

City of Appleton, Wisconsin



2020 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 2020 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 | | | | |
| Lutz Park Recreational Trust | | x | | | | |
| Park Purpose Open Space | | x | | | | |
| Project City Park | | 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."

OFFICE OF THE MAYOR

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November 13, 2019

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

Dear Appletonians:

I present to you the 2020 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.

As anticipated, in 2019, the Blue Parking Ramp was demolished as planned in the Parking Study, and construction of a new bridge and infrastructure improvements over Rocky Bleier Run, along with the conversion of Appleton Street to two-way traffic, were completed as part of the Mobility Study. This budget continues the practice of funding projects identified in a number of plans previously adopted by the Council including the City's Comprehensive Plan, and the Downtown Development Plan, as well as TIF District plans for TIF Districts 11 and 12 on the downtown's near east and near west ends. 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 to enhance that growth is essential. Development of the 2020 Budget was again made difficult given that the growth of the City's tax base due to net new construction in 2018 was a modest 1.35% allowing us to increase our tax levy for operations a little over \$500,000. Out of this amount, we must find ways to fund our obligations under union contracts, pay-for-performance increases for non-represented staff, increases in fringe benefit expenses, increases in vehicle replacement costs, and every day inflationary increases in goods and services needed to provide the services necessary to fulfill our mission of meeting the needs of the community and enhancing the quality of life in Appleton.

The City of Appleton has a self-funded medical plan, meaning we pay for the medical claims of our employees and their families. Over the years, we have worked with our employees and

provided education and opportunities for them to take responsibility for their own health. Because of this initiative, we have a history of very modest increases in our health care costs, bucking the national trend in medical cost increases. After a few years of unusually high claims, we have returned to our trend of modest increases and this budget includes an increase of just 1.5% in the projected cost of medical claims. The 2020 Budget also includes just over \$600,000 in the general fund for the City's pay-for-performance pay plan. We continue to make modifications to the plan and it is essential that we provide funding for the plan in future budgets to ensure its continued success. This plan ensures that our employees stay focused on their role in the success of our organization and the City.

This 2020 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. For us to move forward as a city, we must have confidence in our planning and the willingness to demonstrate our commitment to invest in our own future.

CAPITAL PLANNING

The 2020 Budget includes funds for the initial construction of the public parking facility associated with the U.S. Venture headquarters building on the bluff in downtown. Construction is estimated to take 18 months, with the balance of the funds slated for 2021. This parking structure is part of U.S. Venture's \$54.5 million new headquarters which will initially be home to 400 employees and up to 1,000 employees in the years to come. The 2020 Budget also has funds for the continuation of the planning process toward a new library. The goal is for 2020 to be the year for final decisions about the future of development on the bluff in downtown. This neighborhood holds tremendous potential for the City and for downtown.

In 2018, after nearly a decade of work, the City acquired ownership of the abandoned railroad trestles crossing the Fox River. The 2020 budget includes funding to improve the Lawe Street trestle, along with funds for developing final plans for the improvement of the Edison trestle. Both trails will eventually be incorporated into the South Island Trail. These are long awaited and important connections to our comprehensive trail system in the city.

Other capital projects are summarized below in the Capital Improvement Program section.

DEBT SERVICE

General obligation debt service costs continue their upward trend in the 2020 Budget. Debt service payments on the City's investment in projects such as the renovation of Jones Park, the improvements to the South Oneida Street Bridge, 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 \$8,918,819 in 2019 to a projected \$9,480,041 in the 2020 Budget. The property tax levy necessary to support this increase rose \$1,473,521 (22.7%) from \$6,481,724

in the 2019 Budget to \$7,955,245 for 2020, resulting in the debt service portion of the total tax levy increasing from 14.7% to 17.2%.

Total general obligation debt outstanding at December 31, 2019 is projected to be \$67,540,875 compared to \$57,745,000 outstanding at December 31, 2018, an increase of \$9,795,875. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$292,767,835 and the amount outstanding compares favorably with similar sized communities throughout the State.

For 2020, \$36,398,170 in general obligation bonds and notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$8,577,970), facility construction and improvements (\$24,260,000), equipment (\$2,387,010), and parks and trails (\$1,173,190). A complete list of anticipated debt-financed projects for 2020 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 2019 to 2020. Estimated balances in the contingency funds available for carryover at the conclusion of 2019 include:
 - State Aid Contingency \$812,267
 - Operating Contingency \$402,298
 - Fuel Contingency \$137,315
 - Wage Reserve \$1,289,564
- Included in the Unclassified section of the 2020 Budget is the use of \$874,898 from the wage reserve for wage increases for represented staff from both the Police and Fire Departments, as well as City staff not covered by collective bargaining agreements. This represents the use of \$674,898 added to the wage reserve with this budget and \$200,000 of wage reserve contingency.

COMMUNITY AND ECONOMIC DEVELOPMENT

The Community and Economic Development Department budget continues support of the updated Comprehensive Plan 2010-2030 and the Economic Development Strategic Plan’s primary goals and key strategies.

The 2020 Budget provides funding for the continued management of Southpoint Commerce Park, the Northeast Business Park, and the future industrial/business park along Edgewood Drive. Additionally, \$1,997,500 is included in the budget to purchase additional land for future industrial/business park sites. The City recognizes the need to invest in its future by securing additional land to have available for business and industry.

Tax Incremental Financing Districts (TID) 11 and 12, which book-end the east and west sides of the downtown, have generated several development projects to date. The 2020 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 each of the TID 11 and TID 12 budgets for the grant program.

FISCAL

- General fund expenditures totaled \$64,619,007 in the 2020 Budget, an increase of \$1,137,287 or 1.79% over the 2019 Budget. Total general fund revenues also increased from \$63,045,780 in the 2019 Budget to \$64,393,207 in the 2020 Budget, an increase of \$1,347,427 or 2.14%. The revenue increase is attributable mainly to the allowable increase in the property tax levy as well as a new sales tax that is being implemented by Outagamie County beginning January 1, 2020. The County has chosen to share a portion of the sales tax proceeds with municipalities within the County.
- The general fund tax levy increased \$436,184, or 1.22%, to \$36,083,000 in the 2020 Budget. At the same time, the tax levy for debt service increased \$1,473,521, or 22.7%, to \$7,955,245. Overall, the tax levy for the City is expected to increase \$2,009,737, or 4.54% in 2020. This increase is within State-imposed levy limits.
- Tax Rates – The City’s equalized value increased 7.57% to \$5,855,356,700 in 2019. The City’s assessed values, bolstered by a Citywide residential revaluation in 2019, grew 14.33%. Applying the 2019 total estimated assessed value (excluding TIDs) of \$5,533,952,858 to the tax levy results in the following projected assessed tax rates:
 - Outagamie County – \$8.35, a decrease of 81 cents, or 8.83%
 - Calumet County – \$8.29, a decrease of 86 cents, or 9.44%
 - Winnebago County – \$8.42, a decrease of 16 cents, or 1.91%

On an equalized value basis, the tax rate is projected to be \$8.22, a decrease of 26 cents, or 3.07%.

UTILITIES

- Water – The budget includes \$125,000 for a risk assessment required by the Environmental Protection Agency (USEPA) and \$400,000 for a corrosion control study. The meter operations budget includes \$206,000 to purchase new meters. New meters are needed for residential and multi-family development and some larger meters are requiring replacement. Additionally, this budget includes \$3,000,000 for building and equipment modifications at the lake station. Water Utility infrastructure improvements planned for 2020 include \$3,900,000 for the replacement of aging distribution and transmission mains. Significant maintenance expenses in 2020 include

the painting and inspection of the Ridgeway water tower. There are no planned water rate increases for 2020.

- Wastewater – The 2020 Budget includes \$3,800,000 of improvements to the wastewater collection system. The budget also includes funds for the following projects at the treatment facility: \$750,000 for final effluent pump replacement, \$2,500,000 for the continuation of a multi-year project to replace the aging electrical distribution system, and \$1,100,000 for various projects to replace aging building and grounds facilities. Major maintenance expenses in 2020 include interior painting and asbestos removal at the treatment facility. A rate study to review rates and fees will begin later this year. It is anticipated the study will be completed and any rate adjustment recommendations will be presented in early 2020.
- Stormwater – Continuing the implementation of the City’s Stormwater Management Plan, this budget dedicates \$5,900,000 to ongoing infrastructure improvements including \$756,000 for the construction of a box culvert and other infrastructure improvements for the new Spartan Avenue. The budget includes \$200,000 to update the City’s Stormwater management plan; the utility is required to update this plan every five years. There are no planned stormwater rate increases in 2020.

PERSONNEL

Included in the 2020 Executive Budget is the elimination of one full-time programmer position from the Information Technology Department. In consideration of the progress made in the transition from custom-programmed applications on the mainframe computer to the Enterprise Resource Planning system (ERP), the department has opted not to fill the vacancy created by the retirement of a long-time employee.

Other changes approved by Council during the course of 2019 were:

- Elimination of the Elections Clerk position in the City Clerk’s Office and replacing it with a third Administrative Support Specialist position,
- Upgrading four Operator positions in the Public Works Department to Operator 1 positions,
- Replacement of one Communications Specialist position and one Administrative Support Specialist position in the Police Department with two Forensic Evidence Specialist positions, and
- Upgrading one Service Person position in the Central Equipment Administration Department to a Master Mechanic position.

CAPITAL IMPROVEMENT PROGRAM

Highlights of the remainder of the 2020 Capital Improvement Projects (CIP) are as follows:

- Maintaining and improving public infrastructure remains a top priority of the City as this budget invests over \$10.2 million in road, bridge, and sidewalk improvement projects. Additionally, as previously discussed in greater detail, approximately \$14 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: \$350,000 to replace the loading dock, refinish masonry walls and insulate bays at the Municipal Services Building; \$285,000 for a storage addition at the Parks, Recreation and Facilities Management Department Administration building; \$175,000 to upgrade kitchen and bathroom areas at various fire stations; \$350,000 to replace the rear apron at Fire Station #6; \$80,000 to replace the forced air furnaces and condensing unit at Fire Stations #3 and #5; \$475,000 for the first phase of replacing the HVAC system at the Municipal Services Building; \$225,000 to replace the cold storage building roof at the Municipal Services Building site; \$345,000 to update common spaces at City Hall; \$150,000 to replace workstations in the Community and Economic Development Department; \$140,000 to replace worn carpeting and furniture at the Library; \$70,000 to replace flooring and furniture at various fire stations; \$30,000 for a new conference room table and chairs at the Police Department; \$275,000 to replace the elevator at the Red Parking Ramp; \$185,000 to upgrade the lighting in the Green Parking Ramp; and \$155,000 for various safety and security improvements at the Parks, Recreation and Facilities Management Department Administration building, fire stations, and various City parks.
- Information Technology projects include \$250,000 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 work order, inventory, fixed assets, and fleet and facilities management modules. Additionally, \$150,000 is included to upgrade the mobile data computers (MDCs) 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 second year of a three-year project to replace all squad car MDCs. Finally, \$100,000 is earmarked to upgrade the audio and video equipment in the Council Chambers to address shortcomings in that area; \$100,000 is included to complete the upgrade of the teleconferencing equipment at the fire stations and police station; and \$80,000 is reserved to replace and upgrade the core network, firewalls, and install additional runs of fiber optic cable to provide redundancy and protect against outages.
- Valley Transit capital investments include \$300,000 for design and engineering services related to the remodeling of the Whitman Avenue bus garage, and \$100,000 has been included to install air conditioning in the maintenance area. Additionally, \$50,000 has been requested to replace aging bus shelters, \$40,000 to replace a staff

vehicle for fixed route operations, and \$75,000 to replace a floor sweeper/scrubber that has greatly exceeded its useful life.

- Public Safety improvements include \$646,650 to upgrade body-worn cameras and tasers for our police officers, and \$60,360 to purchase crime analytics software that is integrated with the County's records management system. The software allows managers to chart and graph data for crimes, accidents, traffic citations, etc. which assists in intelligence-led policing, crime pin mapping, heat maps, time comparison analytics, officer performance and more.
- This budget continues the Public Works Department's public safety camera program, investing \$58,428 in the installation of cameras at four new locations in 2020. 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, \$141,256 has been included to provide enhanced pedestrian crossings at various locations throughout the City including Richmond Street at Parkway Boulevard, Calumet Street at Kernan Avenue, Taft Avenue at McKinley Elementary School, and Capitol Drive at Ferber Elementary School. Finally, for safety purposes, \$77,331 has been included to install street lights on city streets that are either completely or partially unlit.
- Quality of life improvements in the 2020 Budget focus on maintaining and improving our parks and expanding our trail systems. In pursuit of these goals, included in the budget is \$650,000 for upgrades to the playground equipment and installation of synthetic surfaces at Memorial Park; \$150,000 to install lighting and a new scoreboard on field #7 at Memorial Park; \$700,000 and \$150,000 to reconstruct the parking lots at the Scheig Center and Reid Golf Course, respectively; \$80,000 to replace the forced air furnaces at the Pierce Park pavilion, Memorial Park pavilion, and the Scheig Center; and \$175,000 to upgrade lighting at various parks.

CONCLUSION

In 2020, 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 while at the same time striving 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", written over a horizontal line.

TIMOTHY M. HANNA
Mayor of Appleton

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CITY OF APPLETON 2020 BUDGET
Summary of Changes from Department Requested to Executive Budget *

| <u>Department</u> | <u>Revision</u> | <u>Reconciliation</u> |
|-------------------------------|--|-----------------------|
| Mayor | <i>Requested Budget</i> | \$ 506,115 |
| | No material changes | |
| | Net change | - |
| | <i>Executive Budget</i> | <u>\$ 506,115</u> |
| City Council | <i>Requested Budget</i> | \$ 133,731 |
| | No material changes | |
| | Net change | - |
| | <i>Executive Budget</i> | <u>\$ 133,731</u> |
| Finance | <i>Requested Budget</i> | \$ 892,834 |
| | No material changes | |
| | Net change | - |
| | <i>Executive Budget</i> | <u>\$ 892,834</u> |
| Unclassified | <i>Requested Budget</i> | \$ 3,575,062 |
| | No material changes | |
| | Net change | - |
| | <i>Executive Budget</i> | <u>\$ 3,575,062</u> |
| Information Technology | <i>Requested Budget</i> | \$ 1,988,042 |
| | Add CAD support for Computer Assisted Dispatch | 35,000 |
| | Add Munis support for Executime | 10,500 |
| | Add network consulting | 61,000 |
| | Delete programmer position; retirement, not replaced | (102,693) |
| | Net change | 3,807 |
| | <i>Executive Budget</i> | <u>\$ 1,991,849</u> |
| | | |
| Legal Services | <i>Requested Budget</i> | \$ 1,108,584 |
| | Reduce filing fees based on prior actual | (3,000) |
| | Reduce consulting based on prior actual | (3,000) |
| | Net change | (6,000) |
| | <i>Executive Budget</i> | <u>\$ 1,102,584</u> |
| Human Resources | <i>Requested Budget</i> | \$ 756,072 |
| | No material changes | |
| | Net change | - |
| | <i>Executive Budget</i> | <u>\$ 756,072</u> |
| Risk Management | <i>Requested Budget</i> | \$ 1,602,713 |
| | No material changes | |
| | Net change | - |
| | <i>Executive Budget</i> | <u>\$ 1,602,713</u> |

* Excluding administrative adjustments

CITY OF APPLETON 2020 BUDGET
Summary of Changes from Department Requested to Executive Budget *

| <u>Department</u> | <u>Revision</u> | <u>Reconciliation</u> |
|------------------------------|--|-----------------------|
| Community Development | <i>Requested Budget</i> | \$ 1,813,968 |
| | No material changes | |
| | Net change | - |
| | <i>Executive Budget</i> | \$ 1,813,968 |
| Facilities | <i>Requested Budget</i> | \$ 2,865,557 |
| | Increase janitorial service for expected change of provider | 76,485 |
| | Net change | 76,485 |
| | <i>Executive Budget</i> | \$ 2,942,042 |
| Park & Recreation | <i>Requested Budget</i> | \$ 3,898,808 |
| | No material changes | |
| | Net change | - |
| | <i>Executive Budget</i> | \$ 3,898,808 |
| Reid Golf Course | <i>Requested Budget</i> | \$ 1,024,120 |
| | No material changes | |
| | Net change | - |
| | <i>Executive Budget</i> | \$ 1,024,120 |
| Library | <i>Requested Budget</i> | \$ 4,629,455 |
| | Increase for security services | 30,098 |
| | Increase facilities charges for new custodial contract estimate | 9,000 |
| | Net change | 39,098 |
| | <i>Executive Budget</i> | \$ 4,668,553 |
| Valley Transit | <i>Requested budget</i> | \$ 11,374,937 |
| | No material changes | |
| | Net change | - |
| | <i>Executive Budget</i> | \$ 11,374,937 |
| Public Works | <i>Requested Budget</i> | \$ 13,034,781 |
| | Reduce copy charges based on prior years actual | (4,700) |
| | Move Midway Road project to 2022/2023 | (90,000) |
| | Move Opechee St and Wisconsin Ave concrete projects to Cap Projects Fund | (245,373) |
| | Move Henry Street asphalt project to Cap Projects Fund | (177,897) |
| | Reduce Traffic part-time wages based on prior years actual | (3,735) |
| | Reduce Traffic street light expense based on prior years actual | (11,000) |
| | Reduce MSB part-time wages based on prior years actual | (4,599) |
| | Move Coop Road asphalt project to 2021 | (195,381) |
| | Reduce Traffic contractor fees to fund Operator equity adjustment | (10,000) |
| | Reduce salt purchases to fund Operator equity adjustment | (10,000) |
| | Increase salary and fringe benefits for Operator equity adjustment | 20,000 |
| | Net change | (732,685) |
| | <i>Executive Budget</i> | \$ 12,302,096 |

CITY OF APPLETON 2020 BUDGET
Summary of Changes from Department Requested to Executive Budget *

| <u>Department</u> | <u>Revision</u> | <u>Reconciliation</u> |
|-------------------|--|-----------------------------|
| Sanitation | <i>Requested Budget</i> | \$ 3,612,260 |
| | Reduce equipment to fund Operator equity adjustment | (11,000) |
| | Increase salary and fringe benefits for Operator equity adjustment | 11,000 |
| | Increase for Mackville gas extraction system consulting | 30,000 |
| | Net change | <u>30,000</u> |
| | <i>Executive Budget</i> | <u>\$ 3,642,260</u> |
| Parking | <i>Requested budget</i> | \$ 2,801,119 |
| | Net change | <u>-</u> |
| | <i>Executive Budget</i> | <u>\$ 2,801,119</u> |
| CEA | <i>Requested budget</i> | \$ 5,885,345 |
| | Upgrade Service Person to Mechanic per Council action | 5,000 |
| | Reduce repair parts based on prior actual | (6,430) |
| | Reduce gas purchases based on prior actual | (19,512) |
| | Net change | <u>(20,942)</u> |
| | <i>Executive Budget</i> | <u>\$ 5,864,403</u> |
| Health | <i>Requested Budget</i> | \$ 1,207,998 |
| | No material changes | |
| | Net change | <u>-</u> |
| | <i>Executive Budget</i> | <u>\$ 1,207,998</u> |
| Police | <i>Requested Budget</i> | \$ 18,665,426 |
| | Increase facilities charges for new custodial contract estimate | 8,174 |
| | Net change | <u>8,174</u> |
| | <i>Executive Budget</i> | <u>\$ 18,673,600</u> |
| Fire | <i>Requested Budget</i> | \$ 12,833,309 |
| | Increase funds for equipment replacement plan | 12,700 |
| | Increase for vehicle extrication tool | 10,500 |
| | Net change | <u>23,200</u> |
| | <i>Executive Budget</i> | <u>\$ 12,856,509</u> |
| Water | <i>Requested budget</i> | \$ 26,352,268 |
| | Added additional contractor fees for paving | 40,000 |
| | Added purchase of additional meters | 171,395 |
| | Added purchase of water correlator | 25,000 |
| | Net change | <u>236,395</u> |
| | <i>Executive Budget</i> | <u>\$ 26,588,663</u> |

CITY OF APPLETON 2020 BUDGET
Summary of Changes from Department Requested to Executive Budget *

| <u>Department</u> | <u>Revision</u> | <u>Reconciliation</u> |
|-----------------------|--|---|
| Wastewater | <i>Requested budget</i> | \$ 19,625,928 |
| | Reduced shop supply expense | (7,500) |
| | Reduced chemical expense | (11,000) |
| | Reduced utility expense | (97,000) |
| | Reduced biosolids hauling contractor fees | (21,000) |
| | Increased MCC electrical testing expense | 10,000 |
| | Net change | <hr style="border-top: 1px solid black;"/> (126,500) |
| | <i>Executive Budget</i> | <hr style="border-top: 1px solid black;"/> \$ 19,499,428 |
| Stormwater | <i>Requested Budget</i> | \$ 14,141,534 |
| | Removed BMP tracking software per department request | (10,000) |
| | Moved Valley Road infrastructure to 2022 | (150,950) |
| | Net change | <hr style="border-top: 1px solid black;"/> (160,950) |
| | <i>Executive Budget</i> | <hr style="border-top: 1px solid black;"/> \$ 13,980,584 |

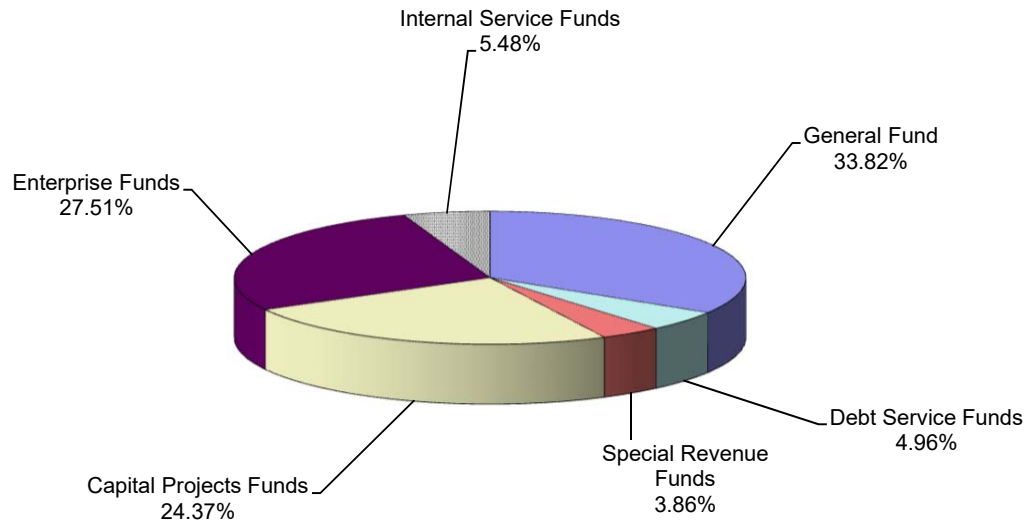
**CITY OF APPLETON
2020 BUDGET
Listing of Requested Budget Additions
Not Included in Executive Budget**

| <u>Department</u> | <u>Title</u> | <u>Amount</u> |
|-------------------------|---------------------------------|---------------|
| <u>Expenses:</u> | | |
| Mayor / IT | OpenGov software | \$ 286,704 |
| Parks | Part time wages | 29,988 |
| Fire | Add 3 firefighters | 256,482 |
| Sanitation | Tipping fee increase, \$2 / ton | 91,400 |

CITY OF APPLETON 2020 BUDGET

EXPENDITURE BY FUND GROUP

\$191,053,263



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. Responsibly deliver 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

Kyle J. Lobner

COUNCIL MEMBERS

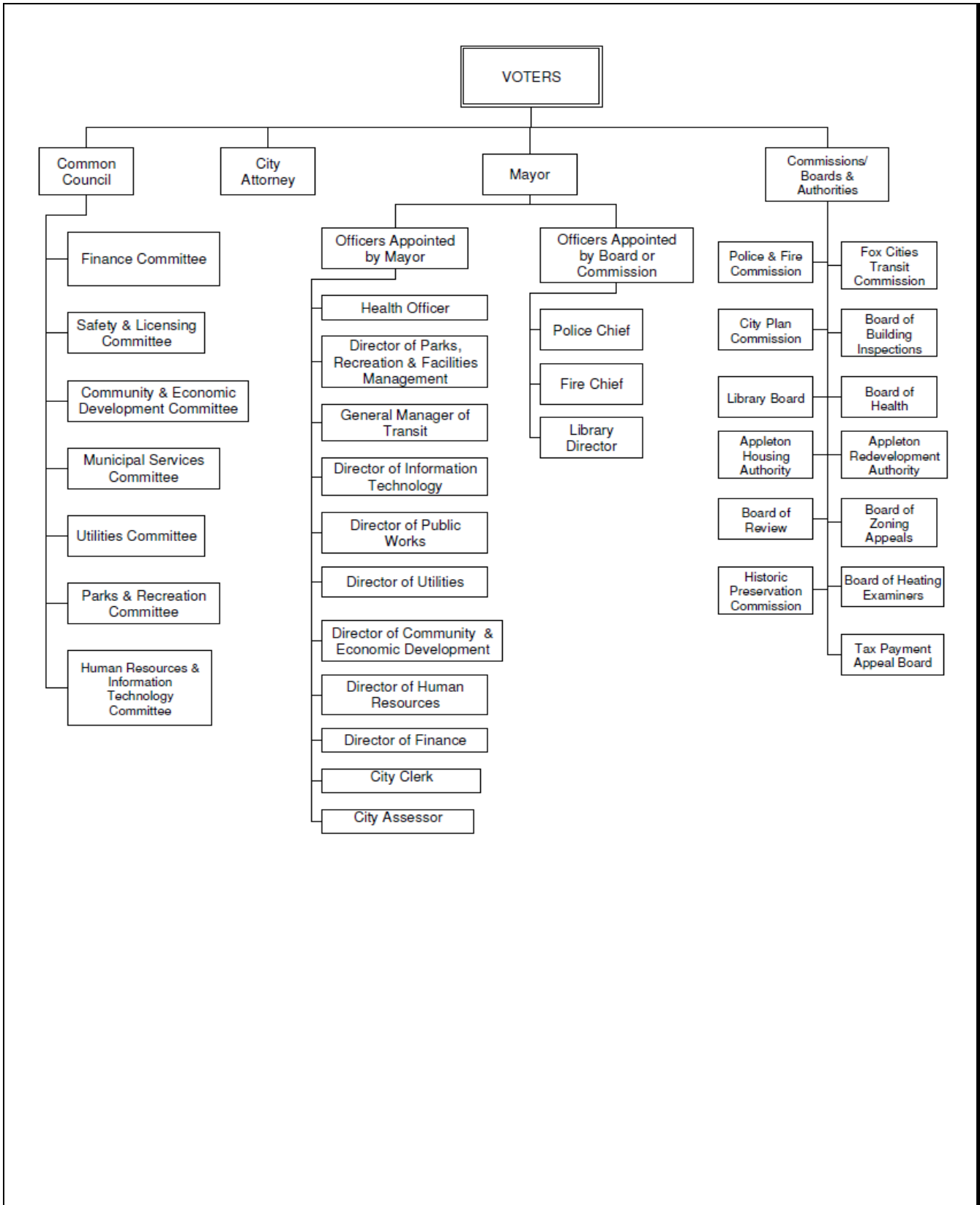
| | | | |
|-------------|--------------------|--------------|-----------------------|
| District 1: | William J. Siebers | District 9: | Alexander Schultz |
| District 2: | Vered Meltzer | District 10: | Christine Williams |
| District 3: | Brad Firkus | District 11: | Patti S. Coenen |
| District 4: | Joseph A. Martin | District 12: | Cathy M. Spears |
| District 5: | Katie Van Zeeland | District 13: | Kyle J. Lobner |
| District 6: | Denise D. Fenton | District 14: | Christopher W. Croatt |
| District 7: | Maiyoua Thao | District 15: | Corey W. Otis |
| 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 |

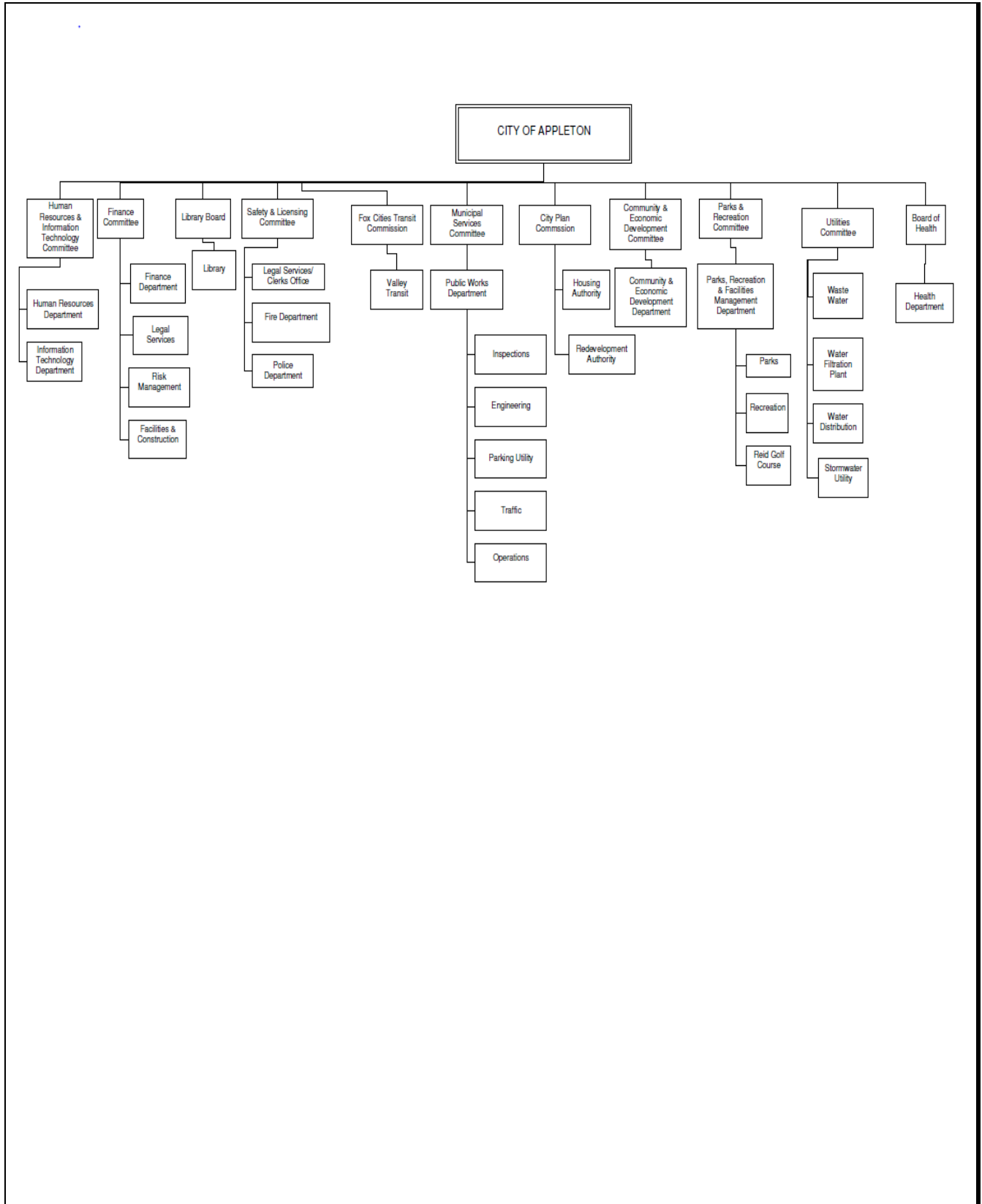
CITY OF APPLETON 2020 BUDGET

Structure by Voters



CITY OF APPLETON 2020 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2020 BUDGET
STANDING COMMITTEES**

FINANCE

Christopher W. Croatt (C)
Joseph A. Martin
Vered Meltzer
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)
Vered Meltzer
Maiyoua Thao
Katie Van Zeeland
Christine Williams

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

**COMMUNITY and ECONOMIC
DEVELOPMENT**

Matthew B. Reed (C)
Patti S. Coenen
Kyle J. Lobner
Maiyoua Thao
Katie Van Zeeland

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

PARKS AND RECREATION

Joseph A. Martin (C)
Alexander Schultz
William J. Siebers
Cathy M. Spears

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

UTILITIES

Vered Meltzer (C)
Brad Firkus
Matthew B. Reed

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

MUNICIPAL SERVICES

Patti S. Coenen (C)
Christopher W. Croatt
Brad Firkus
Joseph A. Martin
Christine Williams

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

**HUMAN RESOURCES & INFORMATION
TECHNOLOGY**

Katie Van Zeeland (C)
William J. Siebers
Maiyoua Thao
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
Aldersperson Matthew Reed

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

BOARD OF BUILDING INSPECTION

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

Linda Marx
Peter Stueck
Mayor Timothy Hanna
Aldersperson Christopher Croatt
Aldersperson Kyle Lobner
Aldersperson Christine Williams
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
Vacant
Aldersperson 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
2020 BUDGET
OTHER COMMITTEES AND BOARDS**

TAX PAYMENT APPEAL BOARD

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

Meets at the call of the Chair

CEA COMMITTEE

Aldersperson Vered Meltzer (C)
Director of Finance Anthony Saucerman
Director of Public Works Paula Vandehey
Aldersperson Chris Croatt

Meets at the call of the Chair

BOARD OF ZONING APPEALS

Ken Joosten
Scott Engstrom
Eleanor Maloney
Paul McCann
Kelly Sperl
Vacant
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
2020 BUDGET
COMMISSIONS**

HISTORIC PRESERVATION COMMISSION

Alderson Alexander Schultz (C)
Mary Duba
Kayla Filen
Nancy Peterson
Vacant
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
Sabrina Robins
Vacant
Alderson Vered Meltzer
Director of Public Works Paula Vandehey

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

FOX CITIES TRANSIT COMMISSION

Bob Buckingham (C)
Larry Wurdinger
Daniel Wilson
Tony Brown
George Dearborn
Rick Detienne
Greg VandeHey
Carol Kasimor
Diane Dexter
Trish Nau
Joe Stephenson
Alderson Brad Firkus
Alderson Alexander Schultz

Meets the 2nd and 4th WEDNESDAY of the month at 3:00 P.M. in Committee Room "6A"

POLICE AND FIRE COMMISSION

Harvey Samson
Pamela Rae De Leest
Ronald Dunlap
Barbara Luedtke
Rudy Nyman

Meets at the call of the Chair

**CITY OF APPLETON 2020 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2019 TAX, COLLECTIBLE IN 2020**

| District | Outagamie | Calumet | Winnebago | Total |
|--------------------------------|--------------------------------|-----------------------------|-----------------------------|-----------------------------|
| City | \$ 39,707,532 | \$ 5,858,488 | \$ 617,225 | \$ 46,183,245 |
| Technical College - Fox Valley | 4,943,881 | 729,425 | 76,849 | 5,750,155 |
| School - Appleton | 39,218,673 | 5,443,266 | 105,879 | 44,767,818 |
| School - Menasha | 156 | 441,509 | 719,859 | 1,161,524 |
| Schools - Freedom | 851,589 | - | - | 851,589 |
| Schools - Hortonville | 176 | - | - | 176 |
| School - Kimberly | - | - | - | - |
| County | 17,670,327 | 3,393,817 | 355,658 | 21,419,802 |
| State | - | - | - | - |
| TIF's # 3 - 12 | 2,238,982 | 2,516,742 | 342,772 | 5,098,496 |
| TOTAL TAX | <u>\$ 104,631,316</u> | <u>\$ 18,383,247</u> | <u>\$ 2,218,242</u> | <u>\$125,232,805</u> |
| Less State Credits | 7,214,451 | 1,053,961 | 138,436 | 8,406,847 |
| NET TAX LEVY | <u><u>\$ 97,416,865</u></u> | <u><u>\$ 17,329,286</u></u> | <u><u>\$ 2,079,806</u></u> | <u><u>\$116,825,957</u></u> |
| | | | | |
| CITY DISTRIBUTION: | Equalized Value | Percent | City Tax | |
| | w/o TID | | | |
| Outagamie County | 4,831,570,300 | 85.98% | 39,707,532 | |
| Calumet County | 712,854,600 | 12.68% | 5,858,488 | |
| Winnebago County | 75,103,300 | 1.34% | 617,225 | |
| TOTAL | <u><u>\$ 5,619,528,200</u></u> | <u><u>99.99%</u></u> | <u><u>\$ 46,183,245</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 2020 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

| Outagamie County/ Appleton School Dist. | Assessed 2018 Tax Rate (2019 Budget) | Assessed 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|--|---|---|--------------------------------|---------------------------|
| City | \$ 9.1618 | \$ 8.3531 | \$ (0.8087) | -8.83% |
| Public Schools | 9.3757 | 8.4610 | (0.9147) | -9.76% |
| Technical College | 1.1414 | 1.0400 | (0.1014) | -8.88% |
| County | 4.9164 | 3.7173 | (1.1991) | -24.39% |
| GROSS TAX RATE | 24.5953 | 21.5714 | (3.0239) | -12.29% |
| Less State Credits | 1.7112 | 1.4852 | (0.2260) | -13.21% |
| NET TAX RATE | \$ 22.8841 | \$ 20.0862 | \$ (2.7979) | -12.23% |

| Outagamie County/ Menasha School Dist. | Assessed 2018 Tax Rate (2019 Budget) | Assessed 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|---|---|---|--------------------------------|---------------------------|
| City | \$ 9.1618 | \$ 8.3531 | \$ (0.8087) | -8.83% |
| Public Schools | 12.3276 | 11.6418 | (0.6858) | -5.56% |
| Technical College | 1.1414 | 1.0400 | (0.1014) | -8.88% |
| County | 4.9164 | 3.7173 | (1.1991) | -24.39% |
| GROSS TAX RATE | 27.5472 | 24.7522 | (2.7950) | -10.15% |
| State Credits | 1.7112 | 1.4852 | (0.2260) | -13.21% |
| NET TAX RATE | \$ 25.8360 | \$ 23.2670 | \$ (2.5690) | -9.94% |

| Outagamie County/ Freedom School Dist. | Assessed 2018 Tax Rate (2019 Budget) | Assessed 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|---|---|---|--------------------------------|---------------------------|
| City | \$ 9.1618 | \$ 8.3531 | \$ (0.8087) | -8.83% |
| Public Schools | 7.2984 | 7.1937 | (0.1047) | -1.43% |
| Technical College | 1.1414 | 1.0400 | (0.1014) | -8.88% |
| County | 4.9164 | 3.7173 | (1.1991) | -24.39% |
| GROSS TAX RATE | 22.5180 | 20.3041 | (2.2139) | -9.83% |
| State Credits | 1.7112 | 1.4852 | (0.2260) | -13.21% |
| NET TAX RATE | \$ 20.8068 | \$ 18.8189 | \$ (1.9879) | -9.55% |

| Outagamie County/ Hortonville School Dist. | Assessed 2018 Tax Rate (2019 Budget) | Assessed 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|---|---|---|--------------------------------|---------------------------|
| City | \$ 9.1618 | \$ 8.3531 | \$ (0.8087) | -8.83% |
| Public Schools | 8.9032 | 9.4310 | 0.5278 | 5.93% |
| Technical College | 1.1414 | 1.0400 | (0.1014) | -8.88% |
| County | 4.9164 | 3.7173 | (1.1991) | -24.39% |
| GROSS TAX RATE | 24.1228 | 22.5414 | (1.5814) | -6.56% |
| State Credits | 1.7112 | 1.4852 | (0.2260) | -13.21% |
| NET TAX RATE | \$ 22.4116 | \$ 21.0562 | \$ (1.3554) | -6.05% |

**CITY OF APPLETON 2020 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

| Calumet County/ Appleton School Dist. | Assessed 2018 Tax Rate (2019 Budget) | Assessed 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|--|---|---|--------------------------------|---------------------------|
| City | \$ 9.1514 | \$ 8.2871 | \$ (0.8643) | -9.44% |
| Public Schools | 9.3651 | 8.2045 | (1.1606) | -12.39% |
| Technical College | 1.1401 | 1.0318 | (0.1083) | -9.50% |
| County | 5.2168 | 4.8007 | (0.4161) | -7.98% |
| GROSS TAX RATE | 24.8734 | 22.3241 | (2.5493) | -10.25% |
| State Credits | 1.4888 | 1.2809 | (0.2079) | -13.96% |
| NET TAX RATE | \$ 23.3846 | \$ 21.0432 | \$ (2.3414) | -10.01% |

| Calumet County/ Kimberly School Dist. | Assessed 2018 Tax Rate (2019 Budget) | Assessed 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|--|---|---|--------------------------------|---------------------------|
| City | \$ 9.1514 | \$ 8.2871 | \$ (0.8643) | -9.44% |
| Public Schools | 8.3788 | 8.2915 | (0.0873) | -1.04% |
| Technical College | 1.1401 | 1.0318 | (0.1083) | -9.50% |
| County | 5.2168 | 4.8007 | (0.4161) | -7.98% |
| GROSS TAX RATE | 23.8871 | 22.4111 | (1.4760) | -6.18% |
| State Credits | 1.4888 | 1.2809 | (0.2079) | -13.96% |
| NET TAX RATE | \$ 22.3983 | \$ 21.1302 | \$ (1.2681) | -5.66% |

**CITY OF APPLETON 2020 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

| Winnebago County/ Appleton School District | Assessed 2018 Tax Rate (2019 Budget) | Assessed 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|---|---|---|--------------------------------|---------------------------|
| City | \$ 8.5826 | \$ 8.4189 | \$ (0.1637) | -1.91% |
| Public Schools | 8.7830 | 7.8658 | (0.9172) | -10.44% |
| Technical College | 1.0692 | 1.0482 | (0.0210) | -1.96% |
| County | 4.9724 | 4.8511 | (0.1213) | -2.44% |
| GROSS TAX RATE | 23.4072 | 22.1840 | (1.2232) | -5.23% |
| State Credits | 1.6385 | 1.6018 | (0.0367) | -2.24% |
| NET TAX RATE | \$ 21.7687 | \$ 20.5822 | \$ (1.1865) | -5.45% |

| Winnebago County/ Menasha School Dist. | Assessed 2018 Tax Rate (2019 Budget) | Assessed 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|---|---|---|--------------------------------|---------------------------|
| City | \$ 8.5826 | \$ 8.4189 | \$ (0.1637) | -1.91% |
| Public Schools | 11.5401 | 11.9901 | 0.4500 | 3.90% |
| Technical College | 1.0692 | 1.0482 | (0.0210) | -1.96% |
| County | 4.9724 | 4.8511 | (0.1213) | -2.44% |
| GROSS TAX RATE | 26.1643 | 26.3083 | 0.1440 | 0.55% |
| State Credits | 1.6385 | 1.6018 | (0.0367) | -2.24% |
| NET TAX RATE | \$ 24.5258 | \$ 24.7065 | \$ 0.1807 | 0.74% |

**CITY OF APPLETON 2020 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

| Outagamie County/ Appleton School Dist. | Equalized 2018 Tax Rate (2019 Budget) | Equalized 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|--|--|--|--------------------------------|---------------------------|
| City | \$ 8.4786 | \$ 8.2183 | \$ (0.2603) | -3.07% |
| Public Schools | 8.6765 | 8.3202 | (0.3563) | -4.11% |
| Technical College | 1.0563 | 1.0232 | (0.0331) | -3.13% |
| County | 4.5497 | 3.6573 | (0.8924) | -19.61% |
| GROSS TAX RATE | 22.7611 | 21.2190 | (1.5421) | -6.78% |
| Less State Credits | 1.5836 | 1.4613 | (0.1223) | -7.72% |
| NET TAX RATE | \$ 21.1775 | \$ 19.7577 | \$ (1.4198) | -6.70% |

| Outagamie County/ Menasha School Dist. | Equalized 2018 Tax Rate (2019 Budget) | Equalized 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|---|--|--|--------------------------------|---------------------------|
| City | \$ 8.4786 | \$ 8.2183 | \$ (0.2603) | -3.07% |
| Public Schools | 11.4081 | 11.5444 | 0.1363 | 1.19% |
| Technical College | 1.0563 | 1.0232 | (0.0331) | -3.13% |
| County | 4.5497 | 3.6573 | (0.8924) | -19.61% |
| GROSS TAX RATE | 25.4927 | 24.4432 | (1.0495) | -4.12% |
| State Credits | 1.5836 | 1.4613 | (0.1223) | -7.72% |
| NET TAX RATE | \$ 23.9091 | \$ 22.9819 | \$ (0.9272) | -3.88% |

| Outagamie County/ Freedom School Dist. | Equalized 2018 Tax Rate (2019 Budget) | Equalized 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|---|--|--|--------------------------------|---------------------------|
| City | \$ 8.4786 | \$ 8.2183 | \$ (0.2603) | -3.07% |
| Public Schools | 6.7542 | 7.2264 | 0.4722 | 6.99% |
| Technical College | 1.0563 | 1.0232 | (0.0331) | -3.13% |
| County | 4.5497 | 3.6573 | (0.8924) | -19.61% |
| GROSS TAX RATE | 20.8388 | 20.1252 | (0.7136) | -3.42% |
| State Credits | 1.5836 | 1.4613 | (0.1223) | -7.72% |
| NET TAX RATE | \$ 19.2552 | \$ 18.6639 | \$ (0.5913) | -3.07% |

| Outagamie County/ Hortonville School Dist. | Equalized 2018 Tax Rate (2019 Budget) | Equalized 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|---|--|--|--------------------------------|---------------------------|
| City | \$ 8.4786 | \$ 8.2183 | \$ (0.2603) | -3.07% |
| Public Schools | 8.2392 | 8.0959 | (0.1433) | -1.74% |
| Technical College | 1.0563 | 1.0232 | (0.0331) | -3.13% |
| County | 4.5497 | 3.6573 | (0.8924) | -19.61% |
| GROSS TAX RATE | 22.3238 | 20.9947 | (1.3291) | -5.95% |
| State Credits | 1.5836 | 1.4613 | (0.1223) | -7.72% |
| NET TAX RATE | \$ 20.7402 | \$ 19.5334 | \$ (1.2068) | -5.82% |

**CITY OF APPLETON 2020 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

| Calumet County/ Appleton School Dist. | Equalized 2018 Tax Rate (2019 Budget) | Equalized 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|--|--|--|--------------------------------|---------------------------|
| City | \$ 8.4786 | \$ 8.2183 | \$ (0.2603) | -3.07% |
| Public Schools | 8.6765 | 8.3202 | (0.3563) | -4.11% |
| Technical College | 1.0563 | 1.0232 | (0.0331) | -3.13% |
| County | 4.8332 | 4.7609 | (0.0723) | -1.50% |
| GROSS TAX RATE | 23.0446 | 22.3226 | (0.7220) | -3.13% |
| State Credits | 1.3794 | 1.2702 | (0.1092) | -7.92% |
| NET TAX RATE | \$ 21.6652 | \$ 21.0524 | \$ (0.6128) | -2.83% |

| Calumet County/ Kimberly School Dist. | Equalized 2018 Tax Rate (2019 Budget) | Equalized 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|--|--|--|--------------------------------|---------------------------|
| City | \$ 8.4786 | \$ 8.2183 | \$ (0.2603) | -3.07% |
| Public Schools | 7.7628 | 7.5306 | (0.2322) | -2.99% |
| Technical College | 1.0563 | 1.0232 | (0.0331) | -3.13% |
| County | 4.8332 | 4.7609 | (0.0723) | -1.50% |
| GROSS TAX RATE | 22.1309 | 21.5330 | (0.5979) | -2.70% |
| State Credits | 1.3794 | 1.2702 | (0.1092) | -7.92% |
| NET TAX RATE | \$ 20.7515 | \$ 20.2628 | \$ (0.4887) | -2.36% |

**CITY OF APPLETON 2020 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

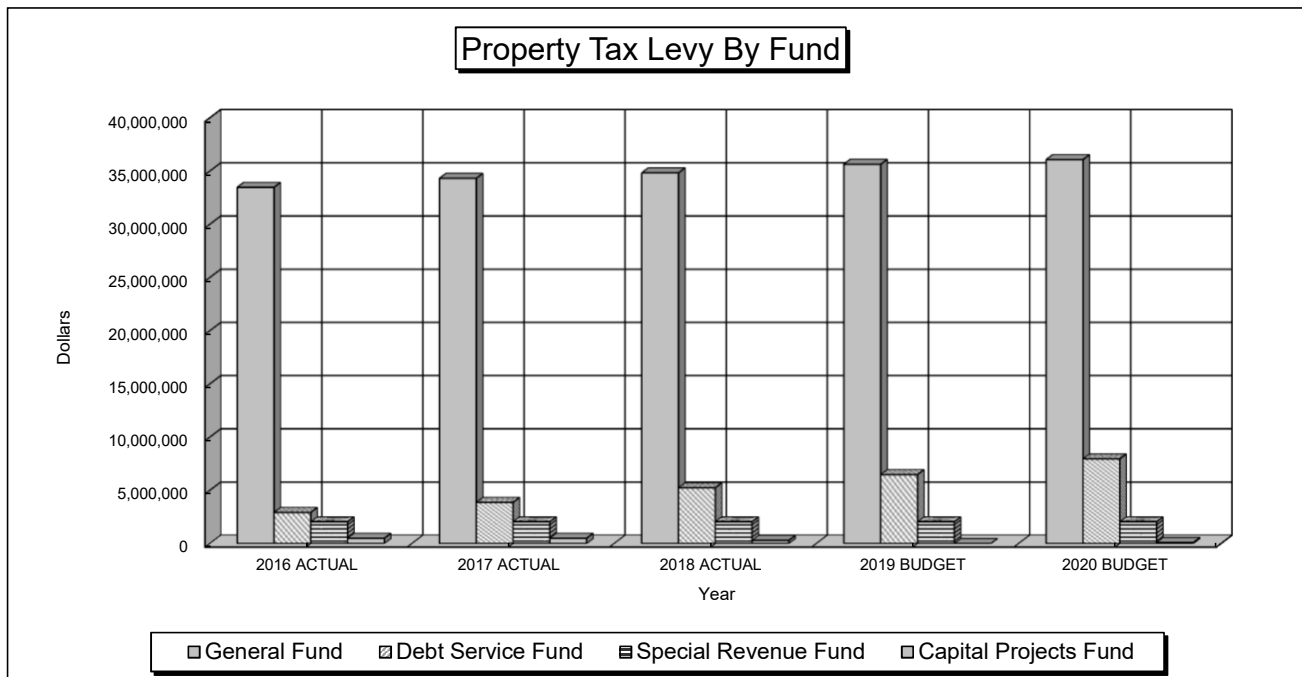
| Winnebago County/ Appleton School District | Equalized 2018 Tax Rate (2019 Budget) | Equalized 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|---|--|--|--------------------------------|---------------------------|
| City | \$ 8.4786 | \$ 8.2183 | \$ (0.2603) | -3.07% |
| Public Schools | 8.6765 | 8.3201 | (0.3564) | -4.11% |
| Technical College | 1.0563 | 1.0232 | (0.0331) | -3.13% |
| County | 4.9121 | 4.7356 | (0.1765) | -3.59% |
| GROSS TAX RATE | 23.1235 | 22.2972 | (0.8263) | -3.57% |
| State Credits | 1.6186 | 1.5636 | (0.0550) | -3.40% |
| NET TAX RATE | \$ 21.5049 | \$ 20.7336 | \$ (0.7713) | -3.59% |

| Winnebago County/ Menasha School District | Equalized 2018 Tax Rate (2019 Budget) | Equalized 2019 Tax Rate (2020 Budget) | Increase (Decrease) | Percent Change |
|--|--|--|--------------------------------|---------------------------|
| City | \$ 8.4786 | \$ 8.2183 | \$ (0.2603) | -3.07% |
| Public Schools | 11.4081 | 11.5403 | 0.1322 | 1.16% |
| Technical College | 1.0563 | 1.0232 | (0.0331) | -3.13% |
| County | 4.9121 | 4.7356 | (0.1765) | -3.59% |
| GROSS TAX RATE | 25.8551 | 25.5174 | (0.3377) | -1.31% |
| State Credits | 1.6186 | 1.5636 | (0.0550) | -3.40% |
| NET TAX RATE | \$ 24.2365 | \$ 23.9538 | \$ (0.2827) | -1.17% |

**CITY OF APPLETON 2020 BUDGET
SUMMARY OF PROPERTY TAX LEVY BY FUND**

| PROPERTY TAX LEVIES ⁽¹⁾ | 2016 ACTUAL | 2017 ACTUAL | 2018 ACTUAL | 2019 BUDGET | 2020 BUDGET |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| General Fund | \$ 33,477,718 | \$ 34,322,323 | \$ 34,835,754 | \$ 35,646,816 | \$ 36,083,000 |
| Debt Service Funds | 2,928,106 | 3,871,561 | 5,241,380 | 6,481,724 | 7,955,245 |
| Special Revenue Funds | | | | | |
| Sanitation & Recycling | 2,044,968 | 2,044,968 | 2,044,968 | 2,044,968 | 2,045,000 |
| Neighborhood Program | 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>2,044,968</u> | <u>2,045,000</u> |
| Capital Project Funds | | | | | |
| Subdivision Development | <u>500,000</u> | <u>500,000</u> | <u>300,000</u> | <u>-</u> | <u>100,000</u> |
| TOTAL PROPERTY TAX LEVY: | <u>\$ 38,953,792</u> | <u>\$ 40,741,852</u> | <u>\$ 42,425,102</u> | <u>\$ 44,173,508</u> | <u>\$ 46,183,245</u> |

(1) Excludes tax increment district revenues.



**CITY OF APPLETON 2020 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES**

| REVENUES AND OTHER FINANCING SOURCES* | 2017 ACTUAL | 2018 ACTUAL | 2019 BUDGET | 2019 PROJECTED | 2020 BUDGET |
|--|------------------------|------------------------|------------------------|---------------------------|------------------------|
| General Fund | \$ 61,435,749 | \$ 63,262,139 | \$ 63,045,780 | \$ 63,125,696 | \$ 64,393,207 |
| Debt Service Funds | 6,900,399 | 8,306,693 | 7,692,287 | 8,671,940 | 8,327,884 |
| Special Revenue Funds | | | | | |
| Tax Increment District #3 | 2,219,350 | 2,103,183 | 1,738,202 | 1,748,429 | 1,163,593 |
| Sanitation & Recycling | 3,310,759 | 3,197,670 | 3,738,211 | 3,612,768 | 3,694,668 |
| Hazardous Materials Level A | 133,500 | 88,595 | 72,075 | 83,318 | 72,075 |
| Police Grants | 136,402 | 123,910 | 68,000 | 70,295 | 78,000 |
| Health Services Grants | 155,037 | 174,490 | 194,686 | 200,128 | 188,888 |
| Housing & Community Development Grants | 1,409,756 | 1,380,262 | 1,480,786 | 1,441,236 | 1,644,707 |
| Room Tax Administration | 1,063,044 | 408,351 | 208,150 | 208,425 | 213,535 |
| Union Spring Park | 18 | 37 | 20 | 60 | 50 |
| Tuchscherer Disability Fund | 203 | 272 | 240 | 240 | 180 |
| Peabody Estate Trust | 457 | 948 | 800 | 1,700 | 1,500 |
| Balliet Locomotive | - | - | - | - | - |
| Lutz Park Trust | 950 | 1,975 | 1,000 | 3,500 | 3,000 |
| Park Open Space | 2,447 | 5,810 | 100 | 38,650 | 1,000 |
| City Park Project | 42 | 86 | 50 | 150 | 100 |
| Universal Playground | - | - | - | - | - |
| Library Grants | - | 164,918 | 86,086 | 87,037 | 117,584 |
| Miracle League Field | 179 | 373 | 200 | 700 | 500 |
| Wheel Tax | 1,350,293 | 1,270,332 | 1,335,000 | 1,210,000 | 1,200,000 |
| Total Special Revenue Funds | 9,782,437 | 8,921,212 | 8,923,606 | 8,706,636 | 8,379,380 |
| Capital Projects Funds | | | | | |
| Subdivision Development | 1,240,387 | 774,254 | 968,766 | 990,000 | 491,500 |
| Tax Increment District #5 | - | - | - | - | - |
| Tax Increment District #6 | 2,527,800 | 2,770,963 | 2,829,882 | 3,912,900 | 2,772,798 |
| Tax Increment District #7 | 513,588 | 601,685 | 560,206 | 575,312 | 417,497 |
| Tax Increment District #8 | 1,602,352 | 953,733 | 1,591,488 | 1,591,488 | 1,346,100 |
| Tax Increment District #9 | 141,669 | 139,251 | 89,881 | 97,944 | 115,493 |
| Tax Increment District #10 | 41,486 | 6,334 | 5,700 | 5,640 | 6,500 |
| Tax Increment District #11 | - | 133 | 160,000 | 162,983 | 196,150 |
| Tax Increment District #12 | - | 131 | - | - | 25,000 |
| City Center | - | - | - | - | - |
| Information Technology | 2,282 | 767 | - | 2,000 | - |
| Public Works | 4,705 | 341,061 | 669,267 | 689,267 | 878,888 |
| Industrial Park Land | 37,900 | 37,944 | 35,911 | 2,056,231 | 31,022 |
| Equipment Replacement | 2,520,331 | 3,023,043 | 2,996,284 | 2,999,700 | 3,339,314 |
| Community Development Projects | 3,309 | 2,389 | - | 2,000 | - |
| Exhibition Center Capital Project | 30,207,457 | 508,763 | - | - | - |
| Public Safety | (80) | 260 | - | - | - |
| Facilities | 140,099 | 142,473 | 22,500 | 166,215 | 1,160,727 |
| Total Capital Projects Fund | 38,983,285 | 9,303,184 | 9,929,885 | 13,251,680 | 10,780,989 |
| Enterprise Funds | | | | | |
| Water Utility | 21,872,110 | 22,061,988 | 21,645,899 | 21,820,899 | 21,695,350 |
| Wastewater Utility | 12,337,002 | 13,108,361 | 11,464,899 | 12,342,628 | 10,342,457 |
| Stormwater Utility | 10,151,413 | 10,479,477 | 11,430,543 | 11,654,152 | 11,608,644 |
| Parking Utility | 2,705,078 | 2,599,970 | 2,751,601 | 2,616,601 | 2,725,434 |
| Golf Course | 860,975 | 821,883 | 875,800 | 813,500 | 885,936 |
| Valley Transit | 9,177,006 | 9,397,125 | 9,995,508 | 9,995,511 | 10,203,722 |
| Total Enterprise Funds | 57,103,584 | 58,468,804 | 58,164,250 | 59,243,291 | 57,461,543 |
| Internal Service Funds | | | | | |
| Facilities & Construction Management | 2,585,147 | 2,733,750 | 2,836,286 | 2,796,086 | 2,947,042 |
| Central Equipment Agency | 2,973,202 | 3,193,642 | 3,247,044 | 3,229,000 | 3,319,677 |
| Risk Management | 1,797,442 | 1,693,521 | 1,593,655 | 1,615,400 | 1,602,713 |
| Total Internal Service Funds | 7,355,791 | 7,620,913 | 7,676,985 | 7,640,486 | 7,869,432 |
| TOTAL REVENUES: | \$ 181,561,245 | \$ 155,882,945 | \$ 155,432,793 | \$ 160,639,729 | \$ 157,212,435 |

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2020 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

| EXPENSES AND OTHER FINANCING USES | 2017 ACTUAL | 2018 ACTUAL | 2019 BUDGET | 2019 PROJECTED | 2020 BUDGET |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| General Fund | \$ 62,838,685 | \$ 61,790,801 | \$ 63,481,720 | \$ 66,392,184 | \$ 64,619,007 |
| Debt Service Funds | 11,968,662 | 7,951,091 | 8,918,819 | 8,872,927 | 9,480,041 |
| Special Revenue Funds | | | | | |
| Tax Increment District #3 | 536,123 | 464,698 | 263,591 | 263,591 | 197,371 |
| Sanitation & Recycling | 3,348,898 | 3,416,547 | 3,600,770 | 3,503,905 | 3,642,260 |
| Hazardous Materials Level A | 173,429 | 56,057 | 72,075 | 75,000 | 72,075 |
| Police Grants | 132,676 | 118,652 | 68,000 | 69,100 | 78,000 |
| Health Services Grants | 155,042 | 134,161 | 194,686 | 194,686 | 188,888 |
| Housing & Community Development Grants | 1,358,259 | 1,365,794 | 1,488,092 | 1,514,054 | 1,648,931 |
| Room Tax Administration | 1,056,929 | 405,635 | 208,150 | 208,425 | 214,333 |
| Union Spring Park | - | - | - | - | - |
| Tuchscherer Disability Fund | 6,391 | 6,391 | 6,391 | 6,391 | 6,391 |
| Balliet Locomotive | - | - | - | - | - |
| Lutz Park Trust | - | - | - | - | - |
| Park Open Space | 240,090 | 72,136 | - | - | - |
| Universal Playground Trust | - | - | - | - | - |
| Library Grants | - | 85,780 | 86,086 | 165,225 | 118,534 |
| Miracle League Field | - | - | - | - | - |
| Wheel Tax | 1,350,293 | 1,270,332 | 1,335,000 | 1,210,000 | 1,200,000 |
| Total Special Revenue Funds | 8,358,130 | 7,396,183 | 7,322,841 | 7,210,377 | 7,366,783 |
| Capital Projects Funds | | | | | |
| Subdivision Development | 816,025 | 1,695,580 | 1,298,984 | 1,250,000 | 739,483 |
| Tax Increment District #5 | - | - | - | - | - |
| Tax Increment District #6 | 4,257,368 | 2,093,488 | 1,435,507 | 1,445,668 | 653,432 |
| Tax Increment District #7 | 401,460 | 453,762 | 461,783 | 373,149 | 351,500 |
| Tax Increment District #8 | 1,086,754 | 964,179 | 1,478,961 | 1,478,961 | 1,164,745 |
| Tax Increment District #9 | 33,277 | 34,399 | 35,470 | 35,630 | 36,500 |
| Tax Increment District #10 | 1,562 | 1,702 | 1,470 | 1,470 | 1,500 |
| Tax Increment District #11 | 1,025 | 418,243 | 12,040,814 | 2,476,007 | 20,589,272 |
| Tax Increment District #12 | 1,025 | 7,389 | 45,772 | 45,046 | 54,593 |
| City Center | 82,076 | - | 124,000 | 124,000 | - |
| Information Technology | 568,174 | 739,984 | 418,000 | 575,831 | 680,000 |
| Public Works | 3,682,928 | 3,553,136 | 10,695,177 | 12,950,020 | 8,067,820 |
| Industrial Park Land | 213,934 | 263,381 | 358,463 | 260,000 | 2,345,636 |
| Equipment Replacement | 2,333,013 | 3,406,950 | 3,346,050 | 3,565,000 | 4,397,018 |
| Community Development Projects | 292,551 | 100,389 | 250,000 | 75,000 | - |
| Exhibition Center Capital Project | 29,255,389 | 508,763 | - | - | - |
| Public Safety | 341,762 | 171,512 | - | 42,163 | 707,010 |
| Facilities | 10,308,776 | 7,240,617 | 12,414,218 | 7,900,915 | 6,765,727 |
| Total Capital Projects Fund | 53,677,099 | 21,653,474 | 44,404,669 | 32,598,860 | 46,554,236 |
| Enterprise Funds | | | | | |
| Water Utility | 17,147,909 | 17,148,687 | 18,654,250 | 18,879,152 | 18,886,147 |
| Wastewater Utility | 11,042,872 | 11,056,204 | 11,256,051 | 11,011,056 | 11,437,765 |
| Stormwater Utility | 7,910,124 | 7,386,682 | 8,436,354 | 8,466,202 | 8,115,950 |
| Parking Utility | 3,265,520 | 3,296,145 | 2,849,192 | 2,839,591 | 2,341,119 |
| Golf Course | 799,093 | 795,984 | 925,004 | 871,468 | 874,120 |
| Valley Transit | 9,605,073 | 9,949,390 | 10,533,315 | 10,533,315 | 10,909,937 |
| Total Enterprise Funds | 49,770,591 | 49,633,092 | 52,654,166 | 52,600,784 | 52,565,038 |
| Internal Service Funds | | | | | |
| Facilities & Construction Management | 2,636,542 | 2,777,395 | 2,866,286 | 2,791,286 | 2,947,042 |
| Central Equipment Agency | 5,397,269 | 5,709,321 | 5,815,234 | 5,728,100 | 5,864,403 |
| Risk Management | 1,438,995 | 1,394,620 | 1,593,655 | 1,565,000 | 1,602,713 |
| Other Post Employment Benefits | 188,588 | - | 103,702 | 53,929 | 54,000 |
| Total Internal Service Funds | 9,661,394 | 9,881,336 | 10,378,877 | 10,138,315 | 10,468,158 |
| TOTAL EXPENDITURES: | \$ 196,274,561 | \$ 158,305,977 | \$ 187,161,092 | \$ 177,813,447 | \$ 191,053,263 |

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

| | 2017 ACTUAL | 2018 ACTUAL | 2019 BUDGET | 2019 PROJECTED | 2020 BUDGET |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| GENERAL FUND | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 31,581,249 | \$ 30,178,313 | \$ 31,649,651 | \$ 31,649,651 | \$ 28,383,163 |
| Property Taxes | 34,322,323 | 34,835,754 | 35,646,816 | 35,646,816 | 36,083,000 |
| Other Revenue | 27,113,426 | 28,426,385 | 27,398,964 | 27,478,880 | 28,310,207 |
| Expenditures | 62,838,685 | 61,790,801 | 63,481,720 | 66,392,184 | 64,619,007 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 30,178,313</u> | <u>\$ 31,649,651</u> | <u>\$ 31,213,711</u> | <u>\$ 28,383,163</u> | <u>\$ 28,157,363</u> |
| DEBT SERVICE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 1,419,419 | \$ 1,345,594 | \$ 1,701,196 | \$ 1,701,196 | \$ 1,581,869 |
| Property Taxes | 3,871,561 | 5,241,380 | 6,481,724 | 6,481,724 | 7,955,245 |
| Proceeds of Debt | 4,994,438 | - | 60,000 | 81,660 | 150,000 |
| Other Revenue | 3,028,838 | 3,065,313 | 1,210,563 | 2,190,216 | 372,639 |
| Expenditures | 11,968,662 | 7,951,091 | 8,918,819 | 8,872,927 | 9,480,041 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 1,345,594</u> | <u>\$ 1,701,196</u> | <u>\$ 534,664</u> | <u>\$ 1,581,869</u> | <u>\$ 579,712</u> |
| SPECIAL REVENUE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ (6,391,651) | \$ (4,967,344) | \$ (3,442,315) | \$ (3,442,315) | \$ (1,946,056) |
| Property Taxes | 3,018,966 | 3,095,914 | 3,129,968 | 3,130,314 | 3,195,000 |
| Other Revenue | 6,763,471 | 5,825,298 | 5,793,638 | 5,576,322 | 5,184,380 |
| Expenditures | 8,358,130 | 7,396,183 | 7,322,841 | 7,210,377 | 7,366,783 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ (4,967,344)</u> | <u>\$ (3,442,315)</u> | <u>\$ (1,841,550)</u> | <u>\$ (1,946,056)</u> | <u>\$ (933,459)</u> |
| CAPITAL PROJECTS FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 9,239,374 | \$ 3,721,122 | \$ 5,210,832 | \$ 5,210,832 | \$ 3,635,653 |
| Property Taxes | 3,552,628 | 3,628,571 | 4,277,500 | 4,216,537 | 4,151,000 |
| Contributed Capital | - | - | - | - | - |
| Proceeds of Debt | 9,175,562 | 13,840,000 | 34,919,722 | 17,772,001 | 35,516,253 |
| Other Revenue | 35,430,657 | 5,674,613 | 5,652,385 | 9,035,143 | 6,629,989 |
| Expenditures | 53,677,099 | 21,653,474 | 44,404,669 | 32,598,860 | 46,554,236 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 3,721,122</u> | <u>\$ 5,210,832</u> | <u>\$ 5,655,770</u> | <u>\$ 3,635,653</u> | <u>\$ 3,378,659</u> |
| ENTERPRISE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 263,268,481 | \$ 272,869,488 | \$ 284,097,886 | \$ 284,097,886 | \$ 300,037,765 |
| Property Taxes | - | - | - | - | - |
| Other Revenue | 57,103,584 | 58,468,804 | 58,164,250 | 59,243,291 | 57,461,543 |
| Contributed Capital | 3,060,842 | 2,392,686 | 1,209,050 | 9,297,372 | 882,150 |
| Expenditures | 49,770,591 | 49,633,092 | 52,654,166 | 52,600,784 | 52,565,038 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 273,662,316</u> | <u>\$ 284,097,886</u> | <u>\$ 290,817,020</u> | <u>\$ 300,037,765</u> | <u>\$ 305,816,420</u> |
| INTERNAL SERVICE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 13,091,948 | \$ 12,953,271 | \$ 14,099,558 | \$ 14,099,558 | \$ 14,701,729 |
| Property Taxes | - | - | - | - | - |
| Other Revenue | 7,355,791 | 7,620,913 | 7,676,985 | 7,640,486 | 7,869,432 |
| Contributed Capital | 2,332,231 | 3,406,710 | 3,346,050 | 3,100,000 | 4,494,321 |
| Expenditures | 9,661,394 | 9,881,336 | 10,378,877 | 10,138,315 | 10,468,158 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 13,118,576</u> | <u>\$ 14,099,558</u> | <u>\$ 14,743,716</u> | <u>\$ 14,701,729</u> | <u>\$ 16,597,324</u> |
| COMBINED TOTALS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 312,208,820 | \$ 316,100,444 | \$ 333,316,808 | \$ 333,316,808 | \$ 346,394,123 |
| Property Taxes | 44,765,478 | 46,801,619 | 49,536,008 | 49,475,391 | 51,384,245 |
| Proceeds of Debt | 14,170,000 | 13,840,000 | 34,979,722 | 17,853,661 | 35,666,253 |
| Contributed Capital | 5,393,073 | 5,799,396 | 4,555,100 | 12,397,372 | 5,376,471 |
| Other Revenue | 136,795,767 | 109,081,326 | 105,896,785 | 111,164,338 | 105,828,190 |
| Expenditures | 196,274,561 | 158,305,977 | 187,161,092 | 177,813,447 | 191,053,263 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 317,058,577</u> | <u>\$ 333,316,808</u> | <u>\$ 341,123,331</u> | <u>\$ 346,394,123</u> | <u>\$ 353,596,019</u> |

CITY OF APPLETON 2020 BUDGET

COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

| REVENUES AND OTHER FINANCING SOURCES | 2019 BUDGET | 2020 BUDGET |
|---|-------------------------|-------------------------|
| Property Tax | \$ 49,536,008 | \$ 51,384,245 |
| Other Tax | 2,023,150 | 2,453,535 |
| Intergovernmental | 25,050,695 | 26,627,555 |
| Licenses & Permits | 1,187,925 | 1,295,675 |
| Special Assessments | 424,940 | 628,470 |
| Charges for Service | 58,728,118 | 58,962,007 |
| Interest Income | 3,444,905 | 3,873,283 |
| Fines & Forfeitures | 685,000 | 685,000 |
| Other Revenues | 8,118,174 | 5,505,161 |
| Interfund Transfers | 6,233,878 | 5,797,504 |
| TOTAL REVENUES | \$ 155,432,793 * | \$ 157,212,435 * |

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

| EXPENSES AND OTHER FINANCING USES | 2019 BUDGET | 2020 BUDGET |
|--------------------------------------|-----------------------|-----------------------|
| Personnel | \$ 63,041,829 | \$ 64,118,212 |
| Training & Travel | 488,936 | 490,931 |
| Supplies & Materials | 10,601,172 | 11,274,886 |
| Purchased Services | 35,061,276 | 35,669,109 |
| Miscellaneous Expense | 17,996,105 | 18,787,841 |
| Debt Service | 14,034,596 | 14,054,600 |
| Capital Expense ¹ | 39,763,301 | 41,863,674 |
| Other Financing Uses | 6,173,877 | 4,794,010 |
| TOTAL EXPENSE | \$ 187,161,092 | \$ 191,053,263 |

¹ 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 2020:

| | |
|------------------|---|
| 5/14/19 | 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. |
| 6/11/19 - 9/3/19 | 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. |
| 9/3/19 - 10/2/19 | 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. |
| 11/2/19 | 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. |
| 11/6/19 | A public hearing is held to seek citizen input prior to Common Council acceptance of the budget. |
| 11/13/19 | The budget is adopted formally by resolution of the Common Council. |

CITY OF APPLETON POLICIES – 2020 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 – 2020 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 – 2020 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 – 2019 tax roll:

| | |
|--|------------------|
| Lien date and levy date | December 2019 |
| Tax bills mailed | December 2019 |
| Payment in full or 1 st installment due | January 31, 2020 |
| 2 nd installment due | March 31, 2020 |
| 3 rd installment due | May 31, 2020 |
| 4 th installment due | July 31, 2020 |

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 – 2020 BUDGET

- The minimum utilities rates should be set at a rate which will yield net income which is 1.20 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 – 2020 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.

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 be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic

CITY OF APPLETON POLICIES – 2020 BUDGET

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 – 2020 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 – 2020 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, in addition to the Procurement and Contract Management 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 2020 rate requirements for the Wisconsin Retirement System employees are as follows:

| | <u>General</u> | <u>Police</u> | <u>Fire</u> |
|-----------------------|----------------|---------------|---------------|
| Employee Contribution | 6.75% | 6.75% | 6.75% |
| City Contribution | <u>6.75%</u> | <u>11.82%</u> | <u>16.42%</u> |
| Total | 13.10% | 18.57% | 23.17% |

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).

CITY OF APPLETON POLICIES – 2020 BUDGET

RISK MANAGEMENT POLICY

The objective of the risk management program is to protect the City, its assets and the public against accidental losses, destruction, or depletion.

Internal Activities:

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 49 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, 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,

\$20,000 deductible per occurrence for any crime claim (theft, robbery, computer fraud, etc.), with purchased coverage to \$5,000,000 per occurrence,

\$5,000 deductible per occurrence for any auto physical damage claim with purchased coverage on both an actual cash value and replacement cash value basis (which is dependent upon the age of the city vehicle),

\$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 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 files against the City. Claims in excess of \$5,000 property damage and all bodily injury claims are also reviewed by CVMIC.

External Activities:

- **Special Events 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 if the event involves more than 250 people. Depending upon the event type, additional insurance may also be required. The sponsoring organization is responsible for any losses which may occur as a result of their activity. Sponsoring organizations are also required to sign "Hold Harmless, Defense and Indemnification" agreement.
- **Contractor, Vendor, Supplier, etc. Insurance Requirements:** Companies that provide services for or perform activities on behalf of the City such as infrastructure improvements, engineering/inspection services, etc. are required to obtain various insurance coverages that are dependent upon the nature and potential risk exposure of their work. Coverages 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.

CITY OF APPLETON

2020 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

2020 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> |
|------|-------------------------------|-----------------------------|---------------------------|-----------------------------|-----------------------------|
| 2018 | N/A | N/A | N/A | N/A | N/A |
| 2017 | 56,698 | 59,843 | 59,152 | 56,899 | 59,707 |
| 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 |

Source: Wisconsin Department of Revenue, Division of Research and Analysis; 2018 report not yet published as of September 2019.

Unemployment Rate

| | <u>State of Wisconsin</u> | | <u>Outagamie County</u> | | <u>Appleton MSA</u> | | <u>City of Appleton</u> | |
|---------------|-------------------------------|---|-----------------------------|---|-------------------------|---|-----------------------------|---|
| July, 2019 | 3.4 | % | 3.2 | % | 3.1 | % | 3.3 | % |
| July, 2018 | 3.2 | | 3.0 | | 2.9 | | 3.2 | |
| Average, 2018 | 3.0 | % | 2.8 | % | 2.7 | % | 2.9 | % |
| Average, 2017 | 3.3 | | 3.0 | | 3.0 | | 3.2 | |
| Average, 2016 | 4.0 | | 3.2 | | 3.5 | | 3.6 | |
| Average, 2015 | 4.6 | | 4.0 | | 3.9 | | 4.0 | |
| Average, 2014 | 5.4 | | 4.8 | | 4.6 | | 4.8 | |

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

Building Permits - City of Appleton

| <u>Year</u> | <u>Valuation</u> |
|-------------|------------------|
| 2019 | \$ 38,790,417 * |
| 2018 | 75,283,475 |
| 2017 | 115,948,406 |
| 2016 | 80,795,300 |
| 2015 | 140,806,500 |

*As of June 30, 2019

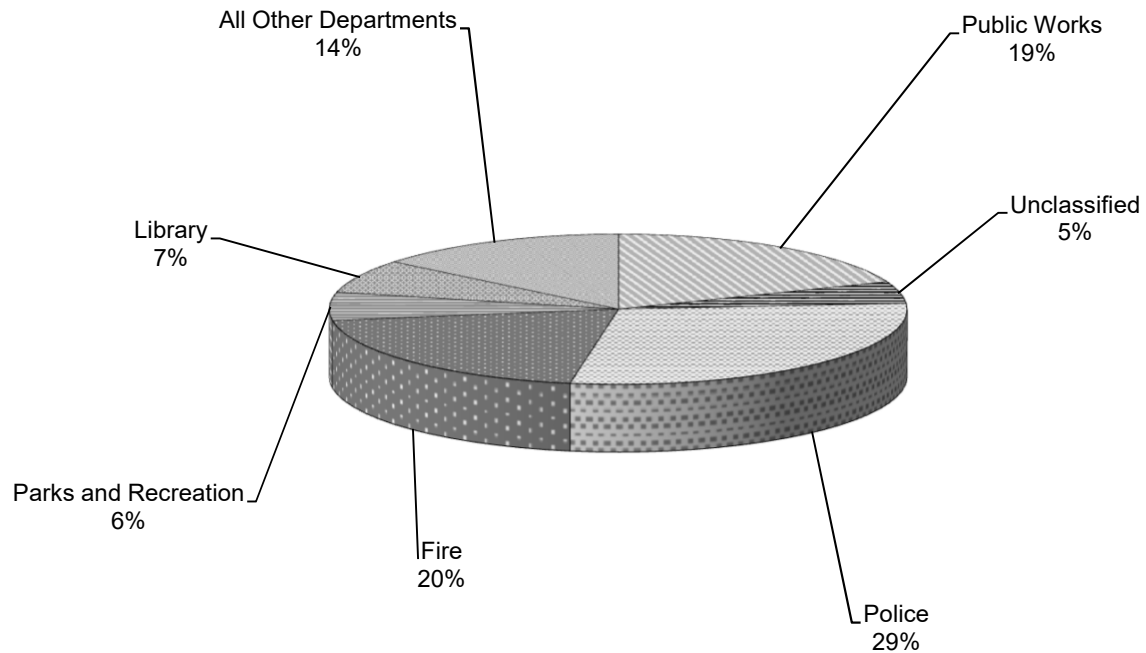
Source: City of Appleton Public Works Department

CITY OF APPLETON 2020 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.

2020 GENERAL FUND EXPENDITURES

\$64,619,007



CITY OF APPLETON 2020 BUDGET

GENERAL FUND

| | Actual | | Budget | | | % Change * |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------|
| | 2017 | 2018 | Adopted 2019 | Projected 2019 | 2020 | |
| REVENUES | | | | | | |
| Taxes | \$ 34,767,096 | \$ 35,293,341 | \$ 36,086,816 | \$ 36,086,816 | \$ 37,123,000 | 2.87% |
| Intergovernmental | 15,562,109 | 15,779,073 | 15,774,049 | 15,774,049 | 15,944,892 | 1.08% |
| Licenses and Permits | 1,202,534 | 1,116,995 | 1,145,200 | 1,145,200 | 1,252,950 | 9.41% |
| Special Assessments | 273,743 | 376,998 | 264,940 | 264,940 | 276,970 | 4.54% |
| Charges for Services | 1,550,456 | 1,716,886 | 1,747,420 | 1,747,420 | 1,772,887 | 1.46% |
| Interest Income | 2,459,974 | 2,798,782 | 2,945,000 | 2,945,000 | 2,851,968 | -3.16% |
| Fines and Forfeitures | 255,440 | 265,875 | 275,000 | 275,000 | 275,000 | 0.00% |
| All Other Revenue | 1,638,492 | 1,564,330 | 1,337,105 | 1,417,021 | 1,379,940 | 3.20% |
| TOTAL REVENUES | 57,709,844 | 58,912,280 | 59,575,530 | 59,655,446 | 60,877,607 | 2.19% |
| EXPENDITURES | | | | | | |
| Common Council | 138,909 | 140,821 | 134,363 | 134,363 | 133,731 | -0.47% |
| Mayor | 415,225 | 525,333 | 497,999 | 497,999 | 506,115 | 1.63% |
| Finance | 888,670 | 834,341 | 887,544 | 887,544 | 892,834 | 0.60% |
| Information Technology | 1,844,847 | 1,802,474 | 1,970,270 | 1,993,429 | 1,991,849 | 1.10% |
| Human Resources | 764,143 | 692,479 | 783,116 | 783,116 | 766,072 | -2.18% |
| Legal Services | 985,230 | 1,071,422 | 1,019,168 | 1,019,168 | 1,102,584 | 8.18% |
| Unclassified | 2,205,285 | 1,975,954 | 2,467,179 | 4,845,463 | 3,038,473 | 23.16% |
| Community Development | 1,721,629 | 1,690,338 | 1,791,649 | 1,837,197 | 1,843,968 | 2.92% |
| Library | 4,822,430 | 4,633,200 | 4,625,139 | 4,686,490 | 4,668,553 | 0.94% |
| Parks & Recreation | 3,615,521 | 3,681,219 | 3,873,236 | 3,875,236 | 3,898,808 | 0.66% |
| Public Works | 14,105,324 | 12,899,548 | 12,661,197 | 13,016,620 | 12,330,524 | -2.61% |
| Health Services | 1,182,650 | 1,170,544 | 1,202,127 | 1,202,127 | 1,207,998 | 0.49% |
| Police | 17,536,489 | 17,699,081 | 18,389,949 | 18,418,449 | 18,673,600 | 1.54% |
| Fire | 11,888,377 | 12,104,945 | 12,472,519 | 12,488,718 | 12,856,509 | 3.08% |
| TOTAL EXPENDITURES | 62,114,729 | 60,921,699 | 62,775,455 | 65,685,919 | 63,911,618 | 1.81% |
| REVENUES OVER EXPENDITURES | (4,404,885) | (2,009,419) | (3,199,925) | (6,030,473) | (3,034,011) | -5.18% |
| OTHER FINANCING SOURCES (USES) | | | | | | |
| Sale of City Property | 1,157 | 19 | 2,150 | 2,150 | 2,000 | -6.98% |
| Other Financing Sources | 3,724,748 | 4,349,840 | 3,468,100 | 3,468,100 | 3,513,600 | 1.31% |
| Other Financing Uses | (723,956) | (869,102) | (706,265) | (706,265) | (707,389) | 0.16% |
| TOTAL OTHER FINANCING | 3,001,949 | 3,480,757 | 2,763,985 | 2,763,985 | 2,808,211 | 1.60% |
| NET CHANGE IN EQUITY | (1,402,936) | 1,471,338 | (435,940) | (3,266,488) | (225,800) | -48.20% |
| FUND BALANCE - Beginning | 31,581,249 | 30,178,313 | 31,649,651 | 31,649,651 | 28,383,163 | -10.32% |
| FUND BALANCE - Ending | \$ 30,178,313 | \$ 31,649,651 | \$ 31,213,711 | \$ 28,383,163 | \$ 28,157,363 | -9.79% |

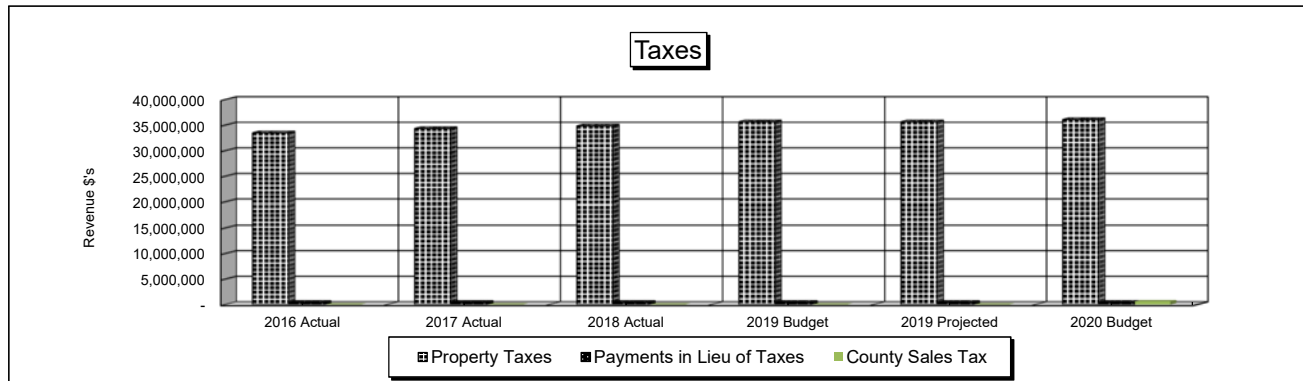
* % change from prior year adopted budget

**CITY OF APPLETON 2020 BUDGET
GENERAL FUND BALANCE**

| | PAGE IN BUDGET | AMOUNT |
|---|-------------------|---------------|
| Projected Fund Balance @ 12/31/20 | 38 | \$ 28,157,363 |
| Less Non-spendable Fund Balance: | | |
| Inventories and Prepaid Items | | (839,762) |
| Condominium Association Loan | | (645,951) |
| Advance to other Funds | | (4,117,838) |
| Less Assigned Fund Balance: | | |
| Payments in Lieu of Taxes | | (1,995,000) |
| Working Capital - 25% of budgeted expenditures (25% * \$64,619,007, includes transfers) | 38 | (16,154,752) |
| Debt Service - 25% of ensuing year's debt service requirements (25% * \$9,480,041 Debt Service Obligation) | 453 | (2,370,010) |
| Projected General Fund Balance in excess of the reserve policy @ 12/31/20 | | \$ 2,034,050 |
| 75% required to be used for reduction of long-term liabilities | | \$ 1,525,538 |
| 25% subject to Finance Committee recommendation | | \$ 508,512 |

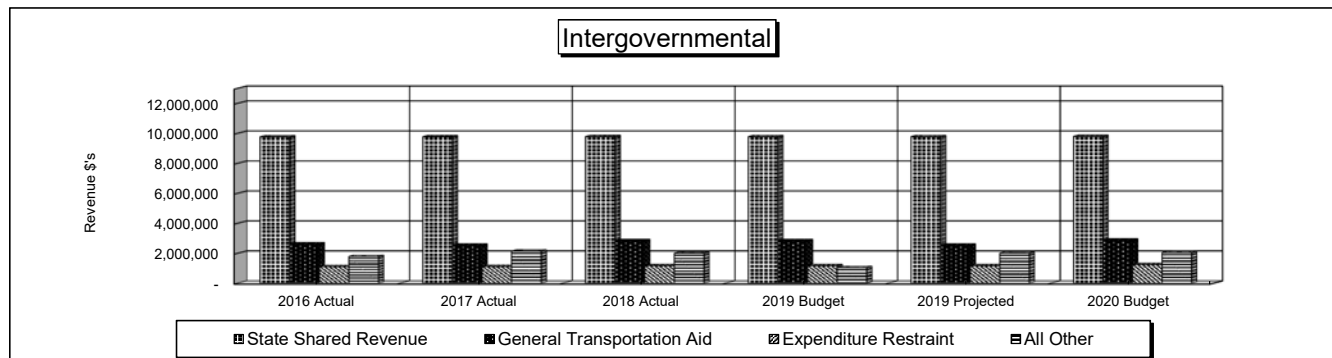
CITY OF APPLETON 2020 BUDGET GENERAL FUND REVENUES

| <u>Taxes</u> | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>% Change</u> |
|--------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Property Taxes | \$ 33,477,718 | \$ 34,322,323 | \$ 34,835,754 | \$ 35,646,816 | \$ 35,646,816 | \$ 36,083,000 | 1.22% |
| County Sales Tax | - | - | - | - | - | 600,000 | N/A |
| Payment in Lieu of Taxes | 431,765 | 444,773 | 457,587 | 440,000 | 440,000 | 440,000 | 0.00% |
| Total Taxes | \$ 33,909,483 | \$ 34,767,096 | \$ 35,293,341 | \$ 36,086,816 | \$ 36,086,816 | \$ 37,123,000 | 2.87% |



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 2.26% in 2016, 5.53% in 2017, 3.50% in 2018, and 7.86% in 2019. Beginning in 2020, Outagamie County will begin to collect a 0.5% sales tax, a portion of which will be remitted to the City of Appleton. 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 1.35% for the City in 2019, resulting in a total City constraint of \$46,178,254 across all funds. The City levy meets that constraint.

| <u>Intergovernmental Revenue</u> | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>% Change</u> |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| State Shared Revenue | \$ 9,757,539 | \$ 9,766,465 | \$ 9,777,572 | \$ 9,771,032 | \$ 9,771,032 | \$ 9,786,685 | 0.16% |
| Expenditure Restraint | 1,107,454 | 1,117,306 | 1,168,238 | 1,162,762 | 1,162,762 | 1,238,325 | 6.50% |
| General Transportation Aid | 2,625,557 | 2,541,682 | 2,836,121 | 2,839,000 | 2,839,000 | 2,881,015 | 1.48% |
| Library Grants & Aids | 1,103,329 | 1,066,420 | 1,062,448 | 1,043,692 | 1,043,692 | 1,070,138 | 2.53% |
| Other | 674,736 | 1,070,236 | 934,694 | 957,563 | 957,563 | 968,729 | 1.17% |
| Total Intergovernmental | \$ 15,268,615 | \$ 15,562,109 | \$ 15,779,073 | \$ 15,774,049 | \$ 15,774,049 | \$ 15,944,892 | 1.08% |



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

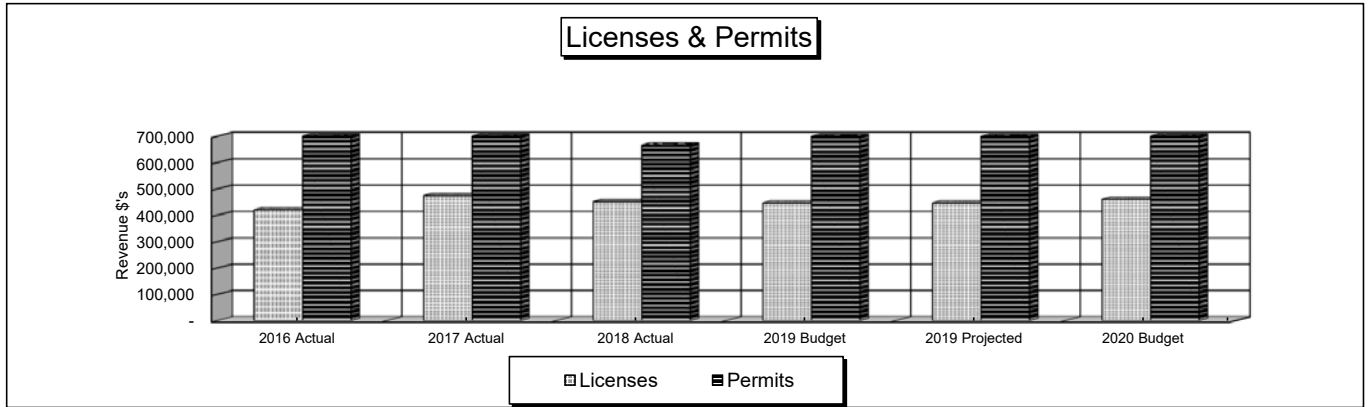
State shared revenues are portions of State sales and income taxes that are returned to the City based on a complex formula that includes growth and the per capita tax burden. This source of revenue for the City of Appleton remained virtually unchanged from 2004 until the 2012 - 2013 State budget, when 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.

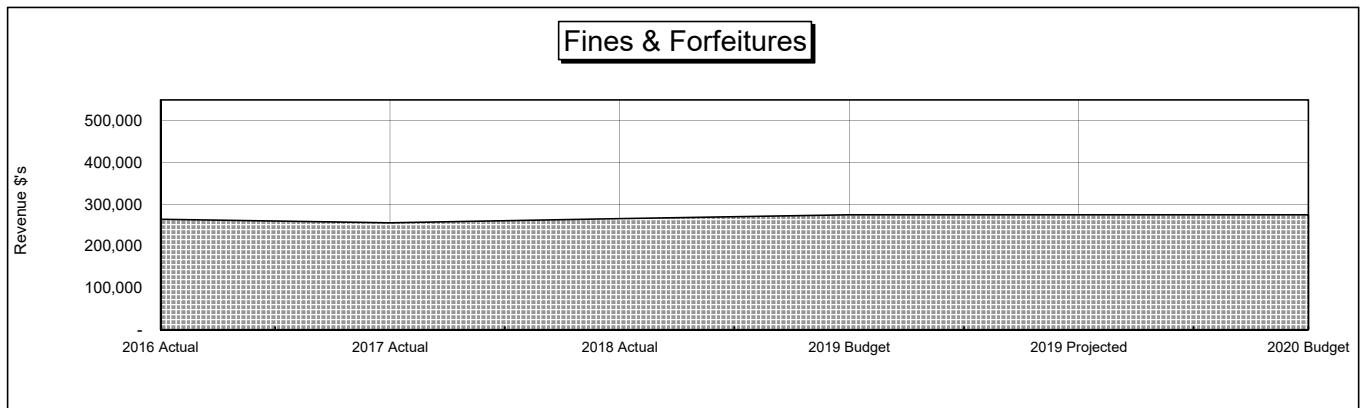
CITY OF APPLETON 2020 BUDGET GENERAL FUND REVENUES

| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>% Change</u> |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|-----------------|
| Licenses and Permits | | | | | | | |
| Licenses | \$ 419,999 | \$ 473,890 | \$ 450,976 | \$ 446,300 | \$ 446,300 | \$ 460,050 | 3.08% |
| Permits | 725,642 | 728,644 | 666,019 | 698,900 | 698,900 | 792,900 | 13.45% |
| Total Licenses and Permits | \$1,145,641 | \$1,202,534 | \$1,116,995 | \$1,145,200 | \$1,145,200 | \$1,252,950 | 9.41% |



Licenses and permits are required for the privilege of carrying on a business or trade that is regulated by ordinance within the City and are renewed on an annual basis. The payment of all personal property taxes, room taxes, special assessments and other amounts due to the City imposed pursuant to Code, in addition to all forfeitures or judgments resulting from conviction for violation of any City ordinance, is required prior to the granting of such license or permit. The volume of licenses and permits granted by the City has been relatively steady in recent years. The projected increase in permit revenue in 2020 reflects anticipated impact of a recent change in the fee for street excavation permits, establishing a higher fee for excavations that extend into the roadway than for those that are limited to the terrace.

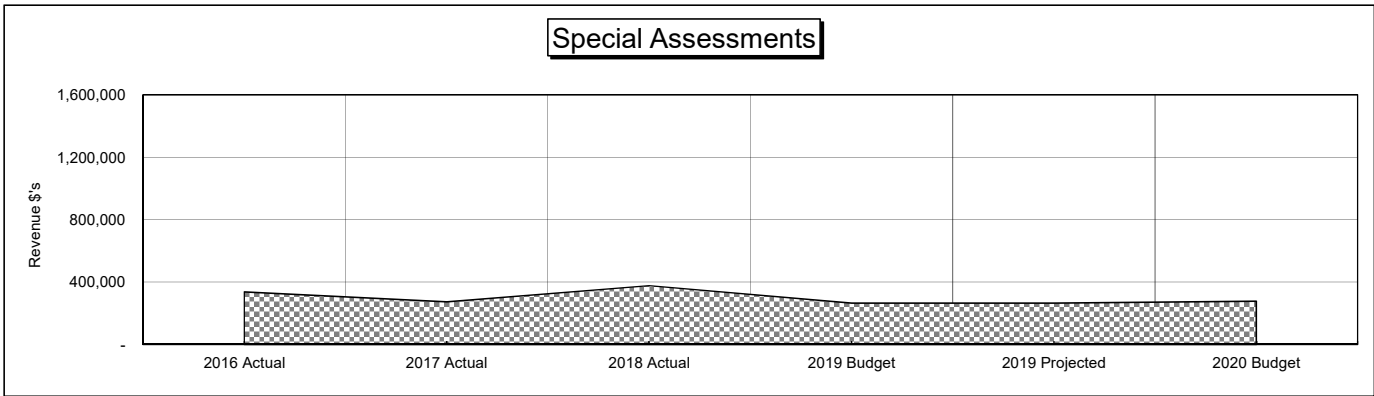
| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>% Change</u> |
|------------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|-----------------|
| Fines and Forfeitures | | | | | | | |
| | \$ 264,084 | \$ 255,440 | \$ 265,875 | \$ 275,000 | \$ 275,000 | \$ 275,000 | 0.00% |



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

CITY OF APPLETON 2020 BUDGET GENERAL FUND REVENUES

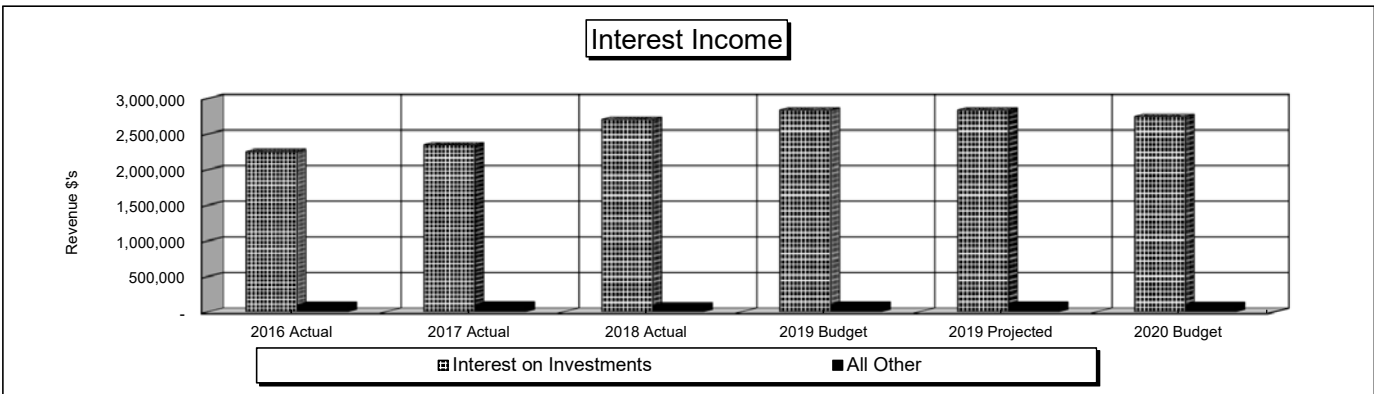
| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>% Change</u> |
|----------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|---------------------|
| Special Assessments | \$ 337,210 | \$ 273,743 | \$ 376,998 | \$ 264,940 | \$ 264,940 | \$ 276,970 | 4.54% |



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.

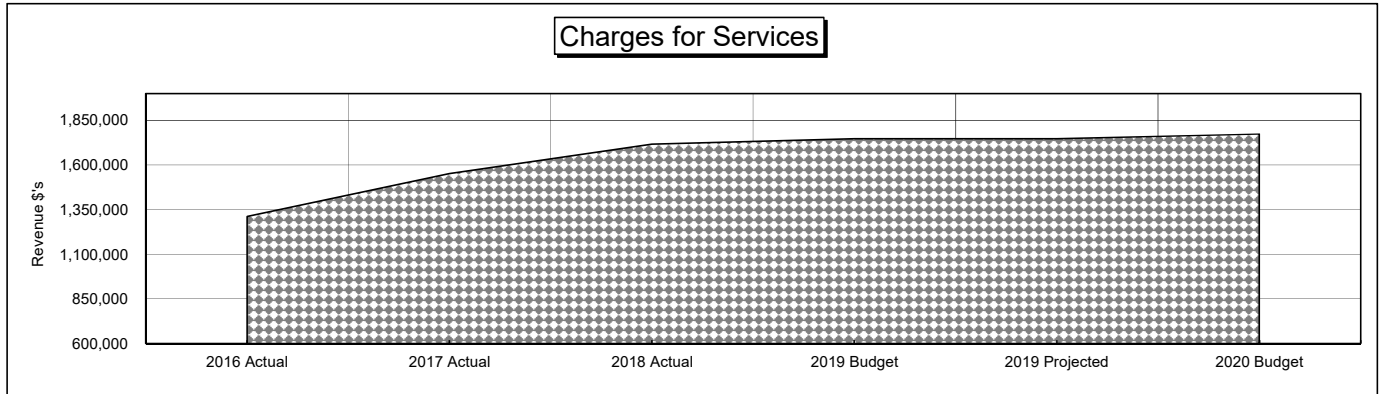
| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>% Change</u> |
|------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|---------------------|
| Interest Income | | | | | | | |
| Interest on Investments | \$ 2,253,341 | \$ 2,349,075 | \$ 2,702,208 | \$ 2,835,000 | \$ 2,835,000 | \$ 2,746,968 | -3.11% |
| Interest on Delinquent Tax | 85,028 | 98,198 | 91,953 | 100,000 | 100,000 | 100,000 | 0.00% |
| Interest - Deferred Specials | 20,853 | 12,701 | 4,621 | 10,000 | 10,000 | 5,000 | -50.00% |
| Total Interest Income | <u>\$ 2,359,222</u> | <u>\$ 2,459,974</u> | <u>\$ 2,798,782</u> | <u>\$ 2,945,000</u> | <u>\$ 2,945,000</u> | <u>\$ 2,851,968</u> | <u>-3.16%</u> |



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 \$28,470 in 2020 on a major building project for which the City provided financing, compared to \$31,622 in 2019. 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 2020, TIF # 3 is expected to pay \$1,345,871 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, \$62,045, TIF #11, \$35,622, and TIF #12, \$3,593.

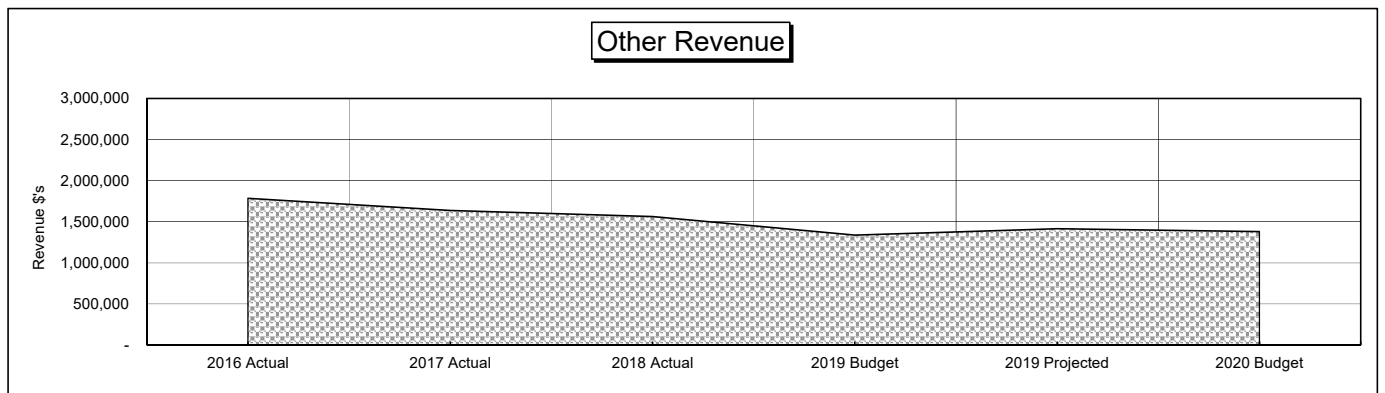
**CITY OF APPLETON 2020 BUDGET
GENERAL FUND REVENUES**

| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>% Change</u> |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|-----------------|
| Charges for Services | \$ 1,311,178 | \$ 1,550,456 | \$ 1,716,886 | \$ 1,747,420 | \$ 1,747,420 | \$ 1,772,887 | 1.46% |



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 2020 relates primarily increased reimbursements from the AASD for school resource officers.

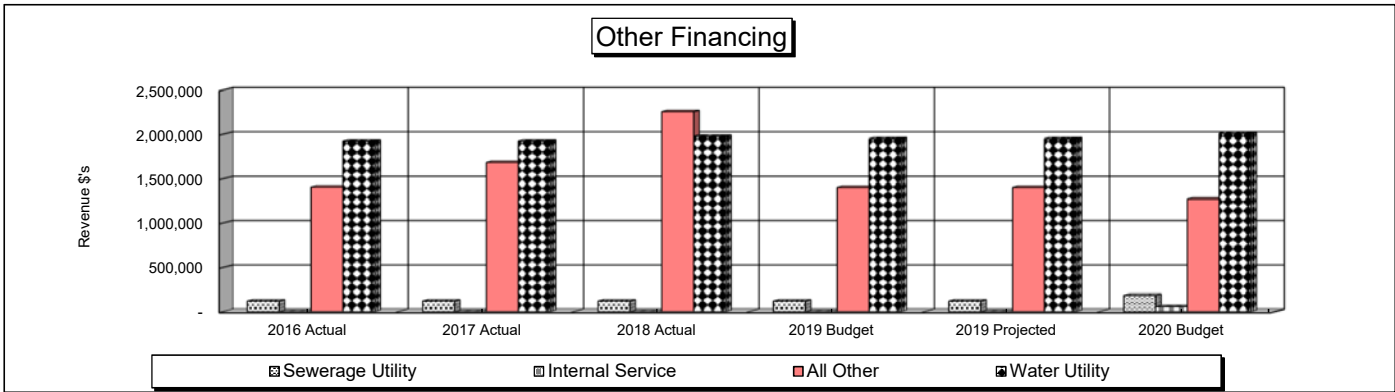
| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Projected</u> | <u>2020 Budget</u> | <u>% Change</u> |
|------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|-----------------|
| Other Revenue | | | | | | | |
| Sales of City Property | \$ 2,708 | \$ 1,157 | \$ 19 | \$ 2,150 | \$ 2,150 | \$ 2,000 | -6.98% |
| Other Revenue | 1,784,677 | 1,638,492 | 1,564,330 | 1,337,105 | 1,417,021 | 1,379,940 | 3.20% |
| | \$ 1,787,385 | \$ 1,639,649 | \$ 1,564,349 | \$ 1,339,255 | \$ 1,419,171 | \$ 1,381,940 | 3.19% |



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 2018 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 2020 BUDGET GENERAL FUND REVENUES

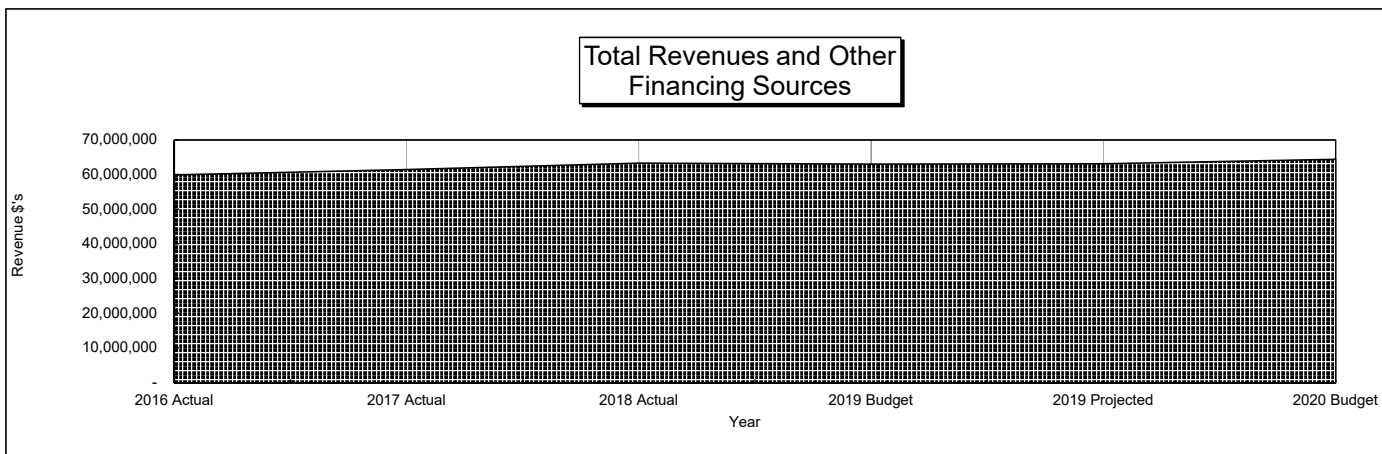
| Other Financing Sources | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget | % Change |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|-----------------|
| Water Utility | \$ 1,924,936 | \$ 1,925,642 | \$ 1,976,358 | \$ 1,948,800 | \$ 1,948,800 | \$ 2,008,800 | 3.08% |
| 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 | 182,450 | 55.34% |
| 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 | 1,365,476 | 1,366,956 | 1,291,332 | 1,362,150 | 1,362,150 | 1,228,650 | -9.80% |
| Capital Projects | - | 275,000 | 925,000 | - | - | - | N/A |
| Internal Service | - | - | - | - | - | 54,000 | N/A |
| Total Other Financing Sources | \$ 3,447,562 | \$ 3,724,748 | \$ 4,349,840 | \$ 3,468,100 | \$ 3,468,100 | \$ 3,513,600 | 1.31% |



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 | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget | % Change |
|---|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|-----------------|
| | \$ 59,830,380 | \$ 61,435,749 | \$ 63,262,139 | \$ 63,045,780 | \$ 63,125,696 | \$ 64,393,207 | 2.14% |



CITY OF APPLETON 2020 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2020 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 2019 EVENTS

In 2019, 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.

Multiple staff members have been involved in the work on the plans for the US Venture development project focusing on the detailed design and construction plans for the City-owned parking structure, as well as the legal documents associated with the project. In 2019, a number of mixed-use development projects in TIF districts 11 and 12 were approved resulting in new housing units and retail space slated to be ready in 2020. Work on other development projects, such as the mixed-use development for Bluff II, Soldier's Square, and the Bluff west (Trinity site) continued throughout the year.

The City continued to implement recommendations from the Mobility Study by constructing the north bound lanes coming off the Skyline bridge to enable traffic to continue north on Appleton street. This enabled the conversion of a number of one-way streets back to two-way in the downtown area. The City's Blue parking structure was deconstructed and converted to green space, making way for future development just north of College Avenue.

The City had great success with the sale of land in Southpoint Commerce Park and is moving ahead with acquisition and planning for a future business park in the northwest part of the City.

A City-wide revaluation of all residential property was finished in 2019 leading to an average increase in value of 20% for homeowners. This increase in property value has led to a corresponding decrease in the assessed tax rate as reflected in this budget.

The Mayor's Office and other departments continue to work on the transition to the new enterprise resource planning system and have fully implemented our new accounting and payroll modules.

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 on-going discussions about organizational culture. We continue to monitor and amend our compensation plan to support our culture and to respond to market conditions.

In 2019, we hosted the fourth year of the Appycademy (Appleton Citizens Academy) with all participants rating the experience as positive. We continue to see steady growth across all of our social media platforms with over 10% growth in followers on Twitter and 30% growth in followers of our Instagram page.

2019 was the second year of the Dignity and Respect campaign. The campaign continues to be positively embraced by the community. The Appleton Area School District (AASD) incorporated the Dignity and Respect campaign throughout their school year. In 2018, Appleton hosted the first meeting of the Government Alliance on Racial Equity (GARE) in Wisconsin. In 2019, a core team of City, AASD and Lawrence leaders are working with GARE on a plan to improve equity in Appleton.

CITY OF APPLETON 2020 BUDGET OFFICE OF THE MAYOR

MAJOR 2020 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 2020
- 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 organizations 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
- Continue to implement a communication strategy to enhance engagement with Appleton citizens and visitors with a focus on our story-telling efforts
- Work to enhance internal communication and support a positive work culture
- Work to ensure an accurate count of Appleton residents during the 2020 Census

| DEPARTMENT BUDGET SUMMARY | | | | | | | | |
|------------------------------------|-------------------|------------|------------|--------------|--------------|------------|----------|---|
| Programs | | Actual | | | Budget | | | % |
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * | |
| Program Revenues | | \$ 13,076 | \$ 22,350 | \$ 2,500 | \$ 2,500 | \$ 2,500 | 0.00% | |
| Program Expenses | | | | | | | | |
| 10510 | Administration | 100,358 | 103,017 | 108,945 | 108,945 | 109,956 | 0.93% | |
| 10520 | Citizen Outreach | 269,748 | 378,116 | 344,976 | 344,976 | 351,801 | 1.98% | |
| 10530 | Intergovernmental | 45,119 | 44,200 | 44,078 | 44,078 | 44,358 | 0.64% | |
| TOTAL | | \$ 415,225 | \$ 525,333 | \$ 497,999 | \$ 497,999 | \$ 506,115 | 1.63% | |
| Expenses Comprised Of: | | | | | | | | |
| Personnel | | 338,049 | 409,460 | 418,120 | 418,120 | 425,241 | 1.70% | |
| Training & Travel | | 13,456 | 12,054 | 11,440 | 11,440 | 11,440 | 0.00% | |
| Supplies & Materials | | 60,297 | 80,826 | 43,339 | 43,339 | 43,034 | -0.70% | |
| Purchased Services | | 3,423 | 22,993 | 25,100 | 25,100 | 26,400 | 5.18% | |
| 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 2020 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: "Responsibly deliver excellent services", # 2: "Encourage active community participation and involvement", and # 7: "Communicate our success through stories and testimonials".

Objectives:

- Prepare the Executive Budget and Capital Improvement Plan
- Promote interdepartmental communication and collaboration to maximize resources
- Evaluate the performance of department heads according to criteria outlined in the City's compensation plan
- 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
- Strengthen the link between diversity and inclusion in our workforce planning

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Minimize tax levy impact | | | | | |
| % change in levy | 4.59% | 4.13% | 4.12% | 4.12% | 4.54% |
| Average % change in City mill rate | 2.72% | 3.40% | 2.55% | 2.55% | -9.18% |
| Strategic Outcomes | | | | | |
| Maximize non-residential tax base | | | | | |
| Commercial/industrial tax base; % of total | 28.4% | 31.0% | 30.0% | 29.0% | 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 | 14 | 14 | 14 | 14 | 14 |

**CITY OF APPLETON 2020 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 63,426 | \$ 65,429 | \$ 66,330 | \$ 66,330 | \$ 66,888 |
| 615000 Fringes | 23,760 | 25,192 | 26,251 | 26,251 | 26,744 |
| 620100 Training/Conferences | 7,449 | 2,765 | 10,000 | 10,000 | 10,000 |
| 620600 Parking Permits | 1,200 | 1,665 | 1,440 | 1,440 | 1,440 |
| 630100 Office Supplies | 789 | 877 | 840 | 840 | 800 |
| 630200 Subscriptions | 523 | 342 | 384 | 384 | 384 |
| 630300 Memberships & Licenses | 50 | - | - | - | - |
| 630500 Awards & Recognition | 75 | 734 | 1,000 | 1,000 | 1,000 |
| 631500 Books & Library Materials | 22 | - | - | - | - |
| 632001 City Copy Charges | 1,146 | 2,524 | 1,200 | 1,200 | 1,200 |
| 640400 Consulting Services | 286 | 1,500 | - | - | - |
| 641200 Advertising | 350 | - | - | - | - |
| 641307 Telephone | 756 | 709 | 240 | 240 | 240 |
| 641308 Cellular Phones | 526 | 1,280 | 1,260 | 1,260 | 1,260 |
| Total Expense | <u>\$ 100,358</u> | <u>\$ 103,017</u> | <u>\$ 108,945</u> | <u>\$ 108,945</u> | <u>\$ 109,956</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely, accurate responses to requests for information | | | | | |
| % of phone & e-mail inquiries answered within 48 hours | 95% | 89% | 95% | 95% | 95% |
| % of letters replied to within seven working days | 93% | 100% | 90% | 90% | 90% |
| Strategic Outcomes | | | | | |
| Citizens have access to current City information | | | | | |
| # of visits to City of Appleton internet website | 954,737 | 1,044,174 | 700,000 | 700,000 | 1,150,000 |
| Reach 5,000 followers on Twitter | 5,807 | 6,545 | 7,000 | 7,000 | 8,500 |
| Reach 1 million tweet impressions on Twitter | 1,331,900 | 1,472,900 | 1,250,000 | 1,250,000 | 1,625,000 |
| Reach 4,000 page likes on Facebook | 5,936 | 8,454 | 9,000 | 9,000 | 15,000 |
| Reach 1 million post impressions on Facebook | 3,165,637 | 3,420,483 | 2,250,000 | 2,250,000 | 4,500,000 |
| Work Process Outputs | | | | | |
| Publish City Guide | 2 | 2 | 2 | 2 | 2 |
| # of formal open hours | 9 | 12 | 12 | 12 | 12 |
| # of meetings per month with community or educational groups (average) | 38 | 43 | 12 | 12 | 12 |

**CITY OF APPLETON 2020 BUDGET
OFFICE OF THE MAYOR**

Citizen Engagement

Business Unit 10520

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 487700 Advertising | \$ 13,076 | \$ 7,350 | \$ 2,500 | \$ 2,500 | \$ 2,500 |
| 502000 Donations & Memorials | - | 15,000 | - | - | - |
| Total Revenues | \$ 13,076 | \$ 22,350 | \$ 2,500 | \$ 2,500 | \$ 2,500 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 163,546 | \$ 208,882 | \$ 208,149 | \$ 208,149 | \$ 212,007 |
| 615000 Fringes | 57,917 | 80,050 | 86,912 | 86,912 | 88,844 |
| 620100 Training/Conferences | 2,439 | 6,743 | - | - | - |
| 630100 Office Supplies | 269 | - | - | - | - |
| 630300 Memberships & Licenses | 645 | 1,504 | 1,815 | 1,815 | 2,300 |
| 630400 Postage\Freight | 11,261 | 17,595 | 12,000 | 12,000 | 12,000 |
| 631603 Other Misc. Supplies | 3,020 | 1,304 | 500 | 500 | 500 |
| 632002 Outside Printing | 24,925 | 22,663 | 10,500 | 10,500 | 10,500 |
| 632700 Miscellaneous Equipment | 4,221 | 19,871 | 1,500 | 1,500 | 750 |
| 641200 Advertising | 1,505 | 3,904 | 8,000 | 8,000 | 9,300 |
| 659900 Other Contracts/Obligation | - | 15,600 | 15,600 | 15,600 | 15,600 |
| Total Expense | \$ 269,748 | \$ 378,116 | \$ 344,976 | \$ 344,976 | \$ 351,801 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|------------------------------|------------------|
| Support to Parades committee | \$ 12,000 |
| POLCO subscription | 3,600 |
| | <u>\$ 15,600</u> |

**CITY OF APPLETON 2020 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 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Appleton represented at State level | | | | | |
| # of State level meetings in which Appleton representatives participate directly | 316 | 336 | 200 | 200 | 250 |
| Strategic Outcomes | | | | | |
| # of implemented new collaborative and cooperative agreements: | | | | | |
| Other governments | 24 | 26 | 30 | 30 | 25 |
| School districts | 10 | 10 | 20 | 20 | 15 |
| Non-profit organizations | 37 | 38 | 55 | 55 | 40 |
| Other | 58 | 49 | 40 | 40 | 40 |
| # of implemented collaborative and cooperative agreements maintained: | | | | | |
| Other governments | 252 | 248 | 240 | 240 | 240 |
| School districts | 89 | 87 | 70 | 70 | 70 |
| Non-profit organizations | 187 | 192 | 180 | 180 | 180 |
| Other | 168 | 184 | 140 | 140 | 150 |
| Work Process Outputs | | | | | |
| # of monthly meetings with other units of government | 12 | 15 | 8 | 8 | 10 |

**CITY OF APPLETON 2020 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 21,549 | \$ 22,070 | \$ 22,343 | \$ 22,343 | \$ 22,477 |
| 615000 Fringes | 7,851 | 7,837 | 8,135 | 8,135 | 8,281 |
| 620100 Training/Conferences | 2,368 | 881 | - | - | - |
| 630300 Memberships & Licenses | 13,351 | 13,412 | 13,600 | 13,600 | 13,600 |
| Total Expense | <u>\$ 45,119</u> | <u>\$ 44,200</u> | <u>\$ 44,078</u> | <u>\$ 44,078</u> | <u>\$ 44,358</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
MAYOR'S OFFICE**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|-------------------------------------|----------------|----------------|--------------------|------------------|---------------------|----------------|
| Program Revenues | | | | | | |
| 487700 Advertising/Promotional Fees | 13,076 | 7,350 | 1,250 | 2,500 | 2,500 | 2,500 |
| 502000 Donations & Memorials | - | 15,000 | 1,000 | - | - | - |
| TOTAL PROGRAM REVENUES | 13,076 | 22,350 | 2,250 | 2,500 | 2,500 | 2,500 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 238,361 | 282,403 | 91,661 | 296,822 | 296,822 | 301,372 |
| 610500 Overtime Wages | (4) | - | - | - | - | - |
| 611400 Sick Pay | - | - | - | - | - | - |
| 611500 Vacation Pay | 10,164 | 13,978 | 4,532 | - | - | - |
| 615000 Fringes | 89,528 | 113,079 | 38,559 | 121,298 | 121,298 | 123,869 |
| TOTAL PERSONNEL | 338,049 | 409,460 | 134,752 | 418,120 | 418,120 | 425,241 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 12,256 | 10,389 | 2,004 | 10,000 | 10,000 | 10,000 |
| 620600 Parking Permits | 1,200 | 1,665 | 1,569 | 1,440 | 1,440 | 1,440 |
| TOTAL TRAINING / TRAVEL | 13,456 | 12,054 | 3,573 | 11,440 | 11,440 | 11,440 |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,058 | 877 | 285 | 840 | 840 | 800 |
| 630200 Subscriptions | 523 | 342 | 128 | 384 | 384 | 384 |
| 630300 Memberships & Licenses | 14,046 | 14,916 | 15,539 | 15,415 | 15,415 | 15,900 |
| 630400 Postage\Freight | 11,261 | 17,595 | 6,769 | 12,000 | 12,000 | 12,000 |
| 630500 Awards & Recognition | 75 | 734 | - | 1,000 | 1,000 | 1,000 |
| 631500 Books & Library Materials | 22 | - | - | - | - | - |
| 631603 Other Misc. Supplies | 3,020 | 1,304 | 62 | 500 | 500 | 500 |
| 632001 City Copy Charges | 1,146 | 2,524 | 441 | 1,200 | 1,200 | 1,200 |
| 632002 Outside Printing | 24,925 | 22,663 | 5,902 | 10,500 | 10,500 | 10,500 |
| 632700 Miscellaneous Equipment | 4,221 | 19,871 | - | 1,500 | 1,500 | 750 |
| TOTAL SUPPLIES | 60,297 | 80,826 | 29,126 | 43,339 | 43,339 | 43,034 |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 286 | 1,500 | - | - | - | - |
| 641200 Advertising | 1,855 | 3,904 | 500 | 8,000 | 8,000 | 9,300 |
| 641307 Telephone | 756 | 709 | 85 | 240 | 240 | 240 |
| 641308 Cellular Phones | 526 | 1,280 | 602 | 1,260 | 1,260 | 1,260 |
| 659900 Other Contracts/Obligation | - | 15,600 | 15,600 | 15,600 | 15,600 | 15,600 |
| TOTAL PURCHASED SVCS | 3,423 | 22,993 | 16,787 | 25,100 | 25,100 | 26,400 |
| TOTAL EXPENSE | 415,225 | 525,333 | 184,238 | 497,999 | 497,999 | 506,115 |

CITY OF APPLETON 2020 BUDGET

COMMON COUNCIL

Council President: Kyle J. Lobner

Council Vice President: Vered Meltzer

CITY OF APPLETON 2020 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2020 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 with residents

Encourage citizen engagement through live and on-demand streaming of meetings

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 2017 | Actual 2018 | Target 2019 | Projected 2019 | Target 2020 |
|--|-------------|-------------|-------------|----------------|-------------|
| Work Process Outputs | | | | | |
| Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings | 94% | 93% | 100% | 93% | 100% |
| Overall average attendance | 90% | 90% | 95% | 90% | 95% |

DEPARTMENT BUDGET SUMMARY

| Unit | Programs Title | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|------------|------------|--------------|--------------|------------|---------------|
| | | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| | Program Revenues | \$ - | \$ - | \$ - | \$ - | \$ - | N/A |
| | Program Expenses | | | | | | |
| 10000 | Common Council | 138,909 | 140,821 | 134,363 | 134,363 | 133,731 | -0.47% |
| | TOTAL | \$ 138,909 | \$ 140,821 | \$ 134,363 | \$ 134,363 | \$ 133,731 | -0.47% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 92,745 | 93,467 | 94,583 | 94,583 | 94,291 | -0.31% |
| | Training & Travel | 7,020 | 5,215 | 6,380 | 6,380 | 6,380 | 0.00% |
| | Supplies & Materials | 626 | 409 | 750 | 750 | 750 | 0.00% |
| | Purchased Services | 38,518 | 41,730 | 32,650 | 32,650 | 32,310 | -1.04% |
| Council Members: | | | | | | | |
| | # of Council Members | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | |

* % change from prior year adopted budget
Council.xls

**CITY OF APPLETON 2020 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 89,446 | \$ 91,649 | \$ 92,943 | \$ 92,943 | \$ 92,943 |
| 615000 Fringes | 3,299 | 1,818 | 1,640 | 1,640 | 1,348 |
| 620100 Training/Conferences | 2,085 | 175 | 980 | 980 | 980 |
| 620600 Parking Permits | 4,935 | 5,040 | 5,400 | 5,400 | 5,400 |
| 630100 Office Supplies | 157 | 116 | 200 | 200 | 200 |
| 630500 Awards & Recognition | - | - | 100 | 100 | 100 |
| 630700 Food & Provisions | 247 | 188 | 250 | 250 | 250 |
| 631603 Miscellaneous Supplies | - | 101 | - | - | - |
| 632001 Copy Charges | 29 | 4 | - | - | - |
| 632002 Outside Printing | 193 | - | 200 | 200 | 200 |
| 659900 Other Contracts/Obligations | 38,518 | 41,730 | 32,650 | 32,650 | 32,310 |
| Total Expense | <u>\$ 138,909</u> | <u>\$ 140,821</u> | <u>\$ 134,363</u> | <u>\$ 134,363</u> | <u>\$ 133,731</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | |
|--|------------------|
| <u>Other Contracts/Obligations</u> | |
| Council meeting broadcast - UW-Fox | \$ 3,650 |
| Council/committee meeting recording system maintenance | 28,660 |
| | <u>\$ 32,310</u> |

**CITY OF APPLETON 2020 BUDGET
COMMON COUNCIL**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|-----------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Personnel | | | | | | |
| 610100 Regular Salaries | \$ 89,446 | \$ 91,649 | \$ 43,378 | \$ 92,943 | \$ 92,943 | \$ 92,943 |
| 615000 Fringes | <u>3,299</u> | <u>1,818</u> | <u>581</u> | <u>1,640</u> | <u>1,640</u> | <u>1,348</u> |
| TOTAL PERSONNEL | 92,745 | 93,467 | 43,959 | 94,583 | 94,583 | 94,291 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 2,085 | 175 | 360 | 980 | 980 | 980 |
| 620600 Parking Permits | <u>4,935</u> | <u>5,040</u> | <u>5,082</u> | <u>5,400</u> | <u>5,400</u> | <u>5,400</u> |
| TOTAL TRAINING / TRAVEL | 7,020 | 5,215 | 5,442 | 6,380 | 6,380 | 6,380 |
| Supplies | | | | | | |
| 630100 Office Supplies | 157 | 116 | 75 | 200 | 200 | 200 |
| 630500 Awards & Recognition | - | - | - | 100 | 100 | 100 |
| 630700 Food & Provisions | 247 | 188 | - | 250 | 250 | 250 |
| 631603 Other Misc. Supplies | - | 101 | - | - | - | - |
| 632001 City Copy Charges | - | 4 | - | - | - | - |
| 632002 Outside Printing | <u>222</u> | <u>-</u> | <u>148</u> | <u>200</u> | <u>200</u> | <u>200</u> |
| TOTAL SUPPLIES | 626 | 409 | 223 | 750 | 750 | 750 |
| Purchased Services | | | | | | |
| 659900 Other Contracts/Obligation | <u>38,518</u> | <u>41,730</u> | <u>30,307</u> | <u>32,650</u> | <u>32,650</u> | <u>32,310</u> |
| TOTAL PURCHASED SVCS | 38,518 | 41,730 | 30,307 | 32,650 | 32,650 | 32,310 |
| TOTAL EXPENSE | <u>\$ 138,909</u> | <u>\$ 140,821</u> | <u>\$ 79,931</u> | <u>\$ 134,363</u> | <u>\$ 134,363</u> | <u>\$ 133,731</u> |

CITY OF APPLETON 2020 BUDGET

FINANCE DEPARTMENT

Finance Director: Anthony D. Saucerman, CPA

Deputy Finance Director: Jeri A. Ohman, CPA

CITY OF APPLETON 2020 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 2019 EVENTS

Worked with the Human Resource Department and consultant in completing a GASB 75 OPEB study for the 2018 audit; completed the 2018 audit with an unqualified audit opinion on the financial statements and no audit findings

Began the 2020 budget process

Conducted quote process for Citywide custodial supplies, resulting in no cost increase and locking in prices for an additional year

Worked with the Human Resource department in updating the City Travel Policy

Worked with other City departments and developers in finalizing the development agreements for Gabriel Lofts, Fore Development LLC, and 320 E College LLC

Worked with other City departments in developing an intermunicipal agreement to provide water and wastewater services to the Town of Clayton and amending the agreement for water and wastewater services to the Cherryvale area of the Village of Little Chute

Worked with parking staff to switch to an online suspension reporting system to be more efficient and timely with the Department of Transportation

ERP system implementation – continued work on the payroll and human resources modules, currently slated to go live as of the first payroll of October, and the property tax collection and cashiering modules, scheduled for early December

Primary Concentration for Remainder of Year:

Complete the 2020 budget

Complete the issuance of 2019 capital projects funding bonds

Complete the conversion of payroll, property tax collection, and cashiering processes from legacy systems to the Tyler Munis ERP system

Relocate first floor customer service staff while still providing quality customer service during the remodeling of the customer service area

Begin planning for the upgrade of the Tyler Munis ERP system to the most recent version of the software

CITY OF APPLETON 2020 BUDGET FINANCE DEPARTMENT

MAJOR 2020 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

Begin upgrade of ERP system to current release version and begin implementation of work order and fixed assets systems

Continue to work with outside departments on the new ERP system and implement efficiency measures to streamline various accounting functions throughout the City

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|--------------------------|------------|------------|--------------|--------------|------------|------------|
| Unit | Title | Actual | | Budget | | | % Change * |
| | | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 4,052 | \$ 4,172 | \$ 4,000 | \$ 4,000 | \$ 4,000 | 0.00% |
| Program Expenses | | | | | | | |
| 11510 | Administration | 169,302 | 165,939 | 170,353 | 170,353 | 166,681 | -2.16% |
| 11520 | Billing & Collection Svc | 98,704 | 93,629 | 93,985 | 93,985 | 93,908 | -0.08% |
| 11530 | Support Services | 620,664 | 574,773 | 623,206 | 623,206 | 632,245 | 1.45% |
| TOTAL | | \$ 888,670 | \$ 834,341 | \$ 887,544 | \$ 887,544 | \$ 892,834 | 0.60% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 774,302 | 726,759 | 760,609 | 760,609 | 770,519 | 1.30% |
| Administrative Expense | | 16,394 | 14,611 | 16,715 | 16,715 | 14,680 | -12.17% |
| Supplies & Materials | | 27,631 | 22,755 | 27,495 | 27,495 | 25,890 | -5.84% |
| Purchased Services | | 70,343 | 70,216 | 82,725 | 82,725 | 81,745 | -1.18% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 8.85 | 8.20 | 8.20 | 8.20 | 8.20 | |

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Strategic Plan:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The measures below related to staff training and updating manuals are lower for 2018 and the first half of 2019 as a result of the transition to the new ERP software. These measures are improving as staff continue to gain fluency in the new system and we expect them to attain targeted levels soon.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|----------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Trained staff | | | | | |
| % of staff adequately trained | 91% | 90% | 100% | 90% | 100% |
| Strategic Outcomes | | | | | |
| Improved program performance | | | | | |
| # of recommendations implemented | 3 | 3 | 5 | 5 | 5 |
| Work Process Outputs | | | | | |
| Training conducted | | | | | |
| Hours of training per employee | 27 | 30 | 20 | 30 | 20 |
| Procedures manuals updated | | | | | |
| % of manuals rated current | 89% | 84% | 95% | 85% | 95% |

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 4,159 | \$ 3,603 | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| 501000 Miscellaneous Revenue | - | 49 | - | - | - |
| 508500 Cash Short or Over | (107) | 520 | - | - | - |
| Total Revenue | \$ 4,052 | \$ 4,172 | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| Expenditures | | | | | |
| 610100 Regular Salaries | \$ 113,217 | \$ 116,675 | \$ 115,224 | \$ 115,224 | \$ 116,243 |
| 610500 Overtime Wages | - | 119 | - | - | - |
| 615000 Fringes | 36,498 | 32,372 | 33,809 | 33,809 | 34,073 |
| 620100 Training/Conferences | 6,196 | 4,762 | 6,500 | 6,500 | 6,500 |
| 620400 Tuition Fees | 4,593 | 4,677 | 5,095 | 5,095 | 1,800 |
| 620600 Parking Permits | 675 | 672 | 440 | 440 | 500 |
| 630100 Office Supplies | 960 | 1,395 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 3,314 | 1,295 | 3,300 | 3,300 | 2,000 |
| 630400 Postage~Freight | 236 | 250 | 230 | 230 | 230 |
| 630500 Awards & Recognition | 197 | 187 | 210 | 210 | 210 |
| 630700 Food & Provisions | - | 12 | - | - | - |
| 632001 City Copy Charges | 824 | 813 | 800 | 800 | 800 |
| 632002 Outside Printing | 920 | 377 | 920 | 920 | 500 |
| 641200 Advertising | - | 1,329 | 565 | 565 | 565 |
| 641307 Telephone | 1,672 | 1,004 | 1,260 | 1,260 | 1,260 |
| Total Expense | \$ 169,302 | \$ 165,939 | \$ 170,353 | \$ 170,353 | \$ 166,681 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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.
- Improve cash receipting speed and accuracy with formalized procedures and improved systems.
- Continue the expansion of debit, credit card and internet payment options when financially feasible
- Provide a favorable impression of the City by maintaining a working knowledge of all City departments and keeping the internal general information guide updated in order 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:

The increase in City copy charges reflects the increased cost of color toner for the new color printer/copier. The ability to print in color has become necessary in order to efficiently present and interpret certain spreadsheets, graphs, charts and maps.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|-------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Accurate, understandable statements | | | | | |
| Billing adjustments required | 755 | 785 | 900 | 800 | 800 |
| Strategic Outcomes | | | | | |
| Asset safeguarding | | | | | |
| Receivables/Receivables Aging | | | | | |
| % current | 64% | 65% | 65% | 65% | 65% |
| Service turnoffs | 59 | 13 | 50 | 20 | 20 |
| Work Process Outputs | | | | | |
| Financial transaction processing | | | | | |
| Receipts posted | 205,653 | 199,722 | 210,000 | 200,000 | 200,000 |
| Automated receipts, % of total | 21.0% | 24.0% | 20.0% | 25.0% | 25.0% |
| Information response | | | | | |
| % staff trained in customer svc. | 100% | 90% | 100% | 100% | 100% |

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenditures | | | | | |
| 610100 Regular Salaries | \$ 45,783 | \$ 45,629 | \$ 49,381 | \$ 49,381 | \$ 48,128 |
| 610500 Overtime Wages | 573 | 221 | 500 | 500 | 500 |
| 615000 Fringes | 30,241 | 27,395 | 24,414 | 24,414 | 22,850 |
| 620600 Parking Permits | 1,630 | 1,620 | 1,440 | 1,440 | 1,680 |
| 630400 Postage~Freight | 13,843 | 13,305 | 13,350 | 13,350 | 13,350 |
| 632001 City Copy Charges | 3,376 | 3,387 | 3,600 | 3,600 | 4,600 |
| 641100 Temporary Help | 2,929 | 2,072 | 1,000 | 1,000 | 2,500 |
| 641800 Equip Repairs & Maint | 319 | - | 300 | 300 | 300 |
| 643100 Interpreter Services | 10 | - | - | - | - |
| Total Expense | <u>\$ 98,704</u> | <u>\$ 93,629</u> | <u>\$ 93,985</u> | <u>\$ 93,985</u> | <u>\$ 93,908</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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
- 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:

2019 accounting fees included the cost of an actuarial study for the post employment benefits fund, which is required every other year. The next study will be performed in 2021.

The percent of months closed within 10 days (below) has declined due to the transition to the new ERP system but is expected to improve in the second half of the year as the new system is integrated into the department's workflow.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Accurate and timely financial statements | | | | | |
| % months closed within 10 work days | 92% | 83% | 92% | 50% | 92% |
| # of items received after cutoff | 36 | 30 | 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 | 244 | 235 | 250 | 250 | 250 |
| Avg. # of A/P checks issued monthly | 525 | 508 | 550 | 500 | 500 |

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenditures | | | | | |
| 610100 Regular Salaries | \$ 381,324 | \$ 351,370 | \$ 379,123 | \$ 379,123 | \$ 390,983 |
| 610500 Overtime Wages | 4,326 | 10,547 | 3,000 | 3,000 | 3,000 |
| 615000 Fringes | 162,340 | 142,431 | 155,158 | 155,158 | 154,742 |
| 620600 Parking Permits | 3,300 | 2,880 | 3,240 | 3,240 | 4,200 |
| 631603 Other Misc. Supplies | 375 | 90 | 500 | 500 | 200 |
| 632002 Outside Printing | 3,586 | 1,644 | 2,585 | 2,585 | 2,000 |
| 640100 Accounting/Audit Fees | 14,890 | 15,153 | 19,080 | 19,080 | 15,900 |
| 640300 Bank Service Fees | 46,162 | 48,280 | 57,000 | 57,000 | 57,000 |
| 641200 Advertising | 1,488 | 1,864 | 700 | 700 | 1,400 |
| 641800 Equip Repairs & Maint | 2,219 | - | 2,220 | 2,220 | 2,220 |
| 659900 Other Contracts/Obligation | 654 | 514 | 600 | 600 | 600 |
| Total Expense | \$ 620,664 | \$ 574,773 | \$ 623,206 | \$ 623,206 | \$ 632,245 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit

| | |
|------------------------|------------------|
| Annual financial audit | \$ 15,900 |
| | <u>\$ 15,900</u> |

Bank Services

| | |
|-----------------|------------------|
| Banking fees | \$ 21,000 |
| Investment fees | 36,000 |
| | <u>\$ 57,000</u> |

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|------------------------------------|----------------|----------------|--------------------|------------------|---------------------|----------------|
| Program Revenues | | | | | | |
| 480100 General Charges for Service | 4,159 | 3,603 | 720 | (4,000) | (4,000) | (4,000) |
| 501000 Miscellaneous Revenue | - | 49 | - | - | - | - |
| 508500 Cash Short or Over | (107) | 520 | (20) | - | - | - |
| TOTAL PROGRAM REVENUES | 4,052 | 4,172 | 700 | (4,000) | (4,000) | (4,000) |
| Personnel | | | | | | |
| 610100 Regular Salaries | 479,450 | 467,733 | 162,899 | 543,728 | 543,728 | 555,354 |
| 610500 Overtime Wages | 4,899 | 10,888 | 7,347 | 3,500 | 3,500 | 3,500 |
| 610800 Part-Time Wages | - | 426 | - | - | - | - |
| 611400 Sick Pay | - | - | - | - | - | - |
| 611500 Vacation Pay | 60,874 | 45,514 | 11,383 | - | - | - |
| 615000 Fringes | 229,079 | 202,198 | 59,400 | 213,381 | 213,381 | 211,665 |
| TOTAL PERSONNEL | 774,302 | 726,759 | 241,029 | 760,609 | 760,609 | 770,519 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 6,196 | 4,762 | 1,372 | 6,500 | 6,500 | 6,500 |
| 620400 Tuition Fees | 4,593 | 4,677 | 613 | 5,095 | 5,095 | 1,800 |
| 620600 Parking Permits | 5,605 | 5,172 | 5,400 | 5,120 | 5,120 | 6,380 |
| TOTAL TRAINING / TRAVEL | 16,394 | 14,611 | 7,385 | 16,715 | 16,715 | 14,680 |
| Supplies | | | | | | |
| 630100 Office Supplies | 960 | 1,395 | 561 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 3,314 | 1,295 | 695 | 3,300 | 3,300 | 2,000 |
| 630400 Postage\Freight | 14,079 | 13,555 | 836 | 13,580 | 13,580 | 13,580 |
| 630500 Awards & Recognition | 197 | 187 | 42 | 210 | 210 | 210 |
| 630700 Food & Provisions | - | 12 | - | - | - | - |
| 631603 Other Misc. Supplies | 375 | 90 | - | 500 | 500 | 200 |
| 632001 City Copy Charges | 4,200 | 4,200 | 579 | 4,400 | 4,400 | 5,400 |
| 632002 Outside Printing | 4,506 | 2,021 | 1,351 | 3,505 | 3,505 | 2,500 |
| TOTAL SUPPLIES | 27,631 | 22,755 | 4,064 | 27,495 | 27,495 | 25,890 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 14,890 | 15,153 | 46,900 | 19,080 | 19,080 | 15,900 |
| 640300 Bank Service Fees | 46,162 | 48,280 | 10,286 | 57,000 | 57,000 | 57,000 |
| 641100 Temporary Help | 2,929 | 2,072 | 1,806 | 1,000 | 1,000 | 2,500 |
| 641200 Advertising | 1,488 | 3,193 | 201 | 1,265 | 1,265 | 1,965 |
| 641307 Telephone | 1,672 | 1,004 | 389 | 1,260 | 1,260 | 1,260 |
| 641800 Equip Repairs & Maint | 2,538 | - | - | 2,520 | 2,520 | 2,520 |
| 643100 Interpreter Services | 10 | - | - | - | - | - |
| 659900 Other Contracts/Obligation | 654 | 514 | - | 600 | 600 | 600 |
| TOTAL PURCHASED SVCS | 70,343 | 70,216 | 59,582 | 82,725 | 82,725 | 81,745 |
| TOTAL EXPENSE | 888,670 | 834,341 | 312,060 | 887,544 | 887,544 | 892,834 |

**CITY OF APPLETON 2020 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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 20,013,803 | \$ 21,481,229 | \$ 20,863,257 | \$ 20,863,257 | \$ 21,680,094 | 3.92% |
| Program Expenses | | | | | | | |
| 12020 | Reserves & Conting. | - | - | 400,000 | 2,778,284 | 874,898 | 118.72% |
| 12050 | Miscellaneous | 2,929,241 | 2,845,056 | 2,773,444 | 2,773,444 | 2,870,964 | 3.52% |
| TOTAL | | \$ 2,929,241 | \$ 2,845,056 | \$ 3,173,444 | \$ 5,551,728 | \$ 3,745,862 | 18.04% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 530,160 | 459,210 | 451,758 | 451,758 | 574,740 | 27.22% |
| Purchased Services | | 1,563,483 | 1,508,554 | 1,600,421 | 1,600,421 | 1,578,835 | -1.35% |
| Miscellaneous Expense | | 111,642 | 8,190 | 415,000 | 2,793,284 | 884,898 | 113.23% |
| Transfers Out | | 723,956 | 869,102 | 706,265 | 706,265 | 707,389 | 0.16% |

* % change from prior year adopted budget
Unclassified.xls

**CITY OF APPLETON 2020 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 2019 and 2020:

Reserve for Contingencies

| | Balance 1/1/19 | 2019 Budget Additions | 2019 Projected Uses | Projected Balance 1/1/20 | 2020 Budget Additions | 2020 Budget Uses | Projected Balance 12/31/20 |
|--------------|---------------------|-----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------|----------------------------------|
| State Aid | \$ 849,107 | \$ - | \$ (36,840) | \$ 812,267 | \$ - | \$ - | \$ 812,267 |
| Fuel | 137,315 | - | - | 137,315 | - | - | 137,315 |
| Operating | 402,298 | - | - | 402,298 | - | - | 402,298 |
| | <u>\$ 1,388,720</u> | <u>\$ -</u> | <u>\$ (36,840)</u> | <u>\$ 1,351,880</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,351,880</u> |
| Wage Reserve | <u>\$ 1,389,564</u> | <u>\$ -</u> | <u>\$ (100,000)</u> | <u>\$ 1,289,564</u> | <u>\$ 674,898</u> | <u>\$ (874,898)</u> | <u>\$ 1,089,564</u> |

The use of \$874,898 noted above for 2020 represents the amount estimated for wage increases for employees not covered by collective bargaining agreements, to be awarded to employees through the City's pay for performance evaluation system, and an allowance for a general pay increase for APPA and APFA represented employees, whose contracts expire at the end of 2019 and are currently under negotiation.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Provide funding for emergencies or opportunities | | | | | |
| # of cases funded | 1 | 0 | 1 | 1 | 0 |
| Strategic Outcomes | | | | | |
| Provide flexibility | | | | | |
| Contingency funds available (1/1/xx) | \$ 2,333,363 | \$ 2,065,559 | \$ 2,126,384 | \$ 2,778,284 | \$ 2,641,444 |
| Contingency funds expended | \$ 267,804 | \$ 98,100 | \$ 436,480 | \$ 136,840 | \$ 874,898 |

**CITY OF APPLETON 2020 BUDGET
UNCLASSIFIED CITY HALL**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------|-------------|-------------------|---------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 664000 Reserve for Contingencies | \$ - | \$ - | \$ - | \$ 1,388,720 | \$ - |
| 664100 Wage Reserve | - | - | 400,000 | 1,389,564 | 874,898 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 400,000</u> | <u>\$ 2,778,284</u> | <u>\$ 874,898</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Wage Reserve

| | |
|--------------------------------------|-------------------|
| Non-represented staff wage increase | \$ 609,237 * |
| Represented staff base wage increase | 265,661 |
| | <u>\$ 874,898</u> |

* Non-represented staff wage increases includes \$200,000 to be funded from the wage reserve contingency.

**CITY OF APPLETON 2020 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:

This budget records the general fund revenues and expenses not recorded in other general fund budgets.

Major changes in Revenue, Expenditures, or Programs:

The general interest income consists of:

| | |
|---|----------------------------|
| Interest due on condo association loans | \$ 28,470 |
| Interest received on TIF advances | 1,809,998 |
| Penalty on delinquent invoices rolled to tax roll | 103,500 |
| Interest on delinquent invoices | 5,000 |
| Total | <u><u>\$ 1,946,968</u></u> |

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Retiree (Police and Fire) pension benefits | | | | | |
| # of retirees in Fire and Police pension plan (old plan) | 1 | 1 | 1 | 1 | 1 |
| # of employees retiring | 16 | 19 | 16 | 15 | 16 |
| Average distribution* | \$ 32,539 | \$ 23,649 | \$ 25,625 | \$ 34,640 | \$ 35,313 |

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

**CITY OF APPLETON 2020 BUDGET
UNCLASSIFIED CITY HALL**

Miscellaneous

Business Unit 12050

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 34,322,323 | \$ 34,835,754 | \$ 35,646,816 | \$ 35,646,816 | 36,083,000 |
| 412000 County Sales Tax | - | - | - | - | 600,000 |
| 413000 Payment in Lieu of Taxes | 444,773 | 457,587 | 440,000 | 440,000 | 440,000 |
| 422000 State Shared Revenues | 9,766,465 | 9,777,572 | 9,771,032 | 9,771,032 | 9,786,685 |
| 422100 Expenditure Restraint | 1,117,306 | 1,168,238 | 1,162,762 | 1,162,762 | 1,238,325 |
| 422200 Highway Aids - Con. Street | 228,047 | 229,300 | 230,000 | 230,000 | 231,015 |
| 422300 State Aid - Local Streets | 2,313,635 | 2,606,821 | 2,609,000 | 2,609,000 | 2,650,000 |
| 422400 Miscellaneous State Aids | 6,620 | 6,671 | 6,600 | 6,600 | 7,000 |
| 422700 State Aid - Computers | 405,987 | 411,955 | 410,000 | 410,000 | 421,000 |
| 422800 State Aid - Pers. Property | - | - | 229,863 | 229,863 | 210,201 |
| 440500 Trailer Parking Permits | 7,637 | 8,847 | 9,200 | 9,200 | 9,200 |
| 461400 Miscellaneous Specials | 2,244 | 1,809 | 1,000 | 1,000 | 1,000 |
| 470500 General Interest | 1,903,809 | 2,030,589 | 2,035,000 | 2,035,000 | 1,946,968 |
| 471000 Interest on Investments | 445,266 | 671,619 | 800,000 | 800,000 | 800,000 |
| 472000 Interest on Delinquent Tax | 98,198 | 91,953 | 100,000 | 100,000 | 100,000 |
| 473000 Interest - Deferred Specials | 12,701 | 4,621 | 10,000 | 10,000 | 5,000 |
| 500100 Fees & Commissions | 740,137 | 775,128 | 760,000 | 760,000 | 764,000 |
| 500300 Property Inquiry Fees | 72,570 | 73,378 | 72,600 | 72,600 | 72,600 |
| 500400 Sale of City Property | 1,157 | 19 | 2,000 | 2,000 | 2,000 |
| 500700 Exempt Property Fee | 20 | 1,040 | 1,000 | 1,000 | 1,000 |
| 501000 Miscellaneous Revenue | 6,669 | 7,658 | 5,000 | 5,000 | 5,000 |
| 501500 Rental of City Property | 11,793 | 12,146 | 12,100 | 12,100 | 12,500 |
| 503500 Other Reimbursements | 54,313 | 64,770 | 63,000 | 63,000 | 63,000 |
| 592200 Transfer In - Special Rev | 16,664 | 21,000 | 27,150 | 27,150 | 28,650 |
| 592400 Transfer In - Capital Project | 275,000 | 925,000 | - | - | - |
| 592601 Transfer In - Water | 1,925,642 | 1,976,358 | 1,948,800 | 1,948,800 | 2,008,800 |
| 592602 Transfer In - Wastewater | 117,450 | 117,450 | 117,450 | 117,450 | 182,450 |
| 592603 Transfer In - Stormwater | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| 592604 Transfer In - Parking | 9,300 | 9,300 | 9,300 | 9,300 | 9,300 |
| 592605 Transfer In - Golf Course | 17,900 | 17,900 | 17,900 | 17,900 | 17,900 |
| 593100 Transfer In - Internal Service | - | - | - | - | 54,000 |
| Total Revenue | \$ 54,336,126 | \$ 56,316,983 | \$ 56,510,073 | \$ 56,510,073 | \$ 57,763,094 |
| Expenses | | | | | |
| 611100 Severance Pay | \$ 505,727 | \$ 438,363 | \$ 432,018 | \$ 432,018 | \$ 550,000 |
| 615000 Fringes | 14,899 | 10,972 | 10,000 | 10,000 | 15,000 |
| 615200 Retirement | 9,534 | 9,875 | 9,740 | 9,740 | 9,740 |
| 641307 Telephone | 195 | 193 | 200 | 200 | 200 |
| 642000 Facilities Charges | 566,807 | 573,638 | 624,863 | 624,863 | 610,347 |
| 650100 Insurance | 981,242 | 919,380 | 959,558 | 959,558 | 952,288 |
| 659900 Other Contracts/Obligation | 15,239 | 15,343 | 15,800 | 15,800 | 16,000 |
| 660200 Tax Refunds | 211 | 6,599 | 15,000 | 15,000 | 10,000 |
| 660300 Pers. Prop. Charge Backs | (6,526) | (2,079) | - | - | - |
| 660900 Tax Adjustments | 114,640 | (6,412) | - | - | - |
| 662300 Uncollectable Accounts | 3,317 | 10,082 | - | - | - |
| 791200 Transfer Out - Special Rev | - | 66,700 | - | - | - |
| 791300 Transfer Out - Debt Service | - | 4,400 | - | - | - |
| 791400 Transfer Out-Capital Project | 33,000 | 123,980 | 14,700 | 14,700 | - |
| 791507 Transfer Out - Transit | 690,956 | 674,022 | 691,565 | 691,565 | 707,389 |
| Total Expense | \$ 2,929,241 | \$ 2,845,056 | \$ 2,773,444 | \$ 2,773,444 | \$ 2,870,964 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| <u>Other Contracts & Obligations</u> | | <u>Transfers out - Transit</u> | |
|--|------------------|---|-------------------|
| Town of Freedom annexation payment - year 17 of 20 (thru 2023) | \$ 12,500 | Appleton local share of Valley Transit operating budget | \$ 707,389 |
| On-line auction fees & document shredding | 700 | | <u>\$ 707,389</u> |
| Music licenses | 2,800 | | |
| | <u>\$ 16,000</u> | | |

**CITY OF APPLETON 2020 BUDGET
UNCLASSIFIED CITY HALL**

| | 2017 ACTUAL | 2,018.0 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|---------------------------------------|-------------------|--------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 411000 Property Tax | \$ 34,322,323 | \$ 34,835,754 | \$ 34,835,754 | \$ 35,646,816 | \$ 35,646,816 | \$ 36,083,000 |
| 412000 County Sales Tax | - | - | - | - | - | 600,000 |
| 413000 Payment in Lieu of Taxes | 444,773 | 457,587 | 413,403 | 440,000 | 440,000 | 440,000 |
| 422000 State Shared Revenues | 9,766,465 | 9,777,572 | 1,465,655 | 9,771,032 | 9,771,032 | 9,786,685 |
| 422100 Expenditure Restraint | 1,117,306 | 1,168,238 | 1,162,762 | 1,162,762 | 1,162,762 | 1,238,325 |
| 422200 Highway Aids - Con. Street | 228,047 | 229,300 | 171,857 | 230,000 | 230,000 | 231,015 |
| 422300 State Aid - Local Streets | 2,313,635 | 2,606,821 | 1,981,629 | 2,609,000 | 2,609,000 | 2,650,000 |
| 422400 Miscellaneous State Aids | 6,620 | 6,671 | 7,097 | 6,600 | 6,600 | 7,000 |
| 422700 State Aid - Computers | 405,987 | 411,955 | 421,924 | 410,000 | 410,000 | 421,000 |
| 422800 State Aid - Personal Property | - | - | 229,863 | 229,863 | 229,863 | 210,201 |
| 440500 Trailer Parking Permits | 7,637 | 8,847 | 5,646 | 9,200 | 9,200 | 9,200 |
| 461400 Miscellaneous Specials | 2,244 | 1,809 | 443 | 1,000 | 1,000 | 1,000 |
| 470500 General Interest | 1,903,809 | 2,030,589 | 20,258 | 2,035,000 | 2,035,000 | 1,946,968 |
| 471000 Interest on Investments | 445,266 | 671,619 | 1,373,241 | 800,000 | 800,000 | 800,000 |
| 472000 Interest on Delinquent Tax | 98,198 | 91,953 | 113,405 | 100,000 | 100,000 | 100,000 |
| 473000 Interest - Deferred Specials | 12,701 | 4,621 | 9 | 10,000 | 10,000 | 5,000 |
| 500100 Fees & Commissions | 740,137 | 775,128 | 191,119 | 760,000 | 760,000 | 764,000 |
| 500300 Property Inquiry Fees | 72,570 | 73,378 | 33,054 | 72,600 | 72,600 | 72,600 |
| 500400 Sale of City Property | 1,157 | 19 | 462 | 2,000 | 2,000 | 2,000 |
| 500700 Exempt Property Fee | 20 | 1,040 | - | 1,000 | 1,000 | 1,000 |
| 501000 Miscellaneous Revenue | 6,669 | 7,658 | 1,555 | 5,000 | 5,000 | 5,000 |
| 501500 Rental of City Property | 11,772 | 12,125 | 7,267 | 12,100 | 12,100 | 12,500 |
| 503000 Damage to City Property | 21 | 21 | 12 | - | - | - |
| 503500 Other Reimbursements | 54,313 | 64,770 | 48,801 | 63,000 | 63,000 | 63,000 |
| 592200 Transfer In - Special Revenue | 16,664 | 21,000 | - | 27,150 | 27,150 | 28,650 |
| 592400 Transfer In - Capital Project | 275,000 | 925,000 | - | - | - | - |
| 592601 Transfer In - Water | 1,925,642 | 1,976,358 | 988,578 | 1,948,800 | 1,948,800 | 2,008,800 |
| 592602 Transfer In - Wastewater | 117,450 | 117,450 | 58,725 | 117,450 | 117,450 | 182,450 |
| 592603 Transfer In - Stormwater | 12,500 | 12,500 | 6,250 | 12,500 | 12,500 | 12,500 |
| 592604 Transfer In - Parking | 9,300 | 9,300 | 4,650 | 9,300 | 9,300 | 9,300 |
| 592605 Transfer In - Golf Course | 17,900 | 17,900 | 8,950 | 17,900 | 17,900 | 17,900 |
| 593100 Transfer In - Internal Service | - | - | - | - | - | 54,000 |
| TOTAL PROGRAM REVENUES | 54,336,126 | 56,316,983 | 43,552,369 | 56,510,073 | 56,510,073 | 57,763,094 |
| Personnel | | | | | | |
| 610100 Regular Salaries | - | - | 2,893 | - | - | - |
| 611100 Severance Pay | 505,727 | 438,363.0 | 492,290 | 432,018 | 432,018 | 550,000 |
| 615000 Fringes | 14,899 | 10,972.0 | 15,370 | 10,000 | 10,000 | 15,000 |
| 615200 Retirement | 9,534 | 9,875.0 | 3,246 | 9,740 | 9,740 | 9,740 |
| TOTAL PERSONNEL | 530,160 | 459,210.0 | 513,799 | 451,758 | 451,758 | 574,740 |
| Purchased Services | | | | | | |
| 641307 Telephone | 195 | 193.0 | 115 | 200 | 200 | 200 |
| 642000 Facilities Charges | 566,807 | 573,638.0 | 234,627 | 624,863 | 624,863 | 610,347 |
| 650100 Insurance | 981,242 | 919,380.0 | 486,348 | 959,558 | 959,558 | 952,288 |
| 659900 Other Contracts/Obligation | 15,239 | 15,343.0 | 3,133 | 15,800 | 15,800 | 16,000 |
| TOTAL PURCHASED SVCS | 1,563,483 | 1,508,554.0 | 724,223 | 1,600,421 | 1,600,421 | 1,578,835 |
| Miscellaneous Expense | | | | | | |
| 660200 Tax Refunds | 211 | 6,599.0 | 3,015 | 15,000 | 15,000 | 10,000 |
| 660300 Personal Prop. Charge Backs | (6,526) | (2,079.0) | - | - | - | - |
| 660900 Tax Adjustments | 114,640 | (6,412.0) | (3,792) | - | - | - |
| 662300 Uncollectable Accounts | 3,317 | 10,082.0 | (6,117) | - | - | - |
| 664000 Reserve for Contingencies | - | - | - | - | 1,388,720 | - |
| 664100 Wage Reserve | - | - | - | 400,000 | 1,389,564 | 874,898 |
| TOTAL MISCELLANEOUS EXP | 111,642 | 8,190.0 | (6,894) | 415,000 | 2,793,284 | 884,898 |
| Transfers Out | | | | | | |
| 791200 Transfer Out - Special Revenue | \$ - | 66,700.0 | - | - | - | - |
| 791300 Transfer Out - Debt Service | - | 4,400.0 | - | - | - | - |
| 791400 Transfer Out - Capital Project | 33,000 | 123,980.0 | - | 14,700 | 14,700 | - |
| 791507 Transfer Out - Transit | 690,956 | 674,022.0 | 1,625,550 | 691,565 | 691,565 | 707,389 |
| TOTAL TRANSFERS OUT | 723,956 | 869,102.0 | 1,625,550 | 706,265 | 706,265 | 707,389 |
| TOTAL EXPENSE | 2,929,241 | 2,845,056.0 | 2,856,678 | 3,173,444 | 5,551,728 | 3,745,862 |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

Lined area for notes, currently blank.

**CITY OF APPLETON 2020 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:

Beginning 4/1/18, 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 allocates the funds in accordance with the percentage split noted above. The City receives their 1% which is forwarded to the Fox Cities Performing Arts Center (PAC) to support their operations, and the 5% (of 3% of the tax) administrative fee which is retained. 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 PAC.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely remission of proceeds | | | | | |
| # quarters settled within 10 work days of hotels' due date | 4 | 4 | 4 | 2 | 4 |
| Strategic Outcomes | | | | | |
| Support \$ provided by room tax | | | | | |
| FCCVB | \$ 432,811 | \$ 503,697 | \$ 515,850 | \$ 516,289 | \$ 529,198 |
| Exhibition Center | \$ 455,590 | \$ 530,228 | \$ 543,000 | \$ 543,460 | \$ 557,050 |
| Amateur sports facility | \$ 151,863 | \$ 452,778 | \$ 543,000 | \$ 543,460 | \$ 557,050 |
| PAC debt retirement | \$ 303,727 | \$ 77,419 | \$ - | \$ - | \$ - |
| PAC Operating Fund | \$ 151,863 | \$ 176,736 | \$ 181,000 | \$ 181,154 | \$ 185,683 |
| Work Process Outputs | | | | | |
| # of quarterly checks issued to PAC | New measure | → | | 4 | 4 |

DEPARTMENT BUDGET SUMMARY

| Unit | Programs Title | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|--------------|------------|--------------|--------------|------------|---------------|
| | | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| | Program Revenues | \$ 1,063,044 | \$ 408,351 | \$ 208,150 | \$ 208,150 | \$ 213,535 | 2.59% |
| | Program Expenses | \$ 1,056,929 | \$ 405,635 | \$ 208,150 | \$ 208,150 | \$ 214,333 | 2.97% |
| Expenses Comprised Of: | | | | | | | |
| | Purchased Services | - | 119,383 | 181,000 | 181,000 | 185,683 | 2.59% |
| | Miscellaneous Expense | 1,040,265 | 265,252 | - | - | - | |
| | Transfers Out | 16,664 | 21,000 | 27,150 | 27,150 | 28,650 | 5.52% |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 4140 Room Taxes | \$ 1,063,044 | \$ 408,351 | \$ 208,150 | \$ 208,150 | \$ 213,535 |
| Total Revenue | <u>\$ 1,063,044</u> | <u>\$ 408,351</u> | <u>\$ 208,150</u> | <u>\$ 208,150</u> | <u>\$ 213,535</u> |
| Expenses | | | | | |
| 6599 Other Contracts/Obligations | \$ - | \$ 119,383 | \$ 181,000 | \$ 181,000 | \$ 185,683 |
| 6606 Room Tax | 1,040,265 | 265,252 | - | - | - |
| 7911 Trans Out - General Fund | 16,664 | 21,000 | 27,150 | 27,150 | 28,650 |
| Total Expense | <u>\$ 1,056,929</u> | <u>\$ 405,635</u> | <u>\$ 208,150</u> | <u>\$ 208,150</u> | <u>\$ 214,333</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$10,000

| | |
|---|-------------------|
| <u>Other Contracts/Obligations</u> | |
| Fox Cities PAC operating fund | \$ 185,683 |
| | <u>\$ 185,683</u> |

**CITY OF APPLETON 2020 BUDGET
ROOM TAX ADMINISTRATION FUND**

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

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|------------------|-----------------|-----------------|-------------------|-----------------|
| Revenues | | | | | |
| Other | \$ 1,063,044 | \$ 408,351 | \$ 208,150 | \$ 208,425 | \$ 213,535 |
| Total Revenues | <u>1,063,044</u> | <u>408,351</u> | <u>208,150</u> | <u>208,425</u> | <u>213,535</u> |
| Expenses | | | | | |
| Program Costs | 1,040,265 | 384,635 | 181,000 | 181,150 | 185,683 |
| Total Expenses | <u>1,040,265</u> | <u>384,635</u> | <u>181,000</u> | <u>181,150</u> | <u>185,683</u> |
| Revenues over (under) Expenses | 22,779 | 23,716 | 27,150 | 27,275 | 27,852 |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers Out - Other Funds | (16,664) | (21,000) | (27,150) | (27,275) | (28,650) |
| Total Other Financing Sources (Uses) | <u>(16,664)</u> | <u>(21,000)</u> | <u>(27,150)</u> | <u>(27,275)</u> | <u>(28,650)</u> |
| Net Change in Equity | 6,115 | 2,716 | - | - | (798) |
| Fund Balance - Beginning | - | 6,115 | 8,831 | 8,831 | 8,831 |
| Fund Balance - Ending | <u>\$ 6,115</u> | <u>\$ 8,831</u> | <u>\$ 8,831</u> | <u>\$ 8,831</u> | <u>\$ 8,033</u> |

CITY OF APPLETON 2020 BUDGET
INTERNAL SERVICE FUNDS

NOTES

| |
|--|
| |
|--|

CITY OF APPLETON 2020 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 2019 for 2018.

Major program changes:

The City adopted Governmental Accounting Standards Board's (GASB) Statement 75 in 2018. In accordance with this new standard, the OPEB liability previously recorded in this budget has been reallocated to the appropriate proprietary funds (with the governmental portion recorded in the governmental activities section of the City's financial statements). With this change, future OPEB costs will no longer be recorded in this budget rendering this budget obsolete. In consultation with the City auditors, it was agreed to amortize the existing cash balance and liability to the general fund over a five-year period (2019-2023).

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | | | % |
|-------------------------------|-------------------------|------------|------|--------------|--------------|-----------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| | Program Revenues | \$ - | \$ - | \$ - | \$ - | \$ - | N/A |
| | Program Expenses | \$ 188,588 | \$ - | \$ 103,702 | \$ 103,702 | \$ 54,000 | -47.93% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 188,588 | - | 103,702 | 103,702 | - | -100.00% |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Transfers Out | - | - | - | - | 54,000 | N/A |

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2020 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------|-------------------|-------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Revenue | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 615300 Health Insurance | \$ 188,588 | \$ - | \$ 103,702 | \$ 103,702 | \$ - |
| 791100 Transfer Out - General Fund | - | - | - | - | 54,000 |
| Total Expense | <u>\$ 188,588</u> | <u>\$ -</u> | <u>\$ 103,702</u> | <u>\$ 103,702</u> | <u>\$ 54,000</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Other | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interest Income | - | - | - | - | - |
| Total Revenues | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Expenses | | | | | |
| Administrative Expense | 188,588 | - | 103,702 | - | - |
| Total Expenses | <u>188,588</u> | <u>-</u> | <u>103,702</u> | <u>-</u> | <u>-</u> |
| Revenues over (under) Expenses | (188,588) | - | (103,702) | - | - |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Transfers Out - General Fund | - | - | - | (53,929) | (54,000) |
| Total Other Financing Sources (Uses) | <u>-</u> | <u>-</u> | <u>-</u> | <u>(53,929)</u> | <u>(54,000)</u> |
| Change in Net Assets | (188,588) | - | (103,702) | (53,929) | (54,000) |
| Fund Balance (Deficit) - Beginning | <u>458,517</u> | <u>269,929</u> | <u>269,929</u> | <u>269,929</u> | <u>216,000</u> |
| Fund Balance (Deficit) - Ending | <u>\$ 269,929</u> | <u>\$ 269,929</u> | <u>\$ 166,227</u> | <u>\$ 216,000</u> | <u>\$ 162,000</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|---------------------|-------------------|
| Cash - Beginning of Year | \$ 1,464,245 | \$ 1,171,440 |
| + Change in Net Assets | (53,929) | (54,000) |
| - Amortization of OPEB Liability | (238,876) | (238,860) |
| Working Cash - End of Year | <u>\$ 1,171,440</u> | <u>\$ 878,580</u> |

CITY OF APPLETON 2020 BUDGET

INFORMATION TECHNOLOGY

Information Technology Director: Dean J. Fox

CITY OF APPLETON 2020 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 2019 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 critical 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 2019:

Completed our migration of e-mail archiving and security to a cloud based solution

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

Continued to add additional components to our security assessment

Replaced one-third of the MDC's at APD with new tablets

Upgraded the IP phone system with the latest software and new controller at the Wastewater Treatment Plant

Continued work on the disaster recovery phase and improving the processes and procedures with the new SAN that was implemented in 2018, migrating our workload to new virtual servers that reside on that SAN

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 implementing payroll and property taxes collection in 2019

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

Added fiber to the AAMFON network bringing in Jones Park with connectivity along with cameras and wireless access and adding in a fiber network to the Scheig Center

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

CITY OF APPLETON 2020 BUDGET INFORMATION TECHNOLOGY

MAJOR 2020 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

Continue a migration, where both financially and technically feasible, toward cloud use and applications, including moving to Microsoft Teams and Active Directory in the cloud

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

Upgrade the A/V equipment in the council chambers

Replace the core network switching gear with new upgraded equipment

Continue the standard projects of upgrading our virtual Microsoft network to the latest version of Microsoft Servers

Look at ways to improve network security by researching and potentially implementing a dual authentication system for network access

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|----------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 1,590 | \$ - | \$ - | \$ - | \$ - | N/A |
| Program Expenses | | | | | | | |
| 13010 | Administration | 223,062 | 206,383 | 198,985 | 198,985 | 202,260 | 1.65% |
| 13020 | Mainframe | 393,007 | 383,936 | 381,920 | 381,920 | 280,561 | -26.54% |
| 13030 | Network | 1,228,778 | 1,212,155 | 1,389,365 | 1,412,524 | 1,509,028 | 8.61% |
| TOTAL | | \$ 1,844,847 | \$ 1,802,474 | \$ 1,970,270 | \$ 1,993,429 | \$ 1,991,849 | 1.10% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,033,554 | 973,802 | 1,042,270 | 1,042,270 | 955,369 | -8.34% |
| Training & Travel | | 33,264 | 30,107 | 36,600 | 36,600 | 36,780 | 0.49% |
| Supplies & Materials | | 185,993 | 179,832 | 170,750 | 193,909 | 170,750 | 0.00% |
| Purchased Services | | 592,036 | 618,733 | 720,650 | 720,650 | 828,950 | 15.03% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 11.00 | 11.00 | 11.00 | 11.00 | 10.00 | |

CITY OF APPLETON 2020 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: "Responsibly deliver 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 requested.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Strategic Outcomes | | | | | |
| Reduce hardware to become "green" department | | | | | |
| % of virtual vs physical servers | 99% | 99% | 99% | 99% | 99% |
| Safeguarding data | | | | | |
| # of audit records requiring security attention | 0 | 5 | 0 | 5 | 0 |
| Work Process Outputs | | | | | |
| IT Expense per FTE employee; (national average approx. \$11,770) | \$ 3,603 | \$ 4,183 | \$ 3,949 | \$ 3,949 | \$ 3,913 |
| IT staff training (hours) | 311 | 300 | 880 | 880 | 880 |
| Telephone numbers supported | 770 | 770 | 770 | 770 | 770 |
| # personnel attending training | 6 | 4 | 10 | 7 | 10 |
| # of hours of training | 311 | 350 | 880 | 880 | 880 |

**CITY OF APPLETON 2020 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 508200 Insurance Proceeds | \$ 1,590 | \$ - | \$ - | \$ - | \$ - |
| Total Revenue | <u>\$ 1,590</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 126,513 | \$ 117,776 | \$ 107,453 | \$ 107,453 | \$ 109,678 |
| 610500 Overtime Wages | - | 30 | - | - | - |
| 615000 Fringes | 44,198 | 37,876 | 35,182 | 35,182 | 36,052 |
| 620100 Training/Conferences | 27,380 | 26,012 | 33,000 | 33,000 | 33,000 |
| 620600 Parking Permits | 4,089 | 4,095 | 3,600 | 3,600 | 3,780 |
| 630100 Office Supplies | 513 | 1,030 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 50 | 50 | 50 | 50 | 50 |
| 630500 Awards & Recognition | 250 | 250 | 200 | 200 | 200 |
| 632001 City Copy Charges | 1,544 | 2,965 | 1,500 | 1,500 | 1,500 |
| 632700 Miscellaneous Equipment | 377 | 1,578 | 1,000 | 1,000 | 1,000 |
| 641300 Utilities | 5,848 | 4,522 | 5,000 | 5,000 | 5,000 |
| 659900 Other Contracts/Obligation | 12,300 | 10,199 | 11,000 | 11,000 | 11,000 |
| Total Expense | <u>\$ 223,062</u> | <u>\$ 206,383</u> | <u>\$ 198,985</u> | <u>\$ 198,985</u> | <u>\$ 202,260</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Training

| | |
|---|------------------|
| Average 2 week training per year per staff member | \$ 33,000 |
| | <u>\$ 33,000</u> |

CITY OF APPLETON 2020 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: "Responsibly deliver 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:

This program includes the elimination of one iSeries programmer position. With the retirement of one of our programmers and the progress made on the ERP system to date, we've decided not to fill the position. This reduction in payroll expense is partially offset by an increase in the consulting budget in the Network program to keep up with the shift of workload away from the iSeries and onto network programs.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Rapid response to information needs | | | | | |
| # of requests over 6 months old | 20 | 11 | 10 | 10 | 10 |
| # of project requests outstanding | 40 | 11 | 10 | 10 | 10 |
| Strategic Outcomes | | | | | |
| Sustain personnel resource allocation | | | | | |
| % of staff time allocated to new application development (estimate) | 70% | 65% | 20% | 65% | 50% |
| (Goal is for the % to decline as we move closer to a replacement technology) | | | | | |
| Work Process Outputs | | | | | |
| # of new requests received | 115 | 81 | 75 | 75 | 75 |
| # of user accounts supported | 520 | 520 | 520 | 520 | 520 |

**CITY OF APPLETON 2020 BUDGET
INFORMATION TECHNOLOGY**

Mainframe

Business Unit 13020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 246,076 | \$ 253,823 | \$ 260,135 | \$ 260,135 | \$ 188,396 |
| 610400 Call Time Wages | 1,041 | 1,062 | 2,431 | 2,431 | 1,879 |
| 615000 Fringes | 83,861 | 87,663 | 94,854 | 94,854 | 65,786 |
| 632700 Miscellaneous Equipment | - | - | 1,000 | 1,000 | 1,000 |
| 641800 Equip Repairs & Maint | 19,653 | 11,183 | 12,500 | 12,500 | 12,500 |
| 642400 Software Support | 42,376 | 30,205 | 11,000 | 11,000 | 11,000 |
| Total Expense | <u>\$ 393,007</u> | <u>\$ 383,936</u> | <u>\$ 381,920</u> | <u>\$ 381,920</u> | <u>\$ 280,561</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 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: "Responsibly deliver 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:

This program includes an increase in consulting expense. Please see the discussion on page 88.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Quick problem resolution | | | | | |
| # of project requests outstanding | 7 | 5 | 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 | 520 | 520 | 520 | 520 | 520 |
| # PC's replaced/upgraded | 119 | 100 | 120 | 85 | 120 |
| Help Desk problems resolved | | | | | |
| # of calls / email handled by help desk | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |

**CITY OF APPLETON 2020 BUDGET
INFORMATION TECHNOLOGY**

Network

Business Unit 13030

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 359,480 | \$ 338,284 | \$ 381,264 | \$ 381,264 | \$ 388,689 |
| 610400 Call Time Wages | 3,395 | 3,428 | 3,556 | 3,556 | 3,877 |
| 610500 Overtime Wages | 551 | 1,818 | 2,148 | 2,148 | 2,187 |
| 615000 Fringes | 168,439 | 132,042 | 155,247 | 155,247 | 158,825 |
| 620100 Training/Conferences | 1,796 | - | - | - | - |
| 630100 Office Supplies | 14,457 | 25,204 | 20,000 | 20,000 | 20,000 |
| 632700 Miscellaneous Equipment | 168,803 | 148,754 | 146,000 | 169,159 | 146,000 |
| 640400 Consulting Services | 30,021 | 37,190 | 25,600 | 25,600 | 86,600 |
| 641307 Telephone | 1,771 | 1,744 | 1,750 | 1,750 | 1,750 |
| 641800 Equip Repairs & Maint | 33,055 | 57,756 | 44,800 | 44,800 | 44,800 |
| 641900 Communication Eq. Repairs | 30,801 | 31,745 | 30,000 | 30,000 | 30,000 |
| 642400 Software Support | 416,209 | 434,190 | 579,000 | 579,000 | 626,300 |
| Total Expense | <u>\$ 1,228,778</u> | <u>\$ 1,212,155</u> | <u>\$ 1,389,365</u> | <u>\$ 1,412,524</u> | <u>\$ 1,509,028</u> |

DETAILED SUMMARY OF 2020 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 |
| | | GIS - DLT solutions | 22,500 |
| <u>Miscellaneous Equipment</u> | | Doc management support | 15,000 |
| Upgrade PC's and laptops | \$ 83,000 | Anti-Virus subscription | 7,700 |
| Upgrade MDC's | 30,000 | Spam filtering | 10,000 |
| Misc. network hardware | 20,000 | Veeam Software Support | 20,000 |
| Application and network management | 13,000 | NEOGOV | 13,000 |
| | <u>\$ 146,000</u> | Track-IT support | 4,000 |
| | | Miscellaneous software | 20,000 |
| <u>Consulting</u> | | Shopkey (MSB/Transit) | 1,800 |
| Network firewall security monitoring | \$ 15,600 | SignCAD/SignCAM (MSB) | 1,600 |
| Other network support | 71,000 | RecTrac support (Parks) | 6,300 |
| | <u>\$ 86,600</u> | Forensic software (PD) | 1,600 |
| | | ID networks (PD) | 4,200 |
| <u>Equip. Repairs & Maint.</u> | | Adobe Creative Suite | 8,800 |
| NovaTime(Parks/Transit) | \$ 1,300 | Vision Internet | 9,600 |
| Wireless equipment | 6,500 | Cycom document mgmt. | 1,200 |
| Porter Lee (Police Evidence System) | 1,700 | Win-Wam (Health W&M) | 1,800 |
| Core switch support | 18,000 | ArcGIS ELS (CD - GIS) | 56,200 |
| Firewall support | 14,600 | CAD (AFD APD) | 70,000 |
| HighFive | 2,700 | NetMotion | 5,500 |
| | <u>\$ 44,800</u> | CAMA Support (Assessor) | 20,500 |
| | | Fire RMS | 32,000 |
| <u>Communication Equip. Repair</u> | | Munis support | 100,500 |
| Pro-rata share of fiber | | | <u>\$ 626,300</u> |
| network costs | \$ 30,000 | | |
| | <u>\$ 30,000</u> | | |

**CITY OF APPLETON 2020 BUDGET
INFORMATION TECHNOLOGY**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|-----------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Charges for Services | | | | | | |
| 508200 Insurance Proceeds | 1,590 | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | 1,590 | - | - | - | - | - |
| Salaries | | | | | | |
| 610100 Regular Salaries | 648,714 | 626,419 | 222,114 | 748,852 | 748,852 | 686,763 |
| 610400 Call Time Wages | 4,436 | 4,490 | 1,347 | 5,987 | 5,987 | 5,756 |
| 610500 Overtime Wages | 551 | 1,848 | 327 | 2,148 | 2,148 | 2,187 |
| 611300 Shift Differential | 3 | - | - | - | - | - |
| 611400 Sick Pay | 1,725 | 2,764 | 1,347 | - | - | - |
| 611500 Vacation Pay | 81,627 | 80,700 | 20,078 | - | - | - |
| 615000 Fringes | 296,498 | 257,581 | 90,670 | 285,283 | 285,283 | 260,663 |
| TOTAL PERSONNEL | 1,033,554 | 973,802 | 335,883 | 1,042,270 | 1,042,270 | 955,369 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 29,175 | 26,012 | 17,590 | 33,000 | 33,000 | 33,000 |
| 620600 Parking Permits | 4,089 | 4,095 | 3,624 | 3,600 | 3,600 | 3,780 |
| TOTAL TRAINING / TRAVEL | 33,264 | 30,107 | 21,214 | 36,600 | 36,600 | 36,780 |
| Supplies | | | | | | |
| 630100 Office Supplies | 14,969 | 26,234 | 4,796 | 21,000 | 21,000 | 21,000 |
| 630300 Memberships & Licenses | 50 | 50 | - | 50 | 50 | 50 |
| 630500 Awards & Recognition | 250 | 250 | - | 200 | 200 | 200 |
| 632001 City Copy Charges | 1,544 | 2,965 | 351 | 1,500 | 1,500 | 1,500 |
| 632700 Miscellaneous Equipment | 169,180 | 150,333 | 53,110 | 148,000 | 171,159 | 148,000 |
| TOTAL SUPPLIES | 185,993 | 179,832 | 58,257 | 170,750 | 193,909 | 170,750 |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 30,021 | 37,190 | 14,324 | 25,600 | 25,600 | 86,600 |
| 641307 Telephone | 2,971 | 3,439 | 891 | 1,750 | 1,750 | 1,750 |
| 641308 Cellular Phones | 4,648 | 2,827 | 498 | 5,000 | 5,000 | 5,000 |
| 641309 Cable Services | - | - | 473 | - | - | - |
| 641800 Equip Repairs & Maint | 52,709 | 68,938 | 6,788 | 57,300 | 57,300 | 57,300 |
| 641900 Communication Eq. Repairs | 30,801 | 31,745 | 21 | 30,000 | 30,000 | 30,000 |
| 642400 Software Support | 458,586 | 464,395 | 228,005 | 590,000 | 590,000 | 637,300 |
| 659900 Other Contracts/Obligation | 12,300 | 10,199 | - | 11,000 | 11,000 | 11,000 |
| TOTAL PURCHASED SVCS | 592,036 | 618,733 | 251,000 | 720,650 | 720,650 | 828,950 |
| TOTAL EXPENSE | 1,844,847 | 1,802,474 | 666,354 | 1,970,270 | 1,993,429 | 1,991,849 |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 | Amount | Page |
|--|-------------------|-------------------|
| ERP system (iSeries replacement) | \$ 250,000 | Projects, Pg. 627 |
| Fire phone system & audio/visual upgrade | 100,000 | Projects, Pg. 628 |
| Upgrade MDCs, APD squad cars | 150,000 | Projects, Pg. 628 |
| Core network upgrade / replacement | 80,000 | Projects, Pg. 628 |
| Council chambers audio / visual upgrade | 100,000 | Projects, Pg. 628 |
| | <u>\$ 680,000</u> | |

Major changes in Revenue, Expenditures, or Programs:

No major changes

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|-------------------------------|-------------------------|------------|------------|--------------|--------------|------------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| | Program Revenues | \$ 431,059 | \$ 502,335 | \$ 325,952 | \$ 325,952 | \$ 680,000 | 108.62% |
| | Program Expenses | \$ 568,174 | \$ 739,984 | \$ 418,000 | \$ 554,318 | \$ 680,000 | 62.68% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | 9,260 | 9,260 | 9,700 | 4.75% |
| | Capital Expenditures | 478,174 | 739,984 | 408,740 | 545,058 | 670,300 | 63.99% |
| | Transfers Out | 90,000 | - | - | - | - | N/A |

* % change from prior year adopted budget
2020 IT Cap Proj Fund.xlsx

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 5,512 | \$ 2,476 | \$ - | \$ - | \$ - |
| 471500 Gain/Loss on Investment | (1,777) | (1,568) | - | - | - |
| 471600 Unrealized Gains/Losses | (1,453) | (141) | - | - | - |
| 591000 Proceeds of Long-term Debt | 427,000 | 500,000 | 325,952 | 325,952 | 680,000 |
| Total Revenue | \$ 429,282 | \$ 500,767 | \$ 325,952 | \$ 325,952 | \$ 680,000 |
| Expenses | | | | | |
| 610500 Overtime Wages | \$ - | \$ - | \$ 9,260 | \$ 9,260 | \$ 9,700 |
| 680401 Machinery & Equipment | 478,174 | 739,984 | 165,740 | 302,058 | 420,300 |
| 681500 Software Acquisition | - | - | 243,000 | 243,000 | 250,000 |
| 791400 Transfer Out - Capital Project | 90,000 | - | - | - | - |
| Total Expense | \$ 568,174 | \$ 739,984 | \$ 418,000 | \$ 554,318 | \$ 680,000 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Software Acquisition

| | |
|------------|-------------------|
| ERP system | \$ 250,000 |
| | <u>\$ 250,000</u> |

Equipment

| | |
|--|-------------------|
| Fire phone system & audio/visual upgrade | \$ 100,000 |
| Core network | 80,000 |
| Council chambers A / V | 100,000 |
| Upgrade MDCs, APD squad cars | 140,300 |
| | <u>\$ 420,300</u> |

CITY OF APPLETON 2020 BUDGET
INFORMATION TECHNOLOGY
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|-------------------|-------------------|------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 2,282 | \$ 767 | \$ - | \$ 2,000 | \$ - |
| Other | - | - | - | - | - |
| Total Revenues | <u>2,282</u> | <u>767</u> | <u>-</u> | <u>2,000</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | 478,174 | 739,984 | 418,000 | 460,615 | 680,000 |
| Total Expenses | <u>478,174</u> | <u>739,984</u> | <u>418,000</u> | <u>460,615</u> | <u>680,000</u> |
| Revenues over (under) Expenses | (475,892) | (739,217) | (418,000) | (458,615) | (680,000) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 427,000 | 500,000 | 325,952 | 418,000 | 680,000 |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | (90,000) | - | - | (115,216) | - |
| Total Other Financing Sources (Uses) | <u>337,000</u> | <u>500,000</u> | <u>325,952</u> | <u>302,784</u> | <u>680,000</u> |
| Net Change in Equity | (138,892) | (239,217) | (92,048) | (155,831) | - |
| Fund Balance - Beginning | <u>533,940</u> | <u>395,048</u> | <u>155,831</u> | <u>155,831</u> | <u>-</u> |
| Fund Balance - Ending | <u>\$ 395,048</u> | <u>\$ 155,831</u> | <u>\$ 63,783</u> | <u>\$ -</u> | <u>\$ -</u> |

CITY OF APPLETON 2020 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher R. Behrens

City Clerk: Kami L. Lynch

CITY OF APPLETON 2020 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 2019 EVENTS

City Attorney's Office:

* Judge Griesbach has issued his final order in the Fox River PCB case and ordered all exhibits be returned. This finally concludes the PCB litigation and we will work with outside counsel to close our office's and their office's files.

* 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 and continue negotiations with developers of Eagle Point and RiverHeath for trail easements and maintenance agreements. Also assisted with the acquisition of a parcel of property from Neenah Papers to be used as part of a future trail connection point.

* Represented the City in traffic and ordinance related matters in 2018 including 7,133 scheduled initial court appearances, 87 scheduled jury and court trials and 3,587 scheduled pre-trials/jury trial conferences or motion hearings. 2019 statistics are a little under half of the 2018 numbers as of June 1, 2019.

* Represented the City in finalizing and closing remaining truancy court cases and will evaluate the future role of this office pending the Common Council's decision whether to repeal the truancy ordinance.

* Actively engaged in litigation including defense of a variety of lawsuits. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements. This includes litigating several matters before an administrative law judge - including two work comp appeals as well as two unemployment appeals. We also continued to provide representation in a small claims matter.

* Continued to work with outside counsel on pending worker's compensation and duty disability claims.

* Worked with outside counsel to achieve a summary judgment dismissal of a pending federal lawsuit against Appleton police officers.

* 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.

* Continued the integration of our electronic file management system.

* 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. Interested parties have negotiated and agreed upon final egress updates in principle and will be formalizing the agreement in writing prior to implementing the updates.

* 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. This ordinance was passed early in 2019.

* Assisted CEDD with the preparation and execution of development agreements including Gabriel Lofts, School of Rock property, 320 East College Avenue, and 823-827 West College Avenue.

* Assisted in the drafting of or drafted a number of ordinances including the 'vaping ordinance'.

* In the first six months of 2019, the Attorney's Office has processed a total of 235 agreements/contacts. We also worked with City departments to review the contracting process and requirements.

City Clerk's Office:

* Successfully administered two regularly scheduled elections.

* Cost effectively administered one City-only primary election for Alderperson District 7

* Worked with Outagamie County to set-up ballot styles, order ballots, and effectively convey results

* Modified Central Count procedures to increase efficiency and allow for increased processing of ballots

* Updated and improved Election Day contingency plan

* Thoroughly trained and cross-trained all new staff

* Prepared for procurement of electronic poll books

* Updated Election Day procedures and manuals related to electronic poll books

* Implemented new mechanisms for approval and tracking of liquor license renewals and related licenses

* Trained Council on new iLegislate voting software for Council Meetings, continued to look for ways to enhance the new iLegislate features and related Granicus software components

* Conducted Board of Review training for City members and neighboring municipality members

* Worked with Community Development to revise forms, processes and licenses to better serve applicants and capture appropriate license information

* Cleaned, organized and updated file system in vault

* As a result of staff vacancies, reclassified positions for better provision of services also resulting in reduction of some staff costs

CITY OF APPLETON 2020 BUDGET LEGAL SERVICES

MAJOR 2020 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.
- * 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.
- * 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 to work with City staff and Council on the drafting and amending of ordinances.
- * Continue to work with City staff on the preparation, processing, routing and distribution of contracts and agreements.
- * Continue working with City staff and the developer in bringing a mixed use development with a library to fruition.
- * Continue to develop and implement new filing systems for City records and documents.
- * Update and enhance contingency plans for elections and related materials.
- * Provide detailed training for election inspectors on electronic poll books and legislative changes for elections
- * Implement electronic poll books for more efficient polling place operation on Election Day
- * 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.
- * Work towards a smooth implementation and use of electronic poll books
- * Successfully administer 4 elections, including a Presidential Primary and Presidential Election with minimal issues and maximum efficiency

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|--------------------|-------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 279,257 | \$ 226,650 | \$ 214,600 | \$ 214,600 | \$ 219,950 | 2.49% |
| Program Expenses | | | | | | | |
| 14510 | Administration | 336,788 | 340,189 | 349,530 | 349,530 | 355,143 | 1.61% |
| 14521 | Litigation | 192,401 | 190,426 | 194,575 | 194,575 | 193,645 | -0.48% |
| 11020 | Recordkeeping | 111,023 | 110,839 | 104,440 | 104,440 | 90,578 | -13.27% |
| 11030 | Licensing | 68,579 | 66,360 | 71,956 | 71,956 | 69,558 | -3.33% |
| 11040 | Elections | 126,817 | 209,508 | 140,793 | 140,793 | 243,762 | 73.14% |
| 11050 | Mail / Copy Center | 149,622 | 154,100 | 157,874 | 157,874 | 149,898 | -5.05% |
| TOTAL | | \$ 985,230 | \$ 1,071,422 | \$ 1,019,168 | \$ 1,019,168 | \$ 1,102,584 | 8.18% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 791,572 | 868,220 | 803,393 | 803,393 | 877,309 | 9.20% |
| Training & Travel | | 15,311 | 16,397 | 20,250 | 20,250 | 20,250 | 0.00% |
| Supplies & Materials | | 104,942 | 90,465 | 91,650 | 91,650 | 93,650 | 2.18% |
| Purchased Services | | 73,405 | 96,340 | 103,875 | 103,875 | 111,375 | 7.22% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 8.67 | 8.67 | 8.67 | 8.67 | 8.67 | |

**CITY OF APPLETON 2020 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: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials."

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 60 | 22 | 60 | 60 | 60 |
| Work Process Outputs | | | | | |
| Written opinions issued | 37 | 44 | 20 | 20 | 25 |
| Ordinances reviewed | 84 | 12 | 100 | 100 | 100 |
| Staff training - hours of training | 104 | 70 | 100 | 100 | 75 |
| # of real estate transactions | 103 | 17 | 20 | 14 | 20 |

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 144 | \$ 117 | \$ 300 | \$ 300 | \$ 300 |
| 503500 Other Reimbursements | 160 | - | - | - | - |
| 508500 Cash Short or Over | 24 | 1 | - | - | - |
| Total Revenue | \$ 328 | \$ 118 | \$ 300 | \$ 300 | \$ 300 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 236,378 | \$ 242,844 | \$ 243,327 | \$ 243,327 | \$ 247,266 |
| 610500 Overtime Wages | 61 | - | - | - | - |
| 615000 Fringes | 71,392 | 68,227 | 70,653 | 70,653 | 72,327 |
| 620100 Training/Conferences | 12,033 | 9,770 | 13,600 | 13,600 | 13,600 |
| 620400 Tuition Fees | - | 2,488 | 3,500 | 3,500 | 3,500 |
| 620600 Parking Permits | 3,135 | 3,180 | 2,900 | 2,900 | 2,900 |
| 630100 Office Supplies | 1,323 | 953 | 800 | 800 | 800 |
| 630200 Subscriptions | 7,569 | 6,048 | 8,650 | 8,650 | 8,650 |
| 630300 Memberships & Licenses | 2,335 | 4,503 | 3,500 | 3,500 | 3,500 |
| 632001 City Copy Charges | 1,420 | 1,437 | 1,500 | 1,500 | 1,500 |
| 632002 Outside Printing | 55 | - | - | - | - |
| 641307 Telephone | 1,029 | 618 | 900 | 900 | 900 |
| 641800 Equip Repairs & Maint | 58 | 121 | 200 | 200 | 200 |
| Total Expense | \$ 336,788 | \$ 340,189 | \$ 349,530 | \$ 349,530 | \$ 355,143 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Active participation by this office will minimize the number of claims against the City | | | | | |
| # of claims filed against City | 73 | 70 | <100 | <100 | <100 |
| Strategic Outcomes | | | | | |
| Minimize cost of settlements | | | | | |
| \$ value of settlements and judgments | \$47,646 | \$34,151 | <\$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 | 1 | 0 | 0 | 0 | 0 |
| Work Process Outcomes | | | | | |
| Most cases handled by this office will be handled by the City Attorney staff | | | | | |
| % of cases handled by staff | 85% | 100% | 100% | 100% | 100% |
| Dispute avoidance | | | | | |
| # of suits filed against City | 7 | 5 | 0 | 0 | 0 |

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|------------|------------|--------------|--------------|------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ - | \$ 200 | \$ - | \$ - | \$ 200 |
| Total Revenue | \$ - | \$ 200 | \$ - | \$ - | \$ 200 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 130,111 | \$ 130,489 | \$ 133,924 | \$ 133,924 | \$ 136,593 |
| 615000 Fringes | 44,675 | 47,777 | 32,761 | 32,761 | 35,162 |
| 640201 Attorney Fees | 1,312 | - | - | - | - |
| 640202 Recording/Filing Fees | 4,690 | 1,142 | 10,000 | 10,000 | 7,000 |
| 640400 Consulting Services | 3,723 | 3,128 | 10,000 | 10,000 | 7,000 |
| 662500 Disability Payments | 7,890 | 7,890 | 7,890 | 7,890 | 7,890 |
| Total Expense | \$ 192,401 | \$ 190,426 | \$ 194,575 | \$ 194,575 | \$ 193,645 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

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: "Responsibly deliver 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 to prepare for transition to an electronic records management system
- * Organize vault files in a logical and accessible manner

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Retrieval of information | | | | | |
| % same day responses | 97% | 98% | 98% | 98% | 95% |
| 1 week retrieval for detailed requests | 3% | 2% | 2% | 2% | 5% |
| Strategic Outcomes | | | | | |
| Legal requirements are met | | | | | |
| # of legal challenges sustained | 0 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| # hrs. maintaining records | 1,280 | 1,060 | 1,200 | 1,200 | 850 |
| # of requests for information | 136 | 98 | 100 | 100 | 80 |
| # of publication notices | 188 | 195 | 200 | 200 | 200 |
| # of ordinances adopted/amended | 84 | 123 | 100 | 100 | 100 |

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 48,252 | \$ 49,400 | \$ 50,482 | \$ 50,482 | \$ 47,840 |
| 610500 Overtime Wages | 653 | 1,758 | - | - | 1,242 |
| 615000 Fringes | 26,646 | 25,939 | 26,858 | 26,858 | 14,746 |
| 630100 Office Supplies | 713 | 642 | 700 | 700 | 700 |
| 630300 Memberships & Licenses | 20 | - | - | - | - |
| 631603 Other Misc. Supplies | 118 | - | 100 | 100 | 100 |
| 632002 Outside Printing | 1,516 | 178 | 2,000 | 2,000 | 1,700 |
| 640202 Recording/Filing Fees | 30 | 180 | 100 | 100 | 100 |
| 640800 Contractor Fees | 165 | 150 | 200 | 200 | 150 |
| 641200 Advertising | 32,910 | 32,592 | 24,000 | 24,000 | 24,000 |
| Total Expense | <u>\$ 111,023</u> | <u>\$ 110,839</u> | <u>\$ 104,440</u> | <u>\$ 104,440</u> | <u>\$ 90,578</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

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

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

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: "Responsibly deliver 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:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Effective Customer Service and Application Processing | | | | | |
| # Licenses sent for Committee/Council approval | | New Measure → | 1300 | 1300 | 870 |
| % of licenses issued withing time specified on application | | New Measure → | 100% | 100% | 100% |
| Strategic Outcomes | | | | | |
| Statutory and ordinance compliance of all licenses issued | | | | | |
| # of legal challenges | 0 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| License applications processed | | | | | |
| # of beer/liquor licenses issued | 209 | 211 | 214 | 214 | 215 |
| # of operator licenses issued | 1,094 | 764 | 1,050 | 1,050 | 750 |
| # of general licenses issued | 431 | 463 | 500 | 500 | 475 |

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 320 | \$ - | \$ - | \$ - | \$ - |
| 430100 Amusements License | 8,260 | 8,422 | 8,000 | 8,000 | 8,000 |
| 430300 Cigarette License | 5,400 | 5,400 | 5,200 | 5,200 | 5,000 |
| 430600 Liquor License | 115,068 | 108,495 | 90,000 | 90,000 | 105,000 |
| 430700 Operators License | 74,095 | 57,270 | 68,000 | 68,000 | 60,000 |
| 430900 Sundry License | 4,630 | 4,555 | 4,000 | 4,000 | 4,000 |
| 431300 Special Events License | 29,682 | 24,475 | 23,000 | 23,000 | 22,000 |
| 431600 Second Hand/Pawnbroker | 2,145 | 1,710 | 1,650 | 1,650 | 1,600 |
| 431700 Commercial Solicitation | 3,685 | 3,960 | 3,000 | 3,000 | 3,000 |
| 431800 Christmas Tree License | 405 | 450 | 400 | 400 | 400 |
| 432000 Taxi Cab/Limousine License | 1,560 | 1,530 | 1,200 | 1,200 | 1,000 |
| 432100 Taxi Driver License | 2,550 | 2,710 | 2,000 | 2,000 | 2,000 |
| 432200 Special "B" Beer License | 730 | 860 | 650 | 650 | 650 |
| 432400 Street Vendor License | - | 20 | - | - | - |
| 441100 Sundry Permits | 1,685 | 1,565 | 1,200 | 1,200 | 1,000 |
| 501000 Miscellaneous Revenue | 5,080 | 4,910 | 5,000 | 5,000 | 4,800 |
| Total Revenue | \$ 255,295 | \$ 226,332 | \$ 213,300 | \$ 213,300 | \$ 218,450 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 39,573 | \$ 39,598 | \$ 42,765 | \$ 42,765 | \$ 39,520 |
| 610500 Overtime Wages | 289 | 1,493 | - | - | 798 |
| 615000 Fringes | 25,238 | 23,068 | 25,731 | 25,731 | 25,780 |
| 630100 Office Supplies | 1,071 | 799 | 1,200 | 1,200 | 1,200 |
| 632002 Outside Printing | 267 | - | 200 | 200 | 200 |
| 642900 Interfund Allocations | (55) | (110) | 60 | 60 | 60 |
| 659900 Other Contracts/Obligation | 2,196 | 1,512 | 2,000 | 2,000 | 2,000 |
| Total Expense | \$ 68,579 | \$ 66,360 | \$ 71,956 | \$ 71,956 | \$ 69,558 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 BUDGET

LEGAL SERVICES

Elections

Business Unit 14550

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: "Responsibly deliver 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
- * Implement new election equipment and related processes that are more effective and efficient in election administration
- * Secure more election workers for the 2020 election year

Major Changes in Revenue, Expenditures or Programs:

The Clerk's Office will be holding four elections in 2020 including two with presidential races on the ballot. Additionally, there are municipal contests with the Mayor and City Attorney on the ballot in the spring. Due to the increased number of elections in comparison to 2019 (two regular plus one special election), costs related to staffing, supplies, equipment and facility rental have increased in the 2020 Budget.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Accurate election roll | | | | | |
| # voter status changes | 3,857 | 7,287 | 3,000 | 3,000 | 7,500 |
| # of voter registrations processed | 284 | 6,794 | 200 | 200 | 6,900 |
| # of absentee ballots issued | 1,354 | 10,224 | 1,500 | 1,500 | 13,000 |
| Strategic Outcomes | | | | | |
| Fair and accurate election process | | | | | |
| # of legal challenges | 0 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| # of election votes cast | 11,899 | 54,776 | 13,000 | 13,000 | 57,000 |
| Avg. # of registered voters per election | 35,827 | 37,825 | 39,000 | 39,000 | 41,000 |
| # of elections administered | 3 | 6 | 2 | 3 | 4 |
| % of staff trained at each election | 96% | 98% | 100% | 100% | 100% |

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 490800 Misc Intergov. Charges | \$ 23,634 | \$ - | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| Total Revenue | <u>\$ 23,634</u> | <u>\$ -</u> | <u>\$ 1,000</u> | <u>\$ 1,000</u> | <u>\$ 1,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 35,912 | \$ 52,168 | \$ 46,650 | \$ 46,650 | \$ 47,200 |
| 610500 Overtime Wages | 272 | 2,318 | 3,683 | 3,683 | 7,588 |
| 611000 Other Compensation | 43,498 | 95,659 | 37,298 | 37,298 | 106,868 |
| 611500 Vacation Pay | 1,649 | 2,634 | - | - | - |
| 615000 Fringes | 13,777 | 17,886 | 15,187 | 15,187 | 28,281 |
| 620100 Training/Conferences | 74 | - | - | - | - |
| 620200 Mileage Reimbursement | - | 239 | 200 | 200 | 200 |
| 620600 Parking Permits | 70 | 720 | 50 | 50 | 50 |
| 630100 Office Supplies | 569 | 1,085 | 700 | 700 | 2,000 |
| 631603 Other Misc. Supplies | 240 | 3,090 | 1,000 | 1,000 | 2,000 |
| 632002 Outside Printing | 25,872 | 4,663 | 8,000 | 8,000 | 8,000 |
| 641200 Advertising | 2,988 | 4,478 | 1,500 | 1,500 | 4,500 |
| 641800 Equip Repairs & Maint | 7 | 17,840 | 22,000 | 22,000 | 30,000 |
| 650301 Facility Rent | 1,680 | 3,915 | 2,025 | 2,025 | 3,575 |
| 659900 Other Contracts/Obligation | 209 | 2,813 | 2,500 | 2,500 | 3,500 |
| Total Expense | <u>\$ 126,817</u> | <u>\$ 209,508</u> | <u>\$ 140,793</u> | <u>\$ 140,793</u> | <u>\$ 243,762</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Equip Repairs & Maint

| | |
|------------------------|------------------|
| Upgrade modems | \$ 8,000 |
| Maintenance agreements | 22,000 |
| | <u>\$ 30,000</u> |

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

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: "Responsibly deliver excellent services", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials".

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Accurate photocopy services | | | | | |
| Remake of request | 0% | 0% | 0% | 0% | 0% |
| # of copies made in mail center | 600,011 | 745,807 | 660,000 | 660,000 | 600,000 |
| Strategic Outcomes | | | | | |
| Reduce Costs | | | | | |
| # of pieces of mail returned to departments for reconciliation | New Measure → | | 60 | 60 | 50 |
| Work Process Outputs | | | | | |
| # of pieces of outgoing mail | 109,243 | 111,231 | 110,000 | 110,000 | 120,000 |
| # of packages handled | 146 | 131 | 150 | 150 | 125 |

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 46,338 | \$ 43,183 | \$ 47,632 | \$ 47,632 | \$ 39,520 |
| 610500 Overtime Wages | 373 | 760 | - | - | 798 |
| 615000 Fringes | 26,482 | 23,018 | 26,442 | 26,442 | 25,780 |
| 630100 Office Supplies | (528) | 2,538 | 2,500 | 2,500 | 2,500 |
| 630300 Memberships & Licenses | 20 | - | - | - | - |
| 630400 Postage\Freight | 50,435 | 55,962 | 52,000 | 52,000 | 52,000 |
| 631603 Other Misc. Supplies | 6,546 | 8,353 | 6,800 | 6,800 | 6,800 |
| 632002 Outside Printing | 3,383 | 215 | 2,000 | 2,000 | 2,000 |
| 632700 Miscellaneous Equipment | 2,000 | - | - | - | - |
| 641800 Equip Repairs & Maint | 1,260 | 3,323 | 3,000 | 3,000 | 3,000 |
| 642900 Interfund Allocations | (3,353) | - | - | - | - |
| 650302 Equipment Rent | 16,666 | 16,748 | 17,500 | 17,500 | 17,500 |
| Total Expense | <u>\$ 149,622</u> | <u>\$ 154,100</u> | <u>\$ 157,874</u> | <u>\$ 157,874</u> | <u>\$ 149,898</u> |

DETAILED SUMMARY OF 2020 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> |

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|---------------------------------------|----------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | 320 | - | - | - | - | - |
| 430100 Amusements License | 8,260 | 8,422 | 7,086 | 8,000 | 8,000 | 8,000 |
| 430300 Cigarette License | 5,400 | 5,400 | 4,300 | 5,200 | 5,200 | 5,000 |
| 430600 Liquor License | 115,068 | 108,495 | 91,583 | 90,000 | 90,000 | 105,000 |
| 430700 Operators License | 74,095 | 57,270 | 22,845 | 68,000 | 68,000 | 60,000 |
| 430900 Sundry License | 4,630 | 4,555 | 2,620 | 4,000 | 4,000 | 4,000 |
| 431300 Special Events License | 29,682 | 24,475 | 18,325 | 23,000 | 23,000 | 22,000 |
| 431600 Second Hand/Pawnbroker Licens | 2,145 | 1,710 | 375 | 1,650 | 1,650 | 1,600 |
| 431700 Commercial Solicitation Licens | 3,685 | 3,960 | 1,700 | 3,000 | 3,000 | 3,000 |
| 431800 Christmas Tree License | 405 | 450 | - | 400 | 400 | 400 |
| 432000 Taxi Cab/Limousine License | 1,560 | 1,530 | - | 1,200 | 1,200 | 1,000 |
| 432100 Taxi Driver License | 2,550 | 2,710 | 900 | 2,000 | 2,000 | 2,000 |
| 432200 Special "B" Beer License | 730 | 860 | 280 | 650 | 650 | 650 |
| 432400 Street Vendor License | - | 20 | - | - | - | - |
| 441100 Sundry Permits | 1,685 | 1,565 | 135 | 1,200 | 1,200 | 1,000 |
| 480100 General Charges for Service | 144 | 117 | 124 | 300 | 300 | 300 |
| 490800 Misc Intergovernmental Charges | 23,634 | - | 122 | 1,000 | 1,000 | 1,000 |
| 501000 Miscellaneous Revenue | 5,080 | 4,910 | 3,730 | 5,000 | 5,000 | 4,800 |
| 503500 Other Reimbursements | 160 | 200 | - | - | - | 200 |
| 508500 Cash Short or Over | 24 | 1 | - | - | - | - |
| TOTAL PROGRAM REVENUES | 279,257 | 226,650 | 154,125 | 214,600 | 214,600 | 219,950 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 490,427 | 511,009 | 165,759 | 564,780 | 564,780 | 557,939 |
| 610500 Overtime Wages | 1,648 | 6,330 | 1,300 | 3,683 | 3,683 | 10,426 |
| 610800 Part-Time Wages | - | 642 | 126 | - | - | - |
| 611000 Other Compensation | 43,723 | 95,809 | 21,614 | 37,298 | 37,298 | 106,868 |
| 611500 Vacation Pay | 47,565 | 48,515 | 13,590 | - | - | - |
| 615000 Fringes | 208,209 | 205,915 | 65,964 | 197,632 | 197,632 | 202,076 |
| TOTAL PERSONNEL | 791,572 | 868,220 | 268,353 | 803,393 | 803,393 | 877,309 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 12,106 | 9,770 | 1,662 | 13,600 | 13,600 | 13,600 |
| 620200 Mileage Reimbursement | - | 239 | - | 200 | 200 | 200 |
| 620400 Tuition Fees | - | 2,488 | 823 | 3,500 | 3,500 | 3,500 |
| 620600 Parking Permits | 3,205 | 3,900 | 4,341 | 2,950 | 2,950 | 2,950 |
| TOTAL TRAINING / TRAVEL | 15,311 | 16,397 | 6,826 | 20,250 | 20,250 | 20,250 |
| Supplies | | | | | | |
| 630100 Office Supplies | 3,147 | 6,017 | 1,350 | 5,900 | 5,900 | 7,200 |
| 630200 Subscriptions | 7,569 | 6,048 | 2,888 | 8,650 | 8,650 | 8,650 |
| 630300 Memberships & Licenses | 2,375 | 4,503 | 130 | 3,500 | 3,500 | 3,500 |
| 630400 Postage\Freight | 50,435 | 55,962 | 32,834 | 52,000 | 52,000 | 52,000 |
| 631603 Other Misc. Supplies | 6,904 | 11,443 | 1,616 | 7,900 | 7,900 | 8,900 |
| 632001 City Copy Charges | 1,420 | 1,437 | 232 | 1,500 | 1,500 | 1,500 |
| 632002 Outside Printing | 31,092 | 5,055 | 274 | 12,200 | 12,200 | 11,900 |
| 632700 Miscellaneous Equipment | 2,000 | - | - | - | - | - |
| TOTAL SUPPLIES | 104,942 | 90,465 | 39,324 | 91,650 | 91,650 | 93,650 |
| Purchased Services | | | | | | |
| 640201 Attorney Fees | 1,312 | - | - | - | - | - |
| 640202 Recording/Filing Fees | 4,720 | 1,322 | 1,384 | 10,100 | 10,100 | 7,100 |
| 640400 Consulting Services | 3,723 | 3,128 | 2,480 | 10,000 | 10,000 | 7,000 |
| 640800 Contractor Fees | 165 | 150 | - | 200 | 200 | 150 |
| 641200 Advertising | 35,898 | 37,070 | 10,732 | 25,500 | 25,500 | 28,500 |
| 641307 Telephone | 1,029 | 618 | 239 | 900 | 900 | 900 |
| 641800 Equip Repairs & Maint | 1,325 | 21,284 | 8,042 | 25,200 | 25,200 | 33,200 |
| 642900 Interfund Allocations | (3,408) | (110) | - | 60 | 60 | 60 |
| 650301 Facility Rent | 1,680 | 3,915 | 1,110 | 2,025 | 2,025 | 3,575 |
| 650302 Equipment Rent | 16,666 | 16,748 | 3,174 | 17,500 | 17,500 | 17,500 |
| 659900 Other Contracts/Obligation | 2,405 | 4,325 | - | 4,500 | 4,500 | 5,500 |
| 662500 Disability Payments | 7,890 | 7,890 | 3,945 | 7,890 | 7,890 | 7,890 |
| TOTAL PURCHASED SVCS | 73,405 | 96,340 | 31,106 | 103,875 | 103,875 | 111,375 |
| TOTAL EXPENSE | 985,230 | 1,071,422 | 345,609 | 1,019,168 | 1,019,168 | 1,102,584 |

**CITY OF APPLETON 2020 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)

| | 2017 Actual | 2018 Actual | 2019 Adopted Budget | 2019 Projected | 2020 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 203 | \$ 272 | \$ 240 | \$ 240 | \$ 180 |
| Expenses | | | | | |
| Program Costs | 6,391 | 6,391 | 6,391 | 6,391 | 6,391 |
| Revenues over (under) Expenses | (6,188) | (6,119) | (6,151) | (6,151) | (6,211) |
| Fund Balance - Beginning | 30,380 | 24,192 | 18,073 | 18,073 | 11,922 |
| Fund Balance - Ending | \$ 24,192 | \$ 18,073 | \$ 11,922 | \$ 11,922 | \$ 5,711 |

**CITY OF APPLETON 2020 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> |
|------------------------------|---------------|-------------|
| No projects planned for 2020 | | |

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 occurred in 2018. Electronic poll books had also been budgeted for 2018, but the purchase was delayed until 2019 and re-budgeted.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| | Program Revenues | \$ - | \$ 114,075 | \$ 124,000 | \$ 124,000 | \$ - | -100.00% |
| | Program Expenses | \$ 82,076 | \$ - | \$ 124,000 | \$ 124,000 | \$ - | -100.00% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Capital Expenditures | 82,076 | - | 124,000 | 124,000 | - | -100.00% |

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

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------------|-------------------|-------------------|-------------------|-------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ - | \$ - | \$ - | \$ - |
| 591000 Proceeds of Long-term Debt | - | 114,075 | 124,000 | 124,000 | - |
| Total Revenue | <u>\$ -</u> | <u>\$ 114,075</u> | <u>\$ 124,000</u> | <u>\$ 124,000</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 680401 Equipment | \$ 82,076 | \$ - | \$ 124,000 | \$ 124,000 | \$ - |
| Total Expense | <u>\$ 82,076</u> | <u>\$ -</u> | <u>\$ 124,000</u> | <u>\$ 124,000</u> | <u>\$ -</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 BUDGET
CITY CENTER
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|--------------------|------------------|------------------|-------------------|----------------|
| Revenues | | | | | |
| State Aids | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | - | - | - | - | - |
| Total Revenues | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | 82,076 | - | 124,000 | 124,000 | - |
| Total Expenses | <u>82,076</u> | <u>-</u> | <u>124,000</u> | <u>124,000</u> | <u>-</u> |
| Revenues over (under) Expenses | (82,076) | - | (124,000) | (124,000) | - |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | 114,075 | 124,000 | 92,001 | - |
| Total Other Financing Sources (Uses) | <u>-</u> | <u>114,075</u> | <u>124,000</u> | <u>92,001</u> | <u>-</u> |
| Net Change in Equity | (82,076) | 114,075 | - | (31,999) | - |
| Fund Balance - Beginning | - | (82,076) | 31,999 | 31,999 | - |
| Residual Equity Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Fund Balance - Ending | <u>\$ (82,076)</u> | <u>\$ 31,999</u> | <u>\$ 31,999</u> | <u>\$ -</u> | <u>\$ -</u> |

CITY OF APPLETON 2020 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Matz

Deputy Director of Human Resources: Jay M. Ratchman

CITY OF APPLETON 2020 BUDGET HUMAN RESOURCES

MISSION STATEMENT

The Human Resource Department will attract, develop, and retain a high-performing, diverse workforce and foster an environment where employees can use their talents to thrive.

DISCUSSION OF SIGNIFICANT 2019 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 2019 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, transition of post-employment health plan (PEHP) to new provider, and educating employees for retirement readiness
- *Expanded health services at the employee Connecting Care Clinic to include a new Health Coach
- *Completed annual personal health risk assessments for employees and spouses
- *Updated the tables of organization, department staffing information and salary charts
- *Continued transition and implementation to Tyler Munis HR and Payroll systems
- *Responded to several large open records requests
- *Updated several HR & safety policies
- *The Healthsmart Team continued to offer lunch n learn sessions every 3-4 months
- *The Healthsmart Team offered fitness tracking program through Mylnertia for all city employees and spouses. New programs were rolled out at least monthly, including a fun challenge with the City of Green Bay.
- *The Healthsmart Team also promoted a Wellness Bingo challenge to keep employees motivated with fitness goals
- *The Healthsmart and Financial Wellness Teams sponsored a Wellness Fair. The fair will include over 20 vendors, various education sessions and skin cancer screenings.
- *Successfully provided information and obtained favorable decisions on contested unemployment compensation claims.

Employee & Labor Relations:

- *Began contract negotiations for a successor labor agreement for Police and Fire unions
- *Assisted a number of employees with FMLA, worker's compensation, career development and a variety of employment related issues

Recruitment:

- *Completed staff transition due to the retirement of the Deputy Director
- *Completed several recruitment processes
- *Completed several internal promotion and lateral transfer processes
- *Coordinated and assisted the Police and Fire Commissions with the selection of several police officer and firefighter candidates
- *Redeveloped the HR Facebook page and worked to promote job announcements through social media
- *Continue to work with the Clerk's office to utilize NEO.gov online application for election workers

Staff Development & Training:

- *Completed compliance training classes for all general employees and supervisors
- *Provided required training programs for all seasonal employees
- *Completed new employee orientation sessions
- *Completed new supervisor orientation sessions
- *Implemented new e-learning courses 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 two administrative professionals events to recognize our administrative professionals
- *Completed three team development sessions for City departments
- *Continued work with the Culture Team to implement action steps to enhance our workplace culture
- *Implemented the new THRIVE Leadership Development Academy for City leaders and aspiring leaders

CITY OF APPLETON 2020 BUDGET HUMAN RESOURCES

MAJOR 2020 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

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
- Facilitate new supervisor orientation sessions
- Conduct seasonal employee training programs
- Coordinate team and individual development opportunities for City employees
- Manage and expand use of online onboarding and offboarding system
- Coordinate and facilitate organizational culture initiatives

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 71 | \$ 244 | \$ - | \$ - | \$ - | N/A |
| Program Expenses | | | | | | | |
| 14010 | HR Compliance | 399,890 | 333,806 | 407,415 | 407,415 | 401,406 | -1.47% |
| 14020 | Talent Acquisition | 201,746 | 218,347 | 204,972 | 204,972 | 187,500 | -8.52% |
| 14040 | Talent Management | 162,507 | 140,326 | 170,729 | 170,729 | 177,166 | 3.77% |
| TOTAL | | \$ 764,143 | \$ 692,479 | \$ 783,116 | \$ 783,116 | \$ 766,072 | -2.18% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 669,790 | 598,900 | 674,382 | 674,382 | 649,098 | -3.75% |
| Training & Travel | | 53,274 | 36,483 | 24,400 | 24,400 | 25,900 | 6.15% |
| Supplies & Materials | | 9,274 | 11,475 | 12,724 | 12,724 | 11,574 | -9.04% |
| Purchased Services | | 31,805 | 45,621 | 71,610 | 71,610 | 79,500 | 11.02% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 6.15 | 6.15 | 6.15 | 6.15 | 6.15 | |

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

CITY OF APPLETON 2020 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: "Responsibly deliver 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:

As noted below, after experiencing a stark increase in health care costs from the fall of 2016 through 2017, costs normalized in 2018 and have remained stable to date. Thus, much smaller increases are being projected for 2019 and 2020.

PERFORMANCE INDICATORS

| | Actual 2017 | Actual 2018 | Target 2019 | Projected 2019 | Target 2020 |
|--|-------------|-------------|-------------|----------------|-------------|
| Client Benefits/Impacts | | | | | |
| Staff Retention | | | | | |
| Regular employees on staff < 1 year | 48 | 47 | 50 | 50 | 50 |
| Regular employees on staff 1-5 years | 155 | 165 | 160 | 160 | 160 |
| Regular employees on staff 6-10 years | 95 | 88 | 100 | 100 | 100 |
| Regular employees on staff 10+ years | 330 | 328 | 320 | 320 | 320 |
| Long-term management of Benefit Programs | | | | | |
| % of increase to medical costs | 17.1% | -20.7% | 10% | 2.0% | 1.5% |
| Strategic Outcomes | | | | | |
| Consistent and understandable employment policies and procedures | | | | | |
| Average leave hours used per employee | | | | | |
| Sick | 8.0 | 10.8 | 8.0 | 8.0 | 8.0 |
| FMLA | 11.4 | 8.1 | 11.0 | 11.0 | 9.0 |
| PTO (sick) | 1.6 | 2.6 | 2.5 | 2.5 | 2.5 |
| Work Process Outputs | | | | | |
| Policy Implementation - # of policies: | | | | | |
| Developed | 1 | 2 | 0 | 0 | 0 |
| Updated | 14 | 11 | 10 | 10 | 10 |
| Fringe Benefits | | | | | |
| # of contracts under negotiation | 1 | 1 | 2 | 2 | 0 |
| # of new fringe benefits | 0 | 2 | 0 | 0 | 0 |
| # of modified fringe benefits | 6 | 3 | 1 | 1 | 1 |

CITY OF APPLETON 2020 BUDGET

HUMAN RESOURCES

Human Resources Compliance and Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 71 | \$ 244 | \$ - | \$ - | \$ - |
| Total Revenue | <u>\$ 71</u> | <u>\$ 244</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 285,217 | \$ 239,267 | \$ 287,312 | \$ 287,312 | \$ 281,177 |
| 610500 Overtime Wages | 339 | 761 | - | - | - |
| 615000 Fringes | 102,825 | 79,836 | 102,373 | 102,373 | 102,899 |
| 620100 Training/Conferences | 179 | - | - | - | - |
| 620600 Parking Permits | 2,155 | 2,085 | 1,900 | 1,900 | 1,900 |
| 630100 Office Supplies | 914 | 1,034 | 1,000 | 1,000 | 1,000 |
| 630200 Subscriptions | 836 | 1,327 | 1,565 | 1,565 | 1,195 |
| 630300 Memberships & Licenses | 479 | 615 | 390 | 390 | 420 |
| 630500 Awards & Recognition | - | 40 | 92 | 92 | 92 |
| 630700 Food & Provisions | 202 | 237 | 123 | 123 | 123 |
| 631500 Books & Library Materials | - | 21 | - | - | - |
| 632001 City Copy Charges | 3,248 | 5,051 | 4,100 | 4,100 | 4,300 |
| 632002 Outside Printing | 470 | 176 | 400 | 400 | 200 |
| 632700 Miscellaneous Equipment | 594 | - | 500 | 500 | 500 |
| 640400 Consulting Services | 1,587 | 2,965 | 7,000 | 7,000 | 7,000 |
| 641307 Telephone | 711 | 348 | 550 | 550 | 500 |
| 659900 Other Contracts/Obligation | 134 | 43 | 110 | 110 | 100 |
| Total Expense | <u>\$ 399,890</u> | <u>\$ 333,806</u> | <u>\$ 407,415</u> | <u>\$ 407,415</u> | <u>\$ 401,406</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely, effective assistance to departments in filling vacancies | | | | | |
| % of Program Managers who reported being satisfied or very satisfied | New Measure | New Measure | 100% | 100% | 100% |
| Strategic Outcomes | | | | | |
| City operates more efficiently | | | | | |
| # of open positions throughout year (includes transfers & promotions) | 133 | 70 | 120 | 120 | 100 |
| # staff turnover | 85 | 70 | 80 | 80 | 80 |
| Work Process Outputs | | | | | |
| Candidate recruitment | | | | | |
| # of positions posted internally | 17 | 14 | 20 | 20 | 18 |
| # of positions advertised externally | 74 | 56 | 70 | 70 | 70 |
| # of telephone interviews | 38 | 41 | 35 | 35 | 40 |
| # of face to face interviews | 405 | 440 | 475 | 475 | 425 |
| # of candidates tested | 230 | 317 | 220 | 220 | 275 |

**CITY OF APPLETON 2020 BUDGET
HUMAN RESOURCES**

Talent Acquisition and Retention

Business Unit 14020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 111,359 | \$ 120,943 | \$ 106,642 | \$ 106,642 | \$ 91,917 |
| 610500 Overtime Wages | 31 | 559 | - | - | - |
| 615000 Fringes | 50,057 | 50,999 | 49,676 | 49,676 | 48,228 |
| 620100 Training/Conferences | - | - | - | - | - |
| 620500 Employee Recruitment | 9,810 | 19,000 | 13,500 | 13,500 | 15,000 |
| 630300 Memberships & Licenses | 254 | 264 | 404 | 404 | 55 |
| 630700 Food & Provisions | 862 | 465 | 1,500 | 1,500 | 1,100 |
| 640400 Consulting Services | 22,747 | 20,297 | 25,000 | 25,000 | 25,000 |
| 641200 Advertising | 6,326 | 5,704 | 8,000 | 8,000 | 6,000 |
| 641307 Telephone | 300 | 116 | 250 | 250 | 200 |
| Total Expense | <u>\$ 201,746</u> | <u>\$ 218,347</u> | <u>\$ 204,972</u> | <u>\$ 204,972</u> | <u>\$ 187,500</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|-------------------------------|------------------|
| Pre-employment physicals | \$ 9,000 |
| Pre-employment psychologicals | 13,250 |
| Pre-employment polygraphs | 2,750 |
| | <u>\$ 25,000</u> |

CITY OF APPLETON 2020 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: "Responsibly deliver 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 classes for all employees
- Coordinate and facilitate supervisory training
- Maintain City-wide training/tracking database
- Create and manage e-learning courses
- Facilitate staff and team development sessions
- Deliver organizational development training
- Conduct new employee orientation program
- 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 programs, including individual development plans and mentoring program
- 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 and action plans

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely, resourceful training provided | | | | | |
| % employees reported very satisfied | 72% | 74% | 70% | 70% | 70% |
| % employees reported satisfied | 25% | 26% | 30% | 30% | 30% |
| % employees reported not satisfied | 3% | 0% | 0% | 0% | 0% |
| Strategic Outcomes | | | | | |
| % of employees trained on required topics | 96% | 98% | 99% | 99% | 99% |
| Work Process Outputs | | | | | |
| Training programs conducted | | | | | |
| Number of training topics covered at required classes | 26 | 31 | 26 | 26 | 27 |
| Avg. number participants per session | 29 | 25 | 27 | 27 | 28 |

CITY OF APPLETON 2020 BUDGET

HUMAN RESOURCES

Talent Management and Development

Business Unit 14040

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 86,216 | \$ 77,110 | \$ 89,916 | \$ 89,916 | \$ 86,378 |
| 610500 Overtime Wages | 178 | 185 | - | - | - |
| 615000 Fringes | 33,568 | 29,239 | 38,463 | 38,463 | 38,499 |
| 620100 Training/Conferences | 41,130 | 15,398 | 9,000 | 9,000 | 9,000 |
| 630300 Memberships & Licenses | - | - | 250 | 250 | 289 |
| 630700 Food & Provisions | 1,415 | 2,245 | 2,400 | 2,400 | 2,300 |
| 640400 Consulting Services | - | 15,569 | 30,000 | 30,000 | 40,000 |
| 659900 Other Contracts/Obligation | - | 580 | 700 | 700 | 700 |
| Total Expense | <u>\$ 162,507</u> | <u>\$ 140,326</u> | <u>\$ 170,729</u> | <u>\$ 170,729</u> | <u>\$ 177,166</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|---------------------------------|------------------|
| Supervisor Development Training | \$ 4,000 |
| Culture/Engagement | 3,500 |
| Mentoring Program | 2,000 |
| Organizational development | 2,000 |
| E-Learning/Onboarding | 500 |
| Leadership Development | 13,000 |
| Fire strategic plan development | 10,000 |
| Talent Management Program (EQ) | 5,000 |
| | <u>\$ 40,000</u> |

**CITY OF APPLETON 2020 BUDGET
HUMAN RESOURCES**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|------------------------------------|----------------|----------------|--------------------|------------------|---------------------|----------------|
| Charges for Services | | | | | | |
| 480100 General Charges for Service | 71 | 244 | 16 | - | - | - |
| TOTAL PROGRAM REVENUES | 71 | 244 | 16 | - | - | - |
| Salaries | | | | | | |
| 610100 Regular Salaries | 482,791 | 437,320 | 143,597 | 483,870 | 483,870 | 459,472 |
| 610500 Overtime Wages | 549 | 1,505 | 1,582 | - | - | - |
| 615000 Fringes | 186,450 | 160,075 | 55,410 | 190,512 | 190,512 | 189,626 |
| TOTAL PERSONNEL | 669,790 | 598,900 | 200,589 | 674,382 | 674,382 | 649,098 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 41,309 | 15,398 | 3,301 | 9,000 | 9,000 | 9,000 |
| 620500 Employee Recruitment | 9,810 | 19,000 | 4,873 | 13,500 | 13,500 | 15,000 |
| 620600 Parking Permits | 2,155 | 2,085 | 1,620 | 1,900 | 1,900 | 1,900 |
| TOTAL TRAINING / TRAVEL | 53,274 | 36,483 | 9,794 | 24,400 | 24,400 | 25,900 |
| Supplies | | | | | | |
| 630100 Office Supplies | 914 | 1,034 | 335 | 1,000 | 1,000 | 1,000 |
| 630200 Subscriptions | 836 | 1,327 | 1,195 | 1,565 | 1,565 | 1,195 |
| 630300 Memberships & Licenses | 733 | 879 | 775 | 1,044 | 1,044 | 764 |
| 630500 Awards & Recognition | - | 40 | - | 92 | 92 | 92 |
| 630700 Food & Provisions | 2,479 | 2,947 | 358 | 4,023 | 4,023 | 3,523 |
| 631500 Books & Library Materials | - | 21 | - | - | - | - |
| 632001 City Copy Charges | 3,248 | 5,051 | 1,509 | 4,100 | 4,100 | 4,300 |
| 632002 Outside Printing | 470 | 176 | 38 | 400 | 400 | 200 |
| 632700 Miscellaneous Equipment | 594 | - | - | 500 | 500 | 500 |
| TOTAL SUPPLIES | 9,274 | 11,475 | 4,210 | 12,724 | 12,724 | 11,574 |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 24,334 | 38,831 | 13,460 | 62,000 | 62,000 | 72,000 |
| 641200 Advertising | 6,326 | 5,704 | 2,295 | 8,000 | 8,000 | 6,000 |
| 641307 Telephone | 1,011 | 463 | 197 | 800 | 800 | 700 |
| 659900 Other Contracts/Obligation | 134 | 623 | - | 810 | 810 | 800 |
| TOTAL PURCHASED SVCS | 31,805 | 45,621 | 15,952 | 71,610 | 71,610 | 79,500 |
| TOTAL EXPENSE | 764,143 | 692,479 | 230,545 | 783,116 | 783,116 | 766,072 |

CITY OF APPLETON 2020 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Matz

Deputy Director of Human Resources: Jay M. Ratchman

CITY OF APPLETON 2020 BUDGET RISK MANAGEMENT

MISSION STATEMENT

To maximize the City's overall mission by eliminating, reducing or minimizing risk exposures through the use of innovative risk control, claims management, risk financing, regulatory compliance and a variety of programs designed to provide a safe and healthy workplace and community.

DISCUSSION OF SIGNIFICANT 2019 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2019 include:

*Hired a new Risk Manager.

*Completed safety and compliance 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.

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

*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.

*Began using the Tyler Munis software to track work injuries and streamlined entry process for this information being sent to third-party administrator.

*Reviewed close to 100 special events to assure adequate risk transfer to the event sponsor.

*Worked with the IT Department and CEA to develop method to ensure new city assets (vehicles, equipment, etc.) are added adequately and timely to City's property insurance.

*Completed risk training including multiple general employee training sessions on accident reporting and investigation, and supervisor training sessions on accident investigation and contractual risk transfer basics.

*Reviewed over 100 City service and construction contracts to ensure adequate risk transfer to the applicable contractor/vendor.

*Provided information during General Employee and Supervisor training on recent municipal cyber attacks from phishing and free prevention training offered through the City's liability insurance company (CVMIC).

*Reviewed and suggested changes to the Accident and Incident Reporting Policy, and Volunteer Policy.

*Developed draft Silica Safety Policy in accordance with applicable safety regulations.

*Developed insurance requirement template for various Parks and Recreation service programs.

*Completed safety audits at multiple locations.

*Worked closely with the City's insurance carrier and selected contractors to expedite large property loss due to fire in Yellow parking ramp elevators.

*Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2019, \$8,883 has been recovered for losses that occurred in 2019 with an additional \$8,715 in damages still awaiting recovery.

*Assisted in streamlining the risk management onboarding process for seasonal employees and volunteers.

*Shared information with the applicable departments on several on-line defensive driving courses offered for free by the City's excess worker's compensation carrier.

*Worked with the Parks Department to update their facility reservation process to include several relevant risk management principles.

CITY OF APPLETON 2020 BUDGET RISK MANAGEMENT

MAJOR 2020 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

Continue to stay aware of changing safety regulations to ensure the City is in compliance

Continue to work with the Attorney's Office and applicable departments to review construction and service contracts to ensure proper risk transfer to the applicable contractor/vendor

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|---------------------------------|--------------|--------------|--------------|--------------|--------------|----------|
| Programs | | Actual | | | Budget | | % |
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 1,797,442 | \$ 1,693,521 | \$ 1,593,655 | \$ 1,593,655 | \$ 1,602,713 | 0.57% |
| Program Expenses | | | | | | | |
| 6210 | Property & Liability Mgt. | 1,279,495 | 1,228,746 | 1,418,693 | 1,418,693 | 1,423,217 | 0.32% |
| 6220 | Loss Control | 159,500 | 165,874 | 174,962 | 174,962 | 179,496 | 2.59% |
| Total Program Expenses | | \$ 1,438,995 | \$ 1,394,620 | \$ 1,593,655 | \$ 1,593,655 | \$ 1,602,713 | 0.57% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 357,979 | 354,812 | 375,226 | 375,226 | 396,224 | 5.60% |
| | Training & Travel | 12,412 | 11,286 | 8,580 | 8,580 | 8,580 | 0.00% |
| | Supplies & Materials | 4,683 | 5,662 | 5,803 | 5,803 | 6,103 | 5.17% |
| | Purchased Services | 509,472 | 575,416 | 504,046 | 504,046 | 556,806 | 10.47% |
| | Miscellaneous Expense | 554,449 | 447,444 | 700,000 | 700,000 | 635,000 | -9.29% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 2.98 | 2.98 | 2.98 | 2.98 | 2.98 | |

CITY OF APPLETON 2020 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: "Responsibly deliver 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
- Review City contracts for adequate insurance requirements and proof of insurance
- Thoroughly review and process all property/casualty losses to reduce the City's total cost of risk
- Review special events for potential liability exposures, insurance requirements and proof of insurance (if required)

Major changes in Revenue, Expenditures, or Programs:

The increase in insurance premiums is due mainly to the increase in package property insurance in 2020. This increase is driven by two main causes: a) the City's large property loss at the Yellow Ramp (elevator fire) in 2019; and b) property re-insurers paying out large sums of money for weather-related (tornadoes, fires and flooding) property claims nationwide which has caused them, in turn, to raise their property re-insurance rates for 2020.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Insurance Costs | | | | | |
| Average workers' compensation costs per claim* | \$ 6,785 | \$ 3,305 | \$ 8,000 | \$ 8,000 | \$ 7,000 |
| Avg cost per general liability claim* | \$ 188 | \$ 58 | \$ 400 | \$ 400 | \$ 400 |
| Avg cost per auto liability claim* | \$ 1,616 | \$ 1,261 | \$ 2,000 | \$ 2,000 | \$ 2,000 |
| Strategic Outcomes | | | | | |
| Minimize claims expense | | | | | |
| \$ value of claims paid* | \$ 461,718 | \$ 166,378 | \$ 450,000 | \$ 450,000 | \$ 450,000 |
| \$ value of subrogation recovery* | \$ 20,542 | \$ 16,125 | \$ 25,000 | \$ 25,000 | \$ 25,000 |
| Work Process Outputs | | | | | |
| Insurance Coverage Maintenance | | | | | |
| # of insurance policy renewals | 9 | 10 | 10 | 10 | 10 |
| # of new insurance policies purchased | 2 | 0 | 0 | 0 | 0 |
| Number of claims filed | | | | | |
| General liability | 48 | 45 | 40 | 40 | 45 |
| Auto liability | 24 | 25 | 20 | 20 | 25 |
| Workers' comp - lost time | 6 | 3 | 5 | 5 | 5 |
| Workers' comp - medical only | 55 | 37 | 40 | 40 | 40 |
| Number of special events reviewed | New measure → | | | | 100 |
| Number of contracts reviewed | New measure → | | | | 200 |

* Initial claims in year presented only

**CITY OF APPLETON 2020 BUDGET
RISK MANAGEMENT**

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 77 | \$ 1,856 | \$ - | \$ - | \$ - |
| 480100 General Charges for Service | 1,721,859 | 1,633,035 | 1,544,553 | 1,544,553 | 1,550,438 |
| 500400 Sale of City Property | 775 | - | - | - | - |
| 503500 Other Reimbursements | 70,175 | 56,803 | 49,102 | 49,102 | 52,275 |
| 508200 Insurance Proceeds | 4,556 | 1,827 | - | - | - |
| Total Revenue | \$ 1,797,442 | \$ 1,693,521 | \$ 1,593,655 | \$ 1,593,655 | \$ 1,602,713 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 159,747 | \$ 159,936 | \$ 168,733 | \$ 168,733 | \$ 182,669 |
| 610500 Overtime Wages | 4 | 419 | - | - | - |
| 615000 Fringes | 67,188 | 56,841 | 59,109 | 59,109 | 61,662 |
| 620600 Parking Permits | 1,260 | 1,050 | 1,080 | 1,080 | 1,080 |
| 630100 Office Supplies | 731 | 980 | 1,200 | 1,200 | 1,000 |
| 632700 Miscellaneous Equipment | - | - | 300 | 300 | 300 |
| 640100 Accounting/Audit Fees | 1,674 | 1,840 | 1,470 | 1,470 | 1,500 |
| 640300 Bank Service Fees | - | 33 | - | - | - |
| 640400 Consulting Services | 12,491 | 5,000 | 12,500 | 12,500 | - |
| 650100 Insurance | 481,951 | 555,203 | 474,301 | 474,301 | 540,006 |
| 662600 Uninsured Losses | 146,645 | 59,099 | 120,000 | 120,000 | 120,000 |
| 662700 Uninsured Losses - W/C | 407,804 | 388,345 | 580,000 | 580,000 | 515,000 |
| Total Expense | \$ 1,279,495 | \$ 1,228,746 | \$ 1,418,693 | \$ 1,418,693 | \$ 1,423,217 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Insurance

| | |
|------------------------------|-------------------|
| Liability | \$ 106,818 |
| Excess liability | 14,810 |
| Employment practice | 26,929 |
| Equipment breakdown | 7,816 |
| Package property | 254,600 |
| Auto physical damage | 34,743 |
| Excess workers' compensation | 94,290 |
| | <u>\$ 540,006</u> |

Uninsured Losses

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

Uninsured Losses - WC

| | |
|------------------|-------------------|
| Medical payments | \$ 515,000 |
| | <u>\$ 515,000</u> |

CITY OF APPLETON 2020 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: "Responsibly deliver 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 applicable 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:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Safety and loss prevention knowledge | | | | | |
| # of people who attended safety training classes | 174 | 178 | 165 | 165 | 165 |
| Strategic Outcomes | | | | | |
| Convenient, understandable safety policies & procedures | | | | | |
| # of safety inspections conducted | 126 | 129 | 130 | 130 | 130 |
| # of respirator fit tests conducted | New measure | | | → | 110 |
| # of hearing audiograms conducted | New measure | | | → | 265 |
| # of field site safety audits conducted | New measure | | | → | 6 |
| # of safety committee meetings attended or facilitated | New measure | | | → | 80 |
| # of safety policies reviewed | New measure | | | → | 5 |
| # of safety/loss prevention policies audited | New measure | | | → | 5 |
| Work Process Outputs | | | | | |
| Employees Educated | | | | | |
| # of topics covered during each safety class | 21 | 18 | 20 | 20 | 20 |
| Avg employees per session | 28 | 26 | 27 | 27 | 27 |

**CITY OF APPLETON 2020 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 94,690 | \$ 100,174 | \$ 108,001 | \$ 108,001 | \$ 110,574 |
| 610500 Overtime Wages | 60 | 161 | - | - | - |
| 615000 Fringes | 36,290 | 37,281 | 39,383 | 39,383 | 41,319 |
| 620100 Training/Conferences | 11,152 | 10,236 | 7,500 | 7,500 | 7,500 |
| 630300 Memberships & Licenses | 110 | 220 | 210 | 210 | 210 |
| 630500 Awards & Recognition | (25) | - | 140 | 140 | 140 |
| 630700 Food & Provisions | 1,358 | 1,490 | 1,453 | 1,453 | 1,453 |
| 631500 Books & Library Materials | 61 | - | 150 | 150 | 150 |
| 632001 City Copy Charges | 2,456 | 2,680 | 2,000 | 2,000 | 2,300 |
| 632002 Outside Printing | - | 208 | - | - | 200 |
| 632300 Safety Supplies | (8) | 84 | 100 | 100 | 100 |
| 632700 Miscellaneous Equipment | - | - | 250 | 250 | 250 |
| 640400 Consulting Services | 11,405 | 11,463 | 14,000 | 14,000 | 13,400 |
| 641307 Telephone | 151 | 77 | 125 | 125 | 100 |
| 659900 Other Contracts/Obligation | 1,800 | 1,800 | 1,650 | 1,650 | 1,800 |
| Total Expense | <u>\$ 159,500</u> | <u>\$ 165,874</u> | <u>\$ 174,962</u> | <u>\$ 174,962</u> | <u>\$ 179,496</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
RISK MANAGEMENT**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 77 | 941 | 51 | - | - | - |
| 471500 Gain/Loss on Investment | - | (45) | (2) | - | - | - |
| 471600 Unrealized Gains/Losses | - | 960 | 24 | - | - | - |
| 480100 General Charges for Service | 1,721,859 | 1,633,035 | 10,815 | 1,544,553 | 1,544,553 | 1,550,438 |
| 500400 Sale of City Property | 775 | - | - | - | - | - |
| 502000 Donations & Memorials | - | - | 10,000 | - | - | - |
| 503500 Other Reimbursements | 70,175 | 56,803 | 49,253 | 49,102 | 49,102 | 52,275 |
| 508200 Insurance Proceeds | 4,556 | 1,827 | 213 | - | - | - |
| TOTAL PROGRAM REVENUES | <u>1,797,442</u> | <u>1,693,521</u> | <u>70,354</u> | <u>1,593,655</u> | <u>1,593,655</u> | <u>1,602,713</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 254,437 | 260,110 | 99,954 | 276,734 | 276,734 | 293,243 |
| 610500 Overtime Wages | 64 | 580 | 911 | - | - | - |
| 615000 Fringes | 86,320 | 87,974 | 35,296 | 98,492 | 98,492 | 102,981 |
| 617000 Pension Expense | 17,158 | 5,756 | - | - | - | - |
| 617100 OPEB Expense | - | 392 | - | - | - | - |
| TOTAL PERSONNEL | <u>357,979</u> | <u>354,812</u> | <u>136,161</u> | <u>375,226</u> | <u>375,226</u> | <u>396,224</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 11,152 | 10,236 | 81 | 7,500 | 7,500 | 7,500 |
| 620600 Parking Permits | 1,260 | 1,050 | 1,295 | 1,080 | 1,080 | 1,080 |
| TOTAL TRAINING / TRAVEL | <u>12,412</u> | <u>11,286</u> | <u>1,376</u> | <u>8,580</u> | <u>8,580</u> | <u>8,580</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 731 | 980 | 454 | 1,200 | 1,200 | 1,000 |
| 630300 Memberships & Licenses | 110 | 220 | 100 | 210 | 210 | 210 |
| 630500 Awards & Recognition | (25) | - | - | 140 | 140 | 140 |
| 630700 Food & Provisions | 1,358 | 1,490 | 1,193 | 1,453 | 1,453 | 1,453 |
| 631500 Books & Library Materials | 61 | - | - | 150 | 150 | 150 |
| 632001 City Copy Charges | 2,456 | 2,680 | 788 | 2,000 | 2,000 | 2,300 |
| 632002 Outside Printing | - | 208 | - | - | - | 200 |
| 632300 Safety Supplies | (8) | 84 | - | 100 | 100 | 100 |
| 632700 Miscellaneous Equipment | - | - | 565 | 550 | 550 | 550 |
| TOTAL SUPPLIES | <u>4,683</u> | <u>5,662</u> | <u>3,100</u> | <u>5,803</u> | <u>5,803</u> | <u>6,103</u> |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 1,674 | 1,840 | - | 1,470 | 1,470 | 1,500 |
| 640300 Bank Service Fees | - | 33 | 1 | - | - | - |
| 640400 Consulting Services | 23,896 | 16,463 | 11,486 | 26,500 | 26,500 | 13,400 |
| 641307 Telephone | 151 | 77 | 32 | 125 | 125 | 100 |
| 650100 Insurance | 481,951 | 555,203 | 413,564 | 474,301 | 474,301 | 540,006 |
| 659900 Other Contracts/Obligation | 1,800 | 1,800 | 1,800 | 1,650 | 1,650 | 1,800 |
| TOTAL PURCHASED SVCS | <u>509,472</u> | <u>575,416</u> | <u>426,883</u> | <u>504,046</u> | <u>504,046</u> | <u>556,806</u> |
| Miscellaneous Expense | | | | | | |
| 662600 Uninsured Losses | 146,645 | 59,099 | 50,233 | 120,000 | 120,000 | 120,000 |
| 662700 Uninsured Losses - Workers Cor | 407,804 | 388,345 | 195,087 | 580,000 | 580,000 | 515,000 |
| TOTAL MISCELLANEOUS | <u>554,449</u> | <u>447,444</u> | <u>245,320</u> | <u>700,000</u> | <u>700,000</u> | <u>635,000</u> |
| TOTAL EXPENSE | <u>1,438,995</u> | <u>1,394,620</u> | <u>812,840</u> | <u>1,593,655</u> | <u>1,593,655</u> | <u>1,602,713</u> |

CITY OF APPLETON 2020 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|--|------------------|-------------------|-------------------|-------------------|-------------------|
| Charges for Services | \$ 1,721,859 | \$ 1,633,035 | \$ 1,544,553 | \$ 1,555,400 | \$ 1,550,438 |
| Other | 70,175 | 56,803 | 49,102 | 59,250 | 52,275 |
| Total Revenues | <u>1,792,034</u> | <u>1,689,838</u> | <u>1,593,655</u> | <u>1,614,650</u> | <u>1,602,713</u> |
| Expenses | | | | | |
| Litigation Fees | - | - | - | - | - |
| Other Operating Expenses | 1,438,995 | 1,394,620 | 1,593,655 | 1,565,000 | 1,602,713 |
| Total Expenses | <u>1,438,995</u> | <u>1,394,620</u> | <u>1,593,655</u> | <u>1,565,000</u> | <u>1,602,713</u> |
| Operating Income (Loss) | 353,039 | 295,218 | - | 49,650 | - |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 77 | 1,856 | - | 250 | - |
| Other Non-Operating Income | 775 | 550 | - | - | - |
| Insurance Proceeds - Fox River | 4,556 | 1,277 | - | 500 | - |
| Total Non-Operating | <u>5,408</u> | <u>3,683</u> | <u>-</u> | <u>750</u> | <u>-</u> |
| Change in Net Assets | 358,447 | 298,901 | - | 50,400 | - |
| Fund Balance - Beginning | <u>(278,714)</u> | <u>55,772</u> * | <u>354,673</u> | <u>354,673</u> | <u>405,073</u> |
| Fund Balance - Ending | <u>\$ 79,733</u> | <u>\$ 354,673</u> | <u>\$ 354,673</u> | <u>\$ 405,073</u> | <u>\$ 405,073</u> |

* as restated per new pension standards

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 224,375 | \$ 274,775 |
| + Change in Net Assets | 50,400 | - |
| Working Cash - End of Year | <u>\$ 274,775</u> | <u>\$ 274,775</u> |

CITY OF APPLETON 2020 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2020 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 2019 EVENTS

- * Industrial development saw a continued increase in 2019. New Morning Coffee Roasters purchased 4.21 acres in Southpoint Commerce Park and an additional four purchase contracts were approved by the Common Council totaling 89.25 acres. Becknell Industrial completed construction of their 200,000 square foot warehouse building in 2019 that will be leased to Veritiv. The City repurchased 1.44 acres in the Northeast Business Park from Onstage Audio, giving the City additional inventory in that area. Another contract is pending for 2.92 acres in the Northeast Business Park.
- * Staff continued collaboration with US Venture to construct their headquarters on Bluff Site 1 as well as Commercial Horizons on the proposed mixed-use library and mixed use development for Soldiers Square Ramp area and Bluff Site 2. Staff also continued to work with Milwaukee View on their redevelopment of the historic Zuelke Building.
- * Downtown Appleton saw the announcement and commencement of several new residential and mixed-use residential developments, furthering the City's goal of creating over 465 new residential units in the downtown per the City's Comprehensive Plan 2010-2030. These projects included the historic renovation and new construction of Gabriel Lofts (21 units), new construction by Tadyach Investments on the former Northshore Bank Building property (28 units), and new construction for Avant Apartments LLC (36 units) just north of the Heid Music property along Durkee and Washington Streets. All three of these projects are anticipated at market rate rents. The proposal for historic preservation and redevelopment at the Appleton Post-Crescent property at 306 W. Washington was also announced in July, 2019 with the anticipation of another 60+ units at affordable rental rates per the WHEDA tax credit program.
- * The department continues to work and communicate with the business community 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 2019, with highlights that include increased mixed-use and residential development in downtown and along the Fox River, utilizing CBD zoning in other areas of the City, new growth and officially mapped roadways on the north side, and assigning names to alleys.
- * Staff partnered with East Central Wisconsin Regional Planning Commission (ECWRPC) in meeting a new statutory requirement for the preparation of a Housing Affordability Report and a Housing Fee Report. Both reports are expected to be completed by the end of 2019.
- * Staff continued to work 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 in 2018, and the site plan and CSM were submitted in 2019.
- * To promote historic preservation efforts, staff drafted and presented changes to the Historic Preservation Ordinance in response to Wisconsin State Statute Amendments pursuant to 2015 Wisconsin Act 176 and 2017 Wisconsin Act 317. Also, the Historic Preservation Commission recommended approval of the Appleton Post-Crescent Building to the National Register of Historic Places. When this building is officially listed on the National Register of Historic Places, this property would be entitled to the benefits and protection of the National Historic Preservation Act of 1966.
- * A Citywide Revaluation of all 23,000 residential properties (1 - 3 family homes) was successfully completed. We revalue all property to 100% of market value at least once every five years to re-establish equity. Since the 2014 revaluation, home sale prices had increased greatly, thereby requiring assessment increases in the range of 20% for many properties. Project steps included rental data collection, sales validation, statistical analysis, computerized modeling, public relations, and the individual review of all 23,000 values. This large project was completed in-house with little overtime.
- * The City's equalized value increased by 7.57% in 2019 from \$5,443,435,200 to \$5,855,356,700 ahead of the Statewide gain of 5.72%.
- * Business enhancement grants from TIF District #12 were fully utilized in 2019 with \$42,000 awarded, while TIF District #11 is accepting final applications for the balance of the \$42,000 after committing \$28,000 by July, 2019. These funds leveraged another \$206,388 in private investment.
- * During the first half of 2019, the site plan review team has approved approximately 21 multi-family dwelling units, 43,000 square feet of industrial space, 8,300 square feet of commercial space, and 13,800 square feet of institutional space.
- * Staff facilitated and approved the Spartan Drive/Meade Street, Lucht, and Cypress Homes annexations, resulting in roughly 8.6 acres of land being annexed.
- * The City had approximately 239 single family residential lots platted and available for sale starting in 2019. Final plat approval resulted in the recording of an additional 123 residential lots, including Apple Ridge and North Edgewood Estates. The City still has several acres of planned, unplatted land available for single family development.
- * Appleton GIS software provider (ESRI) is undergoing a major platform shift away from its long-term core program ArcMap to a new product called ArcPro. Migration to ArcPro by the core GIS staff has begun along with planning for the migration by other GIS users. The change will effect internal procedures, run nightly scripts, as well as increase demands on hardware to run the larger more powerful ArcPro.
- * The GIS team continues to expand and implement the use of GIS tools for field use. All older applications have been upgraded to the latest mobile technology allowing users to access new tools and functionality while in the process of collecting data in the field. Additionally, many new applications are being developed to streamline the workflow from the field to the office.
- * Staff organized two neighborhood sessions in spring and fall, providing informal "roundtable" discussions to share information about the neighborhood program and grants, and for peer sharing. The West Appleton Neighborhood was granted funding through the Neighborhood Grant Program to support a neighborhood survey, launch event, and back to school event.
- * The newly formed Appleton Public Arts Committee has begun meeting and is excited for the opportunity to review upcoming projects.

CITY OF APPLETON 2020 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2020 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 the % increase of net new construction at the Statewide average each year.
- * Sell four acres of business park land.
- * Continue the on-going process of a comprehensive re-write of the Zoning Ordinance and amendment 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, Appleton Public Arts Committee, 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.
- * Create efficiencies by fully implementing new assessment software. New on-line scheduling software will be made available to the public this fall to reduce incoming phone calls to the Assessor's office. In addition, we will be implementing the more advanced features of our 2017 mass appraisal system. These advanced features, including the mobile data collection and commercial pricing applications, will create efficiencies and data consistency.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|---------------------|--------------|--------------|--------------|--------------|-----------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 20,870 | \$ 20,030 | \$ 18,350 | \$ 18,350 | \$ 18,350 | 0.00% |
| Program Expenses | | | | | | | |
| 15010 | Administration | 525,860 | 508,685 | 575,958 | 575,958 | 585,949 | 1.73% |
| 15020 | Planning | 273,584 | 279,651 | 282,978 | 282,978 | 278,125 | -1.71% |
| 15030 | Marketing | 173,459 | 149,586 | 141,658 | 158,183 | 173,819 | 22.70% |
| 15040 | New & Redevelopment | 182,186 | 185,288 | 212,456 | 241,479 | 215,995 | 1.67% |
| 15050 | Assessing | 566,540 | 567,128 | 578,599 | 578,599 | 590,080 | 1.98% |
| TOTAL | | \$ 1,721,629 | \$ 1,690,338 | \$ 1,791,649 | \$ 1,837,197 | 1,843,968 | 2.92% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,582,063 | 1,588,176 | 1,662,680 | 1,662,680 | 1,685,250 | 1.36% |
| Training & Travel | | 22,567 | 15,764 | 17,000 | 17,000 | 16,800 | -1.18% |
| Supplies & Materials | | 23,113 | 17,984 | 24,289 | 24,289 | 24,289 | 0.00% |
| Purchased Services | | 93,886 | 68,414 | 87,680 | 133,228 | 117,629 | 34.16% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 16.81 | 16.87 | 16.97 | 16.97 | 16.97 | |

CITY OF APPLETON 2020 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

Administration

Business Unit 15010

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: "Responsibly deliver 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:

- Develop policies, procedures and processes, and perform required 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.

As GIS continues to expand and more users are working with tools and applications, the need to support these users continues to grow. The new performance measurement below was introduced to accurately capture the number of users GIS staff supports each year.

Printing costs include all copies made by City departments on the 5th floor color copier machine in Community and Economic Development.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Employee retention | | | | | |
| % staff turnover | 6% | 0% | 0% | 0% | 0% |
| Accurate and useful information | | | | | |
| # of layers edited (GIS) | 1,080 | 975 | 800 | 800 | 800 |
| Strategic Outcomes | | | | | |
| Quality training to support staff performance | | | | | |
| % of training courses completed | 100% | 100% | 100% | 100% | 100% |
| # of technical support calls/emails handled by GIS team | new measurement → | | | 250 | 500 |
| Work Process Outputs | | | | | |
| Annual performance evaluations completed | | | | | |
| % complete | 100% | 100% | 100% | 100% | 100% |
| Increase efficiency & effectiveness of City by using GIS | | | | | |
| # of GIS projects | 471 | 460 | 250 | 250 | 250 |

**CITY OF APPLETON 2020 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 15010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 3,445 | \$ 605 | \$ 350 | \$ 350 | \$ 350 |
| Total Revenue | <u>\$ 3,445</u> | <u>\$ 605</u> | <u>\$ 350</u> | <u>\$ 350</u> | <u>\$ 350</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 334,064 | \$ 337,433 | \$ 374,617 | \$ 374,617 | \$ 381,373 |
| 610500 Overtime Wages | 1,088 | 1,448 | - | - | - |
| 615000 Fringes | 145,153 | 137,710 | 161,247 | 161,247 | 164,482 |
| 620100 Training/Conferences | 12,928 | 6,903 | 8,240 | 8,240 | 8,240 |
| 620600 Parking Permits | 7,350 | 7,260 | 7,260 | 7,260 | 7,260 |
| 630100 Office Supplies | 2,287 | 1,949 | 2,244 | 2,244 | 2,244 |
| 630200 Subscriptions | 400 | 543 | 500 | 500 | 500 |
| 630300 Memberships & Licenses | 2,310 | 3,012 | 3,200 | 3,200 | 3,200 |
| 630500 Awards & Recognition | 256 | 181 | 270 | 270 | 270 |
| 630700 Food & Provisions | 409 | 400 | 450 | 450 | 450 |
| 631500 Books & Library Materials | 143 | - | 75 | 75 | 75 |
| 632001 City Copy Charges | 13,178 | 8,200 | 13,550 | 13,550 | 13,550 |
| 632002 Outside Printing | 527 | 804 | - | - | - |
| 632700 Miscellaneous Equipment | 158 | - | 200 | 200 | 200 |
| 641200 Advertising | 2,871 | 1,104 | 1,333 | 1,333 | 1,333 |
| 641307 Telephone | 1,603 | 734 | 1,332 | 1,332 | 1,332 |
| 641308 Cellular Phones | 1,135 | 1,004 | 1,440 | 1,440 | 1,440 |
| Total Expense | <u>\$ 525,860</u> | <u>\$ 508,685</u> | <u>\$ 575,958</u> | <u>\$ 575,958</u> | <u>\$ 585,949</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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, Appleton Public Arts 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 statutory elements of the comprehensive plan.
- * Provide expertise and technical assistance in administering the City's neighborhood program including

Major changes in Revenue, Expenditures, or Programs:

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

A performance indicator was added to track public art projects that will be reviewed by the newly created Appleton Public Art Committee.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 17 | 48 | 20 | 35 | 30 |
| # of comp plan goals and objectives implemented | 50 | 73 | 40 | 60 | 40 |
| Work Process Outputs | | | | | |
| Services performed | | | | | |
| # of admin applications approved | 455 | 353 | 425 | 425 | 425 |
| # of commission applications approved | 47 | 47 | 25 | 40 | 30 |
| # of customers inquiries served | 1,312 | 1,319 | 900 | 1,050 | 900 |
| # of comp plan and ordinance amendments adopted | 3 | 4 | 2 | 2 | 2 |
| # of historic sites, buildings, districts recognized/researched | 0 | 150 | 2 | 3 | 2 |
| # of public art projects reviewed | New measure | | | 6 | 3 |

**CITY OF APPLETON 2020 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 500200 Zoning & Subdivision Fees | \$ 17,425 | \$ 19,425 | \$ 18,000 | \$ 18,000 | \$ 18,000 |
| Total Revenue | <u>\$ 17,425</u> | <u>\$ 19,425</u> | <u>\$ 18,000</u> | <u>\$ 18,000</u> | <u>\$ 18,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 190,254 | \$ 196,393 | \$ 195,645 | \$ 195,645 | \$ 207,479 |
| 615000 Fringes | 83,330 | 83,246 | 87,033 | 87,033 | 70,346 |
| 620100 Training/Conferences | - | 12 | - | - | - |
| 630500 Awards & Recognition | - | - | 300 | 300 | 300 |
| Total Expense | <u>\$ 273,584</u> | <u>\$ 279,651</u> | <u>\$ 282,978</u> | <u>\$ 282,978</u> | <u>\$ 278,125</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 15030

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #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:

The "% increase in Net New Construction" is a new measure for 2020, replacing the % increase in equalized value. This measurement directly impacts the City's ability to levy taxes to provide programs and services and it has been featured in the City's Growth Report each year. Observation of the net new construction trend, along with other community metrics, are important for long-term vitality of the City.

The number of existing and start-up businesses assisted each year has been combined into "# of businesses assisted" (below) for efficient reporting purposes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Connection to source of issue resolution or resource # businesses assisted | 75 | 65 | 75 | 63 | 75 |
| Information specific to development in Appleton # of prospects information deliveries | 37 | 33 | 70 | 42 | 70 |
| Strategic Outcomes | | | | | |
| Appleton's economy grows and tax base enhanced % increase in net new construction | 1.46% | 1.58% | 1.62% | 1.35% | 1.75% |
| Work Process Outputs | | | | | |
| Retention visit clients served # business retention visits/follow-ups | 47 | 46 | 40 | 40 | 40 |

**CITY OF APPLETON 2020 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 15030

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 67,331 | \$ 67,434 | \$ 78,503 | \$ 78,503 | \$ 80,021 |
| 611500 Vacation Pay | 9,428 | 11,368 | - | - | - |
| 615000 Fringes | 27,553 | 26,309 | 27,155 | 27,155 | 27,798 |
| 643100 Interpreter Services | 75 | - | - | - | - |
| 659900 Other Contracts/Obligation | 69,072 | 44,475 | 36,000 | 52,525 | 66,000 |
| Total Expense | <u>\$ 173,459</u> | <u>\$ 149,586</u> | <u>\$ 141,658</u> | <u>\$ 158,183</u> | <u>\$ 173,819</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|---|------------------|
| Economic development projects and initiatives | \$ 36,000 |
| Fox Cities Regional Partnership support | 30,000 |
| | <u>\$ 66,000</u> |

CITY OF APPLETON 2020 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

New and Redevelopment Projects

Business Unit 15040

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:

With the completion of extended Milis Drive and Vantage Drive and associated infrastructure, all areas west of Eisenhower Drive are "fully improved" in Southpoint Commerce Park. This budget reporting category has been adjusted to reflect a sum total of all improved parcels the City has available for sale in the business parks.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Assist in land assembly, development incentives, or project management | | | | | |
| # developments generated via direct management | 3 | 9 | 5 | 6 | 5 |
| # of improved business park acres | 173 | 170 | 166 | 159 | 117 |
| Strategic Outcomes | | | | | |
| Tax base enhanced | | | | | |
| \$ increase industrial/commercial | \$ 55,297,580 | \$ 35,565,603 | \$ 14,000,000 | \$ 15,100,000 | \$ 44,000,000 |
| \$ increase in target districts | \$ 24,717,932 | \$ 20,103,231 | \$ 4,000,000 | \$ 10,000,000 | \$ 34,000,000 |
| \$ business park permits | \$ 7,943,431 | \$ 13,819,431 | \$ 2,000,000 | \$ 2,500,000 | \$ 24,000,000 |
| Work Process Outputs | | | | | |
| # of development agreements completed | 2 | 5 | 2 | 5 | 2 |
| # of acres sold in business park | 7 | 14.6 | 4 | 44.0 | 4 |

**CITY OF APPLETON 2020 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 15040

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 131,334 | \$ 134,212 | \$ 133,698 | \$ 133,698 | \$ 136,123 |
| 615000 Fringes | 48,783 | 46,672 | 48,758 | 48,758 | 49,872 |
| 640400 Consulting Services | 2,069 | 4,404 | 30,000 | 59,023 | 30,000 |
| Total Expense | <u>\$ 182,186</u> | <u>\$ 185,288</u> | <u>\$ 212,456</u> | <u>\$ 241,479</u> | <u>\$ 215,995</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Consulting Services

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

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

**CITY OF APPLETON 2020 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 15050

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:

Create efficiencies by fully implementing new assessment software. New on-line scheduling software will be made available to the public this fall to reduce incoming phone calls to the Assessor's office. In addition, we will be implementing the more advanced features of our new mass appraisal system. These advanced features, including the mobile data collection and commercial pricing applications, will create efficiencies and consistency.

Major changes in Revenue, Expenditures, or Programs:

Funding for overtime has been reduced for 2020 as there is not a revaluation process for Assessor staff to complete in 2020. Future revaluation years will include a request for additional overtime to support the level of work needed for the revaluation process.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Equitable assessments and equitable distribution of tax levy: | | | | | |
| Assessment districts within 10% of market value | 96% | 52% | 100% | 100% | 100% |
| Coefficient of dispersion of assessment/sale ratios | 11% | 13% | 8% | 8% | 10% |
| # assessment errors resulting in inaccurate taxes | 2 | 3 | 0 | 0 | 0 |
| Strategic Outcomes | | | | | |
| Assessments accurately reflect market values: | | | | | |
| Residential class level of assessment | 94% | 90% | 100% | 100% | 100% |
| Commercial class level of assessment | 96% | 95% | 100% | 100% | 100% |
| Overall level of assessment | 95% | 90% | 100% | 100% | 100% |
| Work Process Outputs | | | | | |
| % of buildings inspected to update records: | | | | | |
| Commercial new construction | 100% | 100% | 100% | 100% | 100% |
| Residential new construction | 95% | 87% | 85% | 85% | 85% |
| Recent sales | 43% | 25% | 25% | 25% | 35% |
| Total # of interior inspections | 952 | 604 | 650 | 650 | 900 |
| Property record maintenance: | | | | | |
| Deeds processed (ownership changes) | 2,489 | 2,617 | 2,500 | 2,200 | 2,300 |
| Lot splits, CSM's, & new platted parcels | 160 | 227 | 200 | 240 | 230 |
| Annexed parcel(s) | - | 11 | 4 | 4 | 5 |
| Assessments updated | 1,019 | 1,613 | 20,000 | 20,000 | 900 |

**CITY OF APPLETON 2020 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 15050

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 386,093 | \$ 395,137 | \$ 395,487 | \$ 395,487 | \$ 405,563 |
| 610500 Overtime Wages | 1,300 | 2,476 | 3,800 | 3,800 | 1,300 |
| 615000 Fringes | 156,354 | 148,336 | 156,737 | 156,737 | 160,893 |
| 620100 Training/Conferences | 2,289 | 1,589 | 1,500 | 1,500 | 1,300 |
| 630200 Subscriptions | 1,100 | 1,205 | 1,700 | 1,700 | 1,700 |
| 630300 Memberships & Licenses | 370 | 330 | 400 | 400 | 400 |
| 632700 Miscellaneous Equipment | 1,974 | 1,360 | 1,400 | 1,400 | 1,400 |
| 641308 Cellular Phones | 1,440 | 1,441 | 1,440 | 1,440 | 1,440 |
| 642501 CEA Operations/Maint. | 1,430 | 1,540 | 2,641 | 2,641 | 2,409 |
| 642502 CEA Depreciation/Replace. | 2,512 | 1,763 | 1,594 | 1,594 | 1,575 |
| 659900 Other Contracts/Obligation | 11,678 | 11,951 | 11,900 | 11,900 | 12,100 |
| Total Expense | <u>\$ 566,540</u> | <u>\$ 567,128</u> | <u>\$ 578,599</u> | <u>\$ 578,599</u> | <u>\$ 590,080</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Charges for Services | | | | | | |
| 480100 General Charges for Service | 3,445 | 605 | 9 | 350 | 350 | 350 |
| 500200 Zoning & Subdivision Fees | 17,425 | 19,425 | 6,350 | 18,000 | 18,000 | 18,000 |
| TOTAL PROGRAM REVENUES | <u>20,870</u> | <u>20,030</u> | <u>6,359</u> | <u>18,350</u> | <u>18,350</u> | <u>18,350</u> |
| Salaries | | | | | | |
| 610100 Regular Salaries | 977,498 | 991,525 | 333,454 | 1,177,450 | 1,177,450 | 1,210,059 |
| 610200 Labor Pool Allocations | 18,655 | 16,565 | 6,647 | - | - | - |
| 610500 Overtime Wages | 2,387 | 3,924 | 1,006 | 3,800 | 3,800 | 1,300 |
| 611000 Other Compensation | 500 | 500 | 500 | 500 | 500 | 500 |
| 611400 Sick Pay | - | 1,973 | - | - | - | - |
| 611500 Vacation Pay | 121,850 | 131,416 | 35,160 | - | - | - |
| 615000 Fringes | 461,173 | 442,273 | 148,622 | 480,930 | 480,930 | 473,391 |
| TOTAL PERSONNEL | <u>1,582,063</u> | <u>1,588,176</u> | <u>525,389</u> | <u>1,662,680</u> | <u>1,662,680</u> | <u>1,685,250</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 15,217 | 8,504 | 3,274 | 9,740 | 9,740 | 9,540 |
| 620600 Parking Permits | 7,350 | 7,260 | 6,501 | 7,260 | 7,260 | 7,260 |
| TOTAL TRAINING / TRAVEL | <u>22,567</u> | <u>15,764</u> | <u>9,775</u> | <u>17,000</u> | <u>17,000</u> | <u>16,800</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 2,287 | 1,949 | 174 | 2,244 | 2,244 | 2,244 |
| 630200 Subscriptions | 1,500 | 1,748 | 357 | 2,200 | 2,200 | 2,200 |
| 630300 Memberships & Licenses | 2,680 | 3,342 | 710 | 3,600 | 3,600 | 3,600 |
| 630500 Awards & Recognition | 256 | 181 | - | 570 | 570 | 570 |
| 630700 Food & Provisions | 409 | 400 | - | 450 | 450 | 450 |
| 631500 Books & Library Materials | 143 | - | - | 75 | 75 | 75 |
| 632001 City Copy Charges | 13,178 | 8,200 | 1,838 | 13,550 | 13,550 | 13,550 |
| 632002 Outside Printing | 527 | 804 | - | - | - | - |
| 632700 Miscellaneous Equipment | 2,133 | 1,360 | 1,380 | 1,600 | 1,600 | 1,600 |
| TOTAL SUPPLIES | <u>23,113</u> | <u>17,984</u> | <u>4,459</u> | <u>24,289</u> | <u>24,289</u> | <u>24,289</u> |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 2,069 | 4,404 | 26,166 | 30,000 | 59,023 | 30,000 |
| 641200 Advertising | 2,871 | 1,104 | - | 1,333 | 1,333 | 1,333 |
| 641307 Telephone | 1,603 | 734 | 312 | 1,332 | 1,332 | 1,332 |
| 641308 Cellular Phones | 2,576 | 2,443 | 715 | 2,880 | 2,880 | 2,880 |
| 642501 CEA Operations/Maint. | 1,430 | 1,540 | 121 | 2,641 | 2,641 | 2,409 |
| 642502 CEA Depreciation/Replace. | 2,512 | 1,763 | 403 | 1,594 | 1,594 | 1,575 |
| 643100 Interpreter Services | 75 | - | - | - | - | - |
| 659900 Other Contracts/Obligation | 80,750 | 56,426 | 34,454 | 47,900 | 64,425 | 78,100 |
| TOTAL PURCHASED SVCS | <u>93,886</u> | <u>68,414</u> | <u>62,171</u> | <u>87,680</u> | <u>133,228</u> | <u>117,629</u> |
| TOTAL EXPENSE | <u>1,721,629</u> | <u>1,690,338</u> | <u>601,794</u> | <u>1,791,649</u> | <u>1,837,197</u> | <u>1,843,968</u> |

CITY OF APPLETON 2020 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2020 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 2019 EVENTS

Community Development Block Grant (CDBG)

For the 2019-2020 award of \$587,652, \$305,018 was allocated as detailed below for City programs and \$282,634 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$75,851
- Neighborhood Grants Program \$40,000
- Appleton Housing Authority \$75,000
- Fair Housing Services \$25,000
- CDBG Administration \$25,172
- Appleton Police Department \$63,995

The 2018 CAPER was submitted as the fourth program year for the 2015-2019 Consolidated Plan.

Emergency Housing & Homeless Grant Program/Housing Assistance Programs Grant (EHH/HAP)

The City, in collaboration with Pillars Inc. and ADVOCAP, was successful in applying for Emergency Shelter Grant funds for the 2018-2019 program year. The State separated the grants into the Emergency Housing and Homeless program (EHH) and the Housing Assistance Program (HAP). The City received \$222,432 for EHH and \$28,750 for HAP. Additionally, the City was awarded funds for the 2019-2020 program year of \$217,200 for EHH.

During 2019, we were unsuccessful in retaining the HAP 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 (RRH) & #3 (RRH)

In 2018, the City, in collaboration with Pillars Inc, Salvation Army of the Fox Cities and ADVOCAP, was successful in renewing both of the Rapid Re-Housing (RRH) program grants and obtaining a third RRH expansion grant for the 2019 program year. All three grants cover the October 1, 2019- September 30, 2020 program grant year.

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 2019, the Homeowner Rehabilitation Loan Program rehabilitated 20-24 owner-occupied housing units and invested nearly \$400,000 in home improvement loans.

Neighborhood Program (NP)

Staff continues to promote competitive grant funds available to registered neighborhoods through the Neighborhood Grant Program (TNGP). The West Appleton Neighborhood was awarded funding through TNGP to support a neighborhood survey, launch event in June 2019, and back to school event in August 2019.

In May, 2019, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders. In total, there were 15 participants representing 6 (six) different neighborhoods. The fall Neighborhood Program meeting is anticipated for October 2019.

CITY OF APPLETON 2020 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2020 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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 1,406,756 | \$ 1,377,262 | \$ 1,480,786 | \$ 1,480,786 | \$ 1,644,707 | 11.07% |
| Program Expenses | | | | | | | |
| 2100 | CDBG | 394,632 | 362,839 | 443,921 | 443,921 | 499,520 | 12.52% |
| 2140 | Emergency Shelter | 275,639 | 179,264 | 241,572 | 241,572 | 258,157 | 6.87% |
| 2150 | Continuum of Care | 231,618 | 232,412 | 237,368 | 237,368 | 327,471 | 37.96% |
| 2170 | Homeowner Rehab Loan | 396,356 | 588,188 | 449,272 | 524,444 | 450,906 | 0.36% |
| 2180 | Neighborhood Program | 60,014 | 3,091 | 115,959 | 115,959 | 112,877 | -2.66% |
| TOTAL | | \$ 1,358,259 | \$ 1,365,794 | \$ 1,488,092 | \$ 1,563,264 | \$ 1,648,931 | 10.81% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 157,542 | 167,977 | 122,881 | 122,881 | 126,658 | 3.07% |
| | Training & Travel | 9,102 | 5,716 | 8,100 | 8,100 | 8,100 | 0.00% |
| | Supplies & Materials | 1,090 | 940 | 1,567 | 1,567 | 1,567 | 0.00% |
| | Purchased Services | 5,496 | 4,273 | 10,120 | 10,120 | 11,520 | 13.83% |
| | Miscellaneous Expense | 1,185,029 | 1,186,888 | 1,345,424 | 1,420,596 | 1,501,086 | 11.57% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 1.40 | 1.34 | 1.31 | 1.31 | 1.23 | |

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

**CITY OF APPLETON 2020 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.

The 2020-2024 Consolidated Plan, which details strategic goals and outcomes for the next five years, has been drafted and is effective April 1, 2020. In conjunction with the Consolidated Plan, the City's Analysis of Impediments to Fair Housing has been updated and a plan to address the impediments implemented.

The estimated award for the 2020-2021 program year is \$577,214. The allocation of the funds is as follows:

| | |
|------------------------------------|---------------|
| CDBG - Community Dev/Finance Admin | \$ 125,504* |
| Homeowner Rehab. Loan Program | <u>77,694</u> |
| | \$ 203,198 |

| | |
|---|------------|
| Awarded through competitive application process | \$ 374,016 |
|---|------------|

| | |
|-----------------------|-------------------|
| Total estimated award | <u>\$ 577,214</u> |
|-----------------------|-------------------|

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

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Funding for community programs | | | | | |
| Annual Entitlement Amount (program yr.) | \$ 528,000 | \$593,953 | \$ 559,772 | \$587,652 | \$ 577,214 |
| Percent of awards spent on projects | 87.00% | 81.00% | 80.00% | 95.72% | 91.26% |
| Average award (not including program income) | \$ 43,528 | \$42,720 | \$ 47,585 | \$ 51,135 | \$ 52,676 |
| 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 | 1.28:1 | 1.22:1 | 1.5:1 | 1.20:1 | 1.5:1 |
| Work Process Outputs | | | | | |
| # of Block Grant awards made | 8 | 10 | 11 | 11 | 10 |

**CITY OF APPLETON 2020 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 393,010 | \$ 372,349 | \$ 443,921 | \$ 443,921 | \$ 499,520 |
| Total Revenue | <u>\$ 393,010</u> | <u>\$ 372,349</u> | <u>\$ 443,921</u> | <u>\$ 443,921</u> | <u>\$ 499,520</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 33,233 | \$ 35,639 | \$ 14,411 | \$ 14,411 | \$ 14,676 |
| 615000 Fringes | 14,458 | 14,829 | 3,674 | 3,674 | 3,741 |
| 620100 Training/Conferences | 2,844 | 3,895 | 3,500 | 3,500 | 3,500 |
| 630100 Office Supplies | - | - | 127 | 127 | 127 |
| 630300 Memberships & Licenses | 1,090 | 940 | 940 | 940 | 940 |
| 632001 City Copy Charges | - | - | 500 | 500 | 500 |
| 640100 Accounting/Audit Fees | 1,358 | 500 | 1,560 | 1,560 | 1,560 |
| 641200 Advertising | 325 | 228 | 400 | 400 | 400 |
| 641307 Telephone | 63 | 39 | 60 | 60 | 60 |
| 659900 Other Contracts/Obligation | - | 85 | - | - | - |
| 660800 Block Grant Payments | 341,261 | 306,684 | 418,749 | 418,749 | 474,016 |
| Total Expense | <u>\$ 394,632</u> | <u>\$ 362,839</u> | <u>\$ 443,921</u> | <u>\$ 443,921</u> | <u>\$ 499,520</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

| | |
|---|-------------------|
| Appleton Housing Authority Award | \$ 75,000 |
| Fair Housing Services | 25,000 |
| Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons | 374,016 |
| | <u>\$ 474,016</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 are subtracted from the entitlement award amount to determine an adjusted dollar figure of CDBG funds available for subrecipient projects.

CITY OF APPLETON 2020 BUDGET HOUSING, HOMELESS AND BLOCK GRANTS

Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP)

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 Assistance Programs (EHH/HAP) 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/HAP 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/HAP 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 to support the Homeless Management Information System, a statewide information exchange maintained by the Institute for Community Alliances as the lead organization for the State of Wisconsin.

EHH/HAP 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, and 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/HAP funding.

The current partner agencies receiving EHH/HAP funding are: Pillars, Inc. (formerly Housing Partnership of the Fox Cities, Homeless Connection and Fox Valley Warming Shelter), and ADVOCAP.

Major changes in Revenue, Expenditures, or Programs:

In early 2019, the City applied for the HAP grant, but was not successful in being awarded. 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 unsuccessful application.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| \$ Grant Award ESG | \$ 481,995 | \$ 222,432 | \$ 216,572 | \$ 217,200 | \$ 218,734 |
| \$ Grant Award HAP | \$ 54,060 | \$ - | \$ 25,000 | \$ - | \$ 25,000 |
| Strategic Outcomes | | | | | |
| Expand the # of homeless persons served | | | | | |
| # assisted in emergency shelter | 1,005 | 1,386 | 1,000 | 1,000 | 1,000 |
| # assisted in rapid rehousing | 55 | 82 | 50 | 50 | 75 |
| # assisted with prevention services | 467 | 122 | 500 | 100 | 150 |
| Work Process Outputs | | | | | |
| # grant applications prepared | 2 | 2 | 2 | 2 | 2 |
| # of contract period extensions requested | 0 | 0 | 0 | 1 | 0 |

**CITY OF APPLETON 2020 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP)

Business Unit 2140

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 278,799 | \$ 195,788 | \$ 241,572 | \$ 241,572 | \$ 258,157 |
| Total Revenue | <u>\$ 278,799</u> | <u>\$ 195,788</u> | <u>\$ 241,572</u> | <u>\$ 241,572</u> | <u>\$ 258,157</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 8,696 | \$ 4,321 | \$ 5,230 | \$ 5,230 | \$ 5,916 |
| 615000 Fringes | 3,782 | 1,973 | 2,509 | 2,509 | 2,807 |
| 640400 Consulting Services | - | - | 3,900 | 3,900 | 5,700 |
| 663000 Other Grant Payments | 263,161 | 172,970 | 229,933 | 229,933 | 243,734 |
| Total Expense | <u>\$ 275,639</u> | <u>\$ 179,264</u> | <u>\$ 241,572</u> | <u>\$ 241,572</u> | <u>\$ 258,157</u> |

DETAILED SUMMARY OF 2020 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 | HAP | Total |
|--------------------------------|-------------------|------------------|-------------------|
| Pillars RRH | \$ 40,000 | \$ 12,500 | \$ 52,500 |
| ADVOCAP | 46,027 | 12,500 | 58,527 |
| Pillars Adult & Family Shelter | 105,494 | - | 105,494 |
| Pillars Adult Shelter | 27,213 | - | 27,213 |
| | <u>\$ 218,734</u> | <u>\$ 25,000</u> | <u>\$ 243,734</u> |

**CITY OF APPLETON 2020 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:

Continuum of Care (COC) funds support programs that offer both housing opportunities and related support 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 three separate COC grants in collaboration with other local non-profit partners -- all 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 Pillars, Inc., Salvation Army, and ADVOCAP, receive RRH funding through two of the three grants, with Pillars, Inc. 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 2018, the City successfully applied for additional funding through the COC RRH Expansion Bonus application. The implementation of the grant includes Pillars, Inc, Salvation Army, and ADVOCAP, and is an expansion of existing COC RRH programming. This grant supports the RRH activities of the three agencies during the 2019/2020 grant year.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| \$ Annual Award (COC 1 - RRH) | \$ 181,152 | \$ 181,152 | \$ 181,152 | \$ 187,128 | \$ 183,128 |
| \$ Annual Award (COC 2 - HP RRH) | \$ 54,337 | \$ 55,532 | \$ 56,216 | \$ 60,896 | \$ 60,896 |
| \$ Annual Award (COC 3- RRH EXP) | \$ - | \$ - | \$ - | \$ 83,447 | \$ 83,447 |
| Strategic Outcomes | | | | | |
| Help clients improve self-sufficiency | | | | | |
| % of participants that moved from transitional to permanent housing | 71% | 55% | 70% | 70% | 70% |
| % of participants in permanent housing who maintained or increased income | 17% | 31% | 77% | 77% | 77% |
| Work Process Outputs | | | | | |
| # grants applications prepared | 2 | 2 | 2 | 3 | 3 |
| # of contract period extensions requested | 0 | 0 | 0 | 0 | 0 |

**CITY OF APPLETON 2020 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Program (COC)

Business Unit 2150

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 231,618 | \$ 229,728 | \$ 237,368 | \$ 237,368 | \$ 327,471 |
| Total Revenue | \$ 231,618 | \$ 229,728 | \$ 237,368 | \$ 237,368 | \$ 327,471 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 9,966 | \$ 18,044 | \$ 8,314 | \$ 8,314 | \$ 8,825 |
| 610500 Overtime Wages | 189 | - | - | - | - |
| 615000 Fringes | 4,207 | 8,241 | 3,990 | 3,990 | 4,187 |
| 620100 Training/Conferences | 1,091 | 1,746 | 4,000 | 4,000 | 4,000 |
| 663000 Other Grant Payments | 216,165 | 204,381 | 221,064 | 221,064 | 310,459 |
| Total Expense | \$ 231,618 | \$ 232,412 | \$ 237,368 | \$ 237,368 | \$ 327,471 |

DETAILED SUMMARY OF 2020 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 HP RRH | COC #3 RRH EXP | Total |
|----------------|-------------------|------------------|-------------------|-------------------|
| ADVOCAP | \$ 57,814 | \$ - | \$ 16,790 | \$ 74,604 |
| Pillars, Inc. | 21,813 | 60,896 | 19,890 | \$ 102,599 |
| Salvation Army | 90,661 | - | 42,595 | \$ 133,256 |
| | \$ 170,288 | \$ 60,896 | \$ 79,275 | \$ 310,459 |

**CITY OF APPLETON 2020 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 HRLP is a revolving loan program supported by the following funding sources:

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

Major changes in Revenue, Expenditures or Programs:

Due to an increase in loan repayments, funding from new CDBG funding has been reduced to the amount needed for 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Funding for LMI homeowner rehabilitation projects | | | | | |
| CDBG funds award amount | \$ 81,222 | \$ 115,000 | \$ 75,851 | \$ 75,851 | \$ 77,694 |
| Program income received (all grants) | \$ 313,246 | \$ 387,125 | \$ 373,421 | \$ 325,000 | \$ 373,212 |
| Unspent grant funds | | | | | |
| Committed | \$ 277,883 | \$ 69,625 | \$ 75,000 | \$ 75,000 | \$ 75,000 |
| Uncommitted | \$ 214,924 | \$ 271,761 | \$ 160,000 | \$ 160,000 | \$ 160,000 |
| Strategic Outcomes | | | | | |
| Improved LMI single-family homes and owner-occupied duplexes | | | | | |
| # of loans made | 23 | 18 | 24 | 20 | 24 |
| # units rehabilitated | 23 | 18 | 24 | 22 | 24 |
| # residents benefited | 69 | 50 | 60 | 60 | 60 |
| Average loan amount | \$ 19,783 | \$ 16,794 | \$ 15,000 | \$ 15,000 | \$ 15,000 |
| Amount committed to rehab activity | \$ 455,006 | \$ 302,295 | \$ 360,000 | \$ 360,000 | \$ 360,000 |
| Work Process Outputs | | | | | |
| # of applications processed | 59 | 33 | 33 | 33 | 33 |
| # of applications approved | 33 | 17 | 27 | 27 | 27 |

**CITY OF APPLETON 2020 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Homeowner Rehabilitation Loan Program

Business Unit 2160/2170/2190

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 129,237 | \$ 191,376 | \$ 75,851 | \$ 75,851 | \$ 77,694 |
| 471000 Interest on Investments | (18) | 518 | - | - | - |
| 503500 Other Reimbursements | 764 | 228 | - | - | - |
| 505000 Project Repayments | 313,346 | 387,275 | 373,421 | 373,421 | 373,212 |
| Total Revenue | \$ 443,329 | \$ 579,397 | \$ 449,272 | \$ 449,272 | \$ 450,906 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 56,048 | \$ 59,108 | \$ 68,082 | \$ 68,082 | \$ 69,486 |
| 611400 Sick Pay | 2,312 | 1,200 | - | - | - |
| 611500 Vacation Pay | 7,493 | 8,250 | - | - | - |
| 615000 Fringes | 17,158 | 16,371 | 16,671 | 16,671 | 17,020 |
| 620100 Training/Conferences | 5,166 | 74 | 600 | 600 | 600 |
| 641307 Telephone | 89 | 39 | 200 | 200 | 200 |
| 641308 Cellular Phones | 36 | 40 | - | - | - |
| 659900 Other Contracts/Obligation | 3,625 | 3,342 | 4,000 | 4,000 | 3,600 |
| 660800 Block Grant Payments | 304,209 | 389,681 | 262,719 | 333,687 | 320,000 |
| 663000 Other Grant Payments | 220 | 110,083 | 97,000 | 101,204 | 40,000 |
| Total Expense | \$ 396,356 | \$ 588,188 | \$ 449,272 | \$ 524,444 | \$ 450,906 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

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

Rehab projects \$ 320,000

Other Grant Payments

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

Rehab projects \$ 40,000

**CITY OF APPLETON 2020 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 and Fall Meetings, which are informal, "roundtable" discussions for neighborhood leaders. 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 through the CDBG and tax levy funding sources. Neighborhood grants totaling \$108,653 (CDBG) and \$4,224 (General Fund) are anticipated in 2020. The NP will not request additional CDBG or General Fund funding in 2020 in order to draw down funds from prior year allocations. Once "caught up," future CDBG and General Fund requests are anticipated. The General Fund source is available to all neighborhoods, not just those qualified by HUD.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| # of new partnerships/ collaborations generated | 0 | 1 | 1 | 1 | 1 |
| # of registered neighborhoods | 16 | 17 | 18 | 19 | 20 |
| # of neighborhood program participants | 26 | 37 | 15 | 30 | 25 |
| Strategic Outcomes | | | | | |
| # of projects awarded grant funding | 1 | 2 | 2 | 2 | 2 |
| Work Process Outputs | | | | | |
| Grant Funds (CDBG) | | | | | |
| Committed | \$ 60,000 | \$ - | \$ 108,653 | \$ - | \$ 108,653 |
| Uncommitted | \$ 28,653 | \$ 68,653 | \$ - | \$ 108,653 | \$ - |
| Spent | \$ 60,000 | \$ - | \$ 108,653 | \$ - | \$ 108,653 |
| General Funds | | | | | |
| Committed | \$ - | \$ 3,300 | \$ 7,306 | \$ 3,300 | \$ 4,224 |
| Uncommitted | \$ 7,630 | \$ 7,539 | \$ - | \$ 4,224 | \$ - |
| Spent | \$ 14 | \$ 3,091 | \$ 7,306 | \$ 3,315 | \$ 4,224 |

**CITY OF APPLETON 2020 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Neighborhood Program

Business Unit 2180

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|------------------|-----------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 3,000 | \$ 3,000 | \$ - | \$ - | \$ - |
| 421000 Federal Grants | 60,000 | - | 108,653 | 108,653 | 108,653 |
| Total Revenue | <u>\$ 63,000</u> | <u>\$ 3,000</u> | <u>\$ 108,653</u> | <u>\$ 108,653</u> | <u>\$ 108,653</u> |
| Expenses | | | | | |
| 620100 Training/Conferences | \$ - | \$ - | \$ - | \$ - | \$ - |
| 660800 Block Grant Payments | 60,000 | - | 108,653 | 108,653 | 108,653 |
| 663000 Other Grant Payments | 14 | 3,091 | 7,306 | 7,306 | 4,224 |
| Total Expense | <u>\$ 60,014</u> | <u>\$ 3,091</u> | <u>\$ 115,959</u> | <u>\$ 115,959</u> | <u>\$ 112,877</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Block grant payments

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

**CITY OF APPLETON 2020 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|-----------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 411000 Property Tax | 3,000 | 3,000 | - | - | - | - |
| 421000 Federal Grants | 582,247 | 563,725 | 142,817 | 628,425 | 628,425 | 685,867 |
| 422400 Miscellaneous State Aids | 510,417 | 425,516 | 218,758 | 478,940 | 478,940 | 585,628 |
| 471000 Interest on Investments | (18) | 518 | 1,473 | - | - | - |
| 503500 Other Reimbursements | 764 | 228 | 325 | - | - | - |
| 505000 Project Repayments | <u>313,346</u> | <u>387,275</u> | <u>148,746</u> | <u>373,421</u> | <u>373,421</u> | <u>373,212</u> |
| TOTAL PROGRAM REVENUES | 1,409,756 | 1,380,262 | 512,119 | 1,480,786 | 1,480,786 | 1,644,707 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 107,944 | 117,112 | 71,641 | 96,037 | 96,037 | 98,903 |
| 610500 Overtime Wages | 189 | - | - | - | - | - |
| 611400 Sick Pay | 2,312 | 1,200 | 91 | - | - | - |
| 611500 Vacation Pay | 7,493 | 8,250 | 4,886 | - | - | - |
| 615000 Fringes | <u>39,604</u> | <u>41,415</u> | <u>25,433</u> | <u>26,844</u> | <u>26,844</u> | <u>27,755</u> |
| TOTAL PERSONNEL | 157,542 | 167,977 | 102,051 | 122,881 | 122,881 | 126,658 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | <u>9,102</u> | <u>5,716</u> | <u>3,504</u> | <u>8,100</u> | <u>8,100</u> | <u>8,100</u> |
| TOTAL TRAINING / TRAVEL | 9,102 | 5,716 | 3,504 | 8,100 | 8,100 | 8,100 |
| Supplies | | | | | | |
| 630100 Office Supplies | - | - | - | 127 | 127 | 127 |
| 630300 Memberships & Licenses | 1,090 | 940 | 940 | 940 | 940 | 940 |
| 632001 City Copy Charges | <u>-</u> | <u>-</u> | <u>-</u> | <u>500</u> | <u>500</u> | <u>500</u> |
| TOTAL SUPPLIES | 1,090 | 940 | 940 | 1,567 | 1,567 | 1,567 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 1,358 | 500 | - | 1,560 | 1,560 | 1,560 |
| 640400 Consulting Services | - | - | - | 3,900 | 3,900 | 5,700 |
| 641200 Advertising | 325 | 228 | 165 | 400 | 400 | 400 |
| 641307 Telephone | 152 | 77 | 59 | 260 | 260 | 260 |
| 641308 Cellular Phones | 36 | 40 | 24 | - | - | - |
| 659900 Other Contracts/Obligation | <u>3,625</u> | <u>3,428</u> | <u>1,213</u> | <u>4,000</u> | <u>4,000</u> | <u>3,600</u> |
| TOTAL PURCHASED SVCS | 5,496 | 4,273 | 1,461 | 10,120 | 10,120 | 11,520 |
| Miscellaneous Expense | | | | | | |
| 660800 Block Grant Payments | 705,469 | 696,363 | 270,252 | 790,121 | 861,089 | 902,669 |
| 663000 Other Grant Payments | <u>479,560</u> | <u>490,525</u> | <u>229,828</u> | <u>555,303</u> | <u>559,507</u> | <u>598,417</u> |
| TOTAL MISCELLANEOUSL EXP | 1,185,029 | 1,186,888 | 500,080 | 1,345,424 | 1,420,596 | 1,501,086 |
| TOTAL EXPENSE | <u>1,358,259</u> | <u>1,365,794</u> | <u>608,036</u> | <u>1,488,092</u> | <u>1,563,264</u> | <u>1,648,931</u> |

CITY OF APPLETON 2020 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | |
| Property Taxes | \$ 3,000 | \$ 3,000 | \$ - | \$ - | \$ - |
| Intergovernmental | 1,092,664 | 989,241 | 1,107,365 | 1,067,815 | 1,271,495 |
| Other | 314,092 | 388,021 | 373,421 | 373,421 | 373,212 |
| Total Revenues | <u>1,409,756</u> | <u>1,380,262</u> | <u>1,480,786</u> | <u>1,441,236</u> | <u>1,644,707</u> |
| Expenses | | | | | |
| Program Costs | <u>1,358,259</u> | <u>1,365,794</u> | <u>1,488,092</u> | <u>1,514,054</u> | <u>1,648,931</u> |
| Total Expenses | <u>1,358,259</u> | <u>1,365,794</u> | <u>1,488,092</u> | <u>1,514,054</u> | <u>1,648,931</u> |
| Revenues over (under) Expenses | 51,497 | 14,468 | (7,306) | (72,818) | (4,224) |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers In | - | - | - | - | - |
| Net Change in Equity | 51,497 | 14,468 | (7,306) | (72,818) | (4,224) |
| Fund Balance - Beginning | 158,454 | 209,951 | 224,419 | 224,419 | 151,601 |
| Residual Equity Transfers Out | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ 209,951</u> | <u>\$ 224,419</u> | <u>\$ 217,113</u> | <u>\$ 151,601</u> | <u>\$ 147,377</u> |

**CITY OF APPLETON 2020 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 2020 budget includes funds for maintenance of the remaining 5.16 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 included in this budget. There are currently 8 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 if the current owners wish to sell.

| <u>Project</u> | <u>Subledger</u> | <u>Amount</u> | <u>Page</u> |
|-------------------------------|------------------|---------------------|-------------------|
| Business/Industrial Park Land | | 1,997,500 | Projects, Pg. 563 |
| | | <u>\$ 1,997,500</u> | |

Major changes in Revenue, Expenditures or Programs:

Land purchases are budgeted in 2020 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 leasing the home at 110 W. Edgewood, farmland associated with the Edgewood Drive properties, and the portion of Southpoint Commerce Park outside of TIF #6. The current farm lease for vacant Southpoint Commerce Park land expires in April 2020. Staff will issue a request for proposals in late 2019 for a new lease. Based on the current Calumet County average farmland lease rate, the revenue is expected to decrease to \$134/acre. The revenue account reflects this average lease rate and assumes 117 acres of leaseable land after recent sales in the business park. 80% of the lease revenue is payable to the IPLF and 20% is in TIF #6.

The sanitary area assessment (\$68,389) relates to 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 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|-------------------------------|-------------------------|---------------|-------------|---------------------|---------------------|--------------|-----------------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| | Program Revenues | \$ 37,900 | \$ 37,944 | \$ 35,911 | \$ 35,911 | \$ 31,022 | -13.61% |
| | Program Expenses | \$ 213,934 | \$ 263,381 | \$ 358,463 | \$ 358,463 | \$ 2,345,636 | 554.36% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Purchased Services | 41,732 | 86,625 | 108,265 | 108,265 | 191,147 | 76.55% |
| | Capital Expenditures | 172,202 | 176,756 | 250,198 | 250,198 | 2,154,489 | 761.11% |

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 6,852 | \$ 8,857 | \$ - | \$ - | \$ 5,000 |
| 500400 Sale of City Property | - | - | - | - | - |
| 501500 Rental of City Property | 31,048 | 29,087 | 35,911 | 35,911 | 26,022 |
| 591000 Proceeds of Long-term Debt | - | - | - | - | - |
| Total Revenue | \$ 37,900 | \$ 37,944 | \$ 35,911 | \$ 35,911 | \$ 31,022 |
| Expenses | | | | | |
| 640400 Consulting Services | \$ 19,432 | \$ 16,324 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| 641200 Advertising | 17,557 | 18,217 | 18,000 | 18,000 | 18,000 |
| 641301 Electric | 229 | 404 | 975 | 975 | 975 |
| 641306 Stormwater | 25 | 3,992 | 3,490 | 3,490 | 4,972 |
| 659900 Other Contracts/Obligation | 4,489 | 47,688 | 65,800 | 65,800 | 35,800 |
| 680100 Land | - | 176,756 | 200,000 | 200,000 | 2,197,500 |
| 680901 Streets | 172,202 | - | - | - | - |
| 680903 Sanitary Sewers | - | - | 50,198 | 50,198 | 68,389 |
| Total Expense | \$ 213,934 | \$ 263,381 | \$ 358,463 | \$ 358,463 | \$ 2,345,636 |

DETAILED SUMMARY OF 2020 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 | \$ 18,000 |
| | <u>\$ 18,000</u> |

Other Contracts/Obligations

| | |
|--|------------------|
| 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>\$ 35,800</u> |

Land

| | |
|----------------------------------|---------------------|
| Re-purchase industrial park lots | \$ 200,000 |
| Business/industrial park land | 1,997,500 |
| | <u>\$ 2,197,500</u> |

Infrastructure Construction

| | |
|--------------------------|------------------|
| Sanitary area assessment | \$ 68,389 |
| | <u>\$ 68,389</u> |

CITY OF APPLETON 2020 BUDGET
INDUSTRIAL PARK LAND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|-------------------|-------------------|-------------------|---------------------|------------------|
| Revenues | | | | | |
| Interest Income | \$ 6,852 | \$ 8,857 | \$ - | \$ 15,000 | \$ 5,000 |
| Other | 31,048 | 29,087 | 35,911 | 35,911 | 26,022 |
| Total Revenues | <u>37,900</u> | <u>37,944</u> | <u>35,911</u> | <u>50,911</u> | <u>31,022</u> |
| Expenses | | | | | |
| Program Costs | 213,934 | 263,381 | 358,463 | 260,000 | 2,345,636 |
| Total Expenses | <u>213,934</u> | <u>263,381</u> | <u>358,463</u> | <u>260,000</u> | <u>2,345,636</u> |
| Revenues over (under) | | | | | |
| Expenses | (176,034) | (225,437) | (322,552) | (209,089) | (2,314,614) |
| Other Financing Sources (Uses) | | | | | |
| Sale of City Property | - | - | - | 2,005,320 | - |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>-</u> | <u>-</u> | <u>-</u> | <u>2,005,320</u> | <u>-</u> |
| Net Change in Equity | (176,034) | (225,437) | (322,552) | 1,796,231 | (2,314,614) |
| Fund Balance - Beginning | <u>972,760</u> | <u>796,726</u> | <u>571,289</u> | <u>571,289</u> | <u>2,367,520</u> |
| Fund Balance - Ending | <u>\$ 796,726</u> | <u>\$ 571,289</u> | <u>\$ 248,737</u> | <u>\$ 2,367,520</u> | <u>\$ 52,906</u> |

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Community & Economic Development

Business Unit 4330

PROGRAM MISSION

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

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.

| | | | |
|---------|-----------|--------|------|
| Project | Subledger | Amount | Page |
|---------|-----------|--------|------|

No funds are being budgeted for 2020 at this point. If a development project arises in 2020, a separate action requesting applicable funding will be presented to the Council for approval at that time.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 3,309 | \$ 2,389 | \$ - | \$ - | \$ - | - |
| Program Expenses | | \$ 292,551 | \$ 100,389 | \$ 250,000 | \$ 325,000 | \$ - | -100.00% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Administrative Expense | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | 292,551 | 100,389 | - | - | - | N/A |
| | Utilities | - | - | - | - | - | N/A |
| | Repair & Maintenance | - | - | - | - | - | N/A |
| | Capital Expenditures | - | - | 250,000 | 325,000 | - | -100.00% |

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 3,309 | \$ 2,389 | \$ - | \$ - | \$ - |
| 591000 Proceeds of Long-term Debt | - | - | 250,000 | 250,000 | - |
| Total Revenue | <u>\$ 3,309</u> | <u>\$ 2,389</u> | <u>\$ 250,000</u> | <u>\$ 250,000</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 632700 Miscellaneous Equipment | \$ - | \$ - | \$ - | \$ 75,000 | \$ - |
| 640400 Consulting Services | 4,717 | 100,389 | - | - | - |
| 659900 Other Contracts/Obligation | 287,834 | - | - | - | - |
| 680100 Land | - | - | 250,000 | 250,000 | - |
| Total Expense | <u>\$ 292,551</u> | <u>\$ 100,389</u> | <u>\$ 250,000</u> | <u>\$ 325,000</u> | <u>\$ -</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
COMMUNITY DEVELOPMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|-------------------|------------------|------------------|-------------------|-----------------|
| Revenues | | | | | |
| Interest Income | \$ 3,309 | \$ 2,389 | \$ - | \$ 2,000 | \$ - |
| Total Revenues | <u>3,309</u> | <u>2,389</u> | <u>-</u> | <u>2,000</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | 292,551 | 100,389 | 250,000 | 75,000 | - |
| Total Expenses | <u>292,551</u> | <u>100,389</u> | <u>250,000</u> | <u>75,000</u> | <u>-</u> |
| Revenues over (under) Expenses | (289,242) | (98,000) | (250,000) | (73,000) | - |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | 250,000 | - | - |
| Total Other Financing Sources (Uses) | <u>-</u> | <u>-</u> | <u>250,000</u> | <u>-</u> | <u>-</u> |
| Net Change in Equity | (289,242) | (98,000) | - | (73,000) | - |
| Fund Balance - Beginning | 465,605 | 176,363 | 78,363 | 78,363 | 5,363 |
| Fund Balance - Ending | <u>\$ 176,363</u> | <u>\$ 78,363</u> | <u>\$ 78,363</u> | <u>\$ 5,363</u> | <u>\$ 5,363</u> |

CITY OF APPLETON 2020 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Community & Economic Development Director: Karen E. Harkness

Finance Director: Anthony D. Saucerman, CPA

**CITY OF APPLETON 2020 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 | 2007 | 423,151 | 900,000 |
| 1994 | - | 604,290 | 2008 | 239,309 | 900,000 |
| 1995 | - | 703,516 | 2009 | (568,726) | 1,000,000 |
| 1996 | - | 1,254,622 | 2010 | 222,838 | 1,000,000 |
| 1997 | 639,211 | 764,308 | 2011 | 643,980 | 1,000,000 |
| 1998 | 1,141,212 | 787,831 | 2012 | 676,179 | 1,000,000 |
| 1999 | 1,756,773 | 827,222 | 2013 | (417,512) | 1,200,000 |
| 2000 | 1,774,640 | 868,584 | 2014 | (1,360,888) | 1,200,000 |
| 2001 | 1,341,515 | 1,568,974 | 2015 | (1,428,932) | 1,200,000 |
| 2002 | 2,235,558 | 969,870 | 2016 | (2,000,000) | 1,400,000 |
| 2003 | 1,498,145 | 1,892,733 | 2017 | (1,500,000) | 1,200,000 |
| 2004 | 1,575,103 | 1,338,592 | 2018 | (1,500,000) | 1,000,000 |
| 2005 | 393,108 | 800,000 | 2019 | (1,500,000) | 600,000 |
| 2006 | 207,763 | 900,000 | 2020 | (1,150,000) | - |

12/31/20 Balance \$ 3,342,427 \$ 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.

2019 was the final year of the transfer-in from the Parking Utility as well as the final year of the guaranteed tax payment from the Red Lion Paper Valley Hotel.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 * |
|-------------------------------|------------|------------|--------------|--------------|------------|---------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | \$ 48,352 | \$ 55,237 | \$ 53,202 | \$ 53,202 | \$ 13,593 | -74.45% |
| Program Expenses | \$ 536,123 | \$ 464,698 | \$ 263,591 | \$ 263,591 | \$ 197,371 | -25.12% |
| Expenses Comprised Of: | | | | | | |
| Purchased Services | 1,702 | 1,702 | 1,470 | 1,470 | 1,500 | 2.04% |
| Other Expense | 534,421 | 462,996 | 262,121 | 262,121 | 195,871 | -25.27% |

* % change from prior year adopted budget

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 4110 Property Taxes | \$ 970,998 | \$ 1,047,946 | \$ 1,085,000 | \$ 1,085,000 | \$ 1,150,000 |
| 4130 Payment in Lieu of Taxes | 41,528 | 40,510 | 40,000 | 40,000 | - |
| 4227 State Aid - Computers | 4,947 | 5,019 | 5,000 | 5,000 | 5,000 |
| 4228 State Aid - Personal Property | - | - | 6,202 | 6,202 | 3,593 |
| 4710 Interest on Investments | 1,877 | 9,708 | 2,000 | 2,000 | 5,000 |
| 5927 Transfer In - Parking Utility | 1,200,000 | 1,000,000 | 600,000 | 600,000 | - |
| Total Revenue | \$ 2,219,350 | \$ 2,103,183 | \$ 1,738,202 | \$ 1,738,202 | \$ 1,163,593 |
| Expenses | | | | | |
| 6401 Accounting/Audit | \$ 1,412 | \$ 1,552 | \$ 1,320 | \$ 1,320 | \$ 1,350 |
| 6402 Legal Fees | 150 | 150 | 150 | 150 | 150 |
| 6720 Interest Payments | 412,121 | 337,121 | 262,121 | 262,121 | 195,871 |
| 7913 Trans Out - Debt Service | 122,440 | 125,875 | - | - | - |
| Total Expense | \$ 536,123 | \$ 464,698 | \$ 263,591 | \$ 263,591 | \$ 197,371 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | | |
| Property Taxes | \$ 970,998 | \$ 1,047,946 | \$ 1,085,000 | \$ 1,085,346 | \$ 1,150,000 |
| Payment in Lieu of Taxes | 41,528 | 40,510 | 40,000 | 36,740 | - |
| Intergovernmental | 4,947 | 5,019 | 11,202 | 11,343 | 8,593 |
| Interest Income | 1,877 | 9,708 | 2,000 | 15,000 | 5,000 |
| Total Revenues | <u>1,019,350</u> | <u>1,103,183</u> | <u>1,138,202</u> | <u>1,148,429</u> | <u>1,163,593</u> |
| Expenses | | | | | |
| Interest Expense | 412,121 | 337,121 | 262,121 | 262,121 | 195,871 |
| Administrative Expenses | 1,562 | 1,702 | 1,470 | 1,470 | 1,500 |
| Total Expenses | <u>413,683</u> | <u>338,823</u> | <u>263,591</u> | <u>263,591</u> | <u>197,371</u> |
| Revenues over (under) Expenses | 605,667 | 764,360 | 874,611 | 884,838 | 966,222 |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers In - Other Funds | 1,200,000 | 1,000,000 | 600,000 | 600,000 | - |
| Operating Transfers Out - Debt Service | (122,440) | (125,875) | - | - | - |
| Total Other Financing Sources (Uses) | <u>1,077,560</u> | <u>874,125</u> | <u>600,000</u> | <u>600,000</u> | <u>-</u> |
| Revenues over (under) Expenses | 1,683,227 | 1,638,485 | 1,474,611 | 1,484,838 | 966,222 |
| Fund Balance (Deficit)- Beginning | <u>(8,970,942)</u> | <u>(7,287,715)</u> | <u>(5,649,230)</u> | <u>(5,649,230)</u> | <u>(4,164,392)</u> |
| Fund Balance (Deficit)- Ending | <u>\$ (7,287,715)</u> | <u>\$ (5,649,230)</u> | <u>\$ (4,174,619)</u> | <u>\$ (4,164,392)</u> | <u>\$ (3,198,170)</u> |

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2020 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) |
| | | | | 2020 | (2,000,000) |
| | | | | 12/31/20 Balance | \$ 2,716,220 |

* \$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 current farm lease for vacant Southpoint Commerce Park land expires in April 2020. Staff will issue a request for proposals in late 2019 for a new lease. Based on the current Calumet County average farmland lease rate, the revenue is expected to go down to \$134/acre. The revenue account reflects this average lease rate and assumes 117 acres of leaseable land after recent sales in the business park. 80% of the lease revenue is payable to the IPLF and 20% is in TIF #6.

Funding for the maintenance of the Park in 2020 and beyond will come from the Industrial Park Land Fund while TIF #6 recaptures the investments it's made in this District.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 325,464 | \$ 565,114 | \$ 239,882 | \$ 239,882 | \$ 272,798 | 13.72% |
| Program Expenses | | \$ 4,257,368 | \$ 2,093,488 | \$ 1,435,507 | \$ 1,435,507 | \$ 653,432 | -54.48% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 57,508 | 1,311 | - | - | - | N/A |
| | Supplies & Materials | 9,358 | - | - | - | - | N/A |
| | Purchased Services | 567,817 | 609,265 | 615,143 | 615,143 | 351,500 | -42.86% |
| | Miscellaneous Expense | 288,311 | 310,811 | 260,811 | 260,811 | 185,811 | -28.76% |
| | Capital Expenditures | 1,785,787 | 38,376 | - | - | - | N/A |
| | Transfers Out | 1,548,587 | 1,133,725 | 559,553 | 559,553 | 116,121 | -79.25% |

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

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 6

Business Unit 4090

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 2,202,336 | \$ 2,205,849 | \$ 2,590,000 | \$ 2,590,000 | \$ 2,500,000 |
| 422700 State Aid - Computers | 64,206 | 65,150 | 65,000 | 65,000 | 66,000 |
| 422800 State Aid - Personal Prop | - | - | 4,901 | 4,901 | 23,662 |
| 471000 Interest on Investments | (3,706) | 26,145 | 4,000 | 4,000 | 20,000 |
| 500400 Sale of City Property | 258,983 | 470,829 | 160,000 | 160,000 | 160,000 |
| 501500 Rental of City Property | 5,981 | 2,990 | 5,981 | 5,981 | 3,136 |
| Total Revenue | \$ 2,527,800 | \$ 2,770,963 | \$ 2,829,882 | \$ 2,829,882 | \$ 2,772,798 |
| Expenses | | | | | |
| 610200 Salary Expense | \$ 35,536 | \$ 875 | \$ - | \$ - | \$ - |
| 610500 Overtime Wages | 1,612 | - | - | - | - |
| 610800 Part-Time Wages | 3,237 | - | - | - | - |
| 615000 Fringes | 17,123 | 436 | - | - | - |
| 630804 Plant Material | 780 | - | - | - | - |
| 630901 Shop Supplies | 585 | - | - | - | - |
| 632503 Other Materials | 1,189 | - | - | - | - |
| 632507 Asphalt | 5,628 | - | - | - | - |
| 632800 Signs | 1,176 | - | - | - | - |
| 640100 Accounting/Audit Fees | 1,412 | 1,552 | 1,320 | 1,320 | 1,350 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 640400 Consulting Services | 410 | - | - | - | - |
| 640800 Contractor Fees | 71,859 | - | - | - | - |
| 642500 CEA Expense | 5,434 | 14 | - | - | - |
| 659900 Other Contracts/Obligation | 488,552 | 607,549 | 613,673 | 613,673 | 350,000 |
| 672000 Interest Payments | 288,311 | 310,811 | 260,811 | 260,811 | 185,811 |
| 680900 Infrastructure Construction | 1,785,787 | 38,376 | - | - | - |
| 791300 Transfer Out - Debt Service | 1,548,587 | 1,133,725 | 559,553 | 559,553 | 116,121 |
| Total Expense | \$ 4,257,368 | \$ 2,093,488 | \$ 1,435,507 | \$ 1,435,507 | \$ 653,432 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive payments:

| | |
|----------|-------------------|
| Encapsys | 350,000 |
| | <u>\$ 350,000</u> |

CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|--|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|
| Revenues | | | | | |
| Property Taxes | \$ 2,202,336 | \$ 2,205,849 | \$ 2,590,000 | \$ 2,526,866 | \$ 2,500,000 |
| Intergovernmental | 64,206 | 65,150 | 69,901 | 71,628 | 89,662 |
| Interest Income | (3,706) | 26,145 | 4,000 | 25,000 | 20,000 |
| Other | 5,981 | 2,990 | 5,981 | 5,981 | 3,136 |
| Total Revenues | <u>2,268,817</u> | <u>2,300,134</u> | <u>2,669,882</u> | <u>2,629,475</u> | <u>2,612,798</u> |
| Expenses | | | | | |
| Operation & Maintenance | 2,418,908 | 647,250 | 613,673 | 623,834 | 350,000 |
| Interest Expense | 288,311 | 310,811 | 260,811 | 260,811 | 185,811 |
| Administrative Expense | 1,562 | 1,702 | 1,470 | 1,470 | 1,500 |
| Total Expenses | <u>2,708,781</u> | <u>959,763</u> | <u>875,954</u> | <u>886,115</u> | <u>537,311</u> |
| Revenues over (under) Expenses | (439,964) | 1,340,371 | 1,793,928 | 1,743,360 | 2,075,487 |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers Out - Debt Service | (1,548,587) | (1,133,725) | (559,553) | (559,553) | (116,121) |
| Sale of City Property | 258,983 | 470,829 | 160,000 | 1,283,425 | 160,000 |
| Total Other Financing Sources (Uses) | <u>(1,289,604)</u> | <u>(662,896)</u> | <u>(399,553)</u> | <u>723,872</u> | <u>43,879</u> |
| Net Change in Equity | (1,729,568) | 677,475 | 1,394,375 | 2,467,232 | 2,119,366 |
| Fund Balance - Beginning | (4,101,346) | (5,830,914) | (5,153,439) | (5,153,439) | (2,686,207) |
| Residual Equity Transfers Out | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ (5,830,914)</u> | <u>\$ (5,153,439)</u> | <u>\$ (3,759,064)</u> | <u>\$ (2,686,207)</u> | <u>\$ (566,841)</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|---------------------|---------------------|
| Cash - Beginning of Year | \$ 562,547 | \$ 2,029,779 |
| - Net Change in Equity | 2,467,232 | 2,119,366 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | <u>(1,000,000)</u> | <u>(2,000,000)</u> |
| Working Cash - End of Year | <u>\$ 2,029,779</u> | <u>\$ 2,149,145</u> |

**CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT**

| Year | 2012B G.O. Refunding Bonds | | |
|------|----------------------------|-----------------|-------------------|
| | Principal | Interest | Total |
| 2020 | \$ 115,000 | \$ 1,121 | 116,121 |
| | <u>\$ 115,000</u> | <u>\$ 1,121</u> | <u>\$ 116,121</u> |

**CITY OF APPLETON 2020 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. The TIF remains a tool to support and encourage investment in this area. No new funds are being requested for the program in 2020.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| | Program Revenues | \$ 63,559 | \$ 74,506 | \$ 68,206 | \$ 68,206 | \$ 77,497 | 13.62% |
| | Program Expenses | \$ 401,460 | \$ 453,762 | \$ 461,783 | \$ 461,783 | \$ 351,500 | -23.88% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | 385,160 | 437,912 | 441,470 | 441,470 | 351,500 | -20.38% |
| | Transfers Out | 16,300 | 15,850 | 20,313 | 20,313 | - | -100.00% |

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

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 7

Business Unit 4100

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 450,029 | \$ 527,179 | \$ 492,000 | \$ 492,000 | \$ 340,000 |
| 422700 State Aid - Computers | 60,319 | 61,206 | 60,000 | 60,000 | 64,000 |
| 422800 State Aid - Personal Property | - | - | 1,706 | 1,706 | 3,497 |
| 471000 Interest on Investments | 3,240 | 13,300 | 6,500 | 6,500 | 10,000 |
| 591000 Proceeds of L-T Debt | - | - | - | - | - |
| Total Revenue | \$ 513,588 | \$ 601,685 | \$ 560,206 | \$ 560,206 | \$ 417,497 |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 1,412 | \$ 1,552 | \$ 1,320 | \$ 1,320 | \$ 1,350 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | 383,598 | 436,210 | 440,000 | 440,000 | 350,000 |
| 791300 Transfer Out - Debt Service | 16,300 | 15,850 | 20,313 | 20,313 | - |
| Total Expense | \$ 401,460 | \$ 453,762 | \$ 461,783 | \$ 461,783 | \$ 351,500 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive -
Valley Fair Too, LLC

\$ 350,000

CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Property Taxes | \$ 450,029 | \$ 527,179 | \$ 492,000 | \$ 490,919 | \$ 340,000 |
| Intergovernmental | 60,319 | 61,206 | 61,706 | 64,393 | 67,497 |
| Interest Income | 3,240 | 13,300 | 6,500 | 20,000 | 10,000 |
| Other | - | - | - | - | - |
| Total Revenues | 513,588 | 601,685 | 560,206 | 575,312 | 417,497 |
| Expenses | | | | | |
| Operation & Maintenance | 383,598 | 436,210 | 440,000 | 351,366 | 350,000 |
| Administrative Expense | 1,562 | 1,702 | 1,470 | 1,470 | 1,500 |
| Total Expenses | 385,160 | 437,912 | 441,470 | 352,836 | 351,500 |
| Revenues over (under) Expenses | 128,428 | 163,773 | 118,736 | 222,476 | 65,997 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | (16,300) | (15,850) | (20,313) | (20,313) | - |
| Total Other Financing Sources (Uses) | (16,300) | (15,850) | (20,313) | (20,313) | - |
| Net Change in Equity | 112,128 | 147,923 | 98,423 | 202,163 | 65,997 |
| Fund Balance (Deficit) - Beginning | 554,032 | 666,160 | 814,083 | 814,083 | 1,016,246 |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance (Deficit) - Ending | \$ 666,160 | \$ 814,083 | \$ 912,506 | \$ 1,016,246 | \$ 1,082,243 |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|--------------|--------------|
| Cash - Beginning of Year | \$ 814,083 | \$ 1,016,246 |
| + Net Change in Equity | 202,163 | 65,997 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | \$ 1,016,246 | \$ 1,082,243 |

**CITY OF APPLETON 2020 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. No new funds are being requested for the program for 2020.

| Summary of Advances | General Fund |
|------------------------|------------------|
| 2012 | \$ 315,000 |
| 2013 | 515,750 |
| 2014 | 41,538 |
| 2015 | 43,614 |
| 2016 | - |
| 2017 | (500,000) |
| 2018 | - |
| 2019 | - |
| 2020 | (350,000) |
| 12/31/20 Balance | <u>\$ 65,902</u> |

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 1,279,529 | \$ 422,679 | \$ 574,488 | \$ 574,488 | \$ 196,100 | -65.87% |
| Program Expenses | | \$ 1,086,754 | \$ 964,179 | \$ 1,478,961 | \$ 1,478,961 | \$ 1,164,745 | -21.25% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 76 | | | | | N/A |
| | Purchased Services | 292,587 | 476,000 | 827,470 | 827,470 | 896,500 | 8.34% |
| | Miscellaneous Expense | 33,295 | 20,795 | 20,795 | 20,795 | 12,045 | -42.08% |
| | Capital Expenditures | 302,000 | - | - | - | | N/A |
| | Transfers Out | 458,796 | 467,384 | 630,696 | 630,696 | 256,200 | -59.38% |

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

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|-------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 322,823 | \$ 531,054 | \$ 1,017,000 | \$ 1,017,000 | \$ 1,150,000 |
| 422700 State Aid - Computers | 3,005 | 3,050 | 3,000 | 3,000 | 3,100 |
| 422800 State Aid - Personal Prop | - | - | 3,143 | 3,143 | 2,582 |
| 470500 General Interest | 49,760 | 38,535 | 27,095 | 27,095 | 10,418 |
| 471000 Interest on Investments | 6,287 | 13,281 | 5,000 | 5,000 | 15,000 |
| 503500 Other Reimbursements | 1,220,477 | 367,813 | 536,250 | 536,250 | 165,000 |
| 591000 Proceeds of Debt | - | - | - | - | - |
| Total Revenue | \$ 1,602,352 | \$ 953,733 | \$ 1,591,488 | \$ 1,591,488 | \$ 1,346,100 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 66 | \$ - | \$ - | \$ - | \$ - |
| 615000 Fringes | 10 | - | - | - | - |
| 640100 Accounting/Audit Fees | 1,412 | 1,552 | 1,320 | 1,320 | 1,350 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 642501 CEA Operations/Maint. | - | 11 | - | - | - |
| 642502 CEA Depreciation/Replace. | 10 | 12 | - | - | - |
| 659900 Other Contracts/Obligation | 291,015 | 474,275 | 826,000 | 826,000 | 895,000 |
| 672000 Interest Payments | 33,295 | 20,795 | 20,795 | 20,795 | 12,045 |
| 680999 Other Infrastructure | 302,000 | - | - | - | - |
| 791300 Transfer Out - Debt Service | 458,796 | 467,384 | 630,696 | 630,696 | 256,200 |
| Total Expense | \$ 1,086,754 | \$ 964,179 | \$ 1,478,961 | \$ 1,478,961 | \$ 1,164,745 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|-------------------------|-------------------|
| Tax Development Payment | |
| RiverHeath | \$ 610,000 |
| Eagle Flats | 75,000 |
| Eagle Point | 210,000 |
| | <u>\$ 895,000</u> |

CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Property Taxes | \$ 322,823 | \$ 531,054 | \$ 1,017,000 | \$ 1,017,000 | \$ 1,150,000 |
| Intergovernmental Revenue | 3,005 | 3,050 | 6,143 | 6,143 | 5,682 |
| Other Reimbursements | 1,220,477 | 367,813 | 536,250 | 536,250 | 165,000 |
| Interest Income | 56,047 | 51,816 | 32,095 | 32,095 | 25,418 |
| Total Revenues | 1,602,352 | 953,733 | 1,591,488 | 1,591,488 | 1,346,100 |
| Expenses | | | | | |
| Program Costs | 593,101 | 474,298 | 826,000 | 826,000 | 895,000 |
| Interest Expense | 33,295 | 20,795 | 20,795 | 20,795 | 12,045 |
| Administration | 1,562 | 1,702 | 1,470 | 1,470 | 1,500 |
| Total Expenses | 627,958 | 496,795 | 848,265 | 848,265 | 908,545 |
| Revenues over (under) Expenses | 974,394 | 456,938 | 743,223 | 743,223 | 437,555 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Sale of City Property | - | - | - | - | - |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | (458,796) | (467,384) | (630,696) | (630,696) | (256,200) |
| Total Other Financing Sources (Uses) | (458,796) | (467,384) | (630,696) | (630,696) | (256,200) |
| Net Change in Equity | 515,598 | (10,446) | 112,527 | 112,527 | 181,355 |
| Fund Balance - Beginning | (671,749) | (156,151) | (166,597) | (166,597) | (54,070) |
| Fund Balance - Ending | \$ (156,151) | \$ (166,597) | \$ (54,070) | \$ (54,070) | \$ 127,285 |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|------------|------------|
| Cash - Beginning of Year | \$ 249,304 | \$ 361,831 |
| + Net Change in Equity | 112,527 | 181,355 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | (350,000) |
| Working Cash - End of Year | \$ 361,831 | \$ 193,186 |

**CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 8
LONG TERM DEBT**

| Year | 2012 DNR Site Remediation Loan | | 2014 G.O. Notes ¹ | |
|------|--------------------------------|-------------|------------------------------|-----------------|
| | Principal | Interest | Principal | Interest |
| 2020 | \$ 35,000 | \$ - | \$ 170,000 | \$ 5,100 |
| 2021 | 35,000 | - | 170,000 | 1,700 |
| 2022 | 45,000 | - | - | - |
| 2023 | 45,000 | - | - | - |
| 2024 | 50,000 | - | - | - |
| | <u>\$ 210,000</u> | <u>\$ -</u> | <u>\$ 340,000</u> | <u>\$ 6,800</u> |

| Year | 2015 G.O. Notes | | Total | | Total |
|------|-------------------|------------------|-------------------|------------------|-------------------|
| | Principal | Interest | Principal | Interest | |
| 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>\$ 250,000</u> | <u>\$ 21,500</u> | <u>\$ 800,000</u> | <u>\$ 28,300</u> | <u>\$ 828,300</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 2020 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

No new funds are being requested for the program in 2020.

Major changes in Revenue, Expenditures, or Programs:

The 2019 TID value has dropped below the TID's base value so no property tax increment is anticipated in 2020.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| | Program Revenues | \$ 100,435 | \$ 74,762 | \$ 71,381 | \$ 71,381 | \$ 115,493 | 61.80% |
| | Program Expenses | \$ 33,277 | \$ 34,399 | \$ 35,470 | \$ 35,470 | \$ 36,500 | 2.90% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Purchased Services | 33,277 | 34,399 | 35,470 | 35,470 | 36,500 | 2.90% |
| | Miscellaneous Expense | - | - | - | - | - | N/A |
| | Repair & Maintenance | - | - | - | - | - | N/A |
| | Transfers Out | - | - | - | - | - | N/A |

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

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|------------------|------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 41,234 | \$ 64,489 | \$ 18,500 | \$ 18,500 | \$ - |
| 422700 State Aid - Computers | 71,006 | 72,050 | 70,000 | 70,000 | 74,000 |
| 422800 State Aid - Personal Prop | - | - | 381 | 381 | 36,493 |
| 471000 Interest on Investments | 817 | 2,712 | 1,000 | 1,000 | 5,000 |
| 503500 Other Reimbursements | 28,612 | - | - | - | - |
| Total Revenue | \$ 141,669 | \$ 139,251 | \$ 89,881 | \$ 89,881 | \$ 115,493 |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 1,412 | \$ 1,552 | \$ 1,320 | \$ 1,320 | \$ 1,350 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | 31,715 | 32,697 | 34,000 | 34,000 | 35,000 |
| Total Expense | \$ 33,277 | \$ 34,399 | \$ 35,470 | \$ 35,470 | \$ 36,500 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|---|------------------|
| Developer funded incentive - Union Square Apartments | <u>\$ 35,000</u> |
|---|------------------|

CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 9
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Property Taxes | \$ 41,234 | \$ 64,489 | \$ 18,500 | \$ 18,769 | \$ - |
| Intergovernmental Revenue | 71,006 | 72,050 | 70,381 | 74,175 | 110,493 |
| Interest Income | 817 | 2,712 | 1,000 | 5,000 | 5,000 |
| Other Reimbursements | 28,612 | - | - | - | - |
| Total Revenues | 141,669 | 139,251 | 89,881 | 97,944 | 115,493 |
| Expenses | | | | | |
| Program Costs | 31,715 | 32,697 | 34,000 | 34,160 | 35,000 |
| Administration | 1,562 | 1,702 | 1,470 | 1,470 | 1,500 |
| Total Expenses | 33,277 | 34,399 | 35,470 | 35,630 | 36,500 |
| Revenues over (under) Expenses | 108,392 | 104,852 | 54,411 | 62,314 | 78,993 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Interest Payments | - | - | - | - | - |
| Operating Transfers In | - | - | - | - | - |
| Total Other Financing Sources (Uses) | - | - | - | - | - |
| Net Change in Equity | 108,392 | 104,852 | 54,411 | 62,314 | 78,993 |
| Fund Balance - Beginning | (16,306) | 92,086 | 196,938 | 196,938 | 259,252 |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance - Ending | \$ 92,086 | \$ 196,938 | \$ 251,349 | \$ 259,252 | \$ 338,245 |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|------------|------------|
| Cash - Beginning of Year | \$ 196,937 | \$ 259,251 |
| + Net Change in Equity | 62,314 | 78,993 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | \$ 259,251 | \$ 338,244 |

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2020 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.

No new funds are being requested for the program in 2020.

Major changes in Revenue, Expenditures, or Programs:

The January 1, 2019 equalized value of this TIF remained below the base value by \$6,360,100, therefore no property tax increment was included in the 2020 budget. The District realized a drop in value in 2019 following a significant reduction in value of Marketplace Plaza during Open Book for assessment.

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. Staff worked with Appleton Storage I, LLC throughout 2019 on the site approvals and construction is expected to begin later in 2019. The project will add approximately \$2.2 million in assessed value to the TIF.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 5,280 | \$ 6,334 | \$ 5,700 | \$ 5,700 | \$ 6,500 | 14.04% |
| Program Expenses | | \$ 1,562 | \$ 1,702 | \$ 1,470 | \$ 1,470 | \$ 1,500 | 2.04% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | - | - | - | - | - | N/A |
| Purchased Services | | 1,562 | 1,702 | 1,470 | 1,470 | 1,500 | 2.04% |
| Miscellaneous Expense | | - | - | - | - | - | N/A |
| Capital Expenditures | | - | - | - | - | - | N/A |
| Transfers Out | | - | - | - | - | - | N/A |

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

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|------------------|-----------------|-----------------|-----------------|-----------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 36,206 | \$ - | \$ - | \$ - | \$ - |
| 422700 State Aid - Computers | 4,968 | 5,041 | 5,000 | 5,000 | 5,000 |
| 471000 Interest on Investments | 312 | 1,293 | 700 | 700 | 1,500 |
| 591000 Proceeds of Debt | - | - | - | - | - |
| Total Revenue | \$ 41,486 | \$ 6,334 | \$ 5,700 | \$ 5,700 | \$ 6,500 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ - | \$ - | \$ - | \$ - |
| 615000 Fringes | - | - | - | - | - |
| 640100 Accounting/Audit Fees | 1,412 | 1,552 | 1,320 | 1,320 | 1,350 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 640400 Consulting | - | - | - | - | - |
| 672000 Interest Payments | - | - | - | - | - |
| 659900 Other Contracts/Obligation | - | - | - | - | - |
| 680900 Infrastructure Construction | - | - | - | - | - |
| Total Expense | \$ 1,562 | \$ 1,702 | \$ 1,470 | \$ 1,470 | \$ 1,500 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Property Taxes | \$ 36,206 | \$ - | \$ - | \$ - | \$ - |
| Intergovernmental Revenue | 4,968 | 5,041 | 5,000 | 5,040 | 5,000 |
| Interest on Investments | 312 | 1,293 | 700 | 600 | 1,500 |
| Total Revenues | 41,486 | 6,334 | 5,700 | 5,640 | 6,500 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Administration | 1,562 | 1,702 | 1,470 | 1,470 | 1,500 |
| Total Expenses | 1,562 | 1,702 | 1,470 | 1,470 | 1,500 |
| Revenues over (under) Expenses | 39,924 | 4,632 | 4,230 | 4,170 | 5,000 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Interest Payments | - | - | - | - | - |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | - | - | - | - | - |
| Total Other Financing Sources (Uses) | - | - | - | - | - |
| Net Change in Equity | 39,924 | 4,632 | 4,230 | 4,170 | 5,000 |
| Fund Balance - Beginning | 47,216 | 87,140 | 91,772 | 91,772 | 95,942 |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance - Ending | \$ 87,140 | \$ 91,772 | \$ 96,002 | \$ 95,942 | \$ 100,942 |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|-----------|------------|
| Cash - Beginning of Year | \$ 91,772 | \$ 95,942 |
| + Net Change in Equity | 4,170 | 5,000 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | \$ 95,942 | \$ 100,942 |

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2020 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 |
|---------------------------------------|----------------------|-------------------|
| Water Main Construction Program | 510,150 | Projects, pg. 592 |
| Parking Ramp - US Venture Development | 20,000,000 | Projects, pg. 621 |
| | <u>\$ 20,510,150</u> | |

| Summary of Advances | General Fund |
|------------------------|-------------------|
| 2017 | \$ 1,025 |
| 2018 | 348,551 |
| 2019 | 340,354 |
| 2020 | 80,622 |
| 12/31/20 Balance | <u>\$ 770,552</u> |

Major changes in Revenue, Expenditures, or Programs:

The Business Enhancement Grants have continued to experience high demand since the inception of the program in 2018. As of July 1, 2019, \$28,000 of the \$42,000 available in TIF District #11 has been committed, and it has leveraged over \$136,065 in private investment. Demand continues for the program and full commitment of 2019 funds is expected soon. 2020 funding is requested to continue to provide for six (6) Business Enhancement Grants to continue leverage of significant private investment in this corridor.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ - | \$ 133 | \$ 11,997,344 | \$ 11,997,344 | \$ 20,510,150 | 70.96% |
| Program Expenses | | \$ 1,025 | \$ 418,243 | \$ 12,040,814 | \$ 14,253,370 | \$ 20,589,272 | 71.00% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | 44,060 | 64,731 | 64,731 | - | -100.00% |
| | Supplies & Materials | - | 147 | - | 57,654 | - | N/A |
| | Purchased Services | 1,000 | 265,477 | 47,470 | 2,202,372 | 43,500 | -8.36% |
| | Miscellaneous Expense | 25 | 8,551 | - | - | 35,622 | N/A |
| | Capital Expenditures | - | 100,008 | 11,928,613 | 11,928,613 | 20,510,150 | 71.94% |
| | Transfers Out | - | - | - | - | - | N/A |

* % change from prior year adopted budget
TIF 11.xls

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 11

Business Unit 4140

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-----------------|-------------------|----------------------|----------------------|----------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ - | \$ - | \$ 160,000 | \$ 160,000 | \$ 36,000 |
| 422700 State Aid - Computers | - | - | - | - | - |
| 471000 Interest on Investments | - | 133 | - | - | 160,150 |
| 591000 Proceeds of Debt | - | - | 11,997,344 | 11,997,344 | 20,350,000 |
| Total Revenue | \$ - | \$ 133 | \$ 12,157,344 | \$ 12,157,344 | \$ 20,546,150 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ 15,342 | \$ - | \$ - | \$ - |
| 610200 Labor Pool Allocations | - | 16,940 | 44,638 | 44,638 | - |
| 610500 Overtime Wages | - | 80 | - | - | - |
| 610800 Part-Time Wages | - | 46 | 2,496 | 2,496 | - |
| 615000 Fringes | - | 11,652 | 17,597 | 17,597 | - |
| 632510 Street Lights | - | 147 | - | 57,654 | - |
| 640100 Accounting/Audit Fees | - | - | 1,320 | 1,320 | 1,350 |
| 640202 Recording/Filing Fees | 1,000 | 150 | 150 | 150 | 150 |
| 640400 Consulting Services | - | 26,855 | - | 29,296 | - |
| 640600 Architect Fees | - | 218,610 | - | 2,124,112 | - |
| 642501 CEA Operations/Maint. | - | 254 | 4,000 | 4,000 | - |
| 642502 CEA Depreciation/Replace. | - | 102 | - | - | - |
| 659900 Other Contracts/Obligation | - | 19,506 | 42,000 | 43,494 | 42,000 |
| 672000 Interest Payments | 25 | 8,551 | - | - | 35,622 |
| 680100 Land | - | 5,150 | - | - | - |
| 680300 Buildings | - | - | 10,000,000 | 10,000,000 | 20,000,000 |
| 680900 Infrastructure Construction | - | 94,858 | 1,928,613 | 1,928,613 | 510,150 |
| 791300 Transfer Out - Debt Svc | - | - | - | - | - |
| Total Expense | \$ 1,025 | \$ 418,243 | \$ 12,040,814 | \$ 14,253,370 | \$ 20,589,272 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Property improvement grants \$ 42,000

Buildings

Parking Ramp - US Venture project \$ 20,000,000

Infrastructure Construction

Water main \$ 510,150

CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 11
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Property Taxes | \$ - | \$ - | \$ 160,000 | \$ 162,983 | \$ 36,000 |
| Intergovernmental Revenue | - | - | - | - | - |
| Interest on Investments | - | 133 | - | - | 160,150 |
| Total Revenues | - | 133 | 160,000 | 162,983 | 196,150 |
| Expenses | | | | | |
| Program Costs | - | 409,542 | 12,039,344 | 2,449,183 | 20,552,150 |
| Administration | 1,000 | 150 | 1,470 | 1,470 | 1,500 |
| Total Expenses | 1,000 | 409,692 | 12,040,814 | 2,450,653 | 20,553,650 |
| Revenues over (under) Expenses | (1,000) | (409,559) | (11,880,814) | (2,287,670) | (20,357,500) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | 11,997,344 | 2,000,000 | 20,350,000 |
| Interest Payments | (25) | (8,551) | - | (25,354) | (35,622) |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | - | - | - | - | - |
| Total Other Financing Sources (Uses) | (25) | (8,551) | 11,997,344 | 1,974,646 | 20,314,378 |
| Net Change in Equity | (1,025) | (418,110) | 116,530 | (313,024) | (43,122) |
| Fund Balance - Beginning | - | (1,025) | (419,135) | (419,135) | (732,159) |
| Fund Balance - Ending | \$ (1,025) | \$ (419,135) | \$ (302,605) | \$ (732,159) | \$ (775,281) |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|-----------|-----------|
| Cash - Beginning of Year | \$ 8,567 | \$ 10,543 |
| + Net Change in Equity | (313,024) | (43,122) |
| + Advance from General Fund | 315,000 | 45,000 |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | \$ 10,543 | \$ 12,421 |

**CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 11
LONG TERM DEBT**

| Year | 2019A G.O. Notes | |
|------|---------------------|-------------------|
| | Principal | Interest |
| 2020 | \$ - | \$ - * |
| 2021 | - | - * |
| 2022 | - | 51,150 |
| 2023 | 260,000 | 47,250 |
| 2024 | 270,000 | 39,300 |
| 2025 | 280,000 | 31,050 |
| 2026 | 285,000 | 22,575 |
| 2027 | 295,000 | 15,350 |
| 2028 | 305,000 | 9,350 |
| 2029 | 315,000 | 3,150 |
| | <u>\$ 2,010,000</u> | <u>\$ 219,175</u> |

* The premium received when the 2019 G.O. notes were issued will be used to pay the amount of interest due in 2020 & 2021, so no transfer to the debt service fund will be required in 2020 or 2021.

**CITY OF APPLETON 2020 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,

| Summary of Advances | General Fund |
|------------------------|------------------|
| 2017 | \$ 1,025 |
| 2018 | 7,739 |
| 2019 | 47,100 |
| 2020 | 35,593 |
| 12/31/20 Balance | <u>\$ 91,457</u> |

Major changes in Revenue, Expenditures, or Programs:

The Business Enhancement Grants have continued to experience high demand since the inception of the program in 2018. As of July 1, 2019 all of the \$42,000 available in TIF District #12 has been committed, and it has leveraged over \$70,323 in private investment. Demand continues for the program. 2020 funding is requested to continue to provide for six (6) Business Enhancement Grants to continue leverage of significant private investment in this corridor.

The 2020 Budget includes the first developer-incentive payment for McFleshman's Commons. Additionally, in 2019, a development agreement with Block 800, LLC was approved which will lead to a four-story mixed-use development spanning three parcels on W College Avenue. The new building will include first floor commercial space with three floors of residential units above.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| | Program Revenues | \$ - | \$ 131 | \$ - | \$ - | \$ - | N/A |
| | Program Expenses | \$ 1,025 | \$ 7,389 | \$ 45,772 | \$ 59,772 | \$ 54,593 | 19.27% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Purchased Services | 1,000 | 7,150 | 43,470 | 57,470 | 51,000 | 17.32% |
| | Miscellaneous Expense | 25 | 239 | 2,302 | 2,302 | 3,593 | 56.08% |
| | Capital Expenditures | - | - | - | - | - | N/A |

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

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 12

Business Unit 4150

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-----------------|-----------------|------------------|------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 422700 State Aid - Computers | - | - | - | - | - |
| 471000 Interest on Investments | - | 131 | - | - | - |
| 591000 Proceeds of Debt | - | - | - | - | - |
| Total Revenue | \$ - | \$ 131 | \$ - | \$ - | \$ 25,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ - | \$ - | \$ - | \$ - |
| 615000 Fringes | - | - | - | - | - |
| 640100 Accounting/Audit Fees | - | - | 1,320 | 1,320 | 1,350 |
| 640202 Recording/Filing Fees | 1,000 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | - | 7,000 | 42,000 | 56,000 | 49,500 |
| 672000 Interest Payments | 25 | 239 | 2,302 | 2,302 | 3,593 |
| 680901 Streets | - | - | - | - | - |
| Total Expense | \$ 1,025 | \$ 7,389 | \$ 45,772 | \$ 59,772 | \$ 54,593 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | |
|--|------------------|
| <u>Other Contracts/Obligations</u> | |
| Property Improvement Grants | \$ 42,000 |
| Developer funded incentive McFleshman's Commons | 7,500 |
| | <u>\$ 49,500</u> |

CITY OF APPLETON 2020 BUDGET
TAX INCREMENTAL DISTRICT # 12
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------|
| Property Taxes | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| Intergovernmental Revenue | - | - | - | - | - |
| Interest on Investments | - | 131 | - | - | - |
| Total Revenues | <u>-</u> | <u>131</u> | <u>-</u> | <u>-</u> | <u>25,000</u> |
| Expenses | | | | | |
| Program Costs | - | 7,000 | 42,000 | 42,000 | 49,500 |
| Administration | 1,000 | 150 | 1,470 | 1,470 | 1,500 |
| Total Expenses | <u>1,000</u> | <u>7,150</u> | <u>43,470</u> | <u>43,470</u> | <u>51,000</u> |
| Revenues over (under) Expenses | (1,000) | (7,019) | (43,470) | (43,470) | (26,000) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Interest Payments | (25) | (239) | (2,302) | (1,576) | (3,593) |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>(25)</u> | <u>(239)</u> | <u>(2,302)</u> | <u>(1,576)</u> | <u>(3,593)</u> |
| Net Change in Equity | (1,025) | (7,258) | (45,772) | (45,046) | (29,593) |
| Fund Balance - Beginning | - | (1,025) | (8,283) | (8,283) | (53,329) |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ (1,025)</u> | <u>\$ (8,283)</u> | <u>\$ (54,055)</u> | <u>\$ (53,329)</u> | <u>\$ (82,922)</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|---------------|-----------------|
| Cash - Beginning of Year | \$ 481 | \$ 959 |
| + Net Change in Equity | (45,046) | (29,593) |
| + Advance from General Fund | 45,524 | 32,000 |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | <u>\$ 959</u> | <u>\$ 3,366</u> |

CITY OF APPLETON 2020 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

**Director of Parks, Recreation & Facilities Management:
Dean R. Gazza, CFM, CCM, PMP, LEED-AP**

**Deputy Director of Parks, Recreation & Facilities Management:
Thomas R. Flick**

CITY OF APPLETON 2020 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2019 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. The benchmark cost 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 Jones Park and a site master plan was developed for the Municipal Services site.

Capital improvement projects completed in 2019 include: a roof replacement at Fire Station #1; renovation of the Lawe Street bridge tender station; upgrade of the Department of Public Works and City Hall 1st floor customer service furniture and interior finishes; installation of a third methane boiler at the Wastewater Treatment Plant; lighting upgrades at the various facilities and parks; inspection of fire station water and sewer laterals, and HVAC upgrades at Fire Station #4 and the Water Plant. 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 5.96 million kWh's (23.6%) annually totaling over 47.7 million kWh's saved and natural gas usage reduced by 265,332 therms (27.1%) annually totaling over 2.26 million therms saved, resulting in approximately \$5.10 million in energy savings over this time period. During 2019, the Sustainability Plan was updated which highlights a comprehensive list of sustainable and energy conservation initiatives accomplished.

CITY OF APPLETON 2020 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2020 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 City's asset management system to the new Tyler Munis work order system.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|------------------------|--------------|--------------|--------------|--------------|--------------|------------|
| Programs | | Actual | | Budget | | | % Change * |
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 2,585,147 | \$ 2,733,661 | \$ 2,836,286 | \$ 2,836,286 | \$ 2,947,042 | 3.90% |
| Program Expenses | | | | | | | |
| 6330 | Administration | 345,857 | 350,866 | 358,955 | 358,955 | 350,402 | -2.38% |
| 6331 | Facilities Maintenance | 2,290,686 | 2,426,440 | 2,507,331 | 2,507,331 | 2,596,640 | 3.56% |
| Total Program Expenses | | \$ 2,636,543 | \$ 2,777,306 | \$ 2,866,286 | \$ 2,866,286 | \$ 2,947,042 | 2.82% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 917,809 | 947,786 | 958,178 | 958,178 | 975,087 | 1.76% |
| Training & Travel | | 10,758 | 10,764 | 11,220 | 11,220 | 10,500 | -6.42% |
| Supplies & Materials | | 357,681 | 371,805 | 440,832 | 440,832 | 434,363 | -1.47% |
| Purchased Services | | 1,340,795 | 1,446,951 | 1,435,806 | 1,435,806 | 1,527,092 | 6.36% |
| Capital Expenditures | | - | - | 18,000 | 18,000 | - | -100.00% |
| Transfers Out | | 9,500 | - | 2,250 | 2,250 | - | -100.00% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 10.25 | 10.26 | 10.26 | 10.26 | 10.26 | |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely and organized support of departments | | | | | |
| % of customers who were satisfied with the services provided | 99% | 99% | 100% | 99% | 100% |
| Strategic Outcomes | | | | | |
| Facilities projects/plans/studies initiated in year scheduled | 97% | 98% | 100% | 99% | 100% |
| Work Process Output | | | | | |
| # of capital projects initiated | 51 | 46 | 50 | 48 | 44 |

**CITY OF APPLETON 2020 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ (10) | \$ (89) | \$ - | \$ - | \$ - |
| 480100 Charges for Services | 2,579,938 | 2,710,020 | 2,831,086 | 2,831,086 | 2,938,042 |
| 500400 Sale of City Property | - | - | - | - | - |
| 503000 Damage to City Property | - | 285 | - | - | - |
| 503500 Other Reimbursements | 5,219 | 13,855 | 5,200 | 5,200 | 9,000 |
| 508200 Insurance Proceeds | - | 9,590 | - | - | - |
| Total Revenue | \$ 2,585,147 | \$ 2,733,661 | \$ 2,836,286 | \$ 2,836,286 | \$ 2,947,042 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 122,799 | \$ 147,743 | \$ 146,986 | \$ 146,986 | \$ 149,469 |
| 610500 Overtime Wages | - | 2,230 | 2,364 | 2,364 | 2,394 |
| 615000 Fringes | 94,198 | 73,849 | 66,570 | 66,570 | 67,464 |
| 620100 Training/Conferences | 9,918 | 9,924 | 10,500 | 10,500 | 10,500 |
| 620600 Parking Permits | 840 | 840 | 720 | 720 | - |
| 630100 Office Supplies | 1,720 | 2,043 | 2,100 | 2,100 | 2,100 |
| 630200 Subscriptions | 350 | 502 | 200 | 200 | 200 |
| 630300 Memberships & Licenses | 1,804 | 1,805 | 2,000 | 2,000 | 2,000 |
| 630400 Postage\Freight | 2,604 | 2,561 | 2,700 | 2,700 | 2,888 |
| 630500 Awards & Recognition | 271 | 180 | 180 | 180 | 180 |
| 630600 Building Maint./Janitorial | 27 | 89 | - | - | - |
| 630700 Food & Provisions | 286 | 240 | 240 | 240 | 240 |
| 631500 Books & Library Materials | 1,273 | 640 | 1,500 | 1,500 | 1,500 |
| 632000 Printing / Copying | 4,383 | 4,533 | 4,800 | 4,800 | 4,500 |
| 632101 Uniforms | 870 | 135 | 750 | 750 | 750 |
| 632300 Safety Supplies | 2,001 | 1,160 | 2,000 | 2,000 | 2,000 |
| 640100 Accounting/Audit Fees | 1,674 | 1,840 | 1,470 | 1,470 | 1,500 |
| 640400 Consulting Services | 6,470 | 7,212 | 6,500 | 6,500 | 6,500 |
| 640700 Solid Waste/Recycling | 1,251 | 1,138 | 1,400 | 1,400 | 1,400 |
| 641200 Advertising | 675 | - | 1,500 | 1,500 | 1,500 |
| 641300 Utilities | 46,599 | 50,307 | 60,245 | 60,245 | 55,047 |
| 650100 Insurance | 31,463 | 30,984 | 35,480 | 35,480 | 31,770 |
| 659900 Other Contracts/Obligation | 4,881 | 10,911 | 6,500 | 6,500 | 6,500 |
| 791400 Transfer Out - Capital Proj | 9,500 | - | 2,250 | 2,250 | - |
| Total Expense | \$ 345,857 | \$ 350,866 | \$ 358,955 | \$ 358,955 | \$ 350,402 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

Due to the expected loss of our long-time janitorial service company who worked on a very small profit margin, we are anticipating a substantial increase in janitorial service costs in 2020. We are currently in the process of issuing an RFP for these services.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Provide a proactive maintenance program | | | | | |
| % of satisfied customers | 99% | 99% | 100% | 99% | 100% |
| Strategic Outcomes | | | | | |
| % of services performed as scheduled: | | | | | |
| Cost per sq. ft. - maint. and janitorial | \$1.83 | \$1.93 | \$2.01 | \$2.00 | \$1.79 |
| 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 2020 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 488,230 | \$ 516,548 | \$ 517,217 | \$ 517,217 | \$ 525,851 |
| 610400 Call Time Wages | 2,643 | 3,781 | 3,500 | 3,500 | 7,500 |
| 610500 Overtime Wages | 8,215 | 6,405 | 12,000 | 12,000 | 10,000 |
| 610800 Part-Time Wages | 9,739 | 9,925 | 10,500 | 10,500 | 10,500 |
| 615000 Fringes | 191,984 | 187,306 | 199,041 | 199,041 | 201,909 |
| 630600 Building Maint./Janitorial | 306,582 | 308,238 | 366,362 | 366,362 | 368,005 |
| 630901 Shop Supplies | 8,951 | 9,705 | 10,000 | 10,000 | 10,000 |
| 632300 Safety Supplies | 116 | - | - | - | - |
| 632700 Miscellaneous Equipment | 26,443 | 39,975 | 48,000 | 48,000 | 40,000 |
| 640500 Engineering Fees | 8,108 | 4,371 | 5,000 | 5,000 | 5,000 |
| 640700 Solid Waste/Recycling | 807 | 2,167 | 2,000 | 2,000 | 2,000 |
| 641400 Janitorial Service | 379,691 | 386,666 | 407,164 | 407,164 | 500,000 |
| 641600 Build Repairs & Maint | 491,642 | 579,400 | 531,966 | 531,966 | 536,477 |
| 641800 Equip Repairs & Maint | 2,611 | 4,413 | 3,500 | 3,500 | 8,500 |
| 642500 CEA Expense | 46,323 | 48,104 | 44,215 | 44,215 | 41,873 |
| 650200 Leases | 318,601 | 319,045 | 328,616 | 328,616 | 328,775 |
| 650302 Equipment Rent | - | 391 | 250 | 250 | 250 |
| 680401 Machinery & Equipment | - | - | 18,000 | 18,000 | - |
| Total Expense | <u>\$ 2,290,686</u> | <u>\$ 2,426,440</u> | <u>\$ 2,507,331</u> | <u>\$ 2,507,331</u> | <u>\$ 2,596,640</u> |

DETAILED SUMMARY OF 2020 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 | 35,265 |
| Painting | 30,480 |
| Plumbing | 38,100 |
| Security | 30,480 |
| Structural/windows/ext. doors | 40,640 |
| | <u>\$ 368,005</u> |

Miscellaneous Equipment

| | |
|------------------------|------------------|
| City furniture/general | \$ 40,000 |
| | <u>\$ 40,000</u> |

Janitorial Service

| | |
|-------------------------------|-------------------|
| Contracted janitorial service | \$ 500,000 |
| | <u>\$ 500,000</u> |

Building Repairs & Maintenance Services

| | |
|---|-------------------|
| Electrical | \$ 30,043 |
| Elevator | 38,389 |
| Fire/safety | 47,874 |
| HVAC | 215,950 |
| Plumbing | 24,367 |
| Security | 16,600 |
| Structural/roof | 11,300 |
| Overhead & passage doors | 68,350 |
| Painting & pavilion staining | 24,250 |
| Flooring | 8,750 |
| Other: pest control, locksmith, room set-ups, landfill, etc. | 20,304 |
| <u>Projects</u> | |
| Wastewater service doors | 15,000 |
| Wastewater overhead doors | 15,300 |
| | <u>\$ 536,477</u> |

Leases

| | |
|-----------------------------|-------------------|
| City Hall condo agreement | \$ 312,906 |
| First floor conference room | 15,869 |
| | <u>\$ 328,775</u> |

**CITY OF APPLETON 2020 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|-------------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | (10) | (889) | - | - | - | - |
| 480100 General Charges for Service | 2,579,938 | 2,710,020 | 671,633 | 2,831,086 | 2,831,086 | 2,938,042 |
| 503000 Damage to City Property | - | 285 | - | - | - | - |
| 503500 Other Reimbursements | 5,219 | 13,855 | 6,933 | 5,200 | 5,200 | 9,000 |
| 508200 Insurance Proceeds | - | 9,590 | 2,258 | - | - | - |
| TOTAL PROGRAM REVENUES | 2,585,147 | 2,732,861 | 680,824 | 2,836,286 | 2,836,286 | 2,947,042 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 182,264 | 208,292 | 69,152 | 664,203 | 664,203 | 675,320 |
| 610200 Labor Pool Allocations | 375,876 | 393,418 | 132,460 | - | - | - |
| 610400 Call Time Wages | 2,643 | 3,781 | 1,385 | 3,500 | 3,500 | 7,500 |
| 610500 Overtime Wages | 8,215 | 8,635 | 2,699 | 14,364 | 14,364 | 12,394 |
| 610800 Part-Time Wages | 9,739 | 9,925 | 82 | 10,500 | 10,500 | 10,500 |
| 611000 Other Compensation | 1,260 | 1,960 | 1,260 | - | - | - |
| 611500 Vacation Pay | 51,630 | 60,620 | 10,195 | - | - | - |
| 615000 Fringes | 248,654 | 250,268 | 84,975 | 265,611 | 265,611 | 269,373 |
| 615500 Unemployment Compensation | 2,220 | - | - | - | - | - |
| 617000 Pension Expense | 35,308 | 9,869 | - | - | - | - |
| 617100 OPEB Expense | - | 1,018 | - | - | - | - |
| TOTAL PERSONNEL | 917,809 | 947,786 | 302,208 | 958,178 | 958,178 | 975,087 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 9,918 | 9,924 | 3,024 | 10,500 | 10,500 | 10,500 |
| 620600 Parking Permits | 840 | 840 | - | 720 | 720 | - |
| TOTAL TRAINING / TRAVEL | 10,758 | 10,764 | 3,024 | 11,220 | 11,220 | 10,500 |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,720 | 2,043 | 297 | 2,100 | 2,100 | 2,100 |
| 630200 Subscriptions | 350 | 502 | 390 | 200 | 200 | 200 |
| 630300 Memberships & Licenses | 1,804 | 1,805 | 704 | 2,000 | 2,000 | 2,000 |
| 630400 Postage\Freight | 2,604 | 2,561 | 797 | 2,700 | 2,700 | 2,888 |
| 630500 Awards & Recognition | 271 | 180 | - | 180 | 180 | 180 |
| 630600 Building Maint./Janitorial | 306,609 | 308,326 | 106,048 | 366,362 | 366,362 | 368,005 |
| 630700 Food & Provisions | 286 | 240 | - | 240 | 240 | 240 |
| 630901 Shop Supplies | 8,951 | 9,705 | 3,034 | 10,000 | 10,000 | 10,000 |
| 631500 Books & Library Materials | 1,273 | 640 | 159 | 1,500 | 1,500 | 1,500 |
| 632001 City Copy Charges | 4,107 | 4,134 | 935 | 3,600 | 3,600 | 3,600 |
| 632002 Outside Printing | 276 | 399 | 30 | 1,200 | 1,200 | 900 |
| 632101 Uniforms | 870 | 135 | - | 750 | 750 | 750 |
| 632300 Safety Supplies | 2,117 | 1,160 | 812 | 2,000 | 2,000 | 2,000 |
| 632700 Miscellaneous Equipment | 26,443 | 39,975 | 19,722 | 48,000 | 48,000 | 40,000 |
| TOTAL SUPPLIES | 357,681 | 371,805 | 132,928 | 440,832 | 440,832 | 434,363 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 1,674 | 1,840 | - | 1,470 | 1,470 | 1,500 |
| 640400 Consulting Services | 6,470 | 7,212 | - | 6,500 | 6,500 | 6,500 |
| 640500 Engineering Fees | 8,108 | 4,371 | 2,200 | 5,000 | 5,000 | 5,000 |
| 640700 Solid Waste/Recycling Pickup | 2,058 | 3,305 | 403 | 3,400 | 3,400 | 3,400 |
| 641200 Advertising | 675 | - | 399 | 1,500 | 1,500 | 1,500 |
| 641301 Electric | 16,502 | 16,063 | 5,037 | 20,000 | 20,000 | 16,465 |
| 641302 Gas | 6,293 | 7,639 | 4,966 | 9,302 | 9,302 | 7,639 |
| 641303 Water | 2,625 | 2,484 | 578 | 3,000 | 3,000 | 3,000 |
| 641304 Sewer | 813 | 751 | 168 | 1,078 | 1,078 | 1,078 |
| 641306 Stormwater | 11,373 | 13,611 | 3,457 | 17,925 | 17,925 | 17,925 |
| 641307 Telephone | 3,239 | 3,510 | 1,298 | 3,240 | 3,240 | 3,240 |
| 641308 Cellular Phones | 5,754 | 6,249 | 3,201 | 5,700 | 5,700 | 5,700 |
| 641400 Janitorial Service | 379,691 | 386,666 | 165,813 | 407,164 | 407,164 | 500,000 |
| 641600 Build Repairs & Maint | 491,641 | 579,402 | 153,143 | 531,966 | 531,966 | 536,477 |
| 641800 Equip Repairs & Maint | 2,611 | 4,413 | - | 3,500 | 3,500 | 8,500 |
| 642501 CEA Operations/Maint. | 24,789 | 24,175 | 6,511 | 25,760 | 25,760 | 27,042 |
| 642502 CEA Depreciation/Replace. | 21,534 | 23,929 | 20,760 | 18,455 | 18,455 | 14,831 |
| 650100 Insurance | 31,463 | 30,984 | - | 35,480 | 35,480 | 31,770 |
| 650200 Leases | 318,601 | 319,045 | 130,516 | 328,616 | 328,616 | 328,775 |
| 650302 Equipment Rent | - | 391 | 888 | 250 | 250 | 250 |
| 659900 Other Contracts/Obligation | 4,881 | 10,911 | 1,690 | 6,500 | 6,500 | 6,500 |
| TOTAL PURCHASED SVCS | 1,340,795 | 1,446,951 | 501,028 | 1,435,806 | 1,435,806 | 1,527,092 |

**CITY OF APPLETON 2020 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

| | <u>2017 ACTUAL</u> | <u>2018 ACTUAL</u> | <u>2019 YTD ACTUAL</u> | <u>2019 ORIG BUD</u> | <u>2019 REVISED BUD</u> | <u>2020 BUDGET</u> |
|---------------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| Capital Outlay | | | | | | |
| 680401 Machinery & Equipment | - | - | 11,224 | 18,000 | 18,000 | - |
| TOTAL CAPITAL OUTLAY | - | - | 11,224 | 18,000 | 18,000 | - |
| Transfers | | | | | | |
| 791400 Transfer Out - Capital Project | 9,500 | - | - | 2,250 | 2,250 | - |
| TOTAL TRANSFERS | 9,500 | - | - | 2,250 | 2,250 | - |
| TOTAL EXPENSE | <u>2,636,543</u> | <u>2,777,306</u> | <u>950,412</u> | <u>2,866,286</u> | <u>2,866,286</u> | <u>2,947,042</u> |

CITY OF APPLETON 2020 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---|-------------------|------------------|--------------------|-------------------|------------------|
| Charges for Services | \$ 2,579,938 | \$ 2,710,020 | \$ 2,831,086 | \$ 2,781,086 | \$ 2,938,042 |
| Total Revenues | <u>2,579,938</u> | <u>2,710,020</u> | <u>2,831,086</u> | <u>2,781,086</u> | <u>2,938,042</u> |
| Expenses | | | | | |
| Operating Expenses | 2,627,043 | 2,777,306 | 2,864,036 | 2,789,036 | 2,947,042 |
| Depreciation | - | - | - | - | - |
| Total Expenses | <u>2,627,043</u> | <u>2,777,306</u> | <u>2,864,036</u> | <u>2,789,036</u> | <u>2,947,042</u> |
| Operating Loss | (47,105) | (67,286) | (32,950) | (7,950) | (9,000) |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income (Loss) | (10) | (89) | - | - | - |
| Other Income | 5,219 | 23,730 | 5,200 | 15,000 | 9,000 |
| Total Non-Operating | <u>5,209</u> | <u>23,641</u> | <u>5,200</u> | <u>15,000</u> | <u>9,000</u> |
| Income (Loss) before Contributions and Transfers | (41,896) | (43,645) | (27,750) | 7,050 | - |
| Contributions and Transfers In (Out) | | | | | |
| Transfer Out - Capital Projects | (9,500) | - | (2,250) | (2,250) | - |
| Change in Net Assets | (51,396) | (43,645) | (30,000) | 4,800 | - |
| Net Assets - Beginning | <u>169,609</u> | <u>56,074 *</u> | <u>12,429</u> | <u>12,429</u> | <u>17,229</u> |
| Net Assets - Ending | <u>\$ 118,213</u> | <u>\$ 12,429</u> | <u>\$ (17,571)</u> | <u>\$ 17,229</u> | <u>\$ 17,229</u> |

* as restated for new pension standards

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|------------------|------------------|
| Cash - Beginning of Year | \$ 53,160 | \$ 57,960 |
| + Change in Net Assets | 4,800 | - |
| Working Cash - End of Year | <u>\$ 57,960</u> | <u>\$ 57,960</u> |

**CITY OF APPLETON 2020 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 improvements not accounted for separately in the City's enterprise funds. The projects anticipated for the upcoming year include the following:

| Project | Amount | Page |
|--|---------------------|-------------------|
| Downtown Development | \$ 300,000 | Projects, Pg. 604 |
| Building Envelope | 150,000 | Projects, Pg. 605 |
| Energy Efficiency Upgrades | 100,000 | Projects, Pg. 608 |
| Facility Renovations | 460,000 | Projects, Pg. 609 |
| Grounds Improvements | 25,000 | Projects, Pg. 611 |
| Hardscape Improvements | 1,100,000 | Projects, Pg. 612 |
| HVAC Upgrades | 635,000 | Projects, Pg. 613 |
| Interior Finishes and Furniture | 935,000 | Projects, Pg. 614 |
| Lighting Upgrades | 175,000 | Projects, Pg. 615 |
| Roof Replacement | 225,000 | Projects, Pg. 618 |
| Safety and Security Improvements | 155,000 | Projects, Pg. 619 |
| Appleton Memorial Park/Athletic Fields | 150,000 | Projects, Pg. 648 |
| Park ADA Improvements | 50,000 | Projects, Pg. 649 |
| Playground Areas | 650,000 | Projects, Pg. 653 |
| Statue and Monument Restoration | 45,000 | Projects, Pg. 655 |
| Trails and Trail Connections | 1,390,000 | Projects, Pg. 657 |
| | <u>\$ 6,545,000</u> | |

Major changes in Revenue, Expenditures, or Programs:

The \$911,810 and \$200,000 included in revenue represent anticipated grants for construction of the Lawe Street trestle trail.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|---------------|--------------|---------------|---------------|--------------|------------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 140,099 | \$ 142,473 | \$ 22,500 | \$ 22,500 | \$ 1,160,727 | 5058.79% |
| Program Expenses | | \$ 10,308,776 | \$ 7,240,617 | \$ 12,414,218 | \$ 13,848,273 | \$ 6,615,727 | -46.71% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 206,573 | 212,874 | 214,218 | 214,218 | 220,727 | 3.04% |
| | Supplies & Materials | 379,732 | 11,510 | 255,000 | 255,000 | 755,000 | 196.08% |
| | Purchased Services | 421,278 | 308,465 | 175,000 | 265,290 | 340,000 | 94.29% |
| | Capital Expenditures | 9,301,193 | 6,707,768 | 11,770,000 | 13,113,765 | 5,300,000 | -54.97% |

CITY OF APPLETON 2020 BUDGET

CAPITAL PROJECTS FUNDS

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|----------------------|---------------------|----------------------|----------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ - | \$ - | \$ - | \$ 911,810 |
| 423000 Miscellaneous Local Aids | 12,450 | - | - | - | 200,000 |
| 471000 Interest on Investments | 37,649 | 41,378 | - | - | 48,917 |
| 502000 Donations & Memorials | - | 100,000 | 22,500 | 22,500 | - |
| 503500 Other Reimbursements | - | 1,095 | - | - | - |
| 591000 Proceeds of Long-term Debt | 3,942,500 | 8,024,103 | 12,263,875 | 11,413,875 | 5,605,000 |
| 592400 Transfer In - Capital Project | 90,000 | - | - | - | - |
| Total Revenue | \$ 4,082,599 | \$ 8,166,576 | \$ 12,286,375 | \$ 11,436,375 | \$ 6,765,727 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 150,868 | \$ 158,973 | \$ 160,238 | \$ 160,238 | \$ 163,355 |
| 615000 Fringes | 55,705 | 53,901 | 53,980 | 53,980 | 57,372 |
| 632700 Miscellaneous Equipment | 339,737 | 11,510 | 255,000 | 255,000 | 755,000 |
| 632800 Signs | 39,995 | - | - | - | - |
| 640400 Consulting Services | 211,729 | 34,632 | 85,000 | 85,000 | 300,000 |
| 640600 Architect Fees | 209,549 | 273,833 | 90,000 | 180,290 | 40,000 |
| 680100 Land | - | - | 500,000 | 500,000 | - |
| 680200 Land Improvements | 502,546 | 593,114 | 50,000 | 964,817 | 25,000 |
| 680300 Buildings | 710,067 | 500,204 | 6,040,000 | 5,838,623 | 1,615,000 |
| 680400 Machinery & Equipment | 654,427 | 148,537 | 565,000 | 634,318 | 1,120,000 |
| 680900 Infrastructure Construction | 7,434,153 | 5,465,913 | 4,615,000 | 5,176,007 | 2,690,000 |
| Total Expense | \$ 10,308,776 | \$ 7,240,617 | \$ 12,414,218 | \$ 13,848,273 | \$ 6,765,727 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | |
|-----------------------------------|--|------------|
| <u>Miscellaneous Equipment</u> | <u>Buildings</u> | |
| Furniture - Fire Station #6 | Masonry repairs - MSB | \$ 150,000 |
| Furniture - Library | Insulate storage building - MSB | 100,000 |
| Furniture - Police Station | Restroom upgrades - Fire Station | 175,000 |
| Universal playground - AMP | Storage replacement - PRFMD | 285,000 |
| <u>\$ 755,000</u> | Carpeting replacement - Library | 100,000 |
| | Replace flooring at Fire Stations | 35,000 |
| <u>Consulting</u> | Update interior finishes - City Hall | 545,000 |
| Planning - new Library | Replace roof - MSB cold storage | 225,000 |
| <u>\$ 300,000</u> | <u>\$ 1,615,000</u> | |
| | | |
| <u>Architect Fees</u> | <u>Machinery & Equipment</u> | |
| Design services - MSB garage HVAC | HVAC (furnaces) - Fire Stations #3 & #5 | \$ 80,000 |
| <u>\$ 40,000</u> | HVAC upgrades - MSB | 435,000 |
| | HVAC - park pavilions | 80,000 |
| <u>Land Improvements</u> | Electrical upgrades - Fire Station #1 | 25,000 |
| Field reconstruction at parks | Monument repairs | 45,000 |
| <u>\$ 25,000</u> | LED lighting upgrades - Parks | 175,000 |
| | Upgrade furniture & fixtures - City Hall | 150,000 |
| | Safety upgrades - Parks | 130,000 |
| | <u>\$ 1,120,000</u> | |
| | | |
| | <u>Infrastructure Construction</u> | |
| | Hardscapes - City properties | \$ 50,000 |
| | Hardscapes - Parks | 700,000 |
| | Hardscapes - FS #6 | 350,000 |
| | Scoreboard & lighting - AMP | 150,000 |
| | Park ADA improvements | 50,000 |
| | McDonald Trail - AMP | 65,000 |
| | Trestle trails - Edison & Lawe | 1,325,000 |
| | <u>\$ 2,690,000</u> | |

CITY OF APPLETON 2020 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Intergovernmental Revenues | \$ 12,450 | \$ - | \$ - | \$ - | \$ 1,111,810 |
| Interest Income | 37,649 | 41,378 | - | 50,000 | 48,917 |
| Other | - | 101,095 | 22,500 | 1,000 | - |
| Total Revenues | 50,099 | 142,473 | 22,500 | 51,000 | 1,160,727 |
| Expenses | | | | | |
| Program Costs | 10,308,776 | 7,240,617 | 12,414,218 | 7,900,915 | 6,765,727 |
| Total Expenses | 10,308,776 | 7,240,617 | 12,414,218 | 7,900,915 | 6,765,727 |
| Revenues over (under) Expenses | (10,258,677) | (7,098,144) | (12,391,718) | (7,849,915) | (5,605,000) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 3,942,500 | 8,024,103 | 12,263,875 | 5,392,500 | 5,605,000 |
| Operating Transfers In - General Fund | - | - | - | - | - |
| Operating Transfers In - Capital Proj | - | - | - | 115,215 | - |
| Operating Transfers In - Special Rev | 90,000 | - | - | - | - |
| Total Other Financing Sources (Uses) | 4,032,500 | 8,024,103 | 12,263,875 | 5,507,715 | 5,605,000 |
| Net Change in Equity | (6,226,177) | 925,959 | (127,843) | (2,342,200) | - |
| Fund Balance - Beginning | 7,642,418 | 1,416,241 | 2,342,200 | 2,342,200 | - |
| Fund Balance - Ending | \$ 1,416,241 | \$ 2,342,200 | \$ 2,214,357 | \$ - | \$ - |

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

**CITY OF APPLETON 2020 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 2020.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 30,207,457 | \$ 508,763 | \$ - | \$ - | \$ - | N/A |
| Program Expenses | | \$ 29,255,389 | \$ 508,763 | \$ - | \$ - | \$ - | N/A |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Administrative Expense | - | - | - | - | - | N/A |
| | Supplies & Materials | 18,489 | 17,640 | - | - | - | N/A |
| | Purchased Services | 28,284,251 | 415,776 | - | - | - | N/A |
| | Utilities | - | - | - | - | - | N/A |
| | Capital Expenditures | 952,649 | 75,347 | - | - | - | N/A |

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Exhibition Center Construction

Business Unit 4360

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|----------------------|-------------------|--------------|--------------|-------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 423000 Miscellaneous Local Govt A | \$ 29,840,455 | \$ 470,598 | \$ - | \$ - | \$ - |
| 471000 Interest on Investments | 2 | 1,322 | - | - | - |
| 502000 Donations & Memorials | 367,000 | - | - | - | - |
| 503500 Other Reimbursements | - | 36,843 | - | - | - |
| 591000 Proceeds of Long-term Debt | 558,000 | - | - | - | - |
| Total Revenue | \$ 30,765,457 | \$ 508,763 | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| 632700 Miscellaneous Equipment | \$ 18,489 | \$ 17,640 | \$ - | \$ - | \$ - |
| 640400 Consulting Services | 275,410 | (20,389) | - | - | - |
| 640600 Architect Fees | 713,260 | 24,741 | - | - | - |
| 640800 Contractor Fees | 27,291,701 | 411,424 | - | - | - |
| 650100 Insurance | 3,880 | - | - | - | - |
| 680300 Buildings | 678,578 | 769 | - | - | - |
| 680402 Furniture & Fixtures | 274,071 | 74,578 | - | - | - |
| Total Expense | \$ 29,255,389 | \$ 508,763 | \$ - | \$ - | \$ - |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 BUDGET
EXHIBITION CENTER CONSTRUCTION
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Intergovernmental Revenues | \$ 29,840,455 | \$ 470,598 | \$ - | \$ - | \$ - |
| Interest Income | 2 | 1,322 | - | - | - |
| Other | 367,000 | 36,843 | - | - | - |
| Total Revenues | 30,207,457 | 508,763 | - | - | - |
| Expenses | | | | | |
| Program Costs | 29,255,389 | 508,763 | - | - | - |
| Total Expenses | 29,255,389 | 508,763 | - | - | - |
| Revenues over (under) Expenses | 952,068 | - | - | - | - |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 558,000 | - | - | - | - |
| Operating Transfers In - General Fund | - | - | - | - | - |
| Operating Transfers In - Capital Proj | - | - | - | - | - |
| Operating Transfers In - Internal Svc | - | - | - | - | - |
| Total Other Financing Sources (Uses) | 558,000 | - | - | - | - |
| Net Change in Equity | 1,510,068 | - | - | - | - |
| Fund Balance - Beginning | (1,510,068) | - | - | - | - |
| Fund Balance - Ending | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 2020 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2019 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 2019, 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, one archery range, one kayak launch and 20,100 sq. ft. of accessible playgrounds.

Significant projects include the renovation of Jones Park which includes a new pavilion, stage and playground; construction of a fishing pier, kayak launch and trail at lower Telulah Park; replacement of tennis/basketball courts at Linwood Park; and a new playground at Pierce Park. Other projects include the addition of a concrete accessible walkway, dugout and bleacher pads at the Kiwanis Park; hardscape improvements around the pavilions at Kiwanis and Hoover Parks; the completion of Phase IV of the Scheig Center; trail improvements at Vulcan Heritage Park; irrigation and drainage improvements to ball diamond 1, and a new scoreboard and re-lamping of diamond 6 at Memorial Park. Additionally, a new shade structure was added to the skate park; security improvements at Vosters Park; and various playground equipment and surface repairs, park drainage improvements, invasive plant control, parking lot repairs and general grounds maintenance.

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.

The Unity Dance Academy has continued to see an upwards trend in the pre-school dance program. This summer, we offered more pre-school dance classes in our summer schedule. We are excited to see our preschool dance program experience a large growth from 44 participants in the summer of 2018 to 117 participants the summer of 2019. This directly impacts the success of the overall Unity Dance Academy program by attracting more dancers at a younger age.

Marketing was a success for the Recreation Division in 2019. In February, we launched our updated website. The overall look is more vibrant and more user friendly allowing visitors to the site to easily navigate around the different pages. In March, we distributed our first Appleton Parks and Recreation Activity Guide. The new format allow us to have more exposure and to continue to create/enhance our brand image. We continue to expand our social media presence through creative videos and engaging topics such as our Tuesday Trivia.

We continued to see success in youth sports league numbers. Our youth basketball league saw the introduction of a third location and the introduction of a teen core league. All our youth sports leagues were trending up approximately 10%. While the increase in participation has helped generate additional revenue, it has also lead to additional expenses such as staffing, t-shirts, and equipment costs. Overall, our youth sports leagues are still recovering over 100%. We have been asked by the Aspen Institute to serve as a Collective Action pilot site for their Project Play Teamwork Toolkit. The pilot process will kick off in the fall of 2019.

A new memorandum of understanding was completed with Fox Valley Athletics to provide adult softball services at Appleton Memorial Park. The agreement also includes the concession operations at the complex.

Our early childhood program has evolved over the past several years. In the past, we ran a traditional pre-school program for ages 3-5 during the school year. After a lot of discussion, research analysis and community feedback, we decided to restructure our early childhood program to be a more inclusive program that encompass several play-based educational and recreational programs that are shorter in length (6 weeks) and offered at a reasonable cost.

CITY OF APPLETON 2020 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2020 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 serve 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.

Continue to drive Teen Core initiative forward and explore additional opportunities to engage 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.

Completion of Project Play pilot program through the Aspen Institute.

Develop a plan for internal special events and operations at the redeveloped Jones Park and skating rinks.

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 e-mail communication efforts, and Parks and Recreation activity guide.

Work internally to develop a customer service strategy to ensure high quality service is being provided.

Encourage increased awareness, program participation, and staff hiring amongst community demographic segments that are currently under-represented.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|---------------------|--------------|--------------|--------------|--------------|--------------|------------|
| Programs | | Actual | | Budget | | | % Change * |
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 931,131 | \$ 1,072,333 | \$ 1,020,852 | \$ 1,020,852 | \$ 1,053,304 | 3.18% |
| Program Expenses | | | | | | | |
| 16532 | Grounds Maintenance | 1,948,651 | 1,929,488 | 2,007,693 | 2,007,693 | 2,042,573 | 1.74% |
| 16541 | Recreation Programs | 1,666,870 | 1,751,731 | 1,865,543 | 1,867,543 | 1,856,235 | -0.61% |
| Total Program Expenses | | \$ 3,615,521 | \$ 3,681,219 | \$ 3,873,236 | \$ 3,875,236 | \$ 3,898,808 | 0.61% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,879,475 | 1,905,855 | 1,989,210 | 1,989,210 | 1,988,225 | -0.05% |
| Training & Travel | | 6,460 | 6,555 | 8,320 | 8,320 | 8,320 | 0.00% |
| Supplies & Materials | | 254,422 | 295,002 | 341,904 | 343,904 | 341,904 | -0.58% |
| Purchased Services | | 1,475,164 | 1,473,807 | 1,533,802 | 1,533,802 | 1,560,359 | 1.73% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 16.39 | 16.39 | 16.39 | 16.39 | 16.39 | |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Provide a proactive grounds program | | | | | |
| % of internal satisfied customers | 99% | 99% | 100% | 100% | 100% |
| % of external satisfied customers | 99% | 99% | 100% | 100% | 100% |
| Strategic Outcomes | | | | | |
| Services performed as scheduled: | | | | | |
| Work completed in time scheduled | 98% | 99% | 100% | 100% | 100% |
| Quantity of code, safety, etc. citations | 0 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| Cost of service | | | | | |
| Per Capita | \$23.79 | \$23.41 | \$24.67 | \$24.67 | \$25.12 |
| Acres of parkland & trails maintained | | | | | |
| Parks (acres) | 609.6 | 609.6 | 609.6 | 609.6 | 609.6 |
| Trails (miles) | 11.5 | 11.5 | 11.5 | 11.5 | 15.5 |

**CITY OF APPLETON 2020 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 76,344 | \$ 76,916 | \$ 78,000 | \$ 78,000 | \$ 78,000 |
| 500100 Fees & Commissions | 27 | - | - | - | - |
| 501000 Miscellaneous Revenue | 694 | 135 | 250 | 250 | 250 |
| 501600 Lease Revenue | 103,647 | 106,917 | 106,410 | 106,410 | 107,892 |
| 502000 Donations & Memorials | 16,869 | 21,984 | 7,500 | 7,500 | 7,500 |
| 503000 Damage to City Property | 313 | 264 | - | - | - |
| 503500 Other Reimbursements | - | 130 | - | - | - |
| Total Revenue | \$ 197,894 | \$ 206,346 | \$ 192,160 | \$ 192,160 | \$ 193,642 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 545,968 | \$ 545,494 | \$ 555,796 | \$ 555,796 | \$ 566,772 |
| 610400 Call Time Wages | 1,628 | 2,141 | 1,598 | 1,598 | 1,630 |
| 610500 Overtime Wages | 6,877 | 10,118 | 8,514 | 8,514 | 8,683 |
| 610800 Part-Time Wages | 87,462 | 89,321 | 106,006 | 106,006 | 106,037 |
| 615000 Fringes | 262,116 | 229,287 | 251,291 | 251,291 | 250,611 |
| 620100 Training/Conferences | 1,059 | 1,534 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 460 | 822 | 600 | 600 | 600 |
| 630500 Awards & Recognition | 172 | 165 | 165 | 165 | 165 |
| 630600 Building Maint./Janitorial | 30 | 22 | - | - | - |
| 630700 Food & Provisions | 220 | 222 | 220 | 220 | 220 |
| 630899 Other Landscape Supplies | 57,121 | 52,639 | 55,000 | 55,000 | 55,000 |
| 630901 Shop Supplies | 4,995 | 5,554 | 5,000 | 5,000 | 5,000 |
| 632002 Outside Printing | 608 | 14 | - | - | - |
| 632199 Other Clothing | 2,012 | 1,075 | 1,500 | 1,500 | 1,500 |
| 632200 Gas Purchases | 15,890 | 17,261 | 17,000 | 17,000 | 17,000 |
| 632300 Safety Supplies | 2,508 | 2,599 | 2,500 | 2,500 | 2,500 |
| 632700 Miscellaneous Equipment | 15,224 | 26,631 | 25,000 | 25,000 | 25,000 |
| 640400 Consulting Services | 12,000 | 17,650 | 12,000 | 12,000 | 12,000 |
| 640700 Solid Waste/Recycling | 91 | 117 | - | - | - |
| 614300 Utilities | 251,997 | 246,071 | 287,050 | 287,050 | 282,500 |
| 641500 Tipping Fees | 1,647 | 232 | 1,000 | 1,000 | 1,000 |
| 642000 Facilities Charges | 236,224 | 251,540 | 241,334 | 241,334 | 241,637 |
| 642500 CEA Expense | 328,389 | 359,778 | 374,419 | 374,419 | 405,218 |
| 642900 Interfund Allocations | (32,598) | (24,769) | (30,000) | (30,000) | (30,000) |
| 644000 Snow Removal Services | 2,749 | 6,954 | 15,000 | 15,000 | 15,000 |
| 645400 Grounds Repair & Maint. | 109,795 | 50,099 | 51,000 | 51,000 | 49,000 |
| 650301 Facility Rent | - | 3,753 | 500 | 500 | 500 |
| 659900 Other Contracts/Obligation | 34,007 | 33,164 | 23,200 | 23,200 | 23,000 |
| Total Expense | \$ 1,948,651 | \$ 1,929,488 | \$ 2,007,693 | \$ 2,007,693 | \$ 2,042,573 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--|------------------|--|------------------|
| <u>Landscape Supplies</u> | | <u>Misc. Equipment</u> | |
| Topsoil, sand, seed, fertilizer, infield mix for ball diamonds, plant material, herbicides/pesticides, mulch, chips and other supplies | \$ 55,000 | Replace small motor equip. | \$ 25,000 |
| | <u>\$ 55,000</u> | | <u>\$ 25,000</u> |
| <u>Gas Purchases</u> | | <u>Grounds Repair & Maintenance</u> | |
| Fuel for small equipment | \$ 17,000 | Weed cutting | \$ 5,000 |
| | <u>\$ 17,000</u> | Fencing repair | 6,000 |
| | | Weed control | 5,000 |
| | | Playground equip. | 8,000 |
| | | Courts/fields upkeep | 8,000 |
| | | Signage upkeep | 2,500 |
| <u>Other Contracts/Obligations</u> | | Exterior lighting repair | 2,500 |
| Contracted pavilion/bathroom cleaning | \$ 15,000 | Stormwater pond maint. | 5,000 |
| Reid maintenance bldg. rental | 3,500 | Landscaping maint. | 4,000 |
| Port-a-potty rental | 4,500 | Other: | |
| | <u>\$ 23,000</u> | Scoreboards, gates, trails, ice rinks, goose mgmt. | \$ 3,000 |
| | | | <u>\$ 49,000</u> |

**CITY OF APPLETON 2020 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:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely and organized program delivery | | | | | |
| % of customers who were satisfied with the services provided | 96% | 96% | 100% | 100% | 100% |
| Strategic Outcomes | | | | | |
| Customer experience | | | | | |
| % of program with >80% maximum enrollment | 95% | 95% | 100% | 100% | 100% |
| # of new programs offered | 16 | 11 | 5 | 20 | 5 |
| Work Process Outputs | | | | | |
| Number of recreational opportunities: | | | | | |
| # of programs offered | 177 | 189 | 194 | 214 | 219 |
| # of collaborations | 99 | 101 | 101 | 101 | 101 |
| Net cost of service | | | | | |
| Recreation (per capita) | \$ 12.69 | \$ 12.04 | \$ 14.12 | \$ 14.12 | \$ 13.99 |

**CITY OF APPLETON 2020 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 715,915 | \$ 842,858 | \$ 809,762 | \$ 809,762 | \$ 835,532 |
| 487700 Advertising Fees | - | - | 5,000 | 5,000 | 6,900 |
| 500100 Fees & Commissions | 1,231 | 1,475 | 980 | 980 | 980 |
| 501000 Miscellaneous Revenue | 414 | 547 | 1,250 | 1,250 | - |
| 501500 Rental of City Property | 6,324 | 9,062 | 6,000 | 6,000 | 6,000 |
| 502000 Donations & Memorials | 9,353 | 12,045 | 5,700 | 5,700 | 10,250 |
| Total Revenue | \$ 733,237 | \$ 865,987 | \$ 828,692 | \$ 828,692 | \$ 859,662 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 386,880 | \$ 411,437 | \$ 409,975 | \$ 409,975 | \$ 417,711 |
| 610500 Overtime Wages | 148 | 220 | - | - | - |
| 610800 Part-Time Wages | 414,626 | 467,899 | 472,473 | 472,473 | 477,470 |
| 615000 Fringes | 173,770 | 149,938 | 183,557 | 183,557 | 159,311 |
| 620100 Training/Conferences | 5,401 | 5,022 | 6,320 | 6,320 | 6,320 |
| 630100 Office Supplies | 2,615 | 2,078 | 2,775 | 2,775 | 2,775 |
| 630200 Subscriptions | - | 242 | 300 | 300 | 300 |
| 630300 Memberships & Licenses | 6,611 | 7,262 | 8,579 | 8,579 | 8,579 |
| 630400 Postage\Freight | 310 | 281 | 13,600 | 13,600 | 13,600 |
| 630500 Awards & Recognition | 2,171 | 3,502 | 3,893 | 3,893 | 3,893 |
| 630600 Building Maint./Janitorial | 136 | 210 | 250 | 250 | 250 |
| 630700 Food & Provisions | 4,424 | 2,962 | 4,695 | 4,695 | 4,695 |
| 631000 Miscellaneous Chemicals | 37,057 | 41,223 | 41,500 | 41,500 | 41,500 |
| 631400 Concession Supplies | 51,460 | 53,774 | 52,605 | 52,605 | 52,605 |
| 631500 Books & Library Materials | 307 | - | 750 | 750 | 750 |
| 631600 Supplies | 17,123 | 26,733 | 28,010 | 30,010 | 28,010 |
| 632000 Printing / Copying | 3,437 | 4,339 | 34,950 | 34,950 | 34,950 |
| 632100 Clothing | 16,889 | 24,608 | 29,620 | 29,620 | 29,620 |
| 632400 Medical/Lab Supplies | 668 | 1,725 | 900 | 900 | 900 |
| 632700 Miscellaneous Equipment | 11,974 | 19,060 | 12,492 | 12,492 | 12,492 |
| 640300 Bank Service Fees | 22,140 | 30,032 | 22,500 | 22,500 | 22,500 |
| 640400 Consulting Services | 660 | 795 | 700 | 700 | 700 |
| 640700 Solid Waste/Recycling Picku | 363 | 330 | 400 | 400 | 400 |
| 640900 Inspection Fees | - | 264 | 200 | 200 | 200 |
| 641100 Temporary Help | 3,600 | 4,383 | 5,600 | 5,600 | 5,600 |
| 641200 Advertising | 4,297 | 4,090 | 4,500 | 4,500 | 4,500 |
| 614300 Utilities | 101,613 | 121,440 | 117,200 | 117,200 | 117,200 |
| 641800 Equip Repairs & Maint | - | 194 | - | - | - |
| 642000 Facilities Charges | 199,652 | 175,578 | 205,580 | 205,580 | 205,869 |
| 642400 Software Support | - | - | 9,458 | 9,458 | 9,458 |
| 642500 CEA Expense | 7,202 | 4,427 | 5,978 | 5,978 | 7,894 |
| 643100 Interpreter Services | 214 | - | 200 | 200 | 200 |
| 650301 Facility Rent | 111,712 | 101,492 | 123,513 | 123,513 | 123,513 |
| 650302 Equipment Rent | 5,662 | 5,884 | 5,500 | 5,500 | 5,500 |
| 659900 Other Contracts/Obligation | 73,748 | 80,307 | 56,970 | 56,970 | 56,970 |
| Total Expense | \$ 1,666,870 | \$ 1,751,731 | \$ 1,865,543 | \$ 1,867,543 | \$ 1,856,235 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--|------------------|---|-------------------|
| <u>Chemicals</u> | | <u>Clothing</u> | |
| Chlorine, CO ₂ , stabilizer; | | Youth sport t-shirts | \$ 22,950 |
| Mead & Erb pools | \$ 41,500 | Staff clothing | 6,670 |
| | <u>\$ 41,500</u> | | <u>\$ 29,620</u> |
| <u>Concessions</u> | | <u>Rent</u> | |
| Food and beverage | \$ 50,305 | City Center Studios | \$ 48,738 |
| Other concession supplies | 2,300 | Appleton Schools | 29,950 |
| | <u>\$ 52,605</u> | Appleton Schools (pools) | 28,825 |
| <u>Miscellaneous Supplies</u> | | Reid Golf Course | 8,500 |
| Arts and crafts | \$ 1,725 | USA Youth-soccer field use | 7,500 |
| Sports equipment | 16,575 | | <u>\$ 123,513</u> |
| Other misc. program supplies | 9,710 | <u>Other Contracts/Obligations</u> | |
| | <u>\$ 28,010</u> | City Band | \$ 14,000 |
| <u>Printing and Reproduction</u> | | Playground fair rentals, camp | |
| City copy charges | 3,300 | trips, programs, recital tix | 40,970 |
| Outside printing (Rec guide, flyers etc) | 31,650 | On the hill movies | 2,000 |
| | <u>\$ 34,950</u> | | <u>\$ 56,970</u> |

**CITY OF APPLETON 2020 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Revenues | | | | | | |
| 480100 General Charges for Service | 574,096 | 458,773 | 51,250 | 453,349 | 453,349 | 479,119 |
| 480203 Concessions | 38,983 | 164,746 | 601 | - | - | - |
| 480204 Merchandise Sales | 3,366 | 4,088 | 2 | - | - | - |
| 480205 Equipment Rentals | 10,969 | 33,055 | 1,362 | - | - | - |
| 480300 Program Fees | 35,717 | 34,445 | 18,404 | 431,413 | 431,413 | 431,413 |
| 480500 Fire Extinguisher Training | - | 4,976 | - | - | - | - |
| 485000 Daily Entrance Fees | 45,772 | 68,152 | 8,538 | 3,000 | 3,000 | 3,000 |
| 486000 Lessons/Classes | 83,355 | 151,539 | 121,905 | - | - | - |
| 487700 Advertising/Promotional Fees | - | - | 3,450 | 5,000 | 5,000 | 6,900 |
| 500100 Fees & Commissions | 1,259 | 1,475 | - | 980 | 980 | 980 |
| 501000 Miscellaneous Revenue | 1,144 | 135 | 700 | 1,500 | 1,500 | 250 |
| 501500 Rental of City Property | 6,324 | 9,062 | 76 | 6,000 | 6,000 | 6,000 |
| 501600 Lease Revenue | 103,647 | 106,917 | 32,758 | 106,410 | 106,410 | 107,892 |
| 502000 Donations & Memorials | 26,222 | 34,029 | 3,328 | 13,200 | 13,200 | 17,750 |
| 503000 Damage to City Property | 313 | 264 | 188 | - | - | - |
| 503500 Other Reimbursements | - | 130 | - | - | - | - |
| 508500 Cash Short or Over | (36) | 547 | 8 | - | - | - |
| TOTAL PROGRAM REVENUES | 931,131 | 1,072,333 | 242,570 | 1,020,852 | 1,020,852 | 1,053,304 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 593,317 | 697,383 | 225,582 | 965,771 | 965,771 | 984,483 |
| 610200 Labor Pool Allocations | 231,946 | 157,989 | 50,666 | - | - | - |
| 610400 Call Time Wages | 1,628 | 2,141 | 1,760 | 1,598 | 1,598 | 1,630 |
| 610500 Overtime Wages | 7,025 | 10,338 | 4,384 | 8,514 | 8,514 | 8,683 |
| 610800 Part-Time Wages | 502,088 | 557,220 | 52,153 | 578,479 | 578,479 | 583,507 |
| 611000 Other Compensation | 1,630 | 1,555 | 1,450 | - | - | - |
| 611400 Sick Pay | 6,187 | 1,846 | 3,063 | - | - | - |
| 611500 Vacation Pay | 99,768 | 98,158 | 25,599 | - | - | - |
| 615000 Fringes | 435,886 | 379,225 | 114,387 | 434,848 | 434,848 | 409,922 |
| 615100 FICA | - | - | 1,293 | - | - | - |
| 615200 Retirement | - | - | 1,154 | - | - | - |
| 615301 Health Insurance | - | - | 3,572 | - | - | - |
| TOTAL PERSONNEL | 1,879,475 | 1,905,855 | 485,063 | 1,989,210 | 1,989,210 | 1,988,225 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 6,460 | 6,555 | 131 | 8,320 | 8,320 | 8,320 |
| 620600 Parking Permits | - | - | 363 | - | - | - |
| TOTAL TRAINING / TRAVEL | 6,460 | 6,555 | 494 | 8,320 | 8,320 | 8,320 |
| Supplies | | | | | | |
| 630100 Office Supplies | 2,615 | 2,078 | 247 | 2,775 | 2,775 | 2,775 |
| 630200 Subscriptions | - | 242 | - | 300 | 300 | 300 |
| 630300 Memberships & Licenses | 7,071 | 8,084 | 1,087 | 9,179 | 9,179 | 9,179 |
| 630400 Postage\Freight | 310 | 281 | 250 | 13,600 | 13,600 | 13,600 |
| 630500 Awards & Recognition | 2,343 | 3,667 | 926 | 4,058 | 4,058 | 4,058 |
| 630600 Building Maint./Janitorial | 166 | 232 | - | 250 | 250 | 250 |
| 630700 Food & Provisions | 4,644 | 3,184 | 65 | 4,915 | 4,915 | 4,915 |
| 630899 Other Landscape Supplies | 57,121 | 52,639 | 30 | 55,000 | 55,000 | 55,000 |
| 630901 Shop Supplies | 4,995 | 5,554 | 1,738 | 5,000 | 5,000 | 5,000 |
| 631000 Miscellaneous Chemicals | 37,057 | 41,223 | 5,401 | 41,500 | 41,500 | 41,500 |
| 631401 Alcoholic Beverages | 96 | - | - | - | - | - |
| 631402 Non-Alcoholic Beverages | 8,117 | 8,451 | - | 7,730 | 7,730 | 7,730 |
| 631403 Candy/Food | 39,274 | 42,483 | 4 | 42,575 | 42,575 | 42,575 |
| 631404 Other Concession Supplies | 3,973 | 2,840 | 30 | 2,300 | 2,300 | 2,300 |
| 631500 Books & Library Materials | 307 | - | - | 750 | 750 | 750 |
| 631601 Arts & Crafts Supplies | 1,479 | 1,585 | 24 | 1,725 | 1,725 | 1,725 |
| 631602 Sports Equipment | 7,719 | 14,010 | 2,128 | 16,575 | 16,575 | 16,575 |
| 631603 Other Misc. Supplies | 7,925 | 11,138 | 1,800 | 9,710 | 11,710 | 9,710 |
| 632001 City Copy Charges | 1,649 | 2,270 | 646 | 3,300 | 3,300 | 3,300 |
| 632002 Outside Printing | 2,396 | 2,083 | 16,453 | 31,650 | 31,650 | 31,650 |

**CITY OF APPLETON 2020 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| 632101 Uniforms | 8,653 | 7,227 | 51 | 6,670 | 6,670 | 6,670 |
| 632199 Other Clothing | 10,248 | 18,456 | 5,781 | 24,450 | 24,450 | 24,450 |
| 632200 Gas Purchases | 15,890 | 17,261 | 2,670 | 17,000 | 17,000 | 17,000 |
| 632300 Safety Supplies | 2,508 | 2,599 | 606 | 2,500 | 2,500 | 2,500 |
| 632400 Medical/Lab Supplies | 668 | 1,725 | - | 900 | 900 | 900 |
| 632700 Miscellaneous Equipment | <u>27,198</u> | <u>45,690</u> | <u>8,831</u> | <u>37,492</u> | <u>37,492</u> | <u>37,492</u> |
| TOTAL SUPPLIES | 254,422 | 295,002 | 48,768 | 341,904 | 343,904 | 341,904 |
| | | | | | | |
| Purchased Services | | | | | | |
| 640300 Bank Service Fees | 22,140 | 30,032 | 1,368 | 22,500 | 22,500 | 22,500 |
| 640400 Consulting Services | 12,660 | 18,445 | 149 | 12,700 | 12,700 | 12,700 |
| 640700 Solid Waste/Recycling Pickup | 454 | 447 | - | 400 | 400 | 400 |
| 640900 Inspection Fees | - | 264 | - | 200 | 200 | 200 |
| 641100 Temporary Help | 3,600 | 4,383 | - | 5,600 | 5,600 | 5,600 |
| 641200 Advertising | 4,297 | 4,090 | 523 | 4,500 | 4,500 | 4,500 |
| 641301 Electric | 117,617 | 120,440 | 23,339 | 130,000 | 130,000 | 130,000 |
| 641302 Gas | 15,294 | 16,095 | 2,076 | 20,000 | 20,000 | 19,600 |
| 641303 Water | 41,599 | 51,794 | 5,629 | 47,000 | 47,000 | 47,000 |
| 641304 Sewer | 19,320 | 23,121 | 1,708 | 21,000 | 21,000 | 21,000 |
| 641306 Stormwater | 144,280 | 139,838 | 38,187 | 169,700 | 169,700 | 165,650 |
| 641307 Telephone | 6,905 | 6,490 | 1,848 | 7,200 | 7,200 | 7,100 |
| 641308 Cellular Phones | 8,594 | 9,734 | 2,508 | 9,350 | 9,350 | 9,350 |
| 641500 Tipping Fees | 1,647 | 232 | - | 1,000 | 1,000 | 1,000 |
| 641800 Equip Repairs & Maint | - | 194 | - | - | - | - |
| 642000 Facilities Charges | 435,876 | 427,118 | 46,680 | 446,914 | 446,914 | 447,506 |
| 642400 Software Support | - | - | - | 9,458 | 9,458 | 9,458 |
| 642501 CEA Operations/Maint. | 197,544 | 204,537 | 38,597 | 212,338 | 212,338 | 224,001 |
| 642502 CEA Depreciation/Replace. | 138,048 | 159,668 | 45,420 | 168,059 | 168,059 | 189,111 |
| 642900 Interfund Allocations | (32,598) | (24,769) | (6,794) | (30,000) | (30,000) | (30,000) |
| 643100 Interpreter Services | 214 | - | - | 200 | 200 | 200 |
| 644000 Snow Removal Services | 2,749 | 6,954 | 8,918 | 15,000 | 15,000 | 15,000 |
| 645400 Grounds Repair & Maintenance | 109,795 | 50,099 | 7,251 | 51,000 | 51,000 | 49,000 |
| 650301 Facility Rent | 111,712 | 105,246 | 37,343 | 124,013 | 124,013 | 124,013 |
| 650302 Equipment Rent | 5,662 | 5,884 | 3,000 | 5,500 | 5,500 | 5,500 |
| 659900 Other Contracts/Obligation | <u>107,755</u> | <u>113,471</u> | <u>11,700</u> | <u>80,170</u> | <u>80,170</u> | <u>79,970</u> |
| TOTAL PURCHASED SVCS | 1,475,164 | 1,473,807 | 269,450 | 1,533,802 | 1,533,802 | 1,560,359 |
| | | | | | | |
| TOTAL EXPENSE | <u>3,615,521</u> | <u>3,681,219</u> | <u>803,775</u> | <u>3,873,236</u> | <u>3,875,236</u> | <u>3,898,808</u> |

**CITY OF APPLETON 2020 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

NOTES

Lined area for notes.

**CITY OF APPLETON 2020 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)

| | 2017 Actual | 2018 Actual | 2019 Adopted Budget | 2019 Projected | 2020 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| <u>Revenues</u> | | | | | |
| Interest Income | \$ 18 | \$ 37 | \$ 20 | \$ 60 | \$ 50 |
| <u>Expenses</u> | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 18 | 37 | 20 | 60 | 50 |
| Fund Balance - Beginning | 2,529 | 2,547 | 2,584 | 2,584 | 2,644 |
| Fund Balance - Ending | \$ 2,547 | \$ 2,584 | \$ 2,604 | \$ 2,644 | \$ 2,694 |

**CITY OF APPLETON 2020 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)

| | 2017 Actual | 2018 Actual | 2019 Adopted Budget | 2019 Projected | 2020 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 457 | \$ 948 | \$ 800 | \$ 1,700 | \$ 1,500 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 457 | 948 | 800 | 1,700 | 1,500 |
| Fund Balance - Beginning | 65,457 | 65,914 | 66,862 | 66,862 | 68,562 |
| Fund Balance - Ending | \$ 65,914 | \$ 66,862 | \$ 67,662 | \$ 68,562 | \$ 70,062 |

**CITY OF APPLETON 2020 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)

| | 2017 Actual | 2018 Actual | 2019 Adopted Budget | 2019 Projected | 2020 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| <u>Revenues</u> | | | | | |
| Interest Income | \$ 950 | \$ 1,975 | \$ 1,000 | \$ 3,500 | \$ 3,000 |
| <u>Expenses</u> | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 950 | 1,975 | 1,000 | 3,500 | 3,000 |
| Fund Balance - Beginning | 136,396 | 137,346 | 139,321 | 139,321 | 142,821 |
| Fund Balance - Ending | \$ 137,346 | \$ 139,321 | \$ 140,321 | \$ 142,821 | \$ 145,821 |

**CITY OF APPLETON 2020 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:

No major changes.

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

| | 2017 Actual | 2018 Actual | 2019 Adopted Budget | 2019 Projected | 2020 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 2,447 | \$ 710 | \$ 100 | \$ 1,000 | \$ 1,000 |
| Zoning & Subdivision Fees | - | 5,100 | - | 37,650 | - |
| Total Revenue | 2,447 | 5,810 | 100 | 38,650 | 1,000 |
| Expenses | | | | | |
| Program Costs | 240,090 | 72,136 | - | - | - |
| Revenues over (under) Expenses | (237,643) | (66,326) | 100 | 38,650 | 1,000 |
| Fund Balance - Beginning | 324,532 | 86,889 | 20,563 | 20,563 | 59,213 |
| Fund Balance - Ending | \$ 86,889 | \$ 20,563 | \$ 20,663 | \$ 59,213 | \$ 60,213 |

**CITY OF APPLETON 2020 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)

| | 2017 Actual | 2018 Actual | 2019 Adopted Budget | 2019 Projected | 2020 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 42 | \$ 86 | \$ 50 | \$ 150 | \$ 100 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 42 | 86 | 50 | 150 | 100 |
| Fund Balance - Beginning | 5,948 | 5,990 | 6,076 | 6,076 | 6,226 |
| Fund Balance - Ending | \$ 5,990 | \$ 6,076 | \$ 6,126 | \$ 6,226 | \$ 6,326 |

**CITY OF APPLETON 2020 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)

| | 2017 Actual | 2018 Actual | 2019 Adopted Budget | 2019 Projected | 2020 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 179 | \$ 373 | \$ 200 | \$ 700 | \$ 500 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 179 | 373 | 200 | 700 | 500 |
| Fund Balance - Beginning | 25,795 | 25,974 | 26,347 | 26,347 | 27,047 |
| Fund Balance - Ending | \$ 25,974 | \$ 26,347 | \$ 26,547 | \$ 27,047 | \$ 27,547 |

CITY OF APPLETON 2020 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 2020 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 2019 EVENTS

Continued improvement of all clubhouse services to increase revenue, provide consistent customer service, and improve the future financial sustainability of the golf course including the expansion of weekly food specials.

Continued extensive social media marketing and constant golfer communications. Facebook Likes increased from 3,154 to 3,254 and Instagram followers increased from 163 to 202.

Expanded our efforts to maximize rounds played by using GolfNow.com, Teeoff.com and social media as real-time marketing communications to fill gaps during slow periods.

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

The recruitment of a new evening league, filling in players, and expansion of current leagues and Reid's couple league resulted in an all time high of league play in 2019. 26 leagues now play throughout the week.

Continued the traditions of two long running stroke play tournaments at Reid; the City Tournament and the Fox Cities Championship (part of the NEW Golf Tour adults and Northeast Wisconsin Junior Golf Tour) and continuing Reid's traditional fun events, 3-4-5 and Two Pin Challenge. A few of the other fun events were an Easter egg hunt for golfers on Easter and increased Family Day to be available on Packer game day's to encourage golf during traditional slow periods.

Developed and implemented a marketing plan for the 2019 golf season that included regular e-mail messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers. Added emphasis was made towards junior golf by running junior specific ads in The Greater Valley Guide - Youth Sports and Activities.

Created weekly food specials and rotated each to encourage golfers to stay and eat after their rounds and introduced new items, including chicken wings, pulled pork and sloppy joe sandwiches.

Junior lessons reached capacity of 72, junior league had 25 regular participants, and the Mary Beth Clinic Series, consisting of five individual clinics, were completely sold out.

New in 2019, Reid played host to a Wisconsin PGA Junior Event, 84 players from across the state participated in the stroke play event.

Clubhouse Supervisor/PGA Professional Brian Hansen became a U.S. Kids Golf Certified Coach and achieved a Positive Coaching Alliance Certification.

Hosted City junior high and Lawrence University Cross Country meets which produced extra non-golf related revenue. Appleton North boys and Appleton East boys and girls golf teams and Lawrence University Club Golf used Reid as their home course.

Developed the program of selling tee sign advertising space to area businesses for additional revenue.

Through the end of June, Appleton recorded it's wettest 12 consecutive month stretch on record limiting course availability. Reid received precipitation on 46% of the days the course has been open for play due to 8.7" of rain above average, with 72 golfable days with carts available on only 53 of those days through June.

CITY OF APPLETON 2020 BUDGET REID GOLF COURSE

MAJOR 2020 OBJECTIVES

Maintain high quality, skilled, customer service oriented staff to operate the golf course.

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 including the Community Color and Valpak mailers, radio, TV and internet.

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 to the high standards of Reid's golfers and continue to evolve the agronomic program at Reid lowering its environmental impact.

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

Continue to collaborate with the Parks and Recreation Division to implement new program opportunities and expand on existing successful programs.

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

Target new businesses to expand corporate pass sales and tee sign advertising.

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 860,975 | \$ 821,883 | \$ 875,800 | \$ 876,660 | \$ 885,936 | 1.16% |
| Program Expenses | | | | | | | |
| 5630 | Operations | 799,098 | 795,984 | 950,004 | 954,025 | 1,024,120 | 7.80% |
| TOTAL | | \$ 799,098 | \$ 795,984 | \$ 950,004 | \$ 954,025 | \$ 1,024,120 | 7.80% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 364,932 | 342,627 | 386,629 | 386,629 | 384,956 | -0.43% |
| Training & Travel | | 447 | 466 | 1,000 | 1,000 | 2,250 | 125.00% |
| Supplies & Materials | | 118,298 | 120,851 | 131,559 | 132,419 | 124,110 | -5.66% |
| Purchased Services | | 236,263 | 233,615 | 256,163 | 259,324 | 269,622 | 5.25% |
| Miscellaneous Expense | | 81,007 | 77,325 | 75,561 | 75,561 | 71,432 | -5.46% |
| Capital Expenditures | | (19,749) | - | 81,192 | 81,192 | 150,000 | 84.75% |
| Transfers Out | | 17,900 | 21,100 | 17,900 | 17,900 | 21,750 | 21.51% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 2.62 | 2.70 | 2.70 | 2.70 | 2.70 | |

* % change from prior year adopted budget
Reid.xls

**CITY OF APPLETON 2020 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM MISSION

Manage and maintain 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.

Major Changes in Revenue, Expenditures, or Programs:

- The increase in revenue is a result of selling of tee sign advertising space, Lawrence University Club Golf, enhanced junior program and lessons, the effort to provide exceptional customer service, pricing strategies to sell golf during non-peak times, maximization of guaranteed revenue opportunities and an increase in lease revenue.
- The increase in training is to attend the Golf Industry Show.
- The increase in rent is due to the current cart lease expiring at the end of 2019 and initial estimates of a new cart lease beginning in 2020.
- The decrease in miscellaneous equipment is due to raising the line item in 2019 to purchase two utility vehicles coming off lease with Reid's rental cart fleet.
- The amount included in capital outlay for 2020 represents funds to design and reconstruct the clubhouse parking lot. Please see page 654 in the Projects section for further information.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Recreational opportunities | | | | | |
| Rounds of golf played annually | 34,351 | 30,884 | 36,000 | 31,000 | 35,000 |
| Annual youth pass holders | 57 | 44 | 75 | 32 | 50 |
| Family pass holders | 12 | 10 | 15 | 9 | 15 |
| Business pass holders | 7 | 8 | 10 | 6 | 10 |
| Strategic Outcomes | | | | | |
| Electronic communication with golfers | | | | | |
| # of emails receiving bi-weekly message | 2,926 | 3,171 | 3,750 | 3,800 | 4,250 |
| % of golfers who rate conditions at good or better | 98% | 98% | 98% | 98% | 100% |
| % of golfers who rate clubhouse services at good or better | 98% | 98% | 98% | 98% | 100% |
| Work Process Outputs | | | | | |
| % of time: | | | | | |
| Greens are mowed daily | 97% | 99% | 98% | 98% | 100% |
| Tees and fairways - mowed 2 times per week (May-Aug.) | 95% | 100% | 100% | 100% | 100% |
| Rough - mowed weekly | 100% | 100% | 100% | 100% | 100% |
| Bunkers - raked weekly (Summer) | 100% | 100% | 100% | 100% | 100% |
| Tees and fairways - mowed 2 times per week (Spring/Fall) | 90% | 95% | 95% | 95% | 95% |

**CITY OF APPLETON 2020 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 578 | \$ 3,209 | \$ 1,000 | \$ 1,000 | \$ 3,000 |
| 480100 Charges for Service | 8,000 | 8,552 | 7,500 | 7,500 | 9,500 |
| 480203 Concessions | 109,859 | 106,131 | 117,500 | 117,500 | 117,500 |
| 480204 Merchandise Sales | 21,243 | 20,289 | 27,500 | 27,500 | 27,500 |
| 480205 Equipment Rentals | 130,101 | 119,765 | 126,000 | 126,000 | 126,000 |
| 485000 Daily Entrance Fees | 4,284 | 8,034 | 4,250 | 4,250 | 6,250 |
| 485100 Greens Fees | 508,895 | 479,384 | 516,500 | 516,500 | 516,500 |
| 501500 Rental of City Property | 14,900 | 14,500 | 14,900 | 14,900 | 15,000 |
| 501600 Lease Revenue | 57,696 | 58,288 | 58,650 | 58,650 | 62,686 |
| 502000 Donations & Memorials | 3,195 | 2,270 | - | 860 | - |
| 503500 Other Reimbursements | 2,224 | 1,461 | 2,000 | 2,000 | 2,000 |
| Total Revenue | \$ 860,975 | \$ 821,883 | \$ 875,800 | \$ 876,660 | \$ 885,936 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 162,326 | \$ 169,458 | \$ 173,965 | \$ 173,965 | \$ 177,660 |
| 610500 Overtime Wages | 572 | 117 | 552 | 552 | 563 |
| 610800 Part-Time Wages | 119,717 | 105,400 | 123,351 | 123,351 | 123,351 |
| 615000 Fringes | 82,317 | 67,652 | 88,761 | 88,761 | 83,382 |
| 620100 Training/Conferences | 447 | 466 | 1,000 | 1,000 | 2,250 |
| 630100 Office Supplies | 343 | 417 | 600 | 600 | 500 |
| 630300 Memberships & Licenses | 1,554 | 1,669 | 1,659 | 1,659 | 1,760 |
| 630600 Building Maint./Janitorial | 986 | 1,393 | 2,000 | 2,000 | 1,500 |
| 630700 Food & Provisions | 100 | - | 50 | 50 | 50 |
| 630800 Landscape Supplies | 34,491 | 34,921 | 36,900 | 36,900 | 36,900 |
| 631400 Pro Shop / Concessions | 60,403 | 56,579 | 60,850 | 60,850 | 60,400 |
| 631603 Other Misc. Supplies | 2,084 | 1,520 | 2,000 | 2,000 | 2,000 |
| 632002 Outside Printing | 1,504 | 1,643 | 2,000 | 2,000 | 2,000 |
| 632101 Uniforms | 60 | - | 500 | 500 | 500 |
| 632200 Gas Purchases | 12,381 | 13,944 | 13,500 | 13,500 | 13,500 |
| 632700 Miscellaneous Equipment | 4,392 | 8,765 | 11,500 | 12,360 | 5,000 |
| 640100 Accounting/Audit Fees | 2,709 | 2,081 | 2,210 | 2,210 | 2,250 |
| 640300 Bank Service Fees | 12,527 | 12,989 | 13,000 | 13,000 | 13,000 |
| 640400 Consulting Services | - | 1,651 | 1,000 | 1,000 | 1,000 |
| 640700 Solid Waste/Recycling | 998 | 992 | 1,100 | 1,100 | 1,100 |
| 640800 Contractor Fees | 20,659 | 905 | 1,000 | 1,000 | 1,000 |
| 641200 Advertising | 9,971 | 5,928 | 10,000 | 10,000 | 10,000 |
| 641300 Utilities | 46,534 | 47,547 | 51,483 | 51,483 | 50,235 |
| 641800 Equip Repairs & Maint | 3,583 | 5,124 | 5,000 | 5,000 | 5,500 |
| 642000 Facilities Charges | 19,837 | 25,450 | 32,284 | 32,284 | 30,930 |
| 642400 Software Support | 2,045 | 1,860 | 1,860 | 1,860 | 1,860 |
| 642500 CEA Expense | 79,843 | 91,151 | 96,880 | 96,880 | 108,572 |
| 645400 Grounds Repair & Maint. | - | 3,955 | 2,000 | 2,000 | 2,000 |
| 650100 Insurance | 7,786 | 7,260 | 7,485 | 7,485 | 6,200 |
| 650302 Equipment Rent | 29,771 | 26,722 | 30,861 | 34,022 | 35,975 |
| 660100 Depreciation Expense | 67,859 | 64,980 | 63,936 | 63,936 | 61,000 |
| 672000 Interest Payments | 13,148 | 12,345 | 11,625 | 11,625 | 10,432 |
| 680904 Storm Sewers | - | - | 56,192 | 56,192 | - |
| 689900 Capital Outlay | (19,749) | - | 25,000 | 25,000 | 150,000 |
| 791100 Transfer Out - Gen Fund | 17,900 | 17,900 | 17,900 | 17,900 | 17,900 |
| 791400 Transfer Out - Cap Projects | - | 3,200 | - | - | 3,850 |
| Total Expense | \$ 799,098 | \$ 795,984 | \$ 950,004 | \$ 954,025 | \$ 1,024,120 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|------------------------|------------------|-------------------------------------|------------|
| <u>Rent</u> | | <u>Capital Outlay</u> | |
| Carts | \$ 34,475 | Parking lot design & reconstruction | \$ 150,000 |
| Maintenance operations | 1,500 | | |
| | <u>\$ 35,975</u> | | |

**CITY OF APPLETON 2020 BUDGET
REID GOLF COURSE**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|-------------------------------------|----------------|----------------|--------------------|------------------|---------------------|----------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 578 | 3,209 | 3,898 | 1,000 | 1,000 | 3,000 |
| 480100 General Charges for Service | 8,000 | 8,552 | 7,462 | 7,500 | 7,500 | 9,500 |
| 480203 Concessions | 109,859 | 106,131 | 40,669 | 117,500 | 117,500 | 117,500 |
| 480204 Merchandise Sales | 21,243 | 20,289 | 8,418 | 27,500 | 27,500 | 27,500 |
| 480205 Equipment Rentals | 130,101 | 119,765 | 44,409 | 126,000 | 126,000 | 126,000 |
| 480206 Tournament Fees | 34 | - | - | - | - | - |
| 485000 Daily Entrance Fees | 4,250 | 8,034 | 3,750 | 4,250 | 4,250 | 6,250 |
| 485100 Greens Fees | 508,895 | 479,384 | 230,567 | 516,500 | 516,500 | 516,500 |
| 501500 Rental of City Property | 14,900 | 14,500 | - | 14,900 | 14,900 | 15,000 |
| 501600 Lease Revenue | 57,696 | 58,288 | 33,724 | 58,650 | 58,650 | 62,686 |
| 502000 Donations & Memorials | 3,195 | 2,270 | 1,652 | - | 860 | - |
| 503500 Other Reimbursements | 2,200 | 1,578 | 548 | 2,000 | 2,000 | 2,000 |
| 508500 Cash Short or Over | 24 | (117) | - | - | - | - |
| TOTAL PROGRAM REVENUES | 860,975 | 821,883 | 375,097 | 875,800 | 876,660 | 885,936 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 115,839 | 122,110 | 63,360 | 173,965 | 173,965 | 177,660 |
| 610200 Labor Pool Allocations | 31,173 | 32,463 | 11,435 | - | - | - |
| 610500 Overtime Wages | 572 | 117 | 159 | 552 | 552 | 563 |
| 610800 Part-Time Wages | 119,717 | 105,400 | 50,340 | 123,351 | 123,351 | 123,351 |
| 611000 Other Compensation | 10 | 187 | 1,915 | - | - | - |
| 611500 Vacation Pay | 12,182 | 11,857 | 4,180 | - | - | - |
| 615000 Fringes | 71,003 | 69,081 | 34,248 | 88,761 | 88,761 | 83,382 |
| 615500 Unemployment Compensation | 3,122 | 2,841 | 2,006 | - | - | - |
| 617000 Pension Expense | 11,314 | (1,682) | - | - | - | - |
| 617100 OPEB Expense | - | 253 | - | - | - | - |
| TOTAL PERSONNEL | 364,932 | 342,627 | 167,643 | 386,629 | 386,629 | 384,956 |
| Training-Travel | | | | | | |
| 620100 Training/Conferences | 447 | 466 | 402 | 1,000 | 1,000 | 2,250 |
| TOTAL TRAINING / TRAVEL | 447 | 466 | 402 | 1,000 | 1,000 | 2,250 |
| Supplies | | | | | | |
| 630100 Office Supplies | 343 | 417 | 440 | 600 | 600 | 500 |
| 630300 Memberships & Licenses | 1,554 | 1,669 | 1,150 | 1,659 | 1,659 | 1,760 |
| 630600 Building Maint./Janitorial | 986 | 1,393 | 1,038 | 2,000 | 2,000 | 1,500 |
| 630700 Food & Provisions | 100 | - | - | 50 | 50 | 50 |
| 630801 Topsoil, Sand, Gravel | 3,683 | 3,100 | 1,481 | 3,400 | 3,400 | 3,400 |
| 630803 Seed, Fertilizer | 8,149 | 7,041 | 6,755 | 9,000 | 9,000 | 9,000 |
| 630804 Plant Material | - | 65 | 22 | 500 | 500 | 500 |
| 630807 Herbicides/Pesticides | 22,659 | 24,715 | 20,308 | 24,000 | 24,000 | 24,000 |
| 631401 Alcoholic Beverages | 24,592 | 23,803 | 13,889 | 24,700 | 24,700 | 24,600 |
| 631402 Non-Alcoholic Beverages | 7,815 | 7,667 | 4,035 | 8,100 | 8,100 | 8,000 |
| 631403 Candy/Food | 10,608 | 10,712 | 6,693 | 13,250 | 13,250 | 12,750 |
| 631404 Other Concession Supplies | 16,983 | 13,977 | 15,176 | 13,250 | 13,250 | 13,500 |
| 631405 Promotional Supplies | 405 | 420 | - | 1,550 | 1,550 | 1,550 |
| 631603 Other Misc. Supplies | 2,084 | 1,520 | 437 | 2,000 | 2,000 | 2,000 |
| 632002 Outside Printing | 1,504 | 1,643 | 701 | 2,000 | 2,000 | 2,000 |
| 632101 Uniforms | 60 | - | - | 500 | 500 | 500 |
| 632200 Gas Purchases | 12,381 | 13,944 | 8,707 | 13,500 | 13,500 | 13,500 |
| 632700 Miscellaneous Equipment | 4,392 | 8,765 | 4,978 | 11,500 | 12,360 | 5,000 |
| TOTAL SUPPLIES | 118,298 | 120,851 | 85,810 | 131,559 | 132,419 | 124,110 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 2,709 | 2,081 | - | 2,210 | 2,210 | 2,250 |
| 640300 Bank Service Fees | 12,527 | 12,989 | 4,233 | 13,000 | 13,000 | 13,000 |
| 640400 Consulting Services | - | 1,651 | - | 1,000 | 1,000 | 1,000 |
| 640700 Solid Waste/Recycling Pickup | 998 | 992 | 306 | 1,100 | 1,100 | 1,100 |
| 640800 Contractor Fees | 20,659 | 905 | 280 | 1,000 | 1,000 | 1,000 |
| 641200 Advertising | 9,971 | 5,928 | 4,479 | 10,000 | 10,000 | 10,000 |
| 641301 Electric | 20,231 | 20,915 | 8,734 | 22,233 | 22,233 | 21,525 |
| 641302 Gas | 3,749 | 4,298 | 3,782 | 5,000 | 5,000 | 4,300 |
| 641303 Water | 3,068 | 1,977 | 267 | 2,200 | 2,200 | 2,100 |
| 641304 Sewer | 1,979 | 1,838 | 375 | 2,100 | 2,100 | 2,100 |
| 641306 Stormwater | 11,516 | 11,578 | 3,228 | 13,450 | 13,450 | 13,160 |
| 641307 Telephone | 3,306 | 3,891 | 2,749 | 3,500 | 3,500 | 3,900 |

**CITY OF APPLETON 2020 BUDGET
REID GOLF COURSE**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------------|
| 641308 Cellular Phones | 894 | 901 | 564 | 1,000 | 1,000 | 1,000 |
| 641309 Cable Services | 1,791 | 2,149 | 968 | 2,000 | 2,000 | 2,150 |
| 641800 Equip Repairs & Maint | 3,583 | 5,124 | 3,964 | 5,000 | 5,000 | 5,500 |
| 642000 Facilities Charges | 19,837 | 25,450 | 19,197 | 32,284 | 32,284 | 30,930 |
| 642400 Software Support | 2,045 | 1,860 | - | 1,860 | 1,860 | 1,860 |
| 642501 CEA Operations/Maint. | 34,515 | 41,946 | 25,833 | 47,257 | 47,257 | 47,005 |
| 642502 CEA Depreciation/Replace. | 45,328 | 49,205 | 20,883 | 49,623 | 49,623 | 61,567 |
| 645400 Grounds Repair & Maintenance | - | 3,955 | 2,888 | 2,000 | 2,000 | 2,000 |
| 650100 Insurance | 7,786 | 7,260 | 3,750 | 7,485 | 7,485 | 6,200 |
| 650302 Equipment Rent | 29,771 | 26,247 | 9,311 | 30,861 | 34,022 | 35,975 |
| 659900 Other Contracts/Obligation | - | 475 | - | - | - | - |
| TOTAL PURCHASED SVCS | <u>236,263</u> | <u>233,615</u> | <u>115,791</u> | <u>256,163</u> | <u>259,324</u> | <u>269,622</u> |
| | | | | | | |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 67,859 | 64,980 | 30,684 | 63,936 | 63,936 | 61,000 |
| 672000 Interest Payments | 13,148 | 12,345 | 5,814 | 11,625 | 11,625 | 10,432 |
| TOTAL MISCELLANEOUSL EXP | <u>81,007</u> | <u>77,325</u> | <u>36,498</u> | <u>75,561</u> | <u>75,561</u> | <u>71,432</u> |
| | | | | | | |
| Capital Outlay | | | | | | |
| 680904 Storm Sewers | - | - | - | 56,192 | 56,192 | - |
| 689900 Other Capital Outlay | (19,749) | - | 2,647 | 25,000 | 25,000 | 150,000 |
| TOTAL CAPITAL OUTLAY | <u>(19,749)</u> | <u>-</u> | <u>2,647</u> | <u>81,192</u> | <u>81,192</u> | <u>150,000</u> |
| | | | | | | |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 17,900 | 17,900 | 8,950 | 17,900 | 17,900 | 17,900 |
| 791400 Transfer Out - Capital Project | - | 3,200 | - | - | - | 3,850 |
| TOTAL TRANSFERS | <u>17,900</u> | <u>21,100</u> | <u>8,950</u> | <u>17,900</u> | <u>17,900</u> | <u>21,750</u> |
| | | | | | | |
| TOTAL EXPENSE | <u><u>799,098</u></u> | <u><u>795,984</u></u> | <u><u>417,741</u></u> | <u><u>950,004</u></u> | <u><u>954,025</u></u> | <u><u>1,024,120</u></u> |

**CITY OF APPLETON 2020 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | |
| Charges for Services | \$ 782,382 | \$ 742,155 | \$ 799,250 | \$ 730,000 | \$ 803,250 |
| Miscellaneous | 20,319 | 18,231 | 16,900 | 18,500 | 15,000 |
| Lease Revenue | 57,696 | 58,288 | 58,650 | 60,000 | 64,686 |
| Total Revenues | <u>860,397</u> | <u>818,674</u> | <u>874,800</u> | <u>808,500</u> | <u>882,936</u> |
| Expenses | | | | | |
| Operation and Maintenance | 700,186 | 697,559 | 831,543 | 780,543 | 780,938 |
| Depreciation | 67,859 | 64,980 | 63,936 | 61,400 | 61,000 |
| Total Expenses | <u>768,045</u> | <u>762,539</u> | <u>895,479</u> | <u>841,943</u> | <u>841,938</u> |
| Operating Income (Loss) | 92,352 | 56,135 | (20,679) | (33,443) | 40,998 |
| Nonoperating Revenues (Expenses) | | | | | |
| Interest Income | 578 | 3,209 | 1,000 | 5,000 | 3,000 |
| Interest Expense | (13,148) | (12,345) | (11,625) | (11,625) | (10,432) |
| Total Non-Operating | <u>(12,570)</u> | <u>(9,136)</u> | <u>(10,625)</u> | <u>(6,625)</u> | <u>(7,432)</u> |
| Net Income (Loss) Before Transfers | 79,782 | 46,999 | (31,304) | (40,068) | 33,566 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | - | - | - | - | - |
| Operating Transfers out | (17,900) | (21,100) | (17,900) | (17,900) | (21,750) |
| Change in Net Assets | 61,882 | 25,899 | (49,204) | (57,968) | 11,816 |
| Net Assets - Beginning | 856,299 | 902,747 * | 928,646 | 928,646 | 870,678 |
| Net Assets - Ending | <u>\$ 918,181</u> | <u>\$ 928,646</u> | <u>\$ 879,442</u> | <u>\$ 870,678</u> | <u>\$ 882,494</u> |

* as re-stated for cumulative effect of change in accounting principal

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|-------------------|------------------|
| Cash - Beginning of Year | \$ 299,975 | \$ 213,407 |
| + Change in Net Assets | (57,968) | 11,816 |
| - Capital Contributions | - | - |
| + Depreciation | 61,400 | 61,000 |
| - Fixed Assets | (25,000) | (150,000) |
| - Principal Repayment | (65,000) | (70,000) |
| Working Cash - End of Year | <u>\$ 213,407</u> | <u>\$ 66,223</u> |

**CITY OF APPLETON 2020 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

| | 2018 Actual | 2019 Projected | 2020 Budget | 2021 Projected | 2022 Projected | 2023 Projected | 2024 Projected |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 742,155 | \$ 730,000 | \$ 803,250 | \$ 819,315 | \$ 835,701 | \$ 852,415 | \$ 869,463 |
| Miscellaneous | 18,231 | 18,500 | 15,000 | 15,300 | 15,606 | 15,918 | 16,236 |
| Lease Revenue | 58,288 | 60,000 | 64,686 | 64,686 | 64,686 | 64,686 | 64,686 |
| Total Revenues | 818,674 | 808,500 | 882,936 | 899,301 | 915,993 | 933,019 | 950,385 |
| Expenses | | | | | | | |
| Operating Expenses | 697,559 | 780,543 | 780,938 | 800,461 | 820,473 | 840,985 | 862,010 |
| Depreciation | 64,980 | 61,400 | 61,000 | 60,139 | 59,355 | 56,510 | 53,666 |
| Total Expenses | 762,539 | 841,943 | 841,938 | 860,600 | 879,828 | 897,495 | 915,676 |
| Operating Income | 56,135 | (33,443) | 40,998 | 38,701 | 36,165 | 35,524 | 34,709 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 3,209 | 5,000 | 3,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Interest Expense | (12,345) | (11,625) | (10,432) | (8,625) | (6,300) | (3,975) | (1,725) |
| Total Non-Operating | (9,136) | (6,625) | (7,432) | (7,625) | (5,300) | (2,975) | (725) |
| Net Income Before Transfers | 46,999 | (40,068) | 33,566 | 31,076 | 30,865 | 32,549 | 33,984 |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | - | - | - | - | - | - | - |
| General Fund/CEA | (21,100) | (17,900) | (21,750) | (17,900) | (17,900) | (17,900) | (17,900) |
| Change in Net Assets | 25,899 | (57,968) | 11,816 | 13,176 | 12,965 | 14,649 | 16,084 |
| Total Net Assets - Beginning | 902,747 | 928,646 | 870,678 | 882,494 | 895,670 | 908,635 | 923,284 |
| Total Net Assets - Ending | \$ 928,646 | \$ 870,678 | \$ 882,494 | \$ 895,670 | \$ 908,635 | \$ 923,284 | \$ 939,368 |

SCHEDULE OF CASH FLOWS

| | | | | | | |
|---|-------------------|------------------|------------------|------------------|------------------|------------------|
| Cash - Beginning of the Year | \$ 299,975 | \$ 213,407 | \$ 66,223 | \$ 64,538 | \$ 56,858 | \$ 53,017 |
| + Change in Net Assets | (57,968) | 11,816 | 13,176 | 12,965 | 14,649 | 16,084 |
| - Capital Contributions | - | - | - | - | - | - |
| + Depreciation | 61,400 | 61,000 | 60,139 | 59,355 | 56,510 | 53,666 |
| + Long Term Debt | - | - | - | - | - | - |
| - Fixed Assets | (25,000) | (150,000) | - | - | - | - |
| - Principal Repayment | (65,000) | (70,000) | (75,000) | (80,000) | (75,000) | (75,000) |
| Working Cash - End of Year | \$ 213,407 | \$ 66,223 | \$ 64,538 | \$ 56,858 | \$ 53,017 | \$ 47,767 |
| 25% Working Capital Reserve (prior year's audited expenses) | \$ 202,517 | \$ 203,280 | \$ 206,747 | \$ 211,168 | \$ 215,715 | |
| Coverage Ratio | 0.43 | 1.31 | 1.19 | 1.12 | 1.18 | 1.16 |

ASSUMPTIONS:

Rounds of golf played @ projected 2018 levels and then increasing slightly for estimated increase in rounds
2% overall revenue increase in 2021 and beyond
Operating expenses to increase 2.5% per year after 2020; 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 2021 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 2020 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

| 2002 General Fund Advance | | | |
|------------------------------|-------------------|-------------|-------------------|
| Year | Principal | Interest | Total |
| 2020 | - | - | - |
| 2021 | - | - | - |
| 2022 | - | - | - |
| 2023 | - | - | - |
| 2024 | - | - | - |
| 2025 | 60,000 | - | 60,000 |
| 2026 | 80,000 | - | 80,000 |
| | <u>\$ 140,000</u> | <u>\$ -</u> | <u>\$ 140,000</u> |

| 2012 Taxable General Obligation Refunding Bonds | | | |
|--|-------------------|------------------|-------------------|
| Year | Principal | Interest | Total |
| 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>\$ 395,000</u> | <u>\$ 31,357</u> | <u>\$ 426,357</u> |

| Total | | | |
|-------|-------------------|------------------|-------------------|
| Year | Principal | Interest | Total |
| 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>\$ 535,000</u> | <u>\$ 31,357</u> | <u>\$ 566,357</u> |

CITY OF APPLETON 2020 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2020 BUDGET LIBRARY

MISSION STATEMENT

Learn, know, gather and grow - your center of community life.

DISCUSSION OF SIGNIFICANT 2019 EVENTS

Maintain high quality library services

Approx. 80,000 borrowers checked out nearly 1 million physical items in 2018 and 140,000 electronic items 440,696 visits in 2018; 4,332 meeting room uses in 2018

Offer a popular summer reading program for all ages. For children and teens, this program helps mitigate the "summer slide" effect where students lose ground on reading progress during the summer. 2019 summer program for children had 3,775 participants, the teen summer reading program had 865 participants, and the adult program had 774 participants, including targeted programs with Valley Packaging and Appleton Retirement Center.

On track to circulate approximately 900,000 physical items in 2019;

72% of all checkouts occur on self checks

Offered high interest programs for all ages; 35,339 in total attendance in 2018

Participated in long-term planning studies that could reshape the boundaries of state systems

Premiered Lucky Day Collection of high interest popular materials. These materials are available in-house on a first-come, first-served basis. Increased number of holds patrons may have.

Updated strategic plan strategic pillars and staff objectives. Added values statements.

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood

Marketing e-blasts sent to approximately 7,000 e-mail addresses

Friends of the APL provided \$67,500 in grants

Hosted staff retreat in February on compassion resilience with Rogers Behavioral Health. APL is the first library in the state to partner with them on an 18 month pilot.

Coordinate a monthly column by local librarians about services throughout Fox Cities Libraries for the Post Crescent

Performed security assessment with APD, Facilities and library security consultant. Developed annual active threat training. Worked with Washington Square, APD and the security guard to improve neighborhood environment.

Implemented needs assessment to determine viability of a social worker in the library

Two librarians accepted to Wisconsin Library Association Leadership Development Institute

Continue to explore facility needs and options

Aligned focus for planning based on how the library fits into the City's comprehensive plan and priorities

Performing building updates to improve safety and security within the library and in the neighborhood

Library Director serves on staff small economic development team for Library building project

Continue cooperation with schools and other community organizations

Fox Cities Read brought in Pulitzer Prize Winning author of *Evicted*, Matthew Desmond, with months of programming to educate the community about housing issues; Sponsor and collaborator for the book festival.

Collaborated with 207 local educational institutions, businesses, and non-profit and civic groups

Provided space for local non-profit organizations doing community outreach on site, helping expand their access to people who need their services including Riverview Gardens, Partnership Community Health Center and NAMI

Staff served on Imagine Fox Cities Leadership Team

Implemented several initiatives related to employment and business via the Friends grant -funded Community Partnerships Specialist:

* Modified library policies to allow businesses to connect to potential employees with open interviews at the library and to post information about jobs available in the community on our highly visible bulletin board and in the lab

* Outreach with various organizations including Oneida Heights, LEAVEN and Valley Packaging

* Collaborated with the Job Center to offer job search assistance and created the Job Connection initiative on evenings and weekends to provide support for job seekers when the Job Center is closed

* Offered Business Planning Basics Class with the Wisconsin Women's Business Initiative Corporation

Participated in civic events including Juneteenth, Fox Cities Kidz Expo, Make Music Day, Bazaar After Dark, Latino Fest, Rhythms of the World, and many others

As a United Way agency the library coordinates the Reach Out and Read - Fox Cities program

Operated fourth year of the Appleton Seed Library with The Seed Guild

Continue to offer the Fox Cities Arts Network Pass

Utilize volunteers more effectively

7,761 volunteer hours achieved in 2018; Expanded roles for volunteers including increased support for computer help, and programming. Offered Spanish language computer assistance with volunteers.

Continuously work to improve website and online service delivery

Expanded access to digital content. Received an Institute of Museum & Library Services Curating Community Digital Collections grant providing grad school students summer fieldwork experience in digital stewardship

CITY OF APPLETON 2020 BUDGET LIBRARY

MAJOR 2020 OBJECTIVES

Apply library's mission, vision, values and strategic pillars to accomplish objectives that serve our community.

APL Vision: Where potential is transformed into reality.

VALUES:

WELCOMING - Everyone belongs here.

LITERACY - The City of Appleton is the city of literacy and learning.

ACCESS - The library is accessible physically, culturally, and intellectually.

COMMUNITY - The library is essential to every person and organization achieving their goals.

STRATEGIC PILLARS

Hub of Learning and Literacy - We support and sustain education for all ages.

Collaborative Environment – We connect with many partners to share knowledge and information.

Educate and Inspire Youth– We ensure that children and teens find a supportive place for their futures.

Creation and Innovation – We are a platform that sparks discovery, development and originality.

Engaged and Connected– We focus on how to make a difference in people’s lives.

Enriched Experiences - We provide experiences that are timely, inclusive and aligned with community interests.

Services and Programs for All– We give our community opportunities for growth, self-instruction and inquiry.

Other specific objectives include:

Eliminate barriers by utilizing the State inclusive services assessment and other community and library initiatives to advance equity and inclusion for library collections, programs and services.

Work on building process as a library-wide team together with the City, Board of Trustees and City Council; Provide the community space for civic engagement and public meetings

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 inclusive programs; Explore ways to develop and support outreach to the community in nontraditional locations

Collaborate with schools and other community organizations utilizing the Community Partnerships framework to provide options for different levels of engagement; Continue efforts to extend outreach and circulation services out into the community

Market collections, programs and services, incorporating social media and in-house marketing

Continue to evaluate and enhance the "digital branch" with increased access to e-courses for lifelong learning and mobile content ; Improve website for ease of navigation. Preserve APL history by increasing and improving access to digital materials

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|------------------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 1,404,293 | \$ 1,289,961 | \$ 1,158,842 | \$ 1,158,692 | \$ 1,169,638 | 0.93% |
| Program Expenses | | | | | | | |
| 16010 | Administration | 572,477 | 613,894 | 597,419 | 597,419 | 670,625 | 12.25% |
| 16021 | Children's Services | 635,060 | 540,909 | 528,053 | 541,872 | 528,203 | 0.03% |
| 16023 | Public Services | 796,596 | 768,101 | 762,135 | 762,135 | 719,896 | -5.54% |
| 16024 | Community Partnerships | 536,816 | 510,858 | 483,003 | 508,845 | 500,772 | 3.68% |
| 16031 | Building Operations | 466,487 | 445,171 | 491,731 | 491,731 | 495,059 | 0.68% |
| 16032 | Materials Management | 1,498,985 | 1,473,151 | 1,457,989 | 1,479,679 | 1,450,048 | -0.54% |
| 16033 | Network Services | 316,009 | 281,116 | 304,809 | 304,809 | 303,950 | -0.28% |
| TOTAL | | \$ 4,822,430 | \$ 4,633,200 | \$ 4,625,139 | \$ 4,686,490 | \$ 4,668,553 | 0.94% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 3,431,881 | 3,337,118 | 3,324,866 | 3,350,916 | 3,329,074 | 0.13% |
| Training & Travel | | 42,403 | 37,724 | 44,114 | 44,114 | 48,014 | 8.84% |
| Supplies & Materials | | 837,637 | 742,491 | 728,227 | 763,528 | 728,124 | -0.01% |
| Purchased Services | | 495,849 | 515,612 | 519,434 | 519,434 | 558,843 | 7.59% |
| Capital Outlay | | 14,660 | 255 | 8,498 | 8,498 | 4,498 | -47.07% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 46.50 | 46.00 | 46.00 | 46.00 | 46.00 | |

CITY OF APPLETON 2020 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 allowing for citizen engagement and transparency in library planning
- Communicate the role of libraries in 21st century society and the value of service APL provides to the community
- Utilize the state Inclusive Services Assessment and other community and library initiatives to advance equity and inclusion for library collections, programs and services
- Work with Washington Square group with security guard collaboration, oversee APL contracted security guard to ensure the library is a safe place; provide annual mandatory training and keep protocols and procedures up to date
- 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
- Develop process for increasing use of volunteers and train staff in their role in working with volunteers

Major changes in Revenue, Expenditures, or Programs:

The 2019 amended budget for the other contracts/obligations account reflects an adjustment to contract with a security service in 2019, using savings found from photocopier services, Children's Services contracts, and other various reductions from supplies and services. The 2020 budget includes additional funds to provide security service coverage for all operating hours of the library.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Library activities, programs and services are responsive to community needs | | | | | |
| % of surveyed patrons who rate the library as satisfactory | 97% | 97% | 97% | 97% | 97% |
| Strategic Outcomes | | | | | |
| A better educated community | | | | | |
| Collaborations with educational institutions | 196 | 196 | 170 | 207 | 190 |
| Work Process Outputs | | | | | |
| Grant funds awarded | \$ 175,238 | \$ 174,940 | \$ 170,000 | \$ 170,000 | \$ 180,000 |
| State-level meetings attended | 88 | 35 | 35 | 35 | 35 |
| Surveys conducted | 1 | 1 | 1 | 1 | 1 |
| Hours worked by library volunteers | 7,255 | 7,761 | 8,000 | 8,000 | 7,500 |
| Annual door count | 467,884 | 440,696 | 475,000 | 418,000 | 425,000 |

CITY OF APPLETON 2020 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 423200 Library Grants & Aids | \$ 1,066,420 | \$ 1,062,448 | \$ 1,043,692 | \$ 1,043,692 | \$ 1,070,138 |
| 480100 General Charges for Svc | 59,202 | 49,213 | 65,000 | 65,000 | 50,000 |
| 501500 Rental of City Property | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| 502000 Donations & Memorials | 957 | 1,632 | - | - | - |
| 503500 Other Reimbursements | 15,225 | 18,300 | - | - | - |
| Total Revenue | \$ 1,171,804 | \$ 1,161,593 | \$ 1,138,692 | \$ 1,138,692 | \$ 1,150,138 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 371,610 | \$ 383,767 | \$ 382,262 | \$ 382,262 | \$ 392,278 |
| 610400 Call Time Wages | - | 14 | - | - | - |
| 610500 Overtime Wages | 132 | - | - | - | - |
| 610800 Part-Time Wages | 8,601 | 8,281 | 8,646 | 8,646 | 8,781 |
| 615000 Fringes | 133,244 | 128,318 | 133,160 | 133,160 | 149,018 |
| 620100 Training/Conferences | 9,040 | 5,856 | 4,920 | 4,920 | 4,920 |
| 620600 Parking Permits | 19,560 | 20,309 | 20,880 | 20,880 | 24,780 |
| 630100 Office Supplies | 4,686 | 3,101 | 4,635 | 4,635 | 4,635 |
| 630300 Memberships & Licenses | 4,209 | 3,199 | 2,200 | 2,200 | 2,200 |
| 630500 Awards & Recognition | 1,311 | 1,924 | 850 | 850 | 850 |
| 630700 Food & Provisions | 4,137 | 5,203 | 1,135 | 1,135 | 1,135 |
| 632001 City Copy Charges | - | - | 100 | 100 | 100 |
| 632002 Outside Printing | 3,890 | 686 | - | - | - |
| 641200 Advertising | 2,218 | 1,827 | 1,288 | 1,288 | 1,288 |
| 641307 Telephone | 3,046 | 2,665 | 3,290 | 3,290 | 2,948 |
| 641308 Cellular Phones | 1,229 | 1,405 | 1,428 | 1,428 | 1,155 |
| 659900 Other Contracts/Obligation | 5,564 | 47,339 | 32,625 | 32,625 | 76,537 |
| Total Expense | \$ 572,477 | \$ 613,894 | \$ 597,419 | \$ 597,419 | \$ 670,625 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | |
|---|------------------|
| <u>Other Contracts/Obligations</u> | |
| Security Guard | \$ 72,912 |
| Piano Tuning | 400 |
| Washington Square | 3,225 |
| | \$ 76,537 |

CITY OF APPLETON 2020 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: "Responsibly deliver 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 to support both education and recreation. Provide responsive customer service, including reference, readers' advisory and directional assistance. Explore staff mobility and examine new ways to staff service desks to better serve patrons.

Develop and provide quality programs for more than 25,000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12, inclusive programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs

Explore ways to develop and support outreach to the community in nontraditional locations. 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 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 2017, this activity was recorded in this program, and the materials were recorded as office supplies to distinguish them from other materials purchased for the Children's collection. Beginning in 2018, the ROR program is recorded in the Library Grants 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Children have access to a wide range of quality programs | | | | | |
| Attendance at children's programs | 35,077 | 25,505 | 29,000 | 35,000 | 35,000 |
| Drop-in activity participants | 6,527 | 8,181 | 6,000 | 6,000 | 6,000 |
| Strategic Outcomes | | | | | |
| Children discover joy of reading & develop love of learning | | | | | |
| Summer Library program participants | 4,035 | 3,838 | 4,000 | 4,000 | 4,000 |
| Members of the Appleton community find high quality programs at the library | | | | | |
| % of attendees satisfied with programs (survey done in odd years) | 95% | 95% | 95% | 96% | 96% |
| Work Process Outputs | | | | | |
| Reference transactions | 22,914 | 18,468 | 21,000 | 16,000 | 16,000 |
| Number of children's programs | 843 | 732 | 775 | 775 | 800 |

**CITY OF APPLETON 2020 BUDGET
LIBRARY**

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------|------------|--------------|--------------|------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 503500 Other Reimbursements | 129,796 | 35,623 | - | - | - |
| Total Revenue | \$ 129,796 | \$ 35,623 | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 378,825 | \$ 342,559 | \$ 345,446 | \$ 345,446 | \$ 354,349 |
| 610800 Part-Time Wages | 42,119 | 44,370 | 30,107 | 31,107 | 30,531 |
| 615000 Fringes | 125,613 | 118,120 | 140,683 | 140,733 | 135,106 |
| 620100 Training/Conferences | 4,049 | 3,355 | 4,405 | 4,405 | 4,405 |
| 630100 Office Supplies | 71,689 | 18,097 | 2,812 | 14,381 | 2,812 |
| 630300 Memberships & Licenses | 308 | 150 | - | - | - |
| 630700 Food & Provisions | 1,010 | 1,313 | - | 1,200 | - |
| 659900 Other Contracts/Obligation | 11,447 | 12,945 | 4,600 | 4,600 | 1,000 |
| Total Expense | \$ 635,060 | \$ 540,909 | \$ 528,053 | \$ 541,872 | \$ 528,203 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 strategic pillars of Hub of Learning and Literacy, Engaged and Connected, Enriched Experiences, and Services and Programs for All; work with other system libraries and state libraries in a collaborative environment; embrace new technologies and best library practices; improve staff mobility and examine new ways to staff service desks to better serve patrons

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 2020; provide quality service to over 440,000 people

Register new patrons and maintain a database of 81,515 users; process holds in conjunction with the Materials Management section (approx. 121,000 items); send out overdue, billing and reserve notices; utilize the Tax Refund Intercept Program (TRIP) and a collection agency for the collection of long overdue items and fines

Promote and educate the public on the use of the self-check machines by patrons at an average of 75% 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

Explore ways to develop and support outreach to the community in non-traditional locations

Major changes in Revenue, Expenditures, or Programs:

Maintain, develop, and promote FlipSide, the platform for providing streaming of original music from artists with ties, past or present, to the Fox Cities

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Convenient and fast access to accurate information | | | | | |
| Reference questions answered | 53,716 | 41,134 | 45,000 | 40,000 | 40,000 |
| Strategic Outcomes | | | | | |
| Members of the Appleton community who will use the library and encourage others to do so | | | | | |
| Number of registered patrons | 79,947 | 80,715 | 82,000 | 82,000 | 82,000 |
| Members of the Appleton community find high quality service at the library | | | | | |
| % of respondents satisfied with library service (survey done on odd years) | 92% | 92% | 94% | 94% | 94% |
| Work Process Outputs | | | | | |
| Adult materials circulation | 615,009 | 581,358 | 560,000 | 560,000 | 550,000 |
| Children's materials circulation | 416,355 | 388,212 | 375,000 | 372,000 | 370,000 |
| Reserves filled for APL patrons | 141,187 | 146,076 | 150,000 | 154,000 | 150,000 |

CITY OF APPLETON 2020 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 95 | \$ 3,789 | \$ 150 | \$ - | \$ 400 |
| Total Revenue | \$ 95 | \$ 3,789 | \$ 150 | \$ - | \$ 400 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 501,101 | \$ 490,671 | \$ 496,600 | \$ 496,600 | \$ 474,782 |
| 610500 Overtime Wages | 99 | 3 | - | - | - |
| 610800 Part-Time Wages | 98,946 | 95,416 | 89,079 | 89,079 | 90,452 |
| 615000 Fringes | 188,117 | 163,428 | 162,911 | 162,911 | 141,558 |
| 620100 Training/Conferences | 2,753 | 1,348 | 2,565 | 2,565 | 2,565 |
| 630100 Office Supplies | 2,463 | 4,421 | 3,500 | 3,500 | 3,500 |
| 632700 Miscellaneous Equipment | 1,000 | - | 1,000 | 1,000 | - |
| 641800 Equip Repairs & Maint | 2,117 | - | 500 | 500 | - |
| 659900 Other Contracts/Obligation | - | 12,814 | 5,980 | 5,980 | 7,039 |
| Total Expense | \$ 796,596 | \$ 768,101 | \$ 762,135 | \$ 762,135 | \$ 719,896 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 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: "Responsibly deliver 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; preserve APL history by increasing and improving access to digital materials.

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 services and programs for all. Develop relationships and services focused on workforce and job skill development

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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Members of the Appleton community find high quality programs at the library | | | | | |
| % of attendees satisfied with library programs (survey done on odd years) | | | | | |
| Adult programs | 98% | 98% | 97% | 97% | 97% |
| Young adult programs | 92% | 92% | 93% | 93% | 93% |
| Strategic Outcomes | | | | | |
| Members of the Appleton community engage with the library as a hub of learning and literacy | | | | | |
| Young adult program attendance | 3,823 | 4,909 | 4,500 | 4,500 | 4,500 |
| Adult program attendance | 5,842 | 4,925 | 4,500 | 4,500 | 4,500 |
| Work Process Outputs | | | | | |
| Web page "hits" (page accesses) | 1,136,941 | 1,047,900 | 1,000,000 | 1,000,000 | 1,000,000 |
| Number of locally produced databases or digital collections available via web | 10 | 10 | 10 | 10 | 10 |

CITY OF APPLETON 2020 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 24,500 | \$ 20,349 | \$ - | \$ - | \$ - |
| Total Revenue | <u>\$ 24,500</u> | <u>\$ 20,349</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 348,068 | \$ 325,219 | \$ 334,235 | \$ 334,235 | \$ 336,378 |
| 610800 Part-Time Wages | 11,211 | 19,779 | - | 20,000 | - |
| 615000 Fringes | 158,692 | 145,098 | 141,506 | 146,506 | 157,132 |
| 620100 Training/Conferences | 3,267 | 2,408 | 4,450 | 4,450 | 4,450 |
| 620600 Parking Permits | - | 18 | - | - | - |
| 630100 Office Supplies | 4,859 | 6,175 | 2,812 | 3,654 | 2,812 |
| 630300 Memberships & Licenses | 150 | 105 | - | - | - |
| 659900 Other Contracts/Obligation | 10,569 | 12,056 | - | - | - |
| Total Expense | <u>\$ 536,816</u> | <u>\$ 510,858</u> | <u>\$ 483,003</u> | <u>\$ 508,845</u> | <u>\$ 500,772</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 perform light maintenance of the library building while providing 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; increase involvement and be more proactive in meeting room set up

Explore new ways to support workflows and service throughout APL; 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 and informing the appropriate person of building needs or concerns

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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% | 92% | 98% |
| % of patrons satisfied with safety in the library (surveyed on odd years) | 90% | 87% | 87% | 85% | 90% |
| Strategic Outcomes | | | | | |
| The community increasingly uses opportunities for meetings, programs and discussions | | | | | |
| # of meetings and programs | 4,606 | 4,332 | 4,900 | 4,100 | 4,100 |
| 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 2020 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 500100 Fees & Commissions | \$ 1,502 | \$ 955 | \$ 1,500 | \$ 1,500 | \$ 600 |
| Total Revenue | <u>\$ 1,502</u> | <u>\$ 955</u> | <u>\$ 1,500</u> | <u>\$ 1,500</u> | <u>\$ 600</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 102,192 | \$ 109,160 | \$ 108,743 | \$ 108,743 | \$ 110,532 |
| 610400 Call Time Wages | - | 60 | - | - | - |
| 610500 Overtime Wages | 116 | 202 | - | - | - |
| 610800 Part-Time Wages | 4,834 | 3,626 | 3,892 | 3,892 | 3,906 |
| 615000 Fringes | 53,958 | 47,985 | 50,549 | 50,549 | 51,205 |
| 620100 Training/Conferences | 342 | 1,233 | 830 | 830 | 830 |
| 630100 Office Supplies | 143 | 303 | - | - | - |
| 630600 Building Maint./Janitorial | 9,891 | 11,001 | 10,187 | 10,187 | 11,084 |
| 630902 Tools & Instruments | 115 | 99 | 150 | 150 | 150 |
| 632101 Uniforms | 363 | 230 | - | - | - |
| 632300 Safety Supplies | 239 | 126 | 550 | 550 | 550 |
| 632700 Miscellaneous Equipment | 317 | 368 | 650 | 650 | 650 |
| 640700 Solid Waste/Recycling | 2,388 | 2,520 | 2,507 | 2,507 | 2,707 |
| 641300 Utilities | 132,228 | 122,930 | 135,980 | 135,980 | 126,684 |
| 641600 Build Repairs & Maint | 1,515 | 900 | 2,000 | 2,000 | 2,000 |
| 641800 Equip Repairs & Maint | 338 | 225 | 400 | 400 | 400 |
| 642000 Facilities Charges | 157,508 | 144,203 | 175,293 | 175,293 | 184,361 |
| Total Expense | <u>\$ 466,487</u> | <u>\$ 445,171</u> | <u>\$ 491,731</u> | <u>\$ 491,731</u> | <u>\$ 495,059</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 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: "Responsibly deliver 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 37,000 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 140,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and re-shelve returned materials using the automated materials handling system; expand staff participation in displays

Continue to enhance and evaluate the "digital branch" with access to e-courses for lifelong learning and mobile content

Implement collection development procedures focused on high-interest, popular materials, including utilizing collection management data tools

Actively work towards interoperability of OWLSnet and Winnefox in the integrated library system, as well as other ways to reduce barriers to access in the Fox Cities

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| People can obtain the materials they need quickly | | | | | |
| % of holds filled within 1 week of being placed | 54% | 58% | 58% | 60% | 58% |
| Improved efficiencies in delivering service | | | | | |
| Number of volunteer hours in Materials Management | 3,849 | 4,169 | 4,000 | 4,000 | 4,000 |
| 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 | 286,600 | 278,139 | 260,000 | 250,000 | 245,000 |
| Work Process Outputs | | | | | |
| # of volumes processed | 28,174 | 27,979 | 27,000 | 27,000 | 27,000 |
| # of volumes weeded | 41,695 | 35,018 | 55,000 | 55,000 | 30,000 |

CITY OF APPLETON 2020 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 51,107 | \$ 42,659 | \$ - | \$ - | \$ - |
| Total Revenue | <u>\$ 51,107</u> | <u>\$ 42,659</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 509,191 | \$ 508,906 | \$ 515,030 | \$ 515,030 | \$ 520,646 |
| 610500 Overtime Wages | 49 | - | - | - | - |
| 610800 Part-Time Wages | 85,538 | 97,779 | 69,179 | 69,179 | 70,243 |
| 615000 Fringes | 173,023 | 163,609 | 173,312 | 173,312 | 159,476 |
| 620100 Training/Conferences | 3,197 | 2,652 | 3,324 | 3,324 | 3,324 |
| 630100 Office Supplies | 38,948 | 34,195 | 30,522 | 30,522 | 30,522 |
| 631500 Books & Library Materials | 620,492 | 598,405 | 597,644 | 619,334 | 597,644 |
| 641800 Equip Repairs & Maint | 571 | - | - | - | - |
| 659900 Other Contracts/Obligation | 67,976 | 67,605 | 68,978 | 68,978 | 68,193 |
| Total Expense | <u>\$ 1,498,985</u> | <u>\$ 1,473,151</u> | <u>\$ 1,457,989</u> | <u>\$ 1,479,679</u> | <u>\$ 1,450,048</u> |

DETAILED SUMMARY OF 2020 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 | \$ 63,193 |
| Collection agency | 5,000 |
| | <u>\$ 68,193</u> |

**CITY OF APPLETON 2020 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: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

Develop multi-year schedule of technology projects and replacements; 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 automated materials handling equipment; filter and protect public connections to keep library and public technology reasonably safe

Support 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 and provide remote access for laptops as appropriate

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; investigate participation by Network Services staff in technology programming for teens

Major changes in Revenue, Expenditures, or Programs:

The budget for miscellaneous equipment includes an upgrade to the Library's offsite backup data storage. The system will provide additional protection in the event of a disaster and will follow the same protocol that the City of Appleton IT department uses.

Explore the creation of a technology programming space with dedicated graphics enabled computers and peripherals out of the existing second floor lab. This space will allow for librarian facilitated tech and STEM programming as well as public PC use when not being used for programming.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| People will have reliable access to up-to-date technology | | | | | |
| % surveyed who are satisfied with the library website (survey done on odd years) | 96% | 96% | 88% | 88% | 88% |
| Strategic Outcomes | | | | | |
| Hours of public internet computer use | 56,030 | 45,260 | 45,000 | 43,000 | 43,000 |
| Sessions on public computers | 66,872 | 54,510 | 54,000 | 52,000 | 50,000 |
| Community enjoys a high level of access to electronic information resources | | | | | |
| # of referrals to InfoSoup online catalog | 185,493 | 132,093 | 150,000 | 150,000 | 150,000 |
| Database sessions | 790,752 | 964,324 | 1,200,000 | 1,200,000 | 1,200,000 |
| Work Process Outputs | | | | | |
| PC workstations & other devices installed | 40 | 40 | 40 | 40 | 40 |

**CITY OF APPLETON 2020 BUDGET
LIBRARY**

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 25,489 | \$ 24,993 | \$ 18,500 | \$ 18,500 | \$ 18,500 |
| Total Revenue | <u>\$ 25,489</u> | <u>\$ 24,993</u> | <u>\$ 18,500</u> | <u>\$ 18,500</u> | <u>\$ 18,500</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 95,678 | \$ 100,525 | \$ 98,322 | \$ 98,322 | \$ 100,527 |
| 615000 Fringes | 40,926 | 40,221 | 41,204 | 41,204 | 42,174 |
| 620100 Training/Conferences | 194 | 545 | 2,740 | 2,740 | 2,740 |
| 630100 Office Supplies | 2,254 | 1,020 | 1,500 | 1,500 | 1,500 |
| 631500 Books & Library Materials | (510) | - | - | - | - |
| 632700 Miscellaneous Equipment | 65,671 | 52,371 | 67,980 | 67,980 | 67,980 |
| 641800 Equip Repairs & Maint | 97,136 | 86,179 | 84,565 | 84,565 | 84,531 |
| 681500 Software Acquisition | 14,660 | 255 | 8,498 | 8,498 | 4,498 |
| Total Expense | <u>\$ 316,009</u> | <u>\$ 281,116</u> | <u>\$ 304,809</u> | <u>\$ 304,809</u> | <u>\$ 303,950</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

| | |
|--------------------------------|------------------|
| Workstation replacements | \$ 36,000 |
| Network hardware, wiring, etc. | 21,980 |
| Network Attached Storage | 10,000 |
| | <u>\$ 67,980</u> |

Equipment Repairs and Maintenance

| | |
|---|------------------|
| Photocopier lease & maintenance | \$ 11,840 |
| Automated material handling equipment | 22,000 |
| Self checks and security gate contract | 20,349 |
| Security camera maintenance | 3,500 |
| Software license and maintenance fees | 23,550 |
| Other equipment repairs and maintenance | 3,292 |
| | <u>\$ 84,531</u> |

**CITY OF APPLETON 2020 BUDGET
LIBRARY**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|-------------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 423200 Library Grants & Aids | 1,066,420 | 1,062,448 | 587,304 | 1,043,692 | 1,043,692 | 1,070,138 |
| 480100 General Charges for Service | 59,202 | 49,213 | 27,960 | 65,000 | 65,000 | 50,000 |
| 500100 Fees & Commissions | 1,502 | 955 | 713 | 1,500 | 1,500 | 600 |
| 501500 Rental of City Property | 30,000 | 30,000 | 30,013 | 30,000 | 30,000 | 30,000 |
| 502000 Donations & Memorials | 957 | 1,632 | 144 | - | - | - |
| 503500 Other Reimbursements | 246,212 | 145,713 | 129,105 | 18,650 | 18,650 | 18,900 |
| TOTAL PROGRAM REVENUES | 1,404,293 | 1,289,961 | 775,239 | 1,158,842 | 1,158,842 | 1,169,638 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 2,071,112 | 2,016,516 | 1,049,299 | 2,280,638 | 2,280,638 | 2,289,492 |
| 610400 Call Time Wages | - | 74 | 10 | - | - | - |
| 610500 Overtime Wages | 396 | 204 | 265 | - | - | - |
| 610800 Part-Time Wages | 251,250 | 269,251 | 135,020 | 200,903 | 221,903 | 203,913 |
| 611000 Other Compensation | - | 710 | - | - | - | - |
| 611400 Sick Pay | 5,016 | 2,256 | 4,429 | - | - | - |
| 611500 Vacation Pay | 230,534 | 241,327 | 109,073 | - | - | - |
| 615000 Fringes | 873,573 | 806,780 | 431,334 | 843,325 | 848,375 | 835,669 |
| TOTAL PERSONNEL | 3,431,881 | 3,337,118 | 1,729,430 | 3,324,866 | 3,350,916 | 3,329,074 |
| Training-Travel | | | | | | |
| 620100 Training/Conferences | 22,843 | 17,397 | 13,005 | 23,234 | 23,234 | 23,234 |
| 620600 Parking Permits | 19,560 | 20,327 | 20,729 | 20,880 | 20,880 | 24,780 |
| TOTAL TRAINING / TRAVEL | 42,403 | 37,724 | 33,734 | 44,114 | 44,114 | 48,014 |
| Supplies | | | | | | |
| 630100 Office Supplies | 125,042 | 67,311 | 31,973 | 45,781 | 58,192 | 45,781 |
| 630300 Memberships & Licenses | 4,667 | 3,454 | 1,843 | 2,200 | 2,200 | 2,200 |
| 630500 Awards & Recognition | 1,311 | 1,924 | 755 | 850 | 850 | 850 |
| 630600 Building Maint./Janitorial | 9,891 | 11,001 | 8,158 | 10,187 | 10,187 | 11,084 |
| 630700 Food & Provisions | 5,148 | 6,516 | 2,697 | 1,135 | 2,335 | 1,135 |
| 630902 Tools & Instruments | 115 | 99 | - | 150 | 150 | 150 |
| 631500 Books & Library Materials | 619,982 | 598,405 | 344,247 | 597,644 | 619,334 | 597,644 |
| 632001 City Copy Charges | - | - | - | 100 | 100 | - |
| 632002 Outside Printing | 3,890 | 686 | 990 | - | - | 100 |
| 632101 Uniforms | 363 | 230 | - | - | - | - |
| 632300 Safety Supplies | 239 | 126 | 74 | 550 | 550 | 550 |
| 632700 Miscellaneous Equipment | 66,989 | 52,739 | 49,083 | 69,630 | 69,630 | 68,630 |
| TOTAL SUPPLIES | 837,637 | 742,491 | 439,820 | 728,227 | 763,528 | 728,124 |
| Purchased Services | | | | | | |
| 640700 Solid Waste/Recycling Pickup | 2,388 | 2,520 | 1,276 | 2,507 | 2,507 | 2,707 |
| 641200 Advertising | 2,218 | 1,827 | 1,580 | 1,288 | 1,288 | 1,288 |
| 641301 Electric | 98,489 | 91,269 | 49,071 | 101,444 | 101,444 | 93,551 |
| 641302 Gas | 24,310 | 22,283 | 14,175 | 24,676 | 24,676 | 22,283 |
| 641303 Water | 4,948 | 4,701 | 2,136 | 4,996 | 4,996 | 5,125 |
| 641304 Sewer | 2,063 | 1,955 | 881 | 2,083 | 2,083 | 2,114 |
| 641306 Stormwater | 2,418 | 2,722 | 1,505 | 2,781 | 2,781 | 3,611 |
| 641307 Telephone | 3,046 | 2,665 | 1,719 | 3,290 | 3,290 | 2,948 |
| 641308 Cellular Phones | 1,229 | 1,405 | 739 | 1,428 | 1,428 | 1,155 |
| 641600 Build Repairs & Maint | 1,515 | 900 | 595 | 2,000 | 2,000 | 2,000 |
| 641800 Equip Repairs & Maint | 100,161 | 86,404 | 58,235 | 85,465 | 85,465 | 84,931 |
| 642000 Facilities Charges | 157,508 | 144,203 | 48,383 | 175,293 | 175,293 | 184,361 |
| 659900 Other Contracts/Obligation | 95,556 | 152,758 | 118,348 | 112,183 | 112,183 | 152,769 |
| TOTAL PURCHASED SVCS | 495,849 | 515,612 | 298,643 | 519,434 | 519,434 | 558,843 |
| Capital Outlay | | | | | | |
| 681500 Software Acquisition | 14,660 | 255 | 2,283 | 8,498 | 8,498 | 4,498 |
| TOTAL CAPITAL OUTLAY | 14,660 | 255 | 2,283 | 8,498 | 8,498 | 4,498 |
| TOTAL EXPENSE | 4,822,430 | 4,633,200 | 2,503,910 | 4,625,139 | 4,686,490 | 4,668,553 |

**CITY OF APPLETON 2020 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: "Continually assess trends affecting the community and proactively respond".

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 aged 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:

ROR was initially a part of the library's general fund budget but was moved to this special revenue fund in 2018 to better account for the resources devoted to it. 2017 activity is shown here for comparison only.

The library is a United Way Agency for the ROR program, which has been supported by grants from the United Way since its inception in 2016. A strategic planning process involving the participating clinics and a professional facilitator was completed in 2017 to establish an ongoing funding model for the program. The United Way will continue to support ROR overall but the various clinics have begun to reimburse the program for the books they distribute to patients. The physician liaison working for this program continues to coordinate the selection and purchase of all books and all clinics sign an MOU committing to fund the books they will distribute in well child visits.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| | Program Revenues | \$ 96,196 | \$ 164,918 | \$ 86,086 | \$ 86,086 | \$ 117,584 | 36.59% |
| | Program Expenses | \$ 80,274 | \$ 85,780 | \$ 86,086 | \$ 165,225 | \$ 118,534 | 37.69% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 21,455 | 22,949 | 22,761 | 22,761 | 24,444 | 7.39% |
| | Training & Travel | 384 | 1,653 | 2,300 | 2,300 | 2,350 | 2.17% |
| | Supplies & Materials | 54,752 | 59,378 | 41,425 | 120,564 | 78,140 | 88.63% |
| | Purchased Services | 3,683 | 1,800 | 19,600 | 19,600 | 13,600 | -30.61% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|------------------|-------------------|------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 96,196 | \$ 98,218 | \$ 86,086 | \$ 86,086 | \$ 117,584 |
| 592100 Transfer In - General Fund | - | 66,700 | - | - | - |
| Total Revenue | \$ 96,196 | \$ 164,918 | \$ 86,086 | \$ 86,086 | \$ 117,584 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 21,109 | \$ 22,578 | \$ 22,394 | \$ 22,394 | \$ 24,066 |
| 615000 Fringes | 346 | 371 | 367 | 367 | 378 |
| 620100 Training/Conferences | 384 | 1,653 | 2,300 | 2,300 | 2,350 |
| 630100 Office Supplies | 54,752 | 1,603 | 3,000 | 3,000 | 3,950 |
| 631500 Books & Library Materials | - | 57,775 | 38,425 | 117,564 | 74,190 |
| 640400 Consulting Services | - | 1,800 | 4,600 | 4,600 | 3,600 |
| 641200 Advertising | - | - | 15,000 | 15,000 | 10,000 |
| 659900 Other Contracts/Obligations | 3,683 | - | - | - | - |
| Total Expense | \$ 80,274 | \$ 85,780 | \$ 86,086 | \$ 165,225 | \$ 118,534 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Books & Library Materials

| | |
|-----------------------------|------------------|
| Books for well-child visits | \$ 74,190 |
| | \$ 74,190 |

**CITY OF APPLETON 2020 BUDGET
LIBRARY GRANTS**

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

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Revenues | | | | | |
| Other Reimbursements | \$ - | \$ 98,218 | \$ 86,086 | \$ 87,037 | \$ 117,584 |
| Total Revenues | - | 98,218 | 86,086 | 87,037 | 117,584 |
| Expenses | | | | | |
| Program Costs | - | 85,780 | 86,086 | 165,225 | 118,534 |
| Total Expenses | - | 85,780 | 86,086 | 165,225 | 118,534 |
| Other Financing Sources (Uses) | | | | | |
| Transfer In - General Fund | - | 66,700 | - | - | - |
| Total Other Financing Sources (Uses) | - | 66,700 | - | - | - |
| Revenues over (under) Expenses | - | 79,138 | - | (78,188) | (950) |
| Fund Balance - Beginning | - | - | 79,138 | 79,138 | 950 |
| Fund Balance - Ending | \$ - | \$ 79,138 | \$ 79,138 | \$ 950 | \$ - |

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2020 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 2019 EVENTS

Ridership

Valley Transit ridership is slightly down (2%) in the first six months of 2019. During January and February of 2019, the Fox Cities experienced several days of extreme weather conditions which effected Valley Transit's ridership. Most people chose to stay home while schools and businesses were closed several days.

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. The FAST Act is set to expire in 2020. Congress will most certainly enact legislation beyond the FAST Act. Valley Transit will work through the Wisconsin Public Transportation Association and American Public Transportation Association to challenge legislators for improved funding opportunities.

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. During 2018, the FTA implemented a new asset reporting requirement (Transit Asset Management Plan - TAM) and in 2019/2020, Valley Transit will have two new safety reporting requirements; Public Transportation Safety Plan (PTASP) and Safety Management System (SMS).

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 2018 financial audit conducted in early 2019.

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 2020 BUDGET VALLEY TRANSIT

MAJOR 2020 OBJECTIVES

Valley Transit's Strategic Plan was completed in early 2015 and updated in 2019. 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 2020, 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 was completed in 2018. During 2020, Valley Transit will continue to market the app, encouraging customers to utilize the new software. 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 the timing of State funding. The plan is expected to be completed in 2019. In 2020, the plan will be reviewed to determine the feasibility of recommendations with an implementation plan to follow.

Valley Transit will continue to work in partnership with East Central Wisconsin Regional Planning Commission, Green Bay Metro, GO Transit (Oshkosh), Fond du Lac Area Transit, Brown County, Bay Lake RPC and Wisconsin Department of Transportation to study the feasibility of a commuter service from Brown County to Dodge County along Interstate 41.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|-----------------------|---------------|--------------|---------------|---------------|---------------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 10,250,786 | \$ 9,798,169 | \$ 10,271,508 | \$ 18,071,508 | \$ 10,575,722 | 2.96% |
| Program Expenses | | | | | | | |
| 58071000 | Administration | 1,563,604 | 1,375,712 | 1,449,101 | 1,467,225 | 1,703,963 | 17.59% |
| 58072000 | Vehicle Maint. | 767,093 | 974,998 | 840,171 | 10,356,992 | 927,309 | 10.37% |
| 58073000 | Facilities Maint. | 154,201 | 187,464 | 204,159 | 203,946 | 533,732 | 161.43% |
| 58074000 | Operations | 3,563,120 | 3,647,557 | 4,170,719 | 4,170,719 | 4,130,761 | -0.96% |
| 58075000 | ADA Paratransit | 1,750,443 | 1,949,835 | 2,432,566 | 2,432,566 | 2,298,659 | -5.50% |
| 58076000 | Ancillary Paratransit | 1,806,614 | 1,649,579 | 1,781,599 | 1,781,599 | 1,780,513 | -0.06% |
| TOTAL | | \$ 9,605,075 | \$ 9,785,145 | \$ 10,878,315 | \$ 20,413,047 | \$ 11,374,937 | 4.57% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 4,138,026 | 4,072,629 | 4,325,995 | 4,325,995 | 4,377,560 | 1.19% |
| Training & Travel | | 34,664 | 20,061 | 29,350 | 29,350 | 29,200 | -0.51% |
| Supplies & Materials | | 720,635 | 925,794 | 993,543 | 993,543 | 989,310 | -0.43% |
| Purchased Services | | 4,091,858 | 4,103,363 | 4,512,163 | 4,536,492 | 4,631,360 | 2.64% |
| Miscellaneous Expense | | 622,352 | 632,835 | 672,264 | 672,264 | 882,507 | 31.27% |
| Capital Expenditures | | (2,460) | 30,463 | 345,000 | 9,855,403 | 465,000 | 34.78% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 54.95 | 56.85 | 58.85 | 58.85 | 58.85 | 58.85% |

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Administration

Business Unit 58071000

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: "Responsibly deliver 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 2020.

The increase in personnel expense is partially due to the addition of a full time Mobility Manager in 2019 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, Outagamie County local support, and offset with additional revenues.

The increase in depreciation expense is related to new buses and equipment purchased in 2019 and expected bus purchases in 2020.

The increase in Memberships and Licenses is due to the decision to join the American Public Transportation Association (APTA). APTA is a voice in Washington DC with Congress, the executive branch, the media and the public at large to advocate for its members to increase funding for public transportation and for the adoption of pro-transit policies. It is also an invaluable resource for connection networks, peer review and safety audit programs, industry standards, operational solutions, and best practices and policies.

The budget for signs in this program is due to Valley Transit purchasing and installing the media for the advertising carried on buses. This provides greater quality control and is included in the charges to advertisers.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Regional transit service | | | | | |
| Municipalities and County government units served | 13 | 13 | 13 | 13 | 13 |
| Strategic Outcomes | | | | | |
| Regulatory compliance | | | | | |
| Expense per revenue hour | \$ 90.14 | \$ 91.64 | \$ 91.77 | \$ 95.93 | \$ 98.93 |
| Expense per revenue mile | \$ 5.06 | \$ 5.21 | \$ 5.27 | \$ 5.50 | \$ 5.66 |
| Work Process Outputs | | | | | |
| Contract negotiating & monitoring | | | | | |
| # employee grievances filed | 16 | 3 | 0 | 2 | 0 |

**CITY OF APPLETON 2020 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 3,665,953 | \$ 3,322,762 | \$ 3,208,329 | \$ 11,008,329 | \$ 3,298,998 |
| 422400 Miscellaneous State Aids | 2,627,353 | 2,686,456 | 2,840,530 | 2,840,530 | 2,926,385 |
| 423000 Misc Local Govt Aids | 472,236 | 463,464 | 513,513 | 513,513 | 491,405 |
| 471000 Interest on Investments | 7,759 | 42,600 | 12,500 | 12,500 | 12,500 |
| 487700 Advertising/Promo Fees | 68,509 | 77,824 | 55,000 | 55,000 | 65,000 |
| 500100 Fees & Commissions | 10,708 | 10,215 | 8,000 | 8,000 | 8,000 |
| 500400 Sale of City Property | 1,621 | 918 | - | - | - |
| 500600 Gain (Loss) on Assets | - | (164,247) | - | - | - |
| 501000 Miscellaneous Revenue | 25 | 45 | - | - | - |
| 503500 Other Reimbursements | 7,884 | 6,337 | - | - | - |
| 592100 Transfer In - General Fund | 676,739 | 659,423 | 674,158 | 674,158 | 691,577 |
| Total Revenue | \$ 7,538,787 | \$ 7,105,797 | \$ 7,312,030 | \$ 15,112,030 | \$ 7,493,865 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 192,894 | \$ 209,562 | \$ 233,285 | \$ 233,285 | \$ 256,153 |
| 610500 Overtime Wages | 1,534 | - | - | - | - |
| 615000 Fringes | 278,052 | 132,530 | 82,087 | 82,087 | 89,529 |
| 620100 Training/Conferences | 2,590 | 8,570 | 15,471 | 15,471 | 15,547 |
| 620500 Employee Recruitment | 6,873 | 3,460 | 4,200 | 4,200 | 4,200 |
| 620600 Parking Permits | 150 | 65 | 150 | 150 | - |
| 630100 Office Supplies | 3,825 | 2,973 | 3,868 | 3,868 | 3,887 |
| 630200 Subscriptions | 1,901 | 895 | 1,386 | 1,386 | 615 |
| 630300 Memberships & Licenses | 4,672 | 4,654 | 4,233 | 4,233 | 14,163 |
| 630400 Postage\Freight | 2,277 | 2,404 | 3,326 | 3,326 | 3,343 |
| 630500 Awards & Recognition | 526 | 434 | 900 | 900 | 930 |
| 630700 Food & Provisions | 1,513 | 1,482 | 1,200 | 1,200 | 1,240 |
| 631603 Other Misc. Supplies | 2,250 | 2,312 | 375 | 375 | 375 |
| 632001 City Copy Charges | 2,921 | 3,221 | 2,836 | 2,836 | 2,850 |
| 632002 Outside Printing | 6,096 | 9,574 | 18,155 | 18,155 | 18,244 |
| 632300 Safety Supplies | - | 555 | 500 | 500 | 500 |
| 632601 Repair Parts | 4,380 | - | - | - | - |
| 632700 Miscellaneous Equipment | 15,279 | 6,569 | 16,000 | 16,000 | 6,000 |
| 632800 Signs | - | - | - | - | 10,000 |
| 640100 Accounting/Audit Fees | 7,855 | 5,507 | 7,790 | 7,790 | 8,000 |
| 640300 Bank Service Fees | 3,226 | 2,809 | 3,000 | 3,000 | 3,000 |
| 640400 Consulting Services | 12,869 | 11,960 | - | 16,364 | 10,000 |
| 640800 Contractor Fees | 11,025 | 57,659 | 51,080 | 52,840 | 51,080 |
| 641100 Temporary Help | 13,963 | 10,507 | 5,000 | 5,000 | 5,000 |
| 641200 Advertising | 23,294 | 12,022 | 42,000 | 42,000 | 42,000 |
| 641300 Utilities | 77,061 | 76,464 | 84,239 | 84,239 | 78,201 |
| 641800 Equip Repairs & Maint | 399 | 129 | 309 | 309 | 311 |
| 642400 Software Support | 61,097 | 16,264 | 49,600 | 49,600 | 48,100 |
| 643000 Health Services | 2,171 | 296 | 2,100 | 2,100 | 2,100 |
| 650100 Insurance | 200,159 | 157,984 | 143,397 | 143,397 | 145,738 |
| 659900 Other Contracts/Obligation | 400 | 2,016 | 350 | 350 | 350 |
| 660100 Depreciation Expense | 622,352 | 632,835 | 672,264 | 672,264 | 882,507 |
| Total Expense | \$ 1,563,604 | \$ 1,375,712 | \$ 1,449,101 | \$ 1,467,225 | \$ 1,703,963 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|------------------------------|------------------|---------------------------|------------------|
| <u>Printing</u> | | <u>Software Support</u> | |
| Fare material | \$ 7,514 | GFI maintenance agreement | \$ 14,000 |
| Riders guides & maps | 5,000 | DoubleMap | 34,100 |
| Public information materials | 4,530 | | <u>\$ 48,100</u> |
| Forms | 1,200 | <u>Advertising</u> | |
| | <u>\$ 18,244</u> | Events | \$ 12,309 |
| <u>Contractor Fees</u> | | Print | 8,000 |
| FCTC camera operator | \$ 1,080 | Broadcast | 8,000 |
| Marketing | 50,000 | Bus driver ads | 1,500 |
| | <u>\$ 51,080</u> | Rider survey | 10,191 |
| | | Legal notices | 2,000 |
| | | | <u>\$ 42,000</u> |

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Vehicle Maintenance

Business Unit 58072000

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 slight reduction in the vehicle maintenance program can be attributed to procurement of several new buses which do not require as much maintenance as the older fleet. Maintaining the older fleet still will be necessary until the buses are replaced.

Capital projects for 2020 include replacing a staff vehicle (\$40,000) and a floor scrubber (\$75,000). The staff 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 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. The floor scrubber is a large, driveable sweeper / scrubber used in the maintenance department and garage. Capital funding has been budgeted to cover 80% of the cost of the projects, with the remaining 20% to be funded from the depreciation reserve. Please see pages 637 and 638 in the projects section.

The amended 2019 budget includes the purchase of five new replacement buses for the fixed route operation using 100% funding from the Volkswagen Transit Capital Grant. 20% of the total will be paid back over a 10-year period through a reduction in State shared revenue reimbursement. Valley Transit will reimburse the General Fund.

PERFORMANCE INDICATORS

| | Actual 2017 | Actual 2018 | Target 2019 | Projected 2019 | Target 2020 |
|---|-------------|-------------|-------------|----------------|-------------|
| Customer Benefits/Impacts | | | | | |
| Safe, reliable service | | | | | |
| Miles between road calls | 15,679 | 18,404 | 20,000 | 20,000 | 20,000 |
| Strategic Outcomes | | | | | |
| Vehicles that meet service obligations | | | | | |
| Avg. vehicle age for active fleet - years | 12.18 | 11.39 | 11.39 | 9.47 | 8.96 |
| Avg. vehicle mileage for active fleet | 458,044 | 346,528 | 475,134 | 275,000 | 225,000 |
| Maintenance cost/mile | \$0.90 | \$1.09 | \$0.91 | \$0.96 | \$1.07 |
| Spare ratio | 22% | 32% | 32% | 32% | 22% |
| Inventory turnover * | 0.79 | 0.75 | 1.00 | 0.75 | 1.00 |
| Work Process Outputs | | | | | |
| Preventive maintenance | | | | | |
| # vehicles maintained | 30 | 30 | 33 | 33 | 33 |
| Miles operated | 941,888 | 941,888 | 938,611 | 938,611 | 938,611 |
| # inspections completed | 170 | 170 | 170 | 170 | 170 |
| Clean buses | | | | | |
| # exterior cleanings | 5,376 | 5,376 | 5,355 | 5,355 | 5,355 |
| # interior cleanings | 5,376 | 5,376 | 5,355 | 5,355 | 5,355 |
| * Excluding fluids | | | | | |

**CITY OF APPLETON 2020 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|----------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 503000 Damage to City Property | \$ 1,134 | \$ 4,536 | \$ - | \$ - | \$ - |
| | <u>\$ 1,134</u> | <u>\$ 4,536</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 333,235 | \$ 358,724 | \$ 353,398 | \$ 353,398 | \$ 366,563 |
| 610500 Overtime Wages | 12,528 | 14,409 | 7,080 | 7,080 | 7,409 |
| 615000 Fringes | 131,170 | 129,462 | 133,575 | 133,575 | 135,048 |
| 620100 Training/Conferences | 20,048 | 5,341 | 5,000 | 5,000 | 5,000 |
| 630901 Shop Supplies | 34,881 | 48,553 | 40,450 | 40,450 | 42,450 |
| 630902 Tools & Instruments | 3,059 | 5,976 | 12,000 | 12,000 | 10,000 |
| 631603 Other Misc. Supplies | 31 | - | - | - | - |
| 632101 Uniforms | - | - | 220 | 220 | 220 |
| 632200 Gas Purchases | 2,235 | 2,698 | 5,000 | 5,000 | 5,000 |
| 632601 Repair Parts | 188,896 | 334,301 | 178,000 | 178,000 | 178,000 |
| 632700 Miscellaneous Equipment | 75 | 2,590 | 2,700 | 2,700 | 12,700 |
| 641700 Vehicle Repairs & Maint | 17,349 | 33,834 | 17,450 | 17,450 | 14,950 |
| 641800 Equip Repairs & Maint | 7,826 | 21,516 | 12,850 | 19,268 | 12,850 |
| 642400 Software Support | 2,134 | 1,820 | 2,200 | 2,200 | 2,200 |
| 642501 CEA Operations/Maint. | - | - | 2,000 | 2,000 | 2,000 |
| 643000 Health Services | 1,003 | 885 | 525 | 525 | 525 |
| 645100 Laundry Services | 1,752 | 1,576 | 1,560 | 1,560 | 1,591 |
| 650100 Insurance | 9,542 | 5,688 | 16,163 | 16,163 | 15,803 |
| 659900 Other Contracts/Obligation | 1,329 | - | - | - | - |
| 680401 Machinery & Equipment | - | 7,625 | - | 29,396 | 75,000 |
| 680403 Vehicles | - | - | 50,000 | 9,531,007 | 40,000 |
| | <u>\$ 767,093</u> | <u>\$ 974,998</u> | <u>\$ 840,171</u> | <u>\$ 10,356,992</u> | <u>\$ 927,309</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | |
|---|-------------------|
| <u>Shop Supplies</u> | |
| Janitorial supplies | \$ 11,450 |
| Liquid gases | 4,000 |
| Shop supplies (grease,tools) | 27,000 |
| | <u>\$ 42,450</u> |
| <u>Vehicle & Equipment Parts</u> | |
| Misc parts (doors, windows, etc.) | \$ 15,000 |
| Brake system parts | 29,000 |
| Electrical system parts | 8,000 |
| Wheelchair ramp parts | 4,000 |
| Heating/cooling system parts | 20,000 |
| Transmission parts | 25,000 |
| Engine parts | 22,000 |
| Engine rebuilds | 28,000 |
| PM's and oil changes | 27,000 |
| | <u>\$ 178,000</u> |
| <u>Machinery & Equipment</u> | |
| Floor scrubber | \$ 75,000 |
| <u>Vehicles</u> | |
| Operations staff vehicle - replacement | <u>\$ 40,000</u> |

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Facilities Maintenance

Business Unit 58073000

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: "Responsibly deliver 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 2020 include replacing bus shelters and starting the architect and engineering project that will be needed for a remodel of the operations and maintenance facility. This facility was built in 1983 and is in need of significant repair and remodeling. Capital funding has been budgeted to cover 80% of the cost with the remaining 20% funded from the depreciation reserve. Please see pages 609 and 636 in the projects section for a further description.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 2020 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 501500 Rental of City Property | \$ 6,000 | \$ 6,317 | \$ 6,000 | \$ 6,000 | \$ 6,000 |
| | <u>\$ 6,000</u> | <u>\$ 6,317</u> | <u>\$ 6,000</u> | <u>\$ 6,000</u> | <u>\$ 6,000</u> |
| Expenses | | | | | |
| 630600 Building Maint./Janitorial | \$ - | \$ (213) | \$ - | \$ - | \$ - |
| 630899 Other Landscape Supplies | 3,748 | (15,551) | 3,000 | 3,000 | 3,000 |
| 632508 Ice Control Materials | - | 1,034 | - | - | - |
| 632700 Miscellaneous Equipment | 3,555 | - | 1,000 | 1,000 | 1,000 |
| 640700 Waste/Recycling Pickup | 3,124 | 3,742 | 4,600 | 4,600 | 4,600 |
| 640800 Contractor Fees | 1,653 | - | - | - | - |
| 641600 Build Repairs & Maint | 9,761 | 12,728 | - | - | - |
| 642000 Facilities Charges | 106,099 | 126,498 | 111,672 | 111,672 | 119,152 |
| 642001 FMD Materials Charges | - | (5,799) | - | - | - |
| 644000 Snow Removal Services | 13,957 | 24,399 | 11,603 | 11,390 | 23,320 |
| 645100 Laundry Services | 4,170 | 4,878 | 5,356 | 5,356 | 7,280 |
| 645400 Grounds Repair & Maint | 3,985 | 1,416 | - | - | - |
| 650100 Insurance | - | - | 13,696 | 13,696 | 15,090 |
| 659900 Other Contracts/Obligation | 6,609 | 11,493 | 8,232 | 8,232 | 10,290 |
| 680300 Buildings | (2,460) | 22,839 | 20,000 | 20,000 | 350,000 |
| 680402 Furniture & Fixtures | - | - | 25,000 | 25,000 | - |
| | <u>\$ 154,201</u> | <u>\$ 187,464</u> | <u>\$ 204,159</u> | <u>\$ 203,946</u> | <u>\$ 533,732</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Buildings

| | |
|-----------------|-------------------|
| Shelters | \$ 50,000 |
| Whitman remodel | 300,000 |
| | <u>\$ 350,000</u> |

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Operations

Business Unit 58074000

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.

During 2018, Valley Transit installed new bus tracking software (DoubleMap) which has provided more accurate data to record on-time performance. The previous software was outdated and no longer provided reliable on-time performance data. The national target for on-time performance is 90%.

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 has reduced tire expense. 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.

The increase in contractor fees in this program is due to an increase in security services begun in April 2019.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Safe, reliable, convenient service | | | | | |
| Accidents per 100,000 mi | 2.40 | 1.90 | 0.00 | 1.00 | 0.00 |
| On-time performance percentage | 82.0% | 88.0% | 95.0% | 90.0% | 90.0% |
| # customer complaints as a percentage of trips provided | 0.02% | 0.01% | 0.02% | 0.01% | 0.01% |
| Strategic Outcomes | | | | | |
| Cost effective service delivery | | | | | |
| Expense per passenger trip | \$ 6.24 | \$ 6.29 | \$ 6.45 | \$ 6.47 | \$ 6.83 |
| Efficient service delivery | | | | | |
| Passengers per revenue hour | 16.3 | 16.5 | 16.6 | 16.6 | 16.6 |
| Passengers per revenue mile | 1.08 | 1.09 | 1.10 | 1.08 | 1.10 |
| Farebox recovery | 13.0% | 13.0% | 14.6% | 12.8% | 13.8% |
| Work Process Outputs | | | | | |
| Service Provided | | | | | |
| Hours of service | 59,512 | 59,512 | 60,111 | 60,111 | 60,111 |
| Miles of service | 900,996 | 900,996 | 910,802 | 910,802 | 910,802 |
| Trips taken | 969,379 | 984,076 | 1,000,000 | 980,000 | 1,000,000 |

**CITY OF APPLETON 2020 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 487500 Farebox Revenue | \$ 744,399 | \$ 760,654 | \$ 904,375 | \$ 904,375 | \$ 904,375 |
| 487600 Special Transit Revenues | 43,910 | 41,306 | 38,843 | 38,843 | 38,843 |
| 508500 Cash Short or Over | 173 | 131 | - | - | - |
| | <u>\$ 788,482</u> | <u>\$ 802,091</u> | <u>\$ 943,218</u> | <u>\$ 943,218</u> | <u>\$ 943,218</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 1,952,860 | \$ 1,995,654 | \$ 2,334,016 | \$ 2,334,016 | \$ 2,331,703 |
| 610500 Overtime Wages | 256,076 | 294,182 | 64,633 | 64,633 | 65,470 |
| 615000 Fringes | 890,442 | 835,002 | 1,009,949 | 1,009,949 | 972,916 |
| 620100 Training/Conferences | 4,200 | - | - | - | - |
| 630300 Memberships & Licenses | 319 | 1,588 | - | - | - |
| 632002 Outside Printing | - | 568 | - | - | - |
| 632101 Uniforms | 3,855 | 6,615 | 4,780 | 4,780 | 9,000 |
| 632200 Gas Purchases | 339,896 | 422,149 | 600,000 | 600,000 | 577,500 |
| 632602 Tires | 58,964 | 31,895 | 49,500 | 49,500 | 41,500 |
| 632603 Lubricants | 17,911 | 16,167 | 25,000 | 25,000 | 25,000 |
| 632700 Miscellaneous Equipment | 9,745 | 17,215 | 6,900 | 6,900 | 6,900 |
| 632800 Signs | - | 5,195 | 2,000 | 2,000 | 2,000 |
| 640800 Contractor Fees | 13,640 | 13,635 | 17,000 | 17,000 | 45,000 |
| 641800 Equip Repairs & Maint | 1,760 | - | - | - | - |
| 643000 Health Services | 12,215 | 7,635 | 6,460 | 6,460 | 6,460 |
| 645100 Laundry Services | 21 | 57 | - | - | - |
| 650100 Insurance | - | - | 49,341 | 49,341 | 46,712 |
| 659900 Other Contracts/Obligation | 1,216 | - | 1,140 | 1,140 | 600 |
| | <u>\$ 3,563,120</u> | <u>\$ 3,647,557</u> | <u>\$ 4,170,719</u> | <u>\$ 4,170,719</u> | <u>\$ 4,130,761</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

| | |
|--|-------------------|
| Non-diesel fuel 15,000 gal. @ \$2.50/gal | \$ 37,500 |
| Diesel fuel 180,000 gal. @ \$3.00/gal | 540,000 |
| | <u>\$ 577,500</u> |

Vehicle & Equipment Parts

| | |
|----------------------|------------------|
| Tire leasing program | 32,000 |
| Staff vehicle tires | 9,500 |
| | <u>\$ 41,500</u> |

Contractor Fees

| | |
|-------------------------|------------------|
| Transit Center security | <u>\$ 45,000</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 2020 BUDGET

VALLEY TRANSIT

ADA Paratransit

Business Unit 58075000

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 (ADA)
- To provide safe, reliable, convenient, and friendly specialized transportation
- To meet the needs of the transit dependent population, including outreach efforts to agencies and companies that provide services to seniors and people with disabilities

Major changes in Revenue, Expenditures, or Programs:

ADA ridership increased approximately 11% during 2018 and 2019 is showing a continued upward trend.

The increase in payroll expense in 2019 in this program is due to an increased allocation of the Paratransit Coordinator position and an allocation of the Mobility Manager position to this business unit. 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 previous service provider ended July 1, 2019. The increase in contractor fees is a combination of increased projected ridership and a reflection of the new contract with the service provider.

To be compliant with "origin to destination service" as defined in the ADA (49 CFR 37.3), Valley Transit will be providing one type of ride under the new ADA service contract. The Premium fare has been discontinued and has been replaced with a basic service and fare. This is reflected in lower projected fares and increased Miscellaneous Local Aids paid by the counties and the Family Care organizations. The Family Care Agency ticket price has been increased to ensure the Family Care organizations are paying the entire local share associated with their usage of the service.

Procurement of Mobile Data Terminals for dispatching and scheduling ADA paratransit services in 2019 has reduced the Software Support expense, but increased the cell phone/data plan expense.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Safe, reliable, convenient mobility | | | | | |
| % on-time performance | 98.0% | 98.0% | 98.0% | 98.0% | 98.0% |
| # customer complaints as a percentage of trips provided | 0.05% | 0.07% | 0.05% | 0.08% | 0.05% |
| Strategic Outcomes | | | | | |
| Cost effective service delivery | | | | | |
| Cost per trip | \$ 18.45 | \$ 18.56 | \$ 21.40 | \$ 20.69 | \$ 19.99 |
| Cost per mile | \$ 3.80 | \$ 3.80 | \$ 4.55 | \$ 4.30 | \$ 4.15 |
| Trips per hour | 4.2 | 4.0 | 3.9 | 4.0 | 4.0 |
| Work Process Outputs | | | | | |
| Service Provided | | | | | |
| Hours of service/yr | 22,774 | 26,176 | 26,000 | 26,396 | 28,771 |
| Miles of service/yr | 460,717 | 512,723 | 480,000 | 507,624 | 553,292 |
| Trips taken/yr | 94,868 | 105,061 | 102,000 | 105,508 | 115,000 |

**CITY OF APPLETON 2020 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 423000 Misc Local Govt Aids | \$ 398,775 | \$ 452,068 | \$ 528,674 | \$ 528,674 | \$ 665,161 |
| 487500 Farebox Revenue | 461,386 | 503,646 | 491,640 | 491,640 | 460,000 |
| | <u>\$ 860,161</u> | <u>\$ 955,714</u> | <u>\$ 1,020,314</u> | <u>\$ 1,020,314</u> | <u>\$ 1,125,161</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 60,817 | \$ 72,850 | \$ 75,998 | \$ 75,998 | \$ 103,385 |
| 615000 Fringes | 28,416 | 30,252 | 31,974 | 31,974 | 49,384 |
| 620100 Training/Conferences | 803 | 2,625 | 4,529 | 4,529 | 4,453 |
| 630100 Office Supplies | 875 | 911 | 1,132 | 1,132 | 1,113 |
| 630200 Subscriptions | - | - | 349 | 349 | 349 |
| 630300 Memberships & Licenses | 1,069 | 1,425 | 1,239 | 1,239 | 4,057 |
| 630400 Postage\Freight | 521 | 737 | 974 | 974 | 957 |
| 630899 Other Landscape Supplies | 857 | 213 | - | - | - |
| 631603 Other Misc. Supplies | 55 | 110 | 375 | 375 | 375 |
| 632001 City Copy Charges | 668 | 987 | - | - | 816 |
| 632002 Outside Printing | 3,269 | 4,614 | 6,145 | 6,145 | 5,226 |
| 632200 Gas Purchases | 511 | 826 | - | - | - |
| 640100 Accounting/Audit Fees | 1,797 | 1,687 | 2,500 | 2,500 | 2,500 |
| 640800 Contractor Fees | 1,590,347 | 1,759,163 | 1,975,740 | 1,975,740 | 2,052,750 |
| 641100 Temporary Help | 3,195 | 3,218 | - | - | - |
| 641200 Advertising | 5,330 | 5,520 | 8,309 | 8,309 | 8,309 |
| 641300 Utilities | 15,666 | 21,333 | 25,736 | 25,736 | 27,675 |
| 641800 Equip Repairs & Maint | 385 | 39 | 91 | 91 | 89 |
| 642000 Facilities Charges | 12,011 | 16,458 | 17,554 | 17,554 | 18,245 |
| 642400 Software Support | 19,746 | 20,736 | 22,000 | 22,000 | 7,500 |
| 643000 Health Services | - | - | 115 | 115 | 115 |
| 644000 Snow Removal Services | 3,193 | 5,799 | 3,397 | 3,397 | 6,680 |
| 645400 Grounds Repair & Maint | 912 | 332 | - | - | - |
| 650100 Insurance | - | - | 4,409 | 4,409 | 4,681 |
| 680401 Machinery & Equipment | - | - | 250,000 | 250,000 | - |
| | <u>\$ 1,750,443</u> | <u>\$ 1,949,835</u> | <u>\$ 2,432,566</u> | <u>\$ 2,432,566</u> | <u>\$ 2,298,659</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
115,000 trips

\$ 2,052,750

CITY OF APPLETON 2020 BUDGET

VALLEY TRANSIT

Ancillary Paratransit

Business Unit 58076000

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 Crossing, 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 local share for the Trolley is paid for by a donation from Appleton Downtown, Inc., an organization funded by local businesses located on and around College Avenue in downtown Appleton.

The 2020 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|-------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Safe, reliable, convenient mobility | | | | | |
| Trips taken/yr | 90,370 | 76,830 | 76,080 | 62,108 | 73,680 |
| Strategic Outcomes | | | | | |
| Cost effective Service Delivery | | | | | |
| Cost per trip | \$ 19.99 | \$ 21.47 | \$ 23.42 | \$ 24.71 | \$ 24.17 |
| Efficient Service Delivery | | | | | |
| Trips per hour | 3.7 | 3.6 | 2.8 | 3.4 | 3.3 |
| Work Process Outputs | | | | | |
| Service provided | | | | | |
| Hours of service/yr | 24,276 | 21,093 | 27,400 | 20,939 | 21,395 |
| Miles of service/yr | 538,181 | 465,301 | 585,000 | 454,942 | 464,860 |

**CITY OF APPLETON 2020 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 121,872 | \$ 83,621 | \$ 89,750 | \$ 89,750 | \$ 89,750 |
| 423000 Misc Local Govt Aids | 627,957 | 534,214 | 560,724 | 560,724 | 593,769 |
| 487500 Farebox Revenue | 226,762 | 227,472 | 259,730 | 259,730 | 245,830 |
| 502000 Donations & Memorials | 65,414 | 63,808 | 62,335 | 62,335 | 62,317 |
| 592100 Transfer In - General Fund | 14,217 | 14,599 | 17,407 | 17,407 | 15,812 |
| | <u>\$ 1,056,222</u> | <u>\$ 923,714</u> | <u>\$ 989,946</u> | <u>\$ 989,946</u> | <u>\$ 1,007,478</u> |
| Expenses | | | | | |
| 632002 Outside Printing | \$ - | \$ 118 | \$ - | \$ - | \$ - |
| 640800 Contractor Fees | 1,684,741 | 1,565,840 | 1,691,849 | 1,691,849 | 1,690,763 |
| 659900 Other Contracts/Obligation | 121,873 | 83,621 | 89,750 | 89,750 | 89,750 |
| | <u>\$ 1,806,614</u> | <u>\$ 1,649,579</u> | <u>\$ 1,781,599</u> | <u>\$ 1,781,599</u> | <u>\$ 1,780,513</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

| | |
|---|---------------------|
| Valley Transit II - elderly purchased transportation - optional | \$ 85,685 |
| Specialized employment transportation - VP | 564,054 |
| Outagamie County - demand response - rural | 259,550 |
| Outagamie County - children & family transportation | 11,900 |
| 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 | 412,000 |
| Connector service beyond current fixed route service boundaries | 141,625 |
| Trolley service - downtown | 30,379 |
| | <u>\$ 1,690,763</u> |

Other Contracts/Obligations

| | |
|--------------------------------|------------------|
| FTA Section 5310 sub-recipient | <u>\$ 89,750</u> |
|--------------------------------|------------------|

**CITY OF APPLETON 2020 BUDGET
VALLEY TRANSIT**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|--------------------------------------|-------------------|------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 421000 Federal Grants | 3,787,825 | 3,406,383 | 720,560 | 3,298,079 | 11,098,079 | 3,388,748 |
| 422400 Miscellaneous State Aids | 2,627,353 | 2,686,456 | 675,869 | 2,840,530 | 2,840,530 | 2,926,385 |
| 423000 Miscellaneous Local Govt Aids | 1,498,968 | 1,449,747 | 2,416,184 | 1,602,911 | 1,602,911 | 1,750,335 |
| 471000 Interest on Investments | 7,759 | 42,600 | 45,725 | 12,500 | 12,500 | 12,500 |
| 487500 Farebox Revenue | 1,432,547 | 1,491,771 | 760,990 | 1,655,745 | 1,655,745 | 1,610,205 |
| 487600 Special Transit Revenues | 43,910 | 41,306 | 25,163 | 38,843 | 38,843 | 38,843 |
| 487700 Advertising/Promotional Fees | 68,509 | 77,824 | 40,887 | 55,000 | 55,000 | 65,000 |
| 500100 Fees & Commissions | 10,708 | 10,215 | 14,321 | 8,000 | 8,000 | 8,000 |
| 500400 Sale of City Property | 1,621 | 918 | 512 | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | - | (164,247) | - | - | - | - |
| 501000 Miscellaneous Revenue | 25 | 45 | 1 | - | - | - |
| 501500 Rental of City Property | 6,000 | 6,317 | 3,000 | 6,000 | 6,000 | 6,000 |
| 502000 Donations & Memorials | 65,414 | 63,808 | 30,205 | 62,335 | 62,335 | 62,317 |
| 503000 Damage to City Property | 1,134 | 4,536 | 502 | - | - | - |
| 503500 Other Reimbursements | 7,884 | 6,337 | 21,552 | - | - | - |
| 508500 Cash Short or Over | 173 | 131 | 213 | - | - | - |
| 592100 Transfer In - General Fund | 690,956 | 674,022 | 1,625,550 | 691,565 | 691,565 | 707,389 |
| TOTAL PROGRAM REVENUES | 10,250,786 | 9,798,169 | 6,381,234 | 10,271,508 | 18,071,508 | 10,575,722 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 1,982,748 | 2,103,177 | 1,104,946 | 2,804,858 | 2,804,858 | 2,862,014 |
| 610200 Labor Pool Allocations | 165,949 | 155,532 | 72,299 | 190,504 | 190,504 | 194,455 |
| 610500 Overtime Wages | 270,137 | 308,591 | 162,193 | 71,713 | 71,713 | 72,879 |
| 610900 Incentive Pay | 1,410 | 3,580 | (2,590) | 1,335 | 1,335 | 1,335 |
| 611000 Other Compensation | 1,962 | 1,950 | 1,050 | - | - | - |
| 611400 Sick Pay | 127,526 | 113,728 | 41,972 | - | - | - |
| 611500 Vacation Pay | 182,126 | 168,197 | 84,864 | - | - | - |
| 611600 Holiday Pay | 78,085 | 90,627 | 38,853 | - | - | - |
| 615000 Fringes | 1,114,431 | 1,051,819 | 542,845 | 1,257,585 | 1,257,585 | 1,246,877 |
| 615500 Unemployment Compensation | 12,164 | 6,774 | 2,142 | - | - | - |
| 617000 Pension Expense | 201,488 | 64,218 | - | - | - | - |
| 617100 OPEB Expense | - | 4,436 | - | - | - | - |
| TOTAL PERSONNEL | 4,138,026 | 4,072,629 | 2,048,574 | 4,325,995 | 4,325,995 | 4,377,560 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 27,641 | 16,536 | 9,126 | 25,000 | 25,000 | 25,000 |
| 620500 Employee Recruitment | 6,873 | 3,460 | 2,528 | 4,200 | 4,200 | 4,200 |
| 620600 Parking Permits | 150 | 65 | - | 150 | 150 | - |
| TOTAL TRAINING / TRAVEL | 34,664 | 20,061 | 11,654 | 29,350 | 29,350 | 29,200 |
| Supplies | | | | | | |
| 630100 Office Supplies | 4,700 | 3,884 | 2,595 | 5,000 | 5,000 | 5,000 |
| 630200 Subscriptions | 1,901 | 895 | 480 | 1,735 | 1,735 | 964 |
| 630300 Memberships & Licenses | 6,060 | 7,667 | 6,713 | 5,472 | 5,472 | 18,220 |
| 630400 Postage\Freight | 2,798 | 3,141 | 926 | 4,300 | 4,300 | 4,300 |
| 630500 Awards & Recognition | 526 | 434 | 880 | 900 | 900 | 930 |
| 630600 Building Maint./Janitorial | - | (213) | - | - | - | - |
| 630700 Food & Provisions | 1,513 | 1,482 | 943 | 1,200 | 1,200 | 1,240 |
| 630899 Other Landscape Supplies | 4,605 | (15,338) | 685 | 3,000 | 3,000 | 3,000 |
| 630901 Shop Supplies | 34,881 | 48,553 | 22,683 | 40,450 | 40,450 | 40,450 |
| 630902 Tools & Instruments | 3,059 | 5,976 | 3,036 | 12,000 | 12,000 | 12,000 |
| 631603 Other Misc. Supplies | 2,336 | 2,422 | 587 | 750 | 750 | 750 |
| 632001 City Copy Charges | 3,589 | 4,208 | 1,831 | 2,836 | 2,836 | 3,666 |
| 632002 Outside Printing | 9,365 | 14,874 | 17,352 | 24,300 | 24,300 | 23,470 |
| 632101 Uniforms | 3,855 | 6,615 | 3,531 | 5,000 | 5,000 | 9,220 |
| 632200 Gas Purchases | 342,641 | 425,673 | 239,993 | 605,000 | 605,000 | 582,500 |
| 632300 Safety Supplies | - | 555 | - | 500 | 500 | 500 |
| 632508 Ice Control Materials | - | 1,034 | 1,232 | - | - | - |
| 632601 Repair Parts | 193,276 | 334,301 | 90,371 | 178,000 | 178,000 | 178,000 |
| 632602 Tires | 58,964 | 31,895 | 41,259 | 49,500 | 49,500 | 41,500 |
| 632603 Lubricants | 17,911 | 16,167 | 11,509 | 25,000 | 25,000 | 25,000 |
| 632700 Miscellaneous Equipment | 28,655 | 26,374 | 4,737 | 26,600 | 26,600 | 26,600 |
| 632800 Signs | - | 5,195 | 17,510 | 2,000 | 2,000 | 12,000 |
| TOTAL SUPPLIES | 720,635 | 925,794 | 468,853 | 993,543 | 993,543 | 989,310 |
| Purchased Services | | | | | | |

**CITY OF APPLETON 2020 BUDGET
VALLEY TRANSIT**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| 640100 Accounting/Audit Fees | 9,652 | 7,194 | - | 10,290 | 10,290 | 10,500 |
| 640300 Bank Service Fees | 3,226 | 2,809 | 1,112 | 3,000 | 3,000 | 3,000 |
| 640400 Consulting Services | 12,869 | 11,960 | - | - | 16,364 | 10,000 |
| 640700 Solid Waste/Recycling Pickup | 3,124 | 3,742 | 1,283 | 4,600 | 4,600 | 4,600 |
| 640800 Contractor Fees | 3,301,406 | 3,396,297 | 1,767,015 | 3,735,669 | 3,737,429 | 3,839,593 |
| 641100 Temporary Help | 17,158 | 13,725 | 24,616 | 5,000 | 5,000 | 5,000 |
| 641200 Advertising | 28,624 | 17,542 | 6,105 | 50,309 | 50,309 | 50,309 |
| 641301 Electric | 45,372 | 48,635 | 31,525 | 55,000 | 55,000 | 50,225 |
| 641302 Gas | 15,955 | 17,206 | 14,625 | 25,000 | 25,000 | 17,500 |
| 641303 Water | 6,792 | 7,498 | 2,432 | 7,850 | 7,850 | 7,850 |
| 641304 Sewer | 2,467 | 2,787 | 941 | 3,124 | 3,124 | 3,200 |
| 641306 Stormwater | 8,013 | 9,163 | 3,139 | 9,401 | 9,401 | 9,401 |
| 641307 Telephone | 5,535 | 5,681 | 3,877 | 5,600 | 5,600 | 5,600 |
| 641308 Cellular Phones | 8,593 | 6,827 | 5,988 | 4,000 | 4,000 | 12,100 |
| 641600 Build Repairs & Maint | 9,761 | 12,728 | 1,095 | - | - | - |
| 641700 Vehicle Repairs & Maint | 17,349 | 33,834 | 4,406 | 17,450 | 17,450 | 14,950 |
| 641800 Equip Repairs & Maint | 10,370 | 21,684 | 45,058 | 13,250 | 19,668 | 13,250 |
| 642000 Facilities Charges | 118,110 | 142,956 | 51,288 | 129,226 | 129,226 | 137,397 |
| 642001 FMD Materials Charges | - | (5,799) | - | - | - | - |
| 642400 Software Support | 82,977 | 38,820 | 36,642 | 73,800 | 73,800 | 57,800 |
| 642501 CEA Operations/Maint. | - | - | - | 2,000 | 2,000 | 2,000 |
| 643000 Health Services | 15,388 | 8,815 | 5,714 | 9,200 | 9,200 | 9,200 |
| 644000 Snow Removal Services | 17,150 | 30,198 | 31,841 | 15,000 | 14,787 | 30,000 |
| 645100 Laundry Services | 5,943 | 6,511 | 4,981 | 6,916 | 6,916 | 8,871 |
| 645400 Grounds Repair & Maintenance | 4,897 | 1,748 | 407 | - | - | - |
| 650100 Insurance | 209,701 | 163,672 | 90,563 | 227,006 | 227,006 | 228,024 |
| 659900 Other Contracts/Obligation | 131,426 | 97,130 | 7,436 | 99,472 | 99,472 | 100,990 |
| TOTAL PURCHASED SVCS | <u>4,091,858</u> | <u>4,103,363</u> | <u>2,142,089</u> | <u>4,512,163</u> | <u>4,536,492</u> | <u>4,631,360</u> |
| | | | | | | |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 622,352 | 632,835 | 336,132 | 672,264 | 672,264 | 882,507 |
| TOTAL MISCELLANEOUSL EXP | <u>622,352</u> | <u>632,835</u> | <u>336,132</u> | <u>672,264</u> | <u>672,264</u> | <u>882,507</u> |
| | | | | | | |
| Capital Outlay | | | | | | |
| 680300 Buildings | (2,460) | 22,838 | 17,545 | 20,000 | 20,000 | 350,000 |
| 680401 Machinery & Equipment | - | 7,625 | 731 | 250,000 | 279,396 | 75,000 |
| 680402 Furniture & Fixtures | - | - | 35,654 | 25,000 | 25,000 | - |
| 680403 Vehicles | - | - | 4,212,371 | 50,000 | 9,531,007 | 40,000 |
| TOTAL CAPITAL OUTLAY | <u>(2,460)</u> | <u>30,463</u> | <u>4,266,301</u> | <u>345,000</u> | <u>9,855,403</u> | <u>465,000</u> |
| | | | | | | |
| TOTAL EXPENSE | <u>9,605,075</u> | <u>9,785,145</u> | <u>9,273,603</u> | <u>10,878,315</u> | <u>20,413,047</u> | <u>11,374,937</u> |

CITY OF APPLETON 2020 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---|---------------------|---------------------|---------------------|----------------------|----------------------|
| Charges for Services | \$ 1,476,457 | \$ 1,533,078 | \$ 1,749,588 | \$ 1,749,588 | \$ 1,722,048 |
| Miscellaneous | 96,054 | 106,323 | 76,335 | 76,338 | 68,317 |
| Total Revenues | <u>1,572,511</u> | <u>1,639,401</u> | <u>1,825,923</u> | <u>1,825,926</u> | <u>1,790,365</u> |
| Expenses | | | | | |
| Operating Expenses | 8,982,721 | 9,152,309 | 9,861,051 | 9,861,051 | 10,027,430 |
| Depreciation | 622,352 | 632,834 | 672,264 | 672,264 | 882,507 |
| Total Expenses | <u>9,605,073</u> | <u>9,785,143</u> | <u>10,533,315</u> | <u>10,533,315</u> | <u>10,909,937</u> |
| Revenues over (under) Expenses | (8,032,562) | (8,145,742) | (8,707,392) | (8,707,389) | (9,119,572) |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 7,759 | 42,600 | 12,500 | 12,500 | 12,500 |
| Gain (Loss) on Sale of Capital Assets | - | (164,247) | - | - | - |
| Operating Subsidies | 6,905,780 | 7,041,102 | 7,465,520 | 7,465,520 | 7,693,468 |
| Total Non-Operating | <u>6,913,539</u> | <u>6,919,455</u> | <u>7,478,020</u> | <u>7,478,020</u> | <u>7,705,968</u> |
| Income (Loss) Before Contributions and Transfers | (1,119,023) | (1,226,287) | (1,229,372) | (1,229,369) | (1,413,604) |
| Contributions and Transfers In (Out) | | | | | |
| General Fund | 690,956 | 674,022 | 691,565 | 691,565 | 707,389 |
| Capital Contributions | <u>1,073,780</u> | <u>565,291</u> | <u>276,000</u> | <u>7,884,322</u> | <u>372,000</u> |
| Change in Net Assets | 645,713 | 13,026 | (261,807) | 7,346,518 | (334,215) |
| Total Net Assets - Beginning | <u>5,241,267</u> | <u>5,616,070</u> | <u>5,629,096</u> | <u>5,629,096</u> | <u>12,975,614</u> |
| Total Net Assets - Ending | <u>\$ 5,886,980</u> | <u>\$ 5,629,096</u> | <u>\$ 5,367,289</u> | <u>\$ 12,975,614</u> | <u>\$ 12,641,399</u> |

* as restated

SCHEDULE OF CASH FLOWS

| | | |
|---------------------------------|-------------------|-------------------|
| Working Cash - Beginning | \$ 422,659 | \$ 557,119 |
| + Change in Net Assets | 7,346,518 | (334,215) |
| + Depreciation | 672,264 | 882,507 |
| - Fixed Assets | (9,855,403) | (465,000) |
| + F/A Funded by Restricted Cash | 1,971,081 | 93,000 |
| Working Cash - End of Year | <u>\$ 557,119</u> | <u>\$ 733,411</u> |

CITY OF APPLETON 2020 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 2020 BUDGET PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2019 EVENTS

Celebrated National Public Works Week

Promoted the Public Works Department (DPW) by participating in public events, such as "Things That Go"

Implemented sixth year of our sidewalk poetry program which included 5 original poems written by Appleton residents and students

Implemented ninth year of City-wide bike lane plan

Participated in the fourth 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 2019) 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 improving the cleanliness of our downtown

Completed implementation of the railroad quiet zone

Implemented several enhanced crosswalks, including Evergreen Drive, College Avenue and Richmond Street

Partnered with the Town of Grand Chute to reconstruct Evergreen Drive from Richmond Street to Haymeadow Avenue

Updated the Department of Public Works Strategic Plan and modified our vision statement to *"Providing excellent services and infrastructure to help our community thrive"*

Conducted a customer service survey to measure Key Strategy #1 *"Responsibly deliver excellent services"* of the City's Strategic Plan

CITY OF APPLETON 2020 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2020 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 tenth year of adopted City-wide bike lane plan

Continue to review processes using LEAN initiatives

Implement seventh 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

Implement fee increases and service changes as approved through the 2020 budget process

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|---------------------------------|---------------|---------------|---------------|---------------|---------------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 2,975,286 | \$ 2,669,585 | \$ 2,456,315 | \$ 2,456,315 | \$ 2,437,498 | -0.77% |
| Program Expenses | | | | | | | |
| 17011 | Administrative Service | 1,396,897 | 1,459,007 | 1,500,958 | 1,500,958 | 1,519,437 | 1.23% |
| 17014 | Concrete Reconstruction | 2,707,308 | 591,033 | 361,907 | 502,471 | 482,154 | 33.23% |
| 17015 | Sidewalk Reconstruction | 543,212 | 621,473 | 860,714 | 860,714 | 497,039 | -42.25% |
| 17016 | Asphalt Reconstruction | 1,028,773 | 1,917,430 | 1,222,617 | 1,222,617 | 779,362 | -36.25% |
| 17022 | Traffic - Control | 846,222 | 743,648 | 961,226 | 961,226 | 900,857 | -6.28% |
| 17023 | Street Lighting | 1,504,090 | 1,481,448 | 1,506,211 | 1,506,211 | 1,529,683 | 1.56% |
| 17031 | MSB Administration | 1,184,881 | 1,217,947 | 1,275,421 | 1,275,421 | 1,242,923 | -2.55% |
| 17032 | Street Repair | 1,979,074 | 1,626,694 | 1,888,861 | 1,953,720 | 1,920,780 | 1.69% |
| 17033 | Snow & Ice Control | 1,295,240 | 1,639,048 | 1,412,335 | 1,562,335 | 1,650,734 | 16.88% |
| 17034 | Forestry | 1,083,647 | 1,065,268 | 1,131,590 | 1,131,590 | 1,203,818 | 6.38% |
| 17036 | Inspections | 535,980 | 536,552 | 539,357 | 539,357 | 603,737 | 11.94% |
| TOTAL | | \$ 14,105,324 | \$ 12,899,548 | \$ 12,661,197 | \$ 13,016,620 | \$ 12,330,524 | -2.61% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 5,436,502 | 5,635,893 | 5,493,639 | 5,493,639 | 5,542,198 | 0.88% |
| | Training & Travel | 39,238 | 26,820 | 34,610 | 34,610 | 38,180 | 10.31% |
| | Supplies & Materials | 1,146,498 | 1,141,909 | 1,569,879 | 1,719,879 | 1,126,003 | -28.27% |
| | Purchased Services | 4,218,348 | 3,967,312 | 4,418,490 | 4,483,349 | 4,451,697 | 0.75% |
| | Capital Expenditures | 3,264,738 | 2,127,614 | 1,144,579 | 1,285,143 | 1,172,446 | 2.43% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 61.88 | 63.01 | 63.23 | 63.23 | 59.02 | |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

In 2019, Council approved an increase in the street excavation permit fee via a new two-tiered fee schedule. Excavations within the terrace of the property would be charged \$100 and those extending into the street would be charged \$250. The 2020 Budget reflects an increase in revenue generated from the new fee schedule.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Ordinance compliance | | | | | |
| Construction permits sold | 840 | 765 | 725 | 745 | 750 |
| Recovery of project costs | | | | | |
| # of assessment bills prepared | 1,142 | 1,180 | 1,200 | 1,150 | 1,150 |
| Compliance with city regulations | | | | | |
| # of site plans reviewed | 29 | 32 | 40 | 38 | 35 |
| Strategic Outcomes | | | | | |
| Consistent & current information | | | | | |
| Policies reviewed and updated | 7 | 3 | 8 | 8 | 5 |
| Communicate our Successes | | | | | |
| % of customers with a positive perception of Public Works | New measure | 74% | 100% | 100% | 100% |
| Work Process Outputs | | | | | |
| Service provided | | | | | |
| # of agenda items prepared | 207 | 212 | 190 | 190 | 200 |
| Improvements/additions to infrastructure | | | | | |
| \$ of projects bid for all funds | \$ 19,943,755 | \$ 11,223,161 | \$ 25,117,488 | \$ 25,117,488 | \$ 24,451,000 |

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 431900 Street/Sidewalk Cement Lic | \$ 600 | \$ 585 | \$ 700 | \$ 700 | \$ 600 |
| 440900 Street Occupancy Permits | 8,547 | 9,102 | 8,600 | 8,600 | 9,000 |
| 441000 Street Excavation Permits | 34,583 | 30,080 | 29,000 | 29,000 | 122,500 |
| 500400 Sale of City Property | - | - | 150 | 150 | - |
| 501000 Miscellaneous Revenue | 216 | 17 | - | - | - |
| 503000 Damage to City Property | 6,075 | - | - | - | - |
| Total Revenue | \$ 50,021 | \$ 39,784 | \$ 38,450 | \$ 38,450 | \$ 132,100 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 913,225 | \$ 956,357 | \$ 943,415 | \$ 943,415 | \$ 975,758 |
| 610400 Call Time Wages | 115 | 600 | 100 | 100 | 100 |
| 610500 Overtime Wages | 1,665 | 1,212 | 2,400 | 2,400 | 2,300 |
| 610800 Part-Time Wages | 1,801 | 5,295 | 2,984 | 2,984 | 2,050 |
| 615000 Fringes | 331,659 | 338,515 | 354,863 | 354,863 | 359,214 |
| 620100 Training/Conferences | 16,836 | 8,748 | 11,500 | 11,500 | 11,500 |
| 620600 Parking Permits | 13,270 | 13,085 | 13,380 | 13,380 | 16,680 |
| 630100 Office Supplies | 3,415 | 4,326 | 4,300 | 4,300 | 4,300 |
| 630300 Memberships & Licenses | 3,829 | 4,973 | 5,750 | 5,750 | 5,550 |
| 630400 Postage/Freight | 13 | - | 25 | 25 | 25 |
| 630500 Awards & Recognition | 1,487 | 1,214 | 1,295 | 1,295 | 1,295 |
| 630901 Shop Supplies | 6,435 | 5,872 | 5,700 | 5,700 | 5,700 |
| 630902 Tools & Instruments | 504 | 420 | 1,000 | 1,000 | 800 |
| 631500 Books & Library Materials | 329 | 568 | 400 | 400 | 400 |
| 632001 City Copy Charges | 9,158 | 9,465 | 6,100 | 6,100 | 9,100 |
| 632002 Outside Printing | 5,613 | 5,647 | 10,700 | 10,700 | 8,700 |
| 632102 Protective Clothing | 172 | 232 | 300 | 300 | 350 |
| 632300 Safety Supplies | 300 | 331 | 350 | 350 | 350 |
| 632700 Miscellaneous Equipment | 4,559 | 12,615 | 10,000 | 10,000 | 9,800 |
| 640202 Recording/Filing Fees | 260 | 90 | 125 | 125 | 125 |
| 640400 Consulting Services | 2,586 | 7,246 | 15,200 | 15,200 | 3,200 |
| 640800 Contractor Fees | - | 58 | - | - | - |
| 641200 Advertising | 2,167 | 2,630 | 2,300 | 2,300 | 2,200 |
| 641307 Telephone | 3,752 | 1,700 | 1,920 | 1,920 | 1,920 |
| 641308 Cellular Phones | 10,243 | 8,841 | 13,244 | 13,244 | 10,620 |
| 641800 Equip Repairs & Maint | 3,167 | 1,440 | 4,000 | 4,000 | 3,200 |
| 642400 Software Support | 2,619 | 4,813 | 7,150 | 7,150 | 6,700 |
| 642501 CEA Operations/Maint. | 32,703 | 30,226 | 42,017 | 42,017 | 33,500 |
| 642502 CEA Depreciation/Replace. | 24,752 | 33,154 | 40,440 | 40,440 | 44,000 |
| 642900 Interfund Allocations | - | (666) | - | - | - |
| 643000 Health Services | 20 | - | - | - | - |
| 659900 Other Contracts/Obligation | 243 | - | - | - | - |
| Total Expense | \$ 1,396,897 | \$ 1,459,007 | \$ 1,500,958 | \$ 1,500,958 | \$ 1,519,437 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 576 for further details about this program.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Condition of roadway surfaces (scale 100 - 0, 0 best) | | | | | |
| Average condition rating | 18.96 | 18.37 | 19.00 | 18.50 | 18.00 |
| Miles of street under min. rideability | 5.91 | 4.47 | 6.00 | 5.50 | 4.00 |
| Strategic Outcomes | | | | | |
| Improvement to street system | | | | | |
| Total miles of streets | 343 | 345 | 343 | 343 | 345 |
| Total miles in concrete | 241 | 242 | 243 | 243 | 242 |
| % of total miles reconstructed (concrete to concrete) | 0.72% | 0.69% | 0.70% | 0.70% | 0.50% |
| Work Process Outputs | | | | | |
| Restoration of roadway surfaces | | | | | |
| Miles of streets reconstructed (asphalt or concrete to concrete) | 2.47 | 2.38 | 2.70 | 2.70 | 1.70 |
| Expansion of street system | | | | | |
| Miles of new grade & gravel streets | 0.43 | 0.27 | 0.50 | 0.50 | 2.00 |

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 335,076 | \$ 156,644 | \$ - | \$ - | \$ - |
| 460200 Concrete Paving | 59,198 | 137,577 | 24,600 | 24,600 | 28,470 |
| 503500 Other Reimbursements | 19,928 | - | - | - | - |
| 592200 Transfer In - Special Rev. | 827,729 | 332,446 | 114,500 | 114,500 | 450,000 |
| Total Revenue | \$ 1,241,931 | \$ 626,667 | \$ 139,100 | \$ 139,100 | \$ 478,470 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 89,764 | \$ 121,285 | \$ 37,143 | \$ 37,143 | \$ 31,963 |
| 610400 Call Time Wages | - | 67 | - | - | - |
| 610500 Overtime Wages | 3,294 | 1,475 | 3,499 | 3,499 | 4,000 |
| 610800 Part-Time Wages | 4,449 | 1,800 | 3,328 | 3,328 | 1,225 |
| 615000 Fringes | 39,791 | 46,713 | 29,303 | 29,303 | 12,266 |
| 630804 Plant Material | 1,273 | 2,999 | 6,540 | 6,540 | 263 |
| 632002 Outside Printing | 618 | - | - | - | - |
| 632503 Other Materials | 2,368 | 1,267 | 10,000 | 10,000 | 40,000 |
| 632507 Asphalt | 1,467 | - | - | - | - |
| 632510 Street Lights | - | 5,833 | - | - | - |
| 632800 Signs | 12,856 | 3,679 | 10,600 | 10,600 | 700 |
| 640400 Consulting Services | 51,329 | 42,360 | 110,000 | 110,000 | 97,000 |
| 640800 Contractor Fees | 200,570 | 24,631 | 16,111 | 16,111 | 5,000 |
| 642501 CEA Operations/Maint. | 4,130 | 1,526 | 9,100 | 9,100 | 1,700 |
| 642502 CEA Depreciation/Replace. | 2,516 | 1,544 | 5,000 | 5,000 | 1,500 |
| 659900 Other Contracts/Obligation | 200 | - | - | - | - |
| 680100 Land | 1,389,558 | 44,573 | 25,000 | 162,564 | 25,000 |
| 680901 Streets | 903,125 | 291,281 | 96,283 | 99,283 | 261,537 |
| Total Expense | \$ 2,707,308 | \$ 591,033 | \$ 361,907 | \$ 502,471 | \$ 482,154 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | General Fund |
|------------------------------|---|------|----|-------------------|
| Labor Pool | | | | 49,454 |
| CEA | | | | 3,200 |
| Land | Misc Land acquisition for street projects | | | 25,000 |
| | Subtotal | | | 25,000 |
| Design | Misc Consultant design | | | 25,000 |
| | Material Testing | | | 10,000 |
| | Northland Ave design | | | 50,000 |
| | On-Call Ped/bike services consultant | | | 12,000 |
| | Subtotal | | | 97,000 |
| Reconstruction | College Ave; crosswalks @ 5 intersections | | | 307,500 |
| | Subtotal | | | 307,500 |
| Total Concrete Paving | | | | \$ 482,154 |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 584 for further detail about this program.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Safe pedestrian walkways | | | | | |
| # of defective sidewalk related accidents | 0 | 0 | 0 | 0 | 0 |
| Miles of Sidewalk | 450 | 453 | 451 | 451 | 455 |
| 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) | 6.1 | 3.5 | 2.0 | 2.0 | 2.5 |
| Request for replacement | | | | | |
| Miles | 0.00 | 0.00 | 2.0 | 1.8 | 0.0 |
| Expansion of pedestrian walkways | | | | | |
| Miles of new sidewalks | 5.17* | 2.80 | 0.50 | 1.00 | 1.50 |

* Includes Eisenhower Dr, Edgewood Dr and Northland Avenue sidewalks that were installed under other Business Units.

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 460700 Sidewalks | \$ 9,358 | \$ 54,633 | \$ 8,517 | \$ 8,517 | \$ 31,500 |
| Total Revenue | \$ 9,358 | \$ 54,633 | \$ 8,517 | \$ 8,517 | \$ 31,500 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 21,551 | \$ 21,611 | \$ 33,868 | \$ 33,868 | \$ 19,302 |
| 610500 Overtime Wages | 142 | 332 | 1,000 | 1,000 | 1,000 |
| 610800 Part-Time Wages | 270 | 462 | 1,664 | 1,664 | 1,225 |
| 615000 Fringes | 7,304 | 7,024 | 12,955 | 12,955 | 5,419 |
| 630901 Shop Supplies | 322 | - | - | - | - |
| 632800 Signs | 102 | - | - | - | - |
| 640400 Consulting Services | 144 | 399 | - | - | - |
| 640800 Contractor Fees | 1,013 | - | - | - | - |
| 642501 CEA Operations/Maint. | 784 | 456 | 2,500 | 2,500 | 500 |
| 642502 CEA Depreciation/Replace. | 837 | 548 | 995 | 995 | 500 |
| 659900 Other Contracts/Obligation | 50 | 40 | - | - | - |
| 680902 Sidewalks | 510693 | 590601 | 807,732 | 807,732 | 469,093 |
| Total Expense | \$ 543,212 | \$ 621,473 | \$ 860,714 | \$ 860,714 | \$ 497,039 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | General Fund |
|------------------------------|---------------------|
| Labor Pool | 26,946 |
| CEA | 1,000 |
| Sidewalk Construction | |
| Green Dot | 250,000 |
| General | 50,000 |
| Patch Contract | 30,000 |
| Safestep sawcutting | 30,000 |
| Poly-Level jacking | 10,000 |
| Reconstruction - Asphalt | 99,093 |
| Subtotal | 469,093 |
| Total | \$ 497,039 |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 2020 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 572 for further detail about this program.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Condition of roadway surfaces (scale 100 - 0, 0 best) | | | | | |
| Average condition rating | 21.11 | 19.59 | 21.00 | 20.00 | 19.00 |
| Miles under minimum rideability | 18.65 | 16.34 | 19.00 | 17.50 | 16.00 |
| Strategic Outcomes | | | | | |
| Improvement to street system | | | | | |
| Total miles of streets in city | 343 | 345 | 343 | 343 | 345 |
| Total miles in asphalt | 93 | 94 | 94 | 94 | 94 |
| % of total miles reconstructed | 0.24% | 0.49% | 0.87% | 0.87% | 0.50% |
| Work Process Outputs | | | | | |
| Restoration of roadway surfaces | | | | | |
| Miles of streets reconstructed | 0.83 | 1.69 | 3.00 | 3.00 | 1.70 |

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 460100 Asphalt Paving | \$ 51,612 | \$ 28,456 | \$ 1,823 | \$ 1,823 | \$ - |
| 503500 Other Reimbursements | 92,001 | - | - | - | - |
| 592200 Transfer In - Special Rev. | 522,563 | 937,886 | 1,220,500 | 1,220,500 | 750,000 |
| Total Revenue | \$ 666,176 | \$ 966,342 | \$ 1,222,323 | \$ 1,222,323 | \$ 750,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 132,342 | \$ 181,733 | \$ 141,218 | \$ 141,218 | \$ 100,652 |
| 610500 Overtime Wages | 2,962 | 6,731 | 4,499 | 4,499 | 5,000 |
| 610800 Part-Time Wages | 3,135 | 4,303 | 3,328 | 3,328 | 2,300 |
| 615000 Fringes | 56,707 | 77,339 | 72,253 | 72,253 | 46,265 |
| 630804 Plant Material | 6,383 | 8,144 | 14,088 | 14,088 | - |
| 632501 Castings | 465 | - | - | - | 4,677 |
| 632503 Other Materials | 1,381 | 321 | 630,906 | 630,906 | - |
| 632507 Asphalt | 281,283 | 347,438 | - | - | 140,175 |
| 632800 Signs | 122 | 453 | 13,400 | 13,400 | 6,300 |
| 640400 Consulting Services | 432 | 5,452 | 5,000 | 5,000 | 5,000 |
| 640800 Contractor Fees | 28,198 | 11,264 | 77,219 | 77,219 | 7,843 |
| 642501 CEA Operations/Maint. | 21,586 | 31,927 | 23,514 | 23,514 | 18,334 |
| 642502 CEA Depreciation/Replace. | 32,264 | 41,176 | 21,628 | 21,628 | 26,000 |
| 659900 Other Contracts/Obligation | 150 | - | - | - | - |
| 680901 Streets | 461,363 | 1,201,149 | 215,564 | 215,564 | 416,816 |
| Total Expense | \$ 1,028,773 | \$ 1,917,430 | \$ 1,222,617 | \$ 1,222,617 | \$ 779,362 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | General Fund Asphalt |
|-------------------------------|-----------------|--------------|---------------|----------------------|
| Labor Pool | | | | 154,217 |
| CEA | | | | 44,334 |
| Consultant | | | | 5,000 |
| Overlay | | | | |
| | Subtotal | | | - |
| Partial Reconstruction | | | | |
| | Cass St | Walter Ave | cds | 16,110 |
| | Outagamie St | Taylor St | Glendale Ave | 15,002 |
| | State St | Prospect Ave | Sixth St | 47,179 |
| | Taylor St | Nicholas St | Gillett St | 7,687 |
| | Subtotal | | | 85,978 |
| Total Reconstruction | | | | |
| | Harriet St | Walter Ave | Telulah Ave | 97,806 |
| | Erb St | Michigan St | 130' north | 27,186 |
| | Morrison St | Hancock St | Wisconsin Ave | 303,626 |
| | Warner St | College Ave | Henry St | 61,215 |
| | Subtotal | | | 489,833 |
| Total Asphalt Pavement | | | | \$ 779,362 |

CITY OF APPLETON 2020 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: "Responsibly deliver 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:

Based on a 2018 report and recommendation regarding the College Avenue/Lawe Street intersection, many pedestrian safety measures were implemented in 2018-2019. The final recommendation was to realign the north/south crosswalks to improve visibility. \$52,000 was included in this budget to reconfigure handicap ramps and several traffic signals to complete these recommendations.

The cost of a hoist crane and trailer are included in the miscellaneous equipment account per the five year equipment plan.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|-------------------------|------------------------|-------------------------|-------------------------|------------------------|
| Client Benefits/Impacts | | | | | |
| Safe, reliable traffic control | | | | | |
| # of changes to traffic controls | 11 | 12 | 15 | 15 | 15 |
| # of changes to parking restrictions | 19 | 51 | 40 | 45 | 42 |
| % of signs installed or replaced | 2.75% | 4.66% | 2.50% | 2.50% | 2.50% |
| Intersections in the City | | | | | |
| # of controlled intersections | 1,422 | 1,504 | 1,440 | 1,445 | 1,455 |
| # of uncontrolled intersections | 690 | 638 | 695 | 695 | 705 |
| Strategic Outcomes | | | | | |
| Effective traffic control devices | | | | | |
| # of accidents per street mile | 4.01 | 4.05 | 3.60 | 3.80 | 3.75 |
| Efficient use of staff | | | | | |
| # of signals maintained for other municipalities | 26 | 26 | 27 | 27 | 29 |
| Work Process Outputs | | | | | |
| Service provided | | | | | |
| # of traffic control signs & signals repaired from knockdowns | 16 Signals 199 Signs | 36 Signals 56 Signs | 35 Signals 100 Signs | 35 Signals 100 Signs | 35 Signals 65 Signs |
| Respond to system demands | | | | | |
| # of responses for traffic & parking related changes | 52 | 58 | 55 | 58 | 60 |

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ - | \$ 1,937 | \$ - | \$ - | \$ - |
| 490800 Intergovernmental Charges | 71,132 | 51,448 | 60,250 | 60,250 | 53,000 |
| 501000 Miscellaneous Revenue | 8,011 | 10,281 | 7,225 | 7,225 | 9,000 |
| 503000 Damage to City Property | 37,022 | 48,895 | 43,000 | 43,000 | 44,000 |
| Total Revenue | \$ 116,165 | \$ 112,561 | \$ 110,475 | \$ 110,475 | \$ 106,000 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 230,274 | \$ 219,671 | \$ 243,421 | \$ 243,421 | \$ 224,676 |
| 610400 Call Time Wages | 5,710 | 3,372 | 5,700 | 5,700 | 4,000 |
| 610500 Overtime Wages | 10,111 | 5,483 | 9,000 | 9,000 | 6,500 |
| 610800 Part-Time Wages | 6,311 | 8,413 | 17,265 | 17,265 | 17,265 |
| 615000 Fringes | 87,959 | 76,060 | 104,630 | 104,630 | 83,026 |
| 630901 Shop Supplies | 4,376 | 1,297 | 2,335 | 2,335 | 2,345 |
| 630902 Tools & Instruments | 3,099 | 6,454 | 4,765 | 4,765 | 4,820 |
| 631100 Paint & Supplies | 479 | 299 | 400 | 400 | 400 |
| 632200 Gas Purchases | - | 21 | - | - | - |
| 632510 Street Lights | 94,467 | 84,773 | 125,000 | 125,000 | 131,400 |
| 632601 Repair Parts | 105 | - | - | - | - |
| 632700 Miscellaneous Equipment | 5,370 | 4,529 | 6,700 | 6,700 | 9,000 |
| 632800 Signs | 76,163 | 62,187 | 79,200 | 79,200 | 79,200 |
| 640800 Contractor Fees | 150,184 | 104,417 | 171,200 | 171,200 | 169,000 |
| 641301 Electric | 59,774 | 60,242 | 62,045 | 62,045 | 63,900 |
| 641800 Equip Repairs & Maint | 18,573 | 17,153 | 43,425 | 43,425 | 19,825 |
| 642400 Software Support | 12,250 | 8,173 | - | - | - |
| 642501 CEA Operations/Maint. | 40,379 | 36,347 | 41,580 | 41,580 | 40,000 |
| 642502 CEA Depreciation/Replace. | 43,277 | 49,971 | 47,060 | 47,060 | 50,000 |
| 642900 Interfund Allocations | (2,639) | (5,214) | (2,500) | (2,500) | (4,500) |
| Total Expense | \$ 846,222 | \$ 743,648 | \$ 961,226 | \$ 961,226 | \$ 900,857 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|-------------------------------------|-------------------|---|-------------------|
| <u>Street Lights</u> | | <u>Contractor Fees</u> | |
| Knockdowns - Appleton | \$ 35,000 | Transverse markings | \$ 34,000 |
| Knockdowns - Grand Chute/Outagamie | 12,000 | College Ave/Lawe St Reconfig | \$ 45,000 |
| LED replacements | 8,400 | Maintenance of long-line including retrace, reconfig and special projects | 90,000 |
| Replace failed equipment | 17,500 | | <u>\$ 169,000</u> |
| Misc projects, upgrades & expenses | 14,000 | <u>Equipment Repairs & Maintenance</u> | |
| Communication grid maint/upgrades | 17,500 | Annual preventive maintenance contract | \$ 10,000 |
| Install/maint battery backup system | 4,000 | Repairs to cameras, signals, and other devices | 3,325 |
| GPS/AVL system repairs | 3,000 | Structure inspection contract | 6,500 |
| College Ave/Lawe St reconfiguration | 5,000 | | <u>\$ 19,825</u> |
| Traffic camera system maintenance | 15,000 | | |
| | <u>\$ 131,400</u> | | |
| <u>Signs</u> | | | |
| Area replacement program | \$ 8,500 | | |
| Ordinance change | 11,000 | | |
| School zone upgrades | 10,290 | | |
| Knockdowns | 17,800 | | |
| Special events | 6,050 | | |
| Vandalism | 8,000 | | |
| On-street bike lane | 13,000 | | |
| Other projects | 4,560 | | |
| | <u>\$ 79,200</u> | | |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Cost of street lighting | | | | | |
| Avg. monthly cost per street light | \$ 16.03 | \$ 15.00 | \$ 15.70 | \$ 15.25 | \$ 14.90 |
| Strategic Outcomes | | | | | |
| Safety provided by street lighting | | | | | |
| Number of street lights in the system | 8,759 | 8,787 | 8,845 | 8,845 | 8,905 |
| City owned | 1,147 | 1,250 | 1,120 | 1,120 | 1,130 |
| Utility owned | 7,612 | 7,537 | 7,725 | 7,725 | 7,775 |
| Work Process Outputs | | | | | |
| Responses to unsafe lighting conditions | | | | | |
| # of street lights repaired because of accidents, acts of nature, or equipment failures | 35 | 36 | 35 | 40 | 35 |

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 461200 Street Lights | \$ 68,659 | \$ 69,521 | \$ 72,000 | \$ 72,000 | \$ 70,000 |
| 503000 Damage to City Property | - | - | 3,000 | 3,000 | 3,000 |
| Total Revenue | \$ 68,659 | \$ 69,521 | \$ 75,000 | \$ 75,000 | \$ 73,000 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 7,864 | \$ 7,107 | \$ 12,580 | \$ 12,580 | \$ 7,827 |
| 610400 Call Time Wages | 123 | 277 | 200 | 200 | 200 |
| 610500 Overtime Wages | 74 | 260 | 200 | 200 | 200 |
| 610800 Part-Time Wages | 734 | 1,655 | - | - | - |
| 615000 Fringes | 3,039 | 2,904 | 3,242 | 3,242 | 1,982 |
| 632510 Street Lights | 21,210 | 7,808 | 16,000 | 16,000 | 18,100 |
| 640800 Contractor Fees | 3,188 | 150 | 4,000 | 4,000 | 4,000 |
| 641301 Electric | 1,467,653 | 1,460,853 | 1,469,989 | 1,469,989 | 1,497,374 |
| 642501 CEA Operations/Maint. | 128 | 261 | - | - | - |
| 642502 CEA Depreciation/Replace. | 77 | 173 | - | - | - |
| Total Expense | \$ 1,504,090 | \$ 1,481,448 | \$ 1,506,211 | \$ 1,506,211 | \$ 1,529,683 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Construction Materials

| | |
|-------------------------------------|------------------|
| Maintenance of approx. 1,250 lights | \$ 16,000 |
| Relamping of approx. 75 lights | 2,100 |
| | \$ 18,100 |

CITY OF APPLETON 2020 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: "Responsibly deliver 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:

Budget includes addition of a new DPW Guide in the printing expense.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Assure safe working conditions | | | | | |
| # of in-house safety training programs conducted | 35 | 40 | 35 | 35 | 35 |
| # of equipment/vehicle accidents | 33 | 43 | 30 | 32 | 28 |
| Preventable | 24 | 25 | 20 | 32 | 18 |
| Non-preventable | 9 | 18 | 10 | 10 | 9 |
| # of employee injury accidents | 17 | 7 | 8 | 10 | 6 |
| Annual # of violations found during monthly building inspections | 37 | 45 | 40 | 38 | 35 |
| Strategic Outcomes | | | | | |
| Safeguard Assets | | | | | |
| \$ adjustment of inventory at year end | \$ 1,940 | \$ 60 | \$ 1,025 | \$ 1,025 | \$ 1,000 |
| Turnover ratio of inventory | 0.77 | 0.62 | 0.88 | 0.88 | 0.88 |
| # of work days lost due to injuries | 51 | 4 | 15 | 15 | 5 |
| Work Process Outputs | | | | | |
| Efficient purchasing and inventory management | | | | | |
| # of purchase orders generated | 517 | 442 | 530 | 510 | 525 |
| \$ value of items issued from inventory | \$ 476,409 | \$ 376,523 | \$ 493,650 | \$ 493,650 | \$ 490,000 |
| # of shipments received | 7,268 | 6,876 | 7,215 | 7,215 | 7,200 |

CITY OF APPLETON 2020 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 501000 Miscellaneous Revenue | \$ 78 | \$ 2,500 | \$ - | \$ - | \$ - |
| 508200 Insurance Proceeds | 413 | - | - | - | - |
| Total Revenue | <u>\$ 491</u> | <u>\$ 2,500</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 547,524 | \$ 569,060 | \$ 559,090 | \$ 559,090 | \$ 557,802 |
| 610400 Call Time Wages | - | 359 | 50 | 50 | 200 |
| 610500 Overtime Wages | 1,091 | (98) | 1,400 | 1,400 | 1,100 |
| 610800 Part-Time Wages | 8,873 | 12,352 | 14,401 | 14,401 | 14,401 |
| 615000 Fringes | 217,681 | 211,326 | 229,098 | 229,098 | 214,465 |
| 620100 Training/Conferences | 6,363 | 2,825 | 6,830 | 6,830 | 7,100 |
| 630100 Office Supplies | 1,621 | 1,968 | 2,450 | 2,450 | 2,200 |
| 630200 Subscriptions | 5,363 | 5,397 | 5,650 | 5,650 | 5,600 |
| 630300 Memberships & Licenses | 2,165 | 1,847 | 2,505 | 2,505 | 2,480 |
| 630400 Postage\Freight | 80 | 116 | 380 | 380 | 225 |
| 630500 Awards & Recognition | 1,036 | 1,040 | 1,190 | 1,190 | 1,190 |
| 630600 Building Maint./Janitorial | 6,665 | 7,535 | 6,800 | 6,800 | 7,000 |
| 630901 Shop Supplies | 1,726 | 1,642 | 2,700 | 2,700 | 2,500 |
| 630902 Tools & Instruments | 10 | 70 | - | - | - |
| 631100 Paint & Supplies | 71 | 138 | 250 | 250 | 200 |
| 631500 Books & Library Materials | 45 | - | 250 | 250 | 250 |
| 632002 Outside Printing | 2,711 | 2,501 | 3,825 | 3,825 | 6,350 |
| 632102 Protective Clothing | 1,510 | 2,256 | 1,700 | 1,700 | 1,950 |
| 632200 Gas Purchases | 778 | 378 | 400 | 400 | 400 |
| 632300 Safety Supplies | 4,808 | 3,506 | 4,750 | 4,750 | 4,400 |
| 632400 Medical/Lab Supplies | 203 | 350 | 275 | 275 | 300 |
| 632500 Construction Materials | 1,609 | - | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | 14,828 | 5,228 | 14,000 | 14,000 | 14,250 |
| 632800 Signs | 20 | 100 | 100 | 100 | 100 |
| 640700 Solid Waste/Recycling | 6,881 | 7,330 | 7,600 | 7,600 | 7,600 |
| 640800 Contractor Fees | 611 | 748 | 1,000 | 1,000 | 1,000 |
| 640900 Inspection Fees | 515 | 309 | 850 | 850 | 700 |
| 641200 Advertising | 423 | - | 900 | 900 | 750 |
| 641300 Utilities | 102,977 | 101,760 | 116,936 | 116,936 | 104,603 |
| 641600 Build Repairs & Maint | 2,891 | 1,671 | 3,000 | 3,000 | 2,750 |
| 641800 Equip Repairs & Maint | - | 1,110 | 500 | 500 | 750 |
| 641900 Communication Eq. Repair | - | - | 750 | 750 | 500 |
| 642000 Facilities Charges | 200,421 | 223,425 | 214,383 | 214,383 | 214,427 |
| 642400 Software Support | 3,560 | 8,636 | 18,050 | 18,050 | 18,620 |
| 645100 Laundry Services | 213 | 151 | 240 | 240 | 240 |
| 642501 CEA Operations/Maint. | 28,206 | 21,427 | 34,518 | 34,518 | 24,000 |
| 642502 CEA Depreciation/Replace. | 8,401 | 18,327 | 15,050 | 15,050 | 19,000 |
| 643000 Health Services | 20 | - | 50 | 50 | 20 |
| 659900 Other Contracts/Obligation | 2,981 | 3,157 | 3,000 | 3,000 | 3,000 |
| Total Expense | <u>\$ 1,184,881</u> | <u>\$ 1,217,947</u> | <u>\$ 1,275,421</u> | <u>\$ 1,275,421</u> | <u>\$ 1,242,923</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Software support

| | |
|--|------------------|
| Miovision Traffic count processing fees | \$ 3,500 |
| Traffic signal management software maintenance | 10,000 |
| School flashing light control | 3,400 |
| Data storage & support GPS units | 1,720 |
| | <u>\$ 18,620</u> |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

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.

The increase in consultant fees is due to the cost of bridge inspections (not required annually).

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Safety of event participants | | | | | |
| # of civic events supported | 4 | 4 | 4 | 4 | 4 |
| Strategic Outcomes | | | | | |
| Preventive maintenance | | | | | |
| Total miles of streets serviced | 344 | 344 | 343 | 343 | 344 |
| # of temporary hazardous sidewalk repairs | 124 | 156 | 75 | 85 | 100 |
| Miles of asphalt streets resurfaced | 1.80 | <1.0 | <1.0 | <1.0 | <1.1 |
| Work Process Outputs | | | | | |
| Repair materials | | | | | |
| Tons of cold patch asphalt applied | 150 | 216 | 200 | 180 | 200 |
| Cubic yards of concrete used for repair | 21 | 78 | 100 | 100 | 75 |
| Pounds of crack filler applied | 47,250 | 27,000 | 30,000 | 28,000 | 30,000 |

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 1,971 | \$ 3,470 | \$ 1,800 | \$ 1,800 | \$ 2,000 |
| 490800 Misc Intergovernmental Charges | 800 | 32,560 | 800 | 800 | 800 |
| 501000 Miscellaneous Revenue | 8,213 | 8,590 | 6,000 | 6,000 | 6,000 |
| 503000 Damage to City Property | 5,778 | 121 | - | - | - |
| Total Revenue | \$ 16,762 | \$ 44,741 | \$ 8,600 | \$ 8,600 | \$ 8,800 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 658,534 | \$ 557,669 | \$ 582,910 | \$ 582,910 | \$ 571,716 |
| 610400 Call Time Wages | 4,117 | 601 | 3,000 | 3,000 | 2,000 |
| 610500 Overtime Wages | 15,646 | 19,374 | 15,000 | 15,000 | 19,000 |
| 610800 Part-Time Wages | 6,846 | 7,518 | 10,059 | 10,059 | 10,000 |
| 615000 Fringes | 307,149 | 239,943 | 261,569 | 261,569 | 247,608 |
| 630800 Landscape Supplies | 932 | 2,303 | 1,600 | 1,600 | 1,600 |
| 630900 Shop Supplies & Tools | 5,812 | 3,797 | 9,000 | 9,000 | 8,500 |
| 631100 Paint & Supplies | 414 | 220 | 1,000 | 1,000 | 500 |
| 632200 Gas Purchases | 1,233 | 780 | 700 | 700 | 800 |
| 632500 Materials | 155,807 | 119,107 | 170,000 | 170,000 | 169,500 |
| 632700 Miscellaneous Equipment | 31,121 | 34,747 | 19,500 | 19,500 | 29,500 |
| 632800 Signs | 38 | 1,294 | 500 | 500 | 500 |
| 640400 Consulting Services | 31,520 | 66,503 | 20,500 | 85,359 | 121,000 |
| 640800 Contractor Fees | 278,435 | 130,997 | 290,000 | 290,000 | 215,000 |
| 641300 Utilities | 5,655 | 6,157 | 6,425 | 6,425 | 6,251 |
| 641500 Tipping Fees | 370 | 2,314 | 3,350 | 3,350 | 3,000 |
| 641800 Equip Repairs & Maint | 384 | 237 | 700 | 700 | 500 |
| 642000 Facilities Charges | 690 | 2,965 | 1,695 | 1,695 | 2,805 |
| 642400 Software Support | 11,629 | 8,882 | 11,700 | 11,700 | 12,000 |
| 642501 CEA Operations/Maint. | 228,416 | 232,602 | 242,300 | 242,300 | 260,000 |
| 642502 CEA Depreciation/Replace. | 224,036 | 191,743 | 232,353 | 232,353 | 235,000 |
| 642900 Interfund Allocations | (3,490) | (14,381) | (15,000) | (15,000) | (16,000) |
| 659900 Other Contracts/Obligation | 13,780 | 11,322 | 20,000 | 20,000 | 20,000 |
| Total Expense | \$ 1,979,074 | \$ 1,626,694 | \$ 1,888,861 | \$ 1,953,720 | \$ 1,920,780 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--|--------------------|------------------------------------|-------------------|
| <u>Materials</u> | | <u>Contractor Fees</u> | |
| Cold patch/crackfiller | \$ 30,000 | Contractor equip rental | \$ 10,000 |
| Concrete | 8,000 | Polylevel pavement | |
| Gravel | 5,000 | leveling contractor | 5,000 |
| Asphalt | 60,000 | Annual bridge maint | 5,000 |
| Clear Stone | 1,500 | Pacific St. bridge maint | 45,000 |
| Misc materials (bridge lights, flags & poles, concrete sealer, etc.) | 65,000 | Patch program | 75,000 |
| | <u>\$ 169,500</u> | Lawe Street bridge gate arm | 75,000 |
| | | | <u>\$ 215,000</u> |
| <u>Consulting Services</u> | | <u>Miscellaneous Equipment</u> | |
| Movable bridge inspections | 16,000 | Roller trailer | \$ 8,500 |
| Biennial bridge inspection (even yrs) | 35,000 | Jersey barriers | 3,500 |
| Bridge dive inspections (every 5 yrs) | 30,000 | Portable divot | 10,000 |
| Bridge maintenance project | 30,000 | Barricades | 7,500 |
| Contaminated soils | 5,000 | | <u>\$ 29,500</u> |
| Miscellaneous | 5,000 | | |
| | <u>\$ 121,000</u> | <u>Other Contracts/Obligations</u> | |
| <u>Interfund Allocations</u> | | Bridge tenders | \$ 15,000 |
| Hauling biosolids from | | CARE program | 5,000 |
| WWTP to compost site | \$ (15,000) | | <u>\$ 20,000</u> |
| Bridge maintenance-facilities | \$ (1,000) | | |
| | <u>\$ (16,000)</u> | | |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 miscellaneous equipment account includes \$7,500 for 15 sets of chains to be used on the trucks.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely service provided | | | | | |
| # of major plowing events | 13 | 10 | 6 | 8 | 8 |
| # of other minor plow/salt events | 15 | 19 | 25 | 22 | 20 |
| # of days hauling designated priority snow routes | 6 | 11 | 25 | 25 | 20 |
| Strategic Outcomes | | | | | |
| Efficiency of Program | | | | | |
| # of citizen contacts | 54 | 87 | 80 | 85 | 70 |
| # of miles of sidewalks cleared by: | | | | | |
| Contractor | 18.0 | 18.2 | 17.6 | 17.6 | 18.2 |
| City crews | 15.3 | 16.6 | 13.7 | 13.7 | 16.6 |
| \$ contracted to clear sidewalks | \$ 127,858 | \$ 209,830 | \$ 175,000 | \$ 175,000 | \$ 175,000 |
| Work Process Outputs | | | | | |
| Volume of work done | | | | | |
| # of tons of salt used | 3,979 | 4,034 | 4,000 | 4,300 | 4,000 |
| # of miles of streets maintained | 343 | 344 | 343 | 343 | 344 |
| # of miles of sidewalk maintained | 33.3 | 34.8 | 31.3 | 31.3 | 34.8 |

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 460800 Snow Removal | \$ 65,622 | \$ 69,469 | \$ 141,000 | \$ 141,000 | \$ 130,000 |
| 501000 Miscellaneous Revenue | 15,455 | 22,017 | 15,750 | 15,750 | 20,000 |
| Total Revenue | \$ 81,077 | \$ 91,486 | \$ 156,750 | \$ 156,750 | \$ 150,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 242,706 | \$ 327,488 | \$ 268,864 | \$ 268,864 | \$ 329,770 |
| 610400 Call Time Wages | 23,172 | 41,430 | 28,000 | 28,000 | 40,000 |
| 610500 Overtime Wages | 42,217 | 99,383 | 50,000 | 50,000 | 80,000 |
| 610800 Part-Time Wages | - | 455 | - | - | - |
| 615000 Fringes | 127,623 | 180,044 | 139,667 | 139,667 | 145,284 |
| 630899 Other Landscape Supplies | 1,007 | - | 500 | 500 | - |
| 630901 Shop Supplies | 132 | 1,042 | 200 | 200 | 200 |
| 632500 Materials | 293,265 | 296,864 | 286,400 | 436,400 | 306,480 |
| 632601 Repair Parts | - | 1,038 | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | 2,790 | 5,390 | 7,500 | 7,500 | 7,500 |
| 640800 Contractor Fees | 68 | 3,144 | - | - | - |
| 642501 CEA Operations/Maint. | 256,506 | 291,118 | 277,652 | 277,652 | 335,000 |
| 642502 CEA Depreciation/Replace. | 150,160 | 207,854 | 182,052 | 182,052 | 225,000 |
| 642900 Interfund Allocations | - | (6,034) | (5,000) | (5,000) | (5,000) |
| 644000 Snow Removal Services | 154,940 | 185,728 | 175,000 | 175,000 | 185,000 |
| 645000 Repairs to Private Property | 654 | 1,104 | 1,000 | 1,000 | 1,000 |
| 650302 Equipment Rent | - | 3,000 | - | - | - |
| Total Expense | \$ 1,295,240 | \$ 1,639,048 | \$ 1,412,335 | \$ 1,562,335 | \$ 1,650,734 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Snow/Ice Control Materials

| | |
|---------------------------------|-------------------|
| Salt (4,014 tons) | \$ 275,080 |
| Brine (40,000 gal) | 15,000 |
| Ice melt (1,625 bags) | 15,000 |
| Grass seed, lumber, stone, etc. | 400 |
| Concrete | 1,000 |
| | <u>\$ 306,480</u> |

Snow Removal Services

| | |
|---|-------------------|
| Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks | \$ 185,000 |
| | <u>\$ 185,000</u> |

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM MISSION

Manage the urban forest to enhance the current and future environmental quality, safety and aesthetics for the benefit of the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Replenish and maintain approximately 31,000 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 equipment use and purchases to maximize equipment and create efficiencies
- Continue efforts to remove invasive species from City property through volunteer services
- Continue to educate the elected officials on the benefits of the urban forest and the City's investment in the program
- Increase the diversity of species in the urban forest to minimize the impact of disease/insects on single tree species

Major Changes in Revenue, Expenditures, or Programs:

Seasonal laborers, which account for the part time wages, are used to maintain various plantings around the City under the direction of the City Forester.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Safe, healthy and attractive urban forest | | | | | |
| # trees on City streets | 30,855 | 30,733 | 32,000 | 30,000 | 31,000 |
| 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 | 4,097 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 | 8.5 years | 8 years | 8 years | 8 years |
| # of ash trees replaced | 143 | 188 | 400 | 350 | 300 |
| Total number of tree species on streets | 42 | 42 | 42 | 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 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ - | \$ - | \$ - | \$ 8,428 |
| 480100 General Charges for Svc | 183 | 45 | - | - | - |
| 501000 Miscellaneous Revenue | 1,429 | 1,667 | 2,000 | 2,000 | 4,200 |
| 502000 Donations & Memorials | - | 315 | 100 | 100 | - |
| 503000 Damage to City Property | - | 2,255 | - | - | - |
| 503500 Other Reimbursements | - | 5 | - | - | - |
| Total Revenue | \$ 1,612 | \$ 4,287 | \$ 2,100 | \$ 2,100 | \$ 12,628 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 499,045 | \$ 501,878 | \$ 501,257 | \$ 501,257 | \$ 540,397 |
| 610400 Call Time Wages | 2,709 | 3,966 | 1,800 | 1,800 | 3,500 |
| 610500 Overtime Wages | 5,246 | 9,334 | 4,000 | 4,000 | 6,500 |
| 610800 Part-Time Wages | 14,018 | 16,733 | 17,777 | 17,777 | 20,000 |
| 615000 Fringes | 217,977 | 208,405 | 230,282 | 230,282 | 247,003 |
| 620100 Training/Conferences | 2,739 | 2,050 | 2,900 | 2,900 | 2,900 |
| 630100 Office Supplies | 22 | 14 | 25 | 25 | 25 |
| 630200 Subscriptions | 58 | - | 75 | 75 | 50 |
| 630300 Memberships & Licenses | 935 | 640 | 800 | 800 | 800 |
| 630800 Landscape Supplies | 44,962 | 45,094 | 45,000 | 45,000 | 54,028 |
| 630901 Shop Supplies | 1,919 | 1,418 | 2,250 | 2,250 | 1,600 |
| 630902 Tools & Instruments | 1,819 | 2,382 | 2,250 | 2,250 | 2,250 |
| 631100 Paint & Supplies | 25 | 22 | 50 | 50 | 25 |
| 631603 Other Misc. Supplies | 24 | - | - | - | - |
| 632002 Outside Printing | 399 | 102 | 250 | 250 | 250 |
| 632101 Uniforms | - | 9 | - | - | - |
| 632102 Protective Clothing | 268 | 419 | 600 | 600 | 500 |
| 632200 Gas Purchases | 194 | - | 300 | 300 | 50 |
| 632300 Safety Supplies | 812 | 2,129 | 1,200 | 1,200 | 1,200 |
| 632700 Miscellaneous Equipment | 7,540 | 5,677 | 5,800 | 5,800 | 5,800 |
| 632800 Signs | - | 187 | 300 | 300 | 200 |
| 640800 Contractor Fees | 671 | 792 | 1,000 | 1,000 | 800 |
| 641303 Water | 614 | 531 | 700 | 700 | 700 |
| 641308 Cellular Phones | 409 | 405 | 540 | 540 | 540 |
| 641500 Tipping Fees | - | - | 1,000 | 1,000 | - |
| 642400 Software Support | 1,410 | 1,580 | 1,800 | 1,800 | 2,400 |
| 642501 CEA Operations/Maint. | 139,306 | 140,670 | 164,439 | 164,439 | 155,000 |
| 642502 CEA Depreciation/Replace. | 140,486 | 124,786 | 147,195 | 147,195 | 160,000 |
| 642900 Interfund Allocations | - | (3,955) | (2,000) | (2,000) | (2,700) |
| 643000 Health Services | 40 | - | - | - | - |
| Total Expense | \$ 1,083,647 | \$ 1,065,268 | \$ 1,131,590 | \$ 1,131,590 | \$ 1,203,818 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | |
|---------------------------|------------------|
| <u>Landscape Supplies</u> | |
| Topsoil / sand / gravel | \$ 2,000 |
| Seed / fertilizer | 2,000 |
| Plant material/trees | 44,928 |
| Mulch/Chips | 500 |
| Herbicides / pesticides | 4,600 |
| | <u>\$ 54,028</u> |

CITY OF APPLETON 2020 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 17036

PROGRAM MISSION

To provide building inspection services to insure public health and safety.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver 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:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Customer knowledge of ordinances | | | | | |
| Customer generated violation reports | 1,304 | 1,105 | 1,100 | 900 | 1,000 |
| Effectiveness of plan review | | | | | |
| # of onsite consultations prior to plan submittal | 43 | 106 | 80 | 50 | 70 |
| Strategic Outcomes | | | | | |
| Availability of staff | | | | | |
| Average Commercial Plan Review Time | 7.8 Days | 7.6 Days | 6.3 Days | 6.3 Days | 6.0 Days |
| Consistency of information | | | | | |
| # of policies/ordinances reviewed/updated | 2/2 | 1/2 | 2/2 | 2/2 | 2/2 |
| Work Process Outputs | | | | | |
| Availability of service | | | | | |
| # of inspections performed | 8,284 | 7,935 | 10,000 | 8,000 | 9,000 |
| # of re-inspections performed | 504 | 525 | 500 | 500 | 500 |
| # of notices issued | 839 | 797 | 800 | 1,000 | 1,000 |
| # of permits issued | 3,587 | 3,528 | 3,500 | 3,400 | 3,500 |
| # of plans reviewed | 222 | 242 | 250 | 200 | 225 |

CITY OF APPLETON 2020 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 17036

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 440100 Building Permits | \$ 361,674 | \$ 338,768 | \$ 340,000 | \$ 340,000 | \$ 350,000 |
| 440200 Electrical Permits | 138,576 | 115,548 | 140,000 | 140,000 | 130,000 |
| 440300 Heating Permits | 70,651 | 74,082 | 70,000 | 70,000 | 70,000 |
| 440400 Plumbing & Sewer Permits | 67,269 | 50,851 | 65,000 | 65,000 | 65,000 |
| 440600 State Building Permits | 2,115 | 2,360 | 2,000 | 2,000 | 2,000 |
| 440700 Signs Permits | 5,280 | 5,185 | 5,000 | 5,000 | 5,000 |
| 460900 Weed Cutting | 17,051 | 13,032 | 16,000 | 16,000 | 16,000 |
| 461400 Miscellaneous Specials | - | 2,500 | - | - | - |
| 480100 General Charges for Service | 58,193 | 52,647 | 55,000 | 55,000 | 55,000 |
| 504000 Board of Appeals | 2,225 | 2,090 | 2,000 | 2,000 | 2,000 |
| Total Revenue | \$ 723,034 | \$ 657,063 | \$ 695,000 | \$ 695,000 | \$ 695,000 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 380,494 | \$ 394,716 | \$ 387,503 | \$ 387,503 | \$ 429,639 |
| 610500 Overtime Wages | 3,641 | 1,864 | 2,000 | 2,000 | 2,000 |
| 610800 Part-Time Wages | 15,567 | 7,532 | 14,100 | 14,100 | 16,000 |
| 615000 Fringes | 132,250 | 126,517 | 127,754 | 127,754 | 128,098 |
| 620100 Training/Conferences | 30 | 112 | - | - | - |
| 640800 Contractor Fees | 3,998 | 5,811 | 8,000 | 8,000 | 28,000 |
| Total Expense | \$ 535,980 | \$ 536,552 | \$ 539,357 | \$ 539,357 | \$ 603,737 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

| | |
|---------------------------------|------------------|
| Razing cost - unsafe structures | \$ 20,000 |
| Mowing, board-up | 8,000 |
| | <u>\$ 28,000</u> |

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|---------------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | 335,076 | 156,644 | - | - | - | 8,428 |
| 431900 Street/Sidewalk Cement License | 600 | 585 | 540 | 700 | 700 | 600 |
| 440100 Building Permits | 361,674 | 338,768 | 179,405 | 340,000 | 340,000 | 350,000 |
| 440200 Electrical Permits | 138,576 | 115,548 | 65,100 | 140,000 | 140,000 | 130,000 |
| 440300 Heating Permits | 70,651 | 74,082 | 38,762 | 70,000 | 70,000 | 70,000 |
| 440400 Plumbing & Sewer Permits | 67,269 | 50,851 | 26,783 | 65,000 | 65,000 | 65,000 |
| 440600 State Building Permits | 2,115 | 2,360 | 1,040 | 2,000 | 2,000 | 2,000 |
| 440700 Signs Permits | 5,280 | 5,185 | 2,640 | 5,000 | 5,000 | 5,000 |
| 440900 Street Occupancy Permits | 8,547 | 9,102 | 9,922 | 8,600 | 8,600 | 9,000 |
| 441000 Street Excavation Permits | 34,583 | 30,080 | 8,460 | 29,000 | 29,000 | 122,500 |
| 460100 Asphalt Paving | 51,612 | 28,456 | 363 | 1,823 | 1,823 | - |
| 460200 Concrete Paving | 59,198 | 137,577 | 7,517 | 24,600 | 24,600 | 28,470 |
| 460700 Sidewalks | 9,358 | 54,633 | 3,244 | 8,517 | 8,517 | 31,500 |
| 460800 Snow Removal | 65,622 | 69,469 | 142,516 | 141,000 | 141,000 | 130,000 |
| 460900 Weed Cutting | 17,051 | 13,032 | 5,420 | 16,000 | 16,000 | 16,000 |
| 461200 Street Lights | 68,659 | 69,521 | (30) | 72,000 | 72,000 | 70,000 |
| 461400 Miscellaneous Specials | - | 2,500 | - | - | - | - |
| 480100 General Charges for Service | 60,347 | 58,099 | 39,665 | 56,800 | 56,800 | 57,000 |
| 490800 Misc Intergovernmental Charges | 71,932 | 84,008 | 18,150 | 61,050 | 61,050 | 53,800 |
| 500400 Sale of City Property | - | - | - | 150 | 150 | - |
| 501000 Miscellaneous Revenue | 33,401 | 45,072 | 19,733 | 30,975 | 30,975 | 39,200 |
| 502000 Donations & Memorials | - | 315 | 45 | 100 | 100 | - |
| 503000 Damage to City Property | 48,875 | 51,271 | 32,564 | 46,000 | 46,000 | 47,000 |
| 503500 Other Reimbursements | 111,929 | 5 | 424 | - | - | - |
| 504000 Board of Appeals | 2,225 | 2,090 | 795 | 2,000 | 2,000 | 2,000 |
| 508200 Insurance Proceeds | 413 | - | - | - | - | - |
| 508500 Cash Short or Over | - | - | 1 | - | - | - |
| 592200 Transfer In - Special Revenue | 1,350,293 | 1,270,332 | - | 1,335,000 | 1,335,000 | 1,200,000 |
| TOTAL PROGRAM REVENUES | 2,975,286 | 2,669,585 | 603,059 | 2,456,315 | 2,456,315 | 2,437,498 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 265,201 | 257,648 | 154,176 | 326,006 | 326,006 | 216,153 |
| 610200 Labor Pool Allocations | 2,950,442 | 3,084,750 | 1,747,957 | 3,359,862 | 3,359,862 | 3,549,187 |
| 610400 Call Time Wages | 36,042 | 50,671 | 52,337 | 39,250 | 39,250 | 50,500 |
| 610500 Overtime Wages | 86,089 | 145,349 | 119,997 | 92,998 | 92,998 | 127,600 |
| 610800 Part-Time Wages | 62,004 | 66,516 | 27,876 | 84,906 | 84,906 | 84,466 |
| 611000 Other Compensation | 18,053 | 25,131 | 16,230 | 25,001 | 25,001 | 23,662 |
| 611300 Shift Differential | 1,137 | 1,323 | - | - | - | - |
| 611400 Sick Pay | 17,893 | 12,556 | 4,886 | - | - | - |
| 611500 Vacation Pay | 470,503 | 477,160 | 217,791 | - | - | - |
| 615000 Fringes | 1,529,138 | 1,514,789 | 854,453 | 1,565,616 | 1,565,616 | 1,490,630 |
| TOTAL PERSONNEL | 5,436,502 | 5,635,893 | 3,195,703 | 5,493,639 | 5,493,639 | 5,542,198 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 25,968 | 13,735 | 7,268 | 21,230 | 21,230 | 21,500 |
| 620600 Parking Permits | 13,270 | 13,085 | 10,885 | 13,380 | 13,380 | 16,680 |
| TOTAL TRAINING / TRAVEL | 39,238 | 26,820 | 18,153 | 34,610 | 34,610 | 38,180 |
| Supplies | | | | | | |
| 630100 Office Supplies | 5,059 | 6,308 | 1,956 | 6,775 | 6,775 | 6,525 |
| 630200 Subscriptions | 5,421 | 5,397 | - | 5,725 | 5,725 | 5,650 |
| 630300 Memberships & Licenses | 6,929 | 7,460 | 7,120 | 9,055 | 9,055 | 8,830 |
| 630400 Postage/Freight | 93 | 116 | 98 | 405 | 405 | 250 |
| 630500 Awards & Recognition | 2,523 | 2,254 | 653 | 2,485 | 2,485 | 2,485 |
| 630600 Building Maint./Janitorial | 6,665 | 7,535 | 3,800 | 6,800 | 6,800 | 7,000 |
| 630801 Topsoil | 2,634 | 2,565 | 1,064 | 2,800 | 2,800 | 2,800 |
| 630803 Seed | 2,877 | 3,011 | 452 | 1,800 | 1,800 | 2,800 |
| 630804 Plant Material | 47,622 | 46,671 | 24,765 | 57,128 | 57,128 | 45,191 |
| 630806 Mulch/Chips | 62 | - | - | 1,000 | 1,000 | 500 |
| 630807 Herbicides/Pesticides | 354 | 6,292 | 3,206 | 4,500 | 4,500 | 4,600 |
| 630899 Other Landscape Supplies | 1,007 | - | - | 500 | 500 | - |
| 630901 Shop Supplies | 18,680 | 13,596 | 8,359 | 17,685 | 17,685 | 16,595 |
| 630902 Tools & Instruments | 7,474 | 10,798 | 8,726 | 12,515 | 12,515 | 12,120 |
| 631100 Paint & Supplies | 978 | 670 | 423 | 1,700 | 1,700 | 1,125 |
| 631500 Books & Library Materials | 374 | 568 | 20 | 650 | 650 | 650 |
| 631603 Other Misc. Supplies | 24 | - | - | - | - | - |

**CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS DEPARTMENT**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|-------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| 632001 City Copy Charges | 9,158 | 9,465 | 4,151 | 6,100 | 6,100 | 9,100 |
| 632002 Outside Printing | 9,341 | 8,251 | 2,695 | 14,775 | 14,775 | 15,300 |
| 632101 Uniforms | - | 9 | - | - | - | - |
| 632102 Protective Clothing | 1,952 | 2,915 | 1,229 | 2,600 | 2,600 | 2,800 |
| 632200 Gas Purchases | 2,205 | 1,179 | 506 | 1,400 | 1,400 | 1,250 |
| 632300 Safety Supplies | 5,929 | 5,965 | 2,207 | 6,300 | 6,300 | 5,950 |
| 632400 Medical/Lab Supplies | 203 | 350 | 321 | 275 | 275 | 300 |
| 632501 Castings | 465 | - | 1,570 | 1,000 | 1,000 | 5,177 |
| 632502 Concrete | 3,023 | 7,729 | 12,523 | 9,000 | 9,000 | 8,500 |
| 632503 Other Materials | 126,669 | 61,143 | 18,900 | 736,806 | 736,806 | 135,900 |
| 632505 Gravel | 5,468 | 2,436 | 877 | 6,000 | 6,000 | 5,000 |
| 632507 Asphalt | 308,780 | 397,422 | 114,387 | 58,000 | 58,000 | 200,175 |
| 632508 Ice Control Materials | 291,884 | 295,641 | 274,076 | 285,000 | 435,000 | 305,080 |
| 632509 Clear Stone | 1,355 | 546 | - | 2,000 | 2,000 | 1,500 |
| 632510 Street Lights | 115,676 | 98,494 | 120,946 | 141,000 | 141,000 | 149,500 |
| 632601 Repair Parts | 105 | 1,038 | 718 | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | 66,209 | 68,186 | 20,821 | 63,500 | 63,500 | 75,850 |
| 632800 Signs | 89,300 | 67,899 | 34,367 | 104,100 | 104,100 | 87,000 |
| TOTAL SUPPLIES | 1,146,498 | 1,141,909 | 670,936 | 1,569,879 | 1,719,879 | 1,126,003 |
| Purchased Services | | | | | | |
| 640202 Recording/Filing Fees | 260 | 90 | 90 | 125 | 125 | 125 |
| 640400 Consulting Services | 86,010 | 121,960 | 23,088 | 150,700 | 215,559 | 226,200 |
| 640700 Solid Waste/Recycling Pickup | 6,881 | 7,330 | 3,692 | 7,600 | 7,600 | 7,600 |
| 640800 Contractor Fees | 666,936 | 282,013 | 101,955 | 568,530 | 568,530 | 430,643 |
| 640900 Inspection Fees | 515 | 309 | 309 | 850 | 850 | 700 |
| 641200 Advertising | 2,591 | 2,630 | 408 | 3,200 | 3,200 | 2,950 |
| 641301 Electric | 1,569,317 | 1,563,215 | 866,981 | 1,576,924 | 1,576,924 | 1,604,447 |
| 641302 Gas | 18,000 | 22,188 | 14,980 | 21,868 | 21,868 | 22,188 |
| 641303 Water | 7,832 | 8,348 | 3,705 | 8,835 | 8,835 | 8,440 |
| 641304 Sewer | 3,528 | 3,829 | 1,670 | 4,207 | 4,207 | 3,805 |
| 641306 Stormwater | 25,254 | 21,213 | 10,957 | 29,900 | 29,900 | 21,145 |
| 641307 Telephone | 8,576 | 5,552 | 3,817 | 7,833 | 7,833 | 6,275 |
| 641308 Cellular Phones | 18,570 | 16,145 | 8,654 | 22,232 | 22,232 | 19,608 |
| 641500 Tipping Fees | 370 | 2,314 | 3,207 | 4,350 | 4,350 | 3,000 |
| 641600 Build Repairs & Maint | 2,891 | 1,671 | 1,027 | 3,000 | 3,000 | 2,750 |
| 641800 Equip Repairs & Maint | 22,124 | 19,939 | 27,781 | 48,625 | 48,625 | 24,275 |
| 641900 Communication Eq. Repairs | - | - | - | 750 | 750 | 500 |
| 642000 Facilities Charges | 201,111 | 226,390 | 116,470 | 216,078 | 216,078 | 217,232 |
| 642400 Software Support | 31,468 | 32,084 | 12,776 | 38,700 | 38,700 | 39,720 |
| 642501 CEA Operations/Maint. | 752,145 | 786,562 | 560,106 | 837,620 | 837,620 | 868,034 |
| 642502 CEA Depreciation/Replace. | 626,807 | 669,278 | 385,323 | 691,773 | 691,773 | 761,000 |
| 642900 Interfund Allocations | (6,128) | (30,250) | (20,639) | (24,500) | (24,500) | (28,200) |
| 643000 Health Services | 80 | - | 45 | 50 | 50 | 20 |
| 644000 Snow Removal Services | 154,940 | 185,728 | 227,608 | 175,000 | 175,000 | 185,000 |
| 645000 Repairs to Private Property | 654 | 1,104 | 2,278 | 1,000 | 1,000 | 1,000 |
| 645100 Laundry Services | 213 | 151 | 110 | 240 | 240 | 240 |
| 650302 Equipment Rent | - | 3,000 | - | - | - | - |
| 659900 Other Contracts/Obligation | 17,403 | 14,519 | 7,534 | 23,000 | 23,000 | 23,000 |
| TOTAL PURCHASED SVCS | 4,218,348 | 3,967,312 | 2,363,932 | 4,418,490 | 4,483,349 | 4,451,697 |
| Capital Outlay | | | | | | |
| 680100 Land | 1,389,557 | 44,573 | 1,650 | 25,000 | 162,564 | 25,000 |
| 680901 Streets | 1,364,488 | 1,492,440 | 192,389 | 311,847 | 314,847 | 678,353 |
| 680902 Sidewalks | 510,693 | 590,601 | 183,119 | 807,732 | 807,732 | 469,093 |
| TOTAL CAPITAL OUTLAY | 3,264,738 | 2,127,614 | 377,158 | 1,144,579 | 1,285,143 | 1,172,446 |
| TOTAL EXPENSE | 14,105,324 | 12,899,548 | 6,625,882 | 12,661,197 | 13,016,620 | 12,330,524 |

CITY OF APPLETON 2020 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 2020 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 2019 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 2019, 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 2020 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MAJOR 2020 OBJECTIVES

Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services

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

Proposed a new container fee schedule for 2020 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.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|------------------------------------|-----------------|--------------|--------------|--------------|--------------|--------------|------------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 1,265,791 | \$ 1,152,702 | \$ 1,693,243 | \$ 1,693,243 | \$ 1,649,668 | -2.57% |
| Program Expenses | | | | | | | |
| 2210 | Administration | 301,553 | 309,597 | 328,632 | 328,632 | 317,155 | -3.49% |
| 2221 | Recycling | 143,536 | 149,474 | 160,432 | 160,432 | 61,528 | -61.65% |
| 2223 | Solid Waste | 2,802,183 | 2,829,405 | 3,010,102 | 3,010,102 | 3,133,177 | 4.09% |
| 2230 | Landfill Maint. | 101,626 | 128,071 | 101,604 | 129,739 | 130,400 | 28.34% |
| TOTAL | | \$ 3,348,898 | \$ 3,416,547 | \$ 3,600,770 | \$ 3,628,905 | \$ 3,642,260 | 1.15% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,303,295 | 1,362,004 | 1,356,284 | 1,356,284 | 1,383,117 | 1.98% |
| Training & Travel | | 319 | - | 500 | 500 | 500 | 0.00% |
| Supplies & Materials | | 115,591 | 124,907 | 140,270 | 140,270 | 117,080 | -16.53% |
| Purchased Services | | 1,929,576 | 1,928,220 | 2,103,066 | 2,131,201 | 2,140,913 | 1.80% |
| Miscellaneous Expense | | 117 | 416 | 650 | 650 | 650 | 0.00% |
| Transfers Out | | - | 1,000 | - | - | - | N/A |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 17.49 | 17.51 | 17.29 | 17.29 | 17.68 | |

* % change from prior year adopted budget
Sanitation.xls

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

The increase in charges for services revenue in 2020 is due to the initiation of a \$0.50 charge per week for the 35 gallon (small) refuse container.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Public Information | | | | | |
| # of information announcements / brochures | 17 | 17 | 17 | 17 | 17 |
| Strategic Outcomes | | | | | |
| Consistency of information | | | | | |
| # of policies reviewed | 1 | 1 | 1 | 1 | 1 |
| Quality of service | | | | | |
| # of contacts received | 2,303 | 2,303 | 2,400 | 2,475 | 2,400 |
| Work Process Outputs | | | | | |
| Changes in customer service | | | | | |
| # of policies revised | 0 | 0 | 1 | 1 | 1 |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 2,044,968 | \$ 2,044,968 | \$ 2,044,968 | \$ 2,044,968 | \$ 2,045,000 |
| 470500 General Interest | - | - | - | - | - |
| 471000 Interest on Investments | 6,605 | 23,260 | 15,000 | 15,000 | 15,000 |
| 480100 Charges for Service | 825,254 | 852,870 | 1,384,243 | 1,384,243 | 1,479,243 |
| 500400 Sale of City Property | 491 | 583 | 400 | 400 | 400 |
| 501600 Lease Revenue | 400 | 400 | 400 | 400 | 400 |
| 503000 Damage to City Property | 300 | - | - | - | - |
| 507100 Customer Penalty | 6,495 | 6,630 | 7,000 | 7,000 | 7,000 |
| Total Revenue | \$ 2,884,513 | \$ 2,928,711 | \$ 3,452,011 | \$ 3,452,011 | \$ 3,547,043 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 85,367 | \$ 98,947 | \$ 93,952 | \$ 93,952 | \$ 95,316 |
| 610400 Call Time Wages | 782 | 453 | 450 | 450 | 450 |
| 610500 Overtime Wages | 410 | 1,184 | 500 | 500 | 750 |
| 610800 Part-Time Wages | 219 | 161 | - | - | - |
| 615000 Fringes | 38,570 | 41,714 | 37,613 | 37,613 | 38,158 |
| 620100 Training/Conferences | 319 | - | 500 | 500 | 500 |
| 630100 Office Supplies | 675 | 839 | 1,405 | 1,405 | 875 |
| 630300 Memberships & Licenses | 195 | 851 | 195 | 195 | 195 |
| 630400 Postage\Freight | 20,053 | 19,615 | 20,300 | 20,300 | 20,300 |
| 630500 Awards & Recognition | 852 | 945 | 945 | 945 | 945 |
| 632001 City Copy Charges | 1,148 | 1,365 | 1,600 | 1,600 | 1,500 |
| 632002 Outside Printing | 2,931 | 2,465 | 2,600 | 2,600 | 3,400 |
| 632102 Protective Clothing | 767 | 726 | 750 | 750 | 750 |
| 632300 Safety Supplies | 811 | 780 | 700 | 700 | 750 |
| 632400 Medical\Lab Supplies | 101 | 175 | 110 | 110 | 125 |
| 632700 Miscellaneous Equipment | - | 2,377 | - | - | - |
| 640300 Bank Service Fees | 4,217 | 4,050 | 5,280 | 5,280 | 5,280 |
| 641200 Advertising | 1,205 | 1,168 | 1,205 | 1,205 | 1,205 |
| 614300 Utilities | 48,735 | 48,210 | 57,595 | 57,595 | 53,795 |
| 642000 Facilities Charges | 23,664 | 23,510 | 25,312 | 25,312 | 27,491 |
| 642400 Software Support | 4,931 | 4,096 | 5,100 | 5,100 | 4,320 |
| 642501 CEA Operations/Maint. | 20,565 | 13,161 | 25,700 | 25,700 | 15,000 |
| 642502 CEA Depreciation/Replace. | 4,744 | 4,447 | 5,400 | 5,400 | 7,500 |
| 643000 Health Services | 60 | 40 | 50 | 50 | 40 |
| 650100 Insurance | 39,577 | 36,924 | 39,930 | 39,930 | 37,370 |
| 659900 Other Contracts/Obligation | 638 | - | 940 | 940 | 640 |
| 662300 Uncollectable Accounts | 17 | 394 | 500 | 500 | 500 |
| 791400 Transfer Out - Cap Projects | - | 1,000 | - | - | - |
| Total Expense | \$ 301,553 | \$ 309,597 | \$ 328,632 | \$ 328,632 | \$ 317,155 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

| | |
|---|------------------|
| City service invoice postage allocation | \$ 10,000 |
| City service invoice folding/inserting | 10,000 |
| Other shipping | 300 |
| Total | \$ 20,300 |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

Due to the elimination of the commercial recycling program, there is a reduction in equipment costs since there will be no need to purchase commercial carts, elimination of CEA expenses due to the elimination of the recycling collection truck, and a shift of personnel costs to other budgets. On the revenue side, fees for pickup have been eliminated, and there is a reduction in charges for services due to declining prices for scrap metal.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Convenient access to drop-off centers # of hours/year yard waste sites are open | 3,101 | 3,085 | 3,100 | 3,130 | 3,100 |
| Cost effective commercial recycling Cost/ton | \$ 158.00 | \$ 176.95 | \$ 160.00 | \$ 160.00 | n/a* |
| Strategic Outcomes | | | | | |
| Sources of additional revenue # of commercial recycling customers | 353 | 350 | 355 | 355 | n/a* |
| \$ of revenue from chipper rental | \$ 1,715 | \$ 4,788 | \$ 1,750 | \$ 1,750 | \$ 1,750 |
| Work Process Outputs | | | | | |
| Material diverted from the landfill Diversion rate | 23.6% | 23.1% | 24.0% | 23.0% | 22.0% |
| Tons of material collected Residential - co-mingled | 6,065 | 5,863 | 6,100 | 6,400 | 6,000 |
| Commercial - total | 383 | 348 | 400 | 400 | n/a* |
| Hours chipping material | 787 | 735 | 700 | 700 | 700 |
| Yard waste sites: | | | | | |
| Avg # of users per day - weekday (peak) | 700 | 700 | 700 | 710 | 700 |
| Avg # of users per day - weekend (peak) | 900 | 1,000 | 1,000 | 1,100 | 1,100 |

* measure no longer applicable due to elimination of the commercial recycling program
Sanitation.xls

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 Charges for Services | \$ 215,426 | \$ 64,594 | \$ 67,200 | \$ 67,200 | \$ 56,650 |
| 487200 Commercial Recycling | 113,163 | 116,642 | 114,000 | 114,000 | - |
| 490800 Intergovernmental Charges | 39 | - | - | - | - |
| 503500 Other Reimbursements | 492 | 100 | 200 | 200 | - |
| 507100 Customer Penalty | 1,890 | 411 | 500 | 500 | - |
| Total Revenue | \$ 331,010 | \$ 181,747 | \$ 181,900 | \$ 181,900 | \$ 56,650 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 46,730 | \$ 50,812 | \$ 53,309 | \$ 53,309 | \$ 37,497 |
| 610400 Call Time Wages | 362 | 49 | 100 | 100 | 100 |
| 610500 Overtime Wages | 137 | 337 | 250 | 250 | 250 |
| 610800 Part-Time Wages | 38 | 235 | - | - | - |
| 615000 Fringes | 21,113 | 21,621 | 27,722 | 27,722 | 14,487 |
| 630300 Memberships & Licenses | 125 | 125 | 125 | 125 | 125 |
| 630804 Plant Material | 391 | 246 | 400 | 400 | 400 |
| 630901 Shop Supplies | 878 | 1,045 | 1,000 | 1,000 | 1,000 |
| 630902 Tools & Instruments | 1,785 | 771 | 900 | 900 | 900 |
| 632509 Clear Stone | - | - | - | - | 300 |
| 632700 Miscellaneous Equipment | 11,936 | 12,125 | 12,150 | 12,150 | - |
| 632800 Signs | 28 | - | 50 | 50 | 50 |
| 640700 Garbage/Recycling Pickup | 4,816 | 3,486 | 6,330 | 6,330 | 5,000 |
| 640800 Contractor Fees | - | 100 | - | - | - |
| 641301 Electric | 1,325 | 1,238 | 1,600 | 1,600 | 1,269 |
| 642501 CEA Operations/Maint. | 27,315 | 30,884 | 27,346 | 27,346 | - |
| 642502 CEA Depreciation/Replace. | 26,457 | 26,378 | 29,000 | 29,000 | - |
| 662300 Uncollectable Accounts | 100 | 22 | 150 | 150 | 150 |
| Total Expense | \$ 143,536 | \$ 149,474 | \$ 160,432 | \$ 160,432 | \$ 61,528 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Service area | | | | | |
| # of automated stops/day | 5,149 | 5,153 | 5,155 | 5,160 | 5,160 |
| Additional services provided | | | | | |
| # special collections (annual) | | | | | |
| Storm | 1 | 0 | 0 | 0 | 0 |
| Move outs | 53 | 44 | 50 | 45 | 50 |
| Bulky overflow collection | 26 | 26 | 26 | 26 | 26 |
| Strategic Outcomes | | | | | |
| Additional revenue sources | | | | | |
| Cost effective service provided | | | | | |
| Cost/ton of overflow collections | \$ 157.42 | \$ 160.00 | \$ 164.00 | \$ 164.00 | \$ 164.00 |
| Cost/ton of residential automated pickup | \$ 89.14 | \$ 89.72 | \$ 93.00 | \$ 93.00 | \$ 94.00 |
| Work Process Outputs | | | | | |
| City cleanliness and public health benefits | | | | | |
| # of tons of refuse collected | 19,692 | 19,493 | 21,500 | 21,500 | 21,750 |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 11,428 | \$ 13,923 | \$ 21,000 | \$ 21,000 | \$ 12,675 |
| 490800 Misc Intergov. Charges | 220 | 77 | 100 | 100 | 100 |
| 505500 Appliance Tags | 17,534 | 17,882 | 18,000 | 18,000 | 17,000 |
| 505600 Tire Tags | 1,067 | 1,362 | 1,200 | 1,200 | 1,200 |
| 505700 Grass Clipping Fees | 22,700 | 16,954 | 22,000 | 22,000 | 20,000 |
| 505800 Overflow Refuse Fees | 42,281 | 37,026 | 42,000 | 42,000 | 40,000 |
| 508500 Cash Short or Over | 6 | (12) | - | - | - |
| Total Revenue | \$ 95,236 | \$ 87,212 | \$ 104,300 | \$ 104,300 | \$ 90,975 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 712,260 | \$ 753,267 | \$ 757,614 | \$ 757,614 | \$ 787,064 |
| 610400 Call Time Wages | 4,615 | 1,140 | 1,000 | 1,000 | 800 |
| 610500 Overtime Wages | 19,333 | 25,338 | 15,000 | 15,000 | 21,000 |
| 610800 Part-Time Wages | 4,505 | 4,427 | 6,738 | 6,738 | 6,700 |
| 615000 Fringes | 358,963 | 357,858 | 351,295 | 351,295 | 371,657 |
| 630901 Shop Supplies | 461 | 329 | 200 | 200 | 375 |
| 630902 Tools & Instruments | 28 | - | 200 | 200 | 200 |
| 631100 Paint & Supplies | 58 | 104 | 250 | 250 | 250 |
| 632200 Gas Purchases | 116 | 189 | 1,000 | 1,000 | 250 |
| 632700 Miscellaneous Equipment | 71,966 | 79,699 | 94,890 | 94,890 | 83,890 |
| 640700 Waste/Recycling Pickup | 2,521 | 2,237 | 2,750 | 2,750 | 2,750 |
| 640800 Contractor Fees | - | - | 1,000 | 1,000 | 500 |
| 641500 Tipping Fees | 890,800 | 867,914 | 991,000 | 991,000 | 991,000 |
| 641800 Equip Repairs & Maint | 170 | 218 | 170 | 170 | 170 |
| 642501 CEA Operations/Maint. | 445,459 | 445,954 | 458,663 | 458,663 | 498,137 |
| 642502 CEA Depreciation/Replace. | 292,619 | 295,495 | 329,808 | 329,808 | 369,910 |
| 642900 Interfund Allocations | (1,715) | (4,788) | (1,500) | (1,500) | (1,500) |
| 650302 Equipment Rent | 24 | 24 | 24 | 24 | 24 |
| Total Expense | \$ 2,802,183 | \$ 2,829,405 | \$ 3,010,102 | \$ 3,010,102 | \$ 3,133,177 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

| | |
|-----------------------------------|------------------|
| Replacement automated containers | \$ 72,000 |
| Rolloff trailer | 3,000 |
| (3) Replacement College Ave carts | 4,500 |
| Misc Equipment | 4,390 |
| Total | \$ 83,890 |

Tipping Fees

| | |
|-----------------------------|-------------------|
| Residential/curbside pickup | \$ 928,600 |
| Yard waste disposal | 62,400 |
| Total | \$ 991,000 |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 and a gas extraction system evaluation.

The DNR performed first inspection in over 20 years in June, 2019. The positive inspection allowed the department to begin working towards the implementation of a passive gas extraction system which will be less costly to maintain than the current active extraction system. An additional \$30,000 is included in this budget for consulting services to continue on this path.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 1 | 0 |
| # of maintenance projects | 0 | 2 | 1 | 3 | 2 |
| Work Process Outputs | | | | | |
| Regulatory compliance | | | | | |
| Reporting to the DNR | 1 | 2 | 2 | 2 | 2 |
| Corrective actions generated from quarterly inspections | 3 | 22 | 2 | 2 | 2 |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 6,313 | \$ 3,164 | \$ 7,816 | \$ 7,816 | \$ 6,764 |
| 610500 Overtime Wages | 183 | 18 | - | - | - |
| 610800 Part-Time Wages | 347 | - | - | - | - |
| 615000 Fringes | 3,044 | 1,279 | 2,925 | 2,925 | 2,124 |
| 632503 Other Materials | 288 | 136 | 500 | 500 | 500 |
| 640400 Consulting Services | 67,886 | 98,688 | 64,013 | 92,148 | 96,754 |
| 640800 Contractor Fees | 401 | - | - | - | - |
| 641300 Utilities | 6,685 | 8,186 | 8,170 | 8,170 | 7,762 |
| 642000 Facilities Charges | 526 | 1,229 | 562 | 562 | 561 |
| 642501 CEA Operations/Maint. | 1,492 | 690 | 1,943 | 1,943 | 760 |
| 642502 CEA Depreciation/Replace. | 1,713 | 1,693 | 2,500 | 2,500 | 2,000 |
| 645400 Grounds Repair & Maintena | 1,180 | 1,420 | 1,600 | 1,600 | 1,600 |
| 650100 Insurance | 10,815 | 10,815 | 10,815 | 10,815 | 10,815 |
| 659900 Other Contracts/Obligation | 753 | 753 | 760 | 760 | 760 |
| Total Expense | <u>\$ 101,626</u> | <u>\$ 128,071</u> | <u>\$ 101,604</u> | <u>\$ 129,739</u> | <u>\$ 130,400</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|--|------------------|
| Consultant to perform sampling and reporting (sediment, gas and water) | \$ 59,754 |
| Replace monitoring well | 7,000 |
| Gas extraction system evaluation | 30,000 |
| | <u>\$ 96,754</u> |

**CITY OF APPLETON 2020 BUDGET
SANITATION**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 411000 Property Tax | 2,044,968 | 2,044,968 | 2,044,968 | 2,044,968 | 2,044,968 | 2,045,000 |
| 471000 Interest on Investments | 6,605 | 23,260 | 18,843 | 15,000 | 15,000 | 15,000 |
| 480100 General Charges for Service | 1,052,108 | 931,387 | 600,896 | 1,472,443 | 1,472,443 | 1,548,568 |
| 487200 Commercial Recycling | 113,163 | 116,642 | 43,597 | 114,000 | 114,000 | - |
| 490800 Misc Intergovernmental Charges | 259 | 77 | - | 100 | 100 | 100 |
| 500400 Sale of City Property | 491 | 583 | - | 400 | 400 | 400 |
| 501000 Miscellaneous Revenue | - | - | 31 | - | - | - |
| 501600 Lease Revenue | 400 | 400 | - | 400 | 400 | 400 |
| 503000 Damage to City Property | 300 | - | - | - | - | - |
| 503500 Other Reimbursements | 492 | 100 | - | 200 | 200 | - |
| 505500 Appliance Tags | 17,534 | 17,882 | 8,507 | 18,000 | 18,000 | 17,000 |
| 505600 Tire Tags | 1,067 | 1,362 | 612 | 1,200 | 1,200 | 1,200 |
| 505700 Grass Clipping Fees | 22,700 | 16,954 | 15,649 | 22,000 | 22,000 | 20,000 |
| 505800 Overflow Refuse Fees | 42,281 | 37,026 | 18,862 | 42,000 | 42,000 | 40,000 |
| 507100 Customer Penalty | 8,385 | 7,041 | 3,251 | 7,500 | 7,500 | 7,000 |
| 508500 Cash Short or Over | 6 | (12) | (37) | - | - | - |
| TOTAL PROGRAM REVENUES | 3,310,759 | 3,197,670 | 2,755,179 | 3,738,211 | 3,738,211 | 3,694,668 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 17,282 | 18,060 | 8,672 | 17,007 | 17,007 | 17,400 |
| 610200 Labor Pool Allocations | 722,020 | 753,074 | 411,668 | 888,047 | 888,047 | 901,604 |
| 610400 Call Time Wages | 5,759 | 1,642 | 250 | 1,550 | 1,550 | 1,350 |
| 610500 Overtime Wages | 20,063 | 26,877 | 10,054 | 15,750 | 15,750 | 22,000 |
| 610800 Part-Time Wages | 4,762 | 4,823 | 2,707 | 6,738 | 6,738 | 6,700 |
| 611000 Other Compensation | 4,240 | 5,817 | 5,291 | 7,637 | 7,637 | 7,637 |
| 611300 Shift Differential | 483 | 107 | - | - | - | - |
| 611400 Sick Pay | 11,956 | 20,405 | 1,833 | - | - | - |
| 611500 Vacation Pay | 94,689 | 108,727 | 49,668 | - | - | - |
| 615000 Fringes | 421,690 | 422,472 | 216,936 | 419,555 | 419,555 | 426,426 |
| TOTAL PERSONNEL | 1,302,944 | 1,362,004 | 707,079 | 1,356,284 | 1,356,284 | 1,383,117 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 319 | - | - | 500 | 500 | 500 |
| TOTAL TRAINING / TRAVEL | 319 | - | - | 500 | 500 | 500 |
| Supplies | | | | | | |
| 630100 Office Supplies | 675 | 839 | 222 | 1,405 | 1,405 | 875 |
| 630300 Memberships & Licenses | 320 | 976 | 310 | 320 | 320 | 320 |
| 630400 Postage\Freight | 20,053 | 19,615 | 10,142 | 20,300 | 20,300 | 20,300 |
| 630500 Awards & Recognition | 852 | 945 | 197 | 945 | 945 | 945 |
| 630804 Plant Material | 391 | 246 | 330 | 400 | 400 | 400 |
| 630901 Shop Supplies | 1,339 | 1,374 | 905 | 1,200 | 1,200 | 1,375 |
| 630902 Tools & Instruments | 1,813 | 771 | 352 | 1,100 | 1,100 | 1,100 |
| 631100 Paint & Supplies | 58 | 104 | 22 | 250 | 250 | 250 |
| 632001 City Copy Charges | 1,148 | 1,365 | 591 | 1,600 | 1,600 | 1,500 |
| 632002 Outside Printing | 2,931 | 2,465 | 2,136 | 2,600 | 2,600 | 3,400 |
| 632102 Protective Clothing | 767 | 726 | 500 | 750 | 750 | 750 |
| 632200 Gas Purchases | 116 | 189 | 82 | 1,000 | 1,000 | 250 |
| 632300 Safety Supplies | 811 | 780 | 581 | 700 | 700 | 750 |
| 632400 Medical\Lab Supplies | 101 | 175 | 161 | 110 | 110 | 125 |
| 632503 Other Materials | - | - | - | 500 | 500 | 500 |
| 632505 Gravel | (4) | - | 248 | - | - | - |
| 632509 Clear Stone | - | 136 | - | - | - | 300 |
| 632700 Miscellaneous Equipment | 83,902 | 94,201 | 34,229 | 107,040 | 107,040 | 83,890 |
| 632800 Signs | 28 | - | - | 50 | 50 | 50 |
| TOTAL SUPPLIES | 115,301 | 124,907 | 51,008 | 140,270 | 140,270 | 117,080 |
| Purchased Services | | | | | | |
| 640300 Bank Service Fees | 4,217 | 4,050 | 1,819 | 5,280 | 5,280 | 5,280 |
| 640400 Consulting Services | 67,886 | 98,688 | 38,277 | 64,013 | 92,148 | 96,754 |
| 640700 Solid Waste/Recycling Pickup | 7,337 | 5,723 | 3,654 | 9,080 | 9,080 | 7,750 |

**CITY OF APPLETON 2020 BUDGET
SANITATION**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| 640800 Contractor Fees | 401 | 100 | 66 | 1,000 | 1,000 | 500 |
| 641200 Advertising | 1,205 | 1,168 | 440 | 1,205 | 1,205 | 1,205 |
| 641301 Electric | 23,035 | 22,905 | 13,225 | 26,401 | 26,401 | 23,477 |
| 641302 Gas | 5,438 | 6,668 | 4,497 | 8,719 | 8,719 | 6,668 |
| 641303 Water | 4,391 | 4,599 | 1,960 | 4,486 | 4,486 | 4,550 |
| 641304 Sewer | 1,906 | 2,026 | 843 | 1,984 | 1,984 | 1,995 |
| 641306 Stormwater | 19,834 | 18,888 | 8,646 | 23,207 | 23,207 | 23,232 |
| 641307 Telephone | 1,389 | 1,786 | 1,103 | 1,680 | 1,680 | 2,016 |
| 641308 Cellular Phones | 752 | 762 | 715 | 888 | 888 | 888 |
| 641500 Tipping Fees | 890,800 | 867,914 | 424,594 | 991,000 | 991,000 | 991,000 |
| 641800 Equip Repairs & Maint | 170 | 218 | - | 170 | 170 | 170 |
| 642000 Facilities Charges | 24,190 | 24,739 | 10,864 | 25,874 | 25,874 | 28,052 |
| 642400 Software Support | 4,931 | 4,096 | 1,087 | 5,100 | 5,100 | 4,320 |
| 642501 CEA Operations/Maint. | 494,831 | 490,689 | 256,631 | 513,652 | 513,652 | 513,897 |
| 642502 CEA Depreciation/Replace. | 325,533 | 328,013 | 165,658 | 366,708 | 366,708 | 379,410 |
| 642900 Interfund Allocations | (1,715) | (4,788) | - | (1,500) | (1,500) | (1,500) |
| 643000 Health Services | 60 | 40 | - | 50 | 50 | 40 |
| 645400 Grounds Repair & Maintenance | 1,180 | 1,420 | - | 1,600 | 1,600 | 1,600 |
| 650100 Insurance | 50,392 | 47,739 | 30,783 | 50,745 | 50,745 | 48,185 |
| 650302 Equipment Rent | 24 | 24 | 24 | 24 | 24 | 24 |
| 659900 Other Contracts/Obligation | 1,391 | 753 | 704 | 1,700 | 1,700 | 1,400 |
| TOTAL PURCHASED SVCS | <u>1,929,578</u> | <u>1,928,220</u> | <u>965,590</u> | <u>2,103,066</u> | <u>2,131,201</u> | <u>2,140,913</u> |
| | | | | | | |
| Miscellaneous Expense | | | | | | |
| 662300 Uncollectable Accounts | 117 | 416 | - | 650 | 650 | 650 |
| TOTAL MISCELLANEOUS EXP | <u>117</u> | <u>416</u> | <u>-</u> | <u>650</u> | <u>650</u> | <u>650</u> |
| | | | | | | |
| Transfers | | | | | | |
| 791400 Transfer Out - Capital Project | - | 1,000 | - | - | - | - |
| TOTAL TRANSFERS | <u>-</u> | <u>1,000</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| | | | | | | |
| TOTAL EXPENSE | <u>3,348,259</u> | <u>3,416,547</u> | <u>1,723,677</u> | <u>3,600,770</u> | <u>3,628,905</u> | <u>3,642,260</u> |

CITY OF APPLETON 2020 BUDGET
SANITATION FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (Deficit)

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| Property Taxes | \$ 2,044,968 | \$ 2,044,968 | \$ 2,044,968 | \$ 2,044,968 | \$ 2,045,000 |
| Interest Income | 6,605 | 23,260 | 15,000 | 20,000 | 15,000 |
| Charges for Services | 1,249,112 | 1,121,330 | 1,669,743 | 1,539,400 | 1,626,868 |
| Sale of City Property | 491 | 583 | 400 | 400 | 400 |
| Other | 9,583 | 7,529 | 8,100 | 8,000 | 7,400 |
| Total Revenues | <u>3,310,759</u> | <u>3,197,670</u> | <u>3,738,211</u> | <u>3,612,768</u> | <u>3,694,668</u> |
| Expenses | | | | | |
| Program Costs | <u>3,348,898</u> | <u>3,415,547</u> | <u>3,600,770</u> | <u>3,503,905</u> | <u>3,642,260</u> |
| Other Financing Sources (Uses) | | | | | |
| Transfer Out - Capital Projects | <u>-</u> | <u>(1,000)</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Change in Equity | (38,139) | (218,877) | 137,441 | 108,863 | 52,408 |
| Fund Balance - Beginning | <u>1,485,193</u> | <u>1,447,054</u> | <u>1,228,177</u> | <u>1,228,177</u> | <u>1,337,040</u> |
| Fund Balance - Ending | <u>\$ 1,447,054</u> | <u>\$ 1,228,177</u> | <u>\$ 1,365,618</u> | <u>\$ 1,337,040</u> | <u>\$ 1,389,448</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:

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 | (71,356) | 49,652 |
| 2019 Projected | (49,652) | - |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

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**CITY OF APPLETON 2020 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:

No major changes.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 1,350,293 | \$ 1,270,332 | \$ 1,335,000 | \$ 1,335,000 | \$ 1,200,000 | -10.11% |
| Program Expenses | | \$ 1,350,293 | \$ 1,270,332 | \$ 1,335,000 | \$ 1,335,000 | \$ 1,200,000 | -10.11% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Training & Travel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Transfers Out | 1,350,293 | 1,270,332 | 1,335,000 | 1,335,000 | 1,200,000 | -10.11% |

* % change from prior year adopted budget
Public Works Wheel Tax Fund.xls

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Wheel Tax

Business Unit 2650

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 415000 Wheel Tax | \$ 1,350,293 | \$ 1,270,332 | \$ 1,335,000 | \$ 1,335,000 | \$ 1,200,000 |
| Total Revenue | <u>\$ 1,350,293</u> | <u>\$ 1,270,332</u> | <u>\$ 1,335,000</u> | <u>\$ 1,335,000</u> | <u>\$ 1,200,000</u> |
| Expenses | | | | | |
| 791100 Transfer Out - Gen Fund | 1,350,293 | 1,270,332 | 1,335,000 | 1,335,000 | 1,200,000 |
| Total Expense | <u>\$ 1,350,293</u> | <u>\$ 1,270,332</u> | <u>\$ 1,335,000</u> | <u>\$ 1,335,000</u> | <u>\$ 1,200,000</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
WHEEL TAX FUND**

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

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Revenues | | | | | |
| Wheel Tax | \$ 1,350,293 | \$ 1,270,332 | \$ 1,335,000 | \$ 1,210,000 | \$ 1,200,000 |
| Total Revenues | <u>1,350,293</u> | <u>1,270,332</u> | <u>1,335,000</u> | <u>1,210,000</u> | <u>1,200,000</u> |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Total Expenses | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Revenues over (under) Expenses | 1,350,293 | 1,270,332 | 1,335,000 | 1,210,000 | 1,200,000 |
| Other Financing Sources (Uses) | | | | | |
| Transfer Out - General Fund (DPW) | (1,350,293) | (1,270,332) | (1,335,000) | (1,210,000) | (1,200,000) |
| Total Other Financing Sources (Uses) | <u>(1,350,293)</u> | <u>(1,270,332)</u> | <u>(1,335,000)</u> | <u>(1,210,000)</u> | <u>(1,200,000)</u> |
| Net Change in Equity | - | - | - | - | - |
| Fund Balance - Beginning | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Fund Balance - Ending | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

**CITY OF APPLETON 2020 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 |
|-------------------------|-------------------|-------------------|
| Concrete Paving Program | 620,408 | Projects, Pg. 576 |
| Sidewalks | 119,075 | Projects, Pg. 584 |
| | <u>\$ 739,483</u> | |

Major changes in Revenue, Expenditures, or Programs:

The revenue amount noted in 2019 in other reimbursements represents reimbursement from a developer for infrastructure costs. There are no such developer-funded projects planned for 2020.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| Program Revenues | | \$ 740,387 | \$ 474,254 | \$ 968,766 | \$ 968,766 | \$ 391,500 | -59.59% |
| Program Expenses | | \$ 816,025 | \$ 1,695,580 | \$ 1,298,984 | \$ 1,298,984 | \$ 739,483 | -43.07% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 73,671 | 105,247 | 48,200 | 48,200 | 107,196 | 122.40% |
| | Supplies & Materials | 15,834 | 30,186 | 16,396 | 16,396 | 8,526 | -48.00% |
| | Purchased Services | 3,031 | 8,132 | 16,450 | 16,450 | 16,000 | -2.74% |
| | Capital Expenditures | 448,489 | 627,015 | 1,217,938 | 1,217,938 | 607,761 | -50.10% |
| | Transfers Out | 275,000 | 925,000 | - | - | - | N/A |

* % change from prior year adopted budget
Subdivision Devel Fund.xls

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 500,000 | \$ 300,000 | \$ - | \$ - | \$ 100,000 |
| 461400 Miscellaneous Specials | 429,400 | 448,664 | 160,000 | 160,000 | 351,500 |
| 471000 Interest on Investments | 9,741 | 27,593 | 19,200 | 19,200 | 30,000 |
| 473000 Interest - Deferred Specials | 13,216 | 9,295 | 15,000 | 15,000 | 10,000 |
| 503500 Other Reimbursements | 288,030 | (11,298) | 774,566 | 774,566 | - |
| Total Revenue | \$ 1,240,387 | \$ 774,254 | \$ 968,766 | \$ 968,766 | \$ 491,500 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 53,078 | \$ 77,066 | \$ 32,024 | \$ 32,024 | \$ 76,878 |
| 610500 Overtime Wages | 997 | 921 | 2,842 | 2,842 | 3,000 |
| 610800 Part-Time Wages | 183 | 374 | 832 | 832 | 825 |
| 615000 Fringes | 19,413 | 26,886 | 12,502 | 12,502 | 26,493 |
| 630804 Plant Material | 13,902 | - | 3,100 | 3,100 | 5,526 |
| 630901 Shop Supplies | 183 | - | - | - | - |
| 632503 Other Materials | - | 332 | 12,796 | 12,796 | 2,000 |
| 632507 Asphalt | 1,594 | 29,420 | - | - | - |
| 632800 Signs | 155 | 434 | 500 | 500 | 1,000 |
| 640400 Consulting Services | 850 | 733 | 5,000 | 5,000 | 5,000 |
| 642501 CEA Operations/Maint. | 1,168 | 3,618 | 6,450 | 6,450 | 4,000 |
| 642502 CEA Depreciation/Replace. | 1,013 | 3,781 | 5,000 | 5,000 | 7,000 |
| 680100 Land | 48,000 | - | 157,500 | 157,500 | - |
| 680901 Streets | 400,489 | 532,992 | 1,060,438 | 1,060,438 | 488,686 |
| 680902 Sidewalks | - | 94,023 | - | - | 119,075 |
| 791100 Transfer Out - General Fund | 275,000 | 925,000 | - | - | - |
| Total Expense | \$ 816,025 | \$ 1,695,580 | \$ 1,298,984 | \$ 1,298,984 | \$ 739,483 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| 2020 | Street | From | To | 4010 |
|----------------------------|--------------|------------|--------------|-------------------|
| Labor Pool | | | | 107,196 |
| CEA | | | | 11,000 |
| Sidewalk - new | | | | 69,075 |
| Sidewalk - 6 month waivers | | | | 10,000 |
| Apple Ridge sidepath | | | | 40,000 |
| Subtotal | | | | 119,075 |
| Material Testing | | | | 5,000 |
| Subtotal | | | | 5,000 |
| New Concrete (Non-Escrow) | Mackville Rd | Ballard Rd | Purdy Pkwy | 60,526 |
| | Purdy Pkwy | Tiburon Ln | Mackville Rd | 436,686 |
| Subtotal | | | | 497,212 |
| Total Paving | | | | \$ 739,483 |

CITY OF APPLETON 2020 BUDGET
SUBDIVISION DEVELOPMENT FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---|---------------------|---------------------|-------------------|---------------------|-------------------|
| Property Taxes | \$ 500,000 | \$ 300,000 | \$ - | \$ - | \$ 100,000 |
| Special Assessments | 429,400 | 448,664 | 160,000 | 200,000 | 351,500 |
| Interest Income | 22,957 | 36,888 | 34,200 | 40,000 | 40,000 |
| Other | 288,030 | (11,298) | 774,566 | 750,000 | - |
| Total Revenues | <u>1,240,387</u> | <u>774,254</u> | <u>968,766</u> | <u>990,000</u> | <u>491,500</u> |
| Expenses | | | | | |
| Program Costs | 541,025 | 770,580 | 1,298,984 | 1,250,000 | 739,483 |
| Total Expenses | <u>541,025</u> | <u>770,580</u> | <u>1,298,984</u> | <u>1,250,000</u> | <u>739,483</u> |
| Revenues over (under) Expenses | 699,362 | 3,674 | (330,218) | (260,000) | (247,983) |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers Out | (275,000) | (925,000) | - | - | - |
| Total Other Financing Sources (Uses) | <u>(275,000)</u> | <u>(925,000)</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Change in Equity | 424,362 | (921,326) | (330,218) | (260,000) | (247,983) |
| Fund Balance - Beginning | <u>1,772,205</u> | <u>2,196,567</u> | <u>1,275,241</u> | <u>1,275,241</u> | <u>1,015,241</u> |
| Fund Balance - Ending | <u>\$ 2,196,567</u> | <u>\$ 1,275,241</u> | <u>\$ 945,023</u> | <u>\$ 1,015,241</u> | <u>\$ 767,258</u> |
| Unreserved Designated Fund Balance Policy Compliance | | | | | |
| <i>Minimum - Three months operating expenditures based on prior year's audited expenditures:</i> | | | | | <u>192,645</u> |
| <i>Maximum (80% of the most recent five year average of subdivision development expenditures,</i> | | | | | |
| 2019 projected | | | | | 1,250,000 |
| 2018 actual | | | | | 770,580 |
| 2017 actual | | | | | 541,025 |
| 2016 actual | | | | | 1,210,382 |
| 2015 actual | | | | | 1,622,087 |
| | | | | | <u>863,052</u> |

CITY OF APPLETON 2020 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 | \$ 3,148,236 | Projects, Pg. 576 |
| Grade & Gravel | 1,238,045 | Projects, Pg. 582 |
| Sidewalk Program | 545,143 | Projects, Pg. 584 |
| Asphalt Paving Program | 1,782,498 | Projects, Pg. 572 |
| Public Safety Camera Program | 58,428 | Projects, Pg. 569 |
| LED Street Light Retrofits | 126,883 | Projects, Pg. 567 |
| Pedestrian Crosswalk Safety Enhancements | 141,256 | Projects, Pg. 566 |
| Street Light InFill Projects | 77,331 | Projects, Pg. 568 |
| Bridge Improvements | 950,000 | Projects, Pg. 565 |
| | <u>\$ 8,067,820</u> | |

Major program changes:

The \$868,888 recorded in other reimbursements for 2020 represents Outagamie County and the Town of Grand Chute's share of the Prospect Avenue concrete paving project.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | | 2020 | % Change * |
|-------------------------------|--------------|--------------|---------------|---------------|--------------|------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | | |
| Program Revenues | \$ 4,705 | \$ 341,061 | \$ 669,267 | \$ 669,267 | \$ 878,888 | 31.32% |
| Program Expenses | \$ 3,682,928 | \$ 3,553,136 | \$ 10,695,177 | \$ 12,100,020 | \$ 8,067,820 | -24.57% |
| Expenses Comprised Of: | | | | | | |
| Personnel | 196,279 | 244,846 | 483,662 | 483,662 | 522,243 | 7.98% |
| Supplies & Materials | 420,227 | 640,249 | 776,639 | 799,381 | 1,179,287 | 51.84% |
| Purchased Services | 405,939 | 364,764 | 194,383 | 547,775 | 333,691 | 71.67% |
| Capital Expenditures | 2,660,483 | 2,303,277 | 9,240,493 | 10,269,202 | 6,032,599 | -34.72% |

* % change from prior year adopted budget
Public Works Cap Proj Fund.xls

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|----------------------|----------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ - | \$ 170,667 | \$ 170,667 | \$ - |
| 471000 Interest on Investments | 4,705 | 24,147 | - | - | 10,000 |
| 503500 Other Reimbursements | - | 316,914 | 498,600 | 498,600 | 868,888 |
| 591000 Proceeds of Long-term Debt | 3,610,196 | 4,799,057 | 9,608,551 | 10,458,551 | 7,174,243 |
| Total Revenue | \$ 3,614,901 | \$ 5,140,118 | \$ 10,277,818 | \$ 11,127,818 | \$ 8,053,131 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ 8,625 | \$ 7,846 | \$ 7,846 | \$ - |
| 610200 Labor Pool Allocations | 133,966 | 165,232 | 334,352 | 334,352 | 370,854 |
| 610400 Call Time Wages | 1,081 | 33 | - | - | - |
| 610500 Overtime Wages | 4,990 | 3,936 | 4,309 | 4,309 | 4,000 |
| 610800 Part-Time Wages | 5,398 | 3,890 | 2,496 | 2,496 | 3,250 |
| 611300 Shift Differential | 6 | - | - | - | - |
| 615000 Fringes | 50,838 | 63,130 | 134,659 | 134,659 | 144,139 |
| 630804 Plant Material | 1,186 | - | 1,002 | 1,002 | 14,862 |
| 632503 Other Materials | - | 667 | - | - | - |
| 632507 Asphalt | - | 797 | 27,722 | 27,722 | 676,558 |
| 632510 Street Lights | 360,415 | 522,243 | 476,165 | 498,907 | 271,883 |
| 632700 Miscellaneous Equipment | 55,536 | 36,680 | 270,000 | 270,000 | 179,684 |
| 632800 Signs | 3,090 | 79,862 | 1,750 | 1,750 | 36,300 |
| 640400 Consulting Services | 238,732 | 214,181 | - | 345,157 | - |
| 640800 Contractor Fees | 165,277 | 148,017 | 157,611 | 165,846 | 294,525 |
| 642501 CEA Operations/Maint. | 761 | 1,746 | 35,772 | 35,772 | 19,166 |
| 642502 CEA Depreciation/Replace. | 1,169 | 820 | 1,000 | 1,000 | 20,000 |
| 680100 Land | - | - | - | - | 150,000 |
| 680901 Streets | 2,461,497 | 1,945,538 | 8,789,143 | 9,639,143 | 4,460,572 |
| 680902 Sidewalks | 185,040 | 110,027 | 451,350 | 451,350 | 545,143 |
| 680999 Other Infrastructure | 13,946 | 247,712 | - | 178,709 | 876,884 |
| Total Expense | \$ 3,682,928 | \$ 3,553,136 | \$ 10,695,177 | \$ 12,100,020 | \$ 8,067,820 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--------------------------------|-------------------|------------------------------------|---------------------|
| <u>Plant Material</u> | | <u>Signs</u> | |
| Concrete paving | \$ 7,063 | Concrete paving | \$ 22,000 |
| Asphalt paving | 7,799 | Grade & gravel | 10,300 |
| | <u>\$ 14,862</u> | Asphalt paving | 4,000 |
| | | | <u>\$ 36,300</u> |
| <u>Asphalt</u> | | <u>Contractor Fees</u> | |
| Grade & gravel | \$ 458,150 | Pavement markings | \$ 20,000 |
| Asphalt paving | 218,408 | Concrete paving | 66,944 |
| | <u>\$ 676,558</u> | Grade & gravel | 130,250 |
| | | Street light installs | 77,331 |
| <u>Street Lights</u> | | | <u>\$ 294,525</u> |
| LED street light retrofits | \$ 126,883 | | |
| Concrete paving | 145,000 | | |
| | <u>\$ 271,883</u> | <u>Land</u> | |
| | | Concrete paving | \$ 150,000 |
| <u>Miscellaneous Equipment</u> | | | <u>\$ 150,000</u> |
| Traffic cameras | \$ 58,428 | | |
| Crosswalk equipment | 121,256 | <u>Infrastructure Construction</u> | |
| | <u>\$ 179,684</u> | Concrete paving | \$ 2,508,551 |
| | | Grade & gravel | 639,345 |
| | | Asphalt paving | 1,312,676 |
| | | Sidewalk | 545,143 |
| | | Bridge improvements | 876,884 |
| | | | <u>\$ 5,882,599</u> |

CITY OF APPLETON 2020 BUDGET
PUBLIC WORKS PROJECTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|-------------------|------------------|
| Revenues | | | | | |
| Intergovernmental | \$ - | \$ - | \$ 170,667 | \$ 170,667 | \$ - |
| Interest Income | 4,705 | 24,147 | - | 20,000 | 10,000 |
| Other | - | 316,914 | 498,600 | 498,600 | 868,888 |
| Total Revenues | <u>4,705</u> | <u>341,061</u> | <u>669,267</u> | <u>689,267</u> | <u>878,888</u> |
| Expenses | | | | | |
| Program Costs | 3,682,928 | 3,553,136 | 10,695,177 | 12,950,020 | 8,067,820 |
| Total Expenses | <u>3,682,928</u> | <u>3,553,136</u> | <u>10,695,177</u> | <u>12,950,020</u> | <u>8,067,820</u> |
| Revenues over (under) Expenses | (3,678,223) | (3,212,075) | (10,025,910) | (12,260,753) | (7,188,932) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 3,610,196 | 4,799,057 | 9,608,551 | 9,519,500 | 7,174,243 |
| Transfer In - General Fund | - | - | - | - | - |
| Transfer In - Special Revenue | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>3,610,196</u> | <u>4,799,057</u> | <u>9,608,551</u> | <u>9,519,500</u> | <u>7,174,243</u> |
| Net Change in Equity | (68,027) | 1,586,982 | (417,359) | (2,741,253) | (14,689) |
| Fund Balance - Beginning | <u>1,236,987</u> | <u>1,168,960</u> | <u>2,755,942</u> | <u>2,755,942</u> | <u>14,689</u> |
| Fund Balance - Ending | <u>\$ 1,168,960</u> | <u>\$ 2,755,942</u> | <u>\$ 2,338,583</u> | <u>\$ 14,689</u> | <u>\$ -</u> |

CITY OF APPLETON 2020 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 2020 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 2019 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 consultant structural condition reports

Hired an engineering consultant to perform a structural condition analysis of the Green, Red and Yellow ramps

Worked with Facilities Division to coordinate and complete the 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 comprehensive LED lighting upgrades in the Yellow parking ramp

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 Green ramp

Continued to work with potential/new downtown development to accommodate parking needs

Completed the renovation of the Green parking ramp office/shop area

Implemented rate changes in all meters and the ramp pay-on-exit equipment

Created dedicated bicycle and motorcycle parking areas in the Green ramp

Worked with City Risk Manager to coordinate replacement of Yellow ramp elevators destroyed by fire

CITY OF APPLETON 2020 BUDGET PARKING UTILITY

MAJOR 2020 OBJECTIVES

Continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system

Continue implementation of recommendations from consultant's Downtown Parking Study

Complete miscellaneous ramp repairs in accordance with consultant structural condition reports

Perform comprehensive LED lighting upgrades in the Green parking ramp

Continue ongoing program of line painting of ramp and on-street parking stalls

Seal concrete decks of the Yellow 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

Implement rate changes to parking ramp monthly permits

Wisconsin Department of Transportation no longer provides address information for parking violations. We will work to address this issue by researching contractors that provide this service.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|---------------------------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 2,705,077 | \$ 2,599,970 | \$ 2,751,601 | \$ 2,751,601 | \$ 2,725,434 | -0.95% |
| Program Expenses | | | | | | | |
| 5110 | Administration | 2,090,436 | 1,898,384 | 1,524,746 | 1,524,746 | 843,249 | -44.70% |
| 5120 | Operations & Maint. | 916,554 | 1,160,558 | 1,857,842 | 2,245,951 | 1,656,499 | -10.84% |
| 5130 | Enforcement | 258,530 | 237,204 | 212,604 | 212,604 | 301,371 | 41.75% |
| TOTAL | | \$ 3,265,520 | \$ 3,296,146 | \$ 3,595,192 | \$ 3,983,301 | \$ 2,801,119 | -22.09% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 773,864 | 825,182 | 864,720 | 864,720 | 877,696 | 1.50% |
| | Training & Travel | - | 3 | 500 | 500 | - | -100.00% |
| | Supplies & Materials | 69,330 | 109,980 | 147,400 | 147,400 | 208,150 | 41.21% |
| | Purchased Services | 551,488 | 712,593 | 586,047 | 662,047 | 641,373 | 9.44% |
| | Miscellaneous Expense | 559,489 | 607,429 | 641,225 | 641,225 | 564,600 | -11.95% |
| | Capital Expenditures | 72,049 | 31,659 | 746,000 | 1,058,109 | 500,000 | -32.98% |
| | Transfers Out | 1,239,300 | 1,009,300 | 609,300 | 609,300 | 9,300 | -98.47% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 11.50 | 11.53 | 11.53 | 11.53 | 11.38 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

- Ensure existing parking policies align with 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:

- 2019 marked the final debt service transfer (to TIF #3) for ramp construction within the TIF.
- Depreciation expense reflects the removal of the Blue ramp in 2019.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Community events supported | 12 | 3 | 12 | 12 | 12 |
| Strategic Outcomes | | | | | |
| Efficiency of operations % change in operating costs | -1.40% | 11.10% | -2.30% | -2.40% | 5.40% |
| Work Process Outputs | | | | | |
| Expansion of customer base YTD avg active permits/ total permit stalls | 2,562 / 2,409 | 2545 / 2350 | 2,700 / 2,053 | 2,577 / 2,053 | 2,600 / 2,053 |
| # of daily meter bags sold | 2,514 | 1,274 | 1,900 | 1,900 | 1,900 |

**CITY OF APPLETON 2020 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 470500 General Interest | \$ - | \$ 326 | \$ - | \$ - | \$ - |
| 471000 Interest on Investments | 20,638 | 16,900 | 10,000 | 10,000 | 15,000 |
| 471500 Gain/Loss on Investment | (15,542) | (678) | - | - | - |
| 471600 Unrealized Gains/Losses | 7,688 | (4,398) | - | - | - |
| 501000 Miscellaneous Revenue | 1 | 1 | 1 | 1 | 1 |
| 503500 Other Reimbursements | 220 | 403 | - | - | 1,500 |
| Total Revenue | \$ 13,005 | \$ 12,554 | \$ 10,001 | \$ 10,001 | \$ 16,501 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 102,036 | \$ 114,015 | \$ 106,600 | \$ 106,600 | \$ 97,247 |
| 610500 Overtime Wages | 713 | 612 | - | - | - |
| 615000 Fringes | 67,472 | 51,059 | 40,873 | 40,873 | 38,814 |
| 620100 Training/Conferences | - | 3 | 500 | 500 | - |
| 630100 Office Supplies | 215 | 120 | 600 | 600 | 600 |
| 630300 Memberships & Licenses | - | 645 | 600 | 600 | 600 |
| 630400 Postage/Freight | 3,690 | 1,914 | 4,200 | 4,200 | 4,200 |
| 630500 Awards & Recognition | 337 | 350 | 350 | 350 | 350 |
| 630901 Shop Supplies & Tools | 4,306 | 2,941 | 4,500 | 4,500 | 5,000 |
| 631603 Other Misc. Supplies | - | - | 250 | 250 | - |
| 632002 Outside Printing | 390 | 255 | 300 | 300 | 300 |
| 632102 Protective Clothing | 143 | 133 | 200 | 200 | 200 |
| 632300 Safety Supplies | 441 | 230 | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | - | 1,020 | 5,000 | 5,000 | 1,000 |
| 640100 Accounting/Audit Fees | 2,989 | 2,375 | 2,700 | 2,700 | 2,700 |
| 640300 Bank Service Fees | 39,768 | 37,303 | 41,160 | 41,160 | 45,428 |
| 640400 Consulting Services | 632 | 21 | - | - | - |
| 640700 Waste/Recycling Pickup | 3,081 | 3,185 | 4,268 | 4,268 | 4,200 |
| 641200 Advertising | 143 | - | - | - | - |
| 641307 Utilities | 3,786 | 4,523 | 6,180 | 6,180 | 6,180 |
| 641800 Equip Repairs & Maint | 2,980 | 1,837 | 1,400 | 1,400 | 1,400 |
| 642000 Facilities Charges | - | 135 | - | - | - |
| 643000 Health Services | 40 | 131 | - | - | - |
| 645100 Laundry Services | 994 | 2,208 | 2,000 | 2,000 | 2,500 |
| 650100 Insurance | 57,491 | 56,640 | 52,040 | 52,040 | 58,130 |
| 660100 Depreciation Expense | 541,120 | 590,179 | 620,000 | 620,000 | 550,000 |
| 672000 Interest Payments | 18,369 | 17,250 | 21,225 | 21,225 | 14,600 |
| 791100 Trsf Out - General Fund | 9,300 | 9,300 | 9,300 | 9,300 | 9,300 |
| 791200 Trsf Out - Special Rev | 1,200,000 | 1,000,000 | 600,000 | 600,000 | - |
| 791400 Trsf Out - Capital Project | 30,000 | - | - | - | - |
| Total Expense | \$ 2,090,436 | \$ 1,898,384 | \$ 1,524,746 | \$ 1,524,746 | \$ 843,249 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Bank Services

| | |
|----------------------------|------------------|
| Bank Charges | \$ 8,400 |
| Investment Fees | 960 |
| Credit Card Fees | 31,800 |
| Armored Collection Service | 4,268 |
| Total | \$ 45,428 |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

Seasonal help is used to cover PAC shows and other events needing additional staff coverage.

Included in the building expense are costs for the following major projects: a) replacement of existing non-LED fixtures in Green Ramp; b) replacement of the existing elevators in the Red Ramp which are reaching the end of their useful life; c) Green Ramp office furniture; d) purchase of Paris Receivables software to provide monthly parking customers the ability to renew their parking online.

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 and Yellow ramps. Also, new signage for the meter stalls promoting the use of the Passport portal.

Revenues based on current trend. Council approved a monthly parking pass increase from \$30.00 per month to \$35.00 per month effective 1/1/2020.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Effective rate structure policy | | | | | |
| % change in operating revenue | 13.50% | -3.86% | 1.80% | 1.80% | -1.40% |
| Reliability of the system | | | | | |
| # of broken meters reported | 77 | 53 | 50 | 50 | 25 |
| % fixed within 24 hours | 99% | 100% | 100% | 100% | 100% |
| Strategic Outcomes | | | | | |
| Efficiency of staff management | | | | | |
| Maintenance staff size to # of meters | 2 / 864 | 2 / 848 | 2 / 714 | 2 / 714 | 2 / 714 |
| Maintenance staff size to # of unmetered stalls | 4 / 3,132 | 5 / 3,142 | 5 / 2,805 | 5 / 2,805 | 5 / 2,805 |
| Structural ramp inspections | 0 | 0 | 3 | 3 | 0 |
| Stalls monitored by pay machines | 34 | 34 | 34 | 34 | 34 |
| Work Process Outputs | | | | | |
| Customer services provided | | | | | |
| # of meter batteries changed | 864 | 848 | 714 | 714 | 700 |
| # of power flushes per ramp | 2 | 1 | 2 | 2 | 2 |
| # of property damages reported | 33 | 12 | 25 | 25 | 20 |
| # of broken gate arms reported/ repaired | 26 | 6 | 6 | 6 | 5 |

**CITY OF APPLETON 2020 BUDGET
PARKING UTILITY**

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 484100 Metered Parking | \$ 488,430 | \$ 508,735 | \$ 570,000 | \$ 570,000 | \$ 520,000 |
| 484600 Parking Meter Hood Fees | 22,740 | 19,751 | 19,000 | 19,000 | 20,000 |
| 485000 Daily Entrance Fees | 778,347 | 697,775 | 762,000 | 762,000 | 720,000 |
| 485200 Pass Sales | 1,004,570 | 956,116 | 980,000 | 980,000 | 1,038,333 |
| 503000 Damage to City Property | - | - | - | - | - |
| 508500 Cash Short or Over | 489 | 496 | - | - | - |
| Total Revenue | \$ 2,294,576 | \$ 2,182,873 | \$ 2,331,000 | \$ 2,331,000 | \$ 2,298,333 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 245,953 | \$ 286,681 | \$ 329,158 | \$ 329,158 | \$ 313,936 |
| 610400 Call Time Wages | 10,272 | 3,377 | 6,400 | 6,400 | 3,000 |
| 610500 Overtime Wages | 22,232 | 19,146 | 10,200 | 10,200 | 10,200 |
| 610800 Part-Time Wages | 10,440 | 3,963 | 10,073 | 10,073 | 27,509 |
| 615000 Fringes | 145,448 | 159,760 | 194,612 | 194,612 | 185,369 |
| 630600 Building Maint./Janitorial | 13,406 | 24,630 | 18,000 | 18,000 | 18,000 |
| 631100 Paint & Supplies | 382 | 63 | 1,500 | 1,500 | 1,500 |
| 632002 Outside Printing | 5,500 | 7,524 | 9,700 | 9,700 | 9,700 |
| 632508 Ice Control Materials | 10,460 | 15,525 | 15,500 | 15,500 | 15,500 |
| 632601 Repair Parts | 23,723 | 17,621 | 21,000 | 21,000 | 21,000 |
| 632700 Miscellaneous Equipment | 1,284 | 25,413 | 38,700 | 38,700 | 49,200 |
| 632800 Signs | 2,119 | 1,955 | 17,500 | 17,500 | 22,500 |
| 640400 Consulting Services | 4,350 | - | 30,000 | 30,000 | - |
| 640700 Solid Waste/Recycling Picku | 727 | 947 | 800 | 800 | 800 |
| 640800 Contractor Fees | 12,359 | 13,876 | 13,000 | 13,000 | 13,000 |
| 640900 Inspection Fees | 2,775 | 927 | 3,700 | 3,700 | 3,700 |
| 641301 Utilities | 209,112 | 208,557 | 158,693 | 158,693 | 172,395 |
| 641600 Build Repairs & Maint | 72,178 | 176,455 | 79,500 | 120,500 | 122,000 |
| 641800 Equip Repairs & Maint | 38,333 | 35,902 | 35,240 | 70,240 | 35,240 |
| 642400 Software Support | 4,900 | 11,840 | 20,200 | 20,200 | 21,325 |
| 642501 CEA Equip. Rental | 41,278 | 40,120 | 49,366 | 49,366 | 52,625 |
| 644000 Snow Removal Services | 30,879 | 66,618 | 43,000 | 43,000 | 52,000 |
| 659900 Other Contracts/Obligation | 4,395 | 7,999 | 6,000 | 6,000 | 6,000 |
| 680300 Buildings | 44,213 | 43,734 | 746,000 | 1,058,109 | 500,000 |
| 689900 Other Capital Outlay | (40,164) | (12,075) | - | - | - |
| Total Expense | \$ 916,554 | \$ 1,160,558 | \$ 1,857,842 | \$ 2,245,951 | \$ 1,656,499 |

DETAILED SUMMARY OF 2020 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 | Structural, Stair and Joint Rep | 45,000 |
| | <u>\$ 18,000</u> | | <u>\$ 122,000</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 | 12,000 |
| Electrical repairs / TAPCO | 15,000 | | <u>\$ 21,000</u> |
| | <u>\$ 35,240</u> | <u>Buildings</u> | |
| <u>Snow Removal Services</u> | | Elevator Replacement | \$ 275,000 |
| All ramps & Lots | \$ 52,000 | LED Lighting Upgrades | 185,000 |
| | <u>\$ 52,000</u> | Ramp Security Cameras | 15,000 |
| <u>Software support</u> | | Office furnishings | 25,000 |
| Meter app service fee | \$ 15,600 | | <u>\$ 500,000</u> |
| TIBA software support | 4,600 | <u>Misc Equipment</u> | |
| Paris software support | 1,125 | Meter mechs/housings | \$ 35,700 |
| | <u>\$ 21,325</u> | Misc office equipment | 3,000 |
| <u>Signs</u> | | Paris Software (3 locations) | 10,500 |
| LED Signage - Ramps | \$ 15,000 | | <u>\$ 49,200</u> |
| Signage - Library Plaza | 500 | | |
| Passport signs - Meters | 7,000 | | |
| | <u>\$ 22,500</u> | | |

**CITY OF APPLETON 2020 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: "Responsibly deliver 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:

The enforcement software and equipment is no longer supported and upgraded equipment is required for the upgraded software.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Customer service | | | | | |
| Meter stall turnover | | | | | |
| # of citations/meter-pay station stall/mo. | 1.00 | 1.00 | 1.50 | 1.50 | 1.50 |
| Strategic Outcomes | | | | | |
| Effectiveness of revenue source and collections | | | | | |
| Average # of days to pay ticket | 62 | 36 | 60 | 60 | 50 |
| # of notices sent | 8,906 | 8,559 | 9,800 | 5,000 | 9,800 |
| # of state suspensions sent | 2,123 | 1,941 | 2,000 | 1,170 | 2,000 |
| Work Process Outputs | | | | | |
| Enforcement provided | | | | | |
| # of citations issued | 12,990 | 13,729 | 12,000 | 12,000 | 13,000 |
| # of meter violation citations issued | 10,764 | 10,071 | 10,000 | 10,000 | 10,500 |
| # of citations reviewed by Parking Manager | 610 | 707 | 750 | 750 | 750 |

**CITY OF APPLETON 2020 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 452000 Parking Violations | \$ 396,689 | \$ 404,150 | \$ 410,000 | \$ 410,000 | \$ 410,000 |
| 503500 Other Reimbursements | 807 | 393 | 600 | 600 | 600 |
| Total Revenue | <u>\$ 397,496</u> | <u>\$ 404,543</u> | <u>\$ 410,600</u> | <u>\$ 410,600</u> | <u>\$ 410,600</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 102,388 | \$ 114,507 | \$ 102,006 | \$ 102,006 | \$ 122,508 |
| 610400 Call Time Wages | - | 150 | - | - | - |
| 610500 Overtime Wages | 1,340 | 1,422 | 1,000 | 1,000 | 1,000 |
| 610800 Part-Time Wages | - | 421 | - | - | - |
| 615000 Fringes | 65,568 | 70,069 | 63,798 | 63,798 | 78,113 |
| 632001 Printing & Reproduction | 2,935 | 9,640 | 8,000 | 8,000 | 8,000 |
| 632601 Repair Parts | - | - | 1,000 | 1,000 | - |
| 632700 Miscellaneous Equipment | - | - | - | - | 50,000 |
| 641308 Cellular Phones | 150 | 440 | - | - | 440 |
| 641800 Equip Repairs & Maint | 3,938 | 20,183 | 18,000 | 18,000 | 18,000 |
| 642501 CEA Equip. Rental | 3,211 | 10,872 | 6,800 | 6,800 | 11,310 |
| 659900 Other Contracts/Obligation | 11,000 | 9,500 | 12,000 | 12,000 | 12,000 |
| 680401 Machinery & Equipment | 68,000 | - | - | - | - |
| Total Expense | <u>\$ 258,530</u> | <u>\$ 237,204</u> | <u>\$ 212,604</u> | <u>\$ 212,604</u> | <u>\$ 301,371</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|---------------------------------------|------------------|--------------------------------|------------------|
| <u>Equipment Repairs & Maint.</u> | | <u>Miscellaneous Equipment</u> | |
| Maintenance & support for AutoChalk | 18,000 | Upgrade handhelds | \$ 50,000 |
| | <u>\$ 18,000</u> | | <u>\$ 50,000</u> |

**CITY OF APPLETON 2020 BUDGET
PARKING UTILITY**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|--------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 452000 Parking Violations | 396,689 | 404,150 | 170,908 | 410,000 | 410,000 | 410,000 |
| 470500 General Interest | - | 326 | 1,360 | - | - | - |
| 471000 Interest on Investments | 20,638 | 16,900 | 4,511 | 10,000 | 10,000 | 15,000 |
| 471500 Gain/Loss on Investment | (15,542) | (678) | (371) | - | - | - |
| 471600 Unrealized Gains/Losses | 7,688 | (4,398) | 3,784 | - | - | - |
| 484100 Metered Parking | 488,430 | 508,735 | 149,695 | 570,000 | 570,000 | 520,000 |
| 484600 Parking Meter Hood Fees | 22,740 | 19,751 | 2,232 | 19,000 | 19,000 | 20,000 |
| 485000 Daily Entrance Fees | 778,347 | 697,775 | 269,928 | 762,000 | 762,000 | 720,000 |
| 485200 Pass Sales | 1,004,570 | 956,116 | 654,870 | 980,000 | 980,000 | 1,038,333 |
| 500400 Sale of City Property | - | - | - | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | - | - | - | - | - | - |
| 501000 Miscellaneous Revenue | 1 | 1 | 1 | 1 | 1 | 1 |
| 503000 Damage to City Property | - | - | - | - | - | - |
| 503500 Other Reimbursements | 1,027 | 796 | 1,471 | 600 | 600 | 2,100 |
| 508500 Cash Short or Over | 489 | 496 | 177 | - | - | - |
| TOTAL PROGRAM REVENUES | 2,705,077 | 2,599,970 | 1,258,566 | 2,751,601 | 2,751,601 | 2,725,434 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 75,486 | 71,277 | 18,347 | 67,325 | 67,325 | 72,566 |
| 610200 Labor Pool Allocations | 321,724 | 383,520 | 119,065 | 468,874 | 468,874 | 459,460 |
| 610400 Call Time Wages | 10,272 | 3,527 | 700 | 6,400 | 6,400 | 3,000 |
| 610500 Overtime Wages | 24,285 | 21,180 | 8,036 | 11,200 | 11,200 | 11,200 |
| 610800 Part-Time Wages | 10,440 | 4,384 | 1,833 | 10,073 | 10,073 | 27,509 |
| 611000 Other Compensation | 1,340 | 2,220 | 1,260 | 1,565 | 1,565 | 1,665 |
| 611300 Shift Differential | 410 | 198 | - | - | - | - |
| 611400 Sick Pay | 2,087 | 1,661 | 281 | - | - | - |
| 611500 Vacation Pay | 49,329 | 56,326 | 19,568 | - | - | - |
| 615000 Fringes | 253,501 | 273,539 | 83,002 | 299,283 | 299,283 | 302,296 |
| 617000 Pension Expense | 24,990 | 6,539 | - | - | - | - |
| 617100 OPEB Expense | - | 811 | - | - | - | - |
| TOTAL PERSONNEL | 773,864 | 825,182 | 252,092 | 864,720 | 864,720 | 877,696 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | - | 3 | 6 | 500 | 500 | - |
| TOTAL TRAINING / TRAVEL | - | 3 | 6 | 500 | 500 | - |
| Supplies | | | | | | |
| 630100 Office Supplies | 215 | 120 | 13 | 600 | 600 | 600 |
| 630300 Memberships & Licenses | - | 645 | 595 | 600 | 600 | 600 |
| 630400 Postage\Freight | 3,690 | 1,914 | 50 | 4,200 | 4,200 | 4,200 |
| 630500 Awards & Recognition | 337 | 350 | 91 | 350 | 350 | 350 |
| 630600 Building Maint./Janitorial | 13,406 | 24,630 | 5,024 | 18,000 | 18,000 | 18,000 |
| 630901 Shop Supplies | 2,690 | 2,035 | 1,022 | 1,000 | 1,000 | 1,500 |
| 630902 Tools & Instruments | 1,616 | 906 | 1 | 3,500 | 3,500 | 3,500 |
| 631100 Paint & Supplies | 382 | 63 | 162 | 1,500 | 1,500 | 1,500 |
| 631603 Other Misc. Supplies | - | - | - | 250 | 250 | - |
| 632001 City Copy Charges | 178 | 211 | 58 | - | - | - |
| 632002 Outside Printing | 8,646 | 17,209 | - | 18,000 | 18,000 | 18,000 |
| 632102 Protective Clothing | 143 | 133 | 3 | 200 | 200 | 200 |
| 632300 Safety Supplies | 441 | 230 | 76 | 500 | 500 | 500 |
| 632508 Ice Control Materials | 10,460 | 15,525 | 16,942 | 15,500 | 15,500 | 15,500 |
| 632601 Repair Parts | 23,723 | 17,621 | 7,540 | 22,000 | 22,000 | 21,000 |
| 632700 Miscellaneous Equipment | 1,284 | 26,433 | 37,494 | 43,700 | 43,700 | 100,200 |
| 632800 Signs | 2,119 | 1,955 | 545 | 17,500 | 17,500 | 22,500 |
| TOTAL SUPPLIES | 69,330 | 109,980 | 69,616 | 147,400 | 147,400 | 208,150 |

**CITY OF APPLETON 2020 BUDGET
PARKING UTILITY**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|---------------------------------------|-------------------------|-------------------------|---------------------------|-------------------------|----------------------------|-------------------------|
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 2,989 | 2,375 | - | 2,700 | 2,700 | 2,700 |
| 640300 Bank Service Fees | 39,768 | 37,303 | 14,048 | 41,160 | 41,160 | 45,428 |
| 640400 Consulting Services | 4,982 | 21 | 3,620 | 30,000 | 30,000 | - |
| 640700 Solid Waste/Recycling Pickup | 3,808 | 4,132 | 556 | 5,068 | 5,068 | 5,000 |
| 640800 Contractor Fees | 12,359 | 13,876 | 403 | 13,000 | 13,000 | 13,000 |
| 640900 Inspection Fees | 2,775 | 927 | 901 | 3,700 | 3,700 | 3,700 |
| 641200 Advertising | 143 | - | - | - | - | - |
| 641301 Electric | 180,053 | 179,519 | 70,610 | 126,350 | 126,350 | 140,000 |
| 641302 Gas | 1,203 | 1,302 | 791 | 1,250 | 1,250 | 1,302 |
| 641303 Water | 3,161 | 3,559 | 923 | 3,600 | 3,600 | 3,600 |
| 641304 Sewer | 2,034 | 2,007 | 206 | 2,100 | 2,100 | 2,100 |
| 641306 Stormwater | 20,650 | 20,194 | 5,377 | 23,193 | 23,193 | 23,193 |
| 641307 Telephone | 2,964 | 2,855 | 960 | 3,100 | 3,100 | 3,100 |
| 641308 Cellular Phones | 2,982 | 4,084 | 1,650 | 5,280 | 5,280 | 5,720 |
| 641600 Build Repairs & Maint | 72,178 | 176,455 | 14,401 | 79,500 | 120,500 | 122,000 |
| 641800 Equip Repairs & Maint | 45,250 | 57,922 | 36,574 | 54,640 | 89,640 | 54,640 |
| 642000 Facilities Charges | - | 135 | 391 | - | - | - |
| 642400 Software Support | 4,900 | 11,840 | 4,322 | 20,200 | 20,200 | 21,325 |
| 642501 CEA Operations/Maint. | 24,435 | 25,343 | 4,005 | 29,250 | 29,250 | 27,935 |
| 642502 CEA Depreciation/Replace. | 20,055 | 25,648 | 4,967 | 26,916 | 26,916 | 36,000 |
| 643000 Health Services | 40 | 131 | - | - | - | - |
| 644000 Snow Removal Services | 30,879 | 66,618 | 70,401 | 43,000 | 43,000 | 52,000 |
| 645100 Laundry Services | 994 | 2,208 | 1,014 | 2,000 | 2,000 | 2,500 |
| 650100 Insurance | 57,491 | 56,640 | - | 52,040 | 52,040 | 58,130 |
| 659900 Other Contracts/Obligation | 15,395 | 17,499 | 7,426 | 18,000 | 18,000 | 18,000 |
| TOTAL PURCHASED SVCS | <u>551,488</u> | <u>712,593</u> | <u>243,546</u> | <u>586,047</u> | <u>662,047</u> | <u>641,373</u> |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 541,120 | 590,179 | - | 620,000 | 620,000 | 550,000 |
| 672000 Interest Payments | 18,369 | 17,250 | - | 21,225 | 21,225 | 14,600 |
| TOTAL MISCELLANEOUS EXP | <u>559,489</u> | <u>607,429</u> | <u>-</u> | <u>641,225</u> | <u>641,225</u> | <u>564,600</u> |
| Capital Outlay | | | | | | |
| 680300 Buildings | 44,213 | 43,734 | 200,909 | 746,000 | 1,058,109 | 500,000 |
| 680401 Machinery & Equipment | 68,000 | - | - | - | - | - |
| 689900 Other Capital Outlay | (40,164) | (12,075) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | <u>72,049</u> | <u>31,659</u> | <u>200,909</u> | <u>746,000</u> | <u>1,058,109</u> | <u>500,000</u> |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 9,300 | 9,300 | - | 9,300 | 9,300 | 9,300 |
| 791200 Transfer Out - Special Revenue | 1,200,000 | 1,000,000 | - | 600,000 | 600,000 | - |
| 791400 Transfer Out - Capital Project | 30,000 | - | - | - | - | - |
| TOTAL TRANSFERS | <u>1,239,300</u> | <u>1,009,300</u> | <u>-</u> | <u>609,300</u> | <u>609,300</u> | <u>9,300</u> |
| TOTAL EXPENSE | <u><u>3,265,520</u></u> | <u><u>3,296,146</u></u> | <u><u>766,169</u></u> | <u><u>3,595,192</u></u> | <u><u>3,983,301</u></u> | <u><u>2,801,119</u></u> |

CITY OF APPLETON 2020 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| Charges for Services | \$ 2,295,604 | \$ 2,183,669 | \$ 2,331,000 | \$ 2,211,000 | \$ 2,298,333 |
| Other | 396,690 | 404,151 | 410,000 | 390,000 | 410,000 |
| Total Revenues | <u>2,692,294</u> | <u>2,587,820</u> | <u>2,741,000</u> | <u>2,601,000</u> | <u>2,708,333</u> |
| Expenses | | | | | |
| Operating Expenses | 1,466,730 | 1,679,417 | 1,598,667 | 1,598,667 | 1,767,219 |
| Depreciation | 541,121 | 590,178 | 620,000 | 610,000 | 550,000 |
| Total Expenses | <u>2,007,851</u> | <u>2,269,595</u> | <u>2,218,667</u> | <u>2,208,667</u> | <u>2,317,219</u> |
| Operating Income (Loss) | 684,443 | 318,225 | 522,333 | 392,333 | 391,114 |
| Non-Operating Revenues (Expenses) | | | | | |
| Interest Income | 12,784 | 12,150 | 10,000 | 15,000 | 15,000 |
| Interest Expense | (18,369) | (17,250) | (21,225) | (21,624) | (14,600) |
| Other | - | - | 601 | 601 | 2,101 |
| Total Non-Operating | <u>(5,585)</u> | <u>(5,100)</u> | <u>(10,624)</u> | <u>(6,023)</u> | <u>2,501</u> |
| Net Income (Loss) Before Transfers | 678,858 | 313,125 | 511,709 | 386,310 | 393,615 |
| Transfers In (Out) | | | | | |
| Special Revenue | (1,200,000) | (1,000,000) | (600,000) | (600,000) | - |
| Capital Projects | (30,000) | - | - | - | - |
| General Fund | <u>(9,300)</u> | <u>(9,300)</u> | <u>(9,300)</u> | <u>(9,300)</u> | <u>(9,300)</u> |
| Change in Net Assets | (560,442) | (696,175) | (97,591) | (222,990) | 384,315 |
| Total Net Assets - Beginning | <u>8,329,579</u> | <u>7,719,585</u> | <u>7,023,410</u> | <u>7,023,410</u> | <u>6,800,420</u> |
| Total Net Assets - Ending | <u>\$ 7,769,137</u> | <u>\$ 7,023,410</u> | <u>\$ 6,925,819</u> | <u>\$ 6,800,420</u> | <u>\$ 7,184,735</u> |

* restated for change in accounting principle

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|---------------------|---------------------|
| Cash - Beginning of Year | \$ 817,981 | \$ 1,098,991 |
| + Net Income | 386,310 | 393,615 |
| + Depreciation | 610,000 | 550,000 |
| + Long Term Debt | 705,000 | - |
| - Fixed Assets | (746,000) | (460,000) |
| - Transfers Out | (9,300) | (9,300) |
| - Advance to TIF # 3 | (600,000) | - |
| - Principal Repayment | <u>(65,000)</u> | <u>(150,000)</u> |
| Working Cash - End of Year | <u>\$ 1,098,991</u> | <u>\$ 1,423,306</u> |

WORKING CASH RESERVE REQUIREMENT

| | |
|--|---------------------|
| Prior Year Audited Expenditures | \$ 2,269,595 |
| - Depreciation | (590,178) |
| + Transfer to General Fund | 9,300 |
| Net Prior Year Cash Expenditures | <u>\$ 1,688,717</u> |
| 25 % Working Capital Reserve Requirement | <u>\$ 422,179</u> |

**CITY OF APPLETON 2019 BUDGET
PARKING UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2019 Budget | 2019 Projected | 2020 Budget | 2021 Projected | 2022 Projected | 2023 Projected | 2024 Projected |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 2,331,000 | \$ 2,211,000 | \$ 2,298,333 | \$ 2,309,825 | \$ 2,321,374 | \$ 2,484,181 | \$ 2,506,052 |
| Other | 410,000 | 390,000 | 410,000 | 410,000 | 410,000 | 410,000 | 410,000 |
| Total Revenues | <u>2,741,000</u> | <u>2,601,000</u> | <u>2,708,333</u> | <u>2,719,825</u> | <u>2,731,374</u> | <u>2,894,181</u> | <u>2,916,052</u> |
| Expenses | | | | | | | |
| Operating Expenses | 1,598,667 | 1,598,667 | 1,767,219 | 1,820,236 | 1,874,843 | 1,931,088 | 1,989,021 |
| Depreciation | 620,000 | 610,000 | 550,000 | 565,000 | 887,500 | 1,200,000 | 1,200,000 |
| Total Expenses | <u>2,218,667</u> | <u>2,208,667</u> | <u>2,317,219</u> | <u>2,385,236</u> | <u>2,762,343</u> | <u>3,131,088</u> | <u>3,189,021</u> |
| Operating Income | 522,333 | 392,333 | 391,114 | 334,589 | (30,969) | (236,907) | (272,969) |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 10,000 | 15,000 | 15,000 | 10,000 | 10,000 | 15,000 | 15,000 |
| Interest Expense | (21,225) | (21,624) | (14,600) | (12,675) | (23,525) | (18,838) | (14,450) |
| Other | 601 | 601 | 2,101 | 601 | 601 | 601 | 601 |
| Total Non-Operating | <u>(10,624)</u> | <u>(6,023)</u> | <u>2,501</u> | <u>(2,074)</u> | <u>(12,924)</u> | <u>(3,237)</u> | <u>1,151</u> |
| Net Income Before Transfers | 511,709 | 386,310 | 393,615 | 332,515 | (43,893) | (240,144) | (271,818) |
| Contributions and Transfers In (Out) | | | | | | | |
| Special Revenue | (600,000) | (600,000) | - | (650,000) | (650,000) | (801,200) | (810,650) |
| Capital Projects | - | - | - | - | - | - | - |
| General Fund | <u>(9,300)</u> | <u>(9,300)</u> | <u>(9,300)</u> | <u>(9,300)</u> | <u>(9,300)</u> | <u>(9,300)</u> | <u>(9,300)</u> |
| Change in Net Assets | (97,591) | (222,990) | 384,315 | (326,785) | (703,193) | (1,050,644) | (1,091,768) |
| Total Net Assets - Beginning | <u>7,023,410</u> | <u>7,023,410</u> | <u>6,800,420</u> | <u>7,184,735</u> | <u>6,857,950</u> | <u>6,154,757</u> | <u>5,104,113</u> |
| Total Net Assets - Ending | <u>\$ 6,925,819</u> | <u>\$ 6,800,420</u> | <u>\$ 7,184,735</u> | <u>\$ 6,857,950</u> | <u>\$ 6,154,757</u> | <u>\$ 5,104,113</u> | <u>\$ 4,012,345</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Cash - Beginning of the Year | 817,981 | 1,098,991 | 1,423,306 | 1,423,306 | 1,416,521 | 1,470,828 | 1,480,184 |
| + Net Income | 386,310 | 393,615 | 332,515 | 332,515 | (43,893) | (240,144) | (271,818) |
| + Depreciation | 610,000 | 550,000 | 565,000 | 565,000 | 887,500 | 1,200,000 | 1,200,000 |
| + Long Term Debt | 705,000 | - | - | - | - | - | - |
| - Fixed Assets | (746,000) | (460,000) | (100,000) | (100,000) | - | - | - |
| - Transfer Out | (9,300) | (9,300) | (9,300) | (9,300) | (9,300) | (9,300) | (9,300) |
| - Advance to TIF #3 | (600,000) | - | (650,000) | (650,000) | (650,000) | (801,200) | (810,650) |
| - Principal Repayment | (65,000) | (150,000) | (145,000) | (145,000) | (130,000) | (140,000) | (140,000) |
| Working Cash - End of Year | <u>\$ 1,098,991</u> | <u>\$ 1,423,306</u> | <u>\$ 1,416,521</u> | <u>\$ 1,416,521</u> | <u>\$ 1,470,828</u> | <u>\$ 1,480,184</u> | <u>\$ 1,448,416</u> |
| 25% Working Capital Reserve (prior year's expenses) | 422,179 | 407,398 | 447,780 | 447,780 | 460,553 | 476,917 | 489,806 |

ASSUMPTIONS:

Interest rate on debt at 3% ten-year term
Operating expenses to increase 3% per year after 2020
Depreciation expense in years 2019 reflects retirement of Blue ramp, years 2020-2024 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 in 2023 and 2024 for parking pass revenue for the new public parking ramp

**CITY OF APPLETON 2020 BUDGET
PARKING UTILITY
LONG-TERM DEBT**

| 2016 | | | |
|--------------------------|-------------------|------------------|-------------------|
| General Obligation Bonds | | | |
| Year | Principal | Interest | Total |
| 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>\$ 520,000</u> | <u>\$ 54,613</u> | <u>\$ 574,613</u> |

| 2019 | | | |
|--------------------------|-------------------|------------------|-------------------|
| General Obligation Bonds | | | |
| Year | Principal | Interest | Total |
| 2020 | \$ 80,000 | \$ - * | \$ 80,000 |
| 2021 | 75,000 | - * | 75,000 |
| 2022 | 60,000 | 12,950 | 72,950 |
| 2023 | 65,000 | 11,038 | 76,038 |
| 2024 | 65,000 | 9,088 | 74,088 |
| 2025 | 70,000 | 7,025 | 77,025 |
| 2026 | 70,000 | 4,925 | 74,925 |
| 2027 | 70,000 | 3,350 | 73,350 |
| 2028 | 75,000 | 1,875 | 76,875 |
| 2029 | 75,000 | 375 | 75,375 |
| | <u>\$ 705,000</u> | <u>\$ 50,625</u> | <u>\$ 755,625</u> |

| Total | | | |
|-------|---------------------|-------------------|---------------------|
| Year | Principal | Interest | Total |
| 2020 | \$ 150,000 | \$ 14,600 | \$ 164,600 |
| 2021 | 145,000 | 12,675 | 157,675 |
| 2022 | 130,000 | 23,525 | 153,525 |
| 2023 | 140,000 | 18,838 | 158,838 |
| 2024 | 140,000 | 14,450 | 154,450 |
| 2025 | 150,000 | 10,025 | 160,025 |
| 2026 | 150,000 | 5,525 | 155,525 |
| 2027 | 70,000 | 3,350 | 73,350 |
| 2028 | 75,000 | 1,875 | 76,875 |
| 2029 | 75,000 | 375 | 75,375 |
| | <u>\$ 1,225,000</u> | <u>\$ 105,238</u> | <u>\$ 1,330,238</u> |

Note: Schedule is based on accrual method of accounting. No debt will be issued in 2020.

* The premium received when the 2019 G.O. notes were issued will be used to pay the amount of interest due in 2020 and 2021, so no interest expense will be recognized for the 2019 G.O. notes in 2020 or 2021.

CITY OF APPLETON 2020 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 2020 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 2019 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

All Public Works GPS units are now reporting every 30 seconds to greatly improve GPS reporting accuracy

Researched options for extending the life-cycle of current and future police vehicle replacements

Continued to use Samsung tablets that are integrated into the City's AVL system which is used to generate Customer Service Request (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 temperature sensors to twelve patrol trucks that are integrated into the City's Precise AVL system used 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

Installed carbide cutting edges on seven snow plow trucks to increase edge longevity and reduce out of service time for cutting edge replacement

Continued to expand the functionality of the Precise GPS system to include automatic reporting of potholes, yardwaste, overflow and metal

Worked with a local petroleum equipment vendor and consultant to update the CEA fueling site to meet all current fuel site regulations

CITY OF APPLETON 2020 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2020 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
- Monitor the 151 GPS units that were installed between 2012 -2019
- 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
- Discontinue oil sampling to reduce expenses
- 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 provide a left side wing to be used for snow removal downtown
- Work with the Appleton Fire Department on the replacement of three fire apparatuses in the next two years

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|----------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 5,305,434 | \$ 6,600,352 | \$ 6,593,094 | \$ 6,593,094 | \$ 7,813,998 | 18.52% |
| Program Expenses | | | | | | | |
| 6110 | Administration | 3,154,835 | 3,382,338 | 3,417,874 | 3,417,874 | 3,292,525 | -3.67% |
| 6121 | Maintenance | 2,242,434 | 2,326,983 | 2,584,360 | 2,584,360 | 2,571,878 | -0.48% |
| Total Program Expenses | | \$ 5,397,269 | \$ 5,709,321 | \$ 6,002,234 | \$ 6,002,234 | \$ 5,864,403 | -2.30% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,247,674 | 1,224,669 | 1,299,005 | 1,299,005 | 1,295,409 | -0.28% |
| Training & Travel | | 2,349 | 1,822 | 4,000 | 4,000 | 3,750 | -6.25% |
| Supplies & Materials | | 1,173,155 | 1,306,258 | 1,331,005 | 1,331,005 | 1,354,408 | 1.76% |
| Purchased Services | | 393,020 | 345,717 | 411,734 | 411,734 | 402,836 | -2.16% |
| Miscellaneous Expense | | 2,389,357 | 2,508,090 | 2,582,790 | 2,582,790 | 2,582,500 | -0.01% |
| Capital Expenditures | | 12,955 | - | 187,000 | 187,000 | - | -100.00% |
| Transfers | | 178,759 | 322,765 | 186,700 | 186,700 | 225,500 | 20.78% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 14.51 | 14.51 | 14.51 | 14.51 | 14.23 | |

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2020 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:

The decrease in salary and fringe benefits in 2020 is the result of a reallocation of maintenance staff cost to the maintenance budget to more accurately reflect their activities.

This budget includes \$10,500 for the replacement of a 53 year old air compressor and a 25 year old oil filter crusher.

The drop in size of authorized fleet (below) is due to the replacement of the snow patrol trucks with plows. In prior years, the trucks and plows were purchased separately and counted as two pieces of equipment. Starting in 2018, the snow patrol trucks have been purchased with the plow and truck as a single unit.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Cost effective service | | | | | |
| Overhead rate | \$ 75.78 | \$ 77.14 | \$ 81.58 | \$ 81.58 | \$80.68 |
| Billable hours | 17,773 | 18,906 | 18,100 | 18,100 | 18,100 |
| Strategic Outcomes | | | | | |
| Operational requirements of users | | | | | |
| Size of authorized fleet | 413 | 409 | 402 | 402 | 399 |
| Consistent and current information | | | | | |
| # Policies reviewed/revised | 1 | 0 | 0 | 0 | 0 |
| Work Process Output | | | | | |
| Customer service | | | | | |
| Requests for changes to the fleet | 12 | 9 | 9 | 9 | 10 |

**CITY OF APPLETON 2020 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 2,468 | \$ 5,755 | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| 486500 CEA Operational Revenue | 2,736,274 | 2,786,811 | 2,998,454 | 2,998,454 | 3,028,287 |
| 490800 Misc Intergovernmental Cha | 31,409 | 40,974 | 30,890 | 30,890 | 35,890 |
| 500400 Sale of City Property | 178,855 | 324,776 | 186,700 | 186,700 | 225,500 |
| 502100 Capital Contributions | 2,332,231 | 3,406,710 | 3,346,050 | 3,346,050 | 4,494,321 |
| 503000 Damage to City Property | 5,067 | - | - | - | - |
| 503500 Other Reimbursements | 18,403 | 33,970 | 25,000 | 25,000 | 25,000 |
| 508200 Insurance Proceeds | 727 | 1,356 | 2,000 | 2,000 | 1,000 |
| Total Revenue | \$ 5,305,434 | \$ 6,600,352 | \$ 6,593,094 | \$ 6,593,094 | \$ 7,813,998 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 249,901 | \$ 241,992 | \$ 330,871 | \$ 330,871 | \$ 217,792 |
| 610400 Call Time Wages | 442 | 620 | 300 | 300 | 300 |
| 610500 Overtime Wages | 99 | 347 | 600 | 600 | 600 |
| 615000 Fringes | 163,828 | 116,481 | 124,310 | 124,310 | 80,572 |
| 620100 Training/Conferences | 2,349 | 1,822 | 4,000 | 4,000 | 3,750 |
| 630100 Office Supplies | 569 | 869 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 642 | 536 | 800 | 800 | 800 |
| 630500 Awards & Recognition | 347 | 420 | 420 | 420 | 420 |
| 630901 Shop Supplies | 42,066 | 48,399 | 48,654 | 48,654 | 48,980 |
| 631000 Miscellaneous Chemicals | 8,878 | 10,505 | 9,785 | 9,785 | 11,000 |
| 631100 Paint & Supplies | 4 | - | - | - | - |
| 631500 Books & Library Materials | 305 | - | 450 | 450 | 400 |
| 632002 Outside Printing | 1,328 | 702 | 1,500 | 1,500 | 1,500 |
| 632102 Protective Clothing | 900 | 620 | 900 | 900 | 900 |
| 632300 Safety Supplies | 414 | 342 | 775 | 775 | 700 |
| 632400 Medical/Lab Supplies | 60 | 93 | 75 | 75 | 75 |
| 632601 Repair Parts | - | 38 | - | - | - |
| 632700 Miscellaneous Equipment | 6,760 | 8,716 | 11,700 | 11,700 | 10,500 |
| 640100 Accounting/Audit Fees | 1,674 | 1,840 | 1,470 | 1,470 | 1,470 |
| 640300 Bank Service Fees | 259 | 242 | 300 | 300 | 300 |
| 640400 Consulting Services | - | 16,841 | - | - | - |
| 641301 Electric | 10,520 | 10,417 | 11,551 | 11,551 | 10,677 |
| 641302 Gas | 8,591 | 10,590 | 8,700 | 8,700 | 10,590 |
| 641303 Water | 2,356 | 2,520 | 2,670 | 2,670 | 2,500 |
| 641304 Sewer | 1,026 | 1,115 | 1,100 | 1,100 | 1,100 |
| 641306 Stormwater | 7,462 | 6,268 | 8,672 | 8,672 | 6,247 |
| 641308 Cellular Phones | 973 | 1,004 | 1,104 | 1,104 | 1,104 |
| 641800 Equip Repairs & Maint | 11,892 | 6,958 | 13,000 | 13,000 | 13,000 |
| 642000 Facilities Charges | 13,983 | 13,892 | 14,000 | 14,000 | 14,000 |
| 642400 Software Support | 7,460 | 5,708 | 8,350 | 8,350 | 9,000 |
| 643000 Health Services | - | - | 20 | 20 | 20 |
| 645100 Laundry Services | 5,438 | 5,390 | 5,547 | 5,547 | 5,658 |
| 650100 Insurance | 31,355 | 27,888 | 29,760 | 29,760 | 28,570 |
| 650302 Equipment Rent | - | 4,208 | - | - | - |
| 659900 Other Contracts/Obligation | 4,840 | 4,103 | 6,000 | 6,000 | 1,000 |
| 660100 Depreciation Expense | 2,386,195 | 2,505,624 | 2,580,690 | 2,580,690 | 2,580,690 |
| 672000 Interest Payments | 3,160 | 2,463 | 2,100 | 2,100 | 1,810 |
| 791400 Transfer Out - Capital Projec | 178,759 | 322,765 | 186,700 | 186,700 | 225,500 |
| Total Expense | \$ 3,154,835 | \$ 3,382,338 | \$ 3,417,874 | \$ 3,417,874 | \$ 3,292,525 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|----------------------------|------------------|--|-------------------|
| <u>Shop Supplies</u> | | <u>Transfer Out - Capital Projects</u> | |
| Small shop tools | \$ 16,014 | Proceeds from sale of | |
| Fire shop supplies & tools | 32,966 | vehicles | \$ 225,500 |
| | <u>\$ 48,980</u> | | <u>\$ 225,500</u> |

**CITY OF APPLETON 2020 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 weights to comply with Dept. of Transportation requirements
- Evaluate major repairs and research options to minimize out of service time and costs
- Perform seasonal change-over on all departments' equipment in a timely manner to meet their needs
- Continue cleaning debris from radiators for better performance and longer radiator life
- Continue to implement extended preventive maintenance schedules (where feasible) to reduce cost

Major changes in Revenue, Expenditures, or Programs:

The increase in salary and fringe benefits in 2020 is the result of a reallocation of maintenance staff cost to this budget from the Administration budget to more accurately reflect their activities.

Fuel costs were budgeted at \$2.19/gallon and \$2.47/gallon for unleaded and diesel fuel, respectively, in 2019. For 2020, based on current and past prices, these estimates are expected to slightly increase to \$2.21/gallon and \$2.49/gallon. This accounts for the budget increase in fuel costs.

Vehicle and equipment parts increased 3% based on a notice of increased tariffs received from a major parts supplier.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Response to customer needs | | | | | |
| Number of vehicles not available for use within 24 hours | 120 | 85 | 70 | 70 | 65 |
| Equipment available for operational readiness | | | | | |
| # of emergency breakdown (hours) | 325 | 250 | 300 | 300 | 275 |
| # of service calls | 210 | 173 | 210 | 210 | 200 |
| Strategic Outcomes | | | | | |
| Safe reliable maintenance program | | | | | |
| Preventive maintenance hours | 9,275 | 11,406 | 9,400 | 9,400 | 9,400 |
| Corrective downtime hours | 8,497 | 7,500 | 7,800 | 7,800 | 7,800 |
| Accidents caused by mechanical failure | 0 | 1 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| Service performed | | | | | |
| # of changeovers performed | 135 | 101 | 130 | 130 | 130 |

**CITY OF APPLETON 2020 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 575,693 | \$ 605,312 | \$ 587,784 | \$ 587,784 | \$ 703,701 |
| 610400 Call Time Wages | 2,614 | 1,903 | 2,000 | 2,000 | 2,000 |
| 610500 Overtime Wages | 3,145 | 9,655 | 7,500 | 7,500 | 7,500 |
| 615000 Fringes | 251,954 | 248,361 | 245,640 | 245,640 | 282,944 |
| 630400 Postage\Freight | 263 | 61 | 525 | 525 | 300 |
| 630901 Shop Supplies | 75 | 142 | - | - | - |
| 632200 Gas Purchases | 627,396 | 763,807 | 787,064 | 787,064 | 793,538 |
| 632601 Repair Parts | 483,148 | 471,009 | 467,357 | 467,357 | 484,295 |
| 640900 Inspection Fees | 10,327 | 9,009 | 13,800 | 13,800 | 9,000 |
| 641700 Vehicle Repairs & Maint | 270,548 | 215,332 | 280,500 | 280,500 | 285,000 |
| 641800 Equip Repairs & Maint | - | - | - | - | - |
| 642502 CEA Depreciation/Replace. | 10,953 | 10,953 | 11,166 | 11,166 | 9,576 |
| 642900 Interfund Allocations | (6,661) | (8,585) | (6,000) | (6,000) | (6,000) |
| 650302 Equipment Rent | 24 | 24 | 24 | 24 | 24 |
| 680401 Machinery & Equipment | 12,955 | - | 187,000 | 187,000 | - |
| Total Expense | <u>\$ 2,242,434</u> | <u>\$ 2,326,983</u> | <u>\$ 2,584,360</u> | <u>\$ 2,584,360</u> | <u>\$ 2,571,878</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Gas/Oil Purchases *

| | |
|------------------------------------|-------------------|
| Fuel for vehicles & equipment: | |
| Unleaded gasoline: 152,240 gallons | |
| @ \$2.21/gallon | \$ 336,450 |
| Diesel fuel: 167,473 gallons | |
| @ \$2.49/gallon | 417,088 |
| Oil | 40,000 |
| | <u>\$ 793,538</u> |

Vehicle Repairs & Maint.

| | |
|-----------------------------|-------------------|
| Tire service | \$ 155,910 |
| Vehicle alignments | 30,648 |
| Towing services | 3,348 |
| Vehicle cleaning/upholstery | 15,453 |
| Body shop work | 32,252 |
| Painting | 22,664 |
| Outside fire vehicle maint. | 24,725 |
| | <u>\$ 285,000</u> |

Vehicle & Equipment Parts

| | |
|---|-------------------|
| Operational (engine, drive train, main body, etc.) | \$ 329,000 |
| Non-operational (add-ons to chassis; e.g. packer, dump box, etc.) | 123,165 |
| Fire vehicle parts | 32,130 |
| | <u>\$ 484,295</u> |

* The City does not pay federal gas tax (currently \$0.184/gal unleaded and \$0.244/gal diesel) and attains bulk purchasing rates.

**CITY OF APPLETON 2020 BUDGET
CENTRAL EQUIPMENT AGENCY**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|---------------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 2,468 | 5,755 | 3,232 | 4,000 | 4,000 | 4,000 |
| 486500 CEA Operational Revenue | 2,736,274 | 2,786,811 | 1,095,210 | 2,998,454 | 2,998,454 | 3,028,287 |
| 490800 Misc Intergovernmental Charges | 31,409 | 40,974 | 13,380 | 30,890 | 30,890 | 35,890 |
| 500400 Sale of City Property | 178,855 | 324,776 | 9,745 | 186,700 | 186,700 | 225,500 |
| 502100 Capital Contributions | 2,332,231 | 3,406,710 | - | 3,346,050 | 3,346,050 | 4,494,321 |
| 503000 Damage to City Property | 5,067 | - | - | - | - | - |
| 503500 Other Reimbursements | 18,403 | 33,970 | 7,000 | 25,000 | 25,000 | 25,000 |
| 508200 Insurance Proceeds | 727 | 1,356 | 1,606 | 2,000 | 2,000 | 1,000 |
| TOTAL PROGRAM REVENUES | 5,305,434 | 6,600,352 | 1,130,173 | 6,593,094 | 6,593,094 | 7,813,998 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 825,594 | 847,304 | 275,555 | 918,655 | 918,655 | 921,493 |
| 610400 Call Time Wages | 3,056 | 2,523 | 1,340 | 2,300 | 2,300 | 2,300 |
| 610500 Overtime Wages | 3,244 | 10,002 | 5,518 | 8,100 | 8,100 | 8,100 |
| 615000 Fringes | 415,782 | 364,842 | 112,600 | 369,950 | 369,950 | 363,516 |
| TOTAL PERSONNEL | 1,247,676 | 1,224,671 | 395,013 | 1,299,005 | 1,299,005 | 1,295,409 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 2,349 | 1,822 | 674 | 4,000 | 4,000 | 3,750 |
| TOTAL TRAINING / TRAVEL | 2,349 | 1,822 | 674 | 4,000 | 4,000 | 3,750 |
| Supplies | | | | | | |
| 630100 Office Supplies | 569 | 869 | 122 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 642 | 536 | 697 | 800 | 800 | 800 |
| 630400 Postage\Freight | 263 | 61 | 13 | 525 | 525 | 300 |
| 630500 Awards & Recognition | 347 | 420 | 44 | 420 | 420 | 420 |
| 630901 Shop Supplies | 42,141 | 48,541 | 14,591 | 48,654 | 48,654 | 48,980 |
| 631000 Miscellaneous Chemicals | 8,878 | 10,505 | 4,036 | 9,785 | 9,785 | 11,000 |
| 631100 Paint & Supplies | 4 | - | - | - | - | - |
| 631500 Books & Library Materials | 305 | - | - | 450 | 450 | 400 |
| 632002 Outside Printing | 1,328 | 702 | 475 | 1,500 | 1,500 | 1,500 |
| 632102 Protective Clothing | 900 | 620 | 285 | 900 | 900 | 900 |
| 632200 Gas Purchases | 627,396 | 763,807 | 277,093 | 787,064 | 787,064 | 793,538 |
| 632300 Safety Supplies | 414 | 342 | 146 | 775 | 775 | 700 |
| 632400 Medical/Lab Supplies | 60 | 93 | 35 | 75 | 75 | 75 |
| 632601 Repair Parts | 483,148 | 471,046 | 203,294 | 467,357 | 467,357 | 484,295 |
| 632700 Miscellaneous Equipment | 6,760 | 8,716 | - | 11,700 | 11,700 | 10,500 |
| TOTAL SUPPLIES | 1,173,155 | 1,306,258 | 500,831 | 1,331,005 | 1,331,005 | 1,354,408 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 1,674 | 1,840 | - | 1,470 | 1,470 | 1,470 |
| 640300 Bank Service Fees | 259 | 242 | 40 | 300 | 300 | 300 |
| 640400 Consulting Services | - | 16,841 | - | - | - | - |
| 640900 Inspection Fees | 10,327 | 9,009 | 920 | 13,800 | 13,800 | 9,000 |
| 641301 Electric | 10,520 | 10,417 | 3,407 | 11,551 | 11,551 | 10,677 |
| 641302 Gas | 8,591 | 10,590 | 4,692 | 8,700 | 8,700 | 10,590 |
| 641303 Water | 2,356 | 2,520 | 595 | 2,670 | 2,670 | 2,500 |
| 641304 Sewer | 1,026 | 1,115 | 256 | 1,100 | 1,100 | 1,100 |
| 641306 Stormwater | 7,462 | 6,268 | 1,566 | 8,672 | 8,672 | 6,247 |
| 641308 Cellular Phones | 973 | 1,004 | 538 | 1,104 | 1,104 | 1,104 |
| 641700 Vehicle Repairs & Maint | 270,548 | 215,332 | 68,212 | 280,500 | 280,500 | 285,000 |
| 641800 Equip Repairs & Maint | 11,892 | 6,958 | 4,519 | 13,000 | 13,000 | 13,000 |
| 642000 Facilities Charges | 13,983 | 13,892 | 3,627 | 14,000 | 14,000 | 14,000 |
| 642400 Software Support | 7,460 | 5,708 | 1,948 | 8,350 | 8,350 | 9,000 |
| 642502 CEA Depreciation/Replace. | 10,953 | 10,953 | 3,651 | 11,166 | 11,166 | 9,576 |
| 642900 Interfund Allocations | (6,661) | (8,585) | (789) | (6,000) | (6,000) | (6,000) |
| 643000 Health Services | - | - | - | 20 | 20 | 20 |
| 645100 Laundry Services | 5,438 | 5,390 | 2,351 | 5,547 | 5,547 | 5,658 |
| 650100 Insurance | 31,355 | 27,888 | - | 29,760 | 29,760 | 28,570 |
| 650302 Equipment Rent | 24 | 4,232 | - | 24 | 24 | 24 |
| 659900 Other Contracts/Obligation | 4,840 | 4,103 | - | 6,000 | 6,000 | 1,000 |
| TOTAL PURCHASED SVCS | 393,020 | 345,717 | 95,533 | 411,734 | 411,734 | 402,836 |

**CITY OF APPLETON 2020 BUDGET
CENTRAL EQUIPMENT AGENCY**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 2,386,197 | 2,505,627 | - | 2,580,690 | 2,580,690 | 2,580,690 |
| 672000 Interest Payments | <u>3,160</u> | <u>2,463</u> | <u>-</u> | <u>2,100</u> | <u>2,100</u> | <u>1,810</u> |
| TOTAL MISCELLANEOUS | 2,389,357 | 2,508,090 | - | 2,582,790 | 2,582,790 | 2,582,500 |
| Capital Outlay | | | | | | |
| 680401 Machinery & Equipment | <u>12,955</u> | <u>-</u> | <u>-</u> | <u>187,000</u> | <u>187,000</u> | <u>-</u> |
| TOTAL CAPITAL OUTLAY | 12,955 | - | - | 187,000 | 187,000 | - |
| Transfers | | | | | | |
| 791400 Transfer Out - Capital Project | <u>178,759</u> | <u>322,765</u> | <u>-</u> | <u>186,700</u> | <u>186,700</u> | <u>225,500</u> |
| TOTAL TRANSFERS | 178,759 | 322,765 | - | 186,700 | 186,700 | 225,500 |
| TOTAL EXPENSE | <u>5,397,271</u> | <u>5,709,323</u> | <u>992,051</u> | <u>6,002,234</u> | <u>6,002,234</u> | <u>5,864,403</u> |

CITY OF APPLETON 2020 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Charges for Services | \$ 2,767,683 | \$ 2,827,785 | \$ 3,029,344 | \$ 2,989,000 | \$ 3,064,177 |
| Other | 24,197 | 35,326 | 27,000 | 30,000 | 26,000 |
| Total Revenues | <u>2,791,880</u> | <u>2,863,111</u> | <u>3,056,344</u> | <u>3,019,000</u> | <u>3,090,177</u> |
| Expenses | | | | | |
| Operating Expenses | 2,829,155 | 2,878,469 | 3,045,744 | 3,026,000 | 3,056,403 |
| Depreciation | 2,386,195 | 2,505,624 | 2,580,690 | 2,500,000 | 2,580,690 |
| Total Expenses | <u>5,215,350</u> | <u>5,384,093</u> | <u>5,626,434</u> | <u>5,526,000</u> | <u>5,637,093</u> |
| Operating Loss | (2,423,470) | (2,520,982) | (2,570,090) | (2,507,000) | (2,546,916) |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 2,467 | 5,755 | 4,000 | 10,000 | 4,000 |
| Sale of City Property | 178,855 | 324,776 | 186,700 | 200,000 | 225,500 |
| Interest Expense | (3,160) | (2,463) | (2,100) | (2,100) | (1,810) |
| Total Non-Operating | <u>178,162</u> | <u>328,068</u> | <u>188,600</u> | <u>207,900</u> | <u>227,690</u> |
| Income (Loss) before Contributions and Transfers | (2,245,308) | (2,192,914) | (2,381,490) | (2,299,100) | (2,319,226) |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 2,332,231 | 3,406,710 | 3,346,050 | 3,100,000 | 4,494,321 |
| Transfers Out | (178,759) | (322,765) | (186,700) | (200,000) | (225,500) |
| Change in Net Assets | (91,836) | 891,031 | 777,860 | 600,900 | 1,949,595 |
| Net Assets - Beginning | <u>12,742,536</u> | <u>12,571,496</u> * | <u>13,462,527</u> | <u>13,462,527</u> | <u>14,063,427</u> |
| Net Assets - Ending | <u>\$ 12,650,700</u> | <u>\$ 13,462,527</u> | <u>\$ 14,240,387</u> | <u>\$ 14,063,427</u> | <u>\$ 16,013,022</u> |

* as restated for new pension standards

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 316,878 | \$ 305,278 |
| + Change in Net Assets | 600,900 | 1,949,595 |
| - Capital Contributions | (3,100,000) | (4,494,321) |
| - Principal Repayment | (12,500) | (35,125) |
| + Long Term Debt | 187,000 | - |
| - Fixed Assets | (187,000) | - |
| + Depreciation | 2,500,000 | 2,580,690 |
| Working Cash - End of Year | <u>\$ 305,278</u> | <u>\$ 306,117</u> |

**CITY OF APPLETON 2020 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT**

| Year | 2014 G.O. Notes | |
|------|------------------|-----------------|
| | Principal | Interest |
| 2020 | 15,125 | 1,810 |
| 2021 | 15,625 | 1,500 |
| 2022 | 20,500 | 1,099 |
| 2023 | 21,250 | 633 |
| 2024 | 21,625 | 128 |
| | \$ 94,125 | \$ 5,170 |

| Year | 2019 G.O. Notes | |
|------|-------------------|------------------|
| | Principal | Interest |
| 2020 | 20,000 | * |
| 2021 | 20,000 | * |
| 2022 | 15,000 | 3,013 |
| 2023 | 15,000 | 2,563 |
| 2024 | 15,000 | 2,113 |
| 2025 | 15,000 | 1,663 |
| 2026 | 15,000 | 1,213 |
| 2027 | 15,000 | 875 |
| 2028 | 20,000 | 500 |
| 2029 | 20,000 | 100 |
| | \$ 170,000 | \$ 12,040 |

| Year | Total | |
|------|-------------------|------------------|
| | Principal | Interest |
| 2020 | 35,125 | 1,810 |
| 2021 | 35,625 | 1,500 |
| 2022 | 35,500 | 4,112 |
| 2023 | 36,250 | 3,196 |
| 2024 | 36,625 | 2,241 |
| 2025 | 15,000 | 1,663 |
| 2026 | 15,000 | 1,213 |
| 2027 | 15,000 | 875 |
| 2028 | 20,000 | 500 |
| 2029 | 20,000 | 100 |
| | \$ 264,125 | \$ 17,210 |

* The premium received when the 2019 G.O. notes were issued will be used to pay the amount of interest due in 2020 and 2021, so no interest expense will be recognized for the 2019 G.O. notes in 2020 or 2021.

**CITY OF APPLETON 2020 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 | \$ 46,972 | | | \$ 46,972 |
| 10' Mower | Facilities | 98,715 | | | 98,715 |
| Service Truck KUV | Facilities | 55,850 | | | 55,850 |
| Service Truck KUV | Facilities | 50,130 | | | 50,130 |
| Service Truck KUV | Facilities | 36,430 | | | 36,430 |
| Stake Truck | Forestry | 93,150 | | | 93,150 |
| Aerial Truck | Forestry | 260,000 | | | 260,000 |
| Stump Grinder | Forestry | 61,026 | | | 61,026 |
| Morbark Chipper | Forestry | 87,000 | | | 87,000 |
| 5 Gang Reel Mower | Golf | 56,695 | | | 56,695 |
| Top Dresser | Golf | 15,157 | 3,850 | Golf | 19,007 |
| Rough Mower | Golf | 85,377 | | | 85,377 |
| Prius | DPW | 26,600 | | | 26,600 |
| ASL | Sanitation | 262,303 | | | 262,303 |
| ASL | Sanitation | 262,303 | | | 262,303 |
| Pumper | Fire | 758,000 | | | 758,000 |
| Aerial Truck | Fire | 1,100,000 | | | 1,100,000 |
| Tri-Axle | Street | 248,000 | | | 248,000 |
| Tri-Axle | Street | 248,000 | | | 248,000 |
| Single-Axle RDS | Street | 222,460 | | | 222,460 |
| Buster | Street | 13,500 | | | 13,500 |
| Buster | Water | 13,500 | | | 13,500 |
| Backhoe | Water | 127,000 | | | 127,000 |
| Mini-Excavator | Stormwater | 140,000 | | | 140,000 |
| Trailer | Stormwater | 25,000 | | | 25,000 |
| | | <u>\$ 4,393,168</u> | <u>\$ 3,850</u> | | <u>\$ 4,397,018</u> |

Major changes in Revenue, Expenditures, or Programs:

In 2019, the CEA Review Committee approved the following equipment changes:

1. Facilities downgraded one van to 3/4 ton van to upgrade plow truck chassis and one van body;
2. Golf downgraded one Mower to add a Top Dresser;
3. Added attachments for greens top-dresser (\$3,850 contribution from Golf);
4. DPW downgraded one single-axle truck to upgrade a Forestry water truck and chipper.
5. Elimination of a Sanitation truck and the use of a portion of the accumulated replacement funds to purchase a mini-excavator and trailer for the Stormwater Utility.

\$1,000,000 of G.O. debt has been included in this budget to supplement the cost of the Fire Pumper and Aerial Truck. Fire apparatus costs have escalated at a higher rate than initially projected causing the need for supplemental funding.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Cost effective service - # of vehicles: | | | | | |
| Retained an additional year | 30 | 30 | 36 | 36 | 50 |
| Replaced early | 0 | 0 | 1 | 1 | 0 |

DEPARTMENT BUDGET SUMMARY

| <u>Programs</u> | | <u>Actual</u> | | <u>Budget</u> | | | <u>%</u> |
|-------------------------------|-------------------------|---------------|--------------|---------------------|---------------------|--------------|-----------------|
| <u>Unit</u> | <u>Title</u> | <u>2017</u> | <u>2018</u> | <u>Adopted 2019</u> | <u>Amended 2019</u> | <u>2020</u> | <u>Change *</u> |
| | Program Revenues | \$ 2,770,331 | \$ 3,273,043 | \$ 3,346,284 | \$ 3,346,284 | \$ 4,339,314 | 29.68% |
| | Program Expenses | \$ 2,333,013 | \$ 3,406,950 | \$ 3,346,050 | \$ 3,734,265 | \$ 4,397,018 | 31.41% |
| Expenses Comprised Of: | | | | | | | |
| | Administrative Expense | 75 | 75 | - | - | - | N/A |
| | Capital Expenditures | 2,332,938 | 3,406,875 | 3,346,050 | 3,734,265 | 4,397,018 | 31.41% |

* % change from prior year adopted budget
2020 CEA Replacement.xlsx

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 11,205 | \$ 24,240 | \$ 15,000 | \$ 15,000 | \$ 25,000 |
| 486600 CEA Depreciation Revenue | 2,257,867 | 2,458,434 | 2,717,634 | 2,717,634 | 3,084,964 |
| 508200 Insurance Proceeds | - | 87,424 | - | - | - |
| 591000 Proceeds of Long-term Debt | 250,000 | 250,000 | 350,000 | 350,000 | 1,000,000 |
| 592100 Transfer In - General Fund | 33,000 | 123,980 | 14,700 | 14,700 | - |
| 592200 Transfer In - Special Revenue | - | 1,000 | - | - | - |
| 592601 Transfer In - Water | - | 2,000 | - | - | - |
| 592603 Transfer In - Stormwater | - | - | 60,000 | 60,000 | - |
| 592604 Transfer In - Parking | 30,000 | - | - | - | - |
| 592605 Transfer In - Golf Course | - | 3,200 | - | - | 3,850 |
| 593101 Transfer In - CEA | 188,259 | 322,765 | 188,950 | 188,950 | 225,500 |
| Total Revenue | \$ 2,770,331 | \$ 3,273,043 | \$ 3,346,284 | \$ 3,346,284 | \$ 4,339,314 |
| Expenses | | | | | |
| 630300 Memberships & Licenses | \$ 75 | \$ 75 | \$ - | \$ - | \$ - |
| 680403 Vehicles | 2,332,938 | 3,406,875 | 3,346,050 | 3,734,265 | 4,397,018 |
| Total Expense | \$ 2,333,013 | \$ 3,406,950 | \$ 3,346,050 | \$ 3,734,265 | \$ 4,397,018 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Trans In - Golf Course

| | |
|--|-----------------|
| Golf Course contribution for equipment | \$ 3,850 |
| | <u>\$ 3,850</u> |

Trans In - CEA Internal Service

| | |
|--------------------------------|-------------------|
| Proceeds from sale of vehicles | \$ 225,500 |
| | <u>\$ 225,500</u> |

Equipment

| | |
|--|---------------------|
| Replacement vehicles & equipment (see list, previous page) | \$ 4,397,018 |
| | <u>\$ 4,397,018</u> |

**CITY OF APPLETON 2020 BUDGET
CEA REPLACEMENT**

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

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| Interest Income | \$ 11,205 | \$ 24,240 | \$ 15,000 | \$ 25,000 | \$ 25,000 |
| Charges for Services | 2,257,867 | 2,545,858 | 2,717,634 | 2,700,000 | 3,084,964 |
| Total Revenues | <u>2,269,072</u> | <u>2,570,098</u> | <u>2,732,634</u> | <u>2,725,000</u> | <u>3,109,964</u> |
| Expenses | | | | | |
| Program Costs | 2,333,013 | 3,406,950 | 3,346,050 | 3,565,000 | 4,397,018 |
| Total Expenses | <u>2,333,013</u> | <u>3,406,950</u> | <u>3,346,050</u> | <u>3,565,000</u> | <u>4,397,018</u> |
| Revenues over (under) Expenses | (63,941) | (836,852) | (613,416) | (840,000) | (1,287,054) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Notes | 250,000 | 250,000 | 350,000 | 350,000 | 1,000,000 |
| Transfers In - General Fund | 33,000 | 123,980 | 14,700 | 14,700 | - |
| Transfers In - Special Revenue | - | 1,000 | - | - | - |
| Transfers In - Water Utility | - | 2,000 | - | - | - |
| Transfers In - Stormwater Utility | - | - | 60,000 | 60,000 | - |
| Transfers In - Parking Utility | 30,000 | - | - | - | - |
| Transfers In - Golf Course | - | 3,200 | - | - | 3,850 |
| Transfers In - Internal Service | 188,259 | 322,765 | 188,950 | 200,000 | 225,500 |
| Total Other Financing Sources (Uses) | <u>501,259</u> | <u>702,945</u> | <u>613,650</u> | <u>624,700</u> | <u>1,229,350</u> |
| Net Change in Equity | 437,318 | (133,907) | 234 | (215,300) | (57,704) |
| Fund Balance - Beginning | 2,299,054 | 2,736,372 | 2,602,465 | 2,602,465 | 2,387,165 |
| Fund Balance - Ending | <u>\$ 2,736,372</u> | <u>\$ 2,602,465</u> | <u>\$ 2,602,699</u> | <u>\$ 2,387,165</u> | <u>\$ 2,329,461</u> |

CITY OF APPLETON 2020 BUDGET

HEALTH DEPARTMENT

Public Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2020 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 2019 EVENTS

In 2019, staff responded to several emerging health issues in the community. We responded to active TB cases including one case involving a school age child which required significant follow up testing of students and faculty.

Staff continued 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 2019, we addressed both the hospital and Health Department requirements of the Affordable Care Act. Together, we collaborated on our 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, Little Chute and Fox Crossing. In 2019, we increased the number of service days to reflect the growing number of businesses in these communities.

Staff recognize their role as a collaborative one within the community. 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. In 2019 we participated in a newly formed overdose fatality review committee comprised of law enforcement, legal, coroner's office, first responders, healthcare, public health, and other impacted agencies to better understand the problem and look for ways to prevent future consequences.

By the end of the year, we anticipate that our department will have welcomed 45 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.

In 2019, we worked towards implementation of the new Health in All Policy ordinance by facilitating the interdepartmental work team made up of several department directors and the City's Diversity and Inclusion Coordinator. Our first annual report was provided to several standing committees of the City. This year we also have participated in the Governmental Alliance Racial Equity (GARE) project which looks to study ways to change our work culture to be more inclusive and welcoming to all of our residents.

In 2019 our department committed to work on becoming an accredited health department. The Public Health Accreditation Board (PHAB) is a non-profit organization dedicated to advancing the continuous quality improvement of local public health departments. PHAB's initial accreditation assesses a health department's capacity to carry out the ten Essential Public Health Services; manage an effective health department; and maintain strong and effective communications with the governing entity.

CITY OF APPLETON 2020 BUDGET HEALTH DEPARTMENT

MAJOR 2020 OBJECTIVES

In 2020, 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 providing 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.

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 include the East Central Weights and Measures Consortium, Northeast Wisconsin Immunization Coalition, Breastfeeding Alliance of Northeast Wisconsin, Fox Valley Healthcare Emergency Readiness Coalition, Northeast Wisconsin Public Health Preparedness Partnership, Fox Cities Housing Coalition, 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 the 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 2020, our department will submit our application to the Accreditation Board and prepare for a site visit and review.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 283,879 | \$ 285,219 | \$ 296,601 | \$ 296,601 | \$ 303,335 | 2.27% |
| Program Expenses | | | | | | | |
| 12510 | Administration | 153,417 | 155,905 | 161,806 | 161,806 | 166,160 | 2.69% |
| 12520 | Nursing | 466,168 | 446,727 | 466,524 | 466,524 | 473,450 | 1.48% |
| 12530 | Environmental Health | 357,636 | 356,721 | 362,623 | 362,623 | 354,918 | -2.12% |
| 12540 | Weights & Measures | 205,429 | 211,191 | 211,174 | 211,174 | 213,470 | 1.09% |
| TOTAL | | \$ 1,182,650 | \$ 1,170,544 | \$ 1,202,127 | \$ 1,202,127 | \$ 1,207,998 | 0.49% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,089,784 | 1,084,286 | 1,110,185 | 1,110,185 | 1,115,815 | 0.51% |
| Training & Travel | | 12,157 | 11,560 | 12,110 | 12,110 | 13,070 | 7.93% |
| Supplies & Materials | | 16,919 | 15,562 | 20,050 | 20,050 | 18,700 | -6.73% |
| Purchased Services | | 63,790 | 59,136 | 59,782 | 59,782 | 60,413 | 1.06% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 11.95 | 11.95 | 11.95 | 11.95 | 11.95 | |

* % change from prior year adopted budget
Health.xls

**CITY OF APPLETON 2020 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: "Responsibly deliver 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 45 |
| Staff assessments | | | | | |
| % done within 10 days of due date | 100% | 100% | 100% | 100% | 100% |
| Collaboration with health care providers | | | | | |
| # meetings | 151 | 147 | 140 | 140 | 130 |
| Prepare annual report | | | | | |
| Completed by 120th day of following year | 4/21/2017 | 4/18/2018 | 4/25/2019 | 4/25/2019 | 4/25/2020 |

*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 2020 BUDGET
HEALTH DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ 26 | \$ - | \$ 40 | \$ 40 | \$ 40 |
| Total Revenue | <u>\$ 26</u> | <u>\$ -</u> | <u>\$ 40</u> | <u>\$ 40</u> | <u>\$ 40</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 108,766 | \$ 113,253 | \$ 115,128 | \$ 115,128 | \$ 118,331 |
| 615000 Fringes | 35,871 | 34,392 | 36,303 | 36,303 | 37,334 |
| 620100 Training/Conferences | 1,652 | 1,265 | 1,300 | 1,300 | 1,300 |
| 620600 Parking Permits | 780 | 780 | 720 | 720 | 840 |
| 630100 Office Supplies | 911 | 760 | 1,500 | 1,500 | 1,500 |
| 630300 Memberships & Licenses | 1,855 | 1,855 | 2,000 | 2,000 | 2,000 |
| 630500 Awards & Recognition | 80 | 150 | 195 | 195 | 195 |
| 630700 Food & Provisions | 127 | 197 | 260 | 260 | 260 |
| 631603 Other Misc. Supplies | 29 | 269 | 500 | 500 | 500 |
| 632001 City Copy Charges | 2,126 | 2,085 | 1,250 | 1,250 | 2,000 |
| 632002 Outside Printing | 125 | 29 | 1,250 | 1,250 | 500 |
| 632700 Miscellaneous Equipment | - | - | 200 | 200 | 200 |
| 640700 Recycling Pickup | 204 | 227 | - | - | - |
| 641307 Telephone | 482 | 232 | 750 | 750 | 750 |
| 641308 Cellular Phones | 409 | 411 | 450 | 450 | 450 |
| Total Expense | <u>\$ 153,417</u> | <u>\$ 155,905</u> | <u>\$ 161,806</u> | <u>\$ 161,806</u> | <u>\$ 166,160</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| TB disease resolved | | | | | |
| 3 negative tests, completion of treatment, improved clinical status | 50% | 100% | 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 | 1 | 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 | 207 | 47 | 100 | 150 | 250 |
| TB skin tests: Police, Fire, and Health | | | | | |
| # of TB skin tests | 72 | 95 | 75 | 75 | 75 |

**CITY OF APPLETON 2020 BUDGET
HEALTH DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 11,873 | \$ 5,341 | \$ 9,000 | \$ 9,000 | \$ 7,000 |
| 480100 General Charges for Svc | 501 | 616 | 501 | 501 | 500 |
| 502000 Donations & Memorials | - | 140 | - | - | - |
| Total Revenue | \$ 12,374 | \$ 6,097 | \$ 9,501 | \$ 9,501 | \$ 7,500 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 306,707 | \$ 308,862 | \$ 317,754 | \$ 317,754 | \$ 325,597 |
| 610800 Part-Time Wages | 11,924 | 10,267 | 10,980 | 10,980 | 11,144 |
| 615000 Fringes | 105,257 | 89,447 | 94,570 | 94,570 | 93,009 |
| 620100 Training/Conferences | 799 | 903 | 900 | 900 | 900 |
| 620200 Mileage Reimbursement | 2,472 | 2,257 | 3,000 | 3,000 | 3,000 |
| 620600 Parking Permits | 3,360 | 3,360 | 2,880 | 2,880 | 3,360 |
| 630200 Subscriptions | - | - | 80 | 80 | 80 |
| 630300 Memberships & Licenses | - | 150 | 160 | 160 | 160 |
| 632400 Medical\Lab Supplies | 6,417 | 7,375 | 7,500 | 7,500 | 7,500 |
| 641307 Telephone | 944 | 348 | 700 | 700 | 700 |
| 641308 Cellular Phones | 1,223 | 1,173 | 1,300 | 1,300 | 1,300 |
| 643000 Health Services | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| 643100 Interpreter Services | 14,565 | 10,085 | 14,000 | 14,000 | 14,000 |
| 643200 Lab Fees | - | - | 200 | 200 | 200 |
| Total Expense | \$ 466,168 | \$ 446,727 | \$ 466,524 | \$ 466,524 | \$ 473,450 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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:

This program includes a 3% rate increase for health licenses. The last increase occurred in 2018.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 371 | 402 | 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 | 515 | 506 | 540 | 540 | 540 |
| # follow up inspections | 102 | 104 | 120 | 120 | 120 |
| Response to complaints | | | | | |
| # of complaints/follow ups | 78/58 | 68/20 | 100/50 | 100/50 | 90/50 |
| Initial response within 3 business days | 100% | 97% | 100% | 100% | 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 | 72 | 60 | 25 | 25 | 25 |

**CITY OF APPLETON 2020 BUDGET
HEALTH DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 430500 Health License | \$ 139,694 | \$ 151,995 | \$ 150,000 | \$ 150,000 | \$ 156,500 |
| Total Revenue | <u>\$ 139,694</u> | <u>\$ 151,995</u> | <u>\$ 150,000</u> | <u>\$ 150,000</u> | <u>\$ 156,500</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 238,315 | \$ 248,692 | \$ 247,458 | \$ 247,458 | \$ 239,014 |
| 615000 Fringes | 99,748 | 91,266 | 94,707 | 94,707 | 94,927 |
| 620100 Training/Conferences | 543 | 160 | 450 | 450 | 450 |
| 620600 Parking Permits | 1,080 | 1,080 | 1,080 | 1,080 | 1,260 |
| 630300 Memberships & Licenses | 230 | 110 | 230 | 230 | 230 |
| 630400 Postage\Freight | - | - | 50 | 50 | 50 |
| 631603 Other Misc. Supplies | 608 | 514 | 700 | 700 | 700 |
| 632400 Medical\Lab Supplies | 302 | 379 | 350 | 350 | 350 |
| 632700 Miscellaneous Equipment | 230 | 37 | 250 | 250 | 250 |
| 641307 Telephone | 601 | 232 | 580 | 580 | 580 |
| 641308 Cellular Phones | 1,866 | 1,350 | 1,900 | 1,900 | 1,900 |
| 641800 Equip Repairs & Maint | 548 | 560 | 600 | 600 | 600 |
| 642501 CEA Operations/Maint. | 2,727 | 2,381 | 4,330 | 4,330 | 4,418 |
| 642502 CEA Depreciation/Replace. | 3,009 | 2,344 | 2,338 | 2,338 | 2,289 |
| 643100 Interpreter Services | 433 | - | 100 | 100 | 200 |
| 643200 Lab Fees | 7,396 | 7,616 | 7,500 | 7,500 | 7,700 |
| Total Expense | <u>\$ 357,636</u> | <u>\$ 356,721</u> | <u>\$ 362,623</u> | <u>\$ 362,623</u> | <u>\$ 354,918</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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 176 to 177 with the East Central Weights and Measures consortia and to a 3% increase in Weights and Measures licenses. The last rate increase occurred in 2018.

The 2019 budget for miscellaneous equipment included the cost of recertifying the department's weight equipment by the State lab. This is required every other year and will be due next in 2021.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Reduce price scanning errors | | | | | |
| Error trend reporting compliance | 98.5% | 98.7% | 100.0% | 100.0% | 100.0% |
| Accurate informative labeling | | | | | |
| Positive consumer survey responses | 88.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| Accurate measuring devices | | | | | |
| % of devices that measure accurately | 97.4% | 97.7% | 96.0% | 96.0% | 96.0% |
| Strategic Outcomes | | | | | |
| Improved system of price control | | | | | |
| Error trend reporting compliance | 99.1% | 98.5% | 98.0% | 98.0% | 98.0% |
| Reduced short weight and measure sales | | | | | |
| Error trend reporting compliance | 97.9% | 98.5% | 96.0% | 96.0% | 96.0% |
| Confidence of businesses in system integrity | | | | | |
| Positive consumer survey responses | 88.0% | 98.2% | 99.0% | 99.0% | 99.0% |
| Work Process Outputs | | | | | |
| Price scanning inspections | | | | | |
| # of annual and reinspections | 125 | 141 | 130 | 130 | 130 |
| Commodity inspections | | | | | |
| # of inspections | 17,887 | 20,716 | 15,000 | 15,000 | 17,000 |
| Device inspections | | | | | |
| # of inspections | 1,787 | 1,631 | 1,775 | 1,775 | 1,775 |

**CITY OF APPLETON 2020 BUDGET
HEALTH DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 431200 Wts & Measures License | \$ 62,491 | \$ 56,779 | \$ 60,500 | \$ 60,500 | \$ 62,300 |
| 480100 General Charges for Svc | 67,865 | 59,515 | 76,560 | 76,560 | 76,995 |
| 490800 Misc Intergov Charges | - | 10,833 | - | - | - |
| 503000 Damage to City Property | 1,429 | - | - | - | - |
| Total Revenue | \$ 131,785 | \$ 127,127 | \$ 137,060 | \$ 137,060 | \$ 139,295 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 127,436 | \$ 134,456 | \$ 136,865 | \$ 136,865 | \$ 138,799 |
| 615000 Fringes | 55,761 | 53,649 | 56,420 | 56,420 | 57,660 |
| 620100 Training/Conferences | 511 | 675 | 700 | 700 | 700 |
| 620600 Parking Permits | 960 | 1,080 | 1,080 | 1,080 | 1,260 |
| 630300 Memberships & Licenses | 225 | 225 | 225 | 225 | 225 |
| 631603 Other Misc. Supplies | 622 | 595 | 350 | 350 | 500 |
| 632700 Miscellaneous Equipment | 3,031 | 832 | 3,000 | 3,000 | 1,500 |
| 641307 Telephone | 49 | 39 | 250 | 250 | 100 |
| 641308 Cellular Phones | 462 | 1,098 | 450 | 450 | 600 |
| 641800 Equip Repairs & Maint | - | 171 | 600 | 600 | 600 |
| 642501 CEA Operations/Maint. | 6,093 | 6,823 | 4,691 | 4,691 | 4,983 |
| 642502 CEA Depreciation/Replace. | 10,279 | 11,548 | 6,543 | 6,543 | 6,543 |
| Total Expense | \$ 205,429 | \$ 211,191 | \$ 211,174 | \$ 211,174 | \$ 213,470 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

| Charges for sealer's services | # of Days | Charge |
|-------------------------------|------------|------------------|
| @ \$435 per day | | |
| New London | 18 | \$ 7,830 |
| 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 |
| | 177 | \$ 76,995 |

**CITY OF APPLETON 2020 BUDGET
HEALTH DEPARTMENT**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|---------------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Charges for Services | | | | | | |
| 422500 Health Grants & Aids | 11,873 | 5,341 | 4,158 | 9,000 | 9,000 | 7,000 |
| 430500 Health License | 139,694 | 151,995 | 153,660 | 150,000 | 150,000 | 156,500 |
| 431200 Weights & Measures License | 62,491 | 56,779 | 8,866 | 60,500 | 60,500 | 62,300 |
| 480100 General Charges for Service | 68,392 | 60,131 | 268 | 77,101 | 77,101 | 77,535 |
| 490800 Misc Intergovernmental Charges | - | 10,833 | 53,505 | - | - | - |
| 502000 Donations & Memorials | - | 140 | - | - | - | - |
| 503000 Damage to City Property | 1,429 | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | 283,879 | 285,219 | 220,457 | 296,601 | 296,601 | 303,335 |
| Salaries | | | | | | |
| 610100 Regular Salaries | 683,500 | 699,360 | 415,275 | 816,767 | 816,767 | 821,303 |
| 610800 Part-Time Wages | 11,924 | 10,267 | 7,998 | 10,980 | 10,980 | 11,144 |
| 611000 Other Compensation | 630 | 610 | 610 | 438 | 438 | 438 |
| 611400 Sick Pay | 3,042 | 5,829 | 548 | - | - | - |
| 611500 Vacation Pay | 94,051 | 99,465 | 47,621 | - | - | - |
| 615000 Fringes | 296,637 | 268,755 | 151,617 | 282,000 | 282,000 | 282,930 |
| TOTAL PERSONNEL | 1,089,784 | 1,084,286 | 623,669 | 1,110,185 | 1,110,185 | 1,115,815 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 3,505 | 3,003 | 345 | 3,350 | 3,350 | 3,350 |
| 620200 Mileage Reimbursement | 2,472 | 2,257 | 1,831 | 3,000 | 3,000 | 3,000 |
| 620600 Parking Permits | 6,180 | 6,300 | 5,787 | 5,760 | 5,760 | 6,720 |
| TOTAL TRAINING / TRAVEL | 12,157 | 11,560 | 7,963 | 12,110 | 12,110 | 13,070 |
| Supplies | | | | | | |
| 630100 Office Supplies | 911 | 760 | 125 | 1,500 | 1,500 | 1,500 |
| 630200 Subscriptions | - | - | - | 80 | 80 | 80 |
| 630300 Memberships & Licenses | 2,310 | 2,340 | 1,155 | 2,615 | 2,615 | 2,615 |
| 630400 Postage\Freight | - | - | - | 50 | 50 | 50 |
| 630500 Awards & Recognition | 80 | 150 | 78 | 195 | 195 | 195 |
| 630700 Food & Provisions | 127 | 197 | 27 | 260 | 260 | 260 |
| 631603 Other Misc. Supplies | 1,260 | 1,379 | 943 | 1,550 | 1,550 | 1,700 |
| 632001 City Copy Charges | 2,126 | 2,085 | 1,498 | 1,250 | 1,250 | 2,000 |
| 632002 Outside Printing | 125 | 29 | - | 1,250 | 1,250 | 500 |
| 632400 Medical/Lab Supplies | 6,719 | 7,754 | 867 | 7,850 | 7,850 | 7,850 |
| 632700 Miscellaneous Equipment | 3,261 | 868 | 265 | 3,450 | 3,450 | 1,950 |
| TOTAL SUPPLIES | 16,919 | 15,562 | 4,958 | 20,050 | 20,050 | 18,700 |
| Purchased Services | | | | | | |
| 640700 Solid Waste / Recycling Pickup | 204 | 227 | 114 | - | - | - |
| 641307 Telephone | 2,076 | 850 | 722 | 2,280 | 2,280 | 2,130 |
| 641308 Cellular Phones | 3,961 | 4,032 | 2,373 | 4,100 | 4,100 | 4,250 |
| 641800 Equip Repairs & Maint | 548 | 731 | 607 | 1,200 | 1,200 | 1,200 |
| 642501 CEA Operations/Maint. | 8,820 | 9,203 | 2,989 | 9,021 | 9,021 | 9,401 |
| 642502 CEA Depreciation/Replace. | 13,287 | 13,892 | 7,229 | 8,881 | 8,881 | 8,832 |
| 643000 Health Services | 12,500 | 12,500 | - | 12,500 | 12,500 | 12,500 |
| 643100 Interpreter Services | 14,998 | 10,085 | 14,100 | 14,100 | 14,100 | 14,200 |
| 643200 Lab Fees | 7,396 | 7,616 | 7,700 | 7,700 | 7,700 | 7,900 |
| TOTAL PURCHASED SVCS | 63,790 | 59,136 | 35,834 | 59,782 | 59,782 | 60,413 |
| TOTAL EXPENSE | 1,182,650 | 1,170,544 | 672,424 | 1,202,127 | 1,202,127 | 1,207,998 |

CITY OF APPLETON 2020 BUDGET

**HEALTH GRANTS
SPECIAL REVENUE FUNDS**

Public Health Officer: Kurt D. Eggebrecht

**CITY OF APPLETON 2020 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 2019 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 continues to support 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 and to support our work on becoming an accredited health department.

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 Loan Program, Pillars, Inc., and Appleton Housing Authority to identify families whose pre-1950 homes are being rehabilitated. Our goal this year is that 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 and naturally occurring events such as an influenza pandemic. The department's Public Health preparedness staff continued to provide technical and staff support to several communities including 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. In 2019, we also reached out to larger employers to encourage the formation of closed points of dispensing sites (PODS) for distribution of medicine in a public health emergency.

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2020 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 | | | % |
|------------------------------------|-----------------------|------------|------------|--------------|--------------|------------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 155,037 | \$ 174,490 | \$ 194,686 | \$ 194,686 | \$ 188,888 | -2.98% |
| Program Expenses | | | | | | | |
| 2710 | MCH Grant | 40,067 | 38,492 | 38,732 | 38,732 | 38,732 | 0.00% |
| 2730 | Prevention Grant | 7,902 | 18,034 | 7,902 | 7,902 | 7,902 | 0.00% |
| 2740 | CDC Lead Grant | 9,891 | 9,504 | 10,317 | 10,317 | 10,519 | 1.96% |
| 2750 | Vaccine Improvement | 32,830 | 24,235 | 27,531 | 27,531 | 27,531 | 0.00% |
| 2780 | Bioterrorism Grant | 64,352 | 43,896 | 110,204 | 110,204 | 104,204 | -5.44% |
| | Discontinued Programs | - | - | - | - | - | N/A |
| TOTAL | | \$ 155,042 | \$ 134,161 | \$ 194,686 | \$ 194,686 | \$ 188,888 | -2.98% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 115,948 | 94,025 | 165,588 | 165,588 | 167,996 | 1.45% |
| Training & Travel | | 17,879 | 15,581 | 17,022 | 17,022 | 11,762 | -30.90% |
| Supplies & Materials | | 12,619 | 18,082 | 6,526 | 6,526 | 5,194 | -20.41% |
| Purchased Services | | 8,596 | 6,473 | 5,550 | 5,550 | 3,936 | -29.08% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 1.46 | 1.29 | 1.54 | 1.54 | 1.54 | 1.54% |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2710

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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Access to prenatal care # of women served | 29 | 31 | 22 | 22 | 28 |
| Strategic Outcomes | | | | | |
| Reduce # of deaths of children from birth to 1 due to unsafe sleep environments # of infant / toddler deaths | 1 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| # of clients served who receive ages and stages assessment and education | 28 | 27 | 24 | 24 | 26 |
| Attend community meetings | 100% | 100% | 100% | 100% | 100% |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2710

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 40,064 | \$ 38,495 | \$ 38,732 | \$ 38,732 | \$ 38,732 |
| | <u>\$ 40,064</u> | <u>\$ 38,495</u> | <u>\$ 38,732</u> | <u>\$ 38,732</u> | <u>\$ 38,732</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 4,582 | \$ 5,311 | \$ 5,153 | \$ 5,153 | \$ 5,802 |
| 610800 Part-Time Wages | 26,556 | 25,360 | 25,900 | 25,900 | 26,291 |
| 615000 Fringes | 5,753 | 5,954 | 3,779 | 3,779 | 3,899 |
| 620100 Training/Conferences | 604 | 257 | 600 | 600 | 540 |
| 620200 Mileage Reimbursement | 245 | 292 | 300 | 300 | 300 |
| 632400 Medical/Lab Supplies | 655 | - | 1,000 | 1,000 | 600 |
| 643100 Interpreter Services | 1,672 | 1,318 | 2,000 | 2,000 | 1,300 |
| | <u>\$ 40,067</u> | <u>\$ 38,492</u> | <u>\$ 38,732</u> | <u>\$ 38,732</u> | <u>\$ 38,732</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Prevention Grant

Business Unit 2730

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: "Responsibly deliver 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 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

No performance indicators are prepared based on the uncertainty of the funding.

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Prevention Grant

Business Unit 2730

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|-----------------|------------------|-----------------|-----------------|-----------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 7,902 | \$ 18,034 | \$ 7,902 | \$ 7,902 | \$ 7,902 |
| | <u>\$ 7,902</u> | <u>\$ 18,034</u> | <u>\$ 7,902</u> | <u>\$ 7,902</u> | <u>\$ 7,902</u> |
| Expenses | | | | | |
| 620100 Training/Conferences | \$ 7,902 | \$ 5,100 | \$ 7,902 | \$ 7,902 | \$ 7,902 |
| 631603 Other Misc. Supplies | - | 9,262 | - | - | - |
| 632001 City Copy Charges | - | 1,000 | - | - | - |
| 640400 Consulting Services | - | 2,672 | - | - | - |
| | <u>\$ 7,902</u> | <u>\$ 18,034</u> | <u>\$ 7,902</u> | <u>\$ 7,902</u> | <u>\$ 7,902</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - CDC Lead Grant

Business Unit 2740

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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 1 | 0 | 3 | 3 | 3 |
| # of EBLs 10 -19 | 4 | 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 | 22 | 15 | 25 | 25 | 18 |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - CDC Lead Grant

Business Unit 2740

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|-----------------|-----------------|------------------|------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 9,890 | \$ 9,457 | \$ 10,317 | \$ 10,317 | \$ 10,519 |
| | <u>\$ 9,890</u> | <u>\$ 9,457</u> | <u>\$ 10,317</u> | <u>\$ 10,317</u> | <u>\$ 10,519</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 8,434 | \$ 8,160 | \$ 8,834 | \$ 8,834 | \$ 8,989 |
| 615000 Fringes | 1,397 | 1,344 | 1,483 | 1,483 | 1,530 |
| 643100 Interpreter Services | 60 | - | - | - | - |
| | <u>\$ 9,891</u> | <u>\$ 9,504</u> | <u>\$ 10,317</u> | <u>\$ 10,317</u> | <u>\$ 10,519</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Vaccine Improvement Grant

Business Unit 2750

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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Immunization rate @ 24 months of age % @ 24 months immunized | 80% | 78% | 90% | 90% | 90% |
| Strategic Outcomes | | | | | |
| Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age | | | | | |
| # of cases | 14 | 13 | 15 | 15 | 15 |
| # cases statewide | 883 | 738 | 450 | 600 | 700 |
| Work Process Outputs | | | | | |
| Internal case audit by 2/15 # of tracking contacts | 2/15/2017 1,364 | 2/15/2018 1,278 | 2/15/2019 1,500 | 2/15/2019 1,500 | 2/15/2020 1,300 |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Vaccine Improvement Grant

Business Unit 2750

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 32,830 | \$ 24,235 | \$ 27,531 | \$ 27,531 | \$ 27,531 |
| | <u>\$ 32,830</u> | <u>\$ 24,235</u> | <u>\$ 27,531</u> | <u>\$ 27,531</u> | <u>\$ 27,531</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 21,504 | \$ 18,923 | \$ 20,179 | \$ 20,179 | \$ 20,997 |
| 615000 Fringes | 3,567 | 3,116 | 2,776 | 2,776 | 2,872 |
| 620100 Training/Conferences | 75 | 109 | 300 | 300 | 300 |
| 632400 Medical/Lab Supplies | 2,204 | 1,455 | 2,026 | 2,026 | 2,026 |
| 642900 Interfund Allocations | 3,744 | - | - | - | - |
| 643000 Health Services | - | - | 150 | 150 | 150 |
| 643100 Interpreter Services | 1,736 | 632 | 2,100 | 2,100 | 1,186 |
| | <u>\$ 32,830</u> | <u>\$ 24,235</u> | <u>\$ 27,531</u> | <u>\$ 27,531</u> | <u>\$ 27,531</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Bioterrorism Grant

Business Unit 2780

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, 2019 - June, 2020. We have received contracts from Marquette (\$6,000) and Waushara (\$6,000) counties, and the City of Menasha (\$6,000). It is also assumed these contracts will be renewed in July 2020, provided there is no change in State and Federal funding.

The 2020 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| # of trainings available | 12 | 10 | 12 | 11 | 8 |
| Strategic Outcomes | | | | | |
| Active regional coalition # of meetings / year | 5 | 5 | 5 | 5 | 5 |
| Work Process Outputs | | | | | |
| % of coalition meetings attended | 100% | 100% | 100% | 100% | 100% |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Bioterrorism Grant

Business Unit 2780

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 37,351 | \$ 63,269 | \$ 86,204 | \$ 86,204 | \$ 86,204 |
| 480100 General Charges for Service | 27,000 | 17,000 | 24,000 | 24,000 | 18,000 |
| 490800 Misc Intergovernmental Cha | - | 4,000 | - | - | - |
| | <u>\$ 64,351</u> | <u>\$ 84,269</u> | <u>\$ 110,204</u> | <u>\$ 110,204</u> | <u>\$ 104,204</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 37,409 | \$ 21,649 | \$ 67,770 | \$ 67,770 | \$ 67,770 |
| 615000 Fringes | 6,745 | 4,210 | 29,714 | 29,714 | 29,846 |
| 620100 Training/Conferences | 7,977 | 9,252 | 6,000 | 6,000 | 1,800 |
| 620200 Mileage Reimbursement | 542 | 100 | 1,500 | 1,500 | 500 |
| 620600 Parking Permits | 535 | 470 | 420 | 420 | 420 |
| 630100 Office Supplies | - | 47 | 700 | 700 | 700 |
| 631603 Other Misc. Supplies | 4,985 | 5,171 | 1,500 | 1,500 | 1,500 |
| 632001 City Copy Charges | - | 1,147 | - | - | - |
| 632002 Outside Printing | - | - | 500 | 500 | 368 |
| 632400 Medical/Lab Supplies | 4,775 | - | 300 | 300 | - |
| 632700 Miscellaneous Equipment | - | - | 500 | 500 | - |
| 640100 Accounting/Audit Fees | 500 | 1,312 | 500 | 500 | 500 |
| 641307 Telephone | 337 | 155 | 300 | 300 | 300 |
| 641308 Cellular Phones | 547 | 383 | 500 | 500 | 500 |
| | <u>\$ 64,352</u> | <u>\$ 43,896</u> | <u>\$ 110,204</u> | <u>\$ 110,204</u> | <u>\$ 104,204</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
HEALTH GRANTS**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|---------------------------------------|----------------|----------------|--------------------|------------------|---------------------|----------------|
| Program Revenues | | | | | | |
| 422500 Health Grants & Aids | 128,037 | 153,490 | 109,492 | 170,686 | 170,686 | 170,888 |
| 480100 General Charges for Service | 27,000 | 17,000 | - | 24,000 | 24,000 | 18,000 |
| 490800 Misc Intergovernmental Charges | - | 4,000 | 12,000 | - | - | - |
| TOTAL PROGRAM REVENUES | 155,037 | 174,490 | 121,492 | 194,686 | 194,686 | 188,888 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 66,395 | 46,497 | 17,090 | 101,936 | 101,936 | 103,558 |
| 610800 Part-Time Wages | 26,556 | 25,360 | 13,371 | 25,900 | 25,900 | 26,291 |
| 611500 Vacation Pay | 5,534 | 7,544 | 2,027 | - | - | - |
| 615000 Fringes | 17,463 | 14,624 | 5,876 | 37,752 | 37,752 | 38,147 |
| TOTAL PERSONNEL | 115,948 | 94,025 | 38,364 | 165,588 | 165,588 | 167,996 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 16,557 | 14,719 | 10,798 | 14,802 | 14,802 | 10,542 |
| 620200 Mileage Reimbursement | 787 | 392 | - | 1,800 | 1,800 | 800 |
| 620600 Parking Permits | 535 | 470 | - | 420 | 420 | 420 |
| TOTAL TRAINING / TRAVEL | 17,879 | 15,581 | 10,798 | 17,022 | 17,022 | 11,762 |
| Supplies | | | | | | |
| 630100 Office Supplies | - | 47 | - | 700 | 700 | 700 |
| 631603 Other Misc. Supplies | 4,985 | 14,433 | 2,161 | 1,500 | 1,500 | 1,500 |
| 632001 City Copy Charges | - | 2,147 | - | - | - | - |
| 632002 Outside Printing | - | - | - | 500 | 500 | 368 |
| 632400 Medical/Lab Supplies | 7,634 | 1,455 | - | 3,326 | 3,326 | 2,626 |
| 632700 Miscellaneous Equipment | - | - | - | 500 | 500 | - |
| TOTAL SUPPLIES | 12,619 | 18,082 | 2,161 | 6,526 | 6,526 | 5,194 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 500 | 1,312 | - | 500 | 500 | 500 |
| 640400 Consulting Services | - | 2,672 | 10,000 | - | - | - |
| 641307 Telephone | 337 | 155 | 124 | 300 | 300 | 300 |
| 641308 Cellular Phones | 547 | 383 | 124 | 500 | 500 | 500 |
| 642900 Interfund Allocations | 3,744 | - | - | - | - | - |
| 643000 Health Services | - | - | - | 150 | 150 | 150 |
| 643100 Interpreter Services | 3,468 | 1,951 | - | 4,100 | 4,100 | 2,486 |
| TOTAL PURCHASED SVCS | 8,596 | 6,473 | 10,248 | 5,550 | 5,550 | 3,936 |
| TOTAL EXPENSE | 155,042 | 134,161 | 61,571 | 194,686 | 194,686 | 188,888 |

CITY OF APPLETON 2020 BUDGET
HEALTH GRANTS
SPECIAL REVENUE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|--------------------------------|-------------------|------------------|------------------|-------------------|------------------|
| Intergovernmental * \$ | 128,037 | \$ 153,490 | \$ 170,686 | \$ 176,128 | \$ 170,888 |
| Charges for Service | 27,000 | 21,000 | 24,000 | 24,000 | 18,000 |
| Total Revenues | <u>155,037</u> | <u>174,490</u> | <u>194,686</u> | <u>200,128</u> | <u>188,888</u> |
| Expenses | | | | | |
| Program Costs | 155,042 | 134,161 | 194,686 | 194,686 | 188,888 |
| Total Expenses | <u>155,042</u> | <u>134,161</u> | <u>194,686</u> | <u>194,686</u> | <u>188,888</u> |
| Revenues over (under) Expenses | (5) | 40,329 | - | 5,442 | - |
| Fund Balance - Beginning | <u>(5,438)</u> | <u>(5,443)</u> | <u>34,886</u> | <u>34,886</u> | <u>40,328</u> |
| Fund Balance - Ending | <u>\$ (5,443)</u> | <u>\$ 34,886</u> | <u>\$ 34,886</u> | <u>\$ 40,328</u> | <u>\$ 40,328</u> |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

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CITY OF APPLETON 2020 BUDGET

POLICE DEPARTMENT

Police Chief: Todd L. Thomas

Assistant Police Chief: Lawrence W. Potter

CITY OF APPLETON 2020 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2019 EVENTS

The Officer Safety Program was introduced to Appleton police officers in 2015 with the inclusion of body worn cameras (BWC) and tasers. Global advancement of the BWC has accelerated the growth in technology to improve the capabilities of high-resolution video and clearer audio. The trend in BWC has also promoted the development of other integrated applications such as auto tagging, auto activation, managing digital evidence, redaction capabilities, as well as other modules. The benefits of the Officer Safety Program have proven to be valuable in *fighting crime, solving problems* and keeping our City safe. As we anticipate renewing the five-year contract with upgrades in cameras and tasers, we realize the benefits of bundling equipment and applications for a greater experience and efficiency in promoting officer safety and preventing crime.

Crossing Guards completed the 2018-2019 school year successfully under the management of All City Management Services, Inc., a national company that provides safety services for schools. As with any new program, we were initially involved in preparations for the changeover and to ensure guard locations were covered throughout the school year. We anticipate continued success as we resume the three-year contract in partnership with the Appleton Area School District for the 2019-2020 school year.

Unmanned aerial vehicles (UAV), also known as drones, have been changing how police respond to crime scenes, search and rescue operations, drug interdictions, and other types of police activity. Our drone program launched in 2018 has proven to be a critical component of how we respond to calls. During the second quarter of 2019, we had 15 deployments that would have involved officer safety concerns had the drone not been deployed. Drone technology will continue to evolve and change how we respond to calls with more efficiency and safety for officers and citizens.

The Spillman Technologies Records Management System (RMS) was launched in June, 2018 with expectations that we will continue to discover efficiencies in processing reports. One of the efficiencies is cross-training for all records clerks allowing the completion of a report from start to finish without having multiple clerks touch the same report. Another efficiency is Compstat, a component of Spillman RMS, that provides data analysis for mapping and real-time sharing that will benefit police operations and the community.

One of the priorities in 2019 was promoting the health and well-being of police employees through education and raising awareness of the importance of healthy living. With funding support through the International Association for Clear Thinking (I'ACT), we were able to provide an "emotional wellness check-in" for all police employees. Participating in the sessions and having the peer resources necessary to deal with the stress that comes with the profession was instrumental as we experienced the critical incident in May, 2019.

In collaboration with the Appleton School District, St. Francis Xavier, and Fox Valley Lutheran schools, the School Resource Officer (SRO) Unit worked diligently in the area of increasing school safety. The result was a grant award through the State of Wisconsin Officer of School Safety (2017 Wisconsin Act 143). The funding targeted the hardening of school physical security, and training in trauma and mental health recognition. The SRO Unit also worked with school staff to facilitate the "active shooter" or ALICE scenarios.

A trained law enforcement canine is a valuable resource in tracking suspects, locating contraband, finding missing persons or explosives detection. Recognizing the importance of this program, our community provided support to purchase our newest canine, Zuul after the retirement of canine Jico in 2018. Zuul, along with his handler, completed a six-week training program in New Mexico in April, 2019. The high level of skill exhibited by all of our canines attest to the training provided by the handlers on a daily basis.

Technology and networking continue to be essential in communicating with the media and public. Through a cooperative working relationship with the media, we can inform the public during emergency incidents. Like other law enforcement, we have also experienced a substantial increase in followers and continue to seek citizen involvement in identifying and solving community problems. This form of communication is a valuable tool to ensure we are connecting with the public we serve.

CITY OF APPLETON 2020 BUDGET POLICE DEPARTMENT

MAJOR 2020 OBJECTIVES

Deliver a high level of police services while maximizing resources and leveraging technologies to enhance effectiveness and efficiencies.

Ensure the Crossing Guard contracted service is meeting the needs of the children at guarded crossings.

Promote the continued health and well-being of employees through established wellness check-ins and the new Employee Wellness Committee.

Continue assessment of the Officer Safety Program for equipment and body worn cameras.

Evaluate the operations staffing levels, deployment and service levels to ensure we are providing quality police services.

Expand and use our communications platforms to educate the community on our successes and encourage active participation in public safety.

Continue to develop the Spillman Technologies Records Management System.

Collaborate on mental health and AODA related public safety issues with the appropriate services.

Enhance crime prevention awareness within the community and increase personal interactions with citizens through meetings and community events to help build a greater sense of community safety.

Identify new policing model recommendations and consider inclusion in APD planning and operation including the full civilianization of our Evidence Unit and formal development of our Community Resource Unit and

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|-------------------------|---------------|---------------|---------------|---------------|---------------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 820,185 | \$ 924,210 | \$ 1,013,747 | \$ 1,038,747 | \$ 1,057,838 | 4.35% |
| Program Expenses | | | | | | | |
| 17511 | Executive Management | 1,083,754 | 1,126,925 | 1,094,909 | 1,123,409 | 1,137,518 | 3.89% |
| 17512 | Administrative Services | 2,079,906 | 2,092,279 | 2,026,683 | 2,026,683 | 1,970,634 | -2.77% |
| 17524 | Community Services | 482,943 | 777,909 | 892,022 | 892,022 | 900,879 | 0.99% |
| 17532 | Investigative Services | 3,472,942 | 4,283,653 | 4,229,194 | 4,229,194 | 4,412,347 | 4.33% |
| 17541 | Field Operations | 10,416,944 | 9,418,315 | 10,147,141 | 10,147,141 | 10,252,222 | 1.04% |
| TOTAL | | \$ 17,536,489 | \$ 17,699,081 | \$ 18,389,949 | \$ 18,418,449 | \$ 18,673,600 | 1.54% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 15,714,864 | 15,710,920 | 16,034,646 | 16,034,646 | 16,329,090 | 1.84% |
| Training & Travel | | 91,736 | 88,420 | 97,780 | 97,780 | 97,780 | 0.00% |
| Supplies & Materials | | 245,285 | 202,696 | 311,295 | 314,795 | 283,955 | -8.78% |
| Purchased Services | | 1,484,604 | 1,697,045 | 1,946,228 | 1,971,228 | 1,962,775 | 0.85% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 137.00 | 138.00 | 140.00 | 140.00 | 140.00 | |

**CITY OF APPLETON 2020 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 all Key Strategies in the City of Appleton Strategic Plan

Objectives:

Responsibly deliver excellent police services and ensure budget and policy compliance.
Provide leadership and oversight to the community to support community partnerships.
Coordinate inter/intra departmental activities and solicit employee participation in department programs.

Major Changes in Revenue, Expenditures or Programs:

This budget includes a reduction of \$14,700 in guns and ammunition for the replacement of duty ammunition purchased in 2019. A budget increase of \$10,000 in other contracts and obligations reflects the cost for the range lead-mining that is required every three years.

Additionally, this budget supports a Wellness Program (\$31,250) which is funded by an anticipated \$25,000 grant along with a department match of 25%, or \$6,250. Through this program, a licensed professional counselor provides emotional wellness check-ins to sworn and civilian Police employees to help successfully cope with career and personal stresses to improve their health and well-being.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Increase public safety and awareness | | | | | |
| # of media contacts | 551 | 550 | 550 | 550 | 550 |
| # of news releases distributed | 83 | 85 | 85 | 100 | 100 |
| # of social media followers | 41,187 | 50,863 | 48,000 | 51,000 | 53,000 |
| Identify, assess and respond to community needs | | | | | |
| % of favorable survey responses to meeting community needs (1 year survey) | 84% | 84% | 84% | N/A* | 85% |
| Strategic Outcomes | | | | | |
| Provide excellence in police services | | | | | |
| % from survey that are satisfied with department's overall performance | N/A | 85% | 85% | N/A* | 85% |
| Work Process Outputs | | | | | |
| Foster community relationships | | | | | |
| # of active Neighborhood Watch Groups | 140 | 75 | 140 | 80 | 100 |
| Cultural responsiveness | | | | | |
| # of diversity initiatives/meetings | 40 | 24 | 35 | 25 | 25 |

* Survey is bi-annual, no survey performed in 2019
Police.xls

**CITY OF APPLETON 2020 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 16,480 | \$ 15,680 | \$ 17,600 | \$ 17,600 | \$ 17,600 |
| 451000 Court Fines & Fees | 255,440 | 265,875 | 275,000 | 275,000 | 275,000 |
| 480100 General Charges for Svc | 14,862 | 20,732 | 20,000 | 20,000 | 20,000 |
| 480600 False Alarm Fees | 9,675 | 9,750 | 10,000 | 10,000 | 10,000 |
| 490800 Misc Intergov Charges | 9,382 | - | - | - | - |
| 501000 Miscellaneous Revenue | 6,577 | 11,430 | 5,000 | 5,000 | 5,000 |
| 502000 Donations & Memorials | 7,398 | 12,315 | 3,000 | 28,000 | 25,000 |
| 503000 Damage to City Property | 1,048 | 5,484 | - | - | - |
| 503500 Other Reimbursements | 1,470 | 1,676 | - | - | - |
| 508500 Cash Short or Over | 18 | 12 | - | - | - |
| Total Revenue | \$ 322,350 | \$ 342,954 | \$ 330,600 | \$ 355,600 | \$ 352,600 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 604,168 | \$ 646,554 | \$ 636,087 | \$ 636,087 | \$ 650,728 |
| 610500 Overtime Wages | 29,136 | 35,398 | 7,249 | 7,249 | 7,321 |
| 610800 Part-Time Wages | 1,579 | 18,569 | - | - | - |
| 615000 Fringes | 251,409 | 245,070 | 235,924 | 235,924 | 245,820 |
| 620100 Training/Conferences | 74,536 | 82,704 | 85,000 | 85,000 | 85,000 |
| 620400 Tuition Fees | 16,071 | 2,608 | 10,860 | 10,860 | 10,860 |
| 620500 Employee Recruitment | 624 | 2,605 | 1,500 | 1,500 | 1,500 |
| 620600 Parking Permits | 505 | 471 | 420 | 420 | 420 |
| 630100 Office Supplies | - | 43 | - | - | - |
| 630200 Subscriptions | 1,135 | 1,225 | 1,200 | 1,200 | 1,200 |
| 630300 Memberships & Licenses | 2,976 | 1,955 | 2,230 | 2,230 | 2,230 |
| 630400 Postage\Freight | 8 | 120 | 200 | 200 | 200 |
| 630500 Awards & Recognition | 2,426 | 2,484 | 2,055 | 2,055 | 2,055 |
| 630700 Food & Provisions | 3,069 | 2,733 | 2,740 | 2,740 | 2,740 |
| 631200 Guns & Ammunition | 21,285 | 19,758 | 37,700 | 37,700 | 23,000 |
| 631500 Books & Library Materials | 456 | 454 | 330 | 330 | 330 |
| 631603 Other Misc. Supplies | 11,262 | 6,407 | 4,500 | 8,000 | 8,000 |
| 632100 Clothing | 24,500 | 33,462 | 30,500 | 30,500 | 30,500 |
| 632700 Miscellaneous Equipment | 9,265 | 5,392 | 7,000 | 7,000 | 7,000 |
| 632800 Signs | 454 | 300 | - | - | - |
| 640200 Legal Fees | 253 | 96 | 100 | 100 | 100 |
| 640400 Consulting Services | 7,049 | 4,650 | 5,000 | 5,000 | 5,000 |
| 641800 Equip Repairs & Maint | 484 | 1,321 | 500 | 500 | 500 |
| 643000 Health Services | 464 | 45 | 400 | 400 | 400 |
| 659900 Other Contracts/Obligation | 20,640 | 12,501 | 23,414 | 48,414 | 52,614 |
| Total Expense | \$ 1,083,754 | \$ 1,126,925 | \$ 1,094,909 | \$ 1,123,409 | \$ 1,137,518 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|---------------------------------------|------------------|---|------------------|
| <u>Clothing</u> | | <u>Training/Conferences</u> | |
| New officer issue 7 @\$1,000 | \$ 7,000 | DOJ training and 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> |
| <u>Guns & Ammunition</u> | | <u>Other Contracts and Obligations</u> | |
| Ammunition/XREP rounds | \$ 15,500 | Background checks/misc | \$ 3,581 |
| Firearms /Taser/Armor | 5,000 | PD range maintenance | 7,783 |
| Protective equipment | 2,500 | Range lead mining | 10,000 |
| | <u>\$ 23,000</u> | Wellness program | 31,250 |
| | | | <u>\$ 52,614</u> |

**CITY OF APPLETON 2020 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 #1, #3, #4, #5, and #6

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:

This budget acknowledges the Police Department reorganization in 2019 which included the transfer of a Police Communications Specialist from this budget to a Forensic Evidence Specialist in the Investigative Services budget at an estimated cost of \$64,633 in personnel expenses.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 29,320 | 19,832 | 29,000 | 20,000 | 20,000 |
| 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 | 2850 | 2,812 | 3,000 | 3,000 | 3,000 |
| # of Criminal history queries | 5,295 | 5,723 | 5,000 | 5,000 | 5,000 |

*criminal history checks

**CITY OF APPLETON 2020 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 1,001,586 | \$ 979,806 | \$ 1,014,978 | \$ 1,014,978 | \$ 983,714 |
| 610400 Call Time Wages | 522 | 74 | 400 | 400 | 400 |
| 610500 Overtime Wages | 91,320 | 151,029 | 54,370 | 54,370 | 54,370 |
| 610800 Part-Time Wages | 13,298 | 12,943 | - | - | - |
| 615000 Fringes | 480,485 | 446,836 | 473,186 | 473,186 | 432,472 |
| 620100 Training/Conferences | - | 32 | - | - | - |
| 630100 Office Supplies | 13,869 | 12,431 | 14,000 | 14,000 | 14,000 |
| 631603 Other Misc. Supplies | 778 | 730 | 550 | 550 | 550 |
| 632001 City Copy Charges | 10,183 | 16,894 | 8,800 | 8,800 | 8,800 |
| 632002 Outside Printing | 14,837 | 2,558 | 6,000 | 6,000 | 6,000 |
| 632700 Miscellaneous Equipment | 4,000 | 1,388 | 2,000 | 2,000 | 2,000 |
| 640700 Waste / Recycling Pickup | 4,223 | 4,474 | 4,400 | 4,400 | 4,400 |
| 641300 Utilities | 198,758 | 205,237 | 198,600 | 198,600 | 198,600 |
| 641800 Equip Repairs & Maint | 1,747 | 2,643 | 1,835 | 1,835 | 2,835 |
| 642000 Facilities Charges | 205,213 | 217,830 | 215,364 | 215,364 | 230,293 |
| 659900 Other Contracts/Obligation | 39,087 | 37,374 | 32,200 | 32,200 | 32,200 |
| Total Expense | <u>\$ 2,079,906</u> | <u>\$ 2,092,279</u> | <u>\$ 2,026,683</u> | <u>\$ 2,026,683</u> | <u>\$ 1,970,634</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|---------------|------------------|
| Aircards | \$ 28,000 |
| Callyo System | 2,000 |
| Cintas | 2,200 |
| | <u>\$ 32,200</u> |

**CITY OF APPLETON 2020 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.
Develop staff to become potential officer candidates.
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 was outsourced and managed by a private provider. The contract cost for 2020 is reflected in this budget as an expense of \$260,536 in other contracts and obligations. AASD 50% reimbursement (\$130,268) is reflected as a revenue in other reimbursements.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Provide greater access to police services | | | | | |
| Average # of CSO hours p/month | 1,252 | 1,292 | 1,300 | 1,300 | 1,300 |
| Strategic Outcomes | | | | | |
| Increased security at community events | | | | | |
| % of time CSO's work special events | 12% | 16% | 15% | 15% | 15% |
| Work Process Outputs | | | | | |
| Maintain community support | | | | | |
| # of CSO calls for service | 10,935 | 10,900 | 10,000 | 10,000 | 11,000 |

**CITY OF APPLETON 2020 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 431000 Dog Licenses | \$ 16,638 | \$ 15,966 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| 431100 Cat Licenses | 6,257 | 5,795 | 8,000 | 8,000 | 8,000 |
| 503500 Other Reimbursements | 87,442 | 104,759 | 127,090 | 127,090 | 130,268 |
| Total Revenue | <u>\$ 110,337</u> | <u>\$ 126,520</u> | <u>\$ 155,090</u> | <u>\$ 155,090</u> | <u>\$ 158,268</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 49,607 | \$ 220,647 | \$ 235,668 | \$ 235,668 | \$ 231,850 |
| 610400 Call Time Wages | - | 381 | 200 | 200 | 200 |
| 610500 Overtime Wages | 4,272 | 16,347 | 12,973 | 12,973 | 12,902 |
| 610800 Part-Time Wages | 363,184 | 317,228 | 245,773 | 245,773 | 249,434 |
| 615000 Fringes | 40,384 | 99,358 | 118,328 | 118,328 | 121,057 |
| 631603 Other Misc. Supplies | 792 | 900 | 1,000 | 1,000 | 1,000 |
| 632101 Uniforms | 1,003 | 2,417 | 2,000 | 2,000 | 2,000 |
| 632300 Safety Supplies | 812 | 900 | 900 | 900 | 900 |
| 632700 Miscellaneous Equipment | 1,078 | 1,360 | 1,500 | 1,500 | 1,500 |
| 659900 Other Contracts/Obligation | 21,811 | 118,371 | 273,680 | 273,680 | 280,036 |
| Total Expense | <u>\$ 482,943</u> | <u>\$ 777,909</u> | <u>\$ 892,022</u> | <u>\$ 892,022</u> | <u>\$ 900,879</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|-------------------------------|-------------------|
| Fox Valley Humane Association | \$ 19,000 |
| Wild animal service | 500 |
| All City Management Services | 260,536 |
| | <u>\$ 280,036</u> |

**CITY OF APPLETON 2020 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 all Key Strategies

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.
- Build partnerships in the schools with staff, students, and parents to ensure a safe learning environment.
- Led by the Special Investigation Unit - aggressively pursue street level crimes and offenders.

Major Changes in Revenue, Expenditures or Programs:

This budget acknowledges the Police Department reorganization in 2019 which included the transfer of a Police Communications Specialist from the Administrative Services budget to a Forensic Evidence Specialist in this budget at an estimated cost of \$64,633 in personnel expenses.

The School Resource Officer (SRO) Program will continue as a shared partnership with the Appleton School District (AASD) contributing 40% of personnel costs (\$528,970).

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Provide specialized investigative support | | | | | |
| # of cases assigned to investigators | 306 | 280 | 300 | 300 | 300 |
| Provide Youth Services | | | | | |
| # of complaint resolutions/diversions made through informal means | 4,433 | 4,525 | 4,400 | 4,400 | 4,400 |
| Strategic Outcomes | | | | | |
| Ensure integrity in the investigative process | | | | | |
| % of discovery requests processed within mandated time limits | 95% | 88% | 100% | 100% | 100% |
| Work Process Outputs | | | | | |
| Provide service excellence and quality investigative services | | | | | |
| # of discovery requests | 2,107 | 1,994 | 2,000 | 2,000 | 2,000 |
| # of sensitive crimes | 121 | 135 | 120 | 130 | 120 |
| # of drug tips assigned | New measure | → | 100 | 100 | 100 |
| # of truancy tickets written | 146 | 136 | 145 | 50 | 100 |

**CITY OF APPLETON 2020 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ 34,047 | \$ 16,016 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| 490500 SRO Reimbursement | 345,636 | 431,030 | 510,057 | 510,057 | 528,970 |
| Total Revenue | <u>\$ 379,683</u> | <u>\$ 447,046</u> | <u>\$ 520,057</u> | <u>\$ 520,057</u> | <u>\$ 538,970</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 2,186,452 | \$ 2,820,091 | \$ 2,901,050 | \$ 2,901,050 | \$ 2,966,717 |
| 610400 Call Time Wages | 10,880 | 12,303 | 5,430 | 5,430 | 5,477 |
| 610500 Overtime Wages | 252,167 | 268,158 | 163,349 | 163,349 | 162,166 |
| 615000 Fringes | 964,532 | 1,129,783 | 1,118,040 | 1,118,040 | 1,223,477 |
| 631603 Other Misc. Supplies | 1,829 | 7,022 | 2,000 | 2,000 | 2,000 |
| 632001 City Copy Charges | 4,648 | 4,340 | 3,500 | 3,500 | 3,500 |
| 632400 Medical/Lab Supplies | 12,607 | 7,485 | 9,000 | 9,000 | 9,000 |
| 632700 Miscellaneous Equipment | 17,937 | 10,086 | 9,000 | 9,000 | 15,000 |
| 641800 Equip Repairs & Maint | 177 | 1,395 | 1,000 | 1,000 | 1,000 |
| 644300 Investigative Costs | 147 | 689 | - | - | - |
| 659900 Other Contracts/Obligation | 21,566 | 22,301 | 16,825 | 16,825 | 24,010 |
| Total Expense | <u>\$ 3,472,942</u> | <u>\$ 4,283,653</u> | <u>\$ 4,229,194</u> | <u>\$ 4,229,194</u> | <u>\$ 4,412,347</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | |
|---|------------------|
| <u>Other Contracts/Obligations</u> | |
| Forensic software maint/upgrade | \$ 5,380 |
| GPS, mobilized online services | 2,250 |
| Leads Online | 4,900 |
| GrayKey | 6,030 |
| Investigative online programs | 2,650 |
| Towing service | 2,800 |
| | <u>\$ 24,010</u> |

**CITY OF APPLETON 2020 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 all Key Strategies

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:

This budget reflects an increase of \$25,500 in miscellaneous supplies for the replacement of portable radio batteries and for the purchase of Narcan. The current portable radio batteries have been in use since 2013 and will not hold a charge for a full shift. Narcan will be provided to each officer and will be available in marked squads.

This budget also contains \$85,300 for the continuation of an equipment replacement program that was augmented by Council action during the 2019 Budget adoption process.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 * | 4,414 | 3,980 | 4,300 | 3,900 | 4,100 |
| # of reported Group B crimes ** | 5,297 | 4,444 | 5,500 | 4,400 | 5,200 |
| Work Process Outputs | | | | | |
| Improve enforcement and response to crime | | | | | |
| # of self-initiated crime prevention screens | 6,810 | 5,622 | 7,000 | 6,052 | 6,200 |
| # of citizen contacts | 33,383 | 30,842 | 33,000 | 30,000 | 30,000 |
| # of adult arrests *** | 4,475 | 3,860 | 5,000 | 4,000 | 4,400 |
| # of juvenile arrests *** | 595 | 549 | 700 | 550 | 600 |

* 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 2020 BUDGET
POLICE DEPARTMENT**

Field Operations (Patrol)

Business Unit 17541

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|----------------------|---------------------|----------------------|----------------------|----------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 7,815 | \$ 7,690 | \$ 8,000 | \$ 8,000 | \$ 8,000 |
| Total Revenue | <u>\$ 7,815</u> | <u>\$ 7,690</u> | <u>\$ 8,000</u> | <u>\$ 8,000</u> | <u>\$ 8,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 6,312,946 | \$ 5,690,293 | \$ 6,161,159 | \$ 6,161,159 | \$ 6,199,986 |
| 610400 Call Time Wages | 12,644 | 18,729 | 19,315 | 19,315 | 19,250 |
| 610500 Overtime Wages | 427,436 | 400,157 | 277,657 | 277,657 | 270,379 |
| 615000 Fringes | 2,616,856 | 2,181,165 | 2,353,510 | 2,353,510 | 2,491,370 |
| 631200 Guns & Ammunition | 6,885 | 6,322 | 7,500 | 7,500 | 7,500 |
| 631603 Other Misc. Supplies | 26,444 | 14,900 | 20,500 | 20,500 | 46,000 |
| 632001 City Copy Charges | 1,519 | 1,514 | 1,650 | 1,650 | 1,650 |
| 632700 Miscellaneous Equipment | 49,228 | 37,117 | 132,940 | 132,940 | 85,300 |
| 641800 Equip Repairs & Maint | 9,075 | 2,259 | 7,125 | 7,125 | 4,300 |
| 642501 CEA Operations/Maint. | 399,789 | 447,422 | 452,793 | 452,793 | 459,900 |
| 642502 CEA Depreciation/Replace. | 397,813 | 476,425 | 556,179 | 556,179 | 539,738 |
| 643100 Interpreter Services | 2,310 | 2,017 | 1,500 | 1,500 | 1,500 |
| 644400 Witness Fees | 206 | 190 | 500 | 500 | 500 |
| 659900 Other Contracts/Obligation | 153,793 | 139,805 | 154,813 | 154,813 | 124,849 |
| Total Expense | <u>\$ 10,416,944</u> | <u>\$ 9,418,315</u> | <u>\$ 10,147,141</u> | <u>\$ 10,147,141</u> | <u>\$ 10,252,222</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Supplies

| | |
|----------------------------|------------------|
| Canine program | \$ 4,000 |
| Bike Patrol | 3,000 |
| First responder supplies | 4,000 |
| Explorers program | 3,000 |
| Taser supplies | 5,000 |
| Narcan | 7,000 |
| Radio batteries & supplies | 13,500 |
| Drones, flares, misc. | 6,500 |
| | <u>\$ 46,000</u> |

Miscellaneous Equipment

| | |
|----------------------------|------------------|
| Essential patrol equipment | \$ 50,200 |
| PBT's | 2,000 |
| K9 equipment | 2,600 |
| Radar speed detection | 8,000 |
| Radios | 9,000 |
| Recorder replacements | 1,500 |
| SWAT equipment/vests | 12,000 |
| | <u>\$ 85,300</u> |

Other Contracts & Obligations

| | |
|----------------------------|-------------------|
| Body Cams/Taser program | \$ 87,522 |
| Aladtec scheduling program | 7,600 |
| Biohazard cleaning | 1,200 |
| Canine vet service | 2,500 |
| Cloudspace iPhone app | 1,200 |
| Incarceration fees | 500 |
| OWI blood draws | 12,200 |
| Radio Firmware | 12,127 |
| | <u>\$ 124,849</u> |

**CITY OF APPLETON 2020 BUDGET
POLICE DEPARTMENT**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | 16,480 | 15,680 | 6 | 17,600 | 17,600 | 17,600 |
| 431000 Dog Licenses | 16,638 | 15,966 | 19,104 | 20,000 | 20,000 | 20,000 |
| 431100 Cat Licenses | 6,257 | 5,795 | 4,335 | 8,000 | 8,000 | 8,000 |
| 451000 Court Fines & Fees | 255,440 | 265,875 | 81,401 | 275,000 | 275,000 | 275,000 |
| 480100 General Charges for Service | 48,909 | 36,748 | 13,202 | 30,000 | 30,000 | 30,000 |
| 480600 False Alarm Fees | 9,675 | 9,750 | - | 10,000 | 10,000 | 10,000 |
| 490500 PSL Reimbursement | 345,636 | 431,030 | - | 510,057 | 510,057 | 528,970 |
| 490800 Misc Intergovernmental Charges | 9,382 | - | - | - | - | - |
| 501000 Miscellaneous Revenue | 6,577 | 11,430 | 3,659 | 5,000 | 5,000 | 5,000 |
| 502000 Donations & Memorials | 7,398 | 12,315 | 26,700 | 3,000 | 28,000 | 25,000 |
| 503000 Damage to City Property | 1,048 | 5,484 | 5,109 | - | - | - |
| 503500 Other Reimbursements | 96,727 | 114,125 | 3,145 | 135,090 | 135,090 | 138,268 |
| 508500 Cash Short or Over | 18 | 12 | (1) | - | - | - |
| TOTAL PROGRAM REVENUES | 820,185 | 924,210 | 156,660 | 1,013,747 | 1,038,747 | 1,057,838 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 9,614,216 | 9,800,376 | 3,084,490 | 10,948,942 | 10,948,942 | 11,032,995 |
| 610400 Call Time Wages | 24,045 | 32,356 | 7,690 | 25,345 | 25,345 | 25,327 |
| 610500 Overtime Wages | 804,331 | 871,090 | 179,772 | 515,598 | 515,598 | 507,138 |
| 610800 Part-Time Wages | 378,060 | 348,740 | 79,499 | 245,773 | 245,773 | 249,434 |
| 611000 Other Compensation | 237,888 | 243,518 | 154,101 | - | - | - |
| 611300 Shift Differential | 10,662 | 9,666 | 2,789 | - | - | - |
| 611400 Sick Pay | 22,480 | 30,282 | 2,235 | - | - | - |
| 611500 Vacation Pay | 269,516 | 272,679 | 86,758 | - | - | - |
| 615000 Fringes | 4,353,666 | 4,102,213 | 1,308,384 | 4,298,988 | 4,298,988 | 4,514,196 |
| TOTAL PERSONNEL | 15,714,864 | 15,710,920 | 4,905,718 | 16,034,646 | 16,034,646 | 16,329,090 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 74,536 | 82,736 | 40,463 | 85,000 | 85,000 | 85,000 |
| 620400 Tuition Fees | 16,071 | 2,608 | - | 10,860 | 10,860 | 10,860 |
| 620500 Employee Recruitment | 624 | 2,605 | 288 | 1,500 | 1,500 | 1,500 |
| 620600 Parking Permits | 505 | 471 | - | 420 | 420 | 420 |
| TOTAL TRAINING / TRAVEL | 91,736 | 88,420 | 40,751 | 97,780 | 97,780 | 97,780 |
| Supplies | | | | | | |
| 630100 Office Supplies | 13,869 | 12,474 | 5,026 | 14,000 | 14,000 | 14,000 |
| 630200 Subscriptions | 1,135 | 1,225 | 977 | 1,200 | 1,200 | 1,200 |
| 630300 Memberships & Licenses | 2,976 | 1,955 | 1,115 | 2,230 | 2,230 | 2,230 |
| 630400 Postage\Freight | 8 | 120 | 102 | 200 | 200 | 200 |
| 630500 Awards & Recognition | 2,426 | 2,484 | 716 | 2,055 | 2,055 | 2,055 |
| 630700 Food & Provisions | 3,069 | 2,733 | 1,092 | 2,740 | 2,740 | 2,740 |
| 631200 Guns & Ammunition | 28,170 | 26,080 | 34,146 | 45,200 | 45,200 | 30,500 |
| 631500 Books & Library Materials | 456 | 454 | - | 330 | 330 | 330 |
| 631603 Other Misc. Supplies | 41,105 | 29,958 | 9,392 | 28,550 | 32,050 | 57,550 |
| 632001 City Copy Charges | 24,011 | 22,748 | 5,224 | 13,950 | 13,950 | 13,950 |
| 632002 Outside Printing | 7,176 | 2,558 | 317 | 6,000 | 6,000 | 6,000 |
| 632101 Uniforms | 12,730 | 17,858 | 4,581 | 11,500 | 11,500 | 11,500 |
| 632102 Protective Clothing | 12,773 | 18,021 | - | 21,000 | 21,000 | 21,000 |
| 632300 Safety Supplies | 812 | 900 | - | 900 | 900 | 900 |
| 632400 Medical/Lab Supplies | 12,607 | 7,485 | 3,525 | 9,000 | 9,000 | 9,000 |
| 632700 Miscellaneous Equipment | 81,508 | 55,343 | 87,085 | 152,440 | 152,440 | 110,800 |
| 632800 Signs | 454 | 300 | - | - | - | - |
| TOTAL SUPPLIES | 245,285 | 202,696 | 153,298 | 311,295 | 314,795 | 283,955 |
| Purchased Services | | | | | | |
| 640201 Attorney Fees | - | 7 | - | - | - | - |
| 640202 Recording/Filing Fees | 253 | 89 | 20 | 100 | 100 | 100 |
| 640400 Consulting Services | 7,049 | 4,650 | 850 | 5,000 | 5,000 | 5,000 |
| 640700 Solid Waste/Recycling Pickup | 4,223 | 4,474 | 1,039 | 4,400 | 4,400 | 4,400 |
| 641301 Electric | 80,547 | 81,213 | 23,141 | 83,000 | 83,000 | 83,000 |
| 641302 Gas | 20,279 | 21,540 | 11,212 | 25,000 | 25,000 | 25,000 |
| 641303 Water | 4,380 | 4,256 | 1,071 | 4,500 | 4,500 | 4,500 |
| 641304 Sewer | 1,559 | 1,505 | 379 | 1,600 | 1,600 | 1,600 |

**CITY OF APPLETON 2020 BUDGET
POLICE DEPARTMENT**

| | <u>2017 ACTUAL</u> | <u>2018 ACTUAL</u> | <u>2019 YTD ACTUAL</u> | <u>2019 ORIG BUD</u> | <u>2019 REVISED BUD</u> | <u>2020 BUDGET</u> |
|-----------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| 641306 Stormwater | 4,792 | 5,240 | 1,427 | 5,000 | 5,000 | 5,000 |
| 641307 Telephone | 23,634 | 20,572 | 9,380 | 21,500 | 21,500 | 21,500 |
| 641308 Cellular Phones | 63,567 | 70,911 | 29,948 | 58,000 | 58,000 | 58,000 |
| 641800 Equip Repairs & Maint | 11,483 | 7,618 | 1,195 | 10,460 | 10,460 | 8,635 |
| 642000 Facilities Charges | 205,213 | 217,830 | 61,967 | 215,364 | 215,364 | 230,293 |
| 642501 CEA Operations/Maint. | 399,789 | 447,422 | 113,289 | 452,793 | 452,793 | 459,900 |
| 642502 CEA Depreciation/Replace. | 397,813 | 476,425 | 130,432 | 556,179 | 556,179 | 539,738 |
| 643000 Health Services | 464 | 45 | - | 400 | 400 | 400 |
| 643100 Interpreter Services | 2,310 | 2,017 | 924 | 1,500 | 1,500 | 1,500 |
| 644300 Investigative Costs | 147 | 689 | - | - | - | - |
| 644400 Witness Fees | 206 | 190 | - | 500 | 500 | 500 |
| 659900 Other Contracts/Obligation | <u>256,896</u> | <u>330,352</u> | <u>172,044</u> | <u>500,932</u> | <u>525,932</u> | <u>513,709</u> |
| TOTAL PURCHASED SVCS | <u>1,484,604</u> | <u>1,697,045</u> | <u>558,318</u> | <u>1,946,228</u> | <u>1,971,228</u> | <u>1,962,775</u> |
| | | | | | | |
| TOTAL EXPENSE | <u>17,536,489</u> | <u>17,699,081</u> | <u>5,658,085</u> | <u>18,389,949</u> | <u>18,418,449</u> | <u>18,673,600</u> |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

NOTES

| |
|--|
| |
|--|

**CITY OF APPLETON 2020 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 2020 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) OMVWI (Operating A Motor Vehicle While Intoxicated) Enforcement grant is administered by Outagamie County. Funding for drug enforcement is provided through the Wisconsin Department of Justice in collaboration with the Lake Winnebago Area Metropolitan Enforcement Group (MEG). The revenue budget for 2020 anticipates the same grants to be funded for the 2019-2020 grant year.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| | Program Revenues | \$ 136,402 | \$ 123,910 | \$ 68,000 | \$ 69,100 | \$ 78,000 | 14.71% |
| | Program Expenses | \$ 132,676 | \$ 118,652 | \$ 68,000 | \$ 69,100 | \$ 78,000 | 14.71% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 110,713 | 90,649 | 50,000 | 50,000 | 60,000 | 20.00% |
| | Training & Travel | 2,453 | - | - | - | - | N/A |
| | Supplies & Materials | 19,510 | 27,008 | 18,000 | 19,100 | 18,000 | 0.00% |
| | Purchased Services | - | 995 | - | - | - | N/A |
| | Capital Expenditures | - | - | - | - | - | N/A |

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|------------------|------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 29,688 | \$ 17,008 | \$ 18,000 | \$ 18,000 | \$ 18,000 |
| 422400 Miscellaneous State Aids | 106,714 | 96,902 | 50,000 | 51,100 | 60,000 |
| 423000 Misc Local Govt Aids | - | 10,000 | - | - | - |
| Total Revenue | \$ 136,402 | \$ 123,910 | \$ 68,000 | \$ 69,100 | \$ 78,000 |
| Expenses | | | | | |
| 610500 Overtime Wages | \$ 110,713 | \$ 90,649 | \$ 50,000 | \$ 50,000 | \$ 60,000 |
| 620100 Training/Conferences | 2,453 | - | - | - | - |
| 632102 Protective Clothing | 8,695 | 6,934 | 8,000 | 8,000 | 8,000 |
| 631603 Other Misc Supplies | - | - | - | 1,100 | - |
| 632700 Miscellaneous Equipment | 10,815 | 20,074 | 10,000 | 10,000 | 10,000 |
| 659900 Other Contracts/Obligation | - | 995 | - | - | - |
| Total Expense | \$ 132,676 | \$ 118,652 | \$ 68,000 | \$ 69,100 | \$ 78,000 |

DETAILED SUMMARY OF 2020 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 | 40,000 |
| Drug and Criminal Task Force | WDOJ | 20,000 |
| | | <u>\$ 78,000</u> |

**CITY OF APPLETON 2020 BUDGET
POLICE GRANTS**

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

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| Intergovernmental | \$ 136,402 | \$ 123,910 | \$ 68,000 | \$ 70,295 | \$ 78,000 |
| Total Revenues | <u>136,402</u> | <u>123,910</u> | <u>68,000</u> | <u>70,295</u> | <u>78,000</u> |
| Expenses | | | | | |
| Program Costs | 132,676 | 118,652 | 68,000 | 69,100 | 78,000 |
| Total Expenses | <u>132,676</u> | <u>118,652</u> | <u>68,000</u> | <u>69,100</u> | <u>78,000</u> |
| Revenues over (under) Expenses | 3,726 | 5,258 | - | 1,195 | - |
| Fund Balance - Beginning | <u>(10,179)</u> | <u>(6,453)</u> | <u>(1,195)</u> | <u>(1,195)</u> | <u>-</u> |
| Fund Balance - Ending | <u>\$ (6,453)</u> | <u>\$ (1,195)</u> | <u>\$ (1,195)</u> | <u>\$ -</u> | <u>\$ -</u> |

**CITY OF APPLETON 2020 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 | Amount | Page |
|------------------------------|-------------------|-------------------|
| Police Body Cameras & Tasers | \$ 646,650 | Projects, Pg. 630 |
| Crime Analytics software | 60,360 | Projects, Pg. 631 |
| | <u>\$ 707,010</u> | |

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| | Program Revenues | \$ (80) | \$ 260 | \$ - | \$ - | \$ - | N/A |
| | Program Expenses | \$ 341,762 | \$ 171,512 | \$ - | \$ 41,173 | \$ 707,010 | N/A |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | 186,190 | 49,920 | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Repair & Maintenance | - | - | - | - | - | N/A |
| | Capital Expenditures | 155,572 | 121,592 | - | 41,173 | 707,010 | N/A |

* % change from prior year adopted budget
2020 Public Safety Cap Proj Fund.xlsx

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|--------------|------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 421000 Federal grants | \$ - | \$ - | \$ - | \$ - | \$ - |
| 471000 Interest on Investments | (80) | 260 | - | - | - |
| 591000 Proceeds of Long-term Debt | 387,866 | 152,765 | - | - | 707,010 |
| 592100 Trans In - General Fund | - | - | - | - | - |
| Total Revenue | \$ 387,786 | \$ 153,025 | \$ - | \$ - | \$ 707,010 |
| Expenses | | | | | |
| 632700 Miscellaneous Equipment | \$ 186,190 | \$ 49,920 | \$ - | \$ - | \$ - |
| 680300 Buildings | 155,572 | - | - | - | - |
| 680401 Machinery & Equipment | - | 62,765 | - | - | 646,650 |
| 680403 Vehicles | - | - | - | - | - |
| 681500 Software Acquisition | - | 58,827 | - | 41,173 | 60,360 |
| Total Expense | \$ 341,762 | \$ 171,512 | \$ - | \$ 41,173 | \$ 707,010 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Machinery & Equipment

Police body cameras/tasers \$ 646,650

Software Acquisition

Spillman crime analytics software \$ 60,360

**CITY OF APPLETON 2020 BUDGET
PUBLIC SAFETY**

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

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|------------------|------------------|------------------|-------------------|------------------|
| Revenues | | | | | |
| Federal Grants | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interest Income | (80) | 260 | - | - | - |
| Total Revenues | <u>(80)</u> | <u>260</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | 341,762 | 171,512 | - | 42,163 | 707,010 |
| Total Expenses | <u>341,762</u> | <u>171,512</u> | <u>-</u> | <u>42,163</u> | <u>707,010</u> |
| Revenues over (under) Expenses | <u>(341,842)</u> | <u>(171,252)</u> | <u>-</u> | <u>(42,163)</u> | <u>(707,010)</u> |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 387,866 | 152,765 | - | - | 707,010 |
| Transfer In - General Fund | - | - | - | - | - |
| Transfer Out - Capital Projects | - | - | - | - | - |
| Transfer Out - CEA | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>387,866</u> | <u>152,765</u> | <u>-</u> | <u>-</u> | <u>707,010</u> |
| Net Change in Equity | 46,024 | (18,487) | - | (42,163) | - |
| Fund Balance - Beginning | <u>14,626</u> | <u>60,650</u> | <u>42,163</u> | <u>42,163</u> | <u>-</u> |
| Fund Balance - Ending | <u>\$ 60,650</u> | <u>\$ 42,163</u> | <u>\$ 42,163</u> | <u>\$ -</u> | <u>\$ -</u> |

CITY OF APPLETON 2020 BUDGET

FIRE DEPARTMENT

Fire Chief: Jeremy J. Hansen

Deputy Fire Chief: Darrel H. Baker

CITY OF APPLETON 2020 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 2019 EVENTS

On May 15, 2019, the department suffered their first line-of-duty death since 1933 when Firefighter Mitchell Lundgaard responded with his crew to a medical emergency at the Valley Transit Center. After patient care was rendered, the situation escalated, and gunfire was exchanged. Firefighter Lundgaard suffered a gunshot wound and later died at a local hospital from his injuries. Because City of Appleton police officers were involved, the Green Bay Police Department handled the investigation working with the Outagamie County District Attorney's office. The department conducted its own investigation of the incident. Subsequently, the National Institute of Occupational Health and Safety (NIOSH) performed their own investigation which is characteristic of firefighter line-of-duty fatalities. At this time, the department will refrain from making any changes to policies or procedures until these investigations are complete and recommendations are identified.

In 2019, the department had five retirements: a battalion chief of fire prevention and public education, two captains, and two lieutenants. Working with the Human Resources Department, a battalion chief hiring process was conducted and a successful candidate identified with an expected start date in July. The captain and lieutenant vacancies were filled through internal promotions which prompted two internal promotions to the position of driver/engineer. The department worked with Fox Valley Technical College's regional hiring process for the hiring of four recruit firefighters who started a six-week training academy in early April and have joined the ranks of the front-line operations staff.

The 2018 capital improvement budget included funds for a fire records management system. The fire department selected a product called ImageTrend and has been using it for incident reporting and fire inspections since January 1st. During the second half of the year, the department will transition from paper inspections to utilizing tablets. Other modules of the software will be implemented throughout the year. In addition, the department went live with a scheduling software product, CrewSense, which automates scheduling, overtime call ins, and tracks the daily roster. CrewSense also has an interface with the incident reporting software so that crew and staffing details are auto-populated within the incident report. A significant amount of time has been devoted to implementing and training on the new software programs.

After taking delivery of a 2019 Pierce Velocity rescue engine in December of 2018, the department focused on placing equipment and training on that new engine. In January, the department placed the order for another purchase of a 2019 Pierce Velocity engine with delivery expected in July. This engine will be the third 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.

In 2019, the Administration Division recognized the need for an equipment replacement and funding plan to foster the systematic replacement of equipment. Department personnel identified criteria for equipment to be included and inventoried those items. This equipment replacement plan will be used for budget planning purposes for years to come.

The Health and Wellness Committee continues to focus on all aspects of health and wellness for members of the Appleton Fire Department. Late last year, all staff were introduced to a local trauma and crisis counselor which proved beneficial recently as several employees sought out counseling after our recent tragedy. The department continues to focus on cancer prevention with the installation of the remaining detoxification chambers at the stations through a generous anonymous donation. The department placed an order for particulate blocking hoods for all personnel, which were purchased through a donation from the 'Friends of the Appleton Fire Department'.

The Training and Resource Development Division provided an 'acting officer' and 'relief driver' class for members of the department in the first half of the year. This training prepares existing personnel to temporarily fill in as an officer or driver to cover for vacancies in those positions. The Emergency Medical Services Division delivered the Emergency Medical Technician – Basic class to fourteen department personnel. The class was instructed by department personnel and will help the department provide a greater level of care to those who live, work, and visit the City of Appleton.

CITY OF APPLETON 2020 BUDGET FIRE DEPARTMENT

MAJOR 2020 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 2020, 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

Continue the implementation of the fire records management system for the department

Complete an updated departmental strategic plan, and support the strategic initiatives identified in the City's 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 | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 365,937 | \$ 430,406 | \$ 349,900 | \$ 349,900 | \$ 363,700 | 3.94% |
| Program Expenses | | | | | | | |
| 18010 | Administration | 557,295 | 475,477 | 562,496 | 562,496 | 554,902 | -1.35% |
| 18021 | Fire Suppression | 9,342,629 | 9,437,202 | 9,399,001 | 9,415,200 | 9,461,388 | 0.66% |
| 18022 | Special Operations | 146,240 | 135,065 | 163,500 | 163,500 | 165,418 | 1.17% |
| 18023 | Resource Devel. | 189,730 | 242,744 | 267,372 | 267,372 | 260,653 | -2.51% |
| 18024 | Emergency Medical Svc | 174,293 | 372,893 | 470,631 | 470,631 | 686,893 | 45.95% |
| 18032 | Fire Prevention | 1,109,058 | 1,049,050 | 1,213,112 | 1,213,112 | 1,307,288 | 7.76% |
| 18033 | Technical Services | 369,132 | 392,514 | 396,407 | 396,407 | 419,967 | 5.94% |
| TOTAL | | \$ 11,888,377 | \$ 12,104,945 | \$ 12,472,519 | \$ 12,488,718 | \$ 12,856,509 | 3.08% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 10,825,663 | 10,963,310 | 11,227,735 | 11,227,735 | 11,399,093 | 1.53% |
| | Training & Travel | 33,259 | 32,818 | 40,425 | 40,425 | 40,425 | 0.00% |
| | Supplies & Materials | 171,431 | 164,566 | 195,045 | 211,244 | 207,745 | 6.51% |
| | Purchased Services | 858,024 | 944,251 | 1,009,314 | 1,009,314 | 1,198,746 | 18.77% |
| | Capital Expenditures | - | - | - | - | 10,500 | 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 2020 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
- Continue the implementation of the fire records management system (FRMS)

Major changes in Revenue, Expenditures, or Programs:

To date, almost fifty percent of the fire dollar loss is due to one arson fire in a parking ramp.

The increase in salaries within the Administration Division reflects funding the fire chief's salary for the entire year in 2019 vs. six months in 2018.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 4.5 | 4.0 |
| Strategic Outcomes | | | | | |
| Lives and property protected | | | | | |
| Fires per 1,000 residents | 1.6 | 1.4 | 0.0 | 1.4 | 0.0 |
| % of \$ loss in: | | | | | |
| inspected vs. | 59% | 19% | 25% | 80% | 25% |
| non-inspected | 41% | 81% | 75% | 20% | 75% |
| Work Process Outputs | | | | | |
| Enhance internal communications | | | | | |
| # of employee, department, union-management meetings | 144 | 188 | 150 | 136 | 150 |
| Enhance regional relationships | | | | | |
| # of meetings and activities with regional partners | 176 | 197 | 175 | 200 | 200 |

**CITY OF APPLETON 2020 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422600 Fire Insurance Dues | \$ 219,063 | \$ 219,294 | \$ 219,000 | \$ 219,000 | \$ 230,000 |
| 480100 Charges for Services | 37 | 1,496 | - | - | - |
| 501000 Miscellaneous Revenue | - | 137 | - | - | - |
| 501500 Rental of City Property | 450 | - | - | - | - |
| 502000 Donations & Memorials | - | 16,852 | - | - | - |
| Total Revenue | \$ 219,550 | \$ 237,779 | \$ 219,000 | \$ 219,000 | \$ 230,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 284,423 | \$ 203,994 | \$ 248,903 | \$ 248,903 | \$ 252,554 |
| 610500 Overtime Wages | 8,629 | 1,714 | 1,198 | 1,198 | 1,220 |
| 610800 Part-Time Wages | 11,572 | 9,991 | 19,695 | 19,695 | 19,695 |
| 615000 Fringes | 75,406 | 58,638 | 80,450 | 80,450 | 83,389 |
| 620100 Training/Conferences | 3,240 | 2,625 | 3,500 | 3,500 | 3,500 |
| 630100 Office Supplies | 3,501 | 4,252 | 4,500 | 4,500 | 4,500 |
| 630300 Memberships & Licenses | 943 | 734 | 1,100 | 1,100 | 1,100 |
| 630400 Postage/Freight | 78 | 44 | 250 | 250 | 250 |
| 630500 Awards & Recognition | 1,288 | 1,379 | 1,440 | 1,440 | 1,440 |
| 630700 Food & Provisions | 1,321 | 1,379 | 1,920 | 1,920 | 1,920 |
| 631500 Books & Library Materials | 230 | 155 | 300 | 300 | 300 |
| 631603 Other Misc. Supplies | 460 | 432 | 250 | 250 | 250 |
| 632001 City Copy Charges | 6,411 | 5,833 | 6,450 | 6,450 | 6,450 |
| 632002 Outside Printing | 724 | 822 | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | 6,777 | 18,129 | 8,400 | 8,400 | 8,400 |
| 640400 Consulting Services | 709 | 772 | 1,500 | 1,500 | 1,500 |
| 640700 Solid Waste/Recycling | 3,296 | 3,433 | 2,643 | 2,795 | 2,560 |
| 640800 Contractor Fees | 1,229 | 2,973 | 1,000 | 1,000 | 1,000 |
| 641300 Utilities | 139,090 | 147,698 | 165,626 | 165,474 | 152,500 |
| 642501 CEA Operations/Maint. | 3,333 | 2,912 | 4,803 | 4,803 | 3,806 |
| 642502 CEA Depreciation/Replace. | 4,635 | 7,568 | 7,568 | 7,568 | 7,568 |
| Total Expense | \$ 557,295 | \$ 475,477 | \$ 562,496 | \$ 562,496 | \$ 554,902 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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 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 2020, two FTE's were transferred from this budget to the Emergency Medical Services program budget to better reflect the department's activities.

The significant increase in the CEA costs represents the increase in replacement costs for the new, replacement fire trucks along with reducing their service life from twenty to fifteen years.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Qualified, quick response to request for services | | | | | |
| Response to emergency calls for service within four minutes | 66% | 68% | 90% | 63% | 90% |
| Strategic Outcomes | | | | | |
| Enhance community safety | | | | | |
| Fire loss | \$ 1,378,269 | \$ 946,420 | \$ 700,000 | \$ 2,865,778 | \$ 900,000 |
| # of fire-related deaths | 0 | 0 | 0 | 1 | 0 |
| Work Process Outputs | | | | | |
| Calls responded to | | | | | |
| # of emergency calls | 3,717 | 4,385 | 3,800 | 4,478 | 4,500 |
| # of non-emergency calls | 1,057 | 643 | 800 | 638 | 650 |
| Reduction in lost time work-related injuries | | | | | |
| # of lost time days | 62 | 14 | 0 | 45 | 0 |

**CITY OF APPLETON 2020 BUDGET
FIRE DEPARTMENT**

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 46,132 | \$ 103,480 | \$ 40,000 | \$ 40,000 | \$ 42,000 |
| 480100 General Charges for Svc | 3,500 | 3,938 | 3,000 | 3,000 | 3,000 |
| Total Revenue | <u>\$ 49,632</u> | <u>\$ 107,418</u> | <u>\$ 43,000</u> | <u>\$ 43,000</u> | <u>\$ 45,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 5,916,897 | \$ 6,073,879 | \$ 6,050,220 | \$ 6,050,220 | \$ 5,843,196 |
| 610400 Call Time Wages | 5,814 | 6,423 | - | - | - |
| 610500 Overtime Wages | 418,120 | 446,064 | 323,543 | 323,543 | 354,808 |
| 615000 Fringes | 2,475,067 | 2,345,497 | 2,385,323 | 2,385,323 | 2,412,252 |
| 620100 Training/Conferences | 11,847 | 12,111 | 16,750 | 16,750 | 16,750 |
| 620400 Tuition Fees | 1,132 | 3,919 | 4,000 | 4,000 | 4,000 |
| 630600 Building Maint./Janitorial | 3,162 | 3,237 | 3,250 | 3,250 | 3,250 |
| 631603 Other Misc. Supplies | 1,865 | 1,521 | 1,300 | 1,300 | 1,300 |
| 632101 Uniforms | 1,763 | 1,337 | 2,000 | 2,000 | 2,000 |
| 632102 Protective Clothing | 39,210 | 25,763 | 52,450 | 68,649 | 58,450 |
| 632199 Other Clothing | 2,084 | 2,915 | 1,500 | 1,500 | 1,500 |
| 632700 Miscellaneous Equipment | 3,500 | - | - | - | - |
| 642501 CEA Operations/Maint. | 219,777 | 234,185 | 216,127 | 216,127 | 237,223 |
| 642502 CEA Depreciation/Replace. | 218,860 | 254,365 | 317,538 | 317,538 | 501,659 |
| 643000 Health Services | 23,531 | 25,986 | 25,000 | 25,000 | 25,000 |
| Total Expense | <u>\$ 9,342,629</u> | <u>\$ 9,437,202</u> | <u>\$ 9,399,001</u> | <u>\$ 9,415,200</u> | <u>\$ 9,461,388</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Protective Clothing

| | |
|---|------------------|
| Firefighter turnout gear | \$ 50,000 |
| Protective clothing (boots, helmets, hoods, gloves) | 8,450 |
| | <u>\$ 58,450</u> |

Health Services

| | |
|--------------------------|------------------|
| NFPA-compliant physicals | \$ 22,000 |
| Duty evaluations | 3,000 |
| | <u>\$ 25,000</u> |

**CITY OF APPLETON 2020 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:

Due to a vacancy in their Emergency Management office, Calumet County did not participate in the 2018 Emergency Planning and Community Right-to-Know Act grant. This is reflected in the decrease to both State Aid revenue and equipment expense in 2018. However Calumet County is expected to participate in the grant in both 2019 and 2020.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 1 | 0 |
| Work Process Outputs | | | | | |
| Educational programs delivered | | | | | |
| # of specialty training hours | 3,457 | 3,933 | 3,500 | 2,175 | 2,500 |
| Program funding | | | | | |
| # of grant applications completed | 2 | 2 | 2 | 4 | 3 |
| # of grants received | 2 | 1 | 2 | 4 | 3 |

**CITY OF APPLETON 2020 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 16,388 | \$ 5,110 | \$ 16,000 | \$ 16,000 | \$ 16,000 |
| 423000 Misc Local Govt Aids | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 |
| 480700 Incineration Fees | 13,413 | 17,719 | 15,000 | 15,000 | 15,000 |
| Total Revenue | <u>\$ 37,301</u> | <u>\$ 30,329</u> | <u>\$ 38,500</u> | <u>\$ 38,500</u> | <u>\$ 38,500</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 76,602 | \$ 79,290 | \$ 85,756 | \$ 85,756 | \$ 86,184 |
| 610500 Overtime Wages | 3,238 | 3,803 | 6,845 | 6,845 | 6,880 |
| 615000 Fringes | 32,973 | 31,119 | 34,899 | 34,899 | 36,354 |
| 632102 Protective Clothing | 9,265 | 8,714 | 9,000 | 9,000 | 9,000 |
| 632700 Miscellaneous Equipment | 18,968 | 6,399 | 20,000 | 20,000 | 20,000 |
| 640700 Waste/Recycling Pickup | 5,194 | 5,740 | 7,000 | 7,000 | 7,000 |
| Total Expense | <u>\$ 146,240</u> | <u>\$ 135,065</u> | <u>\$ 163,500</u> | <u>\$ 163,500</u> | <u>\$ 165,418</u> |

DETAILED SUMMARY OF 2020 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 2020 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM MISSION

To enhance the safety and performance of employees and assure the effectiveness of response to the community, we will provide a variety of appropriate training programs.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Provide 100% of federal and state mandatory classes that apply to the department
- Investigate and encourage attendance at specialized training to expand personal growth and development
- Facilitate and coordinate the Safety Committee meetings for the department to promote health and safety among the department employees
- Provide initial tactical decision-making training
- Provide advanced firefighter rescue skills and technique training to all personnel
- Seek opportunities to provide internally or send personnel to leadership training to include command level training

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Trained personnel that meet requirements | | | | | |
| % of employees | | | | | |
| Firefighter: | 100% | 100% | 100% | 100% | 100% |
| Driver: | 100% | 100% | 100% | 100% | 100% |
| Officer: | 100% | 100% | 100% | 100% | 100% |
| trained as required | | | | | |
| by classification | | | | | |
| Strategic Outcomes | | | | | |
| Enhanced community safety | | | | | |
| % of fires contained to room/area of origin | | | | | |
| in residential structures | 52% | 67% | 50% | 73% | 75% |
| Work Process Outputs | | | | | |
| Educational programs delivered | | | | | |
| Average # of hours of training | | | | | |
| per employee | 148 | 140 | 160 | 190 | 175 |

**CITY OF APPLETON 2020 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 117,885 | \$ 156,234 | \$ 155,804 | \$ 155,804 | \$ 159,007 |
| 610500 Overtime Wages | 5,583 | 6,690 | 21,606 | 21,606 | 8,944 |
| 615000 Fringes | 48,041 | 63,061 | 67,897 | 67,897 | 73,734 |
| 620100 Training/Conferences | 2,825 | 2,031 | 3,000 | 3,000 | 3,000 |
| 631500 Books & Library Materials | 1,761 | 1,078 | 1,200 | 1,200 | 1,200 |
| 631603 Other Misc. Supplies | 439 | 713 | 1,000 | 1,000 | 1,000 |
| 632300 Safety Supplies | 19 | 775 | 750 | 750 | 750 |
| 632700 Miscellaneous Equipment | 6,804 | 7,264 | 7,400 | 7,400 | 7,400 |
| 642501 CEA Operations/Maint. | 2,556 | 934 | 4,803 | 4,803 | 1,269 |
| 642502 CEA Depreciation/Replace. | 3,817 | 3,964 | 3,912 | 3,912 | 4,349 |
| Total Expense | <u>\$ 189,730</u> | <u>\$ 242,744</u> | <u>\$ 267,372</u> | <u>\$ 267,372</u> | <u>\$ 260,653</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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
- Working with our medical director, 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 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.

In 2020, two FTE's were transferred from the Fire Suppression budget to this budget to better reflect the department's activities.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 67% | 68% | 90% | 66% | 90% |
| Work Process Outputs | | | | | |
| # of identified advanced medical skills delivered | 314 | 379 | 300 | 562 | 500 |
| # of hours spent on emergency medical continuing education | 1,700 | 1,173 | 1,000 | 3,095 | 3,000 |

**CITY OF APPLETON 2020 BUDGET
FIRE DEPARTMENT**

Emergency Medical Services

Business Unit 18024

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 502000 Donations & Memorials | \$ 684 | \$ - | \$ - | \$ - | \$ - |
| Total Revenue | <u>\$ 684</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 113,458 | \$ 263,271 | \$ 303,489 | \$ 303,489 | \$ 451,874 |
| 610500 Overtime Wages | - | - | 17,449 | 17,449 | 14,889 |
| 615000 Fringes | 44,676 | 95,355 | 131,318 | 131,318 | 201,755 |
| 620100 Training/Conferences | 6,731 | 6,265 | 6,675 | 6,675 | 6,675 |
| 630300 Memberships & Licenses | - | 55 | 200 | 200 | 200 |
| 631603 Other Misc. Supplies | 105 | 110 | 500 | 500 | 500 |
| 632400 Medical/Lab Supplies | 4,840 | 4,401 | 7,500 | 7,500 | 7,500 |
| 632700 Miscellaneous Equipment | 4,483 | 3,436 | 3,500 | 3,500 | 3,500 |
| Total Expense | <u>\$ 174,293</u> | <u>\$ 372,893</u> | <u>\$ 470,631</u> | <u>\$ 470,631</u> | <u>\$ 686,893</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Strategic Outcomes | | | | | |
| Assets/resources for businesses and homeowners safeguarded | | | | | |
| \$ amount of losses for year | \$ 1,378,269 | \$ 946,420 | \$ 700,000 | \$ 2,865,778 | \$ 950,000 |
| Losses as % of assets protected | 0.028% | 0.018% | 0.014% | 0.050% | 0.018% |
| Citizens with safer City environment | | | | | |
| % of schools meeting evacuation requirements | 100% | 100% | 100% | 100% | 100% |
| Enhanced community safety | | | | | |
| Number of participants in educational programs | 14,181 | 17,675 | 17,000 | 13,058 | 15,000 |
| Number of special events | 279 | 290 | 300 | 144 | 250 |
| Work Process Outputs | | | | | |
| Permit and license applications processed | | | | | |
| # of permits processed | 985 | 1,040 | 1,250 | 975 | 1,250 |
| % of online permits processed | 73% | 71% | 62% | 79% | 80% |
| Work Process Outputs | | | | | |
| Fire detection and suppression plan review | | | | | |
| # of plans processed | 126 | 96 | 125 | 100 | 125 |

**CITY OF APPLETON 2020 BUDGET
FIRE DEPARTMENT**

Fire Prevention/Public Education

Business Unit 18032

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 4,797 | \$ 3,019 | \$ 2,000 | \$ 2,000 | \$ 2,000 |
| 441200 Tent Permits | 1,450 | 1,075 | 1,150 | 1,150 | 1,000 |
| 441300 Burning Permits | 28,558 | 28,076 | 27,000 | 27,000 | 28,000 |
| 441400 Firework Permits | 500 | 200 | 250 | 250 | 200 |
| 441600 Tank Removal Permits | 120 | 60 | - | - | - |
| 441700 Flammable Liquid Permit | - | 220 | - | - | - |
| 441800 Plan Review Permit | - | - | 500 | 500 | - |
| 480100 General Charges for Svc | 50 | - | - | - | - |
| 480500 Fire Extinguisher Training | 1,810 | 340 | 500 | 500 | 500 |
| 480600 False Alarm Fees | 13,350 | 14,900 | 11,000 | 11,000 | 12,000 |
| 490800 Misc Intergov Charges | 8,135 | 6,990 | 7,000 | 7,000 | 6,500 |
| 502000 Donations & Memorials | - | - | - | - | - |
| Total Revenue | \$ 58,770 | \$ 54,880 | \$ 49,400 | \$ 49,400 | \$ 50,200 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 730,778 | \$ 706,283 | \$ 828,850 | \$ 828,850 | \$ 892,521 |
| 610500 Overtime Wages | 31,046 | 28,639 | 14,598 | 14,598 | 16,338 |
| 615000 Fringes | 310,197 | 278,543 | 329,666 | 329,666 | 361,467 |
| 620100 Training/Conferences | 7,484 | 5,867 | 6,500 | 6,500 | 6,500 |
| 630200 Subscriptions | 1,346 | 1,346 | 1,400 | 1,400 | 1,400 |
| 630300 Memberships & Licenses | 1,968 | 1,985 | 1,900 | 1,900 | 1,900 |
| 631500 Books & Library Materials | 203 | 491 | 500 | 500 | 500 |
| 631603 Other Misc. Supplies | 195 | 322 | 250 | 250 | 250 |
| 632300 Safety Supplies | 5,100 | 5,930 | 6,000 | 6,000 | 6,000 |
| 632700 Miscellaneous Equipment | 498 | 803 | 500 | 500 | 500 |
| 641200 Advertising | 299 | 497 | 500 | 500 | 500 |
| 642501 CEA Operations/Maint. | 9,532 | 7,806 | 12,007 | 12,007 | 8,880 |
| 642502 CEA Depreciation/Replace. | 10,412 | 10,538 | 10,441 | 10,441 | 10,532 |
| Total Expense | \$ 1,109,058 | \$ 1,049,050 | \$ 1,213,112 | \$ 1,213,112 | \$ 1,307,288 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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:

The \$10,500 requested in Machinery & Equipment represents a combination rescue tool that can be used for passenger vehicle extrication. This tool allows responders to force vehicle doors open or cut through the vehicle exterior to get to injured passengers. The tool would be stored on Truck 9346 at Fire Station 6.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Fire equipment that meet customer needs | | | | | |
| % of hose lengths passing annual testing | 99.2% | 99.0% | 100.0% | 98.4% | 98.5% |
| Strategic Outcomes | | | | | |
| Responsiveness to equipment and facilities maintenance | | | | | |
| CEA work orders processed | 616 | 719 | 750 | 838 | 800 |
| FMD work orders processed | 421 | 471 | 500 | 521 | 500 |
| Work Process Outputs | | | | | |
| Equipment records database management | | | | | |
| Number of ladders tested | 37 | 40 | 37 | 43 | 43 |

**CITY OF APPLETON 2020 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 73,404 | \$ 76,193 | \$ 82,148 | \$ 82,148 | \$ 82,554 |
| 610500 Overtime Wages | 8,906 | 27 | 4,222 | 4,222 | 4,243 |
| 615000 Fringes | 32,945 | 28,603 | 33,856 | 33,856 | 35,235 |
| 630600 Building Maint./Janitorial | 12,518 | 13,593 | 14,935 | 14,935 | 14,935 |
| 630803 Seed | 151 | 708 | 500 | 500 | 500 |
| 630902 Tools & Instruments | 1,346 | 2,024 | 1,700 | 1,700 | 1,700 |
| 631000 Miscellaneous Chemicals | 3,918 | 3,152 | 4,500 | 4,500 | 4,500 |
| 631603 Other Misc. Supplies | 1,492 | 2,268 | 2,050 | 2,050 | 2,050 |
| 632200 Gas Purchases | 529 | - | - | - | - |
| 632503 Other Materials | 142 | 775 | 750 | 750 | 750 |
| 632601 Repair Parts | 6,241 | 4,993 | 5,500 | 5,500 | 5,500 |
| 632700 Miscellaneous Equipment | 15,785 | 25,298 | 17,400 | 17,400 | 24,100 |
| 640800 Contractor Fees | 2,531 | 2,405 | 2,500 | 2,500 | 2,500 |
| 640900 Inspection Fees | 2,027 | 2,000 | 2,000 | 2,000 | 2,000 |
| 641800 Equip Repairs & Maint | 10,093 | 17,290 | 11,500 | 11,500 | 11,500 |
| 641900 Communication Eq. Repairs | 5,498 | 6,241 | 7,000 | 7,000 | 7,000 |
| 642000 Facilities Charges | 187,566 | 200,863 | 199,533 | 199,533 | 203,952 |
| 642501 CEA Operations/Maint. | 991 | 2,495 | 2,401 | 2,401 | 2,536 |
| 642502 CEA Depreciation/Replace. | 3,049 | 3,586 | 3,912 | 3,912 | 3,912 |
| 680401 Machinery & Equipment | - | - | - | - | 10,500 |
| Total Expense | <u>\$ 369,132</u> | <u>\$ 392,514</u> | <u>\$ 396,407</u> | <u>\$ 396,407</u> | <u>\$ 419,967</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

| | |
|--|------------------|
| Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.) | \$ 20,100 |
| Rescue tools | 2,000 |
| Miscellaneous station equipment | 2,000 |
| | <u>\$ 24,100</u> |

**CITY OF APPLETON 2020 BUDGET
FIRE DEPARTMENT**

| | 2017 <u>ACTUAL</u> | 2018 <u>ACTUAL</u> | 2019 <u>YTD ACTUAL</u> | 2019 <u>ORIG BUD</u> | 2019 <u>REVISED BUD</u> | 2020 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | 67,316 | 111,609 | 37,485 | 58,000 | 58,000 | 60,000 |
| 422600 Fire Insurance Dues | 219,064 | 219,294 | - | 219,000 | 219,000 | 230,000 |
| 423000 Miscellaneous Local Govt Aids | 7,500 | 7,500 | - | 7,500 | 7,500 | 7,500 |
| 441200 Tent Permits | 1,450 | 1,075 | 225 | 1,150 | 1,150 | 1,000 |
| 441300 Burning Permits | 28,558 | 28,076 | 10,203 | 27,000 | 27,000 | 28,000 |
| 441400 Firework Permits | 500 | 200 | 100 | 250 | 250 | 200 |
| 441600 Tank Removal Permits | 120 | 60 | - | - | - | - |
| 441700 Storage/Flammable Liquid Permt | - | 220 | - | - | - | - |
| 441800 Plan Review Permit | - | - | - | 500 | 500 | - |
| 480100 General Charges for Service | 3,587 | 5,434 | 2,740 | 3,000 | 3,000 | 3,000 |
| 480500 Fire Extinguisher Training | 1,810 | 340 | - | 500 | 500 | 500 |
| 480600 False Alarm Fees | 13,350 | 14,900 | 4,450 | 11,000 | 11,000 | 12,000 |
| 480700 Incineration Fees | 13,413 | 17,719 | 3,041 | 15,000 | 15,000 | 15,000 |
| 490800 Misc Intergovernmental Charges | 8,135 | 6,990 | 1,695 | 7,000 | 7,000 | 6,500 |
| 501000 Miscellaneous Revenue | - | 137 | - | - | - | - |
| 501500 Rental of City Property | 450 | - | - | - | - | - |
| 502000 Donations & Memorials | 684 | 16,852 | - | - | - | - |
| TOTAL PROGRAM REVENUES | <u>365,937</u> | <u>430,406</u> | <u>59,939</u> | <u>349,900</u> | <u>349,900</u> | <u>363,700</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 7,168,608 | 7,415,605 | 2,269,192 | 7,711,980 | 7,711,980 | 7,723,870 |
| 610400 Call Time Wages | 5,814 | 6,423 | 2,404 | - | - | - |
| 610500 Overtime Wages | 475,522 | 486,937 | 230,984 | 389,461 | 389,461 | 407,322 |
| 610800 Part-Time Wages | 11,572 | 9,991 | 3,153 | 19,695 | 19,695 | 19,695 |
| 611000 Other Compensation | 61,294 | 59,476 | 13,766 | 43,190 | 43,190 | 44,020 |
| 611400 Sick Pay | - | 411 | 1,628 | - | - | - |
| 611500 Vacation Pay | 83,549 | 83,650 | 33,220 | - | - | - |
| 615000 Fringes | 3,019,304 | 2,900,817 | 938,119 | 3,063,409 | 3,063,409 | 3,204,186 |
| TOTAL PERSONNEL | <u>10,825,663</u> | <u>10,963,310</u> | <u>3,492,466</u> | <u>11,227,735</u> | <u>11,227,735</u> | <u>11,399,093</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 32,127 | 28,899 | 11,647 | 36,425 | 36,425 | 36,425 |
| 620400 Tuition Fees | 1,132 | 3,919 | 1,176 | 4,000 | 4,000 | 4,000 |
| TOTAL TRAINING / TRAVEL | <u>33,259</u> | <u>32,818</u> | <u>12,823</u> | <u>40,425</u> | <u>40,425</u> | <u>40,425</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 3,501 | 4,252 | 1,015 | 4,500 | 4,500 | 4,500 |
| 630200 Subscriptions | 1,346 | 1,346 | 1,346 | 1,400 | 1,400 | 1,400 |
| 630300 Memberships & Licenses | 2,911 | 2,774 | 2,089 | 3,200 | 3,200 | 3,200 |
| 630400 Postage\Freight | 78 | 44 | 55 | 250 | 250 | 250 |
| 630500 Awards & Recognition | 1,288 | 1,379 | 1,335 | 1,440 | 1,440 | 1,440 |
| 630600 Building Maint./Janitorial | 15,680 | 16,830 | 1,929 | 18,185 | 18,185 | 18,185 |
| 630700 Food & Provisions | 1,321 | 1,379 | 951 | 1,920 | 1,920 | 1,920 |
| 630803 Seed | 151 | 708 | 708 | 500 | 500 | 500 |
| 630902 Tools & Instruments | 1,346 | 2,024 | 70 | 1,700 | 1,700 | 1,700 |
| 631000 Miscellaneous Chemicals | 3,918 | 3,152 | 1,056 | 4,500 | 4,500 | 4,500 |
| 631500 Books & Library Materials | 2,193 | 1,724 | 15 | 2,000 | 2,000 | 2,000 |
| 631603 Other Misc. Supplies | 4,556 | 5,367 | 2,089 | 5,350 | 5,350 | 5,350 |
| 632001 City Copy Charges | 6,411 | 5,833 | 2,068 | 6,450 | 6,450 | 6,450 |
| 632002 Outside Printing | 724 | 822 | 142 | 1,000 | 1,000 | 1,000 |
| 632101 Uniforms | 1,763 | 1,337 | 1,081 | 2,000 | 2,000 | 2,000 |
| 632102 Protective Clothing | 48,475 | 34,477 | 23,653 | 61,450 | 77,649 | 67,450 |
| 632199 Other Clothing | 2,084 | 2,915 | 1,555 | 1,500 | 1,500 | 1,500 |
| 632200 Gas Purchases | 529 | - | - | - | - | - |
| 632300 Safety Supplies | 5,119 | 6,705 | - | 6,750 | 6,750 | 6,750 |
| 632400 Medical\Lab Supplies | 4,840 | 4,401 | 2,460 | 7,500 | 7,500 | 7,500 |
| 632503 Other Materials | 142 | 775 | - | 750 | 750 | 750 |
| 632601 Repair Parts | 6,241 | 4,993 | 1,687 | 5,500 | 5,500 | 5,500 |
| 632700 Miscellaneous Equipment | 56,814 | 61,329 | 13,327 | 57,200 | 57,200 | 63,900 |
| TOTAL SUPPLIES | <u>171,431</u> | <u>164,566</u> | <u>58,631</u> | <u>195,045</u> | <u>211,244</u> | <u>207,745</u> |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 709 | 772 | 1,229 | 1,500 | 1,500 | 1,500 |

**CITY OF APPLETON 2020 BUDGET
FIRE DEPARTMENT**

| | <u>2017 ACTUAL</u> | <u>2018 ACTUAL</u> | <u>2019 YTD ACTUAL</u> | <u>2019 ORIG BUD</u> | <u>2019 REVISED BUD</u> | <u>2020 BUDGET</u> |
|-------------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| 640700 Solid Waste/Recycling Pickup | 8,490 | 9,173 | 1,830 | 9,795 | 9,795 | 9,560 |
| 640800 Contractor Fees | 3,760 | 5,379 | 168 | 3,500 | 3,500 | 3,500 |
| 640900 Inspection Fees | 2,027 | 2,000 | 1,983 | 2,000 | 2,000 | 2,000 |
| 641200 Advertising | 299 | 497 | 313 | 500 | 500 | 500 |
| 641301 Electric | 72,233 | 77,150 | 28,959 | 79,807 | 79,807 | 79,078 |
| 641302 Gas | 22,533 | 26,016 | 16,857 | 38,757 | 38,757 | 26,016 |
| 641303 Water | 9,831 | 10,328 | 1,973 | 10,193 | 10,193 | 10,387 |
| 641304 Sewer | 2,442 | 2,675 | 602 | 2,643 | 2,643 | 2,600 |
| 641306 Stormwater | 11,766 | 12,776 | 3,427 | 14,204 | 14,204 | 14,683 |
| 641307 Telephone | 6,215 | 5,441 | 1,879 | 5,770 | 5,770 | 5,636 |
| 641308 Cellular Phones | 14,070 | 13,312 | 5,273 | 14,100 | 14,100 | 14,100 |
| 641800 Equip Repairs & Maint | 10,093 | 17,290 | 6,993 | 11,500 | 11,500 | 11,500 |
| 641900 Communication Eq. Repairs | 5,498 | 6,241 | 4,027 | 7,000 | 7,000 | 7,000 |
| 642000 Facilities Charges | 187,566 | 200,863 | 68,877 | 199,533 | 199,533 | 203,952 |
| 642501 CEA Operations/Maint. | 236,189 | 248,331 | 44,818 | 240,141 | 240,141 | 253,714 |
| 642502 CEA Depreciation/Replace. | 240,772 | 280,021 | 54,329 | 343,371 | 343,371 | 528,020 |
| 643000 Health Services | 23,531 | 25,986 | 18,112 | 25,000 | 25,000 | 25,000 |
| TOTAL PURCHASED SVCS | <u>858,024</u> | <u>944,251</u> | <u>261,649</u> | <u>1,009,314</u> | <u>1,009,314</u> | <u>1,198,746</u> |
| Capital Outlay | | | | | | |
| 640400 Machinery & Equipment | - | - | - | - | - | 10,500 |
| TOTAL CAPITAL OUTLAY | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>10,500</u> |
| TOTAL EXPENSE | <u>11,888,377</u> | <u>12,104,945</u> | <u>3,825,569</u> | <u>12,472,519</u> | <u>12,488,718</u> | <u>12,856,509</u> |

**CITY OF APPLETON 2020 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 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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) | 3 | 2 | 3 | 2 | 3 |
| # of outreach programs delivered | 4 | 2 | 2 | 2 | 2 |
| # of sub-grant applications completed | 2 | 1 | 2 | 2 | 2 |
| # of sub-grants received | 2 | 1 | 2 | 2 | 2 |

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|------------|-----------|--------------|--------------|-----------|------------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | |
| | Program Revenues | \$ 133,500 | \$ 88,595 | \$ 72,075 | \$ 72,075 | \$ 72,075 | 0.00% |
| | Program Expenses | \$ 173,429 | \$ 56,057 | \$ 72,075 | \$ 72,075 | \$ 72,075 | 0.00% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 36,319 | 27,497 | 46,700 | 46,700 | 46,700 | 0.00% |
| | Training & Travel | 6,281 | 7,558 | 6,000 | 6,000 | 6,000 | 0.00% |
| | Supplies & Materials | 58,009 | 6,657 | 8,525 | 8,525 | 8,525 | 0.00% |
| | Purchased Services | 21,408 | 14,345 | 10,850 | 10,850 | 10,850 | 0.00% |
| | Capital Expenditures | 51,412 | - | - | - | - | N/A |

* % change from prior year adopted budget
HazMat Type II.xls

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Tier II

Business Unit 2090

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|------------------|------------------|------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ - | \$ - | \$ - | \$ - | \$ - |
| 422400 Miscellaneous State Aids | 118,791 | 81,169 | 70,075 | 70,075 | 70,075 |
| 471000 Interest on Investments | 2,087 | 4,901 | 2,000 | 2,000 | 2,000 |
| 480100 General Charges for Svc | 7,222 | 2,505 | - | - | - |
| 503500 Other Reimbursements | 5,400 | 20 | - | - | - |
| Total Revenue | \$ 133,500 | \$ 88,595 | \$ 72,075 | \$ 72,075 | \$ 72,075 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 5,720 | \$ - | \$ 5,720 | \$ 5,720 | \$ 5,720 |
| 610500 Overtime Wages | 22,263 | 20,396 | 30,980 | 30,980 | 30,980 |
| 615000 Fringes | 8,336 | 7,101 | 10,000 | 10,000 | 10,000 |
| 620100 Training/Conferences | 6,281 | 7,558 | 6,000 | 6,000 | 6,000 |
| 630100 Office Supplies | 84 | - | - | - | - |
| 630700 Food & Provisions | - | - | 350 | 350 | 350 |
| 630902 Tools & Instruments | 2,270 | 2,304 | 4,075 | 4,075 | 4,075 |
| 631000 Miscellaneous Chemicals | 50,507 | 1,948 | 1,500 | 1,500 | 1,500 |
| 631500 Books & Library Materials | 73 | 210 | 200 | 200 | 200 |
| 631603 Other Misc. Supplies | 1,468 | 79 | 800 | 800 | 800 |
| 632002 Outside Printing | - | 19 | - | - | - |
| 632102 Protective Clothing | 2,134 | 759 | - | - | - |
| 632200 Gas Purchases | - | - | 100 | 100 | 100 |
| 632601 Repair Parts | 141 | 761 | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | 1,332 | 577 | 500 | 500 | 500 |
| 640400 Consulting Services | 338 | 338 | 350 | 350 | 350 |
| 641308 Cellular Phones | 2,727 | 1,891 | 1,750 | 1,750 | 1,750 |
| 641700 Vehicle Repairs & Maint | 16,001 | 7,619 | 4,000 | 4,000 | 4,000 |
| 641800 Equip Repairs & Maint | - | 1,027 | 1,250 | 1,250 | 1,250 |
| 643000 Health Services | 2,342 | 3,470 | 3,500 | 3,500 | 3,500 |
| 680403 Vehicles | 51,412 | - | - | - | - |
| Total Expense | \$ 173,429 | \$ 56,057 | \$ 72,075 | \$ 72,075 | \$ 72,075 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

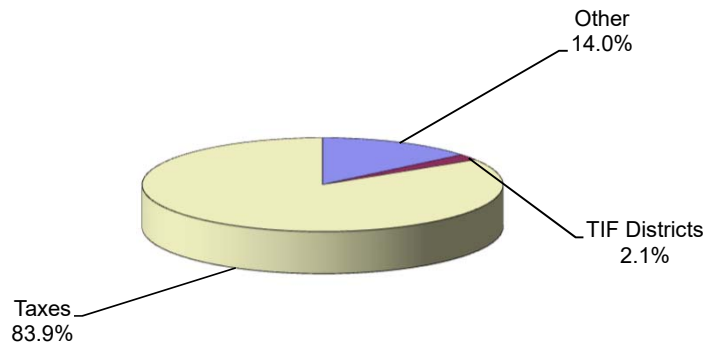
CITY OF APPLETON 2020 BUDGET
HAZARDOUS MATERIALS, TIER II
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|-----------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Intergovernmental | \$ 118,791 | \$ 81,169 | \$ 70,075 | \$ 78,318 | \$ 70,075 |
| Interest Income | 2,087 | 4,901 | 2,000 | 5,000 | 2,000 |
| Other | 12,622 | 2,525 | - | - | - |
| Total Revenues | 133,500 | 88,595 | 72,075 | 83,318 | 72,075 |
| Expenses | | | | | |
| Program Costs | 173,429 | 56,057 | 72,075 | 75,000 | 72,075 |
| Total Expenses | 173,429 | 56,057 | 72,075 | 75,000 | 72,075 |
| Revenues over (under) Expenses | (39,929) | 32,538 | - | 8,318 | - |
| Fund Balance - Beginning | 360,224 | 320,295 | 352,833 | 352,833 | 361,151 |
| Fund Balance - Ending | \$ 320,295 | \$ 352,833 | \$ 352,833 | \$ 361,151 | \$ 361,151 |

**CITY OF APPLETON 2020 BUDGET
DEBT SERVICE FUNDS**

Funding Sources for 2020 Debt Service

\$9,480,041



General Obligation Rating:

Aa1

**CITY OF APPLETON 2020 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---------------------------------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Revenues | | | | | |
| Taxes | \$ 3,871,561 | \$ 5,241,380 | \$ 6,481,724 | \$ 6,481,724 | \$ 7,955,245 |
| Other | 91,979 | 61,360 | 548,413 | 548,413 | 175,418 |
| Total Revenues | <u>3,963,540</u> | <u>5,302,740</u> | <u>7,030,137</u> | <u>7,030,137</u> | <u>8,130,663</u> |
| Expenditures | | | | | |
| Debt Service: | | | | | |
| Principal | 5,582,624 | 6,577,249 | 7,077,500 | 7,077,500 | 7,334,875 |
| Interest and Fees | 1,391,600 | 1,373,842 | 1,841,319 | 1,795,427 | 2,145,166 |
| Total Expenditures | <u>6,974,224</u> | <u>7,951,091</u> | <u>8,918,819</u> | <u>8,872,927</u> | <u>9,480,041</u> |
| Excess Revenues (Expenditures) | <u>(3,010,684)</u> | <u>(2,648,351)</u> | <u>(1,888,682)</u> | <u>(1,842,790)</u> | <u>(1,349,378)</u> |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of General Obligation Notes | 4,994,438 | - | 60,000 | 81,660 | 150,000 |
| Advance Refunding Escrow | (4,994,438) | - | - | - | - |
| Premium on Debt Issued | 790,738 | 1,256,719 | - | 979,653 | - |
| Operating Transfers In | 2,146,121 | 1,747,234 | 662,150 | 662,150 | 197,221 |
| Total Other Financing Sources | <u>2,936,859</u> | <u>3,003,953</u> | <u>722,150</u> | <u>1,723,463</u> | <u>347,221</u> |
| Net Change in Fund Balance | (73,825) | 355,602 | (1,166,532) | (119,327) | (1,002,157) |
| Fund Balance - Beginning | <u>1,419,419</u> | <u>1,345,594</u> | <u>1,701,196</u> | <u>1,701,196</u> | <u>1,581,869</u> |
| Fund Balance - Ending | <u>\$ 1,345,594</u> | <u>\$ 1,701,196</u> | <u>\$ 534,664</u> | <u>\$ 1,581,869</u> | <u>\$ 579,712</u> |

CITY OF APPLETON 2020 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

| Issue | Principal | Interest | Total |
|--------------------------------------|----------------------------|----------------------------|----------------------------|
| 2012 DNR Site Remediation Loan | \$ 35,000 | \$ - | \$ 35,000 |
| 2012A G.O. Notes | 405,000 | 30,262 | 435,262 |
| 2012B G.O. Refunding Bonds | 115,000 | 1,121 | 116,121 |
| 2014A G.O. Notes | 759,875 | 79,128 | 839,003 |
| 2015A G.O. Notes | 745,000 | 101,125 | 846,125 |
| 2016A G.O. Notes | 1,870,000 | 413,700 | 2,283,700 |
| 2017A G.O. Notes | 895,000 | 208,800 | 1,103,800 |
| 2017A G.O. Refunding Notes | 465,000 | 113,100 | 578,100 |
| 2018A G.O. Notes | 1,705,000 | 562,750 | 2,267,750 |
| 2019A G.O. Notes | 340,000 | 485,180 | 825,180 |
| Debt Issuance Cost | - | 150,000 | 150,000 |
| Total Debt Service Obligation | <u>\$ 7,334,875</u> | <u>\$ 2,145,166</u> | <u>\$ 9,480,041</u> |

DEBT SERVICE FUNDING SOURCES

Operating Transfers:

Capital Project Funds:

| | |
|-----------------------------|------------|
| Tax Incremental District #6 | \$ 116,121 |
| Tax Incremental District #8 | 81,100 |

Revenue:

| | |
|-----------------------------|-----------|
| Taxes | 7,955,245 |
| Debt Repayment - RiverHeath | 175,418 |

Borrowing:

| | |
|--------------------------------------|---------|
| Proceeds of General Obligation Notes | 150,000 |
|--------------------------------------|---------|

Other:

| | |
|----------------------|------------------|
| Fund Balance Applied | <u>1,002,157</u> |
|----------------------|------------------|

| | |
|------------------------------|----------------------------|
| Total Funding Sources | <u>\$ 9,480,041</u> |
|------------------------------|----------------------------|

CITY OF APPLETON 2020 BUDGET
DEBT SERVICE OBLIGATION

2012A G.O. Notes

| Year | Obligation | | Funding Sources |
|------|---------------------|------------------|---------------------|
| | Principal | Interest | Taxes & Int. |
| 2020 | \$ 405,000 | \$ 30,262 | \$ 435,262 |
| 2021 | 415,000 | 18,975 | 433,975 |
| 2022 | 425,000 | 6,375 | 431,375 |
| | <u>\$ 1,245,000</u> | <u>\$ 55,612</u> | <u>\$ 1,300,612</u> |

2012 DNR Site Remediation Loan

1

| Year | Obligation | | Funding Sources |
|------|-------------------|-------------|-------------------|
| | Principal | Interest | TIF # 8 |
| 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>\$ 210,000</u> | <u>\$ -</u> | <u>\$ 210,000</u> |

2012B G.O. Refunding Bonds

| Year | Obligation | | Funding Sources |
|------|-------------------|-----------------|-------------------|
| | Principal | Interest | Taxes & Int. |
| 2020 | \$ 115,000 | \$ 1,121 | \$ 116,121 |
| | <u>\$ 115,000</u> | <u>\$ 1,121</u> | <u>\$ 116,121</u> |

¹ The Appleton Redevelopment Authority borrowed \$300,000 at 0% interest 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 2020 BUDGET
DEBT SERVICE OBLIGATION

2014A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|---------------------|-------------------|--------------------------|---------------------|
| | Principal | Interest | RiverHealth ² | Taxes & Int. |
| 2020 | \$ 759,875 | \$ 79,128 | \$ 175,418 | \$ 663,585 |
| 2021 | 779,375 | 63,736 | 175,287 | 667,824 |
| 2022 | 799,500 | 47,547 | - | 847,047 |
| 2023 | 828,750 | 29,828 | - | 858,578 |
| 2024 | 863,375 | 10,253 | - | 873,628 |
| | <u>\$ 4,030,875</u> | <u>\$ 230,492</u> | <u>\$ 350,705</u> | <u>\$ 3,910,662</u> |

2015A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|---------------------|-------------------|-------------------|---------------------|
| | Principal | Interest | TIF # 8 | Taxes & Int. |
| 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>\$ 4,185,000</u> | <u>\$ 344,500</u> | <u>\$ 271,500</u> | <u>\$ 4,258,000</u> |

2016A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|----------------------|--------------------|-----------------|----------------------|
| | Principal | Interest | | Taxes & Int. |
| 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>\$ 14,355,000</u> | <u>\$1,623,950</u> | <u>\$ -</u> | <u>\$ 15,978,950</u> |

² 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 2020 BUDGET
DEBT SERVICE OBLIGATION

2017A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|---------------------|-------------------|-----------------|---------------------|
| | Principal | Interest | | Taxes & Int. |
| 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>\$ 7,860,000</u> | <u>\$ 960,325</u> | <u>\$ -</u> | <u>\$ 8,820,325</u> |

2017A G.O. Refunding Notes

| Year | Obligation | | Funding Sources | |
|------|---------------------|-------------------|-----------------|---------------------|
| | Principal | Interest | | Taxes & Int. |
| 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>\$ 4,240,000</u> | <u>\$ 522,525</u> | <u>\$ -</u> | <u>\$ 4,762,525</u> |

2018A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|----------------------|--------------------|-------------------|---------------------|
| | Principal | Interest | Debt Premium | Taxes & Int. |
| 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>\$ 13,515,000</u> | <u>\$2,739,075</u> | <u>\$ 516,977</u> | <u>\$15,737,098</u> |

CITY OF APPLETON 2020 BUDGET
DEBT SERVICE OBLIGATION

2019A G.O. Notes

| Year | Obligation | | Funding Sources | | Taxes & Int. |
|------|---------------------|---------------------|-------------------|---------------------|---------------------|
| | Principal | Interest | Debt Premium | TIF # 11 | |
| 2020 | \$ 340,000 | \$ 485,180 | \$ 485,180 | \$ - | \$ 340,000 |
| 2021 | 1,880,000 | 450,325 | 447,025 | - | 1,883,300 |
| 2022 | 1,515,000 | 380,325 | - | 51,150 | 1,844,175 |
| 2023 | 1,830,000 | 330,150 | - | 307,250 | 1,852,900 |
| 2024 | 1,885,000 | 274,425 | - | 309,300 | 1,850,125 |
| 2025 | 1,945,000 | 216,975 | - | 311,050 | 1,850,925 |
| 2026 | 2,000,000 | 157,800 | - | 307,575 | 1,850,225 |
| 2027 | 2,065,000 | 107,150 | - | 310,350 | 1,861,800 |
| 2028 | 2,130,000 | 65,200 | - | 314,350 | 1,880,850 |
| 2029 | 2,195,000 | 21,950 | - | 318,150 | 1,898,800 |
| | <u>\$17,785,000</u> | <u>\$ 2,489,480</u> | <u>\$ 932,205</u> | <u>\$ 2,229,175</u> | <u>\$17,113,100</u> |

Total Debt Service

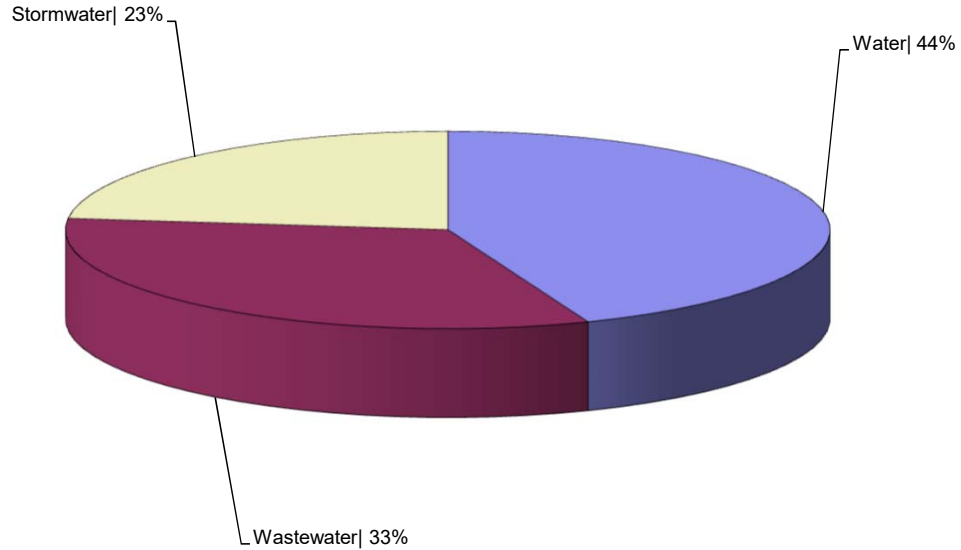
| | Obligation | | | Funding Sources | |
|------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Principal | Interest | Total | Revenues | Taxes & Int. |
| 2020 | \$ 7,334,875 | \$ 1,995,166 | \$ 9,330,041 | \$ 1,374,796 | \$ 7,955,245 |
| 2021 | 8,409,375 | 1,779,911 | 10,189,286 | 702,412 | 9,486,874 |
| 2022 | 8,074,500 | 1,516,622 | 9,591,122 | 140,450 | 9,450,672 |
| 2023 | 8,348,750 | 1,244,278 | 9,593,028 | 395,550 | 9,197,478 |
| 2024 | 8,638,375 | 958,378 | 9,596,753 | 406,325 | 9,190,428 |
| 2025 | 7,845,000 | 685,025 | 8,530,025 | 356,725 | 8,173,300 |
| 2026 | 7,460,000 | 432,400 | 7,892,400 | 307,575 | 7,584,825 |
| 2027 | 5,390,000 | 233,850 | 5,623,850 | 310,350 | 5,313,500 |
| 2028 | 3,845,000 | 99,500 | 3,944,500 | 314,350 | 3,630,150 |
| 2029 | 2,195,000 | 21,950 | 2,216,950 | 318,150 | 1,898,800 |
| | <u>\$67,540,875</u> | <u>\$ 8,967,080</u> | <u>\$76,507,955</u> | <u>\$ 4,626,683</u> | <u>\$71,881,272</u> |

CITY OF APPLETON 2020 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.

2020 UTILITIES EXPENDITURES

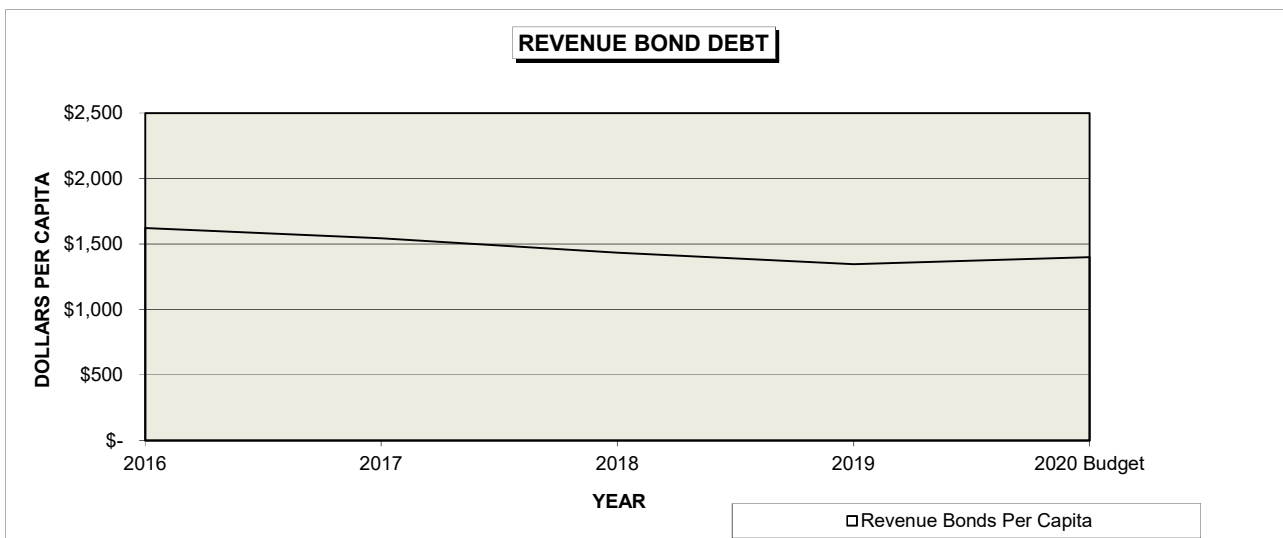
\$60,368,675



CITY OF APPLETON 2020 BUDGET UTILITIES

Revenue Bond Debt Summary

| | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020 Budget</u> |
|---------------------------|----------------|----------------|----------------|----------------|--------------------|
| Revenue Bonds Outstanding | \$ 120,540,000 | \$ 115,160,000 | \$ 107,080,000 | \$ 100,490,000 | \$ 104,810,000 |
| Population | 74,286 | 74,598 | 74,734 | 74,739 | 74,891 |
| Revenue Bonds Per Capita | \$ 1,623 | \$ 1,544 | \$ 1,433 | \$ 1,345 | \$ 1,400 |



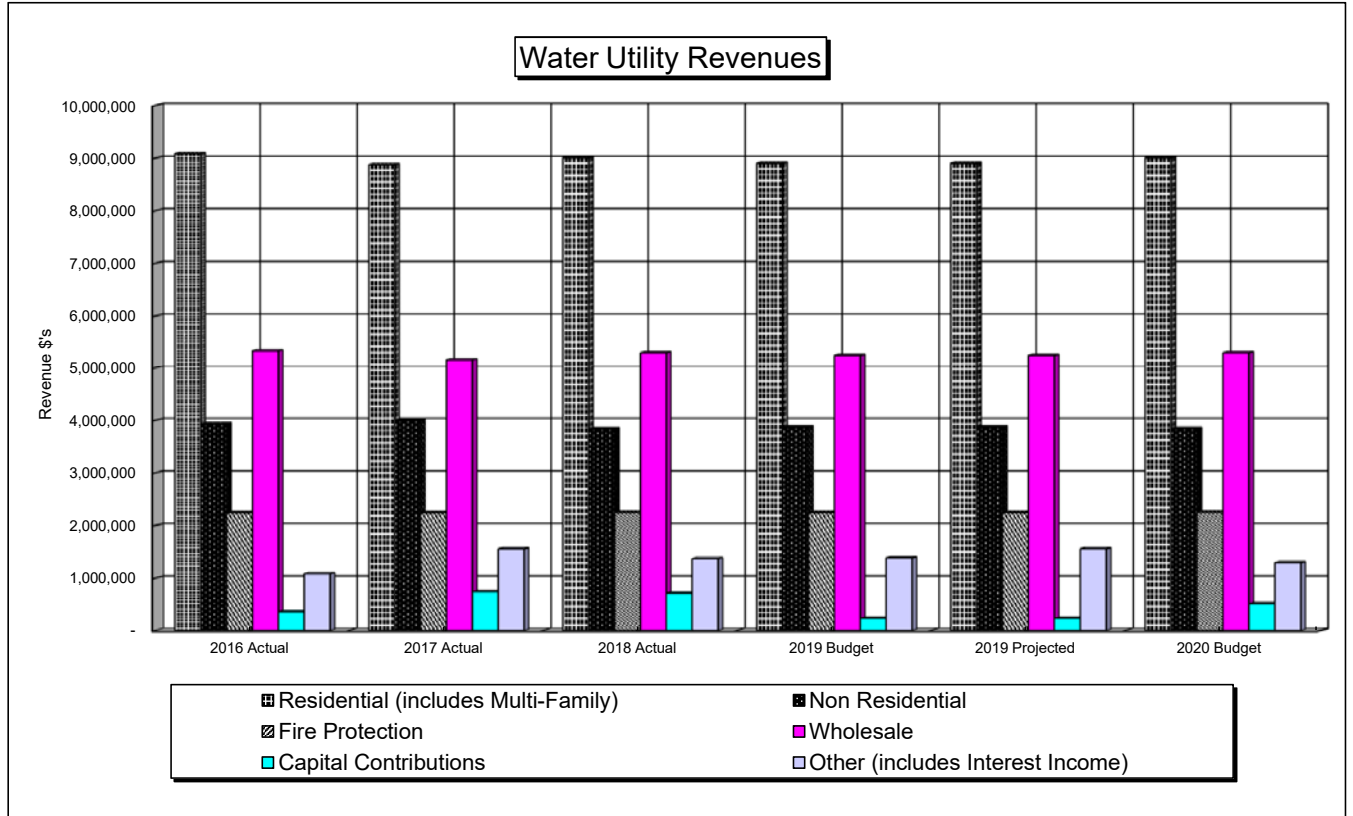
Revenue Bond Ratings:

| | |
|-------------------|------------|
| Water | Aa2 |
| Wastewater | Aa2 |
| Stormwater | Aa2 |

**CITY OF APPLETON 2020 BUDGET
UTILITY REVENUES**

WATER UTILITY

| Sources of Revenue | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget | % Change |
|----------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Residential Water Service | \$ 8,414,600 | \$ 8,190,234 | \$ 8,313,133 | \$ 8,200,000 | \$ 8,200,000 | \$ 8,300,000 | 1.22% |
| Commercial Water Service | 2,316,117 | 2,184,703 | 2,223,360 | 2,250,000 | 2,250,000 | 2,250,000 | 0.00% |
| Industrial Water Service | 1,243,460 | 1,449,392 | 1,211,958 | 1,250,000 | 1,250,000 | 1,200,000 | -4.00% |
| Municipal Water Service | 376,420 | 368,847 | 405,760 | 370,000 | 370,000 | 395,000 | 6.76% |
| Multi-Family Water Service | 666,485 | 681,273 | 691,802 | 700,000 | 700,000 | 705,000 | 0.71% |
| Fire Protection | 2,242,013 | 2,242,176 | 2,250,657 | 2,246,500 | 2,246,500 | 2,254,500 | 0.36% |
| Wholesale Water Service | 5,337,036 | 5,163,151 | 5,299,473 | 5,250,000 | 5,250,000 | 5,300,000 | 0.95% |
| Other | 945,763 | 1,374,632 | 1,087,096 | 1,254,399 | 1,254,399 | 1,090,850 | -13.04% |
| Interest Income | 132,716 | 177,734 | 278,749 | 125,000 | 300,000 | 200,000 | 60.00% |
| Contributed Capital | 355,807 | 736,903 | 710,927 | 229,300 | 229,300 | 510,150 | 122.48% |
| Total Water Utility | \$ 22,030,417 | \$ 22,569,045 | \$ 22,472,915 | \$ 21,875,199 | \$ 22,050,199 | \$ 22,205,500 | 1.51% |



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. A 10% rate increase was implemented on December 31, 2010. There is no rate increase planned for 2020

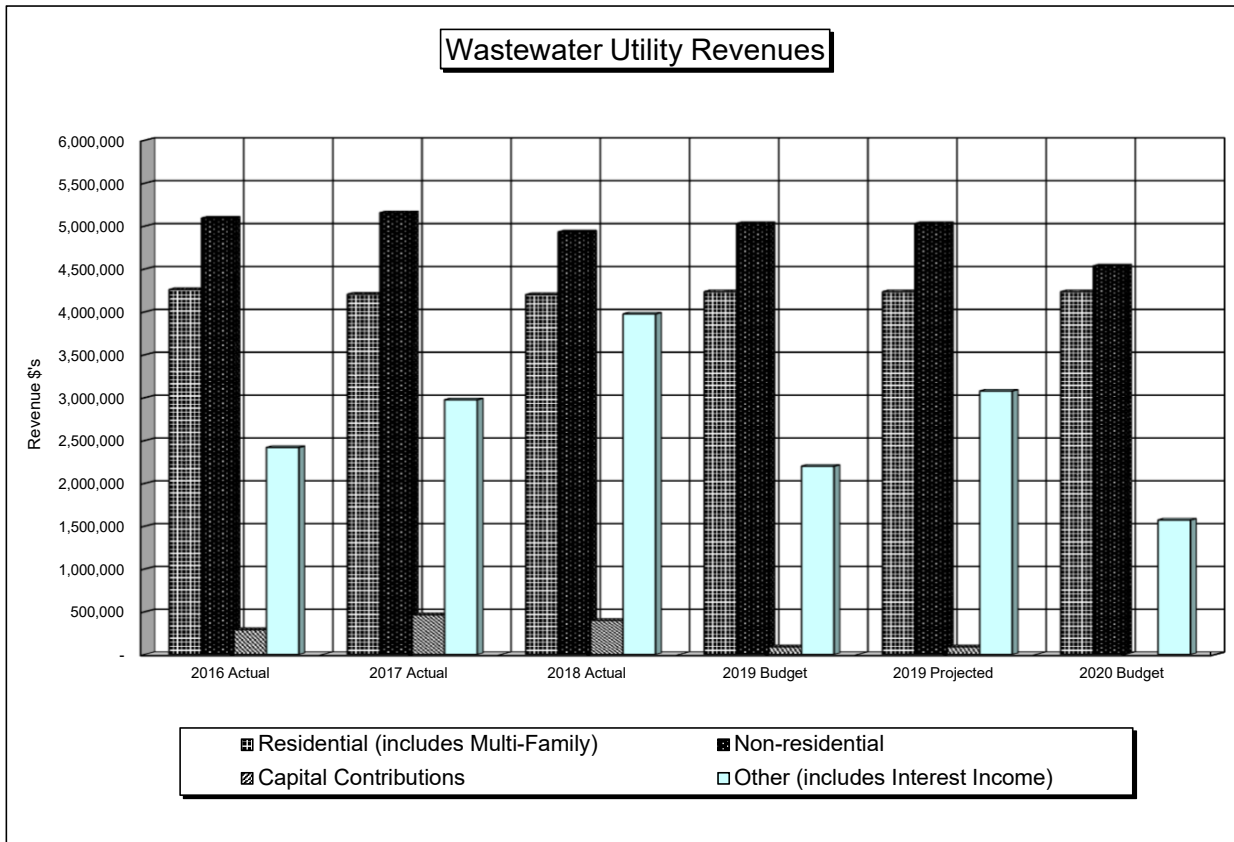
Interest income is earnings on available working cash, required reserve accounts and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. 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.

**CITY OF APPLETON 2020 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

| Sources of Revenue | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget | % Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Residential Sewer Service | \$ 3,946,452 | \$ 3,885,488 | \$ 3,875,570 | \$ 3,900,000 | \$ 3,900,000 | \$ 3,900,000 | 0.00% |
| Commercial Sewer Service | 957,745 | 937,148 | 981,470 | 950,000 | 950,000 | 950,000 | 0.00% |
| Industrial Sewer Service | 3,853,500 | 3,936,810 | 3,658,145 | 3,800,000 | 3,800,000 | 3,300,000 | -13.16% |
| Municipal Sewer Service | 281,297 | 281,295 | 292,416 | 280,000 | 280,000 | 285,000 | 1.79% |
| Multi-Family Sewer Service | 313,250 | 320,506 | 325,113 | 335,000 | 335,000 | 335,000 | 0.00% |
| Interest Income | 157,142 | 174,762 | 291,562 | 107,500 | 400,000 | 207,500 | 93.02% |
| Other | 2,261,209 | 2,800,993 | 3,684,390 | 2,092,399 | 2,677,628 | 1,364,957 | -34.77% |
| Capital Contributions | 292,031 | 465,556 | 399,455 | 91,025 | 91,025 | - | N/A |
| Total Wastewater Utility | \$ 12,062,626 | \$ 12,802,558 | \$ 13,508,121 | \$ 11,555,924 | \$ 12,433,653 | \$ 10,342,457 | -10.50% |



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. The current rates for service have been effective since July 1, 2011. The decrease in industrial service is due to the reduction of flow from one of the Quantity/Quality customers. A rate study will be completed in 2020 to determine needed rate adjustment to maintain operations and capital needs for the next five years. Any rate increase will be approved by Council prior to the implementation of the new rates.

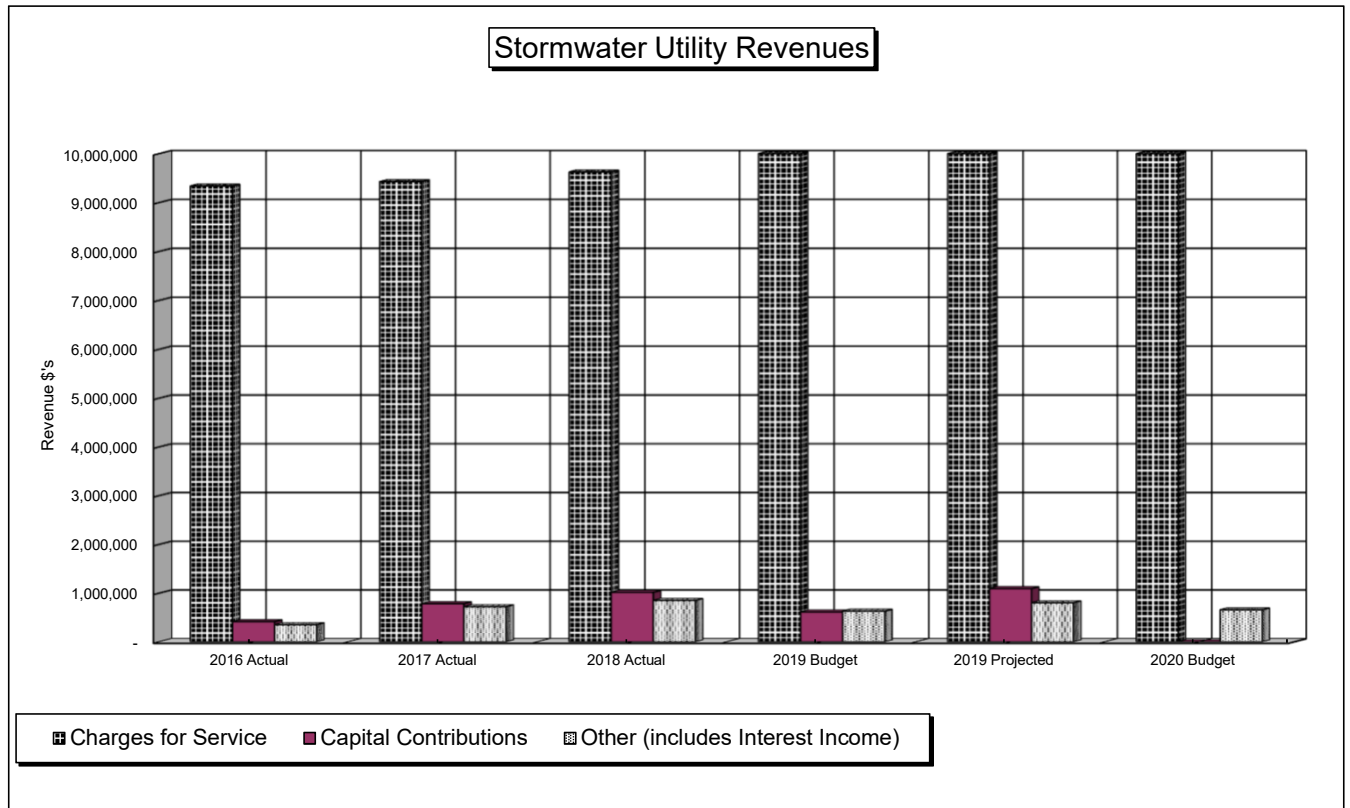
Interest income is earnings on available working cash and required reserve accounts. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments 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 decrease in other revenue is due to the anticipated loss of a major hauled waste customer.

**CITY OF APPLETON 2020 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

| Sources of Revenue | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget | % Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Charges for Service | \$ 9,339,293 | \$ 9,428,127 | \$ 9,626,251 | \$ 10,800,000 | \$ 10,850,000 | \$ 10,950,000 | 1.39% |
| Interest Income | 84,919 | 145,558 | 243,982 | 125,000 | 300,000 | 200,000 | 60.00% |
| Capital Contributions | 415,683 | 784,603 | 1,017,013 | 612,725 | 1,092,725 | - | N/A |
| Other | 269,644 | 577,728 | 609,246 | 505,543 | 504,152 | 458,644 | -9.28% |
| Total Stormwater Utility | \$ 10,109,539 | \$ 10,936,016 | \$ 11,496,492 | \$ 12,043,268 | \$ 12,746,877 | \$ 11,608,644 | -3.61% |



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. The current rate of \$175 per ERU took effect on January 1, 2019. The rate prior to that was \$155 per ERU.

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

CITY OF APPLETON 2020 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 2020.

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 2020 BUDGET
WASTEWATER UTILITY
RATE DETAIL**

The current rates detailed below were implemented on July 1, 2011. A rate study will be completed in 2020. The final rate adjustment will be presented for Council approval upon the completion of the study.

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 2020 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. It is anticipated that a mid-year rate increase will be required to cover 2020 expenses.

*** Annual rate of \$175.00 / ERU took effect January 1, 2019.

CITY OF APPLETON 2020 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 2020 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 2019 EVENTS

WATER TREATMENT

Membrane Treatment Operation - The Koch Membrane System (KMS) was not operated during 2019. 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 membranes and stages for sale through a membrane consignment house.

Ultraviolet Light Process - The ultraviolet light process has performed well under the second full year of operation. Plant operating costs have continued to decline for consumable purchases including electrical and chemical. Water quality goals were met or exceeded for virus destruction and parasite deactivation. Water turbidity remains at consistent levels similar to the previous ultrafiltration process.

Tank Maintenance - The three million gallon north reservoir was taken out of service in 2018. Warranty work was accomplished in July, 2019.

Chemical Delivery - Systems repaired or replaced depending on condition. Chemical systems for 2019 included: ferric sulfate, fluoride, anionic polymer, carbon dioxide, and sodium hypochlorite.

Lake Station Project - Engineering was undertaken for the lake station project. The project will upgrade the chemical, electrical, and equipment at the shore well building. Other phases of work will include engineering a new Lake Winnebago intake which will be located 2,000 feet off shore and an intermediate pipe from the lake station to the Appleton Water Treatment Facility.

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 6.08% rate of return for 2018. The utility is currently authorized a rate of return of 7%. A rate increase is not planned for 2020 as debt coverage ratio and cash coverage have been maintained with current rates.

CITY OF APPLETON 2020 BUDGET WATER UTILITY

MAJOR 2020 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Water Utility in order to:

Provide water that meets all State and federal water quality standards and regulations; continue to meet WDNR requirements for annual inspections and make any requested corrections

Complete an optimal corrosion control study for the distribution system. This study was requested by the Wisconsin Department of Natural Resources in 2019.

Complete a risk assessment of the water utility as defined by the USEPA.

Plan accordingly from recommendations that were made in the 2019 Distribution Master Plan.

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 2020 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 2019, into appropriate operating and capital budget requests

Promote customer portal (Aquahawk) 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 2019 audit, to further determine when the next rate increase application will be filed with the Public Service Commission.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|-------------------------|---------------|---------------|---------------|---------------|------------|----------|
| Programs | | Actual | | Budget | | | % |
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 22,569,047 | \$ 22,472,915 | \$ 21,875,199 | \$ 21,875,199 | 22,205,500 | 1.51% |
| Program Expenses | | | | | | | |
| 5310 | Administration | 9,346,995 | 9,601,826 | 9,488,621 | 9,488,621 | 9,572,641 | 0.89% |
| 5321 | Treatment Admin | 663,481 | 576,565 | 686,440 | 686,440 | 832,122 | 21.22% |
| 5323 | Treatment Operations | 5,033,835 | 4,660,142 | 6,164,283 | 6,193,914 | 5,774,069 | -6.33% |
| 5351 | Distribution Admin | 753,211 | 752,069 | 882,672 | 961,148 | 871,047 | -1.32% |
| 5352 | Meter Operations | 81,437 | 166,567 | 218,538 | 218,538 | 356,106 | 62.95% |
| 5353 | Distribution Operations | 1,080,910 | 1,295,084 | 1,278,694 | 1,278,694 | 1,480,162 | 15.76% |
| 5325 | Treatment Capital | 38,185 | - | 1,565,000 | 2,384,284 | 3,800,000 | 142.81% |
| 5370 | Distribution Capital | 109,890 | 96,425 | 3,735,408 | 3,951,467 | 3,902,516 | 4.47% |
| TOTAL | | \$ 17,107,944 | \$ 17,148,678 | \$ 24,019,656 | \$ 25,163,106 | 26,588,663 | 10.70% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 2,902,027 | 2,963,777 | 3,199,464 | 3,199,464 | 3,317,684 | 3.69% |
| Training & Travel | | 3,736 | 4,819 | 9,500 | 9,500 | 10,500 | 10.53% |
| Supplies & Materials | | 1,491,019 | 1,617,292 | 1,828,000 | 1,828,000 | 2,021,320 | 10.58% |
| Purchased Services | | 3,897,335 | 3,774,232 | 6,365,517 | 7,492,908 | 8,223,564 | 29.19% |
| Miscellaneous Expense | | 7,043,478 | 6,994,006 | 7,057,975 | 7,057,975 | 7,070,385 | 0.18% |
| Capital Expenditures | | (84,948) | (118,139) | 3,610,400 | 3,626,459 | 3,936,410 | 9.03% |
| Transfers Out | | 1,855,297 | 1,912,691 | 1,948,800 | 1,948,800 | 2,008,800 | 3.08% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 38.24 | 38.28 | 36.84 | 36.84 | 36.71 | |

**CITY OF APPLETON 2020 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 upgrades.
- Regulatory loss on early retirement reflects the second year expense of a four-year plan approved by the Public Service Commission to amortize the early retirement of the membrane system prior to being fully depreciated.
- Depreciation expense is reduced due to the early retirement amortization.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely and accurate posting of overhead expenses | | | | | |
| % of months posted within 10 days of end of month | 92% | 83% | 92% | 50% | 92% |
| 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 | 114,562 | 114,596 | 115,100 | 115,100 | 115,200 |
| PSC Annual Report filed | On time | On time | On time | On time | On time |

**CITY OF APPLETON 2020 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 441100 Sundry Permits | \$ 180 | \$ 315 | \$ 200 | \$ 200 | 200 |
| 471000 Interest on Investments | 177,734 | 278,749 | 125,000 | 125,000 | 200,000 |
| 482000 Unmetered Service | 30,108 | 35,211 | 22,000 | 22,000 | 30,000 |
| 482101 Residential Service | 8,190,234 | 8,313,133 | 8,200,000 | 8,200,000 | 8,300,000 |
| 482200 Commercial Service | 2,184,703 | 2,223,360 | 2,250,000 | 2,250,000 | 2,250,000 |
| 482300 Industrial Service | 1,449,392 | 1,211,958 | 1,250,000 | 1,250,000 | 1,200,000 |
| 482400 Municipal Service | 368,847 | 405,760 | 370,000 | 370,000 | 395,000 |
| 482600 Public Fire Protection | 1,780,959 | 1,786,096 | 1,782,000 | 1,782,000 | 1,788,000 |
| 482500 Private Fire Protection | 264,633 | 267,977 | 268,000 | 268,000 | 270,000 |
| 482700 Fire Protection Wholesale | 196,584 | 196,584 | 196,500 | 196,500 | 196,500 |
| 482102 Multi-family Service | 681,273 | 691,802 | 700,000 | 700,000 | 705,000 |
| 482900 Sales for Resale | 5,163,151 | 5,299,473 | 5,250,000 | 5,250,000 | 5,300,000 |
| 500400 Sale of City Property | 21,064 | 19,254 | - | - | - |
| 500600 Gain (Loss) on Asset | (39,965) | - | - | - | - |
| 500601 Regulatory Loss - Early | - | (684,668) | - | - | (684,668) |
| 501500 Rental of City Property | - | 126,877 | - | - | 84,000 |
| 501600 Lease Revenue | 306,082 | 160,625 | 300,000 | 300,000 | 160,000 |
| 502100 Capital Contributions | 736,903 | 410,927 | 229,300 | 229,300 | 510,150 |
| 503000 Damage to City Property | 65,681 | 3,734 | 4,000 | 4,000 | 4,000 |
| 503500 Other Reimbursements | 10,094 | 9,803 | 2,500 | 2,500 | 6,000 |
| 507000 Unmetered Svc - Municipal | 12,097 | 10,533 | 10,000 | 10,000 | 10,000 |
| 507100 Customer Penalty | 83,907 | 83,866 | 85,000 | 85,000 | 84,000 |
| 507200 Water Misc Revenue | 4,225 | 3,785 | 4,000 | 4,000 | 2,000 |
| 507300 Water Revenue-Sewer Billin | 201,631 | 196,220 | 183,000 | 183,000 | 183,000 |
| 507700 Income from Admin Fee | 4,758 | 4,583 | 5,000 | 5,000 | 4,500 |
| 507900 Private Hydrant Testing | 13,140 | 14,751 | 13,000 | 13,000 | 13,000 |
| 508300 Emergency Water Turnoff | 635 | 1,407 | 500 | 500 | 500 |
| 591100 Premium on Debt Issue | 660,997 | 716,132 | 625,199 | 625,199 | 509,650 |
| Total Revenue | \$ 22,569,047 | \$ 21,788,247 | \$ 21,875,199 | \$ 21,875,199 | 21,520,832 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 111,735 | \$ 116,406 | \$ 120,202 | \$ 120,202 | 124,056 |
| 610500 Overtime Wages | 169 | 608 | - | - | - |
| 615000 Fringes | 195,930 | 276,431 | 50,294 | 50,294 | 47,670 |
| 630400 Postage\Freight | 20,053 | 19,615 | 23,000 | 23,000 | 23,000 |
| 632001 City Copy Charges | 1,148 | 1,365 | 1,700 | 1,700 | 1,700 |
| 632002 Outside Printing | 2,239 | 1,788 | 1,800 | 1,800 | 1,800 |
| 640100 Accounting/Audit Fees | 11,195 | 11,139 | 11,500 | 11,500 | 12,000 |
| 640203 Regulatory Fees | 19,774 | 21,061 | 24,000 | 24,000 | 24,000 |
| 640300 Bank Service Fees | 19,666 | 16,863 | 22,000 | 22,000 | 20,000 |
| 640400 Consulting Services | 277 | 1,847 | - | - | - |
| 641300 Utilities | 95,737 | 102,451 | 108,000 | 108,000 | 108,000 |
| 642900 Interfund Allocations | (1,135) | (149) | - | - | - |
| 650100 Insurance | 132,444 | 127,704 | 119,350 | 119,350 | 131,230 |
| 660100 Depreciation Expense | 4,532,727 | 4,063,767 | 4,900,000 | 4,900,000 | 4,500,000 |
| 662300 Uncollectable Accounts | 3,696 | 13,396 | 5,000 | 5,000 | 8,000 |
| 672000 Interest Payments | 2,095,814 | 1,951,448 | 1,822,765 | 1,822,765 | 1,610,165 |
| 673000 Debt Issuance Costs | 20,500 | 7,000 | 85,000 | 85,000 | 55,000 |
| 675100 Gain/Loss on Refund | 229,729 | 273,727 | 245,210 | 245,210 | 212,552 |
| 791100 Transfer Out - General | 1,855,297 | 1,910,691 | 1,948,800 | 1,948,800 | 2,008,800 |
| Total Expense | \$ 9,346,995 | \$ 8,917,158 | \$ 9,488,621 | \$ 9,488,621 | 8,887,973 |

DETAILED SUMMARY OF 2020 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 | 1,995,000 |
| City Service Invoice folding/inserting | 1,500 | Administration fee | 13,800 |
| | <u>\$ 23,000</u> | | <u>2,008,800</u> |
| <u>Legal Fees</u> | | | |
| PSC Assessment | \$ 24,000 | | |
| | <u>\$ 24,000</u> | | |

**CITY OF APPLETON 2020 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:

All fringe expense for Utility Department employees will be part of this budget, in prior years the fringe benefit costs were listed with the corresponding salary budget in each business unit. This change is due to chart of accounts restructuring for the conversion to the Tyler Munis ERP system in the fall of the 2018.

Consulting expense is included in this budget for a risk assessment that is being required by the USEPA. The study will evaluate water utility assets and procedures. Deliverables include creating a risk and emergency response plan for the water utility.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Safe work environment | | | | | |
| # of workers comp claims/year | 0 | 0 | 0 | 0 | 0 |
| # of first aid entries per year | 2 | 0 | 0 | 0 | 0 |
| Strategic Outcomes | | | | | |
| Effective use of budgeted funds | | | | | |
| % of operational budget obligated | 82% | 85% | 100% | 100% | 100% |
| Trained Staff | | | | | |
| % of staff adequately trained | 100% | 100% | 100% | 100% | 100% |
| Average # of hours training per employee | 8 | 6 | 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 2020 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 264,400 | \$ 270,346 | \$ 268,907 | \$ 268,907 | \$ 275,279 |
| 610500 Overtime Wages | 290 | 459 | 2,422 | 2,422 | 2,471 |
| 610800 Part-Time Wages | 1,771 | 1,829 | 2,810 | 2,810 | 2,810 |
| 615000 Fringes | 355,832 | 258,912 | 363,384 | 363,384 | 377,363 |
| 620100 Training/Conferences | 2,106 | 3,908 | 7,000 | 7,000 | 8,000 |
| 630100 Office Supplies | 786 | 662 | 2,500 | 2,500 | 2,000 |
| 630300 Memberships & Licenses | 8,223 | 8,284 | 8,000 | 8,000 | 8,700 |
| 630400 Postage/Freight | 618 | 621 | 1,200 | 1,200 | 1,000 |
| 630500 Awards & Recognition | 161 | 87 | 210 | 210 | 210 |
| 630700 Food & Provisions | 227 | 370 | 280 | 280 | 280 |
| 632001 City Copy Charges | 1,519 | 1,526 | 1,600 | 1,600 | 1,600 |
| 632002 Outside Printing | 8,994 | 8,705 | 9,000 | 9,000 | 9,000 |
| 632101 Uniforms | - | 23 | - | - | - |
| 632700 Miscellaneous Equipment | 1,759 | 1,035 | 1,000 | 1,000 | 1,000 |
| 640400 Consulting Services | - | 3,797 | - | - | 125,000 |
| 640800 Contractor Fees | 3,504 | 2,525 | 3,000 | 3,000 | 2,900 |
| 641200 Advertising | - | 646 | 1,000 | 1,000 | 1,000 |
| 641300 Utilities | 12,427 | 12,090 | 13,100 | 13,100 | 13,100 |
| 642501 CEA Operations/Maint. | 350 | 226 | 550 | 550 | 250 |
| 642502 CEA Depreciation/Replace. | 514 | 514 | 477 | 477 | 159 |
| Total Expense | <u>\$ 663,481</u> | <u>\$ 576,565</u> | <u>\$ 686,440</u> | <u>\$ 686,440</u> | <u>832,122</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Consulting

| | |
|-----------------|-------------------|
| Risk assessment | <u>\$ 125,000</u> |
| | <u>\$ 125,000</u> |

**CITY OF APPLETON 2020 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 and overtime budget reflects moving the double time costs to pay operators that are scheduled to work on Sunday from overtime to salary. This time is part of the regular 24/7 plant operations and is not due to overtime needs.

Costs for reagents for field instrumentation was moved from Repair Parts to Other Miscellaneous Supplies.

Contractor fees includes costs to inspect and paint the Ridgeway Tower; the tower was last painted in 2005.

Included in this budget is \$400,000 for an optimal corrosion control study. The objectives of the study will be to optimize chemical feed systems that will minimize lead release from any lead service lines or from private plumbing systems. The study will be completed in phases and will require equipment, contractors, a certified laboratory and an engineering project team to lead and deliver a final report.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 3,282 MG | 3,350 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 / 0 | 0 / 0 | 1 / 1 | 3 / 1 | 2 / 2 |

CITY OF APPLETON 2020 BUDGET

WATER UTILITY

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 651,477 | \$ 637,898 | \$ 670,860 | \$ 670,860 | \$ 728,775 |
| 610400 Call Time Wages | 946 | 1,529 | 2,200 | 2,200 | 2,200 |
| 610500 Overtime Wages | 51,911 | 63,836 | 79,355 | 79,355 | 36,285 |
| 610800 Part-Time Wages | 457 | - | - | - | - |
| 630600 Building Maint./Janitorial | 2,083 | 3,941 | 2,150 | 2,150 | 4,000 |
| 630901 Shop Supplies | 8,839 | 14,548 | 10,000 | 10,000 | 15,000 |
| 630902 Tools & Instruments | 2,923 | - | 3,500 | 3,500 | 3,500 |
| 631000 Chemicals | 1,115,535 | 1,208,435 | 1,343,000 | 1,343,000 | 1,333,000 |
| 631603 Other Misc. Supplies | - | 343 | - | - | 12,000 |
| 632101 Uniforms | 2,266 | 1,998 | 2,400 | 2,400 | 2,400 |
| 632200 Gas Purchases | 10,511 | 7,943 | 10,000 | 10,000 | 10,000 |
| 632300 Safety Supplies | 7,072 | 3,405 | 6,200 | 6,200 | 6,200 |
| 632400 Medical/Lab Supplies | 41,688 | 39,714 | 38,850 | 38,850 | 30,850 |
| 632601 Repair Parts | 5,646 | 3,829 | 56,000 | 56,000 | 47,000 |
| 632700 Miscellaneous Equipment | 8,387 | 19,954 | 23,000 | 23,000 | 78,700 |
| 640400 Consulting Services | 46,082 | 95,415 | 132,000 | 161,631 | 200,000 |
| 640700 Solid Waste/Recycling | 1,908 | 2,533 | 2,350 | 2,350 | 1,950 |
| 640800 Contractor Fees | 575,297 | 30,170 | 754,440 | 754,440 | 417,650 |
| 641300 Utilities | 2,237,166 | 2,139,132 | 2,524,585 | 2,524,585 | 2,364,550 |
| 641600 Build Repairs & Maint | 105 | 46,790 | 125,000 | 125,000 | - |
| 641800 Equip Repairs & Maint | 22,743 | 13,348 | 30,000 | 30,000 | 35,000 |
| 642000 Facilities Charges | 211,504 | 259,221 | 274,692 | 274,692 | 291,295 |
| 642400 Software Support | 18,567 | 13,966 | 16,100 | 16,100 | 18,000 |
| 642501 CEA Operations/Maint. | 3,616 | 4,078 | 8,822 | 8,822 | 5,855 |
| 642502 CEA Depr/Replacemt | 8,357 | 10,192 | 8,894 | 8,894 | 7,501 |
| 643200 Lab Fees | 11,944 | 18,327 | 15,890 | 15,890 | 99,763 |
| 644000 Snow Removal Services | 1,580 | 5,992 | 5,000 | 5,000 | 5,000 |
| 645400 Grounds Repair & Maint | 8,793 | 8,971 | 4,000 | 4,000 | 4,000 |
| 659900 Other Contracts/Obligation | 12,432 | 12,853 | 14,995 | 14,995 | 13,595 |
| 689900 Other Capital Outlay | (36,000) | (9,219) | - | - | - |
| 791400 Transfer Out - Capital Proj | - | 1,000 | - | - | - |
| Total Expense | <u>\$ 5,033,835</u> | <u>\$ 4,660,142</u> | <u>\$ 6,164,283</u> | <u>\$ 6,193,914</u> | <u>5,774,069</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|---|---------------------|--------------------------------|-------------------|
| <u>Chemicals</u> | | <u>Miscellaneous Equipment</u> | |
| Ammonia | \$ 20,000 | Corrosion control study | \$ 55,000 |
| Carbon dioxide | 50,000 | SCADA equipment | 7,000 |
| Chlorine | 70,000 | Chemical feed pump | 10,000 |
| Ferric sulfate | 150,000 | Radio equipment | 3,200 |
| Fluoride | 20,000 | PH meter | 3,500 |
| Lime | 450,000 | | <u>\$ 78,700</u> |
| Poly phosphate | 60,000 | <u>Contractor Fees</u> | |
| Permanganate | 325,000 | Corrosion control study | \$ 50,000 |
| Powder carbon | 75,000 | Lab equipment maintenance | 6,700 |
| Softener Polymer | 25,000 | Annual safety inspections | 1,750 |
| ACH | 80,000 | Intake inspection | 5,200 |
| Softener Salt | 3,000 | Ridgeway inspection & painting | 350,000 |
| Other chemicals | 5,000 | Tower cathodic protection | 4,000 |
| | <u>\$ 1,333,000</u> | | <u>\$ 417,650</u> |
| <u>Equipment Parts</u> | | <u>Medical/Lab Supplies</u> | |
| Valves & actuators | \$ 6,000 | Lab supplies | \$ 12,000 |
| Pumps & motors | 15,000 | Nitrogen | 1,850 |
| Piping, hoses & tubing | 10,000 | Bac T testing supplies | 13,000 |
| UV light replacements | 16,000 | Media & filters | 4,000 |
| | <u>\$ 47,000</u> | | <u>\$ 30,850</u> |
| <u>Equipment Repair & Maintenance</u> | | <u>Lab Fees</u> | |
| Pumps & motor repairs | \$ 30,000 | Corrosion control | \$ 85,000 |
| Generator maintenance | 5,000 | Required operational testing | 14,763 |
| | <u>\$ 35,000</u> | | <u>\$ 99,763</u> |
| <u>Consulting Services</u> | | | |
| Corrosion control | \$ 200,000 | | |
| | <u>\$ 200,000</u> | | |

**CITY OF APPLETON 2020 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:

All fringe expense for Distribution and Meter Operations employees will be part of this budget. In prior years the fringe benefit costs were listed with the corresponding salary budget in each business unit. This change is due to chart of accounts restructuring for the conversion to the Tyler Munis ERP system in the fall of 2018.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Efficient customer service | | | | | |
| # Cross connection surveys | 5,865 | 24 | 150 | 380 | 350 |
| # AquaHawk customers enrolled (total) | - | 102 | 1,250 | 2,500 | 3,000 |
| Strategic Outcomes | | | | | |
| Consistent & current information | | | | | |
| Policies reviewed/updated | 1 | 1 | 1 | 1 | 1 |
| Turnover ratio of inventory | 0.83 | 1.07 | 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 2020 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2,020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 249,556 | \$ 279,117 | \$ 276,740 | \$ 276,740 | 250,982 |
| 610400 Call Time Wages | 890 | 1,302 | 1,500 | 1,500 | 1,400 |
| 610500 Overtime Wages | 969 | 615 | 1,500 | 1,500 | 1,250 |
| 610800 Part-Time Wages | 254 | 4,782 | 6,740 | 6,740 | 6,775 |
| 615000 Fringes | 369,079 | 299,405 | 458,445 | 458,445 | 476,046 |
| 620100 Training/Conferences | 1,630 | 911 | 2,500 | 2,500 | 2,500 |
| 630100 Office Supplies | 562 | 819 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 709 | 589 | 845 | 845 | 845 |
| 630400 Postage\Freight | 23 | 8 | 1,250 | 1,250 | 50 |
| 630500 Awards & Recognition | 658 | 1,005 | 665 | 665 | 665 |
| 630600 Building Maint./Janitorial | 2,856 | 3,229 | 2,450 | 2,450 | 2,900 |
| 630901 Shop Supplies | 338 | 78 | 50 | 50 | 50 |
| 631603 Other Misc. Supplies | 11,000 | - | - | - | - |
| 632000 Printing & Reproduction | 1,828 | 2,596 | 4,500 | 4,500 | 4,800 |
| 632102 Protective Clothing | 726 | 1,627 | 1,600 | 1,600 | 1,600 |
| 632200 Gas Purchases | - | 15 | 50 | 50 | 25 |
| 632300 Safety Supplies | 793 | 1,351 | 900 | 900 | 900 |
| 632400 Medical-Lab Supplies | 97 | 167 | 100 | 100 | 125 |
| 632700 Miscellaneous Equipment | 3,311 | 5,240 | 4,250 | 4,250 | 4,250 |
| 640400 Consulting Services | - | 46,921 | - | 78,476 | - |
| 641300 Utilities | 55,895 | 56,040 | 60,560 | 60,560 | 61,077 |
| 642000 Facilities Charges | 22,588 | 22,442 | 24,162 | 24,162 | 21,207 |
| 642400 Software Support | 2,841 | 3,554 | 4,295 | 4,295 | 5,380 |
| 642501 CEA Operations/Maint. | 8,861 | 6,168 | 9,700 | 9,700 | 8,350 |
| 643000 Health Services | 20 | - | 50 | 50 | 50 |
| 659900 Other Contracts/Obligation | 15,886 | 11,979 | 18,820 | 18,820 | 18,820 |
| 689900 Other Capital Outlay | 1,841 | 2,109 | - | - | - |
| Total Expense | \$ 753,211 | \$ 752,069 | \$ 882,672 | \$ 961,148 | 871,047 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|-----------------------------|------------------|
| Excavation permits (City) | \$ 7,000 |
| Digger's Hotline fees | 7,500 |
| Excavation permits (County) | 4,320 |
| Total | \$ 18,820 |

**CITY OF APPLETON 2020 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
- Promote the customer portal and educate customers on the use and benefits of the portal

Major changes in Revenue, Expenditures or Programs:

While performing PSC required testing of all large meters, 65% were not metering water within the allowable ranges. PSC does not allow these meters to be re-installed, so a larger quantity of large meters needs to be purchased and installed. Because our meters are failing after less than 4 years, we are going to a different vendor, but they will not have the programmable meters until 2020. Additional small meters will also be ordered in 2020 to accommodate needs for new home and apartment development.

Cost of Aquahawk software, for customers to monitor water use, will not be shared with the Wastewater Utility; all other meter costs are currently split as part of the joint meter allocation.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|-----------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Reliable, accurate water usage | | | | | |
| # of large meters replaced | 0 | 0 | 0 | 80 | 190 |
| # of meters tested | 5,879 | 260 | 50 | 100 | 250 |
| # of defective meters | 182 | 6 | 25 | 10 | 10 |
| # of meters in service | 27,862 | 27,930 | 28,000 | 28,000 | 28,100 |
| Strategic Outcomes | | | | | |
| Implementation of system upgrade | | | | | |
| # of transmitter modules replaced | 20 | 0 | 20 | 25 | 25 |
| # of meters replaced | 69,098 | 103 | 15 | 15 | 15 |
| Work Process Outputs | | | | | |
| Service provided | | | | | |
| # of service calls | 1,389 | 1,509 | 1,500 | 1,500 | 1,500 |
| System growth | | | | | |
| # new customer meters installed | 77 | 88 | 150 | 150 | 225 |

**CITY OF APPLETON 2020 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

Business Unit 5352

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------------|-------------------|-------------------|-------------------|----------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 38,290 | \$ 66,790 | \$ 99,818 | \$ 99,818 | \$ 71,729 |
| 610400 Call Time Wages | 164 | 350 | 250 | 250 | 200 |
| 610500 Overtime Wages | 1,152 | 1,817 | 1,350 | 1,350 | 1,550 |
| 630600 Building Maint./Janitorial | - | - | 150 | 150 | - |
| 630901 Shop Supplies | 2,981 | 3,051 | 100 | 100 | - |
| 630902 Tools & Instruments | 518 | 1,391 | 2,350 | 2,350 | 1,800 |
| 631100 Paint & Supplies | 2 | 7 | - | - | - |
| 632601 Repair Parts | - | 258 | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | - | 26 | 45,000 | 45,000 | 206,595 |
| 640800 Contractor Fees | 1,820 | 19 | 500 | 500 | 500 |
| 641800 Equip Repairs & Maint | 205 | - | 2,500 | 2,500 | 1,100 |
| 642400 Software Support | 30,056 | 86,250 | 53,870 | 53,870 | 62,392 |
| 642501 CEA Operations/Maint. | 6,249 | 6,608 | 11,650 | 11,650 | 9,240 |
| Total Expense | \$ 81,437 | \$ 166,567 | \$ 218,538 | \$ 218,538 | 356,106 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Misc Equipment

| | |
|--------------------|-------------------|
| Small meters - 287 | \$ 85,145 |
| Large meters - 188 | 121,450 |
| | <u>\$ 206,595</u> |

Software Support

| | |
|---------------------------|------------------|
| Sensus meter hosting fees | \$ 26,250 |
| Iron Mountain | 442 |
| Analytics | 1,700 |
| Aquahawk | 34,000 |
| | <u>\$ 62,392</u> |

CITY OF APPLETON 2020 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 #

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
- Pursue color coding of fire hydrants to accurately reflect gallons per minute available at the hydrant

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 water main breaks and lead service replacement.

Miscellaneous equipment expense includes cost to purchase new water correlator; this equipment will aid in detecting water main breaks.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Reliable source at adequate pressure | | | | | |
| Hydrants | | | | | |
| Replace/Upgrade | 5 | 12 | 5 | 10 | 5 |
| % of hydrants flushed | 100% | 100% | 100% | 100% | 100% |
| Water loss reported | 15% | 16% | 10% | 15% | 15% |
| Strategic Outcomes | | | | | |
| Reliability of the system | | | | | |
| # water main breaks | 91 | 86 | 80 | 90 | 80 |
| Work Process Outputs | | | | | |
| Preventive maintenance | | | | | |
| # services replaced | 33 | 1 | 23 | 32 | 0 |
| # valves exercised | 2,144 | 3,010 | 2,300 | 2,300 | 2,300 |
| # valves replaced | 4 | 11 | 5 | 10 | 5 |
| # curb boxes repaired | 226 | 616 | 250 | 250 | 250 |
| # valves repaired | 53 | 94 | 75 | 40 | 50 |
| # of service leaks | 3 | 6 | 2 | 2 | 2 |

**CITY OF APPLETON 2020 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 481,298 | \$ 571,735 | \$ 548,791 | \$ 548,791 | \$ 687,787 |
| 610400 Call Time Wages | 14,661 | 13,036 | 16,850 | 16,850 | 15,250 |
| 610500 Overtime Wages | 47,548 | 36,067 | 36,500 | 36,500 | 39,500 |
| 610800 Part-Time Wages | 6,469 | 3,191 | 6,738 | 6,738 | 6,700 |
| 630800 Landscape Supplies | 682 | 1,539 | 1,000 | 1,000 | 600 |
| 630901 Shop Supplies | 3,545 | 6,643 | 4,500 | 4,500 | 4,700 |
| 630902 Tools & Instruments | 2,391 | 4,856 | 3,650 | 3,650 | 3,600 |
| 631100 Paint & Supplies | 639 | 749 | 1,100 | 1,100 | 775 |
| 632500 Construction Materials | 79,410 | 84,012 | 101,000 | 101,000 | 56,500 |
| 632601 Repair Parts | 82,321 | 116,833 | 89,000 | 89,000 | 94,500 |
| 632700 Miscellaneous Equipment | 14,999 | 28,451 | 16,100 | 16,100 | 41,100 |
| 632800 Signs | 884 | - | - | - | - |
| 640800 Contractor Fees | 123,183 | 189,072 | 120,500 | 120,500 | 196,500 |
| 641500 Tipping Fees | 10,578 | 18,041 | 17,000 | 17,000 | 20,000 |
| 641800 Equip Repairs & Maint | 639 | 369 | 1,000 | 1,000 | 900 |
| 642501 CEA Operations/Maint. | 232,758 | 254,940 | 313,965 | 313,965 | 311,500 |
| 650302 Equipment Rent | - | - | 1,000 | 1,000 | 250 |
| 689900 Other Capital Outlay | (21,095) | (35,450) | - | - | - |
| 791400 Transfer Out - Capital Project | - | 1,000 | - | - | - |
| Total Expense | \$ 1,080,910 | \$ 1,295,084 | \$ 1,278,694 | \$ 1,278,694 | 1,480,162 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Repair Parts

| | |
|--|------------------|
| Fittings, clamps, pipe, etc. for main/valve break repair | \$ 45,000 |
| Valves, sleeves, boxes, pipe & connectors for service laterals/curbs | 19,500 |
| Hydrant repair parts | 30,000 |
| Total | \$ 94,500 |

Contractor Fees

| | |
|---|-------------------|
| Surface restoration | \$ 170,000 |
| Contractor services for main/valve break & repair | 10,500 |
| Hydrant painting | 16,000 |
| Total | \$ 196,500 |

Miscellaneous Equipment

| | |
|-------------------------|------------------|
| Barricades & Cones | \$ 3,500 |
| RP Valve Parts | 4,150 |
| Shoring trailer | 6,500 |
| First tooth for backhoe | 1,000 |
| Gauges | 200 |
| Water correlator | 25,000 |
| Hoses for flushers | 750 |
| Total | \$ 41,100 |

Tipping Fees

| | |
|--|------------------|
| Water main breaks | \$ 16,000 |
| Pavement removal from in-house patch program | 4,000 |
| Total | \$ 20,000 |

Construction Materials

| | |
|-----------------|------------------|
| Concrete | \$ 5,000 |
| Slurry | 10,000 |
| Gravel | 19,000 |
| Asphalt | 17,000 |
| Clear Stone | 3,500 |
| Other materials | 2,000 |
| Total | \$ 56,500 |

**CITY OF APPLETON 2020 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 2020 CIPs:

| | | |
|------------------------------------|---------------------|-------------------|
| | <u>2020 Budget</u> | <u>Page</u> |
| Second Raw Water Line Improvements | 3,600,000 | Projects, Pg. 571 |
| Hardscape Improvements | 200,000 | Projects, Pg. 612 |
| | <u>\$ 3,800,000</u> | |

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Water Rate changes % per year | 0% | 0% | 0% | 0% | 0% |
| Strategic Outcomes | | | | | |
| Tri-annual Sanitary Review # of corrective actions | 0 | 1 | 0 | 0 | 0 |
| # of recommended changes | 1 | 4 | 1 | 1 | 0 |
| Work Process Outputs | | | | | |
| Project Management % of projects completed at year-end | 22% | 60% | 100% | 50% | 100% |

**CITY OF APPLETON 2020 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------------|-------------|---------------------|---------------------|------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 640400 Consulting Services | \$ 19,290 | \$ 18,816 | \$ 1,400,000 | \$ 1,206,664 | \$ 600,000 |
| 640800 Contractor Fees | 8,895 | 48,710 | - | 1,010,478 | 3,000,000 |
| 659900 Other Contracts/Obligation | - | 856 | - | 2,142 | - |
| 680200 Land Improvements | 101,637 | - | 65,000 | 65,000 | 200,000 |
| 680300 Buildings | - | - | 100,000 | 100,000 | - |
| 680401 Machinery & Equipment | - | 46,056 | - | - | - |
| 689900 Other Capital Outlay | (91,637) | (114,438) | - | - | - |
| Total Expense | \$ 38,185 | \$ - | \$ 1,565,000 | \$ 2,384,284 | 3,800,000 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|---------------------------|-------------------|
| Lake Station modification | \$ 600,000 |
| | <u>\$ 600,000</u> |

Contractor Fees

| | |
|----------------------------|---------------------|
| Lake Station modifications | \$ 3,000,000 |
| | <u>\$ 3,000,000</u> |

Land Improvements

| | |
|-----------------------|-------------------|
| Hardscape replacement | \$ 200,000 |
| | <u>\$ 200,000</u> |

**CITY OF APPLETON 2020 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 2020 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

The following are 2020 CIPs:

| | | |
|-------------------------|---------------------|-------------------|
| | <u>2020 Budget</u> | <u>Page</u> |
| Water main construction | 3,902,516 | Projects, Pg. 592 |
| | <u>\$ 3,902,516</u> | |

Major changes in Revenue, Expenditures or Programs:

The recently completed Water Distribution Study will be used to help prioritize our 5-Year Capital Improvement Plan by replacing water mains at the end of their useful life, improving fire flows and system pressures, replacing undersized mains, and improving system reliability.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Reliable and adequate service | | | | | |
| % of reconstructed streets with relay | 100% | 100% | 100% | 100% | 100% |
| # of low flow hydrants eliminated | 4 | 4 | 5 | 5 | 4 |
| Strategic Outcomes | | | | | |
| System size | | | | | |
| Miles of mains | 377 | 377 | 377 | 377 | 378 |
| % of total miles of mains reconstructed | 0.65% | 0.79% | 1.14% | 1.14% | 1.21% |
| # of hydrants in the City | 3,383 | 3,401 | 3,368 | 3,368 | 3,437 |
| # of low flow hydrants in the City | 76 | 71 | 70 | 70 | 66 |
| Work Process Outputs | | | | | |
| System expansion and improvement | | | | | |
| Miles of transmission lines added | 0.21 | 0.00 | 0.00 | 0.00 | 0.00 |
| Miles of existing mains re-laid | 2.46 | 2.96 | 4.33 | 4.33 | 4.56 |

**CITY OF APPLETON 2020 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------|-------------|--------------|--------------|------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 46,985 | \$ 46,449 | \$ 175,896 | \$ 175,896 | \$ 157,006 |
| 610400 Call Time Wages | 190 | 300 | - | - | - |
| 610500 Overtime Wages | 8,786 | 9,331 | 5,000 | 5,000 | - |
| 610800 Part-Time Wages | 815 | 1,241 | 2,912 | 2,912 | 4,600 |
| 630901 Shop Supplies | 170 | 154 | - | - | - |
| 632503 Other Materials | 1,168 | 76 | - | - | - |
| 632601 Repair Parts | 21,483 | 4,327 | - | - | - |
| 640400 Consulting Services | 7,339 | 8,153 | 100,000 | 300,000 | - |
| 640800 Contractor Fees | 26,832 | 33,341 | - | - | - |
| 642501 CEA Operations/Maint. | - | - | 6,200 | 6,200 | 4,500 |
| 659900 Other Contracts/Obligation | 250 | 250 | - | - | - |
| 680401 Machinery & Equipment | - | 17,816 | - | - | - |
| 680905 Water Mains | 3,041,085 | 2,360,695 | 3,445,400 | 3,461,459 | 3,736,410 |
| 689900 Other Capital Outlay | (3,045,213) | (2,385,708) | - | - | - |
| Total Expense | \$ 109,890 | \$ 96,425 | \$ 3,735,408 | \$ 3,951,467 | 3,902,516 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | Water Utility |
|---------------------------------|--|---------------|----------------|------------------|
| Labor Pool | | | | 161,606 |
| CEA | | | | 4,500 |
| Miscellaneous | Permit; Misc.Fees; Training; Testing Mat'l | | | 10,000 |
| Construction | Surface Restoration due to 2019 Water CIP excavation | | | 99,750 |
| | Wetland Delineation work | | | 9,500 |
| | Subtotal | | | 119,250 |
| Reconstruction | Ballard Rd | Northland Ave | Capitol Dr | 935,500 |
| (not related to paving) | Ballard Rd | Pick 'n Save | Northland | 222,200 |
| | Easement (e/o Riverview Lane) | River Rd | Bouten St | 146,500 |
| | Subtotal | | | 1,304,200 |
| Reconstruction | Douglas St | Reid Dr | Prospect Ave | 102,300 |
| (prior to next year's paving) | Glendale Ave | Mason St | Richmond St | 408,400 |
| | Harris St | Badger Ave | Richmond St | 212,000 |
| | Jackson St | Calumet St | Fremont St | 366,350 |
| | Madison St | Calumet St | Taft St | 118,300 |
| | Minor St | Meade St | Rankin St | 73,000 |
| | Newberry St | Schaefer St | STH "441" | 854,000 |
| | Roemer Rd - BRIDGE | s/o "OO" | drainage ditch | 54,110 |
| | Summer St | Gillett St | Story St | 124,500 |
| | Subtotal | | | 2,312,960 |
| Total Water Construction | | | | 3,902,516 |

**CITY OF APPLETON 2020 BUDGET
WATER UTILITY**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|--|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 441100 Sundry Permits | 180 | 315 | - | 200 | 200 | 200 |
| 470500 General Interest | - | - | 20 | - | - | - |
| 471000 Interest on Investments | 177,734 | 278,749 | 506,017 | 125,000 | 125,000 | 200,000 |
| 482000 Unmetered Service | 30,108 | 35,211 | - | 22,000 | 22,000 | 30,000 |
| 482101 Residential Service | 8,190,234 | 8,313,133 | 3,931,607 | 8,200,000 | 8,200,000 | 8,300,000 |
| 482102 Multi-family Service | 681,273 | 691,802 | 333,185 | 700,000 | 700,000 | 705,000 |
| 482200 Commercial Service | 2,184,703 | 2,223,360 | 966,954 | 2,250,000 | 2,250,000 | 2,250,000 |
| 482300 Industrial Service | 1,449,392 | 1,211,958 | 545,398 | 1,250,000 | 1,250,000 | 1,200,000 |
| 482400 Municipal Service | 368,847 | 405,760 | 176,593 | 370,000 | 370,000 | 395,000 |
| 482500 Private Fire Protection | 264,633 | 267,977 | 134,794 | 268,000 | 268,000 | 270,000 |
| 482600 Public Fire Protection | 1,780,959 | 1,786,096 | 894,216 | 1,782,000 | 1,782,000 | 1,788,000 |
| 482700 Fire Protection Wholesale | 196,584 | 196,584 | 98,292 | 196,500 | 196,500 | 196,500 |
| 482800 General Service | - | - | 1,105 | - | - | - |
| 482900 Sales for Resale | 5,163,151 | 5,299,473 | - | 5,250,000 | 5,250,000 | 5,300,000 |
| 500400 Sale of City Property | 21,064 | 19,254 | 2,738 | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | (39,965) | - | - | - | - | - |
| 500601 Regulatory Loss - Early Retirmt | - | (684,668) | - | - | - | (684,668) |
| 501500 Rental of City Property | - | 126,877 | 37,089 | - | - | 84,000 |
| 501600 Lease Revenue | 306,082 | 160,625 | 117,434 | 300,000 | 300,000 | 160,000 |
| 502100 Capital Contributions | 736,903 | 410,927 | 65,478 | 229,300 | 229,300 | 510,150 |
| 503000 Damage to City Property | 65,681 | 3,734 | 8,575 | 4,000 | 4,000 | 4,000 |
| 503500 Other Reimbursements | 10,094 | 9,803 | 3,338 | 2,500 | 2,500 | 6,000 |
| 507000 Unmetered Svc - Municipal Svc | 12,097 | 10,533 | 1,614 | 10,000 | 10,000 | 10,000 |
| 507100 Customer Penalty | 83,907 | 83,866 | 39,214 | 85,000 | 85,000 | 84,000 |
| 507200 Water Misc Revenue (turn-on) | 4,225 | 3,785 | 2,225 | 4,000 | 4,000 | 2,000 |
| 507300 Water Revenue-Sewer Billing | 201,631 | 196,220 | - | 183,000 | 183,000 | 183,000 |
| 507700 Income from Admin Fee | 4,758 | 4,583 | 2,204 | 5,000 | 5,000 | 4,500 |
| 507900 Private Hydrant Testing | 13,140 | 14,751 | 3,420 | 13,000 | 13,000 | 13,000 |
| 508300 Emergency Water Turnoff | 635 | 1,407 | 190 | 500 | 500 | 500 |
| 591100 Premium on Debt Issue | 660,997 | 716,132 | 372,806 | 625,199 | 625,199 | 509,650 |
| TOTAL PROGRAM REVENUES | 22,569,047 | 21,788,247 | 8,244,506 | 21,875,199 | 21,875,199 | 21,520,832 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 339,047 | 340,660 | 202,629 | 364,532 | 364,532 | 386,705 |
| 610200 Labor Pool Allocations | 1,484,308 | 1,479,283 | 936,514 | 1,783,236 | 1,783,236 | 1,897,310 |
| 610299 Capitalized Labor | (242,969) | (66,799) | - | - | - | - |
| 610400 Call Time Wages | 16,895 | 16,517 | 13,338 | 20,800 | 20,800 | 19,550 |
| 610500 Overtime Wages | 111,386 | 112,732 | 73,530 | 126,127 | 126,127 | 81,056 |
| 610800 Part-Time Wages | 9,766 | 11,043 | 8,970 | 19,200 | 19,200 | 20,885 |
| 611000 Other Compensation | 9,237 | 13,368 | 9,201 | 13,446 | 13,446 | 11,099 |
| 611300 Shift Differential | 2,007 | 647 | - | - | - | - |
| 611400 Sick Pay | (401) | 8,424 | 27,079 | - | - | - |
| 611500 Vacation Pay | 251,908 | 213,154 | 137,918 | - | - | - |
| 615000 Fringes | 896,065 | 822,600 | 503,777 | 872,123 | 872,123 | 901,079 |
| 615099 Capitalized Fringe | (304,174) | (52,419) | - | - | - | - |
| 615100 FICA | 179,691 | 2,497 | - | - | - | - |
| 617000 Pension Expense | 149,261 | 58,718 | - | - | - | - |
| 617100 OPEB Expense | - | 3,352 | - | - | - | - |
| TOTAL PERSONNEL | 2,902,027 | 2,963,777 | 1,912,956 | 3,199,464 | 3,199,464 | 3,317,684 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 3,736 | 4,819 | 2,764 | 9,500 | 9,500 | 10,500 |
| TOTAL TRAINING / TRAVEL | 3,736 | 4,819 | 2,764 | 9,500 | 9,500 | 10,500 |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,348 | 1,481 | 1,111 | 3,500 | 3,500 | 3,000 |
| 630300 Memberships & Licenses | 8,932 | 8,873 | 9,147 | 8,845 | 8,845 | 9,545 |
| 630400 Postage\Freight | 25,816 | 20,244 | 11,973 | 25,450 | 25,450 | 24,050 |
| 630500 Awards & Recognition | 819 | 1,092 | 256 | 875 | 875 | 875 |
| 630600 Building Maint./Janitorial | 4,940 | 7,171 | 4,643 | 4,750 | 4,750 | 6,900 |
| 630700 Food & Provisions | 227 | 370 | 211 | 280 | 280 | 280 |
| 630801 Topsoil, Sand, Gravel | 596 | 1,539 | 1,064 | 400 | 400 | 400 |
| 630803 Seed, Fertilizer | 86 | - | - | - | - | 200 |
| 630899 Other Landscape Supplies | - | - | - | 600 | 600 | - |
| 630901 Shop Supplies | 15,872 | 24,475 | 15,416 | 14,650 | 14,650 | 19,750 |
| 630902 Tools & Instruments | 5,832 | 6,247 | 4,591 | 9,500 | 9,500 | 8,900 |
| 631000 Miscellaneous Chemicals | 2,358 | 2,819 | 149 | 5,000 | 5,000 | 5,000 |
| 631007 Sodium Hypochlorite | 57,099 | 58,062 | 26,647 | 75,000 | 75,000 | 70,000 |
| 631009 Carbon Dioxide | 43,072 | 44,086 | 19,882 | 60,000 | 60,000 | 50,000 |
| 631010 Powder Activated Carbon | 48,071 | 68,295 | 29,436 | 50,000 | 50,000 | 75,000 |
| 631011 Ferric Sulfate | 113,716 | 149,068 | 59,452 | 135,000 | 135,000 | 150,000 |
| 631012 Hydrofluosilicic Acid | 22,254 | 16,792 | 12,187 | 20,000 | 20,000 | 20,000 |
| 631013 Lime | 411,856 | 447,539 | 200,596 | 475,000 | 475,000 | 450,000 |
| 631014 Poly-Phosphate | 42,687 | 49,780 | 29,134 | 60,000 | 60,000 | 60,000 |
| 631015 Aqua Ammonia | 22,290 | 16,471 | 8,054 | 20,000 | 20,000 | 20,000 |
| 631016 Sodium Hydroxide | 21 | - | - | - | - | - |
| 631017 Potassium Permanganate | 285,855 | 264,410 | 71,081 | 350,000 | 350,000 | 325,000 |
| 631018 ACH | 39,557 | 62,348 | 37,069 | 60,000 | 60,000 | 80,000 |
| 631019 Citric Acid | 159 | 6,760 | - | - | - | - |
| 631020 Polymer | 25,238 | 19,352 | 19,762 | 30,000 | 30,000 | 25,000 |
| 631021 Softener Salt | 1,302 | 2,653 | 1,689 | 3,000 | 3,000 | 3,000 |
| 631100 Paint & Supplies | 641 | 757 | 1,681 | 1,100 | 1,100 | 775 |
| 631603 Other Misc. Supplies | 11,000 | 343 | 4,720 | - | - | 12,000 |
| 632001 City Copy Charges | 3,518 | 3,917 | 1,456 | 3,300 | 3,300 | 4,300 |
| 632002 Outside Printing | 13,339 | 12,064 | 3,290 | 15,300 | 15,300 | 14,600 |
| 632101 Uniforms | 2,266 | 2,021 | 2,122 | 3,000 | 3,000 | 2,400 |

**CITY OF APPLETON 2020 BUDGET
WATER UTILITY**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| 632102 Protective Clothing | 726 | 1,627 | 2,181 | 1,000 | 1,000 | 1,600 |
| 632200 Gas Purchases | 10,511 | 7,958 | 15,179 | 10,050 | 10,050 | 10,025 |
| 632300 Safety Supplies | 7,864 | 4,756 | 1,421 | 7,100 | 7,100 | 7,100 |
| 632400 Medical/Lab Supplies | 41,785 | 39,880 | 16,236 | 38,950 | 38,950 | 30,975 |
| 632502 Concrete | 32,857 | 27,273 | 1,164 | 44,000 | 44,000 | 5,000 |
| 632503 Other Materials | 2,850 | 1,861 | 464 | 10,000 | 10,000 | 2,000 |
| 632504 Slurry | 16,518 | 20,895 | 13,618 | 6,000 | 6,000 | 10,000 |
| 632505 Gravel | 14,336 | 17,621 | 11,522 | 21,500 | 21,500 | 19,000 |
| 632506 Piping | - | - | - | 500 | 500 | - |
| 632507 Asphalt | 10,429 | 10,999 | 4,084 | 17,000 | 17,000 | 17,000 |
| 632509 Clear Stone | 3,587 | 5,440 | 3,108 | 2,000 | 2,000 | 3,500 |
| 632601 Repair Parts | 109,450 | 125,247 | 90,787 | 146,000 | 146,000 | 142,500 |
| 632700 Miscellaneous Equipment | 28,455 | 54,706 | 31,301 | 89,350 | 89,350 | 331,645 |
| 632800 Signs | 884 | - | - | - | - | - |
| TOTAL SUPPLIES | 1,491,019 | 1,617,292 | 767,884 | 1,828,000 | 1,828,000 | 2,021,320 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 11,195 | 11,139 | - | 11,500 | 11,500 | 12,000 |
| 640203 Regulatory Fees | 19,774 | 21,061 | - | 24,000 | 24,000 | 24,000 |
| 640300 Bank Service Fees | 19,666 | 16,863 | 8,845 | 22,000 | 22,000 | 20,000 |
| 640400 Consulting Services | 94,976 | 174,948 | 173,346 | 1,632,000 | 1,746,771 | 925,000 |
| 640700 Solid Waste/Recycling Pickup | 1,908 | 2,533 | 936 | 2,350 | 2,350 | 1,950 |
| 640800 Contractor Fees | 746,856 | 303,837 | 750,565 | 878,440 | 1,888,918 | 3,617,550 |
| 641200 Advertising | - | 646 | - | 1,000 | 1,000 | 1,000 |
| 641301 Electric | 593,649 | 561,906 | 335,215 | 724,970 | 624,970 | 594,247 |
| 641302 Gas | 92,645 | 114,296 | 91,138 | 33,790 | 113,790 | 128,094 |
| 641303 Water | 112,864 | 123,246 | 76,004 | 139,120 | 139,120 | 130,060 |
| 641304 Sewer | 16,940 | 24,057 | 22,032 | 1,790 | 21,790 | 37,786 |
| 641306 Stormwater | 25,708 | 24,294 | 16,106 | 28,765 | 28,765 | 28,730 |
| 641307 Telephone | 17,087 | 17,346 | 10,448 | 17,760 | 17,760 | 17,760 |
| 641308 Cellular Phones | 9,647 | 8,787 | 6,312 | 10,050 | 10,050 | 10,050 |
| 641399 Other Utilities | 1,532,687 | 1,435,784 | 686,830 | 1,750,000 | 1,750,000 | 1,600,000 |
| 641500 Tipping Fees | 10,578 | 18,041 | 7,533 | 17,000 | 17,000 | 20,000 |
| 641600 Build Repairs & Maint | 105 | 46,790 | - | 125,000 | 125,000 | - |
| 641800 Equip Repairs & Maint | 23,587 | 13,717 | 7,892 | 33,500 | 33,500 | 37,000 |
| 642000 Facilities Charges | 234,092 | 281,663 | 143,434 | 298,854 | 298,854 | 312,502 |
| 642400 Software Support | 51,465 | 103,770 | 102,498 | 74,265 | 74,265 | 85,772 |
| 642501 CEA Operations/Maint. | 175,041 | 142,940 | 66,772 | 189,590 | 189,590 | 159,495 |
| 642502 CEA Depreciation/Replace. | 155,999 | 168,887 | 85,789 | 170,668 | 170,668 | 187,860 |
| 642503 CEA Capital | (70,336) | (29,102) | - | - | - | - |
| 642900 Interfund Allocations | (1,135) | (149) | - | - | - | - |
| 643000 Health Services | 20 | - | 60 | 50 | 50 | 50 |
| 643200 Lab Fees | 11,944 | 18,327 | 3,229 | 15,890 | 15,890 | 99,763 |
| 644000 Snow Removal Services | 1,580 | 5,992 | 877 | 5,000 | 5,000 | 5,000 |
| 645400 Grounds Repair & Maintenance | 8,793 | 8,971 | 1,038 | 4,000 | 4,000 | 4,000 |
| 650100 Insurance | 68,364 | 63,312 | 42,595 | 119,350 | 119,350 | 131,230 |
| 650102 Injuries/Damages Insurance | 64,080 | 64,392 | 27,027 | - | - | - |
| 650302 Equipment Rent | - | - | - | 1,000 | 1,000 | 250 |
| 659900 Other Contracts/Obligation | 28,568 | 25,938 | 19,898 | 33,815 | 35,957 | 32,415 |
| TOTAL PURCHASED SVCS | 4,058,347 | 3,774,232 | 2,686,419 | 6,365,517 | 7,492,908 | 8,223,564 |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 4,532,727 | 4,063,767 | 2,591,567 | 4,900,000 | 4,900,000 | 4,500,000 |
| 662300 Uncollectable Accounts | 3,696 | 13,396 | 447 | 5,000 | 5,000 | 8,000 |
| 672000 Interest Payments | 2,095,814 | 1,951,448 | 1,100,001 | 1,822,765 | 1,822,765 | 1,610,165 |
| 673000 Debt Issuance Costs | 20,500 | 7,000 | - | 85,000 | 85,000 | 55,000 |
| 675100 Gain/Loss on Refund Amort | 229,729 | 273,727 | 163,472 | 245,210 | 245,210 | 212,552 |
| TOTAL MISCELLANEOUSL EXF | 6,882,466 | 6,309,338 | 3,855,487 | 7,057,975 | 7,057,975 | 6,385,717 |
| Capital Outlay | | | | | | |
| 680200 Land Improvements | 101,637 | - | - | 65,000 | 65,000 | 200,000 |
| 680300 Buildings | - | - | - | 100,000 | 100,000 | - |
| 680401 Machinery & Equipment | 164,524 | 63,872 | 585 | - | - | - |
| 680905 Water Mains | 3,041,085 | 2,360,695 | 1,736,994 | 3,445,400 | 3,461,459 | 3,736,410 |
| 689900 Other Capital Outlay | (3,392,194) | (2,542,706) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | (84,948) | (118,139) | 1,737,579 | 3,610,400 | 3,626,459 | 3,936,410 |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 1,855,297 | 1,910,691 | 1,153,341 | 1,948,800 | 1,948,800 | 2,008,800 |
| 791400 Transfer Out - Capital Project | - | 2,000 | - | - | - | - |
| TOTAL TRANSFERS | 1,855,297 | 1,912,691 | 1,153,341 | 1,948,800 | 1,948,800 | 2,008,800 |
| TOTAL EXPENSE | 17,107,944 | 16,464,010 | 12,116,430 | 24,019,656 | 25,163,106 | 25,903,995 |

CITY OF APPLETON 2020 BUDGET

WATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---|----------------|----------------|----------------|-------------------|----------------|
| Charges for Services | \$ 20,321,981 | \$ 20,441,887 | \$ 20,288,500 | \$ 20,288,500 | \$ 20,444,500 |
| Miscellaneous | 693,499 | 605,886 | 602,200 | 602,200 | 536,700 |
| Total Revenues | 21,015,480 | 21,047,773 | 20,890,700 | 20,890,700 | 20,981,200 |
| Expenses | | | | | |
| Operation and Maintenance | 8,373,876 | 8,255,383 | 9,652,475 | 9,827,348 | 9,814,962 |
| Depreciation | 4,532,727 | 4,063,770 | 4,900,000 | 4,375,000 | 4,500,000 |
| Amortization of early retirement | - | 684,668 | - | 684,668 | 684,668 |
| Total Expenses | 12,906,603 | 13,003,821 | 14,552,475 | 14,887,016 | 14,999,630 |
| Operating Income (Loss) | 8,108,877 | 8,043,952 | 6,338,225 | 6,003,684 | 5,981,570 |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 177,736 | 278,749 | 125,000 | 300,000 | 200,000 |
| Interest Expense | (2,095,814) | (1,951,448) | (1,822,765) | (1,787,765) | (1,610,165) |
| Gain/Loss on Refunding | (229,730) | (273,727) | (245,210) | (245,210) | (212,552) |
| Gain/Loss on Asset Disposal | (39,965) | - | - | - | - |
| Amortization of Premium on Debt | 660,996 | 716,132 | 625,199 | 625,199 | 509,650 |
| Debt Issue Costs | (20,500) | (7,000) | (85,000) | - | (55,000) |
| Other | 17,898 | 19,334 | 5,000 | 5,000 | 4,500 |
| Total Non-Operating | (1,529,379) | (1,217,960) | (1,397,776) | (1,102,777) | (1,163,567) |
| Net Income Before Contributions and Transfers | 6,579,498 | 6,825,992 | 4,940,449 | 4,900,907 | 4,818,003 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 736,903 | 410,927 | 229,300 | 229,300 | 510,150 |
| General Fund | (13,800) | (15,800) | (13,800) | (13,800) | (13,800) |
| Tax Equivalent | (1,841,497) | (1,896,891) | (1,935,000) | (1,945,360) | (1,995,000) |
| Change in Net Assets | 5,461,104 | 5,324,228 | 3,220,949 | 3,171,047 | 3,319,353 |
| Net Assets - Beginning | 83,575,598 | 88,831,997 * | 94,156,225 | 94,156,225 | 97,327,272 |
| Net Assets - Ending | \$ 89,036,702 | \$ 94,156,225 | \$ 97,377,174 | \$ 97,327,272 | \$ 100,646,625 |

* as re-stated for change in accounting principle

SCHEDULE OF CASH FLOWS

| | | |
|---|---------------|--------------|
| Working Cash - Beginning of Year | \$ 13,440,428 | \$ 8,586,092 |
| + Change in Net Assets | 3,171,047 | 3,319,353 |
| - Capital Contributions | (229,300) | (510,150) |
| + Depreciation & Amortization of Early Retirement | 5,059,668 | 5,184,668 |
| + Long Term Debt | - | 7,000,000 |
| - Fixed Assets | (6,270,751) | (7,702,516) |
| - Principal Repayment | (6,585,000) | (6,800,000) |
| Working Cash - End of Year | \$ 8,586,092 | \$ 9,077,447 |

**CITY OF APPLETON 2020 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2019 Budget | 2019 Projected | 2020 Budget | 2021 Projected | 2022 Projected | 2023 Projected | 2024 Projected |
|---|---------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | | | | |
| Charges for Services | \$20,288,500 | \$20,288,500 | \$ 20,444,500 | \$ 20,546,723 | \$ 20,649,456 | \$ 20,752,703 | \$ 20,856,467 |
| Miscellaneous | 602,200 | 602,200 | 536,700 | 547,434 | 558,383 | 569,550 | 580,941 |
| Total Revenues | <u>20,890,700</u> | <u>20,890,700</u> | <u>20,981,200</u> | <u>21,094,157</u> | <u>21,207,839</u> | <u>21,322,254</u> | <u>21,437,408</u> |
| Expenses | | | | | | | |
| Operating Expenses | 9,652,475 | 9,827,348 | 9,814,962 | 10,224,411 | 10,066,143 | 10,368,127 | 10,679,171 |
| Depreciation | 4,900,000 | 4,375,000 | 4,500,000 | 4,625,000 | 4,792,500 | 4,917,500 | 5,092,500 |
| Amortization of early retirement | - | 684,668 | 684,668 | 684,668 | - | - | - |
| Total Expenses | <u>14,552,475</u> | <u>14,887,016</u> | <u>14,999,630</u> | <u>15,534,079</u> | <u>14,858,643</u> | <u>15,285,627</u> | <u>15,771,671</u> |
| Operating Income | 6,338,225 | 6,003,684 | 5,981,570 | 5,560,078 | 6,349,196 | 6,036,626 | 5,665,737 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 125,000 | 300,000 | 200,000 | 150,000 | 150,000 | 100,000 | 100,000 |
| Interest Expense | (1,822,765) | (1,787,765) | (1,610,165) | (1,672,715) | (1,752,315) | (1,845,165) | (2,026,915) |
| Gain/Loss on Refunding | (245,210) | (245,210) | (212,552) | (179,806) | (146,991) | (119,447) | (97,376) |
| Amortization of Debt Premium | 625,199 | 625,199 | 509,650 | 383,341 | 256,901 | 180,120 | 155,063 |
| Debt Issuance Expense | (85,000) | - | (55,000) | (100,000) | (75,000) | (100,000) | (75,000) |
| Other | 5,000 | 5,000 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 |
| Total Non-Operating | <u>(1,397,776)</u> | <u>(1,102,777)</u> | <u>(1,163,567)</u> | <u>(1,414,680)</u> | <u>(1,562,905)</u> | <u>(1,779,992)</u> | <u>(1,939,728)</u> |
| Net Income Before Transfers | 4,940,449 | 4,900,907 | 4,818,003 | 4,145,397 | 4,786,290 | 4,256,634 | 3,726,009 |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | 229,300 | 229,300 | 510,150 | - | - | 118,450 | - |
| Trans Out - General Fund | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) |
| Tax Equivalent | (1,935,000) | (1,945,360) | (1,995,000) | (2,095,000) | (2,195,000) | (2,320,000) | (2,445,000) |
| Change in Net Assets | 3,220,949 | 3,171,047 | 3,319,353 | 2,036,597 | 2,577,490 | 2,041,284 | 1,267,209 |
| Total Net Assets - Beginning | <u>94,156,225</u> | <u>94,156,225</u> | <u>97,327,272</u> | <u>100,646,625</u> | <u>102,683,223</u> | <u>105,260,713</u> | <u>107,301,997</u> |
| Total Net Assets - Ending | <u>\$97,377,174</u> | <u>\$97,327,272</u> | <u>\$ 100,646,625</u> | <u>\$ 102,683,223</u> | <u>\$ 105,260,713</u> | <u>\$ 107,301,997</u> | <u>\$ 108,569,207</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------|
| Cash - Beginning of the Year | 13,440,428 | 8,586,092 | 9,077,447 | 7,195,676 | 5,944,705 | 5,976,942 | |
| + Change in Net Assets | 3,171,047 | 3,319,353 | 2,036,597 | 2,577,490 | 2,041,284 | 1,267,209 | |
| + Depreciation | 5,059,668 | 5,184,668 | 4,625,000 | 4,792,500 | 4,917,500 | 5,092,500 | |
| + Long Term Debt | - | 7,000,000 | 10,000,000 | 4,500,000 | 10,000,000 | 3,500,000 | |
| - Contributed Capital | (229,300) | (510,150) | - | - | (118,450) | - | |
| - Fixed Assets | (6,270,751) | (7,702,516) | (11,808,368) | (5,920,962) | (13,133,097) | (4,833,007) | |
| - Principal Repayment | (6,585,000) | (6,800,000) | (6,735,000) | (7,200,000) | (3,675,000) | (3,955,000) | |
| Working Cash - End of Year | <u>\$ 8,586,092</u> | <u>\$ 9,077,447</u> | <u>\$ 7,195,676</u> | <u>\$ 5,944,705</u> | <u>\$ 5,976,942</u> | <u>\$ 7,048,644</u> | |
| 25% Working Capital Reserve (prior year's audited expenses) | | 3,390,118 | 3,355,032 | 3,498,031 | 3,503,365 | 3,633,323 | |
| Coverage Ratio | | 1.35 | 1.36 | 1.24 | 1.26 | 2.02 | 1.81 |

ASSUMPTIONS:

Borrow for capital expenditures as needed based on cash flow needs

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 2020

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 \$350,000 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 2020 BUDGET
WATER UTILITY
LONG TERM DEBT**

| | 2011 | | 2012 | | 2013 | | 2014 | | 2015 | | 2015 | | 2016 | | 2016 | | TOTAL | | |
|------|---------------------|-------------------|---------------------|-------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|----------------------|---------------------|---------------------|-------------------|----------------------|-------------------|----------------------|---------------------|----------------------|
| | Revenue Bonds | | Revenue Bonds | | Revenue Bonds | | Revenue Bonds | | Revenue Bonds | | Refunding Bonds | | Revenue Bonds | | Refunding Bonds | | Principal | Interest | Total |
| | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | | | |
| 2020 | \$ 150,000 | \$ 84,260 | \$ 120,000 | \$ 54,555 | \$ 310,000 | \$ 232,550 | \$ 165,000 | \$ 114,850 | \$ 230,000 | \$ 166,300 | \$ 1,615,000 | \$ 462,350 | \$ 140,000 | \$ 104,750 | \$ 4,070,000 | \$ 320,550 | \$ 6,800,000 | \$ 1,540,165 | \$ 8,340,165 |
| 2021 | 155,000 | 78,060 | 125,000 | 50,805 | 320,000 | 219,750 | 170,000 | 109,750 | 235,000 | 159,250 | 1,665,000 | 412,400 | 145,000 | 98,950 | 3,920,000 | 163,750 | 6,735,000 | 1,292,715 | 8,027,715 |
| 2022 | 160,000 | 71,660 | 125,000 | 47,055 | 335,000 | 206,350 | 175,000 | 104,500 | 240,000 | 152,050 | 1,720,000 | 360,800 | 150,000 | 92,950 | 4,075,000 | 750 | 6,980,000 | 1,036,115 | 8,016,115 |
| 2023 | 170,000 | 64,860 | 130,000 | 43,155 | 350,000 | 192,350 | 180,000 | 99,100 | 250,000 | 142,050 | 1,775,000 | 289,800 | 160,000 | 88,150 | 15,000 | 300 | 3,030,000 | 919,765 | 3,949,765 |
| 2024 | 175,000 | 57,860 | 135,000 | 39,105 | 365,000 | 177,750 | 190,000 | 93,400 | 260,000 | 131,650 | 1,850,000 | 215,800 | 160,000 | 83,350 | 10,000 | - | 3,145,000 | 798,915 | 3,943,915 |
| 2025 | 180,000 | 50,660 | 140,000 | 34,765 | 380,000 | 162,550 | 195,000 | 85,600 | 270,000 | 120,850 | 1,920,000 | 139,000 | 165,000 | 78,400 | - | - | 3,250,000 | 671,825 | 3,921,825 |
| 2026 | 190,000 | 43,060 | 145,000 | 30,270 | 395,000 | 145,388 | 200,000 | 77,600 | 280,000 | 112,450 | 1,990,000 | 79,300 | 170,000 | 73,300 | - | - | 3,370,000 | 561,368 | 3,931,368 |
| 2027 | 195,000 | 35,260 | 145,000 | 25,775 | 410,000 | 127,588 | 210,000 | 69,200 | 290,000 | 103,750 | 1,110,000 | 46,000 | 180,000 | 66,100 | - | - | 2,540,000 | 473,673 | 3,013,673 |
| 2028 | 205,000 | 27,060 | 150,000 | 21,125 | 430,000 | 108,938 | 220,000 | 60,400 | 300,000 | 91,750 | 1,150,000 | - | 185,000 | 58,700 | - | - | 2,640,000 | 367,973 | 3,007,973 |
| 2029 | 215,000 | 18,460 | 155,000 | 16,088 | 450,000 | 89,250 | 230,000 | 51,200 | 310,000 | 79,350 | - | - | 195,000 | 50,900 | - | - | 1,555,000 | 305,248 | 1,860,248 |
| 2030 | 220,000 | 9,660 | 160,000 | 10,888 | 470,000 | 68,688 | 230,000 | 41,800 | 325,000 | 66,350 | - | - | 200,000 | 42,900 | - | - | 1,610,000 | 240,286 | 1,850,286 |
| 2031 | 230,000 | - | 165,000 | 5,525 | 490,000 | 47,250 | 245,000 | 32,000 | 340,000 | 52,750 | - | - | 210,000 | 34,500 | - | - | 1,680,000 | 172,025 | 1,852,025 |
| 2032 | - | - | 170,000 | - | 515,000 | 24,075 | 255,000 | 21,800 | 350,000 | 41,375 | - | - | 215,000 | 28,050 | - | - | 1,505,000 | 115,300 | 1,620,300 |
| 2033 | - | - | - | - | 535,000 | - | 265,000 | 11,200 | 365,000 | 26,775 | - | - | 225,000 | 21,300 | - | - | 1,390,000 | 59,275 | 1,449,275 |
| 2034 | - | - | - | - | - | - | 280,000 | - | 375,000 | 13,650 | - | - | 230,000 | 14,400 | - | - | 885,000 | 28,050 | 913,050 |
| 2035 | - | - | - | - | - | - | - | - | 390,000 | - | - | - | 235,000 | 7,350 | - | - | 625,000 | 7,350 | 632,350 |
| 2036 | - | - | - | - | - | - | - | - | - | - | - | - | 245,000 | - | - | - | 245,000 | - | 245,000 |
| | <u>\$ 2,245,000</u> | <u>\$ 540,860</u> | <u>\$ 1,865,000</u> | <u>\$ 379,111</u> | <u>\$ 5,755,000</u> | <u>\$ 1,802,477</u> | <u>\$ 3,215,000</u> | <u>\$ 972,400</u> | <u>\$ 4,810,000</u> | <u>\$ 1,460,350</u> | <u>\$ 14,795,000</u> | <u>\$ 2,005,450</u> | <u>\$ 3,210,000</u> | <u>\$ 944,050</u> | <u>\$ 12,090,000</u> | <u>\$ 485,350</u> | <u>\$ 47,985,000</u> | <u>\$ 8,590,048</u> | <u>\$ 56,575,048</u> |

Note: Schedule is based on accrual method of accounting. Revenue Bonds in the amount of \$7,000,000 will be issued in 2020. Expected interest expense of the issue in 2020 is \$70,000 at 4%.

CITY OF APPLETON 2020 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 2020 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 2019 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).

2017 AWWTP Improvement Projects: 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 project bidding phase occurred in late 2018 with construction activities initiated in March 2019. Final construction completion is contractually scheduled to occur in May 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. The additional evaluation of alternatives resulted in a bidding phase that did not occur until late 2018. Final project completion occurred in July 2019.

Phase I and Phase II Midway Lift Station Improvements - Phase I engineering plans were created in 2018 to facilitate maintenance vehicle emergency access off of Midway Road. Phase II engineering and bidding associated with the lift station pump replacement and electrical upgrades were concluded in August, 2019 with final completion of construction anticipated prior to the end of year.

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 estimate of costs for a sludge storage building expansion that would meet future 180-day storage totaled approximately \$7.5M. Capital costs for a new compost facility exceeded \$16M. Decisions regarding the future direction (compost or sludge storage) are expected to be known in late 2019.

2019 AWWTP Improvement Projects: Piping Projects (Blended Sludge, Waste Gas, and Filtrate Piping), Compressor Replacement, and RAS Pump Replacement - The CIP involves equipment rehabilitation, replacement, and improvements to address immediate needs and long term reliability associated with five independent processes. The preliminary engineering phase provided a conditions assessment and project alternatives technical memorandum (TM). The project bidding phase occurred in late 2019 with construction activities anticipated to occur in early 2020.

B-Building Biogas Boiler Project - The new biogas (methane) boiler work will be completed by the end of 2019. This unit is the third biogas boiler installed at the AWWTP. In addition to facilitating emergency back-up heating needs, the new boiler will help provide nearly 100% of all building and process heating needs at the AWWTP.

Electrical Upgrade Project - As part of a multi-year project, engineering services were developed and planning for the replacement of the plant's incoming high voltage service and equipment continued. 2019 contractor objectives that were met included installation of buried electrical conduits, road construction, and a new security gate entry system.

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 houses 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.

WASTEWATER ADMINISTRATION

A consultant will be contracted later this fall to complete a rate study. The information from this study will be used to determine needed rate adjustments and to provide additional information for capital planning for the next five years. Any needed rate increase would be approved by the Council upon presentation of the study in 2020.

CITY OF APPLETON 2020 BUDGET WASTEWATER UTILITY

MAJOR 2020 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Wastewater Utility to:

Provide Appleton with cost-effective treatment of its residential, commercial, and industrial wastewaters.

Provide treatment that meets or exceeds WPDES Permit requirements that was reissued April 1, 2017.

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).

Provide for both short-term and long-term facility planning and management to address community growth and increased wastewater treatment needs.

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, RAS pump replacement, WAS pump replacement, Digester HEX rehabilitation and lift station upgrades.

The plant's incoming high voltage service is being replaced over a multi-year electrical project. The project objectives for 2020 include replacing the 34,500 volt substation and transformers. These upgrades are being made in order to replace malfunctioning electrical equipment and to bring the service up to present day safety standards.

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

Complete rate study and provide rate adjustment information to Council for approval. Implement approved rates. The rate study will review all current and projected revenue, operation expense and future capital costs to ensure adequate cash is available to support operations and capital needs as well as maintaining all bond and financial covenants.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|------------------------|---------------|---------------|---------------|---------------|---------------|----------|
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 12,802,558 | \$ 13,508,123 | \$ 11,555,924 | \$ 11,555,924 | \$ 10,342,457 | -10.50% |
| Program Expenses | | | | | | | |
| 5411 | Utility Administration | 259,176 | 265,152 | 318,919 | 318,919 | 307,427 | -3.60% |
| 5412 | Finance Administration | 4,812,159 | 4,778,718 | 5,019,828 | 5,019,828 | 4,870,081 | -2.98% |
| 5422 | Treatment | 3,659,930 | 3,914,907 | 4,180,801 | 4,229,969 | 4,378,237 | 4.72% |
| 5423 | Biosolids Management | 500,907 | 703,580 | 718,774 | 754,611 | 799,077 | 11.17% |
| 5425 | Lift Stations | 127,118 | 131,989 | 132,666 | 132,666 | 141,191 | 6.43% |
| 5427 | Collection Systems | 750,475 | 794,923 | 885,063 | 885,063 | 941,752 | 6.41% |
| 5431 | Public Works Capital | 609,365 | 454,795 | 4,382,819 | 4,552,397 | 3,771,663 | -13.94% |
| 5432 | Utility Capital | 323,742 | 12,445 | 5,581,000 | 9,870,422 | 4,590,000 | -17.76% |
| Total Program Expenses | | \$ 11,042,872 | \$ 11,056,509 | \$ 21,219,870 | \$ 25,763,875 | \$ 19,799,428 | -6.69% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 2,611,398 | 2,525,849 | 2,692,797 | 2,692,797 | 2,819,431 | 4.70% |
| Travel & Training | | 10,043 | 6,258 | 12,500 | 12,500 | 11,200 | -10.40% |
| Supplies & Materials | | 552,598 | 594,025 | 778,690 | 778,690 | 738,090 | -5.21% |
| Purchased Services | | 3,399,842 | 4,282,500 | 7,275,173 | 10,348,763 | 7,095,819 | -2.47% |
| Miscellaneous Expense | | 3,961,413 | 4,065,273 | 4,471,235 | 4,471,235 | 4,241,107 | -5.15% |
| Capital Outlay | | 390,128 | (534,846) | 5,872,025 | 7,342,440 | 4,711,331 | -19.77% |
| Transfers Out | | 117,450 | 117,450 | 117,450 | 117,450 | 182,450 | 55.34% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 28.41 | 28.71 | 28.71 | 28.71 | 29.40 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2020 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:

A rate study will be completed for a mid-year rate increase. This rate increase will review the current allocation of costs for high strength industrial customers and the need to add rates for phosphorus and ammonia removal from these customers. The rate study will also review and make recommendations for any adjustments to the multi-tier hauled waste rates. This budget is being presented with current rates. It is estimated that a mid-year increase is needed to meet the needs of the expenses for 2020. The final rate will be presented for Council approval upon the completion of the study.

The special hauled waste revenue budget reflects the anticipated loss of a major customer. The treatment and biosolids management budget reflect a reduction of variable costs that will be impacted by the loss of this customer.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Safe work environment | | | | | |
| # of workers comp. claims / year | 1 | 1 | 0 | 0 | 0 |
| # of first aid entries per year | 5 | 7 | 0 | 10 | 0 |
| Strategic Outcomes | | | | | |
| Effective use of budgeted funds | | | | | |
| % of operational budget obligated | 91% | 98% | 100% | 100% | 100% |
| Trained Staff | | | | | |
| % of staff adequately trained | 98% | 97% | 100% | 94% | 100% |
| Average # of hours training per employee | 16 | 16 | 25 | 37 | 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 2020 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 166,155 | \$ 281,818 | \$ 100,000 | \$ 100,000 | \$ 200,000 |
| 473000 Interest - Deferred Specials | 8,607 | 9,744 | 7,500 | 7,500 | 7,500 |
| 481400 Industrial Pre-Treatment | 3,432 | 8,243 | 5,000 | 5,000 | 5,000 |
| 482101 Residential Service | 3,885,488 | 3,875,570 | 3,900,000 | 3,900,000 | 3,900,000 |
| 482102 Multi-family Service | 320,506 | 325,113 | 335,000 | 335,000 | 335,000 |
| 482200 Commercial Service | 937,148 | 981,470 | 950,000 | 950,000 | 950,000 |
| 482300 Industrial Service | 3,936,810 | 3,658,145 | 3,800,000 | 3,800,000 | 3,300,000 |
| 482400 Municipal Service | 281,295 | 292,416 | 280,000 | 280,000 | 285,000 |
| 500100 Fees & Commissions | 7,396 | 7,616 | 7,500 | 7,500 | 7,500 |
| 500400 Sale of City Property | - | 306 | - | - | - |
| 501000 Miscellaneous Revenue | 18,825 | 23,999 | 15,000 | 15,000 | 15,000 |
| 502100 Capital Contributions | 465,556 | 399,455 | 91,025 | 91,025 | - |
| 503500 Other Reimbursements | 2,318 | 3,498 | 2,500 | 2,500 | 3,000 |
| 507100 Customer Penalty | 38,272 | 38,510 | 38,000 | 38,000 | 38,000 |
| 508400 Special Hauled Waste | 2,701,512 | 3,575,525 | 2,000,000 | 2,000,000 | 1,200,000 |
| Total Revenue | \$ 12,773,320 | \$ 13,481,428 | \$ 11,531,525 | \$ 11,531,525 | \$ 10,246,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 142,289 | \$ 147,211 | \$ 173,961 | \$ 173,961 | \$ 170,769 |
| 610500 Overtime Wages | 290 | 459 | 2,735 | 2,735 | 2,471 |
| 610800 Part-Time Wages | 1,771 | 1,829 | 2,405 | 2,405 | 2,405 |
| 615000 Fringes | 49,359 | 40,593 | 50,478 | 50,478 | 57,498 |
| 620100 Training/Conferences | 10,043 | 6,258 | 12,000 | 12,000 | 10,700 |
| 630100 Office Supplies | 2,159 | 6,833 | 3,000 | 3,000 | 3,000 |
| 630200 Subscriptions | 74 | - | 100 | 100 | - |
| 630300 Memberships & Licenses | 6,635 | 6,084 | 7,965 | 7,965 | 6,595 |
| 630400 Postage/Freight | 843 | 1,040 | 2,500 | 2,500 | 2,500 |
| 630500 Awards & Recognition | 219 | 323 | 300 | 300 | 300 |
| 630600 Building Maint./Janitorial | 5,510 | 8,779 | 10,380 | 10,380 | 10,000 |
| 630700 Food & Provisions | 477 | 362 | 400 | 400 | 400 |
| 632001 City Copy Charges | 3,852 | 4,766 | 4,000 | 4,000 | 4,000 |
| 632002 Outside Printing | 28 | 196 | 500 | 500 | 500 |
| 632101 Uniforms | 108 | 517 | - | - | - |
| 632300 Safety Supplies | 8,074 | 4,956 | 5,500 | 5,500 | 5,500 |
| 632700 Miscellaneous Equipment | 1,958 | 9,634 | 13,000 | 13,000 | 2,000 |
| 640400 Consulting Services | - | 500 | - | - | - |
| 640700 Solid Waste/Recycling | 5,504 | 3,504 | 3,500 | 3,500 | 3,500 |
| 640800 Contractor Fees | 2,278 | 2,821 | 3,750 | 3,750 | 3,300 |
| 641100 Temporary Help | 434 | - | - | - | - |
| 641200 Advertising | - | 930 | 1,500 | 1,500 | 1,000 |
| 641307 Utilities | 15,147 | 14,756 | 16,460 | 16,460 | 16,100 |
| 641800 Equip Repairs & Maint | - | 349 | - | - | - |
| 642501 CEA Equip. Rental | 2,124 | 2,452 | 4,485 | 4,485 | 4,889 |
| Total Expense | \$ 259,176 | \$ 265,152 | \$ 318,919 | \$ 318,919 | \$ 307,427 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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 decreasing due to the multi-year meter project being completed; labor expense related to the meters has been reduced due to the efficiency of the system not requiring staff to drive routes to obtain meter readings. The rate of return portion of the meter allocation will also continue to decline as the meter system ages and limited new equipment is being purchased in future years. The joint meter allocation for PILOT on the water meters was moved from Meter Expense to Transfer Out General Fund to reflect the correct recording of this portion of the joint meter allocation.

The budget includes \$10,000 for costs to continue the rate study process that will begin late in 2019. The projected five-year financial plan indicates a rate increase may be necessary to cover operation and debt expenses and to provide funding for the capital improvement plan. The rate study will also review needs to add phosphorus and ammonia rates for high strength industrial customers as well as any needed adjustments to the multi-tiered hauled waste rates and permitting fees.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely and accurate posting of overhead expenses | | | | | |
| % of months posted within 10 days of end of month | 92% | 83% | 92% | 50% | 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 | 114,562 | 114,596 | 114,600 | 114,600 | 114,650 |

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 500400 Sale of City Property | \$ - | \$ 636 | \$ - | \$ - | \$ - |
| 591100 Premium on Debt Issue | 18,053 | 17,256 | 16,399 | 16,399 | 87,957 |
| | <u>\$ 18,053</u> | <u>\$ 17,892</u> | <u>\$ 16,399</u> | <u>\$ 16,399</u> | <u>\$ 87,957</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 107,559 | \$ 111,532 | \$ 116,036 | \$ 116,036 | \$ 119,755 |
| 610500 Overtime Wages | 169 | 608 | - | - | - |
| 610800 Part-Time Wages | - | 204 | - | - | - |
| 615000 Fringes | 244,254 | 103,537 | 49,317 | 49,317 | 46,659 |
| 630400 Postage\Freight | 20,053 | 19,615 | 23,000 | 23,000 | 23,000 |
| 632001 City Copy Charges | 1,148 | 1,365 | 1,700 | 1,700 | 1,700 |
| 632002 Outside Printing | 2,239 | 2,024 | 1,800 | 1,800 | 1,800 |
| 640100 Accounting/Audit Fees | 9,579 | 8,879 | 20,000 | 20,000 | 20,000 |
| 640300 Bank Service Fees | 19,484 | 15,639 | 21,500 | 21,500 | 18,000 |
| 643700 Treatment Services | 62,834 | 66,717 | 67,000 | 67,000 | 68,000 |
| 650100 Insurance | 265,979 | 265,812 | 130,790 | 130,790 | 147,610 |
| 659900 Other Contracts/Obligation | - | 66 | - | - | - |
| 660100 Depreciation Expense | 2,872,797 | 2,948,529 | 3,200,000 | 3,200,000 | 3,200,000 |
| 662300 Uncollectable Accounts | 2,271 | 1,873 | 4,000 | 4,000 | 4,000 |
| 663100 Joint Meter Expense | 598,199 | 607,079 | 672,960 | 672,960 | 500,511 |
| 672000 Interest Payments | 488,144 | 424,193 | 494,275 | 494,275 | 451,596 |
| 673000 Debt Issuance Costs | - | 83,596 | 100,000 | 100,000 | 85,000 |
| 791100 Transf Out - General Fund | 117,450 | 117,450 | 117,450 | 117,450 | 182,450 |
| Total Expense | <u>\$ 4,812,159</u> | <u>\$ 4,778,718</u> | <u>\$ 5,019,828</u> | <u>\$ 5,019,828</u> | <u>\$ 4,870,081</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--|------------------|---|-------------------|
| <u>Postage/Freight</u> | | <u>Meter Expense</u> | |
| City service invoice postage | \$ 21,500 | Allocation from Water | \$ 115,511 |
| City service invoice folding/inserting | 1,500 | Meter depreciation | 208,000 |
| | <u>\$ 23,000</u> | Return on investment on net fixed assets - meters | 177,000 |
| | | | <u>\$ 500,511</u> |
| <u>Bank Services</u> | | <u>Accounting/Audit</u> | |
| Banking & investment fees | \$ 18,000 | Audit fees | \$ 10,000 |
| | <u>\$ 18,000</u> | Rate Study | 10,000 |
| | | | <u>\$ 20,000</u> |
| <u>Billing Services</u> | | <u>Trans Out-Gen Fund</u> | |
| Sewer charges from other sanitation districts for Appleton residences served | \$ 68,000 | Administration fee | \$ 117,450 |
| | <u>\$ 68,000</u> | Joint meter portion of payment in lieu of tax | 65,000 |
| | | | <u>\$ 182,450</u> |

**CITY OF APPLETON 2020 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 salary budget reflects the allocation of double time paid on Sunday for scheduled shifts, this cost was previously included in the overtime budget. The call time is increased due to change in policy in 2019 to acknowledge emergency response and staying current with compensation trends.

Utility expense reflects the loss of a major hauled waste customer, the replacement of one boiler in 2019 that will use bio-gas instead of natural gas and the increased electrical consumption for the new blower installed to correct oxygen levels for microbes in the treatment process to improve pollutant removals.

Building repairs and maintenance expense includes costs for projects for painting and asbestos removal that will be coordinated by Facilities and Construction Management staff.

Other supplies expense is for instrumentation reagents and paper oil that was previously included in the shop supplies and gas purchases.

The V-Building truck scale has been taken out of service because of rust and metal fatigue of the structural supports. This structure will be removed in 2020 before a complete failure of the structural components occurs.

A firm contracted to perform an inspection of the two bulk fiberglass hypochlorite (bleach) storage tanks discovered deterioration of the interior corrosion barrier system which requires re-lining to restore containment integrity.

The high pressure blower maintenance that was planned for 2019 has been delayed and will be completed in 2020. This was done to avoid additional electrical costs that would have been required if the project was completed in 2019. This maintenance is due every five years.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 4,661 MG | 4,500MG | 4,500MG | 4,500 MG |
| Environmental safety | | | | | |
| # of industrial clients | 10 | 10 | 10 | 9 | 9 |
| # of clients in significant non-compliance | 0 | 0 | 0 | 0 | 0 |
| Increase revenue sources | | | | | |
| \$ received from other sources | \$ 2,701,593 | \$ 3,576,216 | \$ 2,000,000 | \$ 2,500,000 | \$ 1,200,000 |
| # of tons of hauled waste received | 320,654 | 453,019 | 225,000 | 400,000 | 150,000 |
| 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 | 50 | 78 | 40 | 40 | 40 |
| Record maintenance - Discharge Monitoring Report (DMR) | | | | | |
| # DMR - QA/QC samples completed | 9,644 | 10,207 | 10,775 | 9,500 | 10,775 |
| Improve treatment processes | | | | | |
| # process samples analyzed per yr* | 6,197 | 4,441 | 4,500 | 2,000 | 4,500 |
| Maintain industrial pretreatment compliance | | | | | |
| # of inspections | 10 | 10 | 10 | 9 | 10 |
| # of sampling events | 20 | 20 | 20 | 18 | 20 |
| # of billable samples for other City departments | 325 | 283 | 350 | 275 | 350 |
| * includes all compliance, process and billing samples | | | | | |

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 1,003,402 | \$ 998,771 | \$ 1,028,382 | \$ 1,028,382 | \$ 1,101,126 |
| 610400 Call Time Wages | 1,995 | 4,148 | 4,000 | 4,000 | 7,000 |
| 610500 Overtime Wages | 61,192 | 76,046 | 78,129 | 78,129 | 39,663 |
| 610800 Part-Time Wages | 7,864 | 9,233 | 9,398 | 9,398 | 9,398 |
| 615000 Fringes | 427,133 | 409,611 | 442,200 | 442,200 | 440,221 |
| 630901 Shop Supplies & Tools | 44,683 | 45,832 | 40,000 | 40,000 | 37,500 |
| 631000 Chemicals | 350,157 | 293,160 | 422,000 | 422,000 | 436,700 |
| 631600 Other Supplies | - | - | - | - | 13,500 |
| 632101 Uniforms | 4,614 | 4,774 | 5,500 | 5,500 | 5,500 |
| 632200 Gas Purchases | 7,019 | 1,456 | 8,250 | 8,250 | 500 |
| 632400 Medical/Lab Supplies | 19,568 | 15,850 | 21,000 | 21,000 | 22,500 |
| 632601 Repair Parts | 11,778 | 113,527 | 110,000 | 110,000 | 120,000 |
| 632700 Miscellaneous Equipment | 36,610 | 17,645 | 79,200 | 79,200 | 14,500 |
| 640202 Recording/Filing Fees | 27,077 | 29,199 | 28,850 | 28,850 | 32,000 |
| 640400 Consulting Services | 29,715 | 39,134 | 37,500 | 44,615 | 35,000 |
| 640800 Contractor Fees | 71,529 | 85,653 | 84,250 | 92,030 | 134,500 |
| 641300 Utilities | 1,001,154 | 1,135,014 | 1,039,518 | 1,039,518 | 1,059,570 |
| 641500 Tipping Fees | 2,503 | 2,674 | 3,500 | 3,500 | 3,500 |
| 641600 Build Repairs & Maint | 129 | 34,029 | 35,000 | 69,273 | 225,000 |
| 641800 Equip Repairs & Maint | 118,601 | 96,634 | 182,500 | 182,500 | 115,000 |
| 642000 Facilities Charges | 416,362 | 447,552 | 453,890 | 453,890 | 457,397 |
| 642400 Software Support | 9,302 | 15,375 | 14,300 | 14,300 | 14,300 |
| 642501 CEA Equip. Rental | 16,795 | 20,677 | 19,459 | 19,459 | 21,497 |
| 643200 Lab Fees | 9,932 | 10,950 | 17,000 | 17,000 | 15,865 |
| 644000 Snow Removal Services | 2,964 | 5,426 | 3,500 | 3,500 | 3,500 |
| 645400 Grounds Repair & Maint | 11,810 | 6,069 | 7,500 | 7,500 | 7,500 |
| 659900 Other Contracts/Obligation | 12,152 | 5,972 | 5,975 | 5,975 | 5,500 |
| 689900 Other Capital Outlay | (46,110) | (9,504) | - | - | - |
| Total Expense | \$ 3,659,930 | \$ 3,914,907 | \$ 4,180,801 | \$ 4,229,969 | \$ 4,378,237 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--|-----------|---|-------------------|
| <u>Contractor Fees</u> | | <u>Chemicals</u> | |
| Pipe insulation replacement | \$ 7,500 | Iron salts | \$ 220,000 |
| Painting of process piping L building | 60,000 | DAF polymer | 25,000 |
| MCC electrical testing | 20,000 | BFP coagulant | 114,700 |
| Struvite removal | 10,000 | Sodium hypochlorite | 35,000 |
| Grit removal | 3,500 | Sodium bisulfite | 32,000 |
| Safety inspections | 5,500 | Other chemicals | 10,000 |
| Lab equipment inspections | 3,000 | | <u>\$ 436,700</u> |
| High pressure blower maintenance | 25,000 | | |
| <u>\$ 134,500</u> | | <u>Legal Fees</u> | |
| | | DNR Fees | \$ 32,000 |
| | | | <u>\$ 32,000</u> |
| <u>Equipment Repairs & Maintenance</u> | | <u>Shop Supplies & Tools</u> | |
| Generator maintenance | \$ 2,500 | Shop supplies | \$ 30,000 |
| Bar screen valve replacement | 10,000 | Small hand tools | 15,000 |
| Lab sink B building | 2,500 | | <u>\$ 45,000</u> |
| V-building scale demo | 25,000 | | |
| Hypochlorite tank relining | 50,000 | | |
| Repair service calls | 25,000 | | |
| <u>\$ 115,000</u> | | <u>Medical Lab Supplies</u> | |
| | | Supplies | \$ 12,000 |
| | | Benchware | 3,000 |
| | | Chemicals for tests | 7,500 |
| | | | <u>\$ 22,500</u> |
| | | <u>Repair Parts</u> | |
| | | Pumps & Motors | \$ 50,000 |
| | | Valves, piping and bearings | 40,000 |
| | | Instrumentation parts | 20,000 |
| | | Inventory management | 10,000 |
| | | | <u>\$ 120,000</u> |
| | | <u>Building Repairs & Maintenance</u> | |
| <u>Consulting Services</u> | | Interior painting | \$ 100,000 |
| TMDL planning and regulatory report | \$ 25,000 | Asbestos removal | 125,000 |
| Miscellaneous engineering studies | 10,000 | | <u>\$ 225,000</u> |
| <u>\$ 35,000</u> | | | |
| | | | |
| <u>Miscellaneous Equipment</u> | | | |
| Spectrophotometer | \$ 4,500 | | |
| Other miscellaneous needs | 10,000 | | |
| <u>\$ 14,500</u> | | | |
| <u>Lab Fees</u> | | | |
| Receiving station testing | \$ 2,750 | | |
| Process testing | 7,500 | | |
| High-strength customer testing | 4,865 | | |
| Miscellaneous testing | 750 | | |
| <u>\$ 15,865</u> | | | |

**CITY OF APPLETON 2020 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:

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. Capital costs for a new compost facility exceeded \$16M. From these efforts an alternative compost facility concept was presented for consideration by the Outagamie County recycling and solid waste in mid-2019. That concept involved construction of a compost facility on a closed landfill. The Utility has identified \$25,000 in the 2020 budget as part of a study to evaluate the feasibility of this concept. Decisions regarding the future direction (compost or sludge storage) are expected to be known in 2019 which could significantly impact future program expenditures.

The gas purchases reflects diesel that is purchased for the biosolids loader, this was previously included in the budget for treatment operations (business unit 5422).

The contractor fee budget reflects a reduction in costs related to the loss of a major hauled waste customer.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 22,825 | 26,319 | 23,000 | 26,000 | 23,000 |
| Wet tons landfilled | 0 | 0 | 0 | 3 | 0 |
| Wet tons composted | 0 | 1,362 | 3,750 | 2,528 | 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 | 23,177 | 27,552 | 26,000 | 28,600 | 26,000 |
| CMAR Compliance | | | | | |
| # of site monitorings completed | 51 | 63 | 40 | 50 | 40 |

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 69,768 | \$ 76,107 | \$ 79,553 | \$ 79,553 | \$ 74,909 |
| 610400 Call Time Wages | 163 | - | - | - | - |
| 610500 Overtime Wages | 2,722 | 3,112 | 2,686 | 2,686 | 2,726 |
| 610800 Part-Time Wages | 81 | 209 | - | - | - |
| 615000 Fringes | 30,673 | 29,204 | 28,229 | 28,229 | 28,886 |
| 631603 Other Misc. Supplies | 4,137 | 145 | 1,000 | 1,000 | 1,000 |
| 632200 Gas Purchases | 768 | 2,430 | 150 | 150 | 2,650 |
| 632700 Miscellaneous Equipment | - | 4,573 | - | - | - |
| 640400 Consulting Services | - | 35,626 | - | 35,837 | 25,000 |
| 640800 Contractor Fees | 355,173 | 509,617 | 530,250 | 530,250 | 589,000 |
| 641300 Utilities | 341 | 389 | 450 | 450 | 450 |
| 642501 CEA Equip. Rental | 20,046 | 20,833 | 19,706 | 19,706 | 19,456 |
| 643200 Lab Fees | 2,430 | 4,444 | 8,750 | 8,750 | 7,000 |
| 659900 Other Contracts/Obligation | 14,605 | 16,891 | 48,000 | 48,000 | 48,000 |
| Total Expense | <u>\$ 500,907</u> | <u>\$ 703,580</u> | <u>\$ 718,774</u> | <u>\$ 754,611</u> | <u>\$ 799,077</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

| | |
|-----------------------------------|-------------------|
| Compost pad processing | \$ 100,000 |
| Biosolids transport / application | 454,000 |
| Biosolids incorporation | 35,000 |
| | <u>\$ 589,000</u> |

Consulting Services

| | |
|----------------------------|------------------|
| Landfill feasibility study | \$ 25,000 |
| | <u>\$ 25,000</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 2020 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:

Construction of the North Edgewood Estates sewage lift station located north of Edgewood Drive and east of French Road is projected to begin in late 2019 or early 2020. This lift station, when completed, will represent the 14th sewage lift station within the City of Appleton sewer service area which AWWTP staff are required to service and maintain.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 12 | 18 | 5 | 20 | 5 |
| Work Process Outputs | | | | | |
| Response to work orders # of preventive work orders | 169 | 202 | 160 | 200 | 160 |
| # of corrective work orders | 25 | 20 | 50 | 25 | 50 |

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 41,529 | \$ 28,989 | \$ 37,774 | \$ 37,774 | \$ 38,711 |
| 610400 Call Time Wages | 1,570 | 370 | 1,200 | 1,200 | 1,200 |
| 610500 Overtime Wages | 1,974 | 2,187 | 2,088 | 2,088 | 2,140 |
| 610800 Part-Time Wages | 433 | 118 | - | - | - |
| 615000 Fringes | 19,620 | 12,782 | 17,514 | 17,514 | 17,935 |
| 632601 Repair Parts | - | 19,720 | - | - | 5,000 |
| 632700 Miscellaneous Equipment | 3,388 | 1,257 | - | - | - |
| 640400 Consulting Services | - | 7,718 | 5,000 | 5,000 | 5,000 |
| 640800 Contractor Fees | 4,513 | 4,154 | 10,000 | 10,000 | 10,000 |
| 641300 Utilities | 39,291 | 45,812 | 44,290 | 44,290 | 51,205 |
| 641800 Equip Repairs & Maint | 14,800 | 8,282 | 14,800 | 14,800 | 10,000 |
| 659900 Other Contracts/Obligation | - | 600 | - | - | - |
| Total Expense | \$ 127,118 | \$ 131,989 | \$ 132,666 | \$ 132,666 | \$ 141,191 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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. Contractor fees for spot repairs/protruding taps are at a normal level, while the root control program will not be performed in 2020.

Per the Sanitary Lateral Policy, \$10,000 has been included to consulting services to continue the lateral televising in advance of replacing them in 2021 and/or 2022.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Benefit of inspection program | | | | | |
| # defects identified from TV report | 34 | 0 | 25 | 25 | 20 |
| Compliance with regulation | | | | | |
| # of protruding taps identified | 6 | 0 | 5 | 5 | 3 |
| # of cross connections identified | 83 | 15 | 55 | 55 | 50 |
| Strategic Outcomes | | | | | |
| Reliability of system maintenance program | | | | | |
| # of trouble calls | 21 | 36 | 30 | 30 | 25 |
| # of system blockages removed | 0 | 4 | 3 | 3 | 2 |
| % of total system televised | 13.1% | 13.8% | 11.0% | 11.0% | 12.0% |
| Work Process Outputs | | | | | |
| Maintenance performed | | | | | |
| % of total system cleaned | 51% | 75% | 50% | 50% | 55% |
| # of spot repairs made | 28 | 20 | 22 | 22 | 22 |
| Safeguarding health and safety | | | | | |
| # of protruding taps removed | 5 | 3 | 5 | 5 | 5 |

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ 6,539 | \$ 7,344 | \$ 6,500 | \$ 6,500 | \$ 7,000 |
| 490800 Misc Intergov Charges | 1,231 | 1,459 | 1,500 | 1,500 | 1,500 |
| 503500 Other Reimbursements | 3,415 | - | - | - | - |
| Total Revenue | \$ 11,185 | \$ 8,803 | \$ 8,000 | \$ 8,000 | \$ 8,500 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 272,602 | \$ 315,061 | \$ 283,771 | \$ 283,771 | \$ 345,766 |
| 610400 Call Time Wages | 1,735 | 1,478 | 1,500 | 1,500 | 1,500 |
| 610500 Overtime Wages | 6,301 | 6,229 | 4,200 | 4,200 | 4,200 |
| 610800 Part-Time Wages | 57 | - | 337 | 337 | 350 |
| 615000 Fringes | 111,738 | 125,347 | 113,510 | 113,510 | 145,161 |
| 620100 Training/Conferences | - | - | 500 | 500 | 500 |
| 630500 Awards & Recognition | 244 | 245 | 245 | 245 | 245 |
| 630901 Shop Supplies & Tools | 1,838 | 565 | 2,500 | 2,500 | 2,500 |
| 632501 Construction Materials | 9,663 | 1,941 | 10,000 | 10,000 | 10,000 |
| 632700 Miscellaneous Equipment | 4,754 | 4,411 | 4,700 | 4,700 | 4,700 |
| 640400 Consulting Services | 165,501 | 171,941 | 208,500 | 208,500 | 194,500 |
| 640800 Contractor Fees | 109,135 | 95,575 | 161,000 | 161,000 | 136,000 |
| 641300 Utilities | 9,239 | 5,747 | 10,180 | 10,180 | 10,180 |
| 641500 Tipping Fees | 3,755 | 4,557 | 4,000 | 4,000 | 4,000 |
| 641800 Equip Repairs & Maint | 1,063 | 1,769 | 800 | 800 | 800 |
| 642400 Software Support | 1,247 | 1,467 | 2,350 | 2,350 | 2,350 |
| 642501 CEA Equip. Rental | 59,289 | 53,491 | 70,470 | 70,470 | 72,500 |
| 659900 Other Contracts/Obligation | 6,133 | 5,099 | 6,500 | 6,500 | 6,500 |
| 689900 Other Capital Outlay | (13,819) | - | - | - | - |
| Total Expense | \$ 750,475 | \$ 794,923 | \$ 885,063 | \$ 885,063 | \$ 941,752 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| <u>Consulting Services</u> | | <u>Contractor Fees</u> | |
|--------------------------------|-------------------|-------------------------------|-------------------|
| Sewer TV & cleaning | \$ 150,000 | Lateral cleaning | \$ 1,000 |
| Aerial photography (alt. year) | 30,000 | Spot repairs - open cut/liner | 55,000 |
| Flow monitoring - Kensington | 4,500 | Unanticipated failures | 20,000 |
| Lateral Televising | 10,000 | Protruding tap | 35,000 |
| | | Patch program | 25,000 |
| | \$ 194,500 | | \$ 136,000 |

**CITY OF APPLETON 2020 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: "Reliably deliver 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 2020 CIPs:

| | | |
|-----------------------------|--------------------|-------------------|
| | <u>2020 Budget</u> | <u>Page</u> |
| Sanitary Sewer Construction | \$ 3,771,663 | Projects, Pg. 598 |

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Reduction of wastewater treatment cost | | | | | |
| # of manholes - rehab/rebuilt | 54 | 15 | 25 | 25 | 35 |
| Collection system rating from CMAR | A | A | A | A | A |
| # of laterals replaced | 222 | 167 | 200 | 200 | 390 |
| Strategic Outcomes | | | | | |
| Improvements to the sanitary sewer system | | | | | |
| Total miles of sanitary sewer | 324* | 325 | 324 | 324 | 325 |
| % of total miles of sanitary sewer reconstructed | 0.58% | 0.59% | 0.65% | 0.65% | 0.71% |
| Work Process Outputs | | | | | |
| Restoration of sanitary sewers | | | | | |
| Miles of existing sanitary sewer reconstruction | 1.89 | 1.93 | 2.11 | 2.11 | 2.30 |
| Expansion of sanitary sewer system | | | | | |
| Miles of new sanitary sewer added | 0.06 | 0.86 | 1.00 | 1.00 | 1.00 |
| Reduction of treatment costs | | | | | |
| # of seals installed | 81 | 61 | 100 | 100 | 100 |

* Total Miles of sanitary sewer main decreased due to the City abandoning 2,975 feet while installing only 494 feet of new sewer main.

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ (6,788) | \$ 13,640 | \$ 116,541 | \$ 116,541 | \$ 107,161 |
| 610500 Overtime Wages | 4,295 | 1,106 | 4,125 | 4,125 | 4,125 |
| 610800 Part-Time Wages | 689 | 569 | 2,496 | 2,496 | 4,600 |
| 615000 Fringes | 4,960 | 5,559 | 40,232 | 40,232 | 43,096 |
| 640400 Consulting Services | 48,183 | 10,073 | - | 50,000 | - |
| 640800 Contractor Fees | 35,334 | 102 | - | 110,280 | - |
| 642501 CEA Equip. Rental | 5,128 | - | 7,400 | 7,400 | 1,350 |
| 659900 Other Contracts/Obligation | 753 | 100 | - | - | - |
| 680903 Sanitary Sewers | 2,741,600 | 1,130,740 | 4,212,025 | 4,221,323 | 3,611,331 |
| 689900 Other Capital Outlay | (2,224,789) | (707,094) | - | - | - |
| Total Expense | \$ 609,365 | \$ 454,795 | \$ 4,382,819 | \$ 4,552,397 | \$ 3,771,663 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | Waste-water Utility |
|---|--|------------------|--------------|---------------------|
| Labor Pool | | | | 158,982 |
| CEA | | | | 1,350 |
| Miscellaneous Construction | Sanitary Laterals & Manholes Prior To 2020 Asphalt | | | 37,428 |
| | Sanitary Laterals & Manholes Prior To 2020 Concrete | | | 31,978 |
| | Structure Rehabilitation / Sewer Cut repairs from 2019 | | | 40,000 |
| | Subtotal | | | 109,406 |
| New Construction | Subtotal | | | - |
| Reconstruction - liner | Pierce Park (liner) | | | 507,870 |
| | Subtotal | | | 507,870 |
| Reconstruction (on streets to be paved in 2021) | Alvin St | Evergreen Dr | cds | 39,025 |
| | Douglas St | Reid Dr | Prospect Ave | 155,600 |
| | Durkee St | Lawrence St | College Ave | 49,000 |
| | Glendale Ave | Mason St | Richmond St | 564,815 |
| | Harris St | Badger Ave | Richmond St | 359,270 |
| | Jackson St | Calumet St | Fremont St | 364,365 |
| | Lawrence St | Morrison St | Durkee St | 63,000 |
| | Lawrence St | Oneida St | Morrison St | 24,300 |
| | Madison St | Calumet St | Taft Ave | 76,500 |
| | Minor St | Meade St | Rankin St | 40,300 |
| | Morrison St | Lawrence St, s/o | College Ave | 50,675 |
| | Newberry St | Schaefer St | city limits | 383,900 |
| | Oneida St | Lawrence St | College Ave | 38,800 |
| | Summer St | Gillett St | Story St | 503,515 |
| | Summer St | Story St | Richmond St | 280,990 |
| | Subtotal | | | 2,994,055 |
| Total | | | | \$ 3,771,663 |

CITY OF APPLETON 2020 BUDGET

WASTEWATER UTILITY

Utility Capital Improvements

Business Unit 5432

PROGRAM MISSION

For the benefit of Appleton sewer consumers, we will provide necessary improvements to all wastewater facilities, structures, and equipment so that the treatment processes meet current and future needs in a cost-effective manner.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

- Provide resources to upgrade existing plant components and facilities
- Identify and install new systems and equipment for improved treatment processes
- Correct safety hazards when identified

The following are 2020 CIPs:

| | 2020 Budget | Page |
|---|--------------|---------------------|
| Primary clarifier drive rebuilds (2) | \$ 240,000 | Projects, Pg. 642-A |
| H-Building final effluent pump replacement | 750,000 | Projects, Pg. 643 |
| Water lateral replacement | 250,000 | Projects, Pg. 617 |
| Upgrade electrical distribution system | 2,500,000 | Projects, Pg. 606 |
| Hardscape improvements | 350,000 | Projects, Pg. 612 |
| D-Building and T-Building HVAC improvements | 500,000 | Projects, Pg. 613 |
| | \$ 4,590,000 | |

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 AWWTP conducted a two year study that evaluated biosolids composting or an expansion of the onsite biosolids storage building to satisfy future 180-day regulatory storage needs. The results of that study estimated that the capital cost for construction of a new compost facility would exceed \$16M while a biosolids storage building expansion would be approximately \$7.5M. The Utility Department has allocated \$5M in the 2021 budget as a placeholder to initiate construction of either option. Decisions regarding the future direction (compost or sludge storage) are expected to be known late 2019 which could impact the 2021 budget numbers including those in subsequent years.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</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 | 4.00 | 4.00 | 4.00 | 4.00 |
| Work Process Outputs | | | | | |
| Project Management | | | | | |
| % of projects completed at year-end | 45% | 20% | 100% | 50% | 100% |

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 640400 Consulting Services | \$ 196,536 | \$ 519,522 | \$ 895,000 | \$ 1,094,551 | \$ 325,000 |
| 640800 Contractor Fees | 191,656 | 439,717 | 3,026,000 | 5,529,882 | 3,165,000 |
| 659900 Other Contracts/Obligation | 2,303 | 2,194 | - | 124,872 | - |
| 680200 Land Improvements | 179,048 | 74,388 | 300,000 | 300,000 | 350,000 |
| 680300 Buildings | 328,334 | 939,611 | 700,000 | 2,161,117 | 750,000 |
| 680401 Machinery & Equipment | 143,480 | 33,628 | 660,000 | 660,000 | - |
| 689900 Other Capital Outlay | (717,615) | (1,996,615) | - | - | - |
| Total Expense | <u>\$ 323,742</u> | <u>\$ 12,445</u> | <u>\$ 5,581,000</u> | <u>\$ 9,870,422</u> | <u>\$ 4,590,000</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|---------------------------------|-------------------|
| Effluent pump replacement | \$ 75,000 |
| Electrical distribution upgrade | 250,000 |
| | <u>\$ 325,000</u> |

Land Improvements

| | |
|------------------------|-------------------|
| Hardscape improvements | \$ 350,000 |
| | <u>\$ 350,000</u> |

Buildings

| | |
|----------------------------|-------------------|
| HVAC improvements | \$ 500,000 |
| Water lateral improvements | 250,000 |
| | <u>\$ 750,000</u> |

Contractor Fees

| | |
|--------------------------------------|---------------------|
| Effluent pump replacement | \$ 675,000 |
| Electrical distribution upgrade | 2,250,000 |
| Primary clarifier drive rebuilds (2) | 240,000 |
| | <u>\$ 3,165,000</u> |

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 166,155 | 281,818 | 248,442 | 100,000 | 100,000 | 200,000 |
| 473000 Interest - Deferred Specials | 8,607 | 9,744 | 44 | 7,500 | 7,500 | 7,500 |
| 480100 General Charges for Service | 6,539 | 7,344 | 1,027 | 6,500 | 6,500 | 7,000 |
| 481400 Industrial Pre-Treatment | 3,432 | 8,243 | 600 | 5,000 | 5,000 | 5,000 |
| 482101 Residential Service | 3,885,488 | 3,875,570 | - | 3,900,000 | 3,900,000 | 3,900,000 |
| 482102 Multi-family Service | 320,506 | 325,113 | - | 335,000 | 335,000 | 335,000 |
| 482200 Commercial Service | 937,148 | 981,470 | - | 950,000 | 950,000 | 950,000 |
| 482300 Industrial Service | 3,936,810 | 3,658,145 | 695,283 | 3,800,000 | 3,800,000 | 3,300,000 |
| 482400 Municipal Service | 281,295 | 292,416 | - | 280,000 | 280,000 | 285,000 |
| 490800 Misc Intergovernmental Charges | 1,231 | 1,459 | 5,267 | 1,500 | 1,500 | 1,500 |
| 500100 Fees & Commissions | 7,396 | 7,616 | - | 7,500 | 7,500 | 7,500 |
| 500400 Sale of City Property | - | 942 | 941 | - | - | - |
| 501000 Miscellaneous Revenue | 18,825 | 23,999 | 5,693 | 15,000 | 15,000 | 15,000 |
| 502100 Capital Contributions | 465,556 | 399,455 | 86,325 | 91,025 | 91,025 | - |
| 503500 Other Reimbursements | 5,732 | 3,498 | 2,593 | 2,500 | 2,500 | 3,000 |
| 507100 Customer Penalty | 38,272 | 38,510 | - | 38,000 | 38,000 | 38,000 |
| 508400 Special Hauled Waste | 2,701,512 | 3,575,525 | 813,473 | 2,000,000 | 2,000,000 | 1,200,000 |
| 591100 Premium on Debt Issue | 18,053 | 17,256 | - | 16,399 | 16,399 | 87,957 |
| TOTAL PROGRAM REVENUES | 12,802,557 | 13,508,123 | 1,859,688 | 11,555,924 | 11,555,924 | 10,342,457 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 373,102 | 399,465 | 130,069 | 455,526 | 455,526 | 467,351 |
| 610200 Labor Pool Allocations | 1,169,914 | 1,196,932 | 349,376 | 1,372,253 | 1,372,253 | 1,482,842 |
| 610299 Capitalized Labor | (98,109) | (96,623) | - | - | - | - |
| 610400 Call Time Wages | 5,463 | 5,996 | 3,794 | 6,700 | 6,700 | 9,700 |
| 610500 Overtime Wages | 76,943 | 89,747 | 43,779 | 93,963 | 93,963 | 55,325 |
| 610800 Part-Time Wages | 10,894 | 12,161 | 1,015 | 14,636 | 14,636 | 16,753 |
| 611000 Other Compensation | 7,303 | 8,826 | 3,443 | 8,239 | 8,239 | 8,004 |
| 611300 Shift Differential | 2,158 | 718 | - | - | - | - |
| 611400 Sick Pay | 22,123 | 16,827 | 1,226 | - | - | - |
| 611500 Vacation Pay | 153,871 | 165,168 | 37,457 | - | - | - |
| 615000 Fringes | 724,167 | 699,032 | 210,542 | 741,480 | 741,480 | 779,456 |
| 615099 Capitalized Fringe | (35,066) | (35,126) | - | - | - | - |
| 617000 Pension Expense | 198,635 | 60,106 | - | - | - | - |
| 617100 OPEB Expense | - | 2,620 | - | - | - | - |
| TOTAL PERSONNEL | 2,611,398 | 2,525,849 | 780,701 | 2,692,797 | 2,692,797 | 2,819,431 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 10,043 | 6,258 | 3,059 | 12,500 | 12,500 | 11,200 |
| TOTAL TRAINING / TRAVEL | 10,043 | 6,258 | 3,059 | 12,500 | 12,500 | 11,200 |
| Supplies | | | | | | |
| 630100 Office Supplies | 2,159 | 6,875 | 339 | 3,000 | 3,000 | 3,000 |
| 630200 Subscriptions | 74 | - | - | 100 | 100 | - |
| 630300 Memberships & Licenses | 6,635 | 6,084 | 4,209 | 7,965 | 7,965 | 6,595 |
| 630400 Postage/Freight | 20,895 | 20,655 | 5,443 | 25,500 | 25,500 | 25,500 |
| 630500 Awards & Recognition | 463 | 568 | 66 | 545 | 545 | 545 |
| 630600 Building Maint./Janitorial | 5,510 | 8,779 | 3,819 | 10,380 | 10,380 | 10,000 |
| 630700 Food & Provisions | 477 | 362 | 168 | 400 | 400 | 400 |
| 630901 Shop Supplies | 28,138 | 32,049 | 2,277 | 25,500 | 25,500 | 23,000 |
| 630902 Tools & Instruments | 18,383 | 14,306 | 40 | 17,000 | 17,000 | 17,000 |
| 631000 Miscellaneous Chemicals | 5,094 | 6,167 | 676 | 10,000 | 10,000 | 10,000 |
| 631001 Phosphorus | 144,273 | 66,637 | 46,532 | 200,000 | 200,000 | 220,000 |
| 631002 DAF Coagulant | 17,590 | 21,823 | 5,601 | 25,000 | 25,000 | 25,000 |
| 631003 BFP Coagulant | 121,266 | 139,194 | 57,033 | 120,000 | 120,000 | 114,700 |
| 631007 Sodium Hypochlorite | 34,478 | 30,426 | 3,082 | 35,000 | 35,000 | 35,000 |
| 631008 Sodium Bisulfite | 27,456 | 28,913 | 3,295 | 32,000 | 32,000 | 32,000 |
| 631603 Other Misc. Supplies | 4,137 | 145 | - | 1,000 | 1,000 | 14,500 |
| 632001 City Copy Charges | 5,000 | 6,131 | 1,309 | 5,700 | 5,700 | 5,700 |
| 632002 Outside Printing | 2,267 | 2,219 | 1,076 | 2,300 | 2,300 | 2,300 |
| 632101 Uniforms | 4,722 | 5,292 | 2,294 | 5,500 | 5,500 | 5,500 |
| 632200 Gas Purchases | 7,787 | 3,886 | - | 8,400 | 8,400 | 3,150 |
| 632300 Safety Supplies | 8,074 | 4,956 | 33 | 5,500 | 5,500 | 5,500 |

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|-------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| 632400 Medical/Lab Supplies | 19,568 | 15,850 | 3,817 | 21,000 | 21,000 | 22,500 |
| 632501 Castings | 3,098 | 1,167 | 112 | 4,000 | 4,000 | 4,000 |
| 632502 Concrete | 5,849 | 485 | - | 3,000 | 3,000 | 3,000 |
| 632503 Other Materials | 181 | 289 | - | 3,000 | 3,000 | 3,000 |
| 632505 Gravel | 535 | - | - | - | - | - |
| 632601 Repair Parts | 11,778 | 133,247 | 29,649 | 110,000 | 110,000 | 125,000 |
| 632700 Miscellaneous Equipment | 46,711 | 37,520 | 24,094 | 96,900 | 96,900 | 21,200 |
| TOTAL SUPPLIES | 552,598 | 594,025 | 194,964 | 778,690 | 778,690 | 738,090 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 9,579 | 8,879 | - | 20,000 | 20,000 | 20,000 |
| 640202 Recording/Filing Fees | 27,077 | 29,199 | - | 28,850 | 28,850 | 32,000 |
| 640300 Bank Service Fees | 19,484 | 15,639 | 4,547 | 21,500 | 21,500 | 18,000 |
| 640400 Consulting Services | 439,936 | 784,514 | 58,871 | 1,146,000 | 1,438,503 | 584,500 |
| 640700 Solid Waste/Recycling Pickup | 5,504 | 3,504 | 665 | 3,500 | 3,500 | 3,500 |
| 640800 Contractor Fees | 769,618 | 1,137,639 | 30,101 | 3,815,250 | 6,437,192 | 4,037,800 |
| 641100 Temporary Help | 434 | - | - | - | - | - |
| 641200 Advertising | - | 930 | 452 | 1,500 | 1,500 | 1,000 |
| 641301 Electric | 844,772 | 940,911 | 234,132 | 856,450 | 856,450 | 948,450 |
| 641302 Gas | 117,992 | 154,431 | 59,446 | 141,200 | 141,200 | 76,200 |
| 641303 Water | 62,276 | 66,246 | 15,665 | 70,750 | 70,750 | 70,750 |
| 641306 Stormwater | 24,360 | 24,796 | 6,037 | 25,358 | 25,358 | 25,325 |
| 641307 Telephone | 11,307 | 10,859 | 4,638 | 11,400 | 11,400 | 11,400 |
| 641308 Cellular Phones | 4,467 | 4,472 | 1,274 | 5,740 | 5,740 | 5,380 |
| 641500 Tipping Fees | 6,257 | 7,231 | 3,923 | 7,500 | 7,500 | 7,500 |
| 641600 Build Repairs & Maint | 129 | 34,029 | 789 | 35,000 | 69,273 | 225,000 |
| 641800 Equip Repairs & Maint | 134,463 | 107,034 | 4,413 | 198,100 | 198,100 | 125,800 |
| 642000 Facilities Charges | 416,362 | 447,552 | 111,611 | 453,890 | 453,890 | 457,397 |
| 642400 Software Support | 10,549 | 16,842 | 12,121 | 16,650 | 16,650 | 16,650 |
| 642501 CEA Operations/Maint. | 47,977 | 50,098 | 22,924 | 58,768 | 58,768 | 51,450 |
| 642502 CEA Depreciation/Replace. | 55,404 | 56,209 | 19,895 | 62,752 | 62,752 | 68,242 |
| 642503 CEA Capital | - | (8,855) | - | - | - | - |
| 643200 Lab Fees | 12,362 | 15,395 | 2,603 | 25,750 | 25,750 | 22,865 |
| 643700 Treatment Services | 62,834 | 66,717 | 16,162 | 67,000 | 67,000 | 68,000 |
| 644000 Snow Removal Services | 2,964 | 5,426 | 7,373 | 3,500 | 3,500 | 3,500 |
| 645400 Grounds Repair & Maintenance | 11,810 | 6,069 | - | 7,500 | 7,500 | 7,500 |
| 650100 Insurance | 265,979 | 265,812 | - | 130,790 | 130,790 | 147,610 |
| 659900 Other Contracts/Obligation | 35,946 | 30,922 | 115,087 | 60,475 | 185,347 | 60,000 |
| TOTAL PURCHASED SVCS | 3,399,842 | 4,282,500 | 732,729 | 7,275,173 | 10,348,763 | 7,095,819 |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 2,872,797 | 2,948,529 | - | 3,200,000 | 3,200,000 | 3,200,000 |
| 662300 Uncollectable Accounts | 2,271 | 1,873 | - | 4,000 | 4,000 | 4,000 |
| 663100 Joint Meter Expense | 598,201 | 607,082 | - | 672,960 | 672,960 | 500,511 |
| 672000 Interest Payments | 488,144 | 424,193 | - | 494,275 | 494,275 | 451,596 |
| 673000 Debt Issuance Costs | - | 83,596 | - | 100,000 | 100,000 | 85,000 |
| TOTAL MISCELLANEOUSL EXP | 3,961,413 | 4,065,273 | - | 4,471,235 | 4,471,235 | 4,241,107 |
| Capital Outlay | | | | | | |
| 680200 Land Improvements | 179,048 | 74,388 | - | 300,000 | 300,000 | 350,000 |
| 680300 Buildings | 328,334 | 939,611 | (16,610) | 700,000 | 2,161,117 | 750,000 |
| 680401 Machinery & Equipment | 143,480 | 33,628 | 10,140 | 660,000 | 660,000 | - |
| 680903 Sanitary Sewers | 2,741,600 | 1,130,740 | 381,701 | 4,212,025 | 4,221,323 | 3,611,331 |
| 689900 Other Capital Outlay | (3,002,334) | (2,713,213) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | 390,128 | (534,846) | 375,231 | 5,872,025 | 7,342,440 | 4,711,331 |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 117,450 | 117,450 | - | 117,450 | 117,450 | 182,450 |
| TOTAL TRANSFERS | 117,450 | 117,450 | - | 117,450 | 117,450 | 182,450 |
| TOTAL EXPENSE | 11,042,872 | 11,056,509 | 2,086,684 | 21,219,870 | 25,763,875 | 19,799,428 |

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

| | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|--|----------------------|----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | | |
| Charges for Services | \$ 9,367,786 | \$ 9,140,058 | \$ 9,265,000 | \$ 9,265,000 | \$ 8,770,000 |
| Miscellaneous | 2,776,401 | 3,659,486 | 2,076,000 | 2,576,000 | 1,277,000 |
| Total Revenues | <u>12,144,187</u> | <u>12,799,544</u> | <u>11,341,000</u> | <u>11,841,000</u> | <u>10,047,000</u> |
| Expenses | | | | | |
| Operation and Maintenance | 7,494,136 | 7,500,365 | 7,344,326 | 7,349,331 | 7,518,719 |
| Depreciation | 2,872,797 | 2,948,529 | 3,200,000 | 3,025,000 | 3,200,000 |
| Total Expenses | <u>10,366,933</u> | <u>10,448,894</u> | <u>10,544,326</u> | <u>10,374,331</u> | <u>10,718,719</u> |
| Operating Income (Loss) | 1,777,254 | 2,350,650 | 796,674 | 1,466,669 | (671,719) |
| Non-Operating Revenues (Expenses) | | | | | |
| Interest Income | 174,762 | 291,561 | 107,500 | 400,000 | 207,500 |
| Interest Expense | (488,144) | (424,193) | (494,275) | (454,275) | (451,596) |
| Debt Issuance Costs | - | - | (100,000) | - | (85,000) |
| Gain/Loss on Asset Disposal | - | - | - | - | - |
| Amortization of Premium on Debt Issue | 18,053 | 17,256 | 16,399 | 101,628 | 87,957 |
| Total Non-Operating | <u>(295,329)</u> | <u>(115,376)</u> | <u>(470,376)</u> | <u>47,353</u> | <u>(241,139)</u> |
| Net Income Before Contributions and Transfers | 1,481,925 | 2,235,274 | 326,298 | 1,514,022 | (912,858) |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 465,556 | 399,455 | 91,025 | 91,025 | - |
| Trans Out - Capital Projects | - | - | - | - | - |
| Trans Out - Stormwater | - | - | - | - | - |
| Trans Out - General Fund | <u>(187,795)</u> | <u>(183,117)</u> | <u>(117,450)</u> | <u>(182,450)</u> | <u>(182,450)</u> |
| Change in Net Assets | 1,759,686 | 2,451,612 | 299,873 | 1,422,597 | (1,095,308) |
| Net Assets - Beginning | <u>95,939,115</u> | <u>97,538,773</u> * | <u>99,990,385</u> | <u>99,990,385</u> | <u>101,412,982</u> |
| Net Assets - Ending | <u>\$ 97,698,801</u> | <u>\$ 99,990,385</u> | <u>\$ 100,290,258</u> | <u>\$ 101,412,982</u> | <u>\$ 100,317,674</u> |

* as re-stated for change in accounting principle

SCHEDULE OF CASH FLOWS

| | | |
|---|----------------------|---------------------|
| Working Cash - Beginning of Year | 21,282,402 | 10,326,155 |
| + Change in Net Assets | 1,422,597 | (1,095,308) |
| + Depreciation | 3,025,000 | 3,200,000 |
| + Long Term Debt* | - | 4,000,000 |
| - Contributed Capital | (91,025) | - |
| - Fixed Assets | (14,422,819) | (8,361,663) |
| - Principal Repayment* | (890,000) | (935,000) |
| + Fixed Assets funded by DNR Replacement Fund | - | - |
| Working Cash - End of Year | <u>\$ 10,326,155</u> | <u>\$ 7,134,184</u> |

RESERVE REQUIREMENTS

| <u>Working Capital</u> | | <u>DNR Fund</u> | |
|---|---------------------|------------------------------|---------------------|
| Prior Year Audited Expenditures | \$ 10,448,894 | Fixed Asset Balance 12/31/18 | \$ 47,743,245 |
| - Depreciation | (2,948,529) | 5% Requirement | <u>\$ 2,387,162</u> |
| + Transfer to General Fund | 183,117 | | |
| Net Prior Year Cash Expenditures | <u>\$ 7,683,482</u> | DNR Fund Balance 12/31/18 | \$ 3,596,083 |
| 25 % Working Capital Reserve Requirement | <u>\$ 1,920,871</u> | DNR Funded CIP projects | |
| | | DNR Fund Balance 12/31/19 | <u>\$ 3,596,083</u> |

* Net of 2018 Revenue Refunding Bond Issue

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2019 Budget | 2019 Projected | 2020 Budget | 2021 Projected | 2022 Projected | 2023 Projected | 2024 Projected |
|---|-----------------------|-----------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 9,265,000 | \$ 9,265,000 | \$ 8,770,000 | \$ 8,791,925 | \$ 8,813,905 | \$ 8,835,940 | \$ 8,858,029 |
| Miscellaneous | 2,076,000 | 2,576,000 | 1,277,000 | 1,289,770 | 1,302,668 | 1,315,694 | 1,328,851 |
| Total Revenues | <u>11,341,000</u> | <u>11,841,000</u> | <u>10,047,000</u> | <u>10,081,695</u> | <u>10,116,573</u> | <u>10,151,634</u> | <u>10,186,881</u> |
| Expenses | | | | | | | |
| Operating Expenses | 7,344,326 | 7,349,331 | 7,518,719 | 7,393,718 | 7,615,530 | 7,993,995 | 8,079,315 |
| Depreciation | 3,200,000 | 3,025,000 | 3,200,000 | 3,375,000 | 3,625,000 | 3,760,000 | 3,895,000 |
| Total Expenses | <u>10,544,326</u> | <u>10,374,331</u> | <u>10,718,719</u> | <u>10,768,718</u> | <u>11,240,530</u> | <u>11,753,995</u> | <u>11,974,315</u> |
| Operating Income | 796,674 | 1,466,669 | (671,719) | (687,023) | (1,123,957) | (1,602,361) | (1,787,435) |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 107,500 | 400,000 | 207,500 | 150,000 | 150,000 | 150,000 | 150,000 |
| Interest Expense | (494,275) | (454,275) | (451,596) | (640,262) | (978,479) | (1,209,171) | (1,302,567) |
| Premium on Debt Issue | 16,399 | 101,628 | 87,957 | 80,404 | 71,451 | 61,939 | 51,855 |
| Debt Issue Costs | - | - | (85,000) | (200,000) | (150,000) | (100,000) | (100,000) |
| Total Non-Operating | <u>(370,376)</u> | <u>47,353</u> | <u>(241,139)</u> | <u>(609,858)</u> | <u>(907,028)</u> | <u>(1,097,232)</u> | <u>(1,200,712)</u> |
| Net Income Before Transfers | 426,298 | 1,514,022 | (912,858) | (1,296,881) | (2,030,985) | (2,699,593) | (2,988,146) |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | 91,025 | 91,025 | - | - | - | - | - |
| Trans Out - Internal Service General Fund | (117,450) | (182,450) | (182,450) | (182,950) | (183,450) | (183,950) | (184,450) |
| Change in Net Assets | 399,873 | 1,422,597 | (1,095,308) | (1,479,831) | (2,214,435) | (2,883,543) | (3,172,596) |
| Total Net Assets - Beginning | <u>99,990,385</u> | <u>99,990,385</u> | <u>101,412,982</u> | <u>100,317,674</u> | <u>98,837,843</u> | <u>96,623,408</u> | <u>93,739,865</u> |
| Total Net Assets - Ending | <u>\$ 100,390,258</u> | <u>\$ 101,412,982</u> | <u>\$ 100,317,674</u> | <u>\$ 98,837,843</u> | <u>\$ 96,623,408</u> | <u>\$ 93,739,865</u> | <u>\$ 90,567,268</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|---|----------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|------|
| Cash - Beginning of the Year | 21,282,402 | 10,326,155 | 7,134,184 | 2,988,350 | (422,158) | (3,613,820) | |
| + Change in Net Assets | 1,422,597 | (1,095,308) | (1,479,831) | (2,214,435) | (2,883,543) | (3,172,596) | |
| + Depreciation | 3,025,000 | 3,200,000 | 3,375,000 | 3,625,000 | 3,760,000 | 3,895,000 | |
| + Long Term Debt | - | 4,000,000 | 10,000,000 | 8,000,000 | 4,000,000 | 4,000,000 | |
| - Contributed Capital | (91,025) | - | - | - | - | - | |
| - Fixed Assets | (14,422,819) | (8,361,663) | (15,071,003) | (11,756,073) | (6,723,119) | (5,589,246) | |
| - Principal Repayment | (890,000) | (935,000) | (970,000) | (1,065,000) | (1,345,000) | (1,505,000) | |
| + Fixed Assets funded by DNR Rplcmt Fund | - | - | - | - | - | - | |
| Working Cash - End of Year | <u>\$ 10,326,155</u> | <u>\$ 7,134,184</u> | <u>\$ 2,988,350</u> | <u>\$ (422,158)</u> | <u>\$ (3,613,820)</u> | <u>\$ (5,985,663)</u> | |
| 25% Working Capital Reserve (prior year's audited expenses) | | 1,996,514 | 2,038,191 | 2,054,232 | 2,194,365 | 2,346,779 | |
| Coverage Ratio | | 3.63 | 1.84 | 1.57 | 1.17 | 0.82 | 0.69 |

ASSUMPTIONS:

Borrow 60-70% of capital expenditures as detailed in plan.
Interest rate at 4%; twenty year term for borrowings starting in 2020
Projected rate increase 1/4% for additional customer base each year
Operating expenses to increase 3.0% per year and one-time special projects after 2020.
Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:

The current rates were effective 7/1/2011. A rate study will begin late in 2019. The budget is presented without any increase in rates. It is anticipated that a mid-year rate increase will be required to cover 2020 expenses. Any required rate increase will be presented to the Council for approval.

**CITY OF APPLETON 2020 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

| | 2010 Revenue Bonds | | 2011 Revenue Bonds | | 2018 Refunding Revenue Bonds | |
|------|-----------------------|-------------------|-----------------------|-------------------|---------------------------------|-------------------|
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2020 | \$ 250,000 | \$ 123,350 | \$ 175,000 | \$ 102,283 | \$ 510,000 | \$ 185,963 |
| 2021 | 260,000 | 114,783 | 180,000 | 95,150 | 530,000 | 170,329 |
| 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>\$ 3,355,000</u> | <u>\$ 759,882</u> | <u>\$ 2,655,000</u> | <u>\$ 684,499</u> | <u>\$ 4,765,000</u> | <u>\$ 869,509</u> |

| | TOTAL | | |
|------|----------------------|---------------------|----------------------|
| | Principal | Interest | Total |
| 2020 | \$ 935,000 | \$ 411,596 | \$ 1,346,596 |
| 2021 | 970,000 | 380,262 | 1,350,262 |
| 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>\$ 10,775,000</u> | <u>\$ 2,313,890</u> | <u>\$ 13,088,890</u> |

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$4,000,000 will be issued in 2020. Expected interest expense of the issue in 2020 is \$40,000.

CITY OF APPLETON 2020 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 2020 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 2019 EVENTS

Completed final construction of Leona Pond to reduce flooding and improve water quality in the Ballard Road drainage study area. Received two grants in total of \$630,000 in grant reimbursements from DNR grant programs. \$150,000 awarded late in 2018 to be received in 2019 and \$480,000 to be received in 2020.

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.

Began revising the following programs as required by the new 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 45 wet ponds, 12 dry ponds, 9 bio-filters, and several miles of engineered channels.

Continued working toward compliance with the new WDNR NR216 Water Quality Permit / Fox River TMDL.

Installed native vegetation and accepted operational responsibility from WisDOT on new Schindler-441 Pond to improve flood reduction and runoff quality in South Oneida Street drainage study area.

Received WDNR and United States Army Corps of Engineers (USACE) permits for Spartan Drive project.

Assisted Community Development with permitting issues, delineated wetlands and other stormwater planning issues.

Constructed the first two projects of Spartan Drive Phase 1 (Sewer and water in Spartan west, Haymeadow, and Sommers; Spartan Drive Box Culvert and Spartan Drive Retaining Wall).

Replace failed storm sewer in ravine west of Kernan Avenue.

Prepared drainage studies for stormwater management in future Lightning Drive and in future French Road urbanization.

Implemented rate increase of 13% from \$155 to \$175 per ERU on January 1, 2019. This was 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 was now needed to support increased expenses and to maintain debt coverage ratio.

CITY OF APPLETON 2020 BUDGET STORMWATER

MAJOR 2020 OBJECTIVES

Complete revisions of the following programs as required by the new NR216 permit: Public Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, Post-Construction Stormwater Management Plans, including implementing the eleventh 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 Spartan Drive Ponds 2, 4, and 5, and online flood storage to facilitate development east of STH 47 and north of CTH JJ to provide water quality benefits.

Construct Spartan Drive Phase 1, part 3 (Spartan grade & gravel and Ponds, 2, 4, and 5) and Phase 2 (sewer and water, and grade & gravel in Spartan from Haymeadow to 900 feet east).

Construct Alvin Street stormwater management facilities for planned 2021 street urbanization.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|---------------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|
| Programs | | Actual | | Budget | | | % |
| Unit | Title | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 | Change * |
| Program Revenues | | \$ 10,936,016 | \$ 11,496,490 | \$ 12,043,268 | \$ 12,043,268 | \$ 11,608,644 | -3.61% |
| Program Expenses | | | | | | | |
| 5210 | Administration | 5,200,365 | 5,315,441 | 5,878,994 | 6,055,842 | 5,921,543 | 0.72% |
| 5220 | Facility Maintenance | 1,260,873 | 1,189,343 | 1,562,606 | 1,562,606 | 1,665,325 | 6.57% |
| 5225 | Leaf Collection | 493,326 | 484,454 | 494,754 | 494,754 | 529,082 | 6.94% |
| 5230 | Capital Construction | 900,348 | 397,440 | 6,115,486 | 8,367,354 | 5,864,634 | -4.10% |
| TOTAL | | \$ 7,854,912 | \$ 7,386,678 | \$ 14,051,840 | \$ 16,480,556 | \$ 13,980,584 | -0.51% |
| Expenses Comprised Of: | | 55,210 | | | | | |
| | Personnel | 1,589,653 | 1,485,881 | 1,831,283 | 1,831,283 | 1,870,512 | 2.14% |
| | Travel & Training | 4,199 | 5,565 | 8,220 | 8,220 | 8,220 | 0.00% |
| | Supplies & Materials | 108,381 | 106,310 | 142,595 | 142,595 | 151,345 | 6.14% |
| | Purchased Services | 1,798,754 | 1,728,997 | 1,972,639 | 2,261,043 | 2,079,012 | 5.39% |
| | Miscellaneous Expense | 4,291,238 | 4,431,884 | 4,764,448 | 4,764,448 | 4,602,362 | -3.40% |
| | Capital Expenditures | 105,397 | (384,459) | 5,320,155 | 7,460,467 | 5,256,633 | -1.19% |
| | Transfers Out | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 0.00% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 19.69 | 19.76 | 19.76 | 19.76 | 20.41 | |

* % change from prior year adopted budget

CITY OF APPLETON 2020 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 budget increase in Other Contracts/Obligations is due to concrete and sidewalk special assessments for Purdy Parkway and Mackville Pond.

New BMP (Best Management Practices) tracking required for DNR permit increases the consulting expense. This requirement falls under the post-construction, Section 2.5, of the State permit.

Updating the Citywide Stormwater Management Plan, as required by Wisconsin DNR 5-year permit cycle, is included in the consulting services budget.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Economic development | | | | | |
| Drainage Studies/Plans completed or updated | 2* | 1 | 3 | 3 | 1**** |
| Strategic Outcomes | | | | | |
| Alternative sources of revenue | | | | | |
| # of grants applied for | 0 | 2 | 0 | 1** | 0 |
| Value of grant dollars awarded or applied for future reimbursement | \$ - | \$ 150,000 | \$ - | \$ 480,000 | \$ - |
| Safe, reliable future level of service | | | | | |
| Acre feet of storage identified for future use | 0.0 | 10.20 | 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) | 48 | 48 | 40 | 42 | 50 |

* Northland Pond

**Citywide SWMP update

*** Leona Pond (NPS & MFC)

****CTH JJ east of Lightning

**CITY OF APPLETON 2020 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ - | \$ 150,000 | \$ 150,000 | \$ - |
| 441100 Sundry Permits | 425 | 25 | 25 | 25 | 25 |
| 441800 Plan Review Permit | 33,973 | 36,433 | 35,000 | 35,000 | 35,000 |
| 442000 Erosion Control Permit | 7,630 | 8,710 | 7,500 | 7,500 | 7,500 |
| 471000 Interest on Investments | 144,433 | 240,188 | 125,000 | 125,000 | 200,000 |
| 473000 Interest - Deferred Specials | 1,125 | 3,794 | - | - | - |
| 488000 Stormwater Revenue | 9,428,127 | 9,626,251 | 10,800,000 | 10,800,000 | 10,950,000 |
| 500400 Sale of City Property | - | 548 | - | - | - |
| 500600 Gain (Loss) on Disposal | - | 111,164 | - | - | - |
| 502100 Capital Contributions | 784,603 | 1,017,013 | 462,725 | 462,725 | - |
| 503500 Other Reimbursements | 20,476 | 2,835 | 20,000 | 20,000 | 3,000 |
| 507100 Customer Penalty | 33,913 | 34,592 | 35,000 | 35,000 | 35,000 |
| 591100 Premium on Debt Issue | 405,852 | 414,828 | 406,818 | 406,818 | 376,919 |
| Total Revenue | \$ 10,860,557 | \$ 11,496,381 | \$ 12,042,068 | \$ 12,042,068 | \$ 11,607,444 |
| Expenses | | | | | |
| 610100 Salaries | \$ 393,024 | \$ 420,057 | \$ 446,619 | \$ 446,619 | \$ 476,490 |
| 610400 Call Time Wages | 368 | 627 | 600 | 600 | 600 |
| 610500 Overtime Wages | 2,054 | 1,687 | 1,000 | 1,000 | 2,000 |
| 610800 Part-Time Wages | 11 | 407 | 337 | 337 | 350 |
| 615000 Fringes | 246,201 | 172,991 | 168,581 | 168,581 | 170,040 |
| 620100 Training/Conferences | 3,479 | 4,845 | 7,500 | 7,500 | 7,500 |
| 620600 Parking Permits | 720 | 720 | 720 | 720 | 720 |
| 630100 Office Supplies | 153 | 22 | 250 | 250 | 250 |
| 630300 Memberships & Licenses | 14,415 | 17,165 | 15,020 | 15,020 | 15,020 |
| 630400 Postage\Freight | 20,053 | 19,635 | 23,000 | 23,000 | 23,000 |
| 630500 Awards & Recognition | 665 | 665 | 665 | 665 | 665 |
| 630901 Shop Supplies | 243 | 147 | 200 | 200 | 200 |
| 631500 Books & Library Materials | - | - | 100 | 100 | 50 |
| 632001 Copy Charges | 3,630 | 3,153 | 3,600 | 3,600 | 5,400 |
| 632101 Uniforms | 145 | 165 | 150 | 150 | 150 |
| 632300 Safety Supplies | 884 | 442 | 350 | 350 | 350 |
| 632700 Miscellaneous Equipment | 600 | 4,160 | 2,200 | 2,200 | 2,200 |
| 640100 Accounting/Audit Fees | 8,831 | 9,468 | 9,000 | 9,000 | 9,468 |
| 640202 Recording/Filing Fees | 330 | 150 | 400 | 400 | 400 |
| 640300 Bank Service Fees | 16,097 | 14,089 | 18,120 | 18,120 | 14,089 |
| 640400 Consulting Services | 112,371 | 116,791 | 306,000 | 482,848 | 466,000 |
| 641301 Utilities | 977 | 3,074 | 1,104 | 1,104 | 1,104 |
| 641800 Equip Repairs & Maint | 139 | 252 | - | - | - |
| 642400 Software Support | 11,631 | 5,454 | 16,300 | 16,300 | 13,770 |
| 642501 CEA Equip. Rental | 6,031 | 5,519 | 10,600 | 10,600 | 6,000 |
| 643000 Health Services | 20 | - | - | - | - |
| 650100 Insurance | 47,005 | 42,732 | 44,260 | 44,260 | 43,450 |
| 659900 Other Contracts/Obligation | 10,860 | 26,640 | 25,370 | 25,370 | 47,415 |
| 660100 Depreciation Expense | 2,553,534 | 2,578,960 | 2,800,000 | 2,800,000 | 2,750,000 |
| 662300 Uncollectable Accounts | 1,806 | 1,737 | 1,900 | 1,900 | 1,900 |
| 672000 Interest Payments | 1,522,892 | 1,624,376 | 1,732,532 | 1,732,532 | 1,617,772 |
| 673000 Debt Issuance Costs | 76,889 | 79,583 | 90,000 | 90,000 | 90,000 |
| 675100 Gain/Loss on Refund | 136,117 | 147,228 | 140,016 | 140,016 | 142,690 |
| 689900 Other Capital Outlay | (4,310) | - | - | - | - |
| 791100 Transfer Out - General | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| Total Expense | \$ 5,200,365 | \$ 5,315,441 | \$ 5,878,994 | \$ 6,055,842 | \$ 5,921,543 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Memberships & Licenses

| | |
|-----------------------------|------------------|
| IECA membership | \$ 250 |
| NR216 annual fee | 8,000 |
| NEWSC dues | 3,435 |
| MEG membership | 2,000 |
| ASCE membership | 520 |
| League of Municipalities SW | 600 |
| APWA membership | 215 |
| Total | \$ 15,020 |

Postage\Freight

| | |
|--|------------------|
| City service invoice postage | \$ 21,500 |
| City service invoice folding/inserting | 1,500 |
| Total | \$ 23,000 |

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 |
| Aerial photography | 25,000 |
| Private BMP Inspection | |
| Pilot program | 50,000 |
| Citywide Storm Mgmt. Plan | 200,000 |
| Total | \$ 466,000 |

Other Contracts/Obligations

| | |
|---|------------------|
| Digger's Hotline | \$ 4,000 |
| Special assessment Mackville Pond and Purdy Parkway | 43,415 |
| Total | \$ 47,415 |

**CITY OF APPLETON 2020 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:

Budget includes \$97,500 for Appleton East Underground Flood Storage five year structural and waterproofing inspection, as required by warranty.

Part-time wages increase is due to restructuring the part-time pay plan.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|---|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Benefit of inspection program | | | | | |
| # of spot repairs identified from TV reports | 21 | 0 | 18 | 18 | 18 |
| Compliance with regulation | | | | | |
| # of protruding taps identified | 15 | 0 | 10 | 9 | 8 |
| # of cross connections identified | 0 | 0 | 0 | 0 | 0 |
| Strategic Outcomes | | | | | |
| Effectiveness of maintenance program | | | | | |
| # of trouble calls | 54 | 51 | 15 | 15 | 15 |
| % of total system televised | 9% | 8% | 10% | 10% | 10% |
| Work Process Outputs | | | | | |
| Preventive maintenance | | | | | |
| Cubic yards of material collected from street sweeping operations | 5,570 | 4,186 | 4,000 | 4,000 | 4,000 |
| % of total storm sewer system cleaned | 9.6% | 7.8% | 12.0% | 12.0% | 12.0% |
| Safeguarding health and safety | | | | | |
| # of protruding taps removed | 10 | 8 | 10 | 9 | 8 |
| # of spot repairs made | 16 | 12 | 15 | 15 | 15 |

**CITY OF APPLETON 2020 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 1,168 | \$ 109 | \$ 1,200 | \$ 1,200 | \$ 1,200 |
| 490800 Misc Intergovernmental Cha | 152 | - | - | - | - |
| Total Revenue | \$ 1,320 | \$ 109 | \$ 1,200 | \$ 1,200 | \$ 1,200 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 392,913 | \$ 375,394 | \$ 468,494 | \$ 468,494 | 439,409 |
| 610400 Call Time Wages | 1,387 | 791 | 1,700 | 1,700 | 1,700 |
| 610500 Overtime Wages | 7,658 | 5,656 | 9,800 | 9,800 | 9,800 |
| 610800 Part-Time Wages | 6,791 | 7,014 | 13,092 | 13,092 | 16,700 |
| 615000 Fringes | 193,102 | 167,101 | 206,129 | 206,129 | 193,990 |
| 630801 Landscape Supplies | 946 | 1,144 | 3,860 | 3,860 | 3,860 |
| 630901 Shop Supplies | 553 | 1,374 | 1,250 | 1,250 | 1,250 |
| 630902 Tools & Instruments | 1,502 | 1,609 | 1,500 | 1,500 | 1,500 |
| 631603 Other Misc. Supplies | 90 | 222 | - | - | - |
| 632501 Construction Materials | 55,961 | 45,900 | 83,250 | 83,250 | 90,250 |
| 632700 Miscellaneous Equipment | 8,090 | 6,258 | 7,200 | 7,200 | 7,200 |
| 640400 Consulting Services | 229,523 | 184,462 | 247,960 | 247,960 | 247,960 |
| 640800 Contractor Fees | 61,735 | 60,704 | 110,900 | 110,900 | 202,400 |
| 641301 Utilities | 4,377 | 7,442 | 5,000 | 5,000 | 11,100 |
| 641500 Tipping Fees | 46,335 | 41,011 | 50,400 | 50,400 | 50,400 |
| 641800 Equip Repairs & Maint | 1,063 | 1,100 | 1,100 | 1,100 | 1,100 |
| 642400 Software Support | 500 | - | 500 | 500 | 500 |
| 642501 CEA Equip. Rental | 270,196 | 219,857 | 293,261 | 293,261 | 328,996 |
| 645400 Grounds Repair & Maint | 5,404 | 5,979 | 2,000 | 2,000 | 2,000 |
| 650301 Rent | - | 56,325 | 55,210 | 55,210 | 55,210 |
| 689900 Other Capital Outlay | (27,253) | - | - | - | - |
| Total Expense | \$ 1,260,873 | \$ 1,189,343 | \$ 1,562,606 | \$ 1,562,606 | \$ 1,665,325 |

DETAILED SUMMARY OF 2020 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 |
| Total | \$ 247,960 |

Contractor Fees

| | |
|-----------------------------|-------------------|
| Surface restoration | \$ 25,000 |
| Spot repairs | 30,000 |
| Animal control | 3,500 |
| Ditches & ravine repairs | 2,000 |
| Lateral cleaning | 1,000 |
| Emergency Repairs | 5,000 |
| Patch program (E-20) | 30,000 |
| Sewer TV camera mainenance | 700 |
| Non-native mowing | 7,700 |
| Appleton East Flood Storage | 97,500 |
| Total | \$ 202,400 |

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 |
| Total | \$ 55,210 |

Construction Materials

| | |
|----------------------|------------------|
| Other materials | \$ 17,000 |
| Inlet Repair Program | 58,300 |
| Emergency Repairs | 7,950 |
| Repair materials | 4,000 |
| RipRap | 3,000 |
| Total | \$ 90,250 |

Tipping Fees

| | |
|--|------------------|
| Disposal costs of cleaning: \$37 per ton | |
| Streets - 1,200 tons | \$ 44,400 |
| Storm sewers - 162 tons | 6,000 |
| Total | \$ 50,400 |

**CITY OF APPLETON 2020 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:

No major changes.

PERFORMANCE INDICATORS

| | <u>Actual 2017</u> | <u>Actual 2018</u> | <u>Target 2019</u> | <u>Projected 2019</u> | <u>Target 2020</u> |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Service provided | | | | | |
| Number of collection cycles | 5 | 4 | 3 | 3 | 3 |
| Strategic Outcomes | | | | | |
| Cost effective service provided | | | | | |
| Cost/cubic yard collected | \$ 12.99 | \$ 10.53 | \$ 12.00 | \$ 12.00 | \$ 12.00 |
| Work Process Outputs | | | | | |
| Safer streets and cleaner storm water system | | | | | |
| Cubic yards of leaves collected | 27,360 | 30,545 | 35,000 | 32,000 | 35,000 |

**CITY OF APPLETON 2020 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 180,040 | \$ 170,163 | \$ 182,516 | \$ 182,516 | \$ 186,699 |
| 610400 Call Time Wages | 38 | 50 | 100 | 100 | 75 |
| 610500 Overtime Wages | 4,545 | 6,275 | 10,000 | 10,000 | 8,500 |
| 615000 Fringes | 85,044 | 74,702 | 66,984 | 66,984 | 84,308 |
| 632503 Other Materials | 31 | - | - | - | - |
| 641303 Water | 27 | 193 | 500 | 500 | 500 |
| 642501 CEA Equip. Rental | 223,601 | 233,071 | 234,654 | 234,654 | 249,000 |
| Total Expense | <u>\$ 493,326</u> | <u>\$ 484,454</u> | <u>\$ 494,754</u> | <u>\$ 494,754</u> | <u>\$ 529,082</u> |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 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

The following are 2020 CIPs:

| | | |
|--------------------------|--------------|-------------------|
| | 2020 Budget | Page |
| Storm sewer construction | 5,864,634 | Projects, Pg. 586 |
| | \$ 5,864,634 | |

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

| | Actual 2017 | Actual 2018 | Target 2019 | Projected 2019 | Target 2020 |
|---|-------------|-------------|-------------|----------------|-------------|
| Client Benefits/Impacts | | | | | |
| Solutions to system discrepancies | | | | | |
| Residential mini-sewer/drainage complaints: * | | | | | |
| Solved | 44 | 35 | 90 | 38 | 75 |
| Outstanding | 41 | 56 | 45 | 72 | 50 |
| Strategic Outcomes | | | | | |
| Improvements to the stormwater system | | | | | |
| Total miles of storm sewer in City | 290 | 289 | 290 | 290 | 290 |
| % of total miles reconstructed | 0.47% | 0.20% | 1.50% | 1.50% | 1.50% |
| Acres of new land available | 0 | 0 | 0 | 0 | 0 |
| Integrity and growth of the system | | | | | |
| ACRE-FT of storage developed | 5.7 | 21.0 | 20.2 | 20.2 | 6.2 |
| Work Process Outputs | | | | | |
| Restoration of storm sewers | | | | | |
| Miles of storm sewer reconstructed | 0.79 | 0.58 | 4.35 | 4.45 | 4.55 |
| Expansion of storm sewer system | | | | | |
| Miles of new storm sewer added | 2.30 | 2.15 | 0.65 | 0.62 | 0.41 |

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

**CITY OF APPLETON 2020 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
| Revenues | | | | | |
| 490800 Misc Intergovernmental Cha | \$ 9,300 | \$ - | \$ - | \$ - | \$ - |
| 503500 Other Reimbursements | 64,839 | - | - | - | - |
| Total Revenue | \$ 74,139 | \$ - | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 33,144 | \$ 48,369 | \$ 175,282 | \$ 175,282 | \$ 193,671 |
| 610400 Call Time Wages | 45 | - | - | - | - |
| 610500 Overtime Wages | 11,150 | 4,975 | 4,125 | 4,125 | 5,000 |
| 610800 Part-Time Wages | 3,620 | 5,440 | 2,496 | 2,496 | 4,600 |
| 615000 Fringes | 28,520 | 24,182 | 73,428 | 73,428 | 76,580 |
| 632503 Other Materials | 419 | 4,248 | - | - | - |
| 640202 Recording/Filing Fees | - | 748 | - | 50,000 | - |
| 640400 Consulting Services | 315,008 | 447,044 | 530,000 | 591,556 | 322,250 |
| 640800 Contractor Fees | 2,134 | 14,724 | - | - | - |
| 641500 Tipping Fees | 356,389 | 228,923 | - | - | - |
| 642501 CEA Operations/Maint. | 10,916 | 1 | 10,000 | 10,000 | 5,900 |
| 645400 Grounds Repair & Maintena | - | 2,147 | - | - | - |
| 659900 Other Contracts/Obligation | 2,042 | 1,098 | - | - | - |
| 680100 Land | 652,560 | 48,335 | 235,000 | 567,815 | 66,000 |
| 680904 Storm Sewers | 7,821,893 | 3,781,773 | 5,085,155 | 6,892,652 | 5,190,633 |
| 689900 Other Capital Outlay | (8,337,492) | (4,214,567) | - | - | - |
| Total Expense | \$ 900,348 | \$ 397,440 | \$ 6,115,486 | \$ 8,367,354 | \$ 5,864,634 |

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

| | To | From | To | Stormwater |
|---|---|----------------------------|------------------|---------------------|
| Labor Pool | | | | 279,851 |
| CEA | | | | 5,900 |
| Consulting Services | | | | |
| | Bluff Site SWMP | Stormwater Management Plan | | 40,000 |
| | Construction Grant Applications | | | 10,000 |
| | Construction Services | | | 75,000 |
| | Edgewood Dr (CT) Study | | | 60,000 |
| | Land Acquisition Services | | | 10,000 |
| | Modeling for Storm Sewer Const Projects | | | 20,000 |
| | North Side Development Corridor Prelim Design | | | 107,250 |
| | Subtotal | | | 322,250 |
| Land Acquisition | | | | |
| | Alvin St | (Easement e/o) | Pathways Church | 30,000 |
| | North Edgewood Est Access to Broad | | Land for pond | 36,000 |
| | Subtotal | | | 66,000 |
| Miscellaneous Construction | | | | |
| | Sump Pump Storm Sewer Program/Backyard Drainage | | | 200,000 |
| | Surface restoration for mini sewer from previous year | | | 90,000 |
| | Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 As | | | 199,616 |
| | Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 Cd | | | 130,823 |
| | Apple Ridge Bridge Cost Share structure 2 | | | 120,000 |
| | Bluff Site Stormwater BMPs | | | 80,000 |
| | Downtown Stormwater Management/Incentive Program | | | 50,000 |
| | Flood Report Proj | | | 100,000 |
| | Kernan / E South | pavement restoration | | 120,000 |
| | Native Landscaping | | | 71,000 |
| | North Edgewood Est Access to Broad | const BMPs | | 344,000 |
| | NR151 Water Quality Practices - Reconst | | | 50,000 |
| | Rubyred Box Culv | construction | | 300,000 |
| | Spartan Dr - SW2-SW5, box culvert, | construction | | 756,000 |
| | Subtotal | | | 2,611,439 |
| New construction | | | | |
| | Alvin St | Evergreen Dr | cds (incl \$20K) | 389,310 |
| | Spartan Dr | Haymeadow Ave | Haymeadow Ave | 67,500 |
| | Subtotal | | | 456,810 |
| Reconstruction; liners | | | | |
| | Cherry Ct (liner) | MH FF-131 | MH FF-44 | 12,670 |
| | Cherry Ct (liner) | MH FF-5 | MH FF-115 | 14,070 |
| | Ravinia Pl (liner) | MH FF-119 | MH FF-100 | 18,000 |
| | Ravinia Pl (liner) | MH FF-13 | MH FF-94 | 24,797 |
| | River Rd (liner) | MH BB-1 | MH BB-226 | 6,987 |
| | Subtotal | | | 76,524 |
| Reconstruction - (on streets to be paved in 2021) | | | | |
| | Douglas St | Reid Dr | Prospect Ave | 90,050 |
| | Durkee St | Lawrence St | College Ave | 26,250 |
| | Glendale Ave | Mason St | Richmond St | 280,945 |
| | Harris St | Badger Ave | Richmond St | 239,550 |
| | Jackson St | Calumet St | Fremont St | 288,090 |
| | Lawrence St | Morrison St | Durkee St | 51,750 |
| | Lawrence St | Oneida St | Morrison St | 41,900 |
| | Madison St | Calumet St | Taft Ave | 110,250 |
| | Minor St | Meade St | Rankin St | 40,400 |
| | Morrison St | Lawrence St, s/o | College Ave | 53,850 |
| | Newberry St | Schaefer St | city limits | 469,950 |
| | Oneida St | Lawrence St | College Ave | 50,300 |
| | Summer St | Gillett St | Story St | 240,075 |
| | Summer St | Story St | Richmond St | 62,500 |
| | Subtotal | | | 2,045,860 |
| Total | | | | \$ 5,864,634 |

CITY OF APPLETON 2020 BUDGET STORMWATER UTILITY

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | - | - | - | 150,000 | 150,000 | - |
| 441100 Sundry Permits | 425 | 25 | 25 | 25 | 25 | 25 |
| 441800 Plan Review Permit | 33,973 | 36,433 | 9,805 | 35,000 | 35,000 | 35,000 |
| 442000 Erosion Control Permit | 7,630 | 8,710 | 2,830 | 7,500 | 7,500 | 7,500 |
| 471000 Interest on Investments | 144,433 | 240,188 | 193,980 | 125,000 | 125,000 | 200,000 |
| 473000 Interest - Deferred Specials | 1,125 | 3,794 | - | - | - | - |
| 480100 General Charges for Service | 1,168 | 109 | 361 | 1,200 | 1,200 | 1,200 |
| 488000 Stormwater Revenue | 9,428,127 | 9,626,251 | - | 10,800,000 | 10,800,000 | 10,950,000 |
| 490800 Misc Intergovernmental Charges | 9,452 | - | 90 | - | - | - |
| 500400 Sale of City Property | - | 548 | - | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | - | 111,164 | - | - | - | - |
| 502100 Capital Contributions | 784,603 | 1,017,013 | 2,860 | 462,725 | 462,725 | - |
| 503500 Other Reimbursements | 85,315 | 2,835 | 235 | 20,000 | 20,000 | 3,000 |
| 507100 Customer Penalty | 33,913 | 34,592 | - | 35,000 | 35,000 | 35,000 |
| 591100 Premium on Debt Issue | 405,852 | 414,828 | - | 406,818 | 406,818 | 376,919 |
| TOTAL PROGRAM REVENUES | 10,936,016 | 11,496,490 | 210,186 | 12,043,268 | 12,043,268 | 11,608,644 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 122,839 | 120,390 | 38,410 | 144,762 | 144,762 | 138,362 |
| 610200 Labor Pool Allocations | 959,479 | 918,509 | 202,570 | 1,125,179 | 1,125,179 | 1,120,972 |
| 610299 Capitalized Labor | (188,299) | (145,953) | - | - | - | - |
| 610400 Call Time Wages | 1,839 | 1,469 | 560 | 2,400 | 2,400 | 2,375 |
| 610500 Overtime Wages | 25,407 | 18,593 | 8,556 | 24,925 | 24,925 | 25,300 |
| 610800 Part-Time Wages | 10,422 | 12,862 | - | 15,925 | 15,925 | 21,650 |
| 611000 Other Compensation | 2,540 | 2,520 | 2,708 | 2,970 | 2,970 | 2,970 |
| 611300 Shift Differential | 1,450 | 171 | - | - | - | - |
| 611400 Sick Pay | 6,206 | 10,127 | 622 | - | - | 33,965 |
| 611500 Vacation Pay | 94,907 | 108,219 | 29,567 | - | - | - |
| 615000 Fringes | 513,174 | 460,290 | 106,889 | 515,122 | 515,122 | 524,918 |
| 615099 Capitalized Fringe | (60,206) | (51,002) | - | - | - | - |
| 617000 Pension Expense | 99,895 | 28,176 | - | - | - | - |
| 617100 OPEB Expense | - | 1,510 | - | - | - | - |
| TOTAL PERSONNEL | 1,589,653 | 1,485,881 | 389,882 | 1,831,283 | 1,831,283 | 1,870,512 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 3,479 | 4,845 | 4,526 | 7,500 | 7,500 | 7,500 |
| 620600 Parking Permits | 720 | 720 | 720 | 720 | 720 | 720 |
| TOTAL TRAINING / TRAVEL | 4,199 | 5,565 | 5,246 | 8,220 | 8,220 | 8,220 |
| Supplies | | | | | | |
| 630100 Office Supplies | 153 | 22 | - | 250 | 250 | 250 |
| 630300 Memberships & Licenses | 14,415 | 17,165 | 1,391 | 15,020 | 15,020 | 15,020 |
| 630400 Postage\Freight | 20,053 | 19,635 | 5,310 | 23,000 | 23,000 | 23,000 |
| 630500 Awards & Recognition | 665 | 665 | 26 | 665 | 665 | 665 |
| 630801 Topsoil, Gravel | - | - | - | 1,000 | 1,000 | 1,000 |
| 630803 Seed | 54 | 150 | - | 1,360 | 1,360 | 1,360 |
| 630804 Plant Material | 892 | 994 | 295 | 1,500 | 1,500 | 1,500 |
| 630901 Shop Supplies | 796 | 1,521 | 172 | 1,450 | 1,450 | 1,450 |
| 630902 Tools & Instruments | 1,502 | 1,609 | 80 | 1,500 | 1,500 | 1,500 |
| 631500 Books & Library Materials | - | - | 20 | 100 | 100 | 50 |
| 631603 Other Misc. Supplies | 90 | 222 | - | - | - | - |
| 632001 City Copy Charges | 1,148 | 1,365 | 342 | 1,700 | 1,700 | 1,700 |
| 632002 Outside Printing | 2,482 | 1,788 | 516 | 1,900 | 1,900 | 3,700 |
| 632101 Uniforms | - | 15 | - | - | - | - |
| 632102 Protective Clothing | 145 | 150 | 147 | 150 | 150 | 150 |
| 632300 Safety Supplies | 884 | 442 | 43 | 350 | 350 | 350 |
| 632501 Castings | 27,647 | 17,327 | 647 | - | - | - |
| 632502 Concrete | 11,939 | 14,827 | - | - | - | - |
| 632503 Other Materials | 14,140 | 16,285 | 132 | 17,000 | 17,000 | 17,000 |
| 632504 Slurry | 1,062 | 812 | - | - | - | - |
| 632505 Gravel | 125 | 268 | - | - | - | - |
| 632506 Piping | 1,021 | - | - | - | - | - |

**CITY OF APPLETON 2020 BUDGET
STORMWATER UTILITY**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 YTD ACTUAL | 2019 ORIG BUD | 2019 REVISED BUD | 2020 BUDGET |
|-------------------------------------|------------------|------------------|--------------------|-------------------|---------------------|-------------------|
| 632507 Asphalt | 478 | 630 | - | - | - | - |
| 632509 Clear Stone | - | - | - | - | - | - |
| 632599 Other Construction Materials | - | - | - | 66,250 | 66,250 | 73,250 |
| 632700 Miscellaneous Equipment | 8,690 | 10,418 | 4,295 | 9,400 | 9,400 | 9,400 |
| TOTAL SUPPLIES | <u>108,381</u> | <u>106,310</u> | <u>13,416</u> | <u>142,595</u> | <u>142,595</u> | <u>151,345</u> |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 8,831 | 9,468 | - | 9,000 | 9,000 | 9,468 |
| 640202 Recording/Filing Fees | 330 | 898 | 210 | 400 | 50,400 | 400 |
| 640300 Bank Service Fees | 16,097 | 14,089 | 3,684 | 18,120 | 18,120 | 14,089 |
| 640400 Consulting Services | 656,902 | 748,297 | 149,052 | 1,083,960 | 1,322,364 | 1,036,210 |
| 640800 Contractor Fees | 63,870 | 75,429 | - | 110,900 | 110,900 | 202,400 |
| 641200 Advertising | - | - | - | - | - | - |
| 641301 Electric | 495 | 2,851 | 1,902 | 500 | 500 | 4,100 |
| 641303 Water | 3,909 | 6,837 | 262 | 5,000 | 5,000 | 7,500 |
| 641307 Telephone | 737 | 801 | 356 | 840 | 840 | 840 |
| 641308 Cellular Phones | 240 | 220 | 80 | 264 | 264 | 264 |
| 641500 Tipping Fees | 402,725 | 269,934 | 18,936 | 50,400 | 50,400 | 50,400 |
| 641800 Equip Repairs & Maint | 1,202 | 1,352 | - | 1,100 | 1,100 | 1,100 |
| 642400 Software Support | 12,131 | 5,454 | 5,137 | 16,800 | 16,800 | 14,270 |
| 642501 CEA Operations/Maint. | 316,789 | 291,059 | 57,072 | 332,824 | 332,824 | 323,396 |
| 642502 CEA Depreciation/Replace. | 193,955 | 192,025 | 31,044 | 215,691 | 215,691 | 266,500 |
| 642503 CEA Capital | - | (24,638) | - | - | - | - |
| 643000 Health Services | 20 | - | - | - | - | - |
| 645400 Grounds Repair & Maintenance | 5,404 | 8,126 | 362 | 2,000 | 2,000 | 2,000 |
| 650100 Insurance | 47,005 | 42,732 | - | 44,260 | 44,260 | 43,450 |
| 650301 Facility Rent | - | 55,210 | - | - | - | - |
| 650302 Equipment Rent | - | 1,115 | - | - | - | - |
| 650399 Other Rents | 55,210 | - | - | 55,210 | 55,210 | 55,210 |
| 659900 Other Contracts/Obligation | 12,902 | 27,738 | 32,991 | 25,370 | 25,370 | 47,415 |
| TOTAL PURCHASED SVCS | <u>1,798,754</u> | <u>1,728,997</u> | <u>301,088</u> | <u>1,972,639</u> | <u>2,261,043</u> | <u>2,079,012</u> |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 2,553,534 | 2,578,960 | - | 2,800,000 | 2,800,000 | 2,750,000 |
| 662300 Uncollectable Accounts | 1,806 | 1,737 | - | 1,900 | 1,900 | 1,900 |
| 672000 Interest Payments | 1,522,892 | 1,624,376 | - | 1,732,532 | 1,732,532 | 1,617,772 |
| 673000 Debt Issuance Costs | 76,889 | 79,583 | 1,000 | 90,000 | 90,000 | 90,000 |
| 675100 Gain/Loss on Refund Amort | 136,117 | 147,228 | - | 140,016 | 140,016 | 142,690 |
| TOTAL MISCELLANEOUSL EXP | <u>4,291,238</u> | <u>4,431,884</u> | <u>1,000</u> | <u>4,764,448</u> | <u>4,764,448</u> | <u>4,602,362</u> |
| Capital Outlay | | | | | | |
| 680100 Land | 652,560 | 48,335 | - | 235,000 | 567,815 | 66,000 |
| 680904 Storm Sewers | 7,821,893 | 3,781,773 | 141,520 | 5,085,155 | 6,892,652 | 5,190,633 |
| 689900 Other Capital Outlay | (8,369,056) | (4,214,567) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | <u>105,397</u> | <u>(384,459)</u> | <u>141,520</u> | <u>5,320,155</u> | <u>7,460,467</u> | <u>5,256,633</u> |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 12,500 | 12,500 | - | 12,500 | 12,500 | 12,500 |
| TOTAL TRANSFERS | <u>12,500</u> | <u>12,500</u> | <u>-</u> | <u>12,500</u> | <u>12,500</u> | <u>12,500</u> |
| TOTAL EXPENSE | <u>7,910,122</u> | <u>7,386,678</u> | <u>852,152</u> | <u>14,051,840</u> | <u>16,480,556</u> | <u>13,980,584</u> |

CITY OF APPLETON 2020 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2017 Actual | 2018 Actual | 2019 Budget | 2019 Projected | 2020 Budget |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Charges for Services | \$ 9,428,127 | \$ 9,626,251 | \$ 10,800,000 | \$ 10,850,000 | \$ 10,950,000 |
| Miscellaneous | 171,876 | 82,704 | 98,725 | 98,725 | 81,725 |
| Total Revenues | <u>9,600,003</u> | <u>9,708,955</u> | <u>10,898,725</u> | <u>10,948,725</u> | <u>11,031,725</u> |
| Expenses | | | | | |
| Operating Expenses | 3,608,192 | 2,944,035 | 3,661,306 | 3,838,154 | 3,502,988 |
| Depreciation | 2,553,534 | 2,578,960 | 2,800,000 | 2,725,000 | 2,750,000 |
| Total Expenses | <u>6,161,726</u> | <u>5,522,995</u> | <u>6,461,306</u> | <u>6,563,154</u> | <u>6,252,988</u> |
| Operating Income (Loss) | 3,438,277 | 4,185,960 | 4,437,419 | 4,385,571 | 4,778,737 |
| Non-Operating Revenues (Expenses) | | | | | |
| Interest Income | 145,558 | 243,982 | 125,000 | 300,000 | 200,000 |
| Interest Expense | (1,522,892) | (1,624,376) | (1,732,532) | (1,690,532) | (1,617,772) |
| Gain/Loss on Refunding | (136,117) | (147,228) | (140,016) | (140,016) | (142,690) |
| Amortization of Premium on Debt Issue | 405,852 | 414,828 | 406,818 | 405,427 | 376,919 |
| Debt Expense | (76,889) | (79,583) | (90,000) | - | (90,000) |
| Other | - | 111,712 | - | - | - |
| Total Non-Operating | <u>(1,184,488)</u> | <u>(1,080,665)</u> | <u>(1,430,730)</u> | <u>(1,125,121)</u> | <u>(1,273,543)</u> |
| Income (Loss) Before Contributions and Transfers | 2,253,789 | 3,105,295 | 3,006,689 | 3,260,450 | 3,505,194 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 784,603 | 1,017,013 | 612,725 | 1,092,725 | - |
| Transfer Out - CEA | - | - | - | (60,000) | - |
| Transfer Out - General Fund | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) |
| Change in Net Assets | 3,025,892 | 4,109,808 | 3,606,914 | 4,280,675 | 3,492,694 |
| Total Net Assets - Beginning | <u>69,326,623</u> | <u>72,260,316</u> | <u>* 76,370,124</u> | <u>76,370,124</u> | <u>80,650,799</u> |
| Total Net Assets - Ending | <u>\$ 72,352,515</u> | <u>\$ 76,370,124</u> | <u>\$ 79,977,038</u> | <u>\$ 80,650,799</u> | <u>\$ 84,143,493</u> |

* as re-stated for change in accounting principle

SCHEDULE OF CASH FLOWS

| | | |
|------------------------------|---------------------|----------------------|
| Cash - Beginning of the Year | \$ 14,456,239 | \$ 9,186,835 |
| + Change in Net Assets | 4,280,675 | 3,492,694 |
| + Depreciation | 2,725,000 | 2,750,000 |
| + Long Term Debt | - | 4,500,000 |
| - Contributed Capital | (1,092,725) | - |
| - Fixed Assets | (7,867,354) | (5,864,634) |
| - Principal Repayment | (3,315,000) | (3,445,000) |
| Working Cash - End of Year | <u>\$ 9,186,835</u> | <u>\$ 10,619,894</u> |

The current annual rate of \$175.00 per ERU became effective January 1, 2019.

**CITY OF APPLETON 2020 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2019 Budget | 2019 Projected | 2020 Budget | 2021 Projected | 2022 Projected | 2023 Projected | 2024 Projected |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 10,800,000 | \$ 10,850,000 | \$ 10,950,000 | \$ 11,004,750 | \$ 11,059,774 | \$ 11,115,073 | \$ 11,170,648 |
| Miscellaneous | 98,725 | 98,725 | 81,725 | 75,000 | 75,000 | 75,000 | 75,000 |
| Total Revenues | <u>10,898,725</u> | <u>10,948,725</u> | <u>11,031,725</u> | <u>11,079,750</u> | <u>11,134,774</u> | <u>11,190,073</u> | <u>11,245,648</u> |
| Expenses | | | | | | | |
| Operating Expenses | 3,661,306 | 3,838,154 | 3,502,988 | 3,608,078 | 3,716,320 | 3,827,810 | 3,942,644 |
| Depreciation | 2,800,000 | 2,725,000 | 2,750,000 | 2,875,000 | 2,975,000 | 3,100,000 | 3,225,000 |
| Total Expenses | <u>6,461,306</u> | <u>6,563,154</u> | <u>6,252,988</u> | <u>6,483,078</u> | <u>6,691,320</u> | <u>6,927,810</u> | <u>7,167,644</u> |
| Operating Income | 4,437,419 | 4,385,571 | 4,778,737 | 4,596,672 | 4,443,454 | 4,262,263 | 4,078,004 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 125,000 | 300,000 | 200,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Interest Expense | (1,732,532) | (1,690,532) | (1,617,772) | (1,650,986) | (1,624,497) | (1,663,134) | (1,701,560) |
| Gain/Loss on Refunding | (140,016) | (140,016) | (142,690) | (127,533) | (112,757) | (98,590) | (85,050) |
| Premium on Debt Issue | 406,818 | 405,427 | 376,919 | 340,878 | 305,135 | 270,331 | 236,796 |
| Debt Issue Expense | (90,000) | - | (90,000) | (100,000) | (100,000) | (125,000) | (100,000) |
| Other | - | - | - | - | - | - | - |
| Total Non-Operating | <u>(1,430,730)</u> | <u>(1,125,121)</u> | <u>(1,273,543)</u> | <u>(1,387,642)</u> | <u>(1,382,119)</u> | <u>(1,466,394)</u> | <u>(1,499,813)</u> |
| Net Income Before Transfers | 3,006,689 | 3,260,450 | 3,505,194 | 3,209,031 | 3,061,334 | 2,795,869 | 2,578,191 |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | 612,725 | 1,092,725 | - | - | 99,627 | - | - |
| Capital Projects | - | (60,000) | - | - | (70,000) | - | - |
| General Fund | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) |
| Change in Net Assets | 3,606,914 | 4,280,675 | 3,492,694 | 3,196,531 | 3,078,461 | 2,783,369 | 2,565,691 |
| Total Net Assets - Beginning | <u>76,370,124</u> | <u>76,370,124</u> | <u>80,650,799</u> | <u>84,143,493</u> | <u>87,340,023</u> | <u>90,418,485</u> | <u>93,201,854</u> |
| Total Net Assets - Ending | <u>\$ 79,977,038</u> | <u>\$ 80,650,799</u> | <u>\$ 84,143,493</u> | <u>\$ 87,340,023</u> | <u>\$ 90,418,485</u> | <u>\$ 93,201,854</u> | <u>\$ 95,767,545</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|---|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Cash - Beginning of the Year | 14,456,239 | 9,186,835 | 10,619,894 | 12,228,418 | 13,249,822 | 13,485,584 | 13,485,584 |
| + Change in Net Assets | 4,280,675 | 3,492,694 | 3,196,531 | 3,078,461 | 2,783,369 | 2,565,691 | 2,565,691 |
| + Depreciation | 2,725,000 | 2,750,000 | 2,875,000 | 2,975,000 | 3,100,000 | 3,225,000 | 3,225,000 |
| + Long Term Debt | - | 4,500,000 | 2,800,000 | 3,000,000 | 5,800,000 | 3,200,000 | 3,200,000 |
| - Contributed Capital | (1,092,725) | - | - | (99,627) | - | - | - |
| - Fixed Assets | (7,867,354) | (5,864,634) | (3,688,007) | (4,307,430) | (7,737,608) | (4,253,152) | (4,253,152) |
| - Principal Repayment | (3,315,000) | (3,445,000) | (3,575,000) | (3,625,000) | (3,710,000) | (3,625,000) | (3,625,000) |
| Working Cash - End of Year | <u>\$ 9,186,835</u> | <u>\$ 10,619,894</u> | <u>\$ 12,228,418</u> | <u>\$ 13,249,822</u> | <u>\$ 13,485,584</u> | <u>\$ 14,598,122</u> | <u>\$ 14,598,122</u> |
| 25% Working Capital Reserve (prior year's audited expenses) | | 1,385,297 | 1,283,315 | 1,317,891 | 1,355,829 | 1,375,861 | 1,375,861 |
| Coverage Ratio | | 1.76 | 1.55 | 1.48 | 1.40 | 1.39 | 1.36 |

ASSUMPTIONS:

Borrow approximately 75% of capital expenditures as detailed for capital improvements in years 2020-2024

Interest rate at 4% for future debt issues

ERU's to increase at a rate of 1/2% per year after 2020

Operating expenses to increase 3.0% per year after 2020

Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:

Rates will be monitored on an annual basis for adjustments based on actual results or changes in circumstances.

**CITY OF APPLETON 2020 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

| Year | 2012 | | 2013 | | 2014 | | 2015 | |
|------|---------------------|-------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| | Revenue Bonds | | Revenue Bonds | | Revenue Bonds | | Revenue Bonds | |
| | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest |
| 2020 | \$ 1,145,000 | \$ 203,315 | \$ 280,000 | \$ 208,494 | \$ 150,000 | \$ 104,275 | \$ 170,000 | \$ 135,175 |
| 2021 | 1,190,000 | 156,165 | 290,000 | 197,694 | 155,000 | 99,663 | 175,000 | 129,963 |
| 2022 | 880,000 | 117,865 | 300,000 | 185,794 | 160,000 | 94,900 | 180,000 | 123,250 |
| 2023 | 740,000 | 92,415 | 315,000 | 173,344 | 160,000 | 90,100 | 185,000 | 115,900 |
| 2024 | 495,000 | 75,728 | 325,000 | 160,444 | 170,000 | 85,075 | 195,000 | 108,200 |
| 2025 | 255,000 | 66,086 | 340,000 | 146,994 | 175,000 | 78,550 | 200,000 | 100,250 |
| 2026 | 260,000 | 58,065 | 355,000 | 132,944 | 180,000 | 71,400 | 210,000 | 91,950 |
| 2027 | 270,000 | 49,773 | 370,000 | 118,294 | 190,000 | 63,900 | 220,000 | 83,250 |
| 2028 | 280,000 | 41,170 | 385,000 | 101,961 | 195,000 | 56,150 | 230,000 | 74,150 |
| 2029 | 285,000 | 32,053 | 400,000 | 84,625 | 205,000 | 48,050 | 235,000 | 64,800 |
| 2030 | 295,000 | 22,547 | 420,000 | 66,469 | 210,000 | 39,700 | 245,000 | 55,100 |
| 2031 | 305,000 | 12,716 | 435,000 | 47,194 | 220,000 | 31,000 | 255,000 | 45,000 |
| 2032 | 315,000 | 2,559 | 460,000 | 26,775 | 230,000 | 21,900 | 265,000 | 34,500 |
| 2033 | - | - | 480,000 | 5,400 | 240,000 | 12,400 | 280,000 | 23,450 |
| 2034 | - | - | - | - | 250,000 | 2,500 | 290,000 | 13,038 |
| 2035 | - | - | - | - | - | - | 300,000 | 2,625 |
| | <u>\$ 6,715,000</u> | <u>\$ 930,457</u> | <u>\$ 5,155,000</u> | <u>\$ 1,656,426</u> | <u>\$ 2,890,000</u> | <u>\$ 899,563</u> | <u>\$ 3,635,000</u> | <u>\$ 1,200,601</u> |

| Year | 2015 | | 2016 | | 2016 | | 2017 | |
|------|---------------------|-------------------|---------------------|-------------------|----------------------|---------------------|---------------------|---------------------|
| | Refunding Bonds | | Revenue Bonds | | Refunding Bonds | | Revenue Bonds | |
| | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest |
| 2020 | \$ 480,000 | \$ 144,450 | \$ 115,000 | \$ 90,950 | \$ 1,055,000 | \$ 404,750 | \$ 50,000 | \$ 165,263 |
| 2021 | 495,000 | 129,713 | 120,000 | 86,200 | 965,000 | 365,250 | 185,000 | 162,238 |
| 2022 | 510,000 | 110,700 | 125,000 | 81,250 | 1,005,000 | 325,450 | 210,000 | 156,588 |
| 2023 | 545,000 | 89,250 | 130,000 | 76,100 | 1,050,000 | 283,900 | 215,000 | 150,175 |
| 2024 | 550,000 | 67,300 | 135,000 | 70,750 | 1,090,000 | 240,700 | 225,000 | 143,500 |
| 2025 | 580,000 | 44,400 | 140,000 | 65,200 | 1,130,000 | 195,900 | 230,000 | 136,638 |
| 2026 | 600,000 | 20,600 | 145,000 | 59,450 | 1,180,000 | 149,200 | 235,000 | 127,863 |
| 2027 | 365,000 | 3,650 | 150,000 | 53,500 | 1,230,000 | 100,500 | 245,000 | 118,163 |
| 2028 | - | - | 160,000 | 47,200 | 1,280,000 | 49,800 | 255,000 | 108,063 |
| 2029 | - | - | 165,000 | 40,650 | 925,000 | 9,250 | 270,000 | 97,413 |
| 2030 | - | - | 170,000 | 35,175 | - | - | 280,000 | 86,313 |
| 2031 | - | - | 175,000 | 29,963 | - | - | 290,000 | 74,813 |
| 2032 | - | - | 180,000 | 24,600 | - | - | 300,000 | 65,163 |
| 2033 | - | - | 185,000 | 19,088 | - | - | 310,000 | 55,938 |
| 2034 | - | - | 190,000 | 13,425 | - | - | 320,000 | 46,413 |
| 2035 | - | - | 195,000 | 7,613 | - | - | 330,000 | 36,278 |
| 2036 | - | - | 205,000 | 1,538 | - | - | 340,000 | 19,963 |
| 2037 | - | - | - | - | - | - | 350,000 | 11,619 |
| 2038 | - | - | - | - | - | - | 360,000 | 2,925 |
| | <u>\$ 4,125,000</u> | <u>\$ 610,063</u> | <u>\$ 2,480,000</u> | <u>\$ 801,114</u> | <u>\$ 10,910,000</u> | <u>\$ 2,124,700</u> | <u>\$ 5,000,000</u> | <u>\$ 1,765,329</u> |

| Year | 2018 | | TOTAL | | |
|------|---------------------|---------------------|----------------------|----------------------|----------------------|
| | Revenue Bonds | | Principal | Interest | Total |
| | Principal | Interest | | | |
| 2020 | \$ - | \$ 116,100 | \$ 3,445,000 | \$ 1,572,772 | \$ 5,017,772 |
| 2021 | - | 116,100 | 3,575,000 | 1,442,986 | 5,017,986 |
| 2022 | 120,000 | 112,500 | 3,490,000 | 1,308,297 | 4,798,297 |
| 2023 | 125,000 | 107,550 | 3,465,000 | 1,178,734 | 4,643,734 |
| 2024 | 130,000 | 103,863 | 3,315,000 | 1,055,560 | 4,370,560 |
| 2025 | 130,000 | 100,613 | 3,180,000 | 934,631 | 4,114,631 |
| 2026 | 135,000 | 95,750 | 3,300,000 | 807,222 | 4,107,222 |
| 2027 | 140,000 | 90,200 | 3,180,000 | 681,230 | 3,861,230 |
| 2028 | 145,000 | 84,450 | 2,930,000 | 562,944 | 3,492,944 |
| 2029 | 155,000 | 78,350 | 2,640,000 | 455,191 | 3,095,191 |
| 2030 | 160,000 | 72,000 | 1,780,000 | 377,304 | 2,157,304 |
| 2031 | 165,000 | 65,450 | 1,845,000 | 306,136 | 2,151,136 |
| 2032 | 175,000 | 58,550 | 1,925,000 | 234,047 | 2,159,047 |
| 2033 | 180,000 | 51,400 | 1,675,000 | 167,676 | 1,842,676 |
| 2034 | 185,000 | 44,050 | 1,235,000 | 119,426 | 1,354,426 |
| 2035 | 195,000 | 36,350 | 1,020,000 | 82,866 | 1,102,866 |
| 2036 | 200,000 | 21,800 | 745,000 | 43,301 | 788,301 |
| 2037 | 210,000 | 15,600 | 560,000 | 27,219 | 587,219 |
| 2038 | 220,000 | 9,100 | 580,000 | 12,025 | 592,025 |
| 2039 | 230,000 | 2,300 | 230,000 | 2,300 | 232,300 |
| | <u>\$ 3,000,000</u> | <u>\$ 1,379,776</u> | <u>\$ 44,115,000</u> | <u>\$ 11,371,867</u> | <u>\$ 55,486,867</u> |

Note: Schedule is based on accrual method of accounting. Revenue bonds in amount of \$4,500,000 will be issued in 2020. Expected interest expense of the issue in 2020 is \$45,000 at 4%.

CITY OF APPLETON 2020 BUDGET RESOLUTION

Resolved,

The 2020 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 \$36,083,000 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 \$ 7,955,245 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,045,000 for Special Revenue Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$100,000 for Capital Projects Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of \$36,398,170, 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 \$15,500,000, 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
2020 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions

| DEPARTMENT | 2017 | 2018 | Adopted 2019 | Amended 2019 | 2020 |
|----------------------------------|---------------|---------------|-----------------|-----------------|---------------|
| Finance | 8.20 | 8.20 | 8.20 | 8.20 | 8.20 |
| Fire | 96.00 | 96.00 | 96.00 | 96.00 | 96.00 |
| Health | 11.95 | 11.95 | 11.95 | 11.95 | 11.95 |
| Health Grants | 1.29 | 1.29 | 1.54 | 1.54 | 1.54 |
| Information Technology | 11.00 | 11.00 | 11.00 | 11.00 | 10.00 |
| Legal Services | 8.67 | 8.67 | 8.67 | 8.67 | 8.67 |
| Library | 46.50 | 46.00 | 46.00 | 46.00 | 46.00 |
| Library Grants | - | 0.50 | 0.50 | 0.50 | 0.50 |
| Mayor | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Facilities Management | 10.26 | 10.26 | 10.26 | 10.26 | 10.26 |
| Facilities Capital | 1.68 | 1.68 | 1.68 | 1.68 | 1.68 |
| Parks & Recreation | 16.39 | 16.39 | 16.39 | 16.39 | 16.39 |
| Reid Golf Course | 2.62 | 2.70 | 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. | 16.81 | 16.87 | 16.97 | 16.97 | 16.93 |
| Housing, Homeless & Block Grants | 1.40 | 1.34 | 1.31 | 1.31 | 1.35 |
| Police | 137.00 | 138.00 | 140.00 | 140.00 | 140.00 |
| Public Works | 61.88 | 63.01 | 63.23 | 63.23 | 59.02 |
| Sanitation | 17.49 | 17.51 | 17.29 | 17.29 | 17.68 |
| CEA | 14.51 | 14.51 | 14.51 | 14.51 | 14.23 |
| Parking | 11.50 | 11.53 | 11.53 | 11.53 | 11.38 |
| Capital (TIF, Subdivision, etc.) | 3.31 | 3.17 | 3.17 | 3.17 | 6.21 |
| Stormwater Utility | 19.66 | 19.76 | 19.76 | 19.76 | 20.41 |
| Water Utility | 38.28 | 36.84 | 36.84 | 36.84 | 36.71 |
| Wastewater Utility | 28.41 | 28.71 | 28.71 | 28.71 | 29.40 |
| Valley Transit | 56.20 | 56.20 | 58.85 | 58.85 | 58.85 |
| Total Regular Employees | 634.10 | 635.19 | 640.16 | 640.16 | 639.16 |

**CITY OF APPLETON 2020 BUDGET
PERSONNEL ADDITIONS/DELETIONS**

| | Dept. Request | | Exec. Budget | | Adopted Budget | |
|-----------------------------------|---------------|-------------------|---------------|--------------------|----------------|--------------------|
| | No. | Amount | No. | Amount | No. | Amount |
| GENERAL FUND | | | | | | |
| INFORMATION TECHNOLOGY | | | | | | |
| Mainframe Programmer | (1.00) | \$ (106,758) | (1.00) | \$ (106,758) | (1.00) | \$ (106,758) |
| LEGAL SERVICES | | | | | | |
| Elections Clerk | A (1.00) | (68,019) | (1.00) | (68,019) | (1.00) | (68,019) |
| Administrative Support Specialist | A 1.00 | 63,823 | 1.00 | 63,823 | 1.00 | 63,823 |
| PUBLIC WORKS | | | | | | |
| Operator | A (4.00) | (225,732) | (4.00) | (225,732) | (4.00) | (225,732) |
| Operator 1 | A 4.00 | 238,412 | 4.00 | 238,412 | 4.00 | 238,412 |
| POLICE | | | | | | |
| Communications Specialist | A (1.00) | (63,823) | (1.00) | (63,823) | (1.00) | (63,823) |
| Administrative Support Specialist | A (1.00) | (63,823) | (1.00) | (63,823) | (1.00) | (63,823) |
| Forensic Evidence Specialist | A 2.00 | 136,038 | 2.00 | 136,038 | 2.00 | 136,038 |
| FIRE | | | | | | |
| Firefighter | 3.00 | 247,056 | - | - | - | - |
| Total General Fund: | 2.00 | \$ 157,174 | (1.00) | \$ (89,882) | (1.00) | \$ (89,882) |
| INTERNAL SERVICE FUNDS | | | | | | |
| CEA | | | | | | |
| Service Person | A (1.00) | (59,603) | (1.00) | (59,603) | (1.00) | (59,603) |
| Master Mechanic | A 1.00 | \$ 72,262 | 1.00 | \$ 72,262 | 1.00 | \$ 72,262 |
| Total Enterprise Funds: | - | \$ 12,659 | - | \$ 12,659 | - | \$ 12,659 |
| TOTAL CITY: | 2.00 | \$ 169,833 | (1.00) | \$ (77,223) | (1.00) | \$ (77,223) |

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 2019 budget.

**CITY OF APPLETON 2020 BUDGET
ASSESSED PROPERTY VALUES**

| All calculated using overall ratio | 01/01/18 | 01/01/19 | Change in Dollars | Change in Percent |
|------------------------------------|-------------------------|-------------------------|------------------------------|------------------------------|
| Tax Increment Districts # 3 - 10 | \$ 217,323,959 | \$ 232,741,842 | \$ 15,417,883 | 7.09% |
| | | | | |
| Outagamie County | | | | |
| Real Estate | 4,156,767,800 | 4,767,391,300 | 610,623,500 | 14.69% |
| Personal Property | 87,569,800 | 90,025,200 | 2,455,400 | 2.80% |
| Total With TID: | 4,244,337,600 | 4,857,416,500 | 613,078,900 | 14.44% |
| Total Without TID: | 4,151,559,757 | 4,753,678,950 | 602,119,193 | 14.50% |
| | | | | |
| Calumet County | | | | |
| Real Estate | 703,919,000 | 812,474,700 | 108,555,700 | 15.42% |
| Personal Property | 9,899,100 | 10,376,000 | 476,900 | 4.82% |
| Total With TID: | 713,818,100 | 822,850,700 | 109,032,600 | 15.27% |
| Total Without TID: | 608,034,799 | 706,959,012 | 98,924,213 | 16.27% |
| | | | | |
| Winnebago County | | | | |
| Real Estate | 77,538,100 | 79,254,500 | 1,716,400 | 2.21% |
| Personal Property | 8,016,400 | 7,173,000 | (843,400) | -10.52% |
| Total With TID: | 85,554,500 | 86,427,500 | 873,000 | 1.02% |
| Total Without TID: | 66,791,685 | 73,314,896 | 6,523,211 | 9.77% |
| | | | | |
| All Counties With TIDs: | \$ 5,043,710,200 | \$ 5,766,694,700 | \$ 722,984,500 | 14.33% |
| All Counties Without TIDs: | \$ 4,826,386,241 | \$ 5,533,952,858 | \$ 707,566,617 | 14.66% |

CITY OF APPLETON 2020 BUDGET EQUALIZED PROPERTY VALUES

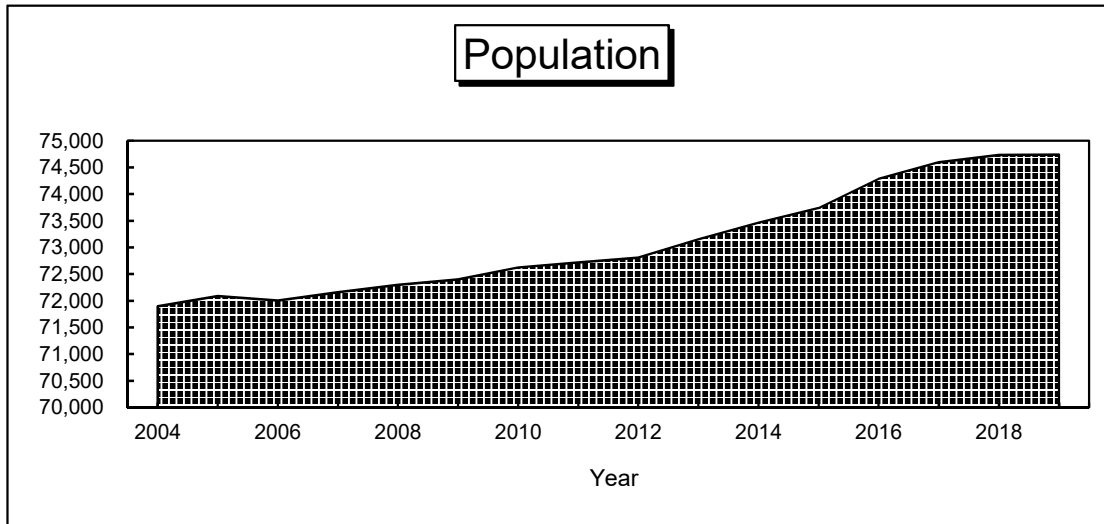
| | | 01/01/18 | 01/01/19 | Change in Dollars | Change in Percent |
|-----------------------------------|--------------------|-------------------------|-------------------------|-----------------------|----------------------|
| TID # 3 | Gross | 66,625,000 | 70,899,500 | 4,274,500 | 6.42% |
| | Base (1993) | (18,940,800) | (18,940,800) | - | 0.00% |
| | Increment | 47,684,200 | 51,958,700 | 4,274,500 | 8.96% |
| TID # 6 | Gross | 126,319,900 | 129,019,600 | 2,699,700 | 2.14% |
| | Base (2000) | (12,141,600) | (12,141,600) | - | 0.00% |
| | Increment | 114,178,300 | 116,878,000 | 2,699,700 | 2.36% |
| TID # 7 | Gross | 44,650,100 | 39,089,800 | (5,560,300) | -12.45% |
| | Base (2007) | (25,657,000) | (25,657,000) | - | 0.00% |
| | Increment | 18,993,100 | 13,432,800 | (5,560,300) | -29.28% |
| TID # 8 | Gross | 50,720,000 | 56,920,500 | 6,200,500 | 12.22% |
| | Base (2009) * | (6,135,100) | (6,135,100) | - | 0.00% |
| | Increment | 44,584,900 | 50,785,400 | 6,200,500 | 13.91% |
| TID # 9 | Gross | 22,337,500 | 20,537,900 | (1,799,600) | -8.06% |
| | Base (2013) | (21,512,900) | (21,512,900) | - | 0.00% |
| | Increment ** | 824,600 | (975,000) | (1,799,600) | -218.24% |
| TID # 10 | Gross | 24,196,200 | 18,183,800 | (6,012,400) | -24.85% |
| | Base (2013) | (24,543,900) | (24,543,900) | - | 0.00% |
| | Increment ** | (347,700) | (6,360,100) | (6,012,400) | 1729.19% |
| TID # 11 | Gross | 90,259,800 | 84,702,900 | (5,556,900) | -6.16% |
| | Base (2017) | (83,099,200) | (83,099,200) | - | 0.00% |
| | Increment | 7,160,600 | 1,603,700 | (5,556,900) | -77.60% |
| TID # 12 | Gross | 22,689,200 | 24,144,800 | 1,455,600 | 6.42% |
| | Base (2017) | (22,974,900) | (22,974,900) | - | 0.00% |
| | Increment ** | (285,700) | 1,169,900 | 1,455,600 | -509.49% |
| Total All Increments: | | \$ 233,425,700 | \$ 235,828,500 | \$ 7,270,400 | 1.03% |
| Outagamie County | | | | | |
| | Real Estate | 4,491,553,300 | 4,847,692,700 | 356,139,400 | 7.93% |
| | Personal Property | 94,811,000 | 89,395,300 | (5,415,700) | -5.71% |
| | Total With TID: | 4,586,364,300 | 4,937,088,000 | 350,723,700 | 7.65% |
| | Total Without TID: | 4,486,110,000 | 4,831,570,300 | 345,460,300 | 7.70% |
| Calumet County | | | | | |
| | Real Estate | 759,823,500 | 819,377,200 | 59,553,700 | 7.84% |
| | Personal Property | 10,643,300 | 10,355,400 | (287,900) | -2.70% |
| | Total With TID: | 770,466,800 | 829,732,600 | 59,265,800 | 7.69% |
| | Total Without TID: | 656,288,500 | 712,854,600 | 56,566,100 | 8.62% |
| Winnebago County | | | | | |
| | Real Estate | 78,080,700 | 81,361,300 | 3,280,600 | 4.20% |
| | Personal Property | 8,523,400 | 7,174,800 | (1,348,600) | -15.82% |
| | Total With TID: | 86,604,100 | 88,536,100 | 1,932,000 | 2.23% |
| | Total Without TID: | 67,611,000 | 75,103,300 | 7,492,300 | 11.08% |
| All Counties With TIDs: | | \$ 5,443,435,200 | \$ 5,855,356,700 | \$ 411,921,500 | 7.57% |
| All Counties Without TIDs: | | \$ 5,210,009,500 | \$ 5,619,528,200 | \$ 409,518,700 | 7.86% |

* 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 2020 BUDGET POPULATION ESTIMATES

| <u>Year</u> | | <u>Outagamie County</u> | <u>Calumet County</u> | <u>Winnebago County</u> | <u>Total</u> |
|-------------|--------|-----------------------------|---------------------------|-----------------------------|--------------|
| 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 |
| 2019 | Est. | 61,558 | 11,703 | 1,478 | 74,739 |



CITY OF APPLETON

2020 BUDGET

GLOSSARY

ADA: Americans with Disabilities Act.

AD VALOREM TAX: A tax based on value (e.g., a property tax).

AGENCY FUND: A fund consisting of resources received and held by the governmental unit as an agent for others; for example, taxes collected and held by a municipality for a school district.

APPLIED EQUITY: An amount projected to be available from current and past years' equity balances to be consumed in lieu of raising taxes or other revenues. Application of equity prevents unneeded equity from accumulating, and should be utilized in a planned conservative manner.

APPROPRIATION: An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT: (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. In the case of other property, the official list containing the name and address of each owner of such property and its assessed value.

BALANCED BUDGET: A balanced budget is one in which total anticipated revenues equal or exceed total budgeted expenditures for each fund. Budgets may also be balanced by use of unallocated reserves available if fund balance policies permit.

BASIS OF ACCOUNTING/BASIS OF BUDGET: The basis of budget or of accounting refers to the timing of revenue and expenditure recognition. With few exceptions, the budget is prepared on the same basis as the City's annual financial statements, which is the modified accrual basis for all governmental funds and the accrual basis for proprietary funds. Under the modified accrual basis, revenues are recognized when they become measurable and available and expenditures generally when the related liability is incurred. Under the accrual basis, revenues are recognized when they occur, regardless of the timing of related cash flows. One significant difference between the basis of accounting and the basis of budget is in the treatment of capital expenditures in the proprietary funds, which are included in operating expenditures for budget purposes.

BOND: Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period (over ten years) and requires greater legal formality.

BOND ANTICIPATION NOTES: Short-term notes of a municipality sold in anticipation of bond issuance, which are full faith and credit obligations of the governmental unit and are to be retired from the proceeds of the bonds to be issued.

BOND DISCOUNT: The excess of the face value of a bond over the price for which it is acquired or sold.

CITY OF APPLETON

2020 BUDGET

GLOSSARY

BOND FUND: A fund established to receive and disburse the proceeds of a governmental bond issue.

BOND PREMIUM: The excess of the price at which a bond is acquired or sold, over its face value.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by the body.

BUDGET ADJUSTMENT: A legal procedure requiring Council action to revise a budget appropriation. (City staff has the prerogative to adjust certain expenditures within a department budget.)

BUDGET MESSAGE: A general discussion of the budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government’s experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

BUDGET PROCESS: The budget process consists of activities that encompass the development, implementation, communication and evaluation of a plan for the provision of services and capital assets that allows for public input.

CAPITAL BUDGET: A plan for acquisition or construction of assets embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

CAPITAL OUTLAY: Expenditures for equipment, vehicles or machinery with multi-year useful lives.

CAPITAL PROJECT FUND: Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise and trust funds.

CENTRAL EQUIPMENT AGENCY (CEA): To account for the user fees and costs associated with the operation and maintenance of various City owned vehicles.

CERTIFIED PUBLIC ACCOUNTANT: An accountant to whom a state has given a certificate showing that he/she has met prescribed requirements designed to insure competence on the part of the public practitioner in accounting and that he/she is permitted to use the designation Certified Public Accountant, commonly abbreviated as C.P.A.

CHARGES FOR SERVICES: User charges for services provided by the City to those specifically benefiting from those services.

CMAR: Compliance Maintenance Annual Report – a required report of the Wastewater utility.

COMMITTEE OF JURISDICTION: A City committee which is responsible for evaluating the programs under its jurisdiction to determine program definition, goals and objectives, costs, efficiency and effectiveness.

CITY OF APPLETON

2020 BUDGET

GLOSSARY

CONTRACTUAL SERVICES: Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

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: Finance, Police, Fire, Health, Community and Economic Development, Public Works, Library, Water, Parks & Recreation, etc..

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: 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.

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.

CITY OF APPLETON

2020 BUDGET

GLOSSARY

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 was 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 and recreation, library, public works, health services, community development, and general administration.

CITY OF APPLETON

2020 BUDGET

GLOSSARY

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.

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.

CITY OF APPLETON

2020 BUDGET

GLOSSARY

LAPSING/NON-LAPSING BUDGET: A lapsing budget is one for which spending authority terminates at year-end. All operating and capital budgets are considered lapsing with the exception of grant Special Revenue funds that are legally restricted for certain purposes (such as Housing and Community Development Grants).

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MA: Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

MODIFIED ACCRUAL: Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

MUNICIPAL CORPORATION: A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

NONEXPENDABLE TRUST FUND: A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES: Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

PROGRAM: A logical grouping of department activities which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns objectives, while an organization concerns administration. The program structure, from lowest to highest level, is activity - sub program - program - major program.

PROJECT: A special activity involving expenditures and revenues from State and Federal agencies, e.g., Public Works construction projects.

PROPRIETARY FUND TYPES: The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

RESERVES: A segregation of a portion of the unappropriated fund balance for a definite purpose.

CITY OF APPLETON

2020 BUDGET

GLOSSARY

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: Supervisory 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.

TRUST FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

CITY OF APPLETON

2020 BUDGET

GLOSSARY

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 2020 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 2020 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

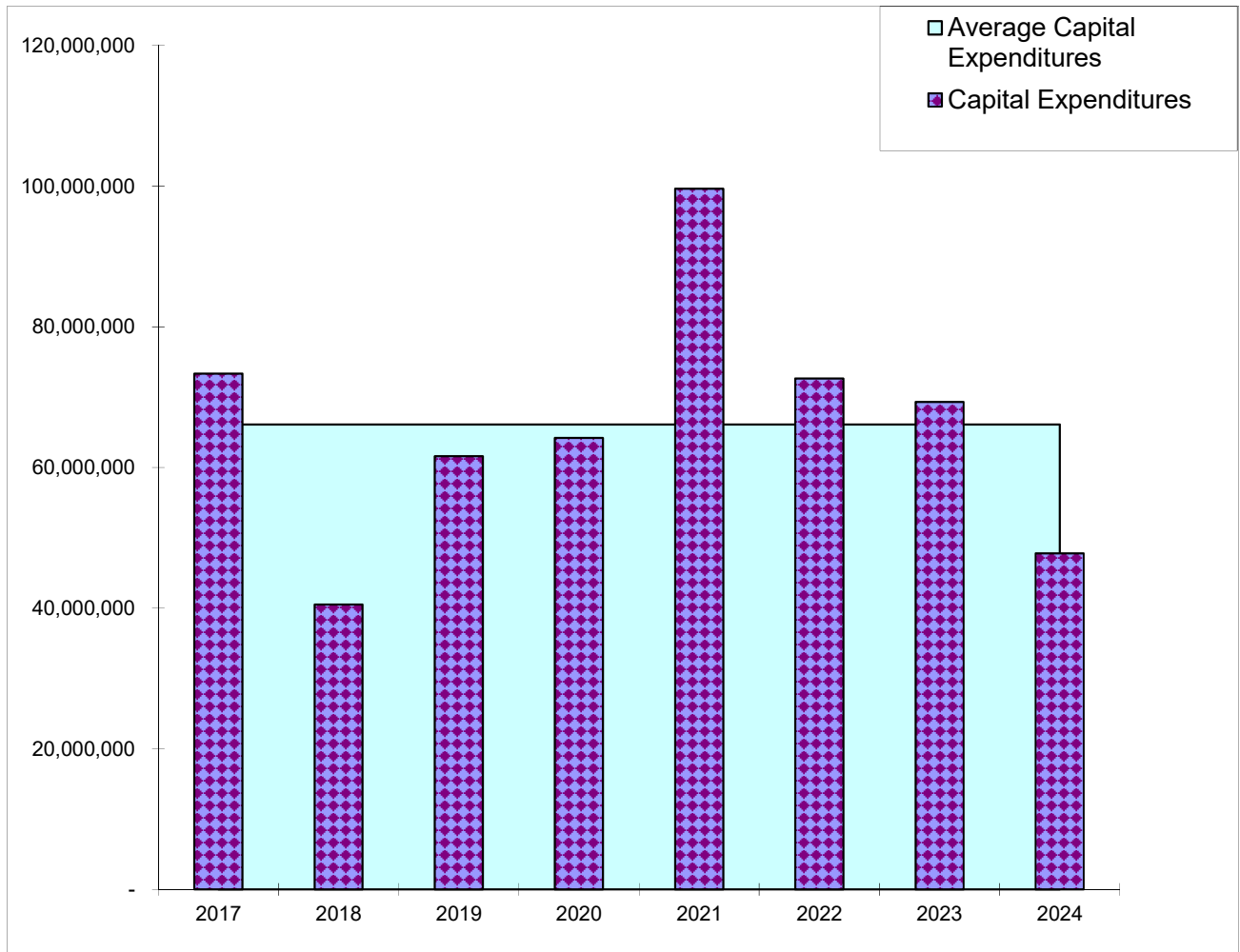
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy. Included in this funding source is money raised via the wheel tax, a \$20 per vehicle fee for vehicles registered in Appleton. This fee is added to the registration fee collected by the State department of motor vehicles and remitted to the City.

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 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM, 2020 - 2024

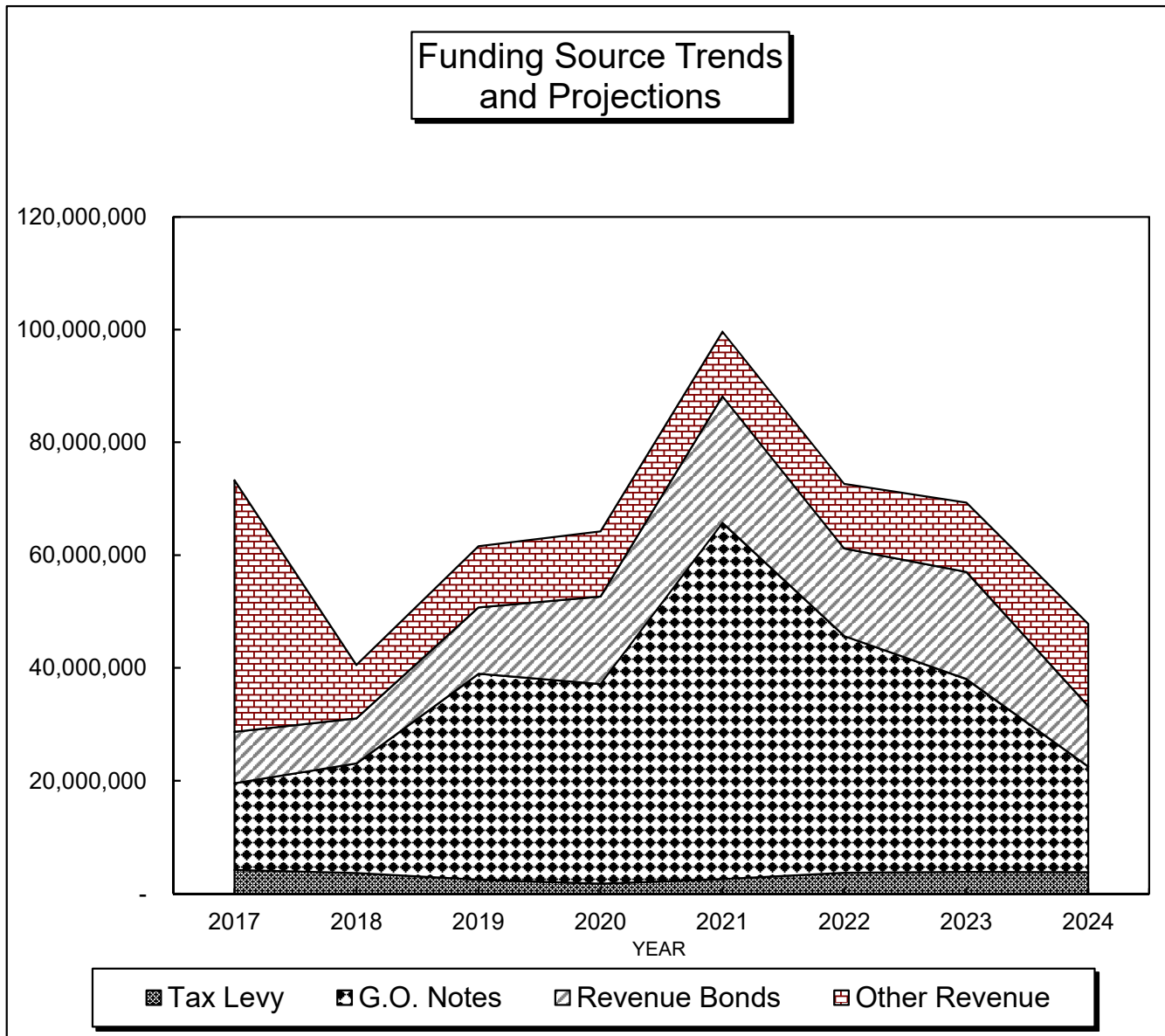


The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2017 - 2024.

2020 includes the construction of a parking ramp at the US Ventures headquarters site, and work on two trestle trails over the Fox River. 2021 includes construction of a mixed-use parking structure, a health clinic, and payment of a related TIF developer incentive at the "Bluff 2" site, completion of the US Ventures site parking ramp, 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, the start of a major renovation of the Valley Transit office building and garage, and completion of the trestle trails. Major projects for 2022 include completion of the renovation of the Valley Transit office building and bus garage, upgrades to the belt filter press at the Wastewater Utility, demolition of the Soldiers' Square parking ramp and the start of construction of a new library on that site, construction of a heated storage building at MSB, and demolition and replacement of the Jones building at Memorial Park. 2023 includes further work on the Wastewater Utility belt filter press, upgrading of Mead Pool, completion of library construction, and the initial phase of replacement of the Transit Center. 2024 includes upgrades to the Wastewater Utility's hauled waste receiving station, completion of the replacement of the Transit Center, and the replacement of Fire Station #4 or relocation of existing station(s).

CITY OF APPLETON 2020 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 2020 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2020 - 2024
PROJECT CATEGORY LIST FOR 2020

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------|---|------------|----------------------|----------------------|----------------------|---------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 563 | Business / Industrial Park Land | CD | - | - | - o | 1,997,500 | 1,997,500 |
| 564 | Southpoint Commerce Park | CD | - | - | - o | 121,514 | 121,514 |
| 565 | Bridge Improvements | PW | - | 950,000 | - | - | 950,000 |
| 566 | Pedestrian Crosswalk Safety Enhancements | PW | - | 141,256 | - | - | 141,256 |
| 567 | Street Lighting Energy Efficiency Improvements | PW | - | 126,883 | - | - | 126,883 |
| 568 | Street Light Infill - Projects | PW | - | 77,331 | - | - | 77,331 |
| 569 | Public Safety Camera Program | PW | - | 58,428 | - | - | 58,428 |
| 571 | Second Raw Water Line | WD | - | - | 3,600,000 w | - | 3,600,000 |
| 572 | Asphalt Paving Program | PW | 779,362 | 1,782,498 | - | - | 2,561,860 |
| 576 | Concrete Paving Program | PW | 482,154 | 3,148,236 | - sd | 620,408 | 4,250,798 |
| 582 | Grade and Gravel Program | PW | - | 1,238,045 | - | - | 1,238,045 |
| 584 | Sidewalk Program | PW | 497,039 | 545,143 | - sd | 119,075 | 1,161,257 |
| 586 | Stormwater Program | SW | - | - | 4,500,000 st | 1,364,634 | 5,864,634 |
| 592 | Watermain Program | WD | - | 510,150 | 3,400,000 w | 502,516 | 4,412,666 |
| 598 | Sanitary Sewer Program | WW | - | - | 1,500,000 s | 2,271,663 | 3,771,663 |
| Facilities | | | | | | | |
| 604 | Downtown Development | PRFM | - | 300,000 | - | - | 300,000 |
| 605 | Building Envelope | PRFM | - | 150,000 | - | - | 150,000 |
| 606 | Electrical Upgrades | PRFM | - | - | 2,500,000 s | - | 2,500,000 |
| 608 | Energy Efficiency Upgrades | PRFM | - | 100,000 | - | - | 100,000 |
| 609 | Facility Renovations | PRFM | - | 460,000 | - v | 300,000 | 760,000 |
| 611 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 612 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 1,100,000 | - o | 550,000 | 1,650,000 |
| 613 | HVAC Upgrades | PRFM | - | 635,000 | - o | 600,000 | 1,235,000 |
| 614 | Interior Finishes and Furniture | PRFM | - | 935,000 | - | - | 935,000 |
| 615 | Lighting Upgrades | PRFM | - | 175,000 | - | - | 175,000 |
| 617 | Plumbing Upgrades | PRFM | - | - | - s | 250,000 | 250,000 |
| 618 | Roof Replacement | PRFM | - | 225,000 | - | - | 225,000 |
| 619 | Safety and Security Improvements | PRFM | - | 155,000 | - s | 125,000 | 280,000 |
| 621 | USV Parking Ramp | PRFM | - | 20,000,000 | - | - | 20,000,000 |
| 622 | Parking Utility Maintenance and Equipment | PAR | - | - | - o | 510,000 | 510,000 |
| Equipment | | | | | | | |
| 627 | Enterprise Resource Planning (ERP) System | IT | - | 250,000 | - | - | 250,000 |
| 628 | Information Services Equipment and Infrastructure | IT | - | 430,000 | - | - | 430,000 |
| 630 | Body Camera and Taser Replacement | POL | - | 646,650 | - | - | 646,650 |
| 631 | Crime Analytics Software | POL | - | 60,360 | - | - | 60,360 |
| 632 | CEA Car Wash Replacement | PW | - | - | - o | 20,000 | 20,000 |
| 636 | Bus Shelter Replacement | VT | - | - | - v | 50,000 | 50,000 |
| 637 | Floor Scrubber Replacement | VT | - | - | - v | 75,000 | 75,000 |
| 638 | Support Vehicle | VT | - | - | - v | 40,000 | 40,000 |
| 642-A | Primary Clarifier Drive Rebuilds | WW | - | - | - s | 240,000 | 240,000 |
| 643 | Effluent Pump Replacement | WW | - | - | - s | 750,000 | 750,000 |
| Quality of Life | | | | | | | |
| 648 | AMP Athletic Fields | PRFM | - | 150,000 | - | - | 150,000 |
| 649 | Park ADA Improvements | PRFM | - | 50,000 | - | - | 50,000 |
| 653 | Playground Areas | PRFM | - | 650,000 | - | - | 650,000 |
| 654 | Reid Golf Course | PRFM | - | - | - o | 150,000 | 150,000 |
| 655 | Statue and Monument Restoration | PRFM | - | 45,000 | - | - | 45,000 |
| 657 | Trails and Trail Connections | PRFM | - | 278,190 | - o | 1,111,810 | 1,390,000 |
| | | | \$ 1,758,555 | \$ 35,398,170 | \$ 15,500,000 | \$11,769,120 | \$ 64,425,845 |

Other Supplemental Information:

| | |
|------------------------------------|----------------|
| Sewer User Fees (s): | * \$ 4,486,663 |
| Water User Fees (w): | 702,516 |
| Stormwater User Fees (st): | 1,364,634 |
| Valley Transit Capital Grants (v): | 565,000 |
| Subdivision (sd): | 739,483 |
| Other (o): | 3,910,824 |

\$ 11,769,120

* Sewer user fees include no use of the DNR Replacement Fund.

CITY OF APPLETON 2020 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2020 - 2024
PROJECT CATEGORY LIST FOR 2021

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------|---|------------|----------------------|----------------------|---------------------|---------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 564 | Southpoint Commerce Park | CD | - | - | - o | 86,631 | 86,631 |
| 565 | Bridge Improvements | PW | - | 88,000 | - | - | 88,000 |
| 566 | Pedestrian Crosswalk Safety Enhancements | PW | - | 101,256 | - | - | 101,256 |
| 567 | Street Lighting Energy Efficiency Improvements | PW | - | 126,883 | - | - | 126,883 |
| 568 | Street Light Infill Projects | PW | - | 23,331 | - | - | 23,331 |
| 569 | Public Safety Camera Program | PW | - | 38,428 | - | - | 38,428 |
| 570 | Traffic Signal Controller Replacement | PW | - | 155,750 | - | - | 155,750 |
| 571 | Second Raw Water Line | WD | - | - | 7,400,000 w | - | 7,400,000 |
| 572 | Asphalt Paving Program | PW | 1,611,815 | 1,397,720 | - | - | 3,009,535 |
| 576 | Concrete Paving Program | PW | 111,000 | 7,958,018 | - sd | 443,032 | 8,512,050 |
| 582 | Grade and Gravel Program | PW | 124,035 | 311,253 | - sd | 195,544 | 630,832 |
| 584 | Sidewalk Program | PW | 718,076 | 676,171 | - sd | 79,174 | 1,473,421 |
| 586 | Stormwater Program | SW | - | - | 2,800,000 st | 888,007 | 3,688,007 |
| 592 | Watermain Program | WD | - | - | 2,205,000 w | 1,408,368 | 3,613,368 |
| 598 | Sanitary Sewer Program | WW | - | - | 1,895,000 s | 4,571,003 | 6,466,003 |
| Facilities | | | | | | | |
| 604 | Downtown Development | PRFM | - | 28,298,000 | - | - | 28,298,000 |
| 605 | Building Envelope | PRFM | - | 75,000 | - o | 125,000 | 200,000 |
| 606 | Electrical Upgrades | PRFM | - | 175,000 | 2,000,000 o | 25,000 | 2,200,000 |
| 607 | Elevator Replacement | PRFM | - | - | - s | 250,000 | 250,000 |
| 609 | Facility Renovations | PRFM | - | 135,000 | - v | 2,000,000 | 2,135,000 |
| 611 | Grounds Improvements | PRFM | - | 225,000 | - | - | 225,000 |
| 612 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 885,000 | - s | 250,000 | 1,135,000 |
| 613 | HVAC Upgrades | PRFM | - | 515,000 | - o | 375,000 | 890,000 |
| 614 | Interior Finishes and Furniture | PRFM | - | 360,000 | - | - | 360,000 |
| 615 | Lighting Upgrades | PRFM | - | 250,000 | - w | 75,000 | 325,000 |
| 616 | MSB Heated Storage Facility | PRFM | - | 500,000 | - | - | 500,000 |
| 617 | Plumbing Upgrades | PRFM | - | 25,000 | - | - | 25,000 |
| 618 | Roof Replacement | PRFM | - | 250,000 | - | - | 250,000 |
| 619 | Safety and Security Improvements | PRFM | - | - | - w | 200,000 | 200,000 |
| 621 | USV Parking Ramp | PRFM | - | 14,600,000 | - | - | 14,600,000 |
| 622 | Parking Utility Maintenance and Equipment | PAR | - | - | - o | 100,000 | 100,000 |
| 623 | Water Treatment Chemical Storage | WF | - | - | 75,000 w | - | 75,000 |
| 624 | Total Maximum Daily Load Facility Planning | WW | - | - | 250,000 s | - | 250,000 |
| 625 | Wastewater Sludge Storage Options | WW | - | - | 5,000,000 s | - | 5,000,000 |
| Equipment | | | | | | | |
| 626 | Additional Vehicle for Station # 6 | FD | - | 706,436 | - | - | 706,436 |
| 627 | Enterprise Resource Planning (ERP) System | IT | - | 250,000 | - | - | 250,000 |
| 628 | Information Services Equipment and Infrastructure | IT | - | 300,000 | - s | 175,000 | 475,000 |
| 632 | CEA Car Wash Replacement | PW | - | 425,000 | - | - | 425,000 |
| 639 | Water Tower Improvements | WF | - | - | 320,000 w | - | 320,000 |
| 641 | Aeration Tank Blower Replacement | WW | - | - | 535,000 s | - | 535,000 |
| 645 | Radioactive Source Replacements | WW | - | - | - s | 120,000 | 120,000 |
| Quality of Life | | | | | | | |
| 648 | AMP Athletic Fields | PRFM | - | 100,000 | - | - | 100,000 |
| 649 | Park ADA Improvements | PRFM | - | 50,000 | - | - | 50,000 |
| 650 | Park Aquatics | PRFM | - | 50,000 | - | - | 50,000 |
| 651 | Park Development | PRFM | - | 675,000 | - | - | 675,000 |
| 652 | Pavilion/Restroom Improvements | PRFM | - | 40,000 | - | - | 40,000 |
| 653 | Playground Areas | PRFM | - | 90,000 | - | - | 90,000 |
| 654 | Reid Golf Course | PRFM | - | - | - o | 65,000 | 65,000 |
| 655 | Statue and Monument Restoration | PRFM | - | 30,000 | - | - | 30,000 |
| 656 | Tennis Courts | PRFM | - | 35,000 | - | - | 35,000 |
| 657 | Trails and Trail Connections | PRFM | - | 3,240,000 | - | - | 3,240,000 |
| | | | \$ 2,564,926 | \$ 63,161,246 | \$22,480,000 | \$11,431,759 | \$ 99,637,931 |

Other Supplemental Information:

| | |
|------------------------------------|----------------------|
| Sewer User Fees (s): | * \$ 5,641,003 |
| Water User Fees (w): | 1,808,368 |
| Stormwater User Fees (st): | 888,007 |
| Valley Transit Capital Grants (v): | 2,000,000 |
| Subdivision (sd): | 717,750 |
| Other (o): | 376,631 |
| | \$ 11,431,759 |

* Sewer user fees include no use of the DNR Replacement Fund.
Five Year Plan.xls

CITY OF APPLETON 2020 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2020 - 2024
PROJECT CATEGORY LIST FOR 2022

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------|--|------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 564 | Southpoint Commerce Park | CD | - | - | - o | 2,085,230 | 2,085,230 |
| 565 | Bridge Improvements | PW | - | 324,800 | - | - | 324,800 |
| 566 | Pedestrian Crosswalk Safety Enhancements | PW | - | 121,256 | - | - | 121,256 |
| 567 | Street Lighting Energy Efficiency Improvements | PW | - | 126,883 | - | - | 126,883 |
| 569 | Public Safety Camera Program | PW | - | 28,428 | - | - | 28,428 |
| 570 | Traffic Signal Controller Replacement | PW | - | 155,750 | - | - | 155,750 |
| 572 | Asphalt Paving Program | PW | 1,911,945 | 767,543 | - | - | 2,679,488 |
| 576 | Concrete Paving Program | PW | 541,323 | 4,590,654 | - sd | 747,565 | 5,879,542 |
| 582 | Grade and Gravel Program | PW | 415,145 | - | - | - | 415,145 |
| 584 | Sidewalk Program | PW | 792,650 | 1,005,868 | - sd | 120,424 | 1,918,942 |
| 586 | Stormwater Program | SW | - | - | 3,000,000 st | 1,307,430 | 4,307,430 |
| 592 | Watermain Program | WD | - | - | 4,100,000 w | 765,962 | 4,865,962 |
| 598 | Sanitary Sewer Program | WW | - | - | 2,000,000 s | 1,281,073 | 3,281,073 |
| Facilities | | | | | | | |
| 604 | Downtown Development | PRFM | - | 17,250,000 | - | - | 17,250,000 |
| 606 | Electrical Upgrades | PRFM | - | 125,000 | - o | 1,130,000 | 1,255,000 |
| 608 | Energy Efficiency Upgrades | PRFM | - | 85,000 | - | - | 85,000 |
| 609 | Facility Renovations | PRFM | - | 400,000 | - o | 2,250,000 | 2,650,000 |
| 610 | Fire Station # 4 Replacement | PRFM | - | 50,000 | - | - | 50,000 |
| 611 | Grounds Improvements | PRFM | - | 475,000 | - | - | 475,000 |
| 612 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 850,000 | - o | 400,000 | 1,250,000 |
| 613 | HVAC Upgrades | PRFM | - | 375,000 | - s | 650,000 | 1,025,000 |
| 614 | Interior Finishes and Furniture | PRFM | - | 410,000 | - | - | 410,000 |
| 615 | Lighting Upgrades | PRFM | - | 200,000 | - s | 125,000 | 325,000 |
| 616 | MSB Heated Storage Facility | PRFM | - | 7,000,000 | - | - | 7,000,000 |
| 617 | Plumbing Upgrades | PRFM | - | 250,000 | - | - | 250,000 |
| 618 | Roof Replacement | PRFM | - | 125,000 | - s | 200,000 | 325,000 |
| 619 | Safety and Security Improvements | PRFM | - | 180,000 | - w | 75,000 | 255,000 |
| 620 | Transit Center Replacement | PRFM | - | - | - o | 100,000 | 100,000 |
| 623 | Water Treatment Chemical Storage | WF | - | - | 400,000 w | - | 400,000 |
| 625 | Wastewater Sludge Storage Options | WW | - | - | 3,000,000 s | - | 3,000,000 |
| Equipment | | | | | | | |
| 627 | Enterprise Resource Planning (ERP) System | IT | - | 250,000 | - | - | 250,000 |
| 629 | Library Self-Check Machines | LIB | - | 60,000 | - | - | 60,000 |
| 633 | Survey Instrument Replacement | PW | - | 45,000 | - | - | 45,000 |
| 634 | Mackville Landfill Monitoring Equipment | SAN | - | 60,000 | - | - | 60,000 |
| 635 | Street Sweeper Replacement | STR | - | - | - st | 70,000 | 70,000 |
| 640 | Water Treatment Instrument Improvements | WF | - | - | - w | 100,000 | 100,000 |
| 642 | Belt Filter Press Upgrades | WW | - | - | 2,400,000 s | - | 2,400,000 |
| 644 | Lift Station Improvements | WW | - | - | 200,000 s | - | 200,000 |
| 646 | Receiving Station Improvements | WW | - | - | 400,000 s | - | 400,000 |
| Quality of Life | | | | | | | |
| 647 | AMP Master Plan Renovations | PRFM | - | 125,000 | - | - | 125,000 |
| 648 | AMP Athletic Fields | PRFM | - | 3,000,000 | - | - | 3,000,000 |
| 649 | Park ADA Improvements | PRFM | - | 50,000 | - | - | 50,000 |
| 650 | Park Aquatics | PRFM | - | 200,000 | - | - | 200,000 |
| 651 | Park Development | PRFM | - | 400,000 | - | - | 400,000 |
| 652 | Pavilion/Restroom Improvements | PRFM | - | 540,000 | - | - | 540,000 |
| 653 | Playground Areas | PRFM | - | 90,000 | - | - | 90,000 |
| 654 | Reid Golf Course | PRFM | - | - | - o | 45,000 | 45,000 |
| 655 | Statue and Monument Restoration | PRFM | - | 30,000 | - | - | 30,000 |
| 656 | Tennis Courts | PRFM | - | 475,000 | - | - | 475,000 |
| 657 | Trails and Trail Connections | PRFM | - | 1,800,000 | - | - | 1,800,000 |
| | | | \$ 3,661,063 | \$ 42,021,182 | \$ 15,500,000 | \$ 11,452,684 | \$ 72,634,929 |

Other Supplemental Information:

| | |
|------------------------------------|----------------------|
| Sewer User Fees (s): | * \$ 3,456,073 |
| Water User Fees (w): | 1,520,962 |
| Stormwater User Fees (st): | 1,377,430 |
| Valley Transit Capital Grants (v): | 2,000,000 |
| Subdivision (sd): | 867,989 |
| Other (o): | 2,230,230 |
| | \$ 11,452,684 |

* Sewer user fees include no use of the DNR Replacement Fund.

CITY OF APPLETON 2020 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2020 - 2024
PROJECT CATEGORY LIST FOR 2023

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------|--|------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 564 | Southpoint Commerce Park | CD | - | - | - o | 1,567,771 | 1,567,771 |
| 565 | Bridge Improvements | PW | - | 100,000 | - | - | 100,000 |
| 566 | Pedestrian Crosswalk Safety Enhancements | PW | - | 91,774 | - | - | 91,774 |
| 567 | Street Lighting Energy Efficiency Improvements | PW | - | 126,883 | - | - | 126,883 |
| 571 | Second Raw Water Line | WD | - | - | 9,000,000 w | - | 9,000,000 |
| 572 | Asphalt Paving Program | PW | 2,281,592 | - | - | - | 2,281,592 |
| 576 | Concrete Paving Program | PW | 233,000 | 5,814,322 | - sd | 5,000 | 6,052,322 |
| 582 | Grade and Gravel Program | PW | 449,756 | - | - | - | 449,756 |
| 584 | Sidewalk Program | PW | 879,453 | 451,280 | - sd | 10,000 | 1,340,733 |
| 586 | Stormwater Program | SW | - | - | 5,000,000 st | 2,737,608 | 7,737,608 |
| 592 | Watermain Program | WD | - | 118,450 | 1,000,000 w | 2,958,097 | 4,076,547 |
| 598 | Sanitary Sewer Program | WW | - | - | 1,600,000 s | 1,623,119 | 3,223,119 |
| Facilities | | | | | | | |
| 604 | Downtown Development | PRFM | - | 16,000,000 | - | - | 16,000,000 |
| 605 | Building Envelope | PRFM | - | 75,000 | - | - | 75,000 |
| 606 | Electrical Upgrades | PRFM | - | 250,000 | - | - | 250,000 |
| 609 | Facility Renovations | PRFM | - | 440,000 | - | - | 440,000 |
| 610 | Fire Station # 4 Replacement | PRFM | - | 1,100,000 | - | - | 1,100,000 |
| 611 | Grounds Improvements | PRFM | - | 375,000 | - | - | 375,000 |
| 612 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 700,000 | - s | 200,000 | 900,000 |
| 613 | HVAC Upgrades | PRFM | - | 340,000 | - o | 600,000 | 940,000 |
| 614 | Interior Finishes and Furniture | PRFM | - | 170,000 | - | - | 170,000 |
| 615 | Lighting Upgrades | PRFM | - | 325,000 | - o | 125,000 | 450,000 |
| 618 | Roof Replacement | PRFM | - | 400,000 | - | - | 400,000 |
| 619 | Safety and Security Improvements | PRFM | - | 45,000 | - | - | 45,000 |
| 620 | Transit Center Replacement | PRFM | - | - | - v | 2,000,000 | 2,000,000 |
| Equipment | | | | | | | |
| 642 | Belt Filter Press Upgrades | WW | - | - | 2,000,000 s | 400,000 | 2,400,000 |
| 644 | Lift Station Improvements | WW | - | - | 400,000 s | - | 400,000 |
| Quality of Life | | | | | | | |
| 647 | AMP Master Plan Renovations | PRFM | - | 1,100,000 | - | - | 1,100,000 |
| 649 | Park ADA Improvements | PRFM | - | 50,000 | - | - | 50,000 |
| 650 | Park Aquatics | PRFM | - | 2,040,000 | - | - | 2,040,000 |
| 651 | Park Development | PRFM | - | 1,000,000 | - | - | 1,000,000 |
| 652 | Pavilion/Restroom Improvements | PRFM | - | 550,000 | - | - | 550,000 |
| 653 | Playground Areas | PRFM | - | 90,000 | - | - | 90,000 |
| 654 | Reid Golf Course | PRFM | - | - | - o | 35,000 | 35,000 |
| 655 | Statue and Monument Restoration | PRFM | - | 30,000 | - | - | 30,000 |
| 656 | Tennis Courts | PRFM | - | 180,000 | - | - | 180,000 |
| 657 | Trails and Trail Connections | PRFM | - | 2,225,000 | - | - | 2,225,000 |
| | | | \$ 3,843,801 | \$ 34,187,709 | \$ 19,000,000 | \$ 12,261,595 | \$ 69,293,105 |

Other Supplemental Information:

| | |
|------------------------------------|----------------------|
| Sewer User Fees (s): | * \$ 2,723,119 |
| Water User Fees (w): | 3,133,097 |
| Stormwater User Fees (st): | 2,737,608 |
| Valley Transit Capital Grants (v): | 2,050,000 |
| Subdivision (sd): | 15,000 |
| Other (o): | 1,602,771 |
| | <u>\$ 12,261,595</u> |

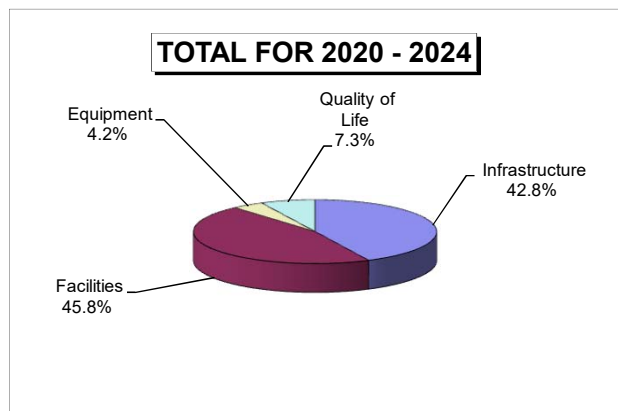
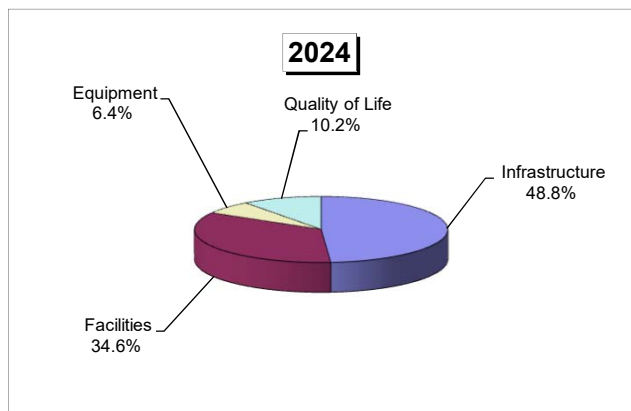
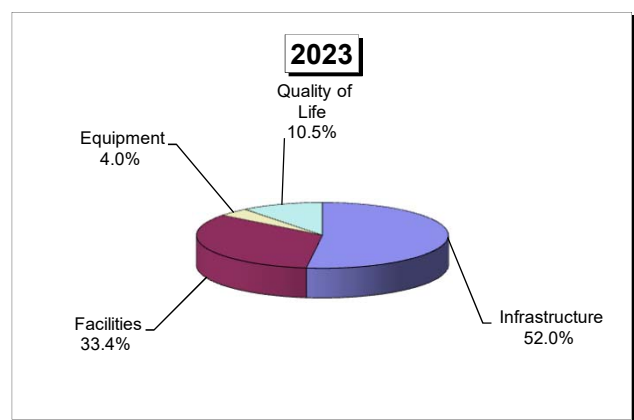
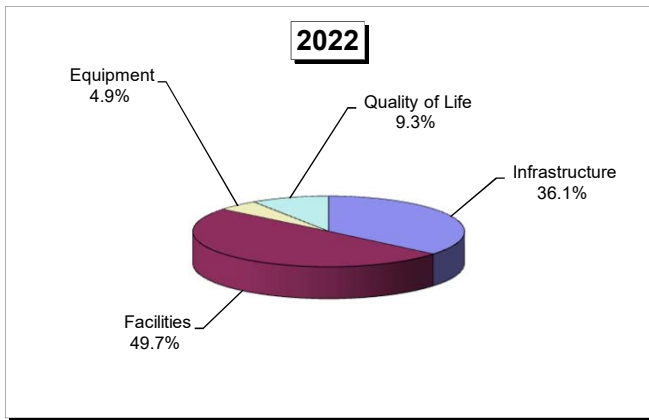
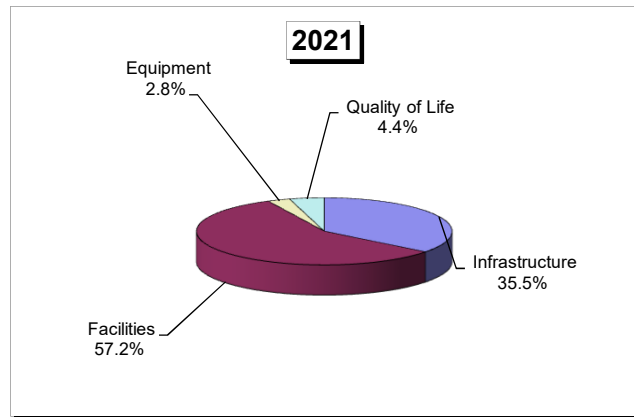
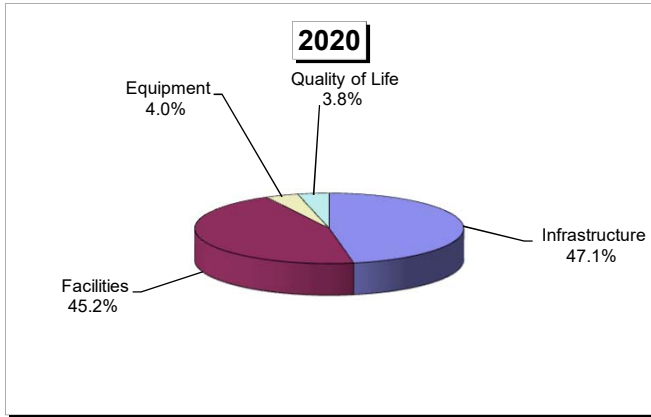
CITY OF APPLETON 2020 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2020 - 2024
PROJECT CATEGORY LIST FOR 2024

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------|--|------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 564 | Southpoint Commerce Park | CD | - | - | - o | 514,988 | 514,988 |
| 565 | Bridge Improvements | PW | - | 925,000 | - | - | 925,000 |
| 567 | Street Lighting Energy Efficiency Improvements | PW | - | 126,883 | - | - | 126,883 |
| 572 | Asphalt Paving Program | PW | 2,685,466 | - | - | - | 2,685,466 |
| 576 | Concrete Paving Program | PW | 193,000 | 7,152,573 | - sd | 5,000 | 7,350,573 |
| 584 | Sidewalk Program | PW | 912,765 | 394,801 | - sd | 10,000 | 1,317,566 |
| 586 | Stormwater Program | SW | - | - | 3,200,000 st | 1,053,152 | 4,253,152 |
| 592 | Watermain Program | WD | - | - | 3,500,000 w | 633,007 | 4,133,007 |
| 598 | Sanitary Sewer Program | WW | - | - | 1,600,000 s | 414,246 | 2,014,246 |
| Facilities | | | | | | | |
| 607 | Elevator Replacement | PRFM | - | - | - s | 350,000 | 350,000 |
| 608 | Energy Efficiency Upgrades | PRFM | - | 85,000 | - | - | 85,000 |
| 610 | Fire Station # 4 Replacement | PRFM | - | 3,100,000 | - | - | 3,100,000 |
| 611 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 612 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 300,000 | - o | 350,000 | 650,000 |
| 613 | HVAC Upgrades | PRFM | - | 575,000 | - o | 900,000 | 1,475,000 |
| 614 | Interior Finishes and Furniture | PRFM | - | 100,000 | - | - | 100,000 |
| 615 | Lighting Upgrades | PRFM | - | 275,000 | - s | 75,000 | 350,000 |
| 618 | Roof Replacement | PRFM | - | 125,000 | - s | 200,000 | 325,000 |
| 619 | Safety and Security Improvements | PRFM | - | 75,000 | - | - | 75,000 |
| 620 | Transit Center Replacement | PRFM | - | - | - v | 10,000,000 | 10,000,000 |
| Equipment | | | | | | | |
| 630 | Body Camera and Taser Replacement | POL | - | 675,000 | - | - | 675,000 |
| 644 | Lift Station Improvements | WW | - | - | 400,000 s | - | 400,000 |
| 646 | Receiving Station Improvements | WW | - | - | 2,000,000 s | - | 2,000,000 |
| Quality of Life | | | | | | | |
| 647 | AMP Master Plan Renovations | PRFM | - | 650,000 | - | - | 650,000 |
| 649 | Park ADA Improvements | PRFM | - | 50,000 | - | - | 50,000 |
| 650 | Park Aquatics | PRFM | - | 400,000 | - | - | 400,000 |
| 651 | Park Development | PRFM | - | 65,000 | - | - | 65,000 |
| 652 | Pavilion/Restroom Improvements | PRFM | - | 890,000 | - | - | 890,000 |
| 653 | Playground Areas | PRFM | - | 450,000 | - | - | 450,000 |
| 654 | Reid Golf Course | PRFM | - | - | - o | 50,000 | 50,000 |
| 655 | Statue and Monument Restoration | PRFM | - | 30,000 | - | - | 30,000 |
| 656 | Tennis Courts | PRFM | - | 280,000 | - | - | 280,000 |
| 657 | Trails and Trail Connections | PRFM | - | 2,000,000 | - | - | 2,000,000 |
| | | | \$ 3,791,231 | \$ 18,749,257 | \$ 10,700,000 | \$ 14,555,393 | \$ 47,795,881 |

Other Supplemental Information:

| | |
|------------------------------------|----------------------|
| Sewer User Fees (s): | * \$ 1,589,246 |
| Water User Fees (w): | 1,333,007 |
| Stormwater User Fees (st): | 1,053,152 |
| Valley Transit Capital Grants (v): | 10,000,000 |
| Subdivision (sd): | 15,000 |
| Other (o): | 564,988 |
| | <u>\$ 14,555,393</u> |

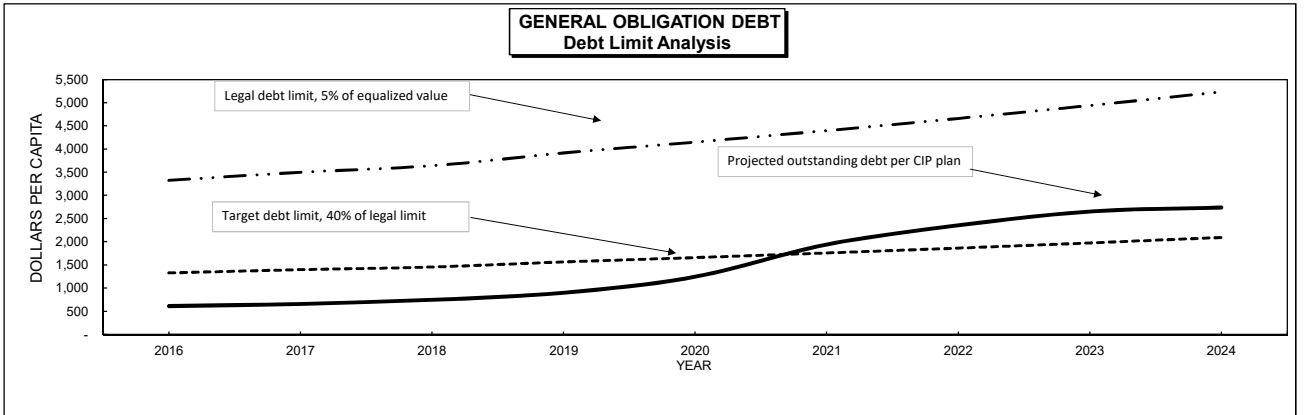
**CITY OF APPLETON 2020 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2020 - 2024
CAPITAL PROJECTS BY CATEGORY**



CITY OF APPLETON 2020 BUDGET

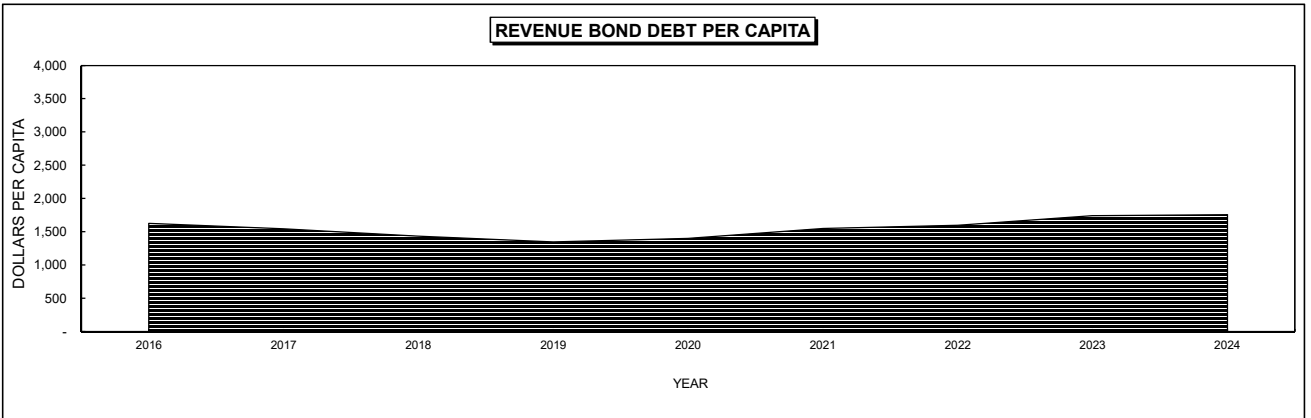
Outstanding Debt

| | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Equalized Value | 4,938,725,300 | 5,222,923,900 | 5,443,435,200 | 5,855,356,700 | 6,217,609,700 | 6,602,274,200 | 7,010,736,700 | 7,444,469,500 | 7,905,036,000 |
| Legal G.O. Debt Limit | 246,936,265 | 261,146,195 | 272,171,760 | 292,767,835 | 310,880,485 | 330,113,710 | 350,536,835 | 372,223,475 | 395,251,800 |
| Outstanding G.O. Debt * | 45,630,581 | 49,259,406 | 56,043,804 | 67,388,304 | 93,447,755 | 145,716,657 | 177,059,214 | 199,969,735 | 206,934,398 |
| Population | 74,286 | 74,598 | 74,734 | 74,739 | 74,891 | 75,043 | 75,196 | 75,349 | 75,502 |
| G.O. Debt per Capita | | | | | | | | | |
| Legal Limit | 3,324 | 3,501 | 3,642 | 3,917 | 4,151 | 4,399 | 4,662 | 4,940 | 5,235 |
| Policy Limit | 1,330 | 1,400 | 1,457 | 1,567 | 1,660 | 1,760 | 1,865 | 1,976 | 2,094 |
| Actual | 614 | 660 | 750 | 902 | 1,248 | 1,942 | 2,355 | 2,654 | 2,741 |
| Revenue Bonds | | | | | | | | | |
| Outstanding Bonds | 120,540,000 | 115,160,000 | 107,080,000 | 100,490,000 | 104,810,000 | 116,330,000 | 119,940,000 | 131,010,000 | 132,625,000 |
| Revenue Bonds per Capita | 1,623 | 1,544 | 1,433 | 1,345 | 1,400 | 1,550 | 1,595 | 1,739 | 1,757 |

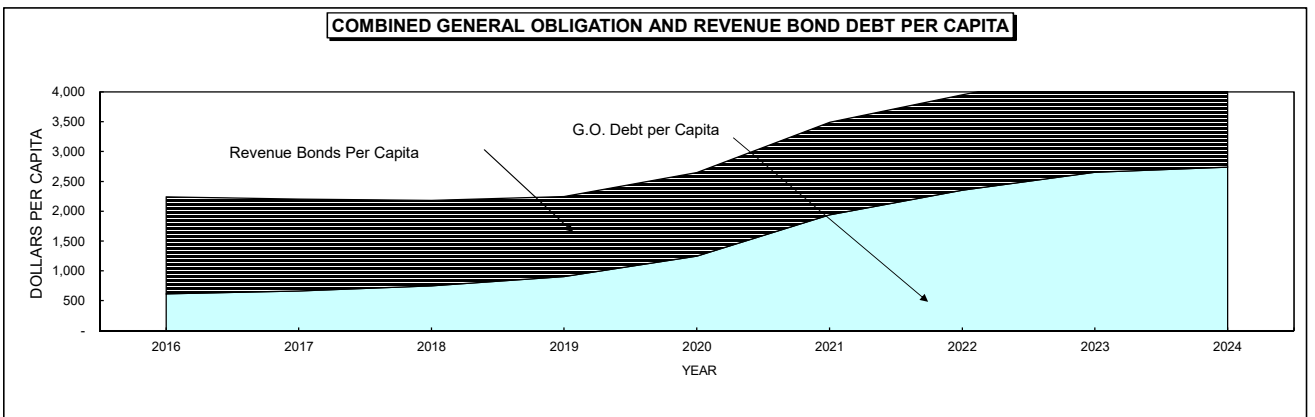


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2020 - 2024 include estimates for population and equalized valuation figures based on the actual increase experienced from 2016 - 2019.

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 2020 - 2024 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2020 - 2024 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2020 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2020-2024**

PROJECT CATEGORY LIST

| Page | Project | Dept. Code | 2020 | 2021 | 2022 | 2023 | 2024 |
|-----------------------|--|---------------|------------|------------|------------|------------|------------|
| Infrastructure | | | | | | | |
| 563 | Business / Industrial Park Land | CD | 1,997,500 | - | - | - | - |
| 564 | Southpoint Commerce Park | CD | 121,514 | 86,631 | 2,085,230 | 1,567,771 | 514,988 |
| 565 | Bridge Improvements | PW | 950,000 | 88,000 | 324,800 | 100,000 | 925,000 |
| 566 | Pedestrian Crosswalk Safety Enhancements | PW | 141,256 | 101,256 | 121,256 | 91,774 | - |
| 567 | Street Lighting Energy Efficiency Improvements | PW | 126,883 | 126,883 | 126,883 | 126,883 | 126,883 |
| 568 | Street Light Infill Projects | PW | 77,331 | 23,331 | - | - | - |
| 569 | Public Safety Camera Program | PW | 58,428 | 38,428 | 28,428 | - | - |
| 570 | Traffic Signal Controller Replacement | PW | - | 155,750 | 155,750 | - | - |
| 571 | Second Raw Water Line | WF | 3,600,000 | 7,400,000 | - | 9,000,000 | - |
| 572 | Asphalt Paving Program | PW | 2,561,860 | 3,009,535 | 2,679,488 | 2,281,592 | 2,685,466 |
| 576 | Concrete Paving Program | PW | 4,250,798 | 8,512,050 | 5,879,542 | 6,052,322 | 7,350,573 |
| 582 | Grade and Gravel Program | PW | 1,238,045 | 630,832 | 415,145 | 449,756 | - |
| 584 | Sidewalk Program | PW | 1,161,257 | 1,473,421 | 1,918,942 | 1,340,733 | 1,317,566 |
| 586 | Stormwater Program | SW | 5,864,634 | 3,688,007 | 4,307,430 | 7,737,608 | 4,253,152 |
| 592 | Watermain Program | WD | 4,412,666 | 3,613,368 | 4,865,962 | 4,076,547 | 4,133,007 |
| 598 | Sanitary Sewer Program | WW | 3,771,663 | 6,466,003 | 3,281,073 | 3,223,119 | 2,014,246 |
| Facilities | | | | | | | |
| 604 | Downtown Development | PRFM | 300,000 | 28,298,000 | 17,250,000 | 16,000,000 | - |
| 605 | Building Envelope | PRFM | 150,000 | 200,000 | - | 75,000 | - |
| 606 | Electrical Upgrades | PRFM | 2,500,000 | 2,200,000 | 1,255,000 | 250,000 | - |
| 607 | Elevator Replacement | PRFM | - | 250,000 | - | - | 350,000 |
| 608 | Energy Efficiency Updates | PRFM | 100,000 | - | 85,000 | - | 85,000 |
| 609 | Facility Renovations | PRFM | 760,000 | 2,135,000 | 2,650,000 | 440,000 | - |
| 610 | Fire Station # 4 Replacement | PRFM | - | - | 50,000 | 1,100,000 | 3,100,000 |
| 611 | Grounds Improvements | PRFM | 25,000 | 225,000 | 475,000 | 375,000 | 25,000 |
| 612 | Hardscape Infrastructure Improvements/Replace. | PRFM | 1,650,000 | 1,135,000 | 1,250,000 | 900,000 | 650,000 |
| 613 | HVAC Upgrades | PRFM | 1,235,000 | 890,000 | 1,025,000 | 940,000 | 1,475,000 |
| 614 | Interior Finishes and Furniture | PRFM | 935,000 | 360,000 | 410,000 | 170,000 | 100,000 |
| 615 | Lighting Upgrades | PRFM | 175,000 | 325,000 | 325,000 | 450,000 | 350,000 |
| 616 | MSB Heated Storage Facility | PRFM | - | 500,000 | 7,000,000 | - | - |
| 617 | Plumbing Upgrades | PRFM | 250,000 | 25,000 | 250,000 | - | - |
| 618 | Roof Replacement | PRFM | 225,000 | 250,000 | 325,000 | 400,000 | 325,000 |
| 619 | Safety and Security Improvements | PRFM | 280,000 | 200,000 | 255,000 | 45,000 | 75,000 |
| 620 | Transit Center | PRFM | - | - | 100,000 | 2,000,000 | 10,000,000 |
| 621 | USV Parking Ramp - TIF 11 | PRFM | 20,000,000 | 14,600,000 | - | - | - |
| 622 | Parking Utility Maintenance and Equipment | PAR | 510,000 | 100,000 | - | - | - |
| 623 | Water Treatment Chemical Storage | WF | - | 75,000 | 400,000 | - | - |
| 624 | Total Max. Daily Load Facility Planning | WW | - | 250,000 | - | - | - |
| 625 | Wastewater Sludge Storage Options | WW | - | 5,000,000 | 3,000,000 | - | - |

**CITY OF APPLETON 2020 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2020-2024**

PROJECT CATEGORY LIST

| Page | Project | Dept. Code | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> |
|------------------------|---|---------------|---------------------|----------------------|---------------------|---------------------|---------------------|
| Equipment | | | | | | | |
| 626 | Additional Vehicle for Station # 6 | FD | - | 706,436 | - | - | - |
| 627 | Enterprise Resource Planning (ERP) System | IT | 250,000 | 250,000 | 250,000 | - | - |
| 628 | Information Technology Equipment and Infrastructure | IT | 430,000 | 475,000 | - | - | - |
| 629 | Library Self-Check Machines | LIB | - | - | 60,000 | - | - |
| 630 | Body Camera and Taser Replacement | POL | 646,650 | - | - | - | 675,000 |
| 631 | Crime Analytics Software | POL | 60,360 | - | - | - | - |
| 632 | CEA Car Wash Replacement | PW | 20,000 | 425,000 | - | - | - |
| 633 | Survey Instrument Replacement | PW | - | - | 45,000 | - | - |
| 634 | Mackville Landfill Monitoring Equipment | SAN | - | - | 60,000 | - | - |
| 635 | Street Sweeper Replacement | STR | - | - | 70,000 | - | - |
| 636 | Bus Shelter Replacement | VT | 50,000 | - | - | - | - |
| 637 | Floor Scrubber Replacement | VT | 75,000 | - | - | - | - |
| 638 | Support Vehicle | VT | 40,000 | - | - | - | - |
| 639 | Water Tower Improvements | WF | - | 320,000 | - | - | - |
| 640 | Water Treatment Instrument Improvements | WF | - | - | 100,000 | - | - |
| 641 | Aeration Tank Blower Replacement | WW | - | 535,000 | - | - | - |
| 642 | Belt Filter Press Upgrades | WW | - | - | 2,400,000 | 2,400,000 | - |
| 642-A | Primary Clarifier Drive Rebuilds | WW | 240,000 | - | - | - | - |
| 643 | Effluent Pump Replacement | WW | 750,000 | - | - | - | - |
| 644 | Lift Station Improvements | WW | - | - | 200,000 | 400,000 | 400,000 |
| 645 | Radioactive Source Replacements | WW | - | 120,000 | - | - | - |
| 646 | Receiving Station Improvements | WW | - | - | 400,000 | - | 2,000,000 |
| Quality of Life | | | | | | | |
| 647 | AMP Master Plan Renovations | PRFM | - | - | 125,000 | 1,100,000 | 650,000 |
| 648 | AMP Athletic Fields | PRFM | 150,000 | 100,000 | 3,000,000 | - | - |
| 649 | Park ADA Improvements | PRFM | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| 650 | Park Aquatics | PRFM | - | 50,000 | 200,000 | 2,040,000 | 400,000 |
| 651 | Park Development | PRFM | - | 675,000 | 400,000 | 1,000,000 | 65,000 |
| 652 | Pavilion/Restroom Improvements | PRFM | - | 40,000 | 540,000 | 550,000 | 890,000 |
| 653 | Playground Areas | PRFM | 650,000 | 90,000 | 90,000 | 90,000 | 450,000 |
| 654 | Reid Golf Course | PRFM | 150,000 | 65,000 | 45,000 | 35,000 | 50,000 |
| 655 | Statue and Monument Restoration | PRFM | 45,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| 656 | Tennis Courts | PRFM | - | 35,000 | 475,000 | 180,000 | 280,000 |
| 657 | Trails & Trail Connections | PRFM | 1,390,000 | 3,240,000 | 1,800,000 | 2,225,000 | 2,000,000 |
| | | | \$64,425,845 | \$ 99,637,931 | \$72,634,929 | \$69,293,105 | \$47,795,881 |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Business/Industrial Park Land

PROJECT DESCRIPTION

Justification:

The City of Appleton has approximately 1,113 acres of fully improved land in our business and industrial parks. 959 acres have been sold, 89 acres are under contract and 58 acres are fully improved and for sale by the City. An additional 88 acres are owned by the City and are in the CIP to have infrastructure put in over the next 5 to 10 years.

The City develops and markets parcels of business and industrial land to ensure availability of sites for new and expanding businesses within the City. In order to continue to provide sites, we need to invest in our future by securing additional land for the next municipally-owned business and industrial park. The purpose of this request is to purchase additional land.

Discussion of operating cost impact:

The final impact on operating costs is undertermined at this time since the properties and final use for the properties has not been finalized.

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Community Development | | | | | | |
| Industrial Park Land | 1,997,500 | - | - | - | - | \$ 1,997,500 |
| Total - Industrial Park Land Capital Projects Fund | \$ 1,997,500 | \$ - | \$ - | \$ - | \$ - | \$ 1,997,500 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | 1,997,500 | - | - | - | - | \$ 1,997,500 |
| Construction | - | - | - | - | - | \$ - |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 1,997,500 | \$ - | \$ - | \$ - | \$ - | \$ 1,997,500 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 2020 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 2020 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|----------------|-------------------|------------------|---------------------|---------------------|-------------------|---------------------|
| Comm Dev | Administration | 53,125 | 53,125 | 48,125 | 38,125 | 118,125 | \$ 310,625 |
| Comm Dev | Non-City | | | | | | |
| | Improvements | - | 17,158 | 30,000 | 30,000 | 30,000 | \$ 107,158 |
| Comm Dev | Sanitary Area | | | | | | |
| | Assessment | 68,389 | 16,348 | - | - | - | \$ 84,737 |
| Public Works | Infrastructure | - | - | 2,007,105 | 1,499,646 | 366,863 | \$ 3,873,614 |
| Total - Industrial Park Land Fund | | \$ 121,514 | \$ 86,631 | \$ 2,085,230 | \$ 1,567,771 | \$ 514,988 | \$ 4,376,134 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|-------------------|------------------|---------------------|---------------------|-------------------|---------------------|
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 17,158 | 2,037,105 | 1,529,646 | 396,863 | \$ 3,980,772 |
| Other | 121,514 | 69,473 | 48,125 | 38,125 | 118,125 | \$ 395,362 |
| Total | \$ 121,514 | \$ 86,631 | \$ 2,085,230 | \$ 1,567,771 | \$ 514,988 | \$ 4,376,134 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Roemer Road over Drainage Ditch

This structure was rehabilitated in 2010 to address immediate structural deficiencies. Based on the 2016 consultant bridge inspection and recommendation, this bridge should be scheduled for replacement in 2020. The schedule for the design is on track and will be complete by the end of 2019. This bridge design will also take into consideration updated roadway geometry to account for better truck turning movements, left turn movements and pedestrian crossing. Included in this project is utility improvements and approximately 300 feet of pavement replacement. This replacement will not receive State financial support because the current box culvert is under 20 feet in length.

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 2022. 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.

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 2022 and construction in 2023/24. We anticipate applying for design and construction funds for South Island Street in 2021 and anticipate an 80% cost share from the State if this project is selected. The State will hold the contracts on these projects.

Memorial Drive over Fox River*

The 2021 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 deck replacement and repainting of the structural steel. Future funds for design and construction will be added in 2025 and 2026 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------------|------------------|-------------------|-------------------|-------------------|---------------------|
| Public Works | | | | | | |
| Roemer Rd. over drainage ditch | 950,000 | - | - | - | - | \$ 950,000 |
| Olde Oneida St. over S. canal | - | 65,000 | 184,800 | - | - | \$ 249,800 |
| S. Island St. over Power Canal | - | - | 140,000 | 100,000 | 925,000 | \$ 1,165,000 |
| Memorial Dr. over Fox River | - | 23,000 | - | - | - | \$ 23,000 |
| Total - Public Works Capital Projects Fund | \$ 950,000 | \$ 88,000 | \$ 324,800 | \$ 100,000 | \$ 925,000 | \$ 2,387,800 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | |
|-----------------------|----------------------|------------------|-------------------|-------------------|-------------------|---------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | 50,200 | - | 103,500 | - | - | \$ 153,700 |
| Construction | 896,640 | 87,605 | 216,560 | 99,210 | 875,077 | \$ 2,175,091 |
| Other | 3,160 | 395 | 4,740 | 790 | 49,923 | \$ 59,009 |
| Total | \$ 950,000 | \$ 88,000 | \$ 324,800 | \$ 100,000 | \$ 925,000 | \$ 2,387,800 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 whether the necessary right-of-way is available.

- 2020 - Richmond St/Parkway Blvd: Raised median/push-button RRFB/ continental crosswalks/street light upgrade (\$55,000)
- 2020 - Calumet St/Kernan Av: Raised median/push-button RRFB/ continental crosswalks/street light upgrade (\$45,000)
- 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 2 school zone flashers (time of day) (\$10,000)
- 2020 - Various Locations: Pavement marking/other misc. enhancements (\$15,000)
- 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 (\$55,000)
- 2021 - Various Locations: Pavement marking/other misc. enhancements (\$15,000)
- 2022 - Memorial Dr/River Rd: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$50,000)
- 2022 - Meade St @ Trail crossing S of Apple Crk: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$25,000)
- 2022 - Ballard Rd/Milestone Dr: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$25,000)
- 2022 - Various Locations: Pavement marking/other misc. enhancements (\$15,000)
- 2023 - Badger Av / Winnebago St: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$45,000)
- 2023 - Wisconsin Av/Owaisa St: Raised median/push-button RRFB/cont. crosswalks/extend sidewalk to south (\$25,000)
- 2023 - Various Locations: Pavement marking/other misc. enhancements (\$15,000)

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 \$3500/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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------------|-------------------|-------------------|------------------|-------------|-------------------|
| Public Works Pedestrian Crossing Enhancements | 141,256 | 101,256 | 121,256 | 91,774 | - | \$ 455,540 |
| Total - Public Works Capital Projects Fund | \$ 141,256 | \$ 101,256 | \$ 121,256 | \$ 91,774 | \$ - | \$ 455,540 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------------|-------------------|-------------------|------------------|-------------|-------------------|
| Planning | - | - | - | - | - | - |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 135,000 | 95,000 | 115,000 | 85,000 | - | 430,000 |
| Other | 6,256 | 6,256 | 6,256 | 6,774 | - | 25,540 |
| Total | \$ 141,256 | \$ 101,256 | \$ 121,256 | \$ 91,774 | \$ - | \$ 455,540 |
| Operating Cost Impact | \$ 480 | \$ 240 | \$ 120 | \$ 240 | \$ - | \$ 1,080 |

CITY OF APPLETON 2020 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 2015. Our evaluation of this tariff shows that investment in this area would yield a return on investment (ROI) of 7 to 10 years in most cases.

We anticipate expending the requested funds to strategically retrofit leased and City-owned decorative street lights in 2020-2024 at a rate of approximately 300-400 fixtures per year. This project would also involve bringing street lighting photometrics into compliance as upgrades are completed.

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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Public Works LED Street Light Retrofits | 126,883 | 126,883 | 126,883 | 126,883 | 126,883 | \$ 634,415 |
| Total - Public Works Capital Projects Fund | \$ 126,883 | \$ 126,883 | \$ 126,883 | \$ 126,883 | \$ 126,883 | \$ 634,415 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | |
|------------------------------|----------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | 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 2020 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.

- 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|------------------|------------------|-------------|-------------|-------------|-------------------|
| Public Works Additional Street Lights | 77,331 | 23,331 | - | - | - | \$ 100,663 |
| Total - Public Works Capital Projects Fund | \$ 77,331 | \$ 23,331 | \$ - | \$ - | \$ - | \$ 100,663 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | |
|-----------------------|----------------------|------------------|-------------|-------------|-------------|-------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | - | - | - | - | - | - |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 76,000 | 22,000 | - | - | - | 98,000 |
| Other | 1,331 | 1,331 | - | - | - | 2,663 |
| Total | \$ 77,331 | \$ 23,331 | \$ - | \$ - | \$ - | \$ 100,663 |
| Operating Cost Impact | \$ 2,160 | \$ 3,420 | \$ - | \$ - | \$ - | \$ 5,580 |

CITY OF APPLETON 2020 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.

- 2020: Northland Av / STH 441 interchange \$20,000
- 2020: Telulah Ave overpass over STH 441: \$20,000
- 2020: 2 arterial camera locations: \$10,000
- 2020: Misc camera additions TBD \$4,000
- 2021: STH 47 / STH 441 Interchange \$20,000
- 2021: 2 arterial camera locations: \$10,000
- 2021: Misc camera additions TBD \$4,000
- 2022: 4 arterial camera locations: \$20,000
- 2022: Misc camera additions TBD \$4,000

Discussion of operating cost impact:

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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|------------------|------------------|------------------|-------------|-------------|-------------------|
| Public Works | | | | | | |
| Public Safety Camera Program | 58,428 | 38,428 | 28,428 | - | - | \$ 125,284 |
| Total - Public Works Capital Projects Fund | \$ 58,428 | \$ 38,428 | \$ 28,428 | \$ - | \$ - | \$ 125,284 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|------------------|------------------|------------------|-------------|-------------|-------------------|
| Planning | - | - | - | - | - | - |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 54,000 | 34,000 | 24,000 | - | - | 112,000 |
| Other | 4,428 | 4,428 | 4,428 | - | - | 13,284 |
| Total | \$ 58,428 | \$ 38,428 | \$ 28,428 | \$ - | \$ - | \$ 125,284 |
| Operating Cost Impact | \$ 4,000 | \$ 4,000 | \$ 5,000 | \$ - | \$ - | \$ 13,000 |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Signal Control Software and Controller Replacement Program

PROJECT DESCRIPTION

Justification:

In the traffic signal industry, the interoperability between different brands of signal controllers and centralized control software systems is extremely limited due to proprietary design and functionality. For this reason, agencies are essentially forced to sole source a certain manufacturer's products from top to bottom. The City decided to sole source its traffic signal controllers to Eagle starting in the 1970's. Following Eagle's purchase by Siemens, Siemens has been the sole-source supplier for our centralized control and monitoring software in order to ensure full interoperability with our existing controllers. Centralized control and monitoring software allows for remote access to settings, real-time diagnostics, time synchronization, real-time alerts, and a host of other functionality that is critical to operating a modern traffic signal system.

In recent years, our experience with the Siemens control software and its support has continued to decline, with an increasing number of significant operational concerns with each update, leaving us with diminished functionality, which impedes our ability to properly operate our system. More importantly, we have experienced a growing lack of attention to the issues we identify and bring to their attention and have an overall sense that their product development is falling behind industry norms. Based on this experience and the research we have done regarding other manufacturers' products, we feel it is in the City's best interest to start moving away from Siemens. Based on the same concerns we have had with Siemens, Wisconsin DOT recently did the same thing, and transitioned away from Siemens to a different manufacturer across the entire state.

With this request, we are proposing to transition to a new manufacturer for traffic signal controllers and control software. Due to the complexities associated with operating parallel systems for an extended period of time, we are proposing only a two year transition for procuring controllers and centralized control and monitoring software. Many of our existing controllers are already nearing the end of their normal life span and would be programmed for replacement in the coming years irrespective of this request. We are currently working with Wisconsin DOT and other municipalities in the Midwest to learn of their perspectives and experiences, to help us identify manufacturers and sales/technical support relationships to consider.

Discussion of operating cost impact:

Since this equipment and software will be replacements for existing equipment, no incremental operating cost impact is expected.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------|-------------------|-------------------|-------------|-------------|-------------------|
| Public Works | | | | | | |
| Traffic Controller Modernization Program | - | 155,750 | 155,750 | - | - | \$ 311,500 |
| Total - Public Works Capital Projects Fund | \$ - | \$ 155,750 | \$ 155,750 | \$ - | \$ - | \$ 311,500 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|-------------|-------------------|-------------------|-------------|-------------|-------------------|
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | - | - | - | - | - | - |
| Land Acquisition | - | - | - | - | - | - |
| Construction | - | - | - | - | - | - |
| Other | - | 155,750 | 155,750 | - | - | 311,500 |
| Total | \$ - | \$ 155,750 | \$ 155,750 | \$ - | \$ - | \$ 311,500 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Second Raw Water Line Improvements

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) serves the citizens of Appleton and wholesale customers in Grand Chute, Sherwood, and the Harrison Utilities. 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. In addition the chemical and electrical systems are in need of upgrades. 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. Additionally, the chemical, HVAC, electrical, and stormwater system will either be upgraded or replaced.

The construction phase in 2020 includes the upgrades at the lake station and maintenance to the existing 50 year old intake pipe. Upgrades include mechanical, electrical, and structural changes to the pump station. Maintenance to the existing intake includes a second valve on the raw water line to open in icing events.

The construction phase in 2021 includes the routing of a second 42" pipe from the lake station to the water plant. There is insufficient space for a second raw water pipe in the current route along Oneida Street. A 2018 study provided recommendations for land procurement, easements, and permits where necessary to support the future second raw water pipe line construction.

The construction phase in 2023 includes marine construction for a new lake intake. The intake will be located at a further distance from shore and a significant distance from the original intake. This distance will minimize the potential to have icing events occurring at both intakes simultaneously.

The indirect cost of losing the ability to serve its customers could involve claims against the City.

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|----------------------------|---------------------|---------------------|-------------|---------------------|-------------|----------------------|
| Water Utility | Lake Station Modifications | 3,600,000 | - | - | - | - | \$ 3,600,000 |
| | Supply Main | - | 7,400,000 | - | - | - | \$ 7,400,000 |
| | Lake Intake | - | - | - | 9,000,000 | - | \$ 9,000,000 |
| Total - Water Utility Capital Projects | | \$ 3,600,000 | \$ 7,400,000 | \$ - | \$ 9,000,000 | \$ - | \$ 20,000,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|-----------------------|----------------------|---------------------|-------------|---------------------|-------------|----------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 3,600,000 | 7,400,000 | - | 9,000,000 | - | \$ 20,000,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 3,600,000 | \$ 7,400,000 | \$ - | \$ 9,000,000 | \$ - | \$ 20,000,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Public Works - Reconstruction General Fund | 779,362 | 1,611,815 | 1,911,945 | 2,281,592 | 2,685,466 | \$ 9,270,180 |
| Public Works - Construction DPW Capital Projects Fund | 1,782,498 | 1,190,624 | 767,543 | - | - | \$ 3,740,665 |
| TIF # 10 | - | 207,096 | - | - | - | \$ 207,096 |
| Public Works - Construction | - | - | - | - | - | \$ - |
| Public Works - Developer Escrow Subdivision Fund | - | - | - | - | - | \$ - |
| Total - Asphalt - City | \$ 2,561,860 | \$ 3,009,535 | \$ 2,679,488 | \$ 2,281,592 | \$ 2,685,466 | \$ 13,217,940 |
| Total - Asphalt Paving Program | \$ 2,561,860 | \$ 3,009,535 | \$ 2,679,488 | \$ 2,281,592 | \$ 2,685,466 | \$ 13,217,940 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 2,164,444 | 2,709,535 | 2,389,488 | 2,041,592 | 2,445,466 | \$ 11,750,524 |
| Other | 397,416 | 300,000 | 290,000 | 240,000 | 240,000 | \$ 1,467,416 |
| Total | \$ 2,561,860 | \$ 3,009,535 | \$ 2,679,488 | \$ 2,281,592 | \$ 2,685,466 | \$ 13,217,940 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

| 2020 | Street | From | To | General Fund Asphalt | DPW Capital Projects | TIF # 10 | Total Cost |
|------------------------|-----------------|--------------|-----------------------|----------------------|----------------------|-------------|---------------------|
| Labor Pool | | | | 154,217 | 238,199 | | 392,416 |
| CEA Vehicles | | | | 44,334 | 1,416 | - | 45,750 |
| Consultant | | | | 5,000 | | | 5,000 |
| Overlay | | | | | | | |
| | Subtotal | | | - | - | - | - |
| Partial Reconstruction | Cass St | Walter Ave | cul-de-sac | 16,110 | | | 16,110 |
| | Outagamie St | Taylor St | Glendale Ave | 15,002 | | | 15,002 |
| | State St | Prospect Ave | Sixth St | 47,179 | | | 47,179 |
| | Taylor St | Nicholas St | Gillett St | 7,687 | | | 7,687 |
| | Subtotal | | | 85,978 | - | - | 85,978 |
| Total Reconstruction | Carpenter St | Fremont St | Calumet St | | 418,222 | | 418,222 |
| | Randall St | Oneida St | Meade St | | 524,900 | | 524,900 |
| | Winnebago St | Division St | Drew St | | 516,632 | | 516,632 |
| | Erb St | Michigan St | Michigan St, 130' n/o | 27,186 | | | 27,186 |
| | Harriet St | Walter Ave | Telulah Ave | 97,806 | - | | 97,806 |
| | Henry St | Werner St | Telulah Ave | | 83,129 | | 83,129 |
| | Morrison St | Hancock St | Wisconsin Ave | 303,626 | | | 303,626 |
| | Warner St | College Ave | Henry St | 61,215 | | | 61,215 |
| | Subtotal | | | 489,833 | 1,542,883 | - | 2,032,716 |
| Total Asphalt Pavement | | | | \$ 779,362 | \$ 1,782,498 | \$ - | \$ 2,561,860 |

| 2021 | Street | From | To | General Fund Asphalt | DPW Capital Projects | TIF # 10 | Total Cost |
|------------------------|-----------------|-------------|---------------------|----------------------|----------------------|-------------------|---------------------|
| Labor Pool | | | | 235,000 | 50,000 | 10,000 | 295,000 |
| CEA | | | | 39,781 | 27,455 | 26,301 | 93,537 |
| Consultant | | | | 5,000 | | | 5,000 |
| Overlay | | | | | | | |
| | Subtotal | | | - | - | - | - |
| Partial Reconstruction | College Avenue: | | | | | | |
| | Frontage Rd | Lilas Dr | Lynndale Dr | | | 58,637 | 58,637 |
| | Frontage Rd | Lynndale Dr | Perkins St | | | 61,227 | 61,227 |
| | Frontage Rd | Perkins St | Woods Edge Dr (e/o) | | | 50,931 | 50,931 |
| | Coop Rd | Midway Rd | Lorna Lane | - | 195,381 | - | 195,381 |
| | Subtotal | | | - | 195,381 | 170,795 | 366,176 |
| Total Reconstruction | Harris St | Badger Ave | Richmond St | | 485,754 | | 485,754 |
| | Jackson St | Calumet St | Fremont St | | 432,034 | | 432,034 |
| | Douglas St | Reid Dr | Prospect Ave | 166,574 | | | 166,574 |
| | Madison St | Calumet St | Taft Ave | 310,653 | | | 310,653 |
| | Minor St | Meade St | Rankin St | 114,230 | | | 114,230 |
| | Summer St | Gillett St | Story St | 472,981 | | | 472,981 |
| | Summer St | Story St | Richmond St | 267,596 | | | 267,596 |
| | Subtotal | | | 1,332,034 | 917,788 | - | 2,249,822 |
| Total Asphalt Pavement | | | | \$ 1,611,815 | \$ 1,190,624 | \$ 207,096 | \$ 3,009,535 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

| 2022 | Street | From | To | General Fund Asphalt | DPW Capital Projects | Total Cost |
|------------------------|-----------------|---------------|---------------|----------------------|----------------------|---------------------|
| Labor Pool | | | | 235,000 | 50,000 | 285,000 |
| CEA | | | | 50,564 | 20,846 | 71,410 |
| Consultant | | | | 5,000 | | 5,000 |
| Overlay | | | | - | | |
| | Subtotal | | | - | - | - |
| Partial Reconstruction | Candee St | College Ave | cul-de-sac | 15,189 | | 15,189 |
| | Park Ave | Washington St | Franklin St | 11,776 | | 11,776 |
| | Subtotal | | | 26,965 | - | 26,965 |
| Total Reconstruction | Alvin St | Wisconsin Ave | Marquette St | | 696,697 | 696,697 |
| | Douglas St | Badger Ave | Wisconsin Ave | 288,623 | | 288,623 |
| | Elsie St | Mason St | Richmond St | 552,842 | | 552,842 |
| | Morrison St | Wisconsin Ave | Glendale Ave | 554,515 | | 554,515 |
| | Opechee St | Leminwah St | Owaissa St | 89,705 | | 89,705 |
| | Owaissa St | Opechee St | Pacific St | 108,732 | | 108,732 |
| | Subtotal | | | 1,594,416 | 696,697 | 2,291,113 |
| Total Asphalt Pavement | | | | \$ 1,911,945 | \$ 767,543 | \$ 2,679,488 |

| 2023 | Street | From | To | General Fund Asphalt | Capital Projects | Total Cost |
|------------------------|-----------------|---------------|--------------|----------------------|------------------|---------------------|
| Labor Pool | | | | 235,000 | | 235,000 |
| CEA | | | | 78,224 | | 78,224 |
| Consultant | | | | 5,000 | | 5,000 |
| Overlay | | | | - | | |
| | Subtotal | | | - | | - |
| Partial Reconstruction | Division St | Lindbergh St | Michigan St | 17,431 | | 17,431 |
| | Gillett St | Marquette St | Lindbergh St | 12,614 | | 12,614 |
| | Lindbergh St | Erb St | Appleton St | 70,505 | | 70,505 |
| | Marquette St | Mason St | Richmond St | 76,510 | | 76,510 |
| | Michigan St | Division St | Appleton St | 27,557 | | 27,557 |
| | Pershing St | Morrison St | Meade St | 66,577 | | 66,577 |
| | Subtotal | | | 271,195 | - | 271,195 |
| Total Reconstruction | Alice St | Drew St | Union St | 136,442 | | 136,442 |
| | Bartell Dr | Prospect Ave | Pine St | 237,506 | | 237,506 |
| | Bates St | Dunlap St | Pacific St | 53,714 | | 53,714 |
| | Dunlap St | Bates St | Pacific St | 46,891 | | 46,891 |
| | Fourth St | Story St | Memorial Dr | 298,486 | | 298,486 |
| | Locust St | Washington St | Franklin St | 102,327 | | 102,327 |
| | Maplecrest Dr | Foster St | Calumet St | 101,713 | | 101,713 |
| | Summer St | Richmond St | Oneida St | 557,117 | | 557,117 |
| | Summit St | Prospect Ave | Fourth St | 157,977 | | 157,977 |
| | Subtotal | | | 1,692,173 | - | 1,692,173 |
| Total Asphalt Pavement | | | | \$ 2,281,592 | \$ - | \$ 2,281,592 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

| 2024 | Street | From | To | General Fund Asphalt |
|------------------------|-----------------|--------------|---------------------|-----------------------------|
| Labor Pool | | | | 235,000 |
| CEA | | | | 86,933 |
| Consultant | | | | 5,000 |
| Overlay | | | | - |
| | Subtotal | | | - |
| Partial Reconstruction | Alexander St | Melrose St | Marquette St | 32,181 |
| | Byrd St | Alexander St | Bay St | 28,011 |
| | Dewey St | Kernan Ave | Walden Ave | 13,563 |
| | Helen St | Pauline St | Glendale Ave | 28,951 |
| | Hycrest Dr | Reid Dr | Cedar St | 14,297 |
| | Jardin St | Leminwah St | Plateau St, east of | 25,309 |
| | Kamps Ave | Gillett St | Outagamie St | 9,481 |
| | Kamps Ave | Nicholas St | Gillett St | 8,277 |
| | Marion St | Walden Ave | Telulah Ave | 13,621 |
| | Plateau St | Jardin St | Wisconsin Ave | 15,795 |
| | Reinke Ct | Kernan Ave | cul-de-sac | 10,420 |
| | Tracy St | Walden Ave | Telulah Ave | 13,563 |
| | Subtotal | | | 213,469 |
| Total Reconstruction | Bell Avenue | Summit St | Richmond St | 384,562 |
| | Driscoll St | Prospect Ave | WI Central RR | 298,467 |
| | Morrison St | Glendale Ave | Pershing St | 313,686 |
| | Oklahoma St | Mason St | Richmond St | 574,796 |
| | Outagamie St | College Ave | Packard St | 318,469 |
| | Rankin St | Alton St | Alton St, s/o | 43,312 |
| | Rankin St | College Ave | Alton St | 67,449 |
| | Summit St | Packard St | Elsie St | 144,323 |
| | Subtotal | | | 2,145,064 |
| Total Asphalt Pavement | | | | \$ 2,685,466 |

CITY OF APPLETON 2020 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Public Works - Reconstruction General Fund | 482,154 | 111,000 | 541,323 | 233,000 | 193,000 | \$ 1,560,477 |
| Public Works - Construction DPW Capital Projects Fund | 3,148,236 | 5,753,942 | 4,590,654 | 5,814,322 | 7,152,573 | \$ 26,459,727 |
| TIF # 11 | - | 2,204,076 | - | - | - | \$ 2,204,076 |
| Public Works - Construction | 620,408 | 443,032 | 747,565 | 5,000 | 5,000 | \$ 1,821,005 |
| Public Works - Developer Funded Subdivision Fund | - | 540,211 | - | - | - | \$ 540,211 |
| | 620,408 | 983,243 | 747,565 | 5,000 | 5,000 | \$ 2,361,216 |
| Total - Concrete - City | \$ 4,250,798 | \$ 8,512,050 | \$ 5,879,542 | \$ 6,052,322 | \$ 7,350,573 | \$ 32,045,285 |
| Total - Concrete Paving Program | \$ 4,250,798 | \$ 9,052,261 | \$ 5,879,542 | \$ 6,052,322 | \$ 7,350,573 | \$ 32,585,496 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Design | 12,000 | 40,000 | 90,000 | 65,000 | 90,000 | \$ 297,000 |
| Land Acquisition | 175,000 | 25,000 | 25,000 | 115,000 | 50,000 | \$ 390,000 |
| Construction | 3,644,270 | 8,138,050 | 5,498,542 | 5,606,322 | 6,944,573 | \$ 29,831,757 |
| Other | 419,528 | 309,000 | 266,000 | 266,000 | 266,000 | \$ 1,526,528 |
| Total | \$ 4,250,798 | \$ 8,512,050 | \$ 5,879,542 | \$ 6,052,322 | \$ 7,350,573 | \$ 32,045,285 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2020 | Street | From | To | General Fund | DPW Capital Projects | Subdivision Fund | Total Cost |
|--|--|------------------------|----------------------------------|-------------------|----------------------|-------------------|---------------------|
| Labor Pool | | | | 49,454 | 210,928 | 107,196 | 367,578 |
| CEA | | | | 3,200 | 37,750 | 11,000 | 51,950 |
| Land | Lightning Dr | Edgewood Dr , 500' n/o | Baldeagle Dr | - | 150,000 | | 150,000 |
| | Misc Land acquisition for street projects | | | 25,000 | | | 25,000 |
| | Subtotal | | | 25,000 | 150,000 | - | 175,000 |
| Design | Material Testing | | | 10,000 | | 5,000 | 15,000 |
| | Misc Consultant design | | | 25,000 | | - | 25,000 |
| | Northland Ave ("OO") at Oneida, Ballard & Roemer | | Turn Alignment & Signal (design) | 50,000 | | | 50,000 |
| | On-Call Ped / Bike services consultant | | | 12,000 | | | 12,000 |
| | Subtotal | | | 97,000 | - | 5,000 | 102,000 |
| New Concrete (New Subdivisions Escrowed) | | | | | | | |
| | Subtotal | | | - | - | - | - |
| New Concrete (New Subdivisions non escrowed) | Mackville Rd | Ballard Rd | Purdy Pkwy | | | 60,526 | 60,526 |
| | Purdy Pkwy | Tiburon Ln | Mackville Rd | | | 436,686 | 436,686 |
| | Subtotal | | | - | - | 497,212 | 497,212 |
| New Concrete (Not in New Subdivisions) | | | | | | | - |
| | Subtotal | | | - | - | - | - |
| New Concrete (TIF) | | | | | | | - |
| | Subtotal | | | - | - | - | - |
| Reconstruction | Carpenter St | Calumet St | Taft Ave | - | 586,016 | | 586,016 |
| | Prospect Ave | Bartell Dr | Haskell St | - | 1,226,285 | | 1,226,285 |
| | Prospect Ave (CTH BB) | Seminole Dr | Bartell Dr | - | 745,554 | | 745,554 |
| | College Ave | crosswalks | 5 intersections - 10 crossings | 307,500 | - | | 307,500 |
| | Opechee St | Leminwah St | w/o | | 31,581 | | 31,581 |
| | Opechee St | Pacific St | Pacific St, w/o | | 41,922 | | 41,922 |
| | Wisconsin Ave | at Mason | left turn modifications | | 118,200 | | 118,200 |
| | Subtotal | | | 307,500 | 2,749,558 | - | 3,057,058 |
| Total Concrete Paving | | | | \$ 482,154 | \$ 3,148,236 | \$ 620,408 | \$ 4,250,798 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2021 | Street | From | To | General Fund | DPW Capital Projects | TIF # 11 | Subdivision Fund | Total Cost | Developer Escrow Account |
|--|---|---------------|-------------------------|-------------------|----------------------|---------------------|-------------------|---------------------|--------------------------|
| Labor Pool | | | | 50,000 | 200,000 | 50,000 | | 300,000 | |
| CEA | | | | 1,000 | 8,000 | | | 9,000 | |
| Land | | | | | | | | - | |
| | Misc Land acquisition for street projects | | | 25,000 | | | | 25,000 | |
| | Subtotal | | | 25,000 | | | - | 25,000 | |
| Design | | | | | | | | | |
| | Material Testing | | | 10,000 | | | 5,000 | 15,000 | |
| | Misc Consultant design | | | 25,000 | | | | 25,000 | |
| | Subtotal | | | 35,000 | | | 5,000 | 40,000 | |
| New Concrete (New Subdivisions Escrowed) | | | | | | | | | |
| | Headwall Circle | Canyon Lane | Kurey Rd | | | | | | 292,025 |
| | Werner Rd | Kurey Rd | Kurey Rd (1000' e/o) | | | | | | 248,186 |
| | Subtotal | | | - | - | - | - | - | 540,211 |
| New Concrete (New Subdivisions non escrowed) | | | | | | | | | |
| | Downs Ridge | Tiburon Dr | Purdy Pkwy | | | | 153,808 | 153,808 | |
| | Grinnell Ct | Werner Rd | cul-de-sac | | | | 107,621 | 107,621 | |
| | Thomas Ct | Purdy Pkwy | cul-de-sac | | | | 72,028 | 72,028 | |
| | Trinity Ct | Downs Ridge | cul-de-sac | | | | 104,575 | 104,575 | |
| | Subtotal | | | - | | | 438,032 | 438,032 | |
| New Concrete (Not in New Subdivisions) | | | | | | | | | |
| | Subtotal | | | - | | | - | - | |
| New Concrete (TIF) | | | | | | | | | |
| | Subtotal | | | - | | | - | - | |
| Reconstruction | | | | | | | | | |
| | Alley s/o College Ave | Mason St | Spruce St | - | 63,967 | | | 63,967 | |
| | Alley s/o College Ave | Spruce St | Summit St | - | 64,689 | | | 64,689 | |
| | Alley s/o College Ave | Summit St | Story St | | 64,256 | | | 64,256 | |
| | Alley s/o College Ave | Walnut St | Lawrence St | | 105,422 | | | 105,422 | |
| | Alvin St | Evergreen Dr | cul-de-sac | | 212,345 | | | 212,345 | |
| | Glendale Ave | Mason St | Richmond St | | 1,021,504 | | | 1,021,504 | |
| | Newberry St | Schaefer St | city limits | | 1,908,100 | | | 1,908,100 | |
| | Northland Ave ("OO") | at Ballard Rd | left turn modifications | | 353,150 | | | 353,150 | |
| | Northland Ave ("OO") | at Oneida St | left turn modifications | | 310,650 | | | 310,650 | |
| | Northland Ave ("OO") | at Roemer Rd | left turn modifications | | 342,150 | | | 342,150 | |
| | Valley Road | Chain Dr | Forestview Dr | | 1,099,709 | | | 1,099,709 | |
| | Durkee St | Lawrence St | College Ave | | | 253,196 | | 253,196 | |
| | Durkee St | Lawrence St | s/o Lawrence St | | | 228,196 | | 228,196 | |
| | Lawrence St | Appleton St | Morrison St | | | 447,014 | | 447,014 | |
| | Lawrence St | Morrison St | Durkee St | | | 281,566 | | 281,566 | |
| | Morrison St | Lawrence St | College Ave | | | 261,201 | | 261,201 | |
| | Morrison St | Lawrence St | s/o Lawrence St | | | 201,511 | | 201,511 | |
| | Oneida St | Lawrence St | College Ave | - | | 253,196 | | 253,196 | |
| | Oneida St | Lawrence St | s/o Lawrence St | - | | 228,196 | | 228,196 | |
| | Subtotal | | | - | 5,545,942 | 2,154,076 | - | 7,700,018 | - |
| Total Concrete Paving | | | | \$ 111,000 | \$ 5,753,942 | \$ 2,204,076 | \$ 443,032 | \$ 8,512,050 | \$ 540,211 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2022 | Street | From | To | General Fund | DPW Capital Projects | Subdivision Fund | Total Cost |
|--|---|---------------------|-----------------------------------|-------------------|----------------------|-------------------|---------------------|
| Labor Pool | | | | 50,000 | 200,000 | | 250,000 |
| CEA | | | | 8,000 | 8,000 | | 16,000 |
| Land | | | | | | | - |
| | Misc Land acquisition for street projects | | | 25,000 | | | 25,000 |
| | Subtotal | | | 25,000 | - | - | 25,000 |
| Design | | | | | | | - |
| | Material Testing | | | 10,000 | | 5,000 | 15,000 |
| | Midway Rd | at Eisenhower Dr | roundabout (design) | 50,000 | | | 50,000 |
| | Misc Consultant design | | | 25,000 | | | 25,000 |
| | Subtotal | | | 85,000 | - | 5,000 | 90,000 |
| New Concrete (New Subdivisions non escrowed) | | | | | | | |
| | Amethyst Dr | Providence Ave | Aquamarine Dr | | | 249,084 | 249,084 |
| | Bluetopaz Dr | Providence Ave | Calmes Dr | | | 93,205 | 93,205 |
| | Tiburon La | Applehill Blvd | Downs Ridge | | | 173,748 | 173,748 |
| | Tiburon La | Downs Ridge | Purdy Pkwy | | | 226,528 | 226,528 |
| | Subtotal | | | - | - | 742,565 | 742,565 |
| New Concrete (Not in New Subdivisions) | | | | | | | |
| | Cherryvale Ave | Applecreek corridor | south city limits | 373,323 | | | 373,323 |
| | Eisenhower Dr | Future Road G | Midway Rd, part of new roundabout | - | 169,140 | | 169,140 |
| | Providence Ave | Edgewood Dr | Amethyst Dr | - | 127,910 | | 127,910 |
| | Subtotal | | | 373,323 | 297,050 | - | 670,373 |
| New Concrete (TIF) | | | | | | | |
| | Subtotal | | | - | - | - | - |
| Reconstruction | | | | | | | |
| | Appleton St | College Ave | Atlantic St | - | 1,276,910 | | 1,276,910 |
| | Atlantic St | Oneida St | Lawe St | - | 768,150 | | 768,150 |
| | Lawrence St | Walnut St | Elm St | - | 198,044 | | 198,044 |
| | Linwood Ave | College Ave | Summer St | - | 1,396,508 | | 1,396,508 |
| | Meade St | Pacific St | Commercial St | - | 445,992 | | 445,992 |
| | Subtotal | | | - | 4,085,604 | - | 4,085,604 |
| Total Concrete Paving | | | | \$ 541,323 | \$ 4,590,654 | \$ 747,565 | \$ 5,879,542 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2023 | Street | From | To | General Fund | DPW Capital Projects | Subdivision Fund | Total Cost |
|--|--|--------------------------|-----------------------------------|-------------------|----------------------|------------------|---------------------|
| Labor Pool | | | | 50,000 | 200,000 | | 250,000 |
| CEA | | | | 8,000 | 8,000 | | 16,000 |
| Land | Midway Rd | at Eisenhower Dr | roundabout (land acq) | 40,000 | | | 40,000 |
| | Misc Land acquisition for street projects | | | 75,000 | | | 75,000 |
| | Subtotal | | | 115,000 | - | - | 115,000 |
| Design | | | | | | | - |
| | Edgewood Dr (CTH JJ) | Lightning Dr (Design) | French Rd | 50,000 | | | 50,000 |
| | Material Testing | | | 10,000 | | 5,000 | 15,000 |
| | Subtotal | | | 60,000 | - | 5,000 | 65,000 |
| New Concrete (New Subdivisions non escrowed) | | | | | | | - |
| | Subtotal | | | - | - | - | - |
| New Concrete (Not in New Subdivisions) | | | | | | | - |
| | French Rd | Evergreen Dr | Edgewood Dr (CTH JJ) 500' s/o | - | 1,443,920 | | 1,443,920 |
| | Midway Rd | Eisenhower Dr (500' e/o) | Coop Rd (500' e/o) new roundabout | - | 601,388 | | 601,388 |
| | Includes County portion of Midway Rd construction to be reimbursed \$342,318 | | | | | | - |
| | Subtotal | | | - | 2,045,308 | - | 2,045,308 |
| New Concrete (TIF) | | | | | | | - |
| | Subtotal | | | - | - | - | - |
| Reconstruction | | | | | | | - |
| | Badger Ave | Spencer St | Pierce Ave | - | 534,377 | | 534,377 |
| | Badger Ave | Washington St | Mason St | - | 637,915 | | 637,915 |
| | Durkee St | College Ave | Washington St | - | 177,208 | | 177,208 |
| | Fourth St | Outagamie St | Mason St | - | 158,118 | | 158,118 |
| | Lawe St | College Ave | Spring St | - | 1,389,763 | | 1,389,763 |
| | Locust St | College Ave | Washington St | - | 141,906 | | 141,906 |
| | Morrison St | College Ave | Washington St | - | 177,208 | | 177,208 |
| | Washington St | Bennett St | Richmond St | - | 344,519 | | 344,519 |
| | Subtotal | | | - | 3,561,014 | - | 3,561,014 |
| Total Concrete Paving | | | | \$ 233,000 | \$ 5,814,322 | \$ 5,000 | \$ 6,052,322 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2024 | Street | From | To | General Fund | DPW Capital Projects | Subdivision Fund | Total Cost |
|--|--|---------------------------------|---------------------------|-------------------|----------------------|------------------|---------------------|
| Labor Pool | | | | 50,000 | 200,000 | | 250,000 |
| CEA | | | | 8,000 | 8,000 | | 16,000 |
| Land | | | | | | | - |
| | Misc Land acquisition for street projects | | | 50,000 | | | 50,000 |
| | Subtotal | | | 50,000 | - | - | 50,000 |
| Design | | | | | | | - |
| | Ballard Rd | Edgewood Dr - 400' n/o (Design) | Apple Creek Rd - 300' n/o | 25,000 | | | 25,000 |
| | Edgewood Dr (CTH JJ) | Lightning Dr (Design) | French Rd | 50,000 | | | 50,000 |
| | Material Testing | | | 10,000 | | 5,000 | 15,000 |
| | Subtotal | | | 85,000 | - | 5,000 | 90,000 |
| New Concrete (New Subdivisions non escrowed) | | | | | | | - |
| | Subtotal | | | - | - | - | - |
| New Concrete (Not in New Subdivisions) | | | | | | | - |
| | Midway Rd | Eisenhower Dr (500' w/o) | Eisenhower Dr (500' e/o) | | 842,619 | | 842,619 |
| | 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) | | 925,046 | | 925,046 |
| | Includes County portion of Midway Rd construction to be reimbursed \$567,318 | | | | | | |
| | Midway Rd | Plank Rd | Lake Park Rd | | 715,901 | | 715,901 |
| | Includes County portion of Midway Rd construction to be reimbursed \$437,710 | | | | | | |
| | Quest Dr | Milis Dr | Midway Rd | | 283,064 | | 283,064 |
| | Quest Dr | Plank Rd | Vantage Dr | | 308,884 | | 308,884 |
| | Quest Dr | Vantage Dr | Milis Dr | | 262,654 | | 262,654 |
| | Subtotal | | | - | 3,338,168 | - | 3,338,168 |
| New Concrete (TIF) | | | | | | | - |
| | Subtotal | | | - | - | - | - |
| Reconstruction | | | | | | | - |
| | Alliance Dr | Vantage Dr | Milis Dr | | 358,439 | | 358,439 |
| | Glendale Ave | Meade St | Ballard Rd | | 2,136,219 | | 2,136,219 |
| | Glendale Ave | Roemer Rd | Sandra St | | 1,111,747 | | 1,111,747 |
| | Subtotal | | | - | 3,606,405 | - | 3,606,405 |
| Total Concrete Paving | | | | \$ 193,000 | \$ 7,152,573 | \$ 5,000 | \$ 7,350,573 |

CITY OF APPLETON 2020 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|---------------------|-------------------|-------------------|-------------------|-------------|---------------------|
| Public Works - Grade & Gravel General Fund | - | 124,035 | 415,145 | 449,756 | - | \$ 988,936 |
| Public Works - Grade & Gravel DPW Capital Projects Fund | 1,238,045 | 311,253 | - | - | - | \$ 1,549,298 |
| Public Works - Grade & Gravel New Subdivision | - | 195,544 | - | - | - | \$ 195,544 |
| Total - Grade & Gravel - City | \$ 1,238,045 | \$ 630,832 | \$ 415,145 | \$ 449,756 | \$ - | \$ 2,733,778 |
| Total - Grade & Gravel Program | \$ 1,238,045 | \$ 630,832 | \$ 415,145 | \$ 449,756 | \$ - | \$ 2,733,778 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|---------------------|-------------------|-------------------|-------------------|-------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,238,045 | 630,832 | 415,145 | 449,756 | - | \$ 2,733,778 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 1,238,045 | \$ 630,832 | \$ 415,145 | \$ 449,756 | \$ - | \$ 2,733,778 |
| Operating Cost Impact | N/Q* | N/Q* | N/Q* | N/Q* | N/Q* | N/Q* |

* N/Q = Not Quantifiable

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

| 2020 | Street | From | To | General Fund | Capital Projects | Subdivision Fund | Total Cost |
|---|------------------------------|--------------------------|-----------------------|--------------|------------------|------------------|----------------|
| Labor Pool CEA | | | | - | - | | - |
| Grade & Gravel | Haymeadow Ave | Bluewater Way | Spartan Ave | - | 134,317 | | 134,317 |
| | Northside Rd future | TBD | TBD | - | 287,000 | | 287,000 |
| | Sommers Dr | Spartan Ave, 100' s/o | Spartan Ave, 400' n/o | - | 71,056 | | 71,056 |
| | Spartan Dr | Trico east property line | Haymeadow Ave | - | 281,222 | | 281,222 |
| | Subtotal | | | - | 773,595 | - | 773,595 |
| Temporary Surface Following Grade & Gravel | Apple Ridge 1b Harrier Ct | Osprey Dr | cul-de-sac | - | 12,600 | | 12,600 |
| | Apple Ridge 1b Harrier Ln | Osprey Dr | 500' e/o Osprey Dr | - | 20,533 | | 20,533 |
| | Apple Ridge 1b Osprey Dr | Harrier Way | Baldeagle Dr | - | 90,347 | | 90,347 |
| | Apple Ridge 2 - Baldeagle Dr | Osprey Dr | Lightning Dr | - | 102,927 | | 102,927 |
| | Apple Ridge 2 - Harrier Ln | Unnamed Rd, w/o | Unnamed Rd | - | 15,660 | | 15,660 |
| | Apple Ridge 2 - unnamed rd | Baldeagle Dr | Baldeagle Dr | - | 64,280 | | 64,280 |
| | Haymeadow Ave | Bluewater Way | Spartan Ave | - | 40,537 | | 40,537 |
| | Sommers Dr | Spartan Ave, 100' s/o | Spartan Ave, 400' n/o | - | 23,933 | | 23,933 |
| | Spartan Dr | Trico east property line | Haymeadow Ave | - | 93,633 | | 93,633 |
| | Subtotal | | | - | 464,450 | - | 464,450 |
| Total | | | | \$ - | \$ 1,238,045 | \$ - | \$ 1,238,045 |

| 2021 | Street | From | To | General Fund | Capital Projects | Subdivision Fund | Total Cost |
|------------------------|-----------------------------------|------------------|-------------------------|----------------|------------------|------------------|----------------|
| Labor Pool CEA | | | | 19,804 | 19,804 | 8,102 | 47,710 |
| Grade & Gravel | Spartan Dr | Haymeadow Ave | Haymeadow Ave, 900' e/o | | | 136,000 | 136,000 |
| | Subtotal | | | - | - | 136,000 | 136,000 |
| Temp Surface after G&G | North Edgewood Estates 2nd access | | | 104,231 | - | | 104,231 |
| | N Edge Estates 2 - Rubyred Dr | Yosemite Ln, w/o | Sequoia Dr, e/o | - | 78,873 | | 78,873 |
| | N Edge Estates 2 - Sequoia Dr | Rubyred Dr, s/o | Zion Ln, n/o | - | 67,029 | | 67,029 |
| | N Edge Estates 2 - Teton Ln | Unnamed Rd | Sequoia Dr | - | 27,775 | | 27,775 |
| | N Edge Estates 2 - Unnamed Rd | | | - | 47,413 | | 47,413 |
| | N Edge Estates 2 - Yosemite Ln | Rubyred Dr | Zion Ln | - | 36,164 | | 36,164 |
| | N Edge Estates 2 - Zion Ct | Sequoia Dr | cul-de-sac | - | 9,852 | | 9,852 |
| | N Edge Estates 2 - Zion Ln | Yosemite Ln | Sequoia Dr | - | 24,343 | | 24,343 |
| | Spartan Dr | Haymeadow Ave | Haymeadow Ave, 900' e/o | | | 51,442 | 51,442 |
| | Subtotal | | | 104,231 | 291,449 | 51,442 | 447,122 |
| Total | | | | \$ 124,035 | \$ 311,253 | \$ 195,544 | \$ 630,832 |

| 2022 | Street | From | To | General Fund | Capital Projects | Subdivision Fund | Total Cost |
|------------------------|---------------------------------|---------------------|----------|----------------|------------------|------------------|----------------|
| Labor Pool CEA | | | | 21,561 | - | - | 21,561 |
| Grade & Gravel | Spartan Dr | Haymeadow, 900' e/o | Meade St | 278,706 | - | - | 278,706 |
| | Subtotal | | | 278,706 | - | - | 278,706 |
| Temp Surface after G&G | Apple Ridge Subdivision Phase 3 | | | 24,844 | - | - | 24,844 |
| | Spartan Dr | Haymeadow, 900' e/o | Meade St | 90,034 | - | - | 90,034 |
| | Subtotal | | | 114,878 | - | - | 114,878 |
| Total | | | | \$ 415,145 | \$ - | \$ - | \$ 415,145 |

| 2023 | Street | From | To | General Fund | Capital Projects | Subdivision Fund | Total Cost |
|------------------------|-----------------|------------------------|--------------|----------------|------------------|------------------|----------------|
| Labor Pool | | | | | | | |
| Grade & Gravel | Lightning Dr | Edgewood Dr, (600' n/o | Baldeagle Dr | 449,756 | - | - | 449,756 |
| | Subtotal | | | 449,756 | - | - | 449,756 |
| Temp Surface after G&G | | | | - | - | - | - |
| | Subtotal | | | - | - | - | - |
| Total | | | | \$ 449,756 | \$ - | \$ - | \$ 449,756 |

| 2024 | Street | From | To | General Fund | Capital Projects | Subdivision Fund | Total Cost |
|------------------------|-----------------|------|----|--------------|------------------|------------------|------------|
| Labor Pool | | | | | | | |
| Grade & Gravel | | | | | | | |
| | Subtotal | | | - | - | - | - |
| Temp Surface after G&G | | | | | | | |
| | Subtotal | | | - | - | - | - |
| Total | | | | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Public Works Reconstruction General Fund | 497,039 | 718,076 | 792,650 | 879,453 | 912,765 | \$ 3,799,983 |
| Public Works Construction DPW Capital Projects Fund | 545,143 | 564,821 | 1,005,868 | 451,280 | 394,801 | \$ 2,961,913 |
| TIF # 11 | - | 111,350 | - | - | - | \$ 111,350 |
| Public Works Construction Subdivisions | 119,075 | 79,174 | 120,424 | 10,000 | 10,000 | \$ 338,673 |
| Total - Sidewalk - City | \$ 1,161,257 | \$ 1,473,421 | \$ 1,918,942 | \$ 1,340,733 | \$ 1,317,566 | \$ 7,211,919 |
| Total - Sidewalk Program | \$ 1,161,257 | \$ 1,473,421 | \$ 1,918,942 | \$ 1,340,733 | \$ 1,317,566 | \$ 7,211,919 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,133,311 | 1,367,535 | 1,813,056 | 1,242,671 | 1,222,504 | \$ 6,779,077 |
| Other | 27,946 | 105,886 | 105,886 | 98,062 | 95,062 | \$ 432,842 |
| Total | \$ 1,161,257 | \$ 1,473,421 | \$ 1,918,942 | \$ 1,340,733 | \$ 1,317,566 | \$ 7,211,919 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program**

| 2020 | General Fund | DPW Capital Projects Fund | TIF # 11 | Subdivision Fund | Total Cost |
|------------------------------|-------------------|---------------------------|-------------|-------------------|---------------------|
| Labor Pool | 26,946 | | | - | 26,946 |
| CEA | 1,000 | | | - | 1,000 |
| 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 | - | 325,520 | | | 325,520 |
| Reconstruction - Asphalt | 99,093 | 219,623 | | | 318,716 |
| Subtotal | 469,093 | 545,143 | | | 1,014,236 |
| New Sidewalk Construction | | | | | |
| New Concrete | - | | | | - |
| New Subdivision | | | | 69,075 | 69,075 |
| New Subdivision - 6 Month | | | | 10,000 | 10,000 |
| Apple Ridge sidepath contrib | | | | 40,000 | 40,000 |
| Subtotal | - | - | | 119,075 | 119,075 |
| Total | \$ 497,039 | \$ 545,143 | \$ - | \$ 119,075 | \$ 1,161,257 |

| 2023 | General Fund | DPW Capital Projects Fund | TIF # 11 | Subdivision Fund | Total Cost |
|---------------------------|-------------------|---------------------------|-------------|------------------|---------------------|
| Labor Pool | 98,062 | | | | 98,062 |
| 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 | - | 237,780 | | | 237,780 |
| Reconstruction - Asphalt | 408,391 | | | | 408,391 |
| Subtotal | 778,391 | 237,780 | | | 1,016,171 |
| New Sidewalk Construction | | | | | |
| New Concrete | - | 213,500 | | | 213,500 |
| New Subdivision | | | | | - |
| New Subdivision - 6 Month | | | | 10,000 | 10,000 |
| Arterial Street | | | | | - |
| Subtotal | - | 213,500 | | 10,000 | 223,500 |
| Total | \$ 879,453 | \$ 451,280 | \$ - | \$ 10,000 | \$ 1,340,733 |

| 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 | - | 412,977 | 111,350 | | 524,327 |
| Reconstruction - Asphalt | 220,014 | 151,844 | | | 371,858 |
| Subtotal | 590,014 | 564,821 | 111,350 | | 1,266,185 |
| New Sidewalk Construction | | | | | |
| New Concrete | - | | | | - |
| New Subdivision | - | | | 55,350 | 55,350 |
| New Subdivision - 6 Month | - | | | 10,000 | 10,000 |
| Arterial Street | 30,000 | | | | 30,000 |
| Subtotal | 30,000 | - | - | 65,350 | 95,350 |
| Total | \$ 718,076 | \$ 564,821 | \$ 111,350 | \$ 79,174 | \$ 1,473,421 |

| 2024 | General Fund | DPW Capital Projects Fund | TIF # 11 | 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 | - | 291,091 | | | 291,091 |
| Reconstruction - Asphalt | 444,703 | | | | 444,703 |
| Subtotal | 814,703 | 291,091 | | | 1,105,794 |
| New Sidewalk Construction | | | | | |
| New Concrete | - | 103,710 | | | 103,710 |
| New Subdivision | - | | | | - |
| New Subdivision - 6 Month | - | | | 10,000 | 10,000 |
| Arterial Street | - | | | | - |
| Subtotal | - | 103,710 | | 10,000 | 113,710 |
| Total | \$ 912,765 | \$ 394,801 | \$ - | \$ 10,000 | \$ 1,317,566 |

| 2022 | 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 | - | 276,575 | | | 276,575 |
| Reconstruction - Asphalt | 255,068 | 113,118 | | | 368,186 |
| Subtotal | 625,068 | 389,693 | | | 1,014,761 |
| New Sidewalk Construction | | | | | |
| New Concrete | 69,520 | 616,175 | | | 685,695 |
| New Subdivision | - | | | 96,600 | 96,600 |
| New Subdivision - 6 Month | - | | | 10,000 | 10,000 |
| Arterial Street | - | | | | - |
| Subtotal | 69,520 | 616,175 | | 106,600 | 792,295 |
| Total | \$ 792,650 | \$ 1,005,868 | \$ - | \$ 120,424 | \$ 1,918,942 |

CITY OF APPLETON 2020 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Stormwater Reconstruction Stormwater Utility | 5,864,634 | 3,688,007 | 4,307,430 | 7,737,608 | 4,253,152 | \$ 25,850,831 |
| Stormwater Construction TIF # 11 | - | - | - | - | - | \$ - |
| Total - Stormwater Program | \$ 5,864,634 | \$ 3,688,007 | \$ 4,307,430 | \$ 7,737,608 | \$ 4,253,152 | \$ 25,850,831 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Planning | 30,000 | 90,000 | 475,000 | - | 565,000 | \$ 1,160,000 |
| Land Acquisition | 200,000 | - | - | - | 320,000 | \$ 520,000 |
| Construction | 5,348,883 | 3,323,007 | 3,569,940 | 7,479,108 | 3,109,652 | \$ 22,830,590 |
| Other | 285,751 | 275,000 | 262,490 | 258,500 | 258,500 | \$ 1,340,241 |
| Total | \$ 5,864,634 | \$ 3,688,007 | \$ 4,307,430 | \$ 7,737,608 | \$ 4,253,152 | \$ 25,850,831 |
| Operating Cost Impact | - | - | - | - | - | - |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2020 | Street | From | To | Storm-water Utility |
|---|---|----------------------------|-------------------------------|---------------------|
| Labor Pool | | | | 279,851 |
| CEA | | | | 5,900 |
| Consulting Services | Bluff Site SWMP | Stormwater Management Plan | | 40,000 |
| | Construction Grant Applications | | | 10,000 |
| | Construction Services | | | 75,000 |
| | Edgewood Dr (CTH JJ) urbanization Study | | | 60,000 |
| | Land Acquisition Services | | | 10,000 |
| | Modeling for Storm Sewer Const Projects | | | 20,000 |
| | North Side Development Corridor Prelim Design | | | 107,250 |
| | Subtotal | | | 322,250 |
| Land Acquisition | Alvin St | (Easement e/o) | Pathways Church | 30,000 |
| | North Edgewood Est Access to Broadway | | Land for pond | 36,000 |
| | Subtotal | | | 66,000 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 200,000 |
| | Surface restoration for mini sewer from previous year | | | 90,000 |
| | Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 Asphalt Paving (B-20) | | | 199,616 |
| | Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 New Concrete Paving (A-20) | | | 130,823 |
| | Apple Ridge Bridge Cost Share structure 2 | | | 120,000 |
| | Bluff Site Stormwater BMPs | | | 80,000 |
| | Downtown Stormwater Management/Incentive Program | | | 50,000 |
| | Flood Report Projects | | | 100,000 |
| | Kernan / E South River | pavement restoration | | 120,000 |
| | Native Landscaping | | | 71,000 |
| | North Edgewood Est Access to Broadway | | const BMPs and conveyance | 344,000 |
| | NR151 Water Quality Practices - Reconst | | | 50,000 |
| | Rubyred Box Culvert | construction | | 300,000 |
| | Spartan Dr - SW2-SW5, box culvert, flood storage, ret. Wall | | construction | 756,000 |
| | Subtotal | | | 2,611,439 |
| New Storm Sewers | Alvin St | Evergreen Dr | cds (incl \$20K wetland fees) | 389,310 |
| | Spartan Dr | Haymeadow Ave | Haymeadow Ave, 900' e/o | 67,500 |
| | Subtotal | | | 456,810 |
| Reconstruction | Cherry Ct (liner) | MH FF-131 | MH FF-44 | 12,670 |
| | Cherry Ct (liner) | MH FF-5 | MH FF-115 | 14,070 |
| | Ravinia Pl (liner) | MH FF-119 | MH FF-100 | 18,000 |
| | Ravinia Pl (liner) | MH FF-13 | MH FF-94 | 24,797 |
| | River Rd (liner) | MH BB-1 | MH BB-226 | 6,987 |
| | Subtotal | | | 76,524 |
| Reconstruction (on streets to be paved in 2021) | Douglas St | Reid Dr | Prospect Ave | 90,050 |
| | Durkee St | Lawrence St | College Ave | 26,250 |
| | Glendale Ave | Mason St | Richmond St | 280,945 |
| | Harris St | Badger Ave | Richmond St | 239,550 |
| | Jackson St | Calumet St | Fremont St | 288,090 |
| | Lawrence St | Morrison St | Durkee St | 51,750 |
| | Lawrence St | Oneida St | Morrison St | 41,900 |
| | Madison St | Calumet St | Taft Ave | 110,250 |
| | Minor St | Meade St | Rankin St | 40,400 |
| | Morrison St | Lawrence St, s/o | College Ave | 53,850 |
| | Newberry St | Schaefer St | city limits | 469,950 |
| | Oneida St | Lawrence St | College Ave | 50,300 |
| | Summer St | Gillett St | Story St | 240,075 |
| | Summer St | Story St | Richmond St | 62,500 |
| | Subtotal | | | 2,045,860 |
| Total | | | | \$ 5,864,634 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2021 | Street | From | To | Storm- Water Utility |
|---|---|-----------------------------------|------------------|----------------------------|
| Labor Pool | | | | 267,000 |
| CEA | | | | 8,000 |
| Consulting Services | Apple Creek Road e/o Richmond Drainage Study | | | 80,000 |
| | Bluff Site SWMP | Stormwater Management Plan Update | | 40,000 |
| | Construction Grant Applications | | | 10,000 |
| | Construction Services | | | 50,000 |
| | Land Acquisition Services | | | 10,000 |
| | Modeling for Storm Sewer Const Projects | | | 20,000 |
| | North Side Development Corridor Final Design | | | 107,250 |
| | Spartan Dr - SW6-SW7 and Apple Creek X-ing | | Final Design/SDC | 90,000 |
| | Subtotal | | | 407,250 |
| Land Acquisition | | | | - |
| | Subtotal | | | - |
| 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) | | | 233,072 |
| | Storm Laterals, Manholes, Inlets, Mini's Prior to 2021 New Concrete Paving (A-21) | | | 314,395 |
| | Bluff Site Stormwater BMPs | | | 50,000 |
| | Downtown Stormwater Management/Incentive Program | | | 50,000 |
| | Flood Reports Projects | | | 50,000 |
| | Native Landscaping | | | 50,000 |
| | NR151 Water Quality Practices - Reconst | | | 50,000 |
| | Subtotal | | | 1,137,467 |
| New Storm Sewers | | | | - |
| | Subtotal | | | - |
| Reconstruction | | | | - |
| | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2022) | Alley s/o College Ave | Mason St | Spruce St | 16,290 |
| | Alley s/o College Ave | Spruce St | Summit St | 16,290 |
| | Alley s/o College Ave | Summit St | Story St | 16,290 |
| | Alley s/o College Ave | Walnut St | Lawrence St | 16,290 |
| | 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 |
| | Lawrence St | Walnut St | Elm St | 116,790 |
| | 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 | | | 1,868,290 |
| Total | | | | \$ 3,688,007 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2022 | Street | From | To | Storm- Water Utility |
|---|--------------------------|--|---------------------|----------------------------|
| Labor Pool | | | | 251,500 |
| CEA | | | | 10,990 |
| Consulting Services | Apple Creek Road e/o | Design BMPs | | 100,000 |
| | Bluff Site SWMP | Stormwater Management Plan Update | | 40,000 |
| | | Construction Grant Applications | | 10,000 |
| | | Construction Services | | 70,000 |
| | Edgewood Drive (600' e/o | Lightning to French BMPs | Modeling/Prelim Eng | 50,000 |
| | | Land Acquisition Services | | 10,000 |
| | | Modeling for Storm Sewer Const Projects | | 20,000 |
| | | North Side Development Corridor, study update | | 50,000 |
| | | Pierce Park Pond and Conveyance, preliminary design | | 100,000 |
| | | Spartan east side USACE permit re-application | | 25,000 |
| | | Subtotal | | 475,000 |
| Land Acquisition | | Northside Development Corridor Land and Wetlands for BMPs | | 560,000 |
| | | Spartan Dr - SW6 (Baum) | | 134,170 |
| | | Subtotal | | 694,170 |
| 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 2022 Asphalt Paving (B-22) | | 185,312 |
| | | Storm Laterals, Manholes, Inlets, Mini's Prior to 2022 New Concrete Paving (A-122) | | 231,913 |
| | | Downtown Stormwater Management/Incentive Program | | 50,000 |
| | | Flood Report Projects | | 50,000 |
| | | Hi Efficiency Sweeper Updgrade | | 70,000 |
| | | K2 Drainage Area Stormwater Improvements | | 400,000 |
| | | Native Landscaping | | 30,000 |
| | | NR151 Water Quality Practices - Reconst | | 50,000 |
| | | NR216 High Efficiency Sweeper (upgrade) | | 70,000 |
| | | Subtotal | | 1,477,225 |
| New Storm Sewers | Spartan Dr | Haymeadow Ave, 900' e/o | Meade St | 138,750 |
| | | Subtotal | | 138,750 |
| Reconstruction | | | | - |
| | | Subtotal | | - |
| Reconstruction (on streets to be paved in 2023) | Alice St | Drew St | Union St | 50,800 |
| | 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 |
| | Dunlap St | Bates St | Pacific St | 16,125 |
| | Fourth St | Outagamie St | Mason St | 52,500 |
| | Fourth St | Story St | Memorial Dr | 104,625 |
| | Lawe St | College Ave | Spring St | 34,445 |
| | 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 |
| | Valley Road | Chain Dr | Forestview Dr | 150,950 |
| | Washington St | Bennett St | Richmond St | 96,600 |
| | | Subtotal | | 1,259,795 |
| Total | | | | \$ 4,307,430 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2023 | Street | From | To | Storm- Water Utility |
|---|---|-------------------------------------|---------------|----------------------------|
| Labor Pool | | | | 251,500 |
| CEA | | | | 7,000 |
| Consulting Services | Bluff Site SWMP | Stormwater Management Plan Update | | 40,000 |
| | Construction Services | | | 50,000 |
| | Edgewood Drive (600' e/o Lightning to French | | Design BMPs | 50,000 |
| | Grant Applications | | | 10,000 |
| | Land Acquisition Services | | | 10,000 |
| | Modeling for Storm Sewer Const Projects | | | 25,000 |
| | North Side Development Corridor | Bridge/BMP design | | 100,000 |
| | Subtotal | | | 285,000 |
| Land Acquisition | Apple Creek Road e/o Richmond | Land for BMPs | | 60,000 |
| | Edgewood Drive (600' e/o Lightning to French BMPs | Land for BMPs | | 100,000 |
| | Subtotal | | | 160,000 |
| 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 2023 Asphalt Paving (B-23) | | | 265,648 |
| | Storm Laterals, Manholes, Inlets, Mini's Prior to 2023 New Concrete Paving (A-23) | | | 171,420 |
| | Downtown Stormwater Management/Incentive Program | | | 50,000 |
| | Downtown Stormwater Management/Incentive Program | | | 50,000 |
| | Flood Reduction Projects | | | 100,000 |
| | Native Landscaping | | | 30,000 |
| | Northside Development Corridor | Construct bridge, BMPs, storm sewer | | 3,116,000 |
| | NR151 Water Quality for Street Reconstructs | | | 50,000 |
| | NR151 Water Quality Practices - Reconst | | | 50,000 |
| | Spartan Dr - SW6-SW7 and Apple Creek Culvert | construction | | 508,000 |
| | Subtotal | | | 4,731,068 |
| New Storm Sewers | Lightning Dr | Edgewood Dr | Broadway Dr | 580,000 |
| | Subtotal | | | 580,000 |
| Reconstruction | | | | - |
| | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2024) | Alexander St - partial only | Melrose St | Marquette St | - |
| | 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 |
| | Glendale Ave | Meade St | Ballard Rd | 407,250 |
| | Glendale Ave | Roemer Rd | Sandra St | 218,325 |
| | 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 | | | 1,723,040 |
| Total | | | | \$ 7,737,608 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2024 | Street | From | To | Storm- Water Utility |
|---|---|----------------------------|-------------------------|----------------------------|
| Labor Pool | | | | 251,500 |
| CEA | | | | 7,000 |
| Consulting Services | Construction Services | | | 50,000 |
| | French Road Urbanization n/o CTH JJ | BMP prelim design/modeling | | 100,000 |
| | French Road Urbanization n/o CTH JJ | Preliminary Engineering | | 100,000 |
| | Grant Applications | | | 10,000 |
| | Land Acquisition Services | | | 10,000 |
| | Leona Street Pond | Enhanced P Design/Test | | 225,000 |
| | Lions Park Pond | Preliminary Engineering | | 50,000 |
| | Modeling for Storm Sewer Const Projects | | | 20,000 |
| | Subtotal | | | 565,000 |
| Land Acquisition | North Side Development Corridor | Land for BMPs | | 20,000 |
| | Pierce Park Pond | Land for BMPs | | 300,000 |
| | Subtotal | | | 320,000 |
| 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 2024 Asphalt Paving (B-24) | | | 269,296 |
| | Storm Laterals, Manholes, Inlets, Mini's Prior to 2024 New Concrete Paving (A-24) | | | 156,006 |
| | Apple Creek e/o Richmond BMPs | | | 500,000 |
| | Edgewood Drive (600' e/o Lightning to French) | | BMP Const | 200,000 |
| | Flood Reduction Projects | | | 100,000 |
| | Native Landscaping | | | 30,000 |
| | Subtotal | | | 1,595,302 |
| New Storm Sewers | Apple Creek Rd | Richmond St (STH 47) | Brookshire Dr -125' w/o | 210,000 |
| | Subtotal | | | 210,000 |
| Reconstruction | | | | - |
| | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2025) | Bellaire Court | Atlantic Street | cul-de-sac | 161,000 |
| | Bennett St | Wisconsin Ave | Lindbergh St | 427,110 |
| | Franklin St | Division St | Drew St | 182,225 |
| | Pine St | Prospect Ave | Bartell St | 227,640 |
| | Story St | College Ave | Wisconsin Ave | 306,375 |
| | Subtotal | | | 1,304,350 |
| Total | | | | \$ 4,253,152 |

CITY OF APPLETON 2020 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Water Dist. Reconstruction Water Utility | 3,902,516 | 3,613,368 | 4,865,962 | 3,958,097 | 4,133,007 | \$ 20,472,950 |
| Water Dist. Construction TIF 11 | 510,150 | - | - | 118,450 | - | \$ 628,600 |
| Total - Watermain Program | \$ 4,412,666 | \$ 3,613,368 | \$ 4,865,962 | \$ 4,076,547 | \$ 4,133,007 | \$ 21,101,550 |

| COST ANALYSIS | | | | | | |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Estimated Cash Flows | | | | | | |
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 4,246,560 | 3,337,286 | 4,589,880 | 3,800,465 | 3,856,925 | \$ 19,831,116 |
| Other | 166,106 | 276,082 | 276,082 | 276,082 | 276,082 | \$ 1,270,434 |
| Total | \$ 4,412,666 | \$ 3,613,368 | \$ 4,865,962 | \$ 4,076,547 | \$ 4,133,007 | \$ 21,101,550 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2020 | Street | From | To | Water Utility | TIF 11 | Total Cost |
|--------------------------------------|--|------------------------------------|---------------------|---------------------|------------------|---------------------|
| Labor Pool | | | | 161,606 | | 161,606 |
| CEA | | | | 4,500 | | 4,500 |
| Miscellaneous | Permit; Misc.Fees; Training; Testing Mat | NOI, Railroad, Water Usage, County | | 10,000 | | 10,000 |
| Construction | Surface Restoration | Due to 2019 Water CIP Excav. | | 99,750 | | 99,750 |
| | Wetland Delineation work | | | 9,500 | | 9,500 |
| | Subtotal | | | 119,250 | - | 119,250 |
| New Construction | | | | | | - |
| | Subtotal | | | - | - | - |
| Reconstruction | Ballard Rd | Northland Ave | Capitol Dr | 935,500 | | 935,500 |
| (not related to paving) | Ballard Rd | Pick 'n Save south driveway | Northland | 222,200 | | 222,200 |
| | Easement (e/o Riverview Lane) | River Rd | Bouten St | 146,500 | | 146,500 |
| | Subtotal | | | 1,304,200 | - | 1,304,200 |
| Reconstruction | Douglas St | Reid Dr | Prospect Ave | 102,300 | - | 102,300 |
| (prior to next year's paving) | Durkee St | Lawrence St | College Ave | - | 87,100 | 87,100 |
| | Glendale Ave | Mason St | Richmond St | 408,400 | - | 408,400 |
| | Harris St | Badger Ave | Richmond St | 212,000 | - | 212,000 |
| | Jackson St | Calumet St | Fremont St | 366,350 | 69,300 | 435,650 |
| | Lawrence St | Appleton St | Oneida St | - | 74,250 | 74,250 |
| | Lawrence St | Morrison St | Durkee St | - | 70,500 | 70,500 |
| | Lawrence St | Oneida St | Morrison St | - | 65,000 | 65,000 |
| | Madison St | Calumet St | Taft St | 118,300 | - | 118,300 |
| | Minor St | Meade St | Rankin St | 73,000 | - | 73,000 |
| | Morrison St | Lawrence St, s/o | College Ave | - | 92,000 | 92,000 |
| | Newberry St | Schaefer St | STH "441" | 854,000 | - | 854,000 |
| | Oneida St | Lawrence St | College Ave | | 52,000 | 52,000 |
| | Roemer Rd - BRIDGE | s/o "OO" | over drainage ditch | 54,110 | - | 54,110 |
| | Summer St | Gillett St | Story St | 124,500 | - | 124,500 |
| | Subtotal | | | 2,312,960 | 510,150 | 2,823,110 |
| Transmission - New | | | | | | - |
| | Subtotal | | | - | - | - |
| Total Water Main Construction | | | | \$ 3,902,516 | \$510,150 | \$ 4,412,666 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2021 | Street | From | To | Water Utility | Total Cost |
|---|---|--------------------------------|---------------------------|---------------------|---------------------|
| Labor Pool | | | | 266,082 | 266,082 |
| CEA | | | | 10,000 | 10,000 |
| Miscellaneous | Permit; Misc.Fees; Training; Testing Mat' | | | 10,000 | 10,000 |
| Construction | Surface Restoration | | | 66,500 | 66,500 |
| | Subtotal | | | 76,500 | 76,500 |
| New Construction | Apple Ridge Subdivision | water main upsize contribution | per development agreement | 40,000 | 40,000 |
| | Plamann Park | Broadway Dr. | Internal roadways | 644,716 | 644,716 |
| | Spartan Dr | Haymeadow Ave | Haymeadow Ave, 900' e/o | 114,850 | 114,850 |
| | Subtotal | | | 799,566 | 799,566 |
| Reconstruction (not related to paving) | Harriet St. (Rec. "E" 2007 Dist Study) | Walter Ave. | west end | 58,850 | 58,850 |
| | Pacific St | Wisconsin Central Ltd. | Ida St | 71,700 | 71,700 |
| | Subtotal | | | 130,550 | 130,550 |
| Reconstruction (prior to next year's paving) | Alvin St | Wisconsin Ave | Marquette St | 155,000 | 155,000 |
| | Appleton St (Rec "D" of Wat Dist. Study) | College Ave | Atlantic St | 424,060 | 424,060 |
| | Atlantic St | Oneida St | Lawe St | 325,950 | 325,950 |
| | Douglas St | Badger Ave | Wisconsin Ave | 104,400 | 104,400 |
| | Elsie St | Mason St | Richmond St | 458,950 | 458,950 |
| | Lawrence St | Walnut St | Elm St | 97,800 | 97,800 |
| | Linwood Ave | College Ave | Winnebago St | 218,725 | 218,725 |
| | Meade St | Pacific St | Commercial St | 193,675 | 193,675 |
| | Subtotal | | | 1,978,560 | 1,978,560 |
| Transmission - New | Edgewood Dr (CTH JJ) | French Rd | Cherryvale Dr | 352,110 | 352,110 |
| | Subtotal | | | 352,110 | 352,110 |
| Total Water Main Construction | | | | \$ 3,613,368 | \$ 3,613,368 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2022 | Street | From | To | Water Utility |
|--|---|------------------------------------|--------------------------|---------------------|
| Labor Pool | | | | 266,082 |
| CEA | | | | 10,000 |
| Miscellaneous Construction | Permit; Misc.Fees; Training; Testing Mat' | NOI, Railroad, Water Usage, County | | 10,000 |
| | S. Island St | bridge design for water main | | 15,000 |
| | Surface Restoration | Due to 2021 Water CIP Excav. | | 44,050 |
| | Subtotal | | | 69,050 |
| New Construction | Lightning Dr | Edgewood Dr (Road 550' n/o) | Broadway Dr. | 730,325 |
| | Maplecrest Dr | Foster St | Calumet St | 54,320 |
| | Spartan Dr | Haymeadow Ave, 900' e/o | Meade St | 217,320 |
| | Subtotal | | | 1,001,965 |
| Reconstruction (not related to paving) | Briarcliff Dr | Crestview Dr | Edgemere Dr | 101,550 |
| | Calumet St | Telulah Ave | Matthias St | 439,900 |
| | College Ave | Matthias St (2nd hyd east of) | Kensington Dr | 160,000 |
| | Crestview Dr | Lynn Dr (south leg) | White Oak Dr | 267,700 |
| | Julie St | Crestview Dr | Lynn Dr | 57,000 |
| | Kay St | Viola St | Racine St | 132,200 |
| | Lynn Dr | Crestview Dr (north leg) | Newberry Dr | 165,700 |
| | Subtotal | | | 1,324,050 |
| Reconstruction (prior to next year's paving) | Alice St | Drew St | Union St | 72,325 |
| | Badger Ave | Spencer St | Pierce Ave | 234,025 |
| | Badger Ave | Washington St | Mason St | 252,030 |
| | Bartell Dr | Prospect Ave | Pine St | 241,250 |
| | Division St - partial only | Lindbergh St | Michigan St | 33,100 |
| | Durkee St | College Ave | Washington St | 48,500 |
| | Eisenhower Dr | Future Rd "G" | Midway Rd | 9,100 |
| | Fourth St | Outagamie St | Mason St | 27,710 |
| | Fourth St | Story St | Memorial Dr | 173,900 |
| | Gillett St - partial only | Marquette St | Lindbergh St | 75,675 |
| | Lindbergh St - partial only | Erb St | Appleton St | 33,110 |
| | Locust St | College Ave | Washington St | 16,100 |
| | Locust St | Washington St | Franklin St | 47,350 |
| | Marquette St - partial only | Mason St | Richmond St | 340,000 |
| | Michigan St - partial only | Division St | Appleton St | 12,400 |
| | Midway Rd | Eisenhower Dr (500' w/o) | Eisenhower Dr (500' e/o) | 23,600 |
| | Pershing St - partial only | Morrison St | Meade St | 30,150 |
| | Summer St | Richmond St | Oneida St | 435,990 |
| | Summit St | Prospect Ave | Fourth St | 88,500 |
| | Subtotal | | | 2,194,815 |
| Transmission - New | Subtotal | | | - |
| Total Water Main Construction | | | | \$ 4,865,962 |

**CITY OF APPLETON 2020 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 | | | 48,650 | | 48,650 |
| | Subtotal | | | 58,650 | - | 58,650 |
| New Construction | Easement | Perkins St | Weimar Ct | 31,130 | | 31,130 |
| | Easement (Kamps Ave extended) | Mason St | Summit St (620' w/o) | 26,600 | | 26,600 |
| | Endeavor Dr | Eisenhower Dr | culdesac | 72,190 | | 72,190 |
| | Jiberty St | Quest Dr | Eisenhower Dr | 197,500 | | 197,500 |
| | Road "H" | Vantage Dr | Millis Dr | 106,900 | | 106,900 |
| | Road "J" | Eisenhower Dr | Eisenhower Dr | 200,500 | | 200,500 |
| | Subtotal | | | 634,820 | - | 634,820 |
| Reconstruction (not related to paving) | Walden Ave | John St | Dewey St | 39,100 | | 39,100 |
| | Subtotal | | | 39,100 | - | 39,100 |
| Reconstruction (prior to next year's paving) | Alexander St - partial only | Melrose St | Marquette St | 125,900 | - | 125,900 |
| | Bell Avenue | Summit St | Richmond St | 298,050 | - | 298,050 |
| | Dewey St - partial only | Kernan Ave | Walden Ave | 44,000 | - | 44,000 |
| | Driscoll St | Prospect Ave | WI Central RR | 176,250 | - | 176,250 |
| | Glendale Ave | Meade St | Ballard Rd | 858,950 | - | 858,950 |
| | Helen St - partial only | Pauline St | Glendale Ave | 17,470 | - | 17,470 |
| | Jardin St - partial only | Leminwah St | Plateau St, east of | 86,725 | - | 86,725 |
| | Lawe St | College Ave | Spring St | 631,750 | - | 631,750 |
| | Marion St - partial only | Walden Ave | Telulah Ave | 9,850 | - | 9,850 |
| | Morrison St | College Ave | Washington St | - | 118,450 | 118,450 |
| | Morrison St | Glendale Ave | Pershing St | 127,700 | - | 127,700 |
| | Oklahoma St | Mason St | Richmond St | 385,600 | - | 385,600 |
| | Plateau St - partial only | Jardin St | Wisconsin Ave | 51,000 | - | 51,000 |
| | Rankin St | College Ave | Aiton St | 79,800 | - | 79,800 |
| | Reinke Ct - partial only | Kernan Ave | cul-de-sac | 5,250 | - | 5,250 |
| | Summit St | Packard St | Elsie St | 49,900 | - | 49,900 |
| | Tracy St - partial only | Walden Ave | Telulah Ave | 1,250 | - | 1,250 |
| | Subtotal | | | 2,949,445 | 118,450 | 3,067,895 |
| Transmission - New | | | | | | - |
| | Subtotal | | | - | - | - |
| Total Water Main Construction | | | | \$ 3,958,097 | \$ 118,450 | \$ 4,076,547 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2024 | Street | From | To | Water Utility | 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 | | | 45,250 | 45,250 |
| | Subtotal | | | 55,250 | 55,250 |
| New Construction | Apple Creek Rd | Richmond St (STH 47) | Brookshire Dr -125' w/o | 276,400 | 276,400 |
| | Easement (Hammond Ave) | Ballard Rd (1200' east of) | Grand View Rd | 44,000 | 44,000 |
| | Easement (s/o CN Railway) | Perkins St | Driscoll St | 43,575 | 43,575 |
| | Edgewood Dr (CTH JJ) | Sommers Dr | Melmar Dr, 200' e/o | 223,000 | 223,000 |
| | Grand View Rd | Hammond Ave | Wisconsin Ave | 221,900 | 221,900 |
| | Moss Rose La | Crossing Meadows La. (150' n/o) | Apple Creek Rd | 42,750 | 42,750 |
| | Ritger St | McKinley St | Lincoln St | 39,850 | 39,850 |
| | STH 441 | Inters. Carpenter St & Park Hills Dr | Inters. Bob-O-Link La & Thistle Down C | 221,600 | 221,600 |
| | Wisconsin Ave | Leona St | Grand View Rd | 102,945 | 102,945 |
| | Subtotal | | | 1,216,020 | 1,216,020 |
| Reconstruction (not related to paving) | Lee St | Fremont St | Robin Way | 256,355 | 256,355 |
| | Nawada Ct | Winona Ct (80' w/o w/leg) | Winona Way | 38,000 | 38,000 |
| | Sixth St | State St | Elm St | 122,725 | 122,725 |
| | Vulcan St | N. Island St | S. Island St | 89,000 | 89,000 |
| | Subtotal | | | 506,080 | 506,080 |
| Reconstruction (prior to next year's paving) | Amelia St | Kenilworth St | Ballard Rd | 364,770 | 364,770 |
| | Bellaire Court | Atlantic Street | cul-de-sac | 197,300 | 197,300 |
| | Bennett St | Wisconsin Ave | Lindbergh St | 574,625 | 574,625 |
| | Elinor St - partial only | Taylor St | Glendale Ave | 4,850 | 4,850 |
| | Franklin St | Division St (rec. "D" of 2007 Wat Study) | Drew St | 344,335 | 344,335 |
| | Pine St | Prospect Ave | Bartell St | 198,400 | 198,400 |
| | S Island St - BRIDGE | over power canal | Vulcan St | 102,075 | 102,075 |
| | Story St | College Ave | Wisconsin Ave | 293,220 | 293,220 |
| | Subtotal | | | 2,079,575 | 2,079,575 |
| Transmission - New | | | | | - |
| | Subtotal | | | - | - |
| Total Water Main Construction | | | | \$ 4,133,007 | \$ 4,133,007 |

CITY OF APPLETON 2020 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Wastewater Reconstruction Wastewater Utility | | 3,771,663 | 6,466,003 | 3,281,073 | 3,223,119 | 2,014,246 | \$ 18,756,104 |
| Wastewater Construction TIF # 11 | | - | - | - | - | - | \$ - |
| Total - Sanitary Sewer Program | | \$ 3,771,663 | \$ 6,466,003 | \$ 3,281,073 | \$ 3,223,119 | \$ 2,014,246 | \$ 18,756,104 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 3,611,331 | 6,271,353 | 3,086,423 | 3,028,469 | 1,819,596 | \$ 17,817,172 |
| Other | 160,332 | 194,650 | 194,650 | 194,650 | 194,650 | \$ 938,932 |
| Total | \$ 3,771,663 | \$ 6,466,003 | \$ 3,281,073 | \$ 3,223,119 | \$ 2,014,246 | \$ 18,756,104 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2020 | Street | From | To | Waste-water Utility |
|---|---|------------------|--------------|----------------------------|
| Labor Pool | | | | 158,982 |
| CEA | | | | 1,350 |
| Miscellaneous Construction | Sanitary Laterals & Manholes Prior To 2020 Asphalt Paving (B-20) | | | 37,428 |
| | Sanitary Laterals & Manholes Prior To 2020 Concrete Paving (A-20) | | | 31,978 |
| | Structure Rehabilitation / Sewer Cut repairs from 2019 (E-20) | | | 40,000 |
| | Subtotal | | | 109,406 |
| New Construction | Subtotal | | | - |
| Reconstruction | Pierce Park (liner) | | | 507,870 |
| | Subtotal | | | 507,870 |
| Reconstruction (on streets to be paved in 2021) | Alvin St | Evergreen Dr | cul-de-sac | 39,025 |
| | Douglas St | Reid Dr | Prospect Ave | 155,600 |
| | Durkee St | Lawrence St | College Ave | 49,000 |
| | Glendale Ave | Mason St | Richmond St | 564,815 |
| | Harris St | Badger Ave | Richmond St | 359,270 |
| | Jackson St | Calumet St | Fremont St | 364,365 |
| | Lawrence St | Morrison St | Durkee St | 63,000 |
| | Lawrence St | Oneida St | Morrison St | 24,300 |
| | Madison St | Calumet St | Taft Ave | 76,500 |
| | Minor St | Meade St | Rankin St | 40,300 |
| | Morrison St | Lawrence St, s/o | College Ave | 50,675 |
| | Newberry St | Schaefer St | City limits | 383,900 |
| | Oneida St | Lawrence St | College Ave | 38,800 |
| | Summer St | Gillett St | Story St | 503,515 |
| | Summer St | Story St | Richmond St | 280,990 |
| | Subtotal | | | 2,994,055 |
| Total | | | | \$ 3,771,663 |

**CITY OF APPLETON 2020 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) | | | 43,701 |
| Construction | Sanitary Laterals & Manholes Prior To 2021 Concrete Paving (A-21) | | | 71,112 |
| | Structure Rehabilitation / Sewer Cut repairs from 2020 (E-21) | | | 25,000 |
| | Subtotal | | | 139,813 |
| 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 |
| | Lawe St - South Island St force main | river crossing | replace or line force main | 700,000 |
| | Plamann Park | Ballard Rd | Broadway | 1,542,370 |
| | Spartan Dr | Haymeadow Ave | Haymeadow Ave, 900' e/o | 101,700 |
| | Subtotal | | | 3,190,070 |
| 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 | | | | \$ 6,466,003 |

**CITY OF APPLETON 2020 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) | | | 34,746 |
| Construction | Sanitary Manhole adjustments and seals Prior To 2022 Concrete Paving (A-22) | | | 72,666 |
| | Structure Rehabilitation / Sewer Cut repairs from 2021 (E-22) | | | 25,000 |
| | Subtotal | | | 132,412 |
| New Construction | Glacier Ridge LS abandonment | Ballard Rd | Thornapple Rd | 750,000 |
| | Spartan Dr | Haymeadow Ave, 900' e/o, (Baum property line) | Meade St | 209,050 |
| | Subtotal | | | 959,050 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2023) | Alice St | Drew St | Union St | 85,725 |
| | 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 |
| | Lawe St | College Ave | Spring St | 165,836 |
| | Lightning Dr | Edgewood Dr , 500' n/o | Baldeagle Dr | 222,750 |
| | 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 | | | 1,994,961 |
| Total | | | | \$ 3,281,073 |

**CITY OF APPLETON 2020 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 2023 Asphalt Paving (B-23) | | | 49,809 |
| Construction | Sanitary Manhole adjustments and seals Prior To 2023 Concrete Paving (A-23) | | | 45,960 |
| | Structure Rehabilitation / Sewer Cut repairs from 2022 (E-23) | | | 25,000 |
| | Subtotal | | | 120,769 |
| 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 |
| | Glendale Ave | Meade St | Ballard Rd | 733,050 |
| | Glendale Ave | Roemer Rd | Sandra St | 392,985 |
| | 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 |
| | Owaisa St | Opechee St | Pacific St | 356,265 |
| | Rankin St | College Ave | Alton St | 68,120 |
| | Summit St | Packard St | Elsie St | 88,965 |
| | Subtotal | | | 2,907,700 |
| Total | | | | \$ 3,223,119 |

**CITY OF APPLETON 2020 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2024 | Street | From | To | Waste- water Utility |
|---|---|------------------------|---------------------------------------|----------------------------|
| Labor Pool | | | | 189,650 |
| CEA | | | | 5,000 |
| Miscellaneous | Sanitary Manhole adjustments and seals Prior To 2024 Asphalt Paving (B-24) | | | 50,493 |
| Construction | Sanitary Manhole adjustments and seals Prior To 2024 Concrete Paving (A-24) | | | 38,553 |
| | Structure Rehabilitation / Sewer Cut repairs from 2023 (E-24) | | | 25,000 |
| | Subtotal | | | 114,046 |
| New Construction | Subtotal | | | - |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2025) | Ballard Rd | Edgewood Dr - 400' n/o | Apple Creek Rd - 300' n/o (Lats Only) | 47,125 |
| | Bellaire Court | Atlantic Street | cul-de-sac | 234,350 |
| | Bennett St | Wisconsin Ave | Lindbergh St | 501,390 |
| | Franklin St | Division St | Drew St | 124,600 |
| | Pine St | Prospect Ave | Bartell St | 246,610 |
| | Story St | College Ave | Wisconsin Ave | 551,475 |
| | Subtotal | | | 1,705,550 |
| Total | | | | \$ 2,014,246 |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Downtown Development

PROJECT DESCRIPTION

Justification:

Ongoing comprehensive planning efforts have identified opportunities to increase the vitality of our central business district by working cooperatively and systematically to promote growing downtown populations, diversity in art, lifestyle and activities, and address vacancies. Broadly, these opportunities revolve around the library, parking, traffic, green space, commercial development and redevelopment opportunities. 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.

Specifically, this CIP reflects a project that was proposed in response to an RFP for a new mixed-use library in 2018. The project includes two mixed-use developments in the area commonly referred to as "Bluff Site 2". The first development would include a mixed-use facility that would include apartments, condominiums, a parking structure and a health clinic located on E. Lawrence Street just south of the YMCA. The second development would include a mixed-use library which would include a library, apartments, condominiums, flex space, and underground parking for apartment/condominium residents located on the current soldier square parking ramp site. Assuming all necessary approvals are obtained in a timely manner, the first development project is estimated to begin in mid-2020 and conclude in late-2021. Upon conclusion of this phase of the project, construction for the second phase, the library mixed-use facility, is estimated to begin in 2022 and conclude in mid-to-late 2023.

2020 - Continuation of planning process that began in 2018 for new library.

2021 - Payment for mixed-use parking structure. Developer to provide funding during construction. City payment due upon completion of the project. Design of new library.

2022 - Land purchase & demolition of the Soldiers Square ramp; excavation and construction of a new mixed-use library;

2023 - Complete construction of a new mixed-use library.

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.

Discussion of operating cost impact:

Constructing larger facilities may increase maintenance and utility expenses, but those will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is, therefore, not presently quantifiable.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|----------------------------|-------------------|----------------------|----------------------|----------------------|-------------|----------------------|
| TIF #11 | Parking structure | | 14,000,000 | | | | \$ 14,000,000 |
| | Health clinic | - | 4,648,000 | - | - | - | \$ 4,648,000 |
| | Developer TIF contribution | - | 7,650,000 | | | | \$ 7,650,000 |
| TIF #11 Capital Projects | | - | 26,298,000 | - | - | - | 26,298,000 |
| PRFMD | Soldiers Square ramp demo | - | - | 1,250,000 | - | - | \$ 1,250,000 |
| | Library | 300,000 | 2,000,000 | 16,000,000 | 16,000,000 | - | \$ 34,300,000 |
| Facilities Capital Projects | | 300,000 | 2,000,000 | 17,250,000 | 16,000,000 | - | 35,550,000 |
| Total - Downtown Development Capital Projects | | \$ 300,000 | \$ 28,298,000 | \$ 17,250,000 | \$ 16,000,000 | \$ - | \$ 61,848,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------------|----------------------|----------------------|----------------------|-------------|----------------------|
| Planning | - | - | - | - | - | \$ - |
| Construction | 300,000 | 28,298,000 | 17,250,000 | 16,000,000 | - | \$ 61,848,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 300,000 | \$ 28,298,000 | \$ 17,250,000 | \$ 16,000,000 | \$ - | \$ 61,848,000 |
| Operating Cost Impact | NQ * | NQ * | NQ * | NQ * | NQ * | NQ * |

* N/Q = Not Quantifiable

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION | |
|----------------|-------------------|
| Project Title: | Building Envelope |

| PROJECT DESCRIPTION | |
|--|--|
| Justification: | |
| <p>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.</p> <p>Fire Stations: (2021/2023) Replacement of windows at various Fire Stations.</p> <p>Municipal Services Building: (2020) Refinish the masonry walls, loading dock replacement and front entry masonry repairs.</p> <p>Valley Transit: (2021) Replace exterior doors at the Whitman Avenue facility.</p> | |
| Discussion of operating cost impact: | |
| There is no impact on operating cost anticipated. | |

| DEPARTMENT COST SUMMARY | | | | | | | |
|---|--|-------------------|-------------------|-------------|------------------|-------------|-------------------|
| DEPARTMENT PHASE | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| PRFM | Fire Stations | - | 75,000 | - | 75,000 | - | \$ 150,000 |
| | MSB | 150,000 | - | - | - | - | \$ 150,000 |
| | Facilities Capital Projects | 150,000 | 75,000 | - | 75,000 | - | \$ 300,000 |
| VT | Valley Transit | - | 125,000 | - | - | - | \$ 125,000 |
| | Valley Transit Capital Projects | - | 125,000 | - | - | - | \$ 125,000 |
| Total - Building Envelope Capital Projects | | \$ 150,000 | \$ 200,000 | \$ - | \$ 75,000 | \$ - | \$ 425,000 |

| COST ANALYSIS | | | | | | |
|------------------------------|-------------------|-------------------|-------------|------------------|-------------|-------------------|
| Estimated Cash Flows | | | | | | |
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | 20,000 | 25,000 | - | 10,000 | - | \$ 55,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 130,000 | 175,000 | - | 65,000 | - | \$ 370,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 150,000 | \$ 200,000 | \$ - | \$ 75,000 | \$ - | \$ 425,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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.

Fire Stations: (2022) This CIP is to upgrade the branch wiring at Fire Station #1.

MSB: (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: (2021) Upgrade underground electrical services and install a central utility raceway at Houdini Plaza.

Wastewater Plant: (2020/2021/2022) 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. (2021) Design for the upgrades. (2022) Construction for the upgrades.

Discussion of operating cost impact:

There are no operating cost impacts expected due to these improvements.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|---------------------------------------|---------------------|---------------------|---------------------|-------------------|-------------|---------------------|
| PRFM | Fire stations | - | - | 125,000 | - | - | \$ 125,000 |
| | MSB | - | - | - | 250,000 | - | \$ 250,000 |
| | Parks | - | 175,000 | - | - | - | \$ 175,000 |
| Facilities Capital Projects | | - | 175,000 | 125,000 | 250,000 | - | \$ 550,000 |
| WW | Wastewater | 2,500,000 | 2,000,000 | 1,000,000 | - | - | \$ 5,500,000 |
| | WW Utility Capital Projects | 2,500,000 | 2,000,000 | 1,000,000 | - | - | \$ 5,500,000 |
| Water Utility | Water Plant | - | 25,000 | 130,000 | - | - | \$ 155,000 |
| | Water Utility Capital Projects | - | 25,000 | 130,000 | - | - | \$ 155,000 |
| Total - Electrical Upgrades Capital Projects | | \$ 2,500,000 | \$ 2,200,000 | \$ 1,255,000 | \$ 250,000 | \$ - | \$ 6,205,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|---------------------|---------------------|---------------------|-------------------|-------------|---------------------|
| Planning | 125,000 | 150,000 | 40,000 | 40,000 | - | \$ 355,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 2,375,000 | 2,050,000 | 1,215,000 | 210,000 | - | \$ 5,850,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 2,500,000 | \$ 2,200,000 | \$ 1,255,000 | \$ 250,000 | \$ - | \$ 6,205,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Elevators

PROJECT DESCRIPTION

Justification:

Wastewater Plant:

The Wastewater Plant has five elevators that are at or near their anticipated life expectancy. Evaluation will be completed to determine if the elevators can be refurbished or if it is more cost effective to replace them. Within the next five years it is projected that two elevators will need to be refurbished or replaced.

Building K - Refurbish/Replace elevator(s).

Building V - Refurbish/Replace elevator(s).

Discussion of operating cost impact:

Operating costs should decrease as the number of service calls and unpredictable repairs will be reduced.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|------------------|------|------------|------|------|------------|------------|
| WW | Wastewater Plant | | | | | | |
| | K - Building | - | 250,000 | - | - | - | \$ 250,000 |
| | V - Building | - | - | - | - | 350,000 | \$ 350,000 |
| Total Wastewater Utility Capital Projects Fund | | \$ - | \$ 250,000 | \$ - | \$ - | \$ 350,000 | \$ 600,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------|-------------------|-------------|-------------|-------------------|-------------------|
| Planning | - | 20,000 | - | - | 30,000 | \$ 50,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 230,000 | - | - | 320,000 | \$ 550,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 250,000 | \$ - | \$ - | \$ 350,000 | \$ 600,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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.

Municipal Services Building:

Insulate Bays 9 & 10 - (2020) Insulate bays # 9 & 10 on the detached storage building. These bays are currently heated but not insulated.

Heat Recovery System - (2022) Install a heat recovery system on the building exhaust system. Final cost saving numbers will be determined during engineering.

Air Curtains on Garage doors - (2024) 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.

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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------------|-------------|------------------|-------------|------------------|-------------------|
| PRFM MSB | 100,000 | - | 85,000 | - | 85,000 | \$ 270,000 |
| Total - Facilities Capital Projects Fund | \$ 100,000 | \$ - | \$ 85,000 | \$ - | \$ 85,000 | \$ 270,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------|------------------|-------------|------------------|-------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Planning | - | - | 15,000 | - | - | \$ 15,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 100,000 | - | 70,000 | - | 85,000 | \$ 255,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 100,000 | \$ - | \$ 85,000 | \$ - | \$ 85,000 | \$ 270,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Facility Renovations

PROJECT DESCRIPTION

Justification:

Fire Stations:

Upgrade kitchen and bathroom areas - (2020/2021/2023) Upgrade kitchen and bathroom areas at various fire stations

PRFMD Facility:

Facility renovation - (2020) Storage addition to be completed prior to Jones Building in Appleton Memorial Park being replaced. This project replaces the storage previously provided at the Jones Building. (2021/2022) The Facilities & Grounds Operations Center lacks adequate office space and restroom/locker room facilities for both public and staff. (2023) Construct additional cold storage.

Wastewater Plant:

F1 Building at Wastewater Renovations - (2022) Renovate the F1 Building at Wastewater.

Valley Transit:

Whitman Bus Garage Remodel - (2020) Design and engineering services. (2021/2022) Construction of areas identified during design.

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|--|-------------------|---------------------|---------------------|-------------------|-------------|---------------------|
| PRFM | Fire Stations | 175,000 | 90,000 | - | 90,000 | - | \$ 355,000 |
| | PRFMD | 285,000 | 45,000 | 400,000 | 350,000 | - | \$ 1,080,000 |
| | Facilities Capital Projects | 460,000 | 135,000 | 400,000 | 440,000 | - | \$ 1,435,000 |
| VT | Facility Renovation | 300,000 | 2,000,000 | 2,000,000 | - | - | \$ 4,300,000 |
| | Valley Transit Capital Projects | 300,000 | 2,000,000 | 2,000,000 | - | - | \$ 4,300,000 |
| WW | Wastewater | - | - | 250,000 | - | - | \$ 250,000 |
| | WW Utility Capital Projects | - | - | 250,000 | - | - | \$ 250,000 |
| Total - Facility Renovations Projects | | \$ 760,000 | \$ 2,135,000 | \$ 2,650,000 | \$ 440,000 | \$ - | \$ 5,985,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------------|---------------------|---------------------|-------------------|-------------|---------------------|
| Planning | 15,000 | 500,000 | 25,000 | 30,000 | - | \$ 570,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 745,000 | 1,635,000 | 2,625,000 | 410,000 | - | \$ 5,415,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 760,000 | \$ 2,135,000 | \$ 2,650,000 | \$ 440,000 | \$ - | \$ 5,985,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Fire Station 4 Replacement

PROJECT DESCRIPTION

Justification:

Appleton Key Strategies: #1) "Responsibly deliver 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 #7) "Communicate our success through stories and testimonials".

Built in 1961, Appleton Fire Station 4 has reached and exceeded its useful life. Fire Station 4 was the second busiest fire station in the City in 2018. Fire Department staff have indicated deficiencies in the current station. The size of the fire trucks built in the 1960's as compared to today is drastically different. As we replace our fleet, fewer of them will fit into the station. Through the City's facility improvement plan, over \$355,000 are slated to replace the roof, HVAC and remodel the kitchen and bathroom areas. These funds are on top of the \$150,000 spent to redo the apparatus bay floor when engineers determined the station was not designed to hold the weight of our current fire trucks. The energy efficiency of the station is subpar. The size of the fire station will not meet future demands in that area of the City. The north side of the City does not meet emergency response benchmarks. One solution is to add an additional unit for response capability. Fire Station 4 would be the best location for the alternative response vehicle (ARV) for additional fire and emergency medical response but the current Fire Station 4 cannot accommodate additional staff.

The current location of Fire Station 4 allows for quick access to main arterials of the City and Highways 41 and 441. GIS data shows its location serves that area of the City very well. It is recommended that a new location is found in close proximity to the current station. Land acquisition would need to be sufficient to accommodate a three-bay, drive through, fire station built with living accommodation for eight firefighters and a community room/classroom for fire department and community usage. The parking lot should accommodate up to 20 vehicles.

Discussion of operating cost impact:

The current Fire Station 4 was built in 1961. A newly built fire station would be constructed utilizing the most current methods of energy conservation and efficiencies. The new station utility costs will be less per square foot than the current facility. It will be built with a maintenance free mindset of internal and external components, which will reduce short-term and long-term expenses. The lifespan of a fire station is approximately 50 years.

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------|-------------|------------------|---------------------|---------------------|---------------------|
| Facilities and Planning | - | - | 50,000 | 300,000 | - | \$ 350,000 |
| Construction Site Acquisition | - | - | - | 800,000 | - | \$ 800,000 |
| Management Construction | - | - | - | - | 3,100,000 | \$ 3,100,000 |
| Total - Public Safety Capital Projects Fund | \$ - | \$ - | \$ 50,000 | \$ 1,100,000 | \$ 3,100,000 | \$ 4,250,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------|-------------|------------------|---------------------|---------------------|---------------------|
| Planning | | | 50,000 | 300,000 | - | \$ 350,000 |
| Land Acquisition | - | - | - | 800,000 | - | \$ 800,000 |
| Construction | - | - | - | - | 3,100,000 | \$ 3,100,000 |
| Other | | | | | | \$ - |
| Total | \$ - | \$ - | \$ 50,000 | \$ 1,100,000 | \$ 3,100,000 | \$ 4,250,000 |
| Operating Cost Impact | | | | | | \$ - |

CITY OF APPLETON 2020 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 2020-2024 will be adjusted based on the annual assessments conducted for each property.

Parks:

Fence Replacements (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 - (2020/2022/2024) - 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 - (2021) 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 Park special revenue fund. (\$75,000).

Shoreline Stabilization - Peabody - (2022/2023) Design and permitting in 2022 (\$50,000) - The current seawall at Peabody Park is failing and is in need of reconstruction. The new design will consider a fire boat launch and trail. Construction in 2023 (\$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 and permitting in 2021 (\$50,000). Construction in 2022 (\$400,000).

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------|-----------|------------|------------|------------|-----------|--------------|
| PRFM | Parks: | | | | | | |
| | Fencing | - | 25,000 | - | 25,000 | - | \$ 50,000 |
| | Fields | 25,000 | - | 25,000 | - | 25,000 | \$ 75,000 |
| | Irrigation | - | 75,000 | - | - | - | \$ 75,000 |
| | Piers/Docks | - | 75,000 | - | - | - | \$ 75,000 |
| | Shoreline | - | 50,000 | 450,000 | 350,000 | - | \$ 850,000 |
| Total - Facilities Capital Projects Fund | | \$ 25,000 | \$ 225,000 | \$ 475,000 | \$ 375,000 | \$ 25,000 | \$ 1,125,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|-----------|------------|------------|------------|-----------|--------------|
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | 25,000 | 50,000 | 50,000 | - | - | \$ 125,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 175,000 | 425,000 | 375,000 | 25,000 | \$ 1,000,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 25,000 | \$ 225,000 | \$ 475,000 | \$ 375,000 | \$ 25,000 | \$ 1,125,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 \$800,000 is needed on an annual basis to maintain these hardscape areas. The replacement/improvement schedule for 2020 includes:

| | | | |
|--|------------|----------------------------|------------|
| City Sites | \$ 50,000 | Scheig Center Lot | \$ 700,000 |
| Fire Station #6 rear apron replacement | \$ 350,000 | Wastewater Treatment Plant | \$ 350,000 |
| | | Water Plant | \$ 200,000 |

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 reconstruction and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|---------------------------------------|---------------------|---------------------|---------------------|-------------------|-------------------|---------------------|
| PRFM | City Sites | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | \$ 250,000 |
| | Fire Stations | 350,000 | 85,000 | - | 75,000 | - | \$ 510,000 |
| | MSB | - | 200,000 | 150,000 | 175,000 | - | \$ 525,000 |
| | Park Sites | 700,000 | 550,000 | 650,000 | 250,000 | 250,000 | \$ 2,400,000 |
| | PRFMD | - | - | - | 150,000 | - | \$ 150,000 |
| Facilities Capital Projects | | 1,100,000 | 885,000 | 850,000 | 700,000 | 300,000 | \$ 3,835,000 |
| WW | Wastewater | 350,000 | 250,000 | 200,000 | 200,000 | 150,000 | \$ 1,150,000 |
| | WW Utility Capital Projects | 350,000 | 250,000 | 200,000 | 200,000 | 150,000 | \$ 1,150,000 |
| Water Utility | Water Plant | 200,000 | - | 200,000 | - | 200,000 | \$ 600,000 |
| | Water Utility Capital Projects | 200,000 | - | 200,000 | - | 200,000 | \$ 600,000 |
| Total - Hardscape Improvement Projects | | \$ 1,650,000 | \$ 1,135,000 | \$ 1,250,000 | \$ 900,000 | \$ 650,000 | \$ 5,585,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | |
|-----------------------|----------------------|---------------------|---------------------|-------------------|-------------------|---------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | 80,000 | 70,000 | 65,000 | 60,000 | 30,000 | \$ 305,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,570,000 | 1,065,000 | 1,185,000 | 840,000 | 620,000 | \$ 5,280,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 1,650,000 | \$ 1,135,000 | \$ 1,250,000 | \$ 900,000 | \$ 650,000 | \$ 5,585,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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: (2020) Replace forced air furnaces and condensing units in Fire Station 3 & 5. (2021) Replace furnaces and condensing units at Fire Station #2. (2022) Replace air handling units and boilers at Fire Station #1. (2023) Replace boiler at Fire Station 4. (2024) Replace furnaces and condensing units at Fire Station #6.

PRFMD Facility: (2022) Replace garage exhaust fans and make-up air units.

Library: (2024) Replace air handler units and install additional VAV boxes and controls.

Municipal Services Building: (2020) Replace garage HVAC phase 1 - this phase includes replacing the exhaust fans and make up air units and replace gas sensors in garage areas. (2021) Replace garage HVAC phase 2 - this phase includes replacing the infrared heaters and roof top units in the garage area. (2023) Upgrade HVAC in CEA Shop, Storage Garage and Yard Waste areas.

Park Pavilions: (2020) Replace the forced air furnaces at Pierce Pavilion, AMP Pavilion, and Scheig Center.

Valley Transit: (2020) Install air conditioning in maintenance area of the bus garage.

Wastewater Plant: (2020) Replace HVAC system at D-Building design services for re-piping T-building. (2021) Construction for re-piping T-Building and design services for V-Building HVAC upgrades; (2022) V-Building HVAC Upgrades. (2023) L-Building HVAC upgrades. (2024) K- Building HVAC upgrades.

Water Plant : (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) Aerco boilers and condensing units replacements and Kathabar design. (2024) Replace the Kathabar dehumidification system.

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|--|---------------------|-------------------|---------------------|-------------------|---------------------|---------------------|
| PRFM | Fire Stations | 80,000 | 40,000 | 100,000 | 40,000 | 75,000 | \$ 335,000 |
| | PRFMD Facility | - | - | 275,000 | - | - | \$ 275,000 |
| | Library | - | - | - | - | 500,000 | \$ 500,000 |
| | Municipal Services | 475,000 | 475,000 | - | 300,000 | - | \$ 1,250,000 |
| | Park Pavilions | 80,000 | - | - | - | - | \$ 80,000 |
| Facilities Capital Projects Fund | | 635,000 | 515,000 | 375,000 | 340,000 | 575,000 | \$ 2,440,000 |
| VT | Valley Transit | 100,000 | - | - | - | - | \$ 100,000 |
| | Valley Transit Capital Projects | 100,000 | - | - | - | - | \$ 100,000 |
| WW | Wastewater Plant | 500,000 | 275,000 | 650,000 | 500,000 | 400,000 | \$ 2,325,000 |
| | WW Utility Capital Projects | 500,000 | 275,000 | 650,000 | 500,000 | 400,000 | \$ 2,325,000 |
| Water Utility | Water Plant | - | 100,000 | - | 100,000 | 500,000 | \$ 700,000 |
| | Water Utility Capital Projects | - | 100,000 | - | 100,000 | 500,000 | \$ 700,000 |
| Total - HVAC Upgrades | | \$ 1,235,000 | \$ 890,000 | \$ 1,025,000 | \$ 940,000 | \$ 1,475,000 | \$ 5,565,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|---------------------|-------------------|---------------------|-------------------|---------------------|---------------------|
| Planning | 200,000 | 90,000 | 75,000 | 35,000 | 50,000 | \$ 450,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,035,000 | 800,000 | 950,000 | 905,000 | 1,425,000 | \$ 5,115,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 1,235,000 | \$ 890,000 | \$ 1,025,000 | \$ 940,000 | \$ 1,475,000 | \$ 5,565,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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. 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 five year period.

Furniture Upgrades - Furniture includes, but is not limited to the following in the workplace: furniture systems (work stations), seating (office chairs), conference tables, storage systems (file cabinets and bookcases, etc.), office furniture (desks, credenzas, etc.), etc.

City Hall: (2020) Replace the workstations for Community & Economic Development/Assessor - \$150,000. (2021) Replace the workstations for Finance Department - \$150,000. (2022) Replace the workstations for Health Department - \$100,000.

Fire Stations: (2020) New classroom furniture at Fire Station #6 - \$35,000. (2024) Workstation upgrades - \$65,000.

Library: (2020) Replace broken and worn furniture - \$40,000. (2021) Upgrade service desks - \$75,000. (2022) Replace media shelving as needed - \$150,000.

Municipal Services Building: (2023) Replace the workstations at the Municipal Services Building. - \$135,000.

Police Station: (2020) 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 - \$345,000. (2020) Update interiors for the Community Development/Assessors Department - \$200,000. (2021) Update interiors for Finance Department - \$100,000. (2022) Update interiors for the Health Department - \$125,000.

Fire Stations: (2020/2021/2022/2023/2024) Replace flooring in various fire stations - \$35,000/per year.

Library: (2020) Replace carpeting that is worn - \$100,000.

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|----------------|------------|------------|------------|------------|------------|--------------|
| PRFM | City Hall | 695,000 | 250,000 | 225,000 | - | - | \$ 1,170,000 |
| | Fire Stations | 70,000 | 35,000 | 35,000 | 35,000 | 100,000 | \$ 275,000 |
| | Library | 140,000 | 75,000 | 150,000 | - | - | \$ 365,000 |
| | MSB | - | - | - | 135,000 | - | \$ 135,000 |
| | Police Station | 30,000 | - | - | - | - | \$ 30,000 |
| Total - Facilities Capital Projects Fund | | \$ 935,000 | \$ 360,000 | \$ 410,000 | \$ 170,000 | \$ 100,000 | \$ 1,975,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|------------|------------|------------|------------|------------|--------------|
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | 30,000 | 40,000 | 30,000 | 15,000 | - | \$ 115,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 905,000 | 320,000 | 380,000 | 155,000 | 100,000 | \$ 1,860,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 935,000 | \$ 360,000 | \$ 410,000 | \$ 170,000 | \$ 100,000 | \$ 1,975,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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: (2021) Upgrade exterior lighting at Fire Stations #1, #2, and #6. (2023) Upgrade interior lighting at various Fire Stations.

Library: (2024) Replace lighting with LED fixtures.

MSB: (2021/2023) Upgrade interior lighting.

Parks: (2020/2021/2022/2023/2024) Upgrade lighting at various City Parks.

Police Station: (2023) Upgrade interior lighting.

PRFMD Facility: (2022) Upgrade interior lighting.

Valley Transit: (2023) Upgrade interior lighting and controls.

Wastewater: (2022/2024) Upgrade interior and exterior lighting.

Water Plant: (2021/2023) 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| PRFM | Fire Stations | - | 75,000 | - | 75,000 | - | \$ 150,000 |
| | Library | - | - | - | - | 175,000 | \$ 175,000 |
| | MSB | - | 75,000 | - | 75,000 | - | \$ 150,000 |
| | Parks | 175,000 | 100,000 | 100,000 | 100,000 | 100,000 | \$ 575,000 |
| | Police Station | - | - | - | 75,000 | - | \$ 75,000 |
| | PRFMD | - | - | 100,000 | - | - | \$ 100,000 |
| Facilities Capital Projects | | 175,000 | 250,000 | 200,000 | 325,000 | 275,000 | \$ 1,225,000 |
| VT | Valley Transit | - | - | - | 50,000 | - | \$ 50,000 |
| | Valley Transit Capital Projects | - | - | - | 50,000 | - | \$ 50,000 |
| WW | Wastewater | - | - | 125,000 | - | 75,000 | \$ 200,000 |
| | WW Utility Capital Projects | - | - | 125,000 | - | 75,000 | \$ 200,000 |
| Water Utility | Water Plant | - | 75,000 | - | 75,000 | - | \$ 150,000 |
| | Water Utility Capital Projects | - | 75,000 | - | 75,000 | - | \$ 150,000 |
| Total - Lighting Upgrade Projects | | \$ 175,000 | \$ 325,000 | \$ 325,000 | \$ 450,000 | \$ 350,000 | \$ 1,625,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Planning | 25,000 | 25,000 | 30,000 | 30,000 | 25,000 | \$ 135,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 150,000 | 300,000 | 295,000 | 420,000 | 325,000 | \$ 1,490,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 175,000 | \$ 325,000 | \$ 325,000 | \$ 450,000 | \$ 350,000 | \$ 1,625,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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.

2021 - Building and/or renovation design.
2022 - Building construction.

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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------|-------------------|---------------------|-------------|-------------|---------------------|
| PRFM MSB Storage | - | 500,000 | 7,000,000 | - | - | \$ 7,500,000 |
| Total - Facilities Capital Projects Fund | \$ - | \$ 500,000 | \$ 7,000,000 | \$ - | \$ - | \$ 7,500,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|-------------|-------------------|---------------------|-------------|-------------|---------------------|
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | - | 400,000 | 300,000 | - | - | \$ 700,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 100,000 | 6,700,000 | - | - | \$ 6,800,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 500,000 | \$ 7,000,000 | \$ - | \$ - | \$ 7,500,000 |
| Operating Cost Impact | * N/Q | * N/Q | * N/Q | * N/Q | * N/Q | \$ - |

* N/Q = Not quantifiable

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Plumbing Upgrades

PROJECT DESCRIPTION

Justification:

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 Plant:

Replace Weimar Ct. Water Lateral - (2020) This project was budgeted in 2019, but pricing exceeded our approved budget, therefore we are rebudgeting for this period to complete the project per our engineer's estimates.

Discussion of operating cost impact:

There is no operating cost impact from these projects.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|----------------------------------|------------------------------------|-------------------|------------------|-------------------|-------------|-------------|-------------------|
| PRFM | Parks | - | 25,000 | 250,000 | - | - | \$ 275,000 |
| | Facilities Capital Projects | - | 25,000 | 250,000 | - | - | \$ 275,000 |
| WW | Wastewater | 250,000 | - | - | - | - | \$ 250,000 |
| | WW Utility Capital Projects | 250,000 | - | - | - | - | \$ 250,000 |
| Total - Plumbing Upgrades | | \$ 250,000 | \$ 25,000 | \$ 250,000 | \$ - | \$ - | \$ 525,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|-----------------------|----------------------|------------------|-------------------|-------------|-------------|-------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Planning | - | 25,000 | - | - | - | \$ 25,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 250,000 | - | 250,000 | - | - | \$ 500,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 250,000 | \$ 25,000 | \$ 250,000 | \$ - | \$ - | \$ 525,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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.

- 2020 - MSB Cold/Barricade Storage (\$225,000)
- 2021 - Fire Station #4 (\$150,000)
- 2021 - Parks - various pavilions (\$100,000)
- 2022 - Fire Station #2 (\$125,000)
- 2022 - Wastewater - V-Building partial replacement (\$200,000)
- 2023 - Library partial replacement (\$400,000)
- 2024 - Wastewater-B-Building partial replacement (\$200,000)
- 2024 - Parks - various pavilions (\$125,000)

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| PRFM | Fire Stations | - | 150,000 | 125,000 | - | - | \$ 275,000 |
| | Library | - | - | - | 400,000 | - | \$ 400,000 |
| | MSB | 225,000 | - | - | - | - | \$ 225,000 |
| | Parks | - | 100,000 | - | - | 125,000 | \$ 225,000 |
| | Facilities Capital Projects | 225,000 | 250,000 | 125,000 | 400,000 | 125,000 | \$ 1,125,000 |
| WW | Wastewater Plant | - | - | 200,000 | - | 200,000 | \$ 400,000 |
| | WW Utility Capital Projects | - | - | 200,000 | - | 200,000 | \$ 400,000 |
| Total - Roof Replacement Projects | | \$ 225,000 | \$ 250,000 | \$ 325,000 | \$ 400,000 | \$ 325,000 | \$ 1,525,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Planning | 25,000 | 10,000 | 30,000 | 15,000 | 15,000 | \$ 95,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 200,000 | 240,000 | 295,000 | 385,000 | 310,000 | \$ 1,430,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 225,000 | \$ 250,000 | \$ 325,000 | \$ 400,000 | \$ 325,000 | \$ 1,525,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Safety and Security Improvements

PROJECT DESCRIPTION

Justification:

Fire Stations: Emergency Power - (2020) Connect additional circuits to backup generator power at various Fire Stations. (2023) Fire alarm upgrades at Stations #2 & #4. (2024) Fire alarm upgrades at Stations #3 & #5.

Parks: Security Upgrades - (2020/2022/2024) The security upgrades will include, but not be limited to: cameras, auto-locks, card readers, and infrastructure upgrades.

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. Security Gate Replacement/Upgrades - (2021) Water Plant (2022) Lake Station

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|---------------------------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|
| PRFM | Fire Stations | 25,000 | - | - | 45,000 | 45,000 | \$ 115,000 |
| | Parks | 55,000 | - | 30,000 | - | 30,000 | \$ 115,000 |
| | PRFMD | 75,000 | - | 150,000 | - | - | \$ 225,000 |
| Facilities Capital Projects | | 155,000 | - | 180,000 | 45,000 | 75,000 | \$ 455,000 |
| WW | Wastewater Plant | 125,000 | - | - | - | - | \$ 125,000 |
| | WW Utility Capital Projects | 125,000 | - | - | - | - | \$ 125,000 |
| Water Utility | Water Plant | - | 200,000 | 75,000 | - | - | \$ 275,000 |
| | Water Utility Capital Projects | - | 200,000 | 75,000 | - | - | \$ 275,000 |
| Total - Safety & Security Upgrades | | \$ 280,000 | \$ 200,000 | \$ 255,000 | \$ 45,000 | \$ 75,000 | \$ 855,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|
| Planning | 25,000 | 15,000 | 20,000 | 10,000 | - | \$ 70,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 255,000 | 185,000 | 235,000 | 35,000 | 75,000 | \$ 785,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 280,000 | \$ 200,000 | \$ 255,000 | \$ 45,000 | \$ 75,000 | \$ 855,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Transit Center

PROJECT DESCRIPTION

Justification:

Constructed in 1989, the Transit Center facility serves as the main transit transfer station for City bus transportation. After thirty years of continuous operation planning is necessary to ensure the facility can meet the long-term needs to deliver efficient and effective services. In addition, as the facility and facility systems age, various upgrades have been identified to maintain operations in the existing facility.

The Valley Transit Department is currently assessing their long-term needs as it relates to the facility. Depending on outside funding sources it is anticipated design could begin in 2022 and construction occurring in 2023/2024.

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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------|-------------|-------------------|---------------------|----------------------|----------------------|
| Valley Transit Transit Center | - | - | 100,000 | 2,000,000 | 10,000,000 | \$ 12,100,000 |
| Total - Valley Transit Capital Fund | \$ - | \$ - | \$ 100,000 | \$ 2,000,000 | \$ 10,000,000 | \$ 12,100,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|-------------|-------------|-------------------|---------------------|----------------------|----------------------|
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | | | 100,000 | - | - | \$ 100,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | 2,000,000 | 10,000,000 | \$ 12,000,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 100,000 | \$ 2,000,000 | \$ 10,000,000 | \$ 12,100,000 |
| Operating Cost Impact | * N/Q | * N/Q | * N/Q | * N/Q | * N/Q | \$ - |

* N/Q = Not quantifiable

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Ramp - US Venture Development

PROJECT DESCRIPTION

Justification:

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 known as the Michiels Property or "Bluff site #1".

US Venture will construct a new corporate headquarters with a projected value of \$57.5 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.

The projected cost of the parking structure, per Hoffman, Planning & Engineering, Inc. is \$36,938,274 per their Common Council presentation on 9/4/2019. Bidding for the project is expected to be performed in the fall of 2019 with construction anticipated to commence in early 2020. Construction is expected to take approximately 14 months.

The net cost of the parking ramp to the City is expected to be \$34,816,274 after an anticipated \$1,582,000 contribution from US Venture, and the elimination of metal cladding and reduced parking meter scope (-\$540,000). However, since the City will hold the contracts for the construction, the gross cost is reflected in this CIP.

The amounts in the cost summary reflected below reflect the gross cost of the ramp less the amount already included in the 2018 amended budget for land costs and preliminary design fees (\$2,341,153) which are included in the above estimate and expected to be spent in 2018-2019.

Discussion of operating cost impact:

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.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|----------------------|----------------------|-------------|-------------|-------------|----------------------|
| PRFM US Venture Ramp: New Parking Ramp | 20,000,000 | 14,600,000 | - | - | - | \$ 34,600,000 |
| Total - TIF 11 Capital Projects | \$ 20,000,000 | \$ 14,600,000 | \$ - | \$ - | \$ - | \$ 34,600,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|----------------------|----------------------|-------------|-------------|-------------|----------------------|
| Planning | - | - | - | - | - | \$ - |
| Construction | 20,000,000 | 14,600,000 | - | - | - | \$ 34,600,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 20,000,000 | \$ 14,600,000 | \$ - | \$ - | \$ - | \$ 34,600,000 |
| Operating Cost Impact | NQ * | NQ * | NQ * | NQ * | NQ * | NQ * |

* N/Q = Not Quantifiable

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Utility Maintenance and Equipment

PROJECT DESCRIPTION

Justification:

Green Ramp LED Lighting Upgrades - Currently, our Green Parking Ramp is illuminated by high pressure sodium light fixtures. These fixtures are based on older technology and are much less energy efficient than the LED fixtures available today. The planned 2020 replacement of all existing non-LED fixtures throughout the Green ramp will result in significant 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. Upon completion of this project, all three of the City's existing ramps will be fully converted to LED lighting systems.

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 only allowed us to modernize two of the three elevator cars in 2019). 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.

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.

New Parking Enforcement Handheld Units - The City currently uses six handheld units for issuing and processing parking citations. This equipment was originally purchased in approximately 2003. In June of 2018, we were notified that hardware and software support for these units will be discontinued in June of 2019. The purchase of new units in 2020 will allow Parking and Police staff to continue enforcement of controlled parking areas throughout the City with the benefit of newer and more efficient technology.

Discussion of operating cost impact:

Beginning in 2019 we experienced a reduction in energy cost due to the conversion to LED lighting; this reduction will continue in 2020 with the planned LED conversion in the Green Ramp. Reduced operating and maintenance costs are also anticipated as a result of the completion of the final phase of Red Ramp elevator replacements in 2020.

DEPARTMENT COST SUMMARY

| DEPARTMENT | PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------|---|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| Parking | | | | | | | |
| | Green Ramp LED Lighting Upgrades | 185,000 | - | - | - | - | \$ 185,000 |
| | Red Ramp Elevator Replacement | 275,000 | - | - | - | - | \$ 275,000 |
| | On-street wayfinding signage | - | 100,000 | - | - | - | \$ 100,000 |
| | Parking Enforcement Handheld Units | 50,000 | - | - | - | - | \$ 50,000 |
| | Total - Parking Utility Capital Projects | \$ 510,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ 610,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 510,000 | 100,000 | - | - | - | \$ 610,000 |
| Total | \$ 510,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ 610,000 |
| Operating Cost Impact | \$ (50,000) | \$ (50,000) | \$ (50,000) | \$ (50,000) | \$ (50,000) | \$ (250,000) |

CITY OF APPLETON 2020 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|--------------|-------------|------------------|-------------------|-------------|-------------|-------------------|
| Water | Engineering | - | 75,000 | - | - | - | \$ 75,000 |
| | Construction | - | - | 400,000 | - | - | \$ 400,000 |
| Total - Water Treatment Capital Projects | | \$ - | \$ 75,000 | \$ 400,000 | \$ - | \$ - | \$ 475,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------|------------------|-------------------|-------------|-------------|-------------------|
| Planning | - | 75,000 | - | - | - | \$ 75,000 |
| Land Acquisition | - | - | - | - | - | - |
| Construction | - | - | 400,000 | - | - | \$ 400,000 |
| Other | - | - | - | - | - | - |
| Total | \$ - | \$ 75,000 | \$ 400,000 | \$ - | \$ - | \$ 475,000 |
| Operating Cost Impact | - | - | - | - | - | - |

CITY OF APPLETON 2020 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Wastewater Design | - | 250,000 | - | - | - | \$ 250,000 |
| Total - Wastewater Capital Projects | \$ - | \$ 250,000 | \$ - | \$ - | \$ - | \$ 250,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Planning | - | 250,000 | - | - | - | \$ 250,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other - Equipment | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 250,000 | \$ - | \$ - | \$ - | \$ 250,000 |
| Operating Cost Impact | N/Q * | N/Q * | N/Q * | N/Q * | N/Q * | N/Q * |

* N/Q = Not Quantifiable

CITY OF APPLETON 2020 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. The capital costs for a new compost facility exceeded \$16 M. Decisions regarding the future direction (compost or sludge storage) are expected to be known later in 2019 which could impact the suggested project timeline listed below.

The 2021 and 2022 budget reflects an opinion of cost based on the preliminary findings of the Coker study for a biosolids storage addition.

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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------|---------------------|---------------------|-------------|-------------|---------------------|
| Wastewater & Engineering Facilities Construction | - | - | - | - | - | - |
| | - | 5,000,000 | 3,000,000 | - | - | \$ 8,000,000 |
| Total - Wastewater Capital Projects | \$ - | \$ 5,000,000 | \$ 3,000,000 | \$ - | \$ - | \$ 8,000,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|-------------|---------------------|---------------------|-------------|-------------|---------------------|
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Land Acquisition | | | | | | \$ - |
| Engineering | | - | - | - | - | \$ - |
| Construction | - | 5,000,000 | 3,000,000 | - | - | \$ 8,000,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 5,000,000 | \$ 3,000,000 | \$ - | \$ - | \$ 8,000,000 |
| Operating Cost Impact | NQ * | NQ * | NQ * | NQ * | NQ * | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Additional Vehicle and Twelve Additional Personnel for Station 6

PROJECT DESCRIPTION

Justification:

Appleton Key Strategies: #1) Prompt delivery of 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. #7) Communicate our success through stories and testimonials.

Fire District 6 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 6 has **doubled** over the past ten years. Incidents responded to by units at Station 6 (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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Fire Equipment | - | 706,436 | - | - | - | \$ 706,436 |
| Total - Public Safety Capital Projects Fund | \$ - | \$ 706,436 | \$ - | \$ - | \$ - | \$ 706,436 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | - | 706,436 | - | - | - | \$ 706,436 |
| Total | \$ - | \$ 706,436 | \$ - | \$ - | \$ - | \$ 706,436 |
| Operating Cost Impact | \$ - | \$ 1,404,463 | \$ 1,446,596 | \$ 1,489,994 | \$ 1,534,694 | \$ 5,875,747 |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Enterprise Resource Planning (ERP) System

PROJECT DESCRIPTION

Justification:

During 2016, the City selected vendors and negotiated contracts for a multi-year project to replace all of the software running on the iSeries computer. The financial system then in use was 20 years old and integrated 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 find. 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.

The replacement project is being 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 expected to continue into 2022. The implementation is broken into phases based on the modules expected to be implemented in a particular year. Phase 1, which included the implementation of the City's general ledger, purchasing, accounts payable, accounts receivable, and document management modules went live in November, 2018. Phase 2, which includes the payroll, time and attendance, human resources, property tax collection, cashiering, cash management, and employee expense modules, is scheduled to go on-line in 2019. Phase 3, which includes the work order, inventory, fixed assets, and fleet and facilities management modules, is projected for 2020. Phase 4, which includes the permit and code enforcement, business licensing, animal licensing, GIS integration, and parking tickets modules, is targeted for 2021, and Phase 5, which includes utility billing, special assessment, contract management, vendor and citizen self service, and debt management is slated for 2022.

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 was re-budgeted in total in 2019 and subsequent year budget amounts have been extended one year. The \$250,000 budgeted for 2020 represents the investment in the modules described previously for phase 3.

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 per year is noted below.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------------|-------------------|-------------------|-------------|-------------|-------------------|
| IT ERP system | 250,000 | 250,000 | 250,000 | - | - | \$ 750,000 |
| Total - Information Technology Capital Projects Fund | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ - | \$ - | \$ 750,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|------------------------------|-------------------|-------------------|-------------------|-------------|-------------|-------------------|
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | - | - | - | - | - | \$ - |
| Other | 250,000 | 250,000 | 250,000 | - | - | \$ 750,000 |
| Total | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ - | \$ - | \$ 750,000 |
| Operating Cost Impact | \$ 23,000 | \$ 23,000 | \$ 20,000 | \$ - | \$ - | \$ 66,000 |

CITY OF APPLETON 2020 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 18 years old and technology has improved for both audio and video quality. This request is to implement the latest technology for both and add a hearing loop. The project had been planned for 2018 at an estimated cost of \$65,000 but, after obtaining input via an RFP, it was determined that amount was insufficient and the project is being re-budgeted at \$100,000 in 2020.

Teleconferencing Systems

The 2019 budget included a project to upgrade the Fire Department teleconferencing equipment, which is used at all six stations and is now 5 years old and becoming difficult to support, along with the upgrade to the phone system. As the phone upgrade project has advanced, it has become apparent that the budgeted amount will not be sufficient to complete the teleconferencing upgrade. Additionally, the Police department is also in need of a major overhaul of its teleconferencing equipment in its training room. This project includes replacing both systems with virtual equipment and moving the connections to WebEx based software to allow internal and external teleconferencing and to meet emergency operations center (EOC) needs.

Police MDCs

In order to take full advantage of the expanded capabilities of the computer aided dispatch (CAD) system upgrade at Outagamie County, it is necessary to upgrade all Police squad car mobile data computers (MDC's). The latest MDC's come with improvements such as higher capacity connectivity, drivers license scanners, and micro printers. This is the second year of a three year project and includes Central Equipment Agency charges to change over 20 computers per year.

Core network, Firewalls, and Fiber Redundancy

This CIP includes the replacement and upgrade of our core network, our network firewalls, a combination of hardware and software that protects our networks from unauthorized access, and installation of additional runs of fiber optic cable to provide redundancy and protect against outages. In 2020, the existing network equipment will be seven years old and due for replacement in order to run the latest versions of the 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.

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-----------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| IT | Council Chambers | 100,000 | - | - | - | - | \$ 100,000 |
| | Upgrade Fire & Police | | | | | | |
| | Teleconferencing | 100,000 | - | - | - | - | \$ 100,000 |
| | PD MDC Upgrades | 150,000 | 150,000 | - | - | - | \$ 300,000 |
| | Core Network | 80,000 | - | - | - | - | \$ 80,000 |
| | Firewalls | - | 75,000 | - | - | - | \$ 75,000 |
| | Fiber redundancy | - | 75,000 | - | - | - | \$ 75,000 |
| Total - IT Capital Projects Fund | | 430,000 | 300,000 | - | - | - | \$ 730,000 |
| IT | Utilities Wireless | - | 175,000 | - | - | - | \$ 175,000 |
| Total - Wastewater Capital Proj | | - | 175,000 | - | - | - | \$ 175,000 |
| Total - IT Capital Projects | | \$ 430,000 | \$ 475,000 | \$ - | \$ - | \$ - | \$ 905,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Equipment | 420,300 | 465,300 | - | - | - | \$ 885,600 |
| Other | 9,700 | 9,700 | - | - | - | \$ 19,400 |
| Total | \$ 430,000 | \$ 475,000 | \$ - | \$ - | \$ - | \$ 905,000 |
| Operating Cost Impact | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 50,000 |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library Self-Check Replacement

PROJECT DESCRIPTION

Justification:

The self check units at the Library are now eight years old and the operating system on which they run is no longer supported by Microsoft. The self check units currently account for 72% of all materials checked out of the Library, which enables Library staff to attend to other duties, making more efficient use of our available staff time.

Discussion of operating cost impact:

Operating costs should be reduced with newer equipment but the savings is not yet quantifiable.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------|-------------|------------------|-------------|-------------|------------------|
| Library | - | - | 60,000 | - | - | \$ 60,000 |
| Total - Library Capital Projects Fund | \$ - | \$ - | \$ 60,000 | \$ - | \$ - | \$ 60,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------|-------------|------------------|-------------|-------------|------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | - | - | 60,000 | - | - | \$ 60,000 |
| Total | \$ - | \$ - | \$ 60,000 | \$ - | \$ - | \$ 60,000 |
| Operating Cost Impact | \$ - | NQ * | NQ * | NQ * | NQ * | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Police Body Cameras & Tasers

PROJECT DESCRIPTION

Justification:

Axon Officer Safety Plan:

In 2015, the complexities of policing, demands for transparency, and need to keep our City safe were, and still are, an important factor in implementing the Officer Safety Program (OSP) through Taser International (now Axon). The program offered body-worn cameras (BWC), TASERS and digital evidence storage to law enforcement under a five-year contract. The BWC gathers critical video and audio evidence before, during and after an event that is uploaded seamlessly into Evidence.com. Without the BWC, we would not have the critical evidence needed for investigations and court documentation.

Nationally, the body worn camera is becoming a necessity among law enforcement to ensure police transparency for police-citizen encounters. Axon has advanced the BWC technology with improved video and audio that provides more clarity and accountability. In addition, Axon has developed applications that supplement the BWC program with a focus on officer safety and more efficiencies for supervisors. Some of these applications include React to Active Intelligence (gunshot detection, GEO mapping, critical video offload, and live streaming), signal side arm (senses when a firearm is drawn), citizen for officers (one-on-one evidence collection), citizen for communities (collect evidence from the public), AI powered redaction, and Axon Records Management.

Renewing the 5-year contract (2019-2023) with Axon includes upgraded body-worn cameras and TASERS with integration on the Axon network giving officers the ability to upload and manage data easily using the Axon APP on their iPhone. We are requesting \$646,650 as a capital project for the purchase of the equipment. The operating cost for cartridges, software, storage, and other accessories will be included as an annual cost for the 5-year contract.

Discussion of operating cost impact:

The operating costs for the cartridges, software upgrades and storage, and other accessories associated with the program will be \$87,522 annually over the term of the 5-year contract.

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------------|-------------|-------------|-------------|-------------------|---------------------|
| Police Equipment | 646,650 | - | - | - | 675,000 | \$ 1,321,650 |
| Total - Public Safety Capital Projects Fund | \$ 646,650 | \$ - | \$ - | \$ - | \$ 675,000 | \$ 1,321,650 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------------|------------------|------------------|------------------|-------------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 646,650 | - | - | - | 675,000 | \$ 1,321,650 |
| Total | \$ 646,650 | \$ - | \$ - | \$ - | \$ 675,000 | \$ 1,321,650 |
| Operating Cost Impact | \$ 87,522 | \$ 87,522 | \$ 87,522 | \$ 87,522 | \$ 87,522 | \$ 437,610 |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Spillman Crime Analytics software

PROJECT DESCRIPTION

Justification:

In 2018 Outagamie County implemented the Spillman Records Management System (RMS) that supports various modules including crime analysis, data sharing, field reporting, officer productivity, and other management tools. Compstat Management and Command Staff Productivity Dashboards is one of those management tools that manages chart and graph data for crimes, accidents, traffic citations, etc. This information is used to assist in Intelligence-Led Policing, crime pin mapping, heat maps, filtering capabilities, time comparison analytics, officer performance and accountability, and more. Reports can be customized, making it easy to compare statistics weekly, monthly or in various time periods. Supervisors can analyze the locations of events within Appleton to manage gang problems, graffiti, animal concerns, etc. at specific times in certain areas. Supervisors can also easily access an officer's workload and performance, and create reports showing various statistics.

In 2019 Appleton PD launched the Compstat and Productivity Dashboards for a one-year trial. We have found this innovative public safety technology to be valuable to policing and believe it will greatly benefit the community as the department's analysis and response to crime will be enhanced and the public will be able to view crime trends in their neighborhoods. To continue the map-based analytic modules we need to purchase the CompStat Management and Command Staff Productivity Dashboards for \$60,360 in 2020.

Discussion of operating cost impact:

The annual maintenance fee of \$7,500 will begin in 2021.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|------------------|-------------|-------------|-------------|-------------|------------------|
| Police Software purchase | 60,360 | - | - | - | - | \$ 60,360 |
| Total - Public Safety Capital Projects Fund | \$ 60,360 | \$ - | \$ - | \$ - | \$ - | \$ 60,360 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 60,360 | - | - | - | - | \$ 60,360 |
| Total | \$ 60,360 | \$ - | \$ - | \$ - | \$ - | \$ 60,360 |
| Operating Cost Impact | \$ - | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 30,000 |

CITY OF APPLETON 2020 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | 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 | 2020 | 2021 | 2022 | 2023 | 2024 | 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 * | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2020 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. 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|------|------|-----------|------|------|-----------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | - | - | 45,000 | - | - | \$ 45,000 |
| Total | \$ - | \$ - | \$ 45,000 | \$ - | \$ - | \$ 45,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 lift span. These components include gas system control valves, gas blower, and condensate sumps. Per the DNR, this project was put on hold until a WI DNR inspection, which occurred in June 2019, and two years of additional gas testing can be completed.

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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------|-------------|------------------|-------------|-------------|------------------|
| Sanitation Construction | - | - | 60,000 | - | - | \$ 60,000 |
| Total - Sanitation Fund Capital Projects | \$ - | \$ - | \$ 60,000 | \$ - | \$ - | \$ 60,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------|-------------|------------------|-------------|-------------|------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 60,000 | - | - | \$ 60,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 60,000 | \$ - | \$ - | \$ 60,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 City-wide 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 City-wide 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------|-------------|------------------|-------------|-------------|------------------|
| Stormwater Sweeper | - | - | 70,000 | - | - | \$ 70,000 |
| Total - Stormwater Capital Projects | \$ - | \$ - | \$ 70,000 | \$ - | \$ - | \$ 70,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | 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 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bus Shelter Replacement

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2020 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 (\$40,000) with the remaining 20% funded from the depreciation reserve.

Discussion of operating cost impact:

These shelters will replace existing, older shelters therefore there is no overall increase in maintenance cost anticipated.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|------------------|-------------|-------------|-------------|-------------|------------------|
| Valley Transit Shelter purchase | 50,000 | - | - | - | - | \$ 50,000 |
| Total -Valley Transit Capital Projects | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 50,000 | - | - | - | - | \$ 50,000 |
| Total | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Floor Sweeper/Scrubber Replacement

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2020 include replacing an old, worn out floor sweeper/scrubber that is used in the bus garage and maintenance bays. The current equipment was purchased in 1994 and is beyond its useful life. Capital funding has been budgeted to cover 80% of the cost (\$60,000) with the remaining 20% funded from the depreciation reserve.

Discussion of operating cost impact:

This machine will be a replacement for an existing one so there is no overall operating cost impact anticipated due to routine maintenance.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|------------------|-------------|-------------|-------------|-------------|------------------|
| Valley Transit Equipment | 75,000 | - | - | - | - | \$ 75,000 |
| Total -Valley Transit Capital Projects | \$ 75,000 | \$ - | \$ - | \$ - | \$ - | \$ 75,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 75,000 | - | - | - | - | \$ 75,000 |
| Total | \$ 75,000 | \$ - | \$ - | \$ - | \$ - | \$ 75,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Vehicle Purchase

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2020 include purchasing a replacement 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 related. The vehicle will also be 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 (\$32,000) with the remaining 20% funded from the depreciation reserve.

Discussion of operating cost impact:

This vehicle will be a replacement for an existing vehicle so there is no overall operating cost impact anticipated due to routine maintenance.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|------------------|-------------|-------------|-------------|-------------|------------------|
| Valley Transit Vehicle purchase | 40,000 | - | - | - | - | \$ 40,000 |
| Total -Valley Transit Capital Projects | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 40,000 | - | - | - | - | \$ 40,000 |
| Total | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Water Matthias Tower | - | \$ 320,000 | - | - | - | \$ 320,000 |
| Total - Water Treatment Capital Projects | \$ - | \$ 320,000 | \$ - | \$ - | \$ - | \$ 320,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | 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 2020 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------|-------------|-------------------|-------------|-------------|-------------------|
| Water Equipment | - | - | 100,000 | - | - | \$ 100,000 |
| Total - Water Treatment Capital Projects | \$ - | \$ - | \$ 100,000 | \$ - | \$ - | \$ 100,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------|-------------|-------------------|-------------|-------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | - | - | 100,000 | - | - | \$ 100,000 |
| Total | \$ - | \$ - | \$ 100,000 | \$ - | \$ - | \$ 100,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION | |
|----------------|----------------------------------|
| Project Title: | Aeration Tank Blower Replacement |

| PROJECT DESCRIPTION | |
|---|--|
| <p>Justification:</p> <p>There are seven blowers at the Appleton Wastewater Treatment Plant (AWWTP) which supply air to up to approximately 80,000 pounds of microlife within three independent aeration tanks. Three low pressure positive displacement blowers (10 psi) are located in Blower Building F1 were placed into service as part of the 1960's wastewater plant upgrade project. These blowers provide air required for Aeration Tank 1 (shallow tank). Four high pressure positive displacement blowers (15 psi) located in Blower Building F2 were installed as part of the last major wastewater plant upgrade project in the early 1990's. These F2 Building blowers provide air required for Aeration Tank 2 and Aeration Tank 3 (deep tanks). In 2009, the AWWTP replaced Blower #2 with an energy efficient 650 horsepower (HP) aeration blower with a capacity of 8,400 standard cubic feet per minute (SCFM). Blower #2 has served as the primary operational blower to Aeration Tanks 2 and 3 since that time. Increased plant loadings since the installation the Blower #2 necessitated an evaluation of existing blower equipment and aeration capacity as part of the 2017 AWWTP Improvements. Based on that evaluation, Blower #3 was selected for replacement because it had been out of service requiring major electrical repairs. Rather than repairing, it was recommended to replace the unit with a newer more efficient blower, similar to Blower #2. In 2019, the AWWTP installed a 1,000 HP, 14,000 scfm capacity blower. The new Blower #3 will serve as the primary operational unit for the AWWTP capable of meeting aeration demands of current and future projected plant loadings within the two deep aeration tanks.</p> <p>The 2021 CIP will build upon previous efforts by replacing one of the existing 1960's vintage low pressure positive displacement aeration blowers located in F1 Building with an energy efficient unit similar to the 2009 and 2017 F2 Building blower projects. The F1 Building replacement blower will be sized for current and future projected aeration needs, restore operational reliability, and facilitate required maintenance of other blowers without a negative impact to treatment. The 2021 construction project will involve the decommissioning of an existing blower, engineering services to create bidding documents and construction management. The blower and instruments will also need to be incorporated in the facility's Supervisory Control and Data Acquisition (SCADA) system.</p> <p>Discussion of operating cost impact:</p> <p>Electrical costs have a potential for being reduced. The proposed blower also provides reliable redundancy for the aging aeration system.</p> | |

| DEPARTMENT COST SUMMARY | | | | | | | |
|--|-----------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| DEPARTMENT PHASE | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Wastewater | Contractor Fees | - | 535,000 | - | - | - | \$ 535,000 |
| Total - Wastewater Utility Capital Projects | | \$ - | \$ 535,000 | \$ - | \$ - | \$ - | \$ 535,000 |

| COST ANALYSIS | | | | | | |
|-----------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Estimated Cash Flows | | | | | | |
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 535,000 | - | - | - | \$ 535,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 535,000 | \$ - | \$ - | \$ - | \$ 535,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 34% since 2012 to over 27,000 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.

Preliminary engineering services in 2022 will provide observations, data, alternatives, costs, conclusions, and recommendations that will be utilized to shape subsequent project construction phasing involving the addition of two new BFPs and upgrades to the three existing BFPs. It is anticipated that following the addition of two new fully functional BFPs, the project work would transition to rebuild the three existing BFPs and address remnant hard wiring associated from obsolete equipment and processes. This work would also involve upgrades to outdated hard wire relays with PLC technology and the replacement of antiquated and/or 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-----------------|-------------|-------------|---------------------|---------------------|-------------|---------------------|
| Wastewater | Engineering | - | - | 400,000 | - | - | \$ 400,000 |
| | Contractor Fees | - | - | 2,000,000 | 2,400,000 | - | \$ 4,400,000 |
| Total - Wastewater Utility Capital Projects | | \$ - | \$ - | \$ 2,400,000 | \$ 2,400,000 | \$ - | \$ 4,800,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | |
|------------------------------|----------------------|-------------|---------------------|---------------------|-------------|---------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | - | - | 400,000 | - | - | \$ 400,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 2,000,000 | 2,400,000 | - | \$ 4,400,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 2,400,000 | \$ 2,400,000 | \$ - | \$ 4,800,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Two Primary Clarifier Drive Rebuilds

PROJECT DESCRIPTION

Justification:

Two primary clarifiers were constructed in 1992. These two clarifiers have been in continual service since that time. The existing units have drives with gear reduction components which have worn over time and reached their useful life. One of the clarifiers is currently out of service due to a failed gear reduction.

This project will introduce new motors, drives, and gear reduction units to #5 and #6 Primary Clarifiers. A part of the expense has to do with the complexity of the project. To remove and re-introduce equipment will require a crane and specialized personnel that are trained specifically for this type of work. Work will also include elevating the column supported drive assemblies.

Discussion of operating cost impact:

There will not be an operating cost reduction. The equipment will require the same amount of energy.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Wastewater Equipment | 240,000 | - | - | - | - | \$ 240,000 |
| Total - WasteWater Utility Capital Projects | \$ 240,000 | \$ - | \$ - | \$ - | \$ - | \$ 240,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 240,000 | - | - | - | - | \$ 240,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 240,000 | \$ - | \$ - | \$ - | \$ - | \$ 240,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: H-Building Final Effluent Pump Replacement

PROJECT DESCRIPTION

Justification:

The average daily design flow for the Appleton Wastewater Treatment Plant (AWWTP) is 15.5 million gallons per day (MGD) with a peak rated hydraulic capacity of 90 MGD. When permitted by the level in the Fox River and by plant flow, final effluent flows by gravity into the plant outfall chamber of effluent pumping Station 1. However, during periods of high river level or high wastewater flow, final effluent is lifted into the plant outfall chamber by three 72-inch diameter screw pumps to increase the head in the chamber. Final effluent from effluent pumping station 1 flows from the plant outfall chamber into the outfall relief structure and then into a 60-inch diameter outfall which extends 300 feet into the Fox River.

When the plant flow exceeds the capacity of the effluent pumping station 1 screw pumps, final effluent is conveyed into the Fox River with three 1970's vintage vertical shaft centrifugal pumps located in effluent pumping station 2. These pumps draw water from the final effluent wet well in effluent pumping station 2 and discharge into a 36-inch diameter outfall to the Fox River. The pumps were previously utilized as return activated sludge (RAS) pumps prior to the 1990's plant upgrade project. After over 40 years of service, there is evidence of metal deterioration on each of the effluent pumping station 2 pumps. One of the three pumps was taken out of service during 2019 because of a corrosion induced leak in the pump impeller casing.

This CIP will replace the 1970's vertical shaft driven pumps with a more efficient shaft-less dry pump or submersible pump. The 2020 CIP will involve the decommissioning of the existing pumps, engineering services to create bidding documents and construction management.

Discussion of operating cost impact:

Electrical costs have a potential for being reduced. The amount of reduction would be quantified during the engineering phase. Grant opportunities may also reduce overall procurement costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-----------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Wastewater | Contractor Fees | 750,000 | - | - | - | - | \$ 750,000 |
| Total - Wastewater Utility Capital Projects | | \$ 750,000 | \$ - | \$ - | \$ - | \$ - | \$ 750,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Planning | 75,000 | - | - | - | - | \$ 75,000 |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 675,000 | - | - | - | - | \$ 675,000 |
| Other | - | - | - | - | - | - |
| Total | \$ 750,000 | \$ - | \$ - | \$ - | \$ - | \$ 750,000 |
| Operating Cost Impact | - | - | - | - | - | - |

CITY OF APPLETON 2020 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. Failures of lift stations pose the immediate risk of sanitary sewer back-ups into residential basements, businesses, and industries served in these areas. The 14 lift stations currently serving customers within the City of Appleton are a critical component of the sewerage system, and it is vital that their operational integrity be maintained at all times to prevent sanitary sewer overflows.

The Marshall Heights lift station was originally constructed in 1998. The 2022 CIP will replace the existing pumps, pump rail system, and upgrade the electrical control system to maintain station reliability after over twenty years of continuous use. 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. The need for rehabilitation or wholesale upgrades will further be assessed in advance of 2024 to appropriately determine 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 that will be reallocated to other lift stations. The number of lift stations in the systems continues to increase.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|------------------|-------------|-------------|-------------------|-------------------|-------------------|---------------------|
| Wastewater | Marshall Heights | - | - | 200,000 | - | - | \$ 200,000 |
| | Glacier Ridge | - | - | - | 400,000 | - | \$ 400,000 |
| | Summer St | - | - | - | - | 400,000 | \$ 400,000 |
| Total - Wastewater Utility Capital Projects | | \$ - | \$ - | \$ 200,000 | \$ 400,000 | \$ 400,000 | \$ 1,000,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|------------------------------|-------------|-------------|-------------------|-------------------|-------------------|---------------------|
| Planning | - | - | 20,000 | 40,000 | 40,000 | \$ 100,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 180,000 | 360,000 | 360,000 | \$ 900,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 200,000 | \$ 400,000 | \$ 400,000 | \$ 1,000,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Radioactive Source Replacement

PROJECT DESCRIPTION

Justification:

The AWWTP has utilized nuclear density meters to control the removal of primary clarification sludge for over 20 years. These instruments contain a small amount of Cesium 137, radioactive source, that must be licensed through the Wisconsin Department of Health Services (DHS). Regulated under DHS 157, the AWWTP is required to maintain a Radiation Safety Program (RSP) that involves annual licensing fees (\$2,000), internal inspections and audits along with triennial external audits (\$2,300) and radiation safety officer training (\$1,800 ea.). The aforementioned activities required by the RSP are designed to minimize radiation exposure to employees and the general public. Alternative technologies such as the advancement of microwave density meters allow for the transition away from instruments containing radioactive materials.

This CIP includes the costs for the safe disposal of the existing radioactive material, new density meter equipment, and associated labor.

Discussion of operating cost impact:

This project has no anticipated operating cost impact.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Wastewater Contractor Fees | - | 120,000 | - | - | - | \$ 120,000 |
| Total - Wastewater Utility Capital Projects | \$ - | \$ 120,000 | \$ - | \$ - | \$ - | \$ 120,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 120,000 | - | - | - | \$ 120,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 120,000 | \$ - | \$ - | \$ - | \$ 120,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 \$2.5 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 equalization. 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 improvements will decrease treatment costs by providing more storage and/or equalization capacity which facilitates more effective waste treatment and biogas fuel utilization potential (e.g. offset energy inputs). The exact amount of savings is not known and will dependent on the amount of waste received. Staff time associated with manual sampling, routine surveillance, and processing billing data would be decreased with the addition of an automated sampling and scale reading system that would track each gallon of waste entering the plant by hauler. These efficiencies will allow staff to spend time on other needed projects and duties and will provide more accurate billing information.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------|-------------|-------------------|-------------|---------------------|---------------------|
| Wastewater Engineering | - | - | 400,000 | - | - | \$ 400,000 |
| Construction | - | - | - | - | 2,000,000 | \$ 2,000,000 |
| Total - Wastewater Utility Capital Projects | \$ - | \$ - | \$ 400,000 | \$ - | \$ 2,000,000 | \$ 2,400,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------|-------------|-------------------|-------------|---------------------|---------------------|
| Planning | - | - | 400,000 | - | - | \$ 400,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | 2,000,000 | \$ 2,000,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 400,000 | \$ - | \$ 2,000,000 | \$ 2,400,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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:

- 2022 - Design for Phase 1 - Parking lot, pavilion, park amenities, and Scheig Center connection.
- 2023 - Construction for Phase 1 - Parking lot, pavilion, park amenities, and Scheig Center connection.
- 2024 - Construction of Phase 2 - Parks trail system and potential parking from Northland Ave.

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|---------|-------------|-------------|-------------------|---------------------|-------------------|---------------------|
| PRFMD | Design | - | - | 125,000 | - | - | \$ 125,000 |
| | Phase 1 | - | - | - | 1,100,000 | - | \$ 1,100,000 |
| | Phase 2 | - | - | - | - | 650,000 | \$ 650,000 |
| Total - Facilities Capital Projects Fund | | \$ - | \$ - | \$ 125,000 | \$ 1,100,000 | \$ 650,000 | \$ 1,875,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | | Total |
|------------------------------|----------------------|-------------|-------------------|---------------------|-------------------|-------------|---------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | | |
| Planning | - | - | 40,000 | 15,000 | 40,000 | - | \$ 95,000 |
| Land Acquisition | - | - | - | - | - | - | \$ - |
| Construction | - | - | 85,000 | 1,085,000 | 610,000 | - | \$ 1,780,000 |
| Other | - | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 125,000 | \$ 1,100,000 | \$ 650,000 | \$ - | \$ 1,875,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 scoreboard and lighting on fields #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 #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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|---------------------|-------------------|-------------------|---------------------|-------------|-------------|---------------------|
| PRFMD | Construction | - | - | 2,850,000 | - | - | \$ 2,850,000 |
| | Irrigation | - | - | 150,000 | - | - | \$ 150,000 |
| | Scoreboards/Lightir | 150,000 | - | - | - | - | \$ 150,000 |
| | Fence upgrades | - | 100,000 | - | - | - | \$ 100,000 |
| Total - Facilities Capital Projects | | \$ 150,000 | \$ 100,000 | \$ 3,000,000 | \$ - | \$ - | \$ 3,250,000 |
| Fund | | | | | | | |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|-----------------------|----------------------|-------------------|---------------------|-------------|-------------|---------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Planning | 10,000 | 15,000 | 15,000 | - | - | \$ 40,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 140,000 | 85,000 | 2,985,000 | - | - | \$ 3,210,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 150,000 | \$ 100,000 | \$ 3,000,000 | \$ - | \$ - | \$ 3,250,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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 2020 project will focus on reconstruction to the sidewalks/hardscapes, 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| PRFM | ADA Improvements | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | \$ 250,000 |
| Total - Facilities Capital Projects | | <u>\$ 50,000</u> | <u>\$ 50,000</u> | <u>\$ 50,000</u> | <u>\$ 50,000</u> | <u>\$ 50,000</u> | <u>\$ 250,000</u> |
| Fund | | | | | | | |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | \$ 250,000 |
| Other | - | - | - | - | - | \$ - |
| Total | <u>\$ 50,000</u> | <u>\$ 50,000</u> | <u>\$ 50,000</u> | <u>\$ 50,000</u> | <u>\$ 50,000</u> | <u>\$ 250,000</u> |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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:

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 - (2023-2024) Design for a splash pad will be in 2023 and construction will take place in 2024. Approximately 5,000 square feet.

Derks Park - (2024-2025) Design for splash pad will be in 2024 and construction will take place in 2025. 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------|------------------|-------------------|---------------------|-------------------|---------------------|
| PRFMD Mead | | 50,000 | 200,000 | 2,000,000 | - | \$ 2,250,000 |
| Memorial | - | - | - | 40,000 | 360,000 | \$ 400,000 |
| Derks | - | - | - | - | 40,000 | \$ 40,000 |
| Total - Facilities Capital Projects Fund | \$ - | \$ 50,000 | \$ 200,000 | \$ 2,040,000 | \$ 400,000 | \$ 2,690,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------|------------------|-------------------|---------------------|-------------------|---------------------|
| Planning | - | - | - | 40,000 | 40,000 | \$ 80,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 50,000 | 200,000 | 2,000,000 | 360,000 | \$ 2,610,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 50,000 | \$ 200,000 | \$ 2,040,000 | \$ 400,000 | \$ 2,690,000 |
| Operating Cost Impact | | | | | | \$ - |

CITY OF APPLETON 2020 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) - \$645,000. 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):

Design Services - (2021) Design for the development of North Park- \$30,000.

Construction - (2022) - Construction for the development of North Park- \$400,000.

Vulcan Heritage Park:

Design Services - (2024) Design Services for west end of park for future trail/boardwalk connections and amenities - \$30,000.

Arbutus Park:

Design Services - (2024) Design Services for park improvements and amenities. - \$35,000.

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-----------------|------|------------|------------|--------------|-----------|--------------|
| PRFM | Arbutus | - | - | - | - | 35,000 | \$ 35,000 |
| | Ellen Kort Park | - | 645,000 | - | 1,000,000 | - | \$ 1,645,000 |
| | North Park | - | 30,000 | 400,000 | - | - | \$ 430,000 |
| | Vulcan Heritage | - | - | - | - | 30,000 | \$ 30,000 |
| Total - Facilities Capital Projects Fund | | \$ - | \$ 675,000 | \$ 400,000 | \$ 1,000,000 | \$ 65,000 | \$ 2,140,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|------|------------|------------|--------------|-----------|--------------|
| Planning | - | 80,000 | 65,000 | - | 65,000 | \$ 210,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 595,000 | 335,000 | 1,000,000 | - | \$ 1,930,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 675,000 | \$ 400,000 | \$ 1,000,000 | \$ 65,000 | \$ 2,140,000 |
| Operating Cost Impact | | \$ 14,500 | \$ 14,500 | \$ 14,500 | \$ 14,500 | \$ 58,000 |

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Pavilion and Recreational Facilities

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 replacing or building new pavilions that currently do not exist within the parks.

Summit Park:

Design for Pavilion - (2021) Design services for new pavilion. - \$40,000

Construction - (2022) Construction for new Pavilion - \$500,000

Peabody Park:

Design for Pavilion - (2022) Design services for new pavilion. - \$40,000

Construction - (2023) Construction for new Pavilion - \$500,000

Telulah Park (Lower):

Design for Pavilion - (2023) Design services for new pavilion, access and lighting. - \$50,000

Construction - (2024) Construction for new Pavilion - \$700,000

Schaefer Park:

Design for Pavilion - (2024) Design services for new pavilion. - \$40,000

Construction - (2025) Construction for new Pavilion - \$500,000

Recreation Center:

Design for Pavilion - (2024) Design services for new center. - \$150,000

Construction - (2025) Construction for new center. - \$4,500,000

Future pavilion renovation or construction will include: Telulah Pavilion, City Park Pavilion and Kiwanis Park Pavilion.

Discussion of operating cost impact:

These projects would have annual maintenance expenses.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-------------------------------------|-------------------|------|-----------|------------|------------|------------|--------------|
| PRFM | Schaefer Park | - | - | - | - | 40,000 | \$ 40,000 |
| | Peabody Park | - | - | 40,000 | 500,000 | - | \$ 540,000 |
| | Summit Park | - | 40,000 | 500,000 | - | - | \$ 540,000 |
| | Telulah Park | - | - | - | 50,000 | 700,000 | \$ 750,000 |
| | Recreation Center | - | - | - | - | 150,000 | \$ 150,000 |
| Total - Facilities Capital Projects | | \$ - | \$ 40,000 | \$ 540,000 | \$ 550,000 | \$ 890,000 | \$ 2,020,000 |
| Fund | | | | | | | |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|------|-----------|------------|------------|------------|--------------|
| Planning | - | 40,000 | 40,000 | 50,000 | 190,000 | \$ 320,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 500,000 | 500,000 | 700,000 | \$ 1,700,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 40,000 | \$ 540,000 | \$ 550,000 | \$ 890,000 | \$ 2,020,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ 2,000 | \$ 4,000 | \$ 6,000 |

CITY OF APPLETON 2020 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.

Alicia Park:

Upgrade Playground - (2024) Playground upgrades. - \$125,000

Appleton Memorial Park:

Upgrade Playground - (2020) Playground upgrades and rubberized/synthetic surfacing. - \$650,000

Green Meadows Park:

Upgrade Playground - (2023) New playground equipment. - \$90,000

Highview Park:

Upgrade Playground - (2022) New playground equipment. - \$90,000

Linwood Park:

Upgrade Playground - (2021) New playground equipment. - \$90,000.

Telulah Park:

Upgrade Playground - (2024) Playground upgrades and rubberized/synthetic surfacing. - \$325,000.

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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-------------------------------------|---------------|------------|-----------|-----------|-----------|------------|--------------|
| PRFM | Alicia | - | - | - | - | 125,000 | \$ 125,000 |
| | AMP | 650,000 | - | - | - | - | \$ 650,000 |
| | Green Meadows | - | - | - | 90,000 | - | \$ 90,000 |
| | Highview | - | - | 90,000 | - | - | \$ 90,000 |
| | Linwood | - | 90,000 | - | - | - | \$ 90,000 |
| | Telulah Park | - | - | - | - | 325,000 | \$ 325,000 |
| Total - Facilities Capital Projects | | \$ 650,000 | \$ 90,000 | \$ 90,000 | \$ 90,000 | \$ 450,000 | \$ 1,370,000 |
| Fund | | | | | | | |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------------|------------------|------------------|------------------|-------------------|---------------------|
| Planning | 20,000 | - | - | - | - | \$ 20,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 630,000 | 90,000 | 90,000 | 90,000 | 450,000 | \$ 1,350,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 650,000 | \$ 90,000 | \$ 90,000 | \$ 90,000 | \$ 450,000 | \$ 1,370,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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:

- 2020 - Parking lot construction - \$150,000
- 2021 - Course master planning - \$15,000
- 2021 - Pave cart paths phase 1 - \$35,000
- 2021 - Concession equipment upgrades - \$15,000
- 2022 - Reid Golf Course Shelter Upgrades - \$15,000
- 2022 - Course updates (bunker repairs, drainage, etc.) - \$15,000
- 2022 - Concession equipment upgrades - \$15,000
- 2023 - Pave cart paths phase 2 - \$35,000
- 2024 - Exterior signage - \$25,000

** 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|-------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| PRFM | Parking Lot | 150,000 | - | - | - | - | \$ 150,000 |
| | Paved Paths | - | 35,000 | - | 35,000 | - | \$ 70,000 |
| | Master Planning | - | 15,000 | - | - | - | \$ 15,000 |
| | Course Updates | - | - | 15,000 | - | - | \$ 15,000 |
| | Shelter Upgrades | - | - | 15,000 | - | - | \$ 15,000 |
| | Exterior Signage | - | - | - | - | 50,000 | \$ 50,000 |
| | Concession Equip. | - | 15,000 | 15,000 | - | - | \$ 30,000 |
| Total - Reid Municipal Golf Course | | \$ 150,000 | \$ 65,000 | \$ 45,000 | \$ 35,000 | \$ 50,000 | \$ 345,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| Planning | 25,000 | 15,000 | - | - | - | \$ 40,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 125,000 | 50,000 | 45,000 | 35,000 | 50,000 | \$ 305,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 150,000 | \$ 65,000 | \$ 45,000 | \$ 35,000 | \$ 50,000 | \$ 345,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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. In 2018/2019, Parks, Recreation and Facilities Management worked with a landscape architect to develop a design for the monuments at Pierce Park. In 2020 we seek funding to complete the work related to this design to restore and preserve these 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 in need of attention 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 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|
| PRFM Various | 45,000 | 30,000 | 30,000 | 30,000 | 30,000 | \$ 165,000 |
| Total - Facilities Capital Projects Fund | \$ 45,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 165,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 45,000 | 30,000 | 30,000 | 30,000 | 30,000 | \$ 165,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 45,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 165,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2020 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- (2023/2024) - Create new tennis courts at Hoover Park.

Jaycee Park:

Courts Upgrade- (2024/2025) - Add a combination tennis/basketball court in park to meet service area needs.

Pickle Ball Complex:

Create New Pickle Ball Complex- (2021) Design, permitting, and other approvals for Pickleball Complex. (2022) Construct Pickleball 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-------------------------------------|-------------|------|-----------|------------|------------|------------|------------|
| PRFMD | Erb Park | - | - | - | 150,000 | - | \$ 150,000 |
| | Hoover Park | - | - | - | 30,000 | 250,000 | \$ 280,000 |
| | Jaycee Park | - | - | - | - | 30,000 | \$ 30,000 |
| | Pickle Ball | - | 35,000 | 475,000 | - | - | \$ 510,000 |
| Total - Facilities Capital Projects | | \$ - | \$ 35,000 | \$ 475,000 | \$ 180,000 | \$ 280,000 | \$ 970,000 |
| Fund | | | | | | | |

COST ANALYSIS

Estimated Cash Flows

| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-----------------------|------|-----------|------------|------------|------------|------------|
| Planning | - | 35,000 | 25,000 | 5,000 | 30,000 | \$ 95,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 450,000 | 175,000 | 250,000 | \$ 875,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 35,000 | \$ 475,000 | \$ 180,000 | \$ 280,000 | \$ 970,000 |
| Operating Cost Impact | N/A | N/A | N/A | N/A | N/A | \$ - |

CITY OF APPLETON 2020 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.

McDonald Street Trail: (2020) Create connection from Witzke Blvd. to McDonald St.

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 - (2020-2021) 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 - (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 - (2022) Design services for the Lutz/Vulcan Trail will include: design, permitting approvals, and grant applications. (2023) 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 - (2021) Design services for the WE Energies Trail will include: design, permitting approvals, and grant applications. (2022) 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 | | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| PRFM | Trail signage | - | 90,000 | 100,000 | 100,000 | - | \$ 290,000 |
| | McDonald St Trail | 65,000 | - | - | - | - | \$ 65,000 |
| | Edison Trestle | 200,000 | 3,000,000 | - | - | - | \$ 3,200,000 |
| | Lawe St Trestle | 1,125,000 | - | - | - | - | \$ 1,125,000 |
| | Lutz/Vulcan Trail | - | - | 200,000 | 2,000,000 | - | \$ 2,200,000 |
| | Riverview Gardens | - | - | - | 125,000 | 2,000,000 | \$ 2,125,000 |
| | WE Energies Trail | - | 150,000 | 1,500,000 | - | - | \$ 1,650,000 |
| Total - Facilities Capital Projects | | \$ 1,390,000 | \$ 3,240,000 | \$ 1,800,000 | \$ 2,225,000 | \$ 2,000,000 | \$ 10,655,000 |
| Fund | | | | | | | |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Components | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Planning | 75,000 | 300,000 | 100,000 | 135,000 | - | \$ 610,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,315,000 | 2,940,000 | 1,700,000 | 2,090,000 | 2,000,000 | \$ 10,045,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 1,390,000 | \$ 3,240,000 | \$ 1,800,000 | \$ 2,225,000 | \$ 2,000,000 | \$ 10,655,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |