



City of Appleton, WI

City of Appleton Storm Water Management Program

January 01, 2014 To December 31, 2014

This program consists of the following 9 Minimum Control Measure(s).

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Pollutant Control
5. Post-Construction Storm Water Management
6. Pollution Prevention
7. Storm Water Quality Management
8. Storm Sewer System Map
9. Annual Report and Storm Water Management Program Funding

1 Public Education and Outreach

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

To satisfy this minimum control measure, the permittee shall implement a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state to encourage changes in public behavior to reduce such impacts. The program shall establish measurable goals and, at a minimum, include the following elements:

1. Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.
2. Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.
3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
4. Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.
5. Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.
6. Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.
7. Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.
8. Promote environmentally sensitive land development designs by developers and designers.

Best Management Practices

1.1 Promote Illicit Discharge Detection and Elimination (IDDE)

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

Justification

Public awareness of illicit discharges and their prospective impacts along with education on how to report potential illicit discharges substantially increases the opportunity to quickly identify and eliminate them.

Education Program / Public Outreach

Before the city can promote IDDE to the public, a wide variety of city staff must be educated on the IDDE requirements. Staff must be able to properly address reports of illicit discharges and questions from the public. Implementation of this item will take place over several years.

Goals

1.1.1 Staff Training on IDDE Procedures

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Train city staff on the IDDE Response Procedures. Staff to be trained may include front line personnel that answer the phone in Engineering, Operations, Inspections, the Mayor's office, the city Information Desk, as well as the Engineers, Operations Foreman and Inspectors. Other staff that will be considered for training include Parks and Recreation staff that work in the field on a daily basis.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
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None

1.1.2 IDDE Business Education

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Develop and implement a detailed IDDE education program for businesses. This program may take advantage of existing programs, such as regular inspections of businesses by the Fire and Health Departments, the Backflow Prevention Program, and the Pretreatment program. These programs are run by four different departments and there will need to be extensive discussion and cooperation from the other departments to develop and implement an IDDE Business Education Program. Program development is planned for 2010 with implementation in 2011. See also Section 1.7.1.

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/25/2014	One on One Education

Description

City staff discussed Illicit Discharge requirements with individual business representatives as issues occurred. A significant issue in 2014 was working with Foremost Farms on the appropriate dust control products for their gravel lot.

1.1.3 IDDE Residential Education

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Develop and implement a detailed educational program for residents that may include articles for the AppleSource newsletter or additional information on the city website. Development of this program will involve several different city departments, such as Health, Inspections, and Operations. Program development is planned for 2011 with implementation in 2012.

Planned: 2011 2012

Complete:

Activity Date	Name
11/25/2014	One on One Education

Description

Discuss Illicit Discharge requirements with individuals throughout the year as issues arise, such as reported discharges to the Inspections Division. See the Illicit Discharge section of this report for further information.

12/19/2014	2014 Hang Tags
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Description

Public Works Operations used door hang tags as needed to address reported or observed issues.

1.2 Public Pollution Prevention Education

Responsible Staff / Position: Nate Loper
Deputy Director of Operations
(920) 832-5804

Required Yes

Description

Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

Justification

Informing the public of the potential pollution impacts of their activities together with the information they need to make educated decisions on alternative behaviors or actions will improve responsible actions.

Education Program / Public Outreach

The City of Appleton continues to support all the efforts of the Northeast Wisconsin Stormwater Consortium (NEWSC), including hosting a public website and social media outreach. This website is separate from the organizational website and designed to specifically target residential property owners. It includes information to address the topics listed above.

The NEWSC seasonal messages that were developed for some of these issues are made available to the public at various city locations. Public Works staff also use this information to prepare short articles that are submitted to the Mayor's office for consideration and possible inclusion into the AppleSource City Guide.

The City Guide includes articles on proper disposal and available city collection of tires, carpet, lumber, large items, bulk overflow, spring cleanup, major appliances, etc. from residents. (Contractors are required to dispose of their own construction materials.) The newsletter also includes instructions for the proper ways to recycle. The newsletter is mailed twice per year.

Annual Reporting Items

Most of the measurable goals for this topic also serve other BMP's and are tracked under "Overall Public Education and Outreach Program".

Goals

1.2.1 Storm Drain Stenciling

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The City of Appleton will assist various groups interested in storm drain stenciling, if requested.

Planned: 2008 2009 2010 2011 2012 2013

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name	Description
None		

1.2.2 Special Clean Sweep

Responsible Staff / Position:

Nate Loper
Deputy Director of Operations
(920) 832-5804

Description

Provide Advertising and event staff for the special regional Clean Sweep, if it is held.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
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None		
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1.2.3 Other

Responsible Staff / Position:

Ross Buetow
City Engineer
(920) 832-6474

Description

The City of Appleton will take advantage of other opportunities that may arise during the year.

Planned: 2011 2012 2013 2014

Complete: 2011 2012 2013 2014

Activity Date	Name
03/05/2014	2014 Fox-Wolf Watershed Alliance Conference Presentation

Description

Presented on the topic of Stormwater Facility Maintenance. Discussed the City's program for maintaining its stormwater infrastructure.

03/06/2014	2014 Appleton North Playbill
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Description

Placed a full page advertisement of the NEWSC "Renew Our Waters" campaign at the spring Appleton North High School playbill.

04/26/2014	2014 River Cleanup
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Description

The City provided a \$3000 sponsorship and a crew for Telulah Park for the FWWA Fox River Cleanup event.

08/29/2014	2014 Summer Camp
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Description

The City hired Fox Wolf Watershed Alliance to participate in the Summer Camp program held for 8 weeks at Memorial Park. The program was similar to 2012 and 2013, covering topics such as stormwater runoff, native plants, insects, invasive species and habitats.

10/07/2014	2014 Presentation to Fox River Academy
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Description

Presented on the topic of Appleton's Ravines to 7th and 8th graders at Fox River Academy. Discussed the history of the ravines and how people have impacted them over time. Discussed the ecological value of ravines and how various municipal programs, including stormwater, can help protect ravines.

10/10/2014

2014 Little Learners

Description

The City hired Fox Wolf Watershed Alliance to participate with the Little Learners Program. The program is similar to Summer Camp, but held in the fall with the younger children.

1.3 Leaf Management and Lawn Care

Responsible Staff / Position: Nate Loper
Deputy Director of Operations
(920) 832-5804

Required Yes

Description

Provide information and education to promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

Education Program / Public Outreach

In 2008-2009, NEWSC completed a public education campaign aimed at reducing phosphorus in our waters. The project was partially funded by WDNR grant. In 2010-2011 NEWSC began the next education campaign, Renew Our Waters. This campaign continued has through 2014 in various formats. The City of Appleton will continue active participation in and support of NEWSC.

The City of Appleton will also continue to support NEWSC in on-going maintenance of their public website and social media efforts. This website is separate from the organizational website and designed to specifically target residential property owners. It includes information to address the topics listed above.

The NEWSC seasonal message flyers that were developed for some of these issues are available to the public in various city locations. Public Works staff also use this information to prepare short articles that will be submitted to the Mayor's office for consideration and possible inclusion into the AppleSource City Guide.

The city charges for grass clippings dropped off at the yard waste site as a disincentive. In 2012 the cost was increased from \$2 per bag to \$4 per bag.

Annual Reporting Items

Some of the measurable goals under this section are common to the entire plan and documented under the "Overall Public Education and Outreach Program".

Goals

1.3.1 Support NEWSC Phosphorus Campaign

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Support the NEWSC Phosphorus Campaign by posting and supplying the yard stakes created under the DNR grant.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

1.3.2 Unplanned Opportunities

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

The City of Appleton will take advantage of unplanned opportunities for education and outreach that occur during the year.

Activity Date	Name	Description
None		

1.4 Streambank and Shoreline Management

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

Education Program / Public Outreach

The City of Appleton will support the Natural Shoreline Expo, hosted by Winnebago County and the Winnebago Lakes Council, by mailing post cards advertising the event to all city property owners along the Fox River. Additional post cards for the event will be made available at various locations in the city. Appleton will continue to support this event annually, if it is held.

Except for the Fox River, the City of Appleton is the riparian property owner along many ponds and waterways in Appleton. The city will continue to work with property owners along city owned ponds and waterways to educate them on the natural vegetation planted by the city.

Goals

1.4.1 Shoreline Expo

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Support the Natural Shoreline Expo, hosted by Winnebago County and Winnebago Lakes Council, if it is held.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
None		

1.4.2 Other Opportunities

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The City will take advantage of other opportunities that may arise during the year to educate the public on streambank and shoreline management.

Planned: 2014

Complete: 2014

Activity Date**Name**

04/23/2014

River Drive Neighborhood Meeting

Description

City Staff Engineer and Horticulturist presented to a riparian neighborhood group on the topic of native vegetation. Topics included as discussion of what is native to this area, what are the benefits of various types of vegetation in an urban setting, invasive species, and City regulations concerning shorelines and weeds.

04/26/2014

2014 FWWA River Cleanup

Description

City provided \$3000 for the FWWA 2014 River Cleanup and a crew of DPW employees cleaned the shoreline at Telulah Park.

11/17/2014

One on One education

Description

City Horticulturist worked with individual property owners along Red Oak Ravine, Bellaire Ravine, French Road Swale, Apple Creek Corridor and Northland Creek at Conkey in site specific shoreline issues during 2014 maintenance work.

1.5 Residential Property Infiltration

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.

Education Program / Public Outreach

Infiltration in the City of Appleton is limited due to clay soils. Rain Gardens and Rain Barrels are two options to help meet the intention of infiltration. The City of Appleton will support the Fox River Academy (Environmental Charter School) on a variety of activities, such as supplies for the construction of a rain garden and pervious sidewalk at the school and associated curriculum. The Fox River Academy is located in an area with high vehicle and pedestrian traffic, next to a city park and an elementary school. On-going yearly support for the rain garden and associated curriculum is also being discussed, as well as a variety of other projects.

In 2011 the City of Appleton will develop a Rain Barrel Program to be implemented in 2012. The city will seek other municipalities and groups that may be interested in promoting such a project, such as the Fox River Academy, Wild Ones, and NEWSC.

Goals

1.5.1 Fox River Academy

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Work with the Fox River Academy on various projects, if requested.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
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None

1.5.2 Rain Barrel Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Develop a rain barrel program in 2011 and implement it in 2012.

Planned: 2011 2012

Complete:

Activity Date	Name	Description
None		

1.5.3 Other Opportunities

Responsible Staff / Position: Sue Olson
 Staff Engineer
 (920) 832-6473

Description

The City will take advantage of unplanned opportunities to promote residential property infiltration .

Planned: 2014

Complete: 2014

Activity Date	Name
12/15/2014	Stormwater Utility Credit Policy

Description

Public Works staff was directed to review and revise the Stormwater Utility Credit Policy to include residential credits, similar to Fitchburg. Staff researched other programs and prepared a draft policy that includes stormwater utility credit for an on-line educational survey, rain barrels, rain gardens, and other stormwater practices. Work on the policy will continue in 2015.

1.6 Construction Site Erosion Control and Post Construction Education

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.

Education Program / Public Outreach

In 2014, City of Appleton staff actively participated in the General Public Education committee and the Leadership Council of the Northeast Wisconsin Stormwater Consortium (NEWSC). City staff also actively participated in planning and hosting the 2014 and 2015 FWWA Stormwater Conferences. NEWSC and FWWA activities include the development of model ordinances, reference guides, and training events for Erosion Control and Post Construction Stormwater requirements. City staff will continue membership and active participation in NEWSC and also continue to participate in planning and hosting the FWWA annual stormwater conference.

The City of Appleton Erosion Control Inspector reviews all plans submitted under the Erosion Control Ordinance to ensure the practices proposed are appropriate for the site and the correct details are provided to the contractor. At the time a building permit is issued for commercial sites, the Erosion Control Inspector discusses the approved Erosion Control Plan with the contractor to answer any questions and be sure that they understand what is required.

Post Construction stormwater management plans are reviewed by the city's stormwater consultant. The review includes ensuring proper construction details and proper Operation and Maintenance plans and procedures for the practices to be installed on each site.

City of Appleton staff attend training events related to Erosion and Sediment Control and Post Construction Stormwater Management. City staff also serve as speakers at various conferences related to these topics, when invited.

Goals

1.6.1 Fund Erosion Control Inspector

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Continue to fund a full time Erosion Control Inspector

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date

Name

01/03/2014

2014 Budget

Description

The City Council adopted the 2014 Budget that included funding for a full time Erosion Control Inspector.

11/12/2014

2015 Budget

Description

The 2015 adopted budget includes funding a full time Erosion Control Inspector.

1.6.2 Stormwater Plan reviews

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Continue to hire a qualified consultant to review post-construction stormwater plans for compliance with the city ordinance, including Operation and maintenance plans.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
01/03/2014	2014 Consultant Contract

Description

The City Council awarded a contract to RA Smith to perform stormwater management plan reviews for site plans and plats in 2014.

12/17/2014	2015 Consultant Contract
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Description

The Common Council approved a contract with RA Smith National to review stormwater management plans submitted to the City under the Post-Construction Stormwater Ordinance.

1.6.3 FWWA Stormwater conference

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Participate in planning and hosting the FWWA annual stormwater conference, if it is held.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
03/04/2014	2014 Conference

Description

City staff participated in planning the 2014 FWWA Watershed Conference by attending planning meetings, providing input on topics, arranging speakers, and moderating sessions.

12/15/2014	2015 Conference
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Description

City staff participated in planning the 2015 FWWA conference by attending planning meetings, suggesting topics and arranging speakers.

1.6.4 City staff training

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

City staff will attend Erosion and Sediment Control and Post Construction Stormwater training, if it is within the city travel restrictions and funding is available.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
02/05/2014	2014 NASECA

Description

John Peters, Erosion Control Inspector, attending the NASECA training.

03/04/2014	2014 FWWA Conference
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Description

Most staff engineers, the Director of Public Works, the City Engineer, and the Erosion Control Inspector attended the two day FWWA Conference.

09/05/2014	2014 ASCE training
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Description

Sue Olson attended the ASCE Annual meeting. Water resources sessions included training on permeable pavements.

11/12/2014	CWP webinars
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Description

Sue Olson and Pete Neuberger attended various Center for Watershed Protection webinars hosted by OMNNI Associates.

1.6.5 City staff as speakers

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

City staff will serve as speakers for Erosion and Sediment Control and Post Construction Stormwater Management, if requested.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name	Description
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None		
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1.7 Non-Residential Property Pollution Prevention

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.

Education Program / Public Outreach

In 2010 the City of Appleton Department of Public Works Engineering and Inspections Divisions will work with the City of Appleton Health Department and Fire Department to identify three types of businesses and activities that may pose a stormwater contamination concern. These three types of businesses or activities will be individually addressed in 2011 and 2012.

Goals

1.7.1 Develop and Implement Plan

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

In 2010, identify three types of businesses and activities that may pose a stormwater contamination concern. Address those business and activities that were identified in 2011 and 2012. See also Section 1.1.2.

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name	Description
None		

1.8 Promote Environmentally Sensitive Land Development

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Promote environmentally sensitive land development designs by developers and designers.

Education Program / Public Outreach

Community Development and Public Works staff meet with developers and designers on a project by project basis. Stormwater Plan reviews by the city's consultant provide not only items that are required by the ordinance, but also suggestions for optional environmentally friendly practices or designs that could be considered in their development. The City of Appleton will continue this practice. The hiring of the consultant for Stormwater Plan reviews is tracked under Construction Site Erosion Control and Post Construction Education.

Goals

1.8.1 Project meetings

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Community Development and Engineering staff meet with developers and owners on each project and include discussions on environmentally sensitive land development.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/16/2014	2014 Meetings

Description

Community Development and Engineering staff participated in discussions with developers and their design consultants on several projects, including Riverheath, the Pierce Plat for Habitat for Humanity, Evergreen Commons, Fox Valley Hematology and Oncology, Appleton Area School District projects and Encircle Cancer Center. Discussion topics included TMDL criteria. On February 3, Engineering staff met with Parks and Facilities Staff to discuss upcoming City projects and requirements.

1.9 Overall Public Education and Participation Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required No

Description

This is the written document that defines and explains both the Public Education and Outreach Program and the Public Involvement and Participation Program. These programs are documented together at the recommendation of WDNR staff (at the October 2007 workshop) and to address overlap between the two programs.

Education Program / Public Outreach

These are anticipated programs and cover the time from June 2008 through December 2012. The City of Appleton may modify the programs to take advantage of new opportunities that may become available or to address other unexpected circumstances that may occur.

Annual Reporting Items

Many of the goals of the plan are common to several of the plan elements. Those goals are documented in this section.

Goals

1.9.1 Review and Update Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Review the program annually and update it as needed.

Planned: 2009 2010 2011 2012 2013 2014 2015

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
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None

1.9.2 Utilities Committee

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Provide Updates to the Utilities Committee four times per year on stormwater projects and regulations related to the WPDES permit.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
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12/09/2014

2014 Meeting Dates

Description

In 2014, City Staff and/or Consultants participated in Utilities Committee discussions as follows: Brown & Caldwell provided general stormwater project updates on 04/22/2014 and 12/09/2014. City staff presented on the Bellaire Ravine Area Study on 01/21/2014. City Staff and/or AECOM presented on the Citywide Stormwater Management Plan on May 13, May 27, June 10, June 24 and October 21, 2014.

- File Attachment [04-22-2014 Utilities Committee Presentation.pdf](#)
- File Attachment [06-10-2014 City-Wide Stormwater Management Plan Util Cmte.pdf](#)
- File Attachment [May 13 City-wide Stormwater Management Plan.pdf](#)
- File Attachment [May 27 2014 UC Storm regs.pdf](#)

1.9.3 City Guide

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The City Guide is sent out twice per year. It contains a variety of information regarding Household Hazardous Waste, recycling, yard waste, etc. Beginning in 2009, engineering staff will submit an article to the Mayor's office for consideration of inclusion into the City Guide. Article selection is the choice of the Mayor's office.

Planned: 2009 2010 2011 2012 2013 2014 2015

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
01/09/2014	Spring 2014 article

Description

Staff submitted an article for consideration for the Spring 2014 City Guide, supporting NEWSC Renew Our Waters and FWWA messages.

12/08/2014 Spring 2015 Article

Description

An article was submitted for consideration for the City Guide that highlighted spring activities by FWWA, including the River Cleanup and Rain Barrel Workshop.

1.9.4 NEWSC Seasonal Messages

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Use the NEWSC Seasonal messages beginning in 2009.

Planned: 2009 2010 2011 2012

Complete: 2009 2010

Activity Date	Name
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06/20/2014

2014 NEWSC Signs

Description

Facilities Department placed the 11 x 17 and 24 x 36 NEWSC "Renew Our Waters" signs at various parks in the City, including Erb, Pierce, Linwood, and Summit.

1.9.5 Website

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Develop and maintain a Stormwater Page on the City of Appleton website.

Planned: 2009 2010 2011 2012

Complete:

Activity Date	Name	Description
None		

1.9.6 NEWSC Membership

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Continue membership and active participation in the Northeast Wisconsin Stormwater Consortium (NEWSC).

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/01/2014	2014 NEWSC

Description

In 2014 the City paid \$3000 membership dues, attended General Public Education Committee and full membership meetings, and served as a council member at large.

2 Public Involvement and Participation

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Each permitted community is required to implement a program to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities.

For the City of Appleton, this program is integrated with the Public Education and Outreach program at the recommendation of WDNR staff (at the October 2007 workshop) and to address overlap between the two programs. See Public Education and Outreach for additional measurable goals and related activities.

Best Management Practices

2.1 Public Notice of official meetings

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required Yes

Description

All Utilities Committee and Common Council meetings will be properly noticed to the public per state statutes by the City Clerk. All committee and council meetings have a publicly posted agenda and an opportunity for any interested person to comment on the agenda items at the meeting.

Goals

2.1.1 Public Notice official meetings

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

All Utilities Committee and Common Council meetings will be properly noticed by the Clerk's office.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2014 Meeting Notices

Description

All meetings in 2014 were properly noticed by the City Clerk.

2.2 Stormwater Advisory Committee

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required No

Description

The city intends to update the city-wide stormwater management plan that addresses the 40% Total Suspended Solids removal goal in 2011 and 2012. Input on this plan update will be requested from the Utilities Committee and the Stormwater Advisory Committee that provided input on the original 2004-2005 plan and 2007-2008 update.

Goals

2.2.1 Stormwater Advisory Committee Meetings

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

The city will reconvene the Stormwater Advisory Committee during the 2011-2012 update of the city -wide plan to address the 40% TSS removal requirement.

Planned: 2012 2013 2014

Complete: 2013 2014

Activity Date	Name
05/22/2014	2014 Activity

Description

The city reconvened a Stormwater Advisory Committee during the update of the city-wide plan to address the 40% TSS removal requirement and new TMDL requirements. Meetings were held in 2013 and continued into 2014. In 2014, meetings were held on 02/18/2014 and 05/22/2014.

3 Illicit Discharge Detection and Elimination

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Recognizing the adverse effects illicit discharges can have on receiving waters, the permittee shall develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4. The program shall include measurable goals and include all of the following:

1. An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4.
2. Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented.
3. On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.
4. Procedures for responding to known or suspected illicit discharges.
5. The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.
6. In the case of an illicit discharge that originates from the permittee's permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.
7. The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

Best Management Practices

3.1 IDDE Ordinance

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required Yes

Description

An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4. At a minimum, the ordinance or other regulatory mechanism shall:

1. Prohibit the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4.
2. Identify non-storm water discharges or flows that are not considered illicit discharges. Non-storm water discharges that are not considered illicit discharges include water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, fire fighting and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state.
3. Establish inspection and enforcement authority.

Goals

3.1.1 IDDE Ordinance and Updates

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

The City of Appleton "Illicit Discharges and Connections" ordinance became effective in March 2008. The ordinance follows the model ordinance developed by the Northeast Wisconsin Stormwater Consortium (NEWSC) and is available as Article VII of Chapter 20 of the Municipal Code located on the city's website:

www.appleton.org/departments/attorney/forms/municode.pdf

The ordinance will be reviewed at least every five years and updated as needed.

The City of Appleton also has a "Fire Prevention and Protection" Ordinance. Section 6-63 specifically addresses the discharge of hazardous materials and can be found at the same website listed above. This ordinance was last updated in January 2009.

Planned: 2008 2012

Complete: 2008 2012

Activity Date	Name	Description
None		

3.1.2 Enforce the IDDE Ordinance

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

The city will set up a mechanism for tracking complaints and follow up activities and enforce the ordinance.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2014 IDDE Complaint Tracking

Description

Attached is a list of illicit discharge complaints responded to by the Inspections Division in 2014. The report shows the complaint number, complaint date, address and specific complaint for each of the 25 complaints called in. Most were followed up with verbal warnings and education. One citation was issued.

File Attachment [2014 Illicit Discharge Complaints.xls](#)

3.2 Initial Field Screening

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented and include:

1. Visual Observation - A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping.

2. Field Analysis - If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol and detergents, unless the permittee elects instead to use detergent, ammonia, potassium and fluoride as the indicator parameters. Other alternative indicator parameters may be authorized by the Department in writing.

(1) Field screening points shall, where possible, be located downstream of any source of suspected illicit activity.

(2) Field screening points shall be located where practicable at the farthest manhole or other accessible location downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination.

Goals

3.2.1 Initial Field Screening

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The City of Appleton hired a consultant to complete the initial field screening.

Planned: 2008

Complete: 2008

Activity Date	Name	Description
None		

3.3 On-going Dry Weather Field Screening

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.

Goals

3.3.1 Develop On-Going Field Screening Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

In December 2008 the City contracted with OMNNI Associates, Inc. to work with city staff and budget limitations to develop an On-Going Field Screening Program.

Planned: 2009 2014

Complete: 2009 2014

Activity Date	Name
02/12/2014	2014 On-going Program Revision

Description

The 2013 draft On-going Field Screening Program was reviewed by DNR staff, modified as appropriate, and finalized. The revised document is available upon request from the Engineering Division of the Department of Public Works.

3.3.2 Implement On-Going Field Screening Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Implement the On-Going Field Screening Program.

Planned: 2010 2011 2012 2013 2014

Complete: 2010 2011 2012 2013 2014

Activity Date	Name
12/09/2014	2014 Field Work

Description

In 2014 the Department of Public Works issued an RFP for the On-going Field Screening Program and contracted with McMahon Associates. Field work was completed and a report dated December 9, 2014 was provided to the

City. Seventy-three outfalls were screened. Of those, seventy outfalls were characterized as unlikely to have an illicit discharge and three outfalls were characterized as potential, suspect or obvious illicit discharge. The City Plumbing Inspector followed up the three potential charges and they are included with the list in Section 3.1.2. No notifications were issued to adjacent municipalities. A copy of the report is available upon request.

3.4 Illicit Discharge Response

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required Yes

Description

Procedures for responding to known or suspected illicit discharges. At a minimum, procedures shall be established for:

1. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.
2. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.
3. Preventing and containing spills that may discharge into or are already within the MS4.
4. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.
5. To the maximum extent practicable, eliminating leakage from sanitary conveyance systems into the MS4.
6. Providing the Department with advance notice of the time and location of dye testing within a MS4. (Because the dye may get reported to the Department as an illicit discharge or spill, the Department requires prior notification of dye testing.)

Goals

3.4.1 Illicit Discharge Response Procedures Manual

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

The City of Appleton Spill and Illicit Discharge Response Procedure Manual was developed using the template manual created by NEWSC. It will be reviewed annually and updated as needed.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
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None

3.5 Overall IDDE Program

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required No

Description

This document describes the City of Appleton Illicit Discharge Detection and Elimination (IDDE) Program as required in the Phase II Stormwater Permit from the Wisconsin Department of Natural Resources (WDNR).

The IDDE Program contains four (4) major elements to be developed and implemented at different times:

1. The Illicit Discharge Ordinance, due to WDNR December 15, 2008
2. The Illicit Discharge and Spill Response Procedures, due to WDNR December 15, 2008
3. The Initial Field Screening, to be complete by December 15, 2009
4. The On-Going Field Screening Program, due to WDNR by December 15, 2009 and implement by December 15, 2010

The overall IDDE Program document will be completed in 2009 and then reviewed annually and updated as needed.

Goals

3.5.1 Overall IDDE program and updates

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

The overall IDDE Program will be created in phases and then reviewed annually and updated as needed.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
None		

4 Construction Site Pollutant Control

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Each permittee shall develop, implement and enforce a program to reduce the discharge of sediment and construction materials from construction sites. The program shall establish measurable goals and include the following elements:

1. An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance.
2. Procedures for construction site inspection and enforcement of erosion and sediment control measures.
3. Procedures for receipt and consideration of information submitted by the public.

The City of Appleton is authorized by the Department of Commerce to regulate erosion control at public buildings and places of employment.

Best Management Practices

4.1 Sediment and Erosion Control Ordinance

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required Yes

Description

The City of Appleton Erosion and Sediment Control Ordinance was originally effective January 1, 1999 and an update was effective January 1, 2005. Both ordinances followed the model WDNR ordinance available at the time. In 2011 the Erosion Control Ordinance was again updated to reflect the new requirements in the revised NR 151(effective December 2010). The City's updated ordinance became effective January 1, 2012. The ordinance is available as Chapter 24 of the Municipal Code located on the city's website: <https://www.appleton.org/i/p/municode.pdf> The City of Appleton is located in three counties: Outagamie, Winnebago, and Calumet. These counties also have Erosion Control ordinances that went into effect September 2004, September 2003, and October 2008, respectively. For properties that are annexed from these counties after the effective date of the applicable county ordinance, the City of Appleton enforces the most stringent requirements from the city and county ordinances.

Goals

4.1.1 Track enforcement actions

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Work with Technology Services Department to improve the ability to track enforcement actions for future reporting purposes and report those actions.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2014 Enforcement Acvtions

Description

In 2014 for residential sites there were 120 Verbal Notices, 23 Written Notices, 5 Stop Work Orders, and 0 citations. For non-residential projects under the ordinance, there were 25 verbal notices, 2 Written Notices, 0 stop work order and 0 citations

4.2 Construction Site Inspections

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required Yes

Description

Procedures for construction site inspection and enforcement of erosion and sediment control measures. At a minimum, the procedures shall establish:

1. Municipal departments or staff responsible for construction site inspections and enforcement.
2. Construction site inspection frequency.
3. Construction site inspection documentation.
4. Enforcement mechanisms that will be used to obtain compliance.

This information is listed in the Overall Sediment and Erosion Control Program, attached in Item 4.4.5.

Goals

4.2.1 Track construction site inspections

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Track the number of inspections by category of residential, ordinance related or complaint driven.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2014 Inspections

Description

In 2014 there were 388 residential inspections, 95 non-residential inspections, and 12 complaint driven inspections.

File Attachment [2014 EC Inspection & Enforcement Report.doc](#)

4.3 Public Information Response Procedures

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required Yes

Description

Procedures for receipt and consideration of information submitted by the public.

Goals

4.3.1 Customer Service Log

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Work with Technology Services Department to add the necessary codes to the Customer Complaint Log to specifically identify Erosion Control Complaints and associated follow up and continue to use this system.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2014 Erosion Control Complaints

Description

In 2014 the Inspections Division tracked erosion control complaints through the I-Series computer software. Attached is a report that shows the case number, date of complaint, address and property owner for the 6 cases that were called into the division in 2014.

File Attachment [2014 Erosion Control Complaints.xls](#)

4.4 Overall Sediment and Erosion Control Program

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required No

Description

The written program that defines and explains all aspects of the City of Appleton Erosion and Sediment Control Program and includes the measurable goals for Erosion and Sediment Control.

Goals

4.4.1 Track Costs

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Work with accounting staff to improve ability to track costs associated with this program.

Planned: 2008

Complete: 2008

Activity Date	Name
02/10/2014	2014 Updated Workorders

Description

During completion of the 2013 Annual Report, Public Works staff met to review and update work orders to improve tracking costs for the permit.

4.4.2 Specifications

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Update the Erosion Control and Vegetative Restoration Specifications.

Planned: 2009 2010 2011 2012 2013 2014 2015

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
11/03/2014	2014 Specifications

Description

2014 Specifications were reviewed in November 2013. No updates were needed. Specifications were reviewed again in November 2014 for 2015 Construction. Two new Technical Standards for inlet protection and sediment trap were issued by the DNR in 2014. This information will be placed in Special Provisions in 2015 and added to the main specification in 2016, which is only printed in even numbered years.

4.4.3 NEWS

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Continue membership and active participation in the Northeast Wisconsin Stormwater Consortium. This item is tracked under Public Education and Outreach. Activities for this item are listed in Section 1.9.6 of this report.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

4.4.4 Fund Erosion Control Inspector

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Continue to fund the Erosion Control Inspector position through the Stormwater Utility. Activities for this item are listed in Section 1.6.1 of this report.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
01/03/2014	2014 Budget	

Description

The 2014 approved budget includes funding for a full time Erosion Control Inspector.

11/12/2014	2015 Budget	
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Description

The adopted 2015 budget included funding for a full time Erosion Control Inspector.

4.4.5 Program review

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Review written program annually and update as necessary.

Planned: 2009 2010 2011 2012 2013 2014 2015

Complete: 2009 2010 2011 2012 2013

Activity Date	Name	Description
None		

5 Post-Construction Storm Water Management

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

The permittee shall develop, implement and enforce a program to require control of the quality of discharges from areas of new development and redevelopment, after construction is completed. The program shall establish measurable goals and include:

1. An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment.
2. Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

Best Management Practices

5.1 Post Construction Ordinance

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment. At a minimum, the ordinance or other regulatory mechanism shall establish or include:

1. Applicability and jurisdiction that shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee.
2. Design criteria, standards and specifications equivalent to technical standards or the Wisconsin Storm Water Manual approved by the Department. The Department-approved technical standards shall take precedence over the Wisconsin Storm Water Manual. The Department-approved technical standards and the Wisconsin Storm Water Manual are available at <http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>.
3. Post-construction performance standards equivalent to or more restrictive than those in ss. NR 151.12 and 151.24, Wis. Adm. Code.
4. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.
5. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures.
6. Inspection and enforcement authority.

The City of Appleton post construction stormwater management ordinance became effective January 1, 2004. The ordinance follows the model WDNR ordinance and also includes provisions for flood control. The ordinance is available as Article VI of Chapter 20 of the Municipal Code located on the city's website:

www.appleton.org/departments/attorney/forms/municode.pdf

The City of Appleton is located in three counties: Outagamie, Winnebago, and Calumet. These counties also have stormwater management ordinances that went into effect September 2004, September 2003, and October 2008, respectively. For properties that are annexed from these counties after the effective date of the applicable county ordinance, the City of Appleton enforces the most stringent requirements from the city and county ordinances.

Goals

5.1.1 Review and Update

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Review and update the ordinance as necessary per any code or permit changes. At a minimum, this will be done every 5 years, beginning in 2012.

Planned: 2012

Complete:

Activity Date	Name	Description
None		

5.1.2 Plan Review

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Contract with a qualified consultant to review commercial and subdivision stormwater management plans for compliance with the ordinance.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name
01/03/2014	2014 Plan Reviews

Description

The City contracted with RA Smith to perform stormwater management plan reviews for site plans and plats.

12/17/2014	2015 Plan Reviews
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Description

RA Smith successfully performed stormwater management plan reviews in 2014 and the City contracted with RA Smith to perform stormwater management plan reviews again for 2015.

5.2 Long-Term Maintenance Procedures

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

The Appleton City Attorney has developed two Operation and Maintenance Agreements -one for tax-exempt properties and one for non-exempt properties. The agreements are between property owners and the City of Appleton to ensure long term maintenance of stormwater facilities designed and constructed under the stormwater management ordinance.

Once a plan is approved, the agreements are signed by the property owner and the City of Appleton and recorded at the appropriate county.

Residential subdivisions are governed by development agreements that cover all aspects of the development, including stormwater management. All residential subdivisions that developed since the effective date of the ordinance have used wet ponds to meet the ordinance requirements. Through the development agreements, the City of Appleton has taken over ownership and long term maintenance of these stormwater ponds after they have been constructed and stabilized per the approved vegetation plan. The details of the city's stormwater pond maintenance program are contained in the in the City of Appleton Pollution Prevention Program.

Goals

5.2.1 Audit private properties for Long Term Maintenance

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Audit 4 properties annually for compliance with the approved Operation and Maintenance Plan and recorded agreement.

When audits were to begin in 2009 it was realized that a significant amount of the stormwater management plans submitted since the start of the ordinance had not been finished or had not completed the conditions of permit approval. Standard conditions of permit approval are an as-built plan, a certification that stormwater features function as designed, and a recorded Operations and Maintenance Agreement.

The city delayed the start of the private site audits in order to complete an enforcement program of permit conditions.

Planned: 2009 2010 2011 2012 2013 2014 2015

Complete: 2010 2012

Activity Date	Name	Description
None		

5.3 Overall Post-Construction SWM Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required No

Description

The written program that defines and explains the overall Post-Construction Stormwater Management Program for the City of Appleton.

Goals

5.3.1 Program Update

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Review the program annually and update as necessary.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name	Description
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None

5.3.2 NEWSC

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Continue membership and active participation in the Northeast Wisconsin Stormwater Consortium. This item is tracked under Public Education and Outreach, section 1.9.6 of this report.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name	Description
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None

6 Pollution Prevention

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Each permittee shall develop and implement a pollution prevention program that establishes measurable goals for pollution prevention. The program shall include:

1. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.
2. Routine street sweeping and cleaning of catch basins with sumps where appropriate.
3. Proper disposal of street sweeping and catch basin cleaning waste.
4. If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety.
5. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.
6. Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities.
7. Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.
8. Education of appropriate municipal and other personnel involved in implementing this program.
9. Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at: <http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>.

Best Management Practices

6.1 Routine Facility Inspection and Maintenance

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required Yes

Description

Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.

This section is the responsibility of the Department of Public Works, Engineering and Operations Divisions. As of early 2014, the Department of Public Works was responsible for: 39 wet stormwater ponds, 7 dry ponds, Numerous ditches and ravines, one "Stormceptor", several manholes with sumps ranging from four to eight foot diameter, 27 curb inlets with sumps, one Nutrient Separating Baffle Box and 4 biofilters. Six additional wet ponds were added to the City's inventory in mid 2014, as documented later in the this section.

This inventory is continually changing as the city and private developers construct new stormwater ponds, water quality manholes and inlets (with sumps) and other stormwater treatment devices. The City of Appleton typically takes ownership of stormwater ponds in residential developments after the pond site has been stabilized and the vegetation is established to ensure long term maintenance of the ponds.

Activities for pond maintenance are guided by Adaptive Management Plans and/or Operations & Maintenance Plans developed for each pond. These plans are on file at the City of Appleton Department of Public Works located on the fifth floor of City Center, 100 N. Appleton Street, Appleton, WI 54911. Engineering and Operations staff inspect as many of the ponds for erosion and structural problems each spring as time permits, but no less than 50% annually. The biofilters are inspected with the stormwater ponds.

Approximately half of the ditches and ravines are also inspected each year and are monitored for erosion and other damage. A prioritized spreadsheet is maintained that shows all needed repairs at ponds, ditches and ravines. City Operations staff performs most of the maintenance.

The City of Appleton contracts yearly for muskrat trapping that occurs each spring and fall. Muskrats are known to damage vegetation and embankments at stormwater ponds. City staff collapse the dens and repair the embankments. Vegetation is replanted as necessary. The city also contracts, typically on a three-year basis with a qualified firm for native wetland, prairie, and other vegetation management at the wet ponds.

Maintenance plans for the Stormceptor and water quality manholes and inlets provide measure down depths to determine when cleaning is needed. The City of Appleton Sewer Crew checks the water quality manholes each year and removes sediment if the depth requirements have been reached. Cleaning of the Stormceptor is contracted with the Sewer TV and Clean project.

The City of Appleton also cleans and televises the storm sewer system on approximately a 10-year cycle to ensure pipe integrity and monitor for improper connections.

Goals

6.1.1 Pond Inspections

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Inspect 50% of city-owned ponds annually

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
05/06/2014	2014 Pond Inspections

Description

100% of City owned and operated ponds were inspected May 5-6, 2014. Attached is a list of maintenance issues identified and/or scheduled for repairs. The report file is maintained at the Department of Public Works, Engineering Division.

File Attachment [Stormwater Maintenance List 2014 EOY.pdf](#)

12/31/2014	2014 Completed Maintenance
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Description

Maintenance work was completed as staff and funding were available in 2014. Attached is a list of facilities, required maintenance, responsible party, priority, and dates of identification and completion, performed by City Staff. Additional vegetation maintenance was performed by City's contractor, Applied Ecological Services.

File Attachment [Stormwater COMPLETED Maintenance List 2014 EOY.pdf](#)

6.1.2 Proprietary Devices and Large Manholes

Responsible Staff / Position: Erick Cardew
Foreman
(920) 832-5571

Description

Inspect city owned proprietary devices, water quality manholes and street inlets for sediment and debris and remove as needed.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name
05/23/2014	2014 Cleaning Activities

Description

31 of 55 structures were inspected and cleaned between May 14 and May 21st. Additional cleaning activities were suspended due to budgetary constraints.

File Attachment [Annual Inspection and Cleaning.xlsx](#)

6.1.3 Ditches and Ravines

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Inspect 50% of city owned or maintained ditches and ravines annually for erosion and other damage and perform necessary maintenance.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2014 Inspections and Maintenance

Description

At least 50% of City owned or maintained ditches and ravines were inspected with the stormwater ponds on May 5-6, 2014. Attached is a list of facilities, maintenance needs, priorities, responsible party, dates of identification and completion.

File Attachment [*Stormwater Maintenance List 2014 EOY.pdf*](#)

6.1.4 Sewer Clean and TV

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Clean and televise approximately 10% of the storm sewer system annually.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/19/2014	2014 Contract

Description

The 2014 Sewer Clean and TV contract was awarded to Green Bay Pipe and TV. 127,436 feet of storm sewer was cleaned and 126,826 feet was televised.

6.1.5 Parks & Recreation Department Bio-filters

Responsible Staff / Position: Tim McGuire
Grounds Manager
(920) 832-3920

Description

In 2012 the Parks and Recreation Department was combined with the Department of Facilities and Grounds Maintenance (Facilities). Facilities owns and maintains biofilters at Telulah and Lutz Parks. The Department also owns a raingarden Green Meadows Park that is maintained by the Department of Public Works.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2012 2013 2014

Activity Date	Name
09/19/2014	2014 Telulah Park

Description

Inspections were done on April 15 and September 18, 2014. Inspection reports are on file at Facilities Department. No maintenance activities required at this time.

10/14/2014	2014 Green Meadows Park
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Description

Monthly inspections of the rain garden at Green Meadows Park were performed by the City Forester and/or Horticulturist from May through September. The Horticulturist used BMP in vegetative management and inspected/replaced wood chips as required.

6.2 Street Sweeping / Catch Basin Cleaning

Responsible Staff / Position: Nate Loper
Deputy Director of Operations
(920) 832-5804

Required Yes

Description

Routine street sweeping and cleaning of catch basins with sumps where appropriate. In 2009 the Wisconsin Department of Transportation constructed the first street inlets with sumps in Appleton with the College Avenue Bridge and Street Reconstruction Project. Cleaning of those structures will begin in 2010.

Sweeping is the responsibility of the Department of Public Works, Operations and Parking Divisions.

The Department of Public Works Operations Division currently owns two(2) mechanical sweepers, one (1) high efficiency sweeper and one Vac-All. The City of Appleton Common Council has adopted a plan to replace the current sweepers with high efficiency sweepers when the equipment is due for replacement, subject to available funding. The sweeper owned by the Parking Division is smaller than a street sweeper, appropriately sized to operate inside the parking ramps.

All city streets are generally swept on a 4 to 5 week cycle, with the downtown swept twice a week, from approximately April to October. The first sweeping in the spring is completed prior to hydrant flushing activities. In 2012 the city will further evaluate changing to a high intensity spring street sweeping cycle to help meet Section 2.7 of the NR 216 Permit.

City parking ramps and public parking lots are swept two to three times per week. Parking lots in city parks are swept weekly and other department lots may be swept upon request, if staff and equipment are available.

All sweeping is subject to weather conditions and staff and equipment availability.

Goals

6.2.1 Hours of Street Sweeping

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Provide 2500 broom hours of street sweeping annually.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/30/2014	2014 Sweeping Hours

Description

City of Appleton crews had a total of 3531.3 hours of sweeping in 2014. A detailed report of this is stored on the J drive and can be produced upon request at the Municipal Services Building.

File Attachment [Sweeper report-2014.xls](#)

6.2.2 Downtown Sweeping

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Sweep downtown streets two times per week.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/30/2014	2014 Downtown Sweeping

Description

City crews completed 139.8 hours of sweeping in the downtown in 2014. This information is maintained on the attached report and stored on the J drive. New operations methods allowed more lane miles to be covered in less time than previous years.

File Attachment [Sweeper report-2014.xls](#)

6.2.3 Replace existing sweepers

Responsible Staff / Position: Nate Loper
Deputy Director of Operations
(920) 832-5804

Description

Replace existing mechanical sweepers with high efficiency sweepers per established equipment replacement schedule, if funds are available.

The update to the Pollution Prevention Plan approved in August 2011 changed this goal to "Evaluate the replacement of existing mechanical sweepers with high efficiency sweepers per the established equipment replacement schedule."

Planned: 2009 2011 2012

Complete: 2009 2012

Activity Date	Name
12/30/2014	2014 Program Update

Description

No sweepers were replaced in 2014. However, personnel changes did take place, as well as increased emphasis on spring clean up. The 2014 spring clean up took 4 weeks (compared to 6 weeks in previous years) and the entire City was swept an additional 6 times this year (compared to 4 last year). Efficiency was one of our main directives this year.

6.2.4 Evaluate Program change

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

In 2012, evaluate program change to intense spring sweeping schedule.

Planned: 2011 2012 2014

Complete: 2014

Activity Date	Name
11/06/2014	2014 Activity

Description

In January 2014, Operations and Engineering staff met with the Director of Pubic Works and consultant to discuss possible changes to the City's street sweeping program as part of the City-wide Stormwater Management Plan Update. It was determined that increasing the sweeping to a high intensity program was not possible at this time due to budget constraints. Further details are available in the updated stormwater plan on file at the Department of Public Works and WDNR.

6.2.5 Catch Basin Cleaning

Responsible Staff / Position: Erick Cardew
Foreman
(920) 832-5571

Description

In 2008 the City of Appleton Operations Division designed and installed inlet baskets in the downtown area to address a significant amount of cigarette butts generated from the city smoking ban. These inlets are cleaned on a regular basis.

In 2009 the Wisconsin Department of Transporation constructed 27 street inlets with sumps as part of the College Avenue Bridge and Street Reconstruction Project. The City will begin routine cleaning of these structures in 2010.

Planned: 2010 2011 2012 2013 2014

Complete: 2010 2011 2012 2013

Activity Date	Name
12/30/2014	2014 Inlet Cleaning

Description

Sump manholes and inlets were cleaned in the spring of 2014, but the fall 2014 cleaning was postponed due to budgetary constraints. In addition to the sumps being cleaned (as shown on the attachment), "inlet baskets" were installed along College Avenue from Drew Street to Richmond Street. These baskets were vacuumed out weekly from May 23rd to October 10th.

File Attachment [Annual Inspection and Cleaning.xlsx](#)

6.3 Sweeping and Basin Waste Disposal

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Required Yes

Description

Proper disposal of street sweeping and catch basin cleaning waste.

This section is the responsibility of the Department of Public Works, Operations Division.

Street sweeping and storm sewer cleaning waste is currently disposed of at the Outagamie County Landfill. Alternative methods of disposal are being evaluated to reduce the cost associated with tipping fees.

Goals

6.3.1 Disposal of Street Sweeping material

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Maintain regular disposal practices as tracked by tipping fees.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/30/2014	2014 Sweeping Waste Disposal

Description

In 2014, street sweeping waste was disposed of on a regular basis at the Outagamie County Landfill. A report is available in the Operations Divisions of Public Works. Current work order is 121129.

6.3.2 Disposal of Catch Basin material

Responsible Staff / Position: Erick Cardew
Foreman
(920) 832-5571

Description

Maintain regular disposal practices as tracked by tipping fee receipts.

The update to the Pollution Prevention Plan approved in August 2011 added this measurable goal because the City took ownership of catch basins installed by the Wisconsin Department of Transportation.

Planned: 2012 2013 2014 2015

Complete: 2013 2014

Activity Date	Name
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12/30/2014

2014 Inlet/Sump Waste Disposal

Description

Budget constraints in 2014 reduced the number of inlets that were cleaned by City crews. However, the material that was collected from the sumps in 2014 was recorded on the attached report. This material was ultimately disposed of at the Outagamie County Landfill.

File Attachment [Annual Inspection and Cleaning.xlsx](#)

6.4 Deicer Application Management

Responsible Staff / Position: Nate Loper
Deputy Director of Operations
(920) 832-5804

Required Yes

Description

If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety.

This section is the responsibility of the Department of Public Works, Operations and Parking Divisions, and the Facilities Department.

The Department of Public Works Operations Division has a written "Snow and Ice Control Program" adopted by the Common Council to address winter street maintenance. This program does not commit to bare pavement, establishes proper use of chemicals, and sets a guidelines for the amount of salt used per lane mile depending on temperature, the type of storm event, and the type of street. The equipment used to apply salt is kept in good working condition and calibrated regularly.

The City updated the "Snow and Ice Control Program" to add the use of pre-wetting solutions to further reduce salt usage.

A new salt shed was constructed in 2001 at the Municipal Services Building.

The Parking Division applies deicer to the parking ramps and lots as needed to ensure pedestrian and vehicle safety. The smaller amounts needed in these areas have allowed city staff to try new, more environmentally friendly products and still monitor the sites for safety. Which products are used on a regular basis is determined by availability and cost.

Facilities applies deicers to parking lots, access roads and sidewalks at various city facilities to maintain pedestrian and vehicle safety. They also remove snow from some of the city trails and apply deicers as needed. The smallest effective amount of salt is used.

The Department of Public Works, Operations Division and Facilities remove snow and apply deicers on approximately 23.8 miles of public sidewalk. The smallest effective amount of salt is used.

Goals

6.4.1 Fleet Maintenance

Responsible Staff / Position: Nate Loper
Deputy Director of Operations
(920) 832-5804

Description

Maintain fleet and equipment for properly calibrated application of salt.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2012

Activity Date	Name
12/30/2014	2014 Winter Season Calibration

Description

All salting and pre-wetting units were calibrated this fall, with the exception of trucks #27 and #61. A spreadsheet summarizing the calibration is available at the Municipal Services Building with Bruce Brazee or Brian Hansen.

6.4.2 Annual Salt Shed Inspection**Responsible Staff / Position:**

Nate Loper
Deputy Director of Operations
(920) 832-5804

Description

Conduct annual salt shed inspection by WisDOT.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2011 2012 2013 2014

Activity Date	Name
02/06/2014	2014 Annual Salt Shed Inspection

Description

Our salt shed and brine tanks were inspected in 2014 and the attached report encompasses the findings.

File Attachment [2014 Salt Shed Inspection.pdf](#)

6.5 Leaf and Grass Clipping Management

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Required Yes

Description

Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.

This section is the responsibility of the Department of Public Works, Operations Division, Fire Department, Facilities and the Parks and Recreation Department. Facilities is responsible for yard care at the Wastewater and Water Treatment Plants, all City owned parks, and Fire Station 6.

Facilities uses mulching mowers in the parks, public terraces, and at other city facilities that they maintain. No leaves or grass clippings are removed from these sites. At Reid Golf Course all material is mulched or composted and kept on site.

Appleton has two yard waste drop off sites that collect grass clippings, brush, yard waste, and motor oil from residents. A fee is charged for each bag of grass clippings as an incentive to mulch grass or compost at home.

Leaves are collected by the Department of Public Works Operations Division in the fall in approximately three (3) cycles through the city. Some leaves are ground and made available to residents as mulch. Other leaves are used for berm construction at various city facilities and, beginning in 2011, leaves are provided to the compost pilot program with Outagamie County and the Appleton Utilities Department Biosolids Program. Grass clippings are currently mixed with other ground yard waste and taken to the compost project or provided to the public.

Facilities is responsible for yard care at Fire Station 6. Fire Stations 1 through 5 have mulching mowers and leaf collection is addressed under the city-wide leaf collection program.

Goals

6.5.1 Public leaf collection

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Continue to budget for and perform the public leaf collection program.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/30/2014	2014 Fall Leaf Collection Program

Description

The 2014 Fall Leaf Collection Program included four complete cycles around the city prior to snowfall. Work order documentation on file in the office of the Department of Public Works Operations Division. Current work order is 121197.

6.5.2 Yard Waste Sites

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Continue to fund and operate yard waste sites.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/30/2014	2014 Yard Waste Site Hours

Description

In 2014 two Yard Waste Sites were operated a combined total of 3,000 hours. A copy of this report is on file in the Operations Division of Public Works. Work orders to document hours are 121133 for Glendale Ave. Site and 121132 for the Whitman Ave. site.

6.5.3 Facilities and Grounds Mulching Mowers

Responsible Staff / Position: Tim McGuire
Grounds Manager
(920) 832-3920

Description

The Parks and Recreation Department will continue to own, maintain, and operate mulching mowers. In 2011 this activity was moved to the department of Facilities and Grounds.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/12/2014	2014 Inventory

Description

All current and future purchased mowing equipment for the City of Appleton will be mulching mowers. Equipment inventory available from the Facilities and Grounds Dept.

6.5.4 Fire Dept. Mulching Mowers

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

The Fire Department will continue to own, maintain, and operate mulching mowers.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date

08/18/2014

Name

2014 Equipment

Description

In 2014 all mowers owned and operated by the Fire Department were mulching mowers.

6.6 Municipal Facility SWPPPs

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities. Appleton has 9 facilities covered under this section:

1. Municipal Services Building with Sandra Street Yard Waste Site
2. Whitman Avenue Yard Waste Site
3. Water Treatment Plant
4. Wastewater Treatment Plant
5. Valley Transit (main garage)
6. Fire Station Number 1
7. Fire Station Number 2
8. Facilities and Grounds Operation Center (formerly Parks and Recreation Office and storage yard)
9. Reid Golf Course

The first 5 plans were completed in 2005, including staff training. Each department is responsible for implementing the stormwater plan for their facilities, including: physical site changes, plan updates and amendments, facility inspections, and staff training. Earth Tech, Inc. provided training to each department on their completed plans.

Goals

6.6.1 Create SWPPP's for City facilities

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The Department of Public Works contracted with Earth Tech Inc. to create the required plans and train staff within those departments to implement the plan.

Planned: 2008

Complete: 2008

Activity Date	Name	Description
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None

6.6.2 Implement SWPPP's

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Per Section 3.6 of the NR 216 permit, inspections required under the SWPPP's should begin by June 15, 2009. Each Department with a SWPPP is responsible for implementing the inspections per their respective plans.

Planned: 2009 2010 2011 2012

Complete:

Activity Date	Name
11/14/2014	2014 Wastewater Inspections

Description

Quarterly visual inspections were completed on February 17, June 2, September 29, and November 11, 2014. Semi-Annual dry weather inspections were completed on February 17 and August 6, 2014.

11/14/2014	2014 Water Inspections
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Description

Quarterly visual inspections were completed February 17, June 2, September 29, and November 11, 2014. The semi-annual dry weather inspections were completed February 17 and August 6, 2014.

11/19/2014	2014 Facilities Office Inspections
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Description

The Facilities Office is located on Witzke Blvd and was previously the Parks and Recreation Office. Quarterly visual inspections occurred February 21, May 16, September 15, and November 18, 2014. Non-stormwater discharge inspections occurred May 13, August 4, and the Annual Inspection occurred August 4 and November 18, 2014

12/05/2014	2014 Reid Golf Course Inspections
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Description

Quarterly visual inspections occurred at the Maintenance Facility at Reid Golf Course on January 4 and November 5, 2014. Non-stormwater discharge inspections occurred January 4 and July 5, 2014. The Annual inspection occurred November 26, 2014

12/19/2014	2014 Fire Department Inspections
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Description

The following inspections occurred at Fire Station 6 in 2014: Dry weather inspection May 22 (no issues), Wet weather inspection July 29 (no issues), Semi-annual/dry weather inspection August 22 (issues with dumpster cover have been addressed), Semi-annual/dry weather October 11 (no issues).

12/30/2014	2014 MSB Inspections
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Description

- File Attachment [MSB Annual 12-30-14.pdf](#)
- File Attachment [MSB Biannual 12-30-14.pdf](#)
- File Attachment [MSB Quarterly Wet 3-17-14.pdf](#)
- File Attachment [MSB Quarterly Wet 6-17-14.pdf](#)

12/30/2014	2014 Whitman Inspections
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Description

- File Attachment [Whitman Annual 12-30-14.pdf](#)
- File Attachment [Whitman Biannual 12-30-14.pdf](#)
- File Attachment [Whitman Quarterly Wet 3-17-14.pdf](#)
- File Attachment [Whitman Quarterly Wet 6-17-14.pdf](#)

6.7 Nutrient Application Management

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.

City owned properties with over 5 acres of pervious area include most city parks, Reid Golf Course, the Water Treatment Plant (WTP) and the Wastewater Treatment Plant (WWTP). The city also owns property with over 5 acres of pervious surface that is leased by USA Youth Sports and the Gardens of the Fox Cities.

In 2012 the Park and Recreation Department was combined with the Facilities, Grounds and Maintenance Department (Facilities). Facilities is responsible for this section, including yard care at the Wastewater and Water Treatment Plants and Reid Golf Course.

The City has a Turf Management Policy for city parks and other City owned properties, except Reid Golf Course. There are also completed soil tests and Nutrient Management Plans for all city parks, Reid Golf Course, and the Water and Wastewater Treatment Plants. The site specific Nutrient Management Plans fall under the Turf Management Policy. Reid Golf Course has a stand alone Nutrient Management Plan, not under the Turf Management Policy. Facilities staff are certified for the proper application of lawn and garden fertilizers and follow the Nutrient Management Plans. The plans will be updated every five (5) years following new soil tests.

Lease agreements with USA Youth Sports and the Gardens of the Fox Cities were amended to address this requirement.

Goals

6.7.1 Turf Management Policy

Responsible Staff / Position: Tim McGuire
Grounds Manager
(920) 832-3920

Description

Review and update Turf Management Policy every 5 years.

Planned: 2008 2013

Complete: 2008 2013

Activity Date	Name
12/16/2014	2014 Activity

Description

Policy was reviewed with no adjustment being made. Records of all chemical purchases can be verified by queries in the City's J D Edwards computer program(s).

6.7.2 Nutrient Management Plans

Responsible Staff / Position: Tim McGuire
Grounds Manager
(920) 832-3920

Description

Review and Update Nutrient Management Plans every 5 years.

Planned: 2008 2013

Complete: 2008 2013

Activity Date	Name
12/11/2014	2014 Activity

Description

No changes in practices took place from the 2008 plan so the nutrient plan for 2014 did not need to be changed.

File Attachment [Soil Nutrient Plan.pdf](#)

6.7.3 Follow Plans

Responsible Staff / Position: Tim McGuire
Grounds Manager
(920) 832-3920

Description

Follow Turf Management and Nutrient Management Plans. This activity was transferred to the Facilities and Grounds Department.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/12/2014	2014 Facilities and Grounds Report

Description

All chemical applications to turf areas under the jurisdiction of the Facilities and Grounds Department are recorded and kept in three-ring binders in the office of the Grounds Manager. Application information includes name of product, mixing ratios if required, settings of application equipment, application rates, name of personnel, and day, date and time of application.

6.7.4 Lease Agreements

Responsible Staff / Position: Bill Lecker
Supervisor of Parks and Recreation
(920) 832-5910

Description

Amend lease agreements with the Gardens of the Fox Cities and USA Youth Sports to address development and implementation of Nutrient Management Plans on those sites.

Planned: 2009 2011 2013 2014

Complete: 2011 2013 2014

Activity Date	Name
05/02/2014	2014 Lease Agreement Report

Description

An extension of the lease agreement with USA Youth was executed effective May 1, 2011. An addendum to the lease agreement with the Gardens of the Fox Cities was executed on December 16, 2011. The language in the agreements requires each organization to apply fertilizers in accordance with a site-specific nutrient application schedule based on appropriate soil samples and conduct annual soil samples. Documentation of all requirements are to be on file with appropriate department.

6.7.5 Monitor Gardens and USA Youth

Responsible Staff / Position: Bill Lecker
Supervisor of Parks and Recreation
(920) 832-5910

Description

Monitor compliance with Nutrient Management Plans by the Gardens of the Fox Cities and USA Youth Sports.

Planned: 2010 2011 2012 2013 2014

Complete: 2012 2013 2014

Activity Date	Name
12/12/2014	2014 USA Youth Sports Complex

Description

Representatives from the user groups at the USA Youth Sports Complex review fertilization schedules with the staff of the Parks, Recreation and Facilities Management Department throughout the year. No changes from last year.

6.8 Staff Training and Education

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Education of appropriate municipal and other personnel involved in implementing this program.

Each Department impacted by this section of the Permit is required to provide training to their own personnel regarding the implementation of this plan. However, some of the topics may be applicable to multiple departments and combined training efforts will be used whenever the time and topic are appropriate. Training will be incorporated into existing training programs.

Goals

6.8.1 DPW Operations Staff (MSB) Training

Responsible Staff / Position: Nate Loper
Deputy Director of Operations
(920) 832-5804

Description

Provide one Pollution Prevention training opportunity per year for DPW Operations (Municipal Services Building or MSB) staff.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
09/26/2014	2014 MSB Snow and Ice Training

Description

Six Operations staff attended the snow and ice training sponsored by the Northeast Wisconsin Stormwater Consortium.

12/30/2014	2014 MSB Staff Training
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Description

2014 training on pollution prevention was covered in our December Safety meeting this year here at the MSB. In addition, we continue to have the same employees performing the inspections at the MSB, Hardstand, and Whitman sites. For this reason we did not hold a specific inspection training in 2014. Please see the attached sign in sheet for the December safety meeting.

File Attachment [12-2-14 Winter Driving-Housekeeping.pdf](#)

6.8.2 Facilities and Grounds Training

Responsible Staff / Position: Tim McGuire
Grounds Manager
(920) 832-3920

Description

Provide one Pollution Prevention Training opportunity for Parks and Recreation Department staff per year. This work was transferred to the Facilities and Grounds Department.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2014

Activity Date	Name
01/02/2014	2014 Training 1

Description

Pollution prevention training was conducted on 1/2/14 for the 2014 season. The class roster is kept on file at PRFMD.

File Attachment [Stormwatergrounds training roster2013.pdf](#)

11/11/2014	2014 Training 2
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Description

Facilities staff attended the NEWSW Winter Parking Lot and Sidewalk Maintenance Workshop.

6.8.3 Facilities Management Training

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Provide one Pollution Prevention training opportunity for Facilities Management staff per year.

This goal is covered under 6.8.2 due to the combination of the Parks and Recreation Department and the Facilities and Grounds Department.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
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None		
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6.8.4 Facilities and Grounds posters.

Responsible Staff / Position: Tim McGuire
Grounds Manager
(920) 832-3920

Description

Acquire and post appropriate Pollution Prevention posters at Parks and Recreation facilities. In 2011 this was transferred to the Facilities and Grounds Department.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/31/2014	2014 Posters

Description

Previous posters were replaced with NEWSW RENEW OUR WATERS posters at various locations.

6.8.5 Municipal site SWMP Training

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Provide annual training for site specific stormwater management plans created under permit section 2.6.6 for Public Works, Parks and Recreation Department, Utilities Department, Fire Department, and Valley Transit. Each Department is responsible for training their staff on their plan and its requirements. In September 2011 this requirement was removed from Valley Transit since there is one person consistently completing the inspections.

Planned: 2009 2010 2011 2012

Complete:

Activity Date	Name
12/17/2014	2014 Water and Wastewater Training

Description

Training was held at both facilities on December 17, 2014.

12/30/2014	2014 DPW Training/Review
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Description

2014 training on pollution prevention was covered in our December Safety meeting this year here at the MSB. In addition, we continue to have the same employees performing the inspections at the MSB, Hardstand, and Whitman sites. For this reason we did not hold a specific inspection training in 2014. Please see the attached sign in sheet for the December safety meeting.

File Attachment [12-2-14 Winter Driving-Housekeeping.pdf](#)

6.8.6 Other staff training

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Engineering and other staff not specifically listed in other goals may participate in training related to Pollution Prevention. Although this isn't required, the additional awareness will help the city in improving our Pollution Prevention activities.

Activity Date	Name	Description
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None		
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6.9 Source Water Protection Measures

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at:

<http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>.

Small portions of the city are tributary to a Freedom municipal well, a Town of Menasha municipal well, and Lake Winnebago. The city will continue current practices within known source water protection areas.

Goals

6.9.1 Maintain existing structural devices

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Maintain existing structural stormwater practices in source water protection areas.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
12/19/2014	2014 Maintenance

Description

All existing practices tributary to source water protection areas were maintained, as listed earlier in this section. No practices were abandon.

6.9.2 Maintain sweeping

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Maintain existing street sweeping practices in source water protection areas.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
11/14/2014	2014 Sweeping

Description

The 2014 street sweeping in source water protection areas was maintained and is documented earlier in this section.

6.10 Overall Pollution Prevention Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required No

Description

The written document that explains and defines the Pollution Prevention Plan for the City of Appleton.

Goals

6.10.1 Update and Maintain written document

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Starting in 2011, meet with all departments included in this program on a two year cycle to update the master document.

Planned: 2011

Complete: 2011

Activity Date	Name	Description
None		

7 Storm Water Quality Management

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

The permittee shall develop and implement a municipal storm water management program. This program shall achieve compliance with the developed urban area performance standards of s. NR 151.13(2), Wis. Adm. Code, for those areas of the municipality that were not subject to the postconstruction performance standards of s. NR 151.12 or 151.24. The program shall include:

1. To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.
2. Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.
3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Best Management Practices

7.1 City-Wide Stormwater Management Plan

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required Yes

Description

The City of Appleton completed a comprehensive city-wide stormwater management plan (SWMP) addressing the items listed in the permit as well as water quantity control. The original plan was completed in 2004-2005. After that time, additional guidance was released for the SLAMM modeling efforts. In 2007-2008 the city updated this plan.

After some initial delays in obtaining guidance regarding implementation of TDML standards and their relationship to NR151 standards, the City completed the latest update to its SWMP in 2014. The update is on file at the Department of Natural Resources NE Region office and is also available for review at the City of Appleton Department of Public Works. The City of Appleton does not drain to any outstanding resource waters or exceptional resource waters. However, the city does drain to the following impaired waters: Lower Fox River, Mud Creek, Apple Creek, Bear Creek, Lake Winnebago.

The City of Appleton has continued to implement the 2008 stormwater management plan, as documented throughout this report, and will move forward implementing the 2014 updated plan.

The city is not aware of any water quality improvements in the receiving waters during the reporting period.

The city is not aware of any water quality degradation in the receiving waters during the reporting period.

Goals

7.1.1 City-wide SWMP Update

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

In 2007-2008 an update to the June 2005 City-wide Stormwater Management Plan was completed. The City will update the plan again in 2012 to incorporate new technology and other new information into the plan in an effort to achieve the goal of 40% TSS removal, as well as to address TMDLs.

Planned: 2008 2011 2012 2013 2014

Complete: 2008 2011 2014

Activity Date	Name
11/05/2014	2014 Activity

Description

Having received needed guidance on the TMDL, the City resumed work on the Citywide SWMP Update in 2013. This effort included formation of a Stormwater Advisory Committee in November 2013 that two WDNR NE Region staff have attended. The SWMP Update was completed and adopted by the City's Common Council in November 2014. The plan update was submitted to WDNR in November 2014. The plan update is on file at WDNR Northeast Region Headquarters and at City of Appleton Department of Public Works.

7.2 Implementation of Stormwater Treatment Practices

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required No

Description

The City will continue to construct and implement stormwater treatment practices identified in the City-wide Stormwater Management Plan in an effort to demonstrate continual progress toward meeting the Lower Fox River TMDL.

Goals

7.2.1 Structural Practices

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Structural Practices identified in the City-wide stormwater management plan include stormwater ponds, Hydrodynamic Separating Devices, and biofilters.

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2012 2013 2014

Activity Date	Name
11/21/2014	2014 HSD

Description

Per previous detailed stormwater studies, HSDs were installed on Glendale Avenue, Lawrence Street, and Elm Street as part of yearly sewer reconstruction projects.

12/19/2014	2014 Trading and Adaptive Management
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Description

City Engineering staff attended meetings and training to continue learning about Pollutant Trading and Adaptive Management.

12/31/2014	2014 Ponds
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Description

In 2014, the City accepted maintenance responsibility of six previously private stormwater ponds at residential subdivisions, including: Clearwater Creek Pond, Emerald Valley Pond, and four Glacier Ridge Ponds. The city hired Brown and Caldwell to perform preliminary engineering on the Leona Street and Northland Avenue ponds. The city also continued to work with the Department of Transportation, the City of Menasha and the Town of Menasha on ponds for the STH 441 reconstruction.

7.2.2 Non-Structural Practices

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Non-structural practices that may be implemented include street sweepers and street sweeping and ordinance or policy changes. See Section 6.2.3 for additional information on sweepers.

Planned: 2009 2011 2014

Complete: 2009 2014

Activity Date	Name
08/29/2014	2014 Shoreland Wetland Ordinance

Description

The City created a Shoreland Wetland Ordinance as required by Act 74.

8 Storm Sewer System Map

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

The permittee shall develop and maintain a MS4 map.

Best Management Practices

8.1 Storm Sewer System Map Requirements

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required Yes

Description

The municipal storm sewer system map shall include:

1. Identification of waters of the state, name and classification of receiving water(s), identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS4 outfall and municipal separate storm sewer conveyance systems.
2. Identification of any known threatened or endangered resources, historical property and wetlands, as defined in sections 1.6 through 1.8 of this permit, which might be affected.
3. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s. Major outfalls shall be uniquely identified.
4. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the permittee's area may be obtained from the Department.
5. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified.
6. Identification of publicly owned parks, recreational areas and other open lands.
7. Location of municipal garages, storage areas and other public works facilities.
8. Identification of streets.

Goals

8.1.1 Storm Sewer System Maps

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Create initial maps, review them annually and update them as needed.

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013 2014

Activity Date	Name
01/31/2014	2013 Storm Sewer System Maps

Description

Changes and new information that occurred in 2013 were gathered by engineering staff and submitted to GIS staff in January 2014. Maps were updated by GIS staff and will be submitted to DNR with the Annual Report in March 2014.

12/15/2014

2014 Storm Sewer System Maps

Description

Changes and new information that occurred in 2014 were gathered by engineering staff and submitted to GIS staff in December 2014. Maps were updated by GIS staff and will be submitted to DNR with the Annual Report in March 2015.

9 Annual Report and Storm Water Management Program Funding

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The permittee shall submit an annual report to the Department in accordance with section 3.10 of the Permit. The permittee shall invite the municipal governing body, interest groups and the general public to review and comment on the annual report.

The Stormwater Utility for the City of Appleton is set up as an enterprise fund. A fee is charged to users for services and that fee must be used to meet operations, debt and/or cost recovery criteria for the Utility. The charge is based on an equivalent runoff unit (ERU). An ERU is defined as 2,368 square feet of impervious area and represents the runoff impact of an average home. Rates are monitored on an annual basis for adjustment based on actual results and projected future costs. The 2012 rate was \$125.00 per ERU and became effective July 1, 2010. This rate is will increase to \$155 on July 1, 2013.

An accurate cost breakdown for each section of the permit is not available. The table attached to the annual report provides a best estimate of the breakdown for the Department of Public Works. Data is not available for the efforts from other city departments. As each of the six plans were developed in 2008, the city established work orders to better track costs. City staff continue to work on use of the work order system by various city staff and development of a usable reporting system.

Best Management Practices

9.1 Annual Reports

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

This section contains copies of the City of Appleton Annual Reports. Annual reports are taken to the Utilities Committee and then to the Common Council for review, input and approval prior to sending to the DNR. Committee and Council meetings are publicly noticed per statutes and include opportunity for public input and comment.

Goals

9.1.1 Annual Reports

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Copies of annual reports are available at the Department of Public Works.

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name
04/04/2014	2013 Annual Report

Description

The 2013 Annual Report was posted on the City's website for review and input in early March 2014. It was approved by the Utilities Committee on March 25, 2014 and the Common Council on April 2, 2014.

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure		Budget		Source of Funds
	2014	2014	2014	2015	
Public Education and Outreach	\$8,350	\$11,000	\$11,000	\$11,000	Stormwater Utility
Public Involvement and Participation	\$6,675	\$5,000	\$5,000	\$5,000	Stormwater Utility
Illicit Discharge Detection and Elimination	\$13,920	\$60,000	\$60,000	\$2,504,500	Stormwater Utility and Wastewater Utility*
Construction Site Pollutant Control	\$99,030	\$109,730	\$109,730	\$100,515	Stormwater Utility
Post-Construction Storm Water Management	\$36,615	\$88,500	\$88,500	\$88,500	Stormwater Utility for DPW Costs
Pollution Prevention	\$1,161,950	\$1,209,900	\$1,209,900	\$1,309,120	Stormwater Utility for DPW Costs, Costs from other departments not available
Storm Water Quality Management (including pollutant-loading analysis)	\$192,090	\$146,500	\$146,500	\$216,000	Stormwater Utility
Storm Sewer System Map	\$1,500	\$1,500	\$1,500	\$1,500	Stormwater Utility for DPW Costs, General fund for other GIS costs
Other:	\$18,470	\$12,555	\$12,555	\$20,000	Stormwater Utility
Other:	\$1,538,600	\$1,644,685	\$1,644,685	\$4,256,135	
Other:	*				* includes replacement of storm sewer through wastewater treatment plant property

For the Twelve Months Ending December 31, 2014

Description	Amended Budget	December Actual YTD	December Encumbered	Total Actual & Encumbered	Remaining Budget
5210 Administration - Stormwater					
STR STORMWATER UTILITY					
6101 Regular Salaries					
Regular Salaries	134,597	106,907	0	106,907	27,690
6102 Labor Pool Allocations					
Labor Pool Allocations	177,149	251,534	0	251,534	74,385-
6104 Call Time					
Call Time	750	530	0	530	220
6105 Overtime					
Overtime	1,200	543	0	543	657
6107 Temp. Full - Time					
Temp. Full - Time		1,924	0	1,924	1,924-
6108 Part-Time					
Part-Time	3,966	11	0	11	3,955
6110 Other Compensation					
Other Compensation	375	240	0	240	135
6113 Shift Differential					
Shift Differential		1	0	1	1-
6114 Sick Pay					
Sick Pay		1,008	0	1,008	1,008-
6115 Vacation Pay					
Vacation Pay		41,626	0	41,626	41,626-
6150 Fringes					
Fringes	104,309	140,326	0	140,326	36,017-
6201 Training/Conferences					
Training/Conferences	6,800	1,628	0	1,628	5,172
6206 Parking Permits					
Parking Permits	636	636	0	636	
6301 Office Supplies					
Office Supplies	40	246	0	246	206-
6303 Memberships & Licenses					
Memberships & Licenses	14,060	18,680	0	18,680	4,620-
6304 Postage\Freight					
Postage\Freight	17,500	18,090	0	18,090	590-
6305 Awards & Recognition					
Awards & Recognition	665	665	0	665	
6309 Shop Supplies & Tools					
1 Shop Supplies		110	0	110	110-
6315 Books & Library Materials					
Books & Library Materials	100	95	0	95	5
6320 Printing & Reproduction					
1 City Copy Charges	1,600	1,316	0	1,316	284
2 Outside Printing	1,600	1,138	420	1,558	42
6321 Clothing					
2 Protective Clothing	55	37	0	37	18
6323 Safety Supplies					
Safety Supplies		40	0	40	40-
6327 Miscellaneous Equipment					
Miscellaneous Equipment		100	0	100	100-
6401 Accounting/Audit					
Accounting/Audit	8,138	9,382	0	9,382	1,244-
6402 Legal Fees					
2 Recording/Filing Fees	400	180	0	180	220
6403 Bank Services					
Bank Services	18,000	15,886	0	15,886	2,114
6404 Consulting Services					
Consulting Services	391,058	130,383	0	130,383	260,675
6412 Advertising					
Advertising		34	0	34	34-
6413 Utilities					
7 Telephone	1,224	937	0	937	287
8 Cellular Phones		260	0	260	260-
6424 Software Support					
Software Support	22,710	6,513	0	6,513	16,197
6425 CEA Equip. Rental					
1 CEA Operations/Maint..	5,600	4,047	0	4,047	1,553
2 CEA Depreciation/Replace.	4,000	3,549	0	3,549	451
6430 Health Services					
Health Services		19	0	19	19-
6501 Insurance					

For the Twelve Months Ending December 31, 2014

Description	Amended Budget	December Actual YTD	December Encumbered	Total Actual & Encumbered	Remaining Budget
Insurance	30,830	30,830	0	30,830	
6599 Other Contracts/Obligations					
Other Contracts/Obligations	92,821	119,949	0	119,949	27,128-
6601 Depreciation Expense					
Depreciation Expense	2,300,000	2,312,760	0	2,312,760	12,760-
6623 Uncollectable Accounts					
Uncollectable Accounts	5,000	1,392	0	1,392	3,608
6720 Interest Payments					
Interest Payments	1,781,672	1,625,775	0	1,625,775	155,897
6730 Debt Issuance Costs					
Debt Issuance Costs	125,000	59,450	0	59,450	65,550
6751 Gain/Loss on refund Amorti					
Gain/Loss on refund Amorti	43,484	43,484	0	43,484	
7911 Trans Out - General Fund					
Trans Out - General Fund	12,500	12,500	0	12,500	
DPW Public Works - All Funds	5,307,839	4,964,761	420	4,965,181	342,658
STR STORMWATER UTILITY	5,307,839	4,964,761	420	4,965,181	342,658
5210 Administration - Stormwater	5,307,839	4,964,761	420	4,965,181	342,658

For the Twelve Months Ending December 31, 2014

Description	Amended Budget	December Actual YTD	December Encumbered	Total Actual & Encumbered	Remaining Budget

5221 Detention Facility Maint					
6102 Labor Pool Allocations					
Labor Pool Allocations	100,104	49,157	0	49,157	50,947
6108 Part-Time					
Part-Time		1,349	0	1,349	1,349-
6150 Fringes					
Fringes	45,072	20,335	0	20,335	24,737
6308 Landscape Supplies					
1 Topsoil, Sand, Gravel	1,000		0	0	1,000
3 Seed, Fertilizer	2,500	55	0	55	2,445
4 Plant Material	1,500		0	0	1,500
6309 Shop Supplies & Tools					
1 Shop Supplies	450	261	0	261	189
2 Tools & Instruments		2,712	0	2,712	2,712-
6325 Construction Materials					
3 Other Materials	5,000	1,129	0	1,129	3,871
5 Gravel		265	0	265	265-
6404 Consulting Services					
Consulting Services	90,460	62,979	0	62,979	27,481
6408 Contractor Fees					
Contractor Fees	22,560	4,980	0	4,980	17,580
6420 Facilities charges					
Facilities charges	5,000	2,635	0	2,635	2,365
6425 CEA Equip. Rental					
1 CEA Operations/Maint.	5,600	8,752	0	8,752	3,152-
2 CEA Depreciation/Replace.	4,400	3,554	0	3,554	846
6454 Grounds Repair & Maint.					
Grounds Repair & Maint.	3,000	1,080	0	1,080	1,920
6503 Rent					
99 Other Rents	55,210	55,210	0	55,210	
DFW Public Works - All Funds	341,856	214,453	0	214,453	127,403

STR STORMWATER UTILITY	341,856	214,453	0	214,453	127,403

5221 Detention Facility Maint	341,856	214,453	0	214,453	127,403

For the Twelve Months Ending December 31, 2014

Description	Amended Budget	December Actual YTD	December Encumbered	Total Actual & Encumbered	Remaining Budget

5222 Stormsewer Cleaning & Maint					
6102 Labor Pool Allocations					
Labor Pool Allocations	222,264	114,479	0	114,479	107,785
6104 Call Time					
Call Time	700	486	0	486	214
6105 Overtime					
Overtime	4,000	4,753	0	4,753	753-
6108 Part-Time					
Part-Time		18	0	18	18-
6110 Other Compensation					
Other Compensation	1,980	1,120	0	1,120	860
6113 Shift Differential					
Shift Differential	31	46	0	46	15-
6114 Sick Pay					
Sick Pay		4,408	0	4,408	4,408-
6115 Vacation Pay					
Vacation Pay		32,744	0	32,744	32,744-
6150 Fringes					
Fringes	97,267	61,432	0	61,432	35,835
6308 Landscape Supplies					
3 Seed, Fertilizer	360		0	0	360
6309 Shop Supplies & Tools					
1 Shop Supplies	350		0	0	350
2 Tools & Instruments	1,500	1,279	0	1,279	221
6325 Construction Materials					
Construction Materials	66,250		0	0	66,250
1 Castings		24,376	0	24,376	24,376-
2 Concrete		17,988	0	17,988	17,988-
3 Other Materials		3,043	0	3,043	3,043-
4 Slurry		555	0	555	555-
6 Piping		231	0	231	231-
7 Asphalt		326	0	326	326-
6327 Miscellaneous Equipment					
Miscellaneous Equipment	5,000	5,884	0	5,884	884-
6404 Consulting Services					
Consulting Services	97,500	88,309	0	88,309	9,191
6408 Contractor Fees					
Contractor Fees	151,138	80,316	0	80,316	70,822
6413 Utilities					
1 Electric	305	296	0	296	9
3 Water	1,345	1,095	0	1,095	250
6415 Tipping Fees					
Tipping Fees	10,000	4,461	0	4,461	5,539
6424 Software Support					
Software Support	500		0	0	500
6425 CEA Equip. Rental					
1 CEA Operations/Maint.	38,000	30,547	0	30,547	7,453
2 CEA Depreciation/Replace.	35,780	19,328	0	19,328	16,452
DPW Public Works - All Funds	734,270	497,520	0	497,520	236,750

STR STORMWATER UTILITY	734,270	497,520	0	497,520	236,750

5222 Stormsewer Cleaning & Maint	734,270	497,520	0	497,520	236,750

For the Twelve Months Ending December 31, 2014

Description	Amended Budget	December Actual YTD	December Encumbered	Total Actual & Encumbered	Remaining Budget

5223 Street Cleaning					
6102 Labor Pool Allocations					
Labor Pool Allocations	141,629	105,393	0	105,393	36,236
6104 Call Time					
Call Time	750	790	0	790	40-
6105 Overtime					
Overtime	2,500	4,707	0	4,707	2,207-
6110 Other Compensation					
Other Compensation	1,700	896	0	896	804
6113 Shift Differential					
Shift Differential	1,150	890	0	890	260
6114 Sick Pay					
Sick Pay		845	0	845	845-
6115 Vacation Pay					
Vacation Pay		16,477	0	16,477	16,477-
6150 Fringes					
Fringes	58,800	58,893	0	58,893	93-
6309 Shop Supplies & Tools					
1 Shop Supplies	400	365	0	365	35
2 Tools & Instruments		17	0	17	17-
6323 Safety Supplies					
Safety Supplies		1	0	1	1-
6327 Miscellaneous Equipment					
Miscellaneous Equipment	2,000	2,208	0	2,208	208-
6413 Utilities					
3 Water	977	828	0	828	149
6415 Tipping Fees					
Tipping Fees	40,000	36,756	0	36,756	3,244
6418 Equip Repairs & Maint					
Equip Repairs & Maint		53	0	53	53-
6424 Software Support					
Software Support		151	0	151	151-
6425 CEA Equip. Rental					
1 CEA Operations/Maint.	92,000	99,704	0	99,704	7,704-
2 CEA Depreciation/Replace.	46,650	53,541	0	53,541	6,891-
DPW Public Works - All Funds	388,556	382,515	0	382,515	6,041

STR STORMWATER UTILITY	388,556	382,515	0	382,515	6,041

5223 Street Cleaning	388,556	382,515	0	382,515	6,041

For the Twelve Months Ending December 31, 2014

Description	Amended Budget	December Actual YTD	December Encumbered	Total Actual & Encumbered	Remaining Budget
<hr/>					
5224 Ditches & Ravines					
6102 Labor Pool Allocations					
Labor Pool Allocations	20,474	24,360	0	24,360	3,886-
6108 Part-Time					
Part-Time		2,543	0	2,543	2,543-
6113 Shift Differential					
Shift Differential		1	0	1	1-
6150 Fringes					
Fringes	7,925	10,976	0	10,976	3,051-
6325 Construction Materials					
1 Castings		317	0	317	317-
2 Concrete		7	0	7	7-
3 Other Materials	6,500	2,190	0	2,190	4,310
6404 Consulting Services					
Consulting Services	30,000	39,152	0	39,152	9,152-
6408 Contractor Fees					
Contractor Fees	2,000	7,245	0	7,245	5,245-
6425 CEA Equip. Rental					
1 CEA Operations/Maint.	2,200	4,216	0	4,216	2,016-
2 CEA Depreciation/Replace.	2,400	1,532	0	1,532	868
DPW Public Works - All Funds	71,499	92,539	0	92,539	21,040-
<hr/>					
STR STORMWATER UTILITY	71,499	92,539	0	92,539	21,040-
<hr/>					
5224 Ditches & Ravines	71,499	92,539	0	92,539	21,040-

For the Twelve Months Ending December 31, 2014

Description	Amended Budget	December Actual YTD	December Encumbered	Total Actual & Encumbered	Remaining Budget

5225 Leaf Collection Program					
6102 Labor Pool Allocations					
Labor Pool Allocations	131,201	125,439	0	125,439	5,762
6104 Call Time					
Call Time	250	90	0	90	160
6105 Overtime					
Overtime	5,800	7,371	0	7,371	1,571-
6110 Other Compensation					
Other Compensation	1,120	2,030	0	2,030	910-
6113 Shift Differential					
Shift Differential	500	286	0	286	214
6114 Sick Pay					
Sick Pay		2,834	0	2,834	2,834-
6115 Vacation Pay					
Vacation Pay		13,459	0	13,459	13,459-
6150 Fringes					
Fringes	64,156	64,674	0	64,674	518-
6404 Consulting Services					
Consulting Services		16,988	0	16,988	16,988-
6408 Contractor Fees					
Contractor Fees	4,500	3,886	0	3,886	614
6413 Utilities					
3 Water	265	3	0	3	262
6415 Tipping Fees					
Tipping Fees		30,256	0	30,256	30,256-
6425 CEA Equip. Rental					
1 CEA Operations/Maint.	116,434	123,582	0	123,582	7,148-
2 CEA Depreciation/Replace.	67,485	62,732	0	62,732	4,753

DPW Public Works - All Funds	391,711	453,630	0	453,630	61,919-

STR STORMWATER UTILITY	391,711	453,630	0	453,630	61,919-

5225 Leaf Collection Program	391,711	453,630	0	453,630	61,919-

For the Twelve Months Ending December 31, 2014

Description	Amended Budget	December Actual YTD	December Encumbered	Total Actual & Encumbered	Remaining Budget
5230 Stormwater Capital					
6102 Labor Pool Allocations					
Labor Pool Allocations	186,929	166,793	0	166,793	20,136
6104 Call Time					
Call Time		282	0	282	282-
6105 Overtime					
Overtime	6,782	4,474	0	4,474	2,308
6108 Part-Time					
Part-Time	2,772	276	0	276	2,496
6110 Other Compensation					
Other Compensation	280	224	0	224	56
6113 Shift Differential					
Shift Differential		6	0	6	6-
6115 Vacation Pay					
Vacation Pay		2,219	0	2,219	2,219-
6150 Fringes					
Fringes	73,429	54,832	0	54,832	18,597
6308 Landscape Supplies					
3 Seed, Fertilizer		1,906	0	1,906	1,906-
6325 Construction Materials					
3 Other Materials		977	0	977	977-
6328 Signs					
Signs		920	0	920	920-
6404 Consulting Services					
Consulting Services	523,353	446,645	0	446,645	76,708
6407 Collection Services					
Collection Services		8	0	8	8-
6408 Contractor Fees					
Contractor Fees	90,000		0	0	90,000
6413 Utilities					
3 Water		84	0	84	84-
4 Waste Disposal/Collection		13	0	13	13-
6 Stormwater		191	0	191	191-
6420 Facilities charges					
Facilities charges		753	0	753	753-
6425 CEA Equip. Rental					
1 CEA Operations/Maint.	6,760	5,841	0	5,841	919
2 CEA Depreciation/Replace.	4,230	2,788	0	2,788	1,442
6599 Other Contracts/Obligations					
Other Contracts/Obligations		4,801	0	4,801	4,801-
6801 Land					
Land	2,200,000	832,630	0	832,630	1,367,370
6809 Infrastructure Construction					
4 Storm Sewers	8,602,301	6,147,770	0	6,147,770	2,454,531
6899 Other Capital Outlay					
Other Capital Outlay	20,000		0	0	20,000
DPW Public Works - All Funds	11,716,836	7,674,433	0	7,674,433	4,042,403
STR STORMWATER UTILITY	11,716,836	7,674,433	0	7,674,433	4,042,403
5230 Stormwater Capital	11,716,836	7,674,433	0	7,674,433	4,042,403

CITY OF APPLETON 2015 BUDGET

STORMWATER UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2015 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 2014 EVENTS

Adopted a Shoreland Zoning Ordinance per 2013 Wisconsin Act 80

Began maintenance of the Red Oak Ravine stream rehabilitation project, following project completion with Town of Menasha in late 2014

Completed preliminary engineering and land acquisition for the West Wisconsin Avenue Study Area

Continued to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position

Completed construction of the Appleton East High School underground storage (Phase 2) project

Hauled leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs

Began maintaining two Reid Golf Course regional detention ponds and naturalized channel. Continued implementing the associated Reid Golf Course area drainage study to address flooding concerns within the watershed

Completed construction of the stormwater infrastructure in Cherryvale Avenue to expand developable areas in the City

Completed a study of the Bellaire Ravine Drainage area to identify potential solutions to flooding that occurs during extreme rainfall events in diverse areas throughout this drainage area

Implemented the fifth year of on-going Field Screening Program for the illicit discharge requirements of the City's NR216 Permit

Continued implementing the following programs as required by the City's NR216 permit: Public Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, and Post-Construction Stormwater Management Plans

Continued to maintain inventory of 34 wet ponds, 7 dry ponds, 4 bio-filters, and several miles of engineered channels

Rebid repairs to the WWTP storm sewer to address DNR requirements associated with an illicit discharge

Completed an update of the Citywide Stormwater Management Plan for pursuing compliance with NR151/NR216/TMDL requirements

Completed preliminary engineering of Leona Street Pond per the selected alternative of the Ballard Road Drainage Study

Completed a Drainage Study for the planned Spartan Avenue roadway

Updated the City Flood Hazard Mitigation Plan

Began complying with the new WDNR NR216 Water Quality Permit issued to City and other Phase 2 communities

Began review of square footage from GIS records to establish new ERU rate for multi-family properties as previously approved by the Common Council on September 18, 2013.

CITY OF APPLETON 2015 BUDGET STORMWATER

MAJOR 2015 OBJECTIVES

Continue implementing the following programs as required by the City's NR216 permit: Public Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, Post-Construction Stormwater Management Plans, including implementing the sixth year of on-going Field Screening Program for the Illicit Discharge requirements of the City's NR216 Permit

Continue to identify and pursue water quality practices toward continual progress in achieving compliance with TMDL water quality standards

Construct Phase 1 of West Wisconsin Avenue Area Drainage Study (Birchwood Pond) to help reduce flooding in the drainage area. Complete Final Design and Permitting for Phase 2 (Northland Pond)

Continue to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position

Begin operation and maintenance of the Appleton East Underground Storage Project, per the Southeast/Theodore Street Area Drainage Study update

Continue to haul leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs

Rebid and construct repair of the WWTP storm sewer to address DNR requirements associated with an illicit discharge

Continue to address flooding concerns by refining and implementing recommendations from completed drainage studies throughout the City

Continue working with WisDOT and Town of Menasha to find joint stormwater solutions on STH 441 Project

Implement multi-family ERU billing rate change from per unit charge to actual impervious area of property as approved by Common Council on September 18, 2013. This change is effective on January 1, 2015. There is no anticipated revenue increase or decrease due to change in the billing rate.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 8,178,254	\$ 9,125,064	\$ 9,282,560	\$ 9,282,560	\$ 9,867,963	6.31%
Program Expenses							
5210	Administration	4,324,763	5,061,527	5,175,791	5,225,840	5,456,369	5.42%
5220	Facility Maintenance	1,267,590	987,740	1,457,318	1,536,181	1,527,591	4.82%
5225	Leaf Collection	389,062	378,227	389,559	391,711	437,951	12.42%
5230	Capital Construction	561,158	454,725	4,979,049	11,716,836	5,801,624	16.52%
TOTAL		\$ 6,542,573	\$ 6,882,219	\$ 12,001,717	\$ 18,870,568	\$ 13,223,535	10.18%
Expenses Comprised Of:							
Personnel		1,334,348	1,232,719	1,594,944	1,601,911	1,631,336	2.28%
Administrative Expense		3,637,262	4,311,528	4,393,397	4,393,397	4,738,276	7.85%
Supplies & Materials		99,272	61,733	96,165	96,165	96,865	0.73%
Purchased Services		552,957	1,025,051	1,000,979	1,489,929	1,141,058	13.99%
Utilities		3,258	2,972	4,116	4,116	4,751	15.43%
Repair & Maintenance		430,897	357,167	462,749	462,749	506,039	9.35%
Capital Expenditures		484,579	(108,951)	4,449,367	10,822,301	5,105,210	14.74%
Full Time Equivalent Staff:							
Personnel allocated to programs		18.98	19.67	19.67	19.67	19.67	

* % change from prior year adopted budget

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM MISSION

To provide administrative and planning support to insure safe, reliable and environmentally sound stormwater management.

PROGRAM NARRATIVE

Link to City Goals:

Implement Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #4: "Develop our Human Resources to meet changing needs", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

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
- Continue to train employees on stormwater regulations
- Show continual progress toward meeting TMDL water quality standards
- Begin updates to NR216 Stormwater Program to comply with new permit (Pollution Prevention, Erosion Control, etc.)
- Implement new Stormwater Utility billing standards to apartments and condominiums

Major changes in Revenue, Expenditures, or Programs:

TMDL stormwater regulations were adopted by Wisconsin DNR in 2012. These regulations add to existing NR151 requirements and create additional compliance standards for the City's stormwater program beginning in 2014. It is anticipated that the update of the Citywide Stormwater Management Plan will have been completed by the end of 2014. Unlike previous versions of the Citywide Stormwater Management Plan, the 2014 update calls for achieving continuous progress toward meeting water quality standards, rather than identifying a planned date for achieving compliance. Planning will be geared toward continuing to meet current NR151 requirements, showing continual progress toward meeting TMDL standards, and achieving flooding reductions, while avoiding or minimizing utility rate increases.

The revenue budget reflects no anticipated change in revenue to be received from multi-family properties after the January 1, 2014 change in the method to bill multi-family properties. Some properties rates will be reduced while others will increase based on the impervious area of the property; the number of living units will no longer be used to calculate the charge.

No new Master Plans are planned for 2015. Studies have been completed for all major drainage areas in the City. Flood Report analysis funds will be used to develop details and answer questions related to existing internal flood reports, to help define and clarify existing study areas.

There are no grant dollars expected to be awarded in 2015, based upon the timing of planned water quality practices. The \$500,000 Capital Contributions is the Wastewater Utility portion of the interceptor project at the WWTP facility.

Addition of the Red Oak Ravine channel rehabilitation and other recent new channel projects has increased the need for reliable, all-terrain maintenance access for a small utility vehicle capable of traversing in restricted access areas. This budget includes replacement of the current 4-wheel drive "Gator" maintenance ATV. This vehicle will now transfer into CEA as the purchase of the new off-road utility vehicle is over the \$10,000 threshold for CEA equipment.

Included also in this budget is the requested upgrade to the new sweeper being purchased in 2015.

The increase in membership and licenses is due to the expected increase in Northeast Wisconsin Stormwater Consortium (NEWSC) dues.

PERFORMANCE INDICATORS

	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Client Benefits/Impacts					
Economic development					
Master plans completed	5	1	1	1	0
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	2	0	0	0	0
Value of grant dollars awarded or applied for future reimbursement	\$ 300,000	\$ -	\$ -	\$ -	\$ -
Safe, reliable future level of service					
Acre feet of storage identified for future use	25.0	61.0	20.0*	20.0*	0.0
# of DNR non-compliance notices received	1	0	0	0	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	50	30	30	25	25

* W. Wisconsin Area Storage (estimate)

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4411 Sundry Permits	\$ -	\$ 25	\$ -	\$ -	\$ -
4418 Plan Review Permit	17,404	20,715	20,000	20,000	20,000
4420 Erosion Control	5,990	3,450	2,400	2,400	2,400
4710 Interest on Investments	243,928	(88,786)	200,000	200,000	200,000
4730 Interest - Deferred Special	11,953	7,936	-	-	-
4880 Stormwater Revenue	7,181,675	8,088,322	8,917,011	8,917,011	8,990,000
5021 Capital Contributions	643,810	945,750	-	-	500,000
5035 Other Reimbursements	15,015	2,115	-	-	-
5071 Customer Penalty	30,556	31,500	30,000	30,000	32,000
5086 Premium on Debt Issue	26,710	113,298	113,149	113,149	123,563
Total Revenue	\$ 8,177,041	\$ 9,124,325	\$ 9,282,560	\$ 9,282,560	\$ 9,867,963
Expenses					
6101 Regular Salaries	\$ 343,518	\$ 395,017	\$ 310,041	\$ 312,121	\$ 311,419
6104 Call Time	531	714	750	750	750
6105 Overtime	554	1,463	1,200	1,200	1,200
6108 Part-Time	6,148	288	3,966	3,966	425
6150 Fringes	111,152	119,060	103,999	104,309	108,658
6201 Training/Conferences	2,880	2,540	6,800	6,800	6,300
6206 Parking Permits	612	612	636	636	636
6301 Office Supplies	126	246	40	40	100
6303 Memberships & Licenses	12,000	12,550	14,060	14,060	14,810
6304 Postage/Freight	15,162	17,709	17,500	17,500	18,800
6305 Awards & Recognition	35	35	665	665	665
6309 Shop Supplies & Tools	-	108	-	-	-
6315 Books & Library Materials	510	797	100	100	100
6320 Printing & Reproduction	2,747	4,633	3,200	3,200	3,200
6321 Clothing	-	35	55	55	55
6323 Safety Supplies	9	15	-	-	-
6327 Miscellaneous Equipment	-	5,000	-	-	-
6401 Accounting/Audit	9,002	9,809	8,138	8,138	8,380
6402 Legal Fees	180	120	400	400	400
6403 Bank Services	18,163	15,630	18,000	18,000	18,000
6404 Consulting Services	201,586	213,752	261,400	309,059	256,100
6413 Utilities	699	1,079	1,224	1,224	1,498
6424 Software Support	24,816	16,497	22,710	22,710	21,000
6425 CEA Equip. Rental	7,847	7,396	9,600	9,600	13,600
6430 Health Services	17	19	-	-	-
6501 Insurance	48,174	39,352	30,830	30,830	31,370
6599 Other Contracts/Obligations	167	16,606	92,821	92,821	28,518
6601 Depreciation Expense	1,989,033	2,195,805	2,300,000	2,300,000	2,605,000
6623 Uncollectable Accounts	2,134	5,186	5,000	5,000	5,000
6720 Interest Payments	1,438,437	1,355,205	1,781,672	1,781,672	1,801,758
6730 Debt Issuance Costs	69,324	566,845	125,000	125,000	125,000
6751 Gain/Loss on refund Amort	6,700	44,904	43,484	43,484	41,127
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
7914 Transfer out - Capital Projects	-	-	-	-	20,000
Total Expense	\$ 4,324,763	\$ 5,061,527	\$ 5,175,791	\$ 5,225,840	\$ 5,456,369

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Software Support</u>		<u>Consulting Services</u>	
Permittracker - NR216	\$ 6,000	Stormwater management	
XP-SWMM	2,000	plan reviews	\$ 75,000
Permittracker - Erosion	10,000	Flooding Concerns	
IRTH Solutions	700	Areas Study	50,000
Data storage & support GPS units	1,000	Lions Park assessment	8,500
ArInfo	1,000	NR216 Permitting	43,000
Eagle Point	300	Wetland studies	11,000
	<u>\$ 21,000</u>	Aerial Photography	25,000
<u>Other Contracts/Obligations</u>		SWPPP Revisions for NR216	10,800
Special Assessments		Water Quality Modeling-NR151	32,800
Stirling Pkwy- AHF's Ponds	\$ 24,018		<u>\$ 256,100</u>
Digger's Hotline Fees	4,500	<u>Transfer Out - Capital Projects</u>	
	<u>\$ 28,518</u>	Sweeper upgrade	\$ 6,500
<u>Postage & Freight</u>		Gator Workman	13,500
City Service Invoice postage	\$ 18,800		<u>\$ 20,000</u>
	<u>\$ 18,800</u>		

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM MISSION

To plan and implement a maintenance program that keeps the stormwater system in a safe and environmentally sound condition.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve 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 changes in Revenue, Expenditures, or Programs:

Labor expense and cubic yards collected will vary from year due to storm events and weather conditions. Currently doing more storm sewer cleaning and the additional cleaning will continue in 2015. As begun in 2014, street cleaners will be two shifts per day instead of one shift to increase efforts toward achieving the water quality requirements of the Lower Fox River TMDL (Total Maximum Daily Load). Both of these efforts will increase the CEA (Central Equipment Agency) equipment expense.

Added \$20,000 to storm sewer maintenance consulting services to provide inspections of the new underground flood storage units at Appleton East High School. Anticipated additional funds will be needed on an annual basis until inspection history indicates less frequent inspections are justified. Added \$20,000 to consulting service for ecology services for six additional ponds the City will take ownership of in 2014.

In the past, stormwater has used laborers to maintain the stormwater ponds and facilities, this budgets shifts our part time seasonal employees to these maintenance projects to be able to use the full time labor on our needed street projects. This accounts for the decrease in regular salary dollars and the increase in part-time wages.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	15	17	15	15	15
Compliance with regulation					
# of protruding taps identified	12	15	10	16	16
# of cross connections identified	0	0	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	15	24	20	20	20
% of total system televised	10%	9.6%	10%	10%	10%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	3,884	4,124	3,500	3,700	3,800
% of total storm sewer system cleaned	13.3%	12.8%	20.0%	17.0%	18.0%
Safeguarding health and safety					
# of protruding taps removed	10	0	10	16	16
# of spot repairs made	15	0	15	15	15

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,213	\$ 739	\$ -	\$ -	\$ -
Total Revenue	\$ 1,213	\$ 739	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 418,459	\$ 299,351	\$ 487,439	\$ 489,332	\$ 484,909
6104 Call Time	1,251	1,029	1,450	1,450	1,450
6105 Overtime	5,362	7,517	6,500	6,500	7,500
6108 Part-Time	3,273	3,047	-	-	12,944
6150 Fringes	177,392	129,518	208,782	209,064	202,390
6308 Landscape Supplies	582	2,995	5,360	5,360	5,360
6309 Shop Supplies & Tools	1,726	1,868	2,700	2,700	2,200
6316 Miscellaneous Supplies	-	16	-	-	-
6325 Construction Materials	81,877	30,187	77,750	77,750	77,750
6326 Vehicle & Equipment Parts	56	-	-	-	-
6327 Miscellaneous Equipment	7,013	10,930	7,000	7,000	8,200
6404 Consulting Services	196,175	213,463	217,960	217,960	257,960
6408 Contractor Fees	79,441	13,448	99,010	175,698	100,200
6413 Utilities	2,297	1,869	2,627	2,627	2,988
6415 Tipping Fees	39,616	44,304	50,000	50,000	52,000
6420 Facilities Charges	4,106	2,117	5,000	5,000	4,000
6424 Software Support	193	873	500	500	500
6425 CEA Equip. Rental	208,341	166,106	227,030	227,030	249,030
6429 Interfund Allocations	(645)	-	-	-	-
6454 Grounds Repair & Maint.	930	1,063	3,000	3,000	3,000
6503 Rent	40,145	58,039	55,210	55,210	55,210
Total Expense	\$ 1,267,590	\$ 987,740	\$ 1,457,318	\$ 1,536,181	\$ 1,527,591

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Tipping Fees</u>	
Castings	\$ 35,000	Disposal costs of cleaning: \$33 per ton	
Concrete	25,000	Streets - 1,212 tons	\$ 39,996
Gravel	2,000	Storm sewers - 139 tons	4,587
Piping	500	Concrete	7,417
Clear Stone	1,100		<u>\$ 52,000</u>
Other materials	14,150		
	<u>\$ 77,750</u>	<u>Rent</u>	
<u>Consulting Services</u>		Land for detention ponds:	
Ecology services for prairie & wetlands	\$ 110,460	Memorial Park - North	
Appleton East Stormtrap Inspections	20,000	7.28 acres (\$2,800 per acre)	\$ 20,400
Stormsewer TV & cleaning	97,500	Memorial Park - South	
Ecology services for ditches & ravines	30,000	7 acres (\$2,800 per acre)	19,600
	<u>\$ 257,960</u>	Reid Golf Course Pond	
		7.2 acres (per agreement)	15,210
			<u>\$ 55,210</u>
<u>Contractor Fees</u>			
Surface restoration	\$ 25,000		
Protruding tap	20,000		
Spot repairs	31,000		
Animal control	5,500		
Red Oak Ravine Repairs	5,000		
Emergency Repairs	10,000		
Non-native mowing	3,700		
	<u>\$ 100,200</u>		

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM MISSION

Collect leaves from city streets and dispose of them in a safe and environmentally productive manner

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve 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
- Minimize secondary hauling costs of leaves, transporting to Outagamie County and Mackville, and grinding into mulch by working with a composting company

Major changes in Revenue, Expenditures, or Programs:

Actual leaf collections vary from year to year depending on the weather. It is projected to complete three cycles of collection in 2015. The cost per cubic yard collected is based more on the condition of leaves collected not the number of cycles (wet soggy vs. dry fluffy).

Staff will continue to work with the Wastewater Utility staff on use of the leaves at the pilot composting site at the County Landfill.

Increase in the cost/cubic yard of leaves collected is due to additional cost to dispose of leaves per DNR requirements. Changes may include hauling leaves to various farms and/or composting of the leaves.

Increase in labor and equipment budgets is a result of the DNR required changes to the leaf disposal operations. Leaves can no longer be hauled to the former Northeast Asphalt Quarry for disposal and instead will need to be composted or land applied on farm fields. Leaves will need to be ground up, hauled to farm fields and spread on the fields so they can be tilled into the soil as a soil conditioner.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Service provided					
Number of collection cycles	4	4	3	3	3
Strategic Outcomes					
Cost effective service provided					
Cost/cubic yard collected	\$ 8.10	\$ 12.71	\$ 8.45	\$ 10.75	\$ 10.75
Work Process Outputs					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	41,180	25,510	35,000	35,000	35,000

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 140,884	\$ 153,447	\$ 130,948	\$ 132,821	\$ 158,862
6104 Call Time	65	66	250	250	91
6105 Overtime	5,305	1,317	5,800	5,800	5,800
6150 Fringes	55,873	58,914	63,877	64,156	59,514
6408 Contractor Fees	2,303	2,119	4,500	4,500	9,500
6413 Utilities	261	24	265	265	265
6425 CEA Equip. Rental	184,371	162,340	183,919	183,919	203,919
Total Expense	<u>\$ 389,062</u>	<u>\$ 378,227</u>	<u>\$ 389,559</u>	<u>\$ 391,711</u>	<u>\$ 437,951</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 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 #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City 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 / WDNR Phase II Stormwater permit requirements
- Continue implementing the citywide stormwater management plan and regional flood studies selected alternatives

Major changes in Revenue, Expenditures, or Programs:

The public storm sewer through the Wastewater Treatment Plant property is re-scheduled for reconstruction in this budget. The project was initially bid in 2013, but bids came in significantly over budget and Council rejected all bids.

Please see the Stormwater 5-year capital improvement plan on page 602 for further details.

PERFORMANCE INDICATORS

	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	115	99	100	100	100
Outstanding	400	360	400	400	350
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in City**	278	282	279	289	289
% of total miles reconstructed	0.37%	0.23%	1.02%	1.02%	1.07%
Acres of new land available	56	0	0	0	0
Integrity and growth of the system					
Acres of storage developed	0.0	35.0	10.0	10.0	10.0
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	1.02	0.66	2.90	2.90	2.98
Expansion of storm sewer system					
Miles of new storm sewer added	0.05	0.66	0.00	0.00	0.00

* Order of resolution of residential drainage complaints is dependent on severity of problem and ability/timing preference of project coordinator to schedule.

** More corrections are being made as manual records are updated using GIS and we will continue to see swings as accuracy improves.

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 49,055	\$ 47,996	\$ 186,991	\$ 187,209	\$ 194,714
6104 Call Time	-	212	-	-	-
6105 Overtime	3,155	3,896	6,782	6,782	6,990
6108 Part-Time	1,538	942	2,772	2,772	1,308
6150 Fringes	10,834	8,926	73,397	73,429	72,412
6308 Landscape Supplies	-	4,562	-	-	-
6325 Construction Materials	4,752	532	-	-	-
6328 Signs	-	55	-	-	-
6404 Consulting Services	7,345	196,380	158,750	523,353	320,000
6408 Contractor Fees	(393)	76,209	90,000	90,000	90,000
6420 Facilities Charges	293	122	-	-	-
6415 Tipping Fees	-	776	-	-	-
6425 CEA Equip. Rental	-	-	10,990	10,990	10,990
6599 Other Contracts / Obligations	-	223,068	-	-	-
6801 Land	-	-	2,200,000	2,200,000	-
6804 Machinery & Equipment	-	28,000	-	-	-
6809 Infrastructure Construction	484,579	6,702,516	2,249,367	8,602,301	5,105,210
6899 Other Capital Outlay	-	(6,839,467)	-	20,000	-
Total Expense	\$ 561,158	\$ 454,725	\$ 4,979,049	\$ 11,716,836	\$ 5,801,624

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

2015	To	From	To	Storm-water Utility
Labor Pool				275,424
CEA				10,990
Consulting Services	Construction Services			50,000
	Land Acquisition Services			10,000
	Lightning Drive North	Final Design & Permitting		70,000
	Modeling for Storm Sewer Const Projects			20,000
	West Wisconsin Flood	Final Design & Permitting		150,000
	WisDOT 441 BMP Project -			
	Modeling/Design Assistance, cost share w WisDOT			20,000
	Subtotal			320,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to:			
	2015 Asphalt Paving (B-15)			152,000
	2015 New Concrete Paving (A-15)			162,370
	Flood Reports Project			150,000
	Native Landscaping			50,000
	Stormwater Quality Practice at Hardstand Site			50,000
	West Wisconsin Flood Reduction Project - Phase 2A			1,000,000
	Subtotal			1,854,370
Reconstruction	Glendale Ave (liner)	Drew St	Union St	63,935
	Meade St (liner)	Minor St	Pacific St	22,484
	WWTP storm interceptor			2,450,500
	Subtotal			2,536,919
Reconstruction - (on streets paved in 2016)	Douglas St	College Ave	Packard St	84,200
	E. South River St	Kernan Ave	John St	5,875
	Hancock St	Lawe St	Rankin St	59,725
	John St (CTH KK)	Banta Court	Matthias Ave	323,281
	McKinley St	Jackson St	Lawe St	104,640
	McKinley St	Oneida St	Jefferson, e/o	109,800
	McKinley St	w/o Ritger St	Ritger St	6,300
	Peabody St	Verbrick St	Seymour St	27,275
	Sampson St	North St	Atlantic St	31,050
	Verbrick St	Bouten St	Wilkie St	51,775
	Subtotal			803,921
Total				\$ 5,801,624

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Permits	23,394	24,190	7,499	22,400	22,400	22,400	22,400
Interest Income	255,881	80,851	212,685	210,000	210,000	155,325	200,000
Charges for Services	7,182,888	8,089,061	6,749,925	8,917,011	8,917,011	8,978,065	8,990,000
Intergov. Charges for Service	0	0	149	0	0	0	0
Other Revenues	716,090	1,092,664	225,205	143,149	143,149	143,149	655,563
TOTAL REVENUES	8,178,253	9,125,064	7,195,463	9,292,560	9,292,560	9,298,939	9,867,963
EXPENSES BY LINE ITEM							
Regular Salaries	124,985	104,034	92,157	132,517	134,597	232,589	234,842
Labor Pool Allocations	727,935	677,504	671,230	975,766	979,750	892,320	909,086
Call Time	1,847	2,021	1,973	2,450	2,450	2,291	2,291
Overtime	14,376	14,193	18,046	20,282	20,282	21,490	21,490
Temp. Full-Time	6,692	0	1,924	0	0	0	0
Part-Time	4,267	4,276	4,197	6,738	6,738	14,677	14,677
Other Compensation	656	13,039	4,510	5,455	5,455	4,295	4,295
Shift Differential	1,481	1,367	1,064	1,681	1,681	1,681	1,681
Sick Pay	2,926	8,600	8,018	0	0	0	0
Vacation Pay	99,784	108,467	83,928	0	0	0	0
Fringes	355,251	316,418	335,109	450,055	450,958	435,235	442,974
Salaries & Fringe Benefits	1,334,348	1,232,719	1,222,156	1,594,944	1,601,911	1,604,578	1,631,336
Training & Conferences	2,879	2,540	1,628	6,800	6,800	6,300	6,300
Parking Permits	612	612	636	636	636	636	636
Office Supplies	126	246	214	40	40	100	100
Memberships & Licenses	12,000	12,550	16,989	14,060	14,060	14,810	14,810
Postage & Freight	15,162	17,709	12,718	17,500	17,500	18,000	18,800
Awards & Recognition	35	35	665	665	665	665	665
Insurance	48,174	39,352	28,261	30,830	30,830	31,370	31,370
Leases	145	0	0	0	0	0	0
Rent	40,000	58,039	55,210	55,210	55,210	55,210	55,210
Depreciation Expense	1,989,033	2,195,805	2,120,030	2,300,000	2,300,000	2,300,000	2,605,000
Uncollectible Accounts	2,134	5,186	1,586	5,000	5,000	5,000	5,000
Interest Payments	1,438,437	1,355,205	1,490,293	1,781,672	1,781,672	1,781,672	1,801,758
Debt Issuance Costs	69,323	566,845	59,450	125,000	125,000	125,000	125,000
Gain/Loss on Refund Amort.	6,700	44,904	39,861	43,484	43,484	43,484	41,127
Trans Out - General Fund	12,500	12,500	11,458	12,500	12,500	12,500	12,500
Trans Out - Capital Projects	0	0	0	0	0	20,000	20,000
Administrative Expense	3,637,260	4,311,528	3,838,999	4,393,397	4,393,397	4,414,747	4,738,276
Landscape Supplies	582	7,557	1,961	5,360	5,360	5,360	5,360
Shop Supplies & Tools	1,726	1,976	4,622	2,700	2,700	2,200	2,200
Books & Library Materials	510	797	95	100	100	100	100
Miscellaneous Supplies	0	16	0	0	0	0	0
Printing & Reproduction	2,747	4,633	1,198	3,200	3,200	3,200	3,200
Clothing	0	35	22	55	55	55	55
Safety Supplies	9	15	31	0	0	0	0
Construction Materials	86,629	30,719	49,109	77,750	77,750	77,750	77,750
Vehicle & Equipment Parts	56	0	0	0	0	0	0
Miscellaneous Equipment	7,013	15,930	7,085	7,000	7,000	8,200	8,200
Signs	0	55	0	0	0	0	0
Supplies & Materials	99,272	61,733	64,123	96,165	96,165	96,865	96,865
Accounting/Audit	9,002	9,809	9,382	8,138	8,138	9,980	8,380
Legal Fees	180	120	60	400	400	400	400
Bank Services	18,163	15,630	12,215	18,000	18,000	18,000	18,000
Consulting Services	405,106	623,595	611,088	638,110	1,050,372	805,560	834,060
Collection Services	0	0	8	0	0	0	0
Contractor Fees	81,351	91,777	73,891	193,510	270,198	199,700	199,700
Advertising	0	0	34	0	0	0	0
Tipping Fees	39,616	44,427	39,830	50,000	50,000	52,000	52,000
Interfund Allocations	645	0	0	0	0	0	0
Health Services	17	19	19	0	0	0	0
Other Contracts/Obligations	167	239,674	123,878	92,821	92,821	28,518	28,518

City of Appleton
2015 Budget
Revenue and Expense Summary

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Purchased Services	552,957	1,025,051	870,405	1,000,979	1,489,929	1,114,158	1,141,058
Electric	245	289	248	305	305	311	311
Water	2,314	1,604	1,791	2,587	2,587	2,942	2,942
Waste Disposal/Collection	0	0	13	0	0	0	0
Stormwater	0	0	47	0	0	0	0
Telephone	699	961	873	1,224	1,224	1,248	1,248
Cellular Telephone	0	118	220	0	0	250	250
Utilities	3,258	2,972	3,192	4,116	4,116	4,751	4,751
Equipment Repair & Maintenance	0	0	53	0	0	0	0
Facilities Charges	4,400	2,892	2,007	5,000	5,000	4,000	4,000
Software Support	25,008	17,370	6,572	23,210	23,210	21,500	21,500
CEA Equipment Rental	400,559	335,842	271,256	431,539	431,539	477,539	477,539
Grounds Repair & Maintenance	930	1,063	760	3,000	3,000	3,000	3,000
Repair & Maintenance	430,897	357,167	280,648	462,749	462,749	506,039	506,039
Land	0	0	789,667	2,200,000	2,200,000	0	0
Machinery & Equipment	0	28,000	0	0	0	0	0
Infrastructure Construction	484,579	6,702,516	5,806,647	2,249,367	8,602,301	5,105,210	5,105,210
Other Capital Outlay	0	6,839,467	0	0	20,000	0	0
Capital Expenditures	484,579	108,951	6,596,314	4,449,367	10,822,301	5,105,210	5,105,210
TOTAL EXPENSES	6,542,571	6,882,219	12,875,837	12,001,717	18,870,568	12,846,348	13,223,535

CITY OF APPLETON 2015 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Charges for Services	\$ 7,182,888	\$ 8,088,322	\$ 8,917,011	\$ 8,976,244	\$ 8,990,000
Miscellaneous	68,965	58,545	52,400	52,400	54,400
Total Revenues	<u>7,251,853</u>	<u>8,146,867</u>	<u>8,969,411</u>	<u>9,028,644</u>	<u>9,044,400</u>
Expenses					
Operating Expenses	3,026,580	2,706,960	2,760,012	2,891,076	2,836,526
Depreciation	1,989,033	2,195,805	2,300,000	2,420,000	2,605,000
Total Expenses	<u>5,015,613</u>	<u>4,902,765</u>	<u>5,060,012</u>	<u>5,311,076</u>	<u>5,441,526</u>
Operating Income (Loss)	2,236,240	3,244,102	3,909,399	3,717,568	3,602,874
Non-Operating Revenues (Expenses)					
Interest Income	255,881	(80,851)	200,000	250,000	200,000
Interest Expense	(1,438,437)	(1,355,205)	(1,781,672)	(1,737,172)	(1,801,758)
Gain/Loss on Refunding	(6,700)	(44,904)	(43,484)	(43,484)	(41,127)
Amortization of Premium on Debt Issue	26,710	113,298	113,149	113,149	123,563
Debt Expense*	(69,323)	(566,845)	(125,000)	(125,000)	(125,000)
Other	-	-	-	-	-
Total Non-Operating	<u>(1,231,869)</u>	<u>(1,934,507)</u>	<u>(1,637,007)</u>	<u>(1,542,507)</u>	<u>(1,644,322)</u>
Income (Loss) Before Contributions and Transfers	1,004,371	1,309,595	2,272,392	2,175,061	1,958,552
Contributions and Transfers In (Out)					
Capital Contributions	643,810	945,750	-	1,693,000	500,000
General Fund	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>
Change in Net Assets	1,635,681	2,242,845	2,259,892	3,855,561	2,446,052
Total Net Assets - Beginning	55,840,401	57,476,082	59,718,927	59,718,927	63,574,488
Total Net Assets - Ending	<u>\$ 57,476,082</u>	<u>\$ 59,718,927</u>	<u>\$ 61,978,819</u>	<u>\$ 63,574,488</u>	<u>\$ 66,020,540</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	11,690,424	5,786,149
+ Net Income	3,855,561	2,446,052
+ Depreciation	2,420,000	2,605,000
+ Long Term Debt	3,450,000	5,010,000
- Contributed Capital	(1,693,000)	(500,000)
- Fixed Assets	(11,716,836)	(5,801,624)
- Principal Repayment	(2,220,000)	(2,540,000)
Working Cash - End of Year	<u>\$ 5,786,149</u>	<u>\$ 7,005,577</u>

The current annual rate of \$155.00 per ERU became effective July 1, 2013.

*Due to GASB 65 Debt issuance costs will no longer be amortized over the life of the loan, 2013 expense reflects total unamortized amount.

**CITY OF APPLETON 2015 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2014 Budget	2014 Projected	2015 Budget	2016 Projected	2017 Projected	2018 Projected	2019 Projected
Revenues							
Charges for Services	\$ 8,917,011	\$ 8,976,244	\$ 8,990,000	\$ 9,821,575	\$ 10,608,200	\$ 10,661,241	\$ 10,714,547
Miscellaneous	52,400	52,400	54,400	55,000	55,000	57,000	57,000
Total Revenues	8,969,411	9,028,644	9,044,400	9,876,575	10,663,200	10,718,241	10,771,547
Expenses							
Operating Expenses	2,760,012	2,891,076	2,836,526	2,921,622	3,009,270	3,099,549	3,192,535
Depreciation	2,300,000	2,420,000	2,605,000	2,755,000	2,905,000	3,055,000	3,205,000
Total Expenses	5,060,012	5,311,076	5,441,526	5,528,097	5,914,270	6,154,549	6,397,535
Operating Income	3,909,399	3,717,568	3,602,874	4,348,478	4,748,930	4,563,692	4,374,012
Non-Operating Revenues (Expenses)							
Interest Income	200,000	250,000	200,000	300,000	300,000	300,000	200,000
Interest Expense	(1,781,672)	(1,737,172)	(1,801,758)	(1,727,152)	(1,961,487)	(2,240,205)	(2,411,420)
Gain/Loss on Refunding	(43,484)	(43,484)	(41,127)	(38,020)	(34,818)	(31,512)	(27,512)
Premium on Debt Issue	113,149	113,149	123,563	114,968	106,839	98,400	88,328
Debt Issue Expense	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)
Other	-	-	-	-	-	-	-
Total Non-Operating	(1,637,007)	(1,542,507)	(1,644,322)	(1,823,742)	(1,714,466)	(1,998,317)	(2,275,604)
Net Income Before Transfers	2,272,392	2,175,061	1,958,552	2,524,736	3,034,464	2,565,375	2,098,409
Contributions and Transfers In (Out)							
Capital Contributions	-	1,693,000	500,000	301,658	-	234,300	272,850
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	2,259,892	3,855,561	2,446,052	2,813,894	3,021,964	2,787,175	2,358,759
Total Net Assets - Beginning	59,718,927	59,718,927	63,574,488	66,020,540	68,834,434	71,856,398	74,643,573
Total Net Assets - Ending	\$ 61,978,819	\$ 63,574,488	\$ 66,020,540	\$ 68,834,434	\$ 71,856,398	\$ 74,643,573	\$ 77,002,332

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	11,690,424	5,786,149	7,005,577	6,357,692	7,293,678	7,184,613	
+ Net Income	3,855,561	2,446,052	2,813,894	3,021,964	2,787,175	2,358,759	
+ Depreciation	2,420,000	2,605,000	2,755,000	2,905,000	3,055,000	3,205,000	
+ Long Term Debt	3,450,000	5,010,000	8,885,000	6,670,000	6,670,000	6,670,000	
- Contributed Capital	(1,693,000)	(500,000)	(301,658)	-	(234,300)	(272,850)	
- Fixed Assets	(11,716,836)	(5,801,624)	(11,875,121)	(8,295,978)	(8,356,940)	(8,292,979)	
- Principal Repayment	(2,220,000)	(2,540,000)	(2,925,000)	(3,365,000)	(4,030,000)	(4,610,000)	
Working Cash - End of Year	\$ 5,786,149	\$ 7,005,577	\$ 6,357,692	\$ 7,293,678	\$ 7,184,613	\$ 6,242,543	
25% Working Capital Reserve (prior year's audited expenses)		1,160,187	1,162,696	1,165,318	1,245,814	1,338,063	
Coverage Ratio		1.81	1.45	1.40	1.40	1.34	1.28

ASSUMPTIONS:

Borrow approximately 75% of capital expenditures as detailed in the five year plan for years 2015-2019
Interest rate at 5%
ERU's to increase at a rate of 1/2% per year after 2015
Operating expenses to increase 3.0% per year after 2015
Maintain a level of 25% working capital reserve and 1.25 coverage ratio as required by bond covenants

RESULTS:

Rate increased 24% effective July 1, 2013 to \$155 per ERU replacing the rate of \$125 per ERU that has been in effect since July 1, 2010. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. Next rate increase anticipated in July, 2016 of approximately 18% in conjunction with plan presented to Council on June 15, 2011. The rate increase for July of 2016 is reflected in the projection above. There is no projected revenue increase or decrease for the change in multi-family billing rates.

**CITY OF APPLETON 2015 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

Year	2006		2007		2008		2009		2012		2013		2014		TOTAL		
	Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest			
2015	\$ 580,000	\$ 195,450	\$ 220,000	\$ 175,781	\$ 250,000	\$ 193,193	\$ 275,000	\$ 398,938	\$ 970,000	\$ 380,890	\$ 245,000	\$ 244,719	\$ 118,850	\$ 2,540,000	\$ 1,707,821	\$ 4,247,821	
2016	590,000	170,481	230,000	166,113	260,000	183,693	300,000	389,543	985,000	351,453	250,000	239,744	116,825	2,750,000	1,617,852	4,367,852	
2017	610,000	145,341	240,000	156,019	270,000	173,155	315,000	378,826	1,030,000	320,890	255,000	232,756	114,050	2,860,000	1,521,037	4,381,037	
2018	625,000	119,128	250,000	145,031	275,000	162,205	355,000	365,420	1,050,000	289,540	265,000	224,881	111,250	2,960,000	1,417,455	4,377,455	
2019	640,000	92,088	265,000	133,523	300,000	150,455	360,000	351,070	1,100,000	248,665	270,000	216,819	108,375	3,080,000	1,300,995	4,380,995	
2020	450,000	70,522	275,000	121,344	300,000	138,455	605,000	329,320	1,145,000	203,315	280,000	208,494	150,000	3,205,000	1,175,725	4,380,725	
2021	215,000	58,545	290,000	107,375	320,000	125,255	710,000	301,970	1,190,000	156,165	290,000	197,694	155,000	3,170,000	1,046,667	4,216,667	
2022	225,000	48,811	305,000	92,313	335,000	111,177	740,000	269,895	880,000	117,865	300,000	185,794	160,000	2,945,000	920,755	3,865,755	
2023	250,000	37,913	320,000	76,500	350,000	95,411	775,000	238,320	740,000	92,415	315,000	173,344	160,000	2,910,000	804,003	3,714,003	
2024	250,000	26,663	335,000	59,938	365,000	78,613	805,000	206,420	495,000	75,728	325,000	160,444	170,000	2,745,000	692,881	3,437,881	
2025	260,000	15,075	355,000	42,438	380,000	61,118	840,000	172,225	255,000	66,086	340,000	146,994	175,000	2,605,000	582,486	3,187,486	
2026	270,000	3,038	370,000	24,125	400,000	43,200	875,000	135,619	260,000	58,065	355,000	132,944	180,000	2,710,000	468,391	3,178,391	
2027	-	-	390,000	4,875	420,000	24,525	915,000	96,471	270,000	49,773	370,000	118,294	190,000	2,555,000	357,838	2,912,838	
2028	-	-	-	-	440,000	4,950	955,000	55,005	280,000	41,170	385,000	101,961	195,000	2,255,000	259,236	2,514,236	
2029	-	-	-	-	-	-	1,000,000	11,125	285,000	32,053	400,000	84,625	205,000	1,890,000	175,853	2,065,853	
2030	-	-	-	-	-	-	-	-	295,000	22,547	420,000	66,469	210,000	925,000	128,716	1,053,716	
2031	-	-	-	-	-	-	-	-	305,000	12,716	435,000	47,194	220,000	960,000	90,910	1,050,910	
2032	-	-	-	-	-	-	-	-	315,000	2,559	460,000	26,775	230,000	1,005,000	51,234	1,056,234	
2033	-	-	-	-	-	-	-	-	-	-	480,000	5,400	240,000	720,000	17,800	737,800	
2034	-	-	-	-	-	-	-	-	-	-	-	-	250,000	2,500	252,500		
	<u>\$ 4,965,000</u>	<u>\$ 983,055</u>	<u>\$ 3,845,000</u>	<u>\$ 1,305,375</u>	<u>\$ 4,665,000</u>	<u>\$ 1,545,405</u>	<u>\$ 9,825,000</u>	<u>\$ 3,700,167</u>	<u>\$ 11,850,000</u>	<u>\$ 2,521,895</u>	<u>\$ 6,440,000</u>	<u>\$ 2,815,345</u>	<u>\$ 3,450,000</u>	<u>\$ 1,468,913</u>	<u>\$ 45,040,000</u>	<u>\$ 14,340,155</u>	<u>\$ 59,380,155</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in amount of \$5,010,000 will be issued in 2015. Expected interest expense of the issue in 2015 is \$93,937 at 5%.