to General Fund	122,393
Net Prior Year Cash Expenditures	$ 6,656,347
25 % Working Capital Reserve Requirement	$ 1,664,087

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2008 Budget	2008 Projected	2009 Budget	2010 Projected	2011 Projected	2012 Projected	2013 Projected
Charges for Services	$ 8,910,000	$ 9,300,000	$10,201,660	$ 10,405,693	$ 10,613,807	$ 10,826,083	$ 11,042,605
Miscellaneous	464,500	525,000	598,000	609,960	622,159	634,602	647,294
Total Revenues	9,374,500	9,825,000	10,799,660	11,015,653	11,235,966	11,460,686	11,689,899
Expenses							
Operating Expenses	6,305,319	6,305,319	6,924,986	7,480,486	7,721,718	7,667,119	7,997,133
Depreciation	3,989,000	3,810,000	4,018,300	4,118,300	4,218,300	4,318,300	4,418,300
Total Expenses	10,294,319	10,115,319	10,943,286	11,598,786	11,940,018	11,985,419	12,415,433
Operating Income	(919,819)	(290,319)	(143,626)	(583,132)	(704,051)	(524,734)	(725,534)
Non-Operating Revenues (Expenses)							
Interest Income	778,000	765,000	610,000	300,000	300,000	300,000	300,000
Interest Expense	(597,989)	(570,751)	(622,579)	(720,775)	(887,077)	(944,937)	(1,026,868)
Gain/Loss on Refunding	(34,994)	(34,994)	(19,914)	(5,024)	-	-	-
Gain/Loss on Asset Disposal	-	-	-	-	-	-	-
Premium on Debt Issue	9,883	13,090	8,319	4,026	2,517	2,422	2,320
Amortization of Debt Expense	(16,964)	(16,964)	(13,756)	(5,089)	(3,505)	(3,372)	(3,231)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	137,936	155,381	(37,930)	(426,862)	(588,065)	(645,887)	(727,779)
Net Income Before Transfers	(781,883)	(134,938)	(181,556)	(1,009,994)	(1,292,116)	(1,170,621)	(1,453,313)
Contributions and Transfers In (Out)							
Capital Contributions	38,015	38,015	20,371	172,250	100,800		27,250
Capital Projects	-	-	-	-			-
General Fund	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	(861,318)	(214,373)	(278,635)	(955,194)	(1,308,766)	(1,288,071)	(1,543,513)
Total Net Assets - Beginning	90,406,303	90,406,303	90,191,930	89,913,295	88,958,101	87,649,334	86,361,264
Total Net Assets - Ending	$89,544,985	$90,191,930	$89,913,295	$ 88,958,101	$ 87,649,334	$ 86,361,264	$ 84,817,751

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	8,760,243	7,038,986	6,053,603	4,812,991	4,359,701	3,681,975
+ Change in Net Assets	(214,373)	(878,635)	(955,194)	(1,308,766)	(1,288,071)	(1,543,513)
+ Depreciation	3,810,000	4,018,300	4,118,300	4,218,300	4,318,300	4,418,300
+ Long Term Debt	4,000,000	3,500,000	3,894,592	3,864,894	5,191,822	3,913,139
-Contributed Capital	(38,015)	(20,371)	(172,250)	(100,800)	-	(27,250)
- Fixed Assets	(9,079,526)	(5,394,674)	(5,763,560)	(5,931,917)	(6,489,777)	(5,768,674)
- Principal Repayment	(1,507,935)	(2,395,003)	(2,600,000)	(1,600,000)	(1,800,000)	(955,000)
- Transfer to DNR Replacement Fund	(550,000)	(565,000)	(580,000)	(595,000)	(610,000)	(625,000)
+ Fixed Assets funded by DNR Rplcmnt Fund	1,858,592	750,000	817,500	1,000,000	-	850,000
Working Cash - End of Year	$ 7,038,986	$ 6,053,603	$ 4,812,991	$ 4,359,701	$ 3,681,975	$ 3,943,977
25% Working Capital Reserve (prior year's audited expenses)		1,748,380	1,916,254	2,079,678	2,181,561	2,182,377
Coverage Ratio	1.38	1.30	1.43	1.40	2.00	1.96

ASSUMPTIONS:
Borrow 80% of capital expenditures as detailed in the five year plan for years 2009-2013
Interest rate at 5.5%, twenty year term
Revenue to increase 2% per year after 2009 from customer base growth
Operating expenses to increase 3.0% per year after 2009
Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:
Initial projections above include a rate increase of approximately 6% included in year 2009, resulting in meeting the debt coverage ratio and working cash reserve requirements through 2013. Presentation above shows impact of rate increase for entire year. This proforma shows that we will meet coverage ratios in order to issue debt. The budget will include the rate increase projected for a 7/1/09 implementation date. We will have to wait to issue debt until rate study and increase are approved. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances.

CITY OF APPLETON 2009 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS

	1993 Clean Water Fund Bond		2005 Refunding Bonds		2006 Revenue Bonds	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2009	890,003	106,146	1,190,000	57,108	110,000	92,913
2010	919,987	75,488	1,235,000	14,408	125,000	135,827
2011	950,982	43,797	-	-	125,000	130,515
2012	983,020	11,039	-	-	130,000	125,060
2013	-	-	-	-	135,000	119,281
2014	-	-	-	-	150,000	112,938
2015	-	-	-	-	150,000	106,250
2016	-	-	-	-	155,000	99,350
2017	-	-	-	-	160,000	92,225
2018	-	-	-	-	175,000	84,575
2019	-	-	-	-	175,000	76,700
2020	-	-	-	-	185,000	68,525
2021	-	-	-	-	195,000	59,250
2022	-	-	-	-	200,000	49,333
2023	-	-	-	-	215,000	38,833
2024	-	-	-	-	225,000	27,750
2025	-	-	-	-	235,000	16,167
2026	-	-	-	-	245,000	4,083
2027	-	-	-	-	-	-
	$ 3,743,992	$ 236,470	$ 2,425,000	$ 71,516	$ 3,090,000	$ 1,439,575

	2007 Revenue Bonds		2008 Revenue Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2009	80,000	68,863	125,000	190,016	2,395,003	515,046	2,910,049
2010	80,000	101,027	155,000	169,053	2,514,987	495,803	3,010,790
2011	85,000	97,485	160,000	164,303	1,320,982	436,100	1,757,082
2012	90,000	93,731	165,000	159,403	1,368,020	389,233	1,757,253
2013	95,000	89,765	175,000	153,669	405,000	362,715	767,715
2014	100,000	85,585	175,000	147,544	425,000	654,053	1,079,053
2015	100,000	81,335	175,000	141,419	425,000	329,004	754,004
2016	105,000	76,944	190,000	134,628	450,000	310,922	760,922
2017	110,000	72,340	200,000	126,919	470,000	291,484	761,484
2018	115,000	67,427	200,000	118,919	490,000	270,921	760,921
2019	120,000	62,250	215,000	110,519	510,000	249,469	759,469
2020	125,000	56,333	220,000	101,786	530,000	226,644	756,644
2021	135,000	49,750	230,000	92,336	560,000	201,336	761,336
2022	140,000	42,833	240,000	81,638	580,000	173,804	753,804
2023	145,000	35,667	255,000	70,013	615,000	144,513	759,513
2024	155,000	28,083	265,000	57,845	645,000	113,678	758,678
2025	160,000	20,167	275,000	45,213	670,000	81,547	751,547
2026	170,000	11,833	290,000	32,250	705,000	48,166	753,166
2027	180,000	3,000	305,000	18,750	485,000	21,750	506,750
2028	-	-	315,000	4,725	315,000		
	$ 2,290,000	$ 1,144,418	$ 4,330,000	$ 2,120,948	$ 15,878,992	$ 5,316,188	$ 20,880,180

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of $3,825,000 will be issued in 2009. Expected interest expense on the issue for 2009 is $87,750 at 5.5%.

CITY OF APPLETON 2009 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 2009 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 2008 EVENTS

* Constructed the Coop Road Phase II Pond to facilitate new development in the south side growth area
* Constructed the Northland Avenue area biofiltration devices
* Constructed the Midway Road (west of Lake Park) storm sewer to facilitate construction of Midway Road
* Completed the Atlantic Street Liner project from Peabody Park to Durkee Street
* Completed final design and land acquisition for Conkey Pond to continue implementing stormwater quality and quantity management recommendations per the Northland Creek Area Drainage Study
* Completed final design, land acquisition and obtained 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
* Participated in the Northeast Wisconsin Stormwater Consortium (NEWSC) to help meet the City's stormwater obligations per NR 216
* Completed "St. E's" (Oneida Street) Area detailed Stormwater Drainage Study
* Completed the Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, and Post-Construction Site Plans as required in the NR 216 Permit
* Constructed the Pershing/441 Detention Pond
* Participated in the special Clean Sweep Program for household hazardous waste collection
* Hired a contractor to clean snow and ice away from street inlets due to abnormally harsh winter
* Held a special 2008 spring leaf collection due to early fall 2007 snowfall
* Performed Fox River outfall erosion repair projects using City staff
* Continued to expand use of in-house staff to reduce cost of maintenance projects
* Continued to use Winnebago County inmates to reduce cost of some maintenance projects
* Completed limited outfall screenings for Illicit Discharge as required by the NR216 Permit

CITY OF APPLETON 2009 BUDGET
STORMWATER

MAJOR 2009 OBJECTIVES

Complete design and construction of the Pierce Park Pond toward meeting the City's NR 216 Permit goals
Complete final design and permit acquisition for the Memorial Park South Pond to continue implementing stormwater quantity and quality management per the Northland Creek Drainage Area Study
Complete final design, land acquisition, utilities relocation, and permitting for the CTH JJ stream relocation and associated bridge structures
Construct a trash separation device upstream of Meadowview II Detention Basin
Purchase a high efficiency street sweeper toward meeting the City's NR 216 Permit goals
Construct the South Island Street area stormwater quality practices
Complete construction of the Kensington/Southeast Pond Retrofit Project
Complete preliminary design for proposed below ground storage in Theodore Street and Calumet Street per recommendations of the Southeast Basin Upstream Area Drainage Study
Complete construction of Conkey Pond and floodplain lowering projects to continue implementing stormwater quality and quantity management recommendations per the Northland Creek Area Drainage Study
Continue to improve practices for inspecting and maintaining City stormwater facilities by utilizing available technology including GIS mapping and 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
Continue implementing the storm sewer outfall inspection and field screening program to achieve compliance with the City's NR 216 stormwater permit (Illicit Discharge)
Follow the Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, and Post-Construction Site Plans as required in the NR 216 Permit.
Prepare detailed drainage studies for the Kensington North, Green Bay Road, and State Street Area Drainage Studies
Complete design of the Apple Creek Erosion Mitigation Project
Complete design of the Bellaire Ravine Mitigation Project

STORMWATER COMPARISONS (including Contributed Capital)

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Total miles	282.81	287.84	287.75	287.75	287.79
Additional miles	3.73	1.08	1.11	1.11	0.04
Reconstructed	0.80	3.46	0.80	0.80	3.40
% of total reconstructed	0.30%	0.35%	0.28%	0.28%	1.18%
Acre feet of storage	554.00	587.00	670.00	665.00	760.00
Additional acre feet	-	33	63.00	58.00	95.00

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2006	2007	Adopted 2008	Amended 2008	2009	Change *
	Program Revenues	$ 8,584,530	$ 8,855,278	$ 6,606,500	$ 6,606,500	$ 6,796,655	2.88%
	Program Expenses						
5210	Administration	2,881,223	2,998,634	3,383,817	3,555,114	4,064,068	20.10%
5220	Facility Maintenance	1,080,925	1,142,824	1,290,328	1,329,310	1,213,052	-5.99%
5225	Leaf Collection	249,329	302,440	286,385	286,385	303,619	6.02%
5230	Capital Construction	454,872	423,549	8,145,102	9,762,782	6,823,311	-16.23%
	TOTAL	$ 4,666,349	$ 4,867,447	$ 13,105,632	$ 14,933,591	$ 12,404,050	-5.35%
	Expenses Comprised Of:						
	Personnel	1,019,993	1,099,084	1,283,345	1,283,345	1,345,499	4.84%
	Administrative Expense	2,329,213	2,334,590	2,806,669	2,806,669	3,384,268	20.58%
	Supplies & Materials	53,803	63,560	84,360	84,360	66,890	-20.71%
	Purchased Services	715,829	773,727	1,124,924	1,534,717	1,280,809	13.86%
	Utilities	11,886	8,703	3,426	3,426	4,315	25.95%
	Repair & Maintenance	261,872	255,556	333,377	333,377	366,032	9.80%
	Capital Expenditures	273,753	332,227	7,469,531	8,887,697	5,956,237	-20.26%
	Full Time Equivalent Staff:						
	Personnel allocated to programs	16.12	17.52	16.92	16.92	17.32	

* % change from prior year adopted budget

CITY OF APPLETON 2009 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 the increase in Membership & Licenses expense for the new membership with MEG (Municipal Environmental Group), the cost is shared with the Wastewater utility.

This budget reflects the increase in the Utilities expense due to the allocation of after-hours answering service. This expense was previously paid by the Wastewater Utility and is currently shared by all departments that use the service.

This consulting budget reflects completing studies for Kensington North and Green Bay Road area in 2009 , the 2008 budget was for the completion of only one drainage area review. Drainage studies are completed based on flooding complaints following the 2001 major storm event, availability of staff and timeline of other department projects.

$240,000 in grants have been awarded for the the acquisition of a High Efficiency Street Sweeper and for lowering the Conkey Floodplain. Another grant, for the Memorial Park South Pond, is still pending. A budget adjustment will be made if that grant is awarded.

$60,000 is included in the budget for the additional costs related to the replacement purchase of a High Efficiency Vacuum Sweeper, approved by CEA Committee in 3/08. To provide consistency with the City-Wide Stormwater Management Plan requirement, High Efficiency Sweepers are being purchased at the time of replacement of the existing Mechanical Sweepers.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Economic development					
Master plans completed	1	0	1	1	3
Acres of land identified for future use	0	0	0	0	0
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	3	4	3	3	3
Value of grant dollars awarded or applied for future reimbursement	$ 44,150	$ 305,520	$ 100,000	$ 100,000	$ 250,000
Safe, reliable future level of service					
Acre feet of storage identified for future use	0.0	0.0	0.0	0.0	5.0
# of DNR non-compliance notices received	1	0	0	0	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	57	62	80	80	80

CITY OF APPLETON 2009 BUDGET
STORMWATER

Administration **Business Unit 5210**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4224 Miscellaneous State Aids	$ -	$ 25,500	$ 50,000	$ 50,000	$ 240,000
4411 Sundry Permits	25	25	-	-	-
4418 Plan Review Permit	36,349	71,301	20,000	20,000	50,000
4420 Erosion Control	4,685	5,905	5,000	5,000	5,000
4710 Interest on Investments	492,484	620,657	415,000	415,000	300,000
4730 Interest - Deferred Special	4,636	5,878	-	-	-
4801 Charges for Serv. - Nontax	-	(216)	-	-	-
4880 Stormwater Revenue	5,651,299	6,025,226	6,100,000	6,100,000	6,133,000
4908 Misc. Intergov. Charges	-	304	-	-	-
5005 Sale of City Prop. - Tax	-	36	-	-	-
5010 Misc Revenue - Nontax	-	570	-	-	-
5021 Capital Contributions	2,373,748	2,077,326	-	-	42,880
5035 Other Reimbursements	3,615	754	-	-	-
5071 Customer Penalty	17,689	21,912	16,500	16,500	20,000
5086 Premium of Debt Issue	-	-	-	-	5,775
Total Revenue	$ 8,584,530	$ 8,855,178	$ 6,606,500	$ 6,606,500	$ 6,796,655
Expenses					
6101 Regular Salaries	$ 206,693	$ 238,369	$ 250,671	$ 250,671	$ 259,900
6104 Call Time	331	938	850	850	750
6105 Overtime	1,840	2,157	3,000	3,000	2,500
6108 Part-Time	1,748	108	-	-	-
6150 Fringes	77,644	88,911	101,990	101,990	104,729
6201 Training\Conferences	1,923	720	6,475	6,475	5,200
6206 Parking Permits	264	264	264	264	270
6301 Office Supplies	87	108	-	-	-
6303 Memberships & Licenses	3,170	11,520	11,620	11,620	13,250
6304 Postage\Freight	10,951	16,155	14,500	14,500	15,500
6305 Awards & Recognition	35	35	35	35	-
6315 Books & Library Materials	-	-	200	200	100
6316 Miscellaneous Supplies	-	49	-	-	-
6320 Printing & Reproduction	1,919	2,995	4,000	4,000	3,200
6321 Clothing	180	176	180	180	180
6327 Miscellaneous Equipment	70	1,004	-	-	-
6401 Accounting/Audit	11,360	5,793	7,160	7,160	8,426
6402 Legal Fees	201	33	200	200	-
6403 Bank Services	15,039	13,121	16,000	16,000	14,700
6404 Consulting Services	229,035	306,552	182,000	353,297	236,433
6413 Utilities	166	1,032	215	215	1,310
6424 Software Support	-	-	10,000	10,000	6,000
6425 CEA Equip. Rental	3,660	2,772	2,682	2,682	3,920
6430 Health Services	282	-	-	-	-
6501 Insurance	7,650	11,010	11,460	11,460	16,300
6599 Other Contracts/Obligations	2,137	3	-	-	60,000
6601 Depreciation Expense	1,171,503	1,336,954	1,400,000	1,400,000	1,750,000
6623 Uncollectable Accounts	1,097	1,715	1,100	1,100	1,200
6720 Interest Payments	1,085,537	898,321	1,300,412	1,300,412	1,434,020
6730 Debt Issuance Costs	34,201	40,376	46,303	46,303	53,680
6804 Vehicles	-	-	-	-	-
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
7914 Trans Out - Capital Projects	-	4,943	-	-	60,000
Total Expense	$ 2,881,223	$ 2,998,634	$ 3,383,817	$ 3,555,114	$ 4,064,068

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Memberships & Licenses	
NR216 annual permit fee	$ 8,000
Stormwater consortium	4,000
Professional memberships	1,250
	$ 13,250
Postage & Freight	
City Service Invoice postage allocation	$ 15,500
	$ 15,500
Bank Services	
Banking & Investment Services	$ 13,500
	$ 13,500
Trans Out - Capital Projects	
Sweeper upgrade	$ 60,000
	$ 60,000

Consulting Services	
Stormwater management plan reviews	$ 80,000
Kensington North Study	40,000
Green Bay Road Study	55,000
State Street Interceptor Study	20,000
NR 216	19,000
Utility locate software support	433
Wetland studies	10,000
Aerial topography	12,000
	$ 236,433
Other Contracts/Obligations	
Special Assessment , Asbury Pond (Concrete Paving)	$ 60,000
	$ 60,000

CITY OF APPLETON 2009 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:

The Contractor Fees budget reflects spot repairs costs returning to a regular annual amount. The 2008 budget included funds to reduce the backlog of repairs.

The Grounds Repair & Maintenance budget reflects a reduction in needed repairs from the 2008 budget. Pond dredging and shoreline repair are the major expenses as part of this budget. Most shoreline damage is caused by muskrats and the dredging needs change based on age of pond and localized heavy rainfall; because of some the uncertainties of these events, expense will vary from year to year.

This program includes the addition of 1 FTE Equipment Operator 1 position ($58,000) to reduce the utility's reliance on outside contractors for major stormwater facilities' maintenance projects and to increase the amount and improve the timeliness of routine maintenance. Contractor fees have been reduced for 2009 by the same amount to offset this addition. It also reflects a 1.0 FTE reallocation of sewer crew labor ($61,150) to the Wastewater Utility to better reflect actual time spent.

The increase in rental expense reflects the inclusion of a $20,348 payment to Parks and Recreation for the use of 7.28 acres of parkland in Appleton Memorial Park for stormwater detention ponds.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	17	15	10	10	10
Compliance with regulation					
# of protruding taps identified	33	40	30	30	30
# of cross connections identified	0	0	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	3	1	50	10	10
% of total system televised	12%	13%	12%	12%	12%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	2,722	2,161	2,500	2,500	2,500
% of total storm sewer system cleaned	12%	14%	14%	14%	14%
Safeguarding health and safety					
# of protruding taps removed	25	40	30	30	30
# of spot repairs made	12	14	15	15	15

CITY OF APPLETON 2009 BUDGET
STORMWATER

Facility Maintenance **Business Unit 5220**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Revenues					
4801 Charges for Serv.- Nontax	$ -	$ 100	$ -	$ -	$ -
Total Revenue	$ -	$ 100	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 326,353	$ 329,994	$ 355,974	$ 355,974	$ 395,877
6104 Call Time	1,680	1,829	1,950	1,950	1,950
6105 Overtime	7,452	13,234	8,700	8,700	8,800
6108 Part-Time	358	132	-	-	-
6150 Fringes	139,162	136,621	148,463	148,463	153,334
6308 Landscape Supplies	531	84	1,500	1,500	1,350
6309 Shop Supplies & Tools	483	1,285	2,350	2,350	2,200
6325 Construction Materials	46,972	54,976	56,280	56,280	54,600
6327 Miscellaneous Equipment	2,414	2,356	9,850	9,850	5,260
6402 Legal Fees	50	-	500	500	150
6404 Consulting Services	229,234	231,938	272,500	311,482	213,100
6408 Contractor Fees	107,578	170,249	181,500	181,500	101,500
6411 Temporary Help	-	700	-	-	-
6413 Utilities	2,642	2,590	3,161	3,161	2,905
6415 Tipping Fees	23,539	20,293	32,400	32,400	27,500
6424 Software Support	-	-	600	600	2,100
6425 CEA Equip. Rental	180,678	171,773	192,600	192,600	210,078
6451 Laundry Services	155	-	-	-	-
6454 Grounds Repair & Maint.	11,644	4,770	20,000	20,000	10,000
6503 Rent	-	-	2,000	2,000	22,348
Total Expense	$ 1,080,925	$ 1,142,824	$ 1,290,328	$ 1,329,310	$ 1,213,052

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

Construction Materials	
Castings	$ 21,420
Concrete	17,000
Gravel	8,300
Piping	100
Clear Stone	5,000
Other materials	2,780
	$ 54,600

Consulting Services	
Ecologist for prairie & wetlands	$ 100,000
Stormsewer TV & cleaning	97,500
Ecologist for ditches & ravines	15,000
Pipe Tech software support	600
	$ 213,100

Contractor Fees	
Surface restoration	$ 25,000
Protruding tap	20,000
Spot repairs	31,000
Animal control	4,000
Non-native mowing	4,500
Dredge NE Business Park Channel	8,500
Dredge Applecreek Corridor	8,500
	$ 101,500

Tipping Fees	
Disposal costs of cleaning: $21.50 per ton	
Streets - 1,093 tons	$ 23,500
Stormsewers - 186 tons	4,000
	$ 27,500

Ground Repair & Maintenance	
Basin maintenance & repairs	$ 10,000
	$ 10,000

Rent	
Land for detention ponds in Appleton Memorial Park	$ 20,348
Equipment for underwater surveying	2,000
	$ 22,348

CITY OF APPLETON 2009 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

Adjust leaf collection routes to avoid picking up leaves on the same day as collecting refuse

Major Program Changes:

Cost of collecting was high in 2007 due to hauling leaves to Green Acres in January and February of 2007. Leaves will now be re-used for berms around the perimeter of the MSB yard site, hardstand and Mackville quarry site. Leaves are also shredded at the MSB yard site and made available for residents to pick up and use as mulch. Leaves will also be needed for potential Wastewater Utility composting project with Outagamie County Landfill site.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Service provided Number of collection cycles	4	4	3	3	3
Strategic Outcomes					
Cost effective service provided Cost/cubic yard collected	$ 7.83	$ 10.75	$ 7.74	$ 7.75	$ 7.75
Work Process Outputs					
Safer streets and cleaner storm water system Cubic yards of leaves collected	31,450	29,950	26,200	30,000	30,000

CITY OF APPLETON 2009 BUDGET
STORMWATER

Leaf Collection **Business Unit 5225**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 123,711	$ 148,770	$ 110,994	$ 110,994	$ 116,017
6104 Call Time	119	205	200	200	205
6105 Overtime	5,801	10,164	6,500	6,500	6,500
6150 Fringes	53,764	64,918	52,846	52,846	53,863
6408 Contractor Fees	-	2,000	-	-	4,000
6413 Utilities	44	142	50	50	100
6425 CEA Equip. Rental	65,890	76,241	115,795	115,795	122,934
Total Expense	$ 249,329	$ 302,440	$ 286,385	$ 286,385	$ 303,619

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2009 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 632.

PERFORMANCE INDICATORS

	Actual 2006	Actual 2007	Target 2008	Projected 2008	Target 2009
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	102	90	100	100	100
Outstanding	610	595	600	600	550
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in the City	282.81	287.84	287.75	287.75	287.79
% of total miles reconstructed	0.30%	0.35%	0.28%	0.28%	1.18%
Acres of new land available	25	-	-	-	-
Integrity and growth of the system					
Acre feet of storage developed	0.0	33.0	63.0	58.0	95.0
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	0.80	3.46	0.80	0.80	3.40
Expansion of storm sewer system					
Miles of new storm sewer added	0.48	1.08	1.10	1.10	0.04

* 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 2009 BUDGET
STORMWATER

Capital Construction **Business Unit 5230**

PROGRAM BUDGET SUMMARY

Description	Actual 2006	Actual 2007	Budget Adopted 2008	Budget Amended 2008	Budget 2009
Expenses					
6101 Regular Salaries	$ 46,013	$ 34,255	$ 167,218	$ 167,218	$ 163,941
6105 Overtime	6,555	7,468	7,500	7,500	7,500
6108 Part-Time	4,230	5,663	-	-	5,903
6150 Fringes	16,539	15,344	66,489	66,489	63,730
6304 Postage\Freight	60	(30)	-	-	-
6308 Landscape Supplies	408	-	-	-	-
6325 Construction Materials	826	-	-	-	-
6327 Miscellaneous Equipment	-	71	-	-	-
6328 Signs	-	563	-	-	-
6402 Legal Fees	-	1,819	-	-	-
6404 Consulting Services	96,814	21,229	352,664	552,178	535,000
6408 Contractor Fees	-	-	80,000	80,000	80,000
6409 Inspection Fees	405	-	-	-	-
6413 Utilities	9,034	4,940	-	-	-
6425 CEA Equip. Rental	-	-	1,700	1,700	11,000
6503 Rent	235	-	-	-	-
6801 Land	-	-	675,900	681,900	250,000
6809 Infrastructure Construction	273,753	332,227	6,793,631	8,205,797	5,706,237
Total Expense	$ 454,872	$ 423,549	$ 8,145,102	$ 9,762,782	$ 6,823,311

DETAILED SUMMARY OF 2009 PROPOSED EXPENDITURES > $10,000

2009	Street	From	To	Storm-water Utility
Labor Pool				241,074
Consulting Services	Apple Creek Erosion		Design & Permitting	75,000
	Bellaire Ravine Erosion		Design & Permitting	30,000
	Calumet St storage		Design & Permitting	50,000
	Construction Services			100,000
	Green Bay Road Study Project			25,000
	Land Acquisition Services			10,000
	Pierce Park Pond		Design & Permitting	80,000
	Spring St stormceptor		Design	20,000
	State Street Study Project		Design	10,000
	Theodore St storage		Design (Prelim)	135,000
	Subtotal			**535,000**
Land Acquisition	Apple Creek relocatio	French Rd (2200' w/o	French Rd	250,000
	Subtotal			**250,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			80,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2009 Asphalt Pavi			72,700
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2009 Concrete Pa			194,369
	Apple Creek, utilities relocation n/o CTH JJ			350,000
	Conkey pond			1,515,000
	Lake Park Road	Plank Rd	Midway Rd	32,000
	Midway Road	Lake Park Rd	Eisenhower Dr	84,000
	Meade St	Pacific St. (Storm Rec	Wisconsin Ave. (inters	42,504
	Meadowview II u/s Stormwater Treatment			200,000
	Native Landscaping			80,000
	Northland/Conkey Floodplain Lowering			800,000
	Pacific St	Meade St. (Storm Rec	Vine St. (intersect's o	42,504
	Pierce Park Pond Par			650,000
	Subtotal			**4,343,077**
New Construction	Daybreak Dr	Lourdes Dr	Lourdes Dr - 200' n/o	18,900
	Subtotal			**18,900**
Reconstruction	Hancock St	Meade St.	350' west	80,500
	Subtotal			**80,500**
Reconstruction (on streets to be paved in 2010)	Division St	Parkway Blvd	Glendale Ave	24,725
	Eldorado St	Rankin St (250' w/o)	Catherine St	80,000
	Hancock St	Rankin St	cds	26,540
	Lawrence St	Outagamie St	Badger Ave	274,000
	Lawrence St	Outagamie St	Badger Ave	204,000
	Olde Oneida St	South Island St (500'	South Island St (250'	50,455
	Oneida St	Lindbergh St	McArthur St	3,740
	Pierce Ave	Eighth St	Spencer St	16,800
	South Island St	Olde Oneida St	Vulcan St	500,000
	Superior St	Atlantic St	Wisconsin Ave	174,500
	Subtotal			**1,354,760**
Total				$ 6,823,311

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	25,500	31,156	50,000	50,000	0	240,000
Permits	41,059	77,231	37,831	25,000	25,000	35,000	55,000
Interest Income	497,121	626,534	298,338	415,000	415,000	0	300,000
Charges for Services	5,651,299	6,025,111	5,109,760	6,100,000	6,100,000	0	6,133,000
Intergov. Charges for Service	0	304	0	0	0	0	0
Other Revenues	2,395,052	2,100,598	106,990	16,500	16,500	0	68,655
TOTAL REVENUES	8,584,531	8,855,278	5,584,075	6,606,500	6,606,500	35,000	6,796,655
EXPENSES BY LINE ITEM							
Regular Salaries	55,080	90,980	80,498	108,233	108,233	114,342	114,342
Labor Pool Allocations	561,725	571,663	579,063	769,217	769,217	773,003	820,003
Call Time	2,131	2,952	3,117	3,000	3,000	2,905	2,905
Overtime	21,648	33,022	18,721	25,700	25,700	25,300	25,300
Temp. Full-Time	6,337	5,903	2,491	5,992	5,992	5,903	5,903
Part-Time	0	0	1,331	0	0	0	0
Other Compensation	144	330	1,995	250	250	225	225
Shift Differential	1,144	1,108	1,103	1,165	1,165	1,165	1,165
Sick Pay	21,893	17,681	11,191	0	0	0	0
Vacation Pay	62,783	69,649	50,212	0	0	0	0
Fringes	287,109	305,794	321,209	369,788	369,788	362,774	375,656
Salaries & Fringe Benefits	1,019,994	1,099,082	1,070,931	1,283,345	1,283,345	1,285,617	1,345,499
Training & Conferences	1,923	720	3,595	6,475	6,475	5,200	5,200
Parking Permits	264	264	267	264	264	270	270
Office Supplies	87	108	87	0	0	0	0
Subscriptions	0	0	0	0	0	6,000	0
Memberships & Licenses	3,170	11,520	12,520	11,620	11,620	13,250	13,250
Postage & Freight	11,011	16,125	10,685	14,500	14,500	0	15,500
Awards & Recognition	35	35	35	35	35	0	0
Insurance	7,650	11,010	9,550	11,460	11,460	0	16,300
Rent	235	0	0	2,000	2,000	2,000	22,348
Depreciation Expense	1,171,503	1,336,954	1,205,839	1,400,000	1,400,000	0	1,750,000
Uncollectible Accounts	1,097	1,715	1,291	1,100	1,100	0	1,200
Interest Payments	1,085,537	898,321	958,090	1,300,412	1,300,412	0	1,434,020
Debt Issuance Costs	34,201	40,376	38,496	46,303	46,303	0	53,680
Trans Out - General Fund	12,500	12,500	10,417	12,500	12,500	0	12,500
Trans Out - Capital Projects	0	4,943	0	0	0	0	60,000
Administrative Expense	2,329,213	2,334,591	2,250,872	2,806,669	2,806,669	26,720	3,384,268
Landscape Supplies	939	84	126	1,500	1,500	1,350	1,350
Shop Supplies & Tools	483	1,285	1,987	2,350	2,350	2,200	2,200
Books & Library Materials	0	0	0	200	200	100	100
Miscellaneous Supplies	0	49	0	0	0	0	0
Printing & Reproduction	1,920	2,995	1,881	4,000	4,000	3,200	3,200
Clothing	180	176	235	180	180	180	180
Construction Materials	47,798	54,976	56,957	56,280	56,280	54,600	54,600
Miscellaneous Equipment	2,484	3,432	16,887	19,850	19,850	5,260	5,260
Signs	0	563	0	0	0	0	0
Supplies & Materials	53,804	63,560	78,073	84,360	84,360	66,890	66,890
Accounting/Audit	11,360	5,793	7,154	7,160	7,160	0	8,426
Legal Fees	251	1,849	831	700	700	150	150
Bank Services	15,039	13,121	11,195	16,000	16,000	0	14,700
Consulting Services	555,083	559,719	734,207	807,164	1,216,957	1,019,533	984,533
Contractor Fees	107,578	172,248	76,857	261,500	261,500	208,500	185,500
Inspection Fees	405	0	0	0	0	0	0
Temporary Help	0	701	0	0	0	0	0
Tipping Fees	23,539	20,293	24,988	32,400	32,400	27,500	27,500
Health Services	282	0	0	0	0	0	0
Laundry Services	155	0	0	0	0	0	0
Other Contracts/Obligations	2,137	3	0	0	0	60,000	60,000
Purchased Services	715,829	773,727	855,232	1,124,924	1,534,717	1,315,683	1,280,809

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Water	11,721	7,671	1,068	3,211	3,211	3,005	3,005
Telephone	0	984	959	0	0	1,310	1,310
Cellular Telephone	166	47	0	215	215	0	0
Utilities	11,887	8,702	2,027	3,426	3,426	4,315	4,315
Software Support	0	0	0	600	600	0	8,100
CEA Equipment Rental	250,228	250,787	186,269	312,777	312,777	343,072	347,932
Grounds Repair & Maintenance	11,644	4,770	1,044	20,000	20,000	10,000	10,000
Repair & Maintenance	261,872	255,557	187,313	333,377	333,377	353,072	366,032
Land	0	0	211,068	675,900	681,900	250,000	250,000
Vehicles	0	0	0	0	0	60,000	0
Infrastructure Construction	273,753	332,227	1,798,157	6,793,631	8,205,797	5,706,237	5,706,237
Capital Expenditures	273,753	332,227	2,009,225	7,469,531	8,887,697	6,016,237	5,956,237
TOTAL EXPENSES	4,666,352	4,867,446	5,513,727	13,105,632	14,933,591	9,068,534	12,404,050

CITY OF APPLETON 2009 BUDGET

STORMWATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2006 Actual	2007 Actual	2008 Budget	2008 Projected	2009 Budget
Revenues					
Charges for Services	$ 5,651,299	$ 6,025,226	$ 6,100,000	$ 6,089,288	$ 6,133,000
Miscellaneous	62,363	126,191	91,500	234,393	315,000
Total Revenues	5,713,662	6,151,417	6,191,500	6,323,681	6,448,000
Expenses					
Operating Expenses	2,362,608	2,574,353	2,201,315	2,424,094	2,270,539
Depreciation	1,171,503	1,336,954	1,400,000	1,447,007	1,750,000
Total Expenses	3,534,111	3,911,307	3,601,315	3,871,101	4,020,539
Operating Income (Loss)	2,179,551	2,240,110	2,590,185	2,452,580	2,427,461
Non-Operating Revenues (Expenses)					
Interest Income	497,121	626,534	415,000	415,000	300,000
Interest Expense	(1,108,674)	(1,038,917)	(1,300,412)	(1,227,999)	(1,434,020)
Amortization of Premium on Debt Issue	-	-	-	6,384	5,775
Amortization of Debt Expense	(34,201)	(40,376)	(46,303)	(48,188)	(53,680)
Other	23,137	140,596	-	-	-
Total Non-Operating	(622,617)	(312,163)	(931,715)	(854,803)	(1,181,925)
Income (Loss) Before Contributions and Transfers	1,556,934	1,927,947	1,658,470	1,597,777	1,245,536
Contributions and Transfers In (Out)					
Capital Contributions	2,373,748	2,077,326	828,691	860,550	42,880
Capital Projects	-	-	-	-	(60,000)
General Fund	(12,500)	(17,443)	(12,500)	(12,500)	(12,500)
Change in Net Assets	3,918,182	3,987,830	2,474,661	2,445,827	1,215,916
Total Net Assets - Beginning	37,970,940	41,212,946	* 45,200,776	45,200,776	47,646,603
Total Net Assets - Ending	$ 41,889,122	$ 45,200,776	$ 47,675,437	$ 47,646,603	$ 48,862,519

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	6,517,729	4,967,872
+ Net Income	2,445,827	1,215,916
+ Depreciation	1,447,007	1,750,000
+ Long Term Debt	6,010,000	5,500,000
- Contributed Capital	(828,691)	(42,880)
- Fixed Assets	(8,669,000)	(6,823,311)
- Principal Repayment	(1,955,000)	(1,500,000)
Working Cash - End of Year	$ 4,967,872	$ 5,067,597

The current annual rate of $108.88 per ERU will be in effect through 2009.

* Beginning as restated

CITY OF APPLETON 2009 BUDGET

CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2008 Budget	2008 Projected	2009 Budget	2010 Projected	2011 Projected	2012 Projected	2013 Projected
Charges for Services	$ 6,100,000	$ 6,089,288	$ 6,133,000	$ 7,482,260	$ 7,631,905	$ 7,784,543	$ 7,940,234
Miscellaneous	91,500	234,393	315,000	73,100	74,200	75,300	76,400
Total Revenues	6,191,500	6,323,681	6,448,000	7,555,360	7,706,105	7,859,843	8,016,634
Expenses							
Operating Expenses	2,201,315	2,424,094	2,270,539	2,338,655	2,408,815	2,481,079	2,555,512
Depreciation	1,400,000	1,447,007	1,750,000	1,840,000	1,930,000	2,020,000	2,110,000
Total Expenses	3,601,315	3,871,101	4,020,539	4,178,655	4,338,815	4,501,079	4,665,512
Operating Income	2,590,185	2,452,580	2,427,461	3,376,705	3,367,290	3,358,764	3,351,122
Non-Operating Revenues (Expenses)							
Interest Income	415,000	415,000	300,000	200,000	200,000	200,000	100,000
Interest Expense	(1,300,412)	(1,227,999)	(1,434,020)	(1,585,046)	(2,110,761)	(2,376,916)	(2,504,868)
Premium on Debt Issue	-	6,384	5,775	5,585	5,392	5,187	4,972
Amortization of Debt Expense	(46,303)	(48,188)	(53,680)	(58,680)	(63,680)	(68,680)	(73,680)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	(931,715)	(854,803)	(1,181,925)	(1,438,141)	(1,969,049)	(2,240,409)	(2,473,576)
Net Income Before Transfers	1,658,470	1,597,777	1,245,536	1,938,564	1,398,241	1,118,355	877,546
Contributions and Transfers In (Out)							
Capital Contributions	828,691	860,550	42,880	276,556	5,249	151,720	3,649
Capital Projects			(60,000)	-	(60,000)	(60,000)	-
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	2,474,661	2,445,827	1,215,916	2,202,620	1,330,990	1,197,575	868,695
Total Net Assets - Beginning	45,200,776	45,200,776	47,646,603	48,862,519	51,065,139	52,396,129	53,593,704
Total Net Assets - Ending	$47,675,437	$47,646,603	$48,862,519	$ 51,065,139	$ 52,396,129	$ 53,593,704	$ 54,462,400

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	6,517,729	4,967,872	5,067,597	5,220,672	5,779,970	6,399,716
+ Net Income	2,445,827	1,215,916	2,202,620	1,330,990	1,197,575	868,695
+ Depreciation	1,447,007	1,750,000	1,840,000	1,930,000	2,020,000	2,110,000
+ Long Term Debt	6,010,000	5,500,000	10,380,000	6,180,000	4,000,000	4,000,000
+Contibuted Capital	(828,691)	(42,880)	(276,556)	(5,249)	(151,720)	(3,649)
- Fixed Assets	(8,669,000)	(6,823,311)	(12,372,989)	(7,126,443)	(4,446,109)	(4,537,003)
- Principal Repayment	(1,955,000)	(1,500,000)	(1,620,000)	(1,750,000)	(2,000,000)	(2,600,000)
Working Cash - End of Year	$ 4,967,872	$ 5,067,597	$ 5,220,672	$ 5,779,970	$ 6,399,716	$ 6,237,760
25% Working Capital Reserve (prior year's audited expenses)		916,148	929,265	984,050	1,133,019	1,217,624
Coverage Ratio	1.80	1.47	1.76	1.58	1.55	1.44

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2009-2013
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 2009
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. This is one year later than initial projections from the 2005 Rate Study. The rate increase would be $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 2009 BUDGET

STORMWATER UTILITY

LONG TERM DEBT

	1999 Revenue Bonds		2000 Revenue Bonds		2001 Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2009	200,000	2,400	145,000	9,431	215,000	177,290
2010	-	-	155,000	1,918	225,000	167,901
2011	-	-	-	-	240,000	157,410
2012	-	-	-	-	255,000	146,104
2013	-	-	-	-	265,000	134,291
2014	-	-	-	-	280,000	121,650
2015	-	-	-	-	295,000	108,031
2016	-	-	-	-	305,000	93,585
2017	-	-	-	-	325,000	77,981
2018	-	-	-	-	340,000	61,250
2019	-	-	-	-	360,000	43,500
2020	-	-	-	-	380,000	24,750
2021	-	-	-	-	400,000	5,000
	$ 200,000	$ 2,400	$ 300,000	$ 11,349	$ 3,885,000	$ 1,318,743

	2002 Revenue Bonds		2003 Revenue Bonds		2004 Revenue Bonds		2006 Revenue Bonds	
Year	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2009	105,000	83,547	160,000	126,476	145,000	123,019	155,000	320,688
2010	110,000	79,263	170,000	120,973	150,000	118,275	360,000	308,338
2011	115,000	74,713	175,000	114,781	155,000	112,988	530,000	288,838
2012	120,000	69,850	180,000	107,964	160,000	107,281	550,000	267,038
2013	125,000	64,816	185,000	100,670	165,000	101,191	555,000	243,847
2014	130,000	59,504	195,000	93,336	175,000	94,558	565,000	219,941
2015	135,000	53,852	200,000	85,733	180,000	87,800	580,000	195,450
2016	140,000	47,824	210,000	77,665	185,000	80,701	590,000	170,481
2017	145,000	41,453	220,000	69,018	195,000	73,048	610,000	145,341
2018	150,000	34,721	230,000	59,745	200,000	64,948	625,000	119,128
2019	160,000	27,435	240,000	49,828	210,000	56,283	640,000	92,088
2020	165,000	19,697	250,000	39,245	220,000	46,983	450,000	70,522
2021	175,000	11,372	260,000	27,978	230,000	37,028	215,000	58,545
2022	185,000	2,313	270,000	16,005	240,000	26,398	225,000	48,811
2023	-	-	285,000	3,242	250,000	15,166	250,000	37,913
2024	-	-	-	-	265,000	3,081	250,000	26,663
2025	-	-	-	-	-	-	260,000	15,075
2026	-	-	-	-	-	-	270,000	3,038
	$ 1,960,000	$ 670,360	$ 3,230,000	$ 1,092,659	$ 3,125,000	$ 1,148,748	$ 7,680,000	$ 2,631,745

	2007 Revenue Bonds		2008 Revenue Bonds		TOTAL		
Year	Principal	Interest	Principal	Interest	Principal	Interest	Total
2009	175,000	226,091	200,000	245,078	1,500,000	1,314,020	2,814,020
2010	175,000	218,653	215,000	231,668	1,560,000	1,246,989	2,806,989
2011	185,000	210,897	225,000	224,993	1,625,000	1,184,620	2,809,620
2012	195,000	202,716	225,000	218,243	1,685,000	1,119,196	2,804,196
2013	205,000	194,109	235,000	210,386	1,735,000	1,049,310	2,784,310
2014	215,000	185,078	245,000	201,899	1,805,000	975,966	2,780,966
2015	220,000	175,781	250,000	193,193	1,860,000	899,840	2,759,840
2016	230,000	166,113	260,000	183,693	1,920,000	820,062	2,740,062
2017	240,000	156,019	270,000	173,155	2,005,000	736,015	2,741,015
2018	250,000	145,031	275,000	162,205	2,070,000	647,028	2,717,028
2019	265,000	133,523	300,000	150,455	2,175,000	553,112	2,728,112
2020	275,000	121,344	300,000	138,455	2,040,000	460,996	2,500,996
2021	290,000	107,375	320,000	125,255	1,890,000	372,553	2,262,553
2022	305,000	92,313	335,000	111,177	1,560,000	297,017	1,857,017
2023	320,000	76,500	350,000	95,411	1,455,000	228,232	1,683,232
2024	335,000	59,938	365,000	78,613	1,215,000	168,295	1,383,295
2025	355,000	37,813	380,000	61,118	995,000	114,006	1,109,006
2026	370,000	24,125	400,000	43,200	1,040,000	70,363	1,110,363
2027	390,000	4,875	420,000	24,525	810,000	29,400	839,400
2028			440,000	4,950	440,000	4,950	444,950
	$ 4,995,000	$ 2,538,294	$ 6,010,000	$ 2,877,672	$ 31,385,000	$ 12,291,970	$ 43,676,970

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of $5,920,000 will be issued in 2009. Expected interest expense on the issue for 2009 is $120,000.

CITY OF APPLETON
2009 BUDGET RESOLUTION

Resolved,

The 2009 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 $28,262,192 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 $3,240,038 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of $2,647,850 for Special Revenue Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of $7,378,600 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 $9,000,000 including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an Official Statement be prepared and distributed by the Director of Finance in support of the sale.

Be it further resolved,

That all projects included herein are not appropriated or authorized to proceed until non-tax funding sources are committed without recourse.

CITY OF APPLETON 2009 BUDGET
PERSONNEL ADDITIONS/DELETIONS

		Dept. Request		Exec. Budget		Adopted Budget	
		No.	Amount	No.	Amount	No.	Amount
GENERAL FUND							
LIBRARY							
Network Services Assistant		0.50	20,419				
Circulation Page Clerk		0.50	14,661				
Children's Outreach Librarian		0.50	25,156				
PARKS & RECREATION							
Park Caretaker - 8 month		0.67	44,017				
Arborist Upgrade		0.00	1,240				
TECHNOLOGY SERVICES							
Web Development Specialist		1.00	85,750				
FIRE							
Firefighters		8.00	716,059				
POLICE							
Convert Officer to Operations Captain	1	0.00	40,167	0.00	20,965	0.00	20,965
Increase Payroll Assistant to full-time	2	1.00	35,026				
Increase Evidence Assistant to full-time	2	1.00	39,828				
Total General Fund:		**13.17**	**$ 1,022,323**	**0.00**	**$ 20,965**	**0.00**	**$ 20,965**
SPECIAL REVENUE FUNDS							
SANITATION							
Front Load Refuse Truck Operator		(1.00)	(61,657)	(1.00)	(61,657)	(1.00)	(61,657)
BLOCK GRANT / SAFE ROUTES TO SCHOOLS							
Grants Administrator	3	0.20	16,008	0.20	16,008	0.20	16,008
Total Special Revenue Fund:		**(0.80)**	**$ (45,649)**	**(0.80)**	**$ (45,649)**	**(0.80)**	**$ (45,649)**
ENTERPRISE FUNDS							
STORMWATER							
Equipment Operator 1		1.00	57,989	1.00	57,989	1.00	57,989
REID GOLF COURSE							
Golf Course Superintendent				(0.30)	(31,797)	(0.30)	(31,797)
Total Internal Service Fund:		**1.00**	**$ 57,989**	**0.70**	**$ 26,192**	**0.70**	**$ 26,192**
INTERNAL SERVICE FUNDS							
FACILITIES MAINTENANCE							
Administrative Support		0.70	45,000				
Total Internal Service Fund:		**0.70**	**$ 45,000**	**0.00**	**$ -**	**0.00**	**$ -**
TOTAL CITY:		**14.07**	**$ 1,079,663**	**(0.10)**	**$ 1,508**	**(0.10)**	**$ 1,508**

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. Conversion is expected to take place in April, 2009. Other operating expenses have been reduced to offset the additional personnel expense for 2009.

2. Both of these functions are currently met by non-benefited 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.

3. This position is entirely grant funded.

CITY OF APPLETON
2009 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions

DEPARTMENT	2006	2007	2008	2009
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	9.87	9.85	9.85	9.85
Fire Department	102.00	101.00	101.00	101.00
Health Department	13.05	12.85	12.85	12.85
Health Grants	4.55	4.60	4.40	3.40
Technology Services	15.40	15.40	15.40	15.40
Library	45.50	45.50	45.50	45.50
Mayor's Office	3.00	3.00	3.00	3.00
Facilities Management	-	8.00	8.55	8.55
Parks & Recreation	34.00	34.67	34.67	34.67
Reid Golf Course	2.67	2.05	2.05	1.75
Human Resources	5.95	5.95	5.95	5.95
Risk Management	2.98	2.98	2.98	2.98
Community Development	8.00	8.00	8.00	8.00
Housing & Community Devel.	2.68	2.65	2.75	2.76
Police Department	133.00	135.00	135.00	135.00
Public Works	59.80	58.57	55.32	57.81
Sanitation	22.69	22.69	22.69	21.29
CEA	14.11	14.11	14.11	14.11
Parking	11.47	11.47	11.47	11.47
Capital (TIF, Subdivision, etc.)	4.03	4.26	8.31	6.50
Stormwater Utility	16.12	17.52	16.92	17.32
Water Utility	38.27	36.92	36.92	36.42
Wastewater Utility	32.47	28.07	27.32	28.32
Valley Transit	54.80	54.30	51.90	51.90
Total Regular Employees	652.07	655.08	652.57	651.47

CITY OF APPLETON 2009 BUDGET
ASSESSED PROPERTY VALUES

	01/01/07	01/01/08	Change in Dollars	Change in Percent
Tax Increment Districts #1- 7 *	$ 391,399,167	$ 348,527,228	$ (42,871,939)	-10.95%
Outagamie County				
Real Estate	3,721,020,119	3,814,795,200	93,775,081	2.52%
Personal Property	114,871,381	127,910,300	13,038,919	11.35%
Total With TID:	3,835,891,500	3,942,705,500	106,814,000	2.78%
Total Without TID:	3,510,402,798	3,663,064,300	152,661,502	4.35%
Calumet County				
Real Estate	616,635,337	621,946,500	5,311,163	0.86%
Personal Property	10,504,063	12,200,200	1,696,137	16.15%
Total With TID:	627,139,400	634,146,700	7,007,300	1.12%
Total Without TID:	561,178,935	565,896,200	4,717,265	0.84%
Winnebago County				
Real Estate	58,825,459	61,412,600	2,587,141	4.40%
Personal Property	3,851,441	3,691,100	(160,341)	-4.16%
Total With TID:	62,676,900	65,103,700	2,426,800	3.87%
Total Without TID:	62,726,900	64,468,172	1,741,272	2.78%
All Counties With TIDs:	**$ 4,525,707,800**	**$ 4,641,955,900**	**$ 115,562,572**	**2.57%**
All Counties Without TIDs:	**$ 4,134,308,633**	**$ 4,293,428,672**	**$ 159,120,039**	**3.85%**

* TID # 1 will close in 2008, therefore there is no increment for the 2009 budget.

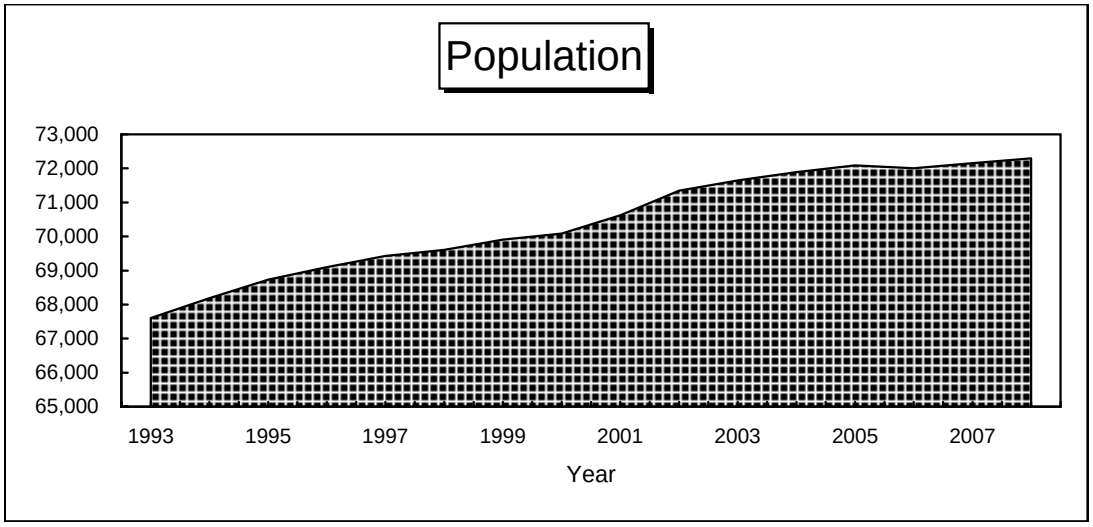
CITY OF APPLETON 2009 BUDGET
EQUALIZED PROPERTY VALUES

		01/01/07	01/01/08	Change in Dollars	Change in Percent
TID #1	Gross *	$ 139,459,100	$ -	$ (139,459,100)	-100.00%
	Base (1980)	(49,169,500)	-	49,169,500	-100.00%
	Increment	90,289,600	-	(90,289,600)	-100.00%
TID #2	Gross	15,815,100	16,840,600	1,025,500	6.48%
	Base (1991)	(4,050,900)	(4,050,900)	-	0.00%
	Increment	11,764,200	12,789,700	1,025,500	8.72%
TID #3	Gross	76,503,100	79,057,000	2,553,900	3.34%
	Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
	Increment	57,562,300	60,116,200	2,553,900	4.44%
TID #4	Gross	215,117,000	256,456,500	41,339,500	19.22%
	Base (1995)	(52,781,700)	(52,781,700)	-	0.00%
	Increment	162,335,300	203,674,800	41,339,500	25.47%
TID #5	Gross	11,405,600	12,091,700	686,100	6.02%
	Base (1999)	(4,669,500)	(4,669,500)	-	0.00%
	Increment	6,736,100	7,422,200	686,100	10.19%
TID #6	Gross	68,521,800	70,546,000	2,024,200	2.95%
	Base (2000)	(1,624,200)	(1,624,200)	-	0.00%
	Increment	66,897,600	68,921,800	2,024,200	3.03%
TID #7	Gross	-	26,305,400	26,305,400	N/A
	Base (2007)	-	(25,657,000)	(25,657,000)	N/A
	Increment	-	648,400	648,400	N/A
Total All Increments:		**$ 395,585,100**	**$ 353,573,100**	**$ (42,012,000)**	**-10.62%**
Outagamie County					
	Real Estate	3,757,589,100	3,875,879,900	118,290,800	3.15%
	Personal Property	116,000,300	128,321,000	12,320,700	10.62%
Total With TID:		3,873,589,400	4,004,200,900	130,611,500	3.37%
Total Without TID:		3,544,901,900	3,720,198,000	175,296,100	4.95%
Calumet County					
	Real Estate	625,396,200	628,184,100	2,787,900	0.45%
	Personal Property	10,653,300	12,200,200	1,546,900	14.52%
Total With TID:		636,049,500	640,384,300	4,334,800	0.68%
Total Without TID:		569,151,900	571,462,500	2,310,600	0.41%
Winnebago County					
	Real Estate	61,950,500	62,731,200	780,700	1.26%
	Personal Property	4,052,600	3,691,100	(361,500)	-8.92%
Total With TID:		66,003,100	66,422,300	419,200	0.64%
Total Without TID:		66,003,100	65,773,900	(229,200)	-0.35%
All Counties With TIDs:		**$ 4,575,642,000**	**$ 4,711,007,500**	**$ 135,365,500**	**2.96%**
All Counties Without TIDs:		**$ 4,180,056,900**	**$ 4,357,434,400**	**$ 177,377,500**	**4.24%**

* TID # 1 will close in 2008, therefore there is no increment for the 2009 budget.

CITY OF APPLETON
2009 BUDGET
POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
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
2008	Est.	60,170	11,195	932	72,297



CITY OF APPLETON 2009 BUDGET

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* Not funded in 2009 budget
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
2009 BUDGET
GLOSSARY

ADA: Americans with Disabilities Act.

AD VALOREM TAX: A tax based on value (e.g., a property tax).

AGENCY FUND: A fund consisting of resources received and held by the governmental unit as an agent for others; for example, taxes collected and held by a municipality for a school district.

APPLIED EQUITY: An amount projected to be available from current and past years' equity balances to be consumed in lieu of raising taxes or other revenues. Application of equity prevents unneeded equity from accumulating, and should be utilized in a planned conservative manner.

APPROPRIATION: An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT: (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. In the case of other property, the official list containing the name and address of each owner of such property and its assessed value.

BALANCED BUDGET: A balanced budget is one in which total anticipated revenues equal or exceed total budgeted expenditures for each fund. Budgets may also be balanced by use of unallocated reserves available if fund balance policies permit.

BASIS OF ACCOUNTING/BASIS OF BUDGET: The basis of budget or of accounting refers to the timing of revenue and expenditure recognition. With few exceptions, the budget is prepared on the same basis as the City's annual financial statements, which is the modified accrual basis for all governmental funds and the accrual basis for proprietary funds. Under the modified accrual basis, revenues are recognized when they become measurable and available and expenditures generally when the related liability is incurred. Under the accrual basis, revenues are recognized when they occur, regardless of the timing of related cash flows. One significant difference between the basis of accounting and the basis of budget is in the treatment of capital expenditures in the proprietary funds, which are included in operating expenditures for budget purposes.

BOND: Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period (over ten years) and requires greater legal formality.

BOND ANTICIPATION NOTES: Short-term notes of a municipality sold in anticipation of bond issuance, which are full faith and credit obligations of the governmental unit and are to be retired from the proceeds of the bonds to be issued.

BOND DISCOUNT: The excess of the face value of a bond over the price for which it is acquired or sold.

BOND FUND: A fund established to receive and disburse the proceeds of a governmental bond issue.

CITY OF APPLETON
2009 BUDGET
GLOSSARY

BOND PREMIUM: The excess of the price at which a bond is acquired or sold, over its face value.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by the body.

BUDGET ADJUSTMENT: A legal procedure requiring Council action to revise a budget appropriation. (City staff has the prerogative to adjust certain expenditures within a department budget.)

BUDGET MESSAGE: A general discussion of the budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

BUDGET PROCESS: The budget process consists of activities that encompass the development, implementation, communication and evaluation of a plan for the provision of services and capital assets that allows for public input.

CAPITAL BUDGET: A plan for acquisition or construction of assets embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

CAPITAL OUTLAY: Expenditures for equipment, vehicles or machinery with multi-year useful lives.

CAPITAL PROJECT FUND: Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise and trust funds.

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, charges for services 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 Principles.

GASB: Governmental Accounting Standards Board.

GENERAL LEDGER: A book, file or other device, which contains the accounts necessary to reflect in summary or in detail the financial operations and the financial condition of a governmental unit.

CITY OF APPLETON
2009 BUDGET
GLOSSARY

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

GOVERNMENTAL FUND TYPES: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

HAVA: Help America Vote Act.

IN LIEU OF TAXES: A contribution by benefactors of City services who are tax exempt, i.e. certain utilities and non-profit organizations who either choose to, or are required to pay a "tax equivalent amount".

INDIRECT COSTS: Costs associated with, but not directly attributable to, the providing of a product or service. These costs are usually incurred by other departments in the support of operating departments.

INTEREST INCOME: Interest earned on funds, which are not immediately needed by the City.

INTERFUND TRANSFERS: Amounts transferred from one fund to another, primarily as reimbursements for services provided.

INTERGOVERNMENTAL REVENUE: Revenue received from another government in the form of grants and shared revenues. Typically, these contributions are made to local governments from the State and Federal governments and are made for specified purposes.

INTERNAL SERVICE FUND: Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the County or to other governments on a cost reimbursement basis.

LABOR POOL (ALLOCATION): The group of laborers and professionals comprising the work force who perform the various labor needs of the City. The City utilizes seven different labor pools ... sanitation, streets, signs, maintenance, electrical, parks, and CEA are charging the cost of their services to the beneficiary budgets.

LABOR POOL (UNALLOCATED): The non-chargeable costs of the Labor Pool work force are accounted for as unallocated labor pool in the examples of certain budgets. These costs include vacation, sick time, funeral, and jury leave.

LAPSING/NON-LAPSING BUDGET: A Lapsing budget is one for which spending authority terminates at year-end. All operating and capital budgets are considered lapsing with the exception of grant Special Revenue funds that are legally restricted for certain purposes (such as Housing and Community Development Grants).

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MA: Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

MODIFIED ACCRUAL: Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

MUNICIPAL CORPORATION: A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

NONEXPENDABLE TRUST FUND: A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES: Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

PROGRAM: A logical grouping of department activities, which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns objectives, while an organization concerns administration. The program structure, from lowest to highest level, is activity - sub program - program - major program.

PROJECT: A special activity involving expenditures and revenues from State and Federal agencies, e.g., Public Works construction projects.

PROPRIETARY FUND TYPES: The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial 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.

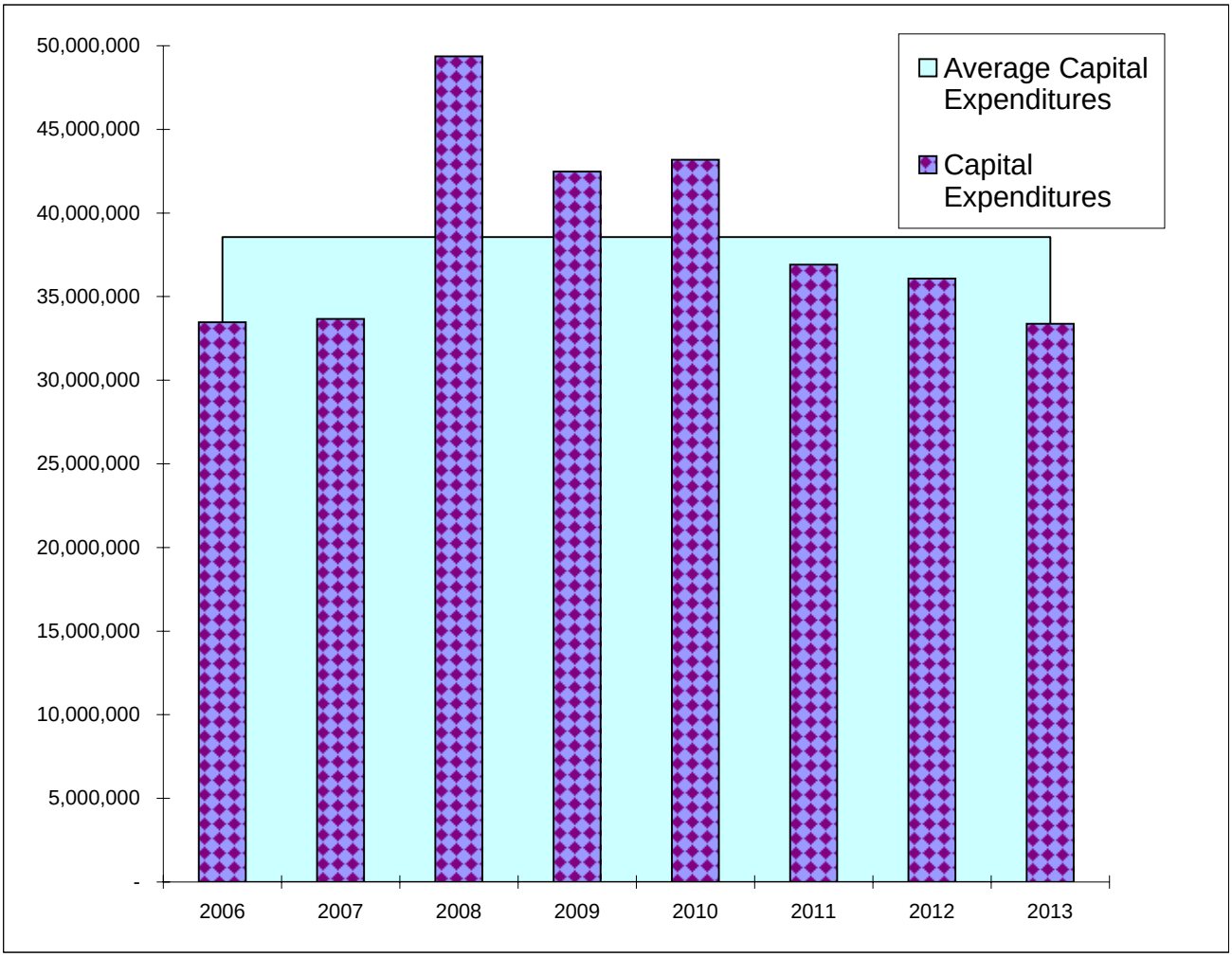
CITY OF APPLETON
PROJECT DEFINITIONS

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.

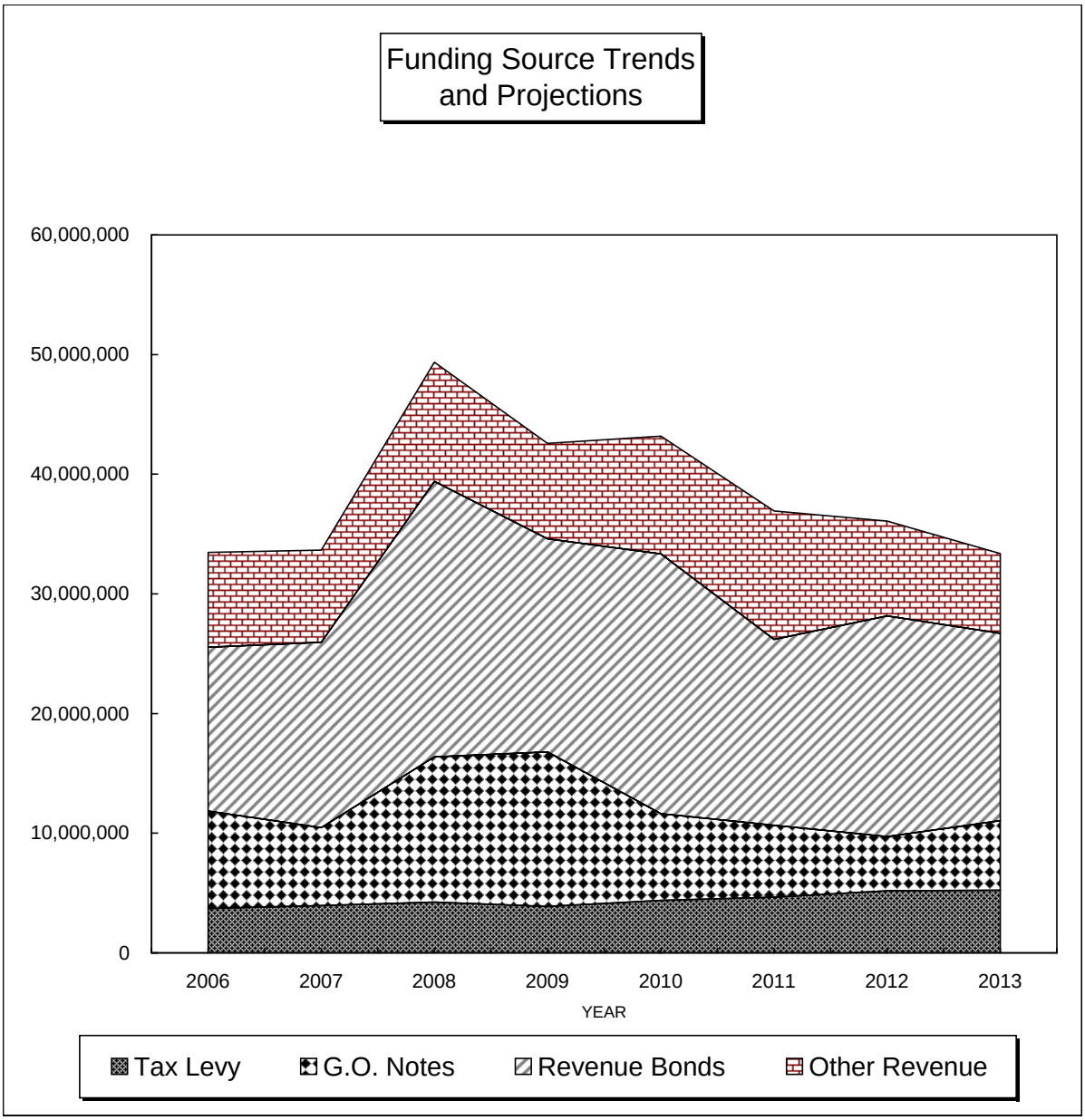
FUNDING
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.
Note/Bond: This source of funding is generated through the borrowing of funds (principal) at a cost (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 2009 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2006 - 2013



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2006 - 2013. The total for 2008 - 2009 includes projected construction costs for a major renovation and expansion of the Police station. 2008 - 2013 also include 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 2009 BUDGET
CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the capital improvements program budget is financed. The total for revenue bonds for 2006 - 2013 includes funding for additional water transmission lines, as well as projects related to addressing water plant capacity issues in 2008 - 2013. Significant Stormwater management infrastructure is required to meet NR 151/216 regulations in all five years, including several major projects in 2010. 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 2009 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2009 - 2013
PROJECT CATEGORY LIST FOR 2009

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
615	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o	83,415	83,415
616	TIF District # 7 - South Memorial Drive	CD	-	49,000	-		-	49,000
618	Asphalt Paving Program	PW	1,016,672		-	o	654,018	1,670,690
621	Traffic Improvements	PW	-	135,000	-		-	135,000
622	Concrete Paving Program	PW	1,627,621	5,259,955	-	o	2,423,351	9,310,927
627	Traffic Sign Retroreflectivity Mandate	PW	-	42,700	-	o	128,100	170,800
628	Grade & Gravel Program	PW	539,128	517,961	-		-	1,057,089
630	Sidewalk Program	PW	688,014	95,584	-	o	349,443	1,133,041
632	Stormwater Program	SW	-	-	5,500,000	o	1,355,298	6,855,298
638	Water Main Program	WD	-	-	6,100,000	o	292,781	6,392,781
644	Water Plant Lake Intake Improvements	WF	-	-	570,000		-	570,000
645	Second Feeder Main to Water Plant	WF	-	-	-	w	50,000	50,000
646	Sanitary Sewer Program	WW	-	-	3,500,000	o	403,800	3,903,800
	Facilities							
653	City Hall Generator Installation	FMD	-	150,000	-		-	150,000
658	Grounds Improvements	FMD	-	115,000	-		-	115,000
659	HVAC Upgrades	FMD	-	175,000	-		-	175,000
660	Lake Station Permanganate Storage Addition	FMD	-	-	-	w	30,000	30,000
661	Library	FMD	-	50,000	-	o	25,000	75,000
662	Lighting Upgrades	FMD	-	70,000	-		-	70,000
663	Police station	FMD	-	5,164,167	-		-	5,164,167
664	Roof Replacement	FMD	-	100,000	-	s	120,000	220,000
665	Security & Life Safety Upgrades	FMD	-	65,000	-		-	65,000
666	Waste Gas Study	FMD	-	-	-	s	500,000	500,000
667	Wastewater Sludge Storage Building Expansion	FMD	-	-	-	s	75,000	75,000
668	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	140,000	140,000
670	Water Plant Capacity Expansion	WF	-	-	1,640,000		-	1,640,000
	Equipment							
675	Extrication Equipment	FD	-	40,000	-		-	40,000
679	Portable Radios	PD/FD	-	307,500	-		-	307,500
680	Engineering/Survey Equipment Replacement	PW	-	40,000	-		-	40,000
681	Public Works Equipment Replacement	PW	-	-	-	st	60,000	60,000
682	Technology Upgrades	TS	-	71,500	-		-	71,500
683	Web Site Enhancement	TS	-	82,000	-		-	82,000
684	Wireless Broadband Access	TS	-	190,000	-	o	190,000	380,000
687	Water Plant Corrosion Replacements	WF	-	-	500,000	w	-	500,000
689	Aeration Tank Variable Frequency Drive Motors	WW	-	-	-	s	800,000	800,000
	Quality of Life							
710	Lutz Park Renovations	PR	-	-	-	o	75,000	75,000
717	Riverfront Initiatives	PR	-	-	-	o	107,000	107,000
	Issue Costs	PR	-	90,000	-		-	90,000
	Available Fund Balances Applied	PR	-	(5,431,767)	(8,810,000)	**	-	(14,241,767)
			3,871,435	7,378,600	9,000,000		7,862,206	28,112,241

Other Supplemental Information:		
Sewer User Fees (s):	*	2,031,340
Water User Fees (w):		271,904
Stormwater User Fees (st):		1,383,311
Subdivision (sd):		2,292,023
Other (o):		1,883,628
		7,862,206

* Sewer user fees includes the use of $750,000 from the DNR Replacement Fund.

** Borrowing for 2009 Water Utility capital projects was done in 2008 along with borrowing for 2008 projects.

City of Appleton 2009 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2009 - 2013
PROJECT CATEGORY LIST FOR 2010

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
614	Miscellaneous Site Acquisition	CD	-	300,000	-		-	300,000
615	TIF District # 6 - Southpoint Commerce Park	CD	-	267,898	-	o	226,673	494,571
616	TIF District # 7 - South Memorial Drive	CD	-	49,000	-		-	49,000
618	Asphalt Paving Program	PW	1,030,592	258,310	-	o	848,120	2,137,022
621	Traffic Improvements	PW	107,700	-	-		-	107,700
622	Concrete Paving Program	PW	2,357,708	102,469	-	o	3,354,224	5,814,401
627	Traffic Sign Retroreflectivity Mandate	PW	150,000	-	-		-	150,000
628	Grade & Gravel Program	PW	69,516	264,675	-	o	47,700	381,891
630	Sidewalk Program	PW	681,692	5,994	-	o	535,634	1,223,320
632	Stormwater Program	SW	-	83,143	10,380,000	o	1,917,026	12,380,169
638	Water Main Program	WD	-	276,500	6,500,000	o	163,050	6,939,550
645	Second Feeder Main to Water Plant	WF	-	-	925,000		-	925,000
646	Sanitary Sewer Program	WW	-	154,995	3,894,592	o	452,148	4,501,735
652	Wastewater Plant Sanitary Sewer Capacity Imp.	WW	-	-	-	s	90,000	90,000
	Facilities							
657	Future Fire Stations/Relocations	FMD	-	300,000	-		-	300,000
658	Grounds Improvements	FMD	-	115,000	-		-	115,000
659	HVAC Upgrades	FMD	-	250,000	-		-	250,000
660	Lake Station Permanganate Storage Addition	FMD	-	-	-	w	300,000	300,000
661	Library	FMD	-	75,000	-		-	75,000
662	Lighting Upgrades	FMD	-	50,000	-		-	50,000
664	Roof Replacement	FMD	-	100,000	-		-	100,000
665	Security & Life Safety Upgrades	FMD	-	-	-	s	50,000	50,000
667	Wastewater Sludge Storage Building Expansion	FMD	-	-	-	s	75,000	75,000
668	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	145,000	145,000
669	Radio Infrastructure	PD	-	1,000,000	-		-	1,000,000
671	Water Plant Secondary Membrane Treatment	WF	-	-	-	w	100,000	100,000
	Equipment							
674	Burners for Training Facility	FD	-	250,000	-		-	250,000
677	Library Shelving	LIB	-	80,000	-		-	80,000
678	Radio Frequency Identification Conversion	LIB	-	107,000	-		-	107,000
679	Portable Radios	PD/FD	-	72,500	-		-	72,500
681	Public Works Equipment Replacement	PW	-	60,000	-		-	60,000
682	Technology Upgrades	TS	-	276,500	-		-	276,500
684	Wireless Broadband Access	TS	-	190,000	-	o	285,000	475,000
685	Utility Billing System	TS	-	-	-	o	250,000	250,000
688	Aeration Tank Diffuser Replacement	WW	-	-	-	s	250,000	250,000
690	Archimedes Screw Pump Rebuild	WW	-	-	-	s	60,000	60,000
692	Belt Filter Press Rebuilds	WW	-	-	-	s	302,500	302,500
693	Influent / Effluent Flow Meter Improvements	WW	-	-	-	s	220,000	220,000
694	Lift Station Renovations	WW	-	-	-	s	175,000	175,000
	Quality of Life							
699	AMP - Athletic Fields Renovations	PR	-	300,000	-		-	300,000
705	Erb Park Renovations	PR	-	200,000	-		-	200,000
708	Houdini Plaza Renovations	PR	-	650,000	-		-	650,000
712	Parks - Playground Equipment	PR	-	75,000	-		-	75,000
714	Peabody Park	PR	-	50,000	-		-	50,000
717	Riverfront Initiatives	PR	-	1,000,000	-		-	1,000,000
720	Telulah Park Improvements	PR	-	80,000	-		-	80,000
			4,397,208	7,043,984	21,699,592		9,847,075	42,987,859

Other Supplemental Information:		
Sewer User Fees (s):	*	1,840,314
Water User Fees (w):		551,175
Stormwater User Fees (st):		1,775,220
Subdivision (sd):		2,356,605
Other (o):		3,323,761
		9,847,075

* Sewer user fees includes the use of $817,500 from the DNR Replacement Fund.

City of Appleton 2009 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2009 - 2013
PROJECT CATEGORY LIST FOR 2011

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
614	Miscellaneous Site Acquisition	CD	-	250,000	-		-	250,000
615	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o	159,000	159,000
616	TIF District # 7 - South Memorial Drive	CD	-	299,000	-		-	299,000
617	Bridge Improvements	PW	-	109,068	-		-	109,068
618	Asphalt Paving Program	PW	606,361	-	-	o	1,304,126	1,910,487
621	Traffic Improvements	PW	110,000	-	-		-	110,000
622	Concrete Paving Program	PW	2,514,909	311,500	-	o	3,215,559	6,041,968
627	Traffic Sign Retroreflectivity Mandate	PW	50,000	-	-		-	50,000
628	Grade & Gravel Program	PW	682,386	-	-	o	519,993	1,202,379
630	Sidewalk Program	PW	697,230	-	-	sd	334,925	1,032,155
632	Stormwater Program	SW	-	-	6,180,000	o	946,443	7,126,443
638	Water Main Program	WD	-	-	5,500,000	o	1,229,765	6,729,765
646	Sanitary Sewer Program	WW	-	-	3,864,894	o	732,023	4,596,917
	Facilities							
657	Future Fire Stations/Relocations	FMD	-	50,000	-		-	50,000
658	Grounds Improvements	FMD	-	150,000	-		-	150,000
659	HVAC Upgrades	FMD	-	50,000	-	s	135,000	185,000
661	Library	FMD	-	500,000	-		-	500,000
664	Roof Replacement	FMD	-	150,000	-	s	100,000	250,000
667	Wastewater Sludge Storage Building Expansion	FMD	-	-	-	s	125,000	125,000
668	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	135,000	135,000
669	Radio Infrastructure	PD	-	1,000,000	-		-	1,000,000
671	Water Plant Secondary Membrane Treatment	WF	-	-	-	w	100,000	100,000
	Equipment							
676	Self Contained Breathing Apparatus Replacement	FD	-	527,900	-		-	527,900
678	Radio Frequency Identification Conversion	LIB	-	307,000	-		-	307,000
679	Portable Radios	PD/FD	-	280,000	-		-	280,000
681	Public Works Equipment Replacement	PW	-	-	-	st	60,000	60,000
684	Wireless Broadband Access	TS	-	100,000	-	o	150,000	250,000
686	Pressure Zone Control Valve Stations	WF	-	-	-	w	185,000	185,000
691	Bar Screen Replacement	WW	-	-	-	s	1,000,000	1,000,000
694	Lift Station Renovations	WW	-	-	-	s	210,000	210,000
	Quality of Life							
698	Reid Golf Course Improvements	PR	-	-	-	o	25,000	25,000
703	Colony Oaks Park	PR	-	195,000	-		-	195,000
706	Erb Pool Remodeling	PR	-	50,000	-		-	50,000
708	Houdini Plaza Renovations	PR	-	200,000	-		-	200,000
712	Parks - Playground Equipment	PR	-	80,000	-		-	80,000
717	Riverfront Initiatives	PR	-	815,000	-		-	815,000
719	Southeast Park	PR	-	250,000	-		-	250,000
721	Vulcan Heritage Park	PR	-	225,000	-	o	50,000	275,000
			4,660,886	5,899,468	15,544,894		10,716,834	36,822,082

Other Supplemental Information:		
Sewer User Fees (s):	*	2,201,223
Water User Fees (w):		1,301,515
Stormwater User Fees (st):		1,001,194
Subdivision (sd):		2,433,597
Other (o):		3,779,305
		10,716,834

* Sewer user fees includes the use of $1,000,000 from the DNR Replacement Fund.

City of Appleton 2009 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2009 - 2013
PROJECT CATEGORY LIST FOR 2012

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
614	Miscellaneous Site Acquisition	CD	-	300,000	-		-	300,000
615	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o	397,250	397,250
616	TIF District # 7 - South Memorial Drive	CD	-	200,000	-		-	200,000
617	Bridge Improvements	PW	-	615,920	-		-	615,920
618	Asphalt Paving Program	PW	904,604	-	-	o	1,055,506	1,960,110
621	Traffic Improvements	PW	113,300	-	-		-	113,300
622	Concrete Paving Program	PW	2,946,636	-	-	o	2,286,479	5,233,115
627	Traffic Sign Retroreflectivity Mandate	PW	425,000	-	-		-	425,000
630	Sidewalk Program	PW	800,314	-	-	sd	367,450	1,167,764
632	Stormwater Program	SW	-	-	4,000,000	o	446,109	4,446,109
638	Water Main Program	WD	-	-	5,500,000	w	1,084,460	6,584,460
646	Sanitary Sewer Program	WW	-	-	3,691,822	s	907,955	4,599,777
	Facilities							
656	Floor Recoating (MSB)	FMD	-	100,000	-		-	100,000
657	Future Fire Stations/Relocations	FMD	-	200,000	-		-	200,000
658	Grounds Improvements	FMD	-	50,000	-		-	50,000
661	Library	FMD	-	500,000	-		-	500,000
664	Roof Replacement	FMD	-	-	-	s	145,000	145,000
667	Wastewater Sludge Storage Building Expansion	FMD	-	-	1,500,000		-	1,500,000
668	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	140,000	140,000
671	Water Plant Secondary Membrane Treatment	WF	-	-	3,750,000		-	3,750,000
672	Water Tower Land & Construction	WF	-	-	-	w	100,000	100,000
	Equipment							
673	Additional Vehicle, Station # 6	FD	-	750,000	-		-	750,000
678	Radio Frequency Identification Conversion	LIB	-	404,000	-		-	404,000
681	Public Works Equipment Replacement	PW	-	-	-	st	60,000	60,000
686	Pressure Zone Control Valve Stations	WF	-	-	-	w	185,000	185,000
693	Influent / Effluent Flow Meter Improvements	WW	-	-	-	s	95,000	95,000
695	PLC Replacement & SCADA Upgrade	WW	-	-	-	s	500,000	500,000
696	Receiving Station Improvements	WW	-	-	-	s	150,000	150,000
	Quality of Life							
712	Parks - Playground Equipment	PR	-	85,000	-		-	85,000
715	Pierce Park Renovations	PR	-	100,000	-		-	100,000
716	Prospect Avenue Park Acquisition	PR	-	53,050	-		-	53,050
717	Riverfront Initiatives	PR	-	1,300,000	-		-	1,300,000
720	Telulah Park Improvements	PR	-	270,000	-		-	270,000
			5,189,854	4,927,970	18,441,822		7,920,209	36,479,855

Other Supplemental Information:		
Sewer User Fees (s):	*	1,797,955
Water User Fees (w):		1,369,460
Stormwater User Fees (st):		354,359
Subdivision (sd):		2,250,194
Other (o):		2,148,241
		7,920,209

* Sewer user fees includes the use of $500,000 from the DNR Replacement Fund.

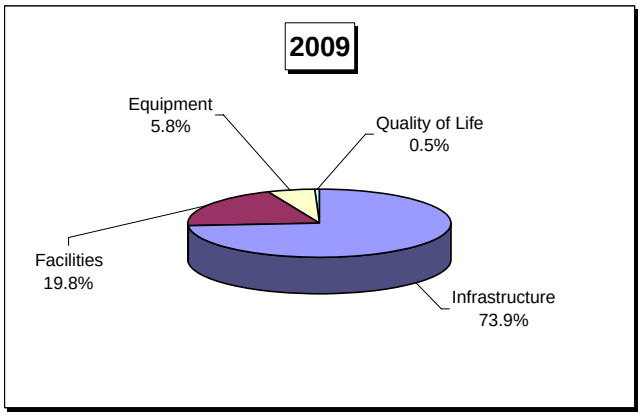
City of Appleton 2009 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2009 - 2013
PROJECT CATEGORY LIST FOR 2013

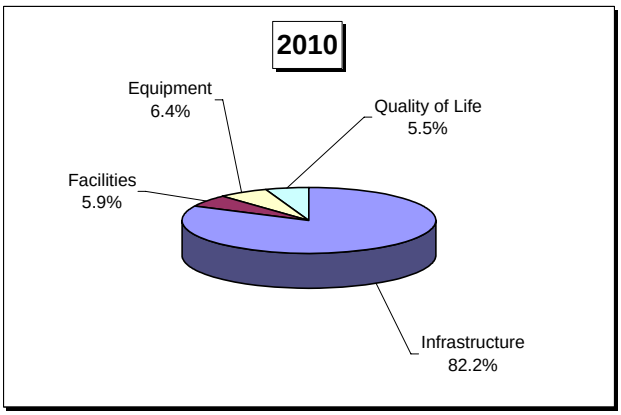
Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
614	Miscellaneous Site Acquisition	CD	-	250,000	-		-	250,000
615	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o	159,000	159,000
617	Bridge Improvements	PW	-	384,463	-		-	384,463
618	Asphalt Paving Program	PW	1,033,626	-	-	o	909,050	1,942,676
621	Traffic Improvements	PW	115,600	-	-		-	115,600
622	Concrete Paving Program	PW	3,004,209	-	-	sd	2,006,437	5,010,646
627	Traffic Sign Retroreflectivity Mandate	PW	425,000	-	-		-	425,000
628	Grade & Gravel Program	PW	-	-	-	o	40,000	40,000
630	Sidewalk Program	PW	667,202	-	-	o	322,411	989,613
632	Stormwater Program	SW	-	3,649	4,000,000	st	533,354	4,537,003
638	Water Main Program	WD	-	-	4,000,000	w	421,502	4,421,502
646	Sanitary Sewer Program	WW	-	-	3,913,139	o	805,535	4,718,674
	Facilities							
656	Floor Recoating (MSB)	FMD	-	100,000	-		-	100,000
657	Future Fire Stations/Relocations	FMD	-	1,700,000	-		-	1,700,000
658	Grounds Improvements	FMD	-	350,000	-		-	350,000
659	HVAC Upgrades	FMD	-	140,000	-		-	140,000
661	Library	FMD	-	1,000,000	-		-	1,000,000
664	Roof Replacement	FMD	-	-	-	s	75,000	75,000
668	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	135,000	135,000
671	Water Plant Secondary Membrane Treatment	WF	-	-	3,750,000		-	3,750,000
672	Water Tower Land & Construction	WF	-	-	-	w	100,000	100,000
	Equipment							
686	Pressure Zone Control Valve Stations	WF	-	-	-	w	185,000	185,000
691	Bar Screen Replacement	WW	-	-	-	s	850,000	850,000
697	Total Maximum Daily Load Wastewater Planning	WW	-	-	-	s	125,000	125,000
	Quality of Life							
699	AMP - Athletic Field Renovations	PR	-	250,000	-		-	250,000
702	Apple Hill Trail	PR	-	150,000	-		-	150,000
704	Einstein Park Renovations	PR	-	50,000	-		-	50,000
705	Erb Park Renovations	PR	-	250,000	-		-	250,000
706	Erb Pool Remodeling	PR	-	100,000	-		-	100,000
707	Foremost Site Park / Trail	PR	-	150,000	-		-	150,000
709	LionsPark Renovations	PR	-	200,000	-		-	200,000
711	North Side Park/Fire Station#6/School Site	PR	-	185,000	-		-	185,000
712	Parks - Playground Equipment	PR	-	90,000	-		-	90,000
713	Parks - Skate Park Equipment	PR	-	120,000	-		-	120,000
717	Riverfront Initiatives	PR	-	70,000	-		-	70,000
718	Schaefer Park Renovations	PR	-	260,000	-		-	260,000
			5,245,637	5,803,112	15,663,139		6,667,289	33,379,177

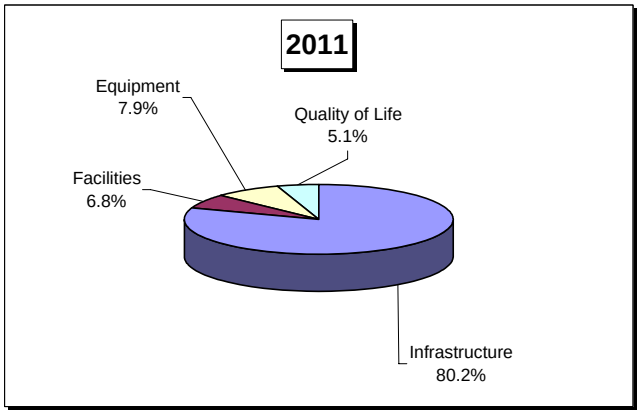
Other Supplemental Information:		
Sewer User Fees (s):	*	1,828,285
Water User Fees (w):		706,502
Stormwater User Fees (st):		533,354
Subdivision (sd):		2,458,458
Other (o):		1,140,690
		6,667,289

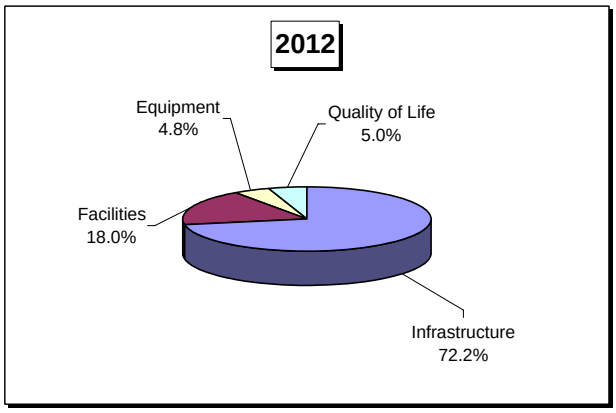
* Sewer user fees do not include any use of the DNR Replacement Fund.

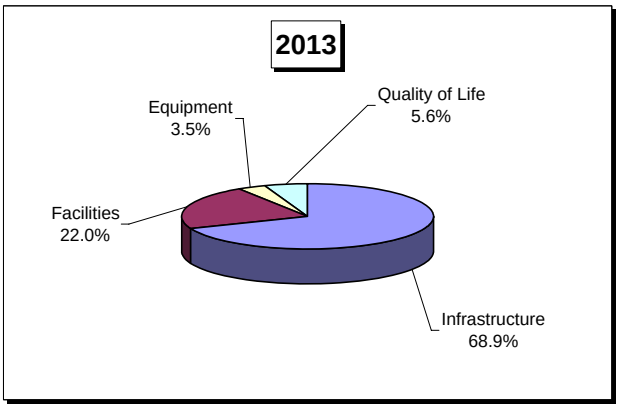
CITY OF APPLETON 2009 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2009 - 2013
CAPITAL PROJECTS BY CATEGORY

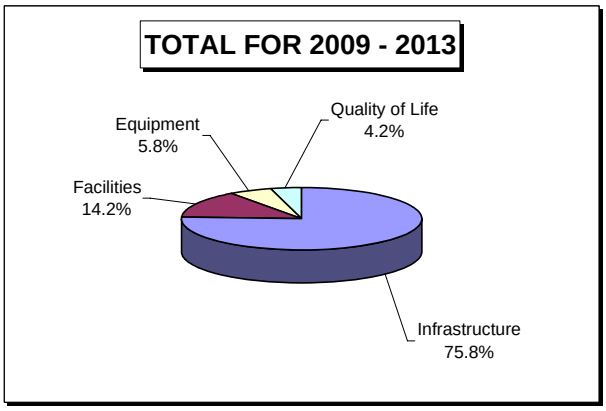








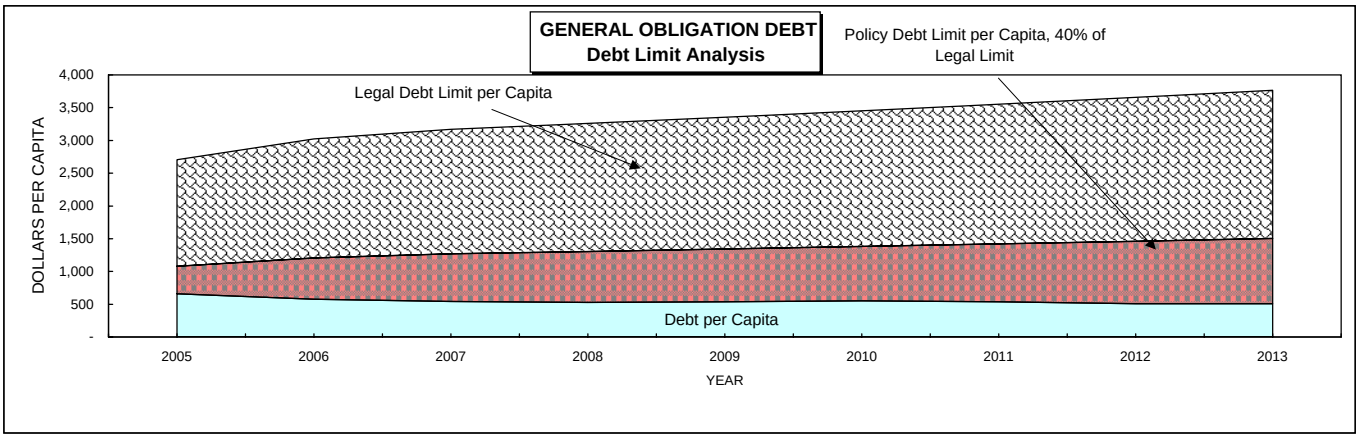




CITY OF APPLETON 2009 BUDGET

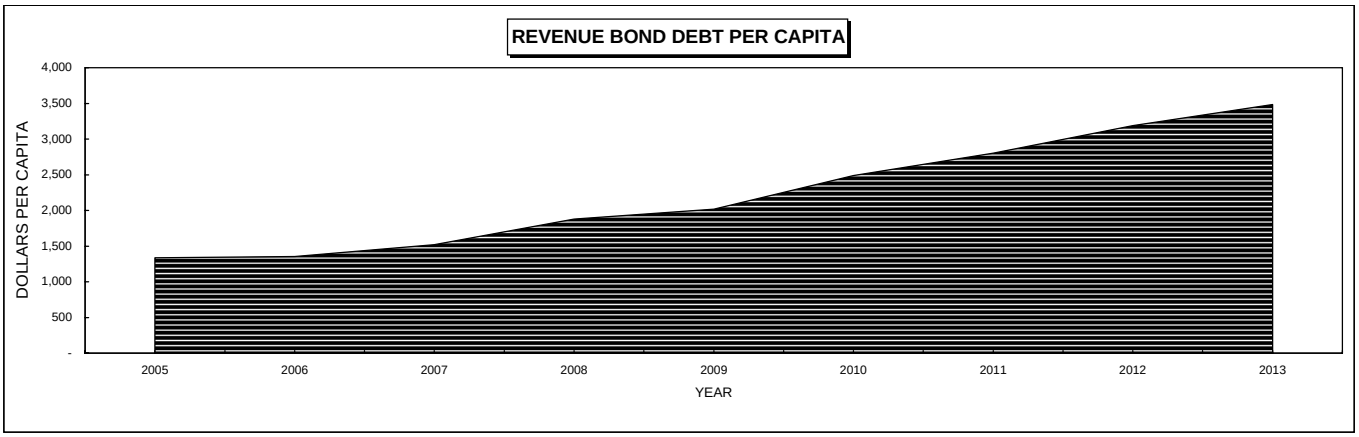
Outstanding Debt

	2005	2006	2007	2008	2009	2010	2011	2012	2013
Equalized value	3,897,467,400	4,350,186,400	4,575,642,000	4,711,007,500	4,852,337,700	4,997,907,800	5,147,845,000	5,302,280,400	5,461,348,800
Legal G.O. Debt Limit	194,873,370	217,509,320	228,782,100	235,550,375	242,616,885	249,895,390	257,392,250	265,114,020	273,067,440
Outstanding G.O. Debt	47,470,506	41,351,177	39,037,242	38,107,031	38,981,228	39,872,587	38,823,819	36,822,021	36,991,648
Population	72,085	72,004	72,158	72,297	72,350	72,403	72,456	72,509	72,562
G.O. Debt per capita									
Legal Limit	2,703	3,021	3,171	3,258	3,353	3,451	3,552	3,656	3,763
Policy Limit	1,081	1,208	1,268	1,303	1,341	1,381	1,421	1,463	1,505
Actual	659	574	541	527	539	551	536	508	510
Revenue Bonds									
Outstanding Bonds	96,268,711	97,422,923	109,669,989	135,853,993	145,853,990	180,323,187	203,131,993	231,147,617	252,973,895
Revenue Bonds per capita	1,335	1,353	1,520	1,879	2,016	2,491	2,804	3,188	3,486

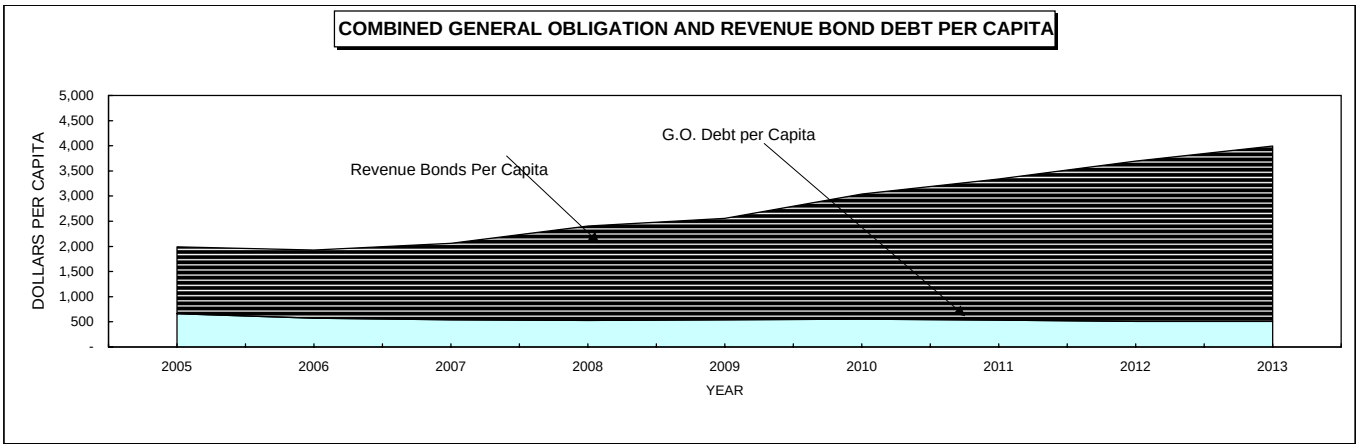


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2007-2011 include estimates for population and equalized valuation figures based on the actual increase experienced from 2003 to 2006.

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 2009 BUDGET
CAPITAL IMPROVEMENTS PROGRAM

NOTES

CITY OF APPLETON
CAPITAL IMPROVEMENTS PROGRAM 2009 - 2013
PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2009 - 2013 Capital Improvements Program are included in this section.

CITY OF APPLETON 2009 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2009-2013
PROJECT CATEGORY LIST

Page	Project	Dept Code	2009	2010	2011	2012	2013
	Infrastructure						
614	Miscellaneous Site Acquisition	CD	-	300,000	250,000	300,000	250,000
615	TIF District # 6 - Southpoint Commerce Park	CD	83,415	494,571	159,000	397,250	159,000
616	TIF District # 7 - South Memorial Drive	CD	49,000	49,000	299,000	200,000	-
617	Bridge Improvements	PW	-	-	109,068	615,920	384,463
618	Asphalt Paving Program	PW	1,670,690	2,137,022	1,910,487	1,960,110	1,942,676
621	Traffic Improvements	PW	135,000	107,700	110,000	113,300	115,600
622	Concrete Paving Program	PW	9,310,927	5,814,401	6,041,968	5,233,115	5,010,646
627	Traffic Sign Replacement	PW	170,800	150,000	50,000	425,000	425,000
628	Grade & Gravel Program	PW	1,057,089	381,891	1,202,379	-	40,000
630	Sidewalk Program	PW	1,133,041	1,223,320	1,032,155	1,167,764	989,613
632	Stormwater Program	SW	6,855,298	12,380,169	7,126,443	4,446,109	4,537,003
638	Water Main Program	WD	6,392,781	6,939,550	6,729,765	6,584,460	4,421,502
644	Water Plant Lake Intake Improvements	WF	570,000	-	-	-	-
645	Second Feeder Main to Water Plant	WF	50,000	925,000	-	-	-
646	Sanitary Sewer Program	WW	3,903,800	4,501,735	4,596,917	4,599,777	4,718,674
652	Wastewater Plant Sanitary Sewer Capacity Improv.	WW	-	90,000	-	-	-
	Facilities						
653	City Hall Generator	FMD	150,000	-	-	-	-
656	Floor Recoating	FMD	-	-	-	100,000	100,000
657	Future Fire Stations/Relocations	FMD	-	300,000	50,000	200,000	1,700,000
658	Grounds Improvements	FMD	115,000	115,000	150,000	50,000	350,000
659	HVAC Upgrades	FMD	175,000	250,000	185,000	-	140,000
660	Lake Station Permanganate Storage Addition	FMD	30,000	300,000	-	-	-
661	Library	FMD	75,000	75,000	500,000	500,000	1,000,000
662	Lighting Upgrades	FMD	70,000	50,000	-	-	-
663	Police Station	FMD	5,164,167	-	-	-	-
664	Roof Replacement	FMD	220,000	100,000	250,000	145,000	75,000
665	Security & Life Safety Upgrades	FMD	65,000	50,000	-	-	-
666	Waste Gas Study	FMD	500,000	-	-	-	-
667	Wastewater Sludge Storage Building Expansion	FMD	75,000	75,000	125,000	1,500,000	-
668	Parking Utility - Ramp Maintenance	PAR	140,000	145,000	135,000	140,000	135,000
669	Radio Infrastructure	PD	-	1,000,000	1,000,000	-	-
670	Water Plant Capacity Expansion	WF	1,640,000	-	-	-	-
671	Water Plant Secondary Membrane Treatment	WF	-	100,000	100,000	3,750,000	3,750,000
672	Water Tower Land Acquisition	WF	-	-	-	100,000	100,000
	Equipment						
673	Additional Vehicle for Station # 6	FD	-	-	-	750,000	-
674	Burners for Training Facility	FD	-	250,000	-	-	-
675	Extrication Equipment	FD	40,000	-	-	-	-
676	Self Contained Breathing Apparatus Replacement	FD	-	-	527,900	-	-
677	Library Shelving	LIB	-	80,000	-	-	-
678	Radio Frequency Identification Conversion	LIB	-	107,000	307,000	404,000	-

CITY OF APPLETON 2009 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2009-2013
PROJECT CATEGORY LIST

Page	Project	Dept Code	2009	2010	2011	2012	2013
	Equipment - Continued						
679	Portable Radios	PD/FD	307,500	72,500	280,000	-	-
680	Engineering/Survey Equipment Replacement	PW	40,000	-	-	-	-
681	DPW Equipment	PW	60,000	60,000	60,000	60,000	-
682	Technology Upgrades	TS	71,500	276,500	-	-	-
683	Web Site Enhancement	TS	82,000	-	-	-	-
684	Wireless Broadband Access	TS	380,000	475,000	250,000	-	-
685	Utility Billing System	TS/FIN	-	250,000	-	-	-
686	Pressure Zone Control Valve Stations	WF	-	-	185,000	185,000	185,000
687	Water Plant Corrosion Replacements	WF	500,000	-	-	-	-
688	Aeration Tank Diffuser Replacement	WW	-	250,000	-	-	-
689	Aeration Variable Frequency Drive Study	WW	800,000	-	-	-	-
690	Archimedes Screw Pump Rebuild	WW	-	60,000	-	-	-
691	Bar Screen Replacements	WW	-	-	1,000,000	-	850,000
692	Belt Filter Press Rebuilds	WW	-	302,500	-	-	-
693	Influent / Effluent Flow Meter Improvements	WW	-	220,000	-	95,000	-
694	Lift Station Renovations	WW	-	175,000	210,000	-	-
695	PLC Replacement and SCADA Upgrade	WW	-	-	-	500,000	-
696	Receiving Station Improvements	WW	-	-	-	150,000	-
697	Total Max. Daily Load Facility Planning	WW	-	-	-	-	125,000
	Quality of Life						
698	Reid Golf Course Improvements	GOL	-	-	25,000	-	-
699	AMP - Athletic Fields Renovations	PR	-	300,000	-	-	250,000
702	Apple Hill Trail	PR	-	-	-	-	150,000
703	Colony Oaks Park	PR	-	-	195,000	-	-
704	Einstein Park Renovations	PR	-	-	-	-	50,000
705	Erb Park Renovations	PR	-	200,000	-	-	250,000
706	Erb Pool Remodeling	PR	-	-	50,000	-	100,000
707	Foremost Site - Park/Trail	PR	-	-	-	-	150,000
708	Houdini Plaza Renovations	PR	-	650,000	200,000	-	-
709	Lions Park Renovations	PR	-	-	-	-	200,000
710	Lutz Park Renovations	PR	75,000	-	-	-	-
711	North Side Park/Fire Station #6/School Site	PR	-	-	-	-	185,000
712	Parks - Playground Equipment	PR	-	75,000	80,000	85,000	90,000
713	Parks - Skate Park Equipment	PR	-	-	-	-	120,000
714	Peabody Park	PR	-	50,000	-	-	-
715	Pierce Park Renovations	PR	-	-	-	100,000	-
716	Prospect Ave Park Acquisition	PR	-	-	-	53,050	-
717	Riverfront Initiatives	PR	107,000	1,000,000	815,000	1,300,000	70,000
718	Schaefer Park Renovations	PR	-	-	-	-	260,000
719	Southeast Park	PR	-	-	250,000	-	-
720	Telulah Park Improvements	PR	-	80,000	-	270,000	-
721	Vulcan Heritage Park	PR	-	-	275,000	-	-
			$42,264,008	$42,987,859	$36,822,082	$36,479,855	$33,379,177
	Estimated issue costs		90,000				
	Less available fund balances applied:						
	General Fund		(5,431,767)				
	Enterprise Funds		(8,810,000)				
	Net		$28,112,241				

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Miscellaneous Site Acquisition

PROJECT DESCRIPTION

Justification:

The City's Comprehensive Plan, Downtown Plan, and the Focus Fox River: A Master Plan have identified areas where redevelopment may be appropriate. The ability of the City 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 for four successive years for the Appleton Redevelopment Authority to make opportune acquisitions and complete site preparation activities 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	2009	2010	2011	2012	2013	Total
Comm Dev	Site Acquisition	-	-	250,000	-	250,000	$ 500,000
Comm Dev	Demolition / Site Preparation / Infrastructure	-	300,000	-	300,000	-	$ 600,000
Total - Community Development Capital Projects Fund		$ -	$ 300,000	$ 250,000	$ 300,000	$ 250,000	$ 1,100,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	300,000	-	300,000	-	$ 600,000
Construction	-	-	250,000	-	250,000	$ 500,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 300,000	$ 250,000	$ 300,000	$ 250,000	$ 1,100,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2009 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 2010 and 2012 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 in 2012 for Phase V 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 2011 to fund these costs.

The 2009 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 2009 includes:

	TIF # 6	Industrial Park Land Fund	Project Page
Concrete Paving Program	$ 470,464	$ -	Page 622
Grade & Gravel	517,961	-	Page 628
Sidewalk Program	95,584	-	Page 630
Watermain Program	-	9,002	Page 638
Sanitary Sewer Program	-	4,126	Page 646
	$ 1,084,009	$ 13,128	

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 2009. Any cost impacts for 2010 and beyond are unknown at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Comm Dev	Non-City Improvements	-	52,387	-	167,750	-	$ 220,137
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		-	62,387	89,000	329,250	91,000	$ 571,637
Comm Dev	Non-City Improvements	-	237,898	-	-	-	$ 237,898
Comm Dev	Site Grading	-	30,000	-	-	-	$ 30,000
Comm Dev	Administration	83,415	70,000	70,000	68,000	68,000	$ 359,415
Comm Dev	San. Area Assess.	-	94,286	-	-	-	$ 94,286
TIF # 6		83,415	432,184	70,000	68,000	68,000	$ 721,599
Total - Southpoint Commerce Park Capital Projects		$ 83,415	$ 494,571	$ 159,000	$ 397,250	$ 159,000	$ 1,293,236

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	320,285	-	197,750	-	$ 518,035
Other	83,415	174,286	159,000	199,500	159,000	$ 775,201
Total	$ 83,415	$ 494,571	$ 159,000	$ 397,250	$ 159,000	$ 1,293,236
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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 2009 CIP funds will be used to award revitalization grants and to retain an architect / engineering firm to work with the individual businesses receiving the grants, thereby achieving a higher degree of design consistency between individual structures in this corridor that will result in a more attractive and valued business corridor.

There are no City infrastructure projects planned for TIF # 7 for 2009.

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	2009	2010	2011	2012	2013	Total
Public Works	Public Improvements Planning	-	-	50,000	-	-	$ 50,000
Comm. Dev.	Revitalization:						
	Consulting	14,000	14,000	14,000	-	-	$ 42,000
	Grants	35,000	35,000	35,000	-	-	$ 105,000
	Developer Incentives	-	-	200,000	200,000	-	$ 400,000
Total - South Memorial Drive Capital Projects Fund		$ 49,000	$ 49,000	$ 299,000	$ 200,000	$ -	$ 597,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	50,000	-	-	$ 50,000
Design	14,000	14,000	14,000	-	-	$ 42,000
Construction	-	-	-	-	-	$ -
Other: Grants & Incentives	35,000	35,000	235,000	200,000	-	$ 505,000
Total	$ 49,000	$ 49,000	$ 299,000	$ 200,000	$ -	$ 597,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Lawe Street over the Fox River ($41,392 plus $430,530 in 2014)
The existing concrete deck is partially delaminated and requires replacement. The deck has recently undergone a minor rehabilitation in order to withstand the additional traffic loads the bridge will experience due to the College Avenue bridge project. It is anticipated that this project will receive 80% cost sharing from the state. The costs of $41,392 reflect the design work that will take place in 2011. Future costs of $430,530 reflect the anticipated construction cost share.

Olde Oneida Street over the Fox River ($591,620)
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. Design funding was approved by the state for 2008/09 however, construction funding was not. We will re-apply for construction funding in 2009 with the intent of construction taking place in 2012.

Prospect Avenue over Jackman Street ($438,974)
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. We will apply for design and construction funding in 2009. Tentatively design is set for 2011 and construction for 2013.

Lawe Street & South Island Street over the Power Canal ($37,465 plus $423,223 in 2014/16)
The existing structures have deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. The costs of $37,465 reflect the planning that will take place in 2011and 2013. It is anticipated that this project will receive 80% cost sharing from the state. Future costs of $423,223 reflects the anticipated construction cost share.

Discussion of operating cost impact:

There is no operating cost impact to these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Public Works	Fox River:						
	Lawe St.		-	41,392	-	-	$ 41,392
	Olde Oneida St.	-	-	10,800	580,820	-	$ 591,620
	Jackman St.:						
	Prospect Ave.	-	-	38,878	35,100	364,996	$ 438,974
	Power Canal:						
	Lawe St.	-	-	17,998	-	-	$ 17,998
	S. Island St.	-	-	-	-	19,467	$ 19,467
Total - Public Works Capital Projects Fund		$ -	$ -	$ 109,068	$ 615,920	$ 384,463	$ 1,109,451

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	98,268	-	19,467	$ 117,735
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	10,800	615,920	364,996	$ 991,716
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 109,068	$ 615,920	$ 384,463	$ 1,109,451
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Public Works - Reconstruction **General Fund**	1,016,672	1,030,592	606,361	904,604	1,033,626	$ 4,591,855
Public Works - Reconstruction **TIF # 6**	-	258,310	-	-	-	$ 258,310
Public Works - Reconstruction **TIF # 4**	-	-	395,764	-	-	$ 395,764
Public Works - Reconstruction **Industrial Park Land Fund**	-	-	46,932	151,766	-	$ 198,698
Public Works - Construction	398,560	264,680	266,770	297,860	291,950	$ 1,519,820
Public Works - Developer Escrow	255,458	583,440	594,660	605,880	617,100	$ 2,656,538
Subdivision	654,018	848,120	861,430	903,740	909,050	$ 4,176,358
Total - Asphalt Paving Program	$ 1,670,690	$ 2,137,022	$ 1,910,487	$ 1,960,110	$ 1,942,676	$ 9,620,985

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	1,318,453	1,731,474	1,483,639	1,606,447	1,600,643	$ 7,740,656
Other	352,237	405,548	426,848	353,663	342,033	$ 1,880,329
Total	$ 1,670,690	$ 2,137,022	$ 1,910,487	$ 1,960,110	$ 1,942,676	$ 9,620,985
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2009	Street	From	To	General Fund Asphalt	Sub-division Fund	Industrial Park Land Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool				199,416	152,821			352,237	
Following Grade and Gravel	Clearsky Way	Haymeadow Ave	Summerland Dr		2,517			2,517	17,116
	Haymeadow Ave	Morningsun Way	Clearsky Way (181' n/o)		3,984			3,984	27,089
	Midsummer Ct	Clearsky Way	Cul-de-sac		1,444			1,444	9,817
	Rosemary Dr	Morningsun Way	Summerland Dr		2,917			2,917	19,837
	Summerland Dr	Morningsun Way	cds n/o Rosemary Dr		4,301			4,301	29,247
	Canyon Ct	Headwall Circle	Cul-de-sac		1,137			1,137	7,731
	Canyon Lane	Blackstone Place (150' e/o	Moonstone Dr		572			572	3,891
	Canyon Lane	Moonstone Dr	Headwall Circle		1,115			1,115	7,579
	Headwall Circle	Canyon Lane	Moonstone Dr		4,941			4,941	33,596
	Kurey Rd	Moonstone Dr	Werner Rd		4,042			4,042	27,488
	Marble Lane	Graphite Dr (600' e/o)	Moonstone Dr		576			576	3,917
	Moonstone Dr	Broadway Dr	Kurey Rd		10,022			10,022	68,150
	Mackville Rd	Ballard Rd	Purdy Parkway		18,875			18,875	
	Purdy Parkway	Celtic Crossing	Mackville Rd		126,575			126,575	
	Smoketree Pass	Downs Ridge	Purdy Parkway		53,852			53,852	
	Thomas Ct	Purdy Parkway	Cul-de-sac		8,868			8,868	
	Subtotal			**-**	**245,739**			**245,739**	**255,458**
Total Reconstruction	Bay St	Marquette St	Pershing St	95,306				95,306	
	Clark St	Roosevelt St	Glendale Ave	152,970				152,970	
	Clark St	Wisconsin Ave	Roosevelt St	91,825				91,825	
	Hancock St	Bateman St (100' w/o)	Lawe St	97,369				97,369	
	Harding St	Oneida St	Carpenter St	379,786				379,786	
	Subtotal			**817,256**	**-**			**817,256**	**-**
Total Asphalt Pavement				$ 1,016,672	$ 398,560	$ -	$ -	$ 1,415,232	$ 255,458

2010	Street	From	To	General Fund Asphalt	Sub-division Fund	Industrial Park Land Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool				164,548	156,000		85,000	405,548	
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor			108,680			108,680	583,440
	Milis Dr	Alliance Dr	Eisenhower Dr				69,841	69,841	
	Road H	Vantage Dr	Milis Dr				54,321	54,321	
	Vantage Dr	Lakeland Dr	Eisenhower Dr				49,148	49,148	
	Subtotal				**108,680**		**173,310**	**281,990**	**583,440**
Partial Reconstruction	Murray Ave	Jackson St	Carpenter St	86,766				86,766	
	Subtotal			**86,766**				**86,766**	
Total Reconstruction	Eldorado St	Rankin St (250' w/o)	Catherine St	105,196				105,196	
	Hancock St	Rankin St	Cul-de-sac	33,673				33,673	
	Lawrence St	Outagamie St	Badger Ave	318,349				318,349	
	Pierce Ave	Eighth St	Spencer St	63,015				63,015	
	Pierce Ave	RR tracks	Lawrence St	29,586				29,586	
	Superior St	Atlantic St	Wisconsin Ave	229,459				229,459	
	Subtotal			**779,278**	**-**		**-**	**779,278**	**-**
Total Asphalt Pavement				**$ 1,030,592**	$ 264,680	$ -	**$ 258,310**	**$ 1,553,582**	$ 583,440

2011	Street	From	To	General Fund Asphalt	Sub-division Fund	Industrial Park Land Fund	TIF 4	Total Cost	Developer Escrow Account
Labor Pool				164,848	156,000	12,000	94,000	426,848	
Following Grade and Gravel	Quest Dr	Milis Dr	Midway Rd			34,932		34,932	
	New Subdivisions	escrowed funding except for labor			110,770			110,770	594,660
	French Rd	USH 41	Glory Lane (630' s/o)				301,764	301,764	
	Subtotal			**-**	**110,770**	**34,932**	**301,764**	**447,466**	**594,660**
Total Reconstruction	Douglas St	Highland Ave	Packard St	127,357				127,357	
	Fifth St	Mueller St	Story St	81,509				81,509	
	Fifth St	Story St	Memorial Dr	179,239	-	-		179,239	
	Franklin St	Rankin St	Catherine St	60,407				60,407	
	Lorain Ct	Linwood Ave	Outagamie St	156,851				156,851	
	Washington St	Rankin St	Catherine St	60,407				60,407	
	Subtotal			**217,257**	**-**	**-**		**217,257**	
Total Asphalt Pavement				$ 606,361	$ 266,770	$ 46,932	$ 395,764	$ 1,315,827	$ 594,660

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2012	Street	From	To	General Fund Asphalt	Sub-division Fund	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool				144,432	185,000	24,231	353,663	
Following Grade and Gravel	Road G	Quest Dr	Eisenhower Dr			127,535	127,535	
	New Subdivisions	escrowed funding except for labor			112,860	-	112,860	605,880
	Subtotal			**-**	**112,860**	**127,535**	**240,395**	**605,880**
Partial Reconstruction	Franklin St	Linwood Ave	Douglas St	49,529			49,529	
	Subtotal			**49,529**			**49,529**	
Total Reconstruction	Adams St	Seymour St	Verbrick St - s/o	185,861			185,861	
	Brewster St	Clark St	Oneida St	129,146			129,146	
	Cotter St	Haskell St	Second St	83,364			83,364	
	Haskell St	Cotter St	Grider St	59,448			59,448	
	Summer St	Morrison St	Lawe St	252,825			252,825	
	Subtotal			**710,643**	**-**		**710,643**	
Total Asphalt Pavement				$ 904,604	$ 297,860	$ 151,766	$ 1,354,230	$ 605,880

2013	Street	From	To	General Fund Asphalt	Sub-division Fund	TIF 6	Total Cost	Developer Escrow Account
Labor Pool				165,033	177,000		342,033	-
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor			114,950		114,950	617,100
	Subtotal				**114,950**		**114,950**	**617,100**
							-	
Total Reconstruction	Ashbrook St	Shasta La	Juniper La	38,664			38,664	
	Douglas St	Spencer St	College Ave	158,106			158,106	
	Friendly St	Shasta La	Juniper La	37,660			37,660	
	Ivy St	Shasta La	Juniper La	37,660			37,660	
	Juniper La	Ashbrook St	Vermillion St	94,151			94,151	
	Outagamie St	Spencer St	College Ave	158,106			158,106	
	Primrose La	Oneida St	Friendly La	54,327			54,327	
	Shasta La	Ashbrook St	Vermillion St	94,151			94,151	
	Summit St	Spencer St	College Ave	158,106			158,106	
	Vermillion St	Shasta La	Juniper La	37,660			37,660	
	Subtotal			**868,593**	**-**	**-**	**868,593**	**-**
Total Asphalt Pavement				$ 1,033,626	$ 291,950	$ -	$ 1,325,576	$ 617,100

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Signal Equipment Improvements

PROJECT DESCRIPTION

Justification:

Unnamed New Traffic Signal(s)

Based on current and future growth, we anticipate that one additional location will meet traffic signal warrants in years 2010 through 2013. 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 2009.

Traffic Control Communications Grid Expansion

This project includes an expansion of the traffic communications and traffic management grid at various signals on Mason Street, and Wisconsin Avenue west of Richmond. Also included will be the replacement of aging copper interconnect in the CBD at signals along Washington Street and Franklin Street, where we will look to utilize a wireless mesh network which is being deployed along College Avenue as part of the InFOCUS wireless project. This will greatly enhance our remote diagnostic capabilities, resulting in improved response times and service to the public, and reduced liability potential. This will also enhance our ability to provide traffic signal coordination along these corridors. These upgrades will sustain expanded use of the TOC software and provide the communication infrastructure needed to support the City's future transition to a centralized traffic management system in 2009.

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/ Tactics 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 becoming increasingly limited in its configuration to control only 2 progression corridors of signals. These limitations include the use of costly remote master controllers that do not allow for centralized control, dynamic grouping or adaptability.

Safety & Operation Improvements (Badger/Mason/Packard Intersection)

This signalized intersection of three streets is very complex with an uncommon configuration. It carries approximately 15,000 vehicles per day and has significant pedestrian activity with Wilson Middle School and Appleton West High School nearby. The existing signal control equipment is grossly outdated with no vehicle detection. Also, the intersection lighting is substandard. These two conditions result in below average conditions for safety and poor level of service to motorists and pedestrians. This project includes improving the street lighting, retrofitting with modern signal control equipment and adding vehicle detection. This will improve safety and reduce delay, especially during off-peak traffic times. These improvements expand upon the pavement marking improvements made at this location in 2007 and the crosswalk improvements to be made in 2008.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Public Works	Unnamed New Traffic Signal	-	78,700	81,000	83,300	85,600	$ 328,600
	Traffic communications grid expansion	30,000	29,000	29,000	30,000	30,000	$ 148,000
	TOC Software Replacement	65,000	-	-	-	-	$ 65,000
	Badger/Mason/Packard Signal improvemts	40,000	-	-	-	-	$ 40,000
Total - Public Works Cap Projects Fund		$ 135,000	$ 107,700	$ 110,000	$ 113,300	$ 115,600	$ 581,600

COST ANALYSIS

Estimated Cash Flows

Components	2008	2009	2010	2011	2012	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	135,000	107,700	110,000	113,300	115,600	581,600
Other	-	-	-	-	-	-
Total	$ 135,000	$ 107,700	$ 110,000	$ 113,300	$ 115,600	$ 581,600
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Public Works - Reconstruction	1,485,791	2,499,538	2,514,909	2,946,636	3,004,209	$ 12,451,083
General Fund						
Public Works - Reconstruction	4,754,730	-	311,500	-	-	$ 5,066,230
Public Works Capital Projects Fund						
Public Works - Reconstruction	558,485	1,513,286	-	-	-	$ 2,071,771
TIF # 4						
Public Works - Reconstruction	470,464	102,469	-	-	-	$ 572,933
TIF # 6						
Public Works - Reconstruction	34,761	-	-	-	-	$ 34,761
TIF # 8						
Public Works - Construction	1,670,591	1,840,938	1,831,902	1,882,744	2,006,437	$ 9,232,612
Public Works - Developer Escrow	194,275	-	1,383,657	403,735	-	$ 1,981,667
Subdivision	1,864,866	1,840,938	3,215,559	2,286,479	2,006,437	$ 11,214,279
Total - Concrete Paving Program	$ 9,169,097	$ 5,956,231	$ 6,041,968	$ 5,233,115	$ 5,010,646	$ 31,411,057

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	371,680	35,000	85,000	80,000	-	$ 571,680
Land Acquisition	380,575	275,000	25,000	25,000	-	$ 705,575
Construction	8,059,199	5,305,311	5,625,968	4,779,115	4,680,146	$ 28,449,739
Other	357,643	340,920	306,000	349,000	330,500	$ 1,684,063
Total	$ 9,169,097	$ 5,956,231	$ 6,041,968	$ 5,233,115	$ 5,010,646	$ 31,411,057
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2009	Street	From	To	General Fund	College Avenue Bridge	Sub-division Fund	TIF #4	TIF #6	TIF #8	Total Cost	Developer Escrow Account
Labor Pool				172,440	20,970	76,410	35,154	17,908	34,761	357,643	
Land	French Rd	USH 41 (land acq. Purchase)	Edgewood				57,851			57,851	
	Memorial Dr (STH 47)	Fox River (land acq)	Lawrence St	150,000						150,000	
	Misc Land acquisition for street projects			25,000						25,000	
	Providence Ave	Edgewood Dr (CTH JJ) land acq	Citrene Place	22,727						22,727	
	Wisconsin Ave	Richmond St (land acq)	Ballard Rd	125,000						125,000	
	Subtotal			**322,727**			**57,851**			**380,578**	
Design	College Ave	Drew St (construction management)	Matthias St		193,480					193,480	
	College Ave	Drew St (design)	Matthias St		63,200					63,200	
	Evergreen Dr	Ballard Rd (Design - roundabout)	French Rd				50,000			50,000	
	French Rd	USH 41 (design - roundabout)	Edgewood				15,000			15,000	
	Misc Consultant design			25,000						25,000	
	Richmond St (STH 47)	at CTH OO (design study)		25,000						25,000	
	Subtotal			**50,000**	**256,680**		**65,000**			**371,680**	
New Concrete (New Subdivisions Escrowed)											
	Paloma Ct	Applecreek Rd	cds								194,275
	Subtotal										**194,275**
New Concrete (New Subdivisions non escrowed)											
	Altamont Dr	Fallcreek La	Gazebohill Rd			124,800				124,800	
	Ashbury Dr	Lightning Dr	Providence Ave			313,529				313,529	
	Benton Dr	Haymeadow Ave	Turnberry Dr			110,200				110,200	
	Drake La	Ashbury Dr	Mary Martin Dr			167,732				167,732	
	Drake La	Mary Martin Dr	Providence Av			70,576				70,576	
	Gazebohill Rd	Fallcreek La	Altamont Dr			120,640				120,640	
	Mary Martin Dr	Canvasback La	Edgewood Dr (CTH JJ)			106,320				106,320	
	Pintail Pl (all 3 legs)	Drake La	Drake La			122,720				122,720	
	Quietwinds Way	Waterford Dr	Silentwind Way			34,320				34,320	
	Schuh Rd	Sierra La	Cul-de-sac			74,360				74,360	
	Serene Way	Waterford Dr	Silentwind Way			34,320				34,320	
	Sierra La	Schuh Rd	Meade St			47,800				47,800	
	Silentwind Way	Serene Way	Quiet Winds Way			84,344				84,344	
	Springmill La	Gazebohill Rd	Ashbury Dr			19,720				19,720	
	Waterford Dr	Quietwinds Way	Edgewood Dr (CTH JJ)			112,800				112,800	
	2007 New Apron Replacements					50,000				50,000	
	Subtotal				**-**	**1,594,181**				**1,594,181**	
New Concrete (TIF)											
	Corridor Dr	Glenhurst Dr	Watershed Way				101,800			101,800	
	Glenhurst La	Windingbrook Dr	Lightning Dr				179,080			179,080	
	Habitat Way	Glenhurst Dr	Corridor Dr				57,000			57,000	
	Watershed Way	Glenhurst Dr	Corridor Dr				62,600			62,600	
	Subtotal						**400,480**			**400,480**	
Reconstruction	Midway Road	Lake Park Road (full roundabout)						452,556		452,556	
	Midway Road	Plank Road (full roundabout)		388,024						388,024	
	Packard St	Badger Ave	Richmond St (STH 47)	552,599						552,599	
	Banta Court	John St	Cul-de-sac		442,080					442,080	
	College Ave	Drew St	Bridge (west side)		1,520,000					1,520,000	
	College Ave	Bridge over Fox River			1,600,000					1,600,000	
	College Ave	John-Walter Int.			75,000					75,000	
	College Ave	John-Walter Int.	Matthias St		840,000					840,000	
	Subtotal			**940,623**	**4,477,080**	**-**		**452,556**	**-**	**5,870,259**	
Total Concrete Paving				$1,485,790	$ 4,754,730	$1,670,591	########	$470,464	$34,761	$8,974,821	$ 194,275

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2010	Street	From	To	General Fund	Sub-division Fund	TIF 4	TIF 7	Total Cost
Labor Pool				205,500	65,000	59,500	10,920	340,920
Land	Evergreen Dr	Ballard Rd (land acq)	French Rd			110,000		110,000
	Evergreen Dr	Ballard Rd (land acq)	French Rd			30,000		30,000
	Wisconsin Ave	Richmond St (land acq)	Ballard Rd	135,000				135,000
	Subtotal			**135,000**		**140,000**		**275,000**
Design	Ballard Rd	Edgewood Dr - 400' n/o (Design)	Apple Creek Rd - 300' n/o	35,000				35,000
	Subtotal			**35,000**				**35,000**
New Concrete (New Subdivisions non escrowed)								
	Apple Rd	Ashbury Dr	Appleseed Dr		100,890			100,890
	Clearfield La	Haymeadow Ave (500' w/o)	Turnberry Dr		121,461			121,461
	Daybreak Dr	Lourdes Dr	Forest St		85,832			85,832
	Fallcreek La	Providence Ave	Fallview La		35,145			35,145
	Fallview La	Fallcreek La	Glory La		84,772			84,772
	Fuji Ct	Braeburn Dr	cds		25,984			25,984
	Gala Ct	Braeburn Dr	cds		25,984			25,984
	Greenleaf Dr	Lightning Dr	Stargaze Dr		122,946			122,946
	Gusty La	Turnberry Dr	Waterford Dr		32,812			32,812
	Haymeadow Ave	Wentworth La	Edgewood Dr (CTH JJ)		137,155			137,155
	Melody Lane	Holiday Dr	Devonshire Dr		121,461			121,461
	Pondview Ct	Meade St	Cul-de-sac		171,345			171,345
	Snowden Pl	Greenleaf Dr	Stargaze Dr		69,396			69,396
	Stargaze Dr	Greenleaf Dr	Snowden Pl		146,275			146,275
	Stratford La	Haymeadow Ave (300' w/o)	Turnberry Dr		121,461			121,461
	Sundance Dr	Snowden Pl	Stargaze Dr		96,436			96,436
	Sunshine Dr	Lourdes Dr	Forest St		56,141			56,141
	Turnberry Dr	Clearfield La	Wentworth La		97,496			97,496
	Wentworth La	Haymeadow Ave	Turnberry Dr		122,946			122,946
	Subtotal				**1,775,938**			**1,775,938**
New Concrete (Not in New Subdivisions)								
	Evergreen Dr	Evergreen Ct	Providence Ave (600' w/o)			231,060		231,060
	Glory La	Providence Ave	French Rd	142,142				142,142
	Intertech Ct	Enterprise Ave	Cul-de-sac	99,232				99,232
	Lightning Dr	Enterprise Ave	Evergreen Dr	92,676				92,676
	Lightning Dr	Evergreen Dr	Milestone Dr			193,195		193,195
	Subtotal			**334,051**		**424,255**		**758,306**
New Concrete (TIF)	Evergreen Dr	Ballard Rd	Evergreen Ct			268,430		268,430
	Evergreen Dr	Providence Ave (600' w/o)	French Rd			506,213		506,213
	Gateway Dr	Evergreen Dr	Enterprise Dr (300' n/o)			45,255		45,255
	Lightning Dr	Ashbury Dr	Edgewood Dr (CTH JJ)			209,633		209,633
	Subtotal					**1,029,531**		**1,029,531**
Reconstruction	Alley s/o College Ave	Memorial Dr (STH 47)	State St	39,388				39,388
	Alley s/o College Ave	State St	Walnut St	39,911				39,911
	Chain Dr	Memorial Dr	300' south				91,549	91,549
	Division St	Parkway Blvd	Glendale Ave	144,689				144,689
Reconstruction	Durkee St	Franklin St	North St	110,821				110,821
	Midway Rd	Kernan Ave	Huckleberry	856,709				856,709
	Olde Oneida St	South Island St (610' s/o)	South Island St (170' n/o)	184,707				184,707
	Oneida St	Lindbergh St	McArthur St (500' n/o)	213,607				213,607
	Soldiers Square	Oneida St	Morrison St	90,400				90,400
	South Island St	Olde Oneida St	Lawe St - 530' W/O	191,661				191,661
	Memorial Dr (STH 47)	Fox River	Lawrence St	22,086				22,086
	Washington St	Bennett St	Story St	31,009				31,009
	Subtotal			**1,893,978**			**91,549**	**1,985,527**
Total Concrete Paving				$ 2,484,034	$ 1,840,938	$ 1,513,286	$ 102,469	$ 5,940,726

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2011	Street	From	To	General Fund	Sub-division Fund	Capital Project Fund	Total Cost	Developer Escrow Account
Labor Pool				225,000	69,500	11,500	306,000	
Land	Misc Land acquisition for street projects			25,000			25,000	
	Subtotal			**25,000**			**25,000**	
Design	Ballard Rd	Wisconsin Ave (Design)	Longview Dr	50,000			50,000	
	Misc Consultant design			35,000			35,000	
	Subtotal			**85,000**			**85,000**	
New Concrete (New Subdivisions Escrowed)							-	
	Clearsky Way	Haymeadow Ave	Summerland Dr				-	91,609
	Haymeadow Ave	Morningsun Way	Clearsky Way (181' n/o)				-	122,522
	Midsummer Ct	Clearsky Way	Cul-de-sac				-	85,313
	Rosemary Dr	Morningsun Way	Summerland Dr				-	106,174
	Summerland Dr	Morningsun Way	cds n/o Rosemary Dr				-	156,539
	Canyon Ct	Headwall Circle	Cul-de-sac				-	67,189
	Canyon Lane	Blackstone Place (150' e/o)	Moonstone Dr				-	20,826
	Canyon Lane	Moonstone Dr	Headwall Circle				-	40,564
	Headwall Circle	Canyon Lane	Moonstone Dr				-	179,816
	Kurey Rd	Moonstone Dr	Werner Rd				-	141,450
	Marble Lane	Graphite Dr (600' e/o)	Moonstone Dr				-	20,963
	Moonstone Dr	Broadway Dr	Kurey Rd				-	350,692
	Subtotal						-	**1,383,657**
							-	
New Concrete (New Subdivisions non escrowed)							-	
	Applecart Dr	Ashbury Dr	Benvalley Dr		32,463		32,463	
	Appleseed Dr	Apple Rd	Fuji Dr		197,131		197,131	
	Ashbury Dr	French Rd	Cherryvale Ln		290,471		290,471	
	Aurora Dr	Forest St	Cul-de-sac		102,715		102,715	
	Benview Ct	Glory La	Cul-de-sac		120,233		120,233	
	Braeburn Dr	Applebend Dr	Fuji Dr		191,293		191,293	
	Fuji Dr	Ashbury Dr	Appleseed Dr		73,008		73,008	
	Fuji Dr	Ashbury Dr	Braeburn Dr		105,228		105,228	
	Glory La	French Rd	Sourapple Dr		194,752		194,752	
	Solitude La	Tahoe La (150' e/o)	Midway Rd (future)		186,968		186,968	
	Sourapple Dr	Glory La	Ashbury Dr		31,490		31,490	
	Sourapple Dr	Ashbury Dr	Benvalley Dr		31,814		31,814	
	Tahoe La	Plank Rd	Solitude La		189,346		189,346	
	Vail La	Solitude La	Solitude La (134' w/o)		15,488		15,488	
	Subtotal				**1,762,402**		**1,762,402**	
							-	
Reconstruction	E. South River St	Kernan Ave	John St.	30,738			30,738	
	Fourth St	Memorial Dr	State St	68,843			68,843	
	Glendale Ave	Ballard Rd	Roemer Rd	421,936			421,936	
	John St (CTH KK)	Banta Court	E South River St	158,283			158,283	
	Lynndale Dr	Everett St	south to RR	448,599			448,599	
	Lynndale Dr	Spencer St	Everett St	521,345			521,345	
	Richmond St (STH 47)	Association Dr	Evergreen Dr			300,000	300,000	
	Wisconsin Ave	Richmond St (STH 47)	Ballard Rd (CTH E)	555,164			555,164	
	Subtotal			**2,204,909**		**300,000**	**2,504,909**	
Total Concrete Paving				$ 2,514,909	$ 1,831,902	$ 311,500	$ 4,658,311	$ 1,383,657

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2012	Street	From	To	General Fund	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				265,000	84,000	349,000	
Land	Misc Land acquisition for street projects			25,000		25,000	
	Subtotal			**25,000**		**25,000**	
Design	Edgewood Dr (CTH JJ)	Ballard Rd (Design)	French Rd	30,000		30,000	
	Misc Consultant design			50,000		50,000	
	Subtotal			**80,000**		**80,000**	
New Concrete (New Subdivisions Escrowed)						-	
	Aquamarine Ave	Calmes Dr, 130' w/o	French Rd			-	163,159
	Calmes Dr	Aquamarine Ave	Rubyred Dr, 575' s/o			-	131,746
	Rubyred Dr	Calmes Dr	French Rd			-	108,830
	Subtotal					-	**403,735**
						-	
New Concrete (New Subdivisions non escrowed)						-	
	Applebend Dr	Ashbury Dr	Braeburn Dr		112,346	112,346	
	Appleview Dr	Applebend Dr	Fuji Dr		192,272	192,272	
	Benvalley Dr	Applebend Dr	Sourapple Dr		154,459	154,459	
	Cherryvale Ave	Ashbury Dr	Edgewood Dr (CTH JJ)		152,334	152,334	
	Gullwing Ct	Stirling Pkwy	Cul-de-sac		104,340	104,340	
	Highpond Tr	Smoketree Tr	Purdy Pkwy		143,985	143,985	
	Incline Way	Palladium Ct	Applehill Blvd		175,184	175,184	
	Palladium Ct	Applehill Blvd	Cul-de-sac		174,881	174,881	
	Purdy Pkwy	Applehill Blvd	cds s/o Stirling Pkwy		200,650	200,650	
	Smoketree Ps	Applehill Blvd	Cul-de-sac		265,584	265,584	
	Stirling Pkwy	Smoketree Ps	Purdy Pkwy		122,709	122,709	
	Subtotal			**-**	**1,798,744**	**1,798,744**	
						-	
Reconstruction	Alley s/o College Ave	Morrison St	Durkee St	38,571		38,571	
	Oneida St	Seymour St	Skyline bridge	1,023,917		1,023,917	
	Oneida St	Wilson St	Seymour St	910,703		910,703	
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300	603,445		603,445	
	Subtotal			**2,576,636**	-	**2,576,636**	
Total Concrete Paving				$ 2,946,636	$ 1,882,744	$ 4,829,380	$ 403,735

2013	Street	From	To	General Fund	Sub-division Fund	Total Cost
Labor Pool				233,000	97,500	330,500
New Concrete (New Subdivisions non escrowed)						
	Applehill Blvd	Ballard Rd	Purdy Pkwy		256,266	256,266
	Applehill Blvd	Purdy Pkwy	Applecreek Rd		504,787	504,787
	Ashford Ct	Celtic Crossing	Cul-de-sac		151,189	151,189
	Barton Ct	Highpond Tr	Cul-de-sac		61,220	61,220
	Canvasback Circle	Ashbury Dr	Canvasback Circle		311,370	311,370
	Canvasback Lane	Providence Ave	Canvasback Circle		10,892	10,892
	Downs Ridge	Smoketree Ps	Celtic Crossing		221,320	221,320
	Ravenswood Ct	Ballard Rd	Cul-de-sac		64,231	64,231
	Smoketree Ps	Applehill Blvd	Downs Ridge		105,090	105,090
	Smoketree Ps	Downs Ridge	Purdy Pkwy		126,223	126,223
	Trinity Ct	Downs Ridge	Cul-de-sac		96,349	96,349
	Subtotal				**1,908,937**	**1,908,937**
Reconstruction	Oneida St	STH 441	Wilson St	1,039,880		1,039,880
	Washington St	Division St	Durkee St	936,797		936,797
	Ballard Rd	Wisconsin Ave	Longview St	794,532		794,532
	Subtotal			**2,771,209**		**2,771,209**
Total Concrete Paving				$ 3,004,209	$ 2,006,437	$ 5,010,647

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Sign Retroreflectivity Mandate

PROJECT DESCRIPTION

Justification:

Traffic Sign Replacement due to FHWA Minimum Retroreflectivity Mandate

On January 22, 2008, the Federal Highway Administration enacted federal legislation mandating minimum retroreflectivity levels for most traffic-related signs (while quantitative minimum retroreflectivity levels are not mandated for parking-related signs, the MUTCD continues to require that *all* signs are reflective and readable). This law establishes two compliance dates.

Inventory System: The mandate requires that all agencies establish and implement a sign *assessment or management method* to maintain minimum levels of sign retroreflectivity. This will involve completing a thorough inventory of our existing estimated 25,000 traffic signs and implementation of a software-based inventory and assessment program, which will allow us to: 1) identify deficient signs, 2) develop a replacement program and 3) efficiently maintain the City's sign inventory. This work must be completed by January of 2012. Due to staffing limitations, it is assumed the work to complete the inventory will be contracted.

Sign Replacement: The mandate requires that all substandard traffic signs (except parking-related signs) be brought into compliance (replaced) by January of 2015. Due to our funding levels in previous years, we anticipate this will involve replacement of an estimated 75% of all traffic signs, which relates to approximately 8,500 non-parking related signs. Since we are able to replace approximately 750 signs per year with our current staffing level in the sign shop, we anticipate that much of the work associated with this mandate would need to be contracted. Our anticipated breakdown of costs is as follows:

2009: Signs would be replaced by contractors in two areas of the City based on a 75% state/25% city reimbursement grant that was previously approved by the Wisconsin DOT. While we would be required to front 100% of the costs associated with the grants, the City would receive approximately $128,100 in reimbursements at the completion of the projects. (This grant expires in 2009)

2010 & 2011: Monies included in 2010 would supplant our materials budget. Sign replacement would take place using City forces. Additional labor would be provided by adding two additional seasonal employees and by utilizing labor pool employees to a larger extent.

2012, 2013 & 2014: Based on the results of the inventory analysis, the remaining work to replace approximately 6,500 non-parking related signs would be contracted uniformly over these three calendar years.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Public Works	Sign Retroreflectivity Inventory System	-	125,000	25,000	-	-	$ 150,000
	Sign Retroreflectivity Mandate (WisDOT Grant)	170,800	-	-	-	-	$ 170,800
	Sign Retroreflectivity Mandate (City work)	-	25,000	25,000	-	-	$ 50,000
	Sign Retroreflectivity Mandate (Contracted)	-	-	-	425,000	425,000	$ 850,000
Total - Public Works Capital Projects Fund		$ 170,800	$ 150,000	$ 50,000	$ 425,000	$ 425,000	$ 1,220,800

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	125,000	25,000	-	-	150,000
Land Acquisition	-	-	-	-	-	-
Construction	170,800	-	-	425,000	425,000	1,020,800
Other	-	25,000	25,000	-	-	50,000
Total	$ 170,800	$ 150,000	$ 50,000	$ 425,000	$ 425,000	$ 1,220,800
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Public Works - Grade & Gravel **General Fund**	539,128	69,516	682,386	-	-	$ 1,291,030
Public Works - Grade & Gravel **TIF # 4**	-	-	354,443	-	-	$ 354,443
Public Works - Grade & Gravel **TIF # 6**	517,961	264,675	-	-	-	$ 782,636
Public Works - Grade & Gravel **Industrial Park Land Fund**	-	47,700	165,550	-	40,000	$ 253,250
Total - Grade & Gravel Program	$ 1,057,089	$ 381,891	$ 1,202,379	$ -	$ 40,000	$ 2,681,359

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	1,019,080	358,242	1,125,487	-	37,000	$ 2,539,809
Other	38,009	23,649	76,892	-	3,000	$ 141,550
Total	$ 1,057,089	$ 381,891	$ 1,202,379	$ -	$ 40,000	$ 2,681,359
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM

2009	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool				30,334	7,675		38,009
Grade & Gravel	Lake Park Rd	Plank Rd (s/o roundabout)	Midway Rd (n/o roundabout)	107,907			107,907
(County project - City's	Midway Rd	Lake Park Rd (e/o roundabout)	Eisenhower Dr		280,116		280,116
share)	Midway Rd	Plank Rd (e/o roundabout)	Lake Park Rd (w/o roundabout)	110,893			110,893
	Subtotal			**218,800**	**280,116**	**-**	**498,916**
Temporary Surface	Lake Park Rd	Plank Rd (s/o roundabout)	Midway Rd (n/o roundabout)	124,922			124,922
Following Grade & Gravel	Midway Rd	Lake Park Rd (e/o roundabout)	Eisenhower Dr		230,170		230,170
(County project - City's	Midway Rd	Plank Rd (e/o roundabout)	Lake Park Rd (w/o roundabout)	165,072			165,072
share)	**Subtotal**			**289,994**	**230,170**	**-**	**520,164**
Total				$ 539,128	$ 517,961	$ -	$ 1,057,089

2010	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool				5,149	15,000	3,500	23,649
Grade & Gravel	Milis Dr	Alliance Dr	Eisenhower Dr		99,675		99,675
	Providence Ave	Edgewood Dr (CTH JJ)	Citrine Place	38,500			38,500
	Quest Dr	Milis Dr	Midway Rd			44,200	44,200
	Road H	Vantage Dr	Milis Dr		78,525		78,525
	Vantage Dr	Lakeland Dr	Eisenhower Dr		71,475		71,475
	Subtotal			**38,500**	**249,675**	**44,200**	**332,375**
Temporary Surface	Providence Ave	Edgewood Dr (CTH JJ)	Citrine Place	25,867			25,867
Following Grade & Gravel	**Subtotal**			**25,867**	**-**	**-**	**25,867**
Total				$ 69,516	$ 264,675	$ 47,700	$ 381,891

2011	Street	From	To	General Fund	TIF 4	Industrial Park Land Fund	Total Cost
Labor Pool				44,642	22,500	9,750	76,892
Grade & Gravel	French Rd	Glory Lane (630' s/o)	Edgewood Dr (CTH JJ)	334,057			334,057
	French Rd	USH 41	Glory Lane (630' s/o)		331,943		331,943
	Road G	Quest Dr	Eisenhower Dr			155,800	155,800
	Subtotal			**334,057**	**331,943**	**155,800**	**821,800**
Temporary Surface	French Rd	Glory Lane (630' s/o)	Edgewood Dr (CTH JJ)	303,687			303,687
Following Grade & Gravel	**Subtotal**			**303,687**	**-**	**-**	**303,687**
Total				$ 682,386	$ 354,443	$ 165,550	$ 1,202,379

2012	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
There are no grade & gravel projects planned for 2012 at this time.							
Total				$ -	$ -	$ -	$ -

2013	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool						3,000	3,000
Grade & Gravel	Endeavor Dr	Eisenhower Dr	culdesac			37,000	37,000
	Subtotal					**37,000**	**37,000**
Total				$ -	$ -	$ 40,000	$ 40,000

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Public Works	Sidewalks	638,014	721,692	697,230	800,314	667,202	$ 2,857,250
General Fund							
Public Works	Sidewalks	22,650	-	-	-	-	$ 22,650
SRTS Grant							
Public Works	Sidewalks	103,921	284,647	-	-	-	$ 388,568
TIF # 4							
Public Works	Sidewalks	95,584	-	-	-	-	$ 95,584
TIF # 6							
Public Works	Sidewalks	-	5,994	-	-	-	$ 5,994
TIF # 7							
Public Works - Construction		222,872	250,987	334,925	367,450	322,411	$ 1,176,234
Public Works - Developer Escrow		-	-	-	-	-	$ -
Subdivisions		222,872	250,987	334,925	367,450	322,411	$ 1,176,234
Total - Sidewalk Program		$ 1,083,041	$ 1,263,320	$ 1,032,155	$ 1,167,764	$ 989,613	$ 4,546,280

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	871,660	1,034,896	868,649	983,592	830,655	$ 3,758,797
Other	211,381	228,424	163,506	184,172	158,958	$ 787,483
Total	$ 1,083,041	$ 1,263,320	$ 1,032,155	$ 1,167,764	$ 989,613	$ 4,546,280
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program

2009	General Fund	Subdiv. Fund	SRTS Grant	TIF 4	TIF 6	Total Cost
Labor Pool	127,206	25,470	-	33,121	25,584	211,381
Sidewalk Construction						
Green Dot	220,000					220,000
General	40,000		22,650			62,650
Patch Contract	98,500					98,500
Sidewalk Stairway Repairs						-
Reconstruction - Concrete	103,104				70,000	173,104
Reconstruction - Asphalt	104,204					104,204
Subtotal	**565,808**	**-**	**22,650**	**-**	**70,000**	**658,458**
New Sidewalk Construction						
New Concrete				70,800		70,800
New Subdivision		167,402				167,402
New Subdivision - 6 Month		30,000				30,000
Arterial Street						-
Subtotal	**-**	**197,402**	**-**	**70,800**	**-**	**268,202**
Less: Costs allocated to Utilities	(55,000)					(55,000)
Total	$ 638,014	$ 222,872	$ 22,650	$103,921	$ 95,584	$ 1,083,041

2012	General Fund	Subdiv. Fund	Total Cost
Labor Pool	144,802	39,370	184,172
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	248,452		248,452
Reconstruction - Asphalt	70,560		70,560
Subtotal	**699,012**	**-**	**699,012**
New Sidewalk Construction			
New Concrete			-
New Subdivision		298,080	298,080
New Subdivision - 6 Month		30,000	30,000
Arterial Street	25,000		25,000
Subtotal	**25,000**	**328,080**	**353,080**
Less: Costs allocated to Utilities	(68,500)		(68,500)
Total	$ 800,314	$ 367,450	$ 1,167,764

2010	General Fund	Subdiv. Fund	TIF 4	TIF 7	Total Cost
Labor Pool	124,198	28,875	73,797	1,554	228,424
Sidewalk Construction					
Green Dot	210,000				210,000
General	40,000				40,000
Patch Contract	80,000				80,000
Sidewalk Stairway Repairs					-
Reconstruction - Concrete	163,710			4,440	168,150
Reconstruction - Asphalt	87,504				87,504
Retaining Wall - Water St	40,000				40,000
Subtotal	**621,214**	**-**	**-**	**4,440**	**625,654**
New Sidewalk Construction					
New Concrete	39,780		210850		250,630
New Subdivision		188,820			188,820
New Subdivision - 6 Month		33,292			33,292
Arterial Street					-
Subtotal	**39,780**	**222,112**	**210,850**	**-**	**472,742**
Less: Costs allocated to Utilities	(63,500)				(63,500)
Total	$ 721,692	$ 250,987	$ 284,647	$ 5,994	$ 1,263,320

2013	General Fund	Subdiv. Fund	Total Cost
Labor Pool	121,867	37,091	158,958
Sidewalk Construction			
Green Dot	210,000		210,000
General	50,000		50,000
Patch Contract	80,000		80,000
Sidewalk Stairway Repairs			
Reconstruction - Concrete	191,299		191,299
Reconstruction - Asphalt	78,036		78,036
Subtotal	**609,335**	**-**	**609,335**
New Sidewalk Construction			
New Concrete			
New Subdivision		255,320	255,320
New Subdivision - 6 Month		30,000	30,000
Arterial Street			
Subtotal	**-**	**285,320**	**285,320**
Less: Costs allocated to Utilities	(64,000)		(64,000)
Total	$ 667,202	$ 322,411	$ 989,613

2011	General Fund	Subdiv. Fund	Total Cost
Labor Pool	127,621	35,885	163,506
Sidewalk Construction			
Green Dot	220,000		220,000
General	60,000		60,000
Patch Contract	100,000		100,000
Sidewalk Stairway Repairs	30,000		30,000
Reconstruction - Concrete	127,329		127,329
Reconstruction - Asphalt	60,780		60,780
Subtotal	**598,109**		**598,109**
New Sidewalk Construction			
New Concrete			-
New Subdivision		259,040	259,040
New Subdivision - 6 Month		40,000	40,000
Arterial Street	40,000		40,000
Subtotal	**40,000**	**299,040**	**339,040**
Less: Costs allocated to Utilities	(68,500)		(68,500)
Total	$ 697,230	$ 334,925	$1,032,155

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Stormwater **Stormwater Utility**	Construction	6,823,311	12,092,720	7,121,194	4,294,359	4,533,354	$ 34,864,938
Stormwater **TIF # 4**	Construction	7,606	7,606	5,249	-	-	$ 20,461
Stormwater **TIF # 6**	Construction	-	72,250	-	-	-	$ 72,250
Stormwater **TIF # 7**	Construction		10,893	-	-	3,649	$ 14,542
Stormwater **Industrial Park Land Fund**	Construction	24,381	196,700	-	151,750	-	$ 372,831
Total - Stormwater Program		$ 6,855,298	$ 12,380,169	$ 7,126,443	$ 4,446,109	$ 4,537,003	$ 35,345,022

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	535,000	360,000	260,000	435,000	50,000	$ 1,640,000
Land Acquisition	250,000	-	-	-	-	$ 250,000
Construction	5,811,160	11,526,917	6,612,133	3,825,479	4,326,993	$ 32,102,682
Other	266,318	486,072	254,310	185,630	160,010	$ 1,352,340
Total	$ 6,862,478	$ 12,372,989	$ 7,126,443	$ 4,446,109	$ 4,537,003	$ 35,345,022
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2009	Street	From	To	Storm-water Utility	TIF # 4	Industrial Park Land Fund	Total Cost
Labor Pool				241,074	3,593	21,651	266,318
Consulting Services	Apple Creek Erosion	Design & Permitting		75,000			75,000
	Bellaire Ravine Erosion	Design & Permitting		30,000			30,000
	Calumet St storage	Design & Permitting		50,000			50,000
	Construction Services			100,000			100,000
	Green Bay Road Study Project			25,000			25,000
	Land Acquisition Services			10,000			10,000
	Pierce Park Pond	Design & Permitting		80,000			80,000
	Spring St stormceptor	Design		20,000			20,000
	State Street Study Project	Design		10,000			10,000
	Theodore St storage	Design (Prelim)		135,000			135,000
	Subtotal			**535,000**			**535,000**
							-
Land Acquisition	Apple Creek relocation n/o CTH JJ	French Rd (2200' w/o)	French Rd	250,000			250,000
	Subtotal			**250,000**	**-**	**-**	**250,000**
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			72,700			72,700
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2009 New Concrete Paving			194,369	4,013		198,382
	Apple Creek Relocation n/o CTH JJ	utilities relocation		350,000			350,000
	Conkey pond			1,515,000			1,515,000
	Lake Park Road (inlets/Leads)	Plank Rd	Midway Rd	32,000			32,000
	Midway Road Inlets/Leads)	Lake Park Rd	Eisenhower Dr	84,000			84,000
	Meade St Concrete Reconstruct)	Pacific St. (Storm Recon)	Wisconsin Ave. (intersect'	42,504			42,504
	Meadowview II u/s Stormwater Treatment			200,000			200,000
	Milis Dr	Alliance Dr	Eisenhower Dr			2,730	2,730
	Native Landscaping			80,000			80,000
	Northland/Conkey Floodplain Lowering			800,000			800,000
	Pacific St Concrete Reconstruct)	Meade St. (Storm Recon)	Vine St. (intersect's only	42,504			42,504
	Pierce Park Pond Part I			650,000			650,000
	Subtotal			**4,343,077**	**4,013**	**2,730**	**4,349,820**
New Construction	Daybreak Dr	Lourdes Dr	Lourdes Dr - 200' n/o	18,900			18,900
	Subtotal			**18,900**	**-**	**-**	**18,900**
Reconstruction	Hancock St	Meade St.	350' west	80,500			80,500
	Subtotal			**80,500**	**-**	**-**	**80,500**
Reconstruction (on streets to be paved in 2010)	Division St	Parkway Blvd	Glendale Ave	24,725			24,725
	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	274,000			274,000
	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)	50,455			50,455
	Oneida St	Lindbergh St	McArthur St	3,740			3,740
	Pierce Ave	Eighth St	Spencer St	16,800			16,800
	South Island St	Olde Oneida St	Vulcan St	500,000			500,000
	Superior St	Atlantic St	Wisconsin Ave	174,500			174,500
	Subtotal			**1,354,760**	**-**	**-**	**1,354,760**
Total				$ 6,823,311	$7,606	$ 24,381	$ 6,855,298

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2010	Street	From	To	Storm-water Utility	TIF 4	Industrial Park Land Fund	TIF 6	TIF 7	Total Cost
Labor Pool				421,766	3,593	42,500	14,500	3,713	486,072
Consulting Services	AMC Study Area Project	Design & Permitting		25,000					25,000
	Applecreek aquatic habitat phase 1	Design & Permitting		40,000					40,000
	Calumet Street storage	Design & Permitting Final		50,000					50,000
	Construction Services			60,000					60,000
	Land Acquisition Services			10,000					10,000
	Leonard Street Area Study Project	Design & Permitting		25,000					25,000
	Opportunity Stormwater Treatment Devices	Design & Permitting		50,000					50,000
	Valley Fair Mall Area Pond	Design & Permitting		75,000					75,000
	Xavier Area Study Project	Design & Permitting		25,000					25,000
	Subtotal			**360,000**	**-**	**-**	**-**	**-**	**360,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000					200,000
	Surface restoration for mini sewer from previous year			85,000					85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2010 Asphalt Paving			72,920					72,920
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2010 New Concrete Paving			191,582	4,013				195,595
	Apple Creek relocation n/o CTH JJ	French Rd (2200' w/o)	French Rd	1,270,000					1,270,000
	CTH JJ bridge @ French Rd corridor	Bridge @	French Rd corridor	415,000					415,000
	French Road bridge @ CTH JJ	Bridge @	Edgewood Dr (CTH JJ)	235,000					235,000
	Green Bay Road Area Study Project			250,000					250,000
	Memorial Park south pond			900,000					900,000
	Memorial Park Stream Naturalization			1,100,000					1,100,000
	Native Landscaping			116,045					116,045
	Opportunity Stormwater Treatment Devices			250,000					250,000
	Pierce Park Pond Part II			250,000					250,000
	Providence Ave bridge @ CTH JJ	Bridge @	Edgewood Dr (CTH JJ) n/o	280,000					280,000
	Spring Street Stormceptor			50,000					50,000
	State Street Area Study Project			50,000					50,000
	Theodore St storage			2,446,000					2,446,000
	Subtotal			**8,161,547**	**4,013**	**-**	**-**	**-**	**8,165,560**
New Storm Sewers	French Rd	USH 41	Edgewood Dr (CTH JJ)	660,000					660,000
	Milis Dr	Alliance Dr	Eisenhower Dr			63,250			63,250
	Providence Ave	Edgewood Dr (CTH JJ)	Edgewood Dr 1000' n/o	75,000					75,000
	Quest Dr	s/o Milis Dr	Midway			42,000			42,000
	Road H	Vantage Dr	Milis Dr				57,750	-	57,750
	Vantage Dr	Lakeland Dr	Eisenhower Dr			48,950			48,950
	Subtotal			**735,000**	**-**	**154,200**	**57,750**	**-**	**946,950**
Reconstruction	Spring St	Drew St	Meade St (70' w/o)	375,000					375,000
	Subtotal			**375,000**	**-**	**-**	**-**	**-**	**375,000**
Reconstruction (on streets to be paved in 2011)	Chain Dr	Memorial Dr	300' south					7,180	7,180
	Douglas St	Highland Ave	Packard St	85,500					85,500
	E. South River St	Kernan Ave	John St	7,285					7,285
	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
	Franklin St	Rankin St	Catherine St	22,524					22,524
	Glendale Ave	Ballard Rd	Roemer Rd	50,000					50,000
	John St (CTH KK)	Banta Court	E South River St	56,578					56,578
	Lorain Ct	Linwood Ave	Outagamie St	105,300					105,300
	Lynndale Dr	Everett St	south to RR	166,500					166,500
	Lynndale Dr	Spencer St	Everett St	193,500					193,500
	Memorial Dr (STH 47) same yr as paving	Fox River	Lawrence St	347,800					347,800
	Washington St	Rankin St	Catherine St	63,480					63,480
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	442,800					442,800
	Wisconsin Ave	Richmond St (STH 47)	Meade St	318,000					318,000
	Subtotal			**2,039,407**	**-**	**-**	**-**	**7,180**	**2,046,587**
Total				$ 12,092,720	$ 7,606	$ 196,700	$ 72,250	$ 10,893	$ 12,380,169

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2011	Street	From	To	Storm-water Utility	TIF # 4	Total Cost
Labor Pool				251,960	2,350	254,310
Consulting Services	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
	Opportunity Stormwater Treatment Dev	Design & Permitting		50,000		50,000
	Reid Golf Course BMP	Design & Permitting		50,000		50,000
	Subtotal			**260,000**	**-**	**260,000**
						-
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			58,800		58,800
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2011 New Concrete Paving			153,881	2,899	156,780
	AMC Area Study Project			100,000		100,000
	Apple Creek Aquatic Habitat phase I			250,000		250,000
	Apple Creek Corridor Erosion	Ballard	Lightning	400,000		400,000
	Bellaire Ravine Erosion Mitigation			200,000		200,000
	Calumet St storage			1,250,000		1,250,000
	Leonard Street Area Study Project			100,000		100,000
	Native Landscaping			100,000		100,000
	Opportunity Stormwater Treatment Dev			250,000		250,000
	Valley Fair Mall Area Pond			1,775,000		1,775,000
	Xavier Area Study Project			500,000		500,000
	Subtotal			**5,427,681**	**2,899**	**5,430,580**
New Storm Sewers	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	288,000		288,000
	Subtotal			**288,000**	**-**	**288,000**
Reconstruction	McKinley St (Liner)	Lawe St	Jackson St	59,915		59,915
	Subtotal			**59,915**	**-**	**59,915**
Reconstruction (on streets to						-
be paved in 2012)	Adams St	Seymour St	Verbrick St - s/o	115,200		115,200
	Brewster St	Clark St	Oneida St	70,875		70,875
	Cotter St	Haskell St	Second St	54,290		54,290
	Haskell St	Cotter St	Grider ST	38,715		38,715
	Oneida St	Seymour St	Skyline Bridge	207,904		207,904
	Oneida St	Wilson St	Seymour St	207,904		207,904
	Summer St	Morrison St	Lawe St	138,750		138,750
	Subtotal			**833,638**	**-**	**833,638**
Total				$ 7,121,194	$ 5,249	$ 7,126,443

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2012	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				152,130	33,500	185,630
Consulting Services	Construction Services			75,000		75,000
	Joint Menasha Area Study Project	Design & Permitting		25,000		25,000
	Land Acquisition Services			10,000		10,000
	Lightning Dr bridge @ CTH JJ	Bridge @ design	Edgewood Dr (CTH JJ) n/o	50,000		50,000
	Northland Stormwater Treatment Devic	Design & Permitting		50,000		50,000
	Opportunity Stormwater Treatment Dev	Design & Permitting		50,000		50,000
	Reid Golf Course Area Study Project	Design & Permitting		25,000		25,000
	Spencer Street Underground Storage	Design & Permitting		50,000		50,000
	Valley Road Basin Retrofit	Design & Permitting		50,000		50,000
	Wilson St/T Menasha Study Project	Design & Permitting		50,000		50,000
	Subtotal			**435,000**	**-**	**435,000**
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 2012 Asphalt Paving			65,030		65,030
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2012 New Concrete Paving			158,390		158,390
	Apple Creek Aquatic Habitat phase 2			250,000		250,000
	Northland Stormwater Treatment Devices			250,000		250,000
	Opportunity Stormwater Treatment Devices			250,000		250,000
	Reid Golf Course BMP			700,000		700,000
	Wetland Plantings			50,000		50,000
	Subtotal			**2,013,420**	**-**	**2,013,420**
New Storm Sewers	Road G	Quest	Eisenhower Dr		118,250	118,250
	Subtotal			**-**	**118,250**	**118,250**
Reconstruction	Ballard Rd	Wisconsin Ave	Longview St	742,500		742,500
	Douglas St	Spencer St	College Ave	85,125		85,125
	Oneida St	STH 441	Wilson St	207,904		207,904
	Outagamie St	Spencer St	College Ave	230,405		230,405
	Summit St	Spencer St	College Ave	85,125		85,125
	Washington St	Appleton ST	Durkee ST	71,500		71,500
	Washington St	Division St	Durkee St	271,250		271,250
	Subtotal			**1,693,809**	**-**	**1,693,809**
Total				$ 4,294,359	$ 151,750	$ 4,446,109

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2013	Street	From	To	Storm-water Utility	TIF 7	Total Cost
Labor Pool				159,260	750	160,010
Consulting Services	Opportunity Stormwater Treatment Dev	Design & Permitting		50,000		50,000
	Subtotal			**50,000**		**50,000**
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 2014 Asphalt Paving			143,600		143,600
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2014 New Concrete Paving			139,446	2,899	142,345
	Joint Menasha Area Study Project			500,000		500,000
	Lightning Dr bridge @ CTH JJ	Bridge @	Edgewood Dr (CTH JJ) n/o	300,000		300,000
	Northland Creek Stormwater Treatment			200,000		200,000
	Opportunity Stormwater Treatment Dev			250,000		250,000
	Reid Golf Course Area Study Project			100,000		100,000
	Spencer Street Underground Storage			500,000		500,000
	Valley Road Basin Retrofit			550,000		550,000
	Wetland Plantings			50,000		50,000
	Wilson St/T Menasha Study Project			100,000		100,000
	Subtotal			**3,123,046**	**2,899**	**3,125,945**
New Storm Sewers	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	210,000		210,000
	Subtotal			**210,000**		**210,000**
Reconstruction	Alley w/o Perkins	Charles (any work to be	Perkins St	27,473		27,473
	Atlantic St	Richmond St (STH 47)	Oneida St	210,400		210,400
	Eldorado St	Union St	Meade St	62,250		62,250
	Pershing St	McDonald St	Ballard Rd	172,425		172,425
	Pershing St	Meade St	McDonald St	126,500		126,500
	Summer St	Gillett St	Story St	184,000		184,000
	Summer St	Story St	Richmond St	104,000		104,000
	Summit St	Winnebago St	Wisconsin Ave	104,000		104,000
	Subtotal			**991,048**		**991,048**
Total				$ 4,533,354	$ 3,649	$ 4,537,003

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Water Dist. **Water Utility**	Construction	6,291,904	6,588,675	6,516,515	6,584,460	4,421,502	$ 30,403,056
Water Dist. **TIF #4**	Construction	91,875	-	-	-	-	$ 91,875
Water Dist. **TIF # 6**	Construction	-	276,500	-	-	-	$ 276,500
Water Dist. **IPLF**	Construction	9,002	74,375	213,250	-	-	$ 296,627
Total - Watermain Program		$ 6,392,781	$ 6,939,550	$ 6,729,765	$ 6,584,460	$ 4,421,502	$ 31,068,058

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	6,167,405	6,676,205	6,451,525	6,362,570	4,273,575	$ 29,931,280
Other	225,376	263,345	278,240	221,890	147,927	$ 1,136,778
Total	$ 6,392,781	$ 6,939,550	$ 6,729,765	$ 6,584,460	$ 4,421,502	$ 31,068,058
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2009	Street	From	To	Water Utility	TIF # 4	Industrial Park Land Fund	Total Cost
Labor Pool				217,382	-	7,994	225,376
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		12,500			12,500
Construction	Surface Restoration	Due to 2008 Water CIP Excav.		120,000			120,000
	Subtotal			**132,500**	**-**	**-**	**132,500**
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
	Harding St	Greenview St	Clover La	29,450			29,450
	Quest Dr	Milis Dr (s/o)	Midway Rd			1,008	1,008
	Subtotal			**360,525**	**91,875**	**1,008**	**453,408**
Reconstruction							
(not related to paving)	Badger Ave	Winnebago St	Packard St	275,900			275,900
	Ballard Rd	Commerce Ct (Esmt 800' 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	134,425			134,425
	Coolidge Ave	Jackson St	Carpenter St	119,700			119,700
	Eighth St	Pierce Ave	Badger Ave	38,950			38,950
	Front St	Locust St	Memorial Dr	52,250			52,250
	Gladys St	Calumet St	Harding St	73,625			73,625
	Hanson Dr	Berry St	Gladys St	39,520			39,520
	Hoover St	Oneida St	Carpenter St	220,875			220,875
	Jefferson St	Hoover St	Calumet St	192,850			192,850
	Lawe St	Harding St	Hoover St	78,850			78,850
	Leonard St	Perkins St	Lynndale Dr	202,430			202,430
	Locust St	Spring St	Commercial St	24,700			24,700
	Murray Ave	Oneida St	Jackson St	142,500			142,500
	Perkins St	Everett St	Prospect St	512,692			512,692
	Summit St	Roberts St	Grant St	114,000			114,000
	Washington St	Durkee St	Drew St	89,235			89,235
	Washington St	Linwood Av	Douglas St	109,275			109,275
	Wilke St	Verbrick St	Foster St	23,750			23,750
	Wilson St	Jackson St	Carpenter St	119,700			119,700
	Subtotal			**2,929,247**	**-**	**-**	**2,929,247**
Reconstruction	College Ave	Bridge over Fox River		430,000			430,000
(prior to next year's paving)	Division St	Parkway Blvd	Glendale Ave	95,950			95,950
	Eldorado St	Rankin St (250' w/o) (Meade)	Catherine St	115,995			115,995
	Hancock St	Rankin St	cds	28,500			28,500
	Lawrence St	Outagamie St	Badger Ave	296,305			296,305
	Lawrence St	Victoria St (Douglas St act)	Outagamie St	60,325			60,325
	Olde Oneida St	Edison St	South Island St (250' n/o)	160,000			160,000
	Oneida St	Lindbergh St	McArthur St	77,625			77,625
	Pierce Ave	Eighth St	Spencer St	39,425			39,425
	Railroad Ave	Olde Oneida St	Olde Oneida St (1350' east)	405,000			405,000
	South Island St	Olde Oneida St	Olde Oneida St (800' east)	270,000			270,000
	South Island St	Vulcan St (Canal crossing)	Lawe St	80,000			80,000
	Superior St	Atlantic St	Wisconsin Ave	218,125			218,125
	Subtotal			**2,277,250**	**-**	**-**	**2,277,250**
Total Water Main Construction				**5,699,522**	**91,875**	**1,008**	**5,792,405**
Transmission Line - New	Apple Creek Rd (CTH E)	Apple Hill Blvd	French Rd	375,000			375,000
	Subtotal			**375,000**	**-**	**-**	**375,000**
Total Water Construction				$ 6,291,904	$ 91,875	$ 9,002	$ 6,392,781

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2010	Street	From	To	Water Utility	TIF 6	Industrial Park Land Fund	Total Cost
Labor Pool				252,345	8,500	2,500	263,345
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		13,750			13,750
Construction	Surface Restoration	Due to 2009 Water CIP Excav.		275,000			275,000
	Subtotal			**288,750**			**288,750**
New Construction	Milis Dr	Alliance Dr	Eisenhower Dr		108,000		108,000
	Providence Ave	Edgewood Dr (CTH JJ)	Citrene Pl (120' s/o)	120,000			120,000
	Quest Dr	Milis Dr (s/o)	Midway Rd			71,875	71,875
	Road H	Vantage Dr (725' s/o)	Second St		84,000		84,000
	Vantage Dr	Lakeland Dr	Eisenhower Dr		76,000		76,000
	Subtotal			**120,000**	**268,000**	**71,875**	**459,875**
Reconstruction	Fourth St	Lynndale Dr	Lynndale Dr - 550' e/o	92,820			92,820
(not related to paving)	Fremont St	Oneida St	Jackson St	185,000			185,000
	Jackman St (Hill)	Water St	Prospect St	75,625			75,625
	Jefferson St	Calumet St	Fremont St	364,700			364,700
	Kimball St	Allen St	Morrison St	40,825			40,825
	Madison St	Fremont St	Calumet St	306,625			306,625
	Nicholas St	Kamps St	Glendale Ave	244,545			244,545
	Outagamie St	Harris St	Packard St	24,700			24,700
	Pacific St	Leminwah St (Owaissa act)	Pacific St Bridge	99,000			99,000
	Prospect Ave	Jackman St (Hill)	State St	27,500			27,500
	Roosevelt St	Alvin	Clark St	107,100			107,100
	Taylor St	Nicholas St	Gillett St	25,000			25,000
	Subtotal			**1,593,440**			**1,593,440**
Reconstruction	Appleton St	College Ave	Lawrence St	56,250			56,250
(prior to next year's paving)	Douglas St	Highland Ave	Packard St	95,000			95,000
	Fifth St	Mueller St	Story St	60,800			60,800
	Fifth St	Story St	Memorial Dr	142,000			142,000
	Fourth St	Memorial Dr	State St	38,500			38,500
	Franklin St	Rankin St	Catherine St	60,000			60,000
	Glendale Ave	Ballard Rd	Roemer Rd (1000' e/o)	306,250			306,250
	Lorain Ct	Linwood Ave	Outagamie St	117,000			117,000
	Lynndale Dr	Everett St	south to RR	363,340			363,340
	Lynndale Dr	Spencer St	Everett St	344,000			344,000
	Memorial Dr (STH 47)	Fox River (Front St)	Lawrence St	546,000			546,000
	Washington St	Rankin St	Catherine St	60,000			60,000
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	1,053,000			1,053,000
	Wisconsin Ave	Richmond St (STH 47)	Meade St	1,092,000			1,092,000
	Subtotal			4,334,140			4,334,140
Total Water Main Construction				$ 6,588,675	$ 276,500	$ 74,375	$ 6,939,550

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2011	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				226,240	52,000	278,240
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		12,500		12,500
Construction	Surface Restoration	Due to 2010 Water CIP Excav.		270,270		270,270
	Subtotal			**282,770**	**-**	**282,770**
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
	Road G	Quest Dr	Eisenhower Dr		161,250	161,250
	Subtotal			**322,950**	**161,250**	**484,200**
Reconstruction						-
(not related to paving)	Winnebago St	Division St	Morrison St	231,000		231,000
	Drew St	Longview Dr	Byrd St	110,500		110,500
	Fairway Ct	Shaw St	end of cul-de-sac	143,000		143,000
	Lee St	Fremont St	Bluebird La	129,600		129,600
	Lindbergh St	Oneida St	Jarchow St	101,920		101,920
	Linwood Ave	Brewster St	Glendale Ave	236,170		236,170
	Linwood Ave	Glendale Ave	Marquette St	127,400		127,400
	Madison St	Calumet St	Hoover St	309,400		309,400
	Minor St	Meade St	Rankin St	64,400		64,400
	Pacific St	Superior St	Morrison St	195,750		195,750
	Pacific St	Wisconsin Central Ltd.	Ida St	108,900		108,900
	Prospect Ave	Sixth St	Sixth St - 500' e/o	75,600		75,600
	Ridgeway Zone expansion	s/o Wisconsin	Winnebago St,	150,000		150,000
	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
	Subtotal			**2,532,160**		**2,532,160**
Reconstruction						-
(prior to next year's paving)	Adams St	Seymour St	Verbrick St - s/o	128,000		128,000
	Brewster St	Clark St	Oneida St	127,575		127,575
	Cotter St	Haskell St	Second St	106,750		106,750
	Franklin St (partial recon only)	Linwood Ave	Douglas St	119,000		119,000
	Haskell St	Cotter St	Grider St	76,125		76,125
	Oneida St	Seymour St	Skyline Bridge	432,160		432,160
	Oneida St	Wilson St	Seymour St	432,160		432,160
	Summer St	Morrison St	Lawe St	249,750		249,750
	Subtotal			**1,671,520**		**1,671,520**
						-
Total Water Main Construction				**4,809,400**	**161,250**	**4,970,650**
						-
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
	Union St	Commercial St	College Ave	777,875		777,875
	Subtotal			**1,480,875**		**1,480,875**
						-
Total Water Main Construction				$ 6,516,515	$ 213,250	$ 6,729,765

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2012	Street	From	To	Water Utility
Labor Pool				221,890
Miscellaneous	Permit and Misc. Fees			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	101,400
	Marion St	Kernan Ave	Walden Ave	48,000
	Sunshine Dr	Lourdes Dr - 150' n/o (fut.)	Lourdes Dr (future)	15,750
	Wisconsin Ave	Leona St	Green Grove Rd	241,395
	Subtotal			**606,745**
Reconstruction	Graceland Ave	Randall St	Woodland Ave	60,000
(not related to paving)	Hall St	Randall St	Woodland Ave	144,000
	Kay St	Viola St	Graceland Ave	43,200
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	118,750
	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)			225,000
	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
	Subtotal			**1,436,325**
Reconstruction				
(prior to next year's paving)	Ballard Rd	Wisconsin Ave	Longview St	1,014,750
	Douglas St	Spencer St	College Ave	198,625
	Oneida St	STH 441	Wilson St	408,800
	Outagamie St	Spencer St	College Ave	198,625
	Summit St	Spencer St	College Ave	198,625
	Washington St	Appleton St	Durkee St	299,000
	Washington St	Division St	Durkee St	379,750
	Subtotal			**5,570,825**
Total Water Main Construction				$ 6,584,460

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2013	Street	From	To	Water Utility
Labor Pool				147,927
New Construction	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	396,750
	Endeavor Dr	Eisenhower Dr	cul-de-sac	57,500
	Moss Rose La	Crossing Meadows La. (150' n/o)	Edgewood Dr (CTH JJ)	517,500
	Subtotal			**971,750**
Reconstruction (not related to paving)	Allen St	Lawrence St	Kimball St	40,870
	Subtotal			**40,870**
Reconstruction (prior to next year's paving)	Atlantic St	Richmond St (STH 47)	Drew St	556,250
	Eldorado St	Union St	Meade St	145,250
	Pershing St	McDonald St	Ballard Rd	376,200
	Pershing St	Meade St	McDonald St	165,600
	Sanders St (partial asp recon only)	Seymour St	Verbrick St	100,800
	Summer St	Gillett St	Story St	276,000
	Summer St	Story St	Richmond St	156,000
	Summit St	Winnebago St	Wisconsin Ave	156,000
	Taft Ave (asp overlay only)	Jackson St	Telulah Ave	687,500
	Subtotal			**2,619,600**
Total Water Main Construction				**3,632,220**
Transmission - New	Edgewood Dr (CTH JJ)	Ballard Rd (Lightning Dr)	French Rd	455,800
	Edgewood Dr (CTH JJ)	French Rd	Cherryvale Ave	185,555
	Subtotal			**641,355**
Total Water Main Construction				$ 4,421,502

CITY OF APPLETON 2009 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 freeze-up typically occurs at night during the time of first ice when temperatures are less than 20 degrees F for a period of 12 to 48 hours. Unfrozen surface water at the freezing point and slush ice become lodged in the intake cone screen and lake station traveling screen such that little to no water can pass to the low lift pumps providing source water to the water plant. In recent years moderate to severe intake icing occurred in December 2004, January 2006, January 2007, and December 2007. A water conservation notice was issued to the public due to the event in January 2007.

Strategies were identified to greatly reduce intake icing in two areas including near shore temporary pumping improvements and intake station improvements.

The near shore improvements are being completed in 2008 and include a manifold at the lake station building to receive water from temporary portable pumps with near shore intake hoses. This improvement will provide water supply in smaller volumes up to 6 MGD and maintains some level of water production if the intake station is frozen.

The intake station improvements will be finally determined by engineering study but may include 1) add a 3rd and 4th intake cone made of fiber reinforced plastic or other ice resistant material. Eliminating intake icing interruptions will require installing an additional set of intake cones located some distance away from the existing cones. This may require an extension of the existing intake line several hundred feet, or constructing a separate intake line with cones several feet out from shore. This improvement would provide reduced water entrance velocity for slush ice and surface water draw, and spacial separation of the new set of intake cones as ice forms from shore on out into the lake; and 2) Utilize the out of service #1 low lift pump to reverse flow from the plant to the lake station to dislodge ice buildup at the cones. These improvements will enhance reliability of water plant production during lake freeze-up.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Water Utility	Engineering	60,000	-	-	-	-	$ 60,000
	Construction	510,000	-	-	-	-	$ 510,000
Total - Water Treatment Capital Projects		$ 570,000	$ -	$ -	$ -	$ -	$ 570,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	60,000	-	-	-	-	$ 60,000
Land Acquisition	-	-	-	-	-	$ -
Construction	510,000	-	-	-	-	$ 510,000
Other	-	-	-	-	-	$ -
Total	$ 570,000	$ -	$ -	$ -	$ -	$ 570,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Second Raw Water Line Redundancy

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 does not have raw water line redundancy from the Lake Pumping Station at Lake Winnebago to the Water Plant or finished water interconnections with other area Utilities.

The raw water line component of the CIP includes a pre-engineering study in 2009 to facilitate a future raw water line. The current raw water line runs to the plant in a 1 mile stretch from the lake station to the plant via a 42 inch raw water line. There is insufficient space for a second raw water line in this path and it would also be advantageous to locate a redundant line in an alternate route in case of a failure along the current route. It is believed that a second raw water line should be installed in the next 20 years in an alternate route if possible. The study in 2009 will identify options and provide recommendations for land procurement, easements, or permits where necessary to support the future second raw water line.

The City has had discussions with the City of Menasha and Town of Menasha regarding potential interconnections to provide additional supply and redundancy when needed. In addition, DNR has recommended that Appleton pursue an emergency finished water interconnection. A study to determine the most feasible alternative with the greatest emergency supply volumes and lowest cost would be identified. One potential option is an interconnection with Town of Menasha at a location along Oneida Street where the water mains of the City and Town are in close proximity. A study would evaluate the daily volume, long term volume, pressure, and interconnection station requirements of such an improvement. The 2010 construction budget of $800,000 is established with the assumption that a connection can be made with a closer proximity option.

Discussion of operating cost impact:

There is no direct impact on the operating budget.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Water Utility	**Pumping Raw Water Line**						
	Study	50,000	-	-	-	-	$ 50,000
Water Utility Capital Project		50,000	-	-	-	-	$ 50,000
Public Works	**Pumping Raw Water Line**						
	Water Line design	-	75,000	-	-	-	$ 75,000
	Easement & Permits	-	50,000	-	-	-	$ 50,000
	Construction Mgmt & Construction	-	800,000	-	-	-	$ 800,000
Water Distribution Capital Proj.		-	925,000	-	-	-	$ 925,000
Total - Water Utility Capital Projects		$ 50,000	$ 925,000	$ -	$ -	$ -	$ 975,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	50,000	75,000	-	-	-	$ 125,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	800,000	-	-	-	$ 800,000
Other	-	50,000	-	-	-	$ 50,000
Total	$ 50,000	$ 925,000	$ -	$ -	$ -	$ 975,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Wastewater **Wastewater Utility**	Construction	3,899,674	4,313,240	4,496,117	4,599,777	4,691,424	$ 22,000,232
Wastewater **TIF # 6**	Construction	-	138,750	-	-	-	$ 138,750
Wastewater **TIF # 7**	Construction	-	16,245	-	-	-	$ 16,245
Wastewater **Industrial Park Land Fund**	Construction	4,126	33,500	100,800	-	27,250	$ 165,676
Total - Sanitary Sewer Program		$ 3,903,800	$ 4,501,735	$ 4,596,917	$ 4,599,777	$ 4,718,674	$ 22,320,903

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	3,760,564	4,317,114	4,434,756	4,448,130	4,555,593	$ 21,516,157
Other	143,236	184,621	162,161	151,647	163,081	$ 804,746
Total	$ 3,903,800	$ 4,501,735	$ 4,596,917	$ 4,599,777	$ 4,718,674	$ 22,320,903
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2009	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				139,572	3,664	143,236
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2009 Asphalt Paving			21,810		21,810
	Sanitary Laterals & Manholes Prior To 2009 Concrete Paving, new & recon			57,999		57,999
	Subtotal			**79,809**	**-**	**79,809**
New Construction	Quest Dr	s/o Milis	Midway Rd		462	462
	Subtotal			**-**	**462**	**462**
Reconstruction	Interceptor - Downtown	Arbutus Park (Packard St)	Jones Park (Lawrence St)	2,703,325		2,703,325
	Subtotal			**2,703,325**	**-**	**2,703,325**
						-
Reconstruction (on streets to be paved	Division St	Parkway Blvd	Glendale Ave	129,159		129,159
	Eldorado St	Rankin St (250' w/o) (laterals only)	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)	95,094		95,094
	Oneida St	Lindbergh St	McArthur St	11,025		11,025
	Pierce Ave	Eighth St	Spencer St	10,675		10,675
	South Island St (liner)	Oneida St	Lawe St	122,500		122,500
	Superior St	Atlantic St	Wisconsin Ave	117,960		117,960
	Subtotal			**976,968**	**-**	**976,968**
Total				**$ 3,899,674**	**$ 4,126**	**$ 3,903,800**

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2010	Street	From	To	Waste-water Utility	TIF 6	TIF 7	Industrial Park Land Fund	Waste-water Utility
Labor Pool				142,051	27,500	5,570	9,500	184,621
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2010 Asphalt Paving			21,876				21,876
	Sanitary Laterals & Manholes Prior To 2010 Concrete Paving, new & recon			81,739				81,739
	Subtotal			**103,615**				**103,615**
New Construction	Edgewood Dr (CTH JJ)	Providence Ave	French Rd	140,000				140,000
	Milis Dr	Alliance Dr	Eisenhower Dr		44,400			44,400
	Quest Dr	s/o Milis	Midway Rd				24,000	24,000
	Road H	Vantage Dr	Milis Dr		38,850			38,850
	Vantage Dr	Lakeland Dr	Eisenhower Dr		28,000			28,000
	Subtotal			**140,000**	**111,250**	**-**	**24,000**	**275,250**
Reconstruction	Interceptor - Fox River north side	Reid Ct (add. Funds in 2011)	Hillcrest Dr	1,080,000				1,080,000
	Jardin St	Rankin St	Jardin Ct (135 e/o)	191,541				191,541
	Pacific St	Leminwah St	Winona Way	134,150				134,150
	Subtotal			**1,405,691**				**1,405,691**
Reconstruction (on streets to be paved in 2011)	Chain Dr	Memorial Dr	300' South			10,675		10,675
	Douglas St	Highland Ave	Packard St	109,250				109,250
	E. South River St	Kernan Ave	John St	22,475				22,475
	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
	Franklin St	Rankin St (laterals only)	Catherine St	33,100				33,100
	Glendale Ave	Ballard Rd	Roemer Rd	121,533				121,533
	John St (CTH KK)	Banta Court	E South River St	73,300				73,300
	Lorain Ct	Linwood Ave	Outagamie St	134,550				134,550
	Lynndale Dr	Everett St	south to RR tracks	138,750				138,750
	Lynndale Dr	Spencer St	Everett St	161,250				161,250
	Memorial Dr (STH 47) (same yr as pa	Fox River	Lawrence St (laterals)	209,400				209,400
	Washington St	Rankin St	Catherine St	87,450				87,450
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	793,800				793,800
	Wisconsin Ave	Richmond St (STH 47)	Meade St (laterals)	371,000				371,000
	Subtotal			**2,521,883**		**10,675**		**2,532,558**
Total				**$ 4,313,240**	**$ 138,750**	**$ 16,245**	**$ 33,500**	**$ 4,501,735**

CITY OF APPLETON 2009 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				140,911	21,250	162,161
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2010 Asphalt Paving			17,640		17,640
	Sanitary Laterals & Manholes Prior To 2010 Concrete Paving, new & recon			69,390		69,390
	Edgewood Dr (trench cap)	Richmond St (Done by County)	Melmar St	224,213		224,213
	Subtotal			**311,243**	**-**	**311,243**
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	279,000		279,000
	Edgewood Dr (CTH JJ)	Richmond St (STH 47)	Melmar St	306,000		306,000
	Road G	Quest	Eisenhower Dr		79,550	79,550
	Subtotal			**843,800**	**79,550**	**923,350**
Reconstruction	Interceptor - Fox River north side	Reid Ct (add. Funds in 2010)	Hillcrest Dr	992,450		992,450
	Interceptor - Fox River south side	Oneida St - w/o	Oneida - e/o	1,096,000		1,096,000
	Subtotal			**2,088,450**	**-**	**2,088,450**
Reconstruction (on in 2012)	Adams St	Seymour St	Verbrick St - s/o	160,000		160,000
	Brewster St	Clark St	Oneida St	106,785		106,785
	Cotter St	Haskell St	Second St	67,100		67,100
	Haskell St	Cotter St	Grider St	47,850		47,850
	Oneida St	Seymour St	Skyline Bridge	256,960		256,960
	Oneida St	Wilson St	Seymour St	263,968		263,968
	Summer St	Morrison St	Lawe St	209,050		209,050
	Subtotal			**1,111,713**	**-**	**1,111,713**
Total				**$ 4,496,117**	**$ 100,800**	**$ 4,596,917**

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2012	Street	From	To	Waste-water Utility
Labor Pool				151,647
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2012 Asphalt Paving			19,509
	Sanitary Laterals & Manholes Prior To 2012 Concrete Paving, new & recon			66,666
	Subtotal			**86,175**
New Construction	Northwest Lift Station	2970' north of Edgewood Dr	1200' east of STH "47"	550,000
	Subtotal			**550,000**
Reconstruction	Interceptor - N.E. phase 1(liner)	Fox River	Wisconsin Ave	2,253,980
	Subtotal			**2,253,980**
Reconstruction (on streets to be paved in 2013)	Ballard Rd	Wisconsin Ave	Longview St	668,250
	Douglas St	Spencer St	College Ave	130,525
	Oneida St	STH 441	Wilson St	268,640
	Outagamie St	Spencer St	College Ave	130,525
	Summit St	Spencer St	College Ave	130,525
	Washington St	Appleton St	Durkee St	78,000
	Washington St	Division St	Durkee St	151,510
	Subtotal			**1,557,975**
Total				**$ 4,599,777**

CITY OF APPLETON 2009 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2013	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Waste-water Utility
Labor Pool				154,331	8,750	163,081
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2014 Asphalt Paving			43,080		43,080
	Sanitary Laterals & Manholes Prior To 2014 Concrete Paving, new & recon			58,392		58,392
	Subtotal			**101,472**		**101,472**
New Construction	Edgewood Dr (CTH JJ)	Ballard Rd	Providence Ave	643,900		643,900
	Endeavor Dr	Eisenhower Dr	cul de sac		18,500	18,500
	Subtotal			**643,900**	**18,500**	**662,400**
Reconstruction	Interceptor - northeast phase 2(liner)	Wisconsin Ave	Glendale	685,000		685,000
	Interceptor - northeast phase 3(liner)	Glendale - e/o MSB	STH 441	1,000,000		1,000,000
	Interceptor - northeast phase 4A(liner	STH 441 - Glendale	Winslow Ave	480,000		480,000
	Seminole Rd	Prospect Ave	Cherokee Dr	49,701		49,701
	Subtotal			**2,214,701**		**2,214,701**
Reconstruction (on streets to be paved in 2013)	Atlantic St	Richmond St (STH 47)	Oneida St	302,450		302,450
	Eldorado St	Union St	Meade St	95,450		95,450
	Pershing St	McDonald St	Ballard Rd	351,120		351,120
	Pershing St	Meade St	McDonald St	264,500		264,500
	Summer St	Gillett St	Story St	264,500		264,500
	Summer St	Story St	Richmond St	149,500		149,500
	Summit St	Winnebago St	Wisconsin Ave	149,500		149,500
	Subtotal			**1,577,020**		**1,577,020**
Total				**$ 4,691,424**	**$ 27,250**	**$ 4,718,674**

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Plant Sanitary Sewer Capacity Improvement

PROJECT DESCRIPTION

Justification:

The wastewater plant needs to increase the sewer capacity of the upper plant. The upper plant sewer conveys emergency overflow waste from the sludge holding tanks, digested sludge wells, and the chemical and dewatering building waste to the lower plant. This sewer also conveys Water Treatment Residuals (WTR), and smaller sanitary waste streams from the building sewer system.

This project would properly separate the WTR from the other sanitary sewer flows and reduce the likelihood of a sanitary sewer overflow. This project will include the construction of a dedicated pipeline from the existing forcemain located in T building to the east interceptor, which is located in the lower plant. This pipeline will be constructed within the plant tunnel system, which will greatly reduce construction costs. By redirecting the WTR into a dedicated pipeline, additional capacity in the existing upper plant will be restored. This project will require DNR approval and engineering planning and oversight.

Discussion of operating cost impact:

There will be little to no impact on operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Wastewater	Sanitary Line	-	90,000	-	-	-	$ 90,000
Total - Wastewater Capital Projects Fund		$ -	$ 90,000	$ -	$ -	$ -	$ 90,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	10,000	-	-	-	$ 10,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	80,000	-	-	-	$ 80,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 90,000	$ -	$ -	$ -	$ 90,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: City Hall Generator Installation

PROJECT DESCRIPTION

Justification:

During 2008, the City completed an assessment of the existing back-up generator system at the City Center West facility and determined that the City needs an independent generator due to increased loads over the past 8 years.

In 1999, the City struck an agreement to utilize the existing generator owned by Pfefferle to support mission critical loads as part of the municipal disaster recovery plan. Today this load is a substantial percentage of the existing generator loads and serves the UPS, Liebert rooftop cooling unit and several receptacles. Though the rooftop cooling unit is supported by the generator, the associated air handling unit within the Data Center is not. This design will not provide cooling for the Data Center during a power outage. Other loads not supported are the access control system and surveillance system.

Due to the increased loads, it is critical that the City provide its own back-up generator to ensure systems reliability in the event of power loss.

Discussion of operating cost impact:

The generator will require routine maintenance and testing.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Facilities	City Hall	150,000	-	-	-	-	$ 150,000
Total - Facilities Capital Projects Fund		$ 150,000	$ -	$ -	$ -	$ -	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	150,000	-	-	-	-	$ 150,000
Total	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET
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CITY OF APPLETON 2009 BUDGET
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NOTES

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Floor Recoating

PROJECT DESCRIPTION

Justification:

To protect and preserve the concrete floor at the Municipal Services Building from deterioration and excessive maintenance, it will be necessary to shot blast and recoat the floor. The floor in the garage area has lost over 80% of its original coating and the floor is deteriorating from salts, solvents, and other corrosive materials, causing pitting, spalling, etc. of the concrete. Due to the amount of square footage, the Facilities Maintenance Department (FMD) recommends budgeting this over a two year period. Work will include shot blasting to clean the floor to remove existing materials and to prepare the surface for a new coat.

Discussion of operating cost impact:

Will extend the life of the concrete flooring and reduce future maintenance. Will also make cleaning and upkeep more efficient.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Facilities	MSB	-	-	-	100,000	100,000	$ 200,000
Total - Facilities Capital Projects Fund		$ -	$ -	$ -	$ 100,000	$ 100,000	$ 200,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	100,000	100,000	$ 200,000
Total	$ -	$ -	$ -	$ 100,000	$ 100,000	$ 200,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	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	$ 50,000	$ 200,000	$ 1,700,000	$ 2,250,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	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	$ 50,000	$ 200,000	$ 1,700,000	$ 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 2009 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. For 2010, 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 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.

Park & Recreation Parking Lot: Analysis of the lot indicates that crack filling 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.

MSB Cold Storage: To add mezzanine storage to cold storage facility and to add additional covered storage to cold storage. Currently do not have enough space, equipment and materials stored outside risk damage and theft.

MSB Concrete Pads: To add concrete pads to place the dumpsters in the yard waste site. Currently placed on the bare ground. Ground is uneven, gets wet and difficult to properly maintain the dumpsters. Weight of dumpsters require a solid even surface underneath them.

MSB Fencing: Replacement of fencing that is old and failing around the site perimeter.

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	2009	2010	2011	2012	2013	Total
Facilities	MSB (Phase II)	-	115,000	100,000	-	-	$ 215,000
	Offsite Storage	-	-	-	-	200,000	$ 200,000
	Park & Rec Lot	65,000	-	-	-	-	$ 65,000
	MSB Fencing	-	-	50,000	50,000	-	$ 100,000
	MSB Cold Storage	50,000	-	-	-	-	$ 50,000
	MSB Conc. Pads	-	-	-	-	150,000	$ 150,000
Total - Facilities Capital Projects Fund		$ 115,000	$ 115,000	$ 150,000	$ 50,000	$ 350,000	$ 780,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	115,000	115,000	150,000	50,000	350,000	$ 780,000
Total	$ 115,000	$ 115,000	$ 150,000	$ 50,000	$ 350,000	$ 780,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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. 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. Air tightness test and repairs were 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 multi-year 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.

Library Boilers: Boilers have reached their expected life and are in need of replacement. Will be replaced with more energy efficient boilers.

MSB Rooftop Units: To replace existing rooftop units. The units have been in operation for 15+ years and are reaching the end of their useful life. New units will be more energy efficient to operate and maintain.

Wastewater Plant Condenser Units: The condensers have been in operation for over 20 years. These units are reaching the end of their useful life. New units will be more energy 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	2009	2010	2011	2012	2013	Total
Facilities	Station #6 HVAC	90,000	-	-	-	-	$ 90,000
	HVAC - MSB	85,000	-	-	-	75,000	$ 160,000
	HVAC - Parks	-	50,000	-	-	65,000	$ 115,000
	Library Boilers	-	150,000	-	-	-	$ 150,000
	MSB Rooftop Units	-	50,000	50,000	-	-	$ 100,000
Facilities Capital Projects		175,000	250,000	50,000	-	140,000	$ 615,000
Facilities	WW Condensers	-	-	50,000	-	-	$ 50,000
	HVAC - Wastewater	-	-	85,000	-	-	$ 85,000
Facilities Capital Projects				135,000		-	$ 135,000
Total - HVAC Upgrades		$ 175,000	$ 250,000	$ 185,000	$ -	$ 140,000	$ 750,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	175,000	250,000	185,000	-	140,000	$ 750,000
Total	$ 175,000	$ 250,000	$ 185,000	$ -	$ 140,000	$ 750,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Facilities	Architectural	30,000	-	-	-	-	$ 30,000
	Construction	-	300,000	-	-	-	$ 300,000
Total - Water Capital Projects		$ 30,000	$ 300,000	$ -	$ -	$ -	$ 330,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	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 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Library Building Program Design

PROJECT DESCRIPTION

Justification:

Library operations have changed and outgrown the current library facility. The present building, constructed in 1980-81, is poorly designed for security, technology and public meetings. Shelf space and public seating space are overcrowded.

A new building would allow for:
- sufficient space collections and seating for the next 20 years
- improved access control, supervision of entry / exit and security
- improved program and group spaces
- design for maximum staff efficiency
- design providing better security for technology
- an automated materials handling system
- a lobby featuring access to meeting room spaces even when the library is closed and a coffee area, which could generate revenue.

In 2008, a consultant completed a facility study that examined options for either a new facility or significant remodeling. The 2009 request is to do architectural program design, providing more detail on space needs, spatial relationships and costs. The Library Foundation has agreed to fund $25,000 of this cost. Any construction is not likely to occur before 2014, beyond the scope of this five year plan, but money for architectural design prior to that has been included in this capital project description as a placeholder. Design cost will depend on the type of facility - an addition or a new structure - that is ultimately chosen.

Discussion of operating cost impact:

- better design would allow staff to accommodate increased workload, maintaining levels of service with reduced need for additional staff
- integrated automated materials handling system would increase efficiency
- meeting spaces designed for specific functions and accessibility outside library hours would eliminate set-up and takedown times, would improve building security, could generate revenue
- maintenance and janitorial expense for a larger facility is likely to cost more than for the current facility, offset by greater energy efficiency in building operations resulting from current construction techniques, better insulation, and more efficient HVAC and lighting

The impact on overall operating costs is not yet quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Library	Program design	75,000	-	-	-	-	$ 75,000
	Site selection	-	75,000		-	-	$ 75,000
	Site acquisition	-	-	500,000	-	-	$ 500,000
	Architectural design	-	-	-	500,000	1,000,000	$ 1,500,000
Total - Facilities Capital Projects Fund		$ 75,000	$ 75,000	$ 500,000	$ 500,000	$ 1,000,000	$ 2,150,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	75,000	-	-	500,000	1,000,000	$ 1,575,000
Land Acquisition	-	75,000	500,000	-	-	$ 575,000
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ 75,000	$ 75,000	$ 500,000	$ 500,000	$ 1,000,000	$ 2,150,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2009 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 light bulbs 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 1.5 - 3.0 years depending on the fixtures being replaced and the number of fixtures in the facility. Incentives provided by WE Energies are calculated using 2008 WE Energies Incentives, which are subject to change.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Facilities	Parks	50,000	-	-	-	-	$ 50,000
	Library	20,000					$ 20,000
	Fire Stations	-	50,000	-	-	-	$ 50,000
Total - Facilities Capital Projects Fund		$ 70,000	$ 50,000	$ -	$ -	$ -	$ 120,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	70,000	50,000	-	-	-	$ 120,000
Total	$ 70,000	$ 50,000	$ -	$ -	$ -	$ 120,000
Operating Cost Impact						$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: New Police Station Project

PROJECT DESCRIPTION

Project Costs anticipated during 2009:

$	4,174,400	Construction Costs
	65,000	Professional Fees
	-	Permits
	34,000	Utility Costs
	70,000	Telecom
	339,000	Furniture, Fixtures & Equipment
	50,000	Specialty
	24,000	Occupancy
	357,500	Administrative (Including Contingencies)
$	5,113,900	Total 2009 expense

The estimated project cost reflects fees and construction expenses anticipated during 2009. 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 ($50,267) is allocated to this project in 2009 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 completed.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Facilities	Planning	115,267	-	-	-	-	$ 115,267
	Construction	4,174,400	-	-	-	-	$ 4,174,400
	Other	874,500	-	-	-	-	$ 874,500
Total - Facilities Capital Projects Fund		$ 5,164,167	$ -	$ -	$ -	$ -	$ 5,164,167

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	115,267	-	-	-	-	$ 115,267
Land Acquisition	-	-	-	-	-	$ -
Construction	4,174,400	-	-	-	-	$ 4,174,400
Other	874,500	-	-	-	-	$ 874,500
Total	$ 5,164,167	$ -	$ -	$ -	$ -	$ 5,164,167
Operating Cost Impact	N\Q *	N\Q *	N\Q *	N\Q *	N\Q *	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2009 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. The current roofs have exceeded their expected life and are in need of replacement. The roofs identified (A, T, H, J, F1) for replacement range from 433 square feet to 10,180 square feet. Additional roofs are indicated below for upcoming years.

Fire Station - Roof areas at Stations #1 and #2 are in need of replacement as they have either reached their expected life or have deteriorated faster than expected. Only the new addition received a new roof during renovation of Station #1, thus the existing roofs remain in the other areas. Fire Station #6's roof has deteriorated quickly. The warranty cannot be pursued due to the manufacturer being out of business. Shingles continue to fall off and maintenance costs are high. Also, have had incidents of vehicle damage from falling shingles.

Others - Roofs have reached or exceeded their expected life expectancy. Significant blistering, membrane shrinkage, etc. is affecting base flashings and causing leaks.

2009	Wastewater Buildings A, T, H, J, F1	120,000
2009	Fire Station #1 & #2 (Limited areas)	100,000
2010	Fire Station #6	100,000
2011	Wastewater (Sludge Thickener) Building L	100,000
2011	Municipal Services Building (Partial)	150,000
2012	Wastewater Building B	145,000
2013	Wastewater (Rehab Metal Roof Areas)	75,000

Discussion of operating cost impact:

Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at $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	2009	2010	2011	2012	2013	Total
Facilities	Wastewater	120,000	-	100,000	145,000	75,000	$ 440,000
Wastewater Capital Projects							
Facilities	MSB	-	-	150,000	-	-	150,000
Facilities	Fire Station #1	53,500	-	-	-	-	53,500
Facilities	Fire Station #2	46,500	-	-	-	-	46,500
Facilities	Fire Station #6	-	100,000	-	-	-	100,000
Facilities Capital Projects Fund		100,000	100,000	150,000	-	-	350,000
Total - Roof Replacement		$ 220,000	$ 100,000	$ 250,000	$ 145,000	$ 75,000	$ 790,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	220,000	100,000	250,000	145,000	75,000	$ 790,000
Other	-	-	-	-	-	$ -
Total	$ 220,000	$ 100,000	$ 250,000	$ 145,000	$ 75,000	$ 790,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Security & Life Safety Upgrades

PROJECT DESCRIPTION

Justification:

Park & Recreation: All City facilities have been increasing security by installing card access systems and/or replacing obsolete systems. In an effort to maintain consistency among City buildings, the department plans to install the same electronic access control system utilized at City Hall and other City facilities. In addition, security access will be installed in storage areas, etc.

Wastewater Fire Protection: This facility was constructed without fire protection as it was not required at the time. 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 of detecting fires 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	2009	2010	2011	2012	2013	Total
Facilities	Park & Rec	65,000	-	-	-	-	$ 65,000
Facilities Capital Projects Fund		65,000	-	-	-	-	$ 65,000
Facilities	Fire protection	-	50,000	-	-	-	$ 50,000
Wastewater Capital Projects							
Total - Security Upgrades		$ 65,000	$ 50,000	$ -	$ -	$ -	$ 115,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	65,000	50,000	-	-	-	$ 115,000
Total	$ 65,000	$ 50,000	$ -	$ -	$ -	$ 115,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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 cubic feet 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 is to be completd in 2008 and 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 preliminary $500,000 budget (which could be as high as $700,000) 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	2009	2010	2011	2012	2013	Total
Facilities						
Construction	500,000	-	-	-	-	$ 500,000
Total - Wastewater Capital Projects	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	500,000	-	-	-	-	$ 500,000
Other	-	-	-	-	-	$ -
Total	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

N/Q = Not Quantifiable

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Sludge Storage Options

PROJECT DESCRIPTION

Justification:

Wastewater plant biosolids storage deficiencies have occurred over the past several years. This deficiency has triggered the need for Appleton City Council resolution to investigate options to address the deficiency and comply with code NR 204 for 180 days of required biosolids storage. Within the last year the Utility has demonstrated that biosolids composting may be a feasible and cost effective alternative to increased biosolids storage. By year 2012 the Utility will determine the best option for compliance with DNR requirements for 180 day storage requirements and associated capital improvements.

Effective composting would alter the Appleton wastewater biosolids classification under NR 204 from a Class-B to a Class-A material. Diverting a portion of biosolids through successful composting would reduce storage needs and allow wastewater to meet the 180-day storage requirement. The class A biosolids material could eliminate much of the long hauling to suitable farm fields for land application. By maximizing storage, the composting option would also allow greater flexibility in scheduling and land application of Class B biosolids, further reducing costs. Composting challenges include consistency in ingredients, size of rows, turning durations, moisture, and temperature control, especially during winter.

The Appleton Department of Public Works and Wastewater Utility are working with Outagamie County Solid Waste Department to seek potential cooperative solutions to composting and landfill cover needs. A plan has been developed to seek DNR permit, and conduct pilot composting to demonstrate the feasibility and assess costs for a cooperative composting operation. It is the intent to complete the feasibility study by 2010.

2009 and 2010 cost of $75,000 each year will be applied to a joint pilot testing project for work related to the pilot project at Outagamie County Landfill. 2011 cost of $125,000 will be applied to a larger scale demonstration and engineering study to scale the process to sustainable production. Alternatively, if composting is not successful, funds will be used for design/architecture planning for a biosolids building expansion. 2012 budget allocation may be related to capital improvements for either of these options depending upon the outcome of the demonstration studies.

*The building expansion will require the full $1,500,000 if that option is pursued; composting options will cost less.

Discussion of operating cost impact:

O&M costs for continued land application of biosolids will closely follow cost increases in fuel, and significant program cost increases would be expected with this option. Program costs should be reduced by the composting option as hauling and application costs would be reduced but any reductions will not be quantifiable until completion of the study.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012*	2013	Total
Wastewater & Facilities	Study	75,000	75,000	-	-	-	$ 150,000
	Engineering	-	-	125,000	-	-	$ 125,000
	Construction	-	-	-	1,500,000	-	$ 1,500,000
Total - Wastewater Capital Projects		$ 75,000	$ 75,000	$ 125,000	$ 1,500,000	$ -	$ 1,775,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Study and Demonstration Testing	75,000	75,000	-	-	-	$ 150,000
Engineering	-	-	125,000	-	-	$ 125,000
Construction	-	-	-	1,500,000	-	$ 1,500,000
Other	-	-	-	-	-	$ -
Total	$ 75,000	$ 75,000	$ 125,000	$ 1,500,000	$ -	$ 1,775,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2009 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 budge 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 o 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 orde 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.

New Vehicle Purchases- We are proposing the purchase of two vehicles within the next 5 years. The first would be a Bobcat (2010) with appropriate attachments for snow removal in and around our ramps. We currently have difficulty keeping entrance areas and some sidewalks clean as we compete with City snow plows for very limited space to store snow in the terraces . A bobcat would allow us to transport and lift the snow off of the terrace and into the snow pits. The second vehicle would be an additional ramp sweeper (2013) that will be needed to meet the stormwater quality requirements for our parking facilities. Both of these vehicles could be shared with other DPW Divisions and would provide for cleaner and safer ramps and improved efficiency in accomplishing these tasks.

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	2009	2010	2011	2012	2013	Total
Parking	Ramps:						
	Structural Eval.	40,000	-	-	40,000	-	$ 80,000
	Structural Maint.	75,000	75,000	75,000	75,000	75,000	$ 375,000
	Cameras	25,000	-	25,000	-	-	$ 50,000
	Entry Machines	-	40,000	-	-	-	$ 40,000
	Midtown Booth	-	-	-	25,000	-	$ 25,000
	Lot Repairs	-	-	35,000	-	35,000	$ 70,000
	Vehicles	-	30,000	-	-	25,000	$ 55,000
Total - Parking Utility Capital Projects		$ 140,000	$ 145,000	$ 135,000	$ 140,000	$ 135,000	$ 695,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	75,000	105,000	110,000	75,000	135,000	$ 500,000
Other	65,000	40,000	25,000	40,000	-	$ 170,000
Total	$ 140,000	$ 145,000	$ 135,000	$ 115,000	$ 135,000	$ 670,000
Operating Cost Impact	$ 750	$ 750	$ 750	$ 750	$ 750	$ 3,750

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	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	2009	2010	2011	2012	2013	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 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Construction of Water Plant Process Enhancements

PROJECT DESCRIPTION

Justification:

The 12th Koch membrane stage was added in 2007 and completed in 2008 as part of the Water Plant Capacity Expansion CIP. A cold water capacity study was commissioned to identify the most comprehensive and lowest cost improvements to gain full plant capacity. The study completed by CDM provides the plan to restore full plant capability in two major phases of work including: I) Water Plant Process Enhancements, and II) Membrane and Waste Washwater Improvements. Water Plant process enhancements are presented in this CIP. These enhancements are meant to improve performance, reliability, and redundancy problems with existing processes. This work will be started in 2008 and completed in 2009 within the framework and budget of the 2008 Water Plant Capacity Expansion CIP.

Ten projects have been identified as process enhancements related to this CIP. Projects include: 1) Sand/GAC mixed media contactors, 2) Bulk aluminum chlorohydrate (ACH) membrane feed system, 3) Bulk citric acid feed system, 4) Spare backwash pump, 5) Add air release to existing membrane backwash pumps, 6) Add Membrane Feed Wetwell baffling, 7) Lime Slaker #4, 8) Koch Membrane Systems programming for regulatory reporting and temperature control, 9) Chemical Enhanced Backwash (CEB) to Waste, and 10) Membrane Washwater (MWW) and Contactor Washwater (CWW) Piping Improvements.

The total cost of Water Plant Process Enhancements is $2,660,000. Enhancements 1 through 4 will be done in 2008 at a cost of $1,020,000. Enhancements 5 though 10 will be done in 2009 at a cost of $1,640,000.

MWW and CWW pipes had been previously identified as part of the Water Plant Corrosion CIP. These are now part of the Water Plant Enhancements CIP as pipe failure is critical to water production. Replacement of these lines is also necessary prior to Item #5 - CEB to Waste. MWW and CWW lines require replacement of existing 304L stainless steel to 316L or high grade plastic for resistance to chemical attack from high chlorine concentrations in these drain lines.

Redundancy will be enhanced by having a spare membrane backwash pump in case of failure in either one of the two trains. Membrane performance during fall turnover will enhanced by sand/GAC contactors and ACH system.

Discussion of operating cost impact:

Improvements are not expected to increase operational costs. The only uncertainty is CEB to waste that may increase the waste volume to the lime slurry force main by up to 180,000 gallons per day. This may be offset by improved membrane performance and less membrane cleaning requirement. Backwash to waste volume for CEB to Waste will be slightly lower than current backwash bleed rates to waste of 0.45 MGD. Operational costs may be reduced by improvements including Citric Acid and ACH purchase in bulk systems should reduce chemical costs up to 30% compared to 55 gallon barrels currently used.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Utility	Engineering	140,000	-	-	-	-	$ 140,000
	Construction	1,500,000	-	-	-	-	$ 1,500,000
Total - Water Treatment Capital Projects		$ 1,640,000	$ -	$ -	$ -	$ -	$ 1,640,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	140,000	-	-	-	-	$ 140,000
Land Acquisition	-	-	-	-	-	$ -
Construction	1,500,000	-	-	-	-	$ 1,500,000
Other	-	-	-	-	-	$ -
Total	$ 1,640,000	$ -	$ -	$ -	$ -	$ 1,640,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Water Plant Secondary Membrane Treatment

PROJECT DESCRIPTION

Justification:

The Water Plant Cold Water Study completed by CDM provides the plan to restore full plant capability in two major phases of work including: I) Water Plant Process Enhancements, and II) Membrane and Waste Washwater Improvements. Phase II addresses major plant deficiencies that can both be remedied with secondary membrane treatment.

The plant currently has a reliable membrane capacity of 9.9 MGD with needs for 12.5 MGD reliable supply. This is a production deficiency of 2.6 MGD in cold water and there is no production deficiency in warm water. The plant has a high rate of waste washwater recycle at 20%. A maximum of 10% is allowed by DNR for backwash recycle. The additional 10% must be discharged to the sanitary sewer or reduced by treatment. Secondary membrane treatment can reduce this stream to less than 10% by using this stream as feed water for secondary membrane treatment and producing finished water of the same or higher quality than currently provided. State of the art membrane materials and systems have advanced since the original installation and are capable of secondary membrane treatment with better removal efficiency and tolerance for turbidity than the existing Koch Membrane system. A secondary system would provide an additional 3.5 MGD reliable supply for a total of 13.4 MGD, meeting future supply needs.

A selection process and piloting of secondary membrane systems would be done by vendors at the Appleton Water Treatment Plant. Pilot testing would be done in 2010 and 2011, after the Phase I process enhancements are completed in 2009. The secondary membrane system found to be most suitable for the Plant and with the lowest capital and operating cost would be selected for construction in 2012 and 2013. The system would be constructed in a new building extension on the existing plant that is suited for a secondary membrane system. The building size would be approximately 65 x 70 feet. The available space in the existing primary membrane room could be utilized in future years should additional primary system capacity expansion be warranted by future customer demand. The system may be a pressure or vacuum system conceptually consisting of 4 or 5 skids. Waste from the secondary system would be sent to the Membrane Wash Water and combined with Chemically Enhanced Backwash waste sent to sanitary with the lime sludge in a volume of approximately 600,000 gallons per day.

Discussion of operating cost impact:

Operational costs will be increased for some items and reduced for others. The secondary membrane system will have additional pumping and membrane replacement operational costs. 1.0 MGD or more will be secondary membrane treated rather than recycled to the head of the plant for repeat lime softening. This will reduce lime usage and lime solids disposal costs for the more expensive solids component. This will be a cost off-set to secondary membrane system pumping and membrane replacement operating costs. The system will serve to improve the water to the KMS system and improve performance resulting in longer backwash intervals and reduced cleaning. Secondary membrane treatment has the lowest present worth cost of all plant expansion alternatives.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Utility	Pilot test systems	-	100,000	100,000	-	-	$ 200,000
	Construct secondary system	-	-	-	3,750,000	3,750,000	$ 7,500,000
Total - Water Treatment Capital Projects		$ -	$ 100,000	$ 100,000	$ 3,750,000	$ 3,750,000	$ 7,700,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	100,000	100,000	250,000	250,000	$ 700,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	3,500,000	3,500,000	$ 7,000,000
Other	-	-	-		-	$ -
Total	$ -	$ 100,000	$ 100,000	$ 3,750,000	$ 3,750,000	$ 7,700,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 100,000	$ 100,000

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	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	2009	2010	2011	2012	2013	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 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Additional Vehicle for Station Six

PROJECT DESCRIPTION

Justification:

Fire District Six is positioned in a high growth area of the far northeast quadrant of the City. Due to the physical layout of the community, additional staffing and equipment is required to meet expected response times for the **minimum** initial response staffing of emergency incidents. To maintain response capability, a response vehicle is required.

It is anticipated that this unit could potentially be a quint-style apparatus providing aerial capability on the far north side of the community.

Discussion of operating cost impact:

The operating costs include the repair, maintenance, and replacement costs of the vehicle, as well as salary, fringe benefits, and protective clothing for eight additional employees.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Fire	Equipment	-	-	-	750,000	-	$ 750,000
Total - Public Safety Capital Projects Fund		$ -	$ -	$ -	$ 750,000	$ -	$ 750,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	750,000	-	$ 750,000
Other		-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 750,000	$ -	$ 750,000
Operating Cost Impact	$ -	$ -	$ -	$ 763,181	$ 747,181	$ 1,510,362

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Fire	Equipment	-	250,000	-	-	-	$ 250,000
Total - Public Safety Capital Projects Fund		$ -	$ 250,000	$ -	$ -	$ -	$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	250,000	-	-	-	$ 250,000
Total	$ -	$ 250,000	$ -	$ -	$ -	$ 250,000
Operating Cost Impact	$ -	$ 2,100	$ 2,100	$ 2,100	$ 2,100	$ 8,400

CITY OF APPLETON 2009 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. Today's cutting capacity of the extrication tools is 38,000 pounds and the minimum recommended capability now is 100,000 pounds of force, which is insufficient for use with the latest vehicle materials. The department has 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 on extrication equipment.

In order to effectively do the replacement the entire "set" should be replaced at one time. No individual component is likely to cost $10,000 but an individual tool doesn't get the job done, this is why it should be a single capital purchase. This is a group of equipment cutters/spreaders/power unit/rams etc. that needs to work together to provide extrication capability at a vehicle/industrial/other accident that results in someone being trapped. It is difficult to change one component and adopt the latest technology and capability. Different manufacturers' tools are not compatible with each other. The equipment goes on a single response vehicle.

Discussion of operating cost impact:

There is no operating impact associated with this request.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Fire	Equipment	40,000	-	-	-	-	$ 40,000
Total - Public Safety Capital Projects Fund		$ 40,000	$ -	$ -	$ -	$ -	$ 40,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	40,000	-	-	-	-	$ 40,000
Total	$ 40,000	$ -	$ -	$ -	$ -	$ 40,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Self-Contained Breathing Apparatus and Spare Bottles

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 SCBA units currently in service at a replacement cost of $7,300 per unit. Plus, there are 50 air bottles in service at a replacement cost of $1,000 per bottle. 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	2009	2010	2011	2012	2013	Total
Fire	Equipment	-	-	527,900	-	-	$ 527,900
Total - Public Safety Capital Projects Fund		$ -	$ -	$ 527,900	$ -	$ -	$ 527,900

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	527,900	-	-	$ 527,900
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 527,900	$ -	$ -	$ 527,900
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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.

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. There would be some slight added labor cost to retrieve these materials when requested by library users.

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.

Should the library get an expanded facility in the next few years, this storage would likely not be needed. But if compact storage is installed, it would be relocatable in the event of future facility changes.

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	2009	2010	2011	2012	2013	Total
Library	Compact shelving	-	80,000	-	-	-	$ 80,000
Total - Library Capital Projects Fund		$ -	$ 80,000	$ -	$ -	$ -	$ 80,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	80,000	-	-	-	$ 80,000
Total	$ -	$ 80,000	$ -	$ -	$ -	$ 80,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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-check in 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, cut loss rates of stolen materials and 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.

Such equipment has been recommended by the Library's facility study. Full implementation of the material sorting components cannot be implemented without facility changes, but are estimated here at $200,000 in 2012. But the tagging, checkout, check in and security advantages could be realized even in the current facility. Consultants estimated costs for conversion at $1 to $2 per item in the collection, with the cost depending on the options selected for self-check, security, etc. Costs projected here are estimated at $1.50. APL currently has about 399,000 items in collections. We have included funds for part time unbenefitted temporary staff to insert the RFID tags into materials.

We have not factored in the likely need to replace magnetic gates in the next few years. Our first gate lasted 15 years and the present gates were put into place in 1996. Replacement would be about $20,000. We would have to do this if this conversion was not completed.

OWLS has already agreed to work together in developing and implementing standards for this technology.

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 would not reduce current staff, but would reduce the need for additional staff. Additionally, it will reduce repetitive stress injuries and resultant health care costs. Inventory control and materials security will be substantially enhanced and shelving delays reduced. An additional savings will occur by use of RFID rather than magnetic self-check systems -- since these do not rely on magnetic/mechanical desensitization, maintenance costs would be greatly reduced, though this would be offset by maintenance costs of the sorting equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Library	Tags	-	100,000	100,000	-	-	$ 200,000
Library	Checkout/Security Equipment	-	-	200,000	200,000	-	$ 400,000
Library	Staff to convert	-	7,000	7,000	4,000	-	$ 18,000
Library	Check in / Sort system	-	-	-	200,000	-	$ 200,000
Total - Library Capital Projects Fund		$ -	$ 107,000	$ 307,000	$ 404,000	$ -	$ 818,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	107,000	307,000	404,000	-	$ 818,000
Total	$ -	$ 107,000	$ 307,000	$ 404,000	$ -	$ 818,000
Operating Cost Impact	$ -	$ -	$ -	$ (10,000)	$ (30,000)	$ (40,000)

CITY OF APPLETON 2009 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 2013.

The Association of Public Safety Communications Officials (APCO) developed the Project 25 (P25) standards that 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.

Changes to the radio infrastructure under consideration by FoxComm would have a significant impact on our selection of portable radios. With the pending decision by FoxComm our request to replace 123 portable radios to comply with FCC mandates and P25 standards will be postponed until 2009. The addition of $72,500 in 2010 is to purchase 29 radios with anticipated reimbursement by Grand Chute if the merger is completed.

The estimated cost is $2,500 per radio.

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	2009	2010	2011	2012	2013	Total
Police	Portable Radios	307,500	72,500	-	-	-	$ 380,000
Fire	Portable Radios	-	-	280,000	-	-	$ 280,000
Total - Public Safety Capital Projects Fund		$ 307,500	$ 72,500	$ 280,000	$ -	$ -	$ 660,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	307,500	72,500	280,000	-	-	$ 660,000
Total	$ 307,500	$ 72,500	$ 280,000	$ -	$ -	$ 660,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Engineering Administration

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacement/Upgrades - Robotic Total Station or GPS Unit

This survey instrument would be a replacement of an existing Total Station that would be 14 years old at it's proposed time of replacement (2009). A Robotic Total Station provides all of the functionality of a standard Total Station instrument with an added benefit of single-user operation in those situations where workload or staffing levels dictate. Our current robotic stations have provided numerous opportunities for one-person survey work, which has allowed us to reduce our survey backlog as well as reduce our need for overtime. A GPS unit would also allow for single user operation and would primarily be used for field data collection. Unlike typical survey instruments, the GPS uses satellite links to provide spatially accurate data collection with high degrees of accuracy. The GPS unit would provide a much more efficient method for collection of widespread infrastructure data, which could be used for verification and updates to City records as well as incorporation into the City's expanding GIS program. Along with the purchase of the Robotic Total Station or GPS unit, we also propose the purchase of two other peripheral pieces of equipment. These additional purchases would be used to upgrade an older data collector (used with traditional survey total stations) to the same type of data collector (TSCE collector) used with our most recent purchase, the Trimble S6 Robotic Instrument. The purchase of 1-TSCE data collector would enable all of the DPW survey crews to be using the same type of data collectors. This purchase would ensure that our survey crews were using modern and more efficient technology. The improved storage capacity, upgradeability and communication abilities over the outdated data collectors would enhance survey crew response time and allow crews to transfer necessary data between the 3-4 survey crews. Finally, the purchase of a Trimble multi-track Target for the existing S6 robotic instrument would ensure that the robotic instrument locks onto the correct target and not nearby reflective surfaces, such as road signs, cars and safety vests. 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 and with less overtime.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	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	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	40,000	-	-	-	-	$ 40,000
Total	$ 40,000	$ -	$ -	$ -	$ -	$ 40,000
Operating Cost Impact	$ (3,000)	$ (3,000)	$ (3,000)	$ (3,000)	$ (3,000)	$ (15,000)

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Equipment (Under jurisdiction of Department of Public Works)

PROJECT DESCRIPTION

Justification:

High Efficiency Sweeper Upgrade - Based on information received during the development of the stormwater management plan, it is the recommendation of our consultant and the department to purchase a high-efficiency vacuum sweeper in 2009 when the current mechanical sweeper is up for replacement. This is consistent with the Council approved City-wide stormwater management plan.

Changing the fleet over from mechanical sweepers to vacuum sweepers at the time of their scheduled replacement will help the City to continue with proper stormwater management and aid in the reduction of nonpoint source pollution.

The Department of Public works has submitted a grant application to the State of Wisconsin for financial aid for the cost differential between the mechanical sweeper and the high efficiency sweeper

Salt Brine Maker - Liquid pre-wetting solutions are used to treat salt prior to application to the roadway. Prewetting with salt brine decreases salt usage by reducing scatter on the road, it activates the salt faster and fewer reapplications of salt are needed after the initial salting.

Having a brine maker would allow the department to do a blended mix of salt brine and other prewetting liquids, such as geo-melt or liquid calcium chloride that would activate the salt in lower temperatures.

Discussion of operating cost impact:

Since the purchase price of a vacuum sweeper is higher than that of a conventional mechanical sweeper, the annual amortized replacement cost, charged as an operating expense, will also be somewhat higher. Frequency of repair and efficiency of operation are unknown at this time but will be evaluated prior to replacing the next mechanical sweeper.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Stormwater	Sweeper	60,000	-	60,000	60,000	-	$ 180,000
Stormwater Capital Projects							
Public Works	Brine Maker	-	60,000	-	-	-	$ 60,000
Public Works Capital Projects Fund							
Total - Public Works Equipment		$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ -	$ 240,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	60,000	60,000	60,000	60,000	-	$ 240,000
Total	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ -	$ 240,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	$ -

* NQ = Not Quantifiable

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Technology Upgrades

PROJECT DESCRIPTION

Justification:

Video Conference - Since 2002, the Fire Department has utilized a video conferencing system in an effort to reduce travel time and increase efficiency in delivering classroom-style training and conducting common meetings. The system has provided significant benefits in these areas but the current equipment is now showing itself to be limited in utility and we have seen increasing challenges as the controlling equipment ages. Our current system is not adequate to effectively implement the option of connecting with outside agencies. The intent here is to expand the capabilities and use of the system to benefit Fire, Police, Health and others to reduce travel requirements for meetings and training. This also provides for an updated system that will allow the addition of sites within the City, which could be utilized as part of the emergency management coordination system with or without full implementation of the Emergency Operations Center. This would improve critical information sharing during emergency events and allow participation from critical members of the emergency management team in a way that would minimize impact to staffing during a critical event. It is anticipated that the system would also allow remote meetings with partners in State government (WEM, Div. Of Health, etc) that would have significant value to other city departments. In addition, this could be a tool for any City employee who can schedule remote meetings including the Health Officer, Mayor, Community Development, DPW, etc.

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 after 2010. This request will incorporate the costs to upgrade the current seats to the latest available version and put us in a subscription model that will provide all future upgrades through our payment of annual support fees through the operational budget beginning in 2011.

Microsoft Office 2007 - With Council approval in 2008, we entered into a three year Enterprise Agreement with Microsoft. The originally budgeted amount plus 2007 carryover (total of $186,267) was to be rebudgeted for payments of $70,656/year plus any new licenses for the subsequent 2 years (2009 and 2010). This CIP item reflects that decision with estimated requirements for new licensing included. Beginning in 2011, the operating budget will include the annual support payments to keep current on these products.

Discussion of operating cost impact:

Video Conferencing carries an approx $15,000/year support cost beginning in 2011. MS Office support cost will impact the operating budget beginning in 2011 with the annual cost dropping to approx. $32,000/year for the subsequent three years. Annual AutoCAD subscriptions costs will increase by approx. $9,000/year beginning in 2011, however all future upgrades will be included in this model without additional cost.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Tech. Services	Video Conference	$ -	$ 165,000	$ -	$ -	$ -	$ 165,000
	AutoCAD	-	40,000	-	-	-	40,000
	MS Office	71,500	71,500	-	-	-	143,000
Total - Technology Capital Projects Fund		$ 71,500	$ 276,500	$ -	$ -	$ -	$ 348,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	$ -	$ -	$ -	$ -	$ -	$ -
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	71,500	276,500	-	-	-	348,000
Total	$ 71,500	$ 276,500	$ -	$ -	$ -	$ 348,000
Operating Cost Impact	$ -	$ -	$ 56,000	$ 41,000	$ 42,000	$ 139,000

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Web Site Enhancement

PROJECT DESCRIPTION

Justification:

The City's Web presence began in 1995 with four departments developing their own pages. In 2000 it became apparent that the Web pages needed to be redesigned, bringing all City departments to the same presence on the Internet. An interdepartmental team was convened which also include representation from the Common Council, to look at the goals for improving the City's Web presence. A vendor was hired through an RFP process, and with a limited $25,000 budget, was tasked to design the web page with the same look and feel for all departments. Once the layout was completed, minimal authority was granted to the individual departments to update information as needed.

The Internet overall has become a way of life for nearly every business, government entity and organization throughout the world, and the trend continues to increase rapidly to move toward interactive Internet services being delivered by those entities. The City's Web Site receives a significant number of visits as is reported in quarterly reports from several departments, and that trend of citizens increasingly expecting online interactive information and services being offered follows the industry.

Since the redesign completed in 2001, we have been able to add limited new functionality to the site as time and staffing permitted, and have not made any significant changes to the overall design or navigation. Additionally, the product we began using to maintain our Web site (Microsoft FrontPage) has been retired by Microsoft with no direct upgrade or replacement path offered. The improvements we were able to complete (My Neighborhood, Online Parks and Recreation Portal, Online tax and parking payments) met with tremendous success and also fueled the expectation that we continue to move in this direction. We currently do not have a staff position dedicated to on-gong Web development, but rather this is an additional duty for our PC Application Developer who also has numerous database related request to complete. This leaves minimal time to keep the Web site current and virtually no time to engage in the major update needed.

A new Web Site Redevelopment team has begun to meet to look at the short and long-range goals for the overall use of the City's Web resources. This request is to allocate funding to purchase a replacement content management software product and implement the initial redesign and additional feature set as will be recommended and prioritized by this City-wide team. The subsequent continued support and future enhancements will be addressed through a separate supplemental request in the TS operating budget.

Discussion of operating cost impact:

This request in itself would have limited impact on the operational budget as it is project focused, although depending on the product chosen to replace Microsoft FrontPage, there could be on-going support costs for that software beginning in 2010. The savings in staff time that could be generated by more online offerings would be expected to far outweigh any increase in software support costs, but that is not fully quantifiable at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2009	2010	2011	2012	2013	Total
Tech. Services Web Enhancement	$ 82,000	$ -	$ -	$ -	$ -	$ 82,000
Total - Technology Capital Projects Fund	$ 82,000	$ -	$ -	$ -	$ -	$ 82,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	$ 2,000	$ -	$ -	$ -	$ -	$ 2,000
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	80,000					80,000
Total	$ 82,000	$ -	$ -	$ -	$ -	$ 82,000
Operating Cost Impact	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 100,000

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Wireless Broadband Access

PROJECT DESCRIPTION

Justification:

Wireless Access - In 2007, a resolution was passed by Common Council to proceed with the planning and piloting of wireless broadband access for the City. In 2008, a feasibility study was completed which indicated this project was feasible and could provide substantial benefit to member agencies. While there have been press reports about some other communities' failed attempts at this, there have been just as many success stories. The study indicated we were approaching this through the model that has been shown to be successful. An RFP was completed in June 2008 and we are in the process of coordinating the build out of the initial pilot project along College Ave from STH 441 to the Fox River Mall. Municipal wireless networks are designed to improve government effectiveness, broaden digital inclusion and support economic development.

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. Real time, secure access to information that City staff currently have to go back to office to retrieve.
c. Access to video services from certain sites that are currently outside of fiber or radio connectivity.

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. Data collection from utilities' meters.
b. Transmission of video or security information from schools to emergency or safety personnel.
c. Wireless Internet access; fees to be paid by users but there should be reduced fees for low income households or users.
d. Coordination with business development plans to establish core locations of Internet access for planned business growth.

This request is for funding to continue the process of expanding 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). The City is deemed as the fiscal agent, budgeting for the full cost and then recovering portions of the cost from the member agencies in a manner to be approved by all participant jurisdictions. It is estimated the City's final portion would be approximately 40% of the total cost.

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. That impact is to be part of the pilot project analysis once implemented.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2009	2010	2011	2012	2013	Total
Tech. Services Wireless Access	$ 380,000	$ 475,000	$ 250,000	$ -	$ -	$ 1,105,000
Total - Technology Capital Projects Fund	$ 380,000	$ 475,000	$ 250,000	$ -	$ -	$ 1,105,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	$ -	$ -	$ -	$ -	$ -	$ -
Land Acquisition	-	-	-	-	-	-
Construction	380,000	475,000	250,000	-	-	1,105,000
Other	-	-	-	-	-	-
Total	$ 380,000	$ 475,000	$ 250,000	$ -	$ -	$ 1,105,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

*N/Q - Not quantifiable

CITY OF APPLETON 2009 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 vendor, an annual maintenance fee may be required to provide support. This fee could be approximately 10 - 15% of the original purchase price.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	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	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	250,000	-	-	-	$ 250,000
Total	$ -	$ 250,000	$ -	$ -	$ -	$ 250,000
Operating Cost Impact	$ -	$ -	$ 25,000	$ 25,000	$ 25,000	$ 75,000

CITY OF APPLETON 2009 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 a second station is recommended (Stations 2). In addition to providing emergency backup, this station 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 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 Supervisory 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 three 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	2009	2010	2011	2012	2013	Total
Water Utility	Engineering	-	-	25,000	25,000	25,000	$ 75,000
	SCADA	-	-	20,000	20,000	20,000	$ 60,000
	Valve Station	-	-	100,000	100,000	100,000	$ 300,000
	Land	-	-	40,000	40,000	40,000	$ 120,000
Total - Water Treatment Capital Projects		$ -	$ -	$ 185,000	$ 185,000	$ 185,000	$ 555,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	25,000	25,000	25,000	$ 75,000
Land Acquisition	-	-	40,000	40,000	40,000	$ 120,000
Construction	-	-	100,000	100,000	100,000	$ 300,000
Other	-	-	20,000	20,000	20,000	$ 60,000
Total	$ -	$ -	$ 185,000	$ 185,000	$ 185,000	$ 555,000
Operating Cost Impact	$ -	$ -	$ 5,000	$ 7,500	$ 10,000	$ 22,500

CITY OF APPLETON 2009 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. This grade of Stainless steel has not stood up to corrosion in several areas of the plant and requires repair or replacement with the proper piping material. Corrosion impacts range from failure of pipes and welds 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. Corrosion repair and replacement is necessary for plant production, reliability, and longevity.

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. The bypass raw water line is being constructed in 2008 and early 2009 and when the bypass in in place, it will provide the opportunity to drain, clean out GAC, and rehabilitate the current stainless steel 42 inch intake line to prevent further corrosion damage.

Replacement of the Contactor Waste Wash water line (CWW) and Membrane Waste Wash water (MWW) line are of primary importance, but are not part of this CIP (included in Construction of Water Plant Enhancements CIP) because they are essential for the treatment process in maintaining water production. The pipes identified in this Water Plant Corrosion Replacements CIP will address the immediate necessary repairs in 2009 at a cost of $500,000 and complete other necessary repairs that are not as immediate in 2014 at a cost of $2,000,000.

The 2009 work includes replacement of the MWW overflow vent, cleaning of GAC from the raw water line, and coating the interior for resistance to microbially induced corrosion and other types of corrosion. Other 2009 work includes work on the high lift pump room discharge headers such as eliminating standing water in the gutters for humidity control and removing exterior corrosion from the pipes. Work in 2014 includes the Channel Agitation Water, Production Retentate, Cleaning Retentate, Contactor Filter Effluent, Cleaning Permeate, and other corroded plant piping repair or replacement.

Discussion of operating cost impact:

There is no O&M cost related to these improvements.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Utility	Engineering	50,000	-	-	-	-	$ 50,000
	MWW Vent Pipe replacement	280,000	-	-	-	-	$ 280,000
	Raw Water Line Rehab	120,000	-	-	-	-	$ 120,000
	Surface Corrosion/ other repairs	50,000	-	-	-	-	$ 50,000
Total - Water Treatment Capital Projects		$ 500,000	$ -	$ -	$ -	$ -	$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	50,000	-	-	-	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	450,000	-	-	-	-	$ 450,000
Other	-	-	-	-	-	$ -
Total	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Wastewater	Equipment	-	250,000	-	-	-	$ 250,000
Total - DNR Replacement Fund		$ -	$ 250,000	$ -	$ -	$ -	$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	250,000	-	-	-	$ 250,000
Total	$ -	$ 250,000	$ -	$ -	$ -	$ 250,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	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	2009	2010	2011	2012	2013	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)	$ (50,000)	$ (175,000)

CITY OF APPLETON 2009 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. These three pumps were installed in 1978 and had a rating of 21 MGD each. The pumps were upgraded in 1995 with larger capacity motors and were defined with a new pump capacity rating of 25 MGD each. This station is used during periods of high river flow which relate to rain events and plant high flows. These large pumps utilize a grout casing which has begun to deteriorate. The spiral screws require removal, corrective maintenance, sandblasting and recoating to prevent further corrosion. After the corrective maintenance and the pumps are reconditioned, the life expectancy will be increased by an additional 15 - 20 years.

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	2009	2010	2011	2012	2013	Total
Wastewater	Engineering	-	15,000	-	-	-	$ 15,000
Wastewater Capital Projects							
Wastewater	Equipment	-	45,000	-	-	-	$ 45,000
DNR Replacement Fund							
Total - Wastewater Utility		$ -	$ 60,000	$ -	$ -	$ -	$ 60,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	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 2009 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 the process of dewatering screenings which will result in reduced volumes being landfilled.

The bar screens receive raw wastewater from the east and west interceptors. The inlet to the #1 bar screen chamber consists of a three foot wide channel with a hydraulic capacity of 35 MGD. The inlet to the #2 bar screen channel is seven foot wide and can treat up to 55 MGD. Both channels have a mechanically cleaned bar rack. The screens have operational openings of between 3/4 inches and 2 inches. Current treatment recommendations for bar screens call for solids capture from 2mm to 9mm (up to 3/8 inch). These finer screens capture larger debris that has been impacting downstream processes (grit removal and anaerobic digestion).

This project will install fine screens that will decrease screening pass-through. The #2 bar screen will be replaced during 2011. This replacement schedule will allow for successful screening during high flow conditions when screenings are most problematic. Replacement of the smaller bar screen #1 will allow for maintenance and redundancy of the two larger screens and is tentatively scheduled for 2013. This project will review preliminary treatment (grit and screenings) washers and compactors. Installation of washing and compacting preliminary waste reduces landfilling costs.

Discussion of operating cost impact:

This project will not have a significant impact on operating costs. Corrective maintenance labor costs for bar screens, grit processing, and digester plugging should all be reduced as a result of this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Wastewater	Bar Screen #1	-	-	-	-	850,000	$ 850,000
Wastewater	Bar Screen #2	-	-	1,000,000	-	-	$ 1,000,000
Total - DNR Replacement Fund		$ -	$ -	$ 1,000,000	$ -	$ 850,000	$ 1,850,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	75,000	-	75,000	$ 150,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	925,000	-	775,000	$ 1,700,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 1,000,000	$ -	$ 850,000	$ 1,850,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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. Two of the three BFPs were rebuilt in 2008. The remaining #3 BFP has runtimes in excess of 4,000 hours per year. In order to keep this unit in production, maintenance issues need to be addressed. Due to concrete degradation, the BFP base was rebuilt and repaired with epoxy coatings. An overall assessment of BFP components was completed in 2007. The #3 unit needs 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. In this BFP rebuild, change-out components include new gravity, vertical and pressure zones; rollers; bearings; washboxes; and pans. This mechanical rebuild will recondition the BFP for another 15 year of operating life. The cost of this project assumes that Ashbrook Simon and Hartley, the original equipment manufacturer, will supply the equipment and services to rebuild the BFP.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Wastewater	Construction	-	275,000	-	-	-	$ 275,000
	Contingency	-	27,500	-	-	-	$ 27,500
Total - DNR Replacement Fund		$ -	$ 302,500	$ -	$ -	$ -	$ 302,500

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	275,000	-	-	-	$ 275,000
Other	-	27,500	-	-	-	$ 27,500
Total	$ -	$ 302,500	$ -	$ -	$ -	$ 302,500
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Influent and Effluent Flow Meter Improvements

PROJECT DESCRIPTION

Justification:

The Wastewater Treatment Facility currently has only inflow metering by parshall flume measurement at the plant headworks. The wastewater treatment plant has numerous side streams such as primary sludge, waste activated sludge, and return activated sludge streams that are metered separately.

Department of Natural Resources (DNR) requires effluent flow metering to accurately report effluent rates to the Fox River. Due to hydraulic considerations between the Fox River and final effluent, the effluent stream is not easily metered at the dynamic flow variations encountered between 4 and 120 MGD. The meter installation was attempted during the last plant expansion in the early 1990s but technology was not available to properly meter this flow. New metering technologies have now advanced and new metering technologies would be piloted for demonstration in 2010. A meter system would be engineered and constructed following a successful pilot.

East and West interceptors are the primary municipal and industrial influent sources, along with the Water Plant lime residuals. Metering of these sources allows for accurate accounting of contribution of all sources to the plant. Work in 2012 would construct metering devices on the East and West Interceptors.

Discussion of operating cost impact:

DNR compliance will be achieved. The wastewater plant will pay accurate NR 101 discharge fees due to accurate effluent metering. The current protracted compliance schedule will end with DNR. Potential fines or growth restrictions could result if this compliance requirement is not met.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2009	2010	2011	2012	2013	Total
Final Effluent Metering						
Engineering	-	35,000	-	-	-	$ 35,000
Equipment	-	185,000	-	-	-	$ 185,000
DNR Replacement Fund		220,000				$ 220,000
Interceptor Metering						
Engineering	-	-	-	15,000	-	$ 15,000
Equipment	-	-	-	80,000	-	$ 80,000
Wastewater Capital Projects				95,000		$ 95,000
Total - Wastewater Utility	$ -	$ 220,000	$ -	$ 95,000	$ -	$ 315,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	35,000	-	15,000	-	$ 50,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	185,000	-	80,000	-	$ 265,000
Total	$ -	$ 220,000	$ -	$ 95,000	$ -	$ 315,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Lift Station Renovations

PROJECT DESCRIPTION

Justification:

Wastewater lift stations pump sewage through a force main to a higher elevation so that the sewage can flow by gravity when gravity systems alone are not feasible.

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 have reached their useful life. The station will need to be rebuilt with pumps and controls.

Northwest Station The Northwest Lift Station was installed in 1959 and rebuilt with new pumps in 1977. The 30+ year old pump have increased maintenance and run times have become excessive due to wear. The station back-up pump now becomes operational during wet weather and high flow conditions and is at risk of sanitary sewer overflow and sewage back-ups. This condition creates excessive run times which increases electrical costs. Installing newer and / or correctly sized pumps will restore proper function to the station. Pumps will be upgraded with control programming and new wet well level indication. Other improvements will include new motors, controls and telemetry monitoring. This project will require DNR approval and engineering oversight. New pumps with controls will each have sufficient capacity to pump sewage from the lift station.

Discussion of operating cost impact:

Maintenance will be reduced, increasing labor efficiency.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Wastewater	Briarcliff	-	175,000	-	-	-	$ 175,000
Wastewater	Northwest-Kiwanis	-	-	210,000	-	-	$ 210,000
Wastewater Capital Projects		$ -	$ 175,000	$ 210,000	$ -	$ -	$ 385,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	17,500	21,000	-	-	$ 38,500
Land Acquisition	-	-	-	-	-	$ -
Construction	-	157,500	189,000	-	-	$ 346,500
Other	-	-	-	-	-	$ -
Total	$ -	$ 175,000	$ 210,000	$ -	$ -	$ 385,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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	2009	2010	2011	2012	2013	Total
Wastewater	System Assessment	-	-	-	500,000	-	$ 500,000
Total - DNR Replacement Fund		$ -	$ -	$ -	$ 500,000	$ -	$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	500,000	-	$ 500,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 500,000	$ -	$ 500,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Improvements to Receiving Stations

PROJECT DESCRIPTION

Justification:

The AWWTP began accepting wastes from out of the Appleton sewer service area in 1999 with a current an annual revenue of approximately $453,000. Since that time the program has expanded and a second receiving tank was created. Tanker trucks deliver waste to one of these two Receiving Station Tanks. Haulers are then billed by the Utilities based on volumes discharged. The program intent is to offset community treatment expenses with the acceptance of these wastes. The majority of the wastes are from food based industries and some wastes are high in salts (chlorides). Some of the metal and concrete structures and equipment have started to show affects of age and exposure to aggressive wastes. This project would include the equipment and labor to prepare equipment and tank surfaces and coat them with an epoxy protective coating. The tanks also require trap modifications and sample taps to be fabricated and installed. Trap modification would remove undesirable material prior to discharge to the tanks. Sample taps would allow for a sample to be taken while the waste is being discharged.

Discussion of operating cost impact:

Project will extend the life of equipment and tanks reducing future capital costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2009	2010	2011	2012	2013	Total
Receiving Station Upgrades	-	-	-	150,000	-	$ 150,000
Total - Wastewater Capital Projects Fund	$ -	$ -	$ -	$ 150,000	$ -	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	15,000	-	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	135,000	-	$ 135,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 150,000	$ -	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: TMDL Related Wastewater Facility Planning

PROJECT DESCRIPTION

Justification:

Total Maximum Daily Load (TMDL) regulations will lower effluent standards for phosporus and total solids discharge of the Appleton Wastewater Treatment Plant (AWWTP) in the future. The Wisconsin DNR implements point source load allocations through permits issued under the Wisconsin Pollutant Discharge Elimination System (WPDES) program. The AWWTP processes are designed and operated in order to meet the current facility WPDES permit limits. The city and other dischargers are engaged with WDNR in the TMDL load setting process to the Lower Fox River (LFR). This process is expected to result in dramatically reduced phosphorous and suspended solids limits. The current plant processes were not designed for and cannot meet these new limits as they have been proposed.

As TMDL limits become established for the LFR and the AWWTP in the future, it is expected that new limits will be in future a WPDES permit. A five year estimate was used as the next permit cycle is 2009-2013. A Facilities Study of TMDL related AWWTP improvements will be an important planning basis for capital planning that will result in future regulatory compliance. It is likely that advanced treatment beyond the current secondary treatment will be needed. These processes could include advanced wastewater treatment processes such as biological phosphorus removal, or tertiary treatment such as filtration or membrane bioreactors. In addition to phosphorus and solids TMDLs, compliance with other new standards such as mercury and ammonia will be evaluated. The study would assess the existing facility for the most cost effective improvements that meet new regulaory standards. The economic portion of the study would define capital costs, operating and maintenance costs into a present worth analysis for comparison. Other non-economic impacts will also be reported as well as process reliability to determine the best improvement solutions. The study will also provide preliminary design for future capital planning. Improvements may be large scale on the order of the major capital improvement work done in the early 1990s that provided excellent regulatory compliance and operations since this time with current regulations.

Discussion of operating cost impact:

This study will evaluate treatment options that will allow the AWWTP to meet the TMDL and other regulatory standards in compliance with the WPDES permit. Non-compliance could result in regulatory fines, a compliance schedule and or a moritorium on development. Operating impacts will have costs associated with them when the reguatory standards and assiated treatment imiprovements are established in years following the study.

DEPARTMENT PHASE	2009	2010	2011	2012	2013	Total
Wastewater						
TMDL Study	-	-	-	-	125,000	$ 125,000
Total - Wastewater Capital Projects Fund	$ -	$ -	$ -	$ -	$ 125,000	$ 125,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	125,000	$ 125,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other - Equipment	-		-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 125,000	$ 125,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2009 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 2011 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	2009	2010	2011	2012	2013	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	2009	2010	2011	2012	2013	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 2009 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, 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.

The study involved soliciting feedback from the various user groups. The improvements suggested by the user groups were noted in the study and the Department has developed a program to address those improvements.

Early In 2008, the following improvements were made to the complex: new field lights on five (5) 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. Lighting, scoreboards and improved seating were issues identified during the study. The irrigation of fields and the availability of water on the diamonds was also addressed in 2008. The availability of restrooms on the west end, improved pedestrian access, shade for spectators and players, and upgrading of existing fencing were other issues identified during the study.

This project request identifies the various projects outlined below:

2010 Construct restroom/concession building, irrigation/water system and pedestrian walkways
2013 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	2009	2010	2011	2012	2013	Total
Parks & Rec.						
West restroom concession, walks lighting, etc.	-	300,000	-	-	-	$ 300,000
Parking constr.	-	-	-	-	250,000	$ 250,000
Total - Parks & Recreation Capital Projects Fund	$ -	$ 300,000	$ -	$ -	$ 250,000	$ 550,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	15,000	-	-	20,000	$ 35,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	285,000	-	-	230,000	$ 515,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 300,000	$ -	$ -	$ 250,000	$ 550,000
Operating Cost Impact	$ -	$ 7,000	$ 7,000	$ 10,500	$ 10,500	$ 35,000

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NOTES

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Apple Hill Trail

PROJECT DESCRIPTION

Justification:

The Apple Hill Farms Development in northeast Appleton has seen a slowdown in development that is consistent with the local and national housing market. Because of the slowdown in the housing market, the project has been moved from 2010 to 2013.

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 2013. 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	2009	2010	2011	2012	2013	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	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	10,000	$ 10,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	140,000	$ 140,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 150,000	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 1,500	$ 1,500

CITY OF APPLETON 2009 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, Highview and Vosters 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 the end of 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 was 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 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 2004 did not include any tennis courts in this community park. However, there is a need for tennis courts in this section of Appleton. This project request includes the construction of 4 courts at Colony Oaks Park in 2011. The 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	2009	2010	2011	2012	2013	Total
Parks & Rec.	Court construction	-	-	195,000	-	-	$ 195,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 195,000	$ -	$ -	$ 195,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	195,000	-	-	$ 195,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 195,000	$ -	$ -	$ 195,000
Operating Cost Impact	$ -	$ -	$ 1,000	$ 1,000	$ 1,000	$ 3,000

CITY OF APPLETON 2009 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 purchased the Alliance Church property to address some overcrowding issues. This site is currently 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 and open space 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	2009	2010	2011	2012	2013	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	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	50,000	$ 50,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 50,000	$ 50,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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.

The master plan for Erb Park was re-visited in 2008 and involved considerable public input. The master plan process was necessary to ensure the focus of the plan developed in 1998 is still consistent with the needs of the community. 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. A recent Safe Routes to School planning process also identified additional pedestrian sidewalks in the park to connect the neighborhood with the park and local schools. Construction of the parking lot and walkways throughout the park are scheduled in 2010. 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 2013, with renovations to the pavilion scheduled for 2014.

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	2009	2010	2011	2012	2013	Total
Parks & Rec.						
Parking and walks	-	200,000	-	-	-	$ 200,000
Restroom building	-	-	-		250,000	$ 250,000
Total - Parks & Recreation Capital Projects Fund	$ -	$ 200,000	$ -	$ -	$ 250,000	$ 450,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	15,000	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	200,000	-	-	235,000	$ 435,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 200,000	$ -	$ -	$ 250,000	$ 450,000
Operating Cost Impact	$ -	$ 1,000	$ 1,000	$ 1,000	$ 5,500	$ 8,500

CITY OF APPLETON 2009 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 29 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. A feasibility study has been scheduled for 2010 to determine the direction for Erb Pool and explore opportunities for other pool facilities in the community. The remodeling of Erb Pool has been tentatively scheduled for 2013 with the development of the plans and specifications for the renovations. The first phase of the renovations are scheduled for 2014 and the second phase in 2015. Phase I renovations would tentatively include upgrades to the pool tank, mechanical systems, deck, etc. and Phase II renovations would include upgrades to the bathhouse. It is anticipated the remodeling would provide some of the same facilities and experiences as Mead Pool, subject to a recommendation received from the study scheduled for 2011.

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.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Parks & Rec.	Pool reconstruction:						
	Feasibility Study	-	-	50,000	-	-	$ 50,000
	Renovations						
	Design Services	-	-	-	-	100,000	$ 100,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ 50,000	$ -	$ 100,000	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	50,000	-	100,000	$ 150,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-		-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 50,000	$ -	$ 100,000	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Foremost Site Park/Trail

PROJECT DESCRIPTION

Justification:

The development of the former Foremost site on the Fox River is being explored by a group of investors. 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 2013 includes basic grading, landscaping and the construction of a boat landing to provide emergency access to the Fox River.

Discussion of operating cost impact:

Will require additional resources for the operation of another small park and trail connection.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	Total
Parks & Rec.	Park/trail development	-	-	-	-	150,000	$ 150,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ -	$ 150,000	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	15,000	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	135,000	$ 135,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 150,000	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 1,000	$ 1,000

CITY OF APPLETON 2009 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 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 such as the weekly Farm Market, concert series, etc.

A concept 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. Funding was approved in the 2008 budget to complete the first phase of renovations to the plaza. The phase I renovations included the east end of the plaza between the Appleton Center on the south and the Appleton Art Center/Bazil's/Olde Town Tavern/Zuelke Building on the north. Phase II was originally scheduled for 2009 and included the area immediately west of Phase I. Phase III was scheduled for 2010 and included the area on the corner of Appleton Street and College Avenue.

The Council rejected the bids for Phase I in 2008. The Council expressed concerns about total project cost, lack of coordination with Soldiers Square, and City ownership of a portion of the plaza. This project request has been modified to included the coordination of the design and renovations of Houdini Plaza with Soldiers Square.

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	2009	2010	2011	2012	2013	Total
Parks & Rec.						
Phase I and II Renovations	-	650,000	-	-	-	$ 650,000
Phase III Renovations	-	-	200,000	-	-	$ 200,000
Total - Parks & Recreation Capital Projects Fund	$ -	$ 650,000	$ 200,000	$ -	$ -	$ 850,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	50,000	15,000	-	-	$ 65,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	600,000	185,000	-	-	$ 785,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 650,000	$ 200,000	$ -	$ -	$ 850,000
Operating Cost Impact	$ -	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 12,000

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Lions Park

PROJECT DESCRIPTION

Justification:

Lions Park was purchased by the City of Appleton in the mid 1960's to address the development of Appleton in the East High School area. The pavilion was constructed in 1971.

The pavilion is almost 40 years old and shows signs of deterioration. The restrooms do not meet the accessibility requirements of the Americans with Disabilities Act (ADA). This facility is reaching the end of its intended useful life. This project would include renovations and/or new construction to take place in 2013.

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	2009	2010	2011	2012	2013	Total
Parks & Rec.	Pavilion renovation	-	-	-	-	200,000	$ 200,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ -	$ 200,000	$ 200,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	20,000	$ 20,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	180,000	$ 180,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 200,000	$ 200,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 1,000	$ 1,000

CITY OF APPLETON 2009 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 (WDNR) Urban Waters Grant of $285,015 to fund work on the boat landing and construction of new restroom building. Construction of the boat landing and restroom building was completed in the spring of 2008.

In May 2008, the City was awarded a Wisconsin Department of Natural Resources (WDNR) Stewardship Grant of $248,535 for the development of fishing piers and shoreline protection. Construction on this project is scheduled to begin the fall of 2008.

The last phase of the renovations to Lutz Park includes the construction of an open air pavilion in 2009 near the fishing pier that would replace the pavilion scheduled for demolition in late 2008. Funding for this project would come from the Lutz Park Special Revenue Fund.

Discussion of operating cost impact:

The new open air pavilion would incur minimal operating expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2009	2010	2011	2012	2013	Total
Parks & Rec.						
Pavilion construction	75,000	-	-	-	-	$ 75,000
Total - Lutz Park Trust Fund	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	5,000	-	-	-	-	$ 5,000
Land Acquisition	-	-	-	-	-	$ -
Construction	70,000	-	-	-	-	$ 70,000
Other	-	-	-	-	-	$ -
Total	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000
Operating Cost Impact	$ 500	$ 500	$ 500	$ 500	$ 500	$ 2,500

CITY OF APPLETON 2009 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 is for development of the park in 2013 and will consist of grading and landscaping of the site and the installation of playground equipment and other park amenities. The development of this park has been adjusted to reflect potential development of the school site and may be adjusted in future years to coincide with the school development.

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	2009	2010	2011	2012	2013	Total
Parks & Rec.	Initial development	-	-	-	-	60,000	$ -
	Construction of playground equip. and landscaping	-	-	-	-	125,000	$ 125,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ -	$ 185,000	$ 185,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	15,000	$ 15,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	170,000	$ 170,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 185,000	$ 185,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 2,000	$ 2,000

CITY OF APPLETON 2009 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.

2010 projects are planned to address the upgrade of the playground equipment at Einstein and Schaefer Parks.

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	2009	2010	2011	2012	2013	Total
Parks & Rec.	Playground equip.	-	75,000	80,000	85,000	90,000	$ 330,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ 75,000	$ 80,000	$ 85,000	$ 90,000	$ 330,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	5,000	5,000	7,000	7,500	$ 24,500
Land Acquisition	-	-	-	-	-	$ -
Construction	-	70,000	75,000	78,000	82,500	$ 305,500
Other	-	-	-	-	-	$ -
Total	$ -	$ 75,000	$ 80,000	$ 85,000	$ 90,000	$ 330,000
Operating Cost Impact	$ -	$ (500)	$ (500)	$ (500)	$ (500)	$ (2,000)

CITY OF APPLETON 2009 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.

2013 Planning and developing specifications
2013 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	2009	2010	2011	2012	2013	Total
Parks & Rec.	Develop plans	-	-	-	-	20,000	$ 20,000
	Construction	-	-	-	-	100,000	$ 100,000
Total - Parks & Recreation Department		$ -	$ -	$ -	$ -	$ 120,000	$ 120,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	20,000	$ 20,000
Land Acquisition	-	-	-	-	-	
Construction	-	-	-	-	100,000	$ 100,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 120,000	$ 120,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 4,000	$ 4,000

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Peabody Park

PROJECT DESCRIPTION

Justification:

Security lighting around the pavilion and along the walkway was initially constructed in 1981. The lighting included wood poles and ornamental light fixtures. The wood poles and light fixtures were very susceptible to vandalism. The light fixtures are no longer available from any vendor, so lighting in the park is very limited because the poles and fixtures have not been replaced. The underground wiring has also deteriorated and no longer functional. The replacement of all poles and fixtures to meet current City standards is proposed for 2010.

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, followed by renovation and/or construction, but is beyond the scope of the present five-year plan.

Discussion of operating cost impact:

Net impact on the operational budget will be impacted modestly by the installation of new lighting fixtures. Cost savings may be realized by reduced vandalism in the park due to improved security lighting. Operational costs for the pavilion 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	2009	2010	2011	2012	2013	Total
Parks & Rec.	Security Lighting	-	50,000	-	-	-	$ 50,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ 50,000	$ -	$ -	$ -	$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2012	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	50,000	-	-	-	$ 50,000
Total	$ -	$ 50,000	$ -	$ -	$ -	$ 50,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2009 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 a new roof on the pavilion and 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 2012.

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 currently scheduled for 2014.

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	2009	2010	2011	2012	2013	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	2009	2010	2011	2012	2013	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	$ 2,000

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Prospect Avenue Park Acquisition

PROJECT DESCRIPTION

Justification:

A resolution submitted in 2007 by the late Alderperson Kalata requested the triangular piece of property on the corner of Prospect and Walnut Streets be dedicated as park property since this property was no longer needed by the Water Utility. The resolution was presented to the Board of Public Works, Parks and Recreation Committee and Utilities Committee. Discussion on this resolution was generally focused on the cost of removing the existing underground tank, funding source for this work, and final disposition of the property.

The Utility Department Capital Improvement Program budget includes a fund request in 2012 for the removal of the underground tank on this property. The project will be limited to the removal of the tank cover and filling of the tank to accommodate general use of the property as a park.

This CIP request includes funding to acquire the property from the Utility Department for park purposes. The funding request is based on the anticipated cost to remove the tank ($50,000) and the estimated value of the property ($3,050).

The funding requests by both the Utilities and Parks and Recreation Departments is based on Council action taken on Alderperson Kalata's resolution in August 2008.

Discussion of operating cost impact:

The property is currently maintained by the Parks and Recreation Department, but the maintenance costs are charged to Utilities Department. If this property is acquired for park purposes, the annual maintenance costs would be included in the Parks and Recreation Department operational budgets.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2009	2010	2011	2012	2013	Total
Parks and Rec Land acquisition	-	-	-	53,050	-	$ 53,050
Total - Parks & Recreation Capital Projects Fund	$ -	$ -	$ -	$ 53,050	$ -	$ 53,050

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	53,050	-	$ 53,050
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 53,050	$ -	$ 53,050
Operating Cost Impact	$ -	$ -	$ -	$ 2,500	$ 2,500	$ 5,000

CITY OF APPLETON 2009 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 was scheduled for completion in 2007, but did not occur because of delays in obtaining the necessary permits. The reacquisition of the WE Energies property was also scheduled to be completed in 2007, but was not completed since the property had not been cleared by the DNR. The Vulcan Heritage Park to Lutz Park trail is scheduled for bidding in 2008 and construction in late 2008/early 2009.

This CIP request also includes the following elements:

2010 Engineering services for the phase I of Jones Park/WE Energies/Water Treatment Plant site
2010 Demolition of former water treatment plant
2011 Engineering services for phase II of Jones Park/WE Energies/Water Treatment Plant site
2011 Construction of phase I of Jones Park/WE Energies/Water Treatment Plant site
2012 Engineering services for the Trestle Trail from FWTP to Trolley Square
2012 Construction of phase II of Jones Park/WE Energies/Water Treatment Plant site
2012 Construction of the Trestle Trail project
2013 Engineering services for phase III of Jones Park/WE Energies/Water Treatment Plant site
2014 Construction of phase III of Jones Park/WE Energies/Water Treatment Plant site
2014 Engineering services for the Trestle Trail project east of Lawe Street

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	2009	2010	2011	2012	2013	Total
Parks & Rec	WE Energies land	107,000	-	-	-	-	$ 107,000
Park Open Space Fund							
Parks & Rec.	Trail Development						
	Engineering Svcs	-	-	-	50,000	-	$ 50,000
	Trestle Trail	-	-	-	500,000	-	$ 500,000
	Engineering Svcs	-	65,000	65,000	-	70,000	$ 200,000
	Phase I Develop.	-	-	750,000	-	-	$ 750,000
	Phase II Develop.	-	-	-	750,000	-	$ 750,000
	Phase III Develop.	-	-	-	-	-	$ -
	FWTP Demolition	-	935,000	-	-	-	$ 935,000
Parks & Recreation Capital Projects Fund		-	1,000,000	815,000	1,300,000	70,000	$ 3,185,000
Total - Riverfront Initiatives Capital Projects		$ 107,000	$ 1,000,000	$ 815,000	$ 1,300,000	$ 70,000	$ 3,292,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	65,000	65,000	50,000	70,000	$ 250,000
Land Acquisition	107,000	-	-	-	-	$ 107,000
Construction/Demolition	-	935,000	750,000	1,250,000	-	$ 2,935,000
Other	-	-		-	-	$ -
Total	$ 107,000	$ 1,000,000	$ 815,000	$ 1,300,000	$ 70,000	$ 3,292,000
Operating Cost Impact	$ -	$ 500	$ 10,000	$ 10,000	$ 13,500	$ 34,000

CITY OF APPLETON 2009 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 2013, followed by renovation and/or construction.

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	2009	2010	2011	2012	2013	Total
Parks & Rec.	Pavilion upgrades:						
	Design services	-	-	-	-	25,000	$ 25,000
	Construction	-	-	-	-	235,000	$ 235,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ -	$ -	$ -	$ 260,000	$ 260,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	25,000	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	235,000	$ 235,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 260,000	$ 260,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ 500	$ 500

CITY OF APPLETON 2009 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, develop and maintain parkland for this area.

This capital project request serves as a place holder for the joint purchase and development of a regional park with the Town of Harrison and City of Menasha in the southeast area of Appleton. Initial discussions were held in early 2008 with the Town of Harrison and City of Menasha on this project. Representatives from the three governmental units reviewed some general site locations and also discussed opportunities for connection of the park site to current and future recreational trails, schools, neighborhoods, etc. in the area. Grant opportunities are being explored that would provide financial assistance on this joint purchase of parkland. The three governmental agencies have identified the major areas of focus for agreements needed to move this proposed partnership forward, including land acquisition, park development and maintenance. The concept of a joint regional park was presented to the appropriate jurisdictional bodies of all three governmental agencies in early 2008, including the Appleton Parks and Recreation Committee on May 28, 2008. There was general support to pursue this joint regional park initiative.

Discussion of operating cost impact:

Will require additional resources for the operation of another park.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2009	2010	2011	2012	2013	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	2009	2010	2011	2012	2013	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 2009 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.

The pavilion was renovated in 2004. The parking lot was reconstructed in 2006 and the extension of Newberry Trail through Telulah Park was completed in 2007.

As noted in the 2004 master plan, the proposed RiverHeath Project will impact Telulah Park. The extension of Newberry Street through Telulah Park will require the removal of the skateboard park, relocation of the park entrance road, adjustments to the disc golf course and construction of new trail connections for Newberry Trail. The proposed improvements to Telulah Park will be coordinated with the proposed RiverHeath Development and include construction of the park entrance road and trail connections in 2010. Construction of the lower level will include trail connections to RiverHeath and the upper level, picnic areas, lighting, and parking lot and is scheduled for 2012.

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	2009	2010	2011	2012	2013	Total
Parks & Rec.	Entrance road & trail connections	-	80,000	-	-	-	$ 80,000
	River level dev.	-	-	-	270,000	-	$ 270,000
Total - Parks & Recreation Capital Projects Fund		$ -	$ 80,000	$ -	$ 270,000	$ -	$ 350,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	7,500	-	20,000	-	$ 27,500
Land Acquisition	-	-	-	-	-	$ -
Construction	-	72,500	-	250,000	-	$ 322,500
Other	-	-	-	-	-	$ -
Total	$ -	$ 80,000	$ -	$ 270,000	$ -	$ 350,000
Operating Cost Impact	$ -	$ 500	$ 500	$ 2,500	$ 2,500	$ 6,000

CITY OF APPLETON 2009 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 connect to the current walkways and the trail segment between Vulcan Heritage Park and Lutz Park. The proposed development also included the relocation of the Vulcan Hydroelectric Replica Building in the park as approved by the Council in 2006. $50,000 is scheduled to come from private donations to assist with the relocation of the Vulcan Hydroelectric Replica Building. This development activity is scheduled for 2011.

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.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2009	2010	2011	2012	2013	Total
Parks and Rec.						
Park development	-	-	275,000	-	-	$ 275,000
Total - Parks & Recreation Capital Projects Fund	$ -	$ -	$ 275,000	$ -	$ -	$ 275,000

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	20,000	-	-	$ 20,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	255,000	-	-	$ 255,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 275,000	$ -	$ -	$ 275,000
Operating Cost Impact	$ -	$ -	$ 1,500	$ 1,500	$ 1,500	$ 4,500

CITY OF APPLETON 2009 BUDGET
CAPITAL IMPROVEMENTS PROGRAM

NOTES