

City of Appleton, Wisconsin



2019 ADOPTED BUDGET AND SERVICE PLAN

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



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City of Appleton 2019 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
Information Technology	x					
Information Technology Capital Projects			x			
Legal Services	x					
Tuchscherer Disability		x				
City Center Capital Projects			x			
Human Resources	x					
Risk Management					x	
Community Development	x					
Housing & Community Development Grants		x				
Industrial Park Land			x			
Community Development Capital 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			
Tax Increment District No. 11			x			
Tax Increment District No. 12			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					
Library Grants		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 (CEA)					x	
CEA Replacement			x			
Stormwater Utility				x		
Water Utility ¹				x		
Wastewater Utility ¹				x		
Health Services	x					
Health Services Grants		x				
Police	x					
Police Grants		x				
Public Safety Capital Projects ²			x			
Fire	x					
Hazardous Materials		x				
Water Utility ¹				x		
Wastewater Utility ¹				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."

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November 14, 2018

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

Dear Appletonians:

I present to you the 2019 Adopted 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 services while preparing Appleton for long-term success through strategic investments in our community.

During the past several years, the City has 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 phases of implementation have been completed. The Downtown Accessibility and Mobility Study was adopted in 2016, with the first phases completed. We adopted the update to the City's Comprehensive Plan in 2017, including the next chapter of our Downtown Development Plan. And later in 2017, we created TIF districts 11 and 12 on the downtown's near east and near west ends. This 2019 Budget contains the funds for continued steps in implementing the changes called for in those plans. This is in keeping with Appleton's track record of funding and implementing the initiatives contained in the plans we work so hard to complete that outline our vision for the future of our City. The specific projects are discussed more fully under the Capital Planning section of this letter.

With the State limiting the growth in our tax levy to the growth of our tax base related to net new construction, turning these plans into real projects is essential. Development of the 2019 Budget was especially difficult given that the City's net new construction in 2017 grew by only 1.58%. Employee medical claims seem to have returned to more reasonable levels after a few years of unusually high claims. Therefore, the 2019 Budget includes a more modest 8% increase in the projected cost of medical claims. The 2019 Budget also includes \$400,000 in the general fund for the City's pay-for-performance pay plan. We made modifications to the plan in 2017 which were implemented with success in 2018 and it is essential that we provide funding for the plan in future budgets to ensure its continued success.

One of the things you will notice in the 2019 Budget is an increase in the funds budgeted for software support. As the City continues to move away from mainframe applications and toward an enterprise system there is an increase in license fees and support for the new

applications. Specifically, this year both the Police and Fire Departments have implemented new records management systems and with them comes the cost to support the software. The cost to support the old systems had been the responsibility of Outagamie County. However, the new systems come with increased functionality particularly useful to the Police and Fire Departments and therefore the associated costs have become the responsibility of the City. Also, as new technologies become more and more a part of society, there comes an increasing expectation that government take advantage of the new technology to best serve its constituents.

This 2019 Budget and Service Plan builds on our past efforts and provides funds for the further implementation of the plans we have set in place. It takes advantage of some new technologies and continues to provide for investment in quality-of-life initiatives that play an ever-increasing role in the decisions of both businesses and individuals to make Appleton their home. Therefore, as a City, we must move forward, confident in our planning and willing to demonstrate our commitment to invest in our own future.

CAPITAL PLANNING

The 2019 Budget continues to place an emphasis on capital projects and their planning. Much of the emphasis in the next year will be placed in the neighborhood south of W. College Avenue and east of S. Oneida Street. This neighborhood has come to be known as the “bluff” neighborhood and is part of TIF District 11.

In December of 2017, the City of Appleton entered into two development agreements for specific projects located in TIF District 11 on the east end of downtown. One calls for the redevelopment of the iconic Zuelke building. The developers of this project continue to work through the detailed permitting process at the State and federal levels that will allow work on this federally registered historic building. Since the City’s obligation under this agreement is funded through taxable increment created, it will appear in future budgets years after the improvements have been made.

The other agreement approved last December involves the building of a new headquarters for U.S. Venture on the former site of the Fox Banquets facility on the bluff overlooking the Fox River. The original agreement called for U.S. Venture to build an office building with a minimum value of \$49.5 million, with a third-party developer constructing an attached 625 stall parking facility which the City would purchase upon completion. This agreement was later modified to have the City construct the parking facility and U.S. Venture to construct an office building with a minimum value of \$54.5 million. The 2019 Budget anticipates the design and initial construction of the parking facility with associated costs of \$10 million in 2019, with the remainder of the costs in 2020 and 2021. It is important to remember that these costs will be funded by additional tax increment generated by the project as well as Parking Utility revenue, not the general tax levy.

Earlier in 2018, the City reviewed responses from a Request for Proposal for a mixed-use development in downtown that also included space for a new library. Several proposals were received and reviewed. Ultimately, the City chose to further pursue the proposal from Commercial Horizons to redevelop the Soldiers Square parking ramp with a mixed-use

building containing a library and commercial space, along with about 100 living units. Much of 2018 has been spent on developing the details around this proposal, including how parking will be addressed in this neighborhood, as well as how the project will be sequenced with the other developments in this area. The 2019 Budget includes funds for the demolition of the Soldiers Square Ramp and the initial funding for the library as part of the new development.

Originally, the 2018 Budget contained funds for the conversion of Appleton Street to two-way traffic north of the Skyline Bridge. This included the construction of a new bridge and infrastructure over Rocky Bleier Run. This project was delayed in 2018 and is now slated to occur in 2019 with funds for demolition of the existing north to eastbound leg of S. Oneida Street along with construction of the new bridge.

As anticipated, this budget includes \$2.4 million for the demolition of the Blue parking structure. Adequate parking exists in the Yellow and Green parking structures to replace the stalls lost after the demolition. The Parking Study suggests that the City will need to consider additional parking when new development or redevelopment occurs north of W. College Avenue.

DEBT SERVICE

General obligation debt service costs continue their upward trend in the 2019 Budget. Debt service payments on the City's investment in projects such as the renovations of Jones Park, the improvements to S. Oneida Street, and the deconstruction of the Blue Parking Ramp, as well as other infrastructure and facility improvements, continue to expand the City's debt service needs. As a result of the investment in these projects and others, total debt service costs increased from \$7,976,134 in 2018 to a projected \$8,918,819 in the 2019 Budget. The property tax levy necessary to support this increase rose \$1,240,344 (23.7%) from \$5,241,380 in the 2018 Budget to \$6,481,724 for 2019, resulting in the debt service portion of the total tax levy increasing from 12.4% to 14.7%.

Total general obligation debt outstanding at December 31, 2018 is projected to be \$56,833,375 compared to \$49,570,624 outstanding at December 31, 2017, an increase of \$7,262,751. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$272,171,760 and the amount outstanding compares favorably with similar sized communities throughout the State.

For 2019, \$36,549,021 in general obligation bonds and notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$12,882,521), facility construction and improvements (\$20,817,500), equipment (\$789,000) and parks and trails (\$2,060,000). A complete list of anticipated debt-financed projects for 2019 can be found in the "Five Year Plan" section of this budget.

CONTINGENCY FUNDS

- All unused contingency funds in the Unclassified section of the budget are again anticipated to be carried over from 2018 to 2019. Estimated balances in the contingency funds available for carryover at the conclusion of 2018 include:
 - State Aid Contingency \$849,107
 - Operating Contingency \$402,298
 - Fuel Contingency \$137,315
 - Wage Reserve \$737,664

- Included in the Unclassified section of the 2018 Budget is the use of \$400,000 for wage increases for employees not covered by collective bargaining agreements. The funding for this increase will come from existing wage reserve anticipated to be carried over from prior years. The amount will be awarded to employees through the City’s pay for performance evaluation system. Also included is the planned use of \$36,840 of the State aid contingency to help fund the purchase of essential police patrol equipment, including ballistic vests, gas masks, helmets, etc.

COMMUNITY AND ECONOMIC DEVELOPMENT

In support of the updated Comprehensive Plan 2010-2030 and the Economic Development Strategic Plan’s primary goals and key strategies, the Community and Economic Development Department’s budget contains \$36,000 to support local and regional community and economic development activities. The 2019 Budget also provides funding for the continued management of Southpoint Commerce Park, the Northeast Business Park, and the future industrial/business park development along Edgewood Drive.

In terms of overall community and economic development, this budget includes \$250,000 in support of the Appleton Redevelopment Authority (ARA) to provide redevelopment activities throughout the City in order to maintain and enhance viable residential and commercial development.

Tax Incremental Financing Districts 11 and 12 (TIF 11 and TIF 12), which bookend the east and west sides of the downtown, were formed in late 2017 and have generated several development projects to date. The 2019 Budget provides continued funding for the successful Business Enhancement Grants program. In order to eliminate blight, encourage rehabilitation of properties, retain existing establishments, attract new businesses, increase property values and improve the overall appearance of the areas, \$42,000 has been included in both the TIF 11 and TIF 12 budgets for the grant program.

FISCAL

- General fund expenditures totaled \$63,445,780 in the 2019 Budget, an increase of \$426,929 or 0.68% over the 2018 Budget. Total general fund revenues increased slightly from \$63,018,851 in the 2018 Budget to \$63,045,780 in the 2019 Budget, an increase of only \$26,929 or .04%. The relatively flat revenue growth was primarily due to a decrease in transfers from other funds. The 2018 Budget contained a one-time transfer of \$925,000 of excess fund balance from the Subdivision Fund to the general fund. There was no such transfer in 2019.
- The general fund tax levy increased \$811,066, or 2.36%, to \$35,646,816 in the 2019 Budget. At the same time, the tax levy for debt service increased \$1,240,344, or 23.7%, to \$6,481,724. Overall, the tax levy for the City is expected to increase \$1,748,410, or 4.12% in 2019. This increase is within State imposed levy limits.
- Tax Rates – The City’s equalized value increased 4.22% to \$5,443,435,200 in 2018 which, when reduced by the City’s assessment ratios for each county, equates to an increase in assessed value of \$106,934,200, or 2.17%. Applying the 2018 total assessed value of \$4,826,386,241 to the tax levy results in the following assessed tax rates:
 - Outagamie County – \$9.16, an increase of 24 cents, or 2.71%
 - Calumet County – \$9.15, an increase of 23 cents, or 2.64%
 - Winnebago County – \$8.58, a decrease of 16 cents, or 1.88%

On an equalized value basis, the tax rate is projected to be \$8.48, an increase of 5 cents, or 0.60%.

- 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 \$100,000 for upgrades to the chilled water system and installation of a back-draft damper in the carbon room at the Water Filtration Plant, and \$65,000 for driveway replacements at two water towers. Additionally, this budget includes \$1,400,000 for engineering costs related to designing a new lake intake and a second raw water line between the lake station and the Filtration Plant. Water utility infrastructure improvements planned for 2019 include \$3,801,052 for the replacement of aging distribution and transmission mains. Significant maintenance expenses in 2019 include the repair of an expansion joint at the Filtration Plant and the painting of the Lindberg Street water tower. There are no planned water rate increases for 2019.

- Wastewater – The 2019 Budget includes \$4,382,819 of improvements to the wastewater collection system along with \$200,000 in upgrades to the Midway Road lift station. The budget also includes funds for the following projects at the treatment facility: \$560,000 for RAS pumps replacement, \$1,800,000 for the multi-year project to replace the aging electrical distribution system, and \$2,271,000 for various projects to replace aging treatment equipment and facilities. Additionally, the budget includes \$750,000 for planning and engineering costs for either a permanent compost facility or an expansion of the sludge storage building in order to meet the 180-day biosolids storage requirement. Major maintenance expenses in 2019 include re-coating the primary clarifiers. There are no planned public wastewater rate increases for 2019.
- Stormwater – Continuing the implementation of the City’s Stormwater Management Plan, this budget dedicates \$6,116,280 to ongoing infrastructure improvements including \$1,709,502 for the construction of the Leona Street pond. In order to support increasing stormwater management costs and meet debt coverage requirements, there is a planned 13% increase in the annual ERU rate from \$155 to \$175. The current rate has been in place since July 1, 2013.

PERSONNEL

Included in the 2019 Executive Budget are the following personnel additions:

- Valley Transit - A full-time Mobility Coordinator position, funded by federal operating grants and Outagamie County. Under the direction of the Transit Director, and in partnership with the Aging and Disability Resource Center (ADRC) of Outagamie County, the Mobility Coordinator will plan and develop a mobility management program to coordinate and expand transportation services throughout Outagamie County.
- Valley Transit – A full-time Travel Trainer position to assist the Mobility Coordinator in working with the customers who use the services, and the community partners who fund the services, to maximize resources and improve access to transportation. This position will be funded by federal and State grants and Outagamie County.
- Assessor’s Office – Increase of hours from 25/week to 28/week for the Real Estate Technician position to meet increasing demands for property listing services (CSM’s, subdivision plats, right-of-way takings, deeds, sales, etc.) due to the upswing in activity in the real estate market.
- Police Department – Two additional patrol officers have been added, effective March 1, 2019.

Other changes approved by Council during the course of 2018 were:

- Valley Transit - Deletion of a .5 FTE Road Supervisor position, a .5 FTE Communications Technician position, and a .6 FTE Administrative Assistant position and the addition of a full time Transit Operations Supervisor position.

- Valley Transit - Addition of part time drivers as needed to fill vacancies caused by retirements of long time employees pending hiring of full-time drivers as authorized on the table of organization. As of the development of this budget, two part-time drivers have been added.
- Health Department - Deletion of the .75 FTE Public Health Preparedness Coordinator position and addition of a full time Emergency Management Coordinator position.

CAPITAL IMPROVEMENT PROGRAM

Highlights of the remainder of the 2019 Capital Improvement Projects (CIP) are as follows:

- Maintaining and improving public infrastructure remains a top priority of the City as this budget invests over \$14.4 million in road and sidewalk improvement projects. \$1.2 million of these projects are included in the City's newly formed TIF #11 which will allow the project costs to be repaid with incremental property tax revenue generated by the district rather than the general tax levy. Additionally, as previously discussed in greater detail, approximately \$15 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 point of emphasis for the City. To address this priority, among other projects, this budget includes investments in the following areas: \$210,000 to renovate the first floor customer service area at City Hall; \$475,000 to remodel and upgrade the fifth floor Public Works area; \$215,000 to remodel the office and shop areas in the Green Parking Ramp; \$275,000 to replace the Appleton Street elevator and three elevator jack shafts in the Red Parking Ramp; \$225,000 for a partial roof replacement at Fire Station #1; \$256,000 for LED lighting upgrades in the Yellow Parking Ramp; \$187,000 to upgrade the fuel dispensing system at the Municipal Services Building; \$160,000 to renovate the Lawe Street bridge tender station, and \$275,000 for interior and exterior lighting upgrades at the Municipal Services Building, Wastewater Plant, Police Station, and various parks throughout the City.
- Information Technology projects include \$243,000 to fund a multi-year project to replace the City's aging mainframe computer with an enterprise resource planning (ERP) system. This funding includes anticipated installation of the time entry, payroll, human resource, property tax and cash collection systems. Additionally, \$150,000 is included to upgrade the mobile data computers (MDC's) in Police squad cars in order to take advantage of the expanded capabilities of the computer aided dispatch (CAD) system at Outagamie County. This funding represents the replacement of 20 units in the first year of a three-year project to replace all squad car MDC's. Finally, \$25,000 is included to replace teleconferencing equipment at the six fire stations; \$10,000 is included to upgrade the phone controller at the Wastewater Treatment Plant, and \$124,000 is reserved to purchase electronic poll books. The poll books have 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.

- Valley Transit capital investments include \$250,000 for upgrading the software used to schedule ADA demand response rides and track individual rider data. The improved ADA Intelligent Transportation System (ITS) will utilize in-vehicle hardware (mobile data terminals), computer-aided dispatch (CAD), and automatic vehicle location (AVL) features to provide a more reliable, effective and efficient system for both Transit staff and riders. 80% of the cost (\$200,000) will be funded by a federal capital grant while the remaining 20% will be funded by Transit's depreciation reserve.
- This budget continues the Public Works Department's traffic camera program, investing \$54,428 in the installation of cameras at four new locations in 2019. 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 public safety issues. Additionally, the Department continues to retrofit existing street lights with energy-efficient street lighting technologies. The annual investment of \$126,883 is expected to be paid back in electricity cost savings in 3 to 5 years. As recommended by the "*Crosswalk Marking/Enhancement Policy for Uncontrolled Crossings at Intersections*" policy, \$162,132 has been included to provide enhanced pedestrian crossings at various locations throughout the City including College Avenue at both Schaefer and Matthias Streets; Richmond Street at Winnebago Street; Evergreen Drive at Meade Street, and Mason Street at Glendale Avenue. Finally, \$60,000 has been included to replace monitoring equipment at the Mackville Landfill site while another \$60,000 has been included for the purchase of a four-wheel drive one-ton dump truck for the Stormwater Utility.
- Quality of life improvements in the 2019 Budget focus on maintaining and improving our parks and expanding our trail systems. In order to achieve these goals, this budget promotes the expansion of our park system by including \$500,000 for the purchase of land for a new park on the City's southeast side. Additionally, this budget commits \$325,000 to upgrade the playground area at Pierce Park; \$275,000 for lighting improvements and rebuilding two tennis courts at Linwood Park; \$55,000 to construct a canoe/kayak launch at Telulah Park, and \$175,000 for grounds improvements at the Scheig Center. Finally, this budget earmarks \$675,000 for design of the Edison trestle trail and design and initial construction costs of the Lawe Street trestle trail.

CONCLUSION

In 2019, we will continue 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 fulfill 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 Jeri Ohman, 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 practices 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, sweeping horizontal flourish extending to the right.

TIMOTHY M. HANNA
Mayor of Appleton

CITY OF APPLETON 2019 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Mayor	<i>Requested Budget</i>	\$ 509,999
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 509,999
City Council	<i>Requested Budget</i>	\$ 150,263
	Reduce Granicus maintenance for 5% incr vs 7% & I-pad use	(11,980)
	Reduce training	(1,300)
	Net change	(13,280)
	<i>Executive Budget</i>	\$ 136,983
Finance	<i>Requested Budget</i>	\$ 887,544
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 887,544
Unclassified	<i>Requested Budget</i>	\$ 2,773,444
	Add squad car upgrade, offset by other reductions in Police budget	30,840
	Add use of wage reserve contingency for pay for performance	400,000
	Net change	430,840
	<i>Executive Budget</i>	\$ 3,204,284
Information Technology	<i>Requested Budget</i>	\$ 1,924,270
	Add maintenance expense on ERP system	90,000
	Reduce application & network mgmt request	(12,000)
	Reduce admin misc equipment request	(1,000)
	Reduce MDC replacement for PD CIP to replace all	(26,000)
	Reduce spam filter support	(5,000)
	Net change	46,000
	<i>Executive Budget</i>	\$ 1,970,270
Legal Services	<i>Requested Budget</i>	\$ 1,021,768
	Move cases for electronic poll books to CIP for poll books	(4,000)
	Increase miscellaneous supplies for mail & copy service per request	1,400
	Net change	(2,600)
	<i>Executive Budget</i>	\$ 1,019,168
Human Resources	<i>Requested Budget</i>	\$ 780,616
	Increase consulting services for polygraph tests per request	2,500
	Net change	2,500
	<i>Executive Budget</i>	\$ 783,116

CITY OF APPLETON 2019 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Risk Management	<i>Requested Budget</i>	\$ 1,549,076
	Increase payroll expense for Risk Manager hire above control point	14,079
	Increase insurance expense for auto physical damage coverage	31,500
	Reduce training & conferences based on recent history	(1,000)
	Net change	<u>44,579</u>
	<i>Executive Budget</i>	<u>\$ 1,593,655</u>
Community Development	<i>Requested Budget</i>	\$ 1,823,440
	Eliminate funding for Fox Cities Regional Partnership	(36,000)
	Increase RE Technician position to .7 FTE	4,209
	Net change	<u>(31,791)</u>
	<i>Executive Budget</i>	<u>\$ 1,791,649</u>
Facilities	<i>Requested Budget</i>	\$ 2,892,286
	Reduce building repair & maint per Dean to help fund scissor lift	(26,000)
	Net change	<u>(26,000)</u>
	<i>Executive Budget</i>	<u>\$ 2,866,286</u>
Park & Recreation	<i>Requested Budget</i>	\$ 3,996,247
	Reduce part time for proposed pay increase not yet approved	(26,072)
	Reduce part time per department; further assessment of needs	(40,939)
	Reduce concession supplies per department reassessment	(6,000)
	Delete contract for pavilion restroom cleaning - move to supplemental	(15,000)
	Delete program expense for invasives - move to supplemental	(10,000)
	Delete program expense for hardscape maintenance - move to supplemental	(25,000)
	Net change	<u>(123,011)</u>
	<i>Executive Budget</i>	<u>\$ 3,873,236</u>
Reid Golf Course	<i>Requested Budget</i>	\$ 868,812
	Add capital assessment for Carpenter St storm sewer	56,192
	Add design/engineering for parking lot reconstruction	25,000
	Net change	<u>81,192</u>
	<i>Executive Budget</i>	<u>\$ 950,004</u>
Library	<i>Requested Budget</i>	\$ 4,635,839
	Library proposed reductions to add security service nights & weekends	(29,000)
	Add security service nights & weekends	29,000
	Removal of database being eliminated	(4,440)
	Reduce part-time wages based on actual usage	(1,000)
	Reduce building repairs and maintenance based on actual usage	(1,000)
	Reduce SIP charges included twice in initial budget	(4,260)
	Net change	<u>(10,700)</u>
	<i>Executive Budget</i>	<u>\$ 4,625,139</u>

CITY OF APPLETON 2019 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Valley Transit	<i>Requested budget</i>	\$ 10,766,059
	Reduce utilities expense based on current usage	(20,200)
	Add Mobility Coordinator position	70,879
	Add Travel Trainer position	61,577
	Net change	<u>112,256</u>
	<i>Executive Budget</i>	<u>\$ 10,878,315</u>
Public Works	<i>Requested Budget</i>	\$ 14,587,052
	Delete Coop Rd asphalt	(207,009)
	Move street reconstruction projects to capital projects fund	
	Center St asphalt	(205,564)
	Durkee St asphalt	(385,667)
	Summer St asphalt	(301,806)
	Cedar St sidewalk	(110,000)
	Calumet St concrete	(452,167)
	John St concrete	(62,611)
	Reduce part time based on initial review	(6,885)
	Reduce admin equipment	(1,200)
	Reduce MSB clothing	(275)
	Net change	<u>(1,733,184)</u>
	<i>Executive Budget</i>	<u>\$ 12,853,868</u>
Sanitation	<i>Requested Budget</i>	\$ 3,600,770
	No material changes	
	Net change	<u>-</u>
	<i>Executive Budget</i>	<u>\$ 3,600,770</u>
Parking	<i>Requested budget</i>	\$ 3,596,192
	Reduce postage expense	(1,000)
	Net change	<u>(1,000)</u>
	<i>Executive Budget</i>	<u>\$ 3,595,192</u>
CEA	<i>Requested budget</i>	\$ 5,815,234
	Add capital expense for fuel site upgrade	187,000
	Net change	<u>187,000</u>
	<i>Executive Budget</i>	<u>\$ 6,002,234</u>
Health	<i>Requested Budget</i>	\$ 1,202,127
	No material changes	
	Net change	<u>-</u>
	<i>Executive Budget</i>	<u>\$ 1,202,127</u>

CITY OF APPLETON 2019 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Police	<i>Requested Budget</i>	\$ 18,221,718
	Reduce various expenses to offset squad car upgrade	(30,840)
	Delete equipment upgrade; move to supplemental request	(75,000)
	Net change	<u>(105,840)</u>
	<i>Executive Budget</i>	<u>\$ 18,115,878</u>
Fire	<i>Requested Budget</i>	\$ 12,472,519
	No material changes	
	Net change	<u>-</u>
	<i>Executive Budget</i>	<u>\$ 12,472,519</u>
Water	<i>Requested budget</i>	\$ 22,594,656
	Add costs to paint Lindberg Standpipe	725,000
	Adjust costs for Lake Intake project	700,000
	Net change	<u>1,425,000</u>
	<i>Executive Budget</i>	<u>\$ 24,019,656</u>
Wastewater	<i>Requested budget</i>	\$ 20,774,870
	Add Rate Study expense	10,000
	Adjust costs for RAS Pump replacement CIP	280,000
	Adjust costs for Lift Station CIP	50,000
	Adjust costs for Compressor replacement CIP	90,000
	Add for containment repair	15,000
	Net change	<u>445,000</u>
	<i>Executive Budget</i>	<u>\$ 21,219,870</u>
Stormwater	<i>Requested Budget</i>	\$ 14,051,840
	No material changes	
	Net change	<u>-</u>
	<i>Executive Budget</i>	<u>\$ 14,051,840</u>

**CITY OF APPLETON
2019 BUDGET
Listing of Requested Budget Additions
Not Included in Executive Budget**

<u>Department</u>	<u>Title</u>	<u>Amount</u>
<u>Expenses:</u>		
HR	Benefitcloud phone app/communications tool	\$ 9,750
HR	Talent management software license	13,000
CED	Arts and Culture plan	60,000
CED	Business enhancement grants	315,000
Health	Public Health Educator II	92,603
PRFM	Contracted cleaning; pavilion restrooms	15,000
PRFM	Grounds repair; hardscape	25,000
PRFM	Grounds repair; invasive species removal	10,000
PRFM	Increase seasonal pay rates	26,072
PRFM	1.0 FTE Grounds Coordinator, split with FMD (\$42,725 general fund)	64,309
Library	Security service (contracted); weekdays	40,345
DPW	Property razing	15,000
DPW	Packard St bike lane	32,500
DPW	Traffic signal vehicle detection	33,600
Police	Replace rifles & other patrol & SWAT gear ¹	75,000
Police	Additional officer ²	107,864
Fire	6 additional firefighters	644,638
Fire	Smoke/CO detectors	2,000
Fire	Combination rescue tool	9,795
Risk Management	Hearing conservation program - hearing testing booth	5,595

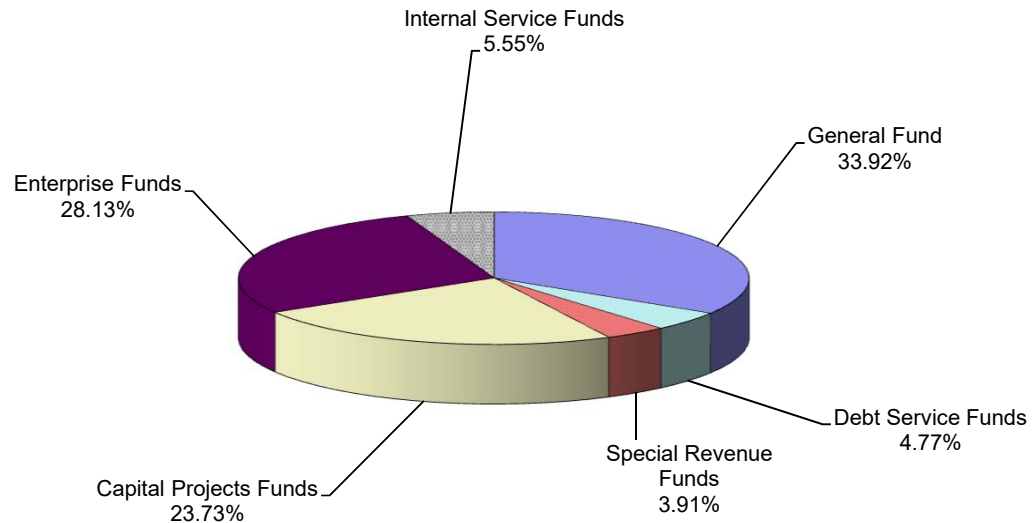
¹ \$87,040 was added at budget adoption for the purchase of essential police patrol equipment, including ballistic vests, helmets, gas masks, etc., partially funded by the use of \$36,480 from a contingency fund previously established to protect the City from changes in State Aid awards.

² \$192,671 was added at budget adoption to add two patrol officers, effective 3/1/19.

CITY OF APPLETON 2019 BUDGET

EXPENDITURE BY FUND GROUP

\$187,161,092



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 quality, 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 workforce 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

Christopher W. Croatt

COUNCIL MEMBERS

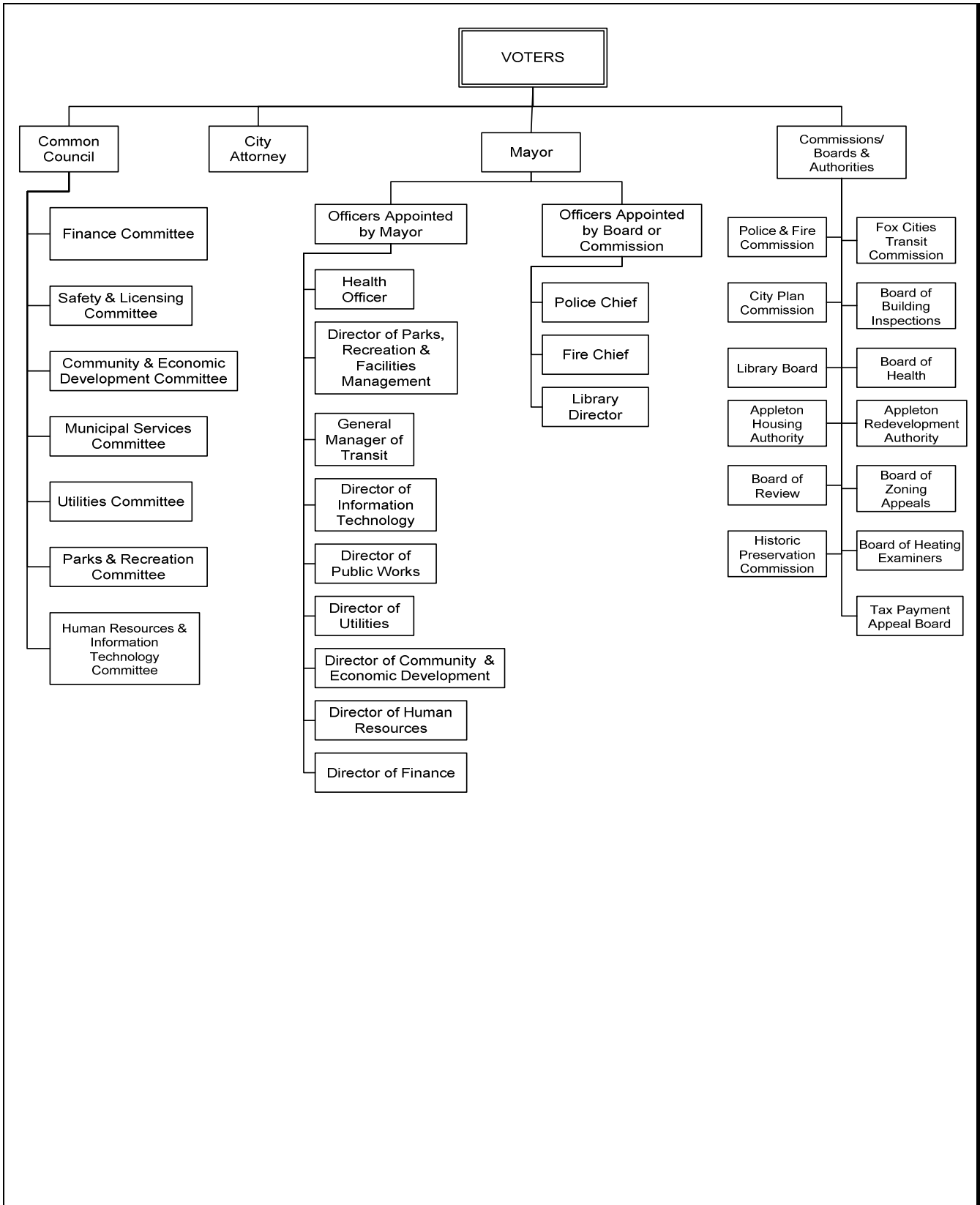
District 1:	William J. Siebers	District 9:	Robert J. Baker
District 2:	Vered Meltzer	District 10:	Christine Williams
District 3:	Curt J. Konetzke	District 11:	Patti S. Coenen
District 4:	Joseph A. Martin	District 12:	Cathy M. Spears
District 5:	Edward S. Baranowski	District 13:	Kyle J. Lobner
District 6:	Rachel Raasch	District 14:	Christopher W. Croatt
District 7:	Kathleen S. Plank	District 15:	Keir K. Dvorachek
District 8:	Matthew B. Reed		

DEPARTMENT HEADS

Director of Human Resources	Sandra A. Matz
City Attorney	James P. Walsh
Fire Chief	Jeremy Hansen
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

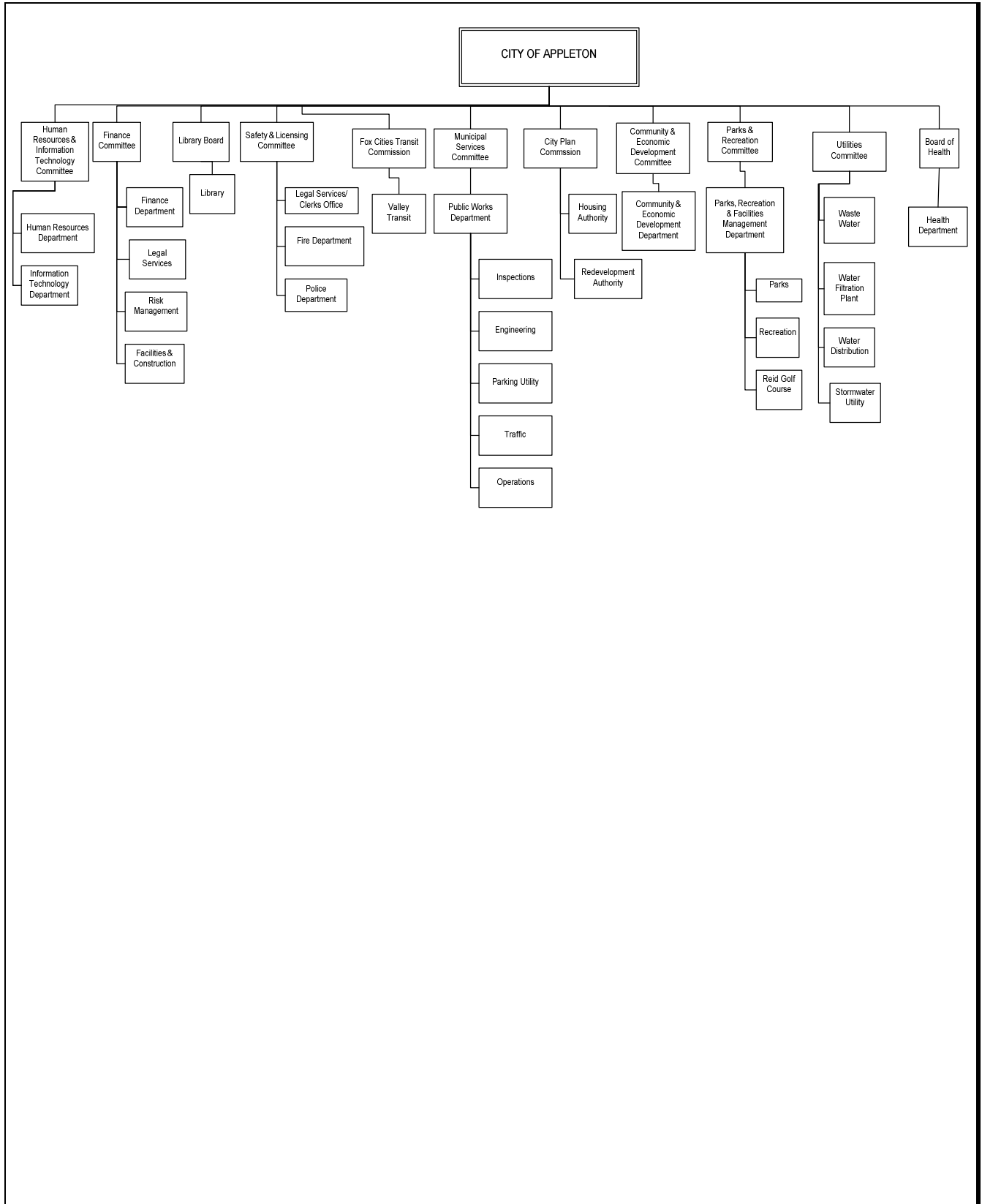
CITY OF APPLETON 2019 BUDGET

Structure by Voters



CITY OF APPLETON 2019 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2019 BUDGET
STANDING COMMITTEES**

FINANCE

Kathleen S. Plank (C)
Edward S. Baranowski
Christopher W. Croatt
Kyle J. Lobner
William J. Siebers

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

SAFETY AND LICENSING

Kyle J. Lobner (C)
William Siebers
Curt J. Konetzke
Matthew Reed
Christine Williams

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

**COMMUNITY and ECONOMIC
DEVELOPMENT**

Patti S. Coenen (C)
Robert J. Baker
Keir Dvorachek
Matthew B. Reed
Kathleen Plank

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

PARKS AND RECREATION

Joseph A. Martin (C)
Keir K. Dvorachek
Vered Meltzer
William J. Siebers
Cathy M. Spears

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

UTILITIES

Edward S. Baranowski (C)
Rachel Raasch
Keir K. Dvorachek
Vered Meltzer
Matthew B. Reed

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

MUNICIPAL SERVICES

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

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

**HUMAN RESOURCES & INFORMATION
TECHNOLOGY**

Curt J. Konetzke (C)
Robert J. Baker
Ed Baranowski
Rachel Raasch
Cathy M. Spears

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

**CITY OF APPLETON
2019 BUDGET
OTHER COMMITTEES AND BOARDS**

APPLETON HOUSING AUTHORITY

Thomas Phillips (C)
Val Dreier
Christopher Biese
Judith Lange
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)
Jake Woodford
Todd Brokl
Vacant
James VanDyke
Gerald Fisher
Alderson Patti Coenen

Meets the 2nd WEDNESDAY of each month at
10:00 A.M. in Committee Room "6A"

BOARD OF BUILDING INSPECTION

Mayor Timothy Hanna (C)
Alderson Patti Coenen
City Attorney James Walsh
Director of Public Works Paula Vandehey
Inspection Supervisor Kurt Craanen
Fire Chief Jeremy Hansen

Meets at the call of the Chair

LIBRARY BOARD

John Peterson (P)
Nancy Scheuerman
Terry Bergman
Pastor Willis Bloedow
Rebecca Kellner
Brian Looker
Margret Mann
Alderson Chris Croatt
Greg Hartjes, AASD Representative
Patricia Exarhos, Outagamie Co. Representative
Adriana Panella (non-voting)

Meets the TUESDAY before the 3rd Wednesday
of each month at 4:30 P.M. at the Appleton
Public Library, 225 N. Appleton St.

BOARD OF REVIEW

James Smith (C)
Linda Marx
Peter Stueck
Mayor Timothy Hanna
Alderson Kathleen Plank
Alderson Joseph Martin
Alderson Vered Meltzer
City Attorney James Walsh (non-voting)

Meets the 2nd Monday in May.

BOARD OF HEALTH

Doug Nelson, D.D.S. (C)
Sally Mielke
Mayor Timothy Hanna
Lee Marie Vogel, M.D.
Vacant
Vacant
Alderson Bob Baker
Alderson Cathy Spears
Health Officer Kurt Eggebrecht

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

**CITY OF APPLETON
2019 BUDGET
OTHER COMMITTEES AND BOARDS**

TAX PAYMENT APPEAL BOARD

Aldersperson Christopher Croatt (C)
Director of Finance Anthony Saucerman
City Attorney James Walsh

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

Paul McCann (C)
Ken Joosten
Scott Engstrom
Eleanor Maloney
Kelly Sperl
James Smith
Vacant, Architect, Engineer or Contractor
Inspection Supervisor Kurt Craanen

Meets the 3rd MONDAY of each month at 7:00
P.M. in Committee Room "6A"

**CITY OF APPLETON
2019 BUDGET
COMMISSIONS**

HISTORIC PRESERVATION COMMISSION

Alderson Rachel Raasch (C)
Mary Duba
Kayla Filen
Nancy Peterson
Thomas Werth
Vacant
Vacant
Mayor Timothy Hanna
Don Harp, CEDC Representative

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

CITY PLAN COMMISSION

Mayor Timothy Hanna (C)
Adrienne Palm
Tanya Rabec
Steve Uslabar
Vacant
Alderson Kyle Lobner
Director of Public Works Paula Vandehey

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

FOX CITIES TRANSIT COMMISSION

Alderson Kyle Lobner (C)
Larry Wurdinger
Daniel Wilson
Bob Buckingham
Tony Brown
George Dearborn
Rick Detienne
Greg VandeHey
Carol Kasimor
Diane Dexter
Trish Nau
Joe Stephenson
Alderson Joe Martin

Meets the 2nd and 4th WEDNESDAY of the month at 2:00 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 2019 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2018 TAX, COLLECTIBLE IN 2019**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 38,035,864	\$ 5,564,398	\$ 573,246	\$ 44,173,508
Technical College - Fox Valley	4,738,569	693,222	71,416	5,503,207
School - Appleton	37,975,199	5,270,972	107,967	43,354,138
School - Menasha	143	-	628,922	629,065
Schools - Freedom	738,326	-	-	738,326
Schools - Hortonville	166	-	-	166
School - Kimberly	-	378,762	-	378,762
County	20,410,542	3,172,005	332,114	23,914,661
State	-	-	-	-
TIF's # 3 - 12	2,281,900	2,526,866	490,919	5,299,685
TOTAL TAX	<u>\$ 104,180,709</u>	<u>\$ 17,606,225</u>	<u>\$ 2,204,584</u>	<u>\$ 123,991,518</u>
Less State Credits	-	-	-	-
NET TAX LEVY	<u><u>\$ 104,180,709</u></u>	<u><u>\$ 17,606,225</u></u>	<u><u>\$ 2,204,584</u></u>	<u><u>\$ 123,991,518</u></u>
Equalized Value				
CITY DISTRIBUTION:	w/o TID	Percent	City Tax	
Outagamie County	4,486,110,000	86.11%	38,035,864	
Calumet County	656,288,500	12.60%	5,564,398	
Winnebago County	67,611,000	1.30%	573,246	
TOTAL	<u><u>\$ 5,210,009,500</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 44,173,508</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 2019 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2017 Tax Rate (2018 Budget)	Assessed 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.9200	\$ 9.1618	\$ 0.2418	2.71%
Public Schools	9.2874	9.3757	0.0883	0.95%
Technical College	1.1476	1.1414	(0.0062)	-0.54%
County	4.8724	4.9164	0.0440	0.90%
GROSS TAX RATE	24.2274	24.5953	0.3679	1.52%
Less State Credits	1.7582	1.7112	(0.0470)	-2.67%
NET TAX RATE	\$ 22.4692	\$ 22.8841	\$ 0.4149	1.85%

Outagamie County/ Menasha School Dist.	Assessed 2017 Tax Rate (2018 Budget)	Assessed 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.9200	\$ 9.1618	\$ 0.2418	2.71%
Public Schools	12.0690	12.3276	0.2586	2.14%
Technical College	1.1476	1.1414	(0.0062)	-0.54%
County	4.8724	4.9164	0.0440	0.90%
GROSS TAX RATE	27.0090	27.5472	0.5382	1.99%
State Credits	1.7582	1.7112	(0.0470)	-2.67%
NET TAX RATE	\$ 25.2508	\$ 25.8360	\$ 0.5852	2.32%

Outagamie County/ Freedom School Dist.	Assessed 2017 Tax Rate (2018 Budget)	Assessed 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.9200	\$ 9.1618	\$ 0.2418	2.71%
Public Schools	7.5639	7.2984	(0.2655)	-3.51%
Technical College	1.1476	1.1414	(0.0062)	-0.54%
County	4.8724	4.9164	0.0440	0.90%
GROSS TAX RATE	22.5039	22.5180	0.0141	0.06%
State Credits	1.7582	1.7112	(0.0470)	-2.67%
NET TAX RATE	\$ 20.7457	\$ 20.8068	\$ 0.0611	0.29%

Outagamie County/ Hortonville School Dist	Assessed 2017 Tax Rate (2018 Budget)	Assessed 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.9200	\$ 9.1618	\$ 0.2418	2.71%
Public Schools	8.9092	8.9032	(0.0060)	-0.07%
Technical College	1.1476	1.1414	(0.0062)	-0.54%
County	4.8724	4.9164	0.0440	0.90%
GROSS TAX RATE	23.8492	24.1228	0.2736	1.15%
State Credits	1.7582	1.7112	(0.0470)	-2.67%
NET TAX RATE	\$ 22.0910	\$ 22.4116	\$ 0.3206	1.45%

**CITY OF APPLETON 2019 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2017 Tax Rate (2018 Budget)	Assessed 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.9164	\$ 9.1514	\$ 0.2351	2.64%
Public Schools	9.2841	9.3651	0.0810	0.87%
Technical College	1.1472	1.1401	(0.0071)	-0.62%
County	5.1739	5.2168	0.0429	0.83%
GROSS TAX RATE	24.5216	24.8734	0.3519	1.43%
State Credits	1.5481	1.4888	(0.0593)	-3.83%
NET TAX RATE	\$ 22.9735	\$ 23.3846	\$ 0.4112	1.79%

Calumet County/ Kimberly School Dist.	Assessed 2017 Tax Rate (2018 Budget)	Assessed 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.9164	\$ 9.1514	\$ 0.2351	2.64%
Public Schools	8.8173	8.3788	(0.4385)	-4.97%
Technical College	1.1472	1.1401	(0.0071)	-0.62%
County	5.1739	5.2168	0.0429	0.83%
GROSS TAX RATE	24.0548	23.8871	(0.1676)	-0.70%
State Credits	1.5481	1.4888	(0.0593)	-3.83%
NET TAX RATE	\$ 22.5067	\$ 22.3983	\$ (0.1083)	-0.48%

**CITY OF APPLETON 2019 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2017 Tax Rate (2018 Budget)	Assessed 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.7459	\$ 8.5826	\$ (0.1633)	-1.87%
Public Schools	9.1061	8.7830	(0.3231)	-3.55%
Technical College	1.1252	1.0692	(0.0560)	-4.98%
County	5.2978	4.9724	(0.3254)	-6.14%
GROSS TAX RATE	24.2750	23.4072	(0.8678)	-3.57%
State Credits	1.6668	1.6385	(0.0283)	-1.70%
NET TAX RATE	\$ 22.6082	\$ 21.7687	\$ (0.8395)	-3.71%

Winnebago County/ Menasha School Dist.	Assessed 2017 Tax Rate (2018 Budget)	Assessed 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.7459	\$ 8.5826	\$ (0.1633)	-1.87%
Public Schools	11.8135	11.5401	(0.2734)	-2.31%
Technical College	1.1252	1.0692	(0.0560)	-4.98%
County	5.2978	4.9724	(0.3254)	-6.14%
GROSS TAX RATE	26.9824	26.1643	(0.8181)	-3.03%
State Credits	1.6668	1.6385	(0.0283)	-1.70%
NET TAX RATE	\$ 25.3156	\$ 24.5258	\$ (0.7898)	-3.12%

**CITY OF APPLETON 2019 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2017 Tax Rate (2018 Budget)	Equalized 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4280	\$ 8.4786	\$ 0.0506	0.60%
Public Schools	8.7752	8.6765	(0.0987)	-1.12%
Technical College	1.0843	1.0563	(0.0280)	-2.58%
County	4.6037	4.5497	(0.0540)	-1.17%
GROSS TAX RATE	22.8912	22.7611	(0.1301)	-0.57%
Less State Credits	1.6612	1.5836	(0.0776)	-4.67%
NET TAX RATE	\$ 21.2300	\$ 21.1775	\$ (0.0525)	-0.25%

Outagamie County/ Menasha School Dist.	Equalized 2017 Tax Rate (2018 Budget)	Equalized 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4280	\$ 8.4786	\$ 0.0506	0.60%
Public Schools	11.4034	11.4081	0.0047	0.04%
Technical College	1.0843	1.0563	(0.0280)	-2.58%
County	4.6037	4.5497	(0.0540)	-1.17%
GROSS TAX RATE	25.5194	25.4927	(0.0267)	-0.10%
State Credits	1.6612	1.5836	(0.0776)	-4.67%
NET TAX RATE	\$ 23.8582	\$ 23.9091	\$ 0.0509	0.21%

Outagamie County/ Freedom School Dist.	Equalized 2017 Tax Rate (2018 Budget)	Equalized 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4280	\$ 8.4786	\$ 0.0506	0.60%
Public Schools	7.1467	6.7542	(0.3925)	-5.49%
Technical College	1.0843	1.0563	(0.0280)	-2.58%
County	4.6037	4.5497	(0.0540)	-1.17%
GROSS TAX RATE	21.2627	20.8388	(0.4239)	-1.99%
State Credits	1.6612	1.5836	(0.0776)	-4.67%
NET TAX RATE	\$ 19.6015	\$ 19.2552	\$ (0.3463)	-1.77%

Outagamie County/ Hortonville School Dist.	Equalized 2017 Tax Rate (2018 Budget)	Equalized 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4280	\$ 8.4786	\$ 0.0506	0.60%
Public Schools	8.4179	8.2392	(0.1787)	-2.12%
Technical College	1.0843	1.0563	(0.0280)	-2.58%
County	4.6037	4.5497	(0.0540)	-1.17%
GROSS TAX RATE	22.5339	22.3238	(0.2101)	-0.93%
State Credits	1.6612	1.5836	(0.0776)	-4.67%
NET TAX RATE	\$ 20.8727	\$ 20.7402	\$ (0.1325)	-0.63%

**CITY OF APPLETON 2019 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2017 Tax Rate (2018 Budget)	Equalized 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4280	\$ 8.4786	\$ 0.0506	0.60%
Public Schools	8.7752	8.6765	(0.0987)	-1.12%
Technical College	1.0843	1.0563	(0.0280)	-2.58%
County	4.8905	4.8332	(0.0573)	-1.17%
GROSS TAX RATE	23.1780	23.0446	(0.1334)	-0.58%
State Credits	1.4633	1.3794	(0.0839)	-5.73%
NET TAX RATE	\$ 21.7147	\$ 21.6652	\$ (0.0495)	-0.23%

Calumet County/ Kimberly School Dist.	Equalized 2017 Tax Rate (2018 Budget)	Equalized 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4280	\$ 8.4786	\$ 0.0506	0.60%
Public Schools	8.3357	7.7628	(0.5729)	-6.87%
Technical College	1.0843	1.0563	(0.0280)	-2.58%
County	4.8905	4.8332	(0.0573)	-1.17%
GROSS TAX RATE	22.7385	22.1309	(0.6076)	-2.67%
State Credits	1.4633	1.3794	(0.0839)	-5.73%
NET TAX RATE	\$ 21.2752	\$ 20.7515	\$ (0.5237)	-2.46%

**CITY OF APPLETON 2019 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

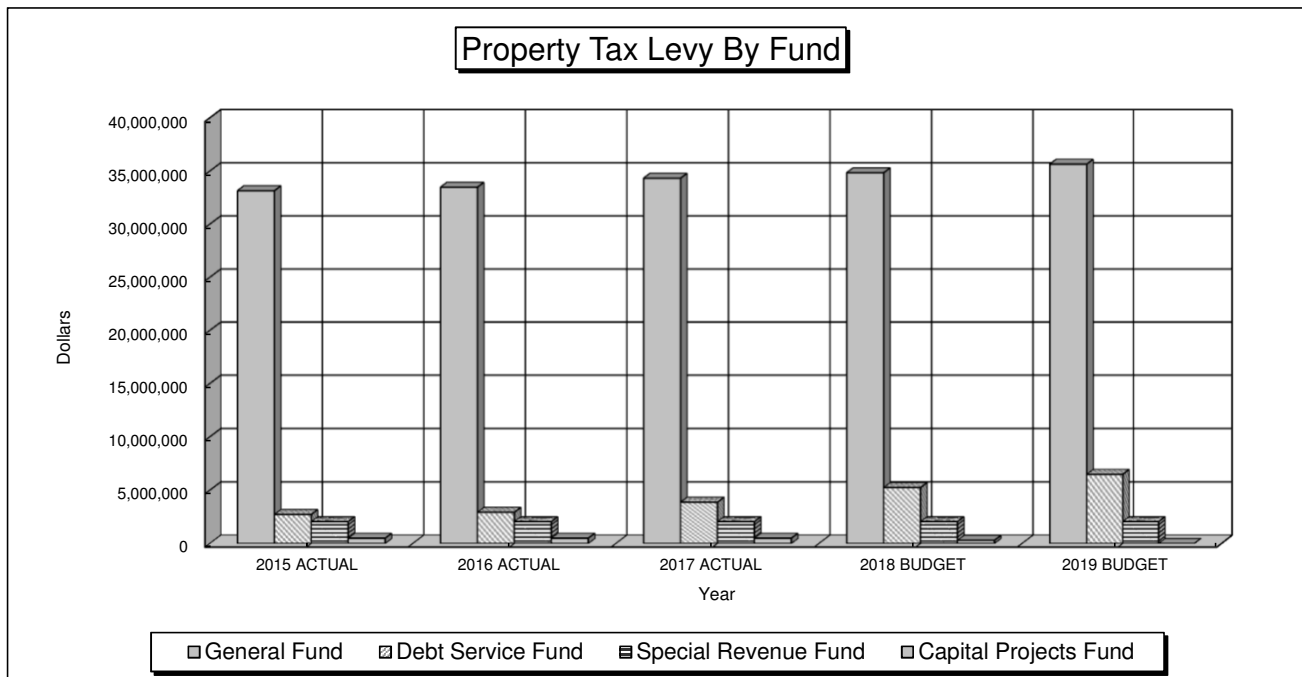
Winnebago County/ Appleton School District	Equalized 2017 Tax Rate (2018 Budget)	Equalized 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4280	\$ 8.4786	\$ 0.0506	0.60%
Public Schools	8.7752	8.6765	(0.0987)	-1.12%
Technical College	1.0843	1.0563	(0.0280)	-2.58%
County	5.1052	4.9121	(0.1931)	-3.78%
GROSS TAX RATE	23.3927	23.1235	(0.2692)	-1.15%
State Credits	1.6062	1.6186	0.0124	0.77%
NET TAX RATE	\$ 21.7865	\$ 21.5049	\$ (0.2816)	-1.29%

Winnebago County/ Menasha School District	Equalized 2017 Tax Rate (2018 Budget)	Equalized 2018 Tax Rate (2019 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4280	\$ 8.4786	\$ 0.0506	0.60%
Public Schools	11.4034	11.4081	0.0047	0.04%
Technical College	1.0843	1.0563	(0.0280)	-2.58%
County	5.1052	4.9121	(0.1931)	-3.78%
GROSS TAX RATE	26.0209	25.8551	(0.1658)	-0.64%
State Credits	1.6062	1.6186	0.0124	0.77%
NET TAX RATE	\$ 24.4147	\$ 24.2365	\$ (0.1782)	-0.73%

**CITY OF APPLETON 2019 BUDGET
SUMMARY OF PROPERTY TAX LEVY BY FUND**

PROPERTY TAX LEVIES ⁽¹⁾	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2019 BUDGET
General Fund	\$ 33,142,478	\$ 33,477,718	\$ 34,322,323	\$ 34,835,750	\$ 35,646,816
Debt Service Funds	2,724,872	2,928,106	3,871,561	5,241,380	6,481,724
Special Revenue Funds					
Sanitation & Recycling	2,044,968	2,044,968	2,044,968	2,044,968	2,044,968
Neighborhood Program	3,000	3,000	3,000	3,000	-
Total Special Revenue Funds	<u>2,047,968</u>	<u>2,047,968</u>	<u>2,047,968</u>	<u>2,047,968</u>	<u>2,044,968</u>
Capital Project Funds					
Subdivision Development	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>300,000</u>	<u>-</u>
TOTAL PROPERTY TAX LEVY:	<u>\$ 38,415,318</u>	<u>\$ 38,953,792</u>	<u>\$ 40,741,852</u>	<u>\$ 42,425,098</u>	<u>\$ 44,173,508</u>

(1) Excludes tax increment district revenues.



CITY OF APPLETON 2019 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 BUDGET
General Fund	\$ 59,830,380	\$ 61,435,749	\$ 63,018,851	\$ 63,087,524	\$ 63,045,780
Debt Service Funds	6,138,043	6,900,399	7,049,964	8,156,739	7,692,287
Special Revenue Funds					
Tax Increment District #3	2,365,073	2,219,350	2,316,230	2,096,964	1,738,202
Sanitation & Recycling	3,510,044	3,310,759	3,190,528	3,179,468	3,738,211
Hazardous Materials Level A	141,216	133,500	72,075	79,318	72,075
Police Grants	181,780	136,402	48,000	54,453	68,000
Health Services Grants	189,765	155,038	153,103	175,262	194,686
Housing & Community Development Grants	1,273,883	1,409,756	1,353,434	1,353,434	1,480,786
Room Tax Administration	1,024,403	1,063,044	1,002,660	428,664	208,150
Union Spring Park	10	18	20	20	20
Tuchscherer Disability Fund	166	203	500	200	240
Peabody Estate Trust	266	456	800	500	800
Balliet Locomotive	113	-	-	-	-
Lutz Park Trust	555	950	1,500	1,000	1,000
Park Open Space	6,693	2,446	3,340	5,500	100
City Park Project	24	41	75	50	50
Universal Playground	2	-	-	-	-
Library Grants	-	-	98,218	164,918	86,086
Miracle League Field	105	179	300	180	200
Wheel Tax	1,346,403	1,350,293	1,355,000	1,355,000	1,335,000
Total Special Revenue Funds	10,040,501	9,782,435	9,595,783	8,894,931	8,923,606
Capital Projects Funds					
Subdivision Development	1,318,149	1,240,387	645,340	620,000	968,766
Tax Increment District #5	-	-	-	-	-
Tax Increment District #6	2,443,228	2,527,800	2,531,681	2,752,808	2,829,882
Tax Increment District #7	357,859	513,588	597,100	594,884	560,206
Tax Increment District #8	317,877	1,602,352	951,947	947,916	1,591,488
Tax Increment District #9	103,086	141,669	136,510	136,510	89,881
Tax Increment District #10	16,939	41,486	5,700	5,640	5,700
Tax Increment District #11	-	-	-	-	160,000
Tax Increment District #12	-	-	-	-	-
City Center	-	-	-	-	-
Information Technology	(2,948)	2,282	-	-	-
Public Works	1,380,715	4,705	30,000	30,000	669,267
Industrial Park Land	143,709	37,900	48,648	39,000	35,911
Equipment Replacement	2,562,628	2,520,331	3,087,406	2,935,180	3,027,124
Community Development Projects	22,529	3,309	-	1,200	-
Exhibition Center Capital Project	1,153,564	30,207,457	-	508,791	-
Public Safety	(159)	(80)	-	-	-
Facilities	(54,388)	140,099	-	-	22,500
Total Capital Projects Fund	9,762,788	38,983,285	8,034,332	8,571,929	9,960,725
Enterprise Funds					
Water Utility	21,674,603	21,872,110	22,098,832	21,746,832	21,645,899
Wastewater Utility	11,770,598	12,337,002	11,378,256	12,954,756	11,464,899
Stormwater Utility	9,693,856	10,151,413	10,087,435	10,281,826	11,430,543
Parking Utility	2,372,433	2,705,078	2,614,951	2,703,601	2,751,601
Golf Course	875,842	860,975	866,864	864,700	875,800
Valley Transit	8,677,129	9,177,006	9,561,695	9,409,195	9,995,508
Total Enterprise Funds	55,064,461	57,103,584	56,608,033	57,960,910	58,164,250
Internal Service Funds					
Facilities & Construction Management	2,540,290	2,585,147	2,765,592	2,728,500	2,836,286
Central Equipment Agency	3,110,530	2,973,202	3,299,222	3,179,000	3,247,044
Risk Management	3,086,949	1,797,442	1,678,622	1,691,035	1,593,655
Total Internal Service Funds	8,737,769	7,355,791	7,743,436	7,598,535	7,676,985
TOTAL REVENUES:	\$ 149,573,942	\$ 181,561,243	\$ 152,050,399	\$ 154,270,568	\$ 155,463,633

*Net of proceeds of debt and contributed capital

**CITY OF APPLETON 2019 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES**

EXPENSES AND OTHER FINANCING USES	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 BUDGET
General Fund	\$ 59,848,936	\$ 62,838,686	\$ 63,018,851	\$ 65,264,138	\$ 63,481,720
Debt Service Funds	5,081,968	11,968,662	7,976,134	7,976,134	8,918,819
Special Revenue Funds					
Tax Increment District #3	604,960	536,123	464,646	464,646	263,591
Sanitation & Recycling	3,301,330	3,348,897	3,456,658	3,450,808	3,600,770
Hazardous Materials Level A	128,773	173,429	72,075	75,000	72,075
Police Grants	179,685	132,676	48,000	48,000	68,000
Health Services Grants	181,482	155,042	153,103	169,820	194,686
Housing & Community Development Grants	1,239,102	1,358,259	1,386,417	1,386,417	1,488,092
Room Tax Administration	1,024,403	1,056,929	1,002,173	428,664	208,150
Union Spring Park	-	-	-	-	-
Tuchscherer Disability Fund	6,391	6,391	6,391	6,391	6,391
Balliet Locomotive	11,500	-	-	-	-
Lutz Park Trust	-	-	-	-	-
Park Open Space	-	240,090	-	83,304	-
Universal Playground Trust	360	-	-	-	-
Library Grants	-	-	98,218	164,918	86,086
Miracle League Field	-	-	-	-	-
Wheel Tax	1,346,403	1,350,293	1,355,000	1,355,000	1,335,000
Total Special Revenue Funds	8,024,389	8,358,129	8,042,681	7,632,968	7,322,841
Capital Projects Funds					
Subdivision Development	1,210,382	1,091,025	1,659,801	1,759,801	1,298,984
Tax Increment District #5	-	-	-	-	-
Tax Increment District #6	3,838,629	4,257,370	2,082,237	2,088,346	1,435,507
Tax Increment District #7	307,923	401,460	437,500	453,710	461,783
Tax Increment District #8	411,955	1,086,754	969,828	969,828	1,478,961
Tax Increment District #9	81,104	33,277	35,650	35,650	35,470
Tax Increment District #10	1,784	1,562	1,650	1,650	1,470
Tax Increment District #11	-	1,025	2,109,388	34,542	12,040,814
Tax Increment District #12	-	1,025	23,267	23,267	45,772
City Center	-	82,076	140,000	-	124,000
Information Technology	551,309	658,174	808,000	713,000	418,000
Public Works	3,810,821	3,682,928	9,002,846	5,421,658	10,695,177
Industrial Park Land	926,710	213,934	303,042	286,042	358,463
Equipment Replacement	2,282,355	2,333,013	3,876,759	3,770,614	3,346,050
Community Development Projects	53,453	292,551	350,000	-	250,000
Exhibition Center Capital Project	2,830,632	29,255,389	-	508,791	-
Public Safety	182,022	341,762	232,265	212,765	-
Facilities	5,405,052	10,308,777	7,500,659	9,407,897	12,414,218
Total Capital Projects Fund	21,894,131	54,042,102	29,532,892	25,687,561	44,404,669
Enterprise Funds					
Water Utility	18,170,817	17,147,909	18,419,301	18,260,651	18,654,250
Wastewater Utility	10,522,515	11,042,872	10,741,075	10,937,189	11,256,051
Stormwater Utility	7,666,191	7,910,124	8,111,393	8,013,953	8,436,354
Parking Utility	3,251,021	3,265,520	3,340,482	3,303,741	2,849,192
Golf Course	813,480	799,093	864,667	856,156	925,004
Valley Transit	9,189,913	9,605,073	10,047,150	9,747,150	10,533,315
Total Enterprise Funds	49,613,937	49,770,591	51,524,068	51,118,840	52,654,166
Internal Service Funds					
Facilities & Construction Management	2,615,251	2,636,542	2,765,592	2,735,000	2,866,286
Central Equipment Agency	5,477,384	5,397,269	5,762,892	5,667,463	5,815,234
Risk Management	3,443,750	1,438,995	1,556,390	1,456,390	1,593,655
Other Post Employment Benefits	33,593	188,588	73,092	79,716	103,702
Total Internal Service Funds	11,569,978	9,661,394	10,157,966	9,938,569	10,378,877
TOTAL EXPENDITURES:	\$ 156,033,339	\$ 196,639,564	\$ 170,252,592	\$ 167,618,210	\$ 187,161,092

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 2019 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	\$ 31,599,805	\$ 31,581,249	\$ 30,178,312	\$ 30,178,312	\$ 28,001,698
Property Taxes	33,477,718	34,322,323	34,835,750	34,835,750	35,646,816
Other Revenue	26,352,662	27,113,426	28,183,101	28,251,774	27,398,964
Expenditures	59,848,936	62,838,686	63,018,851	65,264,138	63,481,720
FUND BALANCE - Ending (Dec. 31)	<u>\$ 31,581,249</u>	<u>\$ 30,178,312</u>	<u>\$ 30,178,312</u>	<u>\$ 28,001,698</u>	<u>\$ 27,565,758</u>
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 363,344	\$ 1,419,419	\$ 1,345,594	\$ 1,345,594	\$ 1,586,199
Property Taxes	2,928,106	3,871,561	5,241,380	5,241,380	6,481,724
Proceeds of Debt	-	4,994,438	60,000	60,000	60,000
Other Revenue	3,209,937	3,028,838	1,808,584	2,915,359	1,210,563
Expenditures	5,081,968	11,968,662	7,976,134	7,976,134	8,918,819
FUND BALANCE - Ending (Dec. 31)	<u>\$ 1,419,419</u>	<u>\$ 1,345,594</u>	<u>\$ 479,424</u>	<u>\$ 1,586,199</u>	<u>\$ 419,667</u>
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ (8,416,713)	\$ (6,400,601)	\$ (4,976,295)	\$ (4,976,295)	\$ (3,714,332)
Property Taxes	2,966,431	3,018,966	3,118,698	3,095,913	3,129,968
Other Revenue	7,074,070	6,763,469	6,477,085	5,799,018	5,793,638
Expenditures	8,024,389	8,358,129	8,042,681	7,632,968	7,322,841
FUND BALANCE - Ending (Dec. 31)	<u>\$ (6,400,601)</u>	<u>\$ (4,976,295)</u>	<u>\$ (3,423,193)</u>	<u>\$ (3,714,332)</u>	<u>\$ (2,113,567)</u>
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 2,450,717	\$ 9,239,374	\$ 3,356,119	\$ 3,356,119	\$ (15,765)
Property Taxes	3,207,847	3,552,628	3,740,800	3,629,980	4,277,500
Contributed Capital	-	-	-	-	-
Proceeds of Debt	18,920,000	9,175,562	19,796,336	13,743,748	34,919,722
Other Revenue	6,554,941	35,430,657	4,293,532	4,941,949	5,683,225
Expenditures	21,894,131	54,042,102	29,532,892	25,687,561	44,404,669
FUND BALANCE - Ending (Dec. 31)	<u>\$ 9,239,374</u>	<u>\$ 3,356,119</u>	<u>\$ 1,653,895</u>	<u>\$ (15,765)</u>	<u>\$ 460,013</u>
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 256,754,436	\$ 263,268,481	\$ 273,662,316	\$ 273,662,316	\$ 282,691,120
Property Taxes	-	-	-	-	-
Other Revenue	55,064,461	57,103,584	56,608,033	57,960,910	58,164,250
Contributed Capital	1,063,521	3,060,842	906,855	2,186,734	1,209,050
Expenditures	49,613,937	49,770,591	51,524,068	51,118,840	52,654,166
FUND BALANCE - Ending (Dec. 31)	<u>\$ 263,268,481</u>	<u>\$ 273,662,316</u>	<u>\$ 279,653,136</u>	<u>\$ 282,691,120</u>	<u>\$ 289,410,254</u>
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 13,701,449	\$ 13,091,948	\$ 13,118,576	\$ 13,118,576	\$ 14,505,301
Property Taxes	-	-	-	-	-
Other Revenue	8,737,769	7,355,791	7,743,436	7,598,535	7,676,985
Contributed Capital	2,222,708	2,332,231	3,876,759	3,726,759	3,346,050
Expenditures	11,569,978	9,661,394	10,157,966	9,938,569	10,378,877
FUND BALANCE - Ending (Dec. 31)	<u>\$ 13,091,948</u>	<u>\$ 13,118,576</u>	<u>\$ 14,580,805</u>	<u>\$ 14,505,301</u>	<u>\$ 15,149,459</u>
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	\$ 296,453,038	\$ 312,199,870	\$ 316,684,622	\$ 316,684,622	\$ 323,054,221
Property Taxes	42,580,102	44,765,478	46,936,628	46,803,023	49,536,008
Proceeds of Debt	18,920,000	14,170,000	19,856,336	13,803,748	34,979,722
Contributed Capital	3,286,229	5,393,073	4,783,614	5,913,493	4,555,100
Other Revenue	106,993,840	136,795,765	105,113,771	107,467,545	105,927,625
Expenditures	156,033,339	196,639,564	170,252,592	167,618,210	187,161,092
FUND BALANCE - Ending (Dec. 31)	<u>\$ 312,199,870</u>	<u>\$ 316,684,622</u>	<u>\$ 323,122,379</u>	<u>\$ 323,054,221</u>	<u>\$ 330,891,584</u>

CITY OF APPLETON 2019 BUDGET

COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2018 BUDGET	2019 BUDGET
Property Tax	\$ 46,936,628	\$ 49,536,008
Other Tax	2,837,660	2,023,150
Intergovernmental	24,060,643	25,050,695
Licenses & Permits	1,188,700	1,187,925
Special Assessments	611,193	424,940
Charges for Service	56,435,514	58,728,118
Interest Income	3,847,631	3,444,905
Fines & Forfeitures	765,000	685,000
Other Revenues	7,156,353	8,118,174
Interfund Transfers	8,211,077	6,264,718
TOTAL REVENUES	\$ 152,050,399 *	\$ 155,463,633 *

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2017 BUDGET	2018 BUDGET
Personnel	\$ 61,136,582	\$ 63,041,829
Administrative ¹	45,156,638	42,315,982
Supplies & Materials	8,393,854	9,949,502
Purchased Services	11,826,792	13,427,091
Utilities	7,046,759	6,921,708
Repair & Maintenance	10,767,606	11,516,679
Capital Expense ²	25,924,361	39,988,301
TOTAL EXPENSE	\$ 170,252,592	\$ 187,161,092

¹ Includes debt service, interfund transfers, and depreciation expense.

² Net of capitalized fixed assets.

BUDGET DEVELOPMENT PROCESS

The following calendar describes the process of developing the City's Annual Budget and Service Plan for 2019:

5/14/18	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.
6/11/18 - 9/3/18	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.
9/3/18 - 10/3/18	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.
11/3/18	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.
11/7/18	A public hearing is held to seek citizen input prior to Common Council acceptance of the budget.
11/14/18	The budget is adopted formally by resolution of the Common Council.

CITY OF APPLETON POLICIES – 2019 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 – 2019 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 – 2019 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 – 2018 tax roll:

Lien date and levy date	December, 2018
Tax bills mailed	December, 2018
Payment in full or 1 st installment due	January 31, 2019
2 nd installment due	April 1, 2019
3 rd installment due	May 31, 2019
4 th installment due	July 31, 2019

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 – 2019 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 after applying the new subdivision fund balance policy will be transferred to the General Fund.

CITY OF APPLETON POLICIES – 2019 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 – 2019 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 9/15/18.

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 – 2019 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 \$52.00 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 District, 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 – 2019 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 2019 rate requirements for the Wisconsin Retirement System employees are as follows:

	<u>General</u>	<u>Police</u>	<u>Fire</u>
Employee Contribution	6.55%	6.55%	6.55%
City Contribution	6.55%	10.89%	15.29%
Total	13.10%	17.44%	21.84%

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 48 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 – 2019 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, with purchased coverage of statutory limits for workers' compensation and \$2 million for employer's liability,

\$1,000 - \$10,000 deductible per property damage claim, depending on the property, with purchased replacement cost coverage,

\$35,000 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.
- 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

2019 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 faculty of 167 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, and 14 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 74,598) 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

2019 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>
2017	N/A	N/A	N/A	N/A	N/A
2016	55,267	60,762	62,718	55,890	59,817
2015	54,227	58,774	62,299	54,613	57,588
2014	52,050	56,480	60,060	52,400	55,550
2013	50,670	55,050	57,920	51,090	53,720

Source: Wisconsin Department of Revenue, Division of Research and Analysis; 2017 report not yet published as of September 2018.

Unemployment Rate

	<u>State of Wisconsin</u>		<u>Outagamie County</u>		<u>Appleton MSA</u>		<u>City of Appleton</u>	
July, 2018	3.1	%	3.2	%	2.9	%	3.2	%
July, 2017	3.4		3.1		3.1		3.4	
Average, 2017	3.3	%	3.0	%	3.0	%	3.2	%
Average, 2016	4.0		3.5		3.5		3.6	
Average, 2015	4.5		4.0		3.9		4.0	
Average, 2014	5.4		4.8		4.6		4.8	
Average, 2013	6.7		6.1		5.9		7.9	

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

Building Permits - City of Appleton

<u>Year</u>	<u>Valuation</u>
2018	\$ 22,943,867 *
2017	120,081,888
2016	80,795,300
2015	140,806,500
2014	68,559,800

*As of September 21, 2018

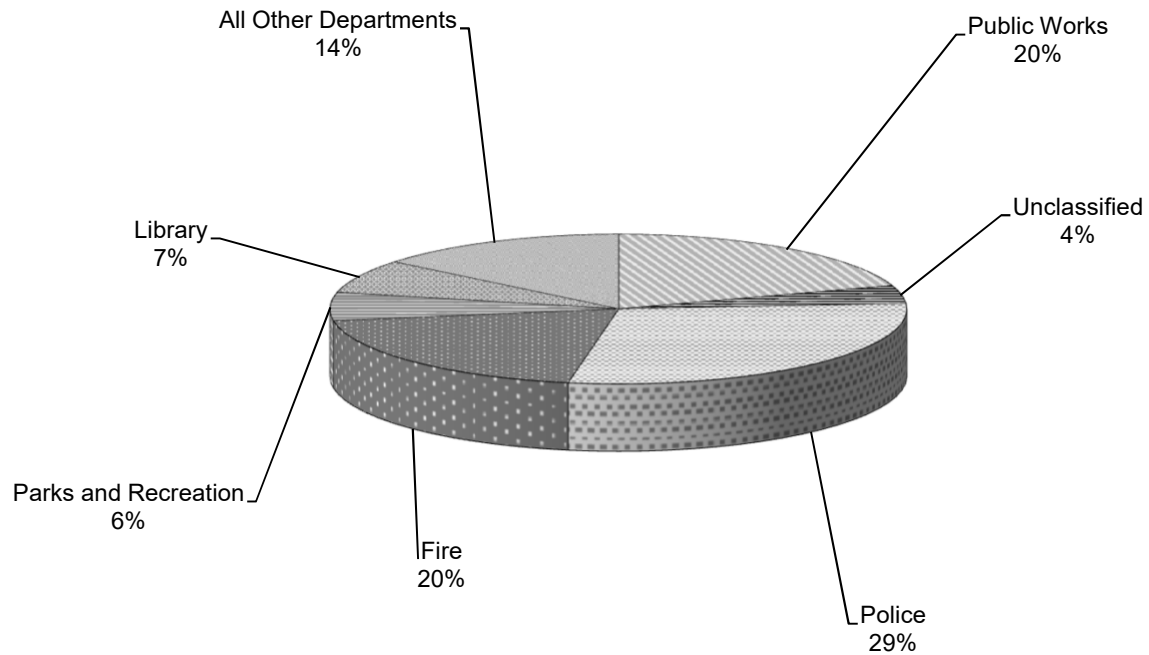
Source: City of Appleton Public Works Department

CITY OF APPLETON 2019 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.

2019 GENERAL FUND EXPENDITURES

\$63,481,720



CITY OF APPLETON 2019 BUDGET

GENERAL FUND

	Actual		Budget		% Change *	
	2016	2017	Adopted 2018	Projected 2018		2019
REVENUES						
Taxes	\$ 33,909,483	\$ 34,767,096	\$ 35,275,750	\$ 35,275,750	\$ 36,086,816	2.30%
Intergovernmental	15,268,615	15,562,109	15,529,221	15,529,221	15,774,049	1.58%
Licenses and Permits	1,145,641	1,202,534	1,146,500	1,146,500	1,145,200	-0.11%
Special Assessments	337,210	273,743	301,193	301,193	264,940	-12.04%
Charges for Services	1,311,178	1,550,456	1,662,374	1,662,374	1,747,420	5.12%
Interest Income	2,359,222	2,459,974	2,965,411	2,965,411	2,945,000	-0.69%
Fines and Forfeitures	264,084	255,440	340,000	340,000	275,000	-19.12%
All Other Revenue	1,784,677	1,638,492	1,324,452	1,393,125	1,337,105	0.96%
TOTAL REVENUES	56,380,110	57,709,844	58,544,901	58,613,574	59,575,530	1.76%
EXPENDITURES						
Common Council	138,528	138,909	152,253	152,253	134,363	-11.75%
Mayor	354,311	415,226	504,247	504,247	497,999	-1.24%
Finance	842,775	888,670	891,652	891,652	887,544	-0.46%
Information Technology	1,704,413	1,844,847	1,845,318	1,845,318	1,970,270	6.77%
Human Resources	726,837	764,142	706,403	706,403	783,116	10.86%
Legal Services	1,179,078	985,231	1,196,712	1,196,712	1,019,168	-14.84%
Unclassified	1,872,691	2,205,285	2,462,744	4,528,303	2,467,179	0.18%
Community Development	1,753,614	1,721,629	1,765,176	1,765,176	1,791,649	1.50%
Library	4,615,927	4,822,430	4,628,812	4,733,653	4,625,139	-0.08%
Parks & Recreation	3,416,047	3,615,520	3,732,631	3,734,731	3,873,236	3.77%
Public Works	13,321,725	14,105,325	13,491,874	13,542,797	12,661,197	-6.16%
Health Services	1,175,667	1,182,649	1,200,317	1,200,317	1,202,127	0.15%
Police	16,628,904	17,536,488	17,594,100	17,610,964	18,389,949	4.52%
Fire	11,478,033	11,888,379	12,057,403	12,062,403	12,472,519	3.44%
TOTAL EXPENDITURES	59,208,550	62,114,730	62,229,642	64,474,929	62,775,455	0.88%
REVENUES OVER EXPENDITURES	(2,828,440)	(4,404,886)	(3,684,741)	(5,861,355)	(3,199,925)	-13.16%
OTHER FINANCING SOURCES (USES)						
Sale of City Property	2,708	1,157	2,000	2,000	2,150	7.50%
Other Financing Sources	3,447,562	3,724,748	4,471,950	4,471,950	3,468,100	-22.45%
Other Financing Uses	(640,386)	(723,956)	(789,209)	(789,209)	(706,265)	-10.51%
TOTAL OTHER FINANCING	2,809,884	3,001,949	3,684,741	3,684,741	2,763,985	-24.99%
NET CHANGE IN EQUITY	(18,556)	(1,402,937)	-	(2,176,614)	(435,940)	N/A
FUND BALANCE - Beginning	31,599,805	31,581,249	30,178,312	30,178,312	28,001,698	-7.21%
FUND BALANCE - Ending	\$ 31,581,249	\$ 30,178,312	\$ 30,178,312	\$ 28,001,698	\$ 27,565,758	-8.66%

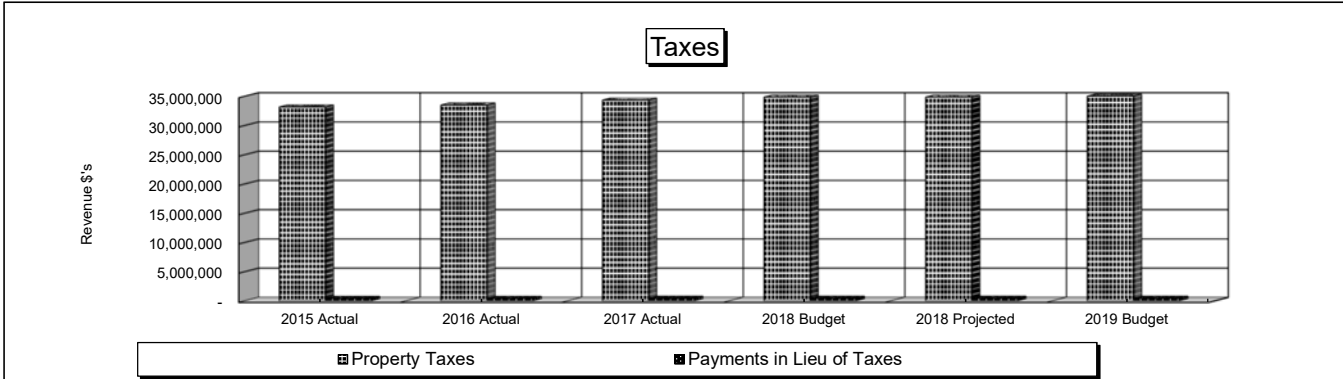
* % change from prior year adopted budget

**CITY OF APPLETON 2019 BUDGET
GENERAL FUND BALANCE**

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/19	38	\$ 27,565,758
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(931,414)
Developer Loans		(713,423)
Advance to other Funds		(5,892,934)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(1,911,842)
Working Capital - 25% of budgeted expenditures (25% * \$63,481,720, includes transfers)	38	(15,870,430)
Debt Service - 25% of ensuing year's debt service requirements (25% * \$8,918,819 Debt Service Obligation)	463	(2,229,705)
Projected General Fund Balance in excess of the reserve policy @ 12/31/19		\$ 16,010
75% required to be used for reduction of long-term liabilities		\$ 12,008
25% subject to Finance Committee recommendation		\$ 4,002

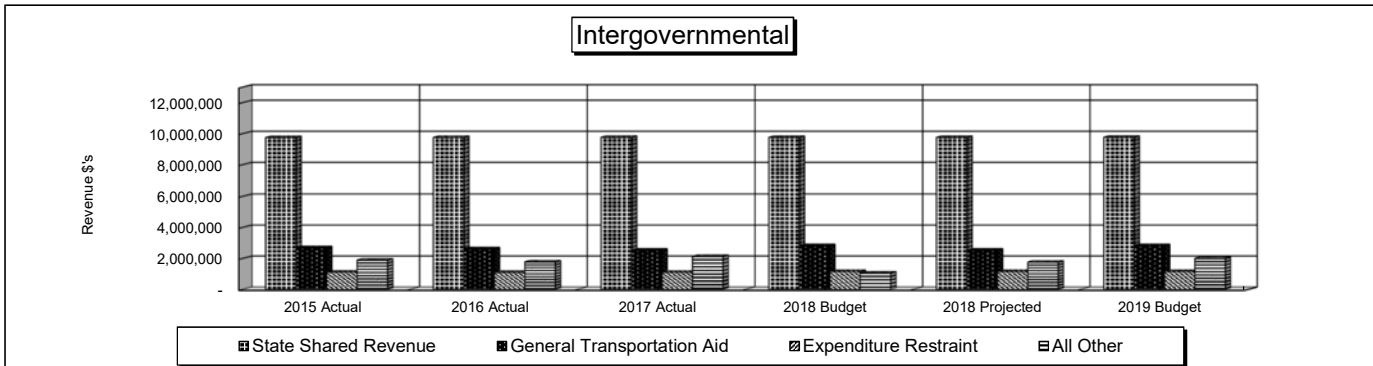
CITY OF APPLETON 2019 BUDGET GENERAL FUND REVENUES

Taxes	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
Property Taxes	\$ 33,142,478	\$ 33,477,718	\$ 34,322,323	\$ 34,835,750	\$ 34,835,750	\$ 35,646,816	2.33%
Payment in Lieu of Taxes	419,137	431,765	444,773	440,000	440,000	440,000	0.00%
Total Taxes	\$ 33,561,615	\$ 33,909,483	\$ 34,767,096	\$ 35,275,750	\$ 35,275,750	\$ 36,086,816	2.30%



Taxes are derived from several sources. Property taxes now provide approximately 57% of our general fund revenues. Recent years have seen the equalized value of the tax base experience steady increases, amounting to 2.72% in 2015, 2.26% in 2016, 5.53% in 2017, and 3.50% in 2018. 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, shown above. The State currently restricts growth in local property taxes to the amount of net new construction, which was 1.58% for the City in 2018, resulting in a total City constraint of \$44,173,525 across all funds. The City levy meets that constraint.

Intergovernmental Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
State Shared Revenue	\$ 9,749,092	\$ 9,757,539	\$ 9,766,465	\$ 9,760,445	\$ 9,760,445	\$ 9,771,032	0.11%
Expenditure Restraint	1,122,637	1,107,454	1,117,306	1,168,238	1,168,238	1,162,762	-0.47%
General Transportation Aid	2,701,395	2,625,557	2,541,682	2,833,891	2,833,891	2,839,000	0.18%
Library Grants & Aids	1,101,454	1,103,329	1,066,420	1,062,447	1,062,447	1,043,692	-1.77%
Other	794,764	674,736	1,070,236	704,200	704,200	957,563	35.98%
Total Intergovernmental	\$ 15,469,342	\$ 15,268,615	\$ 15,562,109	\$ 15,529,221	\$ 15,529,221	\$ 15,774,049	1.58%



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. This source of revenue for the City of Appleton remained virtually unchanged from 2004 until the 2012 - 2013 State budget, when it was reduced by approximately 13%. It has since remained virtually unchanged. Expenditure Restraint is a State program which allocates funds to municipalities that hold to spending limits specified by the program.

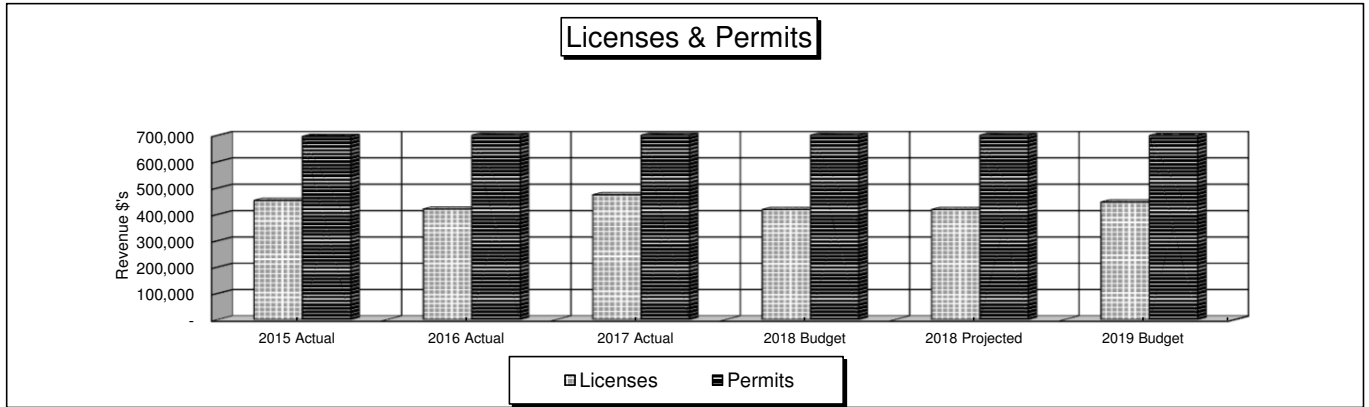
General Transportation Aid and Connecting Highway Aid are reimbursements provided by the State to defray a portion of the expense incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge), based on a share of eligible transportation-related expenditures. 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). Since 2015, this revenue source includes support from both Outagamie and Calumet Counties.

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

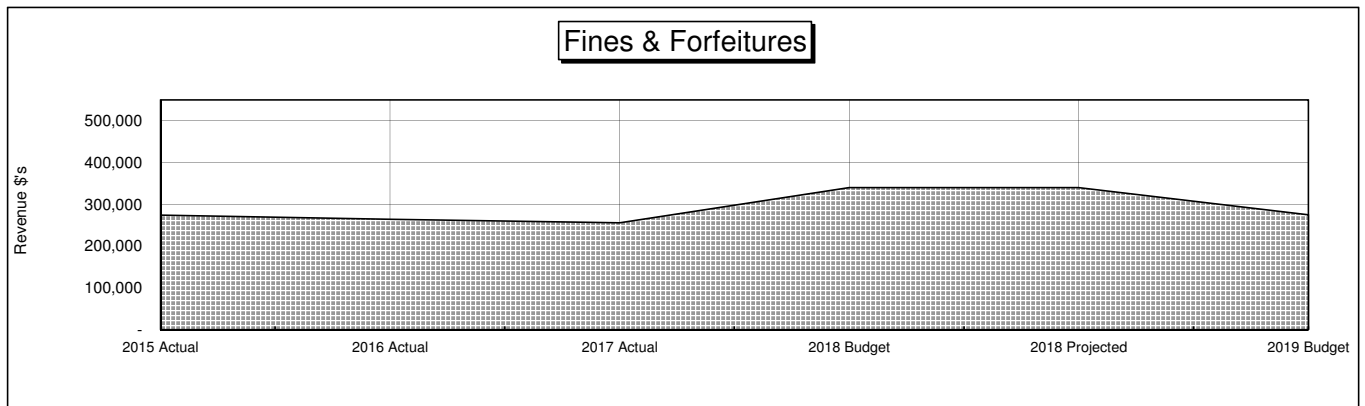
CITY OF APPLETON 2019 BUDGET GENERAL FUND REVENUES

	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
Licenses and Permits							
Licenses	\$ 452,482	\$ 419,999	\$ 473,890	\$ 418,100	\$ 418,100	\$ 446,300	6.74%
Permits	695,498	725,642	728,644	728,400	728,400	698,900	-4.05%
Total Licenses and Permits	\$1,147,980	\$1,145,641	\$1,202,534	\$1,146,500	\$1,146,500	\$1,145,200	-0.11%



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 decrease in permit revenue in 2019 reflects recent trends and anticipated volume of new commercial and residential projects and alterations.

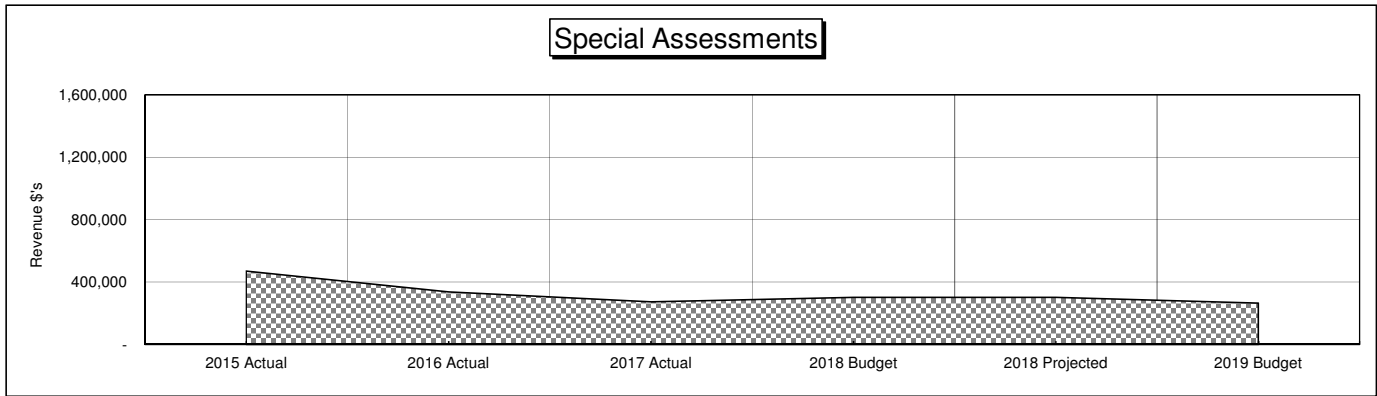
	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
Fines and Forfeitures	\$ 273,814	\$ 264,084	\$ 255,440	\$ 340,000	\$ 340,000	\$ 275,000	-19.12%



Fines and forfeitures are collected for City ordinance violations, traffic citations, and other misdemeanors covered by City Code and State Statute.

CITY OF APPLETON 2019 BUDGET GENERAL FUND REVENUES

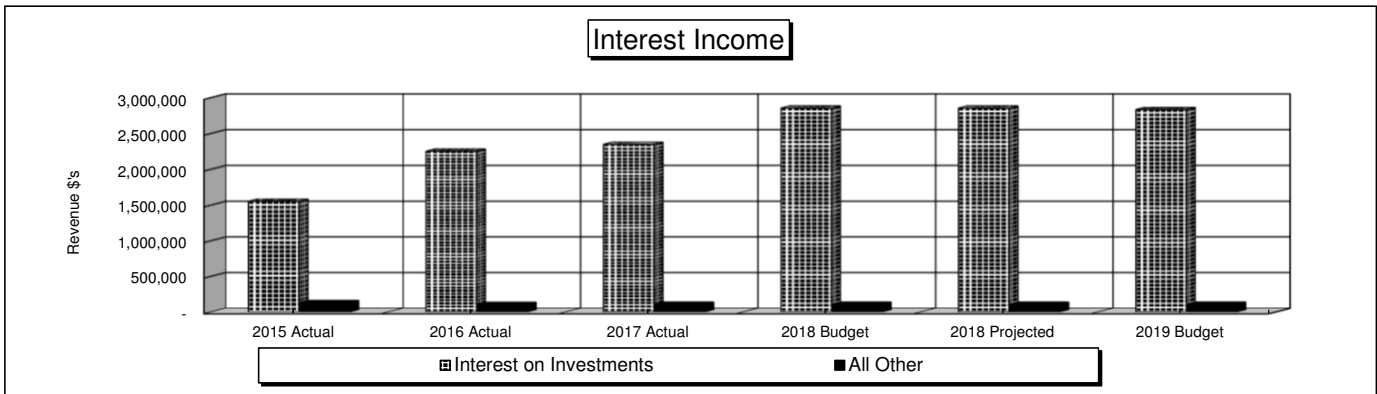
	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
Special Assessments	\$ 470,806	\$ 337,210	\$ 273,743	\$ 301,193	\$ 301,193	\$ 264,940	-12.04%



The City levies 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", a fee added onto vehicle registration fees for vehicles domiciled in the City. The fee is collected by the State and remitted to the City on a monthly basis. It is shown as part of the Other Financing Sources on page 44 and is a transfer from the Wheel Tax special revenue fund, where it is accounted for.

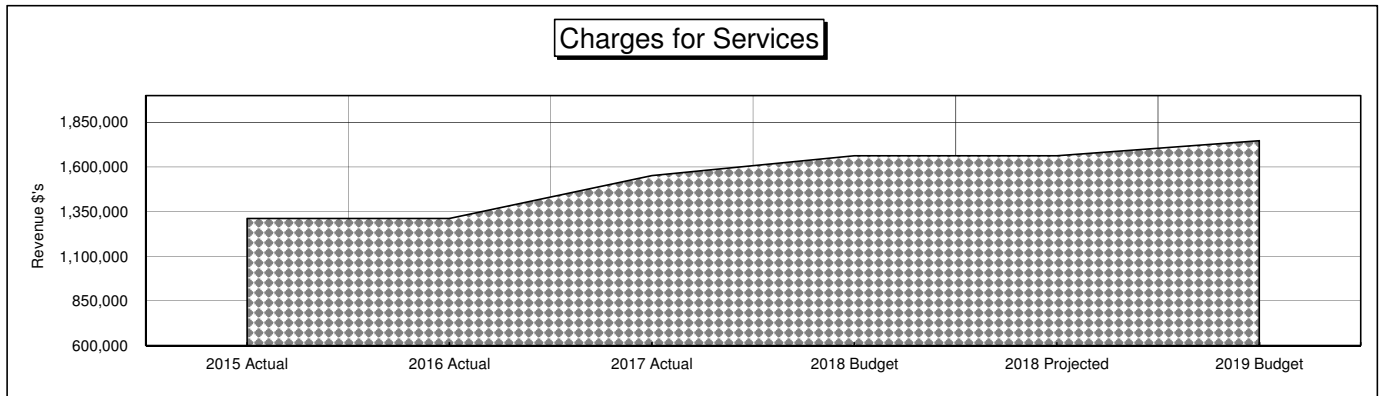
	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
Interest Income							
Interest on Investments	\$ 1,554,605	\$ 2,253,341	\$ 2,349,075	\$ 2,855,411	\$ 2,855,411	\$ 2,835,000	-0.71%
Interest on Delinquent Tax	91,935	85,028	98,198	100,000	100,000	100,000	0.00%
Interest - Deferred Specials	41,046	20,853	12,701	10,000	10,000	10,000	0.00%
Total Interest Income	\$ 1,687,586	\$ 2,359,222	\$ 2,459,974	\$ 2,965,411	\$ 2,965,411	\$ 2,945,000	-0.69%



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 \$31,622 in 2019 on two major building projects for which the City provided financing, compared to \$34,992 in 2018. 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 2019, TIF # 3 is expected to pay \$1,462,121 in interest on advances made by the General Fund in the early years of the TIF, TIF # 6 is expected to pay \$385,811, TIF # 8, \$20,795 and TIF #12, \$1,210.

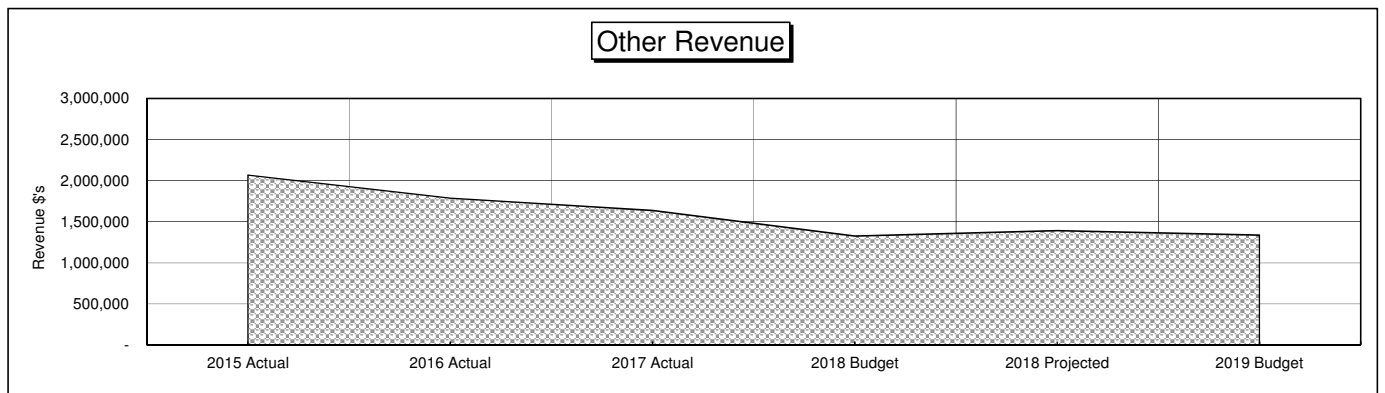
**CITY OF APPLETON 2019 BUDGET
GENERAL FUND REVENUES**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Projected</u>	<u>2019 Budget</u>	<u>% Change</u>
Charges for Services	\$ 1,311,008	\$ 1,311,178	\$ 1,550,456	\$ 1,662,374	\$ 1,662,374	\$ 1,747,420	5.12%



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, payments from the AASD for school resource officers, charges for street repairs following utility excavations, etc. The increase in 2019 relates primarily to expected increased participation in recreation programs and pool admissions and from increased reimbursements from the AASD for school resource officers.

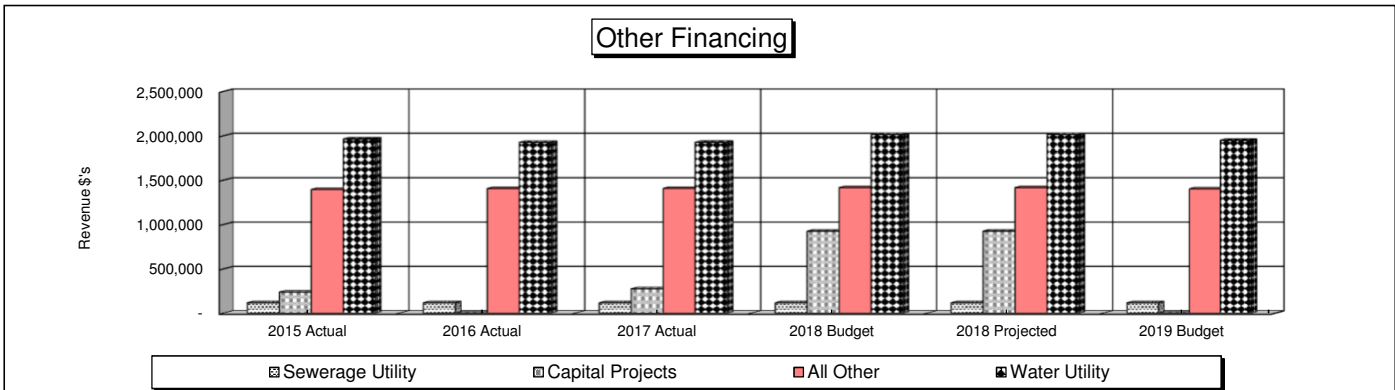
	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Projected</u>	<u>2019 Budget</u>	<u>% Change</u>
Other Revenue							
Sales of City Property	\$ 21,139	\$ 2,708	\$ 1,157	\$ 2,000	\$ 2,000	\$ 2,150	7.50%
Other Revenue	2,065,768	1,784,677	1,638,492	1,324,452	1,393,125	1,337,105	0.96%
	\$ 2,086,907	\$ 1,787,385	\$ 1,639,649	\$ 1,326,452	\$ 1,395,125	\$ 1,339,255	0.97%



Other revenue includes fees, commissions, damage to City property and other reimbursements. The decline from 2016 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 decrease in the 2018 Budget relates mainly to the transfer of both revenues and expenses for the Library's "Reach Out and Read" program to a separate special revenue fund beginning in 2018.

CITY OF APPLETON 2019 BUDGET GENERAL FUND REVENUES

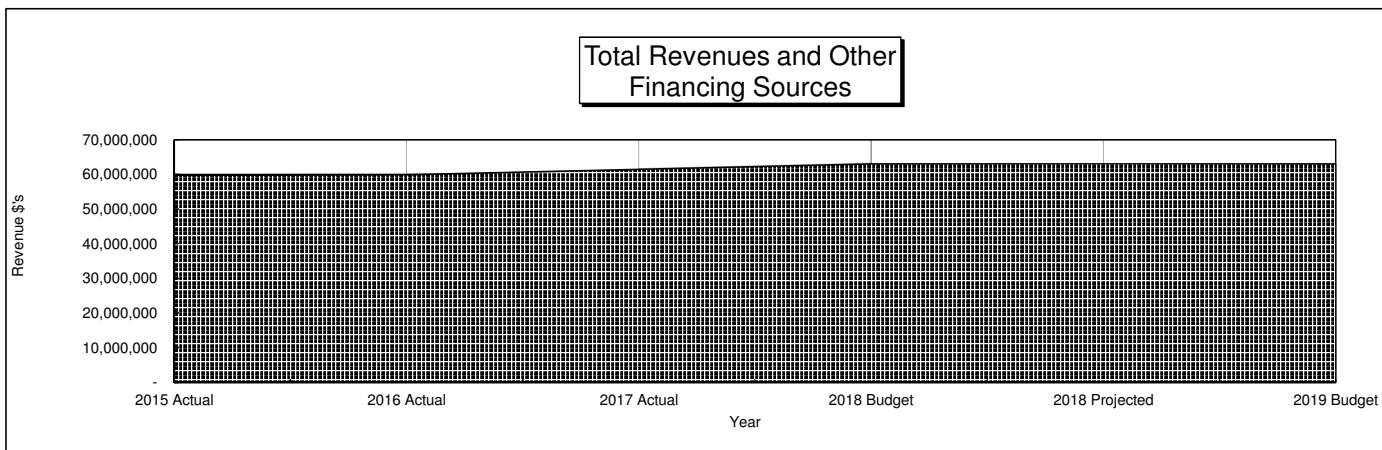
Other Financing Sources	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
Water Utility	\$ 1,963,947	\$ 1,924,936	\$ 1,925,642	\$ 2,013,800	\$ 2,013,800	\$ 1,948,800	-3.23%
Golf Course	17,900	17,900	17,900	17,900	17,900	17,900	0.00%
Wastewater Utility	117,450	117,450	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	1,354,554	1,365,476	1,366,956	1,376,000	1,376,000	1,362,150	-1.01%
Capital Projects	237,923	-	275,000	925,000	925,000	-	-100.00%
Total Other Financing Sources	\$ 3,713,574	\$ 3,447,562	\$ 3,724,748	\$ 4,471,950	\$ 4,471,950	\$ 3,468,100	-22.45%



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. Charges to the golf course, Wastewater, and Parking Utilities for administrative expenditures (centrally budgeted services such as personnel, accounting and technology services) are recovered by the general fund through these interfund transfers. The transfer from the special revenue fund represents the City Council's adoption of a wheel tax as a substitute for special assessments as a funding mechanism for street reconstruction projects. 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 2018 increase in Capital Projects transfers is related to the transfer of excess fund balance accumulated in the City's Subdivision Development fund to the general fund. By City policy, amounts accumulated over a pre-determined ceiling must be transferred to the general fund. No such transfer will be necessary for 2019.

Total Revenues and Other Financing Sources	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
	\$ 59,722,632	\$ 59,830,380	\$ 61,435,749	\$ 63,018,851	\$ 63,087,524	\$ 63,045,780	0.04%



CITY OF APPLETON 2019 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2019 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 2018 EVENTS

In 2018, 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. The Fox Cities Exhibition Center opened in January and permanent financing was finalized in May. Use of the FCEC is ahead of projections and already has a positive operational cash flow. Bookings for future years are also already at or near projections. 2018 also saw the opening of the Woolen Mills housing project in the flats as well as the first phase of Eagle Point. Work on other development projects such as the projected \$54.5 million USVenture headquarters and the mixed-use development including space for a library continued throughout the year.

The Mayor's office and other departments continue to work on the transition to the new Enterprise Resource Planning system that will affect all City departments. We continue to work with local organizations to understand and proactively address the current and future need for recruiting and retaining talent in Appleton.

Internally, we continue to work on a City-wide talent management strategy, including discussions on organizational culture. We updated and modified several policies such as the dress code and flexible work options to support and enhance the organizational culture.

In 2018, we hosted year three of the Appycademy (Appleton Citizens Academy) which saw a 50% increase in the number of participants with all participants rating the experience as positive. We have seen steady growth in followers across all of our social media platforms and our City Hall Facebook page boasts more followers than any city in Wisconsin.

We managed the unmanned aerial vehicle (UAV/Drone) program for the City and secured a \$15,000 grant to purchase a new drone with enhanced capabilities for public safety. The program not only benefits our efforts in public communication and promotion, but also has applications for the work of APD, DPW and Community and Economic Development.

In January, in collaboration with Lawrence University we launched the citywide Dignity and Respect campaign. The campaign has been positively embraced by the community with several events and activities throughout the year. The AASD plans to incorporate the Dignity and Respect campaign throughout their school year. We conducted an internal survey on diversity and conducted general employee and supervisory training on diversity.

Appleton continued to gain national recognition in 2018 being named #1 city for millennials buying homes, #2 city in the country for children, 21st "coolest" small city in the country, #30 best small city for start-up businesses, and "Most Engaging and Best Overall" for use of social media by local government!

CITY OF APPLETON 2019 BUDGET OFFICE OF THE MAYOR

MAJOR 2019 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 2019
- 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, both within the organization as well as in the community, 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
- Work with department directors to implement long-term vision for the community and the City Strategic Plan
- Begin publishing an internal employee newsletter
- Continue to implement a communication strategy to enhance engagement with Appleton citizens and visitors with a focus on our story-telling efforts
- Implement an e-news subscription for the City website
- Redesign the City Guide
- Collaborate with AASD on a cultural audit of City and School District workforces

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 12,590	\$ 13,076	\$ 12,500	\$ 12,500	\$ 2,500	-80.00%
Program Expenses							
10510	Administration	100,998	100,358	102,684	102,684	108,945	6.10%
10520	Citizen Outreach	211,098	269,748	357,918	357,918	344,976	-3.62%
10530	Intergovernmental	42,215	45,120	43,645	43,645	44,078	0.99%
TOTAL		\$ 354,311	\$ 415,226	\$ 504,247	\$ 504,247	\$ 497,999	-1.24%
Expenses Comprised Of:							
	Personnel	282,543	338,049	408,933	408,933	418,120	2.25%
	Administrative Expense	34,130	40,419	40,438	40,438	41,079	1.59%
	Supplies & Materials	24,574	33,335	31,776	31,776	13,700	-56.89%
	Purchased Services	12,000	2,141	21,600	21,600	23,600	9.26%
	Utilities	1,064	1,282	1,500	1,500	1,500	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	3.00	4.00	4.00	4.00	4.00	

* % change from prior year adopted budget
Mayor.xls

**CITY OF APPLETON 2019 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 2020 Executive Budget and Capital Improvement Plan
- Look to combine common overhead items across departmental budgets to gain efficiencies and cost savings
- Promote interdepartmental communication and collaboration to maximize resources
- Evaluate the performance of department heads according to criteria outlined in the City's compensation plan
- Work with Directors to update departmental strategic plans with a focus on measurable outcomes
- 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, both within the organization as well as in the community, to provide the ability for current and future businesses to thrive
- Working with the City's Development Team, continue to implement the Economic Development Strategic Plan as well as elements in the updated City Comprehensive Plan and TIF plans

Major changes in Revenue, Expenditures, or Programs:

Training and Conferences expenses for the Mayor's office have been combined in the Administration budget.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	1.40%	4.59%	4.13%	4.13%	4.12%
Average % change in City mill rate	0.59%	2.72%	3.40%	3.40%	2.55%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base; % of total	28.3%	28.4%	30.0%	30.0%	30.0%
Work Process Outputs					
% of staff and Council involved in scheduled public budget meetings	100%	100%	100%	100%	100%
# of departmental orientations for new Alderpersons	16	14	14	14	14

**CITY OF APPLETON 2019 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 67,133	\$ 63,426	\$ 65,310	\$ 65,310	\$ 66,330
6150 Fringes	21,888	23,760	25,031	25,031	26,251
6201 Training/Conferences	6,563	7,449	6,450	6,450	10,000
6206 Parking Permits	1,195	1,200	1,620	1,620	1,440
6301 Office Supplies	1,497	789	700	700	840
6302 Subscriptions	499	523	348	348	384
6303 Memberships & Licenses	-	50	-	-	-
6305 Awards & Recognition	-	75	525	525	1,000
6315 Books & Library Materials	-	22	-	-	-
6320 Printing & Reproduction	1,160	1,146	1,200	1,200	1,200
6404 Consulting	-	286	-	-	-
6412 Advertising/Publication	-	350	-	-	-
6413 Utilities	1,063	1,282	1,500	1,500	1,500
Total Expense	<u>\$ 100,998</u>	<u>\$ 100,358</u>	<u>\$ 102,684</u>	<u>\$ 102,684</u>	<u>\$ 108,945</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 students and youth organizations
- Continue to implement a communication strategy to enhance engagement with Appleton citizens and visitors with a focus on our story-telling efforts
- Effectively communicate accurate and timely information to the community
- 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
- Continue to give in-depth look at City operations to residents through Appycademy (Citizens Academy)
- Maintain effective relations with members of culturally diverse communities
- Provide outreach to minority owned businesses
- Follow up on internal cultural audit to improve City services and processes
- Redesign the City Guide

Major changes in Revenue, Expenditures, or Programs:

The reduction in revenue as well as printing costs reflects the anticipated change in the City Guide. The Parks and Recreation department will publish a separate Park & Rec guide and we will publish a semi-annual 8-page newsletter.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	90%	95%	95%	95%	95%
% of letters replied to within seven working days	99%	93%	90%	90%	90%
Strategic Outcomes					
Citizens have access to current City information					
# of visits to City of Appleton internet website	1,118,003	954,737	1,250,000	1,250,000	700,000
Reach 5,000 followers on Twitter	4,844	5,807	7,000	7,000	7,000
Reach 1 million tweet impressions on Twitter	* 750,000	1,331,900	1,500,000	1,500,000	1,250,000
Reach 4,000 page likes on Facebook	2,973	5,936	7,500	7,500	9,000
Reach 1 million post impressions on Facebook	* 750,000	3,165,637	2,000,000	2,000,000	2,250,000
Work Process Outputs					
Publish City Guide	2	2	2	2	2
# of formal open hours	12	9	12	12	12
# of meetings per month with community or educational groups (average)	13	38	12	12	12
* Projected					

**CITY OF APPLETON 2019 BUDGET
OFFICE OF THE MAYOR**

Citizen Engagement

Business Unit 10520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4877 Advertising/Promotion	\$ 12,590	\$ 13,076	\$ 12,500	\$ 12,500	\$ 2,500
Total Revenues	<u>\$ 12,590</u>	<u>\$ 13,076</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ 2,500</u>
Expenses					
6101 Regular Salaries	\$ 119,445	\$ 163,546	\$ 205,909	\$ 205,909	\$ 208,149
6105 Overtime	11	-	-	-	-
6150 Fringes	44,770	57,917	82,903	82,903	86,912
6201 Training/Conferences	-	2,439	3,125	3,125	-
6301 Office Supplies	-	269	-	-	-
6303 Memberships & Licenses	-	645	1,805	1,805	1,815
6304 Postage/Freight	11,457	11,261	12,000	12,000	12,000
6316 Miscellaneous Supplies	520	3,020	550	550	500
6320 Printing & Reproduction	22,895	24,925	28,000	28,000	10,500
6327 Miscellaneous Equipment	-	4,221	2,026	2,026	1,500
6412 Advertising/Publication	-	1,505	6,000	6,000	8,000
6599 Other Contracts/Obligations	12,000	-	15,600	15,600	15,600
Total Expense	<u>\$ 211,098</u>	<u>\$ 269,748</u>	<u>\$ 357,918</u>	<u>\$ 357,918</u>	<u>\$ 344,976</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Support to Parades committee	\$ 12,000
POLCO subscription	3,600
	<u>\$ 15,600</u>

**CITY OF APPLETON 2019 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 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	197	316	200	200	200
Strategic Outcomes					
# of implemented new collaborative and cooperative agreements:					
Other governments	27	24	30	30	30
School districts	17	10	20	20	20
Non-profit organizations	56	37	55	55	55
Other	61	58	40	40	40
# of implemented collaborative and cooperative agreements maintained:					
Other governments	241	252	240	240	240
School districts	73	89	70	70	70
Non-profit organizations	184	187	180	180	180
Other	150	168	140	140	140
Work Process Outputs					
# of meetings with other units of government	6/mo.	12	8/mo.	8/mo.	8

**CITY OF APPLETON 2019 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 21,943	\$ 21,550	\$ 22,006	\$ 22,006	\$ 22,343
6105 Overtime	1	-	-	-	-
6150 Fringes	7,352	7,851	7,774	7,774	8,135
6201 Training/Conferences	-	2,368	450	450	-
6303 Memberships & Licenses	12,919	13,351	13,415	13,415	13,600
Total Expense	<u>\$ 42,215</u>	<u>\$ 45,120</u>	<u>\$ 43,645</u>	<u>\$ 43,645</u>	<u>\$ 44,078</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Charges for Services	12,590	13,076	7,350	12,500	12,500	12,500	2,500
Other Revenues	0	0	15,000	0	0	0	0
TOTAL REVENUES	12,590	13,076	22,350	12,500	12,500	12,500	2,500
EXPENSES BY LINE ITEM							
Regular Salaries	196,475	238,361	234,367	293,225	293,225	296,822	296,822
Overtime	0	4-	0	0	0	0	0
Sick Pay	171	0	0	0	0	0	0
Vacation Pay	11,887	10,164	9,666	0	0	0	0
Fringes	74,010	89,528	91,105	115,708	115,708	122,619	121,298
Salaries & Fringe Benefits	282,543	338,049	335,138	408,933	408,933	419,441	418,120
Training & Conferences	6,563	12,256	9,501	10,025	10,025	10,025	10,000
Parking Permits	1,195	1,200	1,665	1,620	1,620	1,620	1,440
Office Supplies	1,497	1,058	870	700	700	700	840
Subscriptions	499	523	307	348	348	348	384
Memberships & Licenses	12,919	14,046	14,312	15,220	15,220	15,220	15,415
Postage & Freight	11,457	11,261	17,595	12,000	12,000	12,000	12,000
Awards & Recognition	0	75	654	525	525	525	1,000
Administrative Expense	34,130	40,419	44,904	40,438	40,438	40,438	41,079
Books & Library Materials	0	22	0	0	0	0	0
Miscellaneous Supplies	520	3,020	1,304	550	550	550	500
Printing & Reproduction	24,054	26,072	24,658	29,200	29,200	29,200	11,700
Miscellaneous Equipment	0	4,221	19,871	2,026	2,026	2,000	1,500
Supplies & Materials	24,574	33,335	45,833	31,776	31,776	31,750	13,700
Consulting Services	0	286	0	0	0	0	0
Advertising	0	1,855	3,904	6,000	6,000	6,000	8,000
Other Contracts/Obligations	12,000	0	15,600	15,600	15,600	15,600	15,600
Purchased Services	12,000	2,141	19,504	21,600	21,600	21,600	23,600
Telephone	223	756	670	240	240	240	240
Cellular Telephone	841	526	945	1,260	1,260	1,260	1,260
Utilities	1,064	1,282	1,615	1,500	1,500	1,500	1,500
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	354,311	415,226	446,994	504,247	504,247	514,729	497,999

CITY OF APPLETON 2019 BUDGET

COMMON COUNCIL

Council President: Christopher W. Croatt

Council Vice President: Curt J. Konetzke

CITY OF APPLETON 2019 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2019 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 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	100%	94%	100%	81%	100%
Overall average attendance	92%	90%	95%	89%	95%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2016	2017	Adopted 2018	Amended 2018	2019	
Unit	Title						
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses						
10000	Common Council	138,528	138,909	152,253	152,253	134,363	-11.75%
	TOTAL	\$ 138,528	\$ 138,909	\$ 152,253	\$ 152,253	\$ 134,363	-11.75%
	Expenses Comprised Of:						
	Personnel	93,222	92,745	99,403	99,403	94,583	-4.85%
	Administrative Expense	4,717	7,424	10,450	10,450	6,930	-33.68%
	Supplies & Materials	218	222	400	400	200	-50.00%
	Purchased Services	40,371	38,518	42,000	42,000	32,650	-22.26%
	Council Members:						
	# of Council Members	15.00	15.00	15.00	15.00	15.00	

**CITY OF APPLETON 2019 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 86,954	\$ 89,446	\$ 92,339	\$ 92,339	\$ 92,943
6150 Fringes	6,268	3,299	7,064	7,064	1,640
6201 Training\Conferences	370	2,085	3,800	3,800	980
6206 Parking Permits	4,080	4,935	6,300	6,300	5,400
6301 Office Supplies	85	157	-	-	200
6305 Awards & Recognition	-	-	100	100	100
6307 Food & Provisions	182	247	250	250	250
6316 Miscellaneous Supplies	218	-	200	200	-
6320 Printing & Reproduction	-	222	200	200	200
6599 Other Contracts/Obligations	40,371	38,518	42,000	42,000	32,650
Total Expense	<u>\$ 138,528</u>	<u>\$ 138,909</u>	<u>\$ 152,253</u>	<u>\$ 152,253</u>	<u>\$ 134,363</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Council meeting broadcast - UW-Fox	\$ 3,650
Council/committee meeting recording system maintenance	<u>29,000</u>
	<u>\$ 32,650</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	86,954	89,446	75,383	92,339	92,339	92,943	92,943
Fringes	6,268	3,299	1,575	7,064	7,064	7,111	1,640
Salaries & Fringe Benefits	93,222	92,745	76,958	99,403	99,403	100,054	94,583
Training & Conferences	370	2,085	175	3,800	3,800	3,800	980
Parking Permits	4,080	4,935	5,040	6,300	6,300	6,300	5,400
Office Supplies	85	157	116	0	0	0	200
Awards & Recognition	0	0	0	100	100	100	100
Food & Provisions	182	247	0	250	250	250	250
Administrative Expense	4,717	7,424	5,331	10,450	10,450	10,450	6,930
Miscellaneous Supplies	218	0	101	200	200	200	0
Printing & Reproduction	0	222	4	200	200	200	200
Supplies & Materials	218	222	105	400	400	400	200
Other Contracts/Obligations	40,371	38,518	69,054	42,000	42,000	44,630	32,650
Purchased Services	40,371	38,518	69,054	42,000	42,000	44,630	32,650
Utilities	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	138,528	138,909	151,448	152,253	152,253	155,534	134,363

CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

Finance Director: Anthony D. Saucerman, CPA

Deputy Finance Director: Jeri A. Ohman, CPA

CITY OF APPLETON 2019 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 2018 EVENTS

Worked with City's financial consultant and bond counsel to develop a financing plan through the Redevelopment Authority to issue bonds to finance the Fox Cities Exhibition Center; the bonding transaction was completed on May 1, 2018

Participated in interviews and aided in the selection of a developer for a mixed-use library facility

Recruited, interviewed and hired a new Deputy Finance Director

Made the final payment on the outstanding bonds for the Fox Cities Performing Arts Center and worked with escrow agent and bond counsel to ensure all excess proceeds were distributed according to established intergovernmental agreements

Completed and filed the State hotel room tax report

Worked with City consultant to perform arbitrage calculations for all outstanding Stormwater bond issues

Completed and filed the annual State TID Reports

Completed the 2017 audit with an unqualified audit opinion on the financial statements and no audit findings

Completed State Financial Report Form B

Began the 2019 budget process

Continued the ERP system implementation for general ledger, accounts receivable, general cash receipting, and accounts payable. Began implementation for the payroll and human resources phase.

Added customer numbers to utility billing accounts for Aquahawk (on-line customer water monitoring system) following privacy rules

Trained new Customer Service Accounting Supervisor

Increased purchasing card transaction volume to achieve an annual rebate of \$83,781, an increase of 20% over 2017

Changed purchasing card provider to US Bank for a projected future rebate increase of an additional 20%.

Major objectives for 2018:

Complete the 2019 budget

Complete the issuance of G.O. note and Water and Wastewater bond issues

Convert the City's general ledger, accounts receivable and accounts payable packages from JD Edwards to Tyler Munis

CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

MAJOR 2019 OBJECTIVES

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

Maintain a sound bond 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

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

Explore options for a new financial advisor to aid City with upcoming projects

Complete transition to new ERP system and payroll systems and begin implementation of other modules

Train outside departments on new ERP system and implement efficiency measures to streamline accounts payable and accounts receivable processing

DEPARTMENT BUDGET SUMMARY

Unit	Title	Actual		Budget			% Change *
		2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 3,843	\$ 4,052	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Program Expenses							
11510	Administration	166,230	169,302	157,663	157,663	170,353	8.05%
11520	Billing & Collection Svc	89,001	98,704	106,185	106,185	93,985	-11.49%
11530	Support Services	587,544	620,664	627,804	627,804	623,206	-0.73%
TOTAL		\$ 842,775	\$ 888,670	\$ 891,652	\$ 891,652	\$ 887,544	-0.46%
Expenses Comprised Of:							
	Personnel	730,709	774,302	765,857	765,857	760,609	-0.69%
	Administrative Expense	29,740	34,944	35,805	35,805	35,805	0.00%
	Supplies & Materials	6,429	9,081	9,185	9,185	8,405	-8.49%
	Purchased Services	72,324	66,133	77,145	77,145	78,945	2.33%
	Utilities	1,237	1,672	1,260	1,260	1,260	0.00%
	Repair & Maintenance	2,336	2,538	2,400	2,400	2,520	5.00%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	8.85	8.20	8.20	8.20	8.20	

* % change from prior year adopted budget
Finance.xls

**CITY OF APPLETON 2019 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	88%	91%	100%	100%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	4	3	5	5	5
Work Process Outputs					
Training conducted					
Hours of training per employee	28	27	20	20	20
Procedures manuals updated					
% of manuals rated current	85%	89%	95%	90%	95%

**CITY OF APPLETON 2019 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv.- Nontax	\$ 3,807	\$ 4,159	\$ 4,000	\$ 4,000	\$ 4,000
5010 Misc Revenue - Nontax	-	-	-	-	-
5085 Cash Short or Over	36	(107)	-	-	-
Total Revenue	\$ 3,843	\$ 4,052	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures					
6101 Regular Salaries	\$ 116,225	\$ 113,218	\$ 103,593	\$ 103,593	\$ 115,224
6150 Fringes	34,395	36,498	32,940	32,940	33,809
6201 Training\Conferences	4,850	6,195	6,500	6,500	6,500
6204 Tuition Fees	3,088	4,593	6,325	6,325	5,095
6206 Parking Permits	577	675	500	500	440
6301 Office Supplies	1,241	960	2,000	2,000	2,000
6303 Memberships & Licenses	2,190	3,314	2,000	2,000	3,300
6304 Postage\Freight	228	236	230	230	230
6305 Awards & Recognition	170	197	210	210	210
6307 Food & Provisions	38	-	-	-	-
6320 Printing & Reproduction	1,429	1,744	1,540	1,540	1,720
6412 Advertising	562	-	565	565	565
6413 Utilities	1,237	1,672	1,260	1,260	1,260
Total Expense	\$ 166,230	\$ 169,302	\$ 157,663	\$ 157,663	\$ 170,353

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	923	755	900	800	900
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	65%	64%	65%	65%	65%
Service turnoffs	124	59	50	50	50
Work Process Outputs					
Financial transaction processing					
Receipts posted	197,346	205,653	210,000	210,000	210,000
Automated receipts, % of total	20.0%	21.0%	20.0%	20.0%	20.0%
Information response					
% staff trained in customer svc.	100%	100%	100%	100%	100%

**CITY OF APPLETON 2019 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenditures					
6101 Regular Salaries	\$ 44,090	\$ 45,783	\$ 59,714	\$ 59,714	\$ 49,381
6105 Overtime	157	573	500	500	500
6150 Fringes	24,542	30,241	25,131	25,131	24,414
6206 Parking Permits	1,476	1,630	1,440	1,440	1,440
6304 Postage\Freight	13,252	13,843	13,300	13,300	13,350
6320 Printing & Reproduction	4,428	3,376	4,800	4,800	3,600
6411 Temporary Help	875	2,929	1,000	1,000	1,000
6418 Equip Repairs & Maint	181	319	300	300	300
6431 Interpreter Services	-	10	-	-	-
Total Expense	<u>\$ 89,001</u>	<u>\$ 98,704</u>	<u>\$ 106,185</u>	<u>\$ 106,185</u>	<u>\$ 93,985</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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:

Accounting fees include the cost of an actuarial study for the post employment benefits fund, which is required every other year. The last study was performed in 2017.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	75%	92%	92%	92%	92%
# of items received after cutoff	27	36	10	10	10
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	0	0	0	0
Asset/resource safeguarding					
G.O. Bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	278	244	300	250	250
Avg. # of A/P checks issued monthly	566	525	600	550	550

**CITY OF APPLETON 2019 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenditures					
6101 Regular Salaries	\$ 363,179	\$ 381,323	\$ 381,253	\$ 381,253	\$ 379,123
6105 Overtime	2,436	4,326	3,000	3,000	3,000
6150 Fringes	145,685	162,340	159,726	159,726	155,158
6206 Parking Permits	2,730	3,300	3,300	3,300	3,240
6316 Miscellaneous Supplies	107	375	500	500	500
6320 Printing & Reproduction	365	3,586	2,345	2,345	2,585
6401 Accounting/Audit	14,733	14,890	17,280	17,280	19,080
6403 Bank Services	54,053	46,163	57,000	57,000	57,000
6412 Advertising	1,646	1,488	700	700	700
6418 Equip Repairs & Maint	2,155	2,219	2,100	2,100	2,220
6599 Other Contracts/Obligations	455	654	600	600	600
Total Expense	<u>\$ 587,544</u>	<u>\$ 620,664</u>	<u>\$ 627,804</u>	<u>\$ 627,804</u>	<u>\$ 623,206</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit

Annual financial audit	\$ 15,580
OPEB actuarial study	3,500
	<u>\$ 19,080</u>

Bank Services

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

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Charges for Services	3,807	4,159	1,240	4,000	4,000	4,000	4,000
Other Revenues	36	107-	11-	0	0	0	0
TOTAL REVENUES	3,843	4,052	1,229	4,000	4,000	4,000	4,000
EXPENSES BY LINE ITEM							
Regular Salaries	465,048	479,450	318,245	544,560	544,560	543,728	543,728
Overtime	2,594	4,899	5,186	3,500	3,500	3,500	3,500
Part-Time	0	0	426	0	0	0	0
Sick Pay	317	0	0	0	0	0	0
Vacation Pay	58,129	60,874	34,860	0	0	0	0
Fringes	204,621	229,079	139,695	217,797	217,797	204,776	213,381
Salaries & Fringe Benefits	730,709	774,302	498,412	765,857	765,857	752,004	760,609
Training & Conferences	4,850	6,196	2,757	6,500	6,500	6,500	6,500
Tuition Fees	3,088	4,593	3,080	6,325	6,325	5,095	5,095
Parking Permits	4,783	5,605	5,112	5,240	5,240	5,120	5,120
Office Supplies	1,241	960	835	2,000	2,000	2,000	2,000
Memberships & Licenses	2,190	3,314	1,270	2,000	2,000	3,300	3,300
Postage & Freight	13,381	14,079	913	13,530	13,530	13,580	13,580
Awards & Recognition	169	197	0	210	210	210	210
Food & Provisions	38	0	12	0	0	0	0
Administrative Expense	29,740	34,944	13,979	35,805	35,805	35,805	35,805
Miscellaneous Supplies	206	375	0	500	500	500	500
Printing & Reproduction	6,223	8,706	2,952	8,685	8,685	7,905	7,905
Supplies & Materials	6,429	9,081	2,952	9,185	9,185	8,405	8,405
Accounting/Audit	14,733	14,890	74,500	17,280	17,280	19,080	19,080
Bank Services	54,053	46,162	32,209	57,000	57,000	57,000	57,000
Temporary Help	875	2,929	704	1,000	1,000	1,000	1,000
Advertising	2,208	1,488	1,323	1,265	1,265	1,265	1,265
Interpreter Services	0	10	0	0	0	0	0
Other Contracts/Obligations	455	654	358	600	600	600	600
Purchased Services	72,324	66,133	109,094	77,145	77,145	78,945	78,945
Telephone	1,237	1,672	753	1,260	1,260	1,260	1,260
Utilities	1,237	1,672	753	1,260	1,260	1,260	1,260
Equipment Repair & Maintenan	2,336	2,538	0	2,400	2,400	2,520	2,520
Repair & Maintenance	2,336	2,538	0	2,400	2,400	2,520	2,520
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	842,775	888,670	625,190	891,652	891,652	878,939	887,544

**CITY OF APPLETON 2019 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.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 19,691,179	\$ 20,013,803	\$ 21,648,935	\$ 21,648,935	\$ 20,863,257	-3.63%
Program Expenses							
12020	Reserves & Conting.	-	-	410,825	2,476,384	400,000	-2.63%
12050	Miscellaneous	1,872,691	2,205,285	2,051,919	2,051,919	2,067,179	0.74%
12060	Transfers Out	640,386	723,956	789,209	789,209	706,265	-10.51%
TOTAL		\$ 2,513,077	\$ 2,929,241	\$ 3,251,953	\$ 5,317,512	\$ 3,173,444	-2.41%
Expenses Comprised Of:							
	Personnel	441,138	530,160	457,739	457,739	451,758	-1.31%
	Administrative Expense	1,486,979	1,816,840	2,134,409	4,199,968	2,080,823	-2.51%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	16,206	15,239	15,650	15,650	15,800	0.96%
	Utilities	189	195	200	200	200	0.00%
	Repair & Maintenance	566,896	566,807	613,302	613,302	624,863	1.89%
	Capital Expenditures	1,669	-	30,653	30,653	-	-100.0%

* % change from prior year adopted budget
Unclassified.xls

**CITY OF APPLETON 2019 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:

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 some of these costs.

Major changes in Revenue, Expenditures, or Programs:

Following is a summary of the anticipated additions and uses of contingency funds for 2018 and 2019

Reserve for Contingencies

	Balance 1/1/18	2018 Budget Additions	2018 Projected Uses	Projected Balance 1/1/19	2019 Budget Additions	2019 Budget Uses	Projected Balance 12/31/19
State Aid	\$ 849,107	\$ -	\$ -	\$ 849,107	\$ -	\$ 36,840	\$ 885,947
Fuel	137,315	-	-	137,315	-	-	137,315
Operating	402,298	-	-	402,298	-	-	402,298
	<u>\$ 1,388,720</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,388,720</u>	<u>\$ -</u>	<u>\$ 36,840</u>	<u>\$ 1,425,560</u>
Wage Reserve	<u>\$ 676,839</u>	<u>\$ 410,825</u>	<u>\$ (350,000)</u>	<u>\$ 737,664</u>	<u>\$ -</u>	<u>\$ (400,000)</u>	<u>\$ 337,664</u>

The \$400,000 noted above for 2019 represents the amount proposed for wage increases for employees not covered by collective bargaining agreements. The amount will be awarded to employees through the City's pay for performance evaluation system and funded through the City's wage reserve. The \$36,840 use of State Aid contingency is to help fund the purchase of police patrol equipment, including ballistic vests, gas masks, helmets, etc.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded	1	1	1	1	1
Strategic Outcomes					
Provide flexibility					
Contingency funds available	\$ 2,093,366	\$ 2,333,363	\$ 2,476,384	\$ 2,476,384	\$ 2,126,384
Contingency funds expended	\$ 162,300	\$ 267,804	\$ 410,825	\$ 350,000	\$ 436,480

**CITY OF APPLETON 2019 BUDGET
UNCLASSIFIED CITY HALL**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6640 Reserve for Contingencies	\$ -	\$ -	\$ -	\$ 1,388,720	\$ -
6641 Wage Reserve	-	-	410,825	1,087,664	400,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 410,825</u>	<u>\$ 2,476,384</u>	<u>\$ 400,000</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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:

	2017		2018
Special Assessments for General Fund Properties	\$ 30,653	\$	-
Tax Refunds	15,000		15,000
Retirees	448,000		410,000
Fire and Police Pension (old plan)	9,739		9,740
City hall facilities/utilities charges	613,502		625,063
Insurance	919,375		959,558
Misc. licenses & fees	3,150		3,300
Property Annexation Agreement Payments	12,500		12,500
Total	\$ 2,051,919	\$	\$ 2,035,161

Major changes in Revenue, Expenditures, or Programs:

The general interest income consists of:

Interest due on condo association loans	\$ 31,622
Interest received on TIF advances	1,869,937
Interest received on short-term loans with AASD	19,541
Penalty on delinquent invoices rolled to tax roll	103,900
Interest on delinquent invoices	10,000
Total	\$ 2,035,000

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Retiree (Police and Fire) pension benefits					
# of retirees in Fire and Police pension plan (old plan)	2	1	1	1	1
# of retirees	17	16	17	17	16
Average distribution*	\$ 25,226	\$ 32,539	\$ 26,350	\$ 23,326	\$ 25,625

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

**CITY OF APPLETON 2019 BUDGET
UNCLASSIFIED CITY HALL**

Miscellaneous

Business Unit 12050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ 33,477,718	\$ 34,322,323	\$ 34,835,750	\$ 34,835,750	\$ 35,646,816
4130 Pmt in Lieu of Taxes	431,765	444,773	440,000	440,000	440,000
4220 State Shared Revenues	9,757,539	9,766,465	9,760,445	9,760,445	9,771,032
4221 State Tax Disparity Act	1,107,455	1,117,306	1,168,238	1,168,238	1,162,762
4222 Highway Aids - Con. Streets	225,060	228,047	225,000	225,000	230,000
4223 State Aid - Local Streets	2,400,497	2,313,635	2,608,891	2,608,891	2,609,000
4224 Miscellaneous State Aid	7,296	6,620	6,600	6,600	6,600
4227 State Aid - Computers	350,938	405,987	400,000	400,000	410,000
4228 State Aid - Personal Property	-	-	-	-	229,863
4405 Trailer Parking	10,731	7,637	9,000	9,000	9,200
4614 Miscellaneous Specials	1,134	2,244	1,000	1,000	1,000
4705 General Interest	1,894,650	1,903,809	2,055,411	2,055,411	2,035,000
4710 Interest on Investments	358,692	445,266	800,000	800,000	800,000
4720 Interest on Delinquent Taxes	85,027	98,198	100,000	100,000	100,000
4730 Interest - Deferred Specials	20,853	12,701	10,000	10,000	10,000
5001 Fees & Commissions	799,554	740,137	800,000	800,000	760,000
5003 Property Inquiry Fees	78,221	72,570	78,000	78,000	72,600
5004 Sale of City Property	2,709	1,157	2,000	2,000	2,000
5007 Exempt Property Fee	1,000	20	1,000	1,000	1,000
5010 Misc Revenue	6,623	6,669	5,000	5,000	5,000
5015 Rental of City Property	11,429	11,772	11,400	11,400	12,100
5030 Damage to City Property	-	21	-	-	-
5035 Other Reimbursements	38,847	54,313	50,000	50,000	63,000
5922 Trans In - Special Revenue	19,073	16,664	21,000	21,000	27,150
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,924,936	1,925,642	2,013,800	2,013,800	1,948,800
5927 Trans In - Parking Utility	9,300	9,300	9,300	9,300	9,300
5928 Trans In - Golf Course	17,900	17,900	17,900	17,900	17,900
5933 Trans In - Stormwater	12,500	12,500	12,500	12,500	12,500
Total Revenue	\$ 53,168,897	\$ 54,061,126	\$ 55,559,685	\$ 55,559,685	\$ 56,510,073
Expenses					
6111 Severance Pay for Retirees	\$ 416,439	\$ 505,727	\$ 438,000	\$ 438,000	\$ 432,018
6150 Fringes	14,402	14,899	10,000	10,000	10,000
6152 Retirement	10,297	9,534	9,739	9,739	9,740
6413 Utilities	189	195	200	200	200
6420 Facilities Charges	566,896	566,807	613,302	613,302	624,863
6501 Insurance	831,048	981,242	919,375	919,375	959,558
6599 Other Contracts/Obligations	16,206	15,239	15,650	15,650	15,800
6602 Tax Refunds	-	211	15,000	15,000	15,000
6603 Per Prop. Chargebacks	(3,119)	(6,526)	-	-	-
6604 Miscellaneous Expense	80	-	-	-	-
6609 Tax Adjustments	(3,470)	114,640	-	-	-
6623 Uncollectible Accounts	22,054	3,317	-	-	-
6809 Infrastructure Construction	1,669	-	30,653	30,653	-
Total Expense	\$ 1,872,691	\$ 2,205,285	\$ 2,051,919	\$ 2,051,919	\$ 2,067,179

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Other Contracts & Obligations

Annexation payments:

Freedom - year 16 of 20 (thru 2023)	\$ 12,500
On-line auction fees	500
Music licenses	2,800
Total	\$ 15,800

**CITY OF APPLETON 2019 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	\$ 631,686	\$ 690,956	\$ 660,829	\$ 660,829	\$ 691,565
Safe, reliable, convenient service					
% on-time performance	83%	82%	95%	84%	95%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 5.62	\$ 6.24	\$ 5.82	\$ 6.38	\$ 6.45
Work Process Outputs					
Service Provided					
Trips taken	1,006,035	969,379	1,050,000	980,000	1,000,000

**CITY OF APPLETON 2019 BUDGET
UNCLASSIFIED CITY HALL**

Transfers

Business Unit 12060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5922 Trans In - Special Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
5924 Trans In - Capital Projects	-	275,000	925,000	925,000	-
Total Revenue	<u>\$ -</u>	<u>\$ 275,000</u>	<u>\$ 925,000</u>	<u>\$ 925,000</u>	<u>\$ -</u>
Expenses					
7912 Trans Out - Special Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
7913 Trans Out - Debt Service	-	-	4,400	4,400	-
7914 Trans Out - Capital Projects	8,700	33,000	123,980	123,980	14,700
7920 Trans Out - Valley Transit	631,686	690,956	660,829	660,829	691,565
Total Expense	<u>\$ 640,386</u>	<u>\$ 723,956</u>	<u>\$ 789,209</u>	<u>\$ 789,209</u>	<u>\$ 706,265</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Transfers out - Capital Projects

Contributions to CEA for equip upgrades:

Fire Dept - minivan	\$ 3,100
Street Dept - single axle w/ dual auger	3,000
Street Dept - 4X4 pickup truck	8,600
	<u>\$ 14,700</u>

Transfers out - Valley Transit

Appleton local share of Valley Transit operating budget

	<u>\$ 691,565</u>
	<u>\$ 691,565</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Non-Property Taxes	431,765	444,773	457,587	440,000	440,000	440,000	440,000
Intergovernmental Revenues	13,850,785	13,838,060	5,887,052	14,169,174	14,169,174	14,174,600	14,419,257
Permits	10,731	7,637	7,059	9,000	9,000	9,200	9,200
Special Assessments	1,134	2,244	1,517	1,000	1,000	1,000	1,000
Interest Income	2,359,222	2,459,974	2,270,248	2,965,411	2,965,411	2,945,000	2,945,000
Other Revenues	3,039,542	3,261,115	2,301,538	4,064,350	4,064,350	3,003,450	3,048,800
TOTAL REVENUES	19,693,179	20,013,803	10,925,001	21,648,935	21,648,935	20,573,250	20,863,257
EXPENSES BY LINE ITEM							
Regular Salaries	134,678	191,482	0	0	0	0	0
Severance Pay for Retirees	414,439	505,727	434,878	438,000	438,000	400,000	432,018
Fringes	47,378	63,098	10,480	10,000	10,000	10,000	10,000
FICA	2,711,218	2,679,674	2,179,314	0	0	0	0
Retirement	3,491,512	3,871,004	2,825,036	9,739	9,739	9,740	9,740
Health Insurance	8,728,527	9,783,783	7,231,292	0	0	0	0
Life Insurance	23,217	25,942	22,502	0	0	0	0
Unemployment Compensation	3,334	21,305	4,210	0	0	0	0
Clearing	15,339,402	16,951,190	12,952,544	0	0	0	0
Salaries & Fringe Benefits	214,901	190,825	244,832	457,739	457,739	419,740	451,758
Memberships & Licenses	495	0	0	0	0	0	0
Awards & Recognition	7,500	0	0	0	0	0	0
Food & Provisions	0	1,286	0	0	0	0	0
Insurance	831,048	981,242	766,150	919,375	919,375	959,558	959,558
Leases	8,674	31,608	27,626	0	0	0	0
Tax Refunds	0	211	6,599	15,000	15,000	15,000	15,000
Per Prop. Chargebacks	3,119	6,526	2,079	0	0	0	0
Miscellaneous Expense	80	0	0	0	0	0	0
Tax Adjustments	3,470	114,640	6,412	0	0	0	0
Uncollectible Accounts	22,054	3,317	13,744	0	0	0	0
Reserve for Contingencies	0	0	0	0	1,388,720	0	0
Wage Reserve	0	0	0	410,825	1,087,664	0	400,000
Trans Out - Debt Service	0	0	0	4,400	4,400	0	0
Trans Out - Capital Projects	8,700	33,000	0	123,980	123,980	0	14,700
Trans Out - Valley Transit	631,686	690,956	1,776,854	660,829	660,829	701,737	691,565
Administrative Expense	1,503,648	1,849,734	2,582,482	2,134,409	4,199,968	1,676,295	2,080,823
Printing & Reproduction	3,939	2,544	1,922	0	0	0	0
Medical & Lab Supplies	2,120	24,285	7,107	0	0	0	0
Miscellaneous Equipment	11,952	1,521	0	0	0	0	0
Supplies & Materials	18,011	28,350	9,029	0	0	0	0
Consulting Services	155,657	134,504	84,091	0	0	0	0
Health Services	15,352	137,355	167,863	0	0	0	0
Other Contracts/Obligations	36,754	21,469	18,080	15,650	15,650	15,800	15,800
Purchased Services	207,763	293,328	270,034	15,650	15,650	15,800	15,800
Telephone	189	195	161	200	200	200	200
Utilities	189	195	161	200	200	200	200
Facilities Charges	566,896	566,807	475,097	613,302	613,302	624,863	624,863
Repair & Maintenance	566,896	566,807	475,097	613,302	613,302	624,863	624,863
Infrastructure Construction	1,669	0	0	30,653	30,653	0	0
Capital Expenditures	1,669	0	0	30,653	30,653	0	0
TOTAL EXPENSES	2,513,077	2,929,239	3,091,971	3,251,953	5,317,512	2,736,898	3,173,444

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

NOTES

**CITY OF APPLETON 2019 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: "Encourage active community participation and involvement".

Objectives:

The 10% hotel room tax is allocated as follows:

- 3%* for the FCCVB to support tourism in the Fox Cities region
- 3% for financing the Fox Cities Exhibition Center construction project
- 3% for financing the Fox Cities Champion Center construction project
- 1% 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:

The remaining outstanding PAC bonds were paid off in March, 2018. Beginning the first day of the following quarter (4/1/18), the 2% room tax that was being collected for payment of those bonds was reallocated toward funding the cost of the Fox Cities Champion Center (added to the existing 1% for a total of 3%). Additionally, beginning that same date, all room taxes collected by the hotels began to be submitted in full to Associated Trust Company (rather than split between the City and Associated Trust). Associated Trust Company then retains the funds for debt payments on the two facilities indicated above, forwards the Convention and Visitors Bureau their share, and forwards the City our share which is then sent to the PAC to support their operations (net of the 5% administrative fee). Due to this new collection and payment arrangement, this budget now just reflects the receipt of the City's 1% portion of the room taxes (along with the administrative fee) and subsequent payment to the Fox Cities Performing Arts Center.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely remission of proceeds					
# quarters settled within 10 work days of hotels' due date	3	4	4	4	4
Strategic Outcomes					
Support \$ provided by room tax					
FCCVB	\$ 419,986	\$ 432,811	\$ 408,253	\$ 493,908	\$ 515,850
Exhibition Center	\$ 439,059	\$ 455,590	\$ 429,740	\$ 525,166	\$ 543,000
Amateur sports facility	\$ 146,285	\$ 151,863	\$ 358,050	\$ 447,747	\$ 543,000
PAC debt retirement	\$ 292,774	\$ 303,727	\$ 71,624	\$ 77,418	\$ -
PAC Operating Fund	\$ 146,285	\$ 151,863	\$ 143,180	\$ 173,055	\$ 181,000
Work Process Outputs					
# of quarterly settlement checks issued	4	4	4	4	4

DEPARTMENT BUDGET SUMMARY

Programs	Actual		Budget			% Change *
	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues	\$ 1,024,403	\$ 1,063,044	\$ 1,002,660	\$ 1,002,660	\$ 208,150	-79.24%
Program Expenses	\$ 1,024,403	\$ 1,056,929	\$ 1,002,173	\$ 1,002,173	\$ 208,150	-79.23%
Expenses Comprised Of:						
Administrative Expense	1,024,403	1,056,929	1,002,173	1,002,173	27,150	-97.29%
Purchased Services	-	-	-	-	181,000	N/A
Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4140 Room Taxes	\$ 1,024,403	\$ 1,063,044	\$ 1,002,660	\$ 1,002,660	\$ 208,150
Total Revenue	<u>\$ 1,024,403</u>	<u>\$ 1,063,044</u>	<u>\$ 1,002,660</u>	<u>\$ 1,002,660</u>	<u>\$ 208,150</u>
Expenses					
6599 Other Contracts/Obligations	\$ -	\$ -	\$ -	\$ -	\$ 181,000
6606 Room Tax	1,005,330	1,040,265	981,173	981,173	-
7911 Trans Out - General Fund	19,073	16,664	21,000	21,000	27,150
Total Expense	<u>\$ 1,024,403</u>	<u>\$ 1,056,929</u>	<u>\$ 1,002,173</u>	<u>\$ 1,002,173</u>	<u>\$ 208,150</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$10,000

<u>Other Contracts/Obligations</u>	
Fox Cities PAC operating fund	\$ 181,000
	<u>\$ 181,000</u>

**CITY OF APPLETON 2019 BUDGET
ROOM TAX ADMINISTRATION FUND**

Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Other	\$ 1,024,403	\$ 1,063,044	\$ 1,002,660	\$ 428,664	\$ 208,150
Total Revenues	<u>1,024,403</u>	<u>1,063,044</u>	<u>1,002,660</u>	<u>428,664</u>	<u>208,150</u>
Expenses					
Program Costs	1,005,330	1,040,265	981,173	402,406	181,000
Total Expenses	<u>1,005,330</u>	<u>1,040,265</u>	<u>981,173</u>	<u>402,406</u>	<u>181,000</u>
Revenues over (under) Expenses	19,073	22,779	21,487	26,258	27,150
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(19,073)	(16,664)	(21,000)	(26,258)	(27,150)
Total Other Financing Sources (Uses)	<u>(19,073)</u>	<u>(16,664)</u>	<u>(21,000)</u>	<u>(26,258)</u>	<u>(27,150)</u>
Net Change in Equity	-	6,115	487	-	-
Fund Balance - Beginning	-	-	6,115	6,115	6,115
Fund Balance - Ending	<u>\$ -</u>	<u>\$ 6,115</u>	<u>\$ 6,602</u>	<u>\$ 6,115</u>	<u>\$ 6,115</u>

**CITY OF APPLETON 2019 BUDGET
INTERNAL SERVICE FUNDS**

NOTES

**CITY OF APPLETON 2019 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: "Prompt delivery of excellent services."

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 2017 for 2016.

Major program changes:

An update to the actuarial study is planned for early 2019 for the year 2018.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 33,593	\$ 188,588	\$ 73,092	\$ 73,092	\$ 103,702	41.88%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	33,593	188,588	73,092	73,092	103,702	41.88%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2019 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6153 Health Insurance	\$ 33,593	\$ 188,588	\$ 73,092	\$ 73,092	\$ 103,702
6401 Accounting/Audit	-	-	-	-	-
Total Expense	<u>\$ 33,593</u>	<u>\$ 188,588</u>	<u>\$ 73,092</u>	<u>\$ 73,092</u>	<u>\$ 103,702</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Administrative Expense	33,593	188,588	73,092	79,716	103,702
Total Expenses	<u>33,593</u>	<u>188,588</u>	<u>73,092</u>	<u>79,716</u>	<u>103,702</u>
Revenues over (under) Expenses	(33,593)	(188,588)	(73,092)	(79,716)	(103,702)
Other Financing Sources (Uses)					
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	(33,593)	(188,588)	(73,092)	(79,716)	(103,702)
Fund Balance (Deficit) - Beginning	<u>492,110</u>	<u>458,517</u>	<u>269,929</u>	<u>269,929</u>	<u>190,213</u>
Fund Balance (Deficit) - Ending	<u>\$ 458,517</u>	<u>\$ 269,929</u>	<u>\$ 196,837</u>	<u>\$ 190,213</u>	<u>\$ 86,511</u>

CITY OF APPLETON 2019 BUDGET

INFORMATION TECHNOLOGY

Information Technology Director: Dean J. Fox

CITY OF APPLETON 2019 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 2018 EVENTS

As the City's Information Technology (IT) Department remains ever vigilant of the technology needs of our departments, our increasing dependence on technology and the ability to manage it continues to be a priority. Essential functions of the IT Department are: 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. Our goal is for the IT Department 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 2018:

Completed our Exchange Email Office 365 migration by moving our Microsoft Exchange email server to an Office 365 cloud environment

Continued the migration of our workstations to Microsoft Windows 10 from Windows 7

Continued to add additional components to our security assessment

Continued work on the City's website and migrated it to the cloud for enhanced options

Took part in implementing a new Computer Aided Dispatch (CAD) system for AFD and APD

Implemented a new NetApp Storage Area Network along with disaster recovery infrastructure off-site

Continued to replace and upgrade PCs and laptops to stay as close to a 4 year replacement cycle as financially feasible

Continued with the project of replacing the iSeries mainframe and related software with a networked Enterprise Resource Planning (ERP) System and asset management, inventory and Computer Assisted Mass Appraisal (CAMA) systems. The CAMA system went live in the summer of 2017 and the Finance modules are scheduled to go live in November of 2018. The next steps for 2019 will be implementation of the HR and Payroll modules.

Significant programming work continued in migrating the data on the iSeries to convert to the ERP program along with SQL programming to transition both the CAMA and ERP projects

Moved the AAMFON fiber that runs through the basement of the Blue Ramp and re-routed for the impending demolition of that ramp

Installed new wireless and cameras in Jones Park

Programming changes as needed to enhance the intranet applications used by various departments

CITY OF APPLETON 2019 BUDGET INFORMATION TECHNOLOGY

MAJOR 2019 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 since the need for additional stable bandwidth is ever-increasing.

Continue toward completion of the ERP system and further implementation of the selected modules

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

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 99.999% uptime of our systems

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

Upgrade the phone system to ensure uptime and the latest technology for our phone system

Continue a migration, where both financially and technically feasible, toward cloud use and applications, including moving Skype for Business and One Drive to Microsoft's cloud

Upgrade the teleconferencing equipment and technology used in all six Fire Stations to virtual or cloud solutions

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ -	\$ 1,590	\$ -	\$ -	\$ -	N/A
Program Expenses							
13010	Administration	221,727	223,062	264,099	264,099	263,985	-0.04%
13020	Mainframe	365,378	393,007	343,064	343,064	346,920	1.12%
13030	Network	1,117,308	1,228,778	1,238,155	1,238,155	1,359,365	9.79%
TOTAL		\$ 1,704,413	\$ 1,844,847	\$ 1,845,318	\$ 1,845,318	\$ 1,970,270	6.77%
Expenses Comprised Of:							
	Personnel	966,923	1,033,554	1,020,185	995,185	1,042,270	2.16%
	Administrative Expense	57,849	48,533	58,714	58,714	57,850	-1.47%
	Supplies & Materials	177,967	170,724	176,500	176,500	149,500	-15.30%
	Purchased Services	17,784	42,321	36,600	61,600	36,600	0.00%
	Utilities	6,863	7,619	7,350	7,350	6,750	-8.16%
	Repair & Maintenance	477,027	542,096	545,969	545,969	677,300	24.05%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.00	11.00	11.00	10.50	10.50	

* % change from prior year adopted budget
Technology Services.xls

CITY OF APPLETON 2019 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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Strategic Outcomes					
Reduce hardware to become "green" department % of virtual vs physical servers	95%	99%	99%	99%	99%
Safeguarding data # of audit records requiring security attention	0	0	0	6	0
Work Process Outputs					
IT Expense per FTE employee; (national average approx. \$11,770)	\$ 2,768	\$ 3,603	\$ 3,065	\$ 3,782	\$ 3,949
IT staff training (hours)	520	311	880	300	880
Telephone numbers supported	770	770	770	770	770
# personnel attending training	11	6	11	3	10
# of hours of training	New measure	311	880	300	880

**CITY OF APPLETON 2019 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5082 Insurance Proceeds	\$ -	\$ 1,590	\$ -	\$ -	\$ -
Total Revenue	<u>\$ -</u>	<u>\$ 1,590</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 124,476	\$ 126,513	\$ 151,371	\$ 151,371	\$ 152,453
6150 Fringes	40,111	44,198	53,914	53,914	55,182
6201 Training\Conferences	33,269	27,380	33,000	33,000	33,000
6206 Parking Permits	4,057	4,089	4,464	4,464	3,600
6301 Office Supplies	830	513	1,000	1,000	1,000
6303 Memberships & Licenses	50	50	50	50	50
6305 Awards & Recognition	284	250	200	200	200
6320 Printing & Reproduction	1,252	1,544	1,500	1,500	1,500
6327 Miscellaneous Equipment	75	377	2,000	2,000	1,000
6413 Utilities	5,112	5,848	5,600	5,600	5,000
6599 Other Contracts/Obligations	12,211	12,300	11,000	11,000	11,000
Total Expense	<u>\$ 221,727</u>	<u>\$ 223,062</u>	<u>\$ 264,099</u>	<u>\$ 264,099</u>	<u>\$ 263,985</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Training

Average 2 week training per year per staff member

\$ 33,000
<u>\$ 33,000</u>

CITY OF APPLETON 2019 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

Major changes in Revenue, Expenditures, or Programs:

Projected 2018 measures below for "# of project requests outstanding" and for "% of staff time devoted to new application development" are well above target due to the delay of the go-live date for the financial module of the ERP system. All of these measures are still expected to decline when we complete the transition to the ERP system as there will be a reduction in modules used on the iSeries and a reduction in IT department effort to maintain those programs.

The reduction in software and hardware support expense reflects the planned termination of the maintenance agreement for the JDEdwards software and moving hardware support to a 3rd party for the iSeries.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	6	20	6	6	10
# of project requests outstanding	16	40	10	30	10
Strategic Outcomes					
Sustain personnel resource allocation					
% of staff time allocated to new application development (estimate)	50%	70%	20%	50%	20%
(Goal is for the % to decline as we move closer to a replacement technology)					
Work Process Outputs					
# of new requests received	157	115	75	75	75
# of user accounts supported	520	520	520	520	520

**CITY OF APPLETON 2019 BUDGET
INFORMATION TECHNOLOGY**

Mainframe

Business Unit 13020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 224,606	\$ 246,076	\$ 231,539	\$ 231,539	\$ 235,135
6104 Call Time	1,533	1,041	2,841	2,841	2,431
6150 Fringes	79,415	83,861	70,179	70,179	84,854
6327 Miscellaneous Equipment	246	-	1,000	1,000	1,000
6418 Equip Repairs & Maint	1,856	19,653	20,000	20,000	12,500
6424 Software Support	57,722	42,376	17,505	17,505	11,000
Total Expense	<u>\$ 365,378</u>	<u>\$ 393,007</u>	<u>\$ 343,064</u>	<u>\$ 343,064</u>	<u>\$ 346,920</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Equipment Repairs & Maint

IBM iSeries maintenance	\$ 12,500
	<u>\$ 12,500</u>

Software Support

Elite forms	\$ 1,400
ABSTRACT	1,540
SEQUEL	7,500
Misc. software	560
	<u>\$ 11,000</u>

CITY OF APPLETON 2019 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

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:

Several software support expenses are increasing significantly for 2019. First is the addition of support for the Munis ERP system. Thus far, any maintenance fees have been borne by the capital project, which will no longer be appropriate when the system is in place. Another major increase is the cost of the Computer Assisted Dispatch (CAD) system we will have to pay to Outagamie County. That system went live in July of 2018 so will incur a half year's maintenance expense in 2019. Further, we can expect that cost to go from \$35,000 in 2019 to \$70,000 in 2020 once we have to pay for a full year.

Also due to the migration to the new CAD system, AFD is now required to get their own Records Management System (RMS). The same company that we use through the county is currently building that package, the maintenance fee for which will be \$21,000 per year beginning in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	5	7	5	5	5
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Ratio of IT Staff to Users; (national average 1:50)	1:59	1:59	1:59	1:59	1:59
Work Process Outputs					
New systems implemented					
# of network accounts supported	620	620	620	620	620
# of computers maintained	500	520	520	520	520
# PC's replaced/upgraded	75	119	85	85	120
Help Desk problems resolved					
# of calls / email handled by help desk	12,000	15,000	15,000	15,000	15,000

**CITY OF APPLETON 2019 BUDGET
INFORMATION TECHNOLOGY**

Network

Business Unit 13030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 347,629	\$ 359,480	\$ 350,635	\$ 350,635	\$ 361,264
6104 Call Time	1,057	3,395	3,457	3,457	3,556
6105 Overtime	3,082	551	2,082	2,082	2,148
6150 Fringes	145,014	168,439	154,167	154,167	145,247
6201 Training\Conferences	-	1,795	-	-	-
6301 Office Supplies	19,360	14,457	20,000	20,000	20,000
6327 Miscellaneous Equipment	176,394	168,803	172,000	172,000	146,000
6404 Consulting Services	5,572	30,020	25,600	25,600	25,600
6413 Utilities	1,751	1,771	1,750	1,750	1,750
6418 Equip. Repairs & Maint	51,211	33,055	57,300	57,300	44,800
6419 Communication Eq. Repairs	26,794	30,801	25,000	25,000	30,000
6424 Software Support	339,444	416,211	426,164	426,164	579,000
Total Expense	<u>\$ 1,117,308</u>	<u>\$ 1,228,778</u>	<u>\$ 1,238,155</u>	<u>\$ 1,238,155</u>	<u>\$ 1,359,365</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Office Supplies</u>		<u>Software Support</u>	
Network supplies - toner, ink, tapes	\$ 20,000	Microsoft agreement	\$ 150,000
	<u>\$ 20,000</u>	Mitel VoIP support	42,500
<u>Miscellaneous Equipment</u>		GIS - DLT solutions	22,500
Upgrade PC's and laptops	\$ 83,000	Doc management support	15,000
Upgrade MDC's	30,000	Anti-Virus subscription	7,700
Misc. network hardware	20,000	Spam filtering	10,000
Application and network management	13,000	Veeam Software Support	20,000
	<u>\$ 146,000</u>	NEOGOV	13,000
<u>Consulting</u>		Track-IT support	4,000
Network firewall security monitoring	\$ 16,500	Miscellaneous software	20,000
Other network support	10,000	Shopkey (MSB/Transit)	1,800
	<u>\$ 26,500</u>	SignCAD/SignCAM (MSB)	1,600
<u>Equip. Repairs & Maint.</u>		RecTrac support (Parks)	6,300
NovaTime(Parks/Transit)	\$ 1,300	Forensic software (PD)	1,600
Wireless equipment	6,500	ID networks (PD)	4,200
Porter Lee (Police Evidence System)	1,700	Adobe Creative Suite	7,000
Core switch support	18,000	Vision Internet	9,600
Firewall support	14,600	Cycom document mgmt.	1,200
HighFive (Council meetings)	2,700	Win-Wam (Health W&M)	1,800
	<u>\$ 44,800</u>	ArcGIS ELS (CD - GIS)	56,200
<u>Communication Equip. Repair</u>		CAD (AFD APD)	35,000
Pro-rata share of fiber	\$ 30,000	NetMotion	5,500
network costs	<u>\$ 30,000</u>	CAMA Support (Assessor)	20,500
		Fire RMS	32,000
		Munis support	90,000
			<u>\$ 579,000</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Other Revenues	0	1,590	0	0	0	0	0
TOTAL REVENUES	0	1,590	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	615,827	648,714	437,058	733,545	708,545	748,852	748,852
Call Time	2,590	4,436	3,275	6,298	6,298	5,987	5,987
Overtime	3,082	551	1,346	2,082	2,082	2,148	2,148
Shift Differential	0	3	0	0	0	0	0
Sick Pay	1,350	1,725	2,511	0	0	0	0
Vacation Pay	79,534	81,627	53,091	0	0	0	0
Fringes	264,541	296,498	175,660	278,260	278,260	273,927	285,283
Salaries & Fringe Benefits	966,924	1,033,554	672,941	1,020,185	995,185	1,030,914	1,042,270
Training & Conferences	33,269	29,175	25,501	33,000	33,000	66,000	33,000
Parking Permits	4,057	4,089	4,080	4,464	4,464	4,464	3,600
Office Supplies	20,190	14,969	10,561	21,000	21,000	21,000	21,000
Memberships & Licenses	50	50	50	50	50	50	50
Awards & Recognition	284	250	0	200	200	200	200
Administrative Expense	57,850	48,533	40,192	58,714	58,714	91,714	57,850
Printing & Reproduction	1,252	1,544	706	1,500	1,500	1,500	1,500
Miscellaneous Equipment	176,714	169,180	103,876	175,000	175,000	187,000	148,000
Supplies & Materials	177,966	170,724	104,582	176,500	176,500	188,500	149,500
Consulting Services	5,572	30,021	27,252	25,600	50,600	25,600	25,600
Other Contracts/Obligations	12,211	12,300	8,700	11,000	11,000	11,000	11,000
Purchased Services	17,783	42,321	35,952	36,600	61,600	36,600	36,600
Electric	0	0	0	1,750	1,750	1,750	1,750
Telephone	2,692	2,971	2,798	0	0	0	0
Cellular Telephone	4,171	4,648	1,784	5,600	5,600	5,000	5,000
Utilities	6,863	7,619	4,582	7,350	7,350	6,750	6,750
Equipment Repair & Maintenan	53,067	52,709	53,759	77,300	77,300	57,300	57,300
Communications Equip. Repairs	26,794	30,801	614	25,000	25,000	30,000	30,000
Software Support	397,166	458,586	415,412	443,669	443,669	494,000	590,000
Repair & Maintenance	477,027	542,096	469,785	545,969	545,969	581,300	677,300
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,704,413	1,844,847	1,328,034	1,845,318	1,845,318	1,935,778	1,970,270

**CITY OF APPLETON 2019 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	\$ 243,000	Projects, Pg. 627
Fire phone system & audio/visual upgrade	2409	25,000	Projects, Pg. 628
Upgrade MDCs, all APD squad cars	2400	150,000	Projects, Pg. 628
		<u>\$ 418,000</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ (2,948)	\$ 2,282	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 551,309	\$ 568,174	\$ 808,000	\$ 1,198,428	\$ 418,000	-48.27%
Expenses Comprised Of:							
	Personnel	4,419	-	-	-	9,260	N/A
	Administrative Expense	-	90,000	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	546,890	478,174	808,000	1,198,428	408,740	-49.41%

* % change from prior year adopted budget
2019 IT Cap Proj Fund.xlsx

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4710 Interest on Investments	\$ (2,948)	\$ 2,282	\$ -	\$ -	\$ -
5910 Proceeds of Long-term Debt	980,248	427,000	522,060	522,060	325,952
5925 Trans In - Wastewater	-	-	-	-	-
5926 Trans In - Water	-	-	-	-	-
5933 Trans In - Stormwater	-	-	-	-	-
Total Revenue	\$ 977,300	\$ 429,282	\$ 522,060	\$ 522,060	\$ 325,952
Expenses					
6108 Overtime	\$ 4,419	\$ -	\$ -	\$ -	\$ 9,260
6404 Consulting	-	-	-	-	-
6327 Miscellaneous Equipment	-	-	-	-	-
6804 Equipment	546,890	478,174	565,000	955,428	165,740
6815 Software Acquisition	-	-	243,000	243,000	243,000
7914 Transfer Out - Capital Project	-	90,000	-	-	-
Total Expense	\$ 551,309	\$ 568,174	\$ 808,000	\$ 1,198,428	\$ 418,000

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Software Acquisition

ERP system	\$ 243,000
	<u>\$ 243,000</u>

Equipment

Fire phone system & audio/visual upgrade	\$ 25,000
Upgrade MDCs, APD squad cars	140,740
	<u>\$ 165,740</u>

CITY OF APPLETON 2019 BUDGET
INFORMATION TECHNOLOGY
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ (2,948)	\$ 2,282	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>(2,948)</u>	<u>2,282</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	551,309	568,174	808,000	713,000	418,000
Total Expenses	<u>551,309</u>	<u>568,174</u>	<u>808,000</u>	<u>713,000</u>	<u>418,000</u>
Revenues over (under) Expenses	(554,257)	(565,892)	(808,000)	(713,000)	(418,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	980,248	427,000	522,060	500,000	325,952
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	(90,000)	-	-	-
Total Other Financing Sources (Uses)	<u>980,248</u>	<u>337,000</u>	<u>522,060</u>	<u>500,000</u>	<u>325,952</u>
Net Change in Equity	425,991	(228,892)	(285,940)	(213,000)	(92,048)
Fund Balance - Beginning	<u>107,949</u>	<u>533,940</u>	<u>305,048</u>	<u>305,048</u>	<u>92,048</u>
Fund Balance - Ending	<u>\$ 533,940</u>	<u>\$ 305,048</u>	<u>\$ 19,108</u>	<u>\$ 92,048</u>	<u>\$ -</u>

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher R. Behrens

City Clerk: Kami L. Lynch

CITY OF APPLETON 2019 BUDGET LEGAL SERVICES

MISSION STATEMENT

The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice and guidance to internal customers.

DISCUSSION OF SIGNIFICANT 2018 EVENTS

City Attorney's Office:

- * Although Judge Griesbach has issued his decision on the Fox River clean-up litigation, parties have continued to file documents regarding the decision. We continue to work with outside counsel to monitor this matter.
- * Continued to work with the Department of Public Works and the Parks, Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River.
- * Represented the City in traffic and ordinance related matters in 2017 including 8,355 scheduled initial court appearances (up from 6,798 in 2016), 126 scheduled jury and court trials and 3,068 scheduled pre-trials/jury trial conferences or motion hearings. Based on the statistics through May 19, 2018, it appears that we are on track to meet (or closely meet) the 2017 statistics.
- * 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 litigation including defense of a variety of lawsuits. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements.
- * Continued to work with outside counsel on pending worker's compensation and duty disability claims. Worked with outside counsel to prepare a defense and ultimately negotiate resolution of a potential high exposure claim.
- * Worked with outside counsel to come to a settlement agreement in a pending Federal matter.
- * Worked closely with various departments regarding employee discipline and discharge matters.
- * Provided training regarding HIPAA issues.
- * Worked with the Department of Public Works on various eminent domain matters.
- * Mediated the lawsuit against the Village of Fox Crossing regarding its incorporation of property subject to an existing boundary agreement and came to a negotiated settlement agreeable to all parties.
- * Continued the integration of our electronic file management system.
- * Expanded the cross training of office staff with the addition of a new staff member and a staff member taking a new position within the office.
- * Worked closely with the Department of Public Works on the eminent domain and acquisition of property for the Oneida Street project located at the Far East restaurant. Cooperation with Public Works brought the situation to a satisfactory conclusion.
- * Worked with the Department of Facilities Management and the Department of Public Works on the provision of access from the Avenue Mall with the removal of the Blue Ramp. That process remains ongoing at the time of this submission.
- * The financing of the Exhibition Center took numerous unexpected turns. This office was involved in the review of the bond documents which were put together to bring the financing to a conclusion.
- * We worked cooperatively with a number of departments in the City in trying to negotiate for a project on the former K-Mart site. This is a complicated site and it will take the efforts of many persons to bring the site to a state that is a more appealing entrance to the City than it had been for a number of years.
- * Worked with Public Works on development of a master license agreement to enter into with service providers for the use of right-of-way and/or city structures within the right-of-way for future 5G cellular antennas and other equipment.

City Clerk's Office:

- * Successfully administered four regularly scheduled elections.
- * Successfully and responsibly administered two special elections by consolidating polling places, and combining notices with other affected jurisdictions.
- * Worked with Outagamie County to effectively program election equipment and set-up ballot styles.
- * Streamlined the election returns process by revising forms, envelopes, and instructions.
- * Incorporated Election Inspectors into the Seasonal Pay Plan.
- * Worked with the Human Resources Department to create online job posting/applicant screening for Election Inspectors through the Neogov platform.
- * Thoroughly trained election inspectors on new election equipment and election day procedures.
- * Conducted WisVote user training for neighboring jurisdictions.
- * Conducted numerous Baseline Chief Inspector trainings for clerks and election inspectors throughout the State.
- * Provided updated Granicus training for City staff.
- * Selected a platform for electronic record management and began planning for implementation.
- * Developed agreements for facilities used as polling places.

CITY OF APPLETON 2019 BUDGET LEGAL SERVICES

MAJOR 2019 OBJECTIVES

- * Work with the Department of Public Works and our outside consultants to ensure that all necessary acquisitions and paperwork for upcoming Public Works projects 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 any remaining invoices for the Fox River litigation are appropriately reimbursed.
- * 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.
- * Work with the Parks, Recreation and Facilities Management Department (PRFMD) on additional trail acquisitions.
- * Continue to work with PRFMD to develop the river trails which became possible with the acquisition of the old railroad trestles.
- * Continue working with the Department of Public Works on acquisition of property for the anticipated demolition of the Blue Ramp in 2019.
- * Continue working with City staff and the developer in bringing a mixed use development with a library to fruition.
- * Develop and implement a new filing system for City records and documents.
- * Utilize new software to manage documents electronically.
- * Update and enhance contingency plans for elections and related materials.
- * Continue to work with various departments on large mailings and copy jobs to enhance accuracy and efficiency.
- * Actively explore opportunities for process improvement and streamlining of procedures.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 281,896	\$ 279,257	\$ 246,100	\$ 246,100	\$ 214,600	-12.80%
Program Expenses							
14510	Administration	280,133	336,790	342,180	342,180	349,530	2.15%
14521	Litigation	260,956	192,401	208,559	208,559	194,575	-6.71%
11020	Recordkeeping	90,707	111,023	110,136	110,136	104,440	-5.17%
11030	Licensing	77,047	68,579	68,880	68,880	71,956	4.47%
11040	Elections	296,926	126,815	286,008	286,008	140,793	-50.77%
11050	Mail / Copy Center	173,309	149,623	180,949	180,949	157,874	-12.75%
TOTAL		\$ 1,179,078	\$ 985,231	\$ 1,196,712	\$ 1,196,712	\$ 1,019,168	-14.84%
Expenses Comprised Of:							
Personnel		862,938	791,572	868,312	868,312	803,393	-7.48%
Administrative Expense		143,073	105,073	147,340	147,340	117,715	-20.11%
Supplies & Materials		103,609	41,416	82,900	82,900	21,600	-73.94%
Purchased Services		57,736	44,816	82,860	82,860	50,360	-39.22%
Utilities		761	1,029	900	900	900	0.00%
Repair & Maintenance		10,961	1,325	14,400	14,400	25,200	75.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

**CITY OF APPLETON 2019 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:

The 2018 budget includes \$3,500 tuition reimbursement for the City Clerk's pursuit of a Master's degree in public administration.

The increase in the Travel/Training account includes amounts for two individuals to attend the WMCA conference, training for the Legal Assistant, and an increase in costs for the Municipal Attorneys Institute.

The increase in Subscriptions includes increased costs for the LexisNexis contract, four sets of Wisconsin Statute books that are replaced every other year, as well as supplements purchased during the year.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
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 activities to proceed					
# of activities delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	42	60	30	30	60
Work Process Outputs					
Written opinions issued	7	37	5	20	20
Ordinances reviewed	104	84	100	100	100
Staff training - hours of training	74	104	70	100	100
# of real estate transactions	91	103	20	10	20

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ 4	\$ 100	\$ 100	\$ 100
4802 Charges for Serv. - Tax	78	140	200	200	200
5035 Other Reimbursements	31	160	-	-	-
5085 Cash Short or Over	-	24	-	-	-
Total Revenue	\$ 109	\$ 328	\$ 300	\$ 300	\$ 300
Expenses					
6101 Regular Salaries	\$ 198,202	\$ 236,382	\$ 238,275	\$ 238,275	\$ 243,327
6105 Overtime	(10)	61	-	-	-
6150 Fringes	55,520	71,392	66,955	66,955	70,653
6201 Training\Conferences	9,468	12,032	12,000	12,000	13,600
6204 Tuition / Fees	-	-	6,600	6,600	3,500
6206 Parking Permits	2,754	3,135	3,250	3,250	2,900
6301 Office Supplies	1,199	1,323	800	800	800
6302 Subscriptions	7,158	7,569	7,500	7,500	8,650
6303 Memberships & Licenses	3,496	2,335	4,200	4,200	3,500
6320 Printing & Reproduction	1,300	1,475	1,500	1,500	1,500
6404 Consulting	50	-	-	-	-
6413 Utilities	761	1,029	900	900	900
6418 Equip Repairs & Maint	235	57	200	200	200
Total Expense	\$ 280,133	\$ 336,790	\$ 342,180	\$ 342,180	\$ 349,530

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 opportunities 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	63	73	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$56,160	\$47,646	<\$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	1	0	1	0
Work Process Outcomes					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	100%	85%	100%	100%	100%
Dispute avoidance					
# of suits filed against City	5	7	0	3	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). One matter has been handled by insurance counsel rather than this office (Federal Court).

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 175,651	\$ 130,110	\$ 131,136	\$ 131,136	\$ 133,924
6150 Fringes	49,887	44,675	49,533	49,533	32,761
6402 Legal Fees	14,197	6,003	10,000	10,000	10,000
6404 Consulting Services	13,331	3,723	10,000	10,000	10,000
6625 Disability Payments	7,890	7,890	7,890	7,890	7,890
Total Expense	<u>\$ 260,956</u>	<u>\$ 192,401</u>	<u>\$ 208,559</u>	<u>\$ 208,559</u>	<u>\$ 194,575</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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:

With acquisition of new software to organize and maintain records electronically, many records will be merged to electronic formats and be able to be located more efficiently. This transition will require a new filing mechanism including how documents are named and organized. These efforts will also assist in the clean-up and organization of existing files.

The Advertising account decreased based on anticipated activity in 2019 along with cost-saving efforts implemented such as shared notices and publishing addendums versus entire amended bid advertisements.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	93%	97%	95%	95%	98%
1 week retrieval for detailed requests	7%	3%	5%	5%	2%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	960	1,280	950	950	1,200
# of requests for information	133	136	150	150	100
# of publication notices	225	188	265	265	200
# of ordinances adopted/amended	104	84	100	100	100

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 42,571	\$ 48,252	\$ 49,462	\$ 49,462	\$ 50,482
6105 Overtime	2,515	653	1,800	1,800	-
6150 Fringes	13,529	26,646	25,674	25,674	26,858
6201 Training\Conferences	515	-	-	-	-
6301 Office Supplies	1,349	713	800	800	700
6303 Memberships & Licenses	65	20	-	-	-
6316 Miscellaneous Supplies	149	118	100	100	100
6320 Printing & Reproduction	2,287	1,516	2,000	2,000	2,000
6402 Legal Fees	30	30	100	100	100
6408 Contractor Fees	125	165	200	200	200
6412 Advertising	27,572	32,910	30,000	30,000	24,000
Total Expense	<u>\$ 90,707</u>	<u>\$ 111,023</u>	<u>\$ 110,136</u>	<u>\$ 110,136</u>	<u>\$ 104,440</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Advertising</u>	
Required legal publications	<u>\$ 24,000</u>

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM MISSION

In order to ensure a safe, healthy and accepting environment for our community, we will assist applicants in the application process, provide information on requirements and procedures, and 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.
- * Attend training and monitor procedures to keep current with State licensing requirements.

Major Changes in Revenue, Expenditures or Programs:

The increase in Operator licensing relates to the timing of issuing two-year licenses. Odd years have approximately double the number of licenses up for renewal.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Effective Customer Service and Application Processing					
# Licenses sent for Committee/Council approval	New Measure	—————>		775	1300
% of surveys returned with rating of Acceptable	New Measure	—————>		100%	100%
Strategic Outcomes					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	211	209	213	213	214
# of operator licenses issued	782	1,094	600	600	1,050
# of general licenses issued	470	431	500	500	500

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4301 Amusements	\$ 7,650	\$ 8,260	\$ 7,800	\$ 7,800	\$ 8,000
4303 Cigarette	5,575	5,400	5,200	5,200	5,200
4306 Liquor	92,045	115,068	85,000	85,000	90,000
4307 Operators	55,794	74,095	45,000	45,000	68,000
4309 Miscellaneous	5,281	4,630	4,500	4,500	4,000
4313 Special Events	24,025	29,682	25,000	25,000	23,000
4316 Second Hand/Pawnbroker	2,384	2,145	1,000	1,000	1,650
4317 Commercial Solicitation	4,225	3,685	4,000	4,000	3,000
4318 Christmas Tree	450	405	400	400	400
4319 Street & Sidewalk Cement	90	-	-	-	-
4320 Taxi Cab/Limousine	1,710	1,560	1,500	1,500	1,200
4321 Taxi Driver	2,950	2,550	1,800	1,800	2,000
4322 Special "B" Beer License	723	730	600	600	650
4411 Alarm Permits	1,740	1,685	1,000	1,000	1,200
5010 Misc. Revenue - Nontax	4,540	5,080	5,000	5,000	5,000
Total Revenue	<u>\$ 209,182</u>	<u>\$ 254,975</u>	<u>\$ 187,800</u>	<u>\$ 187,800</u>	<u>\$ 213,300</u>
Expenses					
6101 Regular Salaries	\$ 40,484	\$ 39,573	\$ 41,891	\$ 41,891	\$ 42,765
6105 Overtime	1,705	289	600	600	-
6150 Fringes	23,487	25,238	24,379	24,379	25,731
6201 Training\Conferences	20	-	-	-	-
6301 Office Supplies	926	1,071	1,700	1,700	1,200
6316 Miscellaneous Supplies	378	-	-	-	-
6320 Printing & Reproduction	117	267	250	250	200
6429 Interfund Allocation	(70)	(55)	60	60	60
6599 Other Contracts / Obligations	10,000	2,196	-	-	2,000
Total Expense	<u>\$ 77,047</u>	<u>\$ 68,579</u>	<u>\$ 68,880</u>	<u>\$ 68,880</u>	<u>\$ 71,956</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 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 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:

- * Educate voters of the online voter registration system and capabilities through the State MyVote website.
- * Utilize the City's website for voter outreach and education.
- * Provide effective training for all election inspectors.
- * Streamline polling place procedures and materials.
- * Effectively assist local candidates and maintain campaign finance reports.
- * Learn and implement new election equipment and related software.

Major Changes in Revenue, Expenditures or Programs:

The City of Appleton purchased new election equipment in 2018 that transmits results to Outagamie County via modems that are serviced by Verizon. Verizon will be discontinuing 3G service, therefore our modems on all equipment will need to be upgraded to utilize 4G. This is an additional cost of approximately \$8,000 in the Equipment Repairs and Maintenance account. The account also includes additional amounts for the maintenance agreements related to the new equipment.

Ballot printing costs have been significantly reduced with multiple jurisdictions using the same printer and ballot style.

Programming and coding costs are significantly lower with Outagamie County completing the programming versus the election equipment vendor.

In the 2018 budget, costs related to all staff for elections were included in the Regular Salaries account. In 2019, these costs have been segregated to include City staff in the Regular Salaries account and other individuals working during the elections in the Other Compensation account.

There are two anticipated elections in 2019 versus four in 2018. The fewer elections reduce revenue and costs in the area of salaries, parking, supplies, printing and rent.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Accurate election roll					
# voter status changes	13,637	3,857	2,600	2,600	3,000
# of voter registrations processed	11,740	284	4,000	4,000	200
# of absentee ballots issued	20,550	1,354	12,000	12,000	1,500
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	77,438	11,899	56,000	56,000	13,000
Avg. # of registered voters per election	45,100	35,827	42,000	42,000	39,000
# of elections administered	4 + recount	2+Nov. special	4	6	2
% of staff trained at each election	95%	96%	100%	100%	100%

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ 320	\$ -	\$ -	\$ -
4908 Misc. Intergov. Charges	72,605	23,634	58,000	58,000	1,000
Total Revenue	\$ 72,605	\$ 23,954	\$ 58,000	\$ 58,000	\$ 1,000
Expenses					
6101 Regular Salaries	\$ 157,608	\$ 81,060	\$ 149,694	\$ 149,694	\$ 46,650
6105 Overtime	1,895	271	973	973	3,683
6110 Other Compensation	-	-	-	-	37,298
6150 Fringes	28,900	13,777	15,541	15,541	15,187
6201 Training\Conferences	646	73	-	-	-
6202 Local Auto Expense	419	-	400	400	200
6206 Parking Permits	1,336	70	600	600	50
6301 Office Supplies	2,522	569	3,000	3,000	700
6316 Miscellaneous Supplies	1,197	239	1,000	1,000	1,000
6320 Printing & Reproduction	85,816	25,872	67,500	67,500	8,000
6412 Advertising	2,501	2,988	2,500	2,500	1,500
6418 Equip Repairs & Maint	10,726	7	11,200	11,200	22,000
6503 Rent	3,360	1,680	3,600	3,600	2,025
6599 Other Contracts/Obligations	-	209	30,000	30,000	2,500
Total Expense	\$ 296,926	\$ 126,815	\$ 286,008	\$ 286,008	\$ 140,793

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Election material	\$ 2,000
Election ballots	5,500
Other supplies	500
	<u>\$ 8,000</u>

Other Contracts/Obligations

Ballot layout	\$ 1,500
Ballot coding memory cards for tabulators	1,000
	<u>\$ 2,500</u>

Equip Repairs & Maint

Upgrade modems	\$ 8,000
Maintenance agreements	14,000
	<u>\$ 22,000</u>

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 11050

PROGRAM MISSION

In order to ensure 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:

There are two anticipated elections in 2019 versus four in 2018. The fewer elections reduce the number of mailings and absentee ballots. In addition, the City is not anticipating any polling place change notices in 2019. The decrease in Postage/Freight account reflect these changes.

The increase in the Rent account relates to the rental of the folder/insertor machine.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	0%	0%	0%	0%	0%
# of copies made in mail center	790,073	600,011	800,000	800,000	660,000
Strategic Outcomes					
Reduce Costs					
# of pieces of mail returned to departments for reconciliation	New Measure →				60
Work Process Outputs					
# of pieces of outgoing mail	133,031	109,243	140,000	140,000	110,000
# of packages handled	220	146	265	265	150

**CITY OF APPLETON 2019 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 44,970	\$ 46,339	\$ 46,634	\$ 46,634	\$ 47,632
6105 Overtime	1,753	373	675	675	-
6150 Fringes	24,270	26,482	25,090	25,090	26,442
6301 Office Supplies	2,553	(528)	2,800	2,800	2,500
6303 Memberships & Licenses	-	20	-	-	-
6304 Postage\Freight	78,061	50,435	76,000	76,000	52,000
6316 Miscellaneous Supplies	8,182	6,546	8,000	8,000	6,800
6320 Printing & Reproduction	1,343	3,383	2,000	2,000	2,000
6327 Miscellaneous Equipment	2,839	2,000	550	550	-
6418 Equip Repairs & Maint	-	1,260	3,000	3,000	3,000
6429 Interfund Allocation	-	(3,353)	-	-	-
6503 Rent	9,338	16,666	16,200	16,200	17,500
Total Expense	<u>\$ 173,309</u>	<u>\$ 149,623</u>	<u>\$ 180,949</u>	<u>\$ 180,949</u>	<u>\$ 157,874</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 9,000
UPS	2,000
US Postal Service	41,000
	<u>\$ 52,000</u>

Rent

Color copier rental	\$ 5,200
Back copier rental	10,000
Front copier rental	2,300
Folder/insert machine rental	1,300
Additional copies	1,500
Charges to departments	(2,800)
	<u>\$ 17,500</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	320	0	0	0	0	0
Licenses	202,902	248,210	183,352	181,800	181,800	207,100	207,100
Permits	1,740	1,685	170	1,000	1,000	1,200	1,200
Charges for Services	78	144	117	300	300	300	300
Intergov. Charges for Service	72,605	23,634	0	58,000	58,000	1,000	1,000
Other Revenues	4,571	5,264	4,900	5,000	5,000	5,000	5,000
TOTAL REVENUES	281,896	279,257	188,539	246,100	246,100	214,600	214,600
EXPENSES BY LINE ITEM							
Regular Salaries	500,177	490,191	362,123	557,799	557,799	599,823	564,780
Overtime	7,859	1,648	3,425	4,048	4,048	3,680	3,683
Temp. Full-Time	0	0	642	0	0	0	0
Other Compensation	104,004	43,723	64,574	99,293	99,293	0	37,298
Shift Differential	30	12	13	0	0	0	0
Sick Pay	11,634	224	0	0	0	0	0
Vacation Pay	43,642	47,565	35,414	0	0	0	0
Fringes	195,592	208,209	146,453	207,172	207,172	190,508	197,632
Salaries & Fringe Benefits	862,938	791,572	612,644	868,312	868,312	794,011	803,393
Training & Conferences	10,649	12,106	6,683	12,000	12,000	13,600	13,600
Local Auto Expense	419	0	166	400	400	200	200
Tuition Fees	0	0	2,488	6,600	6,600	3,500	3,500
Parking Permits	4,090	3,205	3,240	3,850	3,850	2,950	2,950
Office Supplies	8,547	3,147	4,650	9,100	9,100	5,900	5,900
Subscriptions	7,158	7,569	5,197	7,500	7,500	8,650	8,650
Memberships & Licenses	3,561	2,375	3,391	4,200	4,200	3,500	3,500
Postage & Freight	78,061	50,435	55,720	76,000	76,000	52,000	52,000
Rent	12,698	18,346	11,170	19,800	19,800	19,525	19,525
Disability Payments	7,890	7,890	7,890	7,890	7,890	7,890	7,890
Block Grant Payments	10,000	0	0	0	0	0	0
Administrative Expense	143,073	105,073	100,595	147,340	147,340	117,715	117,715
Miscellaneous Supplies	9,906	6,904	8,698	9,100	9,100	10,500	7,900
Printing & Reproduction	90,864	32,512	1,928	73,250	73,250	13,700	13,700
Miscellaneous Equipment	2,839	2,000	0	550	550	0	0
Supplies & Materials	103,609	41,416	10,626	82,900	82,900	24,200	21,600
Legal Fees	14,227	6,033	252	10,100	10,100	10,100	10,100
Consulting Services	13,381	3,723	1,883	10,000	10,000	10,000	10,000
Contractor Fees	125	165	150	200	200	200	200
Advertising	30,073	35,898	21,242	32,500	32,500	25,500	25,500
Interfund Allocations	70	3,408	85	60	60	60	60
Other Contracts/Obligations	0	2,405	2,706	30,000	30,000	4,500	4,500
Purchased Services	57,736	44,816	26,148	82,860	82,860	50,360	50,360
Telephone	761	1,029	463	900	900	900	900
Utilities	761	1,029	463	900	900	900	900
Equipment Repair & Maintenance	10,961	1,325	2,062	14,400	14,400	25,200	25,200
Repair & Maintenance	10,961	1,325	2,062	14,400	14,400	25,200	25,200
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,179,078	985,231	752,538	1,196,712	1,196,712	1,012,386	1,019,168

**CITY OF APPLETON 2019 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.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Adopted Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ 166	\$ 203	\$ 500	\$ 200	\$ 240
Expenses					
Program Costs	6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(6,225)	(6,188)	(5,891)	(6,191)	(6,151)
Fund Balance - Beginning	36,605	30,380	24,192	24,192	18,001
Fund Balance - Ending	\$ 30,380	\$ 24,192	\$ 18,301	\$ 18,001	\$ 11,850

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM MISSION

This fund provides for capital equipment purchases located in the City Center facility.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent 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>Amount</u>	<u>Page</u>
Electronic Poll Books	\$ 124,000	Projects, Pg. 629
	<u>\$ 124,000</u>	

Major program changes:

Elections equipment was budgeted for purchase in 2018 but became available via a multi-jurisdictional purchase in late 2017. Borrowing for that purchase will occur in 2018. Electronic poll books were also budgeted for 2018, but the purchase has been delayed until 2019, so the cost of the poll books has been re-budgeted in 2019.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

Note: Since this program exists solely to account for capital investments at City Center and related equipment needs, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ -	\$ -	\$ 140,000	\$ 30,000	\$ 124,000	-11.43%
	Program Expenses	\$ -	\$ 82,076	\$ 140,000	\$ 30,000	\$ 124,000	-11.43%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	82,076	140,000	30,000	124,000	-11.43%

* % change from prior year adopted budget
City Center Cap Proj Fund.xls

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Misc. State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
5910 Proceeds of Long-term Debt	-	-	140,000	30,000	124,000
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 140,000</u>	<u>\$ 30,000</u>	<u>\$ 124,000</u>
Expenses					
6804 Equipment	\$ -	\$ 82,076	\$ 140,000	\$ 30,000	\$ 124,000
Total Expense	<u>\$ -</u>	<u>\$ 82,076</u>	<u>\$ 140,000</u>	<u>\$ 30,000</u>	<u>\$ 124,000</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$10,000

<u>Equipment</u>	
Electronic poll books	\$ 124,000
	<u>\$ 124,000</u>

CITY OF APPLETON 2019 BUDGET
CITY CENTER
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	-	82,076	140,000	-	124,000
Total Expenses	<u>-</u>	<u>82,076</u>	<u>140,000</u>	<u>-</u>	<u>124,000</u>
Revenues over (under) Expenses	-	(82,076)	(140,000)	-	(124,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	140,000	82,076	124,000
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>140,000</u>	<u>82,076</u>	<u>124,000</u>
Net Change in Equity	-	(82,076)	-	82,076	-
Fund Balance - Beginning	-	-	(82,076)	(82,076)	-
Residual Equity Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ (82,076)</u>	<u>\$ (82,076)</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2019 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Matz

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

CITY OF APPLETON 2019 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 2018 EVENTS

The Human Resources Staff continued to support, and provide service to City departments, staff, and the public through innovative programs and enhancements. Some examples of accomplishments in 2018 are:

General Administration:

- *Updated medical insurance for Health Care Reform Act compliance
- *Continued development of the Financial Wellness Team including branding, review of Deferred Compensation Plan/ investment fund lineup performance, and educating employees for retirement readiness
- *Expanded health services at the Employee Connecting Care Clinic to include Health Coach and Physical Therapy services
- *Completed annual Personal Health Risk Assessments for employees and spouse
- *Updated the tables of organization, department staffing information and salary charts
- *Began transition for implementation to Tyler Munis HR and Payroll systems
- *Responded to several large open records requests
- *Began review of the Post Employment Health Plan Benefit
- *Updated several HR & Safety Policies
- *Rolled out new approach for Dress expectations-Dress for your Day
- *The Healthsmart Team offered multiple lunch n learn sessions such as Vitamins and Supplements, Food Diets, Mindfulness, and Will Planning
- *The Healthsmart Team also launched a new fitness tracking program through MyInertia for all city employees
- *The Healthsmart Team also promoted a Wellness Bingo challenge to keep employees motivated with fitness goals

Employee & Labor Relations:

- *Completed contract negotiations for a successor labor agreement for Valley Transit
- *Assisted a number of employees with FMLA, worker's compensation, career development and a variety of employment related issues
- *Updated the Pay for Performance system and processed the first year with the new system

Recruitment:

- *Completed staff transition from the retirement of the Recruitment Assistant
- *Completed several recruitment processes
- *Completed several internal promotion and lateral transfer processes
- *Coordinated and assisted the Police and Fire Commissions with the selection of a successor Fire Chief
- *Redeveloped the HR Facebook page and worked to promote job announcements through social media
- *Worked with the Clerks office to utilize NEO.gov online application for election workers

Staff Development & Training:

- *Completed training for all general employees and supervisors
- *Provided required training for all seasonal employees
- *Completed new employee orientation sessions
- *Completed new supervisor orientation sessions
- *Implemented a new e-learning course using the CVMIC Kwik Course tool
- *Expanded the use of online onboarding for new employees
- *Began using an online offboarding tool for exiting employees
- *Provided an Administrative Professionals Event to recognize our administrative professionals
- *Completed three team development sessions for City departments
- *Continued work with the Culture Team to implement new ways to enhance our workplace culture
- *Completed the UW-Oshkosh Leadership Development Academy for Department Directors and began the program for the Deputy Directors

CITY OF APPLETON 2019 BUDGET HUMAN RESOURCES

MAJOR 2019 OBJECTIVES

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

Human Resource Compliance and Administration:

- Continue review of the medical plan assuring compliance with the Health Care Act, industry trends and cost effectiveness
- Administer the annual Personal Health Risk Assessments for all employees/spouses/retirees
- Administer various wellness programs to educate employees and promote health and wellness
- Maintain the City's compensation plan for non-union, part-time and seasonal employees
- Promote the Connecting Care Clinic and new services
- Promote programs to increase employee financial wellness and retirement readiness
- Negotiate labor agreements (Police and Fire) and provide assistance to departments on labor issues
- Continue to work toward assisting employees with retirement readiness
- Review options regarding the Post Employment Health Plan

Talent Acquisition and Retention:

- Fill vacant employee positions throughout the year
- Continue to evaluate the use of testing and employment related assessments to best meet our needs
- Review background procedure and evaluate alternatives

Talent Management and Development:

- Continue to implement City-wide talent management strategy, including updates and implementation of succession plans, individual development plans and City-wide leadership development programs
- Continue to create and facilitate required general employee and supervisory training sessions
- Continue development and implementation of e-learning programs
- Conduct new employee orientation sessions
- Conduct seasonal employee training
- Coordinate team and individual development opportunities for City employees
- Manage and expand use of online onboarding system

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 111	\$ 71	\$ -	\$ -	\$ -	N/A
Program Expenses							
14010	HR Compliance	392,742	399,889	347,944	347,944	407,415	17.09%
14020	Talent Acquisition	188,072	201,746	200,867	200,867	204,972	2.04%
14040	Talent Management	146,023	162,507	157,592	157,592	170,729	8.34%
TOTAL		\$ 726,837	\$ 764,142	\$ 706,403	\$ 706,403	\$ 783,116	10.86%
Expenses Comprised Of:							
Personnel		640,044	669,790	607,088	607,088	674,382	11.08%
Administrative Expense		49,423	58,236	58,905	58,905	32,124	-45.46%
Supplies & Materials		5,349	4,311	5,000	5,000	5,000	0.00%
Purchased Services		31,358	30,794	34,610	34,610	70,810	104.59%
Utilities		663	1,011	800	800	800	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		6.15	6.15	6.15	6.15	6.15	

CITY OF APPLETON 2019 BUDGET

HUMAN RESOURCES

Human Resources Compliance and 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", and #5: "Promote an environment that is respectful and inclusive."

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:

The 2018 budget included a reduction in personnel expense in this program related to the expected retirement of the Risk Manager. Since that program is also staffed by Human Resource personnel, it was anticipated that they would be spending more time working on the Risk program during the time the Risk Manager position was vacant. The 2019 budget anticipates filling the Risk Manager position and, therefore, the reallocation of Human Resource staff back to this program.

Increase in the Subscriptions account is due to the WI Employment Law Letter that is paid every three years and is due in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	41	48	50	50	50
Regular employees on staff 1-5 years	156	155	175	176	160
Regular employees on staff 6-10 years	99	95	100	93	100
Regular employees on staff 10+ years	330	330	305	317	320
Long-term management of Benefit Programs					
% of increase to medical premiums	3%	3.9%	10%	21.2%	10%
Strategic Outcomes					
Consistent and understandable employment policies and procedures					
Average leave hours used per employee					
Sick	9.6	8.0	9.0	8.5	8.0
FMLA	10.2	11.4	8.0	11.2	11.0
PTO (sick)	3.4	1.6	4.0	3.8	2.5
Work Process Outputs					
Policy Implementation - # of policies:					
Developed	0	1	0	0	0
Updated	5	14	10	13	10
Fringe Benefits					
# of contracts under negotiation	3	1	1	1	2
# of new fringe benefits	3	0	0	2	0
# of modified fringe benefits	2	6	2	0	1

CITY OF APPLETON 2019 BUDGET

HUMAN RESOURCES

Human Resources Compliance and Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv.- Nontax	\$ 111	\$ 71	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 111</u>	<u>\$ 71</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 280,725	\$ 285,217	\$ 242,997	\$ 242,997	\$ 287,312
6105 Overtime	(153)	339	-	-	-
6150 Fringes	93,758	102,825	86,837	86,837	102,373
6201 Training\Conferences	251	179	-	-	-
6206 Parking Permits	2,090	2,155	2,280	2,280	1,900
6301 Office Supplies	969	914	1,000	1,000	1,000
6302 Subscriptions	1,524	836	565	565	1,565
6303 Memberships & Licenses	195	479	390	390	390
6305 Awards & Recognition	-	-	92	92	92
6307 Food & Provisions	374	202	123	123	123
6320 Printing & Reproduction	5,168	3,717	4,500	4,500	4,500
6327 Miscellaneous Equipment	181	594	500	500	500
6404 Consulting Services	7,084	1,587	8,000	8,000	7,000
6413 Utilities	479	711	550	550	550
6599 Other Contracts/Obligations	97	134	110	110	110
Total Expense	<u>\$ 392,742</u>	<u>\$ 399,889</u>	<u>\$ 347,944</u>	<u>\$ 347,944</u>	<u>\$ 407,415</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 BUDGET
HUMAN RESOURCES**

Talent Acquisition and Retention

Business Unit 14020

PROGRAM MISSION

For the benefit of the program managers, 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", #3: "Recognize and grow everyone's talents" and #5: "Promote an environment that is respectful and inclusive."

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 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 testing 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 and background procedures
- Use NEO.gov system for all volunteer processes to streamline and ensure all background checks are completed

Major Changes in Revenue, Expenditures or Programs:

Increase to our consulting services account is due to the turnover in public safety positions needing pre-employment psychological evaluations. We don't see this trend changing into the new year.

Increase to our membership account is for a Senior Professional in Human Resources (SPHR) certification fee that is paid every other year and is due again in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely, effective assistance to departments in filling vacancies					
% of Program Managers who reported being satisfied or very satisfied	New Measure	—————>	100%	100%	100%
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year (includes transfers & promotions)	78	133	75	100	120
# staff turnover	86	85	75	72	80
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	21	17	20	20	20
# of positions advertised externally	49	74	55	55	70
# of telephone interviews	34	38	25	25	35
# of face to face interviews	537	405	475	475	475
# of candidates tested	140	230	200	200	220

**CITY OF APPLETON 2019 BUDGET
HUMAN RESOURCES**

Talent Acquisition and Retention

Business Unit 14020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 108,411	\$ 111,359	\$ 111,223	\$ 111,223	\$ 106,642
6105 Overtime	52	31	-	-	-
6150 Fringes	45,461	50,057	47,689	47,689	49,676
6201 Training\Conferences	473	-	-	-	-
6205 Employee Recruitment	9,668	9,810	13,500	13,500	13,500
6303 Memberships & Licenses	55	254	205	205	404
6307 Food & Provisions	(409)	862	1,500	1,500	1,500
6404 Consulting Services	18,188	22,747	18,500	18,500	25,000
6412 Advertising	5,989	6,326	8,000	8,000	8,000
6413 Utilities	184	300	250	250	250
Total Expense	<u>\$ 188,072</u>	<u>\$ 201,746</u>	<u>\$ 200,867</u>	<u>\$ 200,867</u>	<u>\$ 204,972</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Consulting Services</u>	
Pre-employment physicals	\$ 9,500
Pre-employment psychologicals	13,000
Pre-employment polygraphs	2,500
	<u>\$ 25,000</u>

CITY OF APPLETON 2019 BUDGET

HUMAN RESOURCES

Talent Management and Development

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 development.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents", #5: "Promote an environment that is respectful and inclusive", 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
- Create and manage e-learning courses
- Facilitate staff and team development
- Deliver organizational development training
- Conduct new employee orientation training
- Conduct new supervisor orientation training
- Coordinate and conduct seasonal training
- Facilitate City-wide talent management strategy, including workforce analysis and succession plans
- Coordinate and facilitate leadership and individual development plans and programs
- Continue to implement online NEO.gov performance evaluation system
- Continue to expand use of online onboarding and offboarding system
- Coordinate and facilitate organizational culture discussions

Major Changes in Revenue, Expenditures or Programs:

In the 2018 budget, costs related to training for all City employees was included in the Training/Conferences account. In the 2019 budget, these costs have been segregated into separate accounts to more accurately reflect the activity. The Training/Conferences account includes amounts related to Human Resources staff training and conferences. The Consulting Services account is reflective of the trainers that present the topics covered during the training sessions. The Food & Provisions account has increased to include amounts for City staff training. The Other Obligations account includes amounts for room rental costs related to staff training.

The increase in the overall training budget reflects an increase in participation of City staff in the Talent Management Program.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	72%	72%	70%	74%	70%
% employees reported satisfied	28%	25%	30%	26%	30%
% employees reported not satisfied	0%	3%	0%	0%	0%
Strategic Outcomes					
% of employees trained on required topics	99%	96%	100%	98%	99%
Work Process Outputs					
Training programs conducted					
Number of training topics covered at required classes	27	26	25	31	26
Avg. number participants per session	25	29	25	25	27

CITY OF APPLETON 2019 BUDGET

HUMAN RESOURCES

Talent Management and Development

Business Unit 14040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 81,243	\$ 86,216	\$ 86,659	\$ 86,659	\$ 89,916
6105 Overtime	209	178	-	-	-
6150 Fringes	30,337	33,568	31,683	31,683	38,463
6201 Training\Conferences	33,260	41,130	38,500	38,500	9,000
6303 Memberships & Licenses	254	-	250	250	250
6307 Food & Provisions	720	1,415	500	500	2,400
6404 Consulting Services	-	-	-	-	30,000
6599 Other Obligations	-	-	-	-	700
Total Expense	<u>\$ 146,023</u>	<u>\$ 162,507</u>	<u>\$ 157,592</u>	<u>\$ 157,592</u>	<u>\$ 170,729</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Consulting Services</u>	
Aspiring leaders program	\$ 6,000
Customer Service Training	1,500
Culture	2,000
Employer Branding	1,000
Mentoring Program	2,000
Organizational development	2,000
E-Learning/Onboarding	1,500
Leadership Development	10,000
Talent Management Program	4,000
	<u>\$ 30,000</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Charges for Services	111	71	244	0	0	0	0
TOTAL REVENUES	111	71	244	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	404,221	413,996	274,020	440,879	440,879	483,870	483,870
Overtime	108	549	910	0	0	0	0
Sick Pay	3,789	3,261	304	0	0	0	0
Vacation Pay	62,370	65,534	36,507	0	0	0	0
Fringes	169,556	186,450	110,148	166,209	166,209	182,778	190,512
Salaries & Fringe Benefits	640,044	669,790	421,889	607,088	607,088	666,648	674,382
Training & Conferences	33,984	41,309	6,117	38,500	38,500	9,000	9,000
Employee Recruitment	9,668	9,810	14,404	13,500	13,500	13,500	13,500
Parking Permits	2,090	2,155	2,050	2,280	2,280	1,900	1,900
Office Supplies	969	914	784	1,000	1,000	1,000	1,000
Subscriptions	1,524	836	790	565	565	1,565	1,565
Memberships & Licenses	504	733	879	845	845	1,044	1,044
Awards & Recognition	0	0	40	92	92	92	92
Food & Provisions	684	2,479	2,575	2,123	2,123	4,023	4,023
Administrative Expense	49,423	58,236	27,639	58,905	58,905	32,124	32,124
Printing & Reproduction	5,168	3,717	3,837	4,500	4,500	4,500	4,500
Miscellaneous Equipment	181	594	0	500	500	500	500
Supplies & Materials	5,349	4,311	3,837	5,000	5,000	5,000	5,000
Consulting Services	25,272	24,334	31,239	26,500	26,500	59,500	62,000
Advertising	5,989	6,326	4,270	8,000	8,000	8,000	8,000
Other Contracts/Obligations	97	134	623	110	110	810	810
Purchased Services	31,358	30,794	36,132	34,610	34,610	68,310	70,810
Telephone	663	1,011	347	800	800	800	800
Utilities	663	1,011	347	800	800	800	800
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	726,837	764,142	489,844	706,403	706,403	772,882	783,116

CITY OF APPLETON 2019 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Matz

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

CITY OF APPLETON 2019 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 2018 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2018 include:

- *Solicited quotes and compared current property insurance coverage limits, deductibles, and premiums
- *Transitioned property insurance coverage to the Municipal Property Insurance Company (MPIC) saving over \$60,000 in premiums and improving the overall coverage and protection for the City.
- *Reviewed over 100 special events and assured adequate risk transfer.
- *Assisted the Special Events Committee with improving the process for review of events.
- *Worked with Legal Services to synchronize the insurance requirements with City ordinances.
- *Updated the Risk Management Manual as part of the succession plan.
- *Worked through the transition to a new Risk Manager following the retirement of a long-term employee.
- *Completed safety training for all required employees and supervisors.
- *Continued to log safety data sheets and audit the system.
- *Completed Safety Data Sheet training for all city employees.
- *Settled a potential very high-dollar worker's compensation claim.
- *Conducted an RFP for the third party administration of worker's compensation.
- * 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 completed in the fall to ensure compliance with the hearing conservation program.
- *Staff also is initiating a program to streamline the process for employees to complete all occupational medical requirements on one date.
- *Worked with the operational departments to create an insurance requirements listing for contracts to assist project managers at soliciting quotes and securing adequate insurance.
- *Worked through an issue that involved several potential claimants and involved a large dollar loss.
- *Negotiated a reduced increase to occupational health costs from 19.6% to 10.4% increase.
- *Initiated discussion for better ways to make sure new assets are adequately and timely added to list for insurance.

CITY OF APPLETON 2019 BUDGET RISK MANAGEMENT

MAJOR 2019 OBJECTIVES

Our key objective is to ensure that the City has sufficient insurance coverage and reserves for any type of claim, and to handle all claims and potential claims involving the City. Therefore, our focus will be on the development of new policies and revisions of existing policies consistent with this objective. In terms of insurance coverage and claims handling, we will:

Investigate and resolve all claims filed against the City

Work with the Attorney's 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

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

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

Work with insurance provider 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

Reprioritized responsibilities to meet the demands of the department during the transition to a new Risk Manager

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 3,086,949	\$ 1,797,442	\$ 1,678,622	\$ 1,678,622	\$ 1,593,655	-5.06%
Program Expenses							
6210	Property & Liability Mgt.	3,294,080	1,279,496	1,399,052	1,399,052	1,418,693	1.40%
6220	Loss Control	149,670	159,499	157,338	157,338	174,962	11.20%
Total Program Expenses		\$ 3,443,750	\$ 1,438,995	\$ 1,556,390	\$ 1,556,390	\$ 1,593,655	2.39%
Expenses Comprised Of:							
Personnel		353,590	357,979	338,094	338,094	375,226	10.98%
Administrative Expense		2,235,974	1,050,986	1,193,321	1,193,321	1,185,884	-0.62%
Supplies & Materials		2,797	2,509	2,600	2,600	2,800	7.69%
Purchased Services		851,285	27,370	22,250	22,250	29,620	33.12%
Utilities		104	151	125	125	125	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

**CITY OF APPLETON 2019 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 for workers' compensation claims are trending low at mid year for 2018. However, the estimate for 2019 is based on a three year history of workers' compensation claims paid which accounts for the increase in 2019. 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 as well as the rising cost of medical care.

Increase to consulting services is due to an actuarial study which is done every other year and is planned again in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 6,539	\$ 6,785	\$ 8,000	\$ 9,600	\$ 8,000
Avg cost per general liability claim*	\$ 467	\$ 188	\$ 400	\$ 100	\$ 400
Avg cost per auto liability claim*	\$ 3,090	\$ 1,616	\$ 500	\$ 3,000	\$ 2,000
Strategic Outcomes					
Minimize claims expense					
\$ value of claims paid*	\$ 404,798	\$ 461,718	\$ 450,000	\$ 400,000	\$ 450,000
\$ value of subrogation recovery*	\$ 31,804	\$ 20,542	\$ 35,000	\$ 10,000	\$ 25,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	9	10	10	10
# of new insurance policies purchased	2	2	2	2	0
Number of claims filed					
General liability	34	48	40	55	40
Auto liability	24	24	30	20	20
Workers' comp - lost time	7	6	10	5	5
Workers' comp - medical only	46	55	48	35	40

* Initial claims in year presented only

CITY OF APPLETON 2019 BUDGET RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4710 Interest Income	\$ 21	\$ 77	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	1,366,467	1,721,859	1,622,222	1,622,222	1,544,553
5004 Sales of City Property	-	775	-	-	-
5035 Other Reimbursements	63,848	70,175	56,400	56,400	49,102
5082 Insurance Proceeds	1,656,613	4,556	-	-	-
Total Revenue	\$ 3,086,949	\$ 1,797,442	\$ 1,678,622	\$ 1,678,622	\$ 1,593,655
Expenses					
6101 Regular Salaries	\$ 157,676	\$ 159,747	\$ 162,027	\$ 162,027	\$ 168,733
6105 Overtime	151	4	-	-	-
6150 Fringes	69,242	67,188	45,957	45,957	59,109
6206 Parking Permits	1,224	1,260	1,260	1,260	1,080
6301 Office Supplies	786	731	1,200	1,200	1,200
6327 Miscellaneous Equipment	-	-	300	300	300
6401 Accounting/Audit	2,228	1,674	1,600	1,600	1,470
6403 Bank Services	-	-	-	-	-
6404 Consulting Services	4,000	12,491	5,000	5,000	12,500
6501 Insurance	472,664	481,952	513,708	513,708	474,301
6599 Other Contracts / Obligations	832,805	-	-	-	-
6626 Uninsured Losses	1,013,695	146,644	113,000	113,000	120,000
6627 Uninsured Losses - WC	739,609	407,805	555,000	555,000	580,000
Total Expense	\$ 3,294,080	\$ 1,279,496	\$ 1,399,052	\$ 1,399,052	\$ 1,418,693

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Insurance

Liability	\$ 104,100
Excess liability	8,800
Employment practice	27,000
Equipment breakdown	8,000
Package property	205,461
Auto physical damage	31,500
Excess workers' compensation	89,440
	<u>\$ 474,301</u>

Uninsured Losses

General liability	\$ 55,000
Automobile	65,000
	<u>\$ 120,000</u>

Uninsured Losses - WC

Medical payments	\$ 580,000
	<u>\$ 580,000</u>

CITY OF APPLETON 2019 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 the Safety Data Sheets (SDS) labeling system. Use SDS online system for labeling secondary containers.

Major changes in Revenue, Expenditures, or Programs:

Increase to regular salaries due to the inclusion of the cost of accumulated sick leave for a staff member who reaches 20 years of service in 2019. Per accounting rules, this cost must be included as a salary cost.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of people who attended safety training classes	156	174	175	160	165
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	131	126	130	136	130
# of safety problems	194	144	150	100	125
# of safety corrections	188	129	150	85	100
Work Process Outputs					
Employees Educated					
# of topics covered during each safety class	16	21	15	18	20
Avg employees per session	26	28	26	26	27

**CITY OF APPLETON 2019 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 92,629	\$ 94,690	\$ 95,932	\$ 95,932	\$ 108,001
6105 Overtime	70	60	-	-	-
6150 Fringes	33,821	36,290	34,178	34,178	39,383
6201 Training\Conferences	6,158	11,152	7,400	7,400	7,500
6303 Memberships & Licenses	110	110	210	210	210
6305 Awards & Recognition	-	(25)	140	140	140
6307 Food & Provisions	1,728	1,358	1,403	1,403	1,453
6315 Books & Library Materials	112	61	150	150	150
6320 Printing & Reproduction	1,835	2,456	1,800	1,800	2,000
6323 Safety Supplies	851	(8)	100	100	100
6327 Miscellaneous Equipment	-	-	250	250	250
6404 Consulting Services	10,652	11,404	14,000	14,000	14,000
6413 Utilities	104	151	125	125	125
6599 Other Contracts / Obligations	1,600	1,800	1,650	1,650	1,650
Total Expense	<u>\$ 149,670</u>	<u>\$ 159,499</u>	<u>\$ 157,338</u>	<u>\$ 157,338</u>	<u>\$ 174,962</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Interest Income	21	77	101-	0	0	0	0
Charges for Services	1,366,467	1,721,859	1,227,480	1,622,222	1,622,222	0	1,544,553
Other Revenues	1,720,461	69,796	58,600	56,400	56,400	0	49,102
TOTAL REVENUES	3,086,949	1,791,732	1,285,979	1,678,622	1,678,622	0	1,593,655
EXPENSES BY LINE ITEM							
Regular Salaries	218,252	222,174	173,869	257,959	257,959	264,468	276,734
Overtime	221	64	435	0	0	0	0
Sick Pay	2,206	2,028	35,057	0	0	0	0
Vacation Pay	29,848	30,235	29,353	0	0	0	0
Fringes	87,431	86,320	64,714	80,135	80,135	91,818	98,492
Rension Expense / Revenue	15,632	17,158	0	0	0	0	0
Salaries & Fringe Benefits	353,590	357,979	303,428	338,094	338,094	356,286	375,226
Training & Conferences	6,158	11,152	5,318	7,400	7,400	8,500	7,500
Parking Permits	1,224	1,260	1,050	1,260	1,260	1,080	1,080
Office Supplies	786	731	751	1,200	1,200	1,200	1,200
Memberships & Licenses	110	110	100	210	210	210	210
Awards & Recognition	0	25-	0	140	140	140	140
Food & Provisions	1,728	1,358	1,375	1,403	1,403	1,453	1,453
Insurance	472,664	481,951	476,000	513,708	513,708	442,801	474,301
Uncollectible Accounts	0	5,710-	0	0	0	0	0
Uninsured Losses	1,013,695	146,645	23,713	113,000	113,000	120,000	120,000
Uninsured Losses - WC	739,609	407,804	268,796	555,000	555,000	580,000	580,000
Administrative Expense	2,235,974	1,045,276	777,103	1,193,321	1,193,321	1,155,384	1,185,884
Books & Library Materials	112	61	0	150	150	150	150
Printing & Reproduction	1,834	2,456	1,662	1,800	1,800	2,000	2,000
Safety Supplies	851	8-	84	100	100	100	100
Miscellaneous Equipment	0	0	0	550	550	550	550
Supplies & Materials	2,797	2,509	1,746	2,600	2,600	2,800	2,800
Accounting/Audit	2,228	1,674	0	1,600	1,600	0	1,470
Consulting Services	14,652	23,896	14,598	19,000	19,000	26,500	26,500
Other Contracts/Obligations	834,405	1,800	1,800	1,650	1,650	1,650	1,650
Purchased Services	851,285	27,370	16,398	22,250	22,250	28,150	29,620
Telephone	104	151	58	125	125	125	125
Utilities	104	151	58	125	125	125	125
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,443,750	1,433,285	1,098,733	1,556,390	1,556,390	1,542,745	1,593,655

CITY OF APPLETON 2019 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Charges for Services	\$ 1,366,467	\$ 1,721,859	\$ 1,622,222	\$ 1,633,035	\$ 1,544,553
Other	63,848	70,175	56,400	58,000	49,102
Total Revenues	<u>1,430,315</u>	<u>1,792,034</u>	<u>1,678,622</u>	<u>1,691,035</u>	<u>1,593,655</u>
Expenses					
Litigation Fees	830,596	-	-	-	-
Other Operating Expenses	<u>2,613,154</u>	<u>1,438,995</u>	<u>1,556,390</u>	<u>1,456,390</u>	<u>1,593,655</u>
Total Expenses	<u>3,443,750</u>	<u>1,438,995</u>	<u>1,556,390</u>	<u>1,456,390</u>	<u>1,593,655</u>
Operating Income (Loss)	(2,013,435)	353,039	122,232	234,645	-
Non-Operating Revenues (Expenses)					
Investment Income	21	77	-	-	-
Other Non-Operating Income	66,605	775	-	-	-
Insurance Proceeds - Fox River	1,590,008	4,556	-	-	-
Total Non-Operating	<u>1,656,634</u>	<u>5,408</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets	(356,801)	358,447	122,232	234,645	-
Fund Balance - Beginning	<u>78,087</u>	<u>(278,714)</u>	<u>79,733</u>	<u>79,733</u>	<u>314,378</u>
Fund Balance - Ending	<u>\$ (278,714)</u>	<u>\$ 79,733</u>	<u>\$ 201,965</u>	<u>\$ 314,378</u>	<u>\$ 314,378</u>

* as restated per new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ (47,648)	\$ 186,997
+ Change in Net Assets	<u>234,645</u>	<u>-</u>
Working Cash - End of Year	<u>\$ 186,997</u>	<u>\$ 186,997</u>

CITY OF APPLETON 2019 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2019 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2018 EVENTS

In 2018, Community & Economic Development continued to deliver services with a focus on meeting the community needs & enhancing the quality of life.

- * The Fox Cities Exhibition Center opened on January 11, 2018. We continue our collaboration with Inner Circle, the Red Lion Paper Valley Hotel and the Fox Cities Convention & Visitors Bureau. The final bond closing for the FCEC took place on May 1, 2018.
- * Industrial development saw a continued increase in 2018 with the delivery of two new buildings in Southpoint Commerce Park. Custom Offsets opened their new 17,000 sq. ft. facility in February, and Security Luebke Roofing opened their new, approximately 20,000 sq. ft., facility in July. Becknell Industrial purchased 14.6 acres, also in Southpoint Commerce Park, in September, 2018. The City repurchased 4.32 acres in the Northeast Business Park from Farrell Investments, once again giving the City inventory in that area. The reason for the repurchase is Farrell Investments bought an existing building in Southpoint Commerce Park that they plan to make improvements and occupy in Spring, 2019.
- * The grand opening of Eagle Point's new 99 unit senior living facility is expected in August, 2018. The Appleton Redevelopment Authority sold this redevelopment site, comprised of approximately 8.1 acres, in 2017 to Alexander Company and Tukka, the developers of Eagle Point. The development is expected to add \$21 million in value for Phase I. Phase II will be townhomes, and Phase III is in the planning stages with Alexander Company and Tukka Properties. RiverHeath is expected to break ground on the Willow, a 110 unit apartment building with commercial retail space. The Woolen Mills Loft, a \$10 million, 60 unit apartment complex constructed in the Flats, opened in April, 2018. This project used WHEDA tax credits and historic tax credits.
- * Staff continued collaboration with US Venture to construct their headquarters on Bluff Site 1. Staff also continued to work with Milwaukee View on their redevelopment of the historic Zuelke Building. The proposals received for the proposed mixed-use library were reviewed and presented; the Common Council approved further discussion with the Commercial Horizon's team.
- * Staff teamed up with Appleton Downtown Inc. to present the State of the Downtown Summit on May 15, 2018 that offered a downtown development opportunity Tour, updates on current downtown development, and informative panel presentations.
- * 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.
- * Implementation of the Comprehensive Plan continued in 2018, with highlights that include an amendment to Central Business District zoning to allow ground floor residential and creation of an Art in Public Places Policy/Committee.
- * Planning staff collaborated with the City Attorney's Office and Inspections Division staff to repeal and create a new sign ordinance, which is another implementation strategy from the Comprehensive Plan. The Sign Ordinance amendments were in response to Supreme Court Ruling Reed v. Town of Gilbert Arizona, 135 S. Ct. 2218 (2015), the adoption and implementation of the Appleton Comprehensive Plan 2010-2030, and the array of sign types and technology available today. The Common Council adopted the new sign ordinance on April 4, 2018, and it went into effect on April 10, 2018.
- * Staff worked intently with the developer, Appleton Storage I, LLC, to bring development to the former Kmart site at 2400 W. College Avenue which has been vacant for over a decade. The special use development agreement was approved by Council on June 20, 2018.
- * To promote historic preservation, the Historic Preservation Commission created bookmarks of 4 existing historic buildings along College Avenue. They wrote a historic narrative explaining the historic significance and took photographs. We contracted with a professional printer to produce the bookmarks.
- * Assessor's staff completed a Citywide revaluation of all 1,700 commercial properties. Values were increased by an average 5.5%, led by apartments at 15%. This project required many property inspections to update records, good public relations, detailed sales and income analysis, and accurate appraisal methodology. The changes reflected market value increases over the last five years and re-established tax equity among various commercial sectors.
- * The City's equalized value increased by 4.2% in 2018 from \$5,222,923,900 to \$5,443,435,200 just short of the statewide gain of 4.5%.
- * Business enhancement grants from TIF's 11 and 12 were fully utilized in 2018 with \$21,000 in TIF funding for each District. These funds leveraged another \$72,472 in private investment. Due to high demand, a waiting list was created for businesses that applied for the grants after funding was depleted.
- * During the first half of 2018, the site plan review team has approved approximately 110 multi-family dwelling units, 37,200 square feet of office space, 34,500 square feet of commercial space, and 40,200 square feet of institutional space.
- * Staff facilitated and approved the Viaene, North Edgewood Estates, and Leona Pond annexations, resulting in roughly 84.4 acres of land being annexed.
- * The City had approximately 186 single family residential lots platted and available for sale starting in 2018. Final plat approval resulted in the creation of an additional 52 residential lots, including Emerald Valley IV and V and Trail View Estates. The City still has several acres of planned, unplatted land available for single family development.
- * Appleton's GIS team performed a major system upgrade during the second half of 2018. All of the GIS servers were migrated to a new SAN environment set up by IT. Along with the server migration, the GIS software was upgraded to the latest version. This new version had significant architecture changes compared to the previous system; all servers and software installs were upgraded.
- * The GIS team continues to expand and implement the use of GIS tools for field use. Three additional departments now have applications allowing them to collect data in the field, and the GIS team continues to develop more applications for current users.

CITY OF APPLETON 2019 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2019 OBJECTIVES

- * Implement the City's updated 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 creation, execution and implementation of the City's Economic Development Strategic Plan, primary goals and key strategies 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 four acres of business park land.
- * 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 between the technical review group, City departments, Plan Commission, Community and Economic Development Committee, Historic Preservation Commission, registered neighborhoods, Appleton Redevelopment Authority, Common Council and the community.
- * Work with the development community, elected and appointed officials, neighborhoods, non-government organizations, businesses and other City departments to formulate development proposals that align with City plans, ordinances and policies, as well as recognized industry practices.
- * 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/software structure to better organize our external web applications and allow for more "real-time" updates to GIS data.
- * Complete a City-wide revaluation of all residential property. We perform revaluations at least once every five years to maintain 100% fair market values. Residential revaluations are time consuming, requiring substantial statistical analysis, computerized modeling, collection of rental data, significant data entry, and individual appraisal review of all 23,000 homes. However, revaluing frequently is necessary to re-establish equity for tax fairness, resulting in smaller value changes and fewer appeals. This large project will be performed in-house with limited overtime.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 17,310	\$ 20,870	\$ 18,800	\$ 18,800	\$ 18,350	-2.39%
Program Expenses							
10550	Administration	527,332	525,860	554,582	554,582	575,958	3.85%
10551	Marketing	216,086	173,459	163,664	163,664	141,658	-13.45%
10553	New & Redevelopment	195,468	182,186	208,114	208,114	212,456	2.09%
15020	Planning	271,934	273,584	280,414	280,414	282,978	0.91%
13520	Assessing	542,794	566,540	558,402	558,402	578,599	3.62%
TOTAL		\$ 1,753,614	\$ 1,721,629	\$ 1,765,176	\$ 1,765,176	1,791,649	1.50%
Expenses Comprised Of:							
	Personnel	1,601,832	1,582,063	1,613,599	1,613,599	1,662,680	3.04%
	Administrative Expense	22,390	29,699	25,330	25,330	26,064	2.90%
	Supplies & Materials	11,255	15,981	13,475	13,475	15,225	12.99%
	Purchased Services	109,108	85,765	104,000	104,000	79,233	-23.81%
	Utilities	4,012	4,179	4,212	4,212	4,212	0.00%
	Repair & Maintenance	5,017	3,942	4,560	4,560	4,235	-7.13%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	18.13	16.81	16.87	16.87	16.97	

**CITY OF APPLETON 2019 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.

Continue to develop a standardized, coordinate-based and positionally accurate geographic information system (GIS) that meets the needs of all users.

Provide access to geographic and demographic information to City staff and, as appropriate, to the public.

Major changes in Revenue, Expenditures, or Programs:

The Community Development Specialist's salary and fringe benefit costs are recorded in both this budget and in the Housing and Community Development Grants budget. The portion of the Specialist's salary and fringes reimbursable through the grant is charged to the grant budget while the remainder is charged here. Due to a reduction in emergency housing grant funding, more of the position's salary and fringe benefit costs are reflected in this budget.

Printing costs include all copies made by City Departments on the 5th floor color copier machine in Community and Economic Development. Usage continues to increase.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Employee retention					
% staff turnover	5%	6%	0%	0%	0%
Accurate and useful information					
# of layers edited (GIS)	1,403	1,080	700	850	800
Improve business and work flow					
# of users supported on GIS software	137	231	130	130	130
Strategic Outcomes					
Quality training to support staff performance					
% of training courses completed	100%	100%	100%	100%	100%
% of depts. using GIS	50%	50%	50%	50%	50%
Work Process Outputs					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Increase efficiency & effectiveness of City by using GIS					
# of GIS projects	379	471	250	300	250

**CITY OF APPLETON 2019 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 10550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv. - Nontax	\$ 880	\$ 3,445	\$ 800	\$ 800	\$ 350
5020 Donations & Memorials	-	-	-	-	-
Total Revenue	\$ 880	\$ 3,445	\$ 800	\$ 800	\$ 350
Expenses					
6101 Regular Salaries	\$ 350,643	\$ 334,064	\$ 365,273	\$ 365,273	\$ 374,617
6105 Overtime	409	1,088	-	-	-
6150 Fringes	143,777	145,153	151,332	151,332	161,247
6201 Training/Conferences	6,753	12,928	8,000	8,000	8,240
6206 Parking Permits	7,412	7,350	7,260	7,260	7,260
6301 Office Supplies	1,608	2,287	2,200	2,200	2,244
6302 Subscriptions	348	400	500	500	500
6303 Memberships & Licenses	2,180	2,310	3,200	3,200	3,200
6305 Awards & Recognition	270	256	270	270	270
6307 Food & Provisions	527	409	400	400	450
6315 Books & Library Materials	-	143	75	75	75
6320 Printing & Reproduction	9,903	13,705	11,800	11,800	13,550
6327 Miscellaneous Equipment	-	158	200	200	200
6412 Advertising	930	2,871	1,300	1,300	1,333
6413 Utilities	2,572	2,738	2,772	2,772	2,772
Total Expense	\$ 527,332	\$ 525,860	\$ 554,582	\$ 554,582	\$ 575,958

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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.
- Continue implementation of the Comprehensive Plan 2010-2030 and Economic Development Strategic Plan.

Major changes in Revenue, Expenditures, or Programs:

Funding for the Fox Cities Regional Partnership has not been included in the 2019 budget for this program.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	35	63	40	45	40
# Start-up businesses assisted	11	12	35	30	35
Information specific to development in Appleton					
# of prospects information deliveries	31	37	70	40	70
Strategic Outcomes					
Appleton's economy grows and tax base enhanced					
% increase in total equalized value	2.06%	5.80%	2.60%	2.60%	2.60%
Work Process Outputs					
Retention visit clients served					
# Business retention visits/follow-ups	38	47	40	40	40

**CITY OF APPLETON 2019 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 10551

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 102,310	\$ 76,759	\$ 76,691	\$ 76,691	\$ 78,503
6150 Fringes	39,216	27,553	25,973	25,973	27,155
6303 Membership & Licenses	701	-	-	-	-
6431 Interpreter Services	508	75	-	-	-
6599 Other Contracts/Obligations	73,351	69,072	61,000	61,000	36,000
Total Expense	<u>\$ 216,086</u>	<u>\$ 173,459</u>	<u>\$ 163,664</u>	<u>\$ 163,664</u>	<u>\$ 141,658</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Economic development projects and initiatives	\$ 36,000
	<u>\$ 36,000</u>

**CITY OF APPLETON 2019 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 changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	16	31	20	25	20
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	1	3	5	3	5
# of improved business park acres	100	100	100	90	90
Strategic Outcomes					
Tax base enhanced					
\$ increase industrial/commercial	\$ 25,082,437	\$ 55,297,580	\$ 14,000,000	\$ 20,000,000	\$ 14,000,000
\$ increase in target districts	\$ 20,377,086	\$ 24,717,932	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
\$ business park permits	\$ 18,606,737	\$ 7,943,431	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Work Process Outputs					
# of development agreements completed	0	2	3	3	2
# of acres sold in business park	9	6.64	4	14.60	4

**CITY OF APPLETON 2019 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 10553

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 128,442	\$ 131,334	\$ 131,423	\$ 131,423	\$ 133,698
6150 Fringes	44,326	48,783	46,691	46,691	48,758
6404 Consulting Services	22,700	2,069	30,000	30,000	30,000
Total Expense	<u>\$ 195,468</u>	<u>\$ 182,186</u>	<u>\$ 208,114</u>	<u>\$ 208,114</u>	<u>\$ 212,456</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Consulting Services

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

\$	<u>30,000</u>
\$	<u>30,000</u>

**CITY OF APPLETON 2019 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 expertise and technical assistance in administering the City's neighborhood program including assisting residents in registering 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:

The projected # of historic sites, buildings, districts recognized/researched (below) is unusually high for 2018 with the creation of a new website - Appleton's Historic Building Survey - with over 150 properties available for public access.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
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%	0%	0%	0%
% of complaints received on commission applications	0%	0%	0%	0%	0%
Strategic Outcomes					
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	15	17	20	25	20
# of comp plan goals and objectives implemented	6	50	10	50	40
Work Process Outputs					
Services performed					
# of admin applications approved	429	455	425	425	425
# of commission applications approved	34	47	25	30	25
# of customers inquiries served	1,043	1,312	900	1,200	900
# of comp plan and ordinance amendments adopted	3	3	2	2	2
# of historic sites, buildings, districts recognized/researched	5	0	2	150	2

**CITY OF APPLETON 2019 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5002 Zoning & Subdivision Fees	\$ 16,430	\$ 17,425	\$ 18,000	\$ 18,000	\$ 18,000
Total Revenue	<u>\$ 16,430</u>	<u>\$ 17,425</u>	<u>\$ 18,000</u>	<u>\$ 18,000</u>	<u>\$ 18,000</u>
Expenses					
6101 Regular Salaries	\$ 192,081	\$ 190,254	\$ 196,581	\$ 196,581	\$ 195,645
6150 Fringes	79,853	83,330	83,533	83,533	87,033
6305 Awards & Recognition	-	-	300	300	300
Total Expense	<u>\$ 271,934</u>	<u>\$ 273,584</u>	<u>\$ 280,414</u>	<u>\$ 280,414</u>	<u>\$ 282,978</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 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:

We will perform a City-wide revaluation of all 23,000 residential properties in 2019. Revaluations are performed at least once every five years to maintain 100% fair market value assessments. They are time consuming projects, requiring substantial statistical analysis, computerized modeling, collection of rental data, significant data entry, and individual appraisal review of all 23,000 homes. Home values have robustly trended upwards since 2014, but the appreciation rate varies by price range, physical condition, and other factors. Revaluing at least once every five years re-establishes the equity needed for tax fairness, resulting in smaller value changes and fewer appeals. This large project will be performed in-house with limited overtime.

Major changes in Revenue, Expenditures, or Programs:

Estimated overtime cost for the timely completion of the 2019 Citywide revaluation project is \$3,800 (actual overtime cost for the 2014 Citywide revaluation was \$3,513). This program also includes an increase in the Real Estate Technician position, to .7 FTE.

The increase in subscriptions is due to the cost of the MLS subscription to validate home sales as required by the WDOR and to find comparable sales for waterfront and large homes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy:					
Assessment districts within 10% of market value	98%	96%	94%	52%	100%
Coefficient of dispersion of assessment/sale ratios	9%	11%	12%	13%	8%
# assessment errors resulting in inaccurate taxes	1	2	0	3	0
Strategic Outcomes					
Assessments accurately reflect market values:					
Residential class level of assessment	98%	94%	100%	90%	100%
Commercial class level of assessment	101%	96%	100%	95%	100%
Overall level of assessment	99%	95%	100%	90%	100%
Work Process Outputs					
% of buildings inspected to update records:					
Commercial new construction	100%	100%	100%	100%	100%
Residential new construction	95%	95%	95%	87%	85%
Recent sales	51%	43%	40%	25%	25%
Total # of interior inspections	1,601	952	800	650	650
Property record maintenance:					
Deeds processed (ownership changes)	2,568	2,489	2,600	2,400	2,500
Lot splits, CSM's, & new platted parcels	134	160	100	175	200
Annexed parcel(s)	2	-	2	5	4
Assessments updated	895	1,019	1,600	1,613	20,000

**CITY OF APPLETON 2019 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 13520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 377,193	\$ 386,093	\$ 383,918	\$ 383,918	\$ 395,487
6105 Overtime	-	1,300	3,500	3,500	3,800
6150 Fringes	143,581	156,354	148,684	148,684	156,737
6201 Training/Conferences	1,898	2,289	1,700	1,700	1,500
6302 Subscriptions	343	1,100	1,100	1,100	1,700
6303 Memberships & Licenses	350	370	400	400	400
6327 Miscellaneous Equipment	1,352	1,974	1,400	1,400	1,400
6413 Utilities	1,440	1,440	1,440	1,440	1,440
6425 CEA Equip. Rental	5,017	3,942	4,560	4,560	4,235
6599 Other Contracts/Obligations	11,620	11,678	11,700	11,700	11,900
Total Expense	<u>\$ 542,794</u>	<u>\$ 566,540</u>	<u>\$ 558,402</u>	<u>\$ 558,402</u>	<u>\$ 578,599</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Charges for Services	880	3,445	457	800	800	800-	350
Other Revenues	16,430	17,425	17,040	18,000	18,000	18,000-	18,000
TOTAL REVENUES	17,310	20,870	17,497	18,800	18,800	18,800-	18,350
EXPENSES BY LINE ITEM							
Regular Salaries	1,016,190	977,498	699,326	1,153,886	1,153,886	1,173,782	1,177,450
Labor Pool Allocations	18,407	18,655	11,829	0	0	0	0
Overtime	235	2,387	3,267	3,500	3,500	3,800	3,800
Other Compensation	375	500	500	0	0	500	500
Sick Pay	227	0	1,973	0	0	0	0
Vacation Pay	115,645	121,850	95,939	0	0	0	0
Fringes	450,753	461,173	309,669	456,213	456,213	485,559	480,930
Salaries & Fringe Benefits	1,601,832	1,582,063	1,122,503	1,613,599	1,613,599	1,663,641	1,662,680
Training & Conferences	8,651	15,217	5,227	9,700	9,700	9,740	9,740
Parking Permits	7,412	7,350	7,260	7,260	7,260	7,260	7,260
Office Supplies	1,608	2,287	965	2,200	2,200	2,244	2,244
Subscriptions	691	1,500	957	1,600	1,600	2,200	2,200
Memberships & Licenses	3,231	2,680	2,055	3,600	3,600	3,600	3,600
Awards & Recognition	270	256	0	570	570	570	570
Food & Provisions	527	409	201	400	400	450	450
Administrative Expense	22,390	29,699	16,665	25,330	25,330	26,064	26,064
Books & Library Materials	0	143	0	75	75	75	75
Printing & Reproduction	9,903	13,705	6,913	11,800	11,800	14,000	13,550
Miscellaneous Equipment	1,352	2,133	1,360	1,600	1,600	1,600	1,600
Supplies & Materials	11,255	15,981	8,273	13,475	13,475	15,675	15,225
Consulting Services	22,700	2,069	3,115	30,000	30,000	30,000	30,000
Advertising	930	2,871	777	1,300	1,300	1,333	1,333
Interpreter Services	508	75	0	0	0	0	0
Other Contracts/Obligations	84,970	80,750	54,926	72,700	72,700	83,900	47,900
Purchased Services	109,108	85,765	58,818	104,000	104,000	115,233	79,233
Telephone	1,051	1,603	550	1,332	1,332	1,332	1,332
Cellular Telephone	2,961	2,576	1,774	2,880	2,880	2,880	2,880
Utilities	4,012	4,179	2,324	4,212	4,212	4,212	4,212
CEA Equipment Rental	5,017	3,942	2,236	4,560	4,560	4,235	4,235
Repair & Maintenance	5,017	3,942	2,236	4,560	4,560	4,235	4,235
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,753,614	1,721,629	1,210,819	1,765,176	1,765,176	1,829,060	1,791,649

CITY OF APPLETON 2019 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2019 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 2018 EVENTS

Community Development Block Grant (CDBG)

For the 2018-2019 award of \$593,953, \$356,751 was allocated as detailed below for City programs and \$237,202 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$115,000
- Appleton Housing Authority \$75,000
- Fair Housing Services \$65,471
- CDBG Administration \$49,432
- Appleton Police Department \$51,848

The 2017 CAPER was submitted as the fourth program year for the 2015-2019 Consolidated Plan. In May, staff was notified that the previously mandated Assessment of Fair Housing was withdrawn indefinitely, and that entitlement communities should revert back to the Analysis of Impediments in collaboration with drafting the five-year consolidated plan.

Emergency Housing & Homeless Grant Program/Housing Programs Grant (EHH/HP)

The City, in collaboration with the Housing Partnership of the Fox Cities, ADVOCAP, Homeless Connection and Fox Valley Warming Shelter was successful in applying for ESG funds for the 2017-2018 program year. The State separated the grants into the Emergency Housing and Homeless program (EHH) and the Housing Program (HP). The City received \$222,432 for EHH and \$28,750 for HP.

Additionally, the City was awarded funds for the 2018-2019 program year of \$216,473 (est.) for EHH.

During 2018, we were unsuccessful in retaining the HP grant. The City is coordinating with the subrecipients to implement policies and procedures to address the issues that contributed to the unsuccessful application.

Continuum of Care Programs (COC) #1 (RRH) & #2 (PSH/RRH)

In 2017, the City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities and ADVOCAP, was successful in reclassifying the previous Transitional Housing Program (THP) to a Rapid Re-Housing (RRH) program, and obtaining a Permanent Supportive Housing (PSH) grant for another program year. The \$181,152 RRH grant covers the grant year 2017 to 2018 while the \$55,532 PSH grant covers the 2018 grant year. Additionally, the City was awarded \$181,152 in renewal funds for the RRH 2018-2019 program year, and was successful in applying for a new RRH program to replace the previous PSH program for the 2018-2019 program year for \$56,216.

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 2018, the Homeowner Rehabilitation Loan Program rehabilitated 24 owner-occupied housing units and invested nearly \$400,000 in home improvement loans. The funding sources that support the homeowner rehabilitation loan program include:

- 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 2160)

Neighborhood Program (NP)

Staff continues to promote competitive grant funds available to registered neighborhoods through the Neighborhood Grant Program (TNGP). The Lawrence-City Park Neighborhood was awarded funding through TNGP to support the Edison Family Fun Run, which took place in May 2018. Another application, to assist in conducting a neighborhood survey, is also pending for the Historic Central Neighborhood.

In May, 2018, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders. In total, there were 16 participants representing 5 different neighborhoods. The fall Neighborhood Program meeting is scheduled for October 29, 2018.

CITY OF APPLETON 2019 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2019 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 Rapid Re-Housing Grant (COC RRH) #1 and #2

(Program Year: October 1 to September 30)

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

Emergency Housing & Homeless Grant/Housing Programs (EHH/HP)

(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			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 1,270,883	\$ 1,406,756	\$ 1,350,434	\$ 1,350,434	\$ 1,480,786	9.65%
Program Expenses							
2100	CDBG	353,866	394,633	380,000	380,000	443,921	16.82%
2140	Emergency Shelter	210,424	275,640	245,420	245,420	241,572	-1.57%
2150	Continuum of Care	227,937	231,618	236,684	236,684	237,368	0.29%
2170	Homeowner Rehab Loan	375,789	396,354	448,330	448,330	449,272	0.21%
2180	Neighborhood Program	71,086	60,014	75,983	75,983	115,959	52.61%
TOTAL		\$ 1,239,102	\$ 1,358,259	\$ 1,386,417	\$ 1,386,417	\$ 1,488,092	7.33%
Expenses Comprised Of:							
	Personnel	97,490	157,542	122,399	122,399	122,881	0.39%
	Administrative Expense	1,116,342	1,195,221	1,227,500	1,227,500	1,354,591	10.35%
	Supplies & Materials	25,146	-	500	500	500	0.00%
	Purchased Services	124	5,308	35,758	35,758	9,860	-72.43%
	Utilities	-	188	260	260	260	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.08	1.40	1.34	1.34	1.31	

* % change from prior year adopted budget
 Block Grants.xls

**CITY OF APPLETON 2019 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, including program income, 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.

The previously mandated Assessment of Fair Housing report under the new Affirmatively Furthering Fair Housing Rule, which was a new federal requirement expected to be submitted in collaboration with the Five-Year Consolidated Plan, has been permanently withdrawn. The previously applied Analysis of Impediments is expected to be reinstated and completed in conjunction with the 2020-2025 Consolidated Plan. Due to the significant amount of public comment and involvement in the drafting of the Consolidated Plan, costs associated with advertising are expected to increase for the 2019-2020 program year.

The estimated award for the 2019-2020 program year is \$559,772. The allocation of the funds are as follows:

CDBG - Community Dev/Finance Admin	\$ 110,172*
Homeowner Rehab. Loan Program	75,851
Neighborhood Program	<u>40,000</u>
	\$ 226,023
Awarded through competitive application process	<u>333,749</u>
Total estimated award	<u>\$ 559,772</u>

* Includes requirement for Fair Housing Services and any allocation for Appleton Housing Authority.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 535,325	\$ 528,000	\$ 535,000	\$ 593,953	\$ 559,772
Percent of awards spent on projects	92.00%	87.00%	83.00%	81.00%	80.00%
Average award (not including program income)	\$ 48,995	\$ 43,528	\$ 44,000	\$ 42,720	\$47,585
Strategic Outcomes					
Maintain integrity of programs					
# of single-audit findings	0	0	0	0	0
# of HUD exceptions to annual action plan	0	0	0	0	0
# of HUD CAPER findings	0	0	0	0	0
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)					
Overall program	1.42:1	1.28:1	1.5:1	1.22:1	1.5:1
Work Process Outputs					
# of Block Grant awards made	10	8	10	10	11

**CITY OF APPLETON 2019 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4210 Federal Grants	\$ 361,442	\$ 393,010	\$ 380,000	\$ 380,000	\$ 443,921
Total Revenue	<u>\$ 361,442</u>	<u>\$ 393,010</u>	<u>\$ 380,000</u>	<u>\$ 380,000</u>	<u>\$ 443,921</u>
Expenses					
6101 Regular Salaries	\$ 13,471	\$ 33,234	\$ 14,413	\$ 14,413	\$ 14,411
6150 Fringes	3,548	14,458	3,849	3,849	3,674
6201 Training/Conferences	3,122	2,844	2,500	2,500	3,500
6301 Office Supplies	-	-	200	200	127
6303 Memberships & Licenses	1,090	1,090	940	940	940
6320 Printing & Reproduction	-	-	500	500	500
6401 Accounting & Audit	1,630	1,358	1,560	1,560	1,560
6412 Advertising	224	325	300	300	400
6413 Utilities	47	63	60	60	60
6599 Other Contracts/Obligations	-	-	25,678	25,678	-
6608 Block Grant Payments	330,734	341,261	330,000	330,000	418,749
Total Expense	<u>\$ 353,866</u>	<u>\$ 394,633</u>	<u>\$ 380,000</u>	<u>\$ 380,000</u>	<u>\$ 443,921</u>

DETAILED SUMMARY OF 2019 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	333,749
	<u>\$418,749</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 2019 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Housing & Homeless Grant/Housing Programs (EHH/HP)

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 Housing & Homeless Grant/Housing Programs (EHH/HP) 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 EHH/HP 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 EHH/HP 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.

EHH/HP funds may be used in the following areas related to emergency shelter and housing programs: rapid re-housing programs, homeless prevention programs, emergency shelter programs, street outreach programs, HMIS, and administration costs. The shelter programs may include shelters for victims of domestic violence, runaway adolescents, persons with disabilities as well as generic shelter and transitional housing programs. Any city, county or private non-profit agency may apply for funding during the State's annual competition for EHH/HP funding.

The current partner agencies receiving EHH/HP funding are: Housing Partnership of the Fox Cities, Homeless Connection, ADVOCAP, and Fox Valley Warming Shelter.

Major changes in Revenue, Expenditures, or Programs:

In early 2018, the City applied for the HP grant under a new rapid re-housing application, but was not successful in being awarded. As a result, expectations for strategic outcomes have been adjusted accordingly to consider realistically the number of individuals that can be served in each program with fewer funds. The City is coordinating with the subrecipients to implement policies and procedures to address the issues that contributed to the insufficient application. It is expected that the City will be successful in retaining funding through the HP grant for the July 1, 2019 - June 30, 2020 program year.

The Housing Partnership of the Fox Cities, Homeless Connections, and the Fox Valley Warming Shelter are currently in discussions to combine their services under one entity. The City continues to work closely and collaboratively with these agencies during this transition.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
\$ Grant Award ESG	\$ 231,445	\$ 481,995	\$ 216,670	\$ 222,432	\$ 216,572
\$ Grant Award HP	\$ 15,872	\$ 54,060	\$ 28,750	\$ -	\$ 25,000
Strategic Outcomes					
Expand the # of homeless persons served					
# assisted in emergency shelter	932	1,005	950	1,061	1,000
# assisted in rapid rehousing	73	55	75	49	50
# assisted with prevention services	968	467	500	547	500
Work Process Outputs					
# grant applications prepared	2	2	2	2	2
# of contract period extensions requested	0	0	0	0	0

**CITY OF APPLETON 2019 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Housing & Homeless Grant/Housing Programs (EHH/HP)

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ 206,445	\$ 278,799	\$ 245,420	\$ 245,420	\$ 241,572
Total Revenue	<u>\$ 206,445</u>	<u>\$ 278,799</u>	<u>\$ 245,420</u>	<u>\$ 245,420</u>	<u>\$ 241,572</u>
Expenses					
6101 Regular Salaries	\$ -	\$ 8,697	\$ 5,435	\$ 5,435	\$ 5,230
6150 Fringes	-	3,782	2,513	2,513	2,509
6404 Consulting Services	11,549	-	3,120	3,120	3,900
6630 Other Grant Payments	198,875	263,161	234,352	234,352	229,933
Total Expense	<u>\$ 210,424</u>	<u>\$ 275,640</u>	<u>\$ 245,420</u>	<u>\$ 245,420</u>	<u>\$ 241,572</u>

DETAILED SUMMARY OF 2019 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	HP	Total
Housing Partnership	\$ 57,536	\$ 12,500	\$ 70,036
ADVOCAP	36,677	12,500	49,177
Homeless Connection	85,720	-	85,720
Fox Valley Warming Shelter	25,000	-	25,000
	<u>\$ 204,933</u>	<u>\$ 25,000</u>	<u>\$ 229,933</u>

**CITY OF APPLETON 2019 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Program (COC)

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 (COC) funds support programs that offer both housing opportunities and related supportive services for persons transitioning from homelessness to independent living. Specifically, COC 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 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 grants in collaboration with other local non-profit partners -- both grants are for collaborative rapid re-housing programs (RRH).

The City serves as a pass-through for this funding to local non-profit agencies that meet the niche requirements of the COC program. Three agencies, including Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities and ADVOCAP, receive RRH funding, with the Housing Partnership of the Fox Cities receiving the second RRH award solely. In exchange for serving as the lead fiscal and administrative agent, the City receives a small amount of funding for administration costs.

Major changes in Revenue, Expenditures, or Programs:

During the end of 2017, the City reclassified the previous Transitional Housing Program (THP) to a Rapid Re-Housing program, and drafted a new application for an additional Rapid Re-Housing program to replace the Permanent Supportive Housing (PSH) program.

Due to the increased expectation of involvement with the Balance of State (Wisconsin), training costs will significantly increase in 2019. These costs will include costs associated with required quarterly two-day meetings, increased involvement with the Balance of State Finance Committee as new and modified fiscal policies and procedures are introduced, increased involvement on the Balance of State Board of Directors due to a change in the governance structure, and attendance of the National Conference on Ending Homelessness in July, 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
\$ Annual Award (COC 1 - RRH)	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152
\$ Annual Award (COC 2 - RRH)	\$ 54,337	\$ 54,337	\$ 55,532	\$ 55,532	\$ 56,216
Strategic Outcomes					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	73%	71%	70%	70%	70%
% of participants in permanent housing who maintained or increased income	29%	17%	77%	77%	77%
Work Process Outputs					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal Jew; 1-Renewal		2-Renewal
# of contract period extensions requested	0	0	0	0	0

**CITY OF APPLETON 2019 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Program (COC)

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ 227,937	\$ 231,618	\$ 236,684	\$ 236,684	\$ 237,368
Total Revenue	\$ 227,937	\$ 231,618	\$ 236,684	\$ 236,684	\$ 237,368
Expenses					
6101 Regular Salaries	\$ 4,372	\$ 9,966	\$ 9,405	\$ 9,405	\$ 8,314
6108 Overtime	-	189	-	-	-
6150 Fringes	1,367	4,207	4,354	4,354	3,990
6201 Training/Conferences	-	1,091	1,470	1,470	4,000
6320 Printing & Reproduction	-	-	-	-	-
6404 Consulting	9,136	-	-	-	-
6630 Other Grant Payments	213,062	216,165	221,455	221,455	221,064
Total Expense	\$ 227,937	\$ 231,618	\$ 236,684	\$ 236,684	\$ 237,368

DETAILED SUMMARY OF 2019 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:

	COC #1 - RRH	COC #2 - RRH	Total
ADVOCAP	\$ 56,000	\$ -	\$ 56,000
Housing Partnership	20,000	56,216	76,216
Salvation Army	88,848	-	88,848
Total	\$ 164,848	\$ 56,216	\$ 221,064

**CITY OF APPLETON 2019 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 and eliminate lead-based paint hazards to 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 an increase in all program income (loan repayments), funding from new CDBG funds has been reduced to pay for a portion of the program delivery costs only. Project costs will be paid out of program income. In the future, if CDBG funds are eliminated, the Housing Coordinator's salary and fringes may come out of the City's General fund or from other revenue sources.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 158,651	\$ 81,222	\$ 115,000	\$ 115,000	\$ 75,851
Program income received (all grants)	\$ 265,634	\$ 313,246	\$ 333,330	\$ 355,000	\$ 373,421
Unspent grant funds					
Committed	\$ 143,617	\$ 277,883	\$ 75,000	\$ 70,000	\$ 75,000
Uncommitted	\$ 255,352	\$ 214,924	\$ 160,000	\$ 150,000	\$ 160,000
Strategic Outcomes					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	22	23	24	22	24
# units rehabilitated	23	23	24	22	24
# residents benefited	63	69	60	66	60
Average loan amount	\$ 15,703	\$ 19,783	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 359,169	\$ 455,006	\$ 360,000	\$ 325,000	\$ 360,000
Work Process Outputs					
# of applications processed	26	59	33	33	33
# of applications approved	13	33	27	27	27

**CITY OF APPLETON 2019 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Homeowner Rehabilitation Loan Program

Business Unit 2160/2170/2190

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4210 Federal Grants	\$ 138,823	\$ 129,237	\$ 115,000	\$ 115,000	\$ 75,851
4710 Interest on Investments	-	(18)	-	-	-
5035 Other Reimbursements	502	764	-	-	-
5050 Rehab Project Repayments	265,734	313,346	333,330	333,330	373,421
Total Revenue	\$ 405,059	\$ 443,329	\$ 448,330	\$ 448,330	\$ 449,272
Expenses					
6101 Regular Salaries	\$ 60,121	\$ 65,852	\$ 66,402	\$ 66,402	\$ 68,082
6150 Fringes	14,611	17,158	16,028	16,028	16,671
6201 Training/Conferences	1,815	5,166	600	600	600
6413 Utilities	77	125	200	200	200
6599 Other Contracts/Obligations	2,607	3,625	5,100	5,100	4,000
6608 Block Grant Payments	296,558	304,428	263,000	263,000	262,719
6630 Other Grant Payments	-	-	97,000	97,000	97,000
Total Expense	\$ 375,789	\$ 396,354	\$ 448,330	\$ 448,330	\$ 449,272

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

Loans to low- and moderate-income households for the rehabilitation of their homes.

Rehab projects \$ 262,719

Other Grant Payments

Loans to low- and moderate-income households for the rehabilitation of their homes.

Rehab projects \$ 97,000

**CITY OF APPLETON 2019 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 by providing 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.

The Neighborhood Program (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.

Major changes in Revenue, Expenditures or Programs:

Staff organized and delivered the Neighborhood Program Spring Meeting, an informal, "roundtable" discussion for neighborhood leaders in May 2018. Facilitating opportunities for neighborhoods to report out their successes, solicit peer review and learn about City resources may continue to replace the conventional Neighborhood Academy. Grant funds will continue to be available to registered neighborhoods. Neighborhood grants (CDBG) totaling \$108,653 are anticipated, with the NP requesting \$40,000 in CDBG funding in 2019 and \$68,653 from unused prior year grant funds.

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. The NP will not request additional General Fund funding in 2019 in order to draw down funds from prior year allocations. Once "caught up," future General Fund requests are anticipated that would be available to all neighborhoods, not just those qualified by HUD.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
# of new partnerships/ collaborations generated	1	0	1	1	1
# of registered neighborhoods	16	16	17	17	18
# of neighborhood program participants	12	26	15	16	15
Strategic Outcomes					
# of projects awarded grant funding	1	1	2	2	2
Work Process Outputs					
Grant Funds (CDBG)					
Committed	\$ -	\$ 60,000	\$ 68,653	\$ -	\$ 108,653
Uncommitted	\$ 88,653	\$ 28,653	\$ -	\$ 68,653	\$ -
Spent	\$ 70,000	\$ 60,000	\$ 68,653	\$ -	\$ 108,653
General Funds					
Committed	\$ 1,200	\$ -	\$ 7,330	\$ 3,300	\$ 7,306
Uncommitted	\$ 4,644	\$ 7,630	\$ -	\$ 7,306	\$ -
Spent	\$ 1,086	\$ 14	\$ 7,330	\$ 3,324	\$ 7,306

**CITY OF APPLETON 2019 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Neighborhood Program

Business Unit 2180

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
4210 Federal Grants	70,000	60,000	40,000	40,000	108,653
Total Revenue	<u>\$ 73,000</u>	<u>\$ 63,000</u>	<u>\$ 43,000</u>	<u>\$ 43,000</u>	<u>\$ 108,653</u>
Expenses					
6201 Training/Conferences	\$ -	\$ -	\$ -	\$ -	\$ -
6608 Block Grant Payments	70,000	60,000	68,653	68,653	108,653
6630 Other Grant Payments	1,086	14	7,330	7,330	7,306
Total Expense	<u>\$ 71,086</u>	<u>\$ 60,014</u>	<u>\$ 75,983</u>	<u>\$ 75,983</u>	<u>\$ 115,959</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Block grant payments

Targeted Neighborhood Investment grants to
create strong neighborhoods \$ 108,653

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,004,647	1,092,664	450,389	1,017,104	1,017,104	1,038,712-	1,107,365
Interest Income	0	18-	34-	0	0	0	0
Other Revenues	266,236	314,110	279,103	333,330	333,330	373,381-	373,421
TOTAL REVENUES	1,270,883	1,406,756	729,458	1,350,434	1,350,434	1,412,093-	1,480,786
EXPENSES BY LINE ITEM							
Regular Salaries	69,751	107,944	81,253	95,655	95,655	96,037	96,037
Overtime	0	189	0	0	0	0	0
Sick Pay	595	2,312	1,146	0	0	0	0
Vacation Pay	7,618	7,493	7,303	0	0	0	0
Fringes	19,526	39,604	29,008	26,744	26,744	26,844	26,844
Salaries & Fringe Benefits	97,490	157,542	118,710	122,399	122,399	122,881	122,881
Training & Conferences	4,937	9,102	4,568	4,570	4,570	8,100	8,100
Office Supplies	0	0	0	200	200	127	127
Memberships & Licenses	1,090	1,090	940	940	940	940	940
CDBG Expenses	618,270	705,469	447,644	661,653	661,653	790,121	790,121
Block Grant Payments	492,045	479,560	402,052	560,137	560,137	555,303	555,303
Administrative Expense	1,116,342	1,195,221	855,204	1,227,500	1,227,500	1,354,591	1,354,591
Printing & Reproduction	0	0	0	500	500	500	500
Supplies & Materials	0	0	0	500	500	500	500
Accounting/Audit	1,630	1,358	0	1,560	1,560	1,560	1,560
Consulting Services	20,685	0	0	3,120	3,120	3,900	3,900
Advertising	224	325	51	300	300	400	400
Other Contracts/Obligations	2,607	3,625	2,856	30,778	30,778	4,000	4,000
Purchased Services	25,146	5,308	2,907	35,758	35,758	9,860	9,860
Telephone	104	152	58	260	260	260	260
Cellular Telephone	20	36	25	0	0	0	0
Utilities	124	188	83	260	260	260	260
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,239,102	1,358,259	976,904	1,386,417	1,386,417	1,488,092	1,488,092

CITY OF APPLETON 2019 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Property Taxes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Intergovernmental	1,004,647	1,092,664	1,017,104	1,017,104	1,107,365
Other	266,236	314,092	333,330	333,330	373,421
Total Revenues	<u>1,273,883</u>	<u>1,409,756</u>	<u>1,353,434</u>	<u>1,353,434</u>	<u>1,480,786</u>
Expenses					
Program Costs	<u>1,239,102</u>	<u>1,358,259</u>	<u>1,386,417</u>	<u>1,386,417</u>	<u>1,488,092</u>
Total Expenses	<u>1,239,102</u>	<u>1,358,259</u>	<u>1,386,417</u>	<u>1,386,417</u>	<u>1,488,092</u>
Revenues over (under) Expenses	34,781	51,497	(32,983)	(32,983)	(7,306)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	34,781	51,497	(32,983)	(32,983)	(7,306)
Fund Balance - Beginning	114,723	149,504	201,001	201,001	168,018
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 149,504</u>	<u>\$ 201,001</u>	<u>\$ 168,018</u>	<u>\$ 168,018</u>	<u>\$ 160,712</u>

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

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**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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**CITY OF APPLETON 2019 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 2018 budget includes funds for maintenance of the remaining 2.27 acres of land and berm maintenance in the City's Northeast Business Park in addition to the portion of Southpoint Commerce Park that is outside of TIF District #6. This includes weed cutting, soil testing, environmental reviews, surveys, real estate commissions, title insurance, and other costs associated with selling land. Maintenance costs and rental income associated with the homes and land acquired in 2016 at 110 and 210 W Edgewood Drive are 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 and Southpoint Commerce Park are also included in this budget. There are currently 12 parcels sold in the Northeast Business Park that remain undeveloped. Per the covenants, the owners have one year to develop these parcels. The City has first right of refusal on these properties.

Major changes in Revenue, Expenditures or Programs:

Land purchases are budgeted in 2019 to repurchase lots in the Northeast Business Park and Southpoint Commerce Park that are not in compliance with the protective covenants for construction. Purchases are only made at the direction of the Common Council.

Rental income includes the leasing of the home at 110 W. Edgewood and farmland associated with the Edgewood Drive properties as well as the portion of Southpoint Commerce Park outside of TIF #6.

The wetlands/drainage improvements at 210 W Edgewood relate to resolving water pooling issues on the property.

The sanitary area assessment (\$50,198) relates to the Southpoint Commerce Park. Previous assessments were paid by the TIF 6 Fund. With the construction period for TIF 6 expiring in 2018, these costs are now the responsibility of this budget.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 143,709	\$ 37,900	\$ 48,648	\$ 48,648	\$ 35,911	-26.18%
Program Expenses		\$ 926,710	\$ 213,934	\$ 303,042	\$ 313,042	\$ 358,463	18.29%
Expenses Comprised Of:							
	Personnel	611	-	-	-	-	N/A
	Purchased Services	29,552	41,478	98,300	108,300	103,800	5.60%
	Utilities	466	254	4,742	4,742	4,465	-5.84%
	Repair & Maintenance	3	-	-	-	-	N/A
	Capital Expenditures	896,078	172,202	200,000	200,000	250,198	25.10%

* % change from prior year adopted budget
2019 Ind Park Land Capital Projects Fund.xlsx

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4710 Interest on Investments	\$ 9,288	\$ 6,852	\$ -	\$ -	\$ -
5004 Sale of City Prop - Nontax	110,592	-	-	-	-
5015 Rental of City Property	23,829	31,048	48,648	48,648	35,911
Total Revenue	\$ 143,709	\$ 37,900	\$ 48,648	\$ 48,648	\$ 35,911
Expenses					
6102 Labor Pool Allocations	\$ 439	\$ -	\$ -	\$ -	\$ -
6150 Fringes	172	-	-	-	-
6404 Consulting Services	9,741	19,432	20,000	30,000	20,000
6412 Advertising	8,354	17,557	18,000	18,000	18,000
6413 Utilities	466	254	4,742	4,742	4,465
6425 CEA Equip. Rental	3	-	-	-	-
6599 Other Contract/Obligations	11,457	4,489	60,300	60,300	65,800
6801 Land	896,078	-	200,000	200,000	200,000
6809 Infrastructure Construction	-	172,202	-	-	50,198
Total Expense	\$ 926,710	\$ 213,934	\$ 303,042	\$ 313,042	\$ 358,463

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Platting	\$ 10,000
Testing and analysis, title work and due diligence for land sales	10,000
	<u>\$ 20,000</u>

Advertising

Marketing	<u>\$ 18,000</u>
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Other Contracts/Obligations

Wetlands/drainage improv. 210 W Edgewood	\$ 30,000
Maintenance of 110 W Edgewood	3,000
Real Estate Commissions (4 Acres @ \$40,000)	12,800
Weed cutting/maintenance/debris clean up at Edgewood, Southpoint & NE Business Parks	20,000
	<u>\$ 65,800</u>

Land

Re-purchase industrial park lots	200,000
	<u>\$ 200,000</u>

Infrastructure Construction

Sanitary area assessment	<u>\$ 50,198</u>
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CITY OF APPLETON 2019 BUDGET
INDUSTRIAL PARK LAND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ 9,288	\$ 6,852	\$ -	\$ 4,000	\$ -
Other	23,829	31,048	48,648	35,000	35,911
Total Revenues	<u>33,117</u>	<u>37,900</u>	<u>48,648</u>	<u>39,000</u>	<u>35,911</u>
Expenses					
Program Costs	926,710	213,934	303,042	286,042	358,463
Total Expenses	<u>926,710</u>	<u>213,934</u>	<u>303,042</u>	<u>286,042</u>	<u>358,463</u>
Revenues over (under) Expenses	(893,593)	(176,034)	(254,394)	(247,042)	(322,552)
Other Financing Sources (Uses)					
Operating Transfers Out	-	-	-	-	-
Sale of City Property	110,592	-	-	-	-
Total Other Financing Sources (Uses)	<u>110,592</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(783,001)	(176,034)	(254,394)	(247,042)	(322,552)
Fund Balance - Beginning	<u>1,755,761</u>	<u>972,760</u>	<u>796,726</u>	<u>796,726</u>	<u>549,684</u>
Fund Balance - Ending	<u>\$ 972,760</u>	<u>\$ 796,726</u>	<u>\$ 542,332</u>	<u>\$ 549,684</u>	<u>\$ 227,132</u>

**CITY OF APPLETON 2019 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 2019 is requested for the Appleton Redevelopment Authority to continue redevelopment of opportune acquisition 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
Miscellaneous Site Acquisition - ARA		250,000	Projects, Pg. 566
		<u>\$ 250,000</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 22,529	\$ 3,309	\$ -	\$ -	\$ -	\$ -
Program Expenses		\$ 53,453	\$ 292,551	\$ 350,000	\$ 350,000	\$ 250,000	-28.57%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	53,453	292,551	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	350,000	350,000	250,000	-28.57%

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4710 Interest on Investments	\$ (2,471)	\$ 3,309	\$ -	\$ -	\$ -
5020 Donations & Memorials	-	-	-	-	-
5035 Other Reimbursements	25,000	-	-	-	-
5910 Proceeds of Long-term Debt	2,060,000	-	350,000	350,000	250,000
5921 Trans In - General Fund	-	-	-	-	-
Total Revenue	\$ 2,082,529	\$ 3,309	\$ 350,000	\$ 350,000	\$ 250,000
Expenses					
6404 Consulting Services	\$ 53,453	\$ 4,717	\$ -	\$ -	\$ -
6599 Other contracts/obligations	-	287,834	-	-	-
6801 Land Acquisition	-	-	350,000	350,000	250,000
7913 Trans Out - Debt Service	-	-	-	-	-
Total Expense	\$ 53,453	\$ 292,551	\$ 350,000	\$ 350,000	\$ 250,000

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Land Acquisition

Appleton Redevelopment Authority	\$ 250,000
	<u>\$ 250,000</u>

CITY OF APPLETON 2019 BUDGET
COMMUNITY DEVELOPMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ (2,471)	\$ 3,309	\$ -	\$ 1,200	\$ -
Donations & Memorials	-	-	-	-	-
Other Reimbursements	25,000	-	-	-	-
Total Revenues	<u>22,529</u>	<u>3,309</u>	<u>-</u>	<u>1,200</u>	<u>-</u>
Expenses					
Program Costs	53,453	292,551	350,000	-	250,000
Total Expenses	<u>53,453</u>	<u>292,551</u>	<u>350,000</u>	<u>-</u>	<u>250,000</u>
Revenues over (under) Expenses	(30,924)	(289,242)	(350,000)	1,200	(250,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	2,060,000	-	350,000	-	250,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>2,060,000</u>	<u>-</u>	<u>350,000</u>	<u>-</u>	<u>250,000</u>
Net Change in Equity	2,029,076	(289,242)	-	1,200	-
Fund Balance - Beginning	<u>(1,563,471)</u>	<u>465,605</u>	<u>176,363</u>	<u>176,363</u>	<u>177,563</u>
Fund Balance - Ending	<u>\$ 465,605</u>	<u>\$ 176,363</u>	<u>\$ 176,363</u>	<u>\$ 177,563</u>	<u>\$ 177,563</u>

CITY OF APPLETON 2019 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Community & Economic Development Director: Karen E. Harkness

Finance Director: Anthony D. Saucerman, CPA

**CITY OF APPLETON 2019 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 Financing (TIF) 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, Appleton Retirement Community, 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	2006	207,763	900,000
1994	-	604,290	2007	423,151	900,000
1995	-	703,516	2008	239,309	900,000
1996	-	1,254,622	2009	(568,726)	1,000,000
1997	639,211	764,308	2010	222,838	1,000,000
1998	1,141,212	787,831	2011	643,980	1,000,000
1999	1,756,773	827,222	2012	676,179	1,000,000
2000	1,774,640	868,584	2013	(417,512)	1,200,000
2001	1,341,515	1,568,974	2014	(1,360,888)	1,200,000
2002	2,235,558	969,870	2015	(1,428,932)	1,200,000
2003	1,498,145	1,892,733	2016	(2,000,000)	1,400,000
2004	1,575,103	1,338,592	2017	(1,500,000)	1,200,000
2005	393,108	800,000	2018	(1,500,000)	1,000,000
			2019	(1,500,000)	600,000
			12/31/19 Balance	\$ 4,492,427	\$ 27,010,419

Major changes in Revenue, Expenditures, or Programs:

TIF #3 is expected to repay the general fund advances, including interest, by 2024. At that time, the annual property tax increments will be used to repay the Parking Utility until the closure of the TIF in 2031.

The \$600,000 transfer-in from the Parking Utility in 2019 is the final year of advances from the Utility.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ 46,610	\$ 48,352	\$ 45,500	\$ 45,500	\$ 53,202	16.93%
	Program Expenses	\$ 604,960	\$ 536,123	\$ 464,646	\$ 464,646	\$ 263,591	-43.27%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	603,176	534,561	462,996	462,996	262,121	-43.39%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,784	1,562	1,650	1,650	1,470	-10.91%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ 918,463	\$ 970,998	\$ 1,070,730	\$ 1,070,730	\$ 1,085,000
4130 Payment in Lieu of Taxes	40,648	41,528	40,000	40,000	40,000
4227 State Aid - Computers	6,305	4,947	5,000	5,000	5,000
4228 State Aid - Personal Property	-	-	-	-	6,202
4710 Interest on Investments	(343)	1,877	500	500	2,000
5927 Transfer In - Parking Utility	1,400,000	1,200,000	1,200,000	1,200,000	600,000
Total Revenue	\$ 2,365,073	\$ 2,219,350	\$ 2,316,230	\$ 2,316,230	\$ 1,738,202
Expenses					
6401 Accounting/Audit	\$ 1,634	\$ 1,412	\$ 1,500	\$ 1,500	\$ 1,320
6402 Legal Fees	150	150	150	150	150
6720 Interest Payments	499,621	412,121	337,121	337,121	262,121
7913 Trans Out - Debt Service	103,555	122,440	125,875	125,875	-
Total Expense	\$ 604,960	\$ 536,123	\$ 464,646	\$ 464,646	\$ 263,591

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Property Taxes	\$ 918,463	\$ 970,998	\$ 1,070,730	\$ 1,047,945	\$ 1,085,000
Payment in Lieu of Taxes	40,648	41,528	40,000	40,000	40,000
Intergovernmental	6,305	4,947	5,000	5,019	11,202
Interest Income	(343)	1,877	500	4,000	2,000
Total Revenues	<u>965,073</u>	<u>1,019,350</u>	<u>1,116,230</u>	<u>1,096,964</u>	<u>1,138,202</u>
Expenses					
Interest Expense	499,621	412,121	337,121	337,121	262,121
Administrative Expenses	1,784	1,562	1,650	1,650	1,470
Total Expenses	<u>501,405</u>	<u>413,683</u>	<u>338,771</u>	<u>338,771</u>	<u>263,591</u>
Revenues over (under) Expenses	463,668	605,667	777,459	758,193	874,611
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	1,400,000	1,200,000	1,200,000	1,000,000	600,000
Operating Transfers Out - Debt Service	(103,555)	(122,440)	(125,875)	(125,875)	-
Total Other Financing Sources (Uses)	<u>1,296,445</u>	<u>1,077,560</u>	<u>1,074,125</u>	<u>874,125</u>	<u>600,000</u>
Revenues over (under) Expenses	1,760,113	1,683,227	1,851,584	1,632,318	1,474,611
Fund Balance (Deficit)- Beginning	<u>(10,731,055)</u>	<u>(8,970,942)</u>	<u>(7,287,715)</u>	<u>(7,287,715)</u>	<u>(5,655,397)</u>
Fund Balance (Deficit)- Ending	<u>\$ (8,970,942)</u>	<u>\$ (7,287,715)</u>	<u>\$ (5,436,131)</u>	<u>\$ (5,655,397)</u>	<u>\$ (4,180,786)</u>

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2019 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:

Overall administration of the Southpoint Commerce Park, including costs for maintenance, real estate commissions, surveys, title insurance, and other costs associated with selling land and maintaining a high quality business park are funded from the Industrial Park Land Fund (IPLF). The expenditure period for TIF district #6 expired on February 14, 2018; the district will close in 2023.

Summary of General Fund Advance

2010	\$ 1,025,000		2015	141,094
2011	1,877,500 *		2016	1,853,245
2012	145,125		2017	1,900,000
2013	(360,119)		2018	(1,000,000)
2014	134,375		2019	(1,000,000)
			12/31/19 Balance	<u>\$ 4,716,220</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:

Sale of City property assumes 4 acres in the TIF #6 portion of Southpoint Commerce Park at \$40,000 per acre.

The farm lease for vacant Southpoint Commerce park land is based on \$210 an acre lease rate with 142.4 acres in 2019. 80% of the lease revenue is payable to the IPLF and 20% is in TIF #6.

Funding for the maintenance of the Park in 2019 and beyond will come from the Industrial Park Land Fund while TIF #6 recaptures the investments it's made in this District.

2019 represents the final year of the developer incentive payment for the Time Warner Cable project.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 353,152	\$ 325,464	\$ 229,981	\$ 229,981	\$ 239,882	4.31%
Program Expenses		\$ 3,838,629	\$ 4,257,370	\$ 2,082,237	\$ 2,102,443	\$ 1,435,507	-31.06%
Expenses Comprised Of:							
Personnel		71,007	57,508	-	-	-	N/A
Administrative Expense		1,599,144	1,836,898	1,457,036	1,457,036	820,364	-43.70%
Supplies & Materials		7,408	9,359	-	-	-	N/A
Purchased Services		467,680	562,383	599,800	599,800	615,143	2.56%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		3,917	5,434	-	-	-	N/A
Other Capital Expenditures		1,689,473	1,785,788	25,401	45,607	-	-100.00%

* % change from prior year adopted budget
TIF 6.xls

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 6

Business Unit 4090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ 2,090,076	\$ 2,202,336	\$ 2,301,700	\$ 2,301,700	\$ 2,590,000
4227 State Aid - Computers	55,758	64,206	60,000	60,000	65,000
4228 State Aid - Personal Property	-	-	-	-	4,901
4710 Interest on Investments	(7,148)	(3,706)	4,000	4,000	4,000
5004 Sale of City Prop - Nontax	298,585	258,983	160,000	160,000	160,000
5015 Rental of City Property	5,957	5,981	5,981	5,981	5,981
Total Revenue	\$ 2,443,228	\$ 2,527,800	\$ 2,531,681	\$ 2,531,681	\$ 2,829,882
Expenses					
6101 Regular Salaries	\$ 49,288	\$ 35,536	\$ -	\$ -	\$ -
6105 Overtime	2,407	1,612	-	-	-
6108 Part-Time	1,568	3,237	-	-	-
6150 Fringes	17,744	17,123	-	-	-
6308 Landscape Supplies	-	780	-	-	-
6309 Shop Supplies & Tools	247	585	-	-	-
6325 Construction Materials	7,161	6,818	-	-	-
6328 Signs	-	1,176	-	-	-
6401 Accounting/Audit	1,634	1,412	11,500	11,500	1,320
6402 Legal Fees	185	150	150	150	150
6404 Consulting Services	2,130	410	-	-	-
6408 Contractor Fees	10,387	71,859	-	-	-
6425 CEA Equip. Rental	3,917	5,434	-	-	-
6599 Other Contracts/Obligations	453,344	488,552	588,150	588,150	613,673
6720 Interest Payments	171,314	288,311	323,311	323,311	260,811
6801 Land	151,690	-	-	-	-
6809 Infrastructure Construction	1,537,783	1,785,788	25,401	45,607	-
7913 Trans Out - Debt Service	1,427,830	1,548,587	1,133,725	1,133,725	559,553
Total Expense	\$ 3,838,629	\$ 4,257,370	\$ 2,082,237	\$ 2,102,443	\$ 1,435,507

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive payments:

Time Warner Cable	\$ 260,000
Encapsys	353,673
	<u>\$ 613,673</u>

CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Property Taxes	\$ 2,090,076	\$ 2,202,336	\$ 2,301,700	\$ 2,205,848	\$ 2,590,000
Intergovernmental	55,758	64,206	60,000	65,150	69,901
Interest Income	(7,148)	(3,706)	4,000	8,000	4,000
Other	5,957	5,981	5,981	5,981	5,981
Total Revenues	<u>2,144,643</u>	<u>2,268,817</u>	<u>2,371,681</u>	<u>2,284,979</u>	<u>2,669,882</u>
Expenses					
Operation & Maintenance	2,237,666	2,418,910	613,551	632,160	613,673
Interest Expense	171,314	288,311	323,311	310,811	260,811
Administrative Expense	1,819	1,562	11,650	11,650	1,470
Total Expenses	<u>2,410,799</u>	<u>2,708,783</u>	<u>948,512</u>	<u>954,621</u>	<u>875,954</u>
Revenues over (under) Expenses	(266,156)	(439,966)	1,423,169	1,330,358	1,793,928
Other Financing Sources (Uses)					
Operating Transfers Out - Debt Service	(1,427,830)	(1,548,587)	(1,133,725)	(1,133,725)	(559,553)
Sale of City Property	298,585	258,983	160,000	467,829	160,000
Total Other Financing Sources (Uses)	<u>(1,129,245)</u>	<u>(1,289,604)</u>	<u>(973,725)</u>	<u>(665,896)</u>	<u>(399,553)</u>
Net Change in Equity	(1,395,401)	(1,729,570)	449,444	664,462	1,394,375
Fund Balance - Beginning	(2,705,945)	(4,101,346)	(5,830,916)	(5,830,916)	(5,166,454)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ (4,101,346)</u>	<u>\$ (5,830,916)</u>	<u>\$ (5,381,472)</u>	<u>\$ (5,166,454)</u>	<u>\$ (3,772,079)</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 897,230	\$ 561,692
- Net Change in Equity	664,462	1,394,375
+ Advance from General Fund	-	-
- General Fund Advance Repayment	<u>(1,000,000)</u>	<u>(1,000,000)</u>
Working Cash - End of Year	<u>\$ 561,692</u>	<u>\$ 956,067</u>

**CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2019	\$ 370,000	\$ 5,781
	\$ -	\$ -

Year	2012B G.O. Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Total
2019	\$ 180,000	\$ 3,772	\$ 550,000	\$ 9,553	\$ 559,553
2020	115,000	1,121	115,000	1,121	116,121
	\$ 295,000	\$ 4,893	\$ 665,000	\$ 10,674	\$ 675,674

CITY OF APPLETON 2019 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 City created TIF District #7 in 2007 to provide targeted investments in the commercial area of South Memorial Drive from Calumet Street to State Highway 441 which had deteriorated significantly over the prior ten years. The abandonment of Valley Fair Mall and the under utilization of former retail and service buildings were cause for concern. 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. With Secura's announcement of a new headquarters in the Village of Fox Crossing their current campus is for sale. The TIF remains a tool to support and encourage investment in this area. No new funds are being requested for the program in 2019.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 47,691	\$ 63,559	\$ 66,500	\$ 66,500	\$ 68,206	2.57%
Program Expenses		\$ 307,923	\$ 401,460	\$ 437,500	\$ 437,500	\$ 461,783	5.55%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,525	16,300	15,850	15,850	20,313	28.16%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	306,398	385,160	421,650	421,650	441,470	4.70%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 7.xls

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 7

Business Unit 4100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ 310,168	\$ 450,029	\$ 530,600	\$ 530,600	\$ 492,000
4227 State Aid - Computers	46,569	60,319	60,000	60,000	60,000
4228 State Aid - Personal Property	-	-	-	-	1,706
4710 Interest on Investments	1,122	3,240	6,500	6,500	6,500
5910 Proceeds of Long-term Debt	-	-	-	-	-
Total Revenue	<u>\$ 357,859</u>	<u>\$ 513,588</u>	<u>\$ 597,100</u>	<u>\$ 597,100</u>	<u>\$ 560,206</u>
Expenses					
6401 Accounting/Audit	\$ 1,634	\$ 1,412	\$ 1,500	\$ 1,500	\$ 1,320
6402 Legal Fees	150	150	150	150	150
6425 CEA Equip. Rental	-	-	-	-	-
6599 Other Contracts/Obligations	304,614	383,598	420,000	420,000	440,000
6809 Infrastructure Construction	-	-	-	-	-
7913 Trans Out - Debt Service	1,525	16,300	15,850	15,850	20,313
Total Expense	<u>\$ 307,923</u>	<u>\$ 401,460</u>	<u>\$ 437,500</u>	<u>\$ 437,500</u>	<u>\$ 461,783</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive -
Valley Fair Too, LLC

\$ 440,000
\$ 440,000

CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Property Taxes	\$ 310,168	\$ 450,029	\$ 530,600	\$ 527,178	\$ 492,000
Intergovernmental	46,569	60,319	60,000	61,206	61,706
Interest Income	1,122	3,240	6,500	6,500	6,500
Other	-	-	-	-	-
Total Revenues	<u>357,859</u>	<u>513,588</u>	<u>597,100</u>	<u>594,884</u>	<u>560,206</u>
Expenses					
Operation & Maintenance	304,614	383,598	420,000	436,210	440,000
Administrative Expense	1,784	1,562	1,650	1,650	1,470
Total Expenses	<u>306,398</u>	<u>385,160</u>	<u>421,650</u>	<u>437,860</u>	<u>441,470</u>
Revenues over (under) Expenses	51,461	128,428	175,450	157,024	118,736
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(1,525)	(16,300)	(15,850)	(15,850)	(20,313)
Total Other Financing Sources (Uses)	<u>(1,525)</u>	<u>(16,300)</u>	<u>(15,850)</u>	<u>(15,850)</u>	<u>(20,313)</u>
Net Change in Equity	49,936	112,128	159,600	141,174	98,423
Fund Balance (Deficit) - Beginning	504,096	554,032	666,160	666,160	807,334
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 554,032</u>	<u>\$ 666,160</u>	<u>\$ 825,760</u>	<u>\$ 807,334</u>	<u>\$ 905,757</u>

**CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 7
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2019	\$ 20,000	\$ 313

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM MISSION

This fund provides for redevelopment of the Fox 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, identified several redevelopment sites located along the banks of the Fox River, as well as the opportunities that the opening of the Fox River Navigation System provided the community. Several key sites included 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 were identified for future medium to high density residential development, neighborhood commercial development, and public access to the river.

In response, the City created Tax Increment Financing (TIF) District # 8 in 2009 to provide targeted investments in these areas, 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	-
2017	(500,000)
2018	-
2019	-
12/31/19 Balance	<u>\$ 415,902</u>

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 55,205	\$ 1,279,529	\$ 409,347	\$ 409,347	\$ 574,488	40.34%
Program Expenses		\$ 411,955	\$ 1,086,754	\$ 969,828	\$ 969,828	\$ 1,478,961	52.50%
Expenses Comprised Of:							
Personnel		1,167	76	-	-	-	N/A
Administrative Expense		101,019	492,091	488,178	488,178	651,491	33.45%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		264,699	292,577	481,650	481,650	827,470	71.80%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		70	10	-	-	-	N/A
Capital Expenditures		45,000	302,000	-	-	-	N/A

* % change from prior year adopted budget
TIF 8.xls

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ 262,672	\$ 322,823	\$ 542,600	\$ 542,600	\$ 1,017,000
4227 State Aid - Computers	3,527	3,005	3,000	3,000	3,000
4228 State Aid - Personal Property	-	-	-	-	3,143
4705 General Interest	49,760	49,760	38,535	38,535	27,095
4710 Interest on Investments	1,918	6,287	-	-	5,000
5030 Other Reimbursements	-	1,220,477	367,812	367,812	536,250
5910 Proceeds of Long-term Debt	-	-	-	-	-
Total Revenue	\$ 317,877	\$ 1,602,352	\$ 951,947	\$ 951,947	\$ 1,591,488
Expenses					
6101 Regular Salaries	\$ 1,015	\$ 66	\$ -	\$ -	\$ -
6150 Fringes	152	10	-	-	-
6325 Construction Materials	-	-	-	-	-
6401 Accounting/Audit	1,634	1,412	1,500	1,500	1,320
6402 Legal Fees	150	150	150	150	150
6404 Consulting	-	-	-	-	-
6408 Contractor Fees	-	-	-	-	-
6425 CEA Equip. Rental	70	10	-	-	-
6599 Other Contracts/Obligations	262,915	291,015	480,000	480,000	826,000
6720 Interest Payments	45,795	33,295	20,795	20,795	20,795
6809 Infrastructure Construction	45,000	302,000	-	-	-
7913 Trans Out - Debt Service	55,224	458,796	467,383	467,383	630,696
Total Expense	\$ 411,955	\$ 1,086,754	\$ 969,828	\$ 969,828	\$ 1,478,961

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Tax Development Payment	
RiverHeath	\$ 600,000
Eagle Flats	71,000
Eagle Point	155,000
	<u>\$ 826,000</u>

CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Property Taxes	\$ 262,672	\$ 322,823	\$ 542,600	\$ 531,054	\$ 1,017,000
Intergovernmental Revenue	3,527	3,005	3,000	3,050	6,143
Other Reimbursements	-	1,220,477	367,812	367,812	536,250
Interest Income	51,678	56,047	38,535	46,000	32,095
Total Revenues	317,877	1,602,352	951,947	947,916	1,591,488
Expenses					
Program Costs	309,152	593,101	480,000	480,000	826,000
Interest Expense	45,795	33,295	20,795	20,795	20,795
Administration	1,784	1,562	1,650	1,650	1,470
Total Expenses	356,731	627,958	502,445	502,445	848,265
Revenues over (under) Expenses	(38,854)	974,394	449,502	445,471	743,223
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(55,224)	(458,796)	(467,383)	(467,383)	(630,696)
Total Other Financing Sources (Uses)	(55,224)	(458,796)	(467,383)	(467,383)	(630,696)
Net Change in Equity	(94,078)	515,598	(17,881)	(21,912)	112,527
Fund Balance - Beginning	(577,671)	(671,749)	(156,151)	(156,151)	(178,063)
Fund Balance - Ending	\$ (671,749)	\$ (156,151)	\$ (174,032)	\$ (178,063)	\$ (65,536)

**CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 8
LONG TERM DEBT**

Year	2009A G.O. Notes		2012A G.O. Notes ¹	
	Principal	Interest	Principal	Interest
2019	\$ 15,000	\$ 234	\$ 371,250	\$ 3,712
	<u>\$ 15,000</u>	<u>\$ 234</u>	<u>\$ 371,250</u>	<u>\$ 3,712</u>

Year	2012 DNR Site Remediation Loan		2014 G.O. Notes ¹	
	Principal	Interest	Principal	Interest
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>\$ 235,000</u>	<u>\$ -</u>	<u>\$ 505,000</u>	<u>\$ 15,250</u>

Year	2015 G.O. Notes		Total		Total
	Principal	Interest	Principal	Interest	
2019	\$ 35,000	\$ 7,050	\$ 611,250	\$ 19,446	\$ 630,696
2020	40,000	6,100	245,000	11,200	256,200
2021	40,000	5,100	245,000	6,800	251,800
2022	40,000	4,300	85,000	4,300	89,300
2023	40,000	3,300	85,000	3,300	88,300
2024	45,000	2,025	95,000	2,025	97,025
2025	45,000	675	45,000	675	45,675
	<u>\$ 285,000</u>	<u>\$ 28,550</u>	<u>\$ 1,411,250</u>	<u>\$ 47,746</u>	<u>\$1,458,996</u>

¹ The City borrowed a total of \$1,600,000 on behalf of Riverheath in two installments with the 2012A 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 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM MISSION

This fund provides for redevelopment of the business and industrial corridor located along East Wisconsin Avenue from Meade Street to Viola Street, and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ 70,079	\$ 100,435	\$ 70,610	\$ 70,610	\$ 71,381	1.09%
	Program Expenses	\$ 81,104	\$ 33,277	\$ 35,650	\$ 35,650	\$ 35,470	-0.50%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	4,500	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,784	33,277	35,650	35,650	35,470	-0.50%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	74,820	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 9.xls

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ 33,007	\$ 41,234	\$ 65,900	\$ 65,900	\$ 18,500
4227 State Aid - Computers	70,031	71,006	70,000	70,000	70,000
4228 State Aid - Personal Property	-	-	-	-	381
4710 Interest on Investments	48	817	610	610	1,000
5035 Other Reimbursements	-	28,612	-	-	-
Total Revenue	\$ 103,086	\$ 141,669	\$ 136,510	\$ 136,510	\$ 89,881
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	1,634	1,412	1,500	1,500	1,320
6402 Legal Fees	150	150	150	150	150
6404 Consulting	-	-	-	-	-
6425 CEA Equipment Rental	-	-	-	-	-
6599 Other Contracts/Obligations	-	31,715	34,000	34,000	34,000
6720 Interest Payments	4,500	-	-	-	-
6809 Infrastructure Construction	74,820	-	-	-	-
Total Expense	\$ 81,104	\$ 33,277	\$ 35,650	\$ 35,650	\$ 35,470

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive -

Union Square Apartments	\$ 34,000
	<u>\$ 34,000</u>

CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 9
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Property Taxes	\$ 33,007	\$ 41,234	\$ 65,900	\$ 65,900	\$ 18,500
Intergovernmental Revenue	70,031	71,006	70,000	70,000	70,381
Interest Income	48	817	610	610	1,000
Other Reimbursements	-	28,612	-	-	-
Total Revenues	<u>103,086</u>	<u>141,669</u>	<u>136,510</u>	<u>136,510</u>	<u>89,881</u>
Expenses					
Program Costs	74,820	31,715	34,000	34,000	34,000
Administration	1,784	1,562	1,650	1,650	1,470
Total Expenses	<u>76,604</u>	<u>33,277</u>	<u>35,650</u>	<u>35,650</u>	<u>35,470</u>
Revenues over (under) Expenses	26,482	108,392	100,860	100,860	54,411
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(4,500)	-	-	-	-
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(4,500)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	21,982	108,392	100,860	100,860	54,411
Fund Balance - Beginning	(38,288)	(16,306)	92,086	92,086	192,946
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ (16,306)</u>	<u>\$ 92,086</u>	<u>\$ 192,946</u>	<u>\$ 192,946</u>	<u>\$ 247,357</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 259,752	\$ 360,612
+ Net Change in Equity	100,860	54,411
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 360,612</u>	<u>\$ 415,023</u>

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM MISSION

This fund provides for 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 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.

Major changes in Revenue, Expenditures, or Programs:

The January 1, 2018 equalized value of this TIF remained below the base value by \$347,700, therefore no property tax increment was included in the 2019 budget.

In 2018, the City approved a development agreement with Appleton Storage I, LLC for the construction of a commercial storage development on the former K-Mart site. Construction is expected to begin in 2019 and will add approximately \$2.2 million in assessed value to the TIF.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ 5,015	\$ 5,280	\$ 5,700	\$ 5,700	\$ 5,700	0.00%
	Program Expenses	\$ 1,784	\$ 1,562	\$ 1,650	\$ 1,650	\$ 1,470	-10.91%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,784	1,562	1,650	1,650	1,470	-10.91%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 10.xls

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ 11,924	\$ 36,206	\$ -	\$ -	\$ -
4227 State Aid - Computers	4,967	4,968	5,000	5,000	5,000
4910 Interest Income	48	312	700	700	700
5910 Proceeds of Debt	-	-	-	-	-
Total Revenue	\$ 16,939	\$ 41,486	\$ 5,700	\$ 5,700	\$ 5,700
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	1,634	1,412	1,500	1,500	1,320
6402 Legal Fees	150	150	150	150	150
6404 Consulting	-	-	-	-	-
6720 Interest Payments	-	-	-	-	-
6809 Infrastructure Construction	-	-	-	-	-
Total Expense	\$ 1,784	\$ 1,562	\$ 1,650	\$ 1,650	\$ 1,470

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Property Taxes	\$ 11,924	\$ 36,206	\$ -	\$ -	\$ -
Intergovernmental Revenue	4,967	4,968	5,000	5,040	5,000
Interest on Investments	48	312	700	600	700
Total Revenues	<u>16,939</u>	<u>41,486</u>	<u>5,700</u>	<u>5,640</u>	<u>5,700</u>
Expenses					
Program Costs	-	-	-	-	-
Administration	1,784	1,562	1,650	1,650	1,470
Total Expenses	<u>1,784</u>	<u>1,562</u>	<u>1,650</u>	<u>1,650</u>	<u>1,470</u>
Revenues over (under) Expenses	15,155	39,924	4,050	3,990	4,230
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	15,155	39,924	4,050	3,990	4,230
Fund Balance - Beginning	32,061	47,216	87,140	87,140	91,130
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 47,216</u>	<u>\$ 87,140</u>	<u>\$ 91,190</u>	<u>\$ 91,130</u>	<u>\$ 95,360</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 87,140	\$ 91,130
+ Net Change in Equity	3,990	4,230
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 91,130</u>	<u>\$ 95,360</u>

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 11

Business Unit 4140

PROGRAM MISSION

This fund provides for redevelopment of East College Avenue from Durkee Street to just west of Superior Street, south to Water Street and north to E. Washington Street and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

This area of East College Avenue, is characterized by a large blighted and vacant commercial site, a mixture of small businesses, office space, and housing which have the potential to create, and in some cases already have created, a blighting influence on the surrounding area. Assisting with the rehabilitation and conservation of existing properties and business, as well as redevelopment of vacant, blighted, and underutilized properties as needed to support the urban renewal of this area, is a priority for the City as outlined in the Comprehensive Plan 2010-2030 (Chapter 14 Downtown Plan). The City created TIF District #11 in 2017 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 (August 9, 2039) to make investments to support the goals of the District. The maximum life of the District is 27 years (August 9, 2044). 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	\$ 1,103,494	Projects, pg. 578
Sidewalk Construction Program	110,800	Projects, pg. 586
Sanitary Sewer Construction Program	91,025	Projects, pg. 600
Storm Sewer Construction Program	462,725	Projects, pg. 588
Water Main Construction Program	229,300	Projects, pg. 594
Parking Ramp - US Venture Development	10,000,000	Projects, pg. 621
	<u>\$ 11,997,344</u>	

Summary of Advances	General Fund
2017	\$ 1,025
2018	34,542
2019	(35,567)
12/31/19 Balance	<u>\$ -</u>

Major changes in Revenue, Expenditures, or Programs:

The Business Enhancement Grants have experienced high demand since the inception of the program in 2018. The \$21,000 in TIF support in 2018 leveraged over \$24,550 in private investment in TIF #11. As of July 1, there are already two applications on the waiting list for funding in 2019. Increasing the funding to provide for six (6) Business Enhancement Grants will provide leverage for significant private investment in this corridor.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ -	\$ -	\$ 2,086,121	\$ 2,086,121	\$ 11,997,344	475.10%
	Program Expenses	\$ -	\$ 1,025	\$ 2,109,388	\$ 2,109,388	\$ 12,040,814	470.82%
Expenses Comprised Of:						2,100,000	
	Personnel	-	-	60,000	60,000	64,731	7.89%
	Administrative Expense	-	25	617	617	-	-100.00%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	1,000	422,650	422,650	43,470	-89.71%
	Repair & Maintenance	-	-	-	-	4,000	N/A
	Capital Expenditures	-	-	1,626,121	1,626,121	14,028,613	762.70%

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 11

Business Unit 4140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 160,000
4227 State Aid - Computers	-	-	-	-	-
4910 Interest Income	-	-	-	-	-
5910 Proceeds of Debt	-	-	2,086,121	2,086,121	11,997,344
Total Revenue	\$ -	\$ -	\$ 2,086,121	\$ 2,086,121	\$ 12,157,344
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 43,740	\$ 43,740	\$ 44,638
6108 Part Time	-	-	-	-	2,496
6150 Fringes	-	-	16,260	16,260	17,597
6401 Accounting/Audit	-	-	1,500	1,500	1,320
6402 Legal Fees	-	1,000	150	150	150
6404 Consulting Serices	-	-	400,000	400,000	-
6425 CEA Equip. Rental	-	-	-	-	4,000
6599 Other Contracts / Obligations	-	-	21,000	21,000	42,000
6720 Interest Payments	-	25	617	617	-
6803 Buildings	-	-	-	-	10,000,000
6809 Infrastructure Construction	-	-	1,626,121	1,626,121	1,928,613
Total Expense	\$ -	\$ 1,025	\$ 2,109,388	\$ 2,109,388	\$ 12,040,814

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Property Improvement Grants	\$ 42,000
	<u>\$ 42,000</u>

Buildings

Parking Ramp - US Venture project	\$ 10,000,000
	<u>\$ 10,000,000</u>

Infrastructure Construction

Concrete paving	\$ 1,034,763
Sidewalks	110,800
Sanitary sewer	91,025
Storm sewer	462,725
Water main	229,300
	<u>\$ 1,928,613</u>

CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 11
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Total Revenues	-	-	-	-	160,000
Expenses					
Program Costs	-	-	2,107,121	32,000	12,039,344
Administration	-	1,000	1,650	1,650	1,470
Total Expenses	-	1,000	2,108,771	33,650	12,040,814
Revenues over (under) Expenses	-	(1,000)	(2,108,771)	(33,650)	(11,880,814)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	2,086,121	-	11,997,344
Interest Payments	-	(25)	(617)	(892)	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	(25)	2,085,504	(892)	11,997,344
Net Change in Equity	-	(1,025)	(23,267)	(34,542)	116,530
Fund Balance - Beginning	-	-	(1,025)	(1,025)	(35,567)
Fund Balance - Ending	\$ -	\$ (1,025)	\$ (24,292)	\$ (35,567)	\$ 80,963

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ -	\$ -
+ Net Change in Equity	(34,542)	116,530
+ Advance from General Fund	34,542	(35,567)
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ -	\$ 80,963

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 12

Business Unit 4150

PROGRAM MISSION

This fund provides for rehabilitation and redevelopment of the West College Avenue corridor from Badger/Story Street to Walnut Street and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The area of West College Avenue, from Badger/Story Streets to Walnut Street, is experiencing notable vacancies and deteriorated conditions. Assisting with the rehabilitation and conservation of existing properties and business, as well as redevelopment of vacant, blighted, and underutilized properties as needed to support the urban renewal of this area, is a priority for the City as outlined in the Comprehensive Plan 2010-2030 including Chapter 14 Downtown Plan. The City created TIF District #12 in 2017 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 (August 9, 2039) 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 27 years (August 9, 2044).

Summary of Advances	General Fund
2017	\$ 1,025
2018	23,267
2019	45,772
12/31/19 Balance	<u>\$ 70,064</u>

Major changes in Revenue, Expenditures, or Programs:

The Business Enhancement Grants have experienced high demand since the inception of the program in 2018. The \$21,000 in TIF support in 2018 leveraged \$47,922 in private investment in TIF #12. As of July 1, 2018, there are already three applications on the waiting list for funding in 2019. Increasing the funding to provide for six (6) Business Enhancement Grants will provide leverage for significant private investment in this corridor.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ -	\$ 1,025	\$ 23,267	\$ 23,267	\$ 45,772	96.72%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	25	617	617	2,302	273.10%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	1,000	22,650	22,650	43,470	91.92%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 12.xls

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 12

Business Unit 4150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
4227 State Aid - Computers	-	-	-	-	-
4910 Interest Income	-	-	-	-	-
5910 Proceeds of Debt	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	-	-	1,500	1,500	1,320
6402 Legal Fees	-	1,000	150	150	150
6425 CEA Equipment Rental	-	-	-	-	-
6599 Other Contracts / Obligations	-	-	21,000	21,000	42,000
6720 Interest Payments	-	25	617	617	2,302
6809 Infrastructure Construction	-	-	-	-	-
Total Expense	\$ -	\$ 1,025	\$ 23,267	\$ 23,267	\$ 45,772

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Property Improvement Grants	\$ 42,000
	<u>\$ 42,000</u>

CITY OF APPLETON 2019 BUDGET
TAX INCREMENTAL DISTRICT # 12
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenses					
Program Costs	-	-	21,000	21,000	42,000
Administration	-	1,000	1,650	1,650	1,470
Total Expenses	-	1,000	22,650	22,650	43,470
Revenues over (under)					
Expenses	-	(1,000)	(22,650)	(22,650)	(43,470)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	(25)	(617)	(617)	(2,302)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	(25)	(617)	(617)	(2,302)
Net Change in Equity	-	(1,025)	(23,267)	(23,267)	(45,772)
Fund Balance - Beginning	-	-	(1,025)	(1,025)	(24,292)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	\$ -	\$ (1,025)	\$ (24,292)	\$ (24,292)	\$ (70,064)

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ -	\$ -
+ Net Change in Equity	(23,267)	(45,772)
+ Advance from General Fund	23,267	45,772
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ -	\$ -

CITY OF APPLETON 2019 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 2019 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

Building communities and enriching lives where we live, work and play.

DISCUSSION OF SIGNIFICANT 2018 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.26 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 continues 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 issues 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. Management staff also attended various training and networking opportunities to improve their leadership and technical skills. Benchmark costs for maintenance and janitorial services is \$3.38 per square foot, as published by the International Facilities Management Association, compared to our cost of \$2.01. 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 was performed for the renovation of Erb Pool and Park and the construction of the Fox Cities Exhibition Center. Both facilities were finished within schedule and budget.

Capital improvement projects completed in 2018 included a roof replacement at Fire Station #5; re-caulking of the veneer exterior panels at the Library; HVAC design for an additional methane boiler at the Wastewater Treatment Plant; lighting upgrades at the Linwood Park; design and construction of the Phase I electrical upgrades at the Wastewater Plant, locker room renovation at the Municipal Services Building, renovations to the Fire Station #5 kitchen and replacing aged sewer services at Fire Station #1. Additionally, we performed testing of the electrical distribution system at the Municipal Services Building. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These type of projects include ADA, safety and security improvements, 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 41.8 million kWh's (25.2%) and natural gas usage reduced by over 1.99 million therms (32.7%), resulting in approximately \$4.59 million in energy savings. During 2018, the Sustainability Plan was updated which highlights a comprehensive list of sustainable and energy conservation initiatives accomplished.

CITY OF APPLETON 2019 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2019 OBJECTIVES

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan. Ensure all major facility maintenance projects meet project objectives and are completed on time and within budget.

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 is to review each roof on a two-year cycle. Severe weather 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.

Implement corrective maintenance plan findings from facility audits. Continue performing audits.

Continue to inventory, consolidate and, where necessary, create or obtain necessary facility documentation to better manage the facilities. Documentation of facility assets includes site, architectural, structural, electrical, mechanical, plumbing, fire protection and furniture. Results of facilities asset condition assessments will determine facility asset maintenance and repair cycles.

Continue to apply codes, regulations, and standards in all considerations of building systems, structures, interiors, and exteriors for building construction, operations and maintenance.

Continue to promote workplace safety by routinely performing facility safety assessments to ensure safe facilities and working environments.

Continue to implement energy management and sustainability plans for facilities. Continue program to install LED lighting in City parks and facilities where feasible.

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our current square foot benchmark is \$2.01, which is far below the industry's benchmark of \$3.38 as published by the International Facilities Management Association.

Continue to provide a high level of customer service by meeting or exceeding our customers' expectations for quality, timeliness and professionalism.

Prepare for the conversion from the Asset Management System to a new Tyler Munis Work Order System.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 2,540,290	\$ 2,585,147	\$ 2,765,592	\$ 2,765,592	\$ 2,836,286	2.56%
Program Expenses							
6330	Administration	327,325	345,857	341,594	341,594	358,955	5.08%
6331	Facilities Maintenance	2,287,926	2,290,685	2,423,998	2,423,998	2,507,331	3.44%
Total Program Expenses		\$ 2,615,251	\$ 2,636,542	\$ 2,765,592	\$ 2,765,592	\$ 2,866,286	3.64%
Expenses Comprised Of:							
Personnel		894,929	917,809	919,312	919,312	958,178	4.23%
Administrative Expense		701,120	683,950	731,164	731,164	751,598	2.79%
Supplies & Materials		42,379	44,052	44,150	44,150	67,050	51.87%
Purchased Services		18,410	23,866	26,154	26,154	24,370	-6.82%
Utilities		51,213	46,599	57,380	57,380	60,245	4.99%
Repair & Maintenance		907,200	920,266	987,432	987,432	986,845	-0.06%
Capital Expenditures		-	-	-	-	18,000	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		10.25	10.26	10.26	10.26	10.26	

**CITY OF APPLETON 2019 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM MISSION

To provide a safe and productive physical environment which supports all the City of Appleton's departments and community in a safe, accessible, sustainable and cost effective manner.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services", # 3: "Recognize and grow everyone's talents", and # 5: "Promote an environment that is respectful and inclusive".

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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	98%	99%	100%	100%	100%
Strategic Outcomes					
Facilities projects/plans/studies completed in year scheduled	96%	97%	100%	100%	100%
Work Process Output					
# of capital projects completed	50	51	48	48	50

**CITY OF APPLETON 2019 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4230 Miscellaneous Local Aid	\$ 1,000	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	281	(10)	-	-	-
4801 Charges for Services	2,535,117	2,579,938	2,762,092	2,762,092	2,831,086
5005 Sale of City Prop - Tax	255	-	-	-	-
5035 Other Reimbursements	3,637	5,219	3,500	3,500	5,200
5082 Insurance Proceeds	-	-	-	-	-
Total Revenue	\$ 2,540,290	\$ 2,585,147	\$ 2,765,592	\$ 2,765,592	\$ 2,836,286
Expenses					
6101 Regular Salaries	\$ 130,379	\$ 122,799	\$ 141,669	\$ 141,669	\$ 146,986
6105 Overtime	37	-	2,320	2,320	2,364
6150 Fringes	83,319	94,198	62,246	62,246	66,570
6201 Training\Conferences	8,707	9,918	10,500	10,500	10,500
6206 Parking Permits	816	840	840	840	720
6301 Office Supplies	2,135	1,720	2,100	2,100	2,100
6302 Subscriptions	11	350	125	125	200
6303 Memberships & Licenses	1,895	1,804	2,000	2,000	2,000
6304 Postage\Freight	2,724	2,604	2,700	2,700	2,700
6305 Awards & Recognition	132	271	180	180	180
6306 Building Maint./Janitorial	-	27	-	-	-
6307 Food & Provisions	321	286	240	240	240
6315 Books & Library Material	1,036	1,273	1,500	1,500	1,500
6320 Printing & Reproduction	3,911	4,383	3,900	3,900	4,800
6321 Clothing	168	870	500	500	750
6323 Safety Supplies	457	2,001	2,000	2,000	2,000
6401 Accounting/Audit	2,228	1,674	1,600	1,600	1,470
6404 Consulting Services	7,604	6,470	6,500	6,500	6,500
6407 Collection Services	1,396	1,251	1,400	1,400	1,400
6412 Advertising	1,308	675	3,000	3,000	1,500
6413 Utilities	51,212	46,599	57,380	57,380	60,245
6501 Insurance	25,488	31,463	32,740	32,740	35,480
6599 Other Contracts/Obligations	2,041	4,881	6,154	6,154	6,500
7914 Trans Out - Cap Projects	-	9,500	-	-	2,250
Total Expense	\$ 327,325	\$ 345,857	\$ 341,594	\$ 341,594	\$ 358,955

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 facilities assets and to ensure reliable and dependable service for our internal and external customers.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services", # 3: "Recognize and grow everyone's talents", and # 4: "Continually assess trends affecting the community and proactively respond".

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:

This budget includes \$26,000 for the cost of a new scissors lift and trailer. A great deal of the department's work requires working in high spaces such as the fire station bays, DPW garage, Valley Transit, and the Water and Wastewater plants. Having a reliable lift is critical in ensuring work is done safely and efficiently.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	100%	100%	100%
Strategic Outcomes					
% of services performed as scheduled:					
Cost per sq. ft. - maint. and janitorial	\$1.82	\$1.83	\$1.93	\$1.93	\$2.01
Work completed in time scheduled	98%	98%	100%	100%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Service Performed					
Square feet of facilities maintained	1,266,848	1,266,848	1,266,848	1,266,848	1,266,848

**CITY OF APPLETON 2019 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 469,470	\$ 488,230	\$ 500,243	\$ 500,243	\$ 517,217
6104 Call Time	1,963	2,643	3,570	3,570	3,500
6105 Overtime	11,599	8,215	12,000	12,000	12,000
6108 Part-Time	28,797	9,739	10,000	10,000	10,500
6150 Fringes	169,366	191,984	187,264	187,264	199,041
6201 Training/Conferences	39	-	-	-	-
6306 Building Maint./Janitorial	354,648	306,567	360,444	360,444	366,362
6307 Food & Provisions	-	-	-	-	-
6309 Shop Supplies & Tools	9,789	8,951	10,000	10,000	10,000
6321 Clothing	30	-	-	-	-
6323 Safety Supplies	-	116	-	-	-
6326 Equipment Parts	-	15	-	-	-
6327 Miscellaneous Equipment	26,988	26,443	26,250	26,250	48,000
6405 Engineering Services	2,040	8,108	5,000	5,000	5,000
6407 Collection Services	1,732	807	2,500	2,500	2,000
6409 Inspection Fees	61	-	-	-	-
6414 Janitorial Service	364,522	379,691	394,097	394,097	407,164
6416 Building Repairs & Maint.	502,274	491,641	548,548	548,548	531,966
6418 Equip Repairs & Maint	2,527	2,611	3,500	3,500	3,500
6425 CEA	37,877	46,323	41,287	41,287	44,215
6502 Leases	304,204	318,601	319,045	319,045	328,616
6503 Equipment Rental	-	-	250	250	250
6804 Machinery & Equipment	-	-	-	-	18,000
Total Expense	<u>\$ 2,287,926</u>	<u>\$ 2,290,685</u>	<u>\$ 2,423,998</u>	<u>\$ 2,423,998</u>	<u>\$ 2,507,331</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	38,100
Elevator	20,320
Fire/Safety	30,480
HVAC	73,660
Janitorial supplies	33,622
Painting	30,480
Plumbing	38,100
Security	30,480
Structural/windows/ext. doors	40,640
	<u>\$ 366,362</u>

Miscellaneous Equipment

City furniture/general	\$ 40,000
Scissors lift trailer replacement	8,000
	<u>\$ 48,000</u>

Janitorial Service

Contracted janitorial service	\$ 407,164
	<u>\$ 407,164</u>

Building Repairs & Maintenance Services

Electrical	\$ 45,243
Elevator	37,774
Fire/safety	49,399
HVAC	183,847
Plumbing	24,367
Security	16,600
Structural/roof	11,300
Overhead & passage doors	78,700
Painting & pavilion staining	25,250
Flooring	8,750
Other: pest control, locksmith, room set-ups, landfill, etc.	20,736

Projects

Wastewater door replacements	30,000
	<u>\$ 30,000</u>

Leases

City Hall condo agreement	\$ 312,906
First floor conference room	15,710
	<u>\$ 328,616</u>

Maintenance & Equipment

Scissors lift replacement	\$ 18,000
	<u>\$ 18,000</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,000	0	0	0	0	0	0
Interest Income	281	10-	131-	0	0	0	0
Charges for Services	2,535,117	2,579,938	1,781,670	2,762,092	2,762,092	0	2,831,086
Other Revenues	3,892	5,219	23,730	3,500	3,500	5,200-	5,200
TOTAL REVENUES	2,540,290	2,585,147	1,805,269	2,765,592	2,765,592	5,200-	2,836,286
EXPENSES BY LINE ITEM							
Regular Salaries	184,090	182,264	148,405	641,912	641,912	664,203	664,203
Labor Pool Allocations	337,871	375,876	278,348	0	0	0	0
Call Time	1,963	2,643	3,453	3,570	3,570	3,500	3,500
Overtime	11,636	8,215	5,944	14,320	14,320	14,364	14,364
Part-Time	28,797	9,739	9,093	10,000	10,000	10,500	10,500
Other Compensation	998	1,260	1,960	0	0	0	0
Sick Pay	24,221	0	0	0	0	0	0
Vacation Pay	52,669	51,630	36,302	0	0	0	0
Fringes	223,821	248,654	175,079	249,510	249,510	252,065	265,611
Unemployment Compensation	0	2,220	0	0	0	0	0
Pension Expense / Revenue	28,863	35,308	0	0	0	0	0
Salaries & Fringe Benefits	894,929	917,809	658,584	919,312	919,312	944,632	958,178
Training & Conferences	8,746	9,918	3,449	10,500	10,500	10,500	10,500
Parking Permits	816	840	840	840	840	720	720
Office Supplies	2,135	1,720	1,138	2,100	2,100	2,100	2,100
Subscriptions	11	350	502	125	125	200	200
Memberships & Licenses	1,895	1,804	971	2,000	2,000	2,000	2,000
Postage & Freight	2,724	2,604	1,492	2,700	2,700	2,700	2,700
Awards & Recognition	132	271	130	180	180	180	180
Building Maintenance/Janitor.	354,648	306,593	199,098	360,444	360,444	366,362	366,362
Food & Provisions	321	286	7	240	240	240	240
Insurance	25,488	31,463	23,238	32,740	32,740	32,740	35,480
Leases	304,204	318,601	238,534	319,045	319,045	328,616	328,616
Rent	0	0	331	250	250	250	250
Trans Out - Capital Projects	0	9,500	0	0	0	2,250	2,250
Administrative Expense	701,120	683,950	469,730	731,164	731,164	748,858	751,598
Shop Supplies & Tools	9,789	8,951	3,591	10,000	10,000	10,000	10,000
Books & Library Materials	1,036	1,273	0	1,500	1,500	1,500	1,500
Printing & Reproduction	3,911	4,383	2,961	3,900	3,900	4,800	4,800
Clothing	198	870	135	500	500	750	750
Safety Supplies	457	2,117	347	2,000	2,000	2,000	2,000
Vehicle & Equipment Parts	0	15	268	0	0	0	0
Miscellaneous Equipment	26,988	26,443	39,901	26,250	26,250	66,000	48,000
Supplies & Materials	42,379	44,052	47,203	44,150	44,150	85,050	67,050
Accounting/Audit	2,228	1,674	0	1,600	1,600	1,600	1,470
Consulting Services	7,604	6,470	4,195	6,500	6,500	6,500	6,500
Engineering Fees	2,040	8,108	3,521	5,000	5,000	5,000	5,000
Collection Services	3,128	2,058	2,867	3,900	3,900	3,400	3,400
Inspection Fees	61	0	0	0	0	0	0
Advertising	1,308	675	0	3,000	3,000	1,500	1,500
Other Contracts/Obligations	2,041	4,881	10,911	6,154	6,154	6,500	6,500
Purchased Services	18,410	23,866	21,494	26,154	26,154	24,500	24,370
Electric	18,231	16,502	12,424	20,000	20,000	20,000	20,000
Gas	6,153	6,293	6,030	9,302	9,302	9,302	9,302
Water	2,618	2,625	1,968	3,000	3,000	3,000	3,000
Waste Disposal/Collection	810	813	610	1,078	1,078	1,078	1,078
Stormwater	15,206	11,373	10,271	15,300	15,300	17,925	17,925
Telephone	3,007	3,239	2,594	3,200	3,200	3,240	3,240
Cellular Telephone	5,188	5,754	3,844	5,500	5,500	5,700	5,700
Utilities	51,213	46,599	37,741	57,380	57,380	60,245	60,245
Janitorial Service	364,522	379,691	322,352	394,097	394,097	407,164	407,164
Building Repair & Maintenance	502,274	491,641	368,963	548,548	548,548	557,966	531,966
Equipment Repair & Maintenanc	2,527	2,611	3,230	3,500	3,500	3,500	3,500

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
CEA Equipment Rental	37,877	46,323	33,370	41,287	41,287	41,287	44,215
Repair & Maintenance	907,200	920,266	727,915	987,432	987,432	1,009,917	986,845
Machinery & Equipment	0	0	0	0	0	0	18,000
Capital Expenditures	0	0	0	0	0	0	18,000
TOTAL EXPENSES	2,615,251	2,636,542	1,962,667	2,765,592	2,765,592	2,873,202	2,866,286

CITY OF APPLETON 2019 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Charges for Services	\$ 2,535,117	\$ 2,579,938	\$ 2,762,092	\$ 2,725,000	\$ 2,831,086
Intergovernmental Revenue	1,000	-	-	-	-
Total Revenues	<u>2,536,117</u>	<u>2,579,938</u>	<u>2,762,092</u>	<u>2,725,000</u>	<u>2,831,086</u>
Expenses					
Operating Expenses	2,615,251	2,627,042	2,765,592	2,735,000	2,864,036
Depreciation	-	-	-	-	-
Total Expenses	<u>2,615,251</u>	<u>2,627,042</u>	<u>2,765,592</u>	<u>2,735,000</u>	<u>2,864,036</u>
Operating Loss	(79,134)	(47,104)	(3,500)	(10,000)	(32,950)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	281	(10)	-	-	-
Other Income	3,892	5,219	3,500	3,500	5,200
Total Non-Operating	<u>4,173</u>	<u>5,209</u>	<u>3,500</u>	<u>3,500</u>	<u>5,200</u>
Income (Loss) before Contributions and Transfers	(74,961)	(41,895)	-	(6,500)	(27,750)
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	(9,500)	-	-	(2,250)
Change in Net Assets	(74,961)	(51,395)	-	(6,500)	(30,000)
Net Assets - Beginning	<u>244,570 *</u>	<u>169,609</u>	<u>118,214</u>	<u>118,214</u>	<u>111,714</u>
Net Assets - Ending	<u>\$ 169,609</u>	<u>\$ 118,214</u>	<u>\$ 118,214</u>	<u>\$ 111,714</u>	<u>\$ 81,714</u>

* as restated for new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 88,359	\$ 81,859
+ Change in Net Assets	<u>(6,500)</u>	<u>(30,000)</u>
Working Cash - End of Year	<u>\$ 81,859</u>	<u>\$ 51,859</u>

**CITY OF APPLETON 2019 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	Sub ledger	Amount	Page
Library Construction	2100	5,000,000	Projects, Pg. 607
Blue Ramp Demolition	3414	2,400,000	Projects, Pg. 607
Soldiers' Square Ramp Demolition	3414	500,000	Projects, Pg. 607
Electrical Upgrades	2100, 2101	110,000	Projects, Pg. 609
Facility Renovations	2107, 2112	370,000	Projects, Pg. 611
Grounds Improvements	4410, 4340, 4360	75,000	Projects, Pg. 612
Hardscape Improvements	1905, 1918, 4420	330,000	Projects, Pg. 613
HVAC Upgrades	2101, 1916	105,000	Projects, Pg. 614
Interior Finishes and Furniture	1918, 2101, 2107	575,000	Projects, Pg. 615
Lighting Upgrades	1905, 2101, 4420	275,000	Projects, Pg. 616
MSB Heated Storage	2101	25,000	Projects, Pg. 617
Plumbing Upgrades	4200	25,000	Projects, Pg. 618
Roof Replacement	1913	225,000	Projects, Pg. 619
Safety and Security Improvements	2107, 4169	115,000	Projects, Pg. 620
Park ADA Improvements	4290	50,000	Projects, Pg. 650
Playground Areas	4420	325,000	Projects, Pg. 654
Scheig Center	4161	175,000	Projects, Pg. 656
Southeast Community Park	4700	500,000	Projects, Pg. 657
Statue and Monument Restoration	4235	15,000	Projects, Pg. 658
Telulah Park Improvements	4450	55,000	Projects, Pg. 659
Tennis Courts	4357	275,000	Projects, Pg. 660
Trails and Trail Connections	4145	675,000	Projects, Pg. 661
		<u>\$ 12,200,000</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 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget		% Change *	
		2016	2017	Adopted 2018	Amended 2018		2019
	Program Revenues	\$ (54,388)	\$ 140,099	\$ -	\$ -	\$ 22,500	N/A
	Program Expenses	\$ 5,405,052	\$ 10,308,777	\$ 7,500,659	\$ 10,429,600	\$ 12,414,218	65.51%
Expenses Comprised Of:							
	Personnel	156,141	206,573	205,659	205,659	214,218	4.16%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	184,647	379,732	-	-	530,000	N/A
	Purchased Services	892,405	421,278	575,000	744,396	175,000	-69.57%
	Utilities	-	-	-	-	-	N/A
	Capital Expenditures	4,171,859	9,301,194	6,720,000	9,479,545	11,495,000	71.06%

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4230 Miscellaneous Local Aids	\$ 300	\$ 12,450	\$ -	\$ -	\$ -
4710 Interest on Investments	(54,688)	37,649	-	-	-
4020 Donations & Memorials	-	-	-	-	22,500
5910 Proceeds of Long-term Debt	12,250,433	3,942,500	7,258,073	7,258,073	12,263,875
5922 Trans In - Special Revenue	-	90,000	-	-	-
Total Revenue	\$ 12,196,045	\$ 4,082,599	\$ 7,258,073	\$ 7,258,073	\$ 12,286,375
Expenses					
6101 Regular Salaries	\$ 116,460	\$ 150,868	\$ 152,780	\$ 152,780	\$ 160,238
6150 Fringes	39,681	55,705	52,879	52,879	53,980
6327 Miscellaneous Equipment	184,647	339,737	-	-	530,000
6328 Signs	-	39,995	-	-	-
6404 Consulting	148,386	211,729	25,000	47,365	85,000
6406 Architect Fees	741,753	209,549	550,000	697,031	90,000
6408 Contractor Fees	2,267	-	-	-	-
6801 Land	-	-	500,000	500,000	500,000
6802 Land Improvements	132,246	502,546	50,000	1,381,817	50,000
6803 Buildings	330,200	710,067	755,000	772,628	6,040,000
6804 Machinery & Equipment	715,955	477,609	275,000	317,880	290,000
6809 Infrastructure Construction	2,993,457	7,610,972	5,140,000	6,507,220	4,615,000
Total Expense	\$ 5,405,052	\$ 10,308,777	\$ 7,500,659	\$ 10,429,600	\$ 12,414,218

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous Equipment</u>		<u>Buildings</u>	
Work stations - 5th floor DPW	\$ 275,000	Power distribution repairs - MSB	\$ 50,000
Playground equipment - Pierce Park	200,000	Renovate bridge tender station	160,000
Kayak launch - Telulah Park	55,000	Renovate Finance Customer Service	210,000
	<u>\$ 530,000</u>	Library construction	5,000,000
		HVAC upgrades - FS#4	65,000
<u>Consulting</u>		Replace suspended ceiling - MSB	75,000
Arc flash study - all facilities	\$ 60,000	Replace flooring at fire stations	25,000
Water/Sewer camera testing - Parks	25,000	Update interior finishes - 5th floor DPW	200,000
	<u>\$ 85,000</u>	Security upgrades - 5th floor City Hall	30,000
		Replace roof - FS #1	225,000
			<u>\$ 6,040,000</u>
<u>Architect Fees</u>		<u>Machinery & Equipment</u>	
Heated storage building design - MSB	\$ 25,000	MSB lighting upgrades	\$ 75,000
Design services for Peabody seawall	25,000	PD lighting upgrades	75,000
Design services - MSB garage HVAC	40,000	Parks lighting upgrades	125,000
	<u>\$ 90,000</u>	Monument repairs	15,000
			<u>\$ 290,000</u>
<u>Land</u>		<u>Infrastructure Construction</u>	
Property acquisition for future SE park	\$ 500,000	Hardscapes - City properties	\$ 50,000
	<u>\$ 500,000</u>	Hardscapes - Parks	325,000
		Hardscapes - FS #6	80,000
<u>Land Improvements</u>		Blue Ramp demolition	2,400,000
Fence replacement - various parks	\$ 25,000	Soldiers' Square Ramp demolition	500,000
Landscaping, tree, & turf renovations	25,000	Park ADA improvements	50,000
	<u>\$ 50,000</u>	Parks security - fiber at AMP	85,000
		Scheig Center improvements	175,000
		Linwood tennis courts	275,000
		Trestle trails	675,000
			<u>\$ 4,615,000</u>

CITY OF APPLETON 2019 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Intergovernmental Revenues	\$ 300	\$ 12,450	\$ -	\$ -	\$ -
Interest Income	(54,688)	37,649	-	-	-
Other	-	-	-	-	22,500
Total Revenues	(54,388)	50,099	-	-	22,500
Expenses					
Program Costs	5,405,052	10,308,777	7,500,659	9,407,897	12,414,218
Total Expenses	5,405,052	10,308,777	7,500,659	9,407,897	12,414,218
Revenues over (under) Expenses	(5,459,440)	(10,258,678)	(7,500,659)	(9,407,897)	(12,391,718)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	12,250,433	3,942,500	7,258,073	8,119,500	12,263,875
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Special Rev	-	90,000	-	-	-
Total Other Financing Sources (Uses)	12,250,433	4,032,500	7,258,073	8,119,500	12,263,875
Net Change in Equity	6,790,993	(6,226,178)	(242,586)	(1,288,397)	(127,843)
Fund Balance - Beginning	851,425	7,642,418	1,416,240	1,416,240	127,843
Fund Balance - Ending	\$ 7,642,418	\$ 1,416,240	\$ 1,173,654	\$ 127,843	\$ -

**CITY OF APPLETON 2019 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 construction of the Fox Cities Exhibition Center.

Major changes in Revenue, Expenditures, or Programs:

Construction of the Fox Cities Exhibition Center was completed, and the Center was opened in early 2018. No new funding is being requested in 2019.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 1,153,564	\$ 30,207,457	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 2,830,632	\$ 29,255,389	\$ -	\$ 648,487	\$ -	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	18,305	3,880	-	-	-	N/A
	Supplies & Materials	-	18,489	-	-	-	N/A
	Purchased Services	2,763,537	28,280,371	-	648,487	-	N/A
	Utilities	2,368	-	-	-	-	N/A
	Capital Expenditures	46,422	952,649	-	-	-	N/A

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Exhibition Center Construction

Business Unit 4360

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4230 Miscellaneous Local Aids	\$ 1,153,564	\$ 29,840,455	\$ -	\$ -	\$ -
4710 Interest on Investments	-	2	-	-	-
5020 Donations & Memorials	-	367,000	-	-	-
5910 Proceeds of Long-term Debt	167,000	558,000	-	-	-
Total Revenue	\$ 1,320,564	\$ 30,765,457	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6327 Miscellaneous Equipment	-	18,489	-	-	-
6404 Consulting	279,895	275,410	-	-	-
6406 Architect Fees	1,023,063	713,260	-	24,471	-
6408 Contractor Fees	1,460,579	27,291,701	-	437,861	-
6413 Utilities	2,368	-	-	-	-
6501 Insurance	18,305	3,880	-	-	-
6803 Buildings	46,422	678,578	-	-	-
6804 Machinery & Equipment	-	274,071	-	186,155	-
Total Expense	\$ 2,830,632	\$ 29,255,389	\$ -	\$ 648,487	\$ -

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 BUDGET
EXHIBITION CENTER CONSTRUCTION**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Intergovernmental Revenues	\$ 1,153,564	\$ 29,840,455	\$ -	\$ 470,598	\$ -
Interest Income	-	2	-	1,350	-
Other	-	367,000	-	36,843	-
Total Revenues	<u>1,153,564</u>	<u>30,207,457</u>	<u>-</u>	<u>508,791</u>	<u>-</u>
Expenses					
Program Costs	2,830,632	29,255,389	-	508,791	-
Total Expenses	<u>2,830,632</u>	<u>29,255,389</u>	<u>-</u>	<u>508,791</u>	<u>-</u>
Revenues over (under) Expenses	(1,677,068)	952,068	-	-	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	167,000	558,000	-	-	-
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Internal Svc	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>167,000</u>	<u>558,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(1,510,068)	1,510,068	-	-	-
Fund Balance - Beginning	-	(1,510,068)	-	-	-
Fund Balance - Ending	<u>\$ (1,510,068)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2019 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 2019 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

Building communities and enriching lives where we live, work and play.

DISCUSSION OF SIGNIFICANT 2018 EVENTS

Parks and Recreation is 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. In 2018, 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 610 acres of grounds, 17 ball diamonds, 17 tennis courts, 11 basketball courts, 2 Frisbee golf courses, 1 skateboard park, 7 ice rinks, 11.5 miles of paved trails, an archery range and 20,100 sq. ft. of accessible playgrounds.

Significant projects included the construction of Jones Park which is slated to open in 2019. The parks experienced many improvements and maintenance projects including: the addition of a concrete accessible walkway, dugout and bleacher pads at Linwood Park; concrete walkway replacements at Hoover and Woodland Parks; the addition of the Lutz Park Trail; repair/replacement of the Vulcan Heritage walkways and parking lot; completion of phase three improvements at the Scheig Center; improvements to the skateboard park at Telulah Park; the addition of a soccer field at Kiwanis Park; and the addition of a scoreboard at diamond 5 and various ball diamond field improvements at Appleton Memorial Park. In addition, various ADA improvements, security improvements, playground equipment and surface repairs, park drainage improvements, invasive plant control, parking lot repairs, and general grounds maintenance were performed throughout the parks. Planning efforts included design of the Ellen Kort Peace Park, design of a new tennis and basketball court for Linwood Park, design of the Jones Building at Appleton Memorial Park, trail master planning, and planning for the development of lower Telulah Park.

Recreation Services

The recreation division continued to excel in their mission to provide recreational services by developing programs and activities that encourage community involvement and the well-being of our residents.

Erb Pool was open for an entire season and saw the highest participation in swim lessons to date. We also welcomed back the Fox Cities Classic and Bird Bath Invitational Swim Meets which drew approximately 1,500 swimmers between the two events. With the park being developed, the new skating rink and sled hill were open with the warming shelter being available seven days a week during the winter season.

Youth sports leagues continued to see great success. Contrary to national trends in youth sports, our leagues continued to see steady growth. Changing the Game Project contacted us to share our success in an article published in a national blog/website which showcased our youth sports program and our philosophies towards youth sports. It led to an article printed in the *New York Times*.

This year we saw the expansion of our Teen Core program and provided special events throughout the year to engage the teen demographic including a broomball event at the Erb Park skate rink and a new coed modified softball league which received great reviews.

New marketing strategies were used to help promote our programs and services. We started using Instagram more efficiently and timely to engage individuals through photos of our program participants and parks. We provided a live question and answer session with our Recreation Manager, a new "Would You Rather Wednesday" series, and some fun videos featuring our Recreation Division staff.

We rebranded our preschool program to the new Appletots Learning Center, a new logo was created and website materials were updated to better represent what our program can offer to preschool age participants.

A recreation center needs assessment was developed by the Recreation Division staff that evaluates the need for indoor recreational programming space in the City of Appleton in order to provide a consistent accessible location for program users. Currently programs are held at multiple random locations based on availability.

CITY OF APPLETON 2019 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2019 OBJECTIVES

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan.

Provide multi-use aquatic facilities 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.

Implement the Parks and Recreation section of the Comprehensive Plan. Monitor trends in the community, changes in the Parks and Recreational industry and solicit and implement feedback to update the five-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.

Implement recommendations outlined in the Trails Master Plan.

Upgrade playground areas and 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 that 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.

Explore the launch of a special needs/unified sports program for youth.

Increase visibility of our Teen Core programs and continue to expand program offerings for this demographic.

Strengthen partnerships to become more responsive to community needs. Look to engage, leverage and develop community and corporate partners to optimize and broaden programs and services.

Serve an aging population with social, recreational, active and healthy opportunities.

Strengthen community image and sense of place through marketing efforts via our social media sites, website, mass email communication efforts, and recreation program book.

Provide efficient services to residents regardless of income, background and ability.

Develop a parking/safety plan for participants attending programs at the City Center Studios in anticipation of the blue ramp being removed.

Work internally to develop recruitment techniques to expand our candidate pool for quality seasonal staff.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 735,458	\$ 931,130	\$ 926,596	\$ 928,696	\$ 1,020,852	9.92%
Program Expenses							
16532	Grounds Maintenance	1,926,452	1,948,651	1,992,138	1,994,238	2,007,693	0.67%
16541	Recreation Programs	1,489,595	1,666,869	1,740,493	1,740,493	1,865,543	7.18%
Total Program Expenses		\$ 3,416,047	\$ 3,615,520	\$ 3,732,631	\$ 3,734,731	\$ 3,873,236	3.71%
Expenses Comprised Of:							
Personnel		1,800,326	1,879,475	1,983,107	1,983,107	1,989,210	0.31%
Administrative Expense		131,159	140,984	148,690	148,690	172,910	16.29%
Supplies & Materials		185,972	237,272	264,775	266,875	306,827	14.97%
Purchased Services		108,506	122,918	103,594	103,594	112,270	8.38%
Utilities		349,435	353,609	379,914	379,914	404,250	6.41%
Repair & Maintenance		840,649	881,262	852,551	852,551	887,769	4.13%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		16.62	16.39	16.39	16.39	16.39	

**CITY OF APPLETON 2019 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 of 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:

The increase in utilities costs is due to an anticipated raise in stormwater and waste removal rates.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Provide a proactive grounds program					
% of internal satisfied customers	99%	99%	100%	99%	100%
% of external satisfied customers	99%	99%	100%	99%	100%
Strategic Outcomes					
Services performed as scheduled:					
Work completed in time scheduled	98%	98%	100%	100%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Cost of service					
Per Capita	\$26.18	\$26.48	\$26.73	\$26.73	\$26.91
Acres of parkland & trails maintained					
Parks (acres)	604.5	609.6	609.6	609.6	609.6
Trails (miles)	7.5	11.5	11.5	11.5	11.5

**CITY OF APPLETON 2019 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv.- Nontax	\$ 15,510	\$ 7,553	\$ 10,000	\$ 10,000	\$ 10,000
4802 Charges for Serv. - Tax	61,303	68,790	60,000	60,000	68,000
5001 Fees & Commissions	1,480	27	1,000	1,000	-
5011 Misc. Revenue - Tax	308	694	250	250	250
5016 Lease Revenue	102,461	103,647	104,702	104,702	106,410
5020 Donations & Memorials	14,549	16,869	7,000	9,100	7,500
5030 Damage to City Property	191	313	-	-	-
Total Revenue	\$ 195,802	\$ 197,893	\$ 182,952	\$ 185,052	\$ 192,160
Expenses					
6101 Regular Salaries	\$ 553,235	\$ 545,968	\$ 550,667	\$ 550,667	\$555,796
6104 Call Time	1,401	1,628	1,595	1,595	1,598
6105 Overtime	9,125	6,877	8,500	8,500	8,514
6108 Part-Time	74,842	87,462	106,006	106,006	106,006
6150 Fringes	237,813	262,116	258,449	258,449	251,291
6201 Training/Conferences	2,433	1,059	2,000	2,000	2,000
6303 Memberships & Licenses	600	460	600	600	600
6305 Awards & Recognition	165	172	165	165	165
6306 Building Maint./Janitorial	290	30	-	-	-
6307 Food & Provisions	257	220	220	220	220
6308 Landscape Supplies	48,647	57,121	55,000	55,000	55,000
6309 Shop Supplies & Tools	4,496	4,995	5,000	5,000	5,000
6320 Printing & Reproduction	16	608	-	-	-
6321 Clothing	1,508	2,012	1,500	1,500	1,500
6322 Gas Purchases	15,631	15,890	17,000	17,000	17,000
6323 Safety Supplies	2,514	2,508	2,500	2,500	2,500
6327 Miscellaneous Equipment	33,026	15,224	25,000	27,100	25,000
6404 Consulting Services	11,700	12,000	12,000	12,000	12,000
6409 Collection Services	121	91	-	-	-
6413 Utilities	260,906	251,997	264,714	264,714	287,050
6415 Tipping Fees	379	1,647	500	500	1,000
6420 Facilities Charges	235,743	236,224	258,364	258,364	241,334
6425 CEA Equipment Rental	341,491	328,389	364,858	364,858	374,419
6429 Interfund Allocations	(17,550)	(32,598)	(30,000)	(30,000)	(30,000)
6440 Snow Removal Services	7,205	2,749	15,000	15,000	15,000
6454 Grounds Repair & Maint.	86,646	109,795	49,000	49,000	51,000
6503 Facility/Equipment Rental	266	-	500	500	500
6599 Other Contracts / Obligations	13,546	34,007	23,000	23,000	23,200
Total Expense	\$ 1,926,452	\$ 1,948,651	\$ 1,992,138	\$ 1,994,238	\$ 2,007,693

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Grounds Repair & Maintenance</u>	
Topsoil, sand, seed, fertilizer, infield mix for ball diamonds, plant material, herbicides/pesticides, mulch, chips and other supplies	<u>\$55,000</u>	Weed cutting	\$ 5,000
		Fencing repair	6,000
		Weed control	5,000
		Playground equip.	10,000
		Courts/fields upkeep	8,000
<u>Gas Purchases</u>		Signage upkeep	2,500
Fuel for small equipment	<u>\$17,000</u>	Exterior lighting repair	2,500
		Stormwater pond maint.	5,000
<u>Misc. Equipment</u>		Landscaping maint.	4,000
Replacement of small motor equip.	<u>\$25,000</u>	Other:	
		Scoreboards, gates, trails, ice rinks, goose mgmt.	\$ 3,000
<u>Other Contracts/Obligations</u>			<u>\$ 51,000</u>
Contracted pavilion/bathroom cleaning	\$15,000		
Reid maintenance bldg. rental	\$3,500		
Port-a-potty rental	\$4,700		
	<u>\$ 23,200</u>		

**CITY OF APPLETON 2019 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/leagues	Drop-in programs
Pre-school programs	Adult and older instructional programs	Special events/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:

- The increase in licenses is due to the increase in license fees from the Health Department for both the 50 meter and leisure pool at Erb Park.
- The increase in concession supplies is due to the success of concession sales at Erb and Mead pools. With more sales comes the need for more food and related supplies.
- The increase in postage (\$13,100) and printing (\$28,000) is due to separating the recreation/parks information from the City Guide. A separate Recreation Program Guide will be published and mailed by the Parks & Recreation Department. This increase is partially offset by \$5,000 of anticipated advertising revenue.
- The increase in miscellaneous supplies and clothing is due to increased attendance in programs.
- The increase in rent is due to an increase in the lease for the dance studios and adding a site for the youth basketball program from the Appleton School District.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely and organized program delivery					
% of customers who were satisfied with the services provided	95%	96%	100%	96%	100%
Strategic Outcomes					
Customer experience					
% of program with >80% max. enrollment	95%	95%	100%	95%	100%
# of new programs offered	11	16	5	8	5
Work Process Outputs					
Number of recreational opportunities:					
# of programs offered	161	177	182	186	191
# of collaborations	92	99	99	103	103
Net cost of service					
Recreation (per capita)	\$ 12.79	\$ 12.57	\$ 13.36	\$ 13.36	\$ 13.90

CITY OF APPLETON 2019 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv.- Nontax	\$ 328,805	\$ 397,198	\$ 335,789	\$ 335,789	\$ 375,349
4802 Charges for Serv. - Tax	187,881	318,716	391,875	391,875	431,413
4850 Daily Entrance - Nontax	899	-	3,000	3,000	3,000
4877 Advertising/Promotion	-	-	-	-	5,000
5001 Fees & Commissions	2,394	1,231	980	980	980
5010 Misc. Revenue - Nontax	675	450	1,250	1,250	1,250
5015 Rental of City Property	12,007	6,324	6,000	6,000	6,000
5020 Donations & Memorials	7,000	9,353	4,750	4,750	5,700
5085 Cash Short or Over	(5)	(35)	-	-	-
Total Revenue	\$ 539,656	\$ 733,237	\$ 743,644	\$ 743,644	\$ 828,692
Expenses					
6101 Regular Salaries	\$ 376,600	\$ 386,880	\$ 398,282	\$ 398,282	409,975
6105 Overtime	327	148	-	-	-
6108 Part-Time	378,260	414,626	462,236	462,236	472,473
6150 Fringes	168,723	173,770	197,372	197,372	183,557
6201 Training/Conferences	3,615	5,401	4,810	4,810	6,320
6301 Office Supplies	2,283	2,615	2,725	2,725	2,775
6302 Subscriptions	349	-	300	300	300
6303 Memberships & Licenses	5,184	6,611	7,626	7,626	8,579
6304 Postage & Freight	228	310	500	500	13,600
6305 Awards & Recognition	1,967	2,171	3,443	3,443	3,893
6306 Building Maint./Janitorial	6	136	250	250	250
6307 Food & Provisions	2,958	4,424	4,585	4,585	4,695
6310 Chemicals	34,030	37,057	38,000	38,000	41,500
6314 Concession Supplies	4,394	51,459	44,765	44,765	52,605
6315 Books & Library Materials	34	307	750	750	750
6316 Miscellaneous Supplies	17,349	17,122	21,300	21,300	28,010
6320 Printing & Reproduction	2,553	3,438	6,950	6,950	34,950
6321 Clothing	20,680	16,889	25,010	25,010	29,620
6324 Medical/Lab Supplies	727	668	900	900	900
6327 Misc. Equipment	367	11,974	21,100	21,100	12,492
6403 Bank Services	15,637	22,140	17,000	17,000	22,500
6404 Consulting Services	660	660	700	700	700
6407 Collection Services	374	363	400	400	400
6409 Inspection Fees	-	-	200	200	200
6411 Temporary Help	5,512	3,600	5,600	5,600	5,600
6412 Advertising	4,823	4,297	3,925	3,925	4,500
6413 Utilities	88,529	101,612	115,200	115,200	117,200
6420 Facilities Charges	170,248	199,652	172,243	172,243	205,580
6424 Software Support	-	-	-	-	9,458
6425 CEA Equip. Rental	6,521	7,202	8,086	8,086	5,978
6431 Interpreter Services	-	214	200	200	200
6503 Rent	110,557	117,375	120,966	120,966	129,013
6599 Other Contracts/Obligations	66,100	73,748	55,069	55,069	56,970
Total Expense	\$ 1,489,595	\$ 1,666,869	\$ 1,740,493	\$ 1,740,493	\$ 1,865,543

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Clothing</u>		<u>Chemicals</u>	
Youth sport t-shirts	\$ 22,950	Chlorine, CO ₂ , stabilizer;	
Staff clothing	6,670	Mead & Erb pools	\$ 41,500
	<u>\$ 29,620</u>		
<u>Other Contracts/Obligations</u>		<u>Rent</u>	
City Band	\$ 14,000	City Center Studios	\$ 48,738
Playground fair rentals, Camp APRD		Appleton Schools	29,950
trips, contracted programs, recital tix	40,970	Appleton Schools (pools)	28,825
On the hill movies	2,000	Reid Golf Course	8,500
	<u>\$ 56,970</u>	USA Youth-soccer field use	7,500
		Equipment rental	5,500
<u>Miscellaneous Supplies</u>			<u>\$ 129,013</u>
Arts and crafts	\$ 1,725	<u>Concessions</u>	
Sports equipment	16,575	Food and beverage	\$ 50,305
Other misc. program supplies	9,710	Other concession supplies	2,300
	<u>\$ 28,010</u>		<u>\$ 52,605</u>
<u>Printing and Reproduction</u>			
City copy charges	3,300		
Outside printing (Rec guide, flyers etc)	31,650		
	<u>\$ 34,950</u>		

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Charges for Services	594,399	792,257	823,826	800,664	800,664	842,724-	892,762
Other Revenues	141,059	138,873	100,251	125,932	128,032	128,090-	128,090
TOTAL REVENUES	735,458	931,130	924,077	926,596	928,696	970,814-	1,020,852
EXPENSES BY LINE ITEM							
Regular Salaries	603,556	593,317	488,547	948,949	948,949	965,771	965,771
Labor Pool Allocations	229,859	231,946	113,421	0	0	0	0
Call Time	1,401	1,628	1,301	1,595	1,595	1,598	1,598
Overtime	9,452	7,025	8,007	8,500	8,500	8,514	8,514
Part-Time	453,103	502,088	505,395	568,242	568,242	645,490	578,479
Other Compensation	942	1,630	1,523	0	0	0	0
Sick Pay	2,530	6,187	1,846	0	0	0	0
Vacation Pay	92,947	99,768	65,940	0	0	0	0
Fringes	406,536	435,886	264,768	455,821	455,821	438,402	434,848
Salaries & Fringe Benefits	1,800,326	1,879,475	1,450,748	1,983,107	1,983,107	2,059,775	1,989,210
Training & Conferences	6,048	6,460	1,957	6,810	6,810	7,570	8,320
Office Supplies	2,283	2,615	1,362	2,725	2,725	2,775	2,775
Subscriptions	349	0	242	300	300	300	300
Memberships & Licenses	5,784	7,071	7,039	8,226	8,226	9,929	9,179
Postage & Freight	228	310	252	500	500	13,600	13,600
Awards & Recognition	2,132	2,343	1,167	3,608	3,608	4,058	4,058
Building Maintenance/Janitor.	296	166	22	250	250	250	250
Food & Provisions	3,216	4,644	1,616	4,805	4,805	4,915	4,915
Rent	110,823	117,375	86,513	121,466	121,466	129,513	129,513
Administrative Expense	131,159	140,984	100,170	148,690	148,690	172,910	172,910
Landscape Supplies	48,647	57,121	20,041	55,000	55,000	55,000	55,000
Shop Supplies & Tools	4,496	4,995	4,702	5,000	5,000	5,000	5,000
Chemicals	34,030	37,057	38,262	38,000	38,000	41,500	41,500
Concession Supplies	4,394	51,460	33,059	44,765	44,765	58,605	52,605
Books & Library Materials	34	307	0	750	750	750	750
Miscellaneous Supplies	17,349	17,122	21,991	21,300	21,300	28,010	28,010
Printing & Reproduction	2,569	4,045	3,135	6,950	6,950	34,950	34,950
Clothing	22,188	18,901	12,491	26,510	26,510	31,120	31,120
Gas Purchases	15,631	15,890	11,870	17,000	17,000	17,000	17,000
Safety Supplies	2,514	2,508	1,533	2,500	2,500	2,500	2,500
Medical & Lab Supplies	727	668	1,903	900	900	900	900
Miscellaneous Equipment	33,393	27,198	22,405	46,100	48,200	45,750	37,492
Supplies & Materials	185,972	237,272	171,392	264,775	266,875	321,085	306,827
Bank Services	15,637	22,140	24,776	17,000	17,000	22,500	22,500
Consulting Services	12,360	12,660	8,795	12,700	12,700	12,700	12,700
Collection Services	495	454	223	400	400	400	400
Inspection Fees	0	0	264	200	200	200	200
Temporary Help	5,512	3,600	4,383	5,600	5,600	5,600	5,600
Advertising	4,823	4,297	3,503	3,925	3,925	4,500	4,500
Tipping Fees	379	1,647	73	500	500	1,000	1,000
Interfund Allocations	17,550-	32,598-	17,473-	30,000-	30,000-	30,000-	30,000-
Interpreter Services	0	214	0	200	200	200	200
Snow Removal Services	7,205	2,749	6,338	15,000	15,000	15,000	15,000
Other Contracts/Obligations	79,645	107,755	83,937	78,069	78,069	96,370	80,170
Purchased Services	108,506	122,918	114,819	103,594	103,594	128,470	112,270
Electric	126,364	117,617	82,203	135,500	135,500	130,000	130,000
Gas	12,199	15,294	9,752	19,500	19,500	20,000	20,000
Water	44,528	41,599	34,512	51,000	51,000	47,000	47,000
Waste Disposal/Collection	16,025	19,320	14,922	18,214	18,214	21,000	21,000
Stormwater	137,238	144,280	95,529	139,500	139,500	169,700	169,700
Telephone	5,389	6,905	4,161	7,000	7,000	7,200	7,200
Cellular Telephone	7,692	8,594	5,699	9,200	9,200	9,350	9,350
Utilities	349,435	353,609	246,778	379,914	379,914	404,250	404,250

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Equipment Repair & Maintenan	25	0	0	0	0	0	0
Facilities Charges	405,966	435,876	291,042	430,607	430,607	446,914	446,914
Software Support	0	0	0	0	0	0	9,458
CEA Equipment Rental	348,012	335,591	249,426	372,944	372,944	380,397	380,397
Grounds Repair & Maintenance	86,646	109,795	28,942	49,000	49,000	86,000	51,000
Repair & Maintenance	840,649	881,262	569,410	852,551	852,551	913,311	887,769
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,416,047	3,615,520	2,653,317	3,732,631	3,734,731	3,999,801	3,873,236

**CITY OF APPLETON 2019 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:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Adopted Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ 10	\$ 18	\$ 20	\$ 20	\$ 20
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	10	18	20	20	20
Fund Balance - Beginning	2,519	2,529	2,547	2,547	2,567
Fund Balance - Ending	\$ 2,529	\$ 2,547	\$ 2,567	\$ 2,567	\$ 2,587

**CITY OF APPLETON 2019 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 major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Adopted Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ 266	\$ 456	\$ 800	\$ 500	\$ 800
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	266	456	800	500	800
Fund Balance - Beginning	65,191	65,457	65,913	65,913	66,413
Fund Balance - Ending	\$ 65,457	\$ 65,913	\$ 66,713	\$ 66,413	\$ 67,213

**CITY OF APPLETON 2019 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 (DEFICIT)

	2016 Actual	2017 Actual	2018 Adopted Budget	2018 Projected	2019 Budget
<u>Revenues</u>					
Interest Income	\$ 113	\$ -	\$ -	\$ -	\$ -
<u>Expenses</u>					
Program Costs	11,500	-	-	-	-
Revenues over (under) Expenses	(11,387)	-	-	-	-
Fund Balance - Beginning	11,387	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2019 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:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Adopted Budget	2018 Projected	2019 Budget
<u>Revenues</u>					
Interest Income	\$ 555	\$ 950	\$ 1,500	\$ 1,000	\$ 1,000
Donations & Memorials	-	-	-	-	-
Total Revenue	555	950	1,500	1,000	1,000
<u>Expenses</u>					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	555	950	1,500	1,000	1,000
Fund Balance - Beginning	135,841	136,396	137,346	137,346	138,346
Fund Balance - Ending	\$ 136,396	\$ 137,346	\$ 138,846	\$ 138,346	\$ 139,346

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Park Open Space

Business Unit 7160

PROGRAM MISSION

Provide a 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 projected expenditure for 2018 is for property taxes and demolition costs related to two homes that were purchased in 2017 adjacent to Memorial Park.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Adopted Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ 1,293	\$ 2,446	\$ 3,340	\$ 400	\$ 100
Zoning & Subdivision Fees	5,400	-	-	5,100	-
Total Revenue	6,693	2,446	3,340	5,500	100
Expenses					
Program Costs	-	240,090	-	83,304	-
Revenues over (under) Expenses	6,693	(237,644)	3,340	(77,804)	100
Fund Balance - Beginning	317,839	324,532	86,888	86,888	9,084
Fund Balance - Ending	\$ 324,532	\$ 86,888	\$ 90,228	\$ 9,084	\$ 9,184

**CITY OF APPLETON 2019 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 major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Adopted Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ 24	\$ 41	\$ 75	\$ 50	\$ 50
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	24	41	75	50	50
Fund Balance - Beginning	5,924	5,948	5,989	5,989	6,039
Fund Balance - Ending	\$ 5,948	\$ 5,989	\$ 6,064	\$ 6,039	\$ 6,089

**CITY OF APPLETON 2019 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 fund terminated at the conclusion of 2016 as the funds were fully expended.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Adopted Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ 2	\$ -	\$ -	\$ -	\$ -
Expenses					
Program Costs	360	-	-	-	-
Revenues over (under) Expenses	(358)	-	-	-	-
Fund Balance - Beginning	358	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2019 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 the 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.

Major changes in Revenue, Expenditures or Program:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Adopted Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ 105	\$ 179	\$ 300	\$ 180	\$ 200
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	105	179	300	180	200
Fund Balance - Beginning	25,690	25,795	25,974	25,974	26,154
Fund Balance - Ending	\$ 25,795	\$ 25,974	\$ 26,274	\$ 26,154	\$ 26,354

CITY OF APPLETON 2019 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 2019 BUDGET REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course is 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 2018 EVENTS

Continued improvement of all clubhouse services to increase revenue, consistencies and improve future financial sustainability of the golf course including the expansion of breakfast service on weekend mornings.

Expanded the use of the GolfNow marketing, social media marketing and constant contact for marketing and golfer communications. Facebook Likes increased from 3040 to 3154.

Expanded our efforts to maximize rounds played by using GolfNow.com, Teeoff.com and social media as real-time marketing to fill gaps during slow periods. This included the development of Reid's own Instagram account.

Continue to adjust Reid's tee sheet towards 9-hole availability. This maximizes daylight, rounds and revenues while shifting towards the trends of today's golfer.

Worked closely with league representatives to accommodate all golf leagues that committed to returning and joining the course in 2018. This includes the recruitment of three new afternoon/evening leagues, filling in players for existing leagues and expanding Reid's couple league.

Continued the traditions of two long running stroke play tournaments at Reid; the City Tournament and the Fox Cities Amateur (formerly Post Crescent) and continuing Reid's traditional fun events, 3-4-5 and Two Pin Challenge. The City Tournament expanded from 48 players to 60 in 2018 and the spring's 3-4-5 nearly doubled to 30 two person teams from 16 in 2017.

Developed and implemented a marketing plan for the 2018 golf season that included regular email messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers. New for the 2018 golf season, TV ads were produced and run during select PGA Tour events and ads specifically targeting businesses to try and expand our corporate pass sales.

Created daily food specials and rotated monthly to encourage golfers to stay and eat after their rounds and introduced taco night.

Established rates and fees for 2019 golf season.

Corporate pass sales increased by one, three of which were new businesses, for a total of eight passes. Our goal is to sell ten passes annually.

Junior lessons reached capacity of 72 and the Mary Beth Clinic Series, consisting of five individual clinics, were completely sold out.

Hosted the high school golf regionals, the City junior high cross country meet, and Lawrence University Club Golf used Reid as their home course. All of which generated new sources of revenue.

CITY OF APPLETON 2019 BUDGET REID GOLF COURSE

MAJOR 2019 OBJECTIVES

Hire and train staff to operate the golf course. Develop operational and marketing plans to maximize revenues.

Develop and implement a plan to provide clubhouse services that consider changing golf trends, available City resources and program direction to maximize revenues and meet current and future community interests and needs.

Continue to expand the use of the GolfNow and Teeoff 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 available media.

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. Continue to evolve the agronomic program at Reid by introducing lower environmental impact quotient pesticides as budget allows.

Maintain the clubhouse, the maintenance shop and all golf course equipment.

Work closely with Parks and Recreation Division to implement new program opportunities and expand on existing programs.

Continue to expand our two historical stroke play competitions, City Tournament and Fox Cities Amateur, and our new fun 3-4-5 and 2-Pin Challenge.

Target new businesses to expand corporate pass sales.

Continue efforts of increasing the number of youth golfers visiting the course for both instruction and play while creating new opportunities for adults to participate in similar means.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 875,842	\$ 860,977	\$ 866,864	\$ 866,864	\$ 875,800	1.03%
Program Expenses							
5630	Operations	813,480	799,097	864,667	864,667	950,004	9.87%
TOTAL		\$ 813,480	\$ 799,097	\$ 864,667	\$ 864,667	\$ 950,004	9.87%
Expenses Comprised Of:							
Personnel		352,776	364,932	375,523	375,523	386,629	2.96%
Administrative Expense		142,831	139,894	141,447	141,447	137,116	-3.06%
Supplies & Materials		117,270	115,315	123,150	123,150	127,250	3.33%
Purchased Services		30,058	46,864	33,900	33,900	30,310	-10.59%
Utilities		45,015	46,534	50,159	50,159	51,483	2.64%
Repair & Maintenance		125,530	105,307	140,488	140,488	136,024	-3.18%
Capital Expenditures		-	(19,749)	-	-	81,192	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.67	2.62	2.70	2.70	2.70	

* % change from prior year adopted budget
Reid.xls

**CITY OF APPLETON 2019 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" and #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.
- Maintain the course in the best condition possible 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:

The increase in revenue is a result of aggressive marketing, the effort to provide exceptional customer service and pricing and promotion strategies to sell golf during non-peak times and maximization of guaranteed revenue opportunities including leagues and outings. Efforts included the utilization of social media and internet reservations to increase exposure.

The increase in miscellaneous equipment is due to the purchase of two utility vehicles coming off lease with Reid's rental fleet, one cart to be utilized by grounds and the other will continue to be used for range and rangering.

The amount included in the infrastructure construction account (\$56,192) represents special assessment charges for storm sewer reconstruction slated for Carpenter Street in 2019. Additionally, \$25,000 is included in capital outlay for initial planning and design costs related to future reconstruction of the clubhouse parking lot.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Recreational opportunities					
Rounds of golf played annually	35,888	34,351	36,000	33,500	36,000
Annual youth pass holders	44	57	100	33	75
Family pass holders	17	12	15	10	15
Business pass holders	3	7	10	8	10
Strategic Outcomes					
Electronic communication with golfers					
# of emails receiving bi-weekly message	2,667	2,926	3,500	3,265	3,750
% of golfers who rate conditions at good or better	98%	98%	98%	98%	98%
% of golfers who rate clubhouse services at good or better	New Measure	98%	98%	98%	98%
Work Process Outputs					
% of time:					
Greens are mowed daily	97%	97%	95%	99%	98%
Tees and fairways - mowed 2 times per week (May-Aug.)	95%	95%	95%	100%	100%
Rough - mowed weekly	100%	100%	100%	100%	100%
Bunkers - raked weekly (Summer)	100%	100%	100%	100%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	90%	90%	95%	99%	95%

**CITY OF APPLETON 2019 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4710 Interest on Investments	\$ (535)	\$ 579	\$ 1,000	\$ 1,000	\$ 1,000
4801 Charges for Serv. - Nontax	5,621	8,000	7,250	7,250	7,500
4802 Charges for Serv. - Tax	793,306	770,133	780,000	780,000	787,500
4850 Daily Entrance - Nontax	3,150	4,250	3,750	3,750	4,250
5015 Rental of City Property	14,500	14,900	15,400	15,400	14,900
5016 Lease Revenue	57,122	57,696	57,464	57,464	58,650
5020 Donations & Memorials	707	3,195	-	-	-
5035 Other Reimbursements	2,159	2,200	2,000	2,000	2,000
5085 Cash Short or Over	(188)	24	-	-	-
Total Revenue	\$ 875,842	\$ 860,977	\$ 866,864	\$ 866,864	\$ 875,800
Expenses					
6101 Regular Salaries	\$ 158,404	\$ 159,204	\$ 169,352	\$ 169,352	\$ 173,965
6105 Overtime	131	572	533	533	552
6108 Part-Time	115,881	119,717	120,367	120,367	123,351
6150 Fringes	78,360	85,439	85,271	85,271	88,761
6201 Training/Conferences	285	447	1,000	1,000	1,000
6301 Office Supplies	480	343	600	600	600
6303 Memberships & Licenses	1,040	1,554	1,659	1,659	1,659
6306 Building Maint./Janitorial	1,003	986	2,000	2,000	2,000
6307 Food & Provisions	100	100	50	50	50
6308 Landscape Supplies	34,177	34,491	36,900	36,900	36,900
6314 Pro Shop/Concession Supplies	60,658	60,403	61,000	61,000	60,850
6316 Miscellaneous Supplies	2,034	2,084	2,750	2,750	2,000
6320 Printing & Reproduction	1,870	1,504	2,250	2,250	2,000
6321 Clothing	527	60	750	750	500
6322 Gas Purchases	12,165	12,381	12,350	12,350	13,500
6327 Miscellaneous Equipment	5,839	4,392	7,150	7,150	11,500
6401 Accounting/Audit	2,599	2,709	2,800	2,800	2,210
6403 Bank Services	11,651	12,527	13,000	13,000	13,000
6404 Consulting Services	2,290	-	3,500	3,500	1,000
6407 Collection Services	1,013	998	1,100	1,100	1,100
6408 Contractor Fees	2,310	20,659	1,000	1,000	1,000
6412 Advertising	10,007	9,971	10,500	10,500	10,000
6413 Utilities	45,015	46,534	50,159	50,159	51,483
6418 Equip. Repairs & Maint	4,501	3,583	5,000	5,000	5,000
6420 Facilities Charges	29,262	19,837	36,632	36,632	32,284
6424 Software Support	2,450	2,045	1,860	1,860	1,860
6425 CEA Equip. Rental	89,318	79,842	96,996	96,996	96,880
6426 Other Interfund Charges	188	-	2,000	2,000	2,000
6501 Insurance	6,780	7,786	7,685	7,685	7,485
6503 Rent	30,542	29,771	30,861	30,861	30,861
6601 Depreciation Expense	67,707	67,859	63,936	63,936	63,936
6720 Interest Payments	13,793	13,148	12,556	12,556	11,625
6809 Infrastructure Construction	-	-	-	-	56,192
6899 Other Capital Outlay	-	(19,749)	-	-	25,000
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
7921 Trans Out - Capital Projects Fund	3,200	-	3,200	3,200	-
Total Expense	\$ 813,480	\$ 799,097	\$ 864,667	\$ 864,667	\$ 950,004

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Rent</u>	
Topsoil, sand & gravel	\$ 3,400	Carts	\$ 29,361
Flowers	500	Maintenance operations	1,500
Seed & fertilizers	9,000		<u>\$ 30,861</u>
Pesticides/herbicides	24,000		
	<u>\$ 36,900</u>	<u>Infrastructure Construction</u>	
		Storm Sewers - Carpenter St	\$ 56,192
<u>Pro Shop/Concession Supplies</u>		<u>Other Capital Outlay</u>	
Food & beverages	\$ 46,050	Parking lot design	\$ 25,000
Merchandise/range balls	14,800		
	<u>\$ 60,850</u>		

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Interest Income	535-	579	1,032	1,000	1,000	1,000-	1,000
Charges for Services	802,077	782,382	640,616	791,000	791,000	799,250-	799,250
Other Revenues	74,300	78,016	39,429	74,864	74,864	75,550-	75,550
TOTAL REVENUES	875,842	860,977	681,077	866,864	866,864	875,800-	875,800
EXPENSES BY LINE ITEM							
Regular Salaries	111,774	115,839	88,374	169,352	169,352	173,965	173,965
Labor Pool Allocations	33,640	31,173	25,606	0	0	0	0
Overtime	131	572	117	533	533	552	552
Part-Time	115,881	119,717	88,726	120,367	120,367	123,351	123,351
Other Compensation	2,820	10	219	0	0	0	0
Vacation Pay	10,169	12,182	4,638	0	0	0	0
Fringes	71,822	71,003	49,238	85,271	85,271	89,633	88,761
Unemployment Compensation	3,596	3,122	2,062	0	0	0	0
Pension expense / Revenue	2,942	11,314	0	0	0	0	0
Salaries & Fringe Benefits	352,775	364,932	258,980	375,523	375,523	387,501	386,629
Training & Conferences	285	447	116	1,000	1,000	1,000	1,000
Office Supplies	480	343	295	600	600	600	600
Memberships & Licenses	1,040	1,554	1,669	1,659	1,659	1,659	1,659
Building Maintenance/Janitor.	1,003	986	1,129	2,000	2,000	2,000	2,000
Food & Provisions	100	100	0	50	50	50	50
Insurance	6,780	7,786	5,445	7,685	7,685	7,485	7,485
Rent	30,543	29,771	16,415	30,861	30,861	30,861	30,861
Depreciation Expense	67,706	67,859	48,726	63,936	63,936	63,936	63,936
Interest Payments	13,793	13,148	9,414	12,556	12,556	11,625	11,625
Trans Out - General Fund	17,900	17,900	13,425	17,900	17,900	17,900	17,900
Trans Out - Capital Projects	0	0	0	3,200	3,200	0	0
Trans Out - Internal Svc.	3,200	0	0	0	0	0	0
Administrative Expense	142,830	139,894	96,634	141,447	141,447	137,116	137,116
Landscape Supplies	34,177	34,491	31,085	36,900	36,900	36,900	36,900
Concession Supplies	60,658	60,403	50,164	61,000	61,000	60,850	60,850
Miscellaneous Supplies	2,034	2,084	1,233	2,750	2,750	2,000	2,000
Printing & Reproduction	1,870	1,504	981	2,250	2,250	2,000	2,000
Clothing	527	60	0	750	750	500	500
Gas Purchases	12,165	12,381	11,513	12,350	12,350	13,500	13,500
Miscellaneous Equipment	5,839	4,392	7,351	7,150	7,150	11,500	11,500
Supplies & Materials	117,270	115,315	102,327	123,150	123,150	127,250	127,250
Accounting/Audit	2,599	2,709	0	2,800	2,800	2,210	2,210
Bank Services	11,651	12,527	8,635	13,000	13,000	13,000	13,000
Consulting Services	2,290	0	1,651	3,500	3,500	1,000	1,000
Collection Services	1,013	998	649	1,100	1,100	1,100	1,100
Contractor Fees	2,310	20,659	560	1,000	1,000	1,000	1,000
Advertising	10,007	9,971	5,895	10,500	10,500	10,000	10,000
Other Interfund Charges	188	0	3,955	2,000	2,000	2,000	2,000
Other Contracts/Obligations	0	0	475	0	0	0	0
Purchased Services	30,058	46,864	21,820	33,900	33,900	30,310	30,310
Electric	21,651	20,231	16,055	22,233	22,233	22,233	22,233
Gas	3,421	3,749	3,741	6,500	6,500	5,000	5,000
Water	2,015	3,068	1,326	2,100	2,100	2,200	2,200
Waste Disposal/Collection	1,575	1,979	1,215	1,974	1,974	2,100	2,100
Stormwater	11,706	11,516	8,545	11,516	11,516	13,450	13,450
Telephone	2,837	3,306	2,842	3,000	3,000	3,500	3,500
Cellular Telephone	952	894	663	936	936	1,000	1,000
Other Utilities	859	1,791	1,243	1,900	1,900	2,000	2,000
Utilities	45,016	46,534	35,630	50,159	50,159	51,483	51,483
Equipment Repair & Maintenan	4,501	3,583	4,119	5,000	5,000	5,000	5,000
Facilities Charges	29,262	19,837	15,496	36,632	36,632	32,284	32,284

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Software Support	2,450	2,045	1,860	1,860	1,860	1,860	1,860
CEA Equipment Rental	89,318	79,842	67,595	96,996	96,996	96,880	96,880
Repair & Maintenance	125,531	105,307	89,070	140,488	140,488	136,024	136,024
Infrastructure Construction	0	0	0	0	0	0	56,192
Other Capital Outlay	0	19,749-	0	0	0	0	25,000
Capital Expenditures	0	19,749-	0	0	0	0	81,192
TOTAL EXPENSES	813,480	799,097	604,461	864,667	864,667	869,684	950,004

**CITY OF APPLETON 2019 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Charges for Services	\$ 802,077	\$ 782,382	\$ 791,000	\$ 790,800	\$ 799,250
Miscellaneous	17,178	20,319	15,400	15,400	14,900
Lease Revenue	57,122	57,696	59,464	58,000	60,650
Total Revenues	<u>876,377</u>	<u>860,397</u>	<u>865,864</u>	<u>864,200</u>	<u>874,800</u>
Expenses					
Operation and Maintenance	710,880	700,186	767,075	755,000	831,543
Depreciation	67,707	67,859	63,936	67,500	63,936
Total Expenses	<u>778,587</u>	<u>768,045</u>	<u>831,011</u>	<u>822,500</u>	<u>895,479</u>
Operating Income (Loss)	97,790	92,352	34,853	41,700	(20,679)
Nonoperating Revenues (Expenses)					
Interest Income	(535)	578	1,000	500	1,000
Interest Expense	(13,793)	(13,148)	(12,556)	(12,556)	(11,625)
Total Non-Operating	<u>(14,328)</u>	<u>(12,570)</u>	<u>(11,556)</u>	<u>(12,056)</u>	<u>(10,625)</u>
Net Income (Loss) Before Transfers	83,462	79,782	23,297	29,644	(31,304)
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Operating Transfers out	(21,100)	(17,900)	(21,100)	(21,100)	(17,900)
Change in Net Assets	62,362	61,882	2,197	8,544	(49,204)
Net Assets - Beginning	793,937	856,299	918,181	918,181	926,725
Net Assets - Ending	<u>\$ 856,299</u>	<u>\$ 918,181</u>	<u>\$ 920,378</u>	<u>\$ 926,725</u>	<u>\$ 877,521</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 262,930	\$ 273,974
+ Change in Net Assets	8,544	(49,204)
- Capital Contributions	-	-
+ Depreciation	67,500	63,936
- Fixed Assets	-	(25,000)
- Principal Repayment	<u>(65,000)</u>	<u>(65,000)</u>
Working Cash - End of Year	<u>\$ 273,974</u>	<u>\$ 198,706</u>

**CITY OF APPLETON 2019 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

	2017 Actual	2018 Projected	2019 Budget	2020 Projected	2021 Projected	2022 Projected	2023 Projected
Revenues							
Charges for Services	\$ 782,382	\$ 790,800	\$ 799,250	\$ 815,235	\$ 831,540	\$ 848,171	\$ 865,134
Miscellaneous	20,319	15,400	14,900	15,198	15,502	15,812	16,128
Lease Revenue	57,696	58,000	60,650	60,650	60,650	60,650	60,650
Total Revenues	<u>860,397</u>	<u>864,200</u>	<u>874,800</u>	<u>891,083</u>	<u>907,692</u>	<u>924,633</u>	<u>941,912</u>
Expenses							
Operating Expenses	700,186	755,000	831,543	794,735	814,603	834,968	855,842
Depreciation	67,859	67,500	63,936	60,139	59,355	56,510	53,666
Total Expenses	<u>768,045</u>	<u>822,500</u>	<u>895,479</u>	<u>854,874</u>	<u>873,958</u>	<u>891,478</u>	<u>909,508</u>
Operating Income	92,352	41,700	(20,679)	36,209	33,734	33,155	32,404
Non-Operating Revenues (Expenses)							
Interest Income	578	500	1,000	1,000	900	750	500
Interest Expense	(13,148)	(12,556)	(11,625)	(10,432)	(8,625)	(6,300)	(3,975)
Total Non-Operating	<u>(12,570)</u>	<u>(12,056)</u>	<u>(10,625)</u>	<u>(9,432)</u>	<u>(7,725)</u>	<u>(5,550)</u>	<u>(3,475)</u>
Net Income Before Transfers	79,782	29,644	(31,304)	26,777	26,009	27,605	28,929
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/CEA	(17,900)	(21,100)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	61,882	8,544	(49,204)	8,877	8,109	9,705	11,029
Total Net Assets - Beginning	<u>856,299</u>	<u>918,181</u>	<u>926,725</u>	<u>877,521</u>	<u>886,398</u>	<u>894,507</u>	<u>904,212</u>
Total Net Assets - Ending	<u>\$ 918,181</u>	<u>\$ 926,725</u>	<u>\$ 877,521</u>	<u>\$ 886,398</u>	<u>\$ 894,507</u>	<u>\$ 904,212</u>	<u>\$ 915,241</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 262,930	\$ 273,974	\$ 198,706	\$ 197,722	\$ 190,186	\$ 176,401
+ Change in Net Assets	8,544	(49,204)	8,877	8,109	9,705	11,029
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	67,500	63,936	60,139	59,355	56,510	53,666
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	-	(25,000)	-	-	-	-
- Principal Repayment	(65,000)	(65,000)	(70,000)	(75,000)	(80,000)	(75,000)
Working Cash - End of Year	<u>\$ 273,974</u>	<u>\$ 198,706</u>	<u>\$ 197,722</u>	<u>\$ 190,186</u>	<u>\$ 176,401</u>	<u>\$ 166,096</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 197,164	\$ 215,267	\$ 205,767	\$ 210,282	\$ 214,792	
Coverage Ratio	1.41	0.58	1.21	1.12	1.05	1.10

ASSUMPTIONS:

Rounds of golf played @ projected 2017 levels and then increasing slightly for estimated increase in rounds

2% overall revenue increase in 2019 and beyond

Operating expenses to increase 2.5% per year after 2018; 2019 included special assessment of \$56,192 which was removed from future years.

None of the costs identified in the Reid Golf Course CIP for 2020 and beyond are included in this projection

Strive to maintain a level of 25% working capital reserve and 1.25 coverage ratio.

**CITY OF APPLETON 2019 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
2019	\$ 5,000	\$ -	\$ 5,000
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
2025	60,000	-	60,000
2026	80,000	-	80,000
	<u>\$ 145,000</u>	<u>\$ -</u>	<u>\$ 145,000</u>

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
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
2026	-	-	-
	<u>\$ 455,000</u>	<u>\$ 42,982</u>	<u>\$ 497,982</u>

Total			
Year	Principal	Interest	Total
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>\$ 600,000</u>	<u>\$ 42,982</u>	<u>\$ 642,982</u>

CITY OF APPLETON 2019 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2019 BUDGET LIBRARY

MISSION STATEMENT

Learn, know, gather and grow in your center of community life.

DISCUSSION OF SIGNIFICANT 2018 EVENTS

Maintain high quality library services

Approximately 80,000 registered borrowers checked out over 1 million items in 2017
467,884 visits in 2017; 4,645 meeting room uses in 2017, a 1% increase of meeting room use over previous year
2018 summer program for children had 3,838 participants, the teen summer reading program had 733 participants, and the adult program had 380 participants
On track to circulate approximately 1 million physical items in 2018; self-checkout averages 77%
Offered high interest programs for all ages; 44,742 in total attendance in 2017
Continue to participate in Statewide and regional long-term planning initiatives that could reshape the boundaries of systems and materials delivery for patrons.
Contracted with collection agency to improve recovery of materials and/or replacement costs. In 2017, \$19,762 cash recovered and \$12,305 worth of materials recovered. Total return on investment 6:1.

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood

Marketing e-blasts sent to approximately 6,100 e-mail addresses
Friends of the APL provided \$67,000 in grants and served as fiscal agent for grants from outside funding agencies
Hosted staff retreat in February and monthly staff trainings on continuing education, change and safety topics
Coordinate a column written by local librarians about services throughout Fox Cities Libraries for the Post Crescent
Participated in Statewide planning process for public library systems
Continued working with Washington Square, APD and the security guard to improve neighborhood environment

Continue to explore facility needs and options

Library Board and Common Council voted to support the City's efforts to include the library's needs as identified as option 1 in a mixed use development with Commercial Horizons on the current site of the Soldier's Square Parking Ramp
Aligned focus for planning on how the library fits into the City's comprehensive plan and other priorities
Implemented public faxing
Maintenance completed on exterior stone wall panels and additional carpet patching was completed in late 2018

Continue cooperation with schools and other community organizations

Provided space for local non-profit organizations doing community outreach on site, helping expand their access to people who need their services including Feeding America, Partnership Community Health Center, and Outagamie County ADRC
Served on the Older Adult/Community Center Taskforce
Collaborated with 196 programs with local educational institutions, businesses, and non-profit and civic groups
Participated in civic events including Juneteenth, Fox Cities Kidz Expo, Make Music Day, Bazaar After Dark
Became a United Way Agency for the Reach Out and Read - Fox Cities program
Sponsor and collaborator for the Fox Cities Community Read
Operated third year of the Appleton Seed Library with The Seed Guild
Continue to offer the Fox Cities Arts Network Pass
Used the Summer Library Program as a springboard to allow us to showcase City and community organizations - Fire Department, Parks and Recreation, Hearthstone, Building for Kids, DPW, ADI, Fox Valley Symphony and APD to encourage reading and community engagement.

Utilize volunteers more effectively

7,255 volunteer hours achieved in 2017
Expanded roles for volunteers including increased support for the teen summer reading program, computer help, and programming

Continuously work to improve website and online service delivery

Continued to expand access to digital content. In 2018, we launched a new local music service, Flipside, an online collection of music contributed by local artists
Total e-circulation is up 30% from April 2017: e-books, audiobooks, videos, comics, magazines, music and games
APL's Facebook page has approximately 5,400 followers

CITY OF APPLETON 2019 BUDGET LIBRARY

MAJOR 2019 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 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 of 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 working on library facility plans. Continue efforts to provide citizen engagement and transparency in library planning and incorporate results of parking and mobility studies and the city's comprehensive plan

Cultivate quality children's materials collections and 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 with specialized programs for children with distinct needs.

Collaborate with schools and other community organizations utilizing the Community Partnerships Framework to provide options for different levels of engagement

Provide the community space for civic engagement and public meetings

Continue efforts to extend outreach and circulation services out into the community

Market collections, programs and services in a holistic way, incorporating social media and in-house marketing

Continue to enhance "digital branch" with increased access to e-courses for lifelong learning and mobile content

Improve website for ease of navigation

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 1,469,692	\$ 1,404,293	\$ 1,182,747	\$ 1,227,456	\$ 1,158,842	-2.02%
Program Expenses							
16010	Administration	541,662	572,477	552,022	606,584	597,419	8.22%
16021	Children's Services	573,554	635,060	517,738	534,997	528,053	1.99%
16023	Public Services	780,655	796,597	782,457	783,457	762,135	-2.60%
16024	Community Partnerships	496,335	536,816	510,020	541,320	483,003	-5.30%
16031	Building Operations	472,023	466,487	506,049	506,049	491,731	-2.83%
16032	Materials Management	1,467,777	1,498,983	1,457,447	1,450,842	1,457,989	0.04%
16033	Network Services	283,921	316,010	303,079	310,404	304,809	0.57%
TOTAL		\$ 4,615,927	\$ 4,822,430	\$ 4,628,812	\$ 4,733,653	\$ 4,625,139	-0.08%
Expenses Comprised Of:							
Personnel		3,311,489	3,431,881	3,342,498	3,367,376	3,324,866	-0.53%
Administrative Expense		145,688	188,462	112,200	136,768	104,267	-7.07%
Supplies & Materials		689,472	691,578	675,492	675,612	668,074	-1.10%
Purchased Services		91,280	100,162	87,141	141,416	115,978	33.09%
Utilities		147,772	136,503	148,115	148,115	140,698	-5.01%
Repair & Maintenance		216,418	259,184	254,868	255,868	262,758	3.10%
Capital Expenditures		13,808	14,660	8,498	8,498	8,498	0.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		46.00	46.50	46.00	46.00	46.00	

CITY OF APPLETON 2019 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM MISSION

To ensure delivery of library programs and services to patrons for the benefit of the community, the Administration program 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 and ensure library is responsive to community needs
- Continue working on library facility plans. Continue efforts to provide citizen engagement and transparency in library planning and incorporate results of parking and mobility studies and the City's comprehensive plan
- Communicate the role of libraries in 21st century society and the value of service APL provides to the community
- Work with Finance Department in transition to the new ERP system
- Work with Washington Square group with security guard collaboration, oversee APL contracted security guard to ensure the library is perceived as a safe place
- 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 excellent services; be good stewards of grant funds
- Continue to participate in Statewide and regional long-term planning initiatives that could reshape the boundaries of systems and materials delivery for patrons.

Major changes in Revenue, Expenditures, or Programs:

- Fluctuations in State-level meeting attendance below is due to participation in the public library system redesign process occurring throughout the State that is expected to decrease in 2019
- The 2018 amended budget for the other contracts/obligations account reflects an adjustment to contract with a security service in 2018.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as responsive or very responsive	97%	98%	98%	98%	98%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	191	196	170	170	180
Work Process Outputs					
Grant funds awarded	\$ 185,000	\$ 175,238	\$ 170,000	\$ 170,000	\$ 170,000
State-level meetings attended	41	88	35	60	40
Surveys conducted	1	1	1	1	1
Hours worked by library volunteers	6,422	7,255	8,000	8,000	7,500
Annual door count	487,795	467,884	475,000	475,000	450,000

CITY OF APPLETON 2019 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4232 Library Grants & Aids	\$ 1,103,329	\$ 1,066,420	\$ 1,062,447	\$ 1,062,447	\$ 1,043,692
4801 Charges for Serv.- Nontax	56,478	59,202	70,000	70,000	65,000
5015 Rental of City Property	30,000	30,000	30,000	30,000	30,000
5020 Donations & Memorials	705	957	-	-	-
5035 Other Reimbursements	103,773	15,225	-	6,675	-
Total Revenue	\$ 1,294,285	\$ 1,171,804	\$ 1,162,447	\$ 1,169,122	\$ 1,138,692
Expenses					
6101 Regular Salaries	\$ 351,108	\$ 371,611	\$ 370,790	\$ 370,790	\$ 382,262
6105 Overtime	-	132	-	-	-
6108 Part-Time	7,970	8,601	11,503	11,503	8,646
6150 Fringes	131,460	133,244	126,653	126,653	133,160
6201 Training/Conferences	9,934	9,040	4,777	9,664	4,920
6206 Parking Permits	2,308	19,560	19,920	19,920	20,880
6301 Office Supplies	3,710	4,686	4,635	4,635	4,635
6303 Memberships & Licenses	4,118	4,209	2,055	2,055	2,200
6305 Awards & Recognition	1,229	1,312	850	850	850
6307 Food & Provisions	2,235	4,138	1,135	1,835	1,135
6320 Printing & Reproduction	4,770	3,890	100	500	100
6412 Advertising	5,099	2,215	1,288	1,788	1,288
6413 Utilities	3,871	4,275	4,216	4,216	4,718
6599 Other Contracts/Obligations	13,850	5,564	4,100	52,175	32,625
Total Expense	\$ 541,662	\$ 572,477	\$ 552,022	\$ 606,584	\$ 597,419

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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

Provide specialized English Language Learner (ELL) programs directed at school age ELL students to include refugees, including coordination with other organizations to bring specialized programs like Lego Robotics to ELL students and taking our ELL classes to partnering organizations like the Building for Kids and the YMCA

Major changes in Revenue, Expenditures, or Programs:

The Reach Out and Read program (ROR), which supports a half-time physician liaison position and the purchase of age-appropriate books to be distributed by medical staff at well-child visits, is supported by a grant from the United Way. In 2016 and 2017, this activity was recorded in the Library's general fund. Beginning in 2018, the activity is recorded in a special revenue fund.

Reductions in program numbers below reflect a change in the way that the Wisconsin Department of Public Instruction has libraries counting program attendance.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	27,569	35,077	29,000	28,000	29,000
Drop-in activity participants	4,830	4,996	3,500	5,000	5,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	3,769	4,035	4,000	4,000	4,000
Members of the Appleton community find high quality programs at the library					
% of attendees evaluating programs "good" to "excellent" *	98%	95%	95%	95%	95%
Work Process Outputs					
Reference transactions	26,189	22,914	21,000	18,000	18,000
Number of children's programs	804	843	1,000	900	900
* survey done in odd years					

**CITY OF APPLETON 2019 BUDGET
LIBRARY**

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	125,714	129,796	-	6,909	-
Total Revenue	\$ 125,714	\$ 129,796	\$ -	\$ 6,909	\$ -
Expenses					
6101 Regular Salaries	\$ 366,449	\$ 378,825	\$ 357,010	\$ 357,010	\$ 345,446
6105 Overtime	61	-	-	-	-
6108 Part-Time	40,878	42,119	30,605	31,424	30,107
6150 Fringes	120,909	125,613	118,834	118,893	140,683
6201 Training\Conferences	3,546	4,049	4,277	4,277	4,405
6206 Parking Permits	2,772	-	-	-	-
6301 Office Supplies	34,483	71,689	2,812	14,739	2,812
6303 Memberships & Licenses	-	308	-	300	-
6307 Food & Provisions	270	1,010	-	1,754	-
6327 Miscellaneous Equipment	1,439	-	-	-	-
6599 Other Contracts/Obligations	2,747	11,447	4,200	6,600	4,600
Total Expense	\$ 573,554	\$ 635,060	\$ 517,738	\$ 534,997	\$ 528,053

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

Note:

In 2016 and 2017, revenues and expenses were recorded in the Children's Program of the Library in the general fund. Books and other materials purchased for the Reach out and Read program in those years and in the adopted 2018 budget were recorded as office supplies to distinguish them from books and library materials purchased for the children's collection. Those revenues and expenses are presented here for illustration only.

**CITY OF APPLETON 2019 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; use technology competencies for the adult service desk staff for increased consistency between desks and focused training in 2019; provide quality service to over 467,800 people

Register new patrons and maintain a database of 81,984 users; process holds in conjunction with the Materials Management section (approx. 117,000 items each year); send out overdue, billing and reserve notices; utilize TRIP and Unique Management Services for the collection of long overdue items and fines

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	69,376	53,716	65,000	44,500	45,000
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	81,842	81,842	82,000	81,100	82,000
Members of the Appleton community find high quality service at the library					
% of respondents evaluating service "somewhat satisfied" to "very satisfied" (survey done on odd years)	86%	92%	92%	92%	92%
Work Process Outputs					
Adult materials circulation	636,753	615,009	645,000	580,000	575,000
Children's materials circulation	445,129	416,355	425,000	380,000	400,000
Reserves filled for APL patrons	137,217	141,187	145,000	141,000	141,000

**CITY OF APPLETON 2019 BUDGET
LIBRARY**

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ -	\$ 95	\$ 300	\$ 1,300	\$ 150
Total Revenue	\$ -	\$ 95	\$ 300	\$ 1,300	\$ 150
Expenses					
6101 Regular Salaries	\$ 473,165	\$ 501,102	\$ 503,860	\$ 503,860	\$ 496,600
6105 Overtime	-	99	-	-	-
6108 Part-Time	114,668	98,946	89,372	89,372	89,079
6150 Fringes	180,982	188,117	173,971	173,971	162,911
6201 Training\Conferences	2,472	2,753	2,490	2,490	2,565
6206 Parking Permits	4,212	-	-	-	-
6301 Office Supplies	1,986	2,463	4,069	4,569	3,500
6327 Miscellaneous Equipment	-	1,000	1,000	1,000	1,000
6418 Equip Repairs & Maint	3,170	2,117	500	500	500
6599 Other Contracts/Obligations	-	-	7,195	7,695	5,980
Total Expense	\$ 780,655	\$ 796,597	\$ 782,457	\$ 783,457	\$ 762,135

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 local history materials, services, and programs

Collaborate with partner agencies utilizing the Community Partnerships Framework to provide options for different levels of engagement; 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

Work with Public Services and Children's Services staff to bring circulation services out into the community

Major changes in Revenue, Expenditures, or Programs:

Reductions in program numbers below reflect a change in the way that the Wisconsin Department of Public Instruction has libraries counting program attendance.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
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%	98%	98%	98%	98%
Young adult programs	100%	92%	92%	92%	92%
Strategic Outcomes					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	5,534	3,823	5,000	3,500	4,000
Adult program attendance	7,951	5,842	7,500	6,500	6,500
Work Process Outputs					
Web page "hits" (page accesses)	1,246,326	1,136,941	1,200,000	1,040,000	1,100,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

**CITY OF APPLETON 2019 BUDGET
LIBRARY**

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ 7,217	\$ 24,500	\$ -	\$ 7,300	\$ -
Total Revenue	<u>\$ 7,217</u>	<u>\$ 24,500</u>	<u>\$ -</u>	<u>\$ 7,300</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 349,398	\$ 348,067	\$ 349,659	\$ 349,659	\$ 334,235
6108 Part-Time	2,986	11,211	4,676	25,676	-
6150 Fringes	130,041	158,693	149,090	152,090	141,506
6201 Training\Conferences	3,112	3,267	4,277	4,277	4,450
6206 Parking Permits	2,016	-	-	-	-
6301 Office Supplies	4,450	4,859	2,318	6,318	2,812
6303 Memberships & Licenses	-	150	-	500	-
6599 Other Contracts/Obligations	4,332	10,569	-	2,800	-
Total Expense	<u>\$ 496,335</u>	<u>\$ 536,816</u>	<u>\$ 510,020</u>	<u>\$ 541,320</u>	<u>\$ 483,003</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 cleanliness and light maintenance of the library building and provide assistance to library staff and the community

Ensure library meeting room users needs are met by conducting meeting room set-ups and providing on-site assistance for staff programs and the community

Proactively meet the needs of the community through quality customer service and incorporating sustainable and cost-effective practices in our day-to-day operations

Facilitate the work done in the library in conjunction with the City Facilities Management Department and the contracted cleaning service by performing basic facility and equipment maintenance, cleaning and informing the appropriate person of building needs or concerns

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on odd years)	98%	98%	98%	98%	98%
% of patrons satisfied with cleanliness of library (surveyed on odd years)	94%	95%	95%	95%	95%
% of patrons satisfied with safety in the library (surveyed on odd years)	90%	87%	87%	87%	87%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,630	4,645	4,900	4,900	4,900
Work Process Outputs					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	20	22	20	20	20

CITY OF APPLETON 2019 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5001 Fees & Commissions	\$ 1,473	\$ 1,502	\$ 1,500	\$ 1,500	\$ 1,500
Total Revenue	<u>\$ 1,473</u>	<u>\$ 1,502</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
Expenses					
6101 Regular Salaries	\$ 105,063	\$ 102,192	\$ 109,595	\$ 109,595	\$ 108,743
6105 Overtime	1,025	116	-	-	-
6108 Part-Time	4,616	4,834	5,965	5,965	3,892
6150 Fringes	49,646	53,958	59,691	59,691	50,549
6201 Training\Conferences	1,081	342	806	806	830
6206 Parking Permits	972	-	-	-	-
6301 Office Supplies	290	143	300	300	-
6306 Building Maint./Janitorial	11,343	9,891	11,570	11,570	10,187
6308 Landscape Supplies	-	115	-	-	-
6309 Shop Supplies & Tools	-	363	100	100	150
6323 Safety Supplies	171	239	200	200	550
6327 Miscellaneous Equipment	396	317	650	650	650
6407 Collection Services	2,855	2,388	2,962	2,962	2,507
6413 Utilities	143,900	132,227	143,899	143,899	135,980
6416 Build Repairs & Maint.	2,096	1,516	3,000	3,000	2,000
6418 Equip Repairs & Maint	337	338	400	400	400
6420 Facilities charges	148,232	157,508	166,911	166,911	175,293
Total Expense	<u>\$ 472,023</u>	<u>\$ 466,487</u>	<u>\$ 506,049</u>	<u>\$ 506,049</u>	<u>\$ 491,731</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 1,800 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Other specific objectives include:

Collect and route approximately 150,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and re-shelve returned materials 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	60%	54%	58%	55%	55%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,053	3,849	3,200	3,200	3,200
Strategic Outcomes					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	292,085	286,600	290,000	283,500	285,000
Work Process Outputs					
# of volumes processed	29,900	28,174	30,000	32,000	30,000
# of volumes weeded	34,481	41,695	25,000	35,000	30,000

**CITY OF APPLETON 2019 BUDGET
LIBRARY**

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ 20,761	\$ 51,107	\$ -	\$ 21,000	\$ -
Total Revenue	<u>\$ 20,761</u>	<u>\$ 51,107</u>	<u>\$ -</u>	<u>\$ 21,000</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 466,562	\$ 509,189	\$ 506,085	\$ 506,085	\$ 515,030
6105 Overtime	-	49	-	-	-
6108 Part-Time	109,679	85,538	68,601	68,601	69,179
6150 Fringes	168,030	173,023	166,174	166,174	173,312
6201 Training\Conferences	2,730	3,197	3,227	3,227	3,324
6206 Parking Permits	5,184	-	-	-	-
6301 Office Supplies	30,959	38,948	38,522	38,522	30,522
6315 Books & Library Materials	621,663	620,492	607,442	600,837	597,644
6327 Miscellaneous Equipment	574	571	-	-	-
6599 Other Contracts/Obligations	62,396	67,976	67,396	67,396	68,978
Total Expense	<u>\$ 1,467,777</u>	<u>\$ 1,498,983</u>	<u>\$ 1,457,447</u>	<u>\$ 1,450,842</u>	<u>\$ 1,457,989</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 3,910
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	20,105
RFID supplies	6,507
	<u>\$ 30,522</u>

Books & Library Materials

Children's materials	\$ 144,504
Adult materials	423,717
Digital Content Consortia	29,423
	<u>\$ 597,644</u>

Other Contracts/Obligations

OWLSnet contract	\$ 63,978
Collection Agency	5,000
	<u>\$ 68,978</u>

CITY OF APPLETON 2019 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 need; replace aging network switches to increase uptime and reliability; maintain warranties on production servers

Maintain 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

Work to improve staff mobile access to Library systems to enable them to move about the building assisting patrons

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

Major changes in Revenue, Expenditures, or Programs:

Data security and switches of \$10,000 in the miscellaneous equipment account will allow the implementation of vulnerability scanning such as Tenable Nessus to perform regular scans of staff and public networks, staying ahead of vulnerabilities and exploits while minimizing exposure and downtime. Four switches used by our Automated Materials Handling system will be replaced to allow SNMP support.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
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%
Strategic Outcomes					
Hours of public internet computer use	56,514	56,030	50,000	50,000	50,000
Sessions on public computers	71,920	66,872	72,000	60,000	60,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	210,237	185,493	220,000	150,000	150,000
Database sessions	256,281	790,752	800,000	700,000	700,000
Work Process Outputs					
PC workstations & other devices installed	40	40	40	40	40

**CITY OF APPLETON 2019 BUDGET
LIBRARY**

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ 20,242	\$ 25,489	\$ 18,500	\$ 20,325	\$ 18,500
Total Revenue	<u>\$ 20,242</u>	<u>\$ 25,489</u>	<u>\$ 18,500</u>	<u>\$ 20,325</u>	<u>\$ 18,500</u>
Expenses					
6101 Regular Salaries	\$ 98,166	\$ 95,678	\$ 100,568	\$ 100,568	\$ 98,322
6150 Fringes	38,627	40,926	39,796	39,796	41,204
6201 Training\Conferences	1,305	195	2,660	2,660	2,740
6206 Parking Permits	648	-	-	-	-
6301 Office Supplies	8,324	2,254	1,500	1,500	1,500
6315 Books & Library Materials	-	(510)	-	-	-
6327 Miscellaneous Equipment	61,034	65,671	66,000	72,325	67,980
6418 Equip Repairs & Maint	62,009	97,136	84,057	85,057	84,565
6815 Software Acquisition	13,808	14,660	8,498	8,498	8,498
Total Expense	<u>\$ 283,921</u>	<u>\$ 316,010</u>	<u>\$ 303,079</u>	<u>\$ 310,404</u>	<u>\$ 304,809</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Workstation replacements	\$ 36,000
Network hardware, wiring, etc.	21,980
Data security and switches	10,000
	<u>\$ 67,980</u>

Equipment Repairs and Maintenance

Public & staff photocopier lease and fees	\$ 17,250
Automated material handling equipment	20,000
Self checks and security gate contract	20,349
Security camera maintenance	2,500
Software license and maintenance fees	22,319
Other equipment repairs and maintenance	2,147
	<u>\$ 84,565</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,103,329	1,066,420	1,062,448	1,062,447	1,062,447	1,043,692-	1,043,692
Charges for Services	56,478	59,202	36,876	70,000	70,000	65,000-	65,000
Other Revenues	309,885	278,671	156,799	50,300	95,009	50,150-	50,150
TOTAL REVENUES	1,469,692	1,404,293	1,256,123	1,182,747	1,227,456	1,158,842-	1,158,842
EXPENSES BY LINE ITEM							
Regular Salaries	1,974,973	2,071,112	1,438,297	2,297,567	2,297,567	2,285,797	2,280,638
Call Time	0	0	60	0	0	0	0
Overtime	1,086	396	179	0	0	0	0
Temp. Full-Time	0	0	274	0	0	0	0
Part-Time	280,798	251,250	186,547	210,722	232,541	213,036	200,903
Other Compensation	300	0	710	0	0	0	0
Sick Pay	7,154	5,016	1,628	0	0	0	0
Vacation Pay	227,485	230,534	169,531	0	0	0	0
Fringes	819,693	873,573	561,160	834,209	837,268	853,414	843,325
Salaries & Fringe Benefits	3,311,489	3,431,881	2,358,386	3,342,498	3,367,376	3,352,247	3,324,866
Training & Conferences	24,179	22,843	11,428	22,514	27,401	23,234	23,234
Parking Permits	18,112	19,560	20,298	19,920	19,920	20,880	20,880
Office Supplies	84,202	125,042	32,117	54,156	70,583	53,781	45,781
Memberships & Licenses	4,118	4,667	2,468	2,055	2,855	2,200	2,200
Awards & Recognition	1,229	1,311	1,171	850	850	850	850
Building Maintenance/Janitor.	11,343	9,891	4,965	11,570	11,570	10,187	10,187
Food & Provisions	2,505	5,148	4,179	1,135	3,589	1,135	1,135
Administrative Expense	145,688	188,462	76,626	112,200	136,768	112,267	104,267
Shop Supplies & Tools	0	115	99	100	100	150	150
Books & Library Materials	621,663	619,982	357,524	607,442	600,837	607,442	597,644
Printing & Reproduction	4,770	3,890	408	100	500	100	100
Clothing	0	363	230	0	0	0	0
Safety Supplies	171	239	78	200	200	550	550
Miscellaneous Equipment	62,868	66,989	34,812	67,650	73,975	69,630	69,630
Supplies & Materials	689,472	691,578	393,151	675,492	675,612	677,872	668,074
Collection Services	2,855	2,388	1,734	2,962	2,962	2,507	2,507
Advertising	5,099	2,218	717	1,288	1,788	1,288	1,288
Other Contracts/Obligations	83,326	95,556	117,568	82,891	136,666	91,883	112,183
Purchased Services	91,280	100,162	120,019	87,141	141,416	95,678	115,978
Electric	110,073	98,489	70,757	110,073	110,073	101,444	101,444
Gas	24,433	24,310	16,684	24,432	24,432	24,676	24,676
Water	4,924	4,948	3,561	4,924	4,924	4,996	4,996
Waste Disposal/Collection	2,052	2,063	1,482	2,052	2,052	2,083	2,083
Stormwater	2,418	2,418	2,018	2,418	2,418	2,781	2,781
Telephone	2,734	3,046	1,969	3,224	3,224	3,290	3,290
Cellular Telephone	1,138	1,229	797	992	992	1,428	1,428
Utilities	147,772	136,503	97,268	148,115	148,115	140,698	140,698
Building Repair & Maintenance	2,096	1,515	341	3,000	3,000	3,000	2,000
Equipment Repair & Maintenanc	66,090	100,161	58,928	84,957	85,957	85,465	85,465
Facilities Charges	148,232	157,508	99,740	166,911	166,911	175,293	175,293
Repair & Maintenance	216,418	259,184	159,009	254,868	255,868	263,758	262,758
Software Acquisition	13,808	14,660	255	8,498	8,498	8,498	8,498
Capital Expenditures	13,808	14,660	255	8,498	8,498	8,498	8,498
TOTAL EXPENSES	4,615,927	4,822,430	3,204,714	4,628,812	4,733,653	4,651,018	4,625,139

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM MISSION

This program accounts for the receipt of Library 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:

Reach Out and Read (ROR) is a research-based and evidence-based national program that puts books in the hands of families and children through their pediatricians. The doctors use the books to help facilitate developmental screenings and also to provide families information on how important it is to read to their small children. The books are provided to children age birth to five and the program in the Fox Cities includes Appleton, Neenah, Menasha and the surrounding region.

Major changes in Revenue, Expenditures, or Programs:

The Reach Out and Read program (ROR), which supports a half-time physician liaison position and the purchase of age-appropriate books to be distributed by medical staff at well-child visits, is supported by a grant from the United Way. In 2016 and 2017, this activity was recorded in the Library's general fund. Beginning in 2018, the activity is recorded in this special revenue fund.

The library has applied to become a United Way Agency for the Reach Out and Read program. A strategic planning process with the clinics is also being done with a professional facilitator. This process will clarify the ongoing funding model of the program.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

Note: Since this program exists solely to account for receipt and expenditure of various grants, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 77,894	\$ 96,196	\$ 98,218	\$ 164,918	\$ 86,086	-12.35%
Program Expenses		\$ 43,516	\$ 80,274	\$ 98,218	\$ 164,918	\$ 86,086	-12.35%
Expenses Comprised Of:							
	Personnel	22,357	21,455	23,719	23,719	22,761	-4.04%
	Administrative Expense	722	384	74,499	74,499	5,300	-92.89%
	Supplies & Materials	20,437	54,752	-	66,700	38,425	N/A
	Purchased Services	-	3,683	-	-	19,600	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	0.50	0.50	0.50	0.50	0.50	

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ 77,894	\$ 96,196	\$ 98,218	\$ 164,918	\$ 86,086
Total Revenue	<u>\$ 77,894</u>	<u>\$ 96,196</u>	<u>\$ 98,218</u>	<u>\$ 164,918</u>	<u>\$ 86,086</u>
Expenses					
6101 Regular Salaries	\$ 20,867	\$ 21,109	\$ 22,138	\$ 22,138	\$ 22,394
6150 Fringe Benefits	1,490	346	1,581	1,581	367
6201 Training / Conferences	722	384	1,160	1,160	2,300
6301 Office Supplies	20,437	54,752	73,339	73,339	3,000
6315 Books & Library Materials	-	-	-	66,700	38,425
6404 Consulting	-	-	-	-	4,600
6412 Advertising	-	-	-	-	15,000
6599 Other Contracts/Obligations	-	3,683	-	-	-
Total Expense	<u>\$ 43,516</u>	<u>\$ 80,274</u>	<u>\$ 98,218</u>	<u>\$ 164,918</u>	<u>\$ 86,086</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Books & Library Materials

Books for well child visits	\$ 38,425
	<u>\$ 38,425</u>

Note:

In 2016 and 2017, revenues and expenses were recorded in the Children's Program of the Library in the general fund. Books and other materials purchased for the Reach out and Read program in those years and in the adopted 2018 budget were recorded as office supplies to distinguish them from books and library materials purchased for the children's collection. Those revenues and expenses are presented here for illustration only.

**CITY OF APPLETON 2019 BUDGET
LIBRARY GRANTS**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Donations	\$ -	\$ -	\$ 98,218	\$ 164,918	\$ 86,086
Total Revenues	-	-	98,218	164,918	86,086
Expenses					
Program Costs	-	-	98,218	164,918	86,086
Total Expenses	-	-	98,218	164,918	86,086
Other Financing Sources (Uses)					
Other	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Revenues over (under) Expenses	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2019 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 2018 EVENTS

Ridership

Following national transit ridership trends, Valley Transit ridership is slightly down (2%) in the first six months of 2018. When gas prices are lower, as they have been in 2018, 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 has remained at a consistent level, but remains at the 2011 level.

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 2017 financial audit conducted in early 2018.

Federal Funds (5310)

Section 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.

CITY OF APPLETON 2019 BUDGET VALLEY TRANSIT

MAJOR 2019 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. Valley Transit has performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses. Improving on-time-performance will continue to be a major focus in 2019, 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. Implementation of a bus tracking application for smart phones to provide real-time bus schedules to passengers will be completed in 2018. 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 included an expense of \$100,000 for the TDP. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The TDP got a late start in 2017 due to timing of availability of State funding. During 2018, we will continue to work on the plan with completion expected for 2019. In 2019, the plan will be reviewed to determine the feasibility of recommendations with an implementation plan to follow.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 8,677,130	\$ 10,250,785	\$ 9,837,695	\$ 9,837,695	\$ 10,271,508	4.41%
Program Expenses							
5810	Administration	1,488,595	1,563,609	1,372,847	1,389,211	1,449,101	5.55%
5820	Vehicle Maint.	616,015	767,091	757,963	2,963,095	840,171	10.85%
5830	Facilities Maint.	148,138	154,200	505,345	688,630	204,159	-59.60%
5840	Operations	3,509,144	3,563,119	3,943,407	3,943,407	4,170,719	5.76%
5850	ADA Paratransit	1,765,067	1,750,443	1,871,109	1,871,109	2,432,566	30.01%
5860	Ancillary Paratransit	1,662,953	1,806,614	1,941,479	1,941,479	1,781,599	-8.23%
TOTAL		\$ 9,189,912	\$ 9,605,076	\$ 10,392,150	\$ 12,796,931	\$ 10,878,315	4.68%
Expenses Comprised Of:							
	Personnel	4,056,684	4,138,026	4,028,395	4,028,395	4,325,995	7.39%
	Administrative Expense	831,213	884,215	883,583	883,583	947,227	7.20%
	Supplies & Materials	544,859	703,138	950,156	950,156	974,936	2.61%
	Purchased Services	3,437,400	3,545,966	3,827,340	3,843,704	3,939,456	2.93%
	Utilities	99,428	92,727	133,500	133,500	109,975	-17.62%
	Repair & Maintenance	220,328	243,464	224,176	224,176	235,726	5.15%
	Capital Expenditures	-	(2,460)	345,000	2,733,417	345,000	0.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	54.35	54.95	56.20	56.85	58.85	

* % change from prior year adopted budget
Valley Transit.xls

CITY OF APPLETON 2019 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 57.5% of eligible expenses in 2019.

The increase in contractor fees is due to Valley Transit out-sourcing marketing efforts, rather than filling a vacant marketing position. The marketing position remains on the table of organization. This program also includes the addition of a full time Mobility Coordinator to work in partnership with the Aging and Disability Resource Center of Outagamie County to improve access to transportation by older adults and persons with disabilities. This position and the Travel Trainer position in the Operations program are both funded entirely by federal grants and Outagamie County local support.

The increase in depreciation expense is related to new buses and equipment purchased in 2017 and 2018.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Regional transit service					
Municipalities and County government	14	13	13	13	13
units served					
Strategic Outcomes					
Regulatory compliance					
Expense per revenue hour	\$ 84.61	\$ 90.14	\$ 85.86	\$ 87.25	\$ 91.77
Expense per revenue mile	\$ 4.76	\$ 5.06	\$ 4.87	\$ 4.95	\$ 5.27
Work Process Outputs					
Contract negotiating & monitoring					
# employee grievances filed	10	16	0	2	0

**CITY OF APPLETON 2019 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4210 Federal Grants	\$ 2,560,663	\$ 3,665,953	\$ 2,904,386	\$ 2,904,386	\$ 3,208,329
4224 Miscellaneous State Aids	2,491,999	2,627,353	2,736,001	2,736,001	2,840,530
4230 Miscellaneous Local Aids	443,258	472,236	479,388	479,388	513,513
4710 Interest on Investments	(9,161)	7,759	12,500	12,500	12,500
4877 Advertising/Promotional	55,455	68,509	55,000	55,000	55,000
5001 Fees & Commissions	10,454	10,708	8,000	8,000	8,000
5005 Sale of City Prop - Tax	339	1,621	-	-	-
5010 Misc Revenue - Nontax	3	25	-	-	-
5020 Donations & Memorials	1,000	-	-	-	-
5035 Other Reimbursements	2,842	7,884	-	-	-
5921 Trans In - General Fund	627,179	676,739	642,744	642,744	674,158
Total Revenue	\$ 6,184,031	\$ 7,538,787	\$ 6,838,019	\$ 6,838,019	\$ 7,312,030

Expenses					
6101 Regular Salaries	\$ 191,773	\$ 192,895	\$ 214,202	\$ 214,202	\$ 233,285
6105 Overtime	-	1,534	-	-	-
6108 Part Time	6,228	-	-	-	-
6150 Fringes	241,172	278,055	76,892	76,892	82,087
6201 Training\Conferences	6,720	2,590	16,792	16,792	15,471
6204 Tuition Reimbursement	-	-	2,000	2,000	-
6205 Employee Recruitment	18,505	6,873	3,200	3,200	4,200
6206 Parking	176	150	360	360	150
6301 Office Supplies	6,035	3,826	3,958	3,958	3,868
6302 Subscriptions	959	1,901	1,555	1,555	1,386
6303 Memberships & Licenses	4,401	4,672	4,708	4,708	4,233
6304 Postage & Freight	2,828	2,277	3,404	3,404	3,326
6305 Awards & Recognition	1,187	526	878	878	900
6307 Food & Provisions	2,142	1,513	1,170	1,170	1,200
6316 Miscellaneous Supplies	872	2,250	375	375	375
6320 Printing & Reproduction	16,567	9,017	21,483	21,483	20,991
6323 Safety Supplies	603	-	500	500	500
6326 Vehicle & Equipment Parts	-	4,380	-	-	-
6327 Miscellaneous Equipment	3,374	15,279	2,000	2,000	16,000
6401 Accounting/Audit	9,584	7,855	9,000	9,000	7,790
6403 Bank Services	3,048	3,226	3,000	3,000	3,000
6404 Consulting	162	12,869	45,000	61,364	-
6408 Contractor Fees	165	11,025	1,080	1,080	51,080
6411 Temporary Help	25,543	13,963	5,000	5,000	5,000
6412 Advertising	42,398	23,294	42,000	42,000	42,000
6413 Utilities	82,537	77,061	109,889	109,889	84,239
6418 Equip Repairs & Maint	130	399	317	317	309
6424 Software Support	48,002	61,097	56,000	56,000	49,600
6430 Health Services	1,141	2,171	2,100	2,100	2,100
6501 Insurance	174,963	200,159	138,816	138,816	143,397
6599 Other Contracts/Obligations	214	400	350	350	350
6601 Depreciation Expense	597,166	622,352	606,818	606,818	672,264
Total Expense	\$ 1,488,595	\$ 1,563,609	\$ 1,372,847	\$ 1,389,211	\$ 1,449,101

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Printing</u>		<u>Advertising</u>	
Fare material	\$ 6,889	Events	\$ 12,309
Riders guides & maps	5,000	Print	8,000
Public information materials	5,000	Broadcast	8,000
Forms	1,200	Bus driver ads	1,500
City copy charges	2,902	Rider survey	9,591
	<u>\$ 20,991</u>	Legal notices	2,000
<u>Contractor Fees</u>		Trudigital electronic signs	600
FCTC camera operator	\$ 1,080		<u>\$ 42,000</u>
Marketing	50,000	<u>Software Support</u>	
	<u>\$ 51,080</u>	GFI maintenance agreement	14,000
<u>Miscellaneous Equipment</u>		Info Transit & Doublemap	35,600
Office equipment	\$ 2,000		<u>\$ 49,600</u>
Replace office computers (20)	14,000		
	<u>\$ 16,000</u>		

CITY OF APPLETON 2019 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:

The higher level of expense in the vehicle maintenance program reflects the aging of our bus fleet and the more frequent need to replace transmissions and engines, along with routine repairs.

Capital projects for 2019 include replacing one staff vehicle for fixed route operations. This vehicle is used to transport drivers to and from the transit center and ferrying passengers to destinations when transfers are missed due to a Valley Transit problem or weather issues. The vehicle is also used by the operations supervisors to respond to accidents, manage detours, perform ride checks and travel between the Administration building and the Transit Center. Capital funding has been budgeted to cover 80% of the cost (\$40,000), with the remaining 20% to be funded from the depreciation reserve.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	26,203	15,679	20,000	17,000	20,000
Strategic Outcomes					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	13.98	12.18	13.00	11.72	11.39
Avg. vehicle mileage for active fleet	561,492	458,044	460,000	474,235	475,134
Maintenance cost/mile	\$0.73	\$0.90	\$0.88	\$0.89	\$0.91
Spare ratio	22%	22%	32%	32%	32%
Inventory turnover *	0.21	0.79	1.00	0.72	1.00
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	27	30	31	31	33
Miles operated	938,269	941,888	943,198	938,611	938,611
# inspections completed	167	170	170	170	170
Clean buses					
# exterior cleanings	5,364	5,376	5,080	5,380	5,355
# interior cleanings	5,364	5,376	5,080	5,380	5,355
* Excluding fluids					

**CITY OF APPLETON 2019 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5020 Donations & Memorials	\$ 20	\$ -	\$ -	\$ -	\$ -
5030 Damage to City Property	16,540	1,134	-	-	-
	<u>\$ 16,560</u>	<u>\$ 1,134</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 298,499	\$ 333,233	\$ 342,774	\$ 342,774	\$ 353,398
6105 Overtime	21,316	12,528	7,147	7,147	7,080
6150 Fringes	114,832	131,170	135,140	135,140	133,575
6201 Training/Conferences	300	20,048	3,000	3,000	5,000
6309 Shop Supplies & Tools	39,872	37,940	50,970	50,970	52,450
6316 Miscellaneous Supplies	307	31	-	-	-
6321 Clothing	55	-	220	220	220
6322 Gas Purchases	2,336	2,235	5,000	5,000	5,000
6326 Vehicle & Equipment Parts	106,314	188,896	161,500	161,500	178,000
6327 Miscellaneous Equipment	434	75	8,200	8,200	2,700
6417 Vehicle Repairs & Maint	8,461	17,349	12,000	12,000	17,450
6418 Equip Repairs & Maint	8,807	7,826	8,550	8,550	12,850
6424 Software Support	1,550	2,134	1,000	1,000	2,200
6425 CEA Equipment Rental	-	-	2,000	2,000	2,000
6430 Health Services	1,441	1,003	525	525	525
6451 Laundry Services	1,766	1,752	3,050	3,050	1,560
6501 Insurance	9,725	9,542	16,887	16,887	16,163
6599 Other Contracts/Obligations	-	1,329	-	-	-
6804 Equipment	-	-	-	2,205,132	50,000
	<u>\$ 616,015</u>	<u>\$ 767,091</u>	<u>\$ 757,963</u>	<u>\$ 2,963,095</u>	<u>\$ 840,171</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools

Janitorial supplies	\$ 7,200
Cleaning supplies & chemicals	4,250
Grease and liquid gases	29,000
Tools and instruments	12,000
	<u>\$ 52,450</u>

Vehicle & Equipment Parts

Misc parts (doors, windows, etc.)	\$ 10,000
Brake system parts	29,000
Electrical system parts	8,000
Wheelchair ramp parts	9,000
Heating/cooling system parts	20,000
Transmission parts	30,000
Engine parts	50,000
PM's and oil changes	22,000
	<u>\$ 178,000</u>

Equipment

Operations staff vehicle	50,000
	<u>\$ 50,000</u>

**CITY OF APPLETON 2019 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:

Capital projects for 2019 include purchasing bus shelters and replacing deteriorating furniture at the Transit Center. Capital funding has been budgeted to cover 80% of the cost (\$36,000). The remaining 20% will be funded from the depreciation reserve.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Customer Benefits/Impacts					
Clean, safe protection from the elements					
# claims related to facilities	0	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	0	0	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
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 2019 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
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>
Expenses					
6306 Building Maint./Janitorial	\$ -	\$ -	\$ -	\$ -	\$ -
6308 Landscape Supplies	1,603	3,748	3,000	3,000	3,000
6325 Ice Control Materials	2,008	-	-	-	-
6327 Miscellaneous Equipment	610	3,555	1,000	1,000	1,000
6407 Collection Services	4,180	3,124	4,600	4,600	4,600
6408 Contractor Fees	-	1,653	-	-	-
6416 Building Repairs & Maint	3,669	9,761	-	-	-
6420 Facilities charges	111,975	106,099	113,519	113,519	111,672
6440 Snow Removal Services	11,086	13,956	15,000	15,000	11,603
6451 Laundry Services	2,644	4,170	3,050	3,050	5,356
6454 Grounds Repair & Maint.	3,806	3,985	-	-	-
6501 Insurance	(816)	-	13,126	13,126	13,696
6599 Other Contracts/Obligations	7,373	6,609	7,050	7,050	8,232
6803 Buildings	-	(2,460)	345,000	528,285	45,000
	<u>\$ 148,138</u>	<u>\$ 154,200</u>	<u>\$ 505,345</u>	<u>\$ 688,630</u>	<u>\$ 204,159</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Buildings

Shelters	\$ 20,000
Furniture at Transit Center	25,000
	<u>\$ 45,000</u>

**CITY OF APPLETON 2019 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 cover drivers' shifts for vacant positions caused by retirements and by absences due to illness and FMLA leave. During 2017, Valley Transit changed the table of organization to allow hiring of additional drivers with various scheduling options to control overtime expense.

The 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. Valley Transit is in the process of implementing a real time bus tracker application with reporting software, which will help improve on-time performance.

A decrease in the price and usage of tires is reflected in the Vehicle & Equipment Parts account. In 2018, Valley Transit entered into a contract with Goodyear Tire to lease bus tires, which is projected to reduce tire expense by approximately 29%, though that savings is offset by an increase in the cost of lubricants used in the buses. 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.

This program includes the addition of a full time Travel Trainer to work with the Mobility Coordinator to improve access to transportation by older adults and persons with disabilities.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safe, reliable, convenient service					
Accidents per 100,000 mi	1.00	2.40	0.00	3.00	0.00
On-time performance percentage	83.0%	82.0%	95.0%	84.0%	95.0%
# customer complaints as a percentage of trips provided	0.02%	0.02%	0.05%	0.02%	0.02%
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 5.62	\$ 6.24	\$ 5.82	\$ 6.38	\$ 6.45
Efficient service delivery					
Passengers per revenue hour	16.7	16.3	17.5	16.3	16.6
Passengers per revenue mile	1.11	1.08	1.15	1.08	1.10
Farebox recovery	14.7%	13.0%	15.2%	14.0%	14.6%
Work Process Outputs					
Service Provided					
Hours of service	59,532	59,512	60,111	60,111	60,111
Miles of service	902,748	900,996	910,802	910,802	910,802
Trips taken	1,006,035	969,379	1,050,000	980,000	1,000,000

**CITY OF APPLETON 2019 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4875 Farebox Revenue	\$ 809,469	\$ 744,399	\$ 904,375	\$ 904,375	\$ 904,375
4876 Special Transit Revenues	37,613	43,910	38,843	38,843	38,843
5085 Cash Short or Over	339	172	-	-	-
	<u>\$ 847,421</u>	<u>\$ 788,481</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>	<u>\$ 943,218</u>
Expenses					
6101 Regular Salaries	\$ 2,032,867	\$ 1,952,860	\$ 2,187,139	\$ 2,187,139	\$ 2,334,016
6105 Overtime	170,315	256,076	61,375	61,375	64,633
6150 Fringes	918,792	890,441	927,383	927,383	1,009,949
6201 Training/Conferences	-	4,200	-	-	-
6303 Memberships & Licenses	-	319	-	-	-
6321 Clothing	2,512	3,855	4,780	4,780	4,780
6322 Gas Purchases	290,511	339,896	600,000	600,000	600,000
6326 Vehicle & Equipment Parts	67,990	76,875	76,200	76,200	74,500
6327 Miscellaneous Equipment	980	9,745	6,900	6,900	6,900
6328 Signs	222	-	2,000	2,000	2,000
6408 Contractor Fees	13,490	13,640	17,000	17,000	17,000
6412 Advertising	392	-	-	-	-
6418 Equip Repairs & Maint	931	1,760	-	-	-
6430 Health Services	9,153	12,215	6,460	6,460	6,460
6451 Laundry Services	49	21	-	-	-
6501 Insurance	-	-	53,630	53,630	49,341
6599 Other Contracts/Obligations	940	1,216	540	540	1,140
	<u>\$ 3,509,144</u>	<u>\$ 3,563,119</u>	<u>\$ 3,943,407</u>	<u>\$ 3,943,407</u>	<u>\$ 4,170,719</u>

DETAILED SUMMARY OF 2019 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	\$ 25,000
Tire leasing program	40,000
Staff vehicle tires	9,500
	<u>\$ 74,500</u>

Contractor Fees

Transit Center security	\$ 17,000
	<u>\$ 17,000</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 2019 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 saw a small decrease in 2017 while we continue to see a steady use of ADA paratransit services for the first half of 2018.

The increase in payroll expense in 2019 in this program is due to an increased allocation of the Paratransit Coordinator position. As fixed route management positions are fully staffed, the Paratransit Coordinator is able to spend more time providing oversight of ADA contracts and to conduct ADA passenger certifications.

The contract with the current service provider ends July 1, 2019. The increase in contractor fees is an estimate of the possible costs related to a new contract. The Miscellaneous Local Aids also reflects the possible increase resulting from a new service contract.

Capital expense includes the procurement of Mobile Data Terminals for dispatching and scheduling ADA paratransit services. This equipment will be 80% funded by a federal capital grant, with the remaining 20% funded by local share.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
% on-time performance	98.3%	98.0%	98.0%	98.0%	98.0%
# customer complaints as a percentage of trips provided	0.17%	0.05%	0.05%	0.06%	0.05%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 18.40	\$ 18.45	\$ 18.36	\$ 18.90	\$ 21.40
Cost per mile	\$ 3.80	\$ 3.80	\$ 3.90	\$ 3.98	\$ 4.55
Trips per hour	4.0	4.2	3.9	4.0	3.9
Work Process Outputs					
Service Provided					
Hours of service/yr	24,046	22,774	26,000	25,000	26,000
Miles of service/yr	463,933	460,717	480,000	470,000	480,000
Trips taken/yr	95,943	94,868	102,000	99,000	102,000

**CITY OF APPLETON 2019 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4230 Miscellaneous Local Aids	\$ 243,737	\$ 398,775	\$ 413,752	\$ 413,752	\$ 528,674
4875 Farebox Revenue	466,222	461,386	489,600	489,600	491,640
	<u>\$ 709,959</u>	<u>\$ 860,161</u>	<u>\$ 903,352</u>	<u>\$ 903,352</u>	<u>\$ 1,020,314</u>
Expenses					
6101 Regular Salaries	\$ 42,407	\$ 60,817	\$ 54,047	\$ 54,047	\$ 75,998
6150 Fringes	18,483	28,416	22,296	22,296	31,974
6201 Training & Conferences	3,018	803	5,208	5,208	4,529
6301 Office Supplies	1,443	875	1,042	1,042	1,132
6302 Subscriptions	-	-	349	349	349
6303 Memberships & Licenses	1,002	1,069	1,239	1,239	1,239
6304 Postage\Freight	643	521	896	896	974
6308 Landscape Supplies	365	857	-	-	-
6316 Miscellaneous Supplies	-	55	375	375	375
6320 Printing & Reproduction	6,487	3,937	5,653	5,653	6,145
6322 Gas Purchases	532	511	-	-	-
6327 Miscellaneous Equipment	190	-	-	-	-
6401 Accounting/Audit	2,181	1,797	2,500	2,500	2,500
6408 Contractor Fees	1,585,813	1,590,347	1,710,132	1,710,132	1,975,740
6411 Temporary Help	-	3,195	-	-	-
6412 Advertising	9,656	5,330	8,309	8,309	8,309
6413 Utilities	16,892	15,666	23,611	23,611	25,736
6418 Equip Repairs & Maint	30	385	83	83	91
6420 Facilities Charges	13,815	12,011	15,707	15,707	17,554
6424 Software Support	18,285	19,746	15,000	15,000	22,000
6430 Health Services	-	-	115	115	115
6440 Snow Removal Services	2,523	3,193	-	-	3,397
6454 Grounds Repair & Maint.	866	912	-	-	-
6501 Insurance	816	-	4,547	4,547	4,409
6599 Other Contracts/Obligations	39,620	-	-	-	-
6804 Equipment	-	-	-	-	250,000
	<u>\$ 1,765,067</u>	<u>\$ 1,750,443</u>	<u>\$ 1,871,109</u>	<u>\$ 1,871,109</u>	<u>\$ 2,432,566</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation: Valley Transit II - Disabled, 102,000 trips	<u>\$ 1,975,740</u>
	<u>\$ 1,975,740</u>

Software Support

Trapeze ride scheduling program	<u>\$ 22,000</u>
	<u>\$ 22,000</u>

Equipment

Mobile Data Terminals	250,000
	<u>\$ 250,000</u>

CITY OF APPLETON 2019 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 who need to travel to jobs outside the fixed route service area

Major changes in Revenue, Expenditures, or Programs:

The local share of all ancillary paratransit services other than the Connector and Trolley is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Neenah and Menasha, the Village of Fox Crossings, 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 decrease in contractor fees is due to the discontinuation of the New Hope program, which is off-set by a projected increase in contractor costs for the other programs.

The 2019 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 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
Trips taken/yr	89,783	90,370	100,080	87,080	76,080
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 18.52	\$ 19.99	\$ 18.50	\$ 21.26	\$ 23.42
Efficient Service Delivery					
Trips per hour	3.9	3.7	3.2	3.0	2.8
Work Process Outputs					
Service provided					
Hours of service/yr	23,158	24,276	31,275	29,200	27,400
Miles of service/yr	525,120	538,181	680,000	635,000	585,000

**CITY OF APPLETON 2019 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4210 Federal Grants	\$ 42,414	\$ 121,872	\$ 89,750	\$ 89,750	\$ 89,750
4230 Miscellaneous Local Aids	582,630	627,957	716,863	716,863	560,724
4875 Farebox Revenue	205,963	226,762	259,730	259,730	259,730
5020 Donations & Memorials	77,645	65,414	62,678	62,678	62,335
5921 Trans In - General Fund	4,507	14,217	18,085	18,085	17,407
	<u>\$ 913,159</u>	<u>\$ 1,056,222</u>	<u>\$ 1,147,106</u>	<u>\$ 1,147,106</u>	<u>\$ 989,946</u>
Expenses					
6320 Printing & Reproduction	\$ 114	\$ -	\$ -	\$ -	\$ -
6408 Contractor Fees	1,620,425	1,684,741	1,851,729	1,851,729	1,691,849
6599 Other Contracts/Obligations	42,414	121,873	89,750	89,750	89,750
	<u>\$ 1,662,953</u>	<u>\$ 1,806,614</u>	<u>\$ 1,941,479</u>	<u>\$ 1,941,479</u>	<u>\$ 1,781,599</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 86,104
Specialized employment transportation - VP	547,625
Outagamie County - demand response - rural	225,406
Outagamie County - children & family transportation	12,824
Village of Fox Crossing - Dial-a-Ride	28,000
Neenah - Dial-A-Ride	112,000
Heritage	10,920
Calumet County - rural service	34,650
Connector late evening service	487,808
Connector service beyond current fixed route service boundaries	116,133
Trolley service - downtown	30,379
	<u>\$ 1,691,849</u>

Other Contracts/Obligations

FTA Section 5310 sub-recipient	\$ 89,750
	<u>\$ 89,750</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	6,364,701	7,914,146	3,985,225	7,340,140	9,083,366	7,637,863	7,741,520
Interest Income	9,161	7,759	13,324	12,500	12,500	12,500	12,500
Charges for Services	1,519,267	1,476,456	1,063,644	1,692,548	1,692,548	1,694,588	1,694,588
Other Revenues	170,637	161,468	101,951	131,678	131,678	131,335	131,335
Transfers In	631,686	690,956	2,372,337	660,829	660,829	701,737	691,565
TOTAL REVENUES	8,677,130	10,250,785	7,536,481	9,837,695	11,580,921	10,178,023	10,271,508
EXPENSES BY LINE ITEM							
Regular Salaries	2,049,588	1,982,748	1,466,358	2,797,847	2,797,847	2,716,832	2,804,858
Labor Pool Allocations	148,794	165,949	118,569	0	0	190,504	190,504
Overtime	191,631	270,137	223,957	68,522	68,522	71,713	71,713
Part-Time	6,228	0	0	0	0	0	0
Incentive Pay	1,410	1,410	0	315	315	1,335	1,335
Other Compensation	29,996	1,962	1,950	0	0	0	0
Sick Pay	96,100	127,526	79,940	0	0	0	0
Vacation Pay	160,688	182,126	125,739	0	0	0	0
Holiday Pay	78,970	78,085	58,278	0	0	0	0
Fringes	1,102,457	1,114,431	730,829	1,161,711	1,161,711	1,230,713	1,257,585
Unemployment Compensation	6,660	12,164	5,571	0	0	0	0
Pension Expenses / Revenue	184,162	201,488	0	0	0	0	0
Salaries & Fringe Benefits	4,056,684	4,138,026	2,811,191	4,028,395	4,028,395	4,211,097	4,325,995
Training & Conferences	10,038	27,641	12,617	25,000	25,000	25,000	25,000
Tuition Fees	0	0	0	2,000	2,000	0	0
Employee Recruitment	18,505	6,873	2,757	3,200	3,200	4,200	4,200
Parking Permits	176	150	65	360	360	150	150
Office Supplies	7,478	4,700	1,703	5,000	5,000	5,000	5,000
Subscriptions	959	1,901	760	1,904	1,904	1,735	1,735
Memberships & Licenses	5,403	6,060	6,409	5,947	5,947	5,472	5,472
Postage & Freight	3,471	2,798	1,107	4,300	4,300	4,300	4,300
Awards & Recognition	1,187	526	378	878	878	900	900
Food & Provisions	2,142	1,513	917	1,170	1,170	1,200	1,200
Insurance	184,688	209,701	140,771	227,006	227,006	227,006	227,006
Depreciation Expense	597,166	622,352	455,113	606,818	606,818	672,264	672,264
Administrative Expense	831,213	884,215	622,597	883,583	883,583	947,227	947,227
Landscape Supplies	1,968	4,605	907	3,000	3,000	3,000	3,000
Shop Supplies & Tools	39,872	37,940	26,889	50,970	50,970	52,450	52,450
Miscellaneous Supplies	1,179	2,336	2,021	750	750	750	750
Printing & Reproduction	23,168	12,955	13,799	27,136	27,136	27,136	27,136
Clothing	2,567	3,855	2,116	5,000	5,000	5,000	5,000
Gas Purchases	293,379	342,641	298,959	605,000	605,000	605,000	605,000
Safety Supplies	604	0	555	500	500	500	500
Construction Materials	2,008	0	0	0	0	0	0
Vehicle & Equipment Parts	174,304	270,151	177,790	237,700	237,700	252,500	252,500
Miscellaneous Equipment	5,588	28,655	22,714	18,100	18,100	26,600	26,600
Signs	222	0	0	2,000	2,000	2,000	2,000
Supplies & Materials	544,859	703,138	545,750	950,156	950,156	974,936	974,936
Accounting/Audit	11,765	9,652	0	11,500	11,500	11,500	10,290
Bank Services	3,048	3,226	1,623	3,000	3,000	3,000	3,000
Consulting Services	162	12,869	0	45,000	61,364	0	0
Collection Services	4,180	3,124	2,231	4,600	4,600	4,600	4,600
Contractor Fees	3,219,894	3,301,406	2,270,306	3,579,941	3,579,941	3,735,669	3,735,669
Temporary Help	25,543	17,158	543	5,000	5,000	5,000	5,000
Advertising	52,447	28,624	5,495	50,309	50,309	50,309	50,309
Health Services	11,734	15,388	5,017	9,200	9,200	9,200	9,200
Snow Removal Services	13,609	17,150	18,419	15,000	15,000	15,000	15,000
Laundry Services	4,458	5,943	3,860	6,100	6,100	6,916	6,916
Other Contracts/Obligations	90,560	131,426	39,408	97,690	97,690	99,472	99,472
Purchased Services	3,437,400	3,545,966	2,346,902	3,827,340	3,843,704	3,940,666	3,939,456
Electric	52,060	45,372	37,393	61,900	61,900	61,900	55,000

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Gas	13,387	15,955	14,841	38,300	38,300	38,300	25,000
Water	9,219	6,792	5,609	7,850	7,850	7,850	7,850
Waste Disposal/Collection	3,555	2,467	2,084	2,975	2,975	3,124	3,124
Stormwater	8,111	8,013	6,753	8,175	8,175	9,401	9,401
Telephone	4,781	5,535	4,184	5,300	5,300	5,600	5,600
Cellular Telephone	8,315	8,593	5,277	9,000	9,000	4,000	4,000
Utilities	99,428	92,727	76,141	133,500	133,500	130,175	109,975
Building Repair & Maintenance	3,669	9,761	3,002	0	0	0	0
Vehicle Repair & Maintenance	8,461	17,349	26,791	12,000	12,000	17,450	17,450
Equipment Repair & Maintenan	9,899	10,370	9,748	8,950	8,950	13,250	13,250
Facilities Charges	125,790	118,110	83,253	129,226	129,226	129,226	129,226
Software Support	67,837	82,977	26,804	72,000	72,000	73,800	73,800
CEA Equipment Rental	0	0	0	2,000	2,000	2,000	2,000
Grounds Repair & Maintenance	4,672	4,897	633	0	0	0	0
Repair & Maintenance	220,328	243,464	150,231	224,176	224,176	235,726	235,726
Buildings	0	2,460-	118,576	345,000	528,285	20,000	20,000
Machinery & Equipment	0	0	193,708	0	341,999	250,000	250,000
Furniture & Fixtures	0	0	0	0	0	25,000	25,000
Vehicles	0	0	0	0	1,863,133	50,000	50,000
Capital Expenditures	0	2,460-	312,284	345,000	2,733,417	345,000	345,000
TOTAL EXPENSES	9,189,912	9,605,076	6,865,096	10,392,150	12,796,931	10,784,827	10,878,315

CITY OF APPLETON 2019 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Charges for Services	\$ 1,519,267	\$ 1,476,457	\$ 1,747,548	\$ 1,597,548	\$ 1,749,588
Miscellaneous	92,992	96,054	76,678	76,678	76,335
Total Revenues	1,612,259	1,572,511	1,824,226	1,674,226	1,825,923
Expenses					
Operating Expenses	8,592,747	8,982,721	9,440,332	9,140,332	9,861,051
Depreciation	597,166	622,352	606,818	606,818	672,264
Total Expenses	9,189,913	9,605,073	10,047,150	9,747,150	10,533,315
Revenues over (under) Expenses	(7,577,654)	(8,032,562)	(8,222,924)	(8,072,924)	(8,707,392)
Non-Operating Revenues (Expenses)					
Investment Income	(9,161)	7,759	12,500	10,000	12,500
Gain (Loss) on Sale of Capital Assets	-	-	-	-	-
Operating Subsidies	6,442,345	6,905,780	7,064,140	7,064,140	7,465,520
Total Non-Operating	6,433,184	6,913,539	7,076,640	7,074,140	7,478,020
Income (Loss) Before Contributions and Transfers	(1,144,470)	(1,119,023)	(1,146,284)	(998,784)	(1,229,372)
Contributions and Transfers In (Out)					
General Fund	631,686	690,956	660,829	660,829	691,565
Capital Contributions	-	1,073,780	276,000	2,186,734	276,000
Change in Net Assets	(512,784)	645,713	(209,455)	1,848,779	(261,807)
Total Net Assets - Beginning	5,754,051 *	5,241,267	5,886,980	5,886,980	7,735,759
Total Net Assets - Ending	\$ 5,241,267	\$ 5,886,980	\$ 5,677,525	\$ 7,735,759	\$ 7,473,952

* as restated

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 726,423	\$ 995,286
+ Change in Net Assets	1,848,779	(261,807)
+ Depreciation	606,818	672,264
- Fixed Assets	(2,733,417)	(345,000)
+ F/A Funded by Restricted Cash	546,683	69,000
Working Cash - End of Year	\$ 995,286	\$ 1,129,743

CITY OF APPLETON 2019 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 2019 BUDGET PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2018 EVENTS

Celebrated National Public Works Week

Promoted the Public Works Department (DPW) by participating in public events, such as "Things That Go"

Implemented fifth year of our sidewalk poetry program which included 5 original poems written by Appleton residents and students

Implemented eighth year of City-wide bike lane plan and received the Wisconsin Active Together recognition award

Participated in the third annual Citizens Academy with two evenings dedicated to Public Works topics

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 2018) 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.

Collaborated with ADI and Riverview Gardens on Downtown CARE initiative (third year of a three year initiative) improving the cleanliness of our downtown

Worked with the Wisconsin Department of Transportation to reconstruct S. Oneida Street from Olde Oneida Street to HWY 441. This one mile long project included on-street bike lanes and the Marigold Mile

Completed implementation of the Railroad Quiet Zone

Implemented several enhanced crosswalks, including replacing several on College Avenue within the downtown area

CITY OF APPLETON 2019 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2019 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 ninth year of adopted City-wide bike lane plan

Continue to review processes using LEAN initiatives

Implement sixth year of our 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

Focus on improved customer service to increase percent of customers with a positive perception of Public Works

Implement Culture Team recommendations to retain as many existing high performing Public Works employees as feasible

Improve neighborhood connectivity by implementing enhanced crosswalks at various locations throughout the City

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 2,721,512	\$ 2,975,284	\$ 2,556,068	\$ 2,556,068	\$ 2,456,315	-3.90%
Program Expenses							
17011	Administrative Service	1,347,088	1,396,897	1,446,139	1,446,139	1,500,958	3.79%
17014	Concrete Reconstruction	1,477,019	2,707,308	741,466	744,466	361,907	-51.19%
17015	Sidewalk Reconstruction	692,733	543,212	824,156	824,156	860,714	4.44%
17016	Asphalt Reconstruction	1,629,288	1,028,774	2,092,982	2,092,982	1,222,617	-41.58%
17022	Traffic - Control	862,198	846,222	879,610	895,455	961,226	9.28%
17023	Street Lighting	1,477,763	1,504,091	1,498,588	1,498,588	1,506,211	0.51%
17031	MSB Administration	1,122,810	1,184,881	1,157,757	1,157,757	1,275,421	10.16%
17032	Street Repair	1,538,131	1,979,074	1,853,868	1,885,946	1,888,861	1.89%
17033	Snow & Ice Control	1,662,698	1,295,239	1,386,126	1,386,126	1,412,335	1.89%
17034	Forestry	973,812	1,083,646	1,087,269	1,087,269	1,131,590	4.08%
15520	Inspections	538,185	535,981	523,913	523,913	539,357	2.95%
TOTAL		\$ 13,321,725	\$ 14,105,325	\$ 13,491,874	\$ 13,542,797	\$ 12,661,197	-6.16%
Expenses Comprised Of:							
	Personnel	5,365,257	5,436,502	5,504,245	5,504,245	5,493,639	-0.19%
	Administrative Expense	58,758	65,928	65,244	65,244	65,855	0.94%
	Supplies & Materials	1,269,139	1,119,808	1,360,649	1,376,494	1,538,634	13.08%
	Purchased Services	753,469	930,725	826,365	858,443	910,145	10.14%
	Utilities	1,645,243	1,651,077	1,656,781	1,656,781	1,671,799	0.91%
	Repair & Maintenance	1,692,831	1,636,546	1,755,719	1,755,719	1,836,546	4.60%
	Capital Expenditures	2,537,028	3,264,739	2,322,871	2,325,871	1,144,579	-50.73%
Full Time Equivalent Staff:							
	Personnel allocated to programs	62.47	61.88	63.01	63.01	63.23	

**CITY OF APPLETON 2019 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", # 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:

- 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 employee Individual development plans as part of Department's succession planning
- 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 City's vision statement, "Appleton is the place where people can use their talents to thrive."
- 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 Trimble Data collector (survey equipment) software updates (\$2,500) contribute to the increase in software support.

As the Department moves into the more complicated portions of the ped/bike lane plan, the cost of professional services escalate resulting in an increase in consulting services in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	690	840	710	700	725
Recovery of project costs					
# of assessment bills prepared	1,210	1,142	1,250	1,200	1,200
Compliance with city regulations					
# of site plans reviewed	33	29	42	38	40
Strategic Outcomes					
Consistent & current information					
Policies reviewed and updated	8	7	8	8	8
Communicate our Successes					
% of customers with a positive perception of Public Works	New measure →		100%	90%	100%
Work Process Outputs					
Service provided					
# of agenda items prepared	200	207	190	190	190
Improvements/additions to infrastructure					
\$ of projects bid for all funds	\$ 15,838,244	\$ 19,943,755	\$ 23,994,835	\$ 23,994,835	\$ 25,117,488

**CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4230 Miscellaneous Local Aids	\$ 3,500	\$ -	\$ -	\$ -	\$ -
4319 Street & Sidewalk Cement	820	600	750	750	700
4409 Street Occupancy	8,710	8,547	8,600	8,600	8,600
4410 Street Excavation	27,720	34,583	28,000	28,000	29,000
5011 Misc Revenue - Tax	136	216	100	100	150
5035 Other Reimbursements	4,763	6,075	-	-	-
Total Revenue	\$ 45,649	\$ 50,021	\$ 37,450	\$ 37,450	\$ 38,450
Expenses					
6101 Regular Salaries	\$ 868,033	\$ 913,224	\$ 913,658	\$ 913,658	\$ 943,415
6104 Call Time	49	115	100	100	100
6105 Overtime	5,151	1,665	2,400	2,400	2,400
6108 Part-Time	2,395	1,801	3,330	3,330	2,984
6150 Fringes	288,707	331,659	331,568	331,568	354,863
6201 Training\Conferences	5,511	16,836	10,900	10,900	11,500
6206 Parking Permits	13,139	13,270	13,680	13,680	13,380
6301 Office Supplies	5,216	3,415	4,300	4,300	4,300
6303 Memberships & Licenses	6,407	3,829	6,350	6,350	5,750
6304 Postage\Freight	4	13	25	25	25
6305 Awards & Recognition	1,282	1,487	1,295	1,295	1,295
6309 Shop Supplies & Tools	6,686	6,939	6,700	6,700	6,700
6315 Books & Library Materials	235	329	400	400	400
6320 Printing & Reproduction	17,001	14,771	17,300	17,300	16,800
6321 Clothing	310	172	300	300	300
6323 Safety Supplies	280	300	350	350	350
6327 Miscellaneous Equipment	8,966	4,559	11,760	11,760	10,000
6402 Legal Fees	150	260	75	75	125
6404 Consulting Services	43,482	2,586	12,840	12,840	15,200
6412 Advertising/Publication	2,890	2,167	2,400	2,400	2,300
6413 Utilities	12,512	13,995	16,496	16,496	15,164
6418 Equip Repairs & Maint	3,138	3,167	3,800	3,800	4,000
6424 Software support	1,863	2,619	4,655	4,655	7,150
6425 CEA Equip. Rental	53,681	57,456	81,457	81,457	82,457
6430 Health Services	-	20	-	-	-
6599 Other Contracts / Obligations	-	243	-	-	-
Total Expense	\$ 1,347,088	\$ 1,396,897	\$ 1,446,139	\$ 1,446,139	\$ 1,500,958

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Copier & printer rental	\$ 7,000
Outside copying - forms, fliers, etc	9,800
	<u>\$ 16,800</u>

Consulting Services

Contaminated soils	\$ 2,000
Ped/bike professional services	12,000
Lexis internet search access	1,200
	<u>\$ 15,200</u>

**CITY OF APPLETON 2019 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 2019 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:

Please see Projects, page 578 for further details about this program.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	19.46	18.96	20.00	20.00	19.00
Miles of street under min. rideability	6.90	5.91	9.00	9.00	6.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	343	343	343	343	343
Total miles in concrete	238	241	238	242	243
% of total miles reconstructed (concrete to concrete)	0.50%	0.72%	0.75%	0.75%	0.70%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	4.04	2.47	0.88	0.88	2.70
Expansion of street system					
Miles of new grade & gravel streets	0.00	0.43	0.00	0.00	0.50

**CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aid	\$ -	\$ 335,076	\$ -	\$ -	\$ -
4602 Concrete Paving	83,760	59,198	95,956	95,956	24,600
5035 Other Reimbursements	174,416	19,928	-	-	-
5922 Trans In - Wheel Tax Fund	686,665	827,729	354,500	354,500	114,500
Total Revenue	\$ 944,841	\$ 1,241,931	\$ 450,456	\$ 450,456	\$ 139,100
Expenses					
6101 Regular Salaries	\$ 114,261	\$ 89,765	\$ 118,917	\$ 118,917	\$ 37,143
6104 Call Time	87	-	-	-	-
6105 Overtime	6,602	3,294	3,571	3,571	3,499
6108 Part-Time	9,793	4,449	4,757	4,757	3,328
6150 Fringes	45,988	39,791	55,756	55,756	29,303
6308 Landscape Supplies	-	1,273	1,400	1,400	6,540
6320 Printing & Reproduction	-	618	-	-	-
6325 Construction Materials	45,621	3,834	20,000	20,000	10,000
6328 Signs	20,359	12,856	21,050	21,050	10,600
6404 Consulting Services	195,124	51,329	85,000	85,000	110,000
6408 Contractor Fees	11,404	200,571	67,450	67,450	16,111
6425 CEA Equip. Rental	2,031	6,646	15,100	15,100	14,100
6599 Other Contracts/Obligations	200	200	-	-	-
6801 Land	476,954	1,389,557	175,000	175,000	25,000
6809 Infrastructure Construction	548,595	903,125	173,465	176,465	96,283
Total Expense	\$ 1,477,019	\$ 2,707,308	\$ 741,466	\$ 744,466	\$ 361,907

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	General Fund
Labor Pool				73,273
CEA				14,100
Land	Misc Land acquisition for street projects			25,000
	Subtotal			25,000
Design	Misc Consultant design			50,000
	Material Testing			10,000
	Calumet St patch project (w/ Outagamie Co)			50,000
	Subtotal			110,000
Reconstruction	Alley n/o Spencer St	Linwood Ave	Victoria St	53,133
	Alley n/o Spencer St	Spruce St	Summit St	46,790
	Alley s/o Franklin St	Summit St	Story St	39,611
	Subtotal			139,534
Total Concrete Paving				\$ 361,907

**CITY OF APPLETON 2019 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:

Please see Projects, page 586 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	0	0	0	0	0
Miles of Sidewalk	445	450	445	451	451
Strategic Outcomes					
Minimize liability					
# of insurance claims from defective sidewalks	0	0	0	0	0
Work Process Outputs					
Defective sidewalks					
Miles of green dot (area replacement)	3.3	6.1	2.0	2.0	2.0
Request for replacement					
Miles	0.00	0.00	0.0	0.0	2.0
Expansion of pedestrian walkways					
Miles of new sidewalks	2.54	5.17*	0.50	0.50	0.50

* Includes Eisenhower Dr, Edgewood Dr and Northland Avenue sidewalks that were installed under other Business Units.

**CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4607 Sidewalks	\$ 11,303	\$ 9,358	\$ 8,866	\$ 8,866	\$ 8,517
Total Revenue	\$ 11,303	\$ 9,358	\$ 8,866	\$ 8,866	\$ 8,517
Expenses					
6101 Regular Salaries	\$ 41,849	\$ 21,551	\$ 34,163	\$ 34,163	\$ 33,868
6105 Overtime	601	142	1,000	1,000	1,000
6108 Part-Time	1,545	270	1,903	1,903	1,664
6150 Fringes	14,468	7,304	12,802	12,802	12,955
6309 Shop Supplies	160	322	-	-	-
6325 Construction Materials	1,334	-	-	-	-
6328 Signs	-	102	-	-	-
6404 Consulting Services	167	144	-	-	-
6408 Contractor Fees	7,296	1,013	-	-	-
6425 CEA Equip. Rental	3,154	1,621	3,360	3,360	3,495
6599 Other Contracts/Obligations	100	50	-	-	-
6809 Infrastructure Construction	622,059	510,693	770,928	770,928	807,732
Total Expense	\$ 692,733	\$ 543,212	\$ 824,156	\$ 824,156	\$ 860,714

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

	General Fund
Labor Pool	49,487
CEA	3,495
Sidewalk Construction	
Green Dot	250,000
General	50,000
Patch Contract	30,000
Safestep sawcutting	30,000
Poly-Level jacking	10,000
Reconstruction - Concrete	20,000
Reconstruction - Asphalt	417,732
Subtotal	807,732
Total	\$ 860,714

**CITY OF APPLETON 2019 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 2019 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:

Please see Projects, page 574 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	21.90	21.11	22.00	22.00	21.00
Miles under minimum rideability	19.85	18.65	21.00	21.00	19.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	343	343	343	343	343
Total miles in asphalt	94	93	94	94	94
% of total miles reconstructed	0.49%	0.24%	0.70%	0.70%	0.87%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	1.69	0.83	2.41	2.41	3.00

**CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4601 Asphalt Paving	\$ 77,854	\$ 51,612	\$ 31,132	\$ 31,132	\$ 1,823
5035 Other Reimbursements	-	92,001	-	-	-
5922 Trans In - Wheel Tax Fund	659,738	522,563	1,000,500	1,000,500	1,220,500
Total Revenue	\$ 737,592	\$ 666,176	\$ 1,031,632	\$ 1,031,632	\$ 1,222,323
Expenses					
6101 Regular Salaries	\$ 194,402	\$ 132,342	\$ 227,195	\$ 227,195	\$ 141,218
6105 Overtime	4,796	2,962	4,357	4,357	4,499
6108 Part-Time	4,335	3,135	2,854	2,854	3,328
6150 Fringes	78,733	56,707	100,819	100,819	72,253
6308 Landscape Supplies	-	6,383	-	-	14,088
6316 Miscellaneous Supplies	98	-	12,201	12,201	-
6325 Construction Materials	349,526	283,129	449,583	449,583	630,906
6328 Signs	314	122	13,300	13,300	13,400
6404 Consulting Services	581	432	5,000	5,000	5,000
6408 Contractor Fees	24,264	28,198	13,600	13,600	77,219
6415 Tipping Fees	100	-	-	-	-
6425 CEA Equip. Rental	82,519	53,851	60,595	60,595	45,142
6599 Other Contracts/Obligations	200	150	-	-	-
6809 Infrastructure Construction	889,420	461,363	1,203,478	1,203,478	215,564
Total Expense	\$ 1,629,288	\$ 1,028,774	\$ 2,092,982	\$ 2,092,982	\$ 1,222,617

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	General Fund Asphalt
Labor Pool				221,298
CEA				45,142
Consultant				5,000
Overlay	Capitol Dr	Ballard Rd	Marshall Rd	133,250
	Capitol Dr	Durkee St	Lawe St	103,251
	McDonald St	Byrd St	Lindbergh St	18,081
	McDonald St	Pershing St	Service Rd	67,522
	Subtotal			322,104
Partial Reconstruction	Brewster St	Douglas St	Gillett St	22,038
	Carroll St	Jackson St	Lawe St	27,921
	French Rd	41 bridge	south city limits	58,410
	French Rd	41 bridge	Evergreen Dr	55,705
	Gillett St	Winnegago St	Wisconsin Ave	55,576
	Jefferson St	Coolidge Ave	Hoover Ave	120,660
	McDonald St	Glendale Ave	Byrd St	40,233
	McDonald St	Lindbergh St	Pershing St	10,479
	McDonald St	Randall St	Woodland Ave	31,043
	McDonald St	Woodland Ave	Glendale Ave	63,752
	Wilson Ave	Oneida St	Carpenter St	143,256
	Subtotal			629,073
Total Reconstruction				-
	Subtotal			-
Total Asphalt Pavement				\$ 1,222,617

CITY OF APPLETON 2019 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:

The software support of the traffic signal centralized control system moved to the traffic administration business unit where all software cost for traffic are being captured.

In 2018, the Department added a \$60,000 upgrade to the sign shop truck which was replaced in 2018. Per CEA policy, the department requesting an upgrade needed to fund the cost of the upgrade through their operating budget. The traffic division made one-time reductions in the following accounts to offset the upgrade cost: contractor fees, construction materials, signs, miscellaneous equipment, software support, and safety supplies. In the 2019 budget, these accounts have been brought back to normal levels which accounts for the increases.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	4	11	15	17	15
# of changes to parking restrictions	50	19	50	45	40
% of signs installed or replaced	2.52%	2.75%	2.70%	2.35%	2.50%
Intersections in the City					
# of controlled intersections	1,419	1,422	1,430	1,430	1,440
# of uncontrolled intersections	698	690	700	700	695
Strategic Outcomes					
Effective traffic control devices					
# of accidents per street mile	4.13	4.01	3.50	3.75	3.60
Efficient use of staff					
# of signals maintained for other municipalities	25	26	26	25	27
Work Process Outputs					
Service provided					
# of traffic control signs & signals repaired from knockdowns	36 Signals 101 Signs	16 Signals 199 Signs	35 Signals 85 Signs	30 Signals 80 Signs	35 Signals 100 Signs
Respond to system demands					
# of responses for traffic & parking related changes	63	52	60	55	55

**CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS DEPARTMENT**

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4908 Misc. Intergov. Charges	\$ 34,776	\$ 71,132	\$ 42,000	\$ 42,000	\$ 60,250
5010 Misc Revenue - Nontax	1,276	1,171	1,225	1,225	1,225
5011 Misc Revenue - Tax	6,184	6,840	6,000	6,000	6,000
5030 Damage to City Property	33,611	37,022	43,000	43,000	43,000
Total Revenue	\$ 75,847	\$ 116,165	\$ 92,225	\$ 92,225	\$ 110,475
Expenses					
6102 Labor Pool Allocations	\$ 245,793	\$ 230,274	\$ 235,559	\$ 235,559	\$ 243,421
6104 Call Time	5,372	5,710	3,380	3,380	5,700
6105 Overtime	10,462	10,111	6,000	6,000	9,000
6108 Part-Time	16,324	6,311	26,035	26,035	17,265
6150 Fringes	93,355	87,959	102,573	102,573	104,630
6309 Shop Supplies & Tools	8,942	7,475	7,100	7,100	7,100
6311 Paint & Supplies	4,444	470	350	350	400
6322 Gas Purchases	55	-	30	30	-
6323 Safety Supplies	-	9	-	-	-
6325 Construction Materials	161,125	94,467	121,400	137,245	125,000
6326 Equipment Parts	286	105	-	-	-
6327 Miscellaneous Equipment	5,197	5,370	5,000	5,000	6,700
6328 Signs	74,352	76,163	72,000	72,000	79,200
6408 Contractor Fees	81,808	150,184	131,000	131,000	171,200
6413 Utilities	61,548	59,774	62,045	62,045	62,045
6418 Equip Repairs & Maint	18,906	18,573	19,825	19,825	43,425
6424 Software Support	720	12,250	8,173	8,173	-
6425 CEA Equip. Rental	73,318	83,656	81,640	81,640	88,640
6429 Interfund Allocations	191	(2,639)	(2,500)	(2,500)	(2,500)
Total Expense	\$ 862,198	\$ 846,222	\$ 879,610	\$ 895,455	\$ 961,226

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Knockdowns - Appleton	\$ 35,000	Cross walks/stoplins-1/3	
Knockdowns -		Pavement marking	\$ 30,200
Grand Chute/Outagamie	12,000	Maintenance of long-line	
LED replacements	9,000	including retrace, reconfig	
Replace failed equipment	17,500	and special projects	96,000
Misc projects, upgrades & expenses	15,000	Bike lane retrofit project -	
Communication grid maint/upgrades	17,500	Evergreen St & Appleton St	45,000
Install/maint battery backup system	4,000		<u>\$ 171,200</u>
Traffic camera system maintenance	15,000		
	<u>\$ 125,000</u>		
<u>Signs</u>		<u>Equipment Repairs & Maintenance</u>	
Area replacement program	\$ 8,500	Annual preventive	
Ordinance change	11,000	maintenance contract	\$ 10,000
School zone upgrades	10,290	Repairs to cameras, signals,	
Knockdowns	17,800	and other devices	3,325
Special events	6,050	Structure inspection contract	6,500
Vandalism	8,000	Vehicle detector upgrade	23,600
On-street bike lane	13,000		<u>\$ 43,425</u>
Other projects	4,560		
	<u>\$ 79,200</u>		

**CITY OF APPLETON 2019 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 82% between 2008 and 2018 (going from 573 lights to ~1100 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.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost per street light	\$ 15.33	\$ 16.03	\$ 15.75	\$ 15.75	\$ 15.70
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system	8,624	8,759	8,760	8,805	8,845
City owned	1,005	1,147	1,060	1,100	1,120
Utility owned	7,619	7,612	7,700	7,705	7,725
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	58	35	30	35	35

**CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4612 Street Lights	\$ 70,621	\$ 68,659	\$ 73,000	\$ 73,000	\$ 72,000
5030 Damage to City Property	2,983	-	3,000	3,000	3,000
Total Revenue	<u>\$ 73,604</u>	<u>\$ 68,659</u>	<u>\$ 76,000</u>	<u>\$ 76,000</u>	<u>\$ 75,000</u>
Expenses					
6102 Labor Pool Allocations	\$ 7,236	\$ 7,864	\$ 12,318	\$ 12,318	\$ 12,580
6104 Call Time	96	123	225	225	200
6105 Overtime	96	74	300	300	200
6108 Part-Time	51	734	-	-	-
6150 Fringes	2,947	3,039	3,141	3,141	3,242
6325 Construction Materials	2,431	21,210	13,865	13,865	16,000
6408 Contractor Fees	1,364	3,188	4,000	4,000	4,000
6413 Utilities	1,461,779	1,467,653	1,464,739	1,464,739	1,469,989
6425 CEA Equip. Rental	1,763	206	-	-	-
Total Expense	<u>\$ 1,477,763</u>	<u>\$ 1,504,091</u>	<u>\$ 1,498,588</u>	<u>\$ 1,498,588</u>	<u>\$ 1,506,211</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Maintenance of approx. 975 lights	\$ 12,630
Relamping of approx. 127 lights	3,370
	<u>\$ 16,000</u>

CITY OF APPLETON 2019 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:

Miscellaneous equipment for the Municipal Service Building includes a snow blower, stockroom workbench, refrigerator for lunchroom, utility carts, and replacement of two ruggedized laptops in traffic administration.

This is the first year paying for the annual school flasher centralized control system software maintenance agreement, most units installed came with 3-5 years of maintenance included. The Tactics annual software maintenance agreement was moved from the traffic control budget to this budget in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	33	35	30	30	35
# of equipment/vehicle accidents	34	33	26	35	30
Preventable	22	24	15	25	20
Non-preventable	12	9	8	10	10
# of employee injury accidents	9	17	8	8	8
Annual # of violations found during monthly building inspections	66	37	40	40	40
Strategic Outcomes					
Safeguard Assets					
\$ adjustment of inventory at year end	\$ 653	\$ 1,940	\$ 1,250	\$ 1,250	\$ 1,025
Turnover ratio of inventory	0.85	0.77	0.90	0.90	0.88
# of work days lost due to injuries	14	51	15	15	15
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	552	517	525	525	530
\$ value of items issued from inventory	\$ 550,475	\$ 476,409	\$ 489,250	\$ 489,250	\$ 493,650
# of shipments received	7,476	7,268	7,150	7,150	7,215

CITY OF APPLETON 2019 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5010 Misc Revenue - Nontax	\$ 158	\$ 78	\$ -	\$ -	\$ -
5082 Insurance Proceeds	-	412	-	-	-
Total Revenue	<u>\$ 158</u>	<u>\$ 490</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 499,610	\$ 547,524	\$ 523,945	\$ 523,945	\$ 559,090
6104 Call Time	141	-	100	100	50
6105 Overtime	2,997	1,091	1,275	1,275	1,400
6108 Part-Time	12,723	8,873	12,531	12,531	14,401
6150 Fringes	185,672	217,681	193,643	193,643	229,098
6201 Training\Conferences	6,589	6,363	6,300	6,300	6,830
6301 Office Supplies	2,498	1,621	2,450	2,450	2,450
6302 Subscriptions	5,408	5,363	5,650	5,650	5,650
6303 Memberships & Licenses	2,175	2,165	2,519	2,519	2,505
6304 Postage/Freight	19	80	585	585	380
6305 Awards & Recognition	983	1,036	1,190	1,190	1,190
6306 Building Maint./Janitorial	5,622	6,665	6,200	6,200	6,800
6308 Landscape Supplies	165	-	-	-	-
6309 Shop Supplies & Tools	3,013	1,807	2,700	2,700	2,700
6315 Books & Library Materials	123	45	500	500	500
6320 Printing & Reproduction	11,525	2,711	3,850	3,850	3,825
6321 Clothing	1,644	1,510	1,825	1,825	1,700
6322 Gas Purchases	197	778	200	200	400
6323 Safety Supplies	2,735	4,808	4,300	4,300	4,750
6324 Medical/Lab Supplies	201	203	275	275	275
6325 Construction Materials	-	1,609	500	500	500
6327 Miscellaneous Equipment	11,392	14,828	4,480	4,480	14,000
6328 Sign Materials	-	20	100	100	100
6407 Collection Services	7,384	6,881	7,960	7,960	7,600
6408 Contractor Fees	314	611	1,000	1,000	1,000
6409 Inspection Fees	389	515	1,050	1,050	850
6412 Advertising	395	423	900	900	900
6413 Utilities	102,244	102,977	105,036	105,036	116,936
6415 Tipping Fees	100	-	-	-	-
6416 Building Repairs & Maint.	2,072	2,891	3,000	3,000	3,000
6418 Equip Repairs & Maint	-	-	500	500	500
6419 Communication Eq Repair	-	-	750	750	750
6420 Facilities charges	205,374	200,421	208,063	208,063	214,383
6424 Software support	2,271	3,560	5,740	5,740	18,050
6425 CEA Equip. Rental	43,972	36,607	45,550	45,550	49,568
6430 Health Services	40	20	50	50	50
6451 Laundry Services	218	213	240	240	240
6599 Other Contracts / Obligations	2,605	2,981	2,800	2,800	3,000
Total Expense	<u>\$ 1,122,810</u>	<u>\$ 1,184,881</u>	<u>\$ 1,157,757</u>	<u>\$ 1,157,757</u>	<u>\$ 1,275,421</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Software support

Miovision Traffic count processing fees	\$ 3,500
Tactics Annual Software maint	9,300
School Flasher Centralized Control	3,000
Data storage & support GPS units	2,250
	<u>\$ 18,050</u>

**CITY OF APPLETON 2019 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:

- Software support increased as a result of adding GPS units in 6 more vehicles.
- Included in other contracts/obligation is \$5,000 toward the CARE Program which is a joint venture with Appleton Downtown (ADI) and Riverview Gardens to improve the cleanliness of downtown.
- This budget includes \$5,000 for the purchase of a silica dust extractor for our sidewalk and line painting grinder which is necessary to meet new OSHA silica dust regulations.
- The increase in contractor fees is due to the Glenhurst Lane Box Culvert project, and deck sealing which is performed approximately every 3 years.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	3	4	4	4	4
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	343	344	343	343	343
# of temporary hazardous sidewalk repairs	122	124	75	75	75
Miles of asphalt streets resurfaced	<1.0	1.80	<1.0	<1.0	<1.0
Work Process Outputs					
Repair materials					
Tons of cold patch asphalt applied	100	150	200	200	200
Cubic yards of concrete used for repair	54	21	100	100	100
Pounds of crack filler applied	47,250	47,250	30,000	30,000	30,000

**CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4613 Freeway Fence	\$ 239	\$ -	\$ 239	\$ 239	\$ -
4801 Charges for Serv.- Nontax	1,962	1,458	1,300	1,300	1,300
4802 Charges for Serv.- Tax	381	513	1,000	1,000	500
4908 Misc. Intergov. Charges	8,362	800	35,800	35,800	800
5010 Misc Revenue - Nontax	3,926	8,213	2,000	2,000	6,000
5030 Damage to City Property	5,373	5,778	-	-	-
Total Revenue	<u>\$ 20,243</u>	<u>\$ 16,762</u>	<u>\$ 40,339</u>	<u>\$ 40,339</u>	<u>\$ 8,600</u>
Expenses					
6101 Regular Salaries	\$ 518,867	\$ 658,534	\$ 581,891	\$ 581,891	\$ 582,910
6104 Call Time	4,391	4,117	2,960	2,960	3,000
6105 Overtime	30,505	15,646	11,160	11,160	15,000
6108 Part-Time	888	6,846	11,748	11,748	10,059
6150 Fringes	211,257	307,149	255,691	255,691	261,569
6308 Landscape Supplies	1,490	932	1,800	1,800	1,600
6309 Shop Supplies & Tools	6,070	5,812	11,000	11,000	9,000
6311 Paint & Supplies	879	412	1,000	1,000	1,000
6321 Clothing	-	2	-	-	-
6322 Gas Purchases	189	1,233	500	500	700
6325 Construction Materials	133,568	155,806	170,000	170,000	170,000
6327 Miscellaneous Equipment	29,936	31,121	27,840	27,840	19,500
6328 Signs	130	38	500	500	500
6404 Consulting Services	54,385	31,520	127,500	159,578	20,500
6408 Contractor Fees	133,980	278,435	190,650	190,650	290,000
6413 Utilities	5,644	5,656	6,425	6,425	6,425
6415 Tipping Fees	1,100	370	3,350	3,350	3,350
6418 Equip Repairs & Maint	92	384	700	700	700
6420 Facilities charges	671	690	1,200	1,200	1,695
6424 Software support	6,800	11,629	7,600	7,600	11,700
6425 CEA Equip. Rental	404,206	452,452	447,353	447,353	474,653
6429 Interfund Allocations	(18,490)	(3,490)	(25,000)	(25,000)	(15,000)
6503 Rent	422	-	-	-	-
6599 Other Contracts/Obligations	11,151	13,780	18,000	18,000	20,000
Total Expense	<u>\$ 1,538,131</u>	<u>\$ 1,979,074</u>	<u>\$ 1,853,868</u>	<u>\$ 1,885,946</u>	<u>\$ 1,888,861</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Asphalt	\$ 58,000	Contractor equip rental	\$ 10,000
Cold patch/crackfiller	75,000	Polylevel pavement	
Concrete	8,000	leveling contractor	5,000
Gravel	6,000	Annual bridge maint	5,000
Clear Stone	2,000	Glenhurst Lane box culvert	100,000
Misc materials (bridge lights, flags & poles, concrete sealer, etc.)	21,000	Patch program	75,000
	<u>\$ 170,000</u>	Deck sealing	95,000
			<u>\$ 290,000</u>
<u>Consulting Services</u>		<u>Miscellaneous Equipment</u>	
Movable bridge inspections	15,500	Concrete saw, chains and blades	\$ 3,000
Miscellaneous	5,000	Walk grinder vac	5,000
	<u>\$ 20,500</u>	Backup Cameras	4,000
		Barricades	7,500
			<u>\$ 19,500</u>
<u>Interfund Allocations</u>		<u>Other Contracts/Obligations</u>	
Hauling biosolids from WWTP to compost site	\$ (15,000)	Bridge tenders	\$ 15,000
	<u>\$ (15,000)</u>	CARE program	5,000
			<u>\$ 20,000</u>

**CITY OF APPLETON 2019 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:

- The increase in snow removal revenue is due to the changes in the Snow Removal Policy which includes a new tiered fee structure.
- The miscellaneous equipment account includes \$7,500 for 15 sets of chains to be used on the trucks.
- The decrease in snow/ice control materials is the result a lower bulk road salt price per ton from the state for the 2018-2019 contract.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	8	13	6	6	6
# of other minor plow/salt events	20	15	25	25	25
# of days hauling designated priority snow routes	27	6	25	25	25
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	115	54	90	90	80
# of miles of sidewalks cleared by:					
Contractor	17.6	18.0	17.6	17.6	17.6
City crews	13.7	15.3	13.7	13.7	13.7
\$ contracted to clear sidewalks	\$ 190,879	\$ 127,858	\$ 175,000	\$ 175,000	\$ 175,000
Work Process Outputs					
Volume of work done					
# of tons of salt used	3,575	3,979	4,000	4,000	4,000
# of miles of streets maintained	343	343	343	343	343
# of miles of sidewalk maintained	31.3	33.3	31.3	31.3	31.3

**CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4608 Snow Removal	\$ 74,555	\$ 65,621	\$ 75,000	\$ 75,000	\$ 141,000
5010 Misc. Revenue - Nontax	15,852	15,455	16,000	16,000	15,750
Total Revenue	\$ 90,407	\$ 81,076	\$ 91,000	\$ 91,000	\$ 156,750
Expenses					
6101 Regular Salaries	\$ 330,522	\$ 242,705	\$ 259,437	\$ 259,437	\$ 268,864
6104 Call Time	44,007	23,172	22,000	22,000	28,000
6105 Overtime	100,842	42,217	38,000	38,000	50,000
6108 Part-Time	296	-	-	-	-
6150 Fringes	166,911	127,623	136,885	136,885	139,667
6308 Landscape Supplies	-	1,007	-	-	500
6309 Shop Supplies & Tools	303	132	100	100	200
6325 Snow/Ice Control Materials	286,778	293,265	293,500	293,500	286,400
6326 Vehicle & Equipment Parts	2,898	-	1,500	1,500	500
6327 Miscellaneous Equipment	4,113	2,790	7,000	7,000	7,500
6408 Contractor Fees	406	68	-	-	-
6425 CEA Equip. Rental	539,011	406,666	456,704	456,704	459,704
6429 Interfund Allocations	(5,000)	-	(5,000)	(5,000)	(5,000)
6440 Snow Removal Services	190,879	154,940	175,000	175,000	175,000
6450 Repairs to Private Property	732	654	1,000	1,000	1,000
Total Expense	\$ 1,662,698	\$ 1,295,239	\$ 1,386,126	\$ 1,386,126	\$ 1,412,335

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Snow/Ice Control Materials

Salt (4,250 tons)	\$ 255,000
Brine (40,000 gal)	12,000
Ice melt (1,625 bags)	13,000
Calcium chloride (250 bags)	5,000
Grass seed, lumber, stone, etc.	400
Concrete	1,000
Total	\$ 286,400

Snow Removal Services

Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks	\$ 175,000
Total	\$ 175,000

**CITY OF APPLETON 2019 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 32,000 trees on City terraces and boulevards
- Prune trees to provide proper growth structure, maintain proper clearances for vehicles, signs, and pedestrians, and remove dead/diseased limbs
- Respond to storm damage situations
- Plant trees in new subdivisions 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

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.

Tipping fees have been added as we now have to pay to dispose of stump grinding debris.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	30,956	30,855	32,000	32,000	32,000
Strategic Outcomes					
Satisfied community					
% of planting spaces in new subdivisions planted on annual basis	100%	100%	100%	100%	100%
% of customers who accept new trees on new and/or reconstructed streets	100%	100%	100%	100%	100%
Street tree to Arborist ratio	4,114 to 1	4,114 to 1	4,266 to 1	4,266 to 1	4,266 to 1
Diverse urban forest					
# of species with more than 1,000 trees	9	9	9	9	9
Work Process Outputs					
% of trees < 6" diameter pruned annually	50%	50%	50%	50%	50%
Pruning cycle of trees/yr > 6" diameter	8 years	8 years	8 years	8 years	8 years
# of ash trees replaced	305	143	400	400	400
Total number of tree species on streets	34	42	35	42	42
Treat all City properties with gypsy moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

**CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,058	\$ 183	\$ -	\$ -	\$ -
5011 Misc Revenue - Tax	429	1,429	3,000	3,000	2,000
5020 Donations & Memorials	-	-	100	100	100
5030 Damage to City Property	707	-	-	-	-
Total Revenue	\$ 2,194	\$ 1,612	\$ 3,100	\$ 3,100	\$ 2,100
Expenses					
6101 Regular Salaries	\$ 453,857	\$ 499,045	\$ 488,857	\$ 488,857	\$ 501,257
6104 Call Time	1,321	2,709	1,600	1,600	1,800
6105 Overtime	5,075	5,246	3,500	3,500	4,000
6108 Part-Time	15,950	14,018	17,298	17,298	17,777
6150 Fringes	181,928	217,977	217,130	217,130	230,282
6201 Training/Conferences	2,194	2,739	2,900	2,900	2,900
6301 Office Supplies	18	22	25	25	25
6302 Subscriptions	58	58	75	75	75
6303 Memberships & Licenses	710	935	800	800	800
6308 Landscape Supplies	52,275	44,961	40,500	40,500	45,000
6309 Shop Supplies & Tools	3,953	3,738	3,500	3,500	4,500
6311 Paint & Supplies	6	49	50	50	50
6320 Printing & Reproduction	259	399	250	250	250
6321 Clothing	377	268	600	600	600
6322 Gas Purchases	-	194	300	300	300
6323 Safety Supplies	985	812	1,500	1,500	1,200
6327 Miscellaneous Equipment	5,851	7,540	6,090	6,090	5,800
6328 Signs	360	-	300	300	300
6408 Contractor Fees	296	671	1,000	1,000	1,000
6413 Utilities	1,516	1,023	2,040	2,040	1,240
6415 Tipping	-	-	1,000	1,000	1,000
6418 Equip Repairs & Maint	241	-	-	-	-
6424 Software support	596	1,410	1,320	1,320	1,800
6425 CEA Equip. Rental	246,431	279,792	298,634	298,634	311,634
6429 Interfund Allocations	(867)	-	(2,000)	(2,000)	(2,000)
6430 Health Services	-	40	-	-	-
6503 Rent	422	-	-	-	-
Total Expense	\$ 973,812	\$ 1,083,646	\$ 1,087,269	\$ 1,087,269	\$ 1,131,590

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>	
Topsoil / sand / gravel	\$ 2,000
Seed / fertilizer	1,000
Plant material/trees	36,500
Mulch/Chips	1,000
Herbicides / pesticides	4,500
	<u>\$ 45,000</u>

CITY OF APPLETON 2019 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:

With 6 months of 2018 completed, an overall decrease in the number of permits and permit revenue is being experienced. If this trend continues, 2018 will fall under budget by over \$100,000. As a result, budgeted revenue for building and electrical permits is being reduced in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	1,371	1,304	1,100	1,100	1,100
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	57	43	120	55	80
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	46.5%	49.3%	48.0%	48.0%	48.0%
Consistency of information					
# of policies/ordinances reviewed/updated	2/2	2/2	2/2	2/2	2/2
Work Process Outputs					
Availability of service					
# of inspections performed	8,372	8,284	12,000	10,000	10,000
# of re-inspections performed	725	504	500	500	500
# of notices issued	941	839	800	800	800
# of permits issued	3,785	3,587	3,500	3,400	3,500
# of plans reviewed	263	222	250	250	250

**CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS DEPARTMENT**

Inspections/Licensing & Plan Review

Business Unit 15520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4308 Heating License	\$ 30	\$ -	\$ -	\$ -	\$ -
4401 Building	369,104	361,674	360,000	360,000	340,000
4402 Electrical	145,024	138,576	150,000	150,000	140,000
4403 Heating	64,543	70,651	70,000	70,000	70,000
4404 Plumbing, Sewer	60,044	67,269	65,000	65,000	65,000
4406 State Building	1,855	2,115	2,000	2,000	2,000
4407 Signs	5,460	5,280	5,000	5,000	5,000
4609 Weed Cutting	17,745	17,051	16,000	16,000	16,000
4801 Charges for Serv.- Nontax	54,074	58,193	55,000	55,000	55,000
5040 Board of Appeals	1,795	2,225	2,000	2,000	2,000
Total Revenue	\$ 719,674	\$ 723,034	\$ 725,000	\$ 725,000	\$ 695,000
Expenses					
6101 Regular Salaries	\$ 400,332	\$ 380,400	\$ 376,719	\$ 376,719	\$ 387,103
6104 Call Time	210	95	500	500	400
6105 Overtime	2,964	3,641	2,000	2,000	2,000
6108 Part time	-	15,567	13,850	13,850	14,100
6150 Fringes	130,468	132,250	122,844	122,844	127,754
6201 Training/Conferences	82	30	-	-	-
6408 Contractor Fees	4,129	3,998	8,000	8,000	8,000
Total Expense	\$ 538,185	\$ 535,981	\$ 523,913	\$ 523,913	\$ 539,357

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	3,500	335,076	156,644	0	0	0	0
Licenses	850	600	540	750	750	700	700
Permits	682,461	688,695	473,539	688,600	688,600	639,600	659,600
Special Assessments	336,076	271,499	491,597	300,193	300,193	229,000	263,940
Charges for Services	57,475	60,347	48,226	57,300	57,300	56,800	56,800
Intergov. Charges for Service	43,138	71,932	42,788	77,800	77,800	61,050	61,050
Other Revenues	1,598,012	1,547,135	82,087	1,431,425	1,431,425	1,414,225	1,414,225
TOTAL REVENUES	2,721,512	2,975,284	1,295,421	2,556,068	2,556,068	2,401,375	2,456,315
EXPENSES BY LINE ITEM							
Regular Salaries	275,014	265,201	200,461	319,550	319,550	326,006	326,006
Labor Pool Allocations	2,888,204	2,950,442	2,688,511	3,431,469	3,431,469	3,536,146	3,359,862
Call Time	55,674	36,042	39,452	30,865	30,865	39,250	39,250
Overtime	170,091	86,089	117,893	73,563	73,563	92,998	92,998
Part-Time	64,299	62,004	66,454	94,306	94,306	91,791	84,906
Other Compensation	22,555	18,053	21,395	19,660	19,660	25,001	25,001
Shift Differential	2,638	1,137	1,323	1,980	1,980	0	0
Sick Pay	17,582	17,893	11,659	0	0	0	0
Vacation Pay	468,767	470,503	369,406	0	0	0	0
Fringes	1,400,433	1,529,138	1,278,713	1,532,852	1,532,852	1,653,274	1,565,616
Salaries & Fringe Benefits	5,365,257	5,436,502	4,795,267	5,504,245	5,504,245	5,764,466	5,493,639
Training & Conferences	14,375	25,968	12,067	20,100	20,100	21,230	21,230
Parking Permits	13,139	13,270	13,080	13,680	13,680	13,380	13,380
Office Supplies	7,733	5,059	5,271	6,775	6,775	6,775	6,775
Subscriptions	5,466	5,421	305	5,725	5,725	5,725	5,725
Memberships & Licenses	9,293	6,929	6,496	9,669	9,669	9,055	9,055
Postage & Freight	22	93	100	610	610	405	405
Awards & Recognition	2,265	2,523	1,214	2,485	2,485	2,485	2,485
Building Maintenance/Janitor. Rent	5,622 843	6,665 0	6,001 3,000	6,200 0	6,200 0	6,800 0	6,800 0
Administrative Expense	58,758	65,928	47,534	65,244	65,244	65,855	65,855
Landscape Supplies	53,930	54,556	52,608	55,901	55,901	68,730	67,728
Shop Supplies & Tools	28,893	26,154	20,836	31,100	31,100	30,200	30,200
Paint & Supplies	5,560	978	516	1,650	1,650	1,700	1,700
Books & Library Materials	358	374	568	650	650	650	650
Miscellaneous Supplies	102	24	0	0	0	0	0
Printing & Reproduction	28,785	18,499	13,228	21,400	21,400	20,875	20,875
Clothing	2,331	1,952	2,535	2,725	2,725	2,875	2,600
Gas Purchases	441	2,205	512	1,030	1,030	1,400	1,400
Safety Supplies	4,000	5,929	4,780	6,150	6,150	6,300	6,300
Medical & Lab Supplies	201	203	179	275	275	275	275
Construction Materials	980,384	853,320	694,685	1,068,848	1,084,693	1,390,693	1,238,806
Vehicle & Equipment Parts	3,184	105	1,038	1,500	1,500	500	500
Miscellaneous Equipment	65,455	66,209	49,356	62,170	62,170	64,700	63,500
Signs	95,515	89,300	64,902	107,250	107,250	108,150	104,100
Supplies & Materials	1,269,139	1,119,808	905,743	1,360,649	1,376,494	1,697,048	1,538,634
Legal Fees	150	260	90	75	75	125	125
Consulting Services	293,739	86,010	93,649	230,340	262,418	150,700	150,700
Collection Services	7,384	6,881	5,484	7,960	7,960	7,600	7,600
Contractor Fees	265,262	666,936	252,062	416,700	416,700	674,441	568,530
Inspection Fees	389	515	309	1,050	1,050	850	850
Advertising	3,286	2,591	2,388	3,300	3,300	3,200	3,200
Tipping Fees	1,300	370	2,045	4,350	4,350	4,350	4,350
Interfund Allocations	24,166	6,128	25,733	34,500	34,500	24,500	24,500
Health Services	40	80	0	50	50	50	50
Snow Removal Services	190,879	154,940	156,687	175,000	175,000	175,000	175,000
Repairs to Private Property	732	654	995	1,000	1,000	1,000	1,000
Laundry Services	218	213	136	240	240	240	240
Other Contracts/Obligations	14,256	17,403	2,981	20,800	20,800	23,000	23,000
Purchased Services	753,469	930,725	491,093	826,365	858,443	1,016,056	910,145

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Electric	1,566,166	1,569,317	1,274,010	1,563,674	1,563,674	1,576,924	1,576,924
Gas	16,909	18,000	15,267	21,868	21,868	21,868	21,868
Water	8,559	7,832	6,150	9,215	9,215	8,835	8,835
Waste Disposal/Collection	3,723	3,528	2,838	4,207	4,207	4,207	4,207
Stormwater	25,254	25,254	16,092	26,000	26,000	29,900	29,900
Telephone	6,502	8,576	4,693	9,165	9,165	7,833	7,833
Cellular Telephone	18,130	18,570	13,223	22,652	22,652	22,232	22,232
Utilities	1,645,243	1,651,077	1,332,273	1,656,781	1,656,781	1,671,799	1,671,799
Building Repair & Maintenance	2,072	2,891	1,671	3,000	3,000	3,000	3,000
Equipment Repair & Maintenananc	22,378	22,124	12,939	24,825	24,825	25,025	48,625
Communications Equip. Repairs	0	0	0	750	750	750	750
Facilities Charges	206,044	201,111	176,857	209,263	209,263	216,078	216,078
Software Support	12,250	31,468	30,299	27,488	27,488	38,700	38,700
CEA Equipment Rental	1,450,087	1,378,952	1,221,773	1,490,393	1,490,393	1,554,665	1,529,393
Repair & Maintenance	1,692,831	1,636,546	1,443,539	1,755,719	1,755,719	1,838,218	1,836,546
Land	476,954	1,389,557	7,136	175,000	175,000	25,000	25,000
Infrastructure Construction	2,060,074	1,875,182	1,899,277	2,147,871	2,150,871	2,518,165	1,119,579
Capital Expenditures	2,537,028	3,264,739	1,906,413	2,322,871	2,325,871	2,543,165	1,144,579
TOTAL EXPENSES	13,321,725	14,105,325	10,921,862	13,491,874	13,542,797	14,596,607	12,661,197

CITY OF APPLETON 2019 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 2019 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 2018 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 2018, 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.

Worked with Outagamie County to encourage recycling and work towards a continued increase in the City's landfill diversion rate.

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.

Proposed a new container fee schedule for 2019 to more consistently distribute fees for refuse generated. The fees will help strengthen and prepare the sanitation budget for future tipping fee and fuel increases and allow for the necessary replacement of old refuse containers while maintaining essential services such as bulky overflow collection.

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MAJOR 2019 OBJECTIVES

Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services

Update 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 2018, 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.

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

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 *
		2016	2017	Adopted 2018	Amended 2018	2019	
Unit	Title						
Program Revenues		\$ 1,465,076	\$ 1,265,791	\$ 1,145,560	\$ 1,145,560	\$ 1,693,243	47.81%
Program Expenses							
2210	Administration	302,515	301,553	310,541	310,541	328,632	5.83%
2221	Recycling	139,531	143,535	169,214	169,214	160,432	-5.19%
2223	Solid Waste	2,759,743	2,802,182	2,872,130	2,876,280	3,010,102	4.80%
2230	Landfill Maint.	99,541	101,627	104,773	104,773	101,604	-3.02%
TOTAL		\$ 3,301,330	\$ 3,348,897	\$ 3,456,658	\$ 3,460,808	\$ 3,600,770	4.17%
Expenses Comprised Of:							
Personnel		1,250,920	1,303,295	1,325,408	1,325,408	1,356,284	2.33%
Administrative Expense		65,095	72,752	74,639	74,639	74,889	0.33%
Supplies & Materials		94,087	93,691	102,550	106,700	117,300	14.38%
Purchased Services		1,000,197	971,582	1,028,868	1,028,868	1,071,828	4.18%
Utilities		57,130	56,745	64,158	64,158	67,365	5.00%
Repair & Maintenance		833,901	850,832	861,035	861,035	913,104	6.05%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		17.49	17.49	17.51	17.51	17.29	

* % change from prior year adopted budget
Sanitation.xls

**CITY OF APPLETON 2019 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
- Update 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:

- Charges for services has been adjusted for the Council approved rate increase for 2019.
- Increase in utilities is due to the increase in stormwater fees.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Public Information					
# of information announcements / brochures	20	17	21	21	17
Strategic Outcomes					
Consistency of information					
# of policies reviewed	1	1	1	1	1
Quality of service					
# of contacts received	2,089	2,303	2,400	2,400	2,400
Work Process Outputs					
Changes in customer service					
# of policies revised	1	0	1	1	1

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968
4705 General Interest	181		-	-	-
4710 Interest on Investments	(2,066)	6,605	20,000	20,000	15,000
4801 Charges for Serv.- Nontax	821,560	825,254	825,680	825,680	1,384,243
5005 Sale of City Property - Tax	430	491	1,000	1,000	400
5010 Misc Revenue - Nontax	25	-	-	-	-
5016 Lease Revenue	400	400	400	400	400
5030 Damage to City Property	34,677	300	-	-	-
5071 Customer Penalty	6,583	6,496	7,000	7,000	7,000
Total Revenue	\$ 2,906,758	\$ 2,884,514	\$ 2,899,048	\$ 2,899,048	\$ 3,452,011
Expenses					
6101 Regular Salaries	\$ 86,873	\$ 85,367	\$ 89,946	\$ 89,946	\$ 93,952
6104 Call Time	700	782	450	450	450
6105 Overtime	1,851	411	500	500	500
6108 Part-Time	24	219	-	-	-
6150 Fringes	38,014	38,570	35,175	35,175	37,613
6201 Training\Conferences	-	319	500	500	500
6301 Office Supplies	1,070	675	1,405	1,405	1,405
6303 Memberships & Licenses	190	195	195	195	195
6304 Postage\Freight	18,249	20,053	20,300	20,300	20,300
6305 Awards & Recognition	929	852	945	945	945
6320 Printing & Reproduction	3,479	4,079	4,200	4,200	4,200
6321 Clothing	695	767	750	750	750
6323 Safety Supplies	663	811	700	700	700
6324 Medical\Lab Supplies	101	101	110	110	110
6327 Miscellaneous Equipment	86	-	-	-	-
6403 Bank Services	5,053	4,217	5,400	5,400	5,280
6412 Advertising/Publication	548	1,205	700	700	1,205
6413 Utilities	49,339	48,735	54,898	54,898	57,595
6420 Facilities Charges	22,932	23,664	23,232	23,232	25,312
6424 Software support	3,981	4,931	3,900	3,900	5,100
6425 CEA Equip. Rental	31,915	25,308	26,100	26,100	31,100
6430 Health Services	20	60	50	50	50
6501 Insurance	33,240	39,577	39,680	39,680	39,930
6599 Other Contracts/Obligations	2,282	638	905	905	940
6623 Uncollectible Accounts	281	17	500	500	500
7914 Transfer Out - Capital Projects	-	-	-	-	-
Total Expense	\$ 302,515	\$ 301,553	\$ 310,541	\$ 310,541	\$ 328,632

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

City service invoice postage allocation	\$ 10,000
City service invoice folding/inserting	10,000
Other shipping	300
	\$ 20,300

**CITY OF APPLETON 2019 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:

Increase in charges for service reflects an updated Memorandum of Understanding with the Town of Grand Chute for yard waste site usage from \$50,000 to \$55,000 and a 3% annual increase.

PERFORMANCE INDICATORS

	Actual 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	3,128	3,101	3,022	3,022	3,100
Cost effective commercial recycling					
Cost/ton	\$ 131.01	\$ 158.00	\$ 133.00	\$ 160.00	\$ 160.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	352	353	357	357	355
\$ of revenue from chipper rental	\$ 1,836	\$ 1,715	\$ 1,000	\$ 1,000	\$ 1,750
Work Process Outputs					
Material diverted from the landfill					
Diversion rate	23.9%	23.6%	23.4%	23.4%	24.0%
Tons of material collected					
Residential - co-mingled	6,340	6,065	6,400	6,100	6,100
Commercial - total	452	383	455	400	400
Hours chipping material	753	787	700	700	700
Yard waste sites:					
Avg # of users per day - weekday (peak)	700	700	700	700	700
Avg # of users per day - weekend (peak)	900	900	900	900	1,000

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv.- Nontax	\$ 360,273	\$ 201,728	\$ 50,000	\$ 50,000	\$ 55,000
4802 Charges for Serv. - Tax	12,191	13,698	11,500	11,500	12,200
4872 Commercial Recycling	113,245	113,163	114,000	114,000	114,000
4908 Misc. Intergov. Charges	39	39	-	-	-
5010 Misc Revenue - Nontax	225	-	-	-	-
5035 Other Reimbursements	218	491	600	600	200
5071 Customer Penalty	2,130	1,890	1,080	1,080	500
Total Revenue	\$ 488,321	\$ 331,009	\$ 177,180	\$ 177,180	\$ 181,900
Expenses					
6101 Regular Salaries	\$ 47,958	\$ 46,730	\$ 67,199	\$ 67,199	\$ 53,309
6104 Call Time	466	362	500	500	100
6105 Overtime	459	137	250	250	250
6108 Part Time	19	38	-	-	-
6150 Fringes	20,101	21,113	28,514	28,514	27,722
6303 Memberships & Licenses	125	125	125	125	125
6308 Landscape Supplies	483	391	400	400	400
6309 Shop Supplies & Tools	863	2,663	1,600	1,600	1,900
6327 Miscellaneous Equipment	10,594	11,936	12,150	12,150	12,150
6328 Signs	-	28	50	50	50
6407 Collection Services	6,706	4,816	6,330	6,330	6,330
6413 Utilities	1,406	1,325	1,600	1,600	1,600
6425 CEA Equip. Rental	50,179	53,771	50,346	50,346	56,346
6623 Uncollectible Accounts	172	100	150	150	150
Total Expense	\$ 139,531	\$ 143,535	\$ 169,214	\$ 169,214	\$ 160,432

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

100 - 90/gal containers @ \$55 ea	\$ 5,500
8 - 450/gal containers @ \$400 ea	3,200
2 - College Ave replacements @ 1,600	3,200
Replacement parts	250
	<u>\$ 12,150</u>

**CITY OF APPLETON 2019 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:

- Charges for services includes an estimated \$21,000 for hauling brush to the WWTP compost site.
- A slight decrease is being seen in the amount of appliance tags being sold.
- The increase in tipping fees is due to an increase in refuse tonnage expected to be taken to the landfill along with an expected \$1.00 per ton increase in tipping fees.
- The increase in miscellaneous equipment is due to the necessary replacement of aging automated refuse containers.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Service area					
# of automated stops/day	5,145	5,149	5,150	5,150	5,155
Additional services provided					
# special collections (annual)					
Storm	0	1	0	0	0
Move outs	52	53	50	50	50
Bulky overflow collection	26	26	26	26	26
Strategic Outcomes					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	\$ 153.19	\$ 157.42	\$ 155.00	\$ 160.00	\$ 164.00
Cost/ton of residential automated pickup	\$ 87.57	\$ 89.14	\$ 91.00	\$ 91.00	\$ 93.00
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	20,209	19,692	21,000	21,000	21,500

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Service	\$ 20,878	\$ 11,428	\$ 21,000	\$ 21,000	\$ 21,000
4908 Misc. Intergov. Charges	88	220	100	100	100
5055 Appliance Tags	22,120	17,534	20,000	20,000	18,000
5056 Tire Tags	1,240	1,067	1,200	1,200	1,200
5057 Grass Clipping	22,356	22,700	22,000	22,000	22,000
5058 Overflow	48,283	42,287	50,000	50,000	42,000
Total Revenue	\$ 114,965	\$ 95,236	\$ 114,300	\$ 114,300	\$ 104,300
Expenses					
6101 Regular Salaries	\$ 708,114	\$ 712,260	\$ 734,778	\$ 734,778	\$ 757,614
6104 Call Time	3,861	4,615	4,250	4,250	1,000
6105 Overtime	16,633	19,333	12,500	12,500	15,000
6108 Part-Time	4,480	4,505	6,060	6,060	6,738
6150 Fringes	313,674	358,963	337,319	337,319	351,295
6306 Shop Supplies & Tools	284	489	400	400	400
6311 Paint & Supplies	17	58	250	250	250
6322 Gas Purchases	440	116	1,400	1,400	1,000
6327 Miscellaneous Equipment	76,382	71,964	80,040	84,190	94,890
6407 Collection Services	1,904	2,522	2,400	2,400	2,750
6408 Contractor Fees	-	-	1,000	1,000	1,000
6415 Tipping Fees	918,765	890,800	945,000	945,000	991,000
6418 Equip Repairs & Maint	122	170	170	170	170
6425 CEA Equip. Rental	716,879	738,078	748,039	748,039	788,471
6429 Interfund Allocations	(1,836)	(1,715)	(1,500)	(1,500)	(1,500)
6503 Rent	24	24	24	24	24
Total Expense	\$ 2,759,743	\$ 2,802,182	\$ 2,872,130	\$ 2,876,280	\$ 3,010,102

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Replacement automated containers	\$ 83,100
Rolloff trailer	5,000
(2) GPS Tablet	1,000
(2) Replacement College Ave carts	2,800
Misc Equipment	2,990
	<u>\$ 94,890</u>

Tipping Fees

Residential/curbside pickup	\$ 986,000
Rubbish disposal	5,000
	<u>\$ 991,000</u>

**CITY OF APPLETON 2019 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 budget includes funds for replacing one leachate well, which is needed annually.

Facilities will continue to keep certain areas mowed and do minor maintenance at the Mackville site.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safety of the surrounding environment					
# of private wells showing impact from landfill	0	0	0	0	0
Strategic Outcomes					
Preventive maintenance					
# of DNR non-compliance notices received	0	0	0	0	0
# of maintenance projects	0	0	1	1	1
Work Process Outputs					
Regulatory compliance					
Reporting to the DNR	1	1	2	2	2
Corrective actions generated from quarterly inspections	3	3	2	2	2

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 5,427	\$ 6,313	\$ 5,833	\$ 5,833	\$ 7,816
6105 Overtime	130	183	-	-	-
6108 Part-Time	37	347	-	-	-
6150 Fringes	2,099	3,044	2,134	2,134	2,925
6325 Construction Materials	-	288	500	500	500
6404 Consulting Services	66,003	67,886	67,823	67,823	64,013
6408 Contractor Fees	-	401	-	-	-
6413 Utilities	6,384	6,686	7,660	7,660	8,170
6420 Facilities charges	3,361	526	3,405	3,405	562
6425 CEA Equip. Rental	3,253	3,205	4,243	4,243	4,443
6454 Grounds Repair & Maint.	1,280	1,180	1,600	1,600	1,600
6501 Insurance	10,815	10,815	10,815	10,815	10,815
6599 Other Contracts/Obligations	752	753	760	760	760
Total Expense	\$ 99,541	\$ 101,627	\$ 104,773	\$ 104,773	\$ 101,604

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Consultant to perform sampling and reporting (sediment, gas and water)	\$ 58,013
Replace monitoring well	6,000
	<u>\$ 64,013</u>

Insurance

Risk management - 5th yr. amortization of a 5 year policy	\$ 10,815
	<u>\$ 10,815</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Interest Income	1,885-	6,605	14,198	20,000	20,000	20,000	15,000
Charges for Services	1,328,146	1,165,272	456,151	1,022,180	1,022,180	1,586,443	1,586,443
Intergov. Charges for Service	127	258	77	100	100	100	100
Other Revenues	138,688	93,656	58,300	103,280	103,280	91,700	91,700
TOTAL REVENUES	1,465,076	1,265,791	528,726	1,145,560	1,145,560	1,698,243	1,693,243
EXPENSES BY LINE ITEM							
Regular Salaries	14,431	17,282	14,274	16,536	16,536	17,007	17,007
Labor Pool Allocations	721,734	722,021	538,235	869,160	869,160	888,047	888,047
Call Time	5,027	5,759	1,642	5,200	5,200	1,550	1,550
Overtime	19,073	20,064	15,615	13,250	13,250	15,750	15,750
Part-Time	4,561	5,110	4,823	6,060	6,060	6,738	6,738
Other Compensation	4,597	4,240	5,239	11,500	11,500	7,637	7,637
Shift Differential	501	484	107	560	560	0	0
Sick Pay	10,869	11,956	18,679	0	0	0	0
Vacation Pay	96,240	94,689	71,918	0	0	0	0
Fringes	373,887	421,690	298,205	403,142	403,142	423,563	419,555
Salaries & Fringe Benefits	1,250,920	1,303,295	968,737	1,325,408	1,325,408	1,360,292	1,356,284
Training & Conferences	0	319	0	500	500	500	500
Office Supplies	1,070	675	424	1,405	1,405	1,405	1,405
Memberships & Licenses	315	320	976	320	320	320	320
Postage & Freight	18,249	20,053	11,150	20,300	20,300	20,300	20,300
Awards & Recognition	929	852	272	945	945	945	945
Insurance	44,055	50,392	38,508	50,495	50,495	50,745	50,745
Rent	24	24	24	24	24	24	24
Uncollectible Accounts	453	117	266	650	650	650	650
Administrative Expense	65,095	72,752	51,620	74,639	74,639	74,889	74,889
Landscape Supplies	483	391	246	400	400	400	400
Shop Supplies & Tools	1,147	3,152	1,362	2,000	2,000	2,300	2,300
Paint & Supplies	16	58	104	250	250	250	250
Printing & Reproduction	3,479	4,079	3,279	4,200	4,200	4,200	4,200
Clothing	695	767	560	750	750	750	750
Gas Purchases	440	116	74	1,400	1,400	1,000	1,000
Safety Supplies	663	811	488	700	700	700	700
Medical & Lab Supplies	101	101	89	110	110	110	110
Construction Materials	0	288	136	500	500	500	500
Miscellaneous Equipment	87,063	83,900	13,906	92,190	96,340	107,040	107,040
Signs	0	28	0	50	50	50	50
Supplies & Materials	94,087	93,691	20,244	102,550	106,700	117,300	117,300
Bank Services	5,053	4,217	2,814	5,400	5,400	5,280	5,280
Consulting Services	66,003	67,886	69,368	67,823	67,823	64,013	64,013
Collection Services	8,610	7,337	2,862	8,730	8,730	9,080	9,080
Contractor Fees	0	401	100	1,000	1,000	1,000	1,000
Advertising	548	1,205	1,168	700	700	1,205	1,205
Tipping Fees	918,765	890,800	573,428	945,000	945,000	991,000	991,000
Other Interfund Charges	0	0	0	0	0	1,500-	1,500-
Interfund Allocations	1,836-	1,715-	4,788-	1,500-	1,500-	0	0
Health Services	20	60	40	50	50	50	50
Other Contracts/Obligations	3,034	1,391	0	1,665	1,665	1,700	1,700
Purchased Services	1,000,197	971,582	644,992	1,028,868	1,028,868	1,071,828	1,071,828
Electric	23,718	23,035	17,475	26,401	26,401	26,401	26,401
Gas	4,972	5,438	4,487	8,719	8,719	8,719	8,719
Water	4,511	4,391	3,384	4,486	4,486	4,486	4,486
Waste Disposal/Collection	1,970	1,906	1,489	1,984	1,984	1,984	1,984
Stormwater	19,894	19,835	13,364	20,180	20,180	23,207	23,207
Telephone	1,190	1,389	1,137	1,164	1,164	1,680	1,680
Cellular Telephone	875	751	507	1,224	1,224	888	888
Utilities	57,130	56,745	41,843	64,158	64,158	67,365	67,365

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Equipment Repair & Maintenan	121	170	218	170	170	170	170
Facilities Charges	26,293	24,189	16,825	26,637	26,637	25,874	25,874
Software Support	3,981	4,931	3,285	3,900	3,900	5,100	5,100
CEA Equipment Rental	802,226	820,362	569,565	828,728	828,728	880,360	880,360
Grounds Repair & Maintenance	1,280	1,180	70	1,600	1,600	1,600	1,600
Repair & Maintenance	833,901	850,832	589,963	861,035	861,035	913,104	913,104
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,301,330	3,348,897	2,317,399	3,456,658	3,460,808	3,604,778	3,600,770

**CITY OF APPLETON 2019 BUDGET
SANITATION FUND**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (Deficit)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Property Taxes	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968
Interest Income	(1,885)	6,605	20,000	15,000	15,000
Charges for Services	1,422,234	1,249,079	1,115,480	1,110,000	1,669,743
Sale of City Property	430	491	1,000	500	400
Other	44,297	9,616	9,080	9,000	8,100
Total Revenues	<u>3,510,044</u>	<u>3,310,759</u>	<u>3,190,528</u>	<u>3,179,468</u>	<u>3,738,211</u>
Expenses					
Program Costs	<u>3,301,330</u>	<u>3,348,897</u>	<u>3,456,658</u>	<u>3,450,808</u>	<u>3,600,770</u>
Other Financing Sources (Uses)					
Transfer Out - Capital Projects	-	-	-	-	-
Net Change in Equity	208,714	(38,138)	(266,130)	(271,340)	137,441
Fund Balance - Beginning	<u>1,276,479</u>	<u>1,485,193</u>	<u>1,447,055</u>	<u>1,447,055</u>	<u>1,175,715</u>
Fund Balance - Ending	<u>\$ 1,485,193</u>	<u>\$ 1,447,055</u>	<u>\$ 1,180,925</u>	<u>\$ 1,175,715</u>	<u>\$ 1,313,156</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 were to be funded by a \$3/quarter charge to customers, which terminated in 2017 as the carts were paid in full. 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	(72,068)	193,398
2017	(72,390)	121,008
2018 Projected	(70,250)	50,758
2019 Budget	(50,758)	-

Recycling Cart Funding

Revenue	Balance
	1,240,300
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
196,169	1,044,131
299,927	744,204
301,128	443,076
300,000	143,076
143,076	-
-	-
-	-

**CITY OF APPLETON 2019 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:

The wheel tax fees collected by the State Department of Transportation after 6 months in 2018 are showing a decrease of approximately \$20,000. As a result, the budget for 2019 has been decreased by \$20,000.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 1,346,403	\$ 1,350,293	\$ 1,355,000	\$ 1,355,000	\$ 1,335,000	-1.48%
Program Expenses		\$ 1,346,403	\$ 1,350,293	\$ 1,355,000	\$ 1,355,000	\$ 1,335,000	-1.48%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,346,403	1,350,293	1,355,000	1,355,000	1,335,000	-1.48%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
Public Works Wheel Tax Fund.xls

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Wheel Tax

Business Unit 2650

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4150 Wheel Tax	\$ 1,346,403	\$ 1,350,293	\$ 1,355,000	\$ 1,355,000	\$ 1,335,000
Total Revenue	<u>\$ 1,346,403</u>	<u>\$ 1,350,293</u>	<u>\$ 1,355,000</u>	<u>\$ 1,355,000</u>	<u>\$ 1,335,000</u>
Expenses					
7911 Transfer Out - DPW Streets	1,346,403	1,350,293	1,355,000	1,355,000	1,335,000
Total Expense	<u>\$ 1,346,403</u>	<u>\$ 1,350,293</u>	<u>\$ 1,355,000</u>	<u>\$ 1,355,000</u>	<u>\$ 1,335,000</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 BUDGET
WHEEL TAX FUND**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Wheel Tax	\$ 1,346,403	\$ 1,350,293	\$ 1,355,000	\$ 1,335,000	\$ 1,335,000
Total Revenues	<u>1,346,403</u>	<u>1,350,293</u>	<u>1,355,000</u>	<u>1,335,000</u>	<u>1,335,000</u>
Expenses					
Program Costs	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	1,346,403	1,350,293	1,355,000	1,335,000	1,335,000
Other Financing Sources (Uses)					
Transfer Out - General Fund (DPW)	(1,346,403)	(1,350,293)	(1,355,000)	(1,335,000)	(1,335,000)
Total Other Financing Sources (Uses)	<u>(1,346,403)</u>	<u>(1,350,293)</u>	<u>(1,355,000)</u>	<u>(1,335,000)</u>	<u>(1,335,000)</u>
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2019 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 paid from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Asphalt Paving Program	\$ 157,500	Projects, Pg. 574
Concrete Paving Program	1,088,934	Projects, Pg. 578
Sidewalks	52,550	Projects, Pg. 586
	<u>\$ 1,298,984</u>	

Major changes in Revenue, Expenditures, or Programs:

The "Other Reimbursements" revenue represents reimbursement from the developer for infrastructure costs.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ 818,149	\$ 740,387	\$ 345,340	\$ 345,340	\$ 968,766	180.53%
	Program Expenses	\$ 1,210,382	\$ 816,025	\$ 1,659,801	\$ 1,759,801	\$ 1,298,984	-21.74%
Expenses Comprised Of:							
	Personnel	91,371	73,671	47,530	47,530	48,200	1.41%
	Administrative Expense	-	275,000	925,000	925,000	-	-100.00%
	Supplies & Materials	73,744	15,834	10,500	10,500	16,396	56.15%
	Purchased Services	(4,166)	850	5,000	5,000	5,000	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	22,528	2,181	11,450	11,450	11,450	0.00%
	Capital Expenditures	1,026,905	448,489	660,321	760,321	1,217,938	84.45%

* % change from prior year adopted budget
Subdivision Devel Fund.xls

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4110 Property Taxes	\$ 500,000	\$ 500,000	\$ 300,000	\$ 300,000	\$ -
4614 Miscellaneous Specials	694,751	429,400	310,000	310,000	160,000
4710 Interest on Investments	1,739	9,741	20,340	20,340	19,200
4730 Interest - Deferred Specials	24,389	13,216	15,000	15,000	15,000
5010 Miscellaneous Revenue	400	-	-	-	-
5035 Other Reimbursements	96,870	288,030	-	-	774,566
Total Revenue	\$ 1,318,149	\$ 1,240,387	\$ 645,340	\$ 645,340	\$ 968,766
Expenses					
6101 Regular Salaries	\$ 67,062	\$ 53,078	\$ 31,080	\$ 31,080	\$ 32,024
6105 Overtime	787	997	2,985	2,985	2,842
6108 Part-Time	571	183	2,854	2,854	832
6150 Fringes	22,951	19,413	10,611	10,611	12,502
6308 Landscape Supplies	34,379	13,902	-	-	3,100
6309 Shop Supplies & Tools	510	183	-	-	-
6325 Construction Materials	38,560	1,594	10,000	10,000	12,796
6328 Signs	295	155	500	500	500
6404 Consulting Services	-	850	5,000	5,000	5,000
6408 Contractor Fees	(4,166)	-	-	-	-
6425 CEA Equip. Rental	22,528	2,181	11,450	11,450	11,450
6801 Land	-	48,000	-	-	157,500
6809 Infrastructure Construction	1,026,905	400,489	660,321	760,321	1,060,438
7911 Trans Out - General Fund	-	275,000	925,000	925,000	-
Total Expense	\$ 1,210,382	\$ 816,025	\$ 1,659,801	\$ 1,759,801	\$ 1,298,984

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

2019	Street	From	To	4010
Labor Pool				48,200
CEA Consultant				11,450
Land Acquisition	2nd access North	Edgewood Estates		157,500
	Subtotal			157,500
Sidewalk - new				32,550
Sidewalk - 6 month waivers				10,000
Repair and Maintenance				10,000
	Subtotal			52,550
Material Testing				5,000
	Subtotal			5,000
New Concrete	Purdy Pkwy	Applehill Blvd	Tiburon Ln	249,718
New Concrete (Developer Funded)	Canyon Ct	Headwall Circle	cds	75,794
	Canyon Lane	Blackstone Pl	Kurey Rd	32,346
	Canyon Lane	Kurey Rd	Headwall Circle	62,526
	Kurey Rd	Broadway Dr	Werner Rd	571,346
	Marble Lane	Graphite Dr	Kurey Rd	32,554
	Subtotal			1,024,284
Total Paving				\$ 1,298,984

CITY OF APPLETON 2019 BUDGET
SUBDIVISION DEVELOPMENT FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Property Taxes	\$ 500,000	\$ 500,000	\$ 300,000	\$ 300,000	\$ -
Special Assessments	694,751	429,400	310,000	300,000	160,000
Interest Income	26,128	22,957	35,340	20,000	34,200
Other	97,270	288,030	-	-	774,566
Total Revenues	1,318,149	1,240,387	645,340	620,000	968,766
Expenses					
Program Costs	1,210,382	816,025	734,801	834,801	1,298,984
Total Expenses	1,210,382	816,025	734,801	834,801	1,298,984
Revenues over (under) Expenses	107,767	424,362	(89,461)	(214,801)	(330,218)
Other Financing Sources (Uses)					
Operating Transfers Out	-	(275,000)	(925,000)	(925,000)	-
Total Other Financing Sources (Uses)	-	(275,000)	(925,000)	(925,000)	-
Net Change in Equity	107,767	149,362	(1,014,461)	(1,139,801)	(330,218)
Fund Balance - Beginning	1,664,438	1,772,205	1,921,567	1,921,567	781,766
Fund Balance - Ending	\$ 1,772,205	\$ 1,921,567	\$ 907,106	\$ 781,766	\$ 451,548
Unreserved Designated Fund Balance Policy Compliance					
<i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i>					204,006
<i>Maximum (80% of the most recent five year average of subdivision development expenditures)</i>					
2018 projected		834,801			
2017 actual		816,025			
2016 actual		1,210,382			
2015 actual		1,622,087			
2013 actual		1,430,472			
					946,203

**CITY OF APPLETON 2019 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 Program	\$ 3,241,239	Projects, Pg. 578
Sidewalk Program	554,950	Projects, Pg. 586
Asphalt Paving Program	1,430,941	Projects, Pg. 574
Public Safety Camera Program	54,428	Projects, Pg. 572
LED Street Light Retrofits	126,883	Projects, Pg. 570
Pedestrian Crosswalk Safety Enhancements	162,132	Projects, Pg. 569
Street Light InFill Projects	41,331	Projects, Pg. 571
Bridge Improvements	5,023,273	Projects, Pg. 568
Mackville Landfill	60,000	Projects, Pg. 633
	<u>\$ 10,695,177</u>	

Major program changes:

Miscellaneous State Aid: Local Road Improvement Project funds (LRIP) are received every two years. A payment of \$170,667 for Telulah Ave is expected to be received in 2019.

Other reimbursement revenue is the Town of Grand Chute's portion of Evergreen Drive and Alvin Street.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 1,380,715	\$ 4,705	\$ 30,000	\$ 30,000	\$ 669,267	2130.89%
Program Expenses		\$ 3,810,821	\$ 3,682,928	\$ 9,002,846	\$ 8,534,100	\$ 10,695,177	18.80%
Expenses Comprised Of:							
	Personnel	203,105	196,279	225,574	225,574	483,662	114.41%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	218,113	420,227	268,200	268,200	776,639	189.57%
	Purchased Services	240,493	404,009	30,000	270,103	157,611	425.37%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	8,699	1,930	10,600	10,600	36,772	246.91%
	Capital Expenditures	3,140,411	2,660,483	8,468,472	7,759,623	9,240,493	9.12%

* % change from prior year adopted budget
Public Works Cap Proj Fund.xls

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ 170,667
4710 Interest on Investments	(722)	4,705	-	-	-
5035 Other Reimbursements	1,381,437	-	30,000	30,000	498,600
5910 Proceeds of Long-term Debt	3,276,251	3,610,196	8,970,592	8,083,034	9,608,551
5922 Trans In - Special Revenue	-	-	-	-	-
Total Revenue	\$ 4,656,966	\$ 3,614,901	\$ 9,000,592	\$ 8,113,034	\$ 10,277,818
Expenses					
6102 Labor Pool Allocations	\$ 150,036	\$ 133,972	\$ 160,846	\$ 160,846	\$ 342,198
6104 Call Time	-	1,081	-	-	-
6105 Overtime	50	4,990	4,340	4,340	4,309
6108 Part Time	-	5,398	3,806	3,806	2,496
6150 Fringes	53,019	50,838	56,582	56,582	134,659
6308 Landscape Supplies	-	1,186	4,200	4,200	1,002
6325 Construction Materials	173,439	360,415	125,000	125,000	503,887
6327 Miscellaneous Equipment	37,495	55,536	129,000	129,000	270,000
6328 Signs	7,179	3,090	10,000	10,000	1,750
6404 Consulting Services	190,814	238,732	-	236,384	-
6408 Contractor Fees	25,706	165,277	30,000	33,719	157,611
6415 Tipping Fees	23,973	-	-	-	-
6425 CEA Equipment Rental	8,699	1,930	10,600	10,600	36,772
6801 Land	55,516	-	-	-	-
6809 Infrastructure Construction	3,084,895	2,660,483	8,468,472	7,759,623	9,240,493
Total Expense	\$ 3,810,821	\$ 3,682,928	\$ 9,002,846	\$ 8,534,100	\$ 10,695,177

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Construction materials</u>		<u>Contractor Fees</u>	
LED street light retrofits	\$ 125,000	Pavement markings	\$ 20,000
Asphalt paving	378,887	Concrete paving	97,611
	<u>\$ 503,887</u>	Street light installs	40,000
			<u>\$ 157,611</u>
<u>Miscellaneous Equipment</u>		<u>Infrastructure Construction</u>	
Traffic cameras	\$ 50,000	Bridge improvements	\$ 4,940,000
Crosswalk equipment	160,000	Concrete paving	2,860,899
Landfill monitoring equipment	60,000	Sidewalk	451,350
	<u>\$ 270,000</u>	Asphalt paving	988,244
			<u>\$ 9,240,493</u>

CITY OF APPLETON 2019 BUDGET
PUBLIC WORKS PROJECTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ 170,667
Interest Income	(722)	4,705	-	-	-
Other	1,381,437	-	30,000	30,000	498,600
Total Revenues	<u>1,380,715</u>	<u>4,705</u>	<u>30,000</u>	<u>30,000</u>	<u>669,267</u>
Expenses					
Program Costs	3,810,821	3,682,928	9,002,846	5,421,658	10,695,177
Total Expenses	<u>3,810,821</u>	<u>3,682,928</u>	<u>9,002,846</u>	<u>5,421,658</u>	<u>10,695,177</u>
Revenues over (under) Expenses	(2,430,106)	(3,678,223)	(8,972,846)	(5,391,658)	(10,025,910)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	3,276,251	3,610,196	8,970,592	4,640,057	9,608,551
Transfer In - General Fund	-	-	-	-	-
Transfer In - Special Revenue	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>3,276,251</u>	<u>3,610,196</u>	<u>8,970,592</u>	<u>4,640,057</u>	<u>9,608,551</u>
Net Change in Equity	846,145	(68,027)	(2,254)	(751,601)	(417,359)
Fund Balance - Beginning	390,842	1,236,987	1,168,960	1,168,960	417,359
Fund Balance - Ending	<u>\$ 1,236,987</u>	<u>\$ 1,168,960</u>	<u>\$ 1,166,706</u>	<u>\$ 417,359</u>	<u>\$ -</u>

CITY OF APPLETON 2019 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 2019 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 2018 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

Completed miscellaneous ramp repairs in accordance with 2016 consultant structural reports and 2011 End-of-Life study for the Blue Ramp

Continued coordination efforts related to the planned 2019 demolition of the Blue Parking Ramp

Continued ongoing program of meter mechanism/housing/bracket replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Completed LED Lighting upgrades in the Red Parking Ramp

Worked with consultant to update the Downtown Parking Study to address ongoing changes to planned new developments in the downtown area

Continued to work with the Fox Cities Performing Arts Center to improve Special Event Parking exit times from the Green Ramp after major events

Sealed concrete decks of the Red Ramp

Hired contractor to replace the two existing elevators in the Red Parking Ramp

Replaced lower level security doors in the Yellow Ramp

Completed next phase of security camera installations/replacements in City parking ramps

CITY OF APPLETON 2019 BUDGET PARKING UTILITY

MAJOR 2019 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
- Hire an engineering consultant to perform a structural condition analysis of the Green, Red and Yellow Ramps
- Complete miscellaneous ramp repairs in accordance with consultant structural condition reports
- Complete the demolition of the Blue Parking Ramp
- Perform Comprehensive LED Lighting upgrades in the Yellow Parking Ramp
- Continue ongoing program of line painting of ramp and on-street parking stalls
- Seal concrete decks of the Green Ramp
- Replace the Appleton Street elevator in the Red Parking Ramp
- Replace the three existing hydraulic jack shafts for the elevators in the Red Parking Ramp
- Continue to work with potential/new downtown development to accommodate parking needs
- Complete the renovation of the Green Parking Ramp Office/Shop area.
- Implement rate changes in all meters and the ramp pay-on-exit equipment

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 2,372,433	\$ 2,705,078	\$ 2,614,951	\$ 2,614,951	\$ 2,751,601	5.23%
Program Expenses							
5110	Administration	2,174,350	2,090,438	2,048,591	1,848,591	1,524,746	-25.57%
5120	Operations & Maint.	916,170	916,553	1,400,415	1,520,674	1,857,842	32.66%
5130	Enforcement	160,501	258,529	191,476	191,476	212,604	11.03%
TOTAL		\$ 3,251,021	\$ 3,265,520	\$ 3,640,482	\$ 3,560,741	\$ 3,595,192	-1.24%
Expenses Comprised Of:							
	Personnel	725,553	773,865	805,709	805,709	864,720	7.32%
	Administrative Expense	2,004,245	1,873,928	1,875,940	1,675,940	1,326,815	-29.27%
	Supplies & Materials	33,163	51,682	81,020	81,020	123,650	52.62%
	Purchased Services	131,375	114,132	127,840	127,840	158,628	24.08%
	Utilities	215,818	213,047	217,205	217,205	164,873	-24.09%
	Repair & Maintenance	106,134	166,818	227,768	348,027	210,506	-7.58%
	Capital Expenditures	34,733	72,049	305,000	305,000	746,000	144.59%
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.30	11.50	11.53	11.53	11.53	

* % change from prior year adopted budget

**CITY OF APPLETON 2019 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:

Miscellaneous equipment budget includes \$5,000 to purchase a new bill sorter as the old one is no longer supported and in need of repair.

2019 marks the final debt service transfer for ramp construction to the Special Revenue TIF #3 fund. The original amount of \$1,200,000 scheduled for 2018 will be reduced to \$1,000,000 to manage the cash flow needs of the Parking Utility. The 2019 amount will be adjusted from \$400,000 to \$600,000 for this change.

There was a City wide change in companies used for cleaning floor mats, shop towels, etc. The increase in laundry service accounts for this change in providers.

Four additional iPhones were added in 2018 to allow the service staff to take and send photos when dealing with equipment problems, vandalism, graffiti, etc., this accounts for the increase in utilities.

Training expense will be used to bring a trainer onsite to train service staff to be able to identify and fix problems with the pay-on-exit equipment, such as repair and reset broken arm gates.

The increase in shop supplies and tools is for shelving, storage bins, etc. to be used once the renovation of the shop space is completed.

Depreciation expense reflects the remaining book value of the Blue Ramp to be expensed equally in 2018 and 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Community events supported	12	12	12	12	12
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	3.80%	-1.40%	4.80%	13.40%	-2.30%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,497 / 2,317	2,562 / 2,409	2,700 / 2,317	2,545 / 2,350	2,700 / 2,053
# of daily meter bags sold	1,997	2,514	1,900	2,100	1,900

**CITY OF APPLETON 2019 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4710 Interest on Investments	\$ 9,702	\$ 12,784	\$ 20,000	\$ 20,000	\$ 10,000
5005 Sale of City Property	209	-	-	-	-
5006 Gain (Loss) on Asset Disposal	(16,070)	-	-	-	-
5010 Misc Revenue - Nontax	1	1	1	1	1
5035 Other Reimbursements	1,541	220	-	-	-
Total Revenue	\$ (4,617)	\$ 13,005	\$ 20,001	\$ 20,001	\$ 10,001
Expenses					
6101 Regular Salaries	\$ 89,875	\$ 102,036	\$ 103,701	\$ 103,701	\$ 106,600
6105 Overtime	170	713	-	-	-
6108 Part-Time	56	-	-	-	-
6150 Fringes	53,479	67,475	38,929	38,929	40,873
6201 Training	-	-	-	-	500
6301 Office Supplies	440	215	600	600	600
6303 Memberships & Licenses	-	-	600	600	600
6304 Postage/Freight	3,495	3,690	5,200	5,200	4,200
6305 Awards & Recognition	349	337	350	350	350
6306 Building Maint./Janitorial	15	-	-	-	-
6309 Shop Supplies & Tools	3,175	4,306	3,600	3,600	4,500
6316 Miscellaneous Supplies	550	-	250	250	250
6320 Printing & Reproduction	28	390	300	300	300
6321 Clothing	77	143	200	200	200
6323 Safety Supplies	238	441	500	500	500
6327 Misc Equipment	-	-	-	-	5,000
6401 Accounting/Audit	2,599	2,989	2,700	2,700	2,700
6403 Bank Services	24,791	39,768	42,360	42,360	41,160
6404 Consulting Services	475	632	-	-	-
6407 Collection Services	2,528	3,081	3,880	3,880	4,268
6412 Advertrising	-	143	-	-	-
6413 Utilities	2,393	3,785	3,524	3,524	6,180
6418 Equip Repairs & Maint	-	2,980	2,500	2,500	1,400
6420 Facilities Charges	402	-	407	407	-
6430 Health Services	80	40	-	-	-
6451 Laundry Services	1,387	994	800	800	2,000
6501 Insurance	49,188	57,491	56,640	56,640	52,040
6601 Depreciation Expense	524,503	541,120	555,000	555,000	620,000
6720 Interest Payments	4,757	18,369	17,250	17,250	21,225
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	1,400,000	1,200,000	1,200,000	1,000,000	600,000 *
7914 Trans Out - Capital Projects	-	30,000	-	-	- *
Total Expense	\$ 2,174,350	\$ 2,090,438	\$ 2,048,591	\$ 1,848,591	\$ 1,524,746

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Bank Services	
Bank Charges	\$ 8,400
Investment Fees	960
Credit Card Fees	31,800
	<u>\$ 41,160</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 2019 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 622 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:

Meter revenue has been adjusted for a rate increase to \$1.00 per hour and \$.25 per hour for meters north of Washington Street and also adjusted for the loss of the 68 meters in the Blue Ramp.
 Short term ramp parking has been adjusted for the rate change to: \$2 < 3 hours, \$3 for 3-4 hours, \$5 > 4 hours; was \$1 < 2 hours \$2 for 2-3 hours \$3 for 3-4 hours \$5 > 4 hours
 Seasonal help is used to cover PAC shows and other events needing additional staff coverage.
 Consulting fees budgeted for the structural conditional analysis of the City's ramps which is done every three years.
 Printing and reproduction increase is due to the purchase of pay-on-exit machine tickets and stickers.
 Included in the building expense are costs for three major projects: a) replacement of existing non-LED fixtures in Yellow Ramp, which will result in a reduction in energy cost, which explains the decrease in utility expense; b) replacement of the existing elevators in the Red Ramp which are reaching the end of their useful life; c) Green Ramp office and shop renovation.
 Miscellaneous equipment includes \$35,700 for new meter mechanisms and housings, as the replacement program has been on hold in the past. The remaining amount will be used for miscellaneous equipment for the office upgrade.
 Sign expense includes LED signage at the Red, Green & Yellow ramps. Also, new signage for the meter stalls north of Washington Street promoting the use of the Passport portal.
 Reduction in meters is due to the demolition of the Blue Ramp and conversion of meters north of Washington Street to mobile phone app payment only.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue	-2.83%	13.50%	-0.22%	0.00%	1.80%
Reliability of the system					
# of broken meters reported	107	77	90	55	50
% fixed within 24 hours	99%	99%	100%	99%	100%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 951	2 / 864	2 / 864	2 / 864	2 / 714
Maintenance staff size to # of unmetered stalls	3 / 3,132	4 / 3,132	3 / 3,132	5 / 3,132	5 / 2,805
Structural ramp inspections	4	0	0	0	3
Stalls monitored by pay machines	34	34	34	34	34
Work Process Outputs					
Customer services provided					
# of meter batteries changed	830	864	864	864	714
# of power flushes per ramp	2	2	2	2	2
# of property damages reported	21	33	40	28	25
# of broken gate arms reported/ repaired	7	26	5	12	6

CITY OF APPLETON 2019 BUDGET

PARKING UTILITY

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4841 Meters - Tax	\$ 503,308	\$ 488,430	\$ 518,000	\$ 518,000	\$ 570,000
4842 Short-term Parking	570,737	778,347	691,000	691,000	762,000
4844 Permit Parking	876,564	1,004,570	945,000	945,000	980,000
4846 Parking Meter Hood	16,430	22,741	15,350	15,350	19,000
5005 Sale of City Property	-	-	-	-	-
5030 Damage to City Property	205	-	-	-	-
5085 Cash Short or Over	527	489	-	-	-
Total Revenue	\$ 1,967,771	\$ 2,294,577	\$ 2,169,350	\$ 2,169,350	\$ 2,331,000
Expenses					
6101 Regular Salaries	\$ 259,255	\$ 245,953	\$ 311,256	\$ 311,256	\$ 329,158
6104 Call Time	5,011	10,272	6,100	6,100	6,400
6105 Overtime	25,204	22,232	10,200	10,200	10,200
6108 Part-Time	16,598	10,440	5,050	5,050	10,073
6150 Fringes	130,522	145,448	170,797	170,797	194,612
6306 Building Maint./Janitorial	12,198	13,406	31,000	31,000	18,000
6311 Paint & Supplies	507	382	3,000	3,000	1,500
6320 Printing & Reproduction	1,916	5,500	7,000	7,000	9,700
6325 Construction Materials	10,576	10,460	15,500	15,500	15,500
6326 Equipment Parts	13,057	23,723	16,000	16,000	21,000
6327 Miscellaneous Equipment	-	1,284	23,170	23,170	38,700
6328 Signs	1,150	2,119	2,500	2,500	17,500
6404 Consulting Services	28,550	4,350	-	-	30,000
6407 Collection Services	383	727	400	400	800
6408 Contractor Fees	8,849	12,359	13,000	13,000	13,000
6409 Inspection Fees	3,680	2,775	3,700	3,700	3,700
6413 Utilities	213,424	209,111	213,681	213,681	158,693
6416 Build Repairs & Maint	28,572	72,178	105,000	225,259	79,500
6418 Equip Repairs & Maint	36,301	38,333	33,240	33,240	35,240
6424 Software support	-	4,900	31,445	31,445	20,200
6425 CEA Equip. Rental	37,970	41,278	44,376	44,376	49,366
6440 Snow Removal Services	43,319	30,879	43,000	43,000	43,000
6599 Other Contracts / Obligations	4,395	4,395	6,000	6,000	6,000
6803 Buildings	700,017	44,213	305,000	305,000	746,000
6899 Other Capital Outlay	(665,284)	(40,164)	-	-	-
Total Expense	\$ 916,170	\$ 916,553	\$ 1,400,415	\$ 1,520,674	\$ 1,857,842

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Building Maintenance & Janitorial</u>		<u>Building Repairs & Maintenance</u>	
Building maintenance	\$ 2,000	Misc ramp repairs	\$ 75,000
Cleaning supplies	6,000	Library Plaza Lot	2,000
Deck sealer - Green ramp	10,000	Window cleaning	2,500
	<u>\$ 18,000</u>		<u>\$ 79,500</u>
<u>Equipment Repairs & Maintenance</u>		<u>Equipment Parts</u>	
Elevator service contract	\$ 18,240	Misc repair parts	\$ 9,000
Meter mechanism / LUKE repair	2,000	Traffic & parking control parts	6,000
Electrical repairs / TAPCO	15,000	Batteries - lithium	6,000
	<u>\$ 35,240</u>		<u>\$ 21,000</u>
<u>Snow Removal Services</u>		<u>Buildings</u>	
All ramps	\$ 43,000	Elevator Replacement	\$ 275,000
	<u>\$ 43,000</u>	LED Lighting Upgrades	256,000
<u>Software support</u>		Office & shop renovations	215,000
Meter app service fee	\$ 14,400		<u>\$ 746,000</u>
TIBA software support	4,600	<u>Misc Equipment</u>	
EMS service	1,200	Meter mechs/housings	\$ 35,700
	<u>\$ 20,200</u>	Misc office equipment	3,000
<u>Construction Materials</u>			<u>\$ 38,700</u>
Ice control materials	\$ 15,500	<u>Signs</u>	
	<u>\$ 15,500</u>	LED Signage - Ramps	\$ 15,000
<u>Consulting Services</u>		Signage - Library Plaza	500
Ramps structural analysis	\$ 30,000	Passport signs - Meters	2,000
	<u>\$ 30,000</u>		<u>\$ 17,500</u>

**CITY OF APPLETON 2019 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:

- Decrease in enforcement revenue is due to a decline in citations written, the assumption being the new enforcement vehicle has impacted a changing behavior and the new meter app has made it easier for parkers to monitor their time.
- Increase in equipment repairs and maintenance is the service contract for Autocite handheld ticket writers and the maintenance and support agreement for AutoChalk equipment and software.
- Printing and reproduction expense increase reflects bulk purchases for the tickets and envelopes that will need to be purchased in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter-pay station stall/mo.	0.90	1.00	2.00	1.20	1.50
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	65	62	50	62	60
# of notices sent	8,508	8,906	9,800	9,800	9,800
# of state suspensions sent	2,134	2,123	2,000	2,000	2,000
Work Process Outputs					
Enforcement provided					
# of citations issued	12,729	12,990	17,000	14,000	12,000
# of meter violation citations issued	10,691	10,764	12,000	10,000	10,000
# of citations reviewed by Parking Manager	672	610	750	750	750

**CITY OF APPLETON 2019 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4520 Parking Violations	\$ 408,679	\$ 396,689	\$ 425,000	\$ 425,000	\$ 410,000
5035 Other Reimbursements	600	807	600	600	600
Total Revenue	<u>\$ 409,279</u>	<u>\$ 397,496</u>	<u>\$ 425,600</u>	<u>\$ 425,600</u>	<u>\$ 410,600</u>
Expenses					
6101 Regular Salaries	\$ 92,450	\$ 102,388	\$ 99,371	\$ 99,371	\$ 102,006
6105 Overtime	468	1,340	200	200	1,000
6150 Fringes	52,466	65,568	60,105	60,105	63,798
6320 Printing & Reproduction	1,890	2,935	8,000	8,000	8,000
6326 Equipment Parts	-	-	1,000	1,000	1,000
6413 Utilities	-	150	-	-	-
6418 Equipment Repairs & Maint.	2,888	3,937	4,000	4,000	18,000
6425 CEA Equip. Rental	-	3,211	6,800	6,800	6,800
6599 Other Contracts/Obligations	10,339	11,000	12,000	12,000	12,000
6804 Equipment	-	68,000	-	-	-
Total Expense	<u>\$ 160,501</u>	<u>\$ 258,529</u>	<u>\$ 191,476</u>	<u>\$ 191,476</u>	<u>\$ 212,604</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Equipment Repairs & Maint.</u>	
Service contract Handhelds	\$ 4,400
Maintenance & Support for AutoChalk	13,600
	<u>\$ 18,000</u>

Description	2016 Actual	2017 Actual	2017 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Fines and Forfeitures	408,679	396,689	289,916	425,000	425,000	410,000	410,000
Interest Income	9,702	12,784	7,324	20,000	20,000	15,000	10,000
Charges for Services	1,967,040	2,294,087	1,682,312	2,169,350	2,169,350	2,331,000	2,331,000
Other Revenues	12,988-	1,518	1,056	601	601	601	601
TOTAL REVENUES	2,372,433	2,705,078	1,980,608	2,614,951	2,614,951	2,756,601	2,751,601
EXPENSES BY LINE ITEM							
Regular Salaries	84,962	75,486	50,187	66,318	66,318	67,325	67,325
Labor Pool Allocations	291,744	321,724	271,183	445,690	445,690	468,874	468,874
Call Time	5,011	10,272	3,127	6,100	6,100	6,400	6,400
Overtime	25,842	24,285	12,972	10,400	10,400	11,200	11,200
Part-Time	16,654	10,440	2,877	5,050	5,050	10,073	10,073
Other Compensation	1,257	1,340	2,220	1,520	1,520	1,565	1,565
Shift Differential	205	410	198	800	800	0	0
Sick Pay	15,344	2,087	0	0	0	0	0
Vacation Pay	48,068	49,329	33,590	0	0	0	0
Fringes	213,705	253,501	187,857	269,831	269,831	302,997	299,283
Pension Expense / Income	22,761	24,990	0	0	0	0	0
Salaries & Fringe Benefits	725,553	773,864	564,211	805,709	805,709	868,434	864,720
Training & Conferences	0	0	0	0	0	500	500
Office Supplies	440	215	17	600	600	600	600
Memberships & Licenses	0	0	595	600	600	600	600
Postage & Freight	3,495	3,690	873	5,200	5,200	5,200	4,200
Awards & Recognition	349	337	51	350	350	350	350
Building Maintenance/Janitor.	12,213	13,406	20,510	31,000	31,000	18,000	18,000
Insurance	49,188	57,491	42,480	56,640	56,640	52,040	52,040
Depreciation Expense	524,503	541,120	405,855	555,000	555,000	544,800	620,000
Interest Payments	4,757	18,369	0	17,250	17,250	15,975	21,225
Trans Out - General Fund	9,300	9,300	6,975	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	1,400,000	1,200,000	1,000,000	1,200,000	1,200,000	400,000	600,000
Trans Out - Capital Projects	0	30,000	0	0	0	0	0
Administrative Expense	2,004,245	1,873,928	1,477,356	1,875,940	1,875,940	1,047,365	1,326,815
Shop Supplies & Tools	3,174	4,306	1,992	3,600	3,600	4,500	4,500
Paint & Supplies	507	382	28	3,000	3,000	1,500	1,500
Miscellaneous Supplies	550	0	0	250	250	250	250
Printing & Reproduction	3,834	8,824	1,543	15,300	15,300	18,000	18,000
Clothing	77	143	78	200	200	200	200
Safety Supplies	238	441	194	500	500	500	500
Construction Materials	10,576	10,460	13,624	15,500	15,500	15,500	15,500
Vehicle & Equipment Parts	13,057	23,723	16,504	17,000	17,000	22,000	22,000
Miscellaneous Equipment	0	1,284	1,020	23,170	23,170	43,700	43,700
Signs	1,150	2,119	1,795	2,500	2,500	17,500	17,500
Supplies & Materials	33,163	51,682	36,778	81,020	81,020	123,650	123,650
Accounting/Audit	2,599	2,989	0	2,700	2,700	2,700	2,700
Bank Services	24,791	39,768	24,938	42,360	42,360	41,160	41,160
Consulting Services	29,025	4,982	21	0	0	30,000	30,000
Collection Services	2,911	3,808	3,023	4,280	4,280	5,068	5,068
Contractor Fees	8,848	12,359	13,425	13,000	13,000	13,000	13,000
Inspection Fees	3,680	2,775	341	3,700	3,700	3,700	3,700
Advertising	0	143	0	0	0	0	0
Health Services	80	40	131	0	0	0	0
Snow Removal Services	43,319	30,879	58,313	43,000	43,000	43,000	43,000
Laundry Services	1,387	994	1,366	800	800	2,000	2,000
Other Contracts/Obligations	14,735	15,395	14,499	18,000	18,000	18,000	18,000
Purchased Services	131,375	114,132	116,057	127,840	127,840	158,628	158,628
Electric	184,445	180,053	133,455	183,976	183,976	126,350	126,350
Gas	976	1,203	1,080	1,250	1,250	1,250	1,250
Water	3,549	3,161	2,598	3,600	3,600	3,600	3,600
Waste Disposal/Collection	1,813	2,034	1,579	1,947	1,947	2,100	2,100

Description	2016 Actual	2017 Actual	2017 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Stormwater	20,593	20,650	12,584	20,708	20,708	23,193	23,193
Telephone	2,955	2,964	2,139	3,130	3,130	3,100	3,100
Cellular Telephone	1,487	2,982	3,145	2,594	2,594	5,280	5,280
Utilities	215,818	213,047	156,580	217,205	217,205	164,873	164,873
Building Repair & Maintenance	28,572	72,178	22,397	105,000	225,259	79,500	79,500
Equipment Repair & Maintenan	39,189	45,250	24,490	39,740	39,740	54,640	54,640
Facilities Charges	402	0	0	407	407	0	0
Software Support	0	4,900	5,793	31,445	31,445	20,200	20,200
CEA Equipment Rental	37,971	44,490	36,194	51,176	51,176	56,166	56,166
Repair & Maintenance	106,134	166,818	88,874	227,768	348,027	210,506	210,506
Buildings	700,017	44,213	25,377	305,000	305,000	746,000	746,000
Machinery & Equipment	0	68,000	0	0	0	0	0
Other Capital Outlay	665,284	40,164	0	0	0	0	0
Capital Expenditures	34,733	72,049	25,377	305,000	305,000	746,000	746,000
TOTAL EXPENSES	3,251,021	3,265,520	2,465,233	3,640,482	3,760,741	3,319,456	3,595,192

CITY OF APPLETON 2019 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Charges for Services	\$ 1,967,040	\$ 2,295,604	\$ 2,169,350	\$ 2,283,000	\$ 2,331,000
Other	408,679	396,690	425,000	410,000	410,000
Total Revenues	<u>2,375,719</u>	<u>2,692,294</u>	<u>2,594,350</u>	<u>2,693,000</u>	<u>2,741,000</u>
Expenses					
Operating Expenses	1,512,461	1,466,730	1,558,932	1,679,191	1,598,667
Depreciation	524,503	541,121	555,000	598,000	620,000
Total Expenses	<u>2,036,964</u>	<u>2,007,851</u>	<u>2,113,932</u>	<u>2,277,191</u>	<u>2,218,667</u>
Operating Income (Loss)	338,755	684,443	480,418	415,809	522,333
Non-Operating Revenues (Expenses)					
Interest Income	9,702	12,784	20,000	10,000	10,000
Interest Expense	(4,757)	(18,369)	(17,250)	(17,250)	(21,225)
Loss on Disposal of Asset	(16,070)	-	-	-	-
Other	3,082	-	601	601	601
Total Non-Operating	<u>(8,043)</u>	<u>(5,585)</u>	<u>3,351</u>	<u>(6,649)</u>	<u>(10,624)</u>
Net Income (Loss) Before Transfers	330,712	678,858	483,769	409,160	511,709
Transfers In (Out)					
Special Revenue	(1,200,000)	(1,200,000)	(1,200,000)	(1,000,000)	(600,000)
Capital Projects	-	(30,000)	-	-	-
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(878,588)	(560,442)	(725,531)	(600,140)	(97,591)
Total Net Assets - Beginning	<u>9,208,167</u>	<u>8,329,579</u>	<u>7,769,137</u>	<u>7,769,137</u>	<u>7,168,997</u>
Total Net Assets - Ending	<u>\$ 8,329,579</u>	<u>\$ 7,769,137</u>	<u>\$ 7,043,606</u>	<u>\$ 7,168,997</u>	<u>\$ 7,071,406</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 667,835	\$ 305,695
+ Net Income	409,160	511,709
+ Depreciation	598,000	620,000
+ Long Term Debt	-	700,000
- Fixed Assets	(300,000)	(746,000)
- Transfers Out	(9,300)	(9,300)
- Advance to TIF # 3 *	(1,000,000)	(600,000)
- Principal Repayment	(60,000)	(65,000)
Working Cash - End of Year	<u>\$ 305,695</u>	<u>\$ 717,104</u>

WORKING CASH RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 2,007,851
- Depreciation	(541,121)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,476,030</u>
25 % Working Capital Reserve Requirement	<u>\$ 369,008</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 2019 BUDGET
PARKING UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2018 Budget	2018 Projected	2019 Budget	2020 Projected	2021 Projected	2022 Projected	2023 Projected
Revenues							
Charges for Services	\$ 2,169,350	\$ 2,283,000	\$ 2,331,000	\$ 2,331,000	\$ 2,342,655	\$ 2,516,368	\$ 2,528,950
Other	425,000	410,000	410,000	410,000	410,000	410,000	410,000
Total Revenues	<u>2,594,350</u>	<u>2,693,000</u>	<u>2,741,000</u>	<u>2,741,000</u>	<u>2,752,655</u>	<u>2,926,368</u>	<u>2,938,950</u>
Expenses							
Operating Expenses	1,558,932	1,679,191	1,598,667	1,646,627	1,671,026	1,721,157	1,772,791
Depreciation	555,000	598,000	620,000	565,000	887,500	1,200,000	1,200,000
Total Expenses	<u>2,113,932</u>	<u>2,277,191</u>	<u>2,218,667</u>	<u>2,211,627</u>	<u>2,558,526</u>	<u>2,921,157</u>	<u>2,972,791</u>
Operating Income	480,418	415,809	522,333	529,373	194,129	5,212	(33,841)
Non-Operating Revenues (Expenses)							
Interest Income	20,000	10,000	10,000	10,000	10,000	15,000	15,000
Interest Expense	(17,250)	(17,250)	(21,225)	(35,600)	(32,625)	(29,325)	(25,200)
Loss on disposal of assets	-	-	-	-	-	-	-
Other	601	601	601	601	601	601	601
Total Non-Operating	<u>3,351</u>	<u>(6,649)</u>	<u>(10,624)</u>	<u>(24,999)</u>	<u>(22,024)</u>	<u>(13,724)</u>	<u>(9,599)</u>
Net Income Before Transfers	483,769	409,160	511,709	504,374	172,105	(8,512)	(43,440)
Contributions and Transfers In (Out)							
Special Revenue	(1,200,000)	(1,000,000)	(600,000)	-	(600,000)	(600,000)	(600,000)
Capital Projects	-	-	-	-	-	-	-
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(725,531)	(600,140)	(97,591)	495,074	(437,195)	(617,812)	(652,740)
Total Net Assets - Beginning	<u>7,769,137</u>	<u>7,769,137</u>	<u>7,168,997</u>	<u>7,071,406</u>	<u>7,566,480</u>	<u>7,129,285</u>	<u>6,511,473</u>
Total Net Assets - Ending	<u>\$ 7,043,606</u>	<u>\$ 7,168,997</u>	<u>\$ 7,071,406</u>	<u>\$ 7,566,480</u>	<u>\$ 7,129,285</u>	<u>\$ 6,511,473</u>	<u>\$ 5,858,733</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	667,835	305,695	717,104	929,178	1,274,483	1,746,671
+ Net Income	409,160	511,709	504,374	172,105	(8,512)	(43,440)
+ Depreciation	598,000	620,000	565,000	887,500	1,200,000	1,200,000
+ Long Term Debt	-	700,000	-	-	-	-
- Fixed Assets	(300,000)	(746,000)	(778,000)	-	-	-
- Transfer Out	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
- Advance to TIF #3	(1,000,000)	(600,000)	-	(600,000)	(600,000)	(600,000)
- Principal Repayment	(60,000)	(65,000)	(70,000)	(105,000)	(110,000)	(120,000)
Working Cash - End of Year	<u>\$ 305,695</u>	<u>\$ 717,104</u>	<u>\$ 929,178</u>	<u>\$ 1,274,483</u>	<u>\$ 1,746,671</u>	<u>\$ 2,173,931</u>
25% Working Capital Reserve (prior year's expenses)	369,008	426,435	407,298	422,882	428,238	439,945

ASSUMPTIONS:

Interest rate on debt at 3% ten year term

Operating expenses to increase 3% per year after 2019

Depreciation expense in years 2018-2019 reflects retirement of Blue Ramp, years 2020-2023 reflects 5-year capital improvement projects including the contribution of the new public parking ramp at the US Venture site

No changes in hours of enforcement or use of parking spaces and .5% increase in revenue starting in 2021 for potential increase in general parking needs and an increase of \$162,000 in 2022 and 2023 for parking pass revenue for the new public parking ramp

**CITY OF APPLETON 2019 BUDGET
PARKING UTILITY
LONG-TERM DEBT**

2016			
General Obligation Bonds			
Year	Principal	Interest	Total
2019	\$ 65,000	\$ 15,975	\$ 80,975
2020	70,000	14,600	84,600
2021	70,000	12,675	82,675
2022	70,000	10,575	80,575
2023	75,000	7,800	82,800
2024	75,000	5,363	80,363
2025	80,000	3,000	83,000
2026	80,000	600	80,600
	<u>\$ 587,016</u>	<u>\$ 70,588</u>	<u>\$ 655,588</u>

Note: Schedule is based on accrual method of accounting. General obligation debt in the amount of \$700,000 will be issued in 2019. Expected interest expense of the issue in 2019 is \$5,250.

CITY OF APPLETON 2019 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 2019 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 2018 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

Recertified one mechanic - 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 38 GPS units in various DPW pieces of equipment

Installed five Samsung tablets that integrate to the City's AVL system to be used to generate CSR reports

Continued using the web-based training program offered by Packer City Truck, Inc. and AC Delco for many repairs on the light, medium and heavy duty cars and trucks. Due to the volume of parts purchased from Packer City and Factory Motor Parts, this program is offered at no charge

Installed road temp sensors to twelve patrol trucks that integrate into the City's Precise AVL system to monitor road temperatures during a plowing event

Installed nine backup cameras to patrol trucks to improve safety during snow and ice events

Completed goal setting for CEA employees utilizing NeoGov website for goal evaluations

Evaluated a hybrid mower to be used at Reid Golf Course

Met with all CEA employees to discuss City expectations

Installed carbide cutting edges on 7 snow plow trucks to increase edge longevity and reduce out of service time for cutting edge replacement

Researched and purchased new all wheel drive (AWD) marked SUV's for the Appleton Police Department intensive-use fleet

Continued to expand the functionality of the Precise GPS system to include automatic reporting of potholes, yardwaste, overflow and metal

CITY OF APPLETON 2019 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2019 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 the 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 146 GPS units that were installed between 2012 - 2018
- Update/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 expand the Precise GPS/GIS system to include more automatic reporting functions and Customer Service Request (CSR) reports
- Continue to meet with employees throughout the year to evaluate performance and review goals
- Modify a plow and wing removed from a loader being replaced in 2019 to have a left side wing to be used for snow removal downtown
- Work with a local petroleum equipment vendor and consultant to update the CEA Fueling Site to meet all current and future regulations in 2019
- Work with the Appleton Fire Department on the replacement of four fire apparatuses in the next three years
- Assist the Police Department in replacing the K-9 units with Ford Interceptor AWD utility vehicles

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 5,333,238	\$ 5,305,433	\$ 7,175,981	\$ 7,175,981	\$ 6,593,094	-8.12%
Program Expenses							
6110	Administration	3,246,126	3,154,835	3,475,454	3,497,454	3,417,874	-1.66%
6121	Maintenance	2,231,258	2,242,434	2,287,438	2,287,438	2,584,360	12.98%
Total Program Expenses		\$ 5,477,384	\$ 5,397,269	\$ 5,762,892	\$ 5,784,892	\$ 6,002,234	4.15%
Expenses Comprised Of:							
Personnel		1,246,355	1,247,674	1,201,554	1,201,554	1,299,005	8.11%
Administrative Expense		2,668,511	2,603,665	2,915,615	2,915,615	2,806,019	-3.76%
Supplies & Materials		1,103,617	1,171,334	1,256,567	1,256,567	1,328,260	5.71%
Purchased Services		16,562	15,877	31,299	53,299	21,137	-32.47%
Utilities		31,023	30,928	32,666	32,666	33,797	3.46%
Repair & Maintenance		389,093	314,836	325,191	325,191	327,016	0.56%
Capital Expenditures		22,223	12,955	-	-	187,000	N/A
Full Time Equivalent Staff:							
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 2019 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: "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:

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:

Two factors that attributed to the increase in salary expense are the sick leave accrual of an employee that has reached 20 years of service with the City (\$24,956). Per accounting rules, this cost must be included as a salary cost. Also, the change in policy to include one hour of stand-by pay for each day a foreman is on call slightly increased salary costs.

The addition of two new portable lifts, one at the Fire Department and one at the Facilities Management Department, contributed to the increase in miscellaneous equipment expense.

The increase in equipment repairs and maintenance is due to the Facilities Management Department no longer servicing the fuel island or car wash. This change also contributes to the decrease in facility charges.

The increase in software expense is due to the increased cost of the fuel system software and maintenance agreement.

The drop in size of authorized fleet (below) is due to the replacement of the single-axle trucks with plows. In prior years, the truck and plow were purchase separately and counted as two pieces of equipment. In 2018 and 2019, the single-axle trucks were purchased with the plow as a single unit.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Cost effective service					
Overhead rate	\$ 74.07	\$ 75.78	\$ 77.14	\$ 77.14	\$ 81.58
Billable hours	17,654	17,773	18,100	18,100	18,100
Strategic Outcomes					
Operational requirements of users					
Size of authorized fleet	412	413	406	406	402
Consistent and current information					
# Policies reviewed/revised	1	1	0	0	0
Work Process Output					
Customer service					
Requests for changes to the fleet	7	12	5	5	9

**CITY OF APPLETON 2019 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4710 Interest on Investments	\$ 964	\$ 2,467	\$ 4,000	\$ 4,000	\$ 4,000
4865 CEA Operational Revenue	2,732,258	2,736,274	2,847,202	2,847,202	2,998,454
4908 Misc. Intergov. Charges	22,986	31,409	28,620	28,620	30,890
5004 Sale of City Property	329,146	178,855	389,900	389,900	186,700
5021 Capital Contributions	2,222,708	2,332,231	3,876,759	3,876,759	3,346,050
5030 Damage to City Property	-	5,067	-	-	-
5035 Other Reimbursements	23,082	18,403	26,000	26,000	25,000
5082 Insurance Proceeds	2,094	727	3,500	3,500	2,000
Total Revenue	\$ 5,333,238	\$ 5,305,433	\$ 7,175,981	\$ 7,175,981	\$ 6,593,094
Expenses					
6101 Regular Salaries	\$ 268,679	\$ 249,900	\$ 281,881	\$ 281,881	\$ 330,871
6104 Call Time	255	442	300	300	300
6105 Overtime	336	99	600	600	600
6150 Fringes	175,359	163,828	111,498	111,498	124,310
6201 Training\Conferences	3,211	2,349	4,000	4,000	4,000
6301 Office Supplies	885	569	1,000	1,000	1,000
6303 Memberships & Licenses	604	642	1,000	1,000	800
6304 Postage/Freight	22	-	-	-	-
6305 Awards & Recognition	445	347	420	420	420
6309 Shop Supplies & Tools	41,165	42,065	48,654	48,654	48,654
6310 Chemicals	8,608	8,878	9,785	9,785	9,785
6311 Paint & Supplies	9	4	-	-	-
6315 Books & Library Material	-	305	450	450	450
6320 Printing & Reproduction	1,195	1,328	1,500	1,500	1,500
6321 Clothing	939	900	900	900	900
6323 Safety Supplies	533	415	775	775	775
6324 Medical\Lab Supplies	59	60	75	75	75
6327 Miscellaneous Equipment	6,961	6,760	8,700	8,700	11,700
6401 Accounting/Audit	2,228	1,674	1,600	1,600	1,470
6403 Bank Services	257	259	288	288	300
6404 Consulting Services	-	-	10,000	32,000	-
6412 Advertising	-	-	275	275	-
6413 Utilities	31,023	30,927	32,666	32,666	33,797
6418 Equip Repairs & Maint	8,422	11,892	7,000	7,000	13,000
6420 Facilities charges	19,792	13,983	25,000	25,000	14,000
6424 Software Support	1,509	7,460	7,025	7,025	8,350
6430 Health Services	20	-	38	38	20
6451 Laundry Services	5,067	5,438	5,378	5,378	5,547
6501 Insurance	25,512	31,355	31,350	31,350	29,760
6503 Equipment Rent	-	-	3,500	3,500	-
6599 Other Contracts/Obligations	5,387	4,840	6,000	6,000	6,000
6601 Depreciation Expense	2,305,308	2,386,197	2,481,433	2,481,433	2,580,690
6720 Interest Payments	3,738	3,160	2,463	2,463	2,100
7914 Transfer Out - Capital Projects	328,598	178,759	389,900	389,900	186,700
Total Expense	\$ 3,246,126	\$ 3,154,835	\$ 3,475,454	\$ 3,497,454	\$ 3,417,874

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools		Transfer Out - Capital Projects	
Small shop tools	16,014	Proceeds from sale of	
Fire shop supplies & tools	32,640	vehicles	\$ 186,700
	<u>48,654</u>		<u>\$ 186,700</u>

**CITY OF APPLETON 2019 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: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

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:

Salary expense has increased to accommodate the sick leave accrual of a mechanic who has reached twenty years of service with the city (\$11,974). Per accounting rules, this cost must be included as a salary cost.

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 \$2.14/gallon and \$2.16/gallon for unleaded and diesel fuel, respectively, in 2018. For 2019, based on current and past prices, these estimates are expected to slightly increase for unleaded fuel to \$2.19/gallon and a larger increase to \$2.47/gallon for diesel fuel. This accounts for the budget increase in fuel costs.

This budget includes \$187,000 to upgrade the fuel site at MSB to meet State requirements. The project includes removal of the fuel dispensers and concrete islands, installation of fuel pump containment devices and monitors, replacement of the concrete islands and dispensers, and revisions to the piping and electrical systems.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours	86	120	75	80	70
Equipment available for operational readiness					
# of emergency breakdown (hours)	334	325	270	270	300
# of service calls	218	210	210	210	210
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	9,105	9,275	9,400	9,400	9,400
Corrective downtime hours	8,170	8,497	7,800	7,800	7,800
Accidents caused by mechanical failure	0	0	0	0	0
Work Process Outputs					
Service performed					
# of changeovers performed	112	135	130	130	130

**CITY OF APPLETON 2019 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 557,163	\$ 575,693	\$ 566,610	\$ 566,610	\$ 587,784
6104 Call Time	3,092	2,614	2,000	2,000	2,000
6105 Overtime	11,517	3,145	7,210	7,210	7,500
6150 Fringes	229,954	251,954	231,455	231,455	245,640
6304 Postage/Freight	165	263	525	525	525
6309 Shop Supplies & Tools	1	75	-	-	-
6322 Gas/Oil Purchases	572,628	627,396	727,535	727,535	787,064
6326 Vehicle & Equipment Parts	471,519	483,148	458,193	458,193	467,357
6407 Collection Services	29	-	-	-	-
6409 Inspection Fees	11,811	10,327	13,720	13,720	13,800
6417 Vehicle Repairs & Maint	348,417	270,548	275,000	275,000	280,500
6425 CEA Equip. Rental	10,953	10,953	11,166	11,166	11,166
6429 Interfund Allocations	(8,237)	(6,661)	(6,000)	(6,000)	(6,000)
6503 Rent	24	24	24	24	24
6804 Machinery & Equipment	22,222	12,955	-	-	187,000
Total Expense	<u>\$ 2,231,258</u>	<u>\$ 2,242,434</u>	<u>\$ 2,287,438</u>	<u>\$ 2,287,438</u>	<u>\$ 2,584,360</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Gas/Oil Purchases *

Fuel for vehicles & equipment:	
Unleaded gasoline: 152,240 gallons	
@ \$2.19/gallon	\$ 333,406
Diesel fuel: 167,473 gallons	
@ \$2.47/gallon	413,658
Oil	40,000
	<u>\$ 787,064</u>

Vehicle Repairs & Maint.

Tire service	\$ 153,000
Vehicle alignments	30,345
Towing services	3,315
Vehicle cleaning/upholstery	15,300
Body shop work	31,620
Painting	22,440
Outside fire vehicle maint.	24,480
	<u>\$ 280,500</u>

Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	\$ 319,457
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	117,300
Fire vehicle parts	30,600
	<u>\$ 467,357</u>

Machinery & Equipment

Fuel site upgrade	\$ 187,000
	<u>\$ 187,000</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	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Interest Income	964	2,467	2,208	4,000	4,000	4,000	4,000
Charges for Services	2,732,258	2,736,274	1,914,865	2,847,202	2,847,202	2,847,202	2,998,454
Intergov. Charges for Service	22,986	31,409	27,240	28,620	28,620	30,890	30,890
Other Revenues	2,577,030	2,535,283	167,835	4,296,159	4,296,159	3,559,750	3,559,750
TOTAL REVENUES	5,333,238	5,305,433	2,112,148	7,175,981	7,175,981	6,441,842	6,593,094
EXPENSES BY LINE ITEM							
Regular Salaries	19,783	21,218	16,862	18,084	18,084	18,606	18,606
Labor Pool Allocations	724,912	717,168	527,323	827,797	827,797	848,641	860,917
Call Time	3,347	3,056	2,163	2,300	2,300	2,300	2,300
Overtime	11,853	3,244	8,045	7,810	7,810	8,100	8,100
Other Compensation	190	10	905	510	510	2,202	2,202
Shift Differential	1,845	1,775	626	2,100	2,100	0	0
Sick Pay	2,524	2,840	488	0	0	36,930	36,930
Vacation Pay	76,588	82,582	52,476	0	0	0	0
Fringes	329,209	345,830	235,204	342,953	342,953	349,802	369,950
Pension Expense / Revenue	76,104	69,951	0	0	0	0	0
Salaries & Fringe Benefits	1,246,355	1,247,674	844,092	1,201,554	1,201,554	1,266,581	1,299,005
Training & Conferences	3,211	2,349	1,300	4,000	4,000	4,000	4,000
Office Supplies	885	569	474	1,000	1,000	1,000	1,000
Memberships & Licenses	604	642	462	1,000	1,000	800	800
Postage & Freight	186	263	52	525	525	525	525
Awards & Recognition	445	347	213	420	420	420	420
Insurance	25,512	31,355	20,916	31,350	31,350	31,355	29,760
Rent	24	24	4,208	3,524	3,524	24	24
Depreciation Expense	2,305,308	2,386,197	1,890,513	2,481,433	2,481,433	2,580,690	2,580,690
Interest Payments	3,738	3,160	1,989	2,463	2,463	2,988	2,100
Trans Out - Capital Projects	328,598	178,759	0	389,900	389,900	186,700	186,700
Administrative Expense	2,668,511	2,603,665	1,920,127	2,915,615	2,915,615	2,808,502	2,806,019
Shop Supplies & Tools	41,166	42,141	27,052	48,654	48,654	48,654	48,654
Chemicals	8,608	8,878	7,841	9,785	9,785	9,785	9,785
Paint & Supplies	9	4	0	0	0	0	0
Books & Library Materials	0	305	0	450	450	450	450
Printing & Reproduction	1,195	1,328	153	1,500	1,500	1,500	1,500
Clothing	939	900	421	900	900	900	900
Gas Purchases	572,628	627,396	506,385	727,535	727,535	787,064	787,064
Safety Supplies	533	414	268	775	775	775	775
Medical & Lab Supplies	59	60	43	75	75	75	75
Vehicle & Equipment Parts	471,519	483,148	297,943	458,193	458,193	0	0
Miscellaneous Equipment	6,961	6,760	8,716	8,700	8,700	479,057	479,057
Supplies & Materials	1,103,617	1,171,334	848,822	1,256,567	1,256,567	1,328,260	1,328,260
Accounting/Audit	2,228	1,674	0	1,600	1,600	1,700	1,470
Bank Services	257	259	151	288	288	300	300
Consulting Services	0	0	5,098	10,000	32,000	0	0
Collection Services	29	0	0	0	0	0	0
Inspection Fees	11,811	10,327	6,410	13,720	13,720	13,800	13,800
Advertising	0	0	0	275	275	0	0
Interfund Allocations	8,237	6,661	6,540	6,000	6,000	6,000	6,000
Health Services	20	0	0	38	38	20	20
Laundry Services	5,067	5,438	3,820	5,378	5,378	5,547	5,547
Other Contracts/Obligations	5,387	4,840	3,249	6,000	6,000	6,000	6,000
Purchased Services	16,562	15,877	12,188	31,299	53,299	21,367	21,137
Electric	10,841	10,520	7,946	11,551	11,551	11,551	11,551
Gas	8,070	8,591	7,114	8,700	8,700	8,700	8,700
Water	2,472	2,356	1,870	2,670	2,670	2,670	2,670
Waste Disposal/Collection	1,084	1,026	826	1,100	1,100	1,100	1,100
Stormwater	7,462	7,462	4,754	7,541	7,541	8,672	8,672
Cellular Telephone	1,094	973	655	1,104	1,104	1,104	1,104

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Utilities	31,023	30,928	23,165	32,666	32,666	33,797	33,797
Vehicle Repair & Maintenance	348,417	270,548	118,389	275,000	275,000	280,500	280,500
Equipment Repair & Maintenanc	8,422	11,892	4,548	7,000	7,000	13,000	13,000
Facilities Charges	19,792	13,983	9,305	25,000	25,000	14,000	14,000
Software Support	1,509	7,460	3,822	7,025	7,025	8,350	8,350
CEA Equipment Rental	10,953	10,953	7,302	11,166	11,166	11,166	11,166
Repair & Maintenance	389,093	314,836	143,366	325,191	325,191	327,016	327,016
Machinery & Equipment	22,223	12,955	0	0	0	0	187,000
Capital Expenditures	22,223	12,955	0	0	0	0	187,000
TOTAL EXPENSES	5,477,384	5,397,269	3,791,760	5,762,892	5,784,892	5,785,523	6,002,234

CITY OF APPLETON 2019 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Charges for Services	\$ 2,755,244	\$ 2,767,683	\$ 2,875,822	\$ 2,862,000	\$ 3,029,344
Other	25,176	24,197	29,500	25,000	27,000
Total Revenues	<u>2,780,420</u>	<u>2,791,880</u>	<u>2,905,322</u>	<u>2,887,000</u>	<u>3,056,344</u>
Expenses					
Operating Expenses	2,839,740	2,829,153	2,889,096	2,875,000	3,045,744
Depreciation	2,305,308	2,386,197	2,481,433	2,500,000	2,580,690
Total Expenses	<u>5,145,048</u>	<u>5,215,350</u>	<u>5,370,529</u>	<u>5,375,000</u>	<u>5,626,434</u>
Operating Loss	(2,364,628)	(2,423,470)	(2,465,207)	(2,488,000)	(2,570,090)
Non-Operating Revenues (Expenses)					
Investment Income	964	2,467	4,000	2,000	4,000
Sale of City Property	329,146	178,855	389,900	290,000	186,700
Interest Expense	(3,738)	(3,160)	(2,463)	(2,463)	(2,100)
Total Non-Operating	<u>326,372</u>	<u>178,162</u>	<u>391,437</u>	<u>289,537</u>	<u>188,600</u>
Income (Loss) before Contributions and Transfers	(2,038,256)	(2,245,308)	(2,073,770)	(2,198,463)	(2,381,490)
Contributions and Transfers In (Out)					
Capital Contributions	2,222,708	2,332,231	3,876,759	3,726,759	3,346,050
Transfers Out	(328,598)	(178,759)	(389,900)	(290,000)	(186,700)
Change in Net Assets	(144,146)	(91,836)	1,413,089	1,238,296	777,860
Net Assets - Beginning	<u>12,886,682</u>	<u>12,742,536</u>	<u>12,650,700</u>	<u>12,650,700</u>	<u>13,888,996</u>
Net Assets - Ending	<u>\$ 12,742,536</u>	<u>\$ 12,650,700</u>	<u>\$ 14,063,789</u>	<u>\$ 13,888,996</u>	<u>\$ 14,666,856</u>

* as restated for new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 366,041	\$ 350,202
+ Change in Net Assets	1,238,296	777,860
- Capital Contributions	(3,726,759)	(3,346,050)
- Principal Repayment	(27,376)	(12,500)
+ Long Term Debt	-	187,000
- Fixed Assets	-	(187,000)
+ Depreciation	<u>2,500,000</u>	<u>2,580,690</u>
Working Cash - End of Year	<u>\$ 350,202</u>	<u>\$ 350,202</u>

CITY OF APPLETON 2019 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT

Year	2014 G.O. Notes	
	Principal	Interest
2019	\$ 12,500	\$ 2,100
2020	15,125	1,810
2021	15,625	1,500
2022	20,500	1,099
2023	21,250	633
2024	21,625	128
	\$ 106,625	\$ 7,270

G.O. notes will be issued in 2019 to fund the fuel site upgrade.
Debt service schedule will be made available at that time.

**CITY OF APPLETON 2019 BUDGET
CENTRAL EQUIPMENT AGENCY**

NOTES

Lined area for notes.

**CITY OF APPLETON 2019 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>	
Pickup 4x4 w/plow	Facilities	\$ 31,000	\$ -		\$ 31,000
Pickup 4x2	Facilities	41,500			41,500
Minivan	Facilities	25,100			25,100
Pickup - Service Truck	Facilities	41,500	2,250	Facilities	43,750
Pickup 4x4	Wastewater	35,680			35,680
Greens Mower	Golf	31,000			31,000
Prius	Inspections	26,600			26,600
Semi Tractor	Sanitation	126,000			126,000
FWD Interceptor-UM (3)	Police	103,500			103,500
AWD Interceptor (9)	Police	371,340			371,340
K9-UV Interceptor (2)	Police	106,400			106,400
UV Interceptor	Police	44,500			44,500
CSO Van (3)	Police	84,000			84,000
Minivan	Fire	22,000	3,100	General Fund	25,100
Pumper	Fire	676,000			676,000
Sweeper	Stormwater	280,000			280,000
1 Ton Dump Truck	Stormwater	-	60,000	Stormwater	60,000
Single-Axle w/Plow (2)	Street	402,320			402,320
Single-Axle w/Dual Auger	Street	219,160	3,000	General Fund	222,160
Loader w/Plow (2)	Street	580,000			580,000
Pickup 4x4	Street	21,500	8,600	General Fund	30,100
		<u>\$ 3,269,100</u>	<u>\$ 76,950</u>		<u>\$ 3,346,050</u>

Major changes in Revenue, Expenditures, or Programs:

In 2018, the CEA Review Committee approved the following equipment upgrades:

1. Add a utility service body (\$2,250 contribution from Facilities Management);
2. Upgrade 9 marked squads to all wheel drive AWD (\$11,340 contribution from Police, \$1,260 per unit);
3. Replace 2 K-9 sedans w/ SUV's (\$9,000 for upgrade plus \$6,000 early replacement of squad 992 from Police);
4. Impala SWAT vehicle to Ford SUV (\$4,500 contribution from Police);
5. Impala sedan to mini-van (\$3,100 contribution from Fire Department);
6. Add one ton dump truck to Stormwater fleet (\$60,000 contribution from Stormwater);
7. Add dual auger to single axle dump truck (\$3,000 contribution from Street Division);
8. Impala sedan to 4WD pickup truck (\$8,600 contribution from Street Division);

\$350,000 of G.O. debt has been included in this budget to supplement the cost of the Fire Pumper. Fire apparatus costs have escalated at a higher rate than initially projected causing the need for additional funding.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Cost effective service - # of vehicles:					
Retained an additional year	26	30	29	29	36
Replaced early	0	0	0	1	1

DEPARTMENT BUDGET SUMMARY

<u>Programs</u>		<u>Actual</u>		<u>Budget</u>			<u>%</u>
<u>Unit</u>	<u>Title</u>	<u>2016</u>	<u>2017</u>	<u>Adopted 2018</u>	<u>Amended 2018</u>	<u>2019</u>	<u>Change *</u>
	Program Revenues	\$ 2,562,628	\$ 2,770,331	\$ 3,337,406	\$ 3,337,406	\$ 3,346,284	0.27%
	Program Expenses	\$ 2,282,355	\$ 2,333,013	\$ 3,876,759	\$ 3,876,759	\$ 3,346,050	-13.69%
Expenses Comprised Of:							
	Administrative Expense	37	75	-	-	-	N/A
	Capital Expenditures	2,282,318	2,332,938	3,876,759	3,876,759	3,346,050	-13.69%

* % change from prior year adopted budget
2019 CEA Replacement.xlsx

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4710 Interest on Investments	\$ 7,639	\$ 11,205	\$ 20,000	\$ 20,000	\$ 15,000
4866 CEA Replacement Revenue	2,214,491	2,257,867	2,547,326	2,547,326	2,717,634
5082 Insurance Proceeds	-	-	-	-	-
5910 Proceeds of Long Term Debt	-	250,000	250,000	250,000	350,000
5921 Trans In - General Fund	8,700	33,000	123,980	123,980	14,700
5922 Trans In - Special Revenue	-	-	1,000	1,000	-
5926 Trans In - Water Utility	-	-	2,000	2,000	-
5927 Trans In - Parking Utility	-	30,000	-	-	-
5928 Trans In - Golf Course	3,200	-	3,200	3,200	-
5931 Trans In - Internal Service	328,598	188,259	389,900	389,900	188,950
5933 Trans In - Stormwater Utility	-	-	-	-	60,000
Total Revenue	<u>\$ 2,562,628</u>	<u>\$ 2,770,331</u>	<u>\$ 3,337,406</u>	<u>\$ 3,337,406</u>	<u>\$ 3,346,284</u>
Expenses					
6303 Memberships & Licenses	\$ 37	\$ 75	\$ -	\$ -	\$ -
6804 Equipment	2,282,318	2,332,938	3,876,759	3,876,759	3,346,050
Total Expense	<u>\$ 2,282,355</u>	<u>\$ 2,333,013</u>	<u>\$ 3,876,759</u>	<u>\$ 3,876,759</u>	<u>\$ 3,346,050</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Trans In - Internal Service

Facilities Dept contribution for truck	2,250
Proceeds from sale of vehicles	186,700
	<u>\$ 188,950</u>

Equipment

Replacement vehicles & equipment (see list, previous page)	\$ 3,346,050
	<u>\$ 3,346,050</u>

**CITY OF APPLETON 2019 BUDGET
CEA REPLACEMENT**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Interest Income	\$ 7,639	\$ 11,205	\$ 20,000	\$ 15,000	\$ 15,000
Charges for Services	2,214,491	2,257,867	2,547,326	2,500,000	2,717,634
Total Revenues	<u>2,222,130</u>	<u>2,269,072</u>	<u>2,567,326</u>	<u>2,515,000</u>	<u>2,732,634</u>
Expenses					
Program Costs	2,282,355	2,333,013	3,876,759	3,770,614	3,346,050
Total Expenses	<u>2,282,355</u>	<u>2,333,013</u>	<u>3,876,759</u>	<u>3,770,614</u>	<u>3,346,050</u>
Revenues over (under) Expenses	(60,225)	(63,941)	(1,309,433)	(1,255,614)	(613,416)
Other Financing Sources (Uses)					
Proceeds of G.O. Notes	-	250,000	250,000	250,000	350,000
Transfers In - General Fund	8,700	33,000	123,980	123,980	14,700
Transfers In - Special Revenue	-	-	1,000	1,000	-
Transfers In - Water Utility	-	-	2,000	2,000	-
Transfers In - Parking Utility	-	30,000	-	-	-
Transfers In - Golf Course	3,200	-	3,200	3,200	-
Transfers In - Internal Service	328,598	188,259	389,900	290,000	188,950
Transfers In - Stormwater Utility	-	-	-	-	60,000
Total Other Financing Sources (Uses)	<u>340,498</u>	<u>501,259</u>	<u>770,080</u>	<u>670,180</u>	<u>613,650</u>
Net Change in Equity	280,273	437,318	(539,353)	(585,434)	234
Fund Balance - Beginning	<u>2,018,781</u>	<u>2,299,054</u>	<u>2,736,372</u>	<u>2,736,372</u>	<u>2,150,938</u>
Fund Balance - Ending	<u>\$ 2,299,054</u>	<u>\$ 2,736,372</u>	<u>\$ 2,197,019</u>	<u>\$ 2,150,938</u>	<u>\$ 2,151,172</u>

CITY OF APPLETON 2019 BUDGET

HEALTH DEPARTMENT

Public Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2019 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 2018 EVENTS

In 2018, staff responded to several emerging health issues in the community. We responded to a multistate outbreak of cyclospora illness which was the result of a rare foodborne acquired illness. The department also continued 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, and Waushara counties and the City of Menasha. These are contracted agreements that benefit all communities 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 a phone based risk factor surveillance survey to track trends in lifestyle related to the risk of chronic diseases. In 2018, we addressed both the hospital and health department requirements of the Affordable Care Act. Together, we collaborated on comprehensive community health needs assessments, summarized the results, identified strategies for improvement regionally, and collaborated on program 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 2018, we increased the number of service days to reflect the growing number of businesses in these communities. Also in 2018, we welcomed our newest member, the Village of Fox Crossing.

Staff recognize their role as a collaborative one within the community. Staff participate in more than three dozen different agency boards and community and professional organizations. This cooperation is critical to identify and address local and statewide health and environmental issues. Special emphasis in 2018 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 \$75,000 for Parent Connections which provides child abuse prevention services.

By the end of the year, we anticipate that our department will have welcomed 15 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 receives 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 2018, 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 healthy weights at every age.

In 2018, we worked towards implementation the new Health in All Policy Ordinance by facilitating the interdepartmental work team made of several department directors and the City's Diversity and Inclusion Coordinator.

CITY OF APPLETON 2019 BUDGET HEALTH DEPARTMENT

MAJOR 2019 OBJECTIVES

In 2019, we anticipate welcoming more new refugees to Appleton. Our public health role will continue to be assisting in the initial health review of medical records, finding medical homes for these families, and responding to public health services as necessary. We anticipate welcoming 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. The 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 2019 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 where department staff provide a leadership role includes the East Central Weights and Measures Consortium, Northeast Wisconsin Immunization Coalition, Breastfeeding Alliance of Northeast Wisconsin, 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 gonorrhea 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 the 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 2019, our department will work towards maintaining the status of accreditation-ready in the event this becomes a mandatory requirement in the future.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 285,035	\$ 283,879	\$ 287,900	\$ 287,900	\$ 296,601	3.02%
Program Expenses							
12510	Administration	154,404	153,417	158,037	158,037	161,806	2.38%
12520	Nursing	485,813	466,168	477,800	477,800	466,524	-2.36%
12530	Environmental Health	345,608	357,635	359,812	359,812	362,623	0.78%
12540	Weights & Measures	189,842	205,429	204,668	204,668	211,174	3.18%
TOTAL		\$ 1,175,667	\$ 1,182,649	\$ 1,200,317	\$ 1,200,317	\$ 1,202,127	0.15%
Expenses Comprised Of:							
	Personnel	1,086,079	1,089,784	1,110,049	1,110,049	1,110,185	0.01%
	Administrative Expense	15,655	15,585	17,350	17,350	16,810	-3.11%
	Supplies & Materials	11,586	13,490	13,850	13,850	15,350	10.83%
	Purchased Services	40,419	34,894	34,300	34,300	34,300	0.00%
	Utilities	5,207	6,241	5,880	5,880	6,380	8.50%
	Repair & Maintenance	16,721	22,655	18,888	18,888	19,102	1.13%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	12.25	11.95	11.95	11.95	11.95	

* % change from prior year adopted budget
Health.xls

**CITY OF APPLETON 2019 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 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	100%	100%	100%	100%	100%
Safe workplace					
# unresolved safety issues	0	0	0	0	0
Strategic Outcomes					
Full service health dept. *					
Level III identification:					
# of outstanding issues	0	0	0	0	0
Work Process Outputs					
Training					
Hours of training per employee	41	48	40	40	40
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	151	147	140	140	140
Prepare annual report					
Completed by 120th day of following year	4/21/2016	4/18/2017	4/25/2018	4/25/2018	4/25/2019

*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 2019 BUDGET
HEALTH DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ 26	\$ 40	\$ 40	\$ 40
Total Revenue	<u>\$ -</u>	<u>\$ 26</u>	<u>\$ 40</u>	<u>\$ 40</u>	<u>\$ 40</u>
Expenses					
6101 Regular Salaries	\$ 111,099	\$ 108,765	\$ 112,840	\$ 112,840	\$ 115,128
6150 Fringes	33,889	35,871	34,762	34,762	36,303
6201 Training\Conferences	1,013	1,652	1,300	1,300	1,300
6206 Parking Permits	768	780	780	780	720
6301 Office Supplies	1,326	911	1,500	1,500	1,500
6303 Memberships & Licenses	1,733	1,855	2,000	2,000	2,000
6305 Awards & Recognition	66	80	195	195	195
6307 Food & Provisions	279	127	260	260	260
6316 Miscellaneous Supplies	453	29	500	500	500
6320 Printing & Reproduction	2,392	2,251	2,500	2,500	2,500
6327 Miscellaneous Equipment	431	-	200	200	200
6413 Utilities	955	1,096	1,200	1,200	1,200
Total Expense	<u>\$ 154,404</u>	<u>\$ 153,417</u>	<u>\$ 158,037</u>	<u>\$ 158,037</u>	<u>\$ 161,806</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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" and #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:

We anticipate lower numbers of refugees due to changing federal priorities. As a result of this change, we also anticipate lower revenue.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	50%	50%	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	100%	100%	100%	100%	100%
Strategic Outcomes					
Minimize epidemiologically linked TB cases					
# of cases based on data review	0	0	0	0	0
Increased vaccine coverage					
% of school aged children vaccinated	99.0%	99.0%	99.0%	99.0%	99.0%
City of Appleton meets OSHA regulations					
% of required participants	100%	100%	100%	100%	100%
Work Process Outputs					
Case management of TB clients					
# of home visits	426	207	100	100	100
TB skin tests: Police, Fire, and Health					
# of TB skin tests	101	72	90	75	75

**CITY OF APPLETON 2019 BUDGET
HEALTH DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4225 Health Grants & Aids	\$ 18,993	\$ 11,873	\$ 11,500	\$ 11,500	\$ 9,000
4801 Charges for Serv.- Nontax	372	501	500	500	501
5035 Other Reimbursements	6,721	-	-	-	-
Total Revenue	\$ 26,086	\$ 12,374	\$ 12,000	\$ 12,000	\$ 9,501
Expenses					
6101 Regular Salaries	\$ 316,868	\$ 306,707	\$ 319,491	\$ 319,491	\$ 317,754
6108 Part-Time	15,748	11,924	10,844	10,844	10,980
6150 Fringes	104,665	105,257	104,265	104,265	94,570
6201 Training\Conferences	998	799	900	900	900
6202 Local Auto Expense	3,094	2,472	3,000	3,000	3,000
6206 Parking Permits	3,264	3,360	3,360	3,360	2,880
6302 Subscriptions	85	-	80	80	80
6303 Memberships & Licenses	150	-	160	160	160
6324 Medical\Lab Supplies	6,311	6,417	7,500	7,500	7,500
6413 Utilities	1,564	2,167	1,500	1,500	2,000
6430 Health Services	12,500	12,500	12,500	12,500	12,500
6431 Interpreter Services	20,566	14,565	14,000	14,000	14,000
6432 Lab. Services	-	-	200	200	200
Total Expense	\$ 485,813	\$ 466,168	\$ 477,800	\$ 477,800	\$ 466,524

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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" and #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 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	100%	100%	100%	100%	100%
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
Strategic Outcomes					
Voluntary compliance improved					
# critical violations on inspection report	435	371	400	400	400
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
Work Process Outputs					
Annual inspections and follow ups					
# of inspections	512	515	540	540	540
# follow up inspections	114	102	120	120	120
Response to complaints					
# of complaints/follow ups	74/26	78/58	100/50	100/50	100/50
Initial response within 3 business days	100%	100%	99%	99%	100%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	86	72	50	50	25

**CITY OF APPLETON 2019 BUDGET
HEALTH DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4305 Health	\$ 138,999	\$ 139,694	\$ 148,500	\$ 148,500	\$ 150,000
Total Revenue	<u>\$ 138,999</u>	<u>\$ 139,694</u>	<u>\$ 148,500</u>	<u>\$ 148,500</u>	<u>\$ 150,000</u>
Expenses					
6101 Regular Salaries	\$ 234,939	\$ 238,315	\$ 240,677	\$ 240,677	\$ 247,458
6150 Fringes	94,468	99,748	98,899	98,899	94,707
6201 Training\Conferences	234	543	400	400	450
6206 Parking Permits	1,080	1,080	1,080	1,080	1,080
6302 Subscriptions	-	-	50	50	-
6303 Memberships & Licenses	260	230	230	230	230
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	396	608	700	700	700
6324 Medical\Lab Supplies	257	302	350	350	350
6327 Miscellaneous Equipment	76	230	250	250	250
6413 Utilities	2,212	2,467	2,480	2,480	2,480
6418 Equip Repairs & Maint.	-	548	600	600	600
6425 CEA Equip. Rental	4,333	5,735	6,446	6,446	6,668
6431 Interpreter Services	222	433	100	100	100
6432 Lab. Services	7,131	7,396	7,500	7,500	7,500
Total Expense	<u>\$ 345,608</u>	<u>\$ 357,635</u>	<u>\$ 359,812</u>	<u>\$ 359,812</u>	<u>\$ 362,623</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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:

The increase in revenue is due to the increase in contracted service days from 165 to 176 due to business growth in some communities and the addition of the Village of Fox Crossing to the east Central Weights and Measures consortia. The charge per day also increased from \$414 in 2018 to \$435 in 2019.

The increase in the Miscellaneous Equipment account in 2019 represents the cost to have the department's weight equipment recertified by the State lab.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	98.8%	98.5%	100.0%	100.0%	100.0%
Accurate informative labeling					
Positive consumer survey responses	100.0%	88.0%	100.0%	100.0%	100.0%
Accurate measuring devices					
% of devices that measure accurately	96.7%	97.4%	96.0%	96.0%	96.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	98.4%	99.1%	98.0%	98.0%	98.0%
Reduced short weight and measure sales					
Error trend reporting compliance	92.2%	97.9%	96.0%	96.0%	96.0%
Confidence of businesses in system integrity					
Positive consumer survey responses	100.0%	88.0%	99.0%	99.0%	99.0%
Work Process Outputs					
Price scanning inspections					
# of annual and reinspections	142	125	130	130	130
Commodity inspections					
# of inspections	12,956	17,887	13,000	13,000	15,000
Device inspections					
# of inspections	1,764	1,787	1,775	1,775	1,775

**CITY OF APPLETON 2019 BUDGET
HEALTH DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4312 Weights & Measures	\$ 51,748	\$ 62,491	\$ 59,050	\$ 59,050	\$ 60,500
4801 Charges for Serv.- Nontax	68,202	67,865	68,310	68,310	76,560
5030 Damage to City Property	-	1,429	-	-	-
Total Revenue	\$ 119,950	\$ 131,785	\$ 127,360	\$ 127,360	\$ 137,060
Expenses					
6101 Regular Salaries	\$ 111,376	\$ 127,436	\$ 133,724	\$ 133,724	\$ 136,865
6108 Part Time	11,347	-	-	-	-
6150 Fringes	51,681	55,761	54,547	54,547	56,420
6201 Training\Conferences	451	511	700	700	700
6206 Parking Permits	704	960	1,080	1,080	1,080
6303 Memberships & Licenses	150	225	225	225	225
6316 Miscellaneous Supplies	363	622	350	350	350
6327 Miscellaneous Equipment	906	3,031	1,500	1,500	3,000
6413 Utilities	476	511	700	700	700
6418 Equip Repairs & Maint.	292	-	600	600	600
6425 CEA Equip. Rental	12,096	16,372	11,242	11,242	11,234
Total Expense	\$ 189,842	\$ 205,429	\$ 204,668	\$ 204,668	\$ 211,174

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

Charges for sealer's services

@ \$435 per day

	# of Days	Charge
New London	17	\$ 7,395
Waupaca	22	9,570
Kaukauna	21	9,135
Kimberly	5	2,175
Little Chute	16	6,960
Ashwaubenon	55	23,925
Ripon	18	7,830
Berlin	13	5,655
Fox Crossing	9	3,915
	176	\$ 76,560

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	18,993	11,873	5,341	11,500	11,500	9,000	9,000
Licenses	190,747	202,185	153,445	207,550	207,550	210,500	210,500
Charges for Services	68,574	68,392	54,460	68,850	68,850	72,577	77,101
Other Revenues	6,721	1,429	0	0	0	0	0
TOTAL REVENUES	285,035	283,879	213,246	287,900	287,900	292,077	296,601
EXPENSES BY LINE ITEM							
Regular Salaries	678,872	683,500	491,294	806,294	806,294	816,767	816,767
Part-Time	27,095	11,924	3,943	10,844	10,844	10,980	10,980
Other Compensation	244	630	610	438	438	0	438
Sick Pay	105	3,042	508	0	0	0	0
Vacation Pay	95,061	94,051	74,813	0	0	0	0
Fringes	284,702	296,637	187,393	292,473	292,473	284,701	282,000
Salaries & Fringe Benefits	1,086,079	1,089,784	758,561	1,110,049	1,110,049	1,112,448	1,110,185
Training & Conferences	2,695	3,505	1,488	3,300	3,300	3,350	3,350
Local Auto Expense	3,094	2,472	1,720	3,000	3,000	3,000	3,000
Parking Permits	5,816	6,180	6,300	6,300	6,300	6,300	5,760
Office Supplies	1,327	911	245	1,500	1,500	1,500	1,500
Subscriptions	85	0	0	130	130	80	80
Memberships & Licenses	2,293	2,310	1,110	2,615	2,615	2,615	2,615
Postage & Freight	0	0	0	50	50	50	50
Awards & Recognition	66	80	30	195	195	195	195
Food & Provisions	279	127	10	260	260	260	260
Administrative Expense	15,655	15,585	10,903	17,350	17,350	17,350	16,810
Miscellaneous Supplies	1,212	1,260	833	1,550	1,550	1,550	1,550
Printing & Reproduction	2,392	2,250	1,425	2,500	2,500	2,500	2,500
Medical & Lab Supplies	6,569	6,719	1,067	7,850	7,850	7,850	7,850
Miscellaneous Equipment	1,413	3,261	648	1,950	1,950	3,450	3,450
Supplies & Materials	11,586	13,490	3,973	13,850	13,850	15,350	15,350
Health Services	12,500	12,500	12,500	12,500	12,500	12,500	12,500
Interpreter Services	20,788	14,998	4,438	14,100	14,100	14,100	14,100
Lab Fees	7,131	7,396	0	7,700	7,700	7,700	7,700
Purchased Services	40,419	34,894	16,938	34,300	34,300	34,300	34,300
Waste Disposal/Collection	495	204	227	500	500	0	0
Telephone	1,302	2,076	637	1,450	1,450	2,280	2,280
Cellular Telephone	3,410	3,961	2,063	3,930	3,930	4,100	4,100
Utilities	5,207	6,241	2,927	5,880	5,880	6,380	6,380
Equipment Repair & Maintenance	293	548	731	1,200	1,200	1,200	1,200
CEA Equipment Rental	16,428	22,107	13,713	17,688	17,688	17,902	17,902
Repair & Maintenance	16,721	22,655	14,444	18,888	18,888	19,102	19,102
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,175,667	1,182,649	807,746	1,200,317	1,200,317	1,204,930	1,202,127

CITY OF APPLETON 2019 BUDGET

**HEALTH GRANTS
SPECIAL REVENUE FUNDS**

Public Health Officer: Kurt D. Eggebrecht

**CITY OF APPLETON 2019 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 2018 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. In 2018, these funds were used to support a phone based survey of Appleton residents to better understand the preventable health risks in our community.

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 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 contract with Appleton to provide shared service opportunities including Waushara, Marquette and Green Lake Counties and the City of Menasha.

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2019 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, key community leaders and first responders.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 189,765	\$ 155,038	\$ 153,103	\$ 169,820	\$ 194,686	27.16%
Program Expenses							
2011	MCH Grant	42,136	40,067	38,677	38,677	38,732	0.14%
2013	Prevention Grant	7,300	7,902	-	7,800	7,902	N/A
2014	CDC Lead Grant	9,350	9,891	9,808	9,808	10,317	5.19%
2015	Vaccine Improvement	27,259	32,831	27,531	27,531	27,531	0.00%
2018	Bioterrorism Grant	94,190	64,351	77,087	86,004	110,204	42.96%
	Discontinued Programs	1,247	-	-	-	-	N/A
TOTAL		\$ 181,482	\$ 155,042	\$ 153,103	\$ 169,820	\$ 194,686	27.16%
Expenses Comprised Of:							
	Personnel	148,645	115,948	109,211	109,211	165,588	51.62%
	Administrative Expense	15,464	17,879	14,269	30,986	17,722	24.20%
	Supplies & Materials	10,237	12,619	22,422	22,422	5,826	-74.02%
	Purchased Services	6,513	7,712	6,401	6,401	4,750	-25.79%
	Utilities	623	884	800	800	800	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.46	1.46	1.29	1.29	1.54	

**CITY OF APPLETON 2019 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Access to prenatal care # of women served	24	29	15	20	22
Strategic Outcomes					
Reduce # of deaths of children from birth to 1 due to unsafe sleep environments # of infant / toddler deaths	0	1	0	0	0
Work Process Outputs					
# of clients served who receive ages and stages assessment and education	20	28	20	24	24
Attend community meetings	100%	100%	100%	100%	100%

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4225 Health Grants & Aids	\$ 47,595	\$ 40,064	\$ 38,677	\$ 38,677	\$ 38,732
	<u>\$ 47,595</u>	<u>\$ 40,064</u>	<u>\$ 38,677</u>	<u>\$ 38,677</u>	<u>\$ 38,732</u>
Expenses					
6101 Regular Salaries	\$ 4,525	\$ 4,582	\$ 5,029	\$ 5,029	\$ 5,153
6108 Part-Time	26,552	26,556	25,454	25,454	25,900
6150 Fringes	5,676	5,753	3,752	3,752	3,779
6201 Training/Conferences	451	604	560	560	600
6202 Local Auto Expense	267	245	300	300	300
6324 Medical/Lab Supplies	2,242	655	1,082	1,082	1,000
6431 Interpreter Services	2,423	1,672	2,500	2,500	2,000
	<u>\$ 42,136</u>	<u>\$ 40,067</u>	<u>\$ 38,677</u>	<u>\$ 38,677</u>	<u>\$ 38,732</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 the Weight of the Fox Valley with the United Way.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

No performance indicators are prepared based on the uncertainty of the funding.

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Prevention Grant

Business Unit 2013

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4225 Health Grants & Aids	\$ 7,300	\$ 7,902	\$ -	\$ 7,800	\$ 7,902
	<u>\$ 7,300</u>	<u>\$ 7,902</u>	<u>\$ -</u>	<u>\$ 7,800</u>	<u>\$ 7,902</u>
Expenses					
6201 Training/Conferences	7,300	7,902	-	7,800	7,902
6404 Consulting Services	-	-	-	-	-
	<u>\$ 7,300</u>	<u>\$ 7,902</u>	<u>\$ -</u>	<u>\$ 7,800</u>	<u>\$ 7,902</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Treatment for elevated blood levels Children with elevated blood lead levels (EBLs) will show a progressive decline in blood lead levels in the 12 months following home visit	100%	100%	100%	100%	100%
Strategic Outcomes					
Decrease the incidence of elevated blood lead levels (EBLs)					
# of EBLs >19	2	1	3	3	3
# of EBLs 10 -19	5	4	4	4	4
Work Process Outputs					
Children with EBLs will be contacted with test results, recommendations for further screening and information on lead hazard reduction					
# of environmental inspections/ educational sessions	19	22	25	25	25

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - CDC Lead Grant

Business Unit 2014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4225 Health Grants & Aids	\$ 8,415	\$ 9,891	\$ 9,808	\$ 9,808	\$ 10,317
	<u>\$ 8,415</u>	<u>\$ 9,891</u>	<u>\$ 9,808</u>	<u>\$ 9,808</u>	<u>\$ 10,317</u>
Expenses					
6101 Regular Salaries	\$ 6,624	\$ 8,434	\$ 8,381	\$ 8,381	\$ 8,834
6150 Fringes	1,083	1,397	1,427	1,427	1,483
6201 Training & Conferences	40	-	-	-	-
6320 Printing & Reproduction	26	-	-	-	-
6324 Medical / Lab Supplies	1,441	-	-	-	-
6431 Interpreter Services	136	60	-	-	-
	<u>\$ 9,350</u>	<u>\$ 9,891</u>	<u>\$ 9,808</u>	<u>\$ 9,808</u>	<u>\$ 10,317</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Immunization rate @ 24 months of age % @ 24 months immunized	81%	80%	90%	90%	90%
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	15	14	18	18	15
# cases statewide	394	883	450	450	450
Work Process Outputs					
Internal case audit by 2/15 # of tracking contacts	2/15/2016 1,469	2/15/2017 1,364	2/15/2018 1,500	2/15/2018 1,500	2/15/2019 1,500

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Vaccine Improvement Grant

Business Unit 2015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4225 Health Grants & Aids	\$ 31,018	\$ 32,830	\$ 27,531	\$ 27,531	\$ 27,531
	<u>\$ 31,018</u>	<u>\$ 32,830</u>	<u>\$ 27,531</u>	<u>\$ 27,531</u>	<u>\$ 27,531</u>
Expenses					
6101 Regular Salaries	\$ 19,212	\$ 21,504	\$ 19,687	\$ 19,687	\$ 20,179
6150 Fringes	3,141	3,568	2,727	2,727	2,776
6201 Training & Conferences	220	75	300	300	300
6324 Medical / Lab Supplies	1,278	2,204	1,416	1,416	2,026
6324 Interdepartmental Charges	-	3,744	-	-	-
6430 Health Services	131	-	250	250	150
6431 Interpreter Services	3,277	1,736	3,151	3,151	2,100
	<u>\$ 27,259</u>	<u>\$ 32,831</u>	<u>\$ 27,531</u>	<u>\$ 27,531</u>	<u>\$ 27,531</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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, 2018 - June, 2019. 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 2019, provided there is no change in State and federal funding.

In 2018, supplemental funding was received for the Bioterrorism grant and is to be used for additional staff training and conferences as reflected in the Amended 2018 budget amounts.

The 2019 budget returns the PH Preparedness Coordinator position to full time. The 2019 budgeted grant income reflects the base grant amount that is expected to be awarded by the State plus the projected use of \$33,117 of deferred revenue.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
# of trainings available	12	12	12	11	12
Strategic Outcomes					
Active regional coalition					
# of meetings / year	5	5	5	4	5
Work Process Outputs					
% of coalition meetings attended	100%	100%	100%	100%	100%

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Bioterrorism Grant

Business Unit 2018 - Subledger 1506

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4225 Health Grants & Aids	\$ 70,190	\$ 37,351	\$ 53,087	\$ 62,004	\$ 86,204
4801 Charges for Serv. - Nontax	24,000	27,000	24,000	24,000	24,000
	<u>\$ 94,190</u>	<u>\$ 64,351</u>	<u>\$ 77,087</u>	<u>\$ 86,004</u>	<u>\$ 110,204</u>
Expenses					
6101 Regular Salaries	\$ 57,337	\$ 37,409	\$ 37,216	\$ 37,216	\$ 67,770
6150 Fringes	24,494	6,745	5,538	5,538	29,714
6201 Training\Conferences	6,716	7,976	10,489	19,406	6,000
6202 Local Auto Expense	-	542	1,500	1,500	1,500
6206 Parking Permits	470	535	420	420	420
6301 Office Supplies	-	-	700	700	700
6316 Miscellaneous Supplies	-	4,985	1,500	1,500	1,500
6320 Printing & Reproduction	-	-	600	600	500
6324 Medical / Lab Supplies	-	4,775	3,324	3,324	300
6327 Miscellaneous Equipment	4,050	-	14,500	14,500	500
6401 Accounting\Audit	500	500	500	500	500
6413 Utilities	623	884	800	800	800
	<u>\$ 94,190</u>	<u>\$ 64,351</u>	<u>\$ 77,087</u>	<u>\$ 86,004</u>	<u>\$ 110,204</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	165,765	128,038	174,865	129,103	145,820	137,569	170,686
Charges for Services	24,000	27,000	15,000	24,000	24,000	24,000	24,000
TOTAL REVENUES	189,765	155,038	189,865	153,103	169,820	161,569	194,686
EXPENSES BY LINE ITEM							
Regular Salaries	78,745	66,395	39,250	70,313	70,313	71,566	101,936
Part-Time	26,552	26,556	21,068	25,454	25,454	25,900	25,900
Vacation Pay	8,953	5,534	5,950	0	0	0	0
Fringes	34,395	17,463	12,061	13,444	13,444	13,547	37,752
Salaries & Fringe Benefits	148,645	115,948	78,329	109,211	109,211	111,013	165,588
Training & Conferences	14,936	16,557	11,618	11,349	28,066	19,302	14,802
Local Auto Expense	58	787	392	1,800	1,800	1,800	1,800
Parking Permits	470	535	470	420	420	420	420
Office Supplies	0	0	19	700	700	700	700
Administrative Expense	15,464	17,879	12,499	14,269	30,986	22,222	17,722
Miscellaneous Supplies	0	4,985	8,449	1,500	1,500	3,000	1,500
Printing & Reproduction	26	0	0	600	600	500	500
Medical & Lab Supplies	4,960	7,634	280	5,822	5,822	7,526	3,326
Miscellaneous Equipment	5,251	0	0	14,500	14,500	11,758	500
Supplies & Materials	10,237	12,619	8,729	22,422	22,422	22,784	5,826
Accounting/Audit	500	500	0	500	500	500	500
Consulting Services	0	0	2,672	0	0	0	0
Other Interfund Charges	0	3,744	0	0	0	0	0
Health Services	177	0	0	250	250	150	150
Interpreter Services	5,836	3,468	1,887	5,651	5,651	4,100	4,100
Purchased Services	6,513	7,712	4,559	6,401	6,401	4,750	4,750
Telephone	221	337	116	300	300	300	300
Cellular Telephone	402	547	239	500	500	500	500
Utilities	623	884	355	800	800	800	800
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	181,482	155,042	104,471	153,103	169,820	161,569	194,686

**CITY OF APPLETON 2019 BUDGET
HEALTH GRANTS
SPECIAL REVENUE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Intergovernmental	\$ 165,765	\$ 128,038	\$ 129,103	\$ 151,262	\$ 170,686 *
Charges for Service	24,000	27,000	24,000	24,000	24,000
Total Revenues	<u>189,765</u>	<u>155,038</u>	<u>153,103</u>	<u>175,262</u>	<u>194,686</u>
Expenses					
Program Costs	181,482	155,042	153,103	169,820	194,686
Total Expenses	<u>181,482</u>	<u>155,042</u>	<u>153,103</u>	<u>169,820</u>	<u>194,686</u>
Revenues over (under)					
Expenses	8,283	(4)	-	5,442	-
Fund Balance - Beginning	<u>(13,721)</u>	<u>(5,438)</u>	<u>(5,442)</u>	<u>(5,442)</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (5,438)</u>	<u>\$ (5,442)</u>	<u>\$ (5,442)</u>	<u>\$ -</u>	<u>\$ -</u>

* Note: Includes the use of \$33,117 of deferred revenue.

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

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CITY OF APPLETON 2019 BUDGET

POLICE DEPARTMENT

Police Chief: Todd L. Thomas

Assistant Police Chief: Lawrence W. Potter

CITY OF APPLETON 2019 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2018 EVENTS

The Spillman Technologies Records Management System (RMS) was launched in June 2018 after months of preparation and training. The integrated modules will link law enforcement agencies, simplify data entry, and provide users with quick access to the most up-to-date information. The RMS is a notable change in process that will continue to be reviewed and updated as new information is disseminated.

Recognizing that police officers were increasingly providing first response to people who are in a mental health crisis, a Behavioral Health Officer (BHO) position was funded in the 2018 budget to address these mental health concerns and serve the community as a primary contact within the police department. A direct link to other agencies, the BHO can allocate more resources to those in need and provide officers with information to assist them when responding to mental health calls for service.

The police department, in partnership with the Appleton Area School District (AASD), addressed the concerns of maintaining the crossing guard program and the school resource officer program that benefit the students attending Appleton schools. It was agreed to contract with a private provider to manage the crossing guard program at a shared cost between APD and AASD starting with the 2018-2019 school year. In addition, AASD will contribute 40% of personnel cost to maintain the school resource program.

The 2018 budget was built on the police department's commitment to reduce crime and increase the quality of life by seeking citizen involvement in identifying and solving community problems. One of the most important aspects of this philosophy is a connection to the public through social media. By providing information on our website, Facebook, Twitter, etc. on investigations, crime tips, and general public safety, we have experienced a significant increase in followers who provide feedback in solving crimes or responding to citizen concerns. Forming these partnerships has enhanced our ability to serve them.

The police department has experienced hiring and staffing shortages throughout the year for both sworn and civilian staff with retirements, long-term military and family medical leaves, unexpected injuries, new job opportunities, etc. The offset of this is the hiring of nine officers, one civilian and ten Community Service Officers through mid-year. We continue to confront these challenges with a forward-thinking approach for continuous hiring opportunities to help ease any potential staffing shortages.

After 5 years of outstanding service, canine Jico will retire as a police K-9 at the end of 2018. Jico has performed exceptionally with tracking suspects and locating contraband. It's been a great journey from his first successful track and apprehension just a month on the job.

While drones have become popular as a hobby in the past few years, the police department has taken advantage of the drone capabilities by using it for locating missing persons, searching for suspects, and providing other aerial data as needed. Like the robot, the drone has become an integral part in responding to calls where locating a person or the safety of officers is at risk.

CITY OF APPLETON 2019 BUDGET POLICE DEPARTMENT

MAJOR 2019 OBJECTIVES

Continue delivering a high level of police services while maximizing resources and leveraging technologies to enhance effectiveness and efficiencies.

Research the feasibility and impact of a *crime analyst* position.

Ensure the Crossing Guard contracted service is meeting the needs of the children at guarded crossings.

Evaluate the operations staffing levels, deployment and service levels to ensure we are providing quality police services.

Continue to connect with the community through social media,

Assess the Spillman Technologies Records Management System for updating, storing, and disseminating police records. Facilitate necessary training for all APD employees.

Replace canine Jico who retires at the end of 2018.

Continue to collaborate on mental health-related concerns with links to appropriate services.

Focus on creative training practices and procedures for new Community Service Officers.

Increase personal interactions with citizens through meetings and community events to help build a greater sense of community safety.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 780,726	\$ 820,185	\$ 964,655	\$ 981,519	\$ 1,013,747	5.09%
Program Expenses							
17511	Executive Management	971,745	1,083,756	1,086,758	1,086,758	1,094,909	0.75%
17512	Administrative Services	2,013,986	2,079,905	1,981,573	1,981,573	2,026,683	2.28%
17524	Community Services	469,139	482,943	795,467	832,751	892,022	12.14%
17532	Investigative Services	3,186,608	3,472,940	4,193,341	4,172,921	4,229,194	0.85%
17541	Field Operations	9,987,426	10,416,944	9,536,961	9,536,961	10,147,141	6.40%
TOTAL		\$ 16,628,904	\$ 17,536,488	\$ 17,594,100	\$ 17,610,964	\$ 18,389,949	4.52%
Expenses Comprised Of:							
Personnel		14,813,042	15,714,864	15,673,758	15,578,766	16,034,646	2.30%
Administrative Expense		117,546	115,219	130,661	130,661	120,205	-8.00%
Supplies & Materials		312,755	221,801	175,530	175,530	288,870	64.57%
Purchased Services		150,439	271,548	231,870	343,726	512,832	121.17%
Utilities		198,149	198,758	199,200	199,200	198,600	-0.30%
Repair & Maintenance		1,036,973	1,014,298	1,183,081	1,183,081	1,234,796	4.37%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		137.00	137.00	138.00	138.00	140.00	

* % change from prior year adopted budget
Police.xls

**CITY OF APPLETON 2019 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:

Duty ammunition has a shorter life due to its exposure to outside elements and temperature change. During annual firearms qualification and other training, the duty ammunition is used and replaced, however the increased ammunition prices are outpacing the available supply. This budget includes \$14,700 for the replacement of duty ammunition.

This budget also includes the replacement of a fitness bike that is used for sworn physical fitness testing twice a year. The two stationary bikes currently used are more than 20 years old and are experiencing issues that cannot be repaired. The estimated replacement cost is \$3,000 and is reflected in the miscellaneous equipment account.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Increase public safety and awareness					
# of media contacts	668	551	550	550	550
# of news releases distributed	86	83	85	85	85
# of social media followers	31,375	41,187	48,375	48,000	48,000
Identify, assess and respond to community needs					
% of favorable survey responses to meeting community needs (1 year survey)	New measure	84%	84%	84%	84%
Strategic Outcomes					
Provide excellence in police services					
% from survey that are satisfied with department's overall performance	New measure	85%	85%	85%	85%
Work Process Outputs					
Foster community relationships					
# of active Neighborhood Watch Groups	145	140	140	140	140
Cultural responsiveness					
# of diversity initiatives/meetings	24	40	30	35	35

**CITY OF APPLETON 2019 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ 17,400	\$ 16,480	\$ 17,600	\$ 17,600	\$ 17,600
4510 Court Fines & Fees	264,084	255,440	340,000	340,000	275,000
4801 Charges for Serv.- Nontax	15,776	14,862	20,000	20,000	20,000
4806 False Alarm Fees	11,100	9,675	10,000	10,000	10,000
4908 Miscellaneous Intergov. Chgs	-	9,382	-	-	-
5010 Misc Revenue - Nontax	2,012	6,577	5,000	5,000	5,000
5020 Donations & Memorials	11,020	7,398	2,500	2,500	3,000
5030 Damage to City Property	10,085	1,048	-	-	-
5035 Other Reimbursements	237	1,488	-	-	-
Total Revenue	\$ 331,714	\$ 322,350	\$ 395,100	\$ 395,100	\$ 330,600
Expenses					
6101 Regular Salaries	\$ 558,076	\$ 604,169	\$ 634,726	\$ 634,726	\$ 636,087
6105 Overtime	9,943	29,136	7,106	7,106	7,249
6108 Part Time	-	1,579	-	-	-
6150 Fringes	213,566	251,409	245,943	245,943	235,924
6201 Training / Conferences	83,168	74,536	85,000	85,000	85,000
6204 Tuition Fees	9,116	16,071	20,000	20,000	10,860
6205 Employee Recruitment	1,234	624	2,500	2,500	1,500
6206 Parking Permits	408	505	420	420	420
6302 Subscriptions	1,064	1,135	896	896	1,200
6303 Memberships & Licenses	3,242	2,976	2,850	2,850	2,230
6304 Postage/Freight	219	8	200	200	200
6305 Awards & Recognition	2,135	2,426	2,055	2,055	2,055
6307 Food & Provisions	2,867	3,069	2,740	2,740	2,740
6312 Guns & Ammunition	22,317	21,285	23,000	23,000	37,700
6315 Books & Library Materials	503	456	330	330	330
6316 Miscellaneous Supplies	4,835	11,262	5,000	5,000	4,500
6321 Clothing	26,462	24,501	26,500	26,500	30,500
6327 Miscellaneous Equipment	7,325	9,265	6,000	6,000	7,000
6328 Signs	-	454	300	300	-
6402 Legal Fees	210	253	100	100	100
6404 Consulting Services	6,425	7,049	5,000	5,000	5,000
6418 Equip Repairs & Maint	360	484	1,000	1,000	500
6430 Health Services	239	464	400	400	400
6599 Other Contracts/Obligations	18,031	20,640	14,692	14,692	23,414
Total Expense	\$ 971,745	\$ 1,083,756	\$ 1,086,758	\$ 1,086,758	\$ 1,094,909

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Clothing		Training/Conferences	
New officer issue 7 @\$1,000	\$ 7,000	DOJ Training & Standards	\$ 17,760
Badges, patches, bars, etc.	2,000	SWAT /TEMS Training	10,000
Replacement of damaged items	500	Leadership development	10,000
Protective vests 21 @ approx. \$1,000	21,000	DAAT/Firearms	10,000
	<u>\$ 30,500</u>	Crime/drug prevention	14,000
		Investigative/Forensic	12,000
		Threat assessment/other	11,240
			<u>\$ 85,000</u>
Guns & Ammunition		Other Contracts and Obligations	
Ammunition/XREP rounds	\$ 30,200	Narcans	\$ 3,500
Firearms /Taser/Armorer	5,000	PD Range maintenance	7,783
Protective Equipment	2,500	Crime Reports	3,500
	<u>\$ 37,700</u>	Background checks/misc	8,631
			<u>\$ 23,414</u>

**CITY OF APPLETON 2019 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	95%	95%	95%	95%	95%
# of TIME System transactions initiated	29,623	29,320	29,000	29,000	29,000
Strategic Outcomes					
Compliance with Uniform Crime Reporting Complete monthly reporting requirements to State and FBI	100%	100%	100%	100%	100%
Work Process Outputs					
Provide quality support service					
# of public open records requests	New measure	2,850	3,000	3,000	3,000
# of Criminal history queries	4,267	5,295	5,000	5,000	5,000

**CITY OF APPLETON 2019 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 1,032,826	\$ 1,001,587	\$ 989,813	\$ 989,813	\$ 1,014,978
6104 Call Time	278	522	981	981	400
6105 Overtime	68,258	91,319	52,315	52,315	54,370
6108 Part Time	-	13,298	-	-	-
6150 Fringes	444,806	480,486	459,793	459,793	473,186
6301 Office Supplies	13,506	13,869	14,000	14,000	14,000
6316 Miscellaneous Supplies	1,615	778	550	550	550
6320 Printing & Reproduction	19,608	25,020	15,800	15,800	14,800
6327 Miscellaneous Equipment	1,995	4,000	2,600	2,600	2,000
6407 Collection Services	4,024	4,223	4,400	4,400	4,400
6413 Utilities	198,149	198,756	199,200	199,200	198,600
6418 Equip Repairs & Maint	658	1,747	800	800	1,835
6420 Facilities Charges	195,769	205,213	211,321	211,321	215,364
6599 Other Contracts/Obligations	32,494	39,087	30,000	30,000	32,200
Total Expense	<u>\$ 2,013,986</u>	<u>\$ 2,079,905</u>	<u>\$ 1,981,573</u>	<u>\$ 1,981,573</u>	<u>\$ 2,026,683</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Printing & Reproduction</u>		<u>Other Contracts/Obligations</u>	
City copy charges	\$ 7,800	Aircards	\$ 28,000
Report/notice forms/door hang tags	1,500	Callyo System	2,000
Letterhead & envelopes	1,500	Cintas	2,200
Recruitment	1,000		<u>\$ 32,200</u>
Leave/overtime request forms	1,000		
Investigation, accident forms	1,000		
Miscellaneous printing	1,000		
	<u>\$ 14,800</u>		

**CITY OF APPLETON 2019 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:

In partnership with the Appleton Area School District (AASD), the crossing guard program will be outsourced and managed by a private provider. The contract cost for 2019 is reflected in this budget as an expense of \$254,180 in other contracts and obligations. The AASD reimbursement is reflected as a revenue increase in other reimbursements.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Provide greater access to police services					
Average # of CSO hours p/month	1,222	1,252	1,500	1,300	1,300
Strategic Outcomes					
Increased security at community events					
% of time CSO's work special events	18%	12%	18%	15%	15%
Work Process Outputs					
Maintain community support					
# of CSO calls for service	9,932	10,935	10,000	10,000	10,000

**CITY OF APPLETON 2019 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4310 Dog Licenses	\$ 18,530	\$ 16,638	\$ 20,000	\$ 20,000	\$ 20,000
4311 Cat Licenses	6,970	6,257	8,000	8,000	8,000
5035 Other Reimbursements	87,214	87,442	87,895	104,759	127,090
Total Revenue	<u>\$ 112,714</u>	<u>\$ 110,337</u>	<u>\$ 115,895</u>	<u>\$ 132,759</u>	<u>\$ 155,090</u>
Expenses					
6101 Regular Salaries	\$ 47,783	\$ 49,607	\$ 231,292	\$ 231,292	\$ 235,668
6105 Overtime	5,016	4,272	12,890	12,890	13,173
6108 Part-Time	349,638	363,184	406,718	332,146	245,773
6150 Fringes	37,234	40,384	119,167	119,167	118,328
6316 Miscellaneous Supplies	933	792	1,000	1,000	1,000
6321 Clothing	1,889	1,003	2,000	2,000	2,000
6323 Safety Supplies	5,315	812	900	900	900
6327 Miscellaneous Equipment	1,556	1,078	1,500	1,500	1,500
6412 Advertising	690	-	-	-	-
6599 Other Contracts/Obligations	19,085	21,811	20,000	131,856	273,680
Total Expense	<u>\$ 469,139</u>	<u>\$ 482,943</u>	<u>\$ 795,467</u>	<u>\$ 832,751</u>	<u>\$ 892,022</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Fox Valley Humane Association	\$ 19,000
Wild animal service	500
All City Management Services	254,180
	<u>\$ 273,680</u>

**CITY OF APPLETON 2019 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 investigators' case review and reporting procedures
- Support investigations with qualified forensic recovery and analysis

Major Changes in Revenue, Expenditures or Programs:

The School Resource Officer (SRO) Program will continue as a shared partnership with the Appleton School District (AASD) contributing 40% of personnel costs (\$510,057).

The other contracts/obligations account includes \$4,225 for GEOTime, a geospatial analysis software that allows the visual analysis of call data and \$1,400 for Mobilyze, a forensic software to view and preserve data on android and iPhones.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Provide specialized investigative support # of cases assigned to investigators	272	306	300	300	300
Provide Youth Services # of complaint resolutions/diversions made through informal means	4,622	4,433	4,000	4,400	4,400
Strategic Outcomes					
Ensure integrity in the investigative process % of discovery requests processed within mandated time limits	60%	95%	95%	95%	100%
Work Process Outputs					
Provide service excellence and quality investigative services # of discovery requests	1,878	2,107	1,750	2,000	2,000
# of sensitive crimes	New Measure	121	90	120	120
# of drug case investigations	231	246	230	245	245
# of truancy tickets written	New Measure	146	125	145	145

**CITY OF APPLETON 2019 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv. - Nontax	\$ 24,204	\$ 34,047	\$ 14,630	\$ 14,630	\$ 10,000
4905 SRO Reimbursements	304,102	345,636	431,030	431,030	510,057
Total Revenue	\$ 328,306	\$ 379,683	\$ 445,660	\$ 445,660	\$ 520,057
Expenses					
6101 Regular Salaries	\$ 2,106,659	\$ 2,186,452	\$ 2,839,968	\$ 2,819,548	\$ 2,901,050
6104 Call Time	12,017	10,878	5,313	5,313	5,430
6105 Overtime	206,044	252,167	164,927	164,927	163,349
6150 Fringes	809,117	964,532	1,142,133	1,142,133	1,118,040
6316 Miscellaneous Supplies	1,974	1,829	2,700	2,700	2,000
6320 Printing & Reproduction	4,414	4,648	3,500	3,500	3,500
6324 Medical/Lab Supplies	11,506	12,607	9,300	9,300	9,000
6327 Miscellaneous Equipment	10,398	17,937	11,000	11,000	9,000
6418 Equip Repairs & Maint	1,360	177	1,500	1,500	1,000
6443 Investigative Costs	460	147	1,000	1,000	-
6599 Other Contracts/Obligations	22,659	21,566	12,000	12,000	16,825
Total Expense	\$ 3,186,608	\$ 3,472,940	\$ 4,193,341	\$ 4,172,921	\$ 4,229,194

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Forensic software maintenance/upgrade	\$ 4,225
GPS, Mobilized online services	2,250
Leads Online	4,900
Investigative online programs	2,650
Towing Service	2,800
	<u>\$ 16,825</u>

* VARDA - Voice Activated Radio Dispatched Alarm

**CITY OF APPLETON 2019 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:

CEA replacement reserve reflects the upgrade of 13 police vehicles in 2018 to the Ford Interceptor sport utility vehicles. For 2019, 12 police vehicles will be replaced with the Ford Interceptor SUV for an additional cost of \$30,840. This additional cost is offset by reductions in other budget line items for 2019.

A firmware upgrade for mobile and portable radios is reflected in this budget to address radio functionality and performance such as network connectivity, Wi-Fi, GPS, etc. This budget reflects the first year of a two-year contract for \$12,127.

This budget adds two patrol officers as of 3/1/19. It also includes \$87,040 for the purchase of essential police patrol equipment, including ballistic vests, helmets, gas masks, etc., partially funded by the use of \$36,480 from a contingency fund previously established to protect the City from changes in State Aid awards.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community meetings held	75	75	75	75	75
# of interagency neighborhood teams	12	12	12	12	12
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Group A crimes *	4,156	4,414	4,300	4,300	4,300
# of reported Group B crimes **	5,742	5,297	6,000	5,500	5,500
Work Process Outputs					
Improve enforcement and response to crime					
# of self-initiated crime prevention screens	6,382	6,810	7,300	7,000	7,000
# of citizen contacts	33,059	33,383	32,000	33,000	33,000
# of adult arrests ***	4,647	4,475	5,000	5,000	5,000
# of juvenile arrests ***	697	595	800	700	700

* 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 2019 BUDGET
POLICE DEPARTMENT**

Field Operations (Patrol)

Business Unit 17541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ 7,992	\$ 7,815	\$ 8,000	\$ 8,000	\$ 8,000
Total Revenue	<u>\$ 7,992</u>	<u>\$ 7,815</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
Expenses					
6101 Regular Salaries	\$ 6,190,433	\$ 6,312,946	\$ 5,900,006	\$ 5,900,006	\$ 6,161,159
6104 Call Time	7,576	12,644	18,540	18,540	19,315
6105 Overtime	410,357	427,436	267,898	267,898	277,657
6150 Fringes	2,303,414	2,616,856	2,174,229	2,174,229	2,353,510
6312 Guns & Ammunition	8,030	6,885	7,500	7,500	7,500
6316 Miscellaneous Supplies	30,186	26,444	22,000	22,000	20,500
6320 Printing & Reproduction	1,423	1,519	1,650	1,650	1,650
6327 Miscellaneous Equipment	150,471	49,228	32,400	32,400	132,940
6418 Equip Repairs & Maint	5,821	9,075	6,000	6,000	7,125
6425 CEA Equip. Rental	833,007	797,602	962,460	962,460	1,008,972
6431 Interpreter Services	2,671	2,310	1,500	1,500	1,500
6444 Witness Fees	143	206	500	500	500
6502 Leases	587	-	-	-	-
6599 Other Contracts/Obligations	43,307	153,793	142,278	142,278	154,813
Total Expense	<u>\$ 9,987,426</u>	<u>\$ 10,416,944</u>	<u>\$ 9,536,961</u>	<u>\$ 9,536,961</u>	<u>\$ 10,147,141</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous Supplies</u>		<u>Miscellaneous Equipment</u>	
Canine program	\$ 4,000	Essential patrol equipment	\$ 87,040
Bike Patrol	1,000	New officer equipment	12,800
Crime prevention and control	2,000	K9 equipment	2,600
Emergency response	4,000	Radar speed detection	8,000
Explorers program	1,500	Radios	9,000
Flares	2,000	Recorder replacements	1,500
Honor Guard	1,000	SWAT equipment/vests	12,000
Radio batteries & supplies	3,000		<u>\$ 132,940</u>
Traffic / vehicle control supplies	2,000		
	<u>\$ 20,500</u>		
		<u>Other Contracts & Obligations</u>	
		Body Cams/Taser program	\$ 117,886
		Aladtec scheduling program	7,200
		Biohazard cleaning	1,200
		Canine vet service	2,500
		Cloudspace iPhone app	1,200
		Incarceration fees	700
		OWI blood draws	12,000
		Radio Firmware	12,127
			<u>\$ 154,813</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	17,400	16,480	16,160	17,600	17,600	17,600	17,600
Licenses	25,500	22,895	30,576	28,000	28,000	28,000	28,000
Fines and Forfeitures	264,084	255,440	220,799	340,000	340,000	340,000	275,000
Charges for Services	51,080	58,584	32,787	44,630	44,630	40,000	40,000
Intergov. Charges for Service	304,102	355,018	176,208	431,030	431,030	510,057	510,057
Other Revenues	118,560	111,768	113,383	103,395	120,259	143,090	143,090
TOTAL REVENUES	780,726	820,185	589,913	964,655	981,519	1,078,747	1,013,747
EXPENSES BY LINE ITEM							
Regular Salaries	9,431,831	9,614,216	7,771,340	10,595,805	10,575,385	10,839,910	10,948,942
Call Time	19,871	24,045	26,411	24,834	24,834	25,345	25,345
Overtime	699,619	804,331	709,945	505,136	505,136	510,152	515,598
Temp. Full-Time	160,656	158,493	92,055	163,940	163,940	0	0
Part-Time	188,982	219,567	210,467	242,778	168,206	245,773	245,773
Other Compensation	234,540	237,888	241,469	0	0	0	0
Shift Differential	11,645	10,662	8,105	0	0	0	0
Sick Pay	6,749	22,480	19,562	0	0	0	0
Vacation Pay	251,013	269,516	216,347	0	0	0	0
Fringes	3,808,136	4,353,666	3,263,564	4,141,265	4,141,265	4,279,679	4,298,988
Salaries & Fringe Benefits	14,813,042	15,714,864	12,559,265	15,673,758	15,578,766	15,900,859	16,034,646
Training & Conferences	83,168	74,536	76,100	85,000	85,000	85,000	85,000
Tuition Fees	9,116	16,071	1,645	20,000	20,000	20,000	10,860
Employee Recruitment	1,234	624	2,605	2,500	2,500	2,500	1,500
Parking Permits	408	505	471	420	420	420	420
Office Supplies	13,506	13,869	11,635	14,000	14,000	14,000	14,000
Subscriptions	1,064	1,135	1,225	896	896	1,200	1,200
Memberships & Licenses	3,242	2,976	1,751	2,850	2,850	2,230	2,230
Postage & Freight	219	8	120	200	200	200	200
Awards & Recognition	2,135	2,426	2,484	2,055	2,055	2,055	2,055
Food & Provisions	2,867	3,069	2,611	2,740	2,740	2,740	2,740
Leases	587	0	0	0	0	0	0
Administrative Expense	117,546	115,219	100,647	130,661	130,661	130,345	120,205
Guns & Ammunition	30,346	28,170	19,043	30,500	30,500	45,200	45,200
Books & Library Materials	503	456	454	330	330	330	330
Miscellaneous Supplies	39,543	41,105	28,441	31,250	31,250	31,250	28,550
Printing & Reproduction	25,445	31,186	18,882	20,950	20,950	20,950	19,950
Clothing	28,351	25,503	39,987	28,500	28,500	28,500	32,500
Safety Supplies	5,316	812	900	900	900	900	900
Medical & Lab Supplies	11,506	12,607	6,859	9,300	9,300	9,300	9,000
Miscellaneous Equipment	171,745	81,508	47,810	53,500	53,500	140,500	152,440
Signs	0	454	300	300	300	300	0
Supplies & Materials	312,755	221,801	162,676	175,530	175,530	277,230	288,870
Legal Fees	210	253	96	100	100	100	100
Consulting Services	6,425	7,049	3,150	5,000	5,000	5,000	5,000
Collection Services	4,024	4,223	3,545	4,400	4,400	4,400	4,400
Advertising	690	0	0	0	0	0	0
Health Services	239	464	45	400	400	400	400
Interpreter Services	2,671	2,310	1,534	1,500	1,500	1,500	1,500
Investigative Costs	460	147	380	1,000	1,000	1,000	0
Witness Fees	143	206	158	500	500	500	500
Other Contracts/Obligations	135,577	256,896	231,590	218,970	330,826	531,513	500,932
Purchased Services	150,439	271,548	240,498	231,870	343,726	544,413	512,832
Electric	82,535	80,547	69,666	83,000	83,000	83,000	83,000
Gas	20,867	20,279	16,733	25,000	25,000	25,000	25,000
Water	4,416	4,380	3,190	4,500	4,500	4,500	4,500
Waste Disposal/Collection	1,575	1,559	1,128	1,600	1,600	1,600	1,600
Fuel Oil	0	0	0	600	600	600	0
Stormwater	4,871	4,792	3,861	5,000	5,000	5,000	5,000
Telephone	21,401	23,634	19,337	21,500	21,500	21,500	21,500

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Cellular Telephone	62,484	63,567	65,179	58,000	58,000	58,000	58,000
Utilities	198,149	198,758	179,094	199,200	199,200	199,200	198,600
Equipment Repair & Maintenan	8,198	11,483	6,023	9,300	9,300	13,160	10,460
Facilities Charges	195,768	205,213	188,821	211,321	211,321	215,364	215,364
CEA Equipment Rental	833,007	797,602	777,834	962,460	962,460	1,008,972	1,008,972
Repair & Maintenance	1,036,973	1,014,298	972,678	1,183,081	1,183,081	1,237,496	1,234,796
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	16,628,904	17,536,488	14,214,858	17,594,100	17,610,964	18,289,543	18,389,949

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250

PROGRAM MISSION

This program accounts for the receipt of various law enforcement and public safety grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy # 4: "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 2019 grant budget includes anticipated funding through the Wisconsin Department of Transportation (DOT) and the State and Federal Department Office of Justice Assistance (DOJ).

The Wisconsin Department of Transportation (DOT) funding for seat belt enforcement was changed from a single grant to a shared grant with Outagamie County. Additional funding became available with this change. Funding for drug and criminal investigation enforcement was made available in 2017 through the Wisconsin Department of Justice. The revenue budget for 2019 anticipates the same grants to be funded for the 2018-2019 grant year.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ 181,780	\$ 136,402	\$ 48,000	\$ 48,000	\$ 68,000	41.67%
	Program Expenses	\$ 179,685	\$ 132,676	\$ 48,000	\$ 48,000	\$ 68,000	41.67%
Expenses Comprised Of:							
	Personnel	167,507	110,713	30,000	30,000	50,000	66.67%
	Administrative Expense	2,000	2,453	-	-	-	N/A
	Supplies & Materials	10,178	19,510	18,000	18,000	18,000	0.00%
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4210 Federal Grants	\$ 12,273	\$ 29,688	\$ 18,000	\$ 18,000	\$ 18,000
4224 State Grants	169,507	106,714	30,000	30,000	50,000
Total Revenue	<u>\$ 181,780</u>	<u>\$ 136,402</u>	<u>\$ 48,000</u>	<u>\$ 48,000</u>	<u>\$ 68,000</u>
Expenses					
6101 Salaries	\$ 121,434	\$ -	\$ -	\$ -	\$ -
6105 Overtime	46,073	110,713	30,000	30,000	50,000
6201 Training & Conferences	2,000	2,453	-	-	-
6321 Clothing	10,178	8,695	8,000	8,000	8,000
6327 Miscellaneous Equipment	-	10,815	10,000	10,000	10,000
Total Expense	<u>\$ 179,685</u>	<u>\$ 132,676</u>	<u>\$ 48,000</u>	<u>\$ 48,000</u>	<u>\$ 68,000</u>

DETAILED SUMMARY OF 2019 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	35,000
Drug and Criminal Task Force	WDOJ	15,000
		<u>\$ 68,000</u>

**CITY OF APPLETON 2019 BUDGET
POLICE GRANTS**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Intergovernmental	\$ 181,780	\$ 136,402	\$ 48,000	\$ 54,453	\$ 68,000
Total Revenues	<u>181,780</u>	<u>136,402</u>	<u>48,000</u>	<u>54,453</u>	<u>68,000</u>
Expenses					
Program Costs	179,685	132,676	48,000	48,000	68,000
Total Expenses	<u>179,685</u>	<u>132,676</u>	<u>48,000</u>	<u>48,000</u>	<u>68,000</u>
Revenues over (under) Expenses	2,095	3,726	-	6,453	-
Fund Balance - Beginning	<u>(12,274)</u>	<u>(10,179)</u>	<u>(6,453)</u>	<u>(6,453)</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (10,179)</u>	<u>\$ (6,453)</u>	<u>\$ (6,453)</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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**CITY OF APPLETON 2019 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 # 1: "Prompt delivery of excellent services".

Objectives:

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

Project _____

No projects planned in 2019

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ (159)	\$ (80)	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 182,022	\$ 341,762	\$ 232,265	\$ 232,265	\$ -	-100.00%
Expenses Comprised Of:							
	Personnel	11,027	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	186,190	50,000	50,000	-	-100.00%
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	1,819	-	-	-	-	N/A
	Capital Expenditures	169,176	155,572	182,265	182,265	-	-100.00%

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4210 Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	(159)	(80)	-	-	-
5910 Proceeds of Long-term Debt	186,068	387,866	219,490	219,490	-
5921 Trans In - General Fund	-	-	-	-	-
Total Revenue	\$ 185,909	\$ 387,786	\$ 219,490	\$ 219,490	\$ -
Expenses					
6101 Regular Salaries	\$ 8,054	\$ -	\$ -	\$ -	\$ -
6150 Fringes	2,973	-	-	-	-
6327 Miscellaneous Equipment	-	186,190	50,000	50,000	-
6425 CEA Equipment Rental	1,819	-	-	-	-
6803 Buildings	39,560	155,572	-	-	-
6804 Equipment	129,616	-	62,765	62,765	-
6815 Software Acquisition	-	-	119,500	119,500	-
Total Expense	\$ 182,022	\$ 341,762	\$ 232,265	\$ 232,265	\$ -

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET

PUBLIC SAFETY

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	(159)	(80)	-	-	-
Total Revenues	<u>(159)</u>	<u>(80)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	182,022	341,762	232,265	212,765	-
Total Expenses	<u>182,022</u>	<u>341,762</u>	<u>232,265</u>	<u>212,765</u>	<u>-</u>
Revenues over (under) Expenses	<u>(182,181)</u>	<u>(341,842)</u>	<u>(232,265)</u>	<u>(212,765)</u>	<u>-</u>
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	186,068	387,866	219,490	152,115	-
Transfer In - General Fund	-	-	-	-	-
Transfer Out - Capital Projects	-	-	-	-	-
Transfer Out - CEA	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>186,068</u>	<u>387,866</u>	<u>219,490</u>	<u>152,115</u>	<u>-</u>
Net Change in Equity	3,887	46,024	(12,775)	(60,650)	-
Fund Balance - Beginning	<u>10,739</u>	<u>14,626</u>	<u>60,650</u>	<u>60,650</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 14,626</u>	<u>\$ 60,650</u>	<u>\$ 47,875</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2019 BUDGET

FIRE DEPARTMENT

Fire Chief: Jeremy J. Hansen

Deputy Fire Chief: Darrel H. Baker

CITY OF APPLETON 2019 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 2018 EVENTS

In 2018, the department had two retirements including the Fire Chief and a driver/engineer. The Deputy Chief was temporarily appointed to the position of Interim Fire Chief during the recruitment process with a new Chief starting in July. The driver/engineer vacancy was filled with an internal promotion. The department worked with Fox Valley Technical College's regional hiring process for the hiring of two recruit firefighters who started a six-week training academy in early June. The Battalion Chief of Resource Development and Special Operations oversaw the recruit academy.

Members of the Appleton Fire Department worked with Outagamie County, the City of Appleton's Information Technology Department, and the computer-aided dispatch (CAD) vendor (Spillman) to implement the fire department's portion of the new CAD system. This included installing the necessary software and hardware in the fire vehicles and fire stations, testing the system and equipment for proper dispatching via automatic vehicle location (AVL), and providing training to all internal personnel. Unfortunately, the department had to temporarily discontinue their automatic aid agreement with Neenah-Menasha Fire Rescue since the CAD interface between the two systems will not communicate with one another. It is expected that the automatic aid will resume as soon as the interface between Winnebago and Outagamie Counties is developed and implemented.

Internally, a Technology Committee, made up of both Fire Department and Information Technology staff members, evaluated and selected a new fire records management system (FRMS) for the Appleton Fire Department. The new FRMS must be implemented by year-end so staff members will be working on that transition and implementation for the remainder of the year.

In January, the department placed the order for the purchase of a 2019 Pierce Velocity pumper which is the second of four firetruck purchases from 2017 to 2020 that the department received permission to sole source. Not only are there cost savings advantages to sole sourcing the purchase, but there is a pre-payment discount as well. The department also completed the purchase and training of heavy rescue equipment within the first half of 2018.

The Fire Prevention/Public Education Divisions are in the process of updating/re-writing Chapter Six of the Appleton Municipal Code and transitioning to the International Fire Code 2015 edition of the model fire code. They have completed fire pre-plan drawings for all buildings owned by Lawrence University. The building fire and in-ground tank inspections are finished for the first half of 2018. Targeting older adults, the division implemented a 'Home and Fire Safety Program' including the installation of smoke detectors, as needed. The division participated in many public education special events including the Citizen's Academy, UW-Oshkosh Advanced Fire Camp, and the Fourth Grade Poster Contest. The Firewise (Youth Firesetter) Program was reinvigorated with updated policies and procedures. This division is also responsible for the compilation of the Department's annual report.

The Training and Resource Development Division has created a Health and Wellness Committee that will focus on all aspects of health and wellness for members of the Department including training additional members on critical incident stress management. The department continues to focus on cancer prevention with the installation of additional turnout washers at Fire Stations 2 and 3 through a generous donation from the community to the "Friends of the AFD Foundation". Other areas of training that the department has focused on include: heavy equipment rigging specialist training, Paratech rescue training, drone pilot training, task force training, and entry-level recruit training. The division is working together with other city departments to develop a City-wide drone program. The division also worked regionally on chemical safety training, haz-mat drills and the 'Dark Sky' Statewide drill.

From an emergency management standpoint, the City was involved in a multi-jurisdictional tabletop and functional exercise. The City's Emergency Operations Center (EOC) was part of the state-wide 'Dark Sky' exercise. Emergency management began working with Wisconsin Emergency Management's online software for emergency incidents (WebEOC) and will continue to train remaining City EOC staff.

CITY OF APPLETON 2019 BUDGET FIRE DEPARTMENT

MAJOR 2019 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 role of the Fire Department is evolving to improve awareness of all facets of life safety.

In 2019, 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 working with law enforcement to address rescue task force response capabilities for active violence incidents involving an active shooter and mass casualties

Implement a fire records management system for the 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	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 351,312	\$ 365,938	\$ 334,800	\$ 339,800	\$ 349,900	4.51%
Program Expenses							
18010	Administration	498,037	557,293	477,285	477,285	562,496	17.85%
18021	Fire Suppression	9,054,948	9,342,634	9,151,853	9,151,853	9,399,001	2.70%
18022	Special Operations	141,112	146,240	160,093	160,093	163,500	2.13%
18023	Resource Devel.	236,899	189,729	265,884	265,884	267,372	0.56%
18024	Emergency Medical Svc	140	174,293	435,657	435,657	470,631	8.03%
18032	Fire Prevention	1,195,504	1,109,058	1,180,810	1,180,810	1,213,112	2.74%
18033	Technical Services	351,393	369,132	385,821	390,821	396,407	2.74%
TOTAL		\$ 11,478,033	\$ 11,888,379	\$ 12,057,403	\$ 12,062,403	\$ 12,472,519	3.44%
Expenses Comprised Of:							
Personnel		10,453,694	10,825,663	10,889,142	10,889,142	11,227,735	3.11%
Administrative Expense		58,137	59,384	69,710	69,710	71,320	2.31%
Supplies & Materials		144,105	145,307	149,837	154,837	164,150	9.55%
Purchased Services		39,027	38,816	42,677	42,677	42,295	-0.90%
Utilities		141,600	139,090	155,827	155,827	165,474	6.19%
Repair & Maintenance		641,470	680,119	750,210	750,210	801,545	6.84%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		96.00	96.00	96.00	96.00	96.00	

* % change from prior year adopted budget

**CITY OF APPLETON 2019 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
- Plan and prepare operational and capital budgets
- Maintain staffing levels as detailed in the table of organization and approved by the Common Council
- Continue the development of joint service opportunities and regional relationships with neighboring fire departments
- Enhance internal and external communications and working relationships
- Implement a fire records management system (FRMS)

Major changes in Revenue, Expenditures, or Programs:

The significant increase in salaries from 2018 to 2019 reflects funding the Fire Chief's salary for an entire year versus the July 1 (half-year) start date reflected in the 2018 adopted budget.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
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
Strategic Outcomes					
Lives and property protected					
Fires per 1,000 residents	1.7	1.6	0.0	1.3	0.0
% of \$ loss in:					
inspected vs.	47%	59%	25%	25%	4%
non-inspected	53%	41%	75%	75%	96%
Work Process Outputs					
Enhance internal communications					
# of employee, department, union-management meetings	132	144	150	112	150
Enhance regional relationships					
# of meetings and activities with regional partners	107	176	125	170	175

**CITY OF APPLETON 2019 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4226 Fire Insurance Dues	202,965	219,064	210,000	210,000	219,000
5010 Misc Revenue - NonTax	22	37	-	-	-
5015 Rental of City Property	-	450	-	-	-
5020 Donations & Memorials	-	-	-	5,000	-
Total Revenue	\$ 202,987	\$ 219,551	\$ 210,000	\$ 215,000	\$ 219,000
Expenses					
6101 Regular Salaries	\$ 237,188	\$ 284,423	\$ 203,013	\$ 203,013	\$ 248,903
6105 Overtime	225	8,629	1,162	1,162	1,198
6108 Part Time	13,163	11,572	19,695	19,695	19,695
6150 Fringes	69,298	75,406	50,826	50,826	80,450
6201 Training\Conferences	2,465	3,240	3,500	3,500	3,500
6301 Office Supplies	3,585	3,501	4,500	4,500	4,500
6303 Memberships & Licenses	914	943	1,100	1,100	1,100
6304 Postage\Freight	-	78	250	250	250
6305 Awards & Recognition	325	1,288	1,440	1,440	1,440
6307 Food & Provisions	1,242	1,321	1,920	1,920	1,920
6315 Books & Library Materials	299	229	300	300	300
6316 Miscellaneous Supplies	497	460	250	250	250
6320 Printing & Reproduction	6,882	7,135	7,187	7,187	7,450
6327 Miscellaneous Equipment	10,598	6,777	8,400	8,400	8,400
6404 Consulting Services	835	709	1,500	1,500	1,500
6407 Collection Services	2,837	3,296	3,177	3,177	2,643
6408 Contractor Fees	416	1,229	1,000	1,000	1,000
6413 Utilities	141,600	139,089	155,827	155,827	165,626
6425 CEA Equip. Rental	5,668	7,968	12,238	12,238	12,371
Total Expense	\$ 498,037	\$ 557,293	\$ 477,285	\$ 477,285	\$ 562,496

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 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:

In early 2017, the IAFF 257 and the City agreed to a three-year contract for 2017 to 2019. The personnel costs increase within this budget include the following increases:

- 1/1/19 - 1%
- 7/1/19 - 1%

In our effort to continue to follow NFPA standards for turnout gear replacement, approximately 18-20 sets of turnout gear need to be replaced each year at a cost of \$2,200 per set. In previous budgets, this was purchased through large capital purchases. However, a single set of turnout gear does not meet the threshold for capital purchasing so the replacement is being addressed within the department's operating budget. This same budget line is used to replace helmets, boots, gloves, and hoods.

The increase in the CEA maintenance and replacement costs represents the increased replacement cost charges for the new, replacement fire trucks.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	63%	66%	90%	65%	90%
Strategic Outcomes					
Enhance community safety					
Fire loss	\$ 1,867,519	\$ 1,378,269	\$ 750,000	\$ 1,248,058	\$ 700,000
# of fire-related deaths	1	0	0	0	0
Work Process Outputs					
Calls responded to					
# of emergency calls	4,028	3,717	4,000	3,600	3,800
# of non-emergency calls	662	1,057	600	1,000	800
Reduction in lost time work-related injuries					
# of lost time days	19	62	0	20	0

**CITY OF APPLETON 2019 BUDGET
FIRE DEPARTMENT**

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4210 Federal Grants	\$ 1,878	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	39,352	46,132	33,000	33,000	40,000
4230 Miscellaneous Local Aids	3,500	-	-	-	-
4801 Charges for Serv. - Nontax	8,214	3,500	3,500	3,500	3,000
Total Revenue	\$ 52,944	\$ 49,632	\$ 36,500	\$ 36,500	\$ 43,000
Expenses					
6101 Regular Salaries	\$ 5,983,100	\$ 5,916,901	\$ 5,956,757	\$ 5,956,757	\$ 6,050,220
6104 Call Time	6,569	5,814	-	-	-
6105 Overtime	387,830	418,120	318,602	318,602	323,543
6150 Fringes	2,162,638	2,475,067	2,294,884	2,294,884	2,385,323
6201 Training\Conferences	15,770	11,847	16,100	16,100	16,750
6204 Tuition Fees	1,210	1,132	4,000	4,000	4,000
6306 Building Maint./Janitorial	3,226	3,162	3,250	3,250	3,250
6316 Miscellaneous Supplies	260	1,865	1,250	1,250	1,300
6321 Clothing	42,979	43,058	42,000	42,000	55,950
6324 Medical\Lab Supplies	3,286	-	-	-	-
6327 Miscellaneous Equipment	-	3,500	-	-	-
6425 CEA Equip. Rental	421,276	438,637	490,010	490,010	533,665
6430 Health Services	26,804	23,531	25,000	25,000	25,000
Total Expense	\$ 9,054,948	\$ 9,342,634	\$ 9,151,853	\$ 9,151,853	\$ 9,399,001

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Clothing

Firefighter turnout gear	\$ 44,000
Protective clothing (boots, helmets, hoods, gloves)	8,450
Dress uniforms and intern clothing	2,000
Badges, hardware, etc.	1,500
Total	\$ 55,950

Health Services

NFPA-compliant physicals	\$ 22,000
Duty evaluations	3,000
Total	\$ 25,000

**CITY OF APPLETON 2019 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 Metro Department)
- Provide specialized emergency response to include: local hazardous materials response, confined space rescue, water rescue, structural collapse response, and trench rescue

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
% of satisfactory post-incident critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
Educational programs delivered					
# of outreach programs delivered	4	5	2	5	5
# of assists given	3	10	2	10	10
# of specialty training hours	3,390	3,457	3,500	3,100	3,500
Program funding					
# of grant applications completed	2	2	2	1	2
# of grants received	2	2	2	1	2

**CITY OF APPLETON 2019 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ 13,404	\$ 16,388	\$ 16,000	\$ 16,000	\$ 16,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4801 Charges for Serv. - Nontax	1,903	-	-	-	-
4807 Incineration Fees	17,339	13,413	16,000	16,000	15,000
Total Revenue	\$ 40,146	\$ 37,301	\$ 39,500	\$ 39,500	\$ 38,500
Expenses					
6101 Regular Salaries	\$ 76,023	\$ 76,602	\$ 84,094	\$ 84,094	\$ 85,756
6105 Overtime	6,000	3,238	6,712	6,712	6,845
6150 Fringes	29,119	32,973	33,287	33,287	34,899
6321 Protective Clothing	7,747	9,265	9,000	9,000	9,000
6327 Miscellaneous Equipment	16,200	18,968	20,000	20,000	20,000
6407 Collection Services	6,023	5,194	7,000	7,000	7,000
Total Expense	\$ 141,112	\$ 146,240	\$ 160,093	\$ 160,093	\$ 163,500

DETAILED SUMMARY OF 2019 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 2019 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:

The increase in the overtime budget in 2018 and continuing in 2019 for this program is to accommodate the utilization of existing staff as training instructors on overtime. This was approved as part of the 2017 reorganization that eliminated a Battalion Chief and replaced the position with a Training and Resource Development Specialist. The cost savings from the elimination of this position was intended to be used to fund the additional overtime costs.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Trained personnel that meet requirements					
% of employees					
trained as required	Firefighter:	100%	100%	100%	100%
by classification	Driver:	100%	100%	100%	100%
	Officer:	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
% of fires contained to room/area of origin					
in residential structures	58%	52%	50%	43%	50%
Work Process Outputs					
Educational programs delivered					
Average # of hours of training					
per employee	134	148	175	150	160

**CITY OF APPLETON 2019 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 153,941	\$ 117,885	\$ 157,574	\$ 157,574	\$ 155,804
6105 Overtime	9,273	5,583	23,026	23,026	21,606
6150 Fringes	54,739	48,041	65,687	65,687	67,897
6201 Training\Conferences	3,961	2,825	3,000	3,000	3,000
6303 Memberships & Licenses	65	-	-	-	-
6315 Books & Library Materials	1,408	1,761	1,200	1,200	1,200
6316 Miscellaneous Supplies	1,227	439	1,000	1,000	1,000
6323 Safety Supplies	754	19	750	750	750
6327 Miscellaneous Equipment	7,862	6,804	7,400	7,400	7,400
6425 CEA Equip. Rental	3,669	6,372	6,247	6,247	8,715
Total Expense	<u>\$ 236,899</u>	<u>\$ 189,729</u>	<u>\$ 265,884</u>	<u>\$ 265,884</u>	<u>\$ 267,372</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 Technician - Basic 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

To participate with other fire departments, Gold Cross, and other agencies during medical training or exercises

Major changes in Revenue, Expenditures, or Programs:

The increase in number of hours spent on emergency medical continuing education (below) reflects the recertification of First Responder/AED for our staff. In addition, the department has spent additional time working on new skills including epi draw, Narcan, and diabetic patients. Unfortunately, the department has also identified the need for additional training on rescue task force procedures as active shooter incidents have become more prevalent.

The department intends to increase our service level from Emergency Medical Services – First Responder to Emergency Medical Technician – Basic (EMT-B) level in 2019 and 2020 with an operational plan ready for submittal by the end of 2020.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Trained personnel that meet State of WI license requirements	100%	100%	100%	100%	100%
First responders on scene with AED within four minutes	66%	67%	90%	68%	90%
Work Process Outputs					
# of identified advanced medical skills delivered	184	314	139	328	300
# of hours spent on emergency medical continuing education	890	1,700	900	2,100	1,000

**CITY OF APPLETON 2019 BUDGET
FIRE DEPARTMENT**

Emergency Medical Services

Business Unit 18024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5020 Donations & Memorials	\$ -	\$ 684	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 684	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ -	\$ 113,458	\$ 293,017	\$ 293,017	\$ 303,489
6105 Overtime	-	-	16,857	16,857	17,449
6150 Fringes	-	44,676	107,683	107,683	131,318
6201 Training\Conferences	-	6,731	6,400	6,400	6,675
6303 Memberships & Licenses	-	-	200	200	200
6316 Miscellaneous Supplies	-	105	500	500	500
6324 Medical/Lab Supplies	140	4,840	7,500	7,500	7,500
6327 Miscellaneous Equipment	-	4,483	3,500	3,500	3,500
Total Expense	\$ 140	\$ 174,293	\$ 435,657	\$ 435,657	\$ 470,631

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 locally required fire protection systems
- Review 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:

No major program changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
\$ amount of losses for year	\$ 1,867,519	\$ 1,378,269	\$ 750,000	\$ 1,248,058	\$ 700,000
Losses as % of assets protected	0.038%	0.028%	0.015%	0.025%	0.014%
Citizens with safer City environment					
% of schools meeting evacuation requirements	100%	100%	100%	100%	100%
Enhanced community safety					
Number of participants in educational programs	16,700	14,181	17,000	14,310	17,000
Number of special events	187	279	200	246	300
Work Process Outputs					
Permit and license applications processed					
# of permits processed	1,100	985	1,200	1,000	1,250
# of online permits processed	700	722	800	750	775
Work Process Outputs					
Fire detection and suppression plan review					
# of plans processed	138	126	130	115	125

**CITY OF APPLETON 2019 BUDGET
FIRE DEPARTMENT**

Fire Prevention/Public Education

Business Unit 18032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ 4,860	\$ 4,797	\$ 2,000	\$ 2,000	\$ 2,000
4230 Miscellaneous Local Aids	1,150	-	-	-	-
4412 Tent Permits	1,000	1,450	1,000	1,000	1,150
4413 Burning Permits	28,910	28,558	28,000	28,000	27,000
4414 Firework Permits	300	500	300	300	250
4416 Tank Removal Permits	60	120	-	-	-
4418 Plan Review Permit	440	-	500	500	500
4801 Charges for Serv. - Nontax	-	50	-	-	-
4805 Fire Extinguisher Training	1,100	1,810	1,000	1,000	500
4806 False Alarm Fees	9,900	13,350	9,000	9,000	11,000
4908 Misc. Intergov. Charges	7,415	8,135	7,000	7,000	7,000
5020 Donations & Memorials	100	-	-	-	-
Total Revenue	\$ 55,235	\$ 58,770	\$ 48,800	\$ 48,800	\$ 49,400
Expenses					
6101 Regular Salaries	\$ 813,603	\$ 730,779	\$ 811,217	\$ 811,217	\$ 828,850
6105 Overtime	37,080	31,046	14,316	14,316	14,598
6150 Fringes	304,549	310,196	313,782	313,782	329,666
6201 Training\Conferences	5,739	7,484	6,250	6,250	6,500
6302 Subscriptions	1,305	1,346	1,400	1,400	1,400
6303 Memberships & Licenses	2,388	1,968	1,900	1,900	1,900
6315 Books & Library Materials	377	203	500	500	500
6316 Miscellaneous Supplies	1,284	195	200	200	250
6320 Printing & Reproduction	-	-	-	-	-
6323 Safety Supplies	6,210	5,100	6,000	6,000	6,000
6327 Miscellaneous Equipment	785	498	500	500	500
6412 Advertising	390	299	500	500	500
6425 CEA Equip. Rental	21,794	19,944	24,245	24,245	22,448
Total Expense	\$ 1,195,504	\$ 1,109,058	\$ 1,180,810	\$ 1,180,810	\$ 1,213,112

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
% of hose lengths passing annual testing	98%	99%	100%	100%	100%
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
CEA work orders processed	827	616	775	734	750
FMD work orders processed	566	421	500	450	500
Work Process Outputs					
Equipment records database management					
Number of ladders tested	36	37	37	37	37

**CITY OF APPLETON 2019 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 73,064	\$ 73,404	\$ 80,552	\$ 80,552	\$ 82,148
6105 Overtime	8,366	8,906	4,140	4,140	4,222
6150 Fringes	27,926	32,945	32,259	32,259	33,856
6306 Building Maint./Janitorial	15,943	12,518	14,500	14,500	14,935
6308 Landscape Supplies	119	151	500	500	500
6309 Shop Supplies & Tools	2,064	1,346	1,700	1,700	1,700
6310 Chemicals	4,496	3,918	4,500	4,500	4,500
6316 Miscellaneous Supplies	1,536	1,492	2,050	2,050	2,050
6322 Gas Purchases	-	529	-	-	-
6325 Construction Materials	641	142	750	750	750
6326 Vehicle & Equipment Parts	5,556	6,241	5,500	5,500	5,500
6327 Miscellaneous Equipment	20,897	15,785	17,400	22,400	17,400
6408 Contractor Fees	-	2,531	2,500	2,500	2,500
6409 Inspection Fees	1,722	2,027	2,000	2,000	2,000
6418 Equip Repairs & Maint	13,241	10,093	11,500	11,500	11,500
6419 Communication Eq. Repairs	5,949	5,498	7,000	7,000	7,000
6420 Facilities Charges	167,369	187,566	192,723	192,723	199,533
6425 CEA Equip. Rental	2,504	4,040	6,247	6,247	6,313
Total Expense	<u>\$ 351,393</u>	<u>\$ 369,132</u>	<u>\$ 385,821</u>	<u>\$ 390,821</u>	<u>\$ 396,407</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	\$ 13,400
Rescue tools	2,000
Miscellaneous station equipment	2,000
	<u>\$ 17,400</u>

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	274,609	293,881	295,067	268,500	268,500	272,500-	284,500
Permits	30,710	30,628	28,560	29,800	29,800	28,250-	28,900
Charges for Services	38,478	32,160	30,651	29,500	29,500	27,500-	29,500
Intergov. Charges for Service	7,415	8,135	5,185	7,000	7,000	7,000-	7,000
Other Revenues	100	1,134	5,000	0	5,000	0	0
TOTAL REVENUES	351,312	365,938	364,463	334,800	339,800	335,250-	349,900
EXPENSES BY LINE ITEM							
Regular Salaries	7,147,558	7,168,608	4,996,200	7,542,564	7,542,564	7,711,980	7,711,980
Call Time	6,569	5,814	4,567	0	0	0	0
Overtime	448,774	475,522	322,591	384,815	384,815	389,461	389,461
Part-Time	13,163	11,572	7,369	19,695	19,695	19,695	19,695
Other Compensation	59,769	61,294	33,191	43,660	43,660	43,190	43,190
Sick Pay	399	0	0	0	0	0	0
Vacation Pay	129,194	83,549	41,288	0	0	0	0
Fringes	2,648,268	3,019,304	1,964,385	2,898,408	2,898,408	3,092,435	3,063,409
Salaries & Fringe Benefits	10,453,694	10,825,663	7,369,591	10,889,142	10,889,142	11,256,761	11,227,735
Training & Conferences	27,935	32,127	16,583	35,250	35,250	36,425	36,425
Tuition Fees	1,210	1,132	3,919	4,000	4,000	4,000	4,000
Office Supplies	3,585	3,501	2,842	4,500	4,500	4,500	4,500
Subscriptions	1,305	1,346	1,346	1,400	1,400	1,400	1,400
Memberships & Licenses	3,367	2,911	2,774	3,200	3,200	3,200	3,200
Postage & Freight	0	78	25	250	250	250	250
Awards & Recognition	325	1,288	186	1,440	1,440	1,440	1,440
Building Maintenance/Janitor.	19,168	15,680	11,430	17,750	17,750	18,185	18,185
Food & Provisions	1,242	1,321	861	1,920	1,920	1,920	1,920
Administrative Expense	58,137	59,384	39,966	69,710	69,710	71,320	71,320
Landscape Supplies	119	151	608	500	500	500	500
Shop Supplies & Tools	2,064	1,346	1,549	1,700	1,700	1,700	1,700
Chemicals	4,496	3,918	2,122	4,500	4,500	4,500	4,500
Books & Library Materials	2,085	2,193	1,724	2,000	2,000	2,000	2,000
Miscellaneous Supplies	4,804	4,556	3,030	5,250	5,250	5,350	5,350
Printing & Reproduction	6,882	7,135	4,395	7,187	7,187	7,450	7,450
Clothing	50,726	52,323	24,366	51,000	51,000	64,950	64,950
Gas Purchases	0	529	0	0	0	0	0
Safety Supplies	6,964	5,119	3,456	6,750	6,750	6,750	6,750
Medical & Lab Supplies	3,426	4,840	3,699	7,500	7,500	7,500	7,500
Construction Materials	641	142	502	750	750	750	750
Vehicle & Equipment Parts	5,556	6,241	4,282	5,500	5,500	5,500	5,500
Miscellaneous Equipment	56,342	56,814	29,914	57,200	62,200	57,200	57,200
Supplies & Materials	144,105	145,307	79,647	149,837	154,837	164,150	164,150
Consulting Services	835	709	131	1,500	1,500	1,500	1,500
Collection Services	8,860	8,490	5,879	10,177	10,177	9,795	9,795
Contractor Fees	416	3,760	3,126	3,500	3,500	3,500	3,500
Inspection Fees	1,722	2,027	2,000	2,000	2,000	2,000	2,000
Advertising	390	299	497	500	500	500	500
Health Services	26,804	23,531	23,609	25,000	25,000	25,000	25,000
Purchased Services	39,027	38,816	35,242	42,677	42,677	42,295	42,295
Electric	74,845	72,233	59,421	75,458	75,458	79,807	79,807
Gas	22,714	22,533	20,295	34,525	34,525	38,757	38,757
Water	10,659	9,831	7,092	9,840	9,840	10,193	10,193
Waste Disposal/Collection	2,771	2,442	1,992	2,743	2,743	2,643	2,643
Stormwater	11,755	11,766	8,826	12,551	12,551	14,204	14,204
Telephone	5,757	6,215	4,078	7,006	7,006	5,770	5,770
Cellular Telephone	13,099	14,070	9,706	13,704	13,704	14,100	14,100
Utilities	141,600	139,090	111,410	155,827	155,827	165,474	165,474
Equipment Repair & Maintenanc	13,241	10,093	14,996	11,500	11,500	11,500	11,500

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Communications Equip. Repairs	5,949	5,498	5,197	7,000	7,000	7,000	7,000
Facilities Charges	167,369	187,566	126,930	192,723	192,723	199,533	199,533
CEA Equipment Rental	454,911	476,962	324,276	538,987	538,987	583,512	583,512
Repair & Maintenance	641,470	680,119	471,399	750,210	750,210	801,545	801,545
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	11,478,033	11,888,379	8,107,255	12,057,403	12,062,403	12,501,545	12,472,519

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Tier II

Business Unit 2090

PROGRAM MISSION

In order to protect people and the environment, we will provide certain Tier 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 Tier 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 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Protect life and property against the dangers of emergencies including hazardous materials					
% of responses adequately staffed, as defined above	100%	100%	100%	100%	100%
Strategic Outcomes					
Protect life and property against the dangers of emergencies including hazardous materials					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
# of responses (State level)	0	3	0	2	2
# of outreach programs delivered	4	4	4	4	4
# of sub-grant applications completed	2	2	0	1	1
# of sub-grants received	2	2	0	1	1

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ 141,216	\$ 133,500	\$ 72,075	\$ 72,075	\$ 72,075	0.00%
	Program Expenses	\$ 128,773	\$ 173,429	\$ 72,075	\$ 72,075	\$ 72,075	0.00%
Expenses Comprised Of:							
	Personnel	37,156	36,319	46,700	46,700	46,700	0.00%
	Administrative Expense	5,727	6,365	6,350	6,350	6,350	0.00%
	Supplies & Materials	71,235	57,925	7,175	7,175	8,175	13.94%
	Purchased Services	2,880	2,680	3,850	3,850	3,850	0.00%
	Utilities	1,556	2,727	1,750	1,750	1,750	0.00%
	Repair & Maintenance	10,219	16,001	6,250	6,250	5,250	-16.00%
	Capital Expenditures	-	51,412	-	-	-	N/A

**CITY OF APPLETON 2019 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Tier II

Business Unit 2090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	138,170	118,791	70,075	70,075	70,075
4710 Interest on Investments	1,433	2,087	2,000	2,000	2,000
4801 Charges for Svc - Nontax	1,613	7,222	-	-	-
5035 Other Reimbursements	-	5,400	-	-	-
Total Revenue	\$ 141,216	\$ 133,500	\$ 72,075	\$ 72,075	\$ 72,075
Expenses					
6101 Regular Salaries	\$ -	\$ 5,720	\$ 4,700	\$ 4,700	\$ 5,720
6105 Overtime	27,983	22,263	32,000	32,000	30,980
6150 Fringes	9,173	8,336	10,000	10,000	10,000
6201 Training/Conferences	5,223	6,281	6,000	6,000	6,000
6301 Office Supplies	190	84	-	-	-
6307 Food & Provisions	314	-	350	350	350
6309 Shop Supplies & Tools	27,040	2,270	4,075	4,075	4,075
6310 Chemicals	1,350	50,507	1,500	1,500	1,500
6315 Books & Library Supplies	-	73	-	-	200
6316 Miscellaneous Supplies	849	1,468	1,000	1,000	800
6321 Clothing	-	2,134	-	-	-
6322 Gas Purchases	83	-	100	100	100
6326 Vehicle & Equipment Parts	-	141	-	-	1,000
6327 Miscellaneous Equipment	41,913	1,332	500	500	500
6404 Consulting Services	338	338	350	350	350
6413 Utilities	1,556	2,727	1,750	1,750	1,750
6417 Vehicle Repairs & Maint	9,080	16,001	5,000	5,000	4,000
6418 Equip Repairs & Maint	1,139	-	1,250	1,250	1,250
6430 Health Services	2,542	2,342	3,500	3,500	3,500
6804 Equipment	-	51,412	-	-	-
Total Expense	\$ 128,773	\$ 173,429	\$ 72,075	\$ 72,075	\$ 72,075

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

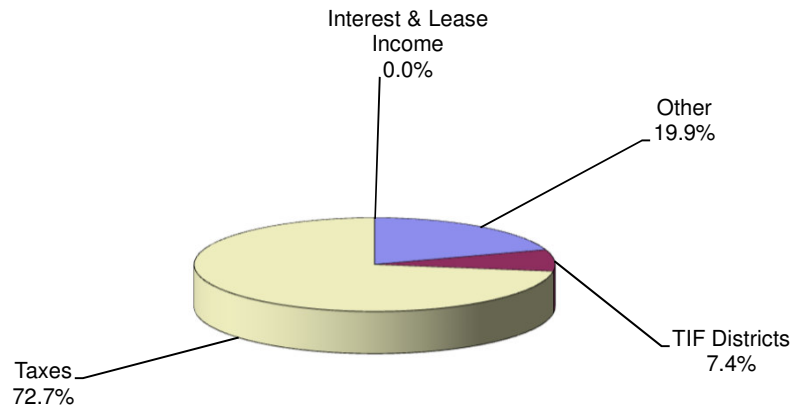
CITY OF APPLETON 2019 BUDGET
HAZARDOUS MATERIALS, TIER II
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Intergovernmental	\$ 138,170	\$ 118,791	\$ 70,075	\$ 78,318	\$ 70,075
Interest Income	1,433	2,087	2,000	1,000	2,000
Other	1,613	12,622	-	-	-
Total Revenues	141,216	133,500	72,075	79,318	72,075
Expenses					
Program Costs	128,773	173,429	72,075	75,000	72,075
Total Expenses	128,773	173,429	72,075	75,000	72,075
Revenues over (under) Expenses	12,443	(39,929)	-	4,318	-
Fund Balance - Beginning	347,781	360,224	320,295	320,295	324,613
Fund Balance - Ending	\$ 360,224	\$ 320,295	\$ 320,295	\$ 324,613	\$ 324,613

**CITY OF APPLETON 2019 BUDGET
DEBT SERVICE FUNDS**

Funding Sources for 2019 Debt Service

\$8,918,819



General Obligation Rating:

Aa1

**CITY OF APPLETON 2019 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Taxes	\$ 2,928,106	\$ 3,871,561	\$ 5,241,380	\$ 5,241,380	\$ 6,481,724
Other	94,150	91,979	450,366	450,366	548,413
Total Revenues	<u>3,022,256</u>	<u>3,963,540</u>	<u>5,691,746</u>	<u>5,691,746</u>	<u>7,030,137</u>
Expenditures					
Debt Service:					
Principal	4,046,082	5,582,624	6,577,249	6,577,249	7,077,500
Interest and Fees	1,035,886	1,391,600	1,398,885	1,398,885	1,841,319
Total Expenditures	<u>5,081,968</u>	<u>6,974,224</u>	<u>7,976,134</u>	<u>7,976,134</u>	<u>8,918,819</u>
Excess Revenues (Expenditures)	<u>(2,059,712)</u>	<u>(3,010,684)</u>	<u>(2,284,388)</u>	<u>(2,284,388)</u>	<u>(1,888,682)</u>
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	-	4,994,438	60,000	60,000	60,000
Advance Refunding Escrow	-	(4,994,438)	-	-	-
Premium on Debt Issued	1,527,653	790,738	-	1,106,775	-
Operating Transfers In	1,588,134	2,146,121	1,358,218	1,358,218	662,150
Total Other Financing Sources	<u>3,115,787</u>	<u>2,936,859</u>	<u>1,418,218</u>	<u>2,524,993</u>	<u>722,150</u>
Net Change in Fund Balance	1,056,075	(73,825)	(866,170)	240,605	(1,166,532)
Fund Balance - Beginning	<u>363,344</u>	<u>1,419,419</u>	<u>1,345,594</u>	<u>1,345,594</u>	<u>1,586,199</u>
Fund Balance - Ending	<u>\$ 1,419,419</u>	<u>\$ 1,345,594</u>	<u>\$ 479,424</u>	<u>\$ 1,586,199</u>	<u>\$ 419,667</u>

CITY OF APPLETON 2019 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
2009A G.O. Notes	\$ 895,000	\$ 13,984	\$ 908,984
2012 DNR Site Remediation Loan	25,000	-	25,000
2012A G.O. Notes	940,000	44,725	984,725
2012B G.O. Refunding Bonds	180,000	3,772	183,772
2014A G.O. Notes	652,500	93,240	745,740
2015A G.O. Notes	650,000	118,800	768,800
2016A G.O. Notes	1,820,000	450,600	2,270,600
2017A G.O. Notes	1,045,000	228,200	1,273,200
2017A G.O. Refunding Notes	545,000	123,200	668,200
2018A G.O. Notes	325,000	589,798	914,798
Debt Issuance Cost	-	175,000	175,000
Total Debt Service Obligation	<u>\$ 7,077,500</u>	<u>\$ 1,841,319</u>	<u>\$ 8,918,819</u>

DEBT SERVICE FUNDING SOURCES

<i>Operating Transfers:</i>		
Capital Project Funds:		
Tax Incremental District #6		\$ 559,553
Tax Incremental District #7		20,313
Tax Incremental District #8		82,284
<i>Revenue:</i>		
Taxes		6,481,724
Debt Repayment - RiverHeath		548,413
<i>Borrowing:</i>		
Proceeds of General Obligation Notes		60,000
<i>Other:</i>		
Fund Balance Applied		<u>1,166,532</u>
Total Funding Sources		<u>\$ 8,918,819</u>

**CITY OF APPLETON 2019 BUDGET
DEBT SERVICE OBLIGATION**

2009A G.O. Notes

Year	Obligation		Funding Sources			
	Principal	Interest	TIF # 6	TIF # 7	TIF # 8	Taxes & Int.
2019	\$ 895,000	\$ 13,984	\$ 375,781	\$ 20,313	\$ 15,234	\$ 497,656
	<u>\$ 895,000</u>	<u>\$ 13,984</u>	<u>\$ 375,781</u>	<u>\$ 20,313</u>	<u>\$ 15,234</u>	<u>\$ 497,656</u>

2012A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	RiverHeath ¹	Taxes & Int.
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>\$2,185,000</u>	<u>\$ 100,337</u>	<u>\$ 374,963</u>	<u>\$1,910,374</u>

2012 DNR Site Remediation Loan ²

Year	Obligation		Funding Sources
	Principal	Interest	TIF # 8
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>\$ 235,000</u>	<u>\$ -</u>	<u>\$ 235,000</u>

¹ 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.

² 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 2019 BUDGET
DEBT SERVICE OBLIGATION**

2012B G.O. Refunding Bonds			
Year	Obligation		TIF # 6
	Principal	Interest	
2019	\$ 180,000	\$ 3,772	\$ 183,772
2020	115,000	1,121	116,121
	<u>\$ 295,000</u>	<u>\$ 4,893</u>	<u>\$ 299,893</u>

2014A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	RiverHealth ³	Taxes & Int.
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>\$ 4,683,375</u>	<u>\$ 323,740</u>	<u>\$ 520,250</u>	<u>\$ 4,486,865</u>

2015A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 8	Taxes & Int.
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>\$ 4,835,000</u>	<u>\$ 463,300</u>	<u>\$ 313,550</u>	<u>\$ 4,984,750</u>

³ 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 2019 BUDGET
DEBT SERVICE OBLIGATION

2016A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
2019	\$ 1,820,000	\$ 450,600	\$ 313,308	\$ 1,957,292
2020	1,870,000	413,700	-	2,283,700
2021	1,915,000	366,275	-	2,281,275
2022	1,975,000	307,925	-	2,282,925
2023	2,045,000	237,400	-	2,282,400
2024	2,120,000	164,700	-	2,284,700
2025	2,180,000	100,200	-	2,280,200
2026	2,250,000	33,750	-	2,283,750
	<u>\$ 16,175,000</u>	<u>\$2,074,550</u>	<u>\$ 313,308</u>	<u>\$17,936,242</u>

2017A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
2019	\$ 1,045,000	\$ 228,200	\$ 168,009	\$ 1,105,191
2020	895,000	208,800	-	1,103,800
2021	910,000	190,750	-	1,100,750
2022	935,000	167,625	-	1,102,625
2023	965,000	139,125	-	1,104,125
2024	990,000	109,800	-	1,099,800
2025	1,025,000	79,575	-	1,104,575
2026	1,055,000	48,375	-	1,103,375
2027	1,085,000	16,275	-	1,101,275
	<u>\$ 8,905,000</u>	<u>\$1,188,525</u>	<u>\$ 168,009</u>	<u>\$ 9,925,516</u>

2017A G.O. Refunding Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
2019	\$ 545,000	\$ 123,200	\$ 95,417	\$ 572,783
2020	465,000	113,100	-	578,100
2021	480,000	103,650	-	583,650
2022	505,000	91,275	-	596,275
2023	525,000	75,825	-	600,825
2024	540,000	59,850	-	599,850
2025	555,000	43,425	-	598,425
2026	575,000	26,475	-	601,475
2027	595,000	8,925	-	603,925
	<u>\$ 4,785,000</u>	<u>\$ 645,725</u>	<u>\$ 95,417</u>	<u>\$ 5,335,308</u>

**CITY OF APPLETON 2019 BUDGET
DEBT SERVICE OBLIGATION**

2018A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
2019	\$ 325,000	\$ 589,798	\$ 589,798	\$ 325,000
2020	1,705,000	562,750	516,977	1,750,773
2021	1,245,000	503,750	-	1,748,750
2022	1,300,000	446,350	-	1,746,350
2023	1,370,000	379,600	-	1,749,600
2024	1,440,000	309,350	-	1,749,350
2025	1,515,000	235,475	-	1,750,475
2026	1,580,000	166,000	-	1,746,000
2027	1,645,000	101,500	-	1,746,500
2028	1,715,000	34,300	-	1,749,300
	<u>\$13,840,000</u>	<u>\$ 3,328,873</u>	<u>\$ 1,106,775</u>	<u>\$ 16,062,098</u>

Total Debt Service

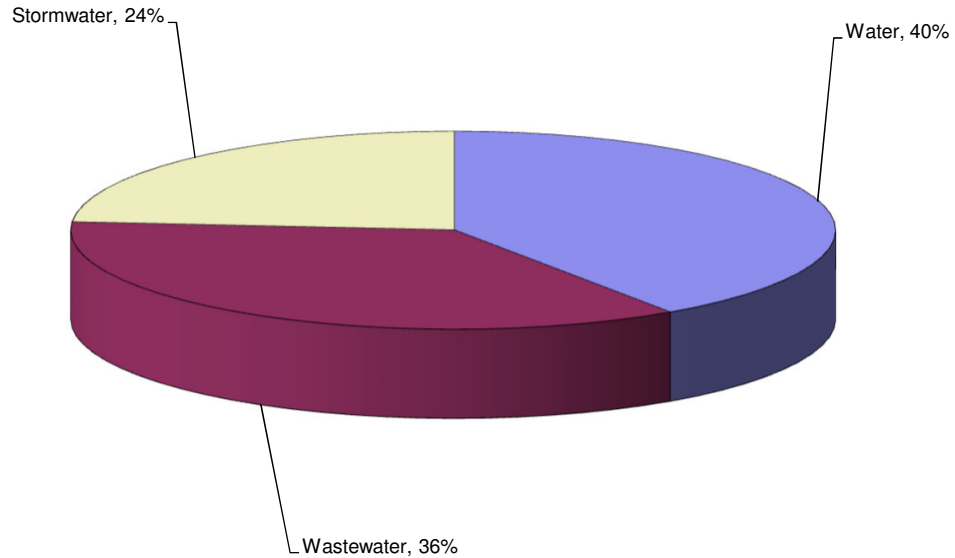
	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2019	\$ 7,077,500	\$ 1,666,319	\$ 8,743,819	\$ 2,949,878	\$ 5,793,941
2020	6,994,875	1,509,974	8,504,849	1,467,398	7,037,451
2021	6,529,375	1,329,573	7,858,948	835,450	7,023,498
2022	6,559,500	1,136,285	7,695,785	685,575	7,010,210
2023	6,518,750	914,148	7,432,898	688,150	6,744,748
2024	6,753,375	683,978	7,437,353	695,450	6,741,903
2025	5,900,000	468,050	6,368,050	647,150	5,720,900
2026	5,460,000	274,600	5,734,600	603,925	5,130,675
2027	3,325,000	126,700	3,451,700	-	3,451,700
2028	1,715,000	34,300	1,749,300	-	1,749,300
	<u>\$56,833,375</u>	<u>\$ 8,143,927</u>	<u>\$64,977,302</u>	<u>\$ 8,572,976</u>	<u>\$56,404,326</u>

CITY OF APPLETON 2019 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.

2019 UTILITIES EXPENDITURES

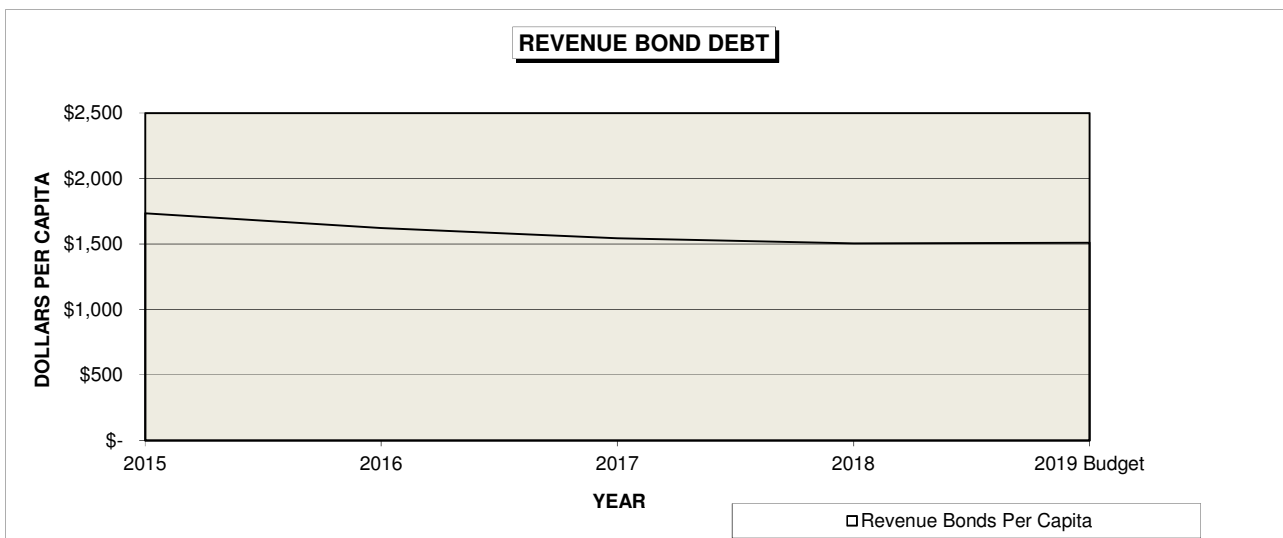
\$59,291,366



CITY OF APPLETON 2019 BUDGET UTILITIES

Revenue Bond Debt Summary

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019 Budget</u>
Revenue Bonds Outstanding	\$ 127,940,000	\$ 120,540,000	\$ 115,160,000	\$ 112,480,000	\$ 113,385,000
Population	73,737	74,286	74,598	74,734	75,071
Revenue Bonds Per Capita	\$ 1,735	\$ 1,623	\$ 1,544	\$ 1,505	\$ 1,510



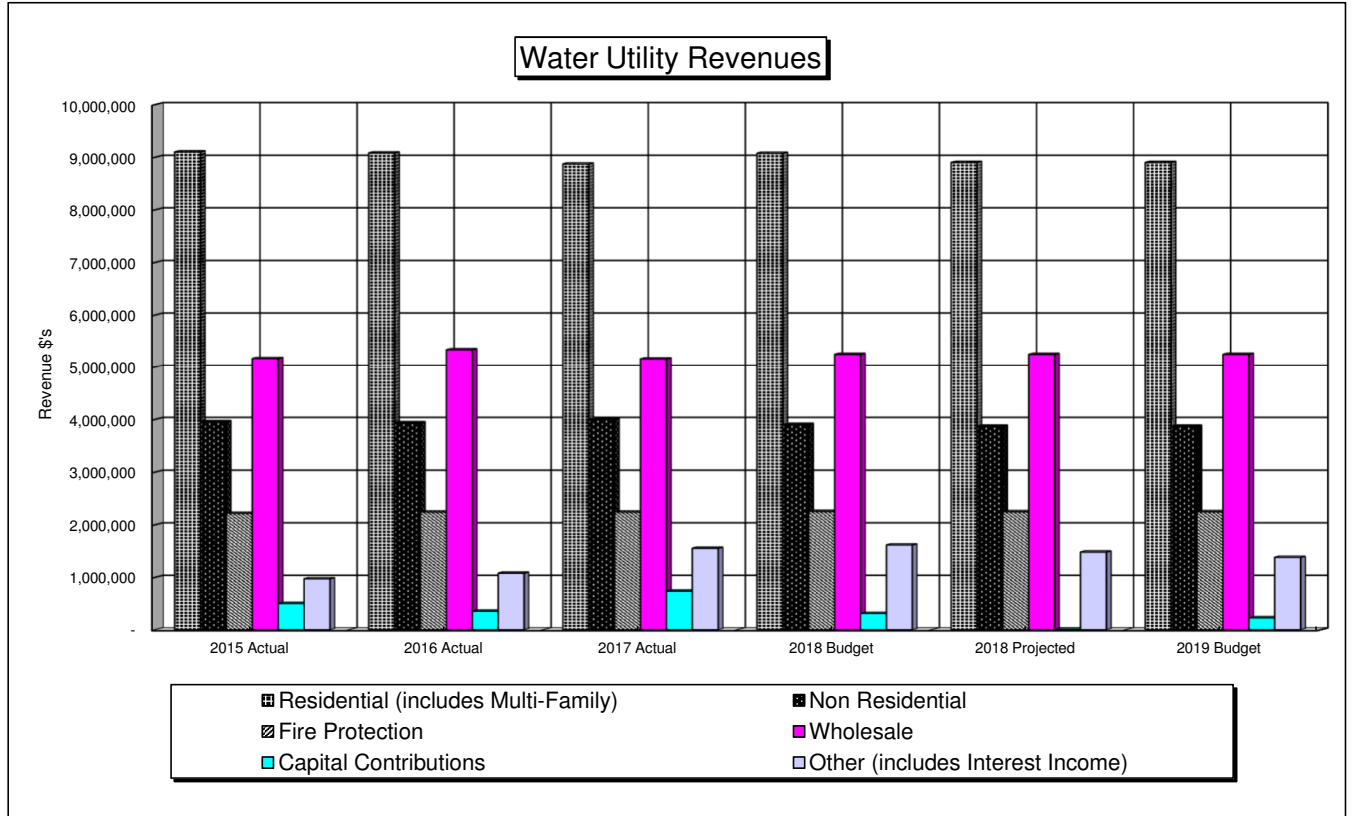
Revenue Bond Ratings:

Water	Aa2
Wastewater	Aa2
Stormwater	Aa2

**CITY OF APPLETON 2019 BUDGET
UTILITY REVENUES**

WATER UTILITY

Sources of Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
Residential Water Service	\$ 8,455,250	\$ 8,414,600	\$ 8,190,234	\$ 8,375,000	\$ 8,200,000	\$ 8,200,000	-2.09%
Commercial Water Service	2,246,591	2,316,117	2,184,703	2,285,000	2,250,000	2,250,000	-1.53%
Industrial Water Service	1,299,162	1,243,460	1,449,392	1,250,000	1,250,000	1,250,000	0.00%
Municipal Water Service	411,105	376,420	368,847	370,000	370,000	370,000	0.00%
Multi-Family Water Service	644,756	666,485	681,273	700,000	700,000	700,000	0.00%
Fire Protection	2,217,945	2,242,013	2,242,176	2,253,500	2,246,500	2,246,500	-0.31%
Wholesale Water Service	5,169,787	5,337,036	5,163,151	5,250,000	5,250,000	5,250,000	0.00%
Other	813,727	945,763	1,374,632	1,365,332	1,355,332	1,254,399	-8.12%
Interest Income	156,814	132,716	177,734	250,000	125,000	125,000	-50.00%
Contributed Capital	502,381	355,807	736,903	312,750	-	229,300	-26.68%
Total Water Utility	\$ 21,917,518	\$ 22,030,417	\$ 22,569,045	\$ 22,411,582	\$ 21,746,832	\$ 21,875,199	-2.39%



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.

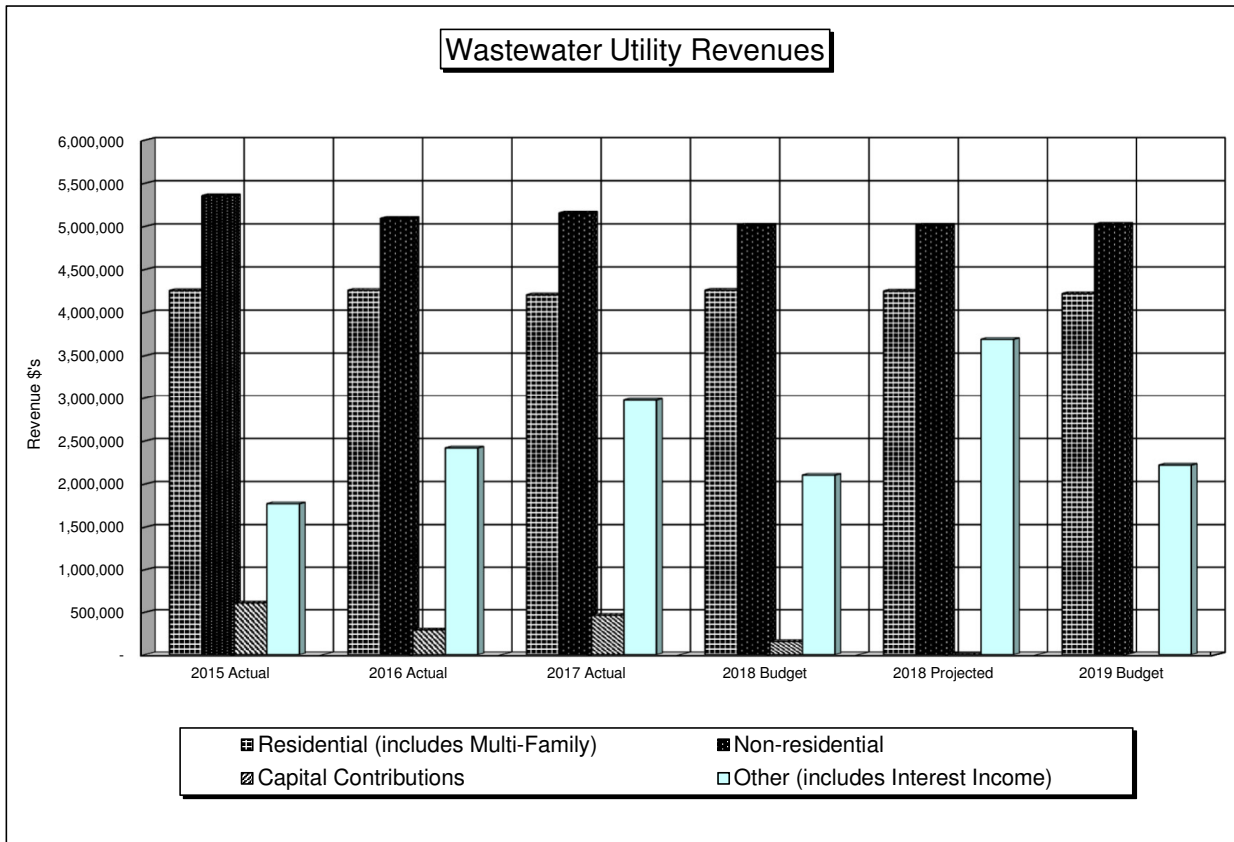
Interest income is earnings on available working cash, required reserve accounts and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. 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. There is no rate increase planned for 2019.

**CITY OF APPLETON 2019 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

Sources of Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
Residential Sewer Service	\$ 3,953,505	\$ 3,946,452	\$ 3,885,488	\$ 3,930,000	\$ 3,930,000	\$ 3,900,000	-0.76%
Commercial Sewer Service	936,935	957,745	937,148	960,000	960,000	950,000	-1.04%
Industrial Sewer Service	4,147,099	3,853,500	3,936,810	3,780,000	3,780,000	3,800,000	0.53%
Municipal Sewer Service	272,186	281,297	281,295	275,000	275,000	275,000	0.00%
Multi-Family Sewer Service	302,454	313,250	320,506	330,000	320,000	320,000	-3.03%
Interest Income	200,727	157,142	174,762	260,000	100,000	107,500	-58.65%
Other	1,570,636	2,261,209	2,800,993	1,843,256	3,589,756	2,112,399	14.60%
Capital Contributions	608,884	292,031	465,556	156,550	-	91,025	-41.86%
Total Wastewater Utility	\$ 11,992,426	\$ 12,062,626	\$ 12,802,558	\$ 11,534,806	\$ 12,954,756	\$ 11,555,924	0.18%



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.

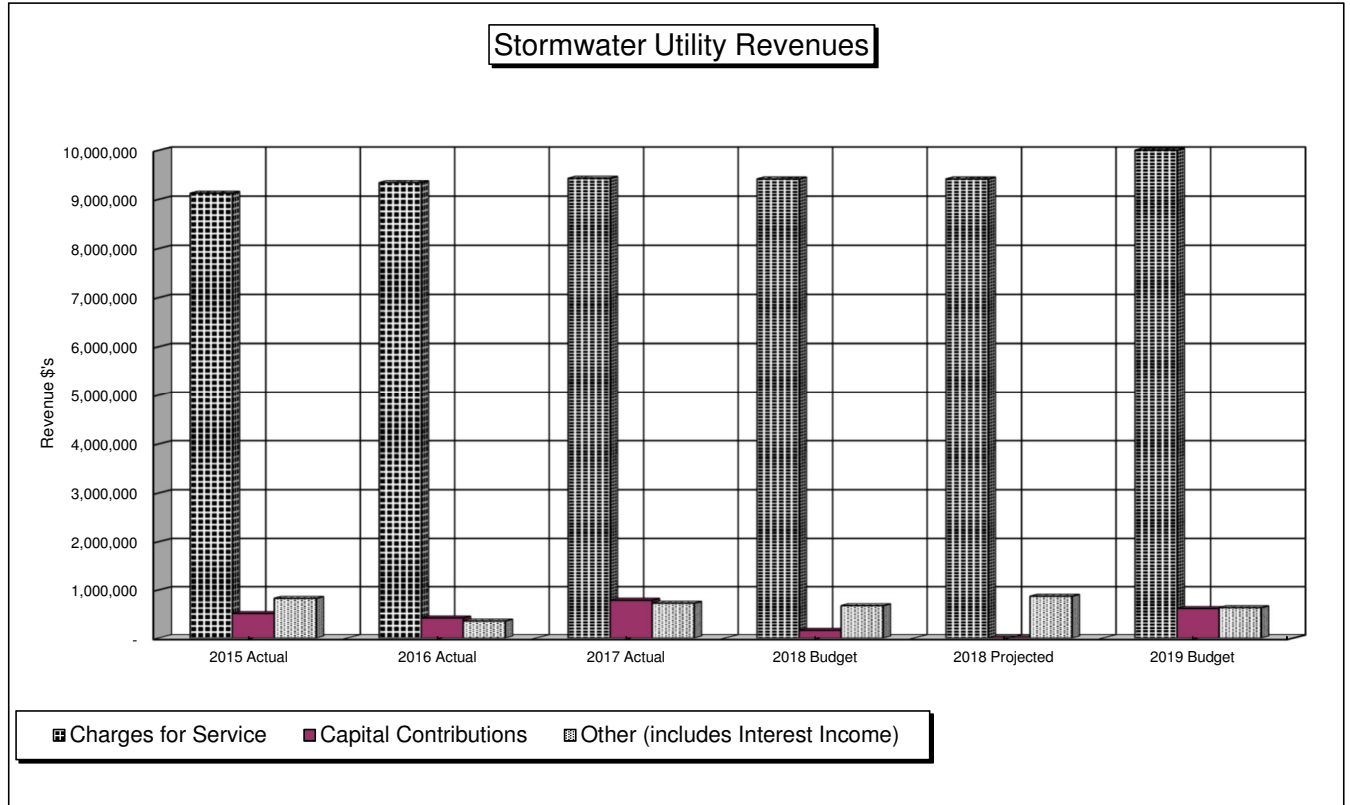
Interest income is earnings on available working cash and required reserve accounts. Two factors which determine investment income are interest rates and the cash balances available for investment. Historically low interest rates and the prospect of their continuation do not allow us to forecast an increase 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 and increased an additional 3% on January 1, 2018. The current rates for service have been effective since July 1, 2011. There is no rate increase planned for general services and a 1% increase for hauled waste customers in 2019.

**CITY OF APPLETON 2019 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

Sources of Revenue	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	% Change
Charges for Service	\$ 9,123,964	\$ 9,339,293	\$ 9,428,127	\$ 9,415,000	\$ 9,415,000	\$ 10,800,000	14.71%
Interest Income	117,941	84,919	145,558	200,000	125,000	125,000	-37.50%
Capital Contributions	509,100	415,683	784,603	161,555	-	612,725	279.27%
Other	707,026	269,644	577,728	472,435	741,826	505,543	7.01%
Total Stormwater Utility	\$ 10,458,031	\$ 10,109,539	\$ 10,936,016	\$ 10,248,990	\$ 10,281,826	\$ 12,043,268	17.51%



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. Rates will increase 13% to \$175 per ERU on January 1, 2019.

**CITY OF APPLETON 2019 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 2019.

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 (TGal)	Quarterly Charge
First	500	\$ 6.08
Next	4,500	5.49
Over	5,000	4.68

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	Harrison Utilities	Town of Sherwood
6	-	\$ 426.00	\$ 426.00
8	\$666.00	-	-
Volume Charge *	\$ 4.39	\$ 4.72	\$ 4.76

* Volume charge is applied to volume of water used, measured in thousand gallons (TGal) increments.

**CITY OF APPLETON 2019 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 2019.

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 (TGal)	Charge
All	\$ 2.73

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 thousand gallons (TGal) increments.

**CITY OF APPLETON 2019 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 (TGal)	Current Charge
Small	10	\$ 97.28
Average	13	\$ 115.52
Large	15	\$ 127.68

Quarterly Wastewater Charges:**

Residential Users	Average Use (TGal)	Current Charge
Small	10	\$ 27.30
Average	13	\$ 35.49
Large	15	\$ 40.95

Quarterly Stormwater Charges: ***

Residential Users	ERU's	Current Charge
N/A	1	\$ 43.75
N/A	1	\$ 43.75
N/A	1	\$ 43.75

Total:

Residential Users	Average Use (TGal)	Current Charge
Small	10	\$ 168.33
Average	13	\$ 194.76
Large	15	\$ 212.38

* 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 13% effective on January 1, 2019; at an annual rate of \$175.00/ERU.

CITY OF APPLETON 2019 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 2019 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 2018 EVENTS

WATER TREATMENT

Membrane Treatment Operation - The Koch Membrane System (KMS) was not operated during 2018. Equipment and parts have been decommissioned. While the equipment is reaching a 20 year life the water utility has entered into an agreement to list equipment for sale in a membrane consignment house.

Ultraviolet Light Process - The ultraviolet light process has performed well under the first full year of operation. Plant operating costs have continued to decline for equipment purchases and electrical and chemical consumption. Water quality goals were met with increased performance for virus destruction and parasite deactivation. Water turbidity remains at consistent levels similar to the previous ultrafiltration process.

1 Million Gallon Glendale Tower - The Glendale Water Tower has performed as designed for the first full year of operation. The tank was taken out of service for inspection and found to have coating failures in a number of locations. The tank was serviced under warranty and returned back into service.

Tank Maintenance - The three million gallon North Reservoir was taken out of service to complete coatings work. The tank was media blasted and a coating system was applied to prevent corrosion.

Plant Process Control - The dual media filters were further optimized by water plant staff. Filter performance was improved by adjusting hydraulic loading rates and filter to waste controls. Turbidity continues to be effectively removed with the application of Aluminum Chlorohydrate (ACH).

High Service Pumps - The #3 and #6 High Service Pumps were equipped with variable frequency drives. Prior to the installation, the pumps were fixed speed and unfortunately could not meet the dynamic hydraulic requirements out in the distribution system. The two pumps are now fully functional.

Computer Control - The water plant Supervisory Control and Data Acquisition (SCADA) system was further upgraded for operator interfacing with the new regulatory reporting software. The system's uninterruptable power source (UPS) was also replaced. Other SCADA improvements included replacement of field instruments.

Lake Station Project - Preliminary engineering for the lake intake project consisted of a conditions assessment of the intake, chemical feed systems, and the lake intake building. This phase of engineering will define the engineering project in 2019 with bidding documents.

WATER DISTRIBUTION

Celebrated National Public Works Week with a department-wide breakfast for Public Works employees

Continued to sell our used water meters and other components to a local scrap company

Installed a bulk water distribution station at the Glendale Yard Site

Implemented the AquaHawk customer portal

WATER ADMINISTRATION

Reviewed rate requirements. The utility had a 6.17% rate of return for 2017. The utility is currently authorized a rate of return of 7%. A rate increase is not planned for 2018 as debt coverage ratio and cash coverage have been maintained with current rates.

CITY OF APPLETON 2019 BUDGET

WATER UTILITY

MAJOR 2019 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

The Raw Water Lake Station Project will be in an engineering phase that produces bidding documents. Ultimately the project will make necessary upgrades and meet redundancy objectives for the intake and raw water pipe that pumps water from the lake to the water plant. The existing pipe is 60 years old and will need to either be replaced or become the redundant back up to a new intake and pipe. Other project components include a second lake intake to deter frazil ice formation, new chemical delivery system, and screening equipment at the shore well.

Chemical Delivery Systems will be repaired or replaced depending on current state of conditions. Systems for 2019 include: carbon dioxide, polyphosphate, and aluminum chlorohydrate

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 to allow for an aggressive lead service replacement schedule

Incorporate recommendations from the water distribution study, completed in 2018, into appropriate operating and capital budget requests

Promote customer portal for new Sensus meters to allow water utility customers to monitor their own water use

Pursue providing leak detection surveys on properties believed to have galvanized services on private property

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 2018 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 *
		2016	2017	Adopted 2018	Amended 2018	2019	
Unit	Title						
Program Revenues		\$ 22,030,410	\$ 22,569,045	\$ 22,411,582	\$ 22,411,582	21,875,199	-2.39%
Program Expenses							
5310	Administration	10,299,411	9,346,999	9,953,169	9,953,169	9,488,621	-4.67%
5321	Treatment Admin	373,221	392,241	396,282	396,282	399,699	0.86%
5323	Treatment Operations	5,747,083	5,305,073	5,718,576	5,808,591	6,451,024	12.81%
5351	Distribution Admin	515,492	467,193	610,310	610,310	521,432	-14.56%
5352	Meter Operations	94,203	103,533	261,766	285,466	262,488	0.28%
5353	Distribution Operations	1,053,581	1,319,809	1,479,198	1,638,833	1,530,986	3.50%
5325	Treatment Capital	45,122	38,185	700,000	1,530,610	1,565,000	123.57%
5370	Distribution Capital	42,704	134,912	3,503,847	3,638,998	3,800,406	8.46%
TOTAL		\$ 18,170,817	\$ 17,107,945	\$ 22,623,148	\$ 23,862,259	24,019,656	6.17%
Expenses Comprised Of:							
	Personnel	2,776,825	2,902,027	3,160,978	3,160,978	3,199,464	1.22%
	Administrative Expense	9,893,624	8,913,542	9,649,677	9,649,677	9,176,825	-4.90%
	Supplies & Materials	1,648,939	1,450,286	1,823,025	1,832,660	1,787,800	-1.93%
	Purchased Services	421,572	947,065	1,068,365	2,133,290	2,643,045	147.39%
	Utilities	2,695,356	2,401,227	2,825,846	2,825,846	2,706,245	-4.23%
	Repair & Maintenance	944,353	580,587	816,157	816,157	895,877	9.77%
	Capital Expenditures	(209,852)	(86,789)	3,279,100	3,443,651	3,610,400	10.10%
Full Time Equivalent Staff:							
	Personnel allocated to programs	38.24	38.28	36.84	36.84	36.84	

**CITY OF APPLETON 2019 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 funding provided from TIF#11 for water infrastructure up-grades.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	75%	83%	83%	83%	83%
Strategic Outcomes					
Maintain compliance with GAAP & PSC					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of bills processed	113,992	114,562	115,000	115,000	115,100
PSC Annual Report filed	On time	On time	On time	On time	On time

**CITY OF APPLETON 2019 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4411 Sundry Permits	\$ 210	\$ 180	\$ 200	\$ 200	\$ 200
4710 Interest on Investments	132,716	177,734	250,000	250,000	125,000
4820 Unmetered Water Sales	21,796	30,108	22,000	22,000	22,000
4821 Water Service - Residential	8,414,600	8,190,234	8,375,000	8,375,000	8,200,000
4822 Water Service - Commercial	2,316,117	2,184,703	2,285,000	2,285,000	2,250,000
4823 Water Service - Industrial	1,243,460	1,449,392	1,250,000	1,250,000	1,250,000
4824 Water Service - Municipal	376,420	368,847	370,000	370,000	370,000
4825 Private Fire Protection	259,398	264,633	265,000	265,000	268,000
4826 Public Fire Protection	1,784,428	1,780,959	1,792,000	1,792,000	1,782,000
4827 Fire Protection Wholesale	198,187	196,584	196,500	196,500	196,500
4828 Water Service - Multi-family	666,485	681,273	700,000	700,000	700,000
4829 Sales for Resale	5,337,036	5,163,151	5,250,000	5,250,000	5,250,000
5005 Sale of City Prop - Tax	19,348	21,064	-	-	-
5006 Gain (Loss) on Asset Disposal	-	(39,965)	-	-	-
5016 Lease Revenue	266,115	306,081	280,000	280,000	300,000
5021 Capital Contributions	355,807	736,903	312,750	312,750	229,300
5030 Damage to City Property	11,056	65,681	4,000	4,000	4,000
5035 Other Reimbursements	9,098	10,094	2,500	2,500	2,500
5070 WTR Other Sales Flushing	9,349	12,097	10,000	10,000	10,000
5071 Customer Penalty	85,737	83,907	86,000	86,000	85,000
5072 WTR Misc Revenue (turn-on)	4,475	4,225	3,000	3,000	4,000
5073 Other WTR Rev-Sewer Billing	179,968	201,631	222,000	222,000	183,000
5077 Income from Admin Fee	4,753	4,757	5,000	5,000	5,000
5079 Private Hydrant Testing	13,765	13,140	14,500	14,500	13,000
5083 Emergency Water Turn Off	643	635	-	-	500
5086 Premium on Debt Issuance	319,443	660,997	716,132	716,132	625,199
Total Revenue	\$ 22,030,410	\$ 22,569,045	\$ 22,411,582	\$ 22,411,582	21,875,199
Expenses					
6101 Regular Salary	\$ 109,578	\$ 111,735	\$ 118,080	\$ 118,080	\$ 120,202
6105 Overtime	298	169	-	-	-
6150 Fringes	170,526	195,930	49,527	49,527	50,294
6304 Postage\Freight	18,249	20,053	24,000	24,000	23,000
6320 Printing and Reproduction	2,392	3,387	3,300	3,300	3,500
6401 Accounting/Audit	11,140	11,195	9,360	9,360	11,500
6402 Legal Fees	22,467	19,774	23,000	23,000	24,000
6403 Bank Services	22,034	19,666	23,000	23,000	22,000
6404 Consulting Services	-	277	-	-	-
6413 Utilities	97,862	95,740	108,000	108,000	108,000
6429 Interfund Allocations	(480)	(1,135)	-	-	-
6501 Insurance - Property	111,462	132,444	127,710	127,710	119,350
6601 Depreciation Expense	4,517,926	4,532,727	5,065,000	5,065,000	4,900,000
6623 Uncollectible Accounts	3,935	3,696	8,000	8,000	5,000
6721 Bond Interest Payments	2,861,629	2,095,814	2,021,665	2,021,665	1,822,765
6730 Debt Issuance Cost	286,749	20,500	85,000	85,000	85,000
6751 Gain/Loss on refund Amort.	209,558	229,730	273,727	273,727	245,210
7911 Trans Out - Gen Fund	1,854,086	1,855,297	2,013,800	2,013,800	1,948,800
Total Expense	\$ 10,299,411	\$ 9,346,999	\$ 9,953,169	\$ 9,953,169	9,488,621

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Postage\Freight</u>		<u>Trans Out-Gen Fund</u>	
City Service Invoice postage	\$ 21,500	Payment in lieu of tax	\$ 1,935,000
City Service Invoice folding/inserting	1,500	Administration fee	13,800
	<u>\$ 23,000</u>		<u>\$ 1,948,800</u>
<u>Legal Fees</u>			
PSC Assessment	\$ 24,000		
	<u>\$ 24,000</u>		

**CITY OF APPLETON 2019 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 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp claims/year	0	0	0	0	0
# of first aid entries per year	0	2	0	0	0
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	85%	82%	100%	100%	100%
Trained Staff					
% of staff adequately trained	100%	100%	100%	100%	100%
Average # of hours training per employee	10	8	25	25	25
Work Process Outputs					
Government reports prepared					
# and names of regular reports					
CCR Report	1	1	1	1	1
DNR Reports	12	12	12	12	12
SARA* Report	2	2	2	2	2

*Superfund Amendments and Reauthorization Act

**CITY OF APPLETON 2019 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salary	\$ 253,301	\$ 264,400	\$ 260,456	\$ 260,456	\$ 268,907
6104 Call Time	14	-	-	-	-
6105 Overtime	329	290	2,362	2,362	2,422
6108 Part-Time	1,696	1,771	2,798	2,798	2,810
6150 Fringes	75,610	84,593	78,409	78,409	76,643
6201 Training\Conferences	4,459	2,106	11,000	11,000	7,000
6301 Office Supplies	1,104	786	2,500	2,500	2,500
6303 Memberships & Licenses	7,841	8,223	8,000	8,000	8,000
6304 Postage/Freight	1,583	618	1,200	1,200	1,200
6305 Awards & Recognition	181	161	210	210	210
6307 Food & Provisions	316	227	280	280	280
6320 Printing & Reproduction	11,319	10,513	10,600	10,600	10,600
6321 Clothing	27	-	-	-	-
6327 Miscellaneous Equipment	696	1,759	200	200	1,000
6408 Contractor Fees	2,492	3,504	3,000	3,000	3,000
6412 Advertising	-	-	1,000	1,000	1,000
6413 Utilities	11,475	12,426	12,550	12,550	13,100
6425 CEA Equip. Rental	778	864	1,717	1,717	1,027
Total Expense	<u>\$ 373,221</u>	<u>\$ 392,241</u>	<u>\$ 396,282</u>	<u>\$ 396,282</u>	<u>399,699</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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 State and federal 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:

The salary budget reflects the reduction of .2 FTE of the allocation of a shared Maintenance Specialist with the Wastewater Utility. Current maintenance needs have been reduced at the Water Treatment Facility and needs at the Wastewater Treatment Plant have increased due to aging equipment and additional lift stations coming on-line.

Building repair and maintenance expense reflects the cost of expansion joint repair.

Materials expense account has been merged into the Equipment Parts expense starting in 2018.

A chemical optimization study is being presented to identify water chemistry efficiencies for the following chemicals: Powder Activated Carbon and Potassium Permanganate. These chemicals are used in the pre-treatment of water and have significant treatment costs. Pursuing an optimization study will identify the source water chemistry and what, if any equipment (e.g., analyzers) are needed to reduce treatment costs.

Contractor fees includes costs to paint the Lindbergh standpipe.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
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	3,275 MG	3,282 MG	3,200 MG	3,200 MG	3,200 MG
Work Process Outputs					
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	6
Water towers					
# inspected / painted per year	1 / 1	1 / 0	1 / 0	1 / 0	1 / 1

**CITY OF APPLETON 2019 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salary	\$ 636,604	\$ 651,477	\$ 659,675	\$ 659,675	\$ 670,860
6104 Call Time	559	946	2,859	2,859	2,200
6105 Overtime	91,864	51,911	85,414	85,414	79,355
6108 Part-Time	7,289	457	-	-	-
6150 Fringes	248,066	271,240	266,732	266,732	286,741
6306 Building Maint./Janitorial	1,967	2,083	2,100	2,100	2,150
6309 Shop Supplies & Tools	9,820	11,257	11,500	11,500	13,500
6310 Chemicals	1,322,812	1,115,536	1,369,000	1,369,000	1,343,000
6316 Miscellaneous Supplies	360	-	-	-	-
6318 Materials	11,977	1,603	-	-	-
6321 Clothing	2,181	2,266	2,500	2,500	2,400
6322 Gas Purchases	12,367	10,511	10,000	10,000	10,000
6323 Safety Supplies	1,865	7,072	6,200	6,200	6,200
6324 Medical/Lab Supplies	62,849	41,688	38,850	38,850	38,850
6326 Equipment Parts	828	4,547	42,000	42,000	56,000
6327 Miscellaneous Equipment	18,340	8,387	46,500	46,500	23,000
6404 Consulting Services	32,366	46,081	10,000	31,940	132,000
6407 Collection Services	1,933	1,908	2,850	2,850	2,350
6408 Contractor Fees	94,829	575,297	46,990	115,065	754,440
6413 Utilities	2,530,531	2,237,165	2,646,025	2,646,025	2,524,585
6416 Building Repairs & Maint	412,349	105	70,000	70,000	125,000
6418 Equip Repairs & Maint	38,114	22,743	55,000	55,000	30,000
6420 Facilities Charges	243,857	211,504	268,413	268,413	274,692
6424 Software Support	11,015	18,567	12,900	12,900	16,100
6425 CEA Equip. Rental	13,152	11,973	15,273	15,273	17,716
6432 Lab Fees	16,849	11,944	20,300	20,300	15,890
6440 Snow Removal Services	5,520	1,580	5,000	5,000	5,000
6454 Grounds Repair & Maint	6,286	8,793	7,500	7,500	4,000
6599 Other Contracts/Obligations	12,309	12,432	14,995	14,995	14,995
6899 Other Capital Outlay	(101,775)	(36,000)	-	-	-
Total Expense	<u>\$ 5,747,083</u>	<u>\$ 5,305,073</u>	<u>\$ 5,718,576</u>	<u>\$ 5,808,591</u>	<u>6,451,024</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Chemicals</u>		<u>Miscellaneous Equipment</u>	
Ammonia	\$ 20,000	SCADA equipment	\$ 16,000
Carbon dioxide	60,000	Lead service testing equipment	7,000
Chlorine	75,000		<u>\$ 23,000</u>
Ferric sulfate	135,000		
Fluoride	20,000	<u>Contractor Fees</u>	
Lime	475,000	Lab equipment maintenance	\$ 7,100
Poly phosphate	60,000	Annual safety inspections	4,540
Permanganate	350,000	Intake inspection	5,200
Powder carbon	50,000	Lindbergh tower painting	725,000
Softener Polymer	30,000	Tower cleaning & inspection	9,000
ACH	60,000	Tower cathodic protection	3,600
Softener Salt	3,000		<u>\$ 754,440</u>
Other chemicals	5,000		
	<u>\$ 1,343,000</u>		
<u>Equipment Parts</u>		<u>Medical/Lab Supplies</u>	
Valves & actuators	\$ 15,000	Lab supplies	\$ 20,000
Pumps & motors	10,000	Nitrogen	1,850
Piping, hoses & tubing	10,000	Bac T testing supplies	13,000
Filters & lubricants	5,000	Media & filters	4,000
UV light replacements	16,000		<u>\$ 38,850</u>
	<u>\$ 56,000</u>	<u>Equipment Repair & Maintenance</u>	
		Pumps & motor repairs	\$ 30,000
<u>Building Repair & Maintenance</u>			<u>\$ 30,000</u>
Expansion joint repair	\$ 125,000		
	<u>\$ 125,000</u>	<u>Lab Fees</u>	
<u>Consulting Services</u>		DBPR-2 testing	\$ 4,928
Optimal feed study	\$ 75,000	Water quality parameters	1,760
Regulatory corrosion control study	57,000	Synthetic organic compound testing	2,475
	<u>\$ 132,000</u>	Other required testing	6,727
			<u>\$ 15,890</u>

**CITY OF APPLETON 2019 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 2019 CIPs:

	<u>2019 Budget</u>	<u>Page</u>
Second Raw Water Line	1,400,000	Projects, Pg. 606
HVAC upgrades	100,000	Projects, Pg. 614
North reservoir and tower road replacement	65,000	Projects, Pg. 613
	<u>\$ 1,565,000</u>	

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Water Rate changes % per year	0%	0%	0%	0%	0%
Strategic Outcomes					
Tri-annual Sanitary Review					
# of corrective actions	0	0	0	0	0
# of recommended changes	1	1	1	1	1
Work Process Outputs					
Project Management % of projects completed at year-end	83%	22%	100%	75%	100%

**CITY OF APPLETON 2019 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6404 Consulting Services	\$ 51,297	\$ 41,280	\$ 125,000	\$ 224,720	\$ 1,400,000
6408 Contractor Fees	49,944	16,220	500,000	1,200,890	-
6802 Land Improvements	-	101,637	-	-	65,000
6803 Buildings	125,101	-	-	-	100,000
6804 Equipment	1,503,018	5,775	75,000	105,000	-
6899 Other Capital Outlay	(1,684,238)	(126,727)	-	-	-
Total Expense	<u>\$ 45,122</u>	<u>\$ 38,185</u>	<u>\$ 700,000</u>	<u>\$ 1,530,610</u>	<u>1,565,000</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Consulting Services</u>		<u>Buildings</u>	
Second raw water line	\$ 1,400,000	HVAC upgrades	\$ 100,000
	<u>\$ 1,400,000</u>		<u>\$ 100,000</u>
<u>Land Improvements</u>			
Tower road replacement	\$ 65,000		
	<u>\$ 65,000</u>		

**CITY OF APPLETON 2019 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
- Continue practicing proper safety procedures when 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:

- The increase in other contracts and obligations is due to an increased use of Digger's Hotline and the increase in the expected number of street excavation permits with Outagamie County.
- In 2019 the increase in part-time labor is for seasonal staff to update the water records in the GIS system accounts.
- Increase in printing and reproduction and postage/freight is to promote the use of the new customer portal, AquaHawk.
- Increase in software support is due to GPS units that have been installed in all water distribution vehicles.
- Cross connections surveys are completed at the time of meter replacement. The decrease in the number of surveys completed reflects the completion of the radio read meter project in 2017.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Efficient customer service					
# Cross connection surveys	8,977	5,865	1,500	250	150
# AquaHawk customers enrolled (total)	0	0	250	250	1,250
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	0	1	1	1	1
Turnover ratio of inventory	0.72	0.83	0.90	0.90	0.90
Work Process Outputs					
Reporting & record keeping					
# of reports generated for PSC	1	1	1	1	1

**CITY OF APPLETON 2019 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 265,433	\$ 249,556	\$ 267,253	\$ 267,253	\$ 276,740
6104 Call Time	1,650	890	1,200	1,200	1,500
6105 Overtime	916	969	1,500	1,500	1,500
6108 Part-Time	1,562	254	-	-	6,740
6150 Fringes	125,173	96,923	92,325	92,325	98,355
6201 Training\Conferences	726	1,630	2,500	2,500	2,500
6301 Office Supplies	869	562	1,000	1,000	1,000
6303 Memberships & Licenses	603	709	870	870	845
6304 Postage\Freight	31	23	250	250	1,250
6305 Awards & Recognition	611	658	665	665	665
6306 Building Maint./Janitorial	2,500	2,856	2,450	2,450	2,450
6309 Shop Supplies & Tools	48	38	50	50	50
6320 Printing & Reproduction	1,392	1,828	2,000	2,000	4,500
6321 Clothing	776	726	1,600	1,600	1,600
6323 Safety Supplies	712	699	900	900	900
6324 Medical/Lab Supplies	96	97	100	100	100
6326 Vehicle & Equipment Parts	-	300	-	-	-
6327 Miscellaneous Equipment	5,936	3,311	4,250	4,250	4,250
6404 Consulting Services	-	-	125,000	125,000	-
6413 Utilities	54,998	54,969	57,471	57,471	59,460
6420 Facilities Charges	21,889	22,588	22,176	22,176	24,162
6424 Software Support	3,426	2,841	3,340	3,340	4,295
6425 CEA Equip. Rental	11,093	8,860	5,540	5,540	9,700
6430 Health Services	-	20	50	50	50
6599 Other Contracts/Obligations	15,052	15,886	17,820	17,820	18,820
Total Expense	<u>\$ 515,492</u>	<u>\$ 467,193</u>	<u>\$ 610,310</u>	<u>\$ 610,310</u>	<u>521,432</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Excavation permits (City)	\$ 7,000
Digger's Hotline fees	7,500
Excavation permits (County)	4,320
	<u>\$ 18,820</u>

**CITY OF APPLETON 2019 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
- Implement a Customer Portal and educate residents and customers on the use and benefits of the portal

Major changes in Revenue, Expenditures or Programs:

The software support includes the hosting fee of the data associated with the new meter reading system adjusted for the number of active meters. Also included is the hosting fees of the new customer service portal (AquaHawk) which was implemented in 2018.

With the second year completion of the new meter installation program, the need to purchase meters and related cost moved back to the meter operations/maintenance business unit, the miscellaneous equipment accounts for the purchase of 150-160 meters annually for new customers.

Two new 4G routers and four battery replacements are included in the equipment repair and maintenance budget to replace the current routers (3G) on the water towers as Verizon will no longer support the 3G after December 2019. These routers support the radio read meter data collection.

Residential meters were tested at the time of meter replacement. The decrease in the number of meters tested reflects the completion of the radio read meter project in 2017. Large commercial meters will continued to be tested per Public Service Commission rules.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Reliable, accurate water usage					
# of large meters replaced	0	0	0	0	0
# of meters tested	9,266	5,879	50	175	50
# of defective meters	436	182	50	25	25
# of meters in service	27,797	27,862	27,850	27,850	28,000
Strategic Outcomes					
Implementation of system upgrade					
# of transmitter modules replaced	30	20	20	20	20
# of meters replaced	9,573	69,098	25	12	15
Work Process Outputs					
Service provided					
# of service calls	1,408	1,389	1,500	1,500	1,500
System growth					
# new customer meters installed	166	77	150	100	150

**CITY OF APPLETON 2019 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

Business Unit 5352

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6102 Labor Pool Allocations	\$ 34,612	\$ 38,291	\$ 99,124	\$ 99,124	\$ 99,818
6104 Call Time	119	164	150	150	250
6105 Overtime	1,021	1,152	1,000	1,000	1,350
6150 Fringes	17,913	21,170	41,022	41,022	42,850
6304 Postage/Freight	-	-	100	100	-
6306 Building Maint./Janitorial	-	-	150	150	150
6309 Shop Supplies	6,639	3,499	5,900	5,900	2,450
6311 Paint & Supplies	9	2	-	-	-
6326 Equipment Parts	22	-	1,000	1,000	1,000
6327 Misc. Equipment	54	-	45,000	45,000	45,000
6408 Contractor Fees	4,189	1,820	500	500	500
6413 Utilities	490	926	1,800	1,800	1,100
6418 Equipment Repairs & Maint.	122	205	1,100	1,100	2,500
6424 Software Support	26,046	30,056	53,870	53,870	53,870
6425 CEA Equip. Rental	2,967	6,248	11,050	11,050	11,650
6804 Machinery & Equipment	-	-	-	23,700	-
Total Expense	\$ 94,203	\$ 103,533	\$ 261,766	\$ 285,466	262,488

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Misc Equipment

Meters - 160 small meters	\$ 40,000
Meters - 6 large meters	5,000
	<u>\$ 45,000</u>

Software Support

Annual Sensus meter hosting fees	\$ 36,120
GPS Software support fees	750
AquaHawk customer portal	17,000
	<u>\$ 53,870</u>

**CITY OF APPLETON 2019 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:

Increase in contractor fees is due to both the increasing number of water patches needing to be done as well as the amount per hydrant and number of hydrants to be sand blasted and painted on arterial streets.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	4	5	5	5	5
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	13%	15%	12%	12%	10%
Strategic Outcomes					
Reliability of the system					
# water main breaks	92	91	80	82	80
Work Process Outputs					
Preventive maintenance					
# services replaced	19	33	25	5	23
# valves exercised	1,506	2,144	1,500	2,400	2,300
# valves replaced	1	4	5	5	5
# curb boxes repaired	154	226	250	250	250
# valves repaired	27	53	75	75	75
# of service leaks	2	3	2	4	2

**CITY OF APPLETON 2019 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 422,461	\$ 481,298	\$ 550,964	\$ 550,964	\$ 548,791
6104 Call Time	16,533	14,661	12,325	12,325	16,850
6105 Overtime	51,426	47,548	35,700	35,700	36,500
6108 Part-Time	3,699	6,469	6,060	6,060	6,738
6150 Fringes	195,869	225,964	267,496	267,496	252,242
6308 Landscape Supplies	576	682	1,000	1,000	1,000
6309 Shop Supplies & Tools	9,386	5,936	8,150	8,150	8,150
6311 Paint & Supplies	672	639	1,375	1,375	1,100
6316 Miscellaneous Supplies	22,002	11,000	-	-	-
6322 Gas Purchases	76	-	50	50	50
6323 Safety Supplies	-	94	-	-	-
6325 Construction Materials	59,575	79,410	101,000	101,000	101,000
6326 Equipment Parts	63,171	82,321	86,000	86,000	89,000
6327 Miscellaneous Equipment	12,464	14,999	20,500	30,135	16,100
6328 Signs	1,151	884	-	-	-
6408 Contractor Fees	57,313	123,183	85,500	235,500	120,500
6415 Tipping Fees	9,000	10,578	20,000	20,000	17,000
6418 Equip Repairs & Maint	1,335	639	1,500	1,500	1,000
6425 CEA Equip. Rental	151,924	234,599	280,578	280,578	313,965
6503 Rent	1,205	-	1,000	1,000	1,000
6899 Other Capital Outlay	(26,257)	(21,095)	-	-	-
Total Expense	\$ 1,053,581	\$ 1,319,809	\$ 1,479,198	\$ 1,638,833	1,530,986

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Asphalt	\$ 44,000
Gravel	19,500
Slurry	8,500
Stone	2,000
Concrete	17,000
Other materials	10,000
	<u>\$ 101,000</u>

Contractor Fees

Surface restoration	\$ 95,000
Contractor services for main/valve break & repair	10,000
Hydrant painting	15,500
	<u>\$ 120,500</u>

Equipment Parts

Fittings, clamps, pipe, etc. for main/valve break repair	\$ 40,000
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	19,000
Hydrant repair parts	30,000
	<u>\$ 89,000</u>

Tipping Fees

Water main breaks	\$ 13,000
Pavement removal from in-house patch program	4,000
	<u>\$ 17,000</u>

Miscellaneous Equipment

Barricades & Cones	\$ 4,000
RP Valve Replacement	4,150
Fire hose gauges	950
Ground microphone	5,000
Trash pump	1,500
Chlorine tester	500
	<u>\$ 16,100</u>

**CITY OF APPLETON 2019 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 2019 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 a bulk water dispensing station to provide 24/7 access

The following are 2019 CIPs:

	<u>2019 Budget</u>	<u>Page</u>
Water main construction	3,801,052	Projects, Pg. 594
	<u>\$ 3,801,052</u>	

Major changes in Revenue, Expenditures or Programs:

Water mains reconstructed shall have improved fire flows to bring 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 water main program.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Reliable and adequate service					
% of reconstructed streets with relay	100%	100%	100%	100%	100%
# of low flow hydrants eliminated	5	4	5	5	5
Strategic Outcomes					
System size					
Miles of mains	374	377	377	377	377
% of total miles of mains reconstructed	0.69%	0.65%	0.87%	0.87%	1.14%
# of hydrants in the City	3,361	3,383	3,368	3,368	3,368
# of low flow hydrants in the City	72	76	75	75	70
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	0.35	0.21	0.00	0.00	0.00
Miles of existing mains re-laid	2.58	2.46	3.28	3.28	4.33

**CITY OF APPLETON 2019 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 25,485	\$ 46,380	\$ 190,445	\$ 190,445	\$ 175,896
6104 Call Time	103	234	-	-	-
6105 Overtime	6,853	9,347	5,143	5,143	5,000
6108 Part-Time	261	815	3,330	3,330	2,912
6150 Fringes	10,001	25,021	59,629	59,629	64,998
6304 Postage\Freight	8,487	5,123	-	-	-
6309 Shop Supplies & Tools	234	170	-	-	-
6320 Printing & Reproduction	2,098	1,129	-	-	-
6325 Construction Materials	-	1,168	-	-	-
6326 Equipment Parts	2,043	21,483	-	-	-
6404 Consulting	4,192	7,339	10,000	10,000	100,000
6408 Contractor Fees	8,100	26,832	25,000	25,000	-
6425 CEA Equipment Rental	-	-	6,200	6,200	6,200
6599 Other Contracts/Obligations	548	250	-	24,300	-
6804 Machinery & Equipment	1,120,172	158,749	45,000	45,000	-
6809 Infrastructure Construction	2,209,571	3,041,086	3,159,100	3,269,951	3,445,400
6899 Other Capital Outlay	(3,355,444)	(3,210,214)	-	-	-
Total Expense	\$ 42,704	\$ 134,912	\$ 3,503,847	\$ 3,638,998	3,800,406

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Water Utility
Labor Pool				248,806
CEA				6,200
Miscellaneous	Edison River Crossing design			100,000
Construction	Permit;Fees;Train;Test	NOI, Railroad, Water Usage, County		10,000
	Surface Restoration	Due to 2018 Water CIP Excav.		141,300
	Subtotal			251,300
New Construction	Easement w/o Walter	Gunn St	Harriet St	51,000
	Apple Ridge Watermain Loop			80,000
	Haymeadow Ave	Bluewater Way	Spartan Ave	86,250
	Sommers Dr	Spartan Ave, 100'	Spartan Ave, 400'	59,500
	Spartan Dr	Trico	Haymeadow Ave	305,250
	Subtotal			582,000
Reconstruction (not related to paving)	Gunn St (Rec "E" 2007 Study)	Walter Ave	west end	64,750
	Walter Ave (Rec "E" 2007 Study)	College Ave	Gunn St	37,750
	Subtotal			102,500
Reconstruction (prior to next year's paving)	Carpenter St	Fremont St	Calumet St	233,000
	Erb St	Michigan St	Michigan St	24,250
	Harriet St (Rec "E" 2007 Study)	Walter Ave	west end	64,750
	Henry St	Warner Rd	Telulah Ave	75,000
	Morrison St	Hancock St	Wisconsin Ave	206,750
	Outagamie St - partial only	Taylor St	Glendale Ave	86,000
	Prospect Ave	Bartell Dr	Haskell St	625,000
	Prospect Ave (CTH BB)	Seminole Dr	Bartell Dr	412,000
	Randall St	Oneida St	Meade St	314,000
	State St - partial only	Prospect Ave	Sixth St	197,100
	Warner St	College Ave	Henry St	37,000
	Winnebago St	Division St	Drew St	334,750
	Subtotal			2,609,600
Transmission				-
	Subtotal			-
Total Water Construction				3,800,406

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Permits	210	180	70	200	200	200	200
Interest Income	132,716	177,734	112,200	250,000	250,000	125,000	125,000
Charges for Services	20,617,927	20,309,883	8,979,995	20,505,500	20,505,500	20,288,500	20,288,500
Other Revenues	1,279,557	2,081,248	846,933	1,655,882	1,655,882	424,000	1,461,499
TOTAL REVENUES	22,030,410	22,569,045	9,939,198	22,411,582	22,411,582	20,837,700	21,875,199
EXPENSES BY LINE ITEM							
Regular Salaries	317,975	339,047	240,531	354,556	354,556	364,532	364,532
Labor Pool Allocations	1,194,668	1,241,339	1,137,735	1,777,816	1,777,816	1,783,236	1,783,236
Call Time	18,978	16,895	10,918	16,534	16,534	20,800	20,800
Overtime	152,708	111,386	81,773	131,119	131,119	126,127	126,127
Part-Time	14,507	9,766	10,875	12,188	12,188	19,200	19,200
Other Compensation	8,623	9,237	12,745	11,135	11,135	13,446	13,446
Shift Differential	2,499	2,007	648	2,490	2,490	0	0
Sick Pay	13,252	401	42,058	0	0	0	0
Vacation Pay	210,457	251,908	159,858	0	0	0	0
Fringes	715,716	770,992	598,442	855,140	855,140	881,145	872,123
FICA	0	590	0	0	0	0	0
Pension expense / revenue	127,442	149,261	0	0	0	0	0
Salaries & Fringe Benefits	2,776,825	2,902,027	2,295,583	3,160,978	3,160,978	3,208,486	3,199,464
Training & Conferences	5,185	3,736	4,028	13,500	13,500	9,500	9,500
Memberships & Licenses	8,444	8,932	8,828	8,870	8,870	8,845	8,845
Postage & Freight	28,350	25,816	11,373	25,550	25,550	28,450	25,450
Awards & Recognition	791	819	263	875	875	875	875
Building Maintenance/Janitor.	4,467	4,940	4,966	4,700	4,700	4,750	4,750
Food & Provisions	316	227	120	280	280	280	280
Interfund Allocations	480	1,135	0	0	0	0	0
Insurance	111,462	132,444	95,778	127,710	127,710	119,350	119,350
Rent	1,205	0	0	1,000	1,000	1,000	1,000
Depreciation Expense	4,517,926	4,532,727	3,694,094	5,065,000	5,065,000	0	4,900,000
Uncollectible Accounts	3,935	3,696	1,425	8,000	8,000	5,000	5,000
Bond Interest Payments	2,861,629	2,095,814	1,548,297	2,021,665	2,021,665	1,787,765	1,822,765
Debt Issuance Costs	286,749	20,500	1,000	85,000	85,000	85,000	85,000
Gain/Loss on Refund Amort.	209,559	229,729	205,299	273,727	273,727	0	245,210
Trans Out - General Fund	1,854,086	1,855,297	1,444,275	2,013,800	2,013,800	0	1,948,800
Administrative Expense	9,893,624	8,913,542	7,019,746	9,649,677	9,649,677	2,050,815	9,176,825
Landscape Supplies	576	682	0	1,000	1,000	1,000	1,000
Shop Supplies & Tools	26,127	20,900	21,067	25,600	25,600	24,150	24,150
Chemicals	1,322,812	1,115,536	534,985	1,369,000	1,369,000	1,343,000	1,343,000
Treatment Chemicals	1,974	1,348	1,235	3,500	3,500	3,500	3,500
Paint & Supplies	681	641	678	1,375	1,375	1,100	1,100
Miscellaneous Supplies	22,360	11,000	0	0	0	0	0
Materials	11,977	1,603	0	0	0	0	0
Printing & Reproduction	17,201	16,857	5,563	15,900	15,900	18,600	18,600
Clothing	2,986	2,992	2,681	4,100	4,100	4,000	4,000
Gas Purchases	12,443	10,511	7,905	10,050	10,050	10,050	10,050
Safety Supplies	2,577	7,864	2,474	7,100	7,100	7,100	7,100
Medical & Lab Supplies	62,945	41,785	20,623	38,950	38,950	38,950	38,950
Construction Materials	59,575	80,577	47,805	101,000	101,000	101,000	101,000
Vehicle & Equipment Parts	66,065	108,651	89,493	129,000	129,000	146,000	146,000
Miscellaneous Equipment	37,490	28,455	62,356	116,450	126,085	89,350	89,350
Signs	1,150	884	0	0	0	0	0
Supplies & Materials	1,648,939	1,450,286	796,865	1,823,025	1,832,660	1,787,800	1,787,800
Accounting/Audit	11,140	11,195	0	9,360	9,360	11,500	11,500
Legal Fees	22,467	19,774	0	23,000	23,000	24,000	24,000
Bank Services	22,034	19,666	11,406	23,000	23,000	22,000	22,000
Consulting Services	87,854	94,976	61,071	270,000	391,660	932,000	1,632,000
Collection Services	1,933	1,908	2,117	2,850	2,850	2,350	2,350
Contractor Fees	216,867	746,856	306,187	660,990	1,579,955	153,440	878,440

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Advertising	0	0	299	1,000	1,000	1,000	1,000
Tipping Fees	9,000	10,578	11,373	20,000	20,000	17,000	17,000
Health Services	0	20	0	50	50	50	50
Lab Fees	16,849	11,944	13,764	20,300	20,300	15,890	15,890
Snow Removal Services	5,520	1,580	5,956	5,000	5,000	5,000	5,000
Other Contracts/Obligations	27,908	28,568	43,544	32,815	57,115	33,815	33,815
Purchased Services	421,572	947,065	455,717	1,068,365	2,133,290	1,218,045	2,643,045
Electric	675,874	593,649	406,240	643,970	643,970	724,970	724,970
Gas	96,467	92,645	87,987	111,790	111,790	33,790	33,790
Water	131,758	112,864	102,480	144,120	144,120	139,120	139,120
Waste Disposal/Collection	18,196	16,940	15,726	21,790	21,790	1,790	1,790
Lime Disposal	1,723,015	1,532,687	1,070,559	1,850,000	1,850,000	1,750,000	1,750,000
Stormwater	24,928	25,708	16,483	26,366	26,366	28,765	28,765
Telephone	16,713	17,087	12,817	17,760	17,760	17,760	17,760
Cellular Telephone	8,405	9,647	6,855	10,050	10,050	10,050	10,050
Utilities	2,695,356	2,401,227	1,719,147	2,825,846	2,825,846	2,706,245	2,706,245
Building Repair & Maintenance	412,349	105	33,444	70,000	70,000	125,000	125,000
Equipment Repair & Maintenan	39,571	23,587	4,878	57,600	57,600	33,500	33,500
Facilities Charges	265,747	234,092	164,579	290,589	290,589	298,854	298,854
Software Support	40,487	51,465	100,108	70,110	70,110	74,265	74,265
CEA Equipment Rental	179,913	262,545	213,973	320,358	320,358	360,258	360,258
Grounds Repair & Maintenance	6,286	8,793	6,479	7,500	7,500	4,000	4,000
Repair & Maintenance	944,353	580,587	523,461	816,157	816,157	895,877	895,877
Land Improvements	0	101,637	0	0	0	65,000	65,000
Buildings	125,101	0	0	0	0	100,000	100,000
Machinery & Equipment	2,623,190	164,524	46,056	120,000	173,700	0	0
Infrastructure Construction	2,209,571	3,041,085	2,013,953	3,159,100	3,269,951	3,445,400	3,445,400
Other Capital Outlay	5,167,714	3,394,035	0	0	0	0	0
Capital Expenditures	209,852	86,789	2,060,009	3,279,100	3,443,651	3,610,400	3,610,400
TOTAL EXPENSES	18,170,817	17,107,945	14,870,528	22,623,148	23,862,259	15,477,668	24,019,656

CITY OF APPLETON 2019 BUDGET
WATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Charges for Services	\$ 20,617,927	\$ 20,321,981	\$ 20,505,500	\$ 20,288,500	\$ 20,288,500
Miscellaneous	599,764	693,499	622,200	612,200	602,200
Total Revenues	<u>21,217,691</u>	<u>21,015,480</u>	<u>21,127,700</u>	<u>20,900,700</u>	<u>20,890,700</u>
Expenses					
Operation and Maintenance	8,440,868	8,373,876	8,960,109	9,233,459	9,652,475
Depreciation	4,517,926	4,532,727	5,065,000	4,850,000	4,900,000
Total Expenses	<u>12,958,794</u>	<u>12,906,603</u>	<u>14,025,109</u>	<u>14,083,459</u>	<u>14,552,475</u>
Operating Income (Loss)	8,258,897	8,108,877	7,102,591	6,817,241	6,338,225
Non-Operating Revenues (Expenses)					
Investment Income	132,716	177,736	250,000	125,000	125,000
Interest Expense	(2,861,629)	(2,095,814)	(2,021,665)	(1,983,665)	(1,822,765)
Gain/Loss on Refunding	(209,559)	(229,730)	(273,727)	(273,727)	(245,210)
Gain/Loss on Asset Disposal	-	(39,965)	-	-	-
Amortization of Premium on Debt	319,443	660,996	716,132	716,132	625,199
Debt Issue Costs	(286,749)	(20,500)	(85,000)	-	(85,000)
Other	4,753	17,898	5,000	5,000	5,000
Total Non-Operating	<u>(2,901,025)</u>	<u>(1,529,379)</u>	<u>(1,409,260)</u>	<u>(1,411,260)</u>	<u>(1,397,776)</u>
Net Income Before Contributions and Transfers	5,357,872	6,579,498	5,693,331	5,405,981	4,940,449
Contributions and Transfers In (Out)					
Capital Contributions	355,807	736,903	312,750	-	229,300
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	<u>(1,840,286)</u>	<u>(1,841,497)</u>	<u>(2,000,000)</u>	<u>(1,906,000)</u>	<u>(1,935,000)</u>
Change in Net Assets	3,859,593	5,461,104	3,992,281	3,486,181	3,220,949
Net Assets - Beginning	<u>79,716,005</u>	<u>83,575,598</u>	<u>89,036,702</u>	<u>89,036,702</u>	<u>92,522,883</u>
Net Assets - Ending	<u>\$ 83,575,598</u>	<u>\$ 89,036,702</u>	<u>\$ 93,028,983</u>	<u>\$ 92,522,883</u>	<u>\$ 95,743,832</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	\$ 13,334,155	\$ 9,625,728
+ Change in Net Assets	3,486,181	3,220,949
- Capital Contributions	-	(229,300)
+ Depreciation	4,850,000	4,900,000
+ Long Term Debt	-	3,500,000
- Fixed Assets	(5,144,608)	(5,365,406)
- Principal Repayment	<u>(6,900,000)</u>	<u>(6,585,000)</u>
Working Cash - End of Year	<u>\$ 9,625,728</u>	<u>\$ 9,066,971</u>

**CITY OF APPLETON 2019 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2018 Budget	2018 Projected	2019 Budget	2020 Projected	2021 Projected	2022 Projected	2023 Projected
Revenues							
Charges for Services	\$20,505,500	\$20,288,500	\$20,288,500	\$ 20,389,943	\$ 20,491,892	\$ 20,594,352	\$ 20,697,323
Miscellaneous	622,200	612,200	602,200	614,244	626,529	639,059	651,841
Total Revenues	<u>21,127,700</u>	<u>20,900,700</u>	<u>20,890,700</u>	<u>21,004,187</u>	<u>21,118,421</u>	<u>21,233,411</u>	<u>21,349,164</u>
Expenses							
Operating Expenses	8,960,109	9,233,459	9,652,475	9,542,049	9,980,311	9,814,720	10,109,162
Depreciation	5,065,000	4,850,000	4,900,000	5,025,000	5,192,500	5,367,500	5,492,500
Total Expenses	<u>14,025,109</u>	<u>14,083,459</u>	<u>14,552,475</u>	<u>14,567,049</u>	<u>15,172,811</u>	<u>15,182,220</u>	<u>15,601,662</u>
Operating Income	7,102,591	6,817,241	6,338,225	6,437,137	5,945,610	6,051,191	5,747,502
Non-Operating Revenues (Expenses)							
Interest Income	250,000	125,000	125,000	150,000	150,000	150,000	150,000
Interest Expense	(2,021,665)	(1,983,665)	(1,822,765)	(1,775,165)	(1,833,315)	(1,674,515)	(1,628,965)
Gain/Loss on Refunding	(273,727)	(273,727)	(245,210)	(212,552)	(179,806)	(146,991)	(119,447)
Amortization of Debt Premium	716,132	716,132	625,199	509,650	383,341	256,901	180,120
Debt Issuance Expense	(85,000)	-	(85,000)	(85,000)	(85,000)	(85,000)	-
Other	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Non-Operating	<u>(1,409,260)</u>	<u>(1,411,260)</u>	<u>(1,397,776)</u>	<u>(1,408,067)</u>	<u>(1,559,780)</u>	<u>(1,494,605)</u>	<u>(1,413,292)</u>
Net Income Before Transfers	5,693,331	5,405,981	4,940,449	5,029,070	4,385,830	4,556,586	4,334,210
Contributions and Transfers In (Out)							
Capital Contributions	312,750	-	229,300	237,775	-	160,060	363,900
Trans Out - General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(2,000,000)	(1,906,000)	(1,935,000)	(2,085,000)	(2,235,000)	(2,385,000)	(2,535,000)
Change in Net Assets	3,992,281	3,486,181	3,220,949	3,168,045	2,137,030	2,317,846	2,149,310
Total Net Assets - Beginning	<u>89,036,702</u>	<u>89,036,702</u>	<u>92,522,883</u>	<u>95,743,832</u>	<u>98,911,877</u>	<u>101,048,907</u>	<u>103,366,753</u>
Total Net Assets - Ending	<u>\$93,028,983</u>	<u>\$92,522,883</u>	<u>\$95,743,832</u>	<u>\$ 98,911,877</u>	<u>\$ 101,048,907</u>	<u>\$ 103,366,753</u>	<u>\$ 105,516,064</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	13,334,155	9,625,728	9,066,971	7,043,834	6,765,882	6,008,546	
+ Change in Net Assets	3,486,181	3,220,949	3,168,045	2,137,030	2,317,846	2,149,310	
+ Depreciation	4,850,000	4,900,000	5,025,000	5,192,500	5,367,500	5,492,500	
+ Long Term Debt	-	3,500,000	9,500,000	2,500,000	3,100,000	-	
- Contributed Capital	-	(229,300)	(237,775)	-	(160,060)	(363,900)	
- Fixed Assets	(5,144,608)	(5,365,406)	(12,678,407)	(3,262,482)	(4,197,622)	(4,061,867)	
- Principal Repayment	(6,900,000)	(6,585,000)	(6,800,000)	(6,845,000)	(7,185,000)	(3,585,000)	
Working Cash - End of Year	<u>\$ 9,625,728</u>	<u>\$ 9,066,971</u>	<u>\$ 7,043,834</u>	<u>\$ 6,765,882</u>	<u>\$ 6,008,546</u>	<u>\$ 5,639,590</u>	
25% Working Capital Reserve (prior year's audited expenses)		3,280,781	3,352,560	3,350,554	3,512,156	3,468,559	
Coverage Ratio		1.46	1.41	1.41	1.31	1.28	2.25

ASSUMPTIONS:

Borrow 75% of capital expenditures as detailed in the five year plan for years 2019-2023.
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 2019.
Included in O&M expense is the painting of the Lindbergh Standpipe at a cost of \$725,000 in 2019,
of the Ridgeway Tower at a cost of \$325,000 in 2020, and of the Matthias Tower at a cost of \$465,000 in 2021.
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 revenue projections shown reflect the current rates. A rate study would be completed in the year prior to any anticipated rate increase. The current water rates were effective 12/30/2010.

**CITY OF APPLETON 2019 BUDGET
WATER UTILITY
LONG TERM DEBT**

	2011		2012		2013	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2019	\$ 145,000	\$ 90,260	\$ 115,000	\$ 58,155	\$ 300,000	\$ 241,850
2020	150,000	84,260	120,000	54,555	310,000	232,550
2021	155,000	78,060	125,000	50,805	320,000	219,750
2022	160,000	71,660	125,000	47,055	335,000	206,350
2023	170,000	64,860	130,000	43,155	350,000	192,350
2024	175,000	57,860	135,000	39,105	365,000	177,750
2025	180,000	50,660	140,000	34,765	380,000	162,550
2026	190,000	43,060	145,000	30,270	395,000	145,388
2027	195,000	35,260	145,000	25,775	410,000	127,588
2028	205,000	27,060	150,000	21,125	430,000	108,938
2029	215,000	18,460	155,000	16,088	450,000	89,250
2030	220,000	9,660	160,000	10,888	470,000	68,688
2031	230,000	-	165,000	5,525	490,000	47,250
2032	-	-	170,000	-	515,000	24,075
2033	-	-	-	-	535,000	-
	<u>\$ 2,390,000</u>	<u>\$ 631,120</u>	<u>\$ 1,980,000</u>	<u>\$ 437,266</u>	<u>\$ 6,055,000</u>	<u>\$ 2,044,327</u>

	2014		2015		2015	
	Revenue Bonds		Revenue Bonds		Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2019	\$ 165,000	\$ 119,800	\$ 220,000	\$ 173,200	\$ 1,570,000	\$ 510,800
2020	165,000	114,850	230,000	166,300	1,615,000	462,350
2021	170,000	109,750	235,000	159,250	1,665,000	412,400
2022	175,000	104,500	240,000	152,050	1,720,000	360,800
2023	180,000	99,100	250,000	142,050	1,775,000	289,800
2024	190,000	93,400	260,000	131,650	1,850,000	215,800
2025	195,000	85,600	270,000	120,850	1,920,000	139,000
2026	200,000	77,600	280,000	112,450	1,990,000	79,300
2027	210,000	69,200	290,000	103,750	1,110,000	46,000
2028	220,000	60,400	300,000	91,750	1,150,000	-
2029	230,000	51,200	310,000	79,350	-	-
2030	235,000	41,800	325,000	66,350	-	-
2031	245,000	32,000	340,000	52,750	-	-
2032	255,000	21,800	350,000	41,375	-	-
2033	265,000	11,200	365,000	26,775	-	-
2034	280,000	-	375,000	13,650	-	-
2035	-	-	390,000	-	-	-
	<u>\$ 3,380,000</u>	<u>\$ 1,092,200</u>	<u>\$ 5,030,000</u>	<u>\$ 1,633,550</u>	<u>\$ 16,365,000</u>	<u>\$ 2,516,250</u>

	2016		2016		TOTAL		
	Revenue Bonds		Refunding Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest			
2019	\$ 135,000	\$ 110,350	\$ 3,935,000	\$ 483,350	\$ 6,585,000	\$ 1,787,765	\$ 8,372,765
2020	140,000	104,750	4,070,000	320,550	6,800,000	1,540,165	8,340,165
2021	145,000	98,950	3,920,000	163,750	6,735,000	1,292,715	8,027,715
2022	150,000	92,950	4,075,000	750	6,980,000	1,036,115	8,016,115
2023	160,000	88,150	15,000	300	3,030,000	919,765	3,949,765
2024	160,000	83,350	10,000	-	3,145,000	798,915	3,943,915
2025	165,000	78,400	-	-	3,250,000	671,825	3,921,825
2026	170,000	73,300	-	-	3,370,000	561,368	3,931,368
2027	180,000	66,100	-	-	2,540,000	473,673	3,013,673
2028	185,000	58,700	-	-	2,640,000	367,973	3,007,973
2029	195,000	50,900	-	-	1,555,000	305,248	1,860,248
2030	200,000	42,900	-	-	1,610,000	240,286	1,850,286
2031	210,000	34,500	-	-	1,680,000	172,025	1,852,025
2032	215,000	28,050	-	-	1,505,000	115,300	1,620,300
2033	225,000	21,300	-	-	1,390,000	59,275	1,449,275
2034	230,000	14,400	-	-	885,000	28,050	913,050
2035	235,000	7,350	-	-	625,000	7,350	632,350
2036	245,000	-	-	-	245,000	-	245,000
	<u>\$ 3,345,000</u>	<u>\$ 1,054,400</u>	<u>\$ 16,025,000</u>	<u>\$ 968,700</u>	<u>\$ 54,570,000</u>	<u>\$ 10,377,813</u>	<u>\$ 64,947,813</u>

Note: Schedule is based on accrual method of accounting. Revenue Bonds in the amount of \$3,500,000 will be issued in 2019. Expected interest expense of the issue in 2019 is \$35,000 at 4%.

CITY OF APPLETON 2019 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 2019 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 2018 EVENTS

WASTEWATER TREATMENT

Total Maximum Daily Load

Appleton Wastewater Treatment Plant (AWWTP) staff conducted additional jar test studies and resumed full-scale chemical treatment studies to determine the ability to consistently meet future total phosphorus effluent loading limits (e.g. 23 pound per day as six month average) under Total Maximum Daily Load (TMDL). Plant staff also continued to evaluate alternative compliance opportunities available through Water Quality Trading (WQT) and Adaptive Management (AM).

F2 Building Chemical Storage Room Improvements

This CIP involved the rehabilitation of the existing iron salt chemical storage room after 22 years of continuous use. It also incorporated improvements to the chemical feed system to facilitate precision chemical dosing necessary to consistently achieve future low-level phosphorus limits. Construction was initiated in early 2018 and completed in August 2018.

Digester Compressor Glycol System, Waste Activated Sludge (WAS) Pump Replacement, Effluent Pump Firm Capacity, and Aeration Blower Replacement

The CIP involves equipment rehabilitation, replacement, and improvements to address immediate needs and long term reliability associated with four independent processes. The preliminary engineering phase provided a conditions assessment and project alternatives technical memorandum (TM). Additional engineering analysis was required in 2018 to deliver answers associated with hydraulic capacity and aeration blower sizing that contributed to a delay with overall project schedule. The project bidding phase occurred in late 2018 and final construction completion forecasted in late 2019 or early 2020.

Briarcliff Lift Station

Engineering was initiated in early 2018. Preliminary concepts and costs were provided for review. The high estimated preliminary cost for improvements required consideration of alternative lift station equipment and designs that more appropriately match the seven home residential sewage collection area. The additional evaluation of alternatives resulted in a bidding phase that did not occur until late 2018. The revised final project completion date is mid 2019.

Midway Road Lift Station Improvements

Engineering plans were provided in 2018 to facilitate Utility maintenance vehicle emergency access off of Midway Road. This project was bundled with Briarcliff for bidding purposes. The revised final project completion is mid 2019.

Compost Site Study

In 2018, the AWWTP contracted with Coker Composting and Consulting to evaluate the transition into either full scale biosolids composting, increased onsite biosolids storage, or some combination of the two. The preliminary opinion of costs for a sludge storage building expansion that would meet future 180-day storage totaled \$7.4M. Capital costs for three alternative compost options ranged from \$8M to \$12.3M. Decisions regarding the future direction (compost or sludge storage) are expected to be known in 2019.

WASTEWATER COLLECTION

Reconstructed / rehabilitated approximately 1.84 miles of sanitary sewer and added 0.69 miles of new sewer. Televising of sanitary sewer laterals on Carpenter Street for a pilot project to replace the laterals from the house to the street. These laterals were televised to assist in data collection for the 2019 replacement program. Used the sewer televising program to resolve property owner lateral back up issues.

CITY OF APPLETON 2019 BUDGET WASTEWATER UTILITY

MAJOR 2019 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 April 1, 2017 WPDES permit.

Continue to evaluate treatment options that are capable of achieving future water quality based effluent limits for phosphorus under NR 102, NR 217, and Lower Fox River Total Maximum Daily Load (TMDL) legislation.

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 high quality biosolids and biosolids compost for a variety of beneficial uses while continuing to explore biosolids diversification opportunities.

The following project completions will enhance longevity of wastewater treatment infrastructure: aeration blower replacement, effluent pump station rehabilitation, and lift station upgrades.

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

Update a Capacity, Management, Operations and Maintenance (CMOM) Plan to meet WisDNR requirements

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 12,005,596	\$ 12,802,558	\$ 11,534,806	\$ 11,534,806	\$ 11,555,924	0.18%
Program Expenses							
5411	Utility Administration	249,548	259,174	288,644	288,644	318,919	10.49%
5412	Finance Administration	4,709,778	4,812,161	5,029,876	5,029,876	5,019,828	-0.20%
5422	Treatment	3,580,557	3,659,896	3,862,350	3,913,699	4,180,801	8.25%
5423	Biosolids Management	587,180	500,908	679,240	779,240	718,774	5.82%
5425	Lift Stations	133,453	127,155	127,799	192,799	132,666	3.81%
5427	Collection Systems	736,302	750,474	753,166	857,931	885,063	17.51%
5431	Public Works Capital	386,226	609,364	2,235,551	2,389,064	4,382,819	96.05%
5432	Utility Capital	82,441	323,742	3,364,250	6,619,842	5,581,000	65.89%
Total Program Expenses		\$ 10,465,485	\$ 11,042,874	\$ 16,340,876	\$ 20,071,095	\$ 21,219,870	29.86%
Expenses Comprised Of:							
	Personnel	2,512,687	2,611,398	2,594,783	2,594,783	2,692,797	3.78%
	Administrative Expense	4,281,424	4,391,098	4,792,672	4,792,672	4,779,865	-0.27%
	Supplies & Materials	396,408	516,386	584,550	584,550	730,800	25.02%
	Purchased Services	1,659,757	1,391,995	2,297,885	5,657,548	5,200,825	126.33%
	Utilities	1,041,989	1,065,174	1,089,815	1,089,815	1,110,898	1.93%
	Repair & Maintenance	703,223	657,748	677,095	677,095	832,660	22.98%
	Capital Expenditures	(130,003)	409,075	4,304,076	4,674,632	5,872,025	36.43%
Full Time Equivalent Staff:							
	Personnel allocated to programs	28.39	28.41	28.71	28.71	28.71	

* % change from prior year adopted budget

**CITY OF APPLETON 2019 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:

Special Hauled Waste revenue reflects a 1% rate increase that is effective January 1, 2019, that is subject to approval that is targeted for an October meeting.

The increase in Janitorial Supplies is due to the change in vendors resulting from an issue with the quality of product that was delivered.

Miscellaneous equipment includes costs to purchase new archive shelving.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	2	1	0	0	0
# of first aid entries per year	10	5	0	0	0
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	93%	91%	100%	100%	100%
Trained Staff					
% of staff adequately trained	95%	98%	100%	100%	100%
Average # of hours training per employee	11	16	25	25	25
CMAR grade for staffing	A	A	A	A	A
CMAR grade for operations certificate	A	A	A	A	A
Work Process Outputs					
Government reports prepared					
# reports filed:					
Compliance Report (eCMAR)	1	1	1	1	1
Biosolids Annual Report	1	1	1	1	1
Pretreatment Report	2	2	2	2	2
Discharge Report (eDMR)	12	12	12	12	12

**CITY OF APPLETON 2019 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4710 Interest on Investments	\$ 142,454	\$ 166,155	\$ 250,000	\$ 250,000	\$ 100,000
4730 Interest - Deferred Specials	14,688	8,607	10,000	10,000	7,500
4810 Sewer Service - Residential	3,946,452	3,885,488	3,930,000	3,930,000	3,900,000
4811 Sewer Service - Commercial	957,745	937,148	960,000	960,000	950,000
4812 Sewer Service - Industrial	3,853,500	3,936,810	3,780,000	3,780,000	3,800,000
4813 Sewer Service - Municipal	281,297	281,295	275,000	275,000	280,000
4814 Industrial Pre-Treatment	5,828	3,432	5,000	5,000	5,000
4815 Sewer Service - Multi-Family	313,250	320,506	330,000	330,000	335,000
5001 Fees & Commissions	7,131	7,396	7,500	7,500	7,500
5005 Sale of City Property - Tax	190	-	-	-	-
5010 Misc. Revenue - Nontax	10,142	14,377	8,000	8,000	12,000
5011 Misc. Revenue - Tax	2,848	4,448	3,000	3,000	3,000
5021 Capital Contributions	292,031	465,556	156,550	156,550	91,025
5035 Other Reimbursements	2,420	2,318	2,500	2,500	2,500
5071 Customer Penalty	39,109	38,271	39,000	39,000	38,000
5084 Special Hauled Waste	2,161,440	2,701,512	1,750,000	1,750,000	2,000,000
Total Revenue	\$ 12,030,525	\$ 12,773,319	\$ 11,506,550	\$ 11,506,550	\$ 11,531,525
Expenses					
6101 Regular Salaries	\$ 143,558	\$ 142,289	\$ 161,602	\$ 161,602	\$ 173,961
6104 Call Time	14	-	-	-	-
6105 Overtime	329	290	2,393	2,393	2,735
6108 Part-Time	1,663	1,771	2,362	2,362	2,405
6150 Fringes	45,318	49,358	53,320	53,320	50,478
6201 Training/Conferences	9,000	10,043	7,500	7,500	12,000
6301 Office Supplies	2,773	2,159	3,000	3,000	3,000
6302 Subscriptions	267	74	100	100	100
6303 Memberships & Licenses	2,139	6,635	7,040	7,040	7,965
6304 Postage\Freight	568	843	2,500	2,500	2,500
6305 Awards & Recognition	350	219	300	300	300
6306 Janitorial Supplies	5,929	5,510	6,500	6,500	10,380
6307 Food & Provisions	400	477	400	400	400
6320 Printing & Reproduction	2,845	3,879	3,000	3,000	4,500
6321 Clothing	145	108	-	-	-
6323 Safety Supplies	6,990	8,074	5,500	5,500	5,500
6327 Misc. Equipment	4,309	1,958	5,000	5,000	13,000
6407 Collection Services	2,965	5,504	3,750	3,750	3,500
6408 Contractor Fees	1,814	2,278	3,750	3,750	3,750
6411 Temporary Help	-	434	-	-	-
6412 Advertising/Publications	56	-	1,500	1,500	1,500
6413 Utilities	14,683	15,147	15,920	15,920	16,460
6418 Equipment Repairs & Maint	47	-	-	-	-
6425 CEA Equip. Rental	3,386	2,124	3,207	3,207	4,485
Total Expense	\$ 249,548	\$ 259,174	\$ 288,644	\$ 288,644	\$ 318,919

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2019 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. The 2019 budget also reflects the return to operations and maintenance costs of operating the fully installed system and the allocation of the customer use portal fees.

The budget includes \$10,000 for costs to begin the rate study process. The projected five-year financial plan requires a rate increase to cover operation and debt expenses and to provide funding for the capital improvement plan. The rate study will also review needs to add a phosphorus rate for high strength industrial customers.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	75%	92%	92%	92%	92%
Strategic Outcomes					
Maintain compliance with GAAP					
# of audit compliance issues not raised by staff	0	0	0	0	0
CMAR grade					
Financial management	A	A	A	A	A
Work Process Outputs					
# of monthly bills processed	113,922	114,562	114,000	114,600	114,600

**CITY OF APPLETON 2019 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5006 Gain (Loss) on Asset Disp.	\$ (57,030)	\$ -	\$ -	\$ -	\$ -
5086 Premium on Debt Issue	18,773	18,053	17,256	17,256	16,399
	<u>\$ (38,257)</u>	<u>\$ 18,053</u>	<u>\$ 17,256</u>	<u>\$ 17,256</u>	<u>\$ 16,399</u>
Expenses					
6101 Regular Salaries	\$ 105,081	\$ 107,559	\$ 114,040	\$ 114,040	\$ 116,036
6105 Overtime	298	169	-	-	-
6150 Fringes	249,399	244,254	48,589	48,589	49,317
6304 Postage\Freight	18,248	20,053	24,000	24,000	23,000
6320 Printing & Reproduction	2,392	3,387	3,300	3,300	3,500
6401 Accounting/Audit	11,140	9,579	9,360	9,360	20,000
6403 Bank Services	20,170	19,484	21,500	21,500	21,500
6437 Billing Services	61,721	62,834	69,000	69,000	67,000
6501 Insurance	137,808	265,979	265,812	265,812	130,790
6601 Depreciation Expense	2,928,395	2,872,797	3,200,000	3,200,000	3,200,000
6623 Uncollectable Accounts	2,165	2,271	4,500	4,500	4,000
6631 Meter Expense	514,361	598,201	630,000	630,000	672,960
6720 Interest Payments	541,150	488,144	522,325	522,325	494,275
6730 Debt Issuance Costs	-	-	-	-	100,000
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
Total Expense	<u>\$ 4,709,778</u>	<u>\$ 4,812,161</u>	<u>\$ 5,029,876</u>	<u>\$ 5,029,876</u>	<u>\$ 5,019,828</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Postage/Freight</u>		<u>Meter Expense</u>	
City service invoice postage	\$ 21,500	Allocation from Water	\$ 218,960
City service invoice folding/inserting	1,500	Meter depreciation	206,000
	<u>\$ 23,000</u>	Meter payment in lieu of tax	65,000
		Return on investment in net fixed assets - meters	183,000
<u>Bank Services</u>			<u>\$ 672,960</u>
Banking & investment fees	\$ 21,500		
	<u>\$ 21,500</u>	<u>Accounting/Audit</u>	
<u>Billing Services</u>		Audit fees	\$ 10,000
Sewer charges from other sanitation districts for Appleton residences served	\$ 67,000	Rate Study	10,000
	<u>\$ 67,000</u>		<u>\$ 20,000</u>

**CITY OF APPLETON 2019 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 AWWTP was reissued a WPDES permit with an effective start date of April 1, 2017. The 2019 treatment budget reflects the purchase of additional iron salts (ferric chloride) to facilitate ongoing full-scale treatment evaluations under higher chemical dosage regimens to determine the ability to consistently and reliably achieve low-level phosphorus criteria established by TMDL legislation and Wisconsin Administrative Code NR 217. The salary budget reflects the change in allocation of .2 FTE Maintenance Specialist from the Water Utility to Wastewater Utility due to on-going maintenance needs at the Wastewater Treatment Plant and lift stations. Equipment repair and maintenance expense includes costs for clarifier re-coating.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Environmental Safety					
# of Discharge Monthly Report (DMR) permit exceedance/violations	0	0	0	0	0
Essential services provided					
# of gallons influent treated per year	4,694 MG	4,694 MG	4,500 MG	4,500 MG	4,500MG
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	\$ 2,161,440	\$ 2,701,593	\$ 1,750,000	\$ 3,500,000	\$ 2,000,000
# of tons of hauled waste received	-	320,654	205,000	500,000	225,000
Strategic Outcomes					
CMAR grades for treatment					
Effluent quality BOD	A	A	A	A	A
Effluent quality TSS	A	A	A	A	A
Effluent quality Ammonia	A	A	A	A	A
Effluent quality Phosphorus	A	A	A	A	A
Public Outreach Initiatives					
# of pollution minimization initiatives	4	4	4	4	4
Work Process Outputs					
Efficient plant operation					
Average # of days to close preventive work orders	59	50	36	36	40
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	10,747	9,644	10,775	10,775	10,775
Improve treatment processes					
# process samples analyzed per yr*	4,346	6,197	4,500	4,500	4,500
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	503	325	350	350	350
* includes all compliance, process and billing samples					

**CITY OF APPLETON 2019 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 983,893	\$ 1,003,402	\$ 994,788	\$ 994,788	\$ 1,028,382
6104 Call Time	2,527	1,995	3,106	3,106	4,000
6105 Overtime	60,303	61,192	74,612	74,612	78,129
6108 Part-Time	7,632	7,864	9,398	9,398	9,398
6150 Fringes	388,175	427,134	408,640	408,640	442,200
6309 Shop Supplies & Tools	32,384	44,683	28,000	28,000	40,000
6310 Chemicals	230,936	350,157	335,000	335,000	422,000
6321 Clothing	5,185	4,614	5,500	5,500	5,500
6322 Gas Purchases	5,766	7,019	8,250	8,250	8,250
6324 Medical / Lab Supplies	20,239	19,568	21,000	21,000	21,000
6326 Repair Parts	-	11,742	110,000	110,000	110,000
6327 Miscellaneous Equipment	47,711	36,610	24,000	24,000	79,200
6402 Legal Fees	26,729	27,077	29,250	29,250	28,850
6404 Consulting Services	5,750	29,715	38,000	84,200	37,500
6408 Contractor Fees	180,054	71,529	169,750	174,899	84,250
6413 Utilities	978,123	1,001,155	1,021,915	1,021,915	1,039,518
6415 Tipping Fees	2,761	2,503	3,500	3,500	3,500
6416 Building Repairs & Maint.	-	129	35,000	35,000	35,000
6418 Equipment Repairs & Maint	203,138	118,601	30,500	30,500	182,500
6420 Facilities Charges	379,065	416,362	446,045	446,045	453,890
6424 Software Support	12,977	9,302	14,300	14,300	14,300
6425 CEA Equip. Rental	18,448	16,795	19,821	19,821	19,459
6432 Lab Fees	1,139	9,932	15,000	15,000	17,000
6440 Snow Removal Services	2,950	2,964	3,500	3,500	3,500
6454 Grounds Repair & Maint	5,286	11,810	7,500	7,500	7,500
6599 Other Contracts/Obligations	7,211	12,152	5,975	5,975	5,975
6899 Other Capital Outlay	(27,825)	(46,110)	-	-	-
Total Expense	\$ 3,580,557	\$ 3,659,896	\$ 3,862,350	\$ 3,913,699	\$ 4,180,801

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Contractor Fees</u>		<u>Chemicals</u>	
Pipe insulation replacement	\$ 7,500	Iron salts	\$ 200,000
Painting of process piping	30,000	DAF polymer	25,000
MCC electrical testing	10,000	BFP coagulant	120,000
Struvite removal	10,000	Sodium hypochlorite	10,000
Grit removal	3,250	Sodium bisulfite	35,000
Safety inspections	5,500	Other chemicals	32,000
Lab equipment inspections	3,000		<u>\$ 422,000</u>
High pressure blower maintenance	15,000		
	<u>\$ 84,250</u>	<u>Legal Fees</u>	
		DNR Fees	\$ 28,850
			<u>\$ 28,850</u>
<u>Equipment Repairs & Maintenance</u>		<u>Shop Supplies & Tools</u>	
Generator maintenance	\$ 2,500	Shop supplies	\$ 12,000
Containment repairs	15,000	Cabinets & shelving	7,000
Clarifier re-coating	140,000	Supply bin parts	15,000
Repair service calls	25,000	Small hand tools	6,000
	<u>\$ 182,500</u>		<u>\$ 40,000</u>
<u>Consulting Services</u>		<u>Medical Lab Supplies</u>	
Davit safety review	\$ 7,500	Supplies	\$ 10,000
TMDL planning and regulatory report	20,000	Benchware	1,000
Miscellaneous engineering studies	10,000	Chemicals for tests	9,450
	<u>\$ 37,500</u>	Cylinder lease	550
			<u>\$ 21,000</u>
<u>Miscellaneous Equipment</u>		<u>Repair Parts</u>	
Iron analyzer	\$ 12,000	Pumps & Motors	\$ 50,000
Bio-gas flow meter	10,000	Valves, piping and bearings	40,000
Uninterruptable power supply	20,000	Inventory management	20,000
Radar level instrument	6,200		<u>\$ 110,000</u>
Gas mixing compressor	16,000		
Digester circulation pump	15,000		
	<u>\$ 79,200</u>		
<u>Lab Fees</u>		<u>Building Repairs & Maintenance</u>	
Receiving station testing	\$ 2,750	Receiving Station concrete	\$ 35,000
Process testing	7,000		<u>\$ 35,000</u>
High-strength customer testing	5,000		
Miscellaneous testing	2,250		
	<u>\$ 17,000</u>		

**CITY OF APPLETON 2019 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:

On April 1, 2017 the Biosolids Composting Facility was permitted as part of the AWWTP Wisconsin Pollutant Discharge Elimination System (WPDES) permit. The AWWTP now formally recognizes the compost processing facility located at the Outagamie County Landfill as part of the 180-day biosolids storage requirement. The current compost facility lease with Outagamie County expires in April 2022 which parallels the WPDES permit term.

A consultant was contracted in 2018 to evaluate the transition into either full scale biosolids composting or increased onsite biosolids storage. The preliminary opinion of costs for a sludge storage building expansion that would meet future 180-day storage totaled \$7.4M. The capital costs for three alternative compost options ranged from \$8M to \$12.3M. Decisions regarding the future direction (compost or sludge storage) are expected to be known in 2019 which could significantly impact future program expenditures.

The increase in contractor fees are reflective of the increase in the contracted biosolids hauling rates which began in 2018. The budget also reflects additional land application costs resulting from the escalation in biosolids production observed since 2015.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Environmental Safety					
Biosolids Applications # of sites					
with nitrogen loading exceedances	0	0	0	0	0
with metal(s) loading exceedances	0	0	0	0	0
Strategic Outcomes					
Beneficial Re-use					
Wet tons applied	22,444	22,825	23,000	23,000	23,000
Wet tons landfilled	0	0	0	0	0
Wet tons composted	2,246	0	3,750	2,612	3,750
CMAR grades for treatment					
Biosolids quality and management	A	A	A	A	A
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	25,292	23,177	26,000	26,000	26,000
CMAR Compliance					
# of site monitorings completed	42	51	40	50	40

**CITY OF APPLETON 2019 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 71,044	\$ 69,768	\$ 71,548	\$ 71,548	\$ 79,553
6104 Call Time	239	163	-	-	-
6105 Overtime	1,941	2,722	2,598	2,598	2,686
6108 Part Time	531	81	-	-	-
6150 Fringes	28,943	30,673	26,842	26,842	28,229
6316 Other Misc Supplies	-	4,137	1,000	1,000	1,000
6322 Gas Purchases	2,593	768	150	150	150
6327 Miscellaneous Equipment	306	-	10,000	10,000	-
6404 Consulting Services	12,633	-	-	100,000	-
6408 Contractor Fees	413,821	355,173	480,000	480,000	530,250
6413 Utilities	309	341	450	450	450
6416 Building Repair & Maint	-	-	10,000	10,000	-
6425 CEA Equip. Rental	16,842	20,047	18,602	18,602	19,706
6432 Lab Fees	-	2,430	10,050	10,050	8,750
6599 Other Contracts/Obligations	37,978	14,605	48,000	48,000	48,000
Total Expense	<u>\$ 587,180</u>	<u>\$ 500,908</u>	<u>\$ 679,240</u>	<u>\$ 779,240</u>	<u>\$ 718,774</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Compost pad processing	150,000
Biosolids transport / application	350,000
Biosolids incorporation	30,250
	<u>\$ 530,250</u>

Other Contracts/Obligations

City staff hauling to compost site	\$ 40,000
City staff brush handling	3,000
Pad maintenance by City staff	5,000
	<u>\$ 48,000</u>

**CITY OF APPLETON 2019 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 13 lift stations where sewage is pumped to the wastewater plant for processing.

Major changes in Revenue, Expenditures or Programs:

The Catherine Street lift station was fully abandoned in 2018 following the construction of new gravity sewage collection sewer.

A new developer owned temporary lift station located north of Edgewood Drive and east of French Road is scheduled for construction in 2019. AWWTP staff will be required to service the lift station as part of the development agreement through the period until which a permanent City owned and maintained lift station is constructed.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Sewage bypasses / backups # per year attributed to lift stations	0	0	0	0	0
Strategic Outcomes					
Integrity of lift stations maintained # of emergency calls required	10	12	5	10	5
Work Process Outputs					
Response to work orders # of preventive work orders	202	169	160	200	160
# of corrective work orders	21	25	50	25	50

**CITY OF APPLETON 2019 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 33,626	\$ 41,529	\$ 36,428	\$ 36,428	\$ 37,774
6104 Call Time	1,235	1,570	2,500	2,500	1,200
6105 Overtime	1,799	1,974	2,014	2,014	2,088
6108 Part Time	149	433	-	-	-
6150 Fringes	14,951	19,620	16,907	16,907	17,514
6326 Repair Parts	-	36	-	-	-
6327 Miscellaneous Equipment	17,606	3,389	1,600	1,600	-
6404 Consulting Services	-	-	5,000	5,000	5,000
6408 Contractor Fees	9,371	4,513	11,000	76,000	10,000
6413 Utilities	38,805	39,291	41,350	41,350	44,290
6418 Equip Repairs & Maint	15,613	14,800	11,000	11,000	14,800
6420 Facilities Charges	-	-	-	-	-
6424 Software Support	-	-	-	-	-
6599 Other Contracts / Obligations	298	-	-	-	-
Total Expense	<u>\$ 133,453</u>	<u>\$ 127,155</u>	<u>\$ 127,799</u>	<u>\$ 192,799</u>	<u>\$ 132,666</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

**CITY OF APPLETON 2019 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".

Obiectives:

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 2019 CIPs:

	<u>2019 Budget</u>	<u>Page</u>
Compressor replacement	\$ 130,000	Projects, Pg. 643
Piping Projects - Bended Sludge, Waste Gas, and Filtrate Piping	1,141,000	Projects, Pg. 645
Lift Station improvement	200,000	Projects, Pg. 644
RAS Pump Replacement	560,000	Projects, Pg. 646
Sludge Storage Building/Compost Facility	750,000	Projects, Pg. 625
Water lateral replacement	225,000	Projects, Pg. 618
Upgrade electrical distribution system	1,800,000	Projects, Pg. 609
Roadway replacement	300,000	Projects, Pg. 613
S-Building and L-Building air handling unit upgrades	400,000	Projects, Pg. 614
Lighting upgrades	75,000	Projects, Pg. 616
	<u>\$ 5,581,000</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:

The current AWWTP WPDES permit expires on March 31, 2022. Prior to that date the AWWTP staff will be required to submit yearly reports to the DNR on how progress with TMDL phosphorus and total suspended solids effluent limits will be achieved by January 1, 2023. Treatment optimization and the feasibility of alternative compliance through adaptive management or water quality trading will determine the path, scope, and cost of compliance with the more stringent effluent limits leading up to the 2022 WPDES permit reissuance process.

The \$750,000 allocated to engineering for biosolids facility is based on the 2018 consultant evaluation for the transition into either full scale biosolids composting or increased onsite biosolids storage. The 2019 budget funds to support engineering phases are predicated on the decisions from the prior year and those required at the time of engineering contract award. The Wastewater Sludge Storage Options CIP adheres to this anticipated timeline, which includes costs for construction in 2020.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Sewer Rate changes					
% per year	0%	0%	0%	0%	0%
Strategic Outcomes					
Wastewater treatment standards					
CMAR Grade for ten categories	A	A	A	A	A
Overall CMAR GPA	3.73	3.73	4.00	4.00	4.00
Work Process Outputs					
Project Management					
% of projects completed at year-end	36%	45%	100%	50%	100%

**CITY OF APPLETON 2019 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6404 Consulting Services	\$ 65,195	\$ 196,536	\$ 140,000	\$ 435,783	\$ 895,000
6408 Contractor Fees	441,129	191,656	920,000	3,562,766	3,026,000
6599 Other Contracts/Obligations	370	2,303	20,000	20,000	-
6801 Land	-	-	-	5,000	-
6802 Land Improvements	140,463	179,048	315,000	344,253	300,000
6803 Buildings	64,019	328,334	1,710,750	1,825,290	700,000
6804 Equipment	140,860	143,480	258,500	426,750	660,000
6809 Infrastructure Construction	-	-	-	-	-
6899 Other Capital Outlay	(769,595)	(717,615)	-	-	-
Total Expense	\$ 82,441	\$ 323,742	\$ 3,364,250	\$ 6,619,842	\$ 5,581,000

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Sludge storage options	\$ 750,000
Compressor replacement	30,000
Plant piping	90,000
Midway lift station	25,000
	<u>\$ 895,000</u>

Land Improvements

Roadway replacement	\$ 300,000
	<u>\$ 300,000</u>

Equipment

Compressor replacement	\$ 100,000
RAS pump replacement	560,000
	<u>\$ 660,000</u>

Buildings

Water lateral replacement	\$ 225,000
Lighting upgrades	75,000
Air handling units upgrades	400,000
	<u>\$ 700,000</u>

Contractor Fees

Midway Lift Station	\$ 175,000
Electrical distribution upgrade	1,800,000
Plant piping	1,051,000
	<u>\$ 3,026,000</u>

**CITY OF APPLETON 2019 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 fluctuation in contractor fees from year to year is the result of the root control program and the spot repair/protruding tap 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 project bidding schedule was delayed in 2017 so only a small amount was budgeted for spot repairs and protruding taps in 2018. The increase in contractor fees is a result of bringing spot repairs/protruding tap program back to a normal level of work and the root control program being done in 2019.

Per the Sanitary Lateral Policy, \$54,000 has been added to consulting services to continue the lateral televising in advance of replacing them in 2020 and/or 2021.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	34	34	22	22	25
Compliance with regulation					
# of protruding taps identified	9	6	5	3	5
# of cross connections identified	103	83	60	55	55
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	17	21	30	30	30
# of system blockages removed	1	0	4	3	3
% of total system televised	14.2%	13.1%	11.0%	11.0%	11.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	49%	51%	48%	52%	50%
# of spot repairs made	0	28	23	21	22
Safeguarding health and safety					
# of protruding taps removed	0	5	5	4	5

**CITY OF APPLETON 2019 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv. - Nontax	\$ 5,859	\$ 6,539	\$ 6,000	\$ 6,000	\$ 6,500
4908 Intergovernmental Charges	4,669	1,231	5,000	5,000	1,500
5035 Other Reimbursements	2,800	3,415	-	-	-
Total Revenue	\$ 13,328	\$ 11,185	\$ 11,000	\$ 11,000	\$ 8,000
Expenses					
6101 Regular Salaries	\$ 245,830	\$ 272,602	\$ 290,650	\$ 290,650	\$ 283,771
6104 Call Time	1,141	1,735	1,500	1,500	1,500
6105 Overtime	3,973	6,301	4,200	4,200	4,200
6108 Part-Time	973	57	-	-	337
6150 Fringes	91,107	111,738	108,421	108,421	113,510
6201 Training\Conferences	-	-	1,000	1,000	500
6203 Memberships & Licenses	175	-	-	-	-
6305 Awards & Recognition	245	244	245	245	245
6309 Shop Supplies & Tools	2,390	1,838	2,500	2,500	2,500
6325 Construction Materials	9,086	9,663	16,000	16,000	10,000
6327 Miscellaneous Equipment	5,042	4,754	4,750	4,750	4,700
6404 Consulting Services	244,927	165,501	164,000	178,765	208,500
6408 Contractor Fees	62,188	109,135	66,000	156,000	161,000
6413 Utilities	10,069	9,240	10,180	10,180	10,180
6415 Tipping Fees	4,964	3,755	4,000	4,000	4,000
6418 Equipment Repairs & Maint	-	1,062	1,100	1,100	800
6424 Software Support	2,357	1,247	2,150	2,150	2,350
6425 CEA Equip. Rental	46,064	45,469	70,470	70,470	70,470
6599 Other Contracts/Obligations	5,771	6,133	6,000	6,000	6,500
Total Expense	\$ 736,302	\$ 750,474	\$ 753,166	\$ 857,931	\$ 885,063

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Sewer TV & cleaning	\$ 150,000
Flow monitoring - Kensington	4,500
Lateral Televising	54,000
Total	\$ 208,500

Contractor Fees

Surface restoring -prior year repairs	\$ 25,000
Protruding Taps	35,000
Root Control	25,000
Spot repair liners	55,000
Unanticipated failures	20,000
Misc. Fees	1,000
Total	\$ 161,000

**CITY OF APPLETON 2019 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 2019 CIPs:

	<u>2019 Budget</u>	<u>Page</u>
Sanitary Sewer Construction	\$ 4,382,819	Projects, Pg. 600

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	34	54	25	25	25
Collection system rating from CMAR	A	A	A	A	A
# of laterals replaced	134	222	200	200	200
Strategic Outcomes					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	325	324*	324	324	324
% of total miles of sanitary sewer reconstructed	0.60%	0.58%	0.50%	0.57%	0.65%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	1.95	1.89	1.84	1.84	2.11
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	1.04	0.06	0.69	0.69	1.00
Reduction of treatment costs					
# of seals installed	94	81	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 2019 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 11,856	\$ (6,788)	\$ 112,855	\$ 112,855	\$ 116,541
6105 Overtime	5,937	4,295	4,143	4,143	4,125
6108 Part-Time	474	689	2,854	2,854	2,496
6150 Fringes	8,750	4,960	38,473	38,473	40,232
6325 Construction Materials	484	-	-	-	-
6404 Consulting Services	36,175	48,183	50,000	150,000	-
6408 Contractor Fees	-	35,334	-	-	-
6425 CEA Equip. Rental	-	-	7,400	7,400	7,400
6599 Other Contracts/Obligations	475	753	-	-	-
6809 Infrastructure Construction	1,483,486	2,741,600	2,019,826	2,073,339	4,212,025
6899 Other Capital Outlay	(1,161,411)	(2,219,662)	-	-	-
Total Expense	<u>\$ 386,226</u>	<u>\$ 609,364</u>	<u>\$ 2,235,551</u>	<u>\$ 2,389,064</u>	<u>\$ 4,382,819</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

	Street	From	To	Waste-water Utility
Labor Pool				163,394
CEA				7,400
Miscellaneous Construction				
				Sanitary Laterals & Manholes Prior To 2019 Asphalt
				66,270
				Sanitary Laterals & Manholes Prior To 2019 Concrete
				32,550
				Structure Rehabilitation / Sewer Cut repairs from 2018
				40,000
				Subtotal
				138,820
New Construction				
	Edgewood Dr	Lightning Dr	French Rd	548,000
				Apple Ridge Liftstation & Forcemain
				230,880
				North Edgewood Estates Liftstation & Forcemain
				643,500
	Sommers Dr	Spartan Ave, 100' s to 400' n		87,500
	Spartan Ave	Haymeadow Ave	Meade St	124,400
				Subtotal
				1,634,280
Reconstruction - liner				
	Fremont St	East St	Harmon St	13,500
	Fremont St	Kernan Ave, 666' w to 334' w		30,590
	Vulcan St	South Island St to 307' n		48,230
				Subtotal
				92,320
Reconstruction (on streets to be paved in 2020)				
	Carpenter St	Calumet St	Taft Ave	341,500
	Carpenter St	Fremont St	Calumet St	334,900
	Erb St	Michigan St to 130' n		20,625
	Harriet St	Walter Ave	Telulah Ave	77,575
	Henry St	Werner St	Telulah Ave	90,025
	Morrison St	Hancock St	Wisconsin Ave	76,600
	Opechee St	Leminwah St	w/o	46,350
	Opechee St	Leminwah St	Owaissa St	6,250
	Prospect Ave	Bartell Dr	Haskell St	398,455
	Prospect Ave	Seminole Dr	Bartell Dr	220,950
	Randall St	Oneida St	Meade St	507,525
	Warner St	College Ave	Henry St	36,250
	Winnebago St	Division St	Drew St	189,600
				Subtotal
				2,346,605
Total				\$ 4,382,819

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Interest Income	157,142	174,762	86,124	260,000	260,000	107,500	107,500
Charges for Services	9,038,994	9,040,741	4,825,185	8,945,000	8,945,000	8,930,000	8,930,000
Intergov. Charges for Service	4,670	1,231	717	5,000	5,000	1,500	1,500
Other Revenues	2,804,793	3,585,823	2,674,108	2,324,806	2,324,806	2,366,000	2,516,924
TOTAL REVENUES	12,005,599	12,802,557	7,586,134	11,534,806	11,534,806	11,405,000	11,555,924
EXPENSES BY LINE ITEM							
Regular Salaries	371,832	373,102	283,934	444,174	444,174	339,490	455,526
Labor Pool Allocations	1,046,972	1,071,805	801,634	1,327,157	1,327,157	1,372,253	1,372,253
Call Time	5,155	5,463	4,290	7,106	7,106	6,700	6,700
Overtime	74,580	76,943	70,185	89,960	89,960	93,963	93,963
Part-Time	11,422	10,894	11,993	14,614	14,614	14,636	14,636
Other Compensation	6,830	7,303	7,022	8,155	8,155	8,239	8,239
Shift Differential	2,160	2,158	718	2,425	2,425	0	0
Sick Pay	9,581	22,123	13,763	0	0	0	0
Vacation Pay	157,513	153,871	123,746	0	0	0	0
Fringes	619,098	689,101	474,242	701,192	701,192	699,354	741,480
Unemployment Compensation	136	0	0	0	0	0	0
Pension Expense / Revenue	207,408	198,635	0	0	0	0	0
Salaries & Fringe Benefits	2,512,687	2,611,398	1,791,527	2,594,783	2,594,783	2,534,635	2,692,797
Training & Conferences	9,000	10,043	4,906	8,500	8,500	12,500	12,500
Office Supplies	2,773	2,159	4,692	3,000	3,000	3,000	3,000
Subscriptions	267	74	0	100	100	100	100
Memberships & Licenses	2,314	6,635	5,856	7,040	7,040	7,965	7,965
Postage & Freight	18,817	20,895	11,891	26,500	26,500	28,500	25,500
Awards & Recognition	595	463	227	545	545	545	545
Building Maintenance/Janitor.	5,929	5,510	6,224	6,500	6,500	10,380	10,380
Food & Provisions	400	477	362	400	400	400	400
Insurance	137,808	265,979	199,359	265,812	265,812	130,790	130,790
Depreciation Expense	2,928,395	2,872,797	2,205,000	3,200,000	3,200,000	0	3,200,000
Uncollectible Accounts	2,165	2,271	626	4,500	4,500	4,000	4,000
Meter Expense	514,361	598,201	0	630,000	630,000	0	672,960
Interest Payments	541,150	488,144	395,784	522,325	522,325	488,869	494,275
Debt Issuance Costs	0	0	0	0	0	0	100,000
Trans Out - General Fund	117,450	117,450	88,088	117,450	117,450	117,450	117,450
Administrative Expense	4,281,424	4,391,098	2,923,015	4,792,672	4,792,672	804,499	4,779,865
Shop Supplies & Tools	34,774	46,522	33,059	30,500	30,500	42,500	42,500
Chemicals	230,936	350,157	190,367	335,000	335,000	422,000	422,000
Miscellaneous Supplies	0	4,137	145	1,000	1,000	1,000	1,000
Printing & Reproduction	5,237	7,267	6,598	6,300	6,300	8,000	8,000
Clothing	5,330	4,722	3,403	5,500	5,500	5,500	5,500
Gas Purchases	8,359	7,787	3,834	8,400	8,400	8,400	8,400
Safety Supplies	6,990	8,074	3,511	5,500	5,500	5,500	5,500
Medical & Lab Supplies	20,239	19,568	10,524	21,000	21,000	21,000	21,000
Construction Materials	9,569	9,663	1,851	16,000	16,000	10,000	10,000
Vehicle & Equipment Parts	0	11,778	77,587	110,000	110,000	110,000	110,000
Miscellaneous Equipment	74,974	46,711	19,307	45,350	45,350	96,900	96,900
Supplies & Materials	396,408	516,386	350,186	584,550	584,550	730,800	730,800
Accounting/Audit	11,140	9,579	0	9,360	9,360	10,000	20,000
Legal Fees	26,729	27,077	29,199	29,250	29,250	28,850	28,850
Bank Services	20,170	19,484	9,479	21,500	21,500	21,500	21,500
Consulting Services	364,681	439,936	430,386	397,000	953,748	1,116,000	1,146,000
Collection Services	2,965	5,504	2,436	3,750	3,750	164,500	164,500
Contractor Fees	1,108,377	769,618	746,410	1,650,500	4,453,415	3,604,250	3,654,250
Temporary Help	0	434	0	0	0	0	0
Advertising	56	0	143	1,500	1,500	1,500	1,500
Tipping Fees	7,725	6,257	5,290	7,500	7,500	7,500	7,500
Lab Fees	1,139	12,362	9,737	25,050	25,050	25,750	25,750
Billing Services	61,721	62,834	50,502	69,000	69,000	67,000	67,000

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Snow Removal Services	2,950	2,964	4,493	3,500	3,500	3,500	3,500
Other Contracts/Obligations	52,104	35,946	24,694	79,975	79,975	60,475	60,475
Purchased Services	1,659,757	1,391,995	1,312,769	2,297,885	5,657,548	5,110,825	5,200,825
Electric	853,736	844,772	647,144	878,450	878,450	856,450	856,450
Gas	72,268	117,992	117,618	91,200	91,200	141,200	141,200
Water	67,993	62,276	46,545	71,000	71,000	70,750	70,750
Stormwater	32,679	24,360	18,826	32,565	32,565	25,358	25,358
Telephone	10,858	11,307	8,147	11,400	11,400	11,400	11,400
Cellular Telephone	4,455	4,467	3,126	5,200	5,200	5,740	5,740
Utilities	1,041,989	1,065,174	841,406	1,089,815	1,089,815	1,110,898	1,110,898
Building Repair & Maintenance	0	129	29,918	35,000	35,000	35,000	35,000
Vehicle Repair & Maintenance	0	0	0	10,000	10,000	0	0
Equipment Repair & Maintenan	218,798	134,463	80,128	42,600	42,600	183,100	198,100
Facilities Charges	379,064	416,362	290,709	446,045	446,045	453,890	453,890
Software Support	15,334	10,549	14,899	16,450	16,450	16,650	16,650
CEA Equipment Rental	84,741	84,435	71,396	119,500	119,500	121,520	121,520
Grounds Repair & Maintenance	5,286	11,810	3,669	7,500	7,500	7,500	7,500
Repair & Maintenance	703,223	657,748	490,719	677,095	677,095	817,660	832,660
Land	0	0	0	0	5,000	0	0
Land Improvements	140,463	179,048	8,900	315,000	344,253	300,000	300,000
Buildings	64,019	328,334	0	1,710,750	1,825,290	700,000	700,000
Machinery & Equipment	140,860	143,480	16,131	258,500	426,750	320,000	660,000
Infrastructure Construction	1,483,486	2,741,600	923,833	2,019,826	2,073,339	4,212,025	4,212,025
Other Capital Outlay	1,958,831-	2,983,387-	0	0	0	0	0
Capital Expenditures	130,003-	409,075	948,864	4,304,076	4,674,632	5,532,025	5,872,025
TOTAL EXPENSES	10,465,485	11,042,874	8,658,486	16,340,876	20,071,095	16,641,342	21,219,870

**CITY OF APPLETON 2019 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Charges for Services	\$ 9,358,103	\$ 9,367,786	\$ 9,275,000	\$ 9,265,000	\$ 9,265,000
Miscellaneous	2,236,580	2,776,401	1,826,000	3,572,500	2,076,000
Total Revenues	<u>11,594,683</u>	<u>12,144,187</u>	<u>11,101,000</u>	<u>12,837,500</u>	<u>11,341,000</u>
Expenses					
Operation and Maintenance	6,807,640	7,494,136	6,901,300	7,222,414	7,344,326
Depreciation	2,928,395	2,872,797	3,200,000	3,000,000	3,200,000
Total Expenses	<u>9,736,035</u>	<u>10,366,933</u>	<u>10,101,300</u>	<u>10,222,414</u>	<u>10,544,326</u>
Operating Income (Loss)	1,858,648	1,777,254	999,700	2,615,086	796,674
Non-Operating Revenues (Expenses)					
Interest Income	157,142	174,762	260,000	100,000	107,500
Interest Expense	(541,150)	(488,144)	(522,325)	(522,325)	(494,275)
Debt Issuance Costs	-	-	-	(75,000)	(100,000)
Gain/Loss on Asset Disposal	(57,030)	-	-	-	-
Amortization of Premium on Debt Issue	18,773	18,053	17,256	17,256	16,399
Total Non-Operating	<u>(422,265)</u>	<u>(295,329)</u>	<u>(245,069)</u>	<u>(480,069)</u>	<u>(470,376)</u>
Net Income Before Contributions and Transfers	1,436,383	1,481,925	754,631	2,135,017	326,298
Contributions and Transfers In (Out)					
Capital Contributions	292,031	465,556	156,550	-	91,025
Trans Out - Capital Projects	(70,850)	-	-	-	-
Trans Out - Stormwater	-	-	-	-	-
Trans Out - General Fund	<u>(117,450)</u>	<u>(187,795)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>
Change in Net Assets	1,540,114	1,759,686	793,731	2,017,567	299,873
Net Assets - Beginning	<u>94,399,001</u>	<u>95,939,115</u>	<u>97,698,801</u>	<u>97,698,801</u>	<u>99,716,368</u>
Net Assets - Ending	<u>\$ 95,939,115</u>	<u>\$ 97,698,801</u>	<u>\$ 98,492,532</u>	<u>\$ 99,716,368</u>	<u>\$ 100,016,241</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	18,546,334	14,532,849
+ Change in Net Assets	2,017,567	299,873
+ Depreciation	3,000,000	3,200,000
+ Long Term Debt*	-	4,000,000
- Contributed Capital	-	(91,025)
- Fixed Assets	(8,141,052)	(9,963,819)
- Principal Repayment*	(890,000)	(890,000)
+ Fixed Assets funded by DNR Replacement Fund	-	560,000
Working Cash - End of Year	<u>\$ 14,532,849</u>	<u>\$ 11,647,878</u>

RESERVE REQUIREMENTS

<u>Working Capital</u>		<u>DNR Fund</u>	
Prior Year Audited Expenditures	\$ 10,366,933	Fixed Asset Balance 12/31/17	\$ 20,215,099
- Depreciation	(2,872,797)	10% Requirement	<u>\$ 2,021,510</u>
+ Transfer to General Fund	187,795		
Net Prior Year Cash Expenditures	<u>\$ 7,681,931</u>	DNR Fund Balance 12/31/18	\$ 3,625,582
25 % Working Capital Reserve Requirement	<u>\$ 1,920,483</u>	DNR Funded CIP projects	(560,000)
		DNR Fund Balance 12/31/19	<u>\$ 3,065,582</u>

* Net of 2018 Revenue Refunding Bond Issue

**CITY OF APPLETON 2019 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2018 Budget	2018 Projected	2019 Budget	2020 Projected	2021 Projected	2022 Projected	2023 Projected
Revenues							
Charges for Services	\$ 9,275,000	\$ 9,265,000	\$ 9,265,000	\$ 9,913,550	\$ 10,607,499	\$ 10,634,017	\$ 10,660,602
Miscellaneous	1,826,000	3,572,500	2,076,000	2,096,760	2,117,728	2,138,905	2,160,294
Total Revenues	<u>11,101,000</u>	<u>12,837,500</u>	<u>11,341,000</u>	<u>12,010,310</u>	<u>12,725,226</u>	<u>12,772,922</u>	<u>12,820,896</u>
Expenses							
Operating Expenses	6,901,300	7,222,414	7,344,326	7,664,656	7,894,595	8,131,433	8,375,376
Depreciation	3,200,000	3,000,000	3,200,000	3,375,000	3,625,000	3,760,000	3,895,000
Total Expenses	<u>10,101,300</u>	<u>10,222,414</u>	<u>10,544,326</u>	<u>11,039,656</u>	<u>11,519,595</u>	<u>11,891,433</u>	<u>12,270,376</u>
Operating Income	999,700	2,615,086	796,674	970,654	1,205,631	881,489	550,520
Non-Operating Revenues (Expenses)							
Interest Income	260,000	100,000	107,500	150,000	150,000	150,000	150,000
Interest Expense	(522,325)	(522,325)	(494,275)	(671,596)	(977,863)	(1,081,679)	(1,182,571)
Premium on Debt Issue	17,256	17,256	16,399	15,431	14,321	13,124	11,859
Debt Issue Costs	-	(75,000)	(100,000)	(200,000)	(100,000)	(100,000)	(100,000)
Total Non-Operating	<u>(245,069)</u>	<u>(480,069)</u>	<u>(470,376)</u>	<u>(706,165)</u>	<u>(913,542)</u>	<u>(1,018,555)</u>	<u>(1,120,712)</u>
Net Income Before Transfers	754,631	2,135,017	326,298	264,489	292,089	(137,066)	(570,192)
Contributions and Transfers In (Out)							
Capital Contributions	156,550	-	91,025	-	-	-	-
Trans Out - Internal Service General Fund	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>
Change in Net Assets	793,731	2,017,567	299,873	147,039	174,639	(254,516)	(687,642)
Total Net Assets - Beginning	<u>97,698,801</u>	<u>97,698,801</u>	<u>99,716,368</u>	<u>100,016,241</u>	<u>100,163,280</u>	<u>100,337,919</u>	<u>100,083,403</u>
Total Net Assets - Ending	<u>\$98,492,532</u>	<u>\$99,716,368</u>	<u>\$ 100,016,241</u>	<u>\$ 100,163,280</u>	<u>\$ 100,337,919</u>	<u>\$ 100,083,403</u>	<u>\$ 99,395,761</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	18,546,334	14,532,849	11,647,878	7,606,037	7,479,929	7,251,856
+ Change in Net Assets	2,017,567	299,873	147,039	174,639	(254,516)	(687,642)
+ Depreciation	3,000,000	3,200,000	3,375,000	3,625,000	3,760,000	3,895,000
+ Long Term Debt	-	4,000,000	10,000,000	4,000,000	3,500,000	5,000,000
- Contributed Capital	-	(91,025)	-	-	-	-
- Fixed Assets	(8,141,052)	(9,963,819)	(16,628,880)	(6,895,747)	(5,933,557)	(8,551,345)
- Principal Repayment	(890,000)	(890,000)	(935,000)	(1,030,000)	(1,300,000)	(1,465,000)
+ Fixed Assets funded by DNR Rplcmt Fund	-	560,000	-	-	-	-
Working Cash - End of Year	<u>\$14,532,849</u>	<u>\$ 11,647,878</u>	<u>\$ 7,606,037</u>	<u>\$ 7,479,929</u>	<u>\$ 7,251,856</u>	<u>\$ 5,442,869</u>
25% Working Capital Reserve (prior year's audited expenses)		1,965,547	1,989,013	2,113,425	2,247,477	2,332,641
Coverage Ratio	4.11	2.96	2.61	2.38	1.93	1.66

ASSUMPTIONS:

Borrow 60% of capital expenditures as detailed in plan after 2019.
Interest rate at 4%; twenty year term for borrowings starting in 2019
Projected rate increase 1/4% for additional customer base each year
Operating expenses to increase 3.0% per year after 2019
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 14% rate increase is projected for 7/1/2020 to provide cash flow needed and to cover operating expense and to meet the debt coverage ratio to issue debt for capital improvement projects. The current rates were effective 7/1/2011.

**CITY OF APPLETON 2019 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

	2010 Revenue Bonds		2011 Revenue Bonds		2018 Refunding Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2019	\$ 245,000	\$ 130,800	\$ 165,000	\$ 108,600	480,000	\$ 214,875
2020	250,000	123,350	175,000	102,283	510,000	185,963
2021	260,000	114,783	180,000	95,150	530,000	170,330
2022	270,000	105,450	190,000	87,683	545,000	147,746
2023	280,000	95,300	195,000	79,950	575,000	128,121
2024	290,000	84,067	205,000	71,883	595,000	103,017
2025	300,000	72,200	210,000	63,550	620,000	72,433
2026	315,000	59,800	220,000	54,883	650,000	40,433
2027	325,000	46,933	230,000	45,817	450,000	17,600
2028	340,000	33,533	240,000	36,350	290,000	3,867
2029	355,000	19,533	250,000	26,483	-	-
2030	370,000	4,933	260,000	16,217	-	-
2031	-	-	300,000	4,250	-	-
	<u>\$ 3,600,000</u>	<u>\$ 890,682</u>	<u>\$ 2,820,000</u>	<u>\$ 793,099</u>	<u>\$ 5,245,000</u>	<u>\$ 1,084,385</u>

	TOTAL		
	Principal	Interest	Total
2019	\$ 890,000	\$ 454,275	\$ 1,344,275
2020	935,000	411,596	1,346,596
2021	970,000	380,263	1,350,263
2022	1,005,000	340,879	1,345,879
2023	1,050,000	303,371	1,353,371
2024	1,090,000	258,967	1,348,967
2025	1,130,000	208,183	1,338,183
2026	1,185,000	155,116	1,340,116
2027	1,005,000	110,350	1,115,350
2028	870,000	73,750	943,750
2029	605,000	46,016	651,016
2030	630,000	21,150	651,150
2031	300,000	4,250	304,250
	<u>\$ 11,665,000</u>	<u>\$ 2,768,166</u>	<u>\$ 14,433,166</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$4,000,000 will be issued in 2019. Expected interest expense of the issue in 2019 is \$40,000.

CITY OF APPLETON 2019 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 2019 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 2018 EVENTS

Completed GIS updated measurement for commercial stormwater utility accounts

Completed final construction of 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

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

Continued to inspect and maintain the stormwater facilities on Appleton Area School District (AASD) property (added in 2016) including ponds, bio-filters, and large sump manholes per the cooperative agreement with AASD.

Currently maintaining a total inventory of 42 wet ponds, 12 dry ponds, 8 bio-filters, and several miles of engineered channels

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 construct new STH 441 detention basin to improve flood reduction and runoff quality

Completed plans, acquired permits, applied for grants, and let bids for construction of Leona Pond

Completed 60% 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

Administered installation of native vegetation for Facilities & Construction Management at the new Cotter Street Pond and Lightning/JJ Pond

Constructed storm sewer and stormwater treatment facilities for urbanization of Alvin Street and Evergreen Drive east of Richmond Street

CITY OF APPLETON 2019 BUDGET STORMWATER

MAJOR 2019 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 eighth 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

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

Construct the Leona Street Pond Project to reduce flooding in the vicinity of Ballard Road and provide water quality benefits

Construct Spartan Drive storm sewer and stream crossing from 1,000 feet east of STH 47 to 900 feet east of Haymeadow Avenue

Construct storm sewers and stormwater management facilities for reconstruction of Evergreen Drive east of STH 47 jointly with the Town of Grand Chute to meet future development needs

Implement rate increase of 13% from \$155 to \$175 per ERU on January 1, 2019. This is part of the rate plan that was approved by Council on June 15, 2011. That plan included a rate increase no higher than 18% in 2016. The 2016 rate increase was postponed until 2019, but is now needed to support increased expenses and to maintain debt coverage ratio. The current rate has been in place since July 2013.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 10,109,539	\$ 10,936,016	\$ 10,248,990	\$ 10,248,990	\$ 12,043,268	17.51%
Program Expenses							
5210	Administration	5,459,129	5,200,362	5,790,432	5,801,382	5,878,994	1.53%
5220	Facility Maintenance	1,287,949	1,316,085	1,375,789	1,437,723	1,562,606	13.58%
5225	Leaf Collection	436,899	493,327	445,172	445,172	494,754	11.14%
5230	Capital Construction	482,214	900,349	6,099,124	8,357,317	6,115,486	0.27%
TOTAL		\$ 7,666,191	\$ 7,910,123	\$ 13,710,517	\$ 16,041,594	\$ 14,051,840	2.49%
Expenses Comprised Of:							
Personnel		1,586,771	1,589,654	1,767,897	1,767,897	1,831,283	3.59%
Administrative Expense		4,507,679	4,445,438	5,002,224	5,002,224	4,923,573	-1.57%
Supplies & Materials		95,193	73,095	93,420	93,420	103,660	10.96%
Purchased Services		1,293,383	1,161,677	625,820	1,571,587	1,298,150	107.43%
Utilities		3,033	5,381	6,414	6,414	6,604	2.96%
Repair & Maintenance		446,010	491,311	508,606	508,606	568,415	11.76%
Capital Expenditures		(265,878)	143,567	5,706,136	7,091,446	5,320,155	-6.76%
Full Time Equivalent Staff:							
Personnel allocated to programs		19.69	19.69	19.76	19.76	19.76	

* % change from prior year adopted budget

CITY OF APPLETON 2019 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:

The revenue budget reflects a 13% rate increase effective 1/1/2019. Council approved a rate increase plan on June 15, 2011, that approved a rate increase of no higher than 18% in 2016. This 2016 rate increase was postponed until 2019 until it was needed to support increased expenses and to maintain debt coverage ratio.

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.

The Stormwater budget was reduced in 2018 to postpone the need to increase rates. The increase in consulting services in 2019 is due to bringing that account back up to normal workload and includes several study areas that were postponed. Software support was reduced in 2018 when the permit tracker was not used and data was tracked manually, the use of permit tracker will resume in 2019.

The budget increase in Other Contracts/Obligations is due to concrete and sidewalk special assessments for Purdy Parkway.

A Wisconsin DNR grant was approved for Leona Ponds and accounts for the \$150,000 in Miscellaneous State Aid.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Economic development					
Drainage Studies/Plans completed or updated	0	2*	0	0	3
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	1	0	2***	2***	0
Value of grant dollars awarded or applied for future reimbursement	\$349,790*	\$ -	\$ -	\$ 150,000	\$ -
Safe, reliable future level of service					
Acre feet of storage identified for future use	0.8	0.00	0.0	0.0	0.0
# of DNR non-compliance notices received	0	0	0	0	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	49	48	30	40	40

* Northland Pond

*** Leona Pond (NPS & MFC)

**CITY OF APPLETON 2019 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ 150,000
4411 Sundry Permits	25	425	-	-	25
4418 Plan Review Permit	41,034	33,973	35,000	35,000	35,000
4420 Erosion Control	6,450	7,630	7,000	7,000	7,500
4710 Interest on Investments	83,128	144,434	200,000	200,000	125,000
4730 Interest - Deferred Special	1,791	1,125	-	-	-
4880 Stormwater Revenue	9,339,293	9,428,127	9,415,000	9,415,000	10,800,000
5021 Capital Contributions	415,683	784,603	161,555	161,555	462,725
5035 Other Reimbursements	7,649	20,476	-	-	20,000
5071 Customer Penalty	34,329	33,913	35,000	35,000	35,000
5086 Premium on Debt Issue	176,209	405,852	395,435	395,435	406,818
Total Revenue	\$ 10,105,591	\$ 10,860,558	\$ 10,248,990	\$ 10,248,990	\$ 12,042,068
Expenses					
6101 Regular Salaries	\$ 423,735	\$ 393,024	\$ 439,954	\$ 439,954	\$ 446,619
6104 Call Time	302	368	600	600	600
6105 Overtime	755	2,054	1,000	1,000	1,000
6108 Part-Time	424	11	-	-	337
6150 Fringes	224,232	246,198	162,365	162,365	168,581
6201 Training/Conferences	2,637	3,479	7,500	7,500	7,500
6206 Parking Permits	684	720	720	720	720
6301 Office Supplies	294	153	250	250	250
6303 Memberships & Licenses	13,100	14,415	15,015	15,015	15,020
6304 Postage/Freight	18,264	20,053	22,000	22,000	23,000
6305 Awards & Recognition	665	665	665	665	665
6309 Shop Supplies & Tools	138	243	-	-	200
6315 Books & Library Materials	-	-	100	100	100
6320 Printing & Reproduction	2,817	3,630	3,300	3,300	3,600
6321 Clothing	161	145	150	150	150
6323 Safety Supplies	352	884	350	350	350
6327 Miscellaneous Equipment	2,964	600	2,200	2,200	2,200
6401 Accounting/Audit	9,654	8,831	9,900	9,900	9,000
6402 Legal Fees	510	330	400	400	400
6403 Bank Services	16,653	16,097	18,120	18,120	18,120
6404 Consulting Services	175,494	112,371	178,800	189,750	306,000
6413 Utilities	849	977	1,104	1,104	1,104
6418 Equipment Repair & Maint	-	139	-	-	-
6424 Software Support	12,930	11,631	5,975	5,975	16,300
6425 CEA Equip. Rental	7,604	6,031	10,600	10,600	10,600
6430 Health Services	-	20	-	-	-
6501 Insurance	39,936	47,005	42,730	42,730	44,260
6599 Other Contracts/Obligations	127,586	10,860	8,500	8,500	25,370
6601 Depreciation Expense	2,473,940	2,553,534	2,825,000	2,825,000	2,800,000
6623 Uncollectable Accounts	1,346	1,806	1,400	1,400	1,900
6720 Interest Payments	1,641,736	1,522,892	1,722,007	1,722,007	1,732,532
6730 Debt Issuance Costs	198,317	76,889	150,000	150,000	90,000
6751 Gain/Loss on refund Amort	48,550	136,117	147,227	147,227	140,016
6899 Other Capital Outlay	-	(4,310)	-	-	-
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
Total Expense	\$ 5,459,129	\$ 5,200,362	\$ 5,790,432	\$ 5,801,382	\$ 5,878,994

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Memberships & Licenses

IECA Membership	\$ 250
NR216 Annual Fee	8,000
NEWSC Dues	3,300
MEG Membership	2,000
ASCIS Membership	520
League of Municipalities SW	600
APWA Membership	350
	<u>\$ 15,020</u>

Other Contracts/Obligations

Special Assessments Ponds	\$ 16,870
Digger's Hotline	6,000
Fox Wolf Watershed Alliance - sponsorship river cleanup	2,500
	<u>\$ 25,370</u>

Postage/Freight

City Service Invoice postage	\$ 21,500
City Service Invoice folding/inserting	1,500
	<u>\$ 23,000</u>

Consulting Services

Stormwater Mgmt plan review	\$ 75,000
Flooding concerns study	40,000
NR216 permitting	33,000
Wetland studies	11,000
Water quality modeling	32,000
K2 Drainage basins	30,000
Valley Rd Urbanization Modeling	30,000
Kensington Newberry Study	25,000
French Road Study	30,000
	<u>\$ 306,000</u>

Software Support

Permit tracker	\$ 10,000
XP-SWMM Software	3,500
Data storage & support GPS	1,800
IRTH Solutions & Eagle Point	1,000
	<u>\$ 16,300</u>

**CITY OF APPLETON 2019 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:

The stormwater budget was reduced in 2018 to postpone the need to increase rates. The increase in construction material, consulting services and contractor fees is due to bringing those accounts back up to normal workload.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	21	21	18	20	18
Compliance with regulation					
# of protruding taps identified	15	15	13	9	10
# of cross connections identified	0	0	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	28	54	15	15	15
% of total system televised	10%	9%	9%	9%	10%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	4,059	5,570	4,000	4,000	4,000
% of total storm sewer system cleaned	11.1%	9.6%	13.0%	13.0%	12.0%
Safeguarding health and safety					
# of protruding taps removed	0**	10	10	8	10
# of spot repairs made	0**	16	15	13	15

** Timing of contract pushes work into next calendar year (2017)

**CITY OF APPLETON 2019 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv.- Nontax	\$ 3,948	\$ 1,319	\$ -	\$ -	\$ 1,200
Total Revenue	<u>\$ 3,948</u>	<u>\$ 1,319</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,200</u>
Expenses					
6101 Regular Salaries	\$ 414,241	\$ 392,914	\$ 457,911	\$ 457,911	\$ 468,494
6104 Call Time	1,567	1,387	1,600	1,600	1,700
6105 Overtime	15,974	7,658	9,800	9,800	9,800
6108 Part-Time	4,998	6,791	11,748	11,748	13,092
6150 Fringes	178,081	193,102	194,143	194,143	206,129
6308 Landscape Supplies	10,845	946	6,360	6,360	3,860
6309 Shop Supplies & Tools	607	2,054	2,250	2,250	2,750
6316 Miscellaneous Supplies	-	90	-	-	-
6325 Construction Materials	71,632	55,962	71,510	71,510	83,250
6327 Miscellaneous Equipment	5,259	8,090	7,200	7,200	7,200
6404 Consulting Services	236,013	229,524	181,500	192,434	247,960
6408 Contractor Fees	34,305	61,735	48,600	99,600	110,900
6413 Utilities	1,804	4,377	4,810	4,810	5,000
6415 Tipping Fees	31,176	46,335	50,000	50,000	50,400
6418 Equipment Repair & Maint	-	1,063	1,100	1,100	1,100
6420 Facilities Charges	-	-	2,406	2,406	-
6424 Software Support	64	500	-	-	500
6425 CEA Equip. Rental	222,750	242,943	267,641	267,641	293,261
6454 Grounds Repair & Maint.	2,923	5,404	2,000	2,000	2,000
6503 Rent	55,710	55,210	55,210	55,210	55,210
Total Expense	<u>\$ 1,287,949</u>	<u>\$ 1,316,085</u>	<u>\$ 1,375,789</u>	<u>\$ 1,437,723</u>	<u>\$ 1,562,606</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Ecology services for prairie & wetlands	\$ 115,460
Stormsewer TV & cleaning	97,500
Ecology services for ditches & ravines	35,000
	<u>\$ 247,960</u>

Contractor Fees

Surface restoration	\$ 30,000
Spot repairs	51,000
Animal control	8,500
Ditches & ravine repairs	8,000
Emergency Repairs	5,700
Non-native mowing	7,700
	<u>\$ 110,900</u>

Tipping Fees

Disposal costs of cleaning: \$35 per ton	
Streets - 1,020 tons	\$ 35,700
Storm sewers - 280 tons	9,800
Concrete	4,900
	<u>\$ 50,400</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>

Construction Materials

Castings	\$ 32,500
Concrete	30,000
Gravel	1,000
Piping	1,500
Clear Stone	500
Other materials	17,750
	<u>\$ 83,250</u>

**CITY OF APPLETON 2019 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 compost site, hauling to farm fields 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 2019. The cost per cubic yard collected is based more on the condition of leaves collected rather than the number of cycles (wet soggy vs. dry fluffy).

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Service provided					
Number of collection cycles	4	5	3	3	3
Strategic Outcomes					
Cost effective service provided					
Cost/cubic yard collected	\$ 11.36	\$ 12.99	\$ 12.00	\$ 12.00	\$ 12.00
Work Process Outputs					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	38,440	27,360	35,000	35,000	35,000

**CITY OF APPLETON 2019 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 154,821	\$ 180,040	\$ 172,294	\$ 172,294	\$ 182,516
6104 Call Time	81	39	100	100	100
6105 Overtime	14,222	4,545	10,000	10,000	10,000
6108 Part-Time	-	-	-	-	-
6150 Fringes	69,566	85,044	54,384	54,384	66,984
6325 Construction Materials	-	32	-	-	-
6408 Contractor Fees	100	-	-	-	-
6413 Utilities	380	27	500	500	500
6425 CEA Equip. Rental	197,729	223,600	207,894	207,894	234,654
Total Expense	<u>\$ 436,899</u>	<u>\$ 493,327</u>	<u>\$ 445,172</u>	<u>\$ 445,172</u>	<u>\$ 494,754</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 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 Spartan Drive box culvert and flood storage, to help meet flood reduction and water quality goals.

Please see the Stormwater 5-year capital improvement plan on page 588 for further details.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	63	44	100	100	90
Outstanding	52	41	95	95	45
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in City	286	290	289	289	290
% of total miles reconstructed	0.49%	0.47%	0.61%	0.61%	1.50%
Acres of new land available	0	0	0	0	0
Integrity and growth of the system					
ACRE-FT of storage developed	0.0	5.7***	2**	2**	20.2****
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	1.42	0.79	1.75	1.75	4.35
Expansion of storm sewer system					
Miles of new storm sewer added	0.58	2.30	1.54	1.54	0.65

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

** Evergreen/Alvin Drainage Study Area

****Leona Pond

***Cotter Pond, JJ/Lightning Pond

**CITY OF APPLETON 2019 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4908 Misc. Intergovernmental Charges	\$ -	\$ 9,300	\$ -	\$ -	\$ -
5035 Other Reimbursements	-	64,839	-	-	-
Total Revenue	\$ -	\$ 74,139	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 53,697	\$ 33,145	\$ 169,024	\$ 169,024	\$ 175,282
6104 Call Time	-	45	-	-	-
6105 Overtime	4,501	11,150	4,143	4,143	4,125
6108 Part-Time	924	3,620	2,854	2,854	2,496
6150 Fringes	24,651	28,520	75,977	75,977	73,428
6308 Landscape Supplies	-	-	-	-	-
6325 Construction Materials	417	419	-	-	-
6404 Consulting Services	203,678	315,008	130,000	625,250	530,000
6408 Contractor Fees	-	2,134	-	-	-
6414 Advertising	92	-	-	-	-
6415 Tipping Fees	-	356,389	-	377,633	-
6425 CEA Equip. Rental	(3)	-	10,990	10,990	10,000
6454 Grounds Repair & Maintenance	2,013	2,042	-	-	-
6599 Other Contracts / Obligations	435,649	-	-	-	-
6801 Land	80,020	652,560	430,000	467,000	235,000
6809 Infrastructure Construction	2,441,123	7,821,893	5,276,136	6,624,446	5,085,155
6899 Other Capital Outlay	(2,764,548)	(8,326,576)	-	-	-
Total Expense	\$ 482,214	\$ 900,349	\$ 6,099,124	\$ 8,357,317	\$ 6,115,486

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

2019	To	From	To	Storm-water Utility
Labor Pool				255,331
CEA				10,000
Consulting Services	Construction Services			100,000
	Grant Applications			10,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			20,000
	North Side Development Corridor Study Update			100,000
	Rubyred Box Culvert Design/CRS			100,000
	Spartan Dr - SW2-SW5, box culvert, ret wall			130,000
	Valley Road Urbanization BMP's			60,000
	Subtotal			530,000
Land Acquisition	Spartan Dr - SW2-SW5, box culvert, flood	Land Acquisition		235,000
	Subtotal			235,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			65,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 Asphalt			279,840
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 Concrete			156,550
	Apple Ridge Bridge Cost Share			100,000
	Downtown Stormwater Management/Incentive Program			50,000
	Flood Report Projects			50,000
	Kernan Ave storm sewer easement w/o Kernan across for Dewey			20,000
	Leona Street Pond			1,709,502
	Native Vegetation			30,000
	NR151 Water Quality Practices - Reconst's			50,000
	Spartan Drive Bear Creek box culvert and retaining wall			148,000
	Wetlands Permit In-Lieu Fees			50,000
	Subtotal			2,908,892
New construction	Haymeadow Ave	Spartan Ave, 750' s	Spartan Ave	88,866
	Sommers Dr	Spartan Ave, 100' s	Spartan Ave, 400' n	23,280
	Spartan Dr	Trico east prop. line	Haymeadow Ave	184,750
	Subtotal			296,896
Reconstruction; liners	College Ave	Kensington Dr, 54' e	Kensington Dr	20,520
	Kernan Ave easem't	Kernan Ave	ravine	35,200
	Marquette St	Ullman St, 220' e	Alexander St, 200' w	17,000
	Perkins St	under RR		51,360
	Summit St	Winnebago St	Commercial St	15,847
	Wisconsin Ave	Wisconsin Ct	Jardin Ct, 60' w	12,975
	Subtotal			152,902
Reconstruction - (on streets to be paved in 2019)	Alley n/o Spencer St	Spruce St	Summit St	16,290
	Carpenter St	Calumet St	Taft Ave	313,150
	Carpenter St	Fremont St	Calumet St	323,150
	Erb St	Michigan St	Michigan St, 130' n	17,100
	Harriet St	Walter Ave	Telulah Ave	52,100
	Henry St	Werner St	Telulah Ave	35,800
	Morrison St	Hancock St	Wisconsin Ave	194,400
	Opechee St	Pacific St	Pacific St, w/o	15,650
	Prospect Ave	Bartell Dr	Haskell St	258,025
	Prospect Ave	Seminole Dr	Bartell Dr	146,300
	Randall St	Oneida St	Meade St	85,600
	Warner St	College Ave	Henry St	4,300
	Winnebago St	Division St	Drew St	264,600
	Subtotal			1,726,465
Total				\$ 6,115,486

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	0	0	0	0	150,000	150,000
Permits	47,509	42,028	20,776	42,000	42,000	42,525	42,525
Interest Income	84,919	145,559	94,551	200,000	200,000	250,000	125,000
Charges for Services	9,342,501	9,429,295	4,071,946	9,415,000	9,415,000	10,565,454	10,801,200
Intergov. Charges for Service	740	9,452	0	0	0	0	0
Other Revenues	633,870	1,309,682	656,582	591,990	591,990	717,725	924,543
TOTAL REVENUES	10,109,539	10,936,016	4,843,855	10,248,990	10,248,990	11,725,704	12,043,268
EXPENSES BY LINE ITEM							
Regular Salaries	113,130	122,839	84,670	143,186	143,186	144,762	144,762
Labor Pool Allocations	778,656	771,181	584,812	1,090,352	1,090,352	1,125,179	1,125,179
Call Time	1,950	1,839	1,095	2,300	2,300	2,400	2,400
Overtime	35,453	25,407	10,468	24,943	24,943	24,925	24,925
Part-Time	6,346	10,422	12,736	14,602	14,602	15,925	15,925
Other Compensation	2,900	2,540	2,520	3,955	3,955	2,970	2,970
Shift Differential	1,294	1,450	171	1,690	1,690	0	0
Sick Pay	47,952	6,206	4,400	0	0	0	0
Vacation Pay	102,561	94,907	70,815	0	0	0	0
Fringes	407,066	452,968	290,312	486,869	486,869	520,573	515,122
Pension Expense / Revenue	89,464	99,895	0	0	0	0	0
Salaries & Fringe Benefits	1,586,772	1,589,654	1,061,999	1,767,897	1,767,897	1,836,734	1,831,283
Training & Conferences	2,637	3,479	4,420	7,500	7,500	7,500	7,500
Parking Permits	684	720	720	720	720	720	720
Office Supplies	294	153	22	250	250	250	250
Memberships & Licenses	13,100	14,415	13,055	15,015	15,015	15,020	15,020
Postage & Freight	18,264	20,053	11,150	22,000	22,000	22,000	23,000
Awards & Recognition	665	665	196	665	665	665	665
Insurance	39,936	47,005	32,049	42,730	42,730	44,260	44,260
Rent	55,710	55,210	0	55,210	55,210	55,210	55,210
Depreciation Expense	2,473,941	2,553,534	1,899,000	2,825,000	2,825,000	2,604,000	2,800,000
Uncollectible Accounts	1,346	1,806	393	1,400	1,400	1,900	1,900
Interest Payments	1,641,736	1,522,892	1,270,602	1,722,007	1,722,007	1,617,722	1,732,532
Debt Issuance Costs	198,317	76,889	24,500	150,000	150,000	150,000	90,000
Gain/Loss on Refund Amort.	48,550	136,117	110,421	147,227	147,227	144,000	140,016
Trans Out - General Fund	12,500	12,500	9,375	12,500	12,500	12,500	12,500
Administrative Expense	4,507,680	4,445,438	3,375,903	5,002,224	5,002,224	4,675,747	4,923,573
Landscape Supplies	10,846	946	972	6,360	6,360	3,860	3,860
Shop Supplies & Tools	745	2,298	2,834	2,250	2,250	2,950	2,950
Books & Library Materials	0	0	0	100	100	100	100
Miscellaneous Supplies	0	90	0	0	0	0	0
Printing & Reproduction	2,817	3,630	2,603	3,300	3,300	3,300	3,600
Clothing	161	145	124	150	150	150	150
Safety Supplies	352	884	219	350	350	350	350
Construction Materials	72,049	56,412	46,366	71,510	71,510	83,250	83,250
Miscellaneous Equipment	8,223	8,690	7,539	9,400	9,400	9,400	9,400
Supplies & Materials	95,193	73,095	60,657	93,420	93,420	103,360	103,660
Accounting/Audit	9,654	8,831	0	9,900	9,900	9,000	9,000
Legal Fees	510	330	808	400	400	400	400
Bank Services	16,653	16,097	9,625	18,120	18,120	18,120	18,120
Consulting Services	637,658	656,902	436,946	490,300	1,007,434	1,083,960	1,083,960
Contractor Fees	34,405	63,870	53,207	48,600	99,600	110,900	110,900
Advertising	92	0	0	0	0	0	0
Tipping Fees	31,176	402,725	265,149	50,000	427,633	50,400	50,400
Health Services	0	20	0	0	0	0	0
Other Contracts/Obligations	563,235	12,902	6,681	8,500	8,500	25,370	25,370
Purchased Services	1,293,383	1,161,677	772,416	625,820	1,571,587	1,298,150	1,298,150
Electric	274	495	1,941	310	310	500	500
Water	1,911	3,909	5,429	5,000	5,000	5,000	5,000
Telephone	609	737	607	840	840	840	840

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
Cellular Telephone	240	240	180	264	264	264	264
Utilities	3,034	5,381	8,157	6,414	6,414	6,604	6,604
Equipment Repair & Maintenananc	0	1,202	1,245	1,100	1,100	1,100	1,100
Facilities Charges	0	0	0	2,406	2,406	0	0
Software Support	12,994	12,131	5,302	5,975	5,975	16,800	16,800
CEA Equipment Rental	428,080	472,574	232,132	497,125	497,125	548,515	548,515
Grounds Repair & Maintenance	4,936	5,404	4,673	2,000	2,000	2,000	2,000
Repair & Maintenance	446,010	491,311	243,352	508,606	508,606	568,415	568,415
Land	80,020	652,560	38,586	430,000	467,000	235,000	235,000
Infrastructure Construction	2,441,123	7,821,893	2,516,067	5,276,136	6,624,446	5,085,155	5,085,155
Other Capital Outlay	2,787,022-	8,330,886-	0	0	0	0	0
Capital Expenditures	265,879-	143,567	2,554,653	5,706,136	7,091,446	5,320,155	5,320,155
TOTAL EXPENSES	7,666,193	7,910,123	8,077,137	13,710,517	16,041,594	13,809,165	14,051,840

CITY OF APPLETON 2019 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Charges for Services	\$ 9,339,293	\$ 9,428,127	\$ 9,415,000	\$ 9,415,000	\$ 10,800,000
Miscellaneous	93,435	171,876	77,000	77,000	98,725
Total Revenues	<u>9,432,728</u>	<u>9,600,003</u>	<u>9,492,000</u>	<u>9,492,000</u>	<u>10,898,725</u>
Expenses					
Operating Expenses	3,291,148	3,608,192	3,254,659	3,327,543	3,661,306
Depreciation	2,473,940	2,553,534	2,825,000	2,670,000	2,800,000
Total Expenses	<u>5,765,088</u>	<u>6,161,726</u>	<u>6,079,659</u>	<u>5,997,543</u>	<u>6,461,306</u>
Operating Income (Loss)	3,667,640	3,438,277	3,412,341	3,494,457	4,437,419
Non-Operating Revenues (Expenses)					
Interest Income	84,919	145,558	200,000	125,000	125,000
Interest Expense	(1,641,736)	(1,522,892)	(1,722,007)	(1,706,683)	(1,732,532)
Gain/Loss on Refunding	(48,550)	(136,117)	(147,227)	(147,227)	(140,016)
Amortization of Premium on Debt Issue	176,209	405,852	395,435	414,826	406,818
Debt Expense	(198,317)	(76,889)	(150,000)	(150,000)	(90,000)
Other	-	-	-	250,000	-
Total Non-Operating	<u>(1,627,475)</u>	<u>(1,184,488)</u>	<u>(1,423,799)</u>	<u>(1,214,084)</u>	<u>(1,430,730)</u>
Income (Loss) Before Contributions and Transfers	2,040,165	2,253,789	1,988,542	2,280,373	3,006,689
Contributions and Transfers In (Out)					
Capital Contributions	415,683	784,603	161,555	-	612,725
Transfer In - Wastewater	-	-	-	-	-
Transfer Out - General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	2,443,348	3,025,892	2,137,597	2,267,873	3,606,914
Total Net Assets - Beginning	<u>66,883,275</u>	<u>69,326,623</u>	<u>72,352,515</u>	<u>72,352,515</u>	<u>74,620,388</u>
Total Net Assets - Ending	<u>\$ 69,326,623</u>	<u>\$ 72,352,515</u>	<u>\$ 74,490,112</u>	<u>\$ 74,620,388</u>	<u>\$ 78,227,302</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 12,571,944	\$ 9,417,500
+ Change in Net Assets	2,267,873	3,606,914
+ Depreciation	2,670,000	2,800,000
+ Long Term Debt	3,000,000	4,200,000
- Contributed Capital	-	(612,725)
- Fixed Assets	(7,857,317)	(5,615,486)
- Principal Repayment	(3,235,000)	(3,315,000)
Working Cash - End of Year	<u>\$ 9,417,500</u>	<u>\$ 10,481,203</u>

The current annual rate of \$155.00 per ERU became effective July 1, 2013. Rate to increase on January 1, 2019 to \$175.00 per ERU; this is a 13% increase. Council approved a rate increase plan on June 15, 2011, that approved a rate increase of no higher than 18% in 2016. This 2016 rate increase was postponed until 2019, until it was needed to support increased expense and to maintain debt covenants.

**CITY OF APPLETON 2019 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2018 Budget	2018 Projected	2019 Budget	2020 Projected	2021 Projected	2022 Projected	2023 Projected
Revenues							
Charges for Services	\$ 9,415,000	\$ 9,415,000	\$ 10,800,000	\$ 10,854,000	\$ 10,908,270	\$ 10,962,811	\$ 11,017,625
Miscellaneous	77,000	77,000	98,725	75,000	75,000	75,000	75,000
Total Revenues	<u>9,492,000</u>	<u>9,492,000</u>	<u>10,898,725</u>	<u>10,929,000</u>	<u>10,983,270</u>	<u>11,037,811</u>	<u>11,092,625</u>
Expenses							
Operating Expenses	3,254,659	3,327,543	3,661,306	3,771,145	3,884,280	4,000,808	4,120,832
Depreciation	2,825,000	2,670,000	2,800,000	2,925,000	3,075,000	3,225,000	3,375,000
Total Expenses	<u>6,079,659</u>	<u>5,997,543</u>	<u>6,461,306</u>	<u>6,696,145</u>	<u>6,959,280</u>	<u>7,225,808</u>	<u>7,495,832</u>
Operating Income	3,412,341	3,494,457	4,437,419	4,232,855	4,023,990	3,812,003	3,596,793
Non-Operating Revenues (Expenses)							
Interest Income	200,000	125,000	125,000	150,000	150,000	150,000	150,000
Interest Expense	(1,722,007)	(1,706,683)	(1,732,532)	(1,770,772)	(1,747,586)	(1,726,097)	(1,715,134)
Gain/Loss on Refunding	(147,227)	(147,227)	(140,016)	(142,690)	(127,533)	(112,757)	(98,590)
Premium on Debt Issue	395,435	414,826	406,818	378,286	341,772	305,651	270,607
Debt Issue Expense	(150,000)	(150,000)	(90,000)	(125,000)	(125,000)	(125,000)	(125,000)
Other	-	250,000	-	-	-	-	-
Total Non-Operating	<u>(1,423,799)</u>	<u>(1,214,084)</u>	<u>(1,430,730)</u>	<u>(1,823,742)</u>	<u>(1,508,348)</u>	<u>(1,508,203)</u>	<u>(1,518,118)</u>
Net Income Before Transfers	1,988,542	2,280,373	3,006,689	2,409,113	2,515,643	2,303,800	2,078,676
Contributions and Transfers In (Out)							
Capital Contributions	161,555	-	612,725	-	-	-	-
Capital Projects	-	-	-	-	-	(70,000)	-
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	2,137,597	2,267,873	3,606,914	2,396,613	2,503,143	2,221,300	2,066,176
Total Net Assets - Beginning	<u>72,352,515</u>	<u>72,352,515</u>	<u>74,620,388</u>	<u>78,227,302</u>	<u>80,623,915</u>	<u>83,127,057</u>	<u>85,348,357</u>
Total Net Assets - Ending	<u>\$ 74,490,112</u>	<u>\$ 74,620,388</u>	<u>\$ 78,227,302</u>	<u>\$ 80,623,915</u>	<u>\$ 83,127,057</u>	<u>\$ 85,348,357</u>	<u>\$ 87,414,533</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	12,571,944	9,417,500	10,481,203	11,387,513	12,492,329	12,934,166	12,934,166
+ Change in Net Assets	2,267,873	3,606,914	2,396,613	2,503,143	2,221,300	2,066,176	2,066,176
+ Depreciation	2,670,000	2,800,000	2,925,000	3,075,000	3,225,000	3,375,000	3,375,000
+ Long Term Debt	3,000,000	4,200,000	3,000,000	2,200,000	3,500,000	4,800,000	4,800,000
- Contributed Capital	-	(612,725)	-	-	-	-	-
- Fixed Assets	(7,857,317)	(5,615,486)	(3,970,303)	(2,963,326)	(4,769,463)	(6,457,621)	(6,457,621)
- Principal Repayment	(3,235,000)	(3,315,000)	(3,445,000)	(3,710,000)	(3,735,000)	(3,775,000)	(3,775,000)
Working Cash - End of Year	<u>\$ 9,417,500</u>	<u>\$ 10,481,203</u>	<u>\$ 11,387,513</u>	<u>\$ 12,492,329</u>	<u>\$ 12,934,166</u>	<u>\$ 12,942,721</u>	<u>\$ 12,942,721</u>
25% Working Capital Reserve (prior year's audited expenses)		1,261,682	1,351,585	1,388,604	1,411,091	1,452,351	1,452,351
Coverage Ratio		1.34	1.61	1.36	1.34	1.32	1.30

ASSUMPTIONS:

Borrow approximately 75% of capital expenditures as detailed for capital improvements in years 2018-2022
Interest rate at 4% for future debt issues
ERU's to increase at a rate of 1/2% per year after 2019
Operating expenses to increase 3.0% per year after 2019
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. Rate to increase on January 1, 2019 to \$175 per ERU; this is a 13% increase. The planned increase for July 1, 2016 as part of the plan presented to Council on June 15, 2011 has been postponed until 2019. Rates will be monitored on an annual basis for adjustment based on actual results or changes in circumstances.

**CITY OF APPLETON 2019 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

Year	2009 Revenue Bonds		2012 Revenue Bonds		2013 Revenue Bonds		2014 Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
	2019	\$ 360,000	\$ 3,600	\$ 1,100,000	\$ 248,665	\$ 270,000	\$ 216,819	\$ 145,000
2020	-	-	1,145,000	203,315	280,000	208,494	150,000	104,275
2021	-	-	1,190,000	156,165	290,000	197,694	155,000	99,663
2022	-	-	880,000	117,865	300,000	185,794	160,000	94,900
2023	-	-	740,000	92,415	315,000	173,344	160,000	90,100
2024	-	-	495,000	75,728	325,000	160,444	170,000	85,075
2025	-	-	255,000	66,086	340,000	146,994	175,000	78,550
2026	-	-	260,000	58,065	355,000	132,944	180,000	71,400
2027	-	-	270,000	49,773	370,000	118,294	190,000	63,900
2028	-	-	280,000	41,170	385,000	101,961	195,000	56,150
2029	-	-	285,000	32,053	400,000	84,625	205,000	48,050
2030	-	-	295,000	22,547	420,000	66,469	210,000	39,700
2031	-	-	305,000	12,716	435,000	47,194	220,000	31,000
2032	-	-	315,000	2,559	460,000	26,775	230,000	21,900
2033	-	-	-	-	480,000	5,400	240,000	12,400
2034	-	-	-	-	-	-	250,000	2,500
2035	-	-	-	-	-	-	-	-
	<u>\$ 360,000</u>	<u>\$ 3,600</u>	<u>\$ 7,815,000</u>	<u>\$ 1,179,122</u>	<u>\$ 5,425,000</u>	<u>\$ 1,873,245</u>	<u>\$ 3,035,000</u>	<u>\$ 1,007,938</u>

Year	2015 Revenue Bonds		2015 Refunding Bonds		2016 Revenue Bonds		2016 Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
	2019	\$ 165,000	\$ 139,825	\$ 470,000	\$ 157,600	\$ 110,000	\$ 94,950	\$ 695,000
2020	170,000	135,175	480,000	144,450	115,000	90,950	1,055,000	404,750
2021	175,000	129,963	495,000	129,713	120,000	86,200	965,000	365,250
2022	180,000	123,250	510,000	110,700	125,000	81,250	1,005,000	325,450
2023	185,000	115,900	545,000	89,250	130,000	76,100	1,050,000	283,900
2024	195,000	108,200	550,000	67,300	135,000	70,750	1,090,000	240,700
2025	200,000	100,250	580,000	44,400	140,000	65,200	1,130,000	195,900
2026	210,000	91,950	600,000	20,600	145,000	59,450	1,180,000	149,200
2027	220,000	83,250	365,000	3,650	150,000	53,500	1,230,000	100,500
2028	230,000	74,150	-	-	160,000	47,200	1,280,000	49,800
2029	235,000	64,800	-	-	165,000	40,650	925,000	9,250
2030	245,000	55,100	-	-	170,000	35,175	-	-
2031	255,000	45,000	-	-	175,000	29,963	-	-
2032	265,000	34,500	-	-	180,000	24,600	-	-
2033	280,000	23,450	-	-	185,000	19,088	-	-
2034	290,000	13,038	-	-	190,000	13,425	-	-
2035	300,000	2,625	-	-	195,000	7,613	-	-
2036	-	-	-	-	205,000	1,538	-	-
	<u>\$ 3,800,000</u>	<u>\$ 1,340,426</u>	<u>\$ 4,595,000</u>	<u>\$ 767,663</u>	<u>\$ 2,795,000</u>	<u>\$ 897,602</u>	<u>\$ 11,605,000</u>	<u>\$ 2,564,575</u>

Year	2017 Revenue Bonds		2018 Revenue Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
	2019	\$ -	\$ 166,013	\$ -	\$ 114,810	\$ 3,315,000	\$ 1,690,532
2020	50,000	165,263	-	116,100	3,445,000	1,572,772	5,017,772
2021	185,000	162,238	-	116,100	3,575,000	1,442,986	5,017,986
2022	210,000	156,588	120,000	112,500	3,490,000	1,308,297	4,798,297
2023	215,000	150,175	125,000	107,550	3,465,000	1,178,734	4,643,734
2024	225,000	143,500	130,000	103,863	3,315,000	1,055,560	4,370,560
2025	230,000	136,638	130,000	100,613	3,180,000	934,631	4,114,631
2026	235,000	127,863	135,000	95,750	3,300,000	807,222	4,107,222
2027	245,000	118,163	140,000	90,200	3,180,000	681,230	3,861,230
2028	255,000	108,063	145,000	84,450	2,930,000	562,944	3,492,944
2029	270,000	97,413	155,000	78,350	2,640,000	455,191	3,095,191
2030	280,000	86,313	160,000	72,000	1,780,000	377,304	2,157,304
2031	290,000	74,813	165,000	65,450	1,845,000	306,136	2,151,136
2032	300,000	65,163	175,000	58,550	1,925,000	234,047	2,159,047
2033	310,000	55,938	180,000	51,400	1,675,000	167,676	1,842,676
2034	320,000	46,413	185,000	44,050	1,235,000	119,426	1,354,426
2035	330,000	36,278	195,000	36,350	1,020,000	82,866	1,102,866
2036	340,000	19,963	200,000	21,800	745,000	43,301	788,301
2037	350,000	11,619	210,000	15,600	560,000	27,219	587,219
2038	360,000	2,925	220,000	9,100	580,000	12,025	592,025
2039	-	-	230,000	2,300	230,000	2,300	232,300
	<u>\$ 5,000,000</u>	<u>\$ 1,931,342</u>	<u>\$ 3,000,000</u>	<u>\$ 1,494,586</u>	<u>\$ 47,430,000</u>	<u>\$ 13,062,399</u>	<u>\$ 60,492,399</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in amount of \$4,200,000 will be issued in 2019. Expected interest expense of the issue in 2019 is \$42,000 at 4%.

CITY OF APPLETON 2019 BUDGET RESOLUTION

Resolved,

The 2019 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 \$35,646,816 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 \$ 6,481,724 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,044,968 for Special Revenue Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of \$ \$36,549,021, 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 \$11,700,000, 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
2019 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions**

DEPARTMENT	2016	2017	Adopted 2018	Amended 2018	2019
Finance	8.20	8.20	8.20	8.20	8.20
Fire	96.00	96.00	96.00	96.00	96.00
Health	12.25	11.95	11.95	11.95	11.95
Health Grants	1.46	1.29	1.29	1.54	1.54
Information Technology	11.00	11.00	11.00	11.00	11.00
Legal Services	8.67	8.67	8.67	8.67	8.67
Library	46.00	46.50	46.00	46.00	46.00
Library Grants	-	-	0.50	0.50	0.50
Mayor	3.00	4.00	4.00	4.00	4.00
Facilities Management	10.25	10.26	10.26	10.26	10.26
Facilities Capital	1.40	1.68	1.68	1.68	1.68
Parks & Recreation	16.62	16.39	16.39	16.39	16.39
Reid Golf Course	2.67	2.62	2.70	2.70	2.70
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	16.81	16.87	16.87	16.97
Housing, Homeless & Block Grants	1.08	1.40	1.34	1.34	1.31
Police	137.00	137.00	138.00	138.00	140.00
Public Works	62.47	61.88	63.01	63.01	63.23
Sanitation	17.49	17.49	17.51	17.51	17.29
CEA	14.51	14.51	14.51	14.51	14.51
Parking	11.30	11.50	11.53	11.53	11.53
Capital (TIF, Subdivision, etc.)	2.75	3.31	3.17	3.17	3.17
Stormwater Utility	19.69	19.66	19.76	19.76	19.76
Water Utility	38.24	38.28	36.84	36.84	36.84
Wastewater Utility	28.39	28.41	28.71	28.71	28.71
Valley Transit	54.35	56.20	56.20	56.85	58.85
Total Regular Employees	632.02	634.10	635.19	636.09	640.16

**CITY OF APPLETON 2019 BUDGET
PERSONNEL ADDITIONS/DELETIONS**

	Dept. Request		Exec. Budget		Adopted Budget	
	No.	Amount	No.	Amount	No.	Amount
GENERAL FUND						
COMMUNITY & ECONOMIC DEVELOPMENT						
Real Estate Technician	B	0.08 \$ 4,209	0.08 \$ 4,209	0.08 \$ 4,209	0.08 \$ 4,209	0.08 \$ 4,209
HEALTH						
Public Health Educator		1.00 82,103	- -	- -	- -	- -
PRFM						
Grounds Coordinator	C	0.66 42,725	- -	- -	- -	- -
FIRE						
Firefighter		6.00 625,786	- -	- -	- -	- -
POLICE						
Officer	E	1.00 99,464	- -	- -	2.00 167,132	2.00 167,132
Total General Fund:		8.74 \$ 854,287	0.08 \$ 4,209	0.08 \$ 4,209	2.08 \$ 171,341	2.08 \$ 171,341
SPECIAL REVENUE FUNDS						
HEALTH GRANTS						
Public Health Preparedness Coordinator	A	(0.75) \$ (64,367)	(0.75) \$ (64,367)	(0.75) \$ (64,367)	(0.75) \$ (64,367)	(0.75) \$ (64,367)
Emergency Management Coordinator	A	1.00 \$ 97,484	1.00 \$ 97,484	1.00 \$ 97,484	1.00 \$ 97,484	1.00 \$ 97,484
Total Special Revenue Funds:		0.25 \$ 33,117	0.25 \$ 33,117	0.25 \$ 33,117	0.25 \$ 33,117	0.25 \$ 33,117
ENTERPRISE FUNDS						
VALLEY TRANSIT						
Mobility Coordinator		1.00 \$ 70,879	1.00 \$ 70,879	1.00 \$ 70,879	1.00 \$ 70,879	1.00 \$ 70,879
Travel Trainer		1.00 61,577	1.00 61,577	1.00 61,577	1.00 61,577	1.00 61,577
Road Supervisor	A	(0.50) (39,643)	(0.50) (39,643)	(0.50) (39,643)	(0.50) (39,643)	(0.50) (39,643)
Communications Technician	A	(0.50) (18,980)	(0.50) (18,980)	(0.50) (18,980)	(0.50) (18,980)	(0.50) (18,980)
Administrative Assistant	A	(0.60) (28,680)	(0.60) (28,680)	(0.60) (28,680)	(0.60) (28,680)	(0.60) (28,680)
Transit Operations Supervisor	A	1.00 90,887	1.00 90,887	1.00 90,887	1.00 90,887	1.00 90,887
Part Time Drivers	D	1.25 62,463	1.25 62,463	1.25 62,463	1.25 62,463	1.25 62,463
Total Enterprise Funds:		2.65 \$ 198,503	2.65 \$ 198,503	2.65 \$ 198,503	2.65 \$ 198,503	2.65 \$ 198,503
INTERNAL SERVICE FUNDS						
PRFM						
Grounds Coordinator	C	0.34 \$ 21,584	- \$ -	- \$ -	- \$ -	- \$ -
Total Enterprise Funds:		0.34 \$ 21,584	- \$ -	- \$ -	- \$ -	- \$ -
TOTAL CITY:		11.98 \$ 1,107,491	2.98 \$ 235,829	2.98 \$ 235,829	4.98 \$ 402,961	4.98 \$ 402,961

NOTE: All dollar figures are for salaries and benefits; unfunded positions are not shown in departments' FTE headcount.

- (A) Personnel change approved by Council since adoption of the 2018 budget.
- (B) Request is to increase position to twenty-eight hours per week from twenty-five.
- (C) Position split between Parks general fund and Facilities Management internal service fund.
- (D) Authorization to hire part time drivers as needed and as possible within budget to fill vacant positions resulting from retirements. FTE shown reflects current staffing.
- (E) Council action adds two patrol officers as of 3/1/19; payroll expense is pro-rated to 10 months.

**CITY OF APPLETON 2019 BUDGET
ASSESSED PROPERTY VALUES**

All calculated using overall ratio	01/01/17	01/01/18	Change in Dollars	Change in Percent
Tax Increment Districts # 3 - 10	\$ 179,069,165	\$ 217,323,959	\$ 38,254,794	21.36%
Outagamie County				
Real Estate	4,045,231,400	4,156,767,800	111,536,400	2.76%
Personal Property	117,183,500	87,569,800	(29,613,700)	-25.27%
Total With TID:	4,162,414,900	4,244,337,600	81,922,700	1.97%
Total Without TID:	4,094,578,996	4,151,559,757	56,980,761	1.39%
Calumet County				
Real Estate	679,375,800	703,919,000	24,543,200	3.61%
Personal Property	10,640,600	9,899,100	(741,500)	-6.97%
Total With TID:	690,016,400	713,818,100	23,801,700	3.45%
Total Without TID:	598,320,990	608,034,799	9,713,809	1.62%
Winnebago County				
Real Estate	74,038,400	77,538,100	3,499,700	4.73%
Personal Property	10,306,300	8,016,400	(2,289,900)	-22.22%
Total With TID:	84,344,700	85,554,500	1,209,800	1.43%
Total Without TID:	64,806,849	66,791,685	1,984,836	3.06%
All Counties With TIDs:	\$ 4,936,776,000	\$ 5,043,710,200	\$ 106,934,200	2.17%
All Counties Without TIDs:	\$ 4,757,706,835	\$ 4,826,386,241	\$ 68,679,406	1.44%

**CITY OF APPLETON 2019 BUDGET
EQUALIZED PROPERTY VALUES**

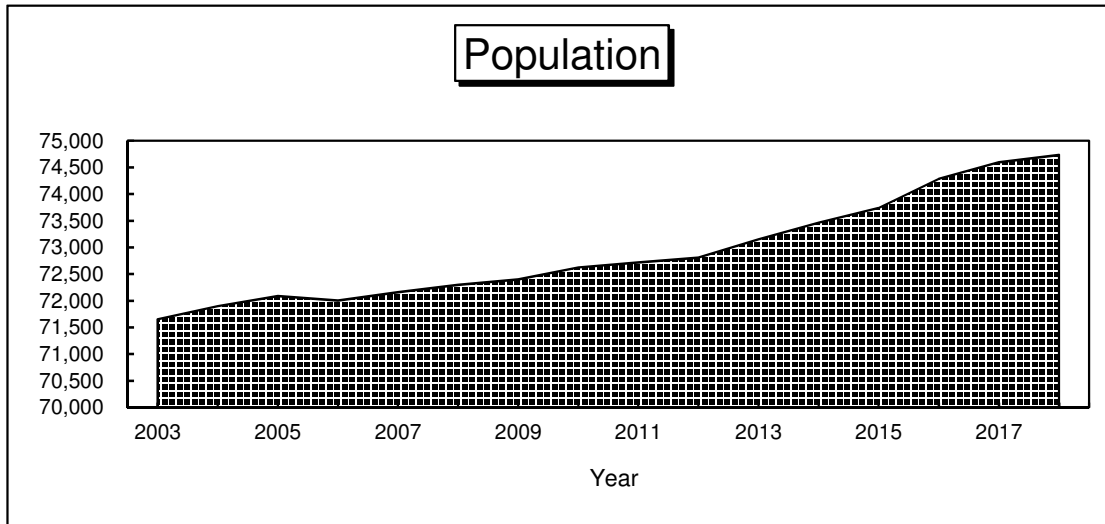
	01/01/17	01/01/18	Change in Dollars	Change in Percent
TID # 3				
Gross	64,720,300	66,625,000	1,904,700	2.94%
Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
Increment	45,779,500	47,684,200	1,904,700	4.16%
TID # 6				
Gross	109,151,000	126,319,900	17,168,900	15.73%
Base (2000)	(12,141,600)	(12,141,600)	-	0.00%
Increment	97,009,400	114,178,300	17,168,900	17.70%
TID # 7				
Gross	45,931,800	44,650,100	(1,281,700)	-2.79%
Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
Increment	20,274,800	18,993,100	(1,281,700)	-6.32%
TID # 8				
Gross	29,334,200	50,720,000	21,385,800	72.90%
Base (2009) *	(6,135,100)	(6,135,100)	-	0.00%
Increment	23,199,100	44,584,900	21,385,800	92.18%
TID # 9				
Gross	24,330,100	22,337,500	(1,992,600)	-8.19%
Base (2013)	(21,512,900)	(21,512,900)	-	0.00%
Increment	2,817,200	824,600	(1,992,600)	-70.73%
TID # 10				
Gross	23,902,100	24,196,200	294,100	1.23%
Base (2013)	(24,543,900)	(24,543,900)	-	0.00%
Increment **	(641,800)	(347,700)	294,100	-45.82%
TID # 11				
Gross	-	90,259,800	90,259,800	N/A
Base (2017)	-	(83,099,200)	(83,099,200)	N/A
Increment	-	7,160,600	7,160,600	N/A
TID # 12				
Gross	-	22,689,200	22,689,200	N/A
Base (2017)	-	(22,974,900)	(22,974,900)	N/A
Increment **	-	(285,700)	(285,700)	N/A
Total All Increments:	\$ 189,080,000	\$ 233,425,700	\$ 36,899,400	23.45%
Outagamie County				
Real Estate	4,285,734,900	4,491,553,300	205,818,400	4.80%
Personal Property	119,658,300	94,811,000	(24,847,300)	-20.77%
Total With TID:	4,405,393,200	4,586,364,300	180,971,100	4.11%
Total Without TID:	4,333,597,400	4,486,110,000	152,512,600	3.52%
Calumet County				
Real Estate	719,256,300	759,823,500	40,567,200	5.64%
Personal Property	10,748,300	10,643,300	(105,000)	-0.98%
Total With TID:	730,004,600	770,466,800	40,462,200	5.54%
Total Without TID:	632,995,200	656,288,500	23,293,300	3.68%
Winnebago County				
Real Estate	77,115,300	78,080,700	965,400	1.25%
Personal Property	10,410,800	8,523,400	(1,887,400)	-18.13%
Total With TID:	87,526,100	86,604,100	(922,000)	-1.05%
Total Without TID:	67,251,300	67,611,000	359,700	0.53%
All Counties With TIDs:	\$ 5,222,923,900	\$ 5,443,435,200	\$ 220,511,300	4.22%
All Counties Without TIDs:	\$ 5,033,843,900	\$ 5,210,009,500	\$ 176,165,600	3.50%

* TIF # 8 was amended in 2011 to include the Eagle Flats property, formerly Riverside Paper mill.

** A negative increment is treated as zero increment.

CITY OF APPLETON 2019 BUDGET POPULATION ESTIMATES

<u>Year</u>		<u>Outagamie County</u>	<u>Calumet County</u>	<u>Winnebago County</u>	<u>Total</u>
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
2017	Est.	61,364	11,759	1,475	74,598
2018	Est.	61,567	11,680	1,487	74,734



CITY OF APPLETON

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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.

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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

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CONTRACTUAL SERVICES: Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

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 income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

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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.

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

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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.

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.

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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.

LAPSING/NON-LAPSING BUDGET: A lapsing budget is one for which spending authority terminates at year-end. All operating and capital budgets are considered lapsing with the exception of grant Special Revenue funds that are legally restricted for certain purposes (such as Housing and Community Development Grants).

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MA: Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

MODIFIED ACCRUAL: Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

MUNICIPAL CORPORATION: A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

NONEXPENDABLE TRUST FUND: A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES: Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

PROGRAM: A logical grouping of department activities, which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns objectives, while an organization concerns administration. The program structure, from lowest to highest level, is activity - sub program - program - major program.

PROJECT: A special activity involving expenditures and revenues from State and Federal agencies, e.g., Public Works construction projects.

PROPRIETARY FUND TYPES: The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial

CITY OF APPLETON

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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.

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.

CITY OF APPLETON

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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 17 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 2019 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 2019 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

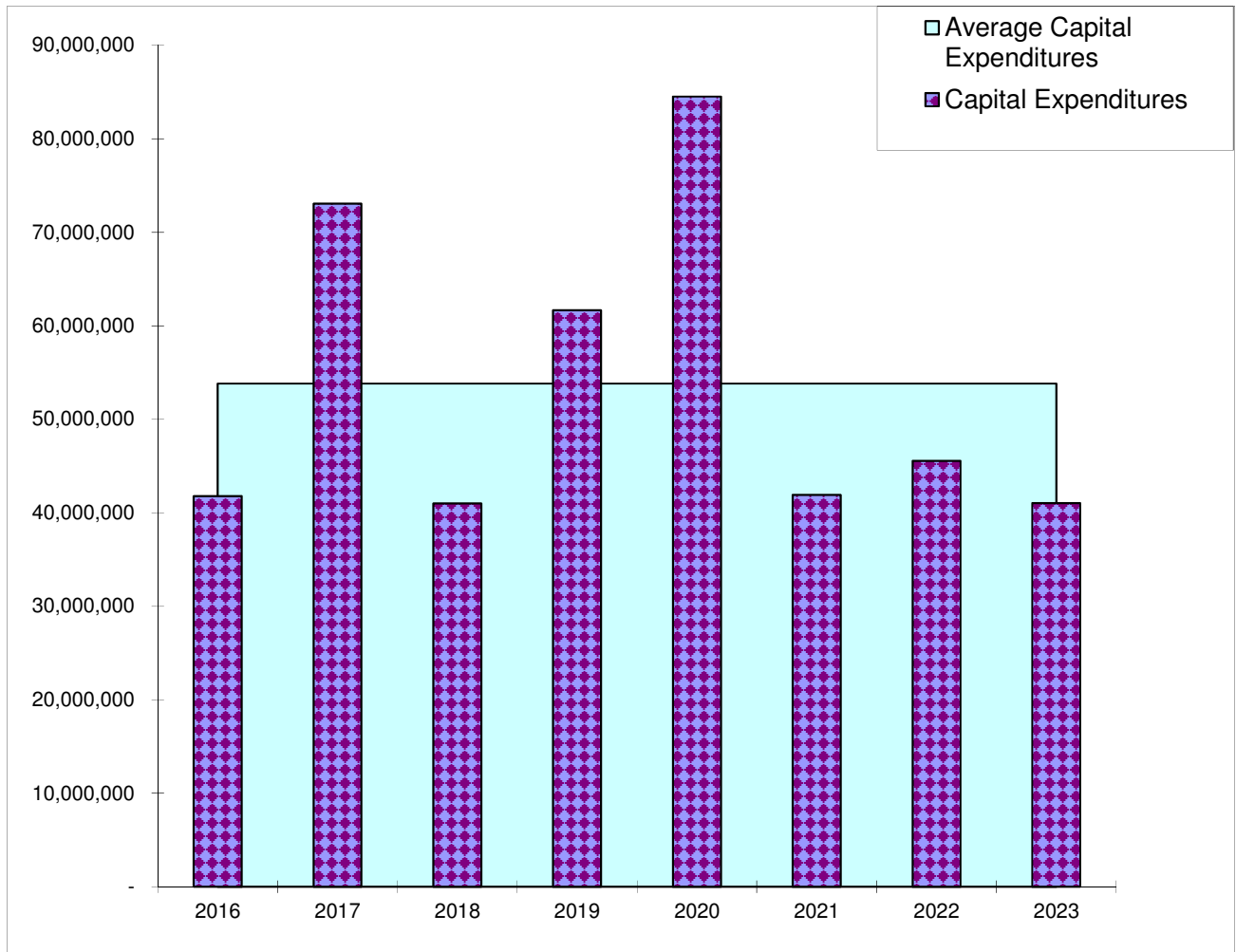
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.

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).

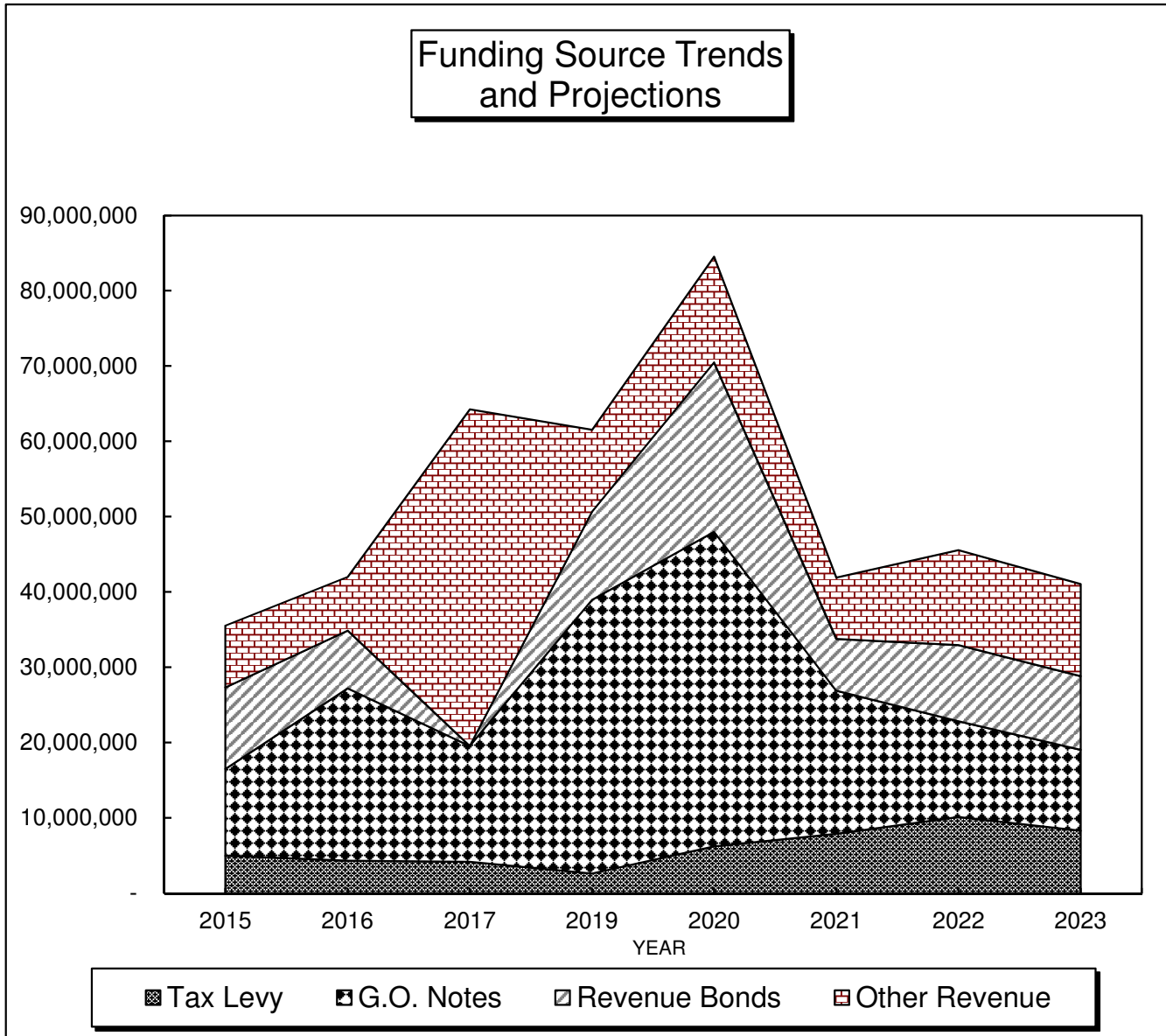
CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM, 2019 - 2023



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2016 - 2023. 2017 included funds for construction of the Fox Cities Exhibition Center, the design and development of Jones Park, the construction of the Northland stormwater detention pond and stormwater facilities reconstruction on a section of South Oneida Street, scheduled for street reconstruction in 2018. 2019 includes design costs and site excavation for a new library, including demolition of the Soldiers' Square parking ramp, costs related to demolition of the Blue parking ramp, and the start of construction of a parking ramp for the US Ventures headquarters project in the downtown area. 2020 includes library construction, continuation of work on the parking ramp at the US Ventures headquarters site, and construction of an expanded biosolids composting site or a structure for increased biosolids storage, depending on the results of evaluations to be conducted during 2019. 2021 includes completion of library construction and the US Ventures site parking ramp, and addition of the Lawe Street trestle to the trails network. Major projects for 2022 include the renovation of the Valley Transit office building and bus garage, upgrades to the belt filter press at the Wastewater Utility, demolition and replacement of the Jones building at Memorial Park, and addition of the Edison trestle to the trails network. 2023 includes further work on the Wastewater Utility belt filter press, upgrades to that utility's hauled waste receiving station, and upgrading Mead Pool.

CITY OF APPLETON 2019 BUDGET

CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the Capital Improvements Program budget is financed. In general, tax levy revenue is used to fund a portion of ongoing infrastructure (i.e. streets, sidewalks) needs as well as other small projects. General obligation (G.O.) notes are used to fund larger capital projects as well as ongoing infrastructure, facility, equipment and quality of life (parks, trails, pools, etc.) capital needs. Revenue bonds are utilized by the Water, Wastewater and Stormwater Utilities to fund utility infrastructure, facility and equipment needs. Revenue bonds are not general obligations of the City but are payable from revenues generated by the respective utility. Other revenue includes funding sources such as the State of Wisconsin or U.S. Government, developer contributions, intergovernmental agreements, or donations.

CITY OF APPLETON 2019 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2019 - 2023
PROJECT CATEGORY LIST FOR 2019

Page	Project	Dept. Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
566	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
567	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	103,323	103,323
568	Bridge Improvements	PW	-	5,023,273	-	-	5,023,273
569	Pedestrian Crosswalk Safety Enhancements	PW	-	162,132	-	-	162,132
570	Street Lighting Energy Efficiency Improvements	PW	-	126,883	-	-	126,883
571	Street Light Infill - Projects	PW	-	41,331	-	-	41,331
572	Traffic Camera Program	PW	-	54,428	-	-	54,428
574	Asphalt Paving Program	PW	1,222,617	1,430,941	- sd	157,500	2,811,058
578	Concrete Paving Program	PW	361,907	4,344,733	- sd	314,368	5,021,008
586	Sidewalk Program	PW	860,714	665,750	- sd	52,550	1,579,014
588	Stormwater Program	SW	-	462,725	4,200,000 st	1,916,280	6,579,005
594	Watermain Program	WD	-	229,300	2,100,000 w	1,701,052	4,030,352
600	Sanitary Sewer Program	WW	-	91,025	2,200,000 s	2,183,182	4,474,207
606	Second Raw Water Line	WD	-	-	1,400,000 w	-	1,400,000
Facilities							
607	Downtown Development	PRFM/PW	-	7,900,000	-	-	7,900,000
609	Electrical Upgrades	PRFM	-	110,000	1,800,000 s	-	1,910,000
611	Facility Renovations	PRFM	-	370,000	-	-	370,000
612	Grounds Improvements	PRFM	-	62,500	- o	12,500	75,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	-	330,000	- o	365,000	695,000
614	HVAC Upgrades	PRFM	-	105,000	- o	500,000	605,000
615	Interior Finishes and Furniture	PRFM	-	575,000	-	-	575,000
616	Lighting Upgrades	PRFM	-	275,000	- s	75,000	350,000
617	MSB Heated Storage Facility	PRFM	-	25,000	-	-	25,000
618	Plumbing Upgrades	PRFM	-	25,000	- s	225,000	250,000
619	Roof Replacement	PRFM	-	225,000	-	-	225,000
620	Safety and Security Improvements	PRFM	-	115,000	-	-	115,000
621	USV Parking Ramp	PRFM	-	10,000,000	-	-	10,000,000
622	Parking Utility Maintenance and Equipment	PAR	-	700,000	- o	46,000	746,000
625	Wastewater Sludge Storage Options	WW	-	-	- s	750,000	750,000
Equipment							
627	Enterprise Resource Planning (ERP) System	IT	-	243,000	-	-	243,000
628	Information Services Equipment and Infrastructure	IT	-	175,000	- s	10,000	185,000
629	Electronic Poll Books	LGL	-	124,000	-	-	124,000
630	CEA Fuel Site Upgrade	PW	-	187,000	-	-	187,000
633	Mackville Landfill Monitoring Equipment	SAN	-	60,000	-	-	60,000
634	Stormwater 1-ton Dump Truck	STR	-	-	- st	60,000	60,000
636	ADA Intelligent Transportation System Upgrade	VT	-	-	- o	250,000	250,000
637	Service Vehicle	VT	-	-	- o	50,000	50,000
638	Bus Shelter Replacement	VT	-	-	- o	20,000	20,000
639	Transit Center Furniture Replacement	VT	-	-	- o	25,000	25,000
643	Compressor Replacement	WW	-	-	- s	130,000	130,000
644	Lift Station Improvements	WW	-	-	- s	200,000	200,000
645	Piping Projects	WW	-	-	- s	1,141,000	1,141,000
646	RAS Pump Replacements	WW	-	-	- s	560,000	560,000
Quality of Life							
650	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
654	Playground Areas	PRFM	-	325,000	-	-	325,000
655	Reid Golf Course	PRFM	-	-	- o	25,000	25,000
656	Scheig Center	PRFM	-	175,000	-	-	175,000
657	Southeast Community Park	PRFM	-	500,000	-	-	500,000
658	Statue and Monument Restoration	PRFM	-	15,000	-	-	15,000
659	Telulah Park Improvements	PRFM	-	45,000	- o	10,000	55,000
660	Tennis Courts	PRFM	-	275,000	-	-	275,000
661	Trails and Trail Connections	PRFM	-	675,000	-	-	675,000
			\$ 2,445,238	\$ 36,549,021	\$ 11,700,000	\$ 10,882,755	\$ 61,577,014

Other Supplemental Information:

Sewer User Fees (s):	* \$ 5,974,182
Water User Fees (w):	1,866,052
Stormwater User Fees (st):	1,976,280
Subdivision (sd):	524,418
Other (o):	541,823

\$ 10,882,755

* Sewer user fees include the use of \$560,000 of the DNR Replacement Fund.

CITY OF APPLETON 2019 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2019 - 2023
PROJECT CATEGORY LIST FOR 2020

Page	Project	Dept. Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
566	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
567	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	138,672	138,672
568	Bridge Improvements	PW	-	763,116	-	-	763,116
569	Pedestrian Crosswalk Safety Enhancements	PW	-	126,256	-	-	126,256
570	Street Lighting Energy Efficiency Improvements	PW	-	126,883	-	-	126,883
571	Street Light Infill Projects	PW	-	77,331	-	-	77,331
572	Traffic Camera Program	PW	-	54,428	-	-	54,428
574	Asphalt Paving Program	PW	2,684,906	-	-	-	2,684,906
578	Concrete Paving Program	PW	1,863,749	1,796,677	- sd	633,551	4,293,977
584	Grade and Gravel Program	PW	689,790	-	-	-	689,790
586	Sidewalk Program	PW	980,954	135,524	- sd	103,231	1,219,709
588	Stormwater Program	SW	-	-	3,000,000 st	1,470,303	4,470,303
594	Watermain Program	WD	-	237,775	1,440,000 w	2,978,407	4,656,182
600	Sanitary Sewer Program	WW	-	-	- s	5,353,880	5,353,880
606	Second Raw Water Line	WD	-	-	7,585,000 w	-	7,585,000
Facilities							
607	Downtown Development	PRFM/PW	-	20,000,000	-	-	20,000,000
608	Building Envelope	PRFM	-	170,000	-	-	170,000
609	Electrical Upgrades	PRFM	-	175,000	2,000,000 s	-	2,175,000
610	Energy Efficiency Upgrades	PRFM	-	150,000	-	-	150,000
611	Facility Renovations	PRFM	-	125,000	-	-	125,000
612	Grounds Improvements	PRFM	-	475,000	-	-	475,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	-	645,000	- o	325,000	970,000
614	HVAC Upgrades	PRFM	-	510,000	- s	300,000	810,000
615	Interior Finishes and Furniture	PRFM	-	410,000	- s	100,000	510,000
616	Lighting Upgrades	PRFM	-	175,000	- w	75,000	250,000
617	MSB Heated Storage Facility	PRFM	-	60,000	-	-	60,000
618	Plumbing Upgrades	PRFM	-	25,000	-	-	25,000
619	Roof Replacement	PRFM	-	125,000	- s	200,000	325,000
620	Safety and Security Improvements	PRFM	-	155,000	- s	75,000	230,000
621	USV Parking Ramp	PRFM	-	12,000,000	-	-	12,000,000
622	Parking Utility Maintenance and Equipment	PAR	-	-	- o	778,000	778,000
623	Water Treatment Chemical Storage	WF	-	-	475,000 w	-	475,000
625	Wastewater Sludge Storage Options	WW	-	-	8,000,000 s	500,000	8,500,000
Equipment							
627	Enterprise Resource Planning (ERP) System	IT	-	471,000	-	-	471,000
628	Information Services Equipment and Infrastructure	IT	-	387,000	-	-	387,000
631	CEA Car Wash Replacement	PW	-	-	- o	20,000	20,000
Quality of Life							
649	AMP Athletic Fields	PRFM	-	150,000	-	-	150,000
650	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
651	Park Aquatics	PRFM	-	70,000	-	-	70,000
652	Park Development	PRFM	-	30,000	-	-	30,000
654	Playground Areas	PRFM	-	500,000	-	-	500,000
655	Reid Golf Course	PRFM	-	-	- o	145,000	145,000
657	Southeast Community Park	PRFM	-	75,000	-	-	75,000
658	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
661	Trails and Trail Connections	PRFM	-	1,325,000	-	-	1,325,000
			\$ 6,219,399	\$ 41,855,990	\$22,500,000	\$13,196,044	\$ 83,771,433

Other Supplemental Information:

Sewer User Fees (s):	* \$ 6,728,880
Water User Fees (w):	3,178,407
Stormwater User Fees (st):	1,470,303
Subdivision (sd):	736,782
Other (o):	1,081,672
	<u>\$ 13,196,044</u>

CITY OF APPLETON 2019 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2019 - 2023
PROJECT CATEGORY LIST FOR 2021

Page	Project	Dept. Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
566	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
567	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	69,473	69,473
568	Bridge Improvements	PW	-	179,260	-	-	179,260
569	Pedestrian Crosswalk Safety Enhancements	PW	-	81,256	-	-	81,256
570	Street Lighting Energy Efficiency Improvements	PW	-	126,883	-	-	126,883
571	Street Light Infill Projects	PW	-	23,331	-	-	23,331
572	Traffic Camera Program	PW	-	34,428	-	-	34,428
574	Asphalt Paving Program	PW	2,352,991	203,160	-	-	2,556,151
578	Concrete Paving Program	PW	4,344,886	-	- sd	632,361	4,977,247
584	Grade and Gravel Program	PW	-	-	- sd	187,693	187,693
586	Sidewalk Program	PW	1,177,353	-	- sd	94,174	1,271,527
588	Stormwater Program	SW	-	-	2,200,000 st	1,263,326	3,463,326
594	Watermain Program	WD	-	-	380,000 w	2,337,482	2,717,482
600	Sanitary Sewer Program	WW	-	-	1,500,000 s	2,545,747	4,045,747
Facilities							
607	Downtown Development	PRFM/PW	-	5,000,000	-	-	5,000,000
608	Building Envelope	PRFM	-	80,000	-	-	80,000
609	Electrical Upgrades	PRFM	-	-	1,800,000 o	25,000	1,825,000
610	Energy Efficiency Upgrades	PRFM	-	85,000	250,000 s	-	335,000
611	Facility Renovations	PRFM	-	135,000	- o	100,000	235,000
612	Grounds Improvements	PRFM	-	150,000	-	-	150,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	-	575,000	200,000 s	-	775,000
614	HVAC Upgrades	PRFM	-	525,000	- o	375,000	900,000
615	Interior Finishes and Furniture	PRFM	-	335,000	- s	100,000	435,000
616	Lighting Upgrades	PRFM	-	175,000	- s	75,000	250,000
618	Plumbing Upgrades	PRFM	-	50,000	-	-	50,000
619	Roof Replacement	PRFM	-	75,000	-	-	75,000
620	Safety and Security Improvements	PRFM	-	55,000	- w	100,000	155,000
621	USV Parking Ramp	PRFM	-	3,000,000	-	-	3,000,000
624	Total Maximum Daily Load Facility Planning	WW	-	-	250,000 s	-	250,000
Equipment							
626	Additional Vehicle for Station # 6	FD	-	672,796	-	-	672,796
627	Enterprise Resource Planning (ERP) System	IT	-	237,000	-	-	237,000
628	Information Services Equipment and Infrastructure	IT	-	150,000	- s	175,000	325,000
631	CEA Car Wash Replacement	PW	-	425,000	-	-	425,000
632	Survey Instrument Replacement	PW	-	45,000	-	-	45,000
640	Water Tower Improvements	WF	-	-	320,000 w	-	320,000
Quality of Life							
648	AMP Master Plan Renovations	PRFM	-	125,000	-	-	125,000
649	AMP Athletic Fields	PRFM	-	100,000	-	-	100,000
650	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
651	Park Aquatics	PRFM	-	440,000	-	-	440,000
652	Park Development	PRFM	-	905,000	-	-	905,000
653	Pavilion/Restroom Improvements	PRFM	-	30,000	-	-	30,000
654	Playground Areas	PRFM	-	80,000	-	-	80,000
656	Reid Golf Course	PRFM	-	-	- o	55,000	55,000
658	Southeast Community Park	PRFM	-	250,000	-	-	250,000
659	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
660	Tennis Courts	PRFM	-	25,000	-	-	25,000
662	Trails and Trail Connections	PRFM	-	2,295,000	-	-	2,295,000
			\$ 7,875,230	\$ 16,998,114	\$ 6,900,000	\$ 8,135,256	\$ 39,908,600

Other Supplemental Information:

Sewer User Fees (s):	* \$ 3,170,747
Water User Fees (w):	2,562,482
Stormwater User Fees (st):	1,263,326
Subdivision (sd):	914,228
Other (o):	224,473
	\$ 8,135,256

CITY OF APPLETON 2019 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2019 - 2023
PROJECT CATEGORY LIST FOR 2022

Page	Project	Dept. Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
566	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
567	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	3,262,149	3,262,149
568	Bridge Improvements	PW	-	1,048,801	-	-	1,048,801
569	Pedestrian Crosswalk Safety Enhancements	PW	-	56,774	-	-	56,774
570	Street Lighting Energy Efficiency Improvements	PW	-	126,883	-	-	126,883
572	Traffic Camera Program	PW	-	24,428	-	-	24,428
574	Asphalt Paving Program	PW	2,259,370	-	-	-	2,259,370
578	Concrete Paving Program	PW	5,882,001	-	- sd	317,752	6,199,753
584	Grade and Gravel Program	PW	386,026	-	-	-	386,026
586	Sidewalk Program	PW	1,598,622	-	- sd	49,304	1,647,926
588	Stormwater Program	SW	-	-	3,500,000 st	1,769,463	5,269,463
594	Watermain Program	WD	-	160,060	3,100,000 w	692,622	3,952,682
600	Sanitary Sewer Program	WW	-	-	1,500,000 s	983,557	2,483,557
Facilities							
608	Building Envelope	PRFM	-	50,000	-	-	50,000
609	Electrical Upgrades	PRFM	-	60,000	- o	405,000	465,000
610	Energy Efficiency Upgrades	PRFM	-	85,000	- s	25,000	110,000
611	Facility Renovations	PRFM	-	400,000	- o	3,750,000	4,150,000
612	Grounds Improvements	PRFM	-	250,000	-	-	250,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	-	450,000	- o	250,000	700,000
614	HVAC Upgrades	PRFM	-	85,000	- s	350,000	435,000
615	Interior Finishes and Furniture	PRFM	-	250,000	- s	100,000	350,000
616	Lighting Upgrades	PRFM	-	250,000	- w	75,000	325,000
618	Plumbing Upgrades	PRFM	-	250,000	-	-	250,000
619	Roof Replacement	PRFM	-	100,000	- s	200,000	300,000
620	Safety and Security Improvements	PRFM	-	205,000	-	-	205,000
Equipment							
635	Street Sweeper Replacement	STR	-	-	- st	70,000	70,000
641	Water Treatment Instrument Improvements	WF	-	-	- w	100,000	100,000
642	Belt Filter Press Upgrades	WW	-	-	2,000,000 s	-	2,000,000
647	Receiving Station Improvements	WW	-	-	- s	200,000	200,000
Quality of Life							
648	AMP Master Plan Renovations	PRFM	-	1,140,000	-	-	1,140,000
649	AMP Athletic Fields	PRFM	-	2,350,000	-	-	2,350,000
650	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
651	Park Aquatics	PRFM	-	560,000	-	-	560,000
652	Park Development	PRFM	-	400,000	-	-	400,000
653	Pavilion/Restroom Improvements	PRFM	-	530,000	-	-	530,000
654	Playground Areas	PRFM	-	45,000	-	-	45,000
655	Reid Golf Course	PRFM	-	-	- o	30,000	30,000
657	Southeast Community Park	PRFM	-	750,000	-	-	750,000
658	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
660	Tennis Courts	PRFM	-	550,000	-	-	550,000
661	Trails and Trail Connections	PRFM	-	2,200,000	-	-	2,200,000
			\$10,126,019	\$ 12,706,946	\$ 10,100,000	\$ 12,629,847	\$ 45,562,812

Other Supplemental Information:

Sewer User Fees (s):	* \$ 2,533,557
Water User Fees (w):	1,097,622
Stormwater User Fees (st):	1,839,463
Subdivision (sd):	367,056
Other (o):	6,792,149
	<u>\$ 12,629,847</u>

CITY OF APPLETON 2019 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2019 - 2023
PROJECT CATEGORY LIST FOR 2023

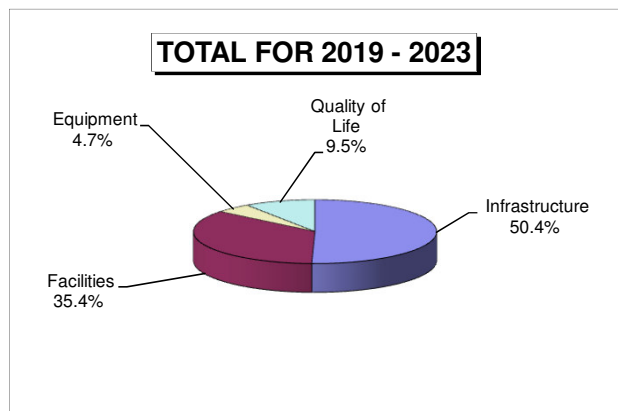
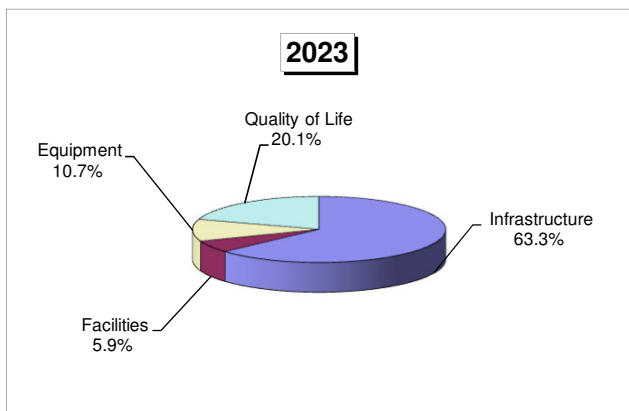
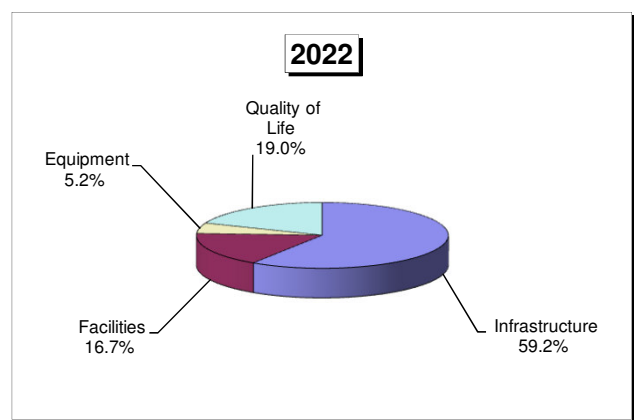
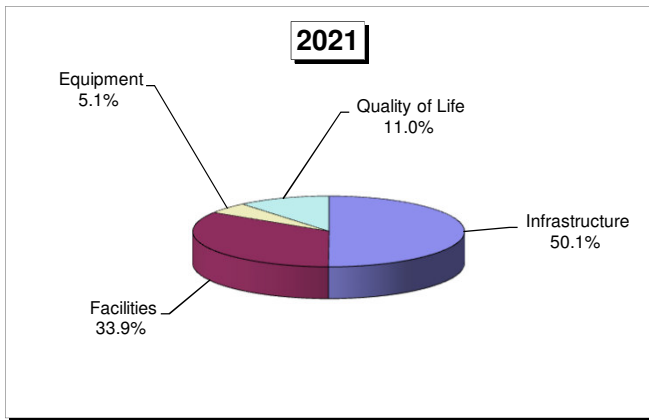
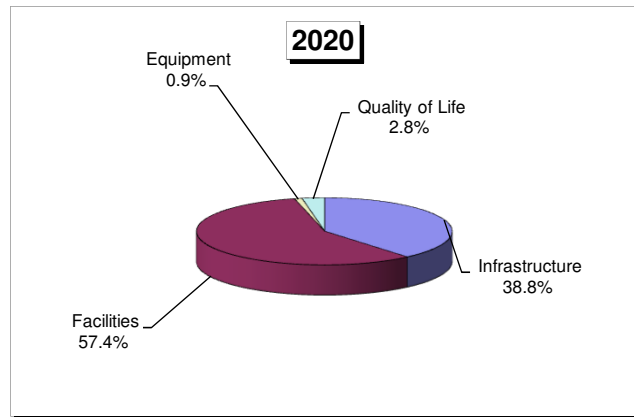
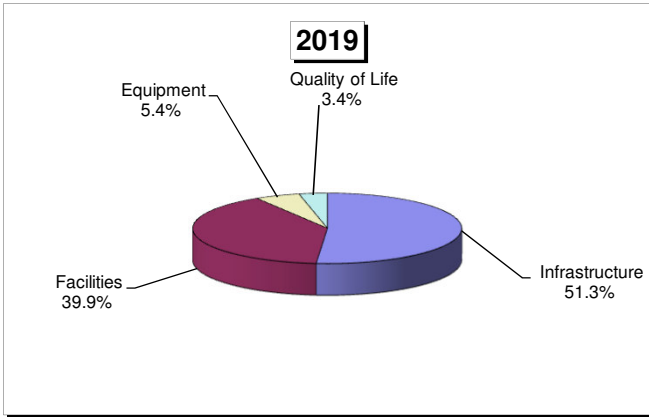
Page	Project	Dept. Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
566	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
567	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	2,255,219	2,255,219
568	Bridge Improvements	PW	-	234,723	-	-	234,723
569	Street Lighting Energy Efficiency Improvements	PW	-	126,883	-	-	126,883
574	Asphalt Paving Program	PW	2,065,247	-	-	-	2,065,247
578	Concrete Paving Program	PW	5,006,841	-	- sd	5,000	5,011,841
586	Sidewalk Program	PW	1,218,170	-	- sd	10,000	1,228,170
588	Stormwater Program	SW	-	-	4,800,000 st	2,157,621	6,957,621
594	Watermain Program	WD	-	363,900	- w	3,961,867	4,325,767
600	Sanitary Sewer Program	WW	-	-	250,000 s	3,251,345	3,501,345
Facilities							
608	Building Envelope	PRFM	-	75,000	-	-	75,000
609	Electrical Upgrades	PRFM	-	250,000	200,000 s	-	450,000
611	Facility Renovations	PRFM	-	90,000	-	-	90,000
612	Grounds Improvements	PRFM	-	50,000	-	-	50,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	-	600,000	150,000 s	-	750,000
614	HVAC Upgrades	PRFM	-	60,000	- o	325,000	385,000
615	Interior Finishes and Furniture	PRFM	-	25,000	- s	100,000	125,000
616	Lighting Upgrades	PRFM	-	250,000	- s	75,000	325,000
618	Plumbing Upgrades	PRFM	-	25,000	-	-	25,000
619	Roof Replacement	PRFM	-	100,000	-	-	100,000
620	Safety and Security Improvements	PRFM	-	55,000	-	-	55,000
Equipment							
642	Belt Filter Press Upgrades	WW	-	-	2,000,000 s	-	2,000,000
644	Lift Station Improvements	WW	-	-	400,000 s	-	400,000
647	Receiving Station Improvements	WW	-	-	2,000,000 s	-	2,000,000
Quality of Life							
648	AMP Master Plan Renovations	PRFM	-	350,000	-	-	350,000
649	AMP Athletic Fields	PRFM	-	235,000	-	-	235,000
650	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
651	Park Aquatics	PRFM	-	2,000,000	-	-	2,000,000
652	Park Development	PRFM	-	1,000,000	-	-	1,000,000
653	Pavilion/Restroom Improvements	PRFM	-	500,000	-	-	500,000
654	Playground Areas	PRFM	-	300,000	-	-	300,000
655	Reid Golf Course	PRFM	-	-	- o	55,000	55,000
657	Southeast Community Park	PRFM	-	2,500,000	-	-	2,500,000
658	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
660	Tennis Courts	PRFM	-	150,000	-	-	150,000
661	Trails and Trail Connections	PRFM	-	1,075,000	-	-	1,075,000
			\$ 8,290,258	\$ 10,745,506	\$ 9,800,000	\$ 12,196,052	\$ 41,031,816

Other Supplemental Information:

Sewer User Fees (s):	* \$ 3,901,345
Water User Fees (w):	4,061,867
Stormwater User Fees (st):	2,157,621
Subdivision (sd):	15,000
Other (o):	2,060,219
	\$ 12,196,052

* Sewer user fees include no use of the DNR Replacement Fund.

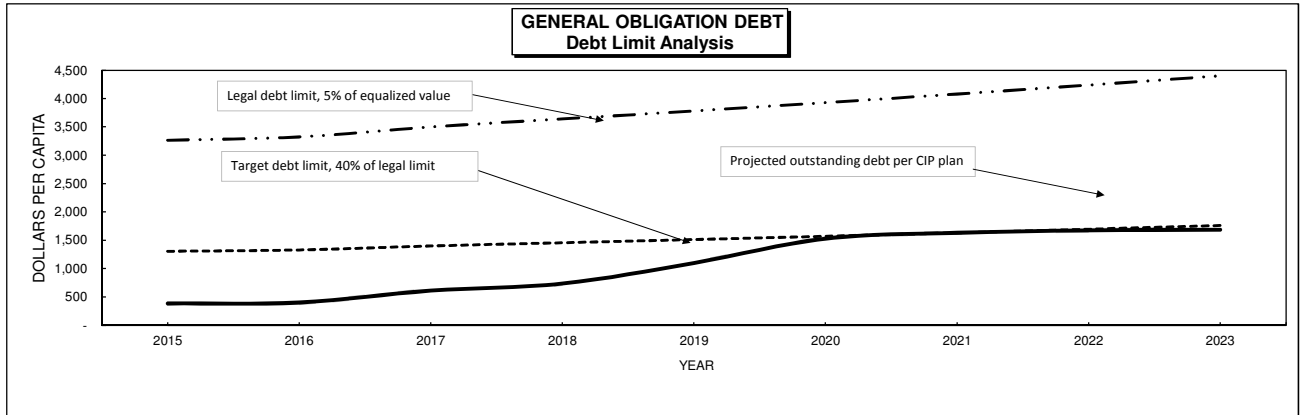
**CITY OF APPLETON 2019 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2019 - 2023
CAPITAL PROJECTS BY CATEGORY**



CITY OF APPLETON 2019 BUDGET

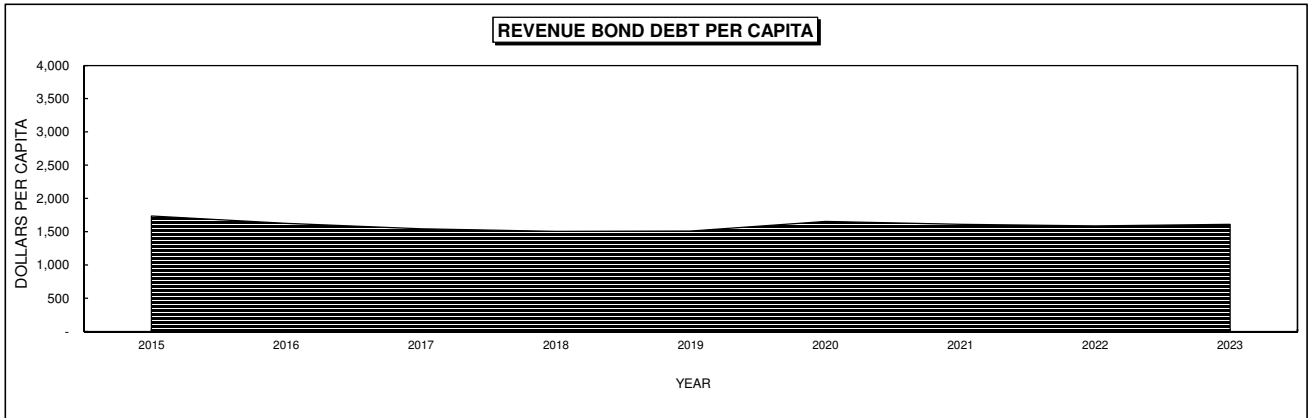
Outstanding Debt

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Equalized Value	4,816,754,800	4,938,725,300	5,222,923,900	5,443,435,200	5,679,506,600	5,925,816,000	6,182,807,300	6,450,943,900	6,730,709,000
Legal G.O. Debt Limit	240,837,740	246,936,265	261,146,195	272,171,760	283,975,330	296,290,800	309,140,365	322,547,195	336,535,450
Outstanding G.O. Debt *	28,406,827	29,839,327	45,630,581	55,053,812	82,623,458	115,380,729	123,656,499	127,393,570	129,019,388
Population	73,737	74,286	74,598	74,734	75,071	75,409	75,749	76,090	76,433
G.O. Debt per Capita									
Legal Limit	3,266	3,324	3,501	3,642	3,783	3,929	4,081	4,239	4,403
Policy Limit	1,306	1,330	1,400	1,457	1,513	1,572	1,632	1,696	1,761
Actual	385	402	612	737	1,101	1,530	1,632	1,674	1,688
Revenue Bonds									
Outstanding Bonds	127,940,000	120,540,000	115,160,000	112,480,000	113,385,000	124,695,000	122,100,000	120,720,000	122,970,000
Revenue Bonds per Capita	1,735	1,623	1,544	1,505	1,510	1,654	1,612	1,587	1,609

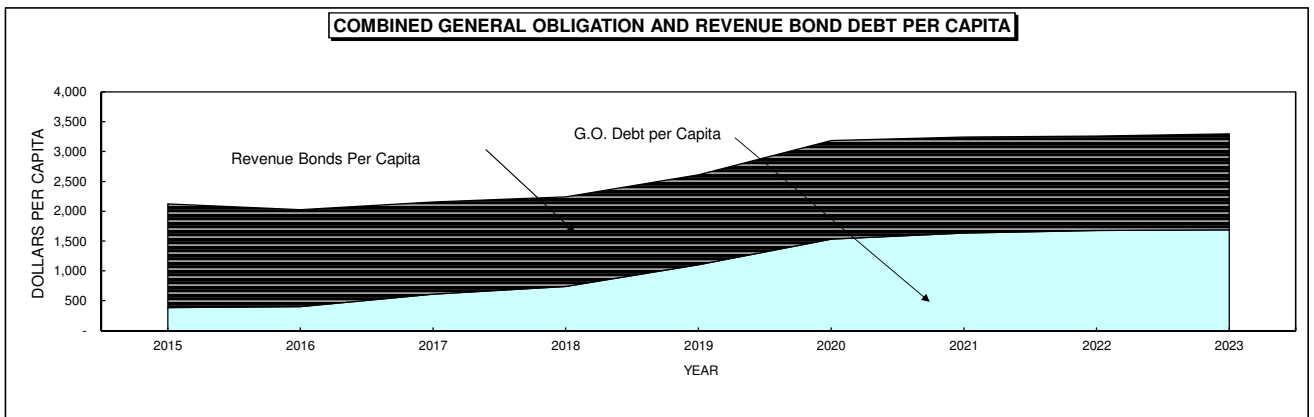


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2019 - 2023 include estimates for population and equalized valuation figures based on the actual increase experienced from 2015 - 2018.

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 2019 - 2023 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2019 - 2023 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2019 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2019-2023**

PROJECT CATEGORY LIST

Page	Project	Dept. Code	2019	2020	2021	2022	2023
Infrastructure							
566	Miscellaneous Site Acquisition	CD	250,000	250,000	250,000	250,000	250,000
567	TIF District # 6 - Southpoint Commerce Park	CD	103,323	138,672	69,473	3,262,149	2,255,219
568	Bridge Improvements	PW	5,023,273	763,116	179,260	1,048,801	234,723
569	Pedestrian Crosswalk Safety Enhancements	PW	162,132	126,256	81,256	56,774	-
570	Street Lighting Energy Efficiency Improvements	PW	126,883	126,883	126,883	126,883	126,883
571	Street Light Infill Projects	PW	41,331	77,331	23,331	-	-
572	Traffic Camera Program	PW	54,428	54,428	34,428	24,428	-
574	Asphalt Paving Program	PW	2,811,058	2,684,906	2,556,151	2,259,370	2,065,247
578	Concrete Paving Program	PW	5,021,008	4,293,977	4,977,247	6,199,753	5,011,841
584	Grade and Gravel Program	PW	-	689,790	187,693	386,026	-
586	Sidewalk Program	PW	1,579,014	1,219,709	1,271,527	1,647,926	1,228,170
588	Stormwater Program	SW	6,579,005	4,470,303	3,463,326	5,269,463	6,957,621
594	Watermain Program	WD	4,030,352	4,656,182	2,717,482	3,952,682	4,325,767
600	Sanitary Sewer Program	WW	4,474,207	5,353,880	4,045,747	2,483,557	3,501,345
606	Second Raw Water Line	WF	1,400,000	7,585,000	-	-	-
Facilities							
607	Downtown Development	PRFM/PW	7,900,000	20,000,000	5,000,000	-	-
608	Building Envelope	PRFM	-	170,000	80,000	50,000	75,000
609	Electrical Upgrades	PRFM	1,910,000	2,175,000	1,825,000	465,000	450,000
610	Energy Efficiency Updates	PRFM	-	150,000	335,000	110,000	-
611	Facility Renovations	PRFM	370,000	125,000	235,000	4,150,000	90,000
612	Grounds Improvements	PRFM	75,000	475,000	150,000	250,000	50,000
613	Hardscape Infrastructure Improvements/Replace.	PRFM	695,000	970,000	775,000	700,000	750,000
614	HVAC Upgrades	PRFM	605,000	810,000	900,000	435,000	385,000
615	Interior Finishes and Furniture	PRFM	575,000	510,000	435,000	350,000	125,000
616	Lighting Upgrades	PRFM	350,000	250,000	250,000	325,000	325,000
617	MSB Heated Storage Facility	PRFM	25,000	60,000	-	-	-
618	Plumbing Upgrades	PRFM	250,000	25,000	50,000	250,000	25,000
619	Roof Replacement	PRFM	225,000	325,000	75,000	300,000	100,000
620	Safety and Security Improvements	PRFM	115,000	230,000	155,000	205,000	55,000
621	USV Parking Ramp - TIF 11	PRFM	10,000,000	12,000,000	3,000,000	-	-
622	Parking Utility Maintenance and Equipment	PAR	746,000	778,000	-	-	-
623	Water Treatment Chemical Storage	WF	-	475,000	-	-	-
624	Total Max. Daily Load Facility Planning	WW	-	-	250,000	-	-
625	Wastewater Sludge Storage Options	WW	750,000	8,500,000	-	-	-

**CITY OF APPLETON 2019 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2019-2023**

PROJECT CATEGORY LIST

Page	Project	Dept. Code	2019	2020	2021	2022	2023
Equipment							
626	Additional Vehicle for Station # 6	FD	-	-	672,796	-	-
627	Enterprise Resource Planning (ERP) System	IT	243,000	471,000	237,000	-	-
628	Information Technology Equipment and Infrastructure	IT	185,000	387,000	325,000	-	-
629	Electronic Poll books	LGL	124,000	-	-	-	-
630	CEA Fuel Site Upgrades	PW	187,000	-	-	-	-
631	CEA Car Wash Replacement	PW	-	20,000	425,000	-	-
632	Survey Instrument Replacement	PW	-	-	45,000	-	-
633	Mackville Landfill Monitoring Equipment	SAN	60,000	-	-	-	-
634	One Ton Dump Truck	STR	60,000	-	-	-	-
635	Street Sweeper Replacement	STR	-	-	-	70,000	-
636	ADA Intelligent Transportation System Upgrade	VT	250,000	-	-	-	-
637	Support Vehicle	VT	50,000	-	-	-	-
638	Bus Shelter Replacement	VT	20,000	-	-	-	-
639	Transit Center Furniture Replacement	VT	25,000	-	-	-	-
640	Water Tower Improvements	WF	-	-	320,000	-	-
641	Water Treatment Instrument Improvements	WF	-	-	-	100,000	-
642	Belt Filter Press Upgrades	WW	-	-	-	2,000,000	2,000,000
643	Compressor Replacement	WW	130,000	-	-	-	-
644	Lift Station Improvements	WW	200,000	-	-	-	400,000
645	Piping Projects	WW	1,141,000	-	-	-	-
646	RAS Pump Replacements	WW	560,000	-	-	-	-
647	Receiving Station Improvements	WW	-	-	-	200,000	2,000,000
Quality of Life							
648	AMP Master Plan Renovations	PRFM	-	-	125,000	1,140,000	350,000
649	AMP Athletic Fields	PRFM	-	150,000	100,000	2,350,000	235,000
650	Park ADA Improvements	PRFM	50,000	50,000	50,000	50,000	50,000
651	Park Aquatics	PRFM	-	70,000	440,000	560,000	2,000,000
652	Park Development	PRFM	-	30,000	905,000	400,000	1,000,000
653	Pavilion/Restroom Improvements	PRFM	-	-	30,000	530,000	500,000
654	Playground Areas	PRFM	325,000	500,000	80,000	45,000	300,000
655	Reid Golf Course	PRFM	25,000	145,000	55,000	30,000	55,000
656	Scheig Center	PRFM	175,000	-	-	-	-
657	Southeast Community Park	PRFM	500,000	75,000	250,000	750,000	2,500,000
658	Statue and Monument Restoration	PRFM	15,000	30,000	30,000	30,000	30,000
659	Telulah Park Improvements	PRFM	55,000	-	-	-	-
660	Tennis Courts	PRFM	275,000	-	25,000	550,000	150,000
661	Trails & Trail Connections	PRFM	675,000	1,325,000	2,295,000	2,200,000	1,075,000
			\$61,577,014	\$83,771,433	\$39,908,600	\$45,562,812	\$41,031,816

CITY OF APPLETON 2019 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 continue 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	2019	2020	2021	2022	2023	Total
Community Development						
Legal, planning, consulting, site acquisition	250,000	-	-	-	250,000	\$ 500,000
Demolition, site prep, infrastructure	-	250,000	250,000	250,000	-	\$ 750,000
Total - Community Development Capital Projects Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	250,000	-	-	-	250,000	\$ 500,000
Construction	-	250,000	250,000	250,000	-	\$ 750,000
Other	-	-	-	-	-	\$ -
Total	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Southpoint Commerce Park

PROJECT DESCRIPTION

Justification:

This project comprises infrastructure development for the Southpoint Commerce Park in the southeast growth area of the City. The 359-acre site will be developed in several phases over the next several decades.

The first half of the Park was 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 2019 budget provides funding for administration and management of Southpoint. Much of the development of Southpoint Commerce Park was paid for by TIF #6, which closed for capital investments February 14, 2018.

Funding in 2019 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 to fund these costs.

Other administration costs include real estate commissions paid on land sales, due diligence expenses for land sales and park administration.

Discussion of operating cost impact:

No major impacts.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
Comm Dev	Administration	53,125	53,125	53,125	53,125	53,125	\$ 265,625
Comm Dev	Non-City						
	Improvements	-	17,158	-	30,000	23,794	\$ 70,952
Comm Dev	Sanitary Area						
	Assessment	50,198	68,389	16,348	-	-	\$ 134,935
Public Works	Infrastructure	-	-	-	3,179,024	2,178,300	\$ 5,357,324
Total - Industrial Park Land Fund		\$ 103,323	\$ 138,672	\$ 69,473	\$ 3,262,149	\$ 2,255,219	\$ 5,828,836

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	17,158	-	3,209,024	2,202,094	\$ 5,428,276
Other	103,323	121,514	69,473	53,125	53,125	\$ 400,560
Total	\$ 103,323	\$ 138,672	\$ 69,473	\$ 3,262,149	\$ 2,255,219	\$ 5,828,836
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Oneida Street over Jones Park

The northbound structure will be removed and a new structure will be built with a new alignment that will meet the requirements of the Downtown Appleton Mobility Plan. This new alignment will turn Appleton Street into a two-way street north of Lawrence Street. The schedule for the structure replacement will take place in 2019. In addition to the bridge, this budget includes retaining walls under the bridge and a temporary retaining wall between the bluff site and Rocky Bleier Run. Also included is a new stair structure at the northwest corner of the southbound Oneida Street Bridge, Jones Park parking lot under the bridge and pedestrian connections.

Roemer Road over Drainage Ditch

This structure was rehabilitated in 2010 to address immediate structural deficiencies. Based on the 2016 consultant bridge inspection and recommendation, this bridge should be scheduled for replacement in 2020. The schedule for the structure currently has the design in 2018/19 and construction in 2020. This replacement will not receive State financial support because it is under 20 feet in length.

South Island Street over the Power Canal*

The existing structure has deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. Future funds are included for design in 2020/21 and construction in 2022. We anticipate applying for design and construction funds for South Island Street in 2019 and anticipate an 80% cost share from the State if this project is selected. The State will hold the contracts on these projects.

Olde Oneida Street over S. Power Canal*

Based on the 2018 consultant bridge inspection and recommendation, this bridge is a candidate for a superstructure replacement. Future funds are included for design in 2021 and construction in 2023. We anticipate applying for design and construction funds in 2019 and anticipate an 80% cost share from the State if the project is selected. The State will hold the contracts on these projects.

Memorial Drive over Fox River*

The 2022 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 recent consultant bridge inspections and recommendations, 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 2025 and 2027 respectively. We anticipate applying for design and construction funds in 2023 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	2019	2020	2021	2022	2023	Total
Public Works						
Oneida St. over Jones Park	5,003,273	-	-	-	-	\$ 5,003,273
Roemer Rd. over drainage ditch	20,000	623,116	-	-	-	\$ 643,116
S. Island St. over power canal	-	140,000	151,210	1,005,801	-	\$ 1,297,011
Olde Oneida St. over S. canal	-	-	28,050	20,000	234,723	\$ 282,773
Memorial Dr. over Fox River	-	-	-	23,000	-	\$ 23,000
Total - Public Works Capital Projects Fund	\$ 5,023,273	\$ 763,116	\$ 179,260	\$ 1,048,801	\$ 234,723	\$ 7,249,173

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	160,000	50,200	-	103,500	-	\$ 313,700
Construction	4,780,000	639,800	128,050	864,500	184,800	\$ 6,597,150
Other	83,273	73,116	51,210	80,801	49,923	\$ 338,323
Total	\$ 5,023,273	\$ 763,116	\$ 179,260	\$ 1,048,801	\$ 234,723	\$ 7,249,173
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Pedestrian Crosswalk and School Zone Safety Enhancements

PROJECT DESCRIPTION

Justification:

In early 2017, the Common Council adopted the *Crosswalk Marking/Enhancement Policy for Uncontrolled Crossings at Intersections*. This policy was developed as a tool to identify potentially hazardous pedestrian crossing locations and guide/prioritize improvements. The recommended improvements identified below are intended to: 1) provide enhanced pedestrian crossings at reasonable intervals across arterial streets and, in doing so, provide important connections between neighborhoods and other destinations, and 2) provide enhanced conspicuity for school zones that fall on certain higher-volume roadways. The recommended improvements at each particular location vary based on factors such as traffic volume, traffic speed, lane configurations, the ability to install a raised median, and the whether the necessary right-of-way is available.

2019 - College Av/Schaefer St: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$25,000)

2019 - College Av/Matthias St: Add push-button RRFB to existing school crossing (\$25,000)

2019 - Richmond St/Winnebago St: Raised median/push-button RRFB/ continental crosswalks/street light upgrade (\$40,000)

2019 - Evergreen Dr/Meade St: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$25,000)

2019 - On Mason St at Glendale Av: Add 2 school zone flashers (time of day) and push-button RRFB (\$20,000)

2019 - Various Locations: Pavement marking/other misc. enhancements (\$15,000)

2020 - Richmond St/Parkway Blvd: Raised median/push-button RRFB/ continental crosswalks/street light upgrade (\$40,000)

2020 - Calumet St/Kernan Av: Raised median/push-button RRFB/ continental crosswalks/street light upgrade (\$25,000)

2020 - Wisconsin Av/Owaissa St: Raised median/push-button RRFB/cont. crosswalks/extend sidewalk to south (\$25,000)

2020 - On Taft Av at McKinley ES: Add 2 school zone flashers (time of day) (\$10,000)

2020 - On Capitol Dr at Ferber ES & Classical Charter: Add 4 school zone flashers (time of day) (\$20,000)

2021 - Meade St/Grant St: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$25,000)

2021 - Wisconsin Av/Story St: Raised median/push-button RRFB/ continental crosswalks/street light upgrade (\$50,000)

Discussion of operating cost impact:

The equipment that is proposed will need to be maintained and eventually need to be replaced. On average, we project pavement markings will need to be replaced every 10 years at a cost of \$3,500/location. Electrical equipment would require full replacement at ~20 years. Additionally, in some cases, we will incur new ongoing electrical costs (~\$120/location/year) or costs to maintain solar equipment (~\$100/location/year).

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Public Works Pedestrian Crossing Enhancements	162,132	126,256	81,256	56,774	-	\$ 426,417
Total - Public Works Cap Projects Fund	\$ 162,132	\$ 126,256	\$ 81,256	\$ 56,774	\$ -	\$ 426,417

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2019	2020	2021	2022	2023	
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	160,000	120,000	75,000	50,000	-	405,000
Other	2,132	6,256	6,256	6,774	-	21,417
Total	\$ 162,132	\$ 126,256	\$ 81,256	\$ 56,774	\$ -	\$ 426,417
Operating Cost Impact	\$ 120	\$ 480	\$ 840	\$ 1,080	\$ 1,080	\$ 3,600

CITY OF APPLETON 2019 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 in most cases, 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 2019-2023 at a rate of approximately 300-400 fixtures per year. We may also 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: Ultimately, it is the goal of this project to retrofit or replace all city-owned and city-leased fixtures throughout the city (a total of ~8750 fixtures). Based on the current funding of ~\$125k /year, we would anticipate completing the project in approximately 2036.

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		2019	2020	2021	2022	2023	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					
	2019	2020	2021	2022	2023	Total
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	\$ (38,750)	\$ (58,125)	\$ (77,500)	\$ (96,875)	\$ (96,875)	\$ (368,125)

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Street Light Infill Projects

PROJECT DESCRIPTION

Justification:

While the City's Street Lighting Policy requires that all urbanized city streets be lit, the streets identified below are either completely or partially unlit for unknown reasons, which presents concerns for public safety and is inconsistent with our normal standards. This request would provide funding to install street lights on the identified streets in various locations throughout the city. For the sake of consistency and cost effectiveness, the proposed lights would be installed by and leased from WE Energies.

- 2019: Richmond St from I-41 to Evergreen Dr (~12 lights, \$40,000, overhead)
- 2020: Winslow Av from Conkey St to Zuehlke Dr (~5 lights, \$20,000, underground)
- 2020: Progress Dr from Winslow Dr to Capitol Dr (~4 lights, \$16,000, underground)
- 2020: Roemer Rd from Glendale Av to Winslow Av (~7 lights, \$28,000, underground)
- 2020: Capitol Dr from Marshall Rd to Conkey St (~3 lights, \$12,000, underground)
- 2021: Astor Ln and Tuckaway Ln (~6 lights, \$22,000, underground)

Discussion of operating cost impact:

The cost to lease these lights from WE Energies would be approximately \$180/light/year.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Public Works Additional Street Lights	41,331	77,331	23,331	-	-	\$ 141,994
Total - Public Works Cap Projects Fund	\$ 41,331	\$ 77,331	\$ 23,331	\$ -	\$ -	\$ 141,994

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2019	2020	2021	2022	2023	
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	40,000	76,000	22,000	-	-	138,000
Other	1,331	1,331	1,331	-	-	3,994
Total	\$ 41,331	\$ 77,331	\$ 23,331	\$ -	\$ -	\$ 141,994
Operating Cost Impact	\$ 2,160	\$ 3,420	\$ 1,080	\$ -	\$ -	\$ 6,660

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Public Safety Camera Program

PROJECT DESCRIPTION

Justification:

The public safety camera program, which began in 2006, has proven to be an invaluable tool for City staff in numerous departments. This system is used extensively to monitor and analyze daily traffic, monitor and react in real time to work zone traffic issues, monitor and react in real time to traffic incidents, reconstruct traffic crashes, monitor winter road conditions, effectively deal with public safety issues, along with many other daily uses. It has become an irreplaceable asset that 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, as well as at freeway interchanges and overpasses and are configured to capture wide-angle video under normal circumstances. The proposed 'arterial cameras' would be mounted lower and configured to cover a smaller field of field in order to capture additional traffic detail.

While this project was originally planned to be completed in 2018 or 2019, additional locations are being proposed in an effort to add additional coverage areas on freeways and arterials.

- 2019: College Av / STH 441 interchange: \$20,000
- 2019: Telulah Av overpass over STH 441: \$20,000
- 2019: 2 arterial camera locations: \$10,000
- 2020: Northland Av / STH 441 interchange \$20,000
- 2020: Newberry St overpass over STH 441: \$20,000
- 2020: 2 arterial camera locations: \$10,000
- 2021: Memorial Dr / STH 441 Interchange \$20,000
- 2021: 2 arterial camera locations: \$10,000
- 2022: 4 arterial camera locations: \$20,000

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 \$2,200 per location. The system also requires day-to-day maintenance and troubleshooting, which is provided by DPW Traffic staff.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Public Works						
Traffic Camera Program	54,428	54,428	34,428	24,428	-	\$ 167,712
Total - Public Works Capital Projects Fund	\$ 54,428	\$ 54,428	\$ 34,428	\$ 24,428	\$ -	\$ 167,712

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	50,000	50,000	30,000	20,000	-	150,000
Other	4,428	4,428	4,428	4,428	-	17,712
Total	\$ 54,428	\$ 54,428	\$ 34,428	\$ 24,428	\$ -	\$ 167,712
Operating Cost Impact	\$ 1,000	\$ 2,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ 14,000

CITY OF APPLETON 2019 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	2019	2020	2021	2022	2023	Total
Public Works - Reconstruction General Fund	1,222,617	2,684,906	2,352,991	2,259,370	2,065,247	\$ 10,585,131
Public Works - Construction DPW Capital Projects Fund	1,430,941	-	-	-	-	\$ 1,430,941
TIF # 10	-	-	203,160	-	-	\$ 203,160
Public Works - Construction	157,500	-	-	-	-	\$ 157,500
Public Works - Developer Escrow Subdivision Fund	-	-	-	-	-	\$ -
	157,500	-	-	-	-	\$ 157,500
Total - Asphalt - City	\$ 2,811,058	\$ 2,684,906	\$ 2,556,151	\$ 2,259,370	\$ 2,065,247	\$ 12,376,732
Total - Asphalt Paving Program	\$ 2,811,058	\$ 2,684,906	\$ 2,556,151	\$ 2,259,370	\$ 2,065,247	\$ 12,376,732

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	157,500	-	-	-	-	\$ 157,500
Construction	2,287,874	2,449,906	2,316,151	2,019,370	1,825,247	\$ 10,898,548
Other	365,684	235,000	240,000	240,000	240,000	\$ 1,320,684
Total	\$ 2,811,058	\$ 2,684,906	\$ 2,556,151	\$ 2,259,370	\$ 2,065,247	\$ 12,376,732
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2019	Street	From	To	General Fund Asphalt	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool				221,298	139,386	-	360,684
CEA Vehicles				45,142	25,272	-	70,414
Consultant				5,000			5,000
Land Acquisitions	2nd access North Edgewood Estates					157,500	157,500
	Subtotal					157,500	157,500
Following Grade and Gravel	North Edgewood Estates				183,334		183,334
	Apple Tree Development				265,500		265,500
	Subtotal			-	448,834		448,834
Overlay	Capitol Dr	Ballard Rd (500' e/o)	Marshall Rd	133,250			133,250
	Capitol Dr	Durkee St	Lawe St	103,251			103,251
	McDonald St	Byrd St	Lindbergh St	18,081			18,081
	McDonald St	Pershing St	Service Rd	67,522			67,522
	Subtotal			322,104			322,104
Partial Reconstruction	Brewster St	Douglas St	Gillett St	22,038			22,038
	Carroll St	Jackson St	Lawe St	27,921			27,921
	French Rd	41 bridge	south city limits	58,410			58,410
	French Rd	41 bridge	Evergreen Dr	55,705			55,705
	Gillett St	Winnegago St	Wisconsin Ave	55,576			55,576
	Jefferson St	Coolidge Ave	Hoover Ave	120,660			120,660
	McDonald St	Glendale Ave	Byrd St	40,233			40,233
	McDonald St	Lindbergh St	Pershing St	10,479			10,479
	McDonald St	Randall St	Woodland Ave	31,043			31,043
	McDonald St	Woodland Ave	Glendale Ave	63,752			63,752
	Wilson Ave	Oneida St	Carpenter St	143,256			143,256
	Subtotal			629,073		-	629,073
Total Reconstruction	Center St	North St	Atlantic St	-	146,234		146,234
	Durkee St	Atlantic St	Summer St	-	273,988		273,988
	Hall St	Woodland Ave	Grant St	-	89,622		89,622
	Roosevelt St	Morrison St	Durkee St	-	93,049		93,049
	Summit St	Spencer St	College Ave	-	214,556	-	214,556
	Subtotal			-	817,449	-	817,449
Total Asphalt Pavement				\$ 1,222,617	\$ 1,430,941	\$ 157,500	\$ 2,811,058

2020	Street	From	To	General Fund Asphalt	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool				235,000			235,000
CEA Vehicles				75,220	-	-	75,220
Consultant				5,000			5,000
Following Grade and Gravel							-
	Subtotal			-	-	-	
Overlay							-
	Subtotal			-	-	-	
Partial Reconstruction	Candee St	College Ave	cds	19,244			19,244
	Coop Rd	Midway Rd	Lorna Lane	207,009			207,009
	Outagamie St	Taylor St	Glendale Ave	16,295			16,295
	State St	Prospect Ave	Sixth St	50,654			50,654
	Taylor St	Nicholas St	Gillett St	8,319			8,319
	Subtotal			301,521	-	-	301,521
Total Reconstruction	Carpenter St	Fremont St	Calumet St	379,835			379,835
	Erb St	Michigan St	Michigan St, 130'	24,781			24,781
	Harriet St	Walter Ave	Telulah Ave	88,870			88,870
	Henry St	Werner St	Telulah Ave	75,544			75,544
	Morrison St	Hancock St	Wisconsin Ave	275,783			275,783
	Opechee St	Leminwah St	w/o	21,678			21,678
	Opechee St	Leminwah St	Owaissa St	78,450			78,450
	Opechee St	Pacific St	Pacific St, w/o	28,432			28,432
	Owaissa St	Opechee St	Pacific St	95,062			95,062
	Randall St	Oneida St	Meade St	472,848			472,848
	Warner St	College Ave	Henry St	55,647			55,647
	Winnebago St	Division St	Drew St	471,235			471,235
	Subtotal			2,068,164	-	-	2,068,164
Total Asphalt Pavement				\$ 2,684,906	\$ -	\$ -	\$ 2,684,906

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2021	Street	From	To	General Fund Asphalt	TIF # 10	Total Cost
Labor Pool				235,000		235,000
CEA				69,822	27,312	97,134
Consultant				5,000		5,000
Following Grade and Gravel						
	Subtotal			-		
Overlay						
	Subtotal			-		
Partial Reconstruction						
	College Avenue:					
	Frontage Rd	Lilas Dr	Lynndale Dr		60,200	60,200
	Frontage Rd	Lynndale Dr	Perkins St		63,170	63,170
	Frontage Rd	Perkins St	Woods Edge Dr (e/o)		52,478	52,478
	Subtotal			-	175,848	175,848
Total Reconstruction						
	Douglas St	Reid Dr	Prospect Ave	151,288		151,288
	Harris St	Badger Ave	Richmond St	441,086		441,086
	Jackson St	Calumet St	Fremont St	392,317		392,317
	Madison St	Calumet St	Taft Ave	282,122		282,122
	Minor St	Meade St	Rankin St	103,800		103,800
	Summer St	Gillett St	Story St	429,523		429,523
	Summer St	Story St	Richmond St	243,033		243,033
	Subtotal			2,043,169		2,043,169
Total Asphalt Pavement				\$ 2,352,991	\$ 203,160	\$ 2,556,151

2022	Street	From	To	General Fund Asphalt	TIF # 10	Total Cost
Labor Pool				235,000		235,000
CEA				69,905		69,905
Consultant				5,000		5,000
Following Grade and Gravel						
	Subtotal			-		-
Overlay						
	Subtotal			-		-
Partial Reconstruction						
	Candee St	College Ave	cds	18,125		
	Kamps Ave	Gillett St	Outagamie St	9,926		
	Kamps Ave	Nicholas St	Gillett St	8,661		
	Park Ave	Washington St	Franklin St	12,765		
	Subtotal			49,477		49,477
Total Reconstruction						
	Alvin St	Wisconsin Ave	Marquette St	632,493		632,493
	Douglas St	Badger Ave	Wisconsin Ave	262,147		262,147
	Elsie St	Mason St	Richmond St	501,915		501,915
	Morrison St	Wisconsin Ave	Glendale Ave	503,433		503,433
	Subtotal			1,899,988		1,899,988
Total Asphalt Pavement				\$ 2,259,370	\$ -	\$ 2,259,370

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2023	Street	From	To	General Fund Asphalt
Labor Pool				235,000
CEA				79,379
Consultant				5,000
Following Grade and Gravel				
	Subtotal			-
Overlay				
	Subtotal			-
Partial Reconstruction	Division St	Lindbergh St	Michigan St	18,917
	Gillett St	Marquette St	Lindbergh St	13,672
	Lindbergh St	Erb St	Appleton St	84,537
	Marquette St	Mason St	Richmond St	83,241
	Michigan St	Division St	Appleton St	29,941
	Pershing St	Morrison St	Meade St	71,337
	Subtotal			301,645
Total Reconstruction	Alice St	Drew St	Union St	123,927
	Bartell Dr	Prospect Ave	Pine St	215,649
	Bates St	Dunlap St	Pacific St	48,846
	Dunlap St	Bates St	Pacific St	42,654
	Fourth St	Story St	Memorial Dr	270,993
	Locust St	Washington St	Franklin St	92,966
	Summer St	Richmond St	Oneida St	505,717
	Summit St	Prospect Ave	Fourth St	143,471
	Subtotal			1,444,223
Total Asphalt Pavement				\$ 2,065,247

CITY OF APPLETON 2019 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	2019	2020	2021	2022	2023	Total
Public Works - Reconstruction General Fund	361,907	1,863,749	4,344,886	5,882,001	5,006,841	\$ 17,459,384
Public Works - Construction DPW Capital Projects Fund	3,241,239	1,088,124	-	-	-	\$ 4,329,363
TIF # 11	1,103,494	708,553	-	-	-	\$ 1,812,047
Public Works - Construction	314,368	633,551	632,361	317,752	5,000	\$ 1,903,032
Public Works - Developer Funded Subdivision Fund	774,566	509,863	-	-	-	\$ 1,284,429
	1,088,934	1,143,414	632,361	317,752	5,000	\$ 3,187,461
Total - Concrete - City	\$ 5,021,008	\$ 4,293,977	\$ 4,977,247	\$ 6,199,753	\$ 5,011,841	\$ 25,503,826
Total - Concrete Paving Program	\$ 5,795,574	\$ 4,803,840	\$ 4,977,247	\$ 6,199,753	\$ 5,011,841	\$ 26,788,255

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Design	115,000	155,000	90,000	40,000	15,000	\$ 415,000
Land Acquisition	25,000	65,000	25,000	25,000	75,000	\$ 215,000
Construction	4,402,525	3,865,977	4,654,247	5,926,753	4,713,841	\$ 23,563,343
Other	478,483	208,000	208,000	208,000	208,000	\$ 1,310,483
Total	\$ 5,021,008	\$ 4,293,977	\$ 4,977,247	\$ 6,199,753	\$ 5,011,841	\$ 25,503,826
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2019	Street	From	To	General Fund	DPW Capital Projects	TIF # 11	Subdivision fund	Total Cost	Developer Funded
Labor Pool				73,273	251,229	64,731	48,200	437,433	
CEA				14,100	11,500	4,000	11,450	41,050	
Land								-	
	Misc Land acquisition for street projects			25,000				25,000	
	Subtotal			25,000	-		-	25,000	
Design								-	
	Material Testing			-			5,000	5,000	
	Material Testing			10,000				10,000	
	Calumet St const mngmt			50,000				50,000	
	Misc Consultant design			50,000				50,000	
	Subtotal			110,000	-		5,000	115,000	
New Concrete	(New Subdivisions Escrowed)								
	Canyon Ct	Headwall Circle	cds						75,794
	Canyon Lane	Blackstone Place	Kurey Rd						32,346
	Canyon Lane	Kurey Rd	Headwall Circle						62,526
	Kurey Rd	Broadway Dr	Werner Rd						571,346
	Marble Lane	Graphite Dr	Kurey Rd						32,554
	Subtotal			-	-		-	-	774,566
New Concrete	(New Subdivisions non escrowed)								
	Purdy Pkwy	Applehill Blvd	Tiburon Ln				249,718	249,718	
	Subtotal			-	-		249,718	249,718	
New Concrete	(Not in New Subdivisions)								
	Subtotal			-	-		-	-	
New Concrete	(TIF)								
	Subtotal			-	-		-	-	
Reconstruction									
	Alley n/o Spencer St	Linwood Ave	Victoria St	53,133				53,133	
	Alley n/o Spencer St	Spruce St	Summit St	46,790				46,790	
	Alley s/o Franklin St	Summit St	Story St	39,611				39,611	
	Alvin St	Evergreen Dr	cds		174,432			174,432	
	Calumet St	Kensington Dr	to 441		35,000			35,000	
	Calumet St - patching	Telulah Ave	John St		302,167			302,167	
	Evergreen Dr	Richmond St	Haymeadow Ave		778,435			778,435	
	John St - patch work	Calumet St	Mathias St		62,611			62,611	
	Oneida St Skyline bridge	street lighting			45,000			45,000	
	College Ave crosswalks	Richmond St	Drew St		200,000			200,000	
	Telulah Ave	Calumet St	John St		1,380,865			1,380,865	
	Appleton St	Lawrence St	College Ave			457,707		457,707	
	Lawrence St	Appleton St	Oneida St			207,184		207,184	
	Rocky Bleier Run	Water St	park			369,872		369,872	
	Subtotal			139,534	2,978,510	1,034,763	-	4,152,807	-
Total Concrete Paving				\$ 361,907	\$ 3,241,239	\$ 1,103,494	\$ 314,368	\$ 5,021,008	\$ 774,566

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2020	Street	From	To	General Fund	DPW Capital Projects	TIF # 11	Subdivision Fund	Total Cost	Developer Funded
Labor Pool				200,000				200,000	
CEA				8,000				8,000	
Land	Midway Rd	at Eisenhower Dr	roundabout (land acq)	40,000				40,000	
	Misc Land acquisition for street projects			25,000				25,000	
	Subtotal			65,000	-	-	-	65,000	
Design	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	
	Midway Rd	at Eisenhower Dr	roundabout (design)	50,000				50,000	
	Misc Consultant design			40,000				40,000	
	Subtotal			150,000	-	-	5,000	155,000	
New Concrete	(New Subdivisions Escrowed)								
	Headwall Circle	Canyon Lane	Kurey Rd						266,792
	Werner Rd	Kurey Rd	Kurey Rd (1000' e/o)						243,071
	Subtotal			-	-	-	-	-	509,863
New Concrete	(New Subdivisions non escrowed)								
	Grinnell Ct	Werner Rd	cds				102,315	102,315	
	Mackville Rd	Ballard Rd	Purdy Pkwy				55,390	55,390	
	Purdy Pkwy	Tiburon Ln	Mackville Rd				398,818	398,818	
	Thomas Ct	Purdy Pkwy	cds				72,028	72,028	
	Subtotal			-	-	-	628,551	628,551	
New Concrete	(Not in New Subdivisions)								
	Subtotal			-	-	-	-	-	
New Concrete	(TIF)								
	Subtotal			-	-	-	-	-	
Reconstruction	Carpenter St	Calumet St	Taft Ave	512,593				512,593	
	Prospect Ave (CTH BB)	Seminole Dr	Bartell Dr	668,700				668,700	
	Wisconsin Ave	at Mason	left turn modifications	259,456				259,456	
	Prospect Ave	Bartell Dr	Haskell St	-	1,088,124			1,088,124	
	Lawrence St	Oneida St	Morrison St			204,407		204,407	
	Morrison St	Lawrence St, s/o	College Ave			346,758		346,758	
	Oneida St	Lawrence St	College Ave			157,388		157,388	
	Subtotal			1,440,749	1,088,124	708,553	-	3,237,426	-
Total Concrete Paving				\$ 1,863,749	\$ 1,088,124	\$ 708,553	\$ 633,551	\$ 4,293,977	\$ 509,863

**CITY OF APPLETON 2019 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
	Subtotal			25,000	-	25,000
Design						
	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			25,000		25,000
	Subtotal			85,000	5,000	90,000
New Concrete (New Subdivisions non escrowed)						
	Downs Ridge	Tiburon Dr	Purdy Pkwy		140,552	140,552
	Tiburon La	Applehill Blvd	Downs Ridge		155,706	155,706
	Tiburon La	Downs Ridge	Purdy Pkwy		226,528	226,528
	Trinity Ct	Downs Ridge	cds		104,575	104,575
	Subtotal			-	627,361	627,361
New Concrete (Not in New Subdivisions)						
	Cherryvale Ave	Applecreek corridor	south city limits	367,822		367,822
	Subtotal			367,822	-	367,822
New Concrete (TIF)						
	Subtotal			-	-	-
Reconstruction						
	Ballard Rd	at OO	left turn modifications	310,656		310,656
	Glendale Ave	Mason St	Richmond St	801,059		801,059
	Newberry Ave	Schaefer St	city limits	1,617,081		1,617,081
	Valley Road	Chain Dr	Forestview Dr	930,268		930,268
	Subtotal			3,659,064	-	3,659,064
Total Concrete Paving				\$ 4,344,886	\$ 632,361	\$ 4,977,247

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2022	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
	Subtotal			25,000	-	25,000
Design						-
	Material Testing			10,000		10,000
	Material Testing				5,000	5,000
	Misc Consultant design			25,000		25,000
	Subtotal			35,000	5,000	40,000
New Concrete (New Subdivisions non escrowed)						
	Amethyst Dr	Providence Ave	Aquamarine Dr		227,531	227,531
	Bluetopaz Dr	Providence Ave	Calmes Dr		85,221	85,221
	Subtotal			-	312,752	312,752
New Concrete (Not in New Subdivisions)						
	Eisenhower Dr	Future Road G	Midway Rd, part of new road	160,707		160,707
	Midway Rd	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o), rd	795,997		795,997
			Includes County portion of Midway Rd construction to be reimbursed \$493,448			-
	Midway Rd	Lake Park Rd (e/o roundabout)	Eisenhower Dr (500' w/o)	885,635		885,635
			Includes County portion of Midway Rd construction to be reimbursed \$567,318			-
	Midway Rd	Plank Rd	Lake Park Rd	684,519		684,519
			Includes County portion of Midway Rd construction to be reimbursed \$437,710			-
	Providence Ave	Edgewood Dr	Amethyst Dr	129,309		129,309
	Subtotal			2,656,167	-	2,656,167
New Concrete (TIF)						-
	Subtotal			-	-	-
Reconstruction						
	Appleton St	College Ave	Atlantic St	760,172		760,172
	Atlantic St	Oneida St	Lowe St	646,852		646,852
	Linwood Ave	College Ave	Summer St	1,175,166		1,175,166
	Meade St	Pacific St	Commercial St	375,644		375,644
	Subtotal			2,957,834	-	2,957,834
Total Concrete Paving				\$ 5,882,001	\$ 317,752	\$ 6,199,753

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2023	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			75,000		75,000
	Subtotal			75,000	-	75,000
Design						-
	Material Testing			10,000		10,000
	Material Testing				5,000	5,000
	Misc Consultant design					-
	Subtotal			10,000	5,000	15,000
New Concrete (New Subdivisions non escrowed)						-
	Subtotal			-	-	-
New Concrete (Not in New Subdivisions)						-
	French Rd	Evergreen Dr	Edgewood Dr (CTH JJ) 500' s/	1,303,812		1,303,812
	Midway Rd	Eisenhower Dr (500' e/o)	Coop Rd (500' e/o) new rounda	572,636		572,636
		Includes County portion of Midway Rd construction to be reimbursed \$342,318				-
	Subtotal			1,876,448	-	1,876,448
New Concrete (TIF)						-
	Subtotal			-	-	-
Reconstruction						-
	Atlantic St	Richmond St (STH 47)	Oneida St	758,237		758,237
	Badger Ave	Spencer St	Pierce Ave	456,208		456,208
	Badger Ave	Washington St	Mason St	531,718		531,718
	College Ave (STH 125)	Linwood Ave	Lilas Dr	49,024		49,024
	Durkee St	College Ave	Washington St	121,159		121,159
	Durkee St	Lawrence St	College Ave	121,159		121,159
	Fourth St	Outagamie St	Mason St	136,286		136,286
	Lawrence St	Morrison St	Durkee St	155,575		155,575
	Locust St	College Ave	Washington St	97,067		97,067
	Morrison St	College Ave	Washington St	121,159		121,159
	Washington St	Bennett St	Richmond St	289,801		289,801
	Subtotal			2,837,393	-	2,837,393
Total Concrete Paving				\$ 5,006,841	\$ 5,000	\$ 5,011,841

CITY OF APPLETON 2019 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	2019	2020	2021	2022	2023	Total
Public Works - Grade & Gravel General Fund	-	689,790	-	386,026	-	\$ 1,075,816
Public Works - Grade & Gravel New Subdivision	-	-	187,693	-	-	\$ 187,693
Total - Grade & Gravel - City	\$ -	\$ 689,790	\$ 187,693	\$ 386,026	\$ -	\$ 1,263,509
Total - Grade & Gravel Program	\$ -	\$ 689,790	\$ 187,693	\$ 386,026	\$ -	\$ 1,263,509

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	689,790	187,693	386,026	-	\$ 1,263,509
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 689,790	\$ 187,693	\$ 386,026	\$ -	\$ 1,263,509
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

2019	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool						-
Grade & Gravel	No projects planned					-
	Subtotal			-	-	-
Temporary Surface Following Grade & Gravel						-
	Subtotal			-	-	-
Total				\$ -	\$ -	\$ -

2020	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool						-
Grade & Gravel	Haymeadow Ave	Bluewater Way	Spartan Ave	132,417		132,417
	Northside Rd future	TBD	TBD	136,333		136,333
	Sommers Dr	Spartan Ave, 100' s/o	Spartan Ave, 400' n	72,556		72,556
	Spartan Dr	Trico east property line	Haymeadow Ave	297,222		297,222
	Subtotal			638,528	-	638,528
Temporary Surface Following Grade & Gravel	Haymeadow Ave	Bluewater Way	Spartan Ave	49,965		49,965
	Northside Rd future	TBD	TBD	52,558		52,558
	Sommers Dr	Spartan Ave, 100' s/o	Spartan Ave, 400' n	29,432		29,432
	Spartan Dr	Trico east property line	Haymeadow Ave	115,628		115,628
	Subtotal			247,583	-	247,583
Total				\$ 689,790	\$ -	\$ 689,790

2021	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool						-
Grade & Gravel	Spartan Dr	Haymeadow Ave	Haymeadow Ave, 900' e/o, (Baum pro		134,300	134,300
	Subtotal			-	134,300	134,300
Temp Surface after G&G	Spartan Dr	Haymeadow Ave	Haymeadow Ave, 900' e/o, (Baum pro		53,393	53,393
	Subtotal			-	53,393	53,393
Total				\$ -	\$ 187,693	\$ 187,693

2022	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool						-
Grade & Gravel	Spartan Dr	Haymeadow, 900' e/o	Meade St	275,006	-	275,006
	Subtotal			275,006	-	275,006
Temp Surface after G&G	Spartan Dr	Haymeadow, 900' e/o	Meade St	111,020	-	111,020
	Subtotal			111,020	-	111,020
Total				\$ 386,026	\$ -	\$ 386,026

2023	Street	From	To	General Fund	Subdivision Fund	Total Cost
Labor Pool						-
Grade & Gravel	No projects planned					-
Total				\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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	2019	2020	2021	2022	2023	Total
Public Works Reconstruction General Fund	860,714	980,954	1,177,353	1,598,622	1,218,170	\$ 5,835,813
Public Works Construction DPW Capital Projects Fund	554,950	91,480	-	-	-	\$ 646,430
TIF # 11	110,800	44,044	-	-	-	\$ 154,844
Public Works Construction Subdivisions	52,550	103,231	94,174	49,304	10,000	\$ 309,259
Total - Sidewalk - City	\$ 1,579,014	\$ 1,219,709	\$ 1,271,527	\$ 1,647,926	\$ 1,228,170	\$ 6,946,346
Total - Sidewalk Program	\$ 1,579,014	\$ 1,219,709	\$ 1,271,527	\$ 1,647,926	\$ 1,228,170	\$ 6,946,346

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,526,032	1,113,823	1,165,641	1,548,864	1,133,108	\$ 6,487,468
Other	52,982	105,886	105,886	99,062	95,062	\$ 458,878
Total	\$ 1,579,014	\$ 1,219,709	\$ 1,271,527	\$ 1,647,926	\$ 1,228,170	\$ 6,946,346
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program**

2019	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	49,487	-	-	-	49,487
CEA	3,495	-	-	-	3,495
Sidewalk Construction					
Green Dot	250,000	-	-	-	250,000
General	50,000	-	-	-	50,000
Patch Contract	30,000	-	-	-	30,000
Safestep sawcutting	30,000	-	-	-	30,000
Poly-Level jacking	10,000	-	-	-	10,000
Reconstruction - Concrete	20,000	341,350	110,800	-	472,150
Reconstruction - Asphalt	417,732	103,600	-	-	521,332
Subtotal	807,732	444,950	110,800	-	1,363,482
New Sidewalk Construction					
New Concrete - Cedar St	-	110,000	-	-	110,000
New Subdivision	-	-	-	32,550	32,550
New Subdivision - 6 Month	-	-	-	10,000	10,000
Repair and Maintenance	-	-	-	10,000	10,000
Subtotal	-	110,000	-	52,550	162,550
Total	\$ 860,714	\$ 554,950	\$ 110,800	\$ 52,550	\$ 1,579,014

2022	General Fund	Subdivision Fund	Total Cost
Labor Pool	98,062	1,000	99,062
CEA	3,000	-	3,000
Sidewalk Construction			
Green Dot	250,000	-	250,000
General	50,000	-	50,000
Patch Contract	30,000	-	30,000
Safestep sawcutting	30,000	-	30,000
Poly-Level jacking	10,000	-	10,000
Reconstruction - Concrete	216,783	-	216,783
Reconstruction - Asphalt	296,590	-	296,590
Subtotal	883,373	-	883,373
New Sidewalk Construction			
New Concrete	614,187	-	614,187
New Subdivision	-	38,304	38,304
New Subdivision - 6 Month	-	10,000	10,000
Arterial Street	-	-	-
Subtotal	614,187	48,304	662,491
Total	\$ 1,598,622	\$ 49,304	\$ 1,647,926

2020	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	95,062	-	-	10,824	105,886
CEA	3,000	-	-	3,000	6,000
Sidewalk Construction					
Green Dot	250,000	-	-	-	250,000
General	50,000	-	-	-	50,000
Patch Contract	30,000	-	-	-	30,000
Safestep sawcutting	30,000	-	-	-	30,000
Poly-Level jacking	10,000	-	-	-	10,000
Reconstruction - Concrete	236,000	91,480	44,044	-	371,524
Reconstruction - Asphalt	276,892	-	-	-	276,892
Subtotal	882,892	91,480	44,044	-	1,018,416
New Sidewalk Construction					
New Concrete	-	-	-	-	-
New Subdivision	-	-	-	79,407	79,407
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
Subtotal	-	-	-	89,407	89,407
Total	\$ 980,954	\$ 91,480	\$ 44,044	\$ 103,231	\$ 1,219,709

2023	General Fund	Subdivision Fund	Total Cost
Labor Pool	95,062	-	95,062
CEA	3,000	-	3,000
Sidewalk Construction			
Green Dot	250,000	-	250,000
General	50,000	-	50,000
Patch Contract	30,000	-	30,000
Safestep sawcutting	30,000	-	30,000
Poly-Level jacking	10,000	-	10,000
Reconstruction - Concrete	226,086	-	226,086
Reconstruction - Asphalt	329,322	-	329,322
Subtotal	925,408	-	925,408
New Sidewalk Construction			
New Concrete	194,700	-	194,700
New Subdivision	-	-	-
New Subdivision - 6 Month	-	10,000	10,000
Arterial Street	-	-	-
Subtotal	194,700	10,000	204,700
Total	\$ 1,218,170	\$ 10,000	\$ 1,228,170

2021	General Fund	DPW Capital Projects Fund	TIF # 11	Subdivision Fund	Total Cost
Labor Pool	95,062	-	-	10,824	105,886
CEA	3,000	-	-	3,000	6,000
Sidewalk Construction					
Green Dot	250,000	-	-	-	250,000
General	50,000	-	-	-	50,000
Patch Contract	30,000	-	-	-	30,000
Safestep sawcutting	30,000	-	-	-	30,000
Poly-Level jacking	10,000	-	-	-	10,000
Reconstruction - Concrete	333,535	-	-	-	333,535
Reconstruction - Asphalt	306,236	-	-	-	306,236
Subtotal	1,009,771	-	-	-	1,009,771
New Sidewalk Construction					
New Concrete	69,520	-	-	-	69,520
New Subdivision	-	-	-	70,350	70,350
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
Subtotal	69,520	-	-	80,350	149,870
Total	\$ 1,177,353	\$ -	\$ -	\$ 94,174	\$ 1,271,527

CITY OF APPLETON 2019 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	2019	2020	2021	2022	2023	Total
Stormwater Reconstruction Stormwater Utility	6,116,280	4,470,303	3,463,326	5,269,463	6,957,621	\$ 26,276,993
Stormwater Construction TIF # 11	462,725	-	-	-	-	\$ 462,725
Total - Stormwater Program	\$ 6,579,005	\$ 4,470,303	\$ 3,463,326	\$ 5,269,463	\$ 6,957,621	\$ 26,739,718

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	530,000	365,000	280,000	270,000	270,000	\$ 1,715,000
Land Acquisition	235,000	-	234,170	-	30,000	\$ 499,170
Construction	5,547,880	3,830,303	2,674,656	4,736,973	6,399,121	\$ 23,188,933
Other	266,125	275,000	274,500	262,490	258,500	\$ 1,336,615
Total	\$ 6,579,005	\$ 4,470,303	\$ 3,463,326	\$ 5,269,463	\$ 6,957,621	\$ 26,739,718
Operating Cost Impact	-	-	-	-	-	-

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2019	Street	From	To	Storm-water Utility	TIF # 11	Total Cost
Labor Pool				256,125		256,125
CEA				10,000		10,000
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
	North Side Development Corridor Study Update			100,000		100,000
	Rubyred Box Culvert Design/CRS			100,000		100,000
	Spartan Dr - SW2-SW5, box culvert, ret wa	SW2-SW5 and Bear Creek final design		130,000		130,000
	Valley Road Urbanization BMP's	design		60,000		60,000
	Subtotal			530,000		530,000
Land Acquisition	Spartan Dr - SW2-SW5 , box culvert, flood storage		Land Acquisition	235,000		235,000
	Subtotal			235,000		235,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			65,000		65,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 Asphalt Paving (B-19)			279,840		279,840
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 New Concrete Paving (A-19)			156,550		156,550
	Apple Ridge Bridge Cost Share			100,000		100,000
	Downtown Stormwater Management/Incentive Program			50,000		50,000
	Flood Report Projects			50,000		50,000
	Kernan Ave storm sewer spot repair	easement w/o Kernan	across for Dewey	20,000		20,000
	Leona Street Pond			1,709,502		1,709,502
	Native Vegetation			30,000		30,000
	NR151 Water Quality Practices - Reconst's			50,000		50,000
	Spartan Drive Bear Creek Box Culvert			148,000		148,000
	Wetlands Permit In-Lieu Fees			50,000		50,000
	Subtotal			2,908,892		2,908,892
New Storm Sewers	Haymeadow Ave	Spartan Ave (750' s/o)	Spartan Ave	88,866		88,866
	Sommers Dr	Spartan Ave, 100' s/o	Spartan Ave, 400' n/o	23,280		23,280
	Spartan Dr	Trico east property line	Haymeadow Ave	184,750		184,750
	Subtotal			296,896		296,896
Reconstruction	College Ave (liner)	Kensington Dr, 54' e/o	Kensington Dr	20,520		20,520
	Kernan Ave easement (liner)	Kernan Ave	ravine	35,200		35,200
	Marquette St (liner)	Ullman St, 220' e/o	Alexander St, 200' w/o	17,000		17,000
	Perkins St (liner)	under RR		51,360		51,360
	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
	Subtotal			152,902		152,902
Reconstruction (on streets to be paved in 2020)	Alley n/o Spencer St	Spruce St	Summit St	16,290		16,290
	Appleton St	Lawrence St	College Ave	-	26,125	26,125
	Carpenter St	Calumet St	Taft Ave	313,150		313,150
	Carpenter St	Fremont St	Calumet St	323,150		323,150
	Erb St	Michigan St	Michigan St, 130' n/o	17,100		17,100
	Harriet St	Walter Ave	Telulah Ave	52,100		52,100
	Henry St	Werner St	Telulah Ave	35,800		35,800
	Lawrence St	Appleton St	Oneida St	-	86,600	86,600
	Morrison St	Hancock St	Wisconsin Ave	194,400		194,400
	Opechee St	Pacific St	Pacific St, w/o	15,650		15,650
	Prospect Ave	Bartell Dr	Haskell St	258,025		258,025
	Prospect Ave (CTH BB)	Seminole Dr	Bartell Dr	146,300		146,300
	Randall St	Oneida St	Meade St	85,600		85,600
	Rocky Bleier Run	Water St	park	-	350,000	350,000
	Warner St	College Ave	Henry St	4,300		4,300
	Winnebago St	Division St	Drew St	264,600		264,600
	Subtotal			1,726,465	462,725	2,189,190
Total				\$ 6,116,280	\$ 462,725	\$ 6,579,005

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2020	Street	From	To	Storm-water Utility
Labor Pool				267,000
CEA				8,000
Consulting Services	Construction Grant Applications			10,000
	Construction Services			50,000
	French Road Urbanization n/o CTH JJ	BMP prelim design/mode		50,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			20,000
	North Side Development Corridor Prelim Design			225,000
	Subtotal			365,000
Land Acquisition	Subtotal			-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 Asphalt Paving (B-20)			218,848
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 New Concrete Paving (A-20)			78,155
	Downtown Stormwater Management/Incentive Program			50,000
	Flood Report Projects			50,000
	Native Landscaping			30,000
	NR151 Water Quality Practices - Reconst			50,000
	Rubyred Box Culvert	construction		200,000
	Spartan Dr - SW2-SW5, box culvert, flood storage, ret. Wall		construction	756,000
	Valley Road Urbanization BMPs	construction		150,000
	Subtotal			1,873,003
New Storm Sewers	Subtotal			-
Reconstruction	Subtotal			-
Reconstruction (on streets to be paved in 2021)	Douglas St	Reid Dr	Prospect Ave	73,850
	Glendale Ave	Mason St	Richmond St	267,450
	Harris St	Badger Ave	Richmond St	225,650
	Jackson St	Calumet St	Fremont St	148,900
	Lawrence St	Oneida St	Morrison St	63,500
	Madison St	Calumet St	Taft Ave	139,800
	Minor St	Meade St	Rankin St	46,500
	Morrison St	Lawrence St, s/o	College Ave	48,350
	Newberry Ave	Schaefer St	city limits	476,100
	Oneida St	Lawrence St	College Ave	31,550
	Summer St	Gillett St	Story St	224,400
	Summer St	Story St	Richmond St	87,250
	Valley Road	Chain Dr	Forestview Dr	124,000
	Subtotal			1,957,300
Total				\$ 4,470,303

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2021	Street	From	To	Storm- Water Utility
Labor Pool				266,500
CEA				8,000
Consulting Services	Apple Creek Road e/o Richmond Drainage Stud			50,000
	Construction Grant Applications			10,000
	Construction Services			50,000
	Edgewood Drive (600' e/o Lightning to French BMPs Modeling/Prelim Engineering			50,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			20,000
	Spartan Dr - SW6-SW7 and Apple Creek X-ing	Final Design/SDC		90,000
	Subtotal			280,000
Land Acquisition	Northside Dvelopment Corridor Land for BMPs			100,000
	Spartan Dr - SW6 (Baum)			134,170
	Subtotal			234,170
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2021 Asphalt Paving (B-21)			174,992
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2021 New Concrete Paving (A-21)			205,824
	Downtown Stormwater Management/Incentive Program			50,000
	Flood Reports Project			50,000
	Native Landscaping			50,000
	NR151 Water Quality Practices - Reconst			50,000
	Subtotal			920,816
New Storm Sewers	Spartan Dr	Haymeadow Ave	Haymeadow Ave 900' e/o (Baum property lin	67,500
	Subtotal			67,500
Reconstruction				-
	Subtotal			-
Reconstruction (on streets to be paved in 2022)	Alvin St	Wisconsin Ave	Marquette St	341,975
	Appleton St	College Ave	Atlantic St	150,550
	Atlantic St	Oneida St	Lawe St	88,050
	Douglas St	Badger Ave	Wisconsin Ave	100,330
	Elsie St	Mason St	Richmond St	180,325
	Linwood Ave	College Ave	Summer Ave	299,550
	Meade St	Pacific St	Commercial St	182,535
	Morrison St	Wisconsin Ave	Glendale Ave	343,025
	Subtotal			1,686,340
Total				\$ 3,463,326

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2022	Street	From	To	Total Cost
Labor Pool				251,500
CEA				10,990
Consulting Services	Apple Creek Road e/o Richmond	Design BMPs		60,000
	Construction Grant Applications			10,000
	Construction Services			70,000
	Edgewood Drive (600' e/o Lightning to French)		Design BMPs	50,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			20,000
	North Side Development Corridor	Study Update		50,000
	Subtotal			270,000
Land Acquisition				-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2022 Asphalt Paving (B-22)			179,200
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2022 New Concrete Paving (A-122)			205,023
	Downtown Stormwater Management/Incentive Program			50,000
	Flood Report Projects			50,000
	Lions Park Pond	Park Amenities		500,000
	Native Landscaping			30,000
	Northside Development Corridor	Construct bridge, BMPs, storm sewer		1,546,000
	NR151 Water Quality Practices - Reconst			50,000
	NR216 High Efficiency Sweeper (upgrade)			70,000
	Subtotal			3,015,223
New Storm Sewers	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	210,000
	Spartan Dr	Haymeadow Ave, 900' e	Meade St	138,750
	Subtotal			348,750
Reconstruction				-
	Subtotal			-
Reconstruction (on streets to be paved in 2023)	Alice St	Drew St	Union St	50,800
	Atlantic St	Richmond St (STH 47)	Oneida St	210,400
	Badger Ave	Spencer St	Pierce Ave	138,000
	Badger Ave	Washington St	Mason St	161,000
	Bartell Dr	Prospect Ave	Pine St	88,720
	Bates St	Dunlap St	Pacific St	28,405
	College Ave (STH 125)	Linwood Ave	Lilas Dr	88,200
	Dunlap St	Bates St	Pacific St	16,125
	Fourth St	Outagamie St	Mason St	52,500
	Fourth St	Story St	Memorial Dr	104,625
	Locust St	College Ave	Washington St	32,200
	Locust St	Washington St	Franklin St	54,625
	Summer St	Richmond St	Oneida St	195,600
	Summit St	Prospect Ave	Fourth St	55,200
	Washington St	Bennett St	Richmond St	96,600
	Subtotal			1,373,000
Total				\$ 5,269,463

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2023	Street	From	To	Total Cost
Labor Pool				251,500
CEA				7,000
Consulting Services	Construction Services			50,000
	Grant Applications			10,000
	Land Acquisition Services			10,000
	Lions Park Pond	Preliminary Engineering		75,000
	Modeling for Storm Sewer Const Projects			25,000
	North Side Development Corridor	Bridge/BMP design		100,000
	Subtotal			270,000
Land Acquisition	Apple Creek Road e/o Richmond	Land for BMPs	land acquisition	30,000
	Subtotal			30,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2023 Asphalt Paving (B-23)			257,648
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2023 New Concrete Paving (A-23)			216,988
	Downtown Stormwater Management/Incentive Program			50,000
	Edgewood Drive (600' e/o Lightning to French)		BMP Const	200,000
	Flood Reduction Projects			1,500,000
	Native Landscaping			30,000
	NR151 Water Quality Practices - Reconst			50,000
	Spartan BMP 6-7, Apple Creek Crossing			508,000
	Spartan Dr - SW6-SW7 and Apple Creek (construction)			508,000
	Subtotal			3,655,636
New Storm Sewers	Ballard Rd	Bridge @	Apple Creek North Reach	248,000
	Ballard Rd	Bridge @	Apple Creek South Reach	180,000
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	288,000
	Ballard Rd	Water Quality	10' catchbasins	192,000
	Subtotal			908,000
Reconstruction				-
	Subtotal			-
Reconstruction (on streets to be paved in 2024)				-
	Bell Avenue	Summit St	Richmond St	202,860
	Driscoll St	Prospect Ave	WI Central RR	102,600
	Durkee St	College Ave	Washington St	26,250
	Durkee St	Lawrence St	College Ave	26,250
	Glendale Ave	Meade St	Ballard Rd	407,250
	Glendale Ave	Roemer Rd	Sandra St	218,325
	Lawe St	College Ave	Spring St	34,445
	Lawrence St	Morrison St	Durkee St	51,750
	Morrison St	College Ave	Washington St	40,250
	Morrison St	Glendale Ave	Pershing St	107,850
	Oklahoma St	Mason St	Richmond St	197,925
	Outagamie St	College Ave	Packard St	109,500
	Owaisa St	Opechee St	Pacific St	197,925
	Rankin St	College Ave	Alton St	62,880
	Summit St	Packard St	Elsie St	49,425
	Subtotal			1,835,485
Total				\$ 6,957,621

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Watermain Program

PROJECT DESCRIPTION	
Justification:	
<p>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.</p>	
Discussion of operating cost impact:	
<p>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.</p> <p>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.</p>	

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Water Dist. Reconstruction Water Utility	3,801,052	4,418,407	2,717,482	3,792,622	3,961,867	\$ 18,691,430
Water Dist. Construction TIF 11	229,300	237,775	-	160,060	363,900	\$ 991,035
Total - Watermain Program	\$ 4,030,352	\$ 4,656,182	\$ 2,717,482	\$ 3,952,682	\$ 4,325,767	\$ 19,682,465

COST ANALYSIS						
Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	3,774,700	4,380,100	2,441,400	3,676,600	4,049,685	\$ 18,322,485
Other	255,652	276,082	276,082	276,082	276,082	\$ 1,359,980
Total	\$ 4,030,352	\$ 4,656,182	\$ 2,717,482	\$ 3,952,682	\$ 4,325,767	\$ 19,682,465
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2019	Street	From	To	Water Utility	TIF 11	Total Cost
Labor Pool				249,452	-	249,452
CEA				6,200		6,200
Miscellaneous Construction	Edison River Crossing design			100,000		100,000
	Permit;Fees;Training;Testing	NOI, Railroad, Water Usage, County		10,000		10,000
	Surface Restoration	Due to 2018 Water CIP Excav.		141,300		141,300
	Subtotal			251,300	-	251,300
New Construction	Easement w/o Walter	Gunn St	Harriet St	51,000		51,000
	Apple Ridge Watermain Loop			80,000		80,000
	Haymeadow Ave	Bluewater Way (165' n/o)	Spartan Ave	86,250		86,250
	Rocky Bleier Run	Water St	Jones Park	-	86,250	86,250
	Sommers Dr	Spartan Ave, 100' s/o	Spartan Ave, 400' n/o	59,500		59,500
	Spartan Dr	Trico east property line	Haymeadow Ave	305,250		305,250
	Subtotal			582,000	86,250	668,250
Reconstruction (not related to paving)	Gunn St	Walter Ave	west end	64,750		64,750
	Walter Ave	College Ave (125' n/o)	Gunn St	37,750		37,750
	Subtotal			102,500	-	102,500
Reconstruction (prior to next year's paving)	Appleton St	Lawrence St	College Ave	-	62,500	62,500
	Carpenter St	Fremont St	Calumet St	233,000	-	233,000
	Erb St	Michigan St	Michigan St, 130' n/o	24,250		24,250
	Harriet St	Walter Ave	west end	64,750	-	64,750
	Henry St	Warner Rd (100' w/o)	Telulah Ave	75,000		75,000
	Lawrence St	Appleton St	Oneida St	-	80,550	80,550
	Morrison St	Hancock St	Wisconsin Ave	206,750		206,750
	Outagamie St - partial only	Taylor St	Glendale Ave	86,000		86,000
	Prospect Ave	Bartell Dr	Haskell St	625,000		625,000
	Prospect Ave (CTH BB)	Seminole Dr	Bartell Dr	412,000		412,000
	Randall St	Oneida St	Meade St	314,000		314,000
	State St - partial only	Prospect Ave	Sixth St	197,100		197,100
	Warner St	College Ave	Henry St	37,000		37,000
	Winnebago St	Division St	Drew St	334,750		334,750
	Subtotal			2,609,600	143,050	2,752,650
Transmission - New	Subtotal			-	-	-
Total Water Main Construction				\$ 3,801,052	\$ 229,300	\$ 4,030,352

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2020	Street	From	To	Water Utility	TIF 11	Total Cost
Labor Pool				266,082	-	266,082
CEA				10,000		10,000
Miscellaneous Construction	Permit;Fees;Training;Testing	NOI, Railroad, Water Usage, County		10,000		10,000
	S. Island St	bridge design for water main		12,000		12,000
	Surface Restoration	Due to 2019 Water CIP Excav.		99,500		99,500
	Subtotal			121,500	-	121,500
New Construction	Northside Rd	TBD	TBD	95,000		95,000
	Subtotal			95,000	-	95,000
Reconstruction (not related to paving)	Easement (e/o Riverview Ln)	River Rd	Bouten St	166,750		166,750
	Edison St river crossing			500,000		500,000
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	219,250		219,250
	Lawrence St	Walnut St	Elm St	154,750		154,750
	Pacific St	Wisconsin Central Ltd.	Ida St	80,000		80,000
	Vulcan St	N. Island St	S. Island St	89,000		89,000
	Subtotal			1,209,750	-	1,209,750
Reconstruction (prior to next year's paving)	Douglas St	Reid Dr	Prospect Ave	113,300		113,300
	Glendale Ave	Mason St	Richmond St	377,500		377,500
	Harris St	Badger Ave	Richmond St	233,300		233,300
	Jackson St	Calumet St	Fremont St	338,575		338,575
	Lawrence St	Oneida St	Morrison St	-	69,300	69,300
	Madison St	Calumet St	Taft St (Hoover St actually)	138,000		138,000
	Minor St	Meade St	Rankin St	80,850		80,850
	Morrison St	Washington St	Lawrence St (Kimball St act.)	-	120,725	120,725
	Newberry St	Schaefer St	STH "441"	787,500		787,500
	Oneida St	Lawrence St	College Ave	-	47,750	47,750
	Roemer Rd - BRIDGE	s/o "OO"	over drainage ditch	63,250		63,250
	Summer St	Gillett St	Story St	137,500		137,500
	Summer St	Story St	Richmond St	-		-
	Subtotal			2,269,775	237,775	2,507,550
Transmission - New	River crossing repair	Edison St	Water St	446,300		446,300
	Subtotal			446,300	-	446,300
Total Water Main Construction				\$ 4,418,407	\$ 237,775	\$ 4,656,182

**CITY OF APPLETON 2019 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			83,250
	Subtotal			93,250
New Construction	Spartan Dr	Haymeadow Ave	Haymeadow Ave	105,200
	Subtotal			105,200
Reconstruction (not related to paving)				
	Subtotal			-
Reconstruction (prior to next year's paving)	Alvin St	Wisconsin Ave	Marquette St	152,000
	Appleton St (Rec "D" of Wat Dist. Study)	College Ave	Atlantic St	400,000
	Atlantic St	Oneida St	Lawe St	342,500
	Douglas St	Badger Ave	Wisconsin Ave	114,300
	Elsie St	Mason St	Richmond St	471,250
	Linwood Ave	College Ave	Summer Ave	206,550
	Meade St	Pacific St	Commercial St	191,250
	Subtotal			1,877,850
Transmission - New	Edgewood Dr (CTH JJ)	French Rd	Cherryvale Dr	365,100
	Subtotal			365,100
Total Water Main Construction				\$ 2,717,482

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2022	Street	From	To	Water Utility	TIF 11	Total Cost
Labor Pool				266,082		266,082
CEA				10,000		10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000		10,000
Construction	Surface Restoration			44,050		44,050
	Subtotal			54,050		54,050
New Construction	Lightning Dr	Edgewood Dr	Providence Ave	494,800		494,800
	Spartan Dr	Haymeadow Ave	Meade St	195,000		195,000
	Subtotal			689,800		689,800
Reconstruction (not related to paving)	Subtotal			-	-	-
Reconstruction (prior to next year's paving)	Alice St	Drew St	Union St	81,000		81,000
	Atlantic St	Richmond St (STH 47)	Oneida St	415,550		415,550
	Badger Ave	Spencer St	Pierce Ave	219,650		219,650
	Badger Ave	Washington St	Mason St	252,030		252,030
	Bartell Dr	Prospect Ave	Pine St	234,350		234,350
	Division St - partial only	Lindbergh St	Michigan St	36,900		36,900
	Eisenhower Dr	Future Rd "G"	Midway Rd	9,100		9,100
	Fourth St	Outagamie St	Mason St	31,200		31,200
	Fourth St	Story St	Memorial Dr	191,410		191,410
	Gillett St - partial only	Marquette St	Lindbergh St	83,525		83,525
	Goodall St	Lawe St	Carpenter St	138,300		138,300
	Lindbergh St - partial only	Erb St	Appleton St	32,800		32,800
	Locust St	College Ave	Washington St	-	19,060	19,060
	Locust St	Washington St	Franklin St	-	57,000	57,000
	Marquette St - partial only	Mason St	Richmond St	376,000		376,000
	Michigan St - partial only	Division St	Appleton St	12,375		12,375
	Midway Rd	Eisenhower Dr	Eisenhower Dr	24,300		24,300
	Pershing St - partial only	Morrison St	Meade St	31,550		31,550
	S Island St - BRIDGE	over power canal	Vulcan St	97,000		97,000
	Summer St	Richmond St	Oneida St	407,450		407,450
	Summit St	Prospect Ave	Fourth St	98,200		98,200
	Washington St	Bennett St	Richmond St	-	84,000	84,000
	Subtotal			2,772,690	160,060	2,932,750
Transmission - New	Subtotal			-	-	-
Total Water Main Construction				\$ 3,792,622	\$ 160,060	\$ 3,952,682

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2023	Street	From	To	Water Utility	TIF 11	Total Cost
Labor Pool				266,082		266,082
CEA				10,000		10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000		10,000
Construction	Surface Restoration			18,150		18,150
	Subtotal			28,150	-	28,150
New Construction	Easement	Rebecca Ct	Weimar Ct	35,165		35,165
	Easement (Kamps Ave)	Mason St	Summit St (620' w/o)	30,250		30,250
	Easement (s/o CN Rail)	Perkins St	Driscoll St	42,110		42,110
	Subtotal			107,525	-	107,525
Reconstruction (not related to paving)	Cloverdale Dr	Linwood Ave	Elinor St	364,900		364,900
	College Ave	Matthias St	Kensington Dr	144,375		144,375
	Kensington Dr	650' n/o Warehouse Rd	College Ave	238,100		238,100
	Summit St	Packard St	Elsie St	57,640		57,640
	Walden Ave	John St	Dewey St	37,000		37,000
	Subtotal			842,015	-	842,015
Reconstruction (prior to next year's paving)	Alexander St - partial only	Melrose St	Marquette St	143,210		143,210
	Bell Avenue	Summit St	Richmond St	40,300		40,300
	Dewey St - partial only	Kernan Ave	Walden Ave	38,925		38,925
	Driscoll St	Prospect Ave	WI Central RR	194,950		194,950
	Durkee St	College Ave	Washington St	-	58,000	58,000
	Durkee St	Lawrence St	College Ave	-	127,500	127,500
	Glendale Ave	Meade St	Ballard Rd	796,400		796,400
	Helen St - partial only	Pauline St	Glendale Ave	17,470		17,470
	Jardin St - partial only	Leminwah St	Plateau St, east of	97,675		97,675
	Lawe St	College Ave	Spring St	656,300		656,300
	Lawrence St	Morrison St	Durkee St	-	65,925	65,925
	Marion St - partial only	Walden Ave	Telulah Ave	9,820		9,820
	Morrison St	College Ave	Washington St	-	112,475	112,475
	Morrison St	Glendale Ave	Pershing St	143,150		143,150
	Oklahoma St	Mason St	Richmond St	423,345		423,345
	Plateau St - partial only	Jardin St	Wisconsin Ave	57,475		57,475
	Rankin St	College Ave	Alton St	87,875		87,875
	Tracy St - partial only	Walden Ave	Telulah Ave	1,200		1,200
	Subtotal			2,708,095	363,900	3,071,995
Transmission - New						-
	Subtotal			-	-	-
Total Water Main Construction				\$ 3,961,867	\$ 363,900	\$ 4,325,767

CITY OF APPLETON 2019 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	2019	2020	2021	2022	2023	Total
Wastewater Reconstruction Wastewater Utility	4,383,182	5,353,880	4,045,747	2,483,557	3,501,345	\$ 19,767,711
Wastewater Construction TIF # 11	91,025	-	-	-	-	\$ 91,025
Total - Sanitary Sewer Program	<u>\$ 4,474,207</u>	<u>\$ 5,353,880</u>	<u>\$ 4,045,747</u>	<u>\$ 2,483,557</u>	<u>\$ 3,501,345</u>	<u>\$ 19,858,736</u>

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	4,303,050	5,159,230	3,851,097	2,288,907	3,306,695	\$ 18,908,979
Other	171,157	194,650	194,650	194,650	194,650	\$ 949,757
Total	<u>\$ 4,474,207</u>	<u>\$ 5,353,880</u>	<u>\$ 4,045,747</u>	<u>\$ 2,483,557</u>	<u>\$ 3,501,345</u>	<u>\$ 19,858,736</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2019	Street	From	To	Waste-water Utility	TIF # 11	Total Cost
Labor Pool				163,757		163,757
CEA				7,400		7,400
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2019 Asphalt Paving			66,270		66,270
	Sanitary Laterals & Manholes Prior To 2019 Concrete Paving			32,550		32,550
	Structure Rehabilitation / Sewer Cut repairs from 2018			40,000		40,000
	Subtotal			138,820		138,820
						-
New Construction	Edgewood Dr (CTH JJ)	Lightning Dr	French Rd	548,000		548,000
	Apple Ridge Liftstation & Forcemain			230,880		230,880
	North Edgewood Estates Liftstation & Forcemain			643,500		643,500
	Sommers Dr	Spartan Ave, 100' s/o	Spartan Ave, 400' n/o	87,500		87,500
	Spartan Ave	e/o Haymeadow Ave	Meade St	124,400		124,400
	Subtotal			1,634,280		1,634,280
Reconstruction	Fremont St (liner)	East St	Harmon St	13,500		13,500
	Fremont St (liner)	Kernan Ave, 666' w	Kernan Ave, 334' w	30,590		30,590
	Vulcan St (liner)	South Island St	South Island St, 307' n	48,230		48,230
	Subtotal			92,320		92,320
Reconstruction (on streets to be paved in 2020)	Appleton St	Lawrence St	College Ave	-	59,000	59,000
	Carpenter St	Calumet St	Taft Ave	341,500		341,500
	Carpenter St	Fremont St	Calumet St	334,900		334,900
	Erb St	Michigan St	Michigan St, 130' n/o	20,625		20,625
	Harriet St	Walter Ave	Telulah Ave	77,575		77,575
	Henry St	Werner St	Telulah Ave	90,025		90,025
	Morrison St	Hancock St	Wisconsin Ave	76,600		76,600
	Opechee St	Leminwah St	w/o	46,350		46,350
	Opechee St	Leminwah St	Owaissa St	6,250		6,250
	Prospect Ave	Bartell Dr	Haskell St	398,455		398,455
	Prospect Ave (CTH BB)	Seminole Dr	Bartell Dr	220,950		220,950
	Randall St	Oneida St	Meade St	507,525		507,525
	Rocky Bleier Run	Water St	park	-	32,025	32,025
	Warner St	College Ave	Henry St	36,250		36,250
	Winnebago St	Division St	Drew St	189,600		189,600
	Subtotal			2,346,605	91,025	2,437,630
Total				\$ 4,383,182	\$ 91,025	\$ 4,474,207

**CITY OF APPLETON 2019 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	Sanitary Laterals & Manholes Prior To 2020 Asphalt Paving (B-20)			41,034
Construction	Sanitary Laterals & Manholes Prior To 2020 Concrete Paving (A-20)			23,761
	Structure Rehabilitation / Sewer Cut repairs from 2019 (E-20)			40,000
	Subtotal			104,795
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
	Subtotal			846,000
Reconstruction	Pierce Park (liner)			332,310
	Subtotal			332,310
Reconstruction (on streets to be paved in 2021)	Douglas St	Reid Dr	Prospect Ave	162,775
	Glendale Ave	Mason St	Richmond St	706,575
	Harris St	Badger Ave	Richmond St	515,450
	Jackson St	Calumet St	Fremont St	544,425
	Lawrence St	Oneida St	Morrison St	15,900
	Madison St	Calumet St	Taft Ave	79,000
	Minor St	Meade St	Rankin St	63,700
	Morrison St	Lawrence St, s/o	College Ave	20,175
	Newberry St	Schaefer St	city limits	655,250
	Oneida St	Lawrence St	College Ave	21,800
	Summer St	Gillett St	Story St	692,775
	Summer St	Story St	Richmond St	398,300
	Subtotal			3,876,125
Total				\$ 5,353,880

**CITY OF APPLETON 2019 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	Sanitary Laterals & Manholes Prior To 2021 Asphalt Paving (B-21)			32,811
Construction	Sanitary Laterals & Manholes Prior To 2021 Concrete Paving (A-21)			50,116
	Structure Rehabilitation / Sewer Cut repairs from 2020 (E-21)			25,000
	Subtotal			107,927
New Construction	Spartan Dr (by private developer) Haymeadow Ave 900' e/o property line			101,700
	Lawe St - South Island St force main river crossing replacement or liner			700,000
	Subtotal			801,700
Reconstruction	Subtotal			-
Reconstruction (on streets to be paved in 2022)	Alvin St	Wisconsin Ave	Marquette St	693,950
	Appleton St	College Ave	Atlantic St	195,925
	Atlantic St	Oneida St	Lawe St	265,500
	Douglas St	Badger Ave	Wisconsin Ave	215,630
	Elsie St	Mason St	Richmond St	527,895
	Linwood Ave	College Ave	Summer Ave	457,550
	Meade St	Pacific St	Commercial St	130,575
	Morrison St	Wisconsin Ave	Glendale Ave	454,445
	Subtotal			2,941,470
Total				\$ 4,045,747

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2022	Street	From	To	Waste-water Utility
Labor Pool				189,650
CEA				5,000
				-
Miscellaneous	Sanitary Manhole adjustments and seals Prior To 2022 Asphalt Paving (B-22)			33,600
Construction	Sanitary Manhole adjustments and seals Prior To 2022 Concrete Paving (A-22)			59,832
	Structure Rehabilitation / Sewer Cut repairs from 2021 (E-22)			25,000
	Subtotal			118,432
New Construction	Spartan Dr	Haymeadow Ave, 900' e/o, property line to Meade S		209,050
	Subtotal			209,050
Reconstruction	Subtotal			-
Reconstruction (on streets to be paved in 2023)	Alice St	Drew St	Union St	85,725
	Atlantic St	Richmond St (STH 47)	Oneida St	355,050
	Badger Ave	Spencer St	Pierce Ave	162,000
	Badger Ave	Washington St	Mason St	189,000
	Bartell Dr	Prospect Ave	Pine St	149,715
	Bates St	Dunlap St	Pacific St	33,345
	Dunlap St	Bates St	Pacific St	29,025
	Fourth St	Outagamie St	Mason St	94,500
	Fourth St	Story St	Memorial Dr	188,325
	Locust St	College Ave	Washington St	39,200
	Locust St	Washington St	Franklin St	66,500
	Summer St	Richmond St	Oneida St	352,080
	Summit St	Prospect Ave	Fourth St	99,360
	Washington St	Bennett St	Richmond St	117,600
	Subtotal			1,961,425
Total				\$ 2,483,557

**CITY OF APPLETON 2019 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2023	Street	From	To	Waste- water Utility
Labor Pool				189,650
CEA				5,000
				-
Miscellaneous	Sanitary Manhole adjustments and seals Prior To 2022 Asphalt Paving (B-22)			48,309
Construction	Sanitary Manhole adjustments and seals Prior To 2022 Concrete Paving (A-22)			47,850
	Structure Rehabilitation / Sewer Cut repairs from 2021 (E-22)			25,000
	Subtotal			121,159
New Construction				-
	Subtotal			-
Reconstruction				-
	Subtotal			-
Reconstruction (on streets to be paved in 2024)				-
	Bell Avenue	Summit St	Richmond St	238,140
	Driscoll St	Prospect Ave	WI Central RR	184,680
	Durkee St	College Ave	Washington St	49,000
	Durkee St	Lawrence St	College Ave	49,000
	Glendale Ave	Meade St	Ballard Rd	733,050
	Glendale Ave	Roemer Rd	Sandra St	392,985
	Lawe St	College Ave	Spring St	165,836
	Lawrence St	Morrison St	Durkee St	63,000
	Morrison St	College Ave	Washington St	49,000
	Morrison St	Glendale Ave	Pershing St	194,130
	Oklahoma St	Mason St	Richmond St	356,265
	Outagamie St	College Ave	Packard St	197,100
	Owaissa St	Opechee St	Pacific St	356,265
	Rankin St	College Ave	Alton St	68,120
	Summit St	Packard St	Elsie St	88,965
	Subtotal			3,185,536
Total				\$ 3,501,345

CITY OF APPLETON 2019 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 2018 study will provide recommendations for land procurement, easements, and permits where necessary to support the future second raw water pipe line construction in 2020.

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 in 2018 that includes development of a firm estimate of construction costs. Construction of a second feeder line or City of Menasha interconnection will bring redundancy to the water treatment plant.

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		2019	2020	2021	2022	2023	Total
Water Utility	Engineering	1,400,000	-	-	-	-	\$ 1,400,000
	Construction	-	7,585,000	-	-	-	\$ 7,585,000
Total - Water Utility Capital Projects		\$ 1,400,000	\$ 7,585,000	\$ -	\$ -	\$ -	\$ 8,985,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2019	2020	2021	2022	2023	
Planning	1,400,000	-	-	-	-	\$ 1,400,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	7,585,000	-	-	-	\$ 7,585,000
Other	-	-	-	-	-	\$ -
Total	\$ 1,400,000	\$ 7,585,000	\$ -	\$ -	\$ -	\$ 8,985,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Downtown Development

PROJECT DESCRIPTION	
<p>Justification:</p> <p>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.</p> <p>2019 - Demolition of the Soldiers Square ramp; design costs and excavation for a new library; deconstruct the Blue parking ramp.</p> <p>2020 - Construction of a new library.</p> <p>2021 - Complete construction of a new library.</p> <p>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 community.</p>	
<p>Discussion of operating cost impact:</p> <p>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.</p>	

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
PRFMD						
Soldiers Square Ramp Demo	500,000	-	-	-	-	\$ 500,000
Library	5,000,000	20,000,000	5,000,000	-	-	\$ 30,000,000
Blue Ramp Demo	2,400,000	-	-	-	-	\$ 2,400,000
Total - PRFMD Capital Projects Fund	\$ 7,900,000	\$ 20,000,000	\$ 5,000,000	\$ -	\$ -	\$ 32,900,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	2,000,000	-	-	-	-	\$ 2,000,000
Construction	5,900,000	20,000,000	5,000,000	-	-	\$ 30,900,000
Other	-	-	-	-	-	\$ -
Total	\$ 7,900,000	\$ 20,000,000	\$ 5,000,000	\$ -	\$ -	\$ 32,900,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

CITY OF APPLETON 2019 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. Systems include water and water vapor control, air control, and temperature control. These can include, but are not limited to windows, doors, siding, masonry, etc. 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: (2020 / 2023) Replacement of windows at various Fire Stations.

Municipal Services Building: (2020) Refinish the masonry walls on warehouse 156. (2021) Paint exterior of cold storage building.

Parks: (2021) Paint Telulah large pavilion. (2022) Paint exterior of the Sheig Center.

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		2019	2020	2021	2022	2023	Total
PRFM	Fire Stations	-	75,000	-	-	75,000	\$ 150,000
	MSB	-	50,000	30,000	-	-	\$ 80,000
	Parks	-	-	50,000	50,000	-	\$ 100,000
	Police Station	-	45,000	-	-	-	\$ 45,000
Total - Facilities Capital Projects		\$ -	\$ 170,000	\$ 80,000	\$ 50,000	\$ 75,000	\$ 375,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	10,000	10,000	-	10,000	\$ 30,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	160,000	70,000	50,000	65,000	\$ 345,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 170,000	\$ 80,000	\$ 50,000	\$ 75,000	\$ 375,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Electrical Upgrades

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) This CIP is to perform an arc flash study. An arc flash study is the evaluation of a workplace facility, by an electrical safety expert, to determine hazards and risks in relation to electrical systems per OSHA regulations. The testing and repairs will be completed at various City facilities within the general fund.

Fire Stations: (2022) This CIP is to upgrade 30% of the branch wiring at Fire Station #1.

MSB: (2019) In 2018 the electrical distribution system is scheduled to be tested and recommendations for repairs will be made. This CIP is to address and make the repairs based upon the testing completed. (2023) This CIP represents a program to upgrade the electrical distribution system for MSB. The electrical distribution components are original to the building and are at the end of their expected life.

Parks: (2020) Upgrade underground electrical services and install a central utility raceway at Houdini Plaza.

Wastewater Plant: (2019 / 2020 / 2021 / 2022 / 2023) 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: This CIP is to make safety upgrades for the electrical distribution system to reduce the risk of injuries.

Discussion of operating cost impact:

There are no operating cost impacts expected due to these improvements.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
PRFM	City facilities	60,000	-	-	-	-	\$ 60,000
	Fire stations	-	-	-	60,000	-	\$ 60,000
	MSB	50,000	-	-	-	250,000	\$ 300,000
	Parks	-	175,000	-	-	-	\$ 175,000
Facilities Capital Projects		110,000	175,000	-	60,000	250,000	\$ 595,000
PRFM	Wastewater	1,800,000	2,000,000	1,800,000	275,000	200,000	\$ 6,075,000
	WW Utility Capital Projects	1,800,000	2,000,000	1,800,000	275,000	200,000	\$ 6,075,000
PRFM	Water Plant	-	-	25,000	130,000	-	\$ 155,000
	Water Utility Capital Projects	-	-	25,000	130,000	-	\$ 155,000
Total - Electrical Upgrades Capital Projects		\$ 1,910,000	\$ 2,175,000	\$ 1,825,000	\$ 465,000	\$ 450,000	\$ 6,825,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	175,000	125,000	150,000	40,000	40,000	\$ 530,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,735,000	2,050,000	1,675,000	425,000	410,000	\$ 6,295,000
Other	-	-	-	-	-	\$ -
Total	\$ 1,910,000	\$ 2,175,000	\$ 1,825,000	\$ 465,000	\$ 450,000	\$ 6,825,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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.

City Facilities:

Install Green Hinges on Overhead Doors - (2020) This project is to install green overhead door hinges at all city facilities. Green Hinges allows automatic adjustment of your overhead garage door, providing a close tight seal of the door to the building, eliminating that air gap that causes infiltration.

Municipal Services Building:

Insulate Bays 9 & 10 - (2020) Insulate bays #9 & #10 on the detached storage building. Those bays are currently heated and are not insulated.

Air Curtains on Garage doors - (2021) Install air curtains on the main garage doors for the garage. This will keep the heat in while the doors are opening and closing during the work day.

Heat Recovery System - (2022) Install a heat recovery system on the building exhaust system. Final cost saving numbers will be determined during engineering.

Wastewater:

Heat Recovery System - (2021) Install a heat recovery system on the L-Building exhaust system. Final cost savings will be determined during engineering.

Boiler lines insulation - (2022) Install insulation on boiler lines.

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	2019	2020	2021	2022	2023	Total
PRFM City Facilities	-	50,000	-	-	-	\$ 50,000
MSB	-	100,000	85,000	85,000	-	\$ 270,000
Facilities Capital Projects	-	150,000	85,000	85,000	-	\$ 320,000
PRFM Wastewater	-	-	250,000	25,000	-	\$ 275,000
WW Utilities Capital Projects	-	-	250,000	25,000	-	\$ 275,000
Total - Facilities Capital Projects Fund	\$ -	\$ 150,000	\$ 335,000	\$ 110,000	\$ -	\$ 595,000

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	-	10,000	35,000	15,000	-	\$ 60,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	140,000	300,000	95,000	-	\$ 535,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 150,000	\$ 335,000	\$ 110,000	\$ -	\$ 595,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Facility Renovations

PROJECT DESCRIPTION

Justification:

City Hall:

Finance Customer Service Upgrades - (2019) Renovate the first floor customer service area. (\$210,000)

Bridge Tender Station:

Renovation of interior spaces- (2019) Renovation of the Lawe St. Bridge tender station.

Fire Stations:

Upgrade kitchen and bathroom areas - (2020 / 2021 / 2023) Upgrade kitchen and bathroom areas at various fire stations

PRFMD Facility:

Facility renovation - (2021 / 2022) The Facilities & Grounds Operations Center lacks adequate office space and restroom/locker room facilities for both public and staff. (2021) Design for facility renovations. (2022) Construction for facility renovations.

Valley Transit:

Facility Renovations- (2021) Design for Facility Renovation - (\$100,000) Professional design services for the facility renovation project. (2022) Facility Renovation - Construction for the facility renovation project.

Wastewater Plant:

F1 Building at Wastewater Renovations - (2022) Renovate the F1 Building at Wastewater.

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		2019	2020	2021	2022	2023	Total
PRFM	City Hall	210,000	-	-	-	-	\$ 210,000
	Bridge tender station	160,000	-	-	-	-	\$ 160,000
	Fire Stations	-	125,000	90,000	-	90,000	\$ 305,000
	PRFMD	-	-	45,000	400,000	-	\$ 445,000
Facilities Capital Projects		370,000	125,000	135,000	400,000	90,000	\$ 1,120,000
PRFM	Valley Transit	-	-	100,000	3,500,000	-	\$ 3,600,000
	Valley Transit Projects	-	-	100,000	3,500,000	-	\$ 3,600,000
PRFM	Wastewater	-	-	-	250,000	-	\$ 250,000
	WW Utility Capital Projects	-	-	-	250,000	-	\$ 250,000
Total - Facility Renovations Projects		\$ 370,000	\$ 125,000	\$ 235,000	\$ 4,150,000	\$ 90,000	\$ 4,970,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	45,000	15,000	160,000	25,000	15,000	\$ 260,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	325,000	110,000	75,000	4,125,000	75,000	\$ 4,710,000
Other	-	-	-	-	-	\$ -
Total	\$ 370,000	\$ 125,000	\$ 235,000	\$ 4,150,000	\$ 90,000	\$ 4,970,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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 2019-2023 will be adjusted based on the annual assessments conducted for each property.

City Properties:

Landscaping and Turf Renovations (2019 / 2020 / 2021 / 2022 / 2023) This project will address maintenance landscaping projects at various city properties. Examples of this work are: improving park drainage, irrigation, replacing trees lost to storm damage/emerald ash borer, and installing new landscape beds.

Parks:

Fence Replacements (2019 / 2021 / 2023) This project will address replacement of fencing at various parks. Project includes tennis court fencing, property line fencing, and ball diamond fencing.

Fields - (2020 / 2022) - This project is for full reconstruction of multi-purpose and soccer fields. This will improve field conditions, drainage, and reduce the number of canceled events due to poor field conditions.

Houdini Plaza - (2020) Install automatic irrigation system and install a central utilities raceway (\$75,000).

Lutz Boat Launch Dock - (2021) Install new boarding dock for Lutz Boat Launch. Funding could include Lutz special revenue fund. (\$75,000).

Shoreline Stabilization - Peabody - (2019 / 2020) - The current seawall at Peabody Park is failing and is in need of reconstruction. Design in 2019 (\$25,000). Construction in 2020 (\$350,000).

Shoreline Stabilization - Lutz - (2021 / 2022) The current shoreline is eroding and needs to be stabilized to prevent further loss of shoreline. This project will also include trail relocation. Design in 2021 (\$25,000). Construction in 2022 (\$200,000).

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		2019	2020	2021	2022	2023	Total
PRFM	City Properties:						
	Trees, Turf	25,000	25,000	25,000	25,000	25,000	\$ 125,000
	Parks:						
	Fencing	25,000	-	25,000	-	25,000	\$ 75,000
	Fields	-	25,000	-	25,000	-	\$ 50,000
	Irrigation	-	75,000	-	-	-	\$ 75,000
	Piers/Docks	-	-	75,000	-	-	\$ 75,000
	Shoreline	25,000	350,000	25,000	200,000	-	\$ 600,000
Total - Facilities Capital Fund		\$ 75,000	\$ 475,000	\$ 150,000	\$ 250,000	\$ 50,000	\$ 1,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	25,000	25,000	25,000	15,000	-	\$ 90,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	450,000	125,000	235,000	50,000	\$ 910,000
Other	-	-	-	-	-	\$ -
Total	\$ 75,000	\$ 475,000	\$ 150,000	\$ 250,000	\$ 50,000	\$ 1,000,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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 3,691,087 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 \$700,000 is needed on an annual basis to maintain these hardscape areas. The replacement/improvement schedule for 2019 includes:

City Sites	\$ 50,000	Various Parks	\$ 200,000
Fire Station #6 rear apron replacement	\$ 80,000	Wastewater Treatment Plant	\$ 300,000
Water Towers	\$ 65,000		

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		2019	2020	2021	2022	2023	Total
PRFM	City Sites	50,000	50,000	50,000	50,000	50,000	\$ 250,000
	Fire Stations	80,000	-	75,000	-	75,000	\$ 230,000
	MSB	-	70,000	200,000	150,000	125,000	\$ 545,000
	Park Sites	200,000	525,000	250,000	250,000	250,000	\$ 1,475,000
	PRFMD	-	-	-	-	100,000	\$ 100,000
Facilities Capital Projects		330,000	645,000	575,000	450,000	600,000	\$ 2,600,000
PRFM	Wastewater	300,000	200,000	200,000	150,000	150,000	\$ 1,000,000
	Wastewater Utility	300,000	200,000	200,000	150,000	150,000	\$ 1,000,000
PRFM	Water Plant	-	125,000	-	100,000	-	\$ 225,000
	Water Towers	65,000	-	-	-	-	\$ 65,000
	Water Utility	65,000	125,000	-	100,000	-	\$ 290,000
Total - Hardscape Improvement Projects		\$ 695,000	\$ 970,000	\$ 775,000	\$ 700,000	\$ 750,000	\$ 3,890,000

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	85,000	80,000	70,000	65,000	60,000	\$ 360,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	610,000	890,000	705,000	635,000	690,000	\$ 3,530,000
Other	-	-	-	-	-	\$ -
Total	\$ 695,000	\$ 970,000	\$ 775,000	\$ 700,000	\$ 750,000	\$ 3,890,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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 change in operational requirements in the space it serves.

Fire Stations: (2019) Replace the air handling and condensing units at Fire Station #4. (2020) Replace furnaces and condensing units at Fire Station #2. (2021) Replace air handling units and boilers at Fire Station #1. (2022) Replace forced air furnaces and condensing units in Fire Stations #3 & #5. (2023) Replace furnaces and condensing units at Fire Station #6.

PRFMD Facility: (2020) Replace garage exhaust fans. (2021) Replace make-up air units.

Municipal Services Building: (2019) Design for replacing garage HVAC (2020) Replace garage HVAC phase 1 - this phase includes replacing the exhaust fans and make up air units. (2021) Replace garage HVAC phase 2 - this phase includes replacing the infrared heaters and roof top units in the garage area.

Park Pavilions: (2020) Replace the forced air furnaces at Pierce Pavilion, AMP Pavilion, and Sheig Center.

Wastewater Plant: (2019) Upgrade air handling units at S-Building and L-Building. (2020) Replace HVAC system at D-Building and F-1 Building, new HVAC system for H- and J-Buildings, and design services for re-piping T-building. (2021) Construction for re-piping T-Building and design services for heat recovery unit (HRU) on V-Building; (2022) Construction for V-Building HRU and upgrade the HVAC components in the mechanical room at A-Building. (2023) New air handling units for V-Building mechanical room.

Water Plant : (2019) HVAC upgrades to include but not limited to - upgrades to the chilled water system and installation of a back draft damper on the carbon room. (2021) HVAC upgrades to include but not limited to - removal and replacement of the Kathabar unit with a new unit designed for the current function of the membrane room. (2023) HVAC upgrades to include but not limited to - replacing the Aerco boilers and condensing units.

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 equipment once installed.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
PRFM	Fire Stations	65,000	55,000	100,000	85,000	60,000	\$ 365,000
	PRFMD Facility	-	100,000	175,000	-	-	\$ 275,000
	Municipal Services	40,000	275,000	250,000	-	-	\$ 565,000
	Park Pavilions	-	80,000	-	-	-	\$ 80,000
Facilities Capital Projects Fund		105,000	510,000	525,000	85,000	60,000	\$ 1,285,000
PRFM	Wastewater Plant	400,000	300,000	275,000	350,000	225,000	\$ 1,550,000
	WW Utility Capital Projects	400,000	300,000	275,000	350,000	225,000	\$ 1,550,000
PRFM	Water Plant	100,000	-	100,000	-	100,000	\$ 300,000
	Water Utility Capital Projects	100,000	-	100,000	-	100,000	\$ 300,000
Total - HVAC Upgrades		\$ 605,000	\$ 810,000	\$ 900,000	\$ 435,000	\$ 385,000	\$ 3,135,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	100,000	200,000	90,000	75,000	35,000	\$ 500,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	505,000	610,000	810,000	360,000	350,000	\$ 2,635,000
Other	-	-	-	-	-	\$ -
Total	\$ 605,000	\$ 810,000	\$ 900,000	\$ 435,000	\$ 385,000	\$ 3,135,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Interior Finishes and Furniture

PROJECT DESCRIPTION

Justification:

City Hall was constructed in 1994 and is approaching 25 years with no major updates to the interior spaces. A new location or a total renovation of City Hall would greatly improve identity, accessibility, customer service, security/safety, additional space and overall reliability per the 2010 Facilities Master Plan. However, current priorities for funding require City Hall to maximize its current investment with a renovation of the interior spaces and furnishings to address the most pressing needs.

These upgrades greatly enhance the space including the physical environment for employees. Various changes throughout the years resulted in work areas and office furniture that are not adequate. These changes include changes in positions, responsibilities, technology, communication methods and increased interaction between departments.

The upgrades being proposed will be completed over a four year period.

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: (2019) Replace the workstations for 5th floor DPW - \$275,000. (2020) Replace the workstations for 6th floor Finance Department - \$100,000. (2021) Replace the workstations for Community Development/Assessor - \$125,000. (2022) Replace the workstations for Health Department - \$100,000.

Fire Stations: (2020) New classroom furniture at Fire Station #6 - \$35,000.

Parks: (2021) Replace the north/south kitchen cabinets and customer service desk at the Sheig Center - \$30,000.

Police Station: (2021) New conference room table and chairs - \$30,000.

Interior Finishes Upgrades - Interior finishes includes, but is not limited to the following in the workplace: wall coatings, ceiling tiles, carpet, various tiles, etc.

City Hall: (2020) Update interiors in common spaces at City Hall - \$150,000. (2019) Update interiors for 5th floor DPW - \$200,000. (2020) Update interiors for the Finance Department - \$100,000. (2021) Update interiors for Community Development/Assessor - \$125,000. (2022) Update interiors for the Health Department - \$125,000.

Fire Stations: (2019 / 2020 / 2021 / 2022 / 2023) Replace flooring in various fire stations - \$25,000/per year.

MSB: (2019) Replace ceiling grid in hallways, water meter shop, breakroom, and maintenance shop - \$75,000.

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	2019	2020	2021	2022	2023	Total
PRFM City Hall	475,000	350,000	250,000	225,000	-	\$ 1,300,000
Fire Stations	25,000	60,000	25,000	25,000	25,000	\$ 160,000
MSB	75,000	-	-	-	-	\$ 75,000
Parks	-	-	30,000	-	-	\$ 30,000
Police Station	-	-	30,000	-	-	\$ 30,000
Facilities Capital Projects	575,000	410,000	335,000	250,000	25,000	\$ 1,595,000
PRFM Wastewater	-	100,000	100,000	100,000	100,000	\$ 400,000
WW Utility Capital Projects	-	100,000	100,000	100,000	100,000	\$ 400,000
Total - Interior Capital Projects	\$ 575,000	\$ 510,000	\$ 435,000	\$ 350,000	\$ 125,000	\$ 1,995,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	75,000	30,000	40,000	30,000	15,000	\$ 190,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	500,000	480,000	395,000	320,000	110,000	\$ 1,805,000
Other	-	-	-	-	-	\$ -
Total	\$ 575,000	\$ 510,000	\$ 435,000	\$ 350,000	\$ 125,000	\$ 1,995,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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: (2020) Upgrade exterior lighting at Fire Stations #1, #2, and #6. (2022) Upgrade interior lighting at various Fire Stations.

MSB: (2019 / 2021 / 2023) Upgrade interior lighting.

Parks: (2019 / 2020 / 2021 / 2022 / 2023) Upgrade lighting at various City Parks.

Police Station: (2019) Upgrade exterior lighting. (2023) Upgrade interior lighting.

PRFMD Facility: (2022) Upgrade interior lighting.

Wastewater: (2019 / 2021 / 2023) Upgrade interior and exterior lighting.

Water plant: (2020 / 2022) 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		2019	2020	2021	2022	2023	Total
PRFM	Fire Stations	-	75,000	-	75,000	-	\$ 150,000
	MSB	75,000	-	75,000	-	75,000	\$ 225,000
	Parks	125,000	100,000	100,000	100,000	100,000	\$ 525,000
	Police Station	75,000	-	-	-	75,000	\$ 150,000
	PRFMD	-	-	-	75,000	-	\$ 75,000
Facilities Capital Projects		275,000	175,000	175,000	250,000	250,000	\$ 1,125,000
PRFM	Wastewater	75,000	-	75,000	-	75,000	\$ 225,000
WW Utility Capital Projects		75,000	-	75,000	-	75,000	\$ 225,000
PRFM	Water Plant	-	75,000	-	75,000	-	\$ 150,000
Water Utility Capital Projects		-	75,000	-	75,000	-	\$ 150,000
Total - Lighting Upgrade Projects		\$ 350,000	\$ 250,000	\$ 250,000	\$ 325,000	\$ 325,000	\$ 1,500,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	35,000	25,000	25,000	30,000	30,000	\$ 145,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	315,000	225,000	225,000	295,000	295,000	\$ 1,355,000
Other	-	-	-	-	-	-
Total	\$ 350,000	\$ 250,000	\$ 250,000	\$ 325,000	\$ 325,000	\$ 1,500,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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 a new heated storage area will be required to continue to provide the level of service and to ensure the department's assets are secure.

2019 - MSB space analysis and conceptual design.

2020 - Building and/or renovation design.

2021 - Building construction based on results of the master plan. Amount to be determined based on the planning completed in 2019.

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	2019	2020	2021	2022	2023	Total
PRFM MSB Storage	25,000	60,000	-	-	-	\$ 85,000
Total - Facilities Capital Projects Fund	\$ 25,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 85,000

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	25,000	60,000	-	-	-	\$ 85,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 85,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not quantifiable

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Plumbing Upgrades

PROJECT DESCRIPTION

Justification:

Fire Stations:

Fire Stations- (2023) This project will include camera inspections and implementation of repairs to water and sewer laterals for all six Fire Stations.

Parks:

Camera Testing and Repairs- (2019 / 2020 / 2021) This project will include camera inspections and implementation of repairs to water and sewer laterals for all City Parks.

City Park Fountain - (2021) Design for replacing the vault and plumbing for the fountain. (2022) Construction for replacing the vault and plumbing for the fountain.

Wastewater:

Replace Weimar Ct. Water Lateral. (2019) This project will replace the existing water lateral from Weimar Ct. to B-Building basement. The current water line is from 1934 and has broken several times over the past year.

Discussion of operating cost impact:

There is no operating cost impact from these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
PRFM	Fire Stations	-	-	-	-	25,000	\$ 25,000
	Parks	25,000	25,000	50,000	250,000	-	\$ 350,000
	Facilities Capital Projects	<u>25,000</u>	<u>25,000</u>	<u>50,000</u>	<u>250,000</u>	<u>25,000</u>	<u>\$ 375,000</u>
PRFM	Wastewater	225,000	-	-	-	-	\$ 225,000
	WW Utility Capital Projects	<u>225,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 225,000</u>
Total - Plumbing Upgrades		<u>\$ 250,000</u>	<u>\$ 25,000</u>	<u>\$ 50,000</u>	<u>\$ 250,000</u>	<u>\$ 25,000</u>	<u>\$ 600,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	20,000	-	25,000	10,000	-	\$ 55,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	230,000	25,000	25,000	240,000	25,000	\$ 545,000
Other	-	-	-	-	-	\$ -
Total	<u>\$ 250,000</u>	<u>\$ 25,000</u>	<u>\$ 50,000</u>	<u>\$ 250,000</u>	<u>\$ 25,000</u>	<u>\$ 600,000</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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.

- 2019 - Fire Station #1 partial roof replacement (\$225,000).
- 2020 - Fire Station #4 (\$125,000).
- 2020 - Wastewater - B-Building (\$200,000).
- 2021 - Parks - various pavilions (\$75,000).
- 2022 - Fire Station #2 (\$100,000).
- 2022 - Wastewater - V-Building partial replacement (\$200,000).
- 2023 - MSB - Replace roof on cold storage building (\$100,000).

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		2019	2020	2021	2022	2023	Total
PRFM	Fire Stations	225,000	125,000	-	100,000	-	\$ 450,000
	MSB	-	-	-	-	100,000	\$ 100,000
	Parks	-	-	75,000	-	-	\$ 75,000
Facilities Capital Projects		225,000	125,000	75,000	100,000	100,000	\$ 625,000
PRFM	Wastewater Plant	-	200,000	-	200,000	-	\$ 400,000
	WW Utility Capital Projects	-	200,000	-	200,000	-	\$ 400,000
Total - Roof Replacement Projects		\$ 225,000	\$ 325,000	\$ 75,000	\$ 300,000	\$ 100,000	\$ 1,025,000

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	20,000	25,000	10,000	30,000	15,000	\$ 100,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	205,000	300,000	65,000	270,000	85,000	\$ 925,000
Other	-	-	-	-	-	\$ -
Total	\$ 225,000	\$ 325,000	\$ 75,000	\$ 300,000	\$ 100,000	\$ 1,025,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Safety and Security Improvements

PROJECT DESCRIPTION

Justification:

City Hall: Fifth Floor Security- (2019) Security upgrades to restrict access to fifth floor employee work areas after business hours.

Fire Stations: Emergency Power - (2020) Connect additional circuits to backup generator power at various Fire Stations.

Parks: Security Upgrades - (2019 / 2020 / 2021 / 2022 / 2023) The security upgrades will include, but not be limited to: cameras, auto-locks, card readers, and infrastructure upgrades. **Sheig Center** - (2019) Install fiber and card access to facility.

PRFMD Facility: Fire Alarm - (2020) Install new fire alarm system. (2022) **Generator** - Upgrades to generator and emergency power system.

Wastewater: Asbestos Removal - (2020) Remove asbestos in A-Building and S-Building. This will consist of remediating the asbestos flooring to accommodate new flooring needed in selected areas of those buildings.

Water Plant: Upgrade Fire Protection System - (2021) Upgrade the fire protection system.

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		2019	2020	2021	2022	2023	Total
PRFM	City Hall	30,000	-	-	-	-	\$ 30,000
	Fire Stations	-	25,000	-	-	-	\$ 25,000
	Parks	85,000	55,000	55,000	55,000	55,000	\$ 305,000
	PRFMD	-	75,000	-	150,000	-	\$ 225,000
	Facilities Capital Projects	115,000	155,000	55,000	205,000	55,000	\$ 585,000
PRFM	Wastewater Plant	-	75,000	-	-	-	\$ 75,000
	WW Utility Capital Projects	-	75,000	-	-	-	\$ 75,000
PRFM	Water Plant	-	-	100,000	-	-	\$ 100,000
	Water Utility Capital Projects	-	-	100,000	-	-	\$ 100,000
Total - Safety & Security Upgrades		\$ 115,000	\$ 230,000	\$ 155,000	\$ 205,000	\$ 55,000	\$ 760,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	25,000	15,000	20,000	10,000	\$ 70,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	115,000	205,000	140,000	185,000	45,000	\$ 690,000
Other	-	-	-	-	-	\$ -
Total	\$ 115,000	\$ 230,000	\$ 155,000	\$ 205,000	\$ 55,000	\$ 760,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Parking Ramp - US Venture Development

PROJECT DESCRIPTION	
Justification:	<p>The City of Appleton entered into a development agreement with US Venture, within Tax Increment District No. 11, to develop the property referred to "Development Area #1" also know as the Michiels Property.</p> <p>US Venture will construct a new corporate headquarters with a projected value of \$54.5 million. In addition, the City of Appleton will construct a public parking ramp which will serve the needs of the development as well as the surrounding area.</p> <p>The projected cost of the parking structure, per Hoffman, Planning & Engineering, Inc. is \$26,727,575 per their estimate on 1/18/2018. It is important to note that this estimate was a preliminary estimate prior to design with limited information known at the time of the estimate. It is anticipated the cost will continue to increase as a result of increasing material and labor costs in the market. In addition, there will be costs associated with managing and handling poor soils including limited contamination. Updated estimates will be completed throughout the design and bidding phases.</p> <p>Construction is anticipated to commence in the spring or early summer timeframe of 2019 upon completion of design, permitting and bidding.</p>
Discussion of operating cost impact:	<p>As this will be a new structure in addition to existing parking structures, it will incur additional operating expenses related to utilities, cleaning, maintenance, etc. These will be partially offset by a reduction of operating expenses resulting from the demolition of the Blue Ramp but the overall impact is not quantifiable at this time.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
PRFM US Venture Ramp: New Parking Ramp	10,000,000	12,000,000	3,000,000	-	-	\$ 25,000,000
Total - TIF 11 Capital Projects Func	<u>\$ 10,000,000</u>	<u>\$ 12,000,000</u>	<u>\$ 3,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000,000</u>

COST ANALYSIS						
Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	2,700,000	-	-	-	-	\$ 2,700,000
Construction	7,300,000	12,000,000	3,000,000	-	-	\$ 22,300,000
Other	-	-	-	-	-	-
Total	<u>\$ 10,000,000</u>	<u>\$ 12,000,000</u>	<u>\$ 3,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000,000</u>
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Utility Maintenance and Equipment

PROJECT DESCRIPTION

Justification:

Ramp LED Lighting Upgrades - Currently, our parking ramps are illuminated by a combination of 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 2019 replacement of all existing non-LED fixtures throughout the Yellow ramp will result in drastic reductions in monthly energy bills and it is anticipated that the cost to purchase and install the new fixtures will be offset by energy savings within a three to five year period. The replacement of LED fixtures for the Green ramp is planned for 2020.

Red Ramp Elevator Replacement (Phase 2) - This project is based on recommendations from the City's elevator maintenance contractor and would include modernization of the Appleton Street elevator car and replacement of three elevator jack shafts in the Red Parking Ramp (funding limitations in 2018 only allowed us to modernize two of the three elevator cars in 2018). The elevator and jack shafts are original equipment from when the ramp was built in 1981 and have reached the end of their useful life. Due to their age, it is becoming increasingly difficult and costly to obtain replacement parts and maintain this elevator infrastructure.

Green Ramp Office/Shop Renovation - This project is a collaborative effort with the City's Facilities Maintenance Department and includes renovations to the Parking office and shop areas in the Green Parking Ramp. These areas are the home base for our 10 parking staff and have evolved over time based on changing needs, with no formal planning to date. The current space is quite outdated and lacks efficiency. The goal of this project is to improve the safety, efficiency and functionality of these critical and outdated work spaces.

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.

Purchase and Install Downtown Parking Pay Stations - 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, while at the same time reducing operating costs for City staff. The parking pay stations offer improved technology, flexibility and payment options when compared to our current parking meters. The pay stations would also be compatible with the pay-by-phone application recently rolled out by the City. This project is planned for 2020. No changes are planned at the Library Plaza Lot at this time.

Discussion of operating cost impact:

Beginning in 2019 we anticipate a reduction in energy cost due to the conversion to LED lighting; this reduction will continue each year until LED ramps are placed in all ramps. Reduced operating and maintenance costs are also anticipated as a result of the completion of Red Ramp elevator replacements in 2019.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2019	2020	2021	2022	2023	Total
Parking							
	Ramp LED Lighting Upgrades	256,000	178,000	-	-	-	\$ 434,000
	Red Ramp Elevator Replacement	275,000	-	-	-	-	\$ 275,000
	Green Ramp Office/Shop Renovation	215,000	-	-	-	-	\$ 215,000
	On-street wayfinding signage	-	100,000	-	-	-	\$ 100,000
	Downtown Parking Pay Stations	-	450,000	-	-	-	\$ 450,000
	Parking Enforcement Handheld Units	-	50,000	-	-	-	\$ 50,000
	Total - Parking Utility Capital Projects	\$ 746,000	\$ 778,000	\$ -	\$ -	\$ -	\$ 1,524,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	215,000	-	-	-	-	\$ 215,000
Other	531,000	778,000	-	-	-	\$ 1,309,000
Total	\$ 746,000	\$ 778,000	\$ -	\$ -	\$ -	\$ 1,524,000
Operating Cost Impact	\$ (30,000)	\$ (50,000)	\$ (96,000)	\$ (96,000)	\$ (96,000)	\$ (368,000)

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Treatment Chemical Storage

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.

The AWTF received formal regulatory authorization effective July 1, 2017 to permanently navigate from ultra filtration membranes following the completion of the Regulatory Upgrade and Process Improvements Project (RUIP). The successful transition to high density lime feeders, conventional filters, ultraviolet light (UV) reactors, and upgraded disinfection processes now allow the AWTF to make decisions regarding ultra filtration membrane equipment and associated processes (e.g. abandonment, repurposing, and space utilization). The AWTF initiated Phase I of this CIP in 2018 following a preliminary engineering study that identified a plan for upgrading or modifying various chemical systems. Evidence of chemical deterioration has been observed as the age of some of the critical storage (e.g. fiberglass tanks) and conveyance components (e.g. PVC pipe) has approached or exceeded the normally expected life (e.g. 10-15 years). The report was the basis to develop a priority strategy based on system condition, criticality to treatment, and costs. Phase I systems selected for construction during 2018 included sodium hypochlorite, fluoride, ferric sulfate, polymer, and carbon dioxide (meters). Phase II Chemical Treatment and Storage Project includes the balance of systems from the preliminary report: aluminum chlorohydrate (ACH), polyphosphate, and finished water pH control.

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		2019	2020	2021	2022	2023	Total
Water	Equipment	-	475,000	-	-	-	\$ 475,000
Total - Water Treatment Capital Projects		\$ -	\$ 475,000	\$ -	\$ -	\$ -	\$ 475,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	475,000	-	-	-	\$ 475,000
Total	\$ -	\$ 475,000	\$ -	\$ -	\$ -	\$ 475,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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.

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. Water Quality Trading (WQT), and/or Adaptive Management (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. The projected total 20-year present worth cost for compliance could exceed \$20 million depending on the alternative(s) chosen and its success in ultimately achieving future low-level phosphorus limits.

The AWWTP was reissued a WPDES permit with an effective start date of April 1, 2017. This reissued 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 TMDL legislation. The AWWTP has continued to build from the recommendations outlined within the 2015 engineering study which includes the implementation and refinement of automated phosphorus chemical treatment control, use of additional online phosphorus analyzers, targeted phosphorus source reduction, and other facets of treatment optimization. In parallel with ongoing on-site treatment evaluation studies, the Appleton Wastewater Utility will continue to explore AM and WQT opportunities to build experience of how these compliance options may function. The aforementioned information was used as the basis for future capital planning starting in 2021.

\$250,000 has been designated in 2021 for preliminary engineering and design services. Progress meeting the TMDL limit prior to 2021 will dictate the path and scope of work while adhering to the action plan outlined in Section 5.2 of the AWWTP WPDES permit.

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	2019	2020	2021	2022	2023	Total
Wastewater Design	-	-	250,000	-	-	\$ 250,000
Total - Wastewater Capital Projects	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	250,000	-	-	\$ 250,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	#REF!	#REF!	#REF!
Other - Equipment	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 250,000	#REF!	#REF!	#REF!
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2019 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 also reduces onsite storage needs and allows 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 80,000 cubic yards of compost material has been processed as part of 12 individual batches. On April 1, 2017, the Biosolids Composting Facility was permitted as part of the AWWTP's Wisconsin Pollutant Discharge Elimination System (WPDES) permit.

In 2018, the AWWTP contracted with Coker Composting and Consulting to evaluate the transition into either full scale biosolids composting, increased onsite biosolids storage, or some combination of the two. The preliminary opinion of costs for a sludge storage building expansion that would meet future 180-day storage totaled \$7.4 M. Capital costs for three alternative compost options ranged from \$8 M to \$12.3 M. Decisions regarding the future direction (compost or sludge storage) are expected to be known in 2019 which could impact the suggested project timeline listed below.

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	2019	2020	2021	2022	2023	Total
Wastewater & Land	-	500,000	-	-	-	\$ 500,000
Facilities Engineering	750,000	-	-	-	-	\$ 750,000
Construction	-	8,000,000	-	-	-	\$ 8,000,000
Total - Wastewater Capital Projects	\$ 750,000	\$ 8,500,000	\$ -	\$ -	\$ -	\$ 9,250,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Land Acquisition	-	500,000	-	-	-	\$ 500,000
Engineering	750,000	-	-	-	-	\$ 750,000
Construction	-	8,000,000	-	-	-	\$ 8,000,000
Other	-	-	-	-	-	\$ -
Total	\$ 750,000	\$ 8,500,000	\$ -	\$ -	\$ -	\$ 9,250,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Additional Vehicle and Twelve Additional Personnel for Station Six

PROJECT DESCRIPTION

Justification:

Fire District Six is positioned in a growth area on the far northeast quadrant of the City. The City of Appleton continues to annex and develop property in this area. The fire department has consistently encouraged and requested the installation of residential fire sprinkler systems to reduce long-term fire service operating costs. To date, no developer has sought to provide built-in fire suppression; therefore, we are left to plan and provide fire suppression services from a reactive approach. 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.

The calls for service in Fire District Six has **doubled** over the past ten years. Incidents responded to by units at Station Six (incidents include responding to other districts as a secondary unit) have also significantly increased. The nationally recognized goal for an initial crew is four minutes plus one-minute turnout time and ten minutes for an effective full fire response comprised of at least 15 firefighters. We are not able to meet this standard in a large area on the north side of town.

This request is for an additional vehicle and twelve additional employees to staff that vehicle on all shifts.

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	2019	2020	2021	2022	2023	Total
Fire Equipment	-	-	672,796	-	-	\$ 672,796
Total - Public Safety Capital Projects Fund	\$ -	\$ -	\$ 672,796	\$ -	\$ -	\$ 672,796

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	672,796	-	-	\$ 672,796
Total	\$ -	\$ -	\$ 672,796	\$ -	\$ -	\$ 672,796
Operating Cost Impact	\$ -	\$ -	\$ 1,417,302	\$ 1,459,821	\$ 1,503,615	\$ 4,380,738

CITY OF APPLETON 2019 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: 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; and, streamlining processes to reduce costs.

Per the recommendation from the project management firm, it was determined that the replacement project would be managed via two separate packages - a computer-assisted mass appraisal (CAMA) system for property assessments, and a traditional ERP package for all other applications. The Assessor's Office went live with the new CAMA system in August, 2017. The ERP system implementation began in the fall of 2016 and is expecting to continue into 2021. The implementation is broken into phases based on the modules expected to be implemented in a particular year. Phase 1, which includes the implementation of the City's general ledger, purchasing, accounts payable, accounts receivable, and document management modules is expected to go-live in November, 2018. Phase 2, which includes the payroll, time and attendance, human resources, tax collection, cashing, cash management, and employee expense modules, is scheduled to go on-line in 2019. Phases 3 and 4, which include the code enforcement, permitting, business licensing, GIS, parking ticket, animal licensing, work order, inventory, fixed asset, fleet management, and contract management modules, is slated for 2020. Finally, phases 5 and 6, which include utility billing, citizen self-service, and debt management, is scheduled to be implemented in 2021.

Due to the change in the lead consultant from Tyler Technologies along with the loss of the City's project manager in late 2017, the project was delayed approximately one year. As a result, the majority of expenses expected to be incurred in 2017 were delayed until 2018 and were funded by money borrowed in 2017. No new funds were borrowed for the project in 2018. Thus, the \$243,000 that was originally included the 2018 Budget for project expenses has been re-budgeted in total in 2019 and subsequent year budget amounts have been extended one year.

Discussion of operating cost impact:

Annual hardware and software maintenance for the ERP and CAMA systems would replace the maintenance fees currently paid for the iSeries and JD Edwards accounting software. The additional operating cost is noted below.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
IT ERP system	243,000	471,000	237,000	-	-	\$ 951,000
Total - Information Technology Capital Projects Fund	\$ 243,000	\$ 471,000	\$ 237,000	\$ -	\$ -	\$ 951,000

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Other	243,000	471,000	237,000	-	-	\$ 951,000
Total	\$ 243,000	\$ 471,000	\$ 237,000	\$ -	\$ -	\$ 951,000
Operating Cost Impact	\$ 123,000	\$ 123,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 636,000

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Information Technology

PROJECT DESCRIPTION

Justification:

Council Chambers

The audio / video equipment in the Council Chambers is now approximately 17 years old and technology has improved for both audio and video quality. This request is to implement the latest technology for both. The project had been planned for 2018 at an estimated cost of \$65,000 but, after obtaining input via an RFP, it has been determined that amount was insufficient and the project is being re-budgeted at \$87,000 in 2020.

Phone and Teleconferencing Systems

To maintain the integrity and operation of the phone system, it will be upgraded to the latest software. The phone controller at the Wastewater Treatment Plant will also be replaced, since that one was not replaced in the last upgrade cycle. In addition, the teleconferencing equipment used at the six fire stations is now 5 years old and hardware support is no longer available at a reasonable cost. This project includes replacing that system with virtual equipment and moving the connections to WebEx based software.

Police MDCs

In order to take full advantage of the expanded capabilities of the Computer Aided Dispatch (CAD) system upgrade at Outagamie County Dispatch it is necessary to upgrade all Police Mobile Data Computers (MDC's). The latest MDC's will come with improvements such as higher capacity connectivity, drivers license scanners, and micro printers. Included in this CIP is the Central Equipment Agency charges to change over 20 computers per year over three years.

Firewalls and core network

This CIP anticipates the need to replace and upgrade our network firewalls, a combination of hardware and software that protects our networks from unauthorized access, and the core network. In 2020, the existing equipment will be seven years old and due for replacement in order to run the latest versions of software and to ensure reliability. Replacement will also increase available bandwidth to handle data traffic.

Utilities Wireless

In recent years, cabling to support wireless access throughout the Water and Wastewater plants has been upgraded. This CIP anticipates the need to replace the network hardware in the Wastewater plant with equipment comparable to that recently installed at City Center and other facilities. In 2021, the existing equipment will be approximately eight years old and the wireless access points are already no longer available. We anticipate spending approximately \$12,000 in 2018 on preventive maintenance to ensure the stability of the system until its replacement.

Discussion of operating cost impact:

Operating cost impact is based on expected yearly support cost required to keep the equipment under maintenance and support.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
IT	Council Chambers	-	87,000	-	-	-	\$ 87,000
	Phone System Upgrade /						
	Fire Audio Visual	25,000	-	-	-	-	\$ 25,000
	MDC Upgrade for all						
	APD squads	150,000	150,000	150,000	-	-	\$ 450,000
	Firewalls	-	75,000	-	-	-	\$ 75,000
	Core Network	-	75,000	-	-	-	\$ 75,000
Total - IT Capital Projects Fund		175,000	387,000	150,000	-	-	\$ 712,000
IT	Phone controller	10,000	-	-	-	-	\$ 10,000
	Utilities Wireless	-	-	175,000	-	-	\$ 175,000
Total - Wastewater Capital Proj		10,000	-	175,000	-	-	\$ 185,000
Total - IT Capital Projects		\$ 185,000	\$ 387,000	\$ 325,000	\$ -	\$ -	\$ 897,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2019	2020	2021	2022	2023	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Equipment	175,740	377,740	315,740	-	-	\$ 869,220
Other	9,260	9,260	9,260	-	-	\$ 27,780
Total	\$ 185,000	\$ 387,000	\$ 325,000	\$ -	\$ -	\$ 897,000
Operating Cost Impact	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 20,000

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Electronic Pollbooks

PROJECT DESCRIPTION

Justification:

The Wisconsin Elections Commission launched Electronic Pollbooks in summer of 2018. These reduce wait time for voters, increase accuracy of voter information and improve the Election Day experience for both voters and workers. A CIP request was included in the 2018 budget to purchase electronic poll books but due to the late timing of the launch and higher than anticipated costs the request is being revised and submitted for the 2019 budget with an expected purchase in January, 2019.

Discussion of operating cost impact:

There is no anticipated operating cost impact after the purchase of the equipment as the devices interface with the State WisVote voter management system.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Legal Svcs 60 e-pollbooks	124,000	-	-	-	-	\$ 124,000
Total - City Center Capital Projects Fund	\$ 124,000	\$ -	\$ -	\$ -	\$ -	\$ 124,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	124,000	-	-	-	-	\$ 124,000
Total	\$ 124,000	\$ -	\$ -	\$ -	\$ -	\$ 124,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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.

This project includes removal of the fuel dispensers and concrete islands, installation of the fuel pump 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	2019	2020	2021	2022	2023	Total
CEA Consulting	12,000	-	-	-	-	\$ 12,000
CEA Construction	175,000	-	-	-	-	\$ 175,000
Total - CEA Capital Projects	\$ 187,000	\$ -	\$ -	\$ -	\$ -	\$ 187,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	12,000	-	-	-	-	\$ 12,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	175,000	-	-	-	-	\$ 175,000
Other	-	-	-	-	-	\$ -
Total	\$ 187,000	\$ -	\$ -	\$ -	\$ -	\$ 187,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Central Equipment Agency (CEA) Car Wash Replacement

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 its 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 its 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. The cost savings from lower water usage will depend on actual quantities of water saved and water rates in effect in the future and cannot currently be quantified.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
CEA	Consulting	-	20,000	-	-	-	\$ 20,000
	Installation	-	-	425,000	-	-	\$ 425,000
Total - Public Works Capital Projects Fund		\$ -	\$ 20,000	\$ 425,000	\$ -	\$ -	\$ 445,000

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	-	20,000	-	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	-
Construction	-	-	425,000	-	-	\$ 425,000
Other	-	-	-	-	-	-
Total	\$ -	\$ 20,000	\$ 425,000	\$ -	\$ -	\$ 445,000
Operating Cost Impact	\$ -	\$ -	\$ -	N/Q *	N/Q *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Survey Instrument Replacements

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacement - Robotic Total Station or GPS Unit

This instrument is a replacement for our oldest existing robotic unit that will be approximately 10 years old at the proposed time of replacement (2021). 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 stations have provided numerous opportunities for one-person survey work, which has allowed us to reduce our survey backlog as well as reduce our need for overtime. A GPS Unit would also allow for single user operation and would primarily be used for field data collection. Unlike typical survey instruments, the GPS uses satellite links to provide spatially accurate data collection with high degrees of accuracy. The GPS unit would provide a much more efficient method for collection of widespread infrastructure data, which could be used for verification and updates to City records as well as incorporation into the City's expanding GIS program. 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 with this survey instrument replacement is all the necessary software and auxiliary equipment.

Discussion of operating cost impact:

This survey instrument would allow us to more efficiently utilize existing staff to complete a larger volume of work without the need for additional survey staff.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
DPW	Robotic Total Station / GPS	-	-	45,000	-	-	\$ 45,000
Total - Public Works Capital Projects Fund		\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	45,000	-	-	\$ 45,000
Total	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Mackville Landfill Monitoring Equipment

PROJECT DESCRIPTION

Justification:

The remediation of the closed City landfill occurred in the early to mid 1990's. Although there has been on-going operation, maintenance and monitoring of the site, components installed with the remediation are at or past their expected life span. These components include gas system control valves, gas blower, and condensate sumps.

The gas system blower has approximately a three year life span and has been replaced before under the yearly consultant contract. The technology of the gas blower changes rapidly and each replacement requires analysis of available models for compatibility with the existing gas telemetry systems.

Several of the gas control system valves are broken and/or not functioning at all, making control of the gas system limited and inefficient.

There are two condensate sumps at the site. Since installation in 1995, they have experienced movement within the refuse layer due to changes in leachate and gas and variable frost depths. The sumps have been taking in significant amounts of non-gas system condensate liquids, suggesting cracks in the structure and/or pipe connections at the structure. During the spring, Operations Sewer Crew travels to the site to empty the sumps approximately every other day.

Discussion of operating cost impact:

No operating cost impact

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
Sanitation	Construction	60,000	-	-	-	-	\$ 60,000
Total - Public Works Capital Projects		\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	60,000	-	-	-	-	\$ 60,000
Other	-	-	-	-	-	\$ -
Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: 1 Ton Dump Truck

PROJECT DESCRIPTION

Justification:

This new truck would primarily be utilized by the stormwater facility maintenance crew. This crew is responsible for various maintenance projects associated with over 50 stormwater facilities (not including ditches and ravines) and this number continues to grow every year. They excavate sediment, repair outfalls, remove unwanted vegetation and perform post-storm debris removal to ensure water is flowing properly.

Currently, the stormwater crew does not have a permanent vehicle in its fleet. Therefore, the 2 full time stormwater crew members and their assistants (2-4 other employees) all work out of one seasonal pickup truck. Having a permanent truck in the stormwater fleet, in addition to the seasonal pickup truck, will not only provide adequate space for all of their equipment, but also offer the ability to split up and work at separate job sites when needed.

In addition to the transportation efficiencies this truck would provide, it will also be built with stormwater facility maintenance in mind. It will have a nine foot dump box for hauling dirt, stone and other materials to the job site as well as for hauling pond sediment, debris and vegetation from the stormwater facilities. In addition, this truck will be four wheel drive with a 14,000 pound GVWR which will allow it to haul more material, provide better traction and have a higher towing capacity than a standard pickup truck.

Discussion of operating cost impact:

Ongoing costs (fuel, maintenance, CEA replacement, etc.)

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Stormwater Equipment	60,000	-	-	-	-	\$ 60,000
Total - Public Works Capital Projects Fund	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	60,000	-	-	-	-	\$ 60,000
Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Operating Cost Impact	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 36,000

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: DPW Equipment - Sweeper Replacement

PROJECT DESCRIPTION

Justification:

High Efficiency Sweeper Upgrade - 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 (SWMP), 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 2022, 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	2019	2020	2021	2022	2023	Total
Stormwater Sweeper	-	-	-	70,000	-	\$ 70,000
Total - Stormwater Capital Projects	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	70,000	-	\$ 70,000
Total	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* NQ = Not Quantifiable

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: ADA Intelligent Transportation System Upgrade

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2019 include upgrading the current scheduling software used by Valley Transit for ADA services (Valley Transit II).

Valley Transit's current paratransit ITS system features software that is used to schedule over 130,000 demand response rides annually and track individual rider's data. The product, called Novus DRM, is provided by a vendor called Trapeze. The current software was last upgraded in 2008 and is hosted on a City of Appleton server. The downside of a local server is the City of Appleton/Valley Transit must maintain physical hardware and staff to host the software. If the server goes down, there is no local redundancy, so we lose access to rider and ride scheduling data. Another downside is software updates or repairs/fixes must be made by the current vendor remotely, which adds wait time to each update or repair session.

Many modern ITS products feature a cloud-based solution, which would be more reliable, effective and efficient for Valley Transit. Another key reason for the replacement is the current system does not utilize or support in-vehicle hardware (mobile data terminal/tablet), which severely limits the data available. Without tablets, Valley Transit does not have computer aided dispatch (CAD) or automatic vehicle location (AVL) features, which are significant elements of a modern demand response transportation system. A replacement system will allow access to more data by Valley Transit and riders, improve overall service efficiency and improve reporting.

Capital funding has been budgeted to cover 80% of the cost (\$200,000) with the remaining 20% funded from the depreciation reserve.

Discussion of operating cost impact:

Current software maintenance fees (\$22,000) will be replaced with new software maintenance fees but no overall impact on operating expense is anticipated.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Valley Transit ITS purchase	250,000	-	-	-	-	\$ 250,000
Total -Valley Transit Capital Projects	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	250,000	-	-	-	-	\$ 250,000
Total	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Vehicle Purchase

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2019 include the replacement of a staff vehicle for fixed route operations. This vehicle is used to transport drivers to and from the transit center and to ferry passengers to destinations when transfers are missed due to a Valley Transit problem or weather issue. The vehicle is also used by the operations supervisors to respond to accidents, manage detours, perform ride checks and travel between the Administration building and the Transit Center. Capital funding has been budgeted to cover 80% of the cost (\$40,000) with the remaining 20% funded from the depreciation reserve.

Discussion of operating cost impact:

Since this is a replacement for an existing vehicle, it is expected to incur routine maintenance costs with no overall impact on operating expense.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Valley Transit Vehicle purchase	50,000	-	-	-	-	\$ 50,000
Total -Valley Transit Capital Projects Fund	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	50,000	-	-	-	-	\$ 50,000
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bus Shelter Replacement

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2019 include purchasing bus shelters. Most of Valley Transit's passenger waiting shelters and shelter accessories were purchased and installed between 1986 and 1991. Some have been moved several times to accommodate changing needs. Valley Transit is replacing the current shelters with ADA accessible shelters. Capital funding has been budgeted to cover 80% of the cost (\$16,000) with the remaining 20% funded from the depreciation reserve.

Discussion of operating cost impact:

Since these shelters are replacing existing shelters, they are expected to incur routine maintenance costs and have no overall impact on operating expense.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Valley Transit Shelter purchase	20,000	-	-	-	-	\$ 20,000
Total -Valley Transit Capital Projects Fund	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	20,000	-	-	-	-	\$ 20,000
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Transit Center Furniture Replacement

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2019 include replacing some of the furniture at the Transit Center. Much of the furniture was purchased in 2008 or earlier, and is deteriorating. Many pieces have been broken and have become unsafe for customers to utilize. Capital funding has been budgeted to cover 80% of the cost (\$20,000) with the remaining 20% funded from the depreciation reserve.

Discussion of operating cost impact:

There is no operating cost impact to this purchase.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Valley Transit TC Furniture purch:	25,000	-	-	-	-	\$ 25,000
Total -Valley Transit Capital Projects Fund	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	25,000	-	-	-	-	\$ 25,000
Total	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Tower Improvements

PROJECT DESCRIPTION

Justification:

The City of Appleton's one million gallon (1 MG) Matthias Street water tower is located in the southeastern portion of the City of Appleton. When the tower was first constructed in 1988, it was near the periphery of the City's distribution system; far from the Water Treatment Facility's high lift pump station. Due to the tower's close proximity to the Water Treatment Facility, the energy grade line in the distribution system is almost always above the overflow elevation in the tower. As a result, the tower has very little turnover. To improve system operation and to give greater flexibility to create turnover in the Matthias Street tower, the City will install a booster pump station. The pump is used to intentionally pump water out of the tower and into the distribution system. When the pump is shut-off, the tower refills under normal system pressure. The pump and altitude valve are controllable via radio telemetry from the Water Treatment Facility. The actual capacity of the booster pumps will meet the hydraulic and fire flow needs of the system.

Discussion of operating cost impact:

There could be a reduction in energy costs as the pumps will be controlled with variable frequency drives. The exact energy savings, if any, would not be known until specific pumping information is calculated at the time of the project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Water Matthias Tower	-	-	\$ 320,000	-	-	\$ 320,000
Total - Water Treatment Capital Projects	\$ -	\$ -	\$ 320,000	\$ -	\$ -	\$ 320,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	45,000	-	-	\$ 45,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	275,000	-	-	\$ 275,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 320,000	\$ -	\$ -	\$ 320,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Treatment Instrument Improvements

PROJECT DESCRIPTION

Justification:

Water treatment process control decisions come from operators and a variety of field instruments. The key function for most instruments deployed at the Water Plant is to decrease the time it takes to respond to changing raw water quality characteristics. Over time instruments become less productive or a newer version with improved response and resolution becomes the industry standard. Overall, these systems are essential in maintaining plant operations within State of Wisconsin and federal regulatory limits. As such, this project is intended to replace/upgrade the following instrumentation:

Ten (10) turbidimeters and associated controllers deploying LED technology for each of the GAC filters and for finished water monitoring.

Six (6) reagentless chlorine residual analyzers for the chlorine disinfection process and/or finished water monitoring.

Six (6) pressure data-loggers for selected use throughout water utility facilities. These instruments are battery-operated, stand-alone pressure recorders that can accurately measure pressure transients at a selected location. When used in conjunction with other stationary pressure-monitoring equipment, distribution system dynamics associated with main breaks or other events can be more thoroughly evaluated and mitigated.

Discussion of operating cost impact:

Reagentless analyzers have a lower operating cost due to reduction in the cost of reagents which must be continuously replenished.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Water Equipment	-	-	-	100,000	-	\$ 100,000
Total - Water Treatment Capital Projects	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	100,000	-	\$ 100,000
Total	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater 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 solids production justifies the purchase of additional BFPs 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 over 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. This CIP is intended to address unused electrical wiring and components from past improvements and upgrades which remain within the existing BFP control cabinets.

This CIP is segregated into three phases starting with Phase 1 Preliminary Engineering, followed by Phase 2 Belt Filter Press Additions, and Phase 3 Existing Belt Filter Press Upgrades. Phase 1 services will provide observations, data, alternatives, costs, conclusions, and recommendations that will be used to shape the subsequent two project phases. Phase 2 in 2020 currently includes the estimated costs for the addition of two new BFPs. The addition of two new fully operational BFPs would facilitate Phase 3 work in 2021. This includes existing BFP work to address remnant hard wiring associated from obsolete equipment and processes while simultaneously upgrading the outdated hard wire relays with PLC technology. 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:

Facilitating 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		2019	2020	2021	2022	2023	Total
Wastewater	Engineering	-	-	-	400,000	-	\$ 400,000
	Contractor Fees	-	-	-	1,600,000	2,000,000	\$ 3,600,000
Total - Wastewater Utility Capital Projects		\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 4,000,000

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	400,000	-	\$ 400,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	1,600,000	2,000,000	\$ 3,600,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 4,000,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Compressor Replacement

PROJECT DESCRIPTION
<p>Justification:</p> <p>The Wastewater Treatment Plant (AWWTP) utilizes compressed air for processes, instrument, and general use (e.g. tools). The plant air compressors at the AWWTP have been in place longer (>20 years) and have reached their useful life. Consideration has been given to utilizing the future replacements to the 1978 Ingersoll-Rand units located in B-Building basement as the primary source of plant air. This would be a deviation from the current mode of operation which relies upon the GA-15 Atlas Copco units located in V-Building basement as the primary source of plant air.</p> <p>The increasing frequency of compressor mechanical issues and questions arising regarding required capacity and efficiency provided the basis of this CIP. An engineer was contracted in 2018 to provide an evaluation based on compressor unit current conditions and operating parameters, air system controls, capacity needs, load duty cycles, and energy consumption analyses. The intent of the evaluation was to consider the most technically and economically sound options that take into consideration all of the existing sub-systems. This CIP budget is based on the evaluation of replacement compressor alternatives that were provided as part of the preliminary engineering evaluation.</p> <p>Discussion of operating cost impact:</p> <p>New and appropriately sized air compressors will reduce annual operating costs and reduce staff and/or contractor costs that would otherwise be associated with maintenance activities.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
Wastewater	Equipment	100,000	-	-	-	-	\$ 100,000
	Engineering	30,000	-	-	-	-	\$ 30,000
Total - Wastewater Capital Projects		\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	30,000	-	-	-	-	\$ 30,000
Land Acquisition	-	-	-	-	-	-
Construction	100,000	-	-	-	-	\$ 100,000
Other	-	-	-	-	-	-
Total	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lift Station Improvements

PROJECT DESCRIPTION

Justification:

Lift stations convey sewage to interceptor sewers for gravity flow to the Wastewater Treatment Plant . Failure 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.

A 2018 CIP project at the Midway Road lift station advanced an alternative that provided unimpeded vehicular entry to lift station equipment during emergency situations as well as periodic maintenance events. This prioritized improvement focused on improving safety for maintenance staff and those driving along Midway Road while simultaneously facilitating the deployment of a portable emergency generator when or as required. The 2019 CIP phase will install new pumps with improved impellor section design to reduce the frequency of clogging. The existing electrical system will be updated to restore station reliability and compliance with current electrical codes. This project will require professional engineering services to prepare bidding documents. The project also requires Wisconsin Department of Natural Resources authorization.

The Summer Street lift station is a below grade "can" system that is intended to be rehabilitated or replaced with a submersible pump station similar to other recent lift station improvement projects (e.g. 2016 Scarlet Oak Improvements Project). The need for rehabilitation or wholesale upgrades will further be assessed in 2018 to appropriately determine future project scope and costs. In either scenario the existing 1960s vintage wetwell will be improved to address confined space. These projects will require professional engineering services to prepare bidding documents. The project also requires Wisconsin Department of Natural Resources authorization.

Discussion of operating cost impact:

Installing new pumps with updated electrical system will restore proper function to the station and reduce personnel service time and emergency calls.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
Wastewater	Midway Road	200,000	-	-	-	-	\$ 200,000
	Summer St	-	-	-	-	400,000	\$ 400,000
Total - Wastewater Utility Capital Projects		\$ 200,000	\$ -	\$ -	\$ -	\$ 400,000	\$ 600,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	25,000	-	-	-	40,000	\$ 65,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	175,000	-	-	-	360,000	\$ 535,000
Other	-	-	-	-	-	\$ -
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ 400,000	\$ 600,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Piping Projects - Blended Sludge, Waste Gas, and Filtrate Piping

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) experiences scale accumulation in the dewatering belt filter presses (BFP) and filtrate lines. The mineralogical scale otherwise known as "struvite" is composed of magnesium ammonium phosphate which are components abundant in wastewater. Struvite is a problem in wastewater treatment plants, particularly after anaerobic digesters when conditions are created that readily allow for the release of high amounts of ammonium and phosphate. The resultant scale forms on BFP lines and belts, drain pans, pumps, and will eventually close off system pipes. This project allows for piping systems to be accessed and repiped in order to mitigate struvite accumulation. Having access will allow for the use of 10,000 PSI high pressure blasting equipment. The high pressure blasting removes excessive struvite buildup which would otherwise constrict BFP filtrate flow conveyed to biological treatment. The piping improvements will make struvite removal activities more efficient, reduce costs, and be less disruptive to treatment and operations.

The waste gas piping and equipment has been in service since 1992. As a result of service life, some components are at the end of their useful life. This project will complete a conditions assessment of waste gas system piping and equipment. The staff will use the final report to contract for equipment repairs or replacements.

The raw sludge blend tank has also been in service (nearly continuously) since 1992. The system relies on a counter current heat exchanger to warm incoming waste for primary digestion. The pumps and heat exchanger have become worn to the point that replacement is necessary. This project will produce necessary repairs and will replace the pumps and heat exchanger process.

Discussion of operating cost impact:

As these projects are replacements for existing equipment, there is no anticipated operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
Wastewater	Engineering	90,000	-	-	-	-	\$ 90,000
	Construction	1,051,000	-	-	-	-	\$ 1,051,000
Total - Wastewater Capital Projects Fund		\$ 1,141,000	\$ -	\$ -	\$ -	\$ -	\$ 1,141,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	90,000	-	-	-	-	\$ 90,000
Land Acquisition	-	-	-	-	-	-
Construction	1,051,000	-	-	-	-	\$ 1,051,000
Other	-	-	-	-	-	-
Total	\$ 1,141,000	\$ -	\$ -	\$ -	\$ -	\$ 1,141,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: RAS Pump Replacements

PROJECT DESCRIPTION

Justification:

The Return Activated Sludge (RAS) pumps are an integral component of the Second Stage Activated Sludge system. The function of the pumps is to return the settled microorganisms from the final clarification tanks back to the inlet of the aeration tanks. This serves to allow the microbiological population to contact the incoming waste stream and under aerobic conditions, reduce the dissolved and colloidal material to a manageable biological floc which can be settled out in the final clarification tanks. It is also in this biological treatment stage that excess nutrients are removed from the waste stream.

Originally installed as part of the 1994 upgrade, the existing pumps, motors and controls have reached the end of their useful life. The pumps have had various mechanical parts (e.g. seals and bearings) including impellers replaced over the years. In June 2018 one of the pumps was removed for repair and it was discovered upon inspection that the internal pump housing, stuffing box, and shaft were deteriorated or excessively worn. A partial pump rebuild was performed in order to return the pump to service until a more thorough conditions assessment was conducted. The cost of a total rebuild is approximately 75% that of a new pump (partial rebuild is 36%). The electronic speed control (ESC) boards have reached a point of obsolescence and replacements are becoming more difficult and expensive to procure. Replacing the existing Eddie-current drives with variable frequency drives (VFD's) would mitigate the need for ESC replacement parts while gaining operational efficiency. Unlike a constant speed motor, VFDs generate higher supply side power factors at all loads which can result in reduced utility rates. They are more efficient at reduced speeds, in particular when under 80% of the design pump speed which is the range the RAS pumps typically operate. Lastly, VFD technology provides system control logic, fault protection and diagnostics which is not currently available with the existing equipment.

Replacing all twelve of the existing RAS pumps, motors and drive installations in the same year will provide economy of scale for bidding purposes while facilitating systematic equipment change out without disruption to treatment operations.

Discussion of operating cost impact:

The replacement of the existing RAS pump motors and VFD's will decrease electrical consumption while improving design rated pump capacities.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Wastewater Engineering	50,000	-	-	-	-	\$ 50,000
Contractor Fees	510,000	-	-	-	-	\$ 510,000
Total - DNR Replacement Fund	\$ 560,000	\$ -	\$ -	\$ -	\$ -	\$ 560,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2019	2020	2021	2022	2023	
Planning	50,000	-	-	-	-	\$ 50,000
Land Acquisition	-	-	-	-	-	-
Construction	510,000	-	-	-	-	\$ 510,000
Other	-	-	-	-	-	-
Total	\$ 560,000	\$ -	\$ -	\$ -	\$ -	\$ 560,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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 \$1.85 million. 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 of two 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 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 storage capacity, surveillance, sampling, and provides few options to fully optimize digester gas production from various waste substrates through equilization. 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		2019	2020	2021	2022	2023	Total
Wastewater	Engineering	-	-	-	200,000	-	\$ 200,000
	Construction	-	-	-	-	2,000,000	\$ 2,000,000
Total - Wastewater Capital Projects		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ 2,000,000</u>	<u>\$ 2,200,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	200,000	-	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	2,000,000	\$ 2,000,000
Other	-	-	-	-	-	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ 2,000,000</u>	<u>\$ 2,200,000</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park - Renovations

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. 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:

- 2021 - Design for Phase 1 - Parking lot, pavilion, park amenities, and Scheig connection.
- 2022 - Construction for Phase 1 - Parking lot, pavilion, park amenities, and Scheig connection.
- 2022 - Design for Phase 2 and 3 - Parking lot on Northland Avenue and trail system throughout the park.
- 2023 - Construction of Phase 2 - Parking lot and a section of the trail system.

Please also refer to the Appleton Memorial Park/Athletic Fields CIP request for recommendations to the ball diamond facilities and amenities.

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		2019	2020	2021	2022	2023	Total
PRFMD	Design	-	-	125,000	40,000	-	\$ 165,000
	Phase 1	-	-	-	1,100,000	-	\$ 1,100,000
	Phase 2	-	-	-	-	350,000	\$ 350,000
Total - Facilities Capital Projects Fund		\$ -	\$ -	\$ 125,000	\$ 1,140,000	\$ 350,000	\$ 1,615,000

COST ANALYSIS

Components	Estimated Cash Flows					
	2019	2020	2021	2022	2023	Total
Planning	-	-	125,000	40,000	15,000	\$ 180,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	1,100,000	335,000	\$ 1,435,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 125,000	\$ 1,140,000	\$ 350,000	\$ 1,615,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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, #5 and #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:

- 2020 - Install scoreboards on fields #5, #6, and #7.
- 2021 - Upgrade ball diamond backstop, line fences, and outfield fences for diamond #4.
- 2022 - Demolition and replacement of the Jones Building including walkways.
- 2022 - Install irrigation on fields #1, #3, #5, #6, and #7.
- 2023 - Upgrade lighting on fields #5, #6, and #7

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 facility rental because of its improved functionality.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
PRFMD	Construction	-	-	-	2,200,000	-	\$ 2,200,000
	Irrigation	-	-	-	150,000	-	\$ 150,000
	Scoreboards	-	150,000	-	-	-	\$ 150,000
	Lighting	-	-	-	-	235,000	\$ 235,000
	Fence upgrades	-	-	100,000	-	-	\$ 100,000
Total - Facilities Capital Projects Fund		\$ -	\$ 150,000	\$ 100,000	\$ 2,350,000	\$ 235,000	\$ 2,835,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2019	2020	2021	2022	2023	
Planning	-	10,000	15,000	15,000	-	\$ 40,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	140,000	85,000	2,335,000	235,000	\$ 2,795,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 150,000	\$ 100,000	\$ 2,350,000	\$ 235,000	\$ 2,835,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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 2019 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	2019	2020	2021	2022	2023	Total
PRFM ADA Improvements	50,000	50,000	50,000	50,000	50,000	\$ 250,000
Total - Facilities Capital Projects	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Fund						

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	50,000	50,000	50,000	50,000	\$ 250,000
Other	-	-	-	-	-	\$ -
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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 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:

Upgrade Sand Play Area - (2020) This project will 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.

Aquatics Upgrade - (2021) Perform a condition analysis and master plan 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. (2022) Design for the aquatic upgrades. (2023) Construction for aquatic upgrades.

Splash Pads:

Memorial Park - (2020-2021) Design for a splash pad will be in 2020 and construction will take place in 2021. Approximately 5,000 square feet.

Derks Park - (2021-2022) Design for splash pad will be in 2021 and construction will take place in 2022. Approximately 5,000 square feet.

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		2019	2020	2021	2022	2023	Total
PRFMD	Mead	-	40,000	50,000	200,000	2,000,000	\$ 2,290,000
	Memorial	-	30,000	360,000	-	-	\$ 390,000
	Derks	-	-	30,000	360,000	-	\$ 390,000
Total - Facilities Capital Projects Fund		\$ -	\$ 70,000	\$ 440,000	\$ 560,000	\$ 2,000,000	\$ 3,070,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	40,000	145,000	210,000	30,000	\$ 425,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	30,000	295,000	350,000	1,970,000	\$ 2,645,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 70,000	\$ 440,000	\$ 560,000	\$ 2,000,000	\$ 3,070,000
Operating Cost Impact						\$ -

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park Development

PROJECT DESCRIPTION

Justification:

This funding request includes the development of park properties. Two currently undeveloped parks include Ellen Kort Park and the North Park located next to fire station #6.

Ellen Kort Park:

Construct Main Trail/Site Development (Phase I) - (2021) - \$875,000. This phase completes the civil work including establishing all site elevations and the construction of a trail through the park that connects Jones Park and the future Edison Trestle.

Park Construction Phase II - (2023) Construction of the park and amenities - estimated at \$1,000,000 pending final design.

North Park (Fire Station #6 Site):

Master Planning - (2020) Park Master Planning for North Park - \$30,000.

Design Services - (2021) Design for the development of North Park- \$30,000.

Construction - (2022) - Construction for the development of North Park- \$400,000.

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		2019	2020	2021	2022	2023	Total
PRFM	Ellen Kort Park	-	-	875,000	-	1,000,000	\$ 1,875,000
	North Park	-	30,000	30,000	400,000	-	\$ 460,000
Total - Facilities Capital Projects Fund		\$ -	\$ 30,000	\$ 905,000	\$ 400,000	\$ 1,000,000	\$ 2,335,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	30,000	80,000	65,000	-	\$ 175,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	825,000	335,000	1,000,000	\$ 2,160,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 30,000	\$ 905,000	\$ 400,000	\$ 1,000,000	\$ 2,335,000
Operating Cost Impact	\$ -	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500	\$ 58,000

CITY OF APPLETON 2019 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. Some 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. Other parks still do not have restroom/pavilion facilities. This request includes adding one restroom/pavilions and renovating another over the next five years.

Schaefer Park:

Design for Pavilion - (2021) Design services for new pavilion. - \$30,000

Construction - (2022) Construction for new Pavilion - \$500,000

Peabody Park:

Design for Pavilion - (2022) Design services for new pavilion. - \$30,000

Construction - (2023) Construction for new Pavilion - \$500,000

Future pavilion renovation or construction will include: Telulah Pavilion (2024-2025); City Park Pavilion (2025); Kiwanis Park Pavilion (2026-2027); and Summit Park Pavilion (2028-2029).

Discussion of operating cost impact:

These projects would have annual maintenance expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
PRFM	Schaefer Park	-	-	30,000	500,000	-	\$ 530,000
	Peabody Park	-	-	-	30,000	500,000	\$ 530,000
Total - Facilities Capital Projects		\$ -	\$ -	\$ 30,000	\$ 530,000	\$ 500,000	\$ 1,060,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	30,000	30,000	-	\$ 60,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	500,000	500,000	\$ 1,000,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 30,000	\$ 530,000	\$ 500,000	\$ 1,060,000
Operating Cost Impact	\$ -			\$ 2,000	\$ 2,000	\$ 4,000

CITY OF APPLETON 2019 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 including the Community Parks. 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. - \$500,000

Jaycee Park:

Upgrade Playground - (2022) New 2-5 year old playground equipment. - \$45,000

Linwood Park:

Upgrade Playground - (2021) New 5-12 year old playground equipment. - \$80,000

Pierce Park:

Upgrade Playground - (2019) Playground upgrades and rubberized/synthetic surfacing. - \$325,000.

Telulah Park:

Upgrade Playground - (2023) 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		2019	2020	2021	2022	2023	Total
PRFM	AMP	-	500,000	-	-	-	\$ 500,000
	Jaycee Park	-	-	-	45,000	-	\$ 45,000
	Linwood Park	-	-	80,000	-	-	\$ 80,000
	Pierce Park	325,000	-	-	-	-	\$ 325,000
	Telulah Park	-	-	-	-	300,000	\$ 300,000
Total - Facilities Capital Projects Fund		\$ 325,000	\$ 500,000	\$ 80,000	\$ 45,000	\$ 300,000	\$ 1,250,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	15,000	20,000	-	-	15,000	\$ 50,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	310,000	480,000	80,000	45,000	285,000	\$ 1,200,000
Other	-	-	-	-	-	\$ -
Total	\$ 325,000	\$ 500,000	\$ 80,000	\$ 45,000	\$ 300,000	\$ 1,250,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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:

- 2019 - Parking lot design - \$25,000.
- 2020 - Parking lot reconstruction - \$100,000.
- 2020 - Restroom upgrades phase 1 - \$30,000.
- 2020 - Course master planning - \$15,000.
- 2021 - Restroom upgrades phase 2 - \$30,000.
- 2021 - Pave cart paths phase 1 - \$25,000.
- 2022 - Concession equipment upgrades - \$15,000.
- 2022 - Course updates (bunker repairs, drainage, etc.) - \$15,000.
- 2023 - Pave cart paths phase 2 - \$35,000.
- 2023 - Sand storage for maintenance shop - \$20,000.
- 2024 - Exterior signage - \$25,000.
- 2024 - Concession equipment upgrades - \$15,000.

** Note: Some of these items do not meet the capital asset threshold or extend beyond the five year cycle 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		2019	2020	2021	2022	2023	Total
PRFM	Parking Lot	25,000	100,000	-	-	-	\$ 125,000
	Paved Paths	-	-	25,000	-	35,000	\$ 60,000
	Master Planning	-	15,000	-	-	-	\$ 15,000
	Restroom Upgrades	-	30,000	30,000	-	-	\$ 60,000
	Course Updates	-	-	-	15,000	-	\$ 15,000
	Sand Storage	-	-	-	-	20,000	\$ 20,000
	Concession Equip.	-	-	-	15,000	-	\$ 15,000
Total - Reid Municipal Golf Course		\$ 25,000	\$ 145,000	\$ 55,000	\$ 30,000	\$ 55,000	\$ 310,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	25,000	10,000	-	10,000	5,000	\$ 50,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	135,000	55,000	20,000	50,000	\$ 260,000
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ 145,000	\$ 55,000	\$ 30,000	\$ 55,000	\$ 310,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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 plaza paver areas, 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. The Scheig Master Plan recommends removal of the unutilized areas around the perimeter and the return of 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.

The plan recommends completing the project in four phases: phase 1 was completed in 2016, phase 2 was completed in 2017, and phase 3 was completed in 2018.

Phase 4 (final phase) - (2019 - 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.

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	2019	2020	2021	2022	2023	Total
PRFM Phase 4	175,000	-	-	-	-	\$ 175,000
Total - Facilities Capital Projects Fund	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	20,000	-	-	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	155,000	-	-	-	-	\$ 155,000
Other	-	-	-	-	-	\$ -
Total	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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 (Menasha and Harrison) have decided to move in another direction. In addition, in 2016, the growth area for Appleton was limited, thus reducing future options for a southside park in the City of Appleton, thus we continue to seek opportunities for available properties that would serve a park well. A southside park would consider increasing demands for lacrosse, rugby, ultimate frisbee, and general open play; disc golf course to address changing facilities in Telulah Park; and recreation facilities such as playgrounds, tennis courts, etc. A master plan would identify the greatest needs and best opportunities for the park and residents. Note that three parcels were presented in 2017, but due to overall cost these parcels were not pursued. We are hopeful that properties will become available that would serve the southside of the City.

Southeast Community Park:

Acquisition - (2019) Seek property that could meet the needs for a southeast community park.

Master Plan - (2020) Plan the property to meet recreational demands and service needs for that area.

Design - (2021) Create construction documents based off the master planning process.

Site Development - (2022) Construction for site development.

Construction - (2023) Construction of park to be defined by the master planning process.

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		2019	2020	2021	2022	2023	Total
PRFM	Acquisition	500,000	-	-	-	-	\$ 500,000
	Master Plan	-	75,000	-	-	-	\$ 75,000
	Design	-	-	250,000	-	-	\$ 250,000
	Site Development	-	-	-	750,000	-	\$ 750,000
	Construction	-	-	-	-	2,500,000	\$ 2,500,000
Total - Facilities Capital Projects Fund		\$ 500,000	\$ 75,000	\$ 250,000	\$ 750,000	\$ 2,500,000	\$ 4,075,000

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	75,000	50,000	50,000	50,000	\$ 225,000
Land Acquisition	500,000	-	-	-	-	\$ 500,000
Construction	-	-	200,000	700,000	2,450,000	\$ 3,350,000
Other	-	-	-	-	-	\$ -
Total	\$ 500,000	\$ 75,000	\$ 250,000	\$ 750,000	\$ 2,500,000	\$ 4,075,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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).
- Spanish American War Memorial (Pierce Park).
- Gettysburg Address Monument (Pierce Park).
- Native American Commemoration Memorial (Pierce Park).
- Fox River Oracle - Hadzi (Oneida Street).
- River War Memorial (Scheig Center and Memorial Park Gardens).
- Metamorphosis (storage).
- Houdini Walking Tour Plaques (throughout City).

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	2019	2020	2021	2022	2023	Total
PRFM Various	15,000	30,000	30,000	30,000	30,000	\$ 135,000
Total - Facilities Capital Projects	\$ 15,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 135,000
Fund						

COST ANALYSIS

Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	15,000	30,000	30,000	30,000	30,000	\$ 135,000
Other	-	-	-	-	-	\$ -
Total	\$ 15,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 135,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 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. Construction of a trail from the RiverHeath development to lower Telulah Park will occur in 2018.

The master plan was revisited 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 repurposing of the park with the addition of a skate park facility and potential impacts of a southeast 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.

Riverfront Development: Phase 1 riverfront development was completed in 2018.

Phase 2 Riverfront Development - (2019) Construction of a canoe/kayak launch. \$10,000 of this request will be funded by a grant awarded by the Outagamie County Greenways.

Discussion of operating cost impact:

Additional operational costs will be incurred with additional park development.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
PRFM Riverfront (phase 2)	55,000	-	-	-	-	\$ 55,000
Total - Facilities Capital Projects	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Fund						

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	55,000	-	-	-	-	\$ 55,000
Other	-	-	-	-	-	\$ -
Total	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Operating Cost Impact	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000

CITY OF APPLETON 2019 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 when 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/renovation/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:

Erb Park:

Lighting Upgrade- (2023) - Upgrade the tennis court lighting.

Hoover Park:

New Courts- (2022) - Create new tennis courts at Hoover Park.

Linwood Park:

Courts Upgrade- (2019) - Rebuild (2) tennis courts to (1) tennis court and (1) basketball court. Project will also include upgrading the current lighting.

Pickle Ball Complex:

Create New Pickle Ball Complex- (2021) Design, permitting, and other approvals for Pickelball Complex. (2022) Construct Pickle Ball complex.

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		2019	2020	2021	2022	2023	Total
PRFMD	Erb Park	-	-	-	-	150,000	\$ 150,000
	Hoover Park	-	-	-	250,000	-	\$ 250,000
	Linwood Park	275,000	-	-	-	-	\$ 275,000
	Pickle Ball	-	-	25,000	300,000	-	\$ 325,000
Total - Facilities Capital Projects		<u>\$ 275,000</u>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ 550,000</u>	<u>\$ 150,000</u>	<u>\$ 1,000,000</u>
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	25,000	5,000	\$ 30,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	275,000	-	25,000	525,000	145,000	\$ 970,000
Other	-	-	-	-	-	\$ -
Total	<u>\$ 275,000</u>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ 550,000</u>	<u>\$ 150,000</u>	<u>\$ 1,000,000</u>
Operating Cost Impact	<u>\$ 2,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 5,000</u>	<u>\$ 7,000</u>	<u>\$ 20,000</u>

CITY OF APPLETON 2019 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:

City Trails: City Trails Wayfinding Signage Project - The CIP is a collaboration between DPW and PRFMD. This project will develop a wayfinding signage plan for on-street bike lanes, sidepaths, and trails with Best Practices and National Standard guidance used. The project will inventory local sign ordinances and existing signage, develop a city-wide wayfinding sign plan and guidelines, develop a brand for the city-wide system, and cost estimates for implementing and prioritizing. (2021) Design and consulting services for city wayfinding signage project. (2022 & 2023) Implementation of city wayfinding signage project.

Edison Trestle Trail: This trail will be a river crossing that connects Ellen Kort Park to Old Oneida St.
Development of the Edison Trestle Trail - (2019-2021) Design and construction of Edison Trestle Trail.

Lawe Street Trestle Trail: The Lawe Street Trestle Trail will be a river crossing connecting Lawe St. to the Eagle Point Development.

Development of the Lawe Street Trestle Trail - (2019-2020) Design and construction of the Lawe Street Trestle Trail.

Lutz/Vulcan Trail: The Lutz/Vulcan trail will run along the river connecting the Lutz/Appleton Yacht Club trail to Vulcan Heritage Park.

Development of Lutz/Vulcan Trail - (2021) Design services for the Lutz/Vulcan Trail will include: design, permitting approvals, and grant applications. (2022) Construction of the Lutz/Vulcan Trail.

Riverview Gardens Trail: This trail will connect Veterans Park to the Newberry Trail while traveling along the riverfront.

Development of Riverview Gardens Trail - (2023) Design services for the Riverview Gardens Trail will include: design, permitting approvals, and grant applications. (2024) Construction of the Riverview Gardens Trail.

WE Energies Trail: The WE Energies Trail will connect South Oneida St. to Hoover Park and Woodland Park.

Development of WE Energies Trail - (2022) Design services for the WE Energies Trail will include: design, permitting approvals, and grant applications. (2023) 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		2019	2020	2021	2022	2023	Total
PRFM	City Trails	-	-	95,000	100,000	100,000	\$ 295,000
	Trestles	675,000	1,325,000	2,000,000	-	-	\$ 4,000,000
	Lutz/Vulcan Trail	-	-	200,000	2,000,000	-	\$ 2,200,000
	Riverview Gardens	-	-	-	-	125,000	\$ 125,000
	WE Energies Trail	-	-	-	100,000	850,000	\$ 950,000
Total - Facilities Capital Projects		\$ 675,000	\$ 1,325,000	\$ 2,295,000	\$ 2,200,000	\$ 1,075,000	\$ 7,570,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	50,000	75,000	300,000	100,000	135,000	\$ 660,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	625,000	1,250,000	1,995,000	2,100,000	940,000	\$ 6,910,000
Other	-	-	-	-	-	\$ -
Total	\$ 675,000	\$ 1,325,000	\$ 2,295,000	\$ 2,200,000	\$ 1,075,000	\$ 7,570,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -