

# City of Appleton, Wisconsin

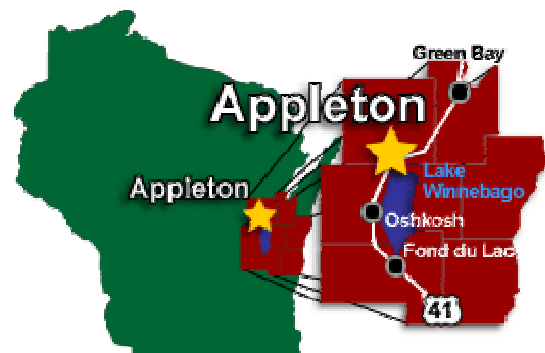


## 2017 ADOPTED BUDGET AND SERVICE PLAN

Developed by:  
Mayor Timothy M. Hanna

Produced by:  
John F. Hoft-March, CMA  
Budget Manager  
Anthony D. Saucerman, CPA  
Finance Director  
Stephanie R. Rogers, CPA  
Deputy Finance Director  
Kelli K. Rindt, CPA  
Enterprise Accounting Manager  
Jeffrey D. Fait, CPPB  
Purchasing Manager  
Angelynn M. Labine, MSE  
Customer Service/Accounting Supervisor

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



# CITY OF APPLETON 2017 BUDGET TABLE OF CONTENTS

<b>INTRODUCTORY SECTION</b>	<b>Page No.</b>
Table of Contents.....	ii
Organizational/Fund Structure Matrix.....	iv
Mayor's Budget Message.....	v
Summary of Changes from Department Requested to Executive Budget.....	xii
Listing of Items Not Included in Executive Budget.....	xvi
Total 2016 Budget.....	1
City Mission Statement.....	2
Directory of Officials.....	7
Chart of Organization.....	8
City Committees, Boards, and Commissions.....	10
Apportionment of Taxes.....	14
Tax Rates	
Assessed.....	15
Equalized.....	18
Summary of Property Tax Levies.....	21
Combined Summary of Revenues & Expenditures (All Funds).....	22
Combined Summary of Changes in Fund Balance (All Funds).....	24
Budget Development Process.....	25
Financial & Budget Policies.....	26
Background/General Information.....	35
<b>GENERAL GOVERNMENT</b>	
Budget.....	37
Revenues.....	40
Expenditures	
<b>Mayor</b> .....	45
<b>Common Council</b> .....	55
<b>Finance</b> .....	59
<b>Unclassified City Hall</b> .....	69
Room Tax Administration.....	77
Other Post-Employment Benefits.....	81
<b>Information Technology</b> .....	85
Information Technology Capital Projects.....	96
<b>Legal Services</b> .....	99
Tuchscherer Disability.....	115
<b>Human Resources</b> .....	117
<b>Risk Management</b> .....	127
<b>COMMUNITY DEVELOPMENT</b>	
<b>Community Development</b> .....	137
Housing and Community Development Grants.....	151
Industrial Park Land.....	168
Community Development Capital Projects.....	172
<b>Tax Increment Districts</b>	
Tax Increment District No. 3.....	175
Tax Increment District No. 6.....	182
Tax Increment District No. 7.....	186
Tax Increment District No. 8.....	190
Tax Increment District No. 9.....	194
Tax Increment District No. 10.....	198
<b>FACILITIES / PARKS</b>	
<b>Facilities Management</b> .....	201
Facilities Capital Projects.....	212
Exhibition Center Capital Project.....	216

# CITY OF APPLETON 2017 BUDGET TABLE OF CONTENTS

	<b>Page No</b>
<b>Parks and Recreation</b> .....	219
Union Spring Park Trust .....	229
Peabody Estate Trust .....	230
Balliet Locomotive .....	231
Lutz Park Recreational Trust .....	232
Park Purpose Open Space .....	233
Project City Park .....	234
Universal Playground Trust .....	235
Miracle League Field .....	236
<b>Reid Municipal Golf Course</b> .....	237
<b>LIBRARY / TRANSIT</b>	
<b>Library</b> .....	247
<b>Valley Transit</b> .....	265
<b>PUBLIC WORKS</b>	
<b>Public Works</b> .....	283
Sanitation and Recycling .....	311
Subdivision Development .....	326
Public Works Projects .....	330
Wheel Tax .....	334
<b>Parking Utility</b> .....	337
<b>Central Equipment Agency</b> .....	351
CEA Replacement .....	364
<b>PUBLIC SAFETY &amp; HEALTH</b>	
<b>Health Services</b> .....	367
Health Services Grants .....	379
<b>Police</b> .....	395
Police Grants .....	420
Public Safety Capital Projects .....	424
<b>Fire</b> .....	427
Hazardous Materials .....	448
<b>DEBT SERVICE FUNDS</b>	
Debt Service .....	451
<b>UTILITIES</b>	
All Utilities .....	459
<b>Water Utility</b> .....	467
<b>Wastewater Utility</b> .....	491
<b>Stormwater Utility</b> .....	517
<b>SUPPLEMENTAL INFORMATION</b>	
Resolution .....	533
FTE Personnel .....	534
Personnel Changes .....	535
Property Values	
Assessed .....	536
Equalized .....	537
Population .....	538
Glossary .....	539
<b>CAPITAL IMPROVEMENTS PROGRAM</b>	
Policy .....	547
<b>Five Year Plan</b> .....	551
Debt Limit Analysis .....	557
<b>Projects</b> .....	559

## City of Appleton 2017 Budget Operational/Fund Structure Matrix

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

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

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



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

**OFFICE OF THE MAYOR**

Timothy M. Hanna  
100 North Appleton Street  
Appleton, Wisconsin 54911-4799  
(920) 832-6400 FAX (920) 832-5962  
e-mail: [mayor@appleton.org](mailto:mayor@appleton.org)

October 5, 2016

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

Dear Appletonians:

I present to you the 2017 Budget and Service Plan, including the five-year Capital Improvement Plan. As always, our goal in putting this budget together is to provide you a budget that continues to allow for high-quality, efficient service while preparing Appleton for long-term success through strategic investments in our community.

Over the past several years we have undertaken a number of initiatives designed to provide the framework for the future of our downtown and our City. The Downtown Parking Study was completed in 2015 and the first phase of implementation was done in 2016. This year we have completed the Downtown Accessibility and Mobility Study and accepted its recommendations for future implementation. And as we near the end of 2016 we are preparing to adopt the update to the City's Comprehensive Plan including the next chapter of our Downtown Development Plan. But we all know that a plan is only as good as its implementation.

As time passes, it is becoming more evident that a city's ability to attract people to take up residence and therefore become the pool of talent our businesses need to grow and be successful is the key to that city's economic future. Remember, in today's economy, the number one concern of business owners is the ability to attract the talent needed to sustain and grow their business. Coupled with this concern of business owners is the reality that more and more people are choosing first where they want to live before looking for employment. In the equation of economic development, this means we are in competition with other urban areas across the state and across the country for people...especially those with the skills business owners are looking for.

In today's reality, businesses are looking for locations that have the available talent to fill the jobs they need to grow and expand their business. In this new reality, quality-of-life amenities are playing a more important role in the ability of any region to attract new residents to fill that labor pool requirement.

Our commitment to investing in our quality-of-life here in Appleton, as well as our deliberate planning efforts and subsequent implementation, is starting to pay off. I believe our continued

diligence is one of the things that has landed us on Money Magazine's list of "Best Places to Live" in the country at #24, and the only city in Wisconsin to make the top 50! Appleton has many of the desirable elements people are looking for when choosing a place to live, work and invest in. We remain one of the safest cities not only in Wisconsin, but also in the country. We are a clean city with well-maintained infrastructure and parks. Appleton is easily navigated on foot on our sidewalks and developing trail system and we are becoming more bike friendly with the implementation of our bike plan. And we have a good public transportation system with Valley Transit. We are also the center of many cultural activities; a world class performing arts center which happens to be the home of a very successful Fox Valley Symphony Orchestra; one of the largest and most successful farmer's markets in the State and special events like the Mile of Music and Oktoberfest, as well as others throughout the year. All of these elements together make Appleton a special place and positions us to take advantage of the growing trend of renewed urban living occurring all across the country.

This year Appleton has continued to experience steady growth in the number of inquiries regarding new projects and redevelopment projects and we are poised to benefit from our commitment to planning and the subsequent implementation of those plans. This 2017 Budget and Service Plan builds on our past efforts and provides funds for the further implementation of the plans we have set in place. In today's economy, private sector investment is competitive and measured, and public sector quality-of-life initiatives are playing an ever-increasing role in those private sector decisions. Therefore, as a City, we must move forward, confident in our planning and willing to demonstrate our commitment to invest in our own future.

I would be remiss if I didn't say something about our water, wastewater and stormwater utilities. Over the years, Appleton has invested millions of dollars in the modernization and upkeep of these utilities and their associated infrastructure. In order to keep these utilities on solid financial footing, we have had to adjust our associated utility rates periodically. These adjustments have led some to claim that Appleton's utility rates were unreasonably high compared to our neighbors. I am proud to report that today our facilities and infrastructure are modern and meet all required State and Federal regulations. Not only do they meet the required regulations, but our combined sewer and water rates are second lowest in the Fox Cities. And when our stormwater rates are added, Appleton is still below the average for rates across the region. Additionally, our rates are not only reasonable today, but there are NO planned increases in the rates for any of our utilities in the near future! This is yet another example of good planning and prudent implementation that will benefit the rate payers for years to come.

## **CAPITAL PLANNING**

The 2017 Budget continues to place an emphasis on capital projects and their planning. As stated, the Downtown Parking Study was delivered and adopted in 2015 and the Accessibility and Mobility Study was adopted earlier this year. The update to the City's Comprehensive Plan and Downtown Plan is also due to be completed in 2016. This budget includes funds for the continued implementation of the recommendations from the Parking Study as well as initial implementation of recommendations coming out of the Accessibility and Mobility Study. This budget also includes resources to continue the process of planning for the future of the Library.

**Parking** – Funds for the next phase of implementation of the parking recommendations are included for conversion of our parking meters to accept alternative forms of payment such as debit and credit cards as well as software to enable patrons to remotely pay for their parking. Funds are also included to begin the process of the demolition of the Blue Parking Ramp. Funds in 2017 will allow for the acquisition of adjacent properties as well as the engineering needed to accomplish the demolition in 2018-2019. Funds are also included for the initial design of a new parking structure to be located south of College Avenue with anticipated construction in 2018-2019.

**Traffic** – Funds are included for initial implementation of recommendations coming out of the downtown Accessibility and Mobility Study. As projects such as the Library and Exhibition Center move forward, changes in the downtown traffic patterns will need to be considered and addressed. I have included \$100,000 in 2017 with major construction planned for 2018-2019.

**Exhibition Center** – Funds are included to complete our commitment to this project. Work includes infrastructure and reconstruction of Lawrence Street as well as our part of the cost of the pedestrian bridge from the center to the Radisson Paper Valley Hotel.

**Jones Park** – We’ve known for a long time that Jones Park is one of our best opportunities to strengthen the link of our downtown to the continued development of our riverfront. The approved design of the Exhibition Center has given us the impetus to reconfigure Jones Park to solidify that link as well as provide a wonderful amenity for patrons using the new Fox Cities Exhibition Center. \$1,550,000 is included for this project.

**Library** – I have included \$500,000 in the 2017 Budget and a total of \$30,500,000 overall for the Library project once a decision is made as to the preferred solution. I anticipate a collaborative decision making process involving both the Library Board and the Common Council to reach a consensus solution regarding the future of the Library.

**RMS** – Funds are included for new Records Management Systems for both the Police and Fire departments. Current RMS services are provided through Outagamie County who is planning to upgrade their RMS package. The current system does not provide the level of service needed by modern, urban police and fire departments and the County is unwilling to invest in a Records Management System that meets the needs of the Appleton Police Department. The County has also indicated that they will not provide a RMS for fire services. Therefore we have had discussions with both the Grand Chute and Metro police departments regarding sharing the cost of a system that meets the needs of our urban departments and I have included a total of \$419,500 for Appleton’s projected share of that cost.

## **DEBT SERVICE**

General obligation debt service costs jumped in the 2017 Executive Budget due mainly to the City investing over \$10 million in 2016 for improvements to Erb Park and Pool as well as other capital projects. The improvements to Erb Park along with the reality of the long anticipated Fox Cities Exhibition Center have generated considerable excitement within the community and will draw visitors from throughout the State. However, the improvements do not come without a cost. As a result of the investment in these projects, along with others in 2016, as well as changes in the 2017 payments of prior year issues, total debt service costs increased

from \$4,833,023 in 2016 to \$7,014,437 projected in the 2017 Executive Budget. The property tax levy necessary to support this increase also rose \$943,455 (32.2%) from \$2,928,106 in the 2016 Budget to \$3,871,561 for 2017 resulting in the debt service portion of the total tax levy increasing from 7.5% to 9.5%.

Total general obligation debt outstanding at December 31, 2016 is projected to be \$46,588,248 compared to \$31,535,000 outstanding at December 31, 2015, an increase of \$15,053,248. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$246,936,265 and the amount outstanding compares favorably with similar sized communities throughout the State.

For 2017, \$15,373,488 in general obligation notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$4,789,787), facility construction and improvements (\$5,290,500), equipment (\$1,323,311) and parks and trails (\$3,969,890). A complete list of anticipated debt-financed projects for 2017 can be found on page 551.

### CONTINGENCY FUNDS

Established contingency funds continue to be preserved in the 2017 Budget. As in past years, a portion of the contingency funds will be used to fund ongoing operational expenses in 2017 as described below. All unused contingency funds at the conclusion of 2016 are anticipated to be carried over into 2017.

- The 2017 Budget includes a 2.0% cost of living increase for all employees not covered by collective bargaining agreements. The funding for this increase is included in a \$400,000 addition to the wage reserve contingency fund along with anticipated carryover of the balance of this fund from 2016 to 2017. Employees may also earn an additional amount through the City's pay-for-performance compensation plan. Any additional amounts earned through the plan are anticipated to be funded through any existing balance in the wage reserve contingency fund as well as surplus funds from 2016 operations.
- The final \$16,707 of the reserve established from the settlement with Time Warner Cable to provide the public electronic access to City government proceedings will again be used towards the annual software maintenance charge for the recording system used in the Council Chambers. This system both streamlines the preparation of documents (i.e., agendas and minutes) and makes audio and video recordings of committee and Council meetings available to the public. This contingency fund is expected to be exhausted in 2017.
- All unused contingency funds in the Unclassified section of the budget are again anticipated to be carried over from 2016 to 2017. Estimated balances in the contingency funds available for carryover at the conclusion of 2016 include:
  - Time Warner Cable PEG Access Settlement Funds \$16,707
  - State Aid Contingency \$849,107
  - Operating Contingency \$402,298



○ Fuel Contingency	\$137,315
○ Wage Reserve	\$350,939

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

The Community and Economic Development Department will continue to implement the Economic Development Strategic Plan’s primary goals and key strategies, and support local and regional community and economic development activities with a budget of \$36,000. This budget also includes \$36,000 or \$.50 per capita to support the Fox Cities Regional Partnership. The investment of the \$36,000 into the Fox Cities Regional Partnership will be for services and programs that align with the City’s Economic Development Strategic Plan and updated Comprehensive Plan. This provides a total of \$72,000 to support local and regional economic development. Capital budget items include:

- TIF District 6 and Southpoint Commerce Park – \$2,888,230. The 2017 budget provides funding to extend Vantage Drive from Lakeland Drive to Eisenhower Drive and Milis Drive from Alliance Drive to Eisenhower Drive as the next phase of Southpoint Commerce Park and the final phase that would be paid for by TIF #6. The City utility infrastructure is being completed in 2016 and non-City utility infrastructure and paving will be completed in 2017. Eisenhower Drive will also be constructed in concrete in 2017. Non-City infrastructure includes gas, electric, cable service, and street lights. Funding in 2018 and beyond would be for maintenance of the Park that will come from the Industrial Park Land Fund while TIF #6 recaptures the investments it has made in this District. The City will evaluate the need for additional infrastructure and platting of the land for the Park and will determine at a later date if a new TIF District will be created in 2018 or beyond to fund these costs. This project will decrease leasable land in the District from about 144 acres to 142 acres. Twenty percent (20%) of the revenue collected for the lease of this land is payable to TIF #6.
- Community & Economic Development – The goal of the Appleton Redevelopment Authority (ARA) is to provide for redevelopment activities throughout the city in order to maintain and enhance viable residential, commercial and industrial development. In order to meet this goal, \$500,000 is included in this budget for site acquisition and project implementation. Additionally, with the 2016 update of the City’s Comprehensive Plan and rewrite of the Downtown Plan goals, objectives, and policies have been identified to increase the vitality of our Central Business District by working cooperatively and systematically to promote growing populations, diversity in art, lifestyle, and activities while addressing vacancies, and opportune development sites. \$500,000 in funding is also included to support these goals, objectives and policies.

## **FISCAL**

- Tax Levy – General fund expenditures increased \$1,281,482 in the 2017 Budget, a 2.12% increase while general fund revenues increased \$671,264, or 2.53% over the 2016 Budget. The increase in revenues was primarily due to interest received on general fund loans to the City’s TIF districts and a transfer of \$275,000 of excess fund balance from the Subdivision Fund. After applying the available fund balance, the

operating tax levy is expected to increase \$844,600 or 2.52%. At the same time, the tax levy in the debt service fund increased \$943,455, or 32.22%. Combined, the overall tax levy for the City is expected to increase \$1,788,055, or 4.59% in 2017 which is within State imposed levy limits.

- Tax Rates – The City’s equalized value increased 2.53% to \$4,938,725,300 in 2016 which equates to an estimated \$100,094,417, or 2.09% increase in assessed value. Applying the assessed value to the tax levy results in the following projected assessed tax rates:
  - Outagamie County – \$8.62, an increase of 23 cents, or 2.68%
  - Calumet County – \$8.65, an increase of 26 cents, or 3.14%
  - Winnebago County – \$8.48, an increase of 11 cents, or 1.37%

On an equalized value basis, the tax rate is projected to be \$8.54, an increase of 19 cents, or 2.28%.

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

## UTILITIES

- Water – The budget includes \$175,000 for various building needs at the Water Filtration Plant. Improvements planned for the Water Filtration Plant in 2016 include \$115,000 for roadway replacements, \$10,000 for turf maintenance and \$50,000 for electrical distribution. Additionally, this budget includes \$600,000 for chemical storage rehabilitation, \$146,000 for additional variable frequency drives (VFD’s) for the two remaining high lift pumps that do not already have VFD’s, \$60,000 to install a mixer at the north reservoir, \$30,000 to replace an aging water softener and \$5,000 to start a two-year project to replace the computer control uninterruptable power supply system. The budget also includes \$75,000 to begin engineering work for a multi-year project to upgrade the lake intake and to construct a second raw water line between the lake station and the Filtration Plant. Water utility infrastructure improvements planned for 2017 include \$3,855,618 for the replacement of aging distribution and transmission mains. The multi-year project to replace the existing radio-read water meters with an advanced metering infrastructure (AMI) reading system will be completed in 2017. The cost to complete those replacements is budgeted at \$486,729. Significant operations and maintenance expenses in 2017 include the painting of the north reservoir estimated to cost \$675,000. There are no planned water rate increases for 2017.
- Wastewater – The 2017 Budget includes \$2,984,804 of improvements to the wastewater collection system along with \$500,000 to install a new lift station on the north side of the City and \$166,000 to complete electrical upgrades at the Midway Road lift station. The budget also includes funds for the following projects at the treatment facility: \$1,875,000 to complete pumping improvements at effluent pump station #1 to meet Department of Natural Resources requirements, \$600,000 to

rehabilitate the chemical storage and feed system, and \$390,500 for three separate projects to replace aging treatment equipment and pumps. There are also a number of building and grounds projects at the treatment facility as part of the budget: \$220,000 to replace part of the roadways; \$255,000 to replace aging HVAC and lighting equipment; \$200,000 to start a two-year project to upgrade the electrical distribution system; \$215,000 to replace part of the water lateral, and \$160,000 for painting and asbestos removal. The Utility continues to work with the Wisconsin Department of Natural Resources on new NR 217 and total maximum daily load (TMDL) limits for phosphorus. The new limits are approximately five times more stringent than what was required in the facility's previous discharge permit. The wastewater utility has completed an initial evaluation of treatment and compliance alternatives to meet the reduced limits. In this effort, staff introduced in-stream phosphorus monitors in two process locations in an effort to capture, with accuracy, where phosphorus levels are in the plant. Future project planning will be dependent on outcomes from present year chemical treatment and phosphorus testing. There are no planned wastewater rate increases for 2017.

- Stormwater – Continuing the implementation of the City's Stormwater Management Plan, this budget dedicates \$12,441,669 to ongoing infrastructure improvements including \$759,800 for land acquisition and design of two future projects and \$3,830,320 for construction of the Northland Pond. There are no planned stormwater rate increases for 2017.

## **PERSONNEL**

Included in the 2017 Executive Budget are the following personnel additions and changes:

- Addition of a .60 FTE Administrative Assistant position at Valley Transit. The full-time Administrative Assistant position which had existed previously was converted to a Paratransit Coordinator position in 2013.
- Increasing a .25 FTE non-benefited part-time Weights and Measures Specialist position to .5 FTE to respond to the growth in the number of measuring devices needing certification, both in Appleton and in the surrounding communities that make up the weights and measures consortium.
- Deletion of a .8 FTE Public Health Nurse due to grant funding guideline changes from a nursing role to a coordination role, which resulted in the discontinuation of the contractual arrangement between the Health Department and Oneida Heights senior residence to provide on-site nursing services.
- Making the .5 FTE grant-funded Library Hispanic Outreach Coordinator position a permanent City-funded position. This position was initially supported by a three-year grant, which expires at the end of this year.
- Elimination of two part-time cashier positions in the Parking Utility (.8 FTE combined) and replacing those positions with a full-time Lead Parking Service Person, a new

position created to extend the hours of customer service to help customers with the new pay-on-exit system.

## **CAPITAL IMPROVEMENT PROGRAM**

Highlights of the remainder of the 2017 Capital Improvement Projects (CIP) are as follows:

- Maintaining and improving public infrastructure remains a top priority of the City as this budget invests over \$11.2 million in road, bridge, and sidewalk improvement projects including the reconstruction of portions of Owaissa Street, Glendale Avenue, Lawrence Street, and Edgewood Drive among others. Funds have also been earmarked for right-of-way land purchases related to the Oneida Street reconstruction project. Additionally, as previously discussed in greater detail, approximately \$20.1 million is planned to be invested in water distribution, sewer collection, and stormwater management infrastructure improvements.
- Proper maintenance of City facilities, parks, and properties continues to be a major challenge for the City. To meet this challenge, this budget includes investments in the following areas: \$897,000 for improvements to grounds, roadways, parking lots, pavilion lots, and trails; \$1,160,000 for HVAC, lighting, plumbing and electrical upgrades to various City facilities; \$400,000 for a partial roof replacement at the Municipal Services Building and roof replacements at Fire Stations 3 and 5; \$232,500 for new furniture and work stations; \$250,000 to resurface the Police Station parking deck; \$290,000 for safety and security upgrades at the Municipal Services Building, Library, Police Station and various City parks, and \$95,000 for renovations to various City facilities including the first floor customer service area at City Hall.
- Public safety investments include \$152,000 to fund the fourth year of a multi-year project upgrading the emergency vehicle signal preemption equipment in order to improve safety at signal-controlled intersections during emergency fire calls, and \$198,600 to add more outdoor training space adjacent to the training tower at Fire Station #6. Additionally, \$25,000 is reserved to purchase heavy rescue and confined space rescue tools to enhance firefighter rescue capabilities, and \$27,600 has been included to install an outdoor warning siren for the southeastern portion of the City which currently does not have coverage. The siren would be purchased by the City, but owned, activated, and maintained by Outagamie County.
- Information Technology projects include \$377,000 to fund the second year of a multi-year project to replace the City's aging mainframe computer with an enterprise resource planning (ERP) system. The second year of this project includes completing the installation of the financial, human resource, and computer aided mass appraisal (CAMA) systems. Additionally, \$75,000 is included to upgrade the wireless system in various City facilities to the latest wireless technology. Finally, \$48,480 is earmarked to purchase electronic poll books for the City Clerk's Office. The poll books have recently been certified by the State and will reduce voter wait times, increase accuracy of the voter information, and improve the election-day experience for both voters and poll workers.

- This budget continues the Public Works Department’s traffic camera program investing \$27,500 in the installation of cameras at seven new locations in 2017. The program, which began in 2006, has proven to be an invaluable tool in monitoring traffic, reacting to accidents, monitoring road conditions, and effectively dealing with safety issues. Additionally, the Department is in the second year of a three year program to retrofit existing street lights with energy-efficient street lighting technologies. The investment of \$126,883 per year is expected to be paid back in electricity cost savings in 3 to 5 years. Finally, as recommended by the recently concluded Downtown Parking Study, \$98,900 has been included to purchase a parking time-limit enforcement vehicle. The high-tech vehicle, which uses drive-by license plate recognition and GPS technology, will be used to efficiently enforce time-restricted parking zones throughout the City.
- Quality of life improvements in the 2017 Budget focus on maintaining and improving our parks, expanding our trail system, and preserving City monuments. In order to achieve these goals, \$175,000 has been dedicated to a new design of the Jones Building, and improvements to the walkway, gardens, and lighting at the Scheig Center. This budget also promotes the expansion of our trail system by including \$475,000 for the construction of a riverfront trail through Lutz Park and the Appleton Yacht Club property, and planning and design of a new Trolley Square trestle trail. Additionally, this budget commits \$235,000 to improvements at the Telulah Park skateboard park, Linwood Park tennis courts, Kiwanis Park playground area, and improvements to various parks throughout the City to conform with the Americans with Disabilities Act (ADA). Finally, this budget earmarks \$25,000 for preserving and restoring City monuments by committing internal resources, as well as partnering with local non-profit groups, to preserve and extend the life of statues and monuments throughout the city.

## CONCLUSION

In 2017, we have the opportunity to make strategic, calculated expenditures to leverage all the good things we have for an even better future for our citizens. But as we consider these decisions, it is important to remember that the one thing that doesn’t change is the City’s mission of meeting the needs of the community and enhancing the quality of life. Our citizens demand that we continue to meet that mission at the same time we strive to minimize the burden of doing so. This means that we must continue to find ways to be more efficient with the resources that our citizens entrust to us and to look for ways to permanently reduce our overhead while minimizing the impact on the services that our citizens have come to expect from the City. This is a trend that I believe needs to continue into the future whether we are in good times or not so good times.

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

excellent financial condition. They deserve a great deal of credit for the jobs they do on a daily basis on behalf of our community.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy M. Hanna", with a long horizontal flourish extending to the right.

TIMOTHY M. HANNA  
Mayor of Appleton

**CITY OF APPLETON 2017 BUDGET**  
**Summary of Changes from Department Requested to Executive Budget \***

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
<b>Mayor</b>	<i>Requested Budget</i>	\$ <b>365,360</b>
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<u>\$ <b>365,360</b></u>
<b>City Council</b>	<i>Requested Budget</i>	\$ <b>150,396</b>
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<u>\$ <b>150,396</b></u>
<b>Finance</b>	<i>Requested Budget</i>	\$ <b>871,225</b>
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<u>\$ <b>871,225</b></u>
<b>Unclassified</b>	<i>Requested Budget</i>	\$ <b>2,938,592</b>
	Increase retiree severance	60,000
	Increase insurance allocation per final Risk budget	153,030
	Decrease transfer to Valley Transit for funding changes	(2,806)
	Net change	210,224
	<i>Executive Budget</i>	<u>\$ <b>3,148,816</b></u>
<b>Information Technology</b>	<i>Requested Budget</i>	\$ <b>1,818,463</b>
	Decrease telephone & cellphone	(1,250)
	Net change	(1,250)
	<i>Executive Budget</i>	<u>\$ <b>1,817,213</b></u>
<b>Legal Services</b>	<i>Requested Budget</i>	\$ <b>1,129,516</b>
	Increase office supplies	3,700
	Increase equipment repairs & maint.	1,000
	Decrease rent	(6,600)
	Decrease printing & reproduction	(8,300)
	Decrease utilities	(170)
	Increase outside legal fees	10,000
	Add four additional election workers	512
	Increase chief election inspector daily rate	150
	Net change	292
	<i>Executive Budget</i>	<u>\$ <b>1,129,808</b></u>
<b>Human Resources</b>	<i>Requested Budget</i>	\$ <b>735,135</b>
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<u>\$ <b>735,135</b></u>
<b>Risk Management</b>	<i>Requested Budget</i>	\$ <b>1,927,938</b>
	Increase uninsured loss - WC	123,000
	Net change	123,000
	<i>Executive Budget</i>	<u>\$ <b>2,050,938</b></u>

**CITY OF APPLETON 2017 BUDGET**  
**Summary of Changes from Department Requested to Executive Budget \***

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
<b>Community Development</b>	<i>Requested Budget</i>	<b>\$ 1,814,685</b>
	Reclassify salary/fringes to grants	(25,316)
	Net change	(25,316)
	<i>Executive Budget</i>	<b>\$ 1,789,369</b>
<b>Facilities</b>	<i>Requested Budget</i>	<b>\$ 2,741,999</b>
	Reduce overtime	(3,296)
	Increase Risk allocation to final Risk budget	5,930
	Increase CEA allocation to final CEA budget	395
	Net change	3,029
	<i>Executive Budget</i>	<b>\$ 2,745,028</b>
<b>Park &amp; Recreation</b>	<i>Requested Budget</i>	<b>\$ 3,506,101</b>
	Decrease consulting	(3,000)
	Add other contracts for mowing	15,000
	Add additional adult programming/City Band	12,000
	Net change	24,000
	<i>Executive Budget</i>	<b>\$ 3,530,101</b>
<b>Reid Golf Course</b>	<i>Requested Budget</i>	<b>\$ 835,764</b>
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<b>\$ 835,764</b>
<b>Library</b>	<i>Requested Budget</i>	<b>\$ 4,523,167</b>
	Add Hispanic Outreach .5 FTE City-funded	40,140
	Add grant funded Ready to Read program expense	77,694
	Net change	117,834
	<i>Executive Budget</i>	<b>\$ 4,641,001</b>
<b>Valley Transit</b>	<i>Requested budget</i>	<b>\$ 10,019,997</b>
	Delete HVAC project being done 2016	(20,000)
	Delete generator project pending funding decision (2018 CIP)	(145,000)
	Correct depreciation for capital & bus acquisition	(47,574)
	Net change	(212,574)
	<i>Executive Budget</i>	<b>\$ 9,807,423</b>
<b>Public Works</b>	<i>Requested Budget</i>	<b>\$ 13,848,841</b>
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<b>\$ 13,848,841</b>
<b>Sanitation</b>	<i>Requested Budget</i>	<b>\$ 3,346,822</b>
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<b>\$ 3,346,822</b>



**CITY OF APPLETON 2017 BUDGET**  
**Summary of Changes from Department Requested to Executive Budget \***

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
<b>Parking</b>	<i>Requested budget</i>	<b>\$ 3,645,546</b>
	Delete proposed LED lighting upgrade	(450,000)
	Increase electricity expense for LED lighting delay	20,000
	Add software support for parking meter application	10,000
	Add electronic chalking parking enforcement vehicle	98,900
	Increase CEA expense for enforcement vehicle	3,468
	Net change	(317,632)
	<i>Executive Budget</i>	<b>\$ 3,327,914</b>
<b>CEA</b>	<i>Requested budget</i>	<b>\$ 5,468,844</b>
	Decrease vehicle repairs for in-house use of milling machine	(5,000)
	Add purchase of vertical milling machine	14,000
	Net change	9,000
	<i>Executive Budget</i>	<b>\$ 5,477,844</b>
<b>Health</b>	<i>Requested Budget</i>	<b>\$ 1,161,227</b>
	Decrease utilities	(280)
	Add .25 FTE for Weights and Measures Specialist	12,019
	Net change	11,739
	<i>Executive Budget</i>	<b>\$ 1,172,966</b>
<b>Police</b>	<i>Requested Budget</i>	<b>\$ 16,953,058</b>
	Decrease printing	(1,200)
	Decrease other contracts/obligations to fund vehicle upgrade	(13,800)
	Net change	(15,000)
	<i>Executive Budget</i>	<b>\$ 16,938,058</b>
<b>Fire</b>	<i>Requested Budget</i>	<b>\$ 11,468,982</b>
	No material changes	
	Net change	-
	<i>Executive Budget</i>	<b>\$ 11,468,982</b>
<b>Water</b>	<i>Requested budget</i>	<b>\$ 24,116,341</b>
	Increase budget for chemical storage CIP	400,000
	Net change	400,000
	<i>Executive Budget</i>	<b>\$ 24,516,341</b>
<b>Wastewater</b>	<i>Requested budget</i>	<b>\$ 19,210,113</b>
	Add MCC maintenance	25,000
	Remove phosphorus analyzer purchase	(15,000)
	Add budget for chemical storage improvements	350,000
	Decrease composting	(25,000)
	Move aeration blower #3 replacement to 2018	(920,000)
	Net change	(585,000)
	<i>Executive Budget</i>	<b>\$ 18,625,113</b>
<b>Stormwater</b>	<i>Requested Budget</i>	<b>\$ 19,889,402</b>
	No material changes	-
	Net change	-
	<i>Executive Budget</i>	<b>\$ 19,889,402</b>

**CITY OF APPLETON  
2017 BUDGET  
Listing of Expense and Revenue Increases  
Not Included in Executive Budget**

<u>Department</u>	<u>Title</u>	<u>Amount</u>
<b><u>Expenses:</u></b>		
IT	Internet connectons security monitoring	\$ 35,000
IT	Fire RMS licensing	80,000
Parks	Deep tine aerator	26,000
Police	Additional 10 body-worn cameras	9,454
Police	4 Motorola APX6000 single band portable radios	15,170
Fire	4 additional firefighters	308,700
Fire	Increase overtime budget	50,000
Fire	Detoxification Chambers (6 units [saunas] @ 3,500 ea)	21,000
Fire	Gear washer	10,000
Transit	Tuition reimbursement	20,000

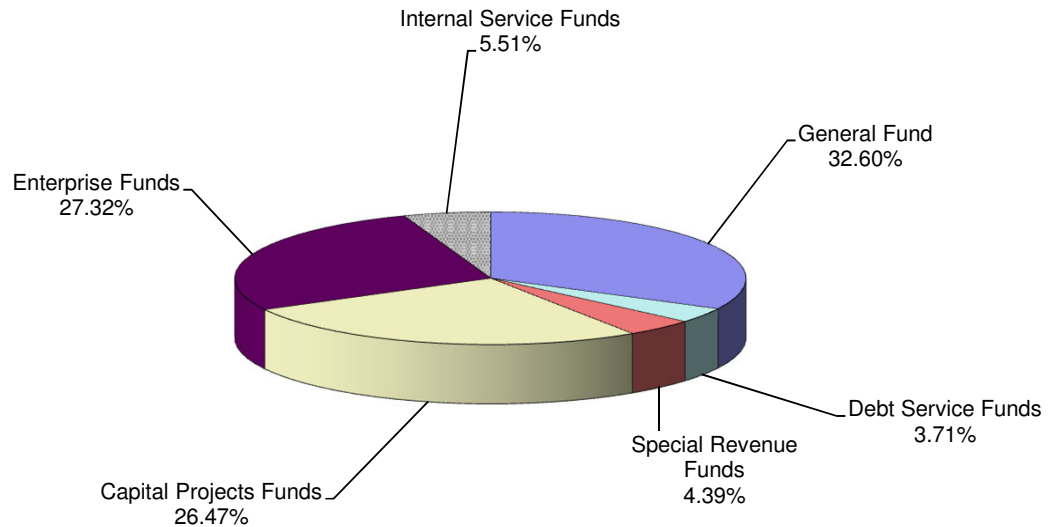
**Revenues:**

No additional or increased charges were proposed by Directors.

# CITY OF APPLETON 2017 BUDGET

## EXPENDITURE BY FUND GROUP

\$188,998,715



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

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

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

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

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

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

# CITY OF APPLETON

## ***MISSION STATEMENT***

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

➤ **We believe in Appleton . . .**

as a vibrant, innovative and well planned community

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

having a government with the highest standards of ethics and integrity

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

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

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

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

having a government workforce that is highly competent and productive

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

## CITY OF APPLETON BELIEF STATEMENTS

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

## CITY OF APPLETON BELIEF STATEMENTS

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

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

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

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

We invest in the future to provide a sound infrastructure.

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

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

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

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

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

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

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

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

We provide necessary training to enhance employee development.

We insist on mutual respect among employees.

We hire and promote based upon qualifications and demonstrated performance.

We set meaningful and measurable goals and objectives.

We encourage innovation and risk taking.

## CITY OF APPLETON BELIEF STATEMENTS

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

We listen with an open mind.

We are open to innovative ideas.

We provide an environment that fosters innovation and risk taking.

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

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

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

Management coaches, mentors and nurtures employees.

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

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

# **CITY OF APPLETON**

## **KEY STRATEGIES**

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



# CITY OF APPLETON

## Directory of Officials

### MAYOR

Timothy M. Hanna

### PRESIDENT OF THE COUNCIL

Kathleen S. Plank

### COUNCIL MEMBERS

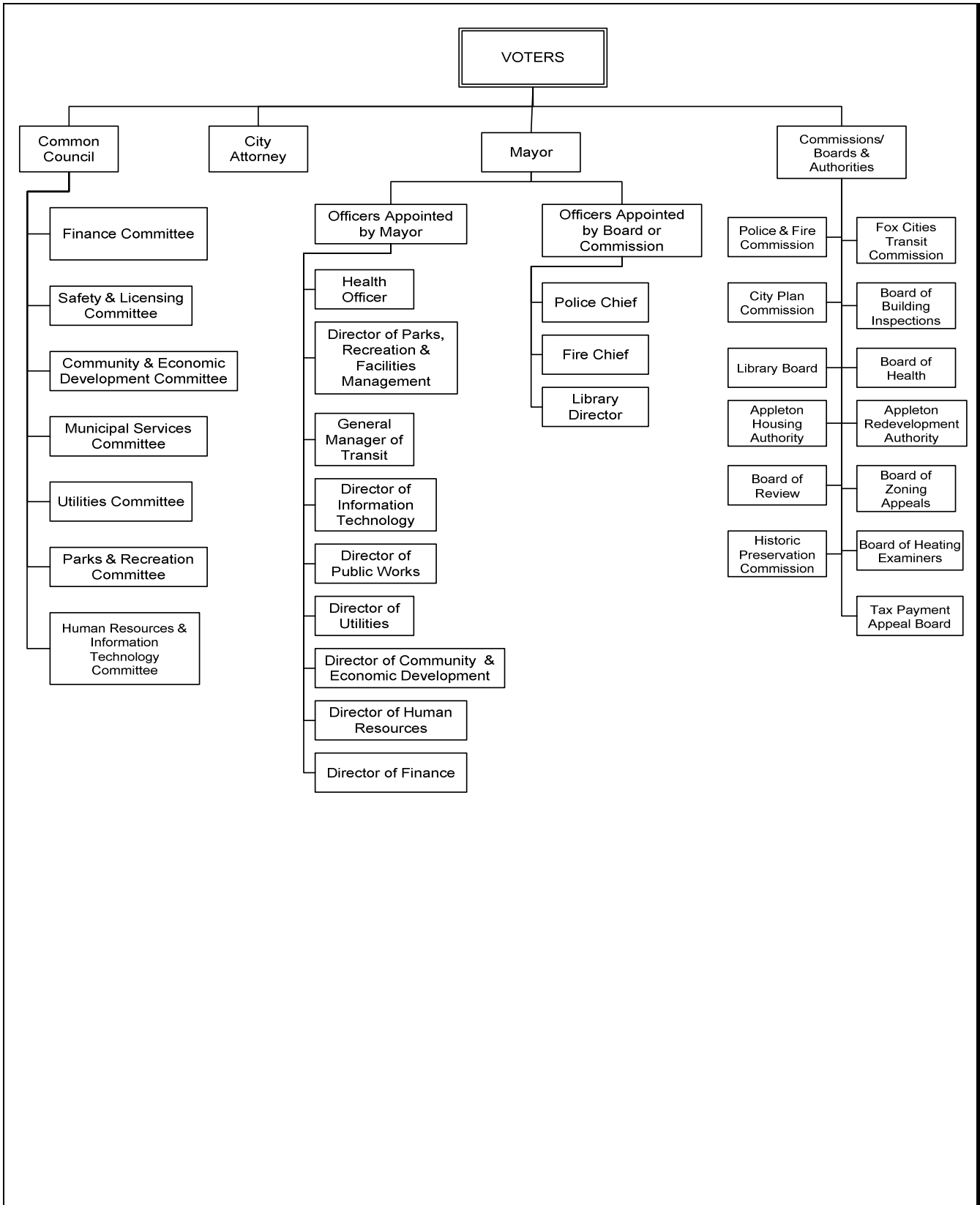
District 1:	William J Siebers	District 9:	Margret C. Mann
District 2:	Vered Meltzer	District 10:	Christine Williams
District 3:	Curt J. Konetzke	District 11:	Patti S. Coenen
District 4:	Joseph A. Martin	District 12:	Cathy M. Spears
District 5:	Edward S. Baranowski	District 13:	Kyle J. Lobner
District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

### DEPARTMENT HEADS

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

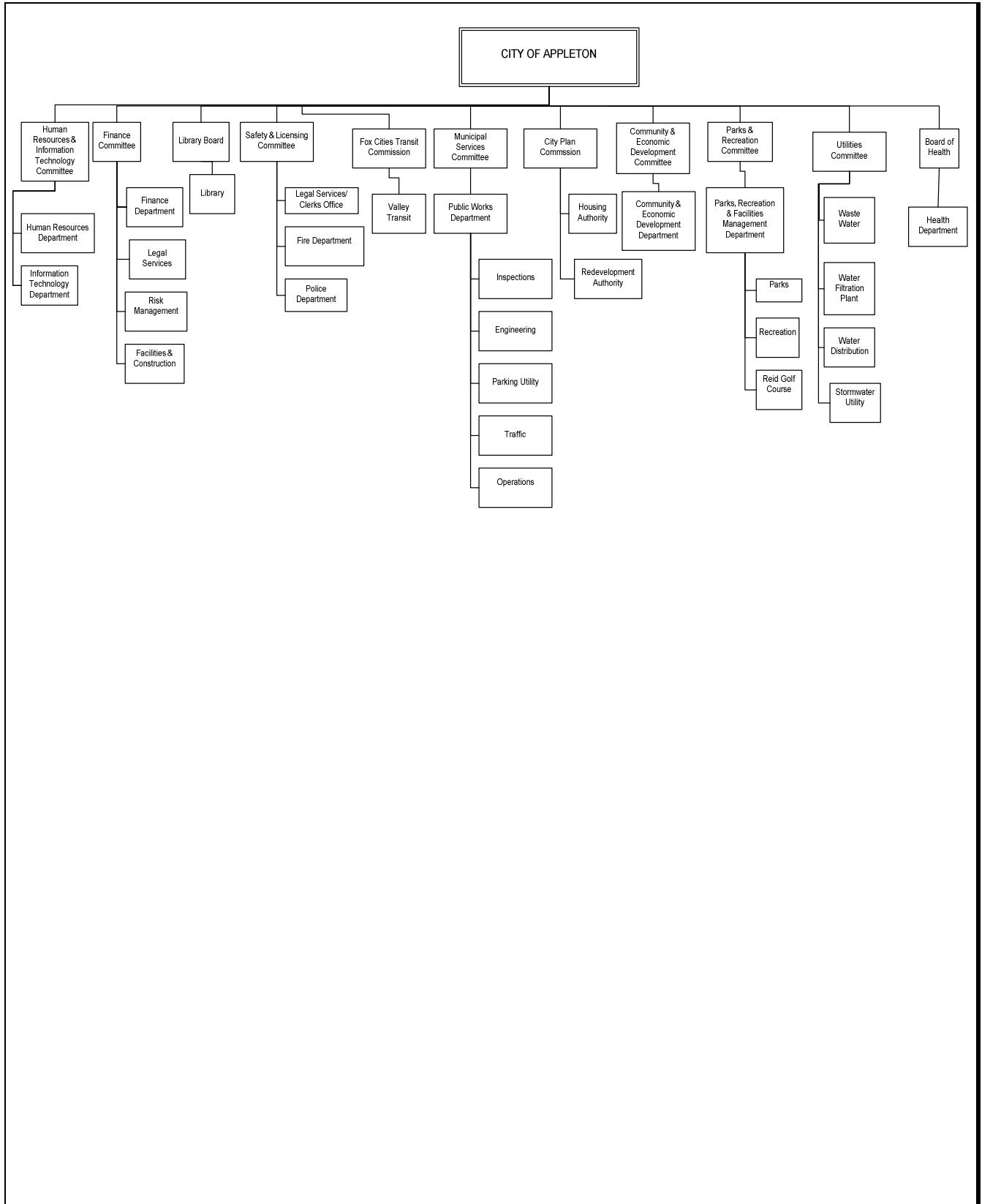
# CITY OF APPLETON 2017 BUDGET

## Structure by Voters



# CITY OF APPLETON 2017 BUDGET

## Organizational Structure by Committee



**CITY OF APPLETON  
2017 BUDGET  
STANDING COMMITTEES**

---

**FINANCE**

Kathleen S. Plank (C)  
Greg E. Dannecker  
Kyle J. Lobner  
Joseph A. Martin  
William J. Siebers

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

**SAFETY AND LICENSING**

Kyle J. Lobner (C)  
Curt J. Konetzke  
Jeffrey M. Jirschele  
Vered Meltzer  
Christine Williams

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

**COMMUNITY and ECONOMIC  
DEVELOPMENT**

Patti S. Coenen (C)  
Edward S. Baranowski  
Margret C. Mann  
Matthew B. Reed  
William J. Siebers

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

**PARKS AND RECREATION**

Joseph A. Martin (C)  
Christopher W. Croatt  
Margret C. Mann  
Cathy M. Spears  
Christine Williams

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

**UTILITIES**

Greg E. Dannecker (C)  
Edward S. Baranowski  
Jeffrey M. Jirschele  
Vered Meltzer  
Matthew B. Reed

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

**MUNICIPAL SERVICES**

Christopher W. Croatt (C)  
Patti S. Coenen  
Curt J. Konetzke  
Joseph A. Martin  
Margret C. Mann

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

**HUMAN RESOURCES & INFORMATION  
TECHNOLOGY**

Curt J. Konetzke (C)  
Edward S. Baranowski  
Jeffrey M. Jirschele  
Kathleen S. Plank  
Cathy M. Spears

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

**CITY OF APPLETON  
2017 BUDGET  
OTHER COMMITTEES AND BOARDS**

---

**APPLETON HOUSING AUTHORITY**

Val Dreier (C)  
Kathy Groat  
Judith Lange  
Thomas Phillips  
Sgt. Patrick DeWall

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

**APPLETON REDEVELOPMENT  
AUTHORITY**

Marissa Downs (C)  
William Weider  
Todd Brokl  
Anne Higgins  
James VanDyke  
Gerald Fisher  
Aldersperson William Siebers

Meets the 2<sup>nd</sup> WEDNESDAY of each month at  
4:00 P.M. at 100 N Appleton Street

**BOARD OF BUILDING INSPECTION**

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

Meets at the call of the Chair

**LIBRARY BOARD**

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

Meets the TUESDAY before the third  
Wednesday of each month at 4:30 P.M. at the  
Appleton Public Library

**BOARD OF REVIEW**

James Smith (C)  
Linda Marx  
Eleanor Maloney  
Mayor Timothy Hanna  
Aldersperson Kathleen Plank  
Aldersperson Chris Croatt  
Aldersperson Patti Coenen  
City Attorney James Walsh (non-voting)

Meets annually in spring; specific dates and  
times announced prior to meetings.

**BOARD OF HEALTH**

Doug Nelson, D.D.S. (C)  
Sally Mielke  
Mayor Timothy Hanna  
Aldersperson Cathy Spears  
Lee Marie Vogel, M.D.  
Vacant  
Vacant  
Aldersperson Christine Williams  
Health Officer Kurt Gegebrecht

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

**CITY OF APPLETON**  
**2017 BUDGET**  
**OTHER COMMITTEES AND BOARDS**

---

**TAX PAYMENT APPEAL BOARD**

Director of Finance Anthony Saucerman  
City Attorney James Walsh  
Aldersperson Joseph Martin

Meets at the call of the Chair

**CEA COMMITTEE**

Aldersperson Kyle Lobner (C)  
Director of Finance Anthony Saucerman  
Director of Public Works Paula Vandehey  
Aldersperson Chris Croatt

Meets at the call of the Chair

**BOARD OF ZONING APPEALS**

Ken Joosten  
Scott Engstrom  
Eleanor Maloney  
Paul McCann  
Richard Schoenbohm  
James Smith  
Vacant, 1<sup>st</sup> alternate  
Inspection Supervisor Kurt Craanen

Meets the 3<sup>rd</sup> MONDAY of each month (except  
December) at 7:00 P.M. in Committee Room  
"6D"

**CITY OF APPLETON  
2017 BUDGET  
COMMISSIONS**

**HISTORIC PRESERVATION COMMISSION**

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

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

**CITY PLAN COMMISSION**

Mayor Timothy Hanna (C)  
Josh Dukelow  
Tanya Rabec  
Steve Uslabar  
Vacant  
Aldersperson Kyle Lobner  
Director of Public Works Paula Vandehey

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

**FOX CITIES TRANSIT COMMISSION**

Charles Rundquist (C)  
Sonia Barham  
Bob Buckingham  
Larry Carey  
George Dearborn  
Rick Detienne  
Joel Gregozeski  
Carol Kasimor  
Jeff McCabe  
Carolyn Mewhorter  
Trish Nau  
Travis Parish  
Linda Stoll  
Aldersperson Matthew Reed  
Aldersperson Kyle Lobner

Meets the 4<sup>th</sup> WEDNESDAY of the month at 3:00 P.M. in Committee Room "6A"

**POLICE AND FIRE COMMISSION**

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

Meets at the call of the Chair

**CITY OF APPLETON 2017 BUDGET  
CERTIFIED APPORTIONMENT OF PROPERTY TAXES  
2016 TAX, COLLECTIBLE IN 2017**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 35,077,633	\$ 5,104,010	\$ 560,209	\$ 40,741,852
Technical College - Fox Valley	4,579,145	666,294	73,131	5,318,570
School - Appleton	36,457,422	5,053,508	108,490	41,619,420
School - Menasha	132	-	604,451	604,583
Schools - Freedom	717,305	-	-	717,305
Schools - Hortonville	188	-	-	188
School - Kimberly	-	380,319	-	380,319
County	19,174,666	2,736,290	343,736	22,254,692
State	706,933	117,148	14,050	838,131
TIF's # 3 - 10	1,371,261	2,202,336	450,029	4,023,626
TOTAL TAX	<u>\$ 98,084,685</u>	<u>\$ 16,259,905</u>	<u>\$ 2,154,096</u>	<u>\$116,498,686</u>
Less State Credits	6,660,932	970,825	128,431	7,760,188
NET TAX LEVY	<u><u>\$ 91,423,753</u></u>	<u><u>\$ 15,289,080</u></u>	<u><u>\$ 2,025,665</u></u>	<u><u>\$108,738,498</u></u>
Equalized Value				
CITY DISTRIBUTION:	w/o TID	Percent	City Tax	
Outagamie County	4,107,005,800	86.10%	35,077,633	
Calumet County	597,594,500	12.53%	5,104,010	
Winnebago County	65,591,100	1.38%	560,209	
TOTAL	<u><u>\$ 4,770,191,400</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 40,741,852</u></u>	

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



**CITY OF APPLETON 2017 BUDGET  
ASSESSED TAX RATES**

**OUTAGAMIE COUNTY**

<b>Outagamie County/ Appleton School Dist.</b>	<b>Assessed 2015 Tax Rate (2016 Budget)</b>	<b>Assessed 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3950	\$ 8.6205	\$ 0.2255	2.69%
Public Schools	9.6548	9.1486	(0.5062)	-5.24%
Technical College	1.1238	1.1253	0.0015	0.13%
County	4.7199	4.7123	(0.0076)	-0.16%
State	0.1706	0.1713	0.0007	0.41%
<b>GROSS TAX RATE</b>	<b>24.0641</b>	<b>23.7780</b>	<b>(0.2861)</b>	<b>-1.19%</b>
Less State Credits	1.6352	1.6139	(0.0213)	-1.30%
<b>NET TAX RATE</b>	<b>\$ 22.4289</b>	<b>\$ 22.1641</b>	<b>\$ (0.2648)</b>	<b>-1.18%</b>

<b>Outagamie County/ Menasha School Dist.</b>	<b>Assessed 2015 Tax Rate (2016 Budget)</b>	<b>Assessed 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3950	\$ 8.6205	\$ 0.2255	2.69%
Public Schools	11.2931	11.3793	0.0862	0.76%
Technical College	1.1238	1.1253	0.0015	0.13%
County	4.7199	4.7123	(0.0076)	-0.16%
State	0.1706	0.1713	0.0007	0.41%
<b>GROSS TAX RATE</b>	<b>25.7024</b>	<b>26.0087</b>	<b>0.3063</b>	<b>1.19%</b>
State Credits	1.6352	1.6139	(0.0213)	-1.30%
<b>NET TAX RATE</b>	<b>\$ 24.0672</b>	<b>\$ 24.3948</b>	<b>\$ 0.3276</b>	<b>1.36%</b>

<b>Outagamie County/ Freedom School Dist.</b>	<b>Assessed 2015 Tax Rate (2016 Budget)</b>	<b>Assessed 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3950	\$ 8.6205	\$ 0.2255	2.69%
Public Schools	8.7426	8.5347	(0.2079)	-2.38%
Technical College	1.1238	1.1253	0.0015	0.13%
County	4.7199	4.7123	(0.0076)	-0.16%
State	0.1706	0.1713	0.0007	0.41%
<b>GROSS TAX RATE</b>	<b>23.1519</b>	<b>23.1641</b>	<b>0.0122</b>	<b>0.05%</b>
State Credits	1.6352	1.6139	(0.0213)	-1.30%
<b>NET TAX RATE</b>	<b>\$ 21.5167</b>	<b>\$ 21.5502</b>	<b>\$ 0.0335</b>	<b>0.16%</b>

<b>Outagamie County/ Hortonville School Dist.</b>	<b>Assessed 2015 Tax Rate (2016 Budget)</b>	<b>Assessed 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3950	\$ 8.6205	\$ 0.2255	2.69%
Public Schools	9.8539	9.2936	(0.5603)	-5.69%
Technical College	1.1238	1.1253	0.0015	0.13%
County	4.7199	4.7123	(0.0076)	-0.16%
State	0.1706	0.1713	0.0007	0.41%
<b>GROSS TAX RATE</b>	<b>24.2632</b>	<b>23.9230</b>	<b>(0.3402)</b>	<b>-1.40%</b>
State Credits	1.6352	1.6139	(0.0213)	-1.30%
<b>NET TAX RATE</b>	<b>\$ 22.6280</b>	<b>\$ 22.3091</b>	<b>\$ (0.3189)</b>	<b>-1.41%</b>

**CITY OF APPLETON 2017 BUDGET  
ASSESSED TAX RATES**

**CALUMET COUNTY**

<b>Calumet County/ Appleton School Dist.</b>	<b>Assessed 2015 Tax Rate (2016 Budget)</b>	<b>Assessed 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3912	\$ 8.6540	\$ 0.2628	3.13%
Public Schools	9.6505	9.1842	(0.4663)	-4.83%
Technical College	1.1233	1.1297	0.0064	0.57%
County	4.4613	4.6395	0.1782	3.99%
State	0.1705	0.1720	0.0015	0.88%
<b>GROSS TAX RATE</b>	<b>23.7968</b>	<b>23.7794</b>	<b>(0.0174)</b>	<b>-0.07%</b>
State Credits	1.4296	1.4250	(0.0046)	-0.32%
<b>NET TAX RATE</b>	<b>\$ 22.3672</b>	<b>\$ 22.3544</b>	<b>\$ (0.0128)</b>	<b>-0.06%</b>

<b>Calumet County/ Kimberly School Dist.</b>	<b>Assessed 2015 Tax Rate (2016 Budget)</b>	<b>Assessed 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3912	\$ 8.6540	\$ 0.2628	3.13%
Public Schools	9.7649	9.6173	(0.1476)	-1.51%
Technical College	1.1233	1.1297	0.0064	0.57%
County	4.4613	4.6395	0.1782	3.99%
State	0.1705	0.1720	0.0015	0.88%
<b>GROSS TAX RATE</b>	<b>23.9112</b>	<b>24.2125</b>	<b>0.3013</b>	<b>1.26%</b>
State Credits	1.4296	1.4250	(0.0046)	-0.32%
<b>NET TAX RATE</b>	<b>\$ 22.4816</b>	<b>\$ 22.7875</b>	<b>\$ 0.3059</b>	<b>1.36%</b>

**CITY OF APPLETON 2017 BUDGET  
ASSESSED TAX RATES**

**WINNEBAGO COUNTY**

<b>Winnebago County/ Appleton School District</b>	<b>Assessed 2015 Tax Rate (2016 Budget)</b>	<b>Assessed 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3670	\$ 8.4816	\$ 0.1146	1.37%
Public Schools	9.6227	9.0013	(0.6214)	-6.46%
Technical College	1.1200	1.1072	(0.0128)	-1.14%
County	5.2815	5.2042	(0.0773)	-1.46%
State	0.1700	0.1685	(0.0015)	-0.88%
<b>GROSS TAX RATE</b>	<b>24.5612</b>	<b>23.9628</b>	<b>(0.5984)</b>	<b>-2.44%</b>
State Credits	1.5902	1.5406	(0.0496)	-3.12%
<b>NET TAX RATE</b>	<b>\$ 22.9710</b>	<b>\$ 22.4222</b>	<b>\$ (0.5488)</b>	<b>-2.39%</b>

<b>Winnebago County/ Menasha School Dist.</b>	<b>Assessed 2015 Tax Rate (2016 Budget)</b>	<b>Assessed 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3670	\$ 8.4816	\$ 0.1146	1.37%
Public Schools	11.2966	11.1940	(0.1026)	-0.91%
Technical College	1.1200	1.1072	(0.0128)	-1.14%
County	5.2815	5.2042	(0.0773)	-1.46%
State	0.1700	0.1685	(0.0015)	-0.88%
<b>GROSS TAX RATE</b>	<b>26.2351</b>	<b>26.1555</b>	<b>(0.0796)</b>	<b>-0.30%</b>
State Credits	1.5902	1.5406	(0.0496)	-3.12%
<b>NET TAX RATE</b>	<b>\$ 24.6449</b>	<b>\$ 24.6149</b>	<b>\$ (0.0300)</b>	<b>-0.12%</b>

**CITY OF APPLETON 2017 BUDGET  
EQUALIZED TAX RATES**

**OUTAGAMIE COUNTY**

<b>Outagamie County/ Appleton School Dist.</b>	<b>Equalized 2015 Tax Rate (2016 Budget)</b>	<b>Equalized 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3504	\$ 8.5409	\$ 0.1905	2.28%
Public Schools	9.6035	9.0642	(0.5393)	-5.62%
Technical College	1.1178	1.1150	(0.0028)	-0.25%
County	4.6949	4.6688	(0.0261)	-0.56%
State	0.1697	0.1697	-	0.00%
<b>GROSS TAX RATE</b>	<b>23.9363</b>	<b>23.5586</b>	<b>(0.3777)</b>	<b>-1.58%</b>
Less State Credits	1.6265	1.5990	(0.0275)	-1.69%
<b>NET TAX RATE</b>	<b>\$ 22.3098</b>	<b>\$ 21.9596</b>	<b>\$ (0.3502)</b>	<b>-1.57%</b>

<b>Outagamie County/ Menasha School Dist.</b>	<b>Equalized 2015 Tax Rate (2016 Budget)</b>	<b>Equalized 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3504	\$ 8.5409	\$ 0.1905	2.28%
Public Schools	11.2742	11.2743	0.0001	0.00%
Technical College	1.1178	1.1150	(0.0028)	-0.25%
County	4.6949	4.6688	(0.0261)	-0.56%
State	0.1697	0.1697	-	0.00%
<b>GROSS TAX RATE</b>	<b>25.6070</b>	<b>25.7687</b>	<b>0.1617</b>	<b>0.63%</b>
State Credits	1.6265	1.5990	(0.0275)	-1.69%
<b>NET TAX RATE</b>	<b>\$ 23.9805</b>	<b>\$ 24.1697</b>	<b>\$ 0.1892</b>	<b>0.79%</b>

<b>Outagamie County/ Freedom School Dist.</b>	<b>Equalized 2015 Tax Rate (2016 Budget)</b>	<b>Equalized 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3504	\$ 8.5409	\$ 0.1905	2.28%
Public Schools	8.6961	8.4560	(0.2401)	-2.76%
Technical College	1.1178	1.1150	(0.0028)	-0.25%
County	4.6949	4.6688	(0.0261)	-0.56%
State	0.1697	0.1697	-	0.00%
<b>GROSS TAX RATE</b>	<b>23.0289</b>	<b>22.9504</b>	<b>(0.0785)</b>	<b>-0.34%</b>
State Credits	1.6265	1.5990	(0.0275)	-1.69%
<b>NET TAX RATE</b>	<b>\$ 21.4024</b>	<b>\$ 21.3514</b>	<b>\$ (0.0510)</b>	<b>-0.24%</b>

<b>Outagamie County/ Hortonville School Dist.</b>	<b>Equalized 2015 Tax Rate (2016 Budget)</b>	<b>Equalized 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3504	\$ 8.5409	\$ 0.1905	2.28%
Public Schools	9.8011	9.2079	(0.5932)	-6.05%
Technical College	1.1178	1.1150	(0.0028)	-0.25%
County	4.6949	4.6688	(0.0261)	-0.56%
State	0.1697	0.1697	-	0.00%
<b>GROSS TAX RATE</b>	<b>24.1339</b>	<b>23.7023</b>	<b>(0.4316)</b>	<b>-1.79%</b>
State Credits	1.6265	1.5990	(0.0275)	-1.69%
<b>NET TAX RATE</b>	<b>\$ 22.5074</b>	<b>\$ 22.1033</b>	<b>\$ (0.4041)</b>	<b>-1.80%</b>

**CITY OF APPLETON 2017 BUDGET  
EQUALIZED TAX RATES**

**CALUMET COUNTY**

<b>Calumet County/ Appleton School Dist.</b>	<b>Equalized 2015 Tax Rate (2016 Budget)</b>	<b>Equalized 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3504	\$ 8.5409	\$ 0.1905	2.28%
Public Schools	9.6035	9.0642	(0.5393)	-5.62%
Technical College	1.1178	1.1150	(0.0028)	-0.25%
County	4.4396	4.5788	0.1392	3.14%
State	0.1697	0.1697	-	0.00%
<b>GROSS TAX RATE</b>	<b>23.6810</b>	<b>23.4686</b>	<b>(0.2124)</b>	<b>-0.90%</b>
State Credits	1.4227	1.4064	(0.0163)	-1.15%
<b>NET TAX RATE</b>	<b>\$ 22.2583</b>	<b>\$ 22.0622</b>	<b>\$ (0.1961)</b>	<b>-0.88%</b>

<b>Calumet County/ Kimberly School Dist.</b>	<b>Equalized 2015 Tax Rate (2016 Budget)</b>	<b>Equalized 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3504	\$ 8.5409	\$ 0.1905	2.28%
Public Schools	9.7174	9.4916	(0.2258)	-2.32%
Technical College	1.1178	1.1150	(0.0028)	-0.25%
County	4.4396	4.5788	0.1392	3.14%
State	0.1697	0.1697	-	0.00%
<b>GROSS TAX RATE</b>	<b>23.7949</b>	<b>23.8960</b>	<b>0.1011</b>	<b>0.42%</b>
State Credits	1.4227	1.4064	(0.0163)	-1.15%
<b>NET TAX RATE</b>	<b>\$ 22.3722</b>	<b>\$ 22.4896</b>	<b>\$ 0.1174</b>	<b>0.52%</b>

**CITY OF APPLETON 2017 BUDGET  
EQUALIZED TAX RATES**

**WINNEBAGO COUNTY**

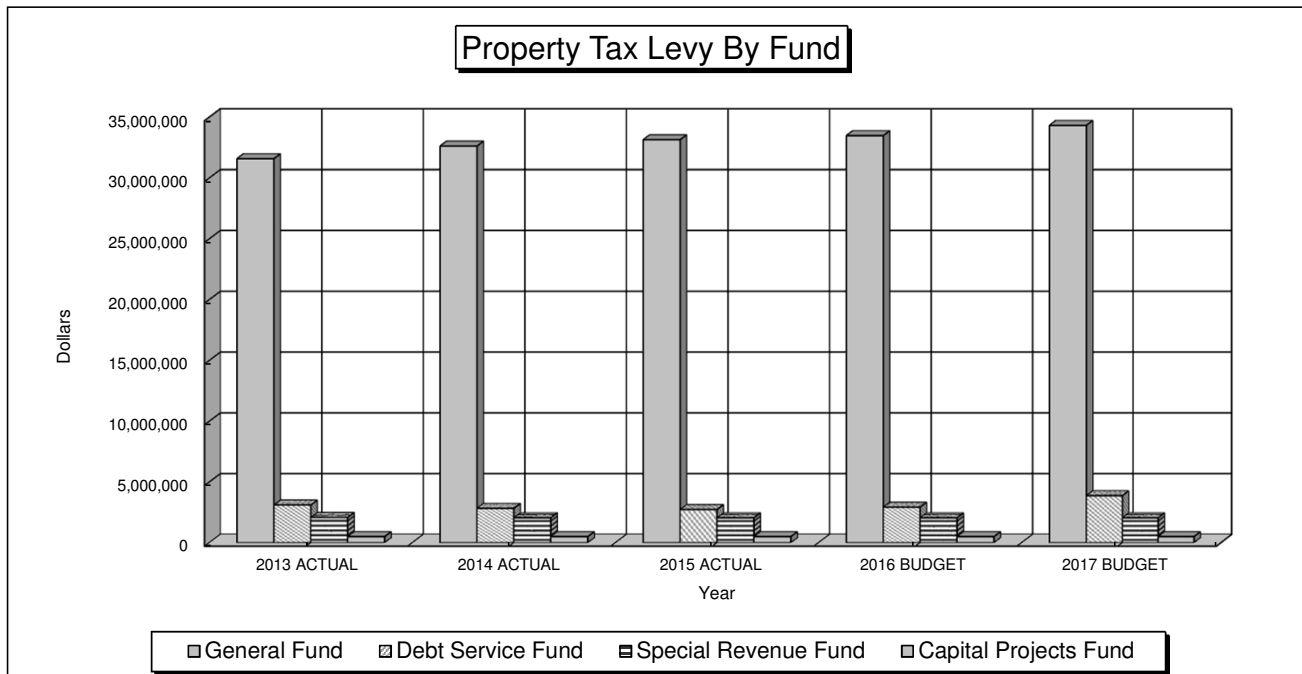
<b>Winnebago County/ Appleton School District</b>	<b>Equalized 2015 Tax Rate (2016 Budget)</b>	<b>Equalized 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3504	\$ 8.5409	\$ 0.1905	2.28%
Public Schools	9.6035	9.0642	(0.5393)	-5.62%
Technical College	1.1178	1.1150	(0.0028)	-0.25%
County	5.2710	5.2406	(0.0304)	-0.58%
State	0.1697	0.1697	-	0.00%
<b>GROSS TAX RATE</b>	<b>24.5124</b>	<b>24.1304</b>	<b>(0.3820)</b>	<b>-1.56%</b>
State Credits	1.5870	1.5513	(0.0357)	-2.25%
<b>NET TAX RATE</b>	<b>\$ 22.9254</b>	<b>\$ 22.5791</b>	<b>\$ (0.3463)</b>	<b>-1.51%</b>

<b>Winnebago County/ Menasha School District</b>	<b>Equalized 2015 Tax Rate (2016 Budget)</b>	<b>Equalized 2016 Tax Rate (2017 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.3504	\$ 8.5409	\$ 0.1905	2.28%
Public Schools	11.2742	11.2743	0.0001	0.00%
Technical College	1.1178	1.1150	(0.0028)	-0.25%
County	5.2710	5.2406	(0.0304)	-0.58%
State	0.1697	0.1697	-	0.00%
<b>GROSS TAX RATE</b>	<b>26.1831</b>	<b>26.3405</b>	<b>0.1574</b>	<b>0.60%</b>
State Credits	1.5870	1.5513	(0.0357)	-2.25%
<b>NET TAX RATE</b>	<b>\$ 24.5961</b>	<b>\$ 24.7892</b>	<b>\$ 0.1931</b>	<b>0.79%</b>

## CITY OF APPLETON 2017 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES <sup>(1)</sup>	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2017 BUDGET
General Fund	\$ 31,582,130	\$ 32,620,669	\$ 33,142,478	\$ 33,477,723	\$ 34,322,323
Debt Service Funds	3,100,722	2,825,388	2,724,872	2,928,106	3,871,561
Special Revenue Funds					
Sanitation & Recycling	2,070,188	2,045,913	2,044,968	2,044,968	2,044,968
Continuum of Care	5,000	5,000	-	-	-
Neighborhood Program	-	-	3,000	3,000	3,000
Total Special Revenue Funds	<u>2,075,188</u>	<u>2,050,913</u>	<u>2,047,968</u>	<u>2,047,968</u>	<u>2,047,968</u>
Capital Project Funds					
Subdivision Development	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
<b>TOTAL PROPERTY TAX LEVY:</b>	<b><u>\$ 37,258,040</u></b>	<b><u>\$ 37,996,970</u></b>	<b><u>\$ 38,415,318</u></b>	<b><u>\$ 38,953,797</u></b>	<b><u>\$ 40,741,852</u></b>

(1) Excludes tax increment district revenues.



**CITY OF APPLETON 2017 BUDGET**  
**COMBINED SUMMARY OF REVENUES AND EXPENSES**

<b>REVENUES AND OTHER FINANCING SOURCES*</b>	<b>2014 ACTUAL</b>	<b>2015 ACTUAL</b>	<b>2016 BUDGET</b>	<b>2016 PROJECTED</b>	<b>2017 BUDGET</b>
General Fund	\$ 56,469,986	\$ 59,722,632	\$ 60,018,834	\$ 59,982,187	\$ 61,534,698
Debt Service Funds	5,244,012	5,110,253	4,644,600	6,250,273	6,169,676
Special Revenue Funds					
Tax Increment District #3	2,146,758	2,202,142	2,374,000	2,370,268	2,238,000
Sanitation & Recycling	3,483,323	3,464,230	3,502,168	3,483,468	3,332,228
Hazardous Materials Level A	84,452	49,739	75,075	76,675	75,075
Police Grants	169,465	145,287	151,434	163,707	38,000
Health Services Grants	188,574	188,337	179,459	274,301	157,260
Housing & Community Development Grants	1,178,381	1,299,568	1,469,763	1,469,763	1,505,015
Room Tax Administration	425,051	476,360	420,000	910,000	933,275
Union Spring Park	36	14	-	30	20
Tuchscherer Disability Fund	660	233	500	500	500
Peabody Estate Trust	922	362	500	800	800
Balliet Locomotive	161	64	87	200	-
Lutz Park Trust	2,063	43,948	1,000	2,000	2,000
Park Open Space	15,730	2,353	2,500	7,900	3,180
City Park Project	84	33	50	75	75
Universal Playground	89	10	-	2	-
Miracle League Field	387	142	200	400	400
Wheel Tax	-	1,275,331	1,512,400	1,512,400	1,355,000
Total Special Revenue Funds	<u>7,696,136</u>	<u>9,148,153</u>	<u>9,689,136</u>	<u>10,272,489</u>	<u>9,640,828</u>
Capital Projects Funds					
Subdivision Development	1,644,403	2,029,866	989,400	980,000	739,400
Tax Increment District #5	190,820	190,926	-	-	-
Tax Increment District #6	2,271,298	2,278,729	2,315,880	2,484,114	2,405,500
Tax Increment District #7	325,222	366,200	371,000	364,237	502,600
Tax Increment District #8	144,074	263,772	326,760	321,198	742,198
Tax Increment District #9	-	99,556	101,000	104,038	113,000
Tax Increment District #10	-	36,389	15,000	17,391	42,000
Information Technology	1,210	703	100,000	100,000	-
Public Works	576,735	5,013	1,241,057	1,241,057	-
Industrial Park Land	55,591	405,034	118,520	101,792	33,123
Equipment Replacement	2,243,363	2,560,925	2,504,017	2,589,017	2,632,647
Community Development Projects	42,699	849,847	-	-	-
Exhibition Center Capital Project	-	-	-	6,925,000	24,442,000
Public Safety	501	239	-	-	-
Facilities	14,311	65,491	-	-	300,000
Total Capital Projects Fund	<u>7,510,227</u>	<u>9,152,690</u>	<u>8,082,634</u>	<u>15,227,844</u>	<u>31,952,468</u>
Enterprise Funds					
Water Utility	21,129,218	21,415,137	20,743,480	21,624,443	21,745,596
Wastewater Utility	11,405,069	11,383,542	10,890,073	11,815,073	11,615,353
Stormwater Utility	9,480,253	9,948,932	9,559,283	9,806,628	9,808,599
Parking Utility	2,587,718	2,470,963	2,549,551	2,470,600	2,608,101
Golf Course	575,416	853,841	818,746	863,396	848,975
Valley Transit	8,743,680	8,605,128	8,945,550	8,945,550	9,280,920
Total Enterprise Funds	<u>53,921,354</u>	<u>54,677,543</u>	<u>53,506,683</u>	<u>55,525,690</u>	<u>55,907,544</u>
Internal Service Funds					
Facilities & Construction Management	2,510,216	2,687,424	2,706,656	2,649,916	2,735,528
Central Equipment Agency	3,203,141	2,957,593	3,099,371	2,989,371	3,025,220
Risk Management	6,714,468	2,044,345	1,659,369	1,874,498	2,150,938
Total Internal Service Funds	<u>12,427,825</u>	<u>7,689,362</u>	<u>7,465,396</u>	<u>7,513,785</u>	<u>7,911,686</u>
Trust Funds					
Frank P. Young Memorial	51	-	-	-	-
Total Trust Funds	<u>51</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL REVENUES:</b>	<b><u>\$ 143,269,591</u></b>	<b><u>\$ 145,500,633</u></b>	<b><u>\$ 143,407,283</u></b>	<b><u>\$ 154,772,268</u></b>	<b><u>\$ 173,116,900</u></b>

\*Net of proceeds of debt and contributed capital



**CITY OF APPLETON 2017 BUDGET**  
**COMBINED SUMMARY OF REVENUES AND EXPENSES**

<b>EXPENSES AND OTHER FINANCING USES</b>	<b>2014 ACTUAL</b>	<b>2015 ACTUAL</b>	<b>2016 BUDGET</b>	<b>2016 PROJECTED</b>	<b>2017 BUDGET</b>
General Fund	\$ 58,520,875	\$ 59,571,765	\$ 60,325,789	\$ 63,202,081	\$ 61,607,271
Debt Service Funds	5,070,261	5,201,008	4,833,023	4,833,023	7,014,437
Special Revenue Funds					
Tax Increment District #3	735,575	672,040	605,226	605,226	548,792
Sanitation & Recycling	3,544,536	3,214,271	3,406,919	3,393,310	3,346,822
Hazardous Materials Level A	101,371	79,983	75,075	150,000	75,075
Police Grants	169,465	157,560	151,434	151,434	38,000
Health Services Grants	184,977	195,212	179,459	198,183	179,619
Housing & Community Development Grants	1,278,045	1,269,445	1,473,213	1,474,607	1,509,784
Room Tax Administration	425,349	509,442	420,000	910,000	933,275
Union Spring Park	-	-	2,521	1,300	-
Tuchscherer Disability Fund	6,391	6,391	6,391	6,391	6,391
Balliet Locomotive	-	-	11,560	11,587	-
Lutz Park Trust	-	53,150	-	-	-
Park Open Space	-	-	-	-	300,000
Universal Playground Trust	5,300	1,933	-	360	-
Miracle League Field	1,665	-	-	-	-
Wheel Tax	-	1,275,331	1,512,400	1,512,400	1,355,000
Total Special Revenue Funds	6,452,674	7,434,758	7,844,198	8,414,798	8,292,758
Capital Projects Funds					
Subdivision Development	1,452,788	1,987,515	1,277,698	1,313,191	850,680
Tax Increment District #5	40,643	773,578	-	-	-
Tax Increment District #6	2,688,770	2,506,022	3,600,443	4,277,150	5,248,768
Tax Increment District #7	262,592	308,596	313,575	307,889	408,050
Tax Increment District #8	798,114	285,966	372,069	369,379	817,626
Tax Increment District #9	128,494	8,325	86,221	86,221	35,750
Tax Increment District #10	1,644	1,659	2,050	2,050	1,750
Information Technology	166,710	340,734	3,135,000	3,198,198	452,000
Public Works	1,758,118	2,416,739	4,522,978	4,866,217	4,389,787
Industrial Park Land	14,022	48,560	237,623	937,200	257,728
Equipment Replacement	3,008,341	3,205,733	2,375,996	2,382,637	2,400,205
Community Development Projects	490,438	2,414,834	1,215,000	167,000	1,000,000
Exhibition Center Capital Project	-	-	-	6,925,000	25,000,000
Public Safety	340,986	210,365	196,806	196,806	822,831
Facilities	2,187,478	2,274,114	13,373,353	13,823,871	8,342,390
Total Capital Projects Fund	13,339,138	16,782,740	30,708,812	38,852,809	50,027,565
Enterprise Funds					
Water Utility	17,093,657	17,882,261	19,939,680	18,976,906	19,082,994
Wastewater Utility	10,469,632	11,228,141	10,724,467	10,688,507	11,218,809
Stormwater Utility	7,201,987	7,526,291	7,399,508	7,399,694	7,447,733
Parking Utility	2,974,018	3,171,518	3,288,607	3,407,588	3,259,014
Golf Course	574,689	788,696	810,613	812,641	835,764
Valley Transit	9,356,383	9,109,633	9,536,857	9,536,857	9,790,423
Total Enterprise Funds	47,670,366	49,706,540	51,699,732	50,822,193	51,634,737
Internal Service Funds					
Facilities & Construction Management	2,510,801	2,621,010	2,706,656	2,649,916	2,745,028
Central Equipment Agency	5,456,587	5,148,924	5,464,526	5,354,526	5,477,844
Risk Management	6,606,112	2,296,557	1,659,369	2,215,369	2,050,938
Other Post Employment Benefits	108,230	390,423	179,000	190,607	148,137
Total Internal Service Funds	14,681,730	10,456,914	10,009,551	10,410,418	10,421,947
Trust Funds					
Frank P. Young Memorial	34,806	-	-	-	-
Total Trust Funds	34,806	-	-	-	-
<b>TOTAL EXPENDITURES:</b>	<b>\$ 145,769,850</b>	<b>\$ 149,153,725</b>	<b>\$ 165,421,105</b>	<b>\$ 176,535,322</b>	<b>\$ 188,998,715</b>

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

2. Expenditures/Expenses in Enterprise and Internal Service funds are shown net of capital expenditures.

**CITY OF APPLETON 2017 BUDGET**  
**COMBINED SUMMARY OF CHANGES IN FUND BALANCES**

	2014 ACTUAL	2015 ACTUAL *	2016 BUDGET	2016 PROJECTED	2017 BUDGET
<b>GENERAL FUND</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 33,499,822	\$ 31,448,933	\$ 31,599,800	\$ 31,599,800	\$ 28,379,906
Property Taxes	32,620,669	33,142,478	33,477,723	33,477,723	34,322,323
Other Revenue	23,849,317	26,580,154	26,541,111	26,504,464	27,212,375
Expenditures	58,520,875	59,571,765	60,325,789	63,202,081	61,607,271
FUND BALANCE - Ending (Dec. 31)	<u>\$ 31,448,933</u>	<u>\$ 31,599,800</u>	<u>\$ 31,292,845</u>	<u>\$ 28,379,906</u>	<u>\$ 28,307,333</u>
<b>DEBT SERVICE FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 230,348	\$ 404,099	\$ 363,344	\$ 363,344	\$ 1,840,594
Property Taxes	2,825,388	2,724,872	2,928,106	2,928,106	3,871,561
Proceeds of Debt	-	50,000	60,000	60,000	60,000
Other Revenue	2,418,624	2,385,381	1,716,494	3,322,167	2,298,115
Expenditures	5,070,261	5,201,008	4,833,023	4,833,023	7,014,437
FUND BALANCE - Ending (Dec. 31)	<u>\$ 404,099</u>	<u>\$ 363,344</u>	<u>\$ 234,921</u>	<u>\$ 1,840,594</u>	<u>\$ 1,055,833</u>
<b>SPECIAL REVENUE FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ (11,364,621)	\$ (10,121,159)	\$ (8,407,764)	\$ (8,407,764)	\$ (6,550,073)
Property Taxes	2,945,743	3,002,188	2,970,968	2,966,431	3,034,968
Other Revenue	4,750,393	6,145,965	6,718,168	7,306,058	6,605,860
Expenditures	6,452,674	7,434,758	7,844,198	8,414,798	8,292,758
FUND BALANCE - Ending (Dec. 31)	<u>\$ (10,121,159)</u>	<u>\$ (8,407,764)</u>	<u>\$ (6,562,826)</u>	<u>\$ (6,550,073)</u>	<u>\$ (5,202,003)</u>
<b>CAPITAL PROJECTS FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 3,809,679	\$ 4,300,867	\$ 2,450,718	\$ 2,450,718	\$ (60,698)
Property Taxes	3,200,999	3,500,742	3,287,000	3,207,846	3,554,000
Contributed Capital	-	-	-	-	-
Proceeds of Debt	6,320,099	5,779,901	22,334,236	21,113,549	15,515,008
Other Revenue	4,309,228	5,651,948	4,795,634	12,019,998	28,398,468
Expenditures	13,339,138	16,782,740	30,708,812	38,852,809	50,027,565
FUND BALANCE - Ending (Dec. 31)	<u>\$ 4,300,867</u>	<u>\$ 2,450,718</u>	<u>\$ 2,158,776</u>	<u>\$ (60,698)</u>	<u>\$ (2,620,787)</u>
<b>ENTERPRISE FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 238,569,913	\$ 250,163,067	\$ 256,754,435	\$ 256,754,435	\$ 261,920,530
Property Taxes	-	-	-	-	-
Other Revenue	53,921,354	54,677,543	53,506,683	55,525,690	55,907,544
Contributed Capital	2,238,850	1,620,365	374,354	462,598	1,228,016
Expenditures	47,670,366	49,706,540	51,699,732	50,822,193	51,634,737
FUND BALANCE - Ending (Dec. 31)	<u>\$ 247,059,751</u>	<u>\$ 256,754,435</u>	<u>\$ 258,935,740</u>	<u>\$ 261,920,530</u>	<u>\$ 267,421,353</u>
<b>INTERNAL SERVICE FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 11,877,414	\$ 13,226,855	\$ 13,701,447	\$ 13,701,447	\$ 13,437,451
Property Taxes	-	-	-	-	-
Other Revenue	12,427,825	7,689,362	7,465,396	7,513,785	7,911,686
Contributed Capital	3,008,261	3,242,144	2,375,996	2,632,637	2,320,205
Expenditures	14,681,730	10,456,914	10,009,551	10,410,418	10,421,947
FUND BALANCE - Ending (Dec. 31)	<u>\$ 12,631,770</u>	<u>\$ 13,701,447</u>	<u>\$ 13,533,288</u>	<u>\$ 13,437,451</u>	<u>\$ 13,247,395</u>
<b>FIDUCIARY FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 34,755	\$ -	\$ -	\$ -	\$ -
Property Taxes	-	-	-	-	-
Other Revenue	51	-	-	-	-
Expenditures	34,806	-	-	-	-
FUND BALANCE - Ending (Dec. 31)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>COMBINED TOTALS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 276,657,310	\$ 289,422,662	\$ 296,461,980	\$ 296,461,980	\$ 298,967,710
Property Taxes	41,592,799	42,370,280	42,663,797	42,580,106	44,782,852
Proceeds of Debt	6,320,099	5,829,901	22,394,236	21,173,549	15,575,008
Contributed Capital	5,247,111	4,862,509	2,750,350	3,095,235	3,548,221
Other Revenue	101,676,792	103,130,353	100,743,486	112,192,162	128,334,048
Expenditures	145,769,850	149,153,725	165,421,105	176,535,322	188,998,715
FUND BALANCE - Ending (Dec. 31)	<u>\$ 285,724,261</u>	<u>\$ 296,461,980</u>	<u>\$ 299,592,744</u>	<u>\$ 298,967,710</u>	<u>\$ 302,209,124</u>

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

# CITY OF APPLETON 2017 BUDGET

## COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2016 BUDGET	2017 BUDGET
Property Tax	\$ 42,663,797	\$ 44,782,852
Other Tax	2,379,900	2,756,775
Intergovernmental	23,460,570	47,848,844
Licenses & Permits	1,062,320	1,150,291
Special Assessments	869,000	467,200
Charges for Service	55,140,925	56,206,258
Interest Income	3,299,797	4,049,422
Fines & Forfeitures	830,000	845,500
Other Revenues	5,963,017	6,933,816
Interfund Transfers	7,737,957	8,075,942
<b>TOTAL REVENUES</b>	<b>\$ 143,407,283 *</b>	<b>\$ 173,116,900 *</b>

\* Does not include proceeds of debt or contributed capital.

## COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2016 BUDGET	2017 BUDGET
Personnel	\$ 57,683,133	\$ 58,845,951
Administrative <sup>1</sup>	40,367,557	44,716,309
Supplies & Materials	9,303,972	8,380,378
Purchased Services	12,511,911	13,349,960
Utilities	7,487,677	7,273,262
Repair & Maintenance	10,340,258	10,284,567
Capital Expense <sup>2</sup>	27,726,597	46,148,288
<b>TOTAL EXPENSE</b>	<b>\$ 165,421,105</b>	<b>\$ 188,998,715</b>

<sup>1</sup> Includes debt service, interfund transfers, and depreciation expense.

<sup>2</sup> Net of capitalized fixed assets.

## BUDGET DEVELOPMENT PROCESS

The following calendar describes the process of developing the City's Annual Budget and Service Plan for 2017:

5/16/16	The Mayor requests a budget proposal from each department. The Finance Department staff distributes budget forms and other materials to departments. Departments are required to develop an operating budget which represents full funding of all of the department's existing programs. Any proposed changes to programs, either additions or deletions and including all staff changes, changes in service levels, equipment acquisitions, etc. are required to be submitted separately from the operating budget request. Any capital project proposals are also required to be made separately from the operating budget.
6/1/15 - 9/5/16	Each department head submits a proposed budget as outlined above, based on the department's mission statement and major objectives and including expenditures and applicable revenue projections. The Mayor and Finance Department staff review their budget requests. Decisions are made on operating budget adjustments, program additions and deletions, and capital projects.
9/5/16 - 10/5/16	The Mayor and Finance Department staff assemble the Budget and Service Plan for submission to the Common Council. Copies of the document are made available for public review.
10/29/16	The Council's Finance Committee reviews the Budget and Service Plan in a meeting with the Mayor and staff, and recommends a budget to the Common Council.
11/2/16	A public hearing is held to seek citizen input prior to Common Council acceptance of the budget.
11/9/16	The budget is adopted formally by resolution of the Common Council.

# CITY OF APPLETON POLICIES – 2017 BUDGET

## FINANCIAL POLICIES

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

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

## OPERATING BUDGET POLICIES

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

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

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

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

# CITY OF APPLETON POLICIES – 2017 BUDGET

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

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

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

# CITY OF APPLETON POLICIES – 2017 BUDGET

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

## PROPERTY TAX COLLECTIONS

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

Property tax calendar – 2016 tax roll:

Lien date and levy date	December, 2016
Tax bills mailed	December, 2016
Payment in full or 1 <sup>st</sup> installment due	January 31, 2017
2 <sup>nd</sup> installment due	March 31, 2017
3 <sup>rd</sup> installment due	May 31, 2017
4 <sup>th</sup> installment due	July 31, 2017

## CAPITAL BUDGET POLICIES

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

## REVENUE POLICIES

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

# CITY OF APPLETON POLICIES – 2017 BUDGET

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

## RESERVE POLICIES

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

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

### ***Wastewater Utility***

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

### ***General Fund***

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

### ***New Subdivision Fund***

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

# CITY OF APPLETON POLICIES – 2017 BUDGET

## ***Industrial Park Fund***

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

## ***Parking Utility Fund***

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

## ***Risk Management Fund***

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

## **INVESTMENT POLICIES**

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

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

### ***Investment Objectives***

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

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



# CITY OF APPLETON POLICIES – 2017 BUDGET

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

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

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

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

## ***Communication and Reporting***

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

## **DEBT POLICIES**

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

## **SPECIAL ASSESSMENT POLICIES**

### ***GENERAL POLICY***

Special assessments will be levied against abutting property owners in accordance with the City's currently adopted Policy for Special Assessments, effective 1/1/2015.

### ***SPECIAL ASSESSMENTS SUBJECT TO PAYMENT PLANS***

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

# CITY OF APPLETON POLICIES – 2017 BUDGET

## **Street Construction**

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

## **Sidewalks**

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

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

## **Sanitary Sewers**

The current assessment rate for new construction is the actual cost for mains. Reconstruction in an existing area or reconstruction or relining of sanitary sewers is not assessed for mains and \$48.30 per foot for laterals.

## **Storm Sewers/Facilities**

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

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

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

## **Water Mains**

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

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

## ***SPECIAL ASSESSMENTS DUE IN YEAR ASSESSED***

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

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

## **PURCHASING POLICIES**

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

# CITY OF APPLETON POLICIES – 2017 BUDGET

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

## PENSION FUNDING AND REPORTING POLICIES

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

### **Existing Plan Funding**

- All permanent employees of the City are participants in the Wisconsin Retirement System (WRS), a State-wide, defined-benefit pension plan to which employer and employees both contribute. The rates of employer and employee contributions are set annually by WRS based on actuarial evaluations. The State's policy is to fund retirement contributions to meet current costs of the plan. The 2017 rate requirements for the Wisconsin Retirement System employees are as follows:

	<u>General</u>	<u>Police</u>	<u>Fire</u>
Employee Contribution	6.80%	6.80%	6.80%
City Contribution	<u>6.80%</u>	<u>10.60%</u>	<u>14.90%</u>
Total	13.60%	17.40%	21.70%

### **Prior Years' Unfunded Pensions**

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

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

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

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

## RISK MANAGEMENT POLICY

On January 1, 1990, the City of Appleton joined Cities and Villages Mutual Insurance Company (CVMIC), a municipal mutual insurance company that provides liability insurance services. CVMIC currently provides this liability protection to 47 Wisconsin cities and villages. As part of this self-funded program, the City's Insurance Fund provides coverage of \$200,000 per general, automobile, law enforcement or public officials' liability claim, to a maximum of \$800,000 per year. The mutual insurance is liable for any costs above these limits up to \$5 million per occurrence. In addition,

# CITY OF APPLETON POLICIES – 2017 BUDGET

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

Additionally, the insurance fund provides coverage for:

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

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

\$25,000 per employment practices liability claim, with purchased coverage to \$1 million per occurrence/ \$1 million aggregate per year, and

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

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

## **SPECIAL EVENTS POLICIES – INSURANCE REQUIREMENTS**

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

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

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

# **CITY OF APPLETON**

## **2017 BUDGET**

### **BACKGROUND/GENERAL INFORMATION**

#### **Geography/Early History**

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

#### **Education**

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

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

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

#### **Government**

Appleton has a mayor/council form of government with 15 alderpersons elected for two-year terms and the mayor for a four-year term. It is also the Outagamie County seat, the largest city (population 73,737) in both Outagamie and Calumet Counties, and the designated Metropolitan Statistical Area "Center-City" of the Appleton-Oshkosh-Neenah urban area as defined by the Federal Office of Management and Budget, thus an "Entitlement City" under the federal block grant program.

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

#### **Industry**

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

# CITY OF APPLETON

## 2017 BUDGET

### DEMOGRAPHIC AND ECONOMIC INFORMATION

**Per Return Adjusted Gross Income**

	<u>State of Wisconsin</u>	<u>Outagamie County</u>	<u>Calumet County</u>	<u>Winnebago County</u>	<u>City of Appleton</u>
2015	N/A	N/A	N/A	N/A	N/A
2014	52,050	56,480	60,060	52,400	55,550
2013	50,670	55,050	57,920	51,090	53,720
2012	49,900	52,920	59,140	51,220	51,600
2011	47,640	49,550	54,510	46,250	50,030

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

**Unemployment Rate**

	<u>State of Wisconsin</u>		<u>Outagamie County</u>		<u>Appleton MSA</u>		<u>City of Appleton</u>	
July, 2016	4.2	%	3.6	%	4.0	%	3.6	%
July, 2015	4.6		4.1		3.7		3.9	
Average, 2015	4.6	%	4.0	%	3.9	%	4.1	%
Average, 2014	5.4		4.8		4.7		4.9	
Average, 2013	6.7		6.1		5.9		7.9	
Average, 2012	7.0		6.4		6.2		8.3	
Average, 2011	7.8		7.1		6.8		9.0	

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

**Building Permits - City of Appleton**

<u>Year</u>	<u>Valuation</u>
2016	\$ 53,428,200 *
2015	140,806,500
2014	68,559,800
2013	88,486,700
2012	49,084,300

\*As of September 15, 2016

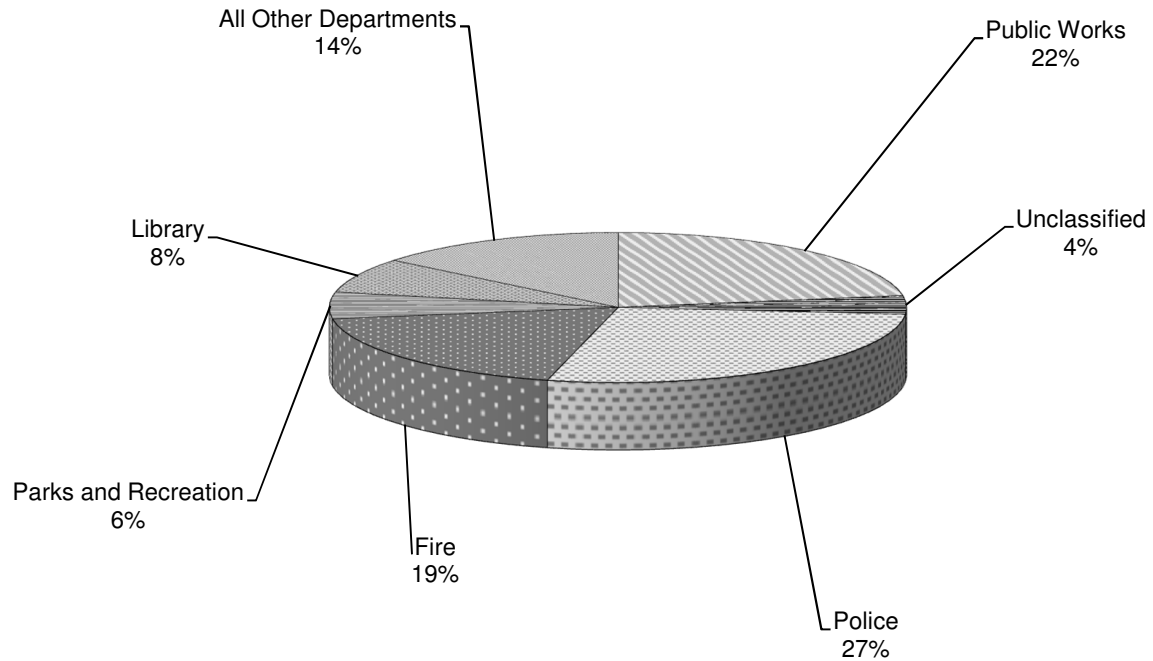
Source: City of Appleton Public Works Department

# CITY OF APPLETON 2017 BUDGET GENERAL FUND

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

## 2017 GENERAL FUND

\$61,607,271



# CITY OF APPLETON 2017 BUDGET

## GENERAL FUND

	Actual		Budget			% Change *
	2014	2015	Adopted 2016	Projected 2016	2017	
<b>REVENUES</b>						
Taxes	\$ 33,022,948	\$ 33,561,615	\$ 33,885,223	\$ 33,885,223	\$ 34,750,823	2.55%
Intergovernmental	15,037,259	15,469,342	15,263,780	15,266,808	15,398,072	0.88%
Licenses and Permits	1,035,280	1,147,980	1,038,320	1,038,320	1,112,791	7.17%
Special Assessments	1,220,878	470,806	439,000	439,000	287,200	-34.58%
Charges for Services	1,275,765	1,311,008	1,322,988	1,322,988	1,323,200	0.02%
Interest Income	900,979	1,687,586	2,256,300	2,256,300	2,937,787	30.20%
Fines and Forfeitures	310,674	273,814	340,000	340,000	340,000	0.00%
All Other Revenue	1,625,472	2,065,768	1,617,873	1,776,798	1,544,875	-4.51%
<b>TOTAL REVENUES</b>	<b>54,429,255</b>	<b>55,987,919</b>	<b>56,163,484</b>	<b>56,325,437</b>	<b>57,694,748</b>	<b>2.73%</b>
<b>EXPENDITURES</b>						
Common Council	135,157	139,943	147,476	147,476	150,396	1.98%
Mayor	284,673	352,420	346,598	348,803	365,360	5.41%
Finance	761,808	808,920	847,832	858,232	871,225	2.76%
Information Technology	1,674,715	1,728,125	1,715,948	1,761,587	1,817,213	5.90%
Human Resources	677,001	707,179	711,815	721,191	735,135	3.28%
Legal Services	1,349,526	1,028,637	1,271,201	1,283,488	1,129,808	-11.12%
Unclassified	1,717,237	2,230,964	2,069,754	3,955,280	2,442,519	18.01%
Community Development	1,618,637	1,699,819	1,742,806	1,757,007	1,789,369	2.67%
Library	4,327,036	4,411,772	4,454,259	4,639,173	4,641,001	4.19%
Parks & Recreation	3,237,012	3,392,942	3,448,265	3,466,209	3,530,101	2.37%
Public Works	14,080,655	13,045,495	13,792,935	14,379,328	13,848,841	0.41%
Health Services	1,157,981	1,149,188	1,196,929	1,206,223	1,172,966	-2.00%
Police	15,991,507	16,186,952	16,642,266	16,731,644	16,938,058	1.78%
Fire	10,953,474	11,201,073	11,328,432	11,337,167	11,468,982	1.24%
<b>TOTAL EXPENDITURES</b>	<b>57,966,419</b>	<b>58,083,429</b>	<b>59,716,516</b>	<b>62,592,808</b>	<b>60,900,974</b>	<b>1.98%</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>(3,537,164)</b>	<b>(2,095,510)</b>	<b>(3,553,032)</b>	<b>(6,267,371)</b>	<b>(3,206,226)</b>	<b>-9.76%</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Sale of City Property	7,702	21,139	7,000	7,000	7,000	0.00%
Other Financing Sources	2,033,029	3,713,574	3,848,350	3,649,750	3,832,950	-0.40%
Other Financing Uses	(554,456)	(1,488,336)	(609,273)	(609,273)	(706,297)	15.92%
<b>TOTAL OTHER FINANCING</b>	<b>1,486,275</b>	<b>2,246,377</b>	<b>3,246,077</b>	<b>3,047,477</b>	<b>3,133,653</b>	<b>-3.46%</b>
<b>NET CHANGE IN EQUITY</b>	<b>(2,050,889)</b>	<b>150,867</b>	<b>(306,955)</b>	<b>(3,219,894)</b>	<b>(72,573)</b>	<b>-76.36%</b>
<b>FUND BALANCE - Beginning</b>	<b>33,499,822</b>	<b>31,448,933</b>	<b>31,599,800</b>	<b>31,599,800</b>	<b>28,379,906</b>	<b>-10.19%</b>
<b>FUND BALANCE - Ending</b>	<b>\$ 31,448,933</b>	<b>\$ 31,599,800</b>	<b>\$ 31,292,845</b>	<b>\$ 28,379,906</b>	<b>\$ 28,307,333</b>	<b>-9.54%</b>

\* % change from prior year adopted budget



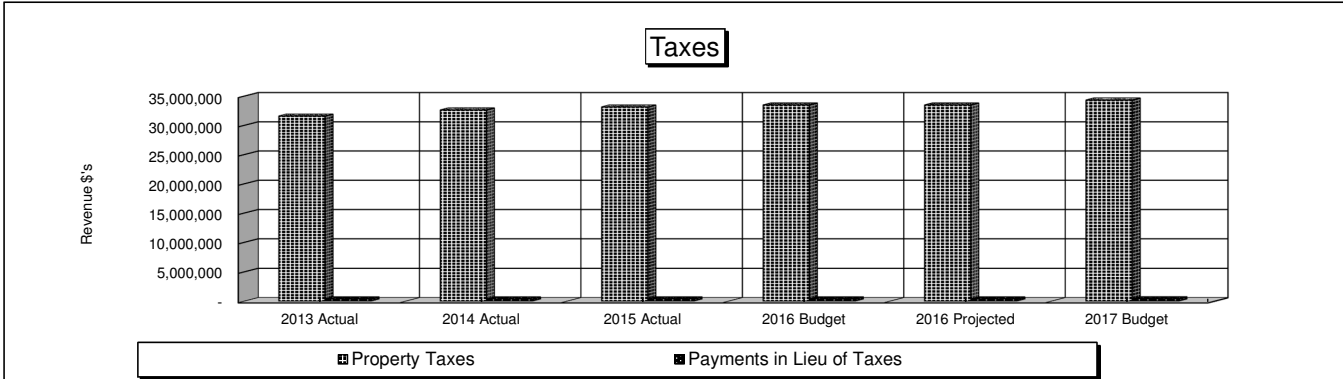
**CITY OF APPLETON 2017 BUDGET  
GENERAL FUND BALANCE**

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/17	38	\$ 28,307,333
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(996,778)
Developer Loans		(897,538)
Advance to other Funds		(6,584,952)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(2,012,000)
Health Insurance Cost Stabilization*		(620,218)
Working Capital - 25% of budgeted expenditures (25% * \$61,607,271, includes transfers)	38	(15,401,818)
Debt Service - 25% of ensuing year's debt service requirements (25% * \$7,014,437 Debt Service Obligation)	463	(1,753,609)
Projected General Fund Balance in excess of the reserve policy @ 12/31/17		\$ 40,420
75% required to be used for reduction of long-term liabilities		\$ 30,315
25% subject to Finance Committee recommendation		\$ 10,105

\* The amount designated for stabilization represents the expected total fixed administrative costs for 2017.

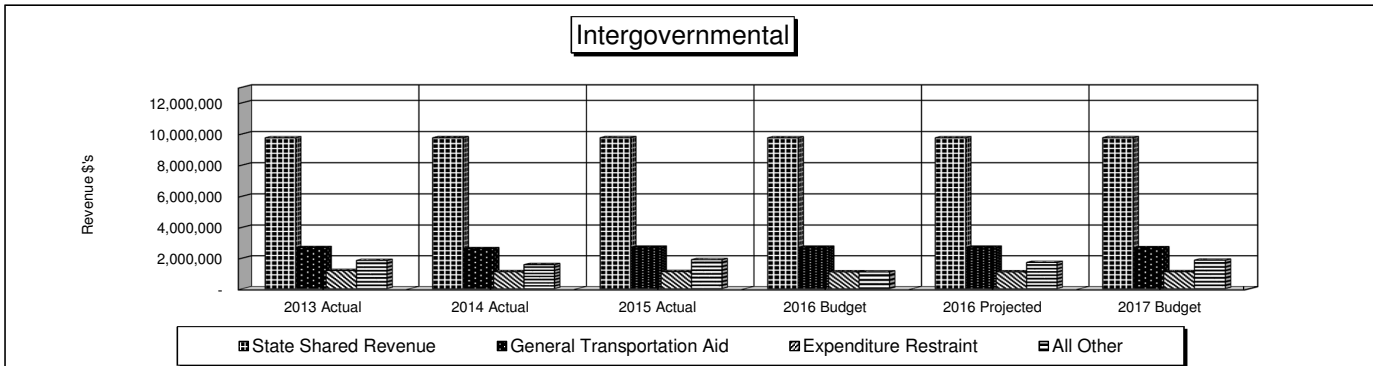
## CITY OF APPLETON 2017 BUDGET GENERAL FUND REVENUES

<u>Taxes</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Projected</u>	<u>2017 Budget</u>	<u>% Change</u>
Property Taxes	\$ 31,582,130	\$ 32,620,669	\$ 33,142,478	\$ 33,477,723	\$ 33,477,723	\$ 34,322,323	2.52%
Payment in Lieu of Taxes	408,068	402,279	419,137	407,500	407,500	428,500	5.15%
<b>Total Taxes</b>	<b>\$ 31,990,198</b>	<b>\$ 33,022,948</b>	<b>\$ 33,561,615</b>	<b>\$ 33,885,223</b>	<b>\$ 33,885,223</b>	<b>\$ 34,750,823</b>	<b>2.55%</b>



Taxes are derived from several sources. Property taxes now provide approximately 56% of our City general fund revenues. The tax base experienced a decrease of 0.63% in 2013, due to general economic conditions. 2014 saw an increase of 1.61% in value, 2015 added 2.72%, and 2016 a further 2.26%. The City also collects "in lieu" payments from the water utility, which is shown in interfund transfers on page 44, as well as voluntary and contractual payments from other tax exempt entities. The State currently restricts growth in local property taxes to the amount of net new construction, which was 2.12% for the City in 2016, resulting in a total City constraint of \$40,741,906 across all funds. The City levy is within that limit (see page 21).

<u>Intergovernmental Revenue</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Projected</u>	<u>2017 Budget</u>	<u>% Change</u>
State Shared Revenue	\$ 9,741,292	\$ 9,745,511	\$ 9,749,092	\$ 9,743,767	\$ 9,743,767	\$ 9,751,877	0.08%
Expenditure Restraint	1,190,075	1,112,551	1,122,637	1,107,454	1,107,454	1,117,306	0.89%
General Transportation Aid	2,678,586	2,609,397	2,701,395	2,700,700	2,700,700	2,665,306	-1.31%
Library Grants & Aids	931,148	902,006	1,101,454	1,095,759	1,095,759	1,065,839	-2.73%
Other	913,178	667,794	794,764	616,100	619,128	797,744	28.85%
<b>Total Intergovernmental</b>	<b>\$ 15,454,279</b>	<b>\$ 15,037,259</b>	<b>\$ 15,469,342</b>	<b>\$ 15,263,780</b>	<b>\$ 15,266,808</b>	<b>\$ 15,398,072</b>	<b>0.86%</b>



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

State shared revenues are portions of State sales and income taxes that are returned to the City based on a complex formula that includes growth and the per capita tax burden. Prior to the nearly 13% reduction incorporated in the 2012 - 2013 State budget, this source of revenue for the City of Appleton had remained virtually unchanged since 2004. Expenditure Restraint is a State program which allocates funds to municipalities that hold to spending limits specified by the program. The City of Appleton expects an increase of \$17,962 in State aids from these two sources combined, compared to the amount received in 2016. Though a slight increase for 2017, it is important to note that this source of funding has declined by approximately \$1.6 million from 2011.

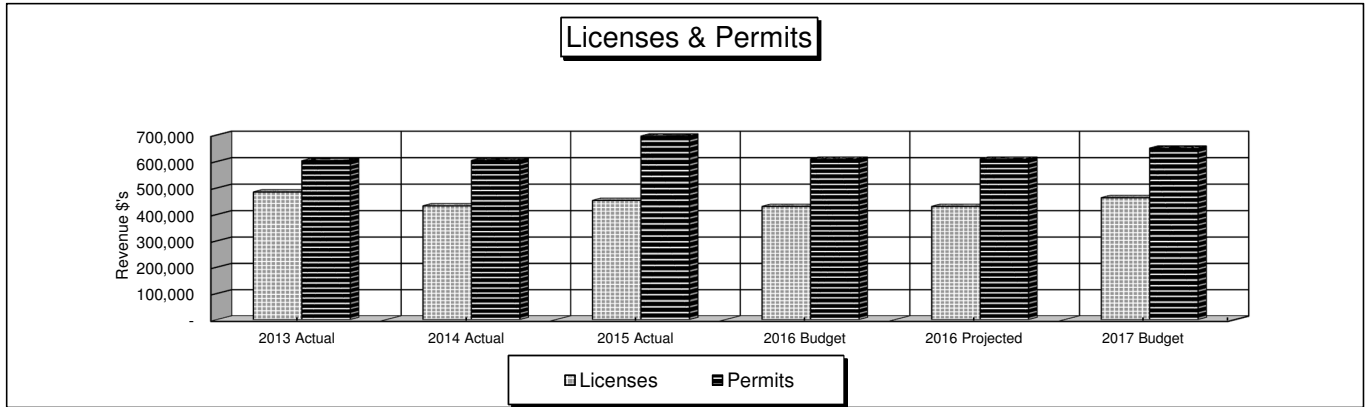
General Transportation Aid and Connecting Highway Aid are reimbursements provided by the State to defray a portion of the expense incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge),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

Library Grants and Aids are payments from counties and are derived from a tax levied on areas of the county that do not have a municipality that provides library service. The county allocates this tax to libraries in the county through a formula based on use. Through 2014, Outagamie County was the sole source of this revenue while Calumet County provided support via periodic reimbursements and direct purchases of materials through the Outagamie-Waupaca Library System (OWLS). The increase in 2015 is the result of a change in the method of support provided by Calumet County whereby payments come directly to the library rather than indirectly through the OWLS. The decline in 2017 reflects a decrease in materials loans to non-Appleton residents in 2015 (the distribution formula incorporates a two-year lag).

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

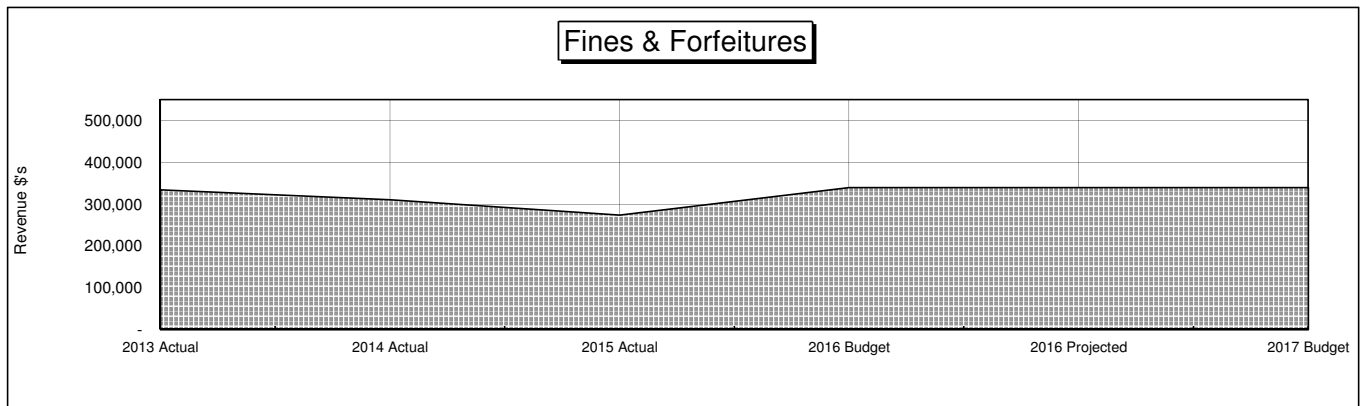
## CITY OF APPLETON 2017 BUDGET GENERAL FUND REVENUES

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget	% Change
<b>Licenses and Permits</b>							
Licenses	\$ 484,438	\$ 431,920	\$ 452,482	\$ 429,930	\$ 429,930	\$ 462,791	7.64%
Permits	602,056	603,360	695,498	608,390	608,390	650,000	6.84%
<b>Total Licenses and Permits</b>	<b>\$1,086,494</b>	<b>\$1,035,280</b>	<b>\$1,147,980</b>	<b>\$1,038,320</b>	<b>\$1,038,320</b>	<b>\$1,112,791</b>	<b>7.17%</b>



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

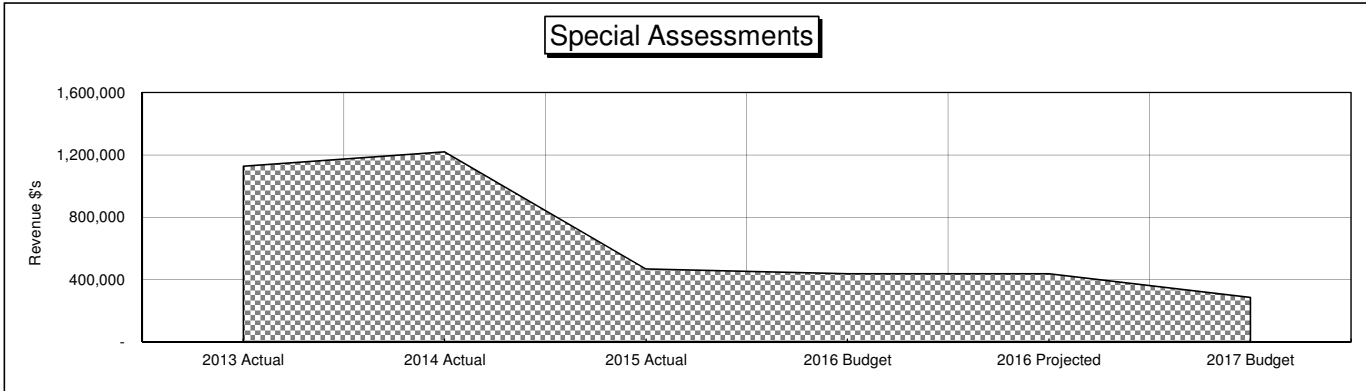
	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget	% Change
<b>Fines and Forfeitures</b>	<b>\$ 334,540</b>	<b>\$ 310,674</b>	<b>\$ 273,814</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>



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

## CITY OF APPLETON 2017 BUDGET GENERAL FUND REVENUES

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget	%
<b>Special Assessments</b>	\$ 1,128,596	\$ 1,220,878	\$ 470,806	\$ 439,000	\$ 439,000	\$ 287,200	-34.58%

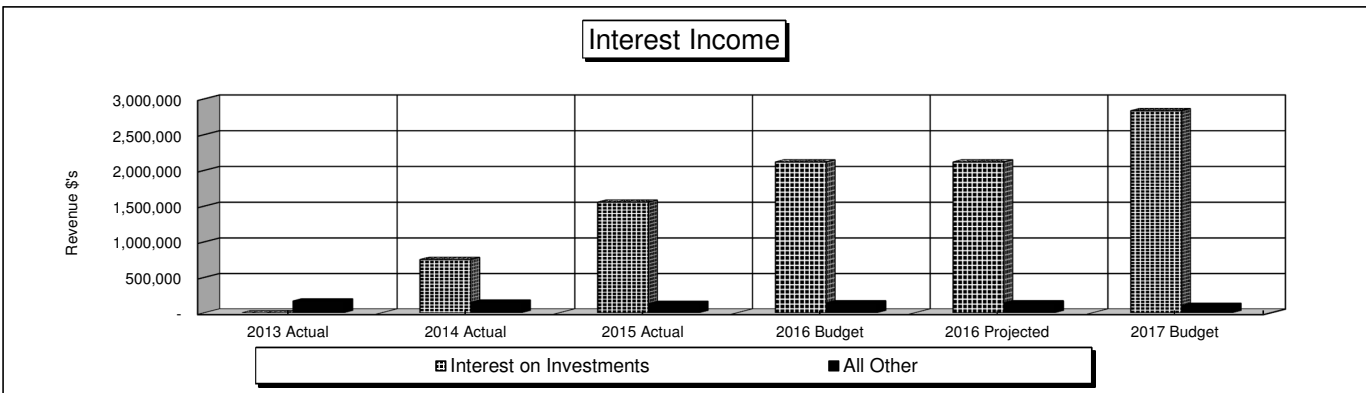


The City has levied special assessments on property benefited by the construction and installation of public improvements, with revenue varying based on the payment options selected by property owners and the amount of infrastructure budgeted and completed in a given year.

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

The special assessment revenue projected for 2017 includes amounts to be collected from reconstruction projects completed in 2011 through 2014.

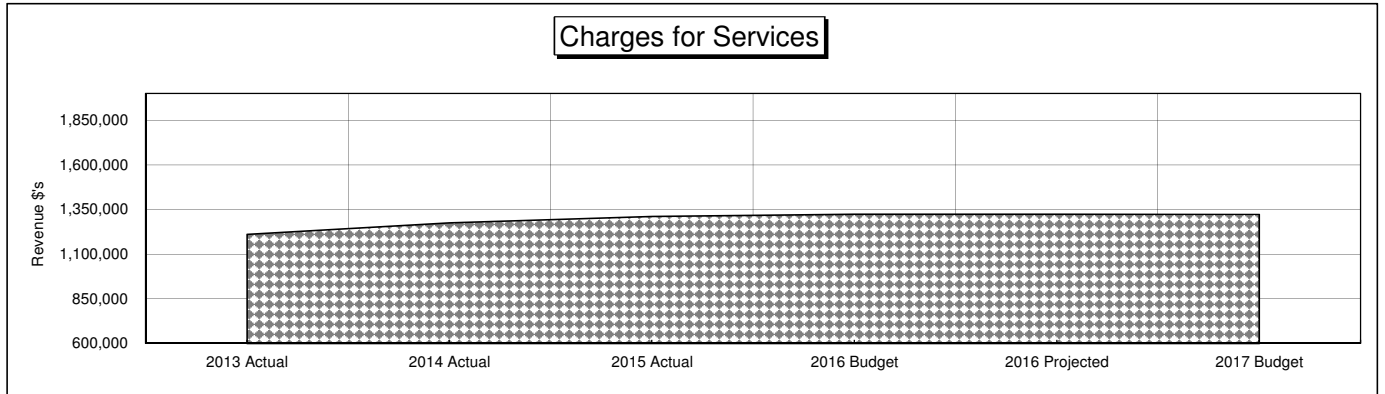
	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget	%
<b>Interest Income</b>							
Interest on Investments	\$ (2,396)	\$ 750,344	\$ 1,554,605	\$ 2,116,300	\$ 2,116,300	\$ 2,832,787	33.86%
Interest on Delinquent Tax	96,038	95,465	91,935	100,000	100,000	100,000	0.00%
Interest - Deferred Specials	70,933	55,170	41,046	40,000	40,000	5,000	-87.50%
<b>Total Interest Income</b>	<b>\$ 164,575</b>	<b>\$ 900,979</b>	<b>\$ 1,687,586</b>	<b>\$ 2,256,300</b>	<b>\$ 2,256,300</b>	<b>\$ 2,937,787</b>	<b>30.20%</b>



Interest on investments reflects interest earned on public funds being held until distributed to other taxing authorities, funds held until expended by the City, and interest income on advances to other funds or entities. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we must value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation. The condominium association that owns the City Center building is expected to make interest payments of \$38,223 in 2017 on two major building projects for which the City provided financing, compared to \$41,553 in 2016. Since 2011, the City and the Appleton Area School District (AASD) have had a cooperative agreement by which the City makes short-term loans to AASD at a rate of 2% above the Federal Funds rate. This has been a beneficial program for both entities, taking advantage of the timing differences in cash needs for both, earning the City a better return than what could otherwise be earned for short-term investments, and costing AASD less than it would to borrow from financial institutions. For 2017, TIF # 3 is expected to pay \$1,424,602 in interest on advances made by the General Fund in the early years of the TIF, TIF # 6 is expected to pay \$316,877, and TIF # 8 \$48,085.

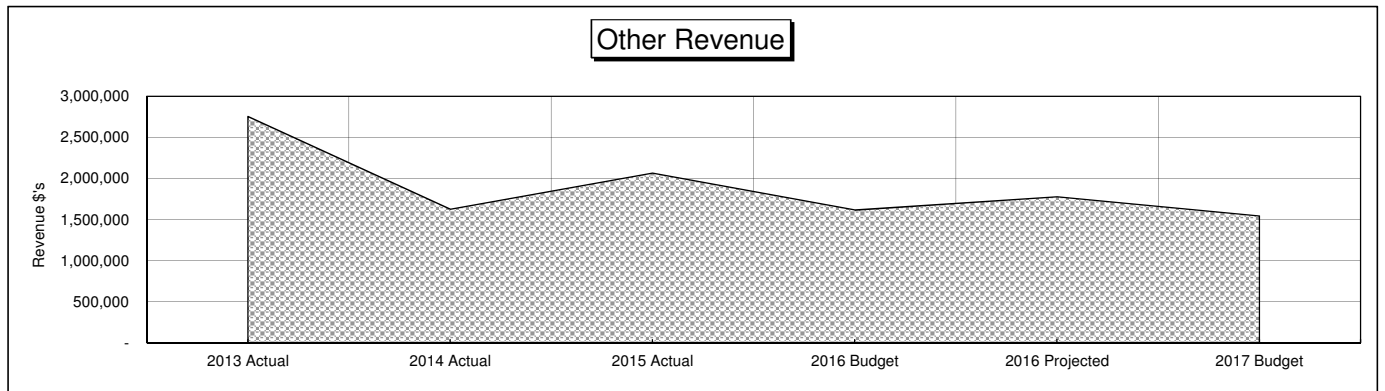
## CITY OF APPLETON 2017 BUDGET GENERAL FUND REVENUES

	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Projected</u>	<u>2017 Budget</u>	<u>% Change</u>
<b><u>Charges for Services</u></b>	<b><u>\$ 1,210,888</u></b>	<b><u>\$ 1,275,765</u></b>	<b><u>\$ 1,311,008</u></b>	<b><u>\$ 1,322,988</u></b>	<b><u>\$ 1,322,988</u></b>	<b><u>\$ 1,323,200</u></b>	<b><u>0.02%</u></b>



User charges are established where the service is being provided for the specific benefit of the person charged, rather than to the general public. User charges are paid by all users, including non-residents and those exempt from property taxes. Fees include swimming pool and recreation program fees, school district payments for police liaison officers, charges for street repairs following utility excavations, etc. The increase in 2016 relates to charges to other municipalities for election-related expenses due to the 2016 presidential election.

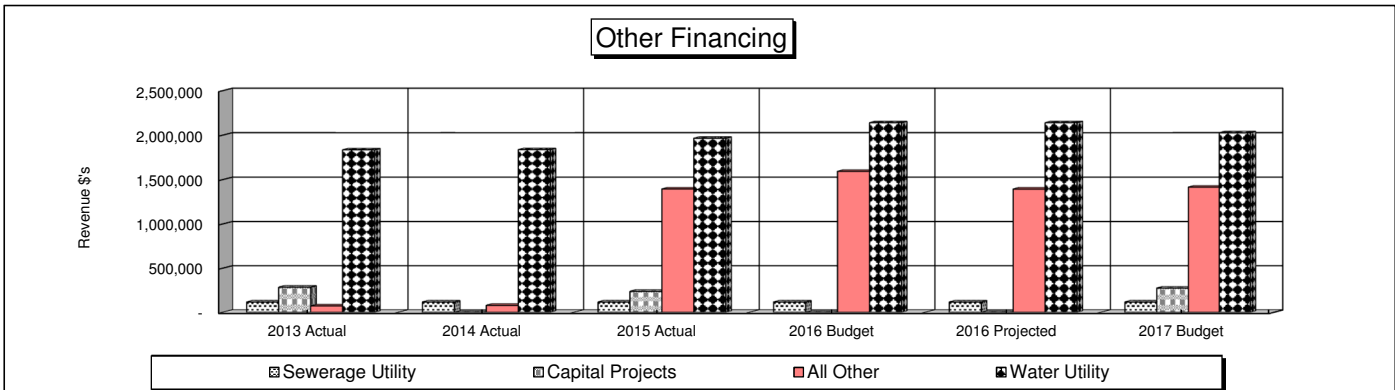
	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Projected</u>	<u>2017 Budget</u>	<u>% Change</u>
<b><u>Other Revenue</u></b>							
Sales of City Property	\$ 9,718	\$ 7,702	\$ 21,139	\$ 7,000	\$ 7,000	\$ 7,000	0.00%
Other Revenue	2,754,525	1,625,472	2,065,768	1,617,873	1,776,798	1,544,875	-13.05%
	<b><u>\$ 2,764,243</u></b>	<b><u>\$ 1,633,174</u></b>	<b><u>\$ 2,086,907</u></b>	<b><u>\$ 1,624,873</u></b>	<b><u>\$ 1,783,798</u></b>	<b><u>\$ 1,551,875</u></b>	<b><u>-13.00%</u></b>



Other revenue includes fees, commissions, damage to City property and other reimbursements. The peak in 2013 reflects a payment from Outagamie County of \$955,221 for the County's share of expenses related to the reconstruction of Ballard Road. The decline from the 2016 budget to 2017 is due to the discontinuation of an arrangement with the Appleton Housing Authority whereby the Health department provided the services of a public health nurse on-site at the Oneida Heights senior residence and was reimbursed by AHA. The 2016 projected amount includes various grant revenues which are not certain to recur in 2017.

## CITY OF APPLETON 2017 BUDGET GENERAL FUND REVENUES

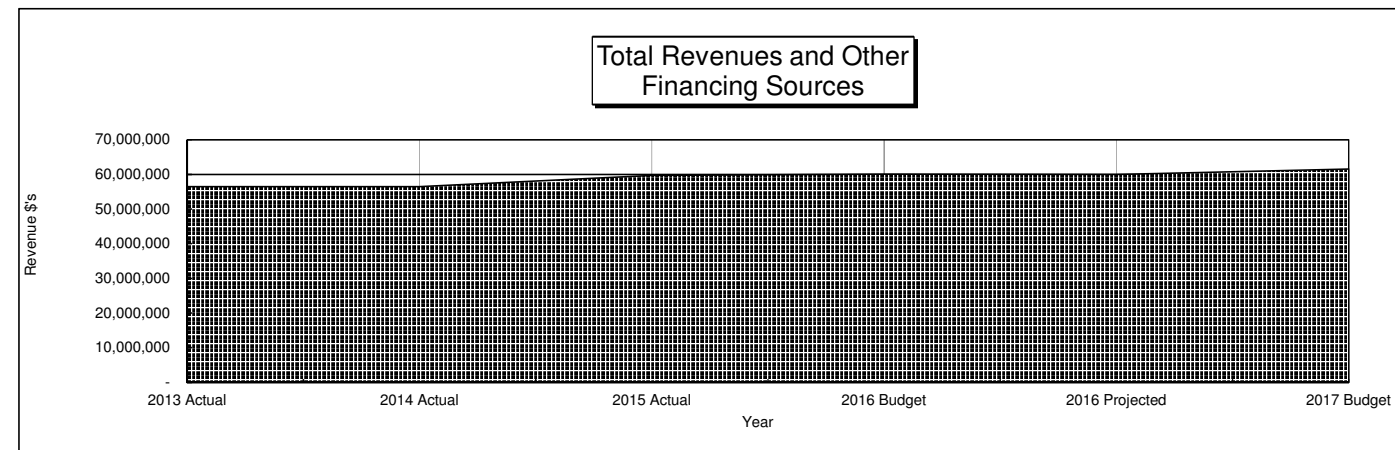
<b>Other Financing Sources</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>	<b>% Change</b>
Water Utility	\$ 1,833,628	\$ 1,835,879	\$ 1,963,947	\$ 2,138,800	\$ 2,138,800	\$ 2,025,800	-5.28%
Golf Course Fund	17,900	17,900	17,900	17,900	17,900	17,900	0.00%
Sewerage Utility	117,450	117,450	117,450	117,450	117,450	117,450	0.00%
Parking Utility	9,300	9,300	9,300	9,300	9,300	9,300	0.00%
Stormwater Utility	12,500	12,500	12,500	12,500	12,500	12,500	0.00%
Special Revenue	33,000	40,000	1,354,554	1,552,400	1,353,800	1,375,000	1.57%
Capital Projects	284,916	-	237,923	-	-	275,000	N/A
<b>Total Other Financing Sources</b>	<b>\$ 2,308,694</b>	<b>\$ 2,033,029</b>	<b>\$ 3,713,574</b>	<b>\$ 3,848,350</b>	<b>\$ 3,649,750</b>	<b>\$ 3,832,950</b>	<b>5.02%</b>



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

The Water Utility makes an annual payment in lieu of taxes to the general fund. The payment calculation is based on the value of the assets of the utility. The increased payment in 2016 reflects the increase in assets due to the water meter project.

<b>Total Revenues and Other Financing Sources</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>	<b>% Change</b>
	<b>\$ 56,442,507</b>	<b>\$ 56,469,986</b>	<b>\$ 59,722,632</b>	<b>\$ 60,018,834</b>	<b>\$ 59,982,187</b>	<b>\$ 61,534,698</b>	<b>2.59%</b>



**CITY OF APPLETON 2017 BUDGET**

**MAYOR'S OFFICE**

**Mayor: Timothy M. Hanna**

# CITY OF APPLETON 2017 BUDGET OFFICE OF THE MAYOR

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

In 2016, the Mayor and City staff continued to collaborate to meet the City's mission of meeting community needs and enhancing the quality of life for our residents and visitors. The department directors continued to focus on fostering and maintaining opportunities for collaboration with external organizations, including regional government, school districts, non-profit organizations and other entities to maximize community resources. One major collaborative effort was continuing to pursue development of a regional exhibition center. Work on other development projects such as RiverHeath and the former Foremost Farms site continued throughout the year.

The Mayor's office and other departments continue to work on other major projects such as preparing for the transition to the new Enterprise Resource Planning system that will affect all City departments. We completed the renovation of the City's website and updated our social media accounts to enhance our communication with citizens. In addition, we continue to focus on discussions with minority communities to better understand how we can meet their needs as an inclusive community. We also worked with local organizations to understand and proactively address the current and future need for recruiting and retaining talent in Appleton.

Internally, the department director team updated and continued to implement the City's Strategic Plan. As a part of the overall City Strategic Plan, directors were each tasked with creating a departmental strategic plan as well. Departments continued to work on continuous improvement projects. In addition, the Mayor continued to work with Human Resources and the department directors to implement the compensation plan and pay-for-performance system.

In 2016, we hosted the Appleton Citizens Academy to give 24 residents an inside peek at how the City operates, what residents receive for their tax dollars and how our departments provide services to meet the community's needs. The Academy was well-received and we expect to host another program next spring.



# CITY OF APPLETON 2017 BUDGET OFFICE OF THE MAYOR

## MAJOR 2017 OBJECTIVES

- Work with department heads to prepare the Executive Budget and implement the City's vision
- Continue to work on improving the efficiency and effectiveness of City services in 2017
- Provide quality, conscientious constituent services
- Work with other local, county, State, and federal entities to support and protect the City's interests in the lawmaking and regulatory processes
- Foster an environment that is attractive to new and existing talent to provide the ability for current and future businesses to thrive
- Collaborate with other private, non-profit and local governments to provide networking opportunities for diverse populations within the Fox Valley
- Promote Appleton's interest through active participation on various boards, committees, and organizations
- Continue to build relationships between City staff and Council members
- Continue to pursue collaborative opportunities with regional partners in the areas of public safety, public transportation and technology
- Continue to implement a communication strategy to enhance engagement with Appleton citizens and visitors
- Work with department directors to implement long-term vision for the community and the City Strategic Plan
- Increase marketing to promote the City as a whole, including boosting social media posts, collaborating with outside organizations, and video/marketing campaigns
- Enhance citizen engagement through City social media networks and public outreach campaigns (e.g., mobility study outreach in 2016)

## DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 12,628	\$ 10,890	\$ 12,500	\$ 12,500	\$ 12,500	0.00%
<b>Program Expenses</b>							
10510	Administration	90,760	95,749	95,372	96,454	97,345	2.07%
10520	Citizen Outreach	153,338	214,684	209,310	210,433	225,358	7.67%
10530	Intergovernmental	40,575	41,987	41,916	41,916	42,657	1.77%
<b>TOTAL</b>		<b>\$ 284,673</b>	<b>\$ 352,420</b>	<b>\$ 346,598</b>	<b>\$ 348,803</b>	<b>\$ 365,360</b>	<b>5.41%</b>
<b>Expenses Comprised Of:</b>							
	Personnel	229,434	270,464	270,478	272,683	280,572	3.73%
	Administrative Expense	29,132	32,220	33,410	33,410	40,018	19.78%
	Supplies & Materials	25,413	24,844	29,690	29,690	29,750	0.20%
	Purchased Services	-	24,000	12,000	12,000	14,000	16.67%
	Utilities	694	892	1,020	1,020	1,020	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	3.00	3.00	3.00	3.00	3.00	

\* % change from prior year adopted budget  
Mayor.xls

**CITY OF APPLETON 2017 BUDGET  
OFFICE OF THE MAYOR**

**Administration**

**Business Unit 10510**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Minimize tax levy impact					
% change in levy	1.98%	1.10%	1.40%	1.40%	4.59%
Average % change in City mill rate	1.34%	2.55%	0.59%	0.59%	2.72%
<b>Strategic Outcomes</b>					
Maximize non-residential tax base					
Commercial/industrial tax base; % of total	30.0%	30.0%	30.0%	30.0%	31.0%
<b>Work Process Outputs</b>					
% of staff and Council involved in scheduled public budget meetings	100%	100%	100%	100%	100%
# of departmental orientations for new Alderpersons	14	14	14	14	14

**CITY OF APPLETON 2017 BUDGET  
OFFICE OF THE MAYOR**

**Administration**

**Business Unit 10510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 64,349	\$ 65,718	\$ 65,835	\$ 66,917	\$ 67,708
6105 Overtime	-	33	-	-	-
6150 Fringes	19,039	20,033	20,643	20,643	20,864
6201 Training/Conferences	3,431	6,221	4,775	4,775	4,450
6206 Parking Permits	906	1,107	1,080	1,080	1,200
6301 Office Supplies	230	271	450	450	450
6302 Subscriptions	325	308	324	324	348
6305 Awards & Recognition	-	-	105	105	105
6316 Miscellaneous Supplies	850	-	-	-	-
6320 Printing & Reproduction	936	1,166	1,140	1,140	1,200
6413 Utilities	694	892	1,020	1,020	1,020
Total Expense	<u>\$ 90,760</u>	<u>\$ 95,749</u>	<u>\$ 95,372</u>	<u>\$ 96,454</u>	<u>\$ 97,345</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
OFFICE OF THE MAYOR**

**Citizen Engagement**

**Business Unit 10520**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Provide courteous service and timely, accurate information to citizens who contact the Mayor's Office
- Represent the City at community events including charity dinners, service organization meetings, school events, ground breakings, ribbon cuttings, and convention openings
- Continue the use of open hours and implement other initiatives to provide easier public access to City government
- Conduct educational sessions with high school and middle school students and youth organizations
- Implement the communication strategy for the organization, including enhancements to the City's website and social media sites
- Effectively communicate accurate and timely information to the community
- Engage the community through City social media networks and City website
- Work cooperatively with local media to ensure timely access to information and staff for story coverage
- Work with other City social media staff on training and unified City messaging
- Focus on growing public participation through public outreach campaigns
- Continue to give in-depth look at City operations to residents through Appycademy (Citizens Academy)

**Major changes in Revenue, Expenditures, or Programs:**

- The training/conference budget has increased in 2017 to provide for more training opportunities for the Communications Coordinator.
- The marketing (advertising) budget will be used for boosting important social media posts and collaborations with outside organizations to promote the City as a whole through videos/other marketing campaigns.
- The equipment budget includes the purchase of a video camera and associated equipment, including tripod, memory cards, lights, case, and video/photo editing software which will be used to support communications and marketing.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	89%	87%	95%	95%	95%
% of letters replied to within seven working days	97%	95%	92%	92%	92%
<b>Strategic Outcomes</b>					
Citizens have access to current City information					
# of visits to City of Appleton internet website	1,547,705	1,464,039	2,000,000	2,000,000	1,250,000
Reach 5,000 followers on Twitter	2,562	3,658	4,800	4,800	6,000
Reach 1 million tweet impressions on Twitter	373,600	474,000	750,000	750,000	1,000,000
Reach 4,000 page likes on Facebook	451	1,212	2,500	2,500	4,000
Reach 1 million post impressions on Facebook	194,700	621,500	750,000	750,000	1,000,000
<b>Work Process Outputs</b>					
Publish City newsletter	2	2	2	2	2
# of formal open hours	12	12	12	12	12
# of meetings per month with community or educational groups (average)	14	17	12	12	12

**CITY OF APPLETON 2017 BUDGET  
OFFICE OF THE MAYOR**

**Citizen Engagement**

**Business Unit 10520**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4877 Advertising/Promotion	\$ 12,628	\$ 10,890	\$ 12,500	\$ 12,500	\$ 12,500
	<u>\$ 12,628</u>	<u>\$ 10,890</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 88,868	\$ 114,894	\$ 113,429	\$ 114,552	\$ 119,276
6105 Overtime	-	34	-	-	-
6150 Fringes	29,642	40,716	42,056	42,056	43,592
6201 Training/Conferences	-	-	1,275	1,275	3,125
6303 Memberships & Licenses	-	-	-	-	555
6304 Postage/Freight	11,201	11,362	12,000	12,000	12,000
6316 Miscellaneous Supplies	500	520	550	550	550
6320 Printing & Reproduction	23,127	23,158	28,000	28,000	28,000
6327 Miscellaneous Equipment	-	-	-	-	4,260
6412 Advertising/Publication	-	-	-	-	2,000
6599 Other Contracts/Obligations	-	24,000	12,000	12,000	12,000
Total Expense	<u>\$ 153,338</u>	<u>\$ 214,684</u>	<u>\$ 209,310</u>	<u>\$ 210,433</u>	<u>\$ 225,358</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Printing & Reproduction

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

\$ 28,000  
\$ 28,000

**CITY OF APPLETON 2017 BUDGET  
OFFICE OF THE MAYOR**

**Intergovernmental**

**Business Unit 10530**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Monitor and influence State and federal legislative and regulatory processes that could affect the City  
 Actively participate in the Urban Alliance, League of Wisconsin Municipalities, Board of Local Government Institute, East Central Wisconsin Regional Planning Commission and other organizations  
 Maintain lines of communication with State and federal representatives to discuss any pending State or federal legislation that could impact Appleton along with seeking any assistance from them that may help the City achieve its goals  
 Continue to work with regional transit groups to address long-term public transit funding issues

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	182	185	180	180	180
<b>Strategic Outcomes</b>					
# of implemented new collaborative and cooperative agreements:					
Other governments	43	33	60	60	60
School districts	23	17	18	18	20
Non-profit organizations	53	53	50	50	55
Other	88	63	30	30	35
# of implemented collaborative and cooperative agreements maintained:					
Other governments	204	230	180	180	190
School districts	61	66	45	45	50
Non-profit organizations	141	167	90	90	95
Other	85	113	70	70	75
<b>Work Process Outputs</b>					
# of meetings with other units of government	6/mo.	8/mo.	8/mo.	8/mo.	8/mo.

2  
7  
5

**CITY OF APPLETON 2017 BUDGET  
OFFICE OF THE MAYOR**

**Intergovernmental**

**Business Unit 10530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 21,140	\$ 22,305	\$ 21,581	\$ 21,581	\$ 22,162
6105 Overtime	-	3	-	-	-
6150 Fringes	6,396	6,728	6,934	6,934	6,970
6201 Training/Conferences	-	-	450	450	450
6303 Memberships & Licenses	13,039	12,951	12,951	12,951	13,075
Total Expense	<u>\$ 40,575</u>	<u>\$ 41,987</u>	<u>\$ 41,916</u>	<u>\$ 41,916</u>	<u>\$ 42,657</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Charges for Services	12,628	10,890.00	12,590	12,500	12,500	12,500	12,500
<b>TOTAL REVENUES</b>	<b>12,628</b>	<b>10,890.00</b>	<b>12,590</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	163,880	193,057.56	142,778	200,845	203,050	209,146	209,146
Overtime	0	70.34	19	0	0	0	0
Sick Pay	1,747	177.74	0	0	0	0	0
Vacation Pay	8,730	9,680.51	5,699	0	0	0	0
Fringes	55,077	67,477.49	49,878	69,633	69,633	71,426	71,426
<b>Salaries &amp; Fringe Benefits</b>	<b>229,434</b>	<b>270,463.64</b>	<b>198,374</b>	<b>270,478</b>	<b>272,683</b>	<b>280,572</b>	<b>280,572</b>
Training & Conferences	3,431	6,220.52	4,818	6,500	6,500	8,025	8,025
Parking Permits	906	1,107.00	1,195	1,080	1,080	1,200	1,200
Office Supplies	230	270.97	1,117	450	450	4,710	450
Subscriptions	325	307.67	273	324	324	348	348
Memberships & Licenses	13,039	12,951.49	12,919	12,951	12,951	13,475	13,630
Postage & Freight	11,201	11,362.41	11,457	12,000	12,000	12,000	12,000
Awards & Recognition	0	.00	0	105	105	105	105
<b>Administrative Expense</b>	<b>29,132</b>	<b>32,220.06</b>	<b>31,779</b>	<b>33,410</b>	<b>33,410</b>	<b>39,863</b>	<b>35,758</b>
Miscellaneous Supplies	1,350	520.00	520	550	550	550	550
Printing & Reproduction	24,063	24,324.19	23,735	29,140	29,140	29,200	29,200
Miscellaneous Equipment	0	.00	0	0	0	0	4,260
<b>Supplies &amp; Materials</b>	<b>25,413</b>	<b>24,844.19</b>	<b>24,255</b>	<b>29,690</b>	<b>29,690</b>	<b>29,750</b>	<b>34,010</b>
Advertising	0	.00	0	0	0	2,000	2,000
Other Contracts/Obligations	0	24,000.00	12,000	12,000	12,000	12,000	12,000
<b>Purchased Services</b>	<b>0</b>	<b>24,000.00</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>14,000</b>	<b>14,000</b>
Telephone	221	221.46	165	240	240	240	240
Cellular Telephone	474	670.93	582	780	780	780	780
<b>Utilities</b>	<b>695</b>	<b>892.39</b>	<b>747</b>	<b>1,020</b>	<b>1,020</b>	<b>1,020</b>	<b>1,020</b>
<b>Repair &amp; Maintenance</b>	<b>0</b>	<b>.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Expenditures</b>	<b>0</b>	<b>.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>284,674</b>	<b>352,420.28</b>	<b>267,155</b>	<b>346,598</b>	<b>348,803</b>	<b>365,205</b>	<b>365,360</b>



**CITY OF APPLETON 2017 BUDGET**

**COMMON COUNCIL**

**Council President: Kathleen S. Plank**

**Council Vice President: Christopher W. Croatt**

## CITY OF APPLETON 2017 BUDGET COMMON COUNCIL

### MISSION STATEMENT

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

### MAJOR 2017 OBJECTIVES

**Link to City Goals:**

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

**Objectives:**

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

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

Provide constituent services and communicate via televised Council proceedings

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

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

### PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
<b>Work Process Outputs</b>					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	94%	86%	100%	87%	100%
Overall average attendance	90%	91%	95%	91%	95%

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2014	2015	Adopted 2016	Amended 2016	2017	
Unit	Title						
	<b>Program Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	<b>Program Expenses</b>						
10000	Common Council	135,157	139,943	147,476	147,476	150,396	1.98%
	<b>TOTAL</b>	\$ 135,157	\$ 139,943	\$ 147,476	\$ 147,476	\$ 150,396	1.98%
<b>Expenses Comprised Of:</b>							
	Personnel	93,857	93,699	96,686	96,686	97,346	0.68%
	Administrative Expense	716	3,826	10,090	10,090	10,450	3.57%
	Supplies & Materials	337	207	700	700	400	-42.86%
	Purchased Services	40,247	42,211	40,000	40,000	42,200	5.50%
<b>Council Members:</b>							
	# of Council Members	15.00	15.00	15.00	15.00	15.00	

**CITY OF APPLETON 2017 BUDGET  
COMMON COUNCIL**

**Common Council**

**Business Unit 10000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 87,187	\$ 87,024	\$ 89,815	\$ 89,815	\$ 90,428
6150 Fringes	6,670	6,674	6,871	6,871	6,918
6201 Training\Conferences	147	-	3,800	3,800	3,800
6206 Parking Permits	45	3,564	5,940	5,940	6,300
6301 Office Supplies	20	-	-	-	-
6305 Awards & Recognition	361	-	100	100	100
6307 Food & Provisions	143	262	250	250	250
6316 Miscellaneous Supplies	203	125	200	200	200
6320 Printing & Reproduction	134	83	500	500	200
6599 Other Contracts/Obligations	40,247	42,211	40,000	40,000	42,200
Total Expense	<u>\$ 135,157</u>	<u>\$ 139,943</u>	<u>\$ 147,476</u>	<u>\$ 147,476</u>	<u>\$ 150,396</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Council meeting broadcast - UW-Fox	\$ 5,200
Council/committee meeting recording system maintenance	37,000
	<u>\$ 42,200</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
TOTAL REVENUES	0	.00	0	0	0	0	0
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	87,187	87,024.36	61,333	89,815	89,815	90,428	90,428
Fringes	6,670	6,674.36	4,690	6,871	6,871	6,918	6,918
Salaries & Fringe Benefits	93,857	93,698.72	66,023	96,686	96,686	97,346	97,346
Training & Conferences	147	.00	0	3,800	3,800	2,000	3,800
Parking Permits	45	3,564.00	4,080	5,940	5,940	6,300	6,300
Office Supplies	21	.00	0	0	0	0	0
Awards & Recognition	361	.00	0	100	100	100	100
Food & Provisions	143	261.80	0	250	250	250	250
Administrative Expense	717	3,825.80	4,080	10,090	10,090	8,650	10,450
Miscellaneous Supplies	203	124.77	197	200	200	200	200
Printing & Reproduction	135	82.56	0	500	500	500	200
Supplies & Materials	338	207.33	197	700	700	700	400
Other Contracts/Obligations	40,247	42,211.00	38,054	40,000	40,000	40,000	42,200
Purchased Services	40,247	42,211.00	38,054	40,000	40,000	40,000	42,200
Utilities	0	.00	0	0	0	0	0
Repair & Maintenance	0	.00	0	0	0	0	0
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	135,159	139,942.85	108,354	147,476	147,476	146,696	150,396

**CITY OF APPLETON 2017 BUDGET**

**FINANCE DEPARTMENT**

**Finance Director: Anthony D. Saucerman, CPA**

**Deputy Finance Director: Stephanie R. Rogers, CPA**

# CITY OF APPLETON 2017 BUDGET FINANCE DEPARTMENT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

Completed 2015 financial audit receiving an unqualified audit opinion

Began the 2017 City budget development process

Earned a rebate of \$46,438 for the contract year ended 2/29/16 from the City's procurement card program, an increase of approximately \$7,600 from the prior year reflecting continuing efforts to maximize the City's use of procurement cards

Continued to work with the IT Department on Water Utility customer billing and with DPW on the ongoing installation and testing of new meters; meter installation in all properties is expected to be completed in 2017

Issued \$24.19 million of Water Utility and \$3.5 million of Stormwater Utility Revenue Bonds, and \$19.625 million of General Obligation Notes for 2016 capital projects and to refund prior revenue issues

Completed transitioning credit card receipts to a new third party provider and began accepting credit card payments in all parking ramps and on-line for utility invoices, in addition to real estate taxes and parking citations

Continued to work with the IT Department on the Enterprise Resource Planning (ERP) project. This project will replace all of the department's I-Series-based automated systems with ERP solutions. This project includes the replacement of the following Finance Department systems: general ledger, accounts payable, accounts receivable, payroll, budgeting, purchasing, property tax billing, special assessment billing, parking ticket, utility billing, and cash receipting.

### **Primary Concentration for Remainder of Year:**

Complete the 2017 City budget process culminating with the adoption of the budget by Council in November

Continue work on the ERP project with the goal of beginning installation of the Enterprise Resource Planning (ERP) system software by October, 2016

Transition grants administration to the City's Community Development Specialist from contracted grants administration firm and work collaboratively with our non-profit agencies to maximize the services they provide to the community

Continue to work with the Community Development Director, City Attorney, Public Works Director, Mayor and Council in analyzing the financial aspects of development projects throughout the City

Continue to work with the Department of Public Works and the Information Technology Department to ensure customers are billed accurately and timely during the installation of the new Sensus water meters

Work with consultant, financial advisor and City staff in developing and implementing a financing plan for the new exhibition center

Issue RFP for annual audit services and award contract

Issue RFP for investment and banking services and award contract by June, 2017

# CITY OF APPLETON 2017 BUDGET

## FINANCE DEPARTMENT

### MAJOR 2017 OBJECTIVES

- Maintain a sound credit rating in the financial community assuring taxpayers that the City is well managed by using prudent financial management practices and maintaining a sound fiscal condition
- Accurately record financial transactions and provide centralized accounting services to City departments in order to verify their public purpose and compliance with the various sections of the ordinances and budget
- Provide knowledgeable, courteous customer service to all individuals who contact the department with questions and/or concerns. Continue to coordinate changes to the customer service area on the first floor insuring adequate training and staff involvement. Proactively offer solutions to challenges that arise keeping customer service the primary focus
- Continue development of electronic payment options for City services in conjunction with new ERP system
- Continue performance based budgeting incorporating continuous improvements and provide education and support for departments
- Train staff and continue to focus on technology improvements that will allow the department to meet the demands of a growing City as efficiently as possible
- Promote a department working environment conducive to employee productivity, growth and retention
- Provide opportunities for staff to cross-train in various positions in the department
- Improve communication of budget procedures, monitoring of budget to actual results for the current year and education of future implications for the City
- Continue to work with the Community Development Specialist to ensure compliance with grant covenants and single audit requirements
- Develop a plan to address long-term funding issues in the CEA Replacement Fund as well as other long-term capital planning
- Begin testing and implementation of new ERP system
- Award investment and banking services contract

### DEPARTMENT BUDGET SUMMARY

Unit	Title	Actual		Budget			% Change *
		2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 4,235	\$ 3,761	\$ 4,100	\$ 4,100	\$ 4,000	-2.44%
<b>Program Expenses</b>							
11510	Administration	177,503	155,825	145,148	145,148	154,166	6.21%
11520	Billing & Collection Svc	92,386	71,542	99,888	102,197	103,293	3.41%
11530	Support Services	491,919	581,553	602,796	610,887	613,766	1.82%
<b>TOTAL</b>		\$ 761,808	\$ 808,920	\$ 847,832	\$ 858,232	\$ 871,225	2.76%
<b>Expenses Comprised Of:</b>							
	Personnel	653,634	688,166	719,647	730,047	737,320	2.46%
	Administrative Expense	25,876	28,222	28,705	28,705	36,875	28.46%
	Supplies & Materials	6,763	7,575	9,870	9,870	9,870	0.00%
	Purchased Services	72,313	81,458	86,050	86,050	83,500	-2.96%
	Utilities	1,190	1,226	1,260	1,260	1,260	0.00%
	Repair & Maintenance	2,032	2,273	2,300	2,300	2,400	4.35%
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	8.85	8.85	8.20	8.20	8.20	

\* % change from prior year adopted budget  
Finance.xls

**CITY OF APPLETON 2017 BUDGET  
FINANCE DEPARTMENT**

**Administration**

**Business Unit 11510**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Strategic Plan:**

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

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

The 2017 budget adds tuition reimbursement per City policy for 3 staff members in pursuit of accounting degrees.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Trained staff					
% of staff adequately trained	66%	89%	100%	100%	100%
<b>Strategic Outcomes</b>					
Improved program performance					
# of recommendations implemented	5	4	10	5	10
<b>Work Process Outputs</b>					
Training conducted					
Hours of training per employee	22	14	20	20	20
Procedures manuals updated					
% of manuals rated current	67%	74%	85%	81%	85%



**CITY OF APPLETON 2017 BUDGET  
FINANCE DEPARTMENT**

**Administration**

**Business Unit 11510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4705 General Interest	\$ 6	\$ -	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	4,172	4,340	4,000	4,000	4,000
5010 Misc Revenue - Nontax	60	15	100	100	-
5085 Cash Short or Over	(3)	(594)	-	-	-
<b>Total Revenue</b>	<b>\$ 4,235</b>	<b>\$ 3,761</b>	<b>\$ 4,100</b>	<b>\$ 4,100</b>	<b>\$ 4,000</b>
<b>Expenditures</b>					
6101 Regular Salaries	\$ 136,088	\$ 110,781	\$ 100,726	\$ 100,726	\$ 101,016
6150 Fringes	29,586	30,820	29,691	29,691	31,185
6201 Training\Conferences	3,978	6,134	6,500	6,500	6,500
6204 Tuition Fees	-	-	-	-	7,200
6206 Parking Permits	83	414	466	466	500
6301 Office Supplies	1,958	1,740	2,000	2,000	2,000
6303 Memberships & Licenses	1,880	2,616	2,700	2,700	2,700
6304 Postage\Freight	232	220	225	225	225
6305 Awards & Recognition	177	144	210	210	210
6320 Printing & Reproduction	1,792	1,168	1,370	1,370	1,370
6412 Advertising	539	562	-	-	-
6413 Utilities	1,190	1,226	1,260	1,260	1,260
<b>Total Expense</b>	<b>\$ 177,503</b>	<b>\$ 155,825</b>	<b>\$ 145,148</b>	<b>\$ 145,148</b>	<b>\$ 154,166</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
FINANCE DEPARTMENT**

**Billing & Collection Services**

**Business Unit 11520**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Strategic Plan:**

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

**Objectives:**

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

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

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

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

Provide professional and courteous service

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

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Accurate, understandable statements					
Billing adjustments required	1,030	760	1,100	800	900
<b>Strategic Outcomes</b>					
Asset safeguarding					
Receivables/Receivables Aging					
% current	63%	62%	60%	62%	60%
Service turnoffs	15	58	20	60	40
<b>Work Process Outputs</b>					
Financial transaction processing					
Receipts posted	204,650	207,133	210,000	210,000	210,000
Automated receipts, % of total	19.0%	19.0%	20.0%	20.0%	20.0%
Information response					
% staff trained in customer svc.	89%	99%	100%	100%	100%

**CITY OF APPLETON 2017 BUDGET  
FINANCE DEPARTMENT**

**Billing & Collection Services**

**Business Unit 11520**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenditures					
6101 Regular Salaries	\$ 54,095	\$ 33,035	\$ 58,567	\$ 60,876	\$ 58,102
6105 Overtime	217	221	1,000	1,000	1,000
6150 Fringes	20,271	18,482	21,019	21,019	23,601
6206 Parking Permits	1,152	1,240	1,152	1,152	1,440
6301 Office Supplies	-	279	-	-	-
6304 Postage\Freight	12,797	12,782	12,800	12,800	12,800
6320 Printing & Reproduction	3,709	4,389	5,000	5,000	5,000
6328 Miscellaneous Equipment	145	-	-	-	-
6411 Temporary Help	-	933	-	-	1,000
6418 Equip Repairs & Maint	-	181	300	300	300
6431 Interpreter Services	-	-	50	50	50
Total Expense	<u>\$ 92,386</u>	<u>\$ 71,542</u>	<u>\$ 99,888</u>	<u>\$ 102,197</u>	<u>\$ 103,293</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
FINANCE DEPARTMENT**

**Support Services**

**Business Unit 11530**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Strategic Plan:**

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

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Accurate and timely financial statements					
% months closed within 10 work days	92%	50%	92%	67%	92%
# of items received after cutoff	25	63	10	30	10
<b>Strategic Outcomes</b>					
Financial integrity of programs maintained					
# of auditor's compliance issues	1	0	0	0	0
Asset/resource safeguarding					
Bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
<b>Work Process Outputs</b>					
Financial transaction processing					
Avg. # journal entries made monthly	306	289	400	300	300
Avg. # of A/P checks issued monthly	682	623	675	600	600

**CITY OF APPLETON 2017 BUDGET  
FINANCE DEPARTMENT**

**Support Services**

**Business Unit 11530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenditures					
6101 Regular Salaries	\$ 305,750	\$ 365,546	\$ 373,925	\$ 382,016	\$ 370,959
6105 Overtime	1,984	5,657	1,500	1,500	1,500
6150 Fringes	105,641	123,625	133,219	133,219	149,957
6201 Training\Conferences	835	-	-	-	-
6206 Parking Permits	2,785	2,652	2,652	2,652	3,300
6316 Miscellaneous Supplies	217	132	500	500	500
6320 Printing & Reproduction	901	1,888	3,000	3,000	3,000
6401 Accounting/Audit	13,273	21,836	26,000	26,000	24,000
6403 Bank Services	55,507	56,888	57,000	57,000	57,000
6412 Advertising	1,953	687	1,980	1,980	700
6418 Equip Repairs & Maint	2,032	2,092	2,000	2,000	2,100
6599 Other Contracts/Obligations	1,041	550	1,020	1,020	750
Total Expense	<u>\$ 491,919</u>	<u>\$ 581,553</u>	<u>\$ 602,796</u>	<u>\$ 610,887</u>	<u>\$ 613,766</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Accounting/Audit

Annual financial audit	\$ 20,500
OPEB actuarial study	3,500
	<u>\$ 24,000</u>

Bank Services

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

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Interest Income	6	.00	0	0	0	0	0
Charges for Services	4,172	4,340.00	3,780	4,000	4,000	4,000	4,000
Other Revenues	58	578.75	79	100	100	100	0
<b>TOTAL REVENUES</b>	<b>4,236</b>	<b>3,761.25</b>	<b>3,859</b>	<b>4,100</b>	<b>4,100</b>	<b>4,100</b>	<b>4,000</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	400,948	447,708.71	327,456	533,218	543,618	540,677	530,077
Overtime	2,201	5,877.74	2,139	2,500	2,500	2,500	2,500
Other Compensation	36,320	.00	0	0	0	0	0
Sick Pay	296	2,112.45	0	0	0	0	0
Vacation Pay	58,370	59,540.59	44,539	0	0	0	0
Fringes	155,499	172,926.71	137,758	183,929	183,929	203,646	204,743
<b>Salaries &amp; Fringe Benefits</b>	<b>653,634</b>	<b>688,166.20</b>	<b>511,892</b>	<b>719,647</b>	<b>730,047</b>	<b>746,823</b>	<b>737,320</b>
Training & Conferences	4,813	6,134.04	4,199	6,500	6,500	6,500	6,500
Tuition Fees	0	.00	0	0	0	7,200	7,200
Parking Permits	4,020	4,306.44	4,763	4,270	4,270	5,240	5,240
Office Supplies	1,958	2,019.45	722	2,000	2,000	2,000	2,000
Memberships & Licenses	1,880	2,616.00	2,190	2,700	2,700	2,700	2,700
Postage & Freight	13,029	13,002.34	997	13,025	13,025	13,025	13,025
Awards & Recognition	177	144.25	126	210	210	210	210
Food & Provisions	0	.00	38	0	0	0	0
<b>Administrative Expense</b>	<b>25,877</b>	<b>28,222.52</b>	<b>13,035</b>	<b>28,705</b>	<b>28,705</b>	<b>36,875</b>	<b>36,875</b>
Miscellaneous Supplies	217	132.23	118	500	500	500	500
Printing & Reproduction	6,402	7,442.68	4,241	9,370	9,370	9,370	9,370
Miscellaneous Equipment	145	.00	0	0	0	0	0
<b>Supplies &amp; Materials</b>	<b>6,764</b>	<b>7,574.91</b>	<b>4,359</b>	<b>9,870</b>	<b>9,870</b>	<b>9,870</b>	<b>9,870</b>
Accounting/Audit	13,273	21,835.78	13,773	26,000	26,000	0	24,000
Bank Services	55,507	56,890.05	35,624	57,000	57,000	57,000	57,000
Temporary Help	0	933.30	275	0	0	0	1,000
Advertising	2,492	1,249.39	533	1,980	1,980	700	700
Interpreter Services	0	.00	0	50	50	50	50
Other Contracts/Obligations	1,041	549.50	300	1,020	1,020	750	750
<b>Purchased Services</b>	<b>72,313</b>	<b>81,458.02</b>	<b>50,505</b>	<b>86,050</b>	<b>86,050</b>	<b>58,500</b>	<b>83,500</b>
Telephone	1,190	1,225.56	909	1,260	1,260	1,260	1,260
Utilities	1,190	1,225.56	909	1,260	1,260	1,260	1,260
Equipment Repair & Maintenance	2,032	2,273.00	2,336	2,300	2,300	2,300	2,400
<b>Repair &amp; Maintenance</b>	<b>2,032</b>	<b>2,273.00</b>	<b>2,336</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>2,400</b>
<b>Capital Expenditures</b>	<b>0</b>	<b>.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>761,810</b>	<b>808,920.21</b>	<b>583,036</b>	<b>847,832</b>	<b>858,232</b>	<b>855,628</b>	<b>871,225</b>

**CITY OF APPLETON 2017 BUDGET  
UNCLASSIFIED CITY HALL**

**PROGRAM NARRATIVE**

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

<b>DEPARTMENT BUDGET SUMMARY</b>							
<b>Programs</b>		<b>Actual</b>		<b>Budget</b>			<b>%</b>
<b>Unit</b>	<b>Title</b>	<b>2014</b>	<b>2015</b>	<b>Adopted 2016</b>	<b>Amended 2016</b>	<b>2017</b>	<b>Change *</b>
<b>Program Revenues</b>		\$ 18,126,856	\$ 19,411,055	\$ 19,890,739	\$ 19,890,739	\$ 20,699,526	4.07%
<b>Program Expenses</b>							
12020	Reserves & Conting.	-	-	207,840	2,093,366	400,000	92.46%
12050	Miscellaneous	1,717,237	2,230,964	1,861,914	1,861,914	2,042,519	9.70%
12060	Transfers Out	554,456	1,488,336	609,273	609,273	706,297	15.92%
<b>TOTAL</b>		\$ 2,271,693	\$ 3,719,300	\$ 2,679,027	\$ 4,564,553	\$ 3,148,816	17.54%
<b>Expenses Comprised Of:</b>							
Personnel		367,732	572,171	381,498	381,498	432,205	13.29%
Administrative Expense		1,318,634	2,522,587	1,664,308	3,549,834	2,102,542	26.33%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		15,943	16,082	17,800	17,800	15,500	-12.92%
Utilities		186	178	200	200	200	0.00%
Repair & Maintenance		569,198	589,044	610,261	610,261	598,369	-1.95%
Capital Expenditures		-	19,238	4,960	4,960	-	-100.0%

\* % change from prior year adopted budget  
Unclassified.xls

**CITY OF APPLETON 2017 BUDGET  
UNCLASSIFIED CITY HALL**

**Reserves and Contingencies**

**Business Unit 12020**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

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

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

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

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

**Major changes in Revenue, Expenditures, or Programs:**

Following is a summary of the anticipated additions and uses of contingency funds for 2016 and 2017:

Reserve for Contingencies

	Balance 1/1/16	2016 Budget Additions	2016 Projected Uses	Projected Balance 1/1/17	2017 Budget Additions	2017 Budget Uses	Projected Balance 12/31/17
TWC (PEG)	\$ 53,707	\$ -	\$ (37,000)	\$ 16,707	\$ -	\$ (16,707) *	\$ -
State Aid	849,107	-	-	849,107	-	-	849,107
Fuel	137,315	-	-	137,315	-	-	137,315
Operating	402,298	-	-	402,298	-	-	402,298
	<u>\$ 1,442,427</u>	<u>\$ -</u>	<u>\$ (37,000)</u>	<u>\$ 1,405,427</u>	<u>\$ -</u>	<u>\$ (16,707)</u>	<u>\$ 1,388,720</u>
Wage Reserve	<u>\$ 443,099</u>	<u>\$ 207,840</u>	<u>\$ (300,000)</u>	<u>\$ 350,939</u>	<u>\$ 400,000</u>	<u>\$ (718,000)</u>	<u>\$ 32,939</u>

\* Represents annual software maintenance for Granicus system recorded in Council budget. The balance of the TWC (PEG) is expected to be exhausted in 2017 at which time funding for the maintenance cost of the Granicus system will revert to the general fund.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Provide funding for emergencies or opportunities					
# of cases funded	3	1	1	1	2
<b>Strategic Outcomes</b>					
Provide flexibility					
Contingency funds available	\$ 2,147,626	\$ 1,922,522	\$ 1,845,362	\$ 2,093,366	\$ 2,156,366
Contingency funds expended	\$ 397,633	\$ 36,996	\$ 336,000	\$ 337,000	\$ 734,707



**CITY OF APPLETON 2017 BUDGET  
UNCLASSIFIED CITY HALL**

**Reserves and Contingencies**

**Business Unit 12020**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6640 Reserve for Contingencies	\$ -	\$ -	\$ -	\$ 1,442,427	\$ -
6641 Wage Reserve	-	-	207,840	650,939	400,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 207,840</u>	<u>\$ 2,093,366</u>	<u>\$ 400,000</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
UNCLASSIFIED CITY HALL**

**Miscellaneous**

**Business Unit 12050**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The following expenditures are provided for by this program:

	2016	2017
Special Assessments for General Fund Properties	\$ 4,960	\$ -
Tax Adjustments	15,000	15,000
Employee Recognition	1,150	-
Retirees	360,000	420,000
Fire and Police Pension (old plan)	21,498	12,205
City hall facilities/utilities charges	610,461	598,569
Insurance	831,045	981,245
Misc. licenses & fees	4,501	3,000
Property Annexation Agreement Payments	13,299	12,500
<b>Total</b>	<b>\$ 1,861,914</b>	<b>\$ 2,042,519</b>

**Major changes in Revenue, Expenditures, or Programs:**

For 2017, the former City Center budget (12030) has been combined into this budget. All prior year columns have been restated to reflect the change.

The general interest income consists of:

Interest due on condo association loans	\$ 38,223
Interest received on TIF advances	1,789,564
Interest received on short-term loans with AASD	35,000
Penalty on delinquent invoices rolled to tax roll	110,000
Interest on delinquent invoices	10,000
<b>Total</b>	<b>\$ 1,982,787</b>

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Retiree (Police and Fire) pension benefits					
# of retirees in Fire and Police pension plan (old plan)	3	2	3	2	2
# of retirees	11	17	12	19	14
Average distribution*	\$ 31,411	\$ 32,670	\$ 30,000	\$ 23,800	\$ 30,000

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

**CITY OF APPLETON 2017 BUDGET  
UNCLASSIFIED CITY HALL**

**Miscellaneous**

**Business Unit 12050**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Taxes	\$ 32,620,669	\$ 33,142,478	\$ 33,477,723	\$ 33,477,723	\$ 34,322,323
4130 Pmt in Lieu of Taxes	402,279	419,137	407,500	407,500	428,500
4220 State Shared Revenues	9,745,511	9,749,092	9,743,767	9,743,767	9,751,877
4221 State Tax Disparity Act	1,112,551	1,122,637	1,107,454	1,107,454	1,117,306
4222 Highway Aids - Con. Streets	224,203	225,716	225,000	225,000	225,000
4223 State Aid - Local Streets	2,385,194	2,475,679	2,475,700	2,475,700	2,440,306
4224 Miscellaneous State Aid	7,251	7,392	7,500	7,500	7,500
4227 State Aid - Computers	353,135	300,396	350,000	350,000	350,000
4405 Trailer Parking	8,710	7,957	9,000	9,000	9,000
4614 Miscellaneous Specials	1,217	1,898	2,000	2,000	1,000
4705 General Interest	214,500	1,185,276	1,216,300	1,216,300	1,982,787
4710 Interest on Investments	535,840	369,330	900,000	900,000	850,000
4720 Interest on Delinquent Taxes	95,465	91,935	100,000	100,000	100,000
4730 Interest - Deferred Specials	55,170	41,046	40,000	40,000	5,000
5001 Fees & Commissions	825,793	834,576	850,000	850,000	830,000
5003 Property Inquiry Fees	69,828	73,620	70,000	70,000	71,800
5004 Sale of City Property	7,703	21,139	7,000	7,000	7,000
5007 Exempt Property Fee	980	-	1,000	1,000	-
5010 Misc Revenue	17,289	4,268	5,000	5,000	5,000
5015 Rental of City Property	10,773	11,096	11,068	11,068	11,400
5030 Damage to City Property	200	-	-	-	-
5035 Other Reimbursements	20,235	30,622	26,500	26,500	28,100
5922 Trans In - Special Revenue	40,000	79,223	40,000	40,000	20,000
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,835,879	1,963,947	2,138,800	2,138,800	2,025,800
5927 Trans In - Parking Utility	9,300	9,300	9,300	9,300	9,300
5928 Trans In - Golf Course	17,900	17,900	17,900	17,900	17,900
5933 Trans In - Stormwater	12,500	12,500	12,500	12,500	12,500
<b>Total Revenue</b>	<b>\$ 50,747,525</b>	<b>\$ 52,315,610</b>	<b>\$ 53,368,462</b>	<b>\$ 53,368,462</b>	<b>\$ 54,746,849</b>
<b>Expenses</b>					
6111 Severance Pay for Retirees	\$ 334,583	\$ 539,637	\$ 350,000	\$ 350,000	\$ 400,000
6150 Fringes	10,933	15,754	10,000	10,000	20,000
6152 Retirement	22,216	16,780	21,498	21,498	12,205
6305 Awards & Recognition	-	-	1,150	1,150	-
6413 Utilities	186	178	200	200	200
6420 Facilities Charges	569,198	589,044	610,261	610,261	598,369
6501 Insurance	730,570	799,681	831,045	831,045	981,245
6599 Other Contracts/Obligations	15,943	16,082	17,800	17,800	15,500
6602 Tax Refunds	-	247,267	15,000	15,000	15,000
6603 Per Prop. Chargebacks	(6,263)	(6,700)	-	-	-
6604 Miscellaneous Expense	40	40	-	-	-
6609 Tax Adjustments	30,846	(16,945)	-	-	-
6623 Uncollectible Accounts	8,985	10,908	-	-	-
6809 Infrastructure Construction	-	19,238	4,960	4,960	-
<b>Total Expense</b>	<b>\$ 1,717,237</b>	<b>\$ 2,230,964</b>	<b>\$ 1,861,914</b>	<b>\$ 1,861,914</b>	<b>\$ 2,042,519</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Other Contracts & Obligations**

Annexation payments:

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

**CITY OF APPLETON 2017 BUDGET  
UNCLASSIFIED CITY HALL**

**Transfers**

**Business Unit 12060**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

The \$275,000 transfer in from the capital projects fund represents the transfer of excess fund balance from the Subdivision fund to the general fund.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Support public transit					
Local share of Valley Transit	\$ 534,426	\$ 585,506	\$ 600,573	\$ 600,573	\$ 673,297
Safe, reliable, convenient service					
% on-time performance	87%	83%	95%	95%	95%
<b>Strategic Outcomes</b>					
Cost effective service delivery					
Cost per trip	\$ 5.42	\$ 5.41	\$ 5.29	\$ 5.29	\$ 5.82
<b>Work Process Outputs</b>					
Service Provided					
Trips taken	1,081,882	1,055,544	1,100,000	1,100,000	1,050,000

**CITY OF APPLETON 2017 BUDGET  
UNCLASSIFIED CITY HALL**

**Transfers**

**Business Unit 12060**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5922 Trans In - Special Revenue		\$ -	\$ -	\$ -	\$ -
5924 Trans In - Capital Projects		237,923	-	-	275,000
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 237,923</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,000</b>
<b>Expenses</b>					
7912 Trans Out - Special Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
7914 Trans Out - Capital Projects	20,030	902,830	8,700	8,700	33,000
7920 Trans Out - Valley Transit	534,426	585,506	600,573	600,573	673,297
<b>Total Expense</b>	<b>\$ 554,456</b>	<b>\$ 1,488,336</b>	<b>\$ 609,273</b>	<b>\$ 609,273</b>	<b>\$ 706,297</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Transfers out - Capital Projects

Contributions to CEA vehicle upgrades:

Parks & Recreation upgrade tractor with hydraulic driven auger	\$ 3,600
Police upgrade squad car replacements to all wheel drive (12 vehicles)	13,800
Fire upgrade mini-van to 4-door all wheel drive pickup	13,000
Fire upgrade sedan to mini-van	2,600
<b>Total</b>	<b>\$ 33,000</b>

Transfers out - Valley Transit

Appleton local share of Valley Transit operating budget

\$ 673,297
<b>\$ 673,297</b>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Non-Property Taxes	402,279	419,137.02	431,765	407,500	407,500	407,500	428,500
Intergovernmental Revenues	13,827,845	13,880,911.67	4,896,421	13,909,421	13,909,421	13,909,421	13,891,989
Permits	8,710	7,957.37	6,406	9,000	9,000	9,000	9,000
Special Assessments	1,217	1,898.36	1,134	2,000	2,000	0	1,000
Interest Income	900,975	1,687,586.49	1,615,047	2,256,300	2,256,300	2,217,905	2,937,787
Other Revenues	2,985,830	3,413,563.67	2,106,468	3,306,518	3,306,518	3,164,710	3,431,250
<b>TOTAL REVENUES</b>	<b>18,126,856</b>	<b>19,411,054.58</b>	<b>9,057,241</b>	<b>19,890,739</b>	<b>19,890,739</b>	<b>19,708,536</b>	<b>20,699,526</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	0	.00	0	350,000	350,000	0	0
Severance Pay for Retirees	334,583	539,637.23	381,865	0	0	350,000	400,000
Fringes	10,933	15,754.30	10,454	10,000	10,000	10,000	20,000
Retirement	22,215	16,779.58	6,846	21,498	21,498	12,205	12,205
<b>Salaries &amp; Fringe Benefits</b>	<b>367,731</b>	<b>572,171.11</b>	<b>399,165</b>	<b>381,498</b>	<b>381,498</b>	<b>372,205</b>	<b>432,205</b>
Awards & Recognition	0	.00	0	1,150	1,150	0	0
Insurance	730,570	799,680.96	623,286	831,045	831,045	828,215	981,245
Tax Refunds	0	247,267.03	0	15,000	15,000	15,000	15,000
Per Prop. Chargebacks	6,263	6,700.16	3,119	0	0	0	0
Miscellaneous Expense	40	40.00	0	0	0	0	0
Tax Adjustments	30,846	16,945.17	2,876	0	0	0	0
Uncollectible Accounts	8,985	10,908.26	9,013	0	0	0	0
Reserve for Contingencies	0	.00	0	0	1,442,427	0	0
Wage Reserve	0	.00	0	207,840	650,939	400,000	400,000
Trans Out - Capital Projects	20,030	902,830.00	8,700	8,700	8,700	33,000	33,000
Trans Out - Valley Transit	534,426	585,506.15	2,016,738	600,573	600,573	676,103	673,297
<b>Administrative Expense</b>	<b>1,318,634</b>	<b>2,522,587.07</b>	<b>2,633,716</b>	<b>1,664,308</b>	<b>3,549,834</b>	<b>1,952,318</b>	<b>2,102,542</b>
<b>Supplies &amp; Materials</b>	<b>0</b>	<b>.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Contracts/Obligations	15,943	16,082.10	16,087	17,800	17,800	15,500	15,500
<b>Purchased Services</b>	<b>15,943</b>	<b>16,082.10</b>	<b>16,087</b>	<b>17,800</b>	<b>17,800</b>	<b>15,500</b>	<b>15,500</b>
Telephone	186	178.05	141	200	200	200	200
<b>Utilities</b>	<b>186</b>	<b>178.05</b>	<b>141</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
Facilities Charges	569,198	589,043.98	324,556	610,261	610,261	598,369	598,369
<b>Repair &amp; Maintenance</b>	<b>569,198</b>	<b>589,043.98</b>	<b>324,556</b>	<b>610,261</b>	<b>610,261</b>	<b>598,369</b>	<b>598,369</b>
Infrastructure Construction	0	19,237.89	0	4,960	4,960	0	0
<b>Capital Expenditures</b>	<b>0</b>	<b>19,237.89</b>	<b>0</b>	<b>4,960</b>	<b>4,960</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>2,271,692</b>	<b>3,719,300.20</b>	<b>3,373,665</b>	<b>2,679,027</b>	<b>4,564,553</b>	<b>2,938,592</b>	<b>3,148,816</b>

**CITY OF APPLETON 2016 BUDGET  
SPECIAL REVENUE FUNDS**

**NOTES**

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Room Tax Administration**

**Business Unit 2600**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

**Objectives:**

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

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

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

**Major changes in Revenue, Expenditures, or Programs:**

In 2015, participating municipalities agreed to raise the hotel room tax to 10% (previously 6%) beginning January 1, 2016 to support the construction of an exhibition center in downtown Appleton as well as a future sports complex.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Timely remission of proceeds					
# quarters settled within 10 work days of hotels' due date	4	3	4	4	4
<b>Strategic Outcomes</b>					
Support \$ provided by room tax					
FCCVB	\$ 385,349	\$ 430,218	\$ 380,000	\$ 390,000	\$ 400,000
PAC debt retirement	\$ 256,899	\$ 286,783	\$ 253,333	\$ 260,000	\$ 266,667
PAC Operating Fund	\$ 128,450	\$ 143,435	\$ 126,667	\$ 130,000	\$ 133,333
<b>Work Process Outputs</b>					
# of quarterly settlement checks issued	4	4	4	4	4

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 425,051	\$ 476,360	\$ 420,000	\$ 420,000	\$ 933,275	122.21%
<b>Program Expenses</b>		\$ 425,349	\$ 509,442	\$ 420,000	\$ 420,000	\$ 933,275	122.21%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	425,349	509,442	420,000	420,000	933,275	122.21%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A



**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Room Tax Administration**

**Business Unit 2600**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4140 Room Taxes	\$ 425,051	\$ 476,360	\$ 420,000	\$ 420,000	\$ 933,275
Total Revenue	<u>\$ 425,051</u>	<u>\$ 476,360</u>	<u>\$ 420,000</u>	<u>\$ 420,000</u>	<u>\$ 933,275</u>
Expenses					
6606 Room Tax	\$ 385,349	\$ 430,219	\$ 380,000	\$ 380,000	\$ 913,275
7911 Trans Out - General Fund	40,000	79,223	40,000	40,000	20,000
Total Expense	<u>\$ 425,349</u>	<u>\$ 509,442</u>	<u>\$ 420,000</u>	<u>\$ 420,000</u>	<u>\$ 933,275</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$10,000**

None

**CITY OF APPLETON 2017 BUDGET  
ROOM TAX ADMINISTRATION FUND  
SOURCES AND USES OF FUNDS**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Other	\$ 425,051	\$ 476,360	\$ 420,000	\$ 910,000	\$ 933,275
Total Revenues	<u>425,051</u>	<u>476,360</u>	<u>420,000</u>	<u>910,000</u>	<u>933,275</u>
<b>Expenses</b>					
Program Costs	385,349	430,219	380,000	890,503	913,275
Total Expenses	<u>385,349</u>	<u>430,219</u>	<u>380,000</u>	<u>890,503</u>	<u>913,275</u>
Revenues over (under) Expenses	39,702	46,141	40,000	19,497	20,000
<b>Other Financing Sources (Uses)</b>					
Operating Transfers Out - Other Funds	(40,000)	(79,223)	(40,000)	(19,497)	(20,000)
Total Other Financing Sources (Uses)	<u>(40,000)</u>	<u>(79,223)</u>	<u>(40,000)</u>	<u>(19,497)</u>	<u>(20,000)</u>
Net Change in Equity	(298)	(33,082)	-	-	-
Fund Balance - Beginning	<u>33,380</u>	<u>33,082</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 33,082</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



**CITY OF APPLETON 2017 BUDGET  
INTERNAL SERVICE FUNDS**

**Other Post Employment Benefits**

**Business Unit 6410**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy # 1: "Determine City-wide priorities and budget accordingly."

**Objectives:**

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

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

The City is required to have an actuarial study every two years to update the OPEB calculation. City staff update the information in the off year. The last study was completed in 2015 for the year ended December 31, 2014.

**Major program changes:**

An update to the actuarial study is planned for early 2017 for the year ended December 31, 2016.

**PERFORMANCE INDICATORS**

**Actual 2014    Actual 2015    Target 2016    Projected 2016    Target 2017**

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

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
	<b>Program Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	<b>Program Expenses</b>	\$ 108,230	\$ 390,423	\$ 179,000	\$ 179,000	\$ 148,137	-17.24%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	108,230	390,423	179,000	179,000	148,137	-17.24%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

\* % change from prior year adopted budget  
OPEB.xlsx

**CITY OF APPLETON 2017 BUDGET  
INTERNAL SERVICE FUNDS**

**Other Post Employment Benefits**

**Business Unit 6410**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
5035 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
6153 Health Insurance	\$ 108,230	\$ 390,423	\$ 179,000	\$ 179,000	\$ 148,137
6401 Accounting/Audit	-	-	-	-	-
Total Expense	\$ 108,230	\$ 390,423	\$ 179,000	\$ 179,000	\$ 148,137

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET**  
**OTHER POST EMPLOYMENT BENEFITS FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>					
Administrative Expense	108,230	390,423	179,000	190,607	148,137
Total Expenses	<u>108,230</u>	<u>390,423</u>	<u>179,000</u>	<u>190,607</u>	<u>148,137</u>
Revenues over (under)					
Expenses	(108,230)	(390,423)	(179,000)	(190,607)	(148,137)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	(108,230)	(390,423)	(179,000)	(190,607)	(148,137)
Fund Balance (Deficit) - Beginning	<u>990,763</u>	<u>882,533</u>	<u>492,110</u>	<u>492,110</u>	<u>301,503</u>
Fund Balance (Deficit) - Ending	<u>\$ 882,533</u>	<u>\$ 492,110</u>	<u>\$ 313,110</u>	<u>\$ 301,503</u>	<u>\$ 153,366</u>

**CITY OF APPLETON 2017 BUDGET**

**INFORMATION TECHNOLOGY**

**Information Technology Director: Dean J. Fox**

# CITY OF APPLETON 2017 BUDGET INFORMATION TECHNOLOGY

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

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

The following summarizes significant events in 2016:

Completed the purchase of the disaster recovery equipment and software (2015 CIP) and integrated it into routine operations, setting up testing to occur regularly with servers running live from FVTC, where we keep our DR equipment

Completed programming for the street occupancy system and automated container system working with GIS to provide maps

Continued to add additional components to our security assessment, allowing for offsite monitoring and intrusion detection; also added email encryption for specific department needs to satisfy the security assessment

Moved our internet connection from NTD to Wiscnet, taking advantage of additional bandwidth

Rebuilt one-third of the Mobile Data Computers (MDC's) at the Police Department and continuously worked with the staff to ensure as high an uptime on those mobile units as possible; all units were upgraded to the latest software packages including P1, the CAD software for callouts

Continued enhancing the City's new website, including programming additional online permitting to the site as well as continue to self-monitor and keep the site fresh and the information set up in an easy to use format

Rolled out Office 2013 and new virus software to all PC's

Programming changes for 2016 include but are not limited to the State Department of Revenue home sale reporting project, Police-issued citations for overnight parking, and working with DPW on changing the parking ramps to pay on exit

Continued to replace and upgrade PCs and laptops on a 4 year replacement cycle

Virtualized most of our phone system and upgraded all servers and controllers to the latest versions

Coordinated efforts with DPW to deploy the new parking system and verify PCI compliance

Continued with the project of replacing the iSeries mainframe and the software that runs on it with a networked Enterprise Resource Planning (ERP) System and asset management, inventory and Computer Assisted Mass Appraisal (CAMA) systems. In 2015, much of the planning and research was done and the RFP released. In 2016, the contract for both the ERP and CAMA modules were signed and work began. As part of this project, new storage and servers were installed, giving us the additional resources needed to be able to run this type of system.



## CITY OF APPLETON 2017 BUDGET INFORMATION TECHNOLOGY

### MAJOR 2017 OBJECTIVES

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

Move toward completion of the Computer Assisted Mass Appraisal (CAMA) system and further implementation of the ERP system and select modules

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

Review and analyze existing technical and system operations to improve effectiveness and keep pace with the technological landscape; with continuous improvement and enhancement, our goal is to achieve 99.99% uptime of our systems

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

As the project to replace the iSeries advances to the next stage, ensure the technology behind it meets current standards and the needs of the City and work through the implementation process to ensure a seamless transition

Continue the growth of the City's website along with the use of mobile application development and enhancements as they become available or we contract to determine those most usable by the City

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

Upgrade the wireless network within most City buildings

Move our Microsoft Exchange Email system to the cloud using Microsoft Office 365

Develop and establish information technology-related goals and objectives

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Program Expenses</b>							
13010	Administration	190,548	217,979	245,657	257,676	257,701	4.90%
13020	Mainframe	387,570	396,867	393,630	394,920	402,217	2.18%
13030	Network	1,096,597	1,113,279	1,076,661	1,108,991	1,157,295	7.49%
<b>TOTAL</b>		\$ 1,674,715	\$ 1,728,125	\$ 1,715,948	\$ 1,761,587	\$ 1,817,213	5.90%
<b>Expenses Comprised Of:</b>							
	Personnel	959,753	952,830	999,643	1,005,488	1,021,735	2.21%
	Administrative Expense	49,314	65,541	62,714	62,714	62,714	0.00%
	Supplies & Materials	219,149	146,267	177,000	185,000	177,000	0.00%
	Purchased Services	10,074	(6,190)	8,700	19,700	17,000	95.40%
	Utilities	5,953	5,102	6,800	6,800	5,550	-18.38%
	Repair & Maintenance	430,472	564,575	461,091	481,885	533,214	15.64%
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	11.00	11.00	11.00	11.00	11.00	

# CITY OF APPLETON 2017 BUDGET INFORMATION TECHNOLOGY

**Administration**

**Business Unit 13010**

## PROGRAM MISSION

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

## PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

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

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

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

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

Continue to enhance the voice over internet protocol (VoIP) telephone system

**Major changes in Revenue, Expenditures, or Programs:**

The budget for Other Contracts & Obligations has increased (\$8,300) as a result of the move to our own dedicated internet connection with Wiscnet. In 2016, this service was paid for through a carryover request. This change offers us significantly greater bandwidth than our previous connection.

## PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Strategic Outcomes</b>					
Reduce hardware to become "green" department % of virtual vs physical servers	80%	95%	90%	95%	95%
Safeguarding data # of audit records requiring security attention	4	4	0	4	4
<b>Work Process Outputs</b>					
IT Expense per FTE employee; (national average approx. \$11,770)	\$ 2,701	\$ 2,903	\$ 2,768	\$ 2,768	\$ 2,841
IT staff training (hours)	224	440	440	600	880
Telephone numbers supported	770	770	770	770	770

**CITY OF APPLETON 2017 BUDGET  
INFORMATION TECHNOLOGY**

**Administration**

**Business Unit 13010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 120,623	\$ 125,038	\$ 145,714	\$ 146,733	\$ 148,251
6150 Fringes	35,426	38,240	50,729	50,729	51,936
6201 Training\Conferences	20,810	39,424	33,000	33,000	33,000
6205 Employee Recruitment	4,128	-	-	-	-
6206 Parking Permits	1,219	4,269	4,464	4,464	4,464
6301 Office Supplies	-	761	1,000	1,000	1,000
6303 Memberships & Licenses	50	50	50	50	50
6305 Awards & Recognition	235	192	200	200	200
6320 Printing & Reproduction	(258)	1,406	2,000	2,000	2,000
6327 Miscellaneous Equipment	1,260	1,729	2,000	2,000	2,000
6413 Utilities	4,218	3,360	3,800	3,800	3,800
6599 Other Contracts/Obligations	2,837	3,510	2,700	13,700	11,000
<b>Total Expense</b>	<b>\$ 190,548</b>	<b>\$ 217,979</b>	<b>\$ 245,657</b>	<b>\$ 257,676</b>	<b>\$ 257,701</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Training

Average 2 week training per year per staff member

\$ 33,000  
\$ 33,000

Other Contracts & Obligations

Wisnet Internet Connection

\$ 11,000  
\$ 11,000

## CITY OF APPLETON 2017 BUDGET INFORMATION TECHNOLOGY

**Mainframe**

**Business Unit 13020**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

- Communicate on a regular basis with department liaisons to ascertain information needs
- Complete ongoing prioritization of all new and existing mainframe system development tasks
- Coordinate, prioritize and complete department projects in line with available resources, and ensure all departments are regularly kept informed of progress
- Enhance knowledge of newly implemented technology including hardware, software and specialized systems through effective training programs
- Maintain availability of reliable computer hardware and software through a cost effective upgrade schedule
- Continue work on replacement of the iSeries with the Enterprise Resource Planning (ERP) package in 2016

**Major changes in Revenue, Expenditures, or Programs:**

The increase in equipment maintenance expense reflects an increase of approximately \$6,000 per year for the iSeries computer, primarily due to its age. This increase is partially offset by a decrease of \$2,650 for the uninterrupted power supply system, which was recently replaced and still under warranty.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Rapid response to information needs					
# of requests over 6 months old	7	8	10	2	1
# of project requests outstanding	16	8	10	6	5
<b>Strategic Outcomes</b>					
Sustain personnel resource allocation					
% of staff time allocated to new application development (estimate)	60%	50%	5%	25%	25%
(Goal is for the % to decline as we move closer to a replacement technology)					
<b>Work Process Outputs</b>					
# of new requests received	217	226	100	100	100
# of user accounts supported	520	520	520	520	520

**CITY OF APPLETON 2017 BUDGET  
INFORMATION TECHNOLOGY**

**Mainframe**

**Business Unit 13020**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 253,969	\$ 246,902	\$ 249,851	\$ 251,141	\$ 254,760
6104 Call Time	2,014	1,961	2,193	2,193	2,233
6150 Fringes	79,695	83,849	85,515	85,515	85,024
6327 Miscellaneous Equipment	-	3,858	1,000	1,000	1,000
6418 Equip Repairs & Maint	19,265	19,057	20,371	20,371	24,500
6424 Software Support	32,627	41,240	34,700	34,700	34,700
Total Expense	<u>\$ 387,570</u>	<u>\$ 396,867</u>	<u>\$ 393,630</u>	<u>\$ 394,920</u>	<u>\$ 402,217</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Equipment Repairs & Maint

IBM iSeries maintenance	\$ 23,200
Other repairs and parts	1,300
	<u>\$ 24,500</u>

Software Support

JDEdwards	\$ 23,000
Elite forms	1,400
ABSTRACT support	1,400
Misc. software support	900
SEQUEL support	8,000
	<u>\$ 34,700</u>

## CITY OF APPLETON 2017 BUDGET INFORMATION TECHNOLOGY

**Network**

**Business Unit 13030**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

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

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

Maximize the availability and use of the County-shared training room and resource center to enhance knowledge of the City's hardware and software systems

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

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

**Major changes in Revenue, Expenditures, or Programs:**

Equipment Repairs & Maintenance has increased due to an increase in Cisco Smartnet support for our operating network (\$10,000), partially offset by the elimination of support on equipment removed from service (-\$1,000).

Software Support expense has increased approximately \$59,000, primarily due to the addition of support for the newly acquired CAMA system (\$20,500), software needed by Police officers to connect in remotely from squad cars (\$5,500), and support for the CAD system used by both Police and Fire (\$20,794) that was previously provided by Outagamie County.

The credit in consulting services for 2015 is due to the return of payment from a vendor for unused support hours purchased as a block in a previous year.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Quick problem resolution					
# of project requests outstanding	8	4	4	4	4
<b>Strategic Outcomes</b>					
Minimized disruption to City operations because of hardware/software issues					
Ratio of IT Staff to Users; (national average 1:50)	1:56	1:56	1:56	1:59	1:59
<b>Work Process Outputs</b>					
New systems implemented					
# of network accounts supported	620	620	620	620	620
# of computers maintained	430	475	500	500	520
# PC's replaced/upgraded	81	77	130	130	108
Help Desk problems resolved					
# of calls / email handled by help desk	17,500	17,000	18,000	18,000	12,000
# personnel trained	10	11	11	11	11
# of hours of training	New measure →			880	880

## CITY OF APPLETON 2017 BUDGET INFORMATION TECHNOLOGY

**Network**

**Business Unit 13030**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 331,267	\$ 326,003	\$ 332,747	\$ 336,283	\$ 341,191
6104 Call Time	1,774	1,444	2,647	2,647	2,701
6105 Overtime	2,998	2,559	1,994	1,994	2,034
6150 Fringes	131,986	126,834	128,253	128,253	133,605
6201 Training\Conferences	2,355	-	-	-	-
6301 Office Supplies	20,517	20,845	24,000	24,000	24,000
6327 Miscellaneous Equipment	218,147	139,275	172,000	180,000	172,000
6404 Consulting Services	7,237	(9,701)	6,000	6,000	6,000
6413 Utilities	1,735	1,743	3,000	3,000	1,750
6418 Equip. Repairs & Maint	43,882	48,642	39,100	39,100	48,100
6419 Communication Eq. Repairs	23,322	27,221	23,000	23,000	23,000
6424 Software Support	311,377	428,414	343,920	364,714	402,914
Total Expense	<u>\$ 1,096,597</u>	<u>\$ 1,113,279</u>	<u>\$ 1,076,661</u>	<u>\$ 1,108,991</u>	<u>\$ 1,157,295</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Office Supplies</u>		<u>Software Support</u>	
Network supplies - toner, ink, tapes	\$ 24,000	Microsoft agreement	\$ 145,000
	<u>\$ 24,000</u>	Mitel VoIP support	42,500
		GIS - DLT solutions	19,200
<u>Miscellaneous Equipment</u>		Doc management support	15,000
Upgrade PC's and laptops	\$ 83,000	Anti-Virus subscription	5,000
Upgrade MDC's (20)	56,000	Spam filtering	5,000
Misc. network hardware	20,000	Sgt. labs support	3,300
Application and network management	13,000	Unitrends Software Support	16,000
	<u>\$ 172,000</u>	NEOGOV	13,000
		Track-IT support	3,000
<u>Equip. Repairs &amp; Maint.</u>		Miscellaneous software	9,000
NovaTime(Parks/Transit)	\$ 1,300	Shopkey (MSB/Transit)	1,800
SAN hardware support	12,500	SignCAD/SignCAM (MSB)	1,600
Porter Lee (Police Evidence System)	1,700	RecTrac support (Parks)	5,600
Core switch support	18,000	Forensic software (PD)	1,600
Firewall support	14,600	ID networks (PD)	4,200
	<u>\$ 48,100</u>	Adobe Creative Suite	5,750
		Insite Support (MSB/Transit)	1,700
<u>Communication Equip. Repair</u>		Win-Wam (Health W&M)	1,800
Pro-rata share of fiber network costs	\$ 23,000	ArcGIS ELS (CD - GIS)	56,070
	<u>\$ 23,000</u>	CAD (AFD APD)	20,794
		NetMotion	5,500
		CAMA Support (Assessor)	20,500
			<u>\$ 402,914</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
TOTAL REVENUES	0	.00	0	0	0	0	0
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	638,313	617,006.42	440,754	728,312	734,157	744,202	744,202
Call Time	3,788	3,405.29	1,607	4,840	4,840	4,934	4,934
Overtime	2,998	2,559.46	2,698	1,994	1,994	2,034	2,034
Sick Pay	1,021	5,223.56	1,350	0	0	0	0
Vacation Pay	66,525	75,713.23	57,110	0	0	0	0
Fringes	247,107	248,922.22	178,796	264,497	264,497	269,177	270,565
Salaries & Fringe Benefits	959,752	952,830.18	682,315	999,643	1,005,488	1,020,347	1,021,735
Training & Conferences	23,165	39,423.75	21,204	33,000	33,000	33,000	33,000
Parking Permits	4,128	4,269.00	4,002	4,464	4,464	4,464	4,464
Office Supplies	21,736	21,605.46	15,420	25,000	25,000	25,000	25,000
Memberships & Licenses	50	50.00	50	50	50	50	50
Awards & Recognition	235	192.12	159	200	200	200	200
Administrative Expense	49,314	65,540.33	40,835	62,714	62,714	62,714	62,714
Printing & Reproduction	258	1,405.81	835	2,000	2,000	2,000	2,000
Miscellaneous Equipment	219,407	144,862.00	145,654	175,000	183,000	175,000	175,000
Supplies & Materials	219,149	146,267.81	146,489	177,000	185,000	177,000	177,000
Consulting Services	7,237	9,700.65	3,850	6,000	6,000	6,000	6,000
Other Contracts/Obligations	2,837	3,510.33	8,611	2,700	13,700	11,000	11,000
Purchased Services	10,074	6,190.32	12,461	8,700	19,700	17,000	17,000
Electric	0	.00	0	0	0	3,000	0
Telephone	2,671	2,814.74	2,007	4,200	4,200	0	2,950
Cellular Telephone	3,282	2,287.41	2,397	2,600	2,600	3,800	2,600
Utilities	5,953	5,102.15	4,404	6,800	6,800	6,800	5,550
Equipment Repair & Maintenan	63,146	67,699.17	43,731	59,471	59,471	98,600	72,600
Communications Equip. Repairs	23,322	27,221.14	146	23,000	23,000	23,000	23,000
Software Support	344,004	469,654.64	350,048	378,620	399,414	411,614	437,614
Repair & Maintenance	430,472	564,574.95	393,925	461,091	481,885	533,214	533,214
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	1,674,714	1,728,125.10	1,280,429	1,715,948	1,761,587	1,817,075	1,817,213





**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Information Technology**

**Business Unit 4220**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

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

<u>Project</u>	<u>Subledger</u>	<u>Amount</u>	<u>Page</u>
ERP system (I-series replacement)	2407	\$ 377,000	Projects, Pg. 630
Wireless upgrade	2413	75,000	Projects, Pg. 631
		<u>\$ 452,000</u>	

**Major changes in Revenue, Expenditures, or Programs:**

The transfers in from the various utility funds in 2016 represent their shares of the cost of the new ERP utility billing system.

**PERFORMANCE INDICATORS**

**Actual 2014   Actual 2015   Target 2016   Projected 2016   Target 2017**

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

**DEPARTMENT BUDGET SUMMARY**

<b>Programs</b>		<b>Actual</b>		<b>Budget</b>			<b>% Change *</b>
<b>Unit</b>	<b>Title</b>	<b>2014</b>	<b>2015</b>	<b>Adopted 2016</b>	<b>Amended 2016</b>	<b>2017</b>	
	<b>Program Revenues</b>	\$ 1,211	\$ 703	\$ 100,000	\$ 100,000	\$ -	-100.00%
	<b>Program Expenses</b>	\$ 166,710	\$ 340,734	\$ 3,135,000	\$ 3,198,198	\$ 452,000	-85.58%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	166,710	340,734	3,135,000	3,198,198	452,000	-85.58%

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

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Information Technology**

**Business Unit 4220**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4710 Interest on Investments	\$ 1,211	\$ 703	\$ -	\$ -	\$ -
5910 Proceeds of Long-term Debt	585,050	261,000	3,035,000	3,035,000	452,000
5922 Trans In - Sanitation	-	-	25,000	25,000	-
5925 Trans In - Wastewater	-	-	25,000	25,000	-
5926 Trans In - Water	-	-	25,000	25,000	-
5933 Trans In - Stormwater	-	-	25,000	25,000	-
Total Revenue	<u>\$ 586,261</u>	<u>\$ 261,703</u>	<u>\$ 3,135,000</u>	<u>\$ 3,135,000</u>	<u>\$ 452,000</u>
<b>Expenses</b>					
6404 Consulting	\$ -	\$ -	\$ -	\$ -	\$ -
6327 Miscellaneous Equipment	-	-	-	-	-
6804 Equipment	166,710	340,734	3,135,000	3,198,198	452,000
Total Expense	<u>\$ 166,710</u>	<u>\$ 340,734</u>	<u>\$ 3,135,000</u>	<u>\$ 3,198,198</u>	<u>\$ 452,000</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Equipment

Network wireless upgrades	\$ 75,000
ERP system	377,000
	<u>\$ 452,000</u>

**CITY OF APPLETON 2017 BUDGET**  
**INFORMATION TECHNOLOGY**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 1,210	\$ 703	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>1,210</u>	<u>703</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>					
Program Costs	166,710	340,734	3,135,000	3,198,198	452,000
Total Expenses	<u>166,710</u>	<u>340,734</u>	<u>3,135,000</u>	<u>3,198,198</u>	<u>452,000</u>
Revenues over (under) Expenses	(165,500)	(340,031)	(3,135,000)	(3,198,198)	(452,000)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	585,050	261,000	3,035,000	2,990,248	452,000
Operating Transfers In	-	-	100,000	100,000	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>585,050</u>	<u>261,000</u>	<u>3,135,000</u>	<u>3,090,248</u>	<u>452,000</u>
Net Change in Equity	419,550	(79,031)	-	(107,950)	-
Fund Balance - Beginning	<u>(232,569)</u>	<u>186,981</u>	<u>107,950</u>	<u>107,950</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 186,981</u>	<u>\$ 107,950</u>	<u>\$ 107,950</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2017 BUDGET**

**LEGAL SERVICES**

**City Attorney: James P. Walsh**

**Deputy City Attorney: Christopher R. Behrens**

**City Clerk: Kami L. Lynch**

# CITY OF APPLETON 2017 BUDGET LEGAL SERVICES

## MISSION STATEMENT

The mission of the office of Legal Services encompasses three general areas: (1) representing the City in civil and quasi-criminal proceedings; (2) serving as legal advisor to the City, its agencies, officials and, in some instances, its employees. More specifically, these missions include: prosecuting and defending claims and lawsuits for and against the City, its officials, and its employees according to law; prosecuting ordinance and traffic violations in Outagamie County Circuit Court; providing legal services to City-owned utilities; and providing in-house counsel for the Police Department; and (3) City Clerk responsibilities including maintaining and providing accurate information, and providing quality service and assistance to the public, elected officials and City departments relative to the functions of City government.

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

### City Attorney's Office:

- \* The Fox River clean up litigation is still in process. Currently, the City is defending a request by Appvion for contribution for sums they have paid for that clean up. We continue to work with outside counsel to defend the City's interest in that case.
- \* Worked with the Department of Public Works and the Parks, Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River. That is a long process and we are making progress on obtaining those facilities in the future.
- \* Represented the City in traffic and ordinance related matters in 2015 including 6,607 scheduled initial court appearances, 133 scheduled jury and court trials and 3,601 scheduled pre-trials/jury trial conferences or motion hearings. Through June 4, 2016, staff has represented the City in 2,637 scheduled initial court appearances, 40 scheduled jury and court trials and 1,597 scheduled pre-trials/jury trial conferences or motion hearings.
- \* Represented the City in truancy court both at the courthouse and by travelling to each of the high schools and middle schools multiple times each month.
- \* Actively engaged in other litigation including the defense in a variety of lawsuits. Staff resolved a number of matters through mediation or dispositive motions.
- \* Continues to work with outside counsel on a worker's compensation claim for retraining benefits.
- \* Continues to work closely with various departments and the Appleton Area School District regarding establishing a joint employee health clinic.
- \* Assisted the Parks, Recreation and Facilities Management Department with a performance bond claim.
- \* Continues to assist outside counsel and monitor work of outside counsel in matters pending in Federal Court.
- \* Continues to work with the Finance and Utilities Departments on customer issues such as theft of water and collection.
- \* Worked closely with various departments regarding employee discipline and discharge matters.
- \* Provided training regarding HIPPA issues.
- \* Worked with the Department of Public Works on the Appleton East High School stormwater project. We worked with the contractor who would do the inspections of the structure and reworked the contract so it was acceptable to both sides.
- \* Worked with the Department of Public Works and the WisDOT on preliminary tasks relating to the land acquisitions for the Richmond Street/CTH OO roundabout project. We anticipate this project going through the balance of this year and into next year with land acquisitions.
- \* Filed a second claim against the Village of Harrison and Town of Harrison over the attempted annexation of property in the City's growth area. The case has just begun and we anticipate there being significant activity over the next several months.
- \* Worked with the Department of Public Works, completing an update to the Stormwater Management and Erosion Control ordinances.

### City Clerk's Office:

- \* Successfully conducted four elections including a presidential election.
- \* Learned and utilized the new State WisVote system for election administration for all four elections.
- \* As a result of the Spring Election held on April 5th, the Clerk's Office processed 4,811 voter registrations.
- \* Administered nine weeks of early in-person absentee voting with a very high volume of early voters and registrations.
- \* Implemented new laws regarding voter photo ID, absentee ballots, early voting, residency requirements, and campaign finance.
- \* At the time of liquor license renewals, 194 beer/liquor licenses were issued.
- \* Attended various training including the Municipal Clerk's Institute, liquor licensing updates, election law changes and classes at the Wisconsin Municipal Clerk's Association Annual Conference.
- \* The general policy for alcohol licensing was revised to reflect changes in legislation such as the issuance of Class "A" cider only licenses and to remove the economic development grant program for Reserve "Class B" licenses.
- \* Worked with the special events staff committee and reviewed and updated the Special Events Policy.
- \* The Board of Review proceeding was completed at the beginning of June.

## CITY OF APPLETON 2017 BUDGET LEGAL SERVICES

### MAJOR 2017 OBJECTIVES

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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 299,299	\$ 252,151	\$ 291,240	\$ 291,240	\$ 259,200	-11.00%
<b>Program Expenses</b>							
14510	Administration	291,563	256,959	330,085	334,884	326,318	-1.14%
14521	Litigation	399,957	329,166	242,143	246,657	257,860	6.49%
11020	Recordkeeping	104,267	73,905	107,635	107,635	104,924	-2.52%
11030	Licensing	59,237	73,732	64,830	66,016	66,471	2.53%
11040	Elections	300,390	134,496	333,478	333,956	194,520	-41.67%
11050	Mail / Copy Center	164,112	160,379	193,030	194,340	179,715	-6.90%
<b>TOTAL</b>		<b>\$ 1,319,526</b>	<b>\$ 1,028,637</b>	<b>\$ 1,271,201</b>	<b>\$ 1,283,488</b>	<b>\$ 1,129,808</b>	<b>-11.12%</b>
<b>Expenses Comprised Of:</b>							
Personnel		779,894	705,773	851,164	860,295	798,902	-6.14%
Administrative Expense		129,232	126,986	161,427	164,583	141,391	-12.41%
Supplies & Materials		122,365	35,472	112,200	112,200	48,900	-56.42%
Purchased Services		269,600	145,838	131,940	131,940	125,315	-5.02%
Utilities		755	756	1,070	1,070	900	-15.89%
Repair & Maintenance		17,680	13,812	13,400	13,400	14,400	7.46%
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

**CITY OF APPLETON 2017 BUDGET  
LEGAL SERVICES**

**Administration**

**Business Unit 14510**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major Changes in Revenue, Expenditures or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requestor	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to allow performances to proceed					
# of performances delayed due to review not being completed	0	0	0	0	0
<b>Strategic Outcomes</b>					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	40	26	75	75	40
<b>Work Process Outputs</b>					
Written opinions issued	7	3	<20	<20	<20
Ordinances reviewed	104	106	104	90	100
Staff training - hours of training	193.5	56	120	120	120
# of real estate transactions	15	21	13	30	70



**CITY OF APPLETON 2017 BUDGET  
LEGAL SERVICES**

**Administration**

**Business Unit 14510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Serv. - Nontax	\$ 182	\$ 50	\$ 200	\$ 200	\$ 100
4802 Charges for Serv. - Tax	412	177	200	200	200
5035 Other Reimbursements	100	-	-	-	-
5085 Cash Short or Over	4	(7)	-	-	-
<b>Total Revenue</b>	<b>\$ 698</b>	<b>\$ 220</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 300</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 207,451	\$ 175,754	\$ 228,552	\$ 230,195	\$ 232,117
6105 Overtime	125	883	-	-	-
6150 Fringes	57,518	52,371	73,255	73,255	63,643
6201 Training\Conferences	8,536	10,844	9,500	12,656	11,000
6206 Parking Permits	2,559	2,667	3,158	3,158	3,158
6301 Office Supplies	398	1,723	950	950	800
6302 Subscriptions	6,879	7,101	8,000	8,000	9,000
6303 Memberships & Licenses	2,687	3,363	3,200	3,200	4,000
6320 Printing & Reproduction	1,656	1,341	2,200	2,200	1,500
6404 Consulting	2,875	-	-	-	-
6413 Utilities	755	756	1,070	1,070	900
6418 Equip Repairs & Maint	124	156	200	200	200
<b>Total Expense</b>	<b>\$ 291,563</b>	<b>\$ 256,959</b>	<b>\$ 330,085</b>	<b>\$ 334,884</b>	<b>\$ 326,318</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
LEGAL SERVICES**

**Litigation**

**Business Unit 14521**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major Changes in Revenue, Expenditures or Programs:**

The legal fees account is used for payment of outside counsel for the excess assessment litigation and for the recording of documents. We anticipate the court of appeals decision this Fall. If the City prevails, legal fees would be decreased. Recording fees include such things as deeds and documents generated by land acquisition for street purposes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	66	66	<100	<100	<100
<b>Strategic Outcomes</b>					
Minimize cost of settlements					
\$ value of settlements and judgments	\$39,977	\$19,644	<\$50,000	<\$50,000	<\$50,000
Acquisitions are made in a manner acceptable to both the property owner and to the City					
% of contested condemnation cases	0	0	0	0	0
<b>Work Process Outcomes</b>					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	78%	78%	100%	100%	100%
Dispute avoidance					
# of suits filed against City	9	12	2	0	0

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

**CITY OF APPLETON 2017 BUDGET  
LEGAL SERVICES**

**Litigation**

**Business Unit 14521**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 118,122	\$ 169,408	\$ 137,460	\$ 141,974	\$ 141,585
6150 Fringes	34,501	45,537	36,793	36,793	38,385
6301 Office Supplies	222	-	-	-	-
6402 Legal Fees	127,625	96,890	50,000	50,000	60,000
6404 Consulting Services	107,303	9,441	10,000	10,000	10,000
6625 Disability Payments	12,184	7,890	7,890	7,890	7,890
Total Expense	<u>\$ 399,957</u>	<u>\$ 329,166</u>	<u>\$ 242,143</u>	<u>\$ 246,657</u>	<u>\$ 257,860</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Legal Fees

Outside counsel	\$ 50,000
Recording/filing fees	10,000
	<u>\$ 60,000</u>

**CITY OF APPLETON 2017 BUDGET  
LEGAL SERVICES**

**Recordkeeping**

**Business Unit 11020**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major Changes in Revenue, Expenditures or Programs:**

The number of hours of maintaining records is expected to increase due to reorganization of duties along with working with Information Technology to implement a new electronic records management system.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Retrieval of information					
% same day responses	95%	95%	95%	90%	95%
1 week retrieval for detailed requests	5%	5%	5%	10%	5%
<b>Strategic Outcomes</b>					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
<b>Work Process Outputs</b>					
# hrs. maintaining records	261	480	500	960	1,200
# of requests for information	208	78	250	140	200
# of publication notices	184	498	300	500	500
# of ordinances adopted/amended	77	106	200	95	165

**CITY OF APPLETON 2017 BUDGET  
LEGAL SERVICES**

**Recordkeeping**

**Business Unit 11020**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 42,652	\$ 25,228	\$ 43,950	\$ 43,950	\$ 47,840
6105 Overtime	3,804	336	600	600	600
6150 Fringes	21,189	11,538	22,585	22,585	14,359
6301 Office Supplies	769	434	1,500	1,500	850
6320 Printing & Reproduction	2,617	-	2,600	2,600	2,500
6402 Legal Fees	-	150	600	600	400
6408 Contractor Fees	200	150	800	800	375
6412 Advertising	33,036	36,069	35,000	35,000	38,000
Total Expense	<u>\$ 104,267</u>	<u>\$ 73,905</u>	<u>\$ 107,635</u>	<u>\$ 107,635</u>	<u>\$ 104,924</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Advertising</u>	
Required legal publications	<u>\$ 38,000</u>

**CITY OF APPLETON 2017 BUDGET  
LEGAL SERVICES**

**Licensing**

**Business Unit 11030**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major Changes in Revenue, Expenditures or Programs:**

Liquor license revenue is increasing due to reserve licenses no longer being reimbursable for the economic development grant.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Prompt application processing					
% processed on same day	100%	100%	100%	100%	100%
% issued within 90 days of application	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
<b>Work Process Outputs</b>					
License applications processed					
# of beer/liquor licenses issued	215	222	225	194	205
# of operator licenses issued	615	1,159	1,200	400	1,200
# of general licenses issued	368	556	500	540	600

**CITY OF APPLETON 2017 BUDGET  
LEGAL SERVICES**

**Licensing**

**Business Unit 11030**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4301 Amusements	\$ 7,940	\$ 8,080	\$ 7,800	\$ 7,800	\$ 7,500
4303 Cigarette	5,395	5,700	5,600	5,600	5,700
4306 Liquor	114,424	83,942	79,900	79,900	92,000
4307 Operators	46,256	85,374	80,000	80,000	80,000
4309 Miscellaneous	5,430	5,322	4,400	4,400	4,800
4313 Special Events	20,550	21,464	20,000	20,000	20,000
4316 Second Hand/Pawnbroker	2,130	2,280	1,000	1,000	1,200
4317 Commercial Solicitation	4,055	4,955	4,300	4,300	4,200
4318 Christmas Tree	405	405	400	400	400
4320 Taxi Cab/Limousine	2,622	1,690	1,300	1,300	1,000
4321 Taxi Driver	3,980	4,000	2,000	2,000	2,000
4322 Special "B" Beer License	820	865	500	500	600
4411 Alarm Permits	1,920	2,095	1,640	1,640	1,500
5010 Misc. Revenue - Nontax	6,080	6,026	6,000	6,000	6,000
Total Revenue	<u>\$ 222,007</u>	<u>\$ 232,198</u>	<u>\$ 214,840</u>	<u>\$ 214,840</u>	<u>\$ 226,900</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 37,074	\$ 39,380	\$ 38,896	\$ 40,082	\$ 40,664
6105 Overtime	1,260	295	375	375	375
6150 Fringes	20,213	21,254	21,819	21,819	22,692
6301 Office Supplies	690	2,011	3,200	3,200	2,800
6320 Printing & Reproduction	-	-	600	600	-
6429 Interfund Allocation	-	(430)	(60)	(60)	(60)
6599 Other Contracts / Obligations	-	11,222	-	-	-
Total Expense	<u>\$ 59,237</u>	<u>\$ 73,732</u>	<u>\$ 64,830</u>	<u>\$ 66,016</u>	<u>\$ 66,471</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2017 BUDGET

## LEGAL SERVICES

**Elections**

**Business Unit 11040**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

- \* Educate voters of the online voter registration system.
- \* Utilize the City's website to post municipal election night results.
- \* Provide effective training for all election inspectors.
- \* Streamline polling place procedures and materials.
- \* Effectively assist local candidates and maintain campaign finance reports.
- \* Continue education on WisVote system to learn more functionalities as they become available.

**Major Changes in Revenue, Expenditures or Programs:**

The State is to launch a new online voter registration system by the February election. This would allow voters to register to vote or update their registration through an online system, as long as they have a Wisconsin driver's license or ID card as the system would communicate with the Department of Motor Vehicles system for address verification.

The decrease in intergovernmental charges revenue is due to two elections in 2017 vs. four in 2016.

Increase in salaries for hiring four additional pollworkers to assist where needed for the elections. A \$5 per day increase in the chief election inspector wages was also added.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Accurate election roll					
# changes, add and deletes	6,164	2,775	6,000	11,000	2,250
# of voter registrations processed	4,475	378	8,500	9,100	400
# of absentee ballots issued	7,023	945	8,500	8,800	1,050
<b>Strategic Outcomes</b>					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
<b>Work Process Outputs</b>					
# of election votes cast	47,660	8,620	90,000	82,000	9,680
Avg. # of registered voters per election	41,000	41,900	45,000	44,000	43,000
# of elections administered	4	2	4	4	2
% of staff trained at each election	98%	98%	100%	100%	100%



**CITY OF APPLETON 2017 BUDGET  
LEGAL SERVICES**

**Elections**

**Business Unit 11040**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4908 Misc. Intergov. Charges	\$ 76,594	\$ 19,733	\$ 76,000	\$ 76,000	\$ 32,000
<b>Total Revenue</b>	<b>\$ 76,594</b>	<b>\$ 19,733</b>	<b>\$ 76,000</b>	<b>\$ 76,000</b>	<b>\$ 32,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 139,678	\$ 73,514	\$ 151,891	\$ 152,369	\$ 100,423
6105 Overtime	2,222	778	2,987	2,987	1,976
6108 Part Time	4,396	-	-	-	-
6150 Fringes	26,079	23,791	26,100	26,100	25,471
6201 Training/Conferences	-	-	400	400	400
6202 Local Auto Expense	54	211	600	600	400
6206 Parking Permits	658	57	300	300	100
6301 Office Supplies	1,736	422	13,500	13,500	650
6316 Miscellaneous Supplies	2,466	621	5,000	5,000	500
6320 Printing & Reproduction	101,740	21,837	82,000	82,000	35,000
6328 Signs	-	-	500	500	-
6412 Advertising	3,161	1,454	3,600	3,600	1,600
6418 Equip Repairs & Maint	10,665	10,861	11,000	11,000	11,200
6503 Rent	3,360	900	3,600	3,600	1,800
6599 Other Contracts/Obligations	4,175	50	32,000	32,000	15,000
<b>Total Expense</b>	<b>\$ 300,390</b>	<b>\$ 134,496</b>	<b>\$ 333,478</b>	<b>\$ 333,956</b>	<b>\$ 194,520</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Printing & Reproduction

Election material	\$ 3,800
Election ballots	19,800
Other supplies	11,400
	<u>\$ 35,000</u>

Other Contracts/Obligations

Ballot layout	\$ 4,000
Ballot coding memory cards for tabulators	11,000
	<u>\$ 15,000</u>

# CITY OF APPLETON 2017 BUDGET

## LEGAL SERVICES

**Mail/Copy Services**

**Business Unit 11050**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

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

**Major Changes in Revenue, Expenditures or Programs:**

No major changes

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Accurate photocopy services					
Remake of request	0%	0%	1%	0%	0%
# of copies made in mail center	887,812	682,072	1,000,000	875,000	925,000
<b>Work Process Outputs</b>					
# of pieces of outgoing mail	142,658	144,429	160,000	140,000	135,000
# of packages handled	337	298	400	250	375

**CITY OF APPLETON 2017 BUDGET  
LEGAL SERVICES**

**Mail/Copy Services**

**Business Unit 11050**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 41,459	\$ 43,737	\$ 43,098	\$ 44,408	\$ 45,053
6105 Overtime	1,295	205	375	375	375
6150 Fringes	20,855	21,764	22,428	22,428	23,344
6301 Office Supplies	200	4,655	1,600	1,600	6,000
6304 Postage\Freight	68,393	71,273	85,000	85,000	79,000
6316 Miscellaneous Supplies	11,379	5,291	12,500	12,500	5,600
6320 Printing & Reproduction	2,510	6,381	3,900	3,900	3,800
6327 Miscellaneous Equipment	-	-	2,900	2,900	-
6418 Equip Repairs & Maint	6,890	2,796	2,200	2,200	3,000
6503 Rent	11,131	4,277	19,029	19,029	13,543
Total Expense	<u>\$ 164,112</u>	<u>\$ 160,379</u>	<u>\$ 193,030</u>	<u>\$ 194,340</u>	<u>\$ 179,715</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Postage/Freight

United Mailing Service	\$ 12,000
UPS	3,000
US Postal Service	64,000
	<u>\$ 79,000</u>

Rent

Color copier rental	\$ 4,960
Back copier rental	9,380
Front copier rental	2,203
Additional copies	5,000
Charges to departments	(8,000)
	<u>\$ 13,543</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Licenses	214,007	224,077.00	175,465	207,200	207,200	218,860	219,400
Permits	1,920	2,095.00	380	1,640	1,640	1,500	1,500
Charges for Services	593	242.20	78	400	400	400-	300
Intergov. Charges for Service	76,595	19,718.35	28,148	76,000	76,000	3,200	32,000
Other Revenues	6,184	6,019.66	4,368	6,000	6,000	6,000	6,000
<b>TOTAL REVENUES</b>	<b>299,299</b>	<b>252,152.21</b>	<b>208,439</b>	<b>291,240</b>	<b>291,240</b>	<b>229,160</b>	<b>259,200</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	460,639	464,350.21	360,351	549,067	558,198	568,337	560,870
Overtime	8,706	2,496.81	3,675	4,337	4,337	3,326	3,326
Part-Time	4,396	.00	0	0	0	0	0
Other Compensation	86,295	22,204.00	68,192	94,780	94,780	0	46,812
Shift Differential	23	6.28	18	0	0	0	0
Sick Pay	0	189.12	9,374	0	0	0	0
Vacation Pay	39,483	40,271.45	29,335	0	0	0	0
Fringes	180,355	176,255.15	132,563	202,980	202,980	176,453	187,894
<b>Salaries &amp; Fringe Benefits</b>	<b>779,897</b>	<b>705,773.02</b>	<b>603,508</b>	<b>851,164</b>	<b>860,295</b>	<b>748,116</b>	<b>798,902</b>
Training & Conferences	8,536	10,843.70	6,318	9,900	13,056	11,400	11,400
Local Auto Expense	54	210.95	211	600	600	400	400
Parking Permits	3,217	2,724.48	2,895	3,458	3,458	3,258	3,258
Office Supplies	4,015	9,245.10	11,177	20,750	20,750	7,400	11,100
Subscriptions	6,879	7,100.61	4,696	8,000	8,000	9,000	9,000
Memberships & Licenses	2,687	3,362.75	2,601	3,200	3,200	4,000	4,000
Postage & Freight	68,394	71,272.83	54,210	85,000	85,000	79,000	79,000
Rent	23,266	14,335.69	5,652	22,629	22,629	21,943	15,343
Disability Payments	12,184	7,890.00	7,890	7,890	7,890	7,890	7,890
Block Grant Payments	30,000	.00	10,000	0	10,000	0	0
<b>Administrative Expense</b>	<b>159,232</b>	<b>126,986.11</b>	<b>105,650</b>	<b>161,427</b>	<b>174,583</b>	<b>144,291</b>	<b>141,391</b>
Miscellaneous Supplies	13,844	5,912.39	337	17,500	17,500	6,100	6,100
Printing & Reproduction	108,523	29,559.38	65,377	91,300	91,300	51,100	42,800
Miscellaneous Equipment	0	.00	0	2,900	2,900	2,000	0
Signs	0	.00	0	500	500	0	0
<b>Supplies &amp; Materials</b>	<b>122,367</b>	<b>35,471.77</b>	<b>65,714</b>	<b>112,200</b>	<b>112,200</b>	<b>59,200</b>	<b>48,900</b>
Legal Fees	127,625	97,039.68	2,577	50,600	50,600	50,400	60,400
Consulting Services	110,178	9,440.88	4,866	10,000	10,000	10,000	10,000
Contractor Fees	200	150.00	125	800	800	375	375
Advertising	36,197	37,523.45	17,057	38,600	38,600	39,600	39,600
Interfund Allocations	8,775-	9,588.86-	45-	60-	60-	60-	60-
Other Contracts/Obligations	4,175	11,272.36	0	32,000	32,000	15,000	15,000
<b>Purchased Services</b>	<b>269,600</b>	<b>145,837.51</b>	<b>24,580</b>	<b>131,940</b>	<b>131,940</b>	<b>115,315</b>	<b>125,315</b>
Telephone	755	756.06	559	1,070	1,070	1,070	900
<b>Utilities</b>	<b>755</b>	<b>756.06</b>	<b>559</b>	<b>1,070</b>	<b>1,070</b>	<b>1,070</b>	<b>900</b>
Equipment Repair & Maintenan	17,680	13,812.48	13,596	13,400	13,400	11,400	14,400
<b>Repair &amp; Maintenance</b>	<b>17,680</b>	<b>13,812.48</b>	<b>13,596</b>	<b>13,400</b>	<b>13,400</b>	<b>11,400</b>	<b>14,400</b>
Capital Expenditures	0	.00	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>1,349,531</b>	<b>1,028,636.95</b>	<b>813,607</b>	<b>1,271,201</b>	<b>1,293,488</b>	<b>1,079,392</b>	<b>1,129,808</b>

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Tuchscherer Disability**

**Business Unit 7120**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 660	\$ 233	\$ 500	\$ 500	\$ 500
<b>Expenses</b>					
Program Costs	6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(5,731)	(6,158)	(5,891)	(5,891)	(5,891)
Fund Balance - Beginning	48,494	42,763	36,605	36,605	30,714
Fund Balance - Ending	\$ 42,763	\$ 36,605	\$ 30,714	\$ 30,714	\$ 24,823



**CITY OF APPLETON 2017 BUDGET**

**HUMAN RESOURCES**

**Human Resources Director: Sandra A. Behnke**

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

# CITY OF APPLETON 2017 BUDGET HUMAN RESOURCES

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

In terms of general administrative functions, we continued to plan and make changes to our medical insurance policy to remain in compliance with the Health Care Reform Act and industry trends. We hired a plan services advisor for the 457(b) Deferred Compensation Plan. This advisor will serve as fiduciary for the plan, oversee investment decisions, evaluate the record keeper, and educate employees. Staff finalized the creation of a new shared employee medical clinic with the Appleton Area School District which opened in the fall of 2016. Staff also conducted RFP's for benefit consulting services, completed the annual health insurance renewal, and implemented a FICA alternative program for eligible employees. Additionally, staff reviewed and completed an analysis of positions based on the new Fair Labor Standards Act (FLSA) guidelines. In conjunction with the Health Department, we worked with the Facilities Department on the creation of a "mother's room" and developed a "Nursing Mothers" policy. The Health Smart team ran the annual health screening program offering incentives for employees and spouses for completing the health risk assessment, participating in a follow-up coaching session and for achieving established goals. This year, a total of 826 employees, spouses and retirees participated in the health screening, with 186 choosing to participate in the follow-up personal coaching sessions. The Health Smart team continued to promote healthy living programs which included a weight watchers program, promotion of the new City EAP program, smoking cessation, nutrition, musculoskeletal injury prevention, healthy vending machine options, fitness challenges, wellness fair and continued involvement in the Well City Fox Cities initiative. The annual glance chart (tables of organization, department staffing information and salary charts) was also updated and distributed. We continue to electronically scan and index personnel files into the Metafile imaging system.

In the area of employee/labor relations, the department began union/management meetings with Valley Transit. We also began negotiations with all three union labor agreements for contracts expiring December 31, 2016. Staff also met with a number of employees regarding FMLA, worker's compensation, career development and a variety of employment-related questions and concerns.

Recruitment activities continued to be heavy due to retirements and terminations. In particular, recruitment processes were completed for Valley Transit General Manager, police officers, fire fighters, CSO's and several positions at the Library and City Hall as well as several internal position transfers within DPW. We continued to use Biddle testing that is integrated with our NEO.gov application system. We also worked with social media outlets to find new ways to reach potential candidates.

Since the new compensation study was finalized, we processed another year of pay-for-performance adjustments based on all non-union employee ratings in the performance evaluation system. The compensation team continues to meet to review the administration and performance of the evaluation system. The team identified some areas for improvement and recommended working with the compensation consultant on potential solutions.

In the area of staff development and training, the department completed training of all general and supervisory employees on legally mandated topics in twenty classes held throughout the year and provided required training to all seasonal employees during four seasonal classes. The staff also conducted three new employee orientation programs, along with three new supervisor orientations. Staff continued to develop the new online Citywide onboarding system for new employees and expanded the use of the system to individual department onboarding. The staff also facilitated, in conjunction with an internal employee recognition committee, two very successful administrative professionals' recognition programs in April, in addition to programs for customer service week and ongoing training for staff. We also worked with various departments throughout the year on staff and team development programs.



## CITY OF APPLETON 2017 BUDGET HUMAN RESOURCES

### MAJOR 2017 OBJECTIVES

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

**Administration:**

- Continue work on the health insurance program to stay in compliance with the Health Care Act and industry trends for all employee benefits
- Administer the annual employee/spouse/retiree health screenings along with various wellness programs to educate employees
- Maintain the City's non-represented compensation plan
- Promote the new medical clinic to all employees and dependents
- Promote programs to increase employee financial wellness and retirement readiness
- Finalize negotiation process for all three union contracts if not completed before year end
- Continue work on deferred compensation and plan services

**Recruitment and Retention:**

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

**Staff Training and Development:**

- Create new staff development plans to address growing number of vacancies throughout all levels of City departments
- Continue to create and facilitate required general employee and supervisory training sessions
- Conduct new employee orientation sessions
- Conduct seasonal employee training
- Facilitate new supervisor orientation sessions
- Facilitate workforce analysis and planning updates
- Coordinate development opportunities for City employees
- Offer benefit training opportunities for City employees
- Implement individual development plans and leadership development
- Develop and manage online onboarding system

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 117	\$ -	\$ -	\$ -	\$ -	N/A
<b>Program Expenses</b>							
14010	Administration	364,536	372,573	377,562	383,839	387,223	2.56%
14020	Recruitment	172,589	186,850	186,193	187,628	193,110	3.71%
14040	Staff Development	139,876	147,756	148,060	149,724	154,802	4.55%
<b>TOTAL</b>		<b>\$ 677,001</b>	<b>\$ 707,179</b>	<b>\$ 711,815</b>	<b>\$ 721,191</b>	<b>\$ 735,135</b>	<b>3.28%</b>
<b>Expenses Comprised Of:</b>							
Personnel		601,742	623,473	625,168	634,544	641,640	2.63%
Administrative Expense		45,331	47,925	50,387	50,387	55,535	10.22%
Supplies & Materials		2,673	4,564	4,350	4,350	4,550	4.60%
Purchased Services		26,594	30,559	31,110	31,110	32,610	4.82%
Utilities		661	658	800	800	800	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		6.15	6.15	6.15	6.15	6.15	

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

**CITY OF APPLETON 2017 BUDGET  
HUMAN RESOURCES**

**Administration**

**Business Unit 14010**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major Changes in Revenue, Expenditures or Programs:**

With less focus on labor relations, we have combined business unit 14030-Employee and Labor Relations with this budget since more focus is on administration of policies and programs rather than contractual administration.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Timely and appropriate support of departments					
# of grievances	3	5	0	0	0
% of increase to medical premiums	2%	3.4%	5%	4%	5%
<b>Strategic Outcomes</b>					
Consistent and understandable employment policies and procedures					
Sick leave frequency					
Avg. sick bank hours per employee	10.5	9.8	9.0	9.0	9.0
Avg. FMLA sick hours per employee	10.7	6.3	9.0	9.0	7.0
Avg. PTO (sick) hours per employee	4.9	4.4	6.0	6.0	4.5
<b>Work Process Outputs</b>					
Policy Implementation - # of policies:					
Developed	2	1	0	0	0
Updated	16	12	10	2	10
Fringe Benefits					
# of contracts under negotiation	0	0	3	3	0
# of new fringe benefits	0	2	0	0	0
# of modified fringe benefits	5	2	2	2	2

**CITY OF APPLETON 2017 BUDGET  
HUMAN RESOURCES**

**Administration**

**Business Unit 14010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Serv.- Nontax	\$ 117		\$ -	\$ -	\$ -
Total Revenue	\$ 117	\$ -	\$ -	\$ -	\$ -
<b>Expenses</b>					
6101 Regular Salaries	\$ 264,769	\$ 272,902	\$ 270,556	\$ 276,833	\$ 276,987
6105 Overtime	259	403	-	-	-
6150 Fringes	82,871	86,986	89,194	89,194	92,576
6206 Parking Permits	2,118	1,974	2,184	2,184	2,280
6301 Office Supplies	756	713	1,000	1,000	1,000
6302 Subscriptions	954	974	1,020	1,020	565
6303 Memberships & Licenses	350	780	390	390	390
6305 Awards & Recognition	-	104	89	89	92
6307 Food & Provisions	98	262	119	119	123
6320 Printing & Reproduction	2,134	4,564	3,850	3,850	4,050
6327 Miscellaneous Equipment	500	-	500	500	500
6404 Consulting Services	9,161	2,301	8,000	8,000	8,000
6413 Utilities	477	476	550	550	550
6599 Other Contracts/Obligations	89	134	110	110	110
Total Expense	\$ 364,536	\$ 372,573	\$ 377,562	\$ 383,839	\$ 387,223

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
HUMAN RESOURCES**

**Recruitment and Selection**

**Business Unit 14020**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major Changes in Revenue, Expenditures or Programs:**

No major changes

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Staff Retention					
Regular employees on staff < 1 year	30	46	40	50	50
Regular employees on staff 1-5 years	130	117	140	150	150
Regular employees on staff 6-10 years	118	101	110	100	100
Regular employees on staff 10+ years	345	339	344	334	334
<b>Strategic Outcomes</b>					
City operates more efficiently					
# of open positions throughout year (includes transfers & promotions)	55	71	60	75	75
# staff turnover	40	59	50	60	60
<b>Work Process Outputs</b>					
Candidate recruitment					
# of positions posted internally	26	16	20	20	20
# of positions advertised externally	40	57	50	60	60
# of telephone interviews	30	12	25	25	25
# of face to face interviews	435	434	425	435	435
# of candidates tested	215	271	240	250	250

**CITY OF APPLETON 2017 BUDGET  
HUMAN RESOURCES**

**Recruitment and Selection**

**Business Unit 14020**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 102,163	\$ 105,522	\$ 105,131	\$ 106,566	\$ 108,301
6105 Overtime	37	9	-	-	-
6150 Fringes	40,144	41,925	43,457	43,457	45,124
6205 Employee Recruitment	11,293	10,085	13,500	13,500	13,500
6303 Memberships & Licenses	535	55	55	55	535
6307 Food & Provisions	851	1,197	800	800	900
6320 Printing & Reproduction	39	-	-	-	-
6404 Consulting Services	10,964	20,762	15,000	15,000	16,500
6412 Advertising	6,379	7,112	8,000	8,000	8,000
6413 Utilities	184	183	250	250	250
Total Expense	<u>\$ 172,589</u>	<u>\$ 186,850</u>	<u>\$ 186,193</u>	<u>\$ 187,628</u>	<u>\$ 193,110</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

Pre-employment physicals	\$ 7,500
Pre-employment psychologicals	9,000
	<u>\$ 16,500</u>

**CITY OF APPLETON 2017 BUDGET  
HUMAN RESOURCES**

**Staff Development & Training**

**Business Unit 14040**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major Changes in Revenue, Expenditures or Programs:**

The increase in the overall Citywide Human Resources training budget is to address the growing staff turnover due to retirements and voluntary terminations (which have tripled compared to five years ago). The additional money for Citywide training will be used to implement new leadership development programs and individual development plans starting in 2017 to help to develop, engage, and retain employees. Our workforce analysis shows that 61% of our workforce is eligible to retire within the next 10 years, which will result in gaps in leadership and skills if we do not proactively address the anticipated ongoing departures of staff and their institutional knowledge.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Timely, resourceful training provided					
% employees reported very satisfied	72%	71%	70%	70%	70%
% employees reported satisfied	28%	29%	30%	30%	30%
% employees reported not satisfied	0%	0%	0%	0%	0%
<b>Strategic Outcomes</b>					
% of employees trained on required topics	93%	99%	100%	100%	100%
<b>Work Process Outputs</b>					
Training programs conducted					
Number of training topics covered at required classes	25	24	25	25	25
Avg. number participants per session	24	26	25	25	25

**CITY OF APPLETON 2017 BUDGET  
HUMAN RESOURCES**

**Staff Development & Training**

**Business Unit 14040**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 81,219	\$ 83,871	\$ 83,782	\$ 85,446	\$ 84,578
6105 Overtime	30	30	-	-	-
6150 Fringes	30,250	31,825	33,048	33,048	34,074
6201 Training\Conferences	28,077	31,397	30,480	30,480	35,400
6301 Office Supplies	3	-	-	-	-
6303 Memberships & Licenses	199	229	250	250	250
6307 Food & Provisions	98	154	500	500	500
6404 Consulting Services	-	250	-	-	-
Total Expense	<u>\$ 139,876</u>	<u>\$ 147,756</u>	<u>\$ 148,060</u>	<u>\$ 149,724</u>	<u>\$ 154,802</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Training and Conferences</u>	
HR professional/technical training	\$ 11,000
City-wide training	24,400
	<u>\$ 35,400</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Charges for Services	117	.00	104	0	0	0	0
<b>TOTAL REVENUES</b>	<b>117</b>	<b>.00</b>	<b>104</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	383,856	404,801.05	282,370	459,469	468,845	469,866	469,866
Overtime	326	441.80	519	0	0	0	0
Sick Pay	7,959	1,782.88	3,189	0	0	0	0
Vacation Pay	56,336	55,711.55	49,569	0	0	0	0
Fringes	153,265	160,735.36	114,574	165,699	165,699	170,835	171,774
<b>Salaries &amp; Fringe Benefits</b>	<b>601,742</b>	<b>623,472.64</b>	<b>450,221</b>	<b>625,168</b>	<b>634,544</b>	<b>640,701</b>	<b>641,640</b>
Training & Conferences	28,077	31,397.04	25,039	30,480	30,480	35,400	35,400
Employee Recruitment	11,293	10,085.55	7,387	13,500	13,500	13,500	13,500
Parking Permits	2,118	1,974.00	2,070	2,184	2,184	2,280	2,280
Office Supplies	759	713.05	391	1,000	1,000	1,000	1,000
Subscriptions	954	973.99	1,524	1,020	1,020	565	565
Memberships & Licenses	1,084	1,064.00	504	695	695	1,175	1,175
Awards & Recognition	0	103.64	0	89	89	92	92
Food & Provisions	1,046	1,613.64	80-	1,419	1,419	1,523	1,523
<b>Administrative Expense</b>	<b>45,331</b>	<b>47,924.91</b>	<b>36,835</b>	<b>50,387</b>	<b>50,387</b>	<b>55,535</b>	<b>55,535</b>
Printing & Reproduction	2,173	4,563.97	3,418	3,850	3,850	4,050	4,050
Miscellaneous Equipment	500	.00	0	500	500	500	500
<b>Supplies &amp; Materials</b>	<b>2,673</b>	<b>4,563.97</b>	<b>3,418</b>	<b>4,350</b>	<b>4,350</b>	<b>4,550</b>	<b>4,550</b>
Consulting Services	20,126	23,313.56	15,399	23,000	23,000	24,500	24,500
Advertising	6,379	7,111.57	3,960	8,000	8,000	8,000	8,000
Other Contracts/Obligations	89	133.75	97	110	110	110	110
<b>Purchased Services</b>	<b>26,594</b>	<b>30,558.88</b>	<b>19,456</b>	<b>31,110</b>	<b>31,110</b>	<b>32,610</b>	<b>32,610</b>
Telephone	661	658.27	482	800	800	800	800
<b>Utilities</b>	<b>661</b>	<b>658.27</b>	<b>482</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>
Repair & Maintenance	0	.00	0	0	0	0	0
<b>Capital Expenditures</b>	<b>0</b>	<b>.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>677,001</b>	<b>707,178.67</b>	<b>510,412</b>	<b>711,815</b>	<b>721,191</b>	<b>734,196</b>	<b>735,135</b>



**CITY OF APPLETON 2017 BUDGET**

**RISK MANAGEMENT**

**Human Resources Director: Sandra A. Behnke**

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

# CITY OF APPLETON 2017 BUDGET RISK MANAGEMENT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. The Risk Management staff started off the year analyzing our current coverages and completed our annual insurance renewals for 2017. The staff reviewed all insurance policies to continue premiums at the lowest cost and maintain proper levels of coverage for the City's liability needs. We reviewed risk and provided adequate insurance coverage for sixty-three special events and twelve new special events. Multiple reviews were completed on the Railroad Trestle contract for the City to obtain ownership of three bridges and connect to the walking trails, the new FICA alternative agreement, the lease for the employee health clinic and new contract for builders risk for automated access and revenue control systems for three parking ramps. We assisted the Fire department with a drone policy and insurance coverage. Contract review was completed on design and construction of the new Erb Park recreation facility including two pools and buildings within the park. We completed several contract reviews for the design, construction, and management of the City's new exhibition center.

We continued to manage the Central Safety Committee and worked with departments' safety committees to review current safety practices and make improvements as needed. The Executive Safety Committee worked to present City programs to CVMIC for a newly created grant program that will award \$10,000 to the City to be used for safety/risk programs.

We also continued to proactively promote safe work practices by conducting required training for all supervisors, employees and volunteers on risk management topics. To help generate interest and keep our employees engaged in safety training, we created large table top kerplunk game to help reinforce safety topics for seasonal participants. We also created/provided first aid kits for all field vehicles. In addition, we worked with CVMIC to offer a confined space entry training for twenty-five employees.

Worked to complete Safety Data Sheets (SDS) audit and applicable updates.

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

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

Regarding the ongoing Fox River cleanup litigation, in 2014 the City submitted a consent decree previously agreed to among several of the parties to the US District Court. The consent decree capped the City's liability for cleanup at \$5.2 million, removed the City from further litigation and was approved by the court. The \$5.2 million settlement amount was deposited with the court and reimbursed by the insurance companies that provided coverage. Following approval of the consent decree, another of the litigants in the case brought suit for reimbursement of expenses related to the cleanup. The City Attorney continues to work with outside counsel to defend the City's interest.

## CITY OF APPLETON 2017 BUDGET RISK MANAGEMENT

### MAJOR 2017 OBJECTIVES

For the key objective of ensuring that the City has sufficient insurance coverage and reserves for any type of claim, and to handle all claims and potential claims involving the City, our focus will be on the development of new policies and revision of existing policies as deemed necessary. In terms of insurance coverage and claims handling, we will continue to:

Investigate and resolve all claim issues filed against the City

Work with the Legal Services Office on workers' compensation claims and other unresolved claims

Review all property, liability and workers' compensation insurance coverages

Evaluate funding source adequacy, including charges for service for workers' compensation and recovery of claims/legal defense fees paid out but not recovered on the Fox River clean-up

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

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

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

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

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

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

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

Due to unusually high workers compensation claims in 2015 and 2016, expenses in this fund have significantly exceeded revenues in those years resulting in a negative fund balance. As a result, additional departmental charges will be made beginning in 2017 and will continue until the deficit is erased. The 2017 Budget will include an additional \$100,000 of departmental charges in support of this goal.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 6,714,469	\$ 2,044,345	\$ 1,659,369	\$ 1,659,369	\$ 2,150,938	29.62%
<b>Program Expenses</b>							
6210	Property & Liability Mgt.	6,466,843	2,148,590	1,510,009	1,510,009	1,895,139	25.51%
6220	Loss Control	139,269	147,967	149,360	150,816	155,799	4.31%
<b>Total Program Expenses</b>		\$ 6,606,112	\$ 2,296,557	\$ 1,659,369	\$ 1,660,825	\$ 2,050,938	23.60%
<b>Expenses Comprised Of:</b>							
Personnel		316,466	324,753	332,576	334,032	342,071	2.85%
Administrative Expense		1,068,466	1,938,529	1,301,653	1,301,653	1,675,482	28.72%
Supplies & Materials		1,910	2,236	1,950	1,950	2,200	12.82%
Purchased Services		5,219,167	30,936	22,990	22,990	30,985	34.78%
Utilities		103	103	200	200	200	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

## CITY OF APPLETON 2017 BUDGET RISK MANAGEMENT

**Property & Liability Management**

**Business Unit 6210**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

The Uninsured Losses - WC is an estimate based on a seven-year history of workers' compensation claims paid and on an analysis of current claims on which we expect further expense in 2017. We continue to work with departments on safety training and equipment usage in an effort to reduce the number and severity of claims but many of the current claims are the result of unforeseeable accidents.

The 2017 budget for consulting services includes the cost of an actuarial study, which is required every other year.

The Fox River clean-up continues to be a source of potential liability for the City. The City has been working with the other agencies involved and in early 2014 submitted a consent decree to U.S. District Court capping the City's liability at \$5.2 million and removing the City from further litigation. That consent decree was approved by the court and the City deposited the \$5.2 million settlement with the court and was reimbursed by the various insurance carriers providing coverage. As had been expected, one of the paper companies involved in the case appealed for reimbursement of expenses related to the cleanup and the City continues to incur legal fees to defend against that appeal. The majority of the litigation costs have been reimbursed by insurance carriers and we expect that to continue. The 2017 budget includes an estimate of \$500,000 for legal fees (\$400,000 for litigation of the appeal, and \$100,000 for representing the City on claims against the insurance carriers and obtaining reimbursement under the policies) and a projected reimbursement of \$380,000.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 8,625	\$ 8,196	\$ 6,000	\$ 6,000	\$ 9,000
Avg cost per general liability claim*	\$ 700	\$ 111	\$ 400	\$ 600	\$ 400
Avg cost per auto liability claim*	\$ 492	\$ 387	\$ 500	\$ 550	\$ 500
<b>Strategic Outcomes</b>					
Minimize claims expense					
\$ value of claims paid*	\$ 601,148	\$ 482,334	\$ 250,000	\$ 250,000	\$ 500,000
\$ value of subrogation recovery*	\$ 12,519	\$ 43,300	\$ 15,000	\$ 15,000	\$ 15,000
<b>Work Process Outputs</b>					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	10	10	10	10
# of new insurance policies purchased	1	2	0	0	1
Number of claims filed					
General liability	36	39	50	50	40
Auto liability	30	28	25	25	30
Workers' comp - lost time	15	8	10	10	10
Workers' comp - medical only	50	49	50	50	50

\* Initial claims in year presented only

## CITY OF APPLETON 2017 BUDGET RISK MANAGEMENT

**Property & Liability Management**

**Business Unit 6210**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4710 Interest Income	\$ 248	\$ 82	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	1,207,766	1,287,059	1,355,650	1,355,650	1,711,040
5004 Sales of City Property	490	-	-	-	-
5035 Other Reimbursements	78,498	66,663	63,719	63,719	59,898
5082 Insurance Proceeds	5,427,467	690,541	240,000	240,000	380,000
<b>Total Revenue</b>	<b>\$ 6,714,469</b>	<b>\$ 2,044,345</b>	<b>\$ 1,659,369</b>	<b>\$ 1,659,369</b>	<b>\$ 2,150,938</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 150,635	\$ 153,637	\$ 156,122	\$ 156,122	\$ 160,364
6105 Overtime	2	50	-	-	-
6150 Fringes	46,784	47,615	51,037	51,037	52,586
6206 Parking Permits	1,188	1,188	1,188	1,188	1,260
6301 Office Supplies	761	772	1,200	1,200	1,200
6327 Miscellaneous Equipment	500	-	300	300	300
6401 Accounting/Audit	1,804	1,886	2,440	2,440	2,000
6403 Bank Services	19	1	-	-	-
6404 Consulting Services	4,300	13,183	5,000	5,000	12,500
6501 Insurance	425,194	462,709	468,722	468,722	471,429
6599 Other Contracts / Obligations	5,200,000	134	-	-	-
6623 Uncollectible Accounts	27,318	-	-	-	-
6626 Uninsured Losses	277,213	874,294	349,000	349,000	593,500
6627 Uninsured Losses - WC	331,125	593,121	475,000	475,000	600,000
<b>Total Expense</b>	<b>\$ 6,466,843</b>	<b>\$ 2,148,590</b>	<b>\$ 1,510,009</b>	<b>\$ 1,510,009</b>	<b>\$ 1,895,139</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Insurance

Liability	\$ 99,900
Excess liability	10,000
Employment practice	35,000
Automobile	13,130
Package property	227,059
Excess workers' compensation	86,340
	<u>\$ 471,429</u>

Uninsured Losses

General liability	\$ 50,000
Automobile	43,500
Fox River litigation attorney fees	400,000
Fox River insurance carrier - legal fees	100,000
	<u>\$ 593,500</u>

Uninsured Losses - WC

Medical payments	\$ 499,500
Comp-lost time	90,000
Other administrative expenses	10,500
	<u>\$ 600,000</u>

## CITY OF APPLETON 2017 BUDGET RISK MANAGEMENT

**Safety/Loss Prevention**

**Business Unit 6220**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

The training budget is increasing due to modifying how we may offer some of our required annual training for all regular and seasonal employees. In addition to the in-person classes, we plan to research and hopefully offer online training for existing and new employees. The increase will help cover the costs of developing and offering these courses.

The increase in consulting services is based on notification that ThedaCare anticipates a 5% increase in costs for next year.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safety and loss prevention knowledge					
# of people who attended safety training classes	151	188	150	150	190
<b>Strategic Outcomes</b>					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	129	132	130	130	130
# of safety problems	204	139	200	200	150
# of safety corrections	196	124	200	200	150
<b>Work Process Outputs</b>					
Employees Educated					
# of topics covered during each safety class	21	16	15	15	15
Avg employees per session	22	26	28	28	26

**CITY OF APPLETON 2017 BUDGET  
RISK MANAGEMENT**

**Safety/Loss Prevention**

**Business Unit 6220**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 88,274	\$ 91,146	\$ 91,949	\$ 93,405	\$ 94,377
6105 Overtime	10	10	-	-	-
6150 Fringes	30,762	32,294	33,468	33,468	34,744
6201 Training\Conferences	4,145	4,963	5,000	5,000	6,500
6303 Memberships & Licenses	160	150	150	150	200
6305 Awards & Recognition	221	233	140	140	140
6307 Food & Provisions	1,141	1,098	1,253	1,253	1,253
6315 Books & Library Materials	20	154	100	100	150
6320 Printing & Reproduction	1,043	1,683	1,200	1,200	1,400
6323 Safety Supplies	106	400	100	100	100
6327 Miscellaneous Equipment	241	-	250	250	250
6404 Consulting Services	13,043	14,133	13,900	13,900	14,835
6413 Utilities	103	103	200	200	200
6599 Other Contracts / Obligations	-	1,600	1,650	1,650	1,650
Total Expense	<u>\$ 139,269</u>	<u>\$ 147,967</u>	<u>\$ 149,360</u>	<u>\$ 150,816</u>	<u>\$ 155,799</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Interest Income	248	81.66	4-	0	0	0	0
Charges for Services	1,207,766	1,287,059.00	1,253,496	1,355,650	1,355,650	0	1,711,040
Other Revenues	5,506,455	757,204.37	478,128	303,719	303,719	0	439,898
<b>TOTAL REVENUES</b>	<b>6,714,469</b>	<b>2,044,345.03</b>	<b>1,731,620</b>	<b>1,659,369</b>	<b>1,659,369</b>	<b>0</b>	<b>2,150,938</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	209,546	213,763.36	178,420	248,071	249,527	252,313	254,741
Overtime	11	60.32	138	0	0	0	0
Sick Pay	3,388	2,129.62	1,400	0	0	0	0
Vacation Pay	25,975	28,890.07	25,030	0	0	0	0
Fringes	77,546	81,503.59	68,434	84,505	84,505	86,820	87,330
Rension Expense / Revenue	0	1,594.00-	0	0	0	0	0
<b>Salaries &amp; Fringe Benefits</b>	<b>316,466</b>	<b>324,752.96</b>	<b>273,422</b>	<b>332,576</b>	<b>334,032</b>	<b>339,133</b>	<b>342,071</b>
Training & Conferences	4,145	4,963.11	3,444	5,000	5,000	6,500	6,500
Parking Permits	1,188	1,188.00	1,224	1,188	1,188	1,260	1,260
Office Supplies	761	771.74	168	1,200	1,200	1,200	1,200
Memberships & Licenses	160	150.00	110	150	150	200	200
Awards & Recognition	221	233.59	0	140	140	140	140
Food & Provisions	1,141	1,097.69	1,728	1,253	1,253	1,253	1,253
Insurance	425,194	462,709.00	471,469	468,722	468,722	470,174	471,429
Uncollectible Accounts	27,318	.00	0	0	0	0	0
Uninsured Losses	277,213	874,294.57	580,419	349,000	349,000	93,500	593,500
Uninsured Losses - WC	331,124	593,120.70	576,462	475,000	475,000	477,000	600,000
<b>Administrative Expense</b>	<b>1,068,465</b>	<b>1,938,528.40</b>	<b>1,635,024</b>	<b>1,301,653</b>	<b>1,301,653</b>	<b>1,051,227</b>	<b>1,675,482</b>
Books & Library Materials	20	153.65	0	100	100	150	150
Printing & Reproduction	1,043	1,682.67	1,283	1,200	1,200	1,400	1,400
Safety Supplies	106	400.03	851	100	100	100	100
Miscellaneous Equipment	741	.00	0	550	550	550	550
<b>Supplies &amp; Materials</b>	<b>1,910</b>	<b>2,236.35</b>	<b>2,134</b>	<b>1,950</b>	<b>1,950</b>	<b>2,200</b>	<b>2,200</b>
Accounting/Audit	1,804	1,886.23	2,228	2,440	2,440	0	2,000
Bank Services	19	.66	0	0	0	0	0
Consulting Services	17,343	27,315.30	8,343	18,900	18,900	27,335	27,335
Other Contracts/Obligations	5,200,000	1,733.75	1,697	1,650	1,650	1,650	1,650
<b>Purchased Services</b>	<b>5,219,166</b>	<b>30,935.94</b>	<b>12,268</b>	<b>22,990</b>	<b>22,990</b>	<b>28,985</b>	<b>30,985</b>
Telephone	103	103.21	93	200	200	200	200
<b>Utilities</b>	<b>103</b>	<b>103.21</b>	<b>93</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
Repair & Maintenance	0	.00	0	0	0	0	0
<b>Capital Expenditures</b>	<b>0</b>	<b>.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>6,606,110</b>	<b>2,296,556.86</b>	<b>1,922,941</b>	<b>1,659,369</b>	<b>1,660,825</b>	<b>1,421,745</b>	<b>2,050,938</b>



**CITY OF APPLETON 2017 BUDGET**  
**RISK MANAGEMENT FUND**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Charges for Services	\$ 1,207,766	\$ 1,287,059	\$ 1,355,650	\$ 1,355,650	\$ 1,711,040
Other	180,449	88,371	63,719	63,848	59,898
Total Revenues	<u>1,388,215</u>	<u>1,375,430</u>	<u>1,419,369</u>	<u>1,419,498</u>	<u>1,770,938</u>
<b>Expenses</b>					
Litigation Fees	116,163	603,067	250,000	470,000	400,000
Fox River Settlement	5,200,000	-	-	-	-
Other Operating Expenses	1,289,949	1,693,490	1,409,369	1,745,369	1,650,938
Total Expenses	<u>6,606,112</u>	<u>2,296,557</u>	<u>1,659,369</u>	<u>2,215,369</u>	<u>2,050,938</u>
Operating Income (Loss)	(5,217,897)	(921,127)	(240,000)	(795,871)	(280,000)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	248	82	-	-	-
Other Non-Operating Income	490	-	-	-	-
Insurance Proceeds - Fox River	5,325,515	668,833	240,000	455,000	380,000
Total Non-Operating	<u>5,326,253</u>	<u>668,915</u>	<u>240,000</u>	<u>455,000</u>	<u>380,000</u>
Change in Net Assets	108,356	(252,212)	-	(340,871)	100,000
Fund Balance - Beginning	<u>145,450</u>	<u>330,299</u> *	<u>78,087</u>	<u>78,087</u>	<u>(262,784)</u>
Fund Balance - Ending	<u>\$ 253,806</u>	<u>\$ 78,087</u>	<u>\$ 78,087</u>	<u>\$ (262,784)</u>	<u>\$ (162,784)</u>

\* as restated per new pension standards

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ (108,788)	\$ (449,659)
+ Change in Net Assets	<u>(340,871)</u>	<u>100,000</u>
Working Cash - End of Year	<u>\$ (449,659)</u>	<u>\$ (349,659)</u>

**CITY OF APPLETON 2017 BUDGET  
RISK MANAGEMENT**

**NOTES**

Lined area for notes.

**CITY OF APPLETON 2017 BUDGET**

**COMMUNITY & ECONOMIC DEVELOPMENT**

**Director Community & Economic Development: Karen E. Harkness**

**Deputy Director Community & Economic Development: Monica N. Stage**

# CITY OF APPLETON 2017 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

In 2016, the Community and Economic Development Department continued to deliver services to the public with a focus on meeting the community needs and enhancing quality of life.

- \* Industrial development saw a continued increase in 2016 with the sale of two lots in the Northeast Business Park. Land sales totaling 3.61 acres in the Northeast Business Park resulted in a total sale price of \$133,550. 7.32 acres were sold in Southpoint for the new Encapsys headquarters which is scheduled to break ground in October.
- \* Continued efforts to construct the Exhibition Center with a focus on communication with other nine municipalities, the ARA, the Exhibition Center Advisory Committee and the Hotel Room Tax Commission creating by-laws and policies.
- \* The department continues to work and communicate with the business community in Appleton and throughout the region with efforts including social media, regular business retention visits and partnerships with community organizations that help build relationships that benefit the City.
- \* Staff worked with a consultant team to update the Comprehensive Plan (previously adopted in 2010) and complete an in-depth rewrite of its downtown plan chapter with an intensive public engagement process that included online and in-person activities.
- \* A new Assessor software system was selected to replace the aging iSeries assessor property system. This followed a six month RFP process and the clean-up preparation of many data fields within the City's 26,000 property records. Two out of the four phases of this large software installation/conversion project will be completed by December.
- \* The City's equalized value increased by 2.5% in 2016 from \$4,816,754,800 to \$4,938,725,300. This 2.5% growth exceeded many cities of similar size including Green Bay, Oshkosh, Fond du Lac and Sheboygan. All TIDs in the City increased in equalized value for 2016.
- \* In May, to promote historic preservation efforts, the City of Appleton Historic Preservation Commission hosted a public workshop at the Appleton Public Library on home and building genealogy. The home genealogy workshop taught citizens how to best use the Appleton Library and History Museum's collections of published and unpublished materials, including maps, city directories, photographs, newspapers, books and databases for researching home and building histories and its former residents as well as the newest online products for historical and genealogical research.
- \* In 2016, to promote historic preservation efforts, the City of Appleton Historic Preservation Commission created bookmarks of five existing memorial monuments in Appleton. They wrote a historic narrative for each memorial explaining its historic significance and photographs were taken of the memorials. The department contracted with a professional printer to produce the bookmarks for distribution to the public.
- \* On May 5, 2016, the Appleton Woolen Mill building located at 218 East South Island Street was listed on the State of Wisconsin and National Register of Historic Places. This property is entitled to the benefits and protection of the National Historic Preservation Act of 1966, as amended and under Chapter 44, Wisconsin State Statutes. The Appleton Woolen Mill building is the 13th individual building in Appleton listed on the State of Wisconsin and National Register of Historic Places.
- \* During the first half of 2016, the site plan review committee has approved 60 multi-family dwelling units, approximately 25,000 square feet of office space, 22,000 square feet of industrial space and 2,000 square feet of commercial space.
- \* In the annual growth report, the City had approximately 232 single family residential lots platted and available for sale starting 2016. Final plat approval resulted in the creation of an additional thirteen residential lots. The City still has several acres of planned, unplatted land available for single family development.
- \* In 2016, Appleton's GIS team continued to develop the GeoEvent Software and produced garbage and snow operations web sites to allow real time and historical data on fleet movement. Collector for ARCGIS was rolled out for a new water maintenance project as well as conversion of the tree inventory to an IOS platform (IPad). A customized tool was created for the Fire Department allowing the download of GIS buildings and action line data for pre-plan drawings in their Fire Zone software, saving hundreds of hours of time and reducing a duplication of efforts. The Fox Trot Trail map, brochure and app was created in collaboration with multiple departments.
- \* We embrace diversity and inclusion as an organization to support a welcoming and inclusive community. Appleton is now seen as a leader for its work with refugee resettlement. In 2015 and 2016, we had visits from the State of Wisconsin Office of Refugees along with the Chief of Domestic Resettlement, Refugee Admissions Bureau of Population, Refugees, and Migration with the federal Department of State. Our refugee resettlement taskforce continues to help identify gaps and barriers for refugee facilities seeking service.
- \* We sought to improve communications with non-English speaking community members within our services for City employees. We now contract with a local woman and minority owned agency who provides interpreting services for 17 different languages, including new refugee population languages. We also contract with an individual for sign-language services. We hosted listening sessions with minority community members to seek input on improving City services.
- \* Staff organized and delivered the Neighborhood Academy, a four-session learning series for neighborhood leaders in May, 2016.
- \* In late 2015 and early 2016, the Lawrence-City Park Neighborhood and Peabody Park Neighborhood were each awarded funding through the Neighborhood Grant Program (TNGP). Also, the Huntley Houses Neighborhood's community fitness playground project, approved for TNGP funding by Common Council, is expected to be complete by August, 2016.

## CITY OF APPLETON 2017 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

### MAJOR 2017 OBJECTIVES

- \* Continue creation, execution and implementation of the plan, primary goals and key strategies from the City's economic development strategic plan that will result in development within targeted districts of the City and enhance the business climate and vibrancy of the community.
- \* Contact at least forty businesses in the City with information on business assistance programs and City support.
- \* Attract development to the City that will result in substantial tax base enhancement; target remains 2.6% of new equalized value.
- \* Sell three acres of business park land.
- \* Implement the newly updated City's 2010-2030 Comprehensive Plan providing input to development proposals and initiating zoning code changes (when necessary and in compliance with State Statutes) as identified in the Plan
- \* Continue multi-year process of a comprehensive re-write of the zoning ordinance and amendments to the official zoning map.
- \* Coordinate and increase communication and shared vision with the technical review group, City departments, Plan Commission, Community and Economic Development Committee, Historic Preservation Commission, registered neighborhoods, Appleton Redevelopment Authority, Common Council and community.
- \* Work with the development community, elected and appointed officials, neighborhoods, non-government organizations, businesses and other City departments to formulate development proposals that aligns with City plans, ordinances and policies, as well as recognized industry practices.
- \* Continue assessing the needs and concerns of minority owned businesses to aid economic development and insure success in Appleton.
- \* Continue to strengthen community experiences for refugees and agencies serving them.
- \* Continue implementing strategic direction for the diversity and inclusion employee committee to promote diversity and inclusion within our organization to aid in recruiting and retention efforts.
- \* Continue to allow easier access to the City's GIS system by enhancing existing mobile applications, creating new applications, utilizing ArcGIS online as well as creating access for smartphones and tablets. Utilize upgraded server structure to better organize our external web applications and allow for more "real-time" updates to GIS data.
- \* The Assessor's office will focus its efforts on the final phases of its software conversion project. All property data will be converted from the iSeries system to the new assessor software system. Training, testing, system set-ups and interfaces will also occur in 2017. This large project kicked off in June, 2016 with an estimated "go live" completion date of June, 2017.
- \* In August, 2017, the Assessor's division will begin a citywide revaluation of all 1,700 commercial properties. Land valuation, field inspections, and surveying of rental income will occur by December with a project completion date of June, 2018. We revalue all property every 4-5 years in order to maintain 100% market value assessments.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 30,293	\$ 22,688	\$ 20,800	\$ 20,800	\$ 20,800	0.00%
<b>Program Expenses</b>							
10550	Administration	452,284	507,898	516,260	525,807	534,275	3.49%
10551	Marketing	239,149	224,567	240,714	241,192	245,793	2.11%
10553	New & Redevelopment	174,027	183,650	197,042	197,042	200,544	1.78%
15020	Planning	237,899	258,018	260,018	263,887	269,731	3.74%
13520	Assessing	515,278	525,686	528,772	529,079	539,026	1.94%
<b>TOTAL</b>		<b>\$ 1,618,637</b>	<b>\$ 1,699,819</b>	<b>\$ 1,742,806</b>	<b>\$ 1,757,007</b>	<b>1,789,369</b>	<b>2.67%</b>
<b>Expenses Comprised Of:</b>							
Personnel		1,448,709	1,564,833	1,575,930	1,590,131	1,619,909	2.79%
Administrative Expense		23,707	20,554	27,521	27,521	29,530	7.30%
Supplies & Materials		13,455	13,803	13,415	13,415	14,075	4.92%
Purchased Services		123,710	89,844	116,000	116,000	116,400	0.34%
Utilities		4,084	3,833	4,272	4,272	4,212	-1.40%
Repair & Maintenance		4,972	6,952	5,668	5,668	5,243	-7.50%
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		18.13	18.13	18.13	18.13	17.81	

**CITY OF APPLETON 2017 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Administration**

**Business Unit 10550**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Administrative processing, procedures and reporting for the department.

**Major changes in Revenue, Expenditures, or Programs:**

Additional funding has been added to training to support the technical education needed for our staff.

Salaries have decreased due to the Community Development Specialist taking over the administration of the housing and homeless grants from being contracted. The grants provide for administration reimbursement.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Employee retention					
% staff turnover	5%	5%	0%	5%	0%
Accurate and useful information					
# of layers edited (GIS)	1281	1380	700	775	700
Improve business and work flow					
# of users supported on GIS software	123	136	130	136	130
<b>Strategic Outcomes</b>					
Quality training to support staff performance					
% of training courses completed	100%	100%	100%	100%	100%
% of depts. using GIS	50%	50%	50%	50%	50%
<b>Work Process Outputs</b>					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Increase efficiency & effectiveness of City by using GIS					
# of GIS projects	389	358	250	250	250

**CITY OF APPLETON 2017 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Administration**

**Business Unit 10550**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Serv. - Nontax	\$ 878	\$ 831	\$ 800	\$ 800	\$ 800
5020 Donations & Memorials	-	1,502	-	-	-
Total Revenue	<u>\$ 878</u>	<u>\$ 2,333</u>	<u>\$ 800</u>	<u>\$ 800</u>	<u>\$ 800</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 319,761	\$ 358,905	\$ 359,842	\$ 369,389	\$ 353,499
6108 Part Time	4,599	-	-	-	-
6150 Fringes	93,364	114,139	118,075	118,075	140,424
6201 Training/Conferences	7,353	5,866	8,100	8,100	10,000
6206 Parking Permits	7,308	7,182	7,276	7,276	7,620
6301 Office Supplies	1,940	2,303	2,200	2,200	2,200
6302 Subscriptions	812	363	735	735	500
6303 Memberships & Licenses	2,400	1,974	3,200	3,200	3,200
6305 Awards & Recognition	344	270	285	285	285
6307 Food & Provisions	368	365	400	400	400
6315 Books & Library Materials	49	137	75	75	75
6320 Printing & Reproduction	9,888	12,356	11,800	11,800	11,800
6327 Miscellaneous Equipment	-	-	200	200	200
6412 Advertising	1,441	1,645	1,300	1,300	1,300
6413 Utilities	2,657	2,393	2,772	2,772	2,772
Total Expense	<u>\$ 452,284</u>	<u>\$ 507,898</u>	<u>\$ 516,260</u>	<u>\$ 525,807</u>	<u>\$ 534,275</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Marketing & Business Services**

**Business Unit 10551**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Continue to enhance the environment in Appleton to promote business and industry and attract investment.
- Continue to examine ways in which City government can be improved to be more responsive, supportive and proactive to business needs.
- Promote Appleton to the broader public, especially business and industry.
- Conduct business retention visits.
- Provide technical assistance for start-up and growing companies.
- Assist and be responsive to prospective and established businesses and developers.
- Promote the City's interest and develop positive relationships through active participation on various boards, committees and organizations.
- Maintain effective relations with members of culturally diverse communities.
- Continue implementation of the Economic Development Strategic Plan.
- Support diversity and inclusion for community and staff.
- Provide outreach to minority businesses.

**Major changes in Revenue, Expenditures, or Programs:**

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

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Connection to source of issue resolution or resource					
# Existing businesses assisted	39	23	40	40	40
# Start-up businesses assisted	7	15	35	20	35
Information specific to development in Appleton					
# of prospects information deliveries	65	34	70	70	70
Facilitate diversity issue resolution					
# businesses and individuals assisted	129	154	115	115	115
<b>Strategic Outcomes</b>					
Appleton's economy grows and tax base enhanced					
% increase in total equalized value	1.6%	2.6%	2.6%	2.5%	2.6%
<b>Work Process Outputs</b>					
Retention visit clients served					
# Business retention visits/follow-ups	18	30	40	40	40
Marketing and diversity initiatives completed					
# of plans and pieces developed	143	119	114	114	110



**CITY OF APPLETON 2017 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Marketing & Business Services**

**Business Unit 10551**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 116,678	\$ 120,351	\$ 119,549	\$ 120,027	\$ 122,859
6150 Fringes	33,745	44,758	46,440	46,440	48,209
6303 Membership & Licenses	375	135	725	725	725
6305 Awards & Recognition	-	-	500	500	500
6404 Consulting Services	88,298	-	-	-	-
6412 Advertising	30	288	1,000	1,000	1,000
6431 Interpreter Services	23	-	500	500	500
6599 Other Contracts/Obligations	-	59,035	72,000	72,000	72,000
Total Expense	<u>\$ 239,149</u>	<u>\$ 224,567</u>	<u>\$ 240,714</u>	<u>\$ 241,192</u>	<u>\$ 245,793</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

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

**CITY OF APPLETON 2017 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**New and Redevelopment Projects**

**Business Unit 10553**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

Act as ombudsman for developers pursuing investments in the City.

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

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

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

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

**Major changes in Revenue, Expenditures, or Programs:**

No major program changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	20	16	15	18	18
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	10	1	5	5	5
# of improved business park acres	100	100	100	100	100
<b>Strategic Outcomes</b>					
Tax base enhanced					
\$ increase industrial/commercial	\$ 12,915,428	\$ 17,489,346	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000
\$ increase in target districts	\$ 410,000	\$ 40,221,393	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
\$ business park permits	\$ 595,000	\$ 36,803,195	\$ 2,000,000	\$ 2,500,000	\$ 2,000,000
<b>Work Process Outputs</b>					
# of development agreements completed	1	0	1	1	1
# of acres sold in business park	0	7	2	9	3

**CITY OF APPLETON 2017 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**New and Redevelopment Projects**

**Business Unit 10553**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 121,461	\$ 125,082	\$ 124,764	\$ 124,764	\$ 126,811
6150 Fringes	35,089	40,649	42,278	42,278	43,733
6303 Memberships & Licenses	82	-	-	-	-
6404 Consulting Services	17,395	17,919	30,000	30,000	30,000
Total Expense	<u>\$ 174,027</u>	<u>\$ 183,650</u>	<u>\$ 197,042</u>	<u>\$ 197,042</u>	<u>\$ 200,544</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

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

\$ 30,000

# CITY OF APPLETON 2017 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

**Planning**

**Business Unit 15020**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to Key Strategies:**

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

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

No major program changes.

### PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
<b>Client Benefits/Impacts</b>					
Timely, accurate processing of applications					
% of admin apps processed within the timeframe per ordinance	100%	100%	100%	100%	100%
% of commission apps processed within the timeframe per ordinance	100%	100%	100%	100%	100%
% of customers inquiries served within the timeframe per department policy	100%	100%	100%	100%	100%
% of complaints received on admin apps	0%	0%	2%	2%	2%
% of complaints received on commission applications	0%	0%	2%	2%	2%
<b>Strategic Outcomes</b>					
High-quality development that aligns with City plans, ordinances, and policies, as well as recognized industry best practices					
# of development projects guided through the review process, resulting in approval			20	20	20
# of comp plan goals and objectives implemented	23	9	6	6	10
<b>Work Process Outputs</b>					
Services performed					
# of admin applications approved	417	449	425	425	425
# of commission applications approved	48	53	25	25	25
# of customers inquiries served	1,235	1,374	800	800	900
# of comp plan and ordinance amendments adopted	9	6	2	2	2
# of historic sites, buildings, districts recognized/researched	4	2	2	5	2
# of special projects	5	5	2	2	2

**CITY OF APPLETON 2017 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Planning**

**Business Unit 15020**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Misc. State Aids	\$ 4,835	\$ -	\$ -	\$ -	\$ -
5002 Zoning & Subdivision Fees	24,580	20,355	20,000	20,000	20,000
Total Revenue	<u>\$ 29,415</u>	<u>\$ 20,355</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 172,362	\$ 185,293	\$ 184,579	\$ 188,448	\$ 191,235
6150 Fringes	60,552	72,725	75,139	75,139	78,196
6305 Awards & Recognition	-	-	300	300	300
6404 Consulting Services	4,985	-	-	-	-
Total Expense	<u>\$ 237,899</u>	<u>\$ 258,018</u>	<u>\$ 260,018</u>	<u>\$ 263,887</u>	<u>\$ 269,731</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Assessing**

**Business Unit 13520**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The Assessor's Office will focus its Spring 2017 efforts on the conversion of all property data from the iSeries system to the new Assessor software system. We will also assist with creating the necessary interfaces and downloads from our new system to other City, County, and State systems. Training, testing and system set ups will also occur during this time. This large software project kicked off in June, 2016 with an estimated system "go live" date of June, 2017.

In August 2017, we will begin a Citywide revaluation of all 1,700 commercial properties to be completed by June, 2018. We revalue all property every 4-5 years in order to maintain 100% market value assessments. All residential parcels will be revalued the following year. This commercial revaluation will require: determining current land values; analyzing all sales prices and assessment/sale ratios; collecting and analyzing income/expenses/vacancies on rental properties; requesting inspection on 800 buildings; calculating values using comparable sales, potential net rental income, or replacement cost less depreciation; defending the new assessed values at the Board of Review, etc. Many assessed values will need to be increased due to the improved real estate market.

**Major changes in Revenue, Expenditures, or Programs:**

\$660 was added to misc. equipment to purchase a new commercial cost guide for the Citywide commercial revaluation.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Equitable assessments and equitable distribution of tax levy:					
Assessment districts within 10% of market value	100%	95%	100%	98%	98%
Coefficient of dispersion of assessment/sale ratios	6%	8%	9%	9%	9%
# assessment errors resulting in inaccurate taxes	2	3	0	0	0
<b>Strategic Outcomes</b>					
Assessments accurately reflect market values:					
Residential class level of assessment	101%	100%	100%	98%	100%
Commercial class level of assessment	102%	99%	100%	96%	100%
Overall level of assessment	101%	100%	100%	98%	100%
<b>Work Process Outputs</b>					
% of buildings inspected to update records:					
Commercial new construction	100%	100%	100%	100%	100%
Residential new construction	93%	95%	100%	95%	95%
Recent sales	40%	48%	50%	51%	50%
Total # of interior inspections	833	2,667	800	1,400	800
Property record maintenance:					
Deeds processed (ownership changes)	2,373	2,439	2,300	2,300	2,300
Lot splits, CSM's, & new platted parcels	109	97	100	175	175
Annexed parcel(s)	-	1	-	2	2
Assessments updated	13,392	700	700	895	800

**CITY OF APPLETON 2017 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Assessing**

**Business Unit 13520**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 361,466	\$ 371,273	\$ 369,560	\$ 369,867	\$ 374,767
6105 Overtime	3,513	280	500	500	507
6150 Fringes	126,117	131,378	135,204	135,204	139,669
6201 Training\Conferences	1,532	1,505	2,200	2,200	2,200
6302 Subscriptions	844	260	1,100	1,100	1,100
6303 Memberships & Licenses	350	330	500	500	500
6327 Miscellaneous Equipment	3,517	1,310	1,340	1,340	2,000
6413 Utilities	1,428	1,441	1,500	1,500	1,440
6425 CEA Equip. Rental	4,973	6,952	5,668	5,668	5,243
6599 Other Contracts/Obligations	11,538	10,957	11,200	11,200	11,600
Total Expense	<u>\$ 515,278</u>	<u>\$ 525,686</u>	<u>\$ 528,772</u>	<u>\$ 529,079</u>	<u>\$ 539,026</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	4,835	.00	0	0	0	0	0
Charges for Services	878	830.90	667	800	800	800-	800
Other Revenues	24,580	21,856.97	12,405	20,000	20,000	20,000-	20,000
<b>TOTAL REVENUES</b>	<b>30,293</b>	<b>22,687.87</b>	<b>13,072</b>	<b>20,800</b>	<b>20,800</b>	<b>20,800-</b>	<b>20,800</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	960,128	1,015,995.58	736,745	1,158,294	1,172,495	1,186,175	1,168,671
Labor Pool Allocations	20,195	17,358.95	12,891	0	0	0	0
Overtime	3,513	279.68	980	500	500	507	507
Part-Time	4,599	.00	0	0	0	0	0
Other Compensation	870	599.94	375	0	0	0	500
Sick Pay	725	3,190.02	227	0	0	0	0
Vacation Pay	109,810	123,760.64	84,845	0	0	0	0
Fringes	348,868	403,648.35	309,493	417,136	417,136	457,292	450,231
<b>Salaries &amp; Fringe Benefits</b>	<b>1,448,708</b>	<b>1,564,833.16</b>	<b>1,145,556</b>	<b>1,575,930</b>	<b>1,590,131</b>	<b>1,643,974</b>	<b>1,619,909</b>
Training & Conferences	8,885	7,371.49	6,742	10,300	10,300	12,200	12,200
Parking Permits	7,308	7,182.00	7,412	7,276	7,276	7,620	7,620
Office Supplies	1,940	2,302.98	902	2,200	2,200	2,200	2,200
Subscriptions	1,656	623.00	691	1,835	1,835	1,600	1,600
Memberships & Licenses	3,207	2,438.64	2,380	4,425	4,425	4,425	4,425
Awards & Recognition	344	270.00	0	1,085	1,085	1,085	1,085
Food & Provisions	368	365.40	486	400	400	400	400
<b>Administrative Expense</b>	<b>23,708</b>	<b>20,553.51</b>	<b>18,613</b>	<b>27,521</b>	<b>27,521</b>	<b>29,530</b>	<b>29,530</b>
Books & Library Materials	49	137.24	0	75	75	75	75
Printing & Reproduction	9,888	12,355.78	6,337	11,800	11,800	11,800	11,800
Miscellaneous Equipment	3,517	1,309.95	1,352	1,540	1,540	2,200	2,200
<b>Supplies &amp; Materials</b>	<b>13,454</b>	<b>13,802.97</b>	<b>7,689</b>	<b>13,415</b>	<b>13,415</b>	<b>14,075</b>	<b>14,075</b>
Consulting Services	110,678	17,918.50	16,583	30,000	30,000	30,000	30,000
Advertising	1,464	1,932.80	702	2,300	2,300	2,300	2,300
Interpreter Services	30	.00	498	500	500	500	500
Other Contracts/Obligations	11,538	69,992.29	27,174	83,200	83,200	83,600	83,600
<b>Purchased Services</b>	<b>123,710</b>	<b>89,843.59</b>	<b>44,957</b>	<b>116,000</b>	<b>116,000</b>	<b>116,400</b>	<b>116,400</b>
Telephone	1,084	1,045.95	764	1,170	1,170	1,332	1,332
Cellular Telephone	3,001	2,787.58	2,049	3,102	3,102	2,880	2,880
<b>Utilities</b>	<b>4,085</b>	<b>3,833.53</b>	<b>2,813</b>	<b>4,272</b>	<b>4,272</b>	<b>4,212</b>	<b>4,212</b>
CEA Equipment Rental	4,973	6,952.54	3,173	5,668	5,668	5,243	5,243
<b>Repair &amp; Maintenance</b>	<b>4,973</b>	<b>6,952.54</b>	<b>3,173</b>	<b>5,668</b>	<b>5,668</b>	<b>5,243</b>	<b>5,243</b>
<b>Capital Expenditures</b>	<b>0</b>	<b>.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>1,618,638</b>	<b>1,699,819.30</b>	<b>1,222,801</b>	<b>1,742,806</b>	<b>1,757,007</b>	<b>1,813,434</b>	<b>1,789,369</b>



**CITY OF APPLETON 2017 BUDGET**

**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Director Community & Economic Development: Karen E. Harkness**

**Deputy Director Community & Economic Development: Monica N. Stage**

# CITY OF APPLETON 2017 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MISSION STATEMENT

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

### DISCUSSION OF SIGNIFICANT 2016 EVENTS

#### **Homeowner Rehabilitation Loan Program**

This program benefits the City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2016, the Homeowner Rehabilitation Loan Program rehabilitated 24 owner-occupied housing units and invested nearly \$400,000 on home improvement loans. The funding sources that support the homeowner rehabilitation loan program include:

#### **Homeowner Rehabilitation Loan Program Funding Sources:**

- Program Income from the repayment of HOME Homeowner Rehabilitation loans (Business Unit 2160)
- CDBG funds from the U.S. Department of Housing and Urban Development (HUD) (Business Unit 2170)
- Program Income from the repayment of CDBG loans (Business Unit 2170)
- Program Income from the repayment of Lead Hazard Control Grant loans (Business Unit 2190)
- Program Income from the repayment of HOME Rental Rehabilitation loans (Business Unit 2130)

#### **Neighborhood Program (NP)**

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

Staff continues to promote competitive grant funds available to registered neighborhoods through the Neighborhood Grant Program (TNGP). In late 2015 and early 2016, the Lawrence-City Park Neighborhood and Peabody Park Neighborhood were each awarded funding through TNGP. Also, the Huntley Houses Neighborhood's community fitness playground project, approved for TNGP funding by Common Council, is expected to be complete by September, 2016.

Staff organized and delivered the Neighborhood Academy, a 4-session learning series for neighborhood leaders, in May, 2016. In total, there were 12 participants representing 5 different neighborhoods.

#### **Community Development Block Grant (CDBG)**

For the 2016-2017 award of \$535,325, \$304,026 was allocated as detailed below for City programs. \$231,299 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$158,651
- Neighborhood Program \$40,000
- Appleton Housing Authority \$60,000
- Fair Housing Services \$25,000
- CDBG Administration \$20,375

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

An environmental review policy was established to ensure that the review procedures are administered uniformly according to the requirements set forth by HUD and other various regulations in an efficient and effective manner. In July, staff took the initial steps to transition non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. Below are the grants that had been previously shown in the Finance budget:

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

In 2015, the City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities, and ADVOCAP, was successful in renewing both a Transitional Housing Program (THP) and a Permanent Supportive Housing (PSH) grant for another program year (October, 2015 - September, 2016 for THP and January, 2016 - December, 2016 for PSH, \$181,152 for THP and \$54,337 for PSH). Additionally, the City was awarded funds for the 2016-2017 program year (October 2016-September 2017), which included \$181,152 for THP and for the 2017 program year (January - December, 2017), which included \$54,337 (est.) for PSH.

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

The City, in collaboration with the Housing Partnership of the Fox Cities, ADVOCAP, Homeless Connection, and Fox Valley Warming Shelter was successful in its application for ESG funds for the 2015 program year (July, 2015 - June, 2016). The State separated the grants into the Emergency Solutions Grant (ESG) and the Transitional Housing Program (THP). The City received \$231,445 for ESG and \$15,872 for THP.

Additionally, the City was awarded funds for the 2016 program year (July, 2016 - June, 2017) which included \$259,563 for ESG and \$25,310 for THP.

In June, we had a monitoring visit from the DOR Division of Energy, Housing and Community Resources. Four minor issues were noted regarding sub recipients. The City is implementing policies and procedures to address these issues.

# CITY OF APPLETON 2017 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MAJOR 2017 OBJECTIVES

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

**Homeowner Rehabilitation Loan Program (HRLP)**

(Program Year: April 1 to March 31)

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

**Neighborhood Program (NP)**

(Program Year: April 1 to March 31)

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

**Community Development Block Grant (CDBG)**

(Program Year: April 1 to March 31)

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

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

(Program Year: October 1 to September 30)

**Continuum of Care/Permanent Supportive Housing (PSH)**

(Program Year: January 1 to December 31)

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

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

(Program Year: July 1 to June 30)

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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 1,173,381	\$ 1,296,568	\$ 1,466,763	\$ 1,466,763	\$ 1,502,015	2.40%
<b>Program Expenses</b>							
2100	CDBG	276,219	375,645	380,000	380,000	446,778	17.57%
2140	Emergency Shelter	262,349	269,963	247,317	247,317	284,873	15.19%
2150	Continuum of Care	227,296	254,587	231,346	231,346	235,489	1.79%
2170	Homeowner Rehab Loan	469,723	367,108	448,100	449,494	446,222	-0.42%
2180	Neighborhood Program	42,200	2,142	166,450	166,450	96,422	-42.07%
	Discontinued	258	-	-	-	-	
<b>TOTAL</b>		\$ 1,278,045	\$ 1,269,445	\$ 1,473,213	\$ 1,474,607	\$ 1,509,784	2.48%
<b>Expenses Comprised Of:</b>							
	Personnel	82,446	89,905	94,790	96,184	123,973	30.79%
	Administrative Expense	1,159,759	1,129,602	1,338,376	1,338,376	1,373,591	2.63%
	Supplies & Materials	1,838	505	500	500	500	0.00%
	Purchased Services	33,863	49,325	39,287	39,287	11,460	-70.83%
	Utilities	139	108	260	260	260	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	1.00	1.00	1.08	1.08	1.40	

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

**CITY OF APPLETON 2017 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Block Grant**

**Business Unit 2100**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

Revenues and expenditures associated with this program are subject to the final entitlement award amount, as well as the Community and Economic Development Committee and City Council approval of CDBG subrecipient awards.

For the overall CDBG timeliness ratio, a grantee is considered to be timely if, 60 days prior to the end of the grantee's current program year, the amount of entitlement grant funds available to the recipient under grant agreements but undisbursed by the U.S. Treasury is less than or equal to 1.5 times the annual entitlement grant amount for its current program year. As indicated below, the timeliness ratio has been met.

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

The 2016 CDBG award was \$535,325 (for the period April 1, 2016 - March 31, 2017), a slight increase from the 2015-2016 award. The estimated award for the 2017-2018 program year is \$528,000. The allocation of the funds are as follows:

CDBG - Community Dev/Finance Admin	\$ 109,192*
Homeowner Rehab. Loan Program	81,222
Neighborhood Program	<u>0**</u>
	190,414
Awarded through competitive application process	<u>337,586</u>
 Total estimated award	 <u>\$ 528,000</u>

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

\*\* Neighborhood Program is not requesting funding for 2017-2018 program year due to previous unspent grant monies.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 525,200	\$ 523,813	\$ 520,000	\$ 535,325	\$ 528,000
Carryover from previous years	\$ -	\$ -	\$ -	\$ -	\$ -
Reprogrammed CDBG Funds	\$ -	\$ -	\$ -	\$ 15,460	\$ -
Percent of awards spent on projects	91.05%	92.00%	88.00%	92.00%	90.50%
Average award (not including program income)	\$ 43,473	\$ 48,181	\$ 40,000	\$ 48,995	\$ 40,000
<b>Strategic Outcomes</b>					
Maintain integrity of programs					
# of single-audit findings	0	3	0	0	0
# of HUD exceptions to annual action plan	0	0	0	0	0
# of HUD CAPER findings	0	0	0	0	0
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)					
Overall program	1.38:1	1.42:1	1.5:1	1.42:1	1.5:1
<b>Work Process Outputs</b>					
# of Block Grant awards made	11	10	10	10	10

**CITY OF APPLETON 2017 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Block Grant**

**Business Unit 2100**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4210 Federal Grants	\$ 281,762	\$ 368,069	\$ 380,000	\$ 380,000	\$ 446,778
Total Revenue	<u>\$ 281,762</u>	<u>\$ 368,069</u>	<u>\$ 380,000</u>	<u>\$ 380,000</u>	<u>\$ 446,778</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ -	\$ 11,122	\$ 10,282	\$ 10,282	\$ 14,162
6150 Fringes	-	2,868	2,708	2,708	3,670
6201 Training/Conferences	1,126	766	2,500	2,500	2,500
6301 Office Supplies	-	-	800	800	400
6303 Memberships & Licenses	75	75	940	940	940
6320 Printing & Reproduction	1,838	477	500	500	500
6401 Accounting & Audit	1,500	1,560	1,630	1,630	1,560
6404 Consulting Services	2,994	7,576	-	-	-
6412 Advertising	294	397	500	500	400
6413 Utilities	46	47	60	60	60
6599 Other Contracts/Obligations	-	-	455	455	-
6608 Block Grant Payments	268,346	350,757	359,625	359,625	422,586
Total Expense	<u>\$ 276,219</u>	<u>\$ 375,645</u>	<u>\$ 380,000</u>	<u>\$ 380,000</u>	<u>\$ 446,778</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Block Grant Payments**

Appleton Housing Authority Award	\$ 60,000
Fair Housing Services	25,000
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	337,586
	<u>\$ 422,586</u>

**Summary of the Appleton CDBG Allocation Process**

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

**CITY OF APPLETON 2017 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

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

**Business Unit 2140**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

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

**Major changes in Revenue, Expenditures, or Programs:**

The department transitioned the management of non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. This grant had previously been shown in the Finance budget.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
\$ Grant Award ESG	\$ 212,609	\$ 214,354	\$ 231,445	\$ 231,445	\$ 259,563
\$ Grant Award THP	N/A	\$ 12,662	\$ 15,872	\$ 15,872	\$ 25,310
<b>Strategic Outcomes</b>					
Expand the # of homeless persons served					
# assisted in emergency shelter	1,000	985	1,000	980	1,000
# assisted in rapid rehousing	57	61	30	58	60
# assisted with prevention services	361	349	350	350	350
<b>Work Process Outputs</b>					
# grant applications prepared	1	2	2	2	2
# of contract period extensions requested	0	0	0	0	0

**CITY OF APPLETON 2017 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

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

**Business Unit 2140**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Miscellaneous State Aids	\$ 259,650	\$ 271,198	\$ 247,317	\$ 247,317	\$ 284,873
Total Revenue	<u>\$ 259,650</u>	<u>\$ 271,198</u>	<u>\$ 247,317</u>	<u>\$ 247,317</u>	<u>\$ 284,873</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 8,301
6150 Fringes	-	-	-	-	3,659
6404 Consulting Services	8,800	12,788	15,523	15,523	3,900
6630 Other Grant Payments	253,549	257,175	231,794	231,794	269,013
Total Expense	<u>\$ 262,349</u>	<u>\$ 269,963</u>	<u>\$ 247,317</u>	<u>\$ 247,317</u>	<u>\$ 284,873</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Other Grant Payments

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

	ESG/HPP	THP	Total
Housing Partnership	\$ 69,399	\$ 12,655	\$ 82,054
ADVOCAP	37,869	12,655	50,524
Homeless Connection	103,597	-	103,597
Fox Valley Warming Shelter	32,838	-	32,838
	<u>\$ 243,703</u>	<u>\$ 25,310</u>	<u>\$ 269,013</u>

**CITY OF APPLETON 2017 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Continuum of Care Supportive Housing Program (COC/SHP)**

**Business Unit 2150**

**PROGRAM MISSION**

To provide necessary case management and support services to individuals and families enrolled in transitional and permanent supportive housing programs, the City of Appleton will serve as a pass-through entity and administer funds to local non-profit organizations that directly serve the target population in Appleton and the Fox Cities.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The purpose of this grant is to benefit formerly homeless Appleton residents who need extensive case management and supportive services in order to achieve a stable living environment.

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

COC/SHP funds are disbursed by the U.S. Department of Housing & Urban Development, but are awarded to the City of Appleton as a partner in the Balance of State (Wisconsin) via a competitive grant application process. As the lead fiscal and administrative agent, the City of Appleton applies for two separate COC/SHP grants in collaboration with other local non-profit partners -- one for a collaborative transitional housing program (THP) and one for a permanent supportive housing (PSH).

The City serves as a pass-through for this funding to local non-profit agencies that meet the niche requirements of the COC/SHP program. Three agencies, including Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities and ADVOCAP, receive THP funding, while the Housing Partnership of the Fox Cities receives the PSH funding. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives a small amount of funding for administration costs.

**Major changes in Revenue, Expenditures, or Programs:**

The department transitioned the management of non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. This grant had previously been shown in the Finance budget.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
\$ Annual Award (SHP 1 - THP)	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152
\$ Annual Award (SHP 2 - PSH)	\$ 53,394	\$ 53,628	\$ 50,194	\$ 50,194	\$ 54,337
<b>Strategic Outcomes</b>					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	87%	70%	70%	70%	70%
% of participants in permanent housing who maintained or increased income	65%	56%	77%	77%	77%
<b>Work Process Outputs</b>					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal	2-Renewal	2-Renewal
# of contract period extensions requested	0	0	0	0	0



**CITY OF APPLETON 2017 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Continuum of Care Grant Supportive Housing Program (COC/SHP)**

**Business Unit 2150**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Tax	\$ 5,000	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	227,296	254,587	231,346	231,346	235,489
Total Revenue	<u>\$ 232,296</u>	<u>\$ 254,587</u>	<u>\$ 231,346</u>	<u>\$ 231,346</u>	<u>\$ 235,489</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 9,552
6150 Fringes	-	-	-	-	4,207
6201 Training/Conferences	-	-	-	-	1,470
6320 Printing & Reproduction	-	29	-	-	-
6404 Consulting	15,228	15,200	15,229	15,229	-
6630 Other Grant Payments	212,068	239,358	216,117	216,117	220,260
Total Expense	<u>\$ 227,296</u>	<u>\$ 254,587</u>	<u>\$ 231,346</u>	<u>\$ 231,346</u>	<u>\$ 235,489</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Other Grant Payments

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

	SHP #1 - THP	SHP #2 - PSH	Total
ADVOCAP	\$ 69,974	\$ -	\$ 69,974
Housing Partnership	35,390	50,903	86,293
Salvation Army	63,993	-	63,993
	<u>\$ 169,357</u>	<u>\$ 50,903</u>	<u>\$ 220,260</u>

**CITY OF APPLETON 2017 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**HOMEOWNER REHABILITATION LOAN PROGRAM**

**Business Unit 2160/2170/2190**

**PROGRAM MISSION**

In order to assist low and moderate income (LMI) homeowners in protecting the investment in their single-family homes or owner-occupied duplex, the Homeowner Rehabilitation Loan Program (HRLP) will utilize CDBG funds, HOME Homeowner funds, and Lead Hazard Control funds to provide them with no interest/no monthly payment loans to make necessary repairs, eliminate lead-based paint hazards, increase the value and extend the life of their homes.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

The Homeowner Rehabilitation Loan Program (HRLP) is a revolving loan program that combines CDBG grant funds, CDBG Program Income, HOME Homeowner/Rental Program Income and Lead Hazard Control Program Income to rehabilitate owner-occupied housing units.

**Major changes in Revenue, Expenditures or Programs:**

Due to changes in Federal guidance in regard to administrative requirements, cost principles and audit requirements, the Homeowner Rehabilitation Loan Program budget includes 90% of the Housing Coordinator's salary and fringes. The remaining 10% is included in the Community Development Block Grant budget as general program administration. In the future, if CDBG funds are eliminated, 100% of the Housing Coordinator's salary and fringes will come out of the City's General fund.

The CDBG funds award is only for the Homeowner Rehabilitation Program project delivery costs (program administration). This is due to an increase in program income that is expected to cover project costs.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 175,000	\$ 175,000	\$ 100,000	\$ 158,651	\$ 81,222
Program income received (all grants)	\$ 203,361	\$ 301,281	\$ 348,100	\$ 348,100	\$ 365,000
Unspent grant funds					
Committed	\$ 58,520	\$ 80,761	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 241,431	\$ 294,922	\$ 160,000	\$ 160,000	\$ 160,000
<b>Strategic Outcomes</b>					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	22	23	24	24	24
# units rehabilitated	23	24	24	24	24
# residents benefited	68	58	60	60	60
Average loan amount	\$ 17,475	\$ 13,130	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 391,577	\$ 301,993	\$ 360,000	\$ 360,000	\$ 360,000
<b>Work Process Outputs</b>					
# of applications processed	57	52	33	33	33
# of applications approved	29	27	27	27	27

**CITY OF APPLETON 2017 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**  
**HOMEOWNER REHABILITATION LOAN PROGRAM** **Business Unit 2160/2170/2190**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4210 Federal Grants	\$ 162,749	\$ 92,857	\$ 100,000	\$ 100,000	\$ 81,222
4710 Interest on Investments	-	2	-	-	-
5035 Other Reimbursements	1,421	8,526	-	-	-
5050 Rehab Project Repayments	200,578	301,329	348,100	348,100	365,000
<b>Total Revenue</b>	<b>\$ 364,748</b>	<b>\$ 402,714</b>	<b>\$ 448,100</b>	<b>\$ 448,100</b>	<b>\$ 446,222</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 66,476	\$ 61,636	\$ 66,371	\$ 67,765	\$ 65,093
6150 Fringes	15,970	14,279	15,429	15,429	15,329
6201 Training/Conferences	808	152	600	600	600
6413 Utilities	92	62	200	200	200
6599 Other Contracts/Obligations	2,514	11,803	5,500	5,500	5,000
6608 Block Grant Payments	383,863	279,176	278,500	278,500	330,000
6630 Other Grant Payments	-	-	81,500	81,500	30,000
<b>Total Expense</b>	<b>\$ 469,723</b>	<b>\$ 367,108</b>	<b>\$ 448,100</b>	<b>\$ 449,494</b>	<b>\$ 446,222</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Block Grant Payments**

Loans to Low and Moderate Income households for the rehabilitation of their homes using CDBG funds.  
 Rehab projects

\$ 330,000

**Other Grant Payments**

Loans to Low and Moderate Income households for the rehabilitation of their homes using Lead Hazard Control and HOME Homeowner funds.  
 Rehab projects

\$ 30,000

**CITY OF APPLETON 2017 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**NEIGHBORHOOD PROGRAM**

**Business Unit 2180**

**PROGRAM MISSION**

For the benefit of Appleton neighborhoods, the Neighborhood Program (NP) will help create and/or maintain suitable living environments by providing opportunities that encourage and facilitate private and public investment in residential and commercial areas of the City. This community investment provides the impetus for overall neighborhood improvements -- such as strengthening existing neighborhoods, attracting new businesses, enhancing public spaces -- that contribute to the social, cultural and economic vitality of neighborhoods.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The goal of this program is to foster communication between neighborhoods and the City of Appleton. Provide the expertise and technical assistance in administering the City's Neighborhood Program including assisting residents on how to register their neighborhood, market the program to City residents and work with Appleton residents, other City staff and outside agencies to leverage resources to help improve Appleton's neighborhoods.

**Major changes in Revenue, Expenditures or Programs:**

The NP delivery will incorporate the use of multiple CDBG national objectives as a means of facilitating and completing projects in a timely and effective manner.

Staff organized and delivered the Neighborhood Academy, a 4-session learning series for neighborhood leaders in May, 2016. In 2017, facilitating opportunities for neighborhoods to report out their successes, solicit peer review and learn about City resources may replace the conventional Neighborhood Academy. Grant funds will continue to be available to registered neighborhoods. Neighborhood grants (CDBG) totaling \$88,653 are anticipated in 2017, after a \$70,000 award to the Huntley Houses Neighborhood in 2016. The NP will not request additional CDBG funding in 2017, in order to draw down remaining funds from prior year allocations. Once "caught up", future CDBG funding requests are anticipated.

To truly strengthen our entire City, neighborhoods need the tools to connect with their neighbors. Examples could be: polls of neighborhoods, community gatherings and other opportunities to promote communication and identify needs. This budget includes \$3,000 of property taxes that would be available to all neighborhoods, not just those qualified by HUD.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
# of new partnerships/ collaborations generated	1	0	1	1	1
# of registered neighborhoods	13	15	14	15	16
# of Neighborhood Academy participants	19	0	20	12	0
<b>Strategic Outcomes</b>					
# of projects awarded grant funding	new measure	2	2	2	2
<b>Work Process Outputs</b>					
Grant Funds (CDBG)					
Committed	\$ 30,000	\$ 70,000	\$ -	\$ -	\$ 88,653
Uncommitted	\$ 90,000	\$ 48,653	\$ -	\$ 88,653	\$ -
Spent	\$ 39,925	\$ 1,422	\$ 158,653	\$ 70,000	\$ 88,653
General Funds					
Committed	\$ 2,775	\$ 1,800	\$ 5,730	\$ 1,200	\$ 7,769
Uncommitted	\$ -	\$ 1,650	\$ -	\$ 4,530	\$ -
Spent	\$ 2,275	\$ 720	\$ 5,730	\$ 961	\$ 7,769

**CITY OF APPLETON 2017 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**NEIGHBORHOOD PROGRAM**

**Business Unit 2180**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Taxes	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
4210 Federal Grants	39,925	-	160,000	160,000	88,653
Total Revenue	<u>\$ 39,925</u>	<u>\$ 3,000</u>	<u>\$ 163,000</u>	<u>\$ 163,000</u>	<u>\$ 91,653</u>
<b>Expenses</b>					
6201 Training/Conferences	\$ -	\$ 1,422	\$ -	\$ -	\$ -
6404 Consulting	2,275	-	450	450	-
6599 Other Contracts/Obligations	-	-	2,000	2,000	-
6608 Block Grant Payments	39,925	-	161,000	161,000	88,653
6630 Other Grant Payments	-	720	3,000	3,000	7,769
Total Expense	<u>\$ 42,200</u>	<u>\$ 2,142</u>	<u>\$ 166,450</u>	<u>\$ 166,450</u>	<u>\$ 96,422</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Block grant payments

Targeted Neighborhood Investment grants to create strong neighborhoods	<u>\$ 88,653</u>
	<u>\$ 88,653</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	971,381	986,711	473,752	1,118,663	1,118,663	618,075-	1,137,015
Interest Income	0	2	7	0	0	0	0
Other Revenues	201,997	309,855	204,277	348,100	348,100	365,000-	365,000
<b>TOTAL REVENUES</b>	<b>1,173,378</b>	<b>1,296,568</b>	<b>678,036</b>	<b>1,466,763</b>	<b>1,466,763</b>	<b>983,075-</b>	<b>1,502,015</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	57,782	64,038	46,932	76,653	78,047	72,325	97,108
Sick Pay	505	642	271	0	0	0	0
Vacation Pay	8,189	8,078	5,366	0	0	0	0
Fringes	15,970	17,147	12,339	18,137	18,137	16,887	26,865
<b>Salaries &amp; Fringe Benefits</b>	<b>82,446</b>	<b>89,905</b>	<b>64,908</b>	<b>94,790</b>	<b>96,184</b>	<b>89,212</b>	<b>123,973</b>
Training & Conferences	1,934	2,340	4,801	5,100	5,100	3,100	4,570
Office Supplies	0	0	0	800	800	400	400
Memberships & Licenses	75	75	1,090	940	940	940	940
CDBG Expenses	692,134	629,933	288,190	880,625	880,625	852,503	841,239
Block Grant Payments	465,616	497,253	287,162	450,911	450,911	33,000	526,442
<b>Administrative Expense</b>	<b>1,159,759</b>	<b>1,129,601</b>	<b>581,243</b>	<b>1,338,376</b>	<b>1,338,376</b>	<b>889,943</b>	<b>1,373,591</b>
Printing & Reproduction	1,838	505	0	500	500	500	500
<b>Supplies &amp; Materials</b>	<b>1,838</b>	<b>505</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
Accounting/Audit	1,500	1,560	1,630	1,630	1,630	1,560	1,560
Consulting Services	29,555	35,565	20,458	31,202	31,202	0	3,900
Advertising	294	397	85	500	500	400	400
Other Contracts/Obligations	2,514	11,803	2,125	5,955	5,955	4,200	5,600
<b>Purchased Services</b>	<b>33,863</b>	<b>49,325</b>	<b>24,298</b>	<b>39,287</b>	<b>39,287</b>	<b>6,160</b>	<b>11,460</b>
Telephone	103	103	76	260	260	260	260
Cellular Telephone	36	5	10	0	0	0	0
<b>Utilities</b>	<b>139</b>	<b>108</b>	<b>86</b>	<b>260</b>	<b>260</b>	<b>260</b>	<b>260</b>
<b>Repair &amp; Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>1,278,045</b>	<b>1,269,444</b>	<b>670,535</b>	<b>1,473,213</b>	<b>1,474,607</b>	<b>986,075</b>	<b>1,509,784</b>

**CITY OF APPLETON 2017 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

<b>Revenues</b>	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Property Taxes	\$ 5,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Intergovernmental	971,382	986,711	1,118,663	1,118,663	1,137,015
Other	201,999	309,857	348,100	348,100	365,000
Total Revenues	1,178,381	1,299,568	1,469,763	1,469,763	1,505,015
<b>Expenses</b>					
Program Costs	1,278,045	1,269,445	1,473,213	1,474,607	1,509,784
Total Expenses	1,278,045	1,269,445	1,473,213	1,474,607	1,509,784
Revenues over (under) Expenses	(99,664)	30,123	(3,450)	(4,844)	(4,769)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	(99,664)	30,123	(3,450)	(4,844)	(4,769)
Fund Balance - Beginning	193,215	93,551	123,674	123,674	118,830
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	\$ 93,551	\$ 123,674	\$ 120,224	\$ 118,830	\$ 114,061







**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Industrial Park Land**

**Business Unit 4280/4281**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The 2017 budget includes funds for maintenance and marketing of the remaining 1.44 acres of land in the City's Northeast Business Park, including weed cutting, berm maintenance, soil testing, environmental reviews, surveys, real estate commissions, title insurance, and other costs associated with selling land, in addition to the portion of Southpoint Commerce Park that is outside of TIF District #6. Maintenance costs associated with 7 acres of land acquired in 2016 along Edgewood Drive to secure the City growth corridor is also included in this budget. In addition, funds to cover the cost of lighting the two business park identification signs marking the main entrances to the Northeast Business Park. There are currently 12 parcels sold in the Northeast Business Park that remain undeveloped. Per the covenants the owners have one year to develop. The City has first right of refusal on these

**Major changes in Revenue, Expenditures or Programs:**

The farm lease for vacant business park land is based currently on \$210 an acre with 144 acres leased in 2016. It is anticipated the leasable land will decrease to 142.4 acres in 2017 with the extension of Millis Drive from Alliance to Eisenhower Drive. 80% of the lease revenue is payable to the IPLF and 20% to TIF #6.

Land purchases are budgeted in 2017 to repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction. Purchases are only made at the direction of the Common Council.

Other contracts/obligations does not include any amounts for real estate commissions as in the past based on the available lots to sell.

This funding request includes \$25,000 in consulting services to complete a feasibility analysis of the City creating a wetland mitigation bank, which are restored, enhanced or created wetlands whose purpose is to provide credits to offset unavoidable impacts to existing wetlands. Currently the DNR imposes a mitigation fee for impacted wetlands. The potential for the City to manage its own bank for project could save money in the long-term. The feasibility analysis would be the first step in this process.

**PERFORMANCE INDICATORS**

**Actual 2014    Actual 2015    Target 2016    Projected 2016    Target 2017**

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

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 55,592	\$ 405,034	\$ 118,520	\$ 118,520	\$ 33,123	-72.05%
<b>Program Expenses</b>		\$ 14,023	\$ 48,560	\$ 237,623	\$ 847,623	\$ 257,728	8.46%
<b>Expenses Comprised Of:</b>							
	Personnel	-	2,560	2,223	2,223	2,304	3.64%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	12,231	24,828	34,600	34,600	52,000	50.29%
	Utilities	1,469	447	800	800	3,424	328.00%
	Repair & Maintenance	323	75	-	-	-	N/A
	Capital Expenditures	-	20,650	200,000	810,000	200,000	0.00%

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Industrial Park Land**

**Business Unit 4280/4281**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4710 Interest on Investments	\$ 19,724	\$ 8,026	\$ 15,000	\$ 15,000	\$ 9,200
5004 Sale of City Prop - Nontax	-	397,008	80,000	80,000	-
5015 Rental of City Property	35,868	-	23,520	23,520	23,923
<b>Total Revenue</b>	<b>\$ 55,592</b>	<b>\$ 405,034</b>	<b>\$ 118,520</b>	<b>\$ 118,520</b>	<b>\$ 33,123</b>
<b>Expenses</b>					
6102 Labor Pool Allocations	\$ -	\$ 1,907	\$ 1,660	\$ 1,660	\$ 1,729
6150 Fringes	-	653	563	563	575
6404 Consulting Services	-	558	5,000	5,000	30,000
6412 Advertising	9,350	6,206	18,000	18,000	18,000
6413 Utilities	1,469	447	800	800	3,424
6425 CEA Equip. Rental	323	75	-	-	-
6599 Other Contract/Obligations	2,881	18,064	11,600	11,600	4,000
6801 Land	-	-	200,000	810,000	200,000
6809 Infrastructure Construction	-	20,650	-	-	-
<b>Total Expense</b>	<b>\$ 14,023</b>	<b>\$ 48,560</b>	<b>\$ 237,623</b>	<b>\$ 847,623</b>	<b>\$ 257,728</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Land</u>	
Re-purchase industrial park lots	<u>\$ 200,000</u>
<u>Consulting Services</u>	
Wetland Mitigation Bank feasibility study	\$ 25,000
Testing and analysis	5,000
	<u>\$ 30,000</u>
<u>Advertising</u>	
Marketing	<u>\$ 18,000</u>

**CITY OF APPLETON 2017 BUDGET  
INDUSTRIAL PARK LAND  
SOURCES AND USES OF FUNDS**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 19,723	\$ 8,026	\$ 15,000	\$ 20,000	\$ 9,200
Other	35,868	24,696	23,520	24,192	23,923
Total Revenues	<u>55,591</u>	<u>32,722</u>	<u>38,520</u>	<u>44,192</u>	<u>33,123</u>
<b>Expenses</b>					
Program Costs	14,022	48,560	237,623	937,200	257,728
Total Expenses	<u>14,022</u>	<u>48,560</u>	<u>237,623</u>	<u>937,200</u>	<u>257,728</u>
Revenues over (under) Expenses	41,569	(15,838)	(199,103)	(893,008)	(224,605)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	372,312	80,000	57,600	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>372,312</u>	<u>80,000</u>	<u>57,600</u>	<u>-</u>
Net Change in Equity	41,569	356,474	(119,103)	(835,408)	(224,605)
Fund Balance - Beginning	<u>1,357,716</u>	<u>1,399,285</u>	<u>1,755,759</u>	<u>1,755,759</u>	<u>920,351</u>
Fund Balance - Ending	<u>\$ 1,399,285</u>	<u>\$ 1,755,759</u>	<u>\$ 1,636,656</u>	<u>\$ 920,351</u>	<u>\$ 695,746</u>

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

# CITY OF APPLETON 2017 BUDGET

## CAPITAL PROJECTS FUNDS

**Community & Economic Development**

**Business Unit 4330**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

The City's updated Comprehensive Plan 2010-2030, including the downtown plan and Fox River chapters, and the economic development strategic plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as they become available will enhance our ability to influence meaningful redevelopment. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

Specific funding for 2017 is requested for the Appleton Redevelopment Authority to complete next steps in the redevelopment of opportune acquisitions properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City.

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

Project	Subledger	Amount	Page
Comprehensive Plan/Downtown Update	1616	500,000	Projects, Pg. 601
Miscellaneous Site Acquisition - ARA	1616	500,000	Projects, Pg. 562
		<u>\$ 1,000,000</u>	

**Major changes in Revenue, Expenditures, or Programs:**

The projects funded by this program vary from year to year.

### PERFORMANCE INDICATORS

Actual 2014   Actual 2015   Target 2016   Projected 2016   Target 2017

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

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 42,699	\$ 849,847	\$ -	\$ -	\$ -	-
<b>Program Expenses</b>		\$ 490,438	\$ 2,414,834	\$ 1,215,000	\$ 1,250,000	\$ 1,000,000	-17.70%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	239,007	4,834	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	251,431	350,000	550,000	585,000	500,000	-9.09%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	2,060,000	665,000	665,000	500,000	-24.81%

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**COMMUNITY DEVELOPMENT**

**Business Unit 4330**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4710 Interest on Investments	\$ 2,542	\$ (317)	\$ -	\$ -	\$ -
5020 Donations & Memorials	40,157	4,834	-	-	-
5035 Other Reimbursements	-	-	-	-	-
5910 Proceeds of Long-term Debt	305,600	-	1,215,000	1,215,000	1,000,000
5921 Trans In - General Fund	-	845,330	-	-	-
<b>Total Revenue</b>	<b>\$ 348,299</b>	<b>\$ 849,847</b>	<b>\$ 1,215,000</b>	<b>\$ 1,215,000</b>	<b>\$ 1,000,000</b>
<b>Expenses</b>					
6404 Consulting Services	\$ -	\$ -	\$ 300,000	\$ 335,000	\$ -
6408 Contractor Fees	1,431	-	-	-	-
6599 Other contracts/obligations	250,000	350,000	250,000	250,000	500,000
6801 Land Acquisition	-	2,060,000	-	-	500,000
6809 Infrastructure Construction	-	-	665,000	665,000	-
7913 Trans Out - Debt Service	239,007	4,834	-	-	-
<b>Total Expense</b>	<b>\$ 490,438</b>	<b>\$ 2,414,834</b>	<b>\$ 1,215,000</b>	<b>\$ 1,250,000</b>	<b>\$ 1,000,000</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Other Contracts/Obligations</u>	
Appleton Redevelopment Authority	<u>\$ 500,000</u>
<u>Land</u>	
Properties for redevelopment	<u>\$ 500,000</u>

**CITY OF APPLETON 2017 BUDGET  
COMMUNITY DEVELOPMENT  
SOURCES AND USES OF FUNDS**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 2,542	\$ (317)	\$ -	\$ -	\$ -
Donations & Memorials	40,157	4,834	-	-	-
Other Reimbursements	-	-	-	-	-
Total Revenues	<u>42,699</u>	<u>4,517</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>					
Program Costs	251,431	2,410,000	1,215,000	167,000	1,000,000
Total Expenses	<u>251,431</u>	<u>2,410,000</u>	<u>1,215,000</u>	<u>167,000</u>	<u>1,000,000</u>
Revenues over (under) Expenses	(208,732)	(2,405,483)	(1,215,000)	(167,000)	(1,000,000)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	305,600	-	1,215,000	1,730,471	1,000,000
Operating Transfers In	-	845,330	-	-	-
Operating Transfers Out	(239,007)	(4,834)	-	-	-
Total Other Financing Sources (Uses)	<u>66,593</u>	<u>840,496</u>	<u>1,215,000</u>	<u>1,730,471</u>	<u>1,000,000</u>
Net Change in Equity	(142,139)	(1,564,987)	-	1,563,471	-
Fund Balance - Beginning	143,655	1,516	(1,563,471)	(1,563,471)	-
Fund Balance - Ending	<u>\$ 1,516</u>	<u>\$ (1,563,471)</u>	<u>\$ (1,563,471)</u>	<u>\$ -</u>	<u>\$ -</u>



**CITY OF APPLETON 2017 BUDGET**

**TAX INCREMENTAL FINANCING DISTRICTS**

**Community & Economic Development Director: Karen E. Harkness**

**Finance Director: Anthony D. Saucerman, CPA**

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Tax Incremental District # 3**

**Business Unit 2040**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

Primary projects include the Green and Yellow Parking Ramps, the Radisson Paper Valley Hotel expansion, the Evans Title building, Angelus Assisted Living Center, the Copper Leaf Hotel, and the Richmond Terrace property. This district was scheduled to close in 2021 but in 2011 was designated as distressed as allowed by Act 310. This designation allows the extension of the district's life by up to ten years (2031) beyond the original

	General Fund Advance	Parking Utility Advance		General Fund Advance	Parking Utility Advance
1993	\$ -	\$ 129,877	2005	393,108	800,000
1994	-	604,290	2006	207,763	900,000
1995	-	703,516	2007	423,151	900,000
1996	-	1,254,622	2008	239,309	900,000
1997	639,211	764,308	2009	(568,726)	1,000,000
1998	1,141,212	787,831	2010	222,838	1,000,000
1999	1,756,773	827,222	2011	643,980	1,000,000
2000	1,774,640	868,584	2012	676,179	1,000,000
2001	1,341,515	1,568,974	2013	(417,512)	1,200,000
2002	2,235,558	969,870	2014	(1,360,888)	1,200,000
2003	1,498,145	1,892,733	2015	(1,428,932)	1,200,000
2004	1,575,103	1,338,592	2016	(1,500,379)	1,400,000
			2017	(2,000,000)	1,200,000
			12/31/17 Balance	\$ 7,492,048	\$ 25,410,419

**Major changes in Revenue, Expenditures, or Programs:**

The City continues to not recognize interest expense on the parking fund advances as, at this time, it is deemed that funds will not be available to make such a payment. The City convened the Joint Review Board in 2011 and approved designating this district as distressed after suffering a reduction in valuation of \$15,445,800 due to State assessment procedure changes, decreases in property values, and conversion of some properties to tax-exempt status. Staff continues to encourage growth and investment in TID #3, with the recent conversion of the former Luna Lounge and Intermezzo Office to Katsuya restaurant, as well as the continued redevelopment of the former Park Central complex to Class A office space.

**PERFORMANCE INDICATORS**

**Actual 2014    Actual 2015    Target 2016    Projected 2016    Target 2017**

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

**DEPARTMENT BUDGET SUMMARY**

Unit	Programs Title	Actual		Budget			% Change *
		2014	2015	Adopted 2016	Amended 2016	2017	
	<b>Program Revenues</b>	\$ 51,928	\$ 47,922	\$ 51,000	\$ 51,000	\$ 51,000	0.00%
	<b>Program Expenses</b>	\$ 735,575	\$ 672,040	\$ 605,226	\$ 605,226	\$ 548,792	-9.32%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	733,982	670,381	603,176	603,176	547,042	-9.31%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,593	1,659	2,050	2,050	1,750	-14.63%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

\* % change from prior year adopted budget

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Tax Incremental District # 3**

**Business Unit 2040**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Taxes	\$ 894,830	\$ 954,220	\$ 923,000	\$ 923,000	\$ 987,000
4130 Payment in Lieu of Taxes	41,111	40,044	40,000	40,000	40,000
4227 State Aid - Computers	5,684	6,149	6,000	6,000	6,000
4710 Interest on Investments	5,133	1,729	5,000	5,000	5,000
5927 Transfer In - Parking Utility	1,200,000	1,200,000	1,400,000	1,400,000	1,200,000
<b>Total Revenue</b>	<b>\$ 2,146,758</b>	<b>\$ 2,202,142</b>	<b>\$ 2,374,000</b>	<b>\$ 2,374,000</b>	<b>\$ 2,238,000</b>
<b>Expenses</b>					
6401 Accounting/Audit	\$ 1,443	\$ 1,509	\$ 1,900	\$ 1,900	\$ 1,600
6402 Legal Fees	150	150	150	150	150
6720 Interest Payments	639,112	571,068	499,621	499,621	424,602
7913 Trans Out - Debt Service	94,870	99,313	103,555	103,555	122,440
<b>Total Expense</b>	<b>\$ 735,575</b>	<b>\$ 672,040</b>	<b>\$ 605,226</b>	<b>\$ 605,226</b>	<b>\$ 548,792</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET**  
**TAX INCREMENTAL DISTRICT # 3**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Property Taxes	\$ 894,830	\$ 954,220	\$ 923,000	\$ 918,463	\$ 987,000
Payment in Lieu of Taxes	41,111	40,044	40,000	41,000	40,000
Intergovernmental	5,684	6,149	6,000	6,305	6,000
Interest Income	5,133	1,729	5,000	4,500	5,000
Total Revenues	<u>946,758</u>	<u>1,002,142</u>	<u>974,000</u>	<u>970,268</u>	<u>1,038,000</u>
<b>Expenses</b>					
Interest Expense	639,112	571,068	499,621	499,621	424,602
Administrative Expenses	1,593	1,659	2,050	2,050	1,750
Total Expenses	<u>640,705</u>	<u>572,727</u>	<u>501,671</u>	<u>501,671</u>	<u>426,352</u>
Revenues over (under) Expenses	306,053	429,415	472,329	468,597	611,648
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In - Other Funds	1,200,000	1,200,000	1,400,000	1,400,000	1,200,000
Operating Transfers Out - Debt Service	(94,870)	(99,313)	(103,555)	(103,555)	(122,440)
Total Other Financing Sources (Uses)	<u>1,105,130</u>	<u>1,100,687</u>	<u>1,296,445</u>	<u>1,296,445</u>	<u>1,077,560</u>
Revenues over (under) Expenses	1,411,183	1,530,102	1,768,774	1,765,042	1,689,208
Fund Balance (Deficit)- Beginning	<u>(13,672,340)</u>	<u>(12,261,157)</u>	<u>(10,731,055)</u>	<u>(10,731,055)</u>	<u>(8,966,013)</u>
Fund Balance (Deficit)- Ending	<u><u>\$ (12,261,157)</u></u>	<u><u>\$ (10,731,055)</u></u>	<u><u>\$ (8,962,281)</u></u>	<u><u>\$ (8,966,013)</u></u>	<u><u>\$ (7,276,805)</u></u>

**Discussion of changes in fund balances:**

TIF #3 closed for capital expenditures as of November 4, 2003, therefore it is classified as a Special Revenue Fund. The existence of a negative fund balance in this fund is the result of capital investments in the early years of the TIF district which continue to be funded by the inflows of incremental property taxes.

**CITY OF APPLETON 2017 BUDGET  
 TAX INCREMENTAL DISTRICT #3  
 LONG TERM DEBT**

Year	2012B G.O. Refunding Bonds	
	Principal	Interest
2017	\$ 120,000	\$ 2,440
2018	125,000	875
	\$ 245,000	\$ 3,315

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**NOTES**



**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 6**

**Business Unit 4090**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The 2017 budget provides funding for the next phase of Southpoint Commerce Park and overall administration of the Park. Administrative costs include maintenance, real estate commissions, surveys, title insurance, and other costs associated with selling land and maintaining a high quality business park. Eligible expenditures may be made in this district until February 14, 2018; this district will close in 2023. Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Concrete paving program	\$ 1,958,173	Projects, Pg. 572
Grade & gravel program	278,251	Projects, Pg. 578
Sidewalk program	304,000	Projects, Pg. 580
Stormwater management	212,266	Projects, Pg. 582
Southpoint Commerce Park development	135,540	Projects, Pg. 563
	<u>\$ 2,888,230</u>	

**Summary of General Fund Advance**

2010	\$ 1,025,000	2014	134,375
2011	1,877,500 *	2015	141,094
2012	145,125	2016	2,024,559
2013	(360,119)	2017	2,700,000
		12/31/17 Balance	<u>\$ 7,687,534</u>

\* \$781,707 was part of general levy for TIF #6 debt service in 2011 Debt Service Fund.

**Major changes in Revenue, Expenditures, or Programs:**

The farm lease for vacant business park land is based on \$210 an acre lease rate, which is 144 acres in 2016. It is anticipated the leasable land will decrease from 144 acres in 2016 to 142.4 acres in 2017 with the extension of Milis Drive from Alliance to Eisenhower Drive. 80% of the lease revenue is payable to the IPLF and 20% is in TIF #6.

The 2016 - 2017 budgets provide funding to extend Vantage Drive from Lakeland Drive to Eisenhower Drive and Milis Drive from Alliance Drive to Eisenhower Drive as the next phase for Southpoint and the final phase that would be paid for by TIF #6. This would include City utility infrastructure in 2016 and non-City utility infrastructure and paving in 2017. Non-City infrastructure includes gas, electric, cable service, and street lights. Funding in 2018 and beyond would be for maintenance of the Park that will come from the Industrial Park Land Fund while TIF #6 recaptures the investments it's made in this District. The City will evaluate the need for additional infrastructure and platting of the land for the Park and will determine at a later date if a new TIF District will be created in 2018 or beyond to fund these costs.

**PERFORMANCE INDICATORS**

Actual 2014   Actual 2015   Target 2016   Projected 2016   Target 2017

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

**DEPARTMENT BUDGET SUMMARY**

Programs	Actual		Budget		2017	% Change *
	2014	2015	Adopted 2016	Amended 2016		
<b>Program Revenues</b>	\$ 107,035	\$ 75,000	\$ 165,880	\$ 165,880	\$ 205,500	23.88%
<b>Program Expenses</b>	\$ 2,688,770	\$ 2,506,022	\$ 3,600,443	\$ 3,600,443	\$ 5,248,768	45.78%
<b>Expenses Comprised Of:</b>						
Personnel	14,905	13,629	13,657	13,657	91,758	571.88%
Administrative Expense	1,946,121	1,973,346	1,563,478	1,563,478	1,865,164	19.30%
Supplies & Materials	89,858	-	-	-	-	N/A
Purchased Services	626,840	502,510	482,450	482,450	495,050	2.61%
Utilities	-	-	325	325	325	0.00%
Repair & Maintenance	11,046	253	3,500	3,500	3,500	0.00%
Other Capital Expenditures	-	16,284	1,537,033	1,537,033	2,792,971	81.71%



**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 6**

**Business Unit 4090**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Taxes	\$ 2,614,263	\$ 2,203,729	\$ 2,150,000	\$ 2,150,000	\$ 2,200,000
4227 State Aid - Computers	81,739	65,677	65,000	65,000	60,000
4710 Interest on Investments	16,329	3,149	15,000	15,000	5,000
5004 Sale of City Prop - Nontax	-	-	80,000	80,000	135,000
5015 Rental of City Property	8,967	6,174	5,880	5,880	5,500
5910 Proceeds of Long Term Debt	-	-	1,232,156	1,232,156	-*
<b>Total Revenue</b>	<b>\$ 2,721,298</b>	<b>\$ 2,278,729</b>	<b>\$ 3,548,036</b>	<b>\$ 3,548,036</b>	<b>\$ 2,405,500</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 10,476	\$ 10,047	\$ 9,820	\$ 9,820	\$ 73,283
6105 Overtime	661	-	306	306	466
6108 Part-Time	-	200	1,111	1,111	1,382
6150 Fringes	3,768	3,382	2,420	2,420	16,627
6309 Shop Supplies & Tools	40	-	-	-	-
6325 Construction Materials	89,818	-	-	-	-
6401 Accounting/Audit	1,443	1,509	1,900	1,900	1,600
6402 Legal Fees	150	184	150	150	150
6404 Consulting Services	-	-	5,000	5,000	5,000
6408 Contractor Fees	16,665	-	-	-	-
6413 Utilities	-	-	325	325	325
6425 CEA Equip. Rental	11,046	253	3,500	3,500	3,500
6599 Other Contracts/Obligations	608,582	500,817	475,400	475,400	488,300
6720 Interest Payments	134,375	141,094	135,648	135,648	316,877
6809 Infrastructure Construction	-	16,284	1,537,033	1,537,033	2,792,971
7913 Trans Out - Debt Service	1,811,746	1,832,252	1,427,830	1,427,830	1,548,287
<b>Total Expense</b>	<b>\$ 2,688,770</b>	<b>\$ 2,506,022</b>	<b>\$ 3,600,443</b>	<b>\$ 3,600,443</b>	<b>\$ 5,248,768</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Weed cutting/maintenance/debris clean up/ stockpile relocation for Southpoint	\$ 32,500
Real estate commission (3 acres)	10,800
Developer funded incentive - Time Warner Cable	445,000
	<u>\$ 488,300</u>

Infrastructure Construction

Sanitary Area Assessment	
Site grading/preparation for roadway	
Non-city utilities for Vantage Drive and Milis Drive	\$ 135,540
Vantage Drive:	
Concrete paving program	489,715
Grade & gravel program	115,101
Eisenhower Drive:	
Concrete paving program	889,245
Milis Drive:	
Concrete paving program	420,220
Grade & gravel program	155,150
Coop Road stormwater pond	200,000
Sidewalk program	298,000
Midway Rd roundabout	90,000
	<u>\$ 2,792,971</u>

\* 2016 and 2017 projects actually funded by advances from the general fund

**CITY OF APPLETON 2017 BUDGET**  
**TAX INCREMENTAL DISTRICT # 6**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Property Taxes	\$ 2,164,263	\$ 2,203,729	\$ 2,150,000	\$ 2,090,076	\$ 2,200,000
Intergovernmental	81,739	65,677	65,000	55,758	60,000
Interest Income	16,329	3,149	15,000	3,000	5,000
Other	8,967	6,174	5,880	5,880	5,500
Total Revenues	<u>2,271,298</u>	<u>2,278,729</u>	<u>2,235,880</u>	<u>2,154,714</u>	<u>2,270,500</u>
<b>Expenses</b>					
Capital Outlay	741,056	531,017	2,034,915	2,675,956	3,381,854
Interest Expense	134,375	141,094	135,648	171,314	316,877
Administrative Expense	1,593	1,659	2,050	2,050	1,750
Total Expenses	<u>877,024</u>	<u>673,770</u>	<u>2,172,613</u>	<u>2,849,320</u>	<u>3,700,481</u>
Revenues over (under) Expenses	1,394,274	1,604,959	63,267	(694,606)	(1,429,981)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	1,232,156	-	-
Operating Transfers Out - Debt Service	(1,811,746)	(1,832,252)	(1,427,830)	(1,427,830)	(1,548,287)
Sale of City Property	-	-	80,000	329,400	135,000
Total Other Financing Sources (Uses)	<u>(1,811,746)</u>	<u>(1,832,252)</u>	<u>(115,674)</u>	<u>(1,098,430)</u>	<u>(1,413,287)</u>
Net Change in Equity	(417,472)	(227,293)	(52,407)	(1,793,036)	(2,843,268)
Fund Balance - Beginning	(2,061,180)	(2,478,652)	(2,705,945)	(2,705,945)	(4,498,981)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ (2,478,652)</u>	<u>\$ (2,705,945)</u>	<u>\$ (2,758,352)</u>	<u>\$ (4,498,981)</u>	<u>\$ (7,342,249)</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 257,030	\$ 488,553
- Net Change in Equity	(1,793,036)	(2,843,268)
+ Advance from General Fund	2,024,559	2,700,000
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 488,553</u>	<u>\$ 345,285</u>

**CITY OF APPLETON 2017 BUDGET  
TAX INCREMENTAL DISTRICT # 6  
LONG TERM DEBT**

Year	2007A G.O. Notes	
	Principal	Interest
2017	305,000	6,481
	<u>\$ 305,000</u>	<u>\$ 6,481</u>

Year	2008A G.O. Notes		2009A G.O. Notes	
	Principal	Interest	Principal	Interest
2017	460,000	28,100	350,000	27,763
2018	480,000	9,600	365,000	17,038
2019	-	-	370,000	5,781
	<u>\$ 940,000</u>	<u>\$ 37,700</u>	<u>\$ 1,085,000</u>	<u>\$ 50,582</u>

Year	2012B G.O. Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Total
2017	360,000	10,943	1,475,000	73,287	1,548,287
2018	255,000	7,087	1,100,000	33,725	1,133,725
2019	180,000	3,772	550,000	9,553	559,553
2020	115,000	1,121	115,000	1,121	116,121
	<u>\$ 910,000</u>	<u>\$ 22,923</u>	<u>\$ 3,240,000</u>	<u>\$ 117,686</u>	<u>\$ 3,357,686</u>

## CITY OF APPLETON 2017 BUDGET CAPITAL PROJECTS FUNDS

**Tax Incremental District # 7**

**Business Unit 4100**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

The area of South Memorial Drive from Calumet Street to State Highway 441 had deteriorated significantly over the last ten years. The abandonment of Valley Fair Mall and the under utilization of former retail and service buildings was cause for concern. The City created TIF District #7 in 2007 to provide targeted investments in this commercial corridor in conjunction with the private market while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period (September 5, 2029) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is September 5, 2034.

Major commercial projects which have occurred thus far (not all received TIF assistance) include construction of a grocery store, a gas station/convenience store, and renovation of a former department store to office space. Three businesses also benefited from the creation of the TIF #7 Business Enhancement Grant program for the renovation of building facades, parking lots, landscaping and signage. In 2015, Secura Insurance began leasing the former Kohl's department store that had been vacant for years.

No new funds are being requested for the program in 2017.

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

### PERFORMANCE INDICATORS

Actual 2014   Actual 2015   Target 2016   Projected 2016   Target 2017

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

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 65,748	\$ 45,827	\$ 56,000	\$ 56,000	\$ 55,600	-0.71%
<b>Program Expenses</b>		\$ 262,592	\$ 308,596	\$ 313,575	\$ 313,575	\$ 408,050	30.13%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,525	1,525	1,525	1,525	16,300	968.85%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	261,067	307,071	312,050	312,050	391,750	25.54%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

\* % change from prior year adopted budget  
TIF 7.xls

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 7**

**Business Unit 4100**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Taxes	\$ 259,474	\$ 320,373	\$ 315,000	\$ 315,000	\$ 447,000
4227 State Aid - Computers	59,372	43,179	50,000	50,000	50,000
4710 Interest on Investments	6,376	2,648	6,000	6,000	5,600
5910 Proceeds of Long-term Debt	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 325,222</b>	<b>\$ 366,200</b>	<b>\$ 371,000</b>	<b>\$ 371,000</b>	<b>\$ 502,600</b>
<b>Expenses</b>					
6401 Accounting/Audit	\$ 1,443	\$ 1,509	\$ 1,900	\$ 1,900	\$ 1,600
6402 Legal Fees	150	150	150	150	150
6425 CEA Equip. Rental	-	-	-	-	-
6599 Other Contracts/Obligations	259,474	305,412	310,000	310,000	390,000
6809 Infrastructure Construction	-	-	-	-	-
7913 Trans Out - Debt Service	1,525	1,525	1,525	1,525	16,300
<b>Total Expense</b>	<b>\$ 262,592</b>	<b>\$ 308,596</b>	<b>\$ 313,575</b>	<b>\$ 313,575</b>	<b>\$ 408,050</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Developer funded incentive - Valley Fair Too, LLC	<u>\$ 390,000</u>
--	-------------------

**CITY OF APPLETON 2017 BUDGET**  
**TAX INCREMENTAL DISTRICT # 7**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Property Taxes	\$ 259,474	\$ 320,373	\$ 315,000	\$ 310,168	\$ 447,000
Intergovernmental	59,372	43,179	50,000	46,569	50,000
Interest Income	6,376	2,648	6,000	7,500	5,600
Other	-	-	-	-	-
Total Revenues	<u>325,222</u>	<u>366,200</u>	<u>371,000</u>	<u>364,237</u>	<u>502,600</u>
<b>Expenses</b>					
Capital Outlay	259,474	305,412	310,000	304,614	390,000
Administrative Expense	1,593	1,659	2,050	1,750	1,750
Total Expenses	<u>261,067</u>	<u>307,071</u>	<u>312,050</u>	<u>306,364</u>	<u>391,750</u>
Revenues over (under) Expenses	64,155	59,129	58,950	57,873	110,850
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(1,525)	(1,525)	(1,525)	(1,525)	(16,300)
Total Other Financing Sources (Uses)	<u>(1,525)</u>	<u>(1,525)</u>	<u>(1,525)</u>	<u>(1,525)</u>	<u>(16,300)</u>
Net Change in Equity	62,630	57,604	57,425	56,348	94,550
Fund Balance (Deficit) - Beginning	383,862	446,492	504,096	504,096	560,444
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 446,492</u>	<u>\$ 504,096</u>	<u>\$ 561,521</u>	<u>\$ 560,444</u>	<u>\$ 654,994</u>

**CITY OF APPLETON 2017 BUDGET  
TAX INCREMENTAL DISTRICT # 7  
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2017	15,000	1,300
2018	15,000	850
2019	20,000	313
	<u>\$ 50,000</u>	<u>\$ 5,513</u>

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 8**

**Business Unit 4110**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The City's updated Comprehensive Plan 2010-2030, including the Downtown Plan and Fox River chapters, has identified several redevelopment sites located along the banks of the Fox River, as well as the opportunities the opening of the Fox River Navigation System will provide the community. Several key sites include the former Foremost Dairy property (935 E. John Street) on the north side of the river, RiverHeath on the south, and the Eagle Flats property up the Fox River between Lawe Street and Olde Oneida Street. These sites have been identified for future medium to high density residential development, neighborhood commercial development, and public access to the river.

The City created Tax Increment Financing (TIF) District # 8 in 2009 to provide targeted investments in this area, in conjunction with the private market, while recapturing the cost of participation through increased property tax revenues. The District was amended in 2011 to incorporate the Eagle Flats property, formerly Riverside Paper mill. The TIF District provides for a 22 year expenditure period to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of businesses, retaining and attracting new businesses, stabilizing and increasing property values, and improving the overall appearance of public and private spaces.

Summary of Advances	General Fund
2012	\$ 315,000
2013	515,750
2014	41,538
2015	43,614
2016	45,795
2017	-
12/31/17 Balance	<u>\$ 961,697</u>

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

Actual 2014    Actual 2015    Target 2016    Projected 2016    Target 2017

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

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 38,169	\$ 27,509	\$ 51,760	\$ 51,760	\$ 414,198	700.23%
<b>Program Expenses</b>		\$ 798,114	\$ 285,966	\$ 372,069	\$ 719,069	\$ 817,626	119.75%
<b>Expenses Comprised Of:</b>							
Personnel		12,401	-	-	-	-	N/A
Administrative Expense		126,337	82,372	101,019	101,019	505,876	400.77%
Supplies & Materials		23,795	-	-	-	-	N/A
Purchased Services		265,039	193,594	271,050	271,050	311,750	15.02%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		370,542	10,000	-	347,000	-	N/A

\* % change from prior year adopted budget  
TIF 8.xls



**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 8**

**Business Unit 4110**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Taxes	\$ 105,905	\$ 236,264	\$ 275,000	\$ 275,000	\$ 328,000
4227 State Aid - Computers	2,302	1,755	2,000	2,000	3,500
4705 General Interest	34,210	25,711	49,760	49,760	49,760
4710 Interest on Investments	1,657	43	-	-	-
5030 Other Reimbursements	-	-	-	-	360,938
5910 Proceeds of Long-term Debt	500,000	360,000	-	-	-
<b>Total Revenue</b>	<b>\$ 644,074</b>	<b>\$ 623,773</b>	<b>\$ 326,760</b>	<b>\$ 326,760</b>	<b>\$ 742,198</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 8,576	\$ -	\$ -	\$ -	\$ -
6105 Overtime	156	-	-	-	-
6108 Part Time	788	-	-	-	-
6150 Fringes	2,881	-	-	-	-
6325 Construction Materials	23,795	-	-	-	-
6401 Accounting/Audit	4,443	1,509	1,900	1,900	1,600
6402 Legal Fees	150	150	150	150	150
6404 Consulting	16,269	-	-	-	-
6408 Contractor Fees	8,098	-	-	-	-
6599 Other Contracts/Obligations	236,079	191,935	269,000	269,000	310,000
6720 Interest Payments	33,269	43,614	45,795	45,795	48,085
6809 Infrastructure Construction	370,542	10,000	-	347,000	-
7913 Trans Out - Debt Service	93,068	38,758	55,224	55,224	457,791
<b>Total Expense</b>	<b>\$ 798,114</b>	<b>\$ 285,966</b>	<b>\$ 372,069</b>	<b>\$ 719,069</b>	<b>\$ 817,626</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Tax Development Payment	
RiverHeath	\$ 240,000
Eagle Flats	70,000
	<u>\$ 310,000</u>

**CITY OF APPLETON 2017 BUDGET**  
**TAX INCREMENTAL DISTRICT # 8**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Property Taxes	\$ 105,905	\$ 236,264	\$ 275,000	\$ 262,671	\$ 328,000
Intergovernmental Revenue	2,302	1,755	2,000	3,527	3,500
Other Reimbursements	-	-	-	-	360,938
Interest Income	35,867	25,753	49,760	55,000	49,760
Total Revenues	144,074	263,772	326,760	321,198	742,198
<b>Expenses</b>					
Program Costs	667,184	201,935	269,000	266,310	310,000
Interest Expense	33,269	43,614	45,795	45,795	48,085
Administration	4,593	1,659	2,050	2,050	1,750
Total Expenses	705,046	247,208	316,845	314,155	359,835
Revenues over (under) Expenses	(560,972)	16,564	9,915	7,043	382,363
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	500,000	360,000	-	-	-
Sale of City Property	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(93,068)	(38,758)	(55,224)	(55,224)	(457,791)
Total Other Financing Sources (Uses)	406,932	321,242	(55,224)	(55,224)	(457,791)
Net Change in Equity	(154,040)	337,806	(45,309)	(48,181)	(75,428)
Fund Balance - Beginning	(761,437)	(915,477)	(577,671)	(577,671)	(625,852)
Fund Balance - Ending	\$ (915,477)	\$ (577,671)	\$ (622,980)	\$ (625,852)	\$ (701,280)

**CITY OF APPLETON 2017 BUDGET  
TAX INCREMENTAL DISTRICT # 8  
LONG TERM DEBT**

Year	2009A G.O. Notes		2012A G.O. Notes <sup>1</sup>	
	Principal	Interest	Principal	Interest
2017	10,000	918	360,938	18,391
2018	10,000	618	367,812	11,103
2019	15,000	234	371,250	3,712
	<u>\$ 35,000</u>	<u>\$ 1,770</u>	<u>\$ 1,100,000</u>	<u>\$ 33,206</u>

Year	2012 DNR Site Remediation Loan		2014 G.O. Notes <sup>1</sup>	
	Principal	Interest	Principal	Interest
2017	15,000	-	-	10,100
2018	25,000	-	-	10,100
2019	25,000	-	165,000	8,450
2020	35,000	-	170,000	5,100
2021	35,000	-	170,000	1,700
2022	45,000	-	-	-
2023	45,000	-	-	-
2024	50,000	-	-	-
	<u>\$ 275,000</u>	<u>\$ -</u>	<u>\$ 505,000</u>	<u>\$ 35,450</u>

Year	2015 G.O. Notes		Total		
	Principal	Interest	Principal	Interest	Total
2017	35,000	7,444	420,938	36,853	457,791
2018	35,000	7,024	437,812	28,845	466,657
2019	40,000	6,487	616,250	18,883	635,133
2020	40,000	5,828	245,000	10,928	255,928
2021	40,000	5,047	245,000	6,747	251,747
2022	40,000	4,138	85,000	4,138	89,138
2023	40,000	3,117	85,000	3,117	88,117
2024	45,000	1,958	95,000	1,958	96,958
2025	45,000	664	45,000	664	45,664
	<u>\$ 360,000</u>	<u>\$ 41,707</u>	<u>\$ 2,275,000</u>	<u>\$ 112,133</u>	<u>\$2,387,133</u>

<sup>1</sup> The City borrowed a total of \$1,600,000 on behalf of Riverheath in two installments with the 2012 and 2014 G.O. issues. Debt service on that borrowing is paid by Riverheath and is included in the transfer out to debt service.

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 9**

**Business Unit 4120**

**PROGRAM MISSION**

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the business and industrial corridor located along East Wisconsin Avenue from Meade Street to Viola Street for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The district was created 9/19/13 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (9/18/2040). The investment in this district will:

- \* Eliminate blight and foster urban renewal through public and private investment
- \* Enhance the development potential of private property within and adjacent to the district
- \* Stabilize property values in the area
- \* Promote business retention, expansion, and attraction through the development of an improved area
- \* Increase the attraction of compatible residential and business uses in this area
- \* Improve the overall appearance of public and private spaces
- \* Strengthen the economic well-being and economic diversity of the area
- \* Provide appropriate financial incentives to encourage business expansion and retention
- \* Reduce the financial risks to the taxpayer by timing the implementation of the project plan with the creation of additional property value
- \* Maximize the district's strategic location close to the central business district

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

Project	Amount	Page
No projects are planned for TIF # 9 in 2017		

Summary of Advances	General Fund
2013	\$ 1,025
2014	182,301
2015	(93,334)
2016	4,500
2017	(94,492)
12/31/17 Balance	\$ -

**Major changes in Revenue, Expenditures, or Programs:**

2017 is the first year of the developer incentive payment for the Union Square Apartment complex.

**PERFORMANCE INDICATORS**

**Actual 2014    Actual 2015    Target 2016    Projected 2016    Target 2017**

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

**DEPARTMENT BUDGET SUMMARY**

Unit	Programs Title	Actual		Budget			% Change *
		2014	2015	Adopted 2016	Amended 2016	2017	
	<b>Program Revenues</b>	\$ -	\$ 68,591	\$ 66,000	\$ 66,000	\$ 71,000	7.58%
	<b>Program Expenses</b>	\$ 128,494	\$ 8,325	\$ 86,221	\$ 86,221	\$ 35,750	-58.54%
<b>Expenses Comprised Of:</b>							
	Personnel	9,288	-	2,205	2,205	-	-100.00%
	Administrative Expense	2,301	6,666	4,500	4,500	-	-100.00%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	2,565	1,659	2,050	2,050	35,750	1643.90%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	1,325	-	-	-	-	N/A
	Capital Expenditures	113,015	-	77,466	77,466	-	-100.00%

\* % change from prior year adopted budget  
TIF 9.xls

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 9**

**Business Unit 4120**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Taxes	\$ -	\$ 30,965	\$ 35,000	\$ 35,000	\$ 42,000
4227 State Aid - Computers	-	68,133	65,000	65,000	70,000
4710 Interest on Investments	-	458	1,000	1,000	1,000
Total Revenue	<u>\$ -</u>	<u>\$ 99,556</u>	<u>\$ 101,000</u>	<u>\$ 101,000</u>	<u>\$ 113,000</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 6,660	\$ -	\$ 1,675	\$ 1,675	\$ -
6150 Fringes	2,627	-	530	530	-
6401 Accounting/Audit	1,444	1,509	1,900	1,900	1,600
6402 Legal Fees	150	150	150	150	150
6404 Consulting	972	-	-	-	-
6425 CEA Equipment Rental	1,325	-	-	-	-
6599 Other Contracts/Obligations	-	-	-	-	34,000
6720 Interest Payments	2,301	6,666	4,500	4,500	-
6809 Infrastructure Construction	113,015	-	77,466	77,466	-
Total Expense	<u>\$ 128,494</u>	<u>\$ 8,325</u>	<u>\$ 86,221</u>	<u>\$ 86,221</u>	<u>\$ 35,750</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Developer funded incentive -  
Union Square Apartments

\$ 34,000  
\$ 34,000

**CITY OF APPLETON 2017 BUDGET**  
**TAX INCREMENTAL DISTRICT # 9**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Property Taxes	\$ -	\$ 30,965	\$ 35,000	\$ 33,007	\$ 42,000
Intergovernmental Revenue	-	68,133	65,000	70,031	70,000
Interest Income	-	458	1,000	1,000	1,000
Total Revenues	<u>-</u>	<u>99,556</u>	<u>101,000</u>	<u>104,038</u>	<u>113,000</u>
<b>Expenses</b>					
Program Costs	124,599	-	79,671	79,671	34,000
Administration	1,594	1,659	2,050	2,050	1,750
Total Expenses	<u>126,193</u>	<u>1,659</u>	<u>81,721</u>	<u>81,721</u>	<u>35,750</u>
Revenues over (under) Expenses	(126,193)	97,897	19,279	22,317	77,250
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(2,301)	(6,666)	(4,500)	(4,500)	-
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(2,301)</u>	<u>(6,666)</u>	<u>(4,500)</u>	<u>(4,500)</u>	<u>-</u>
Net Change in Equity	(128,494)	91,231	14,779	17,817	77,250
Fund Balance - Beginning	(1,025)	(129,519)	(38,288)	(38,288)	(20,471)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ (129,519)</u>	<u>\$ (38,288)</u>	<u>\$ (23,509)</u>	<u>\$ (20,471)</u>	<u>\$ 56,779</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 51,704	\$ 74,021
+ Net Change in Equity	17,817	77,250
+ Advance from General Fund	4,500	-
- General Fund Advance Repayment	<u>-</u>	<u>(94,492)</u>
Working Cash - End of Year	<u>\$ 74,021</u>	<u>\$ 56,779</u>

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 10**

**Business Unit 4130**

**PROGRAM MISSION**

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the northside of the West College Avenue corridor from Lilas Drive to Linwood Avenue and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The district was created 9/19/13 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (9/18/2040). The investment in this district will:

- \* Eliminate blight and foster urban renewal through public and private investment
- \* Enhance the development potential of private property within and adjacent to the district
- \* Stabilize property values in the area
- \* Promote retention, expansion, and attraction of businesses through the development of an improved area thereby facilitating the creation of new jobs and increased tax base
- \* Improve the overall appearance of public and private spaces
- \* Strengthen the economic well-being and economic diversity of the area
- \* Provide appropriate financial incentives to encourage business expansion
- \* Maximize the district's strategic location with easy access to both Appleton's downtown and the large retail center along U.S. Highway 41

The largest building in TIF District #10 is the Marketplace Commercial Center. Built in 1964 and added to in 1988, it has experienced significant vacancies for several years. The largest vacant parcel in this District is the 12 acre former K-Mart site. The K-Mart store was demolished in 2008, leaving a blighted, vacant parcel. CVS Pharmacy vacated their 17,000 square foot building in 2009 and it remains unoccupied. These sites and buildings are poised for commercial redevelopment/rehabilitation, being located along the gateway to Appleton with easy access to U.S. Highway 41 and Appleton's downtown. The City continues to work cooperatively with the owners to analyze and consider options to provide appropriate development incentives for this area.

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

Project	Amount	Page
No projects are planned for TIF 10 in 2017		

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

Actual 2014   Actual 2015   Target 2016   Projected 2016   Target 2017

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

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
	<b>Program Revenues</b>	\$ -	\$ 3,142	\$ 3,000	\$ 3,000	\$ 5,000	66.67%
	<b>Program Expenses</b>	\$ 1,644	\$ 1,659	\$ 2,050	\$ 2,050	\$ 1,750	-14.63%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	51	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,593	1,659	2,050	2,050	1,750	-14.63%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

\* % change from prior year adopted budget  
TIF 10.xls



**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 10**

**Business Unit 4130**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Taxes	\$ -	\$ 33,247	\$ 12,000	\$ 12,000	\$ 37,000
4227 State Aid - Computers	-	3,102	3,000	3,000	5,000
4910 Interest Income	-	40	-	-	-
5910 Proceeds of Debt	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 36,389</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 42,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	-	1,509	1,900	1,900	1,600
6402 Legal Fees	1,443	150	150	150	150
6404 Consulting	150	-	-	-	-
6720 Interest Payments	51	-	-	-	-
6809 Infrastructure Construction	-	-	-	-	-
<b>Total Expense</b>	<b>\$ 1,644</b>	<b>\$ 1,659</b>	<b>\$ 2,050</b>	<b>\$ 2,050</b>	<b>\$ 1,750</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET**  
**TAX INCREMENTAL DISTRICT # 10**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Property Taxes	\$ -	\$ 33,247	\$ 12,000	\$ 11,924	\$ 37,000
Intergovernmental Revenue	-	3,102	3,000	4,967	5,000
Interest on Investments	-	40	-	500	-
Total Revenues	-	36,389	15,000	17,391	42,000
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Administration	1,593	1,659	2,050	2,050	1,750
Total Expenses	1,593	1,659	2,050	2,050	1,750
Revenues over (under)					
Expenses	(1,593)	34,730	12,950	15,341	40,250
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(51)	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	(51)	-	-	-	-
Net Change in Equity	(1,644)	34,730	12,950	15,341	40,250
Fund Balance - Beginning	(1,025)	(2,669)	32,061	32,061	47,402
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	\$ (2,669)	\$ 32,061	\$ 45,011	\$ 47,402	\$ 87,652

**CITY OF APPLETON 2017 BUDGET**

**FACILITIES AND  
CONSTRUCTION MANAGEMENT**

**Director of Parks, Recreation & Facilities Management:  
Dean R. Gazza, CFM, PMP, LEED-AP**

**Deputy Director of Parks, Recreation & Facilities Management:  
Thomas R. Flick**

# CITY OF APPLETON 2017 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

## MISSION STATEMENT

Building communities and enriching lives where we live, work and play.

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.2 million square feet of municipal buildings including, but not limited to, offices, park pavilions, municipal aquatic centers, vehicle garages, police and fire stations, a golf course and water and wastewater plants. The services provided included maintaining and inspecting all building systems, such as HVAC, electrical, plumbing, structural and fire systems and general services such as janitorial services, pest control and elevator maintenance. Additionally, support was provided in areas directly impacting City departmental missions such as fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

The focus continued on being proactive and providing a high quality of customer service. As a customer service department, it is essential that we meet the needs of our customers by improving the systems' reliability, reducing maintenance costs, ensuring safety, and providing productive environments to allow our customers to deliver City services at a high level. We do this through a robust preventive maintenance program and by getting to the root cause of system failures to improve reliability.

Our tradesmen continued to improve their skills and knowledge by maintaining their professional licenses, attending training and seeking ways to find new approaches, such as lean and predictive maintenance. Benchmark costs for maintenance and janitorial services is \$3.02 per square foot, as published by FM Benchmarking, compared to our cost of \$1.91. Expenses are controlled by employing in-house trades people to perform higher-cost skilled work while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost.

Construction management and planning services were performed for the renovation of Erb Pool and Park and the construction of the downtown Exhibition Center. In addition, various facilities audits to identify required capital improvements at several facilities were performed.

Capital improvement projects completed in 2016 included roof replacements at the Municipal Services Building and various park shelters; HVAC upgrades at the Municipal Services Building, Wastewater Treatment Plant and Water Plant; renovation of the Information Technology department which included new furniture and carpeting; lighting upgrades at Fire Station 3 and 5 and at City and Telulah Parks; replacement of the UPS system in Information Technology, and a laboratory remodel at the Wastewater Plant. Additionally, we continued to draw closer to our goal of ensuring our facilities are asbestos free. This year, we replaced asbestos flooring at the Wastewater Plant in conjunction with the laboratory renovation. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These type of projects include door replacements, flooring replacements, large-scale painting and various HVAC, plumbing and electrical upgrades.

Finally, the department remained diligent in its continued implementation of energy conservation and sustainability plans. The department considers sustainability when procuring products including the use of LED fixtures and the purchase of products utilizing recyclable materials when feasible. Since 2005, electrical usage has been reduced by over 30.3 million kWh's and natural gas usage reduced by over 1.2 million therms resulting in an approximately \$3.3 million in energy savings. We are proud of the fact that the City is far exceeding the initial goal of a 10% reduction established in 2005.

## CITY OF APPLETON 2017 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

### MAJOR 2017 OBJECTIVES

Provide planning and project management services including construction oversight and representation related to new facilities (Erb Park and Pool and the Fox Cities Exhibition Center) and remodeling projects outlined in the capital improvement plan. Ensure all major facility maintenance projects meet project objectives and are completed on time and within budget.

Train staff to operate the new pools and aquatic features at Erb Park. The staff will require additional education, certification and training to operate the new systems efficiently and safely.

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

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

Implementation of corrective maintenance plan findings from facility audits performed in 2016. Continue performing audits on remaining facilities in 2017.

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

Continue implementation of energy management and sustainability plans for facilities. Initiate program to install LED lighting in City parks and facilities where feasible.

Maintain a cost per square foot for maintenance and housekeeping under \$2.00 per square foot. Our current square foot benchmark is \$1.91, which is far below the industry's benchmark of \$3.02 as published by FM Benchmarking.

Continue to provide a high level of customer service by meeting or exceeding our customers' expectations for quality, timeliness and professionalism.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 2,510,216	\$ 2,687,372	\$ 2,706,656	\$ 2,706,656	\$ 2,735,528	1.07%
<b>Program Expenses</b>							
6330	Administration	284,759	295,504	323,889	326,173	342,809	5.84%
6331	Facilities Maintenance	2,226,041	2,325,454	2,382,767	2,391,690	2,402,219	0.82%
<b>Total Program Expenses</b>		\$ 2,510,800	\$ 2,620,958	\$ 2,706,656	\$ 2,717,863	\$ 2,745,028	1.42%
<b>Expenses Comprised Of:</b>							
	Personnel	825,368	825,201	939,640	950,847	903,586	-3.84%
	Administrative Expense	671,195	696,963	717,612	717,612	753,122	4.95%
	Supplies & Materials	79,149	69,855	43,120	43,120	42,500	-1.44%
	Purchased Services	22,134	23,520	27,194	27,194	29,604	8.86%
	Utilities	58,438	55,446	67,772	67,772	59,377	-12.39%
	Repair & Maintenance	854,516	949,973	911,318	911,318	956,839	5.00%
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	10.23	10.25	10.25	10.25	10.25	

**CITY OF APPLETON 2017 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Administration**

**Business Unit 6330**

**PROGRAM MISSION**

To provide a safe and productive physical environment which supports the departments and community in a safe, accessible, sustainable and cost effective manner.

**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", and # 5: "Encourage sustainability".

**Objectives:**

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

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| Strategic facilities planning    | Major renovation project management |
| Office space and layout planning | New construction project management |
| ADA analysis                     | Move coordination                   |

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

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

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

**Major changes in Revenue, Expenditures, or Programs:**

The \$9,500 transfer out to the Capital Projects fund represents a contribution to the CEA replacement fund for the upgrade of the van for the Facilities Controls Technician. The current van is a Chevrolet Astro Van and that model is no longer available. In addition, this vehicle was originally part of Central Building Maintenance, which was given to the Facilities Management Department HVAC Controls Technician in 2007. The van did not meet the needs for carrying parts, did not have the necessary weight carrying ability, etc. The new vehicle will meet the needs of this position moving forward.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	95%	98%	100%	100%	100%
<b>Strategic Outcomes</b>					
Facilities projects/plans/studies completed in year scheduled	94%	95%	100%	100%	100%
<b>Work Process Output</b>					
# of capital projects completed	55	48	50	50	50

**CITY OF APPLETON 2017 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Administration**

**Business Unit 6330**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4710 Interest on Investments	\$ 12	\$ (52)	\$ -	\$ -	\$ -
4801 Charges for Services	2,505,371	2,681,821	2,702,156	2,702,156	2,731,028
5005 Sale of City Prop - Tax	221	376	-	-	-
5020 Donations & Memorials	-	-	-	-	-
5030 Damage to City Property	-	-	-	-	-
5035 Other Reimbursements	4,612	5,227	4,500	4,500	4,500
5082 Insurance Proceeds	-	-	-	-	-
Total Revenue	<u>\$ 2,510,216</u>	<u>\$ 2,687,372</u>	<u>\$ 2,706,656</u>	<u>\$ 2,706,656</u>	<u>\$ 2,735,528</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 133,768	\$ 137,430	\$ 142,935	\$ 145,219	\$ 139,187
6104 Call Time	-	114	-	-	-
6105 Overtime	2,670	5,145	2,500	2,500	2,263
6150 Fringes	42,620	40,393	47,356	47,356	58,353
6201 Training\Conferences	5,860	8,333	9,000	9,000	10,000
6206 Parking Permits	396	396	792	792	840
6301 Office Supplies	1,591	2,061	2,060	2,060	2,060
6302 Subscriptions	130	530	125	125	125
6303 Memberships & Licenses	814	996	1,000	1,000	1,000
6304 Postage\Freight	2,573	2,621	2,620	2,620	2,620
6305 Awards & Recognition	156	111	165	165	180
6307 Food & Provisions	205	116	220	220	240
6309 Shop Supplies & Tools	-	282	-	-	-
6315 Books & Library Material	825	1,631	1,000	1,000	1,500
6320 Printing & Reproduction	2,897	2,479	4,120	4,120	3,000
6321 Clothing	830	479	1,000	1,000	1,000
6323 Safety Supplies	2,799	1,100	2,000	2,000	2,000
6401 Accounting/Audit	1,804	1,886	2,530	2,530	2,000
6404 Consulting Services	4,837	6,733	6,500	6,500	6,500
6407 Collection Services	1,064	1,396	875	875	1,200
6412 Advertising	2,939	2,838	-	-	3,000
6413 Utilities	55,252	51,562	67,772	67,772	59,377
6501 Insurance	19,040	12,235	25,530	25,530	31,460
6599 Other Contracts/Obligations	1,689	1,637	3,789	3,789	5,404
7914 Trans Out - Cap Projects	-	13,000	-	-	9,500
Total Expense	<u>\$ 284,759</u>	<u>\$ 295,504</u>	<u>\$ 323,889</u>	<u>\$ 326,173</u>	<u>\$ 342,809</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Facilities Maintenance**

**Business Unit 6331**

**PROGRAM MISSION**

Provide proactive, cost effective and quality facilities maintenance services that preserve and extend the useful life of the City's facility assets and to ensure reliable and dependable service for our internal and external customers.

**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", and # 5: "Encourage sustainability".

**Objectives:**

Maintain mechanical, electrical and architectural systems including:

Carpentry	Fire protection	Locksmith	Roofing
Custodial services	Furniture	Pest control	Security
Electrical	HVAC	Plumbing	Structural
Elevator maintenance	Lighting maintenance	Refuse program	Windows

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

**Major changes in Revenue, Expenditures, or Programs:**

The decrease in part-time wages (\$25,900) is due to transferring summer help wages associated with cleaning and maintaining park shelters and pavilions to the Parks and Recreation general fund budget. In the past, workers tracked their time between maintaining the grounds (mowing, weed cutting, debris pickup, etc.) which was charged directly to the Parks budget, and maintaining/cleaning buildings within the parks, which was charged to this budget (and ultimately charged back to the Parks budget). In order to eliminate this administrative burden, a decision was made to charge all time spent maintaining/cleaning parks directly to the Parks general fund budget.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	100%	100%	100%
<b>Strategic Outcomes</b>					
% of services performed as scheduled:					
Cost per sq. ft. - maint. and janitorial	\$1.74	\$1.81	\$1.90	\$1.88	\$1.91
Work completed in time scheduled	97%	98%	100%	100%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
<b>Work Process Outputs</b>					
Service Performed					
Square feet of facilities maintained	1,266,848	1,266,848	1,266,848	1,266,848	1,266,848
# of pavilions maintained	22	22	22	22	22
# of pools maintained	2	2	2	2	2



**CITY OF APPLETON 2017 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Facilities Maintenance**

**Business Unit 6331**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 444,286	\$ 432,555	\$ 497,608	\$ 506,531	\$ 489,927
6104 Call Time	1,977	1,885	3,500	3,500	3,570
6105 Overtime	12,280	8,944	15,000	15,000	12,000
6108 Part-Time	25,292	24,304	34,245	34,245	9,547
6150 Fringes	162,475	174,431	196,496	196,496	188,739
6303 Memberships & Licenses	74	-	-	-	-
6306 Building Maint./Janitorial	328,888	328,800	339,953	339,953	348,591
6307 Food & Provisions	-	64	-	-	-
6309 Shop Supplies & Tools	9,728	9,328	10,000	10,000	10,000
6323 Safety Supplies	22	37	-	-	-
6327 Miscellaneous Equipment	62,048	54,519	25,000	25,000	25,000
6405 Engineering Services	6,333	5,886	7,500	7,500	7,500
6407 Collection Services	3,397	3,144	5,000	5,000	4,000
6409 Inspection Fees	-	-	1,000	1,000	-
6413 Utilities	3,187	3,883	-	-	-
6414 Janitorial Service	347,631	362,379	368,596	368,596	381,433
6416 Building Repairs & Maint.	460,443	547,696	500,296	500,296	532,585
6418 Equip Repairs & Maint	1,662	1,904	3,500	3,500	3,500
6425 CEA	44,780	37,994	38,926	38,926	39,321
6502 Leases	311,468	327,701	335,897	335,897	346,256
6503 Equipment Rental	-	-	250	250	250
6599 Other Contracts/Obligations	70	-	-	-	-
<b>Total Expense</b>	<b>\$ 2,226,041</b>	<b>\$ 2,325,454</b>	<b>\$ 2,382,767</b>	<b>\$ 2,391,690</b>	<b>\$ 2,402,219</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Building Maint./Janitorial Supplies**

Building interior	\$ 30,480
Electrical	30,480
Elevator	20,320
Fire/Safety	30,480
HVAC	71,120
Janitorial supplies	38,711
Painting	30,480
Plumbing	30,480
Security	25,400
Structural/windows/ext. doors	40,640
	<u>\$ 348,591</u>

**Miscellaneous Equipment**

City furniture/general	\$ 25,000
	<u>\$ 25,000</u>

**Building Repairs & Maintenance Services**

Electrical	\$ 30,625
Elevator	40,333
Fire/safety	43,137
HVAC	191,726
Plumbing	21,968
Security	17,028
Structural/roof	11,250
Overhead & passage doors	69,123
Painting & pavilion staining	42,775
Flooring	8,250
Other: pest control, locksmith, room set-ups, landfill, etc.	26,370

**Projects**

Wastewater door replacements	30,000
	<u>\$ 532,585</u>

**Leases**

City Hall condo agreement	\$ 331,447
First floor conference room	14,809
	<u>\$ 346,256</u>

**Janitorial Service**

Contracted janitorial service	\$ 381,433
	<u>\$ 381,433</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	0	.00	1,000	0	0	0	0
Interest Income	12	52.14-	290	0	0	0	0
Charges for Services	2,505,372	2,681,821.18	1,416,789	2,702,156	2,702,156	0	2,731,028
Other Revenues	4,833	5,602.98	3,892	4,500	4,500	4,500-	4,500
<b>TOTAL REVENUES</b>	<b>2,510,217</b>	<b>2,687,372.02</b>	<b>1,421,971</b>	<b>2,706,656</b>	<b>2,706,656</b>	<b>4,500-</b>	<b>2,735,528</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	203,177	196,921.09	130,399	639,283	641,567	629,114	629,114
Labor Pool Allocations	307,498	346,295.65	240,423	0	8,923	0	0
Call Time	1,977	1,999.36	1,548	3,500	3,500	3,570	3,570
Overtime	14,949	14,089.07	7,021	17,500	17,500	17,559	14,263
Part-Time	25,292	24,303.94	26,407	34,245	34,245	35,447	9,547
Other Compensation	1,910	1,713.70	648	1,260	1,260	0	0
Sick Pay	18,883	22,120.08-	24,221	0	0	0	0
Vacation Pay	46,587	47,174.22	30,952	0	0	0	0
Fringes	205,096	219,785.47	149,896	243,852	243,852	247,497	247,092
Pension Expense / Revenue	0	4,961.00-	0	0	0	0	0
<b>Salaries &amp; Fringe Benefits</b>	<b>825,369</b>	<b>825,201.42</b>	<b>611,515</b>	<b>939,640</b>	<b>950,847</b>	<b>933,187</b>	<b>903,586</b>
Training & Conferences	5,860	8,333.10	2,762	9,000	9,000	10,000	10,000
Parking Permits	396	396.00	816	792	792	840	840
Office Supplies	1,591	2,061.27	1,980	2,060	2,060	2,060	2,060
Subscriptions	130	529.97	11	125	125	125	125
Memberships & Licenses	889	996.00	1,671	1,000	1,000	1,000	1,000
Postage & Freight	2,573	2,620.92	1,861	2,620	2,620	2,620	2,620
Awards & Recognition	156	110.53	97	165	165	180	180
Building Maintenance/Janitor.	328,888	328,799.82	199,611	339,953	339,953	348,591	348,591
Food & Provisions	205	179.39	18	220	220	240	240
Insurance	19,040	12,235.00	19,116	25,530	25,530	25,530	31,460
Leases	311,468	327,700.72	221,047	335,897	335,897	346,256	346,256
Rent	0	.00	0	250	250	250	250
Trans Out - Capital Projects	0	13,000.00	0	0	0	9,500	9,500
<b>Administrative Expense</b>	<b>671,196</b>	<b>696,962.72</b>	<b>448,990</b>	<b>717,612</b>	<b>717,612</b>	<b>747,192</b>	<b>753,122</b>
Shop Supplies & Tools	9,728	9,609.76	2,823	10,000	10,000	10,000	10,000
Books & Library Materials	825	1,630.90	670	1,000	1,000	1,500	1,500
Printing & Reproduction	2,897	2,479.07	2,361	4,120	4,120	3,000	3,000
Clothing	830	479.44	198	1,000	1,000	1,000	1,000
Safety Supplies	2,821	1,137.22	355	2,000	2,000	2,000	2,000
Miscellaneous Equipment	62,048	54,518.56	26,988	25,000	25,000	25,000	25,000
<b>Supplies &amp; Materials</b>	<b>79,149</b>	<b>69,854.95</b>	<b>33,395</b>	<b>43,120</b>	<b>43,120</b>	<b>42,500</b>	<b>42,500</b>
Accounting/Audit	1,804	1,886.23	2,228	2,530	2,530	2,000	2,000
Consulting Services	4,837	6,732.85	804	6,500	6,500	6,500	6,500
Engineering Fees	6,333	5,886.35	2,040	7,500	7,500	7,500	7,500
Collection Services	4,462	4,539.82	1,883	5,875	5,875	5,200	5,200
Inspection Fees	0	.00	61	1,000	1,000	0	0
Advertising	2,939	2,837.56	1,153	0	0	3,000	3,000
Other Contracts/Obligations	1,759	1,637.00	977	3,789	3,789	5,404	5,404
<b>Purchased Services</b>	<b>22,134</b>	<b>23,519.81</b>	<b>9,146</b>	<b>27,194</b>	<b>27,194</b>	<b>29,604</b>	<b>29,604</b>
Electric	19,692	19,738.43	12,573	22,010	22,010	21,792	21,792
Gas	13,701	9,031.13	4,957	14,280	14,280	9,302	9,302
Water	2,432	3,203.03	2,072	4,284	4,284	3,299	3,299
Waste Disposal/Collection	700	612.33	656	1,236	1,236	631	631
Stormwater	15,122	15,372.14	11,373	17,545	17,545	15,833	15,833
Telephone	3,087	2,932.23	2,235	3,700	3,700	3,020	3,020
Cellular Telephone	3,704	4,556.53	3,404	4,717	4,717	5,500	5,500
<b>Utilities</b>	<b>58,438</b>	<b>55,445.82</b>	<b>37,270</b>	<b>67,772</b>	<b>67,772</b>	<b>59,377</b>	<b>59,377</b>
Janitorial Service	347,631	362,379.46	303,900	368,596	368,596	381,433	381,433
Building Repair & Maintenance	460,443	547,696.27	327,644	500,296	500,296	532,585	532,585
Equipment Repair & Maintenan	1,662	1,904.00	1,855	3,500	3,500	3,500	3,500
CEA Equipment Rental	44,780	37,993.88	25,168	38,926	38,926	38,926	39,321

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Repair & Maintenance	854,516	949,973.61	658,567	911,318	911,318	956,444	956,839
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	2,510,802	2,620,958.33	1,798,883	2,706,656	2,717,863	2,768,304	2,745,028

**CITY OF APPLETON 2017 BUDGET**  
**FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Charges for Services	\$ 2,505,372	\$ 2,681,821	\$ 2,702,156	\$ 2,645,416	\$ 2,731,028
Other	-	-	-	-	-
Total Revenues	<u>2,505,372</u>	<u>2,681,821</u>	<u>2,702,156</u>	<u>2,645,416</u>	<u>2,731,028</u>
<b>Expenses</b>					
Operating Expenses	2,510,801	2,607,958	2,706,656	2,649,916	2,735,528
Depreciation	-	-	-	-	-
Total Expenses	<u>2,510,801</u>	<u>2,607,958</u>	<u>2,706,656</u>	<u>2,649,916</u>	<u>2,735,528</u>
Operating Loss	(5,429)	73,863	(4,500)	(4,500)	(4,500)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income (Loss)	11	(52)	-	-	-
Other Income	4,833	5,603	4,500	4,500	4,500
Total Non-Operating	<u>4,844</u>	<u>5,551</u>	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
Income (Loss) before Contributions and Transfers	(585)	79,414	-	-	-
<b>Contributions and Transfers In (Out)</b>					
Transfer Out - Capital Projects	-	(13,000)	-	-	(9,500)
Change in Net Assets	(585)	66,414	-	-	(9,500)
Net Assets - Beginning	<u>1,309</u>	<u>178,155</u> *	<u>244,569</u>	<u>244,569</u>	<u>244,569</u>
Net Assets - Ending	<u>\$ 724</u>	<u>\$ 244,569</u>	<u>\$ 244,569</u>	<u>\$ 244,569</u>	<u>\$ 235,069</u>

\* as restated for new pension standards

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 126,925	\$ 126,925
+ Change in Net Assets	-	(9,500)
Working Cash - End of Year	<u>\$ 126,925</u>	<u>\$ 117,425</u>

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

Lined area for notes.

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Facilities and Construction Management**

**Business Unit 4350**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

This budget, under oversight of the Parks, Recreation and Facilities Management Director, accounts for the expenditures related to City facility construction and major facilities improvements not accounted for separately in the City's enterprise funds. The projects anticipated for the upcoming year include the following:

Project	Subledger	Amount	Page
Downtown Development	2100/3414/3430	\$ 2,075,000	Projects, Pg. 601
Electrical	1915	25,000	Projects, Pg. 604
Facility Renovations	2107/2112	70,000	Projects, Pg. 606
Grounds Improvements	4150/4180/4190/4350/4480	175,000	Projects, Pg. 607
Hardscape Infrastructure	1917/4158/4160/4188/4390/4480	360,000	Projects, Pg. 608
HVAC Systems	2106	240,000	Projects, Pg. 609
Interior Finishes and Furniture	1905/1913/2100/2107	132,500	Projects, Pg. 610
Lighting Upgrades	2101/4190	175,000	Projects, Pg. 611
Parking Deck Repairs	1905	250,000	Projects, Pg. 614
Roof Replacement	1915/1917/2101	400,000	Projects, Pg. 615
Safety and Security	1905/2100/2101/4160	230,000	Projects, Pg. 616
AMP Athletic Fields	4120	75,000	Projects, Pg. 655
Park ADA Improvements	2106	50,000	Projects, Pg. 656
Park Development	4330/4420/4710	1,600,000	Projects, Pg. 658
Playground Equipment	4342	75,000	Projects, Pg. 660
Scheig Center	4169	100,000	Projects, Pg. 662
SE Community Park	4700	1,500,000	Projects, Pg. 663
Statue and Monument Restoration	4235	25,000	Projects, Pg. 664
Telulah Park Improvements	4458	85,000	Projects, Pg. 665
Tennis Courts	4357	25,000	Projects, Pg. 666
Trails and Trail Connections	4145	475,000	Projects, Pg. 667
		<u>\$ 8,142,500</u>	

**Major changes in Revenue, Expenditures, or Programs:**

The budget for this capital projects fund varies from year to year based on the investment needs of City facilities.

**PERFORMANCE INDICATORS**

**Actual 2014    Actual 2015    Target 2016    Projected 2016    Target 2017**

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

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 14,311	\$ 65,491	\$ -	\$ -	\$ 300,000	N/A
<b>Program Expenses</b>		\$ 2,187,477	\$ 2,274,114	\$ 13,373,353	\$ 13,823,871	\$ 8,342,390	-37.62%
<b>Expenses Comprised Of:</b>							
	Personnel	54,511	56,687	168,586	169,027	199,890	18.57%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	1,336	335,000	335,000	152,500	-54.48%
	Purchased Services	398,773	263,664	1,051,922	1,139,212	810,000	-23.00%
	Utilities	-	-	-	-	-	N/A
	Capital Expenditures	1,734,193	1,952,427	11,817,845	12,180,632	7,180,000	-39.24%

\* % change from prior year adopted budget  
Facilities.xls

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Facilities and Construction Management**

**Business Unit 4350**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ -	\$ 1,492	\$ -	\$ -	\$ -
4710 Interest on Investments	8,327	1,337	-	-	-
5020 Donations & Memorials	5,984	62,662	-	-	-
5910 Proceeds of Long-term Debt	3,028,547	2,336,466	13,373,794	13,373,794	8,042,390
5922 Trans In - Special Revenue	-	-	-	-	300,000
<b>Total Revenue</b>	<b>\$ 3,042,858</b>	<b>\$ 2,401,957</b>	<b>\$ 13,373,794</b>	<b>\$ 13,373,794</b>	<b>\$ 8,342,390</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 42,696	\$ 44,191	\$ 127,521	\$ 127,962	\$ 149,832
6150 Fringes	11,815	12,496	41,065	41,065	50,058
6327 Miscellaneous Equipment	-	1,336	295,000	295,000	152,500
6328 Signs	-	-	40,000	40,000	-
6404 Consulting	384,988	248,049	150,000	237,290	135,000
6406 Architect Fees	13,785	15,615	834,655	834,655	675,000
6407 Collection Services	-	-	20,000	20,000	-
6408 Contractor Fees	-	-	47,267	47,267	-
6801 Land	51,650	76,762	-	-	1,500,000
6802 Land Improvements	-	35,172	1,153,563	1,258,913	1,825,000
6803 Buildings	777,844	577,480	761,250	740,014	695,000
6804 Machinery & Equipment	322,296	653,642	592,500	718,213	505,000
6809 Infrastructure Construction	582,403	609,371	9,310,532	9,463,492	2,655,000
<b>Total Expense</b>	<b>\$ 2,187,477</b>	<b>\$ 2,274,114</b>	<b>\$ 13,373,353</b>	<b>\$ 13,823,871</b>	<b>\$ 8,342,390</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Miscellaneous Equipment</u>		<u>Buildings</u>	
Library - new workstations	\$ 30,000	MSB roof replacement	\$ 250,000
Police Station - cube reconfiguration	22,500	FS 3 & 5 electrical upgrades	25,000
City Clerk - workstation replacement	25,000	FS 3 & 5 roof replacement	150,000
Playground equipment - Kiwanis Park	75,000	MSB fire protection upgrades	125,000
	<u>\$ 152,500</u>	City Hall remodeling	50,000
		Fire Station 1 flooring	25,000
<u>Consulting</u>		Library flooring	30,000
City-wide hardscape audit	\$ 65,000	Library security upgrades	40,000
Parks CORP plan	25,000		<u>\$ 695,000</u>
Ellen Kort Park concepts	25,000		
Bridge tender stations	20,000	<u>Machinery &amp; Equipment</u>	
	<u>\$ 135,000</u>	PRFMD HVAC upgrade	\$ 240,000
<u>Architect Fees</u>		Police Station UPS upgrade	35,000
AMP Jones Building	\$ 75,000	Park security upgrades	30,000
Trolley Square Trestle Trail	100,000	MSB lighting upgrades	75,000
Library design	500,000	Lighting upgrades - parks	100,000
	<u>\$ 675,000</u>	Monuments repairs	25,000
			<u>\$ 505,000</u>
<u>Land</u>		<u>Infrastructure Construction</u>	
SE Community Park	\$ 1,500,000	FS 3 & 5 parking lots	\$ 90,000
	<u>\$ 1,500,000</u>	Vulcan Park - walkways	65,000
<u>Land Improvements</u>		Woodland Park - roadways	35,000
Arbutus Park - retaining wall	\$ 65,000	Arbutus Park trail	60,000
Alicia Park hillside stabilization	70,000	Alicia Park trail	45,000
Park fencing	15,000	Police Station parking deck	250,000
Tree replacement	25,000	Park ADA improvements	50,000
Scheig Center	100,000	Lutz/AYC trail construction	375,000
Jones Park	1,550,000	Linwood tennis courts	25,000
	<u>\$ 1,825,000</u>	Blue ramp demolition	250,000
		New parking ramp	1,325,000
		Telulah Skate Park improv.	85,000
			<u>\$ 2,655,000</u>

**CITY OF APPLETON 2017 BUDGET**  
**FACILITIES AND CONSTRUCTION MANAGEMENT**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)**

<b>Revenues</b>	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Intergovernmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	8,327	1,337	-	-	-
Other	5,984	64,154	-	-	-
Total Revenues	<u>14,311</u>	<u>65,491</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>					
Program Costs	2,187,478	2,274,114	13,373,353	13,823,871	8,342,390
Total Expenses	<u>2,187,478</u>	<u>2,274,114</u>	<u>13,373,353</u>	<u>13,823,871</u>	<u>8,342,390</u>
Revenues over (under) Expenses	(2,173,167)	(2,208,623)	(13,373,353)	(13,823,871)	(8,342,390)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	3,028,547	2,336,466	13,373,353	12,972,446	8,042,390
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Special Rev	-	-	-	-	300,000
Total Other Financing Sources (Uses)	<u>3,028,547</u>	<u>2,336,466</u>	<u>13,373,353</u>	<u>12,972,446</u>	<u>8,342,390</u>
Net Change in Equity	855,380	127,843	-	(851,425)	-
Fund Balance - Beginning	<u>(131,798)</u>	<u>723,582</u>	<u>851,425</u>	<u>851,425</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 723,582</u>	<u>\$ 851,425</u>	<u>\$ 851,425</u>	<u>\$ -</u>	<u>\$ -</u>





**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Exhibition Center Construction**

**Business Unit 4360**

**PROGRAM MISSION**

This program accounts for funding sources and expenditures related to the construction of new exhibition center.

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

This budget, under oversight of the Parks, Recreation and Facilities Management Director, accounts for the revenues and expenditures associated with the exhibition center construction project.

<u>Project</u>	<u>Subledger</u>	<u>Amount</u>	<u>Page</u>
Exhibition Center	1193	\$ 25,000,000	Projects, Pg. 602
		<u>\$ 25,000,000</u>	

**Major changes in Revenue, Expenditures, or Programs:**

The \$25,000,000 included in the 2017 Budget represents the costs estimated to be incurred in 2017. The total project cost is estimated at \$31,925,000 (\$31,000,000 funded by room tax, \$558,000 funded by the City, \$367,000 funded by the Paper Valley Hotel). The difference, \$6,925,000, is estimated to be incurred by the conclusion of 2016.

**PERFORMANCE INDICATORS**

Actual 2014   Actual 2015   Target 2016   Projected 2016   Target 2017

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

**DEPARTMENT BUDGET SUMMARY**

<b>Programs</b>		<b>Actual</b>		<b>Budget</b>			<b>%</b>
<b>Unit</b>	<b>Title</b>	<b>2014</b>	<b>2015</b>	<b>Adopted 2016</b>	<b>Amended 2016</b>	<b>2017</b>	<b>Change *</b>
	<b>Program Revenues</b>	\$ -	\$ -	\$ -	\$ 2,668,662	\$ 24,442,000	N/A
	<b>Program Expenses</b>	\$ -	\$ -	\$ -	\$ 2,668,662	\$ 25,000,000	N/A
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	2,668,662	60,000	N/A
	Utilities	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	24,940,000	N/A

\* % change from prior year adopted budget  
Exhibition Ctr.xls

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Exhibition Center Construction**

**Business Unit 4360**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ -	\$ -	\$ -	\$ 2,668,662	\$ 24,075,000
4710 Interest on Investments	-	-	-	-	-
5020 Donations & Memorials	-	-	-	-	367,000
5910 Proceeds of Long-term Debt	-	-	-	-	558,000
5922 Trans In - Special Revenue	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,668,662</b>	<b>\$ 25,000,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6327 Miscellaneous Equipment	-	-	-	-	-
6328 Signs	-	-	-	-	-
6404 Consulting	-	-	-	-	60,000
6406 Architect Fees	-	-	-	2,001,025	-
6407 Collection Services	-	-	-	-	-
6408 Contractor Fees	-	-	-	667,637	-
6801 Land	-	-	-	-	-
6802 Land Improvements	-	-	-	-	130,000
6803 Buildings	-	-	-	-	24,810,000
6804 Machinery & Equipment	-	-	-	-	-
6809 Infrastructure Construction	-	-	-	-	-
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,668,662</b>	<b>\$ 25,000,000</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
EXHIBITION CENTER CONSTRUCTION**

**Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Intergovernmental Revenues	\$ -	\$ -	\$ -	\$ 6,925,000	\$ 24,075,000
Interest Income	-	-	-	-	-
Other	-	-	-	-	367,000
Total Revenues	-	-	-	6,925,000	24,442,000
<b>Expenses</b>					
Program Costs	-	-	-	6,925,000	25,000,000
Total Expenses	-	-	-	6,925,000	25,000,000
Revenues over (under) Expenses	-	-	-	-	(558,000)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	558,000
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Internal Svc	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	558,000
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2017 BUDGET**

**PARKS AND RECREATION  
DEPARTMENT**

**Director of Parks, Recreation & Facilities Management:**

**Dean R. Gazza, CPRE, LEED-AP**

**Deputy Director of Parks, Recreation & Facilities Management:**

**Thomas R. Flick, CPRP**

# CITY OF APPLETON 2017 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

## MISSION STATEMENT

Building communities and enriching lives where we live, work and play.

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

Parks and recreation are a tangible reflection of the quality of life in a community. Together, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status, regardless of their ability to pay. In 2016, many great projects were completed to preserve and extend the useful life of our parks as well as updates made to our recreational programming to meet the demands and needs of our community.

### Parks and Grounds Management

The grounds division proactively managed 633 acres of grounds, 17 ball diamonds, 15 tennis courts, 11 basketball courts, 7 ice rinks, 9.2 miles of paved trails, an archery range and 20,100 sq. ft. of accessible playgrounds.

Significant projects included the design and construction of Erb Pool and park which will be completed in July of 2017. Other projects included the installation of a new tennis court and basketball court in Highview Park, reconditioning the tennis court at Colony Oaks Park, replacement of the parking lot and trails at Kiwanis and Schaefer Parks, replacement of a section of road in Pierce Park, improvements to the skateboard park, new park lighting at City and Telulah Parks, repainting of the Balliet Locomotive at Telulah Park, reconstruction of the water feature at the Scheig Center, various ADA improvements and the installation of a new LED entry sign at Memorial Park. Projects also included various ball diamond field improvements, security improvements, pavilion roof replacements, trail hard surface repairs and general grounds maintenance. Planning efforts included design of Erb Park and Pool, the Trail Master Plan, design for Lutz Park Trail and planning for development of lower Telulah Park.

### Recreation Services

The recreation division continues to excel in our mission to provide recreational services by developing programs and activities that encourage community involvement and the well-being of our residents.

With the addition of another full-time recreation programmer, the team spent time discussing program assignments, program responsibilities and evaluated all our current programs. Time was also spent developing five core strategies that included goals, objectives, action items and outcomes. The strategies were community partnerships, adult programming, teen programming, outdoor/adventure programming and marketing. These five strategies were the basis of our initiatives for 2016.

Overall, we have seen an increase in our community centered events such as yoga in the park, kids fun runs, movie on the hill, etc. These events provide value to the community through engagement with the public and a chance for us to showcase our great park amenities.

Community partnerships continue to play a huge role in what we do. Working together with community businesses and organizations to give our residents access to additional programming opportunities has been very beneficial. Participation numbers have surged over the past year with classes being at capacity and many with waitlists; which have driven us to expand our current offerings.

Recreation staff was heavily involved in the review, development and planning of the major renovation of Erb Park and pool. Time was spent with the project manager and sub-contractor to provide input and recommendations based on programming needs.

In 2016, we once again saw an increase in our youth sports leagues. We restructured our youth basketball leagues which resulted in a 52% increase. Our youth baseball, softball and t-ball program saw a 6% increase in participation. Time was spent reviewing facility use which will provide greater growth flexibility.

Marketing achievements include an increase from 3,367 to 4,211 "likes" on our Facebook page which is a 25% increase over last year. In addition, our mass email communications were made accessible to mobile users along with the standard webpage.

## CITY OF APPLETON 2017 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

### MAJOR 2017 OBJECTIVES

Open the newly renovated Erb Pool and Park. Provide a multi-use aquatic facility that serves as a destination for residents of Appleton and surrounding communities at a reasonable cost for all ages and abilities while maintaining a welcoming and safe environment.

Continue implementation of the Parks, Recreation and Facilities Management Strategic Plan. Monitor trends in the community, changes in the parks and recreational industry and solicit and implement feedback to update the 5-year plan annually.

Implement improvements as indicated in the ADA accessibility audit to ensure compliance with ADA Title II Section 35.150(d)(3) requirements.

Upgrade playground area/equipment to obtain a 15 year life-cycle replacement schedule. We currently provide 46 playground structures, 81 swing sets and numerous other play equipment in 29 playground areas throughout the parks. When playground equipment exceeds its life expectancy, we replace it to ensure safety and ensure it meets the recreational needs of the users.

Continue to initiate an adopt-a-park program and volunteer programs for the Appleton Memorial Park Gardens.

Increase communication and outreach through marketing efforts to better educate the community regarding facilities, events, programs and resources.

Expand our outdoor adventure programming efforts with community partners in order to reach a broader audience.

Provide opportunities for adolescent children in the community to participate (or continue participating) in organized sports programs through collaborative efforts, expansion of existing programs and creation of new programs geared towards this demographic.

Look at programming alternatives to help satisfy the demand for youth golf in our community.

Continue to work with the Health Department, Community Development Department and Mosaic Family Health on promoting prescription trails and their benefits.

Revise our ball diamond rental policy and fee structure to help with tournament management and provide consistency among user groups.

Expand our adult trip offerings to provide educational and fun experiences for adults.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 656,760	\$ 732,086	\$ 681,075	\$ 682,875	\$ 705,623	3.33%
<b>Program Expenses</b>							
16532	Grounds Maintenance	1,879,232	1,968,841	1,975,987	1,988,395	1,950,683	-1.90%
16541	Recreation Programs	1,357,780	1,424,101	1,472,278	1,477,814	1,579,418	6.88%
<b>Total Program Expenses</b>		\$ 3,237,012	\$ 3,392,942	\$ 3,448,265	\$ 3,466,209	\$ 3,530,101	1.84%
<b>Expenses Comprised Of:</b>							
Personnel		1,703,504	1,753,726	1,778,834	1,787,959	1,851,936	3.58%
Administrative Expense		122,968	131,365	139,807	139,807	146,623	4.88%
Supplies & Materials		197,936	205,831	184,640	187,898	192,015	2.19%
Purchased Services		67,910	65,442	77,379	82,940	100,094	20.68%
Utilities		349,699	385,839	386,937	386,937	370,212	-4.32%
Repair & Maintenance		794,995	850,739	880,668	880,668	869,221	-1.30%
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		15.00	16.28	16.62	16.62	16.62	

**CITY OF APPLETON 2017 BUDGET  
PARKS, RECREATION AND FACILITIES MANAGEMENT**

**Parks and Grounds Management**

**Business Unit 16532**

**PROGRAM MISSION**

Develop, manage and maintain a high quality, diverse system of park land, athletic facilities, trails, open spaces and other City property in an environmentally conscious manner for the enjoyment and healthful recreation of the community.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement".

**Objectives:**

To maintain the appropriate levels and quality of green space to increase health, social connection, aid the environment and have significant positive impacts on the local economy.

Proactively perform grounds preparation, planning and maintenance for open spaces, City-owned facilities, ball diamonds, trails, boulevards, triangles, ice rinks and playgrounds. Services provided to internal and external customers include, but are not limited to:

Asphalt/concrete maintenance	Landscaping	Spring and Fall cleanup
Fence/gate maintenance	Mowing	Snow removal/ice control
Fertilizing	Parking/sidewalks maint.	Turf management
Graffiti removal	Signage	Weed control

Recreational maintenance of playground equipment, ball fields, basketball courts, tennis courts, trails, x-country skiing and ice rink maintenance.

**Major changes in Revenue, Expenditures, or Programs:**

Increase of \$25,400 in the part-time staff expense account. These costs had been budgeted in the Facilities Management budget and charged back to this budget under facilities charges. It is more efficient to use staff and seasonal staff from the grounds division as they are also performing the lawn care and maintenance at these sites, cutting down on travel times.

Decrease in regular salaries and fringes is due to the reallocation of the Deputy Director's time based on actual programs worked on.

The increase in grounds repair and maintenance relates to playground equipment and courts and fields upkeep.

The increase in other contracts/obligations is for contracting the mowing of a portion of boulevards and triangles throughout the City.

The increase in acres of parkland is for the Ellen Kort Peace Park, Pioneer Park and land swaps with AASD.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Provide a proactive grounds program					
% of internal satisfied customers	99%	99%	100%	100%	100%
% of external satisfied customers	99%	99%	100%	100%	100%
<b>Strategic Outcomes</b>					
Services performed as scheduled:					
Work completed in time scheduled	95%	97%	100%	100%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
<b>Work Process Outputs</b>					
Cost of service					
Per Capita	\$ 25.58	\$ 26.70	\$ 26.70	\$ 26.87	\$ 26.01
Acres of parkland & trails maintained					
Parks (acres)	604.0	604.0	604.5	604.5	608.2
Trails (miles)	7.5	7.5	7.5	9.2	9.2



**CITY OF APPLETON 2017 BUDGET  
PARKS, RECREATION AND FACILITIES MANAGEMENT**

**Parks and Grounds Management**

**Business Unit 16532**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Serv. - Nontax	\$ 10,759	\$ 7,982	\$ 10,000	\$ 10,000	\$ 10,000
4802 Charges for Serv. - Tax	46,311	60,295	47,500	47,500	55,000
5001 Fees & Commissions	978	495	1,000	1,000	1,000
5011 Misc. Revenue - Tax	1,022	164	500	500	500
5016 Lease Revenue	101,818	104,197	105,264	105,264	103,559
5020 Donations & Memorials	5,169	32,776	7,000	8,800	7,000
5030 Damage to City Property	101	31	-	-	-
5035 Other Reimbursements	320	-	-	-	-
<b>Total Revenue</b>	<b>\$ 166,478</b>	<b>\$ 205,940</b>	<b>\$ 171,264</b>	<b>\$ 173,064</b>	<b>\$ 177,059</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 567,114	\$ 582,778	\$ 568,267	\$ 578,875	\$ 537,203
6104 Call Time	1,537	1,633	1,500	1,500	1,559
6105 Overtime	11,121	12,515	7,500	7,500	7,792
6108 Part-Time	84,333	78,578	76,910	76,910	103,949
6150 Fringes	216,802	225,600	228,938	228,938	225,915
6201 Training/Conferences	962	2,400	2,000	2,000	2,000
6303 Memberships & Licenses	250	484	600	600	600
6305 Awards & Recognition	12	50	165	165	165
6306 Building Maint./Janitorial	64	-	-	-	-
6307 Food & Provisions	231	290	220	220	220
6308 Landscape Supplies	52,067	52,240	52,000	52,000	55,000
6309 Shop Supplies & Tools	5,487	4,723	5,000	5,000	5,000
6316 Miscellaneous Supplies	-	16	-	-	-
6320 Printing & Reproduction	418	552	-	-	-
6321 Clothing	985	1,467	1,500	1,500	1,500
6322 Gas Purchases	21,667	15,448	18,000	18,000	17,000
6323 Safety Supplies	3,002	2,374	2,000	2,000	2,500
6327 Miscellaneous Equipment	28,511	39,424	24,500	26,300	13,500
6404 Consulting Services	9,788	6,927	15,000	15,000	12,000
6409 Collection Services	129	121	-	-	-
6412 Advertising	-	132	-	-	-
6413 Utilities	243,877	252,689	271,035	271,035	262,962
6415 Tipping Fees	507	255	750	750	500
6420 Facilities Charges	229,127	288,579	265,732	265,732	255,481
6425 CEA Equipment Rental	324,892	321,696	342,870	342,870	343,337
6429 Interfund Allocations	(27,630)	(28,308)	(30,000)	(30,000)	(30,000)
6440 Snow Removal Services	16,369	12,834	22,500	22,500	15,000
6454 Grounds Repair & Maint.	79,304	83,233	88,000	88,000	92,000
6503 Facility/Equipment Rental	387	287	1,000	1,000	500
6599 Other Contracts / Obligations	7,919	9,824	10,000	10,000	25,000
<b>Total Expense</b>	<b>\$ 1,879,232</b>	<b>\$ 1,968,841</b>	<b>\$ 1,975,987</b>	<b>\$ 1,988,395</b>	<b>\$ 1,950,683</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Landscape Supplies</u>		<u>Grounds Repair &amp; Maintenance</u>	
Topsoil, sand, seed, fertilizer, infield mix for ball diamonds, plant material, herbicides/pesticides, mulch, chips and other supplies	\$ 55,000	Hardscape maintenance	\$ 33,000
		Weed cutting	5,000
		Fencing repair	6,000
		Weed control	5,000
		Playground equip.	8,000
<u>Gas Purchases</u>	\$ 17,000	Courts/fields upkeep	8,000
Fuel for small equipment		Signage upkeep	2,500
		Exterior lighting repair	2,500
<u>Snow Removal Services</u>	\$ 15,000	Stormwater pond maint.	5,000
Contracted snow removal		Landscaping maint.	4,000
		Buckthorn removal	10,000
<u>Other Contracts/Obligations</u>		Other:	
Contracted mowing	\$ 15,000	Scoreboards, gates, trails, ice rinks, goose mgmt.	3,000
Reid maintenance bldg. rental	3,500		
Port-a-potty rental	6,500		
	\$ 25,000		\$ 92,000

# CITY OF APPLETON 2017 BUDGET

## PARKS, RECREATION AND FACILITIES MANAGEMENT

**Recreation Services**

**Business Unit 16541**

### PROGRAM MISSION

To provide both structured and unstructured recreational services by developing diverse programs and activities that encourage community involvement while striving to enhance the social, cultural and physical well-being of our residents and visitors.

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

- Provide exceptional customer service through:
  - Promotion and support services for our online registration system and pass management system
  - Effective and efficient person to person customer service contacts
  - Utilization of social media including the e-newsletter, website, Facebook, Twitter and Instagram
  - Well trained staff and volunteers
- Provide diverse recreational opportunities for youth and adults (pre-school through older adult) that are cost-effective:
  - Active adult programs
  - Youth sports programs
  - Drop-in programs
  - Pre-school programs
  - Adult and older instructional programs
  - Special event trips
  - Youth instructional programs
  - Adaptive programs
  - Teen programs
- Coordinate delivery of recreation programs, activities and facilities by:
  - Administration of agreements with existing partners
  - Collaboration with other government agencies
  - Coordination with community groups and organizations
- Maximize utilization of recreational facilities through:
  - Department programming of pools, athletic fields, tennis courts, studios, pavilions, etc.
  - Policies that promote and monitor community use
  - Customer friendly registration and reservation methods for park usage, sport fields/diamonds, pavilions
  - Collaboration of recreation services with community groups and other leisure service providers
- Recognize changing landscape of parks and recreation services in community by:
  - Developing strategic plan for delivery of recreation services
  - Annually updating the five year comprehensive plan
  - Engaging in community activities, groups and organizations

**Major Changes in Revenue, Expenditures or Programs:**

- Increase in regular salaries and fringes reflects the change of a part-time Recreation Coordinator position to a full-time Recreation Programmer during the 2016 budget process. In addition, a second part-time Recreation Coordinator position was reclassified to a higher pay grade during an analysis performed by the City's compensation consultant in 2016. A portion of the Deputy Director's time was reallocated from the parks and grounds maintenance budget to this budget.
- Increase of \$9,600 in miscellaneous equipment reflects a new diving board and pool furniture at Mead Pool and upgraded audio equipment in Studios 1 and 2.
- Increase in training and conferences reflects sending a staff member to the National Recreation and Parks Association conference.
- Increase in rent expense is for additional gym time for the youth basketball leagues, soccer fields and dance studios.
- Increase in other contracts/obligations is for additional adult programs which also increases charges for services revenue.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Timely and organized program delivery					
% of customers who were satisfied with the services provided	94%	95%	100%	98%	100%
<b>Strategic Outcomes</b>					
Customer experience					
% of program with >80% max. enrollment	90%	95%	100%	95%	100%
# of new programs offered	18	15	5	9	5
<b>Work Process Outputs</b>					
Number of recreational opportunities:					
# of programs offered	140	150	155	159	164
# of collaborations	72	77	77	82	82
Net cost of service					
Recreation (per capita)	\$ 11.81	\$ 12.18	\$ 13.00	\$ 13.08	\$ 14.01

**CITY OF APPLETON 2017 BUDGET  
PARKS, RECREATION AND FACILITIES MANAGEMENT**

**Recreation Services**

**Business Unit 16541**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Serv. - Nontax	\$ 276,829	\$ 292,595	\$ 309,791	\$ 309,791	\$ 312,984
4802 Charges for Serv. - Tax	199,118	212,384	187,115	187,115	199,600
4850 Daily Entrance - Nontax	3,007	3,120	3,000	3,000	3,000
5001 Fees & Commissions	1,564	2,795	980	980	980
5010 Misc. Revenue - Nontax	608	1,510	-	-	1,250
5015 Rental of City Property	5,672	7,768	4,425	4,425	6,000
5020 Donations & Memorials	3,500	5,850	4,500	4,500	4,750
5085 Cash Short or Over	(16)	124	-	-	-
<b>Total Revenue</b>	<b>\$ 490,282</b>	<b>\$ 526,146</b>	<b>\$ 509,811</b>	<b>\$ 509,811</b>	<b>\$ 528,564</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 296,368	\$ 338,189	\$ 339,146	\$ 343,224	\$ 387,885
6105 Overtime	44	313	-	-	-
6108 Part-Time	388,997	369,876	406,623	401,457	407,290
6150 Fringes	137,188	144,244	149,950	149,555	180,343
6201 Training/Conferences	2,083	3,062	3,810	3,810	5,310
6301 Office Supplies	2,477	3,037	2,675	2,675	2,725
6302 Subscriptions	290	25	300	300	300
6303 Memberships & Licenses	7,808	5,636	6,183	6,183	6,359
6304 Postage & Freight	224	232	500	500	500
6305 Awards & Recognition	1,625	2,221	2,753	2,753	3,143
6306 Building Maint./Janitorial	1,365	25	250	250	250
6307 Food & Provisions	4,195	3,516	4,460	4,460	4,585
6310 Chemicals	33,957	38,504	30,000	30,000	30,000
6314 Concession Supplies	3,968	4,329	4,755	4,755	4,765
6315 Books & Library Materials	274	345	560	560	150
6316 Miscellaneous Supplies	16,785	20,928	17,040	18,498	19,165
6320 Printing & Reproduction	3,700	3,000	6,500	6,500	6,500
6321 Clothing	13,918	14,339	18,445	18,445	22,935
6324 Medical/Lab Supplies	956	665	940	940	900
6327 Misc. Equipment	12,241	7,477	3,400	3,400	13,100
6403 Bank Services	10,456	12,107	12,500	12,500	12,500
6404 Consulting Services	662	784	-	-	700
6407 Collection Services	406	385	400	400	400
6409 Inspection Fees	-	-	200	200	200
6411 Temporary Help	-	-	-	5,561	5,600
6412 Advertising	2,771	3,819	3,760	3,760	3,925
6413 Utilities	105,822	133,150	115,902	115,902	107,250
6418 Equip Repairs & Maint	417	-	-	-	-
6420 Facilities Charges	153,716	150,034	177,155	177,155	170,321
6425 CEA Equip. Rental	7,538	7,197	6,911	6,911	8,082
6431 Interpreter Services	-	-	200	200	200
6503 Rent	100,996	110,100	114,891	114,891	119,966
6599 Other Contracts/Obligations	46,533	46,562	42,069	42,069	54,069
<b>Total Expense</b>	<b>\$ 1,357,780</b>	<b>\$ 1,424,101</b>	<b>\$ 1,472,278</b>	<b>\$ 1,477,814</b>	<b>\$ 1,579,418</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<b><u>Clothing</u></b>		<b><u>Chemicals</u></b>	
Youth sport t-shirts	\$ 17,175	Chlorine, CO <sub>2</sub> , stabilizer;	
Staff clothing	5,760	Mead & Erb pools	\$ 30,000
	<u>\$ 22,935</u>		
<b><u>Other Contracts/Obligations</u></b>		<b><u>Rent</u></b>	
City Band	\$ 13,500	City Center Studios	\$ 45,191
Playground fair rentals, Camp APRD	38,569	Appleton Schools	24,550
trips, contracted programs, recital tix		Appleton Schools (pools)	28,825
On the hill movies	2,000	Reid Golf Course	8,900
	<u>\$ 54,069</u>	USA Youth-soccer field use	7,500
<b><u>Miscellaneous Supplies</u></b>		Equipment rental	5,000
Arts and crafts	\$ 1,675		<u>\$ 119,966</u>
Sports equipment	11,725		
Other misc. program supplies	5,765		
	<u>\$ 19,165</u>		

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	0	.00	375	0	0	0	0
Charges for Services	536,025	576,375.65	546,516	557,406	557,406	594,878-	580,584
Other Revenues	120,735	155,710.75	121,930	123,669	125,469	125,039-	125,039
<b>TOTAL REVENUES</b>	<b>656,760</b>	<b>732,086.40</b>	<b>668,821</b>	<b>681,075</b>	<b>682,875</b>	<b>719,917-</b>	<b>705,623</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	412,126	462,574.37	449,911	502,389	517,075	958,876	925,088
Labor Pool Allocations	348,828	352,111.34	181,012	403,584	403,584	0	0
Call Time	1,537	1,633.23	932	1,500	1,500	1,559	1,559
Overtime	11,165	12,827.34	7,196	7,500	7,500	10,500	7,792
Part-Time	473,330	448,454.76	416,996	483,533	478,367	527,153	511,239
Other Compensation	2,513	1,647.07	1,236	1,440	1,440	0	0
Sick Pay	1,493	6,537.53	0	0	0	0	0
Vacation Pay	98,523	98,096.89	60,369	0	0	0	0
Fringes	353,991	369,843.60	292,316	378,888	378,493	414,412	406,258
<b>Salaries &amp; Fringe Benefits</b>	<b>1,703,506</b>	<b>1,753,726.13</b>	<b>1,409,968</b>	<b>1,778,834</b>	<b>1,787,959</b>	<b>1,912,500</b>	<b>1,851,936</b>
Training & Conferences	3,044	5,462.02	2,576	5,810	5,810	7,310	7,310
Office Supplies	2,477	3,036.57	1,474	2,675	2,675	2,725	2,725
Subscriptions	290	25.03	49	300	300	300	300
Memberships & Licenses	8,058	6,119.95	5,334	6,783	6,783	6,959	6,959
Postage & Freight	224	232.00	228	500	500	500	500
Awards & Recognition	1,637	2,271.24	1,201	2,918	2,918	3,308	3,308
Building Maintenance/Janitor.	1,429	24.99	0	250	250	250	250
Food & Provisions	4,425	3,806.18	2,858	4,680	4,680	4,805	4,805
Rent	101,383	110,386.39	78,672	115,891	115,891	120,466	120,466
<b>Administrative Expense</b>	<b>122,967</b>	<b>131,364.37</b>	<b>92,392</b>	<b>139,807</b>	<b>139,807</b>	<b>146,623</b>	<b>146,623</b>
Landscape Supplies	52,067	52,239.58	15,770	52,000	52,000	55,000	55,000
Shop Supplies & Tools	5,487	4,723.54	1,852	5,000	5,000	5,000	5,000
Chemicals	33,957	38,504.29	34,030	30,000	30,000	30,000	30,000
Concession Supplies	3,968	4,328.81	3,442	4,755	4,755	4,765	4,765
Books & Library Materials	274	345.16	13	560	560	150	150
Miscellaneous Supplies	16,785	20,943.68	15,840	17,040	18,498	19,165	19,165
Printing & Reproduction	4,118	3,551.31	2,240	6,500	6,500	6,500	6,500
Clothing	14,902	15,806.19	21,533	19,945	19,945	24,435	24,435
Gas Purchases	21,667	15,448.09	10,530	18,000	18,000	17,000	17,000
Safety Supplies	3,002	2,374.16	2,250	2,000	2,000	2,500	2,500
Medical & Lab Supplies	956	664.60	727	25,440	940	900	900
Miscellaneous Equipment	40,752	46,901.71	837	3,400	29,700	63,200	26,600
<b>Supplies &amp; Materials</b>	<b>197,935</b>	<b>205,831.12</b>	<b>109,064</b>	<b>184,640</b>	<b>187,898</b>	<b>228,615</b>	<b>192,015</b>
Bank Services	10,457	12,107.19	12,722	12,500	12,500	12,500	12,500
Consulting Services	10,450	7,711.14	4,160	15,000	15,000	15,700	12,700
Collection Services	535	506.00	462	400	400	400	400
Inspection Fees	0	.00	0	200	200	200	200
Temporary Help	0	.00	5,214	0	5,561	0	5,600
Advertising	2,771	3,950.71	4,265	3,760	3,760	3,925	3,925
Tipping Fees	507	254.79	180	750	750	500	500
Interfund Allocations	27,630-	28,308.44-	12,179-	30,000-	30,000-	30,000-	30,000-
Interpreter Services	0	.00	0	200	200	200	200
Snow Removal Services	16,369	12,834.28	5,253	22,500	22,500	15,000	15,000
Other Contracts/Obligations	54,452	56,385.92	56,453	52,069	52,069	115,620	79,069
<b>Purchased Services</b>	<b>67,911</b>	<b>65,441.59</b>	<b>76,530</b>	<b>77,379</b>	<b>82,940</b>	<b>134,045</b>	<b>100,094</b>
Electric	135,075	132,291.91	102,964	143,088	143,088	135,000	135,000
Gas	22,992	19,857.08	11,306	23,825	23,825	20,900	20,900
Water	39,164	75,655.54	31,389	49,293	49,293	46,000	46,000
Waste Disposal/Collection	15,110	15,625.75	10,432	19,304	19,304	17,500	17,500
Stormwater	126,504	131,275.68	93,462	139,226	139,226	135,000	135,000
Telephone	3,516	4,262.09	3,050	4,849	4,849	4,500	4,500
Cellular Telephone	7,340	6,871.31	4,965	7,352	7,352	11,312	11,312

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Utilities	349,701	385,839.36	257,568	386,937	386,937	370,212	370,212
Equipment Repair & Maintenance	417	.00	0	0	0	0	0
Facilities Charges	382,843	438,613.41	272,917	442,887	442,887	448,692	425,802
CEA Equipment Rental	332,430	328,892.68	231,792	349,781	349,781	351,419	351,419
Grounds Repair & Maintenance	79,304	83,233.24	43,741	88,000	88,000	92,000	92,000
Repair & Maintenance	794,994	850,739.33	548,450	880,668	880,668	892,111	869,221
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	3,237,014	3,392,941.90	2,493,972	3,448,265	3,466,209	3,684,106	3,530,101

**CITY OF APPLETON 2017 BUDGET  
PARKS, RECREATION AND FACILITIES MANAGEMENT**

**NOTES**

Lined area for notes.

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Union Spring Park**

**Business Unit 7110**

**PROGRAM MISSION**

To account for funding received from private donations to finance the maintenance of the well at Union Spring Park and the corresponding expenditures.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds to make necessary minor repairs to the site as needed

**Major changes in Revenue, Expenditures or Program:**

This Special Revenue Fund was established when the property was donated to the City of Appleton to assist with the maintenance and operation of the park.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 36	\$ 14	\$ -	\$ 30	\$ 20
<b>Expenses</b>					
Program Costs	-	-	2,521	1,300	-
Revenues over (under) Expenses	36	14	(2,521)	(1,270)	20
Fund Balance - Beginning	2,469	2,505	2,519	2,519	1,249
Fund Balance - Ending	\$ 2,505	\$ 2,519	\$ (2)	\$ 1,249	\$ 1,269

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Peabody Estate**

**Business Unit 7130**

**PROGRAM MISSION**

To account for funding received from a private donation to finance the acquisition and development of Peabody Park and the corresponding expenditures for such purposes.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds to acquire land and/or develop facilities for Peabody Park.

**Major changes in Revenue, Expenditures or Programs:**

No projects are scheduled for 2017.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 922	\$ 362	\$ 500	\$ 800	\$ 800
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	922	362	500	800	800
Fund Balance - Beginning	63,907	64,829	65,191	65,191	65,991
Fund Balance - Ending	\$ 64,829	\$ 65,191	\$ 65,691	\$ 65,991	\$ 66,791



**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Balliet Locomotive**

**Business Unit 7140**

**PROGRAM MISSION**

To account for funding provided by private donations to finance the maintenance of a locomotive located in Telulah Park, and the corresponding expenditures for such purposes.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds to make necessary minor repairs to the locomotive as needed

**Major changes in Revenue, Expenditures or Programs:**

The locomotive was repainted in 2016, thereby depleting the balance of this fund.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 161	\$ 64	\$ 87	\$ 200	\$ -
<b>Expenses</b>					
Program Costs	-	-	11,560	11,587	-
Revenues over (under) Expenses	161	64	(11,473)	(11,387)	-
Fund Balance - Beginning	11,162	11,323	11,387	11,387	-
Fund Balance - Ending	\$ 11,323	\$ 11,387	\$ (86)	\$ -	\$ -

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Lutz Park Recreation**

**Business Unit 7150**

**PROGRAM MISSION**

To account for funding received from private donations to finance the construction and preservation of the recreational facilities at Lutz Park and the corresponding expenditures for such purposes.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds to finance major maintenance and development of Lutz Park

**Major changes in Revenue, Expenditures or Programs:**

The City worked with the Fox-Wisconsin Heritage Parkway to install an ADA accessible canoe and kayak launch in 2015. This fund contributed \$10,000 towards the total cost of \$53,150, with the balance donated by the Fox-Wisconsin Heritage Parkway.

No projects are scheduled for 2017.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Projected	2017 Budget
<b><u>Revenues</u></b>					
Interest Income	\$ 2,063	\$ 798	\$ 1,000	\$ 2,000	\$ 2,000
Donations & Memorials	-	43,150	-	-	-
Total Revenue	<u>2,063</u>	<u>43,948</u>	<u>1,000</u>	<u>2,000</u>	<u>2,000</u>
<b><u>Expenses</u></b>					
Program Costs	-	53,150	-	-	-
Revenues over (under) Expenses	2,063	(9,202)	1,000	2,000	2,000
Fund Balance - Beginning	<u>142,980</u>	<u>145,043</u>	<u>135,841</u>	<u>135,841</u>	<u>137,841</u>
Fund Balance - Ending	<u>\$ 145,043</u>	<u>\$ 135,841</u>	<u>\$ 136,841</u>	<u>\$ 137,841</u>	<u>\$ 139,841</u>

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Park Open Space**

**Business Unit 7160**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Objectives:**

Acquisition of park land and/or trail corridors identified in the Parks, Recreation and Facilities Management Department Comprehensive Plan.

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

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

**Major changes in Revenue, Expenditures and Programs:**

The 2014 Parks, Recreation and Facilities Management Department's Capital Improvement Program included \$400,000 for the acquisition of a regional community park. \$200,000 of the \$400,000 for land acquisition was included in the 2014 Park Open Space Special Revenue Fund, but acquisition of the park was not completed. Original plans to collaborate to develop a regional park did not materialize.

\$300,000 is allocated to be utilized to purchase land for a Southside Park in 2017.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 4,330	\$ 1,753	\$ 2,500	\$ 4,000	\$ 3,180
Zoning & Subdivision Fees	11,400	600	-	3,900	-
Total Revenue	<u>15,730</u>	<u>2,353</u>	<u>2,500</u>	<u>7,900</u>	<u>3,180</u>
<b>Expenses</b>					
Program Costs (Transfer to Capital Projects)	-	-	-	-	300,000
Revenues over (under) Expenses	15,730	2,353	2,500	7,900	(296,820)
Fund Balance - Beginning	<u>299,756</u>	<u>315,486</u>	<u>317,839</u>	<u>317,839</u>	<u>325,739</u>
Fund Balance - Ending	<u>\$ 315,486</u>	<u>\$ 317,839</u>	<u>\$ 320,339</u>	<u>\$ 325,739</u>	<u>\$ 28,919</u>

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Project City Park**

**Business Unit 7170**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Objectives:**

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

**Major changes in Revenue, Expenditures or Programs:**

No projects are scheduled for 2017.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 84	\$ 33	\$ 50	\$ 75	\$ 75
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	84	33	50	75	75
Fund Balance - Beginning	5,807	5,891	5,924	5,924	5,999
Fund Balance - Ending	\$ 5,891	\$ 5,924	\$ 5,974	\$ 5,999	\$ 6,074

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Universal Playground**

**Business Unit 7180**

**PROGRAM MISSION**

To account for funding received from private donations to finance the maintenance of the Universal Playground at Memorial Park and the corresponding expenditures.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds for major maintenance issues related to the Universal Playground at Appleton Memorial Park

**Major changes in Revenue, Expenditures or Programs:**

This Special Revenue Fund was scheduled to terminate on January 1, 2015, as identified in the Memorandum of Understanding executed in 2004. The termination date was extended to 2016 to allow for installation of playground equipment prior to termination of the fund.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 89	\$ 10	\$ -	\$ 2	\$ -
<b>Expenses</b>					
Program Costs	5,300	1,933	-	360	-
Revenues over (under) Expenses	(5,211)	(1,923)	-	(358)	-
Fund Balance - Beginning	7,492	2,281	358	358	-
Fund Balance - Ending	\$ 2,281	\$ 358	\$ 358	\$ -	\$ -

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Miracle League Field**

**Business Unit 7190**

**PROGRAM MISSION**

To account for funding received from private donations to finance the maintenance and upgrade costs of the Miracle League Field and its associated amenities and the corresponding expenditures.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds for major maintenance and/or upgrading of the Miracle League Field and its associated amenities. Examples include:  
 Equipment upgrades to meet code or safety guidelines outlined by the Consumer Product Safety Commission and/or American Society for Testing and Materials.  
 Repairs and/or replacement of existing facilities, materials, equipment damaged by storms or acts of vandalism not covered by insurance.  
 Repairs and/or replacement of resilient surfacing materials.  
 Future site grading, roadways, sidewalks, utilities, etc. not included in original construction, but identified in project plan.  
 Additional security and/or area lighting, accessible parking, etc. beyond current code requirements that directly or indirectly benefit the Miracle League Field and associated amenities.  
 Construction and/or renovations to shelters/restrooms and other park amenities in the immediate vicinity of the Miracle League Field for the benefit in part or whole to the Miracle League Field.

**Major changes in Revenue, Expenditures or Program:**

No projects are planned for 2017.

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	2014 Actual	2015 Actual	2016 Adopted Budget	2016 Projected	2017 Budget
<b><u>Revenues</u></b>					
Interest Income	\$ 387	\$ 142	\$ 200	\$ 400	\$ 400
<b><u>Expenses</u></b>					
Program Costs	1,665	-	-	-	-
Revenues over (under) Expenses	(1,278)	142	200	400	400
Fund Balance - Beginning	26,826	25,548	25,690	25,690	26,090
Fund Balance - Ending	\$ 25,548	\$ 25,690	\$ 25,890	\$ 26,090	\$ 26,490

**CITY OF APPLETON 2017 BUDGET**

**REID GOLF COURSE**

**Director of Parks, Recreation & Facilities Management:  
Dean R. Gazza, CPRE, LEED-AP**

**Deputy Director of Parks, Recreation & Facilities Management:  
Thomas R. Flick, CPRP**

## **CITY OF APPLETON 2017 BUDGET REID GOLF COURSE**

### **MISSION STATEMENT**

Reid Golf Course will be dedicated to growing the game of golf by providing competitive rates, a golf course conforming to high standards, quality facilities and sincere customer service to golfers at all skill levels.

### **DISCUSSION OF SIGNIFICANT 2016 EVENTS**

Hired a new clubhouse supervisor to oversee operations at the clubhouse and facilitate events and outings.

Continued improvement of all clubhouse services to increase revenue, consistencies and improve future financial sustainability of the golf course.

Expanded the use of the GolfNow marketing and of constant contact for marketing and golfer communications.

Expanded our efforts to maximize rounds played by using GolfNow as real-time marketing in slow periods.

Adjusted our tee sheet to split front 9-hole and back 9-hole tee times to increase our capacity on certain days when walk-ins show up without tee times. More and more players only have time for 9-holes which opens up the back 9-holes for more play.

Developed a phone app to enhance golfer's experience, market in real-time and introduce a loyalty program to the golfers.

Worked closely with league representatives to accommodate all golf leagues that committed to returning and joining the course in 2016.

Two new leagues committed to playing at Reid Golf Course in 2016 and a couples' league was introduced on Wednesday evenings.

Developed and implemented a marketing plan for the 2016 golf season that included regular email messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

Created daily food specials and rotated monthly to encourage golfers to stay and eat after their rounds.

Established rates and fees for 2017 golf season.



## CITY OF APPLETON 2017 BUDGET REID GOLF COURSE

### MAJOR 2017 OBJECTIVES

Hire and train staff to operate the golf course. Includes developing operational and marketing plans to maximize revenues.

Develop and implement a plan to provide clubhouse services that considers changing golf trends, available City resources and program direction to maximize revenue opportunities and meet current and future community interests and needs.

Continue to build on the excitement and interest generated in 2014 due to the completion of the stormwater ponds and course improvements.

Continue to expand the use of the GolfNow reservations system and associated marketing modules to:  
 Maximize the financial potential of "prime time" tee times and expand utilization of "non-prime time" tee times  
 Increase electronic marketing and golfer communications  
 Improve administration of tee times, tournaments, outings and league play  
 Improve accounting methods and procedures for all clubhouse sales  
 Improve data collection of golfer information

Market the golf course through other available media with available resources.

Work with golf course superintendent and clubhouse supervisor to explore opportunities for reductions in expenses, alternative staffing levels and work plans, new equipment, etc. to meet challenges of the ever-changing golf industry.

Maintain the golf course, including the treatment of pesticides and fertilizers, irrigation and mowing of turf and the upkeep of bunkers, water hazards and other vegetation.

Maintain the clubhouse, the maintenance shop and all golf course equipment.

Work closely with Parks and Recreation Division to implement new program opportunities.

Concentrate on increased number of youth golfers visiting the course for both instruction and play.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 595,416	\$ 853,841	\$ 818,746	\$ 818,746	\$ 848,975	3.69%
<b>Program Expenses</b>							
5630	Operations	574,689	788,696	810,613	812,641	835,764	3.10%
<b>TOTAL</b>		\$ 574,689	\$ 788,696	\$ 810,613	\$ 812,641	\$ 835,764	3.10%
<b>Expenses Comprised Of:</b>							
	Personnel	198,226	333,400	340,138	342,166	364,066	7.03%
	Administrative Expense	110,272	141,398	143,360	143,360	140,327	-2.12%
	Supplies & Materials	68,080	126,704	119,600	119,600	117,850	-1.46%
	Purchased Services	36,825	23,103	34,200	34,200	34,400	0.58%
	Utilities	43,689	45,692	49,902	49,902	50,337	0.87%
	Repair & Maintenance	117,597	118,399	123,413	123,413	128,784	4.35%
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	1.93	2.67	2.67	2.67	2.67	

\* % change from prior year adopted budget  
Reid.xls

**CITY OF APPLETON 2017 BUDGET  
REID GOLF COURSE**

**Operations**

**Business Unit 5630**

**PROGRAM MISSION**

Manage and maintain the Reid Golf Course facilities and grounds in a fiscally and environmentally responsible manner, consistent with quality municipal golf courses, for the benefit of the users.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To provide a golfing experience that is welcoming to all people regardless of skill or ability.
- Grow the game of golf by providing various opportunities including instruction, outings, leagues and special events.
- To enhance the quality of life in our community by providing golf as a recreational amenity at a great value.
- Operate the golf course in an environmentally responsible manner to sustain the green space for future generations.
- Explore creative opportunities to increase revenues and decrease expenditures.
- Maintain course in best condition possible utilizing the resources available to meet the recommendations of the United States Golf Association.
- Work closely with CEA to coordinate repairs and provide equipment to maintain high quality playing conditions.
- Work closely with the Recreation Division to implement new program opportunities targeting youth.

**Major Changes in Revenue, Expenditures, or Programs:**

Increase in revenue is a result of aggressive marketing, the effort to provide exceptional customer service and pricing and promotion strategies throughout the year to sell golf during non-peak times. Efforts included the utilization of social media and internet to increase exposure. In addition, we have increased the number of leagues and tournaments.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Recreational opportunities					
Rounds of golf played annually	30,720	33,247	35,000	35,450	36,000
Annual youth pass holders	82	44	115	64	115
Family pass holders	15	17	15	10	15
Business pass holders	New Measure	3	5	5	7
<b>Strategic Outcomes</b>					
Electronic communication with golfers					
# of emails receiving bi-weekly message	850	1,890	2,100	2,244	2,500
% of golfers who rate conditions at good or better	95%	98%	97%	98%	97%
% of golfers who rate clubhouse services at good or better	New Measure	—————>	97%	98%	97%
<b>Work Process Outputs</b>					
% of time:					
Greens are mowed daily	80%	97%	95%	98%	95%
Tees and fairways - mowed 2 times per week (May-Aug.)	80%	95%	95%	100%	95%
Rough - mowed weekly	90%	100%	100%	100%	100%
Bunkers - raked weekly (Summer)	90%	100%	100%	100%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	90%	90%	95%	97%	95%

# CITY OF APPLETON 2017 BUDGET

## REID GOLF COURSE

**Operations**

**Business Unit 5630**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4710 Interest on Investments	\$ 1,007	\$ 171	\$ 1,000	\$ 1,000	\$ 1,000
4801 Charges for Serv.- Nontax	5,179	1,700	1,700	1,700	5,300
4802 Charges for Serv. - Tax	479,668	774,069	740,000	740,000	765,000
4850 Daily Entrance - Nontax	3,150	3,150	3,150	3,150	3,150
5010 Misc revenue - Nontax	25,000	-	-	-	-
5015 Rental of City Property	16,000	14,500	15,000	15,000	15,400
5016 Lease Revenue	45,287	56,565	56,896	56,896	57,325
5020 Donations & Memorials	-	1,410	-	-	-
5021 Capital Contributions	20,000	-	-	-	-
5035 Other Reimbursements	125	2,276	1,000	1,000	1,800
<b>Total Revenue</b>	<b>\$ 595,416</b>	<b>\$ 853,841</b>	<b>\$ 818,746</b>	<b>\$ 818,746</b>	<b>\$ 848,975</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 105,875	\$ 154,168	\$ 152,049	\$ 154,077	159,896
6105 Overtime	8,493	238	500	500	528
6108 Part-Time	52,326	124,790	122,149	122,149	123,781
6150 Fringes	31,531	54,204	65,440	65,440	79,861
6201 Training/Conferences	125	309	1,000	1,000	1,000
6301 Office Supplies	76	1,215	750	750	600
6303 Memberships & Licenses	1,075	1,715	1,076	1,076	1,566
6306 Building Maint./Janitorial	4,427	1,379	5,000	5,000	3,500
6307 Food & Provisions	-	-	250	250	100
6308 Landscape Supplies	36,334	28,834	36,000	36,000	36,400
6309 Shop Supplies & Tools	-	103	-	-	-
6314 Pro Shop/Concession Supplies	875	65,224	58,500	58,500	58,500
6316 Miscellaneous Supplies	-	1,833	3,000	3,000	3,000
6320 Printing & Reproduction	8,824	1,999	2,500	2,500	2,500
6321 Clothing	-	1,528	1,000	1,000	750
6322 Gas Purchases	18,379	14,060	13,600	13,600	13,000
6327 Miscellaneous Equipment	3,668	13,123	5,000	5,000	3,700
6401 Accounting/Audit	2,526	2,641	2,700	2,700	2,800
6403 Bank Services	50	12,324	8,000	8,000	13,000
6404 Consulting Services	2,514	367	5,500	5,500	1,500
6407 Collection Services	299	1,013	1,000	1,000	1,100
6408 Contractor Fees	13,223	980	2,000	2,000	2,000
6412 Advertising	11,461	5,052	12,000	12,000	11,000
6413 Utilities	43,689	45,691	49,902	49,902	50,337
6416 Build. Repairs & Maint	329	-	-	-	-
6418 Equip. Repairs & Maint	3,034	4,290	5,000	5,000	5,000
6420 Facilities Charges	25,805	26,145	32,466	32,466	32,264
6424 Software Support	3,190	2,249	4,700	4,700	2,369
6425 CEA Equip. Rental	85,240	85,715	81,247	81,247	89,151
6426 Other Interfund Charges	6,547	-	3,000	3,000	3,000
6451 Uniform Services	-	80	-	-	-
6501 Insurance	4,150	5,328	6,073	6,073	7,785
6503 Rent	832	28,766	27,191	27,191	27,191
6599 Other Contracts/Obligations	205	646	-	-	-
6601 Depreciation Expense	67,055	67,707	67,000	67,000	67,365
6720 Interest Payments	14,632	14,280	13,920	13,920	13,320
6803 Buildings	36,167	-	-	-	-
6899 Other Capital Outlay	(36,167)	-	-	-	-
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
7921 Trans Out - Capital Projects Fund	-	2,800	3,200	3,200	-
<b>Total Expense</b>	<b>\$ 574,689</b>	<b>\$ 788,696</b>	<b>\$ 810,613</b>	<b>\$ 812,641</b>	<b>\$ 835,764</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Landscape Supplies</u>		<u>Pro Shop/Concession Supplies</u>	
Topsoil, sand & gravel	\$ 3,500	Food & beverages	\$ 45,500
Flowers	400	Merchandise/range balls	13,000
Seed & fertilizers	8,500		<u>\$ 58,500</u>
Pesticides/herbicides	24,000		
	<u>\$ 36,400</u>	<u>Rent</u>	
		Carts	\$ 25,691
		Maintenance operations	1,500
			<u>\$ 27,191</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Interest Income	1,006	171	773	1,000	1,000	1,000-	1,000
Charges for Services	487,997	778,919	711,779	744,850	744,850	773,450-	773,450
Other Revenues	106,412	74,750	53,567	72,896	72,896	73,725-	74,525
<b>TOTAL REVENUES</b>	<b>595,415</b>	<b>853,840</b>	<b>766,119</b>	<b>818,746</b>	<b>818,746</b>	<b>848,175-</b>	<b>848,975</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	74,860	115,330	82,134	152,049	154,077	159,896	159,896
Labor Pool Allocations	28,145	30,282	26,834	0	0	0	0
Overtime	8,493	238	131	500	500	528	528
Part-Time	52,326	124,790	100,764	122,149	122,149	123,781	123,781
Other Compensation	3	6-	3,222-	0	0	0	0
Sick Pay	643	0	0	0	0	0	0
Vacation Pay	2,227	8,562	6,245	0	0	0	0
Fringes	31,530	60,648	52,092	65,440	65,440	80,181	79,861
Unemployment Compensation	0	1,304	3,336	0	0	0	0
Pension expense / Revenue	0	7,748-	0	0	0	0	0
<b>Salaries &amp; Fringe Benefits</b>	<b>198,227</b>	<b>333,400</b>	<b>268,314</b>	<b>340,138</b>	<b>342,166</b>	<b>364,386</b>	<b>364,066</b>
Training & Conferences	125	309	205	1,000	1,000	1,000	1,000
Office Supplies	76	1,215	466	750	750	600	600
Memberships & Licenses	1,075	1,715	1,040	1,076	1,076	1,566	1,566
Building Maintenance/Janitor.	4,427	1,379	752	5,000	5,000	3,500	3,500
Food & Provisions	0	0	0	250	250	100	100
Insurance	4,150	5,328	5,085	6,073	6,073	8,000	7,785
Rent	832	28,766	15,839	27,191	27,191	27,191	27,191
Depreciation Expense	67,055	67,706	50,778	67,000	67,000	67,000	67,365
Interest Payments	14,632	14,280	10,440	13,920	13,920	13,320	13,320
Trans Out - General Fund	17,900	17,900	13,425	17,900	17,900	17,900	17,900
Trans Out - Capital Projects	0	2,800	0	0	0	0	0
Trans Out - Internal Svc.	0	0	3,200	3,200	3,200	0	0
<b>Administrative Expense</b>	<b>110,272</b>	<b>141,398</b>	<b>101,230</b>	<b>143,360</b>	<b>143,360</b>	<b>140,177</b>	<b>140,327</b>
Landscape Supplies	36,333	28,834	29,193	36,000	36,000	36,400	36,400
Shop Supplies & Tools	0	103	0	0	0	0	0
Concession Supplies	875	65,224	59,274	58,500	58,500	58,500	58,500
Miscellaneous Supplies	0	1,833	1,769	3,000	3,000	3,000	3,000
Printing & Reproduction	8,824	1,999	1,279	2,500	2,500	2,500	2,500
Clothing	0	1,528	527	1,000	1,000	750	750
Gas Purchases	18,379	14,060	9,130	13,600	13,600	13,000	13,000
Miscellaneous Equipment	3,668	13,123	5,751	5,000	5,000	3,700	3,700
<b>Supplies &amp; Materials</b>	<b>68,079</b>	<b>126,704</b>	<b>106,923</b>	<b>119,600</b>	<b>119,600</b>	<b>117,850</b>	<b>117,850</b>
Accounting/Audit	2,526	2,641	2,599	2,700	2,700	2,800	2,800
Bank Services	50	12,324	7,297	8,000	8,000	13,000	13,000
Consulting Services	2,514	367	2,290	5,500	5,500	1,500	1,500
Collection Services	299	1,013	680	1,000	1,000	1,100	1,100
Contractor Fees	13,223	980	1,904	2,000	2,000	2,000	2,000
Advertising	11,461	5,052	6,733	12,000	12,000	11,000	11,000
Other Interfund Charges	5,646	0	0	3,000	3,000	3,000	3,000
Interfund Allocations	901	0	0	0	0	0	0
Laundry Services	0	80	0	0	0	0	0
Other Contracts/Obligations	205	646	0	0	0	0	0
<b>Purchased Services</b>	<b>36,825</b>	<b>23,103</b>	<b>21,503</b>	<b>34,200</b>	<b>34,200</b>	<b>34,400</b>	<b>34,400</b>
Electric	23,044	22,086	13,034	22,233	22,233	22,233	22,233
Gas	7,348	4,629	2,843	7,350	7,350	6,500	6,500
Water	1,868	2,071	1,339	2,023	2,023	2,100	2,100
Waste Disposal/Collection	1,770	1,699	971	1,825	1,825	1,880	1,880
Stormwater	7,351	11,120	8,700	12,120	12,120	12,120	12,120
Telephone	2,031	2,361	2,084	2,031	2,031	2,900	2,900
Cellular Telephone	277	636	533	620	620	904	904
Other Utilities	0	1,090	386	1,700	1,700	1,700	1,700

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Utilities	43,689	45,692	29,890	49,902	49,902	50,337	50,337
Building Repair & Maintenance	329	0	0	0	0	0	0
Equipment Repair & Maintenanc	3,034	4,290	2,911	5,000	5,000	5,000	5,000
Facilities Charges	25,805	26,145	12,698	32,466	32,466	32,264	32,264
Software Support	3,190	2,249	0	4,700	4,700	2,369	2,369
CEA Equipment Rental	85,240	85,715	65,244	81,247	81,247	89,151	89,151
Repair & Maintenance	117,598	118,399	80,853	123,413	123,413	128,784	128,784
Buildings	36,167	0	0	0	0	0	0
Other Capital Outlay	36,167-	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	574,690	788,696	608,713	810,613	812,641	835,934	835,764

**CITY OF APPLETON 2017 BUDGET  
REID GOLF COURSE  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Charges for Services	\$ 487,997	\$ 778,919	\$ 745,850	\$ 790,000	\$ 775,250
Miscellaneous	41,125	18,186	15,000	15,000	15,400
Lease Revenue	45,287	56,565	56,896	56,896	57,325
Total Revenues	<u>574,409</u>	<u>853,670</u>	<u>817,746</u>	<u>861,896</u>	<u>847,975</u>
<b>Expenses</b>					
Operation and Maintenance	475,102	686,009	708,593	710,621	737,179
Depreciation	67,055	67,707	67,000	67,000	67,365
Total Expenses	<u>542,157</u>	<u>753,716</u>	<u>775,593</u>	<u>777,621</u>	<u>804,544</u>
Operating Income (Loss)	32,252	99,954	42,153	84,275	43,431
<b>Nonoperating Revenues (Expenses)</b>					
Interest Income	1,007	171	1,000	1,500	1,000
Interest Expense	(14,632)	(14,280)	(13,920)	(13,920)	(13,320)
Total Non-Operating	<u>(13,625)</u>	<u>(14,109)</u>	<u>(12,920)</u>	<u>(12,420)</u>	<u>(12,320)</u>
Net Income (Loss) Before Transfers	18,627	85,845	29,233	71,855	31,111
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	20,000	-	-	-	-
Operating Transfers out	(17,900)	(20,700)	(21,100)	(21,100)	(17,900)
Change in Net Assets	20,727	65,145	8,133	50,755	13,211
Net Assets - Beginning	<u>662,790</u>	<u>728,793</u>	<u>793,938</u>	<u>793,938</u>	<u>844,693</u>
Net Assets - Ending	<u>\$ 683,517</u>	<u>\$ 793,938</u>	<u>\$ 802,071</u>	<u>\$ 844,693</u>	<u>\$ 857,904</u>

\* as restated per pension standards

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 134,435	\$ 187,190
+ Change in Net Assets	50,755	13,211
- Capital Contributions	-	-
+ Depreciation	67,000	67,365
- Fixed Assets	-	-
- Principal Repayment	<u>(65,000)</u>	<u>(65,000)</u>
Working Cash - End of Year	<u>\$ 187,190</u>	<u>\$ 202,766</u>

**CITY OF APPLETON 2017 BUDGET  
REID GOLF COURSE  
OPERATING PROJECTIONS**

	2015 Actual	2016 Projected	2017 Budget	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<b>Revenues</b>							
Charges for Services	\$ 778,919	\$ 790,000	\$ 775,250	\$ 781,550	\$ 788,050	\$ 794,750	\$ 801,650
Miscellaneous	18,186	15,000	15,400	15,708	16,022	16,342	16,669
Lease Revenue	56,565	56,896	57,325	57,325	57,325	57,325	57,325
Total Revenues	<u>853,670</u>	<u>861,896</u>	<u>847,975</u>	<u>854,583</u>	<u>861,397</u>	<u>868,417</u>	<u>875,644</u>
<b>Expenses</b>							
Operating Expenses	686,009	710,621	737,179	755,608	774,499	793,861	813,708
Depreciation	67,707	67,000	67,365	67,365	68,500	69,000	69,000
Total Expenses	<u>753,716</u>	<u>777,621</u>	<u>804,544</u>	<u>822,973</u>	<u>842,999</u>	<u>862,861</u>	<u>882,708</u>
Operating Income	99,954	84,275	43,431	31,610	18,398	5,556	(7,064)
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	171	1,500	1,000	1,000	1,000	750	500
Interest Expense	(14,280)	(13,920)	(13,320)	(12,556)	(17,625)	(15,932)	(13,625)
Total Non-Operating	<u>(14,109)</u>	<u>(12,420)</u>	<u>(12,320)</u>	<u>(11,556)</u>	<u>(16,625)</u>	<u>(15,182)</u>	<u>(13,125)</u>
Net Income Before Transfers	85,845	71,855	31,111	20,054	1,773	(9,626)	(20,189)
<b>Contributions and Transfers In (Out)</b>							
Capital Contributions	-	-	-	-	-	-	-
General Fund/Internal Service	(20,700)	(21,100)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	65,145	50,755	13,211	2,154	(16,127)	(27,526)	(38,089)
Total Net Assets - Beginning	<u>728,793</u>	<u>793,938</u>	<u>844,693</u>	<u>857,904</u>	<u>860,058</u>	<u>843,931</u>	<u>816,405</u>
Total Net Assets - Ending	<u>\$ 793,938</u>	<u>\$ 844,693</u>	<u>\$ 857,904</u>	<u>\$ 860,058</u>	<u>\$ 843,931</u>	<u>\$ 816,405</u>	<u>\$ 778,316</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	\$ 134,435	\$ 187,190	\$ 202,766	\$ 207,285	\$ 194,658	\$ 153,132
+ Change in Net Assets	50,755	13,211	2,154	(16,127)	(27,526)	(38,089)
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	67,000	67,365	67,365	68,500	69,000	69,000
+ Long Term Debt	-	-	175,000	65,000	47,500	57,500
- Fixed Assets	-	-	(175,000)	(65,000)	(47,500)	(57,500)
- Principal Repayment	(65,000)	(65,000)	(65,000)	(65,000)	(83,000)	(88,000)
Working Cash - End of Year	<u>\$ 187,190</u>	<u>\$ 202,766</u>	<u>\$ 207,285</u>	<u>\$ 194,658</u>	<u>\$ 153,132</u>	<u>\$ 96,043</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 186,410	\$ 192,100	\$ 196,516	\$ 202,506	\$ 206,923	
Coverage Ratio	1.53	1.09	0.95	0.81	0.67	0.52

**ASSUMPTIONS:**

Rounds of golf played @ projected 2016 levels and then increasing slightly for estimated increase in rounds, a 3% price increase projected in 2017-2021 for fees other than greens fees.

Operating expenses to increase 2.5% per year after 2017 in addition to larger one time costs as detailed in the five-year Capital Improvements Program.

Strive to maintain a level of 25% working capital reserve and 1.25 coverage ratio.

**CITY OF APPLETON 2017 BUDGET  
REID GOLF COURSE  
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
2017	\$ 5,000	\$ -	\$ 5,000
2018	5,000	-	5,000
2019	5,000	-	5,000
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
2025	60,000	-	60,000
2026	80,000	-	80,000
	<u>\$ 155,000</u>	<u>\$ -</u>	<u>\$ 155,000</u>

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
2017	\$ 60,000	\$ 13,320	\$ 73,320
2018	60,000	12,556	72,556
2019	60,000	11,625	71,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	20,000	300	20,300
	<u>\$ 575,000</u>	<u>\$ 68,858</u>	<u>\$ 643,858</u>

Year	Principal	Interest	Total
2017	\$ 65,000	\$ 13,320	\$ 78,320
2018	65,000	12,556	77,556
2019	65,000	11,625	76,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	80,000	300	80,300
2026	80,000	-	80,000
	<u>\$ 730,000</u>	<u>\$ 68,858</u>	<u>\$ 798,858</u>



**CITY OF APPLETON 2017 BUDGET**

**LIBRARY**

**Library Director: Colleen T. Rortvedt**

**Assistant Library Director: Tasha M. Saecker**

# CITY OF APPLETON 2017 BUDGET LIBRARY

## MISSION STATEMENT

Learn, know, gather and grow in your center of community life.

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

### Maintain high quality library services

Implemented the 2016 Public Access Technology Survey:

-363 surveys were completed

-46% of respondents who use the library's public access technology received help from staff

-81% stated it is important or very important to have public access computers and internet available to the community

Evaluated and updated APL 150 long range plan

Had 297,521 visits as of July 2016, compared to 296,014 as of July 2015

Meeting room use is on track to exceed 5,000 uses in 2016 (2015 usage: 4,414)

2016 summer program for children had 3,430 participants, the teen summer reading program had 567 participants, and the adult program had 742 participants, a record number

On track to circulate nearly 1.2 million physical items in 2016; self-checkout averages 79%

Offered high interest programs for all ages

### Increase marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood

Created bi-monthly "Classes and Events" publication, consolidating all our programming into one publication

Marketing e-blasts sent to approximately 5,000 e-mail addresses

Friends of the Appleton Public Library hosted fundraiser dinner, completed two successful used book sales, two fundraising letter campaigns, provided \$67,000 in grants directly from Friends funds, and served as fiscal agent for grants awarded from outside funding agencies

Hosted staff retreat in February 2016 with morning session for staff by nationally recognized trainer Pat Wagner and afternoon leadership session for supervisors

Hosted monthly staff trainings on continuing education and safety topics

Participated in statewide planning process for public library systems

Continued working with Washington Square group and security guard to improve neighborhood environment

### Continue to explore facility needs and options

Worked with City departments on mobility study and updates to the comprehensive plan

Researched alternative models of library facilities and new methods of providing service

Made repairs to the atrium flashing and patched carpeting

Updated public Wi-Fi, improving service to patrons using their own devices to access the internet

### Continue cooperation with schools and other community organizations

Participated in 160 programs with local educational institutions, businesses, non-profits and civic groups

Secured grant funding from the United Way Fox Cities to expand Reach Out and Read throughout the Fox Cities

Participated as a major sponsor, coordinator and event site for the Fox Cities Community Read and Book Festival, where APL had 639 attendees at our 13 programs

Hosted Hmong American Day Celebration attended by 270 people

Collaborated with local organizations on the annual Celebration of Hispanic Heritage

Became the host for the Memory Cafe that relocated from the Thompson Center

Opened Appleton Seed Library with The Seed Guild with a grant from the Community Foundation

### Utilize volunteers more effectively

Volunteer hours increased 9% from 2014 - 2015 (7,408 hours to 8,079 hours)

Continued to utilize volunteer greeter station, providing welcome and simple assistance as patrons enter the building

### Continuously work to improve website and online service delivery

Expanded remote digital content by adding Comics Plus online comics and graphic novels, OnePlay Digital Gaming and continuing to offer e-courses through Gale Courses, e-books and audiobooks through Overdrive in conjunction with OWLSnet, Zinio (popular magazine online service) and IndieFlix (online streaming video service)

Offered a new online summer library program.

E-book use has peaked, which mirrors national trends

# CITY OF APPLETON 2017 BUDGET LIBRARY

## MAJOR 2017 OBJECTIVES

Apply APL 150 strategies focusing on 21st century library service, serving as a community partner and participating in solving community problems utilizing the following strategic priorities and activities:

**Hub of Learning and Literacy** - We connect our community with opportunities for growth, self-instruction and inquiry. We recognize reading as the heart of the library's mission and also expand beyond it to offer our community additional ways to improve and develop.

**Collaborative Environment** – We celebrate our diverse community, serving as a place where understanding can grow. We work with many partners, allowing our entire community to benefit from shared knowledge and information.

**The Future: Children and Teens** – We provide youth of all ages in our community with programs and services that are age-appropriate, dynamic and inspiring. We ensure that families from all backgrounds find a supportive and strengthening place for their futures.

**Creation and Innovation** – We honor imagination, invention, and inspiration. We provide people, places and platforms to encourage discovery, development and originality.

**Enriched Entertainment**– We embrace the important role of entertainment in the lives of our community members and its ability to enhance and enrich our lives. We maintain a collection that covers the breadth of changing interests, technologies and formats.

**Specialized Services and Programs** – We support and sustain education for all ages. We address the varied needs within our community by offering targeted assistance for diverse populations.

**Engaged and Sustainable Organization** – Our knowledgeable and creative staff provides a patron experience that represents and aids our diverse community. We work closely with many organizations and partners to benefit those we serve.

Other specific objectives include:

Continue to plan for library facility needs

Expand outreach to parents and English language learners in the Hmong and Hispanic communities as well as finding ways to work with incoming refugees

Collaborate with schools and other community organizations

Serve as a location for civic engagement and public meetings

Implement comprehensive marketing plan

Continue to develop online "digital branch" offering increased access to digital content such as e-courses for lifelong learning

Improve website to make it easier to navigate

Incorporate information and results from system and State studies into library policies and operations

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 1,167,399	\$ 1,326,438	\$ 1,238,559	\$ 1,382,303	\$ 1,268,833	2.44%
<b>Program Expenses</b>							
16010	Administration	470,304	489,943	496,517	514,919	547,424	10.25%
16021	Children's Services	505,915	553,706	526,541	635,086	619,170	17.59%
16023	Public Services	738,235	757,563	748,341	752,844	760,044	1.56%
16024	Community Partnerships	446,211	442,682	464,442	482,829	496,371	6.87%
16031	Building Operations	467,998	444,970	512,984	513,317	489,266	-4.62%
16032	Materials Management	1,438,134	1,476,526	1,430,626	1,463,456	1,437,851	0.51%
16033	Network Services	260,239	246,382	274,808	276,722	290,875	5.85%
<b>TOTAL</b>		\$ 4,327,036	\$ 4,411,772	\$ 4,454,259	\$ 4,639,173	\$ 4,641,001	4.19%
<b>Expenses Comprised Of:</b>							
Personnel		3,116,308	3,195,776	3,221,801	3,259,398	3,311,555	2.79%
Administrative Expense		111,351	88,021	104,468	122,668	109,954	5.25%
Supplies & Materials		639,054	673,096	645,685	672,358	663,181	2.71%
Purchased Services		65,850	70,005	71,067	173,511	148,024	108.29%
Utilities		147,351	145,337	147,739	147,739	145,337	-1.63%
Repair & Maintenance		234,371	230,510	255,249	255,249	254,452	-0.31%
Capital Expenditures		12,751	9,027	8,250	8,250	8,498	3.01%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		45.50	46.50	46.00	46.00	46.00	

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Administration**

**Business Unit 16010**

### PROGRAM MISSION

To ensure delivery of library programs and services to patrons for the benefit of the community, Administration plans, organizes and develops resources, and facilitates effective and responsible staff efforts.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 2: "Encourage active community participation and involvement"; # 3: Recognize and grow everyone's talents"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive; # 6: "Create opportunities and learn from successes and failures"; and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

- Oversee and guide the library's long range plan throughout the daily operations of the library so staff members understand their roles in fulfilling the library's mission, vision and services utilizing APL's strategic priorities
- Ensure library responds to community needs and participate in initiatives supporting the LIFE Study
- Continue efforts to provide citizen engagement and transparency in library planning through public meetings, facilitated discussions, the apl.org website, as well as through social media efforts
- Continue to communicate the role of libraries in 21st century society
- Work with Washington Square group with security guard collaboration
- Support the strategic plan of the Friends of Appleton Public Library; work with Friends to develop strong public/private partnerships to support the library in providing edge of excellence services
- Continue working on library facility plans; ensure high quality service during facility planning and any transitions
- Participate, as appropriate, in application of parking, mobility study and comprehensive plan recommendations
- Participate in statewide public library system redesign process

**Major changes in Revenue, Expenditures, or Programs:**

Library Grants & Aids are a reimbursement from county revenues and are based on a formula of use from 2 years prior. The decrease in revenue reflects a decrease in circulation from non-Appleton residents.

In 2017, all parking permits will be charged to this program for ease of management. The overall increase in the amount budgeted is due both to an increase in the monthly permit rate and to the elimination of the lower cost single-entry permit.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as responsive or very responsive	98%	97%	97%	97%	97%
<b>Strategic Outcomes</b>					
A better educated community					
Collaborations with educational institutions	108	160	110	110	160
<b>Work Process Outputs</b>					
Grant funds awarded	\$ 92,753	\$ 135,500	\$ 130,000	\$ 175,358	\$ 130,000
State-level meetings attended	36	24	30	30	30
Surveys conducted	1	1	1	1	1
Hours worked by library volunteers	7,408	8,079	8,000	8,000	8,000
Annual door count	524,918	459,780	510,000	510,000	500,000

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Administration**

**Business Unit 16010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Misc State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4232 Library Grants & Aids	902,006	1,101,454	1,095,759	1,095,759	1,065,839
4801 Charges for Serv.- Nontax	68,788	68,832	79,000	79,000	75,000
5015 Rental of City Property	30,000	30,000	30,000	30,000	30,000
5020 Donations & Memorials	1,452	1,297	-	-	-
5035 Other Reimbursements	83,736	56,508	-	42,550	-
<b>Total Revenue</b>	<b>\$ 1,085,982</b>	<b>\$ 1,258,091</b>	<b>\$ 1,204,759</b>	<b>\$ 1,247,309</b>	<b>\$ 1,170,839</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 331,337	\$ 346,460	\$ 342,648	\$ 351,800	\$ 359,445
6105 Overtime	551	-	-	-	-
6108 Part-Time	6,495	6,367	10,422	10,422	10,925
6150 Fringes	109,684	115,621	119,068	119,068	135,130
6201 Training\Conferences	6,412	2,402	4,055	7,555	4,177
6206 Parking Permits	2,084	2,133	2,124	2,124	19,920
6301 Office Supplies	3,453	3,004	4,500	4,500	4,635
6303 Memberships & Licenses	2,218	3,365	1,995	1,995	2,055
6304 Postage & Freight	57	-	-	-	-
6305 Awards & Recognition	645	846	850	850	850
6307 Food & Provisions	808	1,374	1,135	2,135	1,135
6320 Printing & Reproduction	-	54	100	100	100
6324 Medical/Lab Supplies	53	114	100	100	-
6412 Advertising	1,146	1,240	1,250	1,250	1,288
6413 Utilities	2,697	3,663	3,770	3,770	3,664
6418 Equip Repairs & Maint	164	-	500	500	-
6599 Other Contracts/Obligations	2,500	3,300	4,000	8,750	4,100
<b>Total Expense</b>	<b>\$ 470,304</b>	<b>\$ 489,943</b>	<b>\$ 496,517</b>	<b>\$ 514,919</b>	<b>\$ 547,424</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Children's Services**

**Business Unit 16021**

**PROGRAM MISSION**

In collaboration with the community, we educate, inspire, engage, motivate and provide access to resources for all children.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services; # 2: "Encourage active community participation and involvement"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

**Objectives:**

Cultivate quality children's materials collections through careful selection and maintenance practices to support both education and recreation

Provide responsive customer service, including reference, readers' advisory and directional assistance

Develop and provide quality programs for more than 35,000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12, specialized programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs

Through Appleton Ready to Read (ARTR) outreach specialists, work directly with Hmong and Hispanic families and coordinate with AASD Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a formal referral system to link families with needed resources, providing in-home visits to families and building towards their full use of the library and its services.

Through Reach Out and Read program (ROR, a physician initiative to encourage family reading and assess pre-literacy skill development at well child visits), work with local medical clinics and regional libraries to bridge communication between agencies and promote library programs

In 2017, work with Community Partnerships and Public Services to bring circulation services out into the community

**Major changes in Revenue, Expenditures, or Programs:**

In 2016, we received a 3 year grant of \$265,808 (\$77,694/year) from the United Way to continue our work supporting and spreading ROR. This grant supports a half-time Library Physician Liaison position and the purchase of age-appropriate books used by physicians at well-child visits.

In 2016, we received a \$9,500 grant from BMO Harris to deliver a new program to English Language Learning students.

In 2016, the library developed an online summer library program in addition to our longstanding paper programs.

In late 2015, the library updated half of the computer workstations in the Children's Section to iPads. The iPads are very popular but have proven to be difficult to quantify in terms of sessions or time used. The performance indicator below is only the sessions for the remaining computer workstations.

This budget includes the continuation of the .5 FTE Hispanic Outreach Library Assistant as a City-supported position. It was established as a grant-supported position for three years in 2014.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Children have access to a wide range of quality programs					
Attendance at children's programs	33,135	35,253	35,000	36,000	35,000
Drop-in activity participants	4,945	3,278	3,000	3,000	3,200
<b>Strategic Outcomes</b>					
Children discover joy of reading & develop love of learning					
Summer Library program participants	4,666	4,260	4,700	4,700	4,500
<b>Work Process Outputs</b>					
Reference transactions	23,450	26,493	24,000	21,000	23,000
Number of children's programs	997	1,057	1,000	950	1,000
Avg. number of attendance per program	33	33	35	40	35

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Children's Services**

**Business Unit 16021**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5035 Other Reimbursements	-	15,000	15,000	109,194	77,694
Total Revenue	\$ -	\$ 15,000	\$ 15,000	\$ 109,194	\$ 77,694
<b>Expenses</b>					
6101 Regular Salaries	\$ 338,023	\$ 374,371	\$ 355,034	\$ 363,385	\$ 368,535
6105 Overtime	-	287	-	-	-
6108 Part-Time	38,132	36,490	30,605	32,405	30,605
6150 Fringes	111,102	128,876	130,748	130,748	134,847
6201 Training\Conferences	7,928	4,272	3,570	3,570	3,677
6206 Parking Permits	2,230	2,604	2,604	2,604	-
6301 Office Supplies	7,568	5,676	2,730	13,430	2,812
6320 Printing & Reproduction	127	-	-	-	-
6327 Miscellaneous Equipment	-	130	250	250	-
6599 Other Contracts/Obligations	805	1,000	1,000	88,694	78,694
Total Expense	\$ 505,915	\$ 553,706	\$ 526,541	\$ 635,086	\$ 619,170

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Public Services**

**Business Unit 16023**

**PROGRAM MISSION**

Public Services is at the front-line, providing excellent customer service by helping the community use library resources.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

**Objectives:**

Work with patrons in support of the strategies of Hub of Learning and Literacy and Enriched Entertainment; work with other system libraries and State libraries in a collaborative environment; embrace new technologies and best library practices to continue to be an engaged and sustainable organization

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library; continue to develop technology competencies for the adult service desks for increased consistency between desks and focused training in 2017; provide quality service to over 500,000 people

Register new patrons and maintain a database of over 90,000 users; process holds in conjunction with the Materials Management section (approx. 300,000 items each year); send out overdue, billing and reserve notices and manage the collection process for long overdue items

Promote and train the public on the use of the self-check machines by patrons at an average of 79% of library materials check out via self-check each month

Prepare and maintain displays of new and/or popular materials

Continue to work with Materials Management and OWLS to improve functionality of library catalog and discovery layer

Oversee the inter-library loan process

Work with OWLS to implement a collection agency to recover billed materials and/or monies owed for bills and fines

Work with Community Partnerships and Children's Librarians to bring circulation services out into the community

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Convenient and fast access to accurate information					
Reference questions answered	80,772	78,850	81,000	77,000	80,000
E-mail requests for information	2,296	3,102	2,600	3,200	3,000
<b>Strategic Outcomes</b>					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	95,392	95,392	94,000	91,000	91,000
Interloans obtained for patrons	145,601	140,892	130,000	145,000	140,000
<b>Work Process Outputs</b>					
Adult materials circulation	756,439	683,201	700,000	685,000	685,000
Children's materials circulation	517,697	483,496	460,000	450,000	450,000
Reserves filled for APL patrons	165,137	151,946	170,000	140,000	150,000



**CITY OF APPLETON 2017 BUDGET**

**LIBRARY**

**Public Services**

**Business Unit 16023**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 455,525	\$ 472,762	\$ 471,847	\$ 476,350	\$ 484,494
6105 Overtime	99	-	-	-	-
6108 Part-Time	109,624	102,498	86,349	86,349	87,633
6150 Fringes	163,914	172,650	177,154	177,154	179,358
6201 Training\Conferences	1,290	1,296	1,835	1,835	1,890
6206 Parking Permits	3,168	3,456	3,456	3,456	-
6301 Office Supplies	3,021	3,511	3,950	3,950	4,069
6327 Miscellaneous Equipment	-	1,390	500	500	1,000
6418 Equip Repairs & Maint	1,594		3,250	3,250	1,600
Total Expense	<u>\$ 738,235</u>	<u>\$ 757,563</u>	<u>\$ 748,341</u>	<u>\$ 752,844</u>	<u>\$ 760,044</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Community Partnerships**

**Business Unit 16024**

**PROGRAM MISSION**

Community Partnerships: Engage, Educate, Entertain, Elevate.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 2: "Encourage active community participation and involvement"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

**Objectives:**

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library and throughout the Appleton area; provide enriched entertainment opportunities for teen and adult community members by maintaining a broad range of materials and programs

Provide access to the library's traditional and digital collection through the library's websites and social media sites

Provide access to local history materials, services, and programs. Collaborate with partner agencies; serve on local boards and participate in various organizations to increase collaboration to build shared capacity and connect patrons with local resources

Foster partnerships and celebrate our diverse community by providing lifelong learning opportunities through specialized services and programs

Present collections and up-to-date hardware and software in our digital creation lab

Incorporate Fox Cities Online (FOCOL) more fully into Library services while observing the agreement made with the former FOCOL board upon dissolution of FOCOL, Inc.

Work with Public Services and Children's Librarians to bring circulation services out into the community.

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Members of the Appleton community find high quality programs at the library					
% of attendees evaluating programs "good" to "excellent" (survey done on odd years)					
Adult programs	99%	99%	98%	99%	99%
Young adult programs	100%	100%	99%	100%	100%
<b>Strategic Outcomes</b>					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	8,794	10,954	10,000	9,200	9,500
Adult program attendance	6,709	6,023	6,000	8,000	7,000
<b>Work Process Outputs</b>					
Web page "hits" (page accesses)	1,173,889	1,084,342	1,200,000	1,250,000	1,200,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Community Partnerships**

**Business Unit 16024**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
5035 Other Reimbursements	\$ 4,878	\$ 341	\$ 300	\$ 7,300	\$ 300
Total Revenue	<u>\$ 4,878</u>	<u>\$ 341</u>	<u>\$ 300</u>	<u>\$ 7,300</u>	<u>\$ 300</u>
Expenses					
6101 Regular Salaries	\$ 329,276	\$ 330,149	\$ 341,224	\$ 346,611	\$ 354,005
6108 Part-Time	4,527	3,485	4,389	4,389	4,456
6150 Fringes	103,045	102,524	110,645	110,645	131,915
6201 Training\Conferences	2,709	3,095	3,570	3,570	3,677
6206 Parking Permits	2,076	1,788	2,364	2,364	-
6301 Office Supplies	4,561	1,641	2,250	5,250	2,318
6320 Printing & Reproduction	17	-	-	-	-
6599 Other Contracts/Obligations	-	-	-	10,000	-
Total Expense	<u>\$ 446,211</u>	<u>\$ 442,682</u>	<u>\$ 464,442</u>	<u>\$ 482,829</u>	<u>\$ 496,371</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Building Operations**

**Business Unit 16031**

**PROGRAM MISSION**

Support the community and the library's role as a hub of learning and literacy by maintaining a welcoming environment that promotes and contributes to lifelong learning.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

**Objectives:**

Maintain safety and security within the library through monitoring, conflict resolution and policy and procedure enforcement in collaboration with other City departments

Ensure the needs of library meeting room users are met by conducting meeting room set-ups and providing on-site assistance for staff programs and community

Proactively meet the needs of the community through quality customer service and by effectively incorporating sustainable and cost-effective practices in our day to day operations

Facilitate the work done in the library by the Facilities Management Department by performing basic facility and equipment maintenance and cleaning and informing them of building needs and concerns; work with the cleaning service to ensure the library facility is being cleaned according to the service contract

Continue the replacement of desks and workstations in various staff areas of the library to replace furniture that is original to the 1981 library facility with furnishings designed to work with modern technology; furniture selected will be able to move to any future facility

**Major changes in Revenue, Expenditures, or Programs:**

None

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on even years)	97%	98%	95%	95%	97%
% of patrons satisfied with cleanliness of library (surveyed on even years)	95%	94%	95%	95%	95%
% of patrons satisfied with safety in the library (surveyed on even years)	94%	90%	95%	95%	95%
<b>Strategic Outcomes</b>					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,270	4,414	4,400	5,000	5,000
<b>Work Process Outputs</b>					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	21	21	20	20	20

## CITY OF APPLETON 2017 BUDGET

### LIBRARY

**Building Operations**

**Business Unit 16031**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5001 Fees & Commissions	\$ 5,748	\$ 1,459	\$ 1,500	\$ 1,500	\$ 1,500
Total Revenue	<u>\$ 5,748</u>	<u>\$ 1,459</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 96,101	\$ 87,574	\$ 105,913	\$ 106,246	\$ 105,393
6105 Overtime	34	206	-	-	-
6108 Part-Time	2,029	3,478	5,952	5,952	5,756
6150 Fringes	31,815	38,814	54,173	54,173	45,262
6201 Training\Conferences	70	-	200	200	206
6206 Parking Permits	864	864	864	864	-
6301 Office Supplies	51	-	-	-	100
6306 Building Maint./Janitorial	7,910	7,900	7,344	7,344	7,344
6308 Landscape Supplies	13	25	50	50	-
6309 Shop Supplies & Tools	23	-	50	50	100
6311 Paint & Supplies	18	67	100	100	-
6323 Safety Supplies	92	18	100	100	150
6324 Medical\Lab Supplies	-	-	-	-	50
6327 Miscellaneous Equipment	483	903	250	250	250
6407 Collection Services	2,281	2,687	2,420	2,420	1,545
6413 Utilities	144,654	141,674	143,969	143,969	141,673
6416 Build Repairs & Maint.	2,668	1,847	5,000	5,000	3,000
6418 Equip Repairs & Maint	182	482	400	400	400
6420 Facilities charges	178,710	158,431	186,199	186,199	178,037
Total Expense	<u>\$ 467,998</u>	<u>\$ 444,970</u>	<u>\$ 512,984</u>	<u>\$ 513,317</u>	<u>\$ 489,266</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Materials Management**

**Business Unit 16032**

**PROGRAM MISSION**

To develop, organize, and maintain well-rounded collections. Collections are built in anticipation of and response to Appleton residents' informational, educational & recreational needs.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Materials Management creates entries and database records for approximately 30,000 new titles in the online catalog. We process 39,000 items annually, including labels, RFID tags and jacket protectors. We receive 1,100 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Work with Public Services on hold processes (both retrieving in-house holds for APL patrons and other system libraries, and receiving holds from other system libraries for checkout)

Collect and route approximately 120,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and reshelve materials returned using the automated materials handling system

Continue to evaluate new electronic collection offerings/services/platforms such as online courses, e-publications of popular magazines, streaming downloads of films, e-books and e-audio books and e-language learning

**Major changes in Revenue, Expenditures, or Programs:**

In 2016 we merged two collections, children's paperbacks and children's fiction, and reclassified children's fiction to match the organization by series. This gives us flexibility in the circulation system codes to continue reorganization projects in the future of the children's collections.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	54%	54%	58%	57%	58%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,601	3,508	3,800	3,500	3,600
<b>Strategic Outcomes</b>					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	281,743	291,739	300,000	292,344	295,000
<b>Work Process Outputs</b>					
# of volumes processed	36,295	34,940	36,000	35,000	35,000
# of volumes weeded	33,554	23,192	25,000	30,000	25,000

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Materials Management**

**Business Unit 16032**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5035 Other Reimbursements	\$ 27,422	\$ 30,859	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 27,422</u>	<u>\$ 30,859</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 494,174	\$ 507,015	\$ 507,415	\$ 513,572	\$ 497,298
6108 Part-Time	94,311	92,129	66,274	66,274	67,278
6150 Fringes	139,666	158,666	171,509	171,509	174,198
6201 Training\Conferences	1,949	2,767	2,550	2,550	2,627
6206 Parking Permits	4,828	4,896	4,896	4,896	-
6301 Office Supplies	33,821	23,410	37,400	37,400	38,522
6315 Books & Library Materials	605,914	625,865	578,185	604,858	595,531
6327 Miscellaneous Equipment	4,353	-	-	-	-
6599 Other Contracts/Obligations	59,118	61,778	62,397	62,397	62,397
Total Expense	<u>\$ 1,438,134</u>	<u>\$ 1,476,526</u>	<u>\$ 1,430,626</u>	<u>\$ 1,463,456</u>	<u>\$ 1,437,851</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Office Supplies**

General office supplies	\$ 3,813
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	19,283
RFID supplies	15,426
	<u>\$ 38,522</u>

**Books & Library Materials**

Children's materials	\$ 141,671
Adult materials	425,015
Digital Content Consortia	28,845
	<u>\$ 595,531</u>

**Other Contracts/Obligations**

OWLSnet contract	\$ 62,397
	<u>\$ 62,397</u>

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Network Services**

**Business Unit 16033**

### PROGRAM MISSION

Providing high-quality technology, in the most cost-effective manner, to best serve our community.

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

Replace 20% of staff and public computing devices annually to maintain reasonable levels of usability and maintain and update the network servers and software to insure responsiveness to patron and staff needs

Maintain and upgrade Library backup solutions to best provide data security and uptime for staff and patrons; Maintain and upgrade online public access catalogs, public workstations, AV equipment, digital signage, RFID and AMH equipment; filter and protect public connections to keep library and public technology reasonably safe

Provide network and software support for the video security system; maintain reliable data communication between the library's and OWLS' networks

Assist staff in technical aspects of providing electronic services to the public and support staff computer users; seek out and evaluate technologies to provide increased efficiencies for staff and operations

Partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff

Work with Community Partnerships to develop FOCOL, which was transitioned from a database owned by a 501(c)(3) to a library-owned local search engine

**Major changes in Revenue, Expenditures, or Programs:**

Digital Signage: \$5,000: Our current vendor is changing priorities within their business, which requires us to modify our digital signage platform to best inform the public to what we have going on while in the Library.

Meeting Room A/V Upgrades: \$5,000. Our audio visual system is aging and out of warranty. Upgrades will include a new projector and replacement of a failing subwoofer. This equipment is a great asset to our largest meeting room, with a large impact on our patrons.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
People will have reliable access to up-to-date technology					
% surveyed who have used the library website (survey done on even years)	85%	85%	85%	85%	85%
<b>Strategic Outcomes</b>					
Hours of public internet computer use	53,830	49,015	53,000	46,000	50,000
Sessions on public computers	75,812	68,050	75,000	74,000	74,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	219,734	223,206	248,000	223,000	225,000
Database sessions	295,222	255,721	280,000	300,000	280,000
<b>Work Process Outputs</b>					
PC workstations & other devices installed	40	40	40	40	40



**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Network Services**

**Business Unit 16033**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5035 Other Reimbursements	\$ 43,369	\$ 20,688	\$ 17,000	\$ 17,000	\$ 18,500
Total Revenue	<u>\$ 43,369</u>	<u>\$ 20,688</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ 18,500</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 119,646	\$ 83,857	\$ 94,494	\$ 96,408	\$ 97,636
6150 Fringes	37,198	31,497	35,938	35,938	37,386
6201 Training\Conferences	-	-	2,000	2,000	2,060
6206 Parking Permits	576	576	576	576	-
6301 Office Supplies	11,054	7,138	7,650	7,650	7,880
6315 Books & Library Materials	(228)	-	-	-	-
6327 Miscellaneous Equipment	28,189	45,918	66,000	66,000	66,000
6418 Equip Repairs & Maint	51,053	68,369	59,900	59,900	71,415
6815 Software Acquisition	12,751	9,027	8,250	8,250	8,498
Total Expense	<u>\$ 260,239</u>	<u>\$ 246,382</u>	<u>\$ 274,808</u>	<u>\$ 276,722</u>	<u>\$ 290,875</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Workstation replacements	\$ 36,000
Network hardware, wiring, etc.	20,000
Digital Signage Solution	5,000
Meeting Room A/V Upgrades	5,000
	<u>\$ 66,000</u>

Equipment Repairs and Maintenance

Public photocopier lease and fees	\$ 3,966
Software license for print management	2,147
Service contracts for automated material handling equipment	25,000
Service contracts for self checks	10,705
Service contract for security gates	1,969
Service contracts for miscellaneous equipment	27,628
	<u>\$ 71,415</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	902,006	1,101,454.00	1,103,329	1,095,759	1,095,759	1,065,839	1,065,839
Charges for Services	68,788	63,832.39	43,515	79,000	79,000	75,000	75,000
Other Revenues	196,605	156,150.20	263,234	63,800	220,000	50,300	127,994
<b>TOTAL REVENUES</b>	<b>1,167,399</b>	<b>1,321,436.59</b>	<b>1,410,078</b>	<b>1,238,559</b>	<b>1,394,759</b>	<b>1,191,139</b>	<b>1,268,833</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	1,932,648	1,961,278.22	1,410,075	2,218,575	2,254,372	2,266,806	2,266,806
Overtime	684	490.73	995	0	0	0	0
Temp. Full-Time	0	1,795.08	10,016	0	0	0	0
Part-Time	255,118	242,651.19	187,701	203,991	205,791	206,653	206,653
Other Compensation	0	50.00	300	0	0	0	0
Sick Pay	10,420	9,925.36	6,322	0	0	0	0
Vacation Pay	221,014	230,937.41	158,225	0	0	0	0
Fringes	696,424	748,647.84	553,020	799,235	799,235	838,096	838,096
<b>Salaries &amp; Fringe Benefits</b>	<b>3,116,308</b>	<b>3,195,775.83</b>	<b>2,326,654</b>	<b>3,221,801</b>	<b>3,259,398</b>	<b>3,311,555</b>	<b>3,311,555</b>
Training & Conferences	20,359	13,831.52	16,866	17,780	21,280	18,314	18,314
Parking Permits	15,825	16,317.00	18,112	16,884	16,884	19,920	19,920
Office Supplies	63,529	44,379.45	47,427	58,480	72,180	60,336	60,336
Memberships & Licenses	2,218	3,365.00	3,832	1,995	1,995	2,055	2,055
Postage & Freight	57	.00	0	0	0	0	0
Awards & Recognition	645	845.77	1,169	850	850	850	850
Building Maintenance/Janitor.	7,910	7,907.63	6,423	7,344	7,344	7,344	7,344
Food & Provisions	808	1,374.23	1,009	1,135	2,135	1,135	1,135
<b>Administrative Expense</b>	<b>111,351</b>	<b>88,020.60</b>	<b>94,838</b>	<b>104,468</b>	<b>122,668</b>	<b>109,954</b>	<b>109,954</b>
Landscape Supplies	13	25.03	0	50	50	0	0
Shop Supplies & Tools	23	.00	0	50	50	100	100
Paint & Supplies	19	67.08	0	100	100	0	0
Books & Library Materials	605,686	625,865.47	368,897	578,185	604,858	595,531	595,531
Printing & Reproduction	144	54.25	20	100	100	100	100
Safety Supplies	92	18.17	0	100	100	200	200
Medical & Lab Supplies	53	114.44	0	100	100	0	0
Miscellaneous Equipment	33,025	46,951.96	26,076	67,000	67,000	67,250	67,250
<b>Supplies &amp; Materials</b>	<b>639,055</b>	<b>673,096.40</b>	<b>394,993</b>	<b>645,685</b>	<b>672,358</b>	<b>663,181</b>	<b>663,181</b>
Collection Services	2,281	2,687.00	2,057	2,420	2,420	1,545	1,545
Advertising	1,146	1,240.21	852	1,250	1,250	1,288	1,288
Other Contracts/Obligations	62,423	66,078.00	70,299	67,397	182,297	67,497	145,191
<b>Purchased Services</b>	<b>65,850</b>	<b>70,005.21</b>	<b>73,208</b>	<b>71,067</b>	<b>185,967</b>	<b>70,330</b>	<b>148,024</b>
Electric	105,271	109,161.14	83,656	98,538	98,538	109,161	109,161
Gas	30,019	23,168.93	17,355	35,479	35,479	23,169	23,169
Water	4,912	4,871.40	3,732	5,154	5,154	4,871	4,871
Waste Disposal/Collection	2,047	2,028.32	1,557	2,155	2,155	2,028	2,028
Stormwater	2,405	2,444.49	1,809	2,643	2,643	2,444	2,444
Telephone	1,688	2,718.59	2,037	2,685	2,685	2,719	2,719
Cellular Telephone	1,009	944.14	718	1,085	1,085	945	945
<b>Utilities</b>	<b>147,351</b>	<b>145,337.01</b>	<b>110,864</b>	<b>147,739</b>	<b>147,739</b>	<b>145,337</b>	<b>145,337</b>
Building Repair & Maintenance	2,668	1,838.94	1,575	5,000	5,000	3,000	3,000
Equipment Repair & Maintenanc	52,993	70,240.81	56,673	64,050	64,050	73,415	73,415
Facilities Charges	178,710	158,430.47	76,276	186,199	186,199	178,037	178,037
<b>Repair &amp; Maintenance</b>	<b>234,371</b>	<b>230,510.22</b>	<b>134,524</b>	<b>255,249</b>	<b>255,249</b>	<b>254,452</b>	<b>254,452</b>
Software Acquisition	12,751	9,027.07	8,202	8,250	8,250	8,498	8,498
<b>Capital Expenditures</b>	<b>12,751</b>	<b>9,027.07</b>	<b>8,202</b>	<b>8,250</b>	<b>8,250</b>	<b>8,498</b>	<b>8,498</b>
<b>TOTAL EXPENSES</b>	<b>4,327,037</b>	<b>4,411,772.34</b>	<b>3,143,283</b>	<b>4,454,259</b>	<b>4,651,629</b>	<b>4,563,307</b>	<b>4,641,001</b>

**CITY OF APPLETON 2017 BUDGET**

**VALLEY TRANSIT**

**General Manager: Ron C. McDonald**

**Assistant General Manager: Daniel K. Sandmeier**

**Administrative Services Manager: Debra Ebben**

# CITY OF APPLETON 2017 BUDGET VALLEY TRANSIT

## MISSION STATEMENT

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

### Management Transition

2016 has been a year of management transition for Valley Transit, with the retirement of the General Manager early in the year and the resignation of the Maintenance Supervisor mid-year. A new General Manager has started and recruiting begun for the Maintenance Supervisor position.

### Ridership

Following national transit ridership trends, Valley Transit ridership is slightly down (5.5%) in the first six months of 2016. When gas prices are lower, as they have been in 2016, transit ridership tends to dip.

### Legislative Issues

Valley Transit faces funding challenges every year and has been able to find solutions to keep the system operating without service cuts or major increases in costs to the local funding partners. Staff continues to look for a stable source of local funding to offset the swings in funding at the State and federal level.

Federal Funding– During 2015, congress passed the FAST Act (Fixing America's Surface Transportation) to improve the nation's surface transportation infrastructure. The five-year legislation reforms and strengthens transportation programs and provides long-term certainty and more flexibility for State and local governments. The FAST Act increases dedicated bus funding, provides both stable formula funding and a competitive grant program to address bus and bus facility needs and provides flexibility for recipients in the use of federal funds to maintain facilities and equipment in a state of good repair.

Although the FAST Act has provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's reclassification to a large system and as a direct recipient of Federal Transit Authority (FTA) funds, has increased the amount of administrative time needed to meet our obligations to the FTA. Reporting requirements have increased from annual reports to quarterly reports and new reporting requirements have been developed along with a higher level of scrutiny from the FTA.

State Budget– State funding for transit operations was cut by 10% in 2012 and remained at that lower level until this year when it was increased by 4% as part of the State's biennial budget that was passed in July, 2015.

RTA – Valley Transit's Strategic Plan maintains that the best long-term solution for stable and adequate funding is establishing a Regional Transit Authority (RTA) in the Fox Cities. Valley Transit remains committed to pursuing enabling legislation at the State level.

### Audits

#### Single Financial Audit

Valley Transit received no findings in the 2015 financial audit conducted in early 2016.

### Additional Federal Funds (5310)

"5310" funding provides assistance to programs serving the elderly and persons with disabilities. When the population of the Fox Valley reached 200,000 with the 2010 census, Valley Transit became a direct recipient of this funding. The grant allows 45% of the funds to go to fixed route providers, such as Valley Transit, for senior/disabled services in excess of ADA paratransit requirements and requires a minimum of 55% of the funds to be distributed to non-profit organizations that provide transportation services to senior and disabled populations. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) reached an agreement that designates Valley Transit as the recipient of 5310 funds and ECWRPC as the lead on the process to distribute the 55% funds to non-profit organizations. The 2017 proposed budget reflects an award of funds to a non-profit organization.

## CITY OF APPLETON 2017 BUDGET VALLEY TRANSIT

### MAJOR 2017 OBJECTIVES

Valley Transit's Strategic Plan was completed in early 2015. The plan includes recommendations for near-term, three, five and ten years. A near-term action plan and schedule has been developed and is being implemented. The focus of the near-term plan is to make sure the existing services function as efficiently and effectively as possible before adding additional services. In 2015, we put performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses and we dedicated staff resources accordingly. Improving on-time-performance will be a major focus in 2017, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders. Staff will continue to refine and improve the communication tools used to give potential riders information on how to use the system. As part of the effort to increase ridership, Valley Transit will be working on partnerships with area businesses to increase ridership by their employees.

We will continue to work on establishing an RTA in the Fox Cities and finding alternate/sustainable sources of funding for both fixed route and paratransit services.

Valley Transit is required to complete a Transit Development Plan (TDP) every five years. The 2017 Budget reflects an expense of \$100,000 for the TDP, expected grant revenue of \$80,000 and remaining local match paid for by the fixed route funding partners. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The plan is intended to serve the following four major purposes:

- 1) To evaluate the performance of an existing transit system, including the effectiveness of the existing bus route structure and services and the financial performance of the system and its component bus routes so as to identify areas of effective and efficient transit service operation, along with areas of ineffective and/or inefficient operation;
- 2) To identify the transit service needs of residents that are not being met, or are not being met well, by the existing transit system, including travel which cannot be made within reasonable travel times on the existing system, or cannot be made on the existing system at all;
- 3) To design and evaluate transit system improvement alternatives that address the service problems and deficiencies of the existing system identified in the performance evaluation and the identified unmet transit service needs; and
- 4) To recommend a five year plan of operating and capital improvements that address the service needs and performance deficiencies identified.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 8,772,999	\$ 8,605,128	\$ 9,017,550	\$ 9,622,518	\$ 9,344,520	3.63%
<b>Program Expenses</b>							
5810	Administration	1,446,094	1,375,746	1,325,758	1,327,796	1,376,132	3.80%
5820	Vehicle Maint.	688,769	708,178	635,522	1,991,706	667,840	5.09%
5830	Facilities Maint.	143,477	132,553	140,400	250,705	170,945	21.76%
5840	Operations	3,596,626	3,500,639	3,724,277	3,725,380	3,870,436	3.92%
5850	ADA Paratransit	1,875,883	1,726,318	1,938,368	1,938,368	1,904,192	-1.76%
5860	Ancillary Paratransit	1,595,368	1,666,199	1,772,532	1,772,532	1,817,878	2.56%
<b>TOTAL</b>		\$ 9,346,217	\$ 9,109,633	\$ 9,536,857	\$ 11,006,487	\$ 9,807,423	2.84%
<b>Expenses Comprised Of:</b>							
	Personnel	3,675,382	3,744,588	3,744,320	3,748,043	3,943,006	5.31%
	Administrative Expense	896,178	874,095	858,725	858,725	814,684	-5.13%
	Supplies & Materials	1,162,288	717,315	931,862	931,862	928,997	-0.31%
	Purchased Services	3,235,742	3,442,336	3,678,382	3,678,382	3,761,739	2.27%
	Utilities	105,020	100,395	132,580	132,580	133,500	0.69%
	Repair & Maintenance	217,760	214,060	190,988	190,988	208,497	9.17%
	Capital Expenditures	53,847	16,844	-	1,465,907	17,000	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	54.13	54.50	54.13	54.50	55.10	

\* % change from prior year adopted budget  
Valley Transit.xls

**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**Administration**

**Business Unit 5810**

**PROGRAM MISSION**

We will equitably allocate federal, State, and local resources among a variety of transportation services and we will provide management, oversight, planning, and marketing information for and about our services for the benefit of our passengers, employees, and participating governmental units.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To provide administrative support to ensure that local funding from the municipalities and counties is equitable
- To monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services
- To reach out to riders and non-riders alike to demonstrate that Valley Transit provides low cost, safe, reliable, friendly public transportation that directly improves the quality of life for everyone
- To continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities
- To fund Valley Transit in a manner that promotes stability and resilience and is flexible to accommodate a growing region

**Major changes in Revenue, Expenditures, or Programs:**

Combined State and federal operating assistance is estimated at 57% of eligible expenses in 2017.

The \$100,000 increase in Consulting fees is reflective of the Transit Development Plan (TDP) that Valley Transit is required to complete during 2017. Miscellaneous State Aids reflects expected grant revenue of \$80,000 to off-set the TDP expense.

This budget includes the addition of an Administrative Assistant position (.6 FTE) to provide support to management staff. The position is funded partially in Administration, Operations and ADA Paratransit and will be allocated accordingly.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Regional transit service					
# municipalities served	10	10	10	10	10
<b>Strategic Outcomes</b>					
Regulatory compliance					
Expense per revenue hour	\$ 81.07	\$ 84.78	\$ 85.02	\$ 85.02	\$ 84.05
Expense per revenue mile	\$ 4.43	\$ 4.77	\$ 4.75	\$ 4.75	\$ 4.76
<b>Work Process Outputs</b>					
Contract negotiating & monitoring					
# employee grievances filed	1	5	0	6	0
Public information					
# public presentations	65	45	70	60	70

**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**Administration**

**Business Unit 5810**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4210 Federal Grants	\$ 2,928,488	\$ 2,413,009	\$ 2,580,478	\$ 3,185,446	\$ 2,535,591
4224 Miscellaneous State Aids	2,309,629	2,599,326	2,529,679	2,529,679	2,730,141
4230 Miscellaneous Local Aids	420,445	454,669	442,507	442,507	477,408
4710 Interest on Investments	24,464	3,024	12,500	12,500	12,500
4877 Advertising/Promotional	38,419	70,294	55,000	55,000	55,000
5001 Fees & Commissions	5,121	15,783	-	-	-
5005 Sale of City Prop - Tax	1,459	3,177	-	-	-
5006 Gain (Loss) on Asset Disposal	(10,165)	-	-	-	-
5010 Misc Revenue - Nontax	13	14	-	-	-
5020 Donations & Memorials	14,969	-	-	-	-
5035 Other Reimbursements	4,459	3,902	-	-	-
5921 Trans In - General Fund	530,306	585,506	600,573	600,573	673,297
<b>Total Revenue</b>	<b>\$ 6,267,607</b>	<b>\$ 6,148,704</b>	<b>\$ 6,220,737</b>	<b>\$ 6,825,705</b>	<b>\$ 6,483,937</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 229,266	\$ 239,425	\$ 237,152	\$ 239,190	\$ 234,188
6108 Part Time	4,449	11,469	-	-	-
6150 Fringes	60,212	45,108	64,051	64,051	74,270
6201 Training/Conferences	9,722	20,589	4,746	4,746	3,941
6204 Tuition Fees	1,215	-	-	-	-
6205 Employee Recruitment	1,748	11,115	3,162	3,162	3,200
6206 Parking	110	2	-	-	360
6301 Office Supplies	3,318	3,281	3,109	3,109	3,547
6302 Subscriptions	1,055	950	736	736	495
6303 Memberships & Licenses	3,806	3,757	3,890	3,890	4,514
6304 Postage & Freight	3,386	2,344	3,579	3,579	3,389
6305 Awards & Recognition	169	372	765	765	810
6307 Food & Provisions	1,701	2,649	1,020	1,020	1,080
6316 Miscellaneous Supplies	611	977	700	700	375
6320 Printing & Reproduction	15,750	11,244	24,430	24,430	24,430
6323 Safety Supplies	175	16	500	500	500
6327 Miscellaneous Equipment	7,330	7,157	2,000	2,000	3,200
6401 Accounting/Audit	9,124	9,216	8,826	8,826	9,000
6403 Bank Services	2,806	2,669	3,000	3,000	3,000
6404 Consulting	81,170	4,611	3,000	3,000	100,000
6408 Contractor Fees	285	315	3,580	3,580	3,580
6411 Temporary Help	1,904	8,571	1,000	1,000	3,000
6412 Advertising	25,736	39,797	41,691	41,691	42,000
6413 Utilities	90,457	83,942	105,676	105,676	109,496
6418 Equip Repairs & Maint	-	-	387	387	400
6424 Software Support	50,296	45,716	49,650	49,650	50,600
6429 Interfund Allocations	(1,932)	-	-	-	-
6430 Health Services	1,844	1,015	2,000	2,000	2,100
6501 Insurance	142,248	169,940	113,497	113,497	127,776
6599 Other Contracts/Obligations	965	6	-	-	-
6601 Depreciation Expense	657,913	641,396	643,611	643,611	566,881
6720 Interest Expense	4,175	-	-	-	-
6804 Equipment	35,080	8,097	-	-	-
<b>Total Expense</b>	<b>\$ 1,446,094</b>	<b>\$ 1,375,746</b>	<b>\$ 1,325,758</b>	<b>\$ 1,327,796</b>	<b>\$ 1,376,132</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Printing</u>		<u>Advertising</u>	
Fare material	\$ 7,500	Events	\$ 11,400
Riders guides & maps	5,000	Print	9,000
Public Information materials	6,000	Broadcast	7,500
Forms	1,200	Bus Driver ads	1,500
City copy charges	4,730	Rider Survey	10,000
	<u>\$ 24,430</u>	Legal Notices	2,000
<u>Consulting</u>		Trudigital Electronic Signs	600
Transit Development Plan	\$ 100,000		<u>\$ 42,000</u>
	<u>\$ 100,000</u>	<u>Software Support</u>	
		ITS software maintenance fee	\$ 50,600
			<u>\$ 50,600</u>

**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**Vehicle Maintenance**

**Business Unit 5820**

**PROGRAM MISSION**

We will provide safe, reliable, and environmentally-friendly service by maintaining our vehicle fleet to minimize service delays due to breakdowns and sustain a quality fleet that benefits our bus drivers, passengers and the general public.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To maintain the vehicle fleet in a manner that will ensure that all service requirements are met
- To maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed
- To maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

**Major changes in Revenue, Expenditures, or Programs:**

Increases in the vehicle and equipment repairs budget reflect the aging of our bus fleet and the more frequent need to replace transmissions and engines, along with routine repairs. \$62,500 of maintenance capital will be supported by 80% reimbursement capital grants.

This budget includes an increase in training and conferences expense due both to turnover in the Maintenance Supervisor position and to the federal DOT requirement for a buyer's representative to be present at bus manufacturers' facilities during bus assembly. The amended 2016 budget includes \$1,355,602 of capital expenditures, primarily for bus acquisition. This planned expenditure reflects the award of federal capital grants for 80% of acquisition. Valley Transit anticipates the award of additional federal 80% capital funding for bus acquisition and expects to order buses late this year or early in 2017, but does not envision taking ownership until 2018. Therefore no capital expenditure is included for 2017 and that included in the 2016 amended budget will be carried over.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Customer Benefits/Impacts</b>					
Safe, reliable service					
Miles between road calls	24,741	19,567	20,000	20,000	20,000
<b>Strategic Outcomes</b>					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	11.98	12.98	13.98	13.98	14.98
Avg. vehicle mileage for active fleet	522,783	547,867	594,665	594,665	641,463
Maintenance cost/mile	\$0.79	\$0.83	\$0.70	\$0.72	\$0.79
Spare ratio	22%	22%	22%	22%	22%
Inventory turnover *	1.0	1.30	0.95	0.95	1.00
<b>Work Process Outputs</b>					
Preventive maintenance					
# vehicles maintained	27	27	27	27	27
Miles operated	940,175	939,354	970,414	943,198	943,198
# inspections completed	291	172	300	300	300
Clean buses					
# exterior cleanings	6,240	6,140	6,400	6,400	6,400
# interior cleanings	756	746	800	800	800

\* Excluding fluids



**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**Vehicle Maintenance**

**Business Unit 5820**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5011 Misc Revenue - Tax	\$ 680	\$ 180	\$ -	\$ -	\$ -
5030 Damage to City Property	11,197	7,132	-	-	-
	<u>\$ 11,877</u>	<u>\$ 7,312</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 301,838	\$ 296,415	\$ 294,248	\$ 294,830	\$ 295,043
6105 Overtime	7,980	11,057	-	-	7,000
6150 Fringes	104,196	108,968	110,418	110,418	112,805
6201 Training/Conferences	414	416	3,900	3,900	5,000
6309 Shop Supplies & Tools	37,353	35,711	30,766	30,766	40,270
6316 Miscellaneous Supplies	36	-	-	-	-
6321 Clothing	341	257	275	275	275
6322 Gas Purchases	4,131	2,736	6,396	6,396	5,000
6326 Vehicle & Equipment Parts	172,518	204,377	162,400	162,400	160,400
6327 Miscellaneous Equipment	-	1,726	-	-	-
6417 Vehicle Repairs & Maint	13,890	10,263	1,500	1,500	10,000
6418 Equip Repairs & Maint	9,907	7,954	3,000	3,000	8,000
6424 Software Support	2,558	3,800	1,000	1,000	1,000
6425 CEA Equipment Rental	-	2,240	2,147	2,147	2,355
6430 Health Services	873	1,596	500	500	525
6451 Laundry Services	2,532	1,783	3,000	3,000	3,050
6501 Insurance	10,435	10,132	15,972	15,972	17,117
6599 Other Contracts/Obligations	1,000	-	-	-	-
6804 Equipment	18,767	8,747	-	1,355,602	-
	<u>\$ 688,769</u>	<u>\$ 708,178</u>	<u>\$ 635,522</u>	<u>\$ 1,991,706</u>	<u>\$ 667,840</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Shop Supplies & Tools**

Janitorial supplies	\$ 7,000
Cleaning supplies & chemicals	4,250
Grease and liquid gases	26,020
Tools and instruments	3,000
	<u>\$ 40,270</u>

**Vehicle & Equipment Parts**

Misc parts (doors, windows, etc.)	\$ 10,000
Brake system parts	22,000
Electrical system parts	7,000
Wheelchair ramp parts	5,000
Heating/cooling system parts	20,000
Transmission parts	30,000
Engine parts	48,900
PM's and oil changes	17,500
	<u>\$ 160,400</u>

**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**Facilities Maintenance**

**Business Unit 5830**

**PROGRAM MISSION**

We will provide a clean and safe working environment by purchasing, cleaning, maintaining and repairing the Operations and Maintenance facility, the Transit Center and the passenger shelters located throughout the Fox Cities that benefits our passengers, employees, and the general public.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To provide clean, safe shelter for passengers waiting to board the bus
- To provide a clean, safe working environment for employees
- To maintain facilities that enhance the beauty of the community

**Major changes in Revenue, Expenditures, or Programs:**

Increases in the Facilities Maintenance budget is due to the project (\$17,000) to repair the roadway alongside of the Transit Center. Capital funding has been budgeted to cover 80% of the cost (\$13,600).

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Customer Benefits/Impacts</b>					
Clean, safe protection from the elements					
# claims related to facilities	0	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	1	1	0	3	0
<b>Strategic Outcomes</b>					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
<b>Work Process Outputs</b>					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	41	41	41	41	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# inspections	12	12	12	12	12

**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**Facilities Maintenance**

**Business Unit 5830**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5015 Facility Rent	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
<b>Expenses</b>					
6306 Building Maint./Janitorial	\$ -	\$ 476	\$ -	\$ -	\$ -
6308 Landscape Supplies	5,937	4,201	3,000	3,000	3,000
6327 Miscellaneous Equipment	425	450	1,000	1,000	1,000
6407 Collection Services	3,066	3,948	3,100	3,100	4,450
6416 Building Repairs & Maint	1,891	1,669	-	-	-
6420 Facilities charges	99,283	102,481	100,005	100,005	103,059
6440 Snow Removal Services	2,069	1,361	13,500	13,500	15,000
6451 Laundry Services	2,942	2,782	3,000	3,000	3,050
6454 Grounds Repair & Maint.	13,638	8,168	5,000	5,000	5,000
6501 Insurance	14,140	-	11,795	11,795	12,336
6599 Other Contracts/Obligations	86	7,017	-	-	7,050
6803 Buildings	-	-	-	110,305	-
6809 Infrastructure Construction	-	-	-	-	17,000
	<u>\$ 143,477</u>	<u>\$ 132,553</u>	<u>\$ 140,400</u>	<u>\$ 250,705</u>	<u>\$ 170,945</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Infrastructure Construction

Repair roadway between Transit Center and Yellow Ramp	<u>\$ 17,000</u>
---	------------------

**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**Operations**

**Business Unit 5840**

**PROGRAM MISSION**

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Excellence in customer service is a central value of Valley Transit, so the organization will continuously monitor and exceed customer expectations:

To have transit services in the Fox Cities direct, on-time and easy to use

To have the transportation infrastructure in the Fox Cities improve communities and offer seamless connections for all people traveling to, from, or within the region

To have transit needs in the Fox Cities met efficiently and in a manner that is consistent with our mission

**Major changes in Revenue, Expenditures, or Programs:**

Overtime expense has been relatively high in recent years due to the need to add buses for detours around street construction sites and to the need to cover drivers' shifts for absences due to illness and FMLA leave. Management is working with various scheduling options to control overtime expense.

Contractor fees include Valley Transit's \$17,000 contribution to the cost of security patrol services for areas surrounding and including the Transit Center. Valley Transit partners with Appleton Downtown Inc., the Appleton Public Library and Department of Public Works, and downtown employers Theda Care, Pfefferle, and Thrivent Financial to pay for a neighborhood monitor who is a presence in the Washington Square area to discourage nuisance behaviors.

The high level of customer complaints shown below is the result of inconsistent on-time performance, which results in missed connections, appointments, etc. On-time performance is in turn due to a variety of factors such as detours due to street construction, less experienced drivers (due to retirements of long-time employees) pressing to meet schedules and not focusing on customer service as much as we would like, etc. We are working to address bus on-time performance and are counseling drivers on customer service.

An increase in the price and usage of tires is reflected in the Vehicle & Equipment Parts budget. Those impacts were underestimated in the 2016 budget. The miscellaneous equipment budget includes an on-going program of camera replacement on the buses, as the cameras have exceeded their useful lives and do not provide the quality of image required.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safe, reliable, convenient service					
Accidents per 100,000 mi	5.70	1.34	0.00	2.42	0.00
On-time performance percentage	87.0%	83.0%	95.0%	84.0%	95.0%
Helpful, friendly employees					
# customer complaints	168	275	100	150	100
<b>Strategic Outcomes</b>					
Cost effective service delivery					
Expense per passenger trip	\$ 5.42	\$ 5.41	\$ 5.29	\$ 5.54	\$ 5.82
Efficient service delivery					
Passengers per revenue hour	18.0	17.8	18.3	17.5	17.5
Passengers per revenue mile	1.19	1.17	1.21	1.15	1.15
Farebox recovery	14.3%	14.3%	15.5%	15.5%	14.9%
<b>Work Process Outputs</b>					
Service Provided					
Hours of service	60,111	59,319	60,111	60,111	60,111
Miles of service	910,802	898,637	910,802	910,802	910,802
Trips taken	1,081,882	1,055,544	1,100,000	1,050,000	1,050,000

**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**Operations**

**Business Unit 5840**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4875 Farebox Revenue	\$ 840,575	\$ 809,055	\$ 904,375	\$ 904,375	\$ 904,375
4876 Special Transit Revenues	-	4,267	38,843	38,843	38,843
5085 Cash Short or Over	698	703	-	-	-
	<u>\$ 841,273</u>	<u>\$ 814,025</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 2,035,260	\$ 2,056,651	\$ 2,059,313	\$ 2,060,416	\$ 2,136,801
6105 Overtime	74,135	118,770	59,112	59,112	61,411
6150 Fringes	779,961	807,922	843,686	843,686	903,510
6201 Training/Conferences	4,230	150	-	-	-
6303 Memberships & Licenses	120	118	-	-	-
6321 Clothing	2,428	3,029	4,300	4,300	4,300
6322 Gas Purchases	585,952	364,556	635,625	635,625	600,000
6326 Vehicle & Equipment Parts	55,512	67,853	46,600	46,600	73,202
6327 Miscellaneous Equipment	-	251	8,100	8,100	6,900
6328 Signs	5,136	4,082	2,000	2,000	2,000
6408 Contractor Fees	14,315	68,324	18,000	18,000	20,000
6411 Temporary Help	-	1,602	-	-	-
6412 Advertising	49	588	-	-	-
6418 Equip Repairs & Maint	371	912	-	-	-
6430 Health Services	6,361	5,217	6,500	6,500	6,460
6451 Laundry Services	-	74	-	-	-
6501 Insurance	31,896	-	40,041	40,041	55,312
6599 Other Contracts/Obligations	900	540	1,000	1,000	540
	<u>\$ 3,596,626</u>	<u>\$ 3,500,639</u>	<u>\$ 3,724,277</u>	<u>\$ 3,725,380</u>	<u>\$ 3,870,436</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Gas Purchases \*

Non-diesel fuel 15,000 gal. @ \$2.50/gal	\$ 37,500
Diesel fuel 187,500 gal. @ \$3.00/gal	562,500
	<u>\$ 600,000</u>

Vehicle & Equipment Parts

Lubricants	\$ 12,000
New tires, retreads and tire repairs	61,202
	<u>\$ 73,202</u>

Contractor Fees

Transit Center security	\$ 17,000
Other small contracts	3,000
	<u>\$ 20,000</u>

\* Valley Transit does not pay federal or State fuel taxes and attains bulk purchasing rates. Budgeted fuel cost shown here is based on DOT allowable rates.

**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**ADA Paratransit**

**Business Unit 5850**

**PROGRAM MISSION**

We will provide specialized curb-to-curb advance reservation demand response transportation for people with disabilities who are unable to use the fixed route bus system.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To comply with the requirements of the Americans with Disabilities Act
- To provide safe, reliable, convenient, and friendly specialized transportation
- To meet the needs of the transit dependent population including outreach efforts to agencies and companies that provide services to seniors and people with disabilities

**Major changes in Revenue, Expenditures, or Programs:**

ADA ridership increased in 2015 and we continue to see a small increase in the first half of 2016. There are more people in the region, both seniors and disabled, who qualify for ADA paratransit services.

The reduction in contractor fees reflects a new three year contract with the service provider at a lower cost per trip.

The increase in the Regular Salaries line item includes an increased allocation of the Paratransit Coordinator for a greater oversight of ADA contracts and to conduct ADA passenger certifications, which have previously been provided under contract by a consultant. It also includes a partial allocation of the Administrative Assistant position discussed in the Administration program.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safe, reliable, convenient mobility					
% on-time performance	98.7%	98.3%	98.0%	98.0%	98.0%
Helpful, friendly employees					
# customer complaints	126	250	50	75	50
<b>Strategic Outcomes</b>					
Cost effective service delivery					
Cost per trip	\$ 19.85	\$ 17.90	\$ 19.58	\$ 19.79	\$ 18.77
Cost per mile	\$ 4.13	\$ 3.71	\$ 4.21	\$ 4.08	\$ 3.99
Trips per hour	4.1	4.2	4.3	3.9	3.9
<b>Work Process Outputs</b>					
Service Provided					
Hours of service/yr	23,187	23,161	23,000	25,114	26,000
Miles of service/yr	454,361	465,129	460,000	474,965	480,000
Trips taken/yr	94,487	96,437	99,000	97,946	102,000

**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**ADA Paratransit**

**Business Unit 5850**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ 329,771	\$ 236,392	\$ 325,955	\$ 325,955	\$ 296,950
4875 Farebox Revenue	436,960	456,831	475,200	475,200	489,600
	<u>\$ 766,731</u>	<u>\$ 693,223</u>	<u>\$ 801,155</u>	<u>\$ 801,155</u>	<u>\$ 786,550</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 56,382	\$ 35,015	\$ 54,411	\$ 54,411	\$ 88,915
6150 Fringes	21,703	13,788	21,929	21,929	29,063
6201 Training & Conferences	1,839	4,365	1,354	1,354	1,059
6301 Office Supplies	628	751	887	887	953
6302 Subscriptions	-	-	349	349	349
6303 Memberships & Licenses	720	796	1,110	1,110	1,213
6304 Postage\Freight	539	497	1,021	1,021	911
6308 Landscape Supplies	-	891	-	-	-
6316 Miscellaneous Supplies	-	375	-	-	375
6320 Printing & Reproduction	5,310	5,188	3,770	3,770	3,770
6322 Gas Purchases	220,748	580	-	-	-
6401 Accounting/Audit	1,726	1,954	2,344	2,344	2,500
6408 Contractor Fees	1,480,708	1,567,745	1,743,390	1,743,390	1,710,132
6412 Advertising	6,807	8,888	8,309	8,309	8,309
6413 Utilities	14,563	16,453	26,904	26,904	24,004
6418 Equip Repairs & Maint	32	-	111	111	85
6420 Facilities Charges	8,139	11,263	15,688	15,688	14,998
6424 Software Support	17,057	17,862	12,500	12,500	13,000
6430 Health Services	-	-	110	110	115
6440 Snow Removal Services	391	289	-	-	-
6454 Grounds Repair & Maint.	699	1,732	-	-	-
6501 Insurance	650	-	4,181	4,181	4,441
6599 Other Contracts/Obligations	37,242	37,886	40,000	40,000	-
	<u>\$ 1,875,883</u>	<u>\$ 1,726,318</u>	<u>\$ 1,938,368</u>	<u>\$ 1,938,368</u>	<u>\$ 1,904,192</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Contractor Fees**

Purchased transportation:  
Valley Transit II - Disabled,  
102,000 trips

\$ 1,710,132  
\$ 1,710,132

**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**Ancillary Paratransit**

**Business Unit 5860**

**PROGRAM MISSION**

We will coordinate a broad range of contracted specialized services that maximizes transportation funding and benefits older adults, people with disabilities and participating local governments.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To provide a transportation alternative to older adults for whom fixed route bus service is difficult
- To provide employment transportation and limited Sunday service to people with disabilities
- To coordinate transportation services to maximize the effectiveness of each local dollar spent
- To provide employment transportation for 2nd and 3rd shift workers and those that need to travel to jobs outside the service area

**Major changes in Revenue, Expenditures, or Programs:**

The local share of all ancillary paratransit services other than the Connector is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Neenah and Menasha, the town of Menasha, and the Family Care providers. The organizations that are paying for the local share determine what the fare and operating rules will be for each of the services. The local share for the Connector is currently being paid for by donations from and through the Fox Cities United Way and by support from the local municipalities that participate in the fixed route system.

The increase in contractor fees is mostly due to increased costs for the Family Care specialized employment transportation and New Hope employment transportation services.

The 2017 Budget continues to show an expense in Other Contracts/Obligations and a revenue in Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safe, reliable, convenient mobility					
Trips taken/yr	94,913	97,821	98,000	98,000	96,080
<b>Strategic Outcomes</b>					
Cost effective Service Delivery					
Cost per trip	\$ 16.81	\$ 17.03	\$ 17.17	\$ 17.17	\$ 17.63
Efficient Service Delivery					
Trips per hour	3.0	3.9	3.2	3.2	3.2
<b>Work Process Outputs</b>					
Service provided					
Hours of service/yr	31,853	24,970	31,000	31,000	31,000
Miles of service/yr	742,123	547,772	675,000	675,000	675,000



**CITY OF APPLETON 2017 BUDGET  
VALLEY TRANSIT**

**Ancillary Paratransit**

**Business Unit 5860**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4210 Federal Grants	\$ -	\$ 68,315	\$ 90,000	\$ 90,000	\$ 163,181
4230 Miscellaneous Local Aids	556,058	581,885	615,540	615,540	663,251
4875 Farebox Revenue	217,775	216,061	236,310	236,310	235,730
5020 Donations & Memorials	101,558	69,603	104,590	104,590	62,653
5921 Trans In - General Fund	4,120	-	-	-	-
	<u>\$ 879,511</u>	<u>\$ 935,864</u>	<u>\$ 1,046,440</u>	<u>\$ 1,046,440</u>	<u>\$ 1,124,815</u>
<b>Expenses</b>					
6320 Printing & Reproduction	\$ 534	\$ 1,657	\$ -	\$ -	\$ -
6322 Gas Purchases	42,059	-	-	-	-
6408 Contractor Fees	1,552,775	1,596,227	1,682,532	1,682,532	1,728,128
6599 Other Contracts/Obligations	-	68,315	90,000	90,000	89,750
	<u>\$ 1,595,368</u>	<u>\$ 1,666,199</u>	<u>\$ 1,772,532</u>	<u>\$ 1,772,532</u>	<u>\$ 1,817,878</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 78,799
Specialized employment transportation - VP	531,838
Outagamie County - demand response - rural	208,608
Outagamie County - children & family transportation	11,418
Town of Menasha - Dial-a-Ride	27,000
Neenah - Dial-A-Ride	108,000
Heritage	10,530
New Hope Center	181,461
Calumet County - rural service	43,700
Connector late evening service	384,000
Connector service beyond current fixed route service boundaries	112,750
Trolley service - downtown	30,024
	<u>\$ 1,728,128</u>

Other Contracts/Obligations

FTA Section 5310 sub-recipient	\$ 89,750
	<u>\$ 89,750</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	6,544,393	6,353,595.83	6,343,029	6,584,159	7,189,127	7,010,224	6,866,522
Interest Income	24,464	3,023.90	14,055	12,500	12,500	12,500	12,500
Charges for Services	1,495,310	1,486,214.56	1,020,832	1,654,728	1,654,728	1,668,548	1,668,548
Other Revenues	174,409	176,788.03	120,646	165,590	165,590	123,653	123,653
Transfers In	534,426	585,506.15	2,016,738	600,573	600,573	676,103	673,297
<b>TOTAL REVENUES</b>	<b>8,773,002</b>	<b>8,605,128.47</b>	<b>9,515,300</b>	<b>9,017,550</b>	<b>9,622,518</b>	<b>9,491,028</b>	<b>9,344,520</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	2,141,606	2,138,646.69	1,479,213	2,446,338	2,450,061	2,720,972	2,754,632
Labor Pool Allocations	145,913	134,614.39	109,197	197,136	197,136	0	0
Overtime	82,115	129,826.62	98,482	59,112	59,112	68,411	68,411
Part-Time	4,449	11,469.16	5,825	0	0	0	0
Incentive Pay	1,450	315.00	0	1,650	1,650	315	315
Other Compensation	3,233	5,306.07	29,867	0	0	0	0
Sick Pay	71,818	85,639.79	52,329	0	0	0	0
Vacation Pay	174,711	176,095.39	123,613	0	0	0	0
Holiday Pay	84,015	86,889.15	55,065	0	0	0	0
Fringes	966,073	991,055.04	744,325	1,040,084	1,040,084	1,113,708	1,119,648
Unemployment Compensation	0	3,181.41	0	0	0	0	0
Pension Expenses / Revenue	0	18,451.00-	0	0	0	0	0
<b>Salaries &amp; Fringe Benefits</b>	<b>3,675,383</b>	<b>3,744,587.71</b>	<b>2,697,916</b>	<b>3,744,320</b>	<b>3,748,043</b>	<b>3,903,406</b>	<b>3,943,006</b>
Training & Conferences	16,204	25,520.05	7,938	10,000	10,000	10,000	10,000
Tuition Fees	1,215	.00	0	0	0	0	0
Employee Recruitment	1,748	11,114.74	15,389	3,162	3,162	3,200	3,200
Parking Permits	110	2.00	86	0	0	360	360
Office Supplies	3,946	4,032.38	3,613	3,996	3,996	4,500	4,500
Subscriptions	1,055	949.88	537	1,085	1,085	844	844
Memberships & Licenses	4,646	4,670.50	5,133	5,000	5,000	5,727	5,727
Postage & Freight	3,925	2,840.53	1,698	4,600	4,600	4,300	4,300
Awards & Recognition	169	372.38	266	765	765	810	810
Building Maintenance/Janitor.	0	475.60	0	0	0	0	0
Food & Provisions	1,701	2,648.89	1,269	1,020	1,020	1,080	1,080
Insurance	199,369	180,071.96	138,516	185,486	185,486	216,982	216,982
Depreciation Expense	657,913	641,396.03	446,114	643,611	643,611	614,455	566,881
Interest Payments	4,175	.00	0	0	0	0	0
<b>Administrative Expense</b>	<b>896,176</b>	<b>874,094.94</b>	<b>620,559</b>	<b>858,725</b>	<b>858,725</b>	<b>862,258</b>	<b>814,684</b>
Landscape Supplies	5,938	5,092.29	1,176	3,000	3,000	3,000	3,000
Shop Supplies & Tools	37,352	35,711.24	24,713	30,766	30,766	40,270	40,270
Miscellaneous Supplies	647	1,351.62	607	700	700	750	750
Printing & Reproduction	21,595	18,088.68	16,801	28,200	28,200	28,200	28,200
Clothing	2,769	3,286.30	1,421	4,575	4,575	4,575	4,575
Gas Purchases	852,890	367,871.60	211,888	642,021	642,021	605,000	605,000
Safety Supplies	175	16.19	579	500	500	500	500
Vehicle & Equipment Parts	228,030	272,230.67	168,119	209,000	209,000	233,602	233,602
Miscellaneous Equipment	7,755	9,583.74	1,117	11,100	11,100	11,100	11,100
Signs	5,136	4,082.55	222	2,000	2,000	2,000	2,000
<b>Supplies &amp; Materials</b>	<b>1,162,287</b>	<b>717,314.88</b>	<b>426,643</b>	<b>931,862</b>	<b>931,862</b>	<b>928,997</b>	<b>928,997</b>
Accounting/Audit	10,850	11,170.00	11,500	11,170	11,170	11,500	11,500
Bank Services	2,805	2,669.38	1,874	3,000	3,000	3,000	3,000
Consulting Services	81,170	4,611.34	0	3,000	3,000	100,000	100,000
Collection Services	3,066	3,947.70	2,468	3,100	3,100	4,450	4,450
Contractor Fees	3,048,082	3,232,610.13	2,160,894	3,447,502	3,447,502	3,461,840	3,461,840
Temporary Help	1,904	10,173.44	13,517	1,000	1,000	3,000	3,000
Advertising	32,592	49,273.33	29,007	50,000	50,000	50,309	50,309
Interfund Allocations	1,932-	.00	0	0	0	0	0
Health Services	9,078	7,828.00	6,264	9,110	9,110	9,200	9,200
Snow Removal Services	2,460	1,649.72	8,431	13,500	13,500	15,000	15,000
Laundry Services	5,474	4,638.29	2,821	6,000	6,000	6,100	6,100
Other Contracts/Obligations	40,193	113,764.40	25,482	131,000	131,000	136,940	97,340
<b>Purchased Services</b>	<b>3,235,742</b>	<b>3,442,335.73</b>	<b>2,262,258</b>	<b>3,678,382</b>	<b>3,678,382</b>	<b>3,801,339</b>	<b>3,761,739</b>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Electric	53,536	52,790.58	40,769	61,864	61,864	61,900	61,900
Gas	25,159	20,070.99	12,562	38,300	38,300	38,300	38,300
Water	6,223	6,363.75	5,852	7,841	7,841	7,850	7,850
Waste Disposal/Collection	2,212	2,275.32	2,190	2,872	2,872	2,975	2,975
Stormwater	8,051	8,051.08	6,038	8,175	8,175	8,175	8,175
Telephone	4,414	4,507.01	3,529	5,277	5,277	5,300	5,300
Cellular Telephone	5,425	6,336.66	5,845	8,251	8,251	9,000	9,000
<b>Utilities</b>	<b>105,020</b>	<b>100,395.39</b>	<b>76,785</b>	<b>132,580</b>	<b>132,580</b>	<b>133,500</b>	<b>133,500</b>
Building Repair & Maintenance	1,891	1,669.00	2,526	0	0	0	0
Vehicle Repair & Maintenance	13,890	10,262.86	4,682	1,500	1,500	10,000	10,000
Equipment Repair & Maintenance	10,310	8,866.44	5,992	3,498	3,498	8,485	8,485
Facilities Charges	107,422	113,743.78	71,804	115,693	115,693	118,057	118,057
Software Support	69,911	67,378.50	51,299	63,150	63,150	74,600	64,600
CEA Equipment Rental	0	2,239.80	0	2,147	2,147	2,355	2,355
Grounds Repair & Maintenance	14,337	9,900.12	2,543	5,000	5,000	0	5,000
<b>Repair &amp; Maintenance</b>	<b>217,761</b>	<b>214,060.50</b>	<b>138,846</b>	<b>190,988</b>	<b>190,988</b>	<b>213,497</b>	<b>208,497</b>
Buildings	0	.00	0	0	110,305	37,000	0
Machinery & Equipment	53,847	16,843.78	0	0	0	145,000	0
Vehicles	0	.00	0	0	1,355,602	0	0
Infrastructure Construction	0	.00	0	0	0	0	17,000
<b>Capital Expenditures</b>	<b>53,847</b>	<b>16,843.78</b>	<b>0</b>	<b>0</b>	<b>1,465,907</b>	<b>182,000</b>	<b>17,000</b>
<b>TOTAL EXPENSES</b>	<b>9,346,216</b>	<b>9,109,632.93</b>	<b>6,223,007</b>	<b>9,536,857</b>	<b>11,006,487</b>	<b>10,024,997</b>	<b>9,807,423</b>

**CITY OF APPLETON 2017 BUDGET**  
**VALLEY TRANSIT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Charges for Services	\$ 1,495,310	\$ 1,486,214	\$ 1,709,728	\$ 1,709,728	\$ 1,723,548
Miscellaneous	68,046	107,184	110,590	110,590	68,653
Total Revenues	<u>1,563,356</u>	<u>1,593,398</u>	<u>1,820,318</u>	<u>1,820,318</u>	<u>1,792,201</u>
<b>Expenses</b>					
Operating Expenses	8,688,305	8,468,237	8,893,246	8,893,246	9,223,542
Depreciation	657,913	641,396	643,611	643,611	566,881
Total Expenses	<u>9,346,218</u>	<u>9,109,633</u>	<u>9,536,857</u>	<u>9,536,857</u>	<u>9,790,423</u>
Revenues over (under) Expenses	(7,782,862)	(7,516,235)	(7,716,539)	(7,716,539)	(7,998,222)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	24,464	3,024	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	(10,165)	-	-	-	-
Operating & Capital Subsidies	6,621,434	6,423,200	6,512,159	6,512,159	6,802,922
Total Non-Operating	<u>6,635,733</u>	<u>6,426,224</u>	<u>6,524,659</u>	<u>6,524,659</u>	<u>6,815,422</u>
Income (Loss) Before Contributions and Transfers	(1,147,129)	(1,090,011)	(1,191,880)	(1,191,880)	(1,182,800)
<b>Contributions and Transfers In (Out)</b>					
General Fund	534,426	585,506	600,573	600,573	673,297
Capital Projects	-	-	-	-	-
Net Income (Loss)	(612,703)	(504,505)	(591,307)	(591,307)	(509,503)
Capital Contributions	<u>39,485</u>	<u></u>	<u>72,000</u>	<u>160,244</u>	<u>63,600</u>
Change in Net Assets	(573,218)	(504,505)	(519,307)	(431,063)	(445,903)
Total Net Assets - Beginning	<u>5,961,921</u>	<u>6,258,556</u> *	<u>5,754,051</u>	<u>5,754,051</u>	<u>5,322,988</u>
Total Net Assets - Ending	<u>\$ 5,388,703</u>	<u>\$ 5,754,051</u>	<u>\$ 5,234,744</u>	<u>\$ 5,322,988</u>	<u>\$ 4,877,085</u>

\* as restated

**SCHEDULE OF CASH FLOWS**

Working Cash - Beginning	\$ 283,766	\$ 408,070
+ Change in Net Assets	(431,063)	(445,903)
+ Depreciation	643,611	566,881
- Fixed Assets	(110,305)	(17,000)
+ F/A Funded by Restricted Cash	22,061	3,400
Working Cash - End of Year	<u>\$ 408,070</u>	<u>\$ 515,448</u>

**CITY OF APPLETON 2017 BUDGET**

**PUBLIC WORKS DEPARTMENT**

**Public Works Director: Paula A. Vandehey**

**Deputy Director/City Engineer: Ross M. Buetow**

**Deputy Director of Operations-DPW: Nathan D. Loper**

# CITY OF APPLETON 2017 BUDGET PUBLIC WORKS DEPARTMENT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

Celebrated National Public Works Week

Reconstructed John Street with new concrete pavement, sidewalk and bike lanes

Promoted the Public Works Department (DPW) by participating in public events, including "Things That Go" and the Fox River clean-up

Implemented third year of our sidewalk poetry program which included 6 original poems written by Appleton residents and students

Implemented sixth year of City-wide bike lane plan, including John Street and an improved connection to Catherine Street

Created the Fox Trot Trail 3-mile walking route connecting the downtown to the riverfront

Implemented a "Vote With Your Butt" campaign encouraging smokers to properly dispose of their cigarette butts as part of the City's clean streets initiative

Participated in the first annual Citizens Academy

Reconstructed the Lawe Street Bridge over the canal

Reconstructed Eighth Street and portions of Elm Street and Walnut Street in anticipation of the new exhibition center

Supported 4 civic events by barricading for the Memorial Day, Flag Day, and Christmas parades, as well as for the National Night Out event. Public Works continues to support many of the other special events held in Appleton (87 events in 2016) by sweeping streets and patching potholes prior to the event and cleaning up trash after the event. Examples of other events supported were Oktoberfest, Mile of Music, and numerous run/walk events held throughout the year.

Completed inspection permit fee survey of surrounding communities to assess whether the City's rate structure remained aligned with other communities. Based on the survey results, the 2017 Budget includes creation of an erosion control permit and increases to several other permit fees. In addition, we are proposing a reduction to the commercial alteration fee.

Comprehensive review of the current procedures of the sidewalk/crosswalk snow removal contracts to find possible efficiencies prior to our next bidding cycle

Collaborated with ADI and Riverview Gardens on Downtown CARE initiative improving the cleanliness of our downtown

## CITY OF APPLETON 2017 BUDGET PUBLIC WORKS DEPARTMENT

### MAJOR 2017 OBJECTIVES

Monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up

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

Implement seventh year of adopted City-wide bike lane plan

Continue to review processes using LEAN initiatives

Implement fourth year of the new tree planting program to in-fill urbanized areas as part of the Department's sustainability initiative and to replace existing ash trees

Continue working with the Facilities Management Department, Community Development Department, City Attorney, Finance Department and Mayor to review upcoming projects for improved communication and coordination

Continue working with surrounding communities for opportunities to jointly bid projects such as pavement marking and patch program

Work with the art community to implement new ideas

Implement portions of the Downtown Mobility Plan

Implement portions of the Railroad Quiet Zone Plan

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 2,052,183	\$ 3,274,759	\$ 2,877,703	\$ 2,877,703	\$ 2,739,474	-4.80%
<b>Program Expenses</b>							
17011	Administrative Service	1,274,610	1,335,535	1,257,586	1,276,971	1,351,011	7.43%
17014	Concrete Reconstruction	2,917,370	2,938,051	1,755,597	2,217,231	2,092,955	19.22%
17015	Sidewalk Reconstruction	591,482	563,028	871,754	881,754	775,560	-11.03%
17016	Asphalt Reconstruction	1,224,825	889,135	1,693,212	1,693,212	1,321,533	-21.95%
17022	Traffic - Control	871,024	808,556	956,653	983,768	895,948	-6.35%
17023	Street Lighting	1,526,007	1,427,101	1,501,682	1,516,682	1,491,680	-0.67%
17031	MSB Administration	1,049,994	1,013,212	1,149,204	1,170,893	1,131,636	-1.53%
17032	Street Repair	1,668,256	1,595,497	1,628,361	1,639,851	1,830,226	12.40%
17033	Snow & Ice Control	1,595,948	989,890	1,360,656	1,360,656	1,363,975	0.24%
17034	Forestry	862,230	940,261	1,091,520	1,106,067	1,080,168	-1.04%
15520	Inspections	498,909	545,229	526,710	532,243	514,149	-2.38%
<b>TOTAL</b>		\$ 14,080,655	\$ 13,045,495	\$ 13,792,935	\$ 14,379,328	\$ 13,848,841	0.41%
<b>Expenses Comprised Of:</b>							
	Personnel	5,071,209	5,032,008	5,166,057	5,219,596	5,314,770	2.88%
	Administrative Expense	67,138	58,117	65,740	65,740	70,830	7.74%
	Supplies & Materials	1,125,658	1,189,822	1,487,388	1,544,690	1,420,489	-4.50%
	Purchased Services	720,591	670,920	777,115	870,282	1,094,948	40.90%
	Utilities	1,694,782	1,585,502	1,674,423	1,674,423	1,651,772	-1.35%
	Repair & Maintenance	1,581,718	1,428,413	1,625,854	1,625,854	1,657,837	1.97%
	Capital Expenditures	3,819,559	3,080,713	2,996,358	3,378,743	2,638,195	-11.95%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	62.58	62.58	62.47	62.47	61.88	

\* % change from prior year adopted budget  
Public Works.xls

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Administrative Services**

**Business Unit 17011**

**PROGRAM MISSION**

To provide supervision, training and leadership in all department functions and activities.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Work with the GIS staff to review and update the official City map to reflect current growth
- Develop and implement a 5-year capital plan to improve City infrastructure
- Monitor project completion dates for contract compliance and timely assessment billings
- Support staff training and development and provide the necessary tools and equipment for staff use
- Improve budget development, implementation and monitoring practices
- Review engineering designs, site plans and plats prepared by consultants for private construction projects to insure compliance throughout the City
- Develop and/or update department policies necessary for department administration
- Provide support and accountability towards our department mission statement, "To provide quality, cost-effective public works services for our customers"
- Review services, and work with other departments, to improve efficiency and effectiveness of City services
- Continue implementation of City-wide bike lane plan
- Continue to pursue social media opportunities to improve communication with the public

**Major Changes in Revenue, Expenditures, or Programs:**

The increase in salaries is to bring the budget more in line with prior year actual experience, as it is very difficult to forecast engineers' time as they work on multiple projects across multiple funds.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Ordinance compliance					
Construction permits sold	747	700	750	750	750
Recovery of project costs					
# of assessment bills prepared	1,879	1,299	1,450	1,300	1,300
Compliance with city regulations					
# of site plans reviewed	21	40	45	42	42
<b>Strategic Outcomes</b>					
Consistent & current information					
Policies reviewed and updated	8	2	8	6	6
<b>Work Process Outputs</b>					
Service provided					
# of agenda items prepared	240	183	225	200	200
Improvements/additions to infrastructure					
\$ of projects bid for all funds	\$ 13,360,055	\$ 14,321,893	\$ 20,061,557	\$ 20,061,557	\$ 27,622,223



**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Administrative Services**

**Business Unit 17011**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Miscellaneous State Aids	\$ 850	\$ -	\$ -	\$ -	\$ -
4319 Street & Sidewalk Cement	730	1,140	730	730	730
4409 Street Occupancy	8,468	8,640	8,400	8,400	8,500
4410 Street Excavation	29,914	25,240	27,000	27,000	27,000
5010 Misc Revenue - Nontax	300	-	400	400	-
5011 Misc Revenue - Tax	129	64	50	50	50
5035 Other Reimbursements	-	13,140	-	-	-
<b>Total Revenue</b>	<b>\$ 40,391</b>	<b>\$ 48,224</b>	<b>\$ 36,580</b>	<b>\$ 36,580</b>	<b>\$ 36,280</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 858,569	\$ 896,644	\$ 785,066	\$ 804,451	\$ 876,889
6104 Call Time	101	126	150	150	125
6105 Overtime	1,730	2,027	2,500	2,500	2,400
6108 Part-Time	218	2,030	6,540	6,540	3,938
6150 Fringes	264,540	278,858	265,882	265,882	294,904
6201 Training\Conferences	13,785	13,896	14,900	14,900	14,900
6204 Tuition Fees	-	-	200	200	100
6206 Parking Permits	11,790	12,350	12,156	12,156	13,680
6301 Office Supplies	4,573	4,269	4,400	4,400	4,600
6303 Memberships & Licenses	5,668	5,865	5,940	5,940	5,750
6304 Postage\Freight	8	-	100	100	50
6305 Awards & Recognition	1,301	1,331	1,295	1,295	1,295
6309 Shop Supplies & Tools	5,662	6,261	6,200	6,200	6,200
6315 Books & Library Materials	635	227	400	400	400
6320 Printing & Reproduction	16,723	11,631	15,800	15,800	14,800
6321 Clothing	76	76	300	300	300
6323 Safety Supplies	421	350	350	350	350
6327 Miscellaneous Equipment	6,489	17,247	5,700	5,700	5,800
6328 Signs	-	254	-	-	-
6402 Legal Fees	120	170	150	150	125
6404 Consulting Services	9,920	2,550	27,720	27,720	3,000
6408 Contractor Fees	-	3,361	-	-	-
6411 Temporary Help	-	3,282	-	-	-
6412 Advertising/Publication	2,083	2,854	2,450	2,450	2,500
6413 Utilities	14,020	11,630	16,040	16,040	15,848
6418 Equip Repairs & Maint	1,427	1,188	4,300	4,300	4,050
6424 Software support	1,979	1,606	2,590	2,590	2,550
6425 CEA Equip. Rental	56,974	55,452	76,457	76,457	76,457
6429 Interfund Allocations	(5,081)	-	-	-	-
6430 Health Services	19	-	-	-	-
6599 Other Contracts/Obligations	860	-	-	-	-
<b>Total Expense</b>	<b>\$ 1,274,610</b>	<b>\$ 1,335,535</b>	<b>\$ 1,257,586</b>	<b>\$ 1,276,971</b>	<b>\$ 1,351,011</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Concrete Reconstruction**

**Business Unit 17014**

**PROGRAM MISSION**

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Implement the 2017 concrete reconstruction program
- Identify streets that are below standards and incorporate them into our five-year plan
- Coordinate street reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience
- Coordinate current and future paving projects with affected municipal and governmental agencies
- Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of the city streets

**Major Changes in Revenue, Expenditures, or Programs:**

- Miscellaneous State Aid: Local Road Improvement Project funds (LRIP) are received every two years. In 2017, the funds will be applied to concrete reconstruction.
- The CTH JJ/Lightning Drive project is a County-run project. The costs shown on the next page for this project are the City costs only.
- The Oneida Street project is a State-run project. The costs shown on the next page for this project are the City costs only.
- Please see Projects, page 572 for further details about this program.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	20.47	19.86	22.00	22.00	22.00
Miles of street under min. rideability	6.25	5.14	10.00	10.00	10.00
<b>Strategic Outcomes</b>					
Improvement to street system					
Total miles of streets	343	343	343	343	343
Total miles in concrete	234	236	237	238	238
% of total miles reconstructed (concrete to concrete)	0.30%	0.45%	0.58%	0.47%	0.75%
<b>Work Process Outputs</b>					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	1.03	1.53	3.82	1.60	2.60
Expansion of street system					
Miles of new grade & gravel streets	0.00	0.35	0.00	0.00	0.43

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Concrete Reconstruction**

**Business Unit 17014**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Miscellaneous State Aid	\$ -	\$ 157,989	\$ -	\$ -	\$ 156,644
4602 Concrete Paving	640,834	168,831	155,000	155,000	61,000
4615 Grade & Gravel	10,216	8,852	10,000	10,000	-
5035 Other Reimbursements	126	416,858	159,250	159,250	-
5922 Trans In - Wheel Tax Fund	-	1,071,278	771,320	771,320	867,200
<b>Total Revenue</b>	<b>\$ 651,176</b>	<b>\$ 1,823,808</b>	<b>\$ 1,095,570</b>	<b>\$ 1,095,570</b>	<b>\$ 1,084,844</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 201,227	\$ 186,998	\$ 108,043	\$ 109,125	\$ 183,279
6104 Call Time	103	499	-	-	-
6105 Overtime	4,286	5,916	3,476	3,476	3,726
6108 Part-Time	3,629	12,307	3,720	3,720	3,801
6150 Fringes	67,564	68,009	41,648	41,648	77,889
6308 Landscape Supplies	902	-	-	-	16,420
6325 Construction Materials	59,951	398,416	10,000	10,000	70,000
6327 Miscellaneous Equipment	-	219	-	-	-
6328 Signs	8,892	11,786	2,800	2,800	8,650
6404 Consulting Services	12,466	148,020	175,000	250,156	225,000
6408 Contractor Fees	6,736	20,415	10,000	13,011	164,300
6425 CEA Equip. Rental	12,458	9,408	8,900	8,900	15,100
6599 Other Contracts/Obligations	150	958	-	-	-
6801 Land	2,750	100,203	795,000	965,000	770,000
6809 Infrastructure Construction	2,536,256	1,974,897	597,010	809,395	554,790
<b>Total Expense</b>	<b>\$ 2,917,370</b>	<b>\$ 2,938,051</b>	<b>\$ 1,755,597</b>	<b>\$ 2,217,231</b>	<b>\$ 2,092,955</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

2016	Street	From	To	General Fund
Labor Pool				<b>268,695</b>
CEA				<b>15,100</b>
Land	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr	60,000
	Lightning Dr, new roundabout at Edgewood Dr (CTH JJ)			50,000
	Misc Land acquisition for street projects			50,000
	Oneida St	Hoover Ave	Skyline Bridge	610,000
	<b>Subtotal</b>			<b>770,000</b>
Design	CTH KK at 441			40,000
	Material Testing			10,000
	Misc Consultant design			50,000
	Oneida St	Hoover Ave	Skyline Bridge	125,000
	<b>Subtotal</b>			<b>225,000</b>
Reconstruction	Bateman St	Atlantic St	Hancock St	72,516
	College Ave crosswalks	Richmond St	Drew St	104,040
	College Ave kiosks	Richmond St	Drew St	15,259
	Owaissa St	Randall St	Glendale Ave	435,832
	Owaissa St	Wisconsin Ave	Randall St	186,513
				<b>814,160</b>
<b>Total Concrete Paving</b>				<b>\$ 2,092,955</b>

**CITY OF APPLETON 2016 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Sidewalk Construction**

**Business Unit 17015**

**PROGRAM MISSION**

To provide a safe pedestrian transportation system throughout the City.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Monitor the impact of the sidewalk policy
- Improve public awareness of the sidewalk policy
- Investigate equipment alternatives to best address hazardous sidewalk locations

**Major Changes in Revenue, Expenditures, or Programs:**

2017 Sidewalk budget includes \$85,000 for the construction of sidewalk along Pierce Avenue and Lutz Drive and \$79,500 to add sidewalk along Northland Avenue between Mason Street and Richmond Street.

Please see Projects, page 580 for further detail about this program.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safe pedestrian walkways					
# of defective sidewalk related accidents	1	0	0	0	0
Miles of Sidewalk	441	439	443	443	444
<b>Strategic Outcomes</b>					
Minimize liability					
# of insurance claims from defective sidewalks	1	0	0	0	0
<b>Work Process Outputs</b>					
Defective sidewalks					
Miles of green dot (area replacement)	2.5	2.9	1.5	2.0	2.0
Request for replacement					
Miles	0.00	0.00	0.0	0.0	0.0
Expansion of pedestrian walkways					
Miles of new sidewalks	6.05	1.79	0.50	0.50	0.50

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Sidewalk Construction**

**Business Unit 17015**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4607 Sidewalks	\$ 58,873	\$ 5,089	\$ 7,000	\$ 7,000	\$ 1,600
Total Revenue	<u>\$ 58,873</u>	<u>\$ 5,089</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 1,600</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 23,884	\$ 35,163	\$ 29,882	\$ 29,882	\$ 30,631
6105 Overtime	1,043	1,012	1,068	1,068	1,104
6108 Part-Time	64	1,511	1,542	1,542	2,280
6150 Fringes	7,157	11,855	10,652	10,652	11,115
6309 Shop Supplies	42	481	-	-	-
6404 Consulting Services	417	437	-	10,000	-
6408 Contractor Fees	276	-	-	-	-
6425 CEA Equip. Rental	803	1,866	2,060	2,060	2,060
6599 Other Contracts/Obligations	-	100	-	-	-
6809 Infrastructure Construction	557,796	510,603	826,550	826,550	728,370
Total Expense	<u>\$ 591,482</u>	<u>\$ 563,028</u>	<u>\$ 871,754</u>	<u>\$ 881,754</u>	<u>\$ 775,560</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

2016	General Fund
Labor Pool	45,130
CEA	2,060
<b>Sidewalk Construction</b>	
Green Dot	200,000
General	30,000
Patch Contract	30,000
Safestep sawcutting	30,000
Reconstruction - Concrete	162,150
Reconstruction - Asphalt	111,720
<b>Subtotal</b>	<b>563,870</b>
<b>New Sidewalk Construction</b>	
New Concrete	85,000
Arterial Street - Northland	79,500
<b>Subtotal</b>	<b>164,500</b>
<b>Total</b>	<b>\$ 775,560</b>

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Asphalt Reconstruction**

**Business Unit 17016**

**PROGRAM MISSION**

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Implement the 2016 asphalt reconstruction program
- Identify streets that are below standard and incorporate their reconstruction into our five-year plan
- Coordinate reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience
- Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of city streets
- Coordinate current and future paving projects with affected municipal and governmental agencies

**Major Changes in Revenue, Expenditures, or Programs:**

The budgeted expense includes the Town of Grand Chute's portion of the Broadway Drive Project. The portion being reimbursed by the Town is shown in other reimbursements.

Please see Projects, page 568 for further detail about this program.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	23.17	22.68	23.00	23.00	23.00
Miles under minimum rideability	21.84	21.22	22.00	22.00	22.00
<b>Strategic Outcomes</b>					
Improvement to street system					
Total miles of streets in city	343	243	343	343	343
Total miles in asphalt	94	94	95	94	94
% of total miles reconstructed	0.54%	0.23%	0.82%	0.49%	0.86%
<b>Work Process Outputs</b>					
Restoration of roadway surfaces					
Miles of streets reconstructed	1.87	0.78	2.81	1.69	2.95

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Asphalt Reconstruction**

**Business Unit 17016**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4601 Asphalt Paving	339,992	124,995	92,000	92,000	54,600
5035 Other Reimbursements	(2)	7,945	-	-	124,175
5922 Trans In - Wheel Tax Fund	-	204,053	741,080	741,080	487,800
<b>Total Revenue</b>	<b>\$ 339,990</b>	<b>\$ 336,993</b>	<b>\$ 833,080</b>	<b>\$ 833,080</b>	<b>\$ 666,575</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 143,508	\$ 126,456	\$ 161,423	\$ 161,423	\$ 147,630
6105 Overtime	753	3,452	4,204	4,204	4,311
6108 Part-Time	761	1,278	2,087	2,087	1,451
6150 Fringes	51,396	44,926	65,974	65,974	56,109
6308 Landscape Supplies	2,668	-	9,395	9,395	-
6316 Miscellaneous Supplies	-	-	-	-	-
6325 Construction Materials	241,227	152,594	577,771	577,771	439,499
6328 Signs	1,958	1,696	14,370	14,370	10,000
6404 Consulting Services	889	345	5,000	5,000	5,000
6408 Contractor Fees	10,202	22,677	24,055	24,055	21,363
6415 Tipping Fees	-	5,100	-	-	-
6425 CEA Equip. Rental	48,556	35,400	51,135	51,135	51,135
6599 Other Contracts/Obligations	150	200	-	-	-
6809 Infrastructure Construction	722,757	495,011	777,798	777,798	585,035
<b>Total Expense</b>	<b>\$ 1,224,825</b>	<b>\$ 889,135</b>	<b>\$ 1,693,212</b>	<b>\$ 1,693,212</b>	<b>\$ 1,321,533</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

2015	Street	From	To	General Fund Asphalt
Labor Pool				209,501
CEA				51,135
Consultant				5,000
Partial Reconstruction				
	Ballard Rd	CTH JJ	Applecreek Rd	30,000
	Broadway Drive	Meade St	Ballard Rd	248,174
	French Rd	Applecreek Rd	Lochbur La	147,902
	<b>Subtotal</b>			<b>426,076</b>
Total Reconstruction				
	Bateman St	Pacific St	Atlantic St	52,853
	Douglas St	Pine St	Haskell St	95,237
	Fair St	Franklin St	South end	64,193
	Grant St	Nicholas St	Mason St	194,134
	Harriman St	Atlantic St	Winnebago St	76,050
	Herbert St	Pine St	Rogers Ave	48,144
	Winona Ct	Nawada St	Nawada St	99,210
	<b>Subtotal</b>			<b>629,821</b>
<b>Total Asphalt Pavement</b>				<b>\$ 1,321,533</b>

# CITY OF APPLETON 2017 BUDGET

## PUBLIC WORKS DEPARTMENT

**Traffic Control and Maintenance**

**Business Unit 17022**

### PROGRAM MISSION

Working together to provide for the safe and efficient movement of pedestrians, cyclists and vehicular traffic within the City.

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

Respond to requests for special studies from alderpersons, citizens and City staff for all traffic related issues  
 Work with the engineering staff and developers to design streets for safety and efficiency  
 Improve safety within the public right-of-way by analyzing recommendations from traffic accident analysis and annual sign visibility surveys  
 Ensure traffic control signage is highly visible both during daylight and night time hours and is installed in accordance with prescribed standards and guidelines

**Major Changes in Revenue, Expenditures, or Programs:**

WisDOT is requiring that we have certain signal/structures inspected once every 4-5 years to ensure their structural integrity, this contributes to \$6,000 in equipment and repairs as the City hires a contractor to complete this work each year. A percentage of the structures will be inspected each year on a rotating base.

Included in miscellaneous equipment is \$1,200 for an emergency generator for traffic division to be used in those critical times when parts of the City are without power, keeping key intersection signal lights operating.

The \$7,500 increase in signs is for bike lane signage.

The increase in contractor fees in 2017 is for the implementation of bike lanes indicated by the Mobility Study recommendations. There were no specifically identified new bike lane projects in 2016. Additionally, due to the addition of new streets, bike lanes, parking lanes, crosswalks, etc., over the past few years, the cost of maintaining these additional street markings is increasing.

The decrease in data software support is due to moving support costs to the administrative business unit.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safe, reliable traffic control					
# of changes to traffic controls	7	11	20	17	15
# of changes to parking restrictions	46	67	50	45	50
% of signs installed or replaced	3.43%	2.33%	3.50%	2.10%	2.60%
Intersections in the City					
# of controlled intersections	1,424	1,418	1,445	1,425	1,430
# of uncontrolled intersections	692	690	705	700	695
<b>Strategic Outcomes</b>					
Effective traffic control devices					
# of accidents per street mile	3.60	3.54	3.00	3.50	3.50
Efficient use of staff					
# of signals maintained for other municipalities	27	25	30	26	26
<b>Work Process Outputs</b>					
Service provided					
# of traffic control signs & signals repaired from knockdowns	38 Signals 68 Signs	32 Signals 82 Signs	43 Signals 95 Signs	40 Signals 90 Signs	38 Signals 85 Signs
Respond to system demands					
# of responses for traffic & parking related changes	59	56	65	65	60



**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Traffic Control and Maintenance**

**Business Unit 17022**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ -	\$ 3,800	\$ -	\$ -	\$ -
4908 Misc. Intergov. Charges	65,437	79,422	56,000	56,000	60,000
5010 Misc Revenue - Nontax	1,296	1,195	1,320	1,320	1,225
5011 Misc Revenue - Tax	9,981	929	10,000	10,000	5,000
5030 Damage to City Property	46,156	52,570	38,000	38,000	46,900
5035 Other Reimbursements	53,933	(5,093)	4,000	4,000	-
<b>Total Revenue</b>	<b>\$ 176,803</b>	<b>\$ 132,823</b>	<b>\$ 109,320</b>	<b>\$ 109,320</b>	<b>\$ 113,125</b>
<b>Expenses</b>					
6102 Labor Pool Allocations	\$ 272,191	\$ 238,735	\$ 308,347	\$ 313,297	\$ 228,722
6104 Call Time	3,813	4,328	4,500	4,500	4,500
6105 Overtime	8,240	7,348	8,500	8,500	8,000
6108 Part-Time	11,543	9,233	18,500	18,500	24,595
6150 Fringes	102,675	86,592	126,020	126,020	95,990
6309 Shop Supplies & Tools	7,884	11,021	6,950	6,950	7,090
6311 Paint & Supplies	292	422	270	270	350
6322 Gas Purchases	26	12	30	30	25
6323 Safety Supplies	-	195	-	-	-
6325 Construction Materials	130,447	97,948	136,000	158,165	137,900
6327 Miscellaneous Equipment	28,666	2,492	3,400	3,400	4,300
6328 Signs	71,537	62,123	74,000	74,000	81,500
6408 Contractor Fees	89,157	146,598	118,000	118,000	151,000
6413 Utilities	59,337	60,396	60,370	60,370	60,680
6418 Equip Repairs & Maint	12,352	12,670	19,875	19,875	19,875
6424 Software Support	982	2,576	1,100	1,100	630
6425 CEA Equip. Rental	73,842	68,382	75,791	75,791	75,791
6429 Interfund Allocations	(1,975)	(2,515)	(5,000)	(5,000)	(5,000)
6599 Other Contracts/Obligations	15	-	-	-	-
<b>Total Expense</b>	<b>\$ 871,024</b>	<b>\$ 808,556</b>	<b>\$ 956,653</b>	<b>\$ 983,768</b>	<b>\$ 895,948</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Knockdowns - Appleton	\$ 38,000	Cross walks/stoplins-1/3	
Knockdowns - Grand Chute/Outagamie	12,000	Pavement marking	\$ 34,000
LED replacements	8,000	Maintenance of long-line including retrace, reconfig and special projects	97,000
Replace failed equipment	20,000	Other bike lane implementation (Mobility Study)	20,000
Misc projects, upgrades & expenses	17,400		<u>\$ 151,000</u>
Communication grid maint/upgrades	20,000		
Install/maint battery backup system	10,000		
Traffic camera system maintenance	12,500		
	<u>\$ 137,900</u>		
<u>Signs</u>		<u>Equipment Repairs &amp; Maintenance</u>	
Area replacement program	\$ 16,500	Annual preventive maintenance contract	\$ 10,900
Ordinance change	12,200	Repairs to cameras, signals, and other devices	2,975
School zone upgrades	11,500	Structure inspection contract	6,000
Knockdowns	17,800		<u>\$ 19,875</u>
Special events	3,160		
Vandalism	7,000		
On-street bike lane	11,000		
Other projects	2,340		
	<u>\$ 81,500</u>		

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Street Lighting**

**Business Unit 17023**

**PROGRAM MISSION**

To provide and maintain consistent quality street lighting throughout the City.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Maintain consistent street lighting throughout the City by performing routine maintenance, replacing malfunctioning lights and repairing lights when damaged

Initiate installation and maintenance of street lights along all new City streets and in those areas that do not meet our current lighting standard

Use new and innovative technologies and products to reduce street light energy consumption

**Major Changes in Revenue, Expenditures, or Programs:**

The number of City-owned street lights will have increased by approximately 70% between 2008 and 2016 (going from 573 lights to 975 lights). While this shift away from leased lights saves money overall (in the form of reduced leased lighting costs), it will require gradual increase in maintenance funding and electrical costs.

The \$8,500 budgeted in damage to City property represents reimbursement from street light knock-downs and other damage. These reimbursements were previously recorded in the Traffic budget.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Cost of street lighting					
Avg. monthly cost per street light	\$ 15.25	\$ 15.94	\$ 15.66	\$ 15.66	\$ 15.50
<b>Strategic Outcomes</b>					
Safety provided by street lighting					
Number of street lights in the system	8,620	8,610	8,675	8,675	8,690
City owned	897	958	975	975	1,000
Utility owned	7,723	7,652	7,700	7,700	7,690
<b>Work Process Outputs</b>					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	47	13	40	35	35

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Street Lighting**

**Business Unit 17023**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4612 Street Lights	\$ 72,169	\$ 72,530	\$ 75,000	\$ 75,000	\$ 73,000
5030 Damage to City Property	-	-	8,500	8,500	8,500
5035 Other Reimbursements	817	7,641	-	-	-
<b>Total Revenue</b>	<b>\$ 72,986</b>	<b>\$ 80,171</b>	<b>\$ 83,500</b>	<b>\$ 83,500</b>	<b>\$ 81,500</b>
<b>Expenses</b>					
6102 Labor Pool Allocations	\$ 7,480	\$ 6,957	\$ 11,606	\$ 11,606	\$ 12,018
6104 Call Time	179	281	200	200	300
6105 Overtime	219	388	150	150	350
6108 Part-Time	489	515	-	-	-
6150 Fringes	2,806	2,642	2,834	2,834	3,014
6325 Construction Materials	33,255	12,292	17,500	32,500	19,700
6408 Contractor Fees	-	-	4,000	4,000	4,000
6413 Utilities	1,481,521	1,403,517	1,465,392	1,465,392	1,452,298
6425 CEA Equip. Rental	58	509	-	-	-
<b>Total Expense</b>	<b>\$ 1,526,007</b>	<b>\$ 1,427,101</b>	<b>\$ 1,501,682</b>	<b>\$ 1,516,682</b>	<b>\$ 1,491,680</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Construction Materials

Maintenance of approx. 975 lights	\$ 16,000
Relamping of approx. 127 lights	3,700
	<u>\$ 19,700</u>

# CITY OF APPLETON 2017 BUDGET

## PUBLIC WORKS DEPARTMENT

**Municipal Services Building Administration**

**Business Unit 17031**

### PROGRAM MISSION

To provide administration and support services to meet the operational requirements of the Department of Public Works

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

Continue to improve the efficiency and effectiveness of the inventory handling procedures and employ practices to minimize out of stock items and inventory count discrepancies

Continue to improve training to create a safe workplace and minimize employee and equipment accidents and damage

Educate the citizens on the services provided through phone calls, walk-ins, the City Guide newsletter, new resident mailings, web page, Facebook, Twitter and the Department of Public Works information line

**Major Changes in Revenue, Expenditures, or Programs:**

Included in this budget is software support of a third party service used to efficiently dispatch locators in our traffic division.

Included in this budget is \$2,500 for a Fox Valley Technical College network cabling class developed specifically for the City traffic engineers and electricians to help keep them updated on new technology, as well as \$500 for succession plan leadership training which accounts for the increase in training expenses.

The increase in subscriptions is for the "I am Responding & Dispatching" service that is used for call in services in the event of an emergency, such as a snow event or storm.

Construction materials budgeted will be used to pave around the "old" salt shed that is now used for storage.

The increase in collection service expenses is due to an increase in cost to collect recycling along College Avenue.

Other Contracts / Obligation has increased as the traffic division had started using Digger's Hotline for locates.

Included in Miscellaneous Equipment is an Erad Torque wrench for \$6,000 used for installation and maintenance of traffic equipment, as well as \$2,900 for a ruggedized laptop for the new electrical truck.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Assure safe working conditions					
# of in-house safety training programs conducted	20	19	30	30	30
# of equipment/vehicle accidents	31	40	20	26	26
Preventable	19	28	7	18	15
Non-preventable	12	12	13	8	8
# of employee injury accidents	21	14	5	8	8
Annual # of violations found during monthly building inspections	70	61	40	40	40
<b>Strategic Outcomes</b>					
Safeguard Assets					
\$ adjustment of inventory at year end	\$ 13,773	\$ 2,097	\$ 1,000	\$ 1,500	\$ 1,500
Turnover ratio of inventory	0.76	0.72	0.90	0.90	1.00
# of work days lost due to injuries	37	83	12	12	20
<b>Work Process Outputs</b>					
Efficient purchasing and inventory management					
# of purchase orders generated	520	508	520	520	525
\$ value of items issued from inventory	\$ 474,644	\$ 450,207	\$ 470,000	\$ 470,000	\$ 475,000
# of shipments received	7,544	6,106	7,000	7,050	7,100

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Municipal Services Building Administration**

**Business Unit 17031**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5010 Misc Revenue - Nontax	\$ 72	\$ 182	\$ -	\$ -	\$ -
5011 Misc Revenue - Tax	99	903	-	-	-
5035 Other reimbursements	1,888	-	-	-	-
Total Revenue	<u>\$ 2,059</u>	<u>\$ 1,085</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 464,527	\$ 458,181	\$ 526,279	\$ 538,468	\$ 503,224
6104 Call Time	90	67	200	200	100
6105 Overtime	941	1,726	1,160	1,160	1,275
6108 Part-Time	10,532	11,300	12,659	12,659	12,851
6150 Fringes	161,209	159,369	181,514	181,514	196,638
6201 Training\Conferences	3,678	2,690	6,730	6,730	9,425
6301 Office Supplies	2,652	1,403	2,300	2,300	2,350
6302 Subscriptions	4,806	4,974	4,900	4,900	5,500
6303 Memberships & Licenses	2,230	1,842	2,419	2,419	1,980
6304 Postage/Freight	631	418	810	810	610
6305 Awards & Recognition	1,191	910	1,190	1,190	1,190
6306 Building Maint./Janitorial	5,395	4,980	5,600	5,600	5,600
6309 Shop Supplies & Tools	2,299	2,967	2,295	2,295	2,295
6315 Books & Library Materials	229	58	500	500	600
6320 Printing & Reproduction	3,582	3,439	9,900	13,900	3,850
6321 Clothing	2,029	1,691	2,070	2,070	1,950
6322 Gas Purchases	94	36	100	100	100
6323 Safety Supplies	3,519	3,959	5,245	5,245	5,240
6324 Medical\Lab Supplies	186	153	300	300	300
6325 Construction Materials	774	14	500	500	1,500
6327 Miscellaneous Equipment	8,140	11,466	11,650	17,150	14,225
6328 Sign Materials	-	88	500	500	250
6407 Collection Services	5,347	7,930	7,440	7,440	7,960
6408 Contractor Fees	6,780	11,685	500	500	1,000
6409 Inspection Fees	370	382	1,500	1,500	1,000
6412 Advertising	764	1,062	600	600	1,000
6413 Utilities	130,834	102,528	124,154	124,154	114,481
6416 Building Repairs & Maint.	6,354	1,792	6,300	6,300	3,000
6418 Equip Repairs & Maint	2,223	768	1,000	1,000	1,000
6419 Communication Eq Repair	1,028	635	500	500	750
6420 Facilities charges	183,225	186,562	190,699	190,699	190,267
6424 Software support	-	-	3,640	3,640	4,375
6425 CEA Equip. Rental	29,588	26,965	33,500	33,500	33,500
6430 Health Services	19	103	50	50	50
6451 Laundry Services	139	151	500	500	200
6599 Other Contracts / Obligations	4,589	918	-	-	2,000
Total Expense	<u>\$ 1,049,994</u>	<u>\$ 1,013,212</u>	<u>\$ 1,149,204</u>	<u>\$ 1,170,893</u>	<u>\$ 1,131,636</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<b>Miscellaneous Equipment</b>	
Erad torque wrench for traffic counter maintenance	\$ 6,000
Traffic counter & supplies	2,825
Ruggedized laptop	2,900
Humidifier	180
Misc equipment	2,320
	<u>\$ 14,225</u>

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Street Repair**

**Business Unit 17032**

**PROGRAM MISSION**

To plan and implement a preventative maintenance and repair program to keep the streets in a safe and serviceable condition

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Provide temporary traffic control barricades and display street decorations in support of City sponsored civic events and celebrations in the City
- Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets
- Provide residents with timely and cost-effective maintenance patches
- Monitor the effectiveness of the epoxy patch program to preserve the rideability of our streets
- Continue the program of grinding hazardous sidewalks to reduce the potential for trip and falls

**Major Changes in Revenue, Expenditures, or Programs:**

Miscellaneous equipment includes purchasing seven new GPS units (\$4,155) for snow plow and street division vehicles. Also, \$2,500 is included for replacement saw blades as we are using more to saw the concrete patches, \$7,500 for new barricades, \$9,800 to purchase headsets for the street crew to use while paving and \$2,200 for headsets for flagging operations. These headsets allow the two crews to talk with each other while continuing to work and to keep traffic flowing.

The increase in salaries is due to an increase in repair paving projects scheduled for 2017. The street crew will also be using summer seasonal help on the flag crew which accounts for the increase in part time wages.

Software support increased as a result of adding GPS units in 7 more vehicles.

The increase in consulting fees is due to two testing/inspections that need to be done every 4-5 years, ultrasonic testing of the pins on the Memorial Drive bridge and inspection of stairs, railings, and retaining walls throughout the City.

Increase in contractor fees is mainly due to the pavement notches that need to be added to the end of the Lightning Drive bridge, and Olde Oneida Street Bascule bridge maintenance.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safety of event participants					
# of civic events supported	3	3	3	4	4
<b>Strategic Outcomes</b>					
Preventive maintenance					
Total miles of streets serviced	343	343	343	343	344
# of temporary hazardous sidewalk repairs	45	96	40	40	40
Miles of asphalt streets resurfaced	<1.0	<1.0	<1.0	<1.0	<1.0
<b>Work Process Outputs</b>					
Repair materials					
Tons of cold patch asphalt applied	405	310	150	150	200
Cubic yards of concrete used for repair	79	68	150	100	100
Pounds of crack filler applied	22,969	79,400	20,000	20,000	30,000

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Street Repair**

**Business Unit 17032**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4613 Freeway Fence	\$ 239	\$ 239	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	1,127	856	1,300	1,300	1,300
4802 Charges for Serv.- Tax	1,595	734	1,000	1,000	1,000
4908 Misc. Intergov. Charges	2,452	-	-	-	-
5010 Misc Revenue - Nontax	3,495	378	2,500	2,500	2,000
5030 Damage to City Property	134	4,333	-	-	-
<b>Total Revenue</b>	<b>\$ 9,042</b>	<b>\$ 6,540</b>	<b>\$ 4,800</b>	<b>\$ 4,800</b>	<b>\$ 4,300</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 493,736	\$ 591,190	\$ 539,226	\$ 545,716	\$ 574,767
6104 Call Time	2,880	4,304	1,300	1,300	2,800
6105 Overtime	13,216	15,958	14,000	14,000	14,000
6108 Part-Time	690	1,941	-	-	11,196
6150 Fringes	194,444	218,197	225,805	225,805	243,090
6308 Landscape Supplies	2,461	1,122	1,800	1,800	1,800
6309 Shop Supplies & Tools	7,324	9,961	11,000	11,000	11,000
6311 Paint & Supplies	376	939	1,000	1,000	1,000
6321 Clothing	20	53	-	-	-
6322 Gas Purchases	-	-	750	750	250
6325 Construction Materials	155,804	138,286	170,000	170,000	170,000
6327 Miscellaneous Equipment	13,815	16,497	28,700	28,700	27,655
6328 Signs	223	378	700	700	500
6404 Consulting Services	36,997	38,680	40,000	45,000	58,000
6408 Contractor Fees	373,428	180,652	186,800	186,800	277,600
6413 Utilities	7,169	5,793	6,427	6,427	6,425
6415 Tipping Fees	4,319	3,804	3,350	3,350	3,350
6418 Equip Repairs & Maint	870	834	1,000	1,000	1,000
6420 Facilities charges	3,836	617	4,010	4,010	3,500
6424 Software support	4,447	4,147	5,600	5,600	6,400
6425 CEA Equip. Rental	370,450	400,569	393,893	393,893	422,893
6429 Interfund Allocations	(31,468)	(49,088)	(20,000)	(20,000)	(20,000)
6430 Health Services	-	45	-	-	-
6503 Rent	1,900	-	-	-	-
6599 Other Contracts/Obligations	11,319	10,618	13,000	13,000	13,000
<b>Total Expense</b>	<b>\$ 1,668,256</b>	<b>\$ 1,595,497</b>	<b>\$ 1,628,361</b>	<b>\$ 1,639,851</b>	<b>\$ 1,830,226</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Construction Materials**

Asphalt	\$ 55,000
Cold patch/crackfiller	30,000
Concrete	14,000
Gravel	7,500
Clear Stone	2,000
Misc materials (bridge lights, flags & poles, concrete sealer, etc.)	61,500
<b>Total</b>	<b>\$ 170,000</b>

**Contractor Fees**

Contractor equip rental	\$ 15,000
Lightning Dr bridge pavement notches	75,000
Annual bridge maint	5,000
Olde Oneida bridge maint	75,000
Memorial Bridge deck repair	10,000
Patch program	85,000
Miscellaneous	12,600
<b>Total</b>	<b>\$ 277,600</b>

**Consulting Services**

Memorial Dr bridge - testing	\$ 16,000
Stair/Railings/Retaining walls	15,000
Movable bridge inspections	15,000
Olde Oneida St bascule bridge	7,000
Miscellaneous	5,000
<b>Total</b>	<b>\$ 58,000</b>

**Miscellaneous Equipment**

Concrete saw, chains and blades	\$ 2,500
Heat lance	1,500
GPS units for seven trucks	4,155
Barricades	7,500
Paving Crew headsets	9,800
Flagging operation headsets	2,200
<b>Total</b>	<b>\$ 27,655</b>

**Interfund Allocations**

Hauling biosolids from WWTP to compost site	\$ (20,000)
<b>Total</b>	<b>\$ (20,000)</b>

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Snow and Ice Control**

**Business Unit 17033**

**PROGRAM MISSION**

To provide snow and ice control for safe travel throughout the City

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Maintain traffic movement on all collector and arterial streets during a storm
- Plow all streets within 12 hours of the end of a snowstorm and remove accumulated snow from designated haul routes
- Investigate and expand contractual services when necessary to meet current levels of service
- Perform an annual review of regional snow plowing agreements to insure they are current and equitable
- Monitor sidewalk snow removal contract to insure quality and timeliness of services
- Review snow plow routes and make necessary changes to gain efficiencies
- Investigate mailbox damage caused by plows and enforce per City policy
- Evaluate use of salt brine and other pre-wetting liquids for snow and ice control
- Continue low salt usage on newly paved streets to minimize damage to new concrete

**Major Changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Timely service provided					
# of major plowing events	6	9	6	6	6
# of other minor plow/salt events	21	17	25	25	25
# of days hauling designated priority snow routes	25	15	25	25	25
<b>Strategic Outcomes</b>					
Efficiency of Program					
# of citizen contacts	179	68	190	100	100
# of miles of sidewalks cleared by:					
Contractor	17.7	17.5	13.8	17.6	17.6
City crews	12.9	13.1	12.5	13.7	13.7
\$ contracted to clear sidewalks	\$ 186,961	\$ 109,878	\$ 175,000	\$ 175,000	\$ 175,000
<b>Work Process Outputs</b>					
Volume of work done					
# of tons of salt used	4,621	2,383	4,000	4,000	4,000
# of miles of streets maintained	343	343	343	343	344
# of miles of sidewalk maintained	30.6	30.6	26.3	31.3	31.3



**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Snow and Ice Control**

**Business Unit 17033**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4608 Snow Removal	\$ 81,150	\$ 73,682	\$ 82,000	\$ 82,000	\$ 80,000
5010 Misc. Revenue - Nontax	13,280	15,470	15,853	15,853	16,000
<b>Total Revenue</b>	<b>\$ 94,430</b>	<b>\$ 89,152</b>	<b>\$ 97,853</b>	<b>\$ 97,853</b>	<b>\$ 96,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 344,385	\$ 199,531	\$ 240,469	\$ 240,469	\$ 242,427
6104 Call Time	36,135	19,378	34,000	34,000	34,500
6105 Overtime	59,451	44,102	50,000	50,000	55,000
6108 Part-Time	108	116	-	-	-
6150 Fringes	156,316	87,902	103,841	103,841	107,244
6308 Landscape Supplies	-	-	500	500	-
6309 Shop Supplies & Tools	2	10	100	100	100
6325 Snow/Ice Control Materials	262,055	152,812	295,042	295,042	293,500
6326 Vehicle & Equipment Parts	586	322	1,500	1,500	1,500
6327 Miscellaneous Equipment	1,499	-	4,000	4,000	1,500
6404 Consulting Services	1,200	-	-	-	-
6408 Contractor Fees	733	-	3,000	3,000	-
6425 CEA Equip. Rental	549,186	375,451	456,704	456,704	456,704
6429 Interfund Allocations	(5,000)	-	(5,000)	(5,000)	(5,000)
6440 Snow Removal Services	186,961	109,878	175,000	175,000	175,000
6450 Repairs to Private Property	2,331	388	1,500	1,500	1,500
<b>Total Expense</b>	<b>\$ 1,595,948</b>	<b>\$ 989,890</b>	<b>\$ 1,360,656</b>	<b>\$ 1,360,656</b>	<b>\$ 1,363,975</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Snow/Ice Control Materials**

Salt (4,000 tons)	\$ 256,000
Brine (43,350 gal)	13,000
Calcium chloride (8,000 gal)	7,000
Ice melt (600 bags)	8,000
Calcium chloride (150 bags)	7,500
Concrete	2,000
<b>Total</b>	<b>\$ 293,500</b>

**Snow Removal Services**

Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks	\$ 175,000
<b>Total</b>	<b>\$ 175,000</b>

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Forestry Services**

**Business Unit 17034**

**PROGRAM MISSION**

Manage the urban forest to enhance the current and future environmental quality, safety and aesthetics for the benefit of the community.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Replenish and maintain approximately 31,800 trees on City terraces and boulevards
- Prune trees to provide proper growth structure, maintain proper clearances for vehicles, signs, and pedestrians, and remove dead/diseased limbs
- Respond to storm damage situations
- Plant trees in new subdivisions and reconstructed streets where final concrete pavement has been installed
- Work closely with Engineering and Street Division to minimize the impact of street reconstruction projects on street trees
- Continue to address gypsy moth situation and coordinate suppression programs with the Department of Natural Resources as needed
- Secure grants through the Department of Natural Resources as opportunities arise
- Continue implementation of the action plan developed in 2009 to address the emerald ash borer situation and make the necessary program adjustments as the impact of the insect is realized in the community
- Coordinate labor pool with operations staff to maximize available resources
- Coordinate equipment use and purchases to maximize equipment and create efficiencies
- Continue efforts to remove invasive species from City property through volunteer services
- Continue to educate the elected officials on the benefits of the urban forest and the City's investment in the program

**Major Changes in Revenue, Expenditures, or Programs:**

Continue to increase the number of trees we plant each year and target sections of the City that are short on terrace trees. The average cost per tree has increased approximately 50% in the last 5 years. The additional demand for replacement trees associated with emerald ash borer also impacts the ability to maintain the tree canopy. Based on DNR analysis, the City's urban tree canopy is about 22%. Increasing the canopy will reduce stormwater runoff, lower summer air temperatures, and reduce air pollution.

Seasonal laborers, which account for the part time wages, are used to maintain various plantings around the City under the direction of the City Forester.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safe, healthy and attractive urban forest					
# trees on City streets	30,578	30,689	31,900	31,230	31,500
<b>Strategic Outcomes</b>					
Satisfied community					
% of planting spaces in new subdivisions planted on annual basis	100%	100%	100%	100%	100%
% of customers who accept new trees on new and/or reconstructed streets	100%	100%	100%	100%	100%
Street tree to Arborist ratio	4,704 to 1	4,721 to 1	4,253 to 1	4,164 to 1	4,200 to 1
Diverse urban forest					
# of species with more than 1,000 trees	9	9	9	9	9
<b>Work Process Outputs</b>					
% of trees < 6" diameter pruned annually	50%	50%	50%	50%	50%
Pruning cycle of trees/yr > 6" diameter	8.5	9	8	8	8
# of ash trees replaced	105	146	400	400	400
Total number of tree species on streets	42	42	34	34	34
Treat all City properties with gypsy moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Forestry Services**

**Business Unit 17034**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Miscellaneous State Aid	\$ -	\$ 25,000	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	270	90	-	-	-
5011 Misc Revenue - Tax	5,714	7,238	3,000	3,000	3,250
5030 Damage to City Property	-	1,315	-	-	-
5035 Other Reimbursements	715	-	-	-	-
<b>Total Revenue</b>	<b>\$ 6,699</b>	<b>\$ 33,643</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,250</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 414,449	\$ 443,120	\$ 507,026	\$ 510,936	\$ 494,307
6104 Call Time	1,652	1,485	1,500	1,500	1,700
6105 Overtime	3,460	3,074	3,500	3,500	3,500
6108 Part-Time	17,666	21,050	17,040	17,040	17,280
6150 Fringes	160,357	171,270	215,314	215,314	214,151
6201 Training/Conferences	6,375	2,531	1,900	1,900	2,900
6301 Office Supplies	185	-	-	-	-
6302 Subscriptions	99	-	100	100	100
6303 Memberships & Licenses	870	620	800	800	800
6308 Landscape Supplies	32,414	38,375	45,500	56,137	45,500
6309 Shop Supplies & Tools	3,972	6,447	3,500	3,500	3,500
6311 Paint & Supplies	9	19	50	50	50
6320 Printing & Reproduction	216	75	250	250	250
6321 Clothing	281	403	600	600	600
6322 Gas Purchases	(20)	345	300	300	300
6323 Safety Supplies	1,000	2,999	1,500	1,500	1,500
6327 Miscellaneous Equipment	5,018	9,201	6,000	6,000	6,090
6328 Signs	-	-	300	300	300
6408 Contractor Fees	-	74	2,500	2,500	2,000
6413 Utilities	1,902	1,638	2,040	2,040	2,040
6424 Software support	-	-	520	520	520
6425 CEA Equip. Rental	221,080	241,017	286,280	286,280	286,280
6429 Interfund Allocations	(8,755)	(3,482)	(5,000)	(5,000)	(3,500)
<b>Total Expense</b>	<b>\$ 862,230</b>	<b>\$ 940,261</b>	<b>\$ 1,091,520</b>	<b>\$ 1,106,067</b>	<b>\$ 1,080,168</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Landscape Supplies

Topsoil / sand / gravel	\$ 2,000
Seed / fertilizer	1,000
Plant material/trees	42,000
Herbicides / pesticides	500
<b>Total</b>	<b>\$ 45,500</b>

# CITY OF APPLETON 2017 BUDGET

## PUBLIC WORKS DEPARTMENT

**Inspections/Licensing & Plan Review**

**Business Unit 15520**

### PROGRAM MISSION

To provide building inspection services to insure public health and safety.

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

- Investigate and respond to complaints from the public, other departments and alderpersons in a timely and professional manner and take the necessary enforcement steps to achieve compliance
- Improve the level of inspection services offered to the community by thorough review and discussion of current practices and procedures
- Provide inspection services in a timely and effective manner
- Perform site plan reviews to insure compliance with established City codes
- Monitor compliance of approved building plans and applicable codes on construction projects and provide feedback to the inspectors and the public
- Utilize code enforcement procedures that are more streamlined and efficient due to an increased use of technology
- Work cooperatively with the Assessor's Office. The Inspection Division continues to provide property data to the Assessor's Office which saves time and resources.

**Major Changes in Revenue, Expenditures, or Programs:**

Over the past several years, the Inspections Division has utilized a full time laborer from Operations to assist with weed and property maintenance complaints. That employee was no longer available in 2016 and a seasonal temporary position was created to follow up on property maintenance issues. As a result, in the 2017 budget there is a decrease in regular salaries and an increase in part-time wages (seasonal employee).

The 2017 revenue includes increasing the minimum permit fee from \$30 to \$40, changing the State UDC (Uniform Dwelling Code) sticker fee from \$35 to \$40, and decreasing the commercial alteration fee from 1% to 0.5% for the portion of the project over \$1 million.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Customer knowledge of ordinances					
Customer generated violation reports	1,306	1,332	1,300	1,300	1,200
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	102	76	120	100	100
<b>Strategic Outcomes</b>					
Availability of staff					
% of total inspector hours spent on inspections	49.1%	48.9%	47.0%	47.0%	47.0%
Consistency of information					
# of policies/ordinances reviewed/updated	4/4	3/3	2/2	2/2	2/2
<b>Work Process Outputs</b>					
Availability of service					
# of inspections performed	9,809	10,125	13,000	12,000	12,000
# of re-inspections performed	634	727	600	500	500
# of notices issued	747	891	800	700	700
# of permits issued	3,637	3,752	3,750	3,750	3,500
# of plans reviewed	213	248	225	200	200

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Inspections/Licensing & Plan Review**

**Business Unit 15520**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4308 Heating	\$ 875	\$ 575	\$ -	\$ -	\$ -
4401 Building	284,868	349,301	290,000	290,000	320,000
4402 Electrical	118,105	125,529	120,000	120,000	120,000
4403 Heating	63,300	63,396	60,000	60,000	70,000
4404 Plumbing, Sewer	52,801	73,389	59,000	59,000	60,000
4406 State Building	1,995	2,025	2,000	2,000	2,000
4407 Signs	4,680	4,740	3,000	3,000	4,000
4609 Weed Cutting	16,188	14,689	16,000	16,000	16,000
4801 Charges for Serv.- Nontax	55,047	80,542	55,000	55,000	58,000
5040 Board of Appeals	1,875	3,045	2,000	2,000	2,000
Total Revenue	<u>\$ 599,734</u>	<u>\$ 717,231</u>	<u>\$ 607,000</u>	<u>\$ 607,000</u>	<u>\$ 652,000</u>
Expenses					
6101 Regular Salaries	\$ 365,058	\$ 410,094	\$ 388,425	\$ 393,958	\$ 373,604
6104 Call Time	558	-	500	500	555
6105 Overtime	9,210	2,232	2,000	2,000	2,000
6108 Part time	-	-	-	-	12,672
6150 Fringes	119,969	130,336	125,785	125,785	116,818
6408 Contractor Fees	4,114	2,567	10,000	10,000	8,500
Total Expense	<u>\$ 498,909</u>	<u>\$ 545,229</u>	<u>\$ 526,710</u>	<u>\$ 532,243</u>	<u>\$ 514,149</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	850	186,789.38	3,500	0	0	156,644	156,644
Licenses	1,605	1,715.00	835	730	730	730	730
Permits	564,132	652,259.75	510,513	569,400	569,400	611,500	611,500
Special Assessments	1,219,660	468,907.01	103,985	437,000	437,000	169,000	286,200
Charges for Services	58,038	82,222.17	41,418	57,300	57,300	60,300	60,300
Intergov. Charges for Service	67,889	79,421.99	27,812	56,000	56,000	60,000	60,000
Other Revenues	140,009	1,803,444.11	73,652	1,757,273	1,757,273	1,564,100	1,564,100
<b>TOTAL REVENUES</b>	<b>2,052,183</b>	<b>3,274,759.41</b>	<b>761,715</b>	<b>2,877,703</b>	<b>2,877,703</b>	<b>2,622,274</b>	<b>2,739,474</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	252,782	283,157.96	189,799	301,125	301,125	313,364	313,364
Labor Pool Allocations	2,846,807	2,827,151.03	2,284,034	3,283,197	3,336,736	3,304,164	3,332,664
Call Time	45,510	30,466.85	36,905	42,350	42,350	44,580	44,580
Overtime	102,550	87,235.15	72,378	90,558	90,558	95,666	95,666
Temp. Full-Time	0	15,597.18	0	0	0	0	0
Part-Time	45,699	45,683.77	63,217	62,088	62,088	90,064	90,064
Other Compensation	19,872	24,357.19	20,045	19,660	19,660	19,660	19,660
Shift Differential	2,094	1,265.67	1,778	1,810	1,810	1,810	1,810
Sick Pay	20,146	14,463.21	11,099	0	0	0	0
Vacation Pay	447,313	442,673.37	318,599	0	0	0	0
Fringes	1,288,435	1,259,956.22	1,003,047	1,365,269	1,365,269	1,416,962	1,416,962
<b>Salaries &amp; Fringe Benefits</b>	<b>5,071,208</b>	<b>5,032,007.60</b>	<b>4,000,901</b>	<b>5,166,057</b>	<b>5,219,596</b>	<b>5,286,270</b>	<b>5,314,770</b>
Training & Conferences	23,837	19,117.66	10,659	23,530	23,530	27,225	27,225
Tuition Fees	0	.00	0	200	200	100	100
Parking Permits	11,790	12,349.50	13,134	12,156	12,156	13,680	13,680
Office Supplies	7,411	5,672.01	4,351	6,700	6,700	6,950	6,950
Subscriptions	4,905	4,974.00	408	5,000	5,000	5,600	5,600
Memberships & Licenses	8,767	8,327.16	7,153	9,159	9,159	8,530	8,530
Postage & Freight	639	417.82	18	910	910	660	660
Awards & Recognition	2,493	2,240.75	710	2,485	2,485	2,485	2,485
Building Maintenance/Janitor.	5,395	5,018.23	3,548	5,600	5,600	5,600	5,600
Rent	1,900	.00	0	0	0	0	0
<b>Administrative Expense</b>	<b>67,137</b>	<b>58,117.13</b>	<b>39,981</b>	<b>65,740</b>	<b>65,740</b>	<b>70,830</b>	<b>70,830</b>
Landscape Supplies	38,444	39,496.99	13,005	57,195	67,832	63,720	63,720
Shop Supplies & Tools	26,946	36,888.60	21,460	30,045	30,045	30,185	30,185
Chemicals	10	.00	0	0	0	0	0
Paint & Supplies	906	1,601.04	981	1,320	1,320	1,650	1,650
Books & Library Materials	864	285.35	218	900	900	750	750
Miscellaneous Supplies	0	.00	102	0	0	0	0
Printing & Reproduction	20,521	15,145.09	22,910	25,950	29,950	18,900	18,900
Clothing	2,406	2,223.72	1,636	2,970	2,970	2,850	2,850
Gas Purchases	101	392.49	101	1,180	1,180	675	675
Safety Supplies	4,940	7,502.94	2,626	7,095	7,095	7,090	7,090
Medical & Lab Supplies	186	152.79	115	300	300	300	300
Construction Materials	883,513	952,363.76	756,641	1,206,813	1,243,978	1,132,099	1,132,099
Vehicle & Equipment Parts	586	789.28	3,145	1,500	1,500	1,500	1,500
Miscellaneous Equipment	63,626	56,653.88	56,817	59,450	64,950	76,570	59,570
Signs	82,610	76,325.78	66,610	92,670	92,670	101,200	101,200
<b>Supplies &amp; Materials</b>	<b>1,125,659</b>	<b>1,189,821.71</b>	<b>946,367</b>	<b>1,487,388</b>	<b>1,544,690</b>	<b>1,437,489</b>	<b>1,420,489</b>
Legal Fees	120	170.00	120	150	150	125	125
Consulting Services	61,889	190,031.23	229,741	247,720	327,876	291,000	291,000
Collection Services	5,347	7,930.00	4,899	7,440	7,440	7,960	7,960
Contractor Fees	491,426	388,030.28	171,106	358,855	371,866	629,763	629,763
Inspection Fees	370	382.00	389	1,500	1,500	1,000	1,000
Temporary Help	0	3,281.85	0	0	0	0	0
Advertising	2,847	3,915.87	2,806	3,050	3,050	3,500	3,500
Tipping Fees	4,319	8,904.50	300	3,350	3,350	3,350	3,350
Interfund Allocations	52,279-	55,084.98-	13,679-	35,000-	35,000-	33,500-	33,500-
Health Services	38	148.00	0	50	50	50	50
Snow Removal Services	186,961	109,878.32	131,081	175,000	175,000	175,000	175,000
Repairs to Private Property	2,331	388.22	634	1,500	1,500	1,500	1,500

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Laundry Services	139	151.17	161	500	500	200	200
Other Contracts/Obligations	17,083	12,793.99	1,638	13,000	13,000	15,000	15,000
<b>Purchased Services</b>	<b>720,591</b>	<b>670,920.45</b>	<b>529,196</b>	<b>777,115</b>	<b>870,282</b>	<b>1,094,948</b>	<b>1,094,948</b>
Electric	1,587,626	1,505,974.23	1,166,383	1,572,334	1,572,334	1,557,868	1,557,868
Gas	41,551	19,916.83	11,546	30,650	30,650	25,868	25,868
Water	9,012	7,967.17	6,239	9,214	9,214	9,215	9,215
Waste Disposal/Collection	3,987	3,403.18	2,785	4,204	4,204	4,207	4,207
Stormwater	25,211	25,598.47	18,889	27,931	27,931	26,000	26,000
Telephone	6,809	6,500.42	4,794	7,090	7,090	7,090	7,090
Cellular Telephone	20,586	16,141.21	13,024	23,000	23,000	21,524	21,524
<b>Utilities</b>	<b>1,694,782</b>	<b>1,585,501.51</b>	<b>1,223,660</b>	<b>1,674,423</b>	<b>1,674,423</b>	<b>1,651,772</b>	<b>1,651,772</b>
Building Repair & Maintenance	6,354	1,792.08	509	6,300	6,300	3,000	3,000
Equipment Repair & Maintenanc	16,871	15,460.03	3,637	26,175	26,175	25,925	25,925
Communications Equip. Repairs	1,028	635.00	0	500	500	750	750
Facilities Charges	187,061	187,178.31	135,003	194,709	194,709	193,767	193,767
Software Support	7,409	8,328.99	9,570	13,450	13,450	14,475	14,475
CEA Equipment Rental	1,362,996	1,215,018.46	1,023,913	1,384,720	1,384,720	1,419,920	1,419,920
<b>Repair &amp; Maintenance</b>	<b>1,581,719</b>	<b>1,428,412.87</b>	<b>1,172,632</b>	<b>1,625,854</b>	<b>1,625,854</b>	<b>1,657,837</b>	<b>1,657,837</b>
Land	2,750	100,202.97	353,349	795,000	965,000	770,000	770,000
Infrastructure Construction	3,816,809	2,980,510.51	866,000	2,201,358	2,413,743	1,877,155	1,868,195
<b>Capital Expenditures</b>	<b>3,819,559</b>	<b>3,080,713.48</b>	<b>1,219,349</b>	<b>2,996,358</b>	<b>3,378,743</b>	<b>2,647,155</b>	<b>2,638,195</b>
<b>TOTAL EXPENSES</b>	<b>14,080,655</b>	<b>13,045,494.75</b>	<b>9,132,086</b>	<b>13,792,935</b>	<b>14,379,328</b>	<b>13,846,301</b>	<b>13,848,841</b>

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS DEPARTMENT**

**NOTES**

Blank lined area for notes.



**CITY OF APPLETON 2017 BUDGET**

**SANITATION**

**Public Works Director: Paula A. Vandehey**

**Deputy Director/City Engineer: Ross M. Buetow**

**Deputy Director of Operations-DPW: Nathan D. Loper**

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS  
SANITATION**

**MISSION STATEMENT**

To serve the public through the collection and disposal of recyclables, yard waste, and solid waste in a safe, cost effective and environmentally responsible manner.

**DISCUSSION OF SIGNIFICANT 2016 EVENTS**

Continued participation in a compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. The program is evaluating the feasibility of local composting of biosolids with other bio-degradable products such as leaves and wood chips at a local site. The goal of the project is to reduce biosolids trucking costs for land application and provide a continuous beneficial outlet for biosolids. With a compost outlet, the current biosolids storage volume available would better allow for meeting the 180 day regulatory limit. Active composting began in October, 2010 and has continued through 2016, based upon technical findings, economic feasibility report, and wastewater biosolids storage needs. Outlets for finished compost are being thoroughly evaluated, including compost giveaways and field demonstration/research plots. Assessment of local compost demand and uses will be used to validate economic feasibility findings and establish a timeline for design and future construction of a permitted facility.

The Sanitation workgroup reviewed feedback from a recent residential survey and is working on potential policy and service changes for Council consideration in 2017.

Worked with Outagamie County to encourage recycling which resulted in a continued increase in the City's landfill diversion rate.

Included a recycling flyer in the City's utility bills to help educate residents on the additional plastics that are now being accepted as recyclable material.

Gained Council approval to reduce the second recycling cart fee from \$100 to \$50 to encourage additional recycling efforts.

Spring yard waste collection dates were advertised in April to allow this program to be more "weather dependent" and better serve our customers. In the past, since the City Guide is written six months in advance, due to weather conditions, the dates published for spring yard waste collection often didn't coincide with when residents were able to perform their yard work.

Repaired and upgraded the telemetry system and well replacement at the landfill site in Mackville.

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS  
SANITATION**

**MAJOR 2017 OBJECTIVES**

Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services

Continue to monitor the agreement with the Town of Grand Chute to use the yard waste sites

Continue to monitor the policy for disposal of solid waste at the yard waste site

Continue to develop relationships with outside services to dispose of brush and yard materials

Continue to monitor the customer service log and respond timely to customer needs

Continue participation in compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. This pilot program is seeking a long term, cost effective and environmentally sound alternative for management of organic waste materials. In 2016, DPW provided an estimated 5,000 cubic yards of mixed yard waste and leaves from our fall collection for the project. A more detailed description of the project is included on the prior page.

GPS units will be added to several more sanitation trucks in 2017. These units have the ability for the driver to push a button while driving to be able to identify when a garbage can is not out, when overflow refuse is at the curb, when a garbage can needs maintenance, or to note a pothole that needs attention. These units will have preprogrammed buttons so drivers will no longer have to look for an address and stop to log it or to call it in, making them more efficient.

Continue to review feedback from customer survey for possible future policy changes.

Continue to advertise spring yard waste collection dates in April to allow this program to be more "weather dependent" and better serve our customers.

Clean the north ditch at the Mackville landfill site which is needed every 3-5 years.

Prepare the Stormwater Pollution Prevention Plan for the old landfill site as required by the Wisconsin Department of Natural Resources' Phase 2 Stormwater Permit.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
		2014	2015	Adopted 2016	Amended 2016	2017	
Unit	Title						
<b>Program Revenues</b>		\$ 1,437,410	\$ 1,419,262	\$ 1,457,200	\$ 1,457,200	\$ 1,287,260	-11.66%
<b>Program Expenses</b>							
2210	Administration	606,247	377,852	303,800	303,800	293,552	-3.37%
2221	Recycling	140,234	128,246	152,824	152,824	151,825	-0.65%
2223	Solid Waste	2,698,496	2,629,183	2,854,689	2,858,464	2,803,103	-1.81%
2230	Landfill Maint.	99,559	78,990	95,606	103,222	98,342	2.86%
<b>TOTAL</b>		\$ 3,544,536	\$ 3,214,271	\$ 3,406,919	\$ 3,418,310	\$ 3,346,822	-1.76%
<b>Expenses Comprised Of:</b>							
Personnel		1,211,746	1,226,129	1,268,843	1,272,618	1,265,409	-0.27%
Administrative Expense		396,933	154,017	96,845	96,845	68,844	-28.91%
Supplies & Materials		93,365	94,377	98,725	98,725	99,610	0.90%
Purchased Services		947,648	945,243	1,002,053	1,009,669	1,007,057	0.50%
Utilities		65,978	57,414	65,553	65,553	64,158	-2.13%
Repair & Maintenance		828,866	737,091	874,900	874,900	841,744	-3.79%
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		17.49	17.49	17.49	17.49	17.49	

\* % change from prior year adopted budget  
Sanitation.xls

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Administration**

**Business Unit 2210**

**PROGRAM MISSION**

To provide administrative and planning support to insure safe, consistent, and cost effective sanitation services for our customers.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services
- Continue to monitor the agreement with the Town of Grand Chute for use of the yard waste sites
- Continue to monitor the policy for disposal of solid waste at the yard waste site
- Continue to develop relationships with outside services to dispose of brush and yard materials
- Continue to monitor the customer service log and respond timely to customer needs
- Continue to make customer contacts by delivering educational information to residents who put overflow curbside on non-overflow collection weeks
- Continue to advertise spring yard waste collection dates in April to allow this program to be more "weather dependent" and better serve our customers

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Public Information					
# of information announcements / brochures	21	21	16	16	16
<b>Strategic Outcomes</b>					
Consistency of information					
# of policies reviewed	1	1	1	1	1
Quality of service					
# of contacts received	1,811	2,499	2,400	2,400	2,400
<b>Work Process Outputs</b>					
Changes in customer service					
# of policies revised	1	1	0	1	1

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Administration**

**Business Unit 2210**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Taxes	\$ 2,045,913	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968
4705 General Interest	183	167	-	-	-
4710 Interest on Investments	20,370	5,863	29,000	29,000	20,000
4801 Charges for Serv.- Nontax	821,855	819,156	830,000	830,000	825,680
5005 Sale of City Property - Tax	-	1,092	500	500	1,000
5016 Lease Revenue	400	400	400	400	400
5071 Customer Penalty	7,044	6,650	7,000	7,000	7,000
<b>Total Revenue</b>	<b>\$ 2,895,765</b>	<b>\$ 2,878,296</b>	<b>\$ 2,911,868</b>	<b>\$ 2,911,868</b>	<b>\$ 2,899,048</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 81,381	\$ 90,892	\$ 79,315	\$ 79,315	\$ 88,760
6104 Call Time	352	269	600	600	450
6105 Overtime	800	345	500	500	500
6108 Part-Time	208	47	-	-	-
6150 Fringes	31,307	30,920	29,387	29,387	33,112
6201 Training\Conferences	135	135	800	800	800
6301 Office Supplies	1,342	629	1,405	1,405	1,405
6303 Memberships & Licenses	234	165	181	181	190
6304 Postage\Freight	18,755	20,880	20,300	20,300	20,300
6305 Awards & Recognition	945	554	945	945	945
6320 Printing & Reproduction	3,226	4,410	4,000	4,000	4,200
6321 Clothing	728	763	900	900	775
6323 Safety Supplies	513	356	700	700	700
6324 Medical\Lab Supplies	93	115	100	100	100
6403 Bank Services	5,559	5,620	5,580	5,580	5,700
6412 Advertising/Publication	-	-	100	100	100
6413 Utilities	57,600	49,031	56,351	56,351	54,898
6420 Facilities Charges	21,081	22,276	20,991	20,991	22,472
6424 Software support	1,953	3,132	2,400	2,400	3,000
6425 CEA Equip. Rental	17,047	25,296	19,100	19,100	20,100
6430 Health Services	76	19	50	50	50
6451 Laundry Services	-	-	100	100	-
6501 Insurance	27,250	30,583	33,240	33,240	33,240
6599 Other Contracts/Obligations	605	1,462	905	905	905
6623 Uncollectible Accounts	357	348	850	850	850
7914 Transfer Out - Capital Projects	334,700	89,605	25,000	25,000	-
<b>Total Expense</b>	<b>\$ 606,247</b>	<b>\$ 377,852</b>	<b>\$ 303,800</b>	<b>\$ 303,800</b>	<b>\$ 293,552</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Postage/Freight</u>	
City service invoice postage allocation	\$ 17,500
City service invoice folding/inserting	1,300
Other shipping	1,500
	<u>\$ 20,300</u>

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Recycling**

**Business Unit 2221**

**PROGRAM MISSION**

Implement and maintain a cost effective residential recycling program to reduce the amount of solid waste entering the landfill

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Continue to work with Outagamie County to educate and update the citizens on proper recycling practices  
Continue to seek out interested parties to haul yard materials from City sites eliminating the need for City crews to haul materials long distances.  
Continue to grind brush for the Park and Recreation Department to use as wood chips in the parks.

**Major changes in Revenue, Expenditures, or Programs:**

The decrease in revenue is due to the termination of the \$3.00/cart quarterly recycling cart fee. It is anticipated that the revenue necessary to fully reimburse the City for the cost of the recycling carts will be received by mid 2017.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	3,090	3,064	3,090	3,090	3,064
Cost effective commercial recycling					
Cost/ton	\$ 120.73	\$ 125.93	\$ 122.00	\$ 122.00	\$ 127.00
<b>Strategic Outcomes</b>					
Sources of additional revenue					
# of commercial recycling customers	357	360	360	360	360
\$ of revenue from chipper rental	\$ 3,874	\$ 2,875	\$ 4,000	\$ 3,000	\$ 3,000
# of violations from Outagamie County Landfill	0	0	0	0	0
<b>Work Process Outputs</b>					
Material diverted from the landfill					
Diversion rate	23.7%	24.0%	25.0%	25.0%	26.0%
Tons of material collected					
Residential - co-mingled	6,029	6,174	6,100	6,100	6,175
Commercial - total	463	452	465	460	460
Hours chipping material	499	567	600	570	570
Yard waste sites:					
Avg # of users per day - weekday (peak)	700	700	700	700	700
Avg # of users per day - weekend (peak)	875	875	900	900	900

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Recycling**

**Business Unit 2221**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Serv.- Nontax	\$ 346,561	\$ 351,798	\$ 350,000	\$ 350,000	\$ 195,000
4802 Charges for Serv. - Tax	21,205	10,868	15,500	15,500	10,500
4872 Commercial Recycling	92,958	111,076	105,000	105,000	112,000
4908 Misc. Intergov. Charges	27	-	-	-	-
5010 Misc Revenue - Nontax	150	116	-	-	-
5011 Misc Revenue - Tax	6,404	175	5,000	5,000	-
5035 Other Reimbursements	-	869	-	-	600
5071 Customer Penalty	2,180	2,117	800	800	1,080
<b>Total Revenue</b>	<b>\$ 469,485</b>	<b>\$ 477,019</b>	<b>\$ 476,300</b>	<b>\$ 476,300</b>	<b>\$ 319,180</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 50,299	\$ 45,800	\$ 67,639	\$ 67,639	\$ 66,216
6104 Call Time	380	367	500	500	500
6105 Overtime	79	220	150	150	150
6108 Part Time	457	-	-	-	-
6150 Fringes	19,968	18,249	17,300	17,300	17,338
6303 Memberships & Licenses	100	125	100	100	125
6308 Landscape Supplies	450	379	425	425	400
6309 Shop Supplies & Tools	1,390	1,801	1,700	1,700	1,800
6327 Miscellaneous Equipment	11,034	12,296	12,000	12,000	12,150
6328 Signs	-	54	50	50	50
6407 Collection Services	6,784	5,512	6,000	6,000	6,000
6413 Utilities	1,622	1,473	1,614	1,614	1,600
6425 CEA Equip. Rental	47,558	41,816	45,346	45,346	45,346
6623 Uncollectible Accounts	113	154	-	-	150
<b>Total Expense</b>	<b>\$ 140,234</b>	<b>\$ 128,246</b>	<b>\$ 152,824</b>	<b>\$ 152,824</b>	<b>\$ 151,825</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Miscellaneous Equipment**

70 - 90/gal containers @ \$55 ea	\$ 3,850
5 - 300/gal containers @ \$300 ea	1,500
10 - 450/gal containers @ \$400 ea	4,000
Replacement parts	2,800
	<u>\$ 12,150</u>

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Solid Waste Collection**

**Business Unit 2223**

**PROGRAM MISSION**

Provide regularly scheduled and special collections of solid waste

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Continue to evaluate the automated collection routes for efficiencies
- Continue to assess the needs of the community and provide great customer service
- Continue to monitor the bi-weekly collection of large item (bulky) overflow
- Continue to monitor the impact of the curbside recycling program

**Major changes in Revenue, Expenditures, or Programs:**

An estimated \$21,000 is being budgeted for hauling brush to the WWTP compost site.

A slight increase is being seen in the sale of appliance tags, as well as the amount of grass clippings being brought to the yardwaste sites.

Outagamie County is no longer in need of chipping services which is reflected in the reduction of intergovernmental charges.

**PERFORMANCE INDICATORS**

	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Target 2016</b>	<b>Projected 2016</b>	<b>Target 2017</b>
<b>Client Benefits/Impacts</b>					
Service area					
# of automated stops/day	5,122	5,136	5,132	5,132	5,140
Additional services provided					
# special collections (annual)					
Storm	0	0	0	0	0
Move outs	42	43	50	50	45
Bulky overflow collection	26	26	26	26	26
<b>Strategic Outcomes</b>					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	\$ 151.03	\$ 148.91	\$ 155.00	\$ 155.00	\$ 155.00
Cost/ton of residential automated pickup	\$ 87.50	\$ 86.82	\$ 90.00	\$ 90.00	\$ 90.00
<b>Work Process Outputs</b>					
City cleanliness and public health benefits					
# of tons of refuse collected	19,555	19,934	20,500	20,500	20,500



**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Solid Waste Collection**

**Business Unit 2223**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Service	\$ 18,952	\$ 8,636	\$ 21,000	\$ 21,000	\$ 18,700
4908 Misc. Intergov. Charges	85	127	4,000	4,000	100
5030 Damage to City Property	1,028	-	-	-	-
5055 Appliance Tags	19,296	20,725	16,000	16,000	20,000
5056 Tire Tags	1,333	1,265	1,000	1,000	1,200
5057 Grass Clipping	28,051	25,750	22,000	22,000	24,000
5058 Overflow	49,284	52,412	50,000	50,000	50,000
5085 Cash Short or Over	44	-	-	-	-
<b>Total Revenue</b>	<b>\$ 118,073</b>	<b>\$ 108,915</b>	<b>\$ 114,000</b>	<b>\$ 114,000</b>	<b>\$ 114,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 713,659	\$ 719,372	\$ 738,819	\$ 742,594	\$ 723,702
6104 Call Time	3,896	4,110	5,000	5,000	4,500
6105 Overtime	10,536	13,248	12,000	12,000	12,500
6108 Part-Time	5,550	1,311	5,850	5,850	5,940
6150 Fringes	287,381	296,175	306,323	306,323	306,126
6306 Shop Supplies & Tools	392	297	400	400	400
6311 Paint & Supplies	251	73	250	250	250
6322 Gas Purchases	1,645	385	1,500	1,500	1,500
6327 Miscellaneous Equipment	73,589	73,403	76,200	76,200	76,785
6407 Collection Services	2,097	2,250	2,310	2,310	2,400
6408 Contractor Fees	704	966	2,000	2,000	1,500
6415 Tipping Fees	865,866	878,330	927,500	927,500	927,500
6418 Equip Repairs & Maint	-	482	-	-	-
6425 CEA Equip. Rental	736,841	641,633	782,513	782,513	742,976
6429 Interfund Allocations	(3,935)	(2,876)	(6,000)	(6,000)	(3,000)
6503 Rent	24	24	24	24	24
<b>Total Expense</b>	<b>\$ 2,698,496</b>	<b>\$ 2,629,183</b>	<b>\$ 2,854,689</b>	<b>\$ 2,858,464</b>	<b>\$ 2,803,103</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Replacement automated containers	\$ 72,390
Replacement parts	500
(3) GPS units	1,095
Replacement (2) College Ave decorative carts	2,800
	<u>\$ 76,785</u>

Tipping Fees

Residential/curbside pickup	\$ 922,500
Rubbish disposal	5,000
	<u>\$ 927,500</u>

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Landfill Maintenance**

**Business Unit 2230**

**PROGRAM MISSION**

Maintain and monitor the condition of this site to insure compliance with Department of Natural Resources requirements

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Perform routine inspections of the landfill site to monitor the overall condition and provide the necessary maintenance to prevent site deterioration

Comply with mandated Department of Natural Resources regulations

Work with Valley Aero Modelers (VAM) to make the site usable for their club and community events

**Major changes in Revenue, Expenditures, or Programs:**

The 2017 budget includes funds for the preparation of a Stormwater Pollution Prevention Plan for this site, as required by Wisconsin Department of Natural Resource's Phase 2 Stormwater Permit.

The budget also includes funds for cleaning the north ditch, which is needed every 3-5 years.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safety of the surrounding environment					
# of private wells showing impact from landfill	0	0	0	0	0
<b>Strategic Outcomes</b>					
Preventive maintenance					
# of DNR non-compliance notices received	0	0	0	0	0
# of maintenance projects	0	0	2	2	1
<b>Work Process Outputs</b>					
Regulatory compliance					
Reporting to the DNR	2	2	2	2	2
Corrective actions generated from quarterly inspections	2	2	2	2	2

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Landfill Maintenance**

**Business Unit 2230**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 3,889	\$ 3,520	\$ 4,064	\$ 4,064	\$ 4,166
6108 Part-Time	136	14	-	-	-
6150 Fringes	1,467	1,270	1,396	1,396	1,449
6325 Construction Materials	54	45	500	500	500
6404 Consulting Services	69,140	53,207	62,748	70,364	65,142
6413 Utilities	6,756	6,910	7,588	7,588	7,660
6420 Facilities charges	-	-	1,500	1,500	-
6425 CEA Equip. Rental	2,907	917	1,450	1,450	1,450
6454 Grounds Repair & Maint.	1,480	1,540	1,600	1,600	6,400
6501 Insurance	12,978	10,815	14,000	14,000	10,815
6599 Other Contracts/Obligations	752	752	760	760	760
Total Expense	<u>\$ 99,559</u>	<u>\$ 78,990</u>	<u>\$ 95,606</u>	<u>\$ 103,222</u>	<u>\$ 98,342</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

Consultant to perform sampling and reporting (sediment, gas and water)	\$ 54,683
Replace monitoring well	5,459
Pollution Prevention plan for Landfill	5,000
	<u>\$ 65,142</u>

Insurance

Risk management - 3rd yr. amortization of a 5 year policy	\$ 10,815
	<u>\$ 10,815</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Interest Income	20,553	6,030.14	5,928	29,000	29,000	20,000	20,000
Charges for Services	1,301,531	1,301,533.79	890,442	1,321,500	1,321,500	1,161,880	1,161,880
Intergov. Charges for Service	112	126.63	127	4,000	4,000	100	100
Other Revenues	115,215	111,570.54	116,106	102,700	102,700	105,280	105,280
<b>TOTAL REVENUES</b>	<b>1,437,411</b>	<b>1,419,261.10</b>	<b>1,012,603</b>	<b>1,457,200</b>	<b>1,457,200</b>	<b>1,287,260</b>	<b>1,287,260</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	14,597	13,894.86	10,212	15,318	15,318	16,396	16,396
Labor Pool Allocations	728,833	715,153.94	525,077	861,559	865,334	854,398	854,398
Call Time	4,628	4,745.72	2,680	6,100	6,100	5,450	5,450
Overtime	11,415	13,813.54	9,966	12,650	12,650	13,150	13,150
Part-Time	6,351	1,371.64	4,561	5,850	5,850	5,940	5,940
Other Compensation	5,014	5,568.80	3,880	12,400	12,400	11,500	11,500
Shift Differential	519	472.55	338	560	560	550	550
Sick Pay	2,095	14,267.01	9,036	0	0	0	0
Vacation Pay	98,170	110,226.04	62,882	0	0	0	0
Fringes	340,122	346,614.63	252,925	354,406	354,406	358,025	358,025
<b>Salaries &amp; Fringe Benefits</b>	<b>1,211,744</b>	<b>1,226,128.73</b>	<b>881,557</b>	<b>1,268,843</b>	<b>1,272,618</b>	<b>1,265,409</b>	<b>1,265,409</b>
Training & Conferences	135	135.00	0	800	800	800	800
Office Supplies	1,342	628.72	462	1,405	1,405	1,405	1,405
Memberships & Licenses	334	290.00	315	281	281	315	315
Postage & Freight	18,755	20,880.43	9,837	20,300	20,300	20,300	20,300
Awards & Recognition	945	554.05	136	945	945	945	945
Insurance	40,228	41,397.96	35,745	47,240	47,240	44,055	44,055
Rent	24	24.00	24	24	24	24	24
Uncollectible Accounts	470	502.36	353	850	850	1,000	1,000
Trans Out - Capital Projects	334,700	89,605.00	0	25,000	25,000	0	0
<b>Administrative Expense</b>	<b>396,933</b>	<b>154,017.52</b>	<b>46,872</b>	<b>96,845</b>	<b>96,845</b>	<b>68,844</b>	<b>68,844</b>
Landscape Supplies	450	378.75	362	425	425	400	400
Shop Supplies & Tools	1,782	2,098.09	853	2,100	2,100	2,200	2,200
Paint & Supplies	251	73.39	10	250	250	250	250
Printing & Reproduction	3,226	4,409.80	2,701	4,000	4,000	4,200	4,200
Clothing	728	762.89	417	900	900	775	775
Gas Purchases	1,645	384.77	403	1,500	1,500	1,500	1,500
Safety Supplies	513	355.89	448	700	700	700	700
Medical & Lab Supplies	93	114.40	58	100	100	100	100
Construction Materials	54	45.36	0	500	500	500	500
Miscellaneous Equipment	84,623	85,699.27	54,770	88,200	88,200	88,935	88,935
Signs	0	54.08	0	50	50	50	50
<b>Supplies &amp; Materials</b>	<b>93,365</b>	<b>94,376.69</b>	<b>60,022</b>	<b>98,725</b>	<b>98,725</b>	<b>99,610</b>	<b>99,610</b>
Bank Services	5,559	5,620.25	3,502	5,580	5,580	5,700	5,700
Consulting Services	69,140	53,207.28	31,770	62,748	70,364	65,142	65,142
Collection Services	8,881	7,762.03	5,074	8,310	8,310	8,400	8,400
Contractor Fees	704	966.02	0	2,000	2,000	1,500	1,500
Advertising	0	.00	548	100	100	100	100
Tipping Fees	865,866	878,330.08	354,599	927,500	927,500	927,500	927,500
Interfund Allocations	3,935	2,875.83	972	6,000	6,000	3,000	3,000
Health Services	76	19.00	0	50	50	50	50
Laundry Services	0	.00	0	100	100	0	0
Other Contracts/Obligations	1,357	2,214.14	1,033	1,665	1,665	1,665	1,665
<b>Purchased Services</b>	<b>947,648</b>	<b>945,242.97</b>	<b>395,554</b>	<b>1,002,053</b>	<b>1,009,669</b>	<b>1,007,057</b>	<b>1,007,057</b>
Electric	25,150	23,521.81	18,095	26,415	26,415	26,401	26,401
Gas	12,385	6,004.40	3,359	8,719	8,719	8,719	8,719
Water	4,608	4,076.49	3,348	4,486	4,486	4,486	4,486
Waste Disposal/Collection	2,033	1,758.37	1,459	2,044	2,044	1,984	1,984
Stormwater	19,825	19,967.78	14,330	21,657	21,657	20,180	20,180
Telephone	837	958.85	770	960	960	1,164	1,164
Cellular Telephone	1,140	1,126.14	687	1,272	1,272	1,224	1,224

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Utilities	65,978	57,413.84	42,048	65,553	65,553	64,158	64,158
Equipment Repair & Maintenance	0	482.03	121	0	0	0	0
Facilities Charges	21,081	22,275.99	13,422	22,491	22,491	22,472	22,472
Software Support	1,953	3,131.80	2,932	2,400	2,400	3,000	3,000
CEA Equipment Rental	804,352	709,661.10	558,354	848,409	848,409	809,872	809,872
Grounds Repair & Maintenance	1,480	1,540.00	0	1,600	1,600	6,400	6,400
Repair & Maintenance	828,866	737,090.92	574,829	874,900	874,900	841,744	841,744
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	3,544,534	3,214,270.67	2,000,882	3,406,919	3,418,310	3,346,822	3,346,822

**CITY OF APPLETON 2017 BUDGET**  
**SANITATION FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

<b>Revenues</b>	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Property Taxes	\$ 2,045,913	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968
Interest Income	20,553	6,030	29,000	15,000	20,000
Charges for Services	1,400,665	1,401,813	1,414,500	1,410,000	1,257,180
Sale of City Property	-	1,092	500	500	1,000
Other	16,192	10,327	13,200	13,000	9,080
<b>Total Revenues</b>	<b>3,483,323</b>	<b>3,464,230</b>	<b>3,502,168</b>	<b>3,483,468</b>	<b>3,332,228</b>
<b>Expenses</b>					
Program Costs	3,209,836	3,124,666	3,381,919	3,393,310	3,346,822
<b>Other Financing Sources (Uses)</b>					
Transfer Out - Capital Projects	(334,700)	(89,605)	(25,000)	-	-
Net Change in Equity	(61,213)	249,959	95,249	90,158	(14,594)
Fund Balance - Beginning	1,087,732	1,026,519	1,276,478	1,276,478	1,366,636
Fund Balance - Ending	<u>\$ 1,026,519</u>	<u>\$ 1,276,478</u>	<u>\$ 1,371,727</u>	<u>\$ 1,366,636</u>	<u>\$ 1,352,042</u>

**Discussion of changes in fund balances:**

In 2000, when the capitalization threshold was raised to \$10,000, \$774,755 was transferred back to Sanitation from CEA for replacement of trash cans designed for pick-up by automated sanitation trucks because those cans no longer met the revised capitalization threshold. The history of the use of the container replacement balance is presented below:

In 2013, the City converted to an automated recycling cart system investing \$1,240,300 for purchase of the new carts. The new carts along with the continuing maintenance costs were to be funded by a \$3/quarter charge to customers. The history of the collections are presented below:

**Refuse Can Replacement**

Year	Amount	Balance
		774,755
2000	(16,674)	758,081
2001	(18,209)	739,872
2002	(33,778)	706,094
2003	(25,977)	680,117
2004	(20,250)	659,867
2005	(21,650)	638,217
2006	(32,850)	605,367
2007	(27,325)	578,042
2008	(20,000)	558,042
2009	(13,300)	544,742
2010	(28,866)	515,876
2011	(44,042)	471,834
2012	(35,750)	436,084
2013	(57,096)	378,988
2014	(48,552)	330,436
2015	(64,970)	265,466
2016 Projected	(70,000)	195,466
2017 Budget	(72,390)	123,076

**Recycling Cart Funding**

Revenue	Balance
	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
196,169	1,240,300
299,927	1,044,131
301,128	744,204
300,000	443,076
143,076	143,076
	-



**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Subdivision**

**Business Unit 4010**

**PROGRAM MISSION**

This program accounts for funding sources and expenditures for various infrastructure projects.

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

This fund is utilized for new subdivision work only, including administration, engineering, street lights, street signs, and temporary asphalt streets within the subdivision. This fund will not be utilized to refurbish an existing roadway.

For subdivisions platted between January 1, 2004 and December 31, 2014, the City does not advance money for new subdivision development. The developer is required to obtain a standby line of credit from which the City will have exclusive rights to draw all applicable costs. Upon completion of contracts and any other outstanding issues, the City will release the lien. For ease of administration, all other expenditures in this budget will be administered by the City for immediate reimbursement by the developer, versus direct payment from the line of credit to the vendor. For developments approved prior to January 1, 2004 or after December 31, 2014, the City will advance money for development and recoup it via special assessments.

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

Project	Amount	Page
New Concrete Paving	\$ 551,925	Projects, Pg. 572
Sidewalks	23,755	Projects, Pg. 580
	<u>\$ 575,680</u>	

**Major changes in Revenue, Expenditures, or Programs:**

In 2014, the Common Council amended the subdivision portion of the special assessment policy to no longer require developers to maintain a line of credit for the cost of final concrete streets in new subdivisions. This policy change is effective for subdivisions platted after January 1, 2015. Construction costs for final concrete will be paid by the City and recouped through special assessments to benefited property owners.

**PERFORMANCE INDICATORS**

Actual 2014   Actual 2015   Target 2016   Projected 2016   Target 2017

Note: Since this program exists solely to account for funding sources and expenditures for various infrastructure investments relating to the development of new subdivisions, there are no continuing performance measures.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
	<b>Program Revenues</b>	\$ 1,144,403	\$ 1,529,866	\$ 489,400	\$ 489,400	\$ 613,318	25.32%
	<b>Program Expenses</b>	\$ 1,452,788	\$ 1,987,515	\$ 1,277,698	\$ 1,313,191	\$ 850,680	-33.42%
<b>Expenses Comprised Of:</b>							
	Personnel	137,110	144,558	144,913	146,556	44,491	-69.30%
	Administrative Expense	-	-	-	-	275,000	N/A
	Supplies & Materials	98,136	25,837	24,124	57,974	12,810	-46.90%
	Purchased Services	34,268	3,079	5,000	5,000	5,000	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	19,780	15,298	11,450	11,450	6,450	-43.67%
	Capital Expenditures	1,163,494	1,798,743	1,092,211	1,092,211	506,929	-53.59%

\* % change from prior year adopted budget  
Subdivision Devel Fund.xls



## CITY OF APPLETON 2017 BUDGET CAPITAL PROJECTS FUNDS

**Subdivision**

**Business Unit 4010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4110 Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
4614 Miscellaneous Specials	1,074,021	843,242	430,000	430,000	180,000
4710 Interest on Investments	19,388	6,412	14,400	14,400	14,400
4730 Interest - Deferred Specials	50,994	35,262	45,000	45,000	45,000
5035 Other Reimbursements	-	644,950	-	-	373,918
<b>Total Revenue</b>	<b>\$ 1,644,403</b>	<b>\$ 2,029,866</b>	<b>\$ 989,400</b>	<b>\$ 989,400</b>	<b>\$ 1,113,318</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 100,392	\$ 103,047	\$ 108,098	\$ 109,741	\$ 31,057
6105 Overtime	1,584	1,485	2,944	2,944	2,842
6108 Part-Time	1,287	1,308	1,247	1,247	1,037
6150 Fringes	33,847	38,718	32,624	32,624	9,555
6308 Landscape Supplies	14,430	18,920	8,624	42,474	1,310
6309 Shop Supplies & Tools	214	369	-	-	-
6325 Construction Materials	82,125	5,529	14,000	14,000	11,000
6328 Signs	1,368	1,019	1,500	1,500	500
6404 Consulting Services	461	99	5,000	5,000	5,000
6408 Contractor Fees	33,807	2,980	-	-	-
6425 CEA Equip. Rental	19,779	15,298	11,450	11,450	6,450
6809 Infrastructure Construction	1,163,494	1,798,743	1,092,211	1,092,211	506,929
7911 Trans Out - General Fund	-	-	-	-	275,000
<b>Total Expense</b>	<b>\$ 1,452,788</b>	<b>\$ 1,987,515</b>	<b>\$ 1,277,698</b>	<b>\$ 1,313,191</b>	<b>\$ 850,680</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

2017	Street	From	To	4010
Labor Pool				44,491
CEA				6,450
Consultant				
Sidewalk - new				13,755
Sidewalk - 6 month waivers				10,000
<b>Subtotal</b>				<b>23,755</b>
Material Testing				5,000
<b>Subtotal</b>				<b>5,000</b>
Grade & Gravel	No 2017 Grade & Gravel projects			-
<b>Subtotal</b>				-
Asphalt following Grade & Gravel	No 2017 Asphalt projects			-
<b>Subtotal</b>				-
New Concrete	Ashford Ct	Celtic Crossing	cds	122,066
	Bluewater Way	Haymeadow	Summerland Dr	132,176
	Haymeadow Ave	Morningsun	Bluewater Way	155,523
	Midsummer Ct	Bluewater Way	cds	86,219
<b>Subtotal</b>				<b>495,984</b>
<b>Total Concrete Paving</b>				<b>\$ 575,680</b>

**CITY OF APPLETON 2017 BUDGET  
SUBDIVISION DEVELOPMENT FUND**

**Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Special Assessments	1,074,021	843,242	430,000	430,000	180,000
Interest Income	70,382	41,674	59,400	50,000	59,400
Other	-	644,950	-	-	-
Total Revenues	<u>1,644,403</u>	<u>2,029,866</u>	<u>989,400</u>	<u>980,000</u>	<u>739,400</u>
<b>Expenses</b>					
Program Costs	<u>1,452,788</u>	<u>1,987,515</u>	<u>1,277,698</u>	<u>1,313,191</u>	<u>575,680</u>
Total Expenses	<u>1,452,788</u>	<u>1,987,515</u>	<u>1,277,698</u>	<u>1,313,191</u>	<u>575,680</u>
Revenues over (under) Expenses	191,615	42,351	(288,298)	(333,191)	163,720
<b>Other Financing Sources (Uses)</b>					
Operating Transfers Out	-	-	-	-	(275,000)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(275,000)</u>
Net Change in Equity	191,615	42,351	(288,298)	(333,191)	(111,280)
Fund Balance - Beginning	<u>1,430,472</u>	<u>1,622,087</u>	<u>1,664,438</u>	<u>1,664,438</u>	<u>1,331,247</u>
Fund Balance - Ending	<u>\$ 1,622,087</u>	<u>\$ 1,664,438</u>	<u>\$ 1,376,140</u>	<u>\$ 1,331,247</u>	<u>\$ 1,219,967</u>
<b>Unreserved Designated Fund Balance Policy Compliance</b>					
<i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i>					<u>496,879</u>
<i>Maximum (80% of the most recent five year average of subdivision development expenditures)</i>					
2016 projected		1,313,191			
2015 actual		1,987,515			
2014 actual		1,452,788			
2013 actual		1,490,440			
2012 actual		1,397,430			
					<u>1,222,618</u>



## CITY OF APPLETON 2017 BUDGET CAPITAL PROJECTS FUNDS

**Public Works**

**Business Unit 4240**

### PROGRAM MISSION

This program accounts for funding sources and expenditures for various public works projects.

### PROGRAM NARRATIVE

**Link to Strategy:**

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

**Objectives:**

This fund provides for a variety of Public Works capital needs.

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

Project	Amount	Page
Concrete Paving	\$ 3,599,906	Projects, Pg. 572
Sidewalk program	249,050	Projects, Pg. 580
Traffic cameras	27,500	Projects, Pg. 566
Street lighting improvements	126,883	Projects, Pg. 565
Bridge improvements	286,448	Projects, Pg. 564
Mobility study improvements	100,000	Projects, Pg. 601
	<u>\$ 4,389,787</u>	

**Major program changes:**

Bridge improvements: The expenditures for reconstruction of the Lawe Street, South Island Street, Olde Oneida Street, and Memorial Drive bridges are a State shared (80%) project. Included in this budget is the City's portion of the project. The State will hold the contract.

### PERFORMANCE INDICATORS

Actual 2014   Actual 2015   Target 2016   Projected 2016   Target 2017

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

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 576,735	\$ 5,013	\$ 1,241,057	\$ 1,241,057	\$ -	-100.00%
<b>Program Expenses</b>		\$ 1,758,118	\$ 2,416,739	\$ 4,522,978	\$ 4,866,217	\$ 4,389,787	-2.94%
<b>Expenses Comprised Of:</b>							
Personnel		83,849	120,338	160,110	160,110	136,997	-14.44%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		441,620	40,116	382,990	382,990	163,500	-57.31%
Purchased Services		14,082	28,891	204,800	283,609	325,000	58.69%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		26,131	1,529	8,600	8,600	2,400	-72.09%
Capital Expenditures		1,192,436	2,225,865	3,766,478	4,030,908	3,761,890	-0.12%

\* % change from prior year adopted budget  
Public Works Cap Proj Fund.xls

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Public Works**

**Business Unit 4240**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	1,000	129	-	-	-
5035 Other Reimbursements	275,735	4,884	1,241,057	1,241,057	-
5910 Proceeds of Long-term Debt	1,317,204	2,606,674	3,281,921	3,281,921	4,389,787
5922 Trans In - Special Revenue	300,000	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,893,939</b>	<b>\$ 2,611,687</b>	<b>\$ 4,522,978</b>	<b>\$ 4,522,978</b>	<b>\$ 4,389,787</b>
<b>Expenses</b>					
6102 Labor Pool Allocations	\$ 59,304	\$ 88,608	\$ 124,102	\$ 124,102	\$ 100,170
6105 Overtime	1,427	169	-	-	3,956
6108 Part Time	2,910	-	-	-	-
6150 Fringes	20,208	31,561	36,008	36,008	32,871
6308 Landscape Supplies	-	1,600	6,170	6,170	3,500
6325 Construction Materials	313,049	38,516	217,820	217,820	125,000
6327 Miscellaneous Equipment	126,182	-	139,000	139,000	25,000
6328 Signs	2,389	-	20,000	20,000	10,000
6404 Consulting Services	-	26,254	107,800	186,609	325,000
6408 Contractor Fees	11,384	2,637	97,000	97,000	-
6415 Tipping Fees	2,698	-	-	-	-
6425 CEA Equipment Rental	26,131	1,529	8,600	8,600	2,400
6801 Land	42,973	1,500	-	-	-
6809 Infrastructure Construction	1,149,463	2,224,365	3,766,478	4,030,908	3,761,890
<b>Total Expense</b>	<b>\$ 1,758,118</b>	<b>\$ 2,416,739</b>	<b>\$ 4,522,978</b>	<b>\$ 4,866,217</b>	<b>\$ 4,389,787</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Construction materials</u>		<u>Infrastructure Construction</u>	
LED street light fixtures	\$ 125,000	Concrete Paving	\$ 3,512,840
	<u>\$ 125,000</u>	Sidewalk	<u>249,050</u>
			<u>\$ 3,761,890</u>
<u>Miscellaneous Equipment</u>			
Traffic cameras	\$ 25,000		
	<u>\$ 25,000</u>		
<u>Consulting Services</u>			
Roemer Rd. over drainage ditch	\$ 160,000		
S. Island St. over power canal	25,000		
Olde Oneida St. over S. canal	20,000		
Lawe St. over Fox River	20,000		
Mobility study improvements	100,000		
	<u>\$ 325,000</u>		

**CITY OF APPLETON 2017 BUDGET  
PUBLIC WORKS PROJECTS**

**Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	1,000	129	-	-	-
Other	275,735	4,884	1,241,057	1,241,057	-
Total Revenues	<u>276,735</u>	<u>5,013</u>	<u>1,241,057</u>	<u>1,241,057</u>	<u>-</u>
<b>Expenses</b>					
Program Costs	<u>1,758,118</u>	<u>2,416,739</u>	<u>4,522,978</u>	<u>4,866,217</u>	<u>4,389,787</u>
Total Expenses	<u>1,758,118</u>	<u>2,416,739</u>	<u>4,522,978</u>	<u>4,866,217</u>	<u>4,389,787</u>
Revenues over (under) Expenses	(1,481,383)	(2,411,726)	(3,281,921)	(3,625,160)	(4,389,787)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	1,317,204	2,606,674	3,281,921	3,234,317	4,389,787
Transfer In - General Fund	-	-	-	-	-
Transfer In - Special Revenue	300,000	-	-	-	-
Total Other Financing Sources (Uses)	<u>1,617,204</u>	<u>2,606,674</u>	<u>3,281,921</u>	<u>3,234,317</u>	<u>4,389,787</u>
Net Change in Equity	135,821	194,948	-	(390,843)	-
Fund Balance - Beginning	<u>60,074</u>	<u>195,895</u>	<u>390,843</u>	<u>390,843</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 195,895</u>	<u>\$ 390,843</u>	<u>\$ 390,843</u>	<u>\$ -</u>	<u>\$ -</u>



**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Wheel Tax**

**Business Unit 2650**

**PROGRAM MISSION**

This program accounts for receipt of State wheel tax proceeds and related transfer of funds to road reconstruction projects.

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

The wheel tax is a fee added to the cost of vehicle registrations and subsequent annual renewals. The City Council adopted a \$20 per vehicle wheel tax in 2014 to replace special assessments as a funding mechanism for road reconstruction projects. The fee is collected by the State Department of Transportation (which retains 17 cents per vehicle) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted for road reconstruction expenditures only.

**Major program changes:**

Effective July 1, 2016, the reimbursement rate retained by the State for the wheel tax increased from 10 cents per vehicle to 17 cents per vehicle. Based on an estimate of 68,000 registered vehicles in the City, this change decreases City revenue approximately \$4,760 annually.

**PERFORMANCE INDICATORS**

**Actual 2014    Actual 2015    Target 2016    Projected 2016    Target 2017**

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

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
	<b>Program Revenues</b>	\$ -	\$ 1,275,331	\$ 1,512,400	\$ 1,512,400	\$ 1,355,000	-10.41%
	<b>Program Expenses</b>	\$ -	\$ 1,275,331	\$ 1,512,400	\$ 1,512,400	\$ 1,355,000	-10.41%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	1,275,331	1,512,400	1,512,400	1,355,000	-10.41%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A



**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Wheel Tax**

**Business Unit 2650**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4150 Wheel Tax	\$ -	\$ 1,275,331	\$ 1,512,400	\$ 1,512,400	\$ 1,355,000
Total Revenue	<u>\$ -</u>	<u>\$ 1,275,331</u>	<u>\$ 1,512,400</u>	<u>\$ 1,512,400</u>	<u>\$ 1,355,000</u>
Expenses					
7911 Transfer Out - DPW Streets	-	1,275,331	1,512,400	1,512,400	1,355,000
Total Expense	<u>\$ -</u>	<u>\$ 1,275,331</u>	<u>\$ 1,512,400</u>	<u>\$ 1,512,400</u>	<u>\$ 1,355,000</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
WHEEL TAX FUND**

**Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Wheel Tax	\$ -	\$ 1,275,331	\$ 1,512,400	\$ 1,353,800	\$ 1,355,000
Total Revenues	<u>-</u>	<u>1,275,331</u>	<u>1,512,400</u>	<u>1,353,800</u>	<u>1,355,000</u>
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	-	1,275,331	1,512,400	1,353,800	1,355,000
<b>Other Financing Sources (Uses)</b>					
Transfer Out - General Fund (DPW)	-	(1,275,331)	(1,512,400)	(1,353,800)	(1,355,000)
Total Other Financing Sources (Uses)	<u>-</u>	<u>(1,275,331)</u>	<u>(1,512,400)</u>	<u>(1,353,800)</u>	<u>(1,355,000)</u>
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2017 BUDGET**

**PARKING UTILITY**

**Public Works Director: Paula A. Vandehey**

**Deputy Director/City Engineer: Ross M. Buetow**

**Deputy Director of Operations-DPW: Nathan D. Loper**

## **CITY OF APPLETON 2017 BUDGET PARKING UTILITY**

### **MISSION STATEMENT**

To provide clean, safe on-and-off street downtown parking using managerial and financial practices that maintain the financial solvency of the Parking Utility.

To professionally enforce downtown parking ordinances while maintaining a customer friendly environment.

### **DISCUSSION OF SIGNIFICANT 2016 EVENTS**

Continued to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system

Continued implementation of the Downtown Parking Study recommendations (conversion to pay-on-exit)

Implemented new Pay-on-Exit and monthly Parking Permit Fee structures

Fully implemented credit card use in the Red, Green and Yellow Parking Ramps

Began implementation of parking changes to coincide with construction/completion of the Fox Cities Exhibition Center

Completed miscellaneous ramp repairs in accordance with consultant reports and recommendations

Continued coordination efforts related to the anticipated demolition/replacement of the Blue Parking Ramp

Sealed concrete decks of the Red Ramp

Performed lighting fixture upgrades at the Yellow and Green Ramps

Continued ongoing program of meter mechanism/housing/bracket replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Completed next phase of security camera installations/replacements in City parking ramps

Worked with local downtown hotels to implement a validation system to be used by hotel guests making it convenient for guests to pay parking along with room fees

## CITY OF APPLETON 2017 BUDGET PARKING UTILITY

### MAJOR 2017 OBJECTIVES

Continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system

Continue implementation of recommendations from consultant's Downtown Parking Study

Complete miscellaneous ramp repairs in accordance with 2016 consultant structural reports and 2011 End-of-Life study for the Blue Ramp

Implement a system allowing users the option to pay for on-street meters via cell phone app

Continue to implement parking changes coinciding with completion of the exhibition center

Continue coordination efforts related to the anticipated demolition/replacement of the Blue Parking Ramp

Purchase a new enforcement vehicle specially equipped for time-limit parking enforcement throughout the City

Continue ongoing program of line painting of ramp and on-street parking stalls

Seal concrete decks of the Green Ramp

Hire Lead Parking Service Person, a new position created to extend the hours of customer service to help customers with the new pay-on-exit system

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 2,587,718	\$ 2,470,964	\$ 2,549,551	\$ 2,549,551	\$ 2,608,101	2.30%
<b>Program Expenses</b>							
5110	Administration	1,883,424	1,893,401	2,137,149	2,137,815	2,010,306	-5.94%
5120	Operations & Maint.	923,028	1,076,473	1,483,665	1,736,517	1,024,101	-30.97%
5130	Enforcement	167,566	201,644	187,793	188,500	293,507	56.29%
<b>TOTAL</b>		<b>\$ 2,974,018</b>	<b>\$ 3,171,518</b>	<b>\$ 3,808,607</b>	<b>\$ 4,062,832</b>	<b>\$ 3,327,914</b>	<b>-12.62%</b>
<b>Expenses Comprised Of:</b>							
	Personnel	651,348	706,470	693,555	696,821	752,759	8.54%
	Administrative Expense	1,751,278	1,767,883	1,986,240	1,986,240	1,866,830	-6.01%
	Supplies & Materials	35,687	133,450	56,900	66,900	47,000	-17.40%
	Purchased Services	163,893	92,143	132,470	363,470	105,840	-20.10%
	Utilities	233,256	219,233	237,045	237,045	231,719	-2.25%
	Repair & Maintenance	98,621	212,481	182,397	182,397	199,866	9.58%
	Capital Expenditures	39,935	39,858	520,000	529,959	123,900	-76.17%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	11.18	11.30	11.30	11.30	11.50	

\* % change from prior year adopted budget

**CITY OF APPLETON 2017 BUDGET  
PARKING UTILITY**

**Administration**

**Business Unit 5110**

**PROGRAM MISSION**

The Parking Utility uses sound managerial and financial practices to achieve financial solvency of the Parking Utility.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Review existing parking policies against current and future requirements
- Explore ways to improve customer service and contain operating costs
- Research additional ways to compile, review, and disseminate parking statistical data
- Identify technology that will assist in monitoring customer usage
- Refine procedures for reconciling permit sales to collections
- Implement consultant recommendations from Downtown Parking Study to improve operational efficiencies

**Major changes in Revenue, Expenditures, or Programs:**

The budgeted banking service fees include an estimated \$10,800 in credit card fees associated with the use of credit cards at the LUKE pay stations and a pay-as-you-exit option in the ramps.

The debt service payment (Transfer Out) decreases \$200,000, to \$1,200,000, for 2017 and 2018.

The increase in utilities is to add 3 additional cell phones for the ramp attendants, who will now be monitoring for issues customers have in exiting the ramps with the change to pay-as-you-exit.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Effective rate structure policy					
% change in operating revenue received	8.17%	-3.25%	4.72%	4.72%	1.69%
Community events supported	11	11	12	12	12
<b>Strategic Outcomes</b>					
Efficiency of operations					
% change in operating costs	-4.74%	8.89%	3.64%	3.64%	0.54%
<b>Work Process Outputs</b>					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,672 / 2,350	2,581 / 2,350	2,525 / 2,345	2,525 / 2,345	2,700 / 2,345
# of daily meter bags sold	1,682	1,834	1,100	1,560	1,300

**CITY OF APPLETON 2017 BUDGET  
PARKING UTILITY**

**Administration**

**Business Unit 5110**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4710 Interest on Investments	\$ 20,722	\$ 8,432	\$ 25,000	\$ 25,000	\$ 25,000
5005 Sale of City Property	1,305	24,048	-	-	-
5006 Gain (Loss) on Asset Disposal	-	(10,595)	-	-	-
5010 Misc Revenue - Nontax	1	-	1	1	1
5035 Other Reimbursements	2,645	261	-	-	-
<b>Total Revenue</b>	<b>\$ 24,673</b>	<b>\$ 22,146</b>	<b>\$ 25,001</b>	<b>\$ 25,001</b>	<b>\$ 25,001</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 87,201	\$ 87,886	\$ 97,569	\$ 98,235	\$ 99,974
6105 Overtime	-	49	-	-	-
6108 Part-Time	134	29	-	-	-
6150 Fringes	29,213	26,536	32,863	32,863	34,112
6201 Training/Conferences	-	60	-	-	-
6301 Office Supplies	411	230	600	600	600
6303 Memberships & Licenses	-	-	600	600	-
6304 Postage/Freight	4,716	4,468	5,200	5,200	5,200
6305 Awards & Recognition	350	349	350	350	350
6309 Shop Supplies & Tools	2,354	4,313	2,500	2,500	2,500
6316 Miscellaneous Supplies	-	57	-	-	-
6320 Printing & Reproduction	-	-	300	300	300
6321 Clothing	86	94	200	200	200
6323 Safety Supplies	20	349	300	300	400
6327 Misc. Equipment	-	-	2,000	2,000	-
6401 Accounting/Audit	2,526	2,641	2,650	2,650	2,700
6403 Bank Services	13,530	15,081	23,440	23,440	23,760
6407 Collection Services	3,947	2,730	3,880	3,880	3,880
6413 Utilities	2,346	2,026	2,556	2,556	3,450
6418 Equip Repairs & Maint	2,131	2,145	2,300	2,300	2,300
6420 Facilities Charges	431	-	451	451	-
6430 Health Services	19	-	-	-	-
6451 Laundry Services	1,485	1,248	900	900	900
6501 Insurance	47,290	48,647	49,190	49,190	57,490
6599 Other Contacts / Obligations	-	52	-	-	-
6601 Depreciation Expense	475,934	479,911	500,000	500,000	562,890
6623 Uncollectible Accounts	-	5,200	-	-	-
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	1,200,000	1,200,000	1,400,000	1,400,000	1,200,000 *
<b>Total Expense</b>	<b>\$ 1,883,424</b>	<b>\$ 1,893,401</b>	<b>\$ 2,137,149</b>	<b>\$ 2,137,815</b>	<b>\$ 2,010,306</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Bank Services**

Bank Charges	\$ 12,000
Investment Fees	960
Credit Card Fees	10,800
<b>Total</b>	<b>\$ 23,760</b>

\* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

**CITY OF APPLETON 2017 BUDGET  
PARKING UTILITY**

**Operations and Maintenance**

**Business Unit 5120**

**PROGRAM MISSION**

The Parking Utility maintains a safe, clean and reliable parking system.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Pressure clean the decks and stairwells in all ramps twice a year  
 Identify and complete maintenance projects in a timely manner  
 Investigate ways to reduce operating expenses without reducing current maintenance and service standards  
 Focus on aesthetics of ramps to encourage ramp usage  
 Enhance preventive maintenance of meters to reduce malfunctions  
 Perform structural repairs in all City ramps in accordance with the consultant's recommendations. The following repairs are scheduled to be completed; see the capital project request on page 623 for further detail:

1. Stair repairs - all ramps
2. Concrete patching - all ramps
3. Crack filling/joint repair - all ramps
4. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2016 Structural Inspections Report could defer some of the work listed above.

**Major changes in Revenue, Expenditures, or Programs:**

The increase in regular salaries is due to a change in the table of organization related to the change to pay-on-exit ramps. The change eliminated the positions that made up the .8 FTE part-time cashier position and added a lead parking service position.  
 Increase in building maintenance and janitorial expenses is \$10,000 for deck sealer for the Green Ramp.  
 No consulting fees were budgeted in 2017 as the structural conditional analysis of the City's four ramps, done every three years, was done in 2016.  
 The pay-on-exit software fees are included while the system is under warranty. Software expense has been reduced for 2017. Software fees include the purchase of a parking meter app system. This app will allow for the acceptance of credit cards to pay fees at metered parking stalls.  
 This budget includes \$25,000 for renovation of the Parking office in the basement of the Green Parking Ramp. Many of the existing office facilities, including flooring, appliances, tables, chairs and workstations, were installed at the time the ramp was built in 1994 and are at the end of their useful lives.  
 An additional \$3,000 is included in miscellaneous equipment, as the organizational changes resulting from the conversion of our ramps to pay-on-exit will require modifications to the office and shop layouts to more efficiently meet the needs of our parking field staff. A monitoring system to view all ramp cameras, an additional computer and workstation for the new lead parking service person and a laptop for one vehicle will be needed.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Reliability of the system					
# of broken meters reported	290	152	300	300	165
% fixed within 24 hours	98%	99%	100%	100%	100%
<b>Strategic Outcomes</b>					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 951	2 / 951	2 / 864	2 / 864	2 / 864
Maintenance staff size to # of unmetered stalls	3 / 3,132	3 / 3,132	3 / 3,142	3 / 3,142	3 / 3,142
Structural inspections performed	0	0	4	4	0
Stalls monitored by pay machines	34	34	34	34	34
<b>Work Process Outputs</b>					
Customer services provided					
# of meter batteries changed	951	951	864	864	864
# of power flushes per ramp	2	2	2	2	2
# of property damages reported	41	35	60	60	50
# of broken gate arms reported/ repaired	19	14	20	20	5



**CITY OF APPLETON 2017 BUDGET  
PARKING UTILITY**

**Operations and Maintenance**

**Business Unit 5120**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4841 Meters - Tax	\$ 631,102	\$ 556,580	\$ 498,000	\$ 498,000	\$ 509,000
4842 Short-term Parking	541,689	536,444	680,950	680,950	684,000
4844 Permit Parking	825,149	848,388	845,000	845,000	870,000
4846 Parking Meter Hood	18,715	16,650	10,000	10,000	14,000
5005 Sale of City Property	-	2,751	-	-	-
5030 Damage to City Property	-	117	-	-	-
5085 Cash Short or Over	474	272	-	-	-
<b>Total Revenue</b>	<b>\$ 2,017,129</b>	<b>\$ 1,961,202</b>	<b>\$ 2,033,950</b>	<b>\$ 2,033,950</b>	<b>\$ 2,077,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 238,549	\$ 264,294	\$ 249,933	\$ 251,826	\$ 299,697
6104 Call Time	1,677	1,739	1,300	1,300	1,300
6105 Overtime	5,823	8,012	6,200	6,200	6,200
6108 Part-Time	25,735	22,185	22,659	22,659	-
6150 Fringes	112,112	122,291	118,988	118,988	144,087
6306 Building Maint./Janitorial	13,276	19,718	21,000	21,000	31,000
6309 Shop Supplies & Tools	133	-	-	-	-
6311 Paint & Supplies	103	99	2,000	2,000	2,000
6320 Printing & Reproduction	3,702	3,886	4,500	4,500	3,500
6325 Construction Materials	7,587	10,237	6,000	6,000	6,000
6326 Equipment Parts	14,801	13,284	19,000	19,000	17,000
6327 Miscellaneous Equipment	4,539	86,519	2,000	12,000	5,000
6328 Signs	450	166	9,100	9,100	1,100
6404 Consulting Services	61,415	22,343	25,000	256,000	-
6407 Collection Services	180	208	400	400	400
6408 Contractor Fees	8,483	8,807	9,000	9,000	9,000
6409 Inspection Fees	2,061	1,480	3,700	3,700	3,700
6413 Utilities	230,910	217,208	234,489	234,489	228,269
6416 Build Repairs & Maint	7,256	123,382	104,000	104,000	104,000
6418 Equip Repairs & Maint	53,999	43,030	38,000	38,000	41,000
6424 Software support	2,466	5,080	6,790	6,790	11,200
6425 CEA Equip. Rental	29,589	36,094	28,106	28,106	35,148
6440 Snow Removal Services	38,814	22,353	45,500	45,500	43,500
6599 Other Contracts / Obligations	19,433	4,200	6,000	6,000	6,000
6803 Buildings	70,935	103,234	520,000	529,959	25,000
6899 Other Capital Outlay	(31,000)	(63,376)	-	-	-
<b>Total Expense</b>	<b>\$ 923,028</b>	<b>\$ 1,076,473</b>	<b>\$ 1,483,665</b>	<b>\$ 1,736,517</b>	<b>\$ 1,024,101</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Building Maintenance & Janitorial**

Building maintenance	\$ 2,000
Cleaning supplies	6,000
Deck sealer - Green ramp	10,000
Post guards, power door, railing repairs	13,000
<b>Total</b>	<b>\$ 31,000</b>

**Building Repairs & Maintenance**

Misc ramp repairs	\$ 100,000
Window cleaning	2,500
Pest control	1,500
<b>Total</b>	<b>\$ 104,000</b>

**Equipment Repairs & Maintenance**

Elevator repairs - maintenance agreements	\$ 28,000
Meter mechanism / LUKE repair	6,000
Electrical repairs / TAPCO	7,000
<b>Total</b>	<b>\$ 41,000</b>

**Equipment Parts**

Misc repair parts	\$ 6,000
Traffic & parking control parts	4,000
Batteries - lithium	7,000
<b>Total</b>	<b>\$ 17,000</b>

**Snow Removal Services**

All ramps	\$ 43,500
<b>Total</b>	<b>\$ 43,500</b>

**Buildings**

Office renovation	\$ 25,000
<b>Total</b>	<b>\$ 25,000</b>

**CITY OF APPLETON 2017 BUDGET  
PARKING UTILITY**

**Enforcement**

**Business Unit 5130**

**PROGRAM MISSION**

The Parking Utility enforces City parking ordinances to promote the safety and availability of parking spaces for the benefit of our customers and downtown guests.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Educate and inform customers on parking policies and assist with directions and questions about the City.
- Provide timely reviews and responses to parking citation review forms.
- Continue to investigate ways to reduce the number of citation review forms received that do not meet submittal criteria.

**Major changes in Revenue, Expenditures, or Programs:**

One of the recommendations of the Downtown Parking Study was to purchase a parking enforcement vehicle that uses camera technology to enforce time limit zones. There are currently miles of time limit zones throughout the City and plans are in place to create a new time limit zone within the Lawrence University neighborhood. The vehicle being requested recognizes infracting vehicles by using a combination of license plate and vehicle recognition technology to accurately determine plate, color, contour and length of each scanned vehicle. Using GPS technology, vehicles staying beyond the allowed time limit are located and documented. Communities currently using this technology report that enforcement of time limit zones is significantly more efficient than the old chalk technology and court appearances are virtually non-existent as the photos speak for themselves. This budget includes \$98,900 to purchase the enforcement vehicle; \$30,000 will be a transfer out to CEA for the cost of the vehicle and \$68,900 is for the purchase of the equipment and technology to equip the vehicle. Parking violations revenue has also been increased to reflect additional revenue expected to be received due to more efficient enforcement. Please see the capital project request on page 617 for further details.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Customer service					
Meter stall turnover					
# of citations/meter-pay station stall/mo.	1.20	1.10	2.00	1.50	2.00
<b>Strategic Outcomes</b>					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	33	39	40	58	40
# of notices sent	11,306	10,190	9,800	9,800	9,800
# of state suspensions sent	2,609	2,166	2,000	2,100	2,000
<b>Work Process Outputs</b>					
Enforcement provided					
# of citations issued	16,683	14,871	18,000	15,500	17,000
# of meter violation citations issued	14,091	12,463	14,000	13,000	13,000
# of citations reviewed by Parking Manager	984	857	700	740	750

**CITY OF APPLETON 2017 BUDGET  
PARKING UTILITY**

**Enforcement**

**Business Unit 5130**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4520 Parking Violations	\$ 545,492	\$ 486,816	\$ 490,000	\$ 490,000	\$ 505,500
5035 Other Reimbursements	424	800	600	600	600
Total Revenue	<u>\$ 545,916</u>	<u>\$ 487,616</u>	<u>\$ 490,600</u>	<u>\$ 490,600</u>	<u>\$ 506,100</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 103,407	\$ 110,823	\$ 105,374	\$ 106,081	\$ 106,853
6105 Overtime	417	1,400	200	200	200
6150 Fringes	47,080	61,224	58,469	58,469	60,336
6320 Printing & Reproduction	1,912	6,428	8,000	8,000	8,000
6326 Equipment Parts	-	8,019	1,000	1,000	1,000
6418 Equipment Repairs & Maint.	2,750	2,750	2,750	2,750	2,750
6425 CEA Equip. Rental	-	-	-	-	3,468
6599 Other Contracts/Obligations	12,000	11,000	12,000	12,000	12,000
6804 Equipment	-	-	-	-	68,900
7914 Trans Out - CEA	-	-	-	-	30,000
Total Expense	<u>\$ 167,566</u>	<u>\$ 201,644</u>	<u>\$ 187,793</u>	<u>\$ 188,500</u>	<u>\$ 293,507</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Equipment

Equipment for enforcement vehicle	\$ 68,900
	<u>\$ 68,900</u>

Trans Out - CEA

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

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Fines and Forfeitures	545,492	486,815.90	309,762	490,000	490,000	490,000	505,500
Interest Income	20,722	8,433.11	14,348	25,000	25,000	25,000	25,000
Charges for Services	2,016,655	1,958,062.36	1,444,773	2,033,950	2,033,950	2,077,000	2,077,000
Other Revenues	4,849	17,652.68	2,717	601	601	601	601
<b>TOTAL REVENUES</b>	<b>2,587,718</b>	<b>2,470,964.05</b>	<b>1,771,600</b>	<b>2,549,551</b>	<b>2,549,551</b>	<b>2,592,601</b>	<b>2,608,101</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	84,359	109,773.50	66,584	62,595	63,261	63,282	63,282
Labor Pool Allocations	289,840	291,394.13	216,722	388,806	391,406	441,152	441,152
Call Time	1,677	1,739.21	889	1,300	1,300	1,300	1,300
Overtime	6,240	9,461.02	12,798	6,400	6,400	6,400	6,400
Part-Time	25,869	22,214.55	13,965	22,659	22,659	0	0
Other Compensation	1,689	1,175.00	1,257	1,375	1,375	1,990	1,990
Shift Differential	49	64.55	58	100	100	100	100
Sick Pay	7,107	13,629.85	7	0	0	0	0
Vacation Pay	46,113	46,966.50	29,368	0	0	0	0
Fringes	188,406	212,729.23	148,314	210,320	210,320	238,535	238,535
Pension Expense / Income	0	2,678.00-	0	0	0	0	0
<b>Salaries &amp; Fringe Benefits</b>	<b>651,349</b>	<b>706,469.54</b>	<b>489,962</b>	<b>693,555</b>	<b>696,821</b>	<b>752,759</b>	<b>752,759</b>
Training & Conferences	0	60.00	0	0	0	0	0
Office Supplies	411	229.99	187	600	600	600	600
Memberships & Licenses	0	.00	0	600	600	0	0
Postage & Freight	4,716	4,468.15	1,805	5,200	5,200	5,200	5,200
Awards & Recognition	350	348.43	0	350	350	350	350
Building Maintenance/Janitor.	13,276	19,717.63	10,174	21,000	21,000	31,000	31,000
Insurance	47,290	48,647.04	36,891	49,190	49,190	51,647	57,490
Depreciation Expense	475,934	479,911.39	364,185	500,000	500,000	495,203	562,890
Uncollectible Accounts	0	5,200.35	0	0	0	0	0
Trans Out - General Fund	9,300	9,300.00	6,975	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	1,200,000	1,200,000.00	1,400,000	1,400,000	1,400,000	1,200,000	1,200,000
<b>Administrative Expense</b>	<b>1,751,277</b>	<b>1,767,882.98</b>	<b>1,820,217</b>	<b>1,986,240</b>	<b>1,986,240</b>	<b>1,793,300</b>	<b>1,866,830</b>
Shop Supplies & Tools	2,487	4,313.05	2,693	2,500	2,500	2,500	2,500
Paint & Supplies	103	99.21	413	2,000	2,000	2,000	2,000
Miscellaneous Supplies	0	56.55	550	0	0	0	0
Printing & Reproduction	5,614	10,313.66	2,253	12,800	12,800	11,800	11,800
Clothing	86	93.91	61	200	200	0	200
Safety Supplies	20	348.71	227	300	300	0	400
Construction Materials	7,587	10,237.00	3,476	6,000	6,000	6,000	6,000
Vehicle & Equipment Parts	14,801	21,303.27	9,545	20,000	20,000	18,000	18,000
Miscellaneous Equipment	4,539	86,518.99	0	4,000	14,000	5,000	5,000
Signs	450	165.95	563	9,100	9,100	1,100	1,100
<b>Supplies &amp; Materials</b>	<b>35,687</b>	<b>133,450.30</b>	<b>19,781</b>	<b>56,900</b>	<b>66,900</b>	<b>46,400</b>	<b>47,000</b>
Accounting/Audit	2,526	2,640.71	2,599	2,650	2,650	2,700	2,700
Bank Services	13,530	15,081.29	10,758	23,440	23,440	23,760	23,760
Consulting Services	61,415	22,342.90	0	25,000	256,000	0	0
Collection Services	4,126	2,938.13	1,951	4,280	4,280	4,280	4,280
Contractor Fees	8,483	8,806.86	2,560	9,000	9,000	9,000	9,000
Inspection Fees	2,062	1,480.00	2,463	3,700	3,700	3,700	3,700
Health Services	19	.00	0	0	0	0	0
Snow Removal Services	38,814	22,353.07	28,762	45,500	45,500	43,500	43,500
Laundry Services	1,485	1,247.48	978	900	900	900	900
Other Contracts/Obligations	31,434	15,252.00	12,095	18,000	18,000	18,000	18,000
<b>Purchased Services</b>	<b>163,894</b>	<b>92,142.44</b>	<b>62,166</b>	<b>132,470</b>	<b>363,470</b>	<b>105,840</b>	<b>105,840</b>
Electric	201,866	188,375.22	128,753	203,727	203,727	178,976	198,976
Gas	1,852	1,116.44	787	1,250	1,250	1,250	1,250
Water	2,953	3,354.40	2,589	3,132	3,132	3,400	3,400
Waste Disposal/Collection	1,680	1,826.59	1,158	1,777	1,777	1,890	1,890
Stormwater	20,499	20,493.47	12,937	22,403	22,403	20,553	20,553
Telephone	2,967	2,947.22	2,916	3,136	3,136	3,130	3,130

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Cellular Telephone	1,440	1,120.11	870	1,620	1,620	2,520	2,520
Utilities	233,257	219,233.45	150,010	237,045	237,045	211,719	231,719
Building Repair & Maintenance	7,256	123,382.00	14,592	104,000	104,000	105,000	105,000
Equipment Repair & Maintenanc	58,880	47,925.23	29,052	43,050	43,050	45,050	45,050
Facilities Charges	431	.00	0	451	451	0	0
Software Support	2,466	5,080.00	0	6,790	6,790	1,200	11,200
CEA Equipment Rental	29,589	36,093.95	24,753	28,106	28,106	35,148	38,616
Repair & Maintenance	98,622	212,481.18	68,397	182,397	182,397	186,398	199,866
Buildings	70,935	103,234.29	331,617	520,000	529,959	475,000	25,000
Machinery & Equipment	0	.00	0	0	0	0	98,900
Other Capital Outlay	31,000-	63,376.29-	0	0	0	0	0
Capital Expenditures	39,935	39,858.00	331,617	520,000	529,959	475,000	123,900
TOTAL EXPENSES	2,974,021	3,171,517.89	2,942,150	3,808,607	4,062,832	3,571,416	3,327,914

**CITY OF APPLETON 2017 BUDGET**  
**PARKING UTILITY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Charges for Services	\$ 2,020,199	\$ 1,959,512	\$ 2,033,951	\$ 1,960,000	\$ 2,077,001
Other	545,492	486,816	490,600	490,600	506,100
Total Revenues	<u>2,565,691</u>	<u>2,446,328</u>	<u>2,524,551</u>	<u>2,450,600</u>	<u>2,583,101</u>
<b>Expenses</b>					
Operating Expenses	1,288,784	1,482,307	1,379,307	1,433,532	1,456,824
Depreciation	475,934	479,911	500,000	520,000	562,890
Total Expenses	<u>1,764,718</u>	<u>1,962,218</u>	<u>1,879,307</u>	<u>1,953,532</u>	<u>2,019,714</u>
Operating Income (Loss)	800,973	484,110	645,244	497,068	563,387
<b>Non-Operating Revenues (Expenses)</b>					
Interest Income	20,722	8,432	25,000	20,000	25,000
Loss on Disposal of Asset	-	-	-	(44,756)	-
Other	1,305	16,203	-	-	-
Total Non-Operating	<u>22,027</u>	<u>24,635</u>	<u>25,000</u>	<u>(24,756)</u>	<u>25,000</u>
Net Income (Loss) Before Transfers	823,000	508,745	670,244	472,312	588,387
<b>Transfers In (Out)</b>					
Special Revenue	(1,200,000)	(1,200,000)	(1,400,000)	(1,400,000)	(1,200,000)
Capital Projects	-	-	-	-	(30,000)
General Fund	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>
Change in Net Assets	(386,300)	(700,555)	(739,056)	(936,988)	(650,913)
Total Net Assets - Beginning	<u>10,179,950</u>	<u>9,908,726</u> *	<u>9,208,171</u>	<u>9,208,171</u>	<u>8,271,183</u>
Total Net Assets - Ending	<u>\$ 9,793,650</u>	<u>\$ 9,208,171</u>	<u>\$ 8,469,115</u>	<u>\$ 8,271,183</u>	<u>\$ 7,620,270</u>

\* as restated

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 1,069,150	\$ 676,918
+ Net Income	472,312	588,387
+ Depreciation	520,000	562,890
+ Loss on asset disposal	44,756	-
+ Proceeds of Debt	700,000	-
- Fixed Assets	(720,000)	(68,900)
- Transfers Out	(9,300)	(39,300)
- Advance to TIF # 3 *	(1,400,000)	(1,200,000)
- Principal Repayment	-	(60,000)
Working Cash - End of Year	<u>\$ 676,918</u>	<u>\$ 459,995</u>

**WORKING CASH RESERVE REQUIREMENT**

Prior Year Audited Expenditures	\$ 1,962,218
- Depreciation	(479,911)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,491,607</u>
25 % Working Capital Reserve Requirement	<u>\$ 372,902</u>

\* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

**CITY OF APPLETON 2016 BUDGET  
PARKING UTILITY  
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2016 Budget	2016 Projected	2017 Budget	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<b>Revenues</b>							
Charges for Services	\$ 2,033,951	\$ 1,960,000	\$ 2,077,001	\$ 2,100,000	\$ 2,121,000	\$ 2,142,210	\$ 2,163,632
Other	490,600	490,600	506,100	518,600	518,600	518,600	518,600
Total Revenues	2,524,551	2,450,600	2,583,101	2,618,600	2,639,600	2,660,810	2,682,232
<b>Expenses</b>							
Operating Expenses	1,379,307	1,433,532	1,456,824	1,523,997	1,631,117	1,618,250	1,558,048
Depreciation	500,000	520,000	562,890	576,670	776,670	976,670	976,670
Total Expenses	1,879,307	1,953,532	2,019,714	2,100,667	2,407,787	2,594,920	2,534,718
Operating Income	645,244	497,068	563,387	517,933	231,813	65,890	147,514
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	25,000	20,000	25,000	10,000	10,000	20,000	20,000
Interest Expense	-	-	-	-	(13,704)	(17,200)	(14,450)
Loss on disposal of assets	-	(44,756)	-	-	(100,000)	-	-
Other	-	-	-	-	-	-	-
Total Non-Operating	25,000	(24,756)	25,000	10,000	(103,704)	2,800	5,550
Net Income Before Transfers	670,244	472,312	588,387	527,933	128,110	68,690	153,064
<b>Contributions and Transfers In (Out)</b>							
Special Revenue	(1,400,000)	(1,400,000)	(1,200,000)	(1,200,000)	(400,000)	-	-
Capital Projects	-	-	(30,000)	-	11,575,000	-	-
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(739,056)	(936,988)	(650,913)	(681,367)	11,293,810	59,390	143,764
Total Net Assets - Beginning	9,208,171	9,208,171	8,271,183	7,620,270	6,938,903	18,232,713	18,292,103
Total Net Assets - Ending	\$ 8,469,115	\$ 8,271,183	\$ 7,620,270	\$ 6,938,903	\$ 18,232,713	\$ 18,292,103	\$ 18,435,868

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	1,069,150	676,918	459,995	185,298	275,778	796,838
+ Net Income	472,312	588,387	527,933	128,110	68,690	153,064
+ Depreciation	520,000	562,890	576,670	776,670	976,670	976,670
+ Loss on asset disposal	44,756	-	-	100,000	-	-
+ Long Term Debt	700,000	-	-	-	-	-
- Contributed Capital	-	-	-	-	-	-
- Fixed Assets	(720,000)	(68,900)	(110,000)	(440,000)	(450,000)	-
- Transfer Out	(9,300)	(39,300)	(9,300)	(9,300)	(9,300)	(9,300)
- Advance to TIF #3	(1,400,000)	(1,200,000)	(1,200,000)	(400,000)	-	-
- Principal Repayment	-	(60,000)	(60,000)	(65,000)	(65,000)	(70,000)
Working Cash - End of Year	\$ 676,918	\$ 459,995	\$ 185,298	\$ 275,778	\$ 796,838	\$ 1,847,273
25% Working Capital Reserve (prior year's expenses)	372,902	360,708	366,531	383,324	413,530	411,188

**ASSUMPTIONS:**

Interest rate at 3% ten year term

Operating expenses to increase 3% per year after 2017, and adjusted in years 2018-2021 for planned maintenance projects

Depreciation expense in years 2019-2021 include expense for new ramp

No changes in hours of enforcement or use of parking spaces and 1% increase in revenue starting in 2019 for potential increase in parking needs for exhibition center use

Estimated loss on disposal of the Blue Ramp is included for 2019

**CITY OF APPLETON 2017 BUDGET  
PARKING UTILITY  
LONG-TERM DEBT**

2016			
General Obligation Bonds			
Year	Principal	Interest	Total
2017	\$ 60,000	\$ -	\$ 60,000
2018	60,000	-	60,000
2019	65,000	13,704	78,704
2020	65,000	17,200	82,200
2021	70,000	14,450	84,450
2022	70,000	11,650	81,650
2023	75,000	8,700	83,700
2024	75,000	5,700	80,700
2025	80,000	3,113	83,113
2026	80,000	600	80,600
	<u>\$ 700,000</u>	<u>\$ 75,116</u>	<u>\$ 775,116</u>



**CITY OF APPLETON 2017 BUDGET**

**CENTRAL EQUIPMENT AGENCY**

**Public Works Director: Paula A. Vandehey**

**Deputy Director/City Engineer: Ross M. Buetow**

**Deputy Director of Operations-DPW: Nathan D. Loper**

## CITY OF APPLETON 2017 BUDGET CENTRAL EQUIPMENT AGENCY

### MISSION STATEMENT

The Central Equipment Agency (CEA) exists to maintain the City fleet and to provide timely, cost effective replacement of vehicles as they reach the end of their useful service lives.

### DISCUSSION OF SIGNIFICANT 2016 EVENTS

Continued to purchase E-85 fuel compatible vehicles. The majority of our cars and light trucks are E-85 compliant

Purchased heavy duty trucks and equipment with clean diesel technology

Worked with the Traffic Division staff to ensure equipment is meeting current City lighting and traffic requirements

Monitored and revised the CEA monthly billings as necessary

Celebrated National Public Works Week with the following events:

- Training for mechanics

- Department-wide breakfast celebrating with DPW employees

- Breakfast for mechanics where we went over our mission, goals and objectives

- Discussion on where improvements/efficiencies could be made and areas where things are being done well

Continued annual bridge maintenance program to keep bridges operational

Added another certified mechanic to the fire extinguisher program and recertified two mechanics - inspecting all vehicle fire extinguishers annually (this training can now be obtained on-line for a reduced fee)

Continued working with the Information Technology Department updating the diagnostic software for use in the repair and maintenance of the CEA fleet

Installed an additional nineteen GPS units in various DPW pieces of equipment

Continued using the web-based training program offered by Packer City Truck, Inc. for many repairs on the medium and heavy duty trucks. Due to the volume of parts purchased from Packer City, this program is offered at no charge

Completed installation of the new digital mobile radio (DMR) system, including the installation of 125 new mobile radios, fifteen portable radios and a Base Station for the Department of Public Works' fleet.

Submitted an entry to CIVMIC's Significant Programs award for the new fall arrest system in the CEA shop

Worked with the Appleton Police Department on the purchase of a small SUV for the undercover fleet

Completed goal setting for CEA employees utilizing NeoGov website for goal evaluations

Purchased and evaluated a hybrid mower to be used at Reid Golf Course

Met with all CEA employees to discuss City expectations

Continued to test and evaluate a new style snow patrol truck hitch and plow combination resulting in two tri-axle units being fitted with new style plow and hitch

Completed hiring process to fill one full-time Service Person and one part-time Service Person

## CITY OF APPLETON 2017 BUDGET CENTRAL EQUIPMENT AGENCY

### MAJOR 2017 OBJECTIVES

- Rent or loan equipment to, and borrow equipment from, neighboring communities in emergency situations
- Advise user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon footprint of the fleet
- Work with Traffic Division staff to insure that equipment lighting meets current City standards
- Hold cooperative training for mechanics from the City as well as neighboring communities
- Investigate opportunities for purchasing vehicles that are alternative fuel compatible
- Monitor and revise the CEA monthly billings as necessary
- Celebrate National Public Works Week
- Evaluate the 82 GPS units that were installed between 2012 - 2016 and install 19 additional units in new equipment
- Investigate/implement succession plan for CEA staff
- Research options to find different vendors for shop supplies and parts to reduce costs
- Research the option of using fully synthetic oils to extend oil change intervals
- Research options for initial setup of police vehicles
- Continue to evaluate engine idle time using our Precise GPS system and work on implementing an idle reduction plan that helps to reduce fuel usage and fits the City's needs
- Continue to meet with employees throughout the year to evaluate performance and review goals
- Continue to evaluate new snow patrol truck hitch and plow combination for future purchases
- Purchase new all wheel drive (AWD) marked sedans for the Appleton Police Department in 2017
- Work with a local petroleum equipment vendor to write specifications for the 2018 Fuel Site upgrades
- Work with the Appleton Fire Department on the replacement of five fire apparatuses in the next four years
- Assist the Police Department in researching and evaluating the possibility of replacing some of the intensive use (IU) fleet in 2018 with a Ford Interceptor AWD utility vehicle

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 6,211,402	\$ 6,199,737	\$ 5,475,367	\$ 5,475,367	\$ 5,345,425	-2.37%
<b>Program Expenses</b>							
6110	Administration	2,903,960	3,051,387	3,158,408	3,161,674	3,251,708	2.95%
6121	Maintenance	2,552,628	2,097,537	2,306,118	2,334,984	2,226,136	-3.47%
<b>Total Program Expenses</b>		<b>\$ 5,456,588</b>	<b>\$ 5,148,924</b>	<b>\$ 5,464,526</b>	<b>\$ 5,496,658</b>	<b>\$ 5,477,844</b>	<b>0.24%</b>
<b>Expenses Comprised Of:</b>							
Personnel		1,136,731	1,131,540	1,156,671	1,165,033	1,164,507	0.68%
Administrative Expense		2,395,838	2,557,227	2,621,124	2,621,124	2,702,832	3.12%
Supplies & Materials		1,553,812	1,122,476	1,338,371	1,338,371	1,228,340	-8.22%
Purchased Services		11,148	18,014	14,446	14,446	17,714	22.62%
Utilities		43,165	31,847	39,254	39,254	33,627	-14.33%
Repair & Maintenance		315,894	298,930	294,660	294,660	316,824	7.52%
Capital Expenditures		-	(11,110)	-	23,770	14,000	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		14.51	14.51	14.51	14.51	14.51	

\* % change from prior year adopted budget  
CEA.xls

**CITY OF APPLETON 2017 BUDGET  
CENTRAL EQUIPMENT AGENCY**

**Administration**

**Business Unit 6110**

**PROGRAM MISSION**

The Central Equipment Agency establishes overhead rates, evaluates vehicle replacement schedules and works with the users to meet their operational needs.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #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:**

Evaluate the billing process and reports for timeliness, accuracy and clarity; minimize increases to CEA billing rate by reviewing budget requests and non-billable hours

Review and revise equipment replacement policies; provide detailed information on replacement equipment and requests for changes in replacement life

Continue to find ways to improve communications with all agencies and investigate opportunities to share vehicles among departments

**Major changes in Revenue, Expenditures, or Programs:**

The decrease in intergovernmental charges is due to the projected decrease in the cost of fuel. This account records the revenue received from the Appleton School District for fuel purchases.

The shop supplies budget continues to increase because of the cost of shipping parts and fewer vendors keeping stock in inventory.

The increase in software support is due to the rising cost of diagnostic software subscriptions and the need for annual updates to continue the service. These diagnostic software tools allow repairs to be done in-house versus having them done at the dealership.

The increase in facilities charges is mainly due to the increased need for service in the car wash bay. The equipment is getting older needing service more often.

The revenue from the sale of City vehicles is expected to be lower as there are not as many pieces of heavy equipment being replaced in 2017. Also, with the purchase of fire trucks, we are usually offered a trade-in value rather than trying to sell it in an on-line auction.

**PERFORMANCE INDICATORS**

	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Target 2016</b>	<b>Projected 2016</b>	<b>Target 2017</b>
<b>Client Benefits/Impacts</b>					
Cost effective service					
Overhead rate	\$ 70.43	\$ 74.31	\$ 74.07	\$ 74.07	\$ 75.78
Billable hours	18,063	16,739	18,100	18,100	18,100
<b>Strategic Outcomes</b>					
Operational requirements of users					
Size of authorized fleet	413	415	414	412	412
Consistent and current information					
# Policies reviewed/ revised	1	1	1	1	1
<b>Work Process Output</b>					
Customer service					
Requests for changes to the fleet	9	2	3	3	3

**CITY OF APPLETON 2017 BUDGET  
CENTRAL EQUIPMENT AGENCY**

**Administration**

**Business Unit 6110**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ -	\$ 2,172	\$ -	\$ -	\$ -
4710 Interest on Investments	6,951	2,232	5,000	5,000	6,200
4865 CEA Operational Revenue	2,970,649	2,550,574	2,825,331	2,825,331	2,779,580
4908 Misc. Intergov. Charges	56,806	26,246	46,440	46,440	27,440
5004 Sale of City Property	149,974	322,152	199,100	199,100	180,500
5011 Misc. Revenue - Tax	1,979	-	-	-	-
5021 Capital Contributions	3,008,261	3,242,144	2,375,996	2,375,996	2,320,205
5035 Other Reimbursements	12,999	32,174	21,000	21,000	28,000
5082 Insurance Proceeds	3,783	22,043	2,500	2,500	3,500
<b>Total Revenue</b>	<b>\$ 6,211,402</b>	<b>\$ 6,199,737</b>	<b>\$ 5,475,367</b>	<b>\$ 5,475,367</b>	<b>\$ 5,345,425</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 260,341	\$ 261,621	\$ 275,414	\$ 278,680	\$ 279,590
6104 Call Time	53	321	300	300	300
6105 Overtime	280	687	600	600	600
6150 Fringes	104,828	90,633	104,319	104,319	106,698
6201 Training\Conferences	1,802	3,106	4,815	4,815	4,850
6301 Office Supplies	1,139	612	1,000	1,000	1,000
6303 Memberships & Licenses	689	757	1,078	1,078	1,000
6305 Awards & Recognition	420	420	420	420	420
6306 Building Maint / Janitorial	118	-	-	-	-
6309 Shop Supplies & Tools	42,990	46,452	46,500	46,500	47,700
6310 Chemicals	8,201	8,748	9,785	9,785	9,785
6311 Paint & Supplies	46	31	-	-	-
6315 Books & Library Material	195	321	450	450	450
6320 Printing & Reproduction	1,006	1,387	1,080	1,080	1,500
6321 Clothing	777	652	1,000	1,000	900
6323 Safety Supplies	782	658	775	775	775
6324 Medical\Lab Supplies	55	45	75	75	75
6327 Miscellaneous Equipment	8,970	-	7,700	7,700	6,700
6401 Accounting/Audit	1,804	1,886	2,440	2,440	1,990
6403 Bank Services	313	236	400	400	288
6408 Contractor Fees	-	62	-	-	-
6412 Advertising	263	629	300	300	475
6413 Utilities	43,165	31,847	39,254	39,254	33,627
6418 Equip Repairs & Maint	5,182	5,582	9,750	9,750	10,000
6420 Facilities charges	21,210	29,407	23,000	23,000	29,000
6424 Software Support	1,135	2,991	5,510	5,510	8,661
6425 CEA Equipment Rental	(1,100)	-	-	-	-
6430 Health Services	38	-	38	38	38
6451 Laundry Services	4,951	5,179	5,068	5,068	5,273
6501 Insurance	22,750	23,932	25,570	25,570	31,350
6599 Other Contracts/Obligations	3,095	5,488	4,000	4,000	5,000
6601 Depreciation Expense	2,176,695	2,228,049	2,384,873	2,384,873	2,480,000
6623 Uncollectible Accounts	-	-	-	-	-
6720 Interest Payments	2,293	4,087	3,794	3,794	3,163
7914 Transfer Out - Capital Projects	189,474	295,561	199,100	199,100	180,500
<b>Total Expense</b>	<b>\$ 2,903,960</b>	<b>\$ 3,051,387</b>	<b>\$ 3,158,408</b>	<b>\$ 3,161,674</b>	<b>\$ 3,251,708</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Shop Supplies & Tools

Small shop tools	32,000
Fire shop supplies & tools	15,700
<b>Total</b>	<b>\$ 47,700</b>

Transfer Out - Capital Projects

Proceeds from sale of vehicles	\$ 180,500
<b>Total</b>	<b>\$ 180,500</b>

**CITY OF APPLETON 2017 BUDGET  
CENTRAL EQUIPMENT AGENCY**

**Maintenance**

**Business Unit 6121**

**PROGRAM MISSION**

The Central Equipment Agency performs repairs, preventive maintenance, new vehicle preparation, seasonal change-overs and other special projects as necessary to insure safe and reliable vehicles and equipment.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #7: "Continuously improve efficiency and effectiveness of City services".

**Objectives:**

- Minimize downtime of vehicles and equipment
- Monitor equipment service calls, evaluate condition of the equipment against the estimated remaining life, and alert departments of possible extensive repairs or early equipment replacements
- Maintain a clean, safe work environment
- Consolidate maintenance repairs with preventive maintenance work when possible
- Inspect all vehicles of 26,000 pounds gross vehicle weight to comply with Dept. of Transportation requirements
- Evaluate major repairs and research options to minimize out of service time and costs
- Perform seasonal change-over on all departments' equipment in a timely manner to meet their needs
- Continue cleaning debris from radiators for better performance and longer radiator life
- Continue to implement extended preventive maintenance schedules (where feasible) to reduce cost

**Major changes in Revenue, Expenditures, or Programs:**

The increase in vehicle and equipment parts is due to the continuing increase in the cost of the parts.

The increase in vehicle repairs (outside vendors) is due to the need to outsource many specialty repairs that require specialty tools, including work on the new tier IV engines.

Fuel costs were budgeted at \$2.41/gallon and \$2.53/gallon for unleaded and diesel fuel, respectively, in 2016. For 2017, based on current and past prices, these estimates have been reduced to \$2.00/gallon for unleaded and \$2.19/gallon for diesel fuel. This accounts for the budgeted decrease of more than \$119,000 in fuel and oil costs in 2017.

This budget also includes \$14,000 for a vertical milling machine which will allow the mechanics to perform their own custom machining work reducing the need to outsource this work. Utilizing the new machine will reduce outside repair costs (estimated at \$5,000 annually) and minimize down time for CEA equipment which can be one to two weeks depending on the vendor's schedule.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Response to customer needs					
Number of vehicles not available for use within 24 hours	96	80	70	70	65
Equipment available for operational readiness					
# of emergency breakdown (hours)	380	349	300	300	275
# of service calls	261	264	230	230	220
<b>Strategic Outcomes</b>					
Safe reliable maintenance program					
Preventive maintenance hours	8,765	8,180	9,400	9,400	9,400
Corrective downtime hours	9,012	7,919	8,000	8,000	8,000
Accidents caused by mechanical failure	0	0	0	0	0
<b>Work Process Outputs</b>					
Service performed					
# of changeovers performed	144	127	130	130	130

**CITY OF APPLETON 2017 BUDGET  
CENTRAL EQUIPMENT AGENCY**

**Maintenance**

**Business Unit 6121**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 545,047	\$ 558,546	\$ 546,288	\$ 551,384	\$ 553,239
6104 Call Time	1,730	1,749	1,700	1,700	1,700
6105 Overtime	12,775	16,901	6,700	6,700	7,000
6150 Fringes	211,677	201,082	221,350	221,350	215,380
6304 Postage/Freight	435	679	450	450	525
6309 Shop Supplies & Tools	8	-	-	-	-
6322 Gas/Oil Purchases	1,029,008	640,515	830,605	830,605	711,246
6323 Safety Supplies	-	140	-	-	-
6326 Vehicle & Equipment Parts	461,774	423,526	440,401	440,401	449,209
6407 Collection Services	-	16	-	-	-
6409 Inspection Fees	8,328	8,954	9,200	9,200	10,650
6417 Vehicle Repairs & Maint	289,209	249,998	245,250	245,250	258,013
6425 CEA Equip. Rental	258	10,953	11,150	11,150	11,150
6429 Interfund Allocations	(7,645)	(4,436)	(7,000)	(7,000)	(6,000)
6503 Rent	24	24	24	24	24
6804 Machinery & Equipment	-	(11,110)	-	23,770	14,000
<b>Total Expense</b>	<b>\$ 2,552,628</b>	<b>\$ 2,097,537</b>	<b>\$ 2,306,118</b>	<b>\$ 2,334,984</b>	<b>\$ 2,226,136</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Gas/Oil Purchases \*

Fuel for vehicles & equipment:	
Unleaded gasoline: 152,240 gallons	
@ \$2.00/gallon	\$ 304,480
Diesel fuel: 167,473 gallons	
@ \$2.19/gallon	366,766
Oil	40,000
	<u>\$ 711,246</u>

Vehicle Repairs & Maint.

Tire service	\$ 136,000
Vehicle alignments	30,000
Towing services	3,250
Vehicle cleaning/upholstery	12,247
Body shop work	31,000
Painting	22,500
Outside fire vehicle maint.	23,016
	<u>\$ 258,013</u>

Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	\$ 307,209
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	112,000
Fire vehicle parts	30,000
	<u>\$ 449,209</u>

\* The City does not pay federal gas tax (currently \$0.184/gal unleaded and \$0.244/gal diesel) and attains bulk purchasing rates.

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	0	2,172	0	0	0	0	0
Interest Income	6,951	2,230	4,014	5,000	5,000	6,200	6,200
Charges for Services	2,970,649	2,550,574	1,854,291	2,825,331	2,825,331	0	2,779,580
Intergov. Charges for Service	56,806	26,246	14,431	46,440	46,440	27,440	27,440
Other Revenues	3,176,997	3,618,514	335,183	2,598,596	2,598,596	2,532,205	2,532,205
<b>TOTAL REVENUES</b>	<b>6,211,403</b>	<b>6,199,736</b>	<b>2,207,919</b>	<b>5,475,367</b>	<b>5,475,367</b>	<b>2,565,845</b>	<b>5,345,425</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	23,522	19,396	15,449	17,122	20,388	20,344	20,344
Labor Pool Allocations	703,571	677,020	523,895	801,880	806,976	810,125	810,125
Call Time	1,783	2,071	1,925	2,000	2,000	2,000	2,000
Overtime	13,055	17,587	2,917	7,300	7,300	7,600	7,600
Other Compensation	8	376	190	200	200	260	260
Shift Differential	1,855	1,537	1,332	2,500	2,500	2,100	2,100
Sick Pay	3,738	52,856	603	0	0	0	0
Vacation Pay	72,694	68,982	46,044	0	0	0	0
Fringes	311,695	294,241	223,951	325,669	325,669	322,078	322,078
Unemployment Compensation	4,810	0	0	0	0	0	0
Pension Expense / Revenue	0	2,526	0	0	0	0	0
<b>Salaries &amp; Fringe Benefits</b>	<b>1,136,731</b>	<b>1,131,540</b>	<b>816,306</b>	<b>1,156,671</b>	<b>1,165,033</b>	<b>1,164,507</b>	<b>1,164,507</b>
Training & Conferences	1,802	3,106	1,667	4,815	4,815	4,850	4,850
Office Supplies	1,139	612	460	1,000	1,000	1,000	1,000
Memberships & Licenses	689	757	604	1,078	1,078	1,000	1,000
Postage & Freight	435	679	101	450	450	525	525
Awards & Recognition	420	420	136	420	420	420	420
Building Maintenance/Janitor.	118	0	0	0	0	0	0
Insurance	22,750	23,932	19,134	25,570	25,570	26,022	31,350
Rent	24	24	0	24	24	24	24
Depreciation Expense	2,176,695	2,228,048	1,788,655	2,384,873	2,384,873	2,384,873	2,480,000
Interest Payments	2,293	4,087	2,880	3,794	3,794	3,960	3,163
Trans Out - Capital Projects	189,474	295,561	0	199,100	199,100	180,500	180,500
<b>Administrative Expense</b>	<b>2,395,839</b>	<b>2,557,226</b>	<b>1,813,637</b>	<b>2,621,124</b>	<b>2,621,124</b>	<b>2,603,174</b>	<b>2,702,832</b>
Shop Supplies & Tools	42,998	46,451	27,125	46,500	46,500	47,700	47,700
Chemicals	8,201	8,748	6,149	9,785	9,785	9,785	9,785
Paint & Supplies	46	31	5	0	0	0	0
Books & Library Materials	195	321	0	450	450	450	450
Printing & Reproduction	1,006	1,387	674	1,080	1,080	1,500	1,500
Clothing	777	652	590	1,000	1,000	900	900
Gas Purchases	1,029,008	640,515	399,357	830,605	830,605	711,246	711,246
Safety Supplies	782	799	300	775	775	775	775
Medical & Lab Supplies	55	45	34	75	75	75	75
Vehicle & Equipment Parts	461,774	423,526	304,465	440,401	440,401	449,209	449,209
Miscellaneous Equipment	8,970	0	6,961	7,700	7,700	6,700	6,700
<b>Supplies &amp; Materials</b>	<b>1,553,812</b>	<b>1,122,475</b>	<b>745,660</b>	<b>1,338,371</b>	<b>1,338,371</b>	<b>1,228,340</b>	<b>1,228,340</b>
Accounting/Audit	1,804	1,886	2,228	2,440	2,440	1,990	1,990
Bank Services	313	236	156	400	400	288	288
Collection Services	0	16	29	0	0	0	0
Contractor Fees	0	62	0	0	0	0	0
Inspection Fees	8,328	8,954	6,306	9,200	9,200	10,650	10,650
Advertising	263	629	0	300	300	475	475
Interfund Allocations	7,645	4,436	5,623	7,000	7,000	6,000	6,000
Health Services	38	0	0	38	38	38	38
Laundry Services	4,951	5,179	3,406	5,068	5,068	5,273	5,273
Other Contracts/Obligations	3,096	5,488	3,179	4,000	4,000	5,000	5,000
<b>Purchased Services</b>	<b>11,148</b>	<b>18,014</b>	<b>9,681</b>	<b>14,446</b>	<b>14,446</b>	<b>17,714</b>	<b>17,714</b>
Electric	11,324	10,484	8,269	11,512	11,512	11,512	11,512
Gas	19,831	9,506	5,511	14,899	14,899	9,700	9,700
Water	2,621	2,283	1,853	2,661	2,661	2,670	2,670
Waste Disposal/Collection	1,162	989	811	1,166	1,166	1,100	1,100



Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Stormwater	7,449	7,563	5,581	8,164	8,164	7,541	7,541
Cellular Telephone	778	1,022	851	852	852	1,104	1,104
Utilities	43,165	31,847	22,876	39,254	39,254	33,627	33,627
Vehicle Repair & Maintenance	289,209	249,998	228,756	245,250	245,250	263,013	258,013
Equipment Repair & Maintenanc	5,182	5,582	8,867	9,750	9,750	10,000	10,000
Communications Equip. Repairs	258	0	0	0	0	0	0
Facilities Charges	21,210	29,406	13,988	23,000	23,000	29,000	29,000
Software Support	1,135	2,991	1,314	5,510	5,510	8,661	8,661
CEA Equipment Rental	1,100-	10,953	7,302	11,150	11,150	11,150	11,150
Repair & Maintenance	315,894	298,930	260,227	294,660	294,660	321,824	316,824
Machinery & Equipment	0	11,110-	20,675	0	23,770	0	14,000
Capital Expenditures	0	11,110-	20,675	0	23,770	0	14,000
TOTAL EXPENSES	5,456,589	5,148,922	3,689,062	5,464,526	5,496,658	5,369,186	5,477,844

**CITY OF APPLETON 2017 BUDGET**  
**CENTRAL EQUIPMENT AGENCY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Charges for Services	\$ 3,042,432	\$ 2,608,994	\$ 2,871,771	\$ 2,661,771	\$ 2,807,020
Other	3,784	24,215	23,500	23,500	31,500
Total Revenues	<u>3,046,216</u>	<u>2,633,209</u>	<u>2,895,271</u>	<u>2,685,271</u>	<u>2,838,520</u>
<b>Expenses</b>					
Operating Expenses	3,088,125	2,621,228	2,876,759	2,666,759	2,814,181
Depreciation	2,176,695	2,228,048	2,384,873	2,384,873	2,480,000
Total Expenses	<u>5,264,820</u>	<u>4,849,276</u>	<u>5,261,632</u>	<u>5,051,632</u>	<u>5,294,181</u>
Operating Loss	(2,218,604)	(2,216,067)	(2,366,361)	(2,366,361)	(2,455,661)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	6,951	2,232	5,000	5,000	6,200
Sale of City Property	149,974	322,152	199,100	299,100	180,500
Interest Expense	(2,293)	(4,087)	(3,794)	(3,794)	(3,163)
Total Non-Operating	<u>154,632</u>	<u>320,297</u>	<u>200,306</u>	<u>300,306</u>	<u>183,537</u>
Income (Loss) before Contributions and Transfers	(2,063,972)	(1,895,770)	(2,166,055)	(2,066,055)	(2,272,124)
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	3,008,261	3,242,144	2,375,996	2,632,637	2,320,205
Transfers Out	<u>(189,474)</u>	<u>(295,561)</u>	<u>(199,100)</u>	<u>(299,100)</u>	<u>(180,500)</u>
Change in Net Assets	754,815	1,050,813	10,841	267,482	(132,419)
Net Assets - Beginning	<u>10,739,892</u>	<u>11,835,868 *</u>	<u>12,886,681</u>	<u>12,886,681</u>	<u>13,154,163</u>
Net Assets - Ending	<u>\$ 11,494,707</u>	<u>\$ 12,886,681</u>	<u>\$ 12,897,522</u>	<u>\$ 13,154,163</u>	<u>\$ 13,021,744</u>

\* as restated for new pension standards

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 368,250	\$ 369,050
+ Change in Net Assets	267,482	(132,419)
- Capital Contributions	(2,632,637)	(2,320,205)
- Principal Repayment	(18,918)	(27,376)
+ Long Term Debt	150,000	-
- Fixed Assets	(150,000)	-
+ Depreciation	<u>2,384,873</u>	<u>2,480,000</u>
Working Cash - End of Year	<u>\$ 369,050</u>	<u>\$ 369,050</u>

CITY OF APPLETON 2017 BUDGET  
CENTRAL EQUIPMENT AGENCY  
LONG TERM DEBT

Year	2008 G.O. Notes	
	Principal	Interest
2017	\$ 11,501	\$ 561
2018	11,501	115
	<u>\$ 23,002</u>	<u>\$ 676</u>

Year	2014 G.O. Notes	
	Principal	Interest
2017	\$ 15,875	\$ 2,602
2018	16,250	2,360
2019	12,500	2,112
2020	15,125	1,822
2021	15,625	1,512
2022	20,500	1,111
2023	21,250	598
2024	21,625	116
	<u>\$ 138,750</u>	<u>\$ 12,233</u>

Year	Total	
	Principal	Interest
2017	\$ 27,376	\$ 3,163
2018	27,751	2,475
2019	12,500	2,112
2020	15,125	1,822
2021	15,625	1,512
2022	20,500	1,111
2023	21,250	598
2024	21,625	116
	<u>\$ 161,752</u>	<u>\$ 12,909</u>





**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**CEA REPLACEMENT FUND**

**Business Unit 4320**

**PROGRAM MISSION**

This program accounts for funding sources and expenditures for the replacement of City vehicles and equipment.

**PROGRAM NARRATIVE**

This budget provides for the replacement of the following equipment in the CEA fund:

<u>Equipment</u>	<u>Home Department</u>	<u>Funding Source</u>			<u>Total Cost</u>
		<u>CEA</u>	<u>Other</u>	<u>Source</u>	
Loader/Auger	Parks	\$ 71,500	\$ 3,600	General Fund	\$ 75,100
Mower	Facilities	94,186			94,186
Utility Van	Facilities	27,000	9,500	Facilities	36,500
Utility Van	Facilities	36,500			36,500
Vermeer Chipper	Forestry	62,000			62,000
Greens Mower	Golf Course	28,469			28,469
Flusher Truck	Sanitation	211,000			211,000
Rear Load Refuse	Sanitation	184,000			184,000
Squad - Marked (10)	Police	405,200	11,500	General Fund	416,700
Squad - Unmarked IU (2)	Police	74,540	2,300	General Fund	76,840
Squad - Unmarked	Police	34,570			34,570
Fusion/Hybrid	Police	25,000			25,000
Ext Cab Pickup - 1/2 ton	Fire	23,400	13,000	General Fund	36,400
Mini Van	Fire	20,800	2,600	General Fund	23,400
Pumper	Fire	600,000			600,000
Roller	Street	57,000			57,000
Backhoe	Street	120,000			120,000
Tri-Axle Patrol	Water Distr	215,630			215,630
Ext Cab Pickup	Water Distr	36,910			36,910
Parking Enforcement Vehicle	Parking	-	30,000	Parking Fund	30,000
		<u>\$ 2,327,705</u>	<u>\$ 72,500</u>		<u>\$ 2,400,205</u>

**Major changes in Revenue, Expenditures, or Programs:**

In 2016, the CEA Review Committee approved the following equipment upgrades:

1. Kubota tractor to include hydraulic driven auger (\$3,600 contribution from Parks, Recreation & Facilities Mgmt);
2. Astro Van to a Utility Van (\$9,500 contribution from Parks, Recreation & Facilities Mgmt);
3. 12 Police vehicles to all-wheel-drive AWD (\$13,800 contribution from Police, \$1,150 per unit);
4. Mini Van to F-150 4-door pickup truck with 4 wheel drive (\$13,000 contribution from Fire);
5. Sedan to Mini Van (\$2,600 contribution from Fire);
6. New Parking enforcement vehicle (\$30,000 contribution from Parking).

To supplement the funding for the replacement of the Fire Department pumper, \$250,000 of G.O. debt has been included in this budget. Fire truck costs have escalated at a higher rate than initially planned causing the need for additional funding. The original pumper had a cost of \$200,000 in 1997 while its replacement is estimated at \$600,000 in 2017.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Cost effective service - # of vehicles:					
Retained an additional year	25	22	24	24	30
Replaced early	1	1	0	0	0

**DEPARTMENT BUDGET SUMMARY**

<u>Unit</u>	<u>Programs Title</u>	<u>Actual</u>		<u>Budget</u>			<u>% Change *</u>
		<u>2014</u>	<u>2015</u>	<u>Adopted 2016</u>	<u>Amended 2016</u>	<u>2017</u>	
	<b>Program Revenues</b>	\$ 2,446,610	\$ 2,560,925	\$ 2,504,017	\$ 2,504,017	\$ 2,882,647	15.12%
	<b>Program Expenses</b>	\$ 3,008,341	\$ 3,205,733	\$ 2,375,996	\$ 2,632,637	\$ 2,400,205	1.02%
<b>Expenses Comprised Of:</b>							
	Administrative Expense	79	70	-	-	-	N/A
	Capital Expenditures	3,008,262	3,205,663	2,375,996	2,632,637	2,400,205	1.02%

\* % change from prior year adopted budget  
CEA Replacement Fund.xls

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**CEA REPLACEMENT FUND**

**Business Unit 4320**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4710 Interest on Investments	\$ 38,012	\$ 14,041	\$ 40,000	\$ 40,000	\$ 30,000
4866 CEA Replacement Revenue	1,961,147	2,044,424	2,253,017	2,253,017	2,349,647
5082 Insurance Proceeds	-	15,006	-	-	-
5910 Proceeds of Long Term Debt	203,247	-	-	-	250,000
5921 Trans In - General Fund	20,030	57,500	8,700	8,700	33,000
5922 Trans In - Special Revenue	34,700	89,605	-	-	9,500
5926 Trans In - Water Utility	-	8,988	-	-	-
5927 Trans In - Parking Utility	-	-	-	-	30,000
5928 Trans In - Golf Course	-	2,800	3,200	3,200	-
5931 Trans In - Internal Service	189,474	308,561	199,100	199,100	180,500
5933 Trans In - Stormwater Utility	-	20,000	-	-	-
Total Revenue	<u>\$ 2,446,610</u>	<u>\$ 2,560,925</u>	<u>\$ 2,504,017</u>	<u>\$ 2,504,017</u>	<u>\$ 2,882,647</u>
<b>Expenses</b>					
6303 Memberships & Licenses	\$ 79	\$ 70	\$ -	\$ -	\$ -
6804 Equipment	3,008,262	3,205,663	2,375,996	2,632,637	2,400,205
Total Expense	<u>\$ 3,008,341</u>	<u>\$ 3,205,733</u>	<u>\$ 2,375,996</u>	<u>\$ 2,632,637</u>	<u>\$ 2,400,205</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Trans In - Internal Service</u>	
Proceeds from sale of vehicles	\$ 180,500
	<u>\$ 180,500</u>
<u>Equipment</u>	
Replacement vehicles & equipment (see list, previous page)	\$ 2,400,205
	<u>\$ 2,400,205</u>

**CITY OF APPLETON 2017 BUDGET  
CEA REPLACEMENT  
SOURCES AND USES OF FUNDS**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Interest Income	\$ 38,012	\$ 14,041	\$ 40,000	\$ 25,000	\$ 30,000
Charges for Services	1,961,147	2,059,430	2,253,017	2,253,017	2,349,647
Total Revenues	<u>1,999,159</u>	<u>2,073,471</u>	<u>2,293,017</u>	<u>2,278,017</u>	<u>2,379,647</u>
<b>Expenses</b>					
Program Costs	3,008,341	3,205,733	2,375,996	2,382,637	2,400,205
Total Expenses	<u>3,008,341</u>	<u>3,205,733</u>	<u>2,375,996</u>	<u>2,382,637</u>	<u>2,400,205</u>
Revenues over (under) Expenses	(1,009,182)	(1,132,262)	(82,979)	(104,620)	(20,558)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Notes	203,247	-	-	-	250,000
Transfers In - General Fund	20,030	57,500	8,700	8,700	33,000
Transfers In - Special Revenue	34,700	89,605	-	-	9,500
Transfers In - Water Utility	-	8,988	-	-	-
Transfers In - Parking Utility	-	-	-	-	30,000
Transfers In - Golf Course	-	2,800	3,200	3,200	-
Transfers In - Internal Service	189,474	308,561	199,100	299,100	180,500
Transfers In - Stormwater Utility	-	20,000	-	-	-
Total Other Financing Sources (Uses)	<u>447,451</u>	<u>487,454</u>	<u>211,000</u>	<u>311,000</u>	<u>503,000</u>
Net Change in Equity	(561,731)	(644,808)	128,021	206,380	482,442
Fund Balance - Beginning	3,225,321	2,663,590	2,018,782	2,018,782	2,225,162
Fund Balance - Ending	<u>\$ 2,663,590</u>	<u>\$ 2,018,782</u>	<u>\$ 2,146,803</u>	<u>\$ 2,225,162</u>	<u>\$ 2,707,604</u>



**CITY OF APPLETON 2017 BUDGET**

**HEALTH DEPARTMENT**

**Public Health Officer: Kurt D. Eggebrecht**

# CITY OF APPLETON 2017 BUDGET HEALTH DEPARTMENT

## MISSION STATEMENT

The mission of the Appleton Health Department is to safeguard the environment, promote public health, and protect consumers in the community by providing high quality services responsive to the needs of the people. Our belief is that prevention is the most effective public health strategy.

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

In 2016, staff responded to several emerging health issues in the community. Zika virus was a focus as it impacts pregnancy and contributes to birth defects. We also responded to new pertussis (whooping cough) cases. The department continues to provide directly observed therapy to residents who have active or latent TB.

The department's public health preparedness staff continued to provide technical and staff support to several communities including Green Lake, Marquette, Waushara counties and the City of Menasha for these shared services. Working together brings value through regional planning and response capacity.

Staff continues to collaborate with representatives from local hospital-based health care providers including; Aurora, Children's Hospital of the Fox Valley, Ministry Health Care and Thedacare, as well as Fox Valley health departments including those in Calumet, Outagamie and Winnebago counties and the City of Menasha. This collaboration has led to the use of the Behavioral Risk Factor Surveillance Survey to track trends in lifestyle related illness. In 2016, we addressed both the hospital and health department requirements of the Affordable Care Act. Together, we collaborated on comprehensive community health needs assessments and identified strategies for improvement and implementation plans.

The East Central Weights and Measures Consortium, administered by the Appleton Health Department, continues to provide contracted services in the cities of Berlin, Kaukauna, New London, Ripon and Waupaca and the Villages of Ashwaubenon, Kimberly and Little Chute. In 2016, we increased the number of service days to reflect the growing number of businesses in these communities.

Staff recognize their role as a collaborative one within the community. As such, staff participate in more than three dozen different agency boards, community and professional organizations. This cooperation is critical to identify and address local and Statewide health and environmental issues. Special emphasis in 2016 has been on our most vulnerable populations including the homeless and victims of abuse. For example, department staff supported the successful Butterfly Festival held in June which raised more than \$80,000 for Parent Connections which provides child abuse prevention services.

Our department welcomed dozens of new refugees to Appleton. Public health nurses reviewed medical records and made arrangements for a medical home. Additional public health services were provided as determined necessary. The department received compensation for the initial screening and referral through a State contract.

Staff serve in a leadership role on the tri-county weight of the Fox Valley project. In 2016, we collaborated with local health care systems to utilize electronic medical records to better identify the health impact on our community as we strive to achieve and maintain a healthy weight at every age.

# CITY OF APPLETON 2017 BUDGET HEALTH DEPARTMENT

## MAJOR 2017 OBJECTIVES

In 2017, we anticipate receiving more new refugees to Appleton. Our public health role will be to continue to assist in the initial health review of medical records, find medical homes for these families and respond to public health services as necessary. We anticipate welcoming more than 75 individuals and families through this process and continue to support them by collaborating with Fox Cities based agencies to meet their unique social and health needs.

The weight of the Fox Valley project will continue to be an area of focus. Health department staff serves in a leadership role and supports the vision of a community that achieves and maintains a healthy weight at every age. Unhealthy weight contributes to five of the ten leading causes of death in Appleton, including heart disease, type 2 diabetes, cancer and stroke. More than three in ten children and adolescents, and more than two of every three adults, are clinically at risk of premature illness due to this condition. In 2017 and beyond, our department will collaborate with community partners to implement community intervention strategies to slow this trend.

As a department, we place a high value on our collaborative partnerships throughout the region and will continue to strengthen these existing relationships. Examples of these partnerships include the East Central Weights and Measures Consortium, Northeast Wisconsin Immunization Coalition, Fox Valley Healthcare Coalition, Northeast Wisconsin Public Health Preparedness Partnership and Fox Valley Community Health Improvement Coalition to name a few.

Public health preparedness issues will continue to be a priority for the department. This planning will take an all hazards approach, meaning this response planning can be applied to a variety of public health challenges the City may face. Re-emerging communicable diseases like TB, vaccine preventable illnesses such as measles, pertussis and mumps and sexually transmitted diseases such as syphilis will remain a priority for the department. We will continue to strengthen our disease surveillance and communication with local health care partners. Emerging illnesses like Zika Virus have resulted in an awareness of the need for a global surveillance and planning effort locally.

Public Health Accreditation is a voluntary program that measures the degree to which state, local, tribal, and territorial health departments meet nationally recognized standards and measures. The standards are set by a Public Health Accreditation Board (PHAB), a non-profit accrediting body for national public health accreditation. Their mission is to promote and protect the health of the public by advancing the quality and performance of all health departments in the United States. In 2017, our department will work towards becoming accreditation ready in the event this becomes a mandatory requirement in the future.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 341,318	\$ 359,764	\$ 343,891	\$ 343,891	\$ 287,741	-16.33%
<b>Program Expenses</b>							
12510	Administration	150,490	131,602	150,976	152,058	154,509	2.34%
12520	Nursing	517,460	504,590	528,507	531,956	465,614	-11.90%
12530	Environmental Health	316,488	323,657	332,304	334,800	348,727	4.94%
12540	Weights & Measures	173,543	189,339	185,142	187,409	204,116	10.25%
<b>TOTAL</b>		<b>\$ 1,157,981</b>	<b>\$ 1,149,188</b>	<b>\$ 1,196,929</b>	<b>\$ 1,206,223</b>	<b>\$ 1,172,966</b>	<b>-2.00%</b>
<b>Expenses Comprised Of:</b>							
	Personnel	1,075,836	1,070,767	1,106,176	1,115,470	1,078,451	-2.51%
	Administrative Expense	14,925	15,150	17,144	17,144	17,165	0.12%
	Supplies & Materials	13,363	13,018	15,450	15,450	14,950	-3.24%
	Purchased Services	31,417	29,663	29,800	29,800	34,300	15.10%
	Utilities	6,140	5,327	6,200	6,200	5,920	-4.52%
	Repair & Maintenance	16,300	15,263	22,159	22,159	22,180	0.09%
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	12.55	12.55	12.25	12.25	11.95	

\* % change from prior year adopted budget  
Health.xls

**CITY OF APPLETON 2017 BUDGET  
HEALTH DEPARTMENT**

**Administration**

**Business Unit 12510**

**PROGRAM MISSION**

Through management activities, enforcement, and collaboration, the Health Officer assures public health services to the City of Appleton.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Provide long range planning, policy development, fiscal supervision, personnel management and general clerical support to program areas.

Enforce local and state laws regarding public health and consumer issues.

Collaborate with community health care providers and agencies to improve the public's health and well-being.

**Major Changes in Revenue, Expenditures or Programs:**

No major changes

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Trained staff					
% of staff adequately trained	100%	100%	100%	100%	100%
Safe workplace					
# unresolved safety issues	0	0	0	0	0
<b>Strategic Outcomes</b>					
Full service health dept. *					
Level III identification:					
# of outstanding issues	0	0	0	0	0
<b>Work Process Outputs</b>					
Training					
Hours of training per employee	41	36	40	40	40
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	148	137	140	140	140
Prepare annual report					
Completed by 120th day of following year	4/24/2014	4/30/2015	4/25/2016	4/25/2016	4/25/2017

\*Each health department in the State is evaluated annually for quality standards and level of service provided. Level III is the highest level of service/quality.

**CITY OF APPLETON 2017 BUDGET  
HEALTH DEPARTMENT**

**Administration**

**Business Unit 12510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Serv. - Nontax	\$ -	\$ -	\$ 40	\$ 40	\$ 40
Total Revenue	\$ -	\$ -	\$ 40	\$ 40	\$ 40
<b>Expenses</b>					
6101 Regular Salaries	\$ 105,784	\$ 94,159	\$ 107,390	\$ 108,472	\$ 110,074
6150 Fringes	33,973	27,325	31,697	31,697	32,950
6201 Training\Conferences	1,145	1,678	1,500	1,500	1,500
6206 Parking Permits	1,038	1,032	684	684	780
6301 Office Supplies	1,544	1,436	1,300	1,300	1,500
6303 Memberships & Licenses	1,953	1,733	2,200	2,200	2,000
6305 Awards & Recognition	57	210	195	195	195
6307 Food & Provisions	246	241	260	260	260
6316 Miscellaneous Supplies	631	328	500	500	500
6320 Printing & Reproduction	2,170	2,409	3,000	3,000	2,500
6324 Medical\Lab Supplies	374	-	-	-	-
6327 Miscellaneous Equipment	-	-	700	700	700
6413 Utilities	1,575	1,051	1,300	1,300	1,300
6418 Equip Repairs & Maint.	-	-	250	250	250
Total Expense	\$ 150,490	\$ 131,602	\$ 150,976	\$ 152,058	\$ 154,509

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
HEALTH DEPARTMENT**

**Public Health Nursing**

**Business Unit 12520**

**PROGRAM MISSION**

The nursing program prevents disease and promotes health through epidemiology, collaboration, consultation, assessment, intervention and case management to citizens and health care providers of Appleton.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Prevent the occurrence and spread of disease in the community through disease investigation, intervention, and partner notification; immunization against vaccine preventable diseases; investigation of elevated childhood blood lead levels; data collection; coordination with other area providers and the State; and public education.

Promote citizen health through assessment, intervention, case management and education for high risk families and adults.

**Major Changes in Revenue, Expenditures or Programs:**

Due to grant funding guideline changes from a nursing role to a coordination role, we are no longer in a contractual arrangement with Oneida Heights to provide on-site nursing services. Therefore, revenue for other reimbursements and salary/fringes has decreased.

Case management of TB client's home visits increased in 2016 due to an active case of TB. We anticipate this will continue into 2017.

The number of new refugees is anticipated to increase in 2017 resulting in an increase in the use of interpreter's services.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	100%	66%	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>					
Minimize epidemiologically linked TB cases					
# of cases based on data review	0	0	0	0	0
Increased vaccine coverage					
% of school aged children vaccinated	99.0%	99.0%	98.0%	98.0%	99.0%
City of Appleton meets OSHA regulations					
% of required participants	100%	100%	100%	100%	100%
<b>Work Process Outputs</b>					
Case management of TB clients					
# of home visits	270	152	100	100	100
TB skin tests: Police, Fire, and Health					
# of TB skin tests	104	103	90	90	90

**CITY OF APPLETON 2017 BUDGET  
HEALTH DEPARTMENT**

**Public Health Nursing**

**Business Unit 12520**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4225 Health Grants & Aids	\$ 11,513	\$ 11,281	\$ 7,500	\$ 7,500	\$ 11,500
4801 Charges for Serv.- Nontax	664	469	500	500	500
5035 Other Reimbursements	76,483	78,973	80,649	80,649	-
<b>Total Revenue</b>	<b>\$ 88,660</b>	<b>\$ 90,723</b>	<b>\$ 88,649</b>	<b>\$ 88,649</b>	<b>\$ 12,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 365,054	\$ 348,446	\$ 366,485	\$ 369,934	\$ 311,582
6108 Part-Time	13,605	12,532	10,474	10,474	10,631
6150 Fringes	100,130	107,271	112,521	112,521	100,521
6201 Training\Conferences	962	769	1,000	1,000	1,000
6202 Local Auto Expense	2,385	2,082	3,000	3,000	3,000
6206 Parking Permits	2,772	2,772	2,772	2,772	2,940
6302 Subscriptions	76	80	80	80	80
6303 Memberships & Licenses	150	-	195	195	160
6324 Medical\Lab Supplies	6,382	6,959	8,000	8,000	7,500
6413 Utilities	1,760	1,386	1,780	1,780	1,500
6430 Health Services	12,500	12,500	12,500	12,500	12,500
6431 Interpreter Services	11,684	9,793	9,500	9,500	14,000
6432 Lab. Services	-	-	200	200	200
<b>Total Expense</b>	<b>\$ 517,460</b>	<b>\$ 504,590</b>	<b>\$ 528,507</b>	<b>\$ 531,956</b>	<b>\$ 465,614</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
HEALTH DEPARTMENT**

**Environmental Health**

**Business Unit 12530**

**PROGRAM MISSION**

The Environmental Health program ensures safe food handling practices and protects the health and safety of Appleton residents and visitors through annual licensed establishment inspections, nuisance complaint investigations and communicable disease epidemiology.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

Prevent the occurrence and spread of disease in the community through regulatory activities in public eating/drinking establishments, retail food establishments, recreational facilities and body art establishments.

Assess, consult and correct human health hazards including those associated with lead paint, solid waste, housing sanitation, potential rabies exposure and vector control.

Provide public education and act as a referral mechanism to other State and local agencies for information on environmental and safety hazards.

**Major Changes in Revenue, Expenditures or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Fair and consistent inspection process					
Positive triennial survey results	99%	100%	97%	97%	97%
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>					
Voluntary compliance improved					
# critical violations on inspection report	351	400	350	350	375
Minimize human cases of rabies					
# of cases	0	0	0	0	0
Minimize food-borne outbreaks					
# outbreaks related to special events	0	0	0	0	0
# of food establishment outbreaks	0	0	0	0	0
<b>Work Process Outputs</b>					
Annual inspections and follow ups					
# of inspections	540	548	530	530	540
# follow up inspections	109	113	125	125	120
Response to complaints					
# of complaints/follow ups	149/63	106/43	135/75	135/75	135/75
Initial response within 3 business days	99%	99%	95%	95%	99%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	384	364	350	350	350



**CITY OF APPLETON 2017 BUDGET  
HEALTH DEPARTMENT**

**Environmental Health**

**Business Unit 12530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4305 Health	\$ 130,884	\$ 145,302	\$ 129,000	\$ 129,000	\$ 149,661
Total Revenue	<u>\$ 130,884</u>	<u>\$ 145,302</u>	<u>\$ 129,000</u>	<u>\$ 129,000</u>	<u>\$ 149,661</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 223,778	\$ 226,241	\$ 229,019	\$ 231,515	\$ 234,769
6105 Overtime	-	-	500	500	500
6150 Fringes	74,414	79,987	81,759	81,759	93,037
6201 Training\Conferences	146	281	700	700	500
6206 Parking Permits	1,044	1,044	1,044	1,044	1,080
6302 Subscriptions	-	-	50	50	50
6303 Memberships & Licenses	95	110	210	210	230
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	789	624	800	800	800
6324 Medical\Lab Supplies	365	249	300	300	300
6327 Miscellaneous Equipment	300	24	300	300	300
6413 Utilities	2,251	2,364	2,480	2,480	2,480
6418 Equip Repairs & Maint.	543	544	600	600	600
6425 CEA Equip. Rental	5,530	4,819	6,892	6,892	6,431
6431 Interpreter Services	-	-	100	100	100
6432 Lab. Services	7,233	7,370	7,500	7,500	7,500
Total Expense	<u>\$ 316,488</u>	<u>\$ 323,657</u>	<u>\$ 332,304</u>	<u>\$ 334,800</u>	<u>\$ 348,727</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
HEALTH DEPARTMENT**

**Weights & Measures**

**Business Unit 12540**

**PROGRAM MISSION**

The program educates, consults and inspects local businesses to ensure the delivery of full quantity and fair, equitable trade practices between the Appleton business community and the consumer.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Provide consumer protection through complaint investigation, measurement and weighing device testing, price scanning device testing, product check weighing and label verification.

Monitor business methods to prevent fraudulent advertising and trade practices.

Provide investigative services for the City Clerk's Office in licensing and regulating "going out of business" sales, commercial solicitors, salvage dealers and taxi cab/limousine service firms.

**Major Changes in Revenue, Expenditures or Programs:**

Increase in contracted service days due to business growth in some communities and a decrease in one community due to business closing. The total number of days remain the same.

This budget includes an increase in the part-time weights and measures specialist from .25 to .5 FTE.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Reduce price scanning errors					
Error trend reporting compliance	98.8%	99.1%	96.0%	96.0%	99.0%
Accurate informative labeling					
Positive consumer survey responses	100.0%	100.0%	98.0%	98.0%	100.0%
Accurate measuring devices					
% of devices that measure accurately	96.7%	94.2%	95.0%	95.0%	95.0%
<b>Strategic Outcomes</b>					
Improved system of price control					
Error trend reporting compliance	98.3%	97.9%	96.0%	96.0%	98.0%
Reduced short weight and measure sales					
Error trend reporting compliance	90.0%	95.8%	96.0%	96.0%	96.0%
Confidence of businesses in system integrity					
Positive consumer survey responses	99.6%	100.0%	98.0%	98.0%	99.0%
<b>Work Process Outputs</b>					
Price scanning inspections					
# of annual and reinspections	135	145	125	125	125
Commodity inspections					
# of inspections	12,903	13,431	12,000	12,000	12,000
Device inspections					
# of inspections	1,823	1,794	1,750	1,750	1,750

**CITY OF APPLETON 2017 BUDGET  
HEALTH DEPARTMENT**

**Weights & Measures**

**Business Unit 12540**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4312 Weights & Measures	\$ 57,914	\$ 55,699	\$ 58,000	\$ 58,000	\$ 58,000
4801 Charges for Serv.- Nontax	63,860	68,040	68,202	68,202	68,040
Total Revenue	<u>\$ 121,774</u>	<u>\$ 123,739</u>	<u>\$ 126,202</u>	<u>\$ 126,202</u>	<u>\$ 126,040</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 103,388	\$ 114,316	\$ 106,423	\$ 108,690	\$ 110,292
6108 Part Time	10,843	11,037	11,357	11,357	21,936
6150 Fringes	44,867	49,453	48,551	48,551	52,159
6201 Training\Conferences	407	763	900	900	800
6206 Parking Permits	756	768	804	804	840
6302 Subscriptions	-	-	50	50	50
6303 Memberships & Licenses	150	150	150	150	150
6316 Miscellaneous Supplies	350	329	350	350	350
6327 Miscellaneous Equipment	2,002	2,096	1,500	1,500	2,000
6413 Utilities	553	526	640	640	640
6418 Equip Repairs & Maint.	286	240	600	600	600
6425 CEA Equip. Rental	9,941	9,661	13,817	13,817	14,299
Total Expense	<u>\$ 173,543</u>	<u>\$ 189,339</u>	<u>\$ 185,142</u>	<u>\$ 187,409</u>	<u>\$ 204,116</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Charges for Service - Nontax

Charges for sealer's services

@ \$420 per day

	# of Days	Charge
New London	17	\$ 7,140
Waupaca	22	9,240
Kaukauna	21	8,820
Kimberly	5	2,100
Little Chute	13	5,460
Ashwaubenon	51	21,420
Ripon	20	8,400
Berlin	13	5,460
	<u>162</u>	<u>\$ 68,040</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	11,513	11,281.28	10,884	7,500	7,500	11,500	11,500
Licenses	188,798	201,000.50	139,543	187,000	187,000	207,661	207,661
Charges for Services	64,524	68,509.00	53,227	68,742	68,742	68,742	68,580
Other Revenues	76,483	78,972.96	6,721	80,649	80,649	0	0
<b>TOTAL REVENUES</b>	<b>341,318</b>	<b>359,763.74</b>	<b>210,375</b>	<b>343,891</b>	<b>343,891</b>	<b>287,903</b>	<b>287,741</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	701,357	692,436.58	482,480	808,911	818,205	766,717	766,717
Overtime	28-	.00	0	500	500	500	500
Part-Time	24,447	23,569.06	16,327	21,831	21,831	22,159	32,567
Other Compensation	707	446.88	244	406	406	0	0
Sick Pay	3,055	922.48	70	0	0	0	0
Vacation Pay	92,914	89,355.89	71,985	0	0	0	0
Fringes	253,384	264,036.09	193,004	274,528	274,528	275,475	278,667
<b>Salaries &amp; Fringe Benefits</b>	<b>1,075,836</b>	<b>1,070,766.98</b>	<b>764,110</b>	<b>1,106,176</b>	<b>1,115,470</b>	<b>1,064,851</b>	<b>1,078,451</b>
Training & Conferences	2,659	3,490.72	1,691	4,100	4,100	3,800	3,800
Local Auto Expense	2,384	2,082.41	2,077	3,000	3,000	3,000	3,000
Parking Permits	5,610	5,616.00	5,796	5,304	5,304	5,640	5,640
Office Supplies	1,544	1,436.45	771	1,300	1,300	1,500	1,500
Subscriptions	76	80.00	85	180	180	180	180
Memberships & Licenses	2,348	1,993.00	1,103	2,755	2,755	2,540	2,540
Postage & Freight	0	.00	0	50	50	50	50
Awards & Recognition	57	210.00	11	195	195	195	195
Food & Provisions	246	241.05	0	260	260	260	260
<b>Administrative Expense</b>	<b>14,924</b>	<b>15,149.63</b>	<b>11,534</b>	<b>17,144</b>	<b>17,144</b>	<b>17,165</b>	<b>17,165</b>
Miscellaneous Supplies	1,770	1,281.49	480	1,650	1,650	1,650	1,650
Printing & Reproduction	2,170	2,408.62	1,682	3,000	3,000	2,500	2,500
Medical & Lab Supplies	7,122	7,207.98	6,290	8,300	8,300	7,800	7,800
Miscellaneous Equipment	2,301	2,119.42	1,275	2,500	2,500	3,000	3,000
<b>Supplies &amp; Materials</b>	<b>13,363</b>	<b>13,017.51</b>	<b>9,727</b>	<b>15,450</b>	<b>15,450</b>	<b>14,950</b>	<b>14,950</b>
Health Services	12,500	12,500.04	12,500	12,500	12,500	12,500	12,500
Interpreter Services	11,684	9,793.37	15,704	9,600	9,600	14,100	14,100
Lab Fees	7,233	7,370.08	0	7,700	7,700	7,700	7,700
<b>Purchased Services</b>	<b>31,417</b>	<b>29,663.49</b>	<b>28,204</b>	<b>29,800</b>	<b>29,800</b>	<b>34,300</b>	<b>34,300</b>
Waste Disposal/Collection	685	231.68	495	0	0	0	0
Telephone	1,298	1,291.29	942	2,450	2,450	1,440	1,160
Cellular Telephone	4,157	3,803.84	2,193	3,750	3,750	4,760	4,760
<b>Utilities</b>	<b>6,140</b>	<b>5,326.81</b>	<b>3,630</b>	<b>6,200</b>	<b>6,200</b>	<b>6,200</b>	<b>5,920</b>
Equipment Repair & Maintenan	829	783.46	0	1,450	1,450	1,450	1,450
CEA Equipment Rental	15,471	14,479.96	10,463	20,709	20,709	20,709	20,730
<b>Repair &amp; Maintenance</b>	<b>16,300</b>	<b>15,263.42</b>	<b>10,463</b>	<b>22,159</b>	<b>22,159</b>	<b>22,159</b>	<b>22,180</b>
<b>Capital Expenditures</b>	<b>0</b>	<b>.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>1,157,980</b>	<b>1,149,187.84</b>	<b>827,668</b>	<b>1,196,929</b>	<b>1,206,223</b>	<b>1,159,625</b>	<b>1,172,966</b>

**CITY OF APPLETON 2017 BUDGET**

**HEALTH GRANTS  
SPECIAL REVENUE FUNDS**

**Public Health Officer: Kurt D. Eggebrecht**

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS  
HEALTH GRANTS**

**MISSION STATEMENT**

It is the mission of the Appleton Health Department to safeguard the environment, promote public health and protect the consumers in the community by providing high quality services responsive to the needs of the people.

**DISCUSSION OF SIGNIFICANT 2016 EVENTS**

Maternal/Child Health (MCH) Grant

This grant's objectives require a systems approach using the Life Course Model. Focus areas include: networks of early childhood services addressing family support, child development, mental health, safety and injury prevention, child death review team and fetal infant mortality review team implementation on a local level.

Prevention Grant

This grant supports the development, printing and placement of "points of decision prompts" throughout the entire network of City owned parking ramps. These signs of encouragement promote the use of stairs as a way to improve physical activity. Funds were also used to support staff participation in training.

Vaccine Improvement Plan Grant

These grant dollars support our goal of having more than 90% of Appleton children aged 19-35 months receive age appropriate immunizations. This grant also supports the Northeast Wisconsin Immunization Coalition, a regional effort which strives to increase immunization rates in the Fox Valley area.

Centers for Disease Control and Prevention (CDC) Lead Poisoning Prevention Grant

Department staff has worked with the Community Development Block Grants Administrator to coordinate with the Appleton Housing Rehabilitation, Housing Partnership and Housing Authority to identify families whose pre-1950 homes are being rehabilitated. Our goal this year is ten pre-1950 housing units located in the City will be made lead safe. Nursing staff works with families to minimize and prevent lead poisoning of children through follow-up of cases of elevated blood lead and prevention education.

Bioterrorism/Public Health Preparedness Grant

This grant supports training to deal with the effects of bioterrorism. Appleton provides staff support for the Northeast Wisconsin Public Health Preparedness Partnership Consortium. Several area health departments contracted with Appleton to provide shared service opportunities including Waushara, Marquette and Green Lake Counties and the City of Menasha.

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS  
HEALTH GRANTS**

**MAJOR 2017 OBJECTIVES**

Maternal Child Health (MCH) Grant

Provide maternal and child health program services to Appleton residents.

CDC Lead Poisoning Prevention Program Grant

Reduce the incidence of childhood blood lead poisoning through intervention and education.

Vaccine Improvement Plan Grant

Ensure that 91% of all two year olds served by the department will have completed their primary vaccine series.

Bioterrorism/Public Health Preparedness Grant

Provide plan development and training opportunities for public health staff and key community leaders and first responders.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 188,574	\$ 188,337	\$ 179,459	\$ 198,183	\$ 157,260	-12.37%
<b>Program Expenses</b>							
2011	MCH Grant	37,314	39,633	40,975	42,760	42,760	4.36%
2013	Prevention Grant	3,004	7,139	-	7,356	-	N/A
2014	CDC Lead Grant	9,414	9,414	9,756	9,850	9,935	1.83%
2015	Vaccine Improvement	21,830	27,273	27,408	27,487	27,487	0.29%
2018	Bioterrorism Grant	112,941	111,728	101,320	110,730	99,437	-1.86%
	Discontinued Programs	474	25	-	-	-	N/A
<b>TOTAL</b>		\$ 184,977	\$ 195,212	\$ 179,459	\$ 198,183	\$ 179,619	0.09%
<b>Expenses Comprised Of:</b>							
	Personnel	171,371	167,919	151,722	151,816	150,287	-0.95%
	Administrative Expense	5,743	12,873	10,480	27,246	14,390	37.31%
	Supplies & Materials	3,943	8,267	13,377	13,377	8,156	-39.03%
	Purchased Services	3,224	5,284	3,000	4,864	5,906	96.87%
	Utilities	696	869	880	880	880	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	1.66	1.66	1.54	1.54	1.54	

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - MCH Grant**

**Business Unit 2011**

**PROGRAM MISSION**

The Maternal Child Health (MCH) grant program ensures universal access to MCH public health services for eligible Appleton residents.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Work with community partners to build an integrated system that promotes optimal physical, social, emotional and developmental health of children, mothers, fathers and their families.

Participate in Outagamie County child death review teams and Fox Valley safe kids coalition to address prevention of injuries and death identified through reviews.

**Major changes in Revenue, Expenditures or Programs:**

In 2017, we will begin to align these grant funds to also support breastfeeding friendly environments.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Access to prenatal care # of women served	26	21	12	12	12
<b>Strategic Outcomes</b>					
Reduce # of deaths of children from birth to 1 due to unsafe sleep environments # of infant / toddler deaths	0	1	0	0	0
<b>Work Process Outputs</b>					
# of clients served who receive ages and stages assessment and education	18	23	24	24	24
Attend community meetings	100%	100%	95%	95%	100%



**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - MCH Grant**

**Business Unit 2011**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4225 Health Grants & Aids	\$ 40,852	\$ 36,228	\$ 40,975	\$ 42,760	\$ 42,760
	<u>\$ 40,852</u>	<u>\$ 36,228</u>	<u>\$ 40,975</u>	<u>\$ 42,760</u>	<u>\$ 42,760</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 6,402	\$ 5,056	\$ 6,628	\$ 6,628	\$ 4,954
6108 Part-Time	23,490	26,921	24,831	24,831	25,206
6150 Fringes	4,413	4,995	4,556	4,556	4,047
6201 Training/Conferences	233	758	400	400	2,135
6202 Local Auto Expense	209	284	300	300	300
6324 Medical/Lab Supplies	2,450	444	4,060	4,060	4,060
6431 Interpreter Services	117	1,175	200	1,985	2,058
	<u>\$ 37,314</u>	<u>\$ 39,633</u>	<u>\$ 40,975</u>	<u>\$ 42,760</u>	<u>\$ 42,760</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Prevention Grant**

**Business Unit 2013**

**PROGRAM MISSION**

Provide accurate, meaningful public health data to the Board of Health and Common Council for effective needs assessment and program management and evaluation.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

This grant supports the development, printing and placement of "points of decision prompts" throughout the entire network of City owned parking ramps. These signs of encouragement promote the use of stairs as a way to improve physical activity. Funds were also used to support our ongoing efforts of Weight of the Fox Valley with the United Way.

**Major Program Changes:**

Funding is not always guaranteed. If funding is awarded, a budget adjustment will be requested.

**PERFORMANCE INDICATORS**

Actual 2014   Actual 2015   Target 2016   Projected 2016   Target 2017

No performance indicators are prepared based on the uncertainty of the funding.

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Prevention Grant**

**Business Unit 2013**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4225 Health Grants & Aids	\$ 3,004	\$ 7,139	\$ -	\$ 7,356	\$ -
	<u>\$ 3,004</u>	<u>\$ 7,139</u>	<u>\$ -</u>	<u>\$ 7,356</u>	<u>\$ -</u>
<b>Expenses</b>					
6201 Training/Conferences	2,965	6,196	-	7,356	-
6301 Office Supplies	-	-	-	-	-
6304 Postage/Freight	-	-	-	-	-
6316 Miscellaneous Supplies	-	-	-	-	-
6320 Printing & Reproduction	39	-	-	-	-
6404 Consulting Services	-	943	-	-	-
	<u>\$ 3,004</u>	<u>\$ 7,139</u>	<u>\$ -</u>	<u>\$ 7,356</u>	<u>\$ -</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - CDC Lead Grant**

**Business Unit 2014**

**PROGRAM MISSION**

Provide lead poisoning prevention services to high-risk children in the City of Appleton.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The Lead Poisoning Prevention Program is intended to:

- Assure screening for elevated blood lead levels in children at risk for lead poisoning.
- Decrease identified lead hazards in the environment.
- Increase awareness of lead poisoning, prevention and control among community stakeholders.
- Link lead poisoned children and families to appropriate medical, housing and support services.

**Major changes in Revenue, Expenditures or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Treatment for elevated blood levels Children with elevated blood lead levels (EBLs) will show a progressive decline in blood lead levels in the 12 months following home visit	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>					
Decrease the incidence of elevated blood lead levels (EBLs)					
# of EBLs >19	4	1	3	3	3
# of EBLs 10 -19	6	3	4	4	4
<b>Work Process Outputs</b>					
Children with EBLs will be contacted with test results, recommendations for further screening and information on lead hazard reduction					
# of environmental inspections/ educational sessions	41	15	25	25	25

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - CDC Lead Grant**

**Business Unit 2014**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4225 Health Grants & Aids	\$ 11,077	\$ 9,175	\$ 9,756	\$ 9,850	\$ 9,935
	<u>\$ 11,077</u>	<u>\$ 9,175</u>	<u>\$ 9,756</u>	<u>\$ 9,850</u>	<u>\$ 9,935</u>
Expenses					
6101 Regular Salaries	\$ 8,061	\$ 7,987	\$ 8,364	\$ 8,445	\$ 8,490
6108 Part-Time	-	-	-	-	-
6150 Fringes	1,353	1,280	1,392	1,405	1,445
6201 Training & Conferences	-	147	-	-	-
6431 Interpreter Services	-	-	-	-	-
	<u>\$ 9,414</u>	<u>\$ 9,414</u>	<u>\$ 9,756</u>	<u>\$ 9,850</u>	<u>\$ 9,935</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Vaccine Improvement Grant**

**Business Unit 2015**

**PROGRAM MISSION**

Provide immunization to children from the ages of 2 months to 18 years, without barriers, in order to prevent disease. In addition, these resources are used to provide outreach and education.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The department's immunization program is expected to administer vaccines primarily to children from 2 months through 18 years of age and assist in developing the immunization infrastructure necessary to raise immunization levels and prevent vaccine preventable diseases such as diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus influenza B, varicella, rotavirus, hepatitis B, hepatitis A and bacterial meningitis.

**Major changes in Revenue, Expenditures or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Immunization rate @ 24 months of age % @ 24 months immunized	80%	81%	80%	80%	80%
<b>Strategic Outcomes</b>					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	13	5	20	20	18
# cases statewide	358	243	500	500	450
<b>Work Process Outputs</b>					
Internal case audit by 2/15 # of tracking contacts	2/15/2015 1,587	2/15/2015 1,572	2/15/2016 1,500	2/15/2016 1,500	2/15/2017 1,500

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Vaccine Improvement Grant**

**Business Unit 2015**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4225 Health Grants & Aids	\$ 21,457	\$ 24,041	\$ 27,408	\$ 27,487	\$ 27,487
	<u>\$ 21,457</u>	<u>\$ 24,041</u>	<u>\$ 27,408</u>	<u>\$ 27,487</u>	<u>\$ 27,487</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 14,229	\$ 14,660	\$ 20,504	\$ 20,504	\$ 19,393
6108 Part-Time	1,888	-	-	-	-
6150 Fringes	2,524	2,348	3,344	3,344	2,950
6201 Training & Conferences	82	-	100	100	100
6324 Medical / Lab Supplies	975	7,623	1,160	1,160	1,696
6430 Health Services	170	151	300	300	300
6431 Interpreter Services	1,962	2,491	2,000	2,079	3,048
	<u>\$ 21,830</u>	<u>\$ 27,273</u>	<u>\$ 27,408</u>	<u>\$ 27,487</u>	<u>\$ 27,487</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Bioterrorism Grant**

**Business Unit 2018**

**PROGRAM MISSION**

Provide a regional approach to all hazard emergency preparedness. Appleton provides staff support to the NEW (Northeast Wisconsin) Public Health Preparedness Partnership, comprised of Appleton and four area health departments.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

To prepare and train for public health emergencies which may result from terrorist activity or naturally occurring events such as an influenza pandemic.

Prepare response plans which integrate and complement local emergency operations plans (EOP) or emergency support functions (ESF).

Establish and maintain 24/7 response capacity.

Encourage and support a regional response to communicable disease prevention, response and recovery.

**Major changes in Revenue, Expenditures or Programs:**

In an effort to pursue collaborative and cooperative agreements to meet the needs of the community, we maintained agreements with several communities. The grant period is from July 2016 - June 2017. We have received contracts from Marquette (\$6,000), Waushara (\$6,000), and Green Lake (\$6,000) counties and the City of Menasha (\$6,000). It is also assumed these contracts will be renewed in July 2017, provided there is no change in State and Federal funding. Revenue decreased in 2016 due to Winnebago and Manitowoc Counties not renewing their contracts. Funding was carried over from prior years, in which the revenue was greater than the expenditures.

In addition, the department received a one-time increase in funding in 2016 (\$18,992) for Ebola planning and response and (\$11,670) for PHEP conference and training. These were used to offset the cost of salary, fringe benefits and training during 2016.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
# of trainings available	15	12	12	12	13
<b>Strategic Outcomes</b>					
Active regional coalition					
# of meetings / year	6	5	5	5	6
<b>Work Process Outputs</b>					
% of coalition meetings attended	100%	100%	100%	100%	100%



**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Bioterrorism Grant**

**Business Unit 2018 - Subledger 1506**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4225 Health Grants & Aids	\$ 44,456	\$ 59,569	\$ 75,320	\$ 84,730	\$ 53,078
4801 Charges for Serv. - Nontax	67,254	52,160	26,000	26,000	24,000
	<u>\$ 111,710</u>	<u>\$ 111,729</u>	<u>\$ 101,320</u>	<u>\$ 110,730</u>	<u>\$ 77,078</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 78,783	\$ 76,664	\$ 57,623	\$ 57,623	\$ 58,514
6150 Fringes	30,228	28,007	24,480	24,480	25,288
6201 Training\Conferences	1,723	5,173	8,755	18,165	10,000
6202 Local Auto Expense	61	(212)	-	-	935
6206 Parking Permits	471	462	425	425	420
6301 Office Supplies	-	65	500	500	500
6316 Miscellaneous Supplies	479	-	1,157	1,157	1,500
6320 Printing & Reproduction	-	200	1,000	1,000	600
6324 Medical / Lab Supplies	-	-	6,000	6,000	300
6401 Accounting\Audit	500	500	500	500	500
6413 Utilities	696	869	880	880	880
	<u>\$ 112,941</u>	<u>\$ 111,728</u>	<u>\$ 101,320</u>	<u>\$ 110,730</u>	<u>\$ 99,437</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	121,319	136,176.21	153,569	153,459	172,183	160,977	133,260
Charges for Services	67,255	52,160.36	19,500	26,000	26,000	24,000	24,000
<b>TOTAL REVENUES</b>	<b>188,574</b>	<b>188,336.57</b>	<b>173,069</b>	<b>179,459</b>	<b>198,183</b>	<b>184,977</b>	<b>157,260</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	95,645	92,344.88	55,027	93,119	93,200	91,351	91,351
Part-Time	25,378	26,921.05	20,988	24,831	24,831	25,206	25,206
Sick Pay	578	.00	0	0	0	0	0
Vacation Pay	11,252	12,022.99	6,251	0	0	0	0
Fringes	38,519	36,629.58	24,476	33,772	33,785	33,515	33,730
<b>Salaries &amp; Fringe Benefits</b>	<b>171,372</b>	<b>167,918.50</b>	<b>106,742</b>	<b>151,722</b>	<b>151,816</b>	<b>150,072</b>	<b>150,287</b>
Training & Conferences	5,002	12,274.22	14,425	9,255	26,021	17,856	12,235
Local Auto Expense	270	71.83	59	300	300	1,235	1,235
Parking Permits	471	462.00	450	425	425	420	420
Office Supplies	0	65.21	0	500	500	500	500
<b>Administrative Expense</b>	<b>5,743</b>	<b>12,873.26</b>	<b>14,934</b>	<b>10,480</b>	<b>27,246</b>	<b>20,011</b>	<b>14,390</b>
Miscellaneous Supplies	479	.00	0	1,157	1,157	1,500	1,500
Printing & Reproduction	39	200.45	0	1,000	1,000	600	600
Medical & Lab Supplies	3,425	8,066.16	2,002	11,220	11,220	6,056	6,056
Miscellaneous Equipment	0	.00	5,251	0	0	0	0
<b>Supplies &amp; Materials</b>	<b>3,943</b>	<b>8,266.61</b>	<b>7,253</b>	<b>13,377</b>	<b>13,377</b>	<b>8,156</b>	<b>8,156</b>
Accounting/Audit	500	500.00	500	500	500	500	500
Consulting Services	0	943.00	0	0	0	0	0
Health Services	644	175.46	97	300	300	300	300
Interpreter Services	2,080	3,665.30	3,306	2,200	4,064	5,058	5,106
<b>Purchased Services</b>	<b>3,224</b>	<b>5,283.76</b>	<b>3,903</b>	<b>3,000</b>	<b>4,864</b>	<b>5,858</b>	<b>5,906</b>
Telephone	220	219.33	161	280	280	440	440
Cellular Telephone	476	650.11	270	600	600	440	440
<b>Utilities</b>	<b>696</b>	<b>869.44</b>	<b>431</b>	<b>880</b>	<b>880</b>	<b>880</b>	<b>880</b>
<b>Repair &amp; Maintenance</b>	<b>0</b>	<b>.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Expenditures</b>	<b>0</b>	<b>.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>184,978</b>	<b>195,211.57</b>	<b>133,263</b>	<b>179,459</b>	<b>198,183</b>	<b>184,977</b>	<b>179,619</b>

**CITY OF APPLETON 2017 BUDGET  
HEALTH GRANTS  
SPECIAL REVENUE FUNDS  
SOURCES AND USES OF FUNDS**

<b>Revenues</b>	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Intergovernmental	\$ 121,319	\$ 136,176	\$ 153,459	\$ 179,838	\$ 133,260
Charges for Service	67,255	52,161	26,000	94,463	24,000
Total Revenues	188,574	188,337	179,459	274,301	157,260
<b>Expenses</b>					
Program Costs	184,977	195,212	179,459	198,183	179,619
Total Expenses	184,977	195,212	179,459	198,183	179,619
Revenues over (under)					
Expenses	3,597	(6,875)	-	76,118	(22,359)
Fund Balance - Beginning	(10,444)	(6,847)	(13,722)	(13,722)	62,396
Fund Balance - Ending	\$ (6,847)	\$ (13,722)	\$ (13,722)	\$ 62,396	\$ 40,037



**CITY OF APPLETON 2017 BUDGET**

**POLICE DEPARTMENT**

**Police Chief: Todd L. Thomas**

**Assistant Police Chief: Todd D. Olm**

# CITY OF APPLETON 2017 BUDGET POLICE DEPARTMENT

## MISSION STATEMENT

Excellence in Police Service

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

The Appleton Police Department has developed a FY 2017 budget that strategically targets available resources to provide the highest quality law enforcement and public safety services to the community. Using the community-based policing philosophy, the department began to shift the priorities of patrol officers to be more visibly engaging in our community. In conjunction with traditional discretionary duties like traffic and ordinance enforcement, the department is emphasizing the importance and desirability of having more of a positive presence in public places like schools, parks, shopping areas, and neighborhoods. Patrol officers are expected to spend some discretionary time out on foot in these areas as well as areas with crime concerns like apartment complexes.

The City of Appleton has been recognized as a safe city that is also known for a vibrant downtown area that attracts many visitors, special events, and nightlife. While focusing resources on crime prevention and intervention measures, the police department also maintains a strong commitment in law enforcement services to promote and provide safety in neighborhoods, schools and the business community. The implementation of the Officer Safety Program provides patrol officers Body Worn Cameras (BWC) as an additional resource to support and enhance officer safety while promoting accountability and unbiased recording of police activity. Since this technology has grown substantially nationwide and has become more important in today's criminal justice system, we would like to expand this program to other officers who periodically perform patrol duties and/or work alongside patrol officers during critical incidents.

A vehicle committee was formed after receiving notice the Chevrolet Impala will be discontinued in 2017 as an option for police vehicle replacement. The primary factors considered for marked and unmarked squads were safety, reliability and performance. The committee recommendation was the Ford Interceptor AWD sedan that provides better traction when driving in snow and other inclement weather driving conditions. This budget reflects the change to police vehicle replacements.

Maintaining a stronger police presence when responding to calls for service remains a focus of patrol resources as we are challenged with vacancies, injuries, and other types of leave. To maximize staffing levels, the department has a continual hiring process. The department also ensures officers are trained to identify threats to community safety and security. Some of the training completed or planned in 2016 include Fair and Impartial training, Legal Update, Unified Tactics, Crisis Negotiations, Crisis Intervention, Emergency Vehicle Operation, Leadership, and Computer Evidence Recovery. The department also maintains a number of highly-specialized units and officers, such as Special Weapons and Tactics (SWAT), K9, and Threat Assessment Officer that are critical to responding to emergencies.

The School Resource Officers continue to be interactive in areas that have a great impact on students, parents, and schools. For example, the truancy court piloted in 2008 is a collaboration with other agencies to provide students a speedier court process and to provide assistance and guidance. Recognizing the challenges for youth today, a pilot program was presented at middle schools regarding sex trafficking to provide the knowledge and to be empowered to take action if necessary. Internet safety is another concern in today's world of technology-savvy youth that was presented to the Appleton School District Parent Teachers Association. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training has become an important preparation for schools in the event of an aggressive intruder. In addition to the Appleton School District, Xavier High School also received this training.

## CITY OF APPLETON 2017 BUDGET POLICE DEPARTMENT

### MAJOR 2017 OBJECTIVES

Expand body worn camera (BWC) program and use footage in our training program

Evaluate products and research options for a records management system; the current system is inefficient and is problematic for officers and end users

Continue to spend discretionary time by patrol officers in areas of schools, parks, shopping, and neighborhoods, as well as areas with crime concerns

Focus on violence prevention initiatives that target at-risk youth; continued prevention efforts will identify and mitigate the threats that present themselves

Utilize targeted intelligence gathering and advanced forensic investigative skills and software to identify and arrest criminals responsible for human trafficking, child pornography, fraud, financial crimes, physical/sexual violence and threats

Focus on technology utilization to augment growing demands and supplement officers' activities; advances in technology continue to make our streets and facilities safer

Continue our partnership at the Fox Valley Public Safety Training Center; this facility provides state of the art training that can be taught by our in-house instructor cadre

Engage community members who may feel marginalized and build a trusting and respectful relationship

Initiate a pilot program using existing staff to determine the feasibility and need for a Behavioral Health Officer position

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 827,956	\$ 847,810	\$ 895,154	\$ 895,154	\$ 903,678	0.95%
<b>Program Expenses</b>							
17511	Executive Management	538,004	419,403	552,650	559,368	581,969	5.31%
17512	Administrative Services	1,220,631	1,190,569	1,223,584	1,233,963	1,258,161	2.83%
17513	Support Services	388,413	407,256	387,674	388,548	418,462	7.94%
17514	Public Communication	716,905	758,640	719,509	725,146	732,399	1.79%
17522	Crossing Guards	165,967	172,215	174,894	174,894	175,384	0.28%
17524	Community Services	292,170	293,779	353,079	353,079	358,968	1.67%
17531	SRO	1,470,803	1,450,777	1,494,190	1,495,958	1,478,707	-1.04%
17532	Investigative Services	1,460,059	1,444,217	1,637,861	1,658,040	1,679,140	2.52%
17541	Field Operations	9,738,555	10,050,096	10,098,825	10,142,648	10,254,868	1.55%
<b>TOTAL</b>		<b>\$ 15,991,507</b>	<b>\$ 16,186,952</b>	<b>\$ 16,642,266</b>	<b>\$ 16,731,644</b>	<b>\$ 16,938,058</b>	<b>1.78%</b>
<b>Expenses Comprised Of:</b>							
	Personnel	14,225,693	14,328,386	14,738,607	14,786,385	15,016,774	1.89%
	Administrative Expense	129,072	131,513	133,224	133,224	132,661	-0.42%
	Supplies & Materials	221,424	289,578	292,637	319,237	198,130	-32.29%
	Purchased Services	144,414	145,847	139,852	139,852	239,812	71.48%
	Utilities	190,233	187,101	200,500	200,500	199,200	-0.65%
	Repair & Maintenance	1,080,671	1,075,449	1,137,446	1,137,446	1,151,481	1.23%
	Capital Expenditures	-	29,078	-	15,000	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	136.00	137.00	137.00	137.00	137.00	

\* % change from prior year adopted budget  
Police.xls

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Executive Management**

**Business Unit 17511**

**PROGRAM MISSION**

The mission of the Executive Management team is to lead and support Department members to meet the City of Appleton mission and the Appleton Police Department mission of *Excellence in Police Services*.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Provide leadership and oversight to the community to support community partnerships  
 Coordinate inter/intra departmental activities and solicit employee participation in department programs  
 Support employees with resources for development and growth

**Major Changes in Revenue, Expenditures or Programs:**

Foster community relationships is an initiative to strengthen police relationships with the public. The performance indicator projection for 2016 is 4,200 crime prevention screens will be initiated by officers to walk the parks, downtown area, school stops and find other ways to connect with the community. There was a positive response by officers that resulted in a significant increase from the target of 700.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Identify, assess and respond to community needs					
% of favorable survey responses to meeting community needs	New measure	—————>	80%	n/a*	80%
<b>Strategic Outcomes</b>					
Excellence in police services					
% of survey responses that rate service as good or excellent	New measure	—————>	70%	n/a*	70%
<b>Work Process Outputs</b>					
Foster community relationships					
# of self-initiated crime prevention screens	New measure	—————>	700	4,200	3,500
Cultural responsiveness					
# of diversity initiatives/meetings	New measure	—————>		40	40
Promote strong work culture through employee engagement					
# of team building events	New measure	—————>	6	20	20

\* Due to delay in processing, the surveys were not able to be distributed in 2016



**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Executive Management**

**Business Unit 17511**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ -	\$ 2,536	\$ -	\$ -	\$ -
4325 Bow Hunting	30	-	-	-	-
4510 Court Fines & Fees	310,674	273,813	340,000	340,000	340,000
4801 Charges for Serv.- Nontax	12,560	11,604	20,000	20,000	20,000
4806 False Alarm Fees	12,775	7,275	10,000	10,000	10,000
5010 Misc Revenue - Nontax	15,442	5,153	20,000	20,000	15,000
5011 Misc Revenue - Tax	874	-	-	-	-
5020 Donations & Memorials	2,500	59,483	-	-	-
5030 Damage to City Property	3,439	6,570	-	-	-
5035 Other Reimbursements	476	83	-	-	-
<b>Total Revenue</b>	<b>\$ 358,770</b>	<b>\$ 366,517</b>	<b>\$ 390,000</b>	<b>\$ 390,000</b>	<b>\$ 385,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 378,269	\$ 280,502	\$ 383,015	\$ 389,733	\$ 392,918
6150 Fringes	125,893	94,558	131,234	131,234	150,623
6206 Parking Permits	396	396	396	396	420
6302 Subscriptions	896	1,065	896	896	896
6303 Memberships & Licenses	2,480	2,551	2,850	2,850	2,850
6304 Postage/Freight	292	213	200	200	200
6307 Food & Provisions	2,699	2,691	2,740	2,740	2,740
6315 Books & Library Materials	243	358	327	327	330
6316 Miscellaneous Supplies	866	750	1,500	1,500	1,500
6321 Clothing	21,036	31,357	24,500	24,500	24,500
6402 Legal Fees	42	70	100	100	100
6599 Other Contracts/Obligations	4,892	4,892	4,892	4,892	4,892
<b>Total Expense</b>	<b>\$ 538,004</b>	<b>\$ 419,403</b>	<b>\$ 552,650</b>	<b>\$ 559,368</b>	<b>\$ 581,969</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Clothing

New officer issue 4 @\$1,000	\$ 4,000
Badges, patches, bars, etc.	2,000
Replacement of damaged items	500
Protective vests 18 @ approx. \$1,000	18,000
	<u>\$ 24,500</u>

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Administrative Services Unit**

**Business Unit 17512**

**PROGRAM MISSION**

For the benefit of the community, City operating departments, law enforcement agencies, and other governmental offices, we will process and maintain police records and prepare documentation for prosecution, so that the quality of life and community safety is ensured.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

Supply accurate and timely information to police officers, City departments, and other external agencies

Provide a centralized repository for all field reports created by law enforcement personnel

Maintain a working relationship with surrounding communities and counties that allow the sharing of law enforcement records

**Major Changes in Revenue, Expenditures or Programs:**

None

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Process requests for information					
% of open records request processed within 10 working days	95%	95%	95%	95%	95%
<b>Strategic Outcomes</b>					
Compliance with Uniform Crime Reporting					
Complete monthly reporting requirements to State and FBI	100%	100%	100%	100%	100%
<b>Work Process Outputs</b>					
Improve process time of information					
# of public open records requests	New measure	—————>	2,700	2,700	3,000
Avg. taped offense reports completed weekly	75	146	75	156	156
# of active Neighborhood Watch Groups	143	145	140	140	140

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Administrative Services Unit**

**Business Unit 17512**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 614,542	\$ 575,686	\$ 582,566	\$ 592,945	\$ 604,240
6104 Call Time	196	-	-	-	-
6105 Overtime	14,718	13,478	16,800	16,800	17,500
6150 Fringes	238,472	236,941	250,367	250,367	260,579
6301 Office Supplies	13,771	12,626	15,000	15,000	15,000
6316 Miscellaneous Supplies	478	569	550	550	550
6320 Printing & Reproduction	14,638	17,111	18,300	18,300	18,300
6327 Miscellaneous Equipment	1,687	3,059	3,600	3,600	3,600
6407 Collection Services	3,988	4,433	4,400	4,400	4,400
6413 Utilities	124,536	115,421	127,000	127,000	119,700
6418 Equip Repairs & Maint	469	534	800	800	800
6420 Facilities Charges	193,136	210,711	204,201	204,201	213,492
Total Expense	<u>\$ 1,220,631</u>	<u>\$ 1,190,569</u>	<u>\$ 1,223,584</u>	<u>\$ 1,233,963</u>	<u>\$ 1,258,161</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Office Supplies

General office supplies	\$ 9,000
Paper supplies	6,000
	<u>\$ 15,000</u>

Printing & Reproduction

City copy charges	\$ 7,300
Offense reports	3,000
Letterhead & envelopes	1,500
Case assignments	1,000
Recruitment	1,000
Leave/overtime request forms	1,000
Investigation, accident forms	2,000
Miscellaneous printing	1,500
	<u>\$ 18,300</u>

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Support Services Unit**

**Business Unit 17513**

**PROGRAM MISSION**

The Support Services Unit, in conjunction with the Human Resource Department, exists to provide organizational development by seeking out the best practices available within the human resources function.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy # 3: "Recognize and grow everyone's talents."

**Objectives:**

Continue recruitment of candidates for police officer positions

Provide and coordinate quality training opportunities

**Major Changes in Revenue, Expenditures or Programs:**

This budget reflects an increase of \$10,000 in Other Contracts/Obligations for the Police Department indoor range lead mining. Last completed in 2013, this process is recommended every 3 years to optimize range performance.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Increase public safety and awareness					
# of media contacts	532	427	500	450	500
# of news releases distributed	88	66	90	70	80
# of social media followers	New measure	19,000	25,000	25,000	26,000
Increase Department proficiency					
Avg. training hours p/sworn employee	98	101	95	100	100
Avg. training hours p/civilian employee	26	27	30	28	30
% of officers re-certified	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>					
Maintain hiring processes to recruit the most qualified officers					
# of police officer applications	352	465	400	400	400
<b>Work Process Outputs</b>					
Enhance policing efforts					
# of career fairs attended	9	9	12	8	8
# of internal training sessions	70	75	70	83	90

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Support Services Unit**

**Business Unit 17513**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Miscellaneous State Aids	\$ 16,960	\$ 17,120	\$ 17,600	\$ 17,600	\$ 17,600
Total Revenue	<u>\$ 16,960</u>	<u>\$ 17,120</u>	<u>\$ 17,600</u>	<u>\$ 17,600</u>	<u>\$ 17,600</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 166,224	\$ 170,682	\$ 171,021	\$ 171,895	\$ 172,977
6104 Call Time	108	112	-	-	-
6105 Overtime	10,233	8,517	6,806	6,806	6,830
6150 Fringes	53,152	51,514	48,542	48,542	67,100
6201 Training/Conferences	81,641	89,248	85,000	85,000	85,000
6204 Tuition Fees	19,261	16,747	20,000	20,000	20,000
6205 Employee Recruitment	3,241	1,841	3,500	3,500	3,500
6305 Awards & Recognition	2,131	1,804	2,055	2,055	2,055
6312 Guns & Ammunition	22,023	22,363	22,750	22,750	23,000
6316 Miscellaneous Supplies	4,220	4,244	3,500	3,500	3,500
6327 Miscellaneous Equipment	6,834	6,513	8,000	8,000	8,000
6328 Signs	-	301	300	300	300
6404 Consulting Services	9,545	5,925	5,000	5,000	5,000
6418 Equip Repairs & Maint	337	714	1,000	1,000	1,000
6430 Health Services	475	266	400	400	400
6599 Other Contracts/Obligations	8,988	26,465	9,800	9,800	19,800
Total Expense	<u>\$ 388,413</u>	<u>\$ 407,256</u>	<u>\$ 387,674</u>	<u>\$ 388,548</u>	<u>\$ 418,462</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Training/Conferences

DOJ training and standards	\$ 17,600
Professional leadership and strategies	6,500
Recertification (Taser, Radar, etc.)	5,000
Investigative services/sensitive crime	8,000
Crime prevention/counterterrorism	5,000
Forensic computer analysis	5,000
Community problem solving policing	6,000
Special weapons and response team	9,000
Defense-arrest tactics/firearms	4,000
REID Interview & Interrogation techniques	3,500
Canine recertification/training	5,000
Peer Support	3,000
Active listening/communication	2,000
S.P.E.A.R. Instructor certification*	3,000
Travel unrelated to training	2,400
	<u>\$ 85,000</u>

Guns & Ammunition

Ammunition/XREP rounds	\$ 15,500
Range supplies, targets,	
Firearms accessories	2,500
Less lethal ammo	2,000
Protective equipment	1,000
Taser training cartridges	2,000
	<u>\$ 23,000</u>

Other Contracts/Obligations

Background Checks	\$ 1,855
Range Passes	160
PD Range maintenance	7,785
PD Range - lead mining	10,000
	<u>\$ 19,800</u>

Tuition Fees

Continuing education reimbursements, 8 @ \$2,500	\$ 20,000
	<u>\$ 20,000</u>

\* Spontaneous Protection Enabling Accelerated Response

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Public Communication**

**Business Unit 17514**

**PROGRAM MISSION**

For the benefit of the community and City operating departments, we will answer questions, provide information, refer customers to the appropriate departments, maintain records, and provide dependable, consistent communications support, to ensure that City business runs smoothly and effectively.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

Provide access to services and information

Improve quality of customer service

Continue Police Communications Technician (PCT) training and certifications

**Major Changes in Revenue, Expenditures or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Maintain responsiveness to public					
# of phone calls per year	100,796	109,872	105,000	110,000	115,000
# of reports handled by Police Communication Technicians	980	960	1,000	800	800
<b>Strategic Outcomes</b>					
Support services provided					
Completion of warrant process within mandated time limit	100%	100%	100%	100%	100%
<b>Work Process Outputs</b>					
Provide quality support service					
# of TIME* System transactions initiated	28,379	25,140	30,000	27,000	28,000
# of criminal history queries	8,171	6,321	10,000	7,000	7,000
# of citizen contacts entered	14,797	11,940	16,000	12,000	14,000
# of training hours p/employee	47	33	50	40	50

\* Transaction Information for Management Enforcement

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Public Communication**

**Business Unit 17514**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 436,159	\$ 435,694	\$ 420,515	\$ 426,152	\$ 411,260
6104 Call Time	266	718	1,000	1,000	964
6105 Overtime	33,703	53,901	35,448	35,448	34,667
6150 Fringes	144,365	156,679	151,446	151,446	174,508
6320 Printing & Reproduction	1,533	1,526	1,500	1,500	1,500
6413 Utilities	65,697	71,680	73,500	73,500	79,500
6599 Other Contracts/Obligations	35,182	38,442	36,100	36,100	30,000
Total Expense	<u>\$ 716,905</u>	<u>\$ 758,640</u>	<u>\$ 719,509</u>	<u>\$ 725,146</u>	<u>\$ 732,399</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Aircards	\$ 28,000
Joey wire system	2,000
	<u>\$ 30,000</u>

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Crossing Guards**

**Business Unit 17522**

**PROGRAM MISSION**

For the benefit of elementary school children and their parents, we will provide assistance at busy city intersections, so that elementary school children can travel safely to and from school.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

Assist elementary school children in safely crossing designated intersections

Increase motorists' awareness of school zones via speed monitoring awareness radar trailer (SMART) unit deployments

**Major Changes in Revenue, Expenditures or Programs:**

This budget includes the contribution from the Appleton Area School District for one-half of the cost of the crossing guard program. The crossing guards also provide an additional hour of coverage on "late start" days which is supported by the school district.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Promote safety at guarded crossings					
# of crossing guard complaint forms processed for moving violations and parking violations	31	81	40	85	80
<b>Strategic Outcomes</b>					
Safety awareness in school zones					
# of accidents at guarded crossings	1	0	0	0	0
<b>Work Process Outputs</b>					
Provide safety education at busy intersections					
# of classes given to students	17	19	20	20	20
# of students in attendance	1,164	1,182	850	1,200	1,000
Provide assistance at controlled intersections					
Avg. # of students crossing at guarded intersections p/day	2,004	2,224	2,200	2,200	2,200



**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Crossing Guards**

**Business Unit 17522**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
5035 Other Reimbursements	\$ 85,400	\$ 86,551	\$ 87,214	\$ 87,214	\$ 87,442
Total Revenue	<u>\$ 85,400</u>	<u>\$ 86,551</u>	<u>\$ 87,214</u>	<u>\$ 87,214</u>	<u>\$ 87,442</u>
Expenses					
6108 Part Time	\$ 153,436	\$ 158,519	\$ 160,947	\$ 160,947	\$ 162,093
6150 Fringes	12,112	13,181	13,447	13,447	12,791
6323 Safety Supplies	419	515	500	500	500
Total Expense	<u>\$ 165,967</u>	<u>\$ 172,215</u>	<u>\$ 174,894</u>	<u>\$ 174,894</u>	<u>\$ 175,384</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Community Services**

**Business Unit 17524**

**PROGRAM MISSION**

For the benefit of citizens, visitors, and City departments, in order to provide a timely response to requests for service, we will provide services in non-violent, non-critical situations.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

Provide support services to patrol officers by having Community Service Officers (CSOs) complete those operational tasks that do not require a sworn officer

Increase the number and effectiveness of proactive patrols and activities (City parks, parking ramps, special events, etc.)

**Major Changes in Revenue, Expenditures or Programs:**

None

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Provide greater access to police services					
Avg. # of CSO hours p/month	1,483	1,080	1,400	1,400	1,400
<b>Strategic Outcomes</b>					
Increased security at community events					
% of time working special events	8%	12%	12%	12%	12%
<b>Work Process Outputs</b>					
Engage, collaborate and identify community service needs to create a safer and more secure environment for citizens					
# of park patrols	3,140	3,367	3,500	3,400	3,500
# of offenses - animal	1,828	1,623	2,000	1,600	2,000
# of offenses - parking	1,289	1,076	1,300	1,200	1,200
# of responses to hazard-related events	644	582	650	500	650
# of assists in calls for service	850	693	800	700	800

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Community Services**

**Business Unit 17524**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4310 Dog Licenses	\$ 19,649	\$ 18,556	\$ 25,000	\$ 25,000	\$ 25,000
4311 Cat Licenses	7,831	7,134	10,000	10,000	10,000
Total Revenue	<u>\$ 27,480</u>	<u>\$ 25,690</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 50,558	\$ 58,447	\$ 46,779	\$ 46,779	\$ 47,986
6105 Overtime	8,125	5,892	5,497	5,497	5,595
6108 Part-Time	181,019	175,014	234,458	234,458	237,952
6150 Fringes	31,017	31,406	41,185	41,185	42,535
6316 Miscellaneous Supplies	641	743	800	800	1,000
6321 Clothing	1,922	2,491	2,000	2,000	2,000
6323 Safety Supplies	697	360	360	360	400
6327 Miscellaneous Equipment	1,314	1,292	1,500	1,500	1,500
6412 Advertising	483	-	500	500	-
6599 Other Contracts/Obligations	16,394	18,134	20,000	20,000	20,000
Total Expense	<u>\$ 292,170</u>	<u>\$ 293,779</u>	<u>\$ 353,079</u>	<u>\$ 353,079</u>	<u>\$ 358,968</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Fox Valley Humane Association	\$ 19,000
Wild animal service	1,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**School Resource Officers**

**Business Unit 17531**

**PROGRAM MISSION**

For the benefit of the youth in our community so they may fully develop into productive adult citizens who positively contribute to the high quality of life in our City, we will divert and intervene in juvenile matters in order to encourage constructive growth and development.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Be proactive in working with youth at risk of delinquent behavior
- Improve programs and services available to youth
- Continue to mentor high-risk youth and serve as a positive role model
- Investigate sensitive crimes involving juveniles and adults

**Major Changes in Revenue, Expenditures or Programs:**

Per contract, this budget reflects a 4% increase in the School Resource Officer reimbursement from the Appleton Area School District.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Provide youth services					
# of students crises/mental health issues requiring informal SRO intervention	2,566	2,317	2,200	2,300	2,300
# of other complaint resolutions/diversions made through informal means	3,848	3,471	2,800	3,400	3,400
<b>Strategic Outcomes</b>					
Increase quality of life for youth					
% of time mentoring and/or socializing with youth	39%	28%	35%	35%	35%
<b>Work Process Outputs</b>					
Promote safety at schools					
# of assigned investigations	1,252	1,519	1,400	1,500	1,500
Provide law enforcement resources					
# of educational presentations to students/parents/school staff	233	202	250	225	225
# of referrals to intake/CPS/agencies	314	385	300	325	325
# of truancy issues addressed	4,182	3,293	3,000	3,200	3,200

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**School Resource Officers**

**Business Unit 17531**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Serv. - Nontax	\$ 25,484	\$ 25,472	\$ 25,000	\$ 25,000	\$ 25,000
4905 SRO Reimbursement	307,272	319,560	332,340	332,340	345,636
Total Revenue	<u>\$ 332,756</u>	<u>\$ 345,032</u>	<u>\$ 357,340</u>	<u>\$ 357,340</u>	<u>\$ 370,636</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 996,188	\$ 998,783	\$ 1,038,424	\$ 1,040,192	\$ 1,034,619
6104 Call Time	1,363	1,741	1,891	1,891	1,812
6105 Overtime	73,638	66,514	63,243	63,243	61,926
6150 Fringes	398,819	382,846	389,432	389,432	379,150
6316 Miscellaneous Supplies	795	893	1,200	1,200	1,200
Total Expense	<u>\$ 1,470,803</u>	<u>\$ 1,450,777</u>	<u>\$ 1,494,190</u>	<u>\$ 1,495,958</u>	<u>\$ 1,478,707</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Investigative Services**

**Business Unit 17532**

**PROGRAM MISSION**

We develop crime prevention strategies, investigate major crimes and arrest suspects who commit crimes in support of the criminal justice system, the community, and victims, in order to prevent and/or minimize the impact of major crimes.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Provide major case investigative support to the districts
- Conduct investigations in high tech crimes
- Evaluate investigator's case review and reporting procedures
- Support investigations with qualified forensic recovery and analysis

**Major Changes in Revenue, Expenditures or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Provide requests for information					
% of discovery requests processed within 10 work days	99%	60%	100%	100%	100%
<b>Strategic Outcomes</b>					
Provide specialized investigative support					
# of cases assigned to investigators	New measure	322	334	334	330
<b>Work Process Outputs</b>					
Improve process time of information					
# of discovery requests	1,719	2,030	1,700	1,700	1,750
# of evidence & property maintained	32,604	35,107	33,000	33,500	34,000
# of digital folders maintained	3,870	3,926	4,000	4,000	4,000
Provide investigative forensic analysis to officers					
# of crime lab submissions	487	420	550	550	550

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Investigative Services**

**Business Unit 17532**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 884,030	\$ 935,280	\$ 1,099,889	\$ 1,105,068	\$ 1,121,247
6104 Call Time	1,481	2,509	3,095	3,095	3,308
6105 Overtime	126,262	91,976	59,349	59,349	61,120
6108 Part-Time	19,089	-	-	-	-
6150 Fringes	375,381	371,469	423,588	423,588	439,665
6316 Miscellaneous Supplies	825	1,421	1,500	1,500	1,500
6320 Printing & Reproduction	1,988	3,728	2,000	2,000	3,500
6324 Medical/Lab Supplies	9,007	5,183	13,300	13,300	13,300
6327 Miscellaneous Equipment	19,144	15,941	21,000	21,000	21,000
6418 Equip Repairs & Maint	1,490	542	1,500	1,500	1,500
6443 Investigative Costs	722	1,154	1,000	1,000	1,000
6599 Other Contracts/Obligations	20,640	15,014	11,640	11,640	12,000
6804 Equipment	-	-	-	15,000	-
Total Expense	<u>\$ 1,460,059</u>	<u>\$ 1,444,217</u>	<u>\$ 1,637,861</u>	<u>\$ 1,658,040</u>	<u>\$ 1,679,140</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Miscellaneous Equipment</u>	
Computer analysis equipment	\$ 6,500
Digital evidentiary cameras	8,500
VARDA Replacements *	6,000
	<u>\$ 21,000</u>

\* VARDA - Voice Activated Radio Dispatched Alarm

**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Field Operations (Patrol)**

**Business Unit 17541**

**PROGRAM MISSION**

Provide excellence in police service by working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life in our community through innovative and refined problem solving methods.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Be visible and accessible within our community and our department
- Facilitate the development of collaborative efforts between police and community partners by encouraging officers to apply the philosophy of problem oriented policing as part of their everyday work experience
- Adapt quickly to changing conditions and constantly examine current operating practices to improve processes
- Encourage community participation in crime prevention strategies
- Create partnerships in the community to identify and solve recurring problems

**Major Changes in Revenue, Expenditures or Programs:**

CAPSIT is a cloud-based scheduling program used by the department since 2011. In November, 2015, we were notified that this service would no longer be available. However, the vendor extended the program through August, 2016 until a replacement program could be found. Other Contracts and Obligations reflects the increase from \$1,200 to \$7,200 for the annual maintenance fee for the Aladtec Scheduling Program.

The speed monitoring awareness trailer (SMART) purchased in 2008 is a trailer mounted radar device that clocks and displays the speed of oncoming traffic. At the end of its life cycle, the SMART Unit is no longer effective as it has a very short battery life and cannot collect data. The equipment budget includes the replacement for \$8,000.

The increase in equipment repair expense is due to the cost of radar certification that is required every other year (\$2,400).

The increase in other contracts/obligations is due to the cost of the body camera/taser program (\$104,508). This cost represents the third year of a five year program for AXON body worn cameras purchased through the TASER International Officer Safety Program. The initial cost of the equipment was charged to the miscellaneous equipment account in 2015.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Increase community education in crime prevention issues					
# of community meetings held	75	75	50	75	75
# of interagency neighborhood teams	12	12	10	12	12
<b>Strategic Outcomes</b>					
Reduce crime through crime prevention strategies					
# of reported Group A crimes *	4,229	4,128	4,500	4,300	4,300
# of reported Group B crimes **	5,939	5,666	7,000	6,000	6,000
\$ value of stolen/damaged property	\$ 1,304,135	\$ 1,501,406	\$ 1,300,000	\$ 1,400,000	\$ 1,300,000
\$ value of recovered property	\$ 236,462	\$ 369,878	\$ 350,000	\$ 350,000	\$ 350,000
<b>Work Process Outputs</b>					
Improve enforcement and response to crime					
# of citizen contacts	30,313	31,065	30,000	30,000	30,000
# of adult arrests ***	4,819	4,511	6,400	5,000	5,000
# of juvenile arrests ***	979	929	1,500	1,000	1,000

\* Group A - major crimes - homicide, rape, assault, burglary, theft, fraud, motor vehicle theft, arson, drugs

\*\* Group B - vandalism, bad checks, disorderly conduct, OWI, window peeping, liquor law violations, etc.

\*\*\* Measures combine arrests for ordinance violations and those for violations of state law



**CITY OF APPLETON 2017 BUDGET  
POLICE DEPARTMENT**

**Field Operations (Patrol)**

**Business Unit 17541**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5035 Other Reimbursements	\$ 5,204	\$ 6,900	\$ 8,000	\$ 8,000	\$ 8,000
5082 Insurance Proceeds	1,386	-	-	-	-
Total Revenue	<u>\$ 6,590</u>	<u>\$ 6,900</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 6,049,611	\$ 6,273,024	\$ 6,389,994	\$ 6,407,217	\$ 6,446,204
6104 Call Time	12,106	9,162	31,959	31,959	18,435
6105 Overtime	295,269	349,834	288,084	288,084	289,447
6150 Fringes	2,339,890	2,323,806	2,248,586	2,248,586	2,356,723
6312 Guns & Ammunition	7,414	7,705	7,500	7,500	7,500
6316 Miscellaneous Supplies	21,298	19,412	23,000	28,000	23,000
6320 Printing & Reproduction	1,566	1,522	1,650	1,650	1,650
6327 Miscellaneous Equipment	80,835	140,219	131,500	153,100	35,000
6404 Consulting Services	1,170	585	2,000	2,000	2,000
6418 Equip Repairs & Maint	2,280	5,550	6,000	6,000	8,400
6425 CEA Equip. Rental	882,960	857,398	923,945	923,945	926,289
6431 Interpreter Services	1,473	967	1,500	1,500	1,500
6444 Witness Fees	315	416	1,000	1,000	500
6502 Leases	2,264	2,332	587	587	-
6599 Other Contracts/Obligations	40,104	29,086	41,520	41,520	138,220
6804 Equipment	-	29,078	-	-	-
Total Expense	<u>\$ 9,738,555</u>	<u>\$ 10,050,096</u>	<u>\$ 10,098,825</u>	<u>\$ 10,142,648</u>	<u>\$ 10,254,868</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Miscellaneous supplies</u>		<u>Miscellaneous equipment</u>	
Canine program	\$ 3,000	GPS Units	2,000
Community resource	3,500	Preliminary breath test units	2,000
Crime prevention and control	4,000	Radar speed detection	8,000
Emergency operations	2,000	Recorder replacements	2,000
Explorers program	1,500	Speed Monitoring Awareness	
Flares	2,000	Trailer (SMART)	8,000
Radio batteries & supplies	2,000	SWAT equipment	12,000
Traffic / vehicle control supplies	2,000	Misc. operations equipment	1,000
Taser cartridges & supplies	2,000		<u>\$ 35,000</u>
Misc. operations supplies	1,000		
	<u>\$ 23,000</u>	<u>Other Contracts &amp; Obligations</u>	
		Body Cams/Taser program	\$ 104,500
		Aladtec scheduling program	7,200
		Biohazard cleaning	1,000
		Canine vet service	2,500
		Cloudspace iphone app	1,200
		Incarceration fees	700
		OWI blood draws	20,920
		Records requests	200
			<u>\$ 138,220</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	16,960	19,656.25	3,000	17,600	17,600	17,600	17,600
Licenses	27,510	25,690.35	34,669	35,000	35,000	35,000	35,000
Fines and Forfeitures	310,674	273,813.79	197,424	340,000	340,000	340,000	340,000
Charges for Services	50,819	44,350.40	19,780	55,000	55,000	55,000	55,000
Intergov. Charges for Service	307,272	319,560.00	162,912	332,340	332,340	345,636	345,636
Other Revenues	114,721	164,739.54	110,716	115,214	115,214	115,442	110,442
<b>TOTAL REVENUES</b>	<b>827,956</b>	<b>847,810.33</b>	<b>528,501</b>	<b>895,154</b>	<b>895,154</b>	<b>908,678</b>	<b>903,678</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	9,030,311	9,201,405.98	6,493,528	10,056,126	10,103,904	10,231,451	10,231,451
Call Time	15,520	14,241.03	13,949	37,945	37,945	39,519	24,519
Overtime	561,949	590,111.40	449,598	475,227	475,227	462,085	477,085
Temp. Full-Time	153,436	158,519.22	100,151	0	0	162,093	162,093
Part-Time	200,108	175,013.97	130,384	395,405	395,405	237,952	237,952
Other Compensation	230,109	249,268.60	155,475	65,930	65,930	0	0
Shift Differential	11,763	11,565.13	8,498	10,147	10,147	0	0
Sick Pay	23,125	10,801.58	2,832	0	0	0	0
Vacation Pay	280,272	255,057.44	176,149	0	0	0	0
Fringes	3,719,101	3,662,401.74	2,509,747	3,697,827	3,697,827	3,883,674	3,883,674
<b>Salaries &amp; Fringe Benefits</b>	<b>14,225,694</b>	<b>14,328,386.09</b>	<b>10,040,311</b>	<b>14,738,607</b>	<b>14,786,385</b>	<b>15,016,774</b>	<b>15,016,774</b>
Training & Conferences	81,641	89,248.00	60,691	85,000	85,000	85,000	85,000
Tuition Fees	19,261	16,746.60	5,471	20,000	20,000	20,000	20,000
Employee Recruitment	3,241	1,840.76	1,130	3,500	3,500	3,500	3,500
Parking Permits	396	396.00	408	396	396	420	420
Office Supplies	13,771	12,626.11	9,363	15,000	15,000	15,000	15,000
Subscriptions	896	1,065.02	1,064	896	896	896	896
Memberships & Licenses	2,480	2,551.00	2,832	2,850	2,850	2,850	2,850
Postage & Freight	292	212.83	219	200	200	200	200
Awards & Recognition	2,131	1,803.96	2,135	2,055	2,055	2,055	2,055
Food & Provisions	2,699	2,690.72	1,442	2,740	2,740	2,740	2,740
Leases	2,264	2,331.54	587	587	587	0	0
<b>Administrative Expense</b>	<b>129,072</b>	<b>131,512.54</b>	<b>85,342</b>	<b>133,224</b>	<b>133,224</b>	<b>132,661</b>	<b>132,661</b>
Guns & Ammunition	29,437	30,068.44	28,630	30,250	30,250	30,500	30,500
Books & Library Materials	243	357.86	423	327	327	330	330
Miscellaneous Supplies	29,124	28,033.37	31,018	32,050	37,050	32,250	32,250
Printing & Reproduction	19,724	23,887.29	16,108	23,450	23,450	26,150	24,950
Clothing	22,958	33,848.08	34,871	26,500	26,500	26,500	26,500
Safety Supplies	1,117	875.08	784	860	860	900	900
Medical & Lab Supplies	9,007	5,182.94	5,107	13,300	13,300	13,300	13,300
Miscellaneous Equipment	109,814	167,024.39	154,590	165,600	187,200	173,600	69,100
Signs	0	301.00	0	300	300	300	300
<b>Supplies &amp; Materials</b>	<b>221,424</b>	<b>289,578.45</b>	<b>271,531</b>	<b>292,637</b>	<b>319,237</b>	<b>303,830</b>	<b>198,130</b>
Legal Fees	42	70.00	210	100	100	100	100
Consulting Services	10,715	6,510.00	2,130	7,000	7,000	7,000	7,000
Collection Services	3,988	4,432.65	2,700	4,400	4,400	4,400	4,400
Advertising	483	.00	0	500	500	0	0
Health Services	475	266.00	0	400	400	400	400
Interpreter Services	1,473	967.11	1,518	1,500	1,500	1,500	1,500
Investigative Costs	722	1,153.75	335	1,000	1,000	1,000	1,000
Witness Fees	315	416.40	94	1,000	1,000	500	500
Other Contracts/Obligations	126,200	132,031.33	82,774	123,952	123,952	134,212	224,912
<b>Purchased Services</b>	<b>144,413</b>	<b>145,847.24</b>	<b>89,761</b>	<b>139,852</b>	<b>139,852</b>	<b>149,112</b>	<b>239,812</b>
Electric	81,860	81,419.49	62,361	83,000	83,000	83,000	83,000
Gas	31,878	23,414.19	15,575	32,000	32,000	25,000	25,000
Water	4,399	4,271.85	3,309	4,500	4,500	4,500	4,500
Waste Disposal/Collection	1,567	1,510.28	1,180	1,600	1,600	1,600	1,600
Fuel Oil	0	.00	0	600	600	600	600
Stormwater	4,831	4,804.99	3,620	5,300	5,300	5,000	5,000
Telephone	21,258	21,316.35	15,953	21,500	21,500	21,500	21,500

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Cellular Telephone	44,439	50,364.05	36,059	52,000	52,000	58,000	58,000
Utilities	190,232	187,101.20	138,057	200,500	200,500	199,200	199,200
Equipment Repair & Maintenanc	4,575	7,339.51	5,713	9,300	9,300	11,700	11,700
Facilities Charges	193,135	210,711.14	137,455	204,201	204,201	213,492	213,492
CEA Equipment Rental	882,960	857,397.94	569,556	923,945	923,945	926,289	926,289
Repair & Maintenance	1,080,670	1,075,448.59	712,724	1,137,446	1,137,446	1,151,481	1,151,481
Machinery & Equipment	0	29,077.73	0	0	15,000	0	0
Capital Expenditures	0	29,077.73	0	0	15,000	0	0
TOTAL EXPENSES	15,991,505	16,186,951.84	11,337,726	16,642,266	16,731,644	16,953,058	16,938,058





**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Police Grants**

**Business Units 2250-2251**

**PROGRAM MISSION**

This program accounts for the receipt of various law enforcement and public safety grants and other revenues, along with the corresponding program expenditures.

**PROGRAM NARRATIVE**

**Link to Strategy:**

Implements Key Strategy # 4: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

**Objectives:**

The Police Department will continue to pursue grants to offset costs for equipment, training, supplies and services. These funds come from a variety of sources including State and federal agencies.

**Major changes in Revenue, Expenditures, or Programs:**

Grants are awarded through federal and State agencies that further the Police Department's ability to provide a safer and more crime-free community. The 2017 grant budget includes anticipated funding through the Wisconsin Department of Transportation (DOT) and the State and Federal Department Office of Justice Assistance (DOJ).

The Appleton Police Department has not been notified if it is eligible to receive the Wisconsin Office of Justice Assistance Beat Patrol Grant for 2017. Previous grant funds supported the initiatives of the community resource street crimes unit for the purpose of targeting violent crimes in our neighborhoods. In collaboration with the Outagamie County Sheriff's Department, we will continue to be actively engaged in community initiatives to reduce criminal activity by focusing on street crime prevention.

Grant funds awarded through the Wisconsin Department of Transportation provide funding for speed, pedestrian, and bicycle enforcement to increase traffic-related safety awareness.

**PERFORMANCE INDICATORS**

Actual 2014   Actual 2015   Target 2016   Projected 2016   Target 2017

Note: Since this program exists solely to account for receipt and expenditure of various law enforcement grants, there are no continuing performance measures.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
	<b>Program Revenues</b>	\$ 169,465	\$ 145,287	\$ 151,434	\$ 151,434	\$ 38,000	-74.91%
	<b>Program Expenses</b>	\$ 169,465	\$ 157,560	\$ 151,434	\$ 151,434	\$ 38,000	-74.91%
<b>Expenses Comprised Of:</b>							
	Personnel	141,864	135,434	135,434	135,434	20,000	-85.23%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	27,601	22,126	16,000	16,000	18,000	12.50%
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Police Grants**

**Business Units 2250 - 2251**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4210 Federal Grants	\$ 25,001	\$ 7,797	\$ 16,000	\$ 16,000	\$ 18,000
4224 State Grants	144,464	137,490	135,434	135,434	20,000
4230 Miscellaneous Local Aids	-	-	-	-	-
Total Revenue	<u>\$ 169,465</u>	<u>\$ 145,287</u>	<u>\$ 151,434</u>	<u>\$ 151,434</u>	<u>\$ 38,000</u>
<b>Expenses</b>					
6101 Salaries	\$ 121,434	\$ 121,434	\$ 121,434	\$ 121,434	\$ -
6105 Overtime	20,430	14,000	14,000	14,000	20,000
6316 Miscellaneous Supplies	-	2,056	-	-	-
6321 Clothing	6,716	9,292	6,000	6,000	8,000
6327 Miscellaneous Equipment	20,885	10,778	10,000	10,000	10,000
Total Expense	<u>\$ 169,465</u>	<u>\$ 157,560</u>	<u>\$ 151,434</u>	<u>\$ 151,434</u>	<u>\$ 38,000</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Included in this budget are the following grants:

Edward Byrne Memorial Justice Assistance	DOJ	\$ 10,000
Bulletproof Vest Partnership Program	DOJ	8,000
Traffic Enforcement	DOT	20,000
		<u>\$ 38,000</u>

**CITY OF APPLETON 2017 BUDGET  
POLICE GRANTS**

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

<b>Revenues</b>	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Intergovernmental	\$ 169,465	\$ 145,287	\$ 151,434	\$ 163,707	\$ 38,000
Total Revenues	<u>169,465</u>	<u>145,287</u>	<u>151,434</u>	<u>163,707</u>	<u>38,000</u>
<b>Expenses</b>					
Program Costs	169,465	157,560	151,434	151,434	38,000
Total Expenses	<u>169,465</u>	<u>157,560</u>	<u>151,434</u>	<u>151,434</u>	<u>38,000</u>
Revenues over (under) Expenses	-	(12,273)	-	12,273	-
Fund Balance - Beginning	-	-	(12,273)	(12,273)	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ (12,273)</u>	<u>\$ (12,273)</u>	<u>\$ -</u>	<u>\$ -</u>





**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Public Safety**

**Business Unit 4210**

**PROGRAM MISSION**

This program accounts for funding sources and expenditures for various public safety investments.

**PROGRAM NARRATIVE**

**Link to Strategy:**

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

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

Project	Subledger	Amount	Page
Emergency Vehicle Traffic Preemption	1924	\$ 152,131	Projects, Pg. 624
Training Tower Upgrades	1906	198,600	Projects, Pg. 628
Outdoor Warning Siren	1945	27,600	Projects, Pg. 627
Heavy Rescue/Firefighter Rescue Equipment	1945	25,000	Projects, Pg. 626
Fire Records Management System	1924	119,500	Projects, Pg. 625
Police Records Management System	1904	300,000	Projects, Pg. 629
Total		<u>\$ 822,831</u>	

**Major changes in Revenue, Expenditures, or Programs:**

The capital investments budgeted in this fund vary from year to year. Please see the pages referred to above in the CIP section for discussion and justification of the various projects.

**PERFORMANCE INDICATORS**

**Actual 2014    Actual 2015    Target 2016    Projected 2016    Target 2017**

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

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
	<b>Program Revenues</b>	\$ 501	\$ 239	\$ -	\$ -	\$ -	N/A
	<b>Program Expenses</b>	\$ 340,986	\$ 210,365	\$ 196,806	\$ 196,806	\$ 822,831	318.09%
<b>Expenses Comprised Of:</b>							
	Personnel	-	1,298	13,711	13,711	16,000	16.69%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	36,311	178,842	130,895	130,895	208,231	59.08%
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	225	2,200	2,200	-	-100.00%
	Capital Expenditures	304,675	30,000	50,000	50,000	598,600	1097.20%

\* % change from prior year adopted budget  
Public Safety Cap Proj Fund.xls

**CITY OF APPLETON 2017 BUDGET  
CAPITAL PROJECTS FUNDS**

**Public Safety**

**Business Unit 4210**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4210 Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	501	239	-	-	-
5910 Proceeds of Long-term Debt	380,451	160,860	196,806	196,806	822,831
5921 Trans In - General Fund	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 380,952</b>	<b>\$ 161,099</b>	<b>\$ 196,806</b>	<b>\$ 196,806</b>	<b>\$ 822,831</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ -	\$ 960	\$ 9,862	\$ 9,862	\$ 11,500
6150 Fringes	-	338	3,849	3,849	4,500
6327 Miscellaneous Equipment	36,312	178,842	130,895	130,895	208,231
6425 CEA Equipment Rental	-	225	2,200	2,200	-
6803 Buildings	-	30,000	50,000	50,000	198,600
6804 Equipment	304,674	-	-	-	-
6815 Software Acquisition	-	-	-	-	400,000
<b>Total Expense</b>	<b>\$ 340,986</b>	<b>\$ 210,365</b>	<b>\$ 196,806</b>	<b>\$ 196,806</b>	<b>\$ 822,831</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Signal preemption equipment	\$ 136,131
Fire records management system hardware	19,500
Heavy rescue equipment	25,000
Warning siren	27,600
	<u>\$ 208,231</u>

Buildings

Training Tower surface improvement	\$ 198,600
	<u>\$ 198,600</u>

Software acquisition

Fire records management system	\$ 100,000
Police records management system	300,000
	<u>\$ 400,000</u>

**CITY OF APPLETON 2017 BUDGET  
PUBLIC SAFETY**

**Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	501	239	-	-	-
Total Revenues	<u>501</u>	<u>239</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>					
Program Costs	340,986	210,365	196,806	196,806	822,831
Total Expenses	<u>340,986</u>	<u>210,365</u>	<u>196,806</u>	<u>196,806</u>	<u>822,831</u>
Revenues over (under) Expenses	<u>(340,485)</u>	<u>(210,126)</u>	<u>(196,806)</u>	<u>(196,806)</u>	<u>(822,831)</u>
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	380,451	160,860	196,806	186,067	822,831
Transfer In - General Fund			-	-	-
Transfer Out - Capital Projects			-	-	-
Transfer Out - CEA	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>380,451</u>	<u>160,860</u>	<u>196,806</u>	<u>186,067</u>	<u>822,831</u>
Net Change in Equity	39,966	(49,266)	-	(10,739)	-
Fund Balance - Beginning	<u>20,039</u>	<u>60,005</u>	<u>10,739</u>	<u>10,739</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 60,005</u>	<u>\$ 10,739</u>	<u>\$ 10,739</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2017 BUDGET**

**FIRE DEPARTMENT**

**Fire Chief: Len R. Vander Wyst**

**Deputy Fire Chief: Eugene R. Reece, Jr.**

# CITY OF APPLETON 2017 BUDGET FIRE DEPARTMENT

## MISSION STATEMENT

In partnership with the community, the Appleton Fire Department protects and preserves lives and property from the adverse effects of fires and dangerous conditions through prevention, education, rescue, and response.

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

The department continues to review our firefighter rehabilitation process to improve the health and safety of our employees while operating at emergency incidents. Firefighter rehabilitation is a process of medical evaluation, resting, hydration and calorie intake while conducting high-stress, high-physical activities. Partnering with the Outagamie County Community Emergency Response Team (CERT) Rehabilitation Unit since 2013, the department identified the need for additional rehabilitation equipment and applied for a Department of Homeland Security Federal Emergency Management Agency (FEMA) Assistance to Firefighters' Grant in the amount of \$18,000. With the grant funding, the department purchased additional equipment including a rehabilitation tent with HVAC and lighting, a carbon monoxide pulse oximeter, and thermometer to enhance the rehabilitation capabilities for the department as well as other County departments. Additionally, the department removed from service a 1996 tow vehicle and trailer that was donated to the CERT for upgrading their vehicle capabilities.

With the increase of violent events nationwide, the department continues to facilitate the development of a multi-discipline task force comprised of law enforcement, emergency medical services, and fire departments in developing standard operating procedures for response to violent active shooter events. This process included joint training between the Appleton Fire Department, Appleton Police Department, and Gold Cross Ambulance in the concepts of the rescue task force. This process provides a more rapid inclusion of fire department and ambulance personnel into the incident to provide medical care as law enforcement addresses the threat. In cooperation with the Police Department, the Fire Department provided two additional Tactical Emergency Medical Service (TEMS) paramedics from existing staff for a total of three. These medics will be utilized alongside the APD SWAT team during high-risk events to provide medical care to the SWAT members and anyone else in harm's way.

As a component of on-going department evaluation of operations and strategic planning, the department continues the self-assessment process for Fire Department accreditation by the Center for Public Safety Excellence and the Commission on Fire Accreditation International. Senior staff continue with the self-assessment process which will be beneficial in assisting with evaluating current service levels, programming, and to establish benchmarks for future department improvement.

With the increase of opiate overdoses, the department trained all employees in the administration of the nasal inhalator, Narcan, which can significantly improve the survival from an opiate overdose. This process was done in conjunction with Gold Cross Ambulance. Additionally, the department identified other advanced medical skills that we could provide to enhance patient safety and recovery. The department initiated the ability to test glucose levels within patients and provide oral glucose when required, administer aspirin for patients when indicated, and provide respiratory treatments to combat respiratory illnesses requiring rapid intervention.

The Appleton Fire Department's Hazardous Materials Team was awarded an equipment grant from Wisconsin Emergency Management for the purchase of additional radiological meters. These meters will help with both emergency response incidents to identify any potential radiological material, but can also be utilized on a daily basis to help monitor for radiological sources. One meter will be specifically used to identify the exact isotope of radiological material. Department personnel participated in the National Guard's annual large scale emergency response exercise, which incorporates civilian responders receiving assistance from National Guard units. During the spring of 2016, the department participated in a training called "Calming the Chaos" taught by a Battalion Chief from the City of Sacramento. The class was delivered to all Chief Officers and captains and training will be provided to other officers in 2016.

The Prevention Division worked with other City agencies to accommodate three political visits in 2016. There has been an increase in pre-plans completed, and 22 fire investigations were conducted thus far. The department has reached over 27,000 citizens with an informational letter regarding the recall of several brands of dehumidifiers. The department continues to expand its social media presence with 4,750 likes on Facebook and 1,800 followers on Twitter.

# CITY OF APPLETON 2017 BUDGET FIRE DEPARTMENT

## MAJOR 2017 OBJECTIVES

Through strong partnerships with neighboring municipalities, the department enhances the safety and quality of life in our regional community. We pursue excellence and embrace diversity in thought, strategy, and staff in order to meet the changing needs of those we serve.

The department is responsible for saving lives and protecting property as described in our vision and mission statements. The historical role of the Fire Department is evolving to improve awareness of all facets of life safety.

In 2017, the department will strive to meet the following goals:

Improve an awareness of changing community needs and diverse community populations and their effect on our levels of service and programs

Maintain identified levels of service in a cost-effective manner by providing quality programs to our community

Provide a quality work environment which both encourages and enhances employee participation and growth as well as supporting efficient work processes and sustainability

Continue to enhance the department's capability to respond to routine and non-routine emergencies. This includes addressing response capabilities necessary based upon projected risks developed by the Department of Homeland Security and the State of Wisconsin

Participate in the review of the records management needs for the fire department

Implement the strategic initiatives identified in the department strategic plan

Maintain and enhance existing regional relationships

Utilize existing staff to deliver public education programs and continue to enhance our fire prevention efforts

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 330,279	\$ 343,751	\$ 285,350	\$ 288,378	\$ 311,000	8.99%
<b>Program Expenses</b>							
18010	Administration	498,128	505,856	543,430	544,574	533,127	-1.90%
18021	Fire Suppression	8,557,875	8,522,245	9,188,024	9,188,856	8,606,344	-6.33%
18022	Special Operations	139,861	135,882	151,782	151,782	153,918	1.41%
18023	Resource Devel.	312,441	276,878	266,238	266,238	272,889	2.50%
18024	Emergency Medical Svc	-	-	-	-	405,024	N/A
18032	Fire Prevention	1,021,230	1,369,277	812,386	814,930	1,125,091	38.49%
18033	Technical Services	423,939	390,935	366,572	370,787	372,589	1.64%
<b>TOTAL</b>		<b>\$ 10,953,474</b>	<b>\$ 11,201,073</b>	<b>\$ 11,328,432</b>	<b>\$ 11,337,167</b>	<b>\$ 11,468,982</b>	<b>1.24%</b>
<b>Expenses Comprised Of:</b>							
Personnel		9,948,364	10,123,517	10,227,108	10,230,478	10,366,112	1.36%
Administrative Expense		61,882	74,091	73,710	73,710	67,110	-8.95%
Supplies & Materials		121,845	152,956	146,237	151,602	140,987	-3.59%
Purchased Services		35,573	46,646	40,177	40,177	42,427	5.60%
Utilities		165,357	148,097	178,853	178,853	165,402	-7.52%
Repair & Maintenance		620,453	655,766	662,347	662,347	686,944	3.71%
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		96.00	96.00	96.00	96.00	96.00	

\* % change from prior year adopted budget

**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Administration**

**Business Unit 18010**

**PROGRAM MISSION**

For the benefit of the Appleton community and Fire Department employees, so that they are protected from the effects of fire and other hazards, we will set community-wide fire protection goals and establish necessary direction, policies, and procedures to meet them.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Identify currently provided service levels and evaluate their effectiveness and customer value
- Address service needs created by continued growth north of U.S. Hwy. 41 and south of CTH KK
- Plan and prepare operational and capital budgets
- Maintain staffing levels as detailed in the table of organization and approved by the Common Council
- Continue the development of joint service opportunities and regional relationships with neighboring fire departments
- Enhance internal and external communications and working relationships
- Evaluate the future of the existing records management system (RMS)

**Major changes in Revenue, Expenditures, or Programs:**

The performance measure for the number of meetings and activities with regional partners was adjusted in 2015 to include all chief officers versus only the Chief as it was in the past.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Staff and schedule to provide consistent emergency response within the community.					
Avg first-in response time (minutes)	4.4	4.4	4.0	4.4	4.0
<b>Strategic Outcomes</b>					
Lives and property protected					
Fires per 1,000 residents	1.7	1.8	0.0	1.6	0.0
% of \$ loss in:					
inspected vs.	17%	21%	25%	70%	25%
non-inspected	83%	79%	75%	30%	75%
<b>Work Process Outputs</b>					
Enhance internal communications					
# of employee, department, union-management meetings	163	118	150	120	150
Enhance regional relationships					
# of meetings and activities with regional partners	82	102	100	150	125



**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Administration**

**Business Unit 18010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4226 Fire Insurance Dues	197,360	187,375	185,000	185,000	195,000
5010 Misc Revenue - NonTax	3	99	-	-	-
5011 Misc Revenue - Tax	-	-	-	-	-
5035 Other Reimbursements	-	-	-	-	-
5085 Cash Short or Over	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 197,363</b>	<b>\$ 187,474</b>	<b>\$ 185,000</b>	<b>\$ 185,000</b>	<b>\$ 195,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 227,926	\$ 233,001	\$ 232,276	\$ 233,420	\$ 236,892
6105 Overtime	249	100	-	-	1,123
6108 Part Time	-	12,560	20,288	20,288	19,305
6150 Fringes	57,731	64,136	66,626	66,626	68,942
6201 Training\Conferences	4,074	4,901	4,000	4,000	3,000
6301 Office Supplies	4,387	3,889	4,500	4,500	4,500
6303 Memberships & Licenses	869	749	1,300	1,300	1,100
6304 Postage\Freight	10	84	250	250	250
6305 Awards & Recognition	2,166	1,630	1,440	1,440	1,440
6307 Food & Provisions	792	1,785	1,920	1,920	1,920
6315 Books & Library Materials	425	239	300	300	300
6316 Miscellaneous Supplies	501	337	500	500	500
6320 Printing & Reproduction	5,908	7,838	7,187	7,187	7,187
6321 Clothing	520	48	-	-	-
6327 Miscellaneous Equipment	8,901	9,344	10,000	10,000	7,300
6404 Consulting Services	1,396	2,350	1,500	1,500	1,500
6407 Collection Services	2,725	2,927	3,177	3,177	3,177
6408 Contractor Fees	948	324	1,000	1,000	1,000
6411 Temporary Help	1,250	2,342	-	-	-
6413 Utilities	165,357	148,097	178,853	178,853	165,402
6425 CEA Equip. Rental	11,993	9,175	8,313	8,313	8,289
<b>Total Expense</b>	<b>\$ 498,128</b>	<b>\$ 505,856</b>	<b>\$ 543,430</b>	<b>\$ 544,574</b>	<b>\$ 533,127</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2017 BUDGET

## FIRE DEPARTMENT

**Fire Suppression**

**Business Unit 18021**

### PROGRAM MISSION

To meet the needs of our community and enhance the quality of life of our citizens and visitors by providing a safe, healthy, and accepting environment through emergency and non-emergency response.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", and # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

Utilize data gathered through mobile data computers and department records to monitor response times and staffing levels to emergency and non-emergency calls for service  
 Identify and develop pre-fire plans for new structures and update pre-fire plans for existing structures, and develop emergency response plans for special events which present potential risks within the community  
 Proactively pursue, with our regional partners, the enhancement of our current mutual aid agreements and potential automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy  
 Identify and develop employee safety programs, practices, and training for reducing the impact of lost time work-related injuries

**Major changes in Revenue, Expenditures, or Programs:**

Due to the continuing increase in medical calls, now representing 67% of the Appleton Fire Department's overall call volume, the department added an Emergency Medical Services Division with the 2017 Budget. In the past, the costs associated with this program were included mainly in the Fire Suppression budget. As a result, approximately \$400,000 of costs (salaries, overtime, fringe benefits, training, medical and lab supplies, and miscellaneous equipment) have been transferred from this budget to the new program.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	64%	63%	90%	62%	90%
<b>Strategic Outcomes</b>					
Enhance community safety					
Fire loss	\$ 919,546	\$ 1,187,603	\$ 500,000	\$ 1,200,000	\$ 500,000
# of fire-related deaths	0	0	0	1	0
<b>Work Process Outputs</b>					
Calls responded to					
# of emergency calls	3,779	3,865	3,750	3,800	3,750
# of non-emergency calls	494	526	500	648	648
Reduction in lost time work-related injuries					
# of lost time days	41	49	0	5	0

**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Fire Suppression**

**Business Unit 18021**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4210 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ 1,878	\$ -
4224 Miscellaneous State Aids	40,995	58,599	20,000	20,000	35,000
4230 Miscellaneous Local Aids	-	635	-	-	-
4801 Charges for Serv. - Nontax	1,815	5,478	2,000	2,000	2,500
5035 Other Reimbursements	1,000	-	-	-	-
<b>Total Revenue</b>	<b>\$ 43,810</b>	<b>\$ 64,712</b>	<b>\$ 22,000</b>	<b>\$ 23,878</b>	<b>\$ 37,500</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 5,642,027	\$ 5,689,512	\$ 6,181,708	\$ 6,182,540	\$ 5,671,737
6104 Call Time	4,292	4,586	-	-	-
6105 Overtime	324,819	300,953	322,196	322,196	303,540
6150 Fringes	2,113,322	2,018,768	2,160,848	2,160,848	2,110,421
6201 Training\Conferences	16,913	22,307	22,500	22,500	12,500
6204 Tuition Fees	5,322	5,232	4,000	4,000	2,000
6306 Building Maint./Janitorial	2,728	3,371	3,250	3,250	3,250
6309 Shop Supplies & Tools	7	-	-	-	-
6316 Miscellaneous Supplies	1,180	467	2,000	2,000	1,500
6321 Clothing	17,712	39,383	42,000	42,000	42,000
6324 Medical/Lab Supplies	5,482	5,526	5,000	5,000	-
6327 Miscellaneous Equipment	355	-	-	-	-
6418 Equipment Repairs & Maint	102	-	-	-	-
6425 CEA Equip. Rental	398,858	404,321	419,522	419,522	434,396
6430 Health Services	24,756	27,819	25,000	25,000	25,000
<b>Total Expense</b>	<b>\$ 8,557,875</b>	<b>\$ 8,522,245</b>	<b>\$ 9,188,024</b>	<b>\$ 9,188,856</b>	<b>\$ 8,606,344</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Clothing

Protective clothing (turnout repair, boots, helmets, gloves)	\$ 38,500
Dress uniforms and intern clothing	2,000
Badges, hardware, etc.	1,500
	<u>\$ 42,000</u>

Health Services

NFPA-compliant physicals	\$ 22,000
Duty evaluations	3,000
	<u>\$ 25,000</u>

**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Special Operations**

**Business Unit 18022**

**PROGRAM MISSION**

For the benefit of the Appleton community, contracted jurisdictions, and our environment, we will protect life and property by promoting educational and preventive measures and respond to situations that require specialty skilled services.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Provide for local and county hazardous materials response in jurisdictions as defined by the contract
- Seek grant opportunities for equipment and training available through local and State organizations
- Maintain necessary equipment and skill levels for local and County incidents
- Participate on the County Local Emergency Planning Committee
- Continue the partnership with Winnebago County (Oshkosh Fire Department) and Brown County (Green Bay Fire Department)
- Provide specialized emergency response to include: emergency medical care, local hazardous materials response, confined space rescue, water rescue, structural collapse response, and trench rescue

**Major changes in Revenue, Expenditures, or Programs:**

Due to the continuing increase in medical calls, now representing 67% of the Appleton Fire Department's overall call volume, the department added an Emergency Medical Services (EMS) Division with the 2017 Budget. In the past, training hours for these services were allocated to this program (see below). In 2017, there is a decrease in specialty training hours to reflect the shift of medical training to the new EMS program.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Provisions of appropriate hazardous materials response service					
% of satisfactory post-incident critiques	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>					
Lives and property protected					
# of civilian injuries	0	0	0	0	0
<b>Work Process Outputs</b>					
Educational programs delivered					
# of outreach programs delivered	4	3	5	5	1
# of assists given	3	1	2	2	1
# of specialty training hours	5,392	5,811	5,000	5,328	3,200
<b>Program funding</b>					
# of grant applications completed	2	2	2	2	2
# of grants received	2	2	2	2	2

**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Special Operations**

**Business Unit 18022**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Miscellaneous State Aids	\$ 22,047	\$ 14,100	\$ 16,000	\$ 16,000	\$ 16,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4807 Incineration Fees	9,472	16,742	8,000	8,000	12,000
Total Revenue	<u>\$ 39,019</u>	<u>\$ 38,342</u>	<u>\$ 31,500</u>	<u>\$ 31,500</u>	<u>\$ 35,500</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 78,339	\$ 73,974	\$ 80,442	\$ 80,442	\$ 80,442
6105 Overtime	1,184	3,314	6,418	6,418	6,418
6150 Fringes	32,111	27,900	28,922	28,922	31,058
6321 Protective Clothing	4,721	8,891	9,000	9,000	9,000
6327 Miscellaneous Equipment	20,012	15,060	20,000	20,000	20,000
6407 Collection Services	3,494	6,743	7,000	7,000	7,000
Total Expense	<u>\$ 139,861</u>	<u>\$ 135,882</u>	<u>\$ 151,782</u>	<u>\$ 151,782</u>	<u>\$ 153,918</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Monitoring and research  
equipment authorized through the  
State EPCRA grant (80/20 match)

Outagamie County	\$ 10,000
Calumet County	10,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Resource Development**

**Business Unit 18023**

**PROGRAM MISSION**

To enhance the safety and performance of employees and assure the effectiveness of response to the community, we will provide a variety of appropriate training programs.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Provide 100% of federal and State mandatory classes that apply to the department
- Investigate and encourage attendance at specialized training to expand personal growth and development
- Facilitate and coordinate the Safety Committee meetings for the department to promote health and safety among the department employees
- Provide initial tactical decision-making training
- Provide advanced firefighter rescue skills and technique training to all personnel
- Seek opportunities to provide internally or send personnel to leadership training to include command level training

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Trained personnel that meet requirements					
% of employees					
Firefighter:	98%	100%	100%	100%	100%
Driver:	95%	100%	100%	100%	100%
Officer:	100%	100%	100%	100%	100%
trained as required by classification					
<b>Strategic Outcomes</b>					
Enhanced community safety					
% of fires contained to room/area of origin in residential structures	65%	25%	50%	75%	50%
<b>Work Process Outputs</b>					
Educational programs delivered					
Average # of hours of training per employee	156	177	150	175	175

**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Resource Development**

**Business Unit 18023**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 203,804	\$ 178,969	\$ 178,427	\$ 178,427	\$ 177,388
6105 Overtime	11,447	13,788	7,675	7,675	7,631
6150 Fringes	74,362	63,355	60,313	60,313	64,934
6201 Training\Conferences	6,028	3,993	4,000	4,000	4,000
6303 Memberships & Licenses	-	502	-	-	-
6315 Books & Library Materials	1,330	957	1,200	1,200	1,200
6316 Miscellaneous Supplies	907	544	1,250	1,250	1,250
6323 Safety Supplies	662	6,686	750	750	750
6327 Miscellaneous Equipment	9,432	8,084	7,700	7,700	7,400
6425 CEA Equip. Rental	4,469	-	4,923	4,923	8,336
Total Expense	<u>\$ 312,441</u>	<u>\$ 276,878</u>	<u>\$ 266,238</u>	<u>\$ 266,238</u>	<u>\$ 272,889</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2017 BUDGET

## FIRE DEPARTMENT

**Emergency Medical Services**

**Business Unit 18024**

### PROGRAM MISSION

The mission of Appleton Fire Department's Emergency Medical Services Division is to enhance the quality of life in our community by providing a premier level of pre-hospital services which ultimately improve the outcomes for those that need our service.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", and # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

- To provide timely, state of the art pre-hospital care to all people within our service area that are subject to illness or injury.
- To provide quality, consistent pre-hospital medical training to all employees of the Fire Department resulting in all employees being certified at the emergency medical responder level.
- To provide the Fire Department emergency medical responders with current equipment and supplies needed to fulfill the scope assigned to the responders.
- To actively participate in local and statewide committees to promote positive change in how we provide service.
- To maintain compliance with department, local and State codes, laws, guidelines, and regulations.
- To ensure continuous program development and quality improvement.
- Utilize automated external defibrillator (AED) data gathered from department records, Gold Cross Ambulance records, and hospital information to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital.

**Major changes in Revenue, Expenditures, or Programs:**

The biggest change is the creation of a separate division for medical services. The move to add medical services as its own division is a direct result of medical calls now representing 67% of the Appleton Fire Department's overall call volume.

Over the past couple of years, the Fire Department has assumed additional duties that many first responder organizations do not provide (narcan, epi, spinal immobilization, albuterol, blood sugar testing, non-visual airways, and defibrillation). While the Department is eager to provide the highest level of service possible for its citizens, many of the supplies and equipment necessary to provide these services are not able to be restocked by Gold Cross Ambulance so the cost falls on the Department. This typically is due to Gold Cross not carrying the same style of equipment and the difference in provider license levels. Gold Cross staffs its ambulances with paramedics and because of this, is able to administer medications and deliver services differently than the Fire Department first responders.

The Department has also helped educate and train a select group of personnel that are qualified emergency medical instructors. These instructors help to prepare and deliver the training necessary to meet the objectives set for the division. These same instructors are a key asset for delivering many medical classes to other City departments. To keep these instructors current on their skills and abilities, there is a need to attend continuing education via classes at the local community college and at national seminars.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Trained personnel that meet State of WI license requirements	100%	100%	100%	100%	100%
First responders on scene with AED within four minutes	New measure	—————>	90%	70%	90%
<b>Strategic Outcomes</b>					
% of pulseless, non-breathing patients transported & released from hospital	New measure	26.6%	New measure	—————>	30.0%
<b>Work Process Outputs</b>					
# of identified advanced medical skills delivered	New measure	121	175	176	175
# of hours spent on emergency medical continuing education	New measure	2,500	1,800	1,800	1,800



**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Emergency Medical Services**

**Business Unit 18024**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 275,204
6105 Overtime	-	-	-	-	15,827
6150 Fringes	-	-	-	-	98,393
6201 Training\Conferences	-	-	-	-	6,400
6303 Memberships & Licenses	-	-	-	-	200
6316 Miscellaneous Supplies	-	-	-	-	500
6324 Medical/Lab Supplies	-	-	-	-	5,000
6327 Miscellaneous Equipment	-	-	-	-	3,500
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 405,024

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Fire Prevention/Public Education**

**Business Unit 18032**

**PROGRAM MISSION**

For the preservation of lives and property in our community, we will provide fire inspection, education, code development, and fire and life safety plan review.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Perform all State-mandated fire and life safety inspections in all buildings
- Perform all plan reviews of State and local required fire protection systems
- Process all license applications for compliance with the provisions of the Fire Prevention Code
- Continue proactive involvement with all City departments, as well as surrounding community departments to create a more consistent and cohesive code enforcement process throughout our community
- Implement pre-plan incident reports utilizing the Premise (inspections) module of the records management system
- Develop, implement, coordinate, and evaluate life safety programs designed to meet the needs of our community's diverse populations
- Provide public information at emergency incidents and throughout the year
- Define media relationship strategy as method/vehicle to communicate prevention messages
- Enhance smoke detector awareness in the City of Appleton

**Major changes in Revenue, Expenditures, or Programs:**

The increase in salaries and fringe benefits is due to a correction in the 2017 budget in recording the personnel costs of the firefighter/inspector positions. In the 2016 Budget, these costs were erroneously recorded in the Fire Suppression Budget (18021). For the 2017 Budget, the salary and fringe benefit costs of these positions is recorded in this budget.

For 2017, due to their similar mission and goals, the former Public Education budget has been combined with this budget. All prior year numbers have been restated to reflect the combination of the two budgets.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Strategic Outcomes</b>					
Assets/resources for businesses and homeowners safeguarded					
\$ amount of losses for year	\$ 919,546	\$ 1,187,603	\$ 500,000	\$ 1,250,000	\$ 500,000
Losses as % of assets protected	0.020%	0.025%	0.015%	0.026%	0.015%
Citizens with safer City environment					
% of schools meeting evacuation requirements	90%	100%	100%	100%	100%
Enhanced community safety					
Number of participants in educational programs	12,839	10,654	13,000	13,000	13,000
Number of special events	64	191	175	150	175
<b>Work Process Outputs</b>					
Permit and license applications processed					
# of permits processed	994	1,204	1,000	1,250	1,000
# of online permits processed	352	623	600	650	600
<b>Work Process Outputs</b>					
Fire detection and suppression plan review					
# of plans processed	125	136	150	130	150

**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Fire Prevention/Public Education**

**Business Unit 18032**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Miscellaneous State Aids	\$ 5,348	\$ 1,040	\$ 5,000	\$ 5,000	\$ 1,000
4230 Miscellaneous Local Aids	-	-	-	1,150	-
4412 Tent Permits	1,400	1,325	1,250	1,250	1,200
4413 Burning Permits	26,119	30,231	27,000	27,000	26,000
4414 Firework Permits	400	350	100	100	300
4415 Tank Installation Permits	440	-	-	-	-
4416 Tank Removal Permits	240	60	-	-	-
4417 Storage of Flammable Liquids	-	60	-	-	-
4418 Plan Review Permit	-	880	-	-	500
4419 Tank Upgrade Permits	-	280	-	-	-
4801 Charges for Serv. - Nontax	-	75	-	-	-
4805 Fire Extinguisher Training	1,150	1,210	1,000	1,000	1,000
4806 False Alarm Fees	8,500	9,500	7,500	7,500	8,000
4908 Misc. Intergov. Charges	6,490	8,212	5,000	5,000	5,000
<b>Total Revenue</b>	<b>\$ 50,087</b>	<b>\$ 53,223</b>	<b>\$ 46,850</b>	<b>\$ 48,000</b>	<b>\$ 43,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 694,814	\$ 941,525	\$ 559,752	\$ 561,146	\$ 778,620
6104 Call Time	102	-	-	-	-
6105 Overtime	30,038	47,977	14,658	14,658	14,152
6150 Fringes	267,092	349,530	197,492	197,492	292,994
6201 Training\Conferences	3,803	8,678	8,750	8,750	8,750
6302 Subscriptions	1,165	575	1,300	1,300	1,300
6303 Memberships & Licenses	470	1,255	2,000	2,000	2,000
6315 Books & Library Materials	103	1,231	500	500	250
6316 Miscellaneous Supplies	46	495	200	1,350	200
6320 Printing & Reproduction	-	115	-	-	-
6323 Safety Supplies	7,076	5,560	6,000	6,000	5,250
6327 Miscellaneous Equipment	1,396	357	500	500	250
6412 Advertising	-	-	500	500	250
6425 CEA Equip. Rental	15,125	11,979	20,734	20,734	21,075
<b>Total Expense</b>	<b>\$ 1,021,230</b>	<b>\$ 1,369,277</b>	<b>\$ 812,386</b>	<b>\$ 814,930</b>	<b>\$ 1,125,091</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Technical Services**

**Business Unit 18033**

**PROGRAM MISSION**

For the benefit of the Fire Department and community, we will purchase vehicles and equipment and ensure that it is maintained in a condition that safely meets the operational needs of the Department.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Provide and track all preventive, scheduled, and emergency maintenance on all non-motorized equipment to meet applicable standards

Research, purchase, and distribute equipment needed by the department

Provide ongoing technical training for department personnel

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Fire equipment that meet customer needs					
% of hose lengths passing annual testing	98%	99%	100%	99%	100%
<b>Strategic Outcomes</b>					
Responsiveness to equipment and facilities maintenance					
CEA work orders processed	821	729	800	900	800
FMD work orders processed	366	449	400	450	400
<b>Work Process Outputs</b>					
Equipment records database management					
Number of ladders tested	38	38	38	38	38

**CITY OF APPLETON 2017 BUDGET  
FIRE DEPARTMENT**

**Technical Services**

**Business Unit 18033**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 126,118	\$ 71,106	\$ 77,054	\$ 77,054	\$ 77,054
6105 Overtime	5,483	2,426	3,958	3,958	3,958
6150 Fringes	53,104	26,037	28,055	28,055	30,079
6306 Building Maint./Janitorial	13,155	14,410	14,500	14,500	14,500
6308 Landscape Supplies	299	381	500	500	500
6309 Shop Supplies & Tools	1,630	1,924	1,700	1,700	1,700
6310 Chemicals	4,324	2,655	2,400	2,400	2,400
6316 Miscellaneous Supplies	1,393	1,251	2,300	2,300	2,300
6325 Construction Materials	995	628	750	750	750
6326 Vehicle & Equipment Parts	8,663	5,387	5,500	5,500	5,500
6327 Miscellaneous Equipment	17,866	38,383	19,000	23,215	14,500
6408 Contractor Fees	-	2,500	-	-	2,500
6409 Inspection Fees	1,003	1,641	2,000	2,000	2,000
6418 Equip Repairs & Maint	8,441	12,570	11,500	11,500	10,000
6419 Communication Eq. Repairs	6,798	6,141	7,000	7,000	5,000
6420 Facilities Charges	168,705	197,816	184,220	184,220	193,713
6425 CEA Equip. Rental	5,962	5,679	6,135	6,135	6,135
Total Expense	<u>\$ 423,939</u>	<u>\$ 390,935</u>	<u>\$ 366,572</u>	<u>\$ 370,787</u>	<u>\$ 372,589</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	9,000
Rescue tools	2,500
Miscellaneous station equipment	3,000
	<u>\$ 14,500</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	273,249	269,249.72	232,426	233,500	236,528	244,500-	254,500
Permits	28,599	33,185.50	29,256	28,350	28,350	28,000-	28,000
Charges for Services	20,938	33,103.35	29,948	18,500	18,500	23,500-	23,500
Intergov. Charges for Service	6,490	8,212.50	5,945	5,000	5,000	5,000-	5,000
Other Revenues	1,003	.00	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>330,279</b>	<b>343,751.07</b>	<b>297,575</b>	<b>285,350</b>	<b>288,378</b>	<b>301,000-</b>	<b>311,000</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	6,817,189	6,996,802.46	4,885,333	7,265,659	7,269,029	7,271,784	7,254,747
Call Time	4,394	4,585.77	3,907	0	0	0	0
Overtime	373,221	368,558.28	272,891	354,905	354,905	352,649	352,649
Part-Time	0	12,560.16	9,705	20,288	20,288	19,305	19,305
Other Compensation	59,089	62,723.50	35,760	44,000	44,000	0	42,590
Sick Pay	1,520	3,549.36	0	0	0	0	0
Vacation Pay	95,229	125,011.65	88,733	0	0	0	0
Fringes	2,597,721	2,549,725.60	1,744,479	2,542,256	2,542,256	2,696,821	2,696,821
<b>Salaries &amp; Fringe Benefits</b>	<b>9,948,363</b>	<b>10,123,516.78</b>	<b>7,040,808</b>	<b>10,227,108</b>	<b>10,230,478</b>	<b>10,340,559</b>	<b>10,366,112</b>
Training & Conferences	30,817	39,878.24	20,487	39,250	39,250	34,650	34,650
Tuition Fees	5,322	5,232.30	0	4,000	4,000	2,000	2,000
Office Supplies	4,387	4,463.61	3,183	4,500	4,500	4,500	4,500
Subscriptions	1,166	1,255.50	1,305	1,300	1,300	1,300	1,300
Memberships & Licenses	1,339	1,980.50	3,262	3,300	3,300	3,300	3,300
Postage & Freight	10	83.97	0	250	250	250	250
Awards & Recognition	2,166	1,630.33	236	1,440	1,440	1,440	1,440
Building Maintenance/Janitor.	15,882	17,780.93	18,689	17,750	17,750	17,750	17,750
Food & Provisions	792	1,785.42	944	1,920	1,920	1,920	1,920
<b>Administrative Expense</b>	<b>61,881</b>	<b>74,090.80</b>	<b>48,106</b>	<b>73,710</b>	<b>73,710</b>	<b>67,110</b>	<b>67,110</b>
Landscape Supplies	299	381.17	119	500	500	500	500
Shop Supplies & Tools	1,637	1,923.59	1,791	1,700	1,700	1,700	1,700
Chemicals	4,324	2,655.10	2,570	2,400	2,400	2,400	2,400
Books & Library Materials	1,858	1,235.37	1,833	2,000	2,000	1,750	1,750
Miscellaneous Supplies	4,027	3,125.70	2,184	6,250	7,400	6,250	6,250
Printing & Reproduction	5,908	7,837.57	5,186	7,187	7,187	7,187	7,187
Clothing	22,953	48,322.02	48,629	51,000	51,000	51,000	51,000
Gas Purchases	0	.00	2,003	0	0	0	0
Safety Supplies	7,738	6,104.64	5,150	6,750	6,750	6,000	6,000
Medical & Lab Supplies	5,481	5,526.46	2,681	5,000	5,000	5,000	5,000
Construction Materials	995	628.24	364	750	750	750	750
Vehicle & Equipment Parts	8,663	5,386.75	4,804	5,500	5,500	5,500	5,500
Miscellaneous Equipment	57,961	69,829.54	47,337	57,200	61,415	52,950	52,950
<b>Supplies &amp; Materials</b>	<b>121,844</b>	<b>152,956.15</b>	<b>124,651</b>	<b>146,237</b>	<b>151,602</b>	<b>140,987</b>	<b>140,987</b>
Consulting Services	1,396	2,350.50	540	1,500	1,500	1,500	1,500
Collection Services	6,219	9,669.87	5,378	10,177	10,177	10,177	10,177
Contractor Fees	948	2,823.75	0	1,000	1,000	3,500	3,500
Inspection Fees	1,003	1,641.00	1,583	2,000	2,000	2,000	2,000
Temporary Help	1,250	2,341.88	0	0	0	0	0
Advertising	0	.00	5	500	500	250	250
Health Services	24,756	27,819.13	25,423	25,000	25,000	25,000	25,000
<b>Purchased Services</b>	<b>35,572</b>	<b>46,646.13</b>	<b>32,929</b>	<b>40,177</b>	<b>40,177</b>	<b>42,427</b>	<b>42,427</b>
Electric	80,800	76,330.59	57,093	83,506	83,506	80,964	80,964
Gas	42,818	30,321.09	18,468	53,216	53,216	40,848	40,848
Water	10,463	10,336.21	7,193	8,872	8,872	11,295	11,295
Waste Disposal/Collection	2,662	2,598.99	2,015	2,476	2,476	2,851	2,851
Stormwater	11,695	11,794.48	8,158	12,793	12,793	10,460	10,460
Telephone	5,752	5,737.52	4,298	5,692	5,692	5,724	5,724
Cellular Telephone	11,167	10,978.33	8,763	12,298	12,298	13,260	13,260
<b>Utilities</b>	<b>165,357</b>	<b>148,097.21</b>	<b>105,988</b>	<b>178,853</b>	<b>178,853</b>	<b>165,402</b>	<b>165,402</b>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Equipment Repair & Maintenanc	8,543	12,569.69	9,061	11,500	11,500	10,000	10,000
Communications Equip. Repairs	6,798	6,140.57	4,612	7,000	7,000	5,000	5,000
Facilities Charges	168,705	197,816.42	111,518	184,220	184,220	193,713	193,713
CEA Equipment Rental	436,407	439,239.12	293,562	459,627	459,627	478,231	478,231
Repair & Maintenance	620,453	655,765.80	418,753	662,347	662,347	686,944	686,944
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	10,953,470	11,201,072.87	7,771,235	11,328,432	11,337,167	11,443,429	11,468,982







**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Hazardous Materials, Type II**

**Business Unit 2090**

**PROGRAM MISSION**

In order to protect people and the environment, we will provide certain Type II hazardous materials handling services relating to the containment of hazardous substances in the event of an accidental spill, release, or discharge within our service area.

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

The Cities of Appleton, Oshkosh, and Green Bay provide haz-mat services under a contract with the State of Wisconsin. The Type II Wisconsin Hazardous Materials Response Team will strive to meet the provisions of the State contract by providing service to the contract area, providing equipment as recommended by the State, and providing an adequate number of trained, medically monitored, competent and supervised personnel. The City of Appleton also contracts for a Radiological Response Team which responds to radiological incidents to provide metering and detection.

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Protect life and property against the dangers of emergencies including hazardous materials					
% of responses adequately staffed, as defined above	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>					
Protect life and property against the dangers of emergencies including hazardous materials					
# of civilian injuries	0	0	0	0	0
<b>Work Process Outputs</b>					
# of responses (State level)	0	1	0	0	0
# of outreach programs delivered	5	4	5	6	5
# of sub-grant applications completed	0	1	1	1	1
# of sub-grants received	0	1	1	1	1

**DEPARTMENT BUDGET SUMMARY**

Unit	Programs Title	Actual		Budget			% Change *
		2014	2015	Adopted 2016	Amended 2016	2017	
	<b>Program Revenues</b>	\$ 84,452	\$ 49,739	\$ 75,075	\$ 75,075	\$ 75,075	0.00%
	<b>Program Expenses</b>	\$ 101,371	\$ 79,983	\$ 75,075	\$ 75,075	\$ 75,075	0.00%
<b>Expenses Comprised Of:</b>							
	Personnel	51,212	50,756	41,000	41,000	46,700	13.90%
	Administrative Expense	6,034	3,874	7,350	7,350	6,200	-15.65%
	Supplies & Materials	26,720	10,137	11,725	11,725	6,800	-42.00%
	Purchased Services	3,497	3,890	4,500	4,500	3,850	-14.44%
	Utilities	1,892	1,654	2,000	2,000	1,750	-12.50%
	Repair & Maintenance	12,016	9,672	8,500	8,500	9,775	15.00%
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2017 BUDGET  
SPECIAL REVENUE FUNDS**

**Hazardous Materials, Type II**

**Business Unit 2090**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	78,455	47,537	70,075	70,075	70,075
4710 Interest on Investments	5,997	2,202	5,000	5,000	5,000
4801 Charges for Svc - Nontax	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 84,452</b>	<b>\$ 49,739</b>	<b>\$ 75,075</b>	<b>\$ 75,075</b>	<b>\$ 75,075</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 6,240	\$ 4,680	\$ 3,500	\$ 3,500	\$ 4,700
6105 Overtime	36,277	34,433	34,000	34,000	32,000
6150 Fringes	8,695	11,644	3,500	3,500	10,000
6201 Training/Conferences	6,034	3,870	7,000	7,000	6,000
6301 Office Supplies	-	-	100	100	-
6307 Food & Provisions	-	4	250	250	200
6309 Shop Supplies & Tools	7,338	4,888	850	850	1,500
6310 Chemicals	1,935	988	250	250	850
6315 Books & Library Materials	-	-	100	100	-
6316 Miscellaneous Supplies	10,830	3,529	2,250	2,250	3,400
6321 Clothing	17	492	750	750	500
6322 Gas Purchases	-	44	150	150	50
6324 Medical/Lab Supplies	-	-	175	175	-
6326 Vehicle & Equipment Parts	-	-	200	200	-
6327 Miscellaneous Equipment	6,600	195	7,000	7,000	500
6404 Consulting Services	338	338	500	500	350
6413 Utilities	1,892	1,654	2,000	2,000	1,750
6417 Vehicle Repairs & Maint	11,103	8,524	6,500	6,500	8,275
6418 Equip Repairs & Maint	913	1,148	2,000	2,000	1,500
6419 Communication Eq. Repairs	-	-	-	-	-
6430 Health Services	3,159	3,552	4,000	4,000	3,500
6804 Equipment	-	-	-	-	-
<b>Total Expense</b>	<b>\$ 101,371</b>	<b>\$ 79,983</b>	<b>\$ 75,075</b>	<b>\$ 75,075</b>	<b>\$ 75,075</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2017 BUDGET

## HAZARDOUS MATERIALS, TYPE II

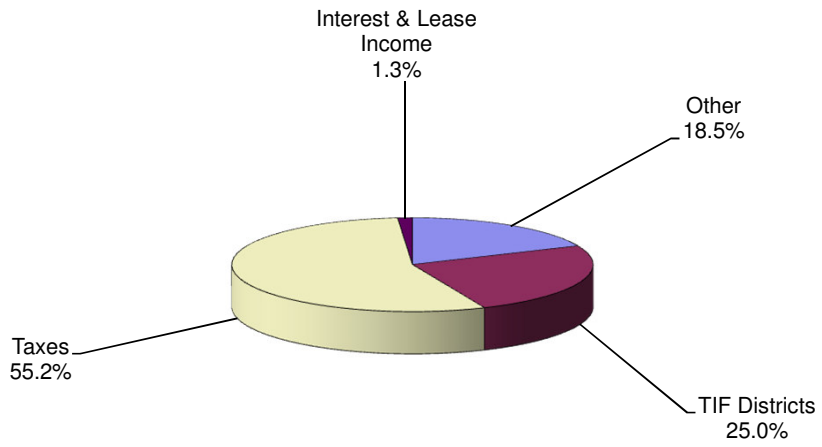
### Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Intergovernmental	\$ 78,455	\$ 47,537	\$ 70,075	\$ 70,075	\$ 70,075
Interest Income	5,997	2,202	5,000	5,000	5,000
Other	-	-	-	1,600	-
Total Revenues	84,452	49,739	75,075	76,675	75,075
<b>Expenses</b>					
Program Costs	101,371	79,983	75,075	150,000	75,075
Total Expenses	101,371	79,983	75,075	150,000	75,075
Revenues over (under) Expenses	(16,919)	(30,244)	-	(73,325)	-
Fund Balance - Beginning	394,943	378,024	347,780	347,780	274,455
Fund Balance - Ending	\$ 378,024	\$ 347,780	\$ 347,780	\$ 274,455	\$ 274,455

**CITY OF APPLETON 2017 BUDGET  
DEBT SERVICE FUNDS**

**Funding Sources for 2017 Debt Service**

**\$7,014,437**



**General Obligation Rating:**

**Aa1**

**CITY OF APPLETON 2017 BUDGET  
DEBT SERVICE FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
Taxes	\$ 2,825,388	\$ 2,724,872	\$ 2,928,106	\$ 2,928,106	\$ 3,871,561
Other	93,092	94,567	138,460	138,460	481,420
Total Revenues	<u>2,918,480</u>	<u>2,819,439</u>	<u>3,066,566</u>	<u>3,066,566</u>	<u>4,352,981</u>
<b>Expenditures</b>					
Debt Service:					
Principal	4,112,332	4,287,333	3,947,333	3,947,333	5,582,624
Interest and Fees	957,929	913,675	885,690	885,690	1,431,813
Total Expenditures	<u>5,070,261</u>	<u>5,201,008</u>	<u>4,833,023</u>	<u>4,833,023</u>	<u>7,014,437</u>
Excess Revenues (Expenditures)	<u>(2,151,781)</u>	<u>(2,381,569)</u>	<u>(1,766,457)</u>	<u>(1,766,457)</u>	<u>(2,661,456)</u>
<b>Other Financing Sources (Uses)</b>					
Proceeds of General Obligation Notes	-	50,000	60,000	60,000	60,000
Premium on Debt Issued	46,266	222,457	-	1,605,673	-
Operating Transfers In	<u>2,279,266</u>	<u>2,068,357</u>	<u>1,578,034</u>	<u>1,578,034</u>	<u>1,816,695</u>
Total Other Financing Sources	<u>2,325,532</u>	<u>2,340,814</u>	<u>1,638,034</u>	<u>3,243,707</u>	<u>1,876,695</u>
Net Change in Fund Balance	173,751	(40,755)	(128,423)	1,477,250	(784,761)
Fund Balance - Beginning	<u>230,348</u>	<u>404,099</u>	<u>363,344</u>	<u>363,344</u>	<u>1,840,594</u>
Fund Balance - Ending	<u>\$ 404,099</u>	<u>\$ 363,344</u>	<u>\$ 234,921</u>	<u>\$ 1,840,594</u>	<u>\$ 1,055,833</u>

**CITY OF APPLETON 2017 BUDGET**  
**DEBT SERVICE OBLIGATION**

**DEBT SERVICE OBLIGATION**

Issue	Principal	Interest	Total
2007A G.O. Notes	795,000	16,894	811,894
2008A G.O. Notes	463,499	28,638	492,137
2008B G.O. Notes	340,000	260,463	600,463
2009A G.O. Notes	825,000	66,144	891,144
2012 DNR Site Remediation Loan	15,000	-	15,000
2012A G.O. Notes	905,000	81,675	986,675
2012B G.O. Refunding Bonds	480,000	13,383	493,383
2014A G.O. Notes	619,125	113,914	733,039
2015A G.O. Notes	190,000	140,000	330,000
2016A G.O. Notes	950,000	650,702	1,600,702
Debt Issuance Cost	-	60,000	60,000
Total Debt Service Obligation	<u>\$ 5,582,624</u>	<u>\$ 1,431,813</u>	<u>\$ 7,014,437</u>

**DEBT SERVICE FUNDING SOURCES**

<i>Operating Transfers:</i>	
Capital Project Funds:	
Tax Incremental District #3	\$ 122,440
Tax Incremental District #6	1,548,587
Tax Incremental District #7	16,300
Tax Incremental District #8	69,368
Parking Utility	60,000
<i>Revenue:</i>	
Taxes	3,871,561
Lease Revenue - Ice Arena	91,992
Debt Repayment - RiverHeath	389,428
<i>Borrowing:</i>	
Proceeds of General Obligation Notes	60,000
Fund Balance Applied	784,761
Total Funding Sources	<u>\$ 7,014,437</u>

**CITY OF APPLETON 2017 BUDGET  
DEBT SERVICE OBLIGATION**

**2007A G.O. Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
2017	\$ 795,000	\$ 16,894	\$ 311,481	\$ 500,413
	<u>\$ 795,000</u>	<u>\$ 16,894</u>	<u>\$ 311,481</u>	<u>\$ 500,413</u>

**2008A G.O. Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 6	Taxes & Int.
2017	\$ 463,499	\$ 28,638	\$ 488,400	\$ 3,737
2018	483,499	9,670	489,600	3,569
	<u>\$ 946,998</u>	<u>\$ 38,308</u>	<u>\$ 978,000</u>	<u>\$ 7,306</u>

**2008B G.O. Bonds**

Year	Obligation		Funding Source
	Principal	Interest	Taxes & Int.
2017	\$ 340,000	\$ 260,463	\$ 600,463
2018	355,000	245,249	600,249
2019	375,000	228,825	603,825
2020	395,000	211,500	606,500
2021	420,000	192,900	612,900
2022	450,000	172,500	622,500
2023	475,000	150,531	625,531
2024	500,000	126,750	626,750
2025	525,000	101,125	626,125
2026	555,000	74,126	629,126
2027	585,000	45,626	630,626
2028	620,000	15,500	635,500
	<u>\$5,595,000</u>	<u>\$ 1,825,095</u>	<u>\$ 7,420,095</u>

**2009A G.O. Notes**

Year	Obligation		Funding Sources				
	Principal	Interest	TIF # 6	TIF # 7	TIF # 8	Ice Center	Taxes & Int.
2017	\$ 825,000	\$ 66,144	\$ 377,763	\$ 16,300	\$ 10,918	\$ 91,992	\$ 394,171
2018	860,000	40,869	382,038	15,850	10,618	61,350	431,013
2019	895,000	13,984	375,781	20,313	15,234	-	497,656
	<u>\$2,580,000</u>	<u>\$ 120,997</u>	<u>\$ 1,135,582</u>	<u>\$ 52,463</u>	<u>\$ 36,770</u>	<u>\$ 153,342</u>	<u>\$1,322,840</u>



**CITY OF APPLETON 2017 BUDGET  
DEBT SERVICE OBLIGATION**

**2012A G.O. Notes**

Year	Obligation		Funding Sources		
	Principal	Interest	RiverHeath <sup>1</sup>	Houdini Plaza	Taxes & Int.
2017	\$ 905,000	\$ 81,675	\$ 379,328	\$ 40,025	\$ 567,322
2018	925,000	63,375	378,916	12,767	596,692
2019	940,000	44,725	374,963	-	609,762
2020	405,000	30,262	-	-	435,262
2021	415,000	18,975	-	-	433,975
2022	425,000	6,375	-	-	431,375
	<u>\$ 4,015,000</u>	<u>\$ 245,387</u>	<u>\$ 1,133,207</u>	<u>\$ 52,792</u>	<u>\$ 3,074,388</u>

**2012B G.O. Refunding Bonds**

Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 3	TIF # 6
2017	\$ 480,000	\$ 13,383	\$ 122,440	\$ 370,943
2018	380,000	7,962	125,875	262,087
2019	180,000	3,772	-	183,772
2020	115,000	1,121	-	116,121
	<u>\$ 1,155,000</u>	<u>\$ 26,238</u>	<u>\$ 248,315</u>	<u>\$ 932,923</u>

**2012 DNR Site Remediation Loan <sup>2</sup>**

Year	Obligation		Funding Sources
	Principal	Interest	TIF # 8
2017	\$ 15,000	\$ -	\$ 15,000
2018	25,000	-	25,000
2019	25,000	-	25,000
2020	35,000	-	35,000
2021	35,000	-	35,000
2022	45,000	-	45,000
2023	45,000	-	45,000
2024	50,000	-	50,000
	<u>\$ 275,000</u>	<u>\$ -</u>	<u>\$ 275,000</u>

<sup>1</sup> In 2012, the City borrowed \$1.1 M on behalf of the developer of the RiverHeath project to finance the necessary infrastructure improvements that are part of the developer's responsibility under the development agreement. This schedule shows the payments of principal and interest to be made by the developer to service that portion of the debt.

<sup>2</sup> The Appleton Redevelopment Authority borrowed a \$300,000, 0% loan from the DNR for remediation of the 935 E. John Street site. The City of Appleton (TIF # 8) will make all payments on this loan.

**CITY OF APPLETON 2017 BUDGET  
DEBT SERVICE OBLIGATION**

**2014A G.O. Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	RiverHealth <sup>3</sup>	Taxes & Int.
2017	\$ 619,125	\$ 113,914	\$ 10,100	\$ 722,939
2018	633,750	104,518	10,100	728,168
2019	652,500	93,240	173,450	572,290
2020	759,875	79,116	175,100	663,891
2021	779,375	63,723	171,700	671,398
2022	799,500	47,535	-	847,035
2023	828,750	29,848	-	858,598
2024	863,375	10,278	-	873,653
	<u>\$ 5,936,250</u>	<u>\$ 542,172</u>	<u>\$ 540,450</u>	<u>\$ 5,937,972</u>

**2015A G.O. Notes**

Year	Obligation		Funding Sources		Taxes & Int.
	Principal	Interest	TIF # 8	Debt Premium	
2017	\$ 190,000	\$ 140,000	\$ 43,450	\$ 94,034	\$ 192,516
2018	640,000	131,700	42,750	-	728,950
2019	650,000	118,800	42,050	-	726,750
2020	745,000	101,125	46,100	-	800,025
2021	750,000	82,450	45,100	-	787,350
2022	575,000	69,200	44,300	-	599,900
2023	740,000	52,350	43,300	-	749,050
2024	750,000	30,000	47,025	-	732,975
2025	625,000	9,375	45,675	-	588,700
	<u>\$ 5,665,000</u>	<u>\$ 735,000</u>	<u>\$ 399,750</u>	<u>\$ 94,034</u>	<u>\$ 5,906,216</u>

**2016A G.O. Notes**

Year	Obligation		Funding Sources		
	Principal	Interest	Parking	Debt Premium	Taxes & Int.
2017	\$ 950,000	\$ 650,702	\$ 60,000	\$ 650,702	\$ 890,000
2018	1,795,000	628,800	60,000	628,800	1,735,000
2019	1,685,000	585,575	73,916	326,170	1,870,489
2020	1,925,000	521,800	82,850	-	2,363,950
2021	2,005,000	443,200	85,150	-	2,363,050
2022	2,085,000	361,400	82,350	-	2,364,050
2023	2,170,000	276,300	84,450	-	2,361,850
2024	2,260,000	187,700	81,450	-	2,366,250
2025	2,340,000	107,400	83,750	-	2,363,650
2026	2,410,000	36,150	81,200	-	2,364,950
	<u>\$ 19,625,000</u>	<u>\$3,799,027</u>	<u>\$ 775,116</u>	<u>\$ 1,605,672</u>	<u>\$21,043,239</u>

<sup>3</sup> In 2014, the City borrowed \$500,000 on behalf of the developer of the RiverHeath project to finance the necessary infrastructure improvements that are part of the developer's responsibility under the development agreement. This schedule shows the payments of principal and interest to be made by the developer to service that portion of the debt.

**CITY OF APPLETON 2017 BUDGET**  
**DEBT SERVICE OBLIGATION**

	<b>Total Debt Service</b>				
	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2017	\$ 5,582,624	\$ 1,371,813	\$ 6,954,437	\$ 3,082,876	\$ 3,871,561
2018	6,097,249	1,232,143	7,329,392	2,505,751	4,823,641
2019	5,402,500	1,088,921	6,491,421	1,610,649	4,880,772
2020	4,379,875	944,924	5,324,799	455,171	4,869,628
2021	4,404,375	801,248	5,205,623	336,950	4,868,673
2022	4,379,500	657,010	5,036,510	171,650	4,864,860
2023	4,258,750	509,029	4,767,779	172,750	4,595,029
2024	4,423,375	354,728	4,778,103	178,475	4,599,628
2025	3,490,000	217,900	3,707,900	129,425	3,578,475
2026	2,965,000	110,276	3,075,276	81,200	2,994,076
2027	585,000	45,626	630,626	-	630,626
2028	620,000	15,500	635,500	-	635,500
	<u>\$46,588,248</u>	<u>\$ 7,349,118</u>	<u>\$53,937,366</u>	<u>\$ 8,724,897</u>	<u>\$45,212,469</u>

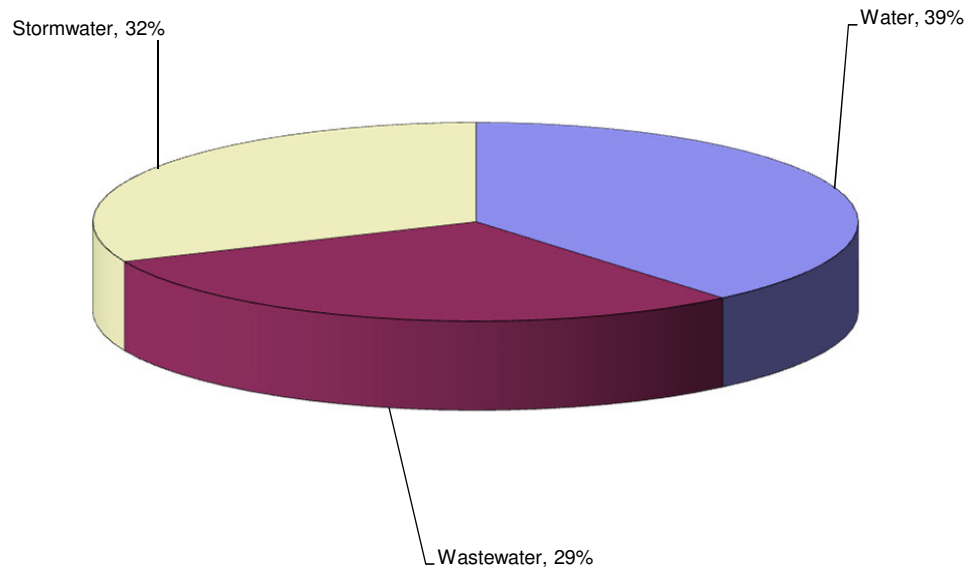


## CITY OF APPLETON 2017 BUDGET UTILITIES

Enterprise funds are funds used to account for activities that are financed and operated in a manner similar to that found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities provided to outside parties are accounted for in enterprise funds, which include Appleton's Water, Wastewater and Stormwater Utilities.

### 2017 UTILITIES EXPENDITURES

\$63,030,856

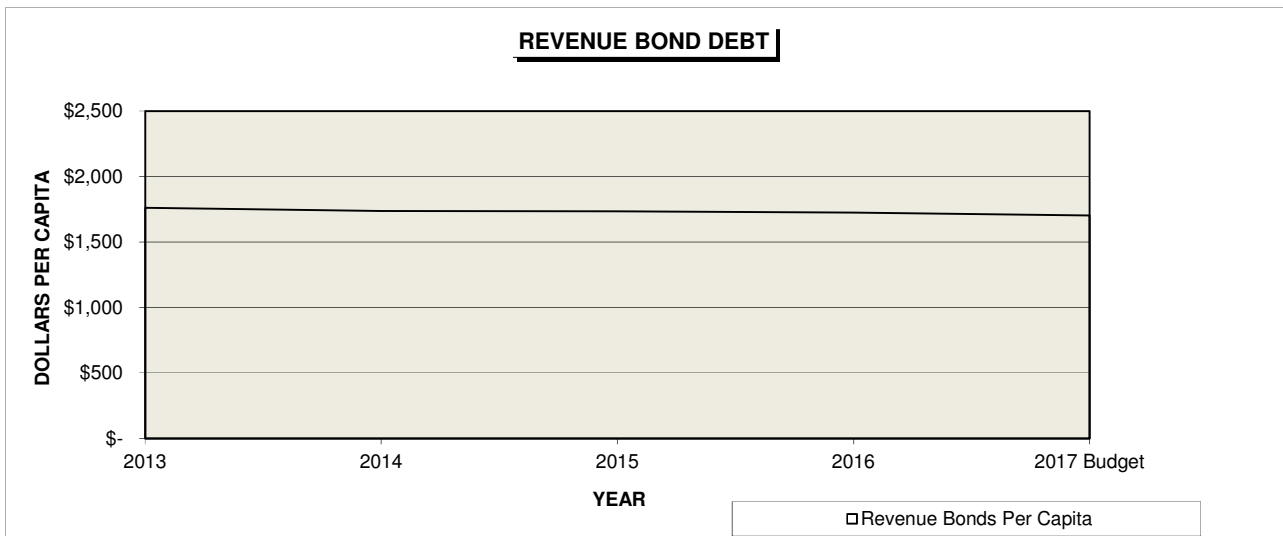


## CITY OF APPLETON 2017 BUDGET UTILITIES

### Revenue Bond Debt Summary

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017 Budget</u>
Revenue Bonds Outstanding	\$ 128,915,000	\$ 127,660,000	\$ 127,940,000	\$ 128,150,000	\$ 127,085,000
Population	73,150	73,463	73,737	74,286	74,574
Revenue Bonds Per Capita	\$ 1,762	\$ 1,738	\$ 1,735	\$ 1,725	\$ 1,704

### REVENUE BOND DEBT



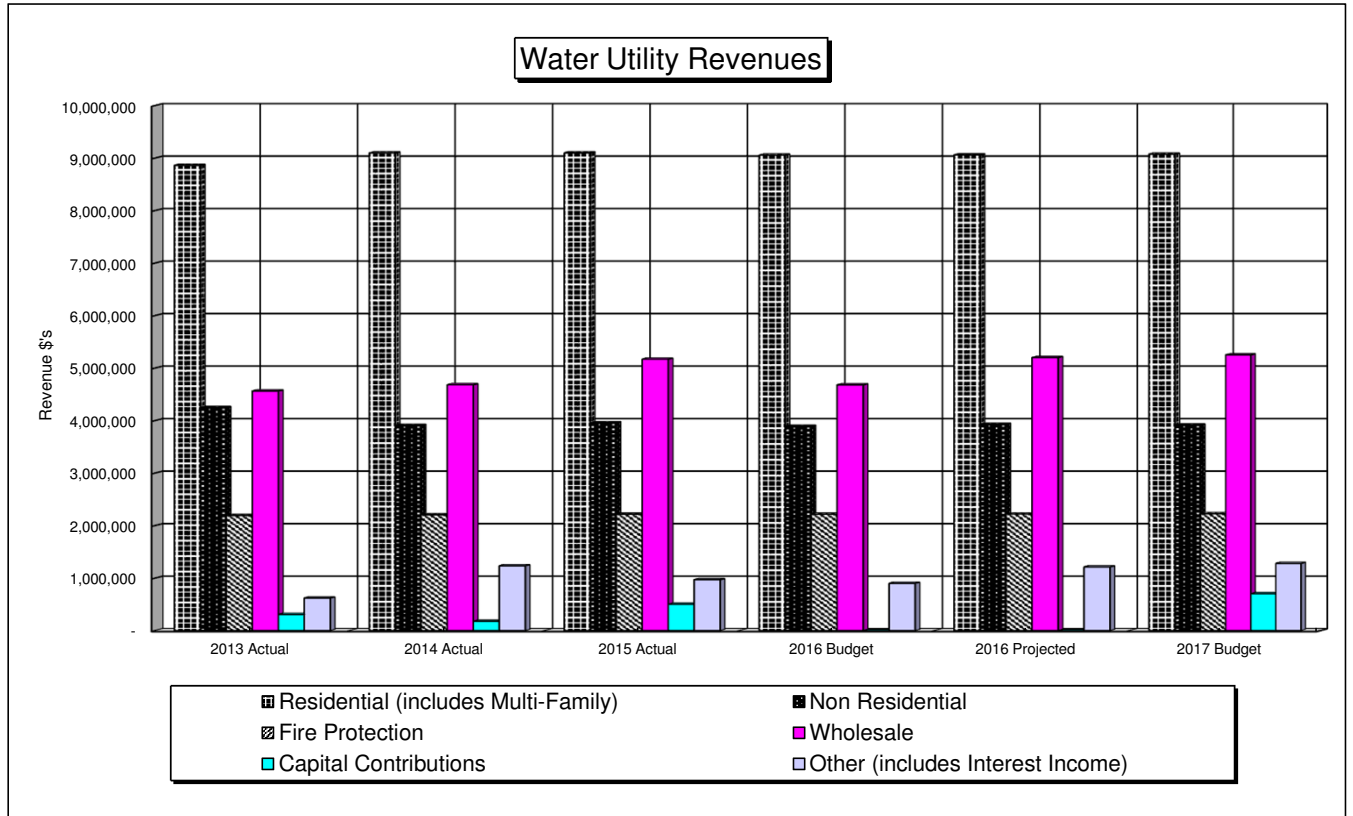
**Revenue Bond Ratings:**

Water	Aa2
Wastewater	Aa2
Stormwater	Aa2

**CITY OF APPLETON 2017 BUDGET  
UTILITY REVENUES**

**WATER UTILITY**

<b>Sources of Revenue</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>	<b>% Change</b>
Residential Water Service	\$ 8,645,773	\$ 8,452,767	\$ 8,455,250	\$ 8,400,000	\$ 8,410,000	\$ 8,425,000	0.18%
Commercial Water Service	2,636,857	2,216,818	2,246,591	2,200,000	2,230,000	2,235,000	0.22%
Industrial Water Service	1,223,669	1,312,037	1,299,162	1,310,000	1,300,000	1,300,000	0.00%
Municipal Water Service	388,681	380,405	411,105	380,000	400,000	380,000	-5.00%
Multi-Family Water Service	216,337	644,016	644,756	655,000	650,000	650,000	0.00%
Fire Protection	2,192,627	2,205,231	2,217,945	2,216,500	2,220,000	2,224,500	0.20%
Wholesale Water Service	4,563,459	4,682,298	5,169,787	4,680,000	5,200,000	5,250,000	0.96%
Other	741,971	787,983	813,727	651,980	864,443	981,096	13.49%
Interest Income	(120,553)	447,663	156,814	250,000	350,000	300,000	-14.29%
Contributed Capital	309,704	179,624	502,381	-	-	702,450	N/A
<b>Total Water Utility</b>	<b>\$ 20,798,525</b>	<b>\$ 21,308,842</b>	<b>\$ 21,917,518</b>	<b>\$ 20,743,480</b>	<b>\$ 21,624,443</b>	<b>\$ 22,448,046</b>	<b>3.81%</b>



Residential water sales makes up the largest portion of Water Utility revenues, followed by wholesale, commercial and industrial. Fire protection revenues include charges for private, public, Town of Grand Chute, Waverly Sanitary District and Village of Sherwood fire protection. Average residential water consumption continues to decline due to individuals' conservation efforts. However, this decrease in revenue is offset by an increase in the number of households served.

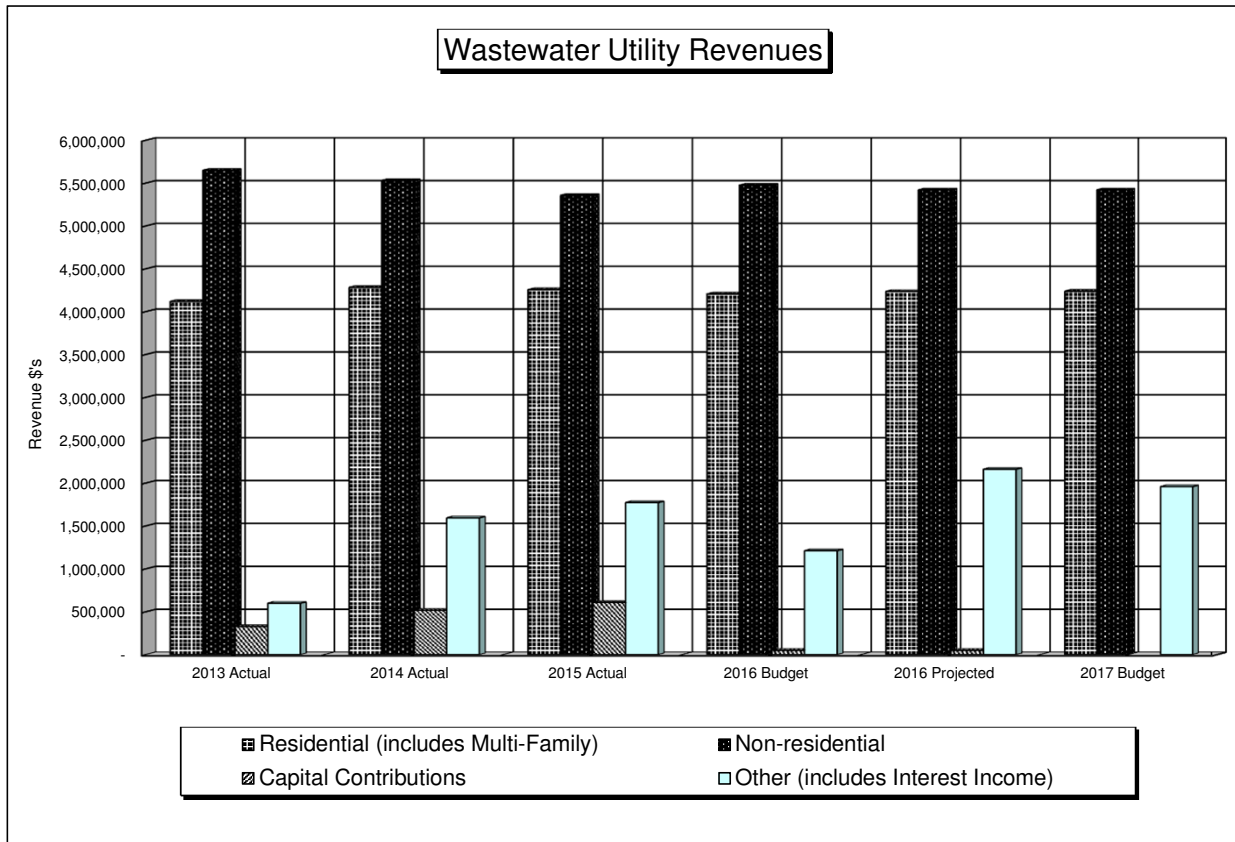
Interest income is earnings on available working cash, required reserve accounts and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. Historically low interest rates and the prospect of their continuation do not allow us to forecast an increase in investment income. Also, according to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation.

Other revenues come from ancillary or nonrecurring activities, including standby charges, revenues from leasing access to City property, customer penalties and gains on the sale of fixed assets. A 10% rate increase was implemented on December 31, 2010. The PSC required a new rate class for Multi-Family properties beginning in 2014; these accounts were previously part of the commercial rate class. There is no rate increase planned for 2017.

**CITY OF APPLETON 2017 BUDGET  
UTILITY REVENUES**

**WASTEWATER UTILITY**

<b>Sources of Revenue</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>	<b>% Change</b>
Residential Sewer Service	\$ 4,016,383	\$ 3,981,255	\$ 3,953,505	\$ 3,900,000	\$ 3,930,000	\$ 3,933,000	0.08%
Commercial Sewer Service	1,133,837	948,169	936,935	950,000	930,000	930,000	0.00%
Industrial Sewer Service	4,238,379	4,307,818	4,147,099	4,250,000	4,215,000	4,215,000	0.00%
Municipal Sewer Service	276,111	274,009	272,186	275,000	275,000	275,000	0.00%
Multi-Family Sewer Service	101,630	300,595	302,454	305,000	305,000	305,000	0.00%
Interest Income	(141,436)	442,394	200,727	370,000	370,000	370,000	0.00%
Other	740,626	1,150,829	1,570,636	840,073	1,790,073	1,587,353	-11.32%
Capital Contributions	327,969	516,067	608,884	50,894	50,894	-	N/A
<b>Total Wastewater Utility</b>	<b>\$ 10,693,499</b>	<b>\$ 11,921,136</b>	<b>\$ 11,992,426</b>	<b>\$ 10,940,967</b>	<b>\$ 11,865,967</b>	<b>\$ 11,615,353</b>	<b>-2.11%</b>



Charges for services for wastewater treatment comes from various categories of customers - residential, commercial, industrial, municipal and multi-family, as well as charges for special services such as industrial pre-treatment.

Interest income is earnings on available working cash and required reserve accounts. Two factors which determine investment income are interest rates and the cash balances available for investment. Historically low interest rates and the prospect of their continuation do not allow us to forecast an increase in investment income. Also, according to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation.

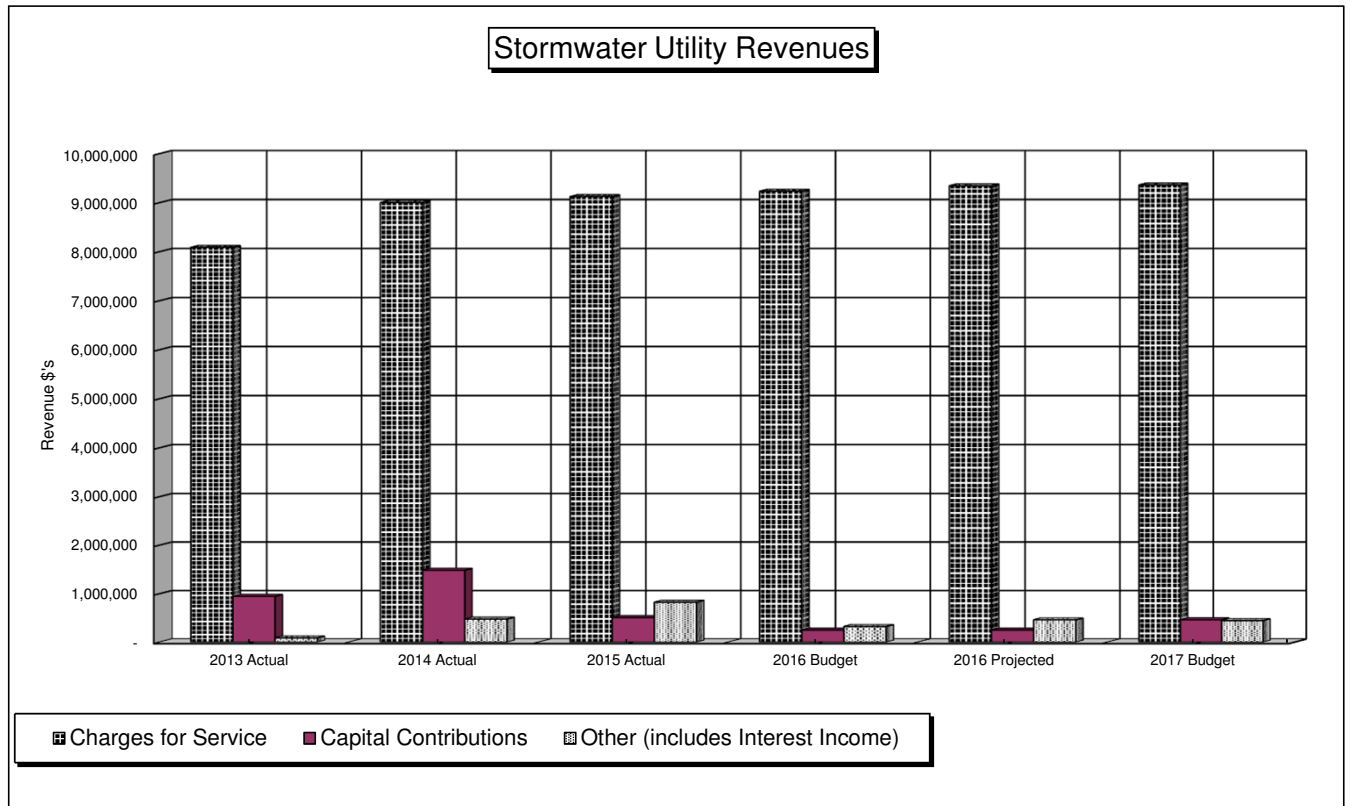
Other revenues come from ancillary or nonrecurring activities, income from customer penalties and special hauled waste charges. A tiered rate system for special hauled waste from outside the service area went into effect January 1, 2010 and the rates for these customers were increased 10% on July 1, 2015. The current rates for service have been effective since July 1, 2011. There is no rate increase planned for 2017.



**CITY OF APPLETON 2017 BUDGET  
UTILITY REVENUES**

**STORMWATER UTILITY**

<b>Sources of Revenue</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>	<b>% Change</b>
Charges for Service	\$ 8,088,322	\$ 9,004,066	\$ 9,123,964	\$ 9,233,815	\$ 9,344,919	\$ 9,361,845	0.18%
Interest Income	(80,850)	299,387	117,941	150,000	225,000	200,000	-11.11%
Capital Contributions	945,750	1,483,674	509,100	251,460	251,460	461,966	83.71%
Other	171,842	176,800	707,026	175,468	236,709	246,754	4.24%
<b>Total Stormwater Utility</b>	<b>\$ 9,125,064</b>	<b>\$ 10,963,927</b>	<b>\$ 10,458,031</b>	<b>\$ 9,810,743</b>	<b>\$ 10,058,088</b>	<b>\$ 10,270,565</b>	<b>2.11%</b>



Charges for services include all charges for provision of stormwater management and consists of a charge based on equivalent runoff units (ERU). An ERU is defined as 2,368 square feet of impervious area and represents the runoff impact of an average home. Rates used to bill charges to multi-family properties were changed on January 1, 2015 from a per living unit charge to actual square footage for impervious area of the property.

Interest income is earnings on available working cash, required reserve accounts, and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. Historically low interest rates and the prospect of their continuation do not allow us to forecast an increase in investment income. Also, according to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation.

Other revenues come from ancillary or nonrecurring activities and customer penalties. The current rate of \$155 per ERU took effect on July 1, 2013. The next rate increase is planned at 8% on January 1, 2019.

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY  
RATE DETAIL**

The rates detailed below are the current rates, which went into effect December 31, 2010. The Public Service Commission of Wisconsin approves all Water Utility rate increases. There is no planned rate increase for 2017.

**Quarterly Water Rates**

**Retail Water:**

Meter (Inches)	Water Service	Public Fire	Total
5/8	\$ 21.90	\$ 14.58	\$ 36.48
3/4	21.90	14.58	36.48
1	32.70	36.45	69.15
1 1/4	45.90	54.00	99.90
1 1/2	59.10	72.90	132.00
2	91.80	116.70	208.50
3	147.30	218.70	366.00
4	231.00	364.50	595.50
6	426.00	729.00	1,155.00
8	666.00	1,167.00	1,833.00
10	981.00	1,752.00	2,733.00
12	1,299.00	2,334.00	3,633.00

**Volume Charge \***

	Quarterly Use (Ccf)	Quarterly Charge
First	500	\$ 4.55
Next	4,500	4.11
Over	5,000	3.50

**Private Fire Protection Rates:**

Connection Size (")	Quarterly Charge
1	\$ 8.40
1 1/4	11.10
1 1/2	14.10
2	17.00
3	32.00
4	53.00
6	105.00
8	169.00
10	252.00
12	336.00
14	420.00
16	504.00
Town of Grand Chute	35,384.00
Waverly Sanitary District	9,325.50
Village of Sherwood	4,436.50

**Wholesale Water Rates:**

Meter (Inches)	Quarterly Charge		
	Town of Grand Chute	Waverly Sanitary District	Town of Sherwood
6	-	\$ 426.00	\$ 426.00
8	\$666.00	-	-
Volume Charge *	\$ 3.28	\$ 3.53	\$ 3.56

\* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY  
RATE DETAIL**

The current rates detailed below are from the rate study completed in 2009 by Baker Tilly Virchow Krause, LLP. Based on this study, no increase was implemented in 2010 and a rate increase of 5% was implemented effective on July 1, 2011. There is no rate increased planned for 2017.

**Quarterly Sanitary Sewer Rates**

Meter (Inches)	Current Charge
5/8	\$ 13.60
3/4	13.60
1	25.00
1 1/4	34.00
1 1/2	44.00
2	68.00
3	121.00
4	199.00
6	391.00
8	622.00

**Volume Charge \***

Quarterly	
Use (Ccf)	Charge
All	\$ 2.04

**Rates for Quantity/Quality Discharge:**      Current Charge

Flow	\$ 1.73 / 1,000 gallons
Biochemical Oxygen Demand (BOD)	\$ 35.48 / 100 pounds
Total Suspended Solids (TSS)	\$ 11.26 / 100 pounds

**Sanitary Waste Hauler Fees:**

Septic Tank/Portable Toilet Waste	\$ 4.40 / ton
Holding Tank Waste	\$ 4.40 / ton
Analytical Charge	\$ 9.45 / load
Customer Charge	\$ 15.75 / quarter

\* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2017 BUDGET  
CITY SERVICE INVOICE  
EFFECT OF UTILITY RATES ON AVERAGE  
RESIDENTIAL PROPERTIES**

**Assumptions:**

Rates calculated are based on a meter size of 5/8" or 3/4"

**Quarterly Water Charges\*:**

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 100.18
Average	17	\$ 113.83
Large	20	\$ 127.48

**Quarterly Wastewater Charges\*\*:**

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 28.56
Average	17	\$ 34.68
Large	20	\$ 40.80

**Quarterly Stormwater Charges: \*\*\***

Residential Users	ERU's	Current Charge
N/A	1	\$ 38.75
N/A	1	\$ 38.75
N/A	1	\$ 38.75

**Total:**

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 167.49
Average	17	\$ 187.26
Large	20	\$ 207.03

\* The quarterly water charges shown here are the current rates as of December 30, 2010.

\*\* The quarterly wastewater charges shown are the current rates as of July 1, 2011.

\*\*\* Annual rate of \$155.00 / ERU took effect July 1, 2013. The next rate increase will be approximately 8% and is anticipated to take effect on January 1, 2019; at an annual rate of \$167.00 / ERU.

**CITY OF APPLETON 2017 BUDGET**

**WATER UTILITY**

**Utilities Director: Chris W. Shaw**

**Deputy Director Utilities: Christopher F. Stempa**

**Public Works Director: Paula A. Vandehey**

**Deputy Director/City Engineer: Ross M. Buetow**

**Deputy Director of Operations-DPW: Nathan D. Loper**

# CITY OF APPLETON 2017 BUDGET WATER UTILITY

## MISSION STATEMENT

The City of Appleton water treatment and distribution systems provide the community with consistently safe and high quality water utilizing the full potential of our highly motivated, technically skilled staff. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility and economically sound practices.

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

### WATER TREATMENT

Membrane Treatment Operation - The Koch Membrane System(KMS) was operated for a majority of the year. Regulatory approval to transition away from KMS and to the new ultraviolet light process came in June 2016. There were no new purchases of membrane cartridges in 2016 (a reduction of \$250,000 from the previous year).

Regulatory Upgrade and Process Improvement Project (RUIP) - The RUIP completed the final phase of construction and equipment is in the warranty phase. Equipment upgrades included four ultraviolet light reactors, 3 chemical systems, and carbon contactors that were repurposed into water filters. The project was nominated for Wisconsin Water Works Association Project of the Year. The project also was awarded an energy incentive grant of \$50,000 for reducing electrical consumption.

The New 1 Million Gallon Glendale Tower - Tank contractors are maintaining the construction schedule for the water tower project. Work has progressed and the main tank steel and concrete components have been constructed. A coating system will take approximately 3 weeks to apply. Other project elements that occurred included finishing electrical, water, sewer, and site restoration. The project was completed in October.

Matthias Water Tower - The State of Wisconsin requires water storage tanks and towers to be taken out of service, cleaned and inspected at least once every five years. The Matthias water tower was cleaned and inspected prior to being disinfected and returned to service. The inspection reported necessary maintenance that was completed late in 2016.

Tank Maintenance - #4 Softener tank was taken out of service to complete rehabilitation and coating work. The softener was media blasted and painted to prevent further corrosion.

Emissions Control Project - In order to maintain WPPI revenues, the two facility generators at the water plant had to be upgraded with emissions equipment. This requirement was the result of legislation that was unexpected and therefore lacked a budget. A budget adjustment was made, followed by engineering and the construction project. The project was completed prior to June 1st deadline.

Plant Process Control - The recently repurposed filters were optimized by water plant staff. Filter performance was improved by adjusting hydraulic loading rates, runtimes, and the backwash air and scour rates. Turbidity removals were increased by applying Alumina Chlorohydrate (ACH).

### WATER DISTRIBUTION

Celebrated National Public Works Week with a department-wide breakfast for Public Works employees  
Continued implementation of the Sensus/ I-perl meter radio read system  
Continued to sell our used water meters and other components to a local scrap company  
Two new performance indicators were added to show number of cross-connection inspections being done annually and how many request letters being sent by administration staff  
Water main breaks are down in 2016, likely due to the mild winter  
Designed an asset designation agreement between the water plant and water distribution

### WATER ADMINISTRATION

Refinanced the balance of the 2007 debt issue to save over \$1,000,000 in interest expense over the term of debt.

Reviewed rate requirements. The utility had a 6.74% rate of return at the end of 2015. The utility is currently authorized a rate of return of 7%. A rate increase is not planned for 2017 as rate of return, debt coverage ratio and cash coverage have been maintained with current rates.

## CITY OF APPLETON 2017 BUDGET WATER UTILITY

### MAJOR 2017 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Water Utility in order to:

Provide water that meets all State and federal water quality standards and regulations; continue to meet WDNR requirements for annual inspections and make any requested corrections.

Complete the demonstration phase of the regulatory upgrade and process improvement project (RUIP). The project was comprised of seven separate projects that enhance cryptosporidium and giardia inactivation as well as improve existing processes. All regulatory and process improvement projects that were integrated into the current treatment train need to be field tested for one year over different seasonal conditions.

The Supervisory Control and Data Acquisition (SCADA) system will be further upgraded for operator interfacing with the new equipment and processes. A new reporting software program will be introduced along with the SCADA system improvements.

The Glendale Water Tower construction project will be followed by the decommissioning of the Oneida Street Tower. The water distribution system will go through a process to become hydraulically balanced. This process will increase both water pressure and movement in the main, medium, and high pressure zones.

The Raw Water Lake Station and equipment will be assessed for continued use, repairs or upgrades. The existing raw water pipe that pumps water from the lake to the water plant is 60 years old and will need to either be replaced or become the redundant back up to a new pipe. Other project components include a new lake intake to deter frazil ice formation and screening equipment at the shore well.

The North Reservoir, a three million gallon storage tank, will be taken out of service, cleaned, media blasted, and painted.

Respond promptly to main breaks to minimize water loss, property damage, and disruption of service to our customers using criteria established for emergency vs. non-emergency repairs.

Continue reviewing the lead service replacement program to reduce service replacement costs.

Incorporate recommendations from the water distribution study into appropriate operating and capital budget requests.

Complete the installation of the new water meter system to replace the current Badger Meter Trace system with Sensus/ I-perl Meter radio read system anticipated to be completed in 2017.

Continue to monitor rate requirements. The last water rate increase of 10% was implemented on December 31, 2010. The utility continues to meet debt coverage ratios and cash coverage and continues to earn rate of return as approved by the Wisconsin Public Service Commission. These indicators will be reviewed upon the completion of the 2016 audit, to further determine when the next rate increase application will be filed with the Public Service Commission.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget		% Change *	
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
<b>Program Revenues</b>		\$ 21,317,063	\$ 21,589,934	\$ 20,743,480	\$ 20,743,480	22,448,046	8.22%
<b>Program Expenses</b>							
5310	Administration	9,515,675	9,827,995	10,783,168	10,783,168	10,059,479	-6.71%
5321	Treatment Admin	327,262	322,318	381,179	385,131	395,175	3.67%
5323	Treatment Operations	5,413,134	5,593,016	6,742,208	6,751,131	6,627,292	-1.70%
5351	Distribution Admin	441,406	505,775	542,237	545,370	501,120	-7.58%
5352	Meter Operations	110,756	110,398	140,273	141,895	150,159	7.05%
5353	Distribution Operations	1,236,836	1,051,289	1,350,615	1,355,545	1,349,769	-0.06%
5325	Treatment Capital	317	65,177	480,000	480,000	1,091,000	127.29%
5370	Distribution Capital	56,492	78,708	4,602,446	4,602,446	4,342,347	-5.65%
<b>TOTAL</b>		\$ 17,101,878	\$ 17,554,676	\$ 25,022,126	\$ 25,044,686	24,516,341	-2.02%
<b>Expenses Comprised Of:</b>							
Personnel		2,538,372	2,430,428	3,229,415	3,251,975	3,295,465	2.05%
Administrative Expense		9,236,738	9,562,659	10,493,916	10,493,916	9,764,690	-6.95%
Supplies & Materials		1,920,867	1,834,370	2,094,703	2,094,703	1,864,707	-10.98%
Purchased Services		844,596	698,362	892,215	892,215	1,950,325	118.59%
Utilities		2,682,293	2,708,737	3,105,122	3,105,122	3,042,789	-2.01%
Repair & Maintenance		598,657	681,363	971,053	971,053	701,211	-27.79%
Capital Expenditures		(719,645)	(361,243)	4,235,702	4,235,702	3,897,154	-7.99%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		37.73	37.73	37.73	37.73	37.23	

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Finance Administration**

**Business Unit 5310**

**PROGRAM MISSION**

For the benefit of Appleton water consumers, customer billing and financial systems will be maintained in a manner consistent with Wisconsin Public Service Commission (PSC) regulations and generally accepted accounting principles.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To account for water revenues from various sources, and administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses.
- Maintain customer records and accounting information in compliance with PSC regulations and generally accepted accounting principles.
- Develop the full potential of all employees through seminars, training programs, and continuing education

**Major changes in Revenue, Expenditures or Programs:**

The capital contributions revenue represents the Department of Transportation's (DOT) reimbursement of 90% (\$702,450) of the cost of the watermain being replaced on Oneida Street where it intersects with Wisconsin State Highway 441.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	92%	50%	92%	67%	92%
<b>Strategic Outcomes</b>					
Maintain compliance with GAAP & PSC					
# of audit compliance issues not raised by staff	0	0	0	0	0
<b>Work Process Outputs</b>					
# of bills processed	112,767	113,384	113,000	114,000	114,500
PSC Annual Report filed	On time	On time	On time	On time	On time



**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Finance Administration**

**Business Unit 5310**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4411 Sundry Permits	\$ 385	\$ 315	\$ 500	\$ 500	500
4710 Interest on Investments	446,769	156,367	250,000	250,000	300,000
4730 Interest - Deferred Special	894	447	-	-	-
4820 Unmetered Water Sales	27,759	25,618	25,000	25,000	25,000
4821 Water Service - Residential	8,452,766	8,455,250	8,400,000	8,400,000	8,425,000
4822 Water Service - Commercial	2,216,818	2,246,591	2,200,000	2,200,000	2,235,000
4823 Water Service - Industrial	1,312,037	1,299,162	1,310,000	1,310,000	1,300,000
4824 Water Service - Municipal	380,405	411,105	380,000	380,000	380,000
4825 Private Fire Protection	248,535	252,677	250,000	250,000	255,000
4826 Public Fire Protection	1,760,112	1,767,617	1,770,000	1,770,000	1,773,000
4827 Fire Protection Wholesale	196,584	197,652	196,500	196,500	196,500
4828 Water Service - Multi-family	644,016	644,756	655,000	655,000	650,000
4829 Sales for Resale	4,682,298	5,169,787	4,680,000	4,680,000	5,250,000
5005 Sale of City Prop - Tax	-	26,311	-	-	15,000
5006 Gain (Loss) on Asset Disposal	40,445	(327,585)	-	-	-
5016 Lease Revenue	263,914	258,722	275,000	275,000	260,000
5021 Capital Contributions	179,624	502,381	-	-	702,450
5030 Damage to City Property	(48)	3,304	7,500	7,500	3,500
5035 Other Reimbursements	3,259	1,995	-	-	-
5070 WTR Other Sales Flushing	6,635	10,124	6,000	6,000	8,000
5071 Customer Penalty	94,098	84,210	92,000	92,000	87,000
5072 WTR Misc Revenue (turn-on)	3,680	4,265	4,500	4,500	4,500
5073 Other WTR Rev-Sewer Billing	80,447	134,973	-	-	210,000
5077 Income from Admin Fee	5,016	4,970	5,000	5,000	5,000
5079 Private Hydrant Testing	14,160	13,936	14,500	14,500	14,500
5083 Emergency Water Turn Off	853	509	-	-	-
5086 Premium on Debt Issuance	255,602	244,475	221,980	221,980	348,096
<b>Total Revenue</b>	<b>\$ 21,317,063</b>	<b>\$ 21,589,934</b>	<b>\$ 20,743,480</b>	<b>\$ 20,743,480</b>	<b>22,448,046</b>
<b>Expenses</b>					
6101 Regular Salary	\$ 105,551	\$ 107,900	\$ 111,126	\$ 111,126	114,448
6105 Overtime	325	318	-	-	-
6150 Fringes	32,961	26,747	40,282	40,282	43,417
6304 Postage\Freight	18,510	20,566	21,300	21,300	22,000
6320 Printing and Reproduction	2,453	3,003	3,700	3,700	3,300
6401 Accounting/Audit	10,826	11,317	10,900	10,900	12,020
6402 Legal Fees	19,249	17,896	22,000	22,000	22,000
6403 Bank Services	23,310	21,879	23,000	23,000	23,000
6413 Utilities	107,894	95,554	108,000	108,000	108,000
6501 Insurance - Property	105,028	109,172	110,920	110,920	132,450
6599 Other Contracts/Obligations	113	-	-	-	-
6601 Depreciation Expense	3,970,643	4,353,070	5,065,000	5,065,000	5,065,000
6623 Uncollectible Accounts	5,352	6,752	9,000	9,000	8,000
6721 Bond Interest Payments	3,109,294	2,708,421	2,886,214	2,886,214	2,165,315
6730 Debt Issuance Cost	63,850	296,109	80,000	80,000	85,000
6751 Gain/Loss on refund Amort.	163,396	145,615	127,926	127,926	229,729
7911 Trans Out - Gen Fund	1,776,920	1,894,688	2,138,800	2,138,800	2,025,800
7914 Trans Out - Capital Projects	-	8,988	25,000	25,000	-
<b>Total Expense</b>	<b>\$ 9,515,675</b>	<b>\$ 9,827,995</b>	<b>\$ 10,783,168</b>	<b>\$ 10,783,168</b>	<b>10,059,479</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<b>Printing\Freight</b>		<b>Trans Out-Gen Fund</b>	
City Service Invoice postage	\$ 20,700	Payment in lieu of tax	\$ 2,012,000
City Service Invoice folding/inserting	1,300	Administration fee	13,800
	<u>\$ 22,000</u>		<u>\$ 2,025,800</u>
<b>Legal Fees</b>			
PSC Assessment	\$ 22,000		
	<u>\$ 22,000</u>		

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Treatment Administration**

**Business Unit 5321**

**PROGRAM MISSION**

For the benefit of the Water Filtration Operations Staff, Water Utility managers will provide administrative support and mentoring to employees so that all aspects of water treatment will meet State and federal compliance.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Maintain records necessary for compliance with State and federal organizations

Maintain maintenance records for equipment, procurement of chemicals, training and safety schedules, operating expenses and project status

Maintain financial records as they apply to the treatment plant

**Major changes in Revenue, Expenditures or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safe work environment					
# of workers comp claims/year	0	0	0	0	0
# of first aid entries per year	5	4	0	0	0
<b>Strategic Outcomes</b>					
Effective use of budgeted funds					
% of operational budget obligated	88%	85%	100%	95%	100%
Trained Staff					
% of staff adequately trained	100%	98.0%	100%	100%	100%
Average # of hours training per employee	27	30	60	40	60
<b>Work Process Outputs</b>					
Government reports prepared					
# and names of regular reports					
CCR Report	1	1	1	1	1
DNR Reports	12	12	12	12	12
SARA* Report	1	1	2	2	2

\*Superfund Amendments and Reauthorization Act

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Treatment Administration**

**Business Unit 5321**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salary	\$ 219,056	\$ 218,105	\$ 255,536	\$ 259,488	264,105
6104 Call Time	13	13	-	-	
6105 Overtime	51	105	530	530	2,327
6108 Part-Time	2,222	5,868	1,877	1,877	1,877
6150 Fringes	59,912	62,494	74,127	74,127	77,652
6201 Training\Conferences	7,434	716	11,280	11,280	11,000
6301 Office Supplies	1,299	2,116	2,500	2,500	2,500
6302 Subscriptions	164	-	175	175	-
6303 Memberships & Licenses	7,464	7,661	7,800	7,800	7,850
6304 Postage/Freight	654	1,138	1,000	1,000	1,000
6305 Awards & Recognition	72	47	210	210	210
6307 Food & Provisions	142	436	280	280	280
6320 Printing & Reproduction	11,366	9,595	10,352	10,352	10,852
6321 Clothing	99	178	-	-	-
6327 Miscellaneous Equipment	2,702	-	-	-	-
6404 Consulting Services	-	1,325	-	-	-
6408 Contractor Fees	1,809	2,671	3,000	3,000	3,000
6411 Temporary Help	535	276	-	-	-
6412 Advertising	1,495	-	1,500	1,500	1,500
6413 Utilities	9,640	8,759	10,100	10,100	10,140
6425 CEA Equip. Rental	1,133	815	912	912	882
Total Expense	<u>\$ 327,262</u>	<u>\$ 322,318</u>	<u>\$ 381,179</u>	<u>\$ 385,131</u>	<u>395,175</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Treatment Operations**

**Business Unit 5323**

**PROGRAM MISSION**

For the benefit of Appleton water consumers, we will provide potable water so that customers are furnished an adequate volume of the safest, highest quality water available.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Comply with all federal and State standards
- Supply the public with safe, high quality water in sufficient quantities to support the needs of our customers

**Major changes in Revenue, Expenditures or Programs:**

This budget reflects a number of changes due to the transition to UV disinfection from the use of the membrane system. The part-time budget has been eliminated; this position was responsible for membrane repair. Material expense is reduced as domes, piks and replacement cartridges are no longer required.

Contractor fees reflect costs to paint the 3,000,000 gallon North reservoir and to fix an expansion joint at the filtration plant. The reservoir was built in 2001 and is required to be painted in 2017.

Lab Supplies expense reflects additional testing for blue-green algae and lead and copper; bi-annual testing for raw water characteristics and radiological testing is also required in 2017. LT2 testing will continue into 2017.

Consulting expense includes a radio survey study to determine equipment and process to convert to the licensed radio network that is currently used by the Wastewater utility. The budget also includes funds to complete a study on future needs of the booster pumps within the distribution system and future needs for filtration plant compressed air.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Adequate supply of safe drinking water					
% of water sampling tests in compliance per year	100%	100%	100%	100%	100%
Adequate water pressure					
% of tests having adequate pressure	100%	100%	100%	100%	100%
# of sprinkling bans per year	0	0	0	0	0
# of gallons pumped per year	3,181 MG	3,257 MG	3,190 MG	3,200 MG	3,200 MG
<b>Work Process Outputs</b>					
Efficient Plant Operation					
# of work days lost due to injuries	0	0	0	0	0
# of reservoirs maintaining pressure per year	6	6	6	6	7
# of membrane repairs	13,968	19,522	15,000	15,000	2,000
Water towers					
# inspected / painted per year	1 / 0	2 / 0	1 / 1	1 / 0	1 / 1

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Treatment Operations**

**Business Unit 5323**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Expenses</b>					
6101 Regular Salary	\$ 541,619	\$ 600,805	\$ 648,861	\$ 657,784	668,826
6104 Call Time	2,340	1,373	3,000	3,000	2,832
6105 Overtime	117,299	98,647	101,527	101,527	97,595
6108 Part-Time	10,619	10,116	10,566	10,566	-
6150 Fringes	201,633	223,885	254,157	254,157	262,587
6306 Building Maint./Janitorial	1,809	1,833	2,300	2,300	2,300
6309 Shop Supplies & Tools	13,477	9,428	11,000	11,000	11,000
6310 Chemicals	1,236,125	1,334,340	1,369,000	1,369,000	1,400,000
6316 Miscellaneous Supplies	-	292	-	-	-
6318 Materials	372,294	113,577	242,000	242,000	42,000
6321 Clothing	2,223	2,411	2,400	2,400	2,500
6322 Gas Purchases	8,143	4,607	8,096	8,096	5,000
6323 Safety Supplies	9,501	17,284	6,200	6,200	6,200
6324 Medical/Lab Supplies	45,977	65,681	65,080	65,080	73,950
6327 Miscellaneous Equipment	11,466	30,761	79,500	79,500	48,500
6404 Consulting Services	14,000	7,300	52,500	52,500	25,500
6407 Collection Services	1,632	1,506	2,650	2,650	2,550
6408 Contractor Fees	35,526	130,632	336,850	336,850	780,500
6413 Utilities	2,496,046	2,547,868	2,923,205	2,923,205	2,864,454
6416 Building Repairs & Maint	-	154,198	275,000	275,000	-
6418 Equip Repairs & Maint	57,256	65,918	30,000	30,000	30,000
6420 Facilities Charges	230,841	217,164	265,821	265,821	250,217
6424 Software Support	6,501	1,810	10,000	10,000	12,000
6425 CEA Equip. Rental	15,806	14,059	14,830	14,830	13,976
6440 Snow Removal Services	5,000	242	5,000	5,000	5,000
6454 Grounds Repair & Maint	3,933	5,479	5,500	5,500	5,500
6599 Other Contracts/Obligations	12,276	14,848	17,165	17,165	14,305
6804 Equipment	7,001	-	-	-	-
6899 Other Capital Outlay	(47,209)	(83,048)	-	-	-
<b>Total Expense</b>	<b>\$ 5,413,134</b>	<b>\$ 5,593,016</b>	<b>\$ 6,742,208</b>	<b>\$ 6,751,131</b>	<b>6,627,292</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Chemicals</u>		<u>Miscellaneous Equipment</u>	
Ammonia	\$ 35,000	2-channel auto-titrator	\$ 9,500
Carbon dioxide	65,000	Spray water cleaning system	20,000
Caustic soda	5,000	SCADA Computers	6,000
Chlorine	80,000	I/O Cards, PLC & radios	13,000
Ferric sulfate	150,000		<u>\$ 48,500</u>
Fluoride	20,000	<u>Contractor Fees</u>	
Lime	485,000	Lab equipment maintenance	\$ 3,500
Poly phosphate	60,000	Annual safety inspections	1,700
Permanganate	360,000	MCC softener maintenance	20,000
Powder carbon	60,000	Radio antenna lease	6,700
Softener Polymer	38,000	Generator maintenance	15,000
ACH	30,000	Expansion joint repair	40,000
Softener Salt	2,000	Intake inspection	6,000
Other chemicals	7,000	Tower painting	675,000
Membrane cleaning acids	3,000	Tower cleaning & inspection	9,000
	<u>\$ 1,400,000</u>	Tower cathodic protection	3,600
			<u>\$ 780,500</u>
<u>Materials</u>		<u>Medical/Lab Supplies</u>	
Valves & actuators	\$ 5,000	Lab Fees	\$ 16,050
Piping, hoses & tubing	2,500	LT2 Testing	10,000
Filters & lubricants	2,500	Lab Tools	6,000
UV light replacements	32,000	Lab supplies	40,800
	<u>\$ 42,000</u>	Lab equipment support	1,100
			<u>\$ 73,950</u>
<u>Consulting Services</u>		<u>Equipment Repair &amp; Maintenance</u>	
Plant air review	\$ 10,000	Pumps & motor repairs	\$ 30,000
Radio survey study	3,500		<u>\$ 30,000</u>
Booster pump needs study	12,000		
	<u>\$ 25,500</u>		

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Treatment Capital Improvements**

**Business Unit 5325**

**PROGRAM MISSION**

For the benefit of Appleton water consumers, we will provide necessary improvements to all Water Filtration facilities, structures, and equipment so that high quality water is produced to meet current and future needs in a cost-effective manner.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Ensure the integrity of Appleton water for all customers

The following are 2017 CIPs:

	<u>2017 Budget</u>	<u>Page</u>
Tower Mixer	\$ 60,000	Projects, Pg. 642
VFD High Lift Pump Replacement	146,000	Projects, Pg. 644
Computer Control Uninterruptable Power Supply System	5,000	Projects, Pg. 640
Chemical Storage	600,000	Projects, Pg. 619
Water Softener Replacement	30,000	Projects, Pg. 643
Second Raw Water Line	75,000	Projects, Pg. 600
Electrical Distribution Testing	50,000	Projects, Pg. 604
Landscaping	10,000	Projects, Pg. 607
Roadway Replacement	115,000	Projects, Pg. 608
	<u>\$ 1,091,000</u>	

**Major changes in Revenue, Expenditures or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Cost effective treatment processes					
# of CIP's in budget year	7	7	4	6	6
# of CIP's in five-year plan	8	11	7	10	8
<b>Strategic Outcomes</b>					
Water rate changes					
% per year	0%	0%	0%	0%	0%
<b>Work Process Outputs</b>					
Project Management					
% of projects completed at year end	43%	88%	100%	67%	100%

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Treatment Capital Improvements**

**Business Unit 5325**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salary	\$ (1,362)	\$ (1,829)	\$ -	\$ -	-
6105 Overtime	1,362	1,829	-	-	-
6108 Part-Time	-	-	-	-	-
6150 Fringes	(283)	-	-	-	-
6325 Construction Materials	585	75	-	-	-
6404 Consulting Services	276,683	166,322	25,000	25,000	130,000
6408 Contractor Fees	352,270	178,714	225,000	225,000	806,000
6599 Other Contracts/Obligations	6,213	1,395	-	-	-
6802 Land Improvements	-	68,593	-	-	125,000
6803 Buildings	-	55,109	230,000	230,000	-
6804 Equipment	4,334,457	1,743,086	-	-	30,000
6899 Other Capital Outlay	(4,969,608)	(2,148,117)	-	-	-
Total Expense	<u>\$ 317</u>	<u>\$ 65,177</u>	<u>\$ 480,000</u>	<u>\$ 480,000</u>	<u>1,091,000</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Consulting Services</u>		<u>Equipment</u>	
Computer power supply system	\$ 5,000	Softener replacement	\$ 30,000
Second raw water line	75,000		<u>\$ 30,000</u>
Electrical distribution study	50,000		
	<u>\$ 130,000</u>	<u>Land Improvements</u>	
		Landscaping	\$ 10,000
<u>Contractor Fees</u>		Roadway replacement	115,000
Tower mixer	\$ 60,000		<u>\$ 125,000</u>
VFD drive replacement	146,000		
Chemical storage	600,000		
	<u>\$ 806,000</u>		

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Distribution Administration**

**Business Unit 5351**

**PROGRAM MISSION**

Provide administrative services to meet the needs of our customers

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Maintain accurate records of repair and maintenance to the system and ensure completeness of all information submitted annually to the Public Service Commission
- Continue to enforce the Exception Meter Policy to insure meter accuracy and recover meter costs
- Implement the proper safety procedures for changing out old lead services
- Increase inventory turnover ratio by decreasing excessive, obsolete, and rare parts from inventory
- Maintain accurate records of all valves, services, and hydrants to simplify reporting to the Public Service Commission and ensure integrity of our records

**Major changes in Revenue, Expenditures or Programs:**

We installed approximately 16,000 vacuum breakers to prevent backflow into the water system to comply with the DNR's cross-connection program, installing the breakers at the same time the new meters were being installed. As a result the need for vacuum breakers has decreased.

The increase in other contracts and obligations is due to an increased use of Digger's Hotline and the increase in the number of street excavation permits needed.

Protective clothing account has been increased to purchase high visibility suits for more visibility when working on busy streets.

The increase in training/conference account is due to the need for more continuing education units (CEU's) needed to maintain certification for 13 employees and also obtain additional training for leadership staff.

We have been using summer seasonal staff to update the water records. In 2017, less staff time will be needed accounting for the decrease in part-time salary dollars as we are becoming more current with our records.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Efficient customer service					
# Cross connection inspections	New measure	6,615	7,000	7,000	7,000
# Appointment request letters sent	5,265	11,757	10,000	10,000	10,000
<b>Strategic Outcomes</b>					
Consistent & current information					
Policies reviewed/updated	2	1	1	1	1
Turnover ratio of inventory	0.74	0.72	0.80	1	0.80
<b>Work Process Outputs</b>					
Reporting & record keeping					
# of reports generated for PSC	1	1	1	1	1



**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Distribution Administration**

**Business Unit 5351**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 237,318	\$ 237,945	\$ 258,897	\$ 262,030	263,902
6104 Call Time	696	1,067	1,200	1,200	1,200
6105 Overtime	740	1,491	1,920	1,920	1,700
6108 Part-Time	776	22	10,526	10,526	4,836
6150 Fringes	84,626	82,670	93,121	93,121	88,805
6201 Training\Conferences	1,249	2,060	2,000	2,000	3,800
6301 Office Supplies	1,158	706	1,200	1,200	1,200
6303 Memberships & Licenses	354	345	775	775	870
6304 Postage\Freight	252	253	260	260	260
6305 Awards & Recognition	665	618	665	665	665
6306 Building Maint./Janitorial	2,312	2,134	2,361	2,361	2,361
6309 Shop Supplies & Tools	29	23	50	50	50
6318 Materials	-	70,220	55,000	55,000	20,000
6320 Printing & Reproduction	1,037	1,190	2,500	2,500	2,500
6321 Clothing	2,134	906	1,375	1,375	1,600
6323 Safety Supplies	748	815	900	900	900
6324 Medical/Lab Supplies	89	73	100	100	100
6327 Miscellaneous Equipment	890	4,549	4,900	4,900	4,280
6404 Consulting Services	-	3,361	-	-	-
6412 Advertising/Publication	-	-	100	100	100
6413 Utilities	67,627	56,230	62,717	62,717	59,091
6419 Communications Equip Rep..	-	180	-	-	-
6420 Facilities Charges	20,122	21,263	22,080	22,080	22,310
6424 Software Support	1,610	2,082	2,500	2,500	3,000
6425 CEA Equip. Rental	5,562	4,433	5,540	5,540	5,540
6430 Health Services	19	38	50	50	50
6599 Other Contracts/Obligations	11,393	11,101	11,500	11,500	12,000
Total Expense	<u>\$ 441,406</u>	<u>\$ 505,775</u>	<u>\$ 542,237</u>	<u>\$ 545,370</u>	<u>501,120</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Materials

Frost free vac breakers	\$ 12,000
Inside vac breakers	8,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Meter Operations & Maintenance**

**Business Unit 5352**

**PROGRAM MISSION**

The department reads, maintains and upgrades meters for the benefit of all users of the system.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Inspect exception meters as the new meter system is installed
- Ensure commercial and residential meters are the proper size and type when installing new meters
- Continue to monitor cross connection program to prevent illegal connections into the City water system
- Complete installation of the new metering system

**Major changes in Revenue, Expenditures or Programs:**

Replacement of the meter reading system began in late 2013 and is expected to be completed by the end of 2017. This will provide us an opportunity to gain efficiencies in our meter reading system while improving customer service. The meter installation work will be done internally taking 1.5 FTE additional meter technicians along with the 2.5 FTE's of current staff to implement all 27,738 meters. The additional staff need will be met by current employees as we prioritize overall labor to complete this project as efficiently as possible.

The 2017 budget reflects the transition of some salary dollars back to operating expense to provide the support for meters installed in the first two and a half years of the new meter project. Contractor fees are still needed as the need to contract with a plumber increased during new meter installation.

The software support includes the hosting fee of the data associated with the new meter reading system. Annual rates are based on the number of meters; these fees will level off in 2017-2018.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Reliable, accurate water usage					
# of large meters replaced	0	0	0	0	0
# of meters tested	4,183	6,981	7,000	7,000	7,000
# of defective meters replaced	17	248	50	50	50
# of meters in service	27,589	27,618	27,750	27,700	27,800
<b>Strategic Outcomes</b>					
Implementation of system upgrade					
# of trace batteries replaced	0	0	0	0	0
# of meters replaced	4,661	7,090	7,000	7,000	7,000
<b>Work Process Outputs</b>					
Service provided					
# of service calls	1,863	1,497	1,800	1,800	1,500
System growth					
# new customer meters installed	80	120	100	100	100

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Meter Operations & Maintenance**

**Business Unit 5352**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6102 Labor Pool Allocations	\$ 59,463	\$ 55,272	\$ 55,414	\$ 57,036	64,169
6104 Call Time	159	113	200	200	240
6105 Overtime	1,055	685	1,150	1,150	1,150
6150 Fringes	22,482	23,010	24,300	24,300	26,241
6304 Postage/Freight	222	-	250	250	150
6306 Building Maint./Janitorial	56	142	150	150	150
6309 Shop Supplies	4,535	4,541	3,550	3,550	3,550
6311 Paint & Supplies	6	3	-	-	-
6326 Equipment Parts	-	76	1,500	1,500	1,350
6327 Misc. Equipment	-	32	600	600	250
6408 Contractor Fees	709	2,529	3,000	3,000	2,800
6413 Utilities	1,086	325	1,100	1,100	1,104
6418 Equipment Repairs & Maint.	4,125	456	3,600	3,600	1,850
6424 Software Support	12,200	21,102	37,884	37,884	38,755
6425 CEA Equip. Rental	4,658	2,112	7,575	7,575	8,400
Total Expense	<u>\$ 110,756</u>	<u>\$ 110,398</u>	<u>\$ 140,273</u>	<u>\$ 141,895</u>	<u>150,159</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Software Support</u>	
Annual hosting fees	\$ 29,805
Software support fees	8,350
Badger Connect service contract	600
	<u>\$ 38,755</u>

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Distribution Operations and Maintenance**

**Business Unit 5353**

**PROGRAM MISSION**

The department maintains the distribution mains, services, hydrants and valves to keep the system operating, reduce treated water loss and comply with PSC requirements.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Respond promptly to main breaks to minimize water loss, reduce property damage and lessen disruption of service to customers
- Meet the Public Service Commission requirements with a preventive maintenance and general upkeep schedule
- Monitor the cross connection program and the lead replacement program
- Pursue valve maintenance to comply with Public Service Commission standards

**Major changes in Revenue, Expenditures or Programs:**

Water distribution will continue to focus more on replacements of hydrants and curb boxes in areas with corrosive soils in 2017 as well as increasing our efforts to rebuild/replace water main valves that are in these areas. Therefore, the need to continue budgeting the same in equipment parts.

The decrease in tipping fees is the result of being able to dump all spoils at MCC's Freedom Quarry site for \$50/load. This will result in a significant saving in tipping fees.

An arrow board messaging sign along with a Wind Master pre-warning system account for increase in miscellaneous equipment. Both of these pieces of equipment provide a safer work environment for employees while working on repairs in the roadway.

The increase in equipment repairs and maintenance is for preventive maintenance services on the auto flushers and pilot gauges as a way to preserve the life of the equipment.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	4	6	5	5	5
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	9%	14%	10%	15%	12%
<b>Strategic Outcomes</b>					
Reliability of the system					
# water main breaks	141	71	85	70	85
<b>Work Process Outputs</b>					
Preventive maintenance					
# services replaced	11	0	15	15	25
# valves exercised	525	796	600	1,340	1,340
# valves replaced	7	5	10	10	10
# curb boxes repaired	248	427	300	250	250
# joint leaks fixed	1	1	3	3	2
# of service leaks	3	0	3	3	2

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Distribution Operations and Maintenance**

**Business Unit 5353**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 498,596	\$ 413,396	\$ 487,540	\$ 492,470	507,208
6104 Call Time	19,006	11,976	13,150	13,150	12,325
6105 Overtime	65,208	28,828	37,700	37,700	35,700
6108 Part-Time	-	1,455	5,514	5,514	5,760
6150 Fringes	199,139	175,425	214,903	214,903	223,823
6308 Landscape Supplies	2,250	-	1,000	1,000	1,000
6309 Shop Supplies & Tools	9,539	8,367	7,500	7,500	7,750
6311 Paint & Supplies	1,352	1,173	2,375	2,375	2,375
6321 Clothing	5	-	-	-	-
6322 Gas Purchases	-	28	75	75	50
6323 Safety Supplies	17	9	-	-	-
6325 Construction Materials	69,864	55,654	100,500	100,500	99,000
6326 Equipment Parts	85,387	75,837	91,000	91,000	91,000
6327 Miscellaneous Equipment	14,266	12,674	20,750	20,750	21,950
6328 Signs	222	48	-	-	-
6408 Contractor Fees	39,185	84,731	68,500	68,500	62,500
6415 Tipping Fees	15,106	31,252	42,000	42,000	25,000
6418 Equip Repairs & Maint	108	149	700	700	1,700
6425 CEA Equip. Rental	234,800	177,663	257,158	257,158	252,128
6503 Rent	-	-	250	250	500
6899 Other Capital Outlay	(17,214)	(27,376)	-	-	-
Total Expense	\$ 1,236,836	\$ 1,051,289	\$ 1,350,615	\$ 1,355,545	1,349,769

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Construction Materials**

Asphalt	\$ 11,000
Gravel	19,000
Slurry	7,000
Stone	2,000
Concrete	50,000
Other materials	10,000
	<u>\$ 99,000</u>

**Contractor Fees**

Surface restoration	\$ 40,000
Contractor services for main/valve break & repair	12,500
Hydrant painting	10,000
	<u>\$ 62,500</u>

**Equipment Parts**

Fittings, clamps, pipe, etc. for main/valve break repair	\$ 37,000
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	19,000
Hydrant repair parts	35,000
	<u>\$ 91,000</u>

**Tipping Fees**

Water main breaks	\$ 20,000
Pavement removal from in-house patch program	5,000
	<u>\$ 25,000</u>

**Miscellaneous Equipment**

Barricades	\$ 4,000
RP Valve Replacement	3,000
Automatic hydrant flusher	3,000
Arrow board (messaging)	6,500
Wind Master - prewarning	2,000
Misc equipment	3,450
	<u>\$ 21,950</u>

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Distribution Capital Improvements**

**Business Unit 5370**

**PROGRAM MISSION**

For the health and safety of the community, the department will identify, plan, design, prepare bid specifications and manage construction contracts to replace failing or inadequate water mains, hydrants, and services, to improve the reliability of the system, prevent system failures and reduce damage to other related infrastructure and extend water service to accommodate new growth areas.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Implement the 2017 watermain program
- Continue to coordinate water capital projects with other capital improvement projects
- Evaluate the needs of the system and prepare a five year plan to reflect those needs
- Replace some undersized 4 inch mains per DNR water audit
- Implement the water meter system replacement program

The following are 2017 CIPs:

	<u>2017 Budget</u>	<u>Page</u>
Radio read system for water meters	\$ 486,729	Projects, Pg. 639
Water main construction	3,855,618	Projects, Pg. 588
	<u>\$ 4,342,347</u>	

**Major changes in Revenue, Expenditures or Programs:**

Water mains reconstructed shall have improved fire flows within conformance of current international fire flow standards for residential, commercial and industrial zoning/use. Please see the project section within the capital improvement section of the budget for further information about the watermain program.

Included in this budget are the ongoing costs to install an advanced meter infrastructure (AMI) meter system. This will provide an opportunity to gain efficiencies to meter reading while improving customer service as well as replacing a system that is no longer supported by the manufacturer. This project began in 2013 and will be completed in 2017.

The Department of Transportation (DOT) will be reimbursing 90% (\$702,450) of the watermain being replaced on Oneida Street where it intersects with Wisconsin State Highway 441. The reimbursement is recorded in the Finance Administration budget (5310).

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Reliable and adequate service					
% of reconstructed streets with relay	100%	100%	100%	100%	100%
% increase of fire flow capacity	0% - 245%	0% - 175%	0% - 200%	0% - 200%	0%-200%
# of low flow hydrants eliminated	5	8	5	5	5
<b>Strategic Outcomes</b>					
System size					
Miles of mains	373*	373*	376	376	376
% of total miles of mains reconstructed	0.66%	0.90%	0.70%	0.70%	0.77%
# of hydrants in the City	3,313	3,344	3,300	3,300	3,300
# of low flow hydrants in the City	85	77	80	80	80
<b>Work Process Outputs</b>					
System expansion and improvement					
Miles of transmission lines added	1.08	0.00	0.60	0.60	0.38
Miles of existing mains re-laid	2.47	3.36	2.64	2.64	2.90

\* Moved from a manual tracking system to a more comprehensive system - GIS

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY**

**Distribution Capital Improvements**

**Business Unit 5370**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 41,504	\$ 27,805	\$ 380,343	\$ 380,343	370,395
6104 Call Time	185	461	-	-	-
6105 Overtime	4,688	5,281	10,599	10,599	10,795
6108 Part-Time	629	354	2,041	2,041	3,111
6150 Fringes	8,785	6,796	129,308	129,308	138,439
6304 Postage\Freight	895	1,894	-	-	-
6309 Shop Supplies & Tools	-	68	-	-	-
6320 Printing & Reproduction	1,042	717	-	-	-
6325 Construction Materials	7,778	107	-	-	-
6326 Equipment Parts	-	2,643	-	-	-
6328 Signs	811	565	-	-	-
6404 Consulting	15,345	8,878	20,000	20,000	-
6408 Contractor Fees	253	-	22,500	22,500	22,500
6415 Tipping Fees	414	-	-	-	-
6425 CEA Equipment Rental	-	(7,521)	31,953	31,953	54,953
6599 Other Contracts/Obligations	1,235	150	-	-	-
6804 Machinery & Equipment	1,666,000	1,296,918	1,630,502	1,630,502	127,790
6809 Infrastructure Construction	1,956,447	2,815,918	2,375,200	2,375,200	3,614,364
6899 Other Capital Outlay	(3,649,519)	(4,082,326)	-	-	-
<b>Total Expense</b>	<b>\$ 56,492</b>	<b>\$ 78,708</b>	<b>\$ 4,602,446</b>	<b>\$ 4,602,446</b>	<b>4,342,347</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

2017	Street	From	To	Water Utility
Labor Pool				212,554
CEA				6,200
Miscellaneous	Permit; Misc. Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000
Construction	Surface Restoration Due to 2016 Water CIP Excavation			72,800
	South Island water relay - design			
	<b>Subtotal</b>			<b>82,800</b>
Reconstruction (prior to next year's paving)	Calumet St	Oneida St	Jefferson St	42,250
	Catherine St	Washington St	North St	132,710
	Drew St	Glendale Ave	Pershing St	82,880
	Lincoln St	Olde Oneida St	Madison St	103,950
	Lynndale Dr	Everett St	south to RR	137,825
	Marquette St	Division St	Oneida St	211,655
	Mary St	North St	Pacific St	83,295
	Olde Oneida St	Oneida St	E. South River St	104,225
	Oneida St	Calumet St	Skyline Bridge	602,400
	Oneida St	Midway Rd	Calumet St	222,775
	Reeve St	Linwood Ave	Winnebago St	69,330
	Sanders St	Seymour St	Verbrick St	112,350
	Summer St	Morrison St	Lawe St	469,825
	Winnebago St	Linwood Ave	Badger Ave	5,500
	<b>Subtotal</b>			<b>2,380,970</b>
Transmission	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr	83,500
	Hoover St	Inters. with	Oneida St	202,000
	Lightning Dr	Edgewood Dr	Future r/w 600' n	107,094
	Oneida St (DOT 90% funding)	Intersection with SH 441		780,500
	<b>Subtotal</b>			<b>1,173,094</b>
<b>Total Water Construction</b>				<b>3,855,618</b>

**Machinery & Equipment**

Radio read system for water meters	\$ 127,790
	<u>\$ 127,790</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Permits	385	315.00	210	500	500	0	500
Interest Income	447,663	156,814.29	297,430	250,000	250,000	0	300,000
Charges for Services	19,921,331	20,470,214.13	14,819,657	19,866,500	19,866,500	0	20,489,500
Other Revenues	947,684	962,590.87	569,969	626,480	626,480	0	1,658,046
<b>TOTAL REVENUES</b>	<b>21,317,063</b>	<b>21,589,934.29</b>	<b>15,687,266</b>	<b>20,743,480</b>	<b>20,743,480</b>	<b>0</b>	<b>22,448,046</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	303,519	299,906.29	224,878	709,037	342,511	241,035	355,483
Labor Pool Allocations	1,134,816	1,124,452.26	1,124,824	1,474,507	1,863,593	1,883,822	1,883,822
Call Time	22,398	15,003.35	11,187	17,550	17,550	16,597	16,597
Overtime	190,727	137,184.15	110,393	153,426	153,426	149,267	149,267
Temp. Full-Time	340	199.62	0	0	0	0	0
Part-Time	13,905	17,614.56	14,112	30,524	30,524	15,584	15,584
Other Compensation	9,170	11,418.94	7,341	11,245	11,245	11,245	11,245
Shift Differential	2,606	2,209.02	1,818	2,928	2,928	2,503	2,503
Sick Pay	41,897	6,118.59	12,712	0	0	0	0
Vacation Pay	209,738	215,292.95	151,489	0	0	0	0
Fringes	609,255	612,259.33	577,767	830,198	830,198	817,547	860,964
Pension expense / revenue	0	11,231.00-	0	0	0	0	0
<b>Salaries &amp; Fringe Benefits</b>	<b>2,538,371</b>	<b>2,430,428.06</b>	<b>2,236,521</b>	<b>3,229,415</b>	<b>3,251,975</b>	<b>3,137,600</b>	<b>3,295,465</b>
Training & Conferences	8,683	2,776.03	3,950	13,280	13,280	14,800	14,800
Subscriptions	164	.00	0	175	175	0	0
Memberships & Licenses	7,818	8,006.00	8,374	8,575	8,575	8,720	8,720
Postage & Freight	20,534	23,850.79	17,408	22,810	22,810	1,410	23,410
Awards & Recognition	737	665.27	136	875	875	875	875
Building Maintenance/Janitor.	4,176	4,109.51	2,976	4,811	4,811	4,811	4,811
Food & Provisions	142	436.30	171	280	280	280	280
Insurance	105,028	109,172.00	83,187	110,920	110,920	0	132,450
Rent	0	.00	584	250	250	500	500
Depreciation Expense	3,970,643	4,353,070.18	3,494,411	5,065,000	5,065,000	0	5,065,000
Uncollectible Accounts	5,354	6,751.63	2,830	9,000	9,000	0	8,000
Discounts Available	2-	.00	0	0	0	0	0
Bond Interest Payments	3,109,294	2,708,421.24	2,051,316	2,886,214	2,886,214	0	2,165,315
Debt Issuance Costs	63,850	296,109.03	0	80,000	80,000	0	85,000
Gain/Loss on Refund Amort.	163,396	145,615.44	225,162	127,926	127,926	0	229,729
Trans Out - General Fund	1,776,920	1,894,688.04	1,472,985	2,138,800	2,138,800	0	2,025,800
Trans Out - Capital Projects	0	8,988.00	0	25,000	25,000	0	0
<b>Administrative Expense</b>	<b>9,236,737</b>	<b>9,562,659.46</b>	<b>7,363,490</b>	<b>10,493,916</b>	<b>10,493,916</b>	<b>31,396</b>	<b>9,764,690</b>
Landscape Supplies	2,250	.00	165	1,000	1,000	1,000	1,000
Shop Supplies & Tools	27,579	22,426.72	21,281	22,100	22,100	22,350	22,350
Chemicals	1,236,125	1,334,340.14	927,642	1,369,000	1,369,000	1,400,000	1,400,000
Treatment Chemicals	2,456	2,822.23	1,107	3,700	3,700	3,700	3,700
Paint & Supplies	1,358	1,176.14	450	2,375	2,375	2,375	2,375
Miscellaneous Supplies	0	291.56	360	0	0	0	0
Materials	372,294	183,796.91	8,799	297,000	297,000	62,000	62,000
Printing & Reproduction	15,898	14,505.20	7,622	16,552	16,552	13,352	16,652
Clothing	4,461	3,495.13	1,992	3,775	3,775	4,100	4,100
Gas Purchases	8,143	4,634.32	7,870	8,171	8,171	5,050	5,050
Safety Supplies	10,266	18,108.52	1,867	7,100	7,100	7,100	7,100
Medical & Lab Supplies	46,065	65,754.14	36,455	65,180	65,180	74,050	74,050
Construction Materials	78,227	55,835.72	16,022	100,500	100,500	99,000	99,000
Vehicle & Equipment Parts	85,387	78,555.43	46,344	92,500	92,500	92,350	92,350
Miscellaneous Equipment	29,324	48,016.08	24,816	105,750	105,750	74,980	74,980
Signs	1,033	612.31	130	0	0	0	0
<b>Supplies &amp; Materials</b>	<b>1,920,866</b>	<b>1,834,370.55</b>	<b>1,102,922</b>	<b>2,094,703</b>	<b>2,094,703</b>	<b>1,861,407</b>	<b>1,864,707</b>
Accounting/Audit	10,826	11,317.37	11,140	10,900	10,900	0	12,020
Legal Fees	19,249	17,895.80	0	22,000	22,000	0	22,000
Bank Services	23,310	21,879.46	14,652	23,000	23,000	0	23,000
Consulting Services	306,029	187,185.57	50,540	97,500	209,253	155,500	155,500



Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Collection Services	1,632	1,506.19	1,273	2,650	2,650	2,550	2,550
Contractor Fees	429,753	399,276.93	106,753	658,850	678,850	1,277,300	1,677,300
Temporary Help	535	275.52	0	0	0	0	0
Advertising	1,495	.00	0	1,600	1,600	1,600	1,600
Tipping Fees	15,519	31,251.51	4,450	42,000	42,000	25,000	25,000
Health Services	19	38.00	0	50	50	50	50
Snow Removal Services	5,000	241.37	5,307	5,000	5,000	3,250	3,250
Other Contracts/Obligations	31,231	27,494.39	17,104	28,665	28,665	28,055	28,055
<b>Purchased Services</b>	<b>844,598</b>	<b>698,362.11</b>	<b>211,219</b>	<b>892,215</b>	<b>1,023,968</b>	<b>1,493,305</b>	<b>1,950,325</b>
Electric	678,085	686,158.53	493,181	722,732	722,732	698,790	698,790
Gas	201,889	128,827.22	76,215	152,000	152,000	129,150	129,150
Water	154,193	134,188.70	106,099	154,156	154,156	35,980	143,980
Waste Disposal/Collection	23,208	24,181.23	12,477	26,884	26,884	21,690	21,690
Fuel Oil	1,577,319	1,690,091.24	1,199,727	2,000,000	2,000,000	2,000,000	2,000,000
Stormwater	22,899	23,004.45	15,936	24,643	24,643	23,595	23,595
Telephone	17,572	16,492.78	12,092	17,702	17,702	17,760	17,760
Cellular Telephone	7,128	5,792.67	5,702	7,005	7,005	7,824	7,824
<b>Utilities</b>	<b>2,682,293</b>	<b>2,708,736.82</b>	<b>1,921,429</b>	<b>3,105,122</b>	<b>3,105,122</b>	<b>2,934,789</b>	<b>3,042,789</b>
Building Repair & Maintenance	0	154,197.64	297,910	275,000	431,664	0	0
Equipment Repair & Maintenance	61,490	66,522.82	22,954	34,300	34,300	33,550	33,550
Communications Equip. Repairs	0	180.00	0	0	0	0	0
Facilities Charges	250,964	238,427.52	133,447	287,901	287,901	272,527	272,527
Software Support	20,311	24,994.43	63,387	50,384	50,384	53,755	53,755
CEA Equipment Rental	261,959	191,561.42	180,567	317,968	317,968	335,879	335,879
Grounds Repair & Maintenance	3,933	5,479.16	3,717	5,500	5,500	5,500	5,500
<b>Repair &amp; Maintenance</b>	<b>598,657</b>	<b>681,362.99</b>	<b>701,982</b>	<b>971,053</b>	<b>1,127,717</b>	<b>701,211</b>	<b>701,211</b>
Land Improvements	0	68,593.15	0	0	0	125,000	125,000
Buildings	0	55,108.75	91,251	230,000	230,000	0	0
Machinery & Equipment	6,007,458	3,040,003.59	2,134,929	1,630,502	3,747,411	157,790	157,790
Infrastructure Construction	1,956,447	2,815,918.02	1,028,636	2,375,200	2,480,450	3,614,364	3,614,364
Other Capital Outlay	8,683,550-	6,340,866.53-	0	0	0	0	0
<b>Capital Expenditures</b>	<b>719,645-</b>	<b>361,243.02-</b>	<b>3,254,816</b>	<b>4,235,702</b>	<b>6,457,861</b>	<b>3,897,154</b>	<b>3,897,154</b>
<b>TOTAL EXPENSES</b>	<b>17,101,877</b>	<b>17,554,676.97</b>	<b>16,792,379</b>	<b>25,022,126</b>	<b>27,555,262</b>	<b>14,056,862</b>	<b>24,516,341</b>

# CITY OF APPLETON 2017 BUDGET

## WATER UTILITY

### STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

<b>Revenues</b>	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Charges for Services	\$ 19,927,965	\$ 20,480,338	\$ 19,866,500	\$ 20,450,000	\$ 20,489,500
Miscellaneous	446,588	514,604	400,000	500,000	603,000
Total Revenues	20,374,553	20,994,942	20,266,500	20,950,000	21,092,500
<b>Expenses</b>					
Operation and Maintenance	7,950,595	8,078,526	9,616,740	9,449,300	9,512,150
Depreciation	3,970,643	4,353,070	5,065,000	4,700,000	5,065,000
Total Expenses	11,921,238	12,431,596	14,681,740	14,149,300	14,577,150
Operating Income (Loss)	8,453,315	8,563,346	5,584,760	6,800,700	6,515,350
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	447,663	156,814	250,000	350,000	300,000
Interest Expense	(3,109,294)	(2,708,421)	(2,886,214)	(2,665,880)	(2,165,315)
Gain/Loss on Refunding	(163,396)	(145,615)	(127,926)	(127,926)	(229,729)
Gain/Loss on Asset Disposal	40,445	(327,585)	-	-	-
Amortization of Premium on Debt	255,602	244,475	221,980	319,443	348,096
Amortization of Debt Expense	(63,850)	(296,109)	(80,000)	(80,000)	(85,000)
Other	10,955	18,906	5,000	5,000	5,000
Total Non-Operating	(2,581,875)	(3,057,535)	(2,617,160)	(2,199,363)	(1,826,948)
Net Income Before Contributions and Transfers	5,871,440	5,505,811	2,967,600	4,601,337	4,688,402
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	179,624	502,381	-	-	702,450
General Fund	(13,800)	(22,788)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(1,822,079)	(1,950,147)	(2,125,000)	(1,940,000)	(2,012,000)
Capital Projects	-	-	(25,000)	-	-
Change in Net Assets	4,215,185	4,035,257	803,800	2,647,537	3,365,052
Net Assets - Beginning	70,830,843	75,680,742 *	79,715,999	79,715,999	82,363,536
Net Assets - Ending	\$ 75,046,028	\$ 79,715,999	\$ 80,519,799	\$ 82,363,536	\$ 85,728,588

\* as restated

### SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	\$ 13,630,839	\$ 10,915,930
+ Change in Net Assets	2,647,537	3,365,052
- Capital Contributions	-	-
+ Depreciation	4,700,000	5,065,000
+ Long Term Debt	24,190,000	4,100,000
- Fixed Assets	(5,082,446)	(5,433,347)
- Principal Repayment	(29,170,000)	(6,975,000)
Working Cash - End of Year	\$ 10,915,930	\$ 11,037,635

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY  
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2016 Budget	2016 Projected	2017 Budget	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<b>Revenues</b>							
Charges for Services	\$ 19,866,500	\$ 20,450,000	\$ 20,489,500	\$ 20,591,948	\$ 20,694,907	\$ 20,798,382	\$ 20,902,374
Miscellaneous	400,000	500,000	603,000	615,060	627,361	639,908	652,707
Total Revenues	<u>20,266,500</u>	<u>20,950,000</u>	<u>21,092,500</u>	<u>21,207,008</u>	<u>21,322,268</u>	<u>21,438,290</u>	<u>21,555,080</u>
<b>Expenses</b>							
Operating Expenses	9,616,740	9,449,300	9,512,150	9,102,265	9,375,332	9,656,592	9,946,290
Depreciation	5,065,000	4,700,000	5,065,000	5,265,000	5,465,000	5,665,000	5,865,000
Total Expenses	<u>14,681,740</u>	<u>14,149,300</u>	<u>14,577,150</u>	<u>14,367,265</u>	<u>14,840,332</u>	<u>15,321,592</u>	<u>15,811,290</u>
Operating Income	5,584,760	6,800,700	6,515,350	6,839,743	6,481,936	6,116,698	5,743,790
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	250,000	350,000	300,000	200,000	200,000	150,000	150,000
Interest Expense	(2,886,214)	(2,665,880)	(2,165,315)	(2,156,365)	(2,174,815)	(2,197,565)	(2,047,415)
Gain/Loss on Refunding	(127,926)	(127,926)	(229,729)	(273,727)	(245,210)	(212,552)	(179,806)
Amortization of Debt Premium	221,980	319,443	348,096	317,618	282,054	242,629	203,056
Debt Issuance Expense	(80,000)	(80,000)	(85,000)	(80,000)	(100,000)	(80,000)	(80,000)
Other	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Non-Operating	<u>(2,617,160)</u>	<u>(2,199,363)</u>	<u>(1,826,948)</u>	<u>(1,987,474)</u>	<u>(2,032,972)</u>	<u>(2,092,488)</u>	<u>(1,949,166)</u>
Net Income Before Transfers	2,967,600	4,601,337	4,688,402	4,852,269	4,448,964	4,024,209	3,794,625
<b>Contributions and Transfers In (Out)</b>							
Capital Contributions	-	-	702,450	-	-	-	-
Trans Out - General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(2,125,000)	(1,940,000)	(2,012,000)	(2,162,000)	(2,312,000)	(2,462,000)	(2,612,000)
Capital Projects	(25,000)	-	-	-	(25,000)	-	-
Change in Net Assets	803,800	2,647,537	3,365,052	2,676,469	2,098,164	1,548,409	1,168,825
Total Net Assets - Beginning	79,715,999	79,715,999	82,363,536	85,728,588	88,405,057	90,503,221	92,051,630
Total Net Assets - Ending	<u>\$ 80,519,799</u>	<u>\$ 82,363,536</u>	<u>\$ 85,728,588</u>	<u>\$ 88,405,057</u>	<u>\$ 90,503,221</u>	<u>\$ 92,051,630</u>	<u>\$ 93,220,455</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	13,630,839	10,915,930	11,037,635	11,276,926	9,061,646	8,115,979	
+ Change in Net Assets	2,647,537	3,365,052	2,676,469	2,098,164	1,548,409	1,168,825	
+ Depreciation	4,700,000	5,065,000	5,265,000	5,465,000	5,665,000	5,865,000	
+ Long Term Debt	24,190,000	4,100,000	3,200,000	8,425,000	3,000,000	3,350,000	
- Contributed Capital	-	-	-	-	-	-	
- Fixed Assets	(5,082,446)	(5,433,347)	(4,257,178)	(11,233,444)	(4,109,076)	(4,450,791)	
- Principal Repayment	(29,170,000)	(6,975,000)	(6,645,000)	(6,970,000)	(7,050,000)	(7,635,000)	
Working Cash - End of Year	<u>\$ 10,915,930</u>	<u>\$ 11,037,635</u>	<u>\$ 11,276,926</u>	<u>\$ 9,061,646</u>	<u>\$ 8,115,979</u>	<u>\$ 6,414,013</u>	
25% Working Capital Reserve (prior year's audited expenses)		3,513,795	3,422,366	3,355,157	3,465,537	3,579,039	
Coverage Ratio		1.34	1.41	1.34	1.35	1.24	1.23

**ASSUMPTIONS:**

Borrow 75% of capital expenditures as detailed in the five year plan for years 2017-2021  
Interest rate at 4% twenty year term for all future debt issues  
Revenue increases of 1/2% per year for additional customer base  
Operating expenses to increase 3.0% per year after 2017  
Includes in O&M expense for painting of the North Reservoir at a cost of \$675,000 in 2017  
Maintain a level of 25% working capital reserve and 1.10 coverage ratio as required by bond covenants

**RESULTS:**

Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. The projections are shown with the current rates and no adjustments for any approved rate increase by the Public Service Commission. A rate study would be completed in the year prior to any rate increase; that rate increase would require PSC approval prior to implementation. The current water rates were effective 12/30/2010.

**CITY OF APPLETON 2017 BUDGET  
WATER UTILITY  
LONG TERM DEBT**

	2007 A		2007 C		2008		2011	
	Revenue Refunding Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	4,210,000	-	665,000	-	690,000	32,400	135,000	98,810
2018	-	-	-	-	720,000	-	140,000	94,610
2019	-	-	-	-	-	-	145,000	90,260
2020	-	-	-	-	-	-	150,000	84,260
2021	-	-	-	-	-	-	155,000	78,060
2022	-	-	-	-	-	-	160,000	71,660
2023	-	-	-	-	-	-	170,000	64,860
2024	-	-	-	-	-	-	175,000	57,860
2025	-	-	-	-	-	-	180,000	50,660
2026	-	-	-	-	-	-	190,000	43,060
2027	-	-	-	-	-	-	195,000	35,260
2028	-	-	-	-	-	-	205,000	27,060
2029	-	-	-	-	-	-	215,000	18,460
2030	-	-	-	-	-	-	220,000	9,660
2031	-	-	-	-	-	-	230,000	-
	<u>\$ 4,210,000</u>	<u>\$ -</u>	<u>\$ 665,000</u>	<u>\$ -</u>	<u>\$ 1,410,000</u>	<u>\$ 32,400</u>	<u>\$ 2,665,000</u>	<u>\$ 824,540</u>

	2012		2013		2014		2015	
	Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	110,000	64,905	285,000	259,700	155,000	126,300	210,000	184,100
2018	110,000	61,605	295,000	250,850	160,000	123,100	215,000	179,800
2019	115,000	58,155	300,000	241,850	165,000	119,800	220,000	173,200
2020	120,000	54,555	310,000	232,550	165,000	114,850	230,000	166,300
2021	125,000	50,805	320,000	219,750	170,000	109,750	235,000	159,250
2022	125,000	47,055	335,000	206,350	175,000	104,500	240,000	152,050
2023	130,000	43,155	350,000	192,350	180,000	99,100	250,000	142,050
2024	135,000	39,105	365,000	177,750	190,000	93,400	260,000	131,650
2025	140,000	34,765	380,000	162,550	195,000	85,600	270,000	120,850
2026	145,000	30,270	395,000	145,388	200,000	77,600	280,000	112,450
2027	145,000	25,775	410,000	127,588	210,000	69,200	290,000	103,750
2028	150,000	21,125	430,000	108,938	220,000	60,400	300,000	91,750
2029	155,000	16,088	450,000	89,250	230,000	51,200	310,000	79,350
2030	160,000	10,888	470,000	68,688	235,000	41,800	325,000	66,350
2031	165,000	5,525	490,000	47,250	245,000	32,000	340,000	52,750
2032	170,000	-	515,000	24,075	255,000	21,800	350,000	41,375
2033	-	-	535,000	-	265,000	11,200	365,000	26,775
2034	-	-	-	-	280,000	-	375,000	13,650
2035	-	-	-	-	-	-	390,000	-
	<u>\$ 2,200,000</u>	<u>\$ 563,776</u>	<u>\$ 6,635,000</u>	<u>\$ 2,554,877</u>	<u>\$ 3,695,000</u>	<u>\$ 1,341,600</u>	<u>\$ 5,455,000</u>	<u>\$ 1,997,450</u>

	2015		2016		2016		TOTAL		
	Refunding Bonds		Revenue Bonds		Refunding Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
2017	115,000	573,900	-	124,150	-	659,050	6,575,000	2,123,315	8,698,315
2018	800,000	557,900	130,000	121,550	4,405,000	570,950	6,975,000	1,960,365	8,935,365
2019	1,570,000	510,800	135,000	118,850	3,995,000	491,050	6,645,000	1,803,965	8,448,965
2020	1,615,000	462,350	140,000	113,250	4,105,000	326,850	6,835,000	1,554,965	8,389,965
2021	1,665,000	412,400	145,000	107,450	3,960,000	168,450	6,775,000	1,305,915	8,080,915
2022	1,720,000	360,800	150,000	101,450	4,115,000	3,850	7,020,000	1,047,715	8,067,715
2023	1,775,000	289,800	155,000	95,250	55,000	1,650	3,065,000	928,215	3,993,215
2024	1,850,000	215,800	160,000	90,450	55,000	-	3,190,000	806,015	3,996,015
2025	1,920,000	139,000	165,000	85,500	-	-	3,250,000	678,925	3,928,925
2026	1,990,000	79,300	170,000	78,700	-	-	3,370,000	566,768	3,936,768
2027	1,110,000	46,000	180,000	71,500	-	-	2,540,000	479,073	3,019,073
2028	1,150,000	-	185,000	64,100	-	-	2,640,000	373,373	3,013,373
2029	-	-	195,000	56,300	-	-	1,555,000	310,648	1,865,648
2030	-	-	200,000	48,300	-	-	1,610,000	245,686	1,855,686
2031	-	-	210,000	39,900	-	-	1,680,000	177,425	1,857,425
2032	-	-	220,000	31,100	-	-	1,510,000	118,350	1,628,350
2033	-	-	230,000	21,900	-	-	1,395,000	59,875	1,454,875
2034	-	-	235,000	14,850	-	-	890,000	28,500	918,500
2035	-	-	245,000	7,500	-	-	635,000	7,500	642,500
2036	-	-	250,000	-	-	-	250,000	-	250,000
	<u>\$ 17,280,000</u>	<u>\$ 3,648,050</u>	<u>\$ 3,500,000</u>	<u>\$ 1,392,050</u>	<u>\$ 20,690,000</u>	<u>\$ 2,221,850</u>	<u>\$ 68,405,000</u>	<u>\$ 14,576,593</u>	<u>\$ 82,981,593</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$4,100,000 will be issued in 2017. Expected interest expense of the issue in 2017 is \$42,000 at 4%.

**CITY OF APPLETON 2017 BUDGET**

**WASTEWATER UTILITY**

**Utilities Director: Chris W. Shaw**

**Deputy Director Utilities: Christopher F. Stempa**

**Public Works Director: Paula A. Vandehey**

**Deputy Director/City Engineer: Ross M. Buetow**

**Deputy Director of Operations-DPW: Nathan D. Loper**

# CITY OF APPLETON 2017 BUDGET WASTEWATER UTILITY

## MISSION STATEMENT

The City of Appleton Wastewater Treatment and Collections Systems provide the community with essential wastewater treatment services utilizing the full potential of highly motivated and technically skilled staff. It is our goal to maintain maximum standards of community health and safety, while protecting and preserving the environment, in a manner that demonstrates integrity, responsibility, and economically sound practices.

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

### **WASTEWATER TREATMENT**

#### Total Maximum Daily Load

The Appleton Wastewater Treatment Plant's (AWWTP) Wisconsin Discharge Elimination System (WPDES) permit was not reissued during 2016 as anticipated. The reissued permit (anticipated January 2017) will contain language addressing lower phosphorus and total suspended solids treatment limits resulting from Total Maximum Daily Load (TMDL) legislation. Therefore, TMDL compliance continued to be significant focus for the Utility in 2016. Treatment plant upgrades along with a matrix of off-site regulatory compliance options that include Water Quality Trading (WQT) and Adaptive Management (AM) have been recommendations offered to satisfy future WPDES TMDL limits. During 2016 the AWWTP continued full-scale chemical treatment studies, further explored AM through the Alliance for the Great Lakes Adaptive Management Opportunity project, and stayed abreast as a partner in the "Fox P-Trade" project to build experience and knowledge for each option's effectiveness to satisfy future compliance limits.

#### Digester Upgrades Project

This project was completed in August 2016. The work involved optimization of the anaerobic digester gas mixing operation by a combination of targeted mechanical and electrical system improvements or upgrades. The resulting project is anticipated to reduce overall mix system energy consumption and the associated costs to repair or replace gas compressor units while enhancing operational reliability and process efficiency.

#### Scarlet Oak Lift Station Improvements

Project designed to restore lift station reliability and improve site access issues was completed in July, 2016.

#### Midway Road Lift Station Improvements

Preliminary engineering to site a stand-by emergency power generator at the Midway Lift Station was initiated in the fall of 2015. Further project development during 2016 identified spatial limitations within the Midway Road right-of-way that were coupled with exiting underground utilities along the north side of the lift station site. Those findings necessitated the steps to acquire a permanent easement or purchase land immediately south of Midway Road (within existing stormwater easement) to locate the emergency standby generator. Project was rebudgeted for 2017 to include land purchase as well as site improvements that will facilitate emergency access off of Midway Road by Utility maintenance vehicles.

#### Belt Filter Press Electrical Improvements

Phase I project work to identify and reconcile various electrical issues responsible for phantom belt filter press (BFP) equipment alarms started in 2016. Phase II work planned as part of a future CIP will include various equipment upgrades and additional work to address remnant hard wiring associated from obsolete equipment and processes.

### **WASTEWATER COLLECTION**

Reconstructed / rehabilitated approximately 1.68 miles of sanitary sewer and adding 1.10 miles of new sewer. Completed the fifth/final year of a comprehensive flow monitoring project covering approximately 15% of the City's sanitary collection system, which helped identify and address areas of inflow/infiltration into our collection system. Developed policy language for replacement of laterals on private property to be implemented in 2018. Used our sewer televising program to identify and resolve several significant grease issues.

## CITY OF APPLETON 2017 BUDGET WASTEWATER UTILITY

### MAJOR 2017 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Wastewater Utility to:

Provide treatment that meets or exceeds State and federal water quality standards that are established in the reissued January 2017 WPDES permit . This permit includes a compliance schedule for reporting requirements within the 5-year permit term including reference to future more stringent discharge limits for effluent phosphorus and total suspended solids under NR 102, NR 217, and Lower Fox River Total Maximum Daily Load (TMDL) legislation.

Continue to evaluate phosphorus loading sources and potential for source reduction, further investigate and refine existing treatment optimization opportunities, and research "new" treatment technologies capable of achieving future water quality based effluent limits for phosphorus

Continue to engage and participate in Adaptive Management and Water Quality Trading opportunities that have the potential of meeting new phosphorus limits and reduction criteria set forth in the TMDL and NR 217.

Provide the citizens of Appleton with efficient, safe, and cost-effective treatment of its residential, commercial, and industrial wastewaters

Provide for both short-term and long-term facility planning and management to address community growth and increased wastewater treatment needs

Optimize and maintain plant processes and capital assets to produce a high quality effluent, while maximizing biogas utilization and reducing overall energy consumption. Provide biosolids and compost product of high quality and in demand for a variety of beneficial uses while continuing to explore biosolids diversification opportunities.

The following project completions will enhance longevity of wastewater treatment plant infrastructure: biosolids compost project, bar screen gate #1 replacement, belt filter press electrical improvements, and effluent pump firm capacity upgrade

Continue the clear water program to reduce inflow into wastewater system

Complete the annual sewer cleaning program and identify areas of concern

Promptly respond to emergency sewer backups

Continue major interceptor rehabilitation to maintain the system at a level that will accommodate growth and increased wastewater needs

Reduce the amount of inflow and infiltration into the sanitary sewer system

Use City's sewer truck camera to identify problem areas and address them accordingly

Continue to update the City sanitary sewer database

Use our televising software to assist in the programming of sewer spot repairs, protruding taps and mineral deposits

Create a Capacity, Management, Operations and Maintenance (CMOM) Plan to meet WisDNR requirements

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 11,921,137	\$ 11,961,241	\$ 10,940,967	\$ 10,940,967	\$ 11,615,353	6.16%
<b>Program Expenses</b>							
5411	Utility Administration	231,293	741,943	258,136	261,298	264,520	2.47%
5412	Finance Administration	4,670,582	4,732,755	5,131,489	5,131,489	5,271,627	2.73%
5422	Treatment	3,261,544	3,230,750	3,387,688	3,394,885	3,422,439	1.03%
5423	Biosolids Management	555,249	554,053	665,062	666,455	779,572	17.22%
5424	Lab/Pre-Treatment	284,986	271,242	294,941	296,709	298,568	1.23%
5425	Lift Stations	106,467	87,547	117,569	117,569	184,859	57.23%
5427	Collection Systems	798,327	898,399	869,582	870,102	837,224	-3.72%
5431	Public Works Capital	410,359	548,562	1,594,157	1,594,157	3,484,804	118.60%
5432	Utility Capital	150,826	131,705	585,000	585,000	4,081,500	597.69%
<b>Total Program Expenses</b>		\$ 10,469,633	\$ 11,196,956	\$ 12,903,624	\$ 12,917,664	\$ 18,625,113	44.34%
<b>Expenses Comprised Of:</b>							
	Personnel	2,179,685	2,121,561	2,404,621	2,418,661	2,514,892	4.59%
	Administrative Expense	4,455,918	5,025,608	4,912,063	4,912,063	5,036,522	2.53%
	Supplies & Materials	392,273	366,777	491,253	491,253	460,805	-6.20%
	Purchased Services	1,368,277	2,568,332	1,558,173	1,558,173	4,376,510	180.87%
	Utilities	1,201,292	1,109,060	1,171,504	1,171,504	1,093,031	-6.70%
	Repair & Maintenance	622,954	759,752	635,978	635,978	697,448	9.67%
	Capital Expenditures	249,234	(754,134)	1,730,032	1,730,032	4,445,905	156.98%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	28.71	28.71	28.71	28.71	28.71	

\* % change from prior year adopted budget

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Utility Administration**

**Business Unit 5411**

**PROGRAM MISSION**

For the benefit of the Wastewater Utility staff, managers will administer the Wastewater facility, while supporting and mentoring operations, biosolids, laboratory, and maintenance staff to ensure that all administrative business functions are completed accurately, timely, and professionally.

**PROGRAM NARRATIVE**

**Link to City Key Strategies:**

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

**Objectives:**

- Continue to comply with all statutory requirements, filing all reports accurately and on a timely basis
- Continue to provide support in developing capital improvement projects, budgets, and process analysis
- Identify cost efficient technologies to assist in taking a proactive approach to administration
- Maintain a safe and healthy work environment for divisional employees
- Provide leadership in the coordination of community relations

**Major changes in Revenue, Expenditures or Programs:**

No major changes.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Safe work environment					
# of workers comp. claims / year	1	0	0	0	0
# of first aid entries per year	10	13	0	4	0
<b>Strategic Outcomes</b>					
Effective use of budgeted funds					
% of operational budget obligated	93%	88%	100%	100%	100%
Trained Staff					
% of staff adequately trained	87%	74%	100%	95%	100%
Average # of hours training per employee	22	16	25	25	25
<b>Work Process Outputs</b>					
Government reports prepared					
# reports filed:					
Compliance Report (eCMAR)	1	1	1	1	1
Biosolids Annual Report	1	1	1	1	1
Pretreatm't Report	2	2	2	2	2
Discharge Report (eDMR)	12	12	12	12	12



**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Utility Administration**

**Business Unit 5411**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4710 Interest on Investments	\$ 420,975	\$ 180,452	\$ 350,000	\$ 350,000	\$ 350,000
4730 Interest - Deferred Specials	21,419	20,275	20,000	20,000	20,000
4801 Charges for Service - Nontax	-	834	-	-	-
4810 Sewer Service - Residential	3,981,255	3,953,505	3,900,000	3,900,000	3,933,000
4811 Sewer Service - Commercial	948,169	936,935	950,000	950,000	930,000
4812 Sewer Service - Industrial	4,307,818	4,147,099	4,250,000	4,250,000	4,215,000
4813 Sewer Service - Municipal	274,009	272,186	275,000	275,000	275,000
4815 Sewer Service - Multi-Family	300,595	302,454	305,000	305,000	305,000
5005 Sale of City Property - Tax	-	3,634	-	-	-
5010 Misc. Revenue - Nontax	3,514	8,147	-	-	-
5021 Capital Contributions	516,067	608,884	50,894	50,894	-
5035 Other Reimbursements	1,590	1,717	1,800	1,800	1,800
5071 Customer Penalty	41,699	38,613	41,000	41,000	39,000
<b>Total Revenue</b>	<b>\$ 10,817,110</b>	<b>\$ 10,474,735</b>	<b>\$ 10,143,694</b>	<b>\$ 10,143,694</b>	<b>\$ 10,068,800</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 132,283	\$ 136,068	\$ 145,459	\$ 148,621	\$ 150,455
6104 Call Time	13	13	-	-	-
6105 Overtime	50	105	530	530	2,327
6108 Part-Time	2,219	5,726	1,472	1,472	1,472
6150 Fringes	39,699	40,825	45,574	45,574	47,811
6201 Training\Conferences	4,088	4,188	10,350	10,350	7,780
6301 Office Supplies	2,194	3,712	3,000	3,000	3,000
6302 Subscriptions	224	74	225	225	100
6303 Memberships & Licenses	2,369	2,858	3,175	3,175	4,055
6304 Postage\Freight	2,080	3,160	2,500	2,500	2,500
6305 Awards & Recognition	218	65	300	300	300
6306 Janitorial Supplies	5,990	6,540	7,000	7,000	7,000
6307 Food & Provisions	480	601	400	400	400
6320 Printing & Reproductions	2,413	1,909	3,000	3,000	3,000
6321 Clothing	145	584	-	-	-
6323 Safety Supplies	2,749	8,493	5,500	5,500	5,500
6327 Misc. Equipment	3,794	889	1,000	1,000	1,000
6407 Collection Services	3,145	3,350	4,400	4,400	3,400
6408 Contractor Fees	4,758	3,555	3,750	3,750	3,750
6411 Temporary Help	535	276	-	-	-
6412 Advertising/Publications	673	2,494	1,500	1,500	1,500
6413 Utilities	13,918	13,428	15,800	15,800	16,380
6418 Equipment Repairs & Maint	2,710	232	-	-	-
6425 CEA Equip. Rental	4,546	2,798	3,201	3,201	2,790
7915 Trans Out - Stormwater	-	500,000	-	-	-
<b>Total Expense</b>	<b>\$ 231,293</b>	<b>\$ 741,943</b>	<b>\$ 258,136</b>	<b>\$ 261,298</b>	<b>\$ 264,520</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Finance Administration**

**Business Unit 5412**

**PROGRAM MISSION**

Customer billing and financial system maintenance to be in compliance with generally accepted accounting principles (GAAP).

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses are accounted for in this program.

**Major changes in Revenue, Expenditures or Programs:**

Meter expense is increasing due to the replacement of the Badger radio read system. The new Sensus meter system value is more than the system that it is replacing, thus increasing the allocation of meter related costs to the Wastewater Utility from the Water Utility. The Wastewater Utility shares the expense of meters because the billing consumption for sewer service is also calculated using the meter system.

Insurance increase is due to the allocation of costs related to the Fox River PCB cleanup litigation (not covered by the City's insurance carrier) to the Wastewater Utility.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Timely and accurate posting of overhead expenses % of months posted within 10 days of end of month	92%	50%	92%	67%	92%
<b>Strategic Outcomes</b>					
Maintain compliance with GAAP # of audit compliance issues not raised by staff	0	0	0	0	0
<b>Work Process Outputs</b>					
# of monthly bills processed	111,334	113,384	112,000	113,800	114,000

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Finance Administration**

**Business Unit 5412**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5005 Sale of City Property - Tax	\$ 33	\$ -	\$ -	\$ -	\$ -
5006 Gain (Loss) on Asset Disp.	-	(31,185)	-	-	-
5086 Premium on Debt Issue	20,082	19,438	18,773	18,773	18,053
	<u>\$ 20,115</u>	<u>\$ (11,747)</u>	<u>\$ 18,773</u>	<u>\$ 18,773</u>	<u>\$ 18,053</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 101,612	\$ 103,820	\$ 107,300	\$ 107,300	\$ 114,448
6105 Overtime	324	318	-	-	-
6150 Fringes	32,095	28,614	39,421	39,421	43,417
6304 Postage\Freight	18,510	20,566	21,300	21,300	22,000
6320 Printing & Reproduction	2,453	3,030	3,700	3,700	3,300
6401 Accounting/Audit	10,826	11,317	10,900	10,900	12,020
6403 Bank Services	20,583	20,972	21,000	21,000	21,500
6437 Billing Services	65,140	60,290	66,800	66,800	66,800
6501 Insurance	124,230	127,697	137,810	137,810	265,980
6599 Other Contracts/Obligations	4	228	-	-	-
6601 Depreciation Expense	3,251,583	3,248,192	3,385,000	3,385,000	3,395,000
6623 Uncollectable Accounts	2,472	3,140	5,500	5,500	5,500
6631 Meter Expense	327,207	437,434	606,773	606,773	650,199
6720 Interest Payments	596,093	549,687	583,535	583,535	554,013
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
7914 Trans Out - Capital Projects	-	-	25,000	25,000	-
Total Expense	<u>\$ 4,670,582</u>	<u>\$ 4,732,755</u>	<u>\$ 5,131,489</u>	<u>\$ 5,131,489</u>	<u>\$ 5,271,627</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Postage/Freight</u>		<u>Meter Expense</u>	
City Service Invoice postage	\$ 20,700	Allocation from Water	\$ 150,159
City Service Invoice folding/inserting	1,300	Meter depreciation	206,534
	<u>\$ 22,000</u>	Meter payment in lieu of tax	81,236
		Return on investment in net fixed assets - meters	212,270
<u>Bank Services</u>			<u>\$ 650,199</u>
Banking & Investment Fees	\$ 21,500		
	<u>\$ 21,500</u>		
<u>Billing Services</u>			
Sewer charges from other sanitation districts for Appleton residences served	\$ 66,800		
	<u>\$ 66,800</u>		

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Treatment**

**Business Unit 5422**

**PROGRAM MISSION**

For the benefit of the community, we will provide essential services to process wastewater so that an effluent suitable for discharge to the Fox River and a biosolids component suitable for agriculture beneficial reuse is achieved.

**PROGRAM NARRATIVE**

**Link to City Key Strategies:**

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

**Objectives:**

- Meet or exceed all State and federal regulatory agency requirements
- Monitor and evaluate all operating systems to ensure the most efficient and cost-effective treatment methods are being applied to current operations, and to support future special revenue programs
- Maintain an effective relationship with all City departments, public officials, and the community

**Major changes in Revenue, Expenditures or Programs:**

The budget continues to reflect the purchase of additional iron salts (ferric chloride) to continue to evaluate the effectiveness of full-scale treatment optimization and higher chemical dosages and the ability to consistently and reliably achieve low-level phosphorus criteria established by the TMDL and NR 217. These efforts are an extension of the findings and recommendations contained within the 2015 phosphorus treatment optimization and TMDL compliance study report. Results from ongoing full-scale trials will assist the Utility in determining or validating cost-effective compliance routes that may include a combination of approved "tools" including but not limited to the construction of new phosphorus treatment processes, Adaptive Management (AM), and/or Water Quality Trading (WQT).

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Environmental Safety					
# of Discharge Monthly Report (DMR) permit exceedance/violations	0	0	0	0	0
Essential services provided					
# of gallons of influent treated per year	4,487 MG	4,228 MG	4,250 MG	4,250 MG	4,500 MG
<b>Strategic Outcomes</b>					
High Wastewater treatment standards					
CMAR Grade for ten categories	A	A	A	A	A
Overall CMAR GPA	3.86	3.73	4.00	3.73	4.00
# of categorical grades of C or below	0	0	0	0	0
<b>Work Process Outputs</b>					
Efficient plant operation					
Average # of days to close preventive work orders	53	59	35	35	35

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Treatment**

**Business Unit 5422**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 730,439	\$ 723,145	\$ 776,763	\$ 783,960	\$ 823,507
6104 Call Time	2,508	1,613	4,500	4,500	3,061
6105 Overtime	64,703	52,377	60,039	60,039	61,331
6108 Part-Time	9,200	7,502	9,082	9,082	9,082
6150 Fringes	278,488	265,737	284,084	284,084	301,345
6309 Shop Supplies & Tools	35,580	26,137	32,200	32,200	37,500
6310 Chemicals	235,755	251,624	315,000	315,000	315,000
6321 Clothing	5,076	4,862	5,500	5,500	5,500
6322 Gas Purchases	6,423	6,247	8,000	8,000	8,000
6327 Miscellaneous Equipment	52,253	11,261	39,600	39,600	13,200
6402 Legal Fees	26,762	28,931	32,000	32,000	29,700
6404 Consulting Services	42,577	40,257	100,000	100,000	80,000
6408 Contractor Fees	165,108	103,209	70,750	70,750	104,250
6413 Utilities	1,138,642	1,050,727	1,107,797	1,107,797	1,026,915
6415 Tipping Fees	3,087	3,292	3,500	3,500	3,500
6416 Building Repairs & Maint.	530	-	-	-	-
6418 Equipment Repairs & Maint	93,249	166,966	105,000	105,000	102,000
6420 Facilities Charges	379,829	468,467	388,400	388,400	448,221
6424 Software Support	10,721	16,460	13,100	13,100	14,300
6425 CEA Equip. Rental	16,192	18,062	16,733	16,733	16,087
6440 Snow Removal Services	2,908	3,401	3,500	3,500	3,500
6454 Grounds Repair & Maint	5,776	9,342	6,000	6,000	7,500
6599 Other Contracts/Obligations	6,973	8,681	6,140	6,140	8,940
6899 Other Capital Outlay	(51,235)	(37,550)	-	-	-
Total Expense	<u>\$ 3,261,544</u>	<u>\$ 3,230,750</u>	<u>\$ 3,387,688</u>	<u>\$ 3,394,885</u>	<u>\$ 3,422,439</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Legal Fees</u>		<u>Chemicals</u>	
NR 101 Wastewater fee	\$ 29,000	Iron salts	\$ 100,000
Air emissions type A permit	400	DAF polymer	25,000
Ground water fee	100	BFP coagulant	120,000
LFRDA fees	200	Sodium hypochlorite	32,000
	<u>\$ 29,700</u>	Sodium bisulfite	32,000
		Other chemicals	6,000
			<u>\$ 315,000</u>
<u>Contractor Fees</u>		<u>Equipment Repairs &amp; Maintenance</u>	
Cogen maintenance	\$ 6,000	Valves	\$ 10,000
Pipe insulation replacement	7,500	Pump & motor parts	50,000
Painting of process piping	30,000	Piping	15,000
MCC upgrades	25,000	Filters, belts, gaskets &	
Struvite removal	7,500	bearings	10,000
Grit removal	3,250	Batteries & lubricants	17,000
Various repair	25,000		
	<u>\$ 104,250</u>		<u>\$ 102,000</u>
<u>Consulting Services</u>		<u>Shop Supplies &amp; Tools</u>	
Waste gas study	\$ 60,000	Nuts, bolts, screws & fittings	\$ 20,000
Clarifier painting study	5,000	Gases & tank rentals	5,000
Engineering services for repairs	15,000	Shop Supplies	5,000
	<u>\$ 80,000</u>	Metal fabrication system	5,500
		Small hand tools	2,000
			<u>\$ 37,500</u>

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Biosolids Management**

**Business Unit 5423**

**PROGRAM MISSION**

For the benefit of the ratepayers and the agricultural community, we will research and implement cost-effective recycling so that we accomplish beneficial reuse of biosolids produced during wastewater treatment.

**PROGRAM NARRATIVE**

**Link to City Key Strategies:**

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

**Objectives:**

The Biosolids Management Program implements storage and final disposition strategies for the biosolids produced in the wastewater treatment process. Program implementation must meet all State and federal standards applicable to the generation and beneficial use of municipal treatment plant biosolids. In addition to regulatory compliance, the program relies on a strong interface with regional authorities and the agricultural community to facilitate land application and composting of biosolids for beneficial use.

**Major changes in Revenue, Expenditures or Programs:**

The CIP to evaluate the feasibility of local composting of biosolids with leaves and ground brush was completed in 2012. The goal of the project, now transitioned to program, is to diversify the current biosolids management program by creating a cost effective and sustainable alternative beneficial use that complements traditional agricultural land application. A reliable compost outlet would alleviate AWWTP 180-day storage deficiencies by allowing for off-site storage through compost processing. Viable markets remain a primary focus as compost use demonstration projects are actively pursued to establish a baseline for compost demand. Other objectives include marketing the program and educating the general public within the greater Fox Cities region. This information is pivotal to determine future program viability. In January 2017 the Biosolids Composting Facility will be permitted as part of the AWWTP's Wisconsin Pollutant Discharge Elimination System (WPDES) permit. The DNR has specified that continuous compost temperature monitoring will be a permit condition to demonstrate pathogen destruction criteria are satisfied under Wis Adm. code NR 204.

The increase in contractor fees are reflective of the increase in the contracted biosolids hauling rates beginning in 2017. The budget also reflects additional land application costs resulting from the escalation in biosolids production observed since 2015.

Consulting fees include costs to complete a compost site study. The current lease with Outagamie County expires in 2020. This study will review alternatives for a permanent compost site.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Environmental Safety					
Biosolids Applications # of sites					
with nitrogen loading exceedances	0	0	0	0	0
with metal(s) loading exceedances	0	0	0	0	0
<b>Strategic Outcomes</b>					
Beneficial Re-use					
Wet tons applied	19,964	20,936	17,250	22,000	23,000
Wet tons landfilled	0	0	0	0	0
Wet tons composted	2,088	2,496	3,750	2,274	2,500
<b>Work Process Outputs</b>					
Biosolids production and storage					
Tons of biosolids produced	22,795	25,176	22,000	25,000	26,000
CMAR Compliance					
# of site monitorings completed	46	49	24	50	24

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Biosolids Management**

**Business Unit 5423**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 63,273	\$ 63,558	\$ 63,026	\$ 64,419	\$ 70,355
6104 Call Time	-	155	-	-	-
6105 Overtime	2,451	1,648	3,595	3,595	2,573
6108 Part Time	646	634	-	-	-
6150 Fringes	24,090	24,297	23,147	23,147	25,430
6322 Gas Purchases	-	1,939	2,048	2,048	2,150
6327 Miscellaneous Equipment	-	167	10,000	10,000	-
6404 Consulting Services	-	-	25,000	25,000	100,000
6408 Contractor Fees	412,093	422,200	475,278	475,278	516,500
6413 Utilities	458	313	450	450	450
6425 CEA Equip. Rental	20,139	17,321	17,518	17,518	17,114
6599 Other Contracts/Obligations	32,099	21,821	45,000	45,000	45,000
Total Expense	<u>\$ 555,249</u>	<u>\$ 554,053</u>	<u>\$ 665,062</u>	<u>\$ 666,455</u>	<u>\$ 779,572</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<u>Contractor Fees</u>		<u>Consulting</u>	
Compost pad processing	125,000	Compost site study	\$ 100,000
Biosolids transport / application	350,000		<u>\$ 100,000</u>
Analysis/Lab fees	3,000		
Soil analysis	2,500		
Storage building repairs	10,000		
Site management	1,000		
Biosolids incorporation	25,000		
	<u>\$ 516,500</u>		
<u>Other Contracts/Obligations</u>			
City staff hauling to compost site	\$ 19,000		
City staff brush handling	21,000		
Pad maintenance by City staff	5,000		
	<u>\$ 45,000</u>		

## CITY OF APPLETON 2017 BUDGET WASTEWATER UTILITY

**Laboratory & Pretreatment**

**Business Unit 5424**

### PROGRAM MISSION

For the benefit of the wastewater treatment facility, we will provide process support by conducting physical, chemical, and biological analysis so that the highest standards of wastewater treatment are met in conjunction with government compliance.

### PROGRAM NARRATIVE

**Link to City Key Strategies:**

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

**Objectives:**

- Maintain all program parameters within federal and State regulatory compliance
- Provide process control information to optimize wastewater treatment strategies
- Develop analytical criteria for process compatibility with a special waste program
- Expand the customer base for the special or hauled waste revenue program to reduce community user costs

**Major changes in Revenue, Expenditures or Programs:**

The Appleton Wastewater Treatment Plant (AWWTP) Wisconsin Discharge Elimination System (WPDES) permit will be reissued in January, 2017. The reissued 5-year permit will re-establish a new monitoring schedule. The schedule will be reviewed and appropriate monitoring plans developed. In addition, the laboratory will continue to provide process support through the analysis of in-plant samples for future more stringent discharge limits for effluent phosphorus, total suspended solids and Lower Fox River Total Maximum Daily Load (TMDL) legislation. The sample analysis will continue to evaluate phosphorus loading sources and potential treatment optimization opportunities.

Special hauled waste revenue continues to increase. The rate increased 10% on July 1, 2015. The amount and type of waste received does vary from year to year based on weather conditions and processes and production at the various facilities that deliver waste to the WWTP for processing. There are currently four haulers that deliver waste for processing.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Environmental safety					
# of industrial clients	10	10	10	10	10
# of clients in significant non-compliance	0	0	0	0	0
Increase revenue sources					
\$ received from other sources	\$ 1,050,250	\$ 1,473,124	\$ 750,000	\$ 1,700,000	\$ 1,500,000
# of tons of hauled waste received	155,995	207,359	175,000	225,000	205,000
<b>Strategic Outcomes</b>					
Public Outreach Initiatives					
# of pollution minimization initiatives	4	4	4	4	4
<b>Work Process Outputs</b>					
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	8,457	9,936	6,125	6,125	6,125
Improve treatment processes					
# process samples analyzed annually*	4,506	4,632	4,900	4,900	4,900
Maintain industrial pretreatment compliance					
# of inspections	10	10	10	10	10
# of sampling events	20	20	20	20	20
# of billable samples for other City departments	552	572	550	550	550
* includes all compliance, process and billing samples					



**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Laboratory & Pretreatment**

**Business Unit 5424**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4814 Industrial Pre-Treatment	\$ 5,237	\$ 5,242	\$ 5,000	\$ 5,000	\$ 5,000
5001 Fees & Commissions	7,233	7,370	7,500	7,500	7,500
5010 Misc. Revenue - Nontax	6,091	8,604	6,000	6,000	6,000
5084 Special Hauled Waste	1,050,251	1,463,154	750,000	750,000	1,500,000
<b>Total Expense</b>	<b>\$ 1,068,812</b>	<b>\$ 1,484,370</b>	<b>\$ 768,500</b>	<b>\$ 768,500</b>	<b>\$ 1,518,500</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 171,610	\$ 161,399	\$ 167,499	\$ 169,267	\$ 173,962
6105 Overtime	3,124	1,972	3,686	3,686	2,246
6108 Part Time	-	28	-	-	-
6150 Fringes	62,617	66,778	70,777	70,777	73,476
6309 Tools & Instruments	130	1,931	6,000	6,000	5,000
6321 Clothing	387	401	405	405	405
6324 Medical/Lab Supplies	20,218	20,578	19,000	19,000	20,000
6408 Contractor Fees	10,614	14,266	24,655	24,655	20,650
6418 Equip Repairs & Maint	13,627	2,107	-	-	-
6425 CEA Equip. Rental	899	668	919	919	829
6432 Lab Fees	1,760	1,114	2,000	2,000	2,000
<b>Total Expense</b>	<b>\$ 284,986</b>	<b>\$ 271,242</b>	<b>\$ 294,941</b>	<b>\$ 296,709</b>	<b>\$ 298,568</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Contractor Fees**

Pretreatment testing	\$ 3,500
WDNR proficiency testing	1,600
Sodium digester & volatile acids	2,000
Scale calibration	900
Wastewater testing	6,000
Re-bed tank	4,150
Receiving station monitoring	2,500
<b>Total</b>	<b>\$ 20,650</b>

**Medical Lab Supplies**

Supplies	\$ 9,000
Benchware	1,000
Chemicals for lab tests	9,450
Cylinder lease	550
<b>Total</b>	<b>\$ 20,000</b>

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Lift Stations**

**Business Unit 5425**

**PROGRAM MISSION**

For the benefit of the Appleton sewer consumers, we will operate, monitor, and maintain the lift stations throughout the City to ensure consistent and reliable conveyance of sewage to the wastewater treatment facility.

**PROGRAM NARRATIVE**

**Link to City Key Strategies:**

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

**Objectives:**

Convey the city's industrial, commercial, and residential wastewater that cannot flow by gravity to one of the 14 lift stations where sewage is pumped to the wastewater plant for processing.

**Major changes in Revenue, Expenditures or Programs:**

Gravity sewer replacement as part of planned road reconstruction activities in 2017 from Catherine Street to Eldorado Street will facilitate the abandonment of the Catherine Street lift station. \$65,000 is allocated for engineering and contractor services associated with the lift station abandonment. Tasks include electrical disconnection, lift station equipment removal (e.g. pumps, controls, panel, and forcemain), wet well abandonment, and site restoration.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Sewage bypasses / backups # per year attributed to lift stations	0	0	0	0	0
<b>Strategic Outcomes</b>					
Integrity of lift stations maintained # of emergency calls required	11	11	15	15	15
<b>Work Process Outputs</b>					
Response to work orders # of preventive work orders	177	195	168	180	168
# of corrective work orders	10	15	50	40	50

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Lift Stations**

**Business Unit 5425**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 21,983	\$ 22,217	\$ 24,195	\$ 24,195	\$ 23,575
6104 Call Time	2,395	1,618	2,500	2,500	2,500
6105 Overtime	2,555	2,249	2,007	2,007	1,955
6108 Part Time	-	413	-	-	-
6150 Fringes	9,885	10,044	10,612	10,612	10,803
6327 Miscellaneous Equipment	14,496	1,300	18,500	18,500	18,000
6404 Consulting Services	950	-	2,500	2,500	2,500
6408 Contractor Fees	380	1,320	6,000	6,000	71,000
6413 Utilities	42,794	36,553	41,255	41,255	41,026
6418 Equip Repairs & Maint	11,029	9,964	10,000	10,000	13,500
6420 Facilities Charges	-	269	-	-	-
6424 Software Support	-	1,600	-	-	-
Total Expense	<u>\$ 106,467</u>	<u>\$ 87,547</u>	<u>\$ 117,569</u>	<u>\$ 117,569</u>	<u>\$ 184,859</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Radar leveling probe	\$ 3,000
Temporary/back-up piping	15,000
	<u>\$ 18,000</u>

Contractor Fees

Catherine Street lift station removal	\$ 65,000
Various contracted needs to maintain lift station reliability	6,000
	<u>\$ 65,000</u>

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Utility Capital Improvements**

**Business Unit 5432**

**PROGRAM MISSION**

For the benefit of Appleton sewer consumers, we will provide necessary improvements to all wastewater facilities, structures, and equipment so that the treatment processes meet current and future needs in a cost-effective manner.

**PROGRAM NARRATIVE**

**Link to City Key Strategies:**

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

**Objectives:**

- Provide resources to upgrade existing plant components and facilities
- Identify and install new systems and equipment for improved treatment processes
- Correct safety hazards when identified

The following are 2017 CIPs:

	2017 Budget	Page
Midway Lift Station Control Panel Replacement	\$ 166,000	Projects, Pg. 650
Aeration Tank Diffusers Replacement	145,000	Projects, Pg. 646
F2 Building Chemical Storage Room Improvements	600,000	Projects, Pg. 620
Digester Compressor Glycol System	57,500	Projects, Pg. 648
WAS Pump Replacement	188,000	Projects, Pg. 653
Effluent Pump Firm Capacity	1,875,000	Projects, Pg. 649
Roadway Replacement	220,000	Projects, Pg. 608
Lighting Replacement	75,000	Projects, Pg. 611
B Building Boiler Replacement	180,000	Projects, Pg. 609
Electrical Distribution System Replacement	200,000	Projects, Pg. 604
Water Lateral Replacement	215,000	Projects, Pg. 613
Painting interior walls and tunnels	100,000	Projects, Pg. 610
Asbestos Removal in A, S & L Buildings	60,000	Projects, Pg. 616
	<u>\$ 4,081,500</u>	

**Major changes in Revenue, Expenditures or Programs:**

The budget for this program varies from year to year based on the capital needs of the utility.

**Note for future capital planning:**

In late 2015, the engineering firm CH2M provided the Utility Department recommendations that could achieve lower phosphorus and total suspended solids treatment limits resulting from Total Maximum Daily Load legislation. Treatment plant upgrades along with a matrix of off-site regulatory compliance options that include Water Quality Trading (WQT) and Adaptive Management (AM) were included as of the recommendations by CH2M. In a WQT program the Utility would purchase phosphorus credits from the agricultural community rather than constructing on-site treatment. Similarly, through AM the Utility would contract with agriculture to establish field practices that reduce phosphorus loading to the watershed. The structure for these "off-site" compliance alternatives remain undeveloped and will result in millions of dollars added to wastewater budgets over future permit cycles to evaluate and create mechanisms necessary for their success. The Appleton Wastewater Utility continues to explore AM through the Alliance for the Great Lakes Adaptive Management Opportunity project and serve as a partner in the Fox P-Trade project to build experience of how these compliance options may function.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Cost effective treatment processes					
# of CIP's in budget year	8	15	6	11	13
# of CIP's in five-year plan	11	19	15	19	21
<b>Strategic Outcomes</b>					
Sewer Rate changes					
% per year	0%	0%	0%	0%	0%
<b>Work Process Outputs</b>					
Project Management					
% of projects completed at year-end	25%	67%	100%	33%	100%

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Utility Capital Improvements**

**Business Unit 5432**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6404 Consulting Services	\$ 154,948	\$ 91,470	\$ 45,000	\$ 45,000	\$ 426,500
6408 Contractor Fees	34,295	1,195,190	185,000	185,000	2,500,000
6599 Other Contracts/Obligations	1,992	856	-	-	-
6801 Land	-	-	-	-	5,000
6802 Land Improvements	5,700	83,281	150,000	150,000	220,000
6803 Buildings	90,573	150,355	80,000	80,000	390,000
6804 Equipment	318,491	213,278	125,000	125,000	540,000
6809 Infrastructure Construction	101,222	4,806	-	-	-
6899 Other Capital Outlay	(556,395)	(1,607,531)	-	-	-
Total Expense	<u>\$ 150,826</u>	<u>\$ 131,705</u>	<u>\$ 585,000</u>	<u>\$ 585,000</u>	<u>\$ 4,081,500</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

Aeration blower replacement	\$ 145,000
WAS pump replacement	28,000
F2 building chemical storage	100,000
Digester compressor glycol system	7,500
Midway lift station standby generator	21,000
Effluent pump firm capacity	125,000
	<u>\$ 426,500</u>

Equipment

WAS pump replacement	\$ 160,000
Boiler replacement	180,000
Electrical distribution replacement	200,000
	<u>\$ 540,000</u>

Contractor Fees

F2 building chemical storage	\$ 500,000
Effluent pump firm capacity	1,750,000
Midway lift station standby generator	140,000
Digester compressor glycol system	50,000
Asbestos removal	60,000
	<u>\$ 2,500,000</u>

Buildings

Lighting replacement	\$ 75,000
Water lateral replacement	215,000
Painting interior walls & tunnels	100,000
	<u>\$ 390,000</u>

Land Improvements

Roadway Replacement	\$ 220,000
	<u>\$ 220,000</u>

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Collection Systems**

**Business Unit 5427**

**PROGRAM MISSION**

Maintain the sanitary sewer system for the health and safety of the community.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Complete the annual sewer cleaning program and identify those areas with improper connections and defects
- Reduce the amount of inflow and infiltration into the sanitary sewer system

**Major changes in Revenue, Expenditures or Programs:**

The decrease in consulting fees is the result of the completion of the City-wide 5 year flow monitoring project which was completed in 2016.

The fluctuation in contractor fees from year to year is the result of the root control program. Because the City does not have an extensive root problem, we are able to conduct this program every other year, which also results in better bid prices. The 2017 budget shows an increase in contractor fees as a result.

Consulting expense reflects costs for aerial photos that are purchased every other year.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Benefit of inspection program					
# defects identified from TV report	47	3	25	20	25
Compliance with regulation					
# of protruding taps identified	9	0	6	6	6
# of cross connections identified	85	86	80	80	80
<b>Strategic Outcomes</b>					
Reliability of system maintenance program					
# of trouble calls	57	28	35	35	35
# of system blockages removed	7	3	5	5	5
% of total system televised	10.0%	14.1%	10.0%	10.0%	10.0%
<b>Work Process Outputs</b>					
Maintenance performed					
% of total system cleaned	49%	47%	48%	48%	48%
# of spot repairs made	13	46	23	19	23
Safeguarding health and safety					
# of protruding taps removed	4	3	5	5	5

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Collection Systems**

**Business Unit 5427**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Serv. - Nontax	\$ 7,412	\$ 4,853	\$ 5,000	\$ 5,000	\$ 5,000
4908 Intergovernmental Charges	7,527	4,742	5,000	5,000	5,000
5011 Misc. Revenue - Tax	161	-	-	-	-
5035 Other Reimbursements	-	4,288	-	-	-
<b>Total Revenue</b>	<b>\$ 15,100</b>	<b>\$ 13,883</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 261,905	\$ 269,130	\$ 264,548	\$ 265,068	\$ 271,270
6104 Call Time	2,411	1,574	1,500	1,500	1,500
6105 Overtime	4,291	5,418	3,500	3,500	4,200
6108 Part-Time	2,326	-	908	908	484
6150 Fringes	94,821	92,162	102,172	102,172	105,808
6201 Training\Conferences	54	-	2,500	2,500	1,000
6305 Awards & Recognition	677	245	245	245	245
6309 Shop Supplies & Tools	1,718	2,573	3,000	3,000	3,000
6325 Construction Materials	7,347	5,653	15,000	15,000	16,000
6327 Miscellaneous Equipment	1,215	17,040	3,800	3,800	4,250
6404 Consulting Services	244,135	276,494	253,500	253,500	184,000
6408 Contractor Fees	100,699	178,905	136,000	136,000	161,000
6413 Utilities	5,480	8,039	6,202	6,202	8,260
6415 Tipping Fees	2,826	1,732	4,000	4,000	2,500
6418 Equipment Repairs & Maint	-	27	-	-	-
6424 Software Support	1,456	1,249	2,150	2,150	2,150
6425 CEA Equip. Rental	62,252	44,217	65,557	65,557	65,557
6599 Other Contracts/Obligations	4,714	6,941	5,000	5,000	6,000
6899 Other Capital Outlay	-	(13,000)	-	-	-
<b>Total Expense</b>	<b>\$ 798,327</b>	<b>\$ 898,399</b>	<b>\$ 869,582</b>	<b>\$ 870,102</b>	<b>\$ 837,224</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Construction Materials**

Castings	\$ 7,500
Concrete	6,300
Other Materials	2,200
	<u>\$ 16,000</u>

**Consulting Services**

Sewer TV & cleaning	\$ 150,000
Flow monitoring - Kensington	4,000
Aerial Photography	30,000
	<u>\$ 184,000</u>

**Contractor Fees**

Surface restoring -prior year repairs	\$ 26,000
Protruding taps/mineral deposits	35,000
Spot repair liners	55,000
Unanticipated failures	20,000
Root Control	25,000
	<u>\$ 161,000</u>

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Public Works Capital Improvements**

**Business Unit 5431**

**PROGRAM MISSION**

Identify, design, and implement the capital construction program to maintain and expand the sanitary sewer system for the benefit of current and future users of the system.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Identify failing or improperly sized sewers and incorporate them into our five year plan
- Identify the need for future system expansions and incorporate them into our five year plan
- Design replacement systems or system expansions to meet current and future demands
- Reduce the amount of inflow and infiltration into the sanitary sewer system

The following are 2017 CIPs:

	<u>2017 Budget</u>	<u>Page</u>
Sanitary Sewer Construction	\$ 3,484,804	Projects, Pg. 594

**Major changes in Revenue, Expenditures or Programs:**

Included in this budget is \$500,000 to build the Spartan Avenue Lift Station for the development on the Northwest side of the City.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	39	23	25	25	25
Collection system rating from CMAR	A	A	A	A	A
# of laterals replaced	106	106	200	200	200
<b>Strategic Outcomes</b>					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	320*	323	324	324	324
% of total miles of sanitary sewer reconstructed	0.74%	0.46%	0.52%	0.52%	0.52%
<b>Work Process Outputs</b>					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	2.39	1.47	1.68	1.68	1.70
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	0.09	0.49	1.10	1.10	0.23
Reduction of treatment costs					
# of seals installed	75	94	100	100	100

\* Total Miles of sanitary sewer main decreased due to the City abandoning 2975 feet while installing only 494 feet of new sewer main.



**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY**

**Public Works Capital Improvements**

**Business Unit 5431**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 38,838	\$ 19,016	\$ 129,828	\$ 129,828	\$ 129,640
6104 Call Time	50	53			-
6105 Overtime	3,569	3,018	4,510	4,510	4,777
6108 Part-Time	21	1,017	2,041	2,041	3,110
6150 Fringes	13,189	7,301	50,346	50,346	48,972
6325 Construction Materials	-	159	-	-	-
6328 Signs	120	-	-	-	-
6404 Consulting Services	9,694	65,621	-	-	-
6408 Contractor Fees	2,828	-	25,000	25,000	-
6415 Tipping Fees	1,097	-	-	-	-
6425 CEA Equip. Rental	-	-	7,400	7,400	7,400
6599 Other Contracts/Obligations	75	150	-	-	-
6801 Land	-	1,150	-	-	-
6804 Machinery & Equipment	-	-	-	-	-
6809 Infrastructure Construction	829,716	653,438	1,375,032	1,375,032	3,290,905
6899 Other Capital Outlay	(488,838)	(202,361)			
<b>Total Expense</b>	<b>\$ 410,359</b>	<b>\$ 548,562</b>	<b>\$ 1,594,157</b>	<b>\$ 1,594,157</b>	<b>\$ 3,484,804</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

2017	Street	From	To	Waste-water Utility
Labor Pool				186,499
CEA				7,400
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2017 Asphalt			22,860
	Sanitary Laterals & Manholes Prior To 2017 Concrete			40,785
	Pilot project - full lateral replacement			25,000
	Spartan Ave lift station			500,000
	Structure Rehabilitation / Sewer Cut repairs from 2016 (E-17)			25,000
	<b>Subtotal</b>			<b>613,645</b>
New Construction	Edgewood Dr (CTH JJ)	Lightning Dr	650 e/o Lightning Dr Future r/w 600' n/o	89,050
	Lightning Dr	Edgewood Dr (CTH)	Edgewood Dr	89,050
	<b>Subtotal</b>			<b>178,100</b>
Reconstruction	Catherine St lift station removal	Franklin to Eldorado	Green Bay Rd	100,000
	<b>Subtotal</b>			<b>100,000</b>
Reconstruction (on streets to be paved in 2018)	Calumet St	Oneida St	Jefferson St	253,500
	Catherine St	Washington St	North St	335,580
	Drew St	Glendale Ave	Pershing St	256,285
	Lincoln St	Olde Oneida St	Madison St	23,500
	Lynndale Dr	Everett St	Leonard St	21,450
	Marquette St	Division St	Oneida St	128,125
	Mary St	North St	Pacific St	34,100
	Olde Oneida St	Oneida St	E. South River St	19,600
	Oneida St	Hoover Ave	Skyline Bridge	621,400
	Oneida St	Midway Rd	Hoover Ave	124,700
	Reeve St	Linwood Ave	Badger Ave	124,145
	Sanders St	Seymour St	Verbrick St	154,575
	Summer St	Morrison St	Lawe St	214,000
	Winnebago St	Linwood Ave	Badger Ave	88,200
	<b>Subtotal</b>			<b>2,399,160</b>
<b>Total</b>				<b>\$ 3,484,804</b>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Interest Income	442,394	200,726.85	310,564	370,000	370,000	370,000	370,000
Charges for Services	9,511,251	9,309,725.38	6,507,435	9,375,000	9,375,000	9,353,000	9,353,000
Intergov. Charges for Service	7,527	4,741.82	1,362	5,000	5,000	5,000	5,000
Other Revenues	1,959,965	2,446,046.49	1,778,776	1,190,967	1,190,967	1,619,300	1,887,353
<b>TOTAL REVENUES</b>	<b>11,921,137</b>	<b>11,961,240.54</b>	<b>8,598,137</b>	<b>10,940,967</b>	<b>10,940,967</b>	<b>11,347,300</b>	<b>11,615,353</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	349,011	350,626.73	261,382	436,275	439,437	328,287	442,735
Labor Pool Allocations	972,645	983,966.18	775,174	1,231,653	1,242,531	1,303,787	1,303,787
Call Time	7,377	5,025.69	3,957	8,500	8,500	7,061	7,061
Overtime	81,068	67,103.30	59,811	77,867	77,867	79,409	79,409
Temp. Full-Time	255	1,017.03	0	0	0	0	0
Part-Time	14,158	14,303.05	11,027	13,503	13,503	14,148	14,148
Other Compensation	9,217	7,802.80	5,238	8,265	8,265	8,265	8,265
Shift Differential	2,265	2,231.20	1,564	2,425	2,425	2,425	2,425
Sick Pay	29,293	8,604.75	3,749	0	0	0	0
Vacation Pay	159,512	145,121.63	113,139	0	0	0	0
Fringes	554,884	543,678.76	426,844	626,133	626,133	613,645	657,062
Unemployment Compensation	0	505.32	0	0	0	0	0
Pension Expense / Revenue	0	8,425.00-	0	0	0	0	0
<b>Salaries &amp; Fringe Benefits</b>	<b>2,179,685</b>	<b>2,121,561.44</b>	<b>1,661,885</b>	<b>2,404,621</b>	<b>2,418,661</b>	<b>2,357,027</b>	<b>2,514,892</b>
Training & Conferences	4,142	4,187.97	6,276	12,850	12,850	8,780	8,780
Office Supplies	2,194	3,711.52	1,681	3,000	3,000	3,000	3,000
Subscriptions	224	74.00	267	225	225	100	100
Memberships & Licenses	2,369	2,858.00	2,089	3,175	3,175	4,055	4,055
Postage & Freight	20,590	23,725.74	10,125	23,800	23,800	2,500	24,500
Awards & Recognition	895	309.32	172	545	545	545	545
Building Maintenance/Janitor.	5,990	6,540.01	4,072	7,000	7,000	7,000	7,000
Food & Provisions	480	600.86	229	400	400	400	400
Insurance	124,230	127,696.96	103,356	137,810	137,810	0	265,980
Depreciation Expense	3,251,583	3,248,192.20	2,493,000	3,385,000	3,385,000	0	3,395,000
Uncollectible Accounts	2,471	3,140.36	1,339	5,500	5,500	0	5,500
Meter Expense	327,207	437,434.05	0	606,773	606,773	0	650,199
Interest Payments	596,093	549,686.75	441,117	583,535	583,535	0	554,013
Trans Out - General Fund	117,450	117,450.00	88,088	117,450	117,450	0	117,450
Trans Out - Capital Projects	0	.00	0	25,000	25,000	0	0
Trans Out - Wastewater	0	500,000.00	0	0	0	0	0
<b>Administrative Expense</b>	<b>4,455,918</b>	<b>5,025,607.74</b>	<b>3,151,811</b>	<b>4,912,063</b>	<b>4,912,063</b>	<b>26,380</b>	<b>5,036,522</b>
Shop Supplies & Tools	37,428	30,641.47	30,110	41,200	41,200	60,500	45,500
Chemicals	235,755	251,623.78	201,880	315,000	315,000	315,000	315,000
Printing & Reproduction	4,866	4,938.20	3,691	6,700	6,700	3,000	6,300
Clothing	5,608	5,848.29	3,795	5,905	5,905	5,905	5,905
Gas Purchases	6,423	8,186.26	3,118	10,048	10,048	10,150	10,150
Safety Supplies	2,749	8,493.30	5,420	5,500	5,500	5,500	5,500
Medical & Lab Supplies	20,218	20,577.83	13,687	19,000	19,000	20,000	20,000
Construction Materials	7,347	5,811.56	6,992	15,000	15,000	16,000	16,000
Miscellaneous Equipment	71,758	30,656.01	60,983	72,900	114,866	36,450	36,450
Signs	120	.00	0	0	0	0	0
<b>Supplies &amp; Materials</b>	<b>392,272</b>	<b>366,776.70</b>	<b>329,676</b>	<b>491,253</b>	<b>533,219</b>	<b>472,505</b>	<b>460,805</b>
Accounting/Audit	10,826	11,317.37	11,140	10,900	10,900	0	12,020
Legal Fees	26,762	28,930.62	26,729	32,000	32,000	29,700	29,700
Bank Services	20,583	20,972.56	13,689	21,000	21,000	0	21,500
Consulting Services	452,303	473,842.58	196,294	426,000	749,971	743,000	793,000
Collection Services	3,145	3,350.00	2,014	4,400	4,400	3,400	3,400
Contractor Fees	730,776	1,918,644.54	801,395	926,433	1,494,302	3,997,150	3,377,150
Temporary Help	535	275.52	0	0	0	0	0
Advertising	673	2,494.43	56	1,500	1,500	1,500	1,500
Tipping Fees	7,010	5,023.50	2,189	7,500	7,500	6,000	6,000
Lab Fees	1,760	1,113.50	1,139	2,000	2,000	2,000	2,000

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Billing Services	65,140	60,290.36	45,708	66,800	66,800	0	66,800
Snow Removal Services	2,908	3,401.23	1,855	3,500	3,500	3,500	3,500
Other Contracts/Obligations	45,856	38,675.95	33,361	56,140	56,140	59,940	59,940
<b>Purchased Services</b>	<b>1,368,277</b>	<b>2,568,332.16</b>	<b>1,135,569</b>	<b>1,558,173</b>	<b>2,450,013</b>	<b>4,846,190</b>	<b>4,376,510</b>
Electric	891,275	870,495.35	650,320	893,450	893,450	878,450	878,450
Gas	187,456	124,798.67	67,454	151,700	151,700	96,200	96,200
Water	75,968	67,480.65	48,059	75,142	75,142	69,100	69,100
Stormwater	32,415	32,237.27	24,229	35,152	35,152	32,241	32,241
Telephone	11,377	11,085.19	8,141	12,500	12,500	11,700	11,700
Cellular Telephone	2,801	2,962.92	2,986	3,560	3,560	5,340	5,340
<b>Utilities</b>	<b>1,201,292</b>	<b>1,109,060.05</b>	<b>801,189</b>	<b>1,171,504</b>	<b>1,171,504</b>	<b>1,093,031</b>	<b>1,093,031</b>
Building Repair & Maintenance	530	.00	0	0	0	0	0
Equipment Repair & Maintenanc	120,615	179,296.32	135,943	115,000	115,000	115,500	115,500
Facilities Charges	379,829	468,736.54	204,143	388,400	388,400	448,221	448,221
Software Support	12,177	19,308.99	14,331	15,250	15,250	16,450	16,450
CEA Equipment Rental	104,028	83,067.38	68,637	111,328	111,328	109,777	109,777
Grounds Repair & Maintenance	5,776	9,342.72	3,040	6,000	6,000	7,500	7,500
<b>Repair &amp; Maintenance</b>	<b>622,955</b>	<b>759,751.95</b>	<b>426,094</b>	<b>635,978</b>	<b>635,978</b>	<b>697,448</b>	<b>697,448</b>
Land	0	1,150.00	0	0	175,850	5,000	5,000
Land Improvements	5,700	83,280.75	1,871	150,000	150,000	220,000	220,000
Buildings	90,573	150,355.28	26,894	80,000	117,522	390,000	390,000
Machinery & Equipment	318,491	213,278.10	140,860	125,000	311,850	540,000	540,000
Infrastructure Construction	930,938	658,243.93	1,097,939	1,375,032	2,215,873	3,290,905	3,290,905
Other Capital Outlay	1,096,468	1,860,442.46	0	0	0	0	0
<b>Capital Expenditures</b>	<b>249,234</b>	<b>754,134.40</b>	<b>1,267,564</b>	<b>1,730,032</b>	<b>2,971,095</b>	<b>4,445,905</b>	<b>4,445,905</b>
<b>TOTAL EXPENSES</b>	<b>10,469,633</b>	<b>11,196,955.64</b>	<b>8,773,788</b>	<b>12,903,624</b>	<b>15,092,533</b>	<b>13,938,486</b>	<b>18,625,113</b>

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
<b>Revenues</b>					
Charges for Services	\$ 9,817,083	\$ 9,617,422	\$ 9,680,000	\$ 9,655,000	\$ 9,658,000
Miscellaneous	1,125,510	1,545,955	821,300	1,771,300	1,569,300
Total Revenues	<u>10,942,593</u>	<u>11,163,377</u>	<u>10,501,300</u>	<u>11,426,300</u>	<u>11,227,300</u>
<b>Expenses</b>					
Operation and Maintenance	6,504,506	6,781,627	6,613,482	6,627,522	7,152,346
Depreciation	3,251,583	3,248,192	3,385,000	3,360,000	3,395,000
Total Expenses	<u>9,756,089</u>	<u>10,029,819</u>	<u>9,998,482</u>	<u>9,987,522</u>	<u>10,547,346</u>
Operating Income (Loss)	1,186,504	1,133,558	502,818	1,438,778	679,954
<b>Non-Operating Revenues (Expenses)</b>					
Interest Income	442,394	200,727	370,000	370,000	370,000
Interest Expense	(596,093)	(549,687)	(583,535)	(583,535)	(554,013)
Gain/Loss on Asset Disposal	-	(31,185)	-	-	-
Amortization of Premium on Debt Issue	20,082	19,438	18,773	18,773	18,053
Other	-	-	-	-	-
Total Non-Operating	<u>(133,617)</u>	<u>(360,707)</u>	<u>(194,762)</u>	<u>(194,762)</u>	<u>(165,960)</u>
Net Income Before Contributions and Transfers	1,052,887	772,851	308,056	1,244,016	513,994
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	516,067	608,884	50,894	50,894	-
Trans Out - Capital Projects	-	-	(25,000)	-	-
Trans Out - Stormwater	-	(500,000)	-	-	-
Trans Out - General Fund	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>
Change in Net Assets	1,451,504	764,285	216,500	1,177,460	396,544
Net Assets - Beginning	<u>91,215,482</u>	<u>93,634,716</u> *	<u>94,399,001</u>	<u>94,399,001</u>	<u>95,576,461</u>
Net Assets - Ending	<u>\$ 92,666,986</u>	<u>\$ 94,399,001</u>	<u>\$ 94,615,501</u>	<u>\$ 95,576,461</u>	<u>\$ 95,973,005</u>

\* as restated

**SCHEDULE OF CASH FLOWS**

Working Cash - Beginning of Year	12,757,871	14,286,174
+ Change in Net Assets	1,177,460	396,544
+ Depreciation	3,360,000	3,395,000
+ Long Term Debt	-	-
- Contributed Capital	-	-
- Fixed Assets	(2,179,157)	(7,406,304)
- Principal Repayment	(830,000)	(860,000)
+ Fixed Assets funded by DNR Replacement Fund	-	160,000
Working Cash - End of Year	<u>\$ 14,286,174</u>	<u>\$ 9,971,414</u>

**RESERVE REQUIREMENTS**

Working Capital		DNR Fund	
Prior Year Audited Expenditures	\$ 10,029,819	Fixed Asset Balance 12/31/15	\$ 20,006,001
- Depreciation	(3,248,192)	10% Requirement	<u>2,000,600</u>
+ Transfer to General Fund	117,450		
Net Prior Year Cash Expenditures	<u>\$ 6,899,077</u>	DNR Fund Balance 12/31/15	\$ 3,556,699
25 % Working Capital Reserve Requirement	<u>\$ 1,724,769</u>	DNR Funded CIP projects	<u>(160,000)</u>
		DNR Fund Balance 12/31/16	<u>\$ 3,396,699</u>

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY  
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2016 Budget	2016 Projected	2017 Budget	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<b>Revenues</b>							
Charges for Services	\$ 9,680,000	\$ 9,655,000	\$ 9,658,000	\$ 9,682,145	\$ 9,706,350	\$ 10,676,985	\$ 10,703,678
Miscellaneous	821,300	1,771,300	1,569,300	1,571,262	1,573,226	1,575,192	1,577,161
Total Revenues	<u>10,501,300</u>	<u>11,426,300</u>	<u>11,227,300</u>	<u>11,253,407</u>	<u>11,279,576</u>	<u>12,252,178</u>	<u>12,280,839</u>
<b>Expenses</b>							
Operating Expenses	6,613,482	6,627,522	7,152,346	7,196,966	7,412,875	7,635,262	7,864,319
Depreciation	3,385,000	3,360,000	3,395,000	3,530,000	3,665,000	3,800,000	3,935,000
Total Expenses	<u>9,998,482</u>	<u>9,987,522</u>	<u>10,547,346</u>	<u>10,726,966</u>	<u>11,077,875</u>	<u>11,435,262</u>	<u>11,799,319</u>
Operating Income	502,818	1,438,778	679,954	526,440	201,701	816,916	481,520
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	370,000	370,000	370,000	250,000	225,000	200,000	150,000
Interest Expense	(583,535)	(583,535)	(554,013)	(522,325)	(488,869)	(581,444)	(795,227)
Premium on Debt Issue	18,773	18,773	18,053	17,256	16,399	15,431	14,321
Debt Issue Costs	-	-	-	-	-	(75,000)	(75,000)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	<u>(194,762)</u>	<u>(194,762)</u>	<u>(165,960)</u>	<u>(255,069)</u>	<u>(247,470)</u>	<u>(441,013)</u>	<u>(705,906)</u>
Net Income Before Transfers	308,056	1,244,016	513,994	271,372	(45,770)	375,903	(224,386)
<b>Contributions and Transfers In (Out)</b>							
Capital Contributions	50,894	50,894	-	-	-	-	-
Trans Out - Internal Service General Fund	(25,000) (117,450)	- (117,450)	- (117,450)	- (117,450)	(25,000) (117,450)	- (117,450)	- (117,450)
Change in Net Assets	216,500	1,177,460	396,544	153,922	(188,220)	258,453	(341,836)
Total Net Assets - Beginning	<u>94,399,001</u>	<u>94,399,001</u>	<u>95,576,461</u>	<u>95,973,005</u>	<u>96,126,927</u>	<u>95,938,707</u>	<u>96,197,160</u>
Total Net Assets - Ending	<u>\$94,615,501</u>	<u>\$95,576,461</u>	<u>\$95,973,005</u>	<u>\$ 96,126,927</u>	<u>\$ 95,938,707</u>	<u>\$ 96,197,160</u>	<u>\$ 95,855,324</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	12,757,871	14,286,174	9,971,414	8,135,342	4,408,785	5,491,726	
+ Change in Net Assets	1,177,460	396,544	153,922	(188,220)	258,453	(341,836)	
+ Depreciation	3,360,000	3,395,000	3,530,000	3,665,000	3,800,000	3,935,000	
+ Long Term Debt	-	-	-	-	6,200,000	3,550,000	
- Contributed Capital	-	-	-	-	-	-	
- Fixed Assets	(2,179,157)	(7,406,304)	(4,629,994)	(6,283,337)	(8,220,512)	(4,718,885)	
- Principal Repayment	(830,000)	(860,000)	(890,000)	(920,000)	(955,000)	(1,350,000)	
+ Fixed Assets funded by DNR Rplcmnt Fund	-	160,000	-	-	-	-	
Working Cash - End of Year	<u>\$14,286,174</u>	<u>\$ 9,971,414</u>	<u>\$ 8,135,342</u>	<u>\$ 4,408,785</u>	<u>\$ 5,491,726</u>	<u>\$ 6,566,005</u>	
25% Working Capital Reserve (prior year's audited expenses)		1,832,127	1,955,952	1,959,185	2,004,799	2,083,539	
Coverage Ratio		3.63	3.07	2.98	2.81	3.15	2.15

**ASSUMPTIONS:**

Borrow 75% of capital expenditures as detailed in plan for years 2020 and 2021.  
Interest rate at 4%; twenty year term for borrowings starting in 2020  
Projected rate increase 1/4% for additional customer base each year.  
Operating expenses to increase 3.0% per year after 2018  
Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

**RESULTS:**

Rates and borrowing needs should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. A 10% rate increase is projected for 1/1/2020 to provided needed cash flow needed and to cover operating expense. The current rates were effective 7/1/2011.

**CITY OF APPLETON 2017 BUDGET  
WASTEWATER UTILITY  
LONG TERM DEBT - REVENUE BONDS**

	2006		2007		2008	
	Refunding Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2017	160,000	92,225	110,000	72,340	200,000	126,919
2018	175,000	84,575	115,000	67,427	200,000	118,919
2019	175,000	76,700	120,000	62,250	215,000	110,519
2020	185,000	68,525	125,000	56,333	220,000	101,786
2021	195,000	59,250	135,000	49,750	230,000	92,336
2022	200,000	49,333	140,000	42,833	240,000	81,638
2023	215,000	38,833	145,000	35,667	255,000	70,013
2024	225,000	27,750	155,000	28,083	265,000	57,845
2025	235,000	16,167	160,000	20,167	275,000	45,213
2026	245,000	4,083	170,000	11,833	290,000	32,250
2027	-	-	180,000	3,000	305,000	18,750
2028	-	-	-	-	315,000	4,725
	<u>\$ 2,010,000</u>	<u>\$ 517,441</u>	<u>\$ 1,555,000</u>	<u>\$ 449,683</u>	<u>\$ 3,010,000</u>	<u>\$ 860,913</u>

	2010		2011		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2017	230,000	144,079	160,000	118,450	860,000	554,013	1,414,013
2018	235,000	137,854	165,000	113,550	890,000	522,325	1,412,325
2019	245,000	130,800	165,000	108,600	920,000	488,869	1,408,869
2020	250,000	123,350	175,000	102,283	955,000	452,277	1,407,277
2021	260,000	114,783	180,000	95,150	1,000,000	411,269	1,411,269
2022	270,000	105,450	190,000	87,683	1,040,000	366,937	1,406,937
2023	280,000	95,300	195,000	79,950	1,090,000	319,763	1,409,763
2024	290,000	84,067	205,000	71,883	1,140,000	269,628	1,409,628
2025	300,000	72,200	210,000	63,550	1,180,000	217,297	1,397,297
2026	315,000	59,800	220,000	54,883	1,240,000	162,849	1,402,849
2027	325,000	46,933	230,000	45,817	1,040,000	114,500	1,154,500
2028	340,000	33,533	240,000	36,350	895,000	74,608	969,608
2029	355,000	19,533	250,000	26,483	605,000	46,016	651,016
2030	370,000	4,933	260,000	16,217	630,000	21,150	651,150
2031	-	-	300,000	4,250	300,000	4,250	304,250
	<u>\$ 4,065,000</u>	<u>\$ 1,172,615</u>	<u>\$ 3,145,000</u>	<u>\$ 1,025,099</u>	<u>\$ 13,785,000</u>	<u>\$ 4,025,751</u>	<u>\$ 17,810,751</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds will not be issued in 2017.

**CITY OF APPLETON 2017 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 2017 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 2016 EVENTS

Updated the following ordinances per new Wisconsin Department of Natural Resources (WDNR) standards: Post-Construction Stormwater Management, Erosion and Sediment Control, Public Participation

Updated the following City Stormwater Plans per new WDNR standards: Public Education and Outreach and Pollution Prevention

Continued enhanced post-project maintenance of the Red Oak Ravine stream rehabilitation project per agreement with Town of Menasha

Completed final engineering, permitting and received bids for Northland Pond in West Wisconsin drainage study area

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

Completed annual inspections of the Appleton East High School underground storage project

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

Continued implementing the selected alternatives of detailed drainage studies as streets come up for reconstruction, to reduce flooding and to take advantage of opportunities to implement water quality practices

Continued to implement the on-going Field Screening Program for the illicit discharge requirements of the City's NR216 Permit

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

Took over maintenance of 8 stormwater ponds and bio-filters on AASD property

Currently maintaining a total inventory of 40 wet ponds, 8 dry ponds, 4 bio-filters, and several miles of engineered channels

Completed re-routing the WWTP storm sewer to address DNR requirements

Updated the City Stormwater Utility Credit Policy

Continued working toward compliance with the new WDNR NR216 Water Quality Permit / Fox River TMDL

Continued to coordinate with WisDOT on 441/Oneida Street project to facilitate possible future expansion of the Valley Road detention basin to improve flood reduction and runoff quality

Completed final design and opened bids for Arbutus Park storm sewer lift station rehabilitation

Completed agriculture impact notice and land appraisal for proposed Leona Pond

Completed preliminary (30%) engineering for Spartan Drive storm sewers, stormwater management practices and stream crossings

Assisted Community Development with permitting issues, delineated wetlands and other stormwater planning issues

Submitted DNR flood control grant application for Northland Pond



## CITY OF APPLETON 2017 BUDGET STORMWATER

### MAJOR 2017 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 seventh 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 2 of West Wisconsin Avenue Area Drainage Study (Northland Pond) to help reduce flooding in the drainage area

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

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

Continue to address flooding concerns by refining and implementing recommendations from completed drainage studies throughout the City, including construction of two upsized outfall pipes near Lutz Drive at the Fox River

Continue working with WisDOT to find joint stormwater solutions on STH 441 Project

Construct the Cotter Street Pond project

Acquire land, complete 90% plans and complete permit applications for Leona Street Pond Project

Construct CTH JJ/Lightning Drive joint stormwater pond project with Outagamie County

Complete final design and permitting of Spartan Drive storm sewer, stormwater practices and stream crossings

Bid Ballard Road storm sewer reconstruction from Wisconsin Avenue to Fox River for flood reduction

Rehabilitate Arbutus Park Lift Station

Update GIS measurements for all commercial properties for utility billing

Develop a StormWater Pollution Prevention Program (SWPPP) for the Mackville Quarry site

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 10,963,927	\$ 10,458,031	\$ 9,810,743	\$ 9,810,743	\$ 10,270,565	4.69%
<b>Program Expenses</b>							
5210	Administration	5,076,105	5,193,082	5,486,678	5,611,352	5,555,798	1.26%
5220	Facility Maintenance	1,172,609	1,334,602	1,487,599	1,491,987	1,467,360	-1.36%
5225	Leaf Collection	450,096	427,209	425,231	427,748	424,575	-0.15%
5230	Capital Construction	503,177	571,398	4,330,165	5,074,634	12,441,669	187.33%
<b>TOTAL</b>		\$ 7,201,987	\$ 7,526,291	\$ 11,729,673	\$ 12,605,721	\$ 19,889,402	69.56%
<b>Expenses Comprised Of:</b>							
	Personnel	1,304,242	1,382,857	1,702,747	1,712,398	1,697,932	-0.28%
	Administrative Expense	4,314,992	4,508,102	4,686,386	4,686,386	4,717,472	0.66%
	Supplies & Materials	69,847	80,676	97,315	97,315	103,015	5.86%
	Purchased Services	1,102,616	882,601	1,261,219	1,503,760	1,128,640	-10.51%
	Utilities	3,708	4,855	4,406	4,406	6,100	38.45%
	Repair & Maintenance	426,382	458,156	492,680	492,680	488,831	-0.78%
	Capital Expenditures	(19,800)	209,044	3,484,920	4,108,776	11,747,412	237.09%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	19.67	19.67	19.67	19.67	19.67	

\* % change from prior year adopted budget

# CITY OF APPLETON 2017 BUDGET

## STORMWATER

**Administration**

**Business Unit 5210**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

- Continue to educate the community on stormwater issues and assessment billing policies
- Insure that all construction and repair of our facilities is in compliance with the Department of Natural Resources regulations
- Continue to research other funding sources for stormwater programs and submit requests when applicable
- Develop short and long range plans that meet regulations and provide for the stormwater needs of the community and the watershed
- Continue to train employees on stormwater regulations
- Show continual progress toward meeting TMDL water quality standards

**Major changes in Revenue, Expenditures, or Programs:**

TMDL stormwater regulations were adopted by Wisconsin DNR in 2012. These regulations add to pre-existing NR151 requirements and create additional compliance standards for the City's stormwater program beginning in 2014. The 2014 Citywide SWMP update calls for achieving continuous progress toward meeting water quality standards, rather than identifying a planned date for achieving compliance. Planning is geared toward continuing to meet current NR151 requirements, showing continual progress toward meeting TMDL standard, and achieving flooding reductions, while using cost effective solutions to minimize utility rate increases.

Drainage studies have been completed for all major drainage areas in the City. Flood report analysis funds will be used to develop details and answer questions related to existing internal flood reports and to help refine and clarify existing study areas.

Salary expense has been increased as DPW Engineering Techs will be used to update measurements for commercial accounts in the stormwater utility billing database using latest GIS and aerial photography. This will be done to re-evaluate impervious cover for commercial properties.

Consulting expense reflects costs for aerial photos that are purchased every other year.

Erosion Control revenue reflects the addition of assessing a \$40 Residential Erosion Control fee to be consistent with our neighboring communities.

### PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
<b>Client Benefits/Impacts</b>					
Economic development					
Drainage Studies/Plans completed or updated	4	0	0	1***	1****
<b>Strategic Outcomes</b>					
Alternative sources of revenue					
# of grants applied for	0	0	1*	1*	0
Value of grant dollars awarded or applied for future reimbursement	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -
Safe, reliable future level of service					
Acre feet of storage identified for future use	0.0	0.0	2**	2**	0.0
# of DNR non-compliance notices received	0	0	0	0	0
<b>Work Process Outputs</b>					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	15	49	25	25	25

\* Northland Pond

\*\*\*Cotter St Study

\*\* Cotter St Pond

\*\*\*\*Mackville Quarry SWPPP

**CITY OF APPLETON 2017 BUDGET  
STORMWATER**

**Administration**

**Business Unit 5210**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4418 Plan Review Permit	\$ 15,911	\$ 37,079	\$ 20,000	\$ 20,000	\$ 30,000
4420 Erosion Control	2,400	6,750	3,500	3,500	7,000
4710 Interest on Investments	293,795	114,739	150,000	150,000	200,000
4730 Interest - Deferred Special	5,592	3,202	-	-	-
4880 Stormwater Revenue	9,004,066	9,123,964	9,233,815	9,233,815	9,361,845
5021 Capital Contributions	1,483,674	509,100	251,460	251,460	461,966
5035 Other Reimbursements	7,392	3,346	-	-	-
5071 Customer Penalty	37,573	35,053	37,000	37,000	37,000
5086 Premium on Debt Issue	113,149	123,563	114,968	114,968	172,754
5925 Transfer in - Wastewater	-	500,000	-	-	-
<b>Total Revenue</b>	<b>\$ 10,963,552</b>	<b>\$ 10,456,796</b>	<b>\$ 9,810,743</b>	<b>\$ 9,810,743</b>	<b>\$ 10,270,565</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 401,316	\$ 389,683	\$ 400,480	\$ 402,290	\$ 438,007
6104 Call Time	530	420	700	700	700
6105 Overtime	543	1,475	1,000	1,000	1,000
6108 Part-Time	1,935	918	908	908	484
6150 Fringes	132,648	119,028	129,452	129,452	150,201
6201 Training/Conferences	1,628	7,596	6,300	6,300	7,500
6206 Parking Permits	636	645	636	636	720
6301 Office Supplies	246	296	200	200	250
6303 Memberships & Licenses	12,450	16,654	13,810	13,810	15,010
6304 Postage/Freight	17,971	20,566	21,300	21,300	22,000
6305 Awards & Recognition	665	665	665	665	665
6309 Shop Supplies & Tools	110	132	-	-	-
6315 Books & Library Materials	95	-	100	100	100
6320 Printing & Reproduction	2,454	3,326	3,200	3,200	3,300
6321 Clothing	37	141	55	55	55
6323 Safety Supplies	40	109	-	-	100
6327 Miscellaneous Equipment	100	1,536	1,700	1,700	2,200
6401 Accounting/Audit	9,382	9,808	9,702	9,702	9,900
6402 Legal Fees	180	240	250	250	400
6403 Bank Services	15,886	16,720	16,500	16,500	18,120
6404 Consulting Services	109,529	139,453	201,800	324,664	231,800
6412 Advertising	34	3,361	-	-	-
6413 Utilities	1,197	885	1,508	1,508	1,104
6424 Software Support	12,743	9,746	20,600	20,600	15,005
6425 CEA Equip. Rental	7,596	8,035	10,600	10,600	10,600
6430 Health Services	19	-	-	-	-
6501 Insurance	30,830	33,534	39,930	39,930	47,000
6599 Other Contracts/Obligations	119,949	35,325	56,947	56,947	10,460
6601 Depreciation Expense	2,401,345	2,513,011	2,605,000	2,605,000	2,750,000
6623 Uncollectable Accounts	1,392	1,651	3,000	3,000	2,000
6720 Interest Payments	1,677,185	1,656,572	1,764,815	1,764,815	1,643,217
6730 Debt Issuance Costs	59,450	127,924	100,000	100,000	100,000
6751 Gain/Loss on refund Amort	43,484	41,127	38,020	38,020	61,400
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
7914 Transfer out - Capital Projects	-	20,000	25,000	25,000	-
<b>Total Expense</b>	<b>\$ 5,076,105</b>	<b>\$ 5,193,082</b>	<b>\$ 5,486,678</b>	<b>\$ 5,611,352</b>	<b>\$ 5,555,798</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

<b><u>Software Support</u></b>		<b><u>Consulting Services</u></b>	
Permittracker - NR216	\$ 3,000	Stormwater management	
XP-SWMM	2,530	plan reviews	\$ 75,000
Permittracker - Erosion	7,000	Flooding concerns	
IRTH Solutions	700	area study	50,000
Data storage & support GPS units	1,475	Aerial photos	25,000
Eagle Point	300	NR216 permitting	33,000
	<u>\$ 15,005</u>	Wetland studies	11,000
<b><u>Other Contracts/Obligations</u></b>		SWPPP Mackville Quarry	5,000
Special assessments - Ashford Ct		Water quality modeling-NR151	32,800
Pond - sidewalk & concrete paving	\$ 2,460		<u>\$ 231,800</u>
Digger's Hotline fees	5,500	<b><u>Memberships &amp; Licenses</u></b>	
Fox Wolf Watershed Sponsorship	2,500	IECA Membership	\$ 250
	<u>\$ 10,460</u>	NR216 Annual Fee	8,000
<b><u>Postage &amp; Freight</u></b>		NEWSC Dues	3,300
City Service Invoice postage	\$ 20,700	MEG Membership	2,000
City Service Invoice folding/inserting	1,300	League of Municipalities SW	600
	<u>\$ 22,000</u>	Misc Dues	860
			<u>\$ 15,010</u>

**CITY OF APPLETON 2017 BUDGET  
STORMWATER**

**Facility Maintenance**

**Business Unit 5220**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Continue to have a proactive maintenance program to identify major repair areas
- Reduce the number of failures and insure the system is operating properly
- Encourage good housekeeping practices on private developments, which will reduce the City's maintenance cost and improve water quality
- Reduce the response time per facility through an effective maintenance program
- Implement adaptive management plans for stormwater facilities to improve management techniques and response times for facilities maintenance

**Major changes in Revenue, Expenditures, or Programs:**

Increase in miscellaneous equipment is to replace the headsets for the storm/sewer crew for better communication when working distances apart.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Benefit of inspection program					
# of spot repairs identified from TV reports	38	5	18	18	20
Compliance with regulation					
# of protruding taps identified	23	5	17	17	15
# of cross connections identified	0	0	0	0	0
<b>Strategic Outcomes</b>					
Effectiveness of maintenance program					
# of trouble calls	0	19	20	20	20
% of total system televised	8%	10%	9%	9%	9%
<b>Work Process Outputs</b>					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	3,920	5,565	3,800	3,800	4,000
% of total storm sewer system cleaned	9.2%	11.3%	13.0%	13.0%	13.0%
Safeguarding health and safety					
# of protruding taps removed	17	23	15	15	13
# of spot repairs made	19	37	16	16	18

## CITY OF APPLETON 2017 BUDGET STORMWATER

**Facility Maintenance**

**Business Unit 5220**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4801 Charges for Serv.- Nontax	\$ 375	\$ 1,235	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 375</b>	<b>\$ 1,235</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 350,816	\$ 420,494	\$ 467,191	\$ 471,579	\$ 450,613
6104 Call Time	1,276	2,260	1,450	1,450	1,600
6105 Overtime	9,461	10,925	7,500	7,500	9,300
6108 Part-Time	3,910	5,604	11,700	11,700	11,700
6150 Fringes	143,335	160,276	172,794	172,794	170,904
6201 Training/Conferences	-	150	-	-	-
6308 Landscape Supplies	55	2,997	3,860	3,860	3,860
6309 Shop Supplies & Tools	4,635	2,856	2,200	2,200	2,950
6316 Miscellaneous Supplies	1	147	-	-	-
6323 Safety Supplies	-	521	-	-	-
6325 Construction Materials	50,426	61,305	78,000	78,000	78,000
6327 Miscellaneous Equipment	8,092	6,774	8,200	8,200	12,450
6404 Consulting Services	190,440	229,351	258,960	258,960	262,960
6408 Contractor Fees	92,541	97,993	109,130	109,130	100,000
6413 Utilities	2,219	3,913	2,633	2,633	3,496
6415 Tipping Fees	41,217	50,307	52,700	52,700	50,000
6418 Equipment Repairs & Maint	53	-	-	-	-
6420 Facilities Charges	2,635	2,339	3,541	3,541	2,406
6424 Software Support	151	-	500	500	500
6425 CEA Equip. Rental	215,056	229,288	250,030	250,030	249,411
6454 Grounds Repair & Maint.	1,080	782	2,000	2,000	2,000
6503 Rent	55,210	55,210	55,210	55,210	55,210
6899 Other Capital Outlay	-	(8,890)	-	-	-
<b>Total Expense</b>	<b>\$ 1,172,609</b>	<b>\$ 1,334,602</b>	<b>\$ 1,487,599</b>	<b>\$ 1,491,987</b>	<b>\$ 1,467,360</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

**Construction Materials**

Castings	\$ 32,500
Concrete	21,000
Gravel	8,000
Piping	2,000
Clear Stone	2,000
Other materials	12,500
	<u>\$ 78,000</u>

**Tipping Fees**

Disposal costs of cleaning: \$35 per ton	
Streets - 1,142 tons	\$ 39,970
Storm sewers - 280 tons	9,800
Concrete	230
	<u>\$ 50,000</u>

**Consulting Services**

Ecology services for prairie & wetlands	\$ 115,460
Appleton East Stormtrap Inspections	20,000
Stormsewer TV & cleaning	97,500
Ecology services for ditches & ravines	30,000
	<u>\$ 262,960</u>

**Rent**

Land for detention ponds:	
Appleton Memorial Park (@ \$2,800 / acre)	
AMP North, 7.28 acres	\$ 20,400
AMP South, 7 acres	19,600
Reid Golf Course Pond (per agreement)	
7.2 acres	15,210
	<u>\$ 55,210</u>

**Contractor Fees**

Surface restoration	\$ 25,000
Protruding tap	20,000
Spot repairs	31,000
Animal control	8,000
Shoreline restoration - Meadowview	5,500
Emergency Repairs	6,000
Non-native mowing	4,500
	<u>\$ 100,000</u>

# CITY OF APPLETON 2017 BUDGET

## STORMWATER

**Leaf Collection**

**Business Unit 5225**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

- Continually search for ways to improve communication with the public on leaf collection schedules
- Research and evaluate alternative methods of leaf collection and long term disposal
- Adjust leaf collection routes to avoid picking up leaves on the same day as collecting refuse
- Minimize secondary hauling costs of leaves, transporting to Outagamie County 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 2017. The cost per cubic yard collected is based more on the condition of leaves collected than the number of cycles (wet soggy vs. dry fluffy).  
No contractor fees will be needed as there are no plans on spreading leaves on farm fields in 2017.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Service provided					
Number of collection cycles	3	5	3	3	3
<b>Strategic Outcomes</b>					
Cost effective service provided					
Cost/cubic yard collected	\$ 9.82	\$ 11.00	\$ 10.75	\$ 11.75	\$ 11.75
<b>Work Process Outputs</b>					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	33,160	37,100	35,000	35,000	35,000

**CITY OF APPLETON 2017 BUDGET  
STORMWATER**

**Leaf Collection**

**Business Unit 5225**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 144,048	\$ 145,131	\$ 170,677	\$ 173,194	\$ 170,564
6104 Call Time	90	86	100	100	100
6105 Overtime	7,371	12,078	5,800	5,800	7,500
6108 Part-Time	-	112	-	-	-
6150 Fringes	61,139	55,390	46,470	46,470	46,992
6404 Consulting Services	16,988	-	-	-	-
6408 Contractor Fees	3,886	6,962	8,000	8,000	-
6413 Utilities	3	57	265	265	1,500
6415 Tipping Fees	30,256	-	-	-	-
6425 CEA Equip. Rental	186,315	207,393	193,919	193,919	197,919
Total Expense	<u>\$ 450,096</u>	<u>\$ 427,209</u>	<u>\$ 425,231</u>	<u>\$ 427,748</u>	<u>\$ 424,575</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2017 BUDGET

## STORMWATER

**Capital Construction**

**Business Unit 5230**

### PROGRAM MISSION

Design, build, and replace stormwater facilities for the current users to insure compliance with established regulations, to protect surrounding infrastructure and the environment, to increase the acres of land available for development and to prevent major system failures.

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

- Continue to inform property owners of future construction in a timely manner
- Design projects to meet regulations and provide cost effective solutions for the community and the watershed
- Monitor projects to insure compliance with deadlines, specifications, and regulations
- Comply with the NR216 Stormwater permit requirements
- Continue implementing the Citywide stormwater management plan and regional flood studies selected alternatives

**Major changes in Revenue, Expenditures, or Programs:**

- Included funds for purchase of land for proposed Leona Street stormwater pond, to help meet flood reduction and water quality goals (construction planned for 2019)
- Included funds for constructing proposed Cotter Street stormwater pond, to help meet flood reduction goals
- Included funds for constructing proposed Northland Avenue stormwater pond and CTH JJ/Lightning Drive stormwater pond, to help meet flood reduction and water quality goals
- Please see the Stormwater 5-year capital improvement plan on page 582 for further details.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	84	99	100	100	100
Outstanding	113	95	110	110	110
<b>Strategic Outcomes</b>					
Improvements to the stormwater system					
Total miles of storm sewer in City	282	292	287	287	288
% of total miles reconstructed	0.01%	0.29%	1.07%	1.07%	1.52%
Acres of new land available	0	0	0	0	0
Integrity and growth of the system					
Acres of storage developed	14.1	3.5	0.0	0.0	26.7
<b>Work Process Outputs</b>					
Restoration of storm sewers					
Miles of storm sewer reconstructed	0.35	0.85	2.98	2.98	4.38
Expansion of storm sewer system					
Miles of new storm sewer added	0.21	0.34	0.16	0.16	1.08

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



**CITY OF APPLETON 2017 BUDGET  
STORMWATER**

**Capital Construction**

**Business Unit 5230**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 34,755	\$ 41,428	\$ 200,221	\$ 201,157	\$ 162,265
6104 Call Time	282	-	-	-	-
6105 Overtime	4,474	4,147	6,510	6,510	6,777
6108 Part-Time	276	1,554	1,361	1,361	2,073
6150 Fringes	6,038	11,849	78,433	78,433	67,152
6308 Landscape Supplies	1,906	663	-	-	-
6325 Construction Materials	977	170	-	-	-
6328 Signs	920	-	-	-	-
6404 Consulting Services	467,499	291,929	547,730	667,407	445,000
6407 Collection Services	8	-	-	-	-
6408 Contractor Fees	-	180	-	-	-
6413 Utilities	288	-	-	-	-
6420 Facilities Charges	753	-	-	-	-
6425 CEA Equip. Rental	-	-	10,990	10,990	10,990
6599 Other Contracts / Obligations	4,801	1,543	-	-	-
6801 Land	832,630	216,917	634,800	649,800	526,000
6809 Infrastructure Construction	6,531,208	3,799,953	2,850,120	3,458,976	11,221,412
6899 Other Capital Outlay	(7,383,638)	(3,798,935)	-	-	-
Total Expense	\$ 503,177	\$ 571,398	\$ 4,330,165	\$ 5,074,634	\$ 12,441,669

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

2017	To	From	To	Storm-water Utility
Labor Pool				238,267
CEA				10,990
Consulting Services	Construction Services			150,000
	Grant Applications			10,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			25,000
	Spartan Drive BMP 1-7, Box 1-2, Final Design/Permitting			250,000
	<b>Subtotal</b>			<b>445,000</b>
Land Acquisition	Ballard Road	Esmt - Wisconsin to Fox River		16,200
	Leona Street Pond			359,800
	Spartan Drive Ph 1 (BMP 1-5, Box 1)			150,000
	<b>Subtotal</b>			<b>526,000</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 Asphalt			121,920
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 Concrete			210,315
	441/WisDOT-Menash (cost share)			50,000
	Cotter Street Flood Reduction Project			300,000
	Erb Park Stormwater Cost Share			50,000
	Flood Reduction Projects			300,000
	Lightning Drive / CTH JJ Pond			270,680
	Native Landscaping			60,000
	Northland Pond			3,830,320
	Northside Development			250,000
	NR151 Water Quality Practices - Reconst			50,000
	<b>Subtotal</b>			<b>5,778,235</b>
New construction	Edgewood Dr (JJ)	Ballard Rd	Lightning Dr, 600' E	95,930
	Lightning Dr	Edgewood Dr (JJ)	Future r/w 600' N	95,930
	Linwood Ave	Wieland Dr	Pershing St	400,000
	<b>Subtotal</b>			<b>591,860</b>
Reconstruction	Ballard Rd	Wisconsin Ave	Fox River	750,000
	<b>Subtotal</b>			<b>750,000</b>
Reconstruction - (on streets to be paved in 2018)	Alley w/o Perkins St	Charles	Perkins St	-
	Calumet St	Oneida St	Jefferson St	308,450
	Catherine St	Washington St	North St	131,575
	Drew St	Glendale Ave	Pershing St	94,460
	Kamps Ave	Douglas St	Douglas St, (fire stn)	20,390
	Lincoln St	Olde Oneida St	Madison St	44,690
	Lynndale Dr	Everett St	Leonard St	27,000
	Marquette St	Division St	Oneida St	74,565
	Mary St	North St	Pacific St	38,950
	Olde Oneida St	Oneida St	E. South River St	271,430
	Oneida St	Hoover Ave	Skyline Bridge	2,435,744
	Oneida St	Midway Rd	Hoover Ave	371,788
	Reeve St	Linwood Ave	Badger Ave	64,165
	Sanders St	Seymour St	Verbrick St	85,250
	Summer St	Morrison St	Lawe St	44,410
	Weiland Ln	Linwood Ave	400' west	75,000
	Winnebago St	Linwood Ave	Badger Ave	13,450
	<b>Subtotal</b>			<b>4,101,317</b>
<b>Total</b>				<b>\$ 12,441,669</b>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
<b>REVENUES</b>							
Permits	18,311	43,829.19	26,735	23,500	23,500	34,500	37,000
Interest Income	299,387	117,941.05	230,225	150,000	150,000	150,000	200,000
Charges for Services	9,004,292	9,124,634.43	6,426,477	9,233,815	9,233,815	9,361,845	9,361,845
Intergov. Charges for Service	149	563.99	0	0	0	0	0
Other Revenues	1,641,787	1,171,062.60	256,090	403,428	403,428	601,668	671,720
<b>TOTAL REVENUES</b>	<b>10,963,926</b>	<b>10,458,031.26</b>	<b>6,939,527</b>	<b>9,810,743</b>	<b>9,810,743</b>	<b>10,148,013</b>	<b>10,270,565</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	106,907	110,319.39	79,904	133,541	135,351	139,596	139,596
Labor Pool Allocations	702,668	758,947.96	560,497	1,099,212	1,107,053	1,076,388	1,076,388
Call Time	2,178	2,764.72	1,241	2,250	2,250	2,400	2,400
Overtime	21,849	28,624.04	13,793	20,810	20,810	24,577	24,577
Temp. Full-Time	1,924	2,434.07	0	0	0	0	0
Part-Time	4,197	5,753.53	6,346	13,969	13,969	14,257	14,257
Other Compensation	4,510	23,148.76	2,900	4,135	4,135	3,775	3,775
Shift Differential	1,230	1,436.80	836	1,681	1,681	1,690	1,690
Sick Pay	9,094	6,137.79	1,436	0	0	0	0
Vacation Pay	106,525	96,746.30	64,861	0	0	0	0
Fringes	343,160	357,502.59	266,992	427,149	427,149	435,249	435,249
Pension Expense / Revenue	0	10,959.00-	0	0	0	0	0
<b>Salaries &amp; Fringe Benefits</b>	<b>1,304,242</b>	<b>1,382,856.95</b>	<b>998,806</b>	<b>1,702,747</b>	<b>1,712,398</b>	<b>1,697,932</b>	<b>1,697,932</b>
Training & Conferences	1,628	7,746.47	2,175	6,300	6,300	7,500	7,500
Parking Permits	636	645.00	684	636	636	720	720
Office Supplies	246	295.71	117	200	200	250	250
Memberships & Licenses	12,450	16,654.00	13,100	13,810	13,810	15,010	15,010
Postage & Freight	17,971	20,565.82	9,837	21,300	21,300	21,300	22,000
Awards & Recognition	665	665.00	0	665	665	665	665
Insurance	30,830	33,534.04	29,952	39,930	39,930	45,000	47,000
Rent	55,210	55,210.00	55,210	55,210	55,210	55,210	55,210
Depreciation Expense	2,401,345	2,513,011.09	1,907,370	2,605,000	2,605,000	2,544,000	2,750,000
Uncollectible Accounts	1,392	1,651.43	849	3,000	3,000	2,000	2,000
Interest Payments	1,677,185	1,656,572.02	1,268,109	1,764,815	1,764,815	1,692,000	1,643,217
Debt Issuance Costs	59,450	127,924.31	0	100,000	100,000	100,000	100,000
Gain/Loss on Refund Amort.	43,484	41,127.02	36,414	38,020	38,020	48,600	61,400
Trans Out - General Fund	12,500	12,500.04	9,375	12,500	12,500	12,500	12,500
Trans Out - Capital Projects	0	20,000.00	0	25,000	25,000	0	0
<b>Administrative Expense</b>	<b>4,314,992</b>	<b>4,508,101.95</b>	<b>3,333,192</b>	<b>4,686,386</b>	<b>4,686,386</b>	<b>4,544,755</b>	<b>4,717,472</b>
Landscape Supplies	1,961	3,659.71	10,846	3,860	3,860	3,860	3,860
Shop Supplies & Tools	4,745	2,987.61	489	2,200	2,200	2,950	2,950
Books & Library Materials	95	.00	0	100	100	100	100
Miscellaneous Supplies	0	146.89	0	0	0	0	0
Printing & Reproduction	2,453	3,325.85	2,457	3,200	3,200	3,300	3,300
Clothing	37	140.86	104	55	55	55	55
Safety Supplies	41	629.99	271	0	0	100	100
Construction Materials	51,404	61,474.79	61,430	78,000	78,000	78,000	78,000
Miscellaneous Equipment	8,192	8,309.82	6,052	9,900	9,900	14,650	14,650
Signs	920	.00	0	0	0	0	0
<b>Supplies &amp; Materials</b>	<b>69,848</b>	<b>80,675.52</b>	<b>81,649</b>	<b>97,315</b>	<b>97,315</b>	<b>103,015</b>	<b>103,015</b>
Accounting/Audit	9,382	9,808.37	9,654	9,702	9,702	9,900	9,900
Legal Fees	180	240.00	270	250	250	400	400
Bank Services	15,886	16,719.58	11,224	16,500	16,500	18,120	18,120
Consulting Services	784,457	660,733.82	328,780	1,008,490	1,251,031	939,760	939,760
Collection Services	8	.00	0	0	0	0	0
Contractor Fees	96,428	107,924.25	10,561	116,630	116,630	100,000	100,000
Advertising	34	.00	0	0	0	0	0
Tipping Fees	71,473	50,307.33	16,417	52,700	52,700	50,000	50,000
Health Services	19	.00	0	0	0	0	0
Other Contracts/Obligations	124,750	36,868.01	312,651	56,947	56,947	10,460	10,460
<b>Purchased Services</b>	<b>1,102,617</b>	<b>882,601.36</b>	<b>689,557</b>	<b>1,261,219</b>	<b>1,503,760</b>	<b>1,128,640</b>	<b>1,128,640</b>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Electric	296	287.96	188	311	311	306	306
Water	2,011	3,682.60	1,231	2,587	2,587	4,690	4,690
Waste Disposal/Collection	13	.00	0	0	0	0	0
Stormwater	191	.00	0	0	0	0	0
Telephone	937	644.49	459	1,248	1,248	840	840
Cellular Telephone	260	240.12	160	260	260	264	264
Utilities	3,708	4,855.17	2,038	4,406	4,406	6,100	6,100
Equipment Repair & Maintenance	53	572.19	0	500	500	0	0
Facilities Charges	3,388	2,339.47	0	3,541	3,541	2,406	2,406
Software Support	12,895	9,746.20	8,999	21,100	21,100	15,505	15,505
CEA Equipment Rental	408,966	444,715.78	209,893	465,539	465,539	468,920	468,920
Grounds Repair & Maintenance	1,080	782.02	1,531	2,000	2,000	2,000	2,000
Repair & Maintenance	426,382	458,155.66	220,423	492,680	492,680	488,831	488,831
Land	832,630	216,916.89	0	634,800	649,800	526,000	526,000
Infrastructure Construction	6,531,208	3,799,952.68	1,738,648	2,850,120	3,458,976	11,221,412	11,221,412
Other Capital Outlay	7,383,638	3,807,825.50	0	0	0	0	0
Capital Expenditures	19,800	209,044.07	1,738,648	3,484,920	4,108,776	11,747,412	11,747,412
TOTAL EXPENSES	7,201,989	7,526,290.68	7,064,313	11,729,673	12,605,721	19,716,685	19,889,402

**CITY OF APPLETON 2017 BUDGET**  
**STORMWATER UTILITY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Charges for Services	\$ 9,004,066	\$ 9,123,964	\$ 9,233,815	\$ 9,344,919	\$ 9,361,845
Miscellaneous	63,651	83,464	60,500	60,500	74,000
Total Revenues	<u>9,067,717</u>	<u>9,207,428</u>	<u>9,294,315</u>	<u>9,405,419</u>	<u>9,435,845</u>
<b>Expenses</b>					
Operating Expenses	3,008,023	3,155,156	2,854,173	2,985,752	2,880,616
Depreciation	2,401,345	2,513,011	2,605,000	2,567,710	2,750,000
Total Expenses	<u>5,409,368</u>	<u>5,668,167</u>	<u>5,459,173</u>	<u>5,553,462</u>	<u>5,630,616</u>
Operating Income (Loss)	3,658,349	3,539,261	3,835,142	3,851,957	3,805,229
<b>Non-Operating Revenues (Expenses)</b>					
Interest Income	299,387	117,941	150,000	225,000	200,000
Interest Expense	(1,677,185)	(1,656,573)	(1,764,815)	(1,660,182)	(1,643,217)
Gain/Loss on Refunding	(43,484)	(41,127)	(38,020)	(48,550)	(61,400)
Amortization of Premium on Debt Issue	113,149	123,563	114,968	176,209	172,754
Debt Expense	(59,450)	(127,924)	(100,000)	(125,000)	(100,000)
Other	-	-	-	-	-
Total Non-Operating	<u>(1,367,583)</u>	<u>(1,584,120)</u>	<u>(1,637,867)</u>	<u>(1,432,523)</u>	<u>(1,431,863)</u>
Income (Loss) Before Contributions and Transfers	2,290,766	1,955,141	2,197,275	2,419,434	2,373,366
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	1,483,674	509,100	251,460	251,460	461,966
Transfer In - Wastewater	-	500,000	-	-	-
Transfer Out - Capital Projects	-	-	(25,000)	-	-
Transfer Out - General Fund	(12,500)	(32,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	3,761,940	2,931,741	2,411,235	2,658,394	2,822,832
Total Net Assets - Beginning	<u>59,718,927</u>	<u>63,951,534</u> *	<u>66,883,275</u>	<u>66,883,275</u>	<u>69,541,669</u>
Total Net Assets - Ending	<u>\$ 63,480,867</u>	<u>\$ 66,883,275</u>	<u>\$ 69,294,510</u>	<u>\$ 69,541,669</u>	<u>\$ 72,364,501</u>

\* as restated

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	13,043,587	12,788,597
+ Change in Net Assets	2,658,394	2,822,832
+ Depreciation	2,567,710	2,750,000
+ Long Term Debt	15,610,000	5,000,000
- Contributed Capital	(251,460)	(461,966)
- Fixed Assets	(4,674,634)	(12,441,669)
- Principal Repayment	(16,165,000)	(2,730,000)
Working Cash - End of Year	<u>\$ 12,788,597</u>	<u>\$ 7,727,794</u>

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

**CITY OF APPLETON 2017 BUDGET  
STORMWATER UTILITY  
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2016 Budget	2016 Projected	2017 Budget	2018 Projected	2019 Projected	2020 Projected	2021 Projected
<b>Revenues</b>							
Charges for Services	\$ 9,233,815	\$ 9,344,919	\$ 9,361,845	\$ 9,408,654	\$ 10,212,153	\$ 10,263,214	\$ 10,314,530
Miscellaneous	60,500	60,500	74,000	55,000	55,000	57,000	57,000
Total Revenues	<u>9,294,315</u>	<u>9,405,419</u>	<u>9,435,845</u>	<u>9,463,654</u>	<u>10,267,153</u>	<u>10,320,214</u>	<u>10,371,530</u>
<b>Expenses</b>							
Operating Expenses	2,854,173	2,985,752	2,880,616	2,967,034	3,056,046	3,147,727	3,242,159
Depreciation	2,605,000	2,567,710	2,750,000	2,875,000	3,000,000	3,125,000	3,250,000
Total Expenses	<u>5,459,173</u>	<u>5,553,462</u>	<u>5,630,616</u>	<u>5,528,097</u>	<u>6,056,046</u>	<u>6,272,727</u>	<u>6,492,159</u>
Operating Income	3,835,142	3,851,957	3,805,229	3,935,557	4,211,108	4,047,487	3,879,371
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	150,000	225,000	200,000	200,000	200,000	200,000	200,000
Interest Expense	(1,764,815)	(1,660,182)	(1,643,217)	(1,844,321)	(1,935,534)	(1,989,023)	(2,026,865)
Gain/Loss on Refunding	(38,020)	(48,550)	(61,400)	(58,094)	(52,254)	(46,172)	(39,594)
Premium on Debt Issue	114,968	176,209	172,754	162,452	149,964	134,785	118,129
Debt Issue Expense	(100,000)	(125,000)	(100,000)	(125,000)	(125,000)	(125,000)	(125,000)
Other	-	-	-	-	-	-	-
Total Non-Operating	<u>(1,637,867)</u>	<u>(1,432,523)</u>	<u>(1,431,863)</u>	<u>(1,823,742)</u>	<u>(1,762,824)</u>	<u>(1,825,410)</u>	<u>(1,873,330)</u>
Net Income Before Transfers	2,197,275	2,419,434	2,373,366	2,111,815	2,448,284	2,222,077	2,006,041
<b>Contributions and Transfers In (Out)</b>							
Capital Contributions	251,460	251,460	461,966	15,800	15,800	16,500	16,000
Capital Projects	(25,000)	-	-	-	(25,000)	(70,000)	-
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	2,411,235	2,658,394	2,822,832	2,115,115	2,426,584	2,156,077	2,009,541
Total Net Assets - Beginning	<u>66,883,275</u>	<u>66,883,275</u>	<u>69,541,669</u>	<u>72,364,501</u>	<u>74,479,616</u>	<u>76,906,200</u>	<u>79,062,278</u>
Total Net Assets - Ending	<u>\$ 69,294,510</u>	<u>\$ 69,541,669</u>	<u>\$ 72,364,501</u>	<u>\$ 74,479,616</u>	<u>\$ 76,906,200</u>	<u>\$ 79,062,278</u>	<u>\$ 81,071,819</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	13,043,587	12,788,597	7,727,794	7,912,452	8,425,767	8,624,742
+ Change in Net Assets	2,658,394	2,822,832	2,115,115	2,426,584	2,156,077	2,009,541
+ Depreciation	2,567,710	2,750,000	2,875,000	3,000,000	3,125,000	3,250,000
+ Long Term Debt	15,610,000	5,000,000	4,200,000	3,750,000	3,585,000	4,100,000
- Contributed Capital	(251,460)	(461,966)	(15,800)	(15,800)	(16,500)	(16,000)
- Fixed Assets	(4,674,634)	(12,441,669)	(5,594,657)	(5,012,469)	(4,780,603)	(5,469,463)
- Principal Repayment	(16,165,000)	(2,730,000)	(3,395,000)	(3,635,000)	(3,870,000)	(4,015,000)
Working Cash - End of Year	<u>\$ 12,788,597</u>	<u>\$ 7,727,794</u>	<u>\$ 7,912,452</u>	<u>\$ 8,425,767</u>	<u>\$ 8,624,742</u>	<u>\$ 8,483,820</u>
25% Working Capital Reserve (prior year's audited expenses)		1,164,609	1,134,083	1,205,964	1,257,270	1,304,812
Coverage Ratio	1.42	1.49	1.32	1.36	1.28	1.26

**ASSUMPTIONS:**

Borrow approximately 75% of capital expenditures as detailed for capital improvements in years 2017-2021

Interest rate at 4% for future debt issues

ERU's to increase at a rate of 1/2% per year after 2017

Operating expenses to increase 3.0% per year after 2017

Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

**RESULTS:**

Rate increased 24% effective July 1, 2013 to \$155 per ERU replacing the rate of \$125 per ERU that has been in effect since July 1, 2010. The rate increase that was planned for July 1, 2016 as part of the plan presented to Council on June 15, 2011 was not needed. The next rate increase is planned at 8% on January 1, 2019. Rates will be monitored on an annual basis for adjustment based on actual results or changes in circumstances.

**CITY OF APPLETON 2017 BUDGET  
STORMWATER UTILITY  
LONG TERM DEBT**

Year	2007		2008		2009		2010	
	Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	240,000	2,550	270,000	13,700	315,000	31,357	1,030,000	320,890
2018	-	-	275,000	2,750	355,000	17,950	1,050,000	289,540
2019	-	-	-	-	360,000	3,600	1,100,000	248,665
2020	-	-	-	-	-	-	1,145,000	203,315
2021	-	-	-	-	-	-	1,190,000	156,165
2022	-	-	-	-	-	-	880,000	117,865
2023	-	-	-	-	-	-	740,000	92,415
2024	-	-	-	-	-	-	495,000	75,728
2025	-	-	-	-	-	-	255,000	66,086
2026	-	-	-	-	-	-	260,000	58,065
2027	-	-	-	-	-	-	270,000	49,773
2028	-	-	-	-	-	-	280,000	41,170
2029	-	-	-	-	-	-	285,000	32,053
2030	-	-	-	-	-	-	295,000	22,547
2031	-	-	-	-	-	-	305,000	12,716
2032	-	-	-	-	-	-	315,000	2,559
	<u>\$ 240,000</u>	<u>\$ 2,550</u>	<u>\$ 545,000</u>	<u>\$ 16,450</u>	<u>\$ 1,030,000</u>	<u>\$ 52,907</u>	<u>\$ 9,895,000</u>	<u>\$ 1,789,552</u>

Year	2013		2014		2015		2015	
	Revenue Bonds		Revenue Bonds		Revenue Bonds		Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	255,000	232,756	140,000	114,050	160,000	146,300	210,000	174,800
2018	265,000	224,881	140,000	111,250	160,000	143,100	455,000	166,925
2019	270,000	216,819	145,000	108,375	165,000	139,825	470,000	157,600
2020	280,000	208,494	150,000	104,275	170,000	135,175	480,000	144,450
2021	290,000	197,694	155,000	99,663	175,000	129,963	495,000	129,713
2022	300,000	185,794	160,000	94,900	180,000	123,250	510,000	110,700
2023	315,000	173,344	160,000	90,100	185,000	115,900	545,000	89,250
2024	325,000	160,444	170,000	85,075	195,000	108,200	550,000	67,300
2025	340,000	146,994	175,000	78,550	200,000	100,250	580,000	44,400
2026	355,000	132,944	180,000	71,400	210,000	91,950	600,000	20,600
2027	370,000	118,294	190,000	63,900	220,000	83,250	365,000	3,650
2028	385,000	101,961	195,000	56,150	230,000	74,150	-	-
2029	400,000	84,625	205,000	48,050	235,000	64,800	-	-
2030	420,000	66,469	210,000	39,700	245,000	55,100	-	-
2031	435,000	47,194	220,000	31,000	255,000	45,000	-	-
2032	460,000	26,775	230,000	21,900	265,000	34,500	-	-
2033	480,000	5,400	240,000	12,400	280,000	7,963	-	-
2034	-	-	250,000	2,500	290,000	5,163	-	-
2035	-	-	-	-	300,000	2,625	-	-
	<u>\$ 5,945,000</u>	<u>\$ 2,330,882</u>	<u>\$ 3,315,000</u>	<u>\$ 1,233,238</u>	<u>\$ 4,120,000</u>	<u>\$ 1,606,464</u>	<u>\$ 5,260,000</u>	<u>\$ 1,109,388</u>

Year	2016		2016		TOTAL		
	Revenue Bonds		Refunding Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest			
2017	110,000	103,361	-	453,453	2,730,000	1,593,217	4,323,217
2018	110,000	101,600	435,000	448,825	3,245,000	1,506,821	4,751,821
2019	115,000	99,325	730,000	435,700	3,355,000	1,409,909	4,764,909
2020	115,000	96,163	1,115,000	406,963	3,455,000	1,298,835	4,753,835
2021	120,000	91,700	1,010,000	368,300	3,435,000	1,173,198	4,608,198
2022	125,000	86,750	1,050,000	326,700	3,205,000	1,045,959	4,250,959
2023	130,000	81,600	1,100,000	283,200	3,175,000	925,809	4,100,809
2024	135,000	76,250	1,140,000	238,000	3,010,000	810,997	3,820,997
2025	140,000	71,750	1,180,000	200,050	2,870,000	708,080	3,578,080
2026	145,000	66,350	1,220,000	154,600	2,970,000	595,909	3,565,909
2027	155,000	60,250	1,275,000	104,150	2,845,000	483,267	3,328,267
2028	160,000	53,900	1,325,000	51,650	2,575,000	378,981	2,953,981
2029	165,000	47,350	960,000	9,600	2,250,000	286,478	2,536,478
2030	170,000	40,600	-	-	1,340,000	224,416	1,564,416
2031	180,000	33,500	-	-	1,395,000	169,410	1,564,410
2032	185,000	26,150	-	-	1,455,000	111,884	1,566,884
2033	195,000	19,913	-	-	1,195,000	45,676	1,240,676
2034	200,000	13,950	-	-	740,000	21,613	761,613
2035	205,000	7,838	-	-	505,000	10,463	515,463
2036	210,000	1,575	-	-	210,000	1,575	211,575
	<u>\$ 3,070,000</u>	<u>\$ 1,179,875</u>	<u>\$ 12,540,000</u>	<u>\$ 3,481,191</u>	<u>\$ 45,960,000</u>	<u>\$ 12,802,497</u>	<u>\$ 58,762,497</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in amount of \$5,000,000 will be issued in 2017. Expected interest expense of the issue in 2017 is \$50,000 at 4%.

# **CITY OF APPLETON 2017 BUDGET RESOLUTION**

Resolved,

The 2017 Executive Budget and Service Plan as published in the newspaper and subsequently amended by the Common Council, be adopted as amended. There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$34,322,323 for General Fund purposes;

Be it further resolved,

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$3,871,561, for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,047,968 for Special Revenue Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$500,000 for Capital Projects Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of \$15,373,488, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an official statement be prepared and distributed by the Director of Finance in support of the sale.

The Director of Finance be authorized to sell water, sewer, or stormwater revenue supported bonds in the amount of \$9,100,000, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an Official Statement be prepared and distributed by the Director of Finance in support of the sale.

Be it further resolved,

That all projects included herein are not appropriated or authorized to proceed until non-tax funding sources are committed without recourse.

**CITY OF APPLETON  
2017 BUDGET  
Budgeted Full-Time-Equivalent Personnel Positions**

DEPARTMENT	2014	2015	Adopted 2016	Amended 2016	2017
Legal Services	8.67	8.67	8.67	8.67	8.67
Finance	8.85	8.80	8.20	8.20	8.20
Fire	96.00	96.00	96.00	96.00	96.00
Health	12.55	12.55	12.25	12.25	11.95
Health Grants	1.66	1.66	1.46	1.46	1.46
Information Technology	11.00	11.00	11.00	11.00	11.00
Library	45.50	46.50	46.00	46.00	46.00
Mayor	3.00	3.00	3.00	3.00	3.00
Facilities Management	10.23	10.25	10.25	10.25	10.25
Facilities Capital	0.40	0.40	1.40	1.40	1.40
Parks & Recreation	15.00	16.28	16.62	16.62	16.62
Reid Golf Course	1.93	2.67	2.67	2.67	2.67
Human Resources	6.15	6.15	6.15	6.15	6.15
Risk Management	2.98	2.98	2.98	2.98	2.98
Community & Economic Devel.	18.13	18.13	18.13	18.13	18.13
Housing, Homeless & Block Grants	1.50	1.58	1.58	1.58	1.58
Police	136.00	137.00	137.00	137.00	137.00
Public Works	62.58	62.58	62.47	62.47	61.88
Sanitation	17.49	17.49	17.49	17.49	17.49
CEA	14.51	14.51	14.51	14.51	14.51
Parking	11.28	11.28	11.30	11.30	11.50
Capital (TIF, Subdivision, etc.)	2.27	2.27	2.75	2.75	3.31
Stormwater Utility	19.67	19.67	19.69	19.69	19.66
Water Utility	37.73	37.73	38.24	38.24	38.28
Wastewater Utility	28.71	28.71	28.39	28.39	28.41
Valley Transit	54.13	54.50	54.50	54.50	55.10
<b>Total Regular Employees</b>	<b>627.88</b>	<b>632.34</b>	<b>632.67</b>	<b>632.67</b>	<b>633.17</b>



**CITY OF APPLETON 2017 BUDGET  
PERSONNEL ADDITIONS/DELETIONS**

	Dept. Request		Exec. Budget		Adopted Budget	
	No.	Amount	No.	Amount	No.	Amount
<b>GENERAL FUND</b>						
LIBRARY						
Library Assistant, Hispanic Outreach	A	- \$ 40,140	- \$ 40,140	- \$ 40,140	- \$ 40,140	- \$ 40,140
HEALTH SERVICES						
Weights & Measures Specialist	B	0.50 12,019	0.50 12,019	0.50 12,019	0.50 12,019	0.50 12,019
Public Health Nurse		(0.80) (73,650)	(0.80) (73,650)	(0.80) (73,650)	(0.80) (73,650)	(0.80) (73,650)
FIRE						
Firefighters		4.00 296,840	- -	- -	- -	- -
<b>Total General Fund:</b>		<b>3.70 \$ 275,349</b>	<b>(0.30) \$ (21,491)</b>	<b>(0.30) \$ (21,491)</b>	<b>(0.30) \$ (21,491)</b>	<b>(0.30) \$ (21,491)</b>
<b>ENTERPRISE FUNDS</b>						
PARKING UTILITY						
Part Time Ramp Attendants		(0.80) \$ (26,456)	(0.80) \$ (26,456)	(0.80) \$ (26,456)	(0.80) \$ (26,456)	(0.80) \$ (26,456)
Lead Parking Service Person		1.00 81,901	1.00 81,901	1.00 81,901	1.00 81,901	1.00 81,901
VALLEY TRANSIT						
Administrative Assistant		1.00 64,344	0.60 27,600	0.60 27,600	0.60 27,600	0.60 27,600
<b>Total Enterprise Funds:</b>		<b>1.20 \$ 119,789</b>	<b>0.80 \$ 83,045</b>	<b>0.80 \$ 83,045</b>	<b>0.80 \$ 83,045</b>	<b>0.80 \$ 83,045</b>
<b>TOTAL CITY:</b>		<b>4.90 \$ 395,138</b>	<b>0.50 \$ 61,554</b>	<b>0.50 \$ 61,554</b>	<b>0.50 \$ 61,554</b>	<b>0.50 \$ 61,554</b>

**NOTE:** All dollar figures are for salaries and benefits; unfunded positions are not shown in departments' FTE headcount.

(A) Position added in 2013 as grant-supported for three years; this budget makes the position a regular, City funded position.

(B) Half time benefited position partially offset by eliminating existing .25 FTE part time unbenefited position. Cost shown net of reduction of unbenefited position.

## CITY OF APPLETON 2017 BUDGET ASSESSED PROPERTY VALUES

All calculated using state ratios by county

	01/01/15	01/01/16	Change in Dollars	Change in Percent
Tax Increment Districts # 3 - 10	\$ 151,139,725	\$ 166,899,320	\$ 15,759,595	10.43%
<b>Outagamie County</b>				
Real Estate	3,935,265,841	4,021,891,900	86,626,059	2.20%
Personal Property	105,359,459	105,304,800	(54,659)	-0.05%
Total With TID:	4,040,625,300	4,127,196,700	86,571,400	2.14%
Total Without TID:	3,989,311,338	4,069,109,554	79,798,216	2.00%
<b>Calumet County</b>				
Real Estate	660,358,900	670,086,000	9,727,100	1.47%
Personal Property	11,214,400	11,193,300	(21,100)	-0.19%
Total With TID:	671,573,300	681,279,300	9,706,000	1.45%
Total Without TID:	583,647,263	589,783,389	6,136,126	1.05%
<b>Winnebago County</b>				
Real Estate	72,117,400	73,433,600	1,316,200	1.83%
Personal Property	7,450,900	9,932,900	2,482,000	33.31%
Total With TID:	79,568,300	83,366,500	3,798,200	4.77%
Total Without TID:	67,668,574	66,050,237	(1,618,337)	-2.39%
<b>All Counties With TIDs:</b>	<b>\$ 4,791,766,900</b>	<b>\$ 4,891,842,500</b>	<b>\$ 100,075,600</b>	<b>2.09%</b>
<b>All Counties Without TIDs:</b>	<b>\$ 4,640,627,175</b>	<b>\$ 4,724,943,180</b>	<b>\$ 84,316,005</b>	<b>1.82%</b>

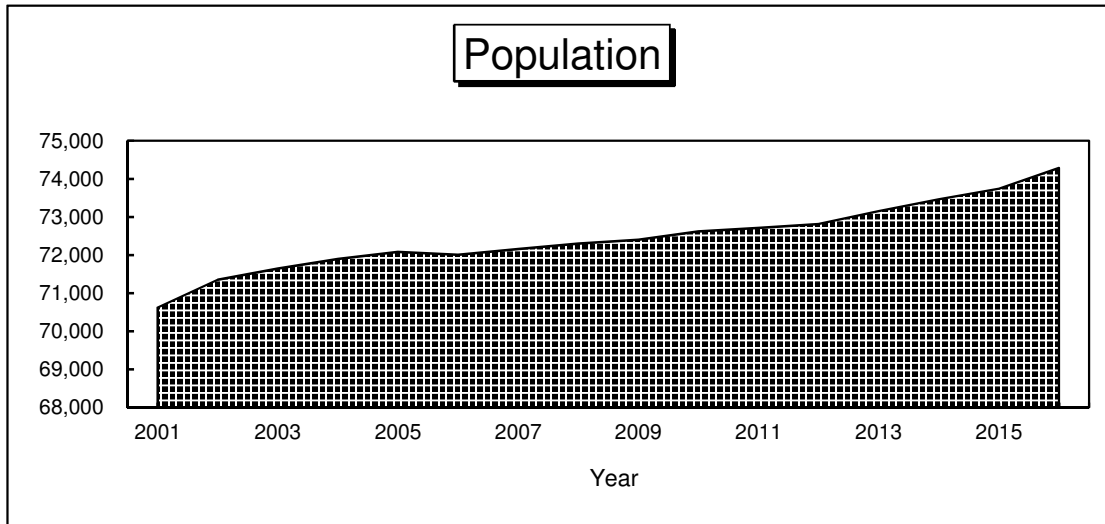
## CITY OF APPLETON 2017 BUDGET EQUALIZED PROPERTY VALUES

		01/01/15	01/01/16	Change in Dollars	Change in Percent
TID # 3	Gross	57,585,800	60,456,400	2,870,600	4.98%
	Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
	Increment	38,645,000	41,515,600	2,870,600	7.43%
TID # 6	Gross	100,497,400	104,849,300	4,351,900	4.33%
	Base (2000)	(12,141,600)	(12,141,600)	-	0.00%
	Increment	88,355,800	92,707,700	4,351,900	4.93%
TID # 7	Gross	37,580,400	42,854,100	5,273,700	14.03%
	Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
	Increment	11,923,400	17,197,100	5,273,700	44.23%
TID # 8	Gross	17,187,200	19,937,600	2,750,400	16.00%
	Base (2009) *	(6,135,100)	(6,135,100)	-	0.00%
	Increment	11,052,100	13,802,500	2,750,400	24.89%
TID # 9	Gross	22,901,700	23,275,900	374,200	1.63%
	Base (2013)	(21,512,900)	(21,512,900)	-	0.00%
	Increment	1,388,800	1,763,000	374,200	26.94%
TID # 10	Gross	25,045,600	26,091,900	1,046,300	4.18%
	Base (2013)	(24,543,900)	(24,543,900)	-	0.00%
	Increment	501,700	1,548,000	1,046,300	208.55%
<b>Total All Increments:</b>		<b>\$ 151,866,800</b>	<b>\$ 168,533,900</b>	<b>\$ 16,667,100</b>	<b>10.97%</b>
Outagamie County					
	Real Estate	3,956,251,100	4,060,145,600	103,894,500	2.63%
	Personal Property	105,921,300	105,489,300	(432,000)	-0.41%
	Total With TID:	4,062,172,400	4,165,634,900	103,462,500	2.55%
	Total Without TID:	4,010,584,800	4,107,005,800	96,421,000	2.40%
Calumet County					
	Real Estate	663,493,600	679,108,900	15,615,300	2.35%
	Personal Property	11,362,200	11,193,300	(168,900)	-1.49%
	Total With TID:	674,855,800	690,302,200	15,446,400	2.29%
	Total Without TID:	586,500,000	597,594,500	11,094,500	1.89%
Winnebago County					
	Real Estate	72,208,600	72,855,300	646,700	0.90%
	Personal Property	7,518,000	9,932,900	2,414,900	32.12%
	Total With TID:	79,726,600	82,788,200	3,061,600	3.84%
	Total Without TID:	67,803,200	65,591,100	(2,212,100)	-3.26%
<b>All Counties With TIDs:</b>		<b>\$ 4,816,754,800</b>	<b>\$ 4,938,725,300</b>	<b>\$ 121,970,500</b>	<b>2.53%</b>
<b>All Counties Without TIDs:</b>		<b>\$ 4,664,888,000</b>	<b>\$ 4,770,191,400</b>	<b>\$ 105,303,400</b>	<b>2.26%</b>

\* TIF # 8 was amended in 2011 to include the Eagle Flats property, formerly Riverside Paper mill.

## CITY OF APPLETON 2017 BUDGET POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
2001	Est.	58,674	11,133	816	70,623
2002	Est.	59,257	11,222	869	71,348
2003	Est.	59,522	11,234	893	71,649
2004	Est.	59,738	11,241	916	71,895
2005	Est.	59,895	11,237	953	72,085
2006	Est.	59,870	11,195	939	72,004
2007	Est.	60,020	11,200	938	72,158
2008	Est.	60,170	11,195	932	72,297
2009	Est.	60,200	11,240	960	72,400
2010	Census	60,045	11,088	1,490	72,623
2011	Est.	60,130	11,095	1,490	72,715
2012	Est.	60,240	11,080	1,490	72,810
2013	Est.	60,500	11,165	1,485	73,150
2014	Est.	60,783	11,195	1,485	73,463
2015	Est.	60,838	11,412	1,487	73,737
2016	Est.	61,071	11,731	1,484	74,286



# CITY OF APPLETON

## 2017 BUDGET

### GLOSSARY

---

**ADA:** Americans with Disabilities Act.

**AD VALOREM TAX:** A tax based on value (e.g., a property tax).

**AGENCY FUND:** A fund consisting of resources received and held by the governmental unit as an agent for others; for example, taxes collected and held by a municipality for a school district.

**APPLIED EQUITY:** An amount projected to be available from current and past years' equity balances to be consumed in lieu of raising taxes or other revenues. Application of equity prevents unneeded equity from accumulating, and should be utilized in a planned conservative manner.

**APPROPRIATION:** An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

**ASSESSED VALUATION:** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**ASSESSMENT:** (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

**ASSESSMENT ROLL:** In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. In the case of other property, the official list containing the name and address of each owner of such property and its assessed value.

**BALANCED BUDGET:** A balanced budget is one in which total anticipated revenues equal or exceed total budgeted expenditures for each fund. Budgets may also be balanced by use of unallocated reserves available if fund balance policies permit.

**BASIS OF ACCOUNTING/BASIS OF BUDGET:** The basis of budget or of accounting refers to the timing of revenue and expenditure recognition. With few exceptions, the budget is prepared on the same basis as the City's annual financial statements, which is the modified accrual basis for all governmental funds and the accrual basis for proprietary funds. Under the modified accrual basis, revenues are recognized when they become measurable and available and expenditures generally when the related liability is incurred. Under the accrual basis, revenues are recognized when they occur, regardless of the timing of related cash flows. One significant difference between the basis of accounting and the basis of budget is in the treatment of capital expenditures in the proprietary funds, which are included in operating expenditures for budget purposes.

**BOND:** Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period (over ten years) and requires greater legal formality.

**BOND ANTICIPATION NOTES:** Short-term notes of a municipality sold in anticipation of bond issuance, which are full faith and credit obligations of the governmental unit and are to be retired from the proceeds of the bonds to be issued.

**BOND DISCOUNT:** The excess of the face value of a bond over the price for which it is acquired or sold.

# CITY OF APPLETON

## 2017 BUDGET

### GLOSSARY

---

**BOND FUND:** A fund established to receive and disburse the proceeds of a governmental bond issue.

**BOND PREMIUM:** The excess of the price at which a bond is acquired or sold, over its face value.

**BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by the body.

**BUDGET ADJUSTMENT:** A legal procedure requiring Council action to revise a budget appropriation. (City staff has the prerogative to adjust certain expenditures within a department budget.)

**BUDGET MESSAGE:** A general discussion of the budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government’s experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

**BUDGET PROCESS:** The budget process consists of activities that encompass the development, implementation, communication and evaluation of a plan for the provision of services and capital assets that allows for public input.

**CAPITAL BUDGET:** A plan for acquisition or construction of assets embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**CAPITAL OUTLAY:** Expenditures for equipment, vehicles or machinery with multi-year useful lives.

**CAPITAL PROJECT FUND:** Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise and trust funds.

**CENTRAL EQUIPMENT AGENCY (CEA):** To account for the user fees and costs associated with the operation and maintenance of various City owned vehicles.

**CERTIFIED PUBLIC ACCOUNTANT:** An accountant to whom a state has given a certificate showing that he/she has met prescribed requirements designed to insure competence on the part of the public practitioner in accounting and that he/she is permitted to use the designation Certified Public Accountant, commonly abbreviated as C.P.A.

**CHARGES FOR SERVICES:** User charges for services provided by the City to those specifically benefiting from those services.

**CMAR:** Compliance Maintenance Annual Report – a required report of the Wastewater utility.

**COMMITTEE OF JURISDICTION:** A City committee which is responsible for evaluating the programs under its jurisdiction to determine program definition, goals and objectives, costs, efficiency and effectiveness.

# CITY OF APPLETON

## 2017 BUDGET

### GLOSSARY

---

**CONTRACTUAL SERVICES:** Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

**CPTED:** Crime Prevention through Environmental Design, an Appleton Police Department analysis program.

**DEBT:** A financial obligation resulting from the borrowing of money. Debts of governments include bonds, notes and land contracts.

**DEBT LIMIT:** The maximum amount of legally permitted outstanding gross or net debt.

**DEBT SERVICE FUND:** A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a sinking fund.

**DEFERRED SPECIAL ASSESSMENTS:** Special assessments which have been levied but are not yet due.

**DEFICIT:** The excess of an entity's liabilities over its assets (see Fund Balance), the excess of expenditures or expenses over revenues during a single accounting period.

**DELINQUENT SPECIAL ASSESSMENTS:** Special assessments remaining unpaid on and after the date on which a penalty for non-payment is attached.

**DEPARTMENT:** A major administrative subset of the City, which has overall management responsibility for an operation or a group of related operations within a functional area. A department is often comprised of several divisions. City Departments include: Administrative Services, Inspection, Police, Fire, Health, Planning & Development, Public Works, Library, Water, and Parks & Recreation.

**DEVELOPER FUNDED INCENTIVE:** Developer finances its own improvements in a TIF district but signs an agreement with the City guaranteeing that it receives a certain portion of the taxes on the value of the increment for a set number of years or until an agreed upon amount has been attained. Each agreement varies and will also have certain thresholds the developer must attain in order to receive the increment.

**DIRECT DEBT:** The debt, which a governmental unit has incurred in its own name or assumed through the annexation of territory.

**DMR:** Discharge Monitoring Report— a required report of the Wastewater utility.

**ENCUMBRANCE:** Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**ENTERPRISE FUNDS:** (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g. water, gas and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that cost (i.e. expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net

# CITY OF APPLETON

## 2017 BUDGET

### GLOSSARY

---

income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

**EQUALIZED VALUE:** The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

**ERU:** Equivalent Residential Unit - the basis of charges for stormwater management, equal to 2,368 square feet of impervious surface.

**EXECUTIVE BUDGET:** The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive officer.

**EXPENDABLE TRUST FUND:** A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

**EXPENDITURES:** Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers. Expenditures exist in governmental funds.

**EXPENSES:** Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses exist in enterprise and internal service funds.

**FACILITIES CHARGES:** The fees charged by the Facilities and Construction Management Internal Service Fund for building and equipment maintenance services performed. This fund was formerly known as Central Building Management (CBM) and was discontinued and merged with the Water and Wastewater Utilities as of the 2003 budget, in conformance with the requirements of Governmental Accounting Standards Board Standard #34 (GASB 34). It has been re-established with a City-wide mandate as of the 2007 budget.

**FIDUCIARY FUNDS:** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

**FISCAL PERIOD:** Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes its books. Note: it is usually a year, though not necessarily a calendar year.

**FRINGE BENEFITS:** Expenditure items in the operating budget paid on behalf of the employee. These benefits include health insurance, life insurance, long-term disability insurance, retirement, FICA, and workers compensation insurance.

**FUND:** A fiscal and accounting entity that has self-balancing accounts and financial transactions for specific activities or government functions. Seven commonly used fund types in governmental accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds and internal service funds.

**FUND BALANCE:** The excess of fund assets over its liabilities. A negative fund balance is sometimes called a fund deficit.



# CITY OF APPLETON

## 2017 BUDGET

### GLOSSARY

---

**GENERAL FUND:** The General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, charges for services and intergovernmental revenues. This fund includes most of the operating services: public protection, park and recreation, library, public works, health services, community development and general administration.

**GAAP:** Generally Accepted Accounting Principles.

**GASB:** Governmental Accounting Standards Board.

**GENERAL LEDGER:** A book, file or other device, which contains the accounts necessary to reflect in summary or in detail the financial operations and the financial condition of a governmental unit.

**G.O. (GENERAL OBLIGATION) BONDS/NOTES:** Bonds/Notes that finance public projects such as streets, buildings and improvements. The repayment of these bonds are backed by the "full faith and credit" of the issuing government.

**GOVERNMENTAL FUND TYPES:** Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**Green Dot Program:** The "Green Dot" program is a sidewalk maintenance program for existing public sidewalks. This program targets a specific area of the City each year where the Department of Public Works inspects and repairs/replaces sidewalks as needed. Treatments can range from grinding to saw cutting to complete replacement. The budget for the Green Dot program is based on completing approximately 5% of the sidewalks in the City each year.

**IN LIEU OF TAXES:** A contribution by benefactors of City services who are tax exempt, i.e. certain utilities and non-profit organizations who either choose to, or are required to pay a "tax equivalent amount".

**INDIRECT COSTS:** Costs associated with, but not directly attributable to, the providing of a product or service. These costs are usually incurred by other departments in the support of operating departments.

**INTEREST INCOME:** Interest earned on funds, which are not immediately needed by the City.

**INTERFUND TRANSFERS:** Amounts transferred from one fund to another, primarily as reimbursements for services provided.

# CITY OF APPLETON

## 2017 BUDGET

### GLOSSARY

---

**INTERGOVERNMENTAL REVENUE:** Revenue received from another government in the form of grants and shared revenues. Typically, these contributions are made to local governments from the State and Federal governments and are made for specified purposes.

**INTERNAL SERVICE FUND:** Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the County or to other governments on a cost reimbursement basis.

**LABOR POOL (ALLOCATION):** The group of laborers and professionals comprising the work force who perform the various labor needs of the City. The City utilizes multiple pools of similarly qualified staff in order to most efficiently match available staff to necessary functions. Personnel costs are charged directly to the various programs used to account for other costs of the activity.

**LABOR POOL (UNALLOCATED):** The non-chargeable costs of the labor pool work force are accounted for as unallocated labor pool in the examples of certain budgets. These costs include vacation, sick time, funeral, and jury leave.

**LAPSING/NON-LAPSING BUDGET:** A lapsing budget is one for which spending authority terminates at year-end. All operating and capital budgets are considered lapsing with the exception of grant Special Revenue funds that are legally restricted for certain purposes (such as Housing and Community Development Grants).

**LEVY:** (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**MA:** Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

**MODIFIED ACCRUAL:** Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

**MUNICIPAL CORPORATION:** A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

**NONEXPENDABLE TRUST FUND:** A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

**OPERATING BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES:** Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

**PROGRAM:** A logical grouping of department activities, which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns

# CITY OF APPLETON

## 2017 BUDGET

### GLOSSARY

---

objectives, while an organization concerns administration. The program structure, from lowest to highest level, is activity - sub program - program - major program.

**PROJECT:** A special activity involving expenditures and revenues from State and Federal agencies, e.g., Public Works construction projects.

**PROPRIETARY FUND TYPES:** The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

**RESERVES:** A segregation of a portion of the unappropriated fund balance for a definite purpose.

**RESERVE FOR ENCUMBRANCES:** A reserve account that represents open encumbered contracts and purchase orders.

**REVENUE:** Funds that the government receives as income. It includes such items as taxes, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**REVENUE BONDS:** Bonds that finance assets of Enterprise funds. The repayment of these bonds are backed by the revenue stream of the individual enterprise.

**SCADA SYSTEM:** System Control And Data Acquisition system.

**SHARED REVENUES:** Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

**SPECIAL ASSESSMENT:** A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**SPECIAL REVENUE FUNDS:** Special Revenue funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

**TID (TAX INCREMENT DISTRICT) or TIF (TAX INCREMENT FINANCING DISTRICT):** A legal entity created by local resolution under State Statute 66.46 to promote improvements, jobs, etc. The taxes generated from the assessed value "increment" above the base year is used to finance the costs of the improvements which generate the increased assessed valuation.

**TAX LEVY:** The total amount to be raised by general property taxes for operating and debt service purposes.

**TAX LIENS:** Claims governments have upon properties until the taxes levied against them have been paid. This term is sometimes limited to those delinquent taxes the government has taken legal action to collect through the filing of liens.

# CITY OF APPLETON

## 2017 BUDGET

### GLOSSARY

---

**TAX RATE:** The amount of tax levied for each \$1,000 of valuation. The equalized (full) value tax rate is calculated using the equalized value of the City. The assessed value tax rate is calculated using assessed value. The tax rate per \$1 of valuation is known as the mill rate.

**TAX ROLL:** The official list showing the amount of taxes levied against each taxpayer or property.

**TAX YEAR:** The calendar year in which ad valorem property taxes are levied to finance the ensuing calendar year budget.

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

**TRUST FUNDS:** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

**WHEEL TAX:** The Appleton City Council adopted a \$20 per vehicle wheel tax in 2014 to replace special assessments as a funding mechanism for road reconstruction projects. The fee is collected by the State Department of Transportation (which retains 10 cents per vehicle) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted to road reconstruction expenditures only.

# **CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM DEVELOPMENT**

---

It is the policy of the City of Appleton to maintain a Capital Improvement Program both to provide physical facilities that are responsive to the needs and demands of the public and City government and to be supportive of the long and short range economic, social and environmental development policies of the City.

Development of the Five-Year Capital Improvement Program entails planning by departments, both singly and in concert with other departments, and communication among departments and with the Mayor and the Finance Director. Project requests are submitted by departments along with their operating budget requests. An effort is made to describe projects in their entirety; for example, projects involving multiple departments or funding sources will be described on a single project request form to enhance interdepartmental project coordination. Project and operating budget requests are reviewed together by the Mayor in order to develop an integrated and coordinated capital program and to balance the operating budget impacts of projects and their funding sources. Particular attention is paid to balancing the costs of debt service with operating and cost efficiencies and economic development resulting from various capital investments. The Five-Year Capital Improvement Program is updated each year as an essential component of budget development.

The process results in the publication of a Five-Year Capital Improvement Program as part of the overall Operating Budget and Service Plan which serves as a planning tool for future growth and development in the City. Funds are appropriated in the budget for the current year only of the Capital Improvement Program, with each subsequent year being separately authorized with that year's operating budget. Sound planning, detailed project descriptions and accurate cost estimates by department staff aid in the formulation of a program that is used as a valuable management tool in accomplishing needed capital improvements within the City's ability to pay.

**CITY OF APPLETON 2017 BUDGET  
CAPITAL IMPROVEMENTS PROGRAM  
PROJECT DEFINITIONS**

**CAPITAL IMPROVEMENT PROJECT**

A permanent addition to the City's assets of major importance and cost. The cost of land acquisition, construction, renovation, demolition, equipment and studies are included. Project assets should have a multi-year useful life or extend the useful life of an existing asset. The "program" includes projects costing \$25,000 or greater.

**PROJECT COMPONENTS**

*Plans:* Expenditures for feasibility studies, preliminary plans, and final plans required in the development of a capital improvement project.

*Land Acquisition:* Expenditures for the purchase of land.

*Construction:* Expenditures for construction of roads, bridges, new buildings or facilities, expansion, extension or for the demolition of existing facilities.

*Other:* Expenditures for accessory equipment of a newly constructed, rehabilitated or acquired facility. In addition, some acquisitions of major equipment purchases will be considered capital improvements.

**FUNDING**

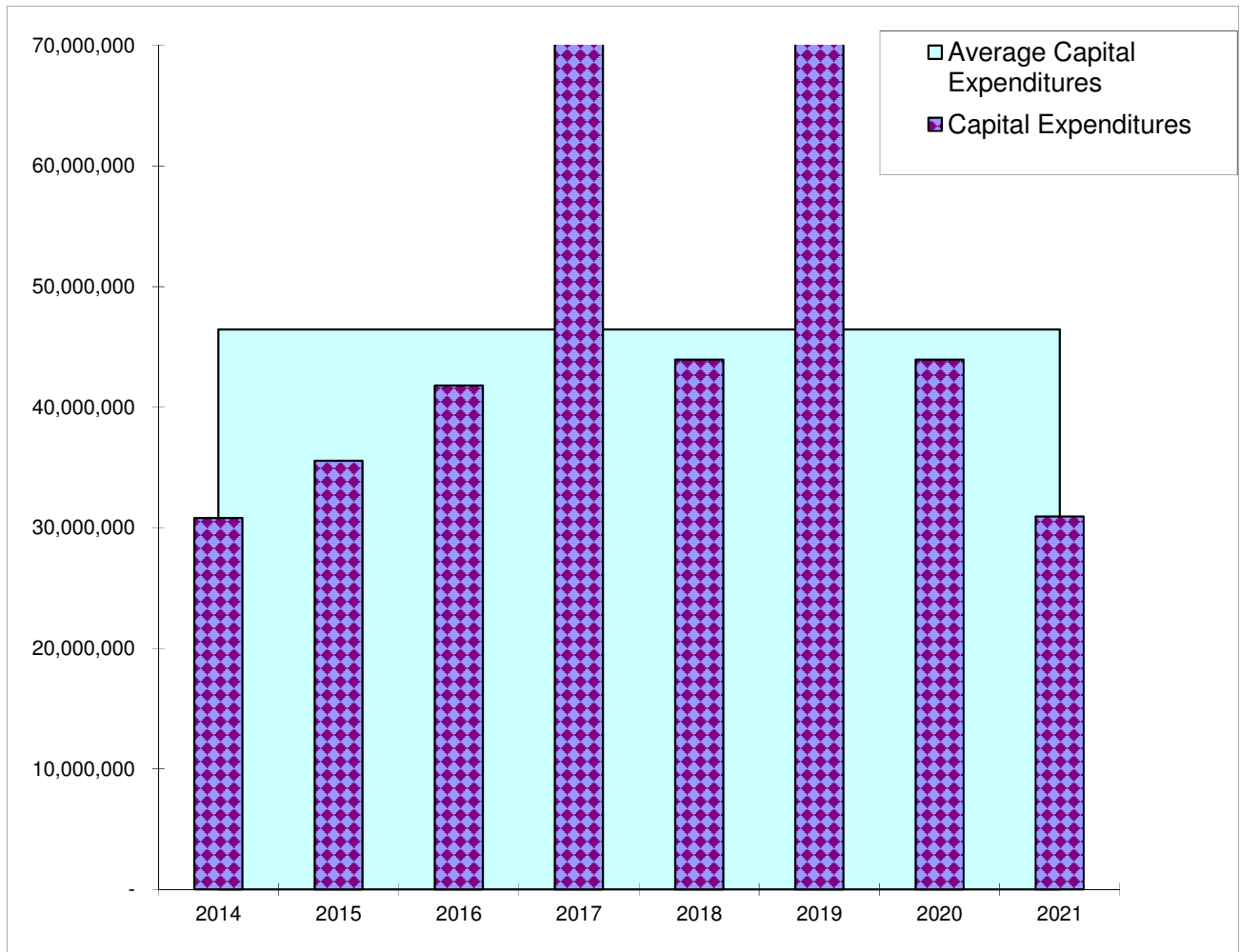
*Tax Levy (Pay-As-You-Go):* Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.

*Note/Bond:* This source of funding is generated through the borrowing of funds (principal) at a cost (interest). General Obligation Notes and Revenue Bonds are the main instruments used. The City typically sells five to eight year serial notes and pays off a portion of the principal each year. In general, the City seeks to fund one-time major infrastructure projects (bridges, buildings) with borrowed capital in order to spread the fiscal impact over several years.

*User Fees:* Charges assessed based on the cost of capacity of the system and the volume of service provided to the customer.

*Other:* Funds provided by the State of Wisconsin and/or the U.S. Federal Government (grants), contributions by developers to finance their projects, donations or interjurisdictional payments (contractual agreement to provide services to other jurisdictions who then share in the cost of the project, thus reducing the cost to the City).

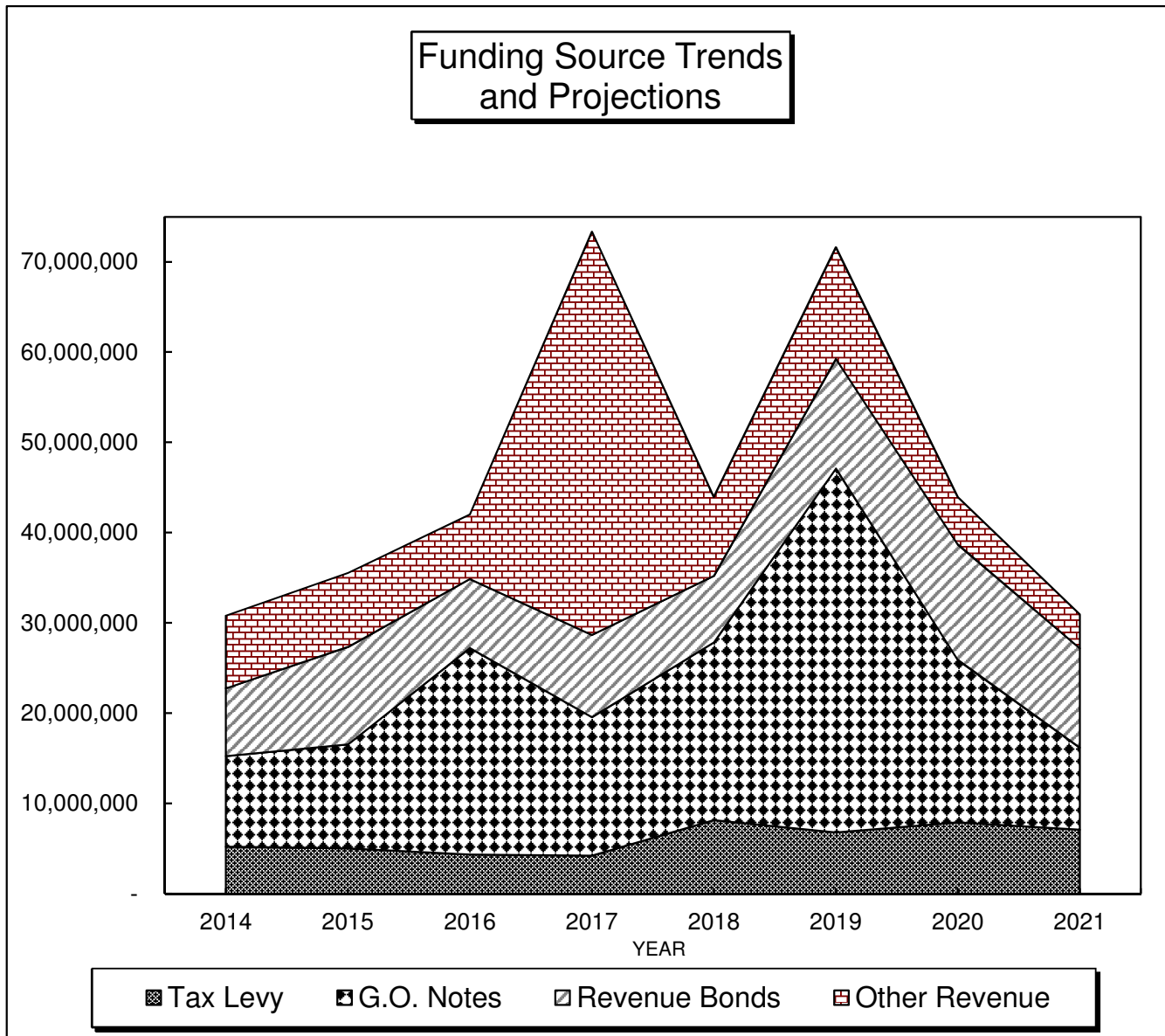
## CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM, 2017 - 2021



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2014 - 2021. 2016 includes demolition and replacement of facilities in Erb Park, including the swimming pool, changing rooms, pavilion and parking area. 2017 includes funds for construction of the Fox Cities Exhibition Center, design and development of Jones Park, engineering for the demolition of the Blue parking ramp and planning, design, and land acquisition for a replacement parking ramp, as well as construction of the Northland stormwater detention pond and stormwater facilities reconstruction on a section of South Oneida Street, scheduled for street reconstruction in 2018. 2018 includes the design and/or land purchase of the library project, site development of the Southeast Community Park and design and/or land purchase for a parking structure. 2019 includes the addition of a second raw water line from the lake station to the water treatment facility, library construction, completion of the demolition of the Blue parking ramp and construction of a new ramp and implementation of recommendations from the City Plan - Downtown Update and the Mobility Study. 2020 includes completion of library construction, continued development of the Southeast Community Park, a wastewater management project to meet anticipated water quality standards for discharge to the Fox River (Total Materials Daily Loading or TMDL) and the continued development of the City's stormwater management program. 2021 includes continued development of the Southeast Community Park and construction of the Lutz/Vulcan Trail.

# CITY OF APPLETON 2017 BUDGET

## CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the Capital Improvements Program budget is financed. The totals for general obligation debt for 2017 through 2021 include funds for construction of a new Library building, the demolition of the Blue parking ramp and a replacement ramp and development of the Southeast Community Park. The total for revenue bonds for 2014 - 2021 includes funding for additional water transmission lines, as well as projects related to a change in water processing to both address water plant capacity issues and to meet new water quality rules, and the replacement of the aging water meter radio-read system (2014 - 2017). Adding to the amount of revenue bond debt issued during this time period is stormwater management infrastructure costs required to meet NR 151/216 regulations in all years, including the addition of a detention pond and reconstruction of mains on two major streets in 2017. A major project to add a second raw water intake and main to the water treatment facility is also planned for 2019 and a project to address anticipated water quality standards for discharge to the Fox River (Total Materials Daily Loading or TMDL) is planned to begin in 2019 and continue through 2020. The peak in other revenue in 2017 reflects funding from the Appleton Redevelopment Authority for construction of the Fox Cities Exhibition Center.



**CITY OF APPLETON 2017 BUDGET**  
**CAPITAL IMPROVEMENTS PROGRAM, 2017 - 2021**  
**PROJECT CATEGORY LIST FOR 2017**

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
<b>Infrastructure</b>							
562	Miscellaneous Site Acquisition	CD	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
563	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	209,165	209,165
564	Bridge Improvements	PW	-	286,448	-	-	286,448
565	Street Lighting Improvements	PW	-	126,883	-	-	126,883
566	Traffic Camera Program	PW	-	27,500	-	-	27,500
568	Asphalt Paving Program	PW	1,321,533	-	-	-	1,321,533
572	Concrete Paving Program	PW	2,092,954	3,599,906	- o	2,320,621	8,013,481
578	Grade and Gravel Program	PW	-	-	- o	278,251	278,251
580	Sidewalk Program	PW	775,560	249,050	- o	327,755	1,352,365
582	Stormwater Program	SW	-	-	5,000,000 o	7,653,935	12,653,935
588	Water Main Program	WD	-	-	3,613,271 w	242,347	3,855,618
594	Sanitary Sewer Program	WW	-	-	- s	3,484,804	3,484,804
600	Second Raw Water Line	WD	-	-	- w	75,000	75,000
<b>Facilities</b>							
601	Downtown Development	PRFM/PAR	-	2,675,000	-	-	2,675,000
602	Exhibition Center	PRFM	-	558,000	- o	24,442,000	25,000,000
604	Electrical Upgrades	PRFM	-	25,000	- o	250,000	275,000
606	Facility Renovations	PRFM	-	70,000	- o	25,000	95,000
607	Grounds Improvements	PRFM	-	175,000	- w	10,000	185,000
608	Hardscape Infrastructure Improvements/Replace.	PRFM	-	360,000	- o	352,000	712,000
609	HVAC Upgrades	PRFM	-	240,000	- s	180,000	420,000
610	Interior Finishes and Furniture	PRFM	-	132,500	- s	100,000	232,500
611	Lighting Upgrades	PRFM	-	175,000	- s	75,000	250,000
613	Plumbing Upgrades	PRFM	-	-	- s	215,000	215,000
614	Police Station Parking Deck Repair	PRFM	-	250,000	-	-	250,000
615	Roof Replacement	PRFM	-	400,000	-	-	400,000
616	Safety and Security Improvements	PRFM	-	230,000	- s	60,000	290,000
617	Downtown Parking Study Implementation	PAR	-	-	- o	98,900	98,900
618	Parking Utility Maintenance and Equipment	PAR	-	-	- o	100,000	100,000
619	Water Treatment Chemical Storage	WF	-	-	- w	600,000	600,000
620	F2 Building Chemical Storage	WW	-	-	- s	600,000	600,000
<b>Equipment</b>							
624	Emergency Vehicle Traffic Preemption Upgrade	FD	-	152,131	-	-	152,131
625	Fire Records Management System	FD	-	119,500	-	-	119,500
626	Heavy Rescue / Firefighter Rescue Equipment	FD	-	25,000	-	-	25,000
627	Outdoor Warning Siren	FD	-	27,600	-	-	27,600
628	Training Tower Repairs/Upgrade	FD	-	198,600	-	-	198,600
629	Police Records Management System	PD	-	300,000	-	-	300,000
630	Enterprise Resource Planning (ERP) System	IT	-	377,000	-	-	377,000
631	Information Services Equipment and Infrastructure	IT	-	75,000	-	-	75,000
632	Electronic Poll Book	LGL	-	48,480	-	-	48,480
639	Radio Read System Replacement for Water Meters	WD	-	-	486,729 w	-	486,729
640	Computer Control UPS Replacement	WF	-	-	- w	5,000	5,000
642	Tower Mixer Installations	WF	-	-	- w	60,000	60,000
643	Water Softener Replacement	WF	-	-	- w	30,000	30,000
644	VFD High Lift Pump Replacement	WW	-	-	- s	146,000	146,000
645	Aeration Blower # 3 Replacement	WW	-	-	- s	145,000	145,000
648	Digester Biogas Mix Compressor Glycol Cooling	WW	-	-	- s	57,500	57,500
649	Effluent Pump Firm Capacity	WW	-	-	- o	1,875,000	1,875,000
650	Midway Lift Station Electrical Improvements	WW	-	-	- s	166,000	166,000
653	Waste Activated Sludge Pump Replacement	WW	-	-	- s	188,000	188,000
<b>Quality of Life</b>							
655	AMP Athletic Fields	PRFM	-	75,000	-	-	75,000
656	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
658	Park Development	PRFM	-	1,600,000	-	-	1,600,000
660	Playground Areas	PRFM	-	75,000	-	-	75,000
662	Scheig Center	PRFM	-	100,000	-	-	100,000
663	Southeast Community Park	PRFM	-	1,200,000	- o	300,000	1,500,000
664	Statue and Monument Restoration	PRFM	-	25,000	-	-	25,000
665	Telulah Park Improvements	PRFM	-	85,000	-	-	85,000
666	Tennis Courts	PRFM	-	25,000	-	-	25,000
667	Trails and Trail Connections	PRFM	-	475,000	-	-	475,000
	Issue costs / capitalized labor			259,890			259,890
			<b>\$ 4,190,047</b>	<b>\$ 15,373,488</b>	<b>\$ 9,100,000</b>	<b>\$ 44,672,278</b>	<b>\$ 73,335,813</b>

Other Supplemental Information:

Sewer User Fees (s):	* \$ 7,027,304
Water User Fees (w):	1,439,694
Stormwater User Fees (st):	7,441,669
Subdivision (sd):	201,762
Other (o):	28,561,849

**\$ 44,672,278**

\* Sewer user fees include the use of \$160,000 of the DNR Replacement Fund.

**CITY OF APPLETON 2017 BUDGET**  
**CAPITAL IMPROVEMENTS PROGRAM, 2017 - 2021**  
**PROJECT CATEGORY LIST FOR 2018**

Page	Project	Dept Code	Funding Source				Project Total
			Tax Lev	G.O. Notes	Rev. Bonds	Other	
<b>Infrastructure</b>							
562	Miscellaneous Site Acquisition	CD	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
563	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	73,654	73,654
564	Bridge Improvements	PW	-	177,800	-	-	177,800
565	Street Lighting Improvements	PW	-	126,883	-	-	126,883
568	Asphalt Paving Program	PW	2,101,104	223,167	-	-	2,324,271
572	Concrete Paving Program	PW	4,334,695	-	- sd	840,787	5,175,482
578	Grade and Gravel Program	PW	588,383	-	-	-	588,383
580	Sidewalk Program	PW	1,114,186	-	- sd	153,775	1,267,961
582	Stormwater Program	SW	-	-	4,200,000 o	1,410,457	5,610,457
588	Water Main Program	WD	-	-	3,080,000 w	7,178	3,087,178
594	Sanitary Sewer Program	WW	-	-	- s	2,584,994	2,584,994
600	Second Raw Water Line	WD	-	-	- w	800,000	800,000
<b>Facilities</b>							
601	Downtown Development	PRFM/PAR	-	9,500,000	-	-	9,500,000
603	Building Envelope	PRFM	-	20,000	-	-	20,000
604	Electrical Upgrades	PRFM	-	15,000	- s	750,000	765,000
605	Energy Efficiency Updates	PRFM	-	30,000	- s	10,000	40,000
606	Facility Renovations	PRFM	-	315,000	-	-	315,000
607	Grounds Improvements	PRFM	-	85,000	-	-	85,000
608	Hardscape Infrastructure Improvements/Replace.	PRFM	-	490,000	- s	100,000	590,000
609	HVAC Upgrades	PRFM	-	265,000	- o	200,000	465,000
610	Interior Finishes and Furniture	PRFM	-	290,000	-	-	290,000
611	Lighting Upgrades	PRFM	-	175,000	- w	75,000	250,000
613	Plumbing Upgrades	PRFM	-	17,500	-	-	17,500
615	Roof Replacement	PRFM	-	20,000	-	-	20,000
616	Safety and Security Improvements	PRFM	-	155,000	- o	245,000	400,000
618	Parking Utility Maintenance and Equipment	PAR	-	-	- o	230,000	230,000
<b>Equipment</b>							
626	Heavy Rescue / Firefighter Rescue Equipment	FD	-	25,000	-	-	25,000
628	Training Tower Repairs/Upgrade	FD	-	-	-	-	-
630	Enterprise Resource Planning (ERP) System	IT	-	243,000	-	-	243,000
631	Information Services Equipment and Infrastructure	IT	-	350,000	-	-	350,000
632	Electronic Poll Book	LGL	-	24,240	-	-	24,240
633	Tabulating Machine for Elections	LGL	-	95,800	-	-	95,800
634	CEA Fuel Site Upgrade	PW	-	100,000	-	-	100,000
636	Engineering-Survey Instrument Replacement	PW	-	40,000	-	-	40,000
638	Bulk Water Dispensing Station	WF	-	-	45,000 w	-	45,000
640	Computer Control UPS Replacement	WF	-	-	75,000 w	-	75,000
645	Aeration Blower # 3 Replacement	WW	-	-	- s	920,000	920,000
646	Aeration Tank Diffuser Replacement	WW	-	-	- s	150,000	150,000
<b>Quality of Life</b>							
655	AMP Athletic Fields	PRFM	-	765,000	-	-	765,000
656	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
657	Park Aquatics	PRFM	-	160,000	-	-	160,000
658	Park Development	PRFM	-	35,000	-	-	35,000
660	Playground Areas	PRFM	-	300,000	-	-	300,000
661	Reid Golf Course Improvements	PRFM	-	-	- o	175,000	175,000
662	Scheig Center	PRFM	-	100,000	-	-	100,000
663	Southeast Community Park	PRFM	-	3,300,000	-	-	3,300,000
664	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
665	Telulah Park Improvements	PRFM	-	550,000	-	-	550,000
667	Trails and Trail Connections	PRFM	-	1,350,000	-	-	1,350,000
			<b>\$ 8,138,368</b>	<b>\$ 19,673,390</b>	<b>\$ 7,400,000</b>	<b>\$ 8,725,845</b>	<b>\$ 43,937,603</b>

Other Supplemental Information:	
Sewer User Fees (s):	* \$ 4,729,994
Water User Fees (w):	957,178
Stormwater User Fees (st):	1,394,657
Subdivision (sd):	994,562
Other (o):	649,454
	<u>\$ 8,725,845</u>

**CITY OF APPLETON 2017 BUDGET**  
**CAPITAL IMPROVEMENTS PROGRAM, 2017 - 2021**  
**PROJECT CATEGORY LIST FOR 2019**

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
<b>Infrastructure</b>							
562	Miscellaneous Site Acquisition	CD	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
563	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	29,725	29,725
564	Bridge Improvements	PW	-	617,200	-	-	617,200
565	Street Lighting Improvements	PW	-	126,883	-	-	126,883
568	Asphalt Paving Program	PW	1,605,940	-	-	-	1,605,940
572	Concrete Paving Program	PW	3,443,597	1,879,418	- o	904,493	6,227,508
578	Grade and Gravel Program	PW	531,098	-	-	-	531,098
580	Sidewalk Program	PW	1,175,090	-	- o	362,051	1,537,141
582	Stormwater Program	SW	-	-	3,750,000 o	1,278,269	5,028,269
588	Water Main Program	WD	-	-	840,000 w	2,788,444	3,628,444
594	Sanitary Sewer Program	WW	-	-	- s	4,260,763	4,260,763
600	Second Raw Water Line	WD	-	-	7,585,000 w	-	7,585,000
<b>Facilities</b>							
601	Downtown Development	PRFM/PAR	-	29,350,000	-	-	29,350,000
603	Building Envelope	PRFM	-	75,000	-	-	75,000
604	Electrical Upgrades	PRFM	-	30,000	-	-	30,000
605	Energy Efficiency Updates	PRFM	-	30,000	-	-	30,000
606	Facility Renovations	PRFM	-	100,000	-	-	100,000
607	Grounds Improvements	PRFM	-	15,000	-	-	15,000
608	Hardscape Infrastructure Improvements/Replace.	PRFM	-	300,000	- s	150,000	450,000
609	HVAC Upgrades	PRFM	-	175,000	- s	125,000	300,000
610	Interior Finishes and Furniture	PRFM	-	185,000	-	-	185,000
611	Lighting Upgrades	PRFM	-	225,000	- s	75,000	300,000
612	MSB Heated Storage Facility	PRFM	-	650,000	-	-	650,000
613	Plumbing Upgrades	PRFM	-	25,000	-	-	25,000
615	Roof Replacement	PRFM	-	250,000	-	-	250,000
616	Safety and Security Improvements	PRFM	-	30,000	- s	50,000	80,000
617	Downtown Parking Study Implementation	PAR	-	-	- o	100,000	100,000
618	Parking Utility Maintenance and Equipment	PAR	-	-	- o	525,000	525,000
622	Wastewater Sludge Storage Options	WW	-	-	- s	405,074	405,074
<b>Equipment</b>							
623	Additional Vehicle for Station # 6	FD	-	610,000	-	-	610,000
626	Heavy Rescue / Firefighter Rescue Equipment	FD	-	25,000	-	-	25,000
630	Enterprise Resource Planning (ERP) System	IT	-	471,000	-	-	471,000
641	Licensed Radio System	WF	-	-	- w	20,000	20,000
647	Belt Filter Press Upgrades	WW	-	-	- s	1,017,500	1,017,500
652	Receiving Station Improvements	WW	-	-	- s	200,000	200,000
<b>Quality of Life</b>							
654	AMP Master Plan	PRFM	-	150,000	-	-	150,000
655	AMP Athletic Fields	PRFM	-	225,000	-	-	225,000
656	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
657	Park Aquatics	PRFM	-	180,000	-	-	180,000
658	Park Development	PRFM	-	500,000	-	-	500,000
660	Playground Areas	PRFM	-	75,000	-	-	75,000
661	Reid Golf Course Improvements	PRFM	-	-	- o	65,000	65,000
662	Scheig Center	PRFM	-	40,000	-	-	40,000
663	Southeast Community Park	PRFM	-	2,400,000	-	-	2,400,000
664	Statue and Monument Restoration	PRFM	-	10,000	-	-	10,000
665	Telulah Park Improvements	PRFM	-	65,000	-	-	65,000
666	Tennis Courts	PRFM	-	165,000	-	-	165,000
667	Trails and Trail Connections	PRFM	-	950,000	-	-	950,000
			<b>\$ 6,755,725</b>	<b>\$ 40,329,501</b>	<b>\$ 12,175,000</b>	<b>\$ 12,356,319</b>	<b>\$ 71,616,545</b>

Other Supplemental Information:

Sewer User Fees (s):	* \$ 6,283,337
Water User Fees (w):	2,808,444
Stormwater User Fees (st):	1,262,469
Subdivision (sd):	1,025,040
Other (o):	977,029
	<u>\$ 12,356,319</u>

**CITY OF APPLETON 2017 BUDGET**  
**CAPITAL IMPROVEMENTS PROGRAM, 2017 - 2021**  
**PROJECT CATEGORY LIST FOR 2020**

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
<b>Infrastructure</b>							
562	Miscellaneous Site Acquisition	CD	- \$	- \$	-	\$ -	-
563	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	124,011	124,011
564	Bridge Improvements	PW	-	691,600	-	-	691,600
565	Street Lighting Improvements	PW	-	126,883	-	-	126,883
568	Asphalt Paving Program	PW	1,804,028	-	-	-	1,804,028
572	Concrete Paving Program	PW	4,740,657	-	- sd	5,000	4,745,657
578	Grade and Gravel Program	PW	120,290	-	-	-	120,290
580	Sidewalk Program	PW	1,218,158	-	- sd	10,000	1,228,158
582	Stormwater Program	SW	-	-	3,585,000 o	1,212,103	4,797,103
588	Water Main Program	WD	-	-	3,000,000 w	604,076	3,604,076
594	Sanitary Sewer Program	WW	-	-	444,968 s	1,750,512	2,195,480
<b>Facilities</b>							
601	Downtown Development	PRFM/PAR	-	10,750,000	-	-	10,750,000
603	Building Envelope	PRFM	-	80,000	-	-	80,000
605	Energy Efficiency Updates	PRFM	-	30,000	-	-	30,000
606	Facility Renovations	PRFM	-	75,000	-	-	75,000
607	Grounds Improvements	PRFM	-	35,000	-	-	35,000
608	Hardscape Infrastructure Improvements/Replace.	PRFM	-	300,000	- w	100,000	400,000
609	HVAC Upgrades	PRFM	-	575,000	- o	285,000	860,000
610	Interior Finishes and Furniture	PRFM	-	165,000	- s	100,000	265,000
611	Lighting Upgrades	PRFM	-	250,000	- w	75,000	325,000
615	Roof Replacement	PRFM	-	60,000	- s	45,000	105,000
616	Safety and Security Improvements	PRFM	-	30,000	-	-	30,000
617	Downtown Parking Study Implementation	PAR	-	-	- o	450,000	450,000
618	Parking Utility Maintenance and Equipment	PAR	-	-	- o	125,000	125,000
622	Wastewater Sludge Storage Options	WW	-	-	3,755,032 s	-	3,755,032
<b>Equipment</b>							
630	Enterprise Resource Planning (ERP) System	IT	-	237,000	-	-	237,000
637	Street Sweeper	STR	-	-	- st	70,000	70,000
641	Licensed Radio System	WF	-	-	- w	255,000	255,000
652	Receiving Station Improvements	WW	-	-	2,000,000 s	-	2,000,000
<b>Quality of Life</b>							
654	AMP Master Plan	PRFM	-	175,000	-	-	175,000
655	AMP Athletic Fields	PRFM	-	100,000	-	-	100,000
656	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
657	Park Aquatics	PRFM	-	105,000	-	-	105,000
660	Playground Areas	PRFM	-	300,000	-	-	300,000
661	Reid Golf Course Improvements	PRFM	-	-	- o	47,500	47,500
663	Southeast Community Park	PRFM	-	2,300,000	-	-	2,300,000
664	Statue and Monument Restoration	PRFM	-	10,000	-	-	10,000
665	Telulah Park Improvements	PRFM	-	500,000	-	-	500,000
667	Trails and Trail Connections	PRFM	-	1,075,000	-	-	1,075,000
			<b>\$ 7,883,133</b>	<b>\$ 18,020,483</b>	<b>\$ 12,785,000</b>	<b>\$ 5,258,202</b>	<b>\$ 43,946,818</b>

<b>Other Supplemental Information:</b>	
Sewer User Fees (s):	*\$ 2,020,512
Water User Fees (w):	1,109,076
Stormwater User Fees (st):	1,265,603
Subdivision (sd):	15,000
Other (o):	848,011
	<u><u>\$ 5,258,202</u></u>

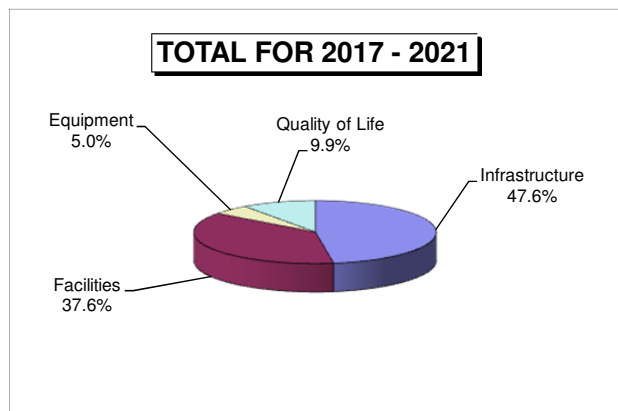
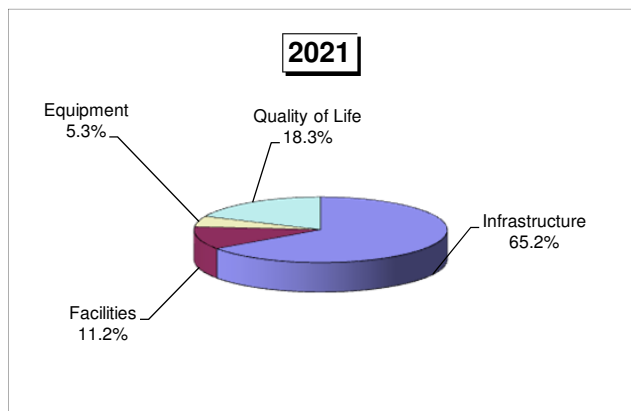
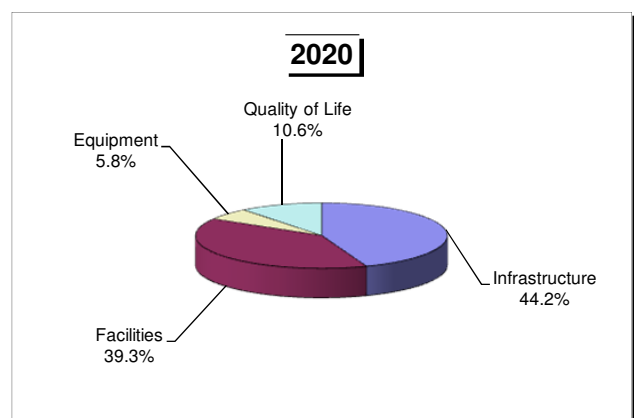
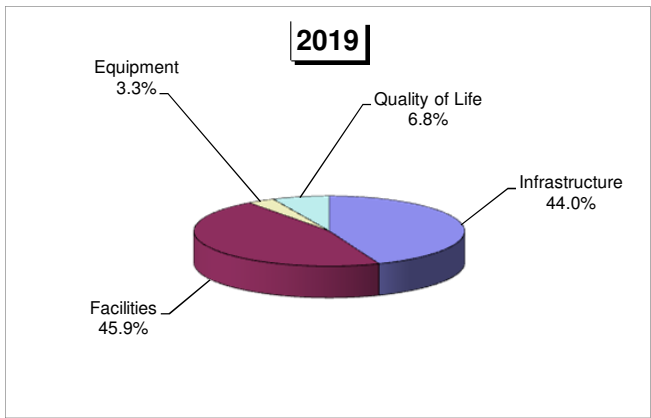
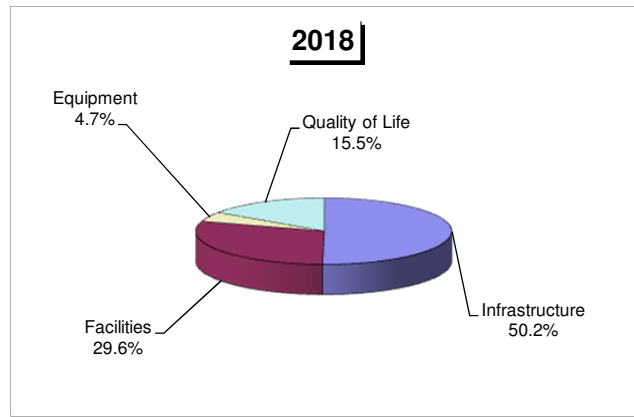
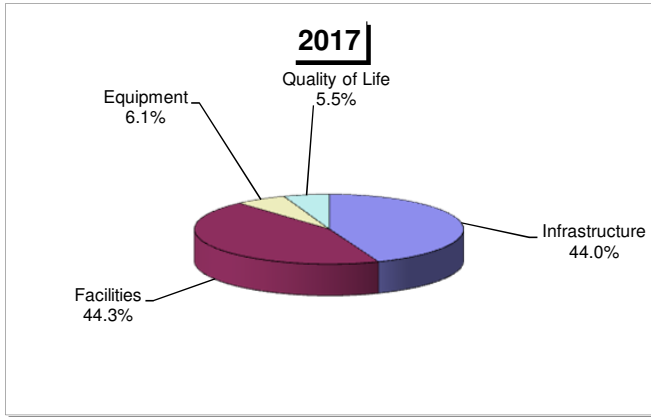
**CITY OF APPLETON 2017 BUDGET**  
**CAPITAL IMPROVEMENTS PROGRAM, 2017 - 2021**  
**PROJECT CATEGORY LIST FOR 2021**

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
<b>Infrastructure</b>							
564	Bridge Improvements	PW	\$ -	\$ 179,200	\$ -	\$ -	\$ 179,200
565	Street Lighting Improvements	PW	-	126,883	-	-	126,883
568	Asphalt Paving Program	PW	1,323,904	-	-	-	1,323,904
572	Concrete Paving Program	PW	4,782,881	-	-	5,000	4,787,881
580	Sidewalk Program	PW	971,389	-	-	10,000	981,389
582	Stormwater Program	SW	-	-	4,100,000	1,385,463	5,485,463
588	Water Main Program	WD	-	-	3,350,000	1,100,791	4,450,791
567	Sanitary Sewer Program	WW	-	-	1,675,000	1,168,885	2,843,885
<b>Facilities</b>							
601	Downtown Development	PRFM/PAR	-	1,500,000	-	-	1,500,000
603	Building Envelope	PRFM	-	20,000	-	-	20,000
604	Electrical Upgrades	PRFM	-	30,000	-	-	30,000
605	Energy Efficiency Updates	PRFM	-	-	100,000	s	100,000
607	Grounds Improvements	PRFM	-	15,000	-	-	15,000
608	Hardscape Infrastructure Improvements/Replace.	PRFM	-	340,000	-	-	340,000
609	HVAC Upgrades	PRFM	-	200,000	250,000	s	450,000
610	Interior Finishes and Furniture	PRFM	-	25,000	-	-	25,000
611	Lighting Upgrades	PRFM	-	250,000	75,000	s	325,000
615	Roof Replacement	PRFM	-	350,000	-	-	350,000
616	Safety and Security Improvements	PRFM	-	30,000	-	-	30,000
618	Parking Utility Maintenance and Equipment	PAR	-	-	-	20,000	20,000
621	Total Maximum Daily Load Facility Planning	WW	-	-	250,000	s	250,000
<b>Equipment</b>							
635	CEA Car Wash	PW	-	435,000	-	-	435,000
651	PLC Replacement & SCADA Upgrade	WW	-	-	1,200,000	s	1,200,000
<b>Quality of Life</b>							
654	AMP Master Plan	PRFM	-	850,000	-	-	850,000
656	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
657	Park Aquatics	PRFM	-	360,000	-	-	360,000
658	Park Development	PRFM	-	25,000	-	-	25,000
659	Pavilion/Restroom Improvements	PRFM	-	30,000	-	-	30,000
660	Playground Areas	PRFM	-	30,000	-	-	30,000
661	Reid Golf Course Improvements	PRFM	-	-	-	57,500	57,500
663	Southeast Community Park	PRFM	-	2,000,000	-	-	2,000,000
664	Statue and Monument Restoration	PRFM	-	10,000	-	-	10,000
667	Trails and Trail Connections	PRFM	-	2,250,000	-	-	2,250,000
			<b>\$ 7,078,174</b>	<b>\$ 9,106,083</b>	<b>\$ 11,000,000</b>	<b>\$ 3,747,639</b>	<b>\$ 30,931,896</b>

Other Supplemental Information:

Sewer User Fees (s):	+\$ 1,168,885
Water User Fees (w):	1,100,791
Stormwater User Fees (st):	1,369,463
Subdivision (sd):	15,000
Other (o):	93,500
	<b>\$ 3,747,639</b>

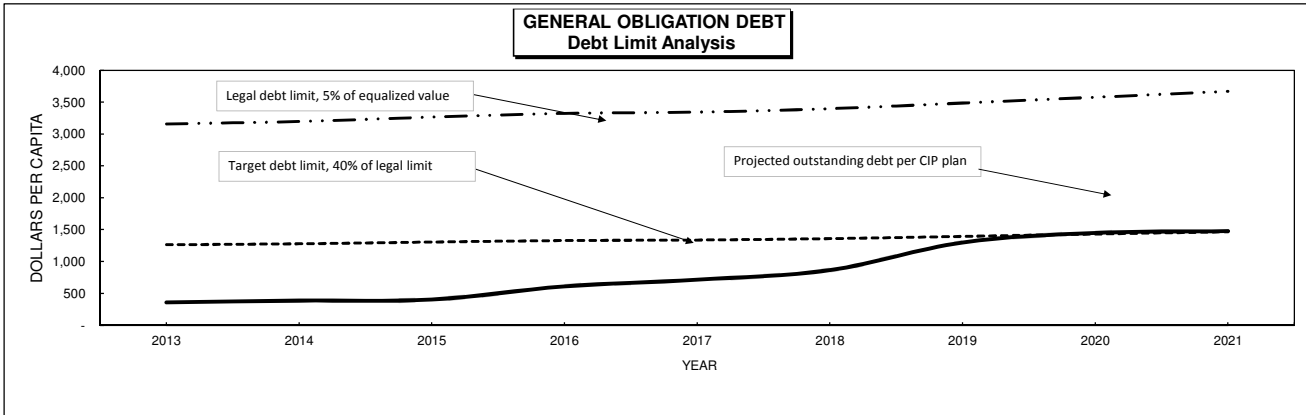
**CITY OF APPLETON 2017 BUDGET  
CAPITAL IMPROVEMENTS PROGRAM, 2017 - 2021  
CAPITAL PROJECTS BY CATEGORY**



## CITY OF APPLETON 2017 BUDGET

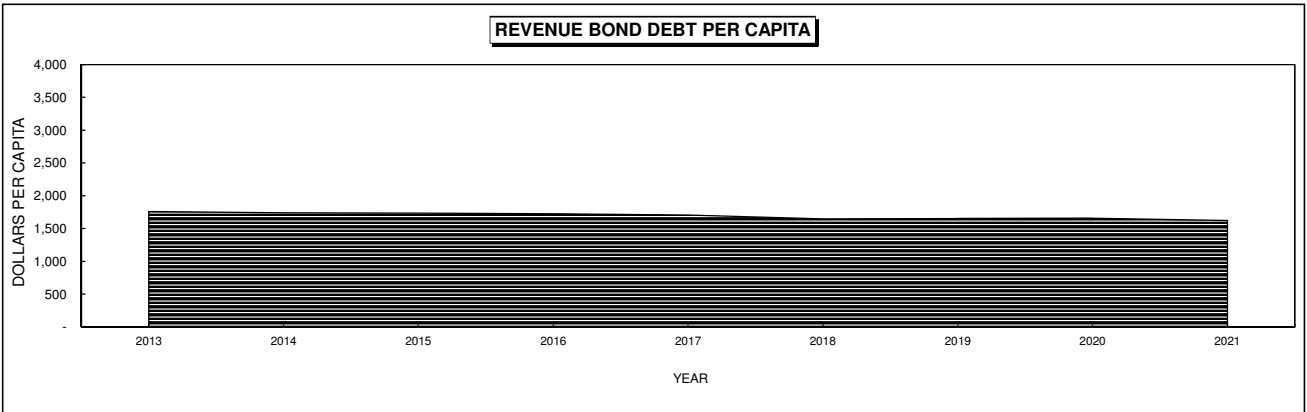
### Outstanding Debt

	2013	2014	2015	2016	2017	2018	2019	2020	2021
Equalized Value	4,622,312,200	4,696,660,500	4,816,754,800	4,938,725,300	4,988,112,600	5,087,874,900	5,240,511,100	5,397,726,400	5,559,658,200
Legal G.O. Debt Limit	231,115,610	234,833,025	240,837,740	246,936,265	249,405,630	254,393,745	262,025,555	269,886,320	277,982,910
Outstanding G.O. Debt *	26,226,948	28,406,827	29,839,327	45,374,327	53,366,582	64,850,375	97,694,521	109,333,929	111,859,231
Population	73,150	73,463	73,737	74,286	74,574	74,864	75,155	75,447	75,740
G.O. Debt per Capita									
Legal Limit	3,159	3,197	3,266	3,324	3,344	3,398	3,486	3,577	3,670
Policy Limit	1,264	1,279	1,306	1,330	1,338	1,359	1,395	1,431	1,468
Actual	359	387	405	611	716	866	1,300	1,449	1,477
Revenue Bonds									
Outstanding Bonds	128,915,000	127,660,000	127,940,000	128,150,000	127,085,000	123,550,000	124,195,000	125,100,000	123,095,000
Revenue Bonds per Capita	1,762	1,738	1,735	1,725	1,704	1,650	1,653	1,658	1,625

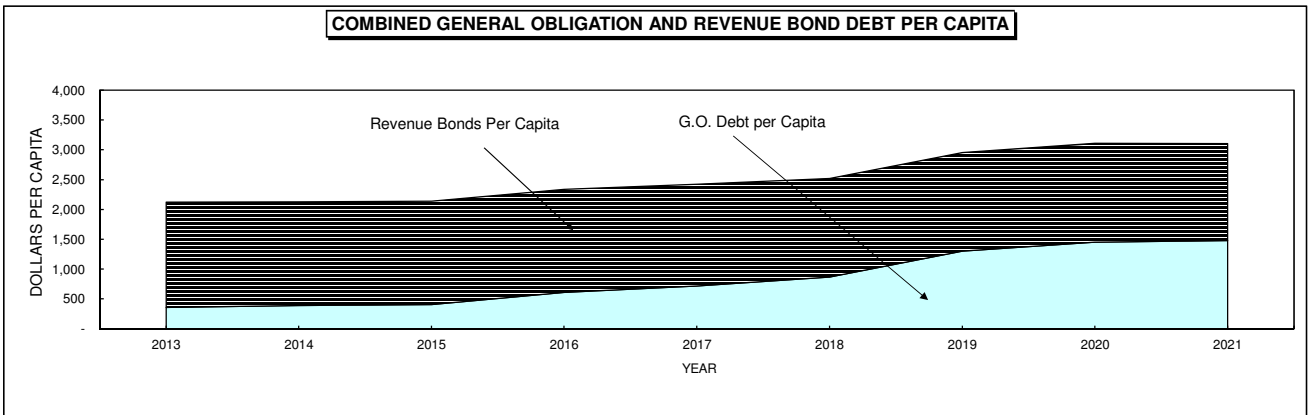


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2017 - 2021 include estimates for population and equalized valuation figures based on the actual increase experienced from 2013 - 2016.

The level of revenue bond debt for the same period is shown below to assess the total debt picture.



The graph below shows combined general obligation debt and revenue bond debt.



\* Net of available debt service reserves.





# **CITY OF APPLETON CAPITAL IMPROVEMENTS PROGRAM 2017 - 2021 PROJECT REQUEST FORMS**

---

Project request forms for those projects to be funded in the 2017 - 2021 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2017 BUDGET  
CAPITAL IMPROVEMENTS PROGRAM, 2017-2021**

**PROJECT CATEGORY LIST**

Page	Project	Dept Code	2017	2018	2019	2020	2021
<b>Infrastructure</b>							
562	Miscellaneous Site Acquisition	CD	\$ 500,000	\$ 250,000	\$ 350,000	\$ -	\$ -
563	TIF District # 6 - Southpoint Commerce Park	CD	209,165	73,654	29,725	124,011	-
564	Bridge Improvements	PW	286,448	177,800	617,200	691,600	179,200
565	Street Lighting Improvements	PW	126,883	126,883	126,883	126,883	126,883
566	Traffic Camera Program	PW	27,500	-	-	-	-
568	Asphalt Paving Program	PW	1,321,533	2,324,271	1,605,940	1,804,028	1,323,904
572	Concrete Paving Program	PW	8,013,481	5,175,482	6,227,508	4,745,657	4,787,881
578	Grade and Gravel Program	PW	278,251	588,383	531,098	120,290	-
580	Sidewalk Program	PW	1,352,365	1,267,961	1,537,141	1,228,158	981,389
582	Stormwater Program	SW	12,653,935	5,610,457	5,028,269	4,797,103	5,485,463
588	Water Main Program	WD	3,855,618	3,087,178	3,628,444	3,604,076	4,450,791
594	Sanitary Sewer Program	WW	3,484,804	2,584,994	4,260,763	2,195,480	2,843,885
600	Second Raw Water Line	WF	75,000	800,000	7,585,000	-	-
<b>Facilities</b>							
601	Downtown Development	PRFM/PAR	2,675,000	9,500,000	29,350,000	10,750,000	1,500,000
602	Exhibition Center	PRFM	25,000,000	-	-	-	-
603	Building Envelope	PRFM	-	20,000	75,000	80,000	20,000
604	Electrical Upgrades	PRFM	275,000	765,000	30,000	-	30,000
605	Energy Efficiency Updates	PRFM	-	40,000	30,000	30,000	100,000
606	Facility Renovations	PRFM	95,000	315,000	100,000	75,000	-
607	Grounds Improvements	PRFM	185,000	85,000	15,000	35,000	15,000
608	Hardscape Infrastructure Improvements/Replace.	PRFM	712,000	590,000	450,000	400,000	340,000
609	HVAC Upgrades	PRFM	420,000	465,000	300,000	860,000	450,000
610	Interior Finishes and Furniture	PRFM	232,500	290,000	185,000	265,000	25,000
611	Lighting Upgrades	PRFM	250,000	250,000	300,000	325,000	325,000
612	MSB Heated Storage Facility	PRFM	-	-	650,000	-	-
613	Plumbing Improvements	PRFM	215,000	17,500	25,000	-	-
614	Police Station Parking Deck Repair	PRFM	250,000	-	-	-	-
615	Roof Replacement	PRFM	400,000	20,000	250,000	105,000	350,000
616	Safety and Security Improvements	PRFM	290,000	400,000	80,000	30,000	30,000
617	Downtown Parking Study Implementation	PAR	98,900	-	100,000	450,000	-
618	Parking Utility Maintenance and Equipment	PAR	100,000	230,000	525,000	125,000	20,000
619	Water Treatment Chemical Storage	WF	600,000	-	-	-	-
620	F2 Building Chemical Storage	WW	600,000	-	-	-	-
621	Total Max. Daily Load Facility Planning	WW	-	-	-	-	250,000
622	Wastewater Sludge Storage Options	WW	-	-	405,074	3,755,032	-
<b>Equipment</b>							
623	Additional Vehicle for Station # 6	FD	-	-	610,000	-	-
624	Emergency Vehicle Traffic Preemption Upgrade	FD	152,131	-	-	-	-
625	Fire Records Management System	FD	119,500	-	-	-	-
626	Heavy Rescue/Firefighter Rescue Equipment	FD	25,000	25,000	25,000	-	-
627	Outdoor Warning Siren	FD	27,600	-	-	-	-
628	Training Tower Repairs/Upgrade	FD	198,600	-	-	-	-
629	Police Records Management System	PD	300,000	-	-	-	-

**CITY OF APPLETON 2017 BUDGET  
CAPITAL IMPROVEMENTS PROGRAM, 2017-2021**

**PROJECT CATEGORY LIST**

Page	Project	Dept Code	2017	2018	2019	2020	2021
<b>Equipment - Continued</b>							
	630 Enterprise Resource Planning (ERP) System	IT	377,000	243,000	471,000	237,000	-
	631 Information Technology Equipment and Infrastructure	IT	75,000	350,000	-	-	-
	632 Electronic Poll Book	LGL	48,480	24,240	-	-	-
	633 Tabulating Machine for Elections	LGL	-	95,800	-	-	-
	634 CEA Fuel Site Upgrades	PW	-	100,000	-	-	-
	635 CEA Car Wash Replacement	PW	-	-	-	-	435,000
	636 Engineering Survey Instrument Replacement	PW	-	40,000	-	-	-
	637 Street Sweeper Replacement	STR	-	-	-	70,000	-
	638 Bulk Water Dispensing Station	WD	-	45,000	-	-	-
	639 Radio-Read System Replacement for Water Meters	WD	486,729	-	-	-	-
	640 Computer Control UPS Replacement	WF	5,000	75,000	-	-	-
	641 Licensed Radio System	WF	-	-	20,000	255,000	-
	642 Tower Mixer Installations	WF	60,000	-	-	-	-
	643 Water Softener Replacement	WF	30,000	-	-	-	-
	644 VFD High Lift Pump Replacement	WF	146,000	-	-	-	-
	645 Aeration Blower # 3 Replacement	WW	145,000	920,000	-	-	-
	646 Aeration Tank Diffuser Replacement	WW	-	150,000	-	-	-
	647 Belt Filter Press Upgrades	WW	-	-	1,017,500	-	-
	648 Digester Biogas Mix Compressor Glycol Cooling	WW	57,500	-	-	-	-
	649 Effluent Pump Firm Capacity	WW	1,875,000	-	-	-	-
	650 Midway Lift Station Electrical Improvements	WW	166,000	-	-	-	-
	651 PLC Replacement and SCADA Upgrade	WW	-	-	-	-	1,200,000
	652 Receiving Station Improvements	WW	-	-	200,000	2,000,000	-
	653 Waste Activated Sludge Pump Replacement	WW	188,000	-	-	-	-
<b>Quality of Life</b>							
	654 AMP Master Plan	PRFM	-	-	150,000	175,000	850,000
	655 AMP Athletic Fields	PRFM	75,000	765,000	225,000	100,000	-
	656 Park ADA Improvements	PRFM	50,000	50,000	50,000	50,000	50,000
	657 Park Aquatics	PRFM	-	160,000	180,000	105,000	360,000
	658 Park Development	PRFM	1,600,000	35,000	500,000	-	25,000
	659 Pavilion/Restroom Improvements	PRFM	-	-	-	-	30,000
	660 Playground Areas	PRFM	75,000	300,000	75,000	300,000	30,000
	661 Reid Golf Course	PRFM	-	175,000	65,000	47,500	57,500
	662 Scheig Center	PRFM	100,000	100,000	40,000	-	-
	663 Southeast Community Park	PRFM	1,500,000	3,300,000	2,400,000	2,300,000	2,000,000
	664 Statue and Monument Restoration	PRFM	25,000	30,000	10,000	10,000	10,000
	665 Telulah Park Improvements	PRFM	85,000	550,000	65,000	500,000	-
	666 Tennis Courts	PRFM	25,000	-	165,000	-	-
	667 Trails & Trail Connections	PRFM	475,000	1,350,000	950,000	1,075,000	2,250,000
			<u>\$73,075,923</u>	<u>\$43,937,603</u>	<u>\$71,616,545</u>	<u>\$43,946,818</u>	<u>\$30,931,896</u>
	Issue costs / capitalized labor			259,890			
	Total			<u>\$73,335,813</u>			

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Miscellaneous Site Acquisition and Projects - Appleton Redevelopment Authority (ARA)

## PROJECT DESCRIPTION

**Justification:**

The focus of the ARA is to promote economic and community development by investing in and growing the community by eliminating blighted areas throughout the community. The goal of ARA is to provide for redevelopment activities throughout the City as necessary to maintain and enhance viable residential, commercial and industrial development.

The City's updated Comprehensive Plan 2010-2030, including the downtown plan and Fox River plan chapters, and the economic development strategic plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as they become available will enhance our ability to influence meaningful redevelopment. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

This request is for funding Appleton Redevelopment Authority to complete next steps in the redevelopment of properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City. Funding is requested for acquisition, demolition and site preparation activities, including infrastructure improvements, planning, consulting and analysis to support redevelopment projects and brownfield mitigation. Due to the confidential nature of the preliminary development stages, the specific locations cannot be shared at this time.

**Discussion of operating cost impact:**

The final impact on operating costs is undetermined at this time since the properties and the final use for the properties has not been finalized.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Community Development						
Legal, planning, consulting, site acquisition	250,000	250,000	350,000	-	-	\$ 850,000
Demolition, site prep, infrastructure	250,000	-	-	-	-	\$ 250,000
<b>Total - Community Development Capital Projects Fund</b>	<b>\$ 500,000</b>	<b>\$ 250,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	250,000	-	-	-	\$ 250,000
Land Acquisition	250,000	-	350,000	-	-	\$ 600,000
Construction	250,000	-	-	-	-	\$ 250,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 250,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: TIF District # 6/IPLF - Southpoint Commerce Park

## PROJECT DESCRIPTION

**Justification:**

This project comprises infrastructure development for the Southpoint Commerce Park in the southeast growth area of the City. The 359-acre site will be developed in several phases over the next several decades. The first half of the Park will be developed using the Tax Incremental District #6 (TIF #6) created in 2000. The TIF #6 Plan projects the district will create \$75 million in tax base. Job creation and retention will also be significant.

The 2016 - 2017 budgets provide funding to extend Vantage Drive from Lakeland Drive to Eisenhower Drive and Milis Drive from Alliance Drive to Eisenhower Drive as the next phase for Southpoint and the final phase that would be paid for by TIF #6. This would include City utility infrastructure work in 2016 and non-City utility infrastructure and paving in 2017. Non-City infrastructure includes gas, electric, cable service, and street lights. Funding in 2018 and beyond is for maintenance of the Park that will come from the Industrial Park Land Fund while TIF #6 recaptures the investments it's made in this District. The City will evaluate the need for additional infrastructure and platting of the land for the Park and will determine at a later date if a new TIF District will be created in 2018 or beyond to fund these costs. Eligible expenditures may be made in TIF #6 until February 14, 2018.

\$25,000 is included for consulting services to complete a feasibility analysis of the City creating a wetland mitigation bank, which are restored, enhanced or created wetlands whose purpose is to provide credits to offset unavoidable impacts to existing wetlands. Currently the DNR imposes a mitigation fee for impacted wetlands. The potential for the City to manage its own bank for projects could save money in the long-term. The feasibility analysis would be the first step in this process.

City infrastructure not included in cost summary below for 2017 includes:

	TIF # 6	Industrial Park Land Fund	Project Page
Concrete paving program	\$ 1,958,173	184,441	Page 572
Grade & gravel program	278,251	-	Page 578
Sidewalk program	304,000	-	Page 580
Storm Sewer construction	212,266	-	Page 582
	<u>\$ 2,752,690</u>	<u>\$ 184,441</u>	

**Discussion of operating cost impact:**

No major impacts.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Comm Dev	Administration	25,000	29,725	29,725	29,725	-	\$ 114,175
Comm Dev	San. Area Assess.	-	43,929	-	94,286	-	\$ 138,215
	<b>Industrial Park Land Fund</b>	25,000	73,654	29,725	124,011	-	\$ 252,390
Comm Dev	Non-City Improvements	135,540	-	-	-	-	\$ 135,540
Comm Dev	Administration	48,625	-	-	-	-	\$ 48,625
	<b>TIF # 6</b>	184,165	-	-	-	-	\$ 184,165
<b>Total - Southpoint Commerce Park Capital Projects</b>		<b>\$ 209,165</b>	<b>\$ 73,654</b>	<b>\$ 29,725</b>	<b>\$ 124,011</b>	<b>\$ -</b>	<b>\$ 436,555</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	135,540	-	-	-	-	\$ 135,540
Other	73,625	73,654	29,725	124,011	-	\$ 301,015
<b>Total</b>	<b>\$ 209,165</b>	<b>\$ 73,654</b>	<b>\$ 29,725</b>	<b>\$ 124,011</b>	<b>\$ -</b>	<b>\$ 436,555</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Bridge Improvements

## PROJECT DESCRIPTION

Justification:

**Roemer Road over Drainage Ditch**

This structure was rehabilitated in 2010 to address immediate structural deficiencies. Based on the 2014 consultant bridge inspection and recommendation, this bridge should be scheduled for replacement in 2020. We will reevaluate the structure after the 2016 bridge inspection and adjust the construction accordingly. The schedule for the structure currently has the design in 2017/18 and construction in 2019. This replacement will not receive State financial support because it is under 20' in length.

**South Island Street over the Power Canal\***

The 2017 expenditure represents the cost of a rehabilitation report needed to assess the structure. This report is required when applying for Trans 213 Local Bridge Program funding. The existing structure has deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. Future funds are included for design in 2018/19 and construction in 2020. We anticipate applying for design and construction funds for South Island Street in 2017 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

**Olde Oneida Street over S. Power Canal\***

The 2017 expenditure represents the cost of a rehabilitation report needed to assess the structure. This report is required when applying for Trans 213 Local Bridge Program funding. Based on the 2014 consultant bridge inspection and recommendation, this bridge is a candidate for a superstructure replacement. Future funds are included for design in 2019 and construction in 2021. We anticipate applying for design and construction funds in 2017 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

**Lawe Street over Fox River\***

The 2017 expenditure represents the cost of a rehabilitation report needed to assess the structure. This report is required when applying for Trans 213 Local Bridge Program funding. Based on the 2014 consultant bridge inspection and recommendation, this bridge is a candidate for either a concrete overlay or a deck replacement. Future funds are included for design in 2020, while construction funds will be added in 2022. We anticipate applying for design and construction funds in 2019 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

**Memorial Drive over Fox River\***

The 2020 expenditure represents the cost of a rehabilitation report needed to assess the structure. This report is required when applying for Trans 213 Local Bridge Program funding. Based on the 2012 consultant bridge inspection and recommendation, this bridge is a candidate for a concrete overlay and repainting of the structural steel. Future funds for design and construction will be added in 2022 and 2023 respectively. We anticipate applying for design and construction funds in 2021 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

\*Part of the State run Local Bridge Program

Discussion of operating cost impact:

These repair projects are not expected to affect other operating costs.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Public Works						
Roemer Rd. over drainage ditch	203,696	45,000	500,000	-	-	\$ 748,696
S. Island St. over power canal	35,924	132,800	90,000	569,600	-	\$ 828,324
Olde Oneida St. over S. canal	25,462	-	27,200	20,000	179,200	\$ 251,862
Lawe St. over Fox River	21,366	-	-	79,000	-	\$ 100,366
Memorial Dr. over Fox River	-	-	-	23,000	-	\$ 23,000
<b>Total - Public Works Capital Projects Fund</b>	<b>\$ 286,448</b>	<b>\$ 177,800</b>	<b>\$ 617,200</b>	<b>\$ 691,600</b>	<b>\$ 179,200</b>	<b>\$ 1,952,248</b>

### COST ANALYSIS

Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	225,000	157,800	27,200	92,000	-	\$ 502,000
Construction	-	20,000	590,000	599,600	179,200	\$ 1,388,800
Other	61,448	-	-	-	-	\$ 61,448
<b>Total</b>	<b>\$ 286,448</b>	<b>\$ 177,800</b>	<b>\$ 617,200</b>	<b>\$ 691,600</b>	<b>\$ 179,200</b>	<b>\$ 1,952,248</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Street Lighting Energy Efficiency Improvements

## PROJECT DESCRIPTION

**Justification:**

This request is intended to allow for investment into energy-efficient street lighting technologies. Due to the rapidly changing marketplace, we continue to reevaluate the available technology options to determine the best return on investment.

WE Energies began offering LED street light fixtures in July, 2015. Our evaluation of this new tariff shows that investment in this area would yield a return on investment (ROI) of 7 to 10 years, which is significantly better than the ROI we could achieve by retrofitting/replacing our ~300 remaining City-owned decorative fixtures.

We anticipate expending the requested funds to strategically retrofit leased street lights in 2016-2021 at a rate of approximately 225 fixtures per year. After that time, we may seek to retrofit or replace the remaining City-owned decorative fixtures if a suitable solution is developed and if the ROI exceeds what could be achieved through leased lighting upgrades.

Note:

All remaining city-owned HID (non-LED) fixtures are the decorative style, which makes them complicated to retrofit, and very expensive to replace. While we are continuing to work with vendors to develop cost-effective options for these street lights, it is unclear when a viable solution will become available.

**Discussion of operating cost impact:**

Operating costs are driven downward when existing street lights are retrofitted with LED (or similar) technology.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Public Works	LED Street Light Retrofits	126,883	126,883	126,883	126,883	126,883	\$ 634,415
Total - Public Works Cap Projects Fund		\$ 126,883	\$ 126,883	\$ 126,883	\$ 126,883	\$ 126,883	\$ 634,415

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	125,000	125,000	125,000	125,000	125,000	625,000
Other	1,883	1,883	1,883	1,883	1,883	9,415
Total	\$ 126,883	\$ 126,883	\$ 126,883	\$ 126,883	\$ 126,883	\$ 634,415
Operating Cost Impact	\$ (19,375)	\$ (38,750)	\$ (58,125)	\$ (77,500)	\$ (96,875)	\$ (290,625)

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Traffic Camera Program

## PROJECT DESCRIPTION

Justification:

### Traffic Camera Program

The traffic cameras program, which began in 2006, has proved to be an invaluable tool for City staff. This system is used extensively to: 1) monitor daily traffic, 2) monitor and react in real time to work zone traffic issues, 3) monitor and react in real time to traffic incidents, 4) reconstruct traffic crashes, 5) monitor winter road conditions, and 6) effectively deal with public safety issues. It has become an irreplaceable asset which helps staff conduct their duties much more efficiently, and provides numerous additional capabilities to Public Works and APD staff.

Potential camera locations are evaluated and prioritized based on crash history, public safety concerns, traffic volumes, installation logistics, and the like, with an emphasis on maximizing return on investment. With this in mind, cameras are typically installed at intersections along arterial, collector and CBD streets.

This buildout of this program is proposed to continue through 2017. Beyond 2017, funding would shift from expansion to maintenance, including equipment replacements and upgrades.

The \$27,500 budgeted in 2017 is expected to fund cameras at approximately 7 locations, depending on the presence of communication infrastructure and poles.

Discussion of operating cost impact:

Traffic Camera Program: Initially, this program has had negligible operating cost impact. However, over time, the equipment will require maintenance and eventual replacement. While maintenance costs are expected to be negligible, we anticipate the cameras and appurtenant hardware will need to be replaced approximately every 5-8 years, at an anticipated cost of \$2,900 per location.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Public Works						
Traffic Camera Program	27,500	-	-	-	-	\$ 27,500
<b>Total - Public Works Capital Projects Fund</b>	<b>\$ 27,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,500</b>

## COST ANALYSIS

Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	25,000	-	-	-	-	25,000
Other	2,500	-	-	-	-	2,500
<b>Total</b>	<b>\$ 27,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,500</b>
<b>Operating Cost Impact</b>	<b>\$ 17,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,400</b>





# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Asphalt Paving Program

## PROJECT DESCRIPTION

**Justification:**

The following is a summary of the cost associated with the streets identified for reconstruction this year.

A five year plan detailing this and future years' projects follows this summary page.

**Discussion of operating cost impact:**

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets which can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system result in no overall reduction in our City-wide street maintenance costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Public Works - Reconstruction <b>General Fund</b>	1,321,533	2,101,104	1,605,940	1,804,028	1,323,904	\$ 8,156,509
Public Works - Construction <b>TIF # 10</b>	-	223,167	-	-	-	\$ 223,167
Public Works - Construction	-	-	-	-	-	\$ -
Public Works - Developer Escrow <b>Subdivision Fund</b>	-	-	76,626	-	-	\$ 76,626
	-	-	76,626	-	-	\$ 76,626
<b>Total - Asphalt - City</b>	<u>\$ 1,321,533</u>	<u>\$ 2,324,271</u>	<u>\$ 1,605,940</u>	<u>\$ 1,804,028</u>	<u>\$ 1,323,904</u>	<u>\$ 8,379,676</u>
<b>Total - Asphalt Paving Program</b>	<u>\$ 1,321,533</u>	<u>\$ 2,324,271</u>	<u>\$ 1,682,566</u>	<u>\$ 1,804,028</u>	<u>\$ 1,323,904</u>	<u>\$ 8,456,302</u>

## COST ANALYSIS

Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,112,032	2,071,771	1,442,566	1,564,028	1,083,904	\$ 7,274,301
Other	209,501	252,500	240,000	240,000	240,000	\$ 1,182,001
<b>Total</b>	<u>\$ 1,321,533</u>	<u>\$ 2,324,271</u>	<u>\$ 1,682,566</u>	<u>\$ 1,804,028</u>	<u>\$ 1,323,904</u>	<u>\$ 8,456,302</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2017	Street	From	To	General Fund Asphalt	TIF # 10	Total Cost
Labor Pool				209,501	-	209,501
CEA				51,135		51,135
Consultant				5,000		5,000
Following Grade and Gravel						-
	<b>Subtotal</b>			-	-	-
Overlay						-
	<b>Subtotal</b>			-	-	-
Partial Reconstruction	Ballard Rd (CTH E)	CTH JJ	Applecreek Rd	30,000		30,000
	Broadway Drive	Meade St	Ballard Rd	248,174		248,174
	French Rd	Applecreek Rd	Lochbur La	147,902		147,902
	<b>Subtotal</b>			<b>426,076</b>	-	<b>426,076</b>
Total Reconstruction	Bateman St	Pacific St	Atlantic St	52,853		52,853
	Douglas St	Pine St	Haskell St	95,237		95,237
	Fair St	Franklin St	south end	64,193		64,193
	Grant St	Nicholas St	Mason St	194,134		194,134
	Harriman St	Atlantic St	Winnebago St	76,050		76,050
	Herbert St	Pine St	Rogers Ave	48,144		48,144
	Winona Ct	Nawada St	Nawada St	99,210		99,210
	<b>Subtotal</b>			<b>629,821</b>	-	<b>629,821</b>
Total Asphalt Pavement				<b>\$ 1,321,533</b>	<b>\$ -</b>	<b>\$ 1,321,533</b>

2018	Street	From	To	General Fund Asphalt	TIF # 10	Total Cost
Labor Pool				235,000	12,500	247,500
Consultant				5,000	-	5,000
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor				-
	<b>Subtotal</b>			-	-	-
Overlay						-
	<b>Subtotal</b>			-	-	-
Partial Reconstruction	Coop Rd	Midway Rd	Lorna Lane	218,310		218,310
	Viola St	Randall St	Grant St	88,371		88,371
	Westwood Ct	Woodland Ave	cds	10,376		10,376
	Willow Ct	Woodland Ave	cds	10,376		10,376
	Woodland Ave	Meade St	Viola St	53,175		53,175
	College Avenue:					
	Frontage Rd	Lilas Dr	Lynndale Dr		72,190	72,190
	Frontage Rd	Lynndale Dr	Perkins St		75,879	75,879
	Frontage Rd	Perkins St	Woods Edge Dr (e/o)		62,598	62,598
	<b>Subtotal</b>			<b>380,608</b>	<b>210,667</b>	<b>591,275</b>
Total Reconstruction	Catherine St	Washington St	North St	241,149		241,149
	Drew St	Glendale Ave	Pershing St	242,828		242,828
	Lincoln St	Olde Oneida St	Madison St	126,062		126,062
	Marquette St	Division St	Oneida St	209,136		209,136
	Mary St	North St	Pacific St	88,536		88,536
	Reeve St	Linwood Ave	Badger Ave	95,489		95,489
	Sanders St	Seymour St	Verbrick St	120,750		120,750
	Summer St	Morrison St	Union St	254,204		254,204
	Winnebago St	Linwood Ave	Badger Ave	102,342		102,342
	<b>Subtotal</b>			<b>1,480,496</b>	-	<b>1,480,496</b>
Total Asphalt Pavement				<b>\$ 2,101,104</b>	<b>\$ 223,167</b>	<b>\$ 2,324,271</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2019	Street	From	To	General Fund Asphalt	Developer Escrow Account
Labor Pool				235,000	
Consultant				5,000	
Following Grade and Gravel	New Subdivisions				76,626
	<b>Subtotal</b>			-	<b>76,626</b>
Overlay	Capitol Dr	Durkee St	Lawe St	116,469	
	McDonald St	Byrd St	Lindbergh St	21,698	
	McDonald St	Pershing St	Service Rd	81,427	
	<b>Subtotal</b>			<b>219,594</b>	-
Partial Reconstruction	Carroll St	Jackson St	Lawe St	33,914	
	Durkee St	Atlantic St	Summer St	99,265	
	Jefferson St	Coolidge Ave	Hoover Ave	127,868	
	McDonald St	Glendale Ave	Byrd St	47,762	
	McDonald St	Lindberg St	Pershing St	16,622	
	McDonald St	Randall St	Glendale Ave	111,884	
	Wilson Ave	Oneida St	Carpenter St	189,073	
	<b>Subtotal</b>			<b>626,388</b>	-
Total Reconstruction	Center St	North St	Atlantic St	139,769	
	Rocky Bleir Run	Water St	park	107,015	
	Roosevelt St	Morrison St	Durkee St	68,125	
	Summit St	Spencer St	College Ave	205,049	
	<b>Subtotal</b>			<b>519,958</b>	-
<b>Total Asphalt Pavement</b>				<b>\$ 1,605,940</b>	<b>\$ 76,626</b>

2020	Street	From	To	General Fund Asphalt	Developer Escrow Account
Labor Pool				235,000	-
Consultant				5,000	
Following Grade and Gravel					
	<b>Subtotal</b>			-	-
Overlay	Capitol Dr	Pointer Rd(500' w/o)	Marshall Rd	163,748	
	<b>Subtotal</b>			<b>163,748</b>	-
Partial Reconstruction	Candee St	College Ave	cds	18,482	
	Cass St	Walter Ave	cds	20,347	
	Harriet St	Walter Ave	Telulah Ave	32,867	
	Henry St	Werner St	Telulah Ave	28,006	
	Werner St	College Ave	Henry St	20,746	
	<b>Subtotal</b>			<b>120,448</b>	-
Total Reconstruction	Carpenter St	Fremont St	Calumet St	346,287	
	Madison St	Calumet St	Taft Ave	252,282	
	Morrison St	Hancock St	Wisconsin Ave	251,450	
	Winnebago St	Division St	Drew St	429,813	
	<b>Subtotal</b>			<b>1,279,832</b>	-
<b>Total Asphalt Pavement</b>				<b>\$ 1,804,028</b>	<b>\$ -</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2021	Street	From	To	General Fund Asphalt
Labor Pool				235,000
Consultant				5,000
Following Grade and Gravel				
	<b>Subtotal</b>			-
Overlay				-
	<b>Subtotal</b>			-
Partial Reconstruction	Douglas St	Reid Dr	Prospect Ave	55,569
	Goodall St	Lawe St	Carpenter St	57,739
	<b>Subtotal</b>			<b>113,308</b>
Total Reconstruction	Jackson St	Calumet St	Fremont St	357,563
	Summer St	Gillett St	Story St	391,495
	Summer St	Story St	Richmond St	221,538
	<b>Subtotal</b>			<b>970,596</b>
Total Asphalt Pavement				<b>\$ 1,323,904</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Concrete Paving Program

## PROJECT DESCRIPTION

**Justification:**

The following is a summary of the costs associated with the streets identified for reconstruction this year. A five year plan detailing this and future years' projects follows this summary page.

**Discussion of operating cost impact:**

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets that can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system, result in no overall reduction in our City-wide street maintenance costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Public Works - Reconstruction <b>General Fund</b>	2,092,954	4,334,695	3,443,597	4,740,657	4,782,881	\$ 19,394,784
Public Works - Construction <b>DPW Capital Projects Fund</b>	3,599,906	-	1,879,418	-	-	\$ 5,479,324
<b>TIF # 6</b>	1,958,173	-	-	-	-	\$ 1,958,173
<b>Industrial Park Land Fund</b>	184,441	-	18,504	-	-	\$ 202,945
Public Works - Construction	178,007	840,787	885,989	5,000	5,000	\$ 1,914,783
Public Works - Developer Escrow <b>Subdivision Fund</b>	373,918	1,133,692	-	-	-	\$ 1,507,610
	551,925	1,974,479	885,989	5,000	5,000	\$ 3,422,393
<b>Total - Concrete - City</b>	<b>\$ 8,013,481</b>	<b>\$ 5,175,482</b>	<b>\$ 6,227,508</b>	<b>\$ 4,745,657</b>	<b>\$ 4,787,881</b>	<b>\$ 28,950,009</b>
<b>Total - Concrete Paving Program</b>	<b>\$ 8,387,399</b>	<b>\$ 6,309,174</b>	<b>\$ 6,227,508</b>	<b>\$ 4,745,657</b>	<b>\$ 4,787,881</b>	<b>\$ 30,457,619</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Design	125,000	65,000	50,000	25,000	40,000	\$ 305,000
Land Acquisition	-	65,000	-	50,000	25,000	\$ 140,000
Construction	7,408,881	4,837,482	5,969,508	4,462,657	4,514,881	\$ 27,193,409
Other	479,600	208,000	208,000	208,000	208,000	\$ 1,311,600
<b>Total</b>	<b>\$ 8,013,481</b>	<b>\$ 5,175,482</b>	<b>\$ 6,227,508</b>	<b>\$ 4,745,657</b>	<b>\$ 4,787,881</b>	<b>\$ 28,950,009</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2017	Street	From	To	General Fund	DPW Capital Projects	TIF # 6	Industrial Park Land Fund	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				268,694	71,166	65,493	2,306	44,491	452,150	
CEA				15,100	2,400	3,500		6,450	27,450	
Land	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr	60,000					60,000	
	Lightning Dr, new roundabout at Edgewood Dr (CTH JJ)			50,000					50,000	
	Midway Rd, roundabout at Eisenhower Dr.					40,000			40,000	
	Misc Land acquisition for street projects			50,000					50,000	
	Oneida St	Hoover Ave	Skyline Bridge	610,000					610,000	
	<b>Subtotal</b>			<b>770,000</b>	-	<b>40,000</b>	-	-	<b>810,000</b>	
Design	CTH KK	at 441	design	40,000					40,000	
	Material Testing			10,000				5,000	15,000	
	Midway Rd, roundabout at Eisenhower Dr.			-		50,000			50,000	
	Misc Consultant design			50,000					50,000	
	Oneida St	Hoover Ave	Skyline Bridge	125,000					125,000	
	<b>Subtotal</b>			<b>225,000</b>	-	<b>50,000</b>	-	<b>5,000</b>	<b>280,000</b>	
New Concrete (New Subdivisions Escrowed)	Bluewater Way	Haymeadow Ave	Summerland Dr							132,176
	Haymeadow Ave	Morningsun Way	Bluewater Way (181' n/o)							155,523
	Midsummer Ct	Bluewater Way	cds							86,219
	<b>Subtotal</b>			-	-	-	-	-	-	<b>373,918</b>
New Concrete (New Subdivisions non escrowed)	Ashford Ct	Celtic Crossing	cds					122,066	122,066	
	<b>Subtotal</b>			-	-	-	-	<b>122,066</b>	<b>122,066</b>	
New Concrete (Not in New Subdivisions)	Eisenhower Dr	Plank Rd	Future Rd G (500' n/o Midway)			889,245	182,135		1,071,380	
	Milis Dr	Quest Dr	Eisenhower Dr			420,220				
	Vantage Dr	Quest Dr	Eisenhower Dr			489,715			489,715	
	<b>Subtotal</b>			-	-	<b>1,799,180</b>	<b>182,135</b>	-	<b>1,561,095</b>	
Reconstruction	Alley w/o Perkins St	Charles St	Perkins St		73,153				73,153	
	Bateman St	Atlantic St	Hancock St	72,516					72,516	
	College Ave crosswalks	Richmond St	Drew St	104,040					104,040	
	College Ave kiosks	Richmond St	Drew St	15,259					15,259	
	Division St	Franklin St	Atlantic St		429,898				429,898	
	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr		465,927				465,927	
	Glendale Ave	Birchwood St	Mason St		674,012				674,012	
	Lightning Dr, new roundabout at Edgewood Dr				489,184				489,184	
	Owaissa St	Randall St	Glendale Ave	435,832					435,832	
	Owaissa St	Wisconsin Ave	Randall St	186,513					186,513	
	Mason St	Wieland Ave	Hillock Ct		133,333				133,333	
	CTH OO	Mason St	Richmond St		370,200				370,200	
	Richmond St		Mall access roundabout		140,200				140,200	
	Elm St	Eighth St	Lawrence St		196,041				196,041	
	Lawrence St	Elm St	Appleton St		554,392				554,392	
	<b>Subtotal</b>			<b>814,160</b>	<b>3,526,340</b>	-	-	-	<b>4,340,500</b>	-
<b>Total Concrete Paving</b>				<b>\$ 2,092,954</b>	<b>\$ 3,599,906</b>	<b>\$ 1,958,173</b>	<b>\$ 184,441</b>	<b>\$ 178,007</b>	<b>\$ 7,593,261</b>	<b>\$ 373,918</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2018	Street	From	To	General Fund	Subdivision fund	Total Cost	Developer Escrow Account
Labor Pool				200,000		200,000	
CEA				8,000		8,000	
Land	Misc Land acquisition for street projects			25,000		25,000	
	<b>Subtotal</b>			<b>25,000</b>	<b>-</b>	<b>25,000</b>	
Design						-	
	Edgewood Dr (CTH JJ)	Lightning Dr	French Rd	50,000		50,000	
	Material Testing			-	5,000	5,000	
	Material Testing			10,000		10,000	
	<b>Subtotal</b>			<b>60,000</b>	<b>5,000</b>	<b>65,000</b>	
New Concrete (New Subdivisions Escrowed)							
	Canyon Ct	Headwall Circle	cds				72,156
	Canyon Lane	Blackstone Place (150' e/o)	Kurey Rd				29,351
	Canyon Lane	Kurey Rd	Headwall Circle				56,694
	Headwall Circle	Canyon Lane	Kurey Rd				249,600
	Kurey Rd	Broadway Dr	Werner Rd				498,725
	Marble Lane	Graphite Dr (600' e/o)	Kurey Rd				29,540
	Werner Rd	Kurey Rd	Kurey Rd (1000' e/o)				197,626
	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>1,133,692</b>
New Concrete (New Subdivisions non escrowed)							
	Incline Way	Palladium Ct	Applehill Blvd		239,399	239,399	
	Mackville Rd	Ballard Rd	Purdy Pkwy		51,188	51,188	
	Purdy Pkwy	Celtic Crossing	Applehill Blvd		182,334	182,334	
	Purdy Pkwy	Mackville Rd	Celtic Crossing		362,866	362,866	
	<b>Subtotal</b>			<b>-</b>	<b>835,787</b>	<b>835,787</b>	
New Concrete (Not in New Subdivisions)							
	Lake Park Rd	Plank Rd (s/o roundabout)	Midway Rd (n/o roundabout)	544,334		544,334	
	<b>Subtotal</b>			<b>544,334</b>	<b>-</b>	<b>544,334</b>	
New Concrete (TIF)							
	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>	
Reconstruction							
	Ballard Rd	at OO	left turn modifications	258,306		258,306	
	Calumet St	Kensington Dr	to 441	35,000		35,000	
	Calumet St	Oneida St	Jefferson St	469,289		469,289	
	Implement Downtown mobility			250,000		250,000	
	Implement RR quiet zone			250,000		250,000	
	Kamps Ave	Douglas St	Douglas St, (fire station)	56,616		56,616	
	Lynndale Dr	Leonard St	Everett St	181,749		181,749	
	Northland Ave	at Conkey St	signal installation	258,306		258,306	
	Olde Oneida St	Oneida St	E. South River St	153,194		153,194	
	Oneida St	Hoover Ave	Skyline Bridge	1,303,151		1,303,151	
	Oneida St	Midway Rd	Hoover Ave	106,750		106,750	
	Oneida St Skyline bridge	street lighting		175,000		175,000	
	<b>Subtotal</b>			<b>3,497,361</b>	<b>-</b>	<b>3,497,361</b>	<b>-</b>
<b>Total Concrete Paving</b>				<b>\$ 4,334,695</b>	<b>\$ 840,787</b>	<b>\$ 5,175,482</b>	<b>\$ 1,133,692</b>



**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2019	Street	From	To	General Fund	DPW Capital Projects	Industrial Park Land Fund	Subdivision fund	Total Cost
Labor Pool				200,000		-		200,000
CEA				8,000		-		8,000
Land								-
	Misc Land acquisition for street projects			25,000				25,000
	<b>Subtotal</b>			<b>25,000</b>	-	-	-	<b>25,000</b>
Design	Ballard Rd	Edgewood Dr - (400' n)	Apple Creek Rd-(300' n)	25,000				25,000
	Edgewood Dr (CTH JJ)	Lightning Dr (Design)	French Rd	50,000				50,000
	Material Testing			-			5,000	5,000
	Material Testing			10,000				10,000
	Misc Consultant design			50,000				50,000
	<b>Subtotal</b>			<b>135,000</b>	-		<b>5,000</b>	<b>140,000</b>
New Concrete (New Subdivisions non escrowed)								
	Celtic Crossing	Purdy Pkwy	Downs Ridge				110,207	110,207
	Downs Ridge	Smoketree Ps	Celtic Crossing				302,439	302,439
	Thomas Ct	Purdy Pkwy	cds				59,693	59,693
	Tiburon La	Applehill Blvd	Downs Ridge				143,679	143,679
	Tiburon La	Downs Ridge	Purdy Pkwy				172,544	172,544
	Trinity Ct	Downs Ridge	cds				92,427	92,427
	<b>Subtotal</b>			-	-	-	<b>880,989</b>	<b>880,989</b>
New Concrete (Not in New Subdivisions)								
	Midway Rd	Plank Rd	Lake Park Rd	619,436				619,436
	Includes County portion of Midway Rd construction to be reimbursed (\$374,118)							
	<b>Subtotal</b>			<b>619,436</b>	-	-	-	<b>619,436</b>
New Concrete (TIF)								
	Eisenhower Dr	Future Road G	Midway Rd, part of new roundabout		111,023	37,008		148,031
	Midway Rd	Eisenhower Dr (500' w/o	Eisenhower Dr (500' e/o), roundabout		802,564			802,564
	Includes County portion of Midway Rd construction to be reimbursed (\$401,282)							-
	Midway Rd	Lake Park Rd (e/o round	Eisenhower Dr (500' w/o)		965,831			965,831
	Includes County portion of Midway Rd construction to be reimbursed (\$482,916)							-
	<b>Subtotal</b>			-	<b>1,879,418</b>	-	-	<b>1,879,418</b>
Reconstruction								
	Alley n/o Spencer St	Linwood Ave	Victoria St	53,133				53,133
	Alley n/o Spencer St	Spruce St	Summit St	48,652				48,652
	Alley s/o Franklin St	Summit St	Story St	41,183				41,183
	Alley w/o Richmond St	Washington St	165' n/o Washington St	22,020				22,020
	Evergreen Dr	Richmond St (STH 47)	Haymeadow Ave	733,686				733,686
	Implement Downtown mobility study			250,000				250,000
	Implement RR quiet zone			250,000				250,000
	Telulah Ave	Calumet St	John St	1,057,487				1,057,487
	<b>Subtotal</b>			<b>2,456,161</b>	-	-	-	<b>2,456,161</b>
<b>Total Concrete Paving</b>				<b>\$ 3,443,597</b>	<b>\$ 1,879,418</b>	<b>\$ 18,504</b>	<b>\$ 885,989</b>	<b>\$ 6,227,508</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2020	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool				200,000		200,000
CEA				8,000		8,000
Land	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	25,000		25,000
	Misc Land acquisition for street projects			25,000		25,000
	<b>Subtotal</b>			<b>50,000</b>	<b>-</b>	<b>50,000</b>
Design	Ballard Rd	Edgewood Dr - 400' n/o (De	Apple Creek Rd - 300' n/o	50,000		50,000
	Material Testing			10,000		10,000
	Material Testing				5,000	5,000
	Misc Consultant design			25,000		25,000
	<b>Subtotal</b>			<b>85,000</b>	<b>5,000</b>	<b>90,000</b>
New Concrete (New Subdivisions non escrowed)						-
	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
New Concrete (Not in New Subdivisions)						-
	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
New Concrete (TIF)						-
	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Reconstruction	Carpenter St	Calumet St	Taft Ave	531,930		531,930
	Implement Downtown mobility study			250,000		250,000
	Implement RR quiet zone			250,000		250,000
	Prospect Ave	Bartell Dr	Haskell St	1,064,240		1,064,240
	Prospect Ave (CTH BB)	City Limits	Bartell Dr	1,353,540		1,353,540
	Valley Road	Chain Dr	Forestview Dr	947,947		947,947
	<b>Subtotal</b>			<b>4,397,657</b>	<b>-</b>	<b>4,397,657</b>
<b>Total Concrete Paving</b>				<b>\$ 4,740,657</b>	<b>\$ 5,000</b>	<b>\$ 4,745,657</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2021	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool				200,000		200,000
CEA				8,000		8,000
Land						-
	Misc Land acquisition for street projects			25,000		25,000
	<b>Subtotal</b>			<b>25,000</b>	<b>-</b>	<b>25,000</b>
Design						-
						-
	Material Testing			10,000		10,000
	Material Testing				5,000	5,000
	Misc Consultant design			25,000		25,000
	<b>Subtotal</b>			<b>35,000</b>	<b>5,000</b>	<b>40,000</b>
New Concrete (New Subdivisions non escrowed)						-
	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
New Concrete (Not in New Subdivisions)						-
	Cherryvale Ave	Applecreek corridor	south city limits	354,467		354,467
	French Rd	Evergreen Dr	Edgewood Dr (CTH JJ)	1,248,248		1,248,248
	<b>Subtotal</b>			<b>1,602,715</b>	<b>-</b>	<b>1,602,715</b>
New Concrete (TIF)						-
	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Reconstruction						-
	Glendale Ave	Mason St	Richmond St	779,439		779,439
	Implement Downtown r			250,000		250,000
	Implement RR quiet zo			250,000		250,000
	Newberry Ave	Schaefer St	city limits	1,632,727		1,632,727
	<b>Subtotal</b>			<b>2,912,166</b>	<b>-</b>	<b>2,912,166</b>
<b>Total Concrete Paving</b>				<b>\$ 4,782,881</b>	<b>\$ 5,000</b>	<b>\$ 4,787,881</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Grade and Gravel Program

## PROJECT DESCRIPTION

**Justification:**

This project is the initial construction phase for new streets. A five year plan detailing specific projects follows this program summary page.

**Discussion of operating cost impact:**

The exact operating impact of this program is not easily defined. The addition of new streets will require additional operational service requirements including street maintenance and plowing.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Public Works - Grade & Gravel <b>General Fund</b>	-	588,383	531,098	120,290	-	\$ 1,239,771
Public Works - Grade & Gravel <b>TIF # 6</b>	278,251	-	-	-	-	\$ 278,251
Public Works - Grade & Gravel	-	-	-	-	-	\$ -
Public Works - Developer Escrow <b>New Subdivision</b>	-	211,176	67,224	-	-	\$ 278,400
	-	211,176	67,224	-	-	\$ 278,400
<b>Total - Grade &amp; Gravel - City</b>	<b>\$ 278,251</b>	<b>\$ 588,383</b>	<b>\$ 531,098</b>	<b>\$ 120,290</b>	<b>\$ -</b>	<b>\$ 1,518,022</b>
<b>Total - Grade &amp; Gravel Program</b>	<b>\$ 278,251</b>	<b>\$ 799,559</b>	<b>\$ 598,322</b>	<b>\$ 120,290</b>	<b>\$ -</b>	<b>\$ 1,796,422</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	270,251	799,559	598,322	120,290	-	\$ 1,788,422
Other	8,000	-	-	-	-	\$ 8,000
<b>Total</b>	<b>\$ 278,251</b>	<b>\$ 799,559</b>	<b>\$ 598,322</b>	<b>\$ 120,290</b>	<b>\$ -</b>	<b>\$ 1,796,422</b>
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

\* N/Q = Not Quantifiable

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
GRADE & GRAVEL PROGRAM**

2017	Street	From	To	General Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool					8,000	8,000	-
Grade & Gravel	Vantage Dr	Lakeland Dr	Eisenhower Dr		115,101	115,101	
	Millis Dr	Alliance Dr	Eisenhower Dr		155,150	155,150	
	<b>Subtotal</b>			-	<b>270,251</b>	<b>270,251</b>	
Temporary Surface Following Grade & Gravel						-	
	<b>Subtotal</b>			-	-	-	
<b>Total</b>				\$ -	\$ 278,251	\$ 278,251	\$ -

2018	Street	From	To	General Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool					-	-	-
Grade & Gravel	Haymeadow Ave	Bluewater Way	Spartan Ave	107,717		107,717	
	Northside Rd future	TBD	TBD	113,333		113,333	
	Spartan Ave	Haymeadow Ave	e/o			-	110,900
	Spartan Ave	Richmond St	Haymeadow Ave	367,333		367,333	
	<b>Subtotal</b>			<b>588,383</b>	-	<b>588,383</b>	<b>110,900</b>
Temporary Surface Following Grade & Gravel	New Subdivisions	escrowed funding except for labor				-	100,276
	<b>Subtotal</b>			-	-	-	<b>100,276</b>
<b>Total</b>				\$ 588,383	\$ -	\$ 588,383	\$ 211,176

2019	Street	From	To	General Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool						-	-
Grade & Gravel	Spartan Ave	e/o Haymeadow Ave	Meade St	226,906		226,906	
	<b>Subtotal</b>			<b>226,906</b>	-	<b>226,906</b>	-
Temporary Surface Following Grade & Gravel	New Subdivisions	escrowed funding except for labor				-	-
						-	-
Temporary Surface Following Grade & Gravel	Haymeadow Ave	Bluewater Way	Spartan Ave	55,112		55,112	
	Northside Rd future	TBD	TBD	57,976		57,976	
	Spartan Ave	Richmond St	Haymeadow Ave	191,104		191,104	
	New Subdivisions	escrowed funding except for labor				-	76,626
	Spartan Ave	Haymeadow Ave	e/o			-	57,821
<b>Subtotal</b>			<b>304,192</b>	-	<b>304,192</b>	-	
<b>Total</b>				\$ 531,098	\$ -	\$ 531,098	\$ 67,224

2020	Street	From	To	General Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool						-	-
Grade & Gravel						-	-
	<b>Subtotal</b>			-	-	-	-
Temporary Surface Following Grade & Gravel	New Subdivisions	escrowed funding except for labor				-	-
						-	-
Temporary Surface Following Grade & Gravel	Spartan Ave	e/o Haymeadow Ave	Meade St	120,290		120,290	
	<b>Subtotal</b>			<b>120,290</b>	-	<b>120,290</b>	-
<b>Total</b>				\$ 120,290	\$ -	\$ 120,290	\$ -

2021	Street	From	To	General Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool						-	-
Grade & Gravel	No projects planned					-	-
<b>Total</b>				\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Sidewalk Program

## PROJECT DESCRIPTION

**Justification:**

The total cost of sidewalk replacement and new construction is presented. A five year plan detailing specific projects follows this program summary page.

**Discussion of operating cost impact:**

The operating impact of this program is minimal. Additional cost of installing new sidewalks will appear in future years as replacements become necessary.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Public Works Reconstruction <b>General Fund</b>	775,560	1,114,186	1,175,090	1,218,158	971,389	\$ 5,254,383
Public Works Construction <b>DPW Capital Projects Fund</b>	249,050	-	-	-	-	\$ 249,050
<b>TIF # 6</b>	304,000	-	223,000	-	-	\$ 527,000
<b>Industrial Park Land Fund</b>	-	-	-	-	-	\$ -
Public Works - Construction	23,755	153,775	139,051	10,000	10,000	\$ 336,581
Public Works - Developer Escrow	-	-	-	-	-	\$ -
<b>Subdivisions</b>	23,755	153,775	139,051	10,000	10,000	\$ 336,581
Total - Sidewalk - City	<u>\$ 1,352,365</u>	<u>\$ 1,267,961</u>	<u>\$ 1,537,141</u>	<u>\$ 1,228,158</u>	<u>\$ 981,389</u>	<u>\$ 6,367,014</u>
Total - Sidewalk Program	<u>\$ 1,352,365</u>	<u>\$ 1,267,961</u>	<u>\$ 1,537,141</u>	<u>\$ 1,228,158</u>	<u>\$ 981,389</u>	<u>\$ 6,367,014</u>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,299,175	1,162,075	1,431,255	1,133,096	886,327	\$ 5,911,928
Other	53,190	105,886	105,886	95,062	95,062	\$ 455,086
Total	<u>\$ 1,352,365</u>	<u>\$ 1,267,961</u>	<u>\$ 1,537,141</u>	<u>\$ 1,228,158</u>	<u>\$ 981,389</u>	<u>\$ 6,367,014</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
Sidewalk Construction Capital Improvement Program**

2017	General Fund	DPW Capital Projects Fund	TIF # 6	Subdivision Fund	Total Cost
Labor Pool	45,130	-	6,000	-	51,130
CEA	2,060	-	-	-	2,060
Sidewalk Construction					
Green Dot	200,000				200,000
General	30,000				30,000
Patch Contract	30,000				30,000
Safestep sawcutting	30,000				30,000
Reconstruction - Concrete	162,150	249,050			411,200
Reconstruction - Asphalt	111,720				111,720
<b>Subtotal</b>	<b>563,870</b>	<b>249,050</b>	<b>-</b>	<b>-</b>	<b>812,920</b>
New Sidewalk Construction					
New Concrete	-		298,000		298,000
New Subdivision				13,755	13,755
New Subdivision - 6 Month				10,000	10,000
Arterial Street	164,500			-	164,500
<b>Subtotal</b>	<b>164,500</b>	<b>-</b>	<b>298,000</b>	<b>23,755</b>	<b>486,255</b>
<b>Total</b>	<b>\$ 775,560</b>	<b>\$ 249,050</b>	<b>\$ 304,000</b>	<b>\$ 23,755</b>	<b>\$ 1,352,365</b>

2020	General Fund	Subdivision Fund	Total Cost
Labor Pool	95,062	-	95,062
CEA	3,000		3,000
Sidewalk Construction			
Green Dot	200,000		200,000
General	30,000		30,000
Patch Contract	30,000		30,000
Safestep sawcutting	30,000		30,000
Reconstruction - Concrete	509,020		509,020
Reconstruction - Asphalt	321,076		321,076
<b>Subtotal</b>	<b>1,120,096</b>	<b>-</b>	<b>1,120,096</b>
New Sidewalk Construction			
New Concrete	-		-
New Subdivision			-
New Subdivision - 6 Month		10,000	10,000
Arterial Street			-
<b>Subtotal</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>
<b>Total</b>	<b>\$ 1,218,158</b>	<b>\$ 10,000</b>	<b>\$ 1,228,158</b>

2018	General Fund	DPW Capital Projects Fund	TIF # 6	Subdivision Fund	Total Cost
Labor Pool	95,062		-	10,824	105,886
CEA	3,000		-	3,000	6,000
Sidewalk Construction					
Green Dot	200,000				200,000
General	30,000				30,000
Patch Contract	30,000				30,000
Safestep sawcutting	30,000				30,000
Reconstruction - Concrete	292,936				292,936
Reconstruction - Asphalt	307,188				307,188
<b>Subtotal</b>	<b>890,124</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>890,124</b>
New Sidewalk Construction					
New Concrete	126,000		-		126,000
New Subdivision				129,951	129,951
New Subdivision - 6 Month				10,000	10,000
Arterial Street					-
<b>Subtotal</b>	<b>126,000</b>	<b>-</b>	<b>-</b>	<b>139,951</b>	<b>265,951</b>
<b>Total</b>	<b>\$ 1,114,186</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 153,775</b>	<b>\$ 1,267,961</b>

2021	General Fund	Subdivision Fund	Total Cost
Labor Pool	95,062	-	95,062
CEA	3,000		3,000
Sidewalk Construction			
Green Dot	200,000		200,000
General	30,000		30,000
Patch Contract	30,000		30,000
Safestep sawcutting	30,000		30,000
Reconstruction - Concrete	209,251		209,251
Reconstruction - Asphalt	205,856		205,856
<b>Subtotal</b>	<b>705,107</b>	<b>-</b>	<b>705,107</b>
New Sidewalk Construction			
New Concrete	168,220		168,220
New Subdivision	-		-
New Subdivision - 6 Month	-	10,000	10,000
Arterial Street	-		-
<b>Subtotal</b>	<b>168,220</b>	<b>10,000</b>	<b>178,220</b>
<b>Total</b>	<b>\$ 971,389</b>	<b>\$ 10,000</b>	<b>\$ 981,389</b>

2019	General Fund	DPW Capital Projects Fund	TIF # 6	Subdivision Fund	Total Cost
Labor Pool	95,062		-	10,824	105,886
CEA	3,000		-	3,000	6,000
Sidewalk Construction					
Green Dot	200,000				200,000
General	30,000				30,000
Patch Contract	30,000				30,000
Safestep sawcutting	30,000				30,000
Reconstruction - Concrete	232,100				232,100
Reconstruction - Asphalt	444,528				444,528
<b>Subtotal</b>	<b>966,628</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>966,628</b>
New Sidewalk Construction					
New Concrete	110,400		223,000		333,400
New Subdivision				115,227	115,227
New Subdivision - 6 Month				10,000	10,000
Arterial Street					-
<b>Subtotal</b>	<b>110,400</b>	<b>-</b>	<b>223,000</b>	<b>125,227</b>	<b>458,627</b>
<b>Total</b>	<b>\$ 1,175,090</b>	<b>\$ -</b>	<b>\$ 223,000</b>	<b>\$ 139,051</b>	<b>\$ 1,537,141</b>

## CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: Stormwater Program

### PROJECT DESCRIPTION

**Justification:**

The following is a summary of costs associated with replacing and adding to the stormwater system. A five year plan detailing this and future years' projects follows this summary.

**Discussion of operating cost impact:**

Reconstruction is performed based upon the existing condition and expected useful remaining life of the stormwater structure (primarily storm sewers and detention ponds). However, budget constraints limit the number of stormwater structures which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our stormwater structures are reconstructed on an annual basis. This fact, coupled with new structures added annually to the system results in no overall reduction in our City-wide stormwater maintenance costs.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Stormwater Reconstruction <b>Stormwater Utility</b>	12,441,669	5,594,657	5,012,469	4,780,603	5,469,463	\$ 33,298,861
Stormwater Construction <b>TIF # 6 Industrial Park Land Fund</b>	212,266 -	- 15,800	- 15,800	- 16,500	- 16,000	\$ 212,266 64,100
<b>Total - Stormwater Program</b>	<u>\$ 12,653,935</u>	<u>\$ 5,610,457</u>	<u>\$ 5,028,269</u>	<u>\$ 4,797,103</u>	<u>\$ 5,485,463</u>	<u>\$ 33,575,227</u>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	80,000	140,000	-	340,000	\$ 560,000
Land Acquisition	85,000	-	-	200,000	-	\$ 285,000
Construction	12,307,412	5,256,157	4,613,969	4,322,103	4,870,963	\$ 31,370,604
Other	261,523	274,300	274,300	275,000	274,500	\$ 1,359,623
<b>Total</b>	<u>\$ 12,653,935</u>	<u>\$ 5,610,457</u>	<u>\$ 5,028,269</u>	<u>\$ 4,797,103</u>	<u>\$ 5,485,463</u>	<u>\$ 33,575,227</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2017	Street	From	To	Storm-water Utility	TIF # 6	Total Cost
Labor Pool				238,267	12,266	250,533
CEA				10,990		10,990
Consulting Services	Construction Services			150,000		150,000
	Grant Applications			10,000		10,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			25,000		25,000
	Spartan Drive BMP 1-7, Box 1-2, Final Design/Permitting			250,000		250,000
	<b>Subtotal</b>			<b>445,000</b>	<b>-</b>	<b>445,000</b>
Land Acquisition	Ballard Road	Esmt - Wisconsin to Fox River		16,200		16,200
	Leona Street Pond			359,800		359,800
	Spartan Drive Ph 1 (BMP 1-5, Box 1)			150,000		150,000
	<b>Subtotal</b>			<b>526,000</b>	<b>-</b>	<b>526,000</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			85,000		85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 Asphalt Paving (B-17)			121,920		121,920
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 New Concrete Paving (A-17)			210,315		210,315
	441/WisDOT-Menasha Stormwater Proj	(cost share)		50,000		50,000
	Coop Rd Pond Expansion			-	200,000	200,000
	Cotter Street Flood Reduction Project			300,000		300,000
	Erb Park Stormwater Cost Share			50,000		50,000
	Flood Reduction Projects			300,000		300,000
	Lightning Drive / CTH JJ Pond	CTH JJ	north of	270,680		270,680
	Native Landscaping			60,000		60,000
	Northland Pond			3,830,320		3,830,320
	Northside Development			250,000		250,000
	NR151 Water Quality Practices - Reconst			50,000		50,000
	<b>Subtotal</b>			<b>5,778,235</b>	<b>200,000</b>	<b>5,978,235</b>
New Storm Sewers	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr (600' n/o)	95,930		95,930
	Lightning Dr	Edgewood Dr (CTH JJ)	Future r/w (600' n/o )	95,930		95,930
	Linwood Ave	Weiland Dr	Pershing St	400,000		400,000
	<b>Subtotal</b>			<b>591,860</b>	<b>-</b>	<b>591,860</b>
Reconstruction	Ballard Rd	Wisconsin Ave	Fox River	750,000		750,000
	<b>Subtotal</b>			<b>750,000</b>	<b>-</b>	<b>750,000</b>
Reconstruction (on streets to be paved in 2018)	Calumet St	Oneida St	Jefferson St	308,450		308,450
	Catherine St	Washington St	North St	131,575		131,575
	Drew St	Glendale Ave	Pershing St	94,460		94,460
	Kamps Ave	Douglas St	Douglas St, (fire station)	20,390		20,390
	Lincoln St	Olde Oneida St	Madison St	44,690		44,690
	Lynndale Dr	Everett St	Leonard St	27,000		27,000
	Marquette St	Division St	Oneida St	74,565		74,565
	Mary St	North St	Pacific St	38,950		38,950
	Olde Oneida St	Oneida St	E. South River St	271,430		271,430
	Oneida St	Hoover Ave	Skyline Bridge	2,435,744		2,435,744
	Oneida St	Midway Rd	Hoover Ave	371,788		371,788
	Reeve St	Linwood Ave	Badger Ave	64,165		64,165
	Sanders St	Seymour St	Verbrick St	85,250		85,250
	Summer St	Morrison St	Lawe St	44,410		44,410
	Weiland Ln	Linwood Ave	Linwood Ave (400' w/o)	75,000		75,000
	Winnebago St	Linwood Ave	Badger Ave	13,450		13,450
	<b>Subtotal</b>			<b>4,101,317</b>	<b>-</b>	<b>4,101,317</b>
<b>Total</b>				<b>\$ 12,441,669</b>	<b>\$ 212,266</b>	<b>\$ 12,653,935</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2018	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				251,500	15,000	266,500
CEA				7,000	800	7,800
Consulting Services	Construction Services			100,000		100,000
	Grant Applications			10,000		10,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			40,000		40,000
	<b>Subtotal</b>			<b>160,000</b>	<b>-</b>	<b>160,000</b>
Land Acquisition	Spartan Drive Ph 2 (BMP 6-7, Box 2)			80,000		80,000
	<b>Subtotal</b>			<b>80,000</b>	<b>-</b>	<b>80,000</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			85,000		85,000
	Surface restoration Linwood storm sewer for northland pond project (E-18)			118,980		118,980
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 Asphalt Paving (B-18)			194,496		194,496
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 New Concrete Paving (A-18)			106,251		106,251
	Flood Reduction Projects			100,000		100,000
	Native Landscaping			30,000		30,000
	NR151 Water Quality Practices - Reconstns			50,000		50,000
	Spartan Ave Ph 1 (BMP 1-5, Box 1)			1,016,250		1,016,250
	<b>Subtotal</b>			<b>1,900,977</b>	<b>-</b>	<b>1,900,977</b>
New Storm Sewers	Evergreen Dr	Richmond St (STH 47)	Haymeadow Ave	231,300		231,300
	Haymeadow Ave	Bluewater Way	Spartan Ave	71,250		71,250
	Spartan Ave	Haymeadow Ave	e/o	67,500		67,500
	Spartan Ave	Richmond St	Haymeadow Ave	225,000		225,000
	<b>Subtotal</b>			<b>595,050</b>	<b>-</b>	<b>595,050</b>
Reconstruction	Ballard Rd (bid late 2017, build 2018)	Wisconsin Ave	Fox River	2,010,000		2,010,000
	<b>Subtotal</b>			<b>2,010,000</b>	<b>-</b>	<b>2,010,000</b>
Reconstruction (on streets to be paved in 2019)	Center St	North St	Atlantic St	68,000		68,000
	Rocky Bleier Run	Water St	park	73,180		73,180
	Roosevelt St	Morrison St	Durkee St	30,825		30,825
	Summit St	Spencer St	College Ave	85,125		85,125
	Telulah Ave	Calumet St	John St	333,000		333,000
	<b>Subtotal</b>			<b>590,130</b>	<b>-</b>	<b>590,130</b>
<b>Total</b>				<b>\$ 5,594,657</b>	<b>\$ 15,800</b>	<b>\$ 5,610,457</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2019	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				251,500	15,000	266,500
CEA				7,000	800	7,800
Consulting Services	Construction Services			100,000		100,000
	Grant Applications			10,000		10,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	<b>Subtotal</b>			<b>140,000</b>	<b>-</b>	<b>140,000</b>
Land Acquisition	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			90,000		90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 Asphalt Paving (B-19)			240,128		240,128
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 New Concrete Paving (A-19)			160,759		160,759
	Flood Report Projects			100,000		100,000
	Leona Street Pond			1,530,000		1,530,000
	Native Vegetation			30,000		30,000
	NR151 Water Quality Practices - Reconst's			50,000		50,000
	Spartan Ave Ph2 (BMP 6-7 and box 2)			673,000		673,000
	<b>Subtotal</b>			<b>3,073,887</b>	<b>-</b>	<b>3,073,887</b>
New Storm Sewers	Spartan Drive	e/o Haymeadow Ave	Meade St	138,750		138,750
	<b>Subtotal</b>			<b>138,750</b>	<b>-</b>	<b>138,750</b>
Reconstruction	College Ave (liner)	Kensington Dr, 54' e/o	Kensington Dr	20,520		20,520
	Marquette St (liner)	Ullman St, 220' e/o	Alexander St, 200' w/o	17,000		17,000
	Summit St (liner)	Winnebago St	Commercial St	15,847		15,847
	Wisconsin Ave (liner)	Wisconsin Ct	Jardin Ct, 60' w/o	12,975		12,975
	<b>Subtotal</b>			<b>66,342</b>	<b>-</b>	<b>66,342</b>
Reconstruction (on streets to be paved in 2020)	Alley n/o Spencer St	Spruce St	Summit St	16,290		16,290
	Carpenter St	Calumet St	Taft Ave	114,000		114,000
	Carpenter St	Fremont St	Calumet St	155,625		155,625
	Madison St	Calumet St	Taft Ave	113,250		113,250
	Morrison St	Hancock St	Wisconsin Ave	112,875		112,875
	Prospect Ave	Bartell Dr	Haskell St	180,400		180,400
	Prospect Ave	Weatherstone Dr	Seminole Rd	114,400		114,400
	Prospect Ave (CTH BB)	City Limits	Bartell Dr	148,500		148,500
	Valley Road	Chain Dr	Forestview Dr	187,500		187,500
	Winnebago St	Division St	Drew St	192,150		192,150
	<b>Subtotal</b>			<b>1,334,990</b>	<b>-</b>	<b>1,334,990</b>
<b>Total</b>				<b>\$ 5,012,469</b>	<b>\$ 15,800</b>	<b>\$ 5,028,269</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2020	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				251,500	15,500	267,000
CEA				7,000	1,000	8,000
Consulting Services	Construction Grant Applications			10,000		10,000
	Construction Services			50,000		50,000
	Land Acquisition Services			10,000		10,000
	Lions Park Pond	Preliminary Engineering		50,000		50,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	<b>Subtotal</b>			<b>140,000</b>	<b>-</b>	<b>140,000</b>
Land Acquisition	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			90,000		90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 Asphalt Paving (B-20)			160,128		160,128
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 New Concrete Paving (A-20)			183,760		183,760
	Flood Report Projects			100,000		100,000
	Native Landscaping			30,000		30,000
	NR151 Water Quality Practices - Reconst			50,000		50,000
	NR216 High Efficiency Sweeper (upgrade)			70,000		70,000
	<b>Subtotal</b>			<b>883,888</b>	<b>-</b>	<b>883,888</b>
New Storm Sewers	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Reconstruction	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Reconstruction (on streets to be paved in 2021)	Amelia St	Kenilworth St	Ballard Rd	-		-
	Glendale Ave	Mason St	Richmond St	302,565		302,565
	Jackson St	Calumet St	Fremont St	157,650		157,650
	Newberry St	Schaefer St	city limits	2,750,000		2,750,000
	Summer St	Gillett St	Story St	184,000		184,000
	Summer St	Story St	Richmond St	104,000		104,000
	<b>Subtotal</b>			<b>3,498,215</b>	<b>-</b>	<b>3,498,215</b>
<b>Total</b>				<b>\$ 4,780,603</b>	<b>\$ 16,500</b>	<b>\$ 4,797,103</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2021	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				251,500	15,000	266,500
CEA				7,000	1,000	8,000
Consulting Services	Construction Grant Applications			10,000		10,000
	Construction Services			50,000		50,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	North Side Development Corridor			250,000		250,000
	<b>Subtotal</b>			<b>340,000</b>	-	<b>340,000</b>
Land Acquisition				-		
	<b>Subtotal</b>			-	-	-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			90,000		90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2021 Asphalt Paving (B-21)			117,632		117,632
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2021 New Concrete Paving (A-21)			162,286		162,286
	Flood Reports Projects			1,150,000		1,150,000
	Native Landscaping			30,000		30,000
	NR151 Water Quality Practices - Reconst			50,000		50,000
	<b>Subtotal</b>			<b>1,799,918</b>	-	<b>1,799,918</b>
New Storm Sewers	Ballard Rd	Bridge @	Apple Creek North Reach	248,000		248,000
	Ballard Rd	Bridge @	Apple Creek South Reach	180,000		180,000
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	288,000		288,000
	Ballard Rd	Water Quality	10' catchbasins	192,000		192,000
	Edgewood Dr (CTH JJ)	Providence Ave	French Rd	513,000		513,000
	<b>Subtotal</b>			<b>1,421,000</b>	-	<b>1,421,000</b>
Reconstruction						-
	<b>Subtotal</b>			-	-	-
Reconstruction (on streets to be paved in 2022)						-
	Appleton St	Lawrence St	Atlantic St	310,500		310,500
	Atlantic St	Oneida St	Lawe St	184,800		184,800
	Atlantic St	Richmond St (STH 47)	Oneida St	210,400		210,400
	Badger Ave	Spencer St	Pierce Ave	138,000		138,000
	Badger Ave	Washington St	Mason St	161,000		161,000
	Douglas St	Badger Ave	Wisconsin Ave	102,900		102,900
	Fourth St	Outagamie St	Mason St	52,500		52,500
	Franklin St	Division St	Drew St	287,500		287,500
	Lawe St	College Ave	Spring St	34,445		34,445
	Linwood Ave	Brewster St	Glendale Ave	168,000		168,000
	<b>Subtotal</b>			<b>1,650,045</b>	-	<b>1,650,045</b>
<b>Total</b>				<b>\$ 5,469,463</b>	<b>\$ 16,000</b>	<b>\$ 5,485,463</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Watermain Program

## PROJECT DESCRIPTION

**Justification:**

The following is a summary of costs associated with replacing and adding watermains. A five year plan detailing this and future years' projects follows this summary.

**Discussion of operating cost impact:**

Reconstruction is performed based upon the existing condition and expected useful remaining life of the watermain. However, budget constraints limit the number of watermains which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our watermains are reconstructed on an annual basis. This fact, coupled with new watermains added annually to the system results in no overall reduction in our city-wide watermain maintenance costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Water Dist. Reconstruction <b>Water Utility</b>	3,855,618	3,087,178	3,628,444	3,604,076	4,450,791	\$ 18,626,107
<b>Total - Watermain Program</b>	<u>\$ 3,855,618</u>	<u>\$ 3,087,178</u>	<u>\$ 3,628,444</u>	<u>\$ 3,604,076</u>	<u>\$ 4,450,791</u>	<u>\$ 18,626,107</u>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	3,636,864	2,811,096	3,352,362	3,327,994	4,174,709	\$ 17,303,025
Other	218,754	276,082	276,082	276,082	276,082	\$ 1,323,082
<b>Total</b>	<u>\$ 3,855,618</u>	<u>\$ 3,087,178</u>	<u>\$ 3,628,444</u>	<u>\$ 3,604,076</u>	<u>\$ 4,450,791</u>	<u>\$ 18,626,107</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2017	Street	From	To	Water Utility
Labor Pool				212,554
CEA				6,200
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000
Construction	Surface Restoration			72,800
	<b>Subtotal</b>			<b>82,800</b>
New Construction	Milis Dr	Alliance Dr	Eisenhower Dr	-
	<b>Subtotal</b>			-
Reconstruction (not related to paving)				-
	<b>Subtotal</b>			-
Reconstruction (prior to next year's paving)	Alley w/o Perkins St	Charles St	Perkins St	-
	Calumet St	Oneida St	Jefferson St	42,250
	Catherine St	Washington St	North St	132,710
	Drew St	Glendale Ave	Pershing St	82,880
	Lincoln St	Olde Oneida St	Madison St	103,950
	Lynndale Dr	Everett St	south to RR	137,825
	Marquette St	Division St (Harriman)	Oneida St	211,655
	Mary St	North St	Pacific St	83,295
	Olde Oneida St	Oneida St (Orange St)	E. South River St	104,225
	Oneida St	Calumet St	Skyline Bridge	602,400
	Oneida St	Midway Rd	Calumet St	222,775
	Reeve St	Linwood Ave	Winnebago St	69,330
	Sanders St	Seymour St	Verbrick St	112,350
	Summer St	Morrison St (Oneida St)	Lawe St	469,825
	Winnebago St	Linwood Ave	Badger Ave	5,500
	<b>Subtotal</b>			<b>2,380,970</b>
Transmission Line	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr (600' e/o)	83,500
	Hoover St (DOT 90%)	Inters. with	Oneida St	202,000
	Lightning Dr	Edgewood Dr (CTH JJ)	Future r/w 600' n	107,094
	Oneida St (DOT 90%)	Intersection with STH 441		780,500
	<b>Subtotal</b>			<b>1,173,094</b>
<b>Total Water Main Construction</b>				<b>\$ 3,855,618</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2018	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l, NOI, Railroad, Water Usage, County			10,000
Construction	S. Island St	bridge design for water main		10,000
	Surface Restoration	Due to 2017 Water CIP Excav.		48,450
	<b>Subtotal</b>			<b>68,450</b>
New Construction	Easement (Hammond Ave)	Ballard Rd (1200' east of )	Grand View Rd	43,480
	Easement (Summit Park)	Laurie St	Summit St	20,400
	Easement	Christopher Ct	Midway Rd	9,400
	Grand View Rd	Hammond Ave	Wisconsin Ave	223,175
	Haymeadow Ave	Bluewater Way	Spartan Ave	94,074
	Rocky Bleier Run	Water St	Jones Park	70,600
	Spartan Ave	Haymeadow Ave	e/o	213,200
	Spartan Ave	Richmond St	Haymeadow Ave	111,195
	Wisconsin Ave	Leona St	Grand View Rd	101,945
	<b>Subtotal</b>			<b>887,469</b>
Reconstruction (not related to paving)	Meade St (HPZ main)	Evergreen Dr	Castlebury Dr	96,225
	Warehouse Rd	Radio Rd	Kensington Dr	153,675
	<b>Subtotal</b>			<b>249,900</b>
Reconstruction (prior to next year's paving)				-
	Ballard Rd	at Northland Ave		24,025
	Center St	North St	Atlantic St	143,960
	Durkee St	Intersections with Winnebago, Commercial & Spring Sts.		76,575
	Midway Rd	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o)	13,150
	Roosevelt St	Morrison St	Durkee St	44,612
	Summit St	Spencer St	College Ave	145,355
	Telulah Ave	Calumet St	Marion St	621,950
	<b>Subtotal</b>			<b>1,069,627</b>
Transmission - New	Meade St (MPZ main)	Capitol Dr	Evergreen Dr	535,650
	<b>Subtotal</b>			<b>535,650</b>
<b>Total Water Main Construction</b>				<b>\$ 3,087,178</b>



**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2019	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000
Construction	Surface Restoration			337,250
	<b>Subtotal</b>			<b>347,250</b>
New Construction	Easement w/o Walter (Recommendation "E" 2007 Study)	Gunn St	Harriet St	46,623
	Richard St	Leona St	300' east	46,850
	Spartan Ave	e/o Haymeadow Ave	Meade St	111,950
	<b>Subtotal</b>			<b>205,423</b>
Reconstruction (not related to paving)	Gunn St (Rec "E" 2007 Study)	Walter Ave	west end	65,222
	Harriet St (Rec "E" 2007 Study)	Walter Ave	west end	60,675
	Walter Ave (Rec "E" 2007 Study)	College Ave (125' n/o)	Gunn St	38,712
	Warner St	College Ave	Henry St	34,010
	<b>Subtotal</b>			<b>198,619</b>
Reconstruction (prior to next year's paving)	Carpenter St	Fremont St	Calumet St	215,350
	Henry St	Warner Rd (100' w/o)	Telulah Ave	71,025
	Madison St	Calumet St	Taft St (Hoover St)	125,987
	Morrison St	Hancock St	Wisconsin Ave	194,362
	Prospect Ave	Bartell Dr	Haskell (Outagamie St)	645,687
	Prospect Ave	Weatherstone Dr	Bartell Dr	865,947
	Winnebago St	Division St	Drew St	308,787
	<b>Subtotal</b>			<b>2,427,145</b>
Transmission - New	Bartell Dr	Pine St	Prospect Ave	173,925
	<b>Subtotal</b>			<b>173,925</b>
<b>Total Water Main Construction</b>				<b>\$ 3,628,444</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2020	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000
Construction	Surface Restoration			27,200
	<b>Subtotal</b>			<b>37,200</b>
New Construction	Northside Rd	TBD	TBD	105,675
	<b>Subtotal</b>			<b>105,675</b>
Reconstruction (not related to paving)	Douglas St	Reid Dr	Prospect Ave	103,770
	Easement (e/o Riverview Lane)	River Rd	Bouten St	139,662
	Goodall St	Lawe St	Carpenter St	127,210
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	219,250
	Pacific St	Wisconsin Central Ltd.	Ida St	70,110
	Vulcan St	N. Island St	S. Island St	93,717
	<b>Subtotal</b>			<b>753,719</b>
Reconstruction (prior to next year's paving)	Amelia St	Kenilworth St	Ballard Rd	361,840
	Glendale Ave	Mason St	Richmond St	366,465
	Jackson St	Calumet St	Fremont St	362,365
	Newberry St	Schaefer St	STH "441"	848,250
	S Island St - BRIDGE	over power canal	Vulcan St	97,870
	Summer St	Gillett St	Story St	127,020
	<b>Subtotal</b>			<b>2,163,810</b>
Transmission - New	River crossing repair	Edison St	Water St	267,590
	<b>Subtotal</b>			<b>267,590</b>
<b>Total Water Main Construction</b>				<b>\$ 3,604,076</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2021	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000
Construction	Surface Restoration			46,000
	<b>Subtotal</b>			<b>56,000</b>
New Construction				
	<b>Subtotal</b>			-
Reconstruction (not related to paving)	Durkee St	Lawrence St	end of cul-de-sac	27,175
	Oneida St	College Ave	Lawrence St	48,825
	<b>Subtotal</b>			<b>76,000</b>
Reconstruction (prior to next year's paving)	Appleton St	Lawrence St	Atlantic St	250,875
	Appleton St	Washington St	Harris St	124,850
	Atlantic St	Oneida St	Lawe St	317,097
	Atlantic St	Richmond St (STH 47)	Oneida St	384,085
	Badger Ave	Spencer St	Pierce Ave	254,375
	Badger Ave	Washington St	Mason St	220,630
	Douglas St	Badger Ave	Wisconsin Ave	104,125
	Fourth St	Outagamie St	Mason St	24,650
	Franklin St	Division St	Drew St	337,285
	Lawe St	College Ave	Spring St	657,170
	Lawrence St	Superior St	Durkee St	189,162
	Linwood Ave	Brewster St	Glendale Ave	307,837
	<b>Subtotal</b>			<b>3,172,141</b>
Transmission - New	Edgewood Dr (CTH JJ)	French Rd	Cherryvale Dr	337,848
	Edgewood Dr (CTH JJ)	Lightning Dr (450' e/o)	French Rd	532,720
	<b>Subtotal</b>			<b>870,568</b>
				-
<b>Total Water Main Construction</b>				<b>\$ 4,450,791</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Sanitary Sewer Program

## PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding sanitary sewers. A five year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the sanitary sewer. However, budget constraints limit the number of sewers which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our sewers are reconstructed on an annual basis. This fact, coupled with new sewers added annually to the system results in no overall reduction in our City-wide sewer maintenance costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Wastewater Reconstruction <b>Wastewater Utility</b>	3,484,804	2,584,994	4,260,763	2,195,480	2,843,885	\$ 15,369,926
<b>Total - Sanitary Sewer Program</b>	<u>\$ 3,484,804</u>	<u>\$ 2,584,994</u>	<u>\$ 4,260,763</u>	<u>\$ 2,195,480</u>	<u>\$ 2,843,885</u>	<u>\$ 15,369,926</u>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	3,290,905	2,390,344	4,066,113	2,000,830	2,649,235	\$ 14,397,427
Other	193,899	194,650	194,650	194,650	194,650	\$ 972,499
<b>Total</b>	<u>\$ 3,484,804</u>	<u>\$ 2,584,994</u>	<u>\$ 4,260,763</u>	<u>\$ 2,195,480</u>	<u>\$ 2,843,885</u>	<u>\$ 15,369,926</u>
<b>Operating Cost Impact</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2017	Street	From	To	Waste-water Utility	
Labor Pool CEA				186,499	
				7,400	
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2017 Asphalt Paving (B-17)			22,860	
	Sanitary Laterals & Manholes Prior To 2017 Concrete Paving, new & recon (A-17)			40,785	
	Pilot project - full lateral replacement			25,000	
	Spartan Ave lift station			500,000	
	Structure Rehabilitation / Sewer Cut repairs from 2016 (E-17)			25,000	
	<b>Subtotal</b>			<b>613,645</b>	
New Construction	Edgewood Dr (CTH JJ)	Lightning Dr	650 e/o Lightning Dr	89,050	
	Lightning Dr	Edgewood Dr (CTH JJ)	Future r/w 600' n/o Edgewood Dr	89,050	
	<b>Subtotal</b>			<b>178,100</b>	
Reconstruction	Catherine St lift station removal	Franklin to Eldorado	Green Bay Rd	100,000	
	<b>Subtotal</b>			<b>100,000</b>	
Reconstruction (on streets to be paved in 2018)	Alley w/o Perkins St	Charles (no sanitary)	Perkins St	-	
	Calumet St	Oneida St	Jefferson St	253,500	
	Catherine St	Washington St	North St	335,580	
	Drew St	Glendale Ave	Pershing St	256,285	
	Kamps Ave	Douglas St	Douglas St, (fire station)	-	
	Lincoln St	Olde Oneida St	Madison St	23,500	
	Lynndale Dr	Everett St	Leonard St	21,450	
	Marquette St	Division St	Oneida St	128,125	
	Mary St	North St	Pacific St	34,100	
	Olde Oneida St	Oneida St	E. South River St	19,600	
	Oneida St	Hoover Ave	Skyline Bridge	621,400	
	Oneida St	Midway Rd	Hoover Ave	124,700	
	Reeve St	Linwood Ave	Badger Ave	124,145	
	Sanders St	Seymour St	Verbrick St	154,575	
	Summer St	Morrison St	Lawe St	214,000	
	Winnebago St	Linwood Ave	Badger Ave	88,200	
	<b>Subtotal</b>			<b>2,399,160</b>	
	<b>Total</b>				<b>\$ 3,484,804</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

<b>2018</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Waste-water Utility</b>
Labor Pool				189,650
CEA				5,000
Consultant	Lawe St - South Island St river crossing force main			50,000
	<b>Subtotal</b>			<b>50,000</b>
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2018 Asphalt Paving (B-18)			34,818
	Sanitary Laterals & Manholes Prior To 2018 Concrete Paving, new & recon (A-18)			34,961
	Structure Rehabilitation / Sewer Cut repairs from 2017 (E-18)			40,000
	<b>Subtotal</b>			<b>109,779</b>
New Construction	Apple Hill Farms force main	French Rd lift station	Apple Hill Blvd	96,000
	Apple Hill Farms lift station	on French Road	1450' n/o Applecreek Road	750,000
	Haymeadow Ave	Bluewater Way	Spartan Ave	107,350
	Spartan Ave	Haymeadow Ave	e/o	101,700
	Spartan Ave	Richmond St	Sommers Dr	203,400
	<b>Subtotal</b>			<b>1,258,450</b>
Reconstruction	Calumet St (liner)	Lawe St	Carpenter St, 92' w/o	44,660
	Easement - Outagamie and Highcrest, (liner)	Cedar St	Reid Dr	17,131
	Harris St (liner)	Douglas St	Douglas St, 332' e/o	13,280
	Memorial Dr, (liner)	Ravinia Pl, 304' n/o	Cherry Ct, 443' s/o	122,696
	Spruce St, (liner)	College Ave	Eighth St	29,680
	<b>Subtotal</b>			<b>227,447</b>
Reconstruction (on streets to be paved in 2019)	Center St	North St	Atlantic St	68,000
	Rocky Bleier Run	Water St	park	42,700
	Roosevelt St	Morrison St	Durkee St	46,443
	Summit St	Spencer St	College Ave	130,525
	Telulah Ave	Calumet St	John St	277,500
	Telulah Ave (private lateral replacement)	Calumet St	John St	229,500
	<b>Subtotal</b>			<b>794,668</b>
<b>Total</b>				<b>\$ 2,584,994</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2019	Street	From	To	Waste-water Utility
Labor Pool CEA				189,650
				5,000
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2019 Asphalt Paving			55,374
	Sanitary Laterals & Manholes Prior To 2019 Concrete Paving			46,203
	Structure Rehabilitation / Sewer Cut repairs from 2018			40,000
	<b>Subtotal</b>			<b>141,577</b>
New Construction	Lawe St - South Island St force main reiver crossing, possible liner			700,000
	Spartan Ave	Haymeadow Ave	Meade St	209,050
	<b>Subtotal</b>			<b>909,050</b>
Reconstruction	Easement - Pierce Park, (liner)	Prospect Ave	south of railroad tracks	248,787
	Fremont St (liner)	East St	Harmon St	13,500
	Fremont St (liner)	Kernan Ave, 666' w	Kernan Ave, 334' w	15,272
	Lawe Street force main			500,000
	Vulcan St (liner)	South Island St	South Island St, 307' n	16,271
	<b>Subtotal</b>			<b>793,830</b>
Reconstruction (on streets to be paved in 2020)	Carpenter St	Calumet St	Taft Ave	171,760
	Carpenter St	Fremont St	Calumet St	234,475
	Madison St	Calumet St	Taft Ave	170,630
	Morrison St	Hancock St	Wisconsin Ave	170,065
	Prospect Ave	Bartell Dr	Haskell St	367,360
	Prospect Ave	Weatherstone Dr	Seminole Rd	232,960
	Prospect Ave (CTH BB)	City Limits	Bartell Dr	302,400
	Valley Road	Chain Dr	Forestview Dr	282,500
	Winnebago St	Division St	Drew St	289,506
	<b>Subtotal</b>			<b>2,221,656</b>
<b>Total</b>				<b>\$ 4,260,763</b>

**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2020	Street	From	To	Waste-water Utility
Labor Pool				189,650
CEA				5,000
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2020 Asphalt Paving (B-20)			33,474
	Sanitary Laterals & Manholes Prior To 2020 Concrete Paving (A-20)			34,455
	Structure Rehabilitation / Sewer Cut repairs from 2019 (E-20)			25,000
	<b>Subtotal</b>			<b>92,929</b>
New Construction	<b>Subtotal</b>			-
Reconstruction	Pierce Park (liner)			332,310
	<b>Subtotal</b>			<b>332,310</b>
Reconstruction (on streets to be paved in 2021)	Glendale Ave	Mason St	Richmond St	302,565
	Jackson St	Calumet St	Fremont St	237,526
	Newberry Ave	Schaefer St	city limits	621,500
	Summer St	Gillett St	Story St	264,500
	Summer St	Story St	Richmond St	149,500
	<b>Subtotal</b>			<b>1,575,591</b>
<b>Total</b>				<b>\$ 2,195,480</b>



**CITY OF APPLETON 2017 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2021	Street	From	To	Waste-water Utility
Labor Pool				189,650
CEA				5,000
				-
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2021 Asphalt Paving (B-21)			22,056
	Sanitary Laterals & Manholes Prior To 2021 Concrete Paving, new & recon (A-21)			43,707
	Structure Rehabilitation / Sewer Cut repairs from 2020 (E-21)			25,000
	<b>Subtotal</b>			<b>90,763</b>
New Construction	Edgewood Dr (CTH JJ)	Lightning Dr	French Rd	548,000
	<b>Subtotal</b>			<b>548,000</b>
Reconstruction	<b>Subtotal</b>			-
Reconstruction (on streets to be paved in 2022)	Appleton St	Lawrence St	Atlantic St	310,500
	Atlantic St	Oneida St	Lawe St	265,650
	Atlantic St	Richmond St (STH 47)	Oneida St	302,450
	Badger Ave	Spencer St	Pierce Ave	138,000
	Badger Ave	Washington St	Mason St	161,000
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o (Lats On	32,000
	Douglas St	Badger Ave	Wisconsin Ave	155,036
	Fourth St	Outagamie St	Mason St	98,000
	Franklin St	Division St	Drew St	287,500
	Lawe St	College Ave	Spring St	165,836
	Linwood Ave	Brewster St	Glendale Ave	94,500
	<b>Subtotal</b>			<b>2,010,472</b>
<b>Total</b>				<b>\$ 2,843,885</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Second Raw Water Line

## PROJECT DESCRIPTION

**Justification:**

The Appleton Water Treatment Facility (AWTF) serves the citizens of Appleton and wholesale customers in Grand Chute, Sherwood, and the Waverly Sanitary District. The AWTF draws raw water from Lake Winnebago through preliminary treatment at the raw water lake station. Once treated, the raw water is pumped to the AWTF via a 42" pipe line for further treatment. The intent of this project is to create reliability and redundancy in the raw water processing areas where there is a need or lack of redundancy.

The existing lake intake consists of a single four foot diameter pipe with two bell intakes. The intakes' configuration and building materials are prone to icing events that stop raw water. The lake station traveling screen removes large objects from the raw water intake such as logs, fish, and other debris. These materials are screened out of the water so they do not enter and damage the low lift pumps that pump water to the AWTF. The current screen has reached its useful life and is in need of a replacement. This project will provide a second raw water pipe, replacement screen, and a screenings conveyance system for the wastes to be collected. New screening technologies allow for greater removals of contaminants.

This project includes the construction of a second raw water pipe line from the lake station to the AWTF. The current single raw water pipe runs to the plant over approximately one mile from the lake station to the plant via a circa 1960's 42 inch raw water pipe. There is insufficient space for a second raw water pipe in the current route along Oneida Street. A 2017 study will provide recommendations for land procurement, easements, and permits where necessary to support the future second raw water pipe line construction in 2019.

This project will also explore a treated water interconnection with the City of Menasha and/or Village of Fox Crossing. The City has had discussions with the City of Menasha and Village of Fox Crossing regarding potential interconnections to provide additional supply and redundancy when and if needed. In addition, the State Department of Natural Resources has recommended that Appleton pursue an emergency finished water interconnection. One potential option is an interconnection with the Village of Fox Crossing at a location along Oneida Street where the water mains of the Village are in close proximity to Appleton's.

The indirect cost of losing the ability to serve its customers could involve liability claims against the city and all costs associated with failure to produce water. This project consists of conducting a pre-engineering study of the alternatives

**Discussion of operating cost impact:**

There is no operating cost increase to this project and the potential to avoid liability claims for loss of service.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Water Utility	Engineering	75,000	800,000	-	-	-	\$ 875,000
	Construction	-	-	7,585,000	-	-	\$ 7,585,000
<b>Total - Water Utility Capital Projects</b>		<b>\$ 75,000</b>	<b>\$ 800,000</b>	<b>\$ 7,585,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,460,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	75,000	800,000	-	-	-	\$ 875,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	7,585,000	-	-	\$ 7,585,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 800,000</b>	<b>\$ 7,585,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,460,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Downtown Development

## PROJECT DESCRIPTION

**Justification:**

Ongoing comprehensive planning efforts have identified opportunities to increase the vitality of our central business district by working cooperatively and systematically to promote growing downtown populations, diversity in art, lifestyle and activities, and address vacancies. Broadly, these opportunities revolve around the library, parking, traffic, green space, commercial development, redevelopment opportunities, due diligence and demolition. This CIP supports the update and implementation of several past planning initiatives and identifies and prioritizes a series of strategies that continue to move the downtown towards creativity, inclusion and innovation.

Planning and implementing successful projects includes proper sequencing and understanding the impacts decisions have on each other. When considered holistically, the benefits of planning projects together versus performing them independently ensures the most economical and effective outcome of service delivery for current and future generations.

**2017** - Determine the future location of the library. Costs incurred could be for property appraisals of potential sites, or architectural fees for design; appraisals, relocation plan, engineering services for Blue Ramp demolition; design costs and land acquisition for new parking ramp; and implement recommendations from both the Comprehensive Plan- Downtown Update and downtown mobility studies.

**2018** - Design costs and/or land acquisition for a new library; purchase land and relocate businesses for Blue parking ramp demolition; design costs and land acquisition for new parking ramp; complete implementation of recommendations from the Comprehensive Plan-Downtown Update; continue implementing recommendations from the downtown mobility study.

**2019** - Construction of a new library; deconstruct the Blue ramp; complete construction of a new parking ramp; engineering, drawings, planning for deconstruction of the Soldiers Square ramp; convert Appleton Street to two-way traffic from Lawrence to Washington Street and reconstruct north end of Skyline bridge.

**2020** - Complete construction of a new library; deconstruct the Soldiers Square ramp.

**2021** - Determine the future of the City Hall building; reconstruct Lawrence Street.

This CIP is to remain flexible to increase the City's ability to adapt to future needs and available resources as determined through continued planning which continues to identify opportunities, minimize risk and leverage resources in the

**Discussion of operating cost impact:**

Constructing larger facilities may increase maintenance and utility expenses, but those will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is, therefore, not presently quantifiable.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Library	500,000	5,000,000	15,000,000	10,000,000	-	\$ 30,500,000
	City Hall	-	-	-	-	500,000	\$ 500,000
	Blue Ramp Demolition	250,000	1,100,000	2,400,000	-	-	\$ 3,750,000
	New Parking Ramp	1,325,000	2,400,000	7,850,000	-	-	\$ 11,575,000
	Soldiers Square Ramp Demolition	-	-	100,000	750,000	-	\$ 850,000
<b>Facilities Capital Projects Fund</b>		<b>2,075,000</b>	<b>8,500,000</b>	<b>25,350,000</b>	<b>10,750,000</b>	<b>500,000</b>	<b>47,175,000</b>
Comm Dev	Comprehensive Plan/ Downtown Update Implementation	500,000	500,000	-	-	-	\$ 1,000,000
	<b>Community Devel Cap Projects</b>	<b>500,000</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 1,000,000</b>
Public Works	Mobility Study Implementation	100,000	500,000	4,000,000	-	1,000,000	\$ 5,600,000
	<b>Public Works Cap Projects Fund</b>	<b>100,000</b>	<b>500,000</b>	<b>4,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>\$ 5,600,000</b>
<b>Total - Downtown Development Project</b>		<b>\$ 2,675,000</b>	<b>\$ 9,500,000</b>	<b>\$ 29,350,000</b>	<b>\$ 10,750,000</b>	<b>\$ 1,500,000</b>	<b>\$ 53,775,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	750,000	-	100,000	-	500,000	\$ 1,350,000
Construction	-	-	29,250,000	10,750,000	1,000,000	\$ 41,000,000
Other	1,925,000	9,500,000	-	-	-	\$ 11,425,000
<b>Total</b>	<b>\$ 2,675,000</b>	<b>\$ 9,500,000</b>	<b>\$ 29,350,000</b>	<b>\$ 10,750,000</b>	<b>\$ 1,500,000</b>	<b>\$ 53,775,000</b>
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

\* N/Q = Not Quantifiable

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Exhibition Center

## PROJECT DESCRIPTION

The construction of an exhibition center on the site of a former Outagamie County parking lot just south of the Radisson Paper Valley Hotel in downtown Appleton.

The design of the exhibition center integrates the structure into Jones Park and includes additional programmable space outside the exhibition center with a plaza element ensuring this facility provides maximum potential and flexibility for the users of the facility as well as for other events held in our community. In addition to exhibition space, a skywalk will be constructed that connects the facility to the Radisson Paper Valley Hotel.

The center will be owned by the City of Appleton and managed by the hotel. Construction of the facility will be primarily funded by a three percent hotel room tax collected by the 10 participating municipalities.

Construction of the exhibition center is expected to begin in October, 2016 and be completed in late 2017.

In previous budgets, the City had committed to fund the cost of necessary stormwater infrastructure improvements as well as half of the cost of the skywalk (with the hotel paying the other half) Those costs have again been included in the 2017 Budget and are separately stated below.

### Discussion of operating cost impact:

Operating expenses will be borne by the Radisson Paper Valley Hotel.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Stormwater design	60,000	-	-	-	-	\$ 60,000
	Skywalk (full cost)	735,000	-	-	-	-	\$ 735,000
	Stormwater on-site	130,000	-	-	-	-	\$ 130,000
	Construction	24,075,000	-	-	-	-	\$ 24,075,000
Total - Facilities Capital Projects Fund		\$ 25,000,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000,000

## COST ANALYSIS

Estimated Cash Flows							
Components	2017	2018	2019	2020	2021	Total	
Planning	60,000	-	-	-	-	\$ 60,000	
Land Acquisition	-	-	-	-	-	\$ -	
Construction	24,940,000	-	-	-	-	\$ 24,940,000	
Other	-	-	-	-	-	\$ -	
Total	\$ 25,000,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000,000	
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

## CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: Building Envelope

### PROJECT DESCRIPTION

**Justification:**

The building envelope is the physical separator between the conditioned and unconditioned environment. Stopping or minimizing premature failure of building components through proactive maintenance and capital repairs protects our investment, saves on energy, and extends the service life of city buildings.

**Fire Stations:** (2019) Replacement of windows at various Fire Stations.

**Library:** (2018) Re-caulk the stone veneer panels.

**MSB:** (2020) Refinish the masonry walls on warehouse 156. (2021) Paint exterior of cold storage building.

**Police Station:** (2020) Re-caulk the pre-cast panel walls.

**Discussion of operating cost impact:**

There is no impact on operating cost anticipated.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Fire Stations	-	-	75,000	-	-	\$ 75,000
	Library	-	20,000	-	-	-	\$ 20,000
	MSB	-	-	-	50,000	20,000	\$ 70,000
	Police Station	-	-	-	30,000	-	\$ 30,000
<b>Facilities Capital Projects</b>		-	20,000	75,000	80,000	20,000	\$ 195,000
Total - Facilities Capital Projects Fund		\$ -	\$ 20,000	\$ 75,000	\$ 80,000	\$ 20,000	\$ 195,000

### COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	-	-	10,000	10,000	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	20,000	65,000	70,000	20,000	\$ 175,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 20,000	\$ 75,000	\$ 80,000	\$ 20,000	\$ 195,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Electrical

## PROJECT DESCRIPTION

**Justification:**

The electrical infrastructure within facilities is in need of periodic testing and repairs. It is critical to have our electrical distribution systems in good working order to prevent electrical shutdowns or unsafe conditions. Testing will identify problems before they become critical and more expensive to repair.

City Facilities: (2019 & 2021) This CIP is to perform electrical panel infrared testing and make the recommended repairs. Infrared testing identifies excessive heat in electrical systems components. High temperatures indicate failing components, ground faults, short circuits, and other problems in the electrical system. The testing and repairs will be completed at various city facilities within the general fund.

Fire Stations: (2017) This CIP is to add extra circuits to the back-up generators at Fire Stations #3, #4, and #5.

MSB: (2018) This CIP is to test the electrical distribution system and make the recommended repairs. Testing will indicate failing components, ground faults, short circuits, and other problems in the electrical system.

Wastewater Plant: (2017-2018) This CIP represents a phased program to upgrade the electrical distribution system for the Wastewater Plant. There are electrical distribution components that are over 40 years old throughout the plant. Starting at the electrical substation, transformers, breakers, MCC's, panels, and conductors need to be tested, followed by a systematic replacement program. This effort must be coordinated with current and future utility department process upgrades.

Water Plant: (2017) This CIP is to test the electrical distribution system and make the recommended repairs. Testing will indicate failing components, ground faults, short circuits, and other problems in the electrical system.

**Discussion of operating cost impact:**

There are no operating cost impacts expected due to these improvements.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	City Facilities	-	-	30,000	-	30,000	\$ 60,000
	Fire Stations	25,000	-	-	-	-	\$ 25,000
	MSB	-	15,000	-	-	-	\$ 15,000
<b>Facilities Capital Projects</b>		<b>25,000</b>	<b>15,000</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>	<b>\$ 100,000</b>
PRFM	Wastewater	200,000	750,000	-	-	-	\$ 950,000
	<b>WW Utility Capital Projects</b>	<b>200,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 950,000</b>
PRFM	Water Plant	50,000	-	-	-	-	\$ 50,000
	<b>Water Utility Capital Projects</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 50,000</b>
<b>Total - Electrical Upgrades Capital Projects</b>		<b>\$ 275,000</b>	<b>\$ 765,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 1,100,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	250,000	110,000	-	-	20,000	\$ 380,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	655,000	30,000	-	10,000	\$ 720,000
Other	-	-	30,000	-	-	\$ -
<b>Total</b>	<b>\$ 275,000</b>	<b>\$ 765,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 1,100,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Energy Efficiency Updates

## PROJECT DESCRIPTION

**Justification:**

The development objective of the energy efficiency CIP is to reduce energy consumption and the overall carbon footprint of city owned facilities. This CIP will develop energy efficiency projects and plans that reduce energy related expenditures by investing in cost-effective facility and equipment upgrades that have an acceptable return on investment. Each project included in this CIP will define return on investment on a per project basis, for the purpose of justifying the energy reduction project.

**MSB:**

Install Soft Start Motor - (2018) This CIP is to replace the current motor with a new 75hp soft start motor in the vehicle wash bay. The existing motor is at the end of its life. Accompanied by the fact that the soft start motor will reduce the current energy use by 40%, it is highly recommended that this project is implemented.

Heat Recovery System - (2019) Install a heat recovery system on the building exhaust system. Final cost saving numbers will be determined during engineering.

Air Curtains on Garage doors - (2020) Install air curtains on main garage doors in garage. This will keep the heat in while the doors are opening and closing during the work day.

**Wastewater:**

Boiler lines insulation - (2018) Replace all missing insulation from boiler lines.

Heat Recovery System - (2021) Install a heat recovery system on the L-Building exhaust system. Final cost saving numbers will be determined during engineering.

**Discussion of operating cost impact:**

Projects will reduce electrical and gas costs. Total savings are dependent on each project and savings will be identified during engineering.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM MSB	-	30,000	30,000	30,000	-	\$ 90,000
<b>Facilities Capital Projects</b>	-	30,000	30,000	30,000	-	\$ 90,000
PRFM Wastewater	-	10,000	-	-	100,000	\$ 110,000
<b>WW Utilities Capital Projects</b>	-	10,000	-	-	100,000	\$ 110,000
<b>Total - Facilities Capital Projects Fund</b>	\$ -	\$ 40,000	\$ 30,000	\$ 30,000	\$ 100,000	\$ 200,000

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	-	-	-	-	15,000	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	40,000	30,000	30,000	85,000	\$ 185,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	\$ -	\$ 40,000	\$ 30,000	\$ 30,000	\$ 100,000	\$ 200,000
<b>Operating Cost Impact</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Facility Renovations

## PROJECT DESCRIPTION

Justification:

**City Hall:**

Finance Customer Service Renovation - (2017) Renovate the first floor Finance area at City Hall.

**Fire Stations:**

Upgrade kitchen and bathroom areas - (2018) Upgrade second floor bathroom at Fire Station #1. The current bathroom is original to the building (1965) and most of the fixtures and accessories are at the end of their life span and are starting to fail. This project will also upgrade kitchen at Fire Station #3. The current kitchen at Fire Station #3 is in need of many upgrades and repairs.

Upgrade kitchen and bathroom areas - (2020) Upgrade kitchens and bathrooms at various Fire Stations.

**MSB:**

The locker room/restroom renovation - (2018) The locker room/restroom at MSB is 40 years old and many of the plumbing fixtures and components (pipes, flush valves, etc.) are failing and need to be replaced. This project will be a full renovation of the locker room/restroom that includes: new plumbing fixtures, partitions, ceiling, flooring, lockers etc. This project will also bring the locker room/restroom into ADA compliance. This is a heavily used room that is utilized by dozens of employees every day.

**PRFMD Facility:**

Bathroom renovation - (2019) The Facilities & Grounds Operations Center lacks adequate restroom/locker room facilities for both public and staff. When constructed the facilities were built as an operation center meant for usage by internal staff. In addition, the current restroom facilities do not meet ADA standards or codes for fixture quantity.

**Green Parking Ramp:**

Renovation of office - (2017) The office within the green ramp is in need of a renovation. The ramp was built in 1994 and no updates have occurred since. Flooring, finishes, lighting and furnishings have reached their life expectancy.

**Bridge Tender Station:**

Renovation of interior spaces- (2018) A complete renovation of the Olde Oneida St. Bridge Tender Station is needed. Preliminary design and engineering will be completed in (2017).

Discussion of operating cost impact:

Since this project is a renovation of existing space, there is no impact on operating cost anticipated.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	City Hall	50,000	-	-	-	-	\$ 50,000
	Bridge Tender Station	20,000	90,000	-	-	-	\$ 110,000
	Fire Stations	-	75,000	-	75,000	-	\$ 150,000
	MSB	-	150,000	-	-	-	\$ 150,000
	PRFMD	-	-	100,000	-	-	\$ 100,000
<b>Facilities Capital Projects</b>		<b>70,000</b>	<b>315,000</b>	<b>100,000</b>	<b>75,000</b>	<b>-</b>	<b>\$ 560,000</b>
	Parking Ramp	25,000	-	-	-	-	\$ 25,000
<b>Parking Utility Fund</b>		<b>25,000</b>					<b>\$ 25,000</b>
Total - Facilities Capital Projects Fund		<b>\$ 95,000</b>	<b>\$ 315,000</b>	<b>\$ 100,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 585,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	30,000	25,000	10,000	7,500	-	\$ 72,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	65,000	290,000	90,000	67,500	-	\$ 512,500
Other	-	-	-	-	-	\$ -
Total	<b>\$ 95,000</b>	<b>\$ 315,000</b>	<b>\$ 100,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 585,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



## CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: Grounds Improvements

### PROJECT DESCRIPTION

**Justification:**

The Parks, Recreation and Facilities Management Department is responsible for grounds of all City properties, including parks and associated recreation facilities, Library, Police Department, Fire Stations, and all Water and Wastewater sites. Responsibilities for these sites include fencing replacement, turf management, landscaping of City properties, tree management, hillside and shoreline stabilization, etc. Annual assessments are conducted on all City properties to determine maintenance, upgrade and/or improvement needs and maintain the functionality and/or appearance of the facility or property to meet current City standards and expectations. Specific programs for years 2017-2021 will be adjusted based on the annual assessments conducted for each property.

This funding request recognizes the need to implement an annual replacement/improvement schedule for City property responsibilities that are difficult to identify with individual projective narratives, but are necessary to address issues such as aging plant material, changing facility use and/or needs, weather impacts, etc.

- 2017 - Pierce, Erb, Linwood and City Parks - Planting program to replace trees removed due to storms, etc. - \$10,000
- 2017 - Replace select landscaping at Vulcan Heritage Park. - \$15,000
- 2017 - Arbutus Park retaining wall reconstruction - \$65,000
- 2017 - Water Plant - Landscaping and turf renovations at Water Plant - \$10,000
- 2017 - Parks - Fence replacement and landscaping - \$15,000
- 2017 - Alicia Park hillside stabilization - \$70,000
- 2018 - City Properties - Landscaping and turf renovations - \$35,000
- 2018 - Peabody Park - Stabilization of stone retaining wall along the Fox River - \$50,000
- 2019 - Parks - Fence replacement and landscaping - \$15,000
- 2020 - City Properties - Landscaping and turf renovations - \$35,000
- 2021 - Parks - Fence replacement and landscaping - \$15,000

**Discussion of operating cost impact:**

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM Parks:						
Retaining walls	65,000	50,000	-	-	-	\$ 115,000
Fencing	15,000	-	15,000	-	15,000	\$ 45,000
Landscaping	25,000	-	-	-	-	\$ 25,000
Hill stabilization	70,000	-	-	-	-	\$ 70,000
City Properties:						
Trees, Turf	-	35,000	-	35,000	-	\$ 70,000
<b>Facilities Capital Projects</b>	<b>175,000</b>	<b>85,000</b>	<b>15,000</b>	<b>35,000</b>	<b>15,000</b>	<b>325,000</b>
PRFM Water Plant -						
Landscaping	10,000	-	-	-	-	\$ 10,000
<b>Water Utility Capital Projects</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 10,000</b>
<b>Total - Facilities Capital Projects Fund</b>	<b>\$ 185,000</b>	<b>\$ 85,000</b>	<b>\$ 15,000</b>	<b>\$ 35,000</b>	<b>\$ 15,000</b>	<b>\$ 335,000</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	185,000	85,000	15,000	35,000	15,000	\$ 335,000
Other						\$ -
<b>Total</b>	<b>\$ 185,000</b>	<b>\$ 85,000</b>	<b>\$ 15,000</b>	<b>\$ 35,000</b>	<b>\$ 15,000</b>	<b>\$ 335,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Hardscape Infrastructure Improvements/Replacements

## PROJECT DESCRIPTION

**Justification:**

The Parks, Recreation and Facilities Management Department is responsible for all concrete and asphalt pavement associated with City facilities, including roads, parking lots, building approaches, walkways, sidewalks, trails, entrances, etc. The current inventory of hardscape is 3,117,648 sq. ft. (this number includes parking lots, roadways, sidewalks, and trails).

Many of the parking lots, roadways, building approaches, entrances, sidewalks and walkways are reaching the end of their life expectancy and are in need of replacement and/or improvement to address changing needs, equipment modifications, ADA requirements, etc. Maintenance activities are addressed with available resources to maximize the life cycle of these facilities, but replacement and/or improvements are needed as facilities age and deteriorate.

This funding request recognizes the need to implement an annual replacement/improvement schedule for all hardscape infrastructure. Based on a 25-30 year replacement cycle for all hardscape areas, an estimated \$200,000-\$300,000 is needed on an annual basis to maintain these hardscape areas. The replacement/improvement schedule for 2017 includes:

Fire Station # 3 and # 5 - Parking lots	\$ 90,000	Vulcan Heritage- Renovate pavers-phase 1	\$ 65,000
Complete Hardscape audit of all City properties	\$ 65,000	Woodland Park - Roadways	\$ 35,000
Arbutus Park - Trail	\$ 60,000	Wastewater Treatment Plant - Roadways	\$220,000
Alicia Park - Trail	\$ 45,000	Water Plant - Roadways	\$115,000
		Transit Center Roadway	\$ 17,000

Future projects will be identified after annual assessments of properties and/or parks. Note that the above numbers are budget estimates. Pricing will also be acquired through unit price bidding to get the most competitive pricing and to maximize the funding.

**Discussion of operating cost impact:**

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	City sites	65,000	50,000	50,000	50,000	50,000	\$ 265,000
	Fire Stations	90,000	40,000	-	-	40,000	\$ 170,000
	MSB		150,000				
	Park Sites	205,000	250,000	250,000	250,000	250,000	\$ 1,205,000
<b>Facilities Capital Projects</b>		<b>360,000</b>	<b>490,000</b>	<b>300,000</b>	<b>300,000</b>	<b>340,000</b>	<b>\$ 1,375,000</b>
PRFM	Valley Transit	17,000	-	-	-	-	\$ 17,000
	<b>Valley Transit Funding</b>	<b>17,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 17,000</b>
PRFM	Wastewater	220,000	100,000	150,000	-	-	\$ 470,000
	<b>Wastewater Utility</b>	<b>220,000</b>	<b>100,000</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>\$ 470,000</b>
PRFM	Water Plant	115,000	-	-	100,000	-	\$ 215,000
	<b>Water Utility</b>	<b>115,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>\$ 215,000</b>
<b>Total - Hardscape Improvement Projects</b>		<b>\$ 712,000</b>	<b>\$ 590,000</b>	<b>\$ 450,000</b>	<b>\$ 400,000</b>	<b>\$ 340,000</b>	<b>\$ 2,492,000</b>

## COST ANALYSIS

Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	70,000	65,000	50,000	40,000	35,000	\$ 260,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	642,000	525,000	400,000	360,000	305,000	\$ 2,232,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 712,000</b>	<b>\$ 590,000</b>	<b>\$ 450,000</b>	<b>\$ 400,000</b>	<b>\$ 340,000</b>	<b>\$ 2,492,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Heating, Ventilating, and Air Conditioning Systems

## PROJECT DESCRIPTION

**Justification:**

Upgrades are performed for three reasons: the current equipment is failing and can no longer be repaired; the equipment is not energy efficient and it makes good financial sense to replace to reduce operational costs; or there is a new need due to a change in operational requirements in the space it serves.

**Fire Stations:** (2018) Replace HVAC in Fire Station #4. (2019) Replace HVAC system at Fire Station #2 and replace furnaces in Fire Stations #3 & 5. (2021) Replace furnace at Fire Station #1.

**Library:** (2020) Replace all VAV boxes and HVAC controls.

**Municipal Services Building:** (2018) Replace garage heaters. (2021) Replace roof-top units over garage area.

**PRFMD Facility:** (2017) Replace furnaces with an air-handling system. (2019) Replace exhaust fan. (2020) Replace make-up air units.

**Transit Center:** (2018) Install new controls in office area. (2020) Install split air HVAC system for offices.

**Water Plant:** (2018) Replace aging equipment. (2020) Replace aging equipment.

**Wastewater Plant:** (2017) Install new Boiler in B building and modify boiler pumps and piping in T-Building. (2018) Replace the roof top unit on D-Building. (2019) Upgrade HVAC system at L-Building. (2020) Upgrade the HVAC components in the mechanical room at A-Building. (2021) Upgrade air handling units at S-Building and upgrade HVAC on V-Building.

**Discussion of operating cost impact:**

It is expected that the improvements will reduce energy consumption and increase comfort due to more efficient operations. However, the actual energy cost impact will depend on variations in electric and gas rates and efficiency of equipment once installed.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Fire	-	80,000	115,000	-	50,000	\$ 245,000
	PRFMD Facility	240,000	-	60,000	75,000	-	\$ 375,000
	Library	-	-	-	500,000	-	\$ 500,000
	Municipal Services	-	185,000	-	-	150,000	\$ 335,000
	<b>Facilities Capital Projects Fund</b>	<b>240,000</b>	<b>265,000</b>	<b>175,000</b>	<b>575,000</b>	<b>200,000</b>	<b>\$ 1,455,000</b>
PRFM	Transit Center	-	10,000	-	85,000	-	\$ 95,000
	<b>Valley Transit Capital Projects</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>85,000</b>	<b>-</b>	<b>\$ 95,000</b>
PRFM	Wastewater Plant	180,000	115,000	125,000	125,000	250,000	\$ 795,000
	<b>WW Utility Capital Projects</b>	<b>180,000</b>	<b>115,000</b>	<b>125,000</b>	<b>125,000</b>	<b>250,000</b>	<b>\$ 795,000</b>
PRFM	Water Plant	-	75,000	-	75,000	-	\$ 150,000
	<b>Water Utility Capital Projects</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>\$ 150,000</b>
<b>Total - HVAC Upgrades</b>		<b>\$ 420,000</b>	<b>\$ 465,000</b>	<b>\$ 300,000</b>	<b>\$ 860,000</b>	<b>\$ 450,000</b>	<b>\$ 2,495,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					
	2017	2018	2019	2020	2021	Total
Planning	50,000	50,000	25,000	85,000	35,000	\$ 245,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	370,000	415,000	275,000	775,000	415,000	\$ 2,250,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 420,000</b>	<b>\$ 465,000</b>	<b>\$ 300,000</b>	<b>\$ 860,000</b>	<b>\$ 450,000</b>	<b>\$ 2,495,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Interior Finishes and Furniture

## PROJECT DESCRIPTION

**Justification:**

Interior finishes and furniture generally have a life span of fifteen years before wearing out or becoming unsafe or requiring changes due to changes in user functions.

**Furniture Upgrades** - Furniture includes, but is not limited to the following in the workplace; furniture systems (work stations), seating (office chairs), work tools (keyboards, tray, etc.), conference tables, storage systems (file cabinets and bookcases, etc.), office furniture (desks, credenzas, etc.), etc.

**City Hall:** (2017) New office furniture for two work areas in the City Clerk's office.

**Fire Stations:** (2018) New classroom furniture at Fire Station #1.

**Library:** (2017) New workstations in Materials Management area. (2018) Renovate the four service desks.

**Police Station:** (2017) Re-configuration of workstations. (2018) New conference room table and chairs.

**Interior Finishes Upgrades** - Interior finishes includes, but not limited to the following in the workplace; all wall coatings, ceiling tiles, carpet, various tiles, etc.

**City Hall:** (2019) Selectively replace carpeting on 5th and 6th floors. (2020) Selectively replace carpeting on 5th and 6th floors.

**Fire Stations:** (2017) Upgrade flooring in Fire Station #1. (2018-2021) Replace flooring in various Fire Stations.

**Library:** (2017) Replace carpeting in main entrance area. (2018) Replace carpeting on first floor. (2019) Replace carpeting on second floor. (2020) Replace carpeting in basement.

**MSB:** (2019) Replace ceiling grid in bay 157-D.

**Wastewater:** (2017) Painting of interior walls and tunnels. (2020) Painting of interior walls and tunnels.

**Discussion of operating cost impact:**

As this project entails the replacement of existing furniture and flooring, there is no anticipated operating expense impact.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	City Hall	25,000	-	40,000	40,000	-	\$ 105,000
	Fire Stations	25,000	60,000	25,000	25,000	25,000	\$ 160,000
	Library	60,000	200,000	100,000	100,000	-	\$ 460,000
	MSB	-	-	20,000	-	-	\$ 20,000
	Police Station	22,500	30,000	-	-	-	\$ 52,500
<b>Facilities Capital Projects</b>		<b>132,500</b>	<b>290,000</b>	<b>185,000</b>	<b>165,000</b>	<b>25,000</b>	<b>\$ 797,500</b>
							\$ -
PRFM	Wastewater	100,000	-	-	100,000	-	\$ 200,000
<b>WW Utility Capital Projects</b>		<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>\$ 200,000</b>
<b>Total - Facilities Capital Projects Fund</b>		<b>\$ 232,500</b>	<b>\$ 290,000</b>	<b>\$ 185,000</b>	<b>\$ 265,000</b>	<b>\$ 25,000</b>	<b>\$ 997,500</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	10,000	25,000	20,000	12,000	-	\$ 67,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	222,500	265,000	165,000	253,000	25,000	\$ 930,500
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 232,500</b>	<b>\$ 290,000</b>	<b>\$ 185,000</b>	<b>\$ 265,000</b>	<b>\$ 25,000</b>	<b>\$ 997,500</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Lighting Upgrades

## PROJECT DESCRIPTION

**Justification:**

At city facilities and parks, many of the existing fixtures are outdated and have become maintenance intensive. In addition, these lights do not meet today's definition of being energy efficient. This CIP intends to make both improvements at one time.

**Fire Stations:** (2018) Upgrade exterior lighting at Fire Stations #1, #2, and #3. (2020) Upgrade interior and exterior lighting at various fire stations.

**Library:** (2019) Upgrade lighting controls.

**MSB:** (2017) Upgrade lighting: interior, exterior, and cold storage areas. (2019) Upgrade interior lighting. (2021) Upgrade garage lighting and controls.

**Parks:** (2017-2021) Upgrade lighting at various City Parks.

**Police Station:** (2021) Upgrade exterior lighting.

**PRFMD Facility:** (2020) Upgrade interior lighting.

**Wastewater:** (2017) Lighting upgrades to exterior lighting and stairwell lighting. (2019) Interior and exterior lighting upgrades. (2021) Interior and exterior lighting upgrades.

**Water plant:** (2018) Upgrade interior lighting and controls. (2020) Upgrade interior lighting and controls.

**Discussion of operating cost impact:**

Will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Fire Stations	-	75,000	-	75,000	-	\$ 150,000
	Library	-	-	50,000	-	-	\$ 50,000
	MSB	75,000	-	75,000	-	75,000	\$ 225,000
	Parks	100,000	100,000	100,000	100,000	100,000	\$ 500,000
	Police Station	-	-	-	-	75,000	\$ 75,000
	PRFMD	-	-	-	75,000	-	\$ 75,000
<b>Facilities Capital Projects</b>		<b>175,000</b>	<b>175,000</b>	<b>225,000</b>	<b>250,000</b>	<b>250,000</b>	<b>\$ 1,075,000</b>
PRFM	Wastewater	75,000	-	75,000	-	75,000	\$ 225,000
	<b>WW Utility Capital Projects</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>\$ 225,000</b>
PRFM	Water Plant	-	75,000	-	75,000	-	\$ 150,000
	<b>Water Utility Capital Projects</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>\$ 150,000</b>
<b>Total - Facilities Capital Projects Fund</b>		<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 300,000</b>	<b>\$ 325,000</b>	<b>\$ 325,000</b>	<b>\$ 1,450,000</b>

## COST ANALYSIS

Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	40,000	30,000	32,000	35,000	20,000	\$ 157,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	210,000	220,000	268,000	290,000	305,000	\$ 1,293,000
Other						
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 300,000</b>	<b>\$ 325,000</b>	<b>\$ 325,000</b>	<b>\$ 1,450,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Municipal Services Building Heated Storage

## PROJECT DESCRIPTION

**Justification:**

The Municipal Services Building has reached its capacity to house equipment and supplies. The Department of Public Works has indicated inefficiencies, supplies that are being damaged from outside storage and materials that are freezing at times when it is critical to have them available. Accommodations have been made by adding mezzanine storage in areas with higher ceilings and by utilizing shelving when feasible.

This request anticipates that by 2019, a new heated storage facility will be required to continue to provide the level of service and to ensure the department's assets are secure.

**Discussion of operating cost impact:**

Additional area will entail additional maintenance and utilities expense, depending on the design. The operating cost impact is not currently quantifiable.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM      MSB Storage	-	-	650,000	-	-	\$ 650,000
<b>Total - Facilities Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	65,000	-	-	\$ 65,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	585,000	-	-	\$ 585,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650,000</b>
<b>Operating Cost Impact</b>	<b>* N/Q</b>	<b>* N/Q</b>	<b>* N/Q</b>	<b>* N/Q</b>	<b>* N/Q</b>	<b>\$ -</b>

\* N/Q = Not quantifiable

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Plumbing Upgrades

## PROJECT DESCRIPTION

Justification:

**Fire Stations:**

Replace Galvanized Sewer Mains - (2018) At Fire Station #1 the current sewer mains are galvanized and need to be replaced with PVC before the current mains fail. Galvanized pipes haven't been used in plumbing applications since the 1960's. Galvanized pipes used in plumbing applications have a short lifespan because they deteriorate very quickly from the inside out and because of this the pipes constantly plug before they finally fail.

**Parks:**

Camera Testing and Repairs- (2019) This project will include camera inspections and implementation of repairs to water and sewer laterals for city parks.

**Wastewater:**

Water Lateral Improvement Upgrades - (2017) The Wastewater plant has water laterals that have deteriorated and are in need of replacement in one or more locations. This project is to make the required upgrades to the water lateral feeding the Wastewater facility.

Discussion of operating cost impact:

There is no operating cost impact from these projects.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Fire Stations	-	17,500	-	-	-	\$ 17,500
	Parks	-	-	25,000	-	-	\$ 25,000
<b>Facilities Capital Projects</b>		-	17,500	25,000	-	-	\$ 42,500
PRFM	Wastewater	215,000	-	-	-	-	\$ 215,000
<b>WW Utility Capital Projects</b>		215,000	-	-	-	-	\$ 215,000
<b>Total - Wastewater Capital Projects</b>		\$ 215,000	\$ 17,500	\$ 25,000	\$ -	\$ -	\$ 257,500

## COST ANALYSIS

Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	20,000	2,500	-	-	-	\$ 22,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	195,000	15,000	25,000	-	-	\$ 235,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	\$ 215,000	\$ 17,500	\$ 25,000	\$ -	\$ -	\$ 257,500
<b>Operating Cost Impact</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Police Station Parking Deck Repairs

## PROJECT DESCRIPTION

**Justification:**

**Police Station:** (2017) The Police Station parking deck was constructed in 2009. The upper surface of the parking deck has a traffic coating applied to protect the concrete from the de-icing products used throughout the winter months. In addition, the joints between the concrete slabs and areas between the walls and concrete slabs are filled with a joint sealant to keep moisture out which can create damage from moisture entering those areas and freezing and thawing. Both the joints and coatings require on-going maintenance.

The life-expectancy varies on the traffic coating depending on usage and wear from usage (primarily from vehicle traffic). The coating eventually wears by first losing its aggregate to control slipperiness and then eventually will wear completely through. An average time frame for this is 7-10 years, but can vary depending on usage.

In 2016 an engineer performed an inspection of the deck and it was found that various joints are due for replacement/repair beyond routine maintenance. In addition, the surface is wearing and failing in some areas, requiring a new coating. The proposed repairs will mitigate future maintenance and safety issues. The proposed coating provides a safer surface than the existing condition. Cost estimates were collected and this CIP recommends recoating the entire surface in 2017.

**Discussion of operating cost impact:**

There is no operating cost impact to this project.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM      Police Station	250,000	-	-	-	-	\$ 250,000
<b>Total - Facilities Capital Projects</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
<b>Fund</b>						

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	25,000	-	-	-	-	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	225,000	-	-	-	-	\$ 225,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Roof Replacement

## PROJECT DESCRIPTION

**Justification:**

Roof areas at various facilities are reaching their expected life and are in need of replacement. Blistering, membrane shrinkage, etc. is affecting base flashings and causing leaks. Roofs require annual preventive and corrective maintenance to maximize their useable life. Each roof is inspected annually and repairs are completed as necessary. A roof audit was completed and roof replacements have been prioritized. Priorities can change and are adjusted annually if needed.

2017 - Fire Station #3 (\$75,000)	2020 - Parks - Various Pavilions (\$50,000)
2017 - Fire Station #5 (\$75,000)	2020 - Wastewater - B-Building (\$45,000)
2017 - Municipal Services Building - Partial/Final (\$250,000)	2020 - Reid G.C. - Pump house (\$10,000)
2018 - Parks - Pierce Log Building (\$20,000)	2021 - Parks - AMP Amphitheater (\$30,000)
2019 - Fire Station #1 (250,000)	2021 - Library - Partial (\$300,000)
2021 - Parks - AMP Observation (\$20,000)	

**Discussion of operating cost impact:**

Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at \$5,092,000. Based on a 25 year replacement cost, we should expect an average of approximately \$203,680 in replacement costs annually to keep our roofs up-to-date. No overall impact on operating costs is expected from roof replacements.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Fire Stations	150,000	-	250,000	-	-	\$ 400,000
	Library	-	-	-	-	300,000	\$ 300,000
	MSB	250,000	-	-	-	-	\$ 250,000
	Parks	-	20,000	-	50,000	50,000	\$ 120,000
	Reid Golf Course	-	-	-	10,000	-	\$ 10,000
<b>Facilities Capital Projects</b>		<b>400,000</b>	<b>20,000</b>	<b>250,000</b>	<b>60,000</b>	<b>350,000</b>	<b>\$ 1,080,000</b>
PRFM	Wastewater Plant	-	-	-	45,000	-	\$ 45,000
	<b>WW Utility Capital Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>	<b>-</b>	<b>\$ 45,000</b>
<b>Total - Roof Replacement Projects</b>		<b>\$ 400,000</b>	<b>\$ 20,000</b>	<b>\$ 250,000</b>	<b>\$ 105,000</b>	<b>\$ 350,000</b>	<b>\$ 1,125,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	45,000	5,000	40,000	28,000	5,000	\$ 123,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	355,000	15,000	210,000	77,000	345,000	\$ 1,002,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ 20,000</b>	<b>\$ 250,000</b>	<b>\$ 105,000</b>	<b>\$ 350,000</b>	<b>\$ 1,125,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Safety and Security Improvements

## PROJECT DESCRIPTION

**Justification:**

**Library: Upgrade Security** - (2017) This project will secure the employee work areas from the public areas with card access. (2018) This project will improve the security of holding area and in front of the circulation area.

**MSB: Upgrade Fire Protection System** - (2017) Upgrade the fire protection system throughout the MSB facility.

**Parks: Security Upgrades** - (2017-2021) The security upgrades will include but not limited to: cameras, auto-locks, card readers, and infrastructure upgrades.

**Police Station: Replace UPS unit** - (2017) The current UPS unit is in need of replacement. The required maintenance needed to get the current unit operating correctly is more than half the cost of a new unit. After completing a lifecycle cost analysis for repairing the existing or installing new, it was determined that installing new was the best fiscal choice.

**PRFMD Facility: Fire Alarm** - (2018) Install new fire alarm system with handicap alarms.

**Valley Transit: Install New Generator** - (2018) The existing generator is at the end of its life and is in need of constant maintenance. It was also determined that it would not be reliable in a power outage situation.

**Wastewater: Asbestos Removal** - (2017) Remove asbestos in A-Building, S-Building, and L-Building. (2019) Remove asbestos in ozoneator room.

**Water Plant: Upgrade Fire Protection System** - (2018) Upgrade the fire protection system at the water treatment plant.

**Discussion of operating cost impact:**

Though the parks security upgrades are expected to reduce the time CSO Officers take to open and close pavilions, those hours will be devoted to other police matters and no reduction of labor hours is projected.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Library	40,000	65,000	-	-	-	\$ 105,000
	MSB	125,000	-	-	-	-	\$ 125,000
	Parks	30,000	30,000	30,000	30,000	30,000	\$ 150,000
	Police Station	35,000	-	-	-	-	\$ 35,000
	PRFMD	-	60,000	-	-	-	\$ 60,000
	<b>Facilities Capital Projects</b>	<b>230,000</b>	<b>155,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>\$ 475,000</b>
PRFM	Valley Transit	-	145,000	-	-	-	\$ 145,000
	<b>Valley Transit Capital Projects</b>	<b>-</b>	<b>145,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 145,000</b>
PRFM	Wastewater Plant	60,000	-	50,000	-	-	\$ 110,000
	<b>WW Utility Capital Projects</b>	<b>60,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>\$ 110,000</b>
PRFM	Water Plant	-	100,000	-	-	-	\$ 100,000
	<b>Water Utility Capital Projects</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 100,000</b>
<b>Total - Safety &amp; Security Upgrades</b>		<b>\$ 290,000</b>	<b>\$ 400,000</b>	<b>\$ 80,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 830,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	33,000	36,000	8,000	-	-	\$ 77,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	257,000	364,000	72,000	30,000	30,000	\$ 753,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 290,000</b>	<b>\$ 400,000</b>	<b>\$ 80,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 830,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Downtown Parking Study Implementation

## PROJECT DESCRIPTION

**Justification:**

At the March 24, 2015 Municipal Services Committee meeting, Walker Parking Consultants presented their final report for the City of Appleton Downtown Parking Study. As part of the study report, Walker has recommended numerous changes for the Parking Utility over the next several years. Included below are those changes that the Department of Public Works proposes to implement and include in the City's budgeting processes over the next five years:

**Purchase and Install on-street single space Smart Meters** - The primary goal of this project is to improve the flexibility and convenience of options we offer our customers for on-street parking in the downtown area. The single space meters offer improved technology, flexibility and payment options when compared to our current parking meters. This is a planned project for 2019. This project also includes the conversion of the Soldier's Square Lot from pay stations to smart meters. No changes are planned at the Library Plaza Lot at this time.

**Purchase time-limit enforcement vehicle** - There are many locations scattered throughout the City where time-limit parking restrictions exist, as well as more planned in the very near future. Currently, we are forced to either record plate numbers or chalk tires of each individual vehicle to monitor how long they have been parked. This method can be very time consuming. The proposed Parking Enforcement Vehicle utilizes drive-by license plate recognition and GPS technology to accomplish the same task, without the need to pause at each vehicle, greatly improving the efficiency of enforcement in these areas. This vehicle could also be used to assist with time-limit enforcement in the City's Parking Ramps.

**Install enhanced on-street Wayfinding Signage** - This project would coincide with the many proposed changes to the Parking facilities in the downtown area. The goal of the enhanced signage is to expand the overall coverage area of our wayfinding signs and more efficiently direct potential parking customers to an appropriate parking facility.

**Discussion of operating cost impact:**

The first year's annual operating cost impact of the enforcement vehicle would be \$3,468 which includes, CEA replacement cost, fuel, and maintenance expense. In later years there will be additional software maintenance expense as well.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Parking						
Single-space Smart Meters	-	-	-	450,000	-	\$ 450,000
Parking Enforcement Vehicle	98,900	-	-	-	-	\$ 98,900
On-street wayfinding Signage	-	-	100,000	-	-	\$ 100,000
<b>Total - Parking Utility Capital Projects</b>	<b>\$ 98,900</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ 648,900</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	98,900	-	100,000	450,000	-	\$ 648,900
<b>Total</b>	<b>\$ 98,900</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ 648,900</b>
<b>Operating Cost Impact</b>	<b>\$ 3,468</b>	<b>\$ 6,936</b>	<b>\$ 12,936</b>	<b>\$ 12,936</b>	<b>\$ 12,936</b>	<b>\$ 49,212</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Parking Utility Maintenance and Equipment

## PROJECT DESCRIPTION

Justification:

**Consultant - Parking Ramp Structural Evaluations** - The City has established a program where every three years, all City-owned parking ramps are inspected by a structural engineering consultant. Written reports are prepared by the consultant, including detailed recommendations for short-term and long-term maintenance activities. The next round of inspections is planned for 2019. The consultant's recommended repairs to each facility will be incorporated into the Parking Division's 5-year Capital Improvements Program in an effort to prolong the useful life of each facility. This is a contracted service as no City staff have the appropriate background to perform this type of inspection.

**Parking Ramp Structural Improvements** - As a follow-up to the consultant's structural evaluations, the City has developed an annual program for structural improvements to all City-owned ramps. The goal of this program is to budget adequate funds for structural improvements to the City's parking ramps in accordance with the consultant's prioritized recommendations. The improvements will ensure a safe parking environment for our customers and prolong the useful life of the City's ramps.

**Parking Lot Repairs** - Annual maintenance costs in the Library Plaza parking lot will continue to increase unless a larger scale rehabilitation is performed. We anticipate the need for larger scale repairs within the next 10 years, subject to the timing of other improvements in the entire Washington Square area. These repairs will prolong the useful life of the facilities as well as limit liability exposure for the City.

**Ramp Security Cameras** - Installation of cameras at the entrances and exits of our parking ramps has provided added safety for City ramp personnel as well as ramp users. These cameras also provide a means to monitor ramp activities in the event that no ramp personnel are available. This is an ongoing program that has been budgeted over several years and is part of the City's overall security enhancements. The next phases are planned for 2018, and 2021.

**Ramp LED Lighting Upgrades** - Currently, our parking ramps are illuminated by a combination of fluorescent, high-pressure sodium and metal halide light fixtures. These fixtures are based on older technology and are much less energy efficient than the LED fixtures available today. The planned replacement of all existing non-LED fixtures in our Red ramp in 2018 and the Green & Yellow ramps in 2019 will result in reductions in monthly energy bills. It is anticipated that the cost to purchase and install the new fixtures will be offset by energy savings within a four to five year period.

Discussion of operating cost impact:

Beginning in 2018, we anticipate an approximate 50% reduction in annual energy costs due to the conversion to LED ramp lighting.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Parking						
Ramp structural evaluations	-	-	25,000	-	-	\$ 25,000
Ramp structural maintenance	100,000	100,000	125,000	125,000	-	\$ 450,000
Lot repairs	-	-	35,000	-	-	\$ 35,000
Security cameras	-	20,000	-	-	20,000	\$ 40,000
LED Lighting Upgrades	-	110,000	340,000	-	-	\$ 450,000
Total - Parking Utility Capital Projects	\$ 100,000	\$ 230,000	\$ 525,000	\$ 125,000	\$ 20,000	\$ 1,000,000

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Design/Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	100,000	100,000	160,000	125,000	-	\$ 485,000
Other	-	130,000	365,000	-	20,000	\$ 515,000
Total	\$ 100,000	\$ 230,000	\$ 525,000	\$ 125,000	\$ 20,000	\$ 1,000,000
Operating Cost Impact	\$ -	\$ (25,002)	\$ (50,002)	\$ (98,064)	\$ (99,115)	\$ (272,183)

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Chemical Storage - Water Treatment Facility

## PROJECT DESCRIPTION

**Justification:**

The Appleton Water Treatment Facility (AWTF) utilizes a group of specifically approved chemicals as part of the drinking water treatment process. Each chemical is intended to perform a unique purpose within the water treatment "train". The AWTF existing chemical storage room was designed as part of original plant construction in 2001 for the intended purpose of supporting the regulatory approved treatment processes and associated components within. Evidence of chemical deterioration is being observed as the AWTF age (15 years) approaches or exceeds the normally expected life of some of the critical storage (e.g. fiberglass tanks ) and conveyance components (e.g. PVC pipe).

The AWTF continues with the multi-year process of methodically navigating from ultra filtration membranes following final completion of the Regulatory Upgrade and Process Improvements Project (RUPIP). Once the transition to ultraviolet light (UV) reactors is complete decisions will need to be made regarding equipment abandonment, repurposing, and space utilization. The intent of this CIP is to obtain professional engineering services to perform an overall assessment of the existing chemical storage room. This includes a conditions assessment of chemical storage, pumping, and conveyance systems. Repair and/or replacement recommendations based on the conditions assessment will be provided with a focus on future needs following RUIP. A construction project will then be developed and implemented based on the engineering findings and recommendations.

**Discussion of operating cost impact:**

This project will decrease staff labor and associated equipment maintenance related to this equipment, enabling staff to attend to other critical maintenance duties. The primary impact is expected to be a reduction of overtime expense.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Water Utility	Construction	600,000	-	-	-	-	\$ 600,000
<b>Total - Water Treatment Capital Projects</b>		<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	600,000	-	-	-	-	\$ 600,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>
<b>Operating Cost Impact</b>	<b>\$ (1,000)</b>	<b>\$ (1,000)</b>	<b>\$ (1,000)</b>	<b>\$ (1,000)</b>	<b>\$ (1,000)</b>	<b>\$ (5,000)</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: F2 Building Chemical Storage

## PROJECT DESCRIPTION

**Justification:**

Phosphorus treatment is a requirement of the Wisconsin Pollution Discharge Elimination System (WPDES) permit. The Appleton Wastewater Treatment Plant (AWWTP) relies upon metallic salts (e.g. iron salts) to remove phosphorus nutrients from wastewater at strategic points of application within the treatment train to satisfy its effluent quality limits. Iron salts in the form of ferric chloride and ferrous sulfate are the primary chemicals used at this time. These chemicals are corrosive in nature (acidic) and stored in four 5,000 gallon fiberglass reinforced plastic (FRP) tanks inside the existing F2-Building. The mechanical, electrical, and structural components within the existing chemical storage room were constructed as part of the early 1990's AWWTP upgrades project.

In recent years evidence of deterioration observed in FRP tanks, conveyance pipe fittings, and the underlying secondary containment pit liner have necessitated a project that will restore structural integrity. Furthermore, the existing chemical dosing skid system installed as part of the 2013-2015 Phosphorus Treatment Optimization and Evaluation of TMDL Compliance Study to facilitate full scale demonstration testing was done so as a temporary measure. Treatment data collected during and since aforementioned study has proven this system's effectiveness to treat phosphorus but its current location and configuration is not ideal nor conducive to the space.

This CIP is intended to rehabilitate the existing chemical storage room after 22 years of continuous use. It will also incorporate improvements to the chemical feed system that will allow for precision chemical dosing necessary to consistently achieve future low-level phosphorus limits. A summary of the rehabilitation and improvements for this room are as follows:

- Repair or replace the existing secondary containment pit liner;
- Replace the existing 5,000 gallon heated FRP chemical storage tanks and include side manways;
- Replace gravity conveyance chemical piping and valves;
- Replace the existing corroded bay door and service door;
- Re-epoxy concrete floor;
- Clean and recoat interior chemical room walls;
- Replace existing eyewash station;
- Reconfigure the existing iron salt pump system;
- Install a screen or trap to capture debris contained within ferrous sulfate chemical loads;
- Replace existing level monitoring system with through-air radar technology;
- Install chemically compatible precision flow meters to record chemical feed delivery.

**Discussion of operating cost impact:**

Precision chemical dosing is expected to decrease chemical usage which currently totals approximately \$100,000 annually

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Wastewater	Engineering	100,000	-	-	-	-	\$ 100,000
	Contractor Fees	500,000	-	-	-	-	\$ 500,000
<b>Total - Wastewater Utility Capital Projects</b>		<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	100,000	-	-	-	-	\$ 100,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	500,000	-	-	-	-	\$ 500,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: TMDL Related Facility Planning

## PROJECT DESCRIPTION

**Justification:**

On May 18, 2012, the US Environmental Protection Agency (EPA) approved the lower Fox River basin and Green Bay area of concern Total Maximum Daily Load (TMDL). The TMDL outlines phosphorus and sediment reductions needed to restore water quality in the local waterways, lower Fox River and bay of Green Bay. As a result, revisions to NR 217 regulations will lower effluent limits for phosphorus discharges of the Appleton Wastewater Treatment Plant (AWWTP). The Wisconsin Department of Natural Resources (WDNR) implements point source load allocations through permits issued under the Wisconsin Pollutant Discharge Elimination System (WPDES) program. Under the approved TMDL, the WDNR established wastewater effluent limits of 0.2 mg/l or less for point sources with WPDES permits on the lower Fox River. This limit is substantially lower than the AWWTP's current 1.0 mg/l phosphorus limit. The current treatment plant processes were not designed to remove phosphorus to these new lower limits. A preliminary study conducted in 2010 estimated \$40,000,000 in engineering and construction costs to meet the proposed phosphorus rules.

The WDNR recognizes three regulatory compliance tools that exist to WPDES permit holders (AWWTP is not eligible for the phosphorus variance) under the TMDL. They include on-site phosphorus treatment/removal, Water Quality Trading (WQT), and/or Adaptive Management (AM). The AWWTP's current WPDES permit is scheduled to be reissued in January 2017. The planned path for compliance must be made known in advance (considered a regulatory compliance reporting milestone) of the next permit's expiration date (December 2021).

Professional engineering work initiated in the fall of 2013 and completed in late 2015 evaluated existing treatment capabilities at the AWWTP and process optimization opportunities. The study also evaluated new treatment plant improvements that would facilitate regulatory compliance with low-level phosphorus standards. WQT and AM were included within the evaluation as off-site alternative methods for regulatory compliance. The final technical document delivered by the engineer summarized the suite of compliance options including pairing alternatives that would provide the most cost effective path(s) for regulatory compliance. That information is being used as the basis of capital planning starting in 2018-2020.

The AWWTP continues to build from the recommendations within the engineering study which includes refining automated phosphorus chemical treatment control stratus, use of additional online phosphorus analyzers, phosphorus source reduction opportunities, and other facets of treatment optimization. The AWWTP also continues to explore AM within the watershed through the Alliance for the Great Lakes Adaptive Management Opportunity project.

**Discussion of operating cost impact:**

Non-compliance could result in regulatory fines, a compliance schedule and / or a moratorium on development. Operating impacts will have costs associated with them when the regulatory standards and associated treatment improvements are established in years following the Facilities Study.

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Wastewater Design	-	-	-	-	250,000	\$ 250,000
<b>Total - Wastewater Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	250,000	\$ 250,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other - Equipment	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

\* N/Q = Not Quantifiable

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Wastewater Sludge Storage Options

## PROJECT DESCRIPTION

**Justification:**

Wastewater plant biosolids storage deficiencies have occurred over the past several years. This deficiency has triggered the need for Appleton City Council resolutions to investigate options to address the deficiency and comply with the 180 day biosolids storage requirement under code NR 204. More recently the Wisconsin Department of Natural Resources has proposed more stringent agricultural nutrient management standards for land on which biosolids are applied. These new standards could have significant implications to municipal biosolids management programs. Each of the aforementioned have caused the Utility to consider various treatment options that could provide cost effective storage options and end-use diversification for AWWTP biosolids. Composting was evaluated because it alters Appleton wastewater biosolids classification under NR 204 from a Class-B to a Class-A material. Successful composting would also reduce storage needs and allow the wastewater facility to meet the 180-day storage requirement while generating a product that is appealing to a number of markets including residents, nurseries, and commercial landscapers. The composting provides greater flexibility in scheduling land application of Class B biosolids by maximizing available storage which reduces costs.

Since 2008, the Appleton Department of Public Works and Wastewater Utility have worked with the Outagamie County Solid Waste Department to seek cooperative solutions to AWWTP biosolids, curbside leaf / yard waste materials, and landfill cover needs. The Utility received authorization from Common Council in 2009 to begin the engineering phase of a large-scale compost pilot project at the Outagamie County Landfill. A compost facility plan was developed and approved by the DNR which provided operational guidelines to demonstrate the feasibility and assess costs for a cooperative composting operation. Compost pad construction was completed in September 2010. Since the pad construction, approximately 62,000 cubic yards of compost material has been processed as part of ten individual batches. In January, 2017, the Biosolids Composting Facility will be permitted as part of the AWWTP's Wisconsin Pollutant Discharge Elimination System (WPDES) permit. Feasibility of a long-term composting program will continue to be evaluated as markets are researched and developed. If composting proves to be unsuccessful, funds will be used for design/architecture planning for a biosolids building expansion.

**Discussion of operating cost impact:**

Since 2013, costs related to composting have been included in the biosolids O&M budget. O&M costs for continued land application of biosolids will closely follow cost increases in fuel and viable application sites. Significant program cost increases would be expected if limitations to on-site sludge storage required landfilling during a period when traditional land application is not feasible. The compost option eliminates that need by providing additional 180-day storage capacity. Developing compost markets may provide the ability to offset future operational costs through bulk compost sales.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Wastewater & Engineering	-	-	405,074	-	-	\$ 405,074
Facilities Construction	-	-	-	3,755,032	-	\$ 3,755,032
<b>Total - Wastewater Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 405,074</b>	<b>\$ 3,755,032</b>	<b>\$ -</b>	<b>\$ 4,160,106</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Engineering	-	-	405,074	-	-	\$ 405,074
Construction	-	-	-	3,755,032	-	\$ 3,755,032
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 405,074</b>	<b>\$ 3,755,032</b>	<b>\$ -</b>	<b>\$ 4,160,106</b>
<b>Operating Cost Impact</b>	<b>NQ *</b>	<b>NQ *</b>	<b>NQ *</b>	<b>NQ *</b>	<b>NQ *</b>	<b>\$ -</b>

\* N/Q = Not Quantifiable



## CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: Additional Vehicle for Station Six

### PROJECT DESCRIPTION

**Justification:**

Fire District Six is positioned in a growth area of the far northeast quadrant of the City. Due to the physical layout of the community, additional staffing and equipment is required to meet expected response times for the **minimum** initial response staffing of emergency incidents. To maintain response capability, another engine is required.

It is anticipated that this unit would provide coverage on the far north side of the community.

**Discussion of operating cost impact:**

The operating costs include salaries and fringe benefits for twelve additional employees along with funding for maintenance and replacement costs of the vehicle. In the first year, the operating costs also include funds to equip the vehicle and provide protective clothing for the twelve additional employees.

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Fire            Equipment	-	-	610,000	-	-	\$ 610,000
<b>Total - Public Safety Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 610,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 610,000</b>

### COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	610,000	-	-	\$ 610,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 610,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 610,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,289,935</b>	<b>\$ 1,328,633</b>	<b>\$ 1,368,492</b>	<b>\$ 3,987,060</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Emergency Vehicle Traffic Preemption Upgrade

## PROJECT DESCRIPTION

**Justification:**

The City implemented an emergency vehicle preemption (EVP) system in 1992. EVP is a system that allows control of specific intersections during emergency response. By controlling the intersection, the Fire Department can respond more safely as well as reduce response times to emergency incidents. The current EVP uses infrared (IR) light technology. The system includes emitters mounted on emergency vehicles and detectors and phase selectors at the intersection. EVP has been installed and maintained by the Traffic Division of the Department of Public Works.

The current upgrade would transition EVP from IR to a GPS-based system. The GPS-based system delivers reliable, accurate EVP from greater distances in a wider range of environments — including around corners and at intersections with obstructed views. It leverages GPS technology and highly secure radio communications to help emergency responders move through intersections more quickly and safely. Combining GPS technology with central management software provides remote, real-time system management and monitoring to improve performance, reduce maintenance costs, and enhance overall traffic safety. With additional central management control, the system could be offered to other response agencies such as Gold Cross Ambulance, Kaukauna and Grand Chute Fire Departments. The potential also exists to add GPS units in the future to DPW snow plows to improve the snow removal process.

The project began in 2014 with installation of the fire apparatus vehicle units, central management software, and the upgrade of twenty intersections. An additional twenty intersections were upgraded in both 2015 and 2016. The final upgrade to complete the overall project is planned for 2017. Upon completion of the project, the IR EVP equipment will be removed and the complete GPS system will be utilized.

**Discussion of operating cost impact:**

Ongoing system maintenance would be handled through the normal EVP maintenance process that is currently occurring within the DPW Traffic Engineering Division, and the annual software maintenance will be approximately \$2,500 annually.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Fire	Equipment	136,131	-	-	-	-	\$ 136,131
DPW	Installation	16,000	-	-	-	-	\$ 16,000
<b>Total - Public Safety Capital Projects Fund</b>		<b>\$ 152,131</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 152,131</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	136,131	-	-	-	-	\$ 136,131
Other	16,000	-	-	-	-	\$ 16,000
<b>Total</b>	<b>\$ 152,131</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 152,131</b>
<b>Operating Cost Impact</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 12,500</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Fire Records Management System

## PROJECT DESCRIPTION

**Justification:**

In 2007, Outagamie County provided a fire records management system to all fire and EMS agencies in the county at no cost to the agencies. Recently, several changes have occurred causing concern about the future viability of the department's fire records management system.

The existing software vendor was purchased by another company that plans to completely revamp the fire and EMS product. The vendor has indicated that they have no plans of providing any updates on our existing software. There are changes planned to be implemented in early 2017 to NEMESIS, which is the state and national data collection standards for emergency medical information, that the vendor does not plan to address in our existing software package. What's more, Outagamie County plans to upgrade to Windows 2012 next year and the existing software cannot operate on those servers. When the software vendor completes a total revamp of the existing software, the department would be starting over with training, implementation, and data conversion and are uncertain if the new product would meet our needs or the costs associated with it.

The State of Wisconsin has offered a fire records management system to all fire agencies in the state; therefore, Outagamie County has indicated that they do not plan to replace our software and may be passing the maintenance fee costs on to the users within the county for the existing software. Since Appleton is the largest user, the department could be expected to take on the bulk of the \$80,000 annual maintenance fee. Those funds could be better utilized invested in a new system.

The City has recently purchased a solution for the Enterprise Resource Planning (ERP) system. That vendor also has a fire product that the City might see some favorable pricing by adding these additional fire modules to this existing product. Another option would be to research the product offered free of charge from the State of Wisconsin. Unfortunately, the offer includes only a minimal number of modules that would not address the department's needs. The department would have to pay for the additional modules/hardware to cover our existing and future records management needs. While this product might be beneficial, this option is problematic in that it ties to State budget funding, and we could find ourselves in the same situation eventually should the State eliminate funding to maintain this product.

With the future of fire records management so unstable and the suspected lack of support from the county, the department is seeking funding for a fire records management system to include the hardware and software needs for the Appleton Fire Department. This request includes the cost of software plus the tablets needed for the mobile client version.

**Discussion of operating cost impact:**

As is typical with most software products, the City could expect to pay an ongoing maintenance fee estimated at 10% of the software cost beginning in the second year.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
IT	Software	100,000	-	-	-	-	\$ 100,000
IT	Equipment	19,500	-	-	-	-	\$ 19,500
Total - Public Safety Capital Projects Fund		\$ 119,500	\$ -	\$ -	\$ -	\$ -	\$ 119,500

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	119,500	-	-	-	-	\$ 119,500
Total	\$ 119,500	\$ -	\$ -	\$ -	\$ -	\$ 119,500
Operating Cost Impact	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Heavy Rescue/Firefighter Rescue Equipment

## PROJECT DESCRIPTION

**Justification:**

Appleton Fire Department lacks training and equipment to safely respond to vehicle accidents involving large commercial vehicles such as school or commercial buses, semi-tractor trailer units, concrete trucks and dump trucks. These vehicles pose unusual challenges in stabilizing and gaining access to patients. Wisconsin Department of Transportation (DOT) statistics show crashes involving both buses and large vehicles have continued to climb each year over the past five years except 2012.

In addition, large commercial vehicles are recognized within relevant vehicle rescue training and response standards as an advanced or technician level event. It is normal for a fully loaded semi-trailer to weigh 80,000 lbs. This is the maximum load allowed under law. However, a 2015 news piece about Hwy. 41 becoming Interstate 41 said "several truck companies stated their trucks routinely carry loads heavier than 80,000 lbs." (Interstate 41 coming to Wisconsin in 2015, Tom Swigert). A separate article stated that "about 10-15% of the trucks using the road are heavy haul vehicles with special permits" (Wisconsin seeks to convert Hwy. 41 to an interstate, Jonathan S. Reiskin transport topics 12/23/14). The heavy haul vehicles can carry loads up to 100,000 lbs. Further, Wisconsin DOT frequently asked questions web page regarding conversion of Hwy. 41 to Interstate 41 says traffic volume on Hwy. 41 ranges from 27,000-150,000 vehicles per day. It goes on to say that more than 80 million truck tons of freight originate in the eight counties along Hwy. 41, accounting for nearly 38% of Wisconsin originating truck tonnage.

Rescue situations involving these types of vehicles will quickly exceed typical fire department resources and training. A recent incident in nearby Ledgeview in July of 2015 involved a large eight-wheeled tractor. The patient was trapped for 90 minutes and nearly died during the rescue. Departments called to respond to the incident included Ledgeview, Bellevue, De Pere and Green Bay Metro Fire Department. Several of these types of crash incidents have happened in Appleton and surrounding jurisdictions over the past several years, including Hwy. 41 southbound near Richmond in 2011. A January 29, 2016 crash occurred in the Town of Menasha. In addition, Appleton Fire Department has responded to several unusual calls in the recent past involving vehicles. These include a car into a bank building on South Memorial Drive, a car into a commercial building on North Richmond Street near Atlantic and a car into a structure at Story Street.

The training and tools requested as a part of this new program area include the ability to enhance firefighter rescue through the use of the hydra fusion struts, air bags and rescue tools. These tools are highly portable and can be used for firefighter rescue as well as to enhance current confined space rescue capabilities. These tools have nearly unlimited applications. The department plans to phase in the equipment over three years and training will be provided by staff as part of the training curriculum for each year.

**Discussion of operating cost impact:**

The on-going operating costs includes the annual maintenance of the heavy rescue equipment.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Fire Equipment	25,000	25,000	25,000	-	-	\$ 75,000
<b>Total - Public Safety Capital Projects Fund</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	25,000	25,000	25,000	-	-	\$ 75,000
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>
<b>Operating Cost Impact</b>	<b>\$ 500</b>	<b>\$ 1,000</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 6,000</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

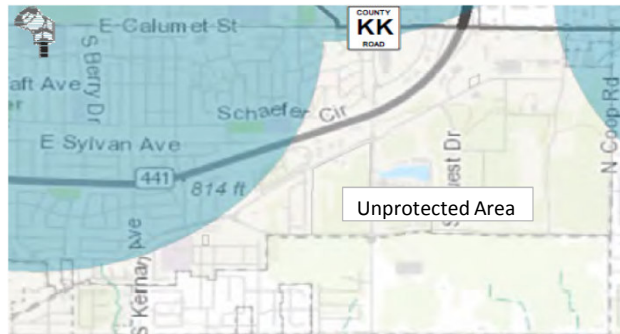
## IDENTIFICATION

Project Title: Outdoor Warning Siren

## PROJECT DESCRIPTION

**Justification:**

The southeastern portion of the City of Appleton, which is located in Calumet County, currently does not have outdoor warning siren coverage. This area includes a site for a future park as well as current walking trails. Outdoor warning sirens provide a means of notification in the event of severe weather or hazardous conditions to citizens when they are outside of their home. The outdoor warning siren system is activated based on pre-determined strategies in the event of a hazard. The purpose is to warn citizens to seek shelter, protection and to listen to local weather radios or media outlets in determining the associated hazard causing the siren activation. With the continued growth of this portion of the city, this request is to add one additional siren connected to the Outagamie County outdoor warning siren system to provide enhanced outdoor coverage in the area lacking current outdoor siren coverage. This siren would be activated through the Outagamie County Warning System as Calumet County currently does not provide outdoor siren warning coverage. The cost provides for the equipment for a single siren location to provide maximum coverage. The siren would be purchased by the City and owned and maintained by Outagamie County.



**Discussion of operating cost impact:**

The operating cost impact relates to the monthly fee associated with electrical power for the siren and associated radio equipment.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Fire            Outdoor Siren	27,600	-	-	-	-	\$ 27,600
<b>Total - Public Safety Capital Projects Fund</b>	<b>\$ 27,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,600</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	27,600	-	-	-	-	\$ 27,600
<b>Total</b>	<b>\$ 27,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,600</b>
<b>Operating Cost Impact</b>	<b>\$ 375</b>	<b>\$ 375</b>	<b>\$ 375</b>	<b>\$ 375</b>	<b>\$ 375</b>	<b>\$ 1,875</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Training Tower Repairs/Upgrade

## PROJECT DESCRIPTION

**Justification:**

The training tower at Fire Station # 6 was built in 2003. Since that time, numerous fire instructors and students that have utilized the structure have identified a number of modifications that are becoming increasingly necessary in order to maintain it in proper repair.

In 2015, the department worked on the window repair as many of the existing windows were damaged which allowed the elements and wildlife to damage the tower. Additionally, many of the windows lacked proper locking mechanisms and posed an increased risk/liability of unauthorized individuals getting into the tower and either getting hurt or vandalizing the property. The department worked with a contractor to modify the window openings with a type of frame that would allow us to take windows in and out of the openings to meet the training needs and to give us the ability to replace damaged windows with less expensive windows.

In 2016, modifications were made to the training tower to enhance firefighter understanding of flashover, backdraft, thermal layering, door control, flow path, flammable limits, ignition temperature, and many more. This was accomplished with the addition of a flashover simulator prop, smoke piping into the building and the addition of high volume artificial smoke generating machines. Additionally, a more user friendly and safer roof ventilation simulator was installed as part of this project.

In 2017, modifications include replacing the worn blacktop with concrete and converting a small grassy area into a more useable training space by converting it to a mixture of concrete and crushed gravel that will be installed to provide a training area for specialty and routine firefighter training.

**Discussion of operating cost impact:**

There should be no additional operating costs as a result of these modifications.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Fire Concrete/Hard Surface Modification	198,600	-	-	-	-	\$ 198,600
<b>Total - Public Safety Capital Projects Fund</b>	<b>\$ 198,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 198,600</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	198,600	-	-	-	-	\$ 198,600
<b>Total</b>	<b>\$ 198,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 198,600</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Police Records Management System

## PROJECT DESCRIPTION

**Justification:**

The current records management system (RMS) used by the police is a county wide program provided by Tri-Tech and purchased and supported by Outagamie County from the county tax base. The current program was implemented in 2007 and will not be supported as of January of 2018.

Outagamie County is unwilling to commit to funding a county wide RMS system and has informed us that they would expect us to pay additional money for the implementation of a new system. Additionally, they would be passing on any yearly maintenance fees cost to us. This would double the financial impact on our residents by forcing them to pay both county and city taxes for a county wide system so a cost benefit analysis is being done to determine what is best for Appleton.

A consortium of municipalities is reviewing options for a new RMS system that will integrate with the current CAD system. Municipal law enforcement agencies do not have the same needs as a county law enforcement agency. To allow a county agency to determine our system, based on their needs, is not in our best interest. The current provider, Tri-Tech, has not provided a product that meets our needs and has not been responsive to our requests for changes. Data also needs to be entered multiple times in this system into several different programs, by several employees, which is time consuming. It is a cumbersome and extremely inefficient program to enter and retrieve data from. It is not a user friendly product.

An RMS is the most critical piece of equipment we have to provide efficient and effective services. The foundation of intelligence led policing is the ability to easily access accurate and timely data, that is entered as it becomes known to an employee, without duplication of work by other staff members

We are researching programs that will have field based reporting; reports entered by an officer that will immediately populate the RMS, that don't need re-entry by other staff, that can be immediately and easily queried by all staff. The anticipated cost can vary greatly and the amount of \$300,000 was given to us as an estimate by a product provider for our own RMS system that would integrate with the county CAD program.

The implementation of an efficient records management system will be transformational for the entire department. It will free up all our staff members to perform other duties and provide better service to our community. The product will work for us rather than us working for the product. It would be irresponsible to ask for money to further support the existing county-wide RMS product. It has not, and will not, meet the basic needs of the department.

**Discussion of operating cost impact:**

The City could expect to pay upgrades and ongoing maintenance fee.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Police	Records Mngmt System	300,000	-	-	-	-	\$ 300,000
Total - Public Safety Capital Projects Fund		\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	300,000	-	-	-	-	\$ 300,000
<b>Total</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>
Operating Cost Impact	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Enterprise Resource Planning (ERP) System

## PROJECT DESCRIPTION

**Justification:**

During 2016, we selected vendors and negotiated contracts for a multi-year project to replace all of the software currently running on the iSeries computer, in anticipation of retiring that computer in 2020 at the end of its useful life. The financial system currently in use is 20 years old and is connected to various other, mostly custom programmed, systems (cash receipting, payroll, utility billing, accounts receivable, etc.). The Assessor's and Asset Management systems are both custom programmed, therefore requiring in-house programming capacity and, because they run on the iSeries, tying us to an older programming language (RPG) for which programmers are increasingly difficult to hire. The number and complexity of the interfaces between all of these programs severely limit our ability to provide the level of customer service the citizens of Appleton expect and managers of City departments need.

The process for implementing new technology not only focuses on the technology itself, but also aims to enhance existing business processes performed by individual departments across the City by enabling them to adopt best practices in their various fields. Technology is intended to enhance departmental business processes by:

- Making them both more efficient and effective
- Improving decision-making by improving access to data and tools with which to analyze it
- Providing enhanced customer service to both internal and external customers
- Streamlining processes to reduce costs

It has been determined that the replacement project should be managed in two separate packages - a traditional ERP package for finance, payroll, HR applications, utility billing, asset management and inventory and a Computer-Assisted Mass Appraisal (CAMA) system for property assessments.

The CAMA system implementation was started in 2016 and is expected to be completed in mid 2017.

The ERP system implementation was started in Fall of 2016. The implementation is broken into phases based on the modules expected to be implemented in a particular year and the entire project is expected to be completed in 2020.

**Discussion of operating cost impact:**

Hardware and software maintenance for the ERP system and CAMA system that replaces the iSeries would begin in 2017 and is estimated at \$112,000. In 2019, the annual maintenance on JD Edwards accounting software would cease. In 2021, the annual maintenance on the iSeries would cease.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
IT ERP system	377,000	243,000	471,000	237,000	-	\$ 1,328,000
<b>Total - Information Technology Capital Projects Fund</b>	<b>\$ 377,000</b>	<b>\$ 243,000</b>	<b>\$ 471,000</b>	<b>\$ 237,000</b>	<b>\$ -</b>	<b>\$ 1,328,000</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	377,000	243,000	471,000	237,000	-	\$ 1,328,000
<b>Total</b>	<b>\$ 377,000</b>	<b>\$ 243,000</b>	<b>\$ 471,000</b>	<b>\$ 237,000</b>	<b>\$ -</b>	<b>\$ 1,328,000</b>
<b>Operating Cost Impact</b>	<b>\$ 112,000</b>	<b>\$ 115,000</b>	<b>\$ 93,000</b>	<b>\$ 168,000</b>	<b>\$ 130,000</b>	<b>\$ 618,000</b>



## CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: Information Technology Equipment and Infrastructure

### PROJECT DESCRIPTION

**Justification:**

As the Information Technology Department looks toward the future and continues on the path of maintaining and upgrading equipment when necessary, a few projects are being requested.

In 2017 our Motorola wireless system in many of the City buildings will be 6 years old. The technology now in that particular space allows for higher connection speeds and greater bandwidth for our high consuming applications. We are looking to replace the wireless systems in all but the Utilities Plants with the latest 802.11 AC technology. \$75,000 is being requested for this project.

In January of 2018 our existing EMC Storage Area Network (SAN) will be 6 years old, the point at which the life expectancy begins to shrink and maintenance becomes a larger problem, and we expect to need to replace the aging equipment.

**Discussion of operating cost impact:**

The wireless project will add approximately \$4,000 a year to the operational budget in the form of maintenance.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
IT	Wireless Upgrade	75,000	-	-	-	-	\$ 75,000
IT	SAN Replacement	-	350,000	-	-	-	\$ 350,000
<b>Total - IT Capital Projects Fund</b>		<b>\$ 75,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 425,000</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	75,000	354,000	-	-	-	\$ 429,000
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 354,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 429,000</b>
Operating Cost Impact	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 16,000

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Express Poll - Electronic Poll book

## PROJECT DESCRIPTION

**Justification:**

Electronic poll books have recently been certified in the State. These reduce wait time for voters, increases accuracy of voter information and improves the election day experience for both voters and workers. A tablet-based system cost is approximately \$1,000 per book. We would plan to place 3 at each polling place, for a total of about 48 plus printers for each device (48) to print out the voter #/ballot style slip, about \$515 each plus peripherals. This also includes maintenance and support.

**Discussion of operating cost impact:**

Total planned cost of \$72,720 to upgrade to an electronic poll book system. The operating cost impact of electronic poll books is projected to consist of a maintenance agreement that comes into effect one year after purchase. This would partially be offset by eliminating the cost of printing paper poll books which average to be about 10,000 pages of paper per election.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Legal Svcs	32 e-poll books	48,480		-	-	-	\$ 48,480
	16 e-poll books	-	24,240	-	-	-	\$ 24,240
<b>Total - City Center Capital Projects Fund</b>		<b>\$ 48,480</b>	<b>\$ 24,240</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,720</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	48,480	24,240	-	-	-	\$ 72,720
<b>Total</b>	<b>\$ 48,480</b>	<b>\$ 24,240</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,720</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ 1,584</b>	<b>\$ 1,584</b>	<b>\$ 1,584</b>	<b>\$ 1,584</b>	<b>\$ 6,336</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Tabulating Machine for Elections

## PROJECT DESCRIPTION

**Justification:**

The current vote tabulating machines, the M100 model, are approaching the end of their useful lives and replacement parts will become increasingly unavailable. The prospective replacement machine is a digital model, the DS200, at an estimated cost of \$5,988 per machine. 16 machines are required, one for each of 15 ward voting places plus one spare. With peripherals (modem and jump drive for each machine) and delivery, the total cost is estimated at \$95,800.633

**Discussion of operating cost impact:**

An annual maintenance agreement will be required but is not expected to differ substantially from the annual maintenance cost of the existing machines, therefore there is no operating cost impact.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Legal Services Equipment	-	95,800	-	-	-	\$ 95,800
<b>Total - City Center Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ 95,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 95,800</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	95,800	-	-	-	\$ 95,800
<b>Total</b>	<b>\$ -</b>	<b>\$ 95,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 95,800</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: CEA Fuel Site Upgrades

## PROJECT DESCRIPTION

**Justification:**

To meet the laws governing fuel dispensing systems, CEA will need to upgrade the fuel system at the Municipal Services Building. State of Wisconsin Commercial Code 10.500(5) requires the City of Appleton to install tank top containment and below dispenser containment systems, both equipped with sensors to detect for leaks, at the Municipal Services Building fuel site.

Phase 1 of this project, completed in 2014, included replacing the existing fuel monitoring system with a new unit, installing new software and new fuel ring devices, plus the testing/training to operate the new system.

This project includes removal of the fuel dispensers and concrete islands, installation of the spill containment devices and monitors, reinstalling or replacing the concrete islands and fuel dispensers, and all associated piping and electrical revisions. It also includes the cost of all permits, testing, certification and training needed for operation of the system. In addition, the cathodic protection anodes in each tank will be replaced while the tanks are exposed, as the sacrificial anodes are near the end of their life.

The City has tried to use other fueling sites in the past, but the lag time between sites made it difficult to manage the data required to initiate preventive maintenance work in a timely manner. Costs were also higher to departments, so they preferred not to use the offsite locations. In addition, many of the retail site roofs are not high enough for our trucks and complaints were received for the large trucks blocking vision to pumps, especially at busy locations.

**Discussion of operating cost impact:**

No additional operating cost impact at this time.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
CEA Fuel Containment	-	100,000	-	-	-	\$ 100,000
<b>Total - CEA Capital Projects</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	100,000	-	-	-	\$ 100,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Replace Central Equipment Agency (CEA) Car Wash

## PROJECT DESCRIPTION

**Justification:**

The existing CEA car wash is located at the Municipal Services Building (MSB) and was installed in 1998. This car wash is used by all CEA and Appleton Area School District (AASD) vehicles, including large trucks and small passenger vehicles. The existing car wash has served well for 20 years, cleaning the CEA Fleet of over 400 pieces of equipment. However, due to it's age and outdated technology the CEA car wash is in need of replacement.

Car wash technology has advanced considerably over the last 20 years. The new car washes are able to detect the size of the equipment being washed and automatically adjust all soap and spray bars accordingly, something the existing car wash cannot do. This adjustment provides a much better wash for both large and small pieces of equipment. The quality of the wash is very important in cold climates where salt is used on roads in winter months, especially considering we have been extending the life of our vehicles and expecting them to last much longer than in previous years.

In addition, the new car washes filter and recycle the water so very little water actually goes down the drain. Currently, every gallon of water used goes down the drain and gets treated at the wastewater treatment plant.

Lastly, due to it's age, the car wash is regularly out of service due to it needing maintenance and repair. This results in a lack of customer service for our customers and costly repair bills for the CEA.

The project includes removal of the existing car wash and installation of the new car wash, including all plumbing and mechanical components.

**Discussion of operating cost impact:**

We expect a significant reduction in water usage as a result the water reclamation feature of the new car wash.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
CEA	Installation	-	-	-	-	435,000	\$ 435,000
Total - Public Works Capital Projects Fund		\$ -	\$ -	\$ -	\$ -	\$ 435,000	\$ 435,000

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating Cost Impact</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Survey Instrument Replacements

## PROJECT DESCRIPTION

Justification:

### Survey Instrument Replacements - Robotic Total Station or GPS Unit

This instrument would be replacement for our oldest existing robotic unit that will be approximately 10 years old at the proposed time of replacement (2018). Robotic total stations and GPS units both provide improved functionality and efficiency over a standard total station instrument, with an added benefit of single-user operation in those situations where workload or staffing levels dictate. Our current robotic station has provided numerous opportunities for one-person survey work, which has allowed us to reduce our survey backlog as well as reduce our need for overtime. A GPS Unit would also allow for single user operation and would primarily be used for field data collection. Unlike typical survey instruments, the GPS uses satellite links to provide spatially accurate data collection with high degrees of accuracy. The GPS unit would provide a much more efficient method for collection of widespread infrastructure data, which could be used for verification and updates to City records as well as incorporation into the City's expanding GIS program. We will utilize input from various City staff to evaluate which type of instrument will best meet the needs of the City prior to making any purchase. Included in this survey instrument update is all the necessary software and necessary auxiliary equipment.

Discussion of operating cost impact:

These survey instruments would allow us to more efficiently utilize existing staff to complete a larger volume of work without the need for additional survey staff.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
DPW	Robotic Total Station / GPS	-	40,000	-	-	-	\$ 40,000
Total - Public Works Capital Projects Fund		\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	40,000	-	-	-	\$ 40,000
<b>Total</b>	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: DPW Equipment - Sweeper Replacement

## PROJECT DESCRIPTION

Justification:

**High Efficiency Sweeper Upgrade (\$70,000)** -- Changing part of the fleet over from mechanical sweepers to vacuum sweepers at the time of their scheduled replacement will help the City to continue with proper stormwater management practices and make progress in the reduction of nonpoint source pollution. The Citywide Stormwater Management Plan, updated in 2014, indicates the City will continue to investigate possible upgrades to its sweeper program for innovations in program practices and technology. A sweeper upgrade from mechanical to high efficiency is shown in 2020, per the Citywide SWMP Implementation Plan.

Discussion of operating cost impact:

Since the purchase price of a vacuum sweeper is higher than that of a conventional mechanical sweeper, the annual amortized replacement cost, charged as an operating expense, will also be somewhat higher. Frequency of repair and efficiency of operation are unknown at this time but will be evaluated prior to replacing the next mechanical sweeper.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Stormwater Sweeper Upgrades	-	-	-	70,000	-	\$ 70,000
<b>Total - Stormwater Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 70,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	70,000	-	\$ 70,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 70,000</b>
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

\* NQ = Not Quantifiable

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Bulk Water Dispensing Station

## PROJECT DESCRIPTION

**Justification:**

Wisconsin State Legislature requires water utilities to utilize Reduced Pressure Valve (RPV) devices on fire hydrants to prevent backflow and back siphonage while dispensing water. For this reason, and also to account for all water being used in our system, the City of Appleton requires all contractors and outside agencies to obtain water at our Municipal Services Building or request a portable RPV device be installed near their jobsite.

The City only owns 7 portable RPV devices due to the high cost to purchase, maintain, test and move them. During the typical construction season, all 7 portable RPV's are being used daily and contractors are on a waiting list to use them. To help alleviate the waiting time for these devices and potential unauthorized dispensing of City water, Public Works also has an RPV device on a hydrant in front of the Municipal Service Building (MSB). However, the current RPV device at the MSB is only available during regular office hours since the usage, tracking and billing is a manual process completed by City staff.

With technology advancements, self serve bulk water dispensing systems are now available. The bulk water station would be located near the MSB inside a small, heated building (shed) and would have a built-in RPV device. The system would be all electronic and water would be dispensed similar to fuel at a fuel pump.

Installing a bulk water dispensing station will provide us an opportunity to gain some efficiencies and improve customer service. Improvements that the bulk water dispensing system will create include:

- \* 24/7/365 Access - System available during any project schedule, even in cold weather
- \* Distribution System Safety - No chance of a backflow or system contamination
- \* Provide Security - Only authorized users are issued a PIN
- \* Accurate Revenue - Bill for actual water used and reduce unauthorized water dispensing
- \* Reduced Administration Time - All data is uploaded to central data base for tracking and billing.

The project includes constructing a heated shed, plumbing, installation, programming and training.

**Discussion of operating cost impact:**

There is no operating cost impact to the project at this time.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Public Works Installation of Bulk Water Dispensing System	-	45,000	-	-	-	\$ 45,000
<b>Total - Water Distribution Capital Projects</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	20,000	-	-	-	\$ 20,000
Other	-	25,000	-	-	-	\$ 25,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Replacement of Radio Read System for Water Meters

## PROJECT DESCRIPTION

**Justification:**

The City of Appleton currently has 27,738 remote read water meters. These meters were first installed beginning in 1999, with installation completed in 2005. Because technology has advanced so far beyond our current system, replacement parts are no longer available from the manufacturers. In the interim, staff has worked innovatively with other communities to acquire their obsolete meter parts.

Replacement of our current system provides us an opportunity to gain some efficiencies to our meter reading/billing system while improving customer service. Customer service improvements that are now standard to available systems include:

- Daily or weekly review of high/low readings by staff and explore options for customers to review as well
- Easily accessible on-line, including usage, billing and payment options with historical data
- Conversion of cubic feet to gallons
- Opportunity to explore costs and options for monthly billing
- Hourly consumption data available for use during billing dispute investigations
- Improved account information
- Reduced costs for reading meters for final billings

Approximately \$7.9 million dollars will be spent in years 2013 – 2017 for the new meter system.

**Discussion of operating cost impact:**

All new meters will be installed with existing DPW employees during the 4 years of installation (2013-2017). There will be a need of an additional 1.5 meter techs (\$113,160) along with the 3.5 FTE's of current staff to install all 27,738 meters.

Once installation is completed, no appreciable difference is expected in ongoing maintenance cost compared to the previous system.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Public Works Replacement of Automated Meter Reading system	486,729	-	-	-	-	\$ 486,729
<b>Total - Water Distribution Capital Projects</b>	<b>\$ 486,729</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 486,729</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	486,729	-	-	-	-	\$ 486,729
<b>Total</b>	<b>\$ 486,729</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 486,729</b>
<b>Operating Cost Impact</b>	<b>\$ 69,923</b>	<b>\$ 69,923</b>	<b>\$ 69,923</b>	<b>\$ 69,923</b>	<b>\$ 69,923</b>	<b>\$ 349,614</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Computer Control Uninterruptable Power Supply System Replacement

## PROJECT DESCRIPTION

**Justification:**

Best practices recommends the use of multiple layers for safety and security. The Water Utility is looking to meet this goal by replacement of the current uninterruptable power supply (UPS) system at the Water Plant. The UPS system installed during plant construction at the turn of the century supplies power to the plant computer controls until either generator power is established or grid power is restored. The UPS system is also used to protect the large amount of data needed to provide monthly reports for drinking water compliance, process control, as well as facility-wide protection of sensitive electronics. The system may be under-powered for the plant as processes have been added in the recent years. The separate UPS for the plant lighting was replaced in 2016 by the Facilities Management Department.

**Discussion of operating cost impact:**

This project entails a replacement of existing equipment and is not expected to have any impact on operating expense.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Water Utility Consulting	5,000	-	-	-	-	\$ 5,000
Contractor Fees	-	75,000	-	-	-	\$ 75,000
<b>Total - Water Treatment Capital Projects</b>	<b>\$ 5,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	5,000	-	-	-	-	\$ 5,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	75,000	-	-	-	\$ 75,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Licensed Radio System for Water Utility

## PROJECT DESCRIPTION

**Justification:**

The current Water Utility radio network is an unlicensed system in the 900 megaHertz range. In the sparsely regulated radio area, unlicensed systems are susceptible to interference from other unlicensed systems in the area, including Wi-Fi hotspots, wireless headsets, remote car-door openers and other unlicensed industrial wireless networks.

The addition of external assets like towers and valve stations increases the necessity for remote monitoring and control of those assets. While free to obtain, unlicensed systems must adhere to Federal Communications Commission (FCC) rules, most notably requiring that devices transmit 1 watt or less of power, not cause harmful interference and accept any interference received without causing undesired operation. For messages to be correctly received, the communication signal must be stronger than the noise from incidental interference.

A viable alternative is to adopt and implement a licensed radio network. Licensed spectrum devices operate within the portion of the radio spectrum designated by the FCC to be reserved for organizations that have been granted licenses. With exclusive rights, a license holder operates without interference or spectrum crowding. The FCC provides legal protection and enforcement to prevent other operators from transmitting over the same frequency in the same geographic area.

The Wastewater Utility has a licensed radio network to which the Water Utility could become part. A benefit of more radios in the system would strengthen the entire system, provide legal protection from other radio interference for all Utility external assets, and increase the reliability of remote monitoring and control of those assets.

**Discussion of operating cost impact:**

Licensed radio systems are fee based. The fee is approximately \$1000 annually. This fee, as soon as the system was joined by the Water Utility, would need to be a shared cost. The estimated increase in annual electrical costs is less than \$250.00 annually per installation.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Water Utility	Consulting	-	-	20,000	-	-	\$ 20,000
Water Utility	Contractor	-	-	-	255,000	-	\$ 255,000
<b>Total - Water Treatment Capital Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 255,000</b>	<b>\$ -</b>	<b>\$ 275,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Purchases	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	255,000	-	\$ 255,000
Other	-	-	20,000	-	-	\$ 20,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 255,000</b>	<b>\$ -</b>	<b>\$ 275,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Tower Mixer Installations

## PROJECT DESCRIPTION

**Justification:**

New regulatory requirements for disinfection by-product were promulgated in 2012. This project would introduce a water mixer into the North Reservoir. Well mixed tanks consume fewer disinfectant chemicals and produce fewer disinfection by-products. Effective water turnover and reduced water age are key in maintaining concentrations below regulatory limits. By mixing the stored water in reservoirs, consistent dispersion of disinfectant throughout the tank volume, including constant replacement at the walls, the bottom and tank floor, where bacterial growth would potentially flourish due to lack of disinfectant, is achieved. In the summer season, stratification by temperatures in elevated reservoirs can occur, reducing water turnover. Older water will rise in the tank and eventually the disinfectant will dissipate, as temperatures build throughout the season. Installation of mixers mitigates stratification issues and short-circuiting (a poor hydraulic condition, in which large volumes of water are static and small volumes move through a tank rapidly, that allows for bacterial growth), producing a uniform water temperature while reducing water age.

**Discussion of operating cost impact:**

The mixers will require annual maintenance to optimize life-cycle terms. Some mixers are powered electrically and the combined O+M and power consumption is estimated at \$250 per tower annually.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Water Utility    North Tower	60,000	-	-	-	-	\$ 60,000
<b>Total - Water Treatment Capital Projects</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	60,000	-	-	-	-	\$ 60,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>
<b>Operating Cost Impact</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 1,250</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Water Softener Replacement

## PROJECT DESCRIPTION

**Justification:**

The resin water softeners used to create plant process water are now 15 years old. The life expectancy of this equipment is approximately 20 years. New treatment processes were added in recent years. The existing equipment is obsolete and parts are becoming harder to replace. Chemical feed systems rely on plant process water for feed to the various treatment trains. The process water aids chemical treatment efficiency and protects process equipment from undue wear and corrosion.

**Discussion of operating cost impact:**

This project entails a replacement of existing equipment and is not expected to have any impact on operating expense.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Water Utility Contractor Fees	30,000	-	-	-	-	\$ 30,000
<b>Total - Water Treatment Capital Projects</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	30,000	-	-	-	-	\$ 30,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: VFD High Lift Pump Replacement

## PROJECT DESCRIPTION

**Justification:**

The water treatment facility has a total of six High Lift (HL) pumps. These pumps are coupled to 350 HP motors which push water out into the distribution system and are also the means to fill water towers. Four of the HL pumps are equipped with Variable Frequency Drives (VFDs). Having VFDs allows the operator to maintain distribution system pressure, which minimizes electrical waste. The two remaining high lift pumps are not equipped with VFDs and have minimal run times because of the difficulty running at a fixed speed. This CIP allows for the remaining two pumps to be coupled with VFDs in order to see that these assets are used to their full capability.

**Discussion of operating cost impact:**

There will not be a notable difference in electrical consumption. However, once the VFDs are installed, the affected pumps will be more efficient than the existing pumps that have considerable run times.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Water Utility Contractor Fees	146,000	-	-	-	-	\$ 146,000
<b>Total - Water Treatment Capital Projects</b>	<b>\$ 146,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	146,000	-	-	-	-	\$ 146,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 146,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Aeration Blower #3 Replacement

PROJECT DESCRIPTION	
Justification:	
<p>The wastewater treatment plant utilizes air blowers to deliver oxygen to the plant microlife. The plant has an inventory of 80,000 lbs. of microlife that treat wastewater. There are four blowers in the aeration process that can deliver air to the online aeration. Of the blowers, #3 Blower was placed into service in 1992. This 700 horsepower positive displacement blower is currently not operational because it is in need of repair to the electrical variable speed equipment. Due to advances in aeration blower technology, the unit is not efficient enough to consider repairs and replacement is warranted. This was a similar conclusion to the one reached by Focus on Energy for the replacement of the #2 Blower in 2009.</p> <p>The replacement blower will be capable of introducing enough air into the liquid that it can support microlife in the five million gallon volume aeration tanks. The new blower will be linked to sensors in the tank. Data from the tanks will be read by a programmable logic controller that will drive the process. This control loop would allow motors to run based on biological demand rather than a fixed setting.</p> <p>The 2017 construction project would involve the decommissioning of the existing blower, engineering services to create bidding documents and construction management. The blower and instruments will also need to be incorporated in the facility's Supervisory Control and Data Acquisition (SCADA) system.</p>	
Discussion of operating cost impact:	
<p>Electrical costs have a potential for being reduced. The proposed blower also provides sound redundancy for the aging aeration system.</p>	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Wastewater	Consulting	145,000	-	-	-	-	\$ 145,000
	Contractor	-	920,000	-	-	-	\$ 920,000
Total - Wastewater Capital Projects		\$ 145,000	\$ 920,000	\$ -	\$ -	\$ -	\$ 1,065,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	145,000	-	-	-	-	\$ 145,000
Land Acquisition	-	-	-	-	-	-
Construction	-	920,000	-	-	-	\$ 920,000
Other	-	-	-	-	-	-
<b>Total</b>	\$ 145,000	\$ 920,000	\$ -	\$ -	\$ -	\$ 1,065,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Aeration Tank Diffuser Replacement

## PROJECT DESCRIPTION

**Justification:**

The Wastewater Plant's activated sludge process needs to replace air-diffuser equipment. The #1 Aeration Tank Process utilizes 2,425 fine bubble membrane diffusers for consistent process aeration efficiency. The current diffusers were installed in the early 1990's with a life expectancy of 10 years. The maintenance staff have maintained the diffusers, however, the useful life and reliability has declined annually. New equipment will increase oxygen transfer efficiently and create a better environment for the aerobic biological process.

**Discussion of operating cost impact:**

Maintenance costs should be reduced; however, at this time, the savings are not quantifiable. Treatment process efficiencies will increase due to better oxygen transfer and reliability of equipment.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Wastewater Equipment	-	150,000	-	-	-	\$ 150,000
<b>Total - DNR Replacement Fund</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	150,000	-	-	-	\$ 150,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

\* N/Q = Not Quantifiable



# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Belt Filter Press Upgrades

## PROJECT DESCRIPTION

**Justification:**

The AWWTP utilizes three Ashbrook Simon Hartley Winkle presses (Type 84 Size 3 / 2.0 meter) or belt filter presses (BFPs) to dewater anaerobically digested sludge. Each BFP has run times in excess of 4,000 hours per year. BFP solids production rates have increased 25% since 2012 to over 25,000 wet tons annually. This trend follows the increased loadings from local industry and hauled waste customers. The increase in production justifies the purchase of an additional BFP including various upgrades to aging existing equipment that has reached its useful life.

Over the past 25 years these BFPs have provided effective mechanical dewatering with minimal overall maintenance. These units were installed in the 1990's and were reconditioned in the late 2000's. The reconditioning work was completed by original equipment manufacturer (OEM) and focused on mechanical and structural component deficiencies which resulted from accumulated wear after nearly 20 years of continuous operation. The reconditioning work completed was not intended to go beyond the priority repairs identified at that time but targeted components which had reached their useful life at that time. Therefore, the original functioning electrical hard wire relays remained untouched and are still in use today. However, these existing relays do not provide the diverse functional capabilities offered with current technologies. This includes the ability to fully integrate BFP unit processes with the existing supervisory control and data acquisition (SCADA) computer operating system. To accomplish this, the existing hard wire relay system will require replacement by a programmable logic controller (PLC) and new relay modules.

Since the original installation of the BFPs, there have been unit processes that have become obsolete (e.g. lime pasteurization process phased out by anaerobic digestion as part of 1994 plant upgrades), including improvements to the solids dewatering polymer batch system. These former treatment processes and ancillary chemical feed systems continue to share common space within existing electrical control panels. An artifact of past improvements and upgrades is remnant electrical wiring which remains within the existing BFP control cabinets. Improperly identified and terminated wires have interfered with electrical troubleshooting and have also been partially responsible for phantom equipment alarms.

The 2019 upgrades include the addition of a new BFP including various existing equipment upgrades and work to address remnant hard wiring associated with obsolete equipment and processes. The CIP is also designed to simultaneously upgrade the outdated hard wire relays with PLC technology and address the remnant electrical wiring from past projects. It is also intended to upgrade antiquated and degraded components outside the electrical hard wire systems which include:

- Replace and relocate existing manual control panels which have degraded internal electrical components;
- Install Human-Machine Interface (HMI) operator touchscreens;
- Upgrades to the existing polymer batch and pump system;
- Replace existing Modicon Quantum Processor with Modicon Unity Processor and convert Concept program to Unity Pro XL

**Discussion of operating cost impact:**

Facilitate increased solids production and expanded functionality will aid in decreasing associated dewatering operational costs through improvements to reliability, reduced chemical feed use, and reduced equipment maintenance.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Wastewater	Engineering	-	-	92,500	-	-	\$ 92,500
	Contractor Fees	-	-	275,000	-	-	\$ 275,000
	Equipment	-	-	650,000	-	-	\$ 650,000
<b>Total - Wastewater Capital Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,017,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,017,500</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	92,500	-	-	\$ 92,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	925,000	-	-	\$ 925,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,017,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,017,500</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Digester Biogas Mix Compressor Glycol Cooling System

## PROJECT DESCRIPTION

**Justification:**

The Appleton Wastewater Treatment Plant (AWWTP) operates two egg shaped anaerobic digesters (2.2 million gallon each) to stabilize concentrated wastes from primary sedimentation, waste activated sludge, and high strength hauled waste. Microorganisms within the primary digesters reduce the volume and "volatility" of waste solids through anaerobic respiration which produces methane gas or biogas byproducts that are in turn utilized to fuel onsite boilers for process and building heat.

The egg shaped anaerobic digesters rely upon independent recirculation pumps for low-level mixing and a shared gas mix compressor for primary mixing. The gas mix compressor draws biogas from the top of each anaerobic digester then compresses it which raises the gas pressure and temperature. This gas is in turn cooled with a countercurrent heat exchanger before being delivered to the base of the digester to promote solids mixing.

The elevated temperatures generated by gas compression (approximately 350 °F) require cooling to protect equipment (e.g. gas compressor) and process (e.g. digester microorganisms). Reclaimed final effluent (RFE) has been the chosen media or method to cool gas and gas mix equipment for the past 15 years because it has virtually no cost outside of electrical for pumping. However, RFE use for these purposes has some shortcomings primarily because it contains a small fraction of solids and nutrients. For this application these materials are considered "contaminants". The gradual formation and accumulation of sludge or biofilm within the head of the gas compressor cooling jacket is a principal drawback of RFE use. This accumulation of solids plugs the compressor cooling jacket which increases equipment temperature and intern causes premature wear of rotating components and also contributes to accelerated degradation of gasket material leading to eventual failure.

The AWWTP currently budgets \$15,000 each year for the replacement of one gas compressor. Installation of a closed loop glycol cooling system will aid in extending the life of the gas compressors while increasing system reliability and continuity of operation.

**Discussion of operating cost impact:**

Glycol system will extend the life of a gas compressor (\$15,000 each) and require reduced staff maintenance that would otherwise be caused with the use of RFE. Increase in electrical costs estimated to be \$4,000 year.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Wastewater	Engineering	7,500	-	-	-	-	\$ 7,500
	Contractor Fees	50,000	-	-	-	-	\$ 50,000
<b>Total - Wastewater Capital Projects</b>		<b>\$ 57,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,500</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Engineering	7,500	-	-	-	-	\$ 7,500
Land Acquisition	-	-	-	-	-	\$ -
Contractor Fees	50,000	-	-	-	-	\$ 50,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 57,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,500</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Effluent Pump Firm Capacity

## PROJECT DESCRIPTION

**Justification:**

The wastewater treatment plant has a 102 Million Gallons per Day (MGD) pump capacity. During wet weather events, infiltration and inflow (I&I) affects the wastewater collection system. As a result, the wastewater treatment plant must treat the combined sewer and I&I flow. There have been multiple wet weather events that have pushed the treatment facility to pump at and above 102 MGD.

To provide firm effluent pumping capabilities of 102 MGD at high flow conditions, it necessary to further improve the effluent pump station #1 pumping capacity. Firm pumping capacity of 102 MGD requires that total pumping capacity be 127 MGD. An additional pump or group of submersible pumps capable of pumping a flow rate of 25 MGD would need to be added.

The Department of Natural Resources requires that pumping capacity be designed to meet expected flow conditions with one unit out of service. By adding the additional pumping capabilities at effluent pumping station #1 this requirement would be met.

**Discussion of operating cost impact:**

Operating costs will only be realized when the constructed pump runs. This pump use will only occur during rain and/ or maintenance events.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Wastewater	Consulting	125,000	-	-	-	-	\$ 125,000
	Contractor	1,750,000	-	-	-	-	\$ 1,750,000
<b>Total - Wastewater Capital Projects</b>		<b>\$ 1,875,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,875,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	125,000	-	-	-	-	\$ 125,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,750,000	-	-	-	-	\$ 1,750,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 1,875,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,875,000</b>
Operating Cost Impact	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Midway Lift Station Electrical Improvements and Generator

## PROJECT DESCRIPTION

**Justification:**

Lift stations convey sewage to interceptor sewers for gravity flow to the Wastewater Treatment Plant . Failures of lift stations pose the immediate risk of sanitary sewer back-ups into residential basements, businesses, and industries served in these areas. The 14 lift stations currently serving customers within the City of Appleton are a critical component of the sewerage system, and it is vital that their operational integrity be maintained at all times to prevent sanitary sewer overflows.

The Midway Lift Station is the fifth largest raw sewage lift station system in the City of Appleton. It is the only one of these five that is not equipped with permanent on-site back-up power generation capabilities. This lift station has lost power during severe storm events in consecutive years in 2012 and 2013 when a portable generator was deployed to provide power to pumps and ancillary supporting equipment. Coordinated efforts by Utility staff to deploy back-up power generation maintained continuity of service to the surrounding commercial and residential customers.

A standby emergency power generator installation to support Midway Lift Station will greatly improve system dependability and lessen the demand on portable power generation equipment and the personnel needed to connect and maintain it. Spatial limitations within the Midway Road right-of-way coupled with exiting underground utilities along the lift station site necessitate a permanent easement or land acquisition immediately south of Midway Road (within existing stormwater easement) to locate the emergency standby generator. Project improvements will also facilitate emergency access for Utility service vehicles off Midway Road which is an important safety consideration of this project.

**Discussion of operating cost impact:**

Fuel and maintenance costs are projected to be \$300 per year.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
Wastewater	Engineering	21,000	-	-	-	-	\$ 21,000
	Land Acquisition	5,000	-	-	-	-	\$ 5,000
	Construction	140,000	-	-	-	-	\$ 140,000
<b>Total - Wastewater Capital Projects</b>		<b>\$ 166,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 166,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	21,000	-	-	-	-	\$ 21,000
Land Acquisition	5,000	-	-	-	-	\$ 5,000
Construction	140,000	-	-	-	-	\$ 140,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 166,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 166,000</b>
<b>Operating Cost Impact</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 1,500</b>

## CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: PLC Replacement & SCADA Up-grade

### PROJECT DESCRIPTION

**Justification:**

The Supervisory Control and Data Acquisition (SCADA) system software and hardware was installed in 2005-2006. This system is integrated with the Programmable Logic Control (PLC) equipment and controls vital wastewater plant functions such as pumps and aerator blower controls. The key functions of the integrated system are equipment control data retrieval and process monitoring on the 38 acre facility. This function is essential in maintaining plant operations within Wisconsin Pollution Discharge Elimination System Permit (WPDES) limits. The system cannot be operated without integration of both the PLC equipment and the software that operates and gathers data.

SCADA controls require assessment and/or replacement at intervals of a decade to keep the operating platform up to date with PLC control standards. When components begin to be listed as "obsolete", replacement is considered preventative to significantly reduce the risk of hardware or software malfunctions or "crashes" causing loss of plant control, data, and monitoring capabilities.

**Discussion of operating cost impact:**

Since this project replaces existing equipment, there is no impact on operating expense.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Wastewater Contractor Fees	-	-	-	-	1,200,000	\$ 1,200,000
<b>Total - Wastewater Utiliy Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	1,200,000	\$ 1,200,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Receiving Station Improvements

## PROJECT DESCRIPTION

**Justification:**

The AWWTP began accepting hauled wastes from out of the Appleton sewer service area in 1999. The program intent is to use available treatment capacity to offset community treatment expenses with the acceptance of wastes. The current four year average annual revenue generated from this program exceeds \$950,000. Since January 1, 2012 authorized haulers are billed by the Utilities based on a tier rate system determined by each waste's strength and volumes discharged. Wastes were formerly charged a flat rate based on volume only. The tier rate structure is designed to more effectively cover the costs of treatment, overhead, repair, and future improvements.

Authorized haulers deliver waste to the AWWTP receiving station via tanker truck, then discharge to one (1) of two (2) locations depending upon the waste characteristics or strength. Wastes defined as "low strength" are discharged to the treatment headworks. Wastes characterized as "high strength" are required to discharge to receiving station tanks located inside of L-Building. Wastes from the receiving station tanks are fed directly to the anaerobic digesters where they are more cost effectively treated and provide the opportunity for methane gas production and biogas utilization. Nearly all are high strength wastes from food based industries located outside the Appleton sewer service area.

The current receiving station program is limited in waste capacity, surveillance, sampling, and provides few options to fully optimize digester gas production from various waste substrates. An engineering study performed in early 2012 developed a preliminary plan that addressed deficiencies and designed a station upgrade that would re-purpose an abandoned 185,000 gallon tank to increase capacity. Upgrading the facility will allow for extended hours of operation and the ability to increase revenues through tipping fees and enhanced biogas utilization. As AWWTP proves out gas utilization, there will be a desire to increase biogas generation to reduce energy expenditures in addition to increasing associated revenues from tipping fees.

**Discussion of operating cost impact:**

Project will increase capacity and revenues through tipping fees and expanded biogas utilization.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Wastewater Engineering	-	-	200,000	-	-	\$ 200,000
Construction	-	-	-	2,000,000	-	\$ 2,000,000
<b>Total - Wastewater Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 2,200,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	-	-	200,000	-	-	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	2,000,000	-	\$ 2,000,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 2,200,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: Waste Activated Sludge Pump Replacement

### PROJECT DESCRIPTION

**Justification:**

The wastewater plant utilizes an "activated sludge" type of secondary treatment. This process utilizes microorganisms to metabolize wastes. The inventory of organisms can be greater than 100,000 pounds. As part of the activated sludge process, a percentage of the organisms must be removed. This is accomplished continuously with waste activated sludge (WAS) pumps. The three existing Allis Chalmers WAS pumps have performed well for the past 38 years; however, replacement parts are not available. The pumps have reached their useful life. It should be noted that there are currently two operable pumps.

Preliminary engineering has identified that the most cost effective approach will be to remove the existing WAS pumps and replace them. Costing assumptions include that piping modifications will have to be made for each pump. Electrical and mechanical installation components and costs are included in this project as well. The least total cost (i.e., capital and operational) replacement alternative is to replace with 30 HP, 600 gpm, centrifugal pumps with VFD drives.

**Discussion of operating cost impact:**

Based on engineered components to yet be installed, annual electrical costs could be reduced by as much as \$25,000.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
Wastewater Engineering	28,000	-	-	-	-	\$ 28,000
Total - Wastewater Utility Capital Projects	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ 28,000
Wastewater Equipment	160,000	-	-	-	-	\$ 160,000
Total - DNR Replacement Fund	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
<b>Total - Sludge Pump Project</b>	<b>\$ 188,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,000</b>

### COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	28,000	-	-	-	-	\$ 28,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	160,000	-	-	-	-	\$ 160,000
<b>Total</b>	<b>\$ 188,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Appleton Memorial Park - Master Plan

## PROJECT DESCRIPTION

**Justification:**

The last master plan for Appleton Memorial Park was developed in 2015. Significant changes have been made to the park since the last master planning efforts were completed in 2005. Changes include two stormwater ponds, naturalization of the stormwater channel through the park, construction of the Miracle League Field, new restroom facility to service the west end of the ball diamond complex, and additional playground equipment near the Miracle League Field. Another major change in the park was the termination of the agreement between the City of Appleton and the Gardens of the Fox Cities. With the termination of this agreement, the 35 acres on the west end of the park, the Scheig Center and surrounding gardens became the sole responsibility of the Parks, Recreation and Facilities Management Department.

The 2015 master plan included the following recommendations. (Please also refer to the Appleton Memorial Park/Athletic Fields CIP request for recommendations to the ball diamond facilities and amenities).

- 2019 - Trail construction throughout park. Includes trail fitness equipment.
- 2020 - Design for parking lot and pavilion on south side of Witzke Boulevard.
- 2020 - Design of a new pavilion/restroom/amphitheater facility to replace existing facilities.
- 2020 - Construction of parking area on south side of park to be accessed from Northland Avenue.
- 2021 - Replacement of parking lot (west end near Scheig Center). Parking lot has reached its expected life.  
New lot will be reconfigured to improve functionality and service to park visitors.
- 2021 - Construction of a new pavilion/restroom/amphitheater facility to replace existing facilities.

**Discussion of operating cost impact:**

Any impacts to the operating costs of the park will be addressed when the specific projects identified in the master plan are included in the Department's 5-Year Capital Improvement Program.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFMD						
Parking Lot	-	-	-	35,000	425,000	\$ 460,000
Pavilion	-	-	-	40,000	425,000	\$ 465,000
Southside Parking	-	-	-	100,000	-	\$ 100,000
Trail	-	-	150,000	-	-	\$ 150,000
<b>Total - Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 175,000</b>	<b>\$ 850,000</b>	<b>\$ 1,175,000</b>

## COST ANALYSIS

Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	-	-	15,000	85,000	-	\$ 100,000
Land Acquisition	-	-	-	-	-	-
Construction	-	-	135,000	90,000	850,000	\$ 1,075,000
Other	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 175,000</b>	<b>\$ 850,000</b>	<b>\$ 1,175,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Appleton Memorial Park/Athletic Fields

## PROJECT DESCRIPTION

**Justification:**

The Parks and Recreation Department commissioned a study of the athletic facilities at Appleton Memorial Park in 2001. The study became necessary because of the aging condition of the softball complex and baseball diamond, the development of diamonds #4 - #6, increased demand for concession opportunities, utility areas and irrigation to maintain turf standards. The study was also commissioned to review the need for athletic facilities at Appleton Memorial Park relative to the development of USA Youth Sports Complex and other athletic facilities in the community. The study involved soliciting feedback from the various user groups. The improvements suggested by the user groups were noted in the study and the Department developed a program to address those improvements. A concept plan for future improvements to the athletic complex was approved by the Council in 2004. Improvements totaling \$500,000 were completed in 2007-2008 and included new field lighting, irrigation, and improved bleacher seating. A \$85,000 grant was secured from the Fox Cities Convention and Visitors Bureau Capital Development Program for the improvements. The Miracle League Field was added in 2009 to provide a fully accessible ball diamond for children with special needs. In 2012, plans were updated to address the current stormwater issues, facility functionality, additional facilities, aging building and building systems and future needs. Funding was included in the 2013 Parks, Recreation and Facilities Management Department Capital Projects Fund to construct a new restroom building on the west end of the ball diamond complex as identified in early plans and also evaluate the Jones Building to determine options for improved functionality. The new restroom building was completed in June, 2014 and the evaluation of the Jones Building recommended demolition and construction of a new facility that better meets the current and future needs of the facility and addresses the building system concerns. The ball diamond complex is a popular location for youth and adult baseball/softball tournaments and the Department will be submitting a grant application to the Fox Cities Convention and Visitors Bureau to assist with the replacement of the Jones Building. Other improvements to the ball diamond complex are also included based on previous plans, studies and user needs.

**This project funding request includes:**

- 2017 - Design of Jones Building and hardscape areas including walkways.
- 2018 - Demolition and replacement of the Jones Building including walkways/irrigation to diamonds #1 & #3.
- 2018 - Install scoreboards.
- 2019 - Upgrade ball diamond backstop, line fences and outfield fences for diamond 4/upgrade field lights #7.
- 2019 - Add irrigation of #5, #6 and #7.
- 2020 - Install synthetic turf fields.

**Discussion of operating cost impact:**

The demolition and replacement of the Jones Building is not anticipated to increase operational costs since the building will be new with updated components. Some of the operational costs may be recovered from increased revenues from concession sales and facility rental because of its improved functionality.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFMD	Design	75,000		-	-	-	\$ 75,000
	Construction	-	700,000	-	-	-	\$ 700,000
	Irrigation	-	-	80,000	-	-	\$ 80,000
	Diamond #7 Lights	-	-	120,000	-	-	\$ 120,000
	Fence upgrades	-	-	25,000	-	-	\$ 25,000
	Synthetic turf	\$ -	\$ 65,000	\$ -	\$ 100,000	\$ -	\$ 165,000
<b>Total - PRFMD Capital Projects Fund</b>		<b>\$ 75,000</b>	<b>\$ 765,000</b>	<b>\$ 225,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 1,165,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	75,000	765,000	225,000	100,000	-	\$ 1,165,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 765,000</b>	<b>\$ 225,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 1,165,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Park ADA Improvements

## PROJECT DESCRIPTION

**Justification:**

In 2015, an assessment was completed in adherence with the Americans with Disabilities Act (ADA), originally passed on July 26, 1990 and becoming effective January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA requires state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities.

The objective of the audit was to assess present degrees of adequacy and future accessibility needs for persons with disabilities who may use our public facilities and public recreation facilities and to develop a transition plan to remedy any non-compliance areas. Recreation facilities in the audit area include facilities such as pavilions, trails, playgrounds, aquatics, ballfields, golf courses and shoreline access.

This CIP requests funding to address any deficiencies found in the ADA assessment. The 2017 project will focus on repairs to the sidewalks/hardscapes, picnic tables, playgrounds, and ensuring the restrooms meet all ADA requirements. The exact locations are still to be determined as all parks have the above listed deficiencies.

**Discussion of operating cost impact:**

Since these improvements are changes to existing facilities, there are not operating cost impacts.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM ADA Improvements	50,000	50,000	50,000	50,000	50,000	\$ 250,000
<b>Total - PRFM Capital Projects</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 250,000</b>
<b>Fund</b>						

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	50,000	50,000	50,000	50,000	\$ 250,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 250,000</b>
Operating Cost Impact	\$ -					\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Park Aquatics

## PROJECT DESCRIPTION

**Justification:**

Overall, trends indicate cities installing splash pads in various locations improve quality of life and community enrichment. This plan also seeks to install splash pads at Memorial Park, Derks Park, Telulah Park and Pierce Park in future years while continuing to operate and invest in Mead Pool. Within five years Mead Pool will require upgrades as the facilities and equipment age. An assessment will be done in future years to replace any failing systems to maintain and enhance the features at Mead Pool.

**Mead Pool:**

Aquatics Upgrade - (2020) Perform a condition analysis of the aquatics and facilities. Results of this study may result in a future CIP request for recommended upgrades to extend the useful life of these assets.

Pool Coatings - (2018) The Coating on Mead Pool needs to be replaced every 5 years. It was last coated in 2012 and is due for replacement. - \$80,000

Re-paint Waterslide - (2018) Re-paint the waterslide structure and stairs at Mead Pool. The current paint is failing and the structure is starting to corrode. \$40,000

Upgrade Sand Play Area - (2018) This project will also include upgrades to the sand play area. The current area is underutilized and will be upgraded to provide additional amenities for non-swimmers. The upgrades will include removal of unused equipment and replace with: ping pong tables, shuffleboard table, foosball tables, seating and shade structures. - \$40,000

**Splash Pads:**

Derks Park - (2019) Design and install splash pad at Derks Park. Small splash pad project - approximately 1,200 sf.

Memorial Park - (2020-2021) Design for splash pad will be in 2020 and construction will take place in 2021. Large splash pad project - approximately 5,000 sf.

**Discussion of operating cost impact:**

We expect that a greater operating cost will occur because of the new splash pads. The full cost of this won't be known until engineering is completed.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFMD	Derks Park	-	-	180,000	-	-	\$ 180,000
	Memorial Park	-	-	-	30,000	360,000	\$ 390,000
	Mead Pool	-	160,000	-	75,000	-	\$ 235,000
<b>Total - PRFMD Capital Projects Fund</b>		<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 180,000</b>	<b>\$ 105,000</b>	<b>\$ 360,000</b>	<b>\$ 805,000</b>

### COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	-	10,000	15,000	105,000	-	\$ 130,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	150,000	165,000	-	360,000	\$ 675,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 180,000</b>	<b>\$ 105,000</b>	<b>\$ 360,000</b>	<b>\$ 805,000</b>
Operating Cost Impact						\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Park Development

## PROJECT DESCRIPTION

**Justification:**

This funding request includes the development of several park properties that were acquired in previous years but have not been completed because funding was not available, or the Parks, Recreation and Facilities Management Department was coordinating the park development with adjacent property development, other department/City projects, etc. Some of the park development projects listed below may change if coordinating projects/developments are re-aligned.

**Ellen Kort Park:**

Conceptual Design Services - (2017) Conceptual design for the development of the former water treatment plant - \$25,000

Design Services - (2018) Design for the development of the former water treatment plant - \$35,000

Park Construction - (2019) Construction of the park and amenities - estimated at \$500,000 pending final design

**Jones Park:** (timing of this project will occur upon completion of the Exhibition Center)

Park Construction - (2017) Design and development of Jones Park - \$1,550,000

**Parks Comprehensive Outdoor Recreation Plan (CORP):**

Design and Planning Services - (2017) Create the City's Park and Trails System CORP. - \$25,000

**Vulcan Heritage Park:**

Design Services - (2021) Design for the development of the west end of Vulcan Heritage Park that will be coordinated with the Lutz Park to Vulcan Heritage Park riverfront trail. - \$25,000

**Discussion of operating cost impact:**

The Department will incur additional operational costs when these parks are developed due to increased turf, playground equipment, walkways, lighting, landscaping, picnic areas and general park property.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM Ellen Kort Park	25,000	35,000	500,000	-	-	\$ 560,000
Jones Park	1,550,000	-	-	-	-	\$ 1,550,000
Parks CORP	25,000	-	-	-	-	\$ 25,000
Vulcan Heritage	-	-	-	-	25,000	\$ 25,000
<b>Total - PRFM Capital Projects Fund</b>	<b>\$ 1,600,000</b>	<b>\$ 35,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 2,160,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	50,000	35,000	75,000	-	25,000	\$ 185,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,550,000	-	425,000	-	-	\$ 1,975,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 1,600,000</b>	<b>\$ 35,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 2,160,000</b>
Operating Cost Impact	\$ -	\$ -	\$ 12,000	\$ 14,500	\$ 14,500	\$ 41,000

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Pavilion/Restroom Improvements

## PROJECT DESCRIPTION

**Justification:**

The Parks, Recreation and Facilities Management Department currently maintains 21 restroom buildings or restroom/pavilion buildings. The restrooms and restroom/pavilion buildings are located in all the community parks and most of the neighborhood parks. Many of the restrooms or restroom/pavilion buildings do not meet current accessibility requirements of the Americans with Disabilities Act (ADA) and some have reached the end of their useful life expectancies. There are also two neighborhood parks without restrooms or restroom/pavilions that have tentatively been identified to receive a restroom or restroom/pavilion in the future.

**Schaefer Park:**

Design for Pavilion - (2021) Design services for new pavilion. - \$30,000

**Future pavilion construction will include:** Schaefer Park - new pavilion (2022); Peabody Pavilion (2022-2023); Telulah Pavilion (2024-2025); City Park Gazebo (2025); Kiwanis Park Pavilion (2026-2027); and Summit Park Pavilion (2028-2029).

**Discussion of operating cost impact:**

These projects would have annual maintenance and upkeep expenses.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM Schaefer Park	-	-	-	-	30,000	\$ 30,000
<b>Total - PRFM Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>Fund</b>						

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-		30,000	\$ 30,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>				<b>\$ 2,000</b>	<b>\$ 2,000</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Playground Areas

## PROJECT DESCRIPTION

**Justification:**

The Parks, Recreation and Facilities Management Department currently maintains 29 playground areas throughout the City's park system. The playground areas in each park generally include a modular play structure, independent play apparatus such as swing sets, climbers, etc., benches, safety surfacing and access. Several playground areas include multiple modular play structures to address different age groups. The current value of the playground areas is estimated at \$1.8 million. Regular upgrades to the playgrounds over the past 15 years have included replacement of outdated and/or unsafe playground equipment, the addition of age appropriate playground equipment, improved safety surfacing and accessibility.

This funding request would continue to replace outdated or unsafe playground equipment as needed and improve accessibility to playgrounds through the addition of walkways and upgrades to equipment to meet Consumer Product Safety Commission guidelines and the Americans with Disabilities Act (ADA) requirements. The request also includes the addition of resilient rubberized/synthetic turf playground surfacing to address a growing need to provide a fully accessible playground in multiple locations throughout the City. The current fully-accessible playgrounds at Appleton Memorial Park, City Park and Derks Parks are extremely popular and requests are regularly received for additional playgrounds with poured-in resilient rubberized surfacing.

**Appleton Memorial Park:**

Upgrade Playground - (2020) Playground upgrades and rubberized/synthetic surfacing. - \$300,000

**Kiwanis Park:**

Upgrade Playground - (2017) Install new 5-12 year old playground equipment. - \$75,000

**Jaycee Park:**

Upgrade Playground - (2021) New 2-5 year old playground equipment. - \$30,000

**Linwood Park:**

Upgrade Playground - (2019) New 5-12 year old playground equipment. - \$75,000

**Pierce Park:**

Upgrade Playground - (2018) Playground upgrades and rubberized/synthetic surfacing. - \$300,000.

**Discussion of operating cost impact:**

The replacement and/or upgrade of playground equipment is not expected to have any measurable impact on operating costs. Additional pour-in place resilient rubberized safety surfacing will require additional supplies/services funding, but will decrease staff maintenance requirements to maintain the current wood mulch surfacing.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	AMP	-	-	-	300,000	-	\$ 300,000
	Jaycee Park	-	-	-	-	30,000	\$ 30,000
	Kiwanis Park	75,000	-	-	-	-	\$ 75,000
	Linwood Park	-	-	75,000	-	-	\$ 75,000
	Pierce Park	-	300,000	-	-	-	\$ 300,000
<b>Total - PRFM Capital Projects</b>		<b>\$ 75,000</b>	<b>\$ 300,000</b>	<b>\$ 75,000</b>	<b>\$ 300,000</b>	<b>\$ 30,000</b>	<b>\$ 780,000</b>
<b>Fund</b>							

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	15,000	-	15,000	-	\$ 30,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	75,000	285,000	75,000	285,000	30,000	\$ 750,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 300,000</b>	<b>\$ 75,000</b>	<b>\$ 300,000</b>	<b>\$ 30,000</b>	<b>\$ 780,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Reid Golf Course

## PROJECT DESCRIPTION

**Justification:**

A master plan was developed for Reid Golf Course in 1988. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. A new maintenance facility was completed in the early 1990's, the clubhouse was remodeled in the mid-1990's. The master plan was updated in 1995 to address continued parking issues, safety issues on the course and general improvements to the course. The longevity of the irrigation system was noted in the 1995 master planning process and a new irrigation system was installed in 2005. Upgrades to the clubhouse flooring, furniture, pro shop and snack bar were completed in 2012 and 2013. Major course renovations were completed in 2013 in coordination with the construction of two stormwater ponds funded by the Stormwater Utility. This budget includes funding requests to address the following course improvements: to update the master plan to address current and future course needs and requirements. Depending on the outcome of this planning effort, requests for future years may change.

- 2018 - Parking lot reconstruction - design \$20,000, construction \$155,000
- 2019 - Course master planning - \$15,000
- 2019 - Restroom upgrades - \$20,000
- 2019 - Sand storage for maintenance shop - \$20,000
- 2019 - Card access system for maintenance shop - \$10,000
- 2020 - Paved cart paths - \$25,000
- 2020 - Concession equipment upgrades - \$12,500
- 2020 - Exterior signage - \$10,000
- 2021 - Paved cart paths - \$35,000
- 2021 - Course updates (bunker repairs, drainage, etc.) - \$12,500
- 2021 - Concession equipment upgrades - \$10,000

\*\* Note: Some of these items do not meet the capital asset threshold but are included in order to plan for these larger one time costs for the golf course.

**Discussion of operating cost impact:**

The improvements would not have a significant impact on operational costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Paved Paths	-	-	-	25,000	35,000	\$ 60,000
	Parking Lot	-	175,000	-	-	-	\$ 175,000
	Master Planning**	-	-	15,000	-	-	\$ 15,000
	Bathroom Upgrades**	-	-	20,000	-	-	\$ 20,000
	Course Renovations**	-	-	-	-	12,500	\$ 12,500
	Sand Storage	-	-	20,000	-	-	\$ 20,000
	Card Access System	-	-	10,000	-	-	\$ 10,000
	Concession Equip.	-	-	-	12,500	10,000	\$ 22,500
	Exterior Sign**	-	-	-	10,000	-	\$ 10,000
<b>Total - Reid Municipal Golf Course Capital Projects</b>		<b>\$ -</b>	<b>\$ 175,000</b>	<b>\$ 65,000</b>	<b>\$ 47,500</b>	<b>\$ 57,500</b>	<b>\$ 345,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	15,000	10,000	5,000	-	\$ 30,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	160,000	55,000	42,500	57,500	\$ 315,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 175,000</b>	<b>\$ 65,000</b>	<b>\$ 47,500</b>	<b>\$ 57,500</b>	<b>\$ 345,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 1,000</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Scheig Center

## PROJECT DESCRIPTION

**Justification:**

This funding request includes repairs and or improvements to areas of the existing grounds at the Scheig Center and Memorial Park Gardens. In 2014, the Gardens of the Fox Cities ceased operations and the responsibilities for the operational and capital upkeep of the property were transferred to the City of Appleton.

There are several areas in need of improvement that are currently in poor condition. These areas include the wood boardwalk, water feature and ponds, outdoor lighting and the memorial. These features are failing and in need of removal, repair or replacement to ensure safety and meet ADA accessibility requirements.

The cost to repair/replace is significant and the long-term operational costs are significant. Second, this plan recommends removal of the unutilized areas around the perimeter and return those areas back to grass. Much of the outdoor lighting is not operational and in need of replacement. Last, the memorial is constructed of a stone base which has developed into an ongoing maintenance expense. A long-term solution needs to be developed.

This plan recommends the following (phase 1 was completed in 2016):

Phase 2 - (2017 - east side of building) Removal of the brick pavers, existing lighting, existing gardens. Re-construction will consist of installing new gardens, new lighting, and stamped concrete walkways.

Phase 3 - (2018 - north side of building) Removal of the brick pavers, existing lighting and existing gardens. Re-construction will consist of installing new gardens, stamped concrete walkways, new access road, new pedestrian entrance, and new lighting.

Repairs to Monument Base - (2019) Repairs needed to base of monument.

**Discussion of operating cost impact:**

Since these projects are renovations or replacements of existing features, there is no operating cost impact to them.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Phase 2	100,000	-	-	-	-	\$ 100,000
	Phase 3	-	100,000	-	-	-	\$ 100,000
	Memorial	-	-	40,000	-	-	\$ 40,000
Total - Facilities Capital Projects		\$ 100,000	\$ 100,000	\$ 40,000	\$ -	\$ -	\$ 240,000
Fund							

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2017	2018	2019	2020	2021	
Planning	15,000	15,000	5,000	-	-	\$ 35,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	85,000	85,000	35,000	-	-	\$ 205,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ 100,000	\$ 40,000	\$ -	\$ -	\$ 240,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Southeast Community Park

## PROJECT DESCRIPTION

**Justification:**

The City of Appleton, City of Menasha and Town of Harrison began discussions in the late 2000's on the joint purchase of a regional community park in the southeast area of Appleton. Since those initial meetings, both entities have decided to move in another direction. A funding request of \$100,000 from the Park and Open Space Fund was approved in previous budgets for land acquisition when a 20-25 acre park was being considered. Since those early discussions, the size of the regional park has grown to address a broader community need and inclusion of facilities being affected by other park projects. Preliminary concept plans for the regional park include: a ball diamond complex to address the re-location of the ball diamond at Lions Park if the park would ever be required to be re-purposed for a flood control facility and the re-location of the youth baseball diamond at Telulah Park based on master planning activities. The plans also include: multi-purpose fields to address the increasing demands for lacrosse, rugby, ultimate frisbee, and general open play; disc golf course to address changing facilities in Telulah Park; large event space for community events on the southeast side of Appleton; and recreation facilities (playgrounds, tennis courts, etc.) to address the growing residential communities in the southeast area of Appleton.

**Southeast Community Park:**

Acquisition of Land - (2017) Purchase land for southeast community park.

Site Development - (2018) Site development will include: Demolition, storm water management features, sledding hill, and installation of future utilities (Stormwater, sanitary sewer, electrical, and water).

Ball Diamonds - (2019) Development of 4 baseball fields, walkways, lighting, parking lots, and restroom building.

Athletic Fields - (2020) Development of 6 multipurpose fields and a synthetic turf athletic field.

Pavilion, parking lots, and trails - (2021) Development of Park pavilion and shelter, two parking lots, and walking trails.

\* Note that if the Stormwater Utility re-purposes Lions Park to a flood control facility they will provide \$500,000 for land acquisition and \$500,000 for park improvements towards the acquisition and development of a new southeast community park.

**Discussion of operating cost impact:**

Additional operational costs would be incurred to address maintenance and operation costs for a large community park.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Acquisition	1,200,000	-	-	-	-	\$ 1,200,000
	Site Development	-	3,300,000	-	-	-	\$ 3,300,000
	Ball Diamonds	-	-	2,400,000	-	-	\$ 2,400,000
	Athletic Fields	-	-	-	2,300,000	-	\$ 2,300,000
	Pavilion/Trails	-	-	-	-	2,000,000	\$ 2,000,000
	<b>Facilities Capital Projects</b>	<b>1,200,000</b>	<b>3,300,000</b>	<b>2,400,000</b>	<b>2,300,000</b>	<b>2,000,000</b>	<b>\$ 11,200,000</b>
PRFM	Acquisition	300,000	-	-	-	-	\$ 300,000
	<b>Park Open Space Fund</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 300,000</b>
<b>Total - Park Development</b>		<b>\$ 1,500,000</b>	<b>\$ 3,300,000</b>	<b>\$ 2,400,000</b>	<b>\$ 2,300,000</b>	<b>\$ 2,000,000</b>	<b>\$ 11,500,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	300,000	300,000	300,000	200,000	\$ 1,100,000
Land Acquisition	1,500,000	-	-	-	-	\$ 1,500,000
Construction	-	3,000,000	2,100,000	2,000,000	1,800,000	\$ 8,900,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 1,500,000</b>	<b>\$ 3,300,000</b>	<b>\$ 2,400,000</b>	<b>\$ 2,300,000</b>	<b>\$ 2,000,000</b>	<b>\$ 11,500,000</b>
Operating Cost Impact	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Statue and Monument Restoration

## PROJECT DESCRIPTION

**Justification:**

The City of Appleton owns several statues and monuments throughout the City. Because of their various locations, no one department has been responsible for their upkeep. In 2014, the Parks, Recreation and Facilities Management department collaborated with Sculpture Valley, a non-profit group interested in preserving and enhancing public art. Since 2014, Sculpture Valley has provided an inventory and general condition assessment of the various statues and monuments. These assets are in need of various levels of restoration. This Capital Improvement Plan seeks to preserve and extend the life of the statues and monuments. The monuments and estimated cost of repairs include, but are not limited to the following:

- Civil War Memorial (Soldier Square). - \$40,000
- Spirit of the American Doughboy and Cannon Memorial (South Memorial Drive). - \$7,000
- Spanish American War Memorial (Pierce Park). - \$20,000
- Gettysburg Address Monument (Pierce Park). - \$2,400
- Native American Commemoration Memorial (Pierce Park). - \$2,000
- Fox River Oracle - Hadzi (Oneida Street). - \$9,000
- River War Memorial (Scheig Center and Memorial Park Gardens). - \$2,500
- Metamorphosis (Storage). - \$10,000
- Houdini Walking Tour Plaques (Throughout City). - \$1,000

Estimates provided by Sculpture Valley. Sculpture Valley seeks private donations to assist with restoration costs. Requested funding is based on the probable amount required to preserve and extend the useful life of the statues and monuments and assumes some private funds will be available.

**Discussion of operating cost impact:**

No operating cost impact is expected from these renovations.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM      Various	25,000	30,000	10,000	10,000	10,000	\$ 85,000
<b>Total - PRFMD Capital Projects</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 85,000</b>
<b>Fund</b>						

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	30,000	10,000	10,000	10,000	\$ 85,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 85,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Telulah Park Improvements

## PROJECT DESCRIPTION

**Justification:**

A master plan for Telulah Park was adopted by the City Council in 2004. The master plan presents a long-range approach to address the many activities currently located in Telulah Park. The plan addresses parking and vehicular access, trails and walkways, the number and location of athletic facilities, the skate park and disc golf course, and development of land at river level that was acquired in 1991.

The pavilion was renovated in 2004. The parking lot was reconstructed in 2006 and the extension of Newberry Trail through Telulah Park was completed in 2007. The extension of Newberry Street through Telulah Park to serve the RiverHeath development was completed in late 2015/2016.

The master plan was re-visited in 2011 as the Parks, Recreation and Facilities Management Department worked with the Friends of Appleton Skate Park to identify a location for a skate park facility, address the re-purposing of the park with the addition of a skate park facility and potential impacts of a SE Appleton community park on the ball diamond, soccer fields and disc golf course and confirm the development of the river level of the park and the connection to RiverHeath based on the most current development and mitigation plans.

In 2014/2015 a new parking lot and skateboard park were constructed in the central area of the park.

**Riverfront Development:**

Phase 1 Riverfront - (2016-2018) Phase 1 design is being completed in 2016. Phase 1 construction will include the following development: trail construction, riverfront lighting, and trailhead parking.

Phase 2 Riverfront - (2019-2020) Design for Phase 2 will be in 2019 - design will include new upper pavilion. Phase 2 construction will be in 2020. Construction will include the following amenities: Canoe/kayak launch, fishing piers, mooring docks, benches, and small shelter.

**Skate Park:**

Phase 2 Skate Park Upgrades - (2017) Construction of the Phase 2 upgrades to skate park. Work to include extending the concrete to control the erosion around the outside perimeter of the current facility. High usage has resulted in the need for these improvements.

**Discussion of operating cost impact:**

Additional operational costs will be incurred with additional park development.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Riverfront (ph 1)	-	550,000	-	-	-	\$ 550,000
	Riverfront (ph 2)	-	-	65,000	500,000	-	\$ 565,000
	Skate Park (ph 2)	85,000	-	-	-	-	\$ 85,000
<b>Total - PRFMD Capital Projects</b>		<b>\$ 85,000</b>	<b>\$ 550,000</b>	<b>\$ 65,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>
<b>Fund</b>							

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	10,000	-	65,000	-	-	\$ 75,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	75,000	550,000	-	500,000	-	\$ 1,125,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 85,000</b>	<b>\$ 550,000</b>	<b>\$ 65,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>
Operating Cost Impact	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Tennis Courts

## PROJECT DESCRIPTION

**Justification:**

The Parks and Recreation Department commissioned a study of all City and area tennis courts in 2004 to assess the conditions of the courts, provide cost estimates for renovations, and determine a course of action for providing tennis courts in the community from a regional approach. No significant maintenance was performed between that time and another assessment was performed in 2012, which found the courts ranged from poor to good condition. Some courts had reached the end of their useful life, were no longer playable and projected a poor image on their respective parks and neighborhoods. In 2012, the Parks, Recreation and Facilities Management Department developed a plan to address the addition/renovations/removal of tennis courts throughout the entire City of Appleton. The plan established "service areas" throughout the City and identified additional tennis courts, renovations and removals to provide tennis opportunities within each "service area."

This budget includes funding to finish implementation of the tennis court plan and includes the following projects over the next 5 years:

**Linwood Park:**

Repairs to surface - (2017) - Make repairs needed to the existing tennis courts. - \$25,000

**Jaycee Park:**

Install new Tennis Courts - (2019) New tennis courts to address a "service area" need. - \$165,000

**Discussion of operating cost impact:**

Repairs and/or renovations of existing facilities are not expected to have any measurable impact on operating costs., but new tennis courts will require some additional supplies and services for maintenance.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFMD	Linwood Park	25,000	-	-	-	-	\$ 25,000
	Jaycee Park	-	-	165,000	-	-	\$ 165,000
<b>Total - PRFMD Capital Projects</b>		<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 190,000</b>

**Fund**

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	-	-	15,000	-	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	-	150,000	-	-	\$ 175,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 190,000</b>
<b>Operating Cost Impact</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 5,000</b>	<b>\$ 13,000</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Trails and Trail Connections

## PROJECT DESCRIPTION

**Justification:**

The Parks, Recreation and Facilities Management Department has worked closely with the Bicycle and Pedestrian Advisory Committee to identify trails and trail connections in the City of Appleton that meet the growing interest and demand for trails. This funding request will address the trails and/or trail connections listed below:

**Foremost Trestle Trail:** The Foremost Trestle Trail will be a river crossing connecting Lawe St. to the Foremost Site. Development of Foremost Trestle Trail- (2018) Design services for the Foremost Trail will include: design, permitting approvals, and grant applications. (2019) Construction of Foremost Trail.

**Lutz/AYC Trail:** The Lutz/AYC trail will start on Lutz Drive just north of the Appleton Yacht Club (AYC) and follow the river through the AYC property and Lutz Park, ending at the west end of Lutz Park. Design is being completed in 2016. Development of Lutz/AYC Trail- (2017) Construction of Lutz/AYC Trail.

**Lutz/Vulcan Trail:** The Lutz/Vulcan trail will run along the river connecting the Lutz/AYC trail to Vulcan Heritage Park. Development of Lutz/Vulcan Trail- (2020) Design services for the Lutz/Vulcan Trail will include: design, permitting approvals, and grant applications. (2021) Construction of the Lutz/Vulcan Trail.

**Riverview Gardens Trail:** Will connect Veterans Park to the Newberry Trail while traveling along the riverfront. Development of Riverview Gardens Trail- (2019) Design services for the Riverview Gardens Trail will include: design, permitting approvals, and grant applications. (2020) Construction of the Riverview Gardens Trail.

**Trolley Square Trestle Trail:** Will be a river crossing that connects Ellen Kort Park to Old Oneida St. Development of Trolley Square Trestle Trail- (2017) Design services for the Trolley Square Trestle Trail will include: design, permitting approvals, and grant applications. (2018) Construction of Trolley Square Trestle Trail.

**WE Energies Trail:** The WE Energies Trail will connect South Oneida St. to Hoover Park and Woodland Park. Development of WE Energies Trail- (2020) Design services for the WE Energies Trail will include: design, permitting approvals, and grant applications. (2021) Construction of WE Energies Trail.

**Discussion of operating cost impact:**

Additional operating costs would be required to address the new trails and trail connections.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Foremost Trail	-	50,000	900,000	-	-	\$ 950,000
	Lutz/AYC Trail	375,000	-	-	-	-	\$ 375,000
	Lutz/Vulcan Trail	-	-	-	200,000	2,000,000	\$ 2,200,000
	Riverview Gardens	-	-	50,000	850,000	-	\$ 900,000
	Trolley Sq. Trestle	100,000	1,300,000	-	-	-	\$ 1,400,000
	WE Energies Trail	-	-	-	25,000	250,000	\$ 275,000
<b>Total - PRFMD Capital Projects</b>		<b>\$ 475,000</b>	<b>\$ 1,350,000</b>	<b>\$ 950,000</b>	<b>\$ 1,075,000</b>	<b>\$ 2,250,000</b>	<b>\$ 6,100,000</b>
<b>Fund</b>							

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	100,000	50,000	50,000	225,000	-	\$ 425,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	375,000	1,300,000	900,000	850,000	2,250,000	\$ 5,675,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 475,000</b>	<b>\$ 1,350,000</b>	<b>\$ 950,000</b>	<b>\$ 1,075,000</b>	<b>\$ 2,250,000</b>	<b>\$ 6,100,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -