

City of Appleton, Wisconsin



2022 ADOPTED BUDGET AND SERVICE PLAN

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City of Appleton 2022 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 | | | | | |
| American Rescue Plan Act (ARPA) | | x | | | | |
| General Administration | 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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October 6, 2021

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

Dear Fellow Appletonians,

Enclosed is the 2022 Executive Budget and Service Plan, which is the result of the efforts of the City's leadership team, budget managers, and especially on the part of Finance Director Tony Saucerman, Deputy Finance Director Jeri Ohman, Budget Analyst Katie Demeny, Enterprise Accounting Manager Kelli Rindt, and Purchasing Manager Jeff Fait. I am grateful for the hard work of this team in preparing this year's Budget, and for the work of the employees of the City of Appleton for executing our budget each year.

The COVID-19 pandemic has remained a significant factor in many aspects of City operations, and it looks to continue into 2022. Over the first two quarters of 2021, we have worked to safely restore most of our regular operations and practices. We initiated a measured, phased return to regular workspaces in March 2021 and completed that operation in June. Our Health Department and Human Resources Department have worked together closely to monitor employee cases, and we have continued to provide access to vaccines and emergency leave to all employees to maintain a safe, effective, and healthy workforce.

An influx of pandemic-related financial assistance from the federal and state governments has buoyed municipal finances and ensured our ability to provide ongoing response to our residents. The CARES Act, numerous public health grants, and more recently the American Rescue Plan Act (ARPA) funds have kept the City of Appleton's financial position stable despite our providing additional services like contact investigation, inoculation, and mitigation, all while placing additional burden on us to carefully steward more taxpayer dollars than in previous years. This budget will describe recommendations to manage the ARPA funds over the coming years. These funds should be considered standalone grants rather than as additions to the operating budget, which remains constrained.

Inflationary trends in the broader economy are affecting the City of Appleton as they are all businesses, organizations, and households in our community. Rising costs for supplies, equipment, and labor are presenting prominent headwinds to the City's budget, particularly in

light of annual levy increases that are restricted (1.25% in 2022), which prevents the City from keeping pace with the rate of inflation (CPI increased 5.3% in the fiscal year ending August 2021). This means putting forward a balanced budget presents difficulties and requires reductions or deferrals to ongoing expenses. In a year-over-year sense, these reductions or deferrals have a minimal impact on residents' quality of life, but over time they have, and will continue to, erode the City's ability to deliver services and maintain our infrastructure.

City employees have, time and again, demonstrated their commitment to service over the past year, and we continue our efforts to be an employer of choice to retain and recruit the best for our community. To that end, we are proposing a 2.5% merit-based wage increase pool for non-represented employees to remain competitive in the marketplace. Additionally, through efforts like HealthSmart, our Connecting Care Clinic, and smart healthcare decisions by our employees, we were able to maintain flat health insurance premium costs for 2022. This is a real accomplishment for a self-funded healthcare plan like ours.

We enjoy the quality of life we do today because of our shared commitment to investing in our community and taking pride in our services, infrastructure, and facilities. The 2022 Executive Budget and Service Plan represents a continuation of the work of the City of Appleton to carefully steward our community's resources, and wherever possible, to enhance the quality of life our community provides.

GENERAL OBLIGATION DEBT MANAGEMENT

The 2022 Executive Budget and Service Plan continues implementation of a general obligation (G.O.) debt management strategy for the City set in motion in 2021. Working with our financial advisors and with the leadership team, we have developed a strategy that aims to stabilize and ultimately reduce annual G.O. debt service payments. The early positive results of this work are evident and will be immediately felt by taxpayers, and improvements in the trend over time can be observed on the chart on page 587.

General obligation debt was once leveraged primarily for special or sizable municipal projects, such as bridge replacements, major arterial road reconstructions, facility projects like new buildings and renovations, and certain park and trail improvements. Over time, the constraints of Wisconsin's levy limits, rising costs, and residents' rejection of special assessments for road, sidewalk, and infrastructure maintenance have pushed the City to borrow for these projects rather than to pay for them up-front as had been the practice in the past.

While the elimination of special assessments is generally regarded as a positive change for residents, the funding that program once provided for roads, sidewalks, and infrastructure has not been replaced. Instead, a regressive City-wide wheel tax was imposed and collects a fraction of the total needed to appropriately maintain our City. As a result, beginning in 2016, new G.O. debt issues increased significantly as the cost of infrastructure maintenance was layered on top of the projects traditionally funded through G.O. debt.

Our debt management strategy recognizes the need to continue to leverage G.O. debt for infrastructure maintenance projects such as those included in this budget. However, it begins to move us away from the practice of utilizing G.O. debt funding for higher-cost regular maintenance activity that came to represent over half of the City's borrowing in recent years.

Efforts to explore maintenance funding options such as a Transportation Utility, as initiated by the Common Council in fall 2021 are reflective of the need to find fiscally responsible and sustainable ways to keep up our roads and bridges.

Careful stewardship of our municipal debt will serve residents well in the short term, and especially in the long run. The time to take up that stewardship is now – while our City remains in a healthy financial position with excellent bond ratings and with a competitive overall tax rate.

DEBT SERVICE

While G.O. debt service costs continue their upward trend due to past borrowing, as discussed previously, in order to reverse this trend, considerable effort has been made in this budget to reduce future borrowing needs including developing a ten-year debt management plan. Difficult choices were made in the development of this plan as future debt service limitations were set and projects were evaluated, prioritized, and spread out over this longer time horizon in order to fit within the annual limitations. Looking out over a longer time frame allowed projects to be scheduled beyond five years giving departments confidence that projects would be undertaken without the urgency to have them included in the five-year plan.

For the 2022 Budget, total G.O. debt service costs are scheduled to be \$12,139,682, an increase of \$1,093,163 over the 2021 budgeted payments of \$11,046,519. The property tax levy necessary to support this increase rose \$1,022,417 (10.4%) from \$9,851,874 in the 2021 Budget to \$10,874,291 in 2022.

Total G.O. debt outstanding on December 31, 2021 is projected to be \$80,946,625 compared to \$75,221,000 outstanding on December 31, 2020, an increase of \$5,725,625. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$334,418,040 as well as the City’s guideline of 40% of this amount of \$133,767,216.

For 2022, \$14,482,131 in G.O. bonds and notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$6,298,181), facility construction and improvements (\$7,035,000), equipment (\$260,000), and parks and trails (\$590,000). Of the amount borrowed, \$994,375 will be paid back with funds from the City’s TIF District 11 while the remainder will be supported by general property taxes. A complete list of anticipated debt-financed projects for 2022 can be found in the “Five Year Plan” section of this Budget.

CONTINGENCY FUNDS

- All unused contingency funds in the General Administration section of the Budget are again anticipated to be carried over from 2021 to 2022. Estimated balances in the contingency funds available for carryover at the conclusion of 2021 include:
 - State Aid Contingency \$812,267
 - Operating Contingency \$402,298

| | |
|--------------------|-----------|
| ○ Fuel Contingency | \$137,315 |
| ○ Wage Reserve | \$950,057 |

- Included in the General Administration section of the 2022 Budget is the addition of \$300,000 to the wage reserve for wage increases for City staff not covered by collective bargaining agreements.

COMMUNITY AND ECONOMIC DEVELOPMENT

In support of the updated Comprehensive Plan 2010-2030 and the Economic Development Strategic Plan’s primary goals and key strategies, the Community and Economic Development Department’s 2022 Budget contains funding to support local and regional community economic development activities. The Budget also provides funding for the continued management of the Southpoint Commerce and the Northeast Business Parks, and the Department continues to be a source of information and support to businesses, not-for-profit organizations, and the community.

Tax Incremental Financing Districts 11 and 12 (TIF 11 and TIF 12), which are located on the east and west ends of the downtown, are the City’s newest districts and have generated several development projects to date. The 2022 Budget provides continued funding for the successful Business Enhancement Grants program for businesses within these districts. The grants are intended to encourage rehabilitation of properties, eliminate blight, increase property values, and improve the overall appearance of the areas. In support of these goals, \$42,000 has been included in both TIF 11 and TIF 12 Budgets for this grant program.

Finally, in the City’s role as lead fiscal and administrative agent, in collaboration with our local non-profit partners, this Budget continues to promote the application for, and allocation of, State and Federal grant funding to benefit low to moderate income (LMI) persons in need of housing rehabilitation, emergency shelter, transitional housing, and homeless prevention and diversion services.

FISCAL

- General fund revenues and expenditures both totaled \$66,208,455 in the 2022 Budget, an increase of \$876,058 or 1.34%. The revenue increase is attributable mainly to the allowable increase in the property tax levy along with an increase in projected county sales tax and modest increases in State revenues.
- The general fund tax levy increased \$480,000, or 1.31%, to \$37,080,000 in the 2022 Budget. At the same time, the tax levy for debt service increased \$1,022,417, or 10.4%, to \$10,874,291. Overall, the tax levy for the City is expected to increase \$1,502,327, or 3.09% in 2022. This increase is within State-imposed levy limits.
- Tax Rates – The City’s equalized value increased 7.87% to \$6,688,360,800 in 2021. The City’s estimated assessed values are projected to grow a more modest 1.35%.

Applying the 2021 total estimated assessed value (excluding TIDs) of \$5,605,186,085 to the tax levy results in the following projected assessed tax rates:

- Outagamie County – \$8.90, an increase of 13 cents, or 1.44%
- Calumet County – \$9.14, an increase of 34 cents, or 3.87%
- Winnebago County – \$8.75, a decrease of 14 cents, or 1.63%

On an equalized value basis, the tax rate is projected to be \$7.86, a decrease of 40 cents, or 4.86%.

UTILITIES

- Water – The Budget includes \$115,500 for the continuation of a corrosion control study and \$130,000 for the purchase of two new chemicals that are being reviewed for use as part of the study. The meter operations budget includes \$90,000 for the purchase of new meters which will be used for residential and multi-family development as well as on-going replacements. The distribution operations budget includes \$50,000 for the purchase of hydrant diffusers and supplies to meet Wisconsin DNR requirements for chlorine reduction during hydrant flushing. Additionally, this budget includes \$750,000 for equipment replacements at the Water Treatment Facility, \$450,000 to upgrade the Matthias Tower, and \$200,000 to replace the security gate at the lake station. Water Utility infrastructure improvements planned for 2022 include \$2,300,000 for the replacement of aging distribution and transmission mains and \$700,000 for new transmission and distribution mains on the north side of the City. There are no planned water rate increases for 2022.
- Wastewater – The 2022 Budget includes \$4,800,000 for belt filter upgrades and replacements, and \$7,200,000 for the construction of an addition to the sludge storage building. The Budget also includes \$1,700,000 for the final year of a multi-year project to upgrade the electrical distribution system at the treatment facility. Other projects at the treatment facility include \$300,000 to upgrade wireless access at the plant and \$1,350,000 for building and grounds improvements. Finally, included in the Budget is \$1,600,000 for the replacement of aging mains of the wastewater collection system and \$700,000 for new main installation on the north side of the City. In accordance with the recommendations from 2020 rate study, the 2022 Budget includes a rate increase of 4%. The rate increase is necessary due to the loss of revenues in the hauled waste and industrial waste areas along with continuing support of necessary capital projects. The effect of the rate increase on the average residential customer’s quarterly City service invoice is projected to be slightly less than \$3.
- Stormwater – Continuing the implementation of the City’s Stormwater Management Plan, this Budget dedicates \$2,700,000 to ongoing infrastructure improvements. The budget also includes a \$335,000 transfer to CEA for leaf vacuum equipment upgrades to facilitate a new leaf collection process to begin in 2022. There are no planned stormwater rate increases for 2022.

PERSONNEL

Included in the 2022 Executive Budget is the addition of a full-time Traffic Engineering Systems Technician position in the Department of Public works to oversee the automated traffic systems within the City and other traffic safety duties, and the upgrade of a Sergeant position to a Lieutenant position in the Police Department to increase efficiency in patrol staffing as well as provide oversight of the department's public engagement.

Other changes approved by Council during 2021 included:

- Elimination of a Ramp Attendant position (1.0 full-time equivalent (FTE)) in the Parking Utility.
- The increase in job duties for an Operator position in the Sanitation Division increasing the position from a 0.5 FTE to a 0.67 FTE.
- The increase in job duties for two Utility Locator Positions in the Public Works Department increasing the positions from 0.67 FTE to 1.0 FTE.
- The combination of two part-time positions in the Parking Utility and CEA into one full-time (1.0 FTE) position (Note: This item is scheduled to be considered by Council in a separate action in October, 2021, prior to the adoption of the 2022 Budget).

CAPITAL IMPROVEMENT PROGRAM

Highlights of the 2022 Capital Improvement Projects (CIP) not discussed prior are as follows:

- Architectural plans will be finalized and construction will begin on the much-anticipated library renovation which is expected to break ground in the summer of 2022. Included in this Budget is \$10,000,000 for the first phase of construction in 2022 with the project expected to be completed in late 2023.
- As discussed previously, maintaining and improving public infrastructure remains a top priority of the City as this Budget invests over \$7,800,000 in road, bridge, and sidewalk improvement projects. Additionally, as previously discussed, approximately \$8,000,000 is planned to be invested in water distribution, sewer collection, and stormwater management infrastructure improvements.
- To ensure the condition, safety, and longevity of City facilities and properties, the 2022 Budget includes investments in the following areas: \$8,500,000 for renovations to the Valley Transit office and garage facility. This federally funded project will include a building expansion as well as upgrades to existing HVAC, electrical and plumbing systems; \$750,000 to reconstruct parking lots at Pierce and Einstein Parks, and \$275,000 to modernize the Appleton Street elevator car and replace the elevator shafts in the Red Parking Ramp.

- Improvements to our parks, trails and recreational facilities again played an important role in the formulation of the 2022 Capital Improvement Program. Investments in these areas include: \$500,000 to construct a pickle ball complex. Funding for this project is expected to come from a private donation; \$275,000 for the design and construction of new basketball and tennis courts at Green Meadows Park; \$200,000 for renovations to both the large and small pavilions at Telulah Park, and \$100,000 for the design of Lundgaard Park. Funding for the park design services is anticipated to come from private donations.
- Investments in projects to support our information technology infrastructure include \$325,000 to fund a continuing multi-year project to replace the City’s aging mainframe 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 which was delayed from 2021 due to the COVID-19 pandemic.

CONCLUSION

The 2022 Executive Budget and Service Plan reflects our continued commitment to providing excellent services and a well-maintained community for the people of Appleton. It also puts into practice challenging, but essential, prioritization of projects and initiatives in the interest of the long-term financial sustainability of our community. By working together, we can ensure a careful use of resources aligned with the high expectations we have for our community.

Sincerely,

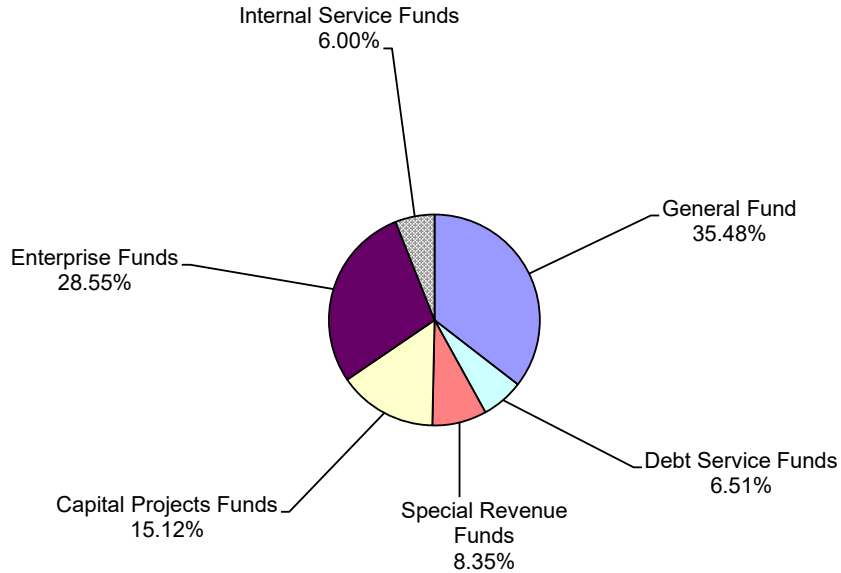


JACOB A. WOODFORD
Mayor of Appleton

CITY OF APPLETON 2022 BUDGET

EXPENDITURE BY FUND GROUP

\$186,613,670



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

Jacob A. Woodford

PRESIDENT OF THE COUNCIL

Matthew B. Reed

COUNCIL MEMBERS

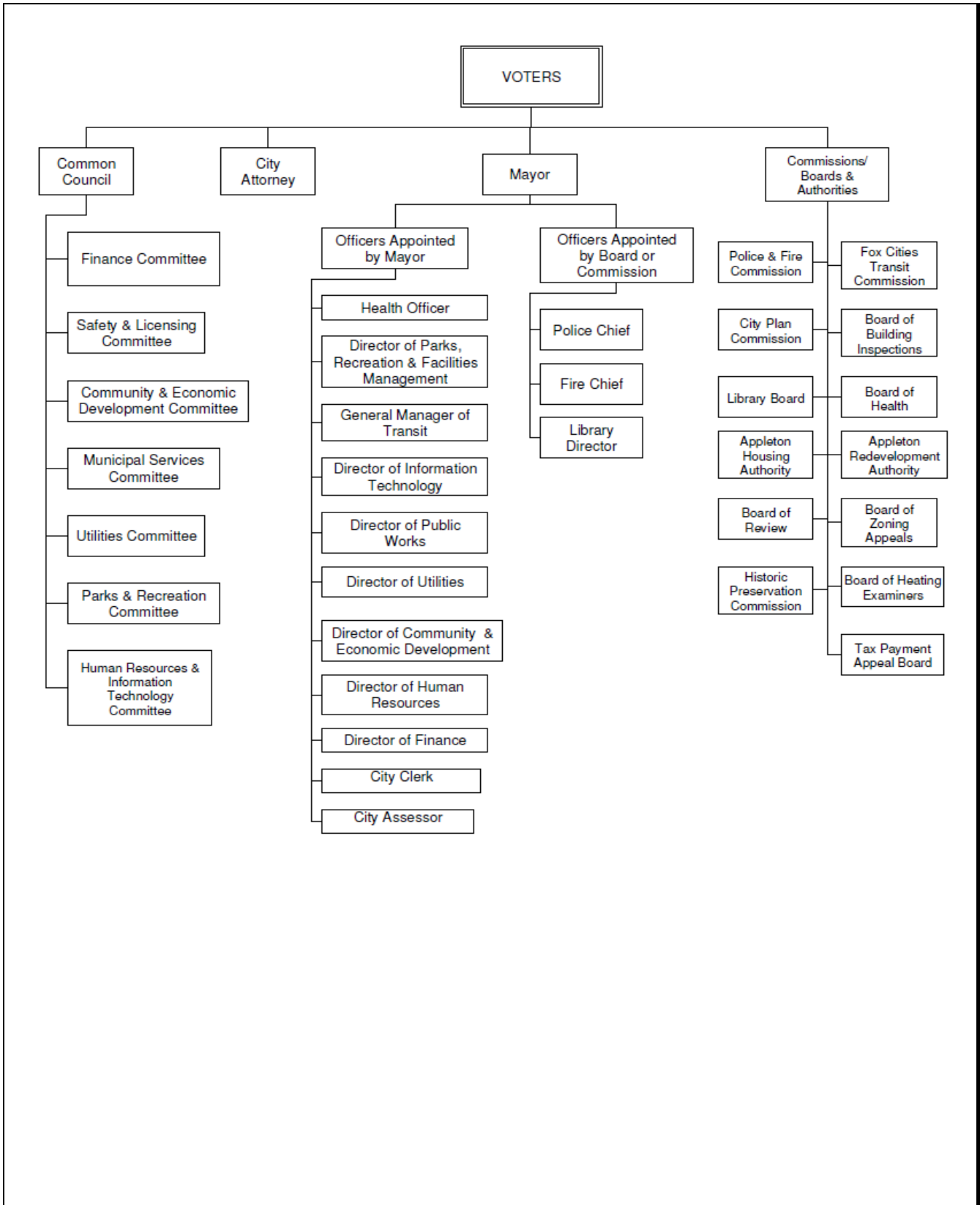
| | | | |
|-------------|--------------------|--------------|-------------------|
| District 1: | William J. Siebers | District 9: | Alexander Schultz |
| District 2: | Vered Meltzer | District 10: | Michael Smith |
| District 3: | Brad Firkus | District 11: | Kristin Alfheim |
| District 4: | Joseph A. Martin | District 12: | Nate Wolff |
| District 5: | Katie Van Zeeland | District 13: | Sheri Hartzheim |
| District 6: | Denise D. Fenton | District 14: | Joseph Prohaska |
| District 7: | Maiyoua Thao | District 15: | Chad Doran |
| District 8: | Matthew B. Reed | | |

DEPARTMENT HEADS

| | |
|-------------------------------------------------------|----------------------|
| Director of Human Resources | Jay Ratchman |
| City Attorney | Christopher Behrens |
| Fire Chief | Jeremy J. 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 | Ronald C. McDonald |
| Director of Utilities | Chris W. Shaw |
| Director of Information Technology | Vacant |
| Police Chief | Todd L. Thomas |
| Director of Public Works | Paula A. Vandehey |
| Health Officer | Vacant |
| Director of Finance | Anthony D. Saucerman |

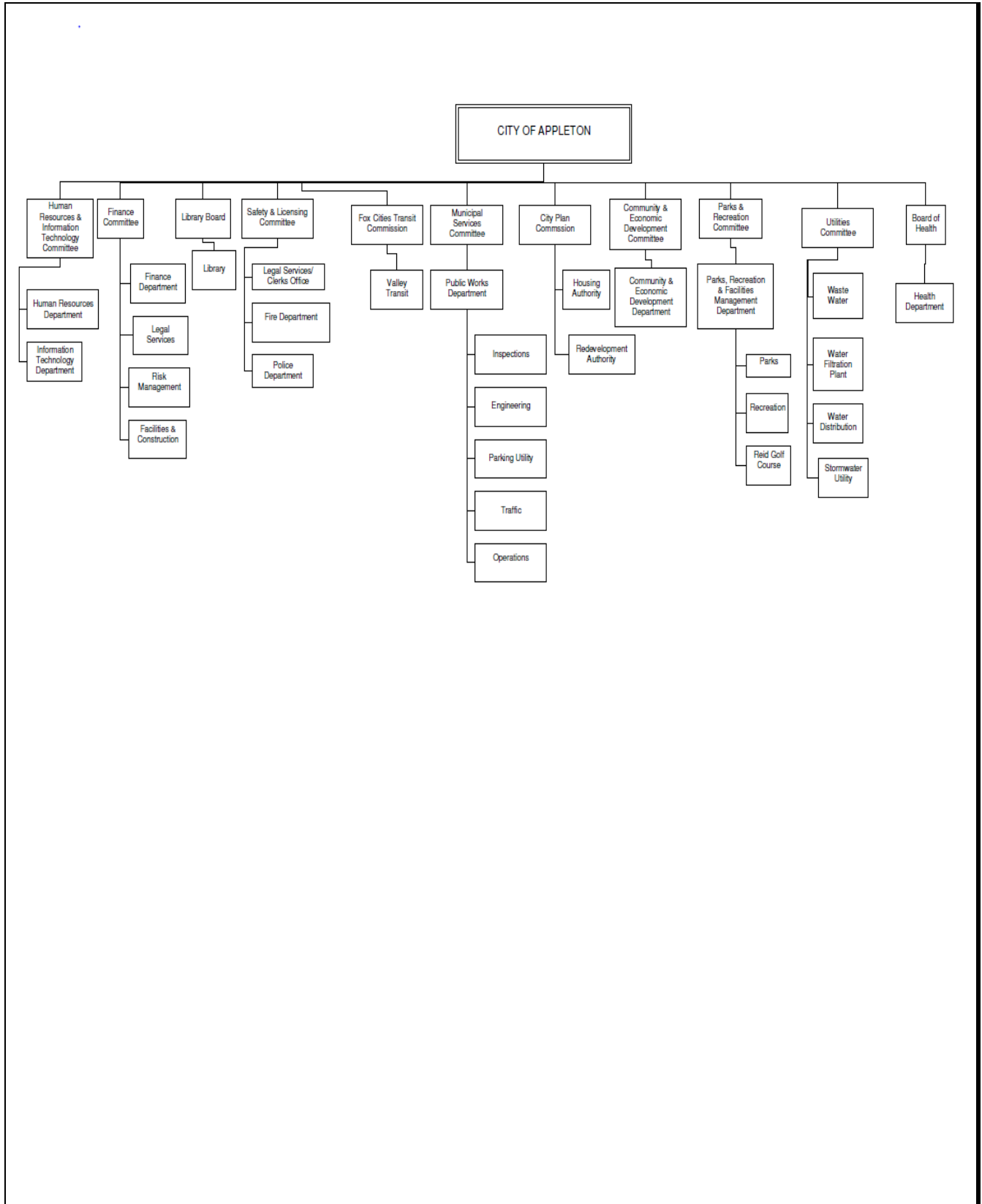
CITY OF APPLETON 2022 BUDGET

Structure by Voters



CITY OF APPLETON 2022 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2022 BUDGET
STANDING COMMITTEES**

FINANCE

William J. Siebers (C)
Brad Firkus
Vered Meltzer
Matthew B. Reed
Katie Van Zeeland

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

SAFETY AND LICENSING

Katie Van Zeeland (C)
Sheri Hartzheim
Matthew B. Reed
Alexander Schultz
Michael Smith

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

**COMMUNITY and ECONOMIC
DEVELOPMENT**

Matthew B. Reed (C)
Kristin Alfheim
Brad Firkus
Nate Wolff
Maiyoua Thao

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
Joseph Prohaska
Katie Van Zeeland
Nate Wolff

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

UTILITIES

Vered Meltzer (C)
Chad Doran
Joseph A. Martin
Maiyoua Thao
Michael Smith

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

MUNICIPAL SERVICES

Brad Firkus (C)
Chad Doran
Denise D. Fenton
Joseph Prohaska
William J. Siebers

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

**HUMAN RESOURCES & INFORMATION
TECHNOLOGY**

Denise D. Fenton (C)
Kristin Alfheim
Sheri Harzheim
Michael Smith
Maiyoua Thao

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

**CITY OF APPLETON
2022 BUDGET
OTHER**

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)
Todd Brokl
James VanDyke
Gerald Fisher
Anne Higgins
Amanda Stuck
Alderson William J. Siebers

Meets the 2nd WEDNESDAY of each month at
9:00 A.M. in Committee Room "6A"

BOARD OF BUILDING INSPECTION

Mayor Jacob A. Woodford(C)
Alderson Chad Doran
City Attorney Christopher Behrens
Public Works Director Paula Vandehey
Inspection Supervisor Kurt Craanen
Battalion Fire Chief Derek Henson

Meets at the call of the Chair

LIBRARY BOARD

Rebecca Kellner (P)
John Keller
Nancy Scheuerman
Lisa Nett
Brian Looker
Margret Mann
Umika Savisamy
Jason Brozek
Alderson Katie Van Zeeland
AASD Representative Greg Hartjes
Outagamie Co. Representative Patricia Exarhos

Meets the TUESDAY before the 3rd Wednesday
of each month at 4:30 P.M. in Committee Room
"6A"

BOARD OF REVIEW

Linda Marx (C)
Sean Morgan
Kyle Lobner
Mayor Jacob A. Woodford
Alderson Joseph Prohaska
Alderson Sheri Hartzheim
Alderson William J. Siebers
City Clerk Kami Lynch, Secretary

Meets within 45 days after 4th Monday of April

BOARD OF HEALTH

Cathy Spears (C)
Mayor Jacob A. Woodford
Lee Marie Vogel, M.D.
Kathleen Fuchs
Deborah Werth
Alderson Alexander Schultz
Alderson Vered Meltzer
Health Officer - Vacant

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

APPLETON PUBLIC ART COMMITTEE

Vacant (C)
Elyse-Krista Mische
Kelsey McElrath
Catherine McKenzie
Kim Riesterer
Luis Fernandez
Kim Kolbe Ritzow
Comm. Development Director Karen Harkness

Meets the 1st TUESDAY of each month at 7:45
A.C. in Committee Room "6A"

PARADE COMMITTEE

Alderson Alexander Schultz
Corey Otis

**CITY OF APPLETON
2022 BUDGET
OTHER**

TAX PAYMENT APPEAL BOARD

Director of Finance Anthony Saucerman
City Attorney Christopher Behrens
Aldersperson Matthew Reed

Meets at the call of the Chair

CEA COMMITTEE

Aldersperson Chad Doran (C)
Aldersperson Katie Van Zeeland
Finance Director Anthony Saucerman
Public Works Director Paula Vandehey
Meets at the call of the Chair

**BICYCLE & PEDESTRIAN ADVISORY
COMMITTEE**

Benjamin Desotell
Nate Wolff
Kim Biedermann
Jason Brozek
Bill Moore
Jan Heifner
Gwen Sargeant
Joe Sargeant
Aldersperson Joseph A. Martin
Dep. Parks & Rec Director Tom Flick
Public Works Representative Eric Lom
Police Representative Dave Lund
Dep. Comm. Development Director Monica Stage

Meets at the call of a Member

BOARD OF ZONING APPEALS

Paul McCann (C)
Chris Croatt
Scott Engstrom
Karen Cain
Kelly Sperl
Kevin Loosen
Ken Joosten
Inspection Supervisor Kurt Craanen

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

**TASK FORCE ON RESILIENCY, CLIMATE
MITIGATION, AND ADAPTATION**

Heather McCombs (C)
Teresa Hall
Michelle Bachaus
Madeleine McDermott
John Pfeiffer
Elizabeth Stevens
Peggy Murphy
Parks & Rec Director Dean Gazza
Aldersperson Denise Fenton
Aldersperson Kristin Alfheim

Meets at the call of the Chair

**CITY OF APPLETON
2022 BUDGET
COMMISSIONS**

**HISTORIC PRESERVATION
COMMISSION**

Alderson Nate Wolff (C)
Nancy Peterson, Alternate
Daniel Meissner
Vacant
Vacant
Mayor Jacob A. Woodford
Comm Development Representative Don Harp

Meets at the call of the Chair

CITY PLAN COMMISSION

Mayor Jacob A. Woodford (C)
Adrienne Palm
Isaac Uitenbroeck
Sabrina Robins, Ph.D.
Andrew Dane
Alderson Denise Fenton
DPW Deputy Director Ross Buetow

Meets the WEDNESDAY following Council at
3:30 P.M. in Committee Room "6A"

FOX CITIES TRANSIT COMMISSION

George Dearborn (C)
Joe Stephenson
Larry Wurdinger
Mike Patza
Rick Detienne
Mark Leupold
Carol Kasimor
Diane Dexter
Trish Nau
Maggie Mahoney
Greg VandeHey
Alderson Brad Firkus
Alderson Maiyoua Thao

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

POLICE AND FIRE COMMISSION

Pamela Rae De Leest (C)
Harvey Samson
Ernesto Gonzalez, Jr.
Barbara Luedtke
Rudy Nyman

Meets at the call of the Chair

**CITY OF APPLETON 2022 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2021 TAX, COLLECTIBLE IN 2022**

| District | Outagamie | Calumet | Winnebago | Total |
|--------------------------------|--------------------------------|-----------------------------|-----------------------------|------------------------------|
| City | \$ 42,762,690 | \$ 6,673,619 | \$ 609,982 | \$ 50,046,291 |
| Technical College - Fox Valley | 4,912,786 | 766,698 | 70,078 | 5,749,562 |
| School - Appleton | 40,530,023 | 5,938,216 | 114,624 | 46,582,863 |
| School - Menasha | 177 | - | 731,917 | 732,094 |
| Schools - Freedom | 874,694 | - | - | 874,694 |
| Schools - Hortonville | 169 | - | - | 169 |
| School - Kimberly | - | 445,346 | - | 445,346 |
| County | 18,232,763 | 3,466,886 | 337,474 | 22,037,123 |
| State | - | - | - | - |
| TIF's # 3 - 12 | 3,555,891 | 2,374,195 | 373,303 | 6,303,389 |
| TOTAL TAX | <u>\$ 110,869,193</u> | <u>\$ 19,664,960</u> | <u>\$ 2,237,378</u> | <u>\$ 132,771,531</u> |
| Less State Credits | 7,166,150 | 1,046,562 | 142,413 | 8,355,125 |
| NET TAX LEVY | <u><u>\$ 103,703,043</u></u> | <u><u>\$ 18,618,398</u></u> | <u><u>\$ 2,094,965</u></u> | <u><u>\$ 124,416,406</u></u> |
| | | | | |
| CITY DISTRIBUTION: | | | | |
| | Equalized Value | | | |
| | w/o TID | Percent | City Tax | |
| Outagamie County | 5,441,078,700 | 85.45% | 42,762,690 | |
| Calumet County | 849,144,100 | 13.33% | 6,673,619 | |
| Winnebago County | 77,613,500 | 1.22% | 609,982 | |
| TOTAL | <u><u>\$ 6,367,836,300</u></u> | <u><u>100.00%</u></u> | <u><u>\$ 50,046,291</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 2022 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

| Outagamie County/ Appleton School Dist. | Assessed 2020 Tax Rate (2021 Budget) | Assessed 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.7730 | \$ 8.8976 | \$ 0.1246 | 1.42% |
| Public Schools | 8.4521 | 8.6674 | 0.2153 | 2.55% |
| Technical College | 1.0555 | 1.0222 | (0.0333) | -3.15% |
| County | 3.7088 | 3.7937 | 0.0849 | 2.29% |
| GROSS TAX RATE | 21.9894 | 22.3809 | 0.3915 | 1.78% |
| Less State Credits | 1.4703 | 1.4433 | (0.0270) | -1.84% |
| NET TAX RATE | \$ 20.5191 | \$ 20.9376 | \$ 0.4185 | 2.04% |

| Outagamie County/ Menasha School Dist. | Assessed 2020 Tax Rate (2021 Budget) | Assessed 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|---------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.7730 | \$ 8.8976 | \$ 0.1246 | 1.42% |
| Public Schools | 12.2388 | 13.2090 | 0.9702 | 7.93% |
| Technical College | 1.0555 | 1.0222 | (0.0333) | -3.15% |
| County | 3.7088 | 3.7937 | 0.0849 | 2.29% |
| GROSS TAX RATE | 25.7761 | 26.9225 | 1.1464 | 4.45% |
| State Credits | 1.4703 | 1.4433 | (0.0270) | -1.84% |
| NET TAX RATE | \$ 24.3058 | \$ 25.4792 | \$ 1.1734 | 4.83% |

| Outagamie County/ Freedom School Dist. | Assessed 2020 Tax Rate (2021 Budget) | Assessed 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|---------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.7730 | \$ 8.8976 | \$ 0.1246 | 1.42% |
| Public Schools | 7.3914 | 6.7314 | (0.6600) | -8.93% |
| Technical College | 1.0555 | 1.0222 | (0.0333) | -3.15% |
| County | 3.7088 | 3.7937 | 0.0849 | 2.29% |
| GROSS TAX RATE | 20.9287 | 20.4449 | (0.4838) | -2.31% |
| State Credits | 1.4703 | 1.4433 | (0.0270) | -1.84% |
| NET TAX RATE | \$ 19.4584 | \$ 19.0016 | \$ (0.4568) | -2.35% |

| Outagamie County/ Hortonville School Dist | Assessed 2020 Tax Rate (2021 Budget) | Assessed 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.7730 | \$ 8.8976 | \$ 0.1246 | 1.42% |
| Public Schools | 8.5979 | 9.0374 | 0.4395 | 5.11% |
| Technical College | 1.0555 | 1.0222 | (0.0333) | -3.15% |
| County | 3.7088 | 3.7937 | 0.0849 | 2.29% |
| GROSS TAX RATE | 22.1352 | 22.7509 | 0.6157 | 2.78% |
| State Credits | 1.4703 | 1.4433 | (0.0270) | -1.84% |
| NET TAX RATE | \$ 20.6649 | \$ 21.3076 | \$ 0.6427 | 3.11% |

**CITY OF APPLETON 2022 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

| Calumet County/ Appleton School Dist. | Assessed 2020 Tax Rate (2021 Budget) | Assessed 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|--------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.7960 | \$ 9.1157 | \$ 0.3197 | 3.63% |
| Public Schools | 8.4742 | 8.8799 | 0.4057 | 4.79% |
| Technical College | 1.0582 | 1.0473 | (0.0109) | -1.03% |
| County | 4.8411 | 4.7355 | (0.1056) | -2.18% |
| GROSS TAX RATE | 23.1695 | 23.7784 | 0.6089 | 2.63% |
| State Credits | 1.2674 | 1.2453 | (0.0221) | -1.74% |
| NET TAX RATE | \$ 21.9021 | \$ 22.5331 | \$ 0.6310 | 2.88% |

| Calumet County/ Kimberly School Dist. | Assessed 2020 Tax Rate (2021 Budget) | Assessed 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|--------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.7960 | \$ 9.1157 | \$ 0.3197 | 3.63% |
| Public Schools | 8.0040 | 7.0271 | (0.9769) | -12.21% |
| Technical College | 1.0582 | 1.0473 | (0.0109) | -1.03% |
| County | 4.8411 | 4.7355 | (0.1056) | -2.18% |
| GROSS TAX RATE | 22.6993 | 21.9256 | (0.7737) | -3.41% |
| State Credits | 1.2674 | 1.2453 | (0.0221) | -1.74% |
| NET TAX RATE | \$ 21.4319 | \$ 20.6803 | \$ (0.7516) | -3.51% |

**CITY OF APPLETON 2022 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

| Winnebago County/ Appleton School District | Assessed 2020 Tax Rate (2021 Budget) | Assessed 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|-------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.8916 | \$ 8.7463 | \$ (0.1453) | -1.63% |
| Public Schools | 8.5664 | 8.5201 | (0.0463) | -0.54% |
| Technical College | 1.0697 | 1.0048 | (0.0649) | -6.07% |
| County | 4.9704 | 4.8389 | (0.1315) | -2.65% |
| GROSS TAX RATE | 23.4981 | 23.1101 | (0.3880) | -1.65% |
| State Credits | 1.6778 | 1.7103 | 0.0325 | 1.94% |
| NET TAX RATE | \$ 21.8203 | \$ 21.3998 | \$ (0.4205) | -1.93% |

| Winnebago County/ Menasha School Dist. | Assessed 2020 Tax Rate (2021 Budget) | Assessed 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|---------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.8916 | \$ 8.7463 | \$ (0.1453) | -1.63% |
| Public Schools | 12.4223 | 13.0031 | 0.5808 | 4.68% |
| Technical College | 1.0697 | 1.0048 | (0.0649) | -6.07% |
| County | 4.9704 | 4.8389 | (0.1315) | -2.65% |
| GROSS TAX RATE | 27.3540 | 27.5931 | 0.2391 | 0.87% |
| State Credits | 1.6778 | 1.7103 | 0.0325 | 1.94% |
| NET TAX RATE | \$ 25.6762 | \$ 25.8828 | \$ 0.2066 | 0.80% |

**CITY OF APPLETON 2022 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

| Outagamie County/ Appleton School Dist. | Equalized 2020 Tax Rate (2021 Budget) | Equalized 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|----------------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.2603 | \$ 7.8592 | \$ (0.4011) | -4.86% |
| Public Schools | 7.9582 | 7.6559 | (0.3023) | -3.80% |
| Technical College | 0.9938 | 0.9029 | (0.0909) | -9.15% |
| County | 3.4921 | 3.3509 | (0.1412) | -4.04% |
| GROSS TAX RATE | 20.7044 | 19.7689 | (0.9355) | -4.52% |
| Less State Credits | 1.3844 | 1.2749 | (0.1095) | -7.91% |
| NET TAX RATE | \$ 19.3200 | \$ 18.4940 | \$ (0.8260) | -4.28% |

| Outagamie County/ Menasha School Dist. | Equalized 2020 Tax Rate (2021 Budget) | Equalized 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|---------------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.2603 | \$ 7.8592 | \$ (0.4011) | -4.86% |
| Public Schools | 11.5241 | 11.6678 | 0.1437 | 1.25% |
| Technical College | 0.9938 | 0.9029 | (0.0909) | -9.15% |
| County | 3.4921 | 3.3509 | (0.1412) | -4.04% |
| GROSS TAX RATE | 24.2703 | 23.7808 | (0.4895) | -2.02% |
| State Credits | 1.3844 | 1.2749 | (0.1095) | -7.91% |
| NET TAX RATE | \$ 22.8859 | \$ 22.5059 | \$ (0.3800) | -1.66% |

| Outagamie County/ Freedom School Dist. | Equalized 2020 Tax Rate (2021 Budget) | Equalized 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|---------------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.2603 | \$ 7.8592 | \$ (0.4011) | -4.86% |
| Public Schools | 6.9598 | 5.9459 | (1.0139) | -14.57% |
| Technical College | 0.9938 | 0.9029 | (0.0909) | -9.15% |
| County | 3.4921 | 3.3509 | (0.1412) | -4.04% |
| GROSS TAX RATE | 19.7060 | 18.0589 | (1.6471) | -8.36% |
| State Credits | 1.3844 | 1.2749 | (0.1095) | -7.91% |
| NET TAX RATE | \$ 18.3216 | \$ 16.7840 | \$ (1.5376) | -8.39% |

| Outagamie County/ Hortonville School Dist. | Equalized 2020 Tax Rate (2021 Budget) | Equalized 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|-------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.2603 | \$ 7.8592 | \$ (0.4011) | -4.86% |
| Public Schools | 8.0957 | 7.9830 | (0.1127) | -1.39% |
| Technical College | 0.9938 | 0.9029 | (0.0909) | -9.15% |
| County | 3.4921 | 3.3509 | (0.1412) | -4.04% |
| GROSS TAX RATE | 20.8419 | 20.0960 | (0.7459) | -3.58% |
| State Credits | 1.3844 | 1.2749 | (0.1095) | -7.91% |
| NET TAX RATE | \$ 19.4575 | \$ 18.8211 | \$ (0.6364) | -3.27% |

**CITY OF APPLETON 2022 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

| Calumet County/ Appleton School Dist. | Equalized 2020 Tax Rate (2021 Budget) | Equalized 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|--------------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.2603 | \$ 7.8592 | \$ (0.4011) | -4.86% |
| Public Schools | 7.9582 | 7.6559 | (0.3023) | -3.80% |
| Technical College | 0.9938 | 0.9029 | (0.0909) | -9.15% |
| County | 4.5463 | 4.0828 | (0.4635) | -10.20% |
| GROSS TAX RATE | 21.7586 | 20.5008 | (1.2578) | -5.78% |
| State Credits | 1.1902 | 1.0737 | (0.1165) | -9.79% |
| NET TAX RATE | \$ 20.5684 | \$ 19.4271 | \$ (1.1413) | -5.55% |

| Calumet County/ Kimberly School Dist. | Equalized 2020 Tax Rate (2021 Budget) | Equalized 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|--------------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.2603 | \$ 7.8592 | \$ (0.4011) | -4.86% |
| Public Schools | 7.5165 | 6.0584 | (1.4581) | -19.40% |
| Technical College | 0.9938 | 0.9029 | (0.0909) | -9.15% |
| County | 4.5463 | 4.0828 | (0.4635) | -10.20% |
| GROSS TAX RATE | 21.3169 | 18.9033 | (2.4136) | -11.32% |
| State Credits | 1.1902 | 1.0737 | (0.1165) | -9.79% |
| NET TAX RATE | \$ 20.1267 | \$ 17.8296 | \$ (2.2971) | -11.41% |

**CITY OF APPLETON 2022 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

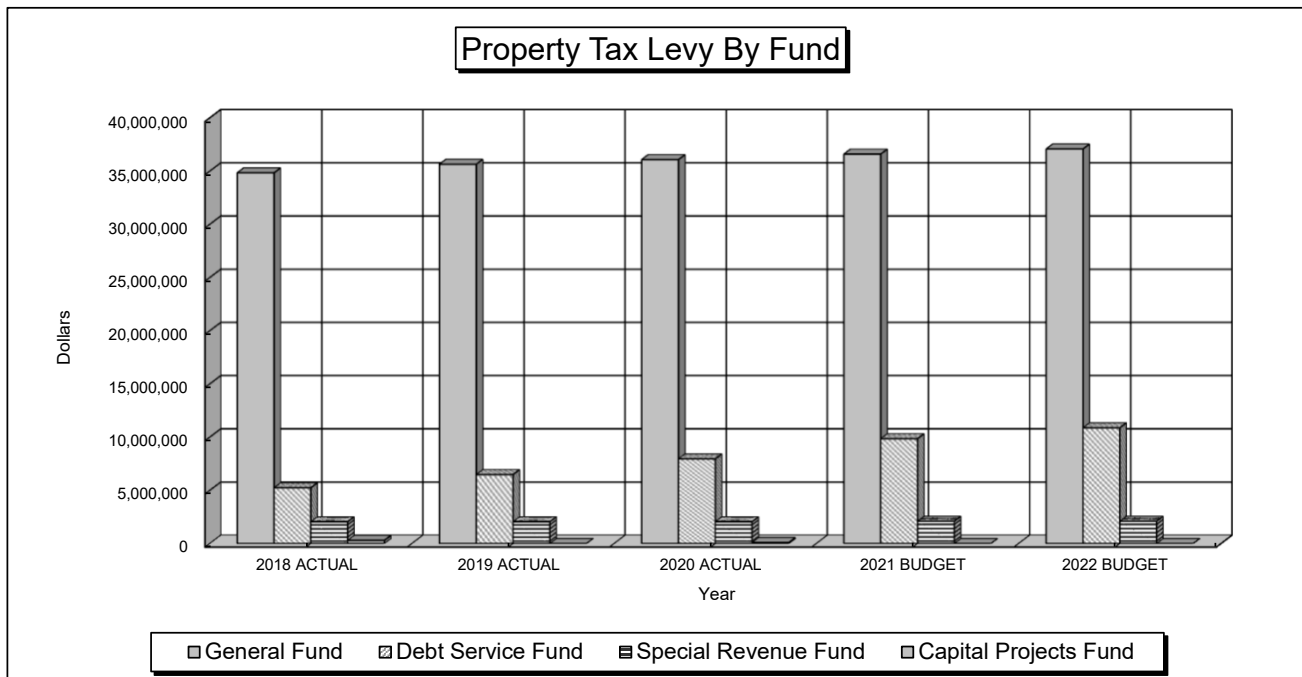
| Winnebago County/ Appleton School District | Equalized 2020 Tax Rate (2021 Budget) | Equalized 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|-------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.2603 | \$ 7.8592 | \$ (0.4011) | -4.86% |
| Public Schools | 7.9582 | 7.6559 | (0.3023) | -3.80% |
| Technical College | 0.9938 | 0.9029 | (0.0909) | -9.15% |
| County | 4.6175 | 4.3481 | (0.2694) | -5.83% |
| GROSS TAX RATE | 21.8298 | 20.7661 | (1.0637) | -4.87% |
| State Credits | 1.5587 | 1.5368 | (0.0219) | -1.41% |
| NET TAX RATE | \$ 20.2711 | \$ 19.2293 | \$ (1.0418) | -5.14% |

| Winnebago County/ Menasha School District | Equalized 2020 Tax Rate (2021 Budget) | Equalized 2021 Tax Rate (2022 Budget) | Increase (Decrease) | Percent Change |
|------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------------------------------|---------------------------|
| City | \$ 8.2603 | \$ 7.8592 | \$ (0.4011) | -4.86% |
| Public Schools | 11.5403 | 11.6842 | 0.1439 | 1.25% |
| Technical College | 0.9938 | 0.9029 | (0.0909) | -9.15% |
| County | 4.6175 | 4.3481 | (0.2694) | -5.83% |
| GROSS TAX RATE | 25.4119 | 24.7944 | (0.6175) | -2.43% |
| State Credits | 1.5587 | 1.5368 | (0.0219) | -1.41% |
| NET TAX RATE | \$ 23.8532 | \$ 23.2576 | \$ (0.5956) | -2.50% |

CITY OF APPLETON 2022 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

| PROPERTY TAX LEVIES ⁽¹⁾ | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET | 2022 BUDGET |
|------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| General Fund | \$ 34,835,754 | \$ 35,646,816 | \$ 36,083,000 | \$ 36,600,000 | \$ 37,080,000 |
| Debt Service Funds | 5,241,380 | 6,481,724 | 7,955,245 | 9,851,874 | 10,874,291 |
| Special Revenue Funds | | | | | |
| Sanitation & Recycling | 2,044,968 | 2,044,968 | 2,045,000 | 2,089,000 | 2,089,000 |
| Neighborhood Program | 3,000 | - | - | 3,000 | 3,000 |
| Total Special Revenue Funds | <u>2,047,968</u> | <u>2,044,968</u> | <u>2,045,000</u> | <u>2,092,000</u> | <u>2,092,000</u> |
| Capital Project Funds | | | | | |
| Subdivision Development | <u>300,000</u> | <u>-</u> | <u>100,000</u> | <u>-</u> | <u>-</u> |
| TOTAL PROPERTY TAX LEVY: | <u>\$ 42,425,102</u> | <u>\$ 44,173,508</u> | <u>\$ 46,183,245</u> | <u>\$ 48,543,874</u> | <u>\$ 50,046,291</u> |

(1) Excludes tax increment district revenues.



CITY OF APPLETON 2022 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

| REVENUES AND OTHER FINANCING SOURCES* | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET | 2021 PROJECTED | 2022 BUDGET |
|----------------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| General Fund | \$ 64,467,906 | \$ 65,739,709 | \$ 65,332,397 | \$ 65,449,097 | \$ 66,208,455 |
| Debt Service Funds | 8,671,940 | 9,189,079 | 10,107,261 | 10,877,210 | 11,014,741 |
| Special Revenue Funds | | | | | |
| Tax Increment District #3 | 1,754,095 | 1,145,374 | 1,250,983 | 1,222,877 | 1,161,000 |
| Sanitation & Recycling | 3,745,982 | 3,734,817 | 3,753,218 | 3,752,000 | 3,758,618 |
| Hazardous Materials Level A | 82,369 | 143,101 | 72,075 | 72,075 | 72,075 |
| Police Grants | 107,884 | 261,992 | 78,000 | 78,000 | 108,000 |
| Health Services Grants | 145,268 | 2,042,352 | 186,547 | 633,287 | 227,837 |
| Housing & Community Development Grants | 1,320,456 | 1,983,252 | 1,741,807 | 1,741,807 | 1,773,717 |
| ARPA Grant | - | - | - | 7,465,920 | 7,470,920 |
| Room Tax Administration | 183,440 | 91,388 | 137,580 | 121,500 | 137,580 |
| Union Spring Park | 93 | 74 | 80 | 40 | - |
| Tuchscherer Disability Fund | 541 | 288 | 120 | (1) | - |
| Peabody Estate Trust | 2,408 | 1,927 | 2,140 | 1,000 | 1,200 |
| Lutz Park Trust | 5,018 | 4,016 | 4,460 | 2,000 | 2,200 |
| Park Open Space | 39,109 | 9,673 | 1,840 | 19,100 | 1,000 |
| City Park Project | 218 | 176 | 190 | 100 | 100 |
| Universal Playground | - | - | - | - | - |
| Library Grants | 77,626 | 150,670 | 112,396 | 112,396 | 112,396 |
| Miracle League Field | 949 | 760 | 840 | 400 | 500 |
| Wheel Tax | 1,204,763 | 1,216,329 | 1,200,000 | 1,210,000 | 1,200,000 |
| Total Special Revenue Funds | <u>8,670,219</u> | <u>10,786,189</u> | <u>8,542,276</u> | <u>16,432,501</u> | <u>16,027,143</u> |
| Capital Projects Funds | | | | | |
| Subdivision Development | 901,973 | 518,237 | 520,723 | 425,170 | 819,135 |
| Tax Increment District #5 | - | - | - | - | - |
| Tax Increment District #6 | 3,020,232 | 2,660,651 | 3,421,807 | 3,380,509 | 2,785,758 |
| Tax Increment District #7 | 583,492 | 436,277 | 528,287 | 512,092 | 437,687 |
| Tax Increment District #8 | 1,617,692 | 1,268,474 | 1,701,409 | 1,671,458 | 1,755,600 |
| Tax Increment District #9 | 100,726 | 117,834 | 166,105 | 157,043 | 128,287 |
| Tax Increment District #10 | 8,524 | 7,915 | 6,500 | 5,663 | 6,163 |
| Tax Increment District #11 | 162,983 | 35,233 | 385,000 | 389,012 | 620,000 |
| Tax Increment District #12 | 37 | 24,862 | 75,000 | 77,327 | 135,500 |
| City Center | - | - | - | - | - |
| Information Technology | 1,096 | 440,138 | - | 65,500 | 685 |
| Public Works | 1,072,975 | 830,185 | 10,000 | 10,000 | 8,285 |
| Industrial Park Land | 170,022 | 615,418 | 41,217 | 285,000 | 27,441 |
| Equipment Replacement | 3,007,737 | 3,124,562 | 3,526,520 | 3,370,000 | 4,252,850 |
| Community Development Projects | 101,867 | 2,185 | - | - | - |
| Public Safety | 1,428 | 31 | - | - | - |
| Facilities | 1,368,479 | 255,424 | 300,193 | 4,564,295 | 225,000 |
| Total Capital Projects Fund | <u>12,119,263</u> | <u>10,337,426</u> | <u>10,682,761</u> | <u>14,913,069</u> | <u>11,202,391</u> |
| Enterprise Funds | | | | | |
| Water Utility | 21,596,527 | 21,121,510 | 20,297,373 | 19,853,173 | 20,068,113 |
| Wastewater Utility | 13,485,386 | 11,567,184 | 12,507,348 | 12,483,680 | 12,696,681 |
| Stormwater Utility | 12,701,472 | 11,968,068 | 11,628,387 | 11,586,876 | 11,683,804 |
| Parking Utility | 2,715,283 | 1,540,399 | 2,172,601 | 1,643,000 | 2,187,601 |
| Golf Course | 811,990 | 908,106 | 886,575 | 911,500 | 910,233 |
| Valley Transit | 9,498,467 | 7,895,344 | 10,539,155 | 10,539,155 | 10,749,409 |
| Total Enterprise Funds | <u>60,809,125</u> | <u>55,000,611</u> | <u>58,031,439</u> | <u>57,017,384</u> | <u>58,295,841</u> |
| Internal Service Funds | | | | | |
| Facilities & Construction Management | 2,844,311 | 2,840,737 | 2,984,516 | 2,884,200 | 3,059,962 |
| Central Equipment Agency | 3,243,275 | 3,210,173 | 3,406,662 | 3,285,000 | 3,394,440 |
| Risk Management | 1,635,418 | 1,771,197 | 1,690,749 | 2,991,026 | 1,929,199 |
| Total Internal Service Funds | <u>7,723,004</u> | <u>7,822,107</u> | <u>8,081,927</u> | <u>9,160,226</u> | <u>8,383,601</u> |
| TOTAL REVENUES: | <u>\$ 162,461,457</u> | <u>\$ 158,875,121</u> | <u>\$ 160,778,061</u> | <u>\$ 173,849,487</u> | <u>\$ 171,132,172</u> |

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2022 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

| EXPENSES AND OTHER FINANCING USES | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET | 2021 PROJECTED | 2022 BUDGET |
|------------------------------------------|------------------------|------------------------|------------------------|---------------------------|------------------------|
| General Fund | \$ 62,309,935 | \$ 60,118,847 | \$ 65,332,397 | \$ 69,132,677 | \$ 66,208,455 |
| Debt Service Funds | 8,866,728 | 9,475,200 | 11,046,519 | 11,058,547 | 12,139,682 |
| Special Revenue Funds | | | | | |
| Tax Increment District #3 | 263,591 | 198,268 | 143,581 | 143,329 | 87,521 |
| Sanitation & Recycling | 3,491,902 | 3,642,792 | 3,725,116 | 3,700,000 | 3,832,245 |
| Hazardous Materials Level A | 81,919 | 103,467 | 72,075 | 72,075 | 94,115 |
| Police Grants | 106,691 | 261,992 | 78,000 | 78,000 | 108,000 |
| Health Services Grants | 127,313 | 2,042,398 | 186,547 | 644,006 | 227,837 |
| Housing & Community Development Grants | 1,409,974 | 1,700,117 | 1,743,541 | 1,743,541 | 1,777,201 |
| ARPA Grant | - | - | - | 6,891,840 | 8,000,000 |
| Room Tax Administration | 186,213 | 92,468 | 139,635 | 125,650 | 137,635 |
| Union Spring Park | - | - | - | 2,791 | - |
| Tuchscherer Disability Fund | 6,391 | 6,391 | 6,391 | 6,119 | - |
| Lutz Park Trust | - | - | - | - | - |
| Park Open Space | - | - | - | - | - |
| Universal Playground Trust | - | - | - | - | - |
| Library Grants | 96,911 | 113,801 | 133,138 | 134,769 | 126,411 |
| Miracle League Field | - | - | - | - | - |
| Wheel Tax | 1,204,763 | 1,216,329 | 1,200,000 | 1,210,000 | 1,200,000 |
| Total Special Revenue Funds | 6,975,668 | 9,378,023 | 7,428,024 | 14,752,120 | 15,590,965 |
| Capital Projects Funds | | | | | |
| Subdivision Development | 1,026,229 | 734,646 | 790,663 | 700,000 | 1,396,811 |
| Tax Increment District #5 | - | - | - | - | - |
| Tax Increment District #6 | 1,450,269 | 726,398 | 404,365 | 1,398,535 | 1,735,857 |
| Tax Increment District #7 | 373,148 | 346,479 | 351,460 | 335,386 | 351,650 |
| Tax Increment District #8 | 1,555,994 | 1,212,191 | 1,594,907 | 1,502,149 | 1,635,950 |
| Tax Increment District #9 | 35,630 | 30,921 | 36,460 | 31,509 | 34,650 |
| Tax Increment District #10 | 1,471 | 1,396 | 1,460 | 1,208 | 1,650 |
| Tax Increment District #11 | 2,850,181 | 156,238 | 980,339 | 104,181 | 1,312,535 |
| Tax Increment District #12 | 45,145 | 44,235 | 56,443 | 45,941 | 54,268 |
| City Center | - | 119,218 | - | 4,781 | - |
| Information Technology | 433,029 | 469,222 | 575,000 | 330,000 | 325,000 |
| Public Works | 10,786,353 | 8,048,237 | 7,909,023 | 8,467,313 | 4,943,806 |
| Industrial Park Land | 138,973 | 163,527 | 296,102 | 148,102 | 150,957 |
| Equipment Replacement | 3,423,717 | 3,475,797 | 3,043,169 | 3,500,000 | 3,966,960 |
| Community Development Projects | 103,718 | - | - | - | - |
| Public Safety | 31,458 | 707,010 | - | - | - |
| Facilities | 7,343,964 | 6,837,120 | 8,700,193 | 9,378,384 | 12,300,101 |
| Total Capital Projects Fund | 29,599,279 | 23,072,635 | 24,739,584 | 25,947,489 | 28,210,195 |
| Enterprise Funds | | | | | |
| Water Utility | 17,406,654 | 17,303,519 | 17,484,421 | 17,784,649 | 17,824,894 |
| Wastewater Utility | 11,521,753 | 11,455,884 | 11,698,083 | 11,984,746 | 12,660,422 |
| Stormwater Utility | 7,976,410 | 8,467,996 | 7,874,576 | 8,474,129 | 7,961,900 |
| Parking Utility | 2,738,846 | 1,926,009 | 2,290,739 | 1,953,475 | 2,191,206 |
| Golf Course | 886,179 | 805,563 | 882,877 | 836,905 | 900,150 |
| Valley Transit | 10,169,598 | 8,607,533 | 11,329,467 | 11,520,565 | 11,733,837 |
| Total Enterprise Funds | 50,699,440 | 48,566,504 | 51,560,163 | 52,554,469 | 53,272,409 |
| Internal Service Funds | | | | | |
| Facilities & Construction Management | 2,823,739 | 2,855,246 | 2,984,516 | 2,890,000 | 3,059,962 |
| Central Equipment Agency | 5,876,536 | 5,666,339 | 6,352,391 | 5,883,000 | 6,148,803 |
| Risk Management | 1,820,463 | 2,788,307 | 1,690,749 | 2,090,000 | 1,929,199 |
| Other Post Employment Benefits | 53,929 | 54,000 | 54,000 | 54,000 | 54,000 |
| Total Internal Service Funds | 10,574,667 | 11,363,892 | 11,081,656 | 10,917,000 | 11,191,964 |
| TOTAL EXPENDITURES: | \$ 169,025,717 | \$ 161,975,101 | \$ 171,188,343 | \$ 184,362,302 | \$ 186,613,670 |

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 2022 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

| | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET | 2021 PROJECTED | 2022 BUDGET |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| GENERAL FUND | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 31,649,674 | \$ 33,807,645 | \$ 39,428,507 | \$ 39,428,507 | \$ 35,744,927 |
| Property Taxes | 35,646,816 | 36,083,000 | 36,600,000 | 36,600,000 | 37,080,000 |
| Other Revenue | 28,821,090 | 29,656,709 | 28,732,397 | 28,849,097 | 29,128,455 |
| Expenditures | 62,309,935 | 60,118,847 | 65,332,397 | 69,132,677 | 66,208,455 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 33,807,645</u> | <u>\$ 39,428,507</u> | <u>\$ 39,428,507</u> | <u>\$ 35,744,927</u> | <u>\$ 35,744,927</u> |
| DEBT SERVICE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 1,701,196 | \$ 1,588,068 | \$ 1,301,947 | \$ 1,301,947 | \$ 1,120,610 |
| Property Taxes | 6,481,724 | 7,955,245 | 9,851,874 | 9,851,874 | 10,874,291 |
| Proceeds of Debt | 81,660 | - | 150,000 | - | 160,000 |
| Other Revenue | 2,190,216 | 1,233,834 | 255,387 | 1,025,336 | 140,450 |
| Expenditures | 8,866,728 | 9,475,200 | 11,046,519 | 11,058,547 | 12,139,682 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 1,588,068</u> | <u>\$ 1,301,947</u> | <u>\$ 512,689</u> | <u>\$ 1,120,610</u> | <u>\$ 155,669</u> |
| SPECIAL REVENUE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ (3,442,311) | \$ (1,747,760) | \$ (339,594) | \$ (339,594) | \$ 1,340,787 |
| Property Taxes | 3,130,314 | 3,147,513 | 3,332,000 | 3,307,753 | 3,242,000 |
| Other Revenue | 5,539,905 | 7,638,676 | 5,210,276 | 13,124,748 | 12,785,143 |
| Expenditures | 6,975,668 | 9,378,023 | 7,428,024 | 14,752,120 | 15,590,965 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ (1,747,760)</u> | <u>\$ (339,594)</u> | <u>\$ 774,658</u> | <u>\$ 1,340,787</u> | <u>\$ 1,776,965</u> |
| CAPITAL PROJECTS FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 5,210,835 | \$ 5,454,159 | \$ 7,718,950 | \$ 7,718,950 | \$ 11,184,530 |
| Property Taxes | 4,214,339 | 3,995,983 | 5,719,500 | 5,658,075 | 5,555,332 |
| Contributed Capital | - | - | - | - | - |
| Proceeds of Debt | 17,723,340 | 15,000,000 | 16,858,700 | 14,500,000 | 14,933,325 |
| Other Revenue | 7,904,924 | 6,341,443 | 4,963,261 | 9,254,994 | 5,647,059 |
| Expenditures | 29,599,279 | 23,072,635 | 24,739,584 | 25,947,489 | 28,210,195 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 5,454,159</u> | <u>\$ 7,718,950</u> | <u>\$ 10,520,827</u> | <u>\$ 11,184,530</u> | <u>\$ 9,110,051</u> |
| ENTERPRISE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 284,097,887 | \$ 301,369,556 | \$ 311,977,577 | \$ 311,977,577 | \$ 324,003,438 |
| Property Taxes | - | - | - | - | - |
| Other Revenue | 60,809,125 | 55,000,611 | 58,031,439 | 57,017,384 | 58,295,841 |
| Contributed Capital | 7,161,984 | 4,173,914 | 4,698,909 | 7,562,946 | 9,553,618 |
| Expenditures | 50,699,440 | 48,566,504 | 51,560,163 | 52,554,469 | 53,272,409 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 301,369,556</u> | <u>\$ 311,977,577</u> | <u>\$ 323,147,762</u> | <u>\$ 324,003,438</u> | <u>\$ 338,580,488</u> |
| INTERNAL SERVICE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 14,099,559 | \$ 14,671,436 | \$ 14,605,523 | \$ 14,605,523 | \$ 15,648,749 |
| Property Taxes | - | - | - | - | - |
| Other Revenue | 7,723,004 | 7,822,107 | 8,081,927 | 9,160,226 | 8,383,601 |
| Contributed Capital | 3,423,540 | 3,475,872 | 3,043,169 | 2,800,000 | 3,966,960 |
| Expenditures | 10,574,667 | 11,363,892 | 11,081,656 | 10,917,000 | 11,191,964 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 14,671,436</u> | <u>\$ 14,605,523</u> | <u>\$ 14,648,963</u> | <u>\$ 15,648,749</u> | <u>\$ 16,807,346</u> |
| COMBINED TOTALS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 333,316,840 | \$ 355,143,104 | \$ 374,692,910 | \$ 374,692,910 | \$ 389,043,041 |
| Property Taxes | 49,473,193 | 51,181,741 | 55,503,374 | 55,417,702 | 56,751,623 |
| Proceeds of Debt | 17,805,000 | 15,000,000 | 17,008,700 | 14,500,000 | 15,093,325 |
| Contributed Capital | 10,585,524 | 7,649,786 | 7,742,078 | 10,362,946 | 13,520,578 |
| Other Revenue | 112,988,264 | 107,693,380 | 105,274,687 | 118,431,785 | 114,380,549 |
| Expenditures | 169,025,717 | 161,975,101 | 171,188,343 | 184,362,302 | 186,613,670 |
| FUND BALANCE - Ending (Dec. 31) | <u>\$ 355,143,104</u> | <u>\$ 374,692,910</u> | <u>\$ 389,033,406</u> | <u>\$ 389,043,041</u> | <u>\$ 402,175,446</u> |

CITY OF APPLETON 2022 BUDGET

COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

| REVENUES AND OTHER FINANCING SOURCES | 2021 BUDGET | 2022 BUDGET |
|-----------------------------------------|-------------------------|-------------------------|
| Property Tax | \$ 55,503,374 | \$ 56,751,623 |
| Other Tax | 2,318,580 | 2,519,480 |
| Intergovernmental | 26,467,890 | 34,491,977 |
| Licenses & Permits | 1,269,175 | 1,349,475 |
| Special Assessments | 735,723 | 682,522 |
| Charges for Service | 59,888,758 | 59,853,043 |
| Interest Income | 3,824,595 | 3,538,152 |
| Fines & Forfeitures | 595,000 | 595,000 |
| Other Revenues | 4,482,169 | 5,508,524 |
| Interfund Transfers | 5,692,797 | 5,842,376 |
| TOTAL REVENUES | \$ 160,778,061 * | \$ 171,132,172 * |

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

| EXPENSES AND OTHER FINANCING USES | 2021 BUDGET | 2022 BUDGET |
|--------------------------------------|-----------------------|-----------------------|
| Personnel | \$ 65,730,963 | \$ 66,612,288 |
| Training & Travel | 487,539 | 467,397 |
| Supplies & Materials | 10,769,716 | 9,819,180 |
| Purchased Services | 38,456,267 | 38,308,953 |
| Miscellaneous Expense | 17,935,893 | 26,728,360 |
| Debt Service | 15,401,410 | 16,356,071 |
| Capital Expense ¹ | 17,524,446 | 23,237,218 |
| Other Financing Uses | 4,882,109 | 5,084,203 |
| TOTAL EXPENSE | \$ 171,188,343 | \$ 186,613,670 |

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 2022:

| | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5/17/21 | 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. |
| 6/12/21 - 9/07/21 | 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. The developing budget is reviewed with the leadership team. |
| 9/07/21 - 10/06/21 | The Mayor and Finance Department staff assemble the Budget and Service Plan for submission to the Common Council. Copies of the document are made available for public review. |
| 10/06/21 - 10/30/21 | The Mayor holds listening sessions with the public on the budget. |
| 10/30/21 | 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. |
| 11/03/21 | A public hearing is held to seek citizen input prior to Common Council acceptance of the budget. |
| 11/10/21 | The budget is adopted formally by resolution of the Common Council. |

CITY OF APPLETON POLICIES – 2022 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 – 2022 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.

CITY OF APPLETON POLICIES – 2022 BUDGET

- Carryover of Prior Year Budgeted Expenditures – All Budgets:
 - 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 – 2021 tax roll:

| | |
|----------------------------------------------------|------------------|
| Lien date and levy date | December 2021 |
| Tax bills mailed | December 2021 |
| Payment in full or 1 st installment due | January 31, 2022 |
| 2 nd installment due | March 31, 2022 |
| 3 rd installment due | May 31, 2022 |
| 4 th installment due | July 31, 2022 |

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 – 2022 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 – 2022 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 – 2022 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
 - 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 maintain practices and procedures designed to ensure compliance with mandatory disclosures subsequent to issuance of debt.
- 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 7/5/21.

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 – 2022 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 up to 6" in diameter and actual cost for laterals larger than 6" in diameter.

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.

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 – 2022 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 2022 rate requirements for the Wisconsin Retirement System employees are as follows:

| | <u>General</u> | <u>Police</u> | <u>Fire</u> |
|-----------------------|----------------|---------------|---------------|
| Employee Contribution | 6.50% | 6.50% | 6.50% |
| City Contribution | <u>6.50%</u> | <u>12.08%</u> | <u>16.48%</u> |
| Total | 13.00% | 18.58% | 22.98% |

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 – 2022 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 52 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.

\$100,000 medical expense / \$30,000 accidental death per claim coverage for city-authorized volunteers.

- 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

2022 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 75,644) 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

2022 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> |
|------|-------------------------------|-----------------------------|---------------------------|-----------------------------|-----------------------------|
| 2020 | 61,518 | 65,696 | 69,706 | 62,243 | 61,439 |
| 2019 | 61,003 | 65,444 | 71,461 | 60,701 | 62,442 |
| 2018 | 59,423 | 63,894 | 66,857 | 58,908 | 60,659 |
| 2017 | 56,698 | 59,843 | 59,152 | 56,899 | 59,707 |
| 2016 | 55,267 | 60,762 | 62,718 | 55,890 | 59,817 |

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

Unemployment Rate

| | <u>State of Wisconsin</u> | | <u>Outagamie County</u> | | <u>Appleton MSA</u> | | <u>City of Appleton</u> | |
|---------------|-------------------------------|---|-----------------------------|---|-------------------------|---|-----------------------------|---|
| July, 2021 | 4.1 | % | 3.4 | % | 3.3 | % | 3.7 | % |
| July, 2020 | 7.1 | | 6.3 | | 6.1 | | 6.6 | |
| Average, 2020 | 6.3 | % | 5.5 | % | 5.3 | % | 5.8 | % |
| Average, 2019 | 3.3 | | 3.0 | | 2.9 | | 3.1 | |
| Average, 2018 | 3.0 | | 2.8 | | 2.8 | | 2.9 | |
| Average, 2017 | 3.3 | | 3.0 | | 3.0 | | 3.2 | |
| Average, 2016 | 4.0 | | 3.5 | | 3.5 | | 3.7 | |

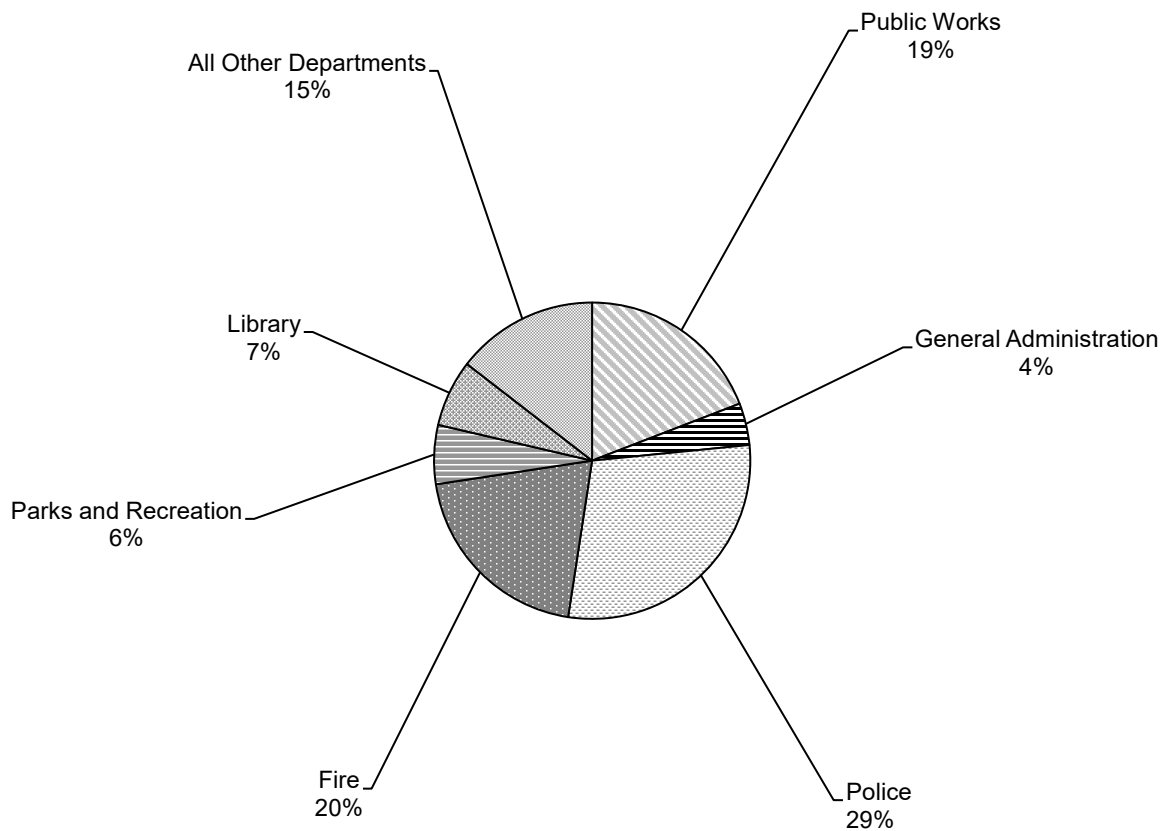
Source: Wisconsin Department of Workforce Development, Division of Research and Analysis

CITY OF APPLETON 2022 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.

2022 GENERAL FUND EXPENDITURES

\$66,208,455



CITY OF APPLETON 2022 BUDGET

GENERAL FUND

| | Actual | | Budget | | | % |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------|
| | 2019 | 2020 | Adopted 2021 | Projected 2021 | 2022 | Change * |
| REVENUES | | | | | | |
| Taxes | \$ 36,092,255 | \$ 37,046,831 | \$ 37,581,000 | \$ 37,581,000 | \$ 38,261,900 | 1.81% |
| Intergovernmental | 15,898,156 | 17,162,876 | 16,455,608 | 16,455,608 | 16,584,665 | 0.78% |
| Licenses and Permits | 1,139,475 | 1,247,180 | 1,226,450 | 1,226,450 | 1,306,750 | 6.55% |
| Special Assessments | 263,609 | 260,470 | 255,000 | 255,000 | 252,522 | -0.97% |
| Charges for Services | 1,869,558 | 891,763 | 1,817,926 | 1,817,926 | 1,976,175 | 8.70% |
| Interest Income | 3,815,871 | 3,965,190 | 2,823,945 | 2,823,945 | 2,699,682 | -4.40% |
| Fines and Forfeitures | 241,090 | 214,691 | 275,000 | 275,000 | 275,000 | 0.00% |
| All Other Revenue | 1,751,637 | 1,520,099 | 1,242,518 | 1,359,218 | 1,281,811 | 3.16% |
| TOTAL REVENUES | 61,071,651 | 62,309,100 | 61,677,447 | 61,794,147 | 62,638,505 | 1.56% |
| EXPENDITURES | | | | | | |
| Common Council | 134,358 | 133,729 | 138,360 | 138,360 | 141,791 | 2.48% |
| Mayor | 488,210 | 440,610 | 522,802 | 522,802 | 505,442 | -3.32% |
| Finance | 879,967 | 899,505 | 918,983 | 918,983 | 888,166 | -3.35% |
| Information Technology | 1,924,476 | 2,012,971 | 2,165,591 | 2,165,591 | 2,268,705 | 4.76% |
| Human Resources | 676,942 | 671,802 | 770,550 | 770,550 | 757,197 | -1.73% |
| Legal Services | 1,008,221 | 1,107,583 | 1,028,511 | 1,039,511 | 1,126,267 | 9.50% |
| General Administration | 2,210,211 | 2,225,459 | 2,553,587 | 5,955,524 | 2,832,649 | 10.93% |
| Community Development | 1,779,049 | 1,816,954 | 1,895,906 | 1,895,906 | 1,913,261 | 0.92% |
| Library | 4,663,070 | 4,493,629 | 4,735,535 | 4,845,751 | 4,532,321 | -4.29% |
| Parks & Recreation | 3,865,902 | 3,117,176 | 3,975,514 | 3,975,514 | 3,984,708 | 0.23% |
| Public Works | 12,704,708 | 11,609,377 | 12,487,755 | 12,718,308 | 12,661,710 | 1.39% |
| Health Services | 1,116,526 | 583,355 | 1,220,587 | 1,220,587 | 1,262,544 | 3.44% |
| Police | 17,948,165 | 17,802,381 | 19,022,192 | 19,061,577 | 19,209,440 | 0.98% |
| Fire | 12,255,231 | 12,183,587 | 13,189,165 | 13,196,354 | 13,373,491 | 1.40% |
| TOTAL EXPENDITURES | 61,655,036 | 59,098,118 | 64,625,038 | 68,425,318 | 65,457,692 | 1.29% |
| REVENUES OVER EXPENDITURES | (583,385) | 3,210,982 | (2,947,591) | (6,631,171) | (2,819,187) | -4.36% |
| OTHER FINANCING SOURCES (USES) | | | | | | |
| Sale of City Property | 2,461 | 5,399 | 2,000 | 2,000 | 2,000 | 0.00% |
| Other Financing Sources | 3,393,794 | 3,425,210 | 3,652,950 | 3,652,950 | 3,567,950 | -2.33% |
| Other Financing Uses | (654,899) | (1,020,729) | (707,359) | (707,359) | (750,763) | 6.14% |
| TOTAL OTHER FINANCING | 2,741,356 | 2,409,880 | 2,947,591 | 2,947,591 | 2,819,187 | -4.36% |
| NET CHANGE IN EQUITY | 2,157,971 | 5,620,862 | - | (3,683,580) | - | N/A |
| FUND BALANCE - Beginning | 31,649,674 | 33,807,645 | 39,428,507 | 39,428,507 | 35,744,927 | -9.34% |
| FUND BALANCE - Ending | \$ 33,807,645 | \$ 39,428,507 | \$ 39,428,507 | \$ 35,744,927 | \$ 35,744,927 | -9.34% |

* % change from prior year adopted budget

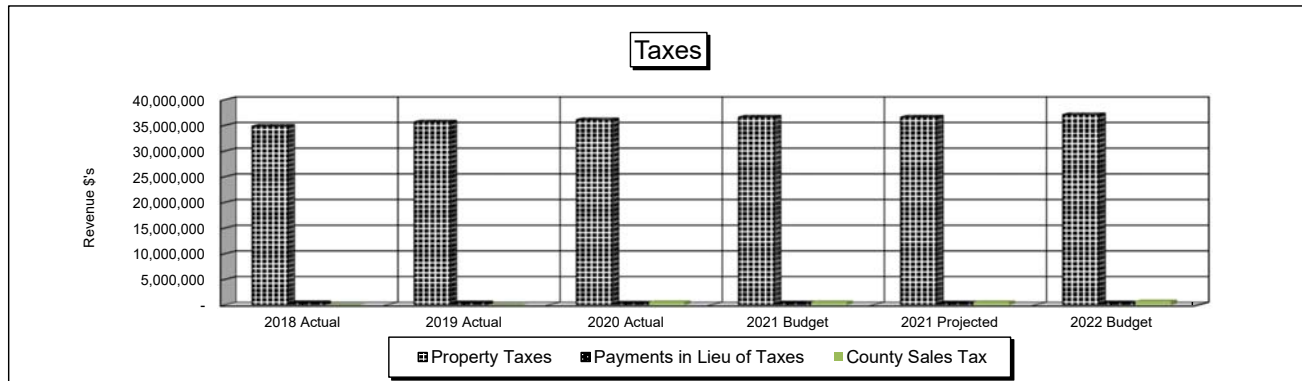
**CITY OF APPLETON 2022 BUDGET
GENERAL FUND BALANCE**

| | PAGE IN BUDGET | AMOUNT |
|----------------------------------------------------------------------------------------------------------------|-------------------|---------------------|
| Projected Fund Balance @ 12/31/21 | 38 | \$ 35,744,927 |
| Less: Excess General Fund balance at 12/31/20 applied to 2021 expenditures per policy* | | (5,115,000) |
| Less Non-spendable Fund Balance: | | |
| Inventories and Prepaid Items | | (890,000) |
| Condominium Association Loan | | (575,611) |
| Advance to other Funds | | (3,694,019) |
| Less Assigned Fund Balance: | | |
| Payments in Lieu of Taxes | | (2,143,000) |
| Working Capital - 25% of budgeted expenditures (25% * \$66,208,455, includes transfers) | 38 | (16,552,114) |
| Debt Service - 25% of ensuing year's debt service requirements (25% * \$12,139,682 Debt Service Obligation) | 457 | <u>(3,034,921)</u> |
| Projected General Fund Balance in excess of the reserve policy @ 12/31/21 | | <u>\$ 3,740,262</u> |
| 75% required to be used for reduction of long-term liabilities | | <u>\$ 2,805,197</u> |
| 25% subject to Finance Committee recommendation | | <u>\$ 935,065</u> |

* The 2021 budget amendment to record the application of the 12/31/20 excess fund balance is not reflected in the projected 2021 expenditure amounts on the previous page.

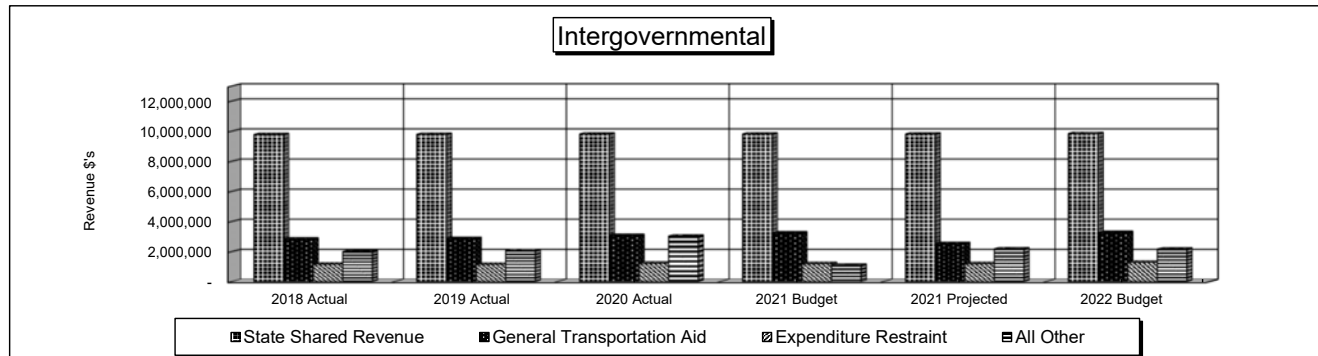
CITY OF APPLETON 2022 BUDGET GENERAL FUND REVENUES

| <u>Taxes</u> | <u>2018 Actual</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Projected</u> | <u>2022 Budget</u> | <u>% Change</u> |
|--------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Property Taxes | \$ 34,835,754 | \$ 35,646,816 | \$ 36,083,000 | \$ 36,600,000 | \$ 36,600,000 | \$ 37,080,000 | 1.31% |
| County Sales Tax | - | - | 575,408 | 576,000 | 576,000 | 750,000 | 30.21% |
| Payment in Lieu of Taxes | 457,587 | 445,439 | 388,423 | 405,000 | 405,000 | 431,900 | 6.64% |
| Total Taxes | \$ 35,293,341 | \$ 36,092,255 | \$ 37,046,831 | \$ 37,581,000 | \$ 37,581,000 | \$ 38,261,900 | 1.81% |



Taxes are derived from several sources. Property taxes now provide approximately 56% of our general fund revenues. Recent years have seen the equalized value of the tax base experience steady increases, amounting to 7.86% in 2019, 4.58% in 2020, and 8.36% in 2021 excluding the TIF districts. Beginning in 2020, Outagamie County began collecting a 0.5% sales tax, a portion of which is remitted to the City of Appleton. The City also collects voluntary and contractual "in-lieu of" property tax payments from certain tax-exempt entities. The State currently restricts growth in local property taxes to the amount of net new construction, which was 1.25% for the City for the 2022 Budget, resulting in a total City constraint of \$50,046,585 across all funds. The City levy meets that constraint.

| <u>Intergovernmental Revenue</u> | <u>2018 Actual</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Projected</u> | <u>2022 Budget</u> | <u>% Change</u> |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| State Shared Revenue | \$ 9,777,572 | \$ 9,793,877 | \$ 9,812,695 | \$ 9,814,270 | \$ 9,814,270 | \$ 9,846,189 | 0.33% |
| Expenditure Restraint | 1,168,238 | 1,162,762 | 1,238,325 | 1,206,663 | 1,206,663 | 1,297,174 | 7.50% |
| General Transportation Aid | 2,836,121 | 2,871,315 | 3,083,954 | 3,250,300 | 3,250,300 | 3,274,500 | 0.74% |
| Library Grants & Aids | 1,062,448 | 1,045,947 | 1,070,138 | 1,091,736 | 1,091,736 | 1,063,001 | -2.63% |
| Other | 934,694 | 1,024,255 | 1,957,764 | 1,092,639 | 1,092,639 | 1,103,801 | 1.02% |
| Total Intergovernmental | \$ 15,779,073 | \$ 15,898,156 | \$ 17,162,876 | \$ 16,455,608 | \$ 16,455,608 | \$ 16,584,665 | 0.78% |



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 general fund spending to limits specified by the program.

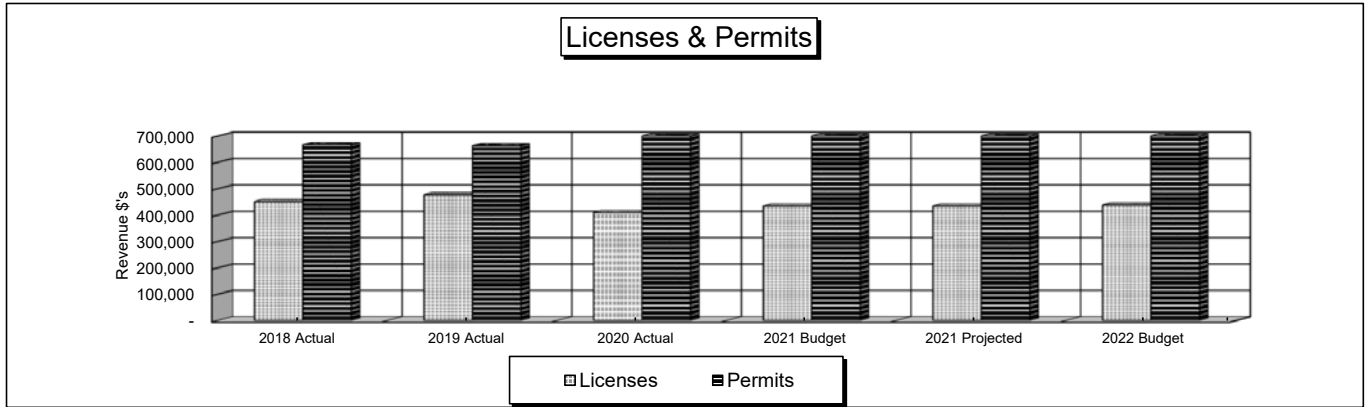
General Transportation Aid and Connecting Highway Aid are reimbursements provided by the State to defray a portion of the expense incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge),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

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. This revenue source includes support from both Outagamie and Calumet Counties.

Other intergovernmental revenues include fire inspection dues, public safety grants and reimbursements, State exempt computer and personal property aid, and various other grants and reimbursements.

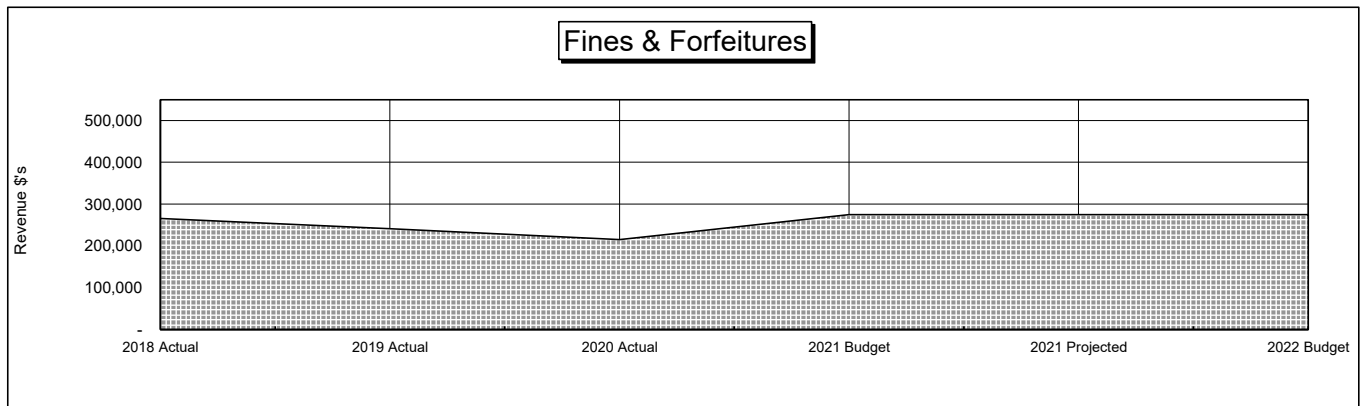
CITY OF APPLETON 2022 BUDGET GENERAL FUND REVENUES

| | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget | % Change |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------|
| Licenses and Permits | | | | | | | |
| Licenses | \$ 450,976 | \$ 477,300 | \$ 409,271 | \$ 433,850 | \$ 433,850 | \$ 438,000 | 0.96% |
| Permits | 666,019 | 662,175 | 837,909 | 792,600 | 792,600 | 868,750 | 9.61% |
| Total Licenses and Permits | \$1,116,995 | \$1,139,475 | \$1,247,180 | \$1,226,450 | \$1,226,450 | \$1,306,750 | 6.55% |



Licenses and permits are required for the privilege of carrying on a business or trade, or holding a special event, that is regulated by ordinance within the City. 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.

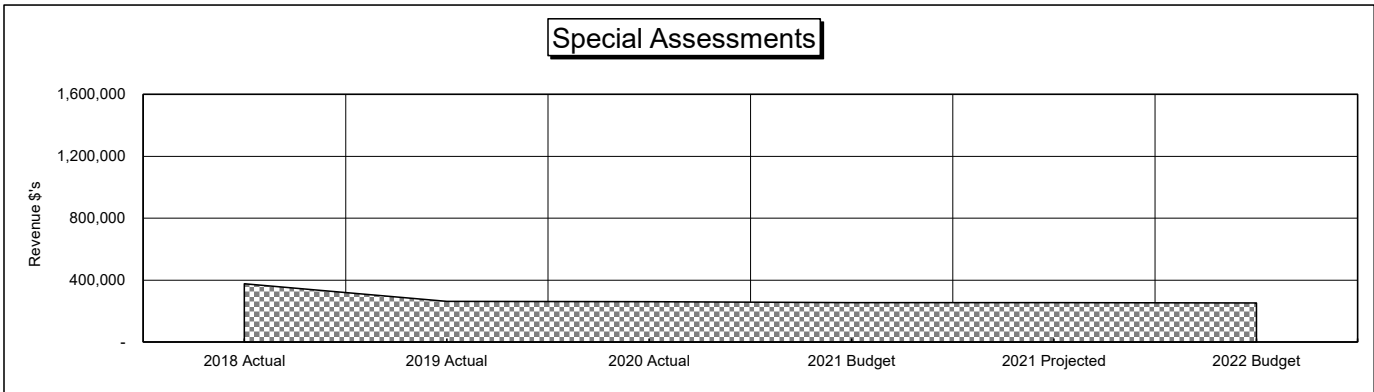
| | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget | % Change |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| Fines and Forfeitures | \$ 265,875 | \$ 241,090 | \$ 214,691 | \$ 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.

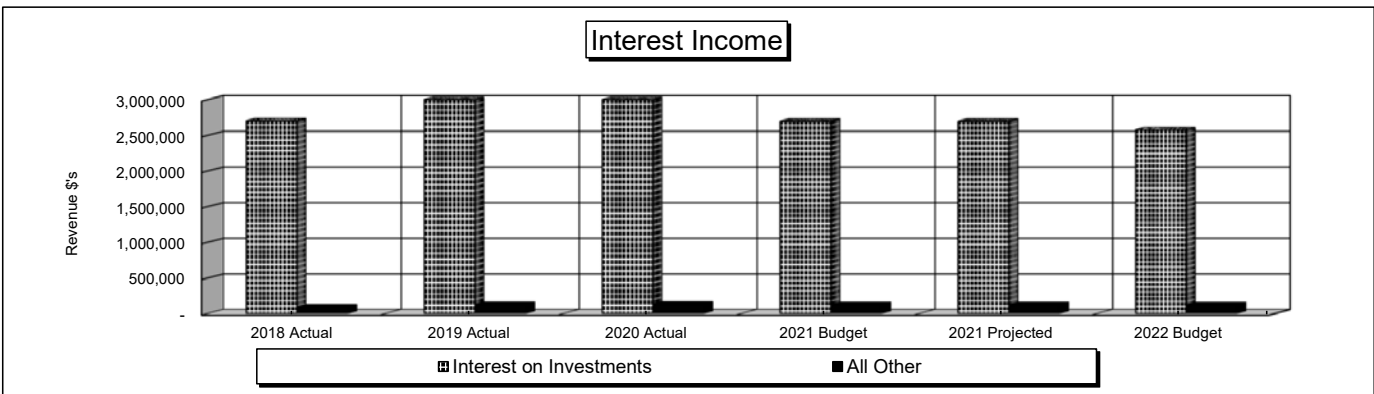
CITY OF APPLETON 2022 BUDGET GENERAL FUND REVENUES

| | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget | % Change |
|----------------------------|-------------|-------------|-------------|-------------|----------------|-------------|-------------|
| Special Assessments | \$ 376,998 | \$ 263,609 | \$ 260,470 | \$ 255,000 | \$ 255,000 | \$ 252,522 | -0.97% |



The majority of this revenue is related to special assessments to property owners for City snow removal or weed cutting services required when properties are not timely attended to. Additionally, there are annual special assessments to property owners for decorative street lighting within certain subdivisions in the City.

| | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget | % Change |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Interest Income | | | | | | | |
| Interest on Investments | \$ 2,702,208 | \$ 3,688,035 | \$ 3,830,582 | \$ 2,696,945 | \$ 2,696,945 | \$ 2,574,682 | -4.53% |
| Interest on Delinquent Tax | 91,953 | 125,044 | 134,589 | 125,000 | 125,000 | 125,000 | 0.00% |
| Interest - Deferred Specials | 4,621 | 2,792 | 19 | 2,000 | 2,000 | - | N/A |
| Total Interest Income | \$ 2,798,782 | \$ 3,815,871 | \$ 3,965,190 | \$ 2,823,945 | \$ 2,823,945 | \$ 2,699,682 | -4.40% |

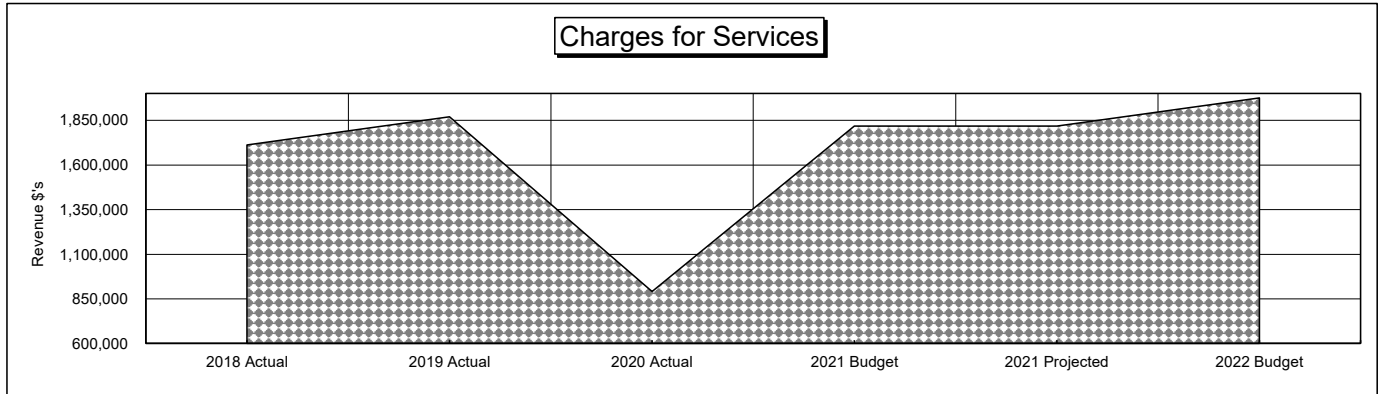


Interest on investments reflects interest earned on public funds being held until distributed to other taxing authorities, funds held until expended by the City, and interest income on advances to other funds. Factors which determine investment income are interest rates, cash balances, and the current market environment. In accordance with Governmental Accounting Standards Board (GASB) rules, all investments must be valued at market value ("mark to market"). Although no investments are intended to be sold prior to maturity, the unrealized gain or loss generated by this market valuation must be recorded, which ultimately adds to, or offsets, interest earnings.

Other sources of interest income include interest on a building improvement loan made to the City Center Condominium Association which is expected to generate \$22,612 in 2022. Additionally, interest on advances made by the general fund to some of the City's TIF Districts during their early years is expected to generate \$1,537,070 of interest income in 2022.

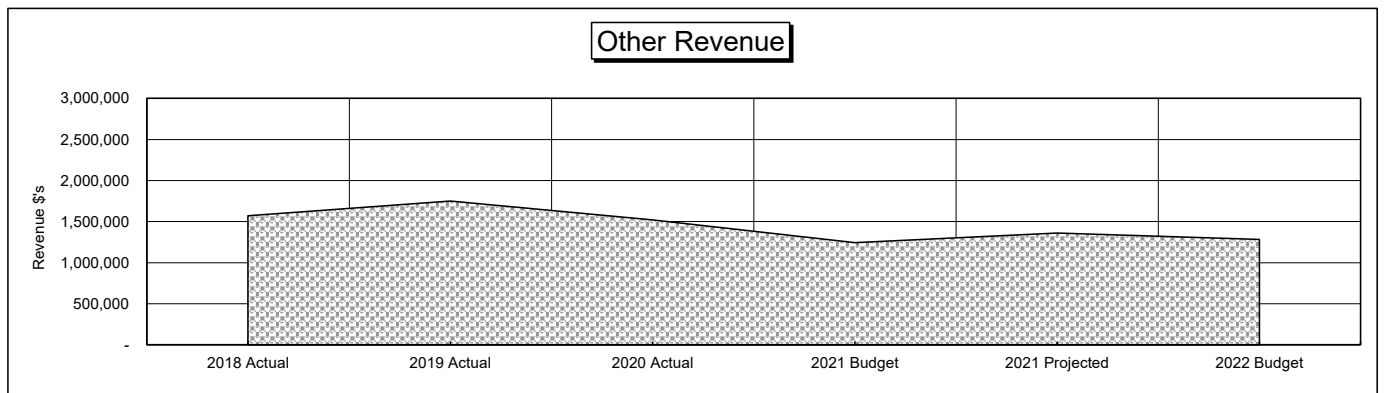
**CITY OF APPLETON 2022 BUDGET
GENERAL FUND REVENUES**

| | <u>2018 Actual</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Projected</u> | <u>2022 Budget</u> | <u>% Change</u> |
|-----------------------------|---------------------|---------------------|--------------------|---------------------|-----------------------|---------------------|-----------------|
| Charges for Services | \$ 1,711,913 | \$ 1,869,558 | \$ 891,763 | \$ 1,817,926 | \$ 1,817,926 | \$ 1,976,175 | 8.70% |



User charges are established when the service is being provided for the specific benefit of the person or entity 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, and charges for street repairs following utility excavations among other charges. The decrease in 2020 was due to the COVID-19 pandemic which contributed to the closure of the public pools, a substantial reduction in recreation programs, and the closure of schools to in-person learning for the majority of the year.

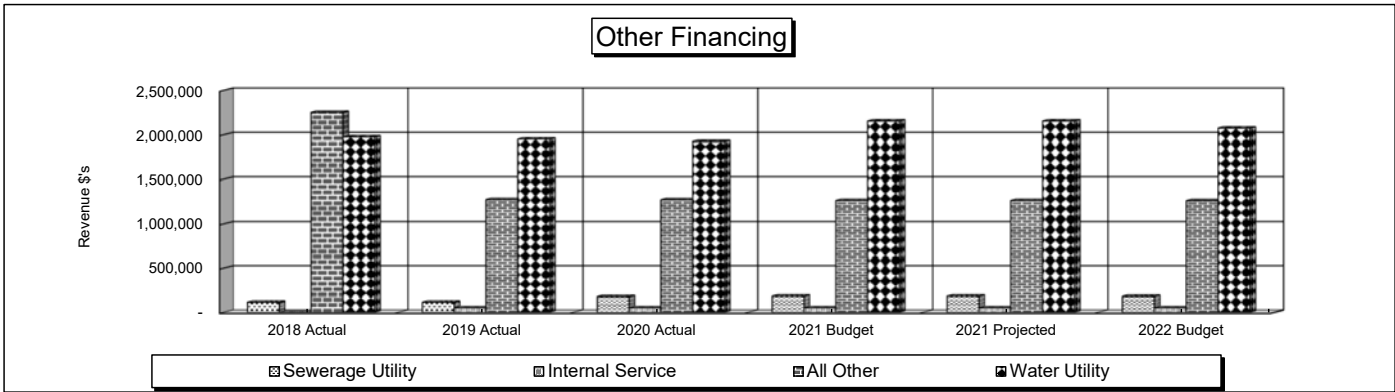
| | <u>2018 Actual</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Projected</u> | <u>2022 Budget</u> | <u>% Change</u> |
|------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|-----------------|
| Other Revenue | | | | | | | |
| Sales of City Property | \$ 19 | \$ 2,461 | \$ 5,399 | \$ 2,000 | \$ 2,000 | \$ 2,000 | 0.00% |
| Other Revenue | 1,569,308 | 1,751,637 | 1,520,099 | 1,242,518 | 1,359,218 | 1,281,811 | 3.16% |
| | \$ 1,569,327 | \$ 1,754,098 | \$ 1,525,498 | \$ 1,244,518 | \$ 1,361,218 | \$ 1,283,811 | 3.16% |



Other revenue includes the school crossing guard program reimbursement, cable franchise fees, cell phone tower leases, reimbursements for damage to City property, and other miscellaneous charges and reimbursements.

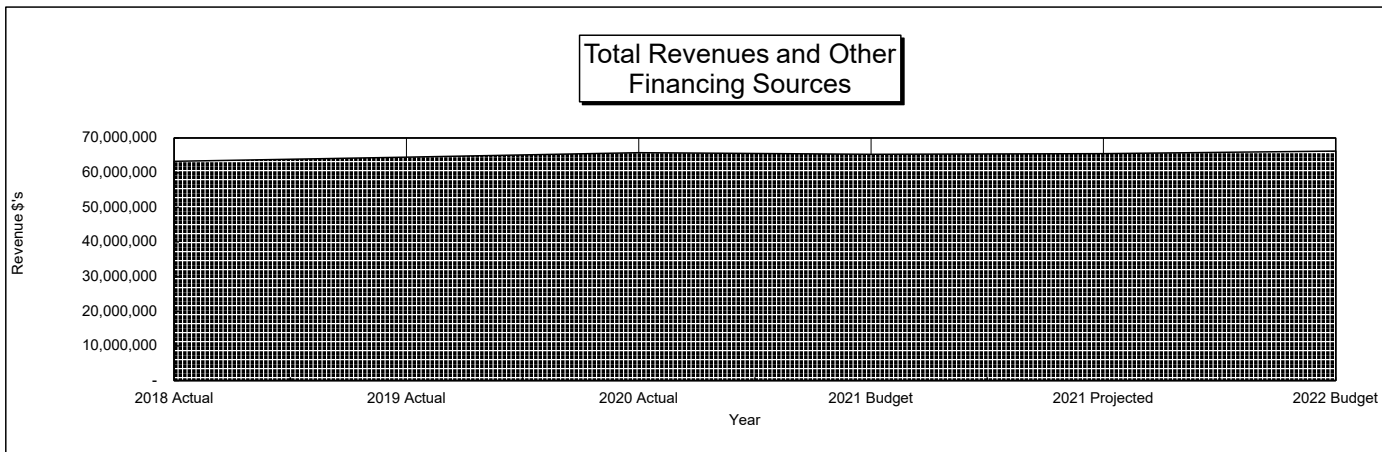
CITY OF APPLETON 2022 BUDGET GENERAL FUND REVENUES

| Other Financing Sources | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget | % Change |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|-----------------|
| Water Utility | \$ 1,976,358 | \$ 1,951,252 | \$ 1,924,916 | \$ 2,156,800 | \$ 2,156,800 | \$ 2,075,800 | -3.76% |
| Golf Course | 17,900 | 17,900 | 17,900 | 17,900 | 17,900 | 17,900 | 0.00% |
| Wastewater Utility | 117,450 | 117,450 | 177,265 | 182,450 | 182,450 | 180,450 | -1.10% |
| 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 | 1,291,332 | 1,231,463 | 1,229,329 | 1,220,000 | 1,220,000 | 1,218,000 | -0.16% |
| Capital Projects | 925,000 | - | - | - | - | - | N/A |
| Internal Service | - | 53,929 | 54,000 | 54,000 | 54,000 | 54,000 | 0.00% |
| Total Other Financing Sources | \$ 4,349,840 | \$ 3,393,794 | \$ 3,425,210 | \$ 3,652,950 | \$ 3,652,950 | \$ 3,567,950 | -2.33% |



The Water Utility makes an annual payment in lieu of taxes to the general fund. The payment calculation is based on the value of infrastructure assets within the City boundaries. 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 mainly wheel tax proceeds received by the City which are used to fund street projects.

| Total Revenues and Other Financing Sources | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget | % Change |
|---------------------------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|-----------------|
| | \$ 63,262,144 | \$ 64,467,906 | \$ 65,739,709 | \$ 65,332,397 | \$ 65,449,097 | \$ 66,208,455 | 1.34% |



CITY OF APPLETON 2022 BUDGET

MAYOR'S OFFICE

Mayor: Jacob A. Woodford

CITY OF APPLETON 2022 BUDGET OFFICE OF THE MAYOR

MISSION STATEMENT

The Office of the Mayor will provide vision, leadership, and management of City operations and services to maintain a safe, vibrant community with a high quality of life. To ensure our community thrives, we will focus on building and maintaining a strong, diversified tax base consisting of various housing types and affordability, neighborhoods, commercial, and industrial sectors, supported by deliberate implementation of a comprehensive strategic economic plan for the benefit of all current and future residents of Appleton.

DISCUSSION OF SIGNIFICANT 2021 EVENTS

The ongoing COVID-19 pandemic demanded significant resources from the Office of the Mayor and the City of Appleton in 2021. In early 2021, the City partnered with multiple local health jurisdictions to create the Fox Cities COVID-19 Vaccine Clinic at the Fox Cities Exhibition Center. That clinic alone administered more than 32,000 doses of the vaccine and played a major role in community inoculation efforts. Most impressively, the Fox Cities clinic was largely staffed by local volunteers.

Themes around social disruption, political tension, and civil unrest continued through the end of 2020 and into 2021. The 2020 Presidential Election – before, during, and after – presented concerns around election security and community safety. Pandemic fatigue and frustration, including objections to and/or support of mitigation efforts, also fueled demonstrations and challenges for the community. General social justice concerns continued to emerge and intersect with municipal operations on multiple fronts. Across all issues of social disruption, tension, and unrest, significant investment of resources have been required of the Mayor's Office and the City.

Prioritization of continuity of operations and resumption of as much regular activity as safely possible has been ongoing. In March 2021, the City began implementation of a phased return-to-workplace plan for all City departments, which was completed in June 2021. Monitoring COVID-19 case activity and overall health of City employees was ongoing, and maintaining flexibility to allow for rapid adjustments to approach as the pandemic demands has been a core strategy. Many of the cancelled or postponed City-sponsored activities from 2020 resumed in 2021.

Pressure continued to mount on the City's operating budget in 2021 as inflation increased while state shared revenue and restrictive levy limits held down revenues. Meanwhile, the Mayor initiated inter-departmental collaboration to address unsustainable long-term borrowing trends. The Leadership Team added five years to the Capital Improvement Plan to look at a 10-year time horizon for major projects. The results of these planning discussions are included in the 2022 Executive Budget and Service Plan and aim to stabilize and, ultimately, reduce the City's debt over the coming decade while maintaining quality of life and services in our community. The City also received an influx of Federal aid through the American Rescue Plan Act (ARPA), and an integrated planning process including public input and City department feedback was underway.

Significant projects such as the Appleton Public Library Building Project, the College Avenue North Neighborhood Plan, Lundgaard Park Development, and planning for Valley Transit facility improvements at Whitman Avenue were launched. The Mayor committed City resources to consulting support for the Task Force on Resiliency, Climate Mitigation, and Adaptation to provide facilitation and expertise as that group finalizes its report, as well as to aid in updating the sustainability strategic plan. Economic growth in the City of Appleton continued to be robust, with the City recording 1.25% (or \$77M) net new construction during FY21.

Outreach and citizen engagement continued to be a priority. Monthly open office hours were maintained, with sessions during warm weather months held in various parks around the City. The Mayor's Office launched a new Ask Me Anything program on social media for direct digital citizen engagement. Listening sessions were held for multiple projects and processes, including but not limited to the Library Request-for-Proposals (RFP) drafting process, ARPA allocation, and budget development.

CITY OF APPLETON 2022 BUDGET OFFICE OF THE MAYOR

MAJOR 2022 OBJECTIVES

Work with department heads to continuously update and track the City's strategic plan and vision, prepare the Executive Budget, and implement plans

Continue local COVID-19 pandemic response

Strive to maintain continuity of City services and operations as the pandemic continues, resuming normal operations and programs as soon as safely possible

Serve constituents equitably and respectfully

Support the work of the Common Council through regular communication, sharing of needed information, and orientation/continuing education programming

Continue to develop and implement a communication strategy that enhances efficiency and effectiveness of internal operations and improves access to information for Appleton residents

Engage Task Force on Economic Development to gather feedback and develop recommendations for improving the experience and outcomes the City of Appleton delivers for businesses

Work with other local, county, State, and federal entities to support and protect the City's interests in the lawmaking and regulatory processes

Deepen partnerships between the City of Appleton and neighboring municipalities through collaboration; pursue opportunities to work together on public safety, transportation, and other services

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 support a welcoming community for all

Promote Appleton's interests through active participation on various boards, committees, and organizations

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|-------------------|------------|------------|--------------|--------------|------------|----------|
| Programs | | Actual | | Budget | | | % |
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 3,500 | \$ 1,050 | \$ 2,500 | \$ 2,500 | \$ - | -100.00% |
| Program Expenses | | | | | | | |
| 10510 | Administration | 108,358 | 100,757 | 113,381 | 113,381 | 117,713 | 3.82% |
| 10520 | Citizen Outreach | 336,589 | 295,876 | 364,384 | 364,384 | 339,229 | -6.90% |
| 10530 | Intergovernmental | 43,263 | 43,977 | 45,037 | 45,037 | 48,500 | 7.69% |
| TOTAL | | \$ 488,210 | \$ 440,610 | \$ 522,802 | \$ 522,802 | \$ 505,442 | -3.32% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 407,445 | 389,964 | 441,687 | 441,687 | 424,037 | -4.00% |
| Training & Travel | | 15,174 | 4,129 | 11,680 | 11,680 | 10,680 | -8.56% |
| Supplies & Materials | | 46,065 | 31,326 | 47,560 | 47,560 | 43,650 | -8.22% |
| Purchased Services | | 19,526 | 15,191 | 21,875 | 21,875 | 27,075 | 23.77% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | |

* % change from prior year adopted budget
Mayor.xls

**CITY OF APPLETON 2022 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.

**CITY OF APPLETON 2022 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 66,295 | \$ 72,455 | \$ 72,915 | \$ 72,915 | \$ 74,005 |
| 610500 Overtime | - | 1,164 | - | - | - |
| 615000 Fringes | 22,510 | 20,768 | 23,401 | 23,401 | 27,403 |
| 620100 Training/Conferences | 11,788 | 998 | 10,000 | 10,000 | 9,000 |
| 620600 Parking Permits | 1,659 | 1,717 | 1,680 | 1,680 | 1,680 |
| 630100 Office Supplies | 1,939 | 761 | 800 | 800 | 800 |
| 630200 Subscriptions | 165 | 273 | 310 | 310 | 550 |
| 630500 Awards & Recognition | 75 | 646 | 1,000 | 1,000 | 1,000 |
| 632001 City Copy Charges | 1,849 | 914 | 1,200 | 1,200 | 1,200 |
| 632002 Outside Printing | - | 139 | - | - | - |
| 641307 Telephone | 267 | 269 | 275 | 275 | 275 |
| 641308 Cellular Phones | 1,811 | 653 | 1,800 | 1,800 | 1,800 |
| Total Expense | <u>\$ 108,358</u> | <u>\$ 100,757</u> | <u>\$ 113,381</u> | <u>\$ 113,381</u> | <u>\$ 117,713</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 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
- Resume a Citizens Academy to give in-depth look at City operations to residents
- 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.

**CITY OF APPLETON 2022 BUDGET
OFFICE OF THE MAYOR**

Citizen Engagement

Business Unit 10520

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 487700 Advertising | \$ 2,500 | \$ 1,050 | \$ 2,500 | \$ 2,500 | \$ - |
| 502000 Donations & Memorials | 1,000 | - | - | - | - |
| Total Revenues | \$ 3,500 | \$ 1,050 | \$ 2,500 | \$ 2,500 | \$ - |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 211,706 | \$ 204,261 | \$ 230,065 | \$ 230,065 | \$ 221,555 |
| 610500 Overtime | - | 1,989 | - | - | - |
| 615000 Fringes | 77,321 | 58,681 | 83,769 | 83,769 | 68,674 |
| 620100 Training/Conferences | 1,467 | 1,193 | - | - | - |
| 630200 Subscriptions | - | - | - | - | 6,000 |
| 630300 Memberships & Licenses | 2,273 | 529 | 3,800 | 3,800 | 1,500 |
| 630400 Postage\Freight | 13,567 | 6,916 | 13,500 | 13,500 | 10,000 |
| 631603 Other Misc. Supplies | 623 | 403 | 500 | 500 | 500 |
| 632002 Outside Printing | 12,083 | 7,078 | 11,700 | 11,700 | 5,000 |
| 632700 Miscellaneous Equipment | 101 | 557 | 1,250 | 1,250 | 1,000 |
| 641200 Advertising | 1,663 | 1,040 | 7,800 | 7,800 | 7,000 |
| 659900 Other Contracts/Obligation | 15,785 | 13,229 | 12,000 | 12,000 | 18,000 |
| Total Expense | \$ 336,589 | \$ 295,876 | \$ 364,384 | \$ 364,384 | \$ 339,229 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | |
|-------------------------------------|------------------|
| <u>Other Contracts/Obligatons</u> | |
| Parade Committee | \$ 12,000 |
| Thompson Center on Lourdes | 5,000 |
| Interpretation/translation services | 1,000 |
| | \$ 18,000 |

**CITY OF APPLETON 2022 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.

**CITY OF APPLETON 2022 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 22,386 | \$ 23,648 | \$ 23,668 | \$ 23,668 | \$ 24,021 |
| 610500 Overtime | - | 166 | - | - | - |
| 615000 Fringes | 7,227 | 6,831 | 7,869 | 7,869 | 8,379 |
| 620100 Training/Conferences | 260 | 221 | - | - | - |
| 630300 Memberships & Licenses | 13,390 | 13,111 | 13,500 | 13,500 | 16,100 |
| Total Expense | <u>\$ 43,263</u> | <u>\$ 43,977</u> | <u>\$ 45,037</u> | <u>\$ 45,037</u> | <u>\$ 48,500</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
MAYOR'S OFFICE**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 487700 Advertising/Promotional Fees | 2,500 | 1,050 | - | 2,500 | 2,500 | - |
| 502000 Donations & Memorials | 1,000 | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | <u>3,500</u> | <u>1,050</u> | <u>-</u> | <u>2,500</u> | <u>2,500</u> | <u>-</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 284,512 | 280,253 | 73,636 | 326,648 | 326,648 | 319,581 |
| 610500 Overtime Wages | - | 3,319 | 190 | - | - | - |
| 611500 Vacation Pay | 15,875 | 20,111 | 9,994 | - | - | - |
| 615000 Fringes | 107,058 | 86,281 | 25,454 | 115,039 | 115,039 | 104,456 |
| TOTAL PERSONNEL | <u>407,445</u> | <u>389,964</u> | <u>109,274</u> | <u>441,687</u> | <u>441,687</u> | <u>424,037</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 13,515 | 2,412 | 306 | 10,000 | 10,000 | 9,000 |
| 620600 Parking Permits | 1,659 | 1,717 | 2,100 | 1,680 | 1,680 | 1,680 |
| TOTAL TRAINING / TRAVEL | <u>15,174</u> | <u>4,129</u> | <u>2,406</u> | <u>11,680</u> | <u>11,680</u> | <u>10,680</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,939 | 761 | 348 | 800 | 800 | 800 |
| 630200 Subscriptions | 166 | 273 | 103 | 310 | 310 | 6,550 |
| 630300 Memberships & Licenses | 15,663 | 13,640 | 14,786 | 17,300 | 17,300 | 17,600 |
| 630400 Postage\Freight | 13,566 | 6,915 | - | 13,500 | 13,500 | 10,000 |
| 630500 Awards & Recognition | 75 | 646 | 255 | 1,000 | 1,000 | 1,000 |
| 631603 Other Misc. Supplies | 623 | 403 | - | 500 | 500 | 500 |
| 632001 City Copy Charges | 1,849 | 914 | 150 | 1,200 | 1,200 | 1,200 |
| 632002 Outside Printing | 12,083 | 7,217 | - | 11,700 | 11,700 | 5,000 |
| 632700 Miscellaneous Equipment | 101 | 557 | 95 | 1,250 | 1,250 | 1,000 |
| TOTAL SUPPLIES | <u>46,065</u> | <u>31,326</u> | <u>15,737</u> | <u>47,560</u> | <u>47,560</u> | <u>43,650</u> |
| Purchased Services | | | | | | |
| 640400 Consulting Services | - | - | 3,125 | - | - | - |
| 641200 Advertising | 1,663 | 1,040 | 250 | 7,800 | 7,800 | 7,000 |
| 641307 Telephone | 267 | 269 | 89 | 275 | 275 | 275 |
| 641308 Cellular Phones | 1,811 | 653 | 285 | 1,800 | 1,800 | 1,800 |
| 659900 Other Contracts/Obligation | 15,785 | 13,229 | 6,212 | 12,000 | 12,000 | 18,000 |
| TOTAL PURCHASED SVCS | <u>19,526</u> | <u>15,191</u> | <u>9,961</u> | <u>21,875</u> | <u>21,875</u> | <u>27,075</u> |
| TOTAL EXPENSE | <u><u>488,210</u></u> | <u><u>440,610</u></u> | <u><u>137,378</u></u> | <u><u>522,802</u></u> | <u><u>522,802</u></u> | <u><u>505,442</u></u> |

CITY OF APPLETON 2022 BUDGET

COMMON COUNCIL

Council President: Matthew B. Reed

Council Vice President: Katie A. Van Zeeland

CITY OF APPLETON 2022 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2022 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.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|------------|------------|--------------|--------------|------------|---------------|
| | | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Unit | Title | | | | | | |
| Program Revenues | | \$ - | \$ - | \$ - | \$ - | \$ - | N/A |
| Program Expenses | | | | | | | |
| 10000 | Common Council | 134,358 | 133,729 | 138,360 | 138,360 | 141,791 | 2.48% |
| TOTAL | | \$ 134,358 | \$ 133,729 | \$ 138,360 | \$ 138,360 | \$ 141,791 | 2.48% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 87,919 | 93,832 | 95,260 | 95,260 | 95,691 | 0.45% |
| | Training & Travel | 5,442 | 6,460 | 6,700 | 6,700 | 7,700 | 14.93% |
| | Supplies & Materials | 418 | 420 | 750 | 750 | 750 | 0.00% |
| | Purchased Services | 40,578 | 33,017 | 35,650 | 35,650 | 37,650 | 5.61% |
| Council Members: | | | | | | | |
| | # of Council Members | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | |

**CITY OF APPLETON 2022 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 86,756 | \$ 92,600 | \$ 93,898 | \$ 93,898 | \$ 94,323 |
| 615000 Fringes | 1,163 | 1,232 | 1,362 | 1,362 | 1,368 |
| 620100 Training/Conferences | 360 | 160 | 400 | 400 | 1,400 |
| 620600 Parking Permits | 5,082 | 6,300 | 6,300 | 6,300 | 6,300 |
| 630100 Office Supplies | 75 | 68 | 200 | 200 | 200 |
| 630500 Awards & Recognition | - | - | 100 | 100 | 100 |
| 630700 Food & Provisions | 174 | - | 250 | 250 | 250 |
| 631603 Miscellaneous Supplies | 21 | 329 | - | - | - |
| 632001 Copy Charges | 1 | 23 | - | - | - |
| 632002 Outside Printing | 148 | - | 200 | 200 | 200 |
| 659900 Other Contracts/Obligations | 40,578 | 33,017 | 35,650 | 35,650 | 37,650 |
| Total Expense | <u>\$ 134,358</u> | <u>\$ 133,729</u> | <u>\$ 138,360</u> | <u>\$ 138,360</u> | <u>\$ 141,791</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|------------------------------------|------------------|
| Council meeting broadcast - UW-Fox | |
| Council/committee meeting | \$ 3,650 |
| recording system maintenance | 34,000 |
| | <u>\$ 37,650</u> |

**CITY OF APPLETON 2022 BUDGET
COMMON COUNCIL**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|-----------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Personnel | | | | | | |
| 610100 Regular Salaries | \$ 86,756 | \$ 92,600 | \$ 25,107 | \$ 93,898 | \$ 93,898 | \$ 94,323 |
| 615000 Fringes | <u>1,163</u> | <u>1,232</u> | <u>379</u> | <u>1,362</u> | <u>1,362</u> | <u>1,368</u> |
| TOTAL PERSONNEL | 87,919 | 93,832 | 25,486 | 95,260 | 95,260 | 95,691 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 360 | 160 | - | 400 | 400 | 1,400 |
| 620600 Parking Permits | <u>5,082</u> | <u>6,300</u> | <u>5,460</u> | <u>6,300</u> | <u>6,300</u> | <u>6,300</u> |
| TOTAL TRAINING / TRAVEL | 5,442 | 6,460 | 5,460 | 6,700 | 6,700 | 7,700 |
| Supplies | | | | | | |
| 630100 Office Supplies | 75 | 68 | - | 200 | 200 | 200 |
| 630500 Awards & Recognition | - | - | 162 | 100 | 100 | 100 |
| 630700 Food & Provisions | 174 | - | - | 250 | 250 | 250 |
| 631603 Other Misc. Supplies | 21 | 329 | - | - | - | - |
| 632001 City Copy Charges | 1 | 23 | - | - | - | - |
| 632002 Outside Printing | <u>148</u> | <u>-</u> | <u>-</u> | <u>200</u> | <u>200</u> | <u>200</u> |
| TOTAL SUPPLIES | 418 | 420 | 162 | 750 | 750 | 750 |
| Purchased Services | | | | | | |
| 659900 Other Contracts/Obligation | <u>40,578</u> | <u>33,017</u> | <u>353</u> | <u>35,650</u> | <u>35,650</u> | <u>37,650</u> |
| TOTAL PURCHASED SVCS | <u>40,578</u> | <u>33,017</u> | <u>353</u> | <u>35,650</u> | <u>35,650</u> | <u>37,650</u> |
| TOTAL EXPENSE | <u>\$ 134,358</u> | <u>\$ 133,729</u> | <u>\$ 31,461</u> | <u>\$ 138,360</u> | <u>\$ 138,360</u> | <u>\$ 141,791</u> |

CITY OF APPLETON 2022 BUDGET

FINANCE DEPARTMENT

Finance Director: Anthony D. Saucerman, CPA

Deputy Finance Director: Jeri A. Ohman, CPA

CITY OF APPLETON 2022 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 2021 EVENTS

Completed the 2020 annual audit with an unqualified opinion and no audit findings.
Continued work on the ERP project including property tax module implementation and integration of cashiering module with the new DPW parking software.
Started work with Valley Transit in implementing advanced scheduling program timeclocks as part of the ERP implementation.
Completed project to outsource utility bill and delinquent notice printing to Primadata.
Implemented Wastewater rate increase, effective 1/1/21.
Worked with the Park and Recreation Department to fill a vacant customer service position and restructure the oversight and responsibilities of the position between the two departments.
Began the development of a 10-year debt management/capital plan to help guide the City as it weighs its future capital expenditure needs.
Worked with the Community and Economic Development Department on amendments to the project plans for TID 3 and TID 12.
Worked with the Community and Economic Development Department and the Attorney's Office in drafting development agreements for several potential downtown projects.
Completed the issuance of \$14.5 million of G.O. notes, \$8.265 million of Water and \$8.845 million of Wastewater refunding bonds.
Filled the vacant (due to retirement) Budget Analyst position internally as well as two subsequent vacancies as a result of interdepartmental transfers and promotions.
Coordinated the relocation of staff from working at home back to the office setting, as COVID-19 cases decreased, and vaccination efforts increased.
Continued tracking funding sources and costs related to COVID-19.

Major objectives for the remainder of 2021:

Continue to train staff members in new positions within the department.
Provide guidance to the Mayor and Council as plans are developed for the use of the American Rescue Plan Act (ARPA) funds provided to the City.
Complete the 2022 budget.
Complete the conversion of the property tax collection process from the legacy system to the ERP system, and integration of the parking enforcement software with the cashiering module.
Complete the 10-year debt management/capital plan.
Continue to oversee and account for COVID-19 mitigation and other economic assistance grants received.

CITY OF APPLETON 2022 BUDGET

FINANCE DEPARTMENT

MAJOR 2022 OBJECTIVES

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

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

Continue to work with the Community Development Specialist to ensure compliance with grant covenants and single audit requirements

Begin implementation of ERP system inventory, work order, and fixed assets modules

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

Begin work on tracking lease arrangements within the City in order to be in compliance with new lease accounting standards that go into effect for the 2022 audit

Continue work on project to reformulate existing department performance measures to make sure they are measurable, meaningful, and within the department's scope of control. Also, determine the best communication medium for the new measures.

Continue to track expenditures related to the City's American Rescue Plan Act (ARPA) allocation and ensure expenditures are in compliance with regulatory guidelines and required reporting is completed timely.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Unit | Title | Actual | | Budget | | | % Change * |
| | | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 6,493 | \$ 3,950 | \$ 4,000 | \$ 4,000 | \$ 4,000 | 0.00% |
| Program Expenses | | | | | | | |
| 11510 | Administration | 196,717 | 140,194 | 169,984 | 169,984 | 170,709 | 0.43% |
| 11520 | Billing & Collection Svc | 85,904 | 85,452 | 97,329 | 97,329 | 97,720 | 0.40% |
| 11530 | Support Services | 597,346 | 673,859 | 651,670 | 651,670 | 619,737 | -4.90% |
| TOTAL | | \$ 879,967 | \$ 899,505 | \$ 918,983 | \$ 918,983 | \$ 888,166 | -3.35% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 773,641 | 788,137 | 799,633 | 799,633 | 772,786 | -3.36% |
| Administrative Expense | | 16,395 | 9,778 | 14,680 | 14,680 | 12,460 | -15.12% |
| Supplies & Materials | | 24,573 | 26,196 | 25,690 | 25,690 | 27,440 | 6.81% |
| Purchased Services | | 65,358 | 75,394 | 78,980 | 78,980 | 75,480 | -4.43% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 8.20 | 8.20 | 8.20 | 8.20 | 8.20 | |

* % change from prior year adopted budget
Finance.xls

**CITY OF APPLETON 2022 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Strategic Plan:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 4,262 | \$ 3,949 | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| 501000 Miscellaneous Revenue | 15 | 54 | - | - | - |
| 508500 Cash Short or Over | 2,216 | (53) | - | - | - |
| Total Revenue | \$ 6,493 | \$ 3,950 | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| Expenditures | | | | | |
| 610100 Regular Salaries | \$ 146,306 | \$ 103,974 | \$ 120,586 | \$ 120,586 | \$ 118,527 |
| 610500 Overtime Wages | 237 | - | - | - | - |
| 615000 Fringes | 33,623 | 27,152 | 34,198 | 34,198 | 38,782 |
| 620100 Training/Conferences | 5,380 | 2,126 | 6,500 | 6,500 | 6,500 |
| 620400 Tuition Fees | 5,353 | 1,332 | 1,800 | 1,800 | - |
| 620600 Parking Permits | 607 | 425 | 500 | 500 | 500 |
| 630100 Office Supplies | 1,407 | 962 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 1,893 | 2,137 | 2,000 | 2,000 | 2,000 |
| 630400 Postage~Freight | (88) | (86) | 230 | 230 | 230 |
| 630500 Awards & Recognition | 202 | 87 | 210 | 210 | 210 |
| 632001 City Copy Charges | 67 | 28 | 200 | 200 | 200 |
| 632002 Outside Printing | 482 | 446 | 500 | 500 | 500 |
| 641200 Advertising | - | 357 | - | - | - |
| 641307 Telephone | 1,248 | 1,254 | 1,260 | 1,260 | 1,260 |
| Total Expense | \$ 196,717 | \$ 140,194 | \$ 169,984 | \$ 169,984 | \$ 170,709 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 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 State suspension notices to ensure collection of outstanding amounts

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenditures | | | | | |
| 610100 Regular Salaries | \$ 38,905 | \$ 44,663 | \$ 49,652 | \$ 49,652 | \$ 48,554 |
| 610500 Overtime Wages | 3,354 | 520 | 850 | 850 | 860 |
| 615000 Fringes | 20,374 | 19,202 | 23,297 | 23,297 | 23,606 |
| 620600 Parking Permits | 1,449 | 1,690 | 1,680 | 1,680 | 2,100 |
| 630400 Postage / Freight | 12,950 | 14,440 | 13,350 | 13,350 | 14,100 |
| 632001 City Copy Charges | 4,849 | 4,637 | 5,000 | 5,000 | 5,000 |
| 632002 Outside Printing | - | 90 | - | - | - |
| 632700 Miscellaneous Equipment | 755 | 183 | - | - | - |
| 641100 Temporary Help | 3,238 | - | 3,500 | 3,500 | 3,500 |
| 643100 Interpreter Services | 30 | 27 | - | - | - |
| Total Expense | <u>\$ 85,904</u> | <u>\$ 85,452</u> | <u>\$ 97,329</u> | <u>\$ 97,329</u> | <u>\$ 97,720</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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:

- 2021 audit expense includes \$3,500 for an actuarial study of the OPEB fund, required every other year.
- The reduction in personnel expense in 2022 is the result of staff turnover, with vacancies being filled by newer staff.

**CITY OF APPLETON 2022 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenditures | | | | | |
| 610100 Regular Salaries | \$ 369,186 | \$ 434,307 | \$ 407,236 | \$ 407,236 | \$ 395,383 |
| 610500 Overtime Wages | 18,085 | 9,907 | 3,000 | 3,000 | 3,000 |
| 615000 Fringes | 143,571 | 148,411 | 160,814 | 160,814 | 144,074 |
| 620600 Parking Permits | 3,606 | 4,205 | 4,200 | 4,200 | 3,360 |
| 631603 Other Misc. Supplies | 289 | - | 200 | 200 | 200 |
| 632002 Outside Printing | 1,767 | 3,271 | 2,000 | 2,000 | 3,000 |
| 640100 Accounting/Audit Fees | 8,772 | 6,228 | 16,000 | 16,000 | 12,500 |
| 640300 Bank Service Fees | 49,317 | 65,535 | 54,000 | 54,000 | 54,000 |
| 641200 Advertising | 1,161 | 194 | 1,400 | 1,400 | 1,400 |
| 641800 Equip Repairs & Maint | 1,592 | 1,801 | 2,220 | 2,220 | 2,220 |
| 659900 Other Contracts/Obligation | - | - | 600 | 600 | 600 |
| Total Expense | <u>\$ 597,346</u> | <u>\$ 673,859</u> | <u>\$ 651,670</u> | <u>\$ 651,670</u> | <u>\$ 619,737</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit Fees
Annual financial audit

\$ 12,500

Bank Services

Banking fees
Investment fees

\$ 20,000
34,000
\$ 54,000

**CITY OF APPLETON 2022 BUDGET
FINANCE DEPARTMENT**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Program Revenues | | | | | | |
| 480100 General Charges for Service | 4,262 | 3,949 | 760 | 4,000 | 4,000 | 4,000 |
| 501000 Miscellaneous Revenue | 15 | 54 | 150 | - | - | - |
| Damage to City Property | - | - | 548 | - | - | - |
| 508500 Cash Short or Over | <u>2,216</u> | <u>(53)</u> | <u>(326)</u> | - | - | - |
| TOTAL PROGRAM REVENUES | 6,493 | 3,950 | 1,132 | 4,000 | 4,000 | 4,000 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 494,943 | 532,986 | 255,158 | 577,474 | 577,474 | 562,464 |
| 610500 Overtime Wages | 21,676 | 10,427 | 8,200 | 3,850 | 3,850 | 3,860 |
| 611400 Sick Pay | - | 1,953 | - | - | - | - |
| 611500 Vacation Pay | 59,454 | 48,006 | 16,828 | - | - | - |
| 615000 Fringes | <u>197,568</u> | <u>194,765</u> | <u>100,347</u> | <u>218,309</u> | <u>218,309</u> | <u>206,462</u> |
| TOTAL PERSONNEL | 773,641 | 788,137 | 380,533 | 799,633 | 799,633 | 772,786 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 5,380 | 2,126 | 1,498 | 6,500 | 6,500 | 6,500 |
| 620400 Tuition Fees | 5,353 | 1,332 | 203 | 1,800 | 1,800 | - |
| 620600 Parking Permits | <u>5,662</u> | <u>6,320</u> | <u>6,305</u> | <u>6,380</u> | <u>6,380</u> | <u>5,960</u> |
| TOTAL TRAINING / TRAVEL | 16,395 | 9,778 | 8,006 | 14,680 | 14,680 | 12,460 |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,407 | 962 | 919 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 1,893 | 2,137 | 1,840 | 2,000 | 2,000 | 2,000 |
| 630400 Postage\Freight | 12,862 | 14,354 | 901 | 13,580 | 13,580 | 14,330 |
| 630500 Awards & Recognition | 202 | 87 | - | 210 | 210 | 210 |
| 630700 Food & Provisions | - | - | - | - | - | - |
| 631603 Other Misc. Supplies | 289 | - | - | 200 | 200 | 200 |
| 632001 City Copy Charges | 4,916 | 4,666 | 967 | 5,200 | 5,200 | 5,200 |
| 632002 Outside Printing | 2,249 | 3,807 | 1,728 | 2,500 | 2,500 | 3,500 |
| 632700 Miscellaneous Equipment | <u>755</u> | <u>183</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL SUPPLIES | 24,573 | 26,196 | 6,355 | 25,690 | 25,690 | 27,440 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 8,772 | 6,227 | 71,965 | 16,000 | 16,000 | 12,500 |
| 640300 Bank Service Fees | 49,317 | 65,535 | 20,115 | 54,000 | 54,000 | 54,000 |
| 641100 Temporary Help | 3,238 | - | - | 3,500 | 3,500 | 3,500 |
| 641200 Advertising | 1,161 | 551 | 929 | 1,400 | 1,400 | 1,400 |
| 641307 Telephone | 1,248 | 1,254 | 624 | 1,260 | 1,260 | 1,260 |
| 641800 Equip Repairs & Maint | 1,592 | 1,800 | 299 | 2,220 | 2,220 | 2,220 |
| 643100 Interpreter Services | 30 | 27 | 30 | - | - | - |
| 659900 Other Contracts/Obligation | <u>-</u> | <u>-</u> | <u>-</u> | <u>600</u> | <u>600</u> | <u>600</u> |
| TOTAL PURCHASED SVCS | 65,358 | 75,394 | 93,962 | 78,980 | 78,980 | 75,480 |
| TOTAL EXPENSE | <u>879,967</u> | <u>899,505</u> | <u>488,856</u> | <u>918,983</u> | <u>918,983</u> | <u>888,166</u> |

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS
ARPA (American Rescue Plan Act)**

PROGRAM NARRATIVE

The American Rescue Plan Act (ARPA) of 2021 provided funding to State and local governments to respond to the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. Funding objectives as promulgated by the US Department of Treasury include:

Public Health: Support public health initiatives by funding COVID-19 mitigation efforts, medical expenses, behavioral health care, and certain public health and safety staff costs

Economy: Address negative economic impacts caused by the public health emergency including economic harm to workers, households, small businesses, impacted industries, and the public sector

Hardest Hit: Serve the hardest-hit population and families by addressing health disparities and social determinants of health, invest in housing and neighborhoods, addressing educational disparities and promoting healthy childhood environments

Public Sector: Replace lost public sector revenue as a result of the pandemic and use this funding to provide government services

Essential Workers: Provide premium pay for essential workers to support those who have borne and will bear the greatest health risk because of their service in critical infrastructure sectors

Infrastructure: Investment in water, sewer, stormwater and broadband infrastructure making necessary expenditures to ensure access to clean drinking water, support vital wastewater and stormwater infrastructure, and expand access to broadband

The total amount of funds awarded to the City of Appleton was \$14,891,841. The first half of the funds, \$7,445,920, was received in June, 2021 and the second half of the funds are to be disbursed in June, 2022. All funds must be spent or committed by December 21, 2024, and periodic detailed reports are required documenting the utilization of the funds.

The 2022 budget identifies areas of need throughout the community identified through feedback obtained from citizens, businesses, community partners, City staff, City Council members, and representatives of industry through meetings, e-mails, listening sessions and informal discussions. Through this feedback, common themes emerged in the areas of housing affordability, child care and childhood development, mental health care access and availability, systemic public health disparities, and local economic impact and recovery.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|------------------------------------|-------|--------|------|--------------|--------------|--------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ - | \$ - | \$ - | \$ - | \$ 7,470,920 | N/A |
| Program Expenses | | | | | | | |
| 2800 | ARPA | - | - | - | - | 8,000,000 | N/A |
| TOTAL | | \$ - | \$ - | \$ - | \$ - | \$ 8,000,000 | N/A |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | - | - | - | - | - | N/A |
| Training & Travel | | - | - | - | - | - | N/A |
| Supplies & Materials | | - | - | - | - | - | N/A |
| Purchased Services | | - | - | - | - | 8,000,000 | N/A |
| Capital Outlay | | - | - | - | - | - | N/A |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | - | - | - | - | - | |

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

ARPA (American Rescue Plan Act)

Business Unit 2800-2804

PROGRAM MISSION

Coordinate efforts to determine fiscally responsible projects allowable under the American Rescue Plan Act (ARPA) that will benefit the City and the community as a whole.

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:

Account for and record grant revenue and costs associated with the expenditure of funds through the American Rescue Plan Act in accordance with guidance provided by the U.S. Department of Treasury. Eligible uses of the funds include:

Responding to the public health emergency which includes COVID-19 mitigation efforts, behavioral health care, providing resources for public workers, and providing premium pay to essential workers

Addressing negative economic impacts to workers and families, small businesses, certain industries, and the public sector

Serving the hardest hit populations to combat health and educational disparities and address affordable housing, neighborhood, child care and child welfare needs

Investing in infrastructure including water, wastewater and stormwater systems as well as providing broadband services to unserved or underserved populations

Major changes in Revenue, Expenditures or Programs:

The initial allotment of ARPA funds was received by the City in 2021 and the funds, along with approved expenditures, will be determined by Council and incorporated into the the 2021 Budget via a 2021 Budget amendment. Any unspent grant proceeds approved in 2021 will be carried forward to 2022 under the same designated uses as approved in 2021. The 2022 Budget represents the second half of the ARPA funds allocation (\$7,445,920) bringing the total grant amount for the City of Appleton to \$14,891,841.

While detailed plans, programs and individual expenditures are yet to be determined, this budget presents the amounts allocated to each of these general areas of need to which ARPA funds can be utilized. As detailed plans for disbursement of the funds are developed, these programs, expenditures, and initiatives will be presented to the Common Council for approval at that time.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

ARPA (American Rescue Plan Act)

Business Unit 2800-2804

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------|-------------|--------------|--------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ - | \$ - | \$ - | \$ - | \$ 7,445,920 |
| 471000 Interest on Investments | - | - | - | - | 25,000 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 7,470,920</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ - | \$ - | \$ - | \$ - |
| 610200 Labor Pool Allocations | - | - | - | - | - |
| 610500 Overtime | - | - | - | - | - |
| 610800 Part Time | - | - | - | - | - |
| 615000 Fringes | - | - | - | - | - |
| 620100 Training/Conferences | - | - | - | - | - |
| 630100 Office Supplies | - | - | - | - | - |
| 631603 Other Misc. Supplies | - | - | - | - | - |
| 632400 Medical/Lab Supplies | - | - | - | - | - |
| 632700 Miscellaneous Equipment | - | - | - | - | - |
| 659900 Other Contracts/Obligations | - | - | - | - | - |
| 663000 Other Grant Payments | - | - | - | - | 8,000,000 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 8,000,000</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Other Grant Payments*

| | |
|----------------------------------------------------------|---------------------|
| Early childhood development | \$ 1,500,000 |
| Housing affordability | 3,000,000 |
| Local economic recovery | 1,000,000 |
| Social infrastructure, belonging & neighborhoods | 1,000,000 |
| Community wellness, mental health, & violence prevention | 1,000,000 |
| Arts, culture, & educational institutions | 500,000 |
| | <u>\$ 8,000,000</u> |

*Note: These are prioritized allocation categories, however, specific programs, allocations, and process are yet to be defined. Specific spending will be subject to future Common Council approval.

For reference, ARPA expenditures approved in 2021 included:

| | |
|-----------------------------------------------------|--------------------------------|
| | 2021 Amended Budget |
| COVID-19 response | \$ 1,991,841 |
| Lost revenue - Parking Utility | 1,500,000 |
| Lead service line replacement | 1,000,000 |
| Library - broadband access | 2,000,000 |
| Short-term community partners support | 250,000 |
| Consulting/Administrative support for 2022 projects | 150,000 |
| Total | <u>\$ 6,891,841</u> |

**CITY OF APPLETON 2022 BUDGET
ARPA (American Rescue Plan Act)**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|------------------------------------|----------------|----------------|--------------------|------------------|---------------------|----------------|
| Program Revenues | | | | | | |
| 421000 Federal Grants | - | - | - | - | - | 7,445,920 |
| 471000 Federal Grants | - | - | - | - | - | 25,000 |
| TOTAL PROGRAM REVENUES | - | - | - | - | - | 7,470,920 |
| Personnel | | | | | | |
| 610100 Regular Salaries | - | - | - | - | - | - |
| 610200 Labor Pool Allocation | - | - | - | - | - | - |
| 610500 Overtime | - | - | - | - | - | - |
| 610800 Part-Time Wages | - | - | - | - | - | - |
| 615000 Fringes | - | - | - | - | - | - |
| TOTAL PERSONNEL | - | - | - | - | - | - |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | - | - | - | - | - | - |
| 620200 Mileage Reimbursement | - | - | - | - | - | - |
| TOTAL TRAINING / TRAVEL | - | - | - | - | - | - |
| Supplies | | | | | | |
| 630100 Office Supplies | - | - | - | - | - | - |
| 631603 Other Misc. Supplies | - | - | - | - | - | - |
| 632001 City Copy Charges | - | - | - | - | - | - |
| 632002 Outside Printing | - | - | - | - | - | - |
| 632400 Medical\Lab Supplies | - | - | - | - | - | - |
| 632700 Miscellaneous Equipment | - | - | - | - | - | - |
| TOTAL SUPPLIES | - | - | - | - | - | - |
| Purchased Services | | | | | | |
| 643100 Interpreter Services | - | - | - | - | - | - |
| 659900 Other Contracts/Obligations | - | - | - | - | - | - |
| 663000 Other Grant Payments | - | - | - | - | - | 8,000,000 |
| TOTAL PURCHASED SVCS | - | - | - | - | - | 8,000,000 |
| Capital Outlay | | | | | | |
| 680903 Sanitary Sewers | - | - | - | - | - | - |
| 680904 Storm Sewers | - | - | - | - | - | - |
| 680905 Water Mains | - | - | - | - | - | - |
| 689900 Other Capital Outlay | - | - | - | - | - | - |
| TOTAL CAPITAL OUTLAY | - | - | - | - | - | - |
| TOTAL EXPENSE | - | - | - | - | - | 8,000,000 |

CITY OF APPLETON 2022 BUDGET
ARPA (American Rescue Plan Act)
SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|--------------------------|----------------|----------------|----------------|-------------------|------------------|
| Intergovernmental | \$ - | \$ - | \$ - | \$ 7,445,920 | \$ 7,445,920 |
| Interest Income | - | - | - | 20,000 | 25,000 |
| Total Revenues | <u>-</u> | <u>-</u> | <u>-</u> | <u>7,465,920</u> | <u>7,470,920</u> |
| Expenses | | | | | |
| Program Costs | - | - | - | 6,891,840 | 8,000,000 |
| Total Expenses | <u>-</u> | <u>-</u> | <u>-</u> | <u>6,891,840</u> | <u>8,000,000</u> |
| Revenues over (under) | | | | | |
| Expenses | - | - | - | 574,080 | (529,080) |
| Fund Balance - Beginning | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>574,080</u> |
| Fund Balance - Ending | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 574,080</u> | <u>\$ 45,000</u> |

CITY OF APPLETON 2022 BUDGET GENERAL ADMINISTRATION

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 | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 21,859,996 | \$ 22,855,032 | \$ 22,068,967 | \$ 22,068,967 | \$ 22,231,196 | 0.74% |
| Program Expenses | | | | | | | |
| 12020 | Reserves & Conting. | - | - | 250,000 | 3,651,937 | 300,000 | 20.00% |
| 12050 | Miscellaneous | 2,865,110 | 3,246,188 | 3,010,946 | 3,010,946 | 3,283,412 | 9.05% |
| TOTAL | | \$ 2,865,110 | \$ 3,246,188 | \$ 3,260,946 | \$ 6,662,883 | \$ 3,583,412 | 9.89% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 650,328 | 496,371 | 631,304 | 631,304 | 631,043 | -0.04% |
| Purchased Services | | 1,566,532 | 1,722,316 | 1,622,683 | 1,622,683 | 1,823,674 | 12.39% |
| Miscellaneous Expense | | (6,649) | 6,772 | 260,000 | 3,661,937 | 310,000 | 19.23% |
| Capital Outlay | | - | - | 39,600 | 39,600 | 67,932 | 71.55% |
| Transfers Out | | 654,899 | 1,020,729 | 707,359 | 707,359 | 750,763 | 6.14% |

* % change from prior year adopted budget
General Administration.xls

**CITY OF APPLETON 2022 BUDGET
GENERAL ADMINISTRATION**

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 fund the majority of these costs.

Major changes in Revenue, Expenditures, or Programs:

Following is a summary of the anticipated additions and uses of contingency funds for 2021 and 2022:

Reserve for Contingencies

| | Balance 1/1/21 | 2021 Budget Additions | 2021 Projected Uses | Projected Balance 1/1/22 | 2022 Budget Additions | 2022 Budget Uses | Projected Balance 12/31/22 |
|--------------|---------------------|-----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------|----------------------------------|
| State Aid | \$ 812,267 | \$ - | \$ - | \$ 812,267 | \$ - | \$ - | \$ 812,267 |
| Fuel | 137,315 | - | - | 137,315 | - | - | 137,315 |
| Operating | 402,298 | - | - | 402,298 | - | - | 402,298 |
| | <u>\$ 1,351,880</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,351,880</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,351,880</u> |
| Wage Reserve | <u>\$ 2,050,057</u> | <u>\$ 250,000</u> | <u>\$ (1,350,000)</u> | <u>\$ 950,057</u> | <u>\$ 300,000</u> | <u>\$ (100,000)</u> | <u>\$ 1,150,057</u> |

**CITY OF APPLETON 2022 BUDGET
GENERAL ADMINISTRATION**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------|-------------|-------------------|---------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 664000 Reserve for Contingencies | \$ - | \$ - | \$ - | \$ 1,351,880 | \$ - |
| 664100 Wage Reserve | - | - | 250,000 | 2,300,057 | 300,000 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 250,000</u> | <u>\$ 3,651,937</u> | <u>\$ 300,000</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Wage Reserve

| | |
|-------------------------------------|-------------------|
| Non-represented staff wage increase | \$ 300,000 |
| | <u>\$ 300,000</u> |

**CITY OF APPLETON 2022 BUDGET
GENERAL ADMINISTRATION**

Miscellaneous

Business Unit 12050, 12060

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 HVAC loan | \$ 22,612 |
| Interest received on TIF advances | 1,537,070 |
| Penalty on delinquent invoices rolled to tax roll | 110,000 |
| Interest on delinquent invoices | <u>5,000</u> |
| Total | <u>\$ 1,674,682</u> |

**CITY OF APPLETON 2022 BUDGET
GENERAL ADMINISTRATION**

Miscellaneous

Business Unit 12050, 12060

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 35,646,816 | \$ 36,083,000 | \$ 36,600,000 | \$ 36,600,000 | \$ 37,080,000 |
| 412000 County Sales Tax | - | 575,408 | 576,000 | 576,000 | 750,000 |
| 413000 Payment in Lieu of Taxes | 445,439 | 388,423 | 405,000 | 405,000 | 431,900 |
| 422000 State Shared Revenues | 9,793,877 | 9,812,695 | 9,814,270 | 9,814,270 | 9,846,189 |
| 422100 Expenditure Restraint | 1,162,762 | 1,238,325 | 1,206,663 | 1,206,663 | 1,297,174 |
| 422200 Highway Aids - Con. Street | 229,143 | 228,572 | 229,500 | 229,500 | 229,500 |
| 422300 State Aid - Local Streets | 2,642,172 | 2,855,382 | 3,020,800 | 3,020,800 | 3,045,000 |
| 422400 Miscellaneous State Aids | 7,097 | 84,512 | 158,000 | 158,000 | 158,000 |
| 422700 State Aid - Computers | 421,924 | 421,924 | 421,000 | 421,000 | 421,000 |
| 422800 State Aid - Pers. Property | 229,863 | 210,201 | 190,539 | 190,539 | 210,201 |
| 440500 Trailer Parking Permits | 10,133 | 11,140 | 9,200 | 9,200 | 10,000 |
| 461400 Miscellaneous Specials | 443 | 737 | 1,000 | 1,000 | 1,000 |
| 470500 General Interest | 2,008,221 | 1,935,654 | 1,796,945 | 1,796,945 | 1,674,682 |
| 471000 Interest on Investments | 1,679,814 | 1,894,928 | 900,000 | 900,000 | 900,000 |
| 472000 Interest on Delinquent Tax | 125,044 | 134,589 | 125,000 | 125,000 | 125,000 |
| 473000 Interest - Deferred Specials | 2,792 | 19 | 2,000 | 2,000 | - |
| 500100 Fees & Commissions | 758,329 | 679,948 | 605,000 | 605,000 | 607,500 |
| 500300 Property Inquiry Fees | 65,832 | 79,066 | 72,600 | 72,600 | 72,600 |
| 500400 Sale of City Property | 2,461 | 5,411 | 2,000 | 2,000 | 3,000 |
| 500700 Exempt Property Fee | - | 1,040 | - | - | - |
| 501000 Miscellaneous Revenue | 4,284 | 14,869 | 5,000 | 5,000 | 5,000 |
| 501500 Rental of City Property | 12,501 | 11,762 | 12,500 | 12,500 | 12,500 |
| 503500 Other Reimbursements | 68,834 | 61,546 | 63,000 | 63,000 | 63,000 |
| 592200 Transfer In - Special Rev | 26,700 | 13,000 | 20,000 | 20,000 | 18,000 |
| 592400 Transfer In - Capital Project | - | - | - | - | - |
| 592601 Transfer In - Water | 1,951,252 | 1,924,916 | 2,156,800 | 2,156,800 | 2,075,800 |
| 592602 Transfer In - Wastewater | 117,450 | 177,265 | 182,450 | 182,450 | 180,450 |
| 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 | 53,929 | 54,000 | 54,000 | 54,000 | 54,000 |
| Total Revenue | \$ 57,506,812 | \$ 58,938,032 | \$ 58,668,967 | \$ 58,668,967 | \$ 59,311,196 |
| Expenses | | | | | |
| 611100 Severance Pay | \$ 622,250 | \$ 482,894 | \$ 600,000 | \$ 600,000 | \$ 600,000 |
| 615000 Fringes | 18,339 | 3,594 | 21,564 | 21,564 | 21,303 |
| 615200 Retirement | 9,739 | 9,883 | 9,740 | 9,740 | 9,740 |
| 641307 Telephone | 198 | 201 | 200 | 200 | 200 |
| 642000 Facilities Charges | 577,466 | 570,344 | 615,860 | 615,860 | 635,154 |
| 650100 Insurance | 972,696 | 1,085,212 | 990,123 | 990,123 | 1,168,050 |
| 659900 Other Contracts/Obligation | 16,172 | 66,559 | 16,500 | 16,500 | 20,270 |
| 660200 Tax Refunds | 4,611 | 27,976 | 10,000 | 10,000 | 10,000 |
| 660300 Pers. Prop. Charge Backs | - | - | - | - | - |
| 660900 Tax Adjustments | (4,877) | (19,304) | - | - | - |
| 662300 Uncollectable Accounts | (6,383) | (1,900) | - | - | - |
| 680900 Infrastructure Construction | - | - | 39,600 | 39,600 | 67,932 |
| 791400 Transfer Out-Capital Project | 14,700 | 439,320 | - | - | 25,000 |
| 791507 Transfer Out - Transit | 640,199 | 581,409 | 707,359 | 707,359 | 725,763 |
| Total Expense | \$ 2,865,110 | \$ 3,246,188 | \$ 3,010,946 | \$ 3,010,946 | \$ 3,283,412 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|----------------------------------------------------------------|------------------|---------------------------------------------------------------------------------|-------------------|
| <u>Other Contracts & Obligations</u> | | <u>Transfer Out - Capital Projects</u> | |
| Town of Freedom annexation payment - year 19 of 20 (thru 2023) | \$ 12,500 | Contribution to CEA for equipment upgrade: Traffic Dept - F350 pick-up truck | \$ 25,000 |
| Town of Buchanan annexation payment - year 1 of 12 (thru 2033) | 3,770 | | \$ 25,000 |
| On-line auction fees & document shredding | 1,000 | <u>Transfers out - Transit</u> | |
| Music licenses | 3,000 | Appleton local share of Valley Transit operating budget | \$ 709,073 |
| | <u>\$ 20,270</u> | Appleton local share of Connector service | 16,690 |
| | | | <u>\$ 725,763</u> |
| <u>Infrastructure Construction</u> | | | |
| Storm sewer assessment: Erb Park | \$ 45,720 | | |
| Linwood Park | 22,212 | | |
| | <u>\$ 67,932</u> | | |

**CITY OF APPLETON 2022 BUDGET
GENERAL ADMINISTRATION**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 411000 Property Tax | \$ 35,646,816 | \$ 36,083,000 | \$ - | \$ 36,600,000 | \$ 36,600,000 | \$ 37,080,000 |
| 412000 County Sales Tax | - | 575,408 | - | 576,000 | 576,000 | 750,000 |
| 413000 Payment in Lieu of Taxes | 445,439 | 388,423 | 52,054 | 405,000 | 405,000 | 431,900 |
| 422000 State Shared Revenues | 9,793,877 | 9,812,695 | - | 9,814,270 | 9,814,270 | 9,846,189 |
| 422100 Expenditure Restraint | 1,162,762 | 1,238,325 | - | 1,206,663 | 1,206,663 | 1,297,174 |
| 422200 Highway Aids - Con. Street | 229,143 | 228,572 | 114,782 | 229,500 | 229,500 | 229,500 |
| 422300 State Aid - Local Streets | 2,642,172 | 2,855,382 | 1,508,457 | 3,020,800 | 3,020,800 | 3,045,000 |
| 422400 Miscellaneous State Aids | 7,097 | 84,512 | 5,232 | 158,000 | 158,000 | 158,000 |
| 422700 State Aid - Computers | 421,924 | 421,924 | - | 421,000 | 421,000 | 421,000 |
| 422800 State Aid - Personal Property | 229,863 | 210,201 | 190,539 | 190,539 | 190,539 | 210,201 |
| 440500 Trailer Parking Permits | 10,133 | 11,140 | 5,755 | 9,200 | 9,200 | 10,000 |
| 461400 Miscellaneous Specials | 443 | 737 | 968 | 1,000 | 1,000 | 1,000 |
| 470500 General Interest | 2,008,221 | 1,935,654 | 9,492 | 1,796,945 | 1,796,945 | 1,674,682 |
| 471000 Interest on Investments | 1,679,814 | 1,894,928 | (342,202) | 900,000 | 900,000 | 900,000 |
| 472000 Interest on Delinquent Tax | 125,044 | 134,589 | 37,920 | 125,000 | 125,000 | 125,000 |
| 473000 Interest - Deferred Specials | 2,792 | 19 | 1 | 2,000 | 2,000 | - |
| 500100 Fees & Commissions | 758,329 | 679,948 | 19,839 | 605,000 | 605,000 | 607,500 |
| 500300 Property Inquiry Fees | 65,832 | 79,066 | 18,496 | 72,600 | 72,600 | 72,600 |
| 500400 Sale of City Property | 2,461 | 5,411 | 2,002 | 2,000 | 2,000 | 3,000 |
| 500700 Exempt Property Fee | - | 1,040 | - | - | - | - |
| 501000 Miscellaneous Revenue | 4,284 | 14,869 | 2,290 | 5,000 | 5,000 | 5,000 |
| 501500 Rental of City Property | 12,489 | 11,762 | 5,507 | 12,500 | 12,500 | 12,500 |
| 503000 Damage to City Property | 12 | - | - | - | - | - |
| 503500 Other Reimbursements | 68,834 | 61,546 | 27,382 | 63,000 | 63,000 | 63,000 |
| 592200 Transfer In - Special Revenue | 26,700 | 13,000 | - | 20,000 | 20,000 | 18,000 |
| 592400 Transfer In - Capital Project | - | - | - | - | - | - |
| 592601 Transfer In - Water | 1,951,252 | 1,924,916 | - | 2,156,800 | 2,156,800 | 2,075,800 |
| 592602 Transfer In - Wastewater | 117,450 | 177,265 | - | 182,450 | 182,450 | 180,450 |
| 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 | 53,929 | 54,000 | - | 54,000 | 54,000 | 54,000 |
| TOTAL PROGRAM REVENUES | 57,506,812 | 58,938,032 | 1,658,514 | 58,668,967 | 58,668,967 | 59,311,196 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 2,893 | 2,525 | - | - | - | - |
| 611100 Severance Pay | 619,357 | 480,369 | 344,472 | 600,000 | 600,000 | 600,000 |
| 615000 Fringes | 18,339 | 3,594 | 6,402 | 21,564 | 21,564 | 21,303 |
| 615200 Retirement | 9,739 | 9,883 | 2,597 | 9,740 | 9,740 | 9,740 |
| TOTAL PERSONNEL | 650,328 | 496,371 | 353,471 | 631,304 | 631,304 | 631,043 |
| Purchased Services | | | | | | |
| 641307 Telephone | 198 | 201 | 69 | 200 | 200 | 200 |
| 642000 Facilities Charges | 577,466 | 570,344 | 165,669 | 615,860 | 615,860 | 635,154 |
| 650100 Insurance | 972,696 | 1,085,212 | - | 990,123 | 990,123 | 1,168,050 |
| 659900 Other Contracts/Obligation | 16,172 | 66,559 | 3,895 | 16,500 | 16,500 | 20,270 |
| TOTAL PURCHASED SVCS | 1,566,532 | 1,722,316 | 169,633 | 1,622,683 | 1,622,683 | 1,823,674 |
| Miscellaneous Expense | | | | | | |
| 660200 Tax Refunds | 4,611 | 27,976 | - | 10,000 | 10,000 | 10,000 |
| 660300 Personal Prop. Charge Backs | - | - | (13,245) | - | - | - |
| 660900 Tax Adjustments | (4,877) | (19,304) | 12,476 | - | - | - |
| 662300 Uncollectable Accounts | (6,383) | (1,900) | 37,364 | - | - | - |
| 664000 Reserve for Contingencies | - | - | - | - | 1,351,880 | - |
| 664100 Wage Reserve | - | - | - | 250,000 | 2,300,057 | 300,000 |
| TOTAL MISCELLANEOUS EXP | (6,649) | 6,772 | 36,595 | 260,000 | 3,661,937 | 310,000 |
| Capital Outlay | | | | | | |
| 680903 Sanitary Sewers | - | - | - | 7,956 | 7,956 | - |
| 680904 Storm Sewers | - | - | - | 31,644 | 31,644 | 67,932 |
| TOTAL CAPITAL OUTLAY | - | - | - | 39,600 | 39,600 | 67,932 |
| Transfers Out | | | | | | |
| 791200 Transfer Out - Special Revenue | - | - | - | - | - | - |
| 791300 Transfer Out - Debt Service | - | - | - | - | - | - |
| 791400 Transfer Out - Capital Project | 14,700 | 439,320 | - | - | - | 25,000 |
| 791507 Transfer Out - Transit | 640,199 | 581,409 | - | 707,359 | 707,359 | 725,763 |
| TOTAL TRANSFERS OUT | 654,899 | 1,020,729 | - | 707,359 | 707,359 | 750,763 |
| TOTAL EXPENSE | 2,865,110 | 3,246,188 | 559,699 | 3,260,946 | 6,662,883 | 3,583,412 |

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

**CITY OF APPLETON 2022 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

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 1%, which is forwarded to the Fox Cities Performing Arts Center (PAC) to support its operations, and 5% of the 3% allocated to the FCCVB as an 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.

Major changes in Revenue, Expenditures, or Programs:

Due to the negative effect of the COVID-19 pandemic on events, travel and hotel stays, the room tax revenue for 2022 has been estimated at 75% of 2019 (pre-pandemic) levels.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------|------------|-----------|--------------|--------------|------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 183,440 | \$ 91,388 | \$ 137,580 | \$ 137,580 | \$ 137,580 | 0.00% |
| Program Expenses | | \$ 186,213 | \$ 92,468 | \$ 139,635 | \$ 139,635 | \$ 137,635 | -1.43% |
| Expenses Comprised Of: | | | | | | | |
| Purchased Services | | 159,513 | 79,468 | 119,635 | 119,635 | 119,635 | 0.00% |
| Miscellaneous Expense | | - | - | - | - | - | N/A |
| Transfers Out | | 26,700 | 13,000 | 20,000 | 20,000 | 18,000 | -10.00% |

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 4140 Room Taxes | \$ 183,440 | \$ 91,388 | \$ 137,580 | \$ 137,580 | \$ 137,580 |
| Total Revenue | <u>\$ 183,440</u> | <u>\$ 91,388</u> | <u>\$ 137,580</u> | <u>\$ 137,580</u> | <u>\$ 137,580</u> |
| Expenses | | | | | |
| 6599 Other Contracts/Obligations | \$ 159,513 | \$ 79,468 | \$ 119,635 | \$ 119,635 | \$ 119,635 |
| 6606 Room Tax | - | - | - | - | - |
| 7911 Trans Out - General Fund | 26,700 | 13,000 | 20,000 | 20,000 | 18,000 |
| Total Expense | <u>\$ 186,213</u> | <u>\$ 92,468</u> | <u>\$ 139,635</u> | <u>\$ 139,635</u> | <u>\$ 137,635</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$10,000

| | |
|------------------------------------|-------------------|
| <u>Other Contracts/Obligations</u> | |
| Fox Cities PAC operating fund | \$ 119,635 |
| | <u>\$ 119,635</u> |

**CITY OF APPLETON 2022 BUDGET
ROOM TAX ADMINISTRATION FUND**

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

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|-----------------|-----------------|-----------------|-------------------|-----------------|
| Revenues | | | | | |
| Other | \$ 183,440 | \$ 91,388 | \$ 137,580 | \$ 121,500 | \$ 137,580 |
| Total Revenues | <u>183,440</u> | <u>91,388</u> | <u>137,580</u> | <u>121,500</u> | <u>137,580</u> |
| Expenses | | | | | |
| Program Costs | 159,513 | 79,468 | 119,635 | 105,650 | 119,635 |
| Total Expenses | <u>159,513</u> | <u>79,468</u> | <u>119,635</u> | <u>105,650</u> | <u>119,635</u> |
| Revenues over (under) Expenses | 23,927 | 11,920 | 17,945 | 15,850 | 17,945 |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers Out - Other Funds | (26,700) | (13,000) | (20,000) | (20,000) | (18,000) |
| Total Other Financing Sources (Uses) | <u>(26,700)</u> | <u>(13,000)</u> | <u>(20,000)</u> | <u>(20,000)</u> | <u>(18,000)</u> |
| Net Change in Equity | (2,773) | (1,080) | (2,055) | (4,150) | (55) |
| Fund Balance - Beginning | <u>8,831</u> | <u>6,058</u> | <u>4,978</u> | <u>4,978</u> | <u>828</u> |
| Fund Balance - Ending | <u>\$ 6,058</u> | <u>\$ 4,978</u> | <u>\$ 2,923</u> | <u>\$ 828</u> | <u>\$ 773</u> |

**CITY OF APPLETON 2022 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/Explanation:

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 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).

Major program changes:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|-----------|-----------|--------------|--------------|-----------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| | Program Revenues | \$ - | \$ - | \$ - | \$ - | \$ - | N/A |
| | Program Expenses | \$ 53,929 | \$ 54,000 | \$ 54,000 | \$ 54,000 | \$ 54,000 | 0.00% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Transfers Out | 53,929 | 54,000 | 54,000 | 54,000 | 54,000 | 0.00% |

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2022 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-----------|-----------|--------------|--------------|-----------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Revenue | \$ - | \$ - | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| 615300 Health Insurance | \$ - | \$ - | \$ - | \$ - | \$ - |
| 791100 Transfer Out - General Fund | 53,929 | 54,000 | 54,000 | 54,000 | 54,000 |
| Total Expense | \$ 53,929 | \$ 54,000 | \$ 54,000 | \$ 54,000 | \$ 54,000 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| Revenues | | | | | |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interest Income | - | - | - | - | - |
| Total Revenues | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Expenses | | | | | |
| Administrative Expense | - | - | - | - | - |
| Total Expenses | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Revenues over (under) Expenses | - | - | - | - | - |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Transfers Out - General Fund | (53,929) | (54,000) | (54,000) | (54,000) | (54,000) |
| Total Other Financing Sources (Uses) | <u>(53,929)</u> | <u>(54,000)</u> | <u>(54,000)</u> | <u>(54,000)</u> | <u>(54,000)</u> |
| Change in Net Assets | (53,929) | (54,000) | (54,000) | (54,000) | (54,000) |
| Fund Balance (Deficit) - Beginning | <u>269,929</u> | <u>216,000</u> | <u>162,000</u> | <u>162,000</u> | <u>108,000</u> |
| Fund Balance (Deficit) - Ending | <u>\$ 216,000</u> | <u>\$ 162,000</u> | <u>\$ 108,000</u> | <u>\$ 108,000</u> | <u>\$ 54,000</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 878,580 | \$ 585,720 |
| + Change in Net Assets | (54,000) | (54,000) |
| - Amortization of OPEB Liability | (238,860) | (238,860) |
| Working Cash - End of Year | <u>\$ 585,720</u> | <u>\$ 292,860</u> |

CITY OF APPLETON 2022 BUDGET

INFORMATION TECHNOLOGY

Information Technology Director (Interim): Anthony D Saucerman

Information Technology Deputy Director (Interim): Brad J Schumann

CITY OF APPLETON 2022 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 2021 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% up-time 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 2021:

Completed the migration of user data to Microsoft One Drive

Continued to add additional components to our security assessment

Replaced one-third of the mobile data computers (MDC's) at APD with new tablets

Upgraded the firewalls for the City network and initiated 2-factor authentication for security purposes

Upgraded the network switches at APD and AFP for improved capacity and security

Upgraded our phone network to go through AT&T IP flex fiber moving away from the old copper equipment

Continued work on the disaster recovery plan, improving the processes and procedures

Played an integral part in the City's Covid-19 response by quickly configuring our system to allow over 100 employees to work from home and still maintain our service performance

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

Continued with the project to replace the iSeries mainframe and related software with a networked enterprise resource planning (ERP) System

Performed significant programming work in converting and migrating the data on the iSeries to the ERP program along with SQL programming to transition ERP projects

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

CITY OF APPLETON 2022 BUDGET INFORMATION TECHNOLOGY

MAJOR 2022 OBJECTIVES

Proactively find opportunities to streamline processes and improve communications. Collaborative efforts with the Appleton School District, 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

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% up-time of our systems

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

Continue the redesign of the Intranet for internal communication

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

Continue the standard projects of upgrading our virtual Microsoft network to the latest version of Microsoft Servers including expanding our presence in Microsoft Azure Cloud services for disaster recovery

Replace all wireless access points to the latest, supported versions for both the Wastewater and Water Plants

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|----------------|--------------|--------------|--------------|--------------|--------------|----------|
| Programs | | Actual | | Budget | | | % |
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ - | \$ - | \$ - | \$ - | \$ - | N/A |
| Program Expenses | | | | | | | |
| 13010 | Administration | 183,661 | 181,167 | 201,854 | 201,854 | 209,606 | 3.84% |
| 13020 | Mainframe | 340,482 | 275,101 | 281,636 | 281,636 | 380,593 | 35.14% |
| 13030 | Network | 1,400,333 | 1,556,703 | 1,682,101 | 1,682,101 | 1,678,506 | -0.21% |
| TOTAL | | \$ 1,924,476 | \$ 2,012,971 | \$ 2,165,591 | \$ 2,165,591 | \$ 2,268,705 | 4.76% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 998,028 | 952,841 | 984,747 | 984,747 | 1,087,861 | 10.47% |
| Training & Travel | | 25,221 | 19,253 | 31,780 | 31,780 | 31,780 | 0.00% |
| Supplies & Materials | | 127,429 | 161,310 | 169,700 | 169,700 | 169,700 | 0.00% |
| Purchased Services | | 773,798 | 879,567 | 979,364 | 979,364 | 979,364 | 0.00% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 11.00 | 11.00 | 10.00 | 10.00 | 10.00 | |

**CITY OF APPLETON 2022 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.

**CITY OF APPLETON 2022 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 110,111 | \$ 114,397 | \$ 113,549 | \$ 113,549 | \$ 120,973 |
| 615000 Fringes | 33,139 | 32,940 | 36,825 | 36,825 | 37,153 |
| 620100 Training/Conferences | 21,442 | 13,286 | 28,000 | 28,000 | 28,000 |
| 620600 Parking Permits | 3,629 | 3,780 | 3,780 | 3,780 | 3,780 |
| 630100 Office Supplies | 1,152 | 953 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | - | 50 | - | - | - |
| 630500 Awards & Recognition | 200 | 250 | 200 | 200 | 200 |
| 632001 City Copy Charges | 1,401 | 1,271 | 1,500 | 1,500 | 1,500 |
| 632700 Miscellaneous Equipment | 518 | 2,378 | 1,000 | 1,000 | 1,000 |
| 641300 Utilities | 3,369 | 3,092 | 5,000 | 5,000 | 5,000 |
| 659900 Other Contracts/Obligation | 8,700 | 8,770 | 11,000 | 11,000 | 11,000 |
| Total Expense | <u>\$ 183,661</u> | <u>\$ 181,167</u> | <u>\$ 201,854</u> | <u>\$ 201,854</u> | <u>\$ 209,606</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | |
|------------------------------|------------------|
| <u>Training/Conferences</u> | |
| Microsoft systems | \$ 5,000 |
| Virtual systems | 7,000 |
| Network training | 8,000 |
| Certification Training | 4,000 |
| Project & service management | 4,000 |
| | <u>\$ 28,000</u> |

**CITY OF APPLETON 2022 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:

The increase in salaries and fringe benefits is due to the funding of a vacant Systems Analyst position in 2022 to bring the department up to full staff.

**CITY OF APPLETON 2022 BUDGET
INFORMATION TECHNOLOGY**

Mainframe

Business Unit 13020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 241,101 | \$ 195,970 | \$ 194,532 | \$ 194,532 | \$ 264,407 |
| 610400 Call Time Wages | 905 | 707 | 1,941 | 1,941 | 1,970 |
| 615000 Fringes | 79,163 | 58,545 | 67,163 | 67,163 | 96,216 |
| 632700 Miscellaneous Equipment | - | 308 | - | - | - |
| 641800 Equip Repairs & Maint | 6,932 | 6,811 | 7,000 | 7,000 | 7,000 |
| 642400 Software Support | 12,381 | 12,760 | 11,000 | 11,000 | 11,000 |
| Total Expense | <u>\$ 340,482</u> | <u>\$ 275,101</u> | <u>\$ 281,636</u> | <u>\$ 281,636</u> | <u>\$ 380,593</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
INFORMATION TECHNOLOGY**

Network

Business Unit 13030

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 384,470 | \$ 403,510 | \$ 402,392 | \$ 402,392 | \$ 402,167 |
| 610400 Call Time Wages | 3,562 | 3,739 | 4,014 | 4,014 | 4,011 |
| 610500 Overtime Wages | 1,507 | 2,708 | 2,185 | 2,185 | 2,099 |
| 615000 Fringes | 144,069 | 140,323 | 162,146 | 162,146 | 158,865 |
| 620100 Training/Conferences | 150 | 2,187 | - | - | - |
| 630100 Office Supplies | 12,172 | 5,549 | 20,000 | 20,000 | 20,000 |
| 632700 Miscellaneous Equipment | 111,986 | 150,551 | 146,000 | 146,000 | 146,000 |
| 640400 Consulting Services | 42,263 | 93,900 | 70,250 | 70,250 | 70,250 |
| 641307 Telephone | 1,907 | 2,271 | 1,750 | 1,750 | 1,750 |
| 641800 Equip Repairs & Maint | 27,182 | 45,853 | 43,594 | 43,594 | 43,594 |
| 641900 Communication Eq. Repairs | 37,989 | 27,676 | 30,000 | 30,000 | 30,000 |
| 642400 Software Support | 633,076 | 678,436 | 659,120 | 659,120 | 659,120 |
| 642600 Network Security Support | - | - | 140,650 | 140,650 | 140,650 |
| Total Expense | <u>\$ 1,400,333</u> | <u>\$ 1,556,703</u> | <u>\$ 1,682,101</u> | <u>\$ 1,682,101</u> | <u>\$ 1,678,506</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|---------------------------------------|-------------------|---------------------------------|-------------------|
| <u>Office Supplies</u> | | <u>Software Support</u> | |
| Network supplies - toner, ink, tapes | \$ 20,000 | Microsoft agreement | \$ 159,000 |
| | <u>\$ 20,000</u> | Mitel VoIP support | 44,000 |
| <u>Miscellaneous Equipment</u> | | GIS - DLT solutions | 24,000 |
| Upgrade PC's and laptops | \$ 83,000 | Doc management support | 15,000 |
| Upgrade MDC's | 30,000 | Veeam / Azure | 25,000 |
| Misc. network hardware | 13,000 | NEOGOV | 16,820 |
| Application and network management | 20,000 | Track-IT support | 4,000 |
| | <u>\$ 146,000</u> | Miscellaneous software | 20,000 |
| <u>Consulting</u> | | Shopkey (MSB/Transit) | 1,700 |
| Network firewall security monitoring | \$ 53,250 | SignCAD/SignCAM (MSB) | 1,600 |
| Other network support | 17,000 | RecTrac support (Parks) | 6,000 |
| | <u>\$ 70,250</u> | Forensic software (PD) | 1,600 |
| <u>Equip. Repairs & Maint.</u> | | ID networks (PD) | 4,200 |
| NovaTime(Parks/Transit) | \$ 1,300 | Adobe Creative Suite | 15,000 |
| Wireless Licensing | 10,000 | Vision Internet | 10,000 |
| Porter Lee (Police Evidence System) | 1,700 | Cycom document mgmt. | 1,200 |
| Core switch support | 13,300 | Win-Wam (Health W&M) | 1,800 |
| Facilicad/Identicard/Sitelmprove | 17,294 | ArcGIS ELS (CD - GIS) | 57,000 |
| | <u>\$ 43,594</u> | CAD (AFD APD) | 70,000 |
| | | CAMA Support (Assessor) | 20,000 |
| | | Fire RMS | 41,200 |
| | | Munis support | 120,000 |
| | | | <u>\$ 659,120</u> |
| <u>Communication Equip. Repair</u> | | <u>Network Security Support</u> | |
| Pro-rata share of fiber network costs | \$ 30,000 | Anti-Virus subscription | \$ 45,700 |
| | <u>\$ 30,000</u> | Spam filtering | 8,000 |
| | | Firewall security monitoring | 16,350 |
| | | Firewall support | 14,600 |
| | | NetMotion | 6,000 |
| | | Security software | 25,000 |
| | | Network penetration testing | 25,000 |
| | | | <u>\$ 140,650</u> |

**CITY OF APPLETON 2022 BUDGET
INFORMATION TECHNOLOGY**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|-----------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Salaries | | | | | | |
| 610100 Regular Salaries | 647,141 | 648,171 | 276,159 | 710,473 | 710,473 | 787,547 |
| 610400 Call Time Wages | 4,466 | 4,446 | 2,109 | 5,955 | 5,955 | 5,981 |
| 610500 Overtime Wages | 1,507 | 2,708 | 1,702 | 2,185 | 2,185 | 2,099 |
| 610800 Part Time Wages | - | - | 3,173 | - | - | - |
| 611400 Sick Pay | 6,081 | 594 | - | - | - | - |
| 611500 Vacation Pay | 82,462 | 65,113 | 31,160 | - | - | - |
| 615000 Fringes | 256,371 | 231,809 | 109,561 | 266,134 | 266,134 | 292,234 |
| TOTAL PERSONNEL | 998,028 | 952,841 | 423,864 | 984,747 | 984,747 | 1,087,861 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 21,592 | 15,473 | 12,748 | 28,000 | 28,000 | 28,000 |
| 620600 Parking Permits | 3,629 | 3,780 | 3,780 | 3,780 | 3,780 | 3,780 |
| TOTAL TRAINING / TRAVEL | 25,221 | 19,253 | 16,528 | 31,780 | 31,780 | 31,780 |
| Supplies | | | | | | |
| 630100 Office Supplies | 13,324 | 6,502 | 5,983 | 21,000 | 21,000 | 21,000 |
| 630300 Memberships & Licenses | - | 50 | 50 | - | - | - |
| 630500 Awards & Recognition | 200 | 250 | - | 200 | 200 | 200 |
| 632001 City Copy Charges | 1,401 | 1,271 | 229 | 1,500 | 1,500 | 1,500 |
| 632700 Miscellaneous Equipment | 112,504 | 153,237 | 77,119 | 147,000 | 147,000 | 147,000 |
| TOTAL SUPPLIES | 127,429 | 161,310 | 83,381 | 169,700 | 169,700 | 169,700 |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 42,263 | 93,900 | 47,311 | 70,250 | 70,250 | 70,250 |
| 641307 Telephone | 2,865 | 3,235 | 1,410 | 1,750 | 1,750 | 1,750 |
| 641308 Cellular Phones | 669 | 768 | 164 | 5,000 | 5,000 | 5,000 |
| 641309 Cable Services | 1,742 | 1,359 | 600 | - | - | - |
| 641800 Equip Repairs & Maint | 34,115 | 52,663 | 10,875 | 50,594 | 50,594 | 50,594 |
| 641900 Communication Eq. Repairs | 37,988 | 27,676 | - | 30,000 | 30,000 | 30,000 |
| 642400 Software Support | 645,456 | 691,196 | 484,907 | 670,120 | 670,120 | 670,120 |
| 642600 Network Security Support | - | - | 83,294 | 140,650 | 140,650 | 140,650 |
| 659900 Other Contracts/Obligation | 8,700 | 8,770 | 1,500 | 11,000 | 11,000 | 11,000 |
| TOTAL PURCHASED SVCS | 773,798 | 879,567 | 630,061 | 979,364 | 979,364 | 979,364 |
| TOTAL EXPENSE | 1,924,476 | 2,012,971 | 1,153,834 | 2,165,591 | 2,165,591 | 2,268,705 |

**CITY OF APPLETON 2022 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) | \$ 325,000 | Projects, Pg. 646 |
| | <u>\$ 325,000</u> | |

Major changes in Revenue, Expenditures, or Programs:

No major changes

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------|------------|------------|--------------|--------------|------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 355,096 | \$ 420,818 | \$ 575,000 | \$ 575,000 | \$ 120,685 | -79.01% |
| Program Expenses | | \$ 433,029 | \$ 469,222 | \$ 575,000 | \$ 583,375 | \$ 325,000 | -43.48% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 8,663 | 14,043 | - | - | - | N/A |
| Purchased Services | | - | - | - | - | - | N/A |
| Capital Expenditures | | 309,150 | 455,179 | 575,000 | 583,375 | 325,000 | -43.48% |
| Transfers Out | | 115,216 | - | - | - | - | N/A |

* % change from prior year adopted budget
2022 IT Cap Proj Fund.xlsx

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 1,096 | \$ 818 | \$ - | \$ - | \$ 685 |
| 591000 Proceeds of Long-term Debt | 354,000 | 420,000 | 575,000 | 575,000 | 120,000 |
| 592100 Transfer In - General Fund | - | 439,320 | - | - | - |
| Total Revenue | <u>\$ 355,096</u> | <u>\$ 860,138</u> | <u>\$ 575,000</u> | <u>\$ 575,000</u> | <u>\$ 120,685</u> |
| Expenses | | | | | |
| 610500 Overtime Wages | \$ 8,663 | \$ 14,043 | \$ - | \$ - | \$ - |
| 640400 Consulting | - | - | - | - | - |
| 680401 Machinery & Equipment | 295,520 | 437,629 | 250,000 | 258,375 | - |
| 681500 Software Acquisition | 13,630 | 17,550 | 325,000 | 325,000 | 325,000 |
| 791400 Transfer Out - Cap Project | 115,216 | - | - | - | - |
| Total Expense | <u>\$ 433,029</u> | <u>\$ 469,222</u> | <u>\$ 575,000</u> | <u>\$ 583,375</u> | <u>\$ 325,000</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | |
|-----------------------------|-------------------|
| <u>Software Acquisition</u> | |
| ERP system | \$ 325,000 |
| | <u>\$ 325,000</u> |

CITY OF APPLETON 2022 BUDGET
INFORMATION TECHNOLOGY
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|------------------|-------------------|-------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 1,096 | \$ 818 | \$ - | \$ 500 | \$ 685 |
| Other | - | - | - | - | - |
| Total Revenues | <u>1,096</u> | <u>818</u> | <u>-</u> | <u>500</u> | <u>685</u> |
| Expenses | | | | | |
| Program Costs | 317,813 | 469,222 | 575,000 | 330,000 | 325,000 |
| Total Expenses | <u>317,813</u> | <u>469,222</u> | <u>575,000</u> | <u>330,000</u> | <u>325,000</u> |
| Revenues over (under) Expenses | (316,717) | (468,404) | (575,000) | (329,500) | (324,315) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 354,000 | 420,000 | 575,000 | - | 120,000 |
| Operating Transfers In | - | 439,320 | - | 65,000 | - |
| Operating Transfers Out | (115,216) | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>238,784</u> | <u>859,320</u> | <u>575,000</u> | <u>65,000</u> | <u>120,000</u> |
| Net Change in Equity | (77,933) | 390,916 | - | (264,500) | (204,315) |
| Fund Balance - Beginning | <u>155,832</u> | <u>77,899</u> | <u>468,815</u> | <u>468,815</u> | <u>204,315</u> |
| Fund Balance - Ending | <u>\$ 77,899</u> | <u>\$ 468,815</u> | <u>\$ 468,815</u> | <u>\$ 204,315</u> | <u>\$ -</u> |

CITY OF APPLETON 2022 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2022 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 2021 EVENTS

City Attorney's Office:

* In the continuously changing landscape of the pandemic, local, state, and federal orders all required hours of research, interpretation and consultation with various City departments. Our office provided advice and direction to City staff along with the Common Council.

* As of May 29, represented the City in traffic and ordinance related matters in 2021 including 2,351 scheduled initial court appearances, 57 scheduled jury and court trials and 1,092 scheduled pre-trials/jury trial conferences or motion hearings. Court appearances in 2021 are significantly different due to COVID-19. It has taken hours of cooperation with the County to put together a hybrid system of in-person and virtual appearances. While the total number of matters to date is lower than previous years, the amount of prep has increased.

* Operated the Granicus system and provided ongoing tech support to facilitate remote meetings.

* Provided guidance and training to the newly-seated Council and updates to the Alderperson Handbook.

* Actively engaged in litigation including defense of a variety of lawsuits including, but not limited to, employment matters, land use, property damage, foreclosures, and pandemic-related litigation.

* Provided defense litigation as well as worked with outside counsel on pending state and federal matters involving Appleton police officers.

* Worked with the Department of Public Works on four eminent domain processes to acquire the necessary land for future roadway and improvements to current roadways.

* Worked with the Department of Public Works on a budget amendment to acquire a parcel of property in 2021 as opposed to 2022 for a more favorable land price.

* Worked cooperatively with the Department of Public Works and Community and Economic Development Department to eliminate town islands and enter into cooperative agreements with neighboring municipalities.

* Worked with Department of Public Works and Community and Economic Development Department to enter into an intermunicipal agreement with the Village of Harrison for the detachment of certain lands in exchange for the cost sharing of cooperative road improvements.

* Worked with Community and Economic Development Department to resolve a long-standing issue regarding partial sections of three properties south of the river by detaching them from the City and attaching them to Fox Crossing.

* Provided ongoing assistance in various roles in support of the Library building project.

* Assisted the Community and Economic Development Department with the preparation and execution of development agreements.

* Drafted or assisted in amending or creating a number of ordinances, including an update to the Floodplain ordinance, updates to the bicycle/electric scooter ordinance, creation of the Accessory Dwelling Units section to the Zoning Code and multiple pandemic-related temporary ordinances.

* In the first six months of 2021, the Attorney's Office has processed over 200 new agreements/contracts. Processing a contract includes the preparation of the contract document, circulation for signatures, tracking, and distribution.

* This office also responded to or provided guidance for numerous open records requests.

* Worked on agreements for the BIRD Scooter pilot program and Community Piano project.

* Provided comprehensive updates to Appleton Fire Department's record request form as well as provided updated guidance on record responses.

City Clerk's Office:

* Maintained use of electronic poll books and participated in feedback sessions with the WEC to enhance software

* Streamlined end of night and election reconciliation procedures.

* Safely and successfully administered 2 elections and sent out nearly 10,000 absentee ballots.

* Sent out over 1,500 30-day notice letters related to the record number of absentee requests received in 2020-2021.

* Responded to a considerable number of extensive records requests related to elections.

* Updated and modified the Special Event procedures and communications as the COVID-19 pandemic evolved.

* Printed over 80,000 documents for the COVID-19 vaccine clinic.

* Made over 300 volunteer badges for the COVID-19 vaccine clinic.

* Actively recruited 3 new polling places.

* Updated the Alcohol License Policy to be consistent with current laws and practices.

* Restructured the filing system in the vault and for electronic files to make them more identifiable and accessible.

* Maintained in-person staff for all of 2021.

CITY OF APPLETON 2022 BUDGET LEGAL SERVICES

MAJOR 2022 OBJECTIVES

- * Work with the Department of Public Works, and/or 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 completed timely, projects are not delayed and items such as land acquisitions and negotiated agreements are completed pursuant to the department's requested deadline, whenever possible.
- * Continue working cooperatively with the Finance Department in collection efforts.
- * 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 mandated by the insurance carrier.
- * Continue to prosecute City citations 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 projects as they arise.
- * 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 to bring developments throughout the City 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.
- * 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.
- * Continue training for electronic poll books and to develop additional procedures to assist with operation and set-up of the devices.
- * Successfully administer four elections, with minimal issues and maximum efficiency.
- * Assist with redistricting efforts as a result of the 2020 census.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 254,648 | \$ 271,953 | \$ 192,850 | \$ 192,850 | \$ 196,700 | 2.00% |
| Program Expenses | | | | | | | |
| 14510 | Administration | 346,172 | 348,671 | 373,833 | 384,833 | 374,357 | 0.14% |
| 14521 | Litigation | 218,383 | 178,244 | 185,413 | 185,413 | 178,901 | -3.51% |
| 14530 | Recordkeeping | 99,194 | 102,763 | 117,310 | 117,310 | 90,381 | -22.96% |
| 14540 | Licensing | 70,697 | 66,152 | 69,451 | 69,451 | 69,546 | 0.14% |
| 14550 | Elections | 123,221 | 234,971 | 130,687 | 130,687 | 224,166 | 71.53% |
| 14560 | Mail / Copy Center | 150,554 | 176,782 | 151,817 | 151,817 | 188,916 | 24.44% |
| TOTAL | | \$ 1,008,221 | \$ 1,107,583 | \$ 1,028,511 | \$ 1,039,511 | \$ 1,126,267 | 9.50% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 777,843 | 856,641 | 812,651 | 812,651 | 875,872 | 7.78% |
| Training & Travel | | 17,131 | 8,904 | 20,480 | 31,480 | 17,880 | -12.70% |
| Supplies & Materials | | 98,787 | 130,708 | 85,950 | 85,950 | 127,200 | 47.99% |
| Purchased Services | | 114,460 | 111,330 | 109,430 | 109,430 | 105,315 | -3.76% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 8.67 | 8.67 | 8.67 | 8.67 | 8.67 | |

CITY OF APPLETON 2022 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
- * Provide customer service to both internal and external customers at a level of acceptable or higher
- * Continue involvement in the real estate aspect of the City's business to ensure that appropriate steps are taken to protect the City's interest and to ensure that there are no irregularities on the titles of City real estate

Major Changes in Revenue, Expenditures or Programs:

The increase in subscription costs is due to a 3% increase in our electronic law library subscription as well as the cost of receiving updates to our Wisconsin State Bar Reference material.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 159 | \$ 260 | \$ 300 | \$ 300 | \$ 300 |
| 508500 Cash Short or Over | 15 | - | - | - | - |
| Total Revenue | \$ 174 | \$ 260 | \$ 300 | \$ 300 | \$ 300 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 247,806 | \$ 260,319 | \$ 262,315 | \$ 262,315 | \$ 266,696 |
| 610500 Overtime Wages | 1 | - | - | - | - |
| 615000 Fringes | 65,601 | 65,511 | 74,238 | 74,238 | 73,381 |
| 620100 Training/Conferences | 11,358 | 2,336 | 13,600 | 24,600 | 13,600 |
| 620400 Tuition Fees | 2,515 | 2,506 | 3,500 | 3,000 | - |
| 620600 Parking Permits | 3,258 | 3,780 | 3,780 | 3,780 | 3,780 |
| 630100 Office Supplies | 626 | 454 | 800 | 800 | 800 |
| 630200 Subscriptions | 9,133 | 9,239 | 10,000 | 10,000 | 10,500 |
| 630300 Memberships & Licenses | 2,947 | 2,305 | 3,000 | 3,500 | 3,000 |
| 632001 City Copy Charges | 1,127 | 1,328 | 1,500 | 1,500 | 1,500 |
| 632002 Outside Printing | 980 | - | - | - | - |
| 641307 Telephone | 768 | 772 | 900 | 900 | 900 |
| 641800 Equip Repairs & Maint | 52 | 121 | 200 | 200 | 200 |
| Total Expense | \$ 346,172 | \$ 348,671 | \$ 373,833 | \$ 384,833 | \$ 374,357 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM MISSION

We will continue to advise and represent the City of Appleton and its employees in potential claims, filed claims, and pending litigation.

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 providing various services to the public including public works, police and fire protection. This office has maintained an active and aggressive stance in representing the interests of the City, whether a matter is handled by office staff or in cooperation with outside counsel.

Major Changes in Revenue, Expenditures or Programs:

With the death of the recipient of the duty disability payment, the City's obligation is terminated. This amount has been removed beginning 2022.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 25 | \$ - | \$ 200 | \$ 200 | \$ - |
| Total Revenue | <u>\$ 25</u> | <u>\$ -</u> | <u>\$ 200</u> | <u>\$ 200</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 147,368 | \$ 129,719 | \$ 125,146 | \$ 125,146 | \$ 127,023 |
| 615000 Fringes | 47,528 | 34,890 | 38,377 | 38,377 | 37,878 |
| 640202 Recording/Filing Fees | 3,081 | 1,470 | 7,000 | 7,000 | 7,000 |
| 640400 Consulting Services | 12,516 | 4,275 | 7,000 | 7,000 | 7,000 |
| 662500 Disability Payments | 7,890 | 7,890 | 7,890 | 7,890 | - |
| Total Expense | <u>\$ 218,383</u> | <u>\$ 178,244</u> | <u>\$ 185,413</u> | <u>\$ 185,413</u> | <u>\$ 178,901</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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
- * Continue to move records to offsite storage facility

Major Changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|------------------|-------------------|-------------------|-------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 36,691 | \$ 46,907 | 52,520 | 52,520 | \$ 47,840 |
| 610500 Overtime Wages | 298 | 2,547 | 250 | 250 | 242 |
| 615000 Fringes | 11,298 | 21,337 | 28,090 | 28,090 | 7,099 |
| 630100 Office Supplies | 1,028 | 171 | 500 | 500 | 500 |
| 630300 Memberships & Licenses | 40 | 70 | - | - | - |
| 631603 Other Misc. Supplies | 100 | 30 | 100 | 100 | 100 |
| 632002 Outside Printing | - | - | 500 | 500 | 250 |
| 640202 Recording/Filing Fees | 330 | 120 | 200 | 200 | 200 |
| 640800 Contractor Fees | 730 | - | 150 | 150 | 150 |
| 641200 Advertising | 48,679 | 31,581 | 35,000 | 35,000 | 34,000 |
| Total Expense | <u>\$ 99,194</u> | <u>\$ 102,763</u> | <u>\$ 117,310</u> | <u>\$ 117,310</u> | <u>\$ 90,381</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | |
|-----------------------------|------------------|
| <u>Advertising</u> | |
| Required legal publications | <u>\$ 34,000</u> |

**CITY OF APPLETON 2022 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:

The increase in special events licenses in 2022 reflects the expectation that special events that were cancelled due to the COVID-19 pandemic will resume.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 430100 Amusements License | \$ 8,035 | \$ 8,230 | \$ 7,500 | \$ 7,500 | \$ 7,700 |
| 430300 Cigarette License | 5,300 | 5,800 | 5,000 | 5,000 | 5,300 |
| 430600 Liquor License | 130,117 | 113,909 | 100,000 | 100,000 | 110,000 |
| 430700 Operators License | 64,503 | 37,125 | 55,000 | 55,000 | 38,000 |
| 430900 Sundry License | 4,400 | 3,220 | 4,000 | 4,000 | 3,500 |
| 431300 Special Events License | 25,942 | 13,365 | 6,500 | 6,500 | 18,000 |
| 431600 Second Hand/Pawnbroker | 2,370 | 1,980 | 1,800 | 1,800 | 1,800 |
| 431700 Commercial Solicitation | 2,510 | 5,145 | 2,500 | 2,500 | 2,500 |
| 431800 Christmas Tree License | 450 | 405 | 400 | 400 | 400 |
| 432000 Taxi Cab/Limousine License | 1,170 | 810 | 850 | 850 | 800 |
| 432100 Taxi Driver License | 2,500 | 1,950 | 2,000 | 2,000 | 1,500 |
| 432200 Special "B" Beer License | 900 | 200 | 800 | 800 | 800 |
| 441100 Sundry Permits | 680 | 660 | 700 | 700 | 600 |
| 501000 Miscellaneous Revenue | 5,450 | 15,590 | 4,800 | 4,800 | 5,000 |
| Total Revenue | <u>\$ 254,327</u> | <u>\$ 208,389</u> | <u>\$ 191,850</u> | <u>\$ 191,850</u> | <u>\$ 195,900</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 43,587 | \$ 41,227 | \$ 41,101 | \$ 41,101 | \$ 41,717 |
| 610500 Overtime Wages | 115 | 2,119 | 100 | 100 | 120 |
| 615000 Fringes | 25,564 | 21,894 | 26,340 | 26,340 | 25,799 |
| 630100 Office Supplies | 1,068 | 460 | 750 | 750 | 750 |
| 631603 Other Misc. Supplies | 146 | 29 | - | - | - |
| 632002 Outside Printing | 267 | - | 100 | 100 | 100 |
| 642900 Interfund Allocations | (50) | 423 | 60 | 60 | 60 |
| 659900 Other Contracts/Obligation | - | - | 1,000 | 1,000 | 1,000 |
| Total Expense | <u>\$ 70,697</u> | <u>\$ 66,152</u> | <u>\$ 69,451</u> | <u>\$ 69,451</u> | <u>\$ 69,546</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 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
- * Enhance processes that are more efficient in election administration

Major Changes in Revenue, Expenditures or Programs:

The budget for this program fluctuates from year to year based on the number of elections to be held. 2021 was a two-election year and 2022 is a four-election year. The accounts affected by these fluctuations include: Part Time Wages, Office Supplies, Outside Printing, Equipment Repairs & Maintenance, and Facility Rent.

In 2021, seasonal election positions moved to a fixed hourly rate versus a step rate increase based on anniversary. These changes were incorporated into the 2022 budget.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Misc. State Aids | \$ - | \$ 44,974 | \$ - | \$ - | |
| 490800 Misc Intergov. Charges | 122 | - | 500 | 500 | 500 |
| 502000 Donations & Memorials | - | 18,330 | - | - | - |
| Total Revenue | <u>\$ 122</u> | <u>\$ 63,304</u> | <u>\$ 500</u> | <u>\$ 500</u> | <u>\$ 500</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 44,090 | \$ 67,150 | \$ 44,941 | \$ 44,941 | \$ 49,397 |
| 610500 Overtime Wages | 1,033 | 16,193 | 2,000 | 2,000 | 3,069 |
| 610800 Part Time | 261 | 53,594 | 22,000 | 22,000 | 99,593 |
| 611000 Other Compensation | 25,100 | - | - | - | - |
| 615000 Fringes | 20,764 | 30,180 | 27,621 | 27,621 | 28,307 |
| 620200 Mileage Reimbursement | - | 221 | 100 | 100 | 300 |
| 620600 Parking Permits | - | 61 | - | - | 200 |
| 630100 Office Supplies | 286 | 4,352 | 500 | 500 | 1,500 |
| 631603 Other Misc. Supplies | 520 | 1,784 | 500 | 500 | 500 |
| 632002 Outside Printing | 3,033 | 14,468 | 3,000 | 3,000 | 6,500 |
| 641200 Advertising | 2,710 | 3,501 | 2,500 | 2,500 | 2,500 |
| 641800 Equip Repairs & Maint | 20,715 | 35,287 | 22,000 | 22,000 | 25,000 |
| 650301 Facility Rent | 1,260 | 3,990 | 2,025 | 2,025 | 3,800 |
| 659900 Other Contracts/Obligation | 3,449 | 4,190 | 3,500 | 3,500 | 3,500 |
| Total Expense | <u>\$ 123,221</u> | <u>\$ 234,971</u> | <u>\$ 130,687</u> | <u>\$ 130,687</u> | <u>\$ 224,166</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Equip Repairs & Maint

| | |
|------------------------|------------------|
| Maintenance agreements | 25,000 |
| | <u>\$ 25,000</u> |

CITY OF APPLETON 2022 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:

It is anticipated that there will be a significant increase in postage in the coming year. This along with an anticipated increased number of absentee ballots results in a significant increase in the Postage Budget.

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 37,624 | \$ 39,731 | \$ 41,163 | \$ 41,163 | \$ 41,781 |
| 610500 Overtime Wages | 165 | 1,341 | 100 | 100 | 121 |
| 615000 Fringes | 22,949 | 21,982 | 26,349 | 26,349 | 25,809 |
| 630100 Office Supplies | 1,150 | 3,342 | 1,700 | 1,700 | 1,700 |
| 630400 Postage\Freight | 67,602 | 89,938 | 55,000 | 55,000 | 92,000 |
| 631603 Other Misc. Supplies | 8,460 | 2,291 | 6,500 | 6,500 | 6,500 |
| 632002 Outside Printing | 274 | 446 | 1,000 | 1,000 | 1,000 |
| 641800 Equip Repairs & Maint | 1,389 | 493 | 1,500 | 1,500 | 1,500 |
| 650302 Equipment Rent | 10,941 | 17,218 | 18,505 | 18,505 | 18,505 |
| Total Expense | <u>\$ 150,554</u> | <u>\$ 176,782</u> | <u>\$ 151,817</u> | <u>\$ 151,817</u> | <u>\$ 188,916</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

| | |
|------------------------|------------------|
| United Mailing Service | \$ 7,500 |
| UPS | 1,500 |
| US Postal Service | 83,000 |
| | <u>\$ 92,000</u> |

Rent

| | |
|------------------------------|------------------|
| Color copier rental | \$ 1,800 |
| Office copier rent | 1,405 |
| Large copier rental | 7,000 |
| Postage machine rent | 7,000 |
| Folder/insert machine rental | 1,300 |
| Additional copies | 1,200 |
| Charges to departments | (1,200) |
| | <u>\$ 18,505</u> |

**CITY OF APPLETON 2022 BUDGET
LEGAL SERVICES**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|----------------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | - | 44,974 | - | - | - | - |
| 430100 Amusements License | 8,035 | 8,230 | 7,900 | 7,500 | 7,500 | 7,700 |
| 430300 Cigarette License | 5,300 | 5,800 | 5,700 | 5,000 | 5,000 | 5,300 |
| 430600 Liquor License | 130,117 | 113,909 | 97,159 | 100,000 | 100,000 | 110,000 |
| 430700 Operators License | 64,503 | 37,125 | 31,815 | 55,000 | 55,000 | 38,000 |
| 430900 Sundry License | 4,400 | 3,220 | 2,228 | 4,000 | 4,000 | 3,500 |
| 431300 Special Events License | 25,942 | 13,365 | 7,780 | 6,500 | 6,500 | 18,000 |
| 431600 Second Hand License | 2,370 | 1,980 | 255 | 1,800 | 1,800 | 1,800 |
| 431700 Commercial Solicitation License | 2,510 | 5,145 | 2,530 | 2,500 | 2,500 | 2,500 |
| 431800 Christmas Tree License | 450 | 405 | - | 400 | 400 | 400 |
| 432000 Taxi Cab/Limousine License | 1,170 | 810 | 720 | 850 | 850 | 800 |
| 432100 Taxi Driver License | 2,500 | 1,950 | 650 | 2,000 | 2,000 | 1,500 |
| 432200 Special "B" Beer License | 900 | 200 | 270 | 800 | 800 | 800 |
| 441100 Sundry Permits | 680 | 660 | 450 | 700 | 700 | 600 |
| 480100 General Charges for Service | 159 | 260 | 256 | 300 | 300 | 300 |
| 490800 Misc Intergovernmental Charges | 122 | - | - | 500 | 500 | 500 |
| 501000 Miscellaneous Revenue | 5,450 | 15,590 | 4,920 | 4,800 | 4,800 | 5,000 |
| 502000 Donations & Memorials | - | 18,330 | - | - | - | - |
| 503500 Other Reimbursements | 25 | - | - | 200 | 200 | - |
| 508500 Cash Short or Over | 15 | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | 254,648 | 271,953 | 162,633 | 192,850 | 192,850 | 196,700 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 508,713 | 530,751 | 225,628 | 567,186 | 567,186 | 574,454 |
| 610500 Overtime Wages | 1,612 | 22,201 | 764 | 2,450 | 2,450 | 3,552 |
| 610800 Part-Time Wages | 436 | 53,594 | 22,210 | 22,000 | 22,000 | 99,593 |
| 611000 Other Compensation | 25,150 | - | - | - | - | - |
| 611400 Sick Pay | - | 3,825 | 1,613 | - | - | - |
| 611500 Vacation Pay | 48,228 | 50,476 | 11,215 | - | - | - |
| 615000 Fringes | 193,704 | 195,794 | 82,251 | 221,015 | 221,015 | 198,273 |
| TOTAL PERSONNEL | 777,843 | 856,641 | 343,681 | 812,651 | 812,651 | 875,872 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 11,358 | 2,336 | 2,470 | 13,600 | 24,600 | 13,600 |
| 620200 Mileage Reimbursement | - | 221 | 89 | 100 | 100 | 300 |
| 620400 Tuition Fees | 2,515 | 2,506 | 1,705 | 3,000 | 3,000 | - |
| 620600 Parking Permits | 3,258 | 3,841 | 3,810 | 3,780 | 3,780 | 3,980 |
| TOTAL TRAINING / TRAVEL | 17,131 | 8,904 | 8,074 | 20,480 | 31,480 | 17,880 |
| Supplies | | | | | | |
| 630100 Office Supplies | 4,158 | 8,780 | 4,633 | 4,250 | 4,250 | 5,250 |
| 630200 Subscriptions | 9,133 | 9,239 | 4,146 | 10,000 | 10,000 | 10,500 |
| 630300 Memberships & Licenses | 2,987 | 2,375 | 1,987 | 3,500 | 3,500 | 3,000 |
| 630400 Postage\Freight | 67,602 | 89,938 | 65,785 | 55,000 | 55,000 | 92,000 |
| 631603 Other Misc. Supplies | 9,226 | 4,134 | 574 | 7,100 | 7,100 | 7,100 |
| 632001 City Copy Charges | 1,127 | 1,328 | 158 | 1,500 | 1,500 | 1,500 |
| 632002 Outside Printing | 4,554 | 14,914 | 857 | 4,600 | 4,600 | 7,850 |
| TOTAL SUPPLIES | 98,787 | 130,708 | 78,140 | 85,950 | 85,950 | 127,200 |
| Purchased Services | | | | | | |
| 640202 Recording/Filing Fees | 3,411 | 1,590 | 2,196 | 7,200 | 7,200 | 7,200 |
| 640400 Consulting Services | 12,516 | 4,275 | 2,874 | 7,000 | 7,000 | 7,000 |
| 640800 Contractor Fees | 730 | - | - | 150 | 150 | 150 |
| 641200 Advertising | 51,389 | 35,082 | 12,070 | 37,500 | 37,500 | 36,500 |
| 641307 Telephone | 768 | 772 | 384 | 900 | 900 | 900 |
| 641800 Equip Repairs & Maint | 22,156 | 35,900 | 160 | 23,700 | 23,700 | 26,700 |
| 642900 Interfund Allocations | (50) | 423 | 127 | 60 | 60 | 60 |
| 650301 Facility Rent | 1,260 | 3,990 | 2,025 | 2,025 | 2,025 | 3,800 |
| 650302 Equipment Rent | 10,941 | 17,218 | 4,257 | 18,505 | 18,505 | 18,505 |
| 659900 Other Contracts/Obligation | 3,449 | 4,190 | - | 4,500 | 4,500 | 4,500 |
| 662500 Disability Payments | 7,890 | 7,890 | 658 | 7,890 | 7,890 | - |
| TOTAL PURCHASED SVCS | 114,460 | 111,330 | 24,751 | 109,430 | 109,430 | 105,315 |
| TOTAL EXPENSE | 1,008,221 | 1,107,583 | 454,646 | 1,028,511 | 1,039,511 | 1,126,267 |

**CITY OF APPLETON 2022 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:

The final payment under this obligation was made in 2021 and the remaining fund balance transferred to the general fund.

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

| | 2019 Actual | 2020 Actual | 2021 Adopted Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 541 | \$ 289 | \$ 120 | \$ (1) | \$ - |
| Expenses | | | | | |
| Program Costs | 6,392 | 6,391 | 6,391 | 2,130 | - |
| Revenues over (under) Expenses | (5,851) | (6,102) | (6,271) | (2,131) | - |
| Other Financing Sources (Uses) | | | | | |
| Transfer Out - General Fund | - | - | - | (3,989) | - |
| Fund Balance - Beginning | 18,073 | 12,222 | 6,120 | 6,120 | - |
| Fund Balance - Ending | \$ 12,222 | \$ 6,120 | \$ (151) | \$ - | \$ - |

**CITY OF APPLETON 2022 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: "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:

| <u>Project</u> | <u>Amount</u> | <u>Page</u> |
|------------------------------|---------------|-------------|
| No projects planned for 2022 | | |

Major program changes:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|-----------|------------|--------------|--------------|------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| | Program Revenues | \$ 92,000 | \$ - | \$ - | \$ - | \$ - | N/A |
| | Program Expenses | \$ - | \$ 119,218 | \$ - | \$ - | \$ - | N/A |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Capital Expenditures | - | 119,218 | - | - | - | N/A |

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

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------------|-------------------|--------------|--------------|-------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ - | \$ - | \$ - | \$ - |
| 591000 Proceeds of Long-term Debt | 92,000 | - | - | - | - |
| Total Revenue | <u>\$ 92,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 680401 Equipment | \$ - | \$ 119,218 | \$ - | \$ - | \$ - |
| Total Expense | <u>\$ -</u> | <u>\$ 119,218</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 BUDGET
CITY CENTER
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|-------------------|-----------------|-----------------|-------------------|----------------|
| Revenues | | | | | |
| State Aids | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | - | - | - | - | - |
| Total Revenues | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | - | 119,218 | - | 4,781 | - |
| Total Expenses | <u>-</u> | <u>119,218</u> | <u>-</u> | <u>4,781</u> | <u>-</u> |
| Revenues over (under) Expenses | - | (119,218) | - | (4,781) | - |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 92,000 | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>92,000</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Change in Equity | 92,000 | (119,218) | - | (4,781) | - |
| Fund Balance - Beginning | 31,999 | 123,999 | 4,781 | 4,781 | - |
| Residual Equity Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Fund Balance - Ending | <u>\$ 123,999</u> | <u>\$ 4,781</u> | <u>\$ 4,781</u> | <u>\$ -</u> | <u>\$ -</u> |

CITY OF APPLETON 2022 BUDGET

HUMAN RESOURCES

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2022 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 2021 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 2021 are:

General Administration:

- Continued development of the Financial Wellness Team including branding, review of deferred compensation plan/ investment fund lineup performance, creating and offering a new financial wellness newsletter for employees and online educational programs, and educating employees for retirement readiness
- Completed transition of medical management to UMR & CVS/Caremark
- Continued health services at the employee Connecting Care Clinic
- Continued transition in Tyler Munis HR and Payroll systems
- Updated a variety of HR & safety policies
- Continued work by the Healthsmart Team including sponsoring virtual programs during COVID-19, coordinated mental health webinars, and fitness tracking challenges through myInertia. Planning has also begun on biometric health screenings for fall, 2021
- Started request for proposal (RFP) process for post-employment health plan (PEHP) administrators

Employee & Labor Relations:

- Finalized the Valley Transit 2021-2023 union contract
- Worked extensively on employment issues related to COVID-19. This includes transition back to the workplace, continued compliance with the Families First Coronavirus Response Act, updates and an extension of the Families First Compliance policy, researched and responded to the CARES Act, and updates to the workplace guidebook
- Assisted with COVID-19 leaves of absence, FMLA leaves of absence, worker's compensation, wage compression issues, career development, and a variety of employment related issues
- Managed the unemployment compensation program (monitoring claims, responding to the State of Wisconsin, contesting claims when appropriate)
- Collected/compared comparable data regarding Fire paramedics

Talent Acquisition and Retention:

- Completed recruitment processes for internal promotions, lateral transfers, and recruitment from the outside
- Coordinated and assisted the Police and Fire Commissions with the selection of police officers, firefighters and Assistant Police Chief
- Continued efforts to increase our reach on Facebook and other social media
- Successfully used Microsoft Teams, Zoom, and Audio bridge tools to keep our recruitment process moving forward during the COVID-19 pandemic
- Worked with the Parks, Recreation and Facilities Management Department to increase the use of e-references for seasonal recruitment
- Assisted the Clerk's office in hiring of election workers
- Collected and analyzed diversity and equity data for existing employees and with new recruitment processes

Talent Management and Development:

- Coordinated seasonal required new hire paperwork and training via onboarding portal
- Provided required training for general and supervisors virtually
- Facilitated online new employee orientation training through the onboarding tool
- Conducted new supervisor orientation training
- Built out offboarding tool to provide guidance and education to exiting retirees and employees
- Provided recognition for administrative professionals
- Implemented the THRIVE Leadership Academy for current and upcoming City leaders
- Facilitated EQi assessments and individual/team development
- Offered multiple sessions of online resiliency training
- Developed and delivered four quarterly financial wellness newsletters to employees and retirees

CITY OF APPLETON 2022 BUDGET HUMAN RESOURCES

MAJOR 2022 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 service
- Promote programs to increase employee financial wellness and retirement readiness
- Provide assistance on labor contract interpretations, handle grievances
- Monitor unemployment reports and work with attorney's office on unique claims
- Continue to work towards assisting employees with retirement readiness

Talent Acquisition and Retention:

- Fill vacant employee positions throughout the year
- Continue to use a variety of means to interview candidates (e.g. in-person and virtual)
- Continue to evaluate the use of testing and employment related assessments to best meet our needs
- Review background procedures and evaluate alternatives
- Increase social media impact and continue to market HR on all social media platforms
- Monitor and explore ways to improve our diversity outreach

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 systems
- Coordinate and facilitate organizational culture initiatives
- Expand use of EQi or other leadership development tools
- Research the development of a new aspiring leaders program to help prepare employees to move into supervisory roles

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Programs | | Actual | | | Budget | | % |
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 16 | \$ - | \$ - | \$ - | \$ - | N/A |
| Program Expenses | | | | | | | |
| 14010 | HR Compliance | 303,469 | 361,218 | 414,489 | 414,489 | 394,193 | -4.90% |
| 14020 | Talent Acquisition | 234,946 | 162,827 | 192,583 | 192,583 | 193,527 | 0.49% |
| 14040 | Talent Management | 138,527 | 147,757 | 163,478 | 163,478 | 169,477 | 3.67% |
| TOTAL | | \$ 676,942 | \$ 671,802 | \$ 770,550 | \$ 770,550 | \$ 757,197 | -1.73% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 579,006 | 609,576 | 666,461 | 666,461 | 647,958 | -2.78% |
| Training & Travel | | 26,689 | 11,261 | 26,310 | 26,310 | 26,310 | 0.00% |
| Supplies & Materials | | 12,086 | 3,909 | 10,279 | 10,279 | 10,429 | 1.46% |
| Purchased Services | | 59,161 | 47,056 | 67,500 | 67,500 | 72,500 | 7.41% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 6.15 | 6.15 | 6.15 | 6.15 | 6.15 | |

CITY OF APPLETON 2022 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:

No major changes.

CITY OF APPLETON 2022 BUDGET

HUMAN RESOURCES

Human Resources Compliance and Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 16 | \$ - | \$ - | \$ - | \$ - |
| Total Revenue | <u>\$ 16</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 217,389 | \$ 270,970 | \$ 297,033 | \$ 297,033 | \$ 280,932 |
| 610500 Overtime Wages | 2,259 | 768 | - | - | - |
| 615000 Fringes | 68,542 | 82,120 | 102,911 | 102,911 | 98,716 |
| 620100 Training/Conferences | 135 | 185 | 110 | 110 | 110 |
| 620600 Parking Permits | 1,634 | 2,154 | 2,200 | 2,200 | 2,200 |
| 630100 Office Supplies | 1,062 | 451 | 1,000 | 1,000 | 1,000 |
| 630200 Subscriptions | 1,195 | - | - | - | - |
| 630300 Memberships & Licenses | 420 | 420 | 420 | 420 | 420 |
| 630500 Awards & Recognition | - | 109 | 92 | 92 | 92 |
| 630700 Food & Provisions | 432 | 191 | 123 | 123 | 123 |
| 631500 Books & Library Materials | - | - | - | - | - |
| 632001 City Copy Charges | 5,136 | 1,807 | 4,300 | 4,300 | 4,300 |
| 632002 Outside Printing | 361 | 30 | 200 | 200 | 200 |
| 632700 Miscellaneous Equipment | 213 | 137 | 500 | 500 | 500 |
| 640400 Consulting Services | 4,215 | 1,250 | 5,000 | 5,000 | 5,000 |
| 641307 Telephone | 476 | 476 | 500 | 500 | 500 |
| 659900 Other Contracts/Obligation | - | 150 | 100 | 100 | 100 |
| Total Expense | <u>\$ 303,469</u> | <u>\$ 361,218</u> | <u>\$ 414,489</u> | <u>\$ 414,489</u> | <u>\$ 394,193</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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
- Build qualified applicant pools that are representative of the community

Major Changes in Revenue, Expenditures or Programs:

No major changes

**CITY OF APPLETON 2022 BUDGET
HUMAN RESOURCES**

Talent Acquisition and Retention

Business Unit 14020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 133,243 | \$ 92,369 | \$ 96,898 | \$ 96,898 | \$ 98,353 |
| 610500 Overtime Wages | 997 | 366 | - | - | - |
| 615000 Fringes | 56,271 | 35,555 | 48,430 | 48,430 | 47,769 |
| 620100 Training/Conferences | 6 | 176 | - | - | - |
| 620500 Employee Recruitment | 17,156 | 7,705 | 15,000 | 15,000 | 15,000 |
| 630300 Memberships & Licenses | 355 | 55 | 55 | 55 | 205 |
| 630700 Food & Provisions | 639 | 474 | 1,000 | 1,000 | 1,000 |
| 640400 Consulting Services | 22,083 | 18,701 | 25,000 | 25,000 | 25,000 |
| 641200 Advertising | 4,016 | 7,247 | 6,000 | 6,000 | 6,000 |
| 641307 Telephone | 180 | 179 | 200 | 200 | 200 |
| Total Expense | <u>\$ 234,946</u> | <u>\$ 162,827</u> | <u>\$ 192,583</u> | <u>\$ 192,583</u> | <u>\$ 193,527</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|--------------------------------------|------------------|
| Pre-employment physical testing | \$ 9,000 |
| Pre-employment psychological testing | 13,250 |
| Polygraph testing | 2,750 |
| | <u>\$ 25,000</u> |

CITY OF APPLETON 2022 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 on-boarding and off-boarding systems
- Coordinate and facilitate organizational culture discussions and action plans
- Manage and expand use of leadership development tools (i.e. EQi)
- Coordinate and implement 360 assessment tool for the Leadership Team

Major Changes in Revenue, Expenditures or Programs:

No major changes

CITY OF APPLETON 2022 BUDGET

HUMAN RESOURCES

Talent Management and Development

Business Unit 14040

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 74,792 | \$ 95,053 | \$ 90,756 | \$ 90,756 | \$ 92,118 |
| 610500 Overtime Wages | 71 | 580 | - | - | - |
| 615000 Fringes | 25,442 | 31,795 | 30,433 | 30,433 | 30,070 |
| 620100 Training/Conferences | 7,759 | 1,042 | 9,000 | 9,000 | 9,000 |
| 630300 Memberships & Licenses | - | 73 | 289 | 289 | 289 |
| 630700 Food & Provisions | 2,273 | 162 | 2,300 | 2,300 | 2,300 |
| 640400 Consulting Services | 27,715 | 19,000 | 30,000 | 30,000 | 35,000 |
| 659900 Other Contracts/Obligation | 475 | 52 | 700 | 700 | 700 |
| Total Expense | <u>\$ 138,527</u> | <u>\$ 147,757</u> | <u>\$ 163,478</u> | <u>\$ 163,478</u> | <u>\$ 169,477</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|---------------------------------------|------------------|
| General Employee Training/Development | \$ 6,500 |
| Organizational Development | 5,500 |
| Supervisor/Leadership Development | 21,500 |
| Administrative Professionals Event | 1,500 |
| | <u>\$ 35,000</u> |

**CITY OF APPLETON 2022 BUDGET
HUMAN RESOURCES**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|------------------------------------|----------------|----------------|--------------------|------------------|---------------------|----------------|
| Charges for Services | | | | | | |
| 480100 General Charges for Service | 16 | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | 16 | - | - | - | - | - |
| Salaries | | | | | | |
| 610100 Regular Salaries | 425,424 | 458,392 | 134,649 | 484,687 | 484,687 | 471,403 |
| 610500 Overtime Wages | 3,327 | 1,714 | 515 | - | - | - |
| 615000 Fringes | 150,255 | 149,470 | 50,966 | 181,774 | 181,774 | 176,555 |
| TOTAL PERSONNEL | 579,006 | 609,576 | 186,130 | 666,461 | 666,461 | 647,958 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 7,899 | 1,403 | 261 | 9,110 | 9,110 | 9,110 |
| 620500 Employee Recruitment | 17,156 | 7,704 | 2,046 | 15,000 | 15,000 | 15,000 |
| 620600 Parking Permits | 1,634 | 2,154 | 2,103 | 2,200 | 2,200 | 2,200 |
| TOTAL TRAINING / TRAVEL | 26,689 | 11,261 | 4,410 | 26,310 | 26,310 | 26,310 |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,062 | 451 | 82 | 1,000 | 1,000 | 1,000 |
| 630200 Subscriptions | 1,195 | - | - | - | - | - |
| 630300 Memberships & Licenses | 775 | 548 | 55 | 764 | 764 | 914 |
| 630500 Awards & Recognition | - | 109 | 16 | 92 | 92 | 92 |
| 630700 Food & Provisions | 3,343 | 827 | 120 | 3,423 | 3,423 | 3,423 |
| 632001 City Copy Charges | 5,136 | 1,807 | 260 | 4,300 | 4,300 | 4,300 |
| 632002 Outside Printing | 362 | 30 | 30 | 200 | 200 | 200 |
| 632700 Miscellaneous Equipment | 213 | 137 | - | 500 | 500 | 500 |
| TOTAL SUPPLIES | 12,086 | 3,909 | 563 | 10,279 | 10,279 | 10,429 |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 54,013 | 38,952 | 8,479 | 60,000 | 60,000 | 65,000 |
| 641200 Advertising | 4,017 | 7,247 | 2,695 | 6,000 | 6,000 | 6,000 |
| 641307 Telephone | 656 | 655 | 205 | 700 | 700 | 700 |
| 659900 Other Contracts/Obligation | 475 | 202 | - | 800 | 800 | 800 |
| TOTAL PURCHASED SVCS | 59,161 | 47,056 | 11,379 | 67,500 | 67,500 | 72,500 |
| TOTAL EXPENSE | 676,942 | 671,802 | 202,482 | 770,550 | 770,550 | 757,197 |

CITY OF APPLETON 2022 BUDGET

RISK MANAGEMENT

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2022 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 2021 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2021 include:

*Continued to log safety data sheets and audit the system.

*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 on-site in the fall to ensure compliance with the hearing conservation program.

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

*As of June 1, 2021, reviewed around 30 special events to assure adequate risk transfer to the event sponsor.

*As of June 1, 2021, reviewed around 100 City service and construction contracts to ensure adequate risk transfer to the applicable contractor/vendor.

*Reviewed and suggested changes to the following policies: AED (Automated External Defibrillator), Ergonomics, Hearing Conservation, Restricted Duty and Right to Know (Hazard Communication).

*Completed safety audits at the water treatment plant

*Completed fume hood inspections at the Police Department.

*Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2021, \$42,884 has been recovered for losses that occurred in 2020 and 2021.

*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.

*Risk Manager served multiple roles in the City's Emergency Operations Center during the COVID-19 pandemic and facilitated the work group which developed return to work guidance for City personnel. The Risk Manager also participated in multiple City department assessments to develop protective strategies for employees returning back to work from the pandemic.

*Utilized data from risk information management system and various loss runs to identify loss-trend issues for various departments. This loss history information was reviewed with the applicable departments and also included a number of suggested loss prevention and loss reduction strategies.

*Analyzed 2022 projected property premiums at various deductible levels to assist in determining the most tolerable economic decision.

*Created worker's compensation benchmarking reports for the Public Works, Police, and Fire Departments. These reports provided a comparison of work comp losses between similar departments but with different municipalities. This information was reviewed with each applicable Department Director and Deputy Director.

*Assisted in the creation of the new City risk management intranet site.

*Assisted the Facilities Management Department with coordination of infrared scanning (free from CVMIC) of major electrical systems at AWWTP. This infrared scanning is a property risk loss control measure intended to identify any potential electrical problems that may result in fires.

*Assisted the Police Department with utilization of CVMIC's free law enforcement policy review program which is intended to supplement the policy review/revision previously completed by Lexipol.

*Completed safety program/training audits for the following city departments: Public Works, Utilities, Fire, Police, and Facilities Management. Suggestions/strategies were provided for any identified gaps.

*Assisted Fire and Police Dept. with implementation of a number of items related to our hearing conservation program.

*Completed request for proposals (RFP) for worker's compensation third party administrator.

*Completed internal audit of City's excess work comp program. With the audit findings, we anticipate our recovery amount to be over \$150,000 from our excess work comp insurance carrier.

*Worked on one large insurance claim resulting in over \$185,000 payment from applicable insurance carrier.

*Provided information to actuary to complete actuarial report on the City's risk management program. Results of this actuarial report were shared with various City leadership staff.

*Coordinated with CVMIC loss control representative on the following items: various playground inspections, confined space training (classroom and hands-on), worksite safety visits and battery switch audit.

CITY OF APPLETON 2022 BUDGET RISK MANAGEMENT

MAJOR 2022 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 or outside counsel 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, property and liability coverages.

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 through contractual risk transfer in case of any claims against the City.

Work with insurance provider on a frequent basis 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 via in person or on-line instruction.

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

Analyze property and casualty loss data and work with departments to develop appropriate courses of action to mitigate these losses.

Work with vendors such as CVMIC, or complete internally, 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 | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 1,635,418 | \$ 1,771,197 | \$ 1,690,749 | \$ 1,690,749 | \$ 1,929,199 | 14.10% |
| Program Expenses | | | | | | | |
| 6210 | Property & Liability Mgt. | 1,622,797 | 2,592,881 | 1,524,674 | 1,524,674 | 1,760,003 | 15.43% |
| 6220 | Loss Control | 197,666 | 195,426 | 166,075 | 166,075 | 169,196 | 1.88% |
| Total Program Expenses | | \$ 1,820,463 | \$ 2,788,307 | \$ 1,690,749 | \$ 1,690,749 | \$ 1,929,199 | 14.10% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 475,438 | 412,950 | 393,090 | 393,090 | 396,360 | 0.83% |
| Training & Travel | | 5,115 | 1,727 | 8,760 | 8,760 | 8,760 | 0.00% |
| Supplies & Materials | | 6,660 | 2,469 | 5,940 | 5,940 | 5,940 | 0.00% |
| Purchased Services | | 491,832 | 619,418 | 656,009 | 656,009 | 738,139 | 12.52% |
| Miscellaneous Expense | | 841,418 | 1,751,743 | 626,950 | 626,950 | 780,000 | 24.41% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 2.98 | 2.98 | 2.98 | 2.98 | 2.98 | |

**CITY OF APPLETON 2022 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 and loss control measures
- 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:

Our property package premiums and liability insurance premiums are increasing in 2022 largely due to the following: a) Both property and liability premiums are being impacted by the volatility in the secondary or re-insurance markets created by larger-than-expected global catastrophic property losses that have occurred in the past 5 years, and b) The City incurred 4 large property losses during 2019 and 2020 (yellow ramp elevator fire during July, 2019 storm related damage at multiple locations, tank overfilled at AWWTP causing damage to elevator and truck with elevated dump truck box struck entrance to MSB building). It is anticipated that these insurance rates will continue to rise beyond 2022 due to the continued volatility in the re-insurance market, the unknown effects of the COVID-19 pandemic and the recent protests (resulting in significant property damage nationwide). Additionally, both excess worker's compensation insurance premiums and self insured retention limits will also be increasing due to the recently passed PTSD (post traumatic stress disorder) WI legislation for public safety employees.

An actuarial study performed to review our property, liability and workers compensation program revealed that our workers compensation loss experience has developed very poorly since our last review in 2018. This trend is primarily due to unfavorable increases in both payments and reserve requirements on a number of older claims. As a result, our funding reserves are not expected to be adequate to cover future anticipated future expenses related to these claims. For this reason, along with a general projected increase in claim cost trends, it is necessary to increase the budget for workers compensation expenses in 2022.

**CITY OF APPLETON 2022 BUDGET
RISK MANAGEMENT**

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 2,373 | \$ 127 | \$ - | \$ - | \$ - |
| 480100 General Charges for Svc | 1,555,407 | 1,707,296 | 1,641,793 | 1,641,793 | 1,872,355 |
| 502000 Donations | 10,000 | - | - | - | - |
| 503500 Other Reimbursements | 66,943 | 63,774 | 48,956 | 48,956 | 56,844 |
| 508200 Insurance Proceeds | 695 | - | - | - | - |
| Total Revenue | \$ 1,635,418 | \$ 1,771,197 | \$ 1,690,749 | \$ 1,690,749 | \$ 1,929,199 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 225,921 | \$ 200,497 | \$ 186,479 | \$ 186,479 | \$ 186,517 |
| 610500 Overtime Wages | 1,270 | 406 | - | - | - |
| 615000 Fringes | 93,969 | 65,405 | 62,176 | 62,176 | 62,287 |
| 620600 Parking Permits | 1,295 | 1,260 | 1,260 | 1,260 | 1,260 |
| 630100 Office Supplies | 1,003 | 377 | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | 778 | - | 300 | 300 | 300 |
| 640100 Accounting/Audit Fees | 1,954 | 1,781 | 1,500 | 1,500 | 1,500 |
| 640300 Bank Service Fees | 62 | 3 | - | - | - |
| 640400 Consulting Services | 19,514 | 21,070 | 8,000 | 8,000 | 8,300 |
| 650100 Insurance | 435,613 | 550,339 | 637,009 | 637,009 | 718,839 |
| 662600 Uninsured Losses | 75,239 | 79,883 | 106,950 | 106,950 | 160,000 |
| 662700 Uninsured Losses - W/C | 766,179 | 1,671,860 | 520,000 | 520,000 | 620,000 |
| Total Expense | \$ 1,622,797 | \$ 2,592,881 | \$ 1,524,674 | \$ 1,524,674 | \$ 1,760,003 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--------------------------------|-------------------|-------------------------------------|-------------------|
| <u>Insurance</u> | | <u>Uninsured Losses - WC</u> | |
| Liability | \$ 106,595 | Police Department | \$ 141,769 |
| Crime | 3,203 | Fire Department | 131,511 |
| Excess liability | 26,805 | Public Works Department | 104,127 |
| Cyber Liability | 7,500 | Valley Transit | 45,894 |
| Employment practice | 29,916 | Water Utility | 41,252 |
| Volunteer Blanket Accident | 1,526 | Library | 19,341 |
| Equipment breakdown | 25,167 | Facilities Management | 18,566 |
| Package property | 338,873 | Stormwater Utility | 16,250 |
| Auto physical damage | 52,254 | Sanitation Department | 15,475 |
| WC TPA & fees | 22,000 | Community Development | 14,962 |
| Excess workers' compensation | 105,000 | CEA | 11,932 |
| | <u>\$ 718,839</u> | Health Department | 11,530 |
| | | Wastewater Utility | 8,201 |
| | | Information Technology | 7,249 |
| <u>Uninsured Losses</u> | | Finance Department | 6,093 |
| General liability | \$ 60,000 | Human Resource Dept | 5,864 |
| Automobile | 100,000 | Legal Services Dept | 5,589 |
| | <u>\$ 160,000</u> | Parking Utility | 5,372 |
| | | Parks & Recreation Dept | 3,996 |
| | | Mayors Office | 3,382 |
| | | Reid Golf Course | 1,645 |
| | | | <u>\$ 620,000</u> |

**CITY OF APPLETON 2022 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:

Facilitate new employee orientation and new supervisor orientation classes.
Continue to conduct or facilitate required safety training for employees and authorized volunteers.
Continue to conduct or facilitate other loss control training such as, but not limited to, harassment, discrimination, drug-free workplace for all employees and authorized volunteers.
Attend departmental safety committee meetings.
Facilitate central safety committee meetings and executive safety committee meetings.
Respond to and document ergonomic concerns and implement solutions.
Conduct annual hearing tests on required personnel, and annual lead testing.
Review and develop programs to promote safety, reduce injuries and reduce claims.
Conduct annual respirator fit testing and obtain proper medical clearance for employee respirator usage.
Provide comprehensive safety training to help educate supervisors and employees in identifying and stopping potential hazards in the workplace such as by offering OSHA 10 hour and OSHA 30 hour training courses.
Continue to conduct safety audits of City buildings to identify safety hazards.
Continue to review all injury/accident reports and worker's compensation/liability loss runs to identify potential loss control measures to prevent accident/injury re-occurrence.

Major changes in Revenue, Expenditures, or Programs:

No major changes

**CITY OF APPLETON 2022 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 115,570 | \$ 110,559 | \$ 106,655 | \$ 106,655 | \$ 109,321 |
| 610500 Overtime Wages | 214 | 252 | - | - | - |
| 615000 Fringes | 38,496 | 35,831 | 37,780 | 37,780 | 38,235 |
| 620100 Training/Conferences | 3,820 | 467 | 7,500 | 7,500 | 7,500 |
| 630300 Memberships & Licenses | 100 | 100 | 100 | 100 | 100 |
| 630500 Awards & Recognition | - | - | 140 | 140 | 140 |
| 630700 Food & Provisions | 1,365 | 627 | 1,400 | 1,400 | 1,400 |
| 631500 Books & Library Materials | - | - | 150 | 150 | 150 |
| 632001 City Copy Charges | 2,856 | 1,354 | 2,300 | 2,300 | 2,300 |
| 632002 Outside Printing | 230 | - | 200 | 200 | 200 |
| 632300 Safety Supplies | 326 | 11 | 100 | 100 | 100 |
| 632700 Miscellaneous Equipment | - | - | 250 | 250 | 250 |
| 640400 Consulting Services | 32,785 | 44,321 | 7,600 | 7,600 | 7,600 |
| 641307 Telephone | 104 | 104 | 100 | 100 | 100 |
| 659900 Other Contracts/Obligation | 1,800 | 1,800 | 1,800 | 1,800 | 1,800 |
| Total Expense | <u>\$ 197,666</u> | <u>\$ 195,426</u> | <u>\$ 166,075</u> | <u>\$ 166,075</u> | <u>\$ 169,196</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
RISK MANAGEMENT**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 2,373 | 127 | 86 | - | - | - |
| 480100 General Charges for Service | 1,555,407 | 1,707,296 | - | 1,641,793 | 1,641,793 | 1,872,355 |
| 502000 Donations & Memorials | 10,000 | - | - | - | - | - |
| 503500 Other Reimbursements | 66,943 | 63,774 | 49,033 | 48,956 | 48,956 | 56,844 |
| 508200 Insurance Proceeds | 695 | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | <u>1,635,418</u> | <u>1,771,197</u> | <u>49,119</u> | <u>1,690,749</u> | <u>1,690,749</u> | <u>1,929,199</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 341,490 | 311,056 | 79,068 | 293,134 | 293,134 | 295,838 |
| 610500 Overtime Wages | 1,484 | 658 | 156 | - | - | - |
| 615000 Fringes | 105,280 | 94,327 | 28,811 | 99,956 | 99,956 | 100,522 |
| 617000 Pension Expense | 20,178 | 8,403 | - | - | - | - |
| 617100 OPEB Expense | 7,006 | (1,494) | - | - | - | - |
| TOTAL PERSONNEL | <u>475,438</u> | <u>412,950</u> | <u>108,035</u> | <u>393,090</u> | <u>393,090</u> | <u>396,360</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 3,820 | 467 | 129 | 7,500 | 7,500 | 7,500 |
| 620600 Parking Permits | 1,295 | 1,260 | 1,260 | 1,260 | 1,260 | 1,260 |
| TOTAL TRAINING / TRAVEL | <u>5,115</u> | <u>1,727</u> | <u>1,389</u> | <u>8,760</u> | <u>8,760</u> | <u>8,760</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,003 | 377 | 154 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 100 | 100 | 100 | 100 | 100 | 100 |
| 630500 Awards & Recognition | - | - | - | 140 | 140 | 140 |
| 630700 Food & Provisions | 1,365 | 627 | - | 1,400 | 1,400 | 1,400 |
| 631500 Books & Library Materials | - | - | - | 150 | 150 | 150 |
| 632001 City Copy Charges | 2,857 | 1,354 | 220 | 2,300 | 2,300 | 2,300 |
| 632002 Outside Printing | 231 | - | - | 200 | 200 | 200 |
| 632300 Safety Supplies | 326 | 11 | - | 100 | 100 | 100 |
| 632700 Miscellaneous Equipment | 778 | - | - | 550 | 550 | 550 |
| TOTAL SUPPLIES | <u>6,660</u> | <u>2,469</u> | <u>474</u> | <u>5,940</u> | <u>5,940</u> | <u>5,940</u> |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 1,954 | 1,781 | - | 1,500 | 1,500 | 1,500 |
| 640300 Bank Service Fees | 62 | 3 | 0 | - | - | - |
| 640400 Consulting Services | 52,299 | 65,391 | 3,667 | 15,600 | 15,600 | 15,900 |
| 641307 Telephone | 104 | 104 | 33 | 100 | 100 | 100 |
| 650100 Insurance | 435,613 | 550,339 | 608,318 | 637,009 | 637,009 | 718,839 |
| 659900 Other Contracts/Obligation | 1,800 | 1,800 | 1,800 | 1,800 | 1,800 | 1,800 |
| TOTAL PURCHASED SVCS | <u>491,832</u> | <u>619,418</u> | <u>613,818</u> | <u>656,009</u> | <u>656,009</u> | <u>738,139</u> |
| Miscellaneous Expense | | | | | | |
| 662600 Uninsured Losses | 75,239 | 79,883 | 24,603 | 106,950 | 106,950 | 160,000 |
| 662700 Uninsured Losses - Workers Cor | 766,179 | 1,671,860 | 366,313 | 520,000 | 520,000 | 620,000 |
| TOTAL MISCELLANEOUS | <u>841,418</u> | <u>1,751,743</u> | <u>390,916</u> | <u>626,950</u> | <u>626,950</u> | <u>780,000</u> |
| TOTAL EXPENSE | <u>1,820,463</u> | <u>2,788,307</u> | <u>1,114,632</u> | <u>1,690,749</u> | <u>1,690,749</u> | <u>1,929,199</u> |

CITY OF APPLETON 2022 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|----------------------------------------------|-------------------|---------------------|---------------------|-------------------|------------------|
| Charges for Services | \$ 1,555,407 | \$ 1,707,296 | \$ 1,641,793 | \$ 1,641,793 | \$ 1,872,355 |
| Other | 66,943 | 63,774 | 48,956 | 49,033 | 56,844 |
| Total Revenues | <u>1,622,350</u> | <u>1,771,070</u> | <u>1,690,749</u> | <u>1,690,826</u> | <u>1,929,199</u> |
| Expenses | | | | | |
| Operating Expenses | <u>1,820,463</u> | <u>2,788,307</u> | <u>1,690,749</u> | <u>2,090,000</u> | <u>1,929,199</u> |
| Total Expenses | <u>1,820,463</u> | <u>2,788,307</u> | <u>1,690,749</u> | <u>2,090,000</u> | <u>1,929,199</u> |
| Operating Income (Loss) | (198,113) | (1,017,237) | - | (399,174) | - |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 2,373 | 127 | - | 200 | - |
| Other Non-Operating Income | 6,139 | - | - | - | - |
| Insurance Proceeds - Fox River | 4,556 | - | - | - | - |
| Transfer In - General Fund | - | - | - | 1,300,000 | - |
| Total Non-Operating | <u>13,068</u> | <u>127</u> | <u>-</u> | <u>1,300,200</u> | <u>-</u> |
| Change in Net Assets | (185,045) | (1,017,110) | - | 901,026 | - |
| Fund Balance - Beginning | <u>354,673</u> | <u>169,628</u> | <u>(847,482)</u> | <u>(847,482)</u> | <u>53,544</u> |
| Fund Balance - Ending | <u>\$ 169,628</u> | <u>\$ (847,482)</u> | <u>\$ (847,482)</u> | <u>\$ 53,544</u> | <u>\$ 53,544</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 48,155 | \$ 949,181 |
| + Change in Net Assets | 901,026 | - |
| Working Cash - End of Year | <u>\$ 949,181</u> | <u>\$ 949,181</u> |

**CITY OF APPLETON 2022 BUDGET
RISK MANAGEMENT**

NOTES

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CITY OF APPLETON 2022 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2022 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 2021 EVENTS

- * Supporting the business and not-for-profit community during the recovery from the COVID-19 has been a priority. 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 and support recovery.
- * Industrial development saw a continued increase in 2021. F Street Development completed construction of a new 218,000 square foot building in the Southpoint Commerce Park and anticipates purchasing additional land for future phases. Bose I, LLC has an accepted offer on 30 acres in Southpoint. Valley Tool, and S&D Masonry have buildings under construction in the Northeast Business Park.
- * Downtown Appleton saw the construction of four 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. Projects under construction in 2021 include 320 E. College, Block 800, 318 W. College, and Crescent Lofts. These projects will result in 167 new residential units in the downtown, 58 of which will be at affordable rental rates per the WHEDA tax credit program. A development agreement was also approved with the new owners of the historic Zuelke Building for a mixed-use renovation of that building. Finally, staff continued collaboration with US Venture to potentially construct their headquarters on the Bluff Site.
- * A development agreement was approved with Merge Urban Development for a mixed-use development on the former Conway Hotel site and discussions continue with Merge on a second development agreement for the former Blue Ramp site.
- * Staff issued an RFP for College Avenue North Neighborhood Plan. Eight (8) firms responded and RDG was awarded the contract by the Common Council on July 7, 2021. This collaborative planning process will begin August and be completed the first half of 2022.
- * Business enhancement grants from TIF District #11 and TIF District #12 continue to leverage significant investment in downtown Appleton for property improvements. As of July, 2021, the TIF #11 grants have been almost fully utilized with \$7,562 remaining to support property improvement. TIF District #12 has also seen interest with \$14,000 committed as of July, 2021. These funds leveraged another \$108,536 in private investment in the downtown.
- * The Appleton Redevelopment Authority Business Enhancement Grant Program has awarded \$80,442 in grants to leverage \$109,867 in private investment to improve 16 commercial properties throughout the City. The ARA grants are available to properties outside of the TIF #11 and TIF #12 program boundaries.
- * In response to Resolution #1-R-21 Accessory Dwelling Units, staff collaborated with a group of alderpersons, the City Attorney's Office, DPW, Finance and the Inspection Division to create zoning ordinance standards for accessory dwelling units (attached and detached) and junior accessory dwelling units (JADUs). The new standards were approved by the Plan Commission and Common Council in 2021.
- * Staff collaborated with a group of alderpersons, the City Attorney's Office and Health Department to review and analyze the Municipal Code and State Statutes regarding short term rental regulations. It was determined by staff that regulating short-term rentals beyond the current regulations would require additional Health Department staff to administer a new short-term rental program unit. Alternatively, staff updated the City website and created a webpage solely devoted to short term rental regulations which explains the current application, inspection and sales and room tax payment process.
- * Implementation of the Comprehensive Plan continued in 2021, with highlights that include infill projects along the I-41 corridor, targeted plans for streetscaping and an area north of College Avenue, development of additional downtown housing, zoning ordinance amendments to allow accessory dwelling units, and continued progress toward redeveloping the "bluff site" area.
- * During the second half of 2020 and the first half of 2021, the site plan review team has approved approximately 49 dwelling units, 265,600 square feet of industrial space, 331,400 square feet of office/commercial space, and 5,300 square feet of institutional space.
- * Staff facilitated and approved the first addition to Broadway Hills Estates and the M&J Weyenberg Properties LLC annexations, resulting in roughly 18.3 acres of land being annexed.
- * Final plat approval resulted in the recording of 125 residential lots, including the third addition to Clearwater Creek, sixth and seventh addition to Emerald Valley, North Edgewood Estates 2, and Trail View Estates South. Staff anticipates approximately 118 additional lots will be approved in 2021.
- * The Assessor team began a 2023 citywide residential revaluation by updating all 25,600 land values. This involved land sales analysis, updating system rates, a detailed land equity review, and assistance from our GIS team. New mobile assessment software for field work was deployed early in the year for faster updating.
- * The City's equalized value increased by 8% in 2021 from \$6,200,311,200 to \$6,688,360,800 which was greater than the Statewide gain of 7%.
- * 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.
- * GIS team provided on-going technical support for the COVID-19 pandemic, including creating the City of Appleton COVID-19 website, streamlining the process of updating graphics for social media posts and automating daily updates for the website, as well as assisting staff with work from home technical issues.
- * In May 2021, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders, using a virtual meeting platform. In total, there were 5 participants representing four (4) different neighborhoods. The fall Neighborhood Program meeting is anticipated to be in person. The Historic Central Neighborhood was granted funding through the Neighborhood Grant Program to support a front porch music event (Porchfest).
- * The Appleton Public Arts Committee held a photo contest to find images to fill the Houdini Plaza Welcome Tower. Staff prepared the contest rules, submission form, prepared the compilation of photos for the Art Committee to review and then coordinated the installation of the winning photos. Staff will continue to work with the Art Committee to find images to fill the Welcome Tower.

CITY OF APPLETON 2022 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2022 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.
- * Continue to market and sell business park land.
- * Continue the on-going process of amending the zoning ordinance and subdivision ordinance.
- * 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 expanding and creating mobile applications utilizing ArcGIS online/portal.
- * Upgrade GIS architecture to the latest software release; this includes all desktop software, mobile applications, web applications and servers.
- * A Citywide revaluation will occur for 2023. This is a large two-year project to be accomplished in two phases: All 1,700 commercial property values will be updated by August, 2022, and all 23,800 residential property values will be updated between August, 2022 and August, 2023. Valuation change notices will be mailed to all owners upon completion of the revaluation in 2023.
- * Continue to be a source of information and support to businesses, not-for-profits and our community through the recovery from the COVID-19 pandemic.
- * Support the Mayor's task force on the economic development experience.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|--------------|
| Programs | | Actual | | Budget | | | % |
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 19,545 | \$ 24,205 | \$ 18,350 | \$ 18,350 | \$ 18,300 | -0.27% |
| Program Expenses | | | | | | | |
| 15010 | Administration | 563,088 | 542,998 | 598,509 | 598,509 | 602,810 | 0.72% |
| 15020 | Planning | 287,669 | 296,849 | 287,794 | 287,794 | 290,057 | 0.79% |
| 15030 | Marketing | 130,494 | 176,730 | 177,312 | 177,312 | 178,213 | 0.51% |
| 15040 | New & Redevelopment | 215,992 | 209,645 | 221,667 | 221,667 | 222,759 | 0.49% |
| 15050 | Assessing | 581,806 | 590,732 | 610,624 | 610,624 | 619,422 | 1.44% |
| TOTAL | | \$ 1,779,049 | \$ 1,816,954 | \$ 1,895,906 | \$ 1,895,906 | 1,913,261 | 0.92% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,667,315 | 1,679,448 | 1,738,542 | 1,738,542 | 1,758,218 | 1.13% |
| Training & Travel | | 14,699 | 11,279 | 17,100 | 17,100 | 17,000 | -0.58% |
| Supplies & Materials | | 18,984 | 15,427 | 22,024 | 22,024 | 33,999 | 54.37% |
| Purchased Services | | 78,051 | 110,800 | 118,240 | 118,240 | 104,044 | -12.01% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 16.97 | 16.97 | 16.93 | 16.93 | 16.93 | |

**CITY OF APPLETON 2022 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.

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

**CITY OF APPLETON 2022 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 15010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ 290 | \$ 295 | \$ 350 | \$ 350 | \$ 300 |
| Total Revenue | <u>\$ 290</u> | <u>\$ 295</u> | <u>\$ 350</u> | <u>\$ 350</u> | <u>\$ 300</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 379,753 | \$ 380,303 | \$ 394,266 | \$ 394,266 | \$ 400,164 |
| 610500 Overtime Wages | 1,549 | 1,247 | - | - | - |
| 615000 Fringes | 149,329 | 136,396 | 166,284 | 166,284 | 164,737 |
| 620100 Training/Conferences | 7,275 | 2,882 | 8,240 | 8,240 | 8,240 |
| 620600 Parking Permits | 6,501 | 7,562 | 7,560 | 7,560 | 7,560 |
| 630100 Office Supplies | 1,037 | 1,404 | 2,244 | 2,244 | 2,244 |
| 630200 Subscriptions | 173 | 315 | 450 | 450 | 400 |
| 630300 Memberships & Licenses | 2,545 | 3,047 | 3,200 | 3,200 | 3,200 |
| 630500 Awards & Recognition | 312 | 270 | 285 | 285 | 285 |
| 630700 Food & Provisions | 297 | 546 | 450 | 450 | 450 |
| 631500 Books & Library Materials | - | 63 | 75 | 75 | 75 |
| 632001 City Copy Charges | 9,725 | 5,731 | 11,550 | 11,550 | 11,550 |
| 632002 Outside Printing | 1,459 | 555 | - | - | - |
| 632700 Miscellaneous Equipment | - | - | 200 | 200 | 200 |
| 641200 Advertising | 1,127 | 1,234 | 1,333 | 1,333 | 1,333 |
| 641307 Telephone | 1,039 | 1,038 | 1,332 | 1,332 | 1,332 |
| 641308 Cellular Phones | 967 | 405 | 1,040 | 1,040 | 1,040 |
| Total Expense | <u>\$ 563,088</u> | <u>\$ 542,998</u> | <u>\$ 598,509</u> | <u>\$ 598,509</u> | <u>\$ 602,810</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM MISSION

For the benefit of the community, we are committed to advancing the goals of the City's Comprehensive Plan and guiding customers through the development review process, while ensuring compliance 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 most expeditious time period in which planning and historic preservation applications must be processed
- * Continue to coordinate the technical review group and site plan review 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 assisting residents in registering their neighborhood, marketing the program to City residents and working with Appleton residents, other City staff and outside agencies to leverage resources to help improve Appleton's

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 500200 Zoning & Subdivision Fees | \$ 19,255 | \$ 23,910 | \$ 18,000 | \$ 18,000 | \$ 18,000 |
| Total Revenue | <u>\$ 19,255</u> | <u>\$ 23,910</u> | <u>\$ 18,000</u> | <u>\$ 18,000</u> | <u>\$ 18,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 206,138 | \$ 217,403 | \$ 215,799 | \$ 215,799 | \$ 219,037 |
| 615000 Fringes | 81,531 | 79,446 | 71,995 | 71,995 | 71,020 |
| Total Expense | <u>\$ 287,669</u> | <u>\$ 296,849</u> | <u>\$ 287,794</u> | <u>\$ 287,794</u> | <u>\$ 290,057</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 15030

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 80,340 | \$ 83,671 | \$ 83,052 | \$ 83,052 | \$ 84,299 |
| 615000 Fringes | 25,442 | 24,866 | 28,260 | 28,260 | 27,914 |
| 630300 Memberships & Licenses | - | - | - | - | 12,000 |
| 641200 Advertising | - | - | - | - | 12,000 |
| 659900 Other Contracts/Obligation | 24,712 | 68,193 | 66,000 | 66,000 | 42,000 |
| Total Expense | <u>\$ 130,494</u> | <u>\$ 176,730</u> | <u>\$ 177,312</u> | <u>\$ 177,312</u> | <u>\$ 178,213</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|-----------------------------------------|------------------|
| ADI - downtown event sponsorships | \$ 12,000 |
| Fox Cities Regional Partnership support | 30,000 |
| | <u>\$ 42,000</u> |

**CITY OF APPLETON 2022 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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 15040

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 136,664 | \$ 142,174 | \$ 141,121 | \$ 141,121 | \$ 143,238 |
| 615000 Fringes | 45,307 | 43,872 | 50,546 | 50,546 | 49,521 |
| 640400 Consulting Services | 34,021 | 23,599 | 30,000 | 30,000 | 30,000 |
| Total Expense | <u>\$ 215,992</u> | <u>\$ 209,645</u> | <u>\$ 221,667</u> | <u>\$ 221,667</u> | <u>\$ 222,759</u> |

DETAILED SUMMARY OF 2022 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 2022 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:

A Citywide revaluation of all property will occur for 2023. This is a large two-year project to be accomplished in two phases: All 1,700 commercial property values will be updated by August, 2022, and all 23,800 residential property values will be updated from August, 2022 to August, 2023. Valuation change notices will be mailed to all property owners upon the completion of the revaluation in 2023. In 2022, the Assessor team will perform commercial inspections to update any old records, research comparable sales and trends, collect and analyze rental income, test and calibrate replacement costs, and use professional appraisal methods to calculate current commercial market values.

Develop future leaders for the Assessor's division as part of the City's succession planning initiative. Accomplish this through cross-training, advanced courses, assessor certification exams, and leadership development opportunities.

Major changes in Revenue, Expenditures, or Programs:

Fewer interior building inspections were performed in the first half of 2021 as a COVID-19 precaution. Due to this, the percentage of new and sold buildings inspected and the total number of interior inspections are lower than anticipated. We utilized our MLS and Costar subscriptions to update data, and we allowed property owners to submit photos or videos in lieu of an inspection. By utilizing these methods, we were able to update more assessments than anticipated.

**CITY OF APPLETON 2022 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 15050

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 406,057 | \$ 421,088 | \$ 421,697 | \$ 421,697 | \$ 425,666 |
| 610500 Overtime Wages | 3,304 | 290 | 1,352 | 1,352 | 1,366 |
| 615000 Fringes | 151,901 | 148,692 | 164,170 | 164,170 | 171,256 |
| 620100 Training/Conferences | 923 | 835 | 1,300 | 1,300 | 1,200 |
| 630200 Subscriptions | 1,726 | 1,726 | 1,800 | 1,800 | 1,800 |
| 630300 Memberships & Licenses | 330 | 370 | 350 | 350 | 375 |
| 632700 Miscellaneous Equipment | 1,380 | 1,400 | 1,420 | 1,420 | 1,420 |
| 641308 Cellular Phones | 1,440 | 624 | 1,000 | 1,000 | 1,000 |
| 642501 CEA Operations/Maint. | 998 | 1,948 | 3,478 | 3,478 | 1,600 |
| 642502 CEA Depreciation/Replace. | 1,658 | 1,618 | 1,557 | 1,557 | 1,539 |
| 659900 Other Contracts/Obligation | 12,089 | 12,141 | 12,500 | 12,500 | 12,200 |
| Total Expense | <u>\$ 581,806</u> | <u>\$ 590,732</u> | <u>\$ 610,624</u> | <u>\$ 610,624</u> | <u>\$ 619,422</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Charges for Services | | | | | | |
| 480100 General Charges for Service | 290 | 295 | 310 | 350 | 350 | 300 |
| 500200 Zoning & Subdivision Fees | <u>19,255</u> | <u>23,910</u> | <u>3,400</u> | <u>18,000</u> | <u>18,000</u> | <u>18,000</u> |
| TOTAL PROGRAM REVENUES | <u>19,545</u> | <u>24,205</u> | <u>3,710</u> | <u>18,350</u> | <u>18,350</u> | <u>18,300</u> |
| Salaries | | | | | | |
| 610100 Regular Salaries | 1,063,366 | 1,117,437 | 265,662 | 1,255,935 | 1,255,935 | 1,271,904 |
| 610200 Labor Pool Allocations | 13,512 | - | - | - | - | - |
| 610500 Overtime Wages | 4,853 | 1,536 | 28 | 1,352 | 1,352 | 1,366 |
| 611000 Other Compensation | 500 | 500 | 500 | - | - | 500 |
| 611400 Sick Pay | - | 999 | 1,855 | - | - | - |
| 611500 Vacation Pay | 131,573 | 125,703 | 19,508 | - | - | - |
| 615000 Fringes | <u>453,511</u> | <u>433,273</u> | <u>119,092</u> | <u>481,255</u> | <u>481,255</u> | <u>484,448</u> |
| TOTAL PERSONNEL | <u>1,667,315</u> | <u>1,679,448</u> | <u>406,645</u> | <u>1,738,542</u> | <u>1,738,542</u> | <u>1,758,218</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 8,198 | 3,717 | 831 | 9,540 | 9,540 | 9,440 |
| 620600 Parking Permits | <u>6,501</u> | <u>7,562</u> | <u>7,560</u> | <u>7,560</u> | <u>7,560</u> | <u>7,560</u> |
| TOTAL TRAINING / TRAVEL | <u>14,699</u> | <u>11,279</u> | <u>8,391</u> | <u>17,100</u> | <u>17,100</u> | <u>17,000</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,037 | 1,404 | 296 | 2,244 | 2,244 | 2,244 |
| 630200 Subscriptions | 1,899 | 2,041 | 377 | 2,250 | 2,250 | 2,200 |
| 630300 Memberships & Licenses | 2,875 | 3,417 | 480 | 3,550 | 3,550 | 15,575 |
| 630500 Awards & Recognition | 312 | 270 | - | 285 | 285 | 285 |
| 630700 Food & Provisions | 297 | 546 | - | 450 | 450 | 450 |
| 631500 Books & Library Materials | - | 63 | - | 75 | 75 | 75 |
| 632001 City Copy Charges | 9,725 | 5,731 | - | 11,550 | 11,550 | 11,550 |
| 632002 Outside Printing | 1,459 | 555 | 216 | - | - | - |
| 632700 Miscellaneous Equipment | <u>1,380</u> | <u>1,400</u> | <u>1,400</u> | <u>1,620</u> | <u>1,620</u> | <u>1,620</u> |
| TOTAL SUPPLIES | <u>18,984</u> | <u>15,427</u> | <u>2,769</u> | <u>22,024</u> | <u>22,024</u> | <u>33,999</u> |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 34,021 | 23,599 | 750 | 30,000 | 30,000 | 30,000 |
| 641200 Advertising | 1,127 | 1,234 | - | 1,333 | 1,333 | 13,333 |
| 641307 Telephone | 1,039 | 1,038 | 239 | 1,332 | 1,332 | 1,332 |
| 641308 Cellular Phones | 2,407 | 1,029 | 264 | 2,040 | 2,040 | 2,040 |
| 642501 CEA Operations/Maint. | 998 | 1,948 | 93 | 3,478 | 3,478 | 1,600 |
| 642502 CEA Depreciation/Replace. | 1,658 | 1,618 | 262 | 1,557 | 1,557 | 1,539 |
| 659900 Other Contracts/Obligation | <u>36,801</u> | <u>80,334</u> | <u>43,853</u> | <u>78,500</u> | <u>78,500</u> | <u>54,200</u> |
| TOTAL PURCHASED SVCS | <u>78,051</u> | <u>110,800</u> | <u>45,461</u> | <u>118,240</u> | <u>118,240</u> | <u>104,044</u> |
| TOTAL EXPENSE | <u>1,779,049</u> | <u>1,816,954</u> | <u>463,266</u> | <u>1,895,906</u> | <u>1,895,906</u> | <u>1,913,261</u> |

CITY OF APPLETON 2022 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2022 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 2021 EVENTS

Community Development Block Grant (CDBG & CDBG-CV)

For the 2021-2022 award of \$619,567, \$149,325 was allocated as detailed below for City programs and \$470,242 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$29,892
- Appleton Housing Authority \$37,000
- Fair Housing Services \$25,000
- CDBG Administration \$57,433

Additionally, as a direct response to the COVID-19 pandemic, the City was awarded three tranches of CDBG-CV funding: CDBG-CV1 = \$348,255; CDBG-CV2 = \$148,008; CDBG-CV3 = \$343,268. These funds were allocated to community partners that administered housing assistance, prevention and diversion programming, at-risk youth, street outreach efforts, small business support, and emergency shelter activities.

The 2020 Consolidated Annual Performance Evaluation Report (CAPER) was submitted as first program year for the 2020-2024 Consolidated Plan. The 2021 Annual Action Plan was submitted in June and approved by HUD in July.

In August, 2021, \$28,653 was administratively reallocated from the Neighborhood Program to support community partners through the broader CDBG application process for 2022.

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

The City, in collaboration with Pillars Inc., ADVOCAP, and Harbor House was successful in applying for Emergency Homeless and Housing (EHH) grant funds for the 2021-2022 program year, receiving a total of \$175,298. Additionally, as a direct response to the COVID-19 pandemic, the City was awarded two tranches of ESG-CV funding: ESG-CV1 = \$325,000; ESG-CV2 = \$468,867. These funds were allocated to community partners that administered street outreach efforts, domestic abuse shelter, and emergency shelter services.

For the 2021 program year, the City was unsuccessful in retaining three Housing Assistance Payment (HAP) grants through the Wisconsin Balance of State Continuum of Care (WIBOSCOC).

Continuum of Care Programs (CoC) #1 (RRH), #2 (RRH EXP), #3 (HP RRH) & #4 (CE-SSO)

In 2021, the City, in collaboration with Pillars Inc., Salvation Army of the Fox Cities, and ADVOCAP, was successful in renewing all three of the Rapid Re-Housing (RRH) program grants and the CoC CE-SSO grant. This role has been responsible for all Coordinated Entry duties in the Fox Cities Continuum of Care under the City of Appleton umbrella since May, 2020. All three CoC RRH grants operate October 1, 2021-September 30, 2022, while the CoC CE-SSO grant operates on a July 1, 2021-June 30, 2022 program 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 2021, the Homeowner Rehabilitation Loan Program is projected to rehabilitate 20-24 owner-occupied housing units and invest 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). We encourage Registered Neighborhoods to apply for grant funding to support identified initiatives such as surveys, fun runs, public spaces enhancements, etc. The Historic Central Neighborhood was granted funding through the Neighborhood Grant Program to support a front porch music event (Porchfest).

In May 2021, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders, using a virtual meeting platform. In total, there were 5 participants representing four (4) different neighborhoods. The fall Neighborhood Program meeting is anticipated to be in person for October, 2021.

CITY OF APPLETON 2022 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2022 OBJECTIVES

The following grant funded programs are intended to benefit both 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, #2, #3 and #4

(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/HAP)

(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 | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 1,320,456 | \$ 1,983,252 | \$ 1,738,807 | \$ 1,738,807 | \$ 1,770,717 | 1.84% |
| Program Expenses | | | | | | | |
| 2100 | CDBG | 487,936 | 576,746 | 561,334 | 561,334 | 508,363 | -9.44% |
| 2140 | Emergency Shelter | 279,825 | 272,471 | 259,510 | 259,510 | 342,353 | 31.92% |
| 2150 | Continuum of Care | 209,846 | 364,545 | 355,238 | 355,238 | 385,140 | 8.42% |
| 2170 | Homeowner Rehab Loan | 419,111 | 486,354 | 454,072 | 454,072 | 454,861 | 0.17% |
| 2180 | Neighborhood Program | 4,305 | 1 | 113,387 | 113,387 | 86,484 | -23.73% |
| TOTAL | | \$ 1,401,023 | \$ 1,700,117 | \$ 1,743,541 | \$ 1,743,541 | \$ 1,777,201 | 1.93% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 131,979 | 192,850 | 211,727 | 211,727 | 216,522 | 2.26% |
| Training & Travel | | 6,939 | 1,639 | 12,620 | 12,620 | 8,963 | -28.98% |
| Supplies & Materials | | 940 | 1,225 | 3,611 | 3,611 | 2,567 | -28.91% |
| Purchased Services | | 11,467 | 17,680 | 11,690 | 11,690 | 4,690 | -59.88% |
| Miscellaneous Expense | | 1,249,698 | 1,486,723 | 1,503,893 | 1,503,893 | 1,544,459 | 2.70% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 1.31 | 2.23 | 2.35 | 2.35 | 2.35 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2022 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:

In August, 2021, \$28,653 was administratively reallocated to support community partners through the broader CDBG application process for 2022.

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 Common Council approval of CDBG subrecipient awards.

The estimated award for the 2022-2023 program year is \$599,710. The allocation of the funds is as follows:

| | |
|-------------------------------------------------|-------------------|
| CDBG - Community Dev/Finance Admin | \$ 158,479* |
| Homeowner Rehab. Loan Program | <u>120,000</u> |
| | \$ 278,479 |
| Awarded through competitive application process | <u>349,884**</u> |
| Total estimated award | <u>\$ 628,363</u> |

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

** Additional \$28,653 reallocated from the 2016 Neighborhood Grant Program.

Actual funding for 2020 includes the 2020 CDBG allocation (\$591,911), plus the CDBG-CV1 funds (\$348,255) received.

Projected funding for 2021 includes the 2021 CDBG allocation (\$619,567), plus the CDBG-CV2 (\$148,008) and CDBG-CV3 (\$343,268) funds received.

Target funding for 2022 is an estimate based on the last three years' average, excluding CV funding.

**CITY OF APPLETON 2022 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 489,021 | \$ 576,747 | \$ 561,334 | \$ 561,334 | \$ 508,363 |
| Total Revenue | <u>\$ 489,021</u> | <u>\$ 576,747</u> | <u>\$ 561,334</u> | <u>\$ 561,334</u> | <u>\$ 508,363</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 24,090 | \$ 16,133 | \$ 35,500 | \$ 35,500 | \$ 36,387 |
| 615000 Fringes | 6,471 | 6,344 | 14,846 | 14,846 | 15,005 |
| 620100 Training/Conferences | 2,937 | 1,265 | 3,600 | 3,600 | 3,600 |
| 630100 Office Supplies | - | 120 | 127 | 127 | 127 |
| 630300 Memberships & Licenses | 940 | 940 | 940 | 940 | 940 |
| 632001 City Copy Charges | - | - | 500 | 500 | 500 |
| 640100 Accounting/Audit Fees | 5,650 | 3,903 | 1,460 | 1,460 | 1,460 |
| 641200 Advertising | 364 | 469 | 400 | 400 | 400 |
| 641307 Telephone | 48 | 48 | 60 | 60 | 60 |
| 659900 Other Contracts/Obligation | - | - | - | - | - |
| 660800 Block Grant Payments | 447,436 | 547,524 | 503,901 | 503,901 | 449,884 |
| Total Expense | <u>\$ 487,936</u> | <u>\$ 576,746</u> | <u>\$ 561,334</u> | <u>\$ 561,334</u> | <u>\$ 508,363</u> |

DETAILED SUMMARY OF 2022 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 | 349,884 |
| | <u>\$ 449,884</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 2022 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 (HMIS), 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), ADVOCAP, and Harbor House.

Major changes in Revenue, Expenditures, or Programs:

Projected 2021 ESG grant award includes the 2021 allocation (\$175,298), plus the ESG-CV2 (\$468,867) funds. Payment to ICA for use of the Housing Management Inventory System was modified in 2021, initially deducting the \$5,700 payment from the top of each coalition's total award.

The budgeted 2022 ESG grant award is an estimate based on the last three years' average, excluding CV funds.

**CITY OF APPLETON 2022 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

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

Business Unit 2140

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 265,584 | \$ 265,601 | \$ 259,510 | \$ 259,510 | \$ 342,353 |
| 423000 Miscellaneous Local Aids | - | 6,870 | - | - | - |
| Total Revenue | \$ 265,584 | \$ 272,471 | \$ 259,510 | \$ 259,510 | \$ 342,353 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 4,009 | \$ 16,761 | \$ 18,363 | \$ 18,363 | \$ 18,090 |
| 615000 Fringes | 1,910 | 6,667 | 9,416 | 9,416 | 9,592 |
| 640400 Consulting Services | - | 5,700 | 5,700 | 5,700 | - |
| 663000 Other Grant Payments | 273,906 | 243,343 | 226,031 | 226,031 | 314,671 |
| Total Expense | \$ 279,825 | \$ 272,471 | \$ 259,510 | \$ 259,510 | \$ 342,353 |

DETAILED SUMMARY OF 2022 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 RRH | HAP RRH EXP | Total |
|-------------------------|-------------------|------------------|------------------|-------------------|
| ADVOCAP | 103,078 | 12,500 | 5,885 | 121,463 |
| Pillars | 151,194 | 12,500 | 5,885 | 169,579 |
| Harbor House DV Shelter | 23,629 | - | - | 23,629 |
| Total | \$ 277,901 | \$ 25,000 | \$ 11,770 | \$ 314,671 |

**CITY OF APPLETON 2022 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 support 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 four separate COC grants in collaboration with other local non-profit partners -- three grants are for collaborative rapid re-housing housing programs (RRH), and the fourth grant, the CE-SSO grant, is an administrative grant that supports the City's new Coordinated Entry Specialist role. The role is responsible for all Coordinated Entry duties in the Fox Cities Continuum of Care.

The City serves as the lead agency 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 four grants, with Pillars, Inc. receiving the third RRH award solely, and the City being the direct recipient of the fourth grant (CE-SSO). In exchange for serving as the lead fiscal and administrative agent, the City also receives a small amount of funding for administration costs.

Major changes in Revenue, Expenditures, or Programs:

In 2021, the Housing Management Inventory System (HMIS) underwent a conversion to a new platform. This caused fluctuations and delays in the data, and will directly impact the strategic outcomes in 2022.

**CITY OF APPLETON 2022 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Program (COC)

Business Unit 2150

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 207,531 | \$ 369,457 | \$ 355,238 | \$ 355,238 | \$ 385,140 |
| Total Revenue | <u>\$ 207,531</u> | <u>\$ 369,457</u> | <u>\$ 355,238</u> | <u>\$ 355,238</u> | <u>\$ 385,140</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 6,569 | \$ 38,520 | \$ 29,111 | \$ 29,111 | \$ 30,571 |
| 610500 Overtime Wages | 115 | 360 | - | - | - |
| 615000 Fringes | 3,580 | 13,964 | 14,819 | 14,819 | 15,116 |
| 620100 Training/Conferences | 3,553 | 323 | 8,000 | 8,000 | 4,343 |
| 620600 Parking Permits | - | - | 420 | 420 | 420 |
| 630100 Office Supplies | - | - | 2,044 | 2,044 | 1,000 |
| 630300 Memberships & Licenses | - | 165 | - | - | - |
| 640400 Consulting | - | 1,420 | - | - | - |
| 641307 Telephone | - | 126 | 270 | 270 | 270 |
| 663000 Other Grant Payments | 196,029 | 309,667 | 300,574 | 300,574 | 333,420 |
| Total Expense | <u>\$ 209,846</u> | <u>\$ 364,545</u> | <u>\$ 355,238</u> | <u>\$ 355,238</u> | <u>\$ 385,140</u> |

DETAILED SUMMARY OF 2022 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 | \$ 45,212 | \$ - | \$ 13,552 | \$ 58,764 |
| Pillars, Inc. | 19,764 | 89,060 | 23,384 | \$ 132,208 |
| Salvation Army | 103,548 | - | 38,900 | \$ 142,448 |
| | <u>\$ 168,524</u> | <u>\$ 89,060</u> | <u>\$ 75,836</u> | <u>\$ 333,420</u> |

CITY OF APPLETON 2022 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)
- Program Income from the repayment of HOME Rental 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)

Major changes in Revenue, Expenditures or Programs:

Due to decreased loan repayments (compared to higher loan repayments the previous year), new CDBG funding has been increased to the amount needed for program delivery and project costs. All other project and program delivery 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.

**CITY OF APPLETON 2022 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Homeowner Rehabilitation Loan Program

Business Unit 2160/2170/2190

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 87,849 | \$ 129,146 | \$ 29,892 | \$ 29,892 | \$ 120,000 |
| 471000 Interest on Investments | 1,450 | 26 | - | - | - |
| 503500 Other Reimbursements | 461 | 181 | - | - | - |
| 505000 Project Repayments | 268,560 | 635,224 | 424,180 | 424,180 | 334,861 |
| Total Revenue | \$ 358,320 | \$ 764,577 | \$ 454,072 | \$ 454,072 | \$ 454,861 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 69,650 | \$ 76,983 | \$ 72,253 | \$ 72,253 | \$ 74,060 |
| 615000 Fringes | 15,586 | 17,119 | 17,419 | 17,419 | 17,701 |
| 620100 Training/Conferences | 448 | 50 | 600 | 600 | 600 |
| 641307 Telephone | 56 | 56 | 200 | 200 | 200 |
| 641308 Cellular Phones | 39 | 186 | - | - | - |
| 659900 Other Contracts/Obligation | 5,310 | 5,771 | 3,600 | 3,600 | 2,300 |
| 660800 Block Grant Payments | 328,022 | 386,189 | 185,000 | 185,000 | 334,000 |
| 663000 Other Grant Payments | - | - | 175,000 | 175,000 | 26,000 |
| Total Expense | \$ 419,111 | \$ 486,354 | \$ 454,072 | \$ 454,072 | \$ 454,861 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

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

Rehab projects \$ 334,000
\$ 334,000

Other Grant Payments

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

Rehab projects \$ 26,000
\$ 26,000

**CITY OF APPLETON 2022 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 \$80,000 (CDBG) and \$6,484 (General Fund) are anticipated in 2022. In August, 2021, \$28,653 was administratively reallocated to support community partners through the broader CDBG application process for 2022. The NP will not request additional CDBG funding in 2022 in order to draw down funds from prior year allocations. Once those funds are allocated, future CDBG funding requests are anticipated. After drawing down a sizable amount of funds from prior year allocations, this budget includes a request of \$3,000 for the general fund source that is available to all neighborhoods, not just those limited neighborhoods qualified by HUD.

**CITY OF APPLETON 2022 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Neighborhood Program

Business Unit 2180

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|-----------------|-------------|-------------------|-------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ - | \$ - | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| 421000 Federal Grants | - | - | 108,653 | 108,653 | 80,000 |
| Total Revenue | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 111,653</u> | <u>\$ 111,653</u> | <u>\$ 83,000</u> |
| Expenses | | | | | |
| 660800 Block Grant Payments | \$ - | \$ - | \$ 108,653 | \$ 108,653 | \$ 80,000 |
| 663000 Other Grant Payments | 4,305 | 1 | 4,734 | 4,734 | 6,484 |
| Total Expense | <u>\$ 4,305</u> | <u>\$ 1</u> | <u>\$ 113,387</u> | <u>\$ 113,387</u> | <u>\$ 86,484</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Block grant payments

| | |
|---------------------------------------------------------------------------|------------------|
| Targeted Neighborhood Investment grants to create strong neighborhoods | \$ 80,000 |
| | <u>\$ 80,000</u> |

**CITY OF APPLETON 2022 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|-----------------------------------|-------------------------|-------------------------|---------------------------|-------------------------|----------------------------|-------------------------|
| Program Revenues | | | | | | |
| 411000 Property Tax | - | - | - | 3,000 | 3,000 | 3,000 |
| 421000 Federal Grants | 576,871 | 705,893 | 125,950 | 699,879 | 699,879 | 708,363 |
| 422400 Miscellaneous State Aids | 473,115 | 635,058 | 205,173 | 614,748 | 614,748 | 727,493 |
| 423000 Miscellaneous Local Aids | - | 6,870 | - | - | - | - |
| 471000 Interest on Investments | 1,450 | 26 | 35 | - | - | - |
| 503500 Other Reimbursements | 460 | 180 | 180 | - | - | - |
| 505000 Project Repayments | 268,560 | 635,225 | 452,699 | 424,180 | 424,180 | 334,861 |
| TOTAL PROGRAM REVENUES | <u>1,320,456</u> | <u>1,983,252</u> | <u>784,037</u> | <u>1,741,807</u> | <u>1,741,807</u> | <u>1,773,717</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 96,470 | 139,127 | 71,026 | 155,227 | 155,227 | 159,108 |
| 610500 Overtime Wages | 115 | 679 | 360 | - | - | - |
| 611400 Sick Pay | 549 | 532 | 304 | - | - | - |
| 611500 Vacation Pay | 7,299 | 8,419 | 2,890 | - | - | - |
| 615000 Fringes | 27,546 | 44,093 | 22,276 | 56,500 | 56,500 | 57,414 |
| TOTAL PERSONNEL | <u>131,979</u> | <u>192,850</u> | <u>96,856</u> | <u>211,727</u> | <u>211,727</u> | <u>216,522</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 6,939 | 1,639 | 1,439 | 12,200 | 12,200 | 8,543 |
| 620600 Parking Permits | - | - | - | 420 | 420 | 420 |
| TOTAL TRAINING / TRAVEL | <u>6,939</u> | <u>1,639</u> | <u>1,439</u> | <u>12,620</u> | <u>12,620</u> | <u>8,963</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | - | 120 | 90 | 2,171 | 2,171 | 1,127 |
| 630300 Memberships & Licenses | 940 | 1,105 | 940 | 940 | 940 | 940 |
| 632001 City Copy Charges | - | - | - | 500 | 500 | 500 |
| TOTAL SUPPLIES | <u>940</u> | <u>1,225</u> | <u>1,030</u> | <u>3,611</u> | <u>3,611</u> | <u>2,567</u> |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 5,650 | 3,903 | - | 1,460 | 1,460 | 1,460 |
| 640400 Consulting Services | - | 7,120 | 1,420 | 5,700 | 5,700 | - |
| 641200 Advertising | 364 | 470 | 219 | 400 | 400 | 400 |
| 641307 Telephone | 104 | 230 | 61 | 530 | 530 | 530 |
| 641308 Cellular Phones | 39 | 186 | 71 | - | - | - |
| 659900 Other Contracts/Obligation | 5,310 | 5,771 | 2,145 | 3,600 | 3,600 | 2,300 |
| TOTAL PURCHASED SVCS | <u>11,467</u> | <u>17,680</u> | <u>3,916</u> | <u>11,690</u> | <u>11,690</u> | <u>4,690</u> |
| Miscellaneous Expense | | | | | | |
| 660800 Block Grant Payments | 775,458 | 933,713 | 451,592 | 797,554 | 797,554 | 863,884 |
| 663000 Other Grant Payments | 474,240 | 553,010 | 204,090 | 706,339 | 706,339 | 680,575 |
| TOTAL MISCELLANEOUS EXP | <u>1,249,698</u> | <u>1,486,723</u> | <u>655,682</u> | <u>1,503,893</u> | <u>1,503,893</u> | <u>1,544,459</u> |
| TOTAL EXPENSE | <u><u>1,401,023</u></u> | <u><u>1,700,117</u></u> | <u><u>758,923</u></u> | <u><u>1,743,541</u></u> | <u><u>1,743,541</u></u> | <u><u>1,777,201</u></u> |

CITY OF APPLETON 2022 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected* | 2022 Budget |
|---------------------------------------|----------------|----------------|----------------|--------------------|----------------|
| Property Taxes | \$ - | \$ - | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| Intergovernmental | 1,049,985 | 1,347,821 | 1,314,627 | 1,314,627 | 1,435,856 |
| Other | 270,471 | 635,431 | 424,180 | 424,180 | 334,861 |
| Total Revenues | 1,320,456 | 1,983,252 | 1,741,807 | 1,741,807 | 1,773,717 |
| Expenses | | | | | |
| Program Costs | 1,401,023 | 1,700,117 | 1,743,541 | 1,743,541 | 1,777,201 |
| Total Expenses | 1,401,023 | 1,700,117 | 1,743,541 | 1,743,541 | 1,777,201 |
| Revenues over (under) Expenses | (80,567) | 283,135 | (1,734) | (1,734) | (3,484) |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers In | (8,951) | - | - | - | - |
| Net Change in Equity | (89,518) | 283,135 | (1,734) | (1,734) | (3,484) |
| Fund Balance - Beginning | 224,421 | 134,903 | 418,038 | 418,038 | 416,304 |
| Residual Equity Transfers Out | - | - | - | - | - |
| Fund Balance - Ending | \$ 134,903 | \$ 418,038 | \$ 416,304 | \$ 416,304 | \$ 412,820 |

* Due to the variability of the various grant awards, the 2021 amended budget figures have been used

CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS

NOTES

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**CITY OF APPLETON 2022 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, 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 # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

The 2022 budget includes funds for maintenance of the remaining 4 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 home 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 6 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.

Major changes in Revenue, Expenditures or Programs:

Funds are not included in the 2022 budget for the potential repurchase of lots in the Northeast Business Park and Southpoint Commerce Park that may fall out of compliance with the protective covenants for construction. Since purchases are only made at the direction of the Common Council, if any such parcels become available, a separate action to purchase the parcel(s) will be brought forward in 2022.

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. Due to site constraints, the lease rate for the 21.25 farmable acres on Edgewood Drive was set at \$63 per acre. The farm lease for vacant Southpoint Commerce Park land was updated in 2020 following an RFP process. The revenue account reflects the new lease rate of \$160 per acre and assumes 75.8 acres of leasable land after pending and recent sales in the business park. 80% of the lease revenue is payable to the IPLF and 20% is in TIF #6.

Demand for land in Southpoint Commerce Park remains strong. With recent lot sales, and pending lot sales, it's projected only 64 acres of ready-to-build land will be available in 2022. The 2022 budget, and subsequent years in the 5-year CIP plan, include funding for engineering, platting, permitting, and infrastructure construction for the approximately 80 acres east of Eisenhower Drive and west of Coop Road. This would open the last piece of Southpoint Commerce Park as ready-to-build lots. A potential future TIF District is planned to support the investment in the next phase of Southpoint.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|------------|------------|--------------|--------------|------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| | Program Revenues | \$ 170,022 | \$ 615,418 | \$ 41,217 | \$ 41,217 | \$ 27,441 | -33.42% |
| | Program Expenses | \$ 138,973 | \$ 163,527 | \$ 296,102 | \$ 1,095,444 | \$ 150,957 | -49.02% |
| Expenses Comprised Of: | | | | | | 200,000 | |
| | Personnel | - | - | - | - | - | N/A |
| | Purchased Services | 35,639 | 31,220 | 79,754 | 79,754 | 115,128 | 44.35% |
| | Capital Expenditures | 103,334 | 132,307 | 216,348 | 1,015,690 | 235,829 | 9.00% |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 20,127 | \$ 15,322 | \$ 15,000 | \$ 15,000 | \$ 5,000 |
| 500400 Sale of City Property | 105,364 | 565,333 | - | - | - |
| 501500 Rental of City Property | 44,531 | 34,763 | 26,217 | 26,217 | 22,441 |
| 591000 Proceeds of Long-term Debt | - | - | - | - | - |
| Total Revenue | \$ 170,022 | \$ 615,418 | \$ 41,217 | \$ 41,217 | \$ 27,441 |
| Expenses | | | | | |
| 640400 Consulting Services | \$ - | \$ - | \$ 20,000 | \$ 20,000 | \$ 90,000 |
| 641200 Advertising | 17,173 | 13,462 | 18,000 | 18,000 | 18,000 |
| 641301 Electric | 330 | 607 | 975 | 975 | 975 |
| 641306 Stormwater | 4,939 | 6,555 | 4,979 | 4,979 | 6,153 |
| 642500 CEA Expense | - | 197 | - | - | - |
| 659900 Other Contracts/Obligation | 13,197 | 10,399 | 35,800 | 35,800 | 35,829 |
| 680100 Land | 53,136 | 63,917 | 200,000 | 999,342 | - |
| 680903 Sanitary Sewers | 50,198 | 68,390 | 16,348 | 16,348 | - |
| Total Expense | \$ 138,973 | \$ 163,527 | \$ 296,102 | \$ 1,095,444 | \$ 150,957 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|-------------------------------------------------------------------|------------------|
| Platting and lot grading | \$ 10,000 |
| Engineering for SPCP next phase | 70,000 |
| Testing and analysis, title work and due diligence for land sales | 10,000 |
| | <u>\$ 90,000</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 | 20,029 |
| | <u>\$ 35,829</u> |

CITY OF APPLETON 2022 BUDGET
INDUSTRIAL PARK LAND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|-------------------|---------------------|-------------------|---------------------|---------------------|
| Revenues | | | | | |
| Interest Income | \$ 20,127 | \$ 15,322 | \$ 15,000 | \$ 5,000 | \$ 5,000 |
| Other | 44,531 | 34,763 | 26,217 | 30,000 | 22,441 |
| Total Revenues | <u>64,658</u> | <u>50,085</u> | <u>41,217</u> | <u>35,000</u> | <u>27,441</u> |
| Expenses | | | | | |
| Program Costs | 138,973 | 163,527 | 296,102 | 148,102 | 150,957 |
| Total Expenses | <u>138,973</u> | <u>163,527</u> | <u>296,102</u> | <u>148,102</u> | <u>150,957</u> |
| Revenues over (under) | | | | | |
| Expenses | (74,315) | (113,442) | (254,885) | (113,102) | (123,516) |
| Other Financing Sources (Uses) | | | | | |
| Sale of City Property | 105,364 | 565,333 | - | - | - |
| Transfer In - General Fund | - | - | - | 250,000 | - |
| Total Other Financing Sources (Uses) | <u>105,364</u> | <u>565,333</u> | <u>-</u> | <u>250,000</u> | <u>-</u> |
| Net Change in Equity | 31,049 | 451,891 | (254,885) | 136,898 | (123,516) |
| Fund Balance - Beginning | <u>571,287</u> | <u>602,336</u> | <u>1,054,227</u> | <u>1,054,227</u> | <u>1,191,125</u> |
| Fund Balance - Ending | <u>\$ 602,336</u> | <u>\$ 1,054,227</u> | <u>\$ 799,342</u> | <u>\$ 1,191,125</u> | <u>\$ 1,067,609</u> |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes, currently blank.

**CITY OF APPLETON 2022 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 | Amount | Page |
|---------|--------|------|

No funds have been budgeted for 2022. If a development project arises, 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.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|------------------------|------------|----------|--------------|--------------|------|---------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 101,867 | \$ 2,185 | \$ - | \$ - | \$ - | - |
| Program Expenses | | \$ 103,718 | \$ - | \$ - | \$ - | \$ - | N/A |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Administrative Expense | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | 103,718 | - | - | - | - | N/A |
| | Utilities | - | - | - | - | - | N/A |
| | Repair & Maintenance | - | - | - | - | - | N/A |
| | Capital Expenditures | - | - | - | - | - | N/A |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-----------------|--------------|--------------|-------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 1,867 | \$ 2,185 | \$ - | \$ - | \$ - |
| 503500 Other Reimbursements | 100,000 | - | - | - | - |
| Total Revenue | <u>\$ 101,867</u> | <u>\$ 2,185</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 632700 Miscellaneous Equipment | \$ 74,118 | \$ - | \$ - | \$ - | \$ - |
| 640400 Consulting Services | 29,600 | - | - | - | - |
| Total Expense | <u>\$ 103,718</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 BUDGET
COMMUNITY DEVELOPMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|------------------|------------------|------------------|-------------------|------------------|
| Revenues | | | | | |
| Interest Income | \$ 1,867 | \$ 2,185 | \$ - | \$ - | \$ - |
| | 100,000 | - | - | - | - |
| Total Revenues | <u>101,867</u> | <u>2,185</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | 103,718 | - | - | - | - |
| Total Expenses | <u>103,718</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Revenues over (under) Expenses | (1,851) | 2,185 | - | - | - |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Change in Equity | (1,851) | 2,185 | - | - | - |
| Fund Balance - Beginning | <u>78,363</u> | <u>76,512</u> | <u>78,697</u> | <u>78,697</u> | <u>78,697</u> |
| Fund Balance - Ending | <u>\$ 76,512</u> | <u>\$ 78,697</u> | <u>\$ 78,697</u> | <u>\$ 78,697</u> | <u>\$ 78,697</u> |

CITY OF APPLETON 2022 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Community & Economic Development Director: Karen E. Harkness

Finance Director: Anthony D. Saucerman, CPA

**CITY OF APPLETON 2022 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 (2029) beyond the original

| | General Fund Advance | Parking Utility Advance | | General Fund Advance | Parking Utility Advance |
|------|-------------------------|----------------------------|------------------|-------------------------|----------------------------|
| 1993 | \$ - | \$ 129,877 | 2008 | 239,309 | 900,000 |
| 1994 | - | 604,290 | 2009 | (568,726) | 1,000,000 |
| 1995 | - | 703,516 | 2010 | 222,838 | 1,000,000 |
| 1996 | - | 1,254,622 | 2011 | 643,980 | 1,000,000 |
| 1997 | 639,211 | 764,308 | 2012 | 676,179 | 1,000,000 |
| 1998 | 1,141,212 | 787,831 | 2013 | (417,512) | 1,200,000 |
| 1999 | 1,756,773 | 827,222 | 2014 | (1,360,888) | 1,200,000 |
| 2000 | 1,774,640 | 868,584 | 2015 | (1,428,932) | 1,200,000 |
| 2001 | 1,341,515 | 1,568,974 | 2016 | (2,000,000) | 1,400,000 |
| 2002 | 2,235,558 | 969,870 | 2017 | (1,500,000) | 1,200,000 |
| 2003 | 1,498,145 | 1,892,733 | 2018 | (1,500,000) | 1,000,000 |
| 2004 | 1,575,103 | 1,338,592 | 2019 | (1,500,000) | 600,000 |
| 2005 | 393,108 | 800,000 | 2020 | (1,150,000) | - |
| 2006 | 207,763 | 900,000 | 2021 | (1,000,000) | - |
| 2007 | 423,151 | 900,000 | 2022 | (1,250,000) | - |
| | | | 12/31/22 Balance | \$ 1,092,427 | \$ 27,010,419 |

Major changes in Revenue, Expenditures, or Programs:

TIF #3 is expected to repay the general fund advances, including interest in 2023. Beginning in 2024, the annual property tax increments will be used to repay the Parking Utility until the closure of the TIF in 2029.

TIF #3 was amended in 2021 to transfer under-valued and under-utilized parcels to TIF#12 in order to encourage development, increase the tax base, and meet the goals and objectives as detailed in the Comprehensive Plan.

DEPARTMENT BUDGET SUMMARY

| Unit | Programs Title | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|------------|------------|--------------|--------------|-----------|---------------|
| | | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| | Program Revenues | \$ 68,749 | \$ 42,861 | \$ 10,983 | \$ 10,983 | \$ 11,000 | 0.15% |
| | Program Expenses | \$ 263,591 | \$ 198,268 | \$ 143,581 | \$ 143,581 | \$ 87,521 | -39.04% |
| Expenses Comprised Of: | | | | | | | |
| | Purchased Services | 1,470 | 2,396 | 1,460 | 1,460 | 1,650 | 13.01% |
| | Other Expense | 262,121 | 195,872 | 142,121 | 142,121 | 85,871 | -39.58% |

* % change from prior year adopted budget

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 4110 Property Taxes | \$ 1,085,346 | \$ 1,102,513 | \$ 1,240,000 | \$ 1,240,000 | \$ 1,150,000 |
| 4130 Payment in Lieu of Taxes | 36,741 | 25,000 | - | - | - |
| 4227 State Aid - Computers | 5,141 | 5,141 | 5,000 | 5,000 | 5,000 |
| 4228 State Aid - Personal Property | 6,203 | 3,593 | 983 | 983 | 1,000 |
| 4710 Interest on Investments | 20,664 | 9,127 | 5,000 | 5,000 | 5,000 |
| 5927 Transfer In - Parking Utility | 600,000 | - | - | - | - |
| Total Revenue | \$ 1,754,095 | \$ 1,145,374 | \$ 1,250,983 | \$ 1,250,983 | \$ 1,161,000 |
| Expenses | | | | | |
| 6401 Accounting/Audit | \$ 1,320 | \$ 1,246 | \$ 1,310 | \$ 1,310 | \$ 1,500 |
| 6402 Legal Fees | 150 | 1,150 | 150 | 150 | 150 |
| 6720 Interest Payments | 262,121 | 195,872 | 142,121 | 142,121 | 85,871 |
| 7913 Trans Out - Debt Service | - | - | - | - | - |
| Total Expense | \$ 263,591 | \$ 198,268 | \$ 143,581 | \$ 143,581 | \$ 87,521 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 BUDGET

TAX INCREMENTAL DISTRICT # 3

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

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | | |
| Property Taxes | \$ 1,085,346 | \$ 1,102,513 | \$ 1,240,000 | \$ 1,215,753 | \$ 1,150,000 |
| Payment in Lieu of Taxes | 36,741 | 25,000 | - | - | - |
| Intergovernmental | 11,344 | 8,734 | 5,983 | 6,124 | 6,000 |
| Interest Income | 20,664 | 9,127 | 5,000 | 1,000 | 5,000 |
| Total Revenues | 1,154,095 | 1,145,374 | 1,250,983 | 1,222,877 | 1,161,000 |
| Expenses | | | | | |
| Interest Expense | 262,121 | 195,872 | 142,121 | 142,121 | 85,871 |
| Administrative Expenses | 1,470 | 2,396 | 1,460 | 1,208 | 1,650 |
| Total Expenses | 263,591 | 198,268 | 143,581 | 143,329 | 87,521 |
| Revenues over (under) Expenses | 890,504 | 947,106 | 1,107,402 | 1,079,548 | 1,073,479 |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers In - Other Funds | 600,000 | - | - | - | - |
| Operating Transfers Out - Debt Service | - | - | - | - | - |
| Total Other Financing Sources (Uses) | 600,000 | - | - | - | - |
| Net Change in Equity | 1,490,504 | 947,106 | 1,107,402 | 1,079,548 | 1,073,479 |
| Fund Balance (Deficit)- Beginning | (5,649,231) | (4,158,727) | (3,211,621) | (3,211,621) | (2,132,073) |
| Fund Balance (Deficit)- Ending | \$ (4,158,727) | \$ (3,211,621) | \$ (2,104,219) | \$ (2,132,073) | \$ (1,058,594) |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|-------------------|------------------|
| Cash - Beginning of Year | \$ 130,806 | \$ 210,354 |
| + Net Change in Equity | 1,079,548 | 1,073,479 |
| - General Fund Advance Repayment | (1,000,000) | (1,250,000) |
| Working Cash - End of Year | \$ 210,354 | \$ 33,833 |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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**CITY OF APPLETON 2022 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 is scheduled to close in 2023.

Summary of General Fund Advance

| | | | |
|------|--------------|------------------|-------------|
| 2010 | \$ 1,025,000 | 2016 | 1,853,245 |
| 2011 | 1,877,500 * | 2017 | 1,900,000 |
| 2012 | 145,125 | 2018 | (1,000,000) |
| 2013 | (360,119) | 2019 | (1,000,000) |
| 2014 | 134,375 | 2020 | (2,000,000) |
| 2015 | 141,094 | 2021 | (2,716,220) |
| | | 12/31/22 Balance | \$ - |

* \$781,707 was part of general levy for TIF #6 debt service in 2011 Debt Service Fund.

Major changes in Revenue, Expenditures, or Programs:

The 2022 budget reflects the final payment to Encapsys which fulfills the City's obligation under the 2017 development agreement. Once this payment is made, the City will begin the closeout process for TIF District #6.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------|--------------|------------|--------------|--------------|--------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 493,366 | \$ 143,909 | \$ 131,807 | \$ 131,807 | \$ 108,426 | -17.74% |
| Program Expenses | | \$ 1,450,269 | \$ 726,398 | \$ 404,365 | \$ 404,365 | \$ 1,735,857 | 329.28% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | - | - | - | - | - | N/A |
| Supplies & Materials | | - | - | - | - | - | N/A |
| Purchased Services | | 629,905 | 424,466 | 336,460 | 336,460 | 1,735,857 | 415.92% |
| Miscellaneous Expense | | 260,811 | 185,811 | 67,905 | 67,905 | - | -100.00% |
| Capital Expenditures | | - | - | - | - | - | N/A |
| Transfers Out | | 559,553 | 116,121 | - | - | - | N/A |

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

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 6

Business Unit 4090

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 2,526,866 | \$ 2,516,742 | \$ 3,290,000 | \$ 3,290,000 | \$ 2,677,332 |
| 422700 State Aid - Computers | 66,726 | 66,726 | 66,000 | 66,000 | 66,000 |
| 422800 State Aid - Personal Prop | 4,902 | 23,662 | 42,421 | 42,421 | 30,000 |
| 471000 Interest on Investments | 43,640 | 35,315 | 20,000 | 20,000 | 10,000 |
| 500400 Sale of City Property | 372,117 | 12,982 | - | - | - |
| 501500 Rental of City Property | 5,981 | 5,224 | 3,386 | 3,386 | 2,426 |
| Total Revenue | \$ 3,020,232 | \$ 2,660,651 | \$ 3,421,807 | \$ 3,421,807 | \$ 2,785,758 |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 6,071 | \$ 1,246 | \$ 1,310 | \$ 1,310 | \$ 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 642500 CEA Expense | - | 69 | - | - | - |
| 659900 Other Contracts/Obligation | 623,684 | 423,001 | 335,000 | 335,000 | 1,734,207 |
| 672000 Interest Payments | 260,811 | 185,811 | 67,905 | 67,905 | - |
| 791300 Transfer Out - Debt Service | 559,553 | 116,121 | - | - | - |
| 791400 Transfer Out - Industrial Park | - | - | - | - | - |
| Total Expense | \$ 1,450,269 | \$ 726,398 | \$ 404,365 | \$ 404,365 | \$ 1,735,857 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive payments:

| | |
|----------|---------------------|
| Encapsys | \$ 1,734,207 |
| | <u>\$ 1,734,207</u> |

CITY OF APPLETON 2022 BUDGET

TAX INCREMENTAL DISTRICT # 6

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

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|-------------------------------------------|-----------------------|-----------------------|---------------------|-------------------|---------------------|
| Revenues | | | | | |
| Property Taxes | \$ 2,526,866 | \$ 2,516,742 | \$ 3,290,000 | \$ 3,262,975 | \$ 2,677,332 |
| Intergovernmental | 71,628 | 90,388 | 108,421 | 109,148 | 96,000 |
| Interest Income | 43,640 | 35,315 | 20,000 | 5,000 | 10,000 |
| Other | 5,981 | 5,224 | 3,386 | 3,386 | 2,426 |
| Total Revenues | <u>2,648,115</u> | <u>2,647,669</u> | <u>3,421,807</u> | <u>3,380,509</u> | <u>2,785,758</u> |
| Expenses | | | | | |
| Operation & Maintenance | 1,183,237 | 539,191 | 335,000 | 1,329,423 | 1,734,207 |
| Interest Expense | 260,811 | 185,811 | 67,905 | 67,905 | - |
| Administrative Expense | 6,221 | 1,396 | 1,460 | 1,207 | 1,650 |
| Total Expenses | <u>1,450,269</u> | <u>726,398</u> | <u>404,365</u> | <u>1,398,535</u> | <u>1,735,857</u> |
| Revenues over (under) Expenses | 1,197,846 | 1,921,271 | 3,017,442 | 1,981,974 | 1,049,901 |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers Out - Industrial Park | - | - | - | - | - |
| Sale of City Property | 372,117 | 12,982 | - | - | - |
| Total Other Financing Sources (Uses) | <u>372,117</u> | <u>12,982</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Change in Equity | 1,569,963 | 1,934,253 | 3,017,442 | 1,981,974 | 1,049,901 |
| Fund Balance - Beginning | (5,153,436) | (3,583,473) | (1,649,220) | (1,649,220) | 332,754 |
| Residual Equity Transfers Out | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ (3,583,473)</u> | <u>\$ (1,649,220)</u> | <u>\$ 1,368,222</u> | <u>\$ 332,754</u> | <u>\$ 1,382,655</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|--------------------|---------------------|
| Cash - Beginning of Year | \$ 1,067,000 | \$ 332,754 |
| - Net Change in Equity | 1,981,974 | 1,049,901 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | <u>(2,716,220)</u> | <u>-</u> |
| Working Cash - End of Year | <u>\$ 332,754</u> | <u>\$ 1,382,655</u> |

**CITY OF APPLETON 2021 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2022 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 2022.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|------------|------------|--------------|--------------|------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| | Program Revenues | \$ 92,573 | \$ 93,505 | \$ 88,287 | \$ 88,287 | \$ 77,687 | -12.01% |
| | Program Expenses | \$ 373,148 | \$ 346,479 | \$ 351,460 | \$ 351,460 | \$ 351,650 | 0.05% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | 352,835 | 346,479 | 351,460 | 351,460 | 351,650 | 0.05% |
| | Transfers Out | 20,313 | - | - | - | - | N/A |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 7

Business Unit 4100

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 490,919 | \$ 342,772 | \$ 440,000 | \$ 440,000 | \$ 360,000 |
| 422700 State Aid - Computers | 62,687 | 62,687 | 63,000 | 63,000 | 62,687 |
| 422800 State Aid - Personal Property | 1,706 | 3,497 | 5,287 | 5,287 | 5,000 |
| 471000 Interest on Investments | 28,180 | 27,321 | 20,000 | 20,000 | 10,000 |
| Total Revenue | \$ 583,492 | \$ 436,277 | \$ 528,287 | \$ 528,287 | \$ 437,687 |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 1,319 | \$ 1,247 | \$ 1,310 | \$ 1,310 | \$ 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | 351,366 | 345,082 | 350,000 | 350,000 | 350,000 |
| 791300 Transfer Out - Debt Service | 20,313 | - | - | - | - |
| Total Expense | \$ 373,148 | \$ 346,479 | \$ 351,460 | \$ 351,460 | \$ 351,650 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|------------------------------------------------------|-------------------|
| Developer funded incentive - Valley Fair Too, LLC | <u>\$ 350,000</u> |
|------------------------------------------------------|-------------------|

**CITY OF APPLETON 2022 BUDGET
TAX INCREMENTAL DISTRICT # 7**

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

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| Property Taxes | \$ 490,919 | \$ 342,772 | \$ 440,000 | \$ 438,805 | \$ 360,000 |
| Intergovernmental | 64,393 | 66,184 | 68,287 | 68,287 | 67,687 |
| Interest Income | 28,180 | 27,321 | 20,000 | 5,000 | 10,000 |
| Other | - | - | - | - | - |
| Total Revenues | <u>583,492</u> | <u>436,277</u> | <u>528,287</u> | <u>512,092</u> | <u>437,687</u> |
| Expenses | | | | | |
| Operation & Maintenance | 351,366 | 345,082 | 350,000 | 334,179 | 350,000 |
| Administrative Expense | 1,469 | 1,397 | 1,460 | 1,207 | 1,650 |
| Total Expenses | <u>352,835</u> | <u>346,479</u> | <u>351,460</u> | <u>335,386</u> | <u>351,650</u> |
| Revenues over (under) Expenses | 230,657 | 89,798 | 176,827 | 176,706 | 86,037 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | (20,313) | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>(20,313)</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Change in Equity | 210,344 | 89,798 | 176,827 | 176,706 | 86,037 |
| Fund Balance (Deficit) - Beginning | 814,082 | 1,024,426 | 1,114,224 | 1,114,224 | 1,290,930 |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance (Deficit) - Ending | <u>\$ 1,024,426</u> | <u>\$ 1,114,224</u> | <u>\$ 1,291,051</u> | <u>\$ 1,290,930</u> | <u>\$ 1,376,967</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|---------------------|---------------------|
| Cash - Beginning of Year | \$ 1,114,224 | \$ 1,290,930 |
| + Net Change in Equity | 176,706 | 86,037 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | <u>\$ 1,290,930</u> | <u>\$ 1,376,967</u> |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The City's updated Comprehensive Plan 2010-2030, including the Downtown Plan and Fox River chapters, identified several redevelopment sites located along the banks of the Fox River, as well as the opportunities that the opening of the Fox River Navigation System provided the community. Several key sites included the former Foremost Dairy property (935 E. John Street) on the north side of the river, RiverHeath on the south, and the Eagle Flats property up the Fox River between Lawe Street and Olde Oneida Street. These sites were identified for future medium to high density residential development, neighborhood commercial development, and public access to the river.

In response, the City created Tax Increment Financing (TIF) District # 8 in 2009 to provide targeted investments in these areas, in conjunction with the private market, while recapturing the cost of participation through increased property tax revenues. The District was amended in 2011 to incorporate the Eagle Flats property, formerly Riverside Paper mill. The TIF District provides for a 22 year expenditure period to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of businesses, retaining and attracting new businesses, stabilizing and increasing property values, and improving the overall appearance of public and private spaces.

| Summary of Advances | General Fund |
|------------------------|-----------------|
| 2012 | \$ 315,000 |
| 2013 | 515,750 |
| 2014 | 41,538 |
| 2015 | 43,614 |
| 2016 | - |
| 2017 | (500,000) |
| 2018 | - |
| 2019 | - |
| 2020 | (350,000) |
| 2021 | (65,902) |
| 12/31/22 Balance | <u>\$ -</u> |

Major changes in Revenue, Expenditures, or Programs:

As noted above, TIF 8 has paid back the general fund advance in full in 2021. Also, the City loan to the developer of the Riverheath development was paid back in full in 2021.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| | Program Revenues | \$ 602,890 | \$ 190,858 | \$ 181,409 | \$ 181,409 | \$ 5,600 | -96.91% |
| | Program Expenses | \$ 1,555,994 | \$ 1,212,191 | \$ 1,594,907 | \$ 1,594,907 | \$ 1,635,950 | 2.57% |
| Expenses Comprised Of: | | | | | | | |
| | Purchased Services | 904,502 | 943,627 | 1,341,460 | 1,341,460 | 1,546,650 | 15.30% |
| | Miscellaneous Expense | 20,795 | 12,045 | 1,647 | 1,647 | - | -100.00% |
| | Capital Expenditures | - | - | - | - | - | N/A |
| | Transfers Out | 630,697 | 256,519 | 251,800 | 251,800 | 89,300 | -64.54% |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 1,014,802 | \$ 1,077,616 | \$ 1,520,000 | \$ 1,520,000 | \$ 1,750,000 |
| 422700 State Aid - Computers | 3,123 | 3,123 | 3,100 | 3,100 | 3,100 |
| 422800 State Aid - Personal Prop | 3,143 | 2,583 | 2,022 | 2,022 | 2,000 |
| 470500 General Interest | 27,096 | 10,418 | 5,287 | 5,287 | - |
| 471000 Interest on Investments | 33,278 | 9,734 | 1,000 | 1,000 | 500 |
| 503500 Other Reimbursements | 536,250 | 165,000 | 170,000 | 170,000 | - |
| 591000 Proceeds of Debt | - | - | - | - | - |
| Total Revenue | \$ 1,617,692 | \$ 1,268,474 | \$ 1,701,409 | \$ 1,701,409 | \$ 1,755,600 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ - | \$ - | \$ - | \$ - | \$ - |
| 615000 Fringes | - | - | - | - | - |
| 640100 Accounting/Audit Fees | 1,319 | 1,247 | 1,310 | 1,310 | 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 642501 CEA Operations/Maint. | - | - | - | - | - |
| 642502 CEA Depreciation/Replace. | - | - | - | - | - |
| 659900 Other Contracts/Obligation | 903,033 | 942,230 | 1,340,000 | 1,340,000 | 1,545,000 |
| 672000 Interest Payments | 20,795 | 12,045 | 1,647 | 1,647 | - |
| 680999 Other Infrastructure | - | - | - | - | - |
| 791300 Transfer Out - Debt Service | 630,697 | 256,519 | 251,800 | 251,800 | 89,300 |
| Total Expense | \$ 1,555,994 | \$ 1,212,191 | \$ 1,594,907 | \$ 1,594,907 | \$ 1,635,950 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|-------------------------|---------------------|
| Tax Development Payment | |
| RiverHeath | \$ 1,050,000 |
| Eagle Flats | 70,000 |
| Eagle Point | 425,000 |
| | <u>\$ 1,545,000</u> |

CITY OF APPLETON 2022 BUDGET

TAX INCREMENTAL DISTRICT # 8

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

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------------|---------------------|--------------------|------------------|-------------------|-------------------|
| Property Taxes | \$ 1,014,802 | \$ 1,077,616 | \$ 1,520,000 | \$ 1,490,812 | \$ 1,750,000 |
| Intergovernmental Revenue | 6,266 | 5,706 | 5,122 | 5,146 | 5,100 |
| Other Reimbursements | 536,250 | 165,000 | 170,000 | 170,000 | - |
| Interest Income | 60,374 | 20,152 | 6,287 | 5,500 | 500 |
| Total Revenues | 1,617,692 | 1,268,474 | 1,701,409 | 1,671,458 | 1,755,600 |
| Expenses | | | | | |
| Program Costs | 903,033 | 942,230 | 1,340,000 | 1,247,494 | 1,545,000 |
| Interest Expense | 20,795 | 12,045 | 1,647 | 1,647 | - |
| Administration | 1,469 | 1,397 | 1,460 | 1,208 | 1,650 |
| Total Expenses | 925,297 | 955,672 | 1,343,107 | 1,250,349 | 1,546,650 |
| Revenues over (under) Expenses | 692,395 | 312,802 | 358,302 | 421,109 | 208,950 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Sale of City Property | - | - | - | - | - |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | (630,697) | (256,519) | (251,800) | (251,800) | (89,300) |
| Total Other Financing Sources (Uses) | (630,697) | (256,519) | (251,800) | (251,800) | (89,300) |
| Net Change in Equity | 61,698 | 56,283 | 106,502 | 169,309 | 119,650 |
| Fund Balance - Beginning | (166,598) | (104,900) | (48,617) | (48,617) | 120,692 |
| Fund Balance - Ending | \$ (104,900) | \$ (48,617) | \$ 57,885 | \$ 120,692 | \$ 240,342 |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 17,286 | \$ 121,503 |
| + Net Change in Equity | 169,309 | 119,650 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | (65,092) | - |
| Working Cash - End of Year | \$ 121,503 | \$ 241,153 |

**CITY OF APPLETON 2022 BUDGET
TAX INCREMENTAL DISTRICT # 8
LONG TERM DEBT**

| Year | 2012 DNR Site Remediation Loan | |
|------|--------------------------------|-------------|
| | Principal | Interest |
| 2022 | \$ 45,000 | \$ - |
| 2023 | 45,000 | - |
| 2024 | 50,000 | - |
| | <u>\$ 140,000</u> | <u>\$ -</u> |

| Year | 2015 G.O. Notes | |
|------|-------------------|------------------|
| | Principal | Interest |
| 2022 | \$ 40,000 | \$ 4,300 |
| 2023 | 40,000 | 3,300 |
| 2024 | 45,000 | 2,025 |
| 2025 | 45,000 | 675 |
| | <u>\$ 170,000</u> | <u>\$ 10,300</u> |

| Year | Total | | |
|------|-------------------|------------------|-------------------|
| | Principal | Interest | Total |
| 2022 | \$ 85,000 | \$ 4,300 | \$ 89,300 |
| 2023 | 85,000 | 3,300 | 93,300 |
| 2024 | 95,000 | 2,025 | 97,025 |
| 2025 | 45,000 | 675 | 45,675 |
| | <u>\$ 310,000</u> | <u>\$ 10,300</u> | <u>\$ 325,300</u> |

**CITY OF APPLETON 2022 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 2022.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------|-----------|------------|--------------|--------------|------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 81,957 | \$ 117,834 | \$ 156,605 | \$ 156,605 | \$ 115,287 | -26.38% |
| Program Expenses | | \$ 35,630 | \$ 30,921 | \$ 36,460 | \$ 36,460 | \$ 34,650 | -4.96% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | - | - | - | - | - | N/A |
| Purchased Services | | 35,630 | 30,921 | 36,460 | 36,460 | 34,650 | -4.96% |
| Miscellaneous Expense | | - | - | - | - | - | N/A |
| Repair & Maintenance | | - | - | - | - | - | N/A |
| Transfers Out | | - | - | - | - | - | N/A |

* % change from prior year adopted budget

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 18,769 | \$ - | \$ 9,500 | \$ 9,500 | \$ 13,000 |
| 422700 State Aid - Computers | 73,794 | 73,794 | 74,000 | 74,000 | 73,794 |
| 422800 State Aid - Personal Prop | 382 | 36,494 | 72,605 | 72,605 | 36,493 |
| 471000 Interest on Investments | 7,781 | 7,546 | 10,000 | 10,000 | 5,000 |
| 503500 Other Reimbursements | - | - | - | - | - |
| Total Revenue | \$ 100,726 | \$ 117,834 | \$ 166,105 | \$ 166,105 | \$ 128,287 |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 1,320 | \$ 1,246 | \$ 1,310 | \$ 1,310 | \$ 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | 34,160 | 29,525 | 35,000 | 35,000 | 33,000 |
| Total Expense | \$ 35,630 | \$ 30,921 | \$ 36,460 | \$ 36,460 | \$ 34,650 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|--------------------------------------|------------------|
| TIF contribution - Union Square Apts | \$ 33,000 |
| | <u>\$ 33,000</u> |

**CITY OF APPLETON 2022 BUDGET
TAX INCREMENTAL DISTRICT # 9**

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

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | |
| Property Taxes | \$ 18,769 | \$ - | \$ 9,500 | \$ 9,644 | \$ 13,000 |
| Intergovernmental Revenue | 74,176 | 110,288 | 146,605 | 146,399 | 110,287 |
| Interest Income | 7,781 | 7,546 | 10,000 | 1,000 | 5,000 |
| Other Reimbursements | - | - | - | - | - |
| Total Revenues | <u>100,726</u> | <u>117,834</u> | <u>166,105</u> | <u>157,043</u> | <u>128,287</u> |
| Expenses | | | | | |
| Program Costs | 34,160 | 29,525 | 35,000 | 30,301 | 33,000 |
| Administration | 1,470 | 1,396 | 1,460 | 1,208 | 1,650 |
| Total Expenses | <u>35,630</u> | <u>30,921</u> | <u>36,460</u> | <u>31,509</u> | <u>34,650</u> |
| Revenues over (under) Expenses | 65,096 | 86,913 | 129,645 | 125,534 | 93,637 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Interest Payments | - | - | - | - | - |
| Operating Transfers In | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Change in Equity | 65,096 | 86,913 | 129,645 | 125,534 | 93,637 |
| Fund Balance - Beginning | 196,937 | 262,033 | 348,946 | 348,946 | 474,480 |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ 262,033</u> | <u>\$ 348,946</u> | <u>\$ 478,591</u> | <u>\$ 474,480</u> | <u>\$ 568,117</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 348,946 | \$ 474,480 |
| + Net Change in Equity | 125,534 | 93,637 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | <u>\$ 474,480</u> | <u>\$ 568,117</u> |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2022 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 funding is requested for this TIF for 2022.

Major changes in Revenue, Expenditures, or Programs:

The January 1, 2021 equalized value of this TIF remained below the base value by \$2,597,600, therefore no property tax increment was included in the 2022 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 site preparation has begun in 2021. The project is expected to add approximately \$2.2 million in assessed value to the TIF once completed.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------|----------|----------|--------------|--------------|----------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 8,524 | \$ 7,915 | \$ 6,500 | \$ 6,500 | \$ 6,163 | -5.18% |
| Program Expenses | | \$ 1,471 | \$ 1,396 | \$ 1,460 | \$ 1,460 | \$ 1,650 | 13.01% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | - | - | - | - | - | N/A |
| Purchased Services | | 1,471 | 1,396 | 1,460 | 1,460 | 1,650 | 13.01% |
| Miscellaneous Expense | | - | - | - | - | - | N/A |
| Capital Expenditures | | - | - | - | - | - | N/A |
| Transfers Out | | - | - | - | - | - | N/A |

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

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ - | \$ - | \$ - | \$ - | \$ - |
| 422700 State Aid - Computers | 5,163 | 5,163 | 5,000 | 5,000 | 5,163 |
| 471000 Interest on Investments | 3,361 | 2,752 | 1,500 | 1,500 | 1,000 |
| 591000 Proceeds of Debt | - | - | - | - | - |
| Total Revenue | \$ 8,524 | \$ 7,915 | \$ 6,500 | \$ 6,500 | \$ 6,163 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ - | \$ - | \$ - | \$ - |
| 615000 Fringes | - | - | - | - | - |
| 640100 Accounting/Audit Fees | 1,321 | 1,246 | 1,310 | 1,310 | 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 640400 Consulting | - | - | - | - | - |
| 672000 Interest Payments | - | - | - | - | - |
| 659900 Other Contracts/Obligation | - | - | - | - | - |
| 680900 Infrastructure Construction | - | - | - | - | - |
| Total Expense | \$ 1,471 | \$ 1,396 | \$ 1,460 | \$ 1,460 | \$ 1,650 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 BUDGET
TAX INCREMENTAL DISTRICT # 10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Property Taxes | \$ - | \$ - | \$ - | \$ - | \$ - |
| Intergovernmental Revenue | 5,163 | 5,163 | 5,000 | 5,163 | 5,163 |
| Interest on Investments | 3,361 | 2,752 | 1,500 | 500 | 1,000 |
| Total Revenues | 8,524 | 7,915 | 6,500 | 5,663 | 6,163 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Administration | 1,471 | 1,396 | 1,460 | 1,208 | 1,650 |
| Total Expenses | 1,471 | 1,396 | 1,460 | 1,208 | 1,650 |
| Revenues over (under) Expenses | 7,053 | 6,519 | 5,040 | 4,455 | 4,513 |
| 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 | 7,053 | 6,519 | 5,040 | 4,455 | 4,513 |
| Fund Balance - Beginning | 91,772 | 98,825 | 105,344 | 105,344 | 109,799 |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance - Ending | \$ 98,825 | \$ 105,344 | \$ 110,384 | \$ 109,799 | \$ 114,312 |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|------------|------------|
| Cash - Beginning of Year | \$ 105,344 | \$ 109,799 |
| + Net Change in Equity | 4,455 | 4,513 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | \$ 109,799 | \$ 114,312 |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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**CITY OF APPLETON 2022 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 to areas north of Packard 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 | 581,750 | Projects, pg. 616 |
| Stormwater Construction Program | 222,650 | Projects, pg. 610 |
| Wastewater Construction Program | 189,975 | Projects, pg. 622 |
| | <u>\$ 994,375</u> | |

| Summary of Advances | General Fund |
|---------------------|-------------------|
| 2017 | \$ 1,025 |
| 2018 | 348,551 |
| 2019 | 437,729 |
| 2020 | 449,365 |
| 2021 | (219,468) |
| 2022 | (300,000) |
| 12/31/22 Balance | <u>\$ 717,202</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, 2020, approximately \$35,000 of the \$42,000 available in TIF District #11 has been committed, and it has leveraged approximately \$69,000 in private investment. 2022 funding is requested to continue to provide for six (6) Business Enhancement Grants to continue leverage of significant private investment in this corridor. TIF #11 was amended in 2020 to add under valued and under utilized parcels from TIF#3 in order to encourage development, increase the tax base and meet the goals and objectives as detailed in the Comprehensive Plan.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|--------------|------------|--------------|--------------|--------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| | Program Revenues | \$ 2,010,000 | \$ 1,204 | \$ 891,000 | \$ 891,000 | \$ 994,375 | 11.60% |
| | Program Expenses | \$ 2,850,181 | \$ 156,238 | \$ 980,339 | \$ 980,339 | \$ 1,312,535 | 33.89% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 113,779 | 4,843 | - | - | - | N/A |
| | Supplies & Materials | 149,842 | 281 | - | - | - | N/A |
| | Purchased Services | 1,098,547 | 81,609 | 63,460 | 63,460 | 223,650 | 252.43% |
| | Miscellaneous Expense | 27,729 | 49,365 | 25,559 | 25,559 | 43,360 | 69.65% |
| | Capital Expenditures | 1,460,284 | 20,140 | 891,320 | 891,320 | 994,375 | 11.56% |
| | Transfers Out | - | - | - | - | 51,150 | N/A |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 11

Business Unit 4140

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|-------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 162,983 | \$ 34,029 | \$ 385,000 | \$ 385,000 | \$ 620,000 |
| 422700 State Aid - Computers | - | - | - | - | - |
| 471000 Interest on Investments | - | 204 | - | - | - |
| 501000 Miscellaneous Revenue | - | 1,000 | - | - | - |
| 591000 Proceeds of Debt | 2,010,000 | - | 891,000 | 891,000 | 994,375 |
| Total Revenue | \$ 2,172,983 | \$ 35,233 | \$ 1,276,000 | \$ 1,276,000 | \$ 1,614,375 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 76 | \$ - | \$ - | \$ - | \$ - |
| 610200 Labor Pool Allocations | 79,059 | 3,265 | - | - | - |
| 610400 Call Time | 100 | - | - | - | - |
| 610500 Overtime Wages | 2,727 | - | - | - | - |
| 610800 Part-Time Wages | 2,723 | 242 | - | - | - |
| 615000 Fringes | 29,094 | 1,337 | - | - | - |
| 630901 Shop Supplies | 40 | - | - | - | - |
| 632503 Other Materials | 86 | 36 | - | - | - |
| 632510 Street Lights | 144,489 | - | - | - | - |
| 632800 Signs | 5,226 | 245 | - | - | - |
| 640100 Accounting/Audit Fees | 1,320 | 1,246 | 1,310 | 1,310 | 1,500 |
| 640201 Attorney Fees | 39,625 | 24,660 | 20,000 | 20,000 | 10,000 |
| 640202 Recording/Filing Fees | 150 | 1,150 | 150 | 150 | 150 |
| 640400 Consulting Services | 91,908 | 3,546 | - | - | - |
| 640600 Architect Fees | 898,050 | - | - | - | - |
| 640800 Contractor Fees | 7,103 | - | - | - | - |
| 642501 CEA Operations/Maint. | 1,045 | 33 | - | - | - |
| 642502 CEA Depreciation/Replace. | 559 | 23 | - | - | - |
| 650100 Insurance | 29,183 | - | - | - | - |
| 659900 Other Contracts/Obligation | 29,605 | 50,950 | 42,000 | 42,000 | 212,000 |
| 672000 Interest Payments | 27,729 | 49,365 | 25,559 | 25,559 | 43,360 |
| 680100 Land | - | - | - | - | - |
| 680300 Buildings | - | - | - | - | - |
| 680900 Infrastructure Construction | 1,460,284 | 20,140 | 891,320 | 891,320 | 994,375 |
| 791300 Transfer Out - Debt Svc | - | - | - | - | 51,150 |
| Total Expense | \$ 2,850,181 | \$ 156,238 | \$ 980,339 | \$ 980,339 | \$ 1,312,535 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|----------------------------------|-------------------|
| TIF contribution - Avant | \$ 90,000 |
| TIF contribution - Gabriel Lofts | 80,000 |
| Property improvement grants | 42,000 |
| | <u>\$ 212,000</u> |

Infrastructure Construction

| | |
|-------------------|-------------------|
| Sanitary Sewers | \$ 189,975 |
| Stormwater Sewers | 222,650 |
| Water Mains | 581,750 |
| | <u>\$ 994,375</u> |

CITY OF APPLETON 2022 BUDGET
TAX INCREMENTAL DISTRICT # 11
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Property Taxes | \$ 162,983 | \$ 34,029 | \$ 385,000 | \$ 379,012 | \$ 620,000 |
| Intergovernmental Revenue | - | - | - | - | - |
| Interest on Investments | - | 204 | - | - | - |
| Miscellaneous Revenue | - | 1,000 | - | 10,000 | - |
| Total Revenues | 162,983 | 35,233 | 385,000 | 389,012 | 620,000 |
| Expenses | | | | | |
| Program Costs | 2,820,982 | 104,477 | 953,320 | 48,000 | 1,216,375 |
| Administration | 1,470 | 2,396 | 1,460 | 1,208 | 1,650 |
| Total Expenses | 2,822,452 | 106,873 | 954,780 | 49,208 | 1,218,025 |
| Revenues over (under) Expenses | (2,659,469) | (71,640) | (569,780) | 339,804 | (598,025) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 2,010,000 | - | 891,000 | - | 994,375 |
| Interest Payments | (27,729) | (49,365) | (25,559) | (54,973) | (43,360) |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | - | - | - | - | (51,150) |
| Total Other Financing Sources (Uses) | 1,982,271 | (49,365) | 865,441 | (54,973) | 899,865 |
| Net Change in Equity | (677,198) | (121,005) | 295,661 | 284,831 | 301,840 |
| Fund Balance - Beginning | (419,132) | (1,096,330) | (1,217,335) | (1,217,335) | (932,504) |
| Fund Balance - Ending | \$ (1,096,330) | \$ (1,217,335) | \$ (921,674) | \$ (932,504) | \$ (630,664) |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|-----------|-----------|
| Cash - Beginning of Year | \$ 28,475 | \$ 84,698 |
| + Net Change in Equity | 284,831 | 301,840 |
| - Decrease in accounts payable | (9,140) | - |
| + Advance from General Fund | 54,973 | - |
| - General Fund Advance Repayment | (274,441) | (300,000) |
| Working Cash - End of Year | \$ 84,698 | \$ 86,538 |

**CITY OF APPLETON 2022 BUDGET
TAX INCREMENTAL DISTRICT # 11
LONG TERM DEBT**

| Year | 2019A G.O. Notes | | Total |
|------|---------------------|-------------------|---------------------|
| | Principal | Interest | |
| 2022 | \$ - | \$ 51,150 | \$ 51,150 |
| 2023 | 260,000 | 47,250 | 307,250 |
| 2024 | 270,000 | 39,300 | 309,300 |
| 2025 | 280,000 | 31,050 | 311,050 |
| 2026 | 285,000 | 22,575 | 307,575 |
| 2027 | 295,000 | 15,350 | 310,350 |
| 2028 | 305,000 | 9,350 | 314,350 |
| 2029 | 315,000 | 3,150 | 318,150 |
| | <u>\$ 2,010,000</u> | <u>\$ 219,175</u> | <u>\$ 2,229,175</u> |

An anticipated \$994,375 general obligation debt issue is planned for 2022

**CITY OF APPLETON 2022 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 | 43,793 |
| 2021 | (5,267) |
| 2022 | (94,390) |
| 12/31/22 Balance | <u>\$ -</u> |

Major changes in Revenue, Expenditures, or Programs:

The Business Enhancement Grants have continued to experience significant interest since the inception of the program in 2018. As of July 1, 2020, \$14,000 of the \$42,000 available in TIF District #12 has been committed and it has leveraged approximately \$40,000 in private investment. Demand continues for the program. 2022 funding is requested to continue to provide for six (6) Business Enhancement Grants to continue leverage of significant private investment in this corridor.

TIF #12 is in the process of being amended in 2021 to transfer under-valued and under-utilized parcels from TIF#3 into TIF#12 in order to encourage development, increase the tax base, and meet the goals and objectives as detailed in the Comprehensive Plan.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|-----------|-----------|--------------|--------------|-----------|---------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| | Program Revenues | \$ 37 | \$ 38 | \$ - | \$ - | \$ 500 | N/A |
| | Program Expenses | \$ 45,145 | \$ 44,235 | \$ 56,443 | \$ 56,443 | \$ 54,268 | -3.85% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Purchased Services | 43,569 | 40,442 | 51,460 | 51,460 | 51,650 | 0.37% |
| | Miscellaneous Expense | 1,576 | 3,793 | 4,983 | 4,983 | 2,618 | -47.46% |
| | Capital Expenditures | - | - | - | - | - | N/A |

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

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 12

Business Unit 4150

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------------|------------------|------------------|------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ - | \$ 24,824 | \$ 75,000 | \$ 75,000 | \$ 135,000 |
| 422700 State Aid - Computers | - | - | - | - | - |
| 471000 Interest on Investments | 37 | 38 | - | - | 500 |
| 591000 Proceeds of Debt | - | - | - | - | - |
| Total Revenue | \$ 37 | \$ 24,862 | \$ 75,000 | \$ 75,000 | \$ 135,500 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ - | \$ - | \$ - | \$ - |
| 615000 Fringes | - | - | - | - | - |
| 640100 Accounting/Audit Fees | 1,320 | 1,246 | 1,310 | 1,310 | 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | 42,099 | 39,046 | 50,000 | 50,000 | 50,000 |
| 672000 Interest Payments | 1,576 | 3,793 | 4,983 | 4,983 | 2,618 |
| 680901 Streets | - | - | - | - | - |
| Total Expense | \$ 45,145 | \$ 44,235 | \$ 56,443 | \$ 56,443 | \$ 54,268 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|--------------------------------------|------------------|
| Property Improvement Grants | \$ 42,000 |
| TIF contribution-McFleshmans Commons | 8,000 |
| | <u>\$ 50,000</u> |

CITY OF APPLETON 2022 BUDGET
TAX INCREMENTAL DISTRICT # 12
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------|
| Property Taxes | \$ - | \$ 24,824 | \$ 75,000 | \$ 76,827 | \$ 135,000 |
| Intergovernmental Revenue | - | - | - | - | - |
| Interest on Investments | 37 | 38 | - | 500 | 500 |
| Total Revenues | <u>37</u> | <u>24,862</u> | <u>75,000</u> | <u>77,327</u> | <u>135,500</u> |
| Expenses | | | | | |
| Program Costs | 42,099 | 39,046 | 50,000 | 40,000 | 50,000 |
| Administration | 1,470 | 1,396 | 1,460 | 1,208 | 1,650 |
| Total Expenses | <u>43,569</u> | <u>40,442</u> | <u>51,460</u> | <u>41,208</u> | <u>51,650</u> |
| Revenues over (under) Expenses | (43,532) | (15,580) | 23,540 | 36,119 | 83,850 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Interest Payments | (1,576) | (3,793) | (4,983) | (4,733) | (2,618) |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>(1,576)</u> | <u>(3,793)</u> | <u>(4,983)</u> | <u>(4,733)</u> | <u>(2,618)</u> |
| Net Change in Equity | (45,108) | (19,373) | 18,557 | 31,386 | 81,232 |
| Fund Balance - Beginning | (8,283) | (53,391) | (72,764) | (72,764) | (41,378) |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ (53,391)</u> | <u>\$ (72,764)</u> | <u>\$ (54,207)</u> | <u>\$ (41,378)</u> | <u>\$ 39,854</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|------------------|------------------|
| Cash - Beginning of Year | \$ 26,894 | \$ 53,013 |
| + Net Change in Equity | 31,386 | 81,232 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | (5,267) | (94,390) |
| Working Cash - End of Year | <u>\$ 53,013</u> | <u>\$ 39,855</u> |

CITY OF APPLETON 2022 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 2022 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2021 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.27 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, in support of individual departments missions, the Facilities Management Division provided maintenance and inspection of fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

COVID-19 still was present during 2021 requiring the Facilities Management Division to fulfill department facility needs as employees returned back to work. COVID-19 has and will continue to change the physical environment requiring modifications to ensure the safety of employees and visitors.

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 tradespeople continued to improve their skills and knowledge by maintaining their professional licenses, attending training and seeking ways to find new approaches, such as predictive and preventive maintenance. Management staff also attend various training and networking opportunities to improve their leadership and technical skills. Staffing has become challenging to refill vacancies. During 2021, our HVAC Technician retired and this position continues to be open until we find a candidate. 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 \$2.09. 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 the Public Works Department offices at City Hall, installation of a solar array at the Municipal Services Building, and design has began for the Appleton Public Library and the Valley Transit Whitman site facilities. Both facilities will receive renovations in 2022/2023.

Capital improvement projects completed in 2021 include: Wastewater Plant electrical distribution upgrades, HVAC upgrades at the Municipal Services Building and Wastewater Plant, Police Station and Water Plant security upgrades, replacement of parking lots at Appleton Memorial Park and Reid Golf Course, various LED lighting conversions and roof replacement at Fire Station #2, and various pavilion roof replacements. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These types of projects include ADA updates, 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 and natural gas usage has been reduced by 25%, meeting our original goal of reducing consumption by 25% by 2025.

CITY OF APPLETON 2022 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2022 OBJECTIVES

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

Plan and prepare for emergencies and crises. Facilities Management staff will be resilient and assure continuity during emergencies and crises. The Department will continue to work with Emergency Management and other City departments to maintain and improve the continuity of operations.

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.

Oversee and implement maintenance plans through facility assessments, roof management program, building system surveys, predictive and preventive maintenance programs.

Emphasize maintenance activities while systematically reducing alterations, improvements, remodeling, and other non-maintenance activities. Simultaneously upgrade current facilities' conditions.

Coordinate, monitor, and evaluate contracted services to assure excellent service is received.

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.

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

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

Implement energy management and sustainability plans for facilities. Focus on implementing solar strategies and continue to install LED lighting and controls in City parks and facilities where feasible.

Prepare for the conversion from the City's asset management system to the new Tyler Munis work order system.

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our projected current square foot benchmark is \$2.09, which is far below the industry's benchmark of \$3.38 as published by the International Facilities Management Association.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|------------------------------------|------------------------|--------------|--------------|--------------|--------------|--------------|------------|
| | | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Unit | Title | | | | | | |
| Program Revenues | | \$ 2,844,311 | \$ 2,840,737 | \$ 2,984,516 | \$ 2,984,516 | \$ 3,059,962 | 2.53% |
| Program Expenses | | | | | | | |
| 6330 | Administration | 403,974 | 325,696 | 353,142 | 353,142 | 375,148 | 6.23% |
| 6331 | Facilities Maintenance | 2,419,765 | 2,529,550 | 2,631,374 | 2,631,374 | 2,684,814 | 2.03% |
| Total Program Expenses | | \$ 2,823,739 | \$ 2,855,246 | \$ 2,984,516 | \$ 2,984,516 | \$ 3,059,962 | 2.53% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 979,349 | 983,324 | 1,028,189 | 1,028,189 | 1,049,347 | 2.06% |
| Training & Travel | | 8,931 | 7,050 | 10,500 | 10,500 | 10,500 | 0.00% |
| Supplies & Materials | | 354,303 | 419,830 | 434,363 | 434,363 | 475,863 | 9.55% |
| Purchased Services | | 1,468,558 | 1,445,042 | 1,511,464 | 1,511,464 | 1,524,252 | 0.85% |
| Capital Expenditures | | 10,348 | - | - | - | - | N/A |
| Transfers Out | | 2,250 | - | - | - | - | N/A |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 10.26 | 10.26 | 10.26 | 10.26 | 10.26 | |

**CITY OF APPLETON 2022 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 & sustainability 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.

**CITY OF APPLETON 2022 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ (67) | \$ - | \$ - | \$ - | \$ - |
| 480100 Charges for Services | 2,797,938 | 2,832,180 | 2,975,516 | 2,975,516 | 3,050,962 |
| 500400 Sale of City Property | 828 | - | - | - | - |
| 503500 Other Reimbursements | 23,908 | 8,557 | 9,000 | 9,000 | 9,000 |
| 508200 Insurance Proceeds | 21,704 | - | - | - | - |
| Total Revenue | \$ 2,844,311 | \$ 2,840,737 | \$ 2,984,516 | \$ 2,984,516 | \$ 3,059,962 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 148,661 | \$ 149,891 | \$ 155,918 | \$ 155,918 | \$ 163,730 |
| 610400 Call Time | - | 264 | - | - | - |
| 610500 Overtime Wages | 2,465 | 2,835 | 2,413 | 2,413 | 2,473 |
| 615000 Fringes | 118,152 | 60,776 | 68,616 | 68,616 | 69,332 |
| 620100 Training/Conferences | 8,931 | 7,050 | 10,500 | 10,500 | 10,500 |
| 630100 Office Supplies | 2,039 | 2,077 | 2,100 | 2,100 | 2,100 |
| 630200 Subscriptions | 390 | 958 | 200 | 200 | 1,000 |
| 630300 Memberships & Licenses | 1,884 | 2,240 | 2,000 | 2,000 | 2,000 |
| 630400 Postage\Freight | 2,559 | 2,156 | 2,888 | 2,888 | 2,888 |
| 630500 Awards & Recognition | 189 | 175 | 180 | 180 | 180 |
| 630700 Food & Provisions | 240 | 371 | 240 | 240 | 240 |
| 631500 Books & Library Materials | 572 | 454 | 1,500 | 1,500 | 700 |
| 632000 Printing / Copying | 3,983 | 3,640 | 4,500 | 4,500 | 4,500 |
| 632101 Uniforms | 515 | 443 | 750 | 750 | 750 |
| 632300 Safety Supplies | 1,179 | 2,122 | 2,000 | 2,000 | 2,000 |
| 640100 Accounting/Audit Fees | 1,954 | 1,781 | 1,500 | 1,500 | 1,500 |
| 640400 Consulting Services | 5,608 | 6,047 | 6,500 | 6,500 | 6,500 |
| 640700 Solid Waste/Recycling | 1,626 | 1,896 | 1,400 | 1,400 | 1,400 |
| 641200 Advertising | 439 | 39 | 1,500 | 1,500 | 1,500 |
| 641300 Utilities | 52,217 | 45,485 | 55,047 | 55,047 | 55,047 |
| 650100 Insurance | 35,484 | 31,776 | 26,890 | 26,890 | 40,308 |
| 659900 Other Contracts/Obligation | 12,637 | 3,220 | 6,500 | 6,500 | 6,500 |
| 791400 Transfer Out - Capital Proj | 2,250 | - | - | - | - |
| Total Expense | \$ 403,974 | \$ 325,696 | \$ 353,142 | \$ 353,142 | \$ 375,148 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 509,397 | \$ 547,415 | \$ 542,512 | \$ 542,512 | \$ 553,048 |
| 610400 Call Time Wages | 4,807 | 4,706 | 7,500 | 7,500 | 7,500 |
| 610500 Overtime Wages | 9,330 | 11,903 | 10,000 | 10,000 | 10,000 |
| 610800 Part-Time Wages | 9,910 | 9,884 | 10,500 | 10,500 | 10,500 |
| 615000 Fringes | 176,628 | 195,650 | 230,730 | 230,730 | 232,764 |
| 630600 Building Maint./Janitorial | 281,979 | 342,999 | 368,005 | 368,005 | 409,505 |
| 630901 Shop Supplies | 8,818 | 10,369 | 10,000 | 10,000 | 10,000 |
| 632300 Safety Supplies | 123 | 8 | - | - | - |
| 632700 Miscellaneous Equipment | 49,834 | 51,817 | 40,000 | 40,000 | 40,000 |
| 640500 Engineering Fees | 2,200 | 3,444 | 5,000 | 5,000 | 5,000 |
| 640700 Solid Waste/Recycling | 2,270 | 120 | 2,000 | 2,000 | 2,000 |
| 641300 Utilities | 264 | - | - | - | - |
| 641400 Janitorial Service | 399,793 | 397,695 | 465,000 | 465,000 | 465,000 |
| 641600 Build Repairs & Maint | 591,166 | 575,340 | 536,477 | 536,477 | 536,477 |
| 641800 Equip Repairs & Maint | 1,958 | 3,788 | 8,500 | 8,500 | 8,500 |
| 642500 CEA Expense | 40,702 | 62,580 | 66,125 | 66,125 | 64,854 |
| 650200 Leases | 319,350 | 310,538 | 328,775 | 328,775 | 329,416 |
| 650302 Equipment Rent | 888 | 1,294 | 250 | 250 | 250 |
| 680401 Machinery & Equipment | 10,348 | - | - | - | - |
| Total Expense | \$ 2,419,765 | \$ 2,529,550 | \$ 2,631,374 | \$ 2,631,374 | \$ 2,684,814 |

DETAILED SUMMARY OF 2022 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 |
| Pool chemicals | 41,500 |
| Total | \$ 409,505 |

Miscellaneous Equipment

| | |
|------------------------|------------------|
| City furniture/general | \$ 40,000 |
| Total | \$ 40,000 |

Janitorial Service

| | |
|-------------------------------|-------------------|
| Contracted janitorial service | \$ 465,000 |
| Total | \$ 465,000 |

Building Repairs & Maintenance Services

| | |
|-----------------------------------------------------------|-------------------|
| Electrical | \$ 20,435 |
| Elevator | 38,389 |
| Fire/safety | 47,991 |
| HVAC | 218,615 |
| Plumbing | 22,150 |
| Security | 17,100 |
| Structural/roof | 13,000 |
| Overhead & passage doors | 87,693 |
| Painting & pavilion staining | 24,950 |
| Flooring | 8,750 |
| Other: pest control, locksmith, room set-ups, landfill | 22,404 |
| Total | \$ 536,477 |

Projects

| | |
|--------------------------|------------------|
| Wastewater service doors | 15,000 |
| Total | \$ 15,000 |

Leases

| | |
|-----------------------------|-------------------|
| City Hall condo agreement | \$ 312,906 |
| First floor conference room | 16,510 |
| Total | \$ 329,416 |

**CITY OF APPLETON 2022 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|-------------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | (67) | - | 25 | - | - | - |
| 480100 General Charges for Service | 2,797,938 | 2,832,180 | 414,225 | 2,975,516 | 2,975,516 | 3,050,962 |
| 503000 Damage to City Property | 828 | - | - | - | - | - |
| 503500 Other Reimbursements | 23,908 | 8,557 | 2,889 | 9,000 | 9,000 | 9,000 |
| 508200 Insurance Proceeds | 21,704 | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | 2,844,311 | 2,840,737 | 417,139 | 2,984,516 | 2,984,516 | 3,059,962 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 208,303 | 214,215 | 64,385 | 698,430 | 698,430 | 716,778 |
| 610200 Labor Pool Allocations | 387,278 | 416,598 | 101,496 | - | - | - |
| 610400 Call Time Wages | 5,168 | 4,970 | 1,586 | 7,500 | 7,500 | 7,500 |
| 610500 Overtime Wages | 11,794 | 14,737 | 2,866 | 12,413 | 12,413 | 12,473 |
| 610800 Part-Time Wages | 9,906 | 9,884 | - | 10,500 | 10,500 | 10,500 |
| 611000 Other Compensation | 1,298 | 1,277 | 1,080 | - | - | - |
| 611400 Sick Pay | 71 | 1,526 | 272 | - | - | - |
| 611500 Vacation Pay | 60,751 | 63,691 | 14,152 | - | - | - |
| 615000 Fringes | 239,954 | 253,422 | 77,393 | 299,346 | 299,346 | 302,096 |
| 615500 Unemployment Compensation | - | 640 | - | - | - | - |
| 617000 Pension Expense | 55,264 | (4,151) | - | - | - | - |
| 617100 OPEB Expense | (438) | 6,515 | - | - | - | - |
| TOTAL PERSONNEL | 979,349 | 983,324 | 263,230 | 1,028,189 | 1,028,189 | 1,049,347 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 8,931 | 7,050 | 1,042 | 10,500 | 10,500 | 10,500 |
| 620600 Parking Permits | - | - | - | - | - | - |
| TOTAL TRAINING / TRAVEL | 8,931 | 7,050 | 1,042 | 10,500 | 10,500 | 10,500 |
| Supplies | | | | | | |
| 630100 Office Supplies | 2,039 | 2,077 | 293 | 2,100 | 2,100 | 2,100 |
| 630200 Subscriptions | 390 | 958 | - | 200 | 200 | 1,000 |
| 630300 Memberships & Licenses | 1,884 | 2,240 | 817 | 2,000 | 2,000 | 2,000 |
| 630400 Postage\Freight | 2,559 | 2,156 | 320 | 2,888 | 2,888 | 2,888 |
| 630500 Awards & Recognition | 189 | 175 | - | 180 | 180 | 180 |
| 630600 Building Maint./Janitorial | 281,979 | 342,999 | 82,555 | 368,005 | 368,005 | 409,505 |
| 630700 Food & Provisions | 240 | 371 | 96 | 240 | 240 | 240 |
| 630901 Shop Supplies | 8,840 | 10,402 | 1,788 | 10,000 | 10,000 | 10,000 |
| 631500 Books & Library Materials | 550 | 421 | 58 | 1,500 | 1,500 | 700 |
| 632001 City Copy Charges | 3,914 | 3,229 | (149) | 3,600 | 3,600 | 3,600 |
| 632002 Outside Printing | 68 | 411 | - | 900 | 900 | 900 |
| 632101 Uniforms | 515 | 443 | - | 750 | 750 | 750 |
| 632300 Safety Supplies | 1,302 | 2,131 | 1,199 | 2,000 | 2,000 | 2,000 |
| 632700 Miscellaneous Equipment | 49,834 | 51,817 | 16,029 | 40,000 | 40,000 | 40,000 |
| TOTAL SUPPLIES | 354,303 | 419,830 | 103,006 | 434,363 | 434,363 | 475,863 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 1,954 | 1,781 | - | 1,500 | 1,500 | 1,500 |
| 640400 Consulting Services | 5,608 | 6,047 | - | 6,500 | 6,500 | 6,500 |
| 640500 Engineering Fees | 2,200 | 3,444 | 438 | 5,000 | 5,000 | 5,000 |
| 640700 Solid Waste/Recycling Pickup | 3,896 | 2,016 | - | 3,400 | 3,400 | 3,400 |
| 641200 Advertising | 439 | 39 | 143 | 1,500 | 1,500 | 1,500 |
| 641301 Electric | 15,367 | 16,068 | 3,877 | 16,465 | 16,465 | 16,465 |
| 641302 Gas | 7,367 | 5,534 | 3,384 | 7,639 | 7,639 | 7,639 |
| 641303 Water | 2,181 | 2,289 | 445 | 3,000 | 3,000 | 3,000 |
| 641304 Sewer | 615 | 663 | 109 | 1,078 | 1,078 | 1,078 |
| 641306 Stormwater | 14,608 | 14,962 | 3,853 | 17,925 | 17,925 | 17,925 |
| 641307 Telephone | 4,177 | 3,407 | 723 | 3,240 | 3,240 | 3,240 |
| 641308 Cellular Phones | 8,167 | 2,561 | 976 | 5,700 | 5,700 | 5,700 |
| 641400 Janitorial Service | 399,794 | 397,695 | 132,655 | 465,000 | 465,000 | 465,000 |
| 641600 Build Repairs & Maint | 591,166 | 575,340 | 166,304 | 536,477 | 536,477 | 536,477 |
| 641800 Equip Repairs & Maint | 1,958 | 3,788 | 862 | 8,500 | 8,500 | 8,500 |
| 642501 CEA Operations/Maint. | 20,407 | 34,560 | 3,998 | 27,295 | 27,295 | 27,700 |
| 642502 CEA Depreciation/Replace. | 20,295 | 28,020 | 5,142 | 38,830 | 38,830 | 37,154 |
| 650100 Insurance | 35,484 | 31,776 | - | 26,890 | 26,890 | 40,308 |
| 650200 Leases | 319,350 | 310,538 | 103,119 | 328,775 | 328,775 | 329,416 |

**CITY OF APPLETON 2022 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

| | <u>2019 ACTUAL</u> | <u>2020 ACTUAL</u> | <u>2021 YTD ACTUAL</u> | <u>2021 ORIG BUD</u> | <u>2021 REVISED BUD</u> | <u>2022 BUDGET</u> |
|---------------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| 650302 Equipment Rent | 888 | 1,294 | 80 | 250 | 250 | 250 |
| 659900 Other Contracts/Obligation | <u>12,637</u> | <u>3,220</u> | <u>1,170</u> | <u>6,500</u> | <u>6,500</u> | <u>6,500</u> |
| TOTAL PURCHASED SVCS | 1,468,558 | 1,445,042 | 427,278 | 1,511,464 | 1,511,464 | 1,524,252 |
| | | | | | | |
| Capital Outlay | | | | | | |
| 680401 Machinery & Equipment | <u>10,348</u> | - | - | - | - | - |
| TOTAL CAPITAL OUTLAY | 10,348 | - | - | - | - | - |
| | | | | | | |
| Transfers | | | | | | |
| 791400 Transfer Out - Capital Project | <u>2,250</u> | - | - | - | - | - |
| TOTAL TRANSFERS | 2,250 | - | - | - | - | - |
| | | | | | | |
| TOTAL EXPENSE | <u>2,823,739</u> | <u>2,855,246</u> | <u>794,556</u> | <u>2,984,516</u> | <u>2,984,516</u> | <u>3,059,962</u> |

CITY OF APPLETON 2022 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|-----------------------------------------------------|------------------|------------------|------------------|-------------------|------------------|
| Charges for Services | \$ 2,797,938 | \$ 2,832,180 | \$ 2,975,516 | \$ 2,875,000 | \$ 3,050,962 |
| Total Revenues | <u>2,797,938</u> | <u>2,832,180</u> | <u>2,975,516</u> | <u>2,875,000</u> | <u>3,050,962</u> |
| Expenses | | | | | |
| Operating Expenses | 2,821,489 | 2,855,246 | 2,984,516 | 2,890,000 | 3,059,962 |
| Depreciation | - | - | - | - | - |
| Total Expenses | <u>2,821,489</u> | <u>2,855,246</u> | <u>2,984,516</u> | <u>2,890,000</u> | <u>3,059,962</u> |
| Operating Loss | (23,551) | (23,066) | (9,000) | (15,000) | (9,000) |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income (Loss) | (67) | - | - | 200 | - |
| Other Income | 46,440 | 8,557 | 9,000 | 9,000 | 9,000 |
| Total Non-Operating | <u>46,373</u> | <u>8,557</u> | <u>9,000</u> | <u>9,200</u> | <u>9,000</u> |
| Income (Loss) before Contributions and Transfers | 22,822 | (14,509) | - | (5,800) | - |
| Contributions and Transfers In (Out) | | | | | |
| Transfer Out - Capital Projects | (2,250) | - | - | - | - |
| Change in Net Assets | 20,572 | (14,509) | - | (5,800) | - |
| Net Assets - Beginning | <u>12,429</u> | <u>33,001</u> | <u>18,492</u> | <u>18,492</u> | <u>12,692</u> |
| Net Assets - Ending | <u>\$ 33,001</u> | <u>\$ 18,492</u> | <u>\$ 18,492</u> | <u>\$ 12,692</u> | <u>\$ 12,692</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 144,990 | \$ 139,190 |
| + Change in Net Assets | (5,800) | - |
| Working Cash - End of Year | <u>\$ 139,190</u> | <u>\$ 139,190</u> |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

**CITY OF APPLETON 2022 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 |
|--------------------------------------|----------------------|-------------------|
| Library | \$ 10,000,000 | Projects, Pg. 638 |
| Fire Station #4 Replacement | 50,000 | Projects, Pg. 633 |
| Grounds Improvements | 25,000 | Projects, Pg. 634 |
| Hardscape Improvements | 800,000 | Projects, Pg. 635 |
| Park ADA Improvements | 25,000 | Projects, Pg. 661 |
| Park Development | 100,000 | Projects, Pg. 662 |
| Pavilion and Recreational Facilities | 240,000 | Projects, Pg. 663 |
| Sport Courts | 775,000 | Projects, Pg. 666 |
| Trails and Trail Connections | 50,000 | Projects, Pg. 668 |
| | <u>\$ 12,065,000</u> | |

Major changes in Revenue, Expenditures, or Programs:

As part of the Sport Court projects, a private donation for the entire \$500,000 estimated cost for a pickleball complex has been made to the City with \$100,000 payments made annually from 2022 through 2026.

Additionally, it is hoped that once the conceptual plans for Lundgaard Park are presented, grants and private donations will be pledged to fund the cost of design and construction of the park, thus \$100,000 of revenue from donations has been included in this budget.

As part of the application of the general fund reserve policy, \$3,840,000 was allocated to this budget in 2021 to offset long-term debt borrowing in 2022. As a result, \$3,840,000 has been applied to the Library project in 2022.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|--------------|--------------|--------------|---------------|---------------|---------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 1,368,479 | \$ 255,424 | \$ 300,193 | \$ 300,193 | \$ 225,000 | -25.05% |
| Program Expenses | | \$ 7,343,964 | \$ 6,837,120 | \$ 8,700,193 | \$ 10,306,118 | \$ 12,300,101 | 41.38% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 213,627 | 220,632 | 230,193 | 230,193 | 235,101 | 2.13% |
| | Supplies & Materials | 280,300 | 923,110 | 130,000 | 173,945 | - | -100.00% |
| | Purchased Services | 240,926 | 8,190 | 2,900,000 | 2,937,900 | 100,000 | -96.55% |
| | Capital Expenditures | 6,356,111 | 5,685,188 | 5,440,000 | 6,964,080 | 11,965,000 | 119.94% |
| | Transfers Out | 253,000 | - | - | - | - | N/A |

* % change from prior year adopted budget
Facilities.xls

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|----------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ - | \$ - | \$ - | \$ - |
| 423000 Miscellaneous Local Aids | - | 208,215 | - | - | - |
| 471000 Interest on Investments | 40,806 | 43,106 | 50,193 | 50,193 | 25,000 |
| 502000 Donations & Memorials | 1,212,000 | 1,935 | 250,000 | 250,000 | 200,000 |
| 503500 Other Reimbursements | 457 | 2,168 | - | - | - |
| 591000 Proceeds of Long-term Debt | 5,715,840 | 5,667,333 | 8,400,000 | 8,400,000 | 8,180,000 |
| 592400 Transfer In - Capital Project | 115,216 | - | - | - | - |
| Total Revenue | \$ 7,084,319 | \$ 5,922,757 | \$ 8,700,193 | \$ 8,700,193 | \$ 8,405,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 162,032 | \$ 169,993 | \$ 171,281 | \$ 171,281 | \$ 175,563 |
| 615000 Fringes | 51,595 | 50,639 | 58,912 | 58,912 | 59,538 |
| 632700 Miscellaneous Equipment | 280,300 | 923,110 | 130,000 | 173,945 | - |
| 640400 Consulting Services | 46,060 | 4,435 | 175,000 | 175,000 | - |
| 640600 Architect Fees | 194,866 | 3,755 | 2,725,000 | 2,762,900 | 100,000 |
| 680200 Land Improvements | 45,682 | - | 55,000 | 55,000 | 165,000 |
| 680300 Buildings | 708,155 | 1,302,763 | 2,435,000 | 2,919,931 | 10,000,000 |
| 680400 Machinery & Equipment | 540,459 | 1,366,175 | 1,270,000 | 1,754,889 | - |
| 680900 Infrastructure Construction | 5,061,815 | 3,016,250 | 1,680,000 | 2,234,260 | 1,800,000 |
| 791400 Transfer Out - Capital Proj | 253,000 | - | - | - | - |
| Total Expense | \$ 7,343,964 | \$ 6,837,120 | \$ 8,700,193 | \$ 10,306,118 | \$ 12,300,101 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Architect Fees

| | |
|-----------------------------------|-------------------|
| Land evaluation - Fire Station #4 | 50,000 |
| Design services - Lutz Park trail | 50,000 |
| | <u>\$ 100,000</u> |

Land Improvements

| | |
|---------------------------------------------------|-------------------|
| Einstein pavilion demolition and site restoration | \$ 40,000 |
| Field reconstruction at parks | 25,000 |
| Initial development - Lundgaard Park | 100,000 |
| | <u>\$ 165,000</u> |

Buildings

| | |
|---------|----------------------|
| Library | \$ 10,000,000 |
| | <u>\$ 10,000,000</u> |

Infrastructure Construction

| | |
|--------------------------------|---------------------|
| Hardscapes - City properties | \$ 50,000 |
| Hardscapes - Parks | 750,000 |
| Pavilion renovations - Telulah | 200,000 |
| Pickleball Ct - Telulah | 500,000 |
| Sport Courts - Green Meadows | 275,000 |
| Park ADA improvements | 25,000 |
| | <u>\$ 1,800,000</u> |

CITY OF APPLETON 2022 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|----------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Intergovernmental Revenues | \$ - | \$ 208,215 | \$ - | \$ - | \$ - |
| Interest Income | 40,806 | 43,106 | 50,193 | 10,970 | 25,000 |
| Other | 1,212,457 | 4,103 | 250,000 | 713,325 | 200,000 |
| Total Revenues | 1,253,263 | 255,424 | 300,193 | 724,295 | 225,000 |
| Expenses | | | | | |
| Program Costs | 7,090,964 | 6,837,120 | 8,700,193 | 9,378,384 | 12,300,101 |
| Total Expenses | 7,090,964 | 6,837,120 | 8,700,193 | 9,378,384 | 12,300,101 |
| Revenues over (under) Expenses | (5,837,701) | (6,581,696) | (8,400,000) | (8,654,089) | (12,075,101) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 5,715,840 | 5,667,333 | 8,400,000 | 8,191,000 | 8,180,000 |
| Operating Transfers In - General Fund | - | - | - | 3,840,000 | - |
| Operating Transfers In - Capital Proj | 115,216 | - | - | - | - |
| Operating Transfers Out - Capital Proj | (253,000) | - | - | - | - |
| Total Other Financing Sources (Uses) | 5,578,056 | 5,667,333 | 8,400,000 | 12,031,000 | 8,180,000 |
| Net Change in Equity | (259,645) | (914,363) | - | 3,376,911 | (3,895,101) |
| Fund Balance - Beginning | 2,342,198 | 2,082,553 | 1,168,190 | 1,168,190 | 4,545,101 |
| Fund Balance - Ending | \$ 2,082,553 | \$ 1,168,190 | \$ 1,168,190 | \$ 4,545,101 | \$ 650,000 |

CITY OF APPLETON 2022 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 2022 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2021 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 2021, many great projects were completed to preserve and extend the useful life of our parks as well as changes to our recreational programming to meet the demands and needs of our community throughout the COVID pandemic. Although some amenities such as park aquatics were not available, numerous other programs were offered in a safe and effective manner and well received by the community.

Parks and Grounds Management

The grounds division proactively managed 610 acres of park grounds that includes the Scheig Center and Gardens, 17 ball diamonds, 16 tennis courts, 8 pickleball courts, 10 basketball courts, 2 volleyball courts, 2 disc golf courses, 1 skateboard park, 7 ice rinks, 12.8 miles of paved trails, one archery range, two kayak launches, and 20,100 sq. ft. of accessible playgrounds (29 playgrounds). The grounds, fencing, and all safety and security entrances at the Wastewater Facility, MSB, Valley Transit, and Water Treatment Facility along with all City round-abouts, boulevards, and terraces are also maintained by the grounds division.

Significant projects included the design of a pickleball complex to be constructed in 2022, the removal and replacement of the playground at Linwood Park, the design and construction of a security fence around the Police Station south lot, and the replacement of fencing around ball diamonds in Memorial Park. Other projects included crack filling of the Apple Creek trail, perimeter fence repairs at Utilities, removal of the Mead Pool playground, and the planting of the Veterans Memorial at the Scheig Center and Gardens. Several drainage projects were completed along with the installation of five memorial benches. Additionally, new park signs were constructed along with various playground equipment and surface repairs, invasive plant control, parking lot repairs, and general grounds maintenance.

Recreation Services

The Recreation Division of the Parks, Recreation, and Facilities Management Department is committed to providing comprehensive, high quality recreation programs for the Appleton community. We know recreation is a key part of the quality of life in any community, and especially so in Appleton. We remained committed to providing balanced, value-focused programming for all ages and abilities.

Community partnerships continue to play a huge role in what we do. Working together with community businesses and organizations to give our residents access to additional programming opportunities at an affordable cost has been very beneficial. New partnerships this year include the Toy Ride Along with the Police Department, our Snowshoe event with Play It Again Sports, Be Active Wisconsin with forty other Wisconsin communities, Mindfulness Retreats with Fox Valley Mindful Learners, STEM education through the Einstein Project, CITO Geocache event with Wisconsin Geocaching Association, and Family Tennis event with USTA.

With COVID still having a presence in the community, the outdoor winter recreation amenities experienced increased usage. The Jones Park hockey rink was very popular.

Once again, the staff had difficult decisions to make regarding which of our existing programs/events we would be able to offer in a safe manner with the pandemic and what we could offer in lieu of those cancellations. Many planning and brainstorming meetings took place including the development of multiple levels of contingency plans so we could prepare for our programs based on the changing landscape of COVID-19. We also developed a re-opening plan for the pools that included strategies and action plans as they related to the multiple programming options.

Our Park Explorer program kicked off on May 1st. This program challenges individuals/families/friends in the Fox Valley to explore and learn more about our City's parks while being active and having fun. Through an app, the missions challenge them to take pictures, answer text questions, and capture videos of activities.

CITY OF APPLETON 2022 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2022 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.

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

Enhance diversity, equity and inclusion throughout parks and recreation including, but not limited to, facilities, amenities, programming and policies.

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, 64 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 add to the Adopt-A-Park program and volunteer programs for the Appleton Memorial Park Gardens. Currently 7 parks, 2 trails, and one bed are adopted.

Encourage recreation by providing safe, accessible, and creative opportunities that enhance health and wellness.

Provide programs and opportunities for physical, intellectual, social, and emotional health; building community for individuals.

Strengthen and foster partnerships to become more responsive to community needs. Work collaboratively with those that share our mission and those we serve by optimizing and broadening programs and services.

Provide opportunities for community experiences that promote cultural awareness and celebrate diversity.

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

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

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|---------------------|--------------|--------------|--------------|--------------|--------------|------------|
| Programs | | Actual | | | Budget | | % Change * |
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 1,148,861 | \$ 330,345 | \$ 1,056,304 | \$ 1,056,304 | \$ 1,065,597 | 0.88% |
| Program Expenses | | | | | | | |
| 16532 | Grounds Maintenance | 2,016,133 | 1,976,371 | 2,080,414 | 2,080,414 | 2,139,975 | 2.86% |
| 16541 | Recreation Programs | 1,849,769 | 1,140,805 | 1,895,100 | 1,895,100 | 1,844,733 | -2.66% |
| Total Program Expenses | | \$ 3,865,902 | \$ 3,117,176 | \$ 3,975,514 | \$ 3,975,514 | \$ 3,984,708 | 0.23% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,984,128 | 1,534,093 | 2,044,128 | 2,044,128 | 2,005,749 | -1.88% |
| Training & Travel | | 7,084 | 2,147 | 8,740 | 8,740 | 8,740 | 0.00% |
| Supplies & Materials | | 344,750 | 194,713 | 341,904 | 341,904 | 305,404 | -10.68% |
| Purchased Services | | 1,529,940 | 1,386,223 | 1,580,742 | 1,580,742 | 1,664,815 | 5.32% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 16.39 | 16.39 | 16.39 | 16.39 | 16.39 | |

**CITY OF APPLETON 2022 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, fat tire courses, boat and canoe/kayak launches, cross-country skiing and ice rink maintenance.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 85,162 | \$ 21,747 | \$ 78,000 | \$ 78,000 | \$ 78,000 |
| 501000 Miscellaneous Revenue | - | 1,010 | 250 | 250 | 250 |
| 501600 Lease Revenue | 108,364 | 109,849 | 107,892 | 107,892 | 112,685 |
| 502000 Donations & Memorials | 30,083 | 14,627 | 7,500 | 7,500 | 7,500 |
| 503000 Damage to City Property | 1,088 | 3,841 | - | - | - |
| 503500 Other Reimbursements | 7,507 | 2,100 | - | - | - |
| Total Revenue | <u>\$ 232,204</u> | <u>\$ 153,174</u> | <u>\$ 193,642</u> | <u>\$ 193,642</u> | <u>\$ 198,435</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 560,968 | \$ 585,686 | \$ 588,812 | \$ 588,812 | \$ 594,835 |
| 610400 Call Time Wages | 3,080 | 2,010 | 1,640 | 1,640 | 1,654 |
| 610500 Overtime Wages | 9,196 | 6,532 | 8,687 | 8,687 | 8,762 |
| 610800 Part-Time Wages | 111,692 | 105,289 | 106,039 | 106,039 | 107,369 |
| 615000 Fringes | 225,531 | 208,885 | 255,656 | 255,656 | 225,884 |
| 620100 Training/Conferences | 2,231 | 113 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 710 | 498 | 600 | 600 | 600 |
| 630500 Awards & Recognition | 176 | 66 | 165 | 165 | 165 |
| 630700 Food & Provisions | 220 | 220 | 220 | 220 | 220 |
| 630899 Other Landscape Supplies | 52,685 | 53,885 | 55,000 | 55,000 | 55,000 |
| 630901 Shop Supplies | 6,520 | 3,492 | 5,000 | 5,000 | 5,000 |
| 630903 Other Misc. Supplies | 499 | - | - | - | - |
| 632002 Outside Printing | 502 | - | - | - | - |
| 632199 Other Clothing | 407 | 1,059 | 1,500 | 1,500 | 1,500 |
| 632200 Gas Purchases | 18,428 | 11,685 | 17,000 | 17,000 | 17,000 |
| 632300 Safety Supplies | 2,594 | 2,529 | 2,500 | 2,500 | 2,500 |
| 632700 Miscellaneous Equipment | 24,273 | 18,030 | 25,000 | 25,000 | 25,000 |
| 640400 Consulting Services | 11,980 | 11,800 | 12,000 | 12,000 | 12,000 |
| 640700 Solid Waste/Recycling | 7,704 | 11,603 | - | - | 12,000 |
| 641300 Utilities | 247,530 | 238,378 | 284,550 | 284,550 | 272,550 |
| 641500 Tipping Fees | 862 | 16 | 1,000 | 1,000 | 1,000 |
| 642000 Facilities Charges | 285,125 | 319,182 | 247,626 | 247,626 | 314,143 |
| 642500 CEA Expense | 378,189 | 342,136 | 407,919 | 407,919 | 423,293 |
| 642900 Interfund Allocations | (29,730) | (21,046) | (30,000) | (30,000) | (30,000) |
| 644000 Snow Removal Services | 11,770 | 5,287 | 15,000 | 15,000 | 15,000 |
| 645400 Grounds Repair & Maint. | 57,326 | 43,496 | 49,000 | 49,000 | 49,000 |
| 650301 Facility Rent | 3,500 | 3,500 | 500 | 500 | 500 |
| 659900 Other Contracts/Obligation | 22,165 | 22,040 | 23,000 | 23,000 | 23,000 |
| Total Expense | <u>\$ 2,016,133</u> | <u>\$ 1,976,371</u> | <u>\$ 2,080,414</u> | <u>\$ 2,080,414</u> | <u>\$ 2,139,975</u> |

DETAILED SUMMARY OF 2022 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 2022 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: "Collaborate and provide high quality services in a cost effective and efficient manner."

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, and Instagram
- Well-trained staff and volunteers

Provide diverse recreational opportunities for youth and adults (pre-school through older adult) that are cost-effective:

- | | | |
|------------------------------|----------------------------------------|----------------------|
| Active adult programs | Youth sports programs/leagues | Drop-in programs |
| Pre-school programs | Adult and older instructional programs | Special events/trips |
| Youth instructional programs | Adaptive programs | Teen programs |

Coordinate delivery of recreation programs, activities and facilities by:

- Administration of agreements with existing partners
- Collaboration with other government agencies
- Coordination with community groups and organizations

Maximize utilization of recreational facilities through:

- Department programming of pools, athletic fields, tennis courts, studios, pavilions, etc.
- Policies that promote and monitor community use
- Customer friendly registration and reservation methods for park usage, sport fields/diamonds, pavilions
- Collaboration of recreation services with community groups and other leisure service providers

Recognize changing landscape of parks and recreation services in community by:

- Developing strategic plan for delivery of recreation services
- Annually updating the five-year comprehensive plan
- Engaging in community activities, groups and organizations

Major Changes in Revenue, Expenditures or Programs:

The cost of chemicals used to maintain the swimming pools has been moved to the Facilities Management budget to more accurately reflect the responsibility for maintaining the pools. The costs will be charged back to this budget through the facilities maintenance charge.

The increase in miscellaneous equipment charges relates to the purchase of a new diving board for Mead Pool. Diving boards are typically replaced every five years.

**CITY OF APPLETON 2022 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 864,931 | \$ 145,036 | \$ 845,432 | \$ 845,432 | \$ 849,932 |
| 500100 Fees & Commissions | 1,726 | - | 980 | 980 | 980 |
| 501000 Miscellaneous Revenue | 26,921 | 1,460 | - | - | - |
| 501500 Rental of City Property | 5,967 | 5,114 | 6,000 | 6,000 | 6,000 |
| 502000 Donations & Memorials | 17,052 | 25,551 | 10,250 | 10,250 | 10,250 |
| 508500 Cash Short or Over | 60 | 10 | - | - | - |
| Total Revenue | \$ 916,657 | \$ 177,171 | \$ 862,662 | \$ 862,662 | \$ 867,162 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 405,009 | \$ 409,462 | \$ 428,434 | \$ 428,434 | \$ 428,284 |
| 610500 Overtime Wages | 19,260 | 1,278 | - | - | - |
| 610800 Part-Time Wages | 502,578 | 80,820 | 477,476 | 477,476 | 484,678 |
| 615000 Fringes | 146,814 | 134,130 | 177,384 | 177,384 | 154,283 |
| 620100 Training/Conferences | 4,490 | 1,614 | 6,320 | 6,320 | 6,320 |
| 620600 Parking Permits | 363 | 420 | 420 | 420 | 420 |
| 630100 Office Supplies | 1,426 | 1,083 | 2,775 | 2,775 | 2,775 |
| 630200 Subscriptions | 384 | 384 | 300 | 300 | 300 |
| 630300 Memberships & Licenses | 6,547 | 4,600 | 8,579 | 8,579 | 8,579 |
| 630400 Postage\Freight | 12,825 | 12,839 | 13,600 | 13,600 | 13,600 |
| 630500 Awards & Recognition | 2,908 | 1,589 | 3,893 | 3,893 | 3,893 |
| 630600 Building Maint./Janitorial | 37 | - | 250 | 250 | 250 |
| 630700 Food & Provisions | 2,945 | 1,477 | 4,695 | 4,695 | 4,695 |
| 631000 Miscellaneous Chemicals | 44,810 | 14,437 | 41,500 | 41,500 | - |
| 631400 Concession Supplies | 60,335 | 24 | 52,605 | 52,605 | 52,605 |
| 631500 Books & Library Materials | 145 | 47 | 750 | 750 | 750 |
| 631600 Supplies | 26,283 | 15,048 | 28,010 | 28,010 | 28,010 |
| 632000 Printing / Copying | 33,436 | 19,183 | 34,950 | 34,950 | 34,950 |
| 632100 Clothing | 29,351 | 22,828 | 29,620 | 29,620 | 29,620 |
| 632400 Medical/Lab Supplies | 1,629 | 1,032 | 900 | 900 | 900 |
| 632700 Miscellaneous Equipment | 14,673 | 8,680 | 12,492 | 12,492 | 17,492 |
| 640300 Bank Service Fees | 34,109 | 11,950 | 32,000 | 32,000 | 32,000 |
| 640400 Consulting Services | 447 | - | 700 | 700 | 700 |
| 640700 Solid Waste/Recycling | 605 | 180 | 400 | 400 | 400 |
| 640900 Inspection Fees | - | - | 200 | 200 | 200 |
| 641100 Temporary Help | - | - | 5,600 | 5,600 | 5,600 |
| 641200 Advertising | 4,816 | 3,161 | 4,500 | 4,500 | 4,500 |
| 614300 Utilities | 130,514 | 84,517 | 112,400 | 112,400 | 112,400 |
| 642000 Facilities Charges | 154,327 | 174,112 | 210,941 | 210,941 | 210,655 |
| 642400 Software Support | 8,907 | 5,800 | 9,458 | 9,458 | 9,458 |
| 642500 CEA Expense | 7,285 | 19,595 | 7,765 | 7,765 | 8,013 |
| 643100 Interpreter Services | - | - | 200 | 200 | 200 |
| 650301 Facility Rent | 118,940 | 89,567 | 123,513 | 123,513 | 125,733 |
| 650302 Equipment Rent | 5,999 | 4,242 | 5,500 | 5,500 | 5,500 |
| 659900 Other Contracts/Obligation | 67,572 | 16,706 | 56,970 | 56,970 | 56,970 |
| Total Expense | \$ 1,849,769 | \$ 1,140,805 | \$ 1,895,100 | \$ 1,895,100 | \$ 1,844,733 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Concessions

| | |
|---------------------------|------------------|
| Food and beverage | \$ 50,305 |
| Other concession supplies | 2,300 |
| Total | \$ 52,605 |

Miscellaneous Supplies

| | |
|------------------------------|------------------|
| Arts and crafts | \$ 1,725 |
| Sports equipment | 16,575 |
| Other misc. program supplies | 9,710 |
| Total | \$ 28,010 |

Printing and Reproduction

| | |
|------------------------------------------|------------------|
| City copy charges | 3,300 |
| Outside printing (Rec guide, flyers etc) | 31,650 |
| Total | \$ 34,950 |

Clothing

| | |
|----------------------|------------------|
| Youth sport t-shirts | \$ 22,950 |
| Staff clothing | 6,670 |
| Total | \$ 29,620 |

Rent

| | |
|----------------------------|-------------------|
| City Center Studios | \$ 48,738 |
| Appleton Schools | 29,950 |
| Appleton Schools (pools) | 28,825 |
| Reid Golf Course | 8,500 |
| USA Youth-soccer field use | 9,720 |
| Total | \$ 125,733 |

Other Contracts/Obligations

| | |
|------------------------------------------------------------|------------------|
| City Band | \$ 14,000 |
| Playground fair rentals, camp trips, programs, recital tix | 40,970 |
| On the hill movies | 2,000 |
| Total | \$ 56,970 |

**CITY OF APPLETON 2022 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Revenues | | | | | | |
| 480100 General Charges for Service | 346,768 | 96,356 | 40,897 | 916,532 | 916,532 | 927,932 |
| 480203 Concessions | 109,931 | 562 | - | - | - | - |
| 480204 Merchandise Sales | 3,332 | - | - | - | - | - |
| 480205 Equipment Rentals | 33,729 | (1,014) | 521 | - | - | - |
| 480300 Program Fees | 24,294 | 1,291 | 573 | - | - | - |
| 485000 Daily Entrance Fees | 79,027 | (3,148) | 3,147 | - | - | - |
| 486000 Lessons/Classes | 349,562 | 62,888 | 77,789 | - | - | - |
| 487700 Advertising/Promotional Fees | 3,450 | 6,175 | - | 6,900 | 6,900 | - |
| 500100 Fees & Commissions | 1,726 | - | - | 980 | 980 | 980 |
| 501000 Miscellaneous Revenue | 26,921 | 2,470 | 1,500 | 250 | 250 | 250 |
| 501500 Rental of City Property | 5,967 | 5,114 | (6,310) | 6,000 | 6,000 | 6,000 |
| 501600 Lease Revenue | 108,364 | 109,849 | 31,355 | 107,892 | 107,892 | 112,685 |
| 502000 Donations & Memorials | 47,135 | 39,177 | 3,656 | 17,750 | 17,750 | 17,750 |
| 503000 Damage to City Property | 1,088 | 3,841 | 333 | - | - | - |
| 503500 Other Reimbursements | 7,507 | 2,100 | - | - | - | - |
| 508500 Cash Short or Over | 60 | 10 | - | - | - | - |
| TOTAL PROGRAM REVENUES | 1,148,861 | 325,671 | 153,461 | 1,056,304 | 1,056,304 | 1,065,597 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 716,378 | 717,804 | 187,789 | 1,017,246 | 1,017,246 | 1,023,119 |
| 610200 Labor Pool Allocations | 149,139 | 170,537 | 65,992 | - | - | - |
| 610400 Call Time Wages | 3,080 | 2,010 | 1,020 | 1,640 | 1,640 | 1,654 |
| 610500 Overtime Wages | 28,456 | 7,810 | 2,500 | 8,687 | 8,687 | 8,762 |
| 610800 Part-Time Wages | 614,271 | 186,110 | 15,377 | 583,515 | 583,515 | 592,047 |
| 611000 Other Compensation | 1,616 | 1,855 | 1,675 | - | - | - |
| 611400 Sick Pay | 3,063 | 2,225 | - | - | - | - |
| 611500 Vacation Pay | 95,780 | 102,727 | 22,040 | - | - | - |
| 615000 Fringes | 372,345 | 343,015 | 110,070 | 433,040 | 433,040 | 380,167 |
| TOTAL PERSONNEL | 1,984,128 | 1,534,093 | 406,463 | 2,044,128 | 2,044,128 | 2,005,749 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 6,721 | 1,727 | 769 | 8,320 | 8,320 | 8,320 |
| 620600 Parking Permits | 363 | 420 | 420 | 420 | 420 | 420 |
| TOTAL TRAINING / TRAVEL | 7,084 | 2,147 | 1,189 | 8,740 | 8,740 | 8,740 |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,426 | 1,083 | 26 | 2,775 | 2,775 | 2,775 |
| 630200 Subscriptions | 384 | 384 | - | 300 | 300 | 300 |
| 630300 Memberships & Licenses | 7,257 | 5,097 | 542 | 9,179 | 9,179 | 9,179 |
| 630400 Postage\Freight | 12,825 | 12,839 | 288 | 13,600 | 13,600 | 13,600 |
| 630500 Awards & Recognition | 3,084 | 1,655 | 25 | 4,058 | 4,058 | 4,058 |
| 630600 Building Maint./Janitorial | 37 | - | - | 250 | 250 | 250 |
| 630700 Food & Provisions | 3,165 | 1,697 | 66 | 4,915 | 4,915 | 4,915 |
| 630899 Other Landscape Supplies | 52,685 | 53,885 | 13,137 | 55,000 | 55,000 | 55,000 |
| 630901 Shop Supplies | 6,520 | 3,492 | 848 | 5,000 | 5,000 | 5,000 |
| 631000 Miscellaneous Chemicals | 44,810 | 14,437 | 9,555 | 41,500 | 41,500 | - |
| 631402 Non-Alcoholic Beverages | 8,488 | 24 | - | 7,730 | 7,730 | 7,730 |
| 631403 Candy/Food | 48,604 | - | - | 42,575 | 42,575 | 42,575 |
| 631404 Other Concession Supplies | 3,243 | - | - | 2,300 | 2,300 | 2,300 |
| 631500 Books & Library Materials | 145 | 47 | 143 | 750 | 750 | 750 |
| 631601 Arts & Crafts Supplies | 1,864 | 1,199 | - | 1,725 | 1,725 | 1,725 |
| 631602 Sports Equipment | 13,445 | 11,673 | 496 | 14,575 | 14,575 | 16,575 |
| 631603 Other Misc. Supplies | 11,472 | 2,176 | 618 | 11,710 | 11,710 | 9,710 |
| 632001 City Copy Charges | 2,849 | 879 | - | 3,300 | 3,300 | 3,300 |
| 632002 Outside Printing | 31,090 | 18,304 | - | 31,650 | 31,650 | 31,650 |
| 632101 Uniforms | 8,257 | 8,765 | - | 6,670 | 6,670 | 6,670 |
| 632199 Other Clothing | 21,502 | 15,122 | - | 24,450 | 24,450 | 24,450 |
| 632200 Gas Purchases | 18,429 | 11,685 | 982 | 17,000 | 17,000 | 17,000 |
| 632300 Safety Supplies | 2,594 | 2,529 | 653 | 2,500 | 2,500 | 2,500 |
| 632400 Medical\Lab Supplies | 1,629 | 1,032 | - | 900 | 900 | 900 |

**CITY OF APPLETON 2022 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

| | <u>2019 ACTUAL</u> | <u>2020 ACTUAL</u> | <u>2021 YTD ACTUAL</u> | <u>2021 ORIG BUD</u> | <u>2021 REVISED BUD</u> | <u>2022 BUDGET</u> |
|-------------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| 632700 Miscellaneous Equipment | 38,946 | 26,709 | 2,941 | 37,492 | 37,492 | 42,492 |
| TOTAL SUPPLIES | 344,750 | 194,713 | 30,320 | 341,904 | 341,904 | 305,404 |
| Purchased Services | | | | | | |
| 640300 Bank Service Fees | 34,108 | 11,950 | 4,214 | 32,000 | 32,000 | 32,000 |
| 640400 Consulting Services | 12,427 | 11,800 | - | 12,700 | 12,700 | 12,700 |
| 640700 Solid Waste/Recycling Pickup | 8,309 | 11,783 | 1,740 | 400 | 400 | 12,400 |
| 640900 Inspection Fees | - | - | - | 200 | 200 | 200 |
| 641100 Temporary Help | - | - | - | 5,600 | 5,600 | 5,600 |
| 641200 Advertising | 4,816 | 3,161 | 315 | 4,500 | 4,500 | 4,500 |
| 641301 Electric | 118,150 | 99,952 | 21,721 | 127,250 | 127,250 | 115,250 |
| 641302 Gas | 18,733 | 2,910 | 1,370 | 19,600 | 19,600 | 19,600 |
| 641303 Water | 52,938 | 41,724 | 3,880 | 47,000 | 47,000 | 47,000 |
| 641304 Sewer | 11,190 | 7,736 | 1,125 | 21,000 | 21,000 | 21,000 |
| 641306 Stormwater | 159,493 | 161,232 | 41,385 | 165,650 | 165,650 | 165,650 |
| 641307 Telephone | 6,797 | 5,671 | 1,290 | 7,100 | 7,100 | 7,100 |
| 641308 Cellular Phones | 10,743 | 3,671 | 1,273 | 9,350 | 9,350 | 9,350 |
| 641500 Tipping Fees | 862 | 16 | - | 1,000 | 1,000 | 1,000 |
| 642000 Facilities Charges | 439,452 | 493,294 | 48,134 | 458,567 | 458,567 | 524,798 |
| 642400 Software Support | 8,907 | 5,800 | 3,048 | 9,458 | 9,458 | 9,458 |
| 642501 CEA Operations/Maint. | 199,541 | 190,115 | 43,587 | 225,247 | 225,247 | 228,566 |
| 642502 CEA Depreciation/Replace. | 185,933 | 171,616 | 28,928 | 190,437 | 190,437 | 202,740 |
| 642900 Interfund Allocations | (29,730) | (21,046) | (3,881) | (30,000) | (30,000) | (30,000) |
| 643100 Interpreter Services | - | - | - | 200 | 200 | 200 |
| 644000 Snow Removal Services | 11,770 | 5,287 | 3,513 | 15,000 | 15,000 | 15,000 |
| 645400 Grounds Repair & Maintenance | 57,326 | 43,496 | 14,186 | 49,000 | 49,000 | 49,000 |
| 650301 Facility Rent | 122,440 | 93,067 | 14,531 | 124,013 | 124,013 | 126,233 |
| 650302 Equipment Rent | 5,999 | 4,242 | - | 5,500 | 5,500 | 5,500 |
| 659900 Other Contracts/Obligation | 89,736 | 38,746 | 4,936 | 79,970 | 79,970 | 79,970 |
| TOTAL PURCHASED SVCS | 1,529,940 | 1,386,223 | 235,295 | 1,580,742 | 1,580,742 | 1,664,815 |
| TOTAL EXPENSE | <u>3,865,902</u> | <u>3,117,176</u> | <u>673,267</u> | <u>3,975,514</u> | <u>3,975,514</u> | <u>3,984,708</u> |

**CITY OF APPLETON 2022 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:

The balance remaining in this fund is expected to be used in 2021 to make improvements to the Union Spring well site.

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

| | 2019 Actual | 2020 Actual | 2021 Adopted Budget | 2021 Projected | 2022 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 93 | \$ 74 | \$ 80 | \$ 40 | \$ - |
| Expenses | | | | | |
| Program Costs | - | - | - | 2,791 | - |
| Revenues over (under) Expenses | 93 | 74 | 80 | (2,751) | - |
| Fund Balance - Beginning | 2,584 | 2,677 | 2,751 | 2,751 | - |
| Fund Balance - Ending | \$ 2,677 | \$ 2,751 | \$ 2,831 | \$ - | \$ - |

**CITY OF APPLETON 2022 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)

| | 2019 Actual | 2020 Actual | 2021 Adopted Budget | 2021 Projected | 2022 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 2,408 | \$ 1,927 | \$ 2,140 | \$ 1,000 | \$ 1,200 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 2,408 | 1,927 | 2,140 | 1,000 | 1,200 |
| Fund Balance - Beginning | 66,861 | 69,269 | 71,196 | 71,196 | 72,196 |
| Fund Balance - Ending | \$ 69,269 | \$ 71,196 | \$ 73,336 | \$ 72,196 | \$ 73,396 |

**CITY OF APPLETON 2022 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)

| | 2019 Actual | 2020 Actual | 2021 Adopted Budget | 2021 Projected | 2022 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| <u>Revenues</u> | | | | | |
| Interest Income | \$ 5,018 | \$ 4,016 | \$ 4,460 | \$ 2,000 | \$ 2,200 |
| <u>Expenses</u> | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 5,018 | 4,016 | 4,460 | 2,000 | 2,200 |
| Fund Balance - Beginning | 139,321 | 144,339 | 148,355 | 148,355 | 150,355 |
| Fund Balance - Ending | \$ 144,339 | \$ 148,355 | \$ 152,815 | \$ 150,355 | \$ 152,555 |

**CITY OF APPLETON 2022 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)

| | 2019 Actual | 2020 Actual | 2021 Adopted Budget | 2021 Projected | 2022 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 1,459 | \$ 1,673 | \$ 1,840 | \$ 800 | \$ 1,000 |
| Zoning & Subdivision Fees | 37,650 | 8,000 | - | 18,300 | - |
| Total Revenue | 39,109 | 9,673 | 1,840 | 19,100 | 1,000 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 39,109 | 9,673 | 1,840 | 19,100 | 1,000 |
| Fund Balance - Beginning | 20,563 | 59,672 | 69,345 | 69,345 | 88,445 |
| Fund Balance - Ending | \$ 59,672 | \$ 69,345 | \$ 71,185 | \$ 88,445 | \$ 89,445 |

**CITY OF APPLETON 2022 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)

| | 2019 Actual | 2020 Actual | 2021 Adopted Budget | 2021 Projected | 2022 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 218 | \$ 176 | \$ 190 | \$ 100 | \$ 100 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 218 | 176 | 190 | 100 | 100 |
| Fund Balance - Beginning | 6,076 | 6,294 | 6,470 | 6,470 | 6,570 |
| Fund Balance - Ending | \$ 6,294 | \$ 6,470 | \$ 6,660 | \$ 6,570 | \$ 6,670 |

**CITY OF APPLETON 2022 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)

| | 2019 Actual | 2020 Actual | 2021 Adopted Budget | 2021 Projected | 2022 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 949 | \$ 760 | \$ 840 | \$ 400 | \$ 500 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 949 | 760 | 840 | 400 | 500 |
| Fund Balance - Beginning | 26,347 | 27,296 | 28,056 | 28,056 | 28,456 |
| Fund Balance - Ending | \$ 27,296 | \$ 28,056 | \$ 28,896 | \$ 28,456 | \$ 28,956 |

CITY OF APPLETON 2022 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 2022 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 2021 EVENTS

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

Continued extensive social media marketing and constant golfer communications. Facebook "Likes" increased from 3,459 to 3,534 and Instagram followers increased from 284 to 402.

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.

Revamped junior program into two four week sessions and reached capacity after not having the program in 2020 due to COVID. Junior league also returned after not hosting in 2020.

Used Reid's clubhouse as a COVID testing site from January to end of March.

Spring 3-4-5 Tournament returned after not hosting in 2020 due to COVID.

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 event Two-Pin Challenge.

Developed and implemented a marketing plan for the 2021 golf season that included regular e-mail messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

For the third consecutive year, Reid played host to a Wisconsin PGA Junior Event.

Sold remainder and renewed all 18 tee sign advertisements for the 2021 golf season.

Increased and reached Business Pass sale capacity of 12 for the first time since introducing the pass option.

Resurfaced parking lot in fall of 2021.

Utilized golf course for winter recreation activities including cross country skiing, sledding, snowshoeing and fat tire bike riding.

CITY OF APPLETON 2022 BUDGET REID GOLF COURSE

MAJOR 2022 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 reservation systems 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 the 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 Reid's two stroke play competitions; the City Tournament and Fox Cities Amateur.

Maintain corporate pass sales and tee sign advertising at their maximum.

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.

Collaborate with Parks and Recreation Division on improving winter activities at Reid, including modifications to cross country skiing, snow shoeing, fat tire bike trails and sledding operations.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|---------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|----------------|
| Programs | | Actual | | | Budget | | % |
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 811,991 | \$ 908,106 | \$ 886,575 | \$ 886,575 | \$ 910,233 | 2.67% |
| Program Expenses | | | | | | | |
| 5630 | Operations | 886,180 | 805,561 | 1,032,877 | 1,032,877 | 900,150 | -12.85% |
| TOTAL | | \$ 886,180 | \$ 805,561 | \$ 1,032,877 | \$ 1,032,877 | \$ 900,150 | -12.85% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 392,333 | 356,656 | 393,420 | 393,420 | 400,589 | 1.82% |
| | Training & Travel | 680 | 1,600 | 2,250 | 2,250 | 750 | -66.67% |
| | Supplies & Materials | 116,842 | 107,351 | 124,110 | 124,110 | 134,610 | 8.46% |
| | Purchased Services | 285,891 | 247,732 | 275,572 | 275,572 | 279,001 | 1.24% |
| | Miscellaneous Expense | 72,534 | 70,472 | 69,625 | 69,625 | 67,300 | -3.34% |
| | Capital Expenditures | - | - | 150,000 | 150,000 | - | -100.00% |
| | Transfers Out | 17,900 | 21,750 | 17,900 | 17,900 | 17,900 | 0.00% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 2.70 | 2.70 | 2.70 | 2.70 | 2.70 | |

* % change from prior year adopted budget
Reid.xls

**CITY OF APPLETON 2022 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 inclusive 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 given the resources available.
- Work closely with CEA to coordinate repairs and provide equipment to maintain high quality playing conditions.
- Work closely with the Recreation Division to implement new program opportunities targeting youth.

Major Changes in Revenue, Expenditures, or Programs:

Increase in projected revenue reflects selling all tee signs advertisements, rounds trends, increased junior program capacity and rate modifications.

Increase in expenditures is from purchase of a new trailer blower, increased fuel costs, and printing of scorecards internally.

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 7,499 | \$ 5,538 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| 480100 Charges for Service | 7,466 | 545 | 9,500 | 9,500 | 9,500 |
| 480203 Concessions | 105,829 | 101,738 | 117,500 | 117,500 | 117,500 |
| 480204 Merchandise Sales | 20,058 | 22,106 | 27,500 | 27,500 | 27,500 |
| 480205 Equipment Rentals | 115,061 | 143,675 | 126,000 | 126,000 | 130,000 |
| 485000 Daily Entrance Fees | 6,250 | 1,450 | 6,250 | 6,250 | 10,250 |
| 485100 Greens Fees | 468,710 | 554,128 | 516,500 | 516,500 | 531,500 |
| 501500 Rental of City Property | 15,000 | 12,000 | 15,000 | 15,000 | 15,000 |
| 501600 Lease Revenue | 58,897 | 61,746 | 63,325 | 63,325 | 63,983 |
| 502000 Donations & Memorials | 1,652 | 2,583 | - | - | - |
| 503500 Other Reimbursements | 5,569 | 2,597 | 2,000 | 2,000 | 2,000 |
| Total Revenue | \$ 811,991 | \$ 908,106 | \$ 886,575 | \$ 886,575 | \$ 910,233 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 176,458 | \$ 174,725 | \$ 184,900 | \$ 184,900 | \$ 189,517 |
| 610400 Call Time | 270 | 30 | - | - | - |
| 610500 Overtime Wages | 159 | 164 | 553 | 553 | 567 |
| 610800 Part-Time Wages | 109,637 | 107,348 | 123,293 | 123,293 | 125,136 |
| 615000 Fringes | 105,809 | 74,390 | 84,674 | 84,674 | 85,369 |
| 620100 Training/Conferences | 680 | 1,600 | 2,250 | 2,250 | 750 |
| 630100 Office Supplies | 552 | 221 | 500 | 500 | 500 |
| 630300 Memberships & Licenses | 1,759 | 1,903 | 1,760 | 1,760 | 1,760 |
| 630600 Building Maint./Janitorial | 1,472 | 1,260 | 1,500 | 1,500 | 1,500 |
| 630700 Food & Provisions | - | - | 50 | 50 | 50 |
| 630800 Landscape Supplies | 32,379 | 31,793 | 36,900 | 36,900 | 36,900 |
| 631400 Pro Shop / Concessions | 59,366 | 54,545 | 60,400 | 60,400 | 60,400 |
| 631603 Other Misc. Supplies | 565 | 435 | 2,000 | 2,000 | 2,000 |
| 632002 Outside Printing | 1,458 | 1,833 | 2,000 | 2,000 | 4,000 |
| 632101 Uniforms | - | - | 500 | 500 | 500 |
| 632200 Gas Purchases | 12,914 | 10,028 | 13,500 | 13,500 | 14,000 |
| 632700 Miscellaneous Equipment | 6,377 | 5,332 | 5,000 | 5,000 | 13,000 |
| 640100 Accounting/Audit Fees | 2,327 | 2,123 | 2,160 | 2,160 | 2,160 |
| 640300 Bank Service Fees | 13,387 | 17,505 | 13,000 | 13,000 | 13,000 |
| 640400 Consulting Services | - | - | 1,000 | 1,000 | 500 |
| 640700 Solid Waste/Recycling | 918 | 2,294 | 1,100 | 1,100 | 2,405 |
| 640800 Contractor Fees | 1,065 | 1,120 | 1,000 | 1,000 | 1,000 |
| 641200 Advertising | 7,298 | 4,153 | 10,000 | 10,000 | 7,500 |
| 641300 Utilities | 49,490 | 45,513 | 50,773 | 50,773 | 49,323 |
| 641800 Equip Repairs & Maint | 5,822 | 7,039 | 5,500 | 5,500 | 5,000 |
| 642000 Facilities Charges | 32,920 | 29,798 | 34,344 | 34,344 | 33,357 |
| 642400 Software Support | 1,860 | 1,860 | 1,860 | 1,860 | 1,860 |
| 642500 CEA Expense | 93,285 | 95,748 | 110,690 | 110,690 | 121,183 |
| 645400 Grounds Repair & Maint. | 4,037 | 765 | 2,000 | 2,000 | 2,000 |
| 650100 Insurance | 7,500 | 6,296 | 6,170 | 6,170 | 6,213 |
| 650302 Equipment Rent | 29,073 | 33,518 | 35,975 | 35,975 | 33,500 |
| 659900 Other Contracts/Obligations | 36,909 | - | - | - | - |
| 660100 Depreciation Expense | 61,164 | 60,381 | 61,000 | 61,000 | 61,000 |
| 672000 Interest Payments | 11,370 | 10,091 | 8,625 | 8,625 | 6,300 |
| 680200 Land Improvements | - | - | 150,000 | 150,000 | - |
| 791100 Transfer Out - Gen Fund | 17,900 | 17,900 | 17,900 | 17,900 | 17,900 |
| 791400 Transfer Out - Cap Projects | - | 3,850 | - | - | - |
| Total Expense | \$ 886,180 | \$ 805,561 | \$ 1,032,877 | \$ 1,032,877 | \$ 900,150 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|---------------------------|------------------|-----------------------------|------------------|
| <u>Landscape Supplies</u> | | <u>Pro Shop/Concessions</u> | |
| Top soil,sand, gravel | \$ 3,400 | Alcoholic beverages | \$ 24,600 |
| Seed, fertilizer | 9,000 | Non-alcoholic beverages | 8,000 |
| Plant material (flowers) | 500 | Candy/food | 12,750 |
| Herbicides/pesticides | 24,000 | Other concession supplies | 13,500 |
| | <u>\$ 36,900</u> | Promotional supplies | 1,550 |
| | | | <u>\$ 60,400</u> |
| <u>Rent</u> | | | |
| Carts | \$ 32,000 | | |
| Maintenance operations | 1,500 | | |
| | <u>\$ 33,500</u> | | |

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|-------------------------------------|----------------|----------------|--------------------|------------------|---------------------|----------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 7,499 | 5,538 | (1,065) | 3,000 | 3,000 | 3,000 |
| 480100 General Charges for Service | 7,466 | 545 | 3,115 | 9,500 | 9,500 | 9,500 |
| 480203 Concessions | 105,829 | 101,738 | 145 | 117,500 | 117,500 | 117,500 |
| 480204 Merchandise Sales | 20,058 | 22,106 | 101 | 27,500 | 27,500 | 27,500 |
| 480205 Equipment Rentals | 115,061 | 143,675 | 7,866 | 126,000 | 126,000 | 130,000 |
| 485000 Daily Entrance Fees | 6,250 | 1,450 | 5,000 | 6,250 | 6,250 | 10,250 |
| 485100 Greens Fees | 468,710 | 554,128 | 67,082 | 516,500 | 516,500 | 531,500 |
| 501500 Rental of City Property | 15,000 | 12,000 | - | 15,000 | 15,000 | 15,000 |
| 501600 Lease Revenue | 58,897 | 61,746 | 34,689 | 63,325 | 63,325 | 63,983 |
| 502000 Donations & Memorials | 1,652 | 2,583 | - | - | - | - |
| 503500 Other Reimbursements | 5,583 | 2,157 | 1,646 | 2,000 | 2,000 | 2,000 |
| 508500 Cash Short or Over | (14) | 440 | - | - | - | - |
| TOTAL PROGRAM REVENUES | 811,991 | 908,106 | 118,579 | 886,575 | 886,575 | 910,233 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 125,895 | 131,345 | 30,245 | 184,720 | 184,720 | 189,517 |
| 610200 Labor Pool Allocations | 29,788 | 28,578 | 1,556 | - | - | - |
| 610400 Call Time | 270 | 30 | - | - | - | - |
| 610500 Overtime Wages | 159 | 164 | - | 553 | 553 | 567 |
| 610800 Part-Time Wages | 109,637 | 107,348 | 6,060 | 123,293 | 123,293 | 125,136 |
| 611000 Other Compensation | 5,730 | - | 55 | 180 | 180 | - |
| 611400 Sick Pay | - | 1,018 | - | - | - | - |
| 611500 Vacation Pay | 15,045 | 13,783 | - | - | - | - |
| 615000 Fringes | 67,810 | 65,350 | 15,448 | 84,674 | 84,674 | 85,369 |
| 615500 Unemployment Compensation | 2,222 | 1,193 | 4,121 | - | - | - |
| 617000 Pension Expense | 25,258 | 7,353 | - | - | - | - |
| 617100 OPEB Expense | 10,519 | 494 | - | - | - | - |
| TOTAL PERSONNEL | 392,333 | 356,656 | 57,485 | 393,420 | 393,420 | 400,589 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 680 | 1,600 | - | 2,250 | 2,250 | 750 |
| TOTAL TRAINING / TRAVEL | 680 | 1,600 | - | 2,250 | 2,250 | 750 |
| Supplies | | | | | | |
| 630100 Office Supplies | 552 | 221 | 97 | 500 | 500 | 500 |
| 630300 Memberships & Licenses | 1,759 | 1,904 | 1,120 | 1,760 | 1,760 | 1,760 |
| 630600 Building Maint./Janitorial | 1,472 | 1,260 | 260 | 1,500 | 1,500 | 1,500 |
| 630700 Food & Provisions | - | - | - | 50 | 50 | 50 |
| 630801 Topsoil, Sand, Gravel | 3,409 | 4,145 | - | 3,400 | 3,400 | 3,400 |
| 630803 Seed, Fertilizer | 7,389 | 5,919 | 5,123 | 9,000 | 9,000 | 9,000 |
| 630804 Plant Material | 295 | - | - | 500 | 500 | 500 |
| 630807 Herbicides/Pesticides | 21,286 | 21,730 | 18,866 | 24,000 | 24,000 | 24,000 |
| 631401 Alcoholic Beverages | 23,529 | 23,461 | 2,488 | 24,600 | 24,600 | 24,600 |
| 631402 Non-Alcoholic Beverages | 7,462 | 8,382 | 296 | 8,000 | 8,000 | 8,000 |
| 631403 Candy/Food | 10,810 | 6,181 | 843 | 12,750 | 12,750 | 12,750 |
| 631404 Other Concession Supplies | 17,105 | 16,178 | 12,083 | 13,500 | 13,500 | 13,500 |
| 631405 Promotional Supplies | 460 | 342 | - | 1,550 | 1,550 | 1,550 |
| 631603 Other Misc. Supplies | 565 | 435 | - | 2,000 | 2,000 | 2,000 |
| 632002 Outside Printing | 1,458 | 1,833 | 434 | 2,000 | 2,000 | 4,000 |
| 632101 Uniforms | - | - | 151 | 500 | 500 | 500 |
| 632200 Gas Purchases | 12,914 | 10,028 | 1,628 | 13,500 | 13,500 | 14,000 |
| 632700 Miscellaneous Equipment | 6,377 | 5,332 | 2,964 | 5,000 | 5,000 | 13,000 |
| TOTAL SUPPLIES | 116,842 | 107,351 | 46,353 | 124,110 | 124,110 | 134,610 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 2,327 | 2,123 | - | 2,160 | 2,160 | 2,160 |
| 640300 Bank Service Fees | 13,387 | 17,505 | 769 | 13,000 | 13,000 | 13,000 |
| 640400 Consulting Services | - | - | - | 1,000 | 1,000 | 500 |
| 640700 Solid Waste/Recycling Pickup | 918 | 2,294 | 624 | 1,100 | 1,100 | 2,405 |
| 640800 Contractor Fees | 1,065 | 1,120 | 46 | 1,000 | 1,000 | 1,000 |
| 641200 Advertising | 7,298 | 4,153 | 1,644 | 10,000 | 10,000 | 7,500 |
| 641301 Electric | 20,169 | 21,862 | 3,137 | 22,063 | 22,063 | 22,063 |
| 641302 Gas | 4,496 | 3,628 | 2,231 | 4,300 | 4,300 | 4,300 |
| 641303 Water | 1,838 | 1,649 | 279 | 2,100 | 2,100 | 2,100 |
| 641304 Sewer | 795 | 432 | 71 | 2,100 | 2,100 | 650 |
| 641306 Stormwater | 13,961 | 13,174 | 3,389 | 13,160 | 13,160 | 13,160 |

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| 641307 Telephone | 5,040 | 2,265 | 199 | 3,900 | 3,900 | 3,900 |
| 641308 Cellular Phones | 1,061 | 341 | 148 | 1,000 | 1,000 | 1,000 |
| 641309 Cable Services | 2,130 | 2,162 | 234 | 2,150 | 2,150 | 2,150 |
| 641800 Equip Repairs & Maint | 5,822 | 7,039 | 1,168 | 5,500 | 5,500 | 5,000 |
| 642000 Facilities Charges | 32,920 | 29,798 | 5,315 | 34,344 | 34,344 | 33,357 |
| 642400 Software Support | 1,860 | 1,860 | - | 1,860 | 1,860 | 1,860 |
| 642501 CEA Operations/Maint. | 43,248 | 34,742 | 12,898 | 47,622 | 47,622 | 48,146 |
| 642502 CEA Depreciation/Replace. | 50,037 | 61,007 | 10,511 | 63,068 | 63,068 | 73,037 |
| 645400 Grounds Repair & Maintenance | 4,037 | 765 | 1,462 | 2,000 | 2,000 | 2,000 |
| 650100 Insurance | 7,500 | 6,296 | - | 6,170 | 6,170 | 6,213 |
| 650302 Equipment Rent | 29,073 | 33,517 | - | 35,975 | 35,975 | 33,500 |
| 659900 Other Contracts/Obligation | <u>36,909</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL PURCHASED SVCS | 285,891 | 247,732 | 44,125 | 275,572 | 275,572 | 279,001 |
| | | | | | | |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 61,164 | 60,381 | - | 61,000 | 61,000 | 61,000 |
| 672000 Interest Payments | <u>11,370</u> | <u>10,091</u> | <u>-</u> | <u>8,625</u> | <u>8,625</u> | <u>6,300</u> |
| TOTAL MISCELLANEOUSL EXP | 72,534 | 70,472 | - | 69,625 | 69,625 | 67,300 |
| | | | | | | |
| Capital Outlay | | | | | | |
| 680200 Land Improvements | 10,629 | 9,621 | 8 | 150,000 | 150,000 | - |
| 689900 Other Capital Outlay | <u>(10,629)</u> | <u>(9,621)</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL CAPITAL OUTLAY | - | - | 8 | 150,000 | 150,000 | - |
| | | | | | | |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 17,900 | 17,900 | - | 17,900 | 17,900 | 17,900 |
| 791400 Transfer Out - Capital Project | <u>-</u> | <u>3,850</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL TRANSFERS | 17,900 | 21,750 | - | 17,900 | 17,900 | 17,900 |
| | | | | | | |
| TOTAL EXPENSE | <u>886,180</u> | <u>805,561</u> | <u>147,971</u> | <u>1,032,877</u> | <u>1,032,877</u> | <u>900,150</u> |

CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| Charges for Services | \$ 723,373 | \$ 823,642 | \$ 803,250 | \$ 830,000 | \$ 826,250 |
| Miscellaneous | 22,221 | 17,180 | 17,000 | 16,500 | 15,000 |
| Lease Revenue | 58,897 | 61,746 | 63,325 | 62,000 | 65,983 |
| Total Revenues | <u>804,491</u> | <u>902,568</u> | <u>883,575</u> | <u>908,500</u> | <u>907,233</u> |
| Expenses | | | | | |
| Operation and Maintenance | 795,745 | 713,341 | 795,352 | 750,000 | 814,950 |
| Depreciation | 61,164 | 60,381 | 61,000 | 60,380 | 61,000 |
| Total Expenses | <u>856,909</u> | <u>773,722</u> | <u>856,352</u> | <u>810,380</u> | <u>875,950</u> |
| Operating Income (Loss) | (52,418) | 128,846 | 27,223 | 98,120 | 31,283 |
| Nonoperating Revenues (Expenses) | | | | | |
| Interest Income | 7,499 | 5,538 | 3,000 | 3,000 | 3,000 |
| Interest Expense | (11,370) | (10,091) | (8,625) | (8,625) | (6,300) |
| Total Non-Operating | <u>(3,871)</u> | <u>(4,553)</u> | <u>(5,625)</u> | <u>(5,625)</u> | <u>(3,300)</u> |
| Net Income (Loss) Before Transfers | (56,289) | 124,293 | 21,598 | 92,495 | 27,983 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | - | - | - | - | - |
| Operating Transfers out | (17,900) | (21,750) | (17,900) | (17,900) | (17,900) |
| Change in Net Assets | (74,189) | 102,543 | 3,698 | 74,595 | 10,083 |
| Net Assets - Beginning | 928,647 | 854,458 | 957,001 | 957,001 | 1,031,596 |
| Net Assets - Ending | <u>\$ 854,458</u> | <u>\$ 957,001</u> | <u>\$ 960,699</u> | <u>\$ 1,031,596</u> | <u>\$ 1,041,679</u> |

SCHEDULE OF CASH FLOWS

| | | |
|-----------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 353,981 | \$ 363,956 |
| + Change in Net Assets | 74,595 | 10,083 |
| - Capital Contributions | - | - |
| + Depreciation | 60,380 | 61,000 |
| - Fixed Assets | (150,000) | - |
| + Advance from general fund | 100,000 | - |
| - Principal Repayment | (75,000) | (80,000) |
| Working Cash - End of Year | <u>\$ 363,956</u> | <u>\$ 355,039</u> |

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

| | 2020 Actual | 2021 Projected | 2022 Budget | 2023 Projected | 2024 Projected | 2025 Projected | 2026 Projected |
|-------------------------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 823,642 | \$ 830,000 | \$ 826,250 | \$ 842,775 | \$ 859,631 | \$ 876,824 | \$ 894,360 |
| Miscellaneous | 17,180 | 16,500 | 15,000 | 15,300 | 15,606 | 15,918 | 16,236 |
| Lease Revenue | 61,746 | 62,000 | 65,983 | 65,983 | 65,983 | 65,983 | 65,983 |
| Total Revenues | <u>902,568</u> | <u>908,500</u> | <u>907,233</u> | <u>924,058</u> | <u>941,220</u> | <u>958,725</u> | <u>976,579</u> |
| Expenses | | | | | | | |
| Operating Expenses | 713,341 | 750,000 | 814,950 | 835,324 | 856,207 | 877,612 | 899,552 |
| Depreciation | 60,381 | 60,380 | 61,000 | 60,139 | 59,355 | 56,510 | 53,666 |
| Total Expenses | <u>773,722</u> | <u>810,380</u> | <u>875,950</u> | <u>895,463</u> | <u>915,562</u> | <u>934,122</u> | <u>953,218</u> |
| Operating Income | 128,846 | 98,120 | 31,283 | 28,595 | 25,658 | 24,603 | 23,361 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 5,538 | 3,000 | 3,000 | 2,500 | 2,000 | 1,500 | 1,000 |
| Interest Expense | (10,091) | (8,625) | (6,300) | (3,975) | (1,725) | (300) | - |
| Total Non-Operating | <u>(4,553)</u> | <u>(5,625)</u> | <u>(3,300)</u> | <u>(1,475)</u> | <u>275</u> | <u>1,200</u> | <u>1,000</u> |
| Net Income Before Transfers | 124,293 | 92,495 | 27,983 | 27,120 | 25,933 | 25,803 | 24,361 |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | - | - | - | - | - | - | - |
| General Fund/CEA | (21,750) | (17,900) | (17,900) | (17,900) | (17,900) | (17,900) | (17,900) |
| Change in Net Assets | 102,543 | 74,595 | 10,083 | 9,220 | 8,033 | 7,903 | 6,461 |
| Total Net Assets - Beginning | <u>854,458</u> | <u>957,001</u> | <u>1,031,596</u> | <u>1,041,679</u> | <u>1,050,899</u> | <u>1,058,932</u> | <u>1,066,835</u> |
| Total Net Assets - Ending | <u>\$ 957,001</u> | <u>\$ 1,031,596</u> | <u>\$ 1,041,679</u> | <u>\$ 1,050,899</u> | <u>\$ 1,058,932</u> | <u>\$ 1,066,835</u> | <u>\$ 1,073,296</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | |
|-------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Cash - Beginning of the Year | \$ 353,981 | \$ 363,956 | \$ 355,039 | \$ 349,398 | \$ 341,786 | \$ 331,199 |
| + Change in Net Assets | 74,595 | 10,083 | 9,220 | 8,033 | 7,903 | 6,461 |
| - Capital Contributions | - | - | - | - | - | - |
| + Depreciation | 60,380 | 61,000 | 60,139 | 59,355 | 56,510 | 53,666 |
| + Long Term Debt | 100,000 | - | - | - | - | - |
| - Fixed Assets | (150,000) | - | - | - | - | - |
| - Principal Repayment | (75,000) | (80,000) | (75,000) | (75,000) | (75,000) | (80,000) |
| Working Cash - End of Year | <u>\$ 363,956</u> | <u>\$ 355,039</u> | <u>\$ 349,398</u> | <u>\$ 341,786</u> | <u>\$ 331,199</u> | <u>\$ 311,326</u> |
| 25% Working Capital Reserve (prior year's audited expenses) | \$ 194,131 | \$ 209,788 | \$ 214,300 | \$ 218,958 | \$ 223,953 | |

ASSUMPTIONS:

Rounds of golf played @ projected 2020 levels and then increasing slightly for estimated increase in rounds
2% overall revenue increase in 2023 and beyond
Operating expenses to increase 2.5% per year after 2022
None of the costs identified in the Reid Golf Course CIP for 2022 and beyond are included in this projection
Strive to maintain a level of 25% working capital reserve

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

| 2002 General Fund Advance | | | |
|------------------------------|------------|----------|------------|
| Year | Principal | Interest | Total |
| 2022 | \$ - | \$ - | \$ - |
| 2023 | - | - | - |
| 2024 | - | - | - |
| 2025 | 60,000 | - | 60,000 |
| 2026 | 80,000 | - | 80,000 |
| | \$ 140,000 | \$ - | \$ 140,000 |

| 2012 Taxable General Obligation Refunding Bonds | | | |
|----------------------------------------------------|------------|-----------|------------|
| Year | Principal | Interest | Total |
| 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 | - | - | - |
| | \$ 250,000 | \$ 12,300 | \$ 262,300 |

| 2021 General Fund Advance | | | |
|------------------------------|------------|----------|------------|
| Year | Principal | Interest | Total |
| 2022 | \$ - | \$ - | \$ - |
| 2023 | - | - | - |
| 2024 | - | - | - |
| 2025 | - | - | - |
| 2026 | - | - | - |
| 2027 | 20,000 | - | 20,000 |
| 2028 | 20,000 | - | 20,000 |
| 2029 | 20,000 | - | 20,000 |
| 2030 | 20,000 | - | 20,000 |
| 2031 | 20,000 | - | 20,000 |
| | \$ 100,000 | \$ - | \$ 100,000 |

| Total | | | |
|-------|------------|-----------|------------|
| Year | Principal | Interest | Total |
| 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 |
| 2027 | 20,000 | - | 20,000 |
| 2028 | 20,000 | - | 20,000 |
| 2029 | 20,000 | - | 20,000 |
| 2030 | 20,000 | - | 20,000 |
| 2031 | 20,000 | - | 20,000 |
| | \$ 490,000 | \$ 12,300 | \$ 502,300 |

CITY OF APPLETON 2022 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2022 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2021 EVENTS

Maintain high quality library services

- 2021 was impacted by the pandemic resulting in redesigning library service in methods that are safe and slowly restoring services. By the start of summer, nearly all library services have been restored.
- Served as a vaccination site during the summer of 2021 focusing on vaccinating youth.
- Eliminated overdue fines and cleared patron accounts of existing fines for materials that have been returned.

Summer Reading Program

- Offered for all ages utilizing online and in person options; 1,251 children, 200 teens, and 495 adults participated.
- Summer programming was initially planned outdoors and as COVID and vaccination rates improved indoor programming resumed.

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

- Grants obtained include:
 - Small Business – Big Impact grant, an initiative to support business startup, retention, and expansion for people of color and immigrants, was launched with grant funding from the American Library Association for 2020/2021
 - WiLS Ideas to Action grant for Community Chords Project
 - East Asia in Wisconsin Grant from UW Madison's Center for East Asian Studies
 - READ Africa Grant from UW Madison's African Studies Program
 - Implemented grant with Outagamie Waupaca Library System (OWLS) and Friends of the Appleton Public Library (APL) to provide circulating laptops throughout the system from the WI Public Service Commission
 - Friends of the APL provided \$64,000 in grants
- Librarians engaged in initiatives at the State level, including serving as a mentor for Wisconsin Libraries - Transforming Communities. APL staff were among five libraries in the country chosen to serve as coaches for American Library Association's (ALA) ongoing Libraries Build Business initiative.

Continue to explore facility needs and options

- Selected architects Skidmore, Owings and Merrill to design library renovation/expansion and began work on design.
- Created multiple methods for public participation including working with the Mayor to establish a Library Building Project Advisory Committee.
- Began developing plans for temporary library during construction.
- Modified building to provide safe service to the public during the pandemic.

Continue cooperation with schools and other community organizations

- Maintained and enhanced relationships with partners throughout the year finding new ways to collaborate during the pandemic.
- As part of the Fox Cities Reads program, "George", was read and discussed throughout the community - author presentation was virtual; Fox Cities Book Festival include in person and virtual events.
- Collaborated with 37 local educational institutions, businesses, and non-profit and civic groups. Collaborations include English Language Learner programs, Building for Kids, ADI, Fox Valley Symphony, and Boys & Girls Club.
- Staff served on Imagine Fox Cities Leadership and Belonging Teams and hosted community conversations.
- As a United Way Agency, the library coordinates the Reach Out and Read - Fox Cities program.

Utilize volunteers more effectively

- In 2021, we have reinstated volunteers based on how services have been evolving surrounding the pandemic including shelving, children's program support, Reach Out and Read, obituary database entry and local history projects, Job Connection support and Walking Books delivery service to homebound individuals.

Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered.
- Offered programming in person and online via videoconferencing when meeting in person was not feasible.
- Implemented new app and created Book Matchmaker service.
- e-circulation increased 17% from previous year including e-books, audiobooks, videos, comics, magazines, music and games.

CITY OF APPLETON 2022 BUDGET LIBRARY

MAJOR 2022 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:

Complete the design of renovated/expanded library. Finalize and implement an interim library service model that is responsive to community needs during the 18 month construction process.

As a core component of public education for all, cultivate quality collections and develop and provide quality programs for all ages, including: outreach and group visits; age-appropriate programs for various developmental stages with inclusive programs; continue to explore ways to develop and support outreach to the community in nontraditional locations; collaborate with schools and community organizations to provide options for different levels of engagement; and continue efforts to extend outreach and circulation services out into the community.

Monitor continued impact and public health needs due to the pandemic. Leverage resources to support economic recovery focusing on job loss, families struggling with educational needs, marginalized communities, individuals/families suffering from social isolation and those who rely on the library to mitigate the impact of the digital divide.

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

Market collections, programs and services. Continue to develop the "digital branch" and virtual services.

NOTE: This budget reflects temporary anticipated reductions in some budget lines due to service limitations that will occur due to the library operating in a temporary library during the 18 month period of construction.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|------------------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 1,267,872 | \$ 1,237,716 | \$ 1,171,236 | \$ 1,171,236 | \$ 1,107,501 | -5.44% |
| Program Expenses | | | | | | | |
| 16010 | Administration | 659,324 | 648,023 | 768,274 | 828,774 | 696,009 | -9.41% |
| 16021 | Children's Services | 548,499 | 542,351 | 566,305 | 578,557 | 533,616 | -5.77% |
| 16023 | Public Services | 730,368 | 680,116 | 697,751 | 712,978 | 704,889 | 1.02% |
| 16024 | Community Partnerships | 494,580 | 501,360 | 497,799 | 501,291 | 500,775 | 0.60% |
| 16031 | Building Operations | 467,278 | 406,380 | 438,898 | 438,898 | 525,935 | 19.83% |
| 16032 | Materials Management | 1,495,776 | 1,436,398 | 1,454,745 | 1,469,490 | 1,302,967 | -10.43% |
| 16033 | Network Services | 267,245 | 279,001 | 311,763 | 315,763 | 268,130 | -14.00% |
| TOTAL | | \$ 4,663,070 | \$ 4,493,629 | \$ 4,735,535 | \$ 4,845,751 | \$ 4,532,321 | -4.29% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 3,296,550 | 3,211,801 | 3,393,413 | 3,393,413 | 3,334,116 | -1.75% |
| Training & Travel | | 43,267 | 39,904 | 46,334 | 49,334 | 35,234 | -23.96% |
| Supplies & Materials | | 787,295 | 756,462 | 728,124 | 759,613 | 580,291 | -20.30% |
| Purchased Services | | 533,654 | 480,886 | 563,166 | 638,893 | 578,182 | 2.67% |
| Capital Outlay | | 2,304 | 4,576 | 4,498 | 4,498 | 4,498 | 0.00% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 46.00 | 45.00 | 45.00 | 45.00 | 45.00 | |

* % change from prior year adopted budget
Library.xls

**CITY OF APPLETON 2022 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:

- Complete design of renovated/expanded library. Finalize and implement an interim library service model that is responsive to community needs during the 18 month construction process.
- Oversee the Library's long-range plan and ensure Library is responsive to community needs, adapting as appropriate for the construction process and pandemic.
- Work with the Outagamie Waupaca Library System in their relocation from the library building.
- Share information about library programs, services and resources via effective marketing and communications.
- Utilize the State of Wisconsin Inclusive Services Assessment, GARE and other community and library initiatives to advance equity and inclusion for library policies, collections, programs and services.
- Work with Friends of the Appleton Public Library to develop strong public/private partnership. Be good stewards of grant funds.
- Continue identifying ways to leverage volunteers in the provision of library services.

Major changes in Revenue, Expenditures, or Programs:

- In 2021, the library eliminated overdue fines (charges for services) and developed a four year transition plan to offset the loss of revenue. The offsetting revenue is recorded in the Materials Management budget (\$25,000),
- Rental of City Property is eliminated for 2022. Outagamie Waupaca Library System (OWLS) will be moving to a new location.
- The Other Contracts budget reflects a temporary reduction in the security guard contract during renovations.

PERFORMANCE INDICATORS

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 | 233 | 37 | 200 | 200 | 200 |
| Work Process Outputs | | | | | |
| Grant funds awarded | \$ 152,126 | \$ 221,470 | \$ 180,000 | \$ 200,000 | \$ 200,000 |
| State-level meetings attended | 38 | 55 | 40 | 40 | 40 |
| Surveys conducted | 1 | 1 | 1 | 3 | 1 |
| Hours worked by library volunteers | 7,437 | 2,002 | 3,000 | 2,500 | 2,500 |
| Annual door count | 408,532 | 105, 816 | 250,000 | 200,000 | 200,000 |

CITY OF APPLETON 2022 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 423200 Library Grants & Aids | \$ 1,045,947 | \$ 1,070,138 | \$ 1,091,736 | \$ 1,091,736 | \$ 1,063,001 |
| 480100 Charges for Services | 44,646 | 14,728 | 30,000 | 30,000 | - |
| 501500 Rental of City Property | 30,012 | 30,000 | 30,000 | 30,000 | - |
| 502000 Donations & Memorials | 587 | 553 | - | - | - |
| 503500 Other Reimbursements | 14,666 | 22,082 | - | - | - |
| Total Revenue | <u>\$ 1,135,858</u> | <u>\$ 1,137,501</u> | <u>\$ 1,151,736</u> | <u>\$ 1,151,736</u> | <u>\$ 1,063,001</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 394,145 | \$ 430,382 | \$ 460,663 | \$ 460,663 | \$ 466,769 |
| 610400 Call Time Wages | 45 | 15 | - | - | - |
| 610500 Overtime Wages | - | 48 | - | - | - |
| 610800 Part-Time Wages | 8,446 | 4,599 | 8,790 | 8,790 | 7,500 |
| 615000 Fringes | 132,534 | 142,050 | 179,508 | 179,508 | 177,689 |
| 620100 Training/Conferences | 9,327 | 5,440 | 4,920 | 7,920 | 4,920 |
| 620600 Parking Permits | 20,729 | 22,823 | 23,100 | 23,100 | 12,000 |
| 630100 Office Supplies | 4,273 | 2,300 | 4,635 | 4,635 | 4,635 |
| 630300 Memberships & Licenses | 3,065 | 3,393 | 2,200 | 2,200 | 2,200 |
| 630500 Awards & Recognition | 1,157 | 879 | 850 | 850 | 850 |
| 630700 Food & Provisions | 4,076 | 319 | 1,135 | 1,135 | 1,135 |
| 632001 City Copy Charges | - | 302 | 100 | 100 | 100 |
| 632002 Outside Printing | 1,031 | 1,033 | - | - | - |
| 641200 Advertising | 2,409 | 2,477 | 1,288 | 6,288 | 1,288 |
| 641307 Telephone | 3,069 | 3,358 | 2,948 | 2,948 | 2,948 |
| 641308 Cellular Phones | 1,517 | 615 | 1,600 | 1,600 | 1,600 |
| 659900 Other Contracts/Obligation | 73,501 | 27,990 | 76,537 | 129,037 | 12,375 |
| Total Expense | <u>\$ 659,324</u> | <u>\$ 648,023</u> | <u>\$ 768,274</u> | <u>\$ 828,774</u> | <u>\$ 696,009</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 field trips 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 programs directed at families and children to include refugees, newcomers and those from culturally diverse backgrounds, including coordination with community organizations to bring ELL book clubs, literacy classes, and other cultural celebrations.

Major changes in Revenue, Expenditures, or Programs:

The Children's Department continues to develop ways to provide programming and services during the building process including planning for a temporary location. These plans include: in-person and virtual programming, the exploration and experimentation of non-traditional and traditional outreach programming, outdoor programs and the continuation of services such as Book Packs that grew in popularity during the pandemic.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------|------------|--------------|--------------|------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Other Reimbursements | 31,600 | 18,800 | - | - | - |
| Total Revenue | \$ 31,600 | \$ 18,800 | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 350,454 | \$ 361,433 | \$ 369,371 | \$ 369,371 | \$ 362,814 |
| 610800 Part-Time Wages | 38,718 | 27,648 | 30,528 | 30,528 | 28,085 |
| 615000 Fringes | 127,636 | 128,929 | 158,189 | 158,189 | 134,500 |
| 620100 Training/Conferences | 3,996 | 5,480 | 4,405 | 4,405 | 4,405 |
| 630100 Office Supplies | 21,003 | 16,460 | 2,812 | 10,979 | 2,812 |
| 630300 Memberships & Licenses | 153 | - | - | - | - |
| 630700 Food & Provisions | 1,444 | 690 | - | 4,085 | - |
| 659900 Other Contracts/Obligation | 5,095 | 1,711 | 1,000 | 1,000 | 1,000 |
| Total Expense | \$ 548,499 | \$ 542,351 | \$ 566,305 | \$ 578,557 | \$ 533,616 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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; provide quality service to our patrons in person, via phone and remotely.

Register new patrons and maintain a database of 75,000 users; process holds in conjunction with the Materials Management section (approx. 145,000 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 bills.

Promote and educate the public on the use of the self-check machines.

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:

Public Services continues to develop ways to provide resources and services during the building process including planning for a temporary location.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 12,494 | \$ 1,814 | \$ 400 | \$ 400 | \$ 400 |
| Total Revenue | <u>\$ 12,494</u> | <u>\$ 1,814</u> | <u>\$ 400</u> | <u>\$ 400</u> | <u>\$ 400</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 475,860 | \$ 458,777 | \$ 455,427 | \$ 455,427 | \$ 449,189 |
| 610500 Overtime Wages | 4 | 1 | - | - | - |
| 610800 Part-Time Wages | 91,753 | 74,200 | 90,508 | 90,508 | 83,267 |
| 615000 Fringes | 150,514 | 138,466 | 137,227 | 137,227 | 157,844 |
| 620100 Training/Conferences | 2,443 | 2,167 | 2,565 | 2,565 | 2,565 |
| 630100 Office Supplies | 2,960 | 2,243 | 3,500 | 3,500 | 3,500 |
| 659900 Other Contracts/Obligation | 6,834 | 4,262 | 8,524 | 23,751 | 8,524 |
| Total Expense | <u>\$ 730,368</u> | <u>\$ 680,116</u> | <u>\$ 697,751</u> | <u>\$ 712,978</u> | <u>\$ 704,889</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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, online, 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 Appleton and 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, 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 economic development.

Work with Public Services and Children's Services staff to bring circulation services to the community.

Major changes in Revenue, Expenditures, or Programs:

Community partnerships staff will work in partnership with other community agencies and institutions to coordinate off-site programs and services during the building process including planning for a temporary location.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 17,500 | \$ 32,000 | \$ - | \$ - | \$ - |
| Total Revenue | <u>\$ 17,500</u> | <u>\$ 32,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 318,218 | \$ 346,580 | \$ 344,212 | \$ 344,212 | \$ 349,375 |
| 610800 Part-Time Wages | 17,714 | 13,321 | - | - | - |
| 615000 Fringes | 138,006 | 126,676 | 146,325 | 146,325 | 144,138 |
| 620100 Training/Conferences | 4,545 | 3,990 | 4,450 | 4,450 | 4,450 |
| 630100 Office Supplies | 5,010 | 3,149 | 2,812 | 3,304 | 2,812 |
| 630300 Memberships & Licenses | - | 74 | - | - | - |
| 659900 Other Contracts/Obligation | 11,087 | 7,570 | - | 3,000 | - |
| Total Expense | <u>\$ 494,580</u> | <u>\$ 501,360</u> | <u>\$ 497,799</u> | <u>\$ 501,291</u> | <u>\$ 500,775</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 increased cleanliness, sanitization and perform light maintenance of the library building while providing assistance to Library staff and the community.

Ensure library meeting room needs are met.

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:

Operations will support facility needs during the building process including preparing and moving to a temporary location.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 500100 Fees & Commissions | \$ 1,005 | \$ 337 | \$ 600 | \$ 600 | \$ 600 |
| 503500 Other Reimbursements | 111 | - | - | - | - |
| Total Revenue | <u>\$ 1,116</u> | <u>\$ 337</u> | <u>\$ 600</u> | <u>\$ 600</u> | <u>\$ 600</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 112,716 | \$ 77,876 | \$ 76,128 | \$ 76,128 | \$ 77,270 |
| 610500 Overtime Wages | 57 | 703 | - | - | - |
| 610800 Part-Time Wages | 4,619 | 3,915 | 3,912 | 3,912 | 8,000 |
| 615000 Fringes | 47,020 | 23,898 | 26,104 | 26,104 | 26,297 |
| 620100 Training/Conferences | - | 4 | 830 | 830 | 830 |
| 630100 Office Supplies | 29 | - | - | - | - |
| 630600 Building Maint./Janitorial | 12,560 | 6,416 | 11,084 | 11,084 | 7,000 |
| 630902 Tools & Instruments | - | 14 | 150 | 150 | 150 |
| 632101 Uniforms | - | 180 | - | - | - |
| 632300 Safety Supplies | 500 | 1,039 | 550 | 550 | 550 |
| 632700 Miscellaneous Equipment | 279 | 238 | 650 | 650 | 650 |
| 640700 Solid Waste/Recycling | 2,563 | 4,219 | 4,005 | 4,005 | 4,125 |
| 641300 Utilities | 120,401 | 106,777 | 129,112 | 129,112 | 40,000 |
| 641600 Build Repairs & Maint | 2,424 | 1,788 | 2,000 | 2,000 | 2,000 |
| 641800 Equip Repairs & Maint | 160 | - | 400 | 400 | 400 |
| 642000 Facilities Charges | 163,950 | 179,313 | 183,973 | 183,973 | 100,000 |
| 650200 Leases | - | - | - | - | 258,663 |
| Total Expense | <u>\$ 467,278</u> | <u>\$ 406,380</u> | <u>\$ 438,898</u> | <u>\$ 438,898</u> | <u>\$ 525,935</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Leases

| | |
|----------------------------|-------------------|
| Temporary library facility | \$ 258,663 |
| | <u>\$ 258,663</u> |

**CITY OF APPLETON 2022 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 25,000 new titles in the online catalog. We process 27,500 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 over a million 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 with OWLSnet on implementation of the integrated library system, as well as ways to reduce barriers to

Major changes in Revenue, Expenditures, or Programs:

Develop and implement plan for relocation of physical collection (approximately 245,000 items) to interim service and/or storage location(s) in advance of building construction project.

Materials Management continues to develop ways to provide access to collections during the building process including planning for a temporary location.

The Library Materials and Supplies budgets reflect temporary reductions due to limitations that will occur because of the library operating in a temporary location during the 18 month period of construction.

Other Reimbursements represents amounts that are received from patrons for lost materials. These amounts have not been budgeted for in the past. The revenue represents the offset to revenues lost due to the elimination of fines on overdue materials.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 46,356 | \$ 41,692 | \$ - | \$ - | \$ 25,000 |
| Total Revenue | <u>\$ 46,356</u> | <u>\$ 41,692</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 25,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 506,768 | \$ 523,499 | \$ 524,489 | \$ 524,489 | \$ 513,223 |
| 610500 Overtime Wages | 2 | - | - | - | - |
| 610800 Part-Time Wages | 98,336 | 63,614 | 70,268 | 70,268 | 64,647 |
| 615000 Fringes | 149,405 | 139,627 | 161,250 | 161,250 | 156,650 |
| 620100 Training/Conferences | 1,029 | - | 3,324 | 3,324 | 3,324 |
| 630100 Office Supplies | 31,152 | 21,602 | 30,522 | 30,522 | 24,417 |
| 631500 Books & Library Materials | 641,651 | 623,914 | 597,644 | 612,389 | 475,000 |
| 659900 Other Contracts/Obligation | 67,433 | 64,142 | 67,248 | 67,248 | 65,706 |
| Total Expense | <u>\$ 1,495,776</u> | <u>\$ 1,436,398</u> | <u>\$ 1,454,745</u> | <u>\$ 1,469,490</u> | <u>\$ 1,302,967</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Office Supplies

| | |
|----------------------------------------------------------------------------------------------------|------------------|
| General office supplies | \$ 3,128 |
| Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.) | 16,084 |
| RFID supplies | 5,205 |
| | <u>\$ 24,417</u> |

Books & Library Materials

| | |
|---------------------------|-------------------|
| Children's materials | \$ 115,603 |
| Adult materials | 331,194 |
| Digital content consortia | 28,203 |
| | <u>\$ 475,000</u> |

Other Contracts/Obligations

| | |
|-------------------|------------------|
| OWLSnet contract | \$ 61,206 |
| Collection agency | 4,500 |
| | <u>\$ 65,706</u> |

CITY OF APPLETON 2022 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 usability and update the network hardware and software to ensure responsiveness to patron and staff need; replace aging network switches to increase uptime and reliability; maintain warranties on production servers and utilize the Federal government program e-rate to attain the best rates and reimbursements for eligible items.

Maintain online public access catalogs, public workstations, AV equipment, digital signage, RFID and automated materials handling equipment; filter and protect internet connections to keep library staff 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.

Major changes in Revenue, Expenditures, or Programs:

Network Services continues to develop ways to provide access to technology during the building process including planning and implementing in a temporary location.

The Equipment Repairs and Maintenance and Miscellaneous Equipment budgets reflect temporary reductions due to limitations that will occur while the library operates in a temporary location during the 18 month construction period. Fewer PCs will be replaced during this time and some service contracts will be terminated.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 22,948 | \$ 5,572 | \$ 18,500 | \$ 18,500 | \$ 18,500 |
| Total Revenue | \$ 22,948 | \$ 5,572 | \$ 18,500 | \$ 18,500 | \$ 18,500 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 95,343 | \$ 96,849 | \$ 107,321 | \$ 107,321 | \$ 104,234 |
| 610500 Overtime | 225 | 46 | - | - | - |
| 615000 Fringes | 38,011 | 28,650 | 43,193 | 43,193 | 22,625 |
| 620100 Training/Conferences | 1,198 | - | 2,740 | 2,740 | 2,740 |
| 630100 Office Supplies | 82 | 15 | 1,500 | 1,500 | 1,500 |
| 632700 Miscellaneous Equipment | 56,870 | 72,201 | 67,980 | 71,980 | 52,980 |
| 641800 Equip Repairs & Maint | 73,211 | 76,664 | 84,531 | 84,531 | 79,553 |
| 681500 Software Acquisition | 2,305 | 4,576 | 4,498 | 4,498 | 4,498 |
| Total Expense | \$ 267,245 | \$ 279,001 | \$ 311,763 | \$ 315,763 | \$ 268,130 |

Note: The costs above reflect the needs while located in the temporary space during renovations.

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

| | |
|--------------------------------|------------------|
| Computer replacements | \$ 20,000 |
| Network hardware, wiring, etc. | 18,000 |
| Network attached storage | 14,980 |
| | <u>\$ 52,980</u> |

Equipment Repairs and Maintenance

| | |
|-----------------------------------------|------------------|
| Photocopier lease & maintenance | \$ 11,840 |
| Automated material handling equipment | 20,000 |
| Self checks and security gate contract | 18,927 |
| Software license and maintenance fees | 25,199 |
| Other equipment repairs and maintenance | 3,587 |
| | <u>\$ 79,553</u> |

**CITY OF APPLETON 2022 BUDGET
LIBRARY**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 423200 Library Grants & Aids | 1,045,947 | 1,070,138 | - | 1,091,736 | 1,091,736 | 1,063,001 |
| 480100 General Charges for Service | 44,646 | 14,728 | 1,296 | 30,000 | 30,000 | - |
| 500100 Fees & Commissions | 1,005 | 337 | - | - | - | 600 |
| 501500 Rental of City Property | 30,013 | 30,000 | 30,000 | 30,000 | 30,000 | - |
| 502000 Donations & Memorials | 587 | 553 | 148 | - | - | - |
| 503500 Other Reimbursements | <u>145,674</u> | <u>121,960</u> | <u>64,958</u> | <u>19,500</u> | <u>19,500</u> | <u>43,900</u> |
| TOTAL PROGRAM REVENUES | 1,267,872 | 1,237,716 | 96,402 | 1,171,236 | 1,171,236 | 1,107,501 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 2,026,765 | 2,104,094 | 678,950 | 2,337,611 | 2,337,611 | 2,322,874 |
| 610400 Call Time Wages | 45 | 15 | 600 | - | - | - |
| 610500 Overtime Wages | 284 | 798 | - | - | - | - |
| 610800 Part-Time Wages | 259,586 | 187,297 | 55,869 | 204,006 | 204,006 | 191,499 |
| 611400 Sick Pay | 5,064 | 4,338 | 1,833 | - | - | - |
| 611500 Vacation Pay | 221,679 | 186,964 | 30,414 | - | - | - |
| 615000 Fringes | <u>783,127</u> | <u>728,295</u> | <u>247,811</u> | <u>851,796</u> | <u>851,796</u> | <u>819,743</u> |
| TOTAL PERSONNEL | 3,296,550 | 3,211,801 | 1,015,477 | 3,393,413 | 3,393,413 | 3,334,116 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 22,538 | 17,081 | 2,537 | 23,234 | 26,234 | 23,234 |
| 620600 Parking Permits | <u>20,729</u> | <u>22,823</u> | <u>23,100</u> | <u>23,100</u> | <u>23,100</u> | <u>12,000</u> |
| TOTAL TRAINING / TRAVEL | 43,267 | 39,904 | 25,637 | 46,334 | 49,334 | 35,234 |
| Supplies | | | | | | |
| 630100 Office Supplies | 64,508 | 45,770 | 9,744 | 45,781 | 54,440 | 39,676 |
| 630300 Memberships & Licenses | 3,218 | 3,467 | 1,066 | 2,200 | 2,200 | 2,200 |
| 630500 Awards & Recognition | 1,157 | 879 | 168 | 850 | 850 | 850 |
| 630600 Building Maint./Janitorial | 12,560 | 6,416 | 3,481 | 11,084 | 11,084 | 7,000 |
| 630700 Food & Provisions | 5,520 | 1,009 | 230 | 1,135 | 5,220 | 1,135 |
| 630902 Tools & Instruments | - | 14 | 82 | 150 | 150 | 150 |
| 631500 Books & Library Materials | 641,651 | 623,914 | 204,953 | 597,644 | 612,389 | 475,000 |
| 632001 City Copy Charges | - | 302 | - | - | - | 100 |
| 632002 Outside Printing | 1,031 | 1,033 | 2,059 | 100 | 100 | - |
| 632101 Uniforms | - | 180 | - | - | - | - |
| 632300 Safety Supplies | 500 | 1,039 | 110 | 550 | 550 | 550 |
| 632700 Miscellaneous Equipment | <u>57,150</u> | <u>72,439</u> | <u>753</u> | <u>68,630</u> | <u>72,630</u> | <u>53,630</u> |
| TOTAL SUPPLIES | 787,295 | 756,462 | 222,646 | 728,124 | 759,613 | 580,291 |
| Purchased Services | | | | | | |
| 640700 Solid Waste/Recycling Pickup | 2,563 | 4,219 | 1,296 | 4,005 | 4,005 | 4,125 |
| 641200 Advertising | 2,409 | 2,477 | 4,151 | 1,288 | 6,288 | 1,288 |
| 641301 Electric | 88,808 | 83,151 | 24,010 | 95,890 | 95,890 | 24,778 |
| 641302 Gas | 22,352 | 16,437 | 10,244 | 22,283 | 22,283 | 4,283 |
| 641303 Water | 4,363 | 2,895 | 384 | 5,125 | 5,125 | 5,125 |
| 641304 Sewer | 1,803 | 1,144 | 134 | 2,114 | 2,114 | 2,114 |
| 641306 Stormwater | 3,075 | 3,150 | 811 | 3,700 | 3,700 | 3,700 |
| 641307 Telephone | 3,069 | 3,358 | 1,125 | 2,948 | 2,948 | 2,948 |
| 641308 Cellular Phones | 1,517 | 615 | 285 | 1,600 | 1,600 | 1,600 |
| 641600 Build Repairs & Maint | 2,424 | 1,788 | - | 2,000 | 2,000 | 2,000 |
| 641800 Equip Repairs & Maint | 73,371 | 76,664 | 51,658 | 84,931 | 84,931 | 79,953 |
| 642000 Facilities Charges | 163,950 | 179,313 | 23,395 | 183,973 | 183,973 | 100,000 |
| 650200 Leases | - | - | - | - | - | 258,663 |
| 659900 Other Contracts/Obligation | <u>163,950</u> | <u>105,675</u> | <u>90,299</u> | <u>153,309</u> | <u>224,036</u> | <u>87,605</u> |
| TOTAL PURCHASED SVCS | 533,654 | 480,886 | 207,792 | 563,166 | 638,893 | 578,182 |
| Capital Outlay | | | | | | |
| 681500 Software Acquisition | <u>2,304</u> | <u>4,576</u> | - | <u>4,498</u> | <u>4,498</u> | <u>4,498</u> |
| TOTAL CAPITAL OUTLAY | 2,304 | 4,576 | - | 4,498 | 4,498 | 4,498 |
| TOTAL EXPENSE | <u>4,663,070</u> | <u>4,493,629</u> | <u>1,471,552</u> | <u>4,735,535</u> | <u>4,845,751</u> | <u>4,532,321</u> |

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

NOTES

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

**CITY OF APPLETON 2022 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.

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 distribute in well child visits.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|------------------------------------|---------------------------------|-----------|------------|--------------|--------------|------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 77,626 | \$ 150,670 | \$ 112,396 | \$ 112,396 | \$ 112,396 | 0.00% |
| Program Expenses | | \$ 96,911 | \$ 113,801 | \$ 133,138 | \$ 134,769 | \$ 126,411 | -5.05% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 25,279 | 39,098 | 39,048 | 39,048 | 39,771 | 1.85% |
| | Training & Travel | 373 | 49 | 2,350 | 2,350 | 2,350 | 0.00% |
| | Supplies & Materials | 64,643 | 52,420 | 78,140 | 78,140 | 77,690 | -0.58% |
| | Purchased Services | 6,616 | 22,234 | 13,600 | 15,231 | 6,600 | -51.47% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | |

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 77,626 | \$ 150,670 | \$ 112,396 | \$ 112,396 | \$ 112,396 |
| Total Revenue | <u>\$ 77,626</u> | <u>\$ 150,670</u> | <u>\$ 112,396</u> | <u>\$ 112,396</u> | <u>\$ 112,396</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 22,632 | \$ 24,213 | \$ 25,250 | \$ 25,250 | \$ 25,881 |
| 610800 Part Time | - | 3,581 | - | - | - |
| 615000 Fringes | 2,647 | 11,304 | 13,798 | 13,798 | 13,890 |
| 620100 Training/Conferences | 373 | 49 | 2,350 | 2,350 | 2,350 |
| 630100 Office Supplies | 3,155 | 654 | 3,950 | 3,950 | 3,500 |
| 631500 Books & Library Materials | 61,488 | 51,766 | 74,190 | 74,190 | 74,190 |
| 640400 Consulting Services | 3,810 | 3,999 | 3,600 | 3,600 | 3,600 |
| 641200 Advertising | 2,806 | 1,885 | 10,000 | 10,000 | 3,000 |
| 659900 Other Contracts | - | 16,350 | - | 1,631 | - |
| Total Expense | <u>\$ 96,911</u> | <u>\$ 113,801</u> | <u>\$ 133,138</u> | <u>\$ 134,769</u> | <u>\$ 126,411</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Books & Library Materials

| | |
|-----------------------------|------------------|
| Books for well-child visits | \$ 74,190 |
| | <u>\$ 74,190</u> |

**CITY OF APPLETON 2022 BUDGET
LIBRARY GRANTS**

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

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|------------------|------------------|------------------|-------------------|------------------|
| Other Reimbursements | \$ 77,626 | \$ 150,670 | \$ 112,396 | \$ 112,396 | \$ 112,396 |
| Total Revenues | <u>77,626</u> | <u>150,670</u> | <u>112,396</u> | <u>112,396</u> | <u>112,396</u> |
| Expenses | | | | | |
| Program Costs | 96,911 | 113,801 | 133,138 | 134,769 | 126,411 |
| Total Expenses | <u>96,911</u> | <u>113,801</u> | <u>133,138</u> | <u>134,769</u> | <u>126,411</u> |
| Other Financing Sources (Uses) | | | | | |
| Transfer In - General Fund | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Revenues over (under) Expenses | (19,285) | 36,869 | (20,742) | (22,373) | (14,015) |
| Fund Balance - Beginning | <u>79,139</u> | <u>59,854</u> | <u>96,723</u> | <u>96,723</u> | <u>74,350</u> |
| Fund Balance - Ending | <u>\$ 59,854</u> | <u>\$ 96,723</u> | <u>\$ 75,981</u> | <u>\$ 74,350</u> | <u>\$ 60,335</u> |

CITY OF APPLETON 2022 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2022 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 2021 EVENTS

Ridership

Valley Transit ridership is down (21%) in the first six months of 2021 when compared to 2020. In March 2020, the President of the United States declared an emergency due to a pandemic. The Governor of Wisconsin ordered the schools to close and, in subsequent days, a ban on mass gatherings along with a "safer at home" order was put into place. While Valley Transit provided uninterrupted essential travel through the pandemic, most people chose to travel only when it was deemed essential. Many businesses were closed to the public or offered reduced services. As the vaccine was introduced into society in early 2021, people are beginning to travel more often, are returning to work and businesses are reopening. Valley Transit has experienced small increases in ridership since March, 2021.

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 stable sources 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 reformed and strengthened transportation programs and provided long-term certainty and more flexibility for State and local governments. The FAST Act was set to expire in 2020, but a one-year extension was enacted as part of the Continuing Appropriations Act, 2021. Congress will most certainly enact legislation beyond the FAST Act and 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 Administration (FTA) funds, administrative time needed to meet our obligations to the FTA has increased. 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, two new safety reporting requirements were added; Public Transportation Safety Plan (PTASP) and Safety Management System (SMS).

In March 2020, the President of the United States signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law. The CARES Act provided emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic. The CARES Act also provided support for public transportation for capital, operating and other expenses generally eligible under federal grant programs. Valley Transit was allocated \$7,425,047 under this new program.

The American Rescue Plan Act of 2021 (ARPA), which the President signed on March 11, 2021, includes \$30.5 billion in federal funding to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic and support the President's call to vaccinate the U.S. population. Valley Transit was allocated \$3,370,750 under this program.

Valley Transit is a direct recipient of Section 5310 funding which provides assistance to programs serving the elderly and persons with disabilities beyond the ADA requirements. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) have an agreement in which ECWRPC assists Valley Transit in the administration of the 5310 Program. During 2021, Valley Transit was allocated \$32,147 of 5310 funding under the ARPA program and \$32,146 of 5310 funding under the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) program.

State Budget – State funding for transit operations has remained at a relatively consistent level, however it remains at the 2011 level.

Local Funding Options – Valley Transit's Strategic Plan maintains that the best long-term solution for stable and adequate funding is establishing a method for local funding options other than tax levies. Valley Transit remains committed to pursuing enabling legislation at the State level.

Audits

Single Financial Audit

As a non-Federal entity that expends \$750,000 or more a year in Federal awards, Valley Transit is required to have a single audit conducted in accordance with CFR (Code of Federal Regulations) 200.501. The independent auditor reports on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards. Valley Transit received no findings in the 2020 financial audit conducted in early 2021.

CITY OF APPLETON 2022 BUDGET VALLEY TRANSIT

MAJOR 2022 OBJECTIVES

Valley Transit's ridership significantly decreased during the pandemic. As businesses and schools reopen and workers return to work, Valley Transit will spend all of 2021 and 2022 attempting to regain the ridership lost during 2020. As part of the effort to increase ridership, Valley Transit will continue to work on partnerships with area businesses to increase ridership by their employees. Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

Valley Transit 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. The Valley Transit app is nearing 10,000 downloads. During 2022, Valley Transit will continue to market the app, encouraging customers to utilize the software.

During 2021, Valley Transit began a facility-wide renovation of the Valley Transit Whitman Avenue Facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. The project follows the fully adopted facility master plan that was completed in 2020. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. The project will be completed during 2022.

Valley Transit's Strategic Plan was finished 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 2022, as will be 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 good state of repair.

Valley Transit is required to complete a Transit Development Plan (TDP) every five years. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The most recent TDP got a late start in 2017 due to the timing of State funding. The plan was completed in early 2020. Valley Transit will continue to review ridership post-pandemic to determine which recommendations remain relevant and will develop an implementation plan for the recommendations.

We will continue to work on establishing local funding options in the Fox Cities and finding alternate/sustainable sources of funding for both fixed route and paratransit services.

Valley Transit will continue to work in partnership with the 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. A pilot project is being considered for service between the Fox Cities and Oshkosh.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|-----------------------|---------------|---------------|---------------|---------------|---------------|------------|
| Programs | | Actual | | Budget | | | % Change * |
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 13,034,258 | \$ 10,441,165 | \$ 13,119,155 | \$ 13,119,155 | \$ 19,289,409 | 47.03% |
| Program Expenses | | | | | | | |
| 58071000 | Administration | 1,807,358 | 1,578,346 | 1,830,038 | 1,830,038 | 2,045,518 | 11.77% |
| 58072000 | Vehicle Maint. | 922,368 | 792,807 | 3,385,288 | 5,962,953 | 865,736 | -74.43% |
| 58073000 | Facilities Maint. | 188,941 | 180,569 | 178,289 | 513,903 | 8,696,528 | 4777.77% |
| 58074000 | Operations | 3,559,989 | 3,764,019 | 4,205,800 | 4,205,800 | 4,482,734 | 6.58% |
| 58075000 | ADA Paratransit | 2,066,551 | 1,117,835 | 2,300,691 | 2,505,192 | 2,316,706 | 0.70% |
| 58076000 | Ancillary Paratransit | 1,624,389 | 1,177,582 | 2,029,361 | 2,029,361 | 1,876,615 | -7.53% |
| TOTAL | | \$ 10,169,596 | \$ 8,611,158 | \$ 13,929,467 | \$ 17,047,247 | \$ 20,283,837 | 45.62% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 4,192,206 | 3,996,712 | 4,500,160 | 4,500,160 | 4,701,438 | 4.47% |
| Training & Travel | | 22,833 | 16,712 | 31,400 | 31,400 | 31,400 | 0.00% |
| Supplies & Materials | | 827,226 | 807,093 | 943,632 | 1,134,730 | 953,111 | 1.00% |
| Purchased Services | | 4,241,562 | 2,939,672 | 4,861,949 | 4,861,949 | 4,817,354 | -0.92% |
| Miscellaneous Expense | | 816,671 | 821,340 | 992,326 | 992,326 | 1,230,534 | 24.01% |
| Capital Expenditures | | 69,098 | 29,629 | 2,600,000 | 5,526,682 | 8,550,000 | 228.85% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 56.85 | 58.85 | 60.10 | 60.10 | 60.10 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2022 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 success 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 2022.

The increase in software support is related to the first year of maintenance for the TransTrack software. TransTrack is a cloud-based system that combines financial and operations information housed in 15 to 20 different software programs and spreadsheets to produce data in the format needed for State and federal regulatory reports.

The increase in depreciation expense is related to new buses and equipment purchased in 2021 and expected bus purchases in 2022.

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.

**CITY OF APPLETON 2022 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|----------------------|---------------------|---------------------|---------------------|----------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 6,137,447 | \$ 1,938,727 | \$ 3,096,105 | \$ 3,096,105 | \$ 11,483,560 |
| 422400 Miscellaneous State Aids | 2,821,197 | 5,270,298 | 5,521,905 | 5,521,905 | 2,846,167 |
| 423000 Misc Local Govt Aids | 451,054 | 429,789 | 491,429 | 491,429 | 509,207 |
| 471000 Interest on Investments | 83,004 | 72,072 | 12,500 | 12,500 | 12,500 |
| 487700 Advertising/Promo Fees | 69,325 | 43,415 | 65,000 | 65,000 | 65,000 |
| 500100 Fees & Commissions | 18,628 | 4,139 | 8,000 | 8,000 | 8,000 |
| 500400 Sale of City Property | 6,627 | - | - | - | - |
| 500600 Gain (Loss) on Assets | - | (13,411) | - | - | - |
| 501000 Miscellaneous Revenue | 1 | 1 | - | - | - |
| 502000 Donations | 10 | - | - | - | - |
| 503500 Other Reimbursements | 25,539 | 7,622 | - | - | - |
| 592100 Transfer In - General Fund | 627,894 | 580,838 | 691,610 | 691,610 | 709,073 |
| Total Revenue | \$ 10,240,726 | \$ 8,333,490 | \$ 9,886,549 | \$ 9,886,549 | \$ 15,633,507 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 219,581 | \$ 237,095 | \$ 290,823 | \$ 290,823 | \$ 236,839 |
| 615000 Fringes | 300,645 | 91,201 | 85,933 | 85,933 | 71,206 |
| 620100 Training/Conferences | 8,626 | 6,456 | 15,239 | 15,239 | 15,328 |
| 620400 Tuition Reimbursement | 606 | 2,702 | 2,200 | 2,200 | 2,200 |
| 620500 Employee Recruitment | 4,772 | 3,757 | 4,200 | 4,200 | 4,200 |
| 620600 Parking Permits | 15 | - | - | - | - |
| 630100 Office Supplies | 4,128 | 2,989 | 4,114 | 4,114 | 4,139 |
| 630200 Subscriptions | 615 | 2,150 | 3,800 | 3,800 | 3,925 |
| 630300 Memberships & Licenses | 10,001 | 10,686 | 13,884 | 13,884 | 15,340 |
| 630400 Postage\Freight | 2,194 | 1,238 | 2,819 | 2,819 | 2,836 |
| 630500 Awards & Recognition | 986 | 450 | 930 | 930 | 930 |
| 630700 Food & Provisions | 1,758 | 1,467 | 1,240 | 1,240 | 1,240 |
| 631603 Other Misc. Supplies | 1,172 | 812 | 1,225 | 1,225 | 1,225 |
| 632001 City Copy Charges | 3,605 | 3,258 | 2,741 | 2,741 | 2,759 |
| 632002 Outside Printing | 12,185 | 14,509 | 17,885 | 17,885 | 17,987 |
| 632300 Safety Supplies | - | 155 | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | 8,586 | 13,523 | 4,500 | 4,500 | 4,500 |
| 632800 Signs | - | 1,700 | 10,000 | 10,000 | 10,000 |
| 640100 Accounting/Audit Fees | 6,292 | 8,738 | 7,892 | 7,892 | 7,892 |
| 640300 Bank Service Fees | 2,952 | 3,948 | 3,000 | 3,000 | 6,500 |
| 640400 Consulting Services | 35 | 4,404 | - | - | - |
| 640800 Contractor Fees | 74,749 | 57,329 | 50,000 | 50,000 | 51,222 |
| 641100 Temporary Help | 21,400 | - | 5,000 | 5,000 | - |
| 641200 Advertising | 14,643 | 14,436 | 42,000 | 42,000 | 42,000 |
| 641300 Utilities | 79,155 | 81,012 | 77,862 | 77,862 | 78,276 |
| 641800 Equip Repairs & Maint | 159 | - | 228 | 228 | 230 |
| 642400 Software Support | 37,346 | 6,763 | 52,017 | 52,017 | 96,380 |
| 643000 Health Services | 1,290 | 384 | 2,015 | 2,015 | 2,015 |
| 650100 Insurance | 172,591 | 185,414 | 135,315 | 135,315 | 135,315 |
| 659900 Other Contracts/Obligation | 600 | 430 | 350 | 350 | - |
| 660100 Depreciation Expense | 816,671 | 821,340 | 992,326 | 992,326 | 1,230,534 |
| Total Expense | \$ 1,807,358 | \$ 1,578,346 | \$ 1,830,038 | \$ 1,830,038 | \$ 2,045,518 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|-----------------------------------|------------------|--------------------------------------|------------------|
| <u>Outside Printing</u> | | <u>Software Support</u> | |
| Fare material | \$ 6,514 | Asana, Fire Pixel, MSDS | \$ 4,915 |
| Riders guides & maps | 4,981 | DoubleMap | 34,234 |
| Public information materials | 5,572 | Transtrack | 53,514 |
| Forms | 920 | Moodle, WebAura, Velocity | 3,717 |
| | <u>\$ 17,987</u> | | <u>\$ 96,380</u> |
| <u>Memberships & Licenses</u> | | <u>Advertising</u> | |
| APTA | \$ 8,029 | Community/rider promotions | \$ 12,309 |
| WURTA/WIPTA | 2,755 | Prospective rider promotions | 10,600 |
| Community Transportation | 975 | Employer outreach | 5,000 |
| Transportation Development | 250 | Bus driver ads | 1,500 |
| 100 Bus Coalition | 275 | Rider survey | 9,591 |
| Chemical fees (Whopers) | 251 | Legal notices & translation services | 3,000 |
| Drivers License & CDLs | 1,620 | | <u>\$ 42,000</u> |
| Mobility Management memberships | 960 | <u>Contractor Fees</u> | |
| Theda Care Pool membership | 225 | Shredding | \$ 1,222 |
| | <u>\$ 15,340</u> | Marketing | \$ 50,000 |
| | | | <u>\$ 51,222</u> |

**CITY OF APPLETON 2022 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 success 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 Capital expense for 2022 consists of replacing a support vehicle (\$50,000). The support 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. Capital funding has been budgeted to cover 80% of the cost of the project, with the remaining 20% to be funded from the depreciation reserve.

The increase in software support is to correct the budget placement of the GFI software maintenance fee from the Administration budget to the Vehicle Maintenance budget.

**CITY OF APPLETON 2022 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503000 Damage to City Property | \$ 1,502 | \$ 18,579 | \$ - | \$ - | \$ - |
| | <u>\$ 1,502</u> | <u>\$ 18,579</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 363,729 | \$ 348,931 | \$ 373,315 | \$ 373,315 | \$ 393,535 |
| 610500 Overtime Wages | 18,470 | 14,652 | 7,428 | 7,428 | 8,037 |
| 615000 Fringes | 122,286 | 112,429 | 131,076 | 131,076 | 128,085 |
| 620100 Training/Conferences | 6,400 | 149 | 5,000 | 5,000 | 5,000 |
| 630901 Shop Supplies | 47,025 | 46,681 | 43,450 | 43,450 | 43,450 |
| 630902 Tools & Instruments | 6,439 | 79,504 | 10,000 | 10,000 | 10,000 |
| 631603 Other Misc. Supplies | 780 | 265 | 400 | 400 | 400 |
| 632101 Uniforms | 900 | 381 | 220 | 220 | 220 |
| 632200 Gas Purchases | 2,200 | 2,240 | 5,000 | 5,000 | 5,000 |
| 632601 Repair Parts | 227,591 | 78,469 | 139,000 | 139,000 | 139,000 |
| 632700 Miscellaneous Equipment | 3,498 | 32,763 | 12,700 | 12,700 | 12,700 |
| 641700 Vehicle Repairs & Maint | 7,562 | 21,129 | 10,050 | 10,050 | 10,050 |
| 641800 Equip Repairs & Maint | 39,236 | 6,722 | 13,375 | 13,375 | 13,375 |
| 642400 Software Support | 13,178 | 17,452 | 4,200 | 4,200 | 18,810 |
| 642501 CEA Operations/Maint. | - | - | 2,000 | 2,000 | - |
| 643000 Health Services | 1,092 | 637 | 725 | 725 | 725 |
| 645100 Laundry Services | 1,798 | 1,582 | 2,000 | 2,000 | 2,000 |
| 650100 Insurance | 8,535 | 6,229 | 25,349 | 25,349 | 25,349 |
| 659900 Other Contracts/Obligation | 119 | 445 | - | - | - |
| 680401 Machinery & Equipment | 38,485 | 22,147 | 50,000 | 64,208 | - |
| 680403 Vehicles | 13,045 | - | 2,550,000 | 5,113,457 | 50,000 |
| | <u>\$ 922,368</u> | <u>\$ 792,807</u> | <u>\$ 3,385,288</u> | <u>\$ 5,962,953</u> | <u>\$ 865,736</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|------------------------------------------|-------------------|------------------------------|------------------|
| <u>Shop Supplies</u> | | <u>Software Support</u> | |
| Janitorial supplies | \$ 12,450 | GFI Maintenance agreement | \$ 14,000 |
| Liquid gases | 4,000 | StarTran - Fleet Maintenance | 2,110 |
| Shop supplies (grease,tools) | 27,000 | Noregon, SOI, Transp Ref | 2,700 |
| | <u>\$ 43,450</u> | | <u>\$ 18,810</u> |
| <u>Vehicle & Equipment Parts</u> | | | |
| Misc parts (doors, windows, etc.) | \$ 15,000 | | |
| Brake system parts | 25,000 | | |
| Electrical system parts | 8,000 | | |
| Wheelchair ramp parts | 4,000 | | |
| Heating/cooling system parts | 20,000 | | |
| Transmission parts | 20,000 | | |
| Engine parts | 20,000 | | |
| Engine rebuilds | 27,000 | | |
| | <u>\$ 139,000</u> | | |
| <u>Vehicles</u> | | | |
| Operations support vehicle - replacement | \$ 50,000 | | |
| | <u>\$ 50,000</u> | | |

**CITY OF APPLETON 2022 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 benefit 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 success 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:

The Administration/Maintenance building Capital project for 2022 includes a facility-wide renovation of the Whitman Avenue facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. The project follows the fully adopted facility master plan that was completed in 2020. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. This facility was built in 1983 and is in need of significant repair and remodeling. Capital funding has been budgeted in the Administration budget in 2022 to cover 100% of the cost.

**CITY OF APPLETON 2022 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 501500 Rental of City Property | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 |
| | <u>\$ 6,000</u> | <u>\$ 6,000</u> | <u>\$ 6,000</u> | <u>\$ 6,000</u> | <u>\$ 6,000</u> |
| Expenses | | | | | |
| 630899 Other Landscape Supplies | \$ 546 | \$ 798 | \$ 3,000 | \$ 3,000 | \$ 1,500 |
| 632508 Ice Control Materials | 7,240 | 8,127 | - | - | 9,000 |
| 632700 Miscellaneous Equipment | - | - | 1,000 | 1,000 | 1,000 |
| 640700 Waste/Recycling Pickup | 2,746 | 3,467 | 4,600 | 4,600 | 5,060 |
| 641600 Build Repairs & Maint | 1,895 | 7,550 | - | - | - |
| 642000 Facilities Charges | 107,319 | 113,067 | 124,258 | 124,258 | 124,258 |
| 644000 Snow Removal Services | 30,103 | 11,613 | 22,841 | 22,841 | 22,992 |
| 645100 Laundry Services | 7,173 | 8,623 | 8,000 | 8,000 | 8,000 |
| 645400 Grounds Repair & Maint | 7,736 | 2,140 | - | - | - |
| 650100 Insurance | - | - | 14,590 | 14,590 | 14,590 |
| 659900 Other Contracts/Obligation | 6,638 | 17,702 | - | - | 10,128 |
| 680300 Buildings | 17,545 | 7,482 | - | 310,614 | 8,500,000 |
| 680402 Furniture & Fixtures | - | - | - | 25,000 | - |
| | <u>\$ 188,941</u> | <u>\$ 180,569</u> | <u>\$ 178,289</u> | <u>\$ 513,903</u> | <u>\$ 8,696,528</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Buildings

| | |
|---------------------------------|---------------------|
| Admin/Maint building renovation | <u>\$ 8,500,000</u> |
| | <u>\$ 8,500,000</u> |

**CITY OF APPLETON 2022 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 success 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, absences due to illness and FMLA leave, and driver shortages. Valley Transit's table of organization allows hiring of additional drivers with various scheduling options to control overtime expense.

The increase in contractor fees reflects an increase in the number of hours that security services are provided at the Transit Center. Prior to COVID-19 and the Presidential Executive Order for Mask Mandates, security was provided 40 hours per week. Security services are currently provided during all hours of operation which is 93 hours per week.

**CITY OF APPLETON 2022 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 Federal Grants | \$ - | \$ 308,813 | \$ - | \$ - | \$ 300,000 |
| 487500 Farebox Revenue | 746,749 | 523,381 | 820,000 | 820,000 | 820,000 |
| 487600 Special Transit Revenues | 43,991 | 25,957 | 38,843 | 38,843 | 38,843 |
| 508500 Cash Short or Over | 201 | 411 | - | - | - |
| | <u>\$ 790,941</u> | <u>\$ 858,562</u> | <u>\$ 858,843</u> | <u>\$ 858,843</u> | <u>\$ 1,158,843</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 1,942,834 | \$ 2,125,337 | \$ 2,386,348 | \$ 2,386,348 | \$ 2,525,788 |
| 610500 Overtime Wages | 322,193 | 198,566 | 65,480 | 65,480 | 68,116 |
| 615000 Fringes | 759,058 | 767,071 | 1,003,425 | 1,003,425 | 1,097,023 |
| 620100 Training/Conferences | 210 | 2,505 | - | - | - |
| 630100 Office Supplies | - | 37 | - | - | - |
| 630300 Memberships & Licenses | 1,691 | 2,159 | - | - | - |
| 630901 Shop Supplies & Tools | - | 220 | - | - | - |
| 631603 Other Misc. Supplies | - | 5,104 | - | - | - |
| 632002 Outside Printing | - | 486 | - | - | - |
| 632101 Uniforms | 3,869 | 22,497 | 9,000 | 9,000 | 9,060 |
| 632200 Gas Purchases | 397,530 | 231,387 | 567,500 | 567,500 | 567,500 |
| 632300 Safety Supplies | - | 176,615 | - | - | - |
| 632602 Tires | 29,069 | 40,379 | 41,500 | 41,500 | 41,500 |
| 632603 Lubricants | 18,692 | 3,651 | 25,000 | 25,000 | 25,000 |
| 632700 Miscellaneous Equipment | 3,070 | 1,184 | 6,900 | 6,900 | 6,900 |
| 632800 Signs | 18,781 | 14,774 | 2,000 | 2,000 | 2,000 |
| 640800 Contractor Fees | 42,253 | 152,911 | 45,000 | 45,000 | 86,200 |
| 641800 Equip Repairs & Maint | 807 | - | - | - | - |
| 643000 Health Services | 12,230 | 7,979 | 6,460 | 6,460 | 6,460 |
| 650100 Insurance | - | - | 46,587 | 46,587 | 46,587 |
| 659900 Other Contracts/Obligation | 7,702 | 11,157 | 600 | 600 | 600 |
| | <u>\$ 3,559,989</u> | <u>\$ 3,764,019</u> | <u>\$ 4,205,800</u> | <u>\$ 4,205,800</u> | <u>\$ 4,482,734</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

| | |
|------------------------------------------|-------------------|
| Non-diesel fuel 11,167 gal. @ \$3.00/gal | \$ 33,500 |
| Diesel fuel 178,000 gal. @ \$3.00/gal | 534,000 |
| | <u>\$ 567,500</u> |

Tires

| | |
|-----------------------|------------------|
| Tire leasing program | 32,000 |
| Support vehicle tires | 9,500 |
| | <u>\$ 41,500</u> |

Contractor Fees

| | |
|-------------------------|------------------|
| Transit Center security | \$ 86,200 |
| | <u>\$ 86,200</u> |

* Valley Transit does not pay federal or State fuel taxes and attains bulk purchasing rates.

**CITY OF APPLETON 2022 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 success 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:

During 2020 and 2021, a national pandemic kept ADA riders home and using the system for essential trips only. While Valley Transit will see a reduction in the contractor fees expense in 2021 due to the COVID-19 pandemic, typical annual ridership and expense is being budgeted for 2022.

**CITY OF APPLETON 2022 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 423000 Misc Local Govt Aids | \$ 636,902 | \$ 418,174 | \$ 737,624 | \$ 737,624 | \$ 792,579 |
| 487500 Farebox Revenue | 464,686 | 218,220 | 460,000 | 460,000 | 460,000 |
| | <u>\$ 1,101,588</u> | <u>\$ 636,394</u> | <u>\$ 1,197,624</u> | <u>\$ 1,197,624</u> | <u>\$ 1,252,579</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 101,816 | \$ 76,283 | \$ 112,966 | \$ 112,966 | \$ 133,994 |
| 615000 Fringes | 41,594 | 25,146 | 43,366 | 43,366 | 38,815 |
| 620100 Training/Conferences | 2,204 | 1,143 | 4,761 | 4,761 | 4,672 |
| 630100 Office Supplies | 1,055 | 444 | 1,286 | 1,286 | 1,261 |
| 630300 Memberships & Licenses | 2,555 | 1,590 | 4,338 | 4,338 | 4,676 |
| 630400 Postage\Freight | 561 | 184 | 881 | 881 | 864 |
| 630899 Other Landscape Supplies | 139 | 118 | - | - | - |
| 631603 Other Misc. Supplies | 15 | 15 | 375 | 191,473 | 375 |
| 632001 City Copy Charges | 921 | 485 | 859 | 859 | 841 |
| 632002 Outside Printing | 7,267 | 3,265 | 5,585 | 5,585 | 5,483 |
| 632200 Gas Purchases | 562 | 333 | - | - | - |
| 640100 Accounting/Audit Fees | 1,608 | 1,300 | 2,038 | 2,038 | 2,038 |
| 640800 Contractor Fees | 1,830,413 | 973,807 | 2,052,750 | 2,052,750 | 2,052,750 |
| 641100 Temporary Help | 5,468 | - | - | - | - |
| 641200 Advertising | 4,240 | 2,147 | 8,309 | 8,309 | 8,309 |
| 641300 Utilities | 26,975 | 19,843 | 29,270 | 29,270 | 28,856 |
| 641800 Equip Repairs & Maint | 40 | - | 71 | 71 | 70 |
| 642000 Facilities Charges | 13,407 | 9,687 | 18,245 | 18,245 | 18,245 |
| 642400 Software Support | 16,021 | - | 7,500 | 7,500 | 7,500 |
| 644000 Snow Removal Services | 7,691 | 1,727 | 7,142 | 7,142 | 7,008 |
| 645400 Grounds Repair & Maint | 1,977 | 318 | - | - | - |
| 650100 Insurance | - | - | 949 | 949 | 949 |
| 680401 Machinery & Equipment | 22 | - | - | 13,403 | - |
| | <u>\$ 2,066,551</u> | <u>\$ 1,117,835</u> | <u>\$ 2,300,691</u> | <u>\$ 2,505,192</u> | <u>\$ 2,316,706</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
115,000 trips

\$ 2,052,750
\$ 2,052,750

**CITY OF APPLETON 2022 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 success 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 partially 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 2022 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.

**CITY OF APPLETON 2022 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 63,395 | \$ 42,857 | \$ 89,750 | \$ 89,750 | \$ 89,750 |
| 422400 Miscellaneous State Aids | - | - | 107,067 | 107,067 | 113,000 |
| 423000 Misc Local Govt Aids | 524,037 | 332,813 | 652,735 | 652,735 | 713,124 |
| 487500 Farebox Revenue | 229,779 | 160,546 | 242,530 | 242,530 | 242,530 |
| 502000 Donations & Memorials | 63,985 | 51,353 | 62,308 | 62,308 | 63,386 |
| 592100 Transfer In - General Fund | 12,305 | 571 | 15,749 | 15,749 | 16,690 |
| | <u>\$ 893,501</u> | <u>\$ 588,140</u> | <u>\$ 1,170,139</u> | <u>\$ 1,170,139</u> | <u>\$ 1,238,480</u> |
| Expenses | | | | | |
| 640800 Contractor Fees | \$ 1,560,994 | \$ 1,134,725 | \$ 1,939,611 | \$ 1,939,611 | \$ 1,786,865 |
| 659900 Other Contracts/Obligation | 63,395 | 42,857 | 89,750 | 89,750 | 89,750 |
| | <u>\$ 1,624,389</u> | <u>\$ 1,177,582</u> | <u>\$ 2,029,361</u> | <u>\$ 2,029,361</u> | <u>\$ 1,876,615</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

| | |
|-----------------------------------------------------------------|---------------------|
| Purchased transportation: | |
| Valley Transit II - elderly purchased transportation - optional | \$ 80,330 |
| Specialized employment transportation - VP | 613,360 |
| Outagamie County - demand response - rural | 275,007 |
| Outagamie County - children & family transportation | 11,900 |
| Village of Fox Crossing - Dial-a-Ride | 35,700 |
| Neenah - Dial-A-Ride | 142,800 |
| Heritage | 13,923 |
| Calumet County - rural service | 27,666 |
| Connector late evening service | 412,000 |
| Connector service beyond current fixed route service boundaries | 141,625 |
| Trolley service - downtown | 32,554 |
| | <u>\$ 1,786,865</u> |

Other Contracts/Obligations

| | |
|--------------------------------|------------------|
| FTA Section 5310 sub-recipient | \$ 89,750 |
| | <u>\$ 89,750</u> |

**CITY OF APPLETON 2022 BUDGET
VALLEY TRANSIT**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|--------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 421000 Federal Grants | 6,200,842 | 2,290,397 | (268,941) | 3,185,855 | 3,185,855 | 11,873,310 |
| 422400 Miscellaneous State Aids | 2,821,197 | 5,270,298 | - | 5,628,972 | 5,628,972 | 2,959,167 |
| 423000 Miscellaneous Local Govt Aids | 1,611,992 | 1,180,775 | 1,478,677 | 1,881,788 | 1,881,788 | 2,014,910 |
| 471000 Interest on Investments | 83,004 | 72,072 | (843) | 12,500 | 12,500 | 12,500 |
| 487500 Farebox Revenue | 1,441,214 | 902,147 | 244,696 | 1,522,530 | 1,522,530 | 1,522,530 |
| 487600 Special Transit Revenues | 43,991 | 25,957 | 19,945 | 38,843 | 38,843 | 38,843 |
| 487700 Advertising/Promotional Fees | 69,325 | 43,415 | 17,218 | 65,000 | 65,000 | 65,000 |
| 500100 Fees & Commissions | 18,628 | 4,139 | 89 | 8,000 | 8,000 | 8,000 |
| 500400 Sale of City Property | 6,627 | - | 673 | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | - | (13,411) | - | - | - | - |
| 501000 Miscellaneous Revenue | 1 | 1 | 1 | - | - | - |
| 501500 Rental of City Property | 6,000 | 6,000 | 1,500 | 6,000 | 6,000 | 6,000 |
| 502000 Donations & Memorials | 63,995 | 51,353 | 17,164 | 62,308 | 62,308 | 63,386 |
| 503000 Damage to City Property | 1,502 | 18,578 | - | - | - | - |
| 503500 Other Reimbursements | 25,540 | 7,624 | 3,177 | - | - | - |
| 508500 Cash Short or Over | 201 | 411 | (2) | - | - | - |
| 592100 Transfer In - General Fund | 640,199 | 581,409 | - | 707,359 | 707,359 | 725,763 |
| TOTAL PROGRAM REVENUES | 13,034,258 | 10,441,165 | 1,513,354 | 13,119,155 | 13,119,155 | 19,289,409 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 2,190,209 | 2,408,972 | 750,888 | 3,162,117 | 3,162,117 | 3,075,211 |
| 610200 Labor Pool Allocations | 116,850 | 76,728 | 18,030 | - | - | 213,610 |
| 610500 Overtime Wages | 347,021 | 213,218 | 124,245 | 72,908 | 72,908 | 76,153 |
| 610900 Incentive Pay | (1,130) | 2,090 | - | 1,335 | 1,335 | 1,335 |
| 611000 Other Compensation | 1,908 | 1,650 | 2,387 | - | - | - |
| 611400 Sick Pay | 66,305 | 15,386 | 50,235 | - | - | - |
| 611500 Vacation Pay | 195,895 | 252,169 | 70,338 | - | - | - |
| 611600 Holiday Pay | 51,565 | 30,652 | 1,035 | - | - | - |
| 615000 Fringes | 979,939 | 957,783 | 344,102 | 1,263,800 | 1,263,800 | 1,335,129 |
| 615500 Unemployment Compensation | 3,928 | 3,724 | 14,526 | - | - | - |
| 617000 Pension Expense | 243,978 | 22,586 | - | - | - | - |
| 617100 OPEB Expense | (4,262) | 11,754 | - | - | - | - |
| TOTAL PERSONNEL | 4,192,206 | 3,996,712 | 1,375,786 | 4,500,160 | 4,500,160 | 4,701,438 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 17,440 | 10,253 | 1,153 | 25,000 | 25,000 | 25,000 |
| 620400 Tuition Reimbursement | 606 | 2,702 | 773 | 2,200 | 2,200 | 2,200 |
| 620500 Employee Recruitment | 4,772 | 3,757 | 1,319 | 4,200 | 4,200 | 4,200 |
| 620600 Parking Permits | 15 | - | - | - | - | - |
| TOTAL TRAINING / TRAVEL | 22,833 | 16,712 | 3,245 | 31,400 | 31,400 | 31,400 |
| Supplies | | | | | | |
| 630100 Office Supplies | 5,183 | 3,470 | 1,637 | 5,400 | 5,400 | 5,400 |
| 630200 Subscriptions | 615 | 2,149 | 851 | 3,800 | 3,800 | 3,925 |
| 630300 Memberships & Licenses | 14,247 | 14,435 | 8,443 | 18,222 | 18,222 | 20,016 |
| 630400 Postage\Freight | 2,755 | 1,421 | 574 | 3,700 | 3,700 | 3,700 |
| 630500 Awards & Recognition | 986 | 450 | - | 930 | 930 | 930 |
| 630700 Food & Provisions | 1,758 | 1,467 | 153 | 1,240 | 1,240 | 1,240 |
| 630899 Other Landscape Supplies | 685 | 916 | 802 | 3,000 | 3,000 | 1,500 |
| 630901 Shop Supplies | 47,025 | 46,901 | 14,654 | 43,450 | 43,450 | 43,450 |
| 630902 Tools & Instruments | 6,439 | 79,504 | 7,500 | 10,000 | 10,000 | 10,000 |
| 631603 Other Misc. Supplies | 1,967 | 6,196 | 87 | 2,000 | 193,098 | 2,000 |
| 632001 City Copy Charges | 4,526 | 3,743 | 755 | 3,600 | 3,600 | 3,600 |
| 632002 Outside Printing | 19,452 | 18,261 | 2,496 | 23,470 | 23,470 | 23,470 |
| 632101 Uniforms | 4,770 | 22,878 | 1,746 | 9,220 | 9,220 | 9,280 |
| 632200 Gas Purchases | 400,292 | 233,961 | 128,039 | 572,500 | 572,500 | 572,500 |
| 632300 Safety Supplies | - | 176,770 | 1,830 | 500 | 500 | 500 |
| 632508 Ice Control Materials | 7,240 | 8,127 | 1,173 | - | - | 9,000 |
| 632601 Repair Parts | 227,591 | 78,469 | 41,657 | 139,000 | 139,000 | 139,000 |
| 632602 Tires | 29,069 | 40,379 | 30,314 | 41,500 | 41,500 | 41,500 |
| 632603 Lubricants | 18,692 | 3,651 | 6,184 | 25,000 | 25,000 | 25,000 |
| 632700 Miscellaneous Equipment | 15,154 | 47,471 | 49 | 25,100 | 25,100 | 25,100 |
| 632800 Signs | 18,780 | 16,474 | 8,142 | 12,000 | 12,000 | 12,000 |
| TOTAL SUPPLIES | 827,226 | 807,093 | 257,086 | 943,632 | 1,134,730 | 953,111 |

**CITY OF APPLETON 2022 BUDGET
VALLEY TRANSIT**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|-------------------------------------|----------------|----------------|--------------------|------------------|---------------------|----------------|
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 7,900 | 10,038 | - | 9,930 | 9,930 | 9,930 |
| 640300 Bank Service Fees | 2,952 | 3,948 | 533 | 3,000 | 3,000 | 6,500 |
| 640400 Consulting Services | 35 | 4,404 | 2,155 | - | - | - |
| 640700 Solid Waste/Recycling Pickup | 2,746 | 3,467 | 1,132 | 4,600 | 4,600 | 5,060 |
| 640800 Contractor Fees | 3,508,410 | 2,318,772 | 623,115 | 4,087,361 | 4,087,361 | 3,977,037 |
| 641100 Temporary Help | 26,868 | - | - | 5,000 | 5,000 | - |
| 641200 Advertising | 18,883 | 16,583 | 2,327 | 50,309 | 50,309 | 50,309 |
| 641301 Electric | 50,239 | 51,466 | 18,283 | 51,481 | 51,481 | 51,481 |
| 641302 Gas | 17,250 | 13,021 | 9,891 | 17,500 | 17,500 | 17,500 |
| 641303 Water | 7,805 | 8,066 | 1,759 | 7,850 | 7,850 | 7,850 |
| 641304 Sewer | 2,925 | 3,042 | 702 | 3,200 | 3,200 | 3,200 |
| 641306 Stormwater | 10,364 | 10,513 | 2,713 | 9,401 | 9,401 | 9,401 |
| 641307 Telephone | 6,989 | 5,699 | 842 | 5,600 | 5,600 | 5,600 |
| 641308 Cellular Phones | 10,557 | 9,047 | 3,824 | 12,100 | 12,100 | 12,100 |
| 641600 Build Repairs & Maint | 1,895 | 7,550 | 400 | - | - | - |
| 641700 Vehicle Repairs & Maint | 7,562 | 21,129 | 1,150 | 10,050 | 10,050 | 10,050 |
| 641800 Equip Repairs & Maint | 40,242 | 6,722 | 3,669 | 13,674 | 13,674 | 13,675 |
| 642000 Facilities Charges | 120,726 | 122,754 | 27,267 | 142,503 | 142,503 | 142,503 |
| 642400 Software Support | 66,545 | 24,215 | 58,097 | 63,717 | 63,717 | 122,690 |
| 642501 CEA Operations/Maint. | - | - | - | 2,000 | 2,000 | - |
| 643000 Health Services | 14,612 | 8,999 | 2,525 | 9,200 | 9,200 | 9,200 |
| 644000 Snow Removal Services | 37,794 | 13,340 | 8,426 | 29,983 | 29,983 | 30,000 |
| 645100 Laundry Services | 8,970 | 10,205 | 3,868 | 10,000 | 10,000 | 10,000 |
| 645400 Grounds Repair & Maintenance | 9,713 | 2,458 | 34 | - | - | - |
| 650100 Insurance | 181,126 | 191,643 | 84,154 | 222,790 | 222,790 | 222,790 |
| 659900 Other Contracts/Obligation | 78,454 | 72,591 | 6,469 | 90,700 | 90,700 | 100,478 |
| TOTAL PURCHASED SVCS | 4,241,562 | 2,939,672 | 863,335 | 4,861,949 | 4,861,949 | 4,817,354 |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 816,671 | 821,340 | - | 992,326 | 992,326 | 1,230,534 |
| TOTAL MISCELLANEOUS EXP | 816,671 | 821,340 | - | 992,326 | 992,326 | 1,230,534 |
| Capital Outlay | | | | | | |
| 680300 Buildings | 17,546 | 7,482 | 27,206 | - | 310,614 | 8,500,000 |
| 680401 Machinery & Equipment | 38,507 | 22,147 | 27,610 | 50,000 | 77,611 | - |
| 680402 Furniture & Fixtures | - | - | - | - | 25,000 | - |
| 680403 Vehicles | 13,045 | - | 2,485,405 | 2,550,000 | 5,113,457 | 50,000 |
| TOTAL CAPITAL OUTLAY | 69,098 | 29,629 | 2,540,221 | 2,600,000 | 5,526,682 | 8,550,000 |
| TOTAL EXPENSE | 10,169,596 | 8,611,158 | 5,039,673 | 13,929,467 | 17,047,247 | 20,283,837 |

CITY OF APPLETON 2022 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|-----------------------------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Revenues | | | | | |
| Charges for Services | \$ 1,485,205 | \$ 928,104 | \$ 1,634,373 | \$ 1,634,373 | \$ 1,634,373 |
| Miscellaneous | 127,834 | 83,877 | 68,308 | 68,308 | 69,386 |
| Total Revenues | <u>1,613,039</u> | <u>1,011,981</u> | <u>1,702,681</u> | <u>1,702,681</u> | <u>1,703,759</u> |
| Expenses | | | | | |
| Operating Expenses | 9,352,928 | 7,789,554 | 10,337,141 | 10,528,239 | 10,503,303 |
| Depreciation | 816,670 | 817,979 | 992,326 | 992,326 | 1,230,534 |
| Total Expenses | <u>10,169,598</u> | <u>8,607,533</u> | <u>11,329,467</u> | <u>11,520,565</u> | <u>11,733,837</u> |
| Revenues over (under) Expenses | (8,556,559) | (7,595,552) | (9,626,786) | (9,817,884) | (10,030,078) |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 83,005 | 72,072 | 12,500 | 12,500 | 12,500 |
| Gain (Loss) on Sale of Capital Assets | - | (17,119) | - | - | - |
| Operating Subsidies | 7,162,224 | 6,247,001 | 8,116,615 | 8,116,615 | 8,307,387 |
| Total Non-Operating | <u>7,245,229</u> | <u>6,301,954</u> | <u>8,129,115</u> | <u>8,129,115</u> | <u>8,319,887</u> |
| Income (Loss) Before Contributions and Transfers | (1,311,330) | (1,293,598) | (1,497,671) | (1,688,769) | (1,710,191) |
| Contributions and Transfers In (Out) | | | | | |
| Transfer In - General Fund | 640,199 | 581,409 | 707,359 | 707,359 | 725,763 |
| Capital Contributions | <u>3,535,793</u> | <u>2,545,822</u> | <u>2,580,000</u> | <u>5,444,037</u> | <u>8,540,000</u> |
| Change in Net Assets | 2,864,662 | 1,833,633 | 1,789,688 | 4,462,627 | 7,555,572 |
| Total Net Assets - Beginning | <u>5,629,096</u> | <u>8,493,758</u> | <u>10,327,391</u> | <u>10,327,391</u> | <u>14,790,018</u> |
| Total Net Assets - Ending | <u>\$ 8,493,758</u> | <u>\$ 10,327,391</u> | <u>\$ 12,117,079</u> | <u>\$ 14,790,018</u> | <u>\$ 22,345,590</u> |

SCHEDULE OF CASH FLOWS

| | | |
|---------------------------------|-------------------|---------------------|
| Working Cash - Beginning | \$ 875,748 | \$ 886,664 |
| + Change in Net Assets | 4,462,627 | 7,555,572 |
| + Depreciation | 992,326 | 1,230,534 |
| - Fixed Assets | (5,526,682) | (8,550,000) |
| + F/A Funded by Restricted Cash | 82,645 | 10,000 |
| Working Cash - End of Year | <u>\$ 886,664</u> | <u>\$ 1,132,770</u> |

CITY OF APPLETON 2022 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 2022 BUDGET PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2021 EVENTS

Implemented eighth year of our sidewalk poetry program which included 6 original poems written by Appleton residents and students

Implemented eleventh year of City-wide bike lane plan

Collaborated with ADI and Riverview Gardens on downtown CARE initiative improving the cleanliness of our downtown

Improved neighborhood connectivity by implementing several enhanced crosswalks, including Meade Street and Wisconsin Avenue

Implemented eighth 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

Implemented initiatives to help improve employee retention

Implemented portions of the Downtown Mobility Plan

Worked with Building For Kids to implement a fun walking route to the downtown facility from the Red Parking Ramp

Worked through all the challenges of continuing to provide excellent customer service during the COVID-19 pandemic

Performed a pilot of the BIRD e-scooter dockless system as an environmentally friendly transportation option

Collaborated with Outagamie County to pave widened shoulders on Apple Creek Road to provide bicycle accommodations

Developed a Downtown Streetscape Design Guide

CITY OF APPLETON 2022 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2022 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 twelfth year of adopted City-wide bike lane plan
- Continue to review processes using LEAN initiatives
- Implement ninth 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 arts 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

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|------------------------------------|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 2,396,481 | \$ 3,574,003 | \$ 2,451,700 | \$ 2,451,700 | \$ 2,647,500 | 7.99% |
| Program Expenses | | | | | | | |
| 17011 | Administrative Service | 1,515,583 | 1,504,903 | 1,560,919 | 1,560,919 | 1,563,397 | 0.16% |
| 17014 | Concrete Reconstruction | 249,692 | 329,014 | 125,051 | 148,226 | 33,044 | -73.58% |
| 17015 | Sidewalk Reconstruction | 671,236 | 517,737 | 577,553 | 577,553 | 537,729 | -6.90% |
| 17016 | Asphalt Reconstruction | 944,889 | 727,209 | 1,106,662 | 1,106,662 | 1,163,356 | 5.12% |
| 17022 | Traffic - Control | 962,742 | 960,880 | 900,390 | 904,039 | 938,718 | 4.26% |
| 17023 | Street Lighting | 1,456,075 | 1,377,859 | 1,446,061 | 1,446,061 | 1,410,337 | -2.47% |
| 17031 | MSB Administration | 1,281,426 | 1,201,890 | 1,276,691 | 1,276,691 | 1,181,451 | -7.46% |
| 17032 | Street Repair | 1,926,265 | 1,884,463 | 2,068,069 | 2,076,018 | 2,220,827 | 7.39% |
| 17033 | Snow & Ice Control | 2,184,269 | 1,356,219 | 1,609,788 | 1,805,568 | 1,817,063 | 12.88% |
| 17034 | Forestry | 957,256 | 1,141,354 | 1,173,786 | 1,173,786 | 1,179,083 | 0.45% |
| 17036 | Inspections | 555,275 | 607,849 | 642,785 | 642,785 | 616,705 | -4.06% |
| TOTAL | | \$ 12,704,708 | \$ 11,609,377 | \$ 12,487,755 | \$ 12,718,308 | \$ 12,661,710 | 1.39% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 5,823,181 | 5,499,054 | 5,735,851 | 5,735,851 | 5,903,893 | 2.93% |
| Training & Travel | | 22,409 | 21,909 | 40,750 | 40,750 | 39,850 | -2.21% |
| Supplies & Materials | | 1,297,000 | 952,281 | 1,101,551 | 1,300,980 | 1,000,619 | -9.16% |
| Purchased Services | | 4,568,479 | 4,066,553 | 4,403,145 | 4,431,269 | 4,455,602 | 1.19% |
| Capital Expenditures | | 993,639 | 1,069,580 | 1,206,458 | 1,209,458 | 1,261,746 | 4.58% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 63.01 | 63.23 | 59.02 | 59.02 | 61.19 | |

CITY OF APPLETON 2022 BUDGET

PUBLIC WORKS DEPARTMENT

Administrative Services

Business Unit 17011 / 17035

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 ten-year capital plan to improve City infrastructure
- Monitor project completion dates for contract compliance and timely assessment billings
- Support employee individual development plans as part of Department's succession planning
- Improve budget development, implementation and monitoring practices
- Review engineering designs, site plans and plats prepared by consultants for private construction projects to insure compliance throughout the City
- Develop and/or update department policies necessary for department administration
- Provide support and accountability towards City's vision statement, "Appleton is the place where people can use their talents to thrive."
- Review services, and work with other departments, to improve efficiency and effectiveness of City services
- Continue implementation of City-wide bike lane plan
- Continue to pursue social media opportunities to improve communication with the public

Major Changes in Revenue, Expenditures, or Programs:

The increase in street excavation permit revenue in 2022 is due to an increase in the permit fee (two-tier system) in 2020 along with the ongoing TDS fiber project within the City.

**CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011 / 17035

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 431900 Street/Sidewalk License | \$ 720 | \$ 855 | \$ 600 | \$ 600 | \$ 800 |
| 440900 Street Occupancy Permits | 13,322 | 8,314 | 9,000 | 9,000 | 9,000 |
| 441000 Street Excavation Permits | 28,330 | 126,645 | 122,500 | 122,500 | 176,300 |
| 480100 General Charges for Svc | - | 1,900 | - | - | - |
| 503000 Damage to City Property | 2,589 | - | - | - | - |
| 503500 Other Reimbursements | 5,966 | 13,643 | - | - | - |
| 508500 Cash Short or Over | (4) | (25) | - | - | - |
| Total Revenue | \$ 50,923 | \$ 151,332 | \$ 132,100 | \$ 132,100 | \$ 186,100 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 1,002,645 | \$ 1,019,036 | \$ 1,011,545 | \$ 1,011,545 | \$ 1,038,071 |
| 610400 Call Time Wages | 1,377 | 377 | 100 | 100 | 300 |
| 610500 Overtime Wages | 5,365 | 3,335 | 2,300 | 2,300 | 2,600 |
| 610800 Part-Time Wages | 1,465 | 9,067 | 2,050 | 2,050 | 1,673 |
| 615000 Fringes | 338,956 | 335,840 | 383,095 | 383,095 | 365,508 |
| 620100 Training/Conferences | 6,605 | 4,838 | 10,500 | 10,500 | 9,500 |
| 620600 Parking Permits | 10,915 | 11,813 | 16,680 | 16,680 | 16,680 |
| 630100 Office Supplies | 2,312 | 1,904 | 4,300 | 4,300 | 4,100 |
| 630300 Memberships & Licenses | 5,448 | 4,870 | 5,550 | 5,550 | 5,550 |
| 630400 Postage\Freight | 39 | 9 | 25 | 25 | 25 |
| 630500 Awards & Recognition | 1,060 | 1,154 | 1,295 | 1,295 | 1,295 |
| 630901 Shop Supplies | 5,210 | 6,371 | 5,700 | 5,700 | 5,950 |
| 630902 Tools & Instruments | 745 | 297 | 750 | 750 | 750 |
| 631500 Books & Library Materials | - | 16 | 400 | 400 | 400 |
| 632001 City Copy Charges | 9,662 | 8,292 | 9,100 | 9,100 | 9,500 |
| 632002 Outside Printing | 4,442 | 4,677 | 7,700 | 7,700 | 6,700 |
| 632102 Protective Clothing | 240 | 224 | 350 | 350 | 400 |
| 632300 Safety Supplies | 375 | 627 | 350 | 350 | 350 |
| 632700 Miscellaneous Equipment | 12,867 | 10,031 | 9,800 | 9,800 | 9,800 |
| 640202 Recording/Filing Fees | 120 | 205 | 125 | 125 | 125 |
| 640400 Consulting Services | 18,692 | 14,672 | 3,200 | 3,200 | 3,200 |
| 640800 Contractor Fees | 6,389 | 3,832 | - | - | - |
| 641200 Advertising | 2,434 | 851 | 2,200 | 2,200 | 2,000 |
| 641307 Telephone | 2,419 | 2,417 | 1,920 | 1,920 | 2,200 |
| 641308 Cellular Phones | 10,213 | 4,941 | 10,410 | 10,410 | 8,721 |
| 641800 Equip Repairs & Maint | 2,179 | 3,930 | 3,200 | 3,200 | 3,200 |
| 642400 Software Support | 7,135 | 4,500 | 6,700 | 6,700 | 8,040 |
| 642501 CEA Operations/Maint. | 31,002 | 21,377 | 31,942 | 31,942 | 26,700 |
| 642502 CEA Depreciation/Replace. | 25,199 | 25,400 | 29,632 | 29,632 | 30,059 |
| 659900 Other Contracts/Obligation | 73 | - | - | - | - |
| Total Expense | \$ 1,515,583 | \$ 1,504,903 | \$ 1,560,919 | \$ 1,560,919 | \$ 1,563,397 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 2022 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 600 for further details about this program.

*Corrected calculation for consistency in both Concrete and Asphalt

**CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ - | \$ - | \$ - | \$ - |
| 460200 Concrete Paving | 23,010 | 12,522 | 15,000 | 15,000 | 12,522 |
| 503500 Other Reimbursements | 423 | - | - | - | - |
| 592200 Transfer In - Special Rev. | 103,330 | 456,123 | 124,541 | 124,541 | - |
| Total Revenue | \$ 126,763 | \$ 468,645 | \$ 139,541 | \$ 139,541 | \$ 12,522 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 73,163 | \$ 40,406 | \$ 22,053 | \$ 22,053 | \$ 17,303 |
| 610400 Call Time Wages | - | - | - | - | - |
| 610500 Overtime Wages | 837 | 723 | - | - | 1,000 |
| 610800 Part-Time Wages | 112 | - | 1,225 | 1,225 | 1,673 |
| 615000 Fringes | 25,548 | 12,633 | 6,773 | 6,773 | 5,068 |
| 630804 Plant Material | - | - | - | - | - |
| 632503 Other Materials | 21 | - | - | - | - |
| 632507 Asphalt | - | 4,529 | - | - | - |
| 632800 Signs | - | - | - | - | - |
| 640400 Consulting Services | 7,991 | 40,626 | 65,000 | 85,175 | - |
| 640800 Contractor Fees | 955 | 19,490 | - | - | - |
| 642501 CEA Operations/Maint. | 988 | 3,322 | 1,000 | 1,000 | 3,000 |
| 642502 CEA Depreciation/Replace. | 406 | 4,010 | 500 | 500 | 5,000 |
| 659900 Other Contracts/Obligation | 1,404 | - | - | - | - |
| 680100 Land | 1,650 | 7,760 | 28,500 | 28,500 | - |
| 680901 Streets | 136,617 | 195,515 | - | 3,000 | - |
| Total Expense | \$ 249,692 | \$ 329,014 | \$ 125,051 | \$ 148,226 | \$ 33,044 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 608 for further detail about this program.

**CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 460700 Sidewalks | \$ 11,219 | \$ 8,020 | \$ 10,000 | \$ 10,000 | \$ - |
| 592200 Transfer In - Special Rev. | - | - | - | - | 36,644 |
| Total Revenue | \$ 11,219 | \$ 8,020 | \$ 10,000 | \$ 10,000 | \$ 36,644 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 23,283 | \$ 35,362 | \$ 20,228 | \$ 20,228 | \$ 26,753 |
| 610500 Overtime Wages | 907 | 984 | 1,000 | 1,000 | 1,000 |
| 610800 Part-Time Wages | - | - | 1,225 | 1,225 | 1,673 |
| 615000 Fringes | 6,734 | 9,887 | 5,476 | 5,476 | 7,194 |
| 630901 Shop Supplies | - | 76 | - | - | - |
| 640400 Consulting Services | 216 | 300 | - | - | - |
| 642501 CEA Operations/Maint. | 284 | 1,970 | 300 | 300 | 2,000 |
| 642502 CEA Depreciation/Replace. | 486 | 932 | 600 | 600 | 1,000 |
| 659900 Other Contracts/Obligation | 36 | - | - | - | - |
| 680902 Sidewalks | 639,290 | 468,226 | 548,724 | 548,724 | 498,109 |
| Total Expense | \$ 671,236 | \$ 517,737 | \$ 577,553 | \$ 577,553 | \$ 537,729 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | General Fund |
|--------------------------|---------------------|
| Labor Pool | 36,620 |
| CEA | 3,000 |
| Sidewalk Construction | |
| Green Dot | 250,000 |
| General | 33,000 |
| Patch Contract | 15,000 |
| Safestep sawcutting | 30,000 |
| Reconstruction - Asphalt | 170,109 |
| Subtotal | 498,109 |
| Total | \$ 537,729 |

**CITY OF APPLETON 2022 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 2022 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 596 and 606 for further detail about this program.

*Corrected calculation for consistency in both concrete and asphalt

**CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|-------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 460100 Asphalt Paving | \$ 1,823 | \$ - | \$ - | \$ - | \$ - |
| 503500 Other Reimbursements | - | 15,468 | - | - | - |
| 592200 Transfer In - Special Rev. | 1,101,433 | 760,206 | 1,075,459 | 1,075,459 | 1,163,356 |
| Total Revenue | \$ 1,103,256 | \$ 775,674 | \$ 1,075,459 | \$ 1,075,459 | \$ 1,163,356 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 104,080 | \$ 102,339 | \$ 119,800 | \$ 119,800 | \$ 121,172 |
| 610400 Call Time | 180 | 77 | - | - | - |
| 610500 Overtime Wages | 5,451 | 3,045 | 5,000 | 5,000 | 5,000 |
| 610800 Part-Time Wages | 2,291 | 560 | 2,300 | 2,300 | 1,673 |
| 615000 Fringes | 42,276 | 33,563 | 48,567 | 48,567 | 49,240 |
| 630804 Plant Material | - | 7,571 | 3,600 | 3,600 | 4,149 |
| 632501 Castings | 320 | - | - | - | - |
| 632503 Other Materials | 2,190 | 493 | - | - | - |
| 632507 Asphalt | 306,331 | 120,802 | 220,711 | 220,711 | 135,085 |
| 632800 Signs | - | 157 | 2,450 | 2,450 | 2,100 |
| 640400 Consulting Services | 4,868 | 3,263 | 5,000 | 5,000 | 5,000 |
| 640800 Contractor Fees | 175,470 | 18,380 | - | - | - |
| 642501 CEA Operations/Maint. | 43,762 | 17,366 | 25,000 | 25,000 | 31,300 |
| 642502 CEA Depreciation/Replace. | 41,588 | 21,514 | 45,000 | 45,000 | 45,000 |
| 680901 Streets | 216,082 | 398,079 | 629,234 | 629,234 | 763,637 |
| Total Expense | \$ 944,889 | \$ 727,209 | \$ 1,106,662 | \$ 1,106,662 | \$ 1,163,356 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | General Fund Asphalt |
|------------------------|-----------------|------------|-------------|----------------------|
| Labor Pool | | | | 177,085 |
| CEA | | | | 76,300 |
| Consultant | | | | 5,000 |
| Temp Surface after G&G | | | | - |
| Overlay | | | | - |
| Partial Reconstruction | | | | - |
| Total Reconstruction | Elsie St | Mason St | Richmond St | 575,327 |
| | Madison St | Calumet St | Taft Ave | 329,644 |
| | Subtotal | | | 904,971 |
| Total Asphalt Pavement | | | | \$ 1,163,356 |

CITY OF APPLETON 2022 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:

This budget includes a proposal to reorganize the Traffic Section to more closely align its organizational structure with its current responsibilities and objectives. This proposal includes the addition of a position (Traffic Engineering Systems Technician), which is 100% offset by proposed reductions in expenses in this budget and the Street Lighting budget.

This budget also reflects the reduction of sign costs and contractor fees to provide for a \$25,000 contribution to the CEA replacement fund for the upgrade of a F350 pickup truck which was approved by CEA Committee and Council earlier this year.

CITY OF APPLETON 2022 BUDGET

PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 780 | \$ 550 | \$ 1,000 | \$ 1,000 | \$ 750 |
| 490800 Intergovernmental Charges | 63,712 | 80,339 | 60,000 | 60,000 | 82,666 |
| 501000 Miscellaneous Revenue | 4,884 | 3,658 | 9,000 | 9,000 | 6,500 |
| 503000 Damage to City Property | 72,549 | 88,495 | 50,000 | 50,000 | 80,000 |
| Total Revenue | \$ 141,925 | \$ 173,042 | \$ 120,000 | \$ 120,000 | \$ 169,916 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 239,178 | \$ 257,908 | \$ 234,379 | \$ 234,379 | \$ 300,189 |
| 610400 Call Time Wages | 6,189 | 3,330 | 4,000 | 4,000 | 4,000 |
| 610500 Overtime Wages | 9,734 | 5,429 | 6,500 | 6,500 | 6,500 |
| 610800 Part-Time Wages | 7,964 | 12,092 | 17,265 | 17,265 | 7,807 |
| 615000 Fringes | 82,607 | 88,600 | 83,026 | 83,026 | 116,413 |
| 630901 Shop Supplies | 1,284 | 1,631 | 2,345 | 2,345 | 1,460 |
| 630902 Tools & Instruments | 6,830 | 5,961 | 4,875 | 4,875 | 5,120 |
| 631100 Paint & Supplies | 373 | 723 | 375 | 375 | 650 |
| 632200 Gas Purchases | 70 | 47 | 50 | 50 | 50 |
| 632300 Safety Supplies | - | 650 | - | - | - |
| 632510 Traffic Signals | 168,218 | 133,546 | 138,500 | 140,100 | 133,500 |
| 632700 Miscellaneous Equipment | 7,143 | 13,965 | 9,000 | 9,000 | 7,500 |
| 632800 Signs | 77,490 | 99,720 | 75,500 | 77,549 | 71,500 |
| 640800 Contractor Fees | 169,907 | 150,876 | 139,000 | 139,000 | 104,774 |
| 641301 Electric | 64,017 | 62,039 | 65,500 | 65,500 | 62,969 |
| 641800 Equip Repairs & Maint | 35,499 | 24,132 | 20,325 | 20,325 | 21,325 |
| 642400 Software Support | - | - | - | - | - |
| 642501 CEA Operations/Maint. | 39,131 | 46,859 | 40,000 | 40,000 | 44,000 |
| 642502 CEA Depreciation/Replace. | 54,998 | 56,565 | 65,000 | 65,000 | 56,211 |
| 642900 Interfund Allocations | (7,890) | (3,193) | (5,250) | (5,250) | (5,250) |
| Total Expense | \$ 962,742 | \$ 960,880 | \$ 900,390 | \$ 904,039 | \$ 938,718 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Traffic Signals

| | |
|--------------------------------------------|-------------------|
| Knockdowns - Appleton | \$ 34,000 |
| Knockdowns - Grand Chute/Outagamie Co. | 12,000 |
| LED replacements | 10,000 |
| General traffic signal system maint. | 20,000 |
| Misc projects, upgrades & expenses | 10,000 |
| Communication grid maint/upgrades | 15,000 |
| Install/maint battery backup system | 4,000 |
| GPS/AVL system repairs | 3,000 |
| RRFB system maintenance | 9,500 |
| Public safety camera system maintenance | 16,000 |
| | <u>\$ 133,500</u> |

Contractor Fees

| | |
|---------------------|-------------------|
| Transverse markings | \$ 29,300 |
| Pavement markings | 70,974 |
| Hydroexcavation | 4,500 |
| | <u>\$ 104,774</u> |

Equipment Repairs & Maintenance

| | |
|---------------------------------------------------|------------------|
| Annual preventive maintenance contract | \$ 11,000 |
| Repairs to cameras, signals, and other devices | 3,325 |
| Structure inspection contract | 7,000 |
| | <u>\$ 21,325</u> |

Signs

| | |
|----------------------------|------------------|
| Area replacement program | \$ 31,000 |
| New sign install | 17,000 |
| Railroad Quiet Zone maint. | 2,000 |
| Knockdowns | 17,500 |
| In-street ped x-ing | 4,000 |
| | <u>\$ 71,500</u> |

**CITY OF APPLETON 2022 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:

WE Energies is converting leased lights from HID to LED at a rate of approximately 1,500 fixtures per year. Due to the way the tariff rates are structured, this will start to yield significant decreases in overall system cost starting in 2025 (approx \$70,000/year).

**CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 461200 Street Lights | \$ 70,310 | \$ 76,607 | \$ 71,000 | \$ 71,000 | \$ 78,000 |
| 503000 Damage to City Property | 1,080 | 2,056 | 3,000 | 3,000 | 3,000 |
| 503500 Other Reimbursements | - | 365 | - | - | - |
| Total Revenue | \$ 71,390 | \$ 79,028 | \$ 74,000 | \$ 74,000 | \$ 81,000 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 13,434 | \$ 16,719 | \$ 8,045 | \$ 8,045 | \$ 21,207 |
| 610400 Call Time Wages | 400 | 200 | 200 | 200 | 200 |
| 610500 Overtime Wages | 388 | 325 | 200 | 200 | 300 |
| 610800 Part-Time Wages | 673 | 1,972 | - | - | - |
| 615000 Fringes | 4,905 | 5,070 | 2,016 | 2,016 | 9,165 |
| 632510 Street Lights | 19,743 | 31,837 | 19,500 | 19,500 | 26,500 |
| 640800 Contractor Fees | 4,646 | 5,735 | 4,000 | 4,000 | 4,500 |
| 641301 Electric | 1,410,019 | 1,314,985 | 1,410,000 | 1,410,000 | 1,347,065 |
| 642501 CEA Operations/Maint. | 967 | 572 | 1,000 | 1,000 | 800 |
| 642502 CEA Depreciation/Replace. | 900 | 444 | 1,100 | 1,100 | 600 |
| Total Expense | \$ 1,456,075 | \$ 1,377,859 | \$ 1,446,061 | \$ 1,446,061 | \$ 1,410,337 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Construction Materials

| | |
|-------------------------------------|------------------|
| Maintenance of approx. 1,250 lights | \$ 16,000 |
| Knockdowns Additions | 10,500 |
| | \$ 26,500 |

CITY OF APPLETON 2022 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17021 / 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 DPW Guide newsletter, new resident mailings, web page, Facebook, and Twitter.

Major Changes in Revenue, Expenditures, or Programs:

Due to a DNR change in their requirement for monitoring soils at past recycling facilities, this budget includes \$15,000 for soil monitoring at the 3001 Glendale Avenue property.

CITY OF APPLETON 2022 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17021 / 17031

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Miscellaneous Revenue | \$ - | \$ 2,305 | \$ - | \$ - | \$ - |
| Total Revenue | <u>\$ -</u> | <u>\$ 2,305</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 630,065 | \$ 510,182 | \$ 576,719 | \$ 576,719 | \$ 515,333 |
| 610400 Call Time Wages | 1,627 | 362 | 200 | 200 | 300 |
| 610500 Overtime Wages | 3,079 | 1,428 | 1,100 | 1,100 | 1,600 |
| 610800 Part-Time Wages | 15,048 | 14,585 | 14,401 | 14,401 | - |
| 615000 Fringes | 210,775 | 223,295 | 213,903 | 213,903 | 204,631 |
| 620100 Training/Conferences | 1,934 | 2,106 | 11,070 | 11,070 | 11,070 |
| 630100 Office Supplies | 2,197 | 2,611 | 2,150 | 2,150 | 3,150 |
| 630200 Subscriptions | 5,039 | 5,443 | 5,500 | 5,500 | 5,500 |
| 630300 Memberships & Licenses | 2,586 | 2,483 | 2,435 | 2,435 | 3,320 |
| 630400 Postage\Freight | 1,402 | 1,486 | 225 | 225 | 1,450 |
| 630500 Awards & Recognition | 1,190 | 1,362 | 1,190 | 1,190 | 1,190 |
| 630600 Building Maint./Janitorial | 7,185 | 8,426 | 7,000 | 7,000 | 7,000 |
| 630901 Shop Supplies | 1,285 | 2,388 | 2,000 | 2,000 | 2,000 |
| 631100 Paint & Supplies | 348 | 211 | 200 | 200 | 200 |
| 631500 Books & Library Materials | 20 | 75 | 125 | 125 | 100 |
| 632002 Outside Printing | 4,704 | 3,463 | 5,250 | 5,250 | 4,775 |
| 632102 Protective Clothing | 1,530 | 1,897 | 1,750 | 1,750 | 1,775 |
| 632200 Gas Purchases | 297 | 416 | 400 | 400 | 425 |
| 632300 Safety Supplies | 2,890 | 3,509 | 4,200 | 4,200 | 4,150 |
| 632400 Medical/Lab Supplies | 459 | 262 | 400 | 400 | 400 |
| 632500 Construction Materials | 340 | - | 400 | 400 | 200 |
| 632700 Miscellaneous Equipment | 14,829 | 10,695 | 15,225 | 15,225 | 8,525 |
| 632800 Signs | - | 735 | 100 | 100 | 100 |
| 640400 Consulting | - | 6,695 | - | - | 15,000 |
| 640700 Solid Waste/Recycling | 7,340 | 459 | 7,500 | 7,500 | 1,836 |
| 640800 Contractor Fees | 1,260 | 13,530 | 1,000 | 1,000 | 1,000 |
| 640900 Inspection Fees | 309 | - | 400 | 400 | 400 |
| 641200 Advertising | - | - | 250 | 250 | 250 |
| 641300 Utilities | 95,257 | 99,517 | 110,036 | 110,036 | 109,946 |
| 641600 Build Repairs & Maint | 4,003 | 8,741 | 2,750 | 2,750 | 3,000 |
| 641800 Equip Repairs & Maint | 786 | 205 | 800 | 800 | 750 |
| 641900 Communication Eq. Repair | - | 979 | 250 | 250 | 250 |
| 642000 Facilities Charges | 227,088 | 210,989 | 231,232 | 231,232 | 220,548 |
| 642400 Software Support | 14,448 | 16,743 | 21,270 | 21,270 | 19,670 |
| 642501 CEA Operations/Maint. | 11,469 | 32,795 | 24,000 | 24,000 | 22,500 |
| 642502 CEA Depreciation/Replace. | 6,722 | 7,764 | 8,000 | 8,000 | 5,867 |
| 643000 Health Services | 610 | - | 20 | 20 | - |
| 645100 Laundry Services | 350 | 262 | 240 | 240 | 240 |
| 659900 Other Contracts/Obligation | 2,955 | 5,791 | 3,000 | 3,000 | 3,000 |
| Total Expense | <u>\$ 1,281,426</u> | <u>\$ 1,201,890</u> | <u>\$ 1,276,691</u> | <u>\$ 1,276,691</u> | <u>\$ 1,181,451</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | |
|-----------------------------------------|------------------------------|
| <u>Software support</u> | <u>Consulting</u> |
| Miovision traffic count processing fees | Contaminated soil testing at |
| Traffic signal management software | 3001 Glendale |
| maintenance | \$ 15,000 |
| Irthnet | <u>\$ 15,000</u> |
| Turbonet | |
| Data storage & support GPS units | |
| <u>\$ 19,670</u> | |

**CITY OF APPLETON 2022 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:

The increase in intergovernmental revenue is related to the Renn property detachment agreement with the Village of Harrison to reimburse the City for past concrete paving costs.

The increase in CEA depreciation/replacement costs is due to major pieces of equipment being replaced in late 2021 upon which a full year of replacement fees will be charged in 2022.

**CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 23,990 | \$ 3,660 | \$ 7,500 | \$ 7,500 | \$ 7,500 |
| 490800 Misc Intergovernmental Charges | 31,414 | 94,856 | 18,000 | 18,000 | 94,862 |
| 501000 Miscellaneous Revenue | 15,812 | 1,655 | 10,000 | 10,000 | 7,500 |
| 503000 Damage to City Property | 6,081 | 3,917 | 5,000 | 5,000 | 5,000 |
| Total Revenue | \$ 77,297 | \$ 104,088 | \$ 40,500 | \$ 40,500 | \$ 114,862 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 620,927 | \$ 625,838 | \$ 582,186 | \$ 582,186 | \$ 604,217 |
| 610400 Call Time Wages | 1,095 | 1,246 | 1,500 | 1,500 | 2,000 |
| 610500 Overtime Wages | 39,155 | 15,672 | 39,000 | 39,000 | 35,000 |
| 610800 Part-Time Wages | 10,980 | 12,563 | 10,000 | 10,000 | 20,900 |
| 615000 Fringes | 257,461 | 211,887 | 243,578 | 243,578 | 259,915 |
| 620100 Training & Conferences | - | 286 | - | - | - |
| 630800 Landscape Supplies | 3,792 | 4,464 | 2,200 | 2,200 | 4,400 |
| 630900 Shop Supplies & Tools | 8,139 | 2,931 | 8,000 | 8,000 | 7,000 |
| 631100 Paint & Supplies | 288 | 539 | 400 | 400 | 400 |
| 632102 Protective Clothing | 24 | 31 | - | - | - |
| 632200 Gas Purchases | 235 | 863 | 500 | 500 | 1,000 |
| 632500 Materials | 111,527 | 97,381 | 165,500 | 165,500 | 167,000 |
| 632700 Miscellaneous Equipment | 14,568 | 29,346 | 26,000 | 26,000 | 24,000 |
| 632800 Signs | 4,742 | 246 | 500 | 500 | 500 |
| 640400 Consulting Services | 64,444 | 102,608 | 50,000 | 57,949 | 57,000 |
| 640800 Contractor Fees | 243,559 | 246,592 | 340,000 | 340,000 | 313,000 |
| 641300 Utilities | 5,702 | 3,983 | 6,400 | 6,400 | 6,400 |
| 641500 Tipping Fees | 4,404 | 52 | 3,000 | 3,000 | 2,000 |
| 641800 Equip Repairs & Maint | 1,093 | 190 | 500 | 500 | 250 |
| 642000 Facilities Charges | 4,045 | 1,177 | 2,805 | 2,805 | 2,176 |
| 642400 Software Support | 12,526 | 10,630 | 12,000 | 12,000 | 12,000 |
| 642501 CEA Operations/Maint. | 276,104 | 267,780 | 280,000 | 280,000 | 277,200 |
| 642502 CEA Depreciation/Replace. | 246,333 | 258,311 | 290,000 | 290,000 | 420,469 |
| 642900 Interfund Allocations | (22,371) | (22,473) | (16,000) | (16,000) | (16,000) |
| 659900 Other Contracts/Obligation | 17,493 | 12,320 | 20,000 | 20,000 | 20,000 |
| Total Expense | \$ 1,926,265 | \$ 1,884,463 | \$ 2,068,069 | \$ 2,076,018 | \$ 2,220,827 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|----------------------------------------------------------------------|--------------------|------------------------------------|-------------------|
| <u>Materials</u> | | <u>Contractor Fees</u> | |
| Cold patch/crackfiller | \$ 55,000 | Bridge deck sealing | \$ 100,000 |
| Concrete | 13,000 | Annual bridge maintenance | 5,000 |
| Gravel | 5,000 | Memorial Drive bridge maint | 30,000 |
| Asphalt | 55,000 | Bascule bridge maint | 103,000 |
| Clear Stone | 500 | Patch program | 75,000 |
| Misc materials (bridge lights, flags & poles, concrete sealer, etc.) | 38,500 | | <u>\$ 313,000</u> |
| | <u>\$ 167,000</u> | <u>Miscellaneous Equipment</u> | |
| <u>Consulting Services</u> | | Coldpatch heater box | \$ 8,000 |
| Movable bridge inspections | 18,000 | Paver headset replace parts | 1,000 |
| Biennial bridge inspection (even yrs) | 34,000 | Concrete chains, blades, bits | 3,000 |
| Miscellaneous Bridge Design | 5,000 | Arrow board | 4,000 |
| | <u>\$ 57,000</u> | Barricades | 8,000 |
| | | | <u>\$ 24,000</u> |
| <u>Interfund Allocations</u> | | <u>Other Contracts/Obligations</u> | |
| Hauling biosolids | \$ (10,000) | Fox River Navigation-bridges | \$ 15,000 |
| FMD maintenance | (1,000) | CARE program | 5,000 |
| Misc. accidents, maintenance | (5,000) | | <u>\$ 20,000</u> |
| | <u>\$ (16,000)</u> | | |

**CITY OF APPLETON 2022 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
- Perform an annual review of regional snow plowing agreements to insure they are current and equitable
- Monitor contracted services to insure quality and timeliness of services
- Review snow plow routes and make necessary changes to gain efficiencies
- Investigate mailbox damage caused by plows and enforce per City policy
- Evaluate use of salt brine and other pre-wetting liquids for snow and ice control
- Continue low salt usage on newly paved streets to minimize damage to new concrete

Major Changes in Revenue, Expenditures, or Programs:

The increase in personnel costs and decrease in contracted snow removal services reflect DPW staff taking over the responsibility for sidewalk/crosswalk snow removal as outlined in a plan previously approved by Council.

The decrease in snow/ice control materials is due to a combination of a relatively light snow year so far in 2021 combined with additional salt purchases during the year which allowed the salt shed to be filled to capacity heading into the winter of 2021-2022. It is anticipated less salt will need to be purchased in 2022. Salt purchases are expected to return to normal levels in 2023.

The increase in CEA depreciation/replacement costs is due to major pieces of equipment being replaced in late 2021 upon which a full year of replacement fees will be charged in 2022.

**CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 460800 Snow Removal | \$ 142,966 | \$ 143,284 | \$ 142,000 | \$ 142,000 | \$ 145,000 |
| 501000 Miscellaneous Revenue | 14,800 | 15,688 | 20,000 | 20,000 | 20,000 |
| Total Revenue | \$ 157,766 | \$ 158,972 | \$ 162,000 | \$ 162,000 | \$ 165,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 419,733 | \$ 294,661 | \$ 337,667 | \$ 337,667 | \$ 433,208 |
| 610400 Call Time Wages | 60,588 | 34,976 | 40,000 | 40,000 | 45,000 |
| 610500 Overtime Wages | 128,355 | 62,974 | 80,000 | 80,000 | 80,000 |
| 610800 Part-Time Wages | 84 | 995 | - | - | - |
| 615000 Fringes | 218,762 | 121,758 | 140,321 | 140,321 | 176,319 |
| 630901 Shop Supplies | 214 | 326 | 200 | 200 | 200 |
| 632500 Snow/Ice Control Materials | 408,358 | 223,539 | 255,200 | 450,980 | 241,400 |
| 632601 Repair Parts | 1,554 | 529 | 500 | 500 | 600 |
| 632700 Miscellaneous Equipment | 8,088 | 8,140 | 7,000 | 7,000 | 12,000 |
| 640800 Contractor Fees | 185 | 667 | - | - | - |
| 642501 CEA Operations/Maint. | 425,207 | 239,696 | 362,900 | 362,900 | 362,895 |
| 642502 CEA Depreciation/Replace. | 232,644 | 208,077 | 205,000 | 205,000 | 429,941 |
| 642900 Interfund Allocations | (3,694) | (3,402) | (5,000) | (5,000) | (5,000) |
| 644000 Snow Removal Services | 280,916 | 147,180 | 185,000 | 185,000 | 30,000 |
| 645000 Repairs to Private Property | 3,275 | 3,929 | 1,000 | 1,000 | 3,000 |
| 659900 Other Contracts/Obligations | - | 12,174 | - | - | 7,500 |
| Total Expense | \$ 2,184,269 | \$ 1,356,219 | \$ 1,609,788 | \$ 1,805,568 | \$ 1,817,063 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Snow/Ice Control Materials

| | |
|---------------------------------|-------------------|
| Salt (3,200 tons) | \$ 195,000 |
| Brine | 25,000 |
| Ice melt | 20,000 |
| Grass seed, lumber, stone, etc. | 400 |
| Concrete | 1,000 |
| Total | \$ 241,400 |

Snow Removal Services

| | |
|-------------------------------|------------------|
| Downtown sidewalks/crosswalks | \$ 10,000 |
| Neglected sidewalks | 5,000 |
| City sidewalk/crosswalks | 15,000 |
| Total | \$ 30,000 |

**CITY OF APPLETON 2022 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 monitor and 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 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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ - | \$ 741,088 | \$ - | \$ - | \$ - |
| 422400 Miscellaneous State Aids | - | 169,054 | - | - | - |
| 501000 Miscellaneous Revenue | 2,886 | 1,422 | 3,000 | 3,000 | 3,000 |
| 502000 Donations & Memorials | 45 | 1,270 | - | - | - |
| 503000 Damage to City Property | - | 538 | - | - | - |
| 503500 Other Reimbursements | - | - | - | - | - |
| Total Revenue | \$ 2,931 | \$ 913,372 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 441,334 | \$ 577,217 | \$ 556,419 | \$ 556,419 | \$ 564,033 |
| 610400 Call Time Wages | 3,090 | 1,160 | 3,500 | 3,500 | 3,000 |
| 610500 Overtime Wages | 19,716 | 7,095 | 6,500 | 6,500 | 7,000 |
| 610800 Part-Time Wages | 19,852 | 18,744 | 20,000 | 20,000 | 20,900 |
| 615000 Fringes | 168,397 | 185,642 | 245,704 | 245,704 | 209,150 |
| 620100 Training/Conferences | 2,955 | 2,537 | 2,500 | 2,500 | 2,600 |
| 630300 Memberships & Licenses | 1,310 | 975 | 800 | 800 | 1,000 |
| 630800 Landscape Supplies | 44,580 | 65,989 | 52,500 | 52,500 | 53,300 |
| 630901 Shop Supplies | 1,401 | 1,548 | 1,500 | 1,500 | 1,500 |
| 630902 Tools & Instruments | 3,137 | 2,274 | 2,250 | 2,250 | 2,250 |
| 631100 Paint & Supplies | 34 | 56 | 25 | 25 | 25 |
| 632002 Outside Printing | 346 | 509 | 250 | 250 | 300 |
| 632101 Uniforms | - | - | - | - | - |
| 632102 Protective Clothing | 288 | 310 | 500 | 500 | 400 |
| 632200 Gas Purchases | - | 326 | - | - | - |
| 632300 Safety Supplies | 935 | 1,214 | 1,100 | 1,100 | 1,100 |
| 632700 Miscellaneous Equipment | 4,688 | 5,098 | 5,800 | 5,800 | 5,500 |
| 632800 Signs | 37 | - | 50 | 50 | 50 |
| 640800 Contractor Fees | 2,841 | - | 1,000 | 1,000 | 800 |
| 641303 Utilities | 1,148 | 2,686 | 988 | 988 | 1,249 |
| 642400 Software Support | 2,421 | 1,620 | 2,400 | 2,400 | 2,200 |
| 642501 CEA Operations/Maint. | 120,224 | 136,565 | 123,000 | 123,000 | 131,000 |
| 642502 CEA Depreciation/Replace. | 126,153 | 130,554 | 150,000 | 150,000 | 174,726 |
| 642900 Interfund Allocations | (7,811) | (765) | (3,000) | (3,000) | (3,000) |
| 643000 Health Services | 180 | - | - | - | - |
| Total Expense | \$ 957,256 | \$ 1,141,354 | \$ 1,173,786 | \$ 1,173,786 | \$ 1,179,083 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

| | |
|-------------------------|------------------|
| Topsoil / sand / gravel | \$ 3,000 |
| Seed / fertilizer | 2,500 |
| Plant material / trees | 44,000 |
| Herbicides / pesticides | 3,800 |
| Total | \$ 53,300 |

CITY OF APPLETON 2022 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 ensure compliance with established City codes
- Monitor compliance of approved building plans and applicable codes on construction projects and provide feedback to designers, builders 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.

CITY OF APPLETON 2022 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 17036

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 430800 Heating License | \$ 825 | \$ 25 | \$ 100 | \$ 100 | \$ 100 |
| 440100 Building Permits | 315,298 | 372,566 | 350,000 | 350,000 | 370,000 |
| 440200 Electrical Permits | 123,403 | 121,491 | 130,000 | 130,000 | 120,000 |
| 440300 Heating Permits | 73,436 | 84,417 | 70,000 | 70,000 | 75,000 |
| 440400 Plumbing & Sewer Permits | 61,119 | 71,594 | 65,000 | 65,000 | 70,000 |
| 440600 State Building Permits | 2,240 | 3,160 | 2,000 | 2,000 | 2,000 |
| 440700 Signs Permits | 5,080 | 4,762 | 5,000 | 5,000 | 5,000 |
| 460900 Weed Cutting | 13,838 | 19,300 | 16,000 | 16,000 | 16,000 |
| 480100 General Charges for Svc | 55,262 | 60,995 | 55,000 | 55,000 | 55,000 |
| 504000 Board of Appeals | 2,510 | 1,215 | 2,000 | 2,000 | 2,000 |
| Total Revenue | \$ 653,011 | \$ 739,525 | \$ 695,100 | \$ 695,100 | \$ 715,100 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 419,940 | \$ 450,435 | \$ 447,540 | \$ 447,540 | \$ 454,852 |
| 610400 Call Time | 200 | 100 | 600 | 600 | 600 |
| 610500 Overtime Wages | 1,348 | 1,456 | 2,000 | 2,000 | 2,000 |
| 610800 Part-Time Wages | 13,504 | 4,126 | 16,000 | 16,000 | 14,976 |
| 615000 Fringes | 118,123 | 121,877 | 169,245 | 169,245 | 136,277 |
| 620100 Training/Conferences | - | 330 | - | - | - |
| 640800 Contractor Fees | 2,360 | 29,625 | 8,000 | 8,000 | 8,000 |
| Total Expense | \$ 555,475 | \$ 607,949 | \$ 643,385 | \$ 643,385 | \$ 616,705 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS DEPARTMENT**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|---------------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 421000 Federal Grants | - | 741,088 | - | - | - | - |
| 422400 Miscellaneous State Aids | - | 169,054 | 4,461 | - | - | - |
| 430800 Heating License | 825 | 25 | - | 100 | 100 | 100 |
| 431900 Street/Sidewalk Cement License | 720 | 855 | 555 | 600 | 600 | 800 |
| 440100 Building Permits | 315,298 | 372,566 | 220,659 | 350,000 | 350,000 | 370,000 |
| 440200 Electrical Permits | 123,403 | 121,491 | 98,336 | 130,000 | 130,000 | 120,000 |
| 440300 Heating Permits | 73,436 | 84,417 | 52,370 | 70,000 | 70,000 | 75,000 |
| 440400 Plumbing & Sewer Permits | 61,119 | 71,594 | 42,873 | 65,000 | 65,000 | 70,000 |
| 440600 State Building Permits | 2,240 | 3,160 | 2,560 | 2,000 | 2,000 | 2,000 |
| 440700 Signs Permits | 5,080 | 4,762 | 1,840 | 5,000 | 5,000 | 5,000 |
| 440900 Street Occupancy Permits | 13,322 | 8,314 | 6,780 | 9,000 | 9,000 | 9,000 |
| 441000 Street Excavation Permits | 28,330 | 126,645 | 142,575 | 122,500 | 122,500 | 176,300 |
| 460100 Asphalt Paving | 1,823 | - | - | - | - | - |
| 460200 Concrete Paving | 23,010 | 12,522 | 15,339 | 15,000 | 15,000 | 12,522 |
| 460700 Sidewalks | 11,219 | 8,020 | 8,501 | 10,000 | 10,000 | - |
| 460800 Snow Removal | 142,966 | 143,284 | 162,475 | 142,000 | 142,000 | 145,000 |
| 460900 Weed Cutting | 13,838 | 19,300 | 9,385 | 16,000 | 16,000 | 16,000 |
| 461200 Street Lights | 70,310 | 76,607 | 76,607 | 71,000 | 71,000 | 78,000 |
| 480100 General Charges for Service | 80,033 | 67,105 | 35,498 | 63,500 | 63,500 | 63,250 |
| 490800 Misc Intergovernmental Charges | 95,126 | 175,194 | 11,032 | 78,000 | 78,000 | 177,528 |
| 501000 Miscellaneous Revenue | 38,381 | 22,427 | 30,795 | 42,000 | 42,000 | 37,000 |
| 502000 Donations & Memorials | 45 | 1,270 | 250 | - | - | - |
| 503000 Damage to City Property | 82,299 | 95,006 | 29,212 | 58,000 | 58,000 | 88,000 |
| 503500 Other Reimbursements | 6,390 | 31,776 | 94,856 | - | - | - |
| 504000 Board of Appeals | 2,510 | 1,215 | 590 | 2,000 | 2,000 | 2,000 |
| 508200 Insurance Proceeds | - | - | 5,000 | - | - | - |
| 508500 Cash Short or Over | (4) | (25) | - | - | - | - |
| 592200 Transfer In - Special Revenue | 1,204,762 | 1,216,329 | - | 1,200,000 | 1,200,000 | 1,200,000 |
| TOTAL PROGRAM REVENUES | 2,396,481 | 3,574,001 | 1,052,549 | 2,451,700 | 2,451,700 | 2,647,500 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 496,286 | 851,616 | 515,120 | - | - | - |
| 610200 Labor Pool Allocations | 2,969,245 | 2,637,076 | 1,619,923 | 3,892,719 | 3,892,719 | 4,071,073 |
| 610400 Call Time Wages | 74,745 | 41,828 | 31,985 | 50,100 | 50,100 | 55,400 |
| 610500 Overtime Wages | 214,336 | 102,465 | 74,958 | 143,600 | 143,600 | 142,000 |
| 610800 Part-Time Wages | 71,973 | 74,704 | 35,563 | 84,466 | 84,466 | 71,275 |
| 611000 Other Compensation | 22,986 | 29,574 | 24,849 | 23,262 | 23,262 | 25,265 |
| 611400 Sick Pay | 10,547 | 22,880 | 23,934 | - | - | - |
| 611500 Vacation Pay | 488,520 | 388,860 | 207,782 | - | - | - |
| 615000 Fringes | 1,474,543 | 1,350,051 | 907,622 | 1,541,704 | 1,541,704 | 1,538,880 |
| TOTAL PERSONNEL | 5,823,181 | 5,499,054 | 3,441,736 | 5,735,851 | 5,735,851 | 5,903,893 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 11,494 | 10,096 | 3,810 | 24,070 | 24,070 | 23,170 |
| 620600 Parking Permits | 10,915 | 11,813 | 14,893 | 16,680 | 16,680 | 16,680 |
| TOTAL TRAINING / TRAVEL | 22,409 | 21,909 | 18,703 | 40,750 | 40,750 | 39,850 |
| Supplies | | | | | | |
| 630100 Office Supplies | 4,509 | 4,515 | 2,416 | 6,450 | 6,450 | 7,250 |
| 630200 Subscriptions | 5,039 | 5,443 | 305 | 5,500 | 5,500 | 5,500 |
| 630300 Memberships & Licenses | 9,344 | 8,329 | 6,436 | 8,785 | 8,785 | 9,870 |
| 630400 Postage/Freight | 1,441 | 1,495 | 1,360 | 250 | 250 | 1,475 |
| 630500 Awards & Recognition | 2,250 | 2,516 | 363 | 2,485 | 2,485 | 2,485 |
| 630600 Building Maint./Janitorial | 7,185 | 8,426 | 4,221 | 7,000 | 7,000 | 7,000 |
| 630801 Topsoil | 6,916 | 8,300 | 2,618 | 4,300 | 4,300 | 7,000 |
| 630803 Seed | 2,530 | 4,499 | 598 | 2,400 | 2,400 | 2,900 |
| 630804 Plant Material | 35,545 | 61,393 | 24,789 | 47,600 | 47,600 | 48,149 |
| 630807 Herbicides/Pesticides | 3,206 | 3,832 | 3,676 | 4,000 | 4,000 | 3,800 |
| 630899 Other Landscape Supplies | 176 | - | 103 | - | - | - |
| 630901 Shop Supplies | 14,423 | 13,976 | 5,790 | 16,745 | 16,745 | 15,610 |
| 630902 Tools & Instruments | 13,822 | 9,829 | 6,199 | 10,875 | 10,875 | 10,620 |
| 631100 Paint & Supplies | 1,043 | 1,522 | 643 | 1,000 | 1,000 | 1,275 |
| 631500 Books & Library Materials | 20 | 91 | - | 525 | 525 | 500 |
| 631603 Other Misc. Supplies | - | - | - | - | - | - |
| 632001 City Copy Charges | 9,662 | 8,292 | (346) | 9,100 | 9,100 | 9,500 |
| 632002 Outside Printing | 9,492 | 8,649 | 3,281 | 13,200 | 13,200 | 11,775 |

**CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS DEPARTMENT**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|-------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| 632101 Uniforms | - | 7 | - | - | - | - |
| 632102 Protective Clothing | 2,083 | 2,462 | 1,085 | 2,600 | 2,600 | 2,575 |
| 632200 Gas Purchases | 601 | 1,651 | 759 | 950 | 950 | 1,475 |
| 632300 Safety Supplies | 4,201 | 6,001 | 798 | 5,650 | 5,650 | 5,600 |
| 632400 Medical/Lab Supplies | 459 | 262 | 53 | 400 | 400 | 400 |
| 632501 Castings | 6,615 | 215 | - | 3,000 | 3,000 | 3,500 |
| 632502 Concrete | 26,629 | 8,471 | 230 | 10,800 | 10,800 | 14,000 |
| 632503 Other Materials | 29,248 | 48,111 | 7,015 | 95,800 | 95,800 | 90,600 |
| 632505 Gravel | 998 | 5,098 | 461 | 2,000 | 2,000 | 5,000 |
| 632507 Asphalt | 360,232 | 157,613 | - | 275,711 | 275,711 | 190,085 |
| 632508 Ice Control Materials | 407,418 | 222,160 | 120,609 | 254,000 | 449,780 | 240,000 |
| 632509 Clear Stone | 127 | 847 | - | 500 | 500 | 500 |
| 632510 Street Lights | 185,781 | 169,613 | 40,371 | 158,000 | 159,600 | 160,000 |
| 632601 Repair Parts | 1,554 | 529 | - | 500 | 500 | 600 |
| 632700 Miscellaneous Equipment | 62,183 | 77,275 | 31,965 | 72,825 | 72,825 | 67,325 |
| 632800 Signs | 82,268 | 100,859 | 25,086 | 78,600 | 80,649 | 74,250 |
| TOTAL SUPPLIES | 1,297,000 | 952,281 | 290,884 | 1,101,551 | 1,300,980 | 1,000,619 |
| Purchased Services | | | | | | |
| 640202 Recording/Filing Fees | 120 | 205 | 60 | 125 | 125 | 125 |
| 640400 Consulting Services | 96,211 | 168,165 | 37,635 | 123,200 | 151,324 | 80,200 |
| 640700 Solid Waste/Recycling Pickup | 7,340 | 459 | - | 7,500 | 7,500 | 1,836 |
| 640800 Contractor Fees | 607,572 | 488,726 | 9,327 | 493,000 | 493,000 | 432,074 |
| 640900 Inspection Fees | 309 | - | - | 400 | 400 | 400 |
| 641200 Advertising | 2,434 | 851 | - | 2,450 | 2,450 | 2,250 |
| 641301 Electric | 1,510,420 | 1,421,116 | 209,351 | 1,519,755 | 1,519,755 | 1,454,289 |
| 641302 Gas | 20,836 | 10,653 | 342 | 22,188 | 22,188 | 22,188 |
| 641303 Water | 8,097 | 10,364 | 1,660 | 8,440 | 8,440 | 8,740 |
| 641304 Sewer | 3,694 | 3,809 | 678 | 3,805 | 3,805 | 3,805 |
| 641306 Stormwater | 22,394 | 28,379 | 7,647 | 27,960 | 27,960 | 27,960 |
| 641307 Telephone | 6,742 | 7,429 | 2,378 | 7,032 | 7,032 | 7,312 |
| 641308 Cellular Phones | 16,590 | 8,815 | 3,798 | 16,074 | 16,074 | 14,256 |
| 641500 Tipping Fees | 4,404 | 52 | - | 3,000 | 3,000 | 2,000 |
| 641600 Build Repairs & Maint | 4,003 | 8,741 | 610 | 2,750 | 2,750 | 3,000 |
| 641800 Equip Repairs & Maint | 39,557 | 28,456 | 2,260 | 24,825 | 24,825 | 25,525 |
| 641900 Communication Eq. Repairs | - | 979 | - | 250 | 250 | 250 |
| 642000 Facilities Charges | 231,133 | 212,166 | 32,465 | 234,037 | 234,037 | 222,724 |
| 642400 Software Support | 36,530 | 33,493 | 6,959 | 42,370 | 42,370 | 41,910 |
| 642501 CEA Operations/Maint. | 949,138 | 768,302 | 224,664 | 889,142 | 889,142 | 901,395 |
| 642502 CEA Depreciation/Replace. | 735,430 | 713,570 | 193,942 | 794,832 | 794,832 | 1,168,873 |
| 642900 Interfund Allocations | (41,767) | (29,833) | (6,255) | (29,250) | (29,250) | (29,250) |
| 643000 Health Services | 790 | - | - | 20 | 20 | - |
| 644000 Snow Removal Services | 280,916 | 147,180 | 95,520 | 185,000 | 185,000 | 30,000 |
| 645000 Repairs to Private Property | 3,275 | 3,929 | 125 | 1,000 | 1,000 | 3,000 |
| 645100 Laundry Services | 350 | 262 | 66 | 240 | 240 | 240 |
| 650302 Equipment Rent | - | - | - | - | - | - |
| 659900 Other Contracts/Obligation | 21,961 | 30,285 | 227 | 23,000 | 23,000 | 30,500 |
| TOTAL PURCHASED SVCS | 4,568,479 | 4,066,553 | 823,459 | 4,403,145 | 4,431,269 | 4,455,602 |
| Capital Outlay | | | | | | |
| 680100 Land | 1,650 | 7,760 | 10,156 | 28,500 | 28,500 | - |
| 680901 Streets | 352,699 | 596,410 | (46,335) | 629,234 | 632,234 | 763,637 |
| 680902 Sidewalks | 639,290 | 465,410 | 4,351 | 548,724 | 548,724 | 498,109 |
| TOTAL CAPITAL OUTLAY | 993,639 | 1,069,580 | (31,828) | 1,206,458 | 1,209,458 | 1,261,746 |
| TOTAL EXPENSE | 12,704,708 | 11,609,377 | 4,542,954 | 12,487,755 | 12,718,308 | 12,661,710 |

CITY OF APPLETON 2022 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 2022 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 2021 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 2021, 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.

Continued to develop relationships with outside services to dispose of brush and yard materials.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MAJOR 2022 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 2020, DPW provided an estimated 5,000 cubic yards of mixed yard waste and leaves from our fall collection for the project.

Modify overflow collection to provide an every other week free collection of a maximum of two items from April to November.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|------------------------------------|-----------------|--------------|--------------|--------------|--------------|--------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 1,701,014 | \$ 1,689,817 | \$ 1,664,218 | \$ 1,664,218 | \$ 1,669,618 | 0.32% |
| Program Expenses | | | | | | | |
| 2210 | Administration | 295,825 | 444,564 | 317,976 | 317,976 | 451,901 | 42.12% |
| 2221 | Recycling | 159,651 | 100,667 | 99,688 | 99,688 | 116,417 | 16.78% |
| 2223 | Solid Waste | 2,901,576 | 2,993,601 | 3,168,747 | 3,168,747 | 3,144,855 | -0.75% |
| 2230 | Landfill Maint. | 134,850 | 103,960 | 138,705 | 138,705 | 119,072 | -14.15% |
| TOTAL | | \$ 3,491,902 | \$ 3,642,792 | \$ 3,725,116 | \$ 3,725,116 | \$ 3,832,245 | 2.88% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,377,312 | 1,401,771 | 1,410,488 | 1,410,488 | 1,444,788 | 2.43% |
| Training & Travel | | - | - | 400 | 400 | 500 | 25.00% |
| Supplies & Materials | | 140,065 | 61,137 | 116,830 | 116,830 | 121,730 | 4.19% |
| Purchased Services | | 1,974,165 | 2,179,460 | 2,196,748 | 2,196,748 | 2,264,677 | 3.09% |
| Miscellaneous Expense | | 360 | 424 | 650 | 650 | 550 | -15.38% |
| Transfers Out | | - | - | - | - | - | N/A |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 17.29 | 17.68 | 17.68 | 17.68 | 17.80 | |

**CITY OF APPLETON 2022 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
- Continue to monitor the policy for disposal of solid waste at the yard waste site
- Continue to develop relationships with outside services to dispose of brush and yard materials
- Continue to monitor the customer service log and respond timely to customer needs
- Continue to make customer contacts by delivering educational information to residents who put overflow curbside on non-overflow collection weeks
- Continue to advertise spring yard waste collection dates in April to allow this program to be more "weather dependent" and better serve our customers

Major changes in Revenue, Expenditures, or Programs:

No major changes

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 2,044,968 | \$ 2,045,000 | \$ 2,089,000 | \$ 2,089,000 | \$ 2,089,000 |
| 470500 General Interest | 8 | 23 | - | - | - |
| 471000 Interest on Investments | 40,511 | 25,133 | 25,000 | 25,000 | 25,000 |
| 480100 Charges for Service | 1,370,313 | 1,496,129 | 1,479,243 | 1,479,243 | 1,479,243 |
| 500400 Sale of City Property | - | 1,330 | 400 | 400 | 400 |
| 501600 Lease Revenue | 400 | 400 | 400 | 400 | 400 |
| 503000 Damage to City Property | 100 | 200 | - | - | - |
| 507100 Customer Penalty | 9,138 | 2,553 | 7,000 | 7,000 | 7,000 |
| Total Revenue | \$ 3,465,438 | \$ 3,570,768 | \$ 3,601,043 | \$ 3,601,043 | \$ 3,601,043 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 98,544 | \$ 182,401 | \$ 98,277 | \$ 98,277 | \$ 186,095 |
| 610400 Call Time Wages | 798 | 2,212 | 450 | 450 | 700 |
| 610500 Overtime Wages | 152 | 376 | 375 | 375 | 375 |
| 610800 Part-Time Wages | 128 | 874 | - | - | - |
| 615000 Fringes | 35,106 | 59,185 | 40,168 | 40,168 | 71,701 |
| 620100 Training/Conferences | - | - | 400 | 400 | 500 |
| 630100 Office Supplies | 829 | 814 | 875 | 875 | 875 |
| 630300 Memberships & Licenses | 185 | 190 | 195 | 195 | 195 |
| 630400 Postage\Freight | 20,807 | 23,068 | 20,300 | 20,300 | 23,000 |
| 630500 Awards & Recognition | 945 | 275 | 945 | 945 | 945 |
| 632001 City Copy Charges | 1,387 | 1,141 | 1,400 | 1,400 | 1,200 |
| 632002 Outside Printing | 3,824 | 5,810 | 3,400 | 3,400 | 5,800 |
| 632102 Protective Clothing | 940 | 993 | 750 | 750 | 800 |
| 632300 Safety Supplies | 964 | 1,064 | 750 | 750 | 850 |
| 632400 Medical/Lab Supplies | 229 | 131 | 125 | 125 | 200 |
| 632700 Miscellaneous Equipment | 308 | - | - | - | - |
| 640300 Bank Service Fees | 3,886 | 4,366 | 5,280 | 5,280 | 5,280 |
| 641200 Advertising | 440 | - | 750 | 750 | 500 |
| 614300 Utilities | 46,804 | 53,935 | 53,285 | 53,285 | 53,698 |
| 642000 Facilities Charges | 25,044 | 23,381 | 27,491 | 27,491 | 24,667 |
| 642400 Software Support | 4,507 | 3,240 | 4,500 | 4,500 | 4,250 |
| 642501 CEA Operations/Maint. | 4,798 | 31,572 | 5,000 | 5,000 | 5,000 |
| 642502 CEA Depreciation/Replace. | 3,841 | 10,224 | 4,500 | 4,500 | 18,500 |
| 643000 Health Services | - | - | 40 | 40 | - |
| 650100 Insurance | 39,936 | 37,586 | 47,580 | 47,580 | 45,520 |
| 659900 Other Contracts/Obligation | 1,072 | 1,348 | 640 | 640 | 750 |
| 662300 Uncollectable Accounts | 351 | 378 | 500 | 500 | 500 |
| 791400 Transfer Out - Cap Projects | - | - | - | - | - |
| Total Expense | \$ 295,825 | \$ 444,564 | \$ 317,976 | \$ 317,976 | \$ 451,901 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

| | |
|-----------------------------------------|------------------|
| City service invoice printing & mailing | \$ 22,600 |
| Other shipping | 400 |
| | <u>\$ 23,000</u> |

**CITY OF APPLETON 2022 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

Continue to develop relationships with outside services to dispose of brush and yard materials

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|------------------|------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 Charges for Services | \$ 71,985 | \$ 72,246 | \$ 60,000 | \$ 60,000 | \$ 75,000 |
| 487200 Commercial Recycling | 107,030 | - | - | - | - |
| 490800 Intergovernmental Charges | - | - | - | - | - |
| 503500 Other Reimbursements | 581 | 50 | - | - | - |
| 507100 Customer Penalty | 403 | 67 | - | - | - |
| Total Revenue | \$ 179,999 | \$ 72,363 | \$ 60,000 | \$ 60,000 | \$ 75,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 57,172 | \$ 38,275 | \$ 37,687 | \$ 37,687 | \$ 39,253 |
| 610400 Call Time Wages | - | - | 50 | 50 | 25 |
| 610500 Overtime Wages | - | 498 | 100 | 100 | 200 |
| 610800 Part-Time Wages | 619 | 1,561 | - | - | - |
| 615000 Fringes | 23,647 | 13,851 | 14,626 | 14,626 | 16,114 |
| 630300 Memberships & Licenses | 125 | 125 | 125 | 125 | 125 |
| 630804 Plant Material | 330 | 331 | 400 | 400 | 350 |
| 630901 Shop Supplies | 1,218 | 1,729 | 1,000 | 1,000 | 1,200 |
| 630902 Tools & Instruments | 746 | 448 | 900 | 900 | 800 |
| 632509 Clear Stone | - | - | 300 | 300 | - |
| 632700 Miscellaneous Equipment | 11,569 | 2,235 | - | - | - |
| 632800 Signs | - | - | 50 | 50 | - |
| 640700 Garbage/Recycling Pickup | 4,767 | 9,052 | 5,000 | 5,000 | 5,000 |
| 640800 Contractor Fees | - | 68 | - | - | - |
| 641301 Electric | 1,265 | 1,400 | 1,300 | 1,300 | 1,300 |
| 642501 CEA Operations/Maint. | 32,943 | 14,843 | 7,000 | 7,000 | 28,000 |
| 642502 CEA Depreciation/Replace. | 25,241 | 16,205 | 31,000 | 31,000 | 24,000 |
| 662300 Uncollectable Accounts | 9 | 46 | 150 | 150 | 50 |
| Total Expense | \$ 159,651 | \$ 100,667 | \$ 99,688 | \$ 99,688 | \$ 116,417 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 impact of the curbside recycling program

Major changes in Revenue, Expenditures, or Programs:

As part of a plan approved by Council early this year, the Solid Waste Division will be converting to every other week free overflow collection of a maximum of two items per collection from the months of April to November beginning in 2022. Additionally, appliances will no longer be collected curbside but will be accepted at the Glendale Avenue site.

The increase in tipping fees (approximately \$42,000) is due to a \$2/ton increase to be implemented by the Outagamie County landfill beginning in 2022.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 6,445 | \$ 14,605 | \$ 12,675 | \$ 12,675 | \$ 12,675 |
| 490800 Misc Intergov. Charges | 77 | - | 100 | 100 | 100 |
| 505500 Appliance Tags | 21,166 | 28,448 | 18,000 | 18,000 | 12,000 |
| 505600 Tire Tags | 1,817 | 1,423 | 1,400 | 1,400 | 800 |
| 505700 Grass Clipping Fees | 28,541 | 12,674 | 20,000 | 20,000 | 17,000 |
| 505800 Overflow Refuse Fees | 42,535 | 34,538 | 40,000 | 40,000 | 40,000 |
| 508500 Cash Short or Over | (36) | (2) | - | - | - |
| Total Revenue | \$ 100,545 | \$ 91,686 | \$ 92,175 | \$ 92,175 | \$ 82,575 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 775,887 | \$ 766,168 | \$ 824,482 | \$ 824,482 | \$ 772,156 |
| 610400 Call Time Wages | 425 | 2,255 | 600 | 600 | 2,000 |
| 610500 Overtime Wages | 28,888 | 18,283 | 21,000 | 21,000 | 20,000 |
| 610800 Part-Time Wages | 5,413 | 8,351 | 6,700 | 6,700 | 6,967 |
| 615000 Fringes | 336,272 | 303,361 | 357,501 | 357,501 | 319,008 |
| 630901 Shop Supplies | 584 | 116 | 375 | 375 | 400 |
| 630902 Tools & Instruments | 146 | 134 | 200 | 200 | 200 |
| 631100 Paint & Supplies | 59 | 56 | 100 | 100 | 200 |
| 632200 Gas Purchases | 234 | 166 | 250 | 250 | 200 |
| 632700 Miscellaneous Equipment | 94,387 | 22,310 | 83,890 | 83,890 | 83,890 |
| 640700 Waste/Recycling Pickup | 2,672 | 2,616 | 2,750 | 2,750 | - |
| 640800 Contractor Fees | 1,285 | 377 | 750 | 750 | 400 |
| 641500 Tipping Fees | 896,677 | 971,582 | 1,032,300 | 1,032,300 | 1,088,360 |
| 641800 Equip Repairs & Maint | - | - | 170 | 170 | 50 |
| 642501 CEA Operations/Maint. | 467,931 | 582,542 | 484,655 | 484,655 | 527,500 |
| 642502 CEA Depreciation/Replace. | 292,942 | 317,326 | 355,000 | 355,000 | 325,000 |
| 642900 Interfund Allocations | (2,250) | (2,066) | (2,000) | (2,000) | (1,500) |
| 650302 Equipment Rent | 24 | 24 | 24 | 24 | 24 |
| Total Expense | \$ 2,901,576 | \$ 2,993,601 | \$ 3,168,747 | \$ 3,168,747 | \$ 3,144,855 |

DETAILED SUMMARY OF 2022 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 | \$ 1,074,360 |
| Yard waste disposal | 14,000 |
| Total | \$ 1,088,360 |

**CITY OF APPLETON 2022 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, repairs to two gas extraction vents and additional evaluation of the gas extraction system.

The DNR performed its second inspection in November 2020. Concerns were raised during that inspection and will require additional surface gas emission testing and repairs to the gas system before plans to convert to a passive system can be done. The repairs are not unusual based on the age of the landfill and the age of the system.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 10,290 | \$ 3,074 | \$ 7,363 | \$ 7,363 | \$ 6,249 |
| 610500 Overtime Wages | 38 | - | - | - | - |
| 610800 Part-Time Wages | 91 | 23 | - | - | - |
| 615000 Fringes | 3,842 | 1,025 | 1,109 | 1,109 | 3,945 |
| 632503 Other Materials | 248 | - | 500 | 500 | 500 |
| 640400 Consulting Services | 90,273 | 77,075 | 97,447 | 97,447 | 78,393 |
| 640800 Contractor Fees | 27 | - | 200 | 200 | - |
| 641300 Utilities | 8,453 | 5,571 | 7,450 | 7,450 | 5,434 |
| 642000 Facilities Charges | 844 | 3,017 | 561 | 561 | 2,176 |
| 642501 CEA Operations/Maint. | 2,079 | 410 | 1,200 | 1,200 | 1,200 |
| 642502 CEA Depreciation/Replace. | 3,997 | 757 | 4,700 | 4,700 | 3,000 |
| 645400 Grounds Repair & Maintenance | 3,100 | 1,445 | 6,600 | 6,600 | 6,600 |
| 650100 Insurance | 10,815 | 10,823 | 10,815 | 10,815 | 10,815 |
| 659900 Other Contracts/Obligation | 753 | 740 | 760 | 760 | 760 |
| Total Expense | <u>\$ 134,850</u> | <u>\$ 103,960</u> | <u>\$ 138,705</u> | <u>\$ 138,705</u> | <u>\$ 119,072</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|-------------------------------------------|------------------|
| DNR required operations and monitoring | \$ 63,393 |
| Well replacement | 15,000 |
| | <u>\$ 78,393</u> |

**CITY OF APPLETON 2022 BUDGET
SANITATION**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 411000 Property Tax | 2,044,968 | 2,045,000 | - | 2,089,000 | 2,089,000 | 2,089,000 |
| 471000 Interest on Investments | 40,519 | 25,156 | (3,554) | 25,000 | 25,000 | 25,000 |
| 480100 General Charges for Service | 1,448,743 | 1,582,980 | 63,332 | 1,551,918 | 1,551,918 | 1,566,918 |
| 487200 Commercial Recycling | 107,030 | - | - | - | - | - |
| 490800 Misc Intergovernmental Charges | 77 | - | - | 100 | 100 | 100 |
| 500400 Sale of City Property | - | 1,330 | - | 400 | 400 | 400 |
| 501000 Miscellaneous Revenue | 31 | - | - | - | - | - |
| 501600 Lease Revenue | 400 | 400 | - | 400 | 400 | 400 |
| 503000 Damage to City Property | 100 | 200 | 8,511 | - | - | - |
| 503500 Other Reimbursements | 550 | 50 | - | - | - | - |
| 505500 Appliance Tags | 21,166 | 28,448 | 4,690 | 18,000 | 18,000 | 12,000 |
| 505600 Tire Tags | 1,817 | 1,423 | 158 | 1,400 | 1,400 | 800 |
| 505700 Grass Clipping Fees | 28,541 | 12,674 | - | 20,000 | 20,000 | 17,000 |
| 505800 Overflow Refuse Fees | 42,535 | 34,538 | 7,948 | 40,000 | 40,000 | 40,000 |
| 507100 Customer Penalty | 9,541 | 2,620 | - | 7,000 | 7,000 | 7,000 |
| 508500 Cash Short or Over | (36) | (2) | - | - | - | - |
| TOTAL PROGRAM REVENUES | 3,745,982 | 3,734,817 | 81,085 | 3,753,218 | 3,753,218 | 3,758,618 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 18,241 | 58,434 | 16,853 | - | - | - |
| 610200 Labor Pool Allocations | 787,233 | 832,142 | 203,698 | 960,172 | 960,172 | 997,653 |
| 610400 Call Time Wages | 1,223 | 4,467 | 657 | 1,100 | 1,100 | 2,725 |
| 610500 Overtime Wages | 29,078 | 19,157 | 5,505 | 21,475 | 21,475 | 20,575 |
| 610800 Part-Time Wages | 6,251 | 10,808 | - | 6,700 | 6,700 | 6,967 |
| 611000 Other Compensation | 5,938 | 4,543 | 4,195 | 7,637 | 7,637 | 6,100 |
| 611300 Sick Pay | 4,072 | 4,049 | 1,133 | - | - | - |
| 611400 Vacation Pay | 126,410 | 90,750 | 24,302 | - | - | - |
| 611500 Fringes | 398,866 | 377,421 | 112,219 | 413,404 | 413,404 | 410,768 |
| 615000 TOTAL PERSONNEL | 1,377,312 | 1,401,771 | 368,562 | 1,410,488 | 1,410,488 | 1,444,788 |
| Training~Travel | | | | | | |
| Training/Conferences | - | - | - | 400 | 400 | 500 |
| 620100 TOTAL TRAINING / TRAVEL | - | - | - | 400 | 400 | 500 |
| Supplies | | | | | | |
| Office Supplies | 829 | 814 | 188 | 875 | 875 | 875 |
| 630100 Memberships & Licenses | 310 | 315 | - | 320 | 320 | 320 |
| 630300 Postage\Freight | 20,807 | 23,068 | 3,816 | 20,300 | 20,300 | 23,000 |
| 630400 Awards & Recognition | 945 | 275 | 54 | 945 | 945 | 945 |
| 630500 Plant Material | 330 | 330 | 74 | 400 | 400 | 350 |
| 630804 Shop Supplies | 1,802 | 1,845 | 297 | 1,375 | 1,375 | 1,600 |
| 630901 Tools & Instruments | 892 | 583 | 557 | 1,100 | 1,100 | 1,000 |
| 630902 Paint & Supplies | 59 | 56 | - | 100 | 100 | 200 |
| 631100 City Copy Charges | 1,387 | 1,141 | - | 1,400 | 1,400 | 1,200 |
| 632001 Outside Printing | 3,824 | 5,810 | 669 | 3,400 | 3,400 | 5,800 |
| 632002 Protective Clothing | 940 | 993 | 493 | 750 | 750 | 800 |
| 632102 Gas Purchases | 234 | 166 | 171 | 250 | 250 | 200 |
| 632200 Safety Supplies | 965 | 1,064 | 260 | 750 | 750 | 850 |
| 632300 Medical\Lab Supplies | 229 | 131 | 27 | 125 | 125 | 200 |
| 632400 Other Materials | - | - | - | 500 | 500 | 500 |
| 632503 Gravel | 248 | - | - | - | - | - |
| 632505 Clear Stone | - | - | - | 300 | 300 | - |
| 632509 Miscellaneous Equipment | 106,264 | 24,546 | 725 | 83,890 | 83,890 | 83,890 |
| 632700 Signs | - | - | - | 50 | 50 | - |
| 632800 TOTAL SUPPLIES | 140,065 | 61,137 | 7,331 | 116,830 | 116,830 | 121,730 |

**CITY OF APPLETON 2022 BUDGET
SANITATION**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|---------------------------------------|-------------------------|-------------------------|---------------------------|-------------------------|----------------------------|-------------------------|
| Purchased Services | | | | | | |
| 640300 Bank Service Fees | 3,886 | 4,366 | (225) | 5,280 | 5,280 | 5,280 |
| 640400 Consulting Services | 90,273 | 77,075 | 10,460 | 97,447 | 97,447 | 78,393 |
| 640700 Solid Waste/Recycling Pickup | 7,439 | 11,668 | 1,190 | 7,750 | 7,750 | 5,000 |
| 640800 Contractor Fees | 1,312 | 445 | 82 | 950 | 950 | 400 |
| 641200 Advertising | 440 | - | - | 750 | 750 | 500 |
| 641301 Electric | 19,453 | 23,303 | 4,008 | 24,063 | 24,063 | 22,235 |
| 641302 Gas | 6,277 | 3,268 | 42 | 6,680 | 6,680 | 5,125 |
| 641303 Water | 4,468 | 4,733 | 825 | 4,550 | 4,550 | 5,000 |
| 641304 Sewer | 1,943 | 2,018 | 348 | 1,995 | 1,995 | 2,200 |
| 641306 Stormwater | 20,460 | 26,199 | 7,090 | 21,429 | 21,429 | 24,474 |
| 641307 Telephone | 2,362 | 727 | - | 2,016 | 2,016 | - |
| 641308 Cellular Phones | 1,559 | 658 | 326 | 1,302 | 1,302 | 1,398 |
| 641500 Tipping Fees | 896,677 | 971,582 | 218,788 | 1,032,300 | 1,032,300 | 1,088,360 |
| 641800 Equip Repairs & Maint | - | - | - | 170 | 170 | 50 |
| 642000 Facilities Charges | 25,887 | 26,397 | 3,856 | 28,052 | 28,052 | 26,843 |
| 642400 Software Support | 4,507 | 3,240 | 720 | 4,500 | 4,500 | 4,250 |
| 642501 CEA Operations/Maint. | 507,750 | 629,367 | 64,896 | 497,855 | 497,855 | 561,700 |
| 642502 CEA Depreciation/Replace. | 326,022 | 344,513 | 44,643 | 395,200 | 395,200 | 370,500 |
| 642900 Interfund Allocations | (2,250) | (2,066) | - | (2,000) | (2,000) | (1,500) |
| 643000 Health Services | - | - | - | 40 | 40 | - |
| 645400 Grounds Repair & Maintenance | 3,100 | 1,445 | - | 6,600 | 6,600 | 6,600 |
| 650100 Insurance | 50,751 | 48,410 | - | 58,395 | 58,395 | 56,335 |
| 650302 Equipment Rent | 24 | 24 | 24 | 24 | 24 | 24 |
| 659900 Other Contracts/Obligation | 1,825 | 2,088 | - | 1,400 | 1,400 | 1,510 |
| TOTAL PURCHASED SVCS | <u>1,974,165</u> | <u>2,179,460</u> | <u>357,073</u> | <u>2,196,748</u> | <u>2,196,748</u> | <u>2,264,677</u> |
| Miscellaneous Expense | | | | | | |
| 662300 Uncollectable Accounts | 360 | 424 | - | 650 | 650 | 550 |
| TOTAL MISCELLANEOUS EXP | <u>360</u> | <u>424</u> | <u>-</u> | <u>650</u> | <u>650</u> | <u>550</u> |
| Transfers | | | | | | |
| 791400 Transfer Out - Capital Project | - | - | - | - | - | - |
| TOTAL TRANSFERS | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL EXPENSE | <u><u>3,491,902</u></u> | <u><u>3,642,792</u></u> | <u><u>732,966</u></u> | <u><u>3,725,116</u></u> | <u><u>3,725,116</u></u> | <u><u>3,832,245</u></u> |

CITY OF APPLETON 2022 BUDGET
SANITATION FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (Deficit)

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| Property Taxes | \$ 2,044,968 | \$ 2,045,000 | \$ 2,089,000 | \$ 2,089,000 | \$ 2,089,000 |
| Interest Income | 40,519 | 25,156 | 25,000 | 10,000 | 25,000 |
| Charges for Services | 1,649,909 | 1,660,063 | 1,631,418 | 1,650,000 | 1,636,818 |
| Sale of City Property | - | 1,330 | 400 | 1,000 | 400 |
| Other | 10,586 | 3,268 | 7,400 | 2,000 | 7,400 |
| Total Revenues | <u>3,745,982</u> | <u>3,734,817</u> | <u>3,753,218</u> | <u>3,752,000</u> | <u>3,758,618</u> |
| Expenses | | | | | |
| Program Costs | <u>3,491,902</u> | <u>3,642,792</u> | <u>3,725,116</u> | <u>3,700,000</u> | <u>3,832,245</u> |
| Other Financing Sources (Uses) | | | | | |
| Transfer Out - Capital Projects | - | - | - | - | - |
| Net Change in Equity | 254,080 | 92,025 | 28,102 | 52,000 | (73,627) |
| Fund Balance - Beginning | <u>1,228,173</u> | <u>1,482,253</u> | <u>1,574,278</u> | <u>1,574,278</u> | <u>1,626,278</u> |
| Fund Balance - Ending | <u>\$ 1,482,253</u> | <u>\$ 1,574,278</u> | <u>\$ 1,602,380</u> | <u>\$ 1,626,278</u> | <u>\$ 1,552,651</u> |

**CITY OF APPLETON 2022 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 project expenditures only.

Major program changes:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|--------------|--------------|--------------|--------------|--------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 1,204,763 | \$ 1,216,329 | \$ 1,200,000 | \$ 1,200,000 | \$ 1,200,000 | 0.00% |
| Program Expenses | | \$ 1,204,763 | \$ 1,216,329 | \$ 1,200,000 | \$ 1,200,000 | \$ 1,200,000 | 0.00% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Training & Travel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Transfers Out | 1,204,763 | 1,216,329 | 1,200,000 | 1,200,000 | 1,200,000 | 0.00% |

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Wheel Tax

Business Unit 2650

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 415000 Wheel Tax | \$ 1,204,763 | \$ 1,216,329 | \$ 1,200,000 | \$ 1,200,000 | \$ 1,200,000 |
| Total Revenue | <u>\$ 1,204,763</u> | <u>\$ 1,216,329</u> | <u>\$ 1,200,000</u> | <u>\$ 1,200,000</u> | <u>\$ 1,200,000</u> |
| Expenses | | | | | |
| 791100 Transfer Out - Gen Fund | 1,204,763 | 1,216,329 | 1,200,000 | 1,200,000 | 1,200,000 |
| Total Expense | <u>\$ 1,204,763</u> | <u>\$ 1,216,329</u> | <u>\$ 1,200,000</u> | <u>\$ 1,200,000</u> | <u>\$ 1,200,000</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
WHEEL TAX FUND**

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

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Revenues | | | | | |
| Wheel Tax | \$ 1,204,763 | \$ 1,216,329 | \$ 1,200,000 | \$ 1,210,000 | \$ 1,200,000 |
| Total Revenues | <u>1,204,763</u> | <u>1,216,329</u> | <u>1,200,000</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 | 1,204,763 | 1,216,329 | 1,200,000 | 1,210,000 | 1,200,000 |
| Other Financing Sources (Uses) | | | | | |
| Transfer Out - General Fund (DPW) | (1,204,763) | (1,216,329) | (1,200,000) | (1,210,000) | (1,200,000) |
| Total Other Financing Sources (Uses) | <u>(1,204,763)</u> | <u>(1,216,329)</u> | <u>(1,200,000)</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 2022 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.

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 | 1,211,918 | Projects, Pg. 600 |
| Sidewalks | 184,893 | Projects, Pg. 608 |
| | <u>\$ 1,396,811</u> | |

Major changes in Revenue, Expenditures, or Programs:

The revenue amount noted in 2022 in other reimbursements represents reimbursement from a developer for infrastructure costs.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|--------------|------------|--------------|--------------|--------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 901,973 | \$ 418,237 | \$ 520,723 | \$ 520,723 | \$ 819,135 | 57.31% |
| Program Expenses | | \$ 1,026,229 | \$ 734,646 | \$ 790,663 | \$ 790,663 | \$ 1,396,811 | 76.66% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 88,187 | 96,497 | 102,681 | 102,681 | 136,120 | 32.57% |
| | Supplies & Materials | 68,885 | 15,645 | 125,497 | 125,497 | - | -100.00% |
| | Purchased Services | (7,777) | 18,839 | 63,365 | 63,365 | 10,000 | -84.22% |
| | Capital Expenditures | 876,934 | 603,665 | 499,120 | 499,120 | 1,250,691 | 150.58% |
| | Transfers Out | - | - | - | - | - | N/A |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|---------------------|-------------------|-------------------|-------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 411000 Property Tax | \$ - | \$ 100,000 | \$ - | \$ - | \$ - |
| 461400 Miscellaneous Specials | 291,482 | 386,498 | 480,723 | 480,723 | 430,000 |
| 471000 Interest on Investments | 22,017 | 25,051 | 30,000 | 30,000 | 20,000 |
| 473000 Interest - Deferred Specials | 11,370 | 6,688 | 10,000 | 10,000 | 10,000 |
| 503500 Other Reimbursements | 577,104 | - | - | - | 359,135 |
| 591000 Proceeds of Long-term debt | - | - | - | - | 500,000 |
| Total Revenue | \$ 901,973 | \$ 518,237 | \$ 520,723 | \$ 520,723 | \$ 1,319,135 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 64,408 | \$ 71,728 | \$ 77,503 | \$ 77,503 | 97,207 |
| 610500 Overtime Wages | 4,390 | 1,332 | 3,000 | 3,000 | 3,000 |
| 610800 Part-Time Wages | 232 | 537 | 825 | 825 | 3,346 |
| 615000 Fringes | 19,157 | 22,900 | 21,353 | 21,353 | 32,567 |
| 630804 Plant Material | 13,967 | 5,311 | 4,228 | 4,228 | - |
| 630901 Shop Supplies | 64 | 46 | - | - | - |
| 632503 Other Materials | 143 | 159 | - | - | - |
| 632507 Asphalt | 53,611 | 9,354 | 118,569 | 118,569 | - |
| 632800 Signs | 1,100 | 775 | 2,700 | 2,700 | - |
| 640400 Consulting Services | 102 | 5,069 | 5,000 | 5,000 | 5,000 |
| 642501 CEA Operations/Maint. | (6,637) | 7,129 | 34,400 | 34,400 | - |
| 642502 CEA Depreciation/Replace. | (1,242) | 6,641 | 23,965 | 23,965 | 5,000 |
| 680100 Land | - | - | - | - | - |
| 680901 Streets | 769,277 | 490,961 | 423,770 | 423,770 | 1,113,671 |
| 680902 Sidewalks | 107,657 | 112,704 | 75,350 | 75,350 | 137,020 |
| 791100 Transfer Out - General Fund | - | - | - | - | - |
| Total Expense | \$ 1,026,229 | \$ 734,646 | \$ 790,663 | \$ 790,663 | \$ 1,396,811 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| 2022 | Street | From | To | 4010 |
|---------------------------------|-----------------|----------------|--------------|---------------------|
| Labor Pool | | | | 136,120 |
| CEA | | | | 5,000 |
| Sidewalk - new | | | | 127,020 |
| Sidewalk - 6 month waivers | | | | 10,000 |
| Subtotal | | | | 137,020 |
| Temp Surface after G&G | | | | - |
| Material Testing | | | | 5,000 |
| Subtotal | | | | 5,000 |
| New Concrete (Developer Funded) | | | | |
| | Headwall Circle | Canyon Lane | Kurey Rd | 312,512 |
| Subtotal | | | | 312,512 |
| New Concrete (Non-Escrow) | | | | |
| | Amethyst Dr | Providence Ave | Bluetopaz Dr | 238,342 |
| | Bluetopaz Dr | Providence Ave | Calmes Dr | 150,645 |
| | Tiburon La | Applehill Blvd | Downs Ridge | 185,644 |
| | Tiburon La | Downs Ridge | Purdy Pkwy | 226,528 |
| Subtotal | | | | 801,159 |
| Total Paving | | | | \$ 1,396,811 |

CITY OF APPLETON 2022 BUDGET
SUBDIVISION DEVELOPMENT FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------------------------------------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | |
| Property Taxes | \$ - | \$ 100,000 | \$ - | \$ - | \$ - |
| Special Assessments | 291,482 | 386,498 | 480,723 | 300,000 | 430,000 |
| Interest Income | 33,387 | 31,739 | 40,000 | 30,000 | 30,000 |
| Other | 577,104 | - | - | 95,170 | 359,135 |
| Total Revenues | <u>901,973</u> | <u>518,237</u> | <u>520,723</u> | <u>425,170</u> | <u>819,135</u> |
| Expenses | | | | | |
| Program Costs | 1,026,229 | 734,646 | 790,663 | 700,000 | 1,396,811 |
| Total Expenses | <u>1,026,229</u> | <u>734,646</u> | <u>790,663</u> | <u>700,000</u> | <u>1,396,811</u> |
| Revenues over (under) Expenses | (124,256) | (216,409) | (269,940) | (274,830) | (577,676) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of Long-term Debt | - | - | - | - | 500,000 |
| Total Other Financing Sources (Uses) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>500,000</u> |
| Net Change in Equity | (124,256) | (216,409) | (269,940) | (274,830) | (77,676) |
| Fund Balance - Beginning | <u>1,275,242</u> | <u>1,150,986</u> | <u>934,577</u> | <u>934,577</u> | <u>659,747</u> |
| Fund Balance - Ending | <u>\$ 1,150,986</u> | <u>\$ 934,577</u> | <u>\$ 664,637</u> | <u>\$ 659,747</u> | <u>\$ 582,071</u> |
| Unreserved Designated Fund Balance Policy Compliance | | | | | |
| <i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i> | | | | | <u>183,662</u> |
| <i>Maximum - 80% of the most recent five year average of subdivision development expenditures</i> | | | | | |
| 2021 projected | | 700,000 | | | |
| 2020 actual | | 734,646 | | | |
| 2019 actual | | 1,026,229 | | | |
| 2018 actual | | 770,580 | | | |
| 2017 actual | | 541,025 | | | |
| | | | | | <u>603,597</u> |

**CITY OF APPLETON 2022 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 | \$ 3,439,666 | Projects, Pg. 600 |
| Grade & Gravel Program | 141,223 | Projects, Pg. 606 |
| Sidewalk Program | 582,380 | Projects, Pg. 608 |
| Asphalt Paving Program | 536,109 | Projects, Pg. 596 |
| Public Safety Camera Program | 79,428 | Projects, Pg. 594 |
| Bridge Improvements | 25,000 | Projects, Pg. 592 |
| Gas Extraction System - Mackville Landfill | 140,000 | Projects, Pg. 651 |
| | <u>\$ 4,943,806</u> | |

Major program changes:

The Public Works Capital Projects Fund has been reduced in 2022 to help meet overall borrowing goals for City projects.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|-------------------------------|----------------------|---------------|--------------|--------------|--------------|--------------|---------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 1,072,975 | \$ 830,185 | \$ 10,000 | \$ 10,000 | \$ 8,285 | -17.15% |
| Program Expenses | | \$ 10,786,353 | \$ 8,048,237 | \$ 7,909,023 | \$ 8,567,313 | \$ 4,943,806 | -37.49% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 491,252 | 636,979 | 598,186 | 598,186 | 683,362 | 14.24% |
| | Supplies & Materials | 588,667 | 554,743 | 1,366,151 | 1,385,794 | 554,984 | -59.38% |
| | Purchased Services | 1,109,207 | 806,499 | 350,753 | 465,006 | 326,484 | -6.92% |
| | Capital Expenditures | 8,597,227 | 6,050,016 | 5,593,933 | 6,118,327 | 3,378,976 | -39.60% |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ 170,667 | \$ - | \$ - | \$ - |
| 471000 Interest on Investments | 12,925 | 48,351 | 10,000 | 10,000 | 8,285 |
| 503500 Other Reimbursements | 807,050 | 611,167 | - | - | - |
| 591000 Proceeds of Long-term Debt | 9,201,500 | 7,217,820 | 6,992,700 | 6,992,700 | 4,840,000 |
| 592400 Transfer In - Capital Proj | 253,000 | - | - | - | - |
| Total Revenue | \$ 10,274,475 | \$ 8,048,005 | \$ 7,002,700 | \$ 7,002,700 | \$ 4,848,285 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 324 | \$ 589 | \$ - | \$ - | \$ - |
| 610200 Labor Pool Allocations | 338,827 | 464,134 | 427,192 | 427,192 | 487,778 |
| 610500 Overtime Wages | 8,605 | 10,256 | 4,000 | 4,000 | 8,000 |
| 610800 Part-Time Wages | 13,645 | 8,809 | 3,250 | 3,250 | 3,346 |
| 615000 Fringes | 129,852 | 153,192 | 163,744 | 163,744 | 184,238 |
| 630804 Plant Material | - | 9,782 | 19,310 | 19,310 | 7,871 |
| 630901 Shop Supplies | 68 | - | - | - | - |
| 632503 Other Materials | 2,999 | 3,188 | - | - | - |
| 632505 Gravel | 1,108 | - | - | - | - |
| 632507 Asphalt | 241,999 | 295,519 | 770,965 | 770,965 | 139,235 |
| 632510 Street Lights | 328,521 | 208,864 | 441,176 | 460,819 | 179,000 |
| 632700 Miscellaneous Equipment | - | 21,193 | 115,000 | 115,000 | 219,428 |
| 632800 Signs | 13,972 | 16,196 | 19,700 | 19,700 | 9,450 |
| 640400 Consulting Services | 369,766 | 47,508 | - | 114,253 | 35,000 |
| 640800 Contractor Fees | 144,417 | 683,233 | 198,544 | 198,544 | 194,175 |
| 641500 Tipping Fees | 504,062 | 14,223 | - | - | - |
| 642501 CEA Operations/Maint. | 42,581 | 27,736 | 83,687 | 83,687 | 46,840 |
| 642502 CEA Depreciation/Replac. | 40,367 | 33,800 | 68,522 | 68,522 | 50,469 |
| 659900 Other Contracts/Obligations | 8,014 | - | - | - | - |
| 680100 Land | 119,535 | 539,225 | 156,107 | 156,107 | 25,000 |
| 680901 Streets | 3,844,374 | 5,035,426 | 4,813,761 | 5,256,764 | 2,906,515 |
| 680902 Sidewalks | 345,501 | 248,583 | 552,179 | 552,179 | 422,461 |
| 680999 Other Infrastructure | 4,287,816 | 226,781 | 71,886 | 153,277 | 25,000 |
| Total Expense | \$ 10,786,353 | \$ 8,048,237 | \$ 7,909,023 | \$ 8,567,313 | \$ 4,943,806 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--------------------------------|-------------------|-----------------------------|---------------------|
| <u>Asphalt</u> | | <u>Contractor Fees</u> | |
| Asphalt paving program | \$ 139,235 | Street light installs | \$ 194,175 |
| | <u>\$ 139,235</u> | | <u>\$ 194,175</u> |
| <u>Street Lights</u> | | <u>Land</u> | |
| Concrete paving program | \$ 179,000 | ROW Concrete paving | \$ 25,000 |
| | <u>\$ 179,000</u> | | <u>\$ 25,000</u> |
| <u>Miscellaneous Equipment</u> | | <u>Streets</u> | |
| Traffic cameras | \$ 79,428 | Concrete paving program | \$ 2,519,635 |
| Gas extraction system | 140,000 | Asphalt paving program | 386,880 |
| | <u>\$ 219,428</u> | | <u>\$ 2,906,515</u> |
| <u>Consulting Services</u> | | <u>Sidewalks</u> | |
| Concrete paving program | \$ 35,000 | Sidewalk program | \$ 422,461 |
| | <u>\$ 35,000</u> | | <u>\$ 422,461</u> |
| | | <u>Other Infrastructure</u> | |
| | | Bridge improvements | \$ 25,000 |
| | | | <u>\$ 25,000</u> |

CITY OF APPLETON 2022 BUDGET
PUBLIC WORKS PROJECTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|-------------------|------------------|
| Revenues | | | | | |
| Intergovernmental | \$ - | \$ 170,667 | \$ - | \$ - | \$ - |
| Interest Income | 12,925 | 48,351 | 10,000 | 10,000 | 8,285 |
| Other | 807,050 | 611,167 | - | - | - |
| Total Revenues | <u>819,975</u> | <u>830,185</u> | <u>10,000</u> | <u>10,000</u> | <u>8,285</u> |
| Expenses | | | | | |
| Program Costs | 10,786,353 | 8,048,237 | 7,909,023 | 8,467,313 | 4,943,806 |
| Total Expenses | <u>10,786,353</u> | <u>8,048,237</u> | <u>7,909,023</u> | <u>8,467,313</u> | <u>4,943,806</u> |
| Revenues over (under) Expenses | (9,966,378) | (7,218,052) | (7,899,023) | (8,457,313) | (4,935,521) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 9,201,500 | 7,217,820 | 6,992,700 | 6,309,000 | 4,840,000 |
| Transfer In - General Fund | - | - | - | - | - |
| Transfer In - Capital Projects | 253,000 | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>9,454,500</u> | <u>7,217,820</u> | <u>6,992,700</u> | <u>6,309,000</u> | <u>4,840,000</u> |
| Net Change in Equity | (511,878) | (232) | (906,323) | (2,148,313) | (95,521) |
| Fund Balance - Beginning | <u>2,755,944</u> | <u>2,244,066</u> | <u>2,243,834</u> | <u>2,243,834</u> | <u>95,521</u> |
| Fund Balance - Ending | <u>\$ 2,244,066</u> | <u>\$ 2,243,834</u> | <u>\$ 1,337,511</u> | <u>\$ 95,521</u> | <u>\$ -</u> |

CITY OF APPLETON 2022 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 2022 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 2021 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

Continued ongoing program of meter mechanism/housing/bracket replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Sealed concrete decks of the Red Ramp

Continued to work with potential/new downtown development to accommodate parking needs

Completed conversion of all Green Ramp lighting fixtures to LED

Completed stair replacements in NW stair tower of Green Ramp

Replaced primary lighting electrical feeds in Green Ramp

Replaced elevator lobby structures on 3rd and 4th levels of Green Ramp

Completed implementation and conversion to PassPort OpsMan enforcement software

Several significant projects were postponed due to reduced revenue resulting from COVID-19 and were re-budgeted in 2022

CITY OF APPLETON 2022 BUDGET PARKING UTILITY

MAJOR 2022 OBJECTIVES

Continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system

Continue implementation of Downtown Parking Study recommendations

Complete miscellaneous ramp repairs in accordance with consultant structural condition reports

Continue ongoing program of line painting of ramp and on-street parking stalls

Seal concrete decks of the Green Parking 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

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|---------------------------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 3,256,790 | \$ 1,556,219 | \$ 2,172,601 | \$ 2,172,601 | \$ 2,187,601 | 0.69% |
| Program Expenses | | | | | | | |
| 5110 | Administration | 1,504,216 | 814,355 | 846,888 | 846,888 | 913,725 | 7.89% |
| 5120 | Operations & Maint. | 1,053,088 | 919,308 | 1,663,669 | 1,678,669 | 1,370,755 | -17.61% |
| 5130 | Enforcement | 181,540 | 192,345 | 240,182 | 240,182 | 202,726 | -15.59% |
| TOTAL | | \$ 2,738,844 | \$ 1,926,008 | \$ 2,750,739 | \$ 2,765,739 | \$ 2,487,206 | -9.58% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 758,159 | 725,738 | 876,583 | 876,583 | 821,727 | -6.26% |
| | Training & Travel | 8 | 4 | - | - | - | N/A |
| | Supplies & Materials | 111,854 | 56,116 | 155,950 | 170,950 | 132,450 | -15.07% |
| | Purchased Services | 674,743 | 557,581 | 671,231 | 671,231 | 592,204 | -11.77% |
| | Miscellaneous Expense | 612,178 | 563,284 | 562,675 | 562,675 | 560,525 | -0.38% |
| | Capital Expenditures | (27,398) | 13,985 | 475,000 | 475,000 | 296,000 | -37.68% |
| | Transfers Out | 609,300 | 9,300 | 9,300 | 9,300 | 84,300 | 806.45% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 11.53 | 11.38 | 11.38 | 11.38 | 10.04 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2022 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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 470500 General Interest | \$ 1,301 | \$ 48 | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| 471000 Interest on Investments | 27,632 | 36,193 | 20,000 | 20,000 | 10,000 |
| 501000 Miscellaneous Revenue | 1 | 1 | 1 | 1 | 1 |
| 502100 Capital Contributions | 541,507 | 15,820 | - | - | - |
| 503500 Other Reimbursements | 2,237 | 875 | 1,000 | 1,000 | 1,000 |
| Total Revenue | \$ 572,678 | \$ 52,937 | \$ 22,001 | \$ 22,001 | \$ 12,001 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 95,932 | \$ 100,622 | \$ 100,613 | \$ 100,613 | \$ 103,299 |
| 610400 Call Time Wages | 244 | 36 | - | - | - |
| 610500 Overtime Wages | 3,472 | 299 | - | - | 1,000 |
| 615000 Fringes | 64,120 | 37,168 | 39,549 | 39,549 | 39,917 |
| 620100 Training/Conferences | 8 | 4 | - | - | - |
| 630100 Office Supplies | 62 | 348 | 600 | 600 | 250 |
| 630300 Memberships & Licenses | 595 | 600 | 600 | 600 | 600 |
| 630400 Postage/Freight | 100 | 478 | 1,500 | 1,500 | 500 |
| 630500 Awards & Recognition | 624 | 678 | 350 | 350 | 350 |
| 630600 Building Maint./Janitorial | 437 | - | - | - | - |
| 630901 Shop Supplies & Tools | 3,243 | 2,980 | 5,000 | 5,000 | 5,000 |
| 631603 Other Misc. Supplies | 667 | 657 | - | - | - |
| 632002 Outside Printing | - | - | 300 | 300 | - |
| 632102 Protective Clothing | 28 | 443 | 200 | 200 | 200 |
| 632300 Safety Supplies | 290 | 110 | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | 400 | 150 | 1,000 | 1,000 | 1,000 |
| 640100 Accounting/Audit Fees | 2,577 | 2,523 | 2,540 | 2,540 | 3,000 |
| 640300 Bank Service Fees | 40,156 | 26,294 | 45,428 | 45,428 | 33,428 |
| 640400 Consulting Services | 7,120 | - | - | - | - |
| 640700 Waste/Recycling Pickup | - | - | 4,200 | 4,200 | - |
| 641200 Advertising | - | - | - | - | - |
| 641307 Utilities | 5,070 | 4,050 | 3,108 | 3,108 | 3,888 |
| 641800 Equip Repairs & Maint | 1,875 | 892 | 2,400 | 2,400 | 2,400 |
| 642000 Facilities Charges | 391 | 411 | - | - | 1,451 |
| 643000 Health Services | - | - | - | - | - |
| 645100 Laundry Services | 3,283 | 3,112 | 2,500 | 2,500 | 2,500 |
| 650100 Insurance | 52,044 | 59,349 | 63,950 | 63,950 | 69,042 |
| 659900 Other Contracts/Obligation | - | 567 | 575 | 575 | 575 |
| 660100 Depreciation Expense | 591,992 | 531,060 | 550,000 | 550,000 | 537,000 |
| 672000 Interest Payments | 20,186 | 32,224 | 12,675 | 12,675 | 23,525 |
| 791100 Trsf Out - General Fund | 9,300 | 9,300 | 9,300 | 9,300 | 9,300 |
| 791200 Trsf Out - Special Rev | 600,000 | - | - | - | - |
| 791400 Trsf Out - Capital Project | - | - | - | - | 75,000 |
| Total Expense | \$ 1,504,216 | \$ 814,355 | \$ 846,888 | \$ 846,888 | \$ 913,725 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Bank Services

| | |
|----------------------------|------------------|
| Bank Charges | \$ 8,400 |
| Investment Fees | 960 |
| Credit Card Fees | 19,800 |
| Armored Collection Service | 4,268 |
| | <u>\$ 33,428</u> |

Transfer Out - Capital Projects

| | |
|----------------------------------------------|------------------|
| CEA Contribution for Toolcat utility vehicle | \$ 75,000 |
| | <u>\$ 75,000</u> |

**CITY OF APPLETON 2022 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 in the projects section for further detail:

1. Replace east elevator and three elevator jack shafts in the Red ramp
2. Install new fencing on the roof of the Red ramp
3. Stair maintenance - all ramps
4. Concrete patching - all ramps
5. Crack filling/joint repair - all ramps
6. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2019 Structural Condition Assessment Report could defer some of the work listed above.

Major changes in Revenue, Expenditures, or Programs:

Estimated metered parking, daily ramp entrance fee, and ramp pass sales revenue decreased in 2021 as a result of the COVID-19 pandemic. We expect similar, although less significant reductions will linger into 2022.

Included in the building expense are costs for the following major projects: a) replacement of the existing east elevator in the Red ramp which has reached the end of its useful life; b) replacement of three existing elevator jack shafts in the Red parking ramp. These projects were originally included in the 2021 Budget, but due to the revenue decrease expected as a result of the COVID-19 pandemic in 2021, the projects were postponed until 2022 to conserve cash in 2021.

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.

This budget reflects the reduction of a 1.0 FTE full-time ramp attendant position (vacant due to retirement) and the conversion of a part-time attendant position to half of a full-time service position shared with CEA.

This budget also includes \$8,400 for Parker Call Center service to respond to customer call buttons located at each ramp exit gate. The addition of this service was a contributing factor in the elimination of the full-time parking ramp attendant position.

This budget includes combining a part-time CEA position with a part time seasonal position in Parking into a full-time benefited position shared between the two divisions.

**CITY OF APPLETON 2022 BUDGET
PARKING UTILITY**

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 484100 Metered Parking | \$ 521,009 | \$ 287,992 | \$ 410,000 | \$ 410,000 | \$ 430,000 |
| 484600 Parking Meter Hood Fees | 37,919 | 28,765 | 20,000 | 20,000 | 25,000 |
| 485000 Daily Entrance Fees | 773,078 | 243,749 | 570,000 | 570,000 | 570,000 |
| 485200 Pass Sales | 948,633 | 720,397 | 830,000 | 830,000 | 830,000 |
| 508500 Cash Short or Over | 870 | 415 | - | - | - |
| Total Revenue | \$ 2,281,509 | \$ 1,281,318 | \$ 1,830,000 | \$ 1,830,000 | \$ 1,855,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 256,815 | \$ 276,946 | \$ 324,214 | \$ 324,214 | \$ 316,847 |
| 610400 Call Time Wages | 765 | 194 | 3,000 | 3,000 | 3,000 |
| 610500 Overtime Wages | 23,185 | 4,072 | 10,200 | 10,200 | 11,700 |
| 610800 Part-Time Wages | 8,191 | 15,373 | 27,508 | 27,508 | 17,883 |
| 615000 Fringes | 136,885 | 129,723 | 171,861 | 171,861 | 159,680 |
| 630600 Building Maint./Janitorial | 19,039 | 15,091 | 18,000 | 18,000 | 18,000 |
| 631100 Paint & Supplies | 860 | 1,525 | 1,500 | 1,500 | 1,500 |
| 632002 Outside Printing | 202 | 1,078 | 9,700 | 9,700 | 4,700 |
| 632508 Ice Control Materials | 19,795 | 10,826 | 15,000 | 15,000 | 15,000 |
| 632601 Repair Parts | 15,238 | 15,179 | 21,000 | 21,000 | 21,000 |
| 632700 Miscellaneous Equipment | 47,656 | - | 49,200 | 49,200 | 35,700 |
| 632800 Signs | 2,495 | 965 | 22,500 | 37,500 | 19,000 |
| 640400 Consulting Services | - | 43,949 | 44,500 | 44,500 | 40,000 |
| 640700 Solid Waste/Recycling | 2,270 | 2,367 | 800 | 800 | 2,500 |
| 640800 Contractor Fees | 13,546 | 15,095 | 13,000 | 13,000 | 13,000 |
| 640900 Inspection Fees | 1,760 | 1,860 | 3,700 | 3,700 | 3,700 |
| 641301 Utilities | 186,015 | 138,203 | 175,846 | 175,846 | 158,160 |
| 641600 Build Repairs & Maint | 92,130 | 78,328 | 122,000 | 122,000 | 75,000 |
| 641800 Equip Repairs & Maint | 104,484 | 45,883 | 35,240 | 35,240 | 33,240 |
| 642400 Software Support | 17,725 | 16,390 | 5,800 | 5,800 | 960 |
| 642501 CEA Equip. Rental | 35,973 | 41,312 | 40,100 | 40,100 | 45,385 |
| 644000 Snow Removal Services | 90,952 | 39,842 | 52,000 | 52,000 | 48,500 |
| 659900 Other Contracts/Obligation | 4,505 | 11,123 | 22,000 | 22,000 | 30,300 |
| 680300 Buildings | 718,883 | 37,925 | 475,000 | 475,000 | 296,000 |
| 689900 Other Capital Outlay | (746,281) | (23,941) | - | - | - |
| Total Expense | \$ 1,053,088 | \$ 919,308 | \$ 1,663,669 | \$ 1,678,669 | \$ 1,370,755 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Building Maintenance & Janitorial

| | |
|--------------------------|------------------|
| Building maintenance | \$ 2,000 |
| Cleaning supplies | 6,000 |
| Deck sealer - Green ramp | 10,000 |
| Total | \$ 18,000 |

Equipment Repairs & Maintenance

| | |
|----------------------------|------------------|
| Elevator service contract | \$ 18,240 |
| Electrical repairs / TAPCO | 15,000 |
| Total | \$ 33,240 |

Snow Removal Services

| | |
|------------------|------------------|
| All ramps & Lots | \$ 48,500 |
| Total | \$ 48,500 |

Other Contracts/Obligation

| | |
|----------------------------|------------------|
| Meter app service fee | \$ 15,900 |
| Parker Call Center Service | 8,400 |
| Washington Square security | 6,000 |
| Total | \$ 30,300 |

Signs

| | |
|-------------------------|------------------|
| LED Signage - Ramps | \$ 15,000 |
| Signage - Lots | 500 |
| Passport signs - Meters | 3,500 |
| Total | \$ 19,000 |

Building Repairs & Maintenance

| | |
|-------------------|------------------|
| Misc ramp repairs | \$ 75,000 |
| Total | \$ 75,000 |

Equipment Parts

| | |
|---------------------------------|------------------|
| Misc repair parts | \$ 9,000 |
| Traffic & parking control parts | 12,000 |
| Total | \$ 21,000 |

Buildings

| | |
|----------------------|-------------------|
| Elevator Replacement | \$ 275,000 |
| Fencing - Red ramp | 21,000 |
| Total | \$ 296,000 |

Misc Equipment

| | |
|----------------------|------------------|
| Meter mechs/housings | \$ 35,700 |
| Total | \$ 35,700 |

Consulting Services

| | |
|--------------------|------------------|
| Structural repairs | \$ 40,000 |
| Total | \$ 40,000 |

**CITY OF APPLETON 2022 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:

PassPort OpsMan enforcement software was implemented late 2020. This service streamlined citation processing resulting in a 0.34 FTE reduction in the allocation of Finance customer service staff time charged to the Parking Utility.

Estimated metered parking, daily ramp entrance fee, and ramp pass sales revenue decreased in 2021 as a result of the COVID-19 pandemic. We expect similar, although less significant reductions to linger into 2022.

**CITY OF APPLETON 2022 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 452000 Parking Violations | \$ 402,203 | \$ 221,764 | \$ 320,000 | \$ 320,000 | \$ 320,000 |
| 503500 Other Reimbursements | 400 | 200 | 600 | 600 | 600 |
| Total Revenue | <u>\$ 402,603</u> | <u>\$ 221,964</u> | <u>\$ 320,600</u> | <u>\$ 320,600</u> | <u>\$ 320,600</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 107,758 | \$ 108,777 | \$ 127,238 | \$ 127,238 | \$ 122,104 |
| 610400 Call Time Wages | - | - | - | - | - |
| 610500 Overtime Wages | 1,991 | 723 | 1,000 | 1,000 | 1,000 |
| 610800 Part-Time Wages | - | - | - | - | - |
| 615000 Fringes | 58,801 | 51,806 | 71,400 | 71,400 | 45,297 |
| 632001 Printing & Reproduction | 122 | 1,825 | 8,000 | 8,000 | 8,150 |
| 632601 Repair Parts | - | - | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | - | 3,183 | - | - | - |
| 641308 Cellular Phones | 488 | 520 | 1,044 | 1,044 | 480 |
| 641800 Equip Repairs & Maint | 2,374 | 13,600 | 14,000 | 14,000 | 14,000 |
| 642501 CEA Equip. Rental | 5,826 | 8,159 | 6,500 | 6,500 | 8,195 |
| 659900 Other Contracts/Obligation | 4,180 | 3,752 | 10,000 | 10,000 | 2,500 |
| 680401 Machinery & Equipment | - | - | - | - | - |
| Total Expense | <u>\$ 181,540</u> | <u>\$ 192,345</u> | <u>\$ 240,182</u> | <u>\$ 240,182</u> | <u>\$ 202,726</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
PARKING UTILITY**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|--------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 452000 Parking Violations | 402,203 | 221,764 | 130,757 | 320,000 | 320,000 | 320,000 |
| 470500 General Interest | 1,301 | 48 | - | 1,000 | 1,000 | 1,000 |
| 471000 Interest on Investments | 27,633 | 36,193 | 34,458 | 20,000 | 20,000 | 10,000 |
| 484100 Metered Parking | 521,009 | 287,992 | 157,232 | 410,000 | 410,000 | 430,000 |
| 484600 Parking Meter Hood Fees | 37,919 | 28,765 | 24,919 | 20,000 | 20,000 | 25,000 |
| 485000 Daily Entrance Fees | 773,078 | 243,749 | 169,144 | 570,000 | 570,000 | 570,000 |
| 485200 Pass Sales | 948,633 | 720,397 | 642,541 | 830,000 | 830,000 | 830,000 |
| 500400 Sale of City Property | - | - | - | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | - | - | - | - | - | - |
| 501000 Miscellaneous Revenue | 1 | 1 | 1 | 1 | 1 | 1 |
| 502100 Capital Contributions | 541,507 | 15,820 | 15,820 | - | - | - |
| 503500 Other Reimbursements | 2,637 | 1,075 | 701 | 1,600 | 1,600 | 1,600 |
| 508500 Cash Short or Over | 870 | 415 | 238 | - | - | - |
| TOTAL PROGRAM REVENUES | 3,256,791 | 1,556,219 | 1,175,811 | 2,172,601 | 2,172,601 | 2,187,601 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 157,650 | 425,714 | 247,634 | 129,792 | 129,792 | 393,978 |
| 610200 Labor Pool Allocations | 257,680 | - | - | 420,608 | 420,608 | 122,947 |
| 610400 Call Time Wages | 1,009 | 230 | 230 | 3,000 | 3,000 | 3,000 |
| 610500 Overtime Wages | 28,648 | 5,094 | 6,143 | 11,200 | 11,200 | 13,700 |
| 610800 Part-Time Wages | 8,191 | 15,373 | 10,028 | 27,508 | 27,508 | 55,016 |
| 611000 Other Compensation | 1,260 | 1,565 | 1,565 | 1,665 | 1,665 | 1,745 |
| 611300 Shift Differential | - | - | - | - | - | - |
| 611400 Sick Pay | (11,896) | 4,700 | 1,289 | - | - | - |
| 611500 Vacation Pay | 55,811 | 54,365 | 23,290 | - | - | - |
| 615000 Fringes | 228,851 | 213,465 | 137,813 | 282,810 | 282,810 | 231,341 |
| 617000 Pension Expense | 35,779 | 2,350 | - | - | - | - |
| 617100 OPEB Expense | (4,824) | 2,882 | - | - | - | - |
| TOTAL PERSONNEL | 758,159 | 725,738 | 427,992 | 876,583 | 876,583 | 821,727 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 8 | 4 | 4 | - | - | - |
| TOTAL TRAINING / TRAVEL | 8 | 4 | 4 | - | - | - |
| Supplies | | | | | | |
| 630100 Office Supplies | 62 | 348 | 151 | 600 | 600 | 250 |
| 630300 Memberships & Licenses | 595 | 600 | - | 600 | 600 | 600 |
| 630400 Postage\Freight | 100 | 478 | 50 | 1,500 | 1,500 | 500 |
| 630500 Awards & Recognition | 623 | 678 | 658 | 350 | 350 | 350 |
| 630600 Building Maint./Janitorial | 19,477 | 15,091 | 7,891 | 18,000 | 18,000 | 18,000 |
| 630901 Shop Supplies | 2,909 | 1,844 | 1,354 | 1,500 | 1,500 | 1,500 |
| 630902 Tools & Instruments | 334 | 1,136 | 316 | 3,500 | 3,500 | 3,500 |
| 631100 Paint & Supplies | 860 | 1,525 | 1,151 | 1,500 | 1,500 | 1,500 |
| 631603 Other Misc. Supplies | 667 | 657 | 657 | - | - | - |
| 632001 City Copy Charges | 122 | 9 | 9 | - | - | 150 |
| 632002 Outside Printing | 202 | 2,894 | 2,894 | 18,000 | 18,000 | 12,700 |
| 632102 Protective Clothing | 28 | 443 | 230 | 200 | 200 | 200 |
| 632300 Safety Supplies | 290 | 110 | 70 | 500 | 500 | 500 |
| 632508 Ice Control Materials | 19,795 | 10,826 | 6,071 | 15,000 | 15,000 | 15,000 |
| 632601 Repair Parts | 15,239 | 15,179 | 14,424 | 22,000 | 22,000 | 22,000 |
| 632700 Miscellaneous Equipment | 48,056 | 3,333 | 150 | 50,200 | 50,200 | 36,700 |
| 632800 Signs | 2,495 | 965 | - | 22,500 | 37,500 | 19,000 |
| TOTAL SUPPLIES | 111,854 | 56,116 | 36,076 | 155,950 | 170,950 | 132,450 |

**CITY OF APPLETON 2022 BUDGET
PARKING UTILITY**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 2,577 | 2,523 | - | 2,540 | 2,540 | 3,000 |
| 640300 Bank Service Fees | 40,156 | 26,294 | 15,118 | 45,428 | 45,428 | 33,428 |
| 640400 Consulting Services | 7,119 | 43,949 | 43,949 | 44,500 | 44,500 | 40,000 |
| 640700 Solid Waste/Recycling Pickup | 2,270 | 2,367 | 927 | 5,000 | 5,000 | 2,500 |
| 640800 Contractor Fees | 13,546 | 15,095 | 830 | 13,000 | 13,000 | 13,000 |
| 640900 Inspection Fees | 1,760 | 1,860 | 735 | 3,700 | 3,700 | 3,700 |
| 641301 Electric | 155,980 | 108,947 | 65,804 | 143,503 | 143,503 | 126,000 |
| 641302 Gas | 1,192 | 1,319 | 955 | 2,550 | 2,550 | 1,500 |
| 641303 Water | 3,642 | 3,336 | 1,787 | 3,600 | 3,600 | 3,600 |
| 641304 Sewer | 927 | 579 | 349 | 800 | 800 | 800 |
| 641306 Stormwater | 21,922 | 20,713 | 10,371 | 23,193 | 23,193 | 24,060 |
| 641307 Telephone | 3,256 | 4,213 | 2,511 | 3,100 | 3,100 | 3,100 |
| 641308 Cellular Phones | 4,654 | 3,667 | 909 | 3,252 | 3,252 | 3,468 |
| 641600 Build Repairs & Maint | 92,130 | 78,328 | 60,492 | 122,000 | 122,000 | 75,000 |
| 641800 Equip Repairs & Maint | 108,733 | 60,375 | 50,022 | 51,640 | 51,640 | 49,640 |
| 642000 Facilities Charges | 391 | 411 | - | - | - | 1,451 |
| 642400 Software Support | 17,725 | 16,390 | 7,881 | 5,800 | 5,800 | 960 |
| 642501 CEA Operations/Maint. | 20,205 | 24,884 | 11,318 | 21,000 | 21,000 | 25,100 |
| 642502 CEA Depreciation/Replace. | 21,594 | 24,587 | 12,668 | 25,600 | 25,600 | 28,480 |
| 643000 Health Services | - | - | - | - | - | - |
| 644000 Snow Removal Services | 90,952 | 39,842 | 26,693 | 52,000 | 52,000 | 48,500 |
| 645100 Laundry Services | 3,283 | 3,112 | 1,593 | 2,500 | 2,500 | 2,500 |
| 650100 Insurance | 52,044 | 59,349 | 33,908 | 63,950 | 63,950 | 69,042 |
| 659900 Other Contracts/Obligation | 8,685 | 15,441 | 1,283 | 32,575 | 32,575 | 33,375 |
| TOTAL PURCHASED SVCS | <u>674,743</u> | <u>557,581</u> | <u>350,103</u> | <u>671,231</u> | <u>671,231</u> | <u>592,204</u> |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 591,992 | 531,060 | 310,450 | 550,000 | 550,000 | 537,000 |
| 672000 Interest Payments | 20,186 | 32,224 | - | 12,675 | 12,675 | 23,525 |
| TOTAL MISCELLANEOUS EXP | <u>612,178</u> | <u>563,284</u> | <u>310,450</u> | <u>562,675</u> | <u>562,675</u> | <u>560,525</u> |
| Capital Outlay | | | | | | |
| 680300 Buildings | 718,883 | 37,925 | 12,832 | 475,000 | 475,000 | 296,000 |
| 680401 Machinery & Equipment | - | - | - | - | - | - |
| 689900 Other Capital Outlay | (746,281) | (23,940) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | <u>(27,398)</u> | <u>13,985</u> | <u>12,832</u> | <u>475,000</u> | <u>475,000</u> | <u>296,000</u> |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 9,300 | 9,300 | 5,425 | 9,300 | 9,300 | 9,300 |
| 791200 Transfer Out - Special Revenue | 600,000 | - | - | - | - | - |
| 791400 Transfer Out - Capital Project | - | - | - | - | - | 75,000 |
| TOTAL TRANSFERS | <u>609,300</u> | <u>9,300</u> | <u>5,425</u> | <u>9,300</u> | <u>9,300</u> | <u>84,300</u> |
| TOTAL EXPENSE | <u>2,738,844</u> | <u>1,926,008</u> | <u>1,142,882</u> | <u>2,750,739</u> | <u>2,765,739</u> | <u>2,487,206</u> |

CITY OF APPLETON 2022 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| Charges for Services | \$ 2,284,146 | \$ 1,282,393 | \$ 1,830,000 | \$ 1,379,500 | \$ 1,855,000 |
| Other | 402,204 | 221,765 | 320,000 | 250,000 | 320,000 |
| Total Revenues | <u>2,686,350</u> | <u>1,504,158</u> | <u>2,150,000</u> | <u>1,629,500</u> | <u>2,175,000</u> |
| Expenses | | | | | |
| Operating Expenses | 1,517,368 | 1,353,426 | 1,718,764 | 1,400,000 | 1,546,381 |
| Depreciation | 591,992 | 531,059 | 550,000 | 531,500 | 537,000 |
| Total Expenses | <u>2,109,360</u> | <u>1,884,485</u> | <u>2,268,764</u> | <u>1,931,500</u> | <u>2,083,381</u> |
| Operating Income (Loss) | 576,990 | (380,327) | (118,764) | (302,000) | 91,619 |
| Non-Operating Revenues (Expenses) | | | | | |
| Interest Income | 28,933 | 36,241 | 20,000 | 10,000 | 11,000 |
| Interest Expense | (20,186) | (32,224) | (12,675) | (12,675) | (23,525) |
| Capital Contributions | 541,507 | 15,820 | - | - | - |
| Other | - | - | 1,601 | 3,500 | 1,601 |
| Total Non-Operating | <u>550,254</u> | <u>19,837</u> | <u>8,926</u> | <u>825</u> | <u>(10,924)</u> |
| Net Income (Loss) Before Transfers | 1,127,244 | (360,490) | (109,838) | (301,175) | 80,695 |
| Transfers In (Out) | | | | | |
| Special Revenue | (600,000) | - | - | - | - |
| Capital Projects | - | - | - | - | (75,000) |
| General Fund | (9,300) | (9,300) | (9,300) | (9,300) | (9,300) |
| Change in Net Assets | 517,944 | (369,790) | (119,138) | (310,475) | (3,605) |
| Total Net Assets - Beginning | <u>7,023,410</u> | <u>7,541,354</u> | <u>7,171,564</u> | <u>7,171,564</u> | <u>6,861,089</u> |
| Total Net Assets - Ending | <u>\$ 7,541,354</u> | <u>\$ 7,171,564</u> | <u>\$ 7,052,426</u> | <u>\$ 6,861,089</u> | <u>\$ 6,857,484</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|---------------------|---------------------|
| Cash - Beginning of Year | \$ 1,246,369 | \$ 1,137,394 |
| + Net Income | (301,175) | 80,695 |
| + Depreciation | 531,500 | 537,000 |
| + Long Term Debt | - | - |
| - Fixed Assets | (185,000) | (296,000) |
| - Transfers Out | (9,300) | (84,300) |
| - Advance to TIF # 3 | - | - |
| - Principal Repayment | (145,000) | (130,000) |
| Working Cash - End of Year | <u>\$ 1,137,394</u> | <u>\$ 1,244,789</u> |

WORKING CASH RESERVE REQUIREMENT

| | |
|------------------------------------------|---------------------|
| Prior Year Audited Expenditures | \$ 1,884,485 |
| - Depreciation | (531,059) |
| + Transfer to General Fund | 9,300 |
| Net Prior Year Cash Expenditures | <u>\$ 1,362,726</u> |
| 25 % Working Capital Reserve Requirement | <u>\$ 340,682</u> |

**CITY OF APPLETON 2019 BUDGET
PARKING UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2021 Budget | 2021 Projected | 2022 Budget | 2023 Projected | 2024 Projected | 2025 Projected | 2026 Projected |
|-------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 1,830,000 | \$ 1,379,500 | \$ 1,855,000 | \$ 2,200,000 | \$ 2,211,000 | \$ 2,222,055 | \$ 2,233,165 |
| Other | 320,000 | 250,000 | 320,000 | 410,000 | 410,000 | 410,000 | 410,000 |
| Total Revenues | <u>2,150,000</u> | <u>1,629,500</u> | <u>2,175,000</u> | <u>2,610,000</u> | <u>2,621,000</u> | <u>2,632,055</u> | <u>2,643,165</u> |
| Expenses | | | | | | | |
| Operating Expenses | 1,718,764 | 1,400,000 | 1,546,381 | 1,592,772 | 1,640,556 | 1,689,772 | 1,740,465 |
| Depreciation | 550,000 | 531,500 | 537,000 | 565,000 | 575,000 | 575,000 | 575,000 |
| Total Expenses | <u>2,268,764</u> | <u>1,931,500</u> | <u>2,083,381</u> | <u>2,157,772</u> | <u>2,215,556</u> | <u>2,264,772</u> | <u>2,315,465</u> |
| Operating Income | (118,764) | (302,000) | 91,619 | 452,228 | 405,444 | 367,283 | 327,700 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 20,000 | 10,000 | 11,000 | 10,000 | 10,000 | 15,000 | 15,000 |
| Interest Expense | (12,675) | (12,675) | (23,525) | (18,838) | (14,450) | (10,025) | (5,525) |
| Other | 1,601 | 3,500 | 1,601 | 601 | 601 | 601 | 601 |
| Total Non-Operating | <u>8,926</u> | <u>825</u> | <u>(10,924)</u> | <u>(8,237)</u> | <u>(3,849)</u> | <u>5,576</u> | <u>10,076</u> |
| Net Income Before Transfers | (109,838) | (301,175) | 80,695 | 443,991 | 401,595 | 372,859 | 337,776 |
| Contributions and Transfers In (Out) | | | | | | | |
| General Fund | (9,300) | (9,300) | (9,300) | (9,300) | (9,300) | (9,300) | (9,300) |
| Capital Projects | - | - | (75,000) | - | - | - | - |
| Change in Net Assets | (119,138) | (310,475) | (3,605) | 434,691 | 392,295 | 363,559 | 328,476 |
| Total Net Assets - Beginning | <u>7,171,564</u> | <u>7,171,564</u> | <u>6,861,089</u> | <u>6,857,484</u> | <u>7,292,175</u> | <u>7,684,470</u> | <u>8,048,029</u> |
| Total Net Assets - Ending | <u>\$ 7,052,426</u> | <u>\$ 6,861,089</u> | <u>\$ 6,857,484</u> | <u>\$ 7,292,175</u> | <u>\$ 7,684,470</u> | <u>\$ 8,048,029</u> | <u>\$ 8,376,505</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | |
|--------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Cash - Beginning of the Year | 1,246,369 | 1,137,394 | 1,244,789 | 1,754,480 | 2,081,775 | 2,370,334 |
| + Net Income | (301,175) | 80,695 | 443,991 | 401,595 | 372,859 | 337,776 |
| + Depreciation | 531,500 | 537,000 | 565,000 | 575,000 | 575,000 | 575,000 |
| + Long Term Debt | - | - | - | - | - | - |
| - Fixed Assets | (185,000) | (296,000) | (350,000) | (1,700,000) | (1,700,000) | (1,700,000) |
| - Transfer Out | (9,300) | (84,300) | (9,300) | (9,300) | (9,300) | (9,300) |
| + Repayments from TIF #3 | - | - | - | 1,200,000 | 1,200,000 | 1,200,000 |
| - Principal Repayment | (145,000) | (130,000) | (140,000) | (140,000) | (150,000) | (150,000) |
| Working Cash - End of Year | <u>\$ 1,137,394</u> | <u>\$ 1,244,789</u> | <u>\$ 1,754,480</u> | <u>\$ 2,081,775</u> | <u>\$ 2,370,334</u> | <u>\$ 2,623,810</u> |
| 25% Working Capital Reserve (prior year's expenses) | 340,682 | 355,494 | 394,802 | 405,227 | 416,076 | 427,274 |

ASSUMPTIONS:

Interest rate on debt at 3% ten-year term

Operating expenses to increase 3% per year after 2022

No changes in hours of enforcement or use of parking spaces. Revenue estimates anticipate a return to pre-pandemic levels in 2023 and .5% increase in revenue starting in 2024 for potential increase in general parking needs

**CITY OF APPLETON 2022 BUDGET
PARKING UTILITY
LONG-TERM DEBT**

| 2016 | | | |
|--------------------------|-------------------|------------------|-------------------|
| General Obligation Bonds | | | |
| Year | Principal | Interest | Total |
| 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>\$ 380,000</u> | <u>\$ 27,338</u> | <u>\$ 407,338</u> |

| 2019 | | | |
|--------------------------|-------------------|------------------|-------------------|
| General Obligation Bonds | | | |
| Year | Principal | Interest | Total |
| 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>\$ 550,000</u> | <u>\$ 50,625</u> | <u>\$ 600,625</u> |

| Total | | | |
|-------|-------------------|------------------|---------------------|
| Year | Principal | Interest | Total |
| 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>\$ 930,000</u> | <u>\$ 77,963</u> | <u>\$ 1,007,963</u> |

Note: Schedule is based on accrual method of accounting. No debt will be issued in 2022.

CITY OF APPLETON 2022 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 2022 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 2021 EVENTS

Purchased heavy duty trucks and equipment with clean diesel technology

Worked with the Traffic Division staff to insure that equipment lighting meets current City standards

Monitored and revised the CEA monthly billings as necessary

Inspected all vehicle fire extinguishers annually using trained and in-house certified CEA technicians

Researched options for extending the life-cycle of current and future police vehicle replacements

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

Continue to install different styles of carbide cutting edge on various different snow plows to evaluate for increased edge longevity, improved snow and ice cut and to 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, yard waste, overflow, and metal, and collect snow and ice product outputs with plow up/down information and salt usage

CITY OF APPLETON 2022 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2022 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
- Work with user departments to evaluate equipment due for replacement to determine if any are viable candidates for hybrid or electric vehicles
- Monitor and revise the CEA monthly billings as necessary
- Celebrate National Public Works Week
- 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
- 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
- Work with the Appleton Police Department to evaluate alternative makes/models of vehicles for use by detectives and as marked one-to-one sedans.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|----------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 6,666,815 | \$ 6,686,045 | \$ 6,449,831 | \$ 6,449,831 | \$ 7,361,400 | 14.13% |
| Program Expenses | | | | | | | |
| 6110 | Administration | 3,426,170 | 3,417,090 | 3,806,243 | 3,806,243 | 3,503,942 | -7.94% |
| 6121 | Maintenance | 2,450,366 | 2,249,249 | 2,546,148 | 2,546,148 | 2,644,861 | 3.88% |
| Total Program Expenses | | \$ 5,876,536 | \$ 5,666,339 | \$ 6,352,391 | \$ 6,352,391 | \$ 6,148,803 | -3.20% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,299,468 | 1,300,590 | 1,327,707 | 1,327,707 | 1,372,223 | 3.35% |
| Training & Travel | | 1,528 | 2,035 | 3,750 | 3,750 | 3,750 | 0.00% |
| Supplies & Materials | | 1,379,731 | 1,127,383 | 1,365,594 | 1,365,594 | 1,392,768 | 1.99% |
| Purchased Services | | 382,443 | 378,197 | 408,840 | 408,840 | 411,110 | 0.56% |
| Miscellaneous Expense | | 2,622,582 | 2,648,047 | 2,976,500 | 2,976,500 | 2,753,912 | -7.48% |
| Capital Expenditures | | - | - | - | - | - | N/A |
| Transfers | | 190,784 | 210,087 | 270,000 | 270,000 | 215,040 | -20.36% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 14.51 | 14.23 | 14.23 | 14.23 | 14.38 | |

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2022 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:

This budget includes \$10,000 for the purchase of a portable hydraulic hose crimper and a digital hydraulic test station.

**CITY OF APPLETON 2022 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 13,552 | \$ 13,765 | \$ 7,000 | \$ 7,000 | \$ 7,000 |
| 486500 CEA Operational Revenue | 2,966,519 | 2,887,490 | 3,067,772 | 3,067,772 | 3,105,510 |
| 490800 Misc Intergovernmental | 36,178 | 25,310 | 35,890 | 35,890 | 35,890 |
| 500400 Sale of City Property | 191,168 | 255,108 | 270,000 | 270,000 | 215,040 |
| 502100 Capital Contributions | 3,423,540 | 3,475,872 | 3,043,169 | 3,043,169 | 3,966,960 |
| 503500 Other Reimbursements | 34,252 | 28,500 | 25,000 | 25,000 | 30,000 |
| 508200 Insurance Proceeds | 1,606 | - | 1,000 | 1,000 | 1,000 |
| Total Revenue | \$ 6,666,815 | \$ 6,686,045 | \$ 6,449,831 | \$ 6,449,831 | \$ 7,361,400 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 250,444 | \$ 292,210 | \$ 268,659 | \$ 268,659 | \$ 241,224 |
| 610400 Call Time Wages | 170 | 130 | 300 | 300 | 300 |
| 610500 Overtime Wages | 839 | 66 | 600 | 600 | 600 |
| 615000 Fringes | 175,562 | 98,094 | 100,843 | 100,843 | 97,924 |
| 620100 Training/Conferences | 1,528 | 2,035 | 3,750 | 3,750 | 3,750 |
| 630100 Office Supplies | 904 | 814 | 1,000 | 1,000 | 900 |
| 630300 Memberships & Licenses | 948 | 1,062 | 800 | 800 | 800 |
| 630500 Awards & Recognition | 420 | 64 | 420 | 420 | 420 |
| 630901 Shop Supplies | 40,531 | 39,462 | 48,980 | 48,980 | 50,450 |
| 631000 Miscellaneous Chemicals | 13,453 | 12,454 | 13,200 | 13,200 | 14,300 |
| 631500 Books & Library Materials | - | 288 | 400 | 400 | 305 |
| 632002 Outside Printing | 1,632 | 1,024 | 1,500 | 1,500 | 1,500 |
| 632102 Protective Clothing | 746 | 877 | 900 | 900 | 900 |
| 632300 Safety Supplies | 589 | 798 | 700 | 700 | 700 |
| 632400 Medical/Lab Supplies | 135 | 78 | 75 | 75 | 75 |
| 632601 Repair Parts | 123 | 94 | - | - | - |
| 632700 Miscellaneous Equipment | 9,933 | 9,683 | 9,800 | 9,800 | 10,000 |
| 640100 Accounting/Audit Fees | 1,954 | 1,781 | 1,470 | 1,470 | 1,470 |
| 640300 Bank Service Fees | 255 | 325 | 300 | 300 | 300 |
| 640400 Consulting Services | 11,231 | 104 | - | - | - |
| 641300 Utilities | 30,402 | 27,841 | 33,026 | 33,026 | 34,234 |
| 641800 Equip Repairs & Maint | 13,238 | 11,617 | 13,000 | 13,000 | 13,000 |
| 642000 Facilities Charges | 14,798 | 13,816 | 18,000 | 18,000 | 15,961 |
| 642400 Software Support | 6,568 | 8,903 | 8,600 | 8,600 | 10,185 |
| 642501 CEA Operations | 43 | 8 | - | - | - |
| 642502 CEA Depreciation | 19 | 18 | - | - | - |
| 643000 Health Services | - | - | 20 | 20 | - |
| 645100 Laundry Services | 6,579 | 6,108 | 5,900 | 5,900 | 6,500 |
| 650100 Insurance | 29,760 | 28,608 | 27,500 | 27,500 | 29,192 |
| 650302 Equipment Rent | - | - | - | - | - |
| 659900 Other Contracts/Obligation | - | 594 | - | - | - |
| 660100 Depreciation Expense | 2,619,475 | 2,642,281 | 2,975,000 | 2,975,000 | 2,750,000 |
| 672000 Interest Payments | 3,107 | 5,766 | 1,500 | 1,500 | 3,912 |
| 791400 Transfer Out - Capital Proj | 190,784 | 210,087 | 270,000 | 270,000 | 215,040 |
| Total Expense | \$ 3,426,170 | \$ 3,417,090 | \$ 3,806,243 | \$ 3,806,243 | \$ 3,503,942 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

| | |
|------------------|------------------|
| Small shop tools | \$ 46,310 |
| | <u>\$ 46,310</u> |

Transfer Out - Capital Projects

| | |
|--------------------------------|-------------------|
| Proceeds from sale of vehicles | \$ 215,040 |
| | <u>\$ 215,040</u> |

**CITY OF APPLETON 2022 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
- Maintain a clean, safe work environment
- 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
- 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:

Fuel costs were budgeted at \$2.21/gallon and \$2.49/gallon for unleaded and diesel fuel, respectively, in 2021. For 2022, based on current and past prices, these estimates are expected to remain the same.

This budget reflects the combination of a part-time service person position in CEA with a part-time Parking Utility position to make one full-time position. The increase in expenses in this budget is reflected in fringe benefit costs due to the position being eligible for full-time benefits (\$13,124 CEA share). The combination of these positions is being done in an effort to improve efficiency in both departments as well as attract a larger pool of candidates for the new full-time position and improve the probability of retaining the person after hire. Hiring for, and retainage of, the current part-time position has been extremely challenging over the past several years.

**CITY OF APPLETON 2022 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 610,507 | \$ 659,032 | \$ 664,637 | \$ 664,637 | \$ 724,869 |
| 610400 Call Time Wages | 1,890 | 890 | 2,000 | 2,000 | 2,000 |
| 610500 Overtime Wages | 21,254 | 5,467 | 10,000 | 10,000 | 10,000 |
| 615000 Fringes | 238,801 | 244,701 | 280,668 | 280,668 | 295,306 |
| 630400 Postage\Freight | 58 | 98 | 300 | 300 | 200 |
| 630901 Shop Supplies | 122 | - | - | - | - |
| 632200 Gas Purchases | 771,479 | 556,733 | 793,538 | 793,538 | 793,538 |
| 632300 Safety Supplies | 9 | 715 | - | - | - |
| 632601 Repair Parts | 538,650 | 503,139 | 493,981 | 493,981 | 518,680 |
| 640900 Inspection Fees | 6,089 | 7,164 | 9,000 | 9,000 | 8,000 |
| 641700 Vehicle Repairs & Maint | 260,010 | 268,234 | 285,000 | 285,000 | 285,000 |
| 642502 CEA Depreciation/Replace. | 10,953 | 9,590 | 13,000 | 13,000 | 14,244 |
| 642900 Interfund Allocations | (9,480) | (6,551) | (6,000) | (6,000) | (7,000) |
| 650302 Equipment Rent | 24 | 37 | 24 | 24 | 24 |
| Total Expense | <u>\$ 2,450,366</u> | <u>\$ 2,249,249</u> | <u>\$ 2,546,148</u> | <u>\$ 2,546,148</u> | <u>\$ 2,644,861</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Gas/Oil Purchases *

| | |
|------------------------------------|-------------------|
| Fuel for vehicles & equipment: | |
| Unleaded gasoline: 152,240 gallons | |
| @ \$2.21/gallon | \$ 336,450 |
| Diesel fuel: 167,505 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.) | \$ 363,385 |
| Non-operational (add-ons to chassis; e.g. packer, dump box, etc.) | 123,165 |
| Fire vehicle parts | 32,130 |
| | <u>\$ 518,680</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 2022 BUDGET
CENTRAL EQUIPMENT AGENCY**

| | 2019 | 2020 | 2021 | 2021 | 2021 | 2022 |
|---------------------------------------|------------------|------------------|-------------------|------------------|--------------------|------------------|
| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>YTD ACTUAL</u> | <u>ORIG BUD</u> | <u>REVISED BUD</u> | <u>BUDGET</u> |
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 13,552 | 13,765 | (1,647) | 7,000 | 7,000 | 7,000 |
| 486500 CEA Operational Revenue | 2,966,519 | 2,887,490 | 513,974 | 3,067,772 | 3,067,772 | 3,105,510 |
| 490800 Misc Intergovernmental Charges | 36,178 | 25,310 | 8,953 | 35,890 | 35,890 | 35,890 |
| 500400 Sale of City Property | 191,168 | 255,108 | 87,987 | 270,000 | 270,000 | 215,040 |
| 502100 Capital Contributions | 3,423,540 | 3,475,872 | - | 3,043,169 | 3,043,169 | 3,966,960 |
| 503500 Other Reimbursements | 34,252 | 28,500 | 13,446 | 25,000 | 25,000 | 30,000 |
| 508200 Insurance Proceeds | 1,606 | - | - | 1,000 | 1,000 | 1,000 |
| TOTAL PROGRAM REVENUES | 6,666,815 | 6,686,045 | 622,713 | 6,449,831 | 6,449,831 | 7,361,400 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 860,952 | 951,243 | 244,230 | 933,296 | 933,296 | 966,093 |
| 610400 Call Time Wages | 2,060 | 1,020 | 1,010 | 2,300 | 2,300 | 2,300 |
| 610500 Overtime Wages | 22,093 | 5,532 | 3,316 | 10,600 | 10,600 | 10,600 |
| 615000 Fringes | 414,363 | 342,795 | 94,729 | 381,511 | 381,511 | 393,230 |
| TOTAL PERSONNEL | 1,299,468 | 1,300,590 | 343,285 | 1,327,707 | 1,327,707 | 1,372,223 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 1,528 | 2,035 | 715 | 3,750 | 3,750 | 3,750 |
| TOTAL TRAINING / TRAVEL | 1,528 | 2,035 | 715 | 3,750 | 3,750 | 3,750 |
| Supplies | | | | | | |
| 630100 Office Supplies | 904 | 814 | 188 | 1,000 | 1,000 | 900 |
| 630300 Memberships & Licenses | 948 | 1,062 | 68 | 800 | 800 | 800 |
| 630400 Postage\Freight | 58 | 98 | 28 | 300 | 300 | 200 |
| 630500 Awards & Recognition | 420 | 64 | 50 | 420 | 420 | 420 |
| 630901 Shop Supplies | 40,653 | 39,462 | 5,592 | 48,980 | 48,980 | 50,450 |
| 631000 Miscellaneous Chemicals | 13,453 | 12,454 | 2,773 | 13,200 | 13,200 | 14,300 |
| 631500 Books & Library Materials | - | 288 | - | 400 | 400 | 305 |
| 632002 Outside Printing | 1,632 | 1,024 | 171 | 1,500 | 1,500 | 1,500 |
| 632102 Protective Clothing | 746 | 877 | 265 | 900 | 900 | 900 |
| 632200 Gas Purchases | 771,479 | 556,733 | 197,199 | 793,538 | 793,538 | 793,538 |
| 632300 Safety Supplies | 597 | 1,513 | 267 | 700 | 700 | 700 |
| 632400 Medical\Lab Supplies | 135 | 78 | 16 | 75 | 75 | 75 |
| 632601 Repair Parts | 538,773 | 503,233 | 139,825 | 493,981 | 493,981 | 518,680 |
| 632700 Miscellaneous Equipment | 9,933 | 9,683 | - | 9,800 | 9,800 | 10,000 |
| TOTAL SUPPLIES | 1,379,731 | 1,127,383 | 346,442 | 1,365,594 | 1,365,594 | 1,392,768 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 1,954 | 1,781 | - | 1,470 | 1,470 | 1,470 |
| 640300 Bank Service Fees | 255 | 325 | 49 | 300 | 300 | 300 |
| 640400 Consulting Services | 11,231 | 104 | - | - | - | - |
| 640900 Inspection Fees | 6,089 | 7,164 | 840 | 9,000 | 9,000 | 8,000 |
| 641301 Electric | 8,836 | 11,609 | 1,632 | 10,944 | 10,944 | 11,600 |
| 641302 Gas | 9,945 | 5,084 | - | 10,590 | 10,590 | 10,590 |
| 641303 Water | 2,463 | 2,516 | 464 | 2,200 | 2,200 | 2,500 |
| 641304 Sewer | 1,075 | 1,107 | 196 | 950 | 950 | 1,100 |
| 641306 Stormwater | 6,616 | 6,777 | 1,745 | 6,980 | 6,980 | 6,980 |
| 641308 Cellular Phones | 1,468 | 748 | 398 | 1,362 | 1,362 | 1,464 |
| 641700 Vehicle Repairs & Maint | 260,010 | 266,941 | 56,081 | 285,000 | 285,000 | 285,000 |
| 641800 Equip Repairs & Maint | 13,238 | 12,910 | 761 | 13,000 | 13,000 | 13,000 |
| 642000 Facilities Charges | 14,798 | 13,816 | 2,033 | 18,000 | 18,000 | 15,961 |
| 642400 Software Support | 6,568 | 8,903 | 1,630 | 8,600 | 8,600 | 10,185 |
| 642502 CEA Depreciation/Replace. | 11,014 | 9,616 | 1,380 | 13,000 | 13,000 | 14,244 |
| 642900 Interfund Allocations | (9,480) | (6,551) | (939) | (6,000) | (6,000) | (7,000) |
| 643000 Health Services | - | - | - | 20 | 20 | - |
| 645100 Laundry Services | 6,579 | 6,108 | 1,568 | 5,900 | 5,900 | 6,500 |
| 650100 Insurance | 29,760 | 28,608 | - | 27,500 | 27,500 | 29,192 |
| 650302 Equipment Rent | 24 | 37 | - | 24 | 24 | 24 |
| 659900 Other Contracts/Obligation | - | 594 | - | - | - | - |
| TOTAL PURCHASED SVCS | 382,443 | 378,197 | 67,838 | 408,840 | 408,840 | 411,110 |

**CITY OF APPLETON 2022 BUDGET
CENTRAL EQUIPMENT AGENCY**

| | 2019 | 2020 | 2021 | 2021 | 2021 | 2022 |
|---------------------------------------|------------------|------------------|-------------------|------------------|--------------------|------------------|
| | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>YTD ACTUAL</u> | <u>ORIG BUD</u> | <u>REVISED BUD</u> | <u>BUDGET</u> |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 2,619,475 | 2,642,281 | - | 2,975,000 | 2,975,000 | 2,750,000 |
| 672000 Interest Payments | 3,107 | 5,766 | - | 1,500 | 1,500 | 3,912 |
| TOTAL MISCELLANEOUS | <u>2,622,582</u> | <u>2,648,047</u> | - | <u>2,976,500</u> | <u>2,976,500</u> | <u>2,753,912</u> |
| Capital Outlay | | | | | | |
| 680401 Machinery & Equipment | - | - | - | - | - | - |
| TOTAL CAPITAL OUTLAY | - | - | - | - | - | - |
| Transfers | | | | | | |
| 791400 Transfer Out - Capital Project | 190,784 | 210,087 | - | 270,000 | 270,000 | 215,040 |
| TOTAL TRANSFERS | <u>190,784</u> | <u>210,087</u> | - | <u>270,000</u> | <u>270,000</u> | <u>215,040</u> |
| TOTAL EXPENSE | <u>5,876,536</u> | <u>5,666,339</u> | <u>758,280</u> | <u>6,352,391</u> | <u>6,352,391</u> | <u>6,148,803</u> |

CITY OF APPLETON 2022 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|-----------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Revenues | | | | | |
| Charges for Services | \$ 3,002,697 | \$ 2,912,800 | \$ 3,103,662 | \$ 3,005,000 | \$ 3,141,400 |
| Other | 35,858 | 28,500 | 26,000 | 25,000 | 31,000 |
| Total Revenues | <u>3,038,555</u> | <u>2,941,300</u> | <u>3,129,662</u> | <u>3,030,000</u> | <u>3,172,400</u> |
| Expenses | | | | | |
| Operating Expenses | 3,063,170 | 2,808,205 | 3,105,891 | 2,900,000 | 3,179,851 |
| Depreciation | 2,619,475 | 2,642,281 | 2,975,000 | 2,731,500 | 2,750,000 |
| Total Expenses | <u>5,682,645</u> | <u>5,450,486</u> | <u>6,080,891</u> | <u>5,631,500</u> | <u>5,929,851</u> |
| Operating Loss | (2,644,090) | (2,509,186) | (2,951,229) | (2,601,500) | (2,757,451) |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 13,552 | 13,765 | 7,000 | 5,000 | 7,000 |
| Sale of City Property | 191,168 | 255,108 | 270,000 | 250,000 | 215,040 |
| Interest Expense | (3,107) | (5,766) | (1,500) | (1,500) | (3,912) |
| Total Non-Operating | <u>201,613</u> | <u>263,107</u> | <u>275,500</u> | <u>253,500</u> | <u>218,128</u> |
| Income (Loss) before Contributions and Transfers | (2,442,477) | (2,246,079) | (2,675,729) | (2,348,000) | (2,539,323) |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 3,423,540 | 3,475,872 | 3,043,169 | 2,800,000 | 3,966,960 |
| Transfers Out | (190,784) | (210,087) | (270,000) | (250,000) | (215,040) |
| Change in Net Assets | 790,279 | 1,019,706 | 97,440 | 202,000 | 1,212,597 |
| Net Assets - Beginning | <u>13,462,528</u> | <u>14,252,807</u> | <u>15,272,513</u> | <u>15,272,513</u> | <u>15,474,513</u> |
| Net Assets - Ending | <u>\$ 14,252,807</u> | <u>\$ 15,272,513</u> | <u>\$ 15,369,953</u> | <u>\$ 15,474,513</u> | <u>\$ 16,687,110</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 677,931 | \$ 780,806 |
| + Change in Net Assets | 202,000 | 1,212,597 |
| - Capital Contributions | (2,800,000) | (3,966,960) |
| - Principal Repayment | (30,625) | (35,500) |
| + Long Term Debt | - | - |
| - Fixed Assets | - | - |
| + Depreciation | 2,731,500 | 2,750,000 |
| Working Cash - End of Year | <u>\$ 780,806</u> | <u>\$ 740,943</u> |

CITY OF APPLETON 2022 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT

| Year | 2014 G.O. Notes | |
|------|------------------|-----------------|
| | Principal | Interest |
| 2022 | \$ 20,500 | \$ 1,099 |
| 2023 | 21,250 | 633 |
| 2024 | 21,625 | 128 |
| | <u>\$ 63,375</u> | <u>\$ 1,860</u> |

| Year | 2019 G.O. Notes | |
|------|-------------------|------------------|
| | Principal | Interest |
| 2022 | \$ 15,000 | \$ 2,813 |
| 2023 | 15,000 | 2,363 |
| 2024 | 15,000 | 1,913 |
| 2025 | 15,000 | 1,463 |
| 2026 | 15,000 | 1,013 |
| 2027 | 15,000 | 675 |
| 2028 | 15,000 | 375 |
| 2029 | 15,000 | 75 |
| | <u>\$ 120,000</u> | <u>\$ 10,690</u> |

| Year | Total | |
|------|-------------------|------------------|
| | Principal | Interest |
| 2022 | \$ 35,500 | \$ 3,912 |
| 2023 | 36,250 | 2,996 |
| 2024 | 36,625 | 2,041 |
| 2025 | 15,000 | 1,463 |
| 2026 | 15,000 | 1,013 |
| 2027 | 15,000 | 675 |
| 2028 | 15,000 | 375 |
| 2029 | 15,000 | 75 |
| 2030 | - | - |
| | <u>\$ 183,375</u> | <u>\$ 12,550</u> |

**CITY OF APPLETON 2022 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> | |
| Rake Sand Star II | Facilities | \$ 25,000 | | | \$ 25,000 |
| Pickup/Crew Cab | Facilities | 42,100 | | | 42,100 |
| Mower 60" | Facilities | 23,500 | | | 23,500 |
| Pickup 4X2 Service Body | Traffic | 53,000 | 25,000 | DPW - Traffic | 78,000 |
| ProGator/Sprayer | Golf | 65,600 | | | 65,600 |
| Riding Mower | Golf | 23,500 | | | 23,500 |
| Sideload Trucks (2 @ \$270,000) | Sanitation | 540,000 | | | 540,000 |
| Ford SUVs (14 @ \$50,385) | Police | 705,390 | | | 705,390 |
| CSO Vans (3 @ \$36,440) | Police | 109,320 | | | 109,320 |
| SUV Undercover | Police | 21,500 | | | 21,500 |
| Pickup 4X4 | Fire | 46,600 | | | 46,600 |
| Durango | Fire | 50,000 | | | 50,000 |
| 3/4 Ton Crew 4X4 (2 @ 51,050) | Fire | 102,100 | | | 102,100 |
| Sweeper | Stormwater | 220,000 | 10,000 | Stormwater | 230,000 |
| Leaf Vacuum Units (5 @ \$65,000) | Stormwater | - | 325,000 | Stormwater | 325,000 |
| Mason Trucks (2 @ \$147,650) | Street | 295,300 | | | 295,300 |
| Loader | Street | 300,000 | | | 300,000 |
| Sidewalk Tractor | Street | 170,000 | | | 170,000 |
| Sidewalk Tractor | Street | 186,000 | | | 186,000 |
| Sidewalk Tractor | Street | - | 161,400 | GO Note | 161,400 |
| Toolcats (2 @ \$68,775) | Street | - | 137,550 | GO Note | 137,550 |
| Service Truck | Water Dist. | 152,000 | | | 152,000 |
| Forklifts (2 @ \$28,350) | Water Filt. | 56,700 | | | 56,700 |
| Pickup 4X2 Crew Cab | Water Filt. | 45,400 | | | 45,400 |
| Toolcat | Parking | - | 75,000 | Parking | 75,000 |
| | | <u>\$ 3,233,010</u> | <u>\$ 733,950</u> | | <u>\$ 3,966,960</u> |

Major changes in Revenue, Expenditures, or Programs:

In 2021, the CEA Review Committee approved the following equipment changes:

1. Traffic Department request to replace their 3/4 ton pickup truck with an upgraded F350 4X4 with extended bed and cab.
2. Fire Department request to eliminate an alternate response vehicle and SUV and replace them with two 3/4 ton 4X4 crew cab pickup trucks and one 1/2 ton 4X4 pickup truck.
3. Stormwater Utility request to add a gutter broom upgrade to the new sweeper.
4. Stormwater Utility request to adapt five automated sideload trucks with leaf vacuum units to allow the department to operationalize the leaf pickup plan previously approved by Council.
5. Street Department request for the addition of a sidewalk tractor and two Toolcat tractors to allow the department to operationalize the snow removal plan previously approved by Council.
6. Parking Utility request to add a Toolcat tractor to their fleet to allow the department to operationalize the snow removal plan previously approved by Council.

DEPARTMENT BUDGET SUMMARY

| <u>Programs</u> | | <u>Actual</u> | | <u>Budget</u> | | | <u>%</u> |
|-------------------------------|-------------------------|---------------|--------------|---------------------|---------------------|--------------|-----------------|
| <u>Unit</u> | <u>Title</u> | <u>2019</u> | <u>2020</u> | <u>Adopted 2021</u> | <u>Amended 2021</u> | <u>2022</u> | <u>Change *</u> |
| | Program Revenues | \$ 3,357,737 | \$ 4,124,562 | \$ 3,526,520 | \$ 3,526,520 | \$ 4,551,800 | 29.07% |
| | Program Expenses | \$ 3,423,717 | \$ 3,475,797 | \$ 3,043,169 | \$ 3,705,070 | \$ 3,966,960 | 30.36% |
| Expenses Comprised Of: | | | | | | | |
| | Capital Expenditures | 3,423,717 | 3,475,797 | 3,043,169 | 3,705,070 | 3,966,960 | 30.36% |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 57,103 | \$ 37,583 | \$ 35,000 | \$ 35,000 | \$ 35,000 |
| 486600 CEA Depreciation Revenue | 2,682,900 | 2,861,853 | 3,221,520 | 3,221,520 | 3,567,810 |
| 508200 Insurance Proceeds | - | 11,189 | - | - | - |
| 591000 Proceeds of Long-term Debt | 350,000 | 1,000,000 | - | - | 298,950 |
| 592100 Transfer In - General Fund | 14,700 | - | - | - | 25,000 |
| 592200 Transfer In - Special Revenue | - | - | - | - | - |
| 592601 Transfer In - Water | - | - | - | - | - |
| 592603 Transfer In - Stormwater | 60,000 | - | - | - | 335,000 |
| 592604 Transfer In - Parking | - | - | - | - | 75,000 |
| 592605 Transfer In - Golf Course | - | 3,850 | - | - | - |
| 593101 Transfer In - CEA | 193,034 | 210,087 | 270,000 | 270,000 | 215,040 |
| Total Revenue | <u>\$ 3,357,737</u> | <u>\$ 4,124,562</u> | <u>\$ 3,526,520</u> | <u>\$ 3,526,520</u> | <u>\$ 4,551,800</u> |
| Expenses | | | | | |
| 680403 Vehicles | 3,423,717 | 3,475,797 | 3,043,169 | 3,705,070 | 3,966,960 |
| Total Expense | <u>\$ 3,423,717</u> | <u>\$ 3,475,797</u> | <u>\$ 3,043,169</u> | <u>\$ 3,705,070</u> | <u>\$ 3,966,960</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Trans In - CEA Internal Service

| | |
|--------------------------------|-------------------|
| Proceeds from sale of vehicles | \$ 215,040 |
| | <u>\$ 215,040</u> |

Equipment

| | |
|------------------------------------------------------------|---------------------|
| Replacement vehicles & equipment (see list, previous page) | \$ 3,966,960 |
| | <u>\$ 3,966,960</u> |

**CITY OF APPLETON 2022 BUDGET
CEA REPLACEMENT**

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

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| Interest Income | \$ 57,103 | \$ 37,583 | \$ 35,000 | \$ 20,000 | \$ 35,000 |
| Charges for Services | 2,682,900 | 2,873,042 | 3,221,520 | 3,100,000 | 3,567,810 |
| Total Revenues | <u>2,740,003</u> | <u>2,910,625</u> | <u>3,256,520</u> | <u>3,120,000</u> | <u>3,602,810</u> |
| Expenses | | | | | |
| Program Costs | 3,423,717 | 3,475,797 | 3,043,169 | 3,500,000 | 3,966,960 |
| Total Expenses | <u>3,423,717</u> | <u>3,475,797</u> | <u>3,043,169</u> | <u>3,500,000</u> | <u>3,966,960</u> |
| Revenues over (under) Expenses | (683,714) | (565,172) | 213,351 | (380,000) | (364,150) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Notes | 350,000 | 1,000,000 | - | - | 298,950 |
| Transfers In - General Fund | 14,700 | - | - | - | 25,000 |
| Transfers In - Special Revenue | - | - | - | - | - |
| Transfers In - Water Utility | - | - | - | - | - |
| Transfers In - Stormwater Utility | 60,000 | - | - | - | 335,000 |
| Transfers In - Parking Utility | - | - | - | - | 75,000 |
| Transfers In - Golf Course | - | 3,850 | - | - | - |
| Transfers In - Internal Service | 193,034 | 210,087 | 270,000 | 250,000 | 215,040 |
| Total Other Financing Sources (Uses) | <u>617,734</u> | <u>1,213,937</u> | <u>270,000</u> | <u>250,000</u> | <u>948,990</u> |
| Net Change in Equity | (65,980) | 648,765 | 483,351 | (130,000) | 584,840 |
| Fund Balance - Beginning | 2,602,466 | 2,536,486 | 3,185,251 | 3,185,251 | 3,055,251 |
| Fund Balance - Ending | <u>\$ 2,536,486</u> | <u>\$ 3,185,251</u> | <u>\$ 3,668,602</u> | <u>\$ 3,055,251</u> | <u>\$ 3,640,091</u> |

CITY OF APPLETON 2022 BUDGET

HEALTH DEPARTMENT

Interim Public Health Officer: Sonja Jensen

CITY OF APPLETON 2022 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 2021 EVENTS

COVID-19 has been a major focus of our work in 2021. Early in 2020, we activated the EOC to coordinate City-wide efforts and response. The EOC was deactivated June 1, 2021. Our department has a lead role in disease investigation including close contact tracing and education to identify known COVID-19 cases and quarantine all close contacts. Our work also includes providing consultation to work, school, long term care facilities, jail, shelters, daycare centers, and other settings throughout the community. We also maintain a close working relationship with our healthcare partners regarding testing and treatment of COVID-19 patients.

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. In 2021, 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 2021, we increased the number of service days to reflect the growing number of businesses in these communities. Also in 2021, an agreement was reached to provide contracted services to the City of Neenah.

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 2021, we continue to participate 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. Alcohol abuse increasingly is becoming a problem that should become a priority.

In 2020, we worked to implement 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. 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. Continued work to bring training to all City workers remains a priority. Utilizing the Health in All Policy Ordinance engages stakeholders in a coordinated way.

CITY OF APPLETON 2022 BUDGET HEALTH DEPARTMENT

MAJOR 2022 OBJECTIVES

Public health preparedness issues will continue to be a priority for the department. Using lessons learned from the COVID-19 after action reports will provide guidance for quality improvement. 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 have resulted in an awareness of the need for a global surveillance and planning effort locally.

We expect COVID-19 will remain a focus of our work in 2022. Our department will continue to lead disease investigations including contact tracing and education to identify known COVID-19 cases and quarantine all close contacts. Our efforts will also include ongoing consultation to work, school, long term care facilities, jail, shelters, daycare, and other settings throughout the community. We also will maintain close working relationships with our healthcare partners regarding testing and treatment of COVID-19 patients.

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 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. 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. In 2022, our department will continue to work on becoming an accredited health department.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|----------------------|---------------------|-------------------|---------------------|---------------------|---------------------|--------------|
| Programs | | Actual | | Budget | | | % |
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 307,577 | \$ 278,828 | \$ 301,742 | \$ 301,742 | \$ 315,588 | 4.59% |
| Program Expenses | | | | | | | |
| 12510 | Administration | 163,336 | 41,183 | 171,307 | 171,307 | 185,233 | 8.13% |
| 12520 | Nursing | 457,762 | 178,271 | 509,992 | 509,992 | 527,824 | 3.50% |
| 12530 | Environmental Health | 287,197 | 206,017 | 333,476 | 333,476 | 332,904 | -0.17% |
| 12540 | Weights & Measures | 208,231 | 157,884 | 205,812 | 205,812 | 216,583 | 5.23% |
| TOTAL | | \$ 1,116,526 | \$ 583,355 | \$ 1,220,587 | \$ 1,220,587 | \$ 1,262,544 | 3.44% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,032,656 | 510,792 | 1,128,883 | 1,128,883 | 1,170,752 | 3.71% |
| Training & Travel | | 10,737 | 9,346 | 12,870 | 12,870 | 12,870 | 0.00% |
| Supplies & Materials | | 17,291 | 15,391 | 18,425 | 18,425 | 18,425 | 0.00% |
| Purchased Services | | 55,842 | 47,826 | 60,409 | 60,409 | 60,497 | 0.15% |
| 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 2022 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:

The reduction in expenses recorded in this program for 2021 is the result of the COVID-19 pandemic and grant funding that was made available to the City to support efforts to combat the disease. Expenses related to those efforts were transferred to a separate budget which recorded all COVID-19 costs and offsetting grant funding. These costs can be found in the Health Grants section of the budget immediately following the Health Department budget.

**CITY OF APPLETON 2022 BUDGET
HEALTH DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|------------|-----------|--------------|--------------|------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ - | \$ - | \$ 40 | \$ 40 | \$ 40 |
| Total Revenue | \$ - | \$ - | \$ 40 | \$ 40 | \$ 40 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 121,411 | \$ 13,446 | \$ 123,069 | \$ 123,069 | \$ 134,264 |
| 615000 Fringes | 34,016 | 18,505 | 38,218 | 38,218 | 40,949 |
| 620100 Training/Conferences | 391 | 185 | 1,100 | 1,100 | 1,100 |
| 620600 Parking Permits | 723 | 1,260 | 840 | 840 | 840 |
| 630100 Office Supplies | 662 | 1,499 | 1,225 | 1,225 | 1,225 |
| 630300 Memberships & Licenses | 1,585 | 2,470 | 2,000 | 2,000 | 2,000 |
| 630500 Awards & Recognition | 264 | 255 | 195 | 195 | 195 |
| 630700 Food & Provisions | 186 | 40 | 260 | 260 | 260 |
| 631603 Other Misc. Supplies | 397 | 40 | 500 | 500 | 500 |
| 632001 City Copy Charges | 2,637 | 1,978 | 2,000 | 2,000 | 2,000 |
| 632002 Outside Printing | - | 546 | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | 200 | 95 | 200 | 200 | 200 |
| 641307 Telephone | 320 | 320 | 750 | 750 | 750 |
| 641308 Cellular Phones | 544 | 544 | 450 | 450 | 450 |
| Total Expense | \$ 163,336 | \$ 41,183 | \$ 171,307 | \$ 171,307 | \$ 185,233 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 no longer providing health screenings to refugees due to changing State priorities. As a result of this change, we also anticipate no revenue.

The increase in part-time wages reflects costs associated with a .5 FTE that was covered fully with grant funding but there has been a decrease in funding over the last few years. This position has continued to complete work within the Nursing program and is an integral part of the department. If this position was not available to assist, the Department would need to hire additional staff to support the activities.

**CITY OF APPLETON 2022 BUDGET
HEALTH DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 24,466 | \$ 157 | \$ 7,000 | \$ 7,000 | \$ 1,500 |
| 480100 General Charges for Svc | 373 | - | 500 | 500 | 250 |
| Total Revenue | <u>\$ 24,839</u> | <u>\$ 157</u> | <u>\$ 7,500</u> | <u>\$ 7,500</u> | <u>\$ 1,750</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 319,374 | \$ 109,554 | \$ 338,950 | \$ 338,950 | \$ 346,880 |
| 610800 Part-Time Wages | 13,296 | 2,186 | 11,369 | 11,369 | 22,748 |
| 615000 Fringes | 84,958 | 33,529 | 115,973 | 115,973 | 114,496 |
| 620100 Training/Conferences | 1,011 | 1,450 | 900 | 900 | 900 |
| 620200 Mileage Reimbursement | 3,036 | 62 | 3,000 | 3,000 | 3,000 |
| 620600 Parking Permits | 2,904 | 3,360 | 3,360 | 3,360 | 3,360 |
| 630200 Subscriptions | - | - | 80 | 80 | 80 |
| 630300 Memberships & Licenses | - | - | 160 | 160 | 160 |
| 632400 Medical/Lab Supplies | 6,786 | 5,845 | 7,500 | 7,500 | 7,500 |
| 640700 Recycling Pickup | 230 | 244 | - | - | - |
| 641307 Telephone | 553 | 551 | 700 | 700 | 700 |
| 641308 Cellular Phones | 1,039 | 2,131 | 1,300 | 1,300 | 1,300 |
| 643000 Health Services | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| 643100 Interpreter Services | 11,617 | 6,679 | 14,000 | 14,000 | 14,000 |
| 643200 Lab Fees | 458 | 180 | 200 | 200 | 200 |
| Total Expense | <u>\$ 457,762</u> | <u>\$ 178,271</u> | <u>\$ 509,992</u> | <u>\$ 509,992</u> | <u>\$ 527,824</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
HEALTH DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM MISSION

The Environmental Health program ensures safe food handling practices and protects the health and safety of Appleton residents and visitors through annual licensed establishment inspections, nuisance complaint investigations and communicable disease epidemiology.

PROGRAM NARRATIVE

Link to City Goals:

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

Prevent the occurrence and spread of disease in the community through regulatory activities in public eating/drinking establishments, retail food establishments, recreational facilities and body art establishments.

Assess, consult and correct human health hazards including those associated with lead paint, solid waste, housing sanitation, potential rabies exposure and vector control.

Provide public education and act as a referral mechanism to other State and local agencies for information on environmental and safety hazards.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
HEALTH DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 430500 Health License | \$ 146,348 | \$ 149,869 | \$ 156,500 | \$ 156,500 | \$ 156,500 |
| Total Revenue | <u>\$ 146,348</u> | <u>\$ 149,869</u> | <u>\$ 156,500</u> | <u>\$ 156,500</u> | <u>\$ 156,500</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 198,251 | \$ 130,696 | \$ 228,351 | \$ 228,351 | \$ 229,278 |
| 615000 Fringes | 69,563 | 59,022 | 84,139 | 84,139 | 82,589 |
| 620100 Training/Conferences | 158 | 96 | 450 | 450 | 450 |
| 620600 Parking Permits | 1,080 | 1,260 | 1,260 | 1,260 | 1,260 |
| 630300 Memberships & Licenses | 250 | 50 | 230 | 230 | 230 |
| 630400 Postage\Freight | - | - | 50 | 50 | 50 |
| 631603 Other Misc. Supplies | 684 | 636 | 700 | 700 | 700 |
| 632400 Medical\Lab Supplies | 349 | 233 | 350 | 350 | 350 |
| 632700 Miscellaneous Equipment | 250 | 18 | 250 | 250 | 250 |
| 641307 Telephone | 359 | 358 | 580 | 580 | 580 |
| 641308 Cellular Phones | 1,609 | 1,217 | 1,900 | 1,900 | 1,900 |
| 641800 Equip Repairs & Maint | 607 | 104 | 600 | 600 | 600 |
| 642501 CEA Operations/Maint. | 3,014 | 1,006 | 4,408 | 4,408 | 4,441 |
| 642502 CEA Depreciation/Replace. | 3,827 | 2,289 | 2,308 | 2,308 | 2,326 |
| 643100 Interpreter Services | 100 | - | 200 | 200 | 200 |
| 643200 Lab Fees | 7,096 | 9,032 | 7,700 | 7,700 | 7,700 |
| Total Expense | <u>\$ 287,197</u> | <u>\$ 206,017</u> | <u>\$ 333,476</u> | <u>\$ 333,476</u> | <u>\$ 332,904</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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:

No major changes

**CITY OF APPLETON 2022 BUDGET
HEALTH DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 431200 Wts & Measures License | \$ 59,830 | \$ 51,807 | \$ 62,300 | \$ 62,300 | \$ 62,300 |
| 480100 General Charges for Svc | 76,560 | 76,995 | 75,402 | 75,402 | 94,998 |
| Total Revenue | <u>\$ 136,390</u> | <u>\$ 128,802</u> | <u>\$ 137,702</u> | <u>\$ 137,702</u> | <u>\$ 157,298</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 139,860 | \$ 101,276 | \$ 132,902 | \$ 132,902 | \$ 143,590 |
| 615000 Fringes | 51,929 | 42,578 | 55,912 | 55,912 | 55,958 |
| 620100 Training/Conferences | 355 | 413 | 700 | 700 | 700 |
| 620600 Parking Permits | 1,080 | 1,260 | 1,260 | 1,260 | 1,260 |
| 630300 Memberships & Licenses | 300 | 225 | 225 | 225 | 225 |
| 631603 Other Misc. Supplies | 465 | 561 | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | 2,273 | 902 | 1,500 | 1,500 | 1,500 |
| 641307 Telephone | 43 | 43 | 100 | 100 | 100 |
| 641308 Cellular Phones | 602 | 554 | 600 | 600 | 600 |
| 641800 Equip Repairs & Maint | - | - | 600 | 600 | 600 |
| 642501 CEA Operations/Maint. | 3,226 | 3,529 | 4,970 | 4,970 | 5,007 |
| 642502 CEA Depreciation/Replace. | 8,098 | 6,543 | 6,543 | 6,543 | 6,543 |
| Total Expense | <u>\$ 208,231</u> | <u>\$ 157,884</u> | <u>\$ 205,812</u> | <u>\$ 205,812</u> | <u>\$ 216,583</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

| Charges for sealer's services | # of Days | Charge |
|-------------------------------|------------|------------------|
| @ \$446 per day | | |
| Ashwaubenon | 55 | \$ 24,530 |
| Berlin | 13 | 5,798 |
| Fox Crossing | 10 | 4,460 |
| Kaukauna | 21 | 9,366 |
| Kimberly | 5 | 2,230 |
| Little Chute | 16 | 7,136 |
| Neenah | 35 | 15,610 |
| New London | 18 | 8,028 |
| Ripon | 18 | 8,028 |
| Waupaca | 22 | 9,812 |
| | <u>213</u> | <u>\$ 94,998</u> |

**CITY OF APPLETON 2022 BUDGET
HEALTH DEPARTMENT**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|---------------------------------------|-------------------------|-----------------------|-----------------------|-------------------------|-------------------------|-------------------------|
| Charges for Services | | | | | | |
| 422500 Health Grants & Aids | 24,466 | 157 | - | 7,000 | 7,000 | 1,500 |
| 430500 Health License | 146,348 | 149,869 | 6,808 | 156,500 | 156,500 | 156,500 |
| 431200 Weights & Measures License | 59,830 | 51,807 | 6,846 | 62,300 | 62,300 | 62,300 |
| 480100 General Charges for Service | <u>76,933</u> | <u>76,995</u> | <u>35,890</u> | <u>75,942</u> | <u>75,942</u> | <u>95,288</u> |
| TOTAL PROGRAM REVENUES | 307,577 | 278,828 | 49,544 | 301,742 | 301,742 | 315,588 |
| Salaries | | | | | | |
| 610100 Regular Salaries | 695,144 | 286,195 | 197,804 | 823,272 | 823,272 | 853,574 |
| 610800 Part-Time Wages | 13,296 | 2,186 | 647 | 11,369 | 11,369 | 22,748 |
| 611000 Other Compensation | 610 | 375 | 520 | - | - | 438 |
| 611400 Sick Pay | 548 | 411 | - | - | - | - |
| 611500 Vacation Pay | 82,592 | 67,991 | 16,428 | - | - | - |
| 615000 Fringes | <u>240,466</u> | <u>153,634</u> | <u>78,934</u> | <u>294,242</u> | <u>294,242</u> | <u>293,992</u> |
| TOTAL PERSONNEL | 1,032,656 | 510,792 | 294,333 | 1,128,883 | 1,128,883 | 1,170,752 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 1,914 | 2,144 | 638 | 3,150 | 3,150 | 3,150 |
| 620200 Mileage Reimbursement | 3,036 | 62 | - | 3,000 | 3,000 | 3,000 |
| 620600 Parking Permits | <u>5,787</u> | <u>7,140</u> | <u>6,720</u> | <u>6,720</u> | <u>6,720</u> | <u>6,720</u> |
| TOTAL TRAINING / TRAVEL | 10,737 | 9,346 | 7,358 | 12,870 | 12,870 | 12,870 |
| Supplies | | | | | | |
| 630100 Office Supplies | 662 | 1,499 | 299 | 1,225 | 1,225 | 1,225 |
| 630200 Subscriptions | - | - | - | 80 | 80 | 80 |
| 630300 Memberships & Licenses | 2,135 | 2,745 | 570 | 2,615 | 2,615 | 2,615 |
| 630400 Postage\Freight | - | - | - | 50 | 50 | 50 |
| 630500 Awards & Recognition | 264 | 255 | - | 195 | 195 | 195 |
| 630700 Food & Provisions | 186 | 40 | - | 260 | 260 | 260 |
| 631603 Other Misc. Supplies | 1,547 | 1,236 | 20 | 1,700 | 1,700 | 1,700 |
| 632001 City Copy Charges | 2,638 | 1,978 | 3,519 | 2,000 | 2,000 | 2,000 |
| 632002 Outside Printings | - | 546 | 42 | 500 | 500 | 500 |
| 632400 Medical\Lab Supplies | 7,136 | 6,078 | - | 7,850 | 7,850 | 7,850 |
| 632700 Miscellaneous Equipment | <u>2,723</u> | <u>1,014</u> | <u>284</u> | <u>1,950</u> | <u>1,950</u> | <u>1,950</u> |
| TOTAL SUPPLIES | 17,291 | 15,391 | 4,734 | 18,425 | 18,425 | 18,425 |
| Purchased Services | | | | | | |
| 640700 Solid Waste / Recycling Pickup | 230 | 244 | - | - | - | - |
| 641307 Telephone | 1,276 | 1,272 | 391 | 2,130 | 2,130 | 2,130 |
| 641308 Cellular Phones | 3,793 | 4,446 | 3,107 | 4,250 | 4,250 | 4,250 |
| 641800 Equip Repairs & Maint | 607 | 104 | 165 | 1,200 | 1,200 | 1,200 |
| 642501 CEA Operations/Maint. | 6,240 | 4,536 | 1,485 | 9,378 | 9,378 | 9,448 |
| 642502 CEA Depreciation/Replace. | 11,925 | 8,833 | 2,208 | 8,851 | 8,851 | 8,869 |
| 643000 Health Services | 12,500 | 12,500 | - | 12,500 | 12,500 | 12,500 |
| 643100 Interpreter Services | 11,717 | 6,679 | 846 | 14,200 | 14,200 | 14,200 |
| 643200 Lab Fees | <u>7,554</u> | <u>9,212</u> | <u>-</u> | <u>7,900</u> | <u>7,900</u> | <u>7,900</u> |
| TOTAL PURCHASED SVCS | 55,842 | 47,826 | 8,202 | 60,409 | 60,409 | 60,497 |
| TOTAL EXPENSE | <u>1,116,526</u> | <u>583,355</u> | <u>314,627</u> | <u>1,220,587</u> | <u>1,220,587</u> | <u>1,262,544</u> |

CITY OF APPLETON 2022 BUDGET

**HEALTH GRANTS
SPECIAL REVENUE FUNDS**

Interim Public Health Officer: Sonja Jensen

**CITY OF APPLETON 2022 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 2021 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 this past year was used to support our COVID-19 vaccination volunteers, nearly 33,000 vaccinations were provided at this site and without the assistance of volunteers this could not have been accomplished.

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.

COVID-19 Response Grants

These grants support the City's efforts to respond to the COVID-19 pandemic and to track expenditures and federal and state grant funds. In 2021, the City used these grants to mitigate the spread of COVID-19 by maintaining a testing site in the beginning of the year. In addition, the City established the Fox Cities COVID-19 vaccine clinic to facilitate distributing the vaccine to the public. When the public need for the mass vaccination clinic diminished, the City continued to staff and support smaller vaccination clinics.

Bioterrorism/Public Health Preparedness Grant

This grant supports training to deal with the effects of bioterrorism and naturally occurring events such as a 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.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2022 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.

COVID-19 Response Grants

Support the City's efforts to respond to the COVID-19 pandemic and track expenditures and Federal and State grant funds.

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 | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 145,268 | \$ 2,042,352 | \$ 186,547 | \$ 633,287 | \$ 227,837 | 22.13% |
| Program Expenses | | | | | | | |
| 2710 | MCH Grant | 34,527 | 25,318 | 38,500 | 38,500 | 28,146 | -26.89% |
| 2730 | Prevention Grant | 13,157 | 8,349 | 7,900 | 7,900 | 7,900 | 0.00% |
| 2740 | CDC Lead Grant | 9,886 | 10,610 | 10,839 | 10,839 | 9,879 | -8.86% |
| 2750 | Vaccine Improvement | 21,826 | 22,041 | 27,500 | 37,208 | 21,443 | -22.03% |
| 2770 | COVID-19 Response | - | 1,874,574 | - | 446,740 | 89,226 | N/A |
| 2780 | Bioterrorism Grant | 47,917 | 101,506 | 101,808 | 102,819 | 71,243 | -30.02% |
| | Discontinued Programs | - | - | - | - | - | N/A |
| TOTAL | | \$ 127,313 | \$ 2,042,398 | \$ 186,547 | \$ 644,006 | \$ 227,837 | 22.13% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 95,982 | 1,413,071 | 169,530 | 381,991 | 182,607 | 7.71% |
| Training & Travel | | 14,022 | 9,465 | 10,960 | 13,951 | 8,795 | -19.75% |
| Supplies & Materials | | 6,792 | 448,364 | 3,104 | 116,637 | 21,648 | 597.42% |
| Purchased Services | | 10,517 | 171,498 | 2,953 | 131,427 | 14,787 | 400.75% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 1.54 | 1.54 | 1.54 | 1.54 | 1.54 | 1.54% |

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

**CITY OF APPLETON 2022 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.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2710

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 34,437 | \$ 25,318 | \$ 38,500 | \$ 38,500 | \$ 28,146 |
| 503500 Other Reimbursements | 45 | - | - | - | - |
| | <u>\$ 34,482</u> | <u>\$ 25,318</u> | <u>\$ 38,500</u> | <u>\$ 38,500</u> | <u>\$ 28,146</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 5,420 | \$ 1,524 | \$ 5,952 | \$ 5,952 | \$ 6,732 |
| 610800 Part-Time Wages | 22,683 | 7,642 | 26,816 | 26,816 | 15,994 |
| 615000 Fringes | 5,579 | 1,880 | 4,739 | 4,739 | 5,295 |
| 620100 Training/Conferences | 845 | 1,214 | 540 | 540 | - |
| 620200 Mileage Reimbursement | - | - | 300 | 300 | 125 |
| 632400 Medical/Lab Supplies | - | 13,058 | - | - | - |
| 643100 Interpreter Services | - | - | 153 | 153 | - |
| | <u>\$ 34,527</u> | <u>\$ 25,318</u> | <u>\$ 38,500</u> | <u>\$ 38,500</u> | <u>\$ 28,146</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 will support the department expenses related to our Community Needs Assessment and Community Health Improvement Plan.

Major Program Changes:

No major changes.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Prevention Grant

Business Unit 2730

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|------------------|-----------------|-----------------|-----------------|-----------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 13,157 | \$ 8,349 | \$ 7,900 | \$ 7,900 | \$ 7,900 |
| | <u>\$ 13,157</u> | <u>\$ 8,349</u> | <u>\$ 7,900</u> | <u>\$ 7,900</u> | <u>\$ 7,900</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 500 | \$ - | \$ - | \$ - | \$ - |
| 615000 Fringes | 10 | - | - | - | - |
| 620100 Training/Conferences | 285 | 228 | 7,900 | 7,900 | 7,900 |
| 631603 Other Misc. Supplies | 2,362 | 4,121 | - | - | - |
| 632001 City Copy Charges | - | 4,000 | - | - | - |
| 640400 Consulting Services | 10,000 | - | - | - | - |
| | <u>\$ 13,157</u> | <u>\$ 8,349</u> | <u>\$ 7,900</u> | <u>\$ 7,900</u> | <u>\$ 7,900</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - CDC Lead Grant

Business Unit 2740

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|-----------------|------------------|------------------|------------------|-----------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 9,808 | \$ 10,610 | \$ 10,839 | \$ 10,839 | \$ 9,879 |
| 503500 Other Reimbursements | 78 | - | - | - | - |
| | <u>\$ 9,886</u> | <u>\$ 10,610</u> | <u>\$ 10,839</u> | <u>\$ 10,839</u> | <u>\$ 9,879</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 6,615 | \$ 7,082 | \$ 9,278 | \$ 9,278 | \$ 8,454 |
| 615000 Fringes | 1,035 | 1,081 | 1,561 | 1,561 | 1,425 |
| 620100 Training/Conferences | 1,502 | 2,447 | - | - | - |
| 632400 Medical\Lab Supplies | 734 | - | - | - | - |
| | <u>\$ 9,886</u> | <u>\$ 10,610</u> | <u>\$ 10,839</u> | <u>\$ 10,839</u> | <u>\$ 9,879</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 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.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Vaccine Improvement Grant

Business Unit 2750

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 21,814 | \$ 20,715 | \$ 27,500 | \$ 27,500 | \$ 21,443 |
| 503500 Other Reimbursements | 12 | 1,280 | - | - | - |
| | <u>\$ 21,826</u> | <u>\$ 21,995</u> | <u>\$ 27,500</u> | <u>\$ 27,500</u> | <u>\$ 21,443</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 15,688 | \$ 9,812 | \$ 21,624 | \$ 21,624 | \$ 18,266 |
| 615000 Fringes | 2,485 | 1,643 | 3,540 | 3,540 | 3,064 |
| 620100 Training/Conferences | - | - | 300 | 300 | - |
| 632400 Medical/Lab Supplies | 3,653 | 10,586 | 536 | 10,244 | 113 |
| 643100 Interpreter Services | - | - | 1,500 | 1,500 | - |
| | <u>\$ 21,826</u> | <u>\$ 22,041</u> | <u>\$ 27,500</u> | <u>\$ 37,208</u> | <u>\$ 21,443</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2022 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - COVID-19 Pandemic Response

Business Units 2770, 2773, 2774

PROGRAM MISSION

Coordinate the City's response to the COVID-19 pandemic, including supplies of personal protective equipment, sanitizers and sanitizing services, etc.

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:

Federal and state grant funds will be used to support the City's efforts to respond to the COVID-19 pandemic based on the needs of the community through contact tracing efforts, testing sites, vaccination clinics, or other activities as determined necessary.

Major changes in Revenue, Expenditures or Programs:

Federal and state grants for the COVID-19 pandemic response have changed as the pandemic continues. In 2021, funding was received from the Department of Health Services for these activities and any unused funds will be available for use through October 2022. The expenditures vary depending on current case levels and the needs of the community.

CITY OF APPLETON 2022 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - COVID-19 Pandemic Response

Business Unit 2770, 2773, 2774

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------|---------------------|--------------|-------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Misc. State Aids | \$ - | \$ 1,344,030 | \$ - | \$ - | \$ - |
| 422500 Health Grants & Aids | - | 530,544 | - | 323,774 | 89,226 |
| 501000 Miscellaneous Revenue | - | - | - | 18,131 | - |
| 503500 Other Reimbursements | - | - | - | 104,835 | - |
| | <u>\$ -</u> | <u>\$ 1,874,574</u> | <u>\$ -</u> | <u>\$ 446,740</u> | <u>\$ 89,226</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ 889,444 | \$ - | \$ 74,558 | \$ 24,391 |
| 610400 Call Time | - | 173 | - | - | - |
| 610500 Overtime | - | 73,942 | - | 15,411 | - |
| 610800 Part Time | - | 93,598 | - | 102,845 | 22,526 |
| 615000 Fringes | - | 235,702 | - | 19,647 | 6,174 |
| 620500 Employee Recruitment | - | - | - | 1,519 | - |
| 620600 Parking Permits | - | 1,004 | - | 461 | 350 |
| 630100 Office Supplies | - | 6,743 | - | 204 | 2,000 |
| 630700 Food & Provisions | - | 831 | - | - | - |
| 631603 Other Misc. Supplies | - | 184,874 | - | 88,866 | 14,485 |
| 632002 Outside Printing | - | 3,518 | - | 13,855 | 3,000 |
| 632102 Protective Clothing | - | 20,092 | - | - | - |
| 632400 Medical/Lab Supplies | - | 112,603 | - | 900 | 2,000 |
| 632700 Miscellaneous Equipment | - | 85,362 | - | - | - |
| 640201 Attorney Fees | - | 4,960 | - | - | - |
| 641308 Cellular Phones | - | 1,300 | - | - | - |
| 641400 Janitorial Service | - | 9,773 | - | - | - |
| 641600 Build Repairs & Maint | - | 145,706 | - | - | - |
| 642400 Software Support | - | 1,592 | - | - | - |
| 643100 Interpreter Services | - | 210 | - | - | 300 |
| 659900 Other Contracts | - | 3,147 | - | 128,474 | 14,000 |
| | <u>\$ -</u> | <u>\$ 1,874,574</u> | <u>\$ -</u> | <u>\$ 446,740</u> | <u>\$ 89,226</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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, 2021. 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 2021, provided there is no change in State and federal funding.

The 2021 budgeted grant income reflects the base grant amount that is expected to be awarded by the State plus the projected use of \$27,808 of deferred revenue.

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Bioterrorism Grant

Business Unit 2780

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|------------------|-------------------|-------------------|-------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 47,066 | \$ 75,442 | \$ 83,808 | \$ 83,808 | \$ 53,243 |
| 490800 Misc Intergov Charges | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 |
| 503500 Other Reimbursements | 851 | 8,064 | - | - | - |
| | <u>\$ 65,917</u> | <u>\$ 101,506</u> | <u>\$ 101,808</u> | <u>\$ 101,808</u> | <u>\$ 71,243</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 29,440 | \$ 72,372 | \$ 77,109 | \$ 77,109 | \$ 56,932 |
| 615000 Fringes | 6,525 | 17,176 | 18,911 | 18,911 | 13,354 |
| 620100 Training/Conferences | 11,391 | 7,017 | 1,000 | 2,011 | - |
| 620200 Mileage Reimbursement | - | - | 500 | 500 | - |
| 620600 Parking Permits | - | 2 | 420 | 420 | 420 |
| 630100 Office Supplies | - | - | 700 | 700 | - |
| 631603 Other Misc. Supplies | 14 | - | 1,500 | 1,500 | 50 |
| 632002 Outside Printing | - | 746 | 368 | 368 | - |
| 632400 Medical/Lab Supplies | 30 | - | - | - | - |
| 632700 Miscellaneous Equipment | - | 3,384 | - | - | - |
| 640100 Accounting/Audit Fees | - | - | 500 | 500 | - |
| 641307 Telephone | 218 | 218 | 300 | 300 | 250 |
| 641308 Cellular Phones | 299 | 591 | 500 | 500 | 237 |
| | <u>\$ 47,917</u> | <u>\$ 101,506</u> | <u>\$ 101,808</u> | <u>\$ 102,819</u> | <u>\$ 71,243</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
HEALTH GRANTS**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 422400 Misc. State Aids | - | 1,344,030 | - | - | - | - |
| 422500 Health Grants & Aids | 126,282 | 670,978 | - | 168,547 | 492,321 | 209,837 |
| 490800 Misc Intergovernmental Charges | 18,000 | 18,000 | 7,500 | 18,000 | 18,000 | 18,000 |
| 501000 Miscellaneous Revenue | - | - | - | - | 18,131 | - |
| 503500 Other Reimbursements | 986 | 9,344 | - | - | 104,835 | - |
| TOTAL PROGRAM REVENUES | <u>145,268</u> | <u>2,042,352</u> | <u>7,500</u> | <u>186,547</u> | <u>633,287</u> | <u>227,837</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 52,856 | 901,321 | 17,106 | 113,963 | 188,521 | 114,775 |
| 610400 Call Time | - | 173 | - | - | - | - |
| 610500 Overtime | - | 73,942 | - | - | 15,411 | - |
| 610800 Part-Time Wages | 22,683 | 101,240 | 695 | 26,816 | 129,661 | 38,520 |
| 611000 Other Compensation | - | 450 | - | - | - | - |
| 611400 Sick Pay | - | 68,523 | - | - | - | - |
| 611500 Vacation Pay | 4,808 | 9,940 | 210 | - | - | - |
| 615000 Fringes | 15,635 | 257,482 | 5,448 | 28,751 | 48,398 | 29,312 |
| TOTAL PERSONNEL | <u>95,982</u> | <u>1,413,071</u> | <u>23,459</u> | <u>169,530</u> | <u>381,991</u> | <u>182,607</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 14,022 | 8,459 | - | 9,740 | 10,751 | 7,900 |
| 620200 Mileage Reimbursement | - | - | - | 800 | 800 | 125 |
| 620500 Employee Recruitment | - | - | - | - | 1,519 | - |
| 620600 Parking Permits | - | 1,006 | 420 | 420 | 881 | 770 |
| TOTAL TRAINING / TRAVEL | <u>14,022</u> | <u>9,465</u> | <u>420</u> | <u>10,960</u> | <u>13,951</u> | <u>8,795</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | - | 6,743 | - | 700 | 904 | 2,000 |
| 630700 Food & Provisions | - | 831 | - | - | - | - |
| 631603 Other Misc. Supplies | 2,376 | 188,994 | - | 1,500 | 90,366 | 14,535 |
| 632002 Outside Printing | - | 4,264 | - | 368 | 14,223 | 3,000 |
| 632102 Protective Clothing | - | 20,093 | - | - | - | - |
| 632400 Medical/Lab Supplies | 4,416 | 138,693 | 9,864 | 536 | 11,144 | 2,113 |
| 632700 Miscellaneous Equipment | - | 88,746 | - | - | - | - |
| TOTAL SUPPLIES | <u>6,792</u> | <u>448,364</u> | <u>9,864</u> | <u>3,104</u> | <u>116,637</u> | <u>21,648</u> |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | - | - | - | 500 | 500 | - |
| 640201 Attorney Fees | - | 4,960 | - | - | - | - |
| 640400 Consulting Services | 10,000 | 4,000 | - | - | - | - |
| 641307 Telephone | 218 | 218 | 68 | 300 | 300 | 250 |
| 641308 Cellular Phones | 299 | 1,892 | 103 | 500 | 500 | 237 |
| 641400 Janitorial Service | - | 9,773 | - | - | - | - |
| 641600 Building Repairs & Maint | - | 145,706 | - | - | - | - |
| 642400 Software Support | - | 1,592 | - | - | - | - |
| 643100 Interpreter Services | - | 210 | - | 1,653 | 1,653 | 300 |
| 659900 Other Contracts/Obligations | - | 3,147 | - | - | 128,474 | 14,000 |
| TOTAL PURCHASED SVCS | <u>10,517</u> | <u>171,498</u> | <u>171</u> | <u>2,953</u> | <u>131,427</u> | <u>14,787</u> |
| TOTAL EXPENSE | <u>127,313</u> | <u>2,042,398</u> | <u>33,914</u> | <u>186,547</u> | <u>644,006</u> | <u>227,837</u> |

CITY OF APPLETON 2022 BUDGET
HEALTH GRANTS
SPECIAL REVENUE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|-----------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Intergovernmental * | \$ 126,282 | \$ 2,015,008 | \$ 168,547 | \$ 492,321 | \$ 209,837 |
| Charges for Service | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 |
| Miscellaneous Revenue | - | - | - | 18,131 | - |
| Other Reimbursements | 986 | 9,344 | - | 104,835 | - |
| Total Revenues | 145,268 | 2,042,352 | 186,547 | 633,287 | 227,837 |
| Expenses | | | | | |
| Program Costs | 127,313 | 2,042,398 | 186,547 | 644,006 | 227,837 |
| Total Expenses | 127,313 | 2,042,398 | 186,547 | 644,006 | 227,837 |
| Revenues over (under) Expenses | 17,955 | (46) | - | (10,719) | - |
| Fund Balance - Beginning | 34,890 | 52,845 | 52,799 | 52,799 | 42,080 |
| Fund Balance - Ending | \$ 52,845 | \$ 52,799 | \$ 52,799 | \$ 42,080 | \$ 42,080 |

CITY OF APPLETON 2022 BUDGET

POLICE DEPARTMENT

Police Chief: Todd L. Thomas

Assistant Police Chief: Polly A. Olson

CITY OF APPLETON 2022 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2021 EVENTS

The Police Department remains committed to protecting the lives and property within our community by prioritizing core services, identifying key initiatives for organizational efficiencies and acknowledging challenges we will continue to face to maintain public safety and trust. Through our community partnerships, we will educate the public regarding available services and facilitate collaborative problem-solving initiatives with other public and private agencies. This is the foundation of our Community Resource Unit that consists of a Behavioral Health Officer, Community Liaison Officer and Victim Services Officer. Working together and individually the officers are engaged and proactive in addressing mental health issues, providing support to victims of crime, and collaborating with community groups and other agencies to resolve challenges through communication and transparency.

As the economy continues to recover to the pre-pandemic fiscal stability, we have experienced unpredicted elevated pricing, a significant reduction in product availability, and changes in services due to the economic changes and limited funding. Maintaining essential inventory, such as ammunition was impacted by supply and demand where pricing is 200% higher than previous years. Annual certification for officers will continue to be reimbursed through the Wisconsin Department of Justice, however other specialized training, such as the cost for an officer to attend the Fox Valley Technical College Recruitment Academy will require us to fund through our training budget. We can only speculate if the fiscal changes will stabilize or linger into 2022.

In 2021, the department saw multiple personnel changes simultaneously due to retirements. This provided us an opportunity to evaluate our programs and modify staff level alignment to ensure organizational efficiencies. As we consistently promote and invest in community outreach to create a better relationship with the community we serve, we also strive to sustain strong leadership through development of innovative programs and positions, such as the Community Resource Unit Coordinator and a Professional Development Coordinator. This transition will provide better communication and consistency in coordinating programs while also identifying potential gaps in service.

Community perception and trust had positive results in the 2020 community survey and promoted a positive response to the Police Chief's Community Advisory Board which acknowledges our vision and investment in collaborative partnerships.

Investigators have been working with U.S. postal inspectors, and several local jurisdictions, to investigate a large-scale fraud investigation that involves the theft of checks that were placed in the mail and then altered and cashed. The Special Investigations Unit continues to follow crime trends in our community and take the necessary steps to address and decrease occurrences of drug-related crimes.

CITY OF APPLETON 2022 BUDGET POLICE DEPARTMENT

MAJOR 2022 OBJECTIVES

- Educate the community through the continued collaboration of the Police Chief's Community Advisory Board. Citizens' expectations vary widely, and the diversity of the Board supports community involvement as they evaluate police services that identify and focus on public safety issues.

- Ensure the Crossing Guard contracted service is meeting the needs of the children at guarded crossings through continued collaboration with the Appleton Area School District.

- Promote the continued health and well-being of employees through wellness check-ins.

- Maintain police policies to promote effective community engagement that is responsive to the needs of the community.

- 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.

- Provide excellence in investigative services to citizens and victims impacted by crime in our community.

- 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.

- Continue working on alternatives to entering students/juveniles into the juvenile justice system and continue our communication with the schools we serve on safety, education and response issues.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| Programs | | Actual | | Budget | | | % |
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 1,135,577 | \$ 721,227 | \$ 1,101,048 | \$ 1,101,048 | \$ 1,183,523 | 7.49% |
| Program Expenses | | | | | | | |
| 17511 | Executive Management | 1,158,733 | 1,169,343 | 1,185,840 | 1,214,445 | 1,241,577 | 4.70% |
| 17512 | Administrative Services | 1,951,018 | 1,898,039 | 2,014,879 | 2,014,879 | 2,033,464 | 0.92% |
| 17524 | Community Services | 832,957 | 730,550 | 925,955 | 925,955 | 945,188 | 2.08% |
| 17532 | Investigative Services | 4,163,544 | 3,995,342 | 4,540,771 | 4,547,371 | 4,528,880 | -0.26% |
| 17541 | Field Operations | 9,841,913 | 10,009,107 | 10,354,747 | 10,358,927 | 10,460,331 | 1.02% |
| TOTAL | | \$ 17,948,165 | \$ 17,802,381 | \$ 19,022,192 | \$ 19,061,577 | \$ 19,209,440 | 0.98% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 15,514,415 | 15,673,076 | 16,718,802 | 16,718,802 | 16,792,707 | 0.44% |
| Training & Travel | | 89,205 | 62,514 | 97,360 | 110,860 | 97,360 | 0.00% |
| Supplies & Materials | | 318,113 | 266,052 | 265,225 | 287,710 | 285,225 | 7.54% |
| Purchased Services | | 2,026,432 | 1,800,739 | 1,940,805 | 1,944,205 | 2,034,148 | 4.81% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 138.00 | 140.00 | 140.00 | 140.00 | 140.00 | |

* % change from prior year adopted budget
Police.xls

**CITY OF APPLETON 2022 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 reflects the increased cost of ammunition due to drastic price increases resulting from limited production due to temporary closures of manufacturers and labor shortages. This combination of factors has caused prices of ammunition to increase upwards of 200%. An example of this is the cost of 9 mm training ammunition previously purchased at \$0.20 round is now \$0.85 per round.

**CITY OF APPLETON 2022 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 15,680 | \$ 16,646 | \$ 17,600 | \$ 17,600 | \$ 17,600 |
| 451000 Court Fines & Fees | 241,090 | 214,691 | 275,000 | 275,000 | 275,000 |
| 480100 General Charges for Svc | 38,286 | 20,497 | 20,000 | 20,000 | 20,000 |
| 480600 False Alarm Fees | 19,200 | 13,650 | 10,000 | 10,000 | 10,000 |
| 501000 Miscellaneous Revenue | 22,544 | 18,057 | 10,000 | 10,000 | 15,000 |
| 502000 Donations & Memorials | 62,255 | 5,066 | 25,000 | 25,000 | 25,000 |
| 503000 Damage to City Property | 27,755 | 6,618 | - | - | - |
| 503500 Other Reimbursements | 150 | 120 | - | - | - |
| 508500 Cash Short or Over | 48 | 1 | - | - | - |
| Total Revenue | \$ 427,008 | \$ 295,346 | \$ 357,600 | \$ 357,600 | \$ 362,600 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 661,497 | \$ 681,233 | \$ 683,833 | \$ 683,833 | \$ 700,806 |
| 610400 Call Time | 600 | 3,505 | - | - | 600 |
| 610500 Overtime Wages | 11,212 | 17,969 | 7,433 | 7,433 | 8,076 |
| 610800 Part-Time Wages | 11,643 | 5,808 | - | - | - |
| 615000 Fringes | 226,249 | 229,569 | 252,573 | 252,573 | 270,094 |
| 620100 Training/Conferences | 86,916 | 58,546 | 85,000 | 98,500 | 85,000 |
| 620400 Tuition Fees | 2,001 | 3,968 | 10,860 | 10,860 | 10,860 |
| 620500 Employee Recruitment | 288 | - | 1,500 | 1,500 | 1,500 |
| 630200 Subscriptions | 1,277 | 1,544 | 1,470 | 1,470 | 1,020 |
| 630300 Memberships & Licenses | 2,210 | 2,191 | 2,230 | 2,230 | 2,680 |
| 630400 Postage/Freight | 240 | 71 | 200 | 200 | 200 |
| 630500 Awards & Recognition | 2,161 | 2,499 | 2,055 | 2,055 | 2,055 |
| 630700 Food & Provisions | 2,832 | 1,331 | 2,740 | 2,740 | 2,740 |
| 631200 Guns & Ammunition | 36,196 | 21,671 | 23,000 | 23,000 | 43,000 |
| 631500 Books & Library Materials | 406 | 342 | 330 | 330 | 330 |
| 631603 Other Misc. Supplies | 14,857 | 7,794 | 8,000 | 9,260 | 8,000 |
| 632100 Clothing | 29,645 | 25,100 | 25,500 | 27,575 | 25,500 |
| 632700 Miscellaneous Equipment | 9,588 | 2,927 | 7,000 | 18,770 | 7,000 |
| 640200 Legal Fees | 300 | 102 | 100 | 100 | 100 |
| 640400 Consulting Services | 6,450 | 7,550 | 5,000 | 5,000 | 5,000 |
| 641800 Equip Repairs & Maint | - | 929 | 500 | 500 | 500 |
| 643000 Health Services | - | - | 400 | 400 | 400 |
| 659900 Other Contracts/Obligation | 52,165 | 94,694 | 66,116 | 66,116 | 66,116 |
| Total Expense | \$ 1,158,733 | \$ 1,169,343 | \$ 1,185,840 | \$ 1,214,445 | \$ 1,241,577 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|------------------------------|------------------|----------------------------------------|------------------|
| <u>Training/Conferences</u> | | <u>Clothing</u> | |
| DOJ training and standards | \$ 17,760 | Badges, patches, bars, etc. | 5,500 |
| SWAT /TEMS training | 10,000 | Replace damaged items | 1,000 |
| Leadership development | 10,000 | Protective vests (21) | 19,000 |
| DAAT/firearms | 10,000 | | <u>\$ 25,500</u> |
| Crime/drug prevention | 14,000 | | |
| Investigative/Forensic | 12,000 | <u>Other Contracts and Obligations</u> | |
| Threat assessment/other | 11,240 | Background checks | \$ 2,000 |
| | <u>\$ 85,000</u> | PD range maintenance | 7,783 |
| <u>Guns & Ammunition</u> | | Lexipole policy management | 22,793 |
| Ammunition/XREP rounds | \$ 35,500 | Police iPhone APP | 700 |
| Firearms/Taser/Armorer/Range | 7,500 | Notary Insurance/Misc | 1,590 |
| | <u>\$ 43,000</u> | Wellness program | 31,250 |
| | | | <u>\$ 66,116</u> |

**CITY OF APPLETON 2022 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: "Responsibly deliver excellent services", # 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", and # 6: "Create opportunities and learn from successes and failures".

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:

The reduction in the Other Contracts/Obligations budget amount is due to the elimination of the annual Spillman Compstat maintenance contract. In 2021, we were informed that the City GIS Department would be able to provide a similar program, thus eliminating the need to continue the contract.

**CITY OF APPLETON 2022 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 967,671 | \$ 1,006,653 | \$ 1,021,467 | \$ 1,021,467 | \$ 1,026,098 |
| 610400 Call Time Wages | 600 | 100 | 400 | 400 | 400 |
| 610500 Overtime Wages | 67,477 | 43,140 | 54,378 | 54,378 | 54,378 |
| 610800 Part-Time Wages | 3,944 | 1,214 | - | - | - |
| 615000 Fringes | 387,878 | 372,890 | 429,202 | 429,202 | 443,969 |
| 630100 Office Supplies | 12,127 | 13,825 | 14,000 | 14,000 | 14,000 |
| 631603 Other Misc. Supplies | 554 | 85 | 550 | 550 | 550 |
| 632001 City Copy Charges | 15,584 | 15,975 | 8,800 | 8,800 | 8,800 |
| 632002 Outside Printing | 3,961 | 6,324 | 6,000 | 6,000 | 6,000 |
| 632700 Miscellaneous Equipment | 1,788 | - | 2,000 | 2,000 | 2,000 |
| 640700 Waste / Recycling Pickup | 4,093 | 4,138 | 4,400 | 4,400 | 4,400 |
| 641300 Utilities | 210,682 | 162,297 | 182,600 | 182,600 | 182,600 |
| 641800 Equip Repairs & Maint | 2,708 | 2,225 | 2,835 | 2,835 | 2,835 |
| 642000 Facilities Charges | 228,056 | 223,070 | 239,647 | 239,647 | 246,034 |
| 659900 Other Contracts/Obligation | 43,895 | 46,103 | 48,600 | 48,600 | 41,400 |
| Total Expense | <u>\$ 1,951,018</u> | <u>\$ 1,898,039</u> | <u>\$ 2,014,879</u> | <u>\$ 2,014,879</u> | <u>\$ 2,033,464</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | |
|------------------------------------|------------------|
| <u>Other Contracts/Obligations</u> | |
| Aircards | \$ 35,000 |
| Callyo System | 4,200 |
| Cintas | 2,200 |
| | <u>\$ 41,400</u> |

**CITY OF APPLETON 2022 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:

This budget reflects a \$6,000 increase in revenue as a shared cost with the Appleton Area School District to maintain the Crossing Guard Program. This budget also reflects a \$12,000 increase in expenditures for All City Management Services to manage the Crossing Guard Program.

**CITY OF APPLETON 2022 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 431000 Dog Licenses | \$ 15,532 | \$ 10,416 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| 431100 Cat Licenses | 5,848 | 4,162 | 8,000 | 8,000 | 8,000 |
| 503500 Other Reimbursements | 156,953 | 90,366 | 134,046 | 134,046 | 140,046 |
| Total Revenue | \$ 178,333 | \$ 104,944 | \$ 162,046 | \$ 162,046 | \$ 168,046 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 232,888 | \$ 245,604 | \$ 241,117 | \$ 241,117 | \$ 245,421 |
| 610400 Call Time Wages | 357 | 1,314 | 200 | 200 | 200 |
| 610500 Overtime Wages | 21,349 | 7,719 | 12,940 | 12,940 | 13,159 |
| 610800 Part-Time Wages | 208,816 | 185,008 | 254,426 | 254,426 | 258,253 |
| 615000 Fringes | 99,052 | 101,351 | 124,279 | 124,279 | 123,162 |
| 631603 Other Misc. Supplies | 1,007 | 512 | 1,000 | 1,000 | 1,000 |
| 632101 Uniforms | 1,369 | 1,423 | 2,000 | 2,000 | 2,000 |
| 632300 Safety Supplies | 609 | - | 900 | 900 | 900 |
| 632700 Miscellaneous Equipment | 520 | 639 | 1,500 | 1,500 | 1,500 |
| 659900 Other Contracts/Obligation | 266,990 | 186,980 | 287,593 | 287,593 | 299,593 |
| Total Expense | \$ 832,957 | \$ 730,550 | \$ 925,955 | \$ 925,955 | \$ 945,188 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | |
|-------------------------------------------|-------------------|
| <u>Other Contracts/Obligations</u> | |
| Fox Valley Humane Association | \$ 19,000 |
| Wild animal service | 500 |
| All City Management Services | 280,093 |
| | <u>\$ 299,593</u> |

**CITY OF APPLETON 2022 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:

The increase in SRO Reimbursement revenue is based on an increase in the contribution from Appleton Area School District towards this program for the 2022-2023 school year.

**CITY OF APPLETON 2022 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ 11,544 | \$ - | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| 490500 SRO Reimbursement | 510,058 | 312,701 | 563,402 | 563,402 | 634,877 |
| Total Revenue | \$ 521,602 | \$ 312,701 | \$ 573,402 | \$ 573,402 | \$ 644,877 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 2,838,103 | \$ 2,762,999 | \$ 3,086,218 | \$ 3,086,218 | \$ 3,088,482 |
| 610400 Call Time Wages | 10,507 | 32,373 | 5,663 | 5,663 | 6,700 |
| 610500 Overtime Wages | 223,044 | 150,059 | 169,808 | 169,808 | 169,629 |
| 615000 Fringes | 1,042,185 | 998,062 | 1,229,072 | 1,229,072 | 1,214,059 |
| 631603 Other Misc. Supplies | 1,789 | 1,695 | 2,000 | 2,000 | 2,000 |
| 632001 City Copy Charges | 4,578 | 4,094 | 3,500 | 3,500 | 3,500 |
| 632400 Medical/Lab Supplies | 9,181 | 7,574 | 9,000 | 9,000 | 9,000 |
| 632700 Miscellaneous Equipment | 3,733 | 10,290 | 9,000 | 12,200 | 9,000 |
| 641800 Equip Repairs & Maint | 252 | - | 1,000 | 1,000 | 1,000 |
| 659900 Other Contracts/Obligation | 30,172 | 28,196 | 25,510 | 28,910 | 25,510 |
| Total Expense | \$ 4,163,544 | \$ 3,995,342 | \$ 4,540,771 | \$ 4,547,371 | \$ 4,528,880 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | |
|-------------------------------------------|------------------|
| <u>Other Contracts/Obligations</u> | |
| Forensic software maint/upgrade | \$ 5,380 |
| GPS, Griffeye Analyze License | 2,450 |
| Leads Online | 4,900 |
| GrayKey | 6,030 |
| Investigative online programs | 2,750 |
| Towing service | 4,000 |
| | \$ 25,510 |

CITY OF APPLETON 2022 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:

The need to address mental illness more effectively has increased the need for collaborative relationships between first responders and mental health professionals. The Appleton Police Department (APD), NEW Mental Health, Outagamie County Health and Human Services (OCHHS), and several other community service groups have developed a Crisis Response Team pilot program which includes a clinical therapist. The clinician will be an employee of OCHHS, located within the APD Behavioral Health Unit, and work primarily to assist officers responding to mental health-related calls for service. As co-responders, the professional team will be able to provide a less restrictive level of care by identifying, managing, and determining appropriate services without hospitalization or court intervention. The City's portion for the funding of this position will be \$25,000 in 2022. The City has also committed to fund the same amount in 2023.

This budget also reflects the conversion of a Patrol Officer position to a Lieutenant position to increase efficiency in patrol staffing and help address priority areas based on community needs.

**CITY OF APPLETON 2022 BUDGET
POLICE DEPARTMENT**

Field Operations (Patrol)

Business Unit 17541

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 8,634 | \$ 8,236 | \$ 8,000 | \$ 8,000 | \$ 8,000 |
| Total Revenue | <u>\$ 8,634</u> | <u>\$ 8,236</u> | <u>\$ 8,000</u> | <u>\$ 8,000</u> | <u>\$ 8,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 5,891,076 | \$ 6,281,456 | \$ 6,378,969 | \$ 6,378,969 | \$ 6,444,404 |
| 610400 Call Time Wages | 23,933 | 62,943 | 19,955 | 19,955 | 19,100 |
| 610500 Overtime Wages | 472,024 | 238,715 | 272,082 | 272,082 | 270,318 |
| 615000 Fringes | 2,112,312 | 2,243,393 | 2,474,787 | 2,474,787 | 2,435,399 |
| 631200 Guns & Ammunition | 3,792 | 3,985 | 7,500 | 7,500 | 7,500 |
| 631603 Other Misc. Supplies | 17,517 | 42,454 | 38,000 | 38,000 | 38,000 |
| 632001 City Copy Charges | 1,441 | 1,295 | 1,650 | 1,650 | 1,650 |
| 632700 Miscellaneous Equipment | 139,147 | 90,412 | 85,300 | 89,480 | 85,300 |
| 641800 Equip Repairs & Maint | 5,674 | 2,640 | 6,900 | 6,900 | 6,900 |
| 642501 CEA Operations/Maint. | 464,239 | 358,446 | 465,905 | 465,905 | 470,789 |
| 642502 CEA Depreciation/Replace. | 552,132 | 554,631 | 483,667 | 483,667 | 535,939 |
| 643100 Interpreter Services | 4,904 | 4,455 | 1,500 | 1,500 | 1,500 |
| 644400 Witness Fees | 273 | 150 | 500 | 500 | 500 |
| 659900 Other Contracts/Obligation | 153,449 | 124,132 | 118,032 | 118,032 | 143,032 |
| Total Expense | <u>\$ 9,841,913</u> | <u>\$ 10,009,107</u> | <u>\$ 10,354,747</u> | <u>\$ 10,358,927</u> | <u>\$ 10,460,331</u> |

DETAILED SUMMARY OF 2022 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 | 5,500 |
| Drones, flares, misc. | 6,500 |
| | <u>\$ 38,000</u> |

Other Contracts & Obligations

| | |
|----------------------------|-------------------|
| Body Cams/Taser program | \$ 90,582 |
| Aladtec scheduling program | 8,350 |
| AutoVu Data Svs | 1,500 |
| Biohazard cleaning | 1,200 |
| Canine vet service | 2,500 |
| Incarceration fees | 500 |
| OWI blood draws | 12,200 |
| Records Requests | 1,200 |
| OCDHHS Clinical therapist | 25,000 |
| | <u>\$ 143,032</u> |

Miscellaneous Equipment

| | |
|-----------------------------------------------------------------|------------------|
| Essential patrol equipment (ballistic helmets, gas masks, etc.) | \$ 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> |

**CITY OF APPLETON 2022 BUDGET
POLICE DEPARTMENT**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|-------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | 15,680 | 16,646 | 11 | 17,600 | 17,600 | 17,600 |
| 431000 Dog Licenses | 15,532 | 10,416 | 14,612 | 20,000 | 20,000 | 20,000 |
| 431100 Cat Licenses | 5,848 | 4,162 | 3,477 | 8,000 | 8,000 | 8,000 |
| 451000 Court Fines & Fees | 241,090 | 214,691 | 72,721 | 275,000 | 275,000 | 275,000 |
| 480100 General Charges for Service | 49,830 | 20,497 | 471 | 30,000 | 30,000 | 30,000 |
| 480600 False Alarm Fees | 19,200 | 13,650 | 750 | 10,000 | 10,000 | 10,000 |
| 490500 PSL Reimbursement | 510,058 | 312,701 | - | 563,402 | 563,402 | 634,877 |
| 501000 Miscellaneous Revenue | 22,544 | 18,057 | 4,662 | 10,000 | 10,000 | 15,000 |
| 502000 Donations & Memorials | 62,255 | 5,066 | 2,056 | 25,000 | 25,000 | 25,000 |
| 503000 Damage to City Property | 27,755 | 6,618 | - | - | - | - |
| 503500 Other Reimbursements | 165,737 | 98,722 | 3,255 | 142,046 | 142,046 | 148,046 |
| 508500 Cash Short or Over | 48 | 1 | - | - | - | - |
| TOTAL PROGRAM REVENUES | 1,135,577 | 721,227 | 102,015 | 1,101,048 | 1,101,048 | 1,183,523 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 9,981,920 | 10,283,391 | 3,590,249 | 11,411,604 | 11,411,604 | 11,505,211 |
| 610400 Call Time Wages | 35,997 | 100,234 | 43,511 | 26,218 | 26,218 | 27,000 |
| 610500 Overtime Wages | 795,106 | 457,603 | 199,243 | 516,641 | 516,641 | 515,560 |
| 610800 Part-Time Wages | 224,403 | 192,030 | 75,341 | 254,426 | 254,426 | 258,253 |
| 611000 Other Compensation | 242,879 | 194,990 | 19,844 | - | - | - |
| 611300 Shift Differential | 8,651 | 70 | - | - | - | - |
| 611400 Sick Pay | 10,009 | 41,222 | 13,817 | - | - | - |
| 611500 Vacation Pay | 347,775 | 458,271 | 111,546 | - | - | - |
| 615000 Fringes | 3,867,675 | 3,945,265 | 1,509,937 | 4,509,913 | 4,509,913 | 4,486,683 |
| TOTAL PERSONNEL | 15,514,415 | 15,673,076 | 5,563,488 | 16,718,802 | 16,718,802 | 16,792,707 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 86,916 | 58,546 | 13,197 | 85,000 | 98,500 | 85,000 |
| 620400 Tuition Fees | 2,001 | 3,968 | 2,137 | 10,860 | 10,860 | 10,860 |
| 620500 Employee Recruitment | 288 | - | 24 | 1,500 | 1,500 | 1,500 |
| TOTAL TRAINING / TRAVEL | 89,205 | 62,514 | 15,358 | 97,360 | 110,860 | 97,360 |
| Supplies | | | | | | |
| 630100 Office Supplies | 12,127 | 13,825 | 4,758 | 14,000 | 14,000 | 14,000 |
| 630200 Subscriptions | 1,277 | 1,544 | 1,000 | 1,470 | 1,470 | 1,020 |
| 630300 Memberships & Licenses | 2,210 | 2,191 | 1,840 | 2,230 | 2,230 | 2,680 |
| 630400 Postage\Freight | 240 | 71 | 121 | 200 | 200 | 200 |
| 630500 Awards & Recognition | 2,161 | 2,499 | 1,246 | 2,055 | 2,055 | 2,055 |
| 630700 Food & Provisions | 2,832 | 1,331 | - | 2,740 | 2,740 | 2,740 |
| 631200 Guns & Ammunition | 39,988 | 25,656 | 32,999 | 30,500 | 30,500 | 50,500 |
| 631500 Books & Library Materials | 406 | 342 | - | 330 | 330 | 330 |
| 631603 Other Misc. Supplies | 35,725 | 52,540 | 8,430 | 49,550 | 50,810 | 49,550 |
| 632001 City Copy Charges | 21,606 | 21,364 | 2,901 | 13,950 | 13,950 | 13,950 |
| 632002 Outside Printing | 3,961 | 6,324 | 72 | 6,000 | 6,000 | 6,000 |
| 632101 Uniforms | 19,432 | 10,291 | 5,989 | 8,500 | 10,575 | 8,500 |
| 632102 Protective Clothing | 11,582 | 16,232 | 3,584 | 19,000 | 19,000 | 19,000 |
| 632300 Safety Supplies | 609 | - | 235 | 900 | 900 | 900 |
| 632400 Medical\Lab Supplies | 9,181 | 7,574 | 3,831 | 9,000 | 9,000 | 9,000 |
| 632700 Miscellaneous Equipment | 154,776 | 104,268 | 56,321 | 104,800 | 123,950 | 104,800 |
| TOTAL SUPPLIES | 318,113 | 266,052 | 123,327 | 265,225 | 287,710 | 285,225 |
| Purchased Services | | | | | | |
| 640202 Recording/Filing Fees | 300 | 102 | 444 | 100 | 100 | 100 |
| 640400 Consulting Services | 6,450 | 7,550 | - | 5,000 | 5,000 | 5,000 |
| 640700 Solid Waste/Recycling Pickup | 4,093 | 4,138 | 1,351 | 4,400 | 4,400 | 4,400 |
| 641301 Electric | 82,479 | 77,969 | 30,753 | 85,000 | 85,000 | 85,000 |
| 641302 Gas | 21,856 | 18,950 | 10,543 | 23,000 | 23,000 | 23,000 |
| 641303 Water | 4,404 | 3,616 | 933 | 4,500 | 4,500 | 4,500 |
| 641304 Sewer | 1,571 | 1,218 | 346 | 1,600 | 1,600 | 1,600 |
| 641306 Stormwater | 5,903 | 5,969 | 1,541 | 5,000 | 5,000 | 5,000 |
| 641307 Telephone | 22,131 | 22,846 | 10,750 | 21,500 | 21,500 | 21,500 |

**CITY OF APPLETON 2022 BUDGET
POLICE DEPARTMENT**

| | <u>2019 ACTUAL</u> | <u>2020 ACTUAL</u> | <u>2021 YTD ACTUAL</u> | <u>2021 ORIG BUD</u> | <u>2021 REVISED BUD</u> | <u>2022 BUDGET</u> |
|-----------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| 641308 Cellular Phones | 72,337 | 31,730 | 13,427 | 42,000 | 42,000 | 42,000 |
| 641800 Equip Repairs & Maint | 8,634 | 5,794 | 3,432 | 11,235 | 11,235 | 11,235 |
| 642000 Facilities Charges | 228,056 | 223,070 | 72,374 | 239,647 | 239,647 | 246,034 |
| 642501 CEA Operations/Maint. | 464,239 | 358,446 | 140,950 | 465,905 | 465,905 | 470,789 |
| 642502 CEA Depreciation/Replace. | 552,132 | 554,631 | 254,345 | 483,667 | 483,667 | 535,939 |
| 643000 Health Services | - | - | - | 400 | 400 | 400 |
| 643100 Interpreter Services | 4,904 | 4,455 | 1,497 | 1,500 | 1,500 | 1,500 |
| 644400 Witness Fees | 273 | 150 | 166 | 500 | 500 | 500 |
| 659900 Other Contracts/Obligation | 546,670 | 480,105 | 186,759 | 545,851 | 549,251 | 575,651 |
| TOTAL PURCHASED SVCS | <u>2,026,432</u> | <u>1,800,739</u> | <u>729,611</u> | <u>1,940,805</u> | <u>1,944,205</u> | <u>2,034,148</u> |
| TOTAL EXPENSE | <u>17,948,165</u> | <u>17,802,381</u> | <u>6,431,784</u> | <u>19,022,192</u> | <u>19,061,577</u> | <u>19,209,440</u> |

**CITY OF APPLETON 2022 BUDGET
POLICE DEPARTMENT**

NOTES

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**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Unit 2250

PROGRAM MISSION

This program accounts for the receipt of various law enforcement and public safety grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

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

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 2022 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) and Speed and Seatbelt Enforcement grants are 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 increase in revenue is in anticipation of the same grants being funded for the 2021-2022 grant year.

Grant funding was restored in 2021 for traffic and drug enforcement through the Wisconsin Department of Transportation and the State and Federal Department of Office of Justice Assistance. Anticipating similar grant availability in 2022, this budget reflects an increase of \$30,000 to support the initiatives to minimize traffic fatalities and injuries due to impaired driving, speed, and lack of seatbelt use. Funding is also provided for task

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|------------|------------|--------------|--------------|------------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 107,884 | \$ 261,992 | \$ 78,000 | \$ 78,000 | \$ 108,000 | 38.46% |
| Program Expenses | | \$ 106,691 | \$ 261,992 | \$ 78,000 | \$ 78,000 | \$ 108,000 | 38.46% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 88,273 | 123,394 | 68,000 | 60,000 | 90,000 | 32.35% |
| | Training & Travel | - | - | - | - | - | N/A |
| | Supplies & Materials | 19,612 | 132,598 | 10,000 | 18,000 | 18,000 | 80.00% |
| | Purchased Services | (1,194) | 6,000 | - | - | - | N/A |
| | Capital Expenditures | - | - | - | - | - | N/A |

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|------------------|------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 18,642 | \$ 77,358 | \$ 18,000 | \$ 18,000 | \$ 18,000 |
| 422400 Miscellaneous State Aids | 89,242 | 160,651 | 60,000 | 60,000 | 90,000 |
| 423000 Misc Local Govt Aids | - | 23,983 | - | - | - |
| Total Revenue | <u>\$ 107,884</u> | <u>\$ 261,992</u> | <u>\$ 78,000</u> | <u>\$ 78,000</u> | <u>\$ 108,000</u> |
| Expenses | | | | | |
| 610500 Overtime Wages | \$ 88,273 | \$ 123,394 | \$ 60,000 | \$ 60,000 | \$ 90,000 |
| 620100 Training/Conferences | - | - | - | - | - |
| 631603 Other Misc Supplies | 766 | 57,699 | - | - | - |
| 632102 Protective Clothing | 7,918 | 7,639 | 8,000 | 8,000 | 8,000 |
| 632700 Miscellaneous Equipment | 10,928 | 67,260 | 10,000 | 10,000 | 10,000 |
| 659900 Other Contracts/Obligation | (1,194) | 6,000 | - | - | - |
| Total Expense | <u>\$ 106,691</u> | <u>\$ 261,992</u> | <u>\$ 78,000</u> | <u>\$ 78,000</u> | <u>\$ 108,000</u> |

DETAILED SUMMARY OF 2022 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 | 80,000 |
| Drug and Criminal Task Force | WDOJ | 10,000 |
| | | <u>\$ 108,000</u> |

**CITY OF APPLETON 2022 BUDGET
POLICE GRANTS**

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

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|--------------------------|----------------|----------------|----------------|-------------------|----------------|
| Intergovernmental | \$ 107,884 | \$ 261,992 | \$ 78,000 | \$ 78,000 | \$ 108,000 |
| Total Revenues | <u>107,884</u> | <u>261,992</u> | <u>78,000</u> | <u>78,000</u> | <u>108,000</u> |
| Expenses | | | | | |
| Program Costs | 106,691 | 261,992 | 78,000 | 78,000 | 108,000 |
| Total Expenses | <u>106,691</u> | <u>261,992</u> | <u>78,000</u> | <u>78,000</u> | <u>108,000</u> |
| Revenues over (under) | | | | | |
| Expenses | 1,193 | - | - | - | - |
| Fund Balance - Beginning | <u>(1,193)</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 2022 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

**CITY OF APPLETON 2022 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: "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 |
|---------|--------|------|
|---------|--------|------|

No public safety capital projects are proposed for 2022

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-----------------------------|-----------|------------|--------------|--------------|------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| | Program Revenues | \$ 1,428 | \$ 31 | \$ - | \$ - | \$ - | N/A |
| | Program Expenses | \$ 31,458 | \$ 707,010 | \$ - | \$ - | \$ - | N/A |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Repair & Maintenance | - | - | - | - | - | N/A |
| | Capital Expenditures | 31,458 | 707,010 | - | - | - | N/A |

**CITY OF APPLETON 2022 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-----------|------------|--------------|--------------|------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 471000 Interest on Investments | 1,428 | 31 | - | - | - |
| 591000 Proceeds of Long-term Debt | - | 694,847 | - | - | - |
| Total Revenue | \$ 1,428 | \$ 694,878 | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| 680401 Machinery & Equipment | - | 646,650 | - | - | - |
| 681500 Software Acquisition | 31,458 | 60,360 | - | - | - |
| Total Expense | \$ 31,458 | \$ 707,010 | \$ - | \$ - | \$ - |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
PUBLIC SAFETY**

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

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | 1,428 | 31 | - | - | - |
| Total Revenues | 1,428 | 31 | - | - | - |
| Expenses | | | | | |
| Program Costs | 31,458 | 707,010 | - | - | - |
| Total Expenses | 31,458 | 707,010 | - | - | - |
| Revenues over (under) Expenses | (30,030) | (706,979) | - | - | - |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | 694,847 | - | - | - |
| Total Other Financing Sources (Uses) | - | 694,847 | - | - | - |
| Net Change in Equity | (30,030) | (12,132) | - | - | - |
| Fund Balance - Beginning | 42,162 | 12,132 | - | - | - |
| Fund Balance - Ending | \$ 12,132 | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET

FIRE DEPARTMENT

Fire Chief: Jeremy J. Hansen

Deputy Fire Chief: Ryan A. Weyers

CITY OF APPLETON 2022 BUDGET FIRE DEPARTMENT

MISSION STATEMENT

With our partners, the Appleton Fire Department protects the community with exceptional service. Our vision is to pursue excellence and to enhance the quality of life in Appleton and our regional community.

DISCUSSION OF SIGNIFICANT 2021 EVENTS

In 2021, the department had two driver/engineer retirements that were filled through internal promotions. The department participated in the regional hiring process for the hiring of four recruit firefighters who started in early April and have joined the ranks of the front-line operations staff after a six-week recruit academy. The Resource Development and Special Operations Division offered a relief driver class for six personnel resulting in six additional members qualified to drive fire apparatus. In addition, the department provided an acting officer class for six members of the department utilizing in-house instructors. All six members successfully completed the training and may fill the company officer role as needed. In January, the department took delivery of a new fire engine. Training on the new engine occurred and it has been placed into service at Fire Station # 1.

Early 2021 brought about a drastic reduction in COVID-19 mitigation strategies for the department due to the widely distributed vaccine. Inspections were able to be started as scheduled, training opportunities have increased, and emergency operations are quickly returning to normal. The Fire Department assisted with vaccine distribution by providing standby emergency medical services for the Fox Cities COVID-19 Vaccine Clinic for the entirety of the operation and will continue this involvement with the City of Appleton clinics through the end of the year. Fire Department support staff continued to work remotely for the first quarter of 2021 until the vaccine was available.

On May 15, 2021, the department recognized the two-year anniversary of the line-of-duty death of Driver/Engineer Mitchell Lundgaard. The department's Memorial Committee has been meeting over the past two years to develop plans to memorialize this tragic day that will never be forgotten. The memorial events in Colorado Springs, Colorado and Emmitsburg, Maryland that were originally cancelled in 2020 were either cancelled or altered again due to the pandemic. The Appleton Fire Department was represented at these events. An architectural firm has been selected to design Lundgaard Park. The firm held listening sessions with the Fire Department, the Lundgaard family, and the community as part of the master planning process.

The department worked diligently with the City's GIS staff to develop key performance indicator dashboards to correlate with our strategic objectives identified through the department's strategic planning process. The dashboards allow department personnel to filter the results so that the data is meaningful by position/role/location.

The Emergency Medical Services Division increased the Department's service level from First Responders to Emergency Medical Technicians (EMT) at the beginning of 2021 improving the level of care provided to citizens and visitors in the City of Appleton. The department is currently in the process of transitioning to a new Medical Director.

The Special Operations Division worked with Manitowoc County on an agreement to provide county hazardous materials services. The Appleton Fire Department provides this service for Outagamie and Calumet Counties. The department is currently contracted with the State to provide Type II haz-mat response for the East Central region of the State.

In May, fire crews responded to a residential structure fire and discovered a citizen fire fatality in the single family home. In September, crews responded to a multiple vehicle accident involving a vehicle fire. Unfortunately, the vehicle fire resulted in the department's second fire death within the City in 2021. The Wisconsin Department of Justice Division of the Criminal Investigation State Fire Marshal's Office, State Patrol, and the Outagamie County Coroner's Office assisted on scene of these incidents, which is standard procedure when a fire fatality occurs.

After a three-year project, the department was able to finalize the transition out of substandard hose. It was discovered that some of our 1 3/4" interior fire attack hose may have had a manufacturing deficiency causing the inside liner to prolapse resulting in excessive resistance to needed water flow requirements. With the large amount of hose in our inventory, all of the hose was not able to be replaced simultaneously. Currently, all interior firefighting hose is 2018 or newer. The intent going forward is to replace all 2 1/2" hose bringing it to the current NFPA standard so that attack hose is less than 20 years old. Due to a reduction in hose loads, reduction in station inventories, and new hose purchases, the department should meet this objective.

CITY OF APPLETON 2022 BUDGET FIRE DEPARTMENT

MAJOR 2022 OBJECTIVES

With our partners, the Appleton Fire Department protects the community with exceptional service. We pursue excellence and enhance the quality of life in Appleton and our regional community.

The department is responsible for saving lives and protecting property with exceptional service. The role of the Fire Department is evolving to improve awareness of all facets of life safety.

In 2022, the department will strive to meet the following goals:

Improve an awareness of changing community needs and diverse community populations and their effect on our levels of service and programs

Maintain identified levels of service in a cost-effective manner by providing quality programs to our community

Provide a quality work environment which both encourages and enhances employee participation and growth as well as supporting efficient work processes and sustainability

Continue to enhance the department's capability to respond to routine and non-routine emergencies. This includes working with law enforcement to address rescue task force response capabilities for active violence incidents involving an active shooter and mass casualties

Implement the 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

Develop short- and long-range plans and regional partnerships to ensure timely, effective and efficient pre-hospital medical care to the community

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 420,522 | \$ 353,334 | \$ 363,700 | \$ 363,700 | \$ 358,550 | -1.42% |
| Program Expenses | | | | | | | |
| 18010 | Administration | 537,821 | 509,123 | 571,993 | 571,993 | 585,881 | 2.43% |
| 18021 | Fire Suppression | 9,620,698 | 9,744,184 | 9,776,162 | 9,776,162 | 9,926,758 | 1.54% |
| 18022 | Special Operations | 29,129 | 31,800 | 168,735 | 168,735 | 181,255 | 7.42% |
| 18023 | Resource Devel. | 253,769 | 160,002 | 246,202 | 246,202 | 259,057 | 5.22% |
| 18024 | Emergency Medical Svc | 420,640 | 432,352 | 707,085 | 707,085 | 740,417 | 4.71% |
| 18032 | Fire Prevention | 992,458 | 925,567 | 1,297,018 | 1,297,018 | 1,247,001 | -3.86% |
| 18033 | Technical Services | 400,716 | 380,559 | 421,970 | 429,159 | 433,122 | 2.64% |
| TOTAL | | \$ 12,255,231 | \$ 12,183,587 | \$ 13,189,165 | \$ 13,196,354 | \$ 13,373,491 | 1.40% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 11,049,888 | 10,826,467 | 11,675,826 | 11,675,826 | 11,818,274 | 1.22% |
| Training & Travel | | 45,468 | 19,736 | 40,425 | 40,425 | 40,425 | 0.00% |
| Supplies & Materials | | 187,495 | 259,284 | 208,345 | 215,534 | 221,268 | 6.20% |
| Purchased Services | | 972,380 | 1,067,465 | 1,264,569 | 1,264,569 | 1,293,524 | 2.29% |
| Capital Expenditures | | - | 10,635 | - | - | - | N/A |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 96.00 | 96.00 | 96.00 | 96.00 | 96.00 | |

**CITY OF APPLETON 2022 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: "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 # 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

Major changes in Revenue, Expenditures, or Programs:

This 2022 budget document includes the newly developed mission and vision statements for the department.

The increase in CEA replacement costs is due to the upgrade of the Fire Chief's vehicle to have full response capabilities. The funding for this was possible by eliminating another vehicle from the fleet and using replacement funds from that vehicle for this upgrade.

**CITY OF APPLETON 2022 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422600 Fire Insurance Dues | \$ 240,895 | \$ 249,683 | \$ 245,000 | \$ 245,000 | \$ 260,000 |
| 480100 Charges for Services | 1,006 | 27 | - | - | - |
| 501000 Miscellaneous Revenue | 250 | - | - | - | - |
| 501500 Rental of City Property | 150 | 9,868 | - | - | - |
| 502000 Donations & Memorials | 18,491 | 6 | - | - | - |
| Total Revenue | \$ 260,792 | \$ 259,584 | \$ 245,000 | \$ 245,000 | \$ 260,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 254,969 | \$ 247,486 | \$ 259,357 | \$ 259,357 | \$ 263,239 |
| 610500 Overtime Wages | 3,575 | 1,006 | 1,220 | 1,220 | 1,239 |
| 610800 Part-Time Wages | 7,523 | 10,393 | 17,000 | 17,000 | 21,630 |
| 615000 Fringes | 73,066 | 71,738 | 82,851 | 82,851 | 82,730 |
| 620100 Training/Conferences | 3,607 | - | 3,500 | 3,500 | 3,500 |
| 630100 Office Supplies | 3,570 | 4,009 | 4,500 | 4,500 | 4,500 |
| 630300 Memberships & Licenses | 741 | 415 | 1,100 | 1,100 | 1,100 |
| 630400 Postage/Freight | 253 | 67 | 250 | 250 | 250 |
| 630500 Awards & Recognition | 2,006 | 1,593 | 1,440 | 1,440 | 1,440 |
| 630700 Food & Provisions | 2,106 | 1,431 | 1,920 | 1,920 | 1,920 |
| 631500 Books & Library Materials | 104 | 539 | 300 | 300 | 300 |
| 631603 Other Misc. Supplies | 300 | 271 | 250 | 250 | 250 |
| 632001 City Copy Charges | 6,867 | 6,027 | 6,450 | 6,450 | 6,450 |
| 632002 Outside Printing | 1,373 | 626 | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | 10,420 | 8,453 | 8,400 | 8,400 | 8,400 |
| 640400 Consulting Services | 1,949 | 1,305 | 1,500 | 1,500 | 1,500 |
| 640700 Solid Waste/Recycling | 3,484 | 4,097 | 3,373 | 3,373 | 4,220 |
| 640800 Contractor Fees | 1,331 | 1,213 | 1,000 | 1,000 | 1,000 |
| 641300 Utilities | 148,433 | 137,080 | 163,939 | 163,939 | 168,501 |
| 642501 CEA Operations/Maint. | 5,837 | 3,806 | 5,075 | 5,075 | 3,858 |
| 642502 CEA Depreciation/Replace. | 6,307 | 7,568 | 7,568 | 7,568 | 8,854 |
| Total Expense | \$ 537,821 | \$ 509,123 | \$ 571,993 | \$ 571,993 | \$ 585,881 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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:

The delay in delivery of new fire trucks resulted in the department spending less on CEA replacement than originally budgeted in 2020.

The elimination of Miscellaneous State Aids in 2022 is due to the elimination of Wisconsin Emergency Management training opportunities. It is unknown when/if these opportunities will be available in the future.

**CITY OF APPLETON 2022 BUDGET
FIRE DEPARTMENT**

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 60,090 | \$ - | \$ 30,000 | \$ 30,000 | \$ - |
| 480100 General Charges for Svc | 3,980 | 3,222 | 3,000 | 3,000 | 3,000 |
| 508200 Insurance Proceeds | 7,530 | 2,738 | - | - | - |
| Total Revenue | \$ 71,600 | \$ 5,960 | \$ 33,000 | \$ 33,000 | \$ 3,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 6,129,027 | \$ 6,258,560 | \$ 6,065,927 | \$ 6,065,927 | \$ 6,195,484 |
| 610400 Call Time Wages | 6,671 | 44 | - | - | - |
| 610500 Overtime Wages | 579,721 | 406,128 | 354,808 | 354,808 | 359,240 |
| 615000 Fringes | 2,280,807 | 2,314,136 | 2,464,099 | 2,464,099 | 2,459,773 |
| 620100 Training/Conferences | 17,595 | 10,583 | 16,750 | 16,750 | 16,750 |
| 620400 Tuition Fees | 4,118 | 1,381 | 4,000 | 4,000 | 4,000 |
| 630600 Building Maint./Janitorial | 4,014 | 3,685 | 3,250 | 3,250 | 3,250 |
| 631603 Other Misc. Supplies | 1,962 | 587 | 1,300 | 1,300 | 1,300 |
| 632101 Uniforms | 2,625 | 10,235 | 2,000 | 2,000 | 2,000 |
| 632102 Protective Clothing | 36,079 | 102,499 | 58,450 | 58,450 | 61,373 |
| 632199 Other Clothing | 2,746 | 2,136 | 1,500 | 1,500 | 1,500 |
| 624000 Medical/Lab Supplies | 23 | - | - | - | - |
| 632700 Miscellaneous Equipment | 16,741 | 38 | - | - | - |
| 642501 CEA Operations/Maint. | 213,823 | 241,608 | 233,477 | 233,477 | 240,545 |
| 642502 CEA Depreciation/Replace. | 300,073 | 368,767 | 544,851 | 544,851 | 555,020 |
| 643000 Health Services | 24,673 | 23,797 | 25,750 | 25,750 | 26,523 |
| Total Expense | \$ 9,620,698 | \$ 9,744,184 | \$ 9,776,162 | \$ 9,776,162 | \$ 9,926,758 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

| | |
|-----------------------------------------|------------------|
| Incident Safety Officer Course | \$ 5,000 |
| Fire Department Instructor's Conference | 3,500 |
| Critical Incident Stress Management | 1,500 |
| Company Officer training | 2,500 |
| Driver/Engineer training | 2,500 |
| Firefighter training | 1,750 |
| Total | \$ 16,750 |

Protective Clothing

| | |
|-----------------------------------------------------|------------------|
| Firefighter turnout gear | \$ 45,000 |
| Protective clothing (boots, helmets, hoods, gloves) | 13,450 |
| Total | \$ 58,450 |

Health Services

| | |
|--------------------------|------------------|
| NFPA-compliant physicals | \$ 22,750 |
| Duty evaluations | 3,000 |
| Total | \$ 25,750 |

**CITY OF APPLETON 2022 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

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:

The actual Incineration Fees revenue in 2020 was significantly less than previous years. This is a result of fewer vehicles on the road during the pandemic causing fewer accidents with antifreeze leaks.

This program budget reflects the City of Appleton and Manitowoc County entering into an agreement for haz-mat response services. The Appleton Fire Department has similar agreements with Outagamie and Calumet counties. The agreement is limited to initial emergency response to hazardous substance releases.

**CITY OF APPLETON 2022 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 10,213 | \$ 11,508 | \$ 16,000 | \$ 16,000 | \$ 24,000 |
| 423000 Misc Local Govt Aids | 7,500 | 7,500 | 7,500 | 7,500 | 11,500 |
| 480700 Incineration Fees | 13,755 | 8,737 | 13,000 | 13,000 | 9,200 |
| Total Revenue | \$ 31,468 | \$ 27,745 | \$ 36,500 | \$ 36,500 | \$ 44,700 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 3,961 | \$ 2,170 | \$ 88,588 | \$ 88,588 | \$ 91,343 |
| 610500 Overtime Wages | - | - | 6,880 | 6,880 | 7,012 |
| 615000 Fringes | 247 | 1,045 | 37,267 | 37,267 | 36,900 |
| 632102 Protective Clothing | 7,585 | 7,116 | 9,000 | 9,000 | 9,000 |
| 632700 Miscellaneous Equipment | 13,633 | 16,041 | 20,000 | 20,000 | 30,000 |
| 640700 Waste/Recycling Pickup | 3,703 | 5,428 | 7,000 | 7,000 | 7,000 |
| Total Expense | \$ 29,129 | \$ 31,800 | \$ 168,735 | \$ 168,735 | \$ 181,255 |

DETAILED SUMMARY OF 2022 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 |
| Manitowoc County | 10,000 |
| | <u>\$ 30,000</u> |

**CITY OF APPLETON 2022 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:

Maintain compliance with federal and State mandatory class requirements

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

Seek opportunities to provide leadership training, including command level training, through internal and/or external sources

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 159,376 | \$ 103,722 | \$ 150,280 | \$ 150,280 | \$ 162,172 |
| 610500 Overtime Wages | 12,767 | 1,507 | 8,944 | 8,944 | 9,076 |
| 615000 Fringes | 61,518 | 38,601 | 67,173 | 67,173 | 67,969 |
| 620100 Training/Conferences | 5,508 | 305 | 3,000 | 3,000 | 3,000 |
| 630300 Memberships & Licenses | 100 | - | - | - | - |
| 631500 Books & Library Materials | 1,185 | 1,480 | 1,200 | 1,200 | 1,200 |
| 631603 Other Misc. Supplies | 613 | 353 | 1,000 | 1,000 | 1,000 |
| 632300 Safety Supplies | 637 | 643 | 750 | 750 | 750 |
| 632700 Miscellaneous Equipment | 7,596 | 7,303 | 7,400 | 7,400 | 7,400 |
| 642501 CEA Operations/Maint. | - | 2,825 | 2,538 | 2,538 | 2,573 |
| 642502 CEA Depreciation/Replace. | 4,469 | 3,263 | 3,917 | 3,917 | 3,917 |
| Total Expense | <u>\$ 253,769</u> | <u>\$ 160,002</u> | <u>\$ 246,202</u> | <u>\$ 246,202</u> | <u>\$ 259,057</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 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 Ambulance, and other agencies during medical training or exercises

Major changes in Revenue, Expenditures, or Programs:

The EMS Division is working on the development of an in-house recertification program including both EMT Basic and Paramedic. This will allow the department to maintain certification levels on duty shifts minimizing overtime costs for training.

**CITY OF APPLETON 2022 BUDGET
FIRE DEPARTMENT**

Emergency Medical Services

Business Unit 18024

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 293,918 | \$ 300,414 | \$ 467,734 | \$ 467,734 | \$ 498,606 |
| 610400 Call Time | 71 | - | - | - | - |
| 610500 Overtime Wages | 400 | 2,536 | 14,889 | 14,889 | 15,437 |
| 615000 Fringes | 106,448 | 109,684 | 206,087 | 206,087 | 207,999 |
| 620100 Training/Conferences | 6,969 | 6,535 | 6,675 | 6,675 | 6,675 |
| 630300 Memberships & Licenses | 60 | - | 200 | 200 | 200 |
| 631603 Other Misc. Supplies | 564 | 332 | 500 | 500 | 500 |
| 632400 Medical/Lab Supplies | 8,942 | 9,421 | 7,500 | 7,500 | 7,500 |
| 632700 Miscellaneous Equipment | 3,268 | 3,430 | 3,500 | 3,500 | 3,500 |
| Total Expense | <u>\$ 420,640</u> | <u>\$ 432,352</u> | <u>\$ 707,085</u> | <u>\$ 707,085</u> | <u>\$ 740,417</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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, and 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 risk reduction 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:

Due to the pandemic, the projected number of participants in education programs and number of special events has significantly decreased.

**CITY OF APPLETON 2022 BUDGET
FIRE DEPARTMENT**

Fire Prevention/Public Education

Business Unit 18032

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 6,528 | \$ 517 | \$ - | \$ - | \$ - |
| 441200 Tent Permits | 1,250 | 75 | 1,000 | 1,000 | 750 |
| 441300 Burning Permits | 27,544 | 33,085 | 28,000 | 28,000 | 30,000 |
| 441400 Firework Permits | 300 | - | 200 | 200 | 100 |
| 441600 Tank Removal Permits | 40 | - | - | - | - |
| 480600 False Alarm Fees | 15,400 | 20,450 | 14,000 | 14,000 | 14,000 |
| 490800 Misc Intergov Charges | 5,600 | 5,918 | 6,000 | 6,000 | 6,000 |
| Total Revenue | \$ 56,662 | \$ 60,045 | \$ 49,200 | \$ 49,200 | \$ 50,850 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 681,495 | \$ 632,510 | \$ 894,808 | \$ 894,808 | \$ 860,534 |
| 610500 Overtime Wages | 36,068 | 39,785 | 16,338 | 16,338 | 17,184 |
| 615000 Fringes | 237,786 | 217,857 | 347,039 | 347,039 | 332,883 |
| 620100 Training/Conferences | 7,670 | 933 | 6,500 | 6,500 | 6,500 |
| 630200 Subscriptions | 1,346 | 1,495 | 1,500 | 1,500 | 1,500 |
| 630300 Memberships & Licenses | 1,930 | 3,245 | 2,400 | 2,400 | 2,400 |
| 631500 Books & Library Materials | 149 | 2,107 | 500 | 500 | 500 |
| 631603 Other Misc. Supplies | 124 | 203 | 250 | 250 | 250 |
| 632300 Safety Supplies | 5,469 | 4,472 | 6,000 | 6,000 | 6,000 |
| 632700 Miscellaneous Equipment | 458 | 3,548 | 500 | 500 | 500 |
| 641200 Advertising | 313 | - | 500 | 500 | 500 |
| 642501 CEA Operations/Maint. | 9,894 | 8,880 | 10,151 | 10,151 | 7,718 |
| 642502 CEA Depreciation/Replace. | 9,756 | 10,532 | 10,532 | 10,532 | 10,532 |
| Total Expense | \$ 992,458 | \$ 925,567 | \$ 1,297,018 | \$ 1,297,018 | \$ 1,247,001 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 they are maintained in a condition that safely meets the operational needs of the Department.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Responsibly deliver excellent services", and #3: "Recognize and grow everyone's talents".

Objectives:

Provide and track all preventive, scheduled, and emergency maintenance on all non-motorized equipment to meet applicable standards

Research, purchase, and distribute equipment needed by the department

Provide ongoing technical training for department personnel

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 82,041 | \$ 53,854 | \$ 84,268 | \$ 84,268 | \$ 87,521 |
| 610500 Overtime Wages | 7,409 | 616 | 4,243 | 4,243 | 4,402 |
| 615000 Fringes | 31,024 | 12,675 | 36,026 | 36,026 | 35,901 |
| 630600 Building Maint./Janitorial | 11,963 | 13,936 | 14,935 | 14,935 | 14,935 |
| 630803 Seed | 267 | 200 | 500 | 500 | 500 |
| 630902 Tools & Instruments | 1,655 | 1,896 | 1,700 | 1,700 | 1,700 |
| 631000 Miscellaneous Chemicals | 4,476 | 3,312 | 4,500 | 4,500 | 4,500 |
| 631603 Other Misc. Supplies | 1,712 | 1,941 | 2,050 | 2,050 | 2,050 |
| 632503 Other Materials | 216 | 575 | 750 | 750 | 750 |
| 632601 Repair Parts | 6,347 | 4,180 | 5,500 | 5,500 | 5,500 |
| 632700 Miscellaneous Equipment | 15,270 | 29,443 | 24,100 | 31,289 | 24,100 |
| 640800 Contractor Fees | 2,500 | 2,137 | 2,500 | 2,500 | 2,500 |
| 640900 Inspection Fees | 2,077 | 3,118 | 3,000 | 3,000 | 3,000 |
| 641800 Equip Repairs & Maint | 14,953 | 12,375 | 11,500 | 11,500 | 11,500 |
| 641900 Communication Eq. Repairs | 6,464 | 7,992 | 7,000 | 7,000 | 7,000 |
| 642000 Facilities Charges | 206,877 | 215,727 | 212,948 | 212,948 | 220,778 |
| 642501 CEA Operations/Maint. | 1,879 | 3,012 | 2,538 | 2,538 | 2,573 |
| 642502 CEA Depreciation/Replace. | 3,586 | 2,935 | 3,912 | 3,912 | 3,912 |
| 680401 Machinery & Equipment | - | 10,635 | - | - | - |
| Total Expense | \$ 400,716 | \$ 380,559 | \$ 421,970 | \$ 429,159 | \$ 433,122 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

| | |
|--------------------------------------------------------------------------|------------------|
| Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.) | \$ 17,000 |
| Rescue tools | 5,000 |
| Miscellaneous station equipment | 2,100 |
| | <u>\$ 24,100</u> |

**CITY OF APPLETON 2022 BUDGET
FIRE DEPARTMENT**

| | 2019 <u>ACTUAL</u> | 2020 <u>ACTUAL</u> | 2021 <u>YTD ACTUAL</u> | 2021 <u>ORIG BUD</u> | 2021 <u>REVISED BUD</u> | 2022 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | 76,831 | 12,025 | - | 46,000 | 46,000 | 24,000 |
| 422600 Fire Insurance Dues | 240,895 | 249,683 | - | 245,000 | 245,000 | 260,000 |
| 423000 Miscellaneous Local Govt Aids | 7,500 | 7,500 | 10,100 | 7,500 | 7,500 | 11,500 |
| 441200 Tent Permits | 1,250 | 75 | 225 | 1,000 | 1,000 | 750 |
| 441300 Burning Permits | 27,544 | 33,085 | 22,345 | 28,000 | 28,000 | 30,000 |
| 441400 Firework Permits | 300 | - | 100 | 200 | 200 | 100 |
| 441600 Tank Removal Permits | 40 | - | 300 | - | - | - |
| 480100 General Charges for Service | 4,986 | 3,249 | 1,424 | 3,000 | 3,000 | 3,000 |
| 480600 False Alarm Fees | 15,400 | 20,450 | 7,250 | 14,000 | 14,000 | 14,000 |
| 480700 Incineration Fees | 13,755 | 8,737 | 1,515 | 13,000 | 13,000 | 9,200 |
| 490800 Misc Intergovernmental Charges | 5,600 | 5,918 | 4,520 | 6,000 | 6,000 | 6,000 |
| 501000 Miscellaneous Revenue | 250 | - | - | - | - | - |
| 501500 Rental of City Property | 150 | - | - | - | - | - |
| 502000 Donations & Memorials | 18,491 | 12,606 | - | - | - | - |
| 508200 Insurance Proceeds | 7,530 | 6 | - | - | - | - |
| TOTAL PROGRAM REVENUES | <u>420,522</u> | <u>353,334</u> | <u>47,779</u> | <u>363,700</u> | <u>363,700</u> | <u>358,550</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 7,413,799 | 7,047,589 | 3,450,304 | 7,967,302 | 7,967,302 | 8,115,239 |
| 610400 Call Time Wages | 6,742 | 44 | - | - | - | - |
| 610500 Overtime Wages | 639,939 | 451,578 | 265,500 | 407,322 | 407,322 | 413,590 |
| 610800 Part-Time Wages | 7,523 | 10,393 | 3,773 | 17,000 | 17,000 | 21,630 |
| 611000 Other Compensation | 44,801 | 65,627 | 26,515 | 43,660 | 43,660 | 43,660 |
| 611400 Sick Pay | 19,007 | 49,514 | 29,344 | - | - | - |
| 611500 Vacation Pay | 127,179 | 435,986 | 39,552 | - | - | - |
| 615000 Fringes | 2,790,898 | 2,765,736 | 1,461,644 | 3,240,542 | 3,240,542 | 3,224,155 |
| TOTAL PERSONNEL | <u>11,049,888</u> | <u>10,826,467</u> | <u>5,276,632</u> | <u>11,675,826</u> | <u>11,675,826</u> | <u>11,818,274</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 41,350 | 18,355 | 3,715 | 36,425 | 36,425 | 36,425 |
| 620400 Tuition Fees | 4,118 | 1,381 | - | 4,000 | 4,000 | 4,000 |
| TOTAL TRAINING / TRAVEL | <u>45,468</u> | <u>19,736</u> | <u>3,715</u> | <u>40,425</u> | <u>40,425</u> | <u>40,425</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 3,570 | 4,009 | 1,632 | 4,500 | 4,500 | 4,500 |
| 630200 Subscriptions | 1,346 | 1,495 | 1,495 | 1,500 | 1,500 | 1,500 |
| 630300 Memberships & Licenses | 2,831 | 3,660 | 2,615 | 3,700 | 3,700 | 3,700 |
| 630400 Postage\Freight | 253 | 67 | - | 250 | 250 | 250 |
| 630500 Awards & Recognition | 2,006 | 1,593 | 601 | 1,440 | 1,440 | 1,440 |
| 630600 Building Maint./Janitorial | 15,977 | 17,622 | 9,050 | 18,185 | 18,185 | 18,185 |
| 630700 Food & Provisions | 2,106 | 1,431 | 249 | 1,920 | 1,920 | 1,920 |
| 630803 Seed | 267 | 200 | 34 | 500 | 500 | 500 |
| 630902 Tools & Instruments | 1,655 | 1,895 | 758 | 1,700 | 1,700 | 1,700 |
| 631000 Miscellaneous Chemicals | 4,476 | 3,312 | 1,115 | 4,500 | 4,500 | 4,500 |
| 631500 Books & Library Materials | 1,438 | 4,125 | - | 2,000 | 2,000 | 2,000 |
| 631603 Other Misc. Supplies | 5,275 | 3,688 | 2,132 | 5,350 | 5,350 | 5,350 |
| 632001 City Copy Charges | 6,867 | 6,027 | 1,849 | 6,450 | 6,450 | 6,450 |
| 632002 Outside Printing | 1,373 | 626 | 774 | 1,000 | 1,000 | 1,000 |
| 632101 Uniforms | 2,625 | 10,235 | 93 | 2,000 | 2,000 | 2,000 |
| 632102 Protective Clothing | 43,664 | 109,615 | 65,789 | 67,450 | 67,450 | 70,373 |
| 632199 Other Clothing | 2,746 | 2,136 | 168 | 1,500 | 1,500 | 1,500 |
| 632300 Safety Supplies | 6,106 | 5,115 | 4,582 | 6,750 | 6,750 | 6,750 |
| 632400 Medical/Lab Supplies | 8,966 | 9,422 | 2,802 | 7,500 | 7,500 | 7,500 |
| 632503 Other Materials | 216 | 575 | 35 | 750 | 750 | 750 |
| 632601 Repair Parts | 6,347 | 4,180 | 2,103 | 5,500 | 5,500 | 5,500 |
| 632700 Miscellaneous Equipment | 67,385 | 68,256 | 23,648 | 63,900 | 71,089 | 73,900 |
| TOTAL SUPPLIES | <u>187,495</u> | <u>259,284</u> | <u>121,524</u> | <u>208,345</u> | <u>215,534</u> | <u>221,268</u> |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 1,949 | 1,305 | 1,500 | 1,500 | 1,500 | 1,500 |
| 640700 Solid Waste/Recycling Pickup | 7,187 | 9,525 | 4,096 | 10,373 | 10,373 | 11,220 |
| 640800 Contractor Fees | 3,831 | 3,350 | - | 3,500 | 3,500 | 3,500 |
| 640900 Inspection Fees | 2,077 | 3,118 | 1,253 | 3,000 | 3,000 | 3,000 |

**CITY OF APPLETON 2022 BUDGET
FIRE DEPARTMENT**

| | <u>2019 ACTUAL</u> | <u>2020 ACTUAL</u> | <u>2021 YTD ACTUAL</u> | <u>2021 ORIG BUD</u> | <u>2021 REVISED BUD</u> | <u>2022 BUDGET</u> |
|----------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| 641200 Advertising | 313 | - | - | 500 | 500 | 500 |
| 641301 Electric | 75,133 | 73,396 | 30,539 | 81,055 | 81,055 | 73,294 |
| 641302 Gas | 24,648 | 21,456 | 18,438 | 33,188 | 33,188 | 44,252 |
| 641303 Water | 10,192 | 9,364 | 4,954 | 10,387 | 10,387 | 11,890 |
| 641304 Sewer | 2,476 | 2,650 | 1,369 | 3,419 | 3,419 | 3,180 |
| 641306 Stormwater | 14,412 | 14,683 | 6,613 | 14,718 | 14,718 | 14,753 |
| 641307 Telephone | 6,100 | 7,072 | 3,516 | 7,072 | 7,072 | 7,032 |
| 641308 Cellular Phones | 15,472 | 8,458 | 4,516 | 14,100 | 14,100 | 14,100 |
| 641800 Equip Repairs & Maint | 14,953 | 12,375 | 3,351 | 11,500 | 11,500 | 11,500 |
| 641900 Communication Eq. Repairs | 6,464 | 7,992 | 8,312 | 7,000 | 7,000 | 7,000 |
| 642000 Facilities Charges | 206,877 | 215,727 | 86,809 | 212,948 | 212,948 | 220,778 |
| 642501 CEA Operations/Maint. | 231,433 | 260,132 | 113,763 | 253,779 | 253,779 | 257,267 |
| 642502 CEA Depreciation/Replace. | 324,190 | 393,065 | 225,676 | 570,780 | 570,780 | 582,235 |
| 643000 Health Services | <u>24,673</u> | <u>23,797</u> | <u>11,083</u> | <u>25,750</u> | <u>25,750</u> | <u>26,523</u> |
| TOTAL PURCHASED SVCS | <u>972,380</u> | <u>1,067,465</u> | <u>525,788</u> | <u>1,264,569</u> | <u>1,264,569</u> | <u>1,293,524</u> |
| Capital Outlay | | | | | | |
| 640400 Machinery & Equipment | - | 10,635 | - | - | - | - |
| TOTAL CAPITAL OUTLAY | <u>-</u> | <u>10,635</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL EXPENSE | <u>12,255,231</u> | <u>12,183,587</u> | <u>5,927,659</u> | <u>13,189,165</u> | <u>13,196,354</u> | <u>13,373,491</u> |

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Tier II

NOTES

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**CITY OF APPLETON 2022 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:

The capital expenditure in this program is the purchase of CEA Unit # 851 which is being eliminated from the Fire Department's fleet and repurposed within the haz-mat program.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|-----------|------------|--------------|--------------|-----------|------------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | |
| Program Revenues | | \$ 82,369 | \$ 143,101 | \$ 72,075 | \$ 72,075 | \$ 72,075 | 0.00% |
| Program Expenses | | \$ 81,919 | \$ 103,467 | \$ 72,075 | \$ 72,075 | \$ 94,115 | 30.58% |
| Expenses Comprised Of: | | 392,918 | | | | | |
| | Personnel | 52,242 | 19,192 | 46,700 | 86,700 | 46,700 | 0.00% |
| | Training & Travel | 7,490 | 660 | 6,000 | 11,000 | 6,000 | 0.00% |
| | Supplies & Materials | 5,344 | 68,448 | 8,525 | 8,525 | 8,525 | 0.00% |
| | Purchased Services | 16,843 | 15,167 | 10,850 | 10,850 | 10,850 | 0.00% |
| | Capital Expenditures | - | - | - | 347,918 | 22,040 | N/A |

* % change from prior year adopted budget
HazMat Type II.xls

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Tier II

Business Unit 2090

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|------------------|-------------------|------------------|------------------|------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | 70,074 | 131,764 | 70,075 | 70,075 | 70,075 |
| 471000 Interest on Investments | 12,295 | 9,380 | 2,000 | 2,000 | 2,000 |
| 480100 General Charges for Svc | - | 1,957 | - | - | - |
| Total Revenue | \$ 82,369 | \$ 143,101 | \$ 72,075 | \$ 72,075 | \$ 72,075 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 7,941 | \$ 5,479 | \$ 5,720 | \$ 5,720 | \$ 5,720 |
| 610500 Overtime Wages | 32,866 | 8,754 | 30,980 | 30,980 | 30,980 |
| 615000 Fringes | 11,435 | 4,959 | 10,000 | 10,000 | 10,000 |
| 620100 Training/Conferences | 7,490 | 660 | 6,000 | 6,000 | 6,000 |
| 630100 Office Supplies | 84 | 170 | - | - | - |
| 630700 Food & Provisions | - | 8 | 350 | 350 | 350 |
| 630902 Tools & Instruments | 510 | 1,288 | 4,075 | 4,075 | 4,075 |
| 631000 Miscellaneous Chemicals | 2,076 | 2,777 | 1,500 | 1,500 | 1,500 |
| 631500 Books & Library Materials | - | - | 200 | 200 | 200 |
| 631603 Other Misc. Supplies | 85 | 74 | 800 | 800 | 800 |
| 632102 Protective Clothing | 208 | 161 | - | - | - |
| 632200 Gas Purchases | 24 | - | 100 | 100 | 100 |
| 632601 Repair Parts | 659 | 567 | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | 1,697 | 63,403 | 500 | 500 | 500 |
| 640400 Consulting Services | - | 338 | 350 | 350 | 350 |
| 641308 Cellular Phones | 2,255 | 1,914 | 1,750 | 1,750 | 1,750 |
| 641700 Vehicle Repairs & Maint | 8,635 | 9,560 | 4,000 | 4,000 | 4,000 |
| 641800 Equip Repairs & Maint | 1,399 | 19 | 1,250 | 1,250 | 1,250 |
| 643000 Health Services | 4,555 | 3,336 | 3,500 | 3,500 | 3,500 |
| 680403 Vehicles | - | - | - | - | 22,040 |
| Total Expense | \$ 81,919 | \$ 103,467 | \$ 72,075 | \$ 72,075 | \$ 94,115 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Vehicles

| | |
|-------------------------|------------------|
| 2008 Ford F550 from CEA | \$ 22,040 |
| | <u>\$ 22,040</u> |

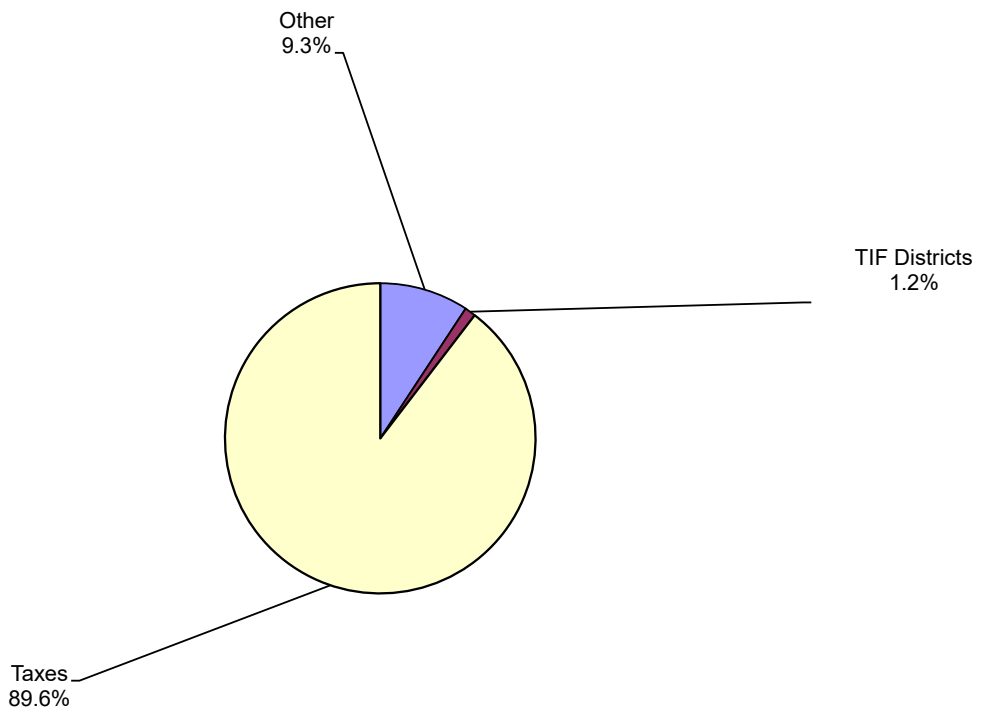
CITY OF APPLETON 2022 BUDGET
HAZARDOUS MATERIALS, TIER II
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|-----------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Intergovernmental | \$ 70,074 | \$ 131,764 | \$ 70,075 | \$ 70,075 | \$ 70,075 |
| Interest Income | 12,295 | 9,380 | 2,000 | 2,000 | 2,000 |
| Other | - | 1,957 | - | - | - |
| Total Revenues | 82,369 | 143,101 | 72,075 | 72,075 | 72,075 |
| Expenses | | | | | |
| Program Costs | 81,919 | 103,467 | 72,075 | 72,075 | 94,115 |
| Total Expenses | 81,919 | 103,467 | 72,075 | 72,075 | 94,115 |
| Revenues over (under) Expenses | 450 | 39,634 | - | - | (22,040) |
| Fund Balance - Beginning | 352,834 | 353,284 | 392,918 | 392,918 | 392,918 |
| Fund Balance - Ending | \$ 353,284 | \$ 392,918 | \$ 392,918 | \$ 392,918 | \$ 370,878 |

**CITY OF APPLETON 2022 BUDGET
DEBT SERVICE FUNDS**

Funding Sources for 2022 Debt Service

\$12,139,682



General Obligation Rating: Aa1

CITY OF APPLETON 2022 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

| | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|---------------------------------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Revenues | | | | | |
| Taxes | \$ 6,481,724 | \$ 7,955,245 | \$ 9,851,874 | \$ 9,851,874 | \$ 10,874,291 |
| Other | - | 24 | 175,287 | 175,287 | - |
| Total Revenues | <u>6,481,724</u> | <u>7,955,269</u> | <u>10,027,161</u> | <u>10,027,161</u> | <u>10,874,291</u> |
| Expenditures | | | | | |
| Debt Service: | | | | | |
| Principal | 7,077,500 | 7,339,875 | 8,774,375 | 8,774,375 | 9,879,500 |
| Interest and Fees | 1,789,228 | 2,135,325 | 2,272,144 | 2,284,172 | 2,260,182 |
| Total Expenditures | <u>8,866,728</u> | <u>9,475,200</u> | <u>11,046,519</u> | <u>11,058,547</u> | <u>12,139,682</u> |
| Excess Revenues (Expenditures) | <u>(2,385,004)</u> | <u>(1,519,931)</u> | <u>(1,019,358)</u> | <u>(1,031,386)</u> | <u>(1,265,391)</u> |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of General Obligation Notes | 81,660 | - | 150,000 | - | 160,000 |
| Advance Refunding Escrow | - | - | - | - | - |
| Premium on Debt Issued | 979,653 | 861,170 | - | 769,949 | - |
| Operating Transfers In | 1,210,563 | 372,640 | 80,100 | 80,100 | 140,450 |
| Total Other Financing Sources | <u>2,271,876</u> | <u>1,233,810</u> | <u>230,100</u> | <u>850,049</u> | <u>300,450</u> |
| Net Change in Fund Balance | (113,128) | (286,121) | (789,258) | (181,337) | (964,941) |
| Fund Balance - Beginning | <u>1,701,196</u> | <u>1,588,068</u> | <u>1,301,947</u> | <u>1,301,947</u> | <u>1,120,610</u> |
| Fund Balance - Ending | <u>\$ 1,588,068</u> | <u>\$ 1,301,947</u> | <u>\$ 512,689</u> | <u>\$ 1,120,610</u> | <u>\$ 155,669</u> |

CITY OF APPLETON 2022 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

| Issue | Principal | Interest | Total |
|--------------------------------------|----------------------------|----------------------------|-----------------------------|
| 2012 DNR Site Remediation Loan | \$ 45,000 | \$ - | \$ 45,000 |
| 2012A G.O. Notes | 425,000 | 6,375 | 431,375 |
| 2014A G.O. Notes | 799,500 | 47,547 | 847,047 |
| 2015A G.O. Notes | 575,000 | 69,200 | 644,200 |
| 2016A G.O. Notes | 1,975,000 | 307,925 | 2,282,925 |
| 2017A G.O. Notes | 935,000 | 167,625 | 1,102,625 |
| 2017A G.O. Refunding Notes | 505,000 | 91,275 | 596,275 |
| 2018A G.O. Notes | 1,300,000 | 446,350 | 1,746,350 |
| 2019A G.O. Notes | 1,515,000 | 380,525 | 1,895,525 |
| 2020A G.O. Notes | 1,500,000 | 277,800 | 1,777,800 |
| 2021A G.O. Notes | 305,000 | 305,560 | 610,560 |
| Debt Issuance Cost | - | 160,000 | 160,000 |
| Total Debt Service Obligation | <u>\$ 9,879,500</u> | <u>\$ 2,260,182</u> | <u>\$ 12,139,682</u> |

DEBT SERVICE FUNDING SOURCES

| | | |
|--------------------------------------|--|-----------------------------|
| <i>Operating Transfers:</i> | | |
| <i>Capital Project Funds:</i> | | |
| Tax Incremental District # 8 | | \$ 89,300 |
| Tax Incremental District # 11 | | 51,150 |
| <i>Revenue:</i> | | |
| Property Taxes | | 10,874,291 |
| <i>Borrowing:</i> | | |
| Proceeds of General Obligation Notes | | 160,000 |
| <i>Other:</i> | | |
| Fund Balance (Debt Premiums) | | 964,941 |
| Total Funding Sources | | <u>\$ 12,139,682</u> |

CITY OF APPLETON 2022 BUDGET
DEBT SERVICE OBLIGATION

2012A G.O. Notes

| Year | Obligation | | Funding Sources |
|------|-------------------|-----------------|-------------------|
| | Principal | Interest | Taxes & Int. |
| 2022 | \$ 425,000 | \$ 6,375 | \$ 431,375 |
| | | | |
| | <u>\$ 425,000</u> | <u>\$ 6,375</u> | <u>\$ 431,375</u> |

2012 DNR Site Remediation Loan ¹

| Year | Obligation | | Funding Sources |
|------|-------------------|-------------|-------------------|
| | Principal | Interest | TIF # 8 |
| 2022 | \$ 45,000 | \$ - | \$ 45,000 |
| 2023 | 45,000 | - | 45,000 |
| 2024 | 50,000 | - | 50,000 |
| | | | |
| | <u>\$ 140,000</u> | <u>\$ -</u> | <u>\$ 140,000</u> |

2014A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|--------------------|------------------|-----------------|--------------------|
| | Principal | Interest | Other | Taxes & Int. |
| 2022 | \$ 799,500 | \$ 47,547 | \$ - | \$ 847,047 |
| 2023 | 828,750 | 29,828 | - | 858,578 |
| 2024 | 863,375 | 10,253 | - | 873,628 |
| | | | | |
| | <u>\$2,491,625</u> | <u>\$ 87,628</u> | <u>\$ -</u> | <u>\$2,579,253</u> |

2015A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|--------------------|-------------------|-------------------|--------------------|
| | Principal | Interest | TIF # 8 | Taxes & Int. |
| 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>\$2,690,000</u> | <u>\$ 160,925</u> | <u>\$ 180,300</u> | <u>\$2,670,625</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 2022 BUDGET
DEBT SERVICE OBLIGATION

2016A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|----------------------|-------------------|-----------------|----------------------|
| | Principal | Interest | Other | Taxes & Int. |
| 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>\$ 10,570,000</u> | <u>\$ 843,975</u> | <u>\$ -</u> | <u>\$ 11,413,975</u> |

2017A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|---------------------|-------------------|-----------------|---------------------|
| | Principal | Interest | Other | Taxes & Int. |
| 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>\$ 6,055,000</u> | <u>\$ 560,775</u> | <u>\$ -</u> | <u>\$ 6,615,775</u> |

2017A G.O. Refunding Notes

| Year | Obligation | | Funding Sources | |
|------|---------------------|-------------------|-----------------|---------------------|
| | Principal | Interest | Other | Taxes & Int. |
| 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>\$ 3,295,000</u> | <u>\$ 305,775</u> | <u>\$ -</u> | <u>\$ 3,600,775</u> |

CITY OF APPLETON 2022 BUDGET
DEBT SERVICE OBLIGATION

2018A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|----------------------|---------------------|-----------------|----------------------|
| | Principal | Interest | Other | Taxes & Int. |
| 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>\$ 10,565,000</u> | <u>\$ 1,672,575</u> | <u>\$ -</u> | <u>\$ 12,237,575</u> |

2019A G.O. Notes

| Year | Obligation | | Funding Sources | | |
|------|----------------------|---------------------|-----------------|---------------------|----------------------|
| | Principal | Interest | Other | TIF # 11 | Taxes & Int. |
| 2022 | \$ 1,515,000 | \$ 380,525 | \$ - | \$ 51,150 | \$ 1,844,375 |
| 2023 | 1,830,000 | 330,350 | - | 307,250 | 1,853,100 |
| 2024 | 1,885,000 | 274,625 | - | 309,300 | 1,850,325 |
| 2025 | 1,945,000 | 217,175 | - | 311,050 | 1,851,125 |
| 2026 | 2,000,000 | 158,000 | - | 307,575 | 1,850,425 |
| 2027 | 2,065,000 | 107,350 | - | 310,350 | 1,862,000 |
| 2028 | 2,135,000 | 65,350 | - | 314,350 | 1,886,000 |
| 2029 | 2,200,000 | 22,000 | - | 318,150 | 1,903,850 |
| | <u>\$ 15,575,000</u> | <u>\$ 1,555,375</u> | <u>\$ -</u> | <u>\$ 2,229,175</u> | <u>\$ 14,901,200</u> |

2020A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|----------------------|---------------------|-------------------|----------------------|
| | Principal | Interest | Debt Premium | Taxes & Int. |
| 2022 | \$ 1,500,000 | \$ 277,800 | \$ 357,020 | \$ 1,420,780 |
| 2023 | 1,530,000 | 247,500 | - | 1,777,500 |
| 2024 | 1,560,000 | 216,600 | - | 1,776,600 |
| 2025 | 1,590,000 | 185,100 | - | 1,775,100 |
| 2026 | 1,625,000 | 152,950 | - | 1,777,950 |
| 2027 | 1,660,000 | 120,100 | - | 1,780,100 |
| 2028 | 1,690,000 | 86,600 | - | 1,776,600 |
| 2029 | 1,725,000 | 52,450 | - | 1,777,450 |
| 2030 | 1,760,000 | 17,600 | - | 1,777,600 |
| | <u>\$ 14,640,000</u> | <u>\$ 1,356,700</u> | <u>\$ 357,020</u> | <u>\$ 15,639,680</u> |

CITY OF APPLETON 2022 BUDGET
DEBT SERVICE OBLIGATION

2021A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|---------------------|---------------------|-------------------|----------------------|
| | Principal | Interest | Debt Premium | Taxes & Int. |
| 2022 | \$ 305,000 | \$ 305,560 | \$ 607,921 | \$ 2,639 |
| 2023 | 2,185,000 | 243,025 | - | 2,428,025 |
| 2024 | 205,000 | 219,125 | - | 424,125 |
| 2025 | 615,000 | 210,925 | - | 825,925 |
| 2026 | 635,000 | 198,425 | - | 833,425 |
| 2027 | 1,830,000 | 178,350 | - | 2,008,350 |
| 2028 | 1,975,000 | 149,813 | - | 2,124,813 |
| 2029 | 2,240,000 | 112,600 | - | 2,352,600 |
| 2030 | 2,700,000 | 63,200 | - | 2,763,200 |
| 2031 | 1,810,000 | 18,100 | - | 1,828,100 |
| | <u>\$14,500,000</u> | <u>\$ 1,699,123</u> | <u>\$ 607,921</u> | <u>\$ 15,591,202</u> |

Total Debt Service

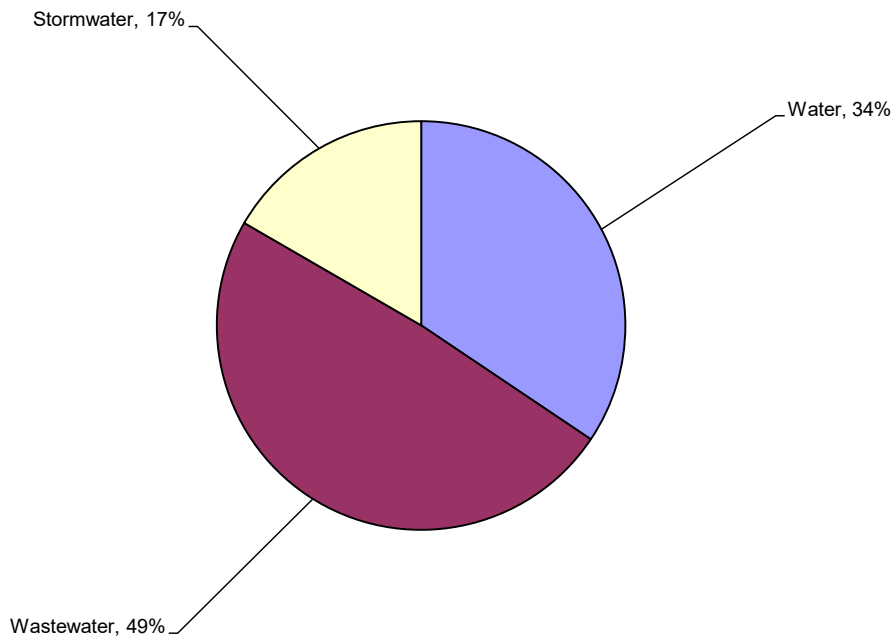
| | Obligation | | | Funding Sources | |
|------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Principal | Interest | Total | Revenues | Taxes & Int. |
| 2022 | \$ 9,879,500 | \$ 2,100,182 | \$11,979,682 | \$ 1,105,391 | \$10,874,291 |
| 2023 | 12,063,750 | 1,735,003 | 13,798,753 | 395,550 | 13,403,203 |
| 2024 | 10,403,375 | 1,394,303 | 11,797,678 | 406,325 | 11,391,353 |
| 2025 | 10,050,000 | 1,081,250 | 11,131,250 | 356,725 | 10,774,525 |
| 2026 | 9,720,000 | 783,975 | 10,503,975 | 307,575 | 10,196,400 |
| 2027 | 8,880,000 | 532,500 | 9,412,500 | 310,350 | 9,102,150 |
| 2028 | 7,515,000 | 336,063 | 7,851,063 | 314,350 | 7,536,713 |
| 2029 | 6,165,000 | 187,050 | 6,352,050 | 318,150 | 6,033,900 |
| 2030 | 4,460,000 | 80,800 | 4,540,800 | - | 4,540,800 |
| 2031 | 1,810,000 | 18,100 | 1,828,100 | - | 1,828,100 |
| | <u>\$80,946,625</u> | <u>\$ 8,249,226</u> | <u>\$89,195,851</u> | <u>\$ 3,514,416</u> | <u>\$85,681,435</u> |

CITY OF APPLETON 2022 BUDGET UTILITIES

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, which include Appleton's Water, Wastewater and Stormwater Utilities.

2022 UTILITIES EXPENDITURES

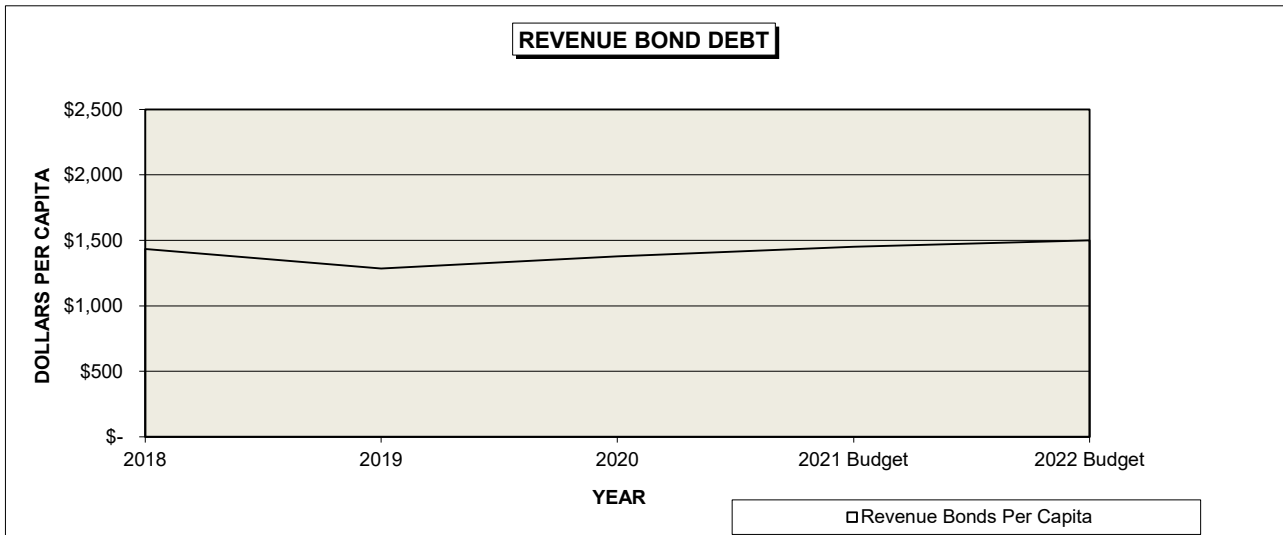
\$62,955,374



CITY OF APPLETON 2022 BUDGET UTILITIES

Revenue Bond Debt Summary

| | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>2021 Budget</u> | <u>2022 Budget</u> |
|---------------------------|----------------|---------------|----------------|--------------------|--------------------|
| Revenue Bonds Outstanding | \$ 107,080,000 | \$ 96,075,000 | \$ 102,535,000 | \$ 108,005,000 | \$ 111,640,000 |
| Population | 74,734 | 74,739 | 74,465 | 74,421 | 74,499 |
| Revenue Bonds Per Capita | \$ 1,433 | \$ 1,285 | \$ 1,377 | \$ 1,451 | \$ 1,499 |



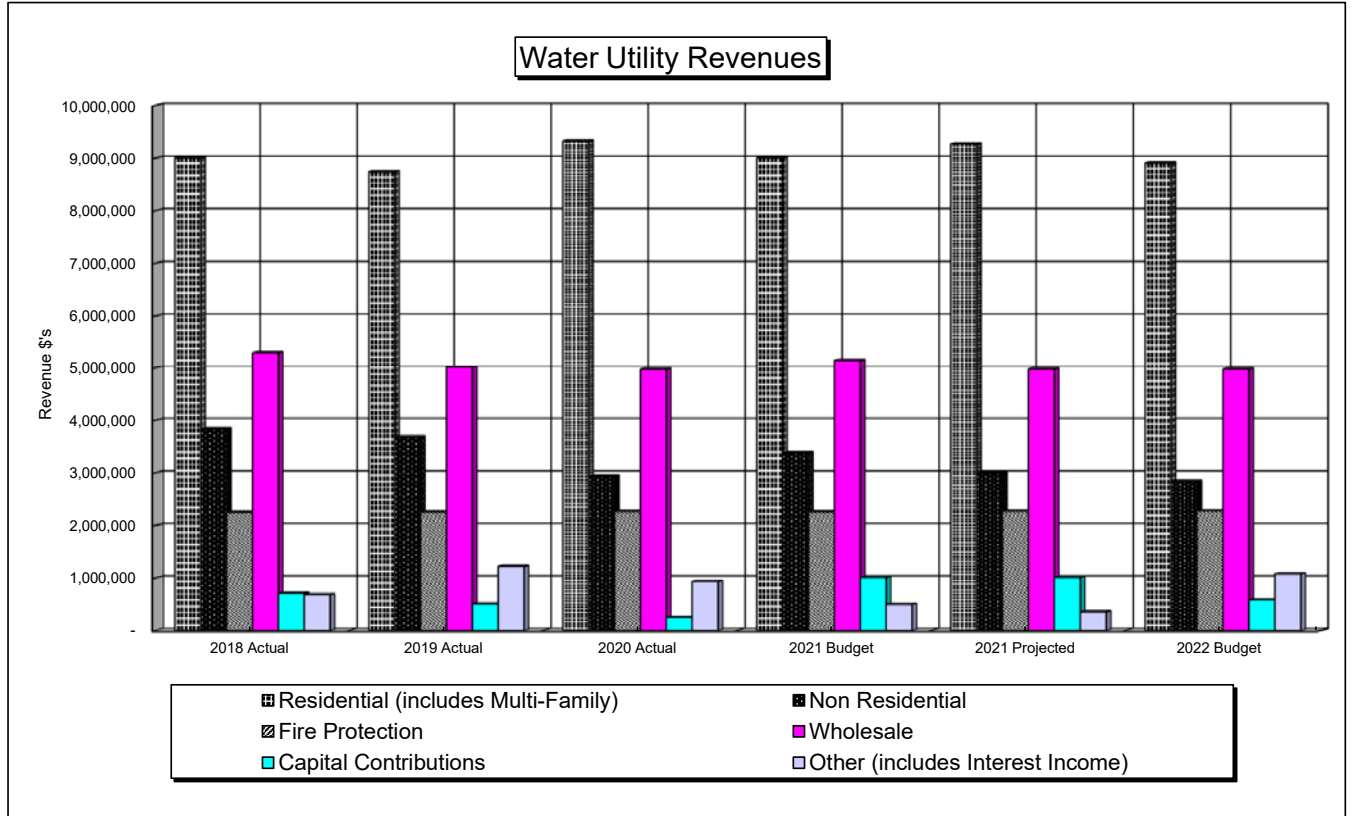
Revenue Bond Ratings:

| | |
|-------------------|------------|
| Water | Aa2 |
| Wastewater | Aa2 |
| Stormwater | Aa2 |

**CITY OF APPLETON 2022 BUDGET
UTILITY REVENUES**

WATER UTILITY

| Sources of Revenue | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget | % Change |
|----------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Residential Water Service | \$ 8,313,133 | \$ 8,076,730 | \$ 8,616,203 | \$ 8,300,000 | \$ 8,560,000 | \$ 8,200,000 | -1.20% |
| Commercial Water Service | 2,223,360 | 2,124,011 | 1,752,001 | 2,000,000 | 1,750,000 | 1,725,000 | -13.75% |
| Industrial Water Service | 1,211,958 | 1,157,728 | 896,088 | 1,000,000 | 875,000 | 750,000 | -25.00% |
| Municipal Water Service | 405,760 | 399,558 | 286,256 | 385,000 | 365,000 | 365,000 | -5.19% |
| Multi-Family Water Service | 691,802 | 661,477 | 705,794 | 705,000 | 705,000 | 705,000 | 0.00% |
| Fire Protection | 2,250,657 | 2,258,040 | 2,265,928 | 2,259,500 | 2,270,000 | 2,273,500 | 0.62% |
| Wholesale Water Service | 5,299,473 | 5,015,172 | 4,972,211 | 5,150,000 | 4,975,000 | 4,975,000 | -3.40% |
| Other | 402,428 | 503,808 | 392,411 | 297,873 | 253,173 | 874,613 | 193.62% |
| Interest Income | 278,749 | 715,334 | 540,956 | 200,000 | 100,000 | 200,000 | 0.00% |
| Contributed Capital | 710,927 | 504,525 | 247,201 | 1,008,720 | 1,008,720 | 581,750 | -42.33% |
| Total Water Utility | \$ 21,788,247 | \$ 21,416,383 | \$ 20,675,049 | \$ 21,306,093 | \$ 20,861,893 | \$ 20,649,863 | -3.08% |



Residential water sales make 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, Harrison Utilities and Village of Sherwood fire protection. Average residential water consumption continues to decline due to individuals' conservation efforts. Water use between customer classes continues to fluctuate during the COVID-19 pandemic. Industrial revenue budget for 2022 reflects the loss of an industrial customer. The current rate was implemented on December 31, 2010. There is no rate increase planned for 2022.

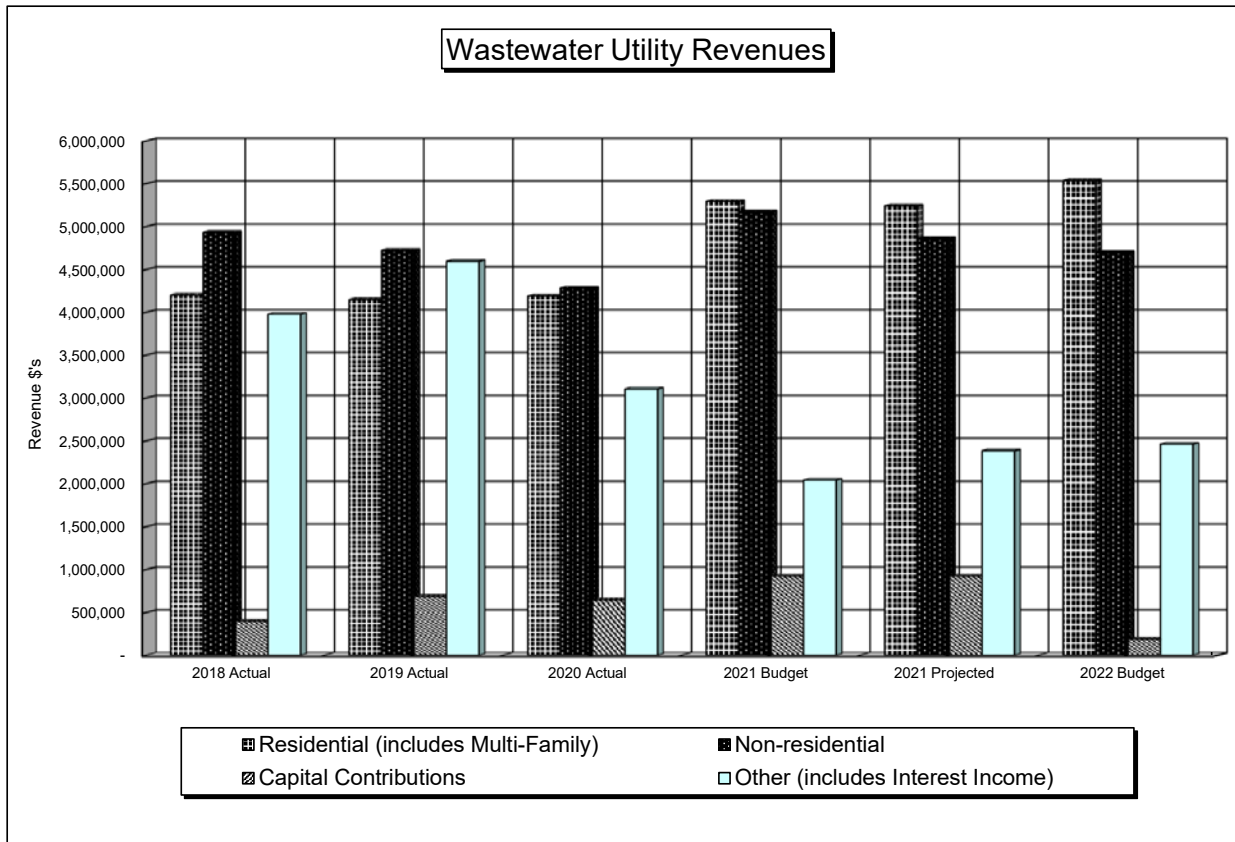
Interest income is earnings on available working cash, required reserve accounts and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. 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. The decline in other income also reflects the expense of \$684,668 in 2018, 2019, 2020, and 2021 for amortization of the early retirement loss of membrane equipment that was not fully depreciated when the equipment was removed from service. Per authorization from the Public Service Commission of Wisconsin and the City's external auditors, the remaining life was amortized over four years. There is no amortization of this loss in 2022.

**CITY OF APPLETON 2022 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

| Sources of Revenue | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget | % Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Residential Sewer Service | \$ 3,875,570 | \$ 3,833,494 | \$ 3,962,054 | \$ 4,875,000 | \$ 4,825,000 | \$ 5,110,000 | 4.82% |
| Commercial Sewer Service | 981,470 | 936,254 | 776,155 | 1,187,500 | 975,000 | 1,015,000 | -14.53% |
| Industrial Sewer Service | 3,658,145 | 3,496,624 | 3,164,069 | 3,627,000 | 3,610,000 | 3,385,000 | -6.67% |
| Municipal Sewer Service | 292,416 | 289,664 | 226,784 | 356,250 | 275,000 | 300,000 | -15.79% |
| Multi-Family Sewer Service | 325,113 | 312,328 | 340,900 | 418,750 | 415,000 | 425,000 | 1.49% |
| Interest Income | 291,562 | 881,255 | 736,242 | 307,500 | 100,000 | 210,000 | -31.71% |
| Other | 3,684,392 | 3,713,740 | 2,368,023 | 1,735,348 | 2,283,680 | 2,251,681 | 29.75% |
| Capital Contributions | 399,455 | 687,604 | 647,282 | 924,789 | 924,789 | 189,975 | -79.46% |
| Total Wastewater Utility | \$ 13,508,123 | \$ 14,150,963 | \$ 12,221,509 | \$ 13,432,137 | \$ 13,408,469 | \$ 12,886,656 | -4.06% |



Charges for services for wastewater treatment come 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 was completed in 2020 by an independent consultant. The study resulted in a required overall 20% increase in revenues for 2021. This rate increase will vary by customers type between 17% and 25%. The 2022 budget includes a 4% increase in rates to be effective on 1/1/2022. This rate increase will be presented to the Utilities Committee for approval. 2022 Industrial revenue budget also reflects the loss of one major high strength waste customer.

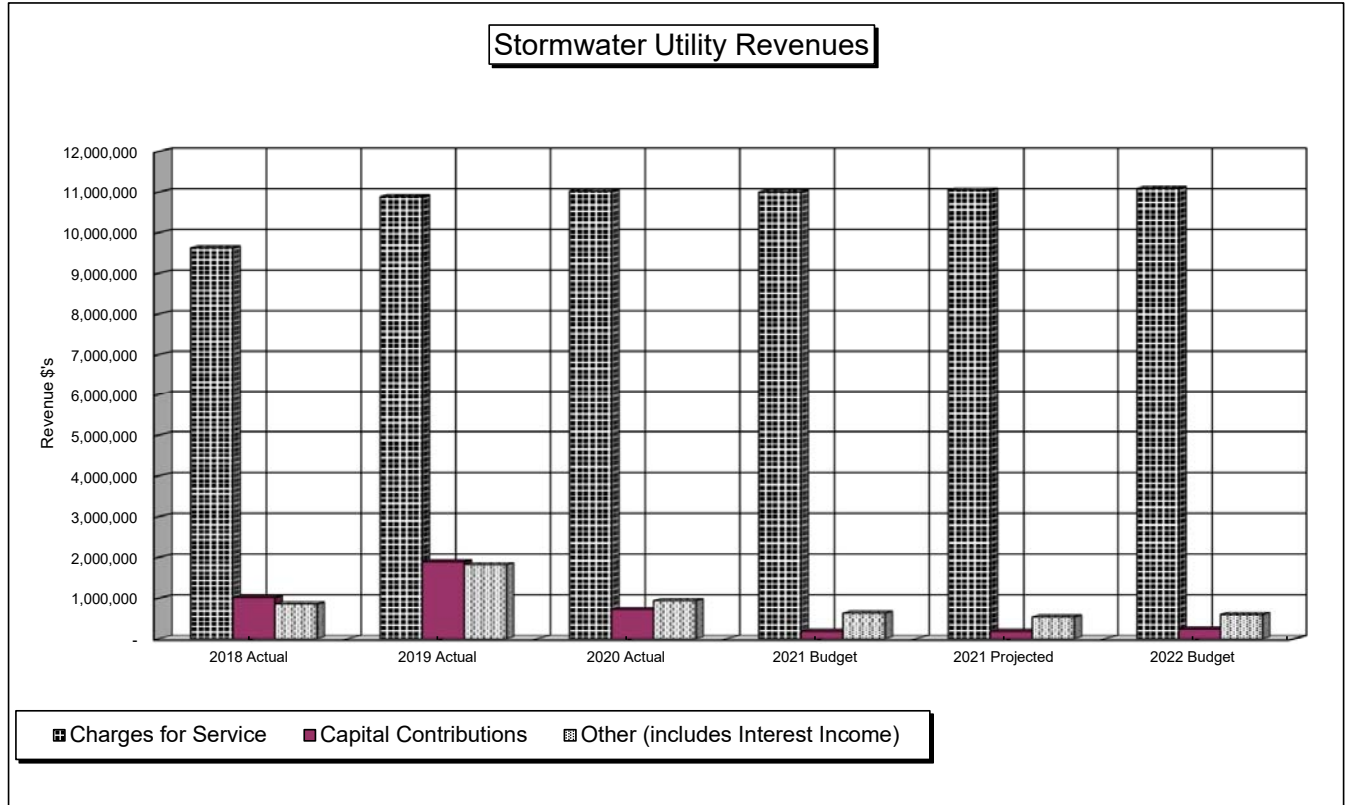
Interest income is earnings on available working cash and required reserve accounts. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments 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, an additional 3% on January 1, 2018 and an additional 5% on October 1, 2020. The decrease in other revenue is due to the decrease in flow of a major hauled waste customer.

**CITY OF APPLETON 2022 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

| Sources of Revenue | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget | % Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Charges for Service | \$ 9,626,251 | \$ 10,882,633 | \$ 11,021,218 | \$ 11,000,000 | \$ 11,050,000 | \$ 11,085,000 | 0.77% |
| Interest Income | 243,982 | 691,296 | 50,902 | 200,000 | 100,000 | 200,000 | 0.00% |
| Capital Contributions | 1,017,013 | 1,892,555 | 717,789 | 185,400 | 185,400 | 241,893 | 30.47% |
| Other | 609,244 | 1,127,543 | 882,881 | 428,387 | 436,876 | 398,804 | -6.91% |
| Total Stormwater Utility | \$ 11,496,490 | \$ 14,594,027 | \$ 12,672,790 | \$ 11,813,787 | \$ 11,772,276 | \$ 11,925,697 | 0.95% |



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.

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 2022 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 2022.

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 *

| | Use (TGal) | 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 2022 BUDGET
WASTEWATER UTILITY
RATE DETAIL**

The current rates detailed below were implemented on January 1, 2021 as part of a rate study completed in 2020. The proposed rate adjustments for 2022 were recommended as part of the rate study and will be presented to Council for approval. If approved, the rate increases will go into effect January 1, 2022.

Sanitary Sewer Rates

| Quarterly Service Fee | | 2022 | |
|------------------------------|-------------------|--------------------|--|
| Meter (Inches) | Current Charge | Proposed Charge | |
| 5/8 | \$ 15.40 | \$ 16.00 | |
| 3/4 | 15.40 | 16.00 | |
| 1 | 27.70 | 28.80 | |
| 1 1/4 | 38.30 | 39.70 | |
| 1 1/2 | 49.10 | 51.00 | |
| 2 | 75.50 | 78.30 | |
| 3 | 130.90 | 135.80 | |
| 4 | 208.10 | 216.00 | |
| 6 | 394.20 | 409.10 | |
| 8 | 622.00 | 646.90 | |

| Volume Charge * | | 2022 | |
|------------------------|-------------------|--------------------|--|
| Use (TGal) | Current Charge | Proposed Charge | |
| All | \$ 3.60 | \$ 3.75 | |

Rates for Quantity/Quality Discharge:

| | Current Charge | 2022 Proposed Charge |
|---------------------------------------------|-------------------|----------------------------|
| Volume per 1,000 gallons | \$ 1.73 | \$ 2.43 |
| Biochemical Oxygen Demand (BOD) per 100/lbs | 33.67 | 35.15 |
| Total Suspended Solids (TSS) per 100/lbs | 11.36 | 11.86 |
| Phosphorus per 100/lbs | 369.42 | 385.58 |
| Ammonia (TKN) per 100/lbs | 130.53 | 136.39 |

Sanitary Waste Hauler Fees:

| | Current Charge | 2022 Proposed Charge |
|-------------------------------------------|-------------------|----------------------------|
| Septic Tank/Portable Toilet Waste per ton | \$ 10.20 | \$ 10.60 |
| Holding Tank Waste per ton | 1.75 | 1.80 |
| Analytical Charge per load | 11.30 | 11.75 |
| Customer Charge per quarter | 17.70 | 18.40 |

* Volume charge is applied to volume of water used, measured in thousand gallons (TGal) increments.

**CITY OF APPLETON 2022 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 Rates | 2022 Rates No Change |
|----------------------|-----------------------|------------------|-------------------------|
| Small | 10 | \$ 97.28 | \$ 97.28 |
| Average | 13 | \$ 115.52 | \$ 115.52 |
| Large | 15 | \$ 127.68 | \$ 127.68 |

Quarterly Wastewater Charges:**

| Residential Users | Average Use (TGal) | Current Rates | 2022 Proposed Charge |
|----------------------|-----------------------|------------------|----------------------------|
| Small | 10 | \$ 51.40 | \$ 53.50 |
| Average | 13 | \$ 62.20 | \$ 64.75 |
| Large | 15 | \$ 69.40 | \$ 72.25 |

Quarterly Stormwater Charges: ***

| Residential Users | ERU's | Current Rates | 2022 Rates No Change |
|----------------------|-------|------------------|-------------------------|
| N/A | 1 | \$ 43.75 | \$ 43.75 |
| N/A | 1 | \$ 43.75 | \$ 43.75 |
| N/A | 1 | \$ 43.75 | \$ 43.75 |

Total:

| Residential Users | Average Use (TGal) | Current Rates | 2022 Proposed Rates |
|----------------------|-----------------------|------------------|---------------------------|
| Small | 10 | \$ 192.43 | \$ 194.53 |
| Average | 13 | \$ 221.47 | \$ 224.02 |
| Large | 15 | \$ 240.83 | \$ 243.68 |

* The quarterly water charges shown here are the current rates as of December 30, 2010.

** The quarterly wastewater charges shown are proposed rates to be effective January 1, 2022.

*** Annual rate of \$175.00 / ERU took effect January 1, 2019.

CITY OF APPLETON 2022 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 2022 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 2021 EVENTS

WATER TREATMENT

America's Water Infrastructure Act (AWIA)- AWIA requirements were investigated by a team of city personnel. An outside engineering consulting firm was also contracted to complete AWIA work. The AWIA requires water systems to undergo an analysis of their systems that include acts of peril (e.g., fire, tornado, flood, etc.), terrorism, and general security. What makes the AWIA unique to prior reviews is statistical probability is a requirement of the analysis. During 2021, an action plan was completed per AWIA requirements based on the initial 2020 analysis with ongoing efforts to be compiled on a quinquennial basis.

Tank Maintenance - The Matthias Tower was taken out of service in 2021 for inspection and maintenance work. Other tanks included the Glendale Tower for warranty work and the North Tower for a regulatory inspection.

Optimized Corrosion Control Treatment (OCCT) - Construction of the OCCT testing apparatus was completed in October 2020 as part of regulatory requirements to identify distribution corrosion system effects on metals including lead. The test apparatus is comprised by lead service lines from the distribution system. Test results obtained since initial commissioning will be submitted to regulators at the State along with analyses that will determine changes (if any) to the utility's water treatment.

Lake Station Project - Construction was initiated in late 2020 for the lake station project. Upgrades were completed over the course of 2021 on chemical, electrical, and equipment at the shore-well building. Future phases of work will include engineering an intermediate pipe from the lake station to the Appleton Water Treatment Facility and a new Lake Winnebago intake extending approximately 2,000 feet off-shore.

WATER DISTRIBUTION

Worked with Arcadis to develop a Private Lead Service Replacement Program. This program will include a timeline for identifying private lead services throughout the city.

Began replacement of large meters not meeting Wisconsin Public Service Commission (PSC) requirements for testing ranges with a different vendor.

Continued use of new water correlator to proactively identify leaks and repair them accordingly.

WATER ADMINISTRATION

Reviewed rate requirements. The utility had a 4.85% rate of return for 2020. The utility is currently authorized a rate of return of 7%. A rate increase is not planned for 2022 as the debt coverage ratio and cash coverage are maintained with current rates.

CITY OF APPLETON 2022 BUDGET WATER UTILITY

MAJOR 2022 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. The study results will determine changes to the water treatment that protects the distribution system from corroding. This study was requested by the Wisconsin Department of Natural Resources in 2019.

Complete the AWIA risk assessment report 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 a construction phase that will require work coordination between the Utility and the contractor. Ultimately, the many phases of 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 50 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.

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.

Promote customer portal (Aquahawk) for the Sensus meters to allow Water Utility customers to monitor their own water usage.

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 a rate of return as approved by the Wisconsin Public Service Commission. These indicators will be reviewed upon the completion of the 2021 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 | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 21,416,383 | \$ 20,686,399 | \$ 21,306,093 | \$ 21,306,093 | 20,649,863 | -3.08% |
| Program Expenses | | | | | | | |
| 5310 | Administration | 8,645,338 | 8,469,840 | 8,828,979 | 8,828,979 | 8,962,549 | 1.51% |
| 5321 | Treatment Admin | 762,295 | 743,632 | 750,999 | 1,012,116 | 735,917 | -2.01% |
| 5323 | Treatment Operations | 5,216,596 | 5,113,974 | 5,254,366 | 5,258,477 | 5,552,805 | 5.68% |
| 5351 | Distribution Admin | 782,782 | 668,892 | 874,573 | 919,573 | 856,785 | -2.03% |
| 5352 | Meter Operations | 155,688 | 129,613 | 259,875 | 259,875 | 235,917 | -9.22% |
| 5353 | Distribution Operations | 1,023,571 | 1,368,097 | 1,515,629 | 1,515,629 | 1,480,921 | -2.29% |
| 5325 | Treatment Capital | 6,454 | 81,301 | 8,705,000 | 12,059,577 | 1,395,000 | -83.97% |
| 5370 | Distribution Capital | 129,137 | 143,704 | 5,984,738 | 6,136,550 | 2,439,600 | -59.24% |
| TOTAL | | \$ 16,721,861 | \$ 16,719,053 | \$ 32,174,159 | \$ 35,990,776 | \$ 21,659,494 | -32.68% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 2,990,297 | 2,947,197 | 3,368,160 | 3,368,160 | 3,285,263 | -2.46% |
| Training & Travel | | 5,748 | 1,628 | 7,500 | 7,500 | 11,500 | 53.33% |
| Supplies & Materials | | 1,543,905 | 1,627,184 | 1,920,407 | 1,924,223 | 2,151,325 | 12.02% |
| Purchased Services | | 5,199,511 | 5,745,736 | 12,570,294 | 16,122,269 | 4,565,193 | -63.68% |
| Miscellaneous Expense | | 6,118,160 | 6,049,583 | 6,173,747 | 6,173,747 | 6,375,298 | 3.26% |
| Capital Expenditures | | (1,028,953) | (1,577,191) | 5,977,251 | 6,238,077 | 3,195,115 | -46.55% |
| Transfers Out | | 1,893,193 | 1,924,916 | 2,156,800 | 2,156,800 | 2,075,800 | -3.76% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 38.28 | 36.84 | 36.71 | 36.71 | 35.00 | |

* % change from prior year adopted budget
Water.xls

**CITY OF APPLETON 2022 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.

The decrease in revenue for industrial services is due to the loss of a significant customer and the on-going decrease in water demand by customers.

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 441100 Sundry Permits | \$ 70 | \$ 140 | \$ 200 | \$ 200 | \$ 200 |
| 471000 Interest on Investments | 715,334 | 540,956 | 200,000 | 200,000 | 200,000 |
| 482101 Residential Service | 8,076,730 | 8,616,203 | 8,300,000 | 8,300,000 | 8,200,000 |
| 482102 Multi-family Service | 661,477 | 705,794 | 705,000 | 705,000 | 705,000 |
| 482200 Commercial Service | 2,124,011 | 1,752,001 | 2,000,000 | 2,000,000 | 1,725,000 |
| 482300 Industrial Service | 1,157,728 | 896,088 | 1,000,000 | 1,000,000 | 750,000 |
| 482400 Municipal Service | 399,558 | 286,256 | 385,000 | 385,000 | 365,000 |
| 482500 Private Fire Protection | 269,989 | 273,055 | 270,000 | 270,000 | 275,000 |
| 482600 Public Fire Protection | 1,791,467 | 1,796,289 | 1,793,000 | 1,793,000 | 1,802,000 |
| 482700 Fire Protection Wholesale | 196,584 | 196,584 | 196,500 | 196,500 | 196,500 |
| 482800 General Service | 19,458 | 20,035 | 20,000 | 20,000 | 20,000 |
| 482900 Sales for Resale | 4,995,714 | 4,972,211 | 5,150,000 | 5,150,000 | 4,975,000 |
| 500400 Sale of City Property | 3,561 | 1,991 | - | - | - |
| 500600 Gain (Loss) on Asset | (34,419) | - | - | - | - |
| 500601 Regulatory Loss - Early | (684,668) | (684,668) | (684,668) | (684,668) | - |
| 501500 Rental of City Property | 73,319 | 102,840 | 84,000 | 84,000 | 93,000 |
| 501600 Lease Revenue | 206,569 | 208,030 | 210,000 | 210,000 | 210,000 |
| 502100 Capital Contributions | 504,525 | 247,201 | 1,008,720 | 1,008,720 | 581,750 |
| 503000 Damage to City Property | 11,618 | 16,173 | 4,000 | 4,000 | 4,000 |
| 503500 Other Reimbursements | 5,871 | 4,166 | 6,000 | 6,000 | 4,000 |
| 507000 Unmetered Svc - Municipal | 5,121 | 8,124 | 5,000 | 5,000 | 5,000 |
| 507100 Customer Penalty | 83,066 | 20,858 | 84,000 | 84,000 | 84,000 |
| 507200 Water Misc Revenue | 4,755 | 3,560 | 2,000 | 2,000 | 2,000 |
| 507300 Water Revenue-Sewer | 183,306 | 172,384 | 165,000 | 165,000 | 155,000 |
| 507700 Income from Admin Fee | 4,353 | 4,280 | 4,500 | 4,500 | 4,500 |
| 507900 Private Hydrant Testing | 15,317 | 15,375 | 14,000 | 14,000 | 14,000 |
| 508300 Emergency Water Turnoff | 770 | 823 | 500 | 500 | 500 |
| 591100 Premium on Debt Issue | 625,199 | 509,650 | 383,341 | 383,341 | 278,413 |
| Total Revenue | \$ 21,416,383 | \$ 20,686,399 | 21,306,093 | 21,306,093 | 20,649,863 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 117,952 | \$ 119,027 | \$ 124,895 | \$ 124,895 | \$ 129,828 |
| 610500 Overtime Wages | 1,010 | 1,330 | - | - | - |
| 615000 Fringes | 221,622 | 79,439 | 42,437 | 42,437 | 44,981 |
| 630400 Postage\Freight | 19,569 | 21,812 | 21,000 | 21,000 | 19,000 |
| 632001 City Copy Charges | 1,388 | 1,141 | 200 | 200 | - |
| 632002 Outside Printing | 1,486 | 1,966 | 200 | 200 | 3,200 |
| 632700 Miscellaneous Equipment | 327 | - | - | - | - |
| 640100 Accounting/Audit Fees | 13,486 | 13,490 | 14,000 | 14,000 | 14,000 |
| 640203 Regulatory Fees | 20,265 | 22,287 | 24,000 | 24,000 | 24,000 |
| 640300 Bank Service Fees | 17,581 | 16,094 | 20,000 | 20,000 | 18,000 |
| 641300 Utilities | 99,946 | 84,396 | 105,000 | 105,000 | 80,000 |
| 650100 Insurance | 119,352 | 134,359 | 146,700 | 146,700 | 178,442 |
| 660100 Depreciation Expense | 4,075,845 | 4,132,173 | 4,300,000 | 4,300,000 | 4,650,000 |
| 662300 Uncollectable Accounts | 3,340 | 2,241 | 8,000 | 8,000 | 8,000 |
| 672000 Interest Payments | 1,787,765 | 1,603,895 | 1,585,940 | 1,585,940 | 1,470,307 |
| 673000 Debt Issuance Costs | 6,000 | 98,722 | 100,000 | 100,000 | 100,000 |
| 675100 Gain/Loss on Refund | 245,211 | 212,552 | 179,807 | 179,807 | 146,991 |
| 791100 Transfer Out - General | 1,893,193 | 1,924,916 | 2,156,800 | 2,156,800 | 2,075,800 |
| Total Expense | \$ 8,645,338 | \$ 8,469,840 | \$ 8,828,979 | \$ 8,828,979 | \$ 8,962,549 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|-----------------------------------------|------------------|---------------------------|---------------------|
| <u>Postage\Freight</u> | | <u>Trans Out-Gen Fund</u> | |
| City Service invoice printing & mailing | \$ 18,500 | Payment in lieu of tax | \$ 2,062,000 |
| Box rental & caller service fees | 500 | Administration fee | 13,800 |
| | <u>\$ 19,000</u> | | <u>\$ 2,075,800</u> |
| <u>Legal Fees</u> | | | |
| PSC assessment | \$ 24,000 | | |
| | <u>\$ 24,000</u> | | |

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM MISSION

For the benefit of the Water Filtration Operations Staff, Water Utility managers will provide administrative support and mentoring to employees so that all aspects of water treatment will meet State and federal compliance.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain records necessary for compliance with State and federal organizations

Maintain maintenance records for equipment, procurement of chemicals, training and safety schedules, operating expenses and project status

Maintain financial records as they apply to the treatment plant

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|------------|------------|--------------|--------------|------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 329,595 | \$ 293,088 | \$ 285,765 | \$ 285,765 | \$ 292,910 |
| 610400 Call Time | 25 | - | - | - | - |
| 610500 Overtime Wages | 8,659 | (7,817) | - | - | - |
| 610800 Part-Time Wages | 1,398 | 204 | 2,149 | 2,149 | 2,252 |
| 615000 Fringes | 330,853 | 328,172 | 393,739 | 393,739 | 398,591 |
| 620100 Training/Conferences | 3,046 | 1,048 | 5,000 | 5,000 | 9,000 |
| 630100 Office Supplies | 2,124 | 172 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 9,427 | 9,808 | 9,700 | 9,700 | 9,700 |
| 630400 Postage\Freight | 414 | 766 | 1,000 | 1,000 | 1,000 |
| 630500 Awards & Recognition | 210 | 185 | 210 | 210 | 210 |
| 630700 Food & Provisions | 308 | 62 | 280 | 280 | 280 |
| 632001 City Copy Charges | 1,512 | 1,354 | 1,600 | 1,600 | 1,600 |
| 632002 Outside Printing | 8,517 | - | 9,000 | 9,000 | 3,200 |
| 632101 Uniforms | 40 | - | - | - | - |
| 632601 Repair Parts | 1,494 | - | - | - | - |
| 632700 Miscellaneous Equipment | 336 | 37 | 1,000 | 1,000 | 1,000 |
| 640400 Consulting Services | 47,563 | 104,969 | 20,000 | 281,117 | - |
| 640800 Contractor Fees | 2,371 | 1,587 | 2,900 | 2,900 | 2,900 |
| 641200 Advertising | - | - | 1,000 | 1,000 | 500 |
| 641300 Utilities | 13,771 | 9,392 | 15,261 | 15,261 | 9,800 |
| 642501 CEA Operations/Maint. | 155 | 486 | 300 | 300 | 200 |
| 642502 CEA Depreciation/Replace. | 477 | 119 | 95 | 95 | 774 |
| Total Expense | \$ 762,295 | \$ 743,632 | \$ 750,999 | \$ 1,012,116 | \$ 735,917 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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:

Included in this budget is funding to continue the optimal corrosion control study. The objectives of the study are to optimize chemical feed systems that will minimize lead release from any lead service lines or from private plumbing systems. Also, included in the budget is funding for the addition of phosphoric acid and sodium hydroxide chemical use. These chemicals are being reviewed as part of the ongoing corrosion control study and are subject to DNR approval prior to use.

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 636,330 | \$ 761,361 | \$ 752,013 | \$ 752,013 | \$ 771,232 |
| 610400 Call Time Wages | 3,969 | 3,361 | 2,200 | 2,200 | 2,200 |
| 610500 Overtime Wages | 55,273 | 25,562 | 36,315 | 36,315 | 36,794 |
| 610800 Part-Time Wages | 51 | 22 | - | - | - |
| 630600 Building Maint./Janitorial | 4,694 | 5,111 | 4,000 | 4,000 | 4,000 |
| 630901 Shop Supplies | 8,034 | 5,588 | 15,000 | 15,000 | 10,000 |
| 630902 Tools & Instruments | 2,153 | 1,167 | 3,500 | 3,813 | 5,000 |
| 631000 Chemicals | 1,147,837 | 1,225,713 | 1,335,500 | 1,335,500 | 1,570,500 |
| 631603 Other Misc. Supplies | 8,946 | 4,113 | 12,000 | 12,000 | 12,000 |
| 632101 Uniforms | 3,148 | 2,405 | 2,800 | 2,800 | 2,800 |
| 632200 Gas Purchases | 22,145 | 7,203 | 19,500 | 19,500 | 15,000 |
| 632300 Safety Supplies | 1,066 | 1,850 | 6,000 | 6,000 | 6,000 |
| 632400 Medical/Lab Supplies | 29,279 | 38,111 | 30,850 | 30,850 | 38,850 |
| 632601 Repair Parts | 7,520 | 9,903 | 47,000 | 47,000 | 33,000 |
| 632700 Miscellaneous Equipment | 19,515 | 32,966 | 60,200 | 63,703 | 33,200 |
| 640400 Consulting Services | 90,163 | 32,087 | 54,000 | 54,000 | 54,000 |
| 640700 Solid Waste/Recycling | 1,352 | 1,548 | 1,200 | 1,200 | 1,700 |
| 640800 Contractor Fees | 692,095 | 363,099 | 94,650 | 94,945 | 72,300 |
| 641300 Utilities | 2,147,409 | 2,239,667 | 2,337,650 | 2,337,650 | 2,365,930 |
| 641600 Build Repairs & Maint | - | 24,396 | - | - | - |
| 641800 Equip Repairs & Maint | 15,867 | 19,202 | 35,000 | 35,000 | 82,000 |
| 642000 Facilities Charges | 264,444 | 259,678 | 313,681 | 313,681 | 314,929 |
| 642400 Software Support | 13,964 | 14,110 | 18,000 | 18,000 | 22,000 |
| 642501 CEA Operations/Maint. | 4,493 | 4,873 | 6,352 | 6,352 | 6,261 |
| 642502 CEA Depr/Replacemt | 10,135 | 7,471 | 6,087 | 6,087 | 12,991 |
| 643200 Lab Fees | 6,178 | 22,601 | 39,763 | 39,763 | 59,263 |
| 644000 Snow Removal Services | 1,099 | 501 | 5,000 | 5,000 | 5,000 |
| 645400 Grounds Repair & Maint | 7,134 | 4,903 | 4,000 | 4,000 | 4,000 |
| 659900 Other Contracts/Obligation | 12,303 | 12,452 | 12,105 | 12,105 | 11,855 |
| 689900 Other Capital Outlay | - | (17,050) | - | - | - |
| Total Expense | \$ 5,216,596 | \$ 5,113,974 | \$ 5,254,366 | \$ 5,258,477 | \$ 5,552,805 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|------------------------------|---------------------|-------------------------------------------|------------------|
| <u>Chemicals</u> | | <u>Miscellaneous Equipment</u> | |
| Ammonia | \$ 20,000 | Corrosion control study | \$ 23,000 |
| Carbon dioxide | 50,000 | SCADA equipment | 7,000 |
| Chlorine | 70,000 | Radio equipment | 3,200 |
| Ferric sulfate | 200,000 | | <u>\$ 33,200</u> |
| Fluoride | 25,000 | <u>Contractor Fees</u> | |
| Lime | 500,000 | Corrosion control study | \$ 5,000 |
| Poly phosphate | 60,000 | Chemical tank recoating | 45,000 |
| Permanganate | 325,000 | Lab equipment maintenance | 7,800 |
| Powder carbon | 75,000 | Annual safety inspections | 1,000 |
| Softener Polymer | 27,000 | Intake inspection | 5,500 |
| ACH | 80,000 | Matthias Tower pipe repair | 3,500 |
| Phosphoric acid | 120,000 | Tower cathodic protection | 4,500 |
| Sodium Hydroxide | 10,000 | | <u>\$ 72,300</u> |
| Softener Salt | 3,500 | <u>Medical/Lab Supplies</u> | |
| Other chemicals | 5,000 | Lab supplies | \$ 15,000 |
| | <u>\$ 1,570,500</u> | Nitrogen | 1,850 |
| <u>Repair Parts</u> | | Bac T testing supplies | 17,000 |
| Valves & actuators | \$ 8,000 | Media & filters | 5,000 |
| Pumps & motors | 15,000 | | <u>\$ 38,850</u> |
| Piping, hoses & tubing | 5,000 | <u>Equipment Repair & Maintenance</u> | |
| UV light replacements | 5,000 | Pump repairs | \$ 30,000 |
| | <u>\$ 33,000</u> | Valve repair on pumps | 20,000 |
| <u>Consulting Services</u> | | Actuator repair | 10,000 |
| Corrosion control | \$ 50,000 | Surge valve repair | 8,000 |
| Tower cell tower review | 4,000 | PRV valve repair | 4,000 |
| | <u>\$ 54,000</u> | Tower attitude valve repair | 5,000 |
| <u>Lab Fees</u> | | Generator maintenance | 5,000 |
| Corrosion control | \$ 37,500 | | <u>\$ 82,000</u> |
| Required operational testing | 21,763 | | |
| | <u>\$ 59,263</u> | | |

**CITY OF APPLETON 2022 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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 229,682 | \$ 240,121 | \$ 261,441 | \$ 261,441 | \$ 319,169 |
| 610400 Call Time Wages | 1,215 | 3,088 | 1,400 | 1,400 | 1,500 |
| 610500 Overtime Wages | 1,513 | 2,390 | 1,250 | 1,250 | 1,450 |
| 610800 Part-Time Wages | 5,065 | 45 | 5,500 | 5,500 | - |
| 615000 Fringes | 336,503 | 311,630 | 445,542 | 445,542 | 408,660 |
| 620100 Training/Conferences | 2,702 | 580 | 2,500 | 2,500 | 2,500 |
| 630100 Office Supplies | 818 | 1,097 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 946 | 552 | 845 | 845 | 845 |
| 630400 Postage\Freight | 1,257 | 1,921 | 1,500 | 1,500 | 1,500 |
| 630500 Awards & Recognition | 665 | 148 | 665 | 665 | 665 |
| 630600 Building Maint./Janitorial | 3,080 | 3,450 | 2,900 | 2,900 | 3,000 |
| 630901 Shop Supplies | 275 | 762 | 50 | 50 | 300 |
| 631603 Other Misc. Supplies | 34 | 881 | - | - | - |
| 632000 Printing & Reproduction | 3,633 | 2,727 | 4,800 | 4,800 | 4,000 |
| 632102 Protective Clothing | 2,907 | 1,760 | 1,600 | 1,600 | 1,700 |
| 632200 Gas Purchases | 21 | 49 | 25 | 25 | 150 |
| 632300 Safety Supplies | 1,356 | 1,642 | 900 | 900 | 1,300 |
| 632400 Medical-Lab Supplies | 219 | 125 | 125 | 125 | 125 |
| 632700 Miscellaneous Equipment | 3,414 | 2,886 | 4,250 | 4,250 | 3,500 |
| 640400 Consulting Services | 84,936 | 1,048 | - | 45,000 | - |
| 641300 Utilities | 54,339 | 52,170 | 59,643 | 59,643 | 57,105 |
| 641800 Equip Repairs & Maint | 114 | - | - | - | - |
| 642000 Facilities Charges | 23,905 | 22,318 | 21,207 | 21,207 | 23,216 |
| 642400 Software Support | 7,125 | 5,560 | 5,380 | 5,380 | 5,400 |
| 642501 CEA Operations/Maint. | 3,737 | 5,753 | 4,000 | 4,000 | 4,700 |
| 643000 Health Services | 220 | - | 50 | 50 | - |
| 659900 Other Contracts/Obligation | 13,101 | 6,189 | 48,000 | 48,000 | 15,000 |
| Total Expense | <u>\$ 782,782</u> | <u>\$ 668,892</u> | <u>\$ 874,573</u> | <u>\$ 919,573</u> | <u>\$ 856,785</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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:

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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

Business Unit 5352

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 69,013 | \$ 53,702 | \$ 71,593 | \$ 71,593 | \$ 66,347 |
| 610400 Call Time Wages | 305 | 50 | 250 | 250 | 250 |
| 610500 Overtime Wages | (120) | 1,067 | 1,150 | 1,150 | 975 |
| 630901 Shop Supplies | 4,898 | 3,223 | 100 | 100 | 3,100 |
| 630902 Tools & Instruments | 42 | 120 | 1,600 | 1,600 | 550 |
| 632601 Repair Parts | 11,037 | 214 | 1,000 | 1,000 | 500 |
| 632700 Miscellaneous Equipment | - | - | 110,982 | 110,982 | 90,000 |
| 640800 Contractor Fees | 83 | 125 | 500 | 500 | 500 |
| 641800 Equip Repairs & Maint | 609 | 32 | 1,100 | 1,100 | 600 |
| 642400 Software Support | 64,246 | 64,841 | 64,500 | 64,500 | 66,750 |
| 642501 CEA Operations/Maint. | 5,575 | 6,239 | 7,100 | 7,100 | 6,345 |
| Total Expense | <u>\$ 155,688</u> | <u>\$ 129,613</u> | <u>\$ 259,875</u> | <u>\$ 259,875</u> | <u>\$ 235,917</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Misc Equipment

| | |
|--------|------------------|
| Meters | \$ 90,000 |
| | <u>\$ 90,000</u> |

Software Support

| | |
|---------------------------|------------------|
| Sensus meter hosting fees | \$ 31,250 |
| Iron Mountain | 500 |
| Aquahawk | 35,000 |
| | <u>\$ 66,750</u> |

CITY OF APPLETON 2022 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:

Miscellaneous equipment and supplies budget include costs to implement Wisconsin DNR requirements for chlorine reduction during hydrant flushing. Five diffusers and dechlorination tablets will be needed to complete annual hydrant flushing within required regulations.

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 463,362 | \$ 596,923 | \$ 706,034 | \$ 706,034 | \$ 597,589 |
| 610400 Call Time Wages | 16,389 | 16,014 | 15,200 | 15,200 | 15,600 |
| 610500 Overtime Wages | 38,263 | 54,089 | 38,600 | 38,600 | 42,950 |
| 610800 Part-Time Wages | 3,282 | - | 9,700 | 9,700 | - |
| 630800 Landscape Supplies | 3,458 | 4,082 | 600 | 600 | 600 |
| 630901 Shop Supplies | 6,556 | 6,559 | 4,750 | 4,750 | 6,625 |
| 630902 Tools & Instruments | 5,021 | 2,248 | 3,800 | 3,800 | 2,675 |
| 631100 Paint & Supplies | 2,248 | 960 | 775 | 775 | 43,800 |
| 632200 Gas Purchases | - | - | - | - | 100 |
| 632500 Construction Materials | 59,438 | 41,010 | 61,000 | 61,000 | 58,500 |
| 632601 Repair Parts | 118,574 | 130,436 | 114,500 | 114,500 | 122,000 |
| 632700 Miscellaneous Equipment | 9,260 | 38,281 | 20,100 | 20,100 | 33,250 |
| 632800 Signs | 150 | - | - | - | - |
| 640800 Contractor Fees | 117,983 | 247,662 | 204,500 | 204,500 | 234,700 |
| 641500 Tipping Fees | 11,256 | 10,983 | 15,000 | 15,000 | 13,500 |
| 641800 Equip Repairs & Maint | 337 | 183 | 900 | 900 | 200 |
| 642501 CEA Operations/Maint. | 216,931 | 272,472 | 320,170 | 320,170 | 308,832 |
| 689900 Other Capital Outlay | (48,937) | (53,805) | - | - | - |
| Total Expense | \$ 1,023,571 | \$ 1,368,097 | \$ 1,515,629 | \$ 1,515,629 | \$ 1,480,921 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Repair Parts

| | |
|----------------------------------------------------------------------|-------------------|
| Fittings, clamps, pipe, etc. for main/valve break repair | \$ 60,000 |
| Valves, sleeves, boxes, pipe & connectors for service laterals/curbs | 19,000 |
| Hydrant repair parts | 43,000 |
| Total | \$ 122,000 |

Contractor Fees

| | |
|---------------------------------------------------|-------------------|
| Surface restoration | \$ 165,000 |
| Contractor services for main/valve break & repair | 10,000 |
| County excavation | 3,200 |
| Warning lights | 500 |
| City street excavation permits | 40,000 |
| Hydrant painting | 16,000 |
| Total | \$ 234,700 |

Miscellaneous Equipment

| | |
|---------------------------|------------------|
| Barricades & cones | \$ 3,500 |
| Cordless tools | 900 |
| Safety blades | 10,600 |
| Trash pump | 1,500 |
| Gauges | 200 |
| RP Valve assembly & parts | 3,600 |
| Hoses and flushers | 750 |
| Flushing diffusers | 7,000 |
| Compact listening devices | 5,200 |
| Total | \$ 33,250 |

Construction Materials

| | |
|--------------|------------------|
| Concrete | \$ 500 |
| Slurry | 20,000 |
| Gravel | 19,000 |
| Asphalt | 12,000 |
| Clear stone | 7,000 |
| Total | \$ 58,500 |

Paint & Supplies

| | |
|---------------------------------|------------------|
| Flushing dechlorination tablets | \$ 43,000 |
| Miscellaneous supplies | 800 |
| Total | \$ 43,800 |

**CITY OF APPLETON 2022 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 2022 CIPs:

| | <u>2022 Budget</u> | <u>Page</u> |
|-----------------------------------------------|---------------------|-------------------|
| Water Compressed Air System Replacement | 150,000 | Projects, Pg. 652 |
| Matthias Tower Hydraulic Upgrade | 445,000 | Projects, Pg. 654 |
| Fire Protection Upgrade at Treatment Facility | 200,000 | Projects, Pg. 653 |
| HVAC Kathabar replacement | 600,000 | Projects, Pg. 636 |
| | <u>\$ 1,395,000</u> | |

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-----------------|------------------|---------------------|----------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 640400 Consulting Services | \$ 257,667 | \$ 154,470 | \$ 175,000 | \$ 772,069 | \$ 70,000 |
| 640800 Contractor Fees | 698,031 | 1,378,717 | 8,280,000 | 10,868,989 | 400,000 |
| 659900 Other Contracts/Obligation | 7,370 | 39,986 | - | - | - |
| 680200 Land Improvements | - | 81,301 | - | 25,000 | - |
| 680300 Buildings | - | 56,040 | 250,000 | 393,519 | 800,000 |
| 680401 Machinery & Equipment | 585 | - | - | - | 125,000 |
| 689900 Other Capital Outlay | (957,199) | (1,629,213) | - | - | - |
| Total Expense | \$ 6,454 | \$ 81,301 | \$ 8,705,000 | \$ 12,059,577 | \$ 1,395,000 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|---------------------------|-------------------|----------------------------------|-------------------|
| <u>Contractor Fees</u> | | <u>Consulting</u> | |
| Matthias Tower upgrade | \$ 400,000 | Compressed air system | \$ 25,000 |
| | <u>\$ 400,000</u> | Matthias Tower upgrade | 45,000 |
| | | | <u>\$ 70,000</u> |
| <u>Buildings</u> | | <u>Machinery & Equipment</u> | |
| Fire protection upgrade | \$ 200,000 | Compressed air system | \$ 125,000 |
| HVAC Kathabar replacement | 600,000 | | |
| | <u>\$ 800,000</u> | | <u>\$ 125,000</u> |

**CITY OF APPLETON 2022 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 2022 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 2022 CIPs:

| | | | |
|-------------------------|---------------------|-------------------|--|
| Water main construction | <u>2022 Budget</u> | <u>Page</u> | |
| | 2,439,600 | Projects, Pg. 616 | |
| | <u>\$ 2,439,600</u> | | |

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 110,244 | \$ 54,125 | \$ 166,387 | \$ 166,387 | \$ 139,139 |
| 610400 Call Time Wages | 551 | 92 | - | - | 500 |
| 610500 Overtime Wages | 7,941 | 9,816 | - | - | 9,000 |
| 610800 Part-Time Wages | 351 | 296 | 4,600 | 4,600 | 3,346 |
| 630901 Shop Supplies | 302 | 175 | - | - | - |
| 632503 Other Materials | 1,692 | 3,643 | - | - | - |
| 632601 Repair Parts | 1,114 | 6,798 | - | - | - |
| 640400 Consulting Services | 30,343 | 65,932 | 76,500 | 136,005 | 10,000 |
| 640800 Contractor Fees | - | 1,702 | - | - | - |
| 641500 Tipping Fees | - | 15,414 | - | - | - |
| 642501 CEA Operations/Maint. | - | - | 10,000 | 10,000 | 7,500 |
| 659900 Other Contracts/Obligation | - | 175 | - | - | - |
| 680905 Water Mains | 3,241,074 | 3,380,088 | 5,727,251 | 5,819,558 | 2,270,115 |
| 689900 Other Capital Outlay | (3,264,475) | (3,394,552) | - | - | - |
| Total Expense | \$ 129,137 | \$ 143,704 | \$ 5,984,738 | \$ 6,136,550 | \$ 2,439,600 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | Water Utility |
|-------------------------------------------------|------------------------------------------------------------------|-----------------|-------------------------|---------------------|
| Labor Pool | | | | 151,985 |
| CEA | | | | 7,500 |
| Miscellaneous | Permit; Misc.Fees; Training; Testing Mat'l, NOI, Railroad, Water | | | 10,000 |
| Construction | Surface Restoration - Due to 2021 Water CIP Excav. | | | 43,850 |
| | Subtotal | | | 53,850 |
| New Construction | Plamann Park | Phase 2 | | 500,000 |
| | French Rd | Broadway Dr | Broadway Dr (1700' n/o) | 194,150 |
| | Subtotal | | | 694,150 |
| Reconstruction (not related to paving) | Easement | River Road | Bouten St | 162,475 |
| | Fair St | Atlantic Street | Spring St | 204,700 |
| | Franklin St | Appleton St | Oneida St | 100,000 |
| | WWTP | Weimar Ct | Newberry Ct | 247,300 |
| | Lead Service Line Replacement Citywide | | | 250,000 |
| | Subtotal | | | 964,475 |
| Reconstruction (prior to next year's paving) | Alvin St | Wisconsin Ave | Marquette St | 272,485 |
| | Durkee St | College Ave | Washington St | 59,250 |
| | Morrison St | College Ave | Washington St | 135,905 |
| | Reinke Ct - partial | Kernan Ave | cds | 100,000 |
| | Subtotal | | | 567,640 |
| Transmission - New | | | | |
| | | | | |
| | | | | |
| Total Water Construction | | | | \$ 2,439,600 |

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|----------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 441100 Sundry Permits | 70 | 1 | - | 200 | 200 | 200 |
| 470500 General Interest | 33 | 40 | 1 | - | - | - |
| 471000 Interest on Investments | 715,301 | 540,916 | 131,233 | 200,000 | 200,000 | 200,000 |
| 482000 Unmetered Service | - | - | - | 20,000 | 20,000 | - |
| 482101 Residential Service | 8,076,730 | 8,616,203 | - | 8,300,000 | 8,300,000 | 8,200,000 |
| 482102 Multi-family Service | 661,477 | 705,794 | - | 705,000 | 705,000 | 705,000 |
| 482200 Commercial Service | 2,124,011 | 1,752,001 | - | 2,000,000 | 2,000,000 | 1,725,000 |
| 482300 Industrial Service | 1,157,728 | 896,088 | - | 1,000,000 | 1,000,000 | 750,000 |
| 482400 Municipal Service | 399,558 | 286,256 | 1,476 | 385,000 | 385,000 | 365,000 |
| 482500 Private Fire Protection | 269,989 | 273,055 | - | 270,000 | 270,000 | 275,000 |
| 482600 Public Fire Protection | 1,791,467 | 1,796,289 | - | 1,793,000 | 1,793,000 | 1,802,000 |
| 482700 Fire Protection Wholesale | 196,584 | 196,584 | - | 196,500 | 196,500 | 196,500 |
| 482800 General Service | 19,458 | 20,035 | 454 | - | - | 20,000 |
| 482900 Sales for Resale | 4,995,714 | 4,972,211 | - | 5,150,000 | 5,150,000 | 4,975,000 |
| 500400 Sale of City Property | 3,561 | 1,991 | 19,478 | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | (34,419) | - | - | - | - | - |
| 500601 Regulatory Loss - Early Retirmt | (684,668) | (684,668) | - | (684,668) | (684,668) | - |
| 501500 Rental of City Property | 73,319 | 102,840 | 32,306 | 84,000 | 84,000 | 93,000 |
| 501600 Lease Revenue | 206,569 | 208,030 | 51,684 | 210,000 | 210,000 | 210,000 |
| 502100 Capital Contributions | 504,525 | 247,201 | 2,834 | 1,008,720 | 1,008,720 | 581,750 |
| 503000 Damage to City Property | 11,618 | 4,962 | (228) | 4,000 | 4,000 | 4,000 |
| 503500 Other Reimbursements | 5,871 | 4,166 | 2,539 | 6,000 | 6,000 | 4,000 |
| 507000 Unmetered Svc - Municipal Svc | 5,121 | 8,124 | - | 5,000 | 5,000 | 5,000 |
| 507100 Customer Penalty | 83,066 | 20,858 | - | 84,000 | 84,000 | 84,000 |
| 507200 Water Misc Revenue (turn-on) | 4,755 | 3,560 | - | 2,000 | 2,000 | 2,000 |
| 507300 Water Revenue-Sewer Billing | 183,306 | 172,384 | - | 165,000 | 165,000 | 155,000 |
| 507700 Income from Admin Fee | 4,353 | 4,280 | - | 4,500 | 4,500 | 4,500 |
| 507900 Private Hydrant Testing | 15,317 | 15,375 | 252 | 14,000 | 14,000 | 14,000 |
| 508300 Emergency Water Turnoff | 770 | 823 | - | 500 | 500 | 500 |
| 591100 Premium on Debt Issue | 625,199 | 509,650 | - | 383,341 | 383,341 | 278,413 |
| TOTAL PROGRAM REVENUES | 21,416,383 | 20,675,049 | 242,029 | 21,306,093 | 21,306,093 | 20,649,863 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 403,750 | 553,738 | 157,913 | 410,660 | 410,660 | 361,594 |
| 610200 Labor Pool Allocations | 1,431,088 | 1,468,757 | 500,209 | 1,949,668 | 1,949,668 | 1,950,770 |
| 610299 Capitalized Labor | (123,192) | (160,066) | - | - | - | - |
| 610400 Call Time Wages | 22,454 | 22,605 | 10,013 | 19,050 | 19,050 | 20,050 |
| 610500 Overtime Wages | 112,539 | 86,436 | 28,049 | 77,315 | 77,315 | 91,169 |
| 610800 Part-Time Wages | 10,147 | 567 | - | 19,800 | 19,800 | 5,598 |
| 611000 Other Compensation | 11,595 | 10,069 | 5,392 | 9,949 | 9,949 | 3,850 |
| 611400 Sick Pay | 30,087 | 2,829 | 2,890 | - | - | - |
| 611500 Vacation Pay | 202,850 | 243,021 | 36,295 | - | - | - |
| 615000 Fringes | 755,558 | 739,857 | 261,268 | 881,718 | 881,718 | 852,232 |
| 615099 Capitalized Fringe | (50,928) | (64,268) | - | - | - | - |
| 617000 Pension Expense | 182,327 | 24,746 | - | - | - | - |
| 617100 OPEB Expense | 2,022 | 18,906 | - | - | - | - |
| TOTAL PERSONNEL | 2,990,297 | 2,947,197 | 1,002,029 | 3,368,160 | 3,368,160 | 3,285,263 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 5,748 | 1,628 | 340 | 7,500 | 7,500 | 11,500 |
| TOTAL TRAINING / TRAVEL | 5,748 | 1,628 | 340 | 7,500 | 7,500 | 11,500 |
| Supplies | | | | | | |
| 630100 Office Supplies | 2,942 | 1,269 | 486 | 3,000 | 3,000 | 3,000 |
| 630300 Memberships & Licenses | 10,373 | 10,360 | 9,386 | 10,545 | 10,545 | 10,545 |
| 630400 Postage\Freight | 21,241 | 24,499 | 3,839 | 23,500 | 23,500 | 21,500 |
| 630500 Awards & Recognition | 875 | 334 | 25 | 875 | 875 | 875 |
| 630600 Building Maint./Janitorial | 7,773 | 8,561 | 2,489 | 6,900 | 6,900 | 7,000 |
| 630700 Food & Provisions | 308 | 62 | - | 280 | 280 | 280 |
| 630801 Topsoil, Sand, Gravel | 3,458 | 4,082 | 627 | 400 | 400 | 400 |
| 630803 Seed, Fertilizer | - | - | - | 200 | 200 | 200 |
| 630901 Shop Supplies | 20,066 | 16,307 | 5,551 | 19,900 | 19,900 | 20,025 |
| 630902 Tools & Instruments | 7,216 | 3,535 | 2,495 | 8,900 | 9,213 | 8,225 |
| 631000 Miscellaneous Chemicals | 1,335 | 2,643 | 3,279 | 5,000 | 5,000 | 5,000 |
| 631007 Sodium Hypochlorite | 55,936 | 56,195 | 6,797 | 65,000 | 65,000 | 70,000 |
| 631009 Carbon Dioxide | 41,191 | 38,520 | 6,438 | 50,000 | 50,000 | 50,000 |
| 631010 Powder Activated Carbon | 79,150 | 84,903 | 14 | 75,000 | 75,000 | 75,000 |
| 631011 Ferric Sulfate | 139,776 | 186,915 | 31,079 | 150,000 | 150,000 | 200,000 |
| 631012 Hydrofluosilicic Acid | 23,110 | 20,047 | 2,166 | 25,000 | 25,000 | 25,000 |
| 631013 Lime | 412,242 | 434,358 | 73,007 | 450,000 | 450,000 | 500,000 |
| 631014 Poly-Phosphate | 56,668 | 60,854 | 6,216 | 60,000 | 60,000 | 60,000 |
| 631015 Aqua Ammonia | 16,644 | 18,943 | 3,214 | 20,000 | 20,000 | 20,000 |
| 631016 Sodium Hydroxide | - | - | - | - | - | 10,000 |
| 631017 Potassium Permanganate | 214,430 | 219,841 | - | 325,000 | 325,000 | 325,000 |
| 631018 ACH | 78,166 | 72,261 | 1,658 | 80,000 | 80,000 | 80,000 |
| 631019 Citric Acid | - | 6,867 | - | - | - | - |
| 631020 Polymer | 26,487 | 19,989 | 4,931 | 27,000 | 27,000 | 27,000 |
| 631021 Softener Salt | 2,702 | 3,378 | 1,351 | 3,500 | 3,500 | 3,500 |
| 631023 Phosphoric Acid | - | - | - | - | - | 120,000 |

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|---------------------------------------|--------------------|--------------------|--------------------|-------------------|---------------------|-------------------|
| 631100 Paint & Supplies | 2,247 | 960 | 361 | 775 | 775 | 43,800 |
| 631603 Other Misc. Supplies | 8,980 | 4,113 | - | 12,000 | 12,000 | 12,000 |
| 632001 City Copy Charges | 3,701 | 3,376 | 470 | 2,800 | 2,800 | 2,600 |
| 632002 Outside Printing | 12,835 | 4,693 | 3,568 | 13,000 | 13,000 | 9,400 |
| 632101 Uniforms | 3,188 | 2,405 | 716 | 2,800 | 2,800 | 2,800 |
| 632102 Protective Clothing | 2,907 | 1,760 | 417 | 1,600 | 1,600 | 1,700 |
| 632200 Gas Purchases | 22,165 | 7,251 | 6,383 | 19,525 | 19,525 | 15,250 |
| 632300 Safety Supplies | 2,423 | 3,492 | 1,483 | 6,900 | 6,900 | 7,300 |
| 632400 Medical/Lab Supplies | 29,497 | 38,237 | 5,293 | 30,975 | 30,975 | 38,975 |
| 632502 Concrete | 1,469 | - | - | 2,500 | 2,500 | 500 |
| 632503 Other Materials | 464 | 150 | - | 500 | 500 | - |
| 632504 Slurry | 21,458 | 6,449 | 5,274 | 20,000 | 20,000 | 20,000 |
| 632505 Gravel | 18,931 | 18,587 | 6,989 | 19,000 | 19,000 | 19,000 |
| 632507 Asphalt | 13,754 | 11,750 | - | 14,000 | 14,000 | 12,000 |
| 632509 Clear Stone | 5,054 | 7,718 | 2,579 | 5,000 | 5,000 | 7,000 |
| 632601 Repair Parts | 139,740 | 147,351 | 23,547 | 162,500 | 162,500 | 155,500 |
| 632700 Miscellaneous Equipment | 32,853 | 74,169 | 98,976 | 196,532 | 200,035 | 160,950 |
| 632800 Signs | 150 | - | - | - | - | - |
| TOTAL SUPPLIES | 1,543,905 | 1,627,184 | 321,104 | 1,920,407 | 1,924,223 | 2,151,325 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 13,486 | 13,490 | - | 14,000 | 14,000 | 14,000 |
| 640203 Regulatory Fees | 20,265 | 22,287 | 95 | 24,000 | 24,000 | 24,000 |
| 640300 Bank Service Fees | 17,581 | 16,094 | 2,447 | 20,000 | 20,000 | 18,000 |
| 640400 Consulting Services | 510,672 | 358,506 | 104,380 | 325,500 | 1,288,191 | 134,000 |
| 640700 Solid Waste/Recycling Pickup | 1,352 | 1,548 | 200 | 1,200 | 1,200 | 1,700 |
| 640800 Contractor Fees | 1,510,564 | 1,992,892 | 1,719,986 | 8,582,550 | 11,171,834 | 710,400 |
| 641200 Advertising | - | - | - | 1,000 | 1,000 | 500 |
| 641301 Electric | 537,923 | 551,918 | 178,363 | 545,078 | 545,078 | 557,678 |
| 641302 Gas | 120,453 | 88,527 | 16,499 | 102,094 | 102,094 | 114,094 |
| 641303 Water | 119,589 | 105,074 | 42,489 | 127,060 | 127,060 | 104,060 |
| 641304 Sewer | 34,133 | 33,942 | 9,643 | 36,786 | 36,786 | 36,786 |
| 641306 Stormwater | 25,420 | 24,772 | 6,888 | 25,905 | 25,905 | 27,585 |
| 641307 Telephone | 18,351 | 17,898 | 5,678 | 21,881 | 21,881 | 17,420 |
| 641308 Cellular Phones | 10,618 | 4,405 | 1,758 | 8,750 | 8,750 | 5,212 |
| 641399 Other Utilities | 1,448,976 | 1,559,089 | 263,506 | 1,650,000 | 1,650,000 | 1,650,000 |
| 641500 Tipping Fees | 11,256 | 26,397 | 3,732 | 15,000 | 15,000 | 13,500 |
| 641600 Build Repairs & Maint | - | 24,395 | - | - | - | - |
| 641800 Equip Repairs & Maint | 16,927 | 19,417 | 952 | 37,000 | 37,000 | 82,800 |
| 642000 Facilities Charges | 288,350 | 281,996 | 42,691 | 334,888 | 334,888 | 338,145 |
| 642400 Software Support | 85,334 | 84,511 | 89,235 | 53,880 | 53,880 | 60,150 |
| 642501 CEA Operations/Maint. | 127,333 | 181,753 | 40,768 | 34,000 | 34,000 | 34,000 |
| 642502 CEA Depreciation/Replace. | 164,444 | 178,016 | 42,614 | 150,252 | 150,252 | 178,461 |
| 642503 CEA Capital | (50,273) | (62,356) | - | 203,852 | 203,852 | 169,142 |
| 643000 Health Services | 220 | - | - | 50 | 50 | - |
| 643200 Lab Fees | 6,178 | 22,601 | 23,153 | 39,763 | 39,763 | 59,263 |
| 644000 Snow Removal Services | 1,099 | 501 | 1,163 | 5,000 | 5,000 | 5,000 |
| 645400 Grounds Repair & Maintenance | 7,134 | 4,903 | 208 | 4,000 | 4,000 | 4,000 |
| 650100 Insurance | 73,020 | 71,783 | - | 146,700 | 146,700 | 178,442 |
| 650102 Injuries/Damages Insurance | 46,332 | 62,576 | - | - | - | - |
| 659900 Other Contracts/Obligation | 32,774 | 58,801 | 24,754 | 60,105 | 60,105 | 26,855 |
| TOTAL PURCHASED SVCS | 5,199,511 | 5,745,736 | 2,621,202 | 12,570,294 | 16,122,269 | 4,565,193 |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 4,075,845 | 4,132,173 | - | 4,300,000 | 4,300,000 | 4,650,000 |
| 662300 Uncollectable Accounts | 3,340 | 2,241 | - | 8,000 | 8,000 | 8,000 |
| 672000 Interest Payments | 1,787,765 | 1,603,895 | - | 1,585,940 | 1,585,940 | 1,470,307 |
| 673000 Debt Issuance Costs | 6,000 | 98,722 | - | 100,000 | 100,000 | 100,000 |
| 675100 Gain/Loss on Refund Amort | 245,210 | 212,552 | - | 179,807 | 179,807 | 146,991 |
| TOTAL MISCELLANEOUS EXP | 6,118,160 | 6,049,583 | - | 6,173,747 | 6,173,747 | 6,375,298 |
| Capital Outlay | | | | | | |
| 680200 Land Improvements | - | 81,301 | 2,342 | - | 25,000 | - |
| 680300 Buildings | - | 56,040 | 5,056 | 250,000 | 393,519 | 800,000 |
| 680401 Machinery & Equipment | 585 | - | - | - | - | 125,000 |
| 680905 Water Mains | 3,241,073 | 3,380,088 | 117,572 | 5,727,251 | 5,819,558 | 2,270,115 |
| 689900 Other Capital Outlay | (4,270,611) | (5,094,620) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | (1,028,953) | (1,577,191) | 124,970 | 5,977,251 | 6,238,077 | 3,195,115 |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 1,893,193 | 1,924,916 | - | 2,156,800 | 2,156,800 | 2,075,800 |
| 791400 Transfer Out - Capital Project | - | - | - | - | - | - |
| TOTAL TRANSFERS | 1,893,193 | 1,924,916 | - | 2,156,800 | 2,156,800 | 2,075,800 |
| TOTAL EXPENSE | 16,721,861 | 16,719,053 | 4,069,645 | 32,174,159 | 35,990,776 | 21,659,494 |

CITY OF APPLETON 2022 BUDGET

WATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|--------------------------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Charges for Services | \$ 19,697,837 | \$ 19,522,640 | \$ 19,824,500 | \$ 19,500,000 | \$ 19,018,500 |
| Miscellaneous | 572,905 | 530,965 | 569,700 | 550,000 | 566,700 |
| Total Revenues | 20,270,742 | 20,053,605 | 20,394,200 | 20,050,000 | 19,585,200 |
| Expenses | | | | | |
| Operation and Maintenance | 8,713,971 | 8,646,593 | 9,161,874 | 9,322,102 | 9,381,796 |
| Depreciation | 4,075,847 | 4,132,173 | 4,300,000 | 4,440,000 | 4,650,000 |
| Amortization of early retirement | 684,668 | 684,668 | 684,668 | 684,668 | - |
| Total Expenses | 13,474,486 | 13,463,434 | 14,146,542 | 14,446,770 | 14,031,796 |
| Operating Income (Loss) | 6,796,256 | 6,590,171 | 6,247,658 | 5,603,230 | 5,553,404 |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 715,334 | 538,600 | 200,000 | 100,000 | 200,000 |
| Interest Expense | (1,787,765) | (1,603,895) | (1,585,940) | (1,585,940) | (1,470,307) |
| Gain/Loss on Refunding | (245,210) | (212,552) | (179,807) | (179,807) | (146,991) |
| Gain/Loss on Asset Disposal | (34,419) | - | - | - | - |
| Amortization of Premium on Debt | 625,199 | 509,650 | 383,341 | 383,341 | 278,413 |
| Debt Issue Costs | (6,000) | (98,722) | (100,000) | (100,000) | (100,000) |
| Other | 19,671 | 19,655 | 4,500 | 4,500 | 4,500 |
| Total Non-Operating | (713,190) | (847,264) | (1,277,906) | (1,377,906) | (1,234,385) |
| Net Income Before Contributions and Transfers | 6,083,066 | 5,742,907 | 4,969,752 | 4,225,324 | 4,319,019 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 504,525 | 247,201 | 1,008,720 | 1,008,720 | 581,750 |
| General Fund | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) |
| Tax Equivalent | (1,879,393) | (1,911,116) | (2,143,000) | (2,143,000) | (2,062,000) |
| Change in Net Assets | 4,694,398 | 4,065,192 | 3,821,672 | 3,077,244 | 2,824,969 |
| Net Assets - Beginning | 94,156,225 | 98,850,623 | 102,915,815 | 102,915,815 | 105,993,059 |
| Net Assets - Ending | \$ 98,850,623 | \$ 102,915,815 | \$ 106,737,487 | \$ 105,993,059 | \$ 108,818,028 |

SCHEDULE OF CASH FLOWS

| | | |
|---------------------------------------------------|---------------|--------------|
| Working Cash - Beginning of Year | \$ 12,580,643 | \$ 5,485,915 |
| + Change in Net Assets | 3,077,244 | 2,824,969 |
| - Capital Contributions | (1,008,720) | (581,750) |
| + Depreciation & Amortization of Early Retirement | 5,124,668 | 4,650,000 |
| + Long Term Debt | 8,951,953 | 7,000,000 |
| - Fixed Assets | (18,196,127) | (3,834,600) |
| + Construction Funds Available | 3,642,963 | - |
| - Principal Repayment | (6,735,000) | (6,975,000) |
| - Refund Existing Debt* | (1,951,709) | - |
| Working Cash - End of Year | \$ 5,485,915 | \$ 8,569,534 |

*Refunded 2011 Revenue Bonds

**CITY OF APPLETON 2022 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2021 Budget | 2021 Projected | 2022 Budget | 2023 Projected | 2024 Projected | 2025 Projected | 2026 Projected |
|-------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 19,824,500 | \$ 19,500,000 | \$ 19,018,500 | \$ 19,113,593 | \$ 19,209,160 | \$ 19,305,206 | \$ 19,401,732 |
| Miscellaneous | 569,700 | 550,000 | 566,700 | 578,034 | 589,595 | 601,387 | 613,414 |
| Total Revenues | <u>20,394,200</u> | <u>20,050,000</u> | <u>19,585,200</u> | <u>19,691,627</u> | <u>19,798,755</u> | <u>19,906,593</u> | <u>20,015,147</u> |
| Expenses | | | | | | | |
| Operating Expenses | 9,161,874 | 9,322,102 | 9,381,796 | 9,663,250 | 9,953,147 | 10,801,742 | 10,559,294 |
| Depreciation | 4,300,000 | 4,440,000 | 4,650,000 | 4,775,000 | 4,900,000 | 5,025,000 | 5,150,000 |
| Amortization of early retirement | 684,668 | 684,668 | - | - | - | - | - |
| Total Expenses | <u>14,146,542</u> | <u>14,446,770</u> | <u>14,031,796</u> | <u>14,438,250</u> | <u>14,853,147</u> | <u>15,826,742</u> | <u>15,709,294</u> |
| Operating Income | 6,247,658 | 5,603,230 | 5,553,404 | 5,253,377 | 4,945,608 | 4,079,851 | 4,305,853 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 200,000 | 100,000 | 200,000 | 150,000 | 150,000 | 100,000 | 100,000 |
| Interest Expense | (1,585,940) | (1,585,940) | (1,470,307) | (1,649,407) | (1,769,574) | (1,674,334) | (1,636,894) |
| Gain/Loss on Refunding | (179,807) | (179,807) | (146,991) | (119,447) | (97,376) | (75,024) | (74,707) |
| Amortization of Debt Premium | 383,341 | 383,341 | 278,413 | 201,009 | 174,688 | 148,199 | 124,485 |
| Debt Issuance Expense | (100,000) | (100,000) | (100,000) | (115,000) | (85,000) | (85,000) | (85,000) |
| Other | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 |
| Total Non-Operating | <u>(1,277,906)</u> | <u>(1,377,906)</u> | <u>(1,234,385)</u> | <u>(1,528,345)</u> | <u>(1,622,762)</u> | <u>(1,581,659)</u> | <u>(1,567,616)</u> |
| Net Income Before Transfers | 4,969,752 | 4,225,324 | 4,319,019 | 3,725,031 | 3,322,846 | 2,498,192 | 2,738,237 |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | 1,008,720 | 1,008,720 | 581,750 | - | - | - | - |
| Trans Out - General Fund | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) |
| Tax Equivalent | (2,143,000) | (2,143,000) | (2,062,000) | (2,162,000) | (2,262,000) | (2,387,000) | (2,512,000) |
| Change in Net Assets | 3,821,672 | 3,077,244 | 2,824,969 | 1,549,231 | 1,047,046 | 97,392 | 212,437 |
| Total Net Assets - Beginning | <u>102,915,815</u> | <u>102,915,815</u> | <u>105,993,059</u> | <u>108,818,028</u> | <u>110,367,259</u> | <u>111,414,305</u> | <u>111,511,697</u> |
| Total Net Assets - Ending | <u>\$ 106,737,487</u> | <u>\$ 105,993,059</u> | <u>\$ 108,818,028</u> | <u>\$ 110,367,259</u> | <u>\$ 111,414,305</u> | <u>\$ 111,511,697</u> | <u>\$ 111,724,134</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|-------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------|
| Cash - Beginning of the Year | 12,580,643 | 5,485,915 | 8,569,534 | 7,245,154 | 8,323,670 | 7,932,602 | |
| + Change in Net Assets | 3,077,244 | 2,824,969 | 1,549,231 | 1,047,046 | 97,392 | 212,437 | |
| + Depreciation/Amortization | 5,124,668 | 4,650,000 | 4,775,000 | 4,900,000 | 5,025,000 | 5,150,000 | |
| + Long Term Debt | 8,951,953 | 7,000,000 | 10,000,000 | 1,500,000 | 3,000,000 | 3,500,000 | |
| - Contributed Capital | (1,008,720) | (581,750) | - | - | - | - | |
| - Fixed Assets | (18,196,127) | (3,834,600) | (13,828,611) | (2,003,530) | (3,978,460) | (4,847,530) | |
| + Construction Funds Available | 3,642,963 | - | - | - | - | - | |
| - Principal Repayment | (6,735,000) | (6,975,000) | (3,820,000) | (4,365,000) | (4,535,000) | (4,795,000) | |
| - Refund Existing Debt* | (1,951,709) | - | - | - | - | - | |
| Working Cash - End of Year | <u>\$ 5,485,915</u> | <u>\$ 8,569,534</u> | <u>\$ 7,245,154</u> | <u>\$ 8,323,670</u> | <u>\$ 7,932,602</u> | <u>\$ 7,152,509</u> | |
| 25% Working Capital Reserve (prior year's audited expenses) | | 3,262,761 | 3,228,526 | 3,368,664 | 3,496,180 | 3,715,769 | |
| Coverage Ratio | | 1.35 | 1.30 | 1.85 | 1.63 | 1.52 | 1.48 |

ASSUMPTIONS:

Borrow for capital expenditures as needed based on cash flow needs; this will be 60-70% of fixed asset costs for years 2023 - 2026
 Borrowing for 2022 includes partial funding for the 2021 raw water supply main project
 Interest rate at 4% twenty-year term for all future debt issues.
 Revenue increases of .5% per year for additional customer base.
 Operating expenses to increase 3.0% per year after 2022, and tower painting project costs for 2025
 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 2022 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 2022 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 2021 EVENTS

WASTEWATER TREATMENT

2019 AWWTP Improvement Projects: Piping Projects (Blended Sludge, Waste Gas System, 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. Active construction began in early 2021 is expected to be completed by April, 2022.

H-Building Final Effluent Pump Replacement: The CIP involves the replacement of the 1970's vertical shaft driven pumps with more efficient and reliable shaft-less units. The scope of work was bundled with the 2019 AWWTP Improvement Projects bidding documents. Final completion is expected by April, 2022.

Primary Clarifiers #5 & #6 Drive Replacement: This project involves the replacement of Primary Clarifiers #5 & #6 drive units based on evidence of component wear and failure. The replacement drive design raises the gear boxes and motors above the critical high water elevation reducing maintenance and extending the life of the equipment. The scope of work was bundled with the 2019 AWWTP Improvement Projects bidding documents. Final completion is expected by April, 2022.

Secondary Clarifier Drive Rebuilds: This project involves the rebuilding each of the six Secondary Clarifier Drives along with performing various repairs to structural components outside of the drive mechanisms. Construction began on the two drive units in September, 2021 with the final set of clarifier drives expected to be rebuilt by April, 2022.

Sludge Storage Building Addition: This project involves the expansion of the biosolids storage building to comply with the requirements under code NR 204. In 2021, a conditions assessment and project alternatives report was provided as part of the preliminary engineering phase. The findings and recommendations were used to define the construction project which is scheduled to begin in 2022.

Solids Dewatering Equipment Upgrades: This project involves replacement and/or upgrades of existing digested solids dewatering equipment that has reached its useful life. In 2021, a conditions assessment and project alternatives report was provided as part of the preliminary engineering phase. The findings and recommendations were used to define the construction project which is scheduled to begin in 2022.

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. Active construction of the new substation within E-Building began in early 2021.

WASTEWATER COLLECTION

Reconstructed / rehabilitated approximately 1.55 miles of sanitary sewer and added 1 mile of new sewer. Used the sewer televising program to resolve property owner lateral back up issues.

WASTEWATER ADMINISTRATION

In 2020, a comprehensive rate study was completed by an independent consultant. In accordance with the recommendations from that study, an overall 20% rate increase was put into effect January 1, 2021. The 2022 budget continues implementation of the recommendations of the study which include a 4% rate increase effective January 1, 2022. The proposed rate increase will be presented to Utilities Committee for approval in October. The average residential customer will see a quarterly increase on the City Service Invoice of less than \$3. Based on future financial projections, the study recommended annual rate increases of 4% in 2022 through 2026 in order to meet cash flow needs. The study did not include the loss of a high strength waste customer in 2021 that will reduce revenue by \$150,000 or 1.4% of total operating revenues. The 4% rate increase will help make up some of this lost revenue, help fund ongoing capital projects, and offset the decrease in revenue from the hauled waste program.

CITY OF APPLETON 2022 BUDGET WASTEWATER UTILITY

MAJOR 2022 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Wastewater Utility to:

Provide 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.

Recognize, anticipate, and effectively navigate issues stemming from ongoing supply chain disruptions induced by the COVID-19 pandemic which have negatively impacted the cost, availability, and time efficient delivery of numerous goods and services.

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: Sludge Storage Building addition, upgrades to solids dewatering equipment processes, replacement of the preliminary sludge heat exchanger (HEX) system and replacement of blended sludge pipe, and replacement of the two grit trap vortex drive systems.

The plant's incoming high voltage service is being replaced over a multi-year electrical project. These upgrades are being made in order to replace malfunctioning electrical equipment, restore reliability, ensure continuity of operation, 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

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|---------------------------------|---------------|---------------|---------------|---------------|---------------|----------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 14,150,964 | \$ 12,221,509 | \$ 13,432,137 | \$ 13,432,137 | \$ 12,886,656 | -4.06% |
| Program Expenses | | | | | | | |
| 5411 | Utility Administration | 294,288 | 297,195 | 321,643 | 321,643 | 334,791 | 4.09% |
| 5412 | Finance Administration | 4,896,330 | 4,870,008 | 5,164,194 | 5,164,194 | 5,642,740 | 9.27% |
| 5422 | Treatment | 4,118,150 | 3,921,816 | 4,315,468 | 4,382,595 | 4,785,660 | 10.90% |
| 5423 | Biosolids Management | 716,489 | 598,152 | 834,288 | 834,288 | 840,669 | 0.76% |
| 5425 | Lift Stations | 159,742 | 111,158 | 141,350 | 141,350 | 142,820 | 1.04% |
| 5427 | Collection Systems | 616,605 | 699,097 | 921,140 | 1,084,806 | 913,742 | -0.80% |
| 5431 | Public Works Capital | 695,338 | 909,416 | 5,115,254 | 5,142,754 | 2,089,551 | -59.15% |
| 5432 | Utility Capital | 2,785 | 47,475 | 6,065,000 | 12,075,198 | 16,068,750 | 164.94% |
| Total Program Expenses | | \$ 11,499,727 | \$ 11,454,317 | \$ 22,878,337 | \$ 29,146,828 | \$ 30,818,723 | 34.71% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 2,675,015 | 2,476,224 | 2,842,655 | 2,842,655 | 2,884,601 | 1.48% |
| | Travel & Training | 5,905 | 4,650 | 7,500 | 7,500 | 7,500 | 0.00% |
| | Supplies & Materials | 814,144 | 747,325 | 781,440 | 786,046 | 783,345 | 0.24% |
| | Purchased Services | 5,263,745 | 6,645,341 | 8,470,236 | 14,520,824 | 11,762,083 | 38.86% |
| | Miscellaneous Expense | 4,087,209 | 4,163,791 | 4,527,072 | 4,527,072 | 5,008,938 | 10.64% |
| | Capital Outlay | (1,463,741) | (2,760,279) | 6,066,984 | 6,280,281 | 10,191,806 | 67.99% |
| | Transfers Out | 117,450 | 177,265 | 182,450 | 182,450 | 180,450 | -1.10% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 28.71 | 28.71 | 29.40 | 29.40 | 29.29 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2022 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:

This budget reflects the implementation of a 4% rate increase on 1/1/2022 as recommended in the 2020 rate study and contingent on the Utilities Committee approval prior to adoption of the 2022 budget.

The decrease in industrial revenue is due to the loss of a high-strength waste customer in 2021 which resulted in a loss of approximately \$150,000 or 1.4% of total operating revenues.

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 870,130 | \$ 724,597 | \$ 300,000 | \$ 300,000 | \$ 200,000 |
| 473000 Interest - Deferred Specials | 11,125 | 11,645 | 7,500 | 7,500 | 10,000 |
| 481400 Industrial Pre-Treatment | 4,974 | 5,023 | 5,000 | 5,000 | 4,500 |
| 482101 Residential Service | 3,833,494 | 3,962,054 | 4,875,000 | 4,875,000 | 5,110,000 |
| 482102 Multi-family Service | 312,328 | 340,900 | 418,750 | 418,750 | 425,000 |
| 482200 Commercial Service | 936,254 | 776,155 | 1,187,500 | 1,187,500 | 1,015,000 |
| 482300 Industrial Service | 3,496,624 | 3,164,069 | 3,627,000 | 3,627,000 | 3,385,000 |
| 482400 Municipal Service | 289,664 | 226,784 | 356,250 | 356,250 | 300,000 |
| 500100 Fees & Commissions | 7,096 | 9,032 | 7,500 | 7,500 | 7,500 |
| 500400 Sale of City Property | 1,244 | 508 | - | - | - |
| 501000 Miscellaneous Revenue | 41,730 | 28,335 | 17,250 | 17,250 | 20,000 |
| 502100 Capital Contributions | 687,604 | 647,282 | 924,789 | 924,789 | 189,975 |
| 503500 Other Reimbursements | 5,227 | 12,279 | 3,000 | 3,000 | 3,000 |
| 507100 Customer Penalty | 38,204 | 9,279 | 40,000 | 40,000 | 40,000 |
| 508200 Insurance Proceeds | 25,129 | 12,818 | - | - | - |
| 508400 Special Hauled Waste | 3,482,983 | 2,147,510 | 1,575,000 | 1,575,000 | 2,000,000 |
| Total Revenue | \$ 14,043,810 | \$ 12,078,270 | \$ 13,344,539 | \$ 13,344,539 | \$ 12,709,975 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 169,335 | \$ 166,519 | \$ 178,123 | \$ 178,123 | \$ 182,576 |
| 610400 Call Time | 60 | 15 | - | - | - |
| 610500 Overtime Wages | 425 | 211 | 2,474 | 2,474 | 2,535 |
| 610800 Part-Time Wages | 1,515 | 226 | 1,744 | 1,744 | 1,847 |
| 615000 Fringes | 52,106 | 55,863 | 68,888 | 68,888 | 69,552 |
| 620100 Training/Conferences | 5,494 | 4,233 | 7,000 | 7,000 | 7,000 |
| 630100 Office Supplies | 1,550 | 2,933 | 3,000 | 3,000 | 3,000 |
| 630200 Subscription | - | - | - | - | 300 |
| 630300 Memberships & Licenses | 6,146 | 7,771 | 4,595 | 4,595 | 8,400 |
| 630400 Postage/Freight | 2,235 | 1,192 | 2,500 | 2,500 | 2,500 |
| 630500 Awards & Recognition | 307 | 294 | 300 | 300 | 300 |
| 630600 Building Maint./Janitorial | 10,326 | 10,588 | 10,000 | 10,000 | 10,500 |
| 630700 Food & Provisions | 400 | 406 | 400 | 400 | 400 |
| 632001 City Copy Charges | 3,734 | 3,058 | 4,000 | 4,000 | 3,500 |
| 632002 Outside Printing | 2,346 | 637 | 1,200 | 1,200 | 1,200 |
| 632101 Uniforms | 521 | 83 | - | - | - |
| 632300 Safety Supplies | 4,511 | 6,956 | 5,500 | 5,500 | 5,500 |
| 632700 Miscellaneous Equipment | 5,041 | 2,593 | 3,000 | 3,000 | 8,500 |
| 640400 Consulting Services | - | 1,970 | - | - | - |
| 640700 Solid Waste/Recycling | 4,206 | 2,343 | 2,300 | 2,300 | 2,500 |
| 640800 Contractor Fees | 3,701 | 1,975 | 4,425 | 4,425 | 3,500 |
| 641200 Advertising | 1,237 | 677 | 1,000 | 1,000 | 1,000 |
| 641307 Utilities | 15,968 | 13,974 | 16,605 | 16,605 | 15,645 |
| 642501 CEA Equip. Rental | 3,124 | 2,740 | 4,589 | 4,589 | 4,536 |
| 659900 Other Contracts/Obligation | - | 9,938 | - | - | - |
| Total Expense | \$ 294,288 | \$ 297,195 | \$ 321,643 | \$ 321,643 | \$ 334,791 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 500400 Sale of City Property | \$ (22,025) | \$ (1,507) | \$ - | \$ - | \$ - |
| 591100 Premium on Debt Issue | 101,629 | 112,833 | 79,098 | 79,098 | 166,681 |
| | <u>\$ 79,604</u> | <u>\$ 111,326</u> | <u>\$ 79,098</u> | <u>\$ 79,098</u> | <u>\$ 166,681</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 112,700 | \$ 114,569 | \$ 124,895 | \$ 124,895 | \$ 125,225 |
| 610500 Overtime Wages | 1,010 | 1,330 | - | - | - |
| 615000 Fringes | 321,454 | 106,777 | 42,437 | 42,437 | 43,926 |
| 630400 Postage\Freight | 19,569 | 21,812 | 21,000 | 21,000 | 19,000 |
| 632001 City Copy Charges | 1,388 | 1,141 | 200 | 200 | - |
| 632002 Outside Printing | 1,486 | 1,966 | 200 | 200 | 3,200 |
| 632700 Miscellaneous Equipment | 308 | - | - | - | - |
| 640100 Accounting/Audit Fees | 15,024 | 26,802 | 9,500 | 9,500 | 12,000 |
| 640300 Bank Service Fees | 20,459 | 19,347 | 19,000 | 19,000 | 20,000 |
| 643700 Treatment Services | 67,472 | 66,636 | 68,000 | 68,000 | 68,000 |
| 650100 Insurance | 130,800 | 168,572 | 169,440 | 169,440 | 162,001 |
| 660100 Depreciation Expense | 2,983,241 | 3,055,995 | 3,300,000 | 3,300,000 | 3,525,000 |
| 662300 Uncollectable Accounts | 1,058 | 1,286 | 4,000 | 4,000 | 4,000 |
| 663100 Joint Meter Expense | 590,438 | 492,124 | 487,893 | 487,893 | 475,917 |
| 672000 Interest Payments | 503,473 | 468,022 | 650,179 | 650,179 | 864,021 |
| 673000 Debt Issuance Costs | 9,000 | 146,364 | 85,000 | 85,000 | 140,000 |
| 791100 Transf Out - General Fund | 117,450 | 177,265 | 182,450 | 182,450 | 180,450 |
| Total Expense | <u>\$ 4,896,330</u> | <u>\$ 4,870,008</u> | <u>\$ 5,164,194</u> | <u>\$ 5,164,194</u> | <u>\$ 5,642,740</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|------------------------------------------------------------------------------------|------------------|------------------------------------------------------|-------------------|
| <u>Postage/Freight</u> | | <u>Meter Expense</u> | |
| City service invoice postage | \$ 18,500 | Allocation from Water | \$ 101,917 |
| Box rental & caller service | 500 | Meter depreciation | 219,000 |
| | <u>\$ 19,000</u> | Return on investment on net fixed assets - meters | 155,000 |
| | | | <u>\$ 475,917</u> |
| <u>Bank Services</u> | | <u>Trans Out-Gen Fund</u> | |
| Banking & investment fees | \$ 20,000 | Administration fee | \$ 117,450 |
| | <u>\$ 20,000</u> | Joint meter portion of payment in lieu of tax | 63,000 |
| | | | <u>\$ 180,450</u> |
| <u>Billing Services</u> | | | |
| Sewer charges from other sanitation districts for Appleton residences served | \$ 68,000 | | |
| | <u>\$ 68,000</u> | | |

**CITY OF APPLETON 2022 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:

No major changes.

CITY OF APPLETON 2022 BUDGET

WASTEWATER UTILITY

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 1,036,119 | \$ 1,054,551 | \$ 1,099,440 | \$ 1,099,440 | \$ 1,121,716 |
| 610400 Call Time Wages | 7,939 | 4,211 | 8,200 | 8,200 | 8,200 |
| 610500 Overtime Wages | 90,761 | 34,981 | 39,348 | 39,348 | 40,050 |
| 610800 Part-Time Wages | 3,235 | 3,336 | 10,819 | 10,819 | 11,587 |
| 615000 Fringes | 367,382 | 359,016 | 430,115 | 430,115 | 446,720 |
| 630901 Shop Supplies & Tools | 37,324 | 35,174 | 37,500 | 37,500 | 32,500 |
| 631000 Chemicals | 424,331 | 396,688 | 487,000 | 487,000 | 484,000 |
| 631600 Other Supplies | 8,665 | 10,257 | 13,500 | 13,500 | 13,500 |
| 632101 Uniforms | 6,873 | 4,751 | 6,100 | 6,100 | 6,100 |
| 632200 Gas Purchases | 3,517 | 4,531 | 500 | 500 | 500 |
| 632400 Medical\Lab Supplies | 30,362 | 16,742 | 22,500 | 22,500 | 22,500 |
| 632601 Repair Parts | 128,511 | 174,160 | 120,000 | 124,606 | 120,000 |
| 632700 Miscellaneous Equipment | 82,003 | 24,032 | 12,000 | 12,000 | 12,000 |
| 640202 Recording/Filing Fees | 31,714 | 37,251 | 39,000 | 39,000 | 43,000 |
| 640400 Consulting Services | 7,912 | 1,890 | 35,000 | 35,000 | 60,000 |
| 640800 Contractor Fees | 143,881 | 55,493 | 91,500 | 91,848 | 391,500 |
| 641300 Utilities | 1,066,289 | 882,450 | 1,061,570 | 1,061,570 | 965,570 |
| 641500 Tipping Fees | 2,900 | 3,094 | 3,500 | 3,500 | 3,500 |
| 641600 Build Repairs & Maint | 159,166 | 163,263 | 200,000 | 262,173 | 200,000 |
| 641800 Equip Repairs & Maint | 22,822 | 126,508 | 52,500 | 52,500 | 247,500 |
| 642000 Facilities Charges | 468,600 | 456,167 | 474,304 | 474,304 | 478,535 |
| 642400 Software Support | 12,696 | 14,535 | 16,500 | 16,500 | 17,000 |
| 642501 CEA Equip. Rental | 20,017 | 29,200 | 22,207 | 22,207 | 20,817 |
| 643200 Lab Fees | 11,407 | 21,336 | 15,865 | 15,865 | 22,365 |
| 644000 Snow Removal Services | 8,474 | 4,066 | 3,500 | 3,500 | 3,500 |
| 645400 Grounds Repair & Maint | 7,860 | 6,604 | 7,500 | 7,500 | 7,500 |
| 659900 Other Contracts/Obligation | 8,093 | 4,212 | 5,500 | 5,500 | 5,500 |
| 689900 Other Capital Outlay | (80,703) | (6,683) | - | - | - |
| Total Expense | <u>\$ 4,118,150</u> | <u>\$ 3,921,816</u> | <u>\$ 4,315,468</u> | <u>\$ 4,382,595</u> | <u>\$ 4,785,660</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--------------------------------------------|-------------------|-------------------------------------------|-------------------|
| <u>Contractor Fees</u> | | <u>Chemicals</u> | |
| Grit removal | \$ 3,500 | Iron salts | \$ 227,000 |
| Struvite removal | 20,000 | DAF polymer | 50,000 |
| Lab equipment inspections | 2,500 | BFP coagulant | 130,000 |
| Safety inspections | 5,500 | Sodium hypochlorite | 35,000 |
| Sodium bisulfite tank inspection | 2,500 | Sodium bisulfite | 32,000 |
| Receiving station exterior painting | 320,000 | Other chemicals | 10,000 |
| MCC electrical testing | 12,500 | | <u>\$ 484,000</u> |
| Pipe insulation replacement | 10,000 | | |
| Miscellaneous repair needs | 15,000 | <u>Shop Supplies & Tools</u> | |
| | <u>\$ 391,500</u> | Shop supplies | \$ 22,500 |
| | | Small hand tools | 10,000 |
| | | | <u>\$ 32,500</u> |
| <u>Equipment Repairs & Maintenance</u> | | <u>Medical Lab Supplies</u> | |
| Generator maintenance | \$ 2,500 | Supplies | \$ 12,000 |
| Aeration Tank repair | 220,000 | Benchware | 3,000 |
| Repair service calls | 25,000 | Chemicals for tests | 7,500 |
| | <u>\$ 247,500</u> | | <u>\$ 22,500</u> |
| <u>Consulting Services</u> | | <u>Repair Parts</u> | |
| TMDL planning and regulatory report | \$ 50,000 | Pumps & Motors | \$ 50,000 |
| Miscellaneous engineering studies | 10,000 | Valves, piping and bearings | 40,000 |
| | <u>\$ 60,000</u> | Instrumentation parts | 20,000 |
| | | Inventory management | 10,000 |
| | | | <u>\$ 120,000</u> |
| <u>Lab Fees</u> | | <u>Building Repairs & Maintenance</u> | |
| Receiving station testing | \$ 10,000 | Painting | \$ 100,000 |
| Process testing | 7,500 | Asbestos removal | 100,000 |
| High-strength customer testing | 4,115 | | <u>\$ 200,000</u> |
| Miscellaneous testing | 750 | | |
| | <u>\$ 22,365</u> | | |
| <u>Recording/Filing Fees</u> | | | |
| DNR Fees | \$ 43,000 | | |
| | <u>\$ 43,000</u> | | |

**CITY OF APPLETON 2022 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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 80,054 | \$ 71,638 | \$ 77,974 | \$ 77,974 | \$ 79,111 |
| 610500 Overtime Wages | 8,691 | 4,049 | 2,717 | 2,717 | 2,658 |
| 615000 Fringes | 28,864 | 24,651 | 29,441 | 29,441 | 29,409 |
| 631603 Other Misc. Supplies | 3,352 | 1,683 | 1,000 | 1,000 | 1,000 |
| 632200 Gas Purchases | 1,619 | 58 | 3,000 | 3,000 | 2,500 |
| 632700 Miscellaneous Equipment | 50 | - | - | - | - |
| 640400 Consulting Services | 6,538 | - | 40,000 | 40,000 | - |
| 640800 Contractor Fees | 512,215 | 444,558 | 605,000 | 605,000 | 650,000 |
| 641300 Utilities | 399 | 328 | 450 | 450 | 450 |
| 642501 CEA Equip. Rental | 29,699 | 17,254 | 19,706 | 19,706 | 20,206 |
| 643200 Lab Fees | 9,487 | 3,897 | 7,000 | 7,000 | 7,335 |
| 659900 Other Contracts/Obligation | 35,521 | 30,036 | 48,000 | 48,000 | 48,000 |
| Total Expense | <u>\$ 716,489</u> | <u>\$ 598,152</u> | <u>\$ 834,288</u> | <u>\$ 834,288</u> | <u>\$ 840,669</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

| | |
|-----------------------------------|-------------------|
| Compost pad processing | \$ 100,000 |
| Biosolids transport / application | 510,000 |
| Biosolids incorporation | 40,000 |
| | <u>\$ 650,000</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 2022 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:

No major changes.

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 35,334 | \$ 36,971 | \$ 40,408 | \$ 40,408 | \$ 41,419 |
| 610400 Call Time Wages | - | - | - | - | - |
| 610500 Overtime Wages | 4,054 | 2,204 | 2,137 | 2,137 | 2,190 |
| 610800 Part-Time Wages | 21 | - | - | - | - |
| 615000 Fringes | 14,983 | 14,496 | 18,350 | 18,350 | 18,506 |
| 632200 Gas Purchases | 345 | - | - | - | - |
| 632601 Repair Parts | 3,646 | 1,117 | 5,000 | 5,000 | 5,000 |
| 632700 Miscellaneous Equipment | 7,728 | 1,116 | - | - | - |
| 640400 Consulting Services | 10,058 | - | 7,250 | 7,250 | 7,500 |
| 640800 Contractor Fees | 11,127 | 16,173 | 10,000 | 10,000 | 10,000 |
| 641300 Utilities | 45,376 | 37,420 | 48,205 | 48,205 | 48,205 |
| 641800 Equip Repairs & Maint | 26,590 | 1,661 | 10,000 | 10,000 | 10,000 |
| 659900 Other Contracts/Obligation | 480 | - | - | - | - |
| Total Expense | <u>\$ 159,742</u> | <u>\$ 111,158</u> | <u>\$ 141,350</u> | <u>\$ 141,350</u> | <u>\$ 142,820</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 have been reduced, while the next root control program will be performed in 2023.

Per the Sanitary Lateral Policy, \$10,000 has been included in consulting services to continue the lateral televising in advance of replacing them in 2024 and/or 2025.

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ 16,220 | \$ 16,830 | \$ 7,000 | \$ 7,000 | \$ 10,000 |
| 490800 Misc Intergov Charges | 11,330 | 15,083 | 1,500 | 1,500 | - |
| Total Revenue | \$ 27,550 | \$ 31,913 | \$ 8,500 | \$ 8,500 | \$ 10,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 231,484 | \$ 296,485 | \$ 364,333 | \$ 364,333 | \$ 351,687 |
| 610400 Call Time Wages | 1,743 | 955 | 1,500 | 1,500 | 1,500 |
| 610500 Overtime Wages | 5,484 | 3,598 | 4,200 | 4,200 | 5,200 |
| 610800 Part-Time Wages | 75 | 23 | 350 | 350 | - |
| 615000 Fringes | 87,505 | 96,203 | 127,992 | 127,992 | 132,142 |
| 620100 Training/Conferences | 411 | 417 | 500 | 500 | 500 |
| 630300 Memberships & Licenses | 429 | 1,256 | - | - | - |
| 630500 Awards & Recognition | 245 | 46 | 245 | 245 | 245 |
| 630901 Shop Supplies & Tools | 2,335 | 1,020 | 2,500 | 2,500 | 2,500 |
| 632201 Outside Printing | - | 1,061 | - | - | - |
| 632501 Construction Materials | 6,579 | 9,204 | 10,000 | 10,000 | 10,000 |
| 632700 Miscellaneous Equipment | 4,431 | 2,770 | 4,700 | 4,700 | 4,700 |
| 640400 Consulting Services | 165,701 | 170,302 | 179,500 | 179,500 | 164,500 |
| 640800 Contractor Fees | 49,475 | 28,856 | 115,400 | 279,066 | 126,000 |
| 641300 Utilities | 4,154 | 6,853 | 7,870 | 7,870 | 7,918 |
| 641500 Tipping Fees | 6,613 | 6,728 | 6,000 | 6,000 | 7,000 |
| 641800 Equip Repairs & Maint | - | 449 | - | - | - |
| 642400 Software Support | 1,825 | 1,260 | 2,350 | 2,350 | 2,350 |
| 642501 CEA Equip. Rental | 42,949 | 66,224 | 87,200 | 87,200 | 91,000 |
| 659900 Other Contracts/Obligation | 5,167 | 5,387 | 6,500 | 6,500 | 6,500 |
| Total Expense | \$ 616,605 | \$ 699,097 | \$ 921,140 | \$ 1,084,806 | \$ 913,742 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|------------------------------|-------------------|
| Sewer TV & cleaning | \$ 150,000 |
| Flow monitoring - Kensington | 4,500 |
| Lateral Televising | 10,000 |
| | <u>\$ 164,500</u> |

Contractor Fees

| | |
|-------------------------------|-------------------|
| Lateral cleaning | \$ 1,000 |
| Protruding tap/Grouting | 35,000 |
| Liners/Unanticipated failures | 55,000 |
| Repairs | 20,000 |
| Patch program | 15,000 |
| | <u>\$ 126,000</u> |

**CITY OF APPLETON 2022 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 2022 CIPs:

| | | |
|-----------------------------|---------------------|-------------------|
| | <u>2022 Budget</u> | <u>Page</u> |
| Sanitary Sewer Construction | <u>\$ 2,089,551</u> | Projects, Pg. 622 |

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 5,644 | \$ 17,114 | \$ 113,957 | \$ 113,957 | \$ 115,191 |
| 610500 Overtime Wages | 5,200 | 4,433 | 4,125 | 4,125 | 5,000 |
| 610800 Part-Time Wages | 1,134 | 612 | 4,600 | 4,600 | 3,346 |
| 615000 Fringes | 705 | 1,187 | 44,088 | 44,088 | 43,308 |
| 632500 Materials | 1,928 | 229 | - | - | - |
| 640400 Consulting Services | 80,779 | 37,434 | - | - | 200,000 |
| 640800 Contractor Fees | 657 | 3,779 | - | - | - |
| 641500 Tipping Fees | - | 2,573 | - | - | - |
| 642501 CEA Equip. Rental | - | - | 6,500 | 6,500 | 5,900 |
| 659900 Other Contracts/Obligation | 819 | 400 | - | - | - |
| 680100 Land | - | - | 103,306 | 103,306 | - |
| 680903 Sanitary Sewers | 3,039,507 | 3,985,960 | 4,838,678 | 4,866,178 | 1,716,806 |
| 689900 Other Capital Outlay | (2,441,035) | (3,144,305) | - | - | - |
| Total Expense | \$ 695,338 | \$ 909,416 | \$ 5,115,254 | \$ 5,142,754 | \$ 2,089,551 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | Waste-water Utility |
|-------------------------------------------------|------------------|-------------------------------------------------------|---------------|---------------------|
| Labor Pool | | | | 166,845 |
| CEA | | | | 5,900 |
| Consulting Services | Glacier Ridge LS | Wetland Abandonment, Delineation & Permitting | | 100,000 |
| | Lawe St LS | Forced main river crossing | | 100,000 |
| | Subtotal | | | 200,000 |
| Miscellaneous Construction | | | | |
| | | Sanitary laterals & manholes prior to asphalt paving | | 18,753 |
| | | Sanitary laterals & manholes prior to concrete paving | | 33,213 |
| | | Structure Rehab / Sewer Cut Repairs from 2021 (E-22) | | 40,000 |
| | Subtotal | | | 91,966 |
| New Construction | | | | |
| | Plamann Park | Phase 2 | | 560,000 |
| | French Rd | Under 441 | | 112,000 |
| | Subtotal | | | 672,000 |
| Reconstruction - liner | | | | |
| | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2022) | | | | |
| | Alvin St | Wisconsin Ave | Marquette St | 900,250 |
| | Dunlap St | Bates St | Pacific St | 35,440 |
| | Durkee St | College Ave | Washington St | 9,100 |
| | Morrison St | College Ave | Washington St | 8,050 |
| | Subtotal | | | 952,840 |
| Total | | | | \$ 2,089,551 |

**CITY OF APPLETON 2022 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 2022 CIPs:

| | <u>2022 Budget</u> | <u>Page</u> |
|---------------------------------------------|----------------------|-------------------|
| Belt Filter Press upgrades | \$ 4,800,000 | Projects, Pg. 655 |
| Grit Trap Drive replacement | 258,750 | Projects, Pg. 659 |
| Sludge Storage Building addition | 7,200,000 | Projects, Pg. 645 |
| Blended Sludge Piping replacement | 450,000 | Projects, Pg. 656 |
| SCADA Fiber Optic replacement | 10,000 | Projects, Pg. 658 |
| Wireless upgrade - access point replacement | 300,000 | Projects, Pg. 647 |
| HVAC S-building & T-building | 750,000 | Projects, Pg. 636 |
| Facility Renovations - F1 Building | 300,000 | Projects, Pg. 632 |
| Hardscape improvements | 300,000 | Projects, Pg. 635 |
| Electrical upgrades | 1,700,000 | Projects, Pg. 630 |
| | <u>\$ 16,068,750</u> | |

Major changes in Revenue, Expenditures or Programs:

The budget for this program varies from year to year based on the capital needs of the utility.

Note for future capital planning:

The current WPDES permit expires on March 31, 2022. Prior to that date, the staff will be required to submit progress reports to the DNR to assess how treatment effluent limits for TMDL phosphorus and total suspended solids 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.

A two-year study was conducted from 2018-2020 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 \$8M. Based on the preliminary study and findings since 2020, a conditions assessment and project alternatives evaluation was completed by an engineering firm in 2021 to refine budgetary costs as part of the 2022 and 2023 construction project that would provide 5,076 cubic yards of biosolids storage at the AWWTP.

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-----------------|------------------|---------------------|----------------------|----------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 640400 Consulting Services | \$ 293,165 | \$ 525,625 | \$ 1,822,500 | \$ 2,857,300 | \$ 193,750 |
| 640800 Contractor Fees | 1,482,969 | 3,021,599 | 3,117,500 | 7,907,101 | 7,400,000 |
| 659900 Other Contracts/Obligation | 208,161 | 95,501 | - | - | - |
| 680200 Land Improvements | 239,061 | 216,972 | 300,000 | 300,000 | 300,000 |
| 680300 Buildings | 1,274,428 | 837,973 | 825,000 | 989,111 | 7,950,000 |
| 680401 Machinery & Equipment | 10,926 | - | - | 21,686 | 225,000 |
| 689900 Other Capital Outlay | (3,505,925) | (4,650,195) | - | - | - |
| Total Expense | <u>\$ 2,785</u> | <u>\$ 47,475</u> | <u>\$ 6,065,000</u> | <u>\$ 12,075,198</u> | <u>\$ 16,068,750</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|-------------------------------|-------------------|
| Grit trap drive replacement | \$ 33,750 |
| SCADA fiber optic replacement | 10,000 |
| Electrical upgrades | 150,000 |
| | <u>\$ 193,750</u> |

Land Improvements

| | |
|------------------------|-------------------|
| Hardscape improvements | \$ 300,000 |
| | <u>\$ 300,000</u> |

Contractor Fees

| | |
|-----------------------------------|---------------------|
| Blended sludge piping replacement | \$ 450,000 |
| Wireless upgrade | 300,000 |
| Belt filter press upgrades | 4,800,000 |
| F-1 building renovations | 300,000 |
| Electrical upgrades | 1,550,000 |
| | <u>\$ 7,400,000</u> |

Machinery & Equipment

| | |
|-----------------------------|-------------------|
| Grit trap drive replacement | \$ 225,000 |
| | <u>\$ 225,000</u> |

Buildings

| | |
|----------------------------------|---------------------|
| HVAC upgrades | \$ 750,000 |
| Sludge storage building addition | 7,200,000 |
| | <u>\$ 7,950,000</u> |

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 870,130 | 716,047 | 162,484 | 300,000 | 300,000 | 200,000 |
| 473000 Interest - Deferred Specials | 11,125 | 11,645 | 59 | 7,500 | 7,500 | 10,000 |
| 480100 General Charges for Service | 16,220 | 16,830 | 610 | 7,000 | 7,000 | 10,000 |
| 481400 Industrial Pre-Treatment | 4,974 | 5,023 | - | 5,000 | 5,000 | 4,500 |
| 482101 Residential Service | 3,833,494 | 3,962,054 | - | 4,875,000 | 4,875,000 | 5,110,000 |
| 482102 Multi-family Service | 312,328 | 340,900 | - | 418,750 | 418,750 | 425,000 |
| 482200 Commercial Service | 936,254 | 776,155 | - | 1,187,500 | 1,187,500 | 1,015,000 |
| 482300 Industrial Service | 3,496,624 | 3,164,069 | 718,957 | 3,627,000 | 3,627,000 | 3,385,000 |
| 482400 Municipal Service | 289,664 | 226,784 | (541) | 356,250 | 356,250 | 300,000 |
| 490800 Misc Intergovernmental Charges | 11,330 | 15,083 | - | 1,500 | 1,500 | - |
| 500100 Fees & Commissions | 7,096 | 9,032 | - | 7,500 | 7,500 | 7,500 |
| 500400 Sale of City Property | (20,782) | (999) | 275 | - | - | - |
| 501000 Miscellaneous Revenue | 41,730 | 28,335 | 10,224 | 17,250 | 17,250 | 20,000 |
| 502100 Capital Contributions | 687,604 | 647,282 | 23,329 | 924,789 | 924,789 | 189,975 |
| 503500 Other Reimbursements | 5,227 | 12,279 | 1,141 | 3,000 | 3,000 | 3,000 |
| 507100 Customer Penalty | 38,204 | 9,279 | - | 40,000 | 40,000 | 40,000 |
| 508200 Insurance Proceeds | 25,129 | 12,818 | 900 | - | - | - |
| 508400 Special Hauled Waste | 3,482,983 | 2,147,510 | 496,884 | 1,575,000 | 1,575,000 | 2,000,000 |
| 591100 Premium on Debt Issue | 101,629 | 112,833 | - | 79,098 | 79,098 | 166,681 |
| TOTAL PROGRAM REVENUES | 14,150,963 | 12,212,959 | 1,414,322 | 13,432,137 | 13,432,137 | 12,886,656 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 443,110 | 583,276 | - | 517,356 | 517,356 | 466,355 |
| 610200 Labor Pool Allocations | 1,158,383 | 1,152,890 | - | 1,473,715 | 1,473,715 | 1,549,090 |
| 610299 Capitalized Labor | (146,804) | (145,500) | - | - | - | - |
| 610400 Call Time Wages | 9,742 | 5,181 | - | 9,700 | 9,700 | 9,700 |
| 610500 Overtime Wages | 115,626 | 50,805 | - | 55,001 | 55,001 | 57,633 |
| 610800 Part-Time Wages | 5,981 | 4,197 | - | 17,513 | 17,513 | 16,780 |
| 611000 Other Compensation | 7,443 | 7,955 | - | 8,059 | 8,059 | 1,480 |
| 611400 Sick Pay | 30,125 | 8,517 | - | - | - | - |
| 611500 Vacation Pay | 178,411 | 150,711 | - | - | - | - |
| 615000 Fringes | 639,242 | 633,458 | 203,651 | 761,311 | 761,311 | 783,563 |
| 615099 Capitalized Fringe | (51,328) | (47,316) | - | - | - | - |
| 617000 Pension Expense | 269,874 | 66,629 | - | - | - | - |
| 617100 OPEB Expense | 15,210 | 5,421 | - | - | - | - |
| TOTAL PERSONNEL | 2,675,015 | 2,476,224 | 203,651 | 2,842,655 | 2,842,655 | 2,884,601 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 5,905 | 4,650 | 448 | 7,500 | 7,500 | 7,500 |
| TOTAL TRAINING / TRAVEL | 5,905 | 4,650 | 448 | 7,500 | 7,500 | 7,500 |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,551 | 2,933 | 1,477 | 3,000 | 3,000 | 3,000 |
| 630200 Subscriptions | - | - | 283 | - | - | 300 |
| 630300 Memberships & Licenses | 6,575 | 9,027 | 4,001 | 4,595 | 4,595 | 8,400 |
| 630400 Postage\Freight | 21,805 | 23,004 | 3,953 | 23,500 | 23,500 | 21,500 |
| 630500 Awards & Recognition | 552 | 340 | 42 | 545 | 545 | 545 |
| 630600 Building Maint./Janitorial | 10,326 | 10,588 | 3,296 | 10,000 | 10,000 | 10,500 |
| 630700 Food & Provisions | 400 | 406 | - | 400 | 400 | 400 |
| 630901 Shop Supplies | 29,560 | 28,247 | 9,803 | 23,000 | 23,000 | 23,000 |
| 630902 Tools & Instruments | 10,098 | 7,947 | 12,328 | 17,000 | 17,000 | 12,000 |
| 631000 Miscellaneous Chemicals | 4,411 | 7,188 | 1,102 | 10,000 | 10,000 | 10,000 |
| 631001 Phosphorus | 167,035 | 207,496 | 68,224 | 220,000 | 220,000 | 227,000 |
| 631002 DAF Coagulant | 16,767 | 15,994 | 5,350 | 25,000 | 25,000 | 50,000 |
| 631003 BFP Coagulant | 175,161 | 107,856 | 53,424 | 165,000 | 165,000 | 130,000 |
| 631007 Sodium Hypochlorite | 32,983 | 30,953 | 5,118 | 35,000 | 35,000 | 35,000 |
| 631008 Sodium Bisulfite | 27,974 | 27,201 | 3,327 | 32,000 | 32,000 | 32,000 |
| 631603 Other Misc. Supplies | 12,017 | 11,940 | 5,655 | 14,500 | 14,500 | 14,500 |
| 632001 City Copy Charges | 5,122 | 4,198 | 538 | 4,200 | 4,200 | 3,500 |
| 632002 Outside Printing | 3,833 | 3,665 | 2,124 | 1,400 | 1,400 | 4,400 |
| 632101 Uniforms | 7,393 | 4,834 | 1,497 | 6,100 | 6,100 | 6,100 |
| 632200 Gas Purchases | 5,482 | 4,589 | - | 3,500 | 3,500 | 3,000 |
| 632300 Safety Supplies | 4,511 | 6,956 | 750 | 5,500 | 5,500 | 5,500 |
| 632400 Medical\Lab Supplies | 30,362 | 16,742 | 8,467 | 22,500 | 22,500 | 22,500 |

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|-------------------------------------|--------------------|--------------------|--------------------|-------------------|---------------------|-------------------|
| 632501 Castings | 1,551 | 5,733 | - | 4,000 | 4,000 | 4,000 |
| 632502 Concrete | 4,303 | 3,181 | - | 3,000 | 3,000 | 3,000 |
| 632503 Other Materials | 913 | 519 | - | 3,000 | 3,000 | 3,000 |
| 632507 Asphalt | 1,740 | - | - | - | - | - |
| 632601 Repair Parts | 132,157 | 175,277 | 36,793 | 125,000 | 129,606 | 125,000 |
| 632700 Miscellaneous Equipment | 99,562 | 30,511 | 28,062 | 19,700 | 19,700 | 25,200 |
| TOTAL SUPPLIES | 814,144 | 747,325 | 255,614 | 781,440 | 786,046 | 783,345 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 15,024 | 26,802 | - | 9,500 | 9,500 | 12,000 |
| 640202 Recording/Filing Fees | 31,715 | 37,251 | - | 39,000 | 39,000 | 43,000 |
| 640300 Bank Service Fees | 20,459 | 19,346 | 3,385 | 19,000 | 19,000 | 20,000 |
| 640400 Consulting Services | 564,151 | 737,220 | 120,379 | 2,084,250 | 3,119,050 | 625,750 |
| 640700 Solid Waste/Recycling Pickup | 4,206 | 2,343 | 740 | 2,300 | 2,300 | 2,500 |
| 640800 Contractor Fees | 2,204,024 | 3,572,434 | 328,791 | 3,943,825 | 8,897,440 | 8,581,000 |
| 641100 Temporary Help | - | - | - | - | - | - |
| 641200 Advertising | 1,237 | 677 | 329 | 1,000 | 1,000 | 1,000 |
| 641301 Electric | 903,174 | 813,333 | 310,062 | 981,450 | 981,450 | 885,450 |
| 641302 Gas | 113,711 | 18,846 | 17,469 | 37,200 | 37,200 | 37,200 |
| 641303 Water | 73,501 | 68,842 | 11,239 | 73,250 | 73,250 | 73,250 |
| 641306 Stormwater | 25,002 | 25,318 | 6,538 | 25,325 | 25,325 | 25,325 |
| 641307 Telephone | 11,231 | 12,045 | 4,007 | 11,905 | 11,905 | 12,145 |
| 641308 Cellular Phones | 5,566 | 2,639 | 1,282 | 5,570 | 5,570 | 4,418 |
| 641500 Tipping Fees | 9,514 | 12,396 | 1,936 | 9,500 | 9,500 | 10,500 |
| 641600 Build Repairs & Maint | 159,166 | 163,263 | (667) | 200,000 | 262,173 | 200,000 |
| 641800 Equip Repairs & Maint | 49,412 | 128,619 | 571 | 62,500 | 62,500 | 257,500 |
| 642000 Facilities Charges | 468,600 | 456,167 | 63,810 | 474,304 | 474,304 | 478,535 |
| 642400 Software Support | 14,521 | 15,796 | 14,534 | 18,850 | 18,850 | 19,350 |
| 642501 CEA Operations/Maint. | 61,147 | 58,533 | 8,484 | 58,150 | 58,150 | 58,447 |
| 642502 CEA Depreciation/Replace. | 74,592 | 81,265 | 13,384 | 82,052 | 82,052 | 84,012 |
| 642503 CEA Capital | (39,949) | (24,380) | - | - | - | - |
| 643200 Lab Fees | 20,894 | 25,233 | 8,346 | 22,865 | 22,865 | 29,700 |
| 643700 Treatment Services | 67,472 | 66,636 | 15,818 | 68,000 | 68,000 | 68,000 |
| 644000 Snow Removal Services | 8,474 | 4,066 | 2,510 | 3,500 | 3,500 | 3,500 |
| 645400 Grounds Repair & Maintenance | 7,860 | 6,604 | - | 7,500 | 7,500 | 7,500 |
| 650100 Insurance | 130,800 | 168,572 | - | 169,440 | 169,440 | 162,001 |
| 659900 Other Contracts/Obligation | 258,241 | 145,475 | 998 | 60,000 | 60,000 | 60,000 |
| TOTAL PURCHASED SVCS | 5,263,745 | 6,645,341 | 933,945 | 8,470,236 | 14,520,824 | 11,762,083 |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 2,983,241 | 3,055,995 | - | 3,300,000 | 3,300,000 | 3,525,000 |
| 662300 Uncollectable Accounts | 1,058 | 1,286 | - | 4,000 | 4,000 | 4,000 |
| 663100 Joint Meter Expense | 590,437 | 492,124 | - | 487,893 | 487,893 | 475,917 |
| 672000 Interest Payments | 503,473 | 468,022 | - | 650,179 | 650,179 | 864,021 |
| 673000 Debt Issuance Costs | 9,000 | 146,364 | - | 85,000 | 85,000 | 140,000 |
| TOTAL MISCELLANEOUS EXP | 4,087,209 | 4,163,791 | - | 4,527,072 | 4,527,072 | 5,008,938 |
| Capital Outlay | | | | | | |
| 680100 Land | - | - | - | 103,306 | 103,306 | - |
| 680200 Land Improvements | 239,061 | 216,972 | - | 300,000 | 300,000 | 300,000 |
| 680300 Buildings | 1,274,428 | 837,973 | 86,590 | 825,000 | 989,111 | 7,950,000 |
| 680401 Machinery & Equipment | 10,926 | - | - | - | 21,686 | 225,000 |
| 680903 Sanitary Sewers | 3,039,507 | 3,985,960 | 22,482 | 4,838,678 | 4,866,178 | 1,716,806 |
| 689900 Other Capital Outlay | (6,027,663) | (7,801,184) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | (1,463,741) | (2,760,279) | 109,072 | 6,066,984 | 6,280,281 | 10,191,806 |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 117,450 | 177,265 | - | 182,450 | 182,450 | 180,450 |
| TOTAL TRANSFERS | 117,450 | 177,265 | - | 182,450 | 182,450 | 180,450 |
| TOTAL EXPENSE | 11,499,727 | 11,454,317 | 1,502,730 | 22,878,337 | 29,146,828 | 30,818,723 |

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|--------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Charges for Services | \$ 8,884,584 | \$ 8,486,792 | \$ 10,464,500 | \$ 10,100,000 | \$ 10,235,000 |
| Miscellaneous | 3,592,788 | 2,227,049 | 1,656,250 | 2,101,250 | 2,085,000 |
| Total Revenues | <u>12,477,372</u> | <u>10,713,841</u> | <u>12,120,750</u> | <u>12,201,250</u> | <u>12,320,000</u> |
| Expenses | | | | | |
| Operation and Maintenance | 7,828,505 | 7,606,730 | 7,480,454 | 7,711,247 | 7,950,951 |
| Depreciation | 2,983,241 | 3,055,996 | 3,300,000 | 3,290,000 | 3,525,000 |
| Total Expenses | <u>10,811,746</u> | <u>10,662,726</u> | <u>10,780,454</u> | <u>11,001,247</u> | <u>11,475,951</u> |
| Operating Income (Loss) | 1,665,626 | 51,115 | 1,340,296 | 1,200,003 | 844,049 |
| Non-Operating Revenues (Expenses) | | | | | |
| Interest Income | 881,256 | 727,692 | 307,500 | 100,000 | 210,000 |
| Interest Expense | (503,473) | (468,022) | (650,179) | (656,049) | (864,021) |
| Debt Issuance Costs | (9,000) | (146,364) | (85,000) | (145,000) | (140,000) |
| Gain/Loss on Asset Disposal | (22,025) | (1,507) | - | - | - |
| Amortization of Premium on Debt Issue | 101,629 | 112,833 | 79,098 | 182,430 | 166,681 |
| Other | 25,129 | 12,818 | - | - | - |
| Total Non-Operating | <u>473,516</u> | <u>237,450</u> | <u>(348,581)</u> | <u>(518,619)</u> | <u>(627,340)</u> |
| Net Income Before Contributions and Transfers | 2,139,142 | 288,565 | 991,715 | 681,384 | 216,709 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 687,604 | 647,282 | 924,789 | 924,789 | 189,975 |
| Trans Out - General Fund | (175,509) | (177,265) | (182,450) | (182,450) | (180,450) |
| Change in Net Assets | 2,651,237 | 758,582 | 1,734,054 | 1,423,723 | 226,234 |
| Net Assets - Beginning | 99,990,385 | 102,641,622 | 103,400,204 | 103,400,204 | 104,823,927 |
| Net Assets - Ending | <u>\$ 102,641,622</u> | <u>\$ 103,400,204</u> | <u>\$ 105,134,258</u> | <u>\$ 104,823,927</u> | <u>\$ 105,050,161</u> |

SCHEDULE OF CASH FLOWS

| | | |
|-----------------------------------------------|----------------------|---------------------|
| Working Cash - Beginning of Year | 18,755,387 | 13,854,320 |
| + Change in Net Assets | 1,423,723 | 226,234 |
| + Depreciation | 3,290,000 | 3,525,000 |
| + Long Term Debt | 8,845,000 | 11,000,000 |
| - Contributed Capital | 924,789 | (189,975) |
| - Fixed Assets | (16,415,990) | (18,158,301) |
| - Principal Repayment | (1,230,000) | (1,495,000) |
| - Refund Existing Debt* | (2,045,000) | - |
| + Fixed Assets funded by DNR Replacement Fund | 306,411 | - |
| Working Cash - End of Year | <u>\$ 13,854,320</u> | <u>\$ 8,762,278</u> |

RESERVE REQUIREMENTS

| <u>Working Capital</u> | | <u>DNR Fund</u> | |
|---------------------------------------------|---------------------|------------------------------|---------------------|
| Prior Year Audited Expenditures | \$ 10,662,726 | Fixed Asset Balance 12/31/20 | \$ 50,226,050 |
| - Depreciation | (3,055,996) | 5% Requirement | <u>\$ 2,511,303</u> |
| + Transfer to General Fund | 177,265 | | |
| Net Prior Year Cash Expenditures | <u>\$ 7,783,995</u> | DNR Fund Balance 12/31/20 | \$ 3,993,908 |
| 25 % Working Capital Reserve Requirement | <u>\$ 1,945,999</u> | DNR Funded CIP projects | (306,411) |
| | | DNR Fund Balance 12/31/21 | <u>\$ 3,687,497</u> |

* Refunded 2011 Revenue Bonds

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2021 Budget | 2021 Projected | 2022 Budget | 2023 Projected | 2024 Projected | 2025 Projected | 2026 Projected |
|-------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 10,464,500 | \$ 10,100,000 | \$ 10,235,000 | \$ 10,671,011 | \$ 11,125,596 | \$ 11,599,546 | \$ 12,093,687 |
| Miscellaneous | 1,656,250 | 2,101,250 | 2,085,000 | 2,105,850 | 2,126,909 | 2,148,178 | 2,169,659 |
| Total Revenues | <u>12,120,750</u> | <u>12,201,250</u> | <u>12,320,000</u> | <u>12,776,861</u> | <u>13,252,505</u> | <u>13,747,724</u> | <u>14,263,347</u> |
| Expenses | | | | | | | |
| Operating Expenses | 7,480,454 | 7,711,247 | 7,950,951 | 7,984,880 | 8,095,676 | 8,378,546 | 8,588,703 |
| Depreciation | 3,300,000 | 3,290,000 | 3,525,000 | 3,725,000 | 3,925,000 | 4,090,000 | 4,255,000 |
| Total Expenses | <u>10,780,454</u> | <u>11,001,247</u> | <u>11,475,951</u> | <u>11,709,880</u> | <u>12,020,676</u> | <u>12,468,546</u> | <u>12,843,703</u> |
| Operating Income | 1,340,296 | 1,200,003 | 844,049 | 1,066,981 | 1,231,829 | 1,279,178 | 1,419,644 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 307,500 | 100,000 | 210,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| Interest Expense | (650,179) | (656,049) | (864,021) | (448,467) | (527,867) | (596,600) | (631,000) |
| Premium on Debt Issue | 79,098 | 182,430 | 166,681 | 150,086 | 132,630 | 111,935 | 90,334 |
| Debt Issue Costs | - | (145,000) | (150,000) | (100,000) | (125,000) | - | (125,000) |
| Loss on disposal of equipment | - | - | - | (300,000) | - | - | - |
| Total Non-Operating | <u>(263,581)</u> | <u>(518,619)</u> | <u>(637,340)</u> | <u>(198,381)</u> | <u>(320,237)</u> | <u>(284,665)</u> | <u>(465,666)</u> |
| Net Income Before Transfers | 1,076,715 | 681,384 | 206,709 | 868,601 | 911,592 | 994,513 | 953,978 |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | 924,789 | 924,789 | 189,975 | - | - | - | - |
| General Fund | (182,450) | (182,450) | (180,450) | (180,950) | (181,450) | (181,950) | (182,450) |
| Change in Net Assets | 1,819,054 | 1,423,723 | 216,234 | 687,651 | 730,142 | 812,563 | 771,528 |
| Total Net Assets - Beginning | <u>103,400,204</u> | <u>103,400,204</u> | <u>104,823,927</u> | <u>105,040,161</u> | <u>105,727,812</u> | <u>106,457,954</u> | <u>107,270,517</u> |
| Total Net Assets - Ending | <u>\$ 105,219,258</u> | <u>\$ 104,823,927</u> | <u>\$ 105,040,161</u> | <u>\$ 105,727,812</u> | <u>\$ 106,457,954</u> | <u>\$ 107,270,517</u> | <u>\$ 108,042,045</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|-------------------------------------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------|
| Cash - Beginning of the Year | 18,755,387 | 13,854,320 | 8,762,278 | 9,131,569 | 9,437,603 | 8,630,377 | |
| + Change in Net Assets | 1,423,723 | 226,234 | 687,651 | 730,142 | 812,563 | 771,528 | |
| + Depreciation | 3,290,000 | 3,525,000 | 3,725,000 | 3,925,000 | 4,090,000 | 4,255,000 | |
| + Long Term Debt | 8,845,000 | 11,000,000 | 2,000,000 | 3,500,000 | - | 4,500,000 | |
| - Contributed Capital | 924,789 | (189,975) | - | - | - | - | |
| - Fixed Assets | (16,415,990) | (18,158,301) | (3,360,831) | (5,115,799) | (2,888,997) | (6,568,838) | |
| - Principal Repayment | (1,230,000) | (1,495,000) | (2,682,529) | (2,733,309) | (2,820,792) | (2,850,058) | |
| - Refunding of Debt | (2,045,000) | - | - | - | - | - | |
| + Fixed Assets funded by DNR Rplcmt Fund | 306,411 | - | - | - | - | - | |
| Working Cash - End of Year | <u>\$ 13,854,320</u> | <u>\$ 8,762,278</u> | <u>\$ 9,131,569</u> | <u>\$ 9,437,603</u> | <u>\$ 8,630,377</u> | <u>\$ 8,738,009</u> | |
| 25% Working Capital Reserve (prior year's audited expenses) | | 2,137,437 | 2,248,856 | 2,153,574 | 2,201,248 | 2,289,274 | |
| Coverage Ratio | | 2.41 | 1.95 | 1.55 | 1.59 | 1.61 | 1.63 |

ASSUMPTIONS:

Borrow 60-70% of capital expenditures as detailed in plan.

Interest rate at 4%; twenty year term for all borrowings

Projected growth increase .25% for additional customer base each year

Includes 4% rate increase as recommend in 2020 rate study for 2022-2026.

Operating expenses to increase 3.0% per year. Includes \$125,000 for lift station removal in 2023 and \$40,000 in 2025 for structural study at WWTP.

Includes estimated loss of early retirement of lift station in 2023 of \$300,000, this is net of sale on equipment

Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:

An overall rate increase of 20% was implemented on 1/1/2021 as recommended in rate study that was completed in 2020. Additional annual rate increases of 4% in 2022-2026 will be needed to fund capital improvement plan. The 2022 budget includes the recommend rate increase of 4%, subject to Utilities Committee approval prior to budget adoption. These increases may need to be modified if any changes in revenue from hauled waste customers or high strength customers changes in future years or significant changes in capital improvement plan for the utility.

**CITY OF APPLETON 2022 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

| | 2018 Revenue Bonds | | 2020 Refunding Revenue Bonds | |
|------|-----------------------|-------------------|---------------------------------|---------------------|
| | Principal | Interest | Principal | Interest |
| 2022 | \$ 545,000 | \$ 147,746 | \$ 540,000 | \$ 293,500 |
| 2023 | 575,000 | 128,121 | 565,000 | 271,233 |
| 2024 | 595,000 | 103,017 | 585,000 | 248,100 |
| 2025 | 620,000 | 72,433 | 605,000 | 224,167 |
| 2026 | 650,000 | 40,433 | 635,000 | 199,167 |
| 2027 | 450,000 | 17,600 | 660,000 | 173,100 |
| 2028 | 290,000 | 3,867 | 690,000 | 145,900 |
| 2029 | - | - | 710,000 | 122,500 |
| 2030 | - | - | 735,000 | 100,700 |
| 2031 | - | - | 420,000 | 87,750 |
| 2032 | - | - | 430,000 | 79,217 |
| 2033 | - | - | 435,000 | 70,550 |
| 2034 | - | - | 445,000 | 61,717 |
| 2035 | - | - | 455,000 | 52,683 |
| 2036 | - | - | 465,000 | 43,450 |
| 2037 | - | - | 475,000 | 34,017 |
| 2038 | - | - | 480,000 | 24,450 |
| 2039 | - | - | 495,000 | 14,238 |
| 2040 | - | - | 505,000 | 3,577 |
| 2041 | - | - | - | - |
| | <u>\$ 3,725,000</u> | <u>\$ 513,217</u> | <u>\$ 10,330,000</u> | <u>\$ 2,250,016</u> |

| | 2021 Refunding Revenue Bonds | | TOTAL | | |
|------|---------------------------------|---------------------|----------------------|---------------------|----------------------|
| | Principal | Interest | Principal | Interest | Total |
| 2022 | \$ 410,000 | \$ 275,775 | 1,495,000 | 717,021 | 2,212,021 |
| 2023 | 425,000 | 263,175 | 1,565,000 | 662,529 | 2,227,529 |
| 2024 | 440,000 | 247,192 | 1,620,000 | 598,309 | 2,218,309 |
| 2025 | 455,000 | 229,192 | 1,680,000 | 525,792 | 2,205,792 |
| 2026 | 475,000 | 210,458 | 1,760,000 | 450,058 | 2,210,058 |
| 2027 | 495,000 | 190,925 | 1,605,000 | 381,625 | 1,986,625 |
| 2028 | 515,000 | 170,592 | 1,495,000 | 320,359 | 1,815,359 |
| 2029 | 535,000 | 149,458 | 1,245,000 | 271,958 | 1,516,958 |
| 2030 | 555,000 | 131,225 | 1,290,000 | 231,925 | 1,521,925 |
| 2031 | 600,000 | 113,675 | 1,020,000 | 201,425 | 1,221,425 |
| 2032 | 345,000 | 100,775 | 775,000 | 179,992 | 954,992 |
| 2033 | 355,000 | 90,225 | 790,000 | 160,775 | 950,775 |
| 2034 | 365,000 | 79,375 | 810,000 | 141,092 | 951,092 |
| 2035 | 380,000 | 68,125 | 835,000 | 120,808 | 955,808 |
| 2036 | 390,000 | 56,525 | 855,000 | 99,975 | 954,975 |
| 2037 | 400,000 | 45,958 | 875,000 | 79,975 | 954,975 |
| 2038 | 410,000 | 35,792 | 890,000 | 60,242 | 950,242 |
| 2039 | 420,000 | 25,375 | 915,000 | 39,613 | 954,613 |
| 2040 | 430,000 | 14,708 | 935,000 | 18,285 | 953,285 |
| 2041 | 445,000 | 3,708 | 445,000 | 3,708 | 448,708 |
| | <u>\$ 8,845,000</u> | <u>\$ 2,502,233</u> | <u>\$ 22,900,000</u> | <u>\$ 5,265,466</u> | <u>\$ 28,165,466</u> |

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$11,000,000 will be issued in 2022. Expected interest expense of the issue in 2022 is \$147,000.

CITY OF APPLETON 2022 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 2022 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 2021 EVENTS

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 programs associated with the NR216 Permit including construction site erosion control, post construction stormwater management, Illicit discharge detection and elimination, public education and outreach, public involvement and participation, and pollution prevention

Completed update of the NR216 permit program documents and submitted to DNR on time

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 56 wet ponds, 12 dry ponds, 9 bio-filters, and several miles of engineered channels

Continued working toward compliance with the WDNR NR216 Water Quality Permit / Fox River TMDL

Assumed ownership and maintenance responsibility of two stormwater ponds in the Broadway Hills Subdivision

Assisted Community Development with permitting issues, budget development, delineated wetlands and other stormwater planning issues

Bid construction of Sequoia Drive, including stormwater management, from Broadway Drive to North Edgewood Estates

Developed 60% engineering plans for stormwater management in future Lightning Drive coordinated regional stormwater management with Apple Ridge Phases 2 and 3

Began work on update to Citywide Stormwater Management Plan

Began design of two stormwater ponds with Spartan Drive extension to Meade Street

Started a new program for private stormwater practice inspection and certification as required in NR 216 permit.

CITY OF APPLETON 2022 BUDGET STORMWATER

MAJOR 2022 OBJECTIVES

Continue implementing the following programs as required by the NR216 permit: public education, public participation, erosion control, pollution prevention, illicit discharge detection/elimination, post-construction stormwater management plans

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

Perform final design of Lightning Drive stormwater management facilities and Spartan Drive Phase 3 to promote development on City's north side

Submit updated Citywide Stormwater Management Plan to DNR for approval

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|----------------------|---------------|---------------|---------------|---------------|---------------|----------|
| Unit | Title | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 | Change * |
| Program Revenues | | \$ 14,594,027 | \$ 12,678,878 | \$ 11,813,787 | \$ 11,813,787 | \$ 11,925,697 | 0.95% |
| Program Expenses | | | | | | | |
| 5210 | Administration | 5,716,273 | 5,542,624 | 5,683,846 | 5,860,385 | 5,750,692 | 1.18% |
| 5220 | Facility Maintenance | 1,211,847 | 1,429,582 | 1,654,139 | 1,727,153 | 1,593,178 | -3.69% |
| 5225 | Leaf Collection | 425,335 | 532,298 | 536,591 | 536,591 | 618,030 | 15.18% |
| 5230 | Capital Construction | 622,955 | 956,512 | 3,671,153 | 4,418,704 | 2,515,257 | -31.49% |
| TOTAL | | \$ 7,976,410 | \$ 8,461,016 | \$ 11,545,729 | \$ 12,542,833 | \$ 10,477,157 | -9.26% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,527,743 | 1,572,295 | 1,891,983 | 1,891,983 | 1,899,179 | 0.38% |
| Travel & Training | | 7,024 | 4,873 | 8,340 | 8,340 | 8,340 | 0.00% |
| Supplies & Materials | | 99,496 | 104,105 | 162,895 | 162,895 | 118,724 | -27.12% |
| Purchased Services | | 1,591,056 | 1,711,915 | 1,927,226 | 2,321,368 | 1,765,610 | -8.39% |
| Miscellaneous Expense | | 4,542,781 | 4,544,290 | 4,490,850 | 4,490,850 | 4,341,384 | -3.33% |
| Capital Expenditures | | 135,810 | 511,038 | 3,051,935 | 3,654,897 | 1,996,420 | -34.59% |
| Transfers Out | | 72,500 | 12,500 | 12,500 | 12,500 | 347,500 | 2680.00% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 19.76 | 19.76 | 20.41 | 20.41 | 20.46 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2022 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:

As part of a plan for operational changes approved by Council earlier this year, \$325,000 has been included in this budget for the purchase of five leaf vacuum units to facilitate the new leaf collection process.

Additionally, \$10,000 has been included in this budget for the upgrade of our sweeper to a dual broom sweeper.

Contributed capital revenue includes payment from the the Village of Harrison to reimburse the Utility for past stormwater construction costs for the Renn property detachment agreement.

CITY OF APPLETON 2022 BUDGET

STORMWATER

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 630,000 | \$ - | \$ - | \$ - | \$ - |
| 441100 Sundry Permits | 25 | - | 25 | 25 | 25 |
| 441800 Plan Review Permit | 32,128 | 26,797 | 35,000 | 35,000 | 35,000 |
| 442000 Erosion Control Permit | 7,140 | 8,050 | 7,500 | 7,500 | 7,500 |
| 471000 Interest on Investments | 688,135 | 514,795 | 200,000 | 200,000 | 200,000 |
| 473000 Interest - Deferred Specials | 3,161 | 2,195 | - | - | 2,000 |
| 488000 Stormwater Revenue | 10,882,633 | 11,021,218 | 11,000,000 | 11,000,000 | 11,085,000 |
| 500600 Gain (Loss) on Disposal | - | (6,980) | - | - | - |
| 502100 Capital Contributions | 1,892,555 | 717,789 | 185,400 | 185,400 | 241,893 |
| 503500 Other Reimbursements | 9,787 | 242 | 3,000 | 3,000 | 3,000 |
| 507100 Customer Penalty | 38,803 | 11,113 | 37,000 | 37,000 | 37,000 |
| 591100 Premium on Debt Issue | 409,209 | 381,816 | 344,662 | 344,662 | 313,079 |
| Total Revenue | <u>\$ 14,593,576</u> | <u>\$ 12,677,035</u> | <u>\$ 11,812,587</u> | <u>\$ 11,812,587</u> | <u>\$ 11,924,497</u> |
| Expenses | | | | | |
| 610100 Salaries | \$ 388,892 | \$ 397,210 | \$ 482,735 | \$ 482,735 | \$ 452,574 |
| 610400 Call Time Wages | 727 | 433 | 600 | 600 | 600 |
| 610500 Overtime Wages | 2,584 | 1,910 | 2,000 | 2,000 | 2,000 |
| 610800 Part-Time Wages | 272 | 209 | 350 | 350 | - |
| 615000 Fringes | 276,411 | 152,554 | 149,596 | 149,596 | 153,013 |
| 620100 Training/Conferences | 6,304 | 4,034 | 7,500 | 7,500 | 7,500 |
| 620600 Parking Permits | 720 | 840 | 840 | 840 | 840 |
| 630100 Office Supplies | - | - | 250 | 250 | 250 |
| 630300 Memberships & Licenses | 10,311 | 14,276 | 15,120 | 15,120 | 14,980 |
| 630400 Postage\Freight | 20,807 | 23,068 | 21,000 | 21,000 | 19,000 |
| 630500 Awards & Recognition | 665 | 59 | 665 | 665 | 665 |
| 630901 Shop Supplies | 466 | 233 | 200 | 200 | 200 |
| 631500 Books & Library Materials | 20 | - | - | - | - |
| 632001 Copy Charges | 3,905 | 4,169 | 2,000 | 2,000 | 4,800 |
| 632102 Protective Clothing | 237 | 150 | 150 | 150 | 150 |
| 632300 Safety Supplies | 240 | 153 | 350 | 350 | 350 |
| 632700 Miscellaneous Equipment | 340 | - | 2,200 | 2,200 | 1,500 |
| 640100 Accounting/Audit Fees | 9,253 | 11,838 | 8,930 | 8,930 | 8,930 |
| 640202 Recording/Filing Fees | 390 | 210 | 400 | 400 | 400 |
| 640300 Bank Service Fees | 15,969 | 15,311 | 16,000 | 16,000 | 16,000 |
| 640400 Consulting Services | 278,041 | 256,648 | 387,000 | 563,539 | 294,000 |
| 640800 Contractor Fees | 85 | - | - | - | - |
| 641301 Utilities | 901 | 984 | 1,140 | 1,140 | 840 |
| 642400 Software Support | 6,187 | 5,260 | 24,070 | 24,070 | 7,100 |
| 642501 CEA Equip. Rental | 5,707 | 4,708 | 6,200 | 6,200 | 5,500 |
| 650100 Insurance | 44,256 | 43,440 | 47,200 | 47,200 | 42,370 |
| 659900 Other Contracts/Obligation | 27,302 | 48,137 | 4,000 | 4,000 | 28,246 |
| 660100 Depreciation Expense | 2,675,050 | 2,757,502 | 2,850,000 | 2,850,000 | 2,850,000 |
| 662300 Uncollectable Accounts | 699 | 1,213 | 1,900 | 1,900 | 1,900 |
| 672000 Interest Payments | 1,718,266 | 1,588,453 | 1,511,417 | 1,511,417 | 1,376,728 |
| 673000 Debt Issuance Costs | 8,750 | 54,432 | - | - | - |
| 675100 Gain/Loss on Refund | 140,016 | 142,690 | 127,533 | 127,533 | 112,756 |
| 791100 Transfer Out - General | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| 791400 Transfer Out - Capital | 60,000 | - | - | - | 335,000 |
| Total Expense | <u>\$ 5,716,273</u> | <u>\$ 5,542,624</u> | <u>\$ 5,683,846</u> | <u>\$ 5,860,385</u> | <u>\$ 5,750,692</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | | | |
|-------------------------------|-----------|----------------------------------------|-------------------|
| <u>Consulting Services</u> | | <u>Postage\Freight</u> | |
| Stormwater mgmt plan review | \$ 85,000 | City service invoice postage | \$ 18,500 |
| Flooding concerns study | 40,000 | Box rental & caller service | 500 |
| NR216 permitting | 83,000 | | <u>\$ 19,000</u> |
| Wetland studies | 11,000 | <u>Other Contracts/Obligations</u> | |
| Erosion Control plan reviews | 10,000 | Utility locations | \$ 4,000 |
| State St/Green Bay Road study | 20,000 | Special assessment | 24,246 |
| Regional pond model updates | 10,000 | | <u>\$ 28,246</u> |
| French Road study | 35,000 | <u>Transfer Out - Capital Projects</u> | |
| <u>\$ 294,000</u> | | Contributions to CEA: | |
| | | Sweeper | \$ 10,000 |
| | | Leaf vacuum units | 325,000 |
| | | | <u>\$ 335,000</u> |

**CITY OF APPLETON 2022 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
Maintain current level of service while experiencing large growth in stormwater practice inventory

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Revenues | | | | | |
| 480100 General Charges for Svc. | \$ 361 | \$ 823 | \$ 1,200 | \$ 1,200 | \$ 1,200 |
| 490800 Misc Intergov. Charges | 90 | 1,020 | - | - | - |
| Total Revenue | \$ 451 | \$ 1,843 | \$ 1,200 | \$ 1,200 | \$ 1,200 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 374,767 | \$ 499,852 | 440,049 | 440,049 | 485,681 |
| 610400 Call Time Wages | 1,230 | 120 | 1,100 | 1,100 | 1,100 |
| 610500 Overtime Wages | 16,823 | 4,028 | 11,300 | 11,300 | 12,500 |
| 610800 Part-Time Wages | 891 | 4,777 | 16,700 | 16,700 | 6,967 |
| 615000 Fringes | 159,110 | 164,036 | 207,146 | 207,146 | 205,903 |
| 630801 Landscape Supplies | 456 | 576 | 3,860 | 3,860 | 3,860 |
| 630901 Shop Supplies | 917 | 889 | 1,250 | 1,250 | 1,250 |
| 630902 Tools & Instruments | 2,155 | 1,778 | 3,000 | 3,000 | 1,500 |
| 632501 Construction Materials | 50,038 | 52,831 | 105,400 | 105,400 | 62,769 |
| 632700 Miscellaneous Equipment | 6,666 | 5,660 | 7,450 | 7,450 | 7,450 |
| 640400 Consulting Services | 219,205 | 250,097 | 247,960 | 247,960 | 247,960 |
| 640800 Contractor Fees | 40,163 | 62,591 | 113,900 | 186,914 | 83,900 |
| 641301 Utilities | 6,304 | 6,040 | 7,702 | 7,702 | 7,702 |
| 641500 Tipping Fees | 51,261 | 60,556 | 52,920 | 52,920 | 62,600 |
| 641800 Equip Repairs & Maint | - | 593 | 1,100 | 1,100 | 1,100 |
| 642400 Software Support | - | - | 500 | 500 | 500 |
| 642501 CEA Equip. Rental | 218,083 | 250,864 | 297,592 | 297,592 | 264,000 |
| 645400 Grounds Repair & Maint | 8,568 | 8,846 | 80,000 | 80,000 | 80,000 |
| 650301 Rent | 55,210 | 55,210 | 55,210 | 55,210 | 56,436 |
| 689900 Other Capital Outlay | - | 238 | - | - | - |
| Total Expense | \$ 1,211,847 | \$ 1,429,582 | \$ 1,654,139 | \$ 1,727,153 | \$ 1,593,178 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|-----------------------------------------|-------------------|
| Native plants contract | \$ 115,460 |
| Storm sewer TV/clean | 97,500 |
| Ecology services for prairie & wetlands | 35,000 |
| Total | \$ 247,960 |

Contractor Fees

| | |
|-----------------------------|------------------|
| Mowing | \$ 7,700 |
| Shoreline repairs | 5,000 |
| Surface restoration | 14,000 |
| Spot repairs | 30,000 |
| Lateral cleaning | 1,000 |
| Emergency Repairs | 5,000 |
| Patch program | 15,000 |
| Sewer TV camera maintenance | 700 |
| Muskrat trapping | 3,500 |
| Ditch cleaning | 2,000 |
| Total | \$ 83,900 |

Grounds Repair & Maint

| | |
|----------------------------|------------------|
| Two ponds dredging | \$ 60,000 |
| Restoration after dredging | 20,000 |
| Total | \$ 80,000 |

Rent

| | |
|-------------------------------------------|------------------|
| Land for detention ponds: | |
| Appleton Memorial Park (@ \$2,887 / acre) | |
| AMP North, 7.28 acres | \$ 21,017 |
| AMP South, 7 acres | 20,209 |
| Reid Golf Course pond (per agreement) | |
| 7.2 acres | 15,210 |
| Total | \$ 56,436 |

Construction Materials

| | |
|--------------------------|------------------|
| Shore repair program | \$ 10,000 |
| Inlet repair program | 45,269 |
| Repair materials | 500 |
| Muskrat repair materials | 3,000 |
| Silt fence, misc. | 1,000 |
| Riprap | 3,000 |
| Total | \$ 62,769 |

Tipping Fees

| | |
|------------------------------------------|------------------|
| Disposal costs of cleaning: \$46 per ton | |
| Streets - 1,200 tons | \$ 56,000 |
| Storm sewers - 143 tons | 6,600 |
| Total | \$ 62,600 |

**CITY OF APPLETON 2022 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM MISSION

Collect leaves 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
- Begin implementation of new vacuum leaf collection program
- Adjust leaf collection routes to avoid picking up leaves on the same day as collecting refuse
- Minimize secondary hauling costs of leaves by transporting to Outagamie County compost site, hauling to farm fields and grinding into mulch

Major changes in Revenue, Expenditures, or Programs:

Added five (5) second life ASL (automated side load) units retrofitted with leaf vacuums to the fleet as part of a plan approved by Council earlier this year in order to comply with updated DNR requirements.

**CITY OF APPLETON 2022 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 155,249 | \$ 196,511 | \$ 198,548 | \$ 198,548 | \$ 211,088 |
| 610400 Call Time Wages | 240 | 119 | 75 | 75 | 200 |
| 610500 Overtime Wages | 13,846 | 9,471 | 10,000 | 10,000 | 10,000 |
| 615000 Fringes | 59,307 | 71,854 | 82,816 | 82,816 | 84,016 |
| 641303 Water | 143 | 147 | 500 | 500 | 200 |
| 641500 Tipping Fees | 15 | - | - | - | - |
| 642501 CEA Equip. Rental | 196,535 | 254,196 | 244,652 | 244,652 | 312,526 |
| Total Expense | <u>\$ 425,335</u> | <u>\$ 532,298</u> | <u>\$ 536,591</u> | <u>\$ 536,591</u> | <u>\$ 618,030</u> |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 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 watersheds
- 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 2022 CIPs:

| | | |
|--------------------------|---------------------|-------------------|
| | <u>2022 Budget</u> | <u>Page</u> |
| Storm sewer construction | \$ 2,515,257 | Projects, Pg. 610 |
| | <u>\$ 2,515,257</u> | |

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------|-------------|--------------|--------------|--------------|
| | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 53,524 | \$ 49,580 | \$ 205,929 | \$ 205,929 | \$ 198,554 |
| 610400 Call Time Wages | 118 | 151 | - | - | - |
| 610500 Overtime Wages | 4,694 | 5,724 | 5,000 | 5,000 | 5,000 |
| 610800 Part-Time Wages | 2,106 | 946 | 4,600 | 4,600 | 3,346 |
| 615000 Fringes | 16,951 | 12,810 | 73,439 | 73,439 | 66,637 |
| 632503 Other Materials | 2,274 | 262 | - | - | - |
| 640202 Recording/Filing Fees | 158 | - | - | - | - |
| 640400 Consulting Services | 377,193 | 372,719 | 322,250 | 466,839 | 240,000 |
| 640800 Contractor Fees | 264 | - | - | - | - |
| 641500 Tipping Fees | - | 2,562 | - | - | - |
| 642501 CEA Operations/Maint. | - | - | 8,000 | 8,000 | 5,300 |
| 645400 Grounds Repair & Maint. | - | 660 | - | - | - |
| 659900 Other Contracts/Obligation | 29,863 | 60 | - | - | - |
| 680100 Land | - | 51,000 | - | - | 376,400 |
| 680904 Storm Sewers | 4,624,030 | 4,251,871 | 3,051,935 | 3,654,897 | 1,620,020 |
| 689900 Other Capital Outlay | (4,488,220) | (3,791,833) | - | - | - |
| Total Expense | \$ 622,955 | \$ 956,512 | \$ 3,671,153 | \$ 4,418,704 | \$ 2,515,257 |

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

| | To | From | To | Stormwater |
|---------------------------------------------------|-------------------------------------------------------------|---------------|-------------------|---------------------|
| Labor Pool | | | | 273,537 |
| CEA | | | | 5,300 |
| Consulting Services | Construction Grant Applications | | | 10,000 |
| | Construction Services | | | 40,000 |
| | Glendale Ave/AMC flood reduction | | | 50,000 |
| | K2 Study Update and Modeling of Improveme | | | 40,000 |
| | Land Acquisition Services | | | 10,000 |
| | Modeling for urban resilience through stormwater management | | | 40,000 |
| | NR151 Water Quality Modeling | | | 50,000 |
| | Subtotal | | | 240,000 |
| Land Acquisition | Northside Development Corridor Land and Wetlands for BMPs | | | 376,400 |
| | Subtotal | | | 376,400 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 200,000 |
| | Surface restorations from previous year | | | 90,000 |
| | Storm Laterals, Manholes, Prior to 2022 Asphalt | | | 125,020 |
| | Storm Laterals, Manholes Prior to 2022 Concrete | | | 141,890 |
| | Bluff Site Stormwater Management Phase 1 | | | 207,500 |
| | Eagle Point Senior Housing In-Lieu Stormwater Quality | | | 32,300 |
| | Urban resilience stormwater management projects | | | 40,000 |
| | Native Landscaping | | | 53,000 |
| | NR151 Water Quality Practices | | | 50,000 |
| | Subtotal | | | 939,710 |
| Reconstruction - (on streets to be paved in 2023) | Alvin St | Wisconsin Ave | Marquette St | 524,205 |
| | Bates St | Dunlap St | Pacific St | 7,240 |
| | Dunlap St | Bates St | Pacific St | 2,840 |
| | Durkee St | College Ave | Washington St | 103,175 |
| | Lilas Dr | College Ave | north Frontage Rd | 25,000 |
| | Morrison St | College Ave | Washington St | 17,850 |
| | Subtotal | | | 680,310 |
| Total | | | | \$ 2,515,257 |

CITY OF APPLETON 2022 BUDGET STORMWATER UTILITY

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | 630,000 | - | - | - | - | - |
| 441100 Sundry Permits | 25 | - | - | 25 | 25 | 25 |
| 441800 Plan Review Permit | 32,128 | 26,797 | 65,870 | 35,000 | 35,000 | 35,000 |
| 442000 Erosion Control Permit | 7,140 | 8,050 | 4,520 | 7,500 | 7,500 | 7,500 |
| 471000 Interest on Investments | 688,135 | 514,795 | (97,497) | 200,000 | 200,000 | 200,000 |
| 473000 Interest - Deferred Specials | 3,161 | 2,195 | - | - | - | 2,000 |
| 480100 General Charges for Service | 361 | 823 | (179) | 1,200 | 1,200 | 1,200 |
| 488000 Stormwater Revenue | 10,882,633 | 11,021,218 | 1,834 | 11,000,000 | 11,000,000 | 11,085,000 |
| 490800 Misc Intergovernmental Charges | 90 | 1,020 | - | - | - | - |
| 500400 Sale of City Property | - | - | - | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | - | (6,980) | - | - | - | - |
| 502100 Capital Contributions | 1,892,555 | 717,789 | 691 | 185,400 | 185,400 | 241,893 |
| 503500 Other Reimbursements | 9,787 | 242 | (54,657) | 3,000 | 3,000 | 3,000 |
| 507100 Customer Penalty | 38,803 | 11,113 | - | 37,000 | 37,000 | 37,000 |
| 591100 Premium on Debt Issue | 409,209 | 381,816 | - | 344,662 | 344,662 | 313,079 |
| TOTAL PROGRAM REVENUES | 14,594,027 | 12,678,878 | (79,418) | 11,813,787 | 11,813,787 | 11,925,697 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 130,105 | 193,693 | 35,966 | 1,303,651 | 1,303,651 | 1,345,362 |
| 610200 Labor Pool Allocations | 828,467 | 869,586 | 159,550 | - | - | - |
| 610299 Capitalized Labor | (112,009) | (109,983) | - | - | - | - |
| 610400 Call Time Wages | 2,315 | 823 | 192 | 1,775 | 1,775 | 1,900 |
| 610500 Overtime Wages | 37,947 | 21,133 | 5,044 | 28,300 | 28,300 | 29,500 |
| 610800 Part-Time Wages | 3,269 | 5,931 | 820 | 21,650 | 21,650 | 10,313 |
| 611000 Other Compensation | 2,708 | 1,279 | 2,888 | 2,040 | 2,040 | 2,535 |
| 611400 Sick Pay | 6,984 | 64,969 | 866 | 21,570 | 21,570 | - |
| 611500 Vacation Pay | 116,177 | 123,609 | 29,440 | - | - | - |
| 615000 Fringes | 398,902 | 329,262 | 94,415 | 512,997 | 512,997 | 509,569 |
| 615099 Capitalized Fringe | (40,878) | 35,256 | - | - | - | - |
| 617000 Pension Expense | 144,358 | 22,183 | - | - | - | - |
| 617100 OPEB Expense | 9,398 | 14,554 | - | - | - | - |
| TOTAL PERSONNEL | 1,527,743 | 1,572,295 | 329,181 | 1,891,983 | 1,891,983 | 1,899,179 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 6,304 | 4,033 | 1,903 | 7,500 | 7,500 | 7,500 |
| 620600 Parking Permits | 720 | 840 | 840 | 840 | 840 | 840 |
| TOTAL TRAINING / TRAVEL | 7,024 | 4,873 | 2,743 | 8,340 | 8,340 | 8,340 |
| Supplies | | | | | | |
| 630100 Office Supplies | - | - | - | 250 | 250 | 250 |
| 630300 Memberships & Licenses | 10,311 | 14,276 | 5,260 | 15,120 | 15,120 | 14,980 |
| 630400 Postage\Freight | 20,807 | 23,068 | 3,816 | 21,000 | 21,000 | 19,000 |
| 630500 Awards & Recognition | 665 | 59 | - | 665 | 665 | 665 |
| 630801 Topsoil, Gravel | - | - | - | 1,000 | 1,000 | 1,000 |
| 630803 Seed | 113 | 419 | - | 1,360 | 1,360 | 1,360 |
| 630804 Plant Material | 342 | 157 | 58 | 1,500 | 1,500 | 1,500 |
| 630901 Shop Supplies | 1,383 | 1,122 | 885 | 1,450 | 1,450 | 1,450 |
| 630902 Tools & Instruments | 2,155 | 1,778 | 210 | 3,000 | 3,000 | 1,500 |
| 631500 Books & Library Materials | 20 | - | - | - | - | - |
| 632001 City Copy Charges | 1,387 | 1,141 | - | 200 | 200 | - |
| 632002 Outside Printing | 2,518 | 3,028 | 669 | 1,800 | 1,800 | 4,800 |
| 632102 Protective Clothing | 237 | 150 | 18 | 150 | 150 | 150 |
| 632300 Safety Supplies | 240 | 153 | 14 | 350 | 350 | 350 |
| 632501 Castings | 23,300 | 24,669 | 146 | - | - | - |
| 632502 Concrete | 16,622 | 19,640 | - | - | - | - |
| 632503 Other Materials | 9,940 | 8,232 | 206 | 17,000 | 17,000 | 17,000 |
| 632505 Gravel | 775 | 553 | - | - | - | - |
| 632507 Asphalt | 1,675 | - | - | - | - | - |
| 632599 Other Construction Materials | - | - | - | 88,400 | 88,400 | 45,769 |
| 632700 Miscellaneous Equipment | 7,006 | 5,660 | 112 | 9,650 | 9,650 | 8,950 |
| TOTAL SUPPLIES | 99,496 | 104,105 | 11,394 | 162,895 | 162,895 | 118,724 |

**CITY OF APPLETON 2022 BUDGET
STORMWATER UTILITY**

| | 2019 ACTUAL | 2020 ACTUAL | 2021 YTD ACTUAL | 2021 ORIG BUD | 2021 REVISED BUD | 2022 BUDGET |
|---------------------------------------|------------------|------------------|--------------------|-------------------|---------------------|-------------------|
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 9,253 | 11,838 | - | 8,930 | 8,930 | 8,930 |
| 640202 Recording/Filing Fees | 548 | 210 | - | 400 | 400 | 400 |
| 640300 Bank Service Fees | 15,969 | 15,311 | 2,257 | 16,000 | 16,000 | 16,000 |
| 640400 Consulting Services | 874,439 | 879,463 | 74,632 | 957,210 | 1,278,338 | 781,960 |
| 640800 Contractor Fees | 40,512 | 62,591 | 1,172 | 113,900 | 186,914 | 83,900 |
| 641301 Electric | 3,960 | 3,426 | 253 | 4,202 | 4,202 | 4,202 |
| 641303 Water | 2,486 | 2,762 | 241 | 4,000 | 4,000 | 3,700 |
| 641307 Telephone | 657 | 724 | 220 | 840 | 840 | 840 |
| 641308 Cellular Phones | 244 | 260 | 60 | 300 | 300 | - |
| 641500 Tipping Fees | 51,277 | 63,118 | 8,576 | 52,920 | 52,920 | 62,600 |
| 641800 Equip Repairs & Maint | - | 593 | - | 1,100 | 1,100 | 1,100 |
| 642400 Software Support | 6,187 | 5,260 | 4,873 | 24,570 | 24,570 | 7,600 |
| 642501 CEA Operations/Maint. | 270,673 | 293,228 | 7,012 | 299,140 | 299,140 | 298,826 |
| 642502 CEA Depreciation/Replace. | 176,479 | 247,603 | 7,508 | 257,304 | 257,304 | 288,500 |
| 642503 CEA Capital | (26,827) | (31,063) | - | - | - | - |
| 645400 Grounds Repair & Maintenance | 8,568 | 9,506 | - | 80,000 | 80,000 | 80,000 |
| 650100 Insurance | 44,256 | 43,440 | - | 47,200 | 47,200 | 42,370 |
| 650301 Facility Rent | 55,210 | 55,210 | - | 55,210 | 55,210 | 56,436 |
| 650302 Equipment Rent | - | 238 | - | - | - | - |
| 659900 Other Contracts/Obligation | 57,165 | 48,197 | 2,867 | 4,000 | 4,000 | 28,246 |
| TOTAL PURCHASED SVCS | 1,591,056 | 1,711,915 | 109,671 | 1,927,226 | 2,321,368 | 1,765,610 |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 2,675,050 | 2,757,502 | - | 2,850,000 | 2,850,000 | 2,850,000 |
| 662300 Uncollectable Accounts | 699 | 1,213 | - | 1,900 | 1,900 | 1,900 |
| 672000 Interest Payments | 1,718,266 | 1,588,453 | - | 1,511,417 | 1,511,417 | 1,376,728 |
| 673000 Debt Issuance Costs | 8,750 | 54,432 | - | - | - | - |
| 675100 Gain/Loss on Refund Amort | 140,016 | 142,690 | - | 127,533 | 127,533 | 112,756 |
| TOTAL MISCELLANEOUSL EXP | 4,542,781 | 4,544,290 | - | 4,490,850 | 4,490,850 | 4,341,384 |
| Capital Outlay | | | | | | |
| 680100 Land | - | 51,000 | - | - | - | 376,400 |
| 680904 Storm Sewers | 4,624,030 | 4,251,871 | (7,174) | 3,051,935 | 3,654,897 | 1,620,020 |
| 689900 Other Capital Outlay | (4,488,220) | (3,791,833) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | 135,810 | 511,038 | (7,174) | 3,051,935 | 3,654,897 | 1,996,420 |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 12,500 | 12,500 | - | 12,500 | 12,500 | 12,500 |
| 791400 Transfer Out - Capital Project | 60,000 | - | - | - | - | 335,000 |
| TOTAL TRANSFERS | 72,500 | 12,500 | - | 12,500 | 12,500 | 347,500 |
| TOTAL EXPENSE | 7,976,410 | 8,461,016 | 445,815 | 11,545,729 | 12,542,833 | 10,477,157 |

CITY OF APPLETON 2022 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2019 Actual | 2020 Actual | 2021 Budget | 2021 Projected | 2022 Budget |
|-----------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Charges for Services | \$ 10,882,633 | \$ 11,021,218 | \$ 11,000,000 | \$ 11,050,000 | \$ 11,085,000 |
| Miscellaneous | 88,334 | 48,347 | 83,725 | 85,000 | 85,725 |
| Total Revenues | <u>10,970,967</u> | <u>11,069,565</u> | <u>11,083,725</u> | <u>11,135,000</u> | <u>11,170,725</u> |
| Expenses | | | | | |
| Operating Expenses | 3,361,827 | 3,905,440 | 3,373,126 | 4,022,679 | 3,274,916 |
| Depreciation | 2,675,051 | 2,757,501 | 2,850,000 | 2,800,000 | 2,850,000 |
| Total Expenses | <u>6,036,878</u> | <u>6,662,941</u> | <u>6,223,126</u> | <u>6,822,679</u> | <u>6,124,916</u> |
| Operating Income (Loss) | 4,934,089 | 4,406,624 | 4,860,599 | 4,312,321 | 5,045,809 |
| Non-Operating Revenues (Expenses) | | | | | |
| Interest Income | 691,296 | 516,688 | 200,000 | 100,000 | 200,000 |
| Intergovernmental | 630,000 | - | - | - | - |
| Interest Expense | (1,718,266) | (1,588,453) | (1,511,417) | (1,511,417) | (1,376,728) |
| Gain/Loss on Refunding | (140,016) | (142,690) | (127,533) | (127,533) | (112,756) |
| Amortization of Premium on Debt Issue | 409,209 | 381,815 | 344,662 | 351,876 | 313,079 |
| Debt Expense | (8,750) | (54,432) | - | - | - |
| Other | - | (6,980) | - | - | - |
| Total Non-Operating | <u>(136,527)</u> | <u>(894,052)</u> | <u>(1,094,288)</u> | <u>(1,187,074)</u> | <u>(976,405)</u> |
| Income (Loss) Before Contributions and Transfers | 4,797,562 | 3,512,572 | 3,766,311 | 3,125,247 | 4,069,404 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 1,892,555 | 717,789 | 185,400 | 185,400 | 241,893 |
| Transfer Out - CEA | (60,000) | - | - | - | - |
| Transfer Out - Capital Projects | - | - | - | - | (335,000) |
| Transfer Out - General Fund | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) |
| Change in Net Assets | 6,617,617 | 4,217,861 | 3,939,211 | 3,298,147 | 3,963,797 |
| Total Net Assets - Beginning | <u>76,370,124</u> * | <u>82,987,741</u> | <u>87,205,602</u> | <u>87,205,602</u> | <u>90,503,749</u> |
| Total Net Assets - Ending | <u>\$ 82,987,741</u> | <u>\$ 87,205,602</u> | <u>\$ 91,144,813</u> | <u>\$ 90,503,749</u> | <u>\$ 94,467,546</u> |

* as re-stated for change in accounting principle

SCHEDULE OF CASH FLOWS

| | | |
|------------------------------|----------------------|----------------------|
| Cash - Beginning of the Year | \$ 16,390,358 | \$ 14,709,401 |
| + Change in Net Assets | 3,298,147 | 3,963,797 |
| + Depreciation | 2,800,000 | 2,850,000 |
| + Long Term Debt | - | - |
| - Contributed Capital | (185,400) | (241,893) |
| - Fixed Assets | (4,018,704) | (2,515,257) |
| - Principal Repayment | (3,575,000) | (3,490,000) |
| Working Cash - End of Year | <u>\$ 14,709,401</u> | <u>\$ 15,276,048</u> |

The current annual rate of \$175.00 per ERU became effective January 1, 2019.

**CITY OF APPLETON 2022 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2021 Budget | 2021 Projected | 2022 Budget | 2023 Projected | 2024 Projected | 2025 Projected | 2026 Projected |
|-------------------------------------------------|----------------|-------------------|----------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 11,000,000 | \$ 11,050,000 | \$ 11,085,000 | \$ 11,140,425 | \$ 11,196,127 | \$ 11,252,108 | \$ 11,308,368 |
| Miscellaneous | 83,725 | 85,000 | 85,725 | 80,000 | 80,000 | 80,000 | 80,000 |
| Total Revenues | 11,083,725 | 11,135,000 | 11,170,725 | 11,220,425 | 11,276,127 | 11,332,108 | 11,388,368 |
| Expenses | | | | | | | |
| Operating Expenses | 3,373,126 | 4,022,679 | 3,274,916 | 3,373,163 | 3,474,358 | 3,578,589 | 3,685,947 |
| Depreciation | 2,850,000 | 2,800,000 | 2,850,000 | 2,930,000 | 3,010,000 | 3,090,000 | 3,170,000 |
| Total Expenses | 6,223,126 | 6,822,679 | 6,124,916 | 6,303,163 | 6,484,358 | 6,668,589 | 6,855,947 |
| Operating Income | 4,860,599 | 4,312,321 | 5,045,809 | 4,917,262 | 4,791,769 | 4,663,519 | 4,532,421 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 200,000 | 100,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| Interest Expense | (1,511,417) | (1,511,417) | (1,376,728) | (1,244,353) | (1,117,429) | (992,637) | (904,216) |
| Gain/Loss on Refunding | (127,533) | (127,533) | (112,756) | (98,590) | (85,050) | (71,842) | (58,507) |
| Premium on Debt Issue | 344,662 | 351,876 | 313,079 | 280,963 | 240,265 | 213,339 | 179,126 |
| Debt Issue Expense | - | - | - | - | - | - | (100,000) |
| Other | - | - | - | - | - | - | - |
| Total Non-Operating | (1,094,288) | (1,187,074) | (976,405) | (861,980) | (762,214) | (651,140) | (683,597) |
| Net Income Before Transfers | 3,766,311 | 3,125,247 | 4,069,404 | 4,055,281 | 4,029,555 | 4,012,379 | 3,848,824 |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | 185,400 | 185,400 | 241,893 | 19,243 | 19,243 | 19,243 | - |
| Capital Projects | - | - | (335,000) | (70,000) | - | - | - |
| General Fund | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) |
| Change in Net Assets | 3,939,211 | 3,298,147 | 3,963,797 | 3,992,024 | 4,036,298 | 4,019,122 | 3,836,324 |
| Total Net Assets - Beginning | 87,205,602 | 87,205,602 | 90,503,749 | 94,467,546 | 98,459,570 | 102,495,868 | 106,514,990 |
| Total Net Assets - Ending | \$ 91,144,813 | \$ 90,503,749 | \$ 94,467,546 | \$ 98,459,570 | ##### | \$ 106,514,990 | \$ 110,351,314 |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|-------------------------------------------------------------|---------------|---------------|---------------|---------------|--------------|---------------|------|
| Cash - Beginning of the Year | 16,390,358 | 14,709,401 | 15,276,048 | 11,772,214 | 11,269,662 | 9,754,322 | |
| + Change in Net Assets | 3,298,147 | 3,963,797 | 3,992,024 | 4,036,298 | 4,019,122 | 3,836,324 | |
| + Depreciation | 2,800,000 | 2,850,000 | 2,930,000 | 3,010,000 | 3,090,000 | 3,170,000 | |
| + Long Term Debt | - | - | - | - | - | 5,000,000 | |
| - Contributed Capital | (185,400) | (241,893) | (19,243) | (19,243) | (19,243) | - | |
| - Fixed Assets | (4,018,704) | (2,515,257) | (6,816,615) | (4,089,607) | (5,295,219) | (7,584,537) | |
| - Principal Repayment | (3,575,000) | (3,490,000) | (3,590,000) | (3,440,000) | (3,310,000) | (3,435,000) | |
| Working Cash - End of Year | \$ 14,709,401 | \$ 15,276,048 | \$ 11,772,214 | \$ 11,269,662 | \$ 9,754,322 | \$ 10,741,109 | |
| 25% Working Capital Reserve (prior year's audited expenses) | | 1,386,649 | 1,166,036 | 1,175,004 | 1,151,072 | 1,145,932 | |
| Coverage Ratio | | 1.54 | 1.68 | 1.69 | 1.79 | 1.88 | 1.63 |

ASSUMPTIONS:

Borrow approximately 66% of capital expenditures as detailed for capital improvements in 2026
Interest rate at 4% for future debt issues
ERU's to increase at a rate of .5% per year after 2022
Operating expenses to increase 3.0% per year after 2022
Maintain at least a 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. The current rate is \$175 annually per ERU, this rate was effective as of 1/1/2019. The current projection shows no rate increase necessary within the next five years.

**CITY OF APPLETON 2022 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

| | 2012 | | 2013 | | 2014 | | | | |
|------|-------------------------|---------------------|-------------------------|---------------------|----------------------|---------------------|----------------------|--|--|
| | Revenue Bonds | | Revenue Bonds | | Revenue Bonds | | | | |
| | Principal | Interest | Principal | Interest | Principal | Interest | | | |
| 2022 | \$ 880,000 | \$ 117,865 | \$ 300,000 | \$ 185,794 | \$ 160,000 | \$ 94,900 | | | |
| 2023 | 740,000 | 92,415 | 315,000 | 173,344 | 160,000 | 90,100 | | | |
| 2024 | 495,000 | 75,728 | 325,000 | 160,444 | 170,000 | 85,075 | | | |
| 2025 | 255,000 | 66,086 | 340,000 | 146,994 | 175,000 | 78,550 | | | |
| 2026 | 260,000 | 58,065 | 355,000 | 132,944 | 180,000 | 71,400 | | | |
| 2027 | 270,000 | 49,773 | 370,000 | 118,294 | 190,000 | 63,900 | | | |
| 2028 | 280,000 | 41,170 | 385,000 | 101,961 | 195,000 | 56,150 | | | |
| 2029 | 285,000 | 32,053 | 400,000 | 84,625 | 205,000 | 48,050 | | | |
| 2030 | 295,000 | 22,547 | 420,000 | 66,469 | 210,000 | 39,700 | | | |
| 2031 | 305,000 | 12,716 | 435,000 | 47,194 | 220,000 | 31,000 | | | |
| 2032 | 315,000 | 2,559 | 460,000 | 26,775 | 230,000 | 21,900 | | | |
| 2033 | - | - | 480,000 | 5,400 | 240,000 | 12,400 | | | |
| 2034 | - | - | - | - | 250,000 | 2,500 | | | |
| 2035 | - | - | - | - | - | - | | | |
| | <u>\$ 4,380,000</u> | <u>\$ 570,977</u> | <u>\$ 4,585,000</u> | <u>\$ 1,250,238</u> | <u>\$ 2,585,000</u> | <u>\$ 695,625</u> | | | |
| | | | | | | | | | |
| | 2015 | | 2016 | | 2017 | | | | |
| | Revenue Refunding Bonds | | Revenue Refunding Bonds | | Revenue Bonds | | | | |
| | Principal | Interest | Principal | Interest | Principal | Interest | | | |
| 2022 | \$ 690,000 | \$ 233,950 | \$ 1,130,000 | \$ 406,700 | \$ 210,000 | \$ 156,588 | | | |
| 2023 | 730,000 | 205,150 | 1,180,000 | 360,000 | 215,000 | 150,175 | | | |
| 2024 | 745,000 | 175,500 | 1,225,000 | 311,450 | 225,000 | 143,500 | | | |
| 2025 | 780,000 | 144,650 | 1,270,000 | 261,100 | 230,000 | 136,638 | | | |
| 2026 | 810,000 | 112,550 | 1,325,000 | 208,650 | 235,000 | 127,863 | | | |
| 2027 | 585,000 | 86,900 | 1,380,000 | 154,000 | 245,000 | 118,163 | | | |
| 2028 | 230,000 | 74,150 | 1,440,000 | 97,000 | 255,000 | 108,063 | | | |
| 2029 | 235,000 | 64,800 | 1,090,000 | 49,900 | 270,000 | 97,413 | | | |
| 2030 | 245,000 | 55,100 | 170,000 | 35,175 | 280,000 | 86,313 | | | |
| 2031 | 255,000 | 45,000 | 175,000 | 29,963 | 290,000 | 74,813 | | | |
| 2032 | 265,000 | 34,500 | 180,000 | 24,600 | 300,000 | 65,163 | | | |
| 2033 | 280,000 | 23,450 | 185,000 | 19,088 | 310,000 | 55,938 | | | |
| 2034 | 290,000 | 13,038 | 190,000 | 13,425 | 320,000 | 46,413 | | | |
| 2035 | 300,000 | 2,625 | 195,000 | 7,613 | 330,000 | 36,278 | | | |
| 2036 | - | - | 205,000 | 1,538 | 340,000 | 25,731 | | | |
| 2037 | - | - | - | - | 350,000 | 14,544 | | | |
| 2038 | - | - | - | - | 360,000 | 2,925 | | | |
| 2039 | - | - | - | - | - | - | | | |
| 2040 | - | - | - | - | - | - | | | |
| 2041 | - | - | - | - | - | - | | | |
| | <u>\$ 6,440,000</u> | <u>\$ 1,271,363</u> | <u>\$ 11,340,000</u> | <u>\$ 1,980,202</u> | <u>\$ 4,765,000</u> | <u>\$ 1,446,521</u> | | | |
| | | | | | | | | | |
| | 2018 | | 2020 | | TOTAL | | | | |
| | Revenue Bonds | | Revenue Bonds | | Principal | Interest | Total | | |
| | Principal | Interest | Principal | Interest | Principal | Interest | Total | | |
| 2022 | \$ 120,000 | \$ 112,500 | \$ - | \$ 68,431 | \$ 3,490,000 | \$ 1,376,728 | \$ 4,866,728 | | |
| 2023 | 125,000 | 107,550 | 125,000 | 65,619 | 3,590,000 | 1,244,353 | 4,834,353 | | |
| 2024 | 130,000 | 103,863 | 125,000 | 61,869 | 3,440,000 | 1,117,429 | 4,557,429 | | |
| 2025 | 130,000 | 100,613 | 130,000 | 58,006 | 3,310,000 | 992,637 | 4,302,637 | | |
| 2026 | 135,000 | 95,750 | 135,000 | 53,994 | 3,435,000 | 861,216 | 4,296,216 | | |
| 2027 | 140,000 | 90,200 | 140,000 | 49,831 | 3,320,000 | 731,061 | 4,051,061 | | |
| 2028 | 145,000 | 84,450 | 145,000 | 45,519 | 3,075,000 | 608,463 | 3,683,463 | | |
| 2029 | 155,000 | 78,350 | 145,000 | 42,256 | 2,785,000 | 497,447 | 3,282,447 | | |
| 2030 | 160,000 | 72,000 | 150,000 | 39,281 | 1,930,000 | 416,585 | 2,346,585 | | |
| 2031 | 165,000 | 65,450 | 155,000 | 36,206 | 2,000,000 | 342,342 | 2,342,342 | | |
| 2032 | 175,000 | 58,550 | 155,000 | 33,106 | 2,080,000 | 267,153 | 2,347,153 | | |
| 2033 | 180,000 | 51,400 | 160,000 | 29,931 | 1,835,000 | 197,607 | 2,032,607 | | |
| 2034 | 185,000 | 44,050 | 160,000 | 26,731 | 1,395,000 | 146,157 | 1,541,157 | | |
| 2035 | 195,000 | 36,350 | 165,000 | 23,456 | 1,185,000 | 106,322 | 1,291,322 | | |
| 2036 | 200,000 | 28,400 | 170,000 | 20,081 | 915,000 | 75,750 | 990,750 | | |
| 2037 | 210,000 | 20,100 | 175,000 | 16,442 | 735,000 | 51,086 | 786,086 | | |
| 2038 | 220,000 | 11,400 | 175,000 | 12,723 | 755,000 | 27,048 | 782,048 | | |
| 2039 | 230,000 | 2,300 | 180,000 | 8,925 | 410,000 | 11,225 | 421,225 | | |
| 2040 | - | - | 185,000 | 5,020 | 185,000 | 5,020 | 190,020 | | |
| 2041 | - | - | 190,000 | 1,009 | 190,000 | 1,009 | 191,009 | | |
| | <u>\$ 3,000,000</u> | <u>\$ 1,163,276</u> | <u>\$ 2,965,000</u> | <u>\$ 698,436</u> | <u>\$ 40,060,000</u> | <u>\$ 9,076,638</u> | <u>\$ 49,136,638</u> | | |

Note: Schedule is based on accrual method of accounting. No revenue bonds will be issued in 2023.

CITY OF APPLETON 2022 BUDGET RESOLUTION

Resolved,

The 2022 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 \$37,080,000 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 \$10,874,291 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,092,000 for Special Revenue Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of \$14,482,131, 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 \$13,000,000, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an Official Statement be prepared and distributed by the Director of Finance in support of the sale.

Be it further resolved,

That all projects included herein are not appropriated or authorized to proceed until non-tax funding sources are committed without recourse.

CITY OF APPLETON
2022 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions

| DEPARTMENT | 2019 | 2020 | Adopted 2021 | Amended 2021 | 2022 |
|----------------------------------|---------------|---------------|-----------------|-----------------|---------------|
| 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 | 12.03 |
| Health Grants | 1.54 | 1.54 | 1.54 | 1.54 | 1.45 |
| Information Technology | 11.00 | 10.00 | 10.00 | 10.00 | 10.00 |
| Legal Services | 8.67 | 8.67 | 8.67 | 8.67 | 8.67 |
| Library | 46.00 | 45.00 | 45.00 | 45.00 | 45.00 |
| Library Grants | 0.50 | 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 | 2.70 | 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. | 16.97 | 16.93 | 16.93 | 16.93 | 16.93 |
| Housing, Homeless & Block Grants | 1.31 | 2.35 | 2.35 | 2.35 | 2.35 |
| Police | 140.00 | 140.00 | 140.00 | 140.00 | 140.00 |
| Public Works | 63.23 | 59.02 | 59.02 | 59.02 | 61.19 |
| Sanitation | 17.29 | 17.68 | 17.68 | 17.68 | 17.80 |
| CEA | 14.51 | 14.23 | 14.23 | 14.23 | 14.88 |
| Parking | 11.53 | 11.38 | 11.38 | 11.38 | 10.54 |
| Capital (TIF, Subdivision, etc.) | 3.17 | 6.21 | 6.21 | 6.21 | 7.71 |
| Stormwater Utility | 19.76 | 20.41 | 20.41 | 20.41 | 20.46 |
| Water Utility | 36.84 | 36.71 | 36.53 | 36.53 | 35.00 |
| Wastewater Utility | 28.71 | 29.40 | 29.58 | 29.58 | 29.29 |
| Valley Transit | 58.85 | 60.10 | 60.10 | 60.10 | 60.10 |
| Total Regular Employees | 640.16 | 640.41 | 640.41 | 640.41 | 642.24 |

**CITY OF APPLETON 2022 BUDGET
PERSONNEL ADDITIONS/DELETIONS**

| | Dept. Request | | Exec. Budget | | Adopted Budget | |
|-------------------------------------|---------------|--------------------|---------------|--------------------|----------------|--------------------|
| | No. | Amount | No. | Amount | No. | Amount |
| GENERAL FUND | | | | | | |
| POLICE DEPARTMENT | | | | | | |
| Sergeant | (1.00) | \$ (124,516) | (1.00) | \$ (124,516) | (1.00) | \$ (124,516) |
| Lieutenant | 1.00 | 133,281 | 1.00 | 133,281 | 1.00 | 133,281 |
| PUBLIC WORKS | | | | | | |
| Traffic Engineering Tech | 1.00 | 82,627 | 1.00 | 82,627 | 1.00 | 82,627 |
| Operator - Sanitation | A 0.17 | 8,800 | 0.17 | 8,800 | 0.17 | 8,800 |
| (2) Utility Locator | A 0.66 | 60,000 | 0.66 | 60,000 | 0.66 | 60,000 |
| Total General Fund: | 1.83 | \$ 160,192 | 1.83 | \$ 160,192 | 1.83 | \$ 160,192 |
| INTERNAL SERVICE FUNDS | | | | | | |
| CEA | | | | | | |
| Service Person* | B 0.50 | \$ 13,124 | 0.50 | \$ 13,124 | 0.50 | \$ 13,124 |
| Total Special Revenue Funds: | 0.50 | \$ 13,124 | 0.50 | \$ 13,124 | 0.50 | \$ 13,124 |
| ENTERPRISE FUNDS | | | | | | |
| PARKING | | | | | | |
| Ramp Attendant | A (1.00) | \$ (52,500) | (1.00) | \$ (52,500) | (1.00) | \$ (52,500) |
| Ramp Attendant - Part Time* | B 0.50 | - | 0.50 | - | 0.50 | - |
| Total Enterprise Funds: | (0.50) | \$ (52,500) | (0.50) | \$ (52,500) | (0.50) | \$ (52,500) |
| TOTAL CITY: | 1.83 | \$ 120,816 | 1.83 | \$ 120,816 | 1.83 | \$ 120,816 |

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 2021 budget.

(B) Personnel change to be considered by Council in a separate action in October, 2021 prior to adoption of the 2022 budget.

**CITY OF APPLETON 2022 BUDGET
ASSESSED PROPERTY VALUES**

| | 01/01/20 | 01/01/21 | Change in Dollars | Change in Percent |
|-----------------------------------|-------------------------|-------------------------|----------------------|----------------------|
| Tax Increment Districts # 3 - 12 | \$ 304,043,600 | \$ 280,694,552 | \$ (23,349,048) | -7.68% |
| Outagamie County | | | | |
| Real Estate | 4,821,366,100 | 4,874,032,448 | 52,666,348 | 1.09% |
| Personal Property | 94,095,800 | 90,961,952 | (3,133,848) | -3.33% |
| Total With TID: | 4,915,461,900 | 4,964,994,400 | 49,532,500 | 1.01% |
| Total Without TID: | 4,771,208,000 | 4,806,113,272 | 34,905,272 | 0.73% |
| Calumet County | | | | |
| Real Estate | 823,044,200 | 830,241,494 | 7,197,294 | 0.87% |
| Personal Property | 11,375,400 | 10,142,206 | (1,233,194) | -10.84% |
| Total With TID: | 834,419,600 | 840,383,700 | 5,964,100 | 0.71% |
| Total Without TID: | 690,671,600 | 732,099,098 | 41,427,498 | 6.00% |
| Winnebago County | | | | |
| Real Estate | 79,732,700 | 79,681,390 | (51,310) | -0.06% |
| Personal Property | 5,035,600 | 3,588,810 | (1,446,790) | -28.73% |
| Total With TID: | 84,768,300 | 83,270,200 | (1,498,100) | -1.77% |
| Total Without TID: | 68,726,600 | 69,741,378 | 1,014,778 | 1.48% |
| All Counties With TIDs: | \$ 5,834,649,800 | \$ 5,888,648,300 | \$ 53,998,500 | 0.93% |
| All Counties Without TIDs: | \$ 5,530,606,200 | \$ 5,607,953,748 | \$ 77,347,548 | 1.40% |

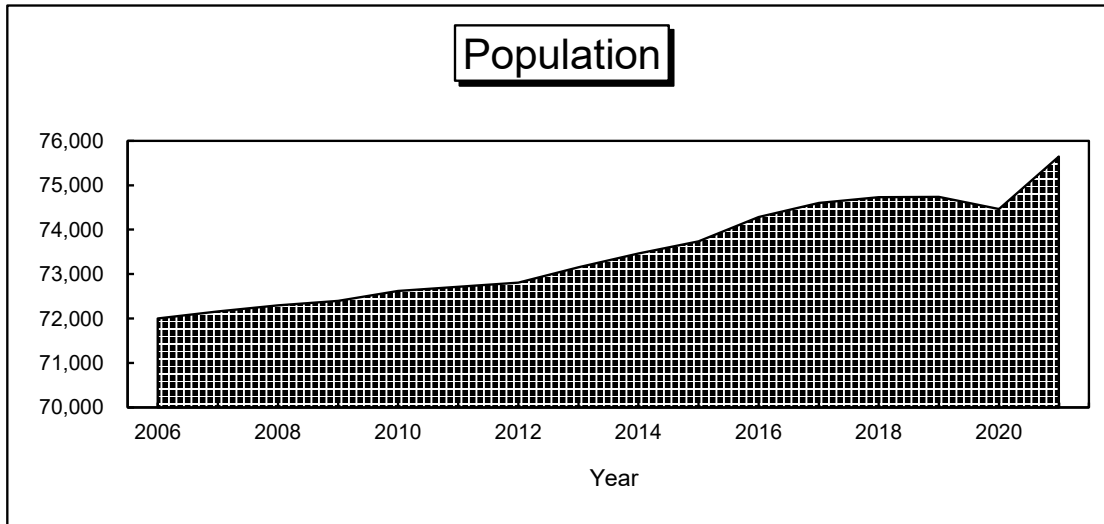
CITY OF APPLETON 2022 BUDGET EQUALIZED PROPERTY VALUES

| | | 01/01/20 | 01/01/21 | Change in Dollars | Change in Percent |
|-----------------------------------|--------------------|-------------------------|-------------------------|-----------------------|----------------------|
| TID # 3 | Gross | 77,660,500 | 68,263,300 | (9,397,200) | -12.10% |
| | Base (1993) | (18,940,800) | (12,128,100) | 6,812,700 | -35.97% |
| | Increment | 58,719,700 | 56,135,200 | (2,584,500) | -4.40% |
| TID # 6 | Gross | 165,211,300 | 137,738,300 | (27,473,000) | -16.63% |
| | Base (2000) | (12,141,600) | (12,141,600) | - | 0.00% |
| | Increment | 153,069,700 | 125,596,700 | (27,473,000) | -17.95% |
| TID # 7 | Gross | 42,924,700 | 40,712,900 | (2,211,800) | -5.15% |
| | Base (2007) | (25,657,000) | (25,657,000) | - | 0.00% |
| | Increment | 17,267,700 | 15,055,900 | (2,211,800) | -12.81% |
| TID # 8 | Gross | 78,139,900 | 91,737,600 | 13,597,700 | 17.40% |
| | Base (2009) | (6,135,100) | (6,135,100) | - | 0.00% |
| | Increment | 72,004,800 | 85,602,500 | 13,597,700 | 18.88% |
| TID # 9 | Gross | 21,978,700 | 22,202,700 | 224,000 | 1.02% |
| | Base (2013) | (21,512,900) | (21,512,900) | - | 0.00% |
| | Increment | 465,800 | 689,800 | 224,000 | 48.09% |
| TID # 10 | Gross | 21,162,300 | 21,946,300 | 784,000 | 3.70% |
| | Base (2013) | (24,543,900) | (24,543,900) | - | 0.00% |
| | Increment ** | (3,381,600) | (2,597,600) | 784,000 | -23.18% |
| TID # 11 | Gross | 101,405,100 | 122,753,700 | 21,348,600 | 21.05% |
| | Base (2017) | (83,099,200) | (92,067,800) | (8,968,600) | 10.79% |
| | Increment | 18,305,900 | 30,685,900 | 12,380,000 | 67.63% |
| TID # 12 | Gross | 26,685,600 | 29,733,400 | 3,047,800 | 11.42% |
| | Base (2017) | (22,974,900) | (22,974,900) | - | 0.00% |
| | Increment | 3,710,700 | 6,758,500 | 3,047,800 | 82.14% |
| Total All Increments: | | \$ 323,544,300 | \$ 320,524,500 | \$ (3,019,800) | -0.93% |
| Outagamie County | | | | | |
| | Real Estate | 5,121,007,100 | 5,517,971,100 | 396,964,000 | 7.75% |
| | Personal Property | 99,528,300 | 102,979,500 | 3,451,200 | 3.47% |
| | Total With TID: | 5,220,535,400 | 5,620,950,600 | 400,415,200 | 7.67% |
| | Total Without TID: | 5,067,328,500 | 5,441,078,700 | 373,750,200 | 7.38% |
| Calumet County | | | | | |
| | Real Estate | 876,540,300 | 962,977,100 | 86,436,800 | 9.86% |
| | Personal Property | 11,988,800 | 11,763,700 | (225,100) | -1.88% |
| | Total With TID: | 888,529,100 | 974,740,800 | 86,211,700 | 9.70% |
| | Total Without TID: | 735,459,400 | 849,144,100 | 113,684,700 | 15.46% |
| Winnebago County | | | | | |
| | Real Estate | 85,944,200 | 88,675,500 | 2,731,300 | 3.18% |
| | Personal Property | 5,302,500 | 3,993,900 | (1,308,600) | -24.68% |
| | Total With TID: | 91,246,700 | 92,669,400 | 1,422,700 | 1.56% |
| | Total Without TID: | 73,979,000 | 77,613,500 | 3,634,500 | 4.91% |
| All Counties With TIDs: | | \$ 6,200,311,200 | \$ 6,688,360,800 | \$ 488,049,600 | 7.87% |
| All Counties Without TIDs: | | \$ 5,876,766,900 | \$ 6,367,836,300 | \$ 491,069,400 | 8.36% |

** A negative increment is treated as zero increment.

CITY OF APPLETON 2022 BUDGET POPULATION ESTIMATES

| Year | | Outagamie County | Calumet County | Winnebago County | Total |
|------|--------|---------------------|-------------------|---------------------|--------|
| 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 |
| 2020 | Census | 61,317 | 11,670 | 1,478 | 74,465 |
| 2021 | Est. * | 62,253 | 11,887 | 1,504 | 75,644 |



* source: State of Wisconsin Department of Administration, Demographic Services Center

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Mayor

| Administration | | Business unit 10510 | | | |
|------------------------------------|--------------------|----------------------------|--------------------|-----------------------|--------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Minimize tax levy impact | | | | | |
| % change in levy | 4.12% | 4.55% | 5.11% | 5.11% | 3.09% |
| Average % change in City mill rate | 2.55% | -8.82% | 5.17% | 5.17% | 1.72% |
| Strategic Outcomes | | | | | |
| Maximize non-residential tax base | | | | | |
| Commercial/industrial tax base; | | | | | |
| % of total | 29.0% | 29.9% | 30.0% | 28.3% | 29.0% |

| Citizen Engagement | | Business unit 10520 | | | |
|--------------------------------------------------|--------------------|----------------------------|--------------------|-----------------------|--------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Strategic Outcomes | | | | | |
| Citizens have access to current City information | | | | | |
| # of visits to City of Appleton | | | | | |
| internet website | N/A | 633,869 | 1,150,000 | 728,949 | 732,593 |
| Reach 5,000 followers on Twitter | N/A | 7,908 | 8,500 | 7,922 | 7,962 |
| Reach 1 million tweet impressions | | | | | |
| on Twitter | N/A | 794,554 | 1,625,000 | 845,333 | 849,560 |
| Reach 4,000 page likes on Facebook | N/A | 19,043 | 15,000 | 19,762 | 19,861 |
| Reach 1 million post impressions | | | | | |
| on Facebook | N/A | 8,956,211 | 4,500,000 | 2,417,672 | 2,429,760 |

| Intergovernmental | | Business unit 10530 | | | |
|-----------------------------------------------------------------------|--------------------|----------------------------|--------------------|-----------------------|--------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Strategic Outcomes | | | | | |
| # of implemented new collaborative and cooperative agreements: | | | | | |
| Other governments | 24 | 3 | N/A | 7 | 10 |
| School districts | 5 | 5 | N/A | 3 | 5 |
| Non-profit organizations | 52 | 32 | N/A | 28 | 25 |
| Other | 60 | 50 | N/A | 54 | 50 |
| # of implemented collaborative and cooperative agreements maintained: | | | | | |
| Other governments | 253 | 269 | N/A | 244 | 244 |
| School districts | 89 | 71 | N/A | 73 | 73 |
| Non-profit organizations | 203 | 214 | N/A | 220 | 220 |
| Other | 192 | 206 | N/A | 213 | 213 |

Finance

| Administration | | Business Unit 11510 | | | |
|-----------------------------|--------------------|----------------------------|--------------------|-----------------------|--------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Work Process Outputs | | | | | |
| Procedures manuals updated | | | | | |
| % of manuals rated current | 80% | 81% | 95% | 95% | 100% |

| Billing & Collection Services | | Business Unit 11520 | | | |
|------------------------------------------|--------------------|----------------------------|--------------------|-----------------------|--------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Accurate, understandable statements | | | | | |
| Billing adjustments required | 725 | 553 | 750 | 750 | 500 |
| Strategic Outcomes | | | | | |
| Asset safeguarding | | | | | |
| Receivables/Receivables Aging | | | | | |
| % current | 85% | 85% | 65% | 65% | 85% |
| Service turnoffs | 18 | 1 | 15 | 0 | 0 |
| Work Process Outputs | | | | | |
| Financial transaction processing | | | | | |
| Receipts posted | 187,674 | 186,305 | 210,000 | 190,000 | 190,000 |
| Automated receipts, % of total | 30.0% | 31.0% | 20.0% | 32.0% | 32.0% |
| Information response | | | | | |
| % staff trained in customer svc. | 95% | 92% | 100% | 100% | 100% |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| Support Services | | | | | | Business Unit 11520 |
|--------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Strategic Outcomes | | | | | | |
| Financial integrity of programs maintained | | | | | | |
| # of auditor's compliance issues | 0 | 0 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | | |
| Financial transaction processing | | | | | | |
| Avg. # journal entries made monthly | 249 | 216 | 250 | 235 | 250 | |
| Avg. # of A/P checks issued monthly | 453 | 426 | 450 | 425 | 450 | |

Room Tax Administration

| Room Tax Administration | | | | | | Business Unit 2600 |
|--------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|---------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Strategic Outcomes | | | | | | |
| Support \$ provided by City room tax | | | | | | |
| FCCVB | \$ 454,612 | \$ 161,454 | \$ 340,959 | \$ 301,103 | \$ 340,960 | |
| Exhibition Center | \$ 478,539 | \$ 169,952 | \$ 358,904 | \$ 316,950 | \$ 358,905 | |
| Amateur sports facility | \$ 478,539 | \$ 169,952 | \$ 358,904 | \$ 316,950 | \$ 358,905 | |
| PAC Operating Fund | \$ 159,513 | \$ 79,468 | \$ 119,635 | \$ 105,650 | \$ 119,635 | |
| Work Process Outputs | | | | | | |
| # of quarterly checks issued to PAC | 4 | 4 | 4 | 4 | 4 | 4 |

Information Technology

| Administration | | | | | | Business Unit 13010 |
|------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Strategic Outcomes | | | | | | |
| Safeguarding data | | | | | | |
| # of audit records requiring security attention | 5 | 5 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | | |
| IT Expense per FTE employee; (national average approx. \$11,770) | \$ 3,394 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 3,500 | |
| IT staff training (hours) | 600 | 400 | 720 | 350 | 700 | |
| Telephone numbers supported | 770 | 770 | 770 | 770 | 770 | |
| # personnel attending training | 6 | 4 | 9 | 3 | 9 | |
| # of hours of training | 600 | 400 | 400 | 200 | 400 | |

| Mainframe | | | | | | Business Unit 13020 |
|------------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Rapid response to information needs | | | | | | |
| # of requests over 6 months old | N/A | N/A | 1 | 1 | 1 | |
| # of project requests outstanding | N/A | N/A | 1 | 1 | 1 | |
| Strategic Outcomes | | | | | | |
| Sustain personnel resource allocation | | | | | | |
| % of staff time allocated to new application development (estimate) | 25% | 25% | 0% | 25% | 25% | |
| (Goal is for the % to decline as we move closer to a replacement technology) | | | | | | |
| Work Process Outputs | | | | | | |
| # of new requests received | N/A | N/A | 100 | 100 | 50 | |
| # of user accounts supported | 520 | 520 | 520 | 520 | 520 | |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Network Business Unit 13030

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-----------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Quick problem resolution | | | | | |
| # of project requests outstanding | N/A | N/A | 5 | 5 | 0 |
| 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 | 1:70 | 1:70 | 1:70 |
| Work Process Outputs | | | | | |
| New systems implemented | | | | | |
| # of network accounts supported | 635 | 635 | 635 | 635 | 635 |
| # of computers maintained | 525 | 550 | 550 | 550 | 550 |
| # PC's replaced/upgraded | 70 | 70 | 100 | 100 | 100 |
| Help Desk problems resolved | | | | | |
| # of calls / email handled by help desk | N/A | 15,000 | 15,000 | 15,000 | 15,000 |

Legal Services

Administration Business Unit 14510

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 |
| Work Process Outputs | | | | | |
| Opinions issued | 55 | 16 | 40 | 45 | 45 |
| Ordinances reviewed | 109 | 131 | 100 | 75 | 100 |
| Staff training - hours of training | 75 | 75 | 40 | 65 | 25 |
| # of real estate transactions | 13 | 11 | 15 | 10 | 15 |

Litigation Business Unit 14521

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-----------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Active consultation with City depts re: potential claims filed will mitigate damages and identify areas of risk | | | | | |
| # of claims filed against City | 63 | 27 | <100 | <100 | <50 |
| Total # of lawsuits filed against the City | 8 | 9 | 0 | 4 | 0 |
| Strategic Outcomes | | | | | |
| Minimize cost of settlements | | | | | |
| Total amount demanded | \$206,133 | \$215,010 | \$225,000 | \$85,725 | \$225,000 |
| \$ value of settlements and judgments paid | \$32,805 | \$12,843 | \$68,000 | \$57,471 | \$60,000 |
| Work Process Outputs | | | | | |
| # of claims and lawsuits resolved with no settlement or judgment paid | | | | | |
| # of Lawsuits filed after claim denied | 4 | 4 | 0 | 1 | 0 |
| # of non-claim related lawsuits filed against City | 4 | 5 | 0 | 3 | 0 |

Recordkeeping Business Unit 14530

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|----------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Retrieval of information | | | | | |
| % same day responses | 95% | 99% | 98% | 99% | 98% |
| 1 week retrieval for detailed requests | 5% | 1% | 2% | 1% | 2% |
| Strategic Outcomes | | | | | |
| Legal requirements are met | | | | | |
| # of legal challenges sustained | 0 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| # of requests for information | 10 | 22 | 75 | 75 | 65 |
| # of publication notices | 190 | 181 | 185 | 140 | 185 |
| # of ordinances adopted/amended | 108 | 131 | 100 | 65 | 75 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| Licensing | | | | | |
|-----------------------------------------------------------|----------------------------|--------------------|--------------------|-----------------------|--------------------|
| | Business Unit 14540 | | | | |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Effective Customer Service and Application Processing | | | | | |
| # Licenses sent for | | | | | |
| Committee/Council approval | 1,617 | 423 | 700 | 300 | 700 |
| % of licenses issued within time specified on application | 99 | 100% | 100% | 99% | 100% |
| Strategic Outcomes | | | | | |
| Statutory and ordinance compliance of all licenses issued | | | | | |
| # of legal challenges | 0 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| License applications processed | | | | | |
| # of beer/liquor licenses issued | 211 | 209 | 215 | 210 | 212 |
| # of operator licenses issued | 764 | 564 | 900 | 425 | 500 |
| # of general licenses issued | 463 | 498 | 500 | 200 | 475 |

| Elections | | | | | |
|------------------------------------------|----------------------------|--------------------|--------------------|-----------------------|--------------------|
| | Business Unit 14550 | | | | |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Accurate election roll | | | | | |
| # voter status changes | 4,497 | 14,003 | 4,000 | 1,500 | 6,000 |
| # of voter registrations processed | 1,698 | 13,153 | 1,500 | 725 | 5,000 |
| # of absentee ballots issued | 1,546 | 52,903 | 3,000 | 9,589 | 15,000 |
| Strategic Outcomes | | | | | |
| Fair and accurate election process | | | | | |
| # of legal challenges | 0 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| # of election votes cast | 13,834 | 83,113 | 13,000 | 15,264 | 62,000 |
| Avg. # of registered voters per election | 37,263 | 42,715 | 39,800 | 45,201 | 42,500 |
| # of elections administered | 3 | 4 | 2 | 2 | 4 |
| % of staff trained at each election | 99% | 80% | 100% | 90% | 100% |

| Mail/Copy Services | | | | | |
|----------------------------------------------------------------|----------------------------|--------------------|--------------------|-----------------------|--------------------|
| | Business Unit 14560 | | | | |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Accurate photocopy services | | | | | |
| Remake of request | 0% | 0% | 0% | 0% | 0% |
| # of copies made in mail center | 622,977 | 500,621 | 620,000 | 500,000 | 550,000 |
| Strategic Outcomes | | | | | |
| Reduce Costs | | | | | |
| # of pieces of mail returned to departments for reconciliation | 73 | 26 | 30 | 25 | 20 |
| Work Process Outputs | | | | | |
| # of pieces of outgoing mail | 85,982 | 167,483 | 95,000 | 80,000 | 140,000 |
| # of packages handled | 55 | 29 | 68 | 20 | 30 |

Human Resources

| Human Resources Compliance and Administration | | | | | |
|------------------------------------------------------|----------------------------|--------------------|--------------------|-----------------------|--------------------|
| | Business Unit 14010 | | | | |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Staff Retention | | | | | |
| Regular employees on staff < 1 year | 59 | 40 | 50 | 50 | 50 |
| Regular employees on staff 1-5 years | 170 | 181 | 190 | 190 | 190 |
| Regular employees on staff 6-10 years | 75 | 86 | 100 | 80 | 80 |
| Regular employees on staff 10+ years | 317 | 325 | 300 | 320 | 320 |
| Long-term management of Benefit Programs | | | | | |
| % of increase to medical costs | 2.8% | 0.7% | 2.0% | 0.0% | 0.0% |
| Work Process Outputs | | | | | |
| Policy Implementation - # of policies: | | | | | |
| Developed | 0 | 0 | 0 | 0 | 0 |
| Updated | 16 | 14 | 15 | 15 | 15 |
| Fringe Benefits | | | | | |
| # of contracts under negotiation | 2 | 1 | 0 | 0 | 1 |
| # of new fringe benefits | 1 | 2 | 0 | 0 | 0 |
| # of modified fringe benefits | 4 | 5 | 1 | 1 | 1 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Talent Acquisition and Retention Business Unit 14020

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-----------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely, effective assistance to departments in filling vacancies | | | | | |
| % of program managers who reported being satisfied or very satisfied | New measure → | | 100% | 100% | 100% |
| Strategic Outcomes | | | | | |
| City operates more efficiently | | | | | |
| # of open positions throughout year (includes transfers & promotions) | 93 | 81 | 100 | 90 | 90 |
| # staff turnover | 73 | 48 | 75 | 70 | 70 |
| Work Process Outputs | | | | | |
| Candidate recruitment | | | | | |
| # of positions posted internally | 17 | 14 | 15 | 15 | 15 |
| # of positions advertised externally | 58 | 67 | 60 | 60 | 60 |
| # of interviews | 338 | 508 | 400 | 450 | 450 |
| # of candidates tested | 1,016 | 203 | 700 | 250 | 250 |

Talent Management and Development Business Unit 14040

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely, resourceful training provided | | | | | |
| % employees reported very satisfied | 70% | 70% | 70% | 70% | 70% |
| % employees reported satisfied | 30% | 30% | 30% | 30% | 30% |
| % employees reported not satisfied | 0% | 0% | 0% | 0% | 0% |
| Strategic Outcomes | | | | | |
| % of employees trained on required topics | | | | | |
| | 97% | 82% | 99% | 99% | 99% |
| Work Process Outputs | | | | | |
| Training programs conducted | | | | | |
| Number of training topics covered at required classes | 41 | 6 | 30 | 7 | 7 |
| Avg. number participants per session | 24 | 8 | 25 | E classes | E classes |

Risk Management

Property & Liability Management Business Unit 6210

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Insurance Costs | | | | | |
| Average workers' compensation costs per claim* | \$ 13,403 | \$ 4,923 | \$ 7,000 | \$ 9,800 | \$ 8,000 |
| Avg cost per general liability claim* | \$ 63 | \$ 261 | \$ 400 | \$ 400 | \$ 400 |
| Avg cost per auto liability claim* | \$ 2,486 | \$ 1,077 | \$ 2,000 | \$ 2,000 | \$ 2,000 |
| Strategic Outcomes | | | | | |
| Minimize claims expense | | | | | |
| \$ value of claims paid* | \$ 934,159 | \$ 263,194 | \$ 520,000 | \$ 325,000 | \$ 500,000 |
| \$ value of subrogation recovery* | \$ 40,069 | \$ 10,862 | \$ 25,000 | \$ 50,000 | \$ 25,000 |
| Work Process Outputs | | | | | |
| Insurance Coverage Maintenance | | | | | |
| # of insurance policy renewals | 10 | 10 | 11 | 11 | 11 |
| # of new insurance policies purchased | 0 | 1 | 0 | 0 | 0 |
| Number of claims filed | | | | | |
| General liability | 51 | 26 | 45 | 20 | 40 |
| Auto liability | 11 | 8 | 25 | 10 | 20 |
| Workers' comp - lost time | 6 | 4 | 5 | 5 | 5 |
| Workers' comp - medical only | 59 | 40 | 40 | 35 | 35 |
| Number of special events reviewed | New measure | 47 | 100 | 75 | 100 |
| Number of contracts reviewed | New measure | 192 | 200 | 200 | 200 |

* Initial claims in year presented only

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Safety/Loss Prevention Business Unit 6220

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-----------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| City's overall safety performance | | | | | |
| Total OSHA Recordable Incident Rate (# of recordable work injuries per 100 employees) | 10.4 | 8.5 | 4.5 | 5.2 | 4.5 |
| Strategic Outcomes | | | | | |
| Minimize disruptions in workforce due to work injuries | | | | | |
| Total OSHA Recordable Incidents with Days Away from Work, Job Transfer or Restriction (per every 100 employees) | | | | | |
| | 3.2 | 3.3 | 2.1 | 2.6 | 2.0 |
| Work Process Outputs | | | | | |
| Employees Educated | | | | | |
| # of topics covered during each safety class | 21 | 21 | 20 | 9 online | 22 |
| # of people who attended safety training classes | 177 | 60 | 165 | 170 | 170 |
| Avg employees per session | 29 | 28 | 27 | online | 26 |
| # of safety inspections conducted | 133 | 124 | 130 | 110 | 110 |
| # of respirator fit tests conducted | New measure | 29 | 110 | 70 | 70 |
| # of respirator exams conducted | New measure | 68 | 45 | 70 | 70 |
| # of hearing audiograms conducted | New measure | 269 | 265 | 265 | 265 |
| # of safety committee meetings attended or facilitated | New measure | 55 | 60 | 60 | 60 |
| # of safety/loss prevention policies reviewed | New measure | 6 | 5 | 5 | 5 |

Community & Economic Development

Administration Business Unit 15010

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|----------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Accurate and useful information | | | | | |
| # of layers edited (GIS) | 1,193 | 804 | 900 | 1,000 | 900 |
| Strategic Outcomes | | | | | |
| Quality training to support staff performance | | | | | |
| % of training courses completed | 100% | N/A | 100% | 100% | 100% |
| # of technical support calls/emails handled by GIS team | New measure | 589 | 600 | 650 | 600 |
| Work Process Outputs | | | | | |
| Annual performance evaluations completed | | | | | |
| % complete | 100% | 100% | 100% | 100% | 100% |
| Increase efficiency & effectiveness of City by using GIS | | | | | |
| # of GIS projects | 362 | 283 | 250 | 265 | 250 |

Planning Business Unit 15020

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely, accurate processing of applications | | | | | |
| % of applications processed within the timeframe per ordinance | 100% | 100% | 100% | 100% | 100% |
| 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 | 33 | 38 | 30 | 35 | 30 |
| # of comp plan goals and objectives implemented | 73 | 82 | 40 | 45 | 50 |
| Work Process Outputs | | | | | |
| Services performed | | | | | |
| # of customers inquiries served | 1,111 | 1,076 | 900 | 1,150 | 900 |
| # of comp plan and ordinance amendments adopted | 2 | 28 | 2 | 4 | 2 |
| # of historic sites, buildings, districts recognized/researched | 2 | 1 | 2 | 2 | 2 |
| # of public art projects approved | 5 | 4 | 3 | 5 | 3 |

Marketing & Business Services Business Unit 15030

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|----------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Work Process Outputs | | | | | |
| Retention visit clients served | | | | | |
| # business retention visits/follow-ups | 41 | 44 | 40 | 40 | 40 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

New & Redevelopment Projects **Business Unit 15040**

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Assist in land assembly, development incentives, or project management | | | | | |
| # developments generated via direct management | 13 | 34 | 12 | 21 | 14 |
| # of improved business park acres for sale | 100 | 100 | 117 | 100 | 96 |
| Work Process Outputs | | | | | |
| # of acres sold in business park | 6.73 | 16.05 | 4.00 | 30.00 | 4.00 |

Assessing **Business Unit 15050**

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|---------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Equitable assessments and equitable distribution of tax levy: | | | | | |
| Assessment districts within | | | | | |
| 10% of market value | 100% | 93% | 100% | 50% | 100% |
| # assessment errors resulting in inaccurate taxes | | | | | |
| | 3 | 2 | 0 | 2 | 0 |
| Strategic Outcomes | | | | | |
| Assessments accurately reflect market values: | | | | | |
| Residential class level of assessment | 99% | 95% | 100% | 87% | 100% |
| Commercial class level of assessment | 97% | 90% | 100% | 91% | 100% |
| Overall level of assessment | 98% | 94% | 100% | 89% | 100% |
| Work Process Outputs | | | | | |
| Building Information updated: | | | | | |
| % Commercial new buildings inspected | 100% | 60% | 100% | 78% | 100% |
| % Residential new buildings inspected | 90% | 77% | 85% | 60% | 100% |
| % Sold buildings updated | 11% | 44% | 50% | 25% | 50% |
| Total # of interior inspections citywide | 352 | 420 | 2,500 | 1,000 | 400 |
| Property record maintenance: | | | | | |
| Assessments updated | 23,257 | 840 | 900 | 1,060 | 1,000 |

Housing & Community Development Grants

Community Development Block Grant **Business Unit 2100**

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|----------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Funding for community programs | | | | | |
| Annual Entitlement Amount (program yr.) | \$ 587,652 | \$940,327 | \$ 591,226 | \$ 1,110,843 | \$ 628,363 |
| Percent of awards spent on projects | 96.00% | 91.45% | 79.12% | 95.47% | 90.69% |
| Average award (not including program income) | | | | | |
| | \$ 51,135 | \$42,991 | \$ 51,976 | \$ 81,577 | \$ 51,808 |
| 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 | 1.20:1 | 1.14:1 | 1.5:1 | 1.5:1 | 1.5:1 |
| Work Process Outputs | | | | | |
| # of Block Grant awards made | 11 | 20 | 9 | 13 | 11 |

Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP) **Business Unit 2140**

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| \$ Grant Award ESG | \$ 217,200 | \$ 263,715 | \$ 214,021 | \$ 944,165 | \$ 305,583 |
| \$ Grant Award HAP | \$ - | \$ 36,770 | \$ 45,489 | \$ - | \$ 36,770 |
| Strategic Outcomes | | | | | |
| Expand the # of homeless persons served | | | | | |
| # assisted in emergency shelter | 1,626 | 1,279 | 1,000 | 776 | 1,000 |
| # assisted in rapid rehousing | 111 | 107 | 50 | 42 | 50 |
| # assisted with prevention services | 181 | 492 | 100 | 154 | 100 |
| Work Process Outputs | | | | | |
| # grant applications prepared | 2 | 3 | 4 | 6 | 4 |
| # of contract period extensions requested | | | | | |
| | 2 | 0 | 0 | 0 | 0 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Continuum of Care Program (CoC) Business Unit 2150

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|---------------------------------------------------------------------------|--------------------|--------------------|-------------------------------|-------------------------------|--------------------------------|
| Client Benefits/Impacts | | | | | |
| \$ Annual Award (COC 1 - RRH) (1) | \$ 187,128 | \$ 183,480 | \$ 183,920 | \$ 183,480 | \$ 184,524 |
| \$ Annual Award (COC 2 - HP RRH) (2) | \$ 60,896 | \$ 60,896 | \$ 58,184 | \$ 58,124 | \$ 89,060 |
| \$ Annual Award (COC 3 - RRH EXP) (3) | \$ 83,447 | \$ 78,467 | \$ 80,957 | \$ 78,467 | \$ 79,379 |
| \$ Annual Award (COC 4 - CE SSO) (4) | New measure | → | \$ 32,177 | \$ 32,177 | \$ 32,177 |
| Strategic Outcomes | | | | | |
| Help clients improve self-sufficiency | | | | | |
| % of participants that moved from transitional to permanent housing | 60% | 15% | 70% | 30% | 70% |
| % of participants in permanent housing who maintained or increased income | 67% | 18% | 77% | 20% | 77% |
| Average length of days on | New measure | New measure | 90 (singles) 60 (families) | 70 (singles) 50 (families) | 100 (singles) 75 (families) |
| Work Process Outputs | | | | | |
| # grants applications prepared | 3 | 3 | 4 | 3 | 4 |
| # of contracts period extensions requested | 1 | 0 | 0 | 0 | 0 |

(1) RRH - Rapid Re-Housing Program; (2) HP RRH - Housing Partnership Rapid Re-Housing; (3) Rapid Rehousing Expansion; (4) Coordinated Entry Supportive Services Only

Homeowner Rehabilitation Loan Program Business Unit 2160/2170/2190

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|--------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Funding for LMI homeowner rehabilitation projects | | | | | |
| CDBG funds award amount | \$ 75,851 | \$ 77,694 | \$ 29,892 | \$ 29,892 | \$ 120,000 |
| Program income received (all grants) | \$ 259,510 | \$ 635,175 | \$ 424,180 | \$ 250,000 | \$ 334,861 |
| Unspent grant funds | | | | | |
| Committed | \$ 225,097 | \$ 249,036 | \$ 75,000 | \$ 75,000 | \$ 75,000 |
| Uncommitted | \$ 128,787 | \$ 81,667 | \$ 160,000 | \$ 160,000 | \$ 160,000 |
| Strategic Outcomes | | | | | |
| Improved LMI single-family homes and owner-occupied duplexes | | | | | |
| # of loans made | 20 | 16 | 24 | 20 | 20 |
| # units rehabilitated | 24 | 16 | 24 | 20 | 20 |
| # residents benefited | 61 | 48 | 60 | 60 | 60 |
| Average loan amount | \$ 25,450 | \$ 23,793 | \$ 15,000 | \$ 20,000 | \$ 18,000 |
| Amount committed to rehab activity | \$ 509,003 | \$ 380,680 | \$ 360,000 | \$ 400,000 | \$ 360,000 |
| Work Process Outputs | | | | | |
| # of applications processed | 33 | 41 | 33 | 33 | 33 |
| # of applications approved | 20 | 28 | 27 | 27 | 27 |

Neighborhood Program Business Unit 2180

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| # of new partnerships/ collaborations generated | 2 | 3 | 1 | 1 | 1 |
| # of registered neighborhoods | 20 | 20 | 21 | 21 | 22 |
| # of neighborhood program participants | 31 | 32 | 25 | 20 | 30 |
| Strategic Outcomes | | | | | |
| # of projects awarded grant funding | 2 | 0 | 2 | 2 | 3 |
| Work Process Outputs | | | | | |
| Grant Funds (CDBG) | | | | | |
| Committed | \$ - | \$ - | \$ 108,653 | \$ - | \$ 80,000 |
| Uncommitted | \$ 108,653 | \$ 108,653 | \$ - | \$ 80,000 | \$ - |
| Spent | \$ - | \$ - | \$ 108,653 | \$ - | \$ 80,000 |
| General Funds | | | | | |
| Committed | \$ 4,800 | \$ - | \$ 4,734 | \$ 2,750 | \$ 6,484 |
| Uncommitted | \$ 2,739 | \$ 3,234 | \$ - | \$ 3,484 | \$ - |
| Spent | \$ 4,305 | \$ - | \$ 4,734 | \$ 2,750 | \$ 6,484 |

Facilities & Construction Management

Administration Business Unit 6330

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|---------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Timely and organized support of departments | | | | | |
| % of customers who were satisfied with the services provided | 99% | 98% | 100% | 99% | 100% |
| Strategic Outcomes | | | | | |
| Facilities projects/plans/studies initiated in year scheduled | 98% | 100% | 100% | 100% | 100% |
| Work Process Output | | | | | |
| # of capital projects initiated | 31 | 44 | 34 | 34 | 20 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| | | | | | Business Unit 6331 |
|------------------------------------------|-------------|-------------|-------------|----------------|--------------------|
| Facilities Maintenance | | | | | |
| | Actual 2019 | Actual 2020 | Target 2021 | Projected 2021 | Target 2022 |
| 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 | \$1.98 | \$1.91 | \$2.09 | \$2.09 | \$2.10 |
| Work completed in time scheduled | 98% | 98% | 100% | 98% | 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 | 1,272,527 | 1,275,720 | 1,275,720 | 1,275,720 |

Parks, Recreation and Facilities Mangement

| | | | | | Business Unit 16532 |
|------------------------------------------|-------------|-------------|-------------|----------------|---------------------|
| Parks and Grounds Management | | | | | |
| | Actual 2019 | Actual 2020 | Target 2021 | Projected 2021 | Target 2022 |
| Client Benefits/Impacts | | | | | |
| Provide a proactive grounds program | | | | | |
| % of internal satisfied customers | 99% | 99% | 100% | 99% | 100% |
| % of external satisfied customers | 99% | 99% | 100% | 99% | 100% |
| Strategic Outcomes | | | | | |
| Services performed as scheduled: | | | | | |
| Work completed in time scheduled | 99% | 99% | 100% | 99% | 100% |
| Quantity of code, safety, etc. citations | 0 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| Net cost of service | | | | | |
| Per Capita | \$ 24.24 | \$ 24.77 | \$ 25.64 | \$ 25.64 | \$ 26.39 |
| Acres of parkland & trails maintained | | | | | |
| Parks (acres) | 609.6 | 609.6 | 609.6 | 609.6 | 609.6 |
| Trails (miles) | 11.5 | 11.5 | 12.1 | 12.8 | 12.8 |

| | | | | | Business Unit 16541 |
|--------------------------------------------------------------|-------------|-------------|-------------|----------------|---------------------|
| Recreation Services | | | | | |
| | Actual 2019 | Actual 2020 | Target 2021 | Projected 2021 | Target 2022 |
| Client Benefits/Impacts | | | | | |
| Timely and organized program delivery | | | | | |
| % of customers who were satisfied with the services provided | 96% | 95% | 100% | 95% | 100% |
| Strategic Outcomes | | | | | |
| Customer experience | | | | | |
| % of program with >80% maximum enrollment | 95% | 90% | 100% | 90% | 100% |
| # of new programs offered | 20 | 22 | 2 | 8 | 2 |
| Work Process Outputs | | | | | |
| Number of recreational opportunities: | | | | | |
| # of programs offered | 209 | 231 | 217 | 205 | 217 |
| # of collaborations | 107 | 114 | 114 | 114 | 114 |
| Net cost of service | | | | | |
| Recreation (per capita) | \$ 12.68 | \$ 12.89 | \$ 13.81 | \$ 13.81 | \$ 13.64 |

Reid Golf Course

| | | | | | Business Unit 5630 |
|------------------------------------------------------------|-------------|-------------|-------------|----------------|--------------------|
| Operations | | | | | |
| | Actual 2019 | Actual 2020 | Target 2021 | Projected 2021 | Target 2022 |
| Client Benefits/Impacts | | | | | |
| Recreational opportunities | | | | | |
| Rounds of golf played annually | 30,069 | 35,787 | 35,000 | 36,800 | 36,000 |
| Annual youth pass holders | 33 | 29 | 50 | 42 | 50 |
| Family pass holders | 10 | 7 | 15 | 7 | 10 |
| Business pass holders | 8 | 10 | 10 | 12 | 12 |
| Strategic Outcomes | | | | | |
| Electronic communication with golfers | | | | | |
| # of emails receiving bi-weekly message | 3,620 | 3,780 | 4,500 | 4,000 | 4,500 |
| % of golfers who rate conditions at good or better | 98% | 99% | 100% | 100% | 100% |
| % of golfers who rate clubhouse services at good or better | 98% | 99% | 100% | 100% | 100% |
| Work Process Outputs | | | | | |
| % of time: | | | | | |
| Greens are mowed daily | 99% | 100% | 100% | 100% | 100% |
| Tees and fairways - mowed 2 times per week (May-Aug.) | 100% | 100% | 100% | 100% | 100% |
| Rough - mowed weekly | 100% | 100% | 100% | 100% | 100% |
| Bunkers - raked weekly (Summer) | 100% | 100% | 100% | 100% | 100% |
| Tees and fairways - mowed 2 times per week (Spring/Fall) | 97% | 98% | 97% | 100% | 100% |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Library

| Administration | Business Unit 16010 | | | | |
|---------------------------------------------------------------------------------------------|----------------------------|--------------------|--------------------|-----------------------|--------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 | 233 | 37 | 200 | 200 | 200 |
| Work Process Outputs | | | | | |
| Grant funds awarded | \$ 152,126 | \$ 221,470 | \$ 180,000 | \$ 200,000 | \$ 200,000 |
| State-level meetings attended | 38 | 55 | 40 | 40 | 40 |
| Surveys conducted | 1 | 1 | 1 | 3 | 1 |
| Hours worked by library volunteers | 7,437 | 2,002 | 3,000 | 2,500 | 2,500 |
| Annual door count | 408,532 | 105,816 | 250,000 | 200,000 | 200,000 |
| Children's Services | | | | | |
| Business Unit 16021 | | | | | |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Children have access to a wide range of quality programs | | | | | |
| Attendance at children's programs | 45,473 | 13,000 | 10,000 | 15,000 | 25,000 |
| Drop-in activity participants | 6,667 | 1,732 | 2,000 | 2,000 | 5,000 |
| Strategic Outcomes | | | | | |
| Children discover joy of reading & develop love of learning | | | | | |
| Summer Library program participants | 3,775 | 1,099 | 1,500 | 1,500 | 2,000 |
| Members of the Appleton community find high quality programs at the library | | | | | |
| % of attendees satisfied with programs (survey done in odd years) | 96% | 96% | 80% | 80% | 80% |
| Work Process Outputs | | | | | |
| Reference transactions | 15,984 | 3,218 | 1,200 | 3,500 | 3,500 |
| Number of children's programs | 968 | 500 | 500 | 500 | 500 |
| Public Services | | | | | |
| Business Unit 16023 | | | | | |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Convenient and fast access to accurate information | | | | | |
| Reference questions answered | 39,962 | 25,994 | 25,000 | 30,000 | 30,000 |
| Strategic Outcomes | | | | | |
| Members of the Appleton community who will use the library and encourage others to do so | | | | | |
| Number of registered patrons | 79,729 | 74,131 | 80,000 | 75,000 | 75,000 |
| Members of the Appleton community find high quality service at the library | | | | | |
| % of respondents satisfied with library service (survey done in odd years) | 94% | 94% | 75% | 75% | 75% |
| Work Process Outputs | | | | | |
| Adult materials circulation | 545,136 | 199,472 | 300,000 | 300,000 | 300,000 |
| Children's materials circulation | 345,935 | 132,982 | 180,000 | 180,000 | 180,000 |
| Reserves filled for APL patrons | 146,567 | 78,160 | 90,000 | 75,000 | 75,000 |
| Community Partnerships | | | | | |
| Business Unit 16024 | | | | | |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 | 97% | 97% | 75% | 75% | 75% |
| Young adult programs | 93% | 93% | 75% | 75% | 75% |
| Strategic Outcomes | | | | | |
| Members of the Appleton community engage with the library as a hub of learning and literacy | | | | | |
| Young adult program attendance | 3,243 | 376 | 750 | 750 | 750 |
| Adult program attendance | 5,162 | 6,961 | 1,500 | 5,000 | 5,000 |
| Work Process Outputs | | | | | |
| Web page "hits" (page accesses) | 875,356 | 609,266 | 650,000 | 650,000 | 650,000 |
| Number of locally produced databases or digital collections available via web | 10 | 10 | 10 | 10 | 10 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| Building Operations | | | | | | Business Unit 16031 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|-------------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| The public enjoys a safe and clean facility | | | | | | |
| % of patrons satisfied with public meeting rooms (surveyed on odd years) | 93% | 93% | 90% | 90% | 90% | |
| % of patrons satisfied with safety in the library (surveyed on odd years) | | | | | | |
| | 85% | 85% | 90% | 90% | 90% | |
| Strategic Outcomes | | | | | | |
| The community increasingly uses opportunities for meetings, programs and discussions | | | | | | |
| # of meetings and programs | 4,489 | 1,104 | 500 | 500 | 2,000 | |
| Work Process Outputs | | | | | | |
| # of satisfactory monthly inspections completed | | | | | | |
| | 12 | 12 | 12 | 12 | 12 | |
| # of staff training opportunities completed | | | | | | |
| | 22 | 14 | 20 | 20 | 20 | |
| Materials Management | | | | | | Business Unit 16032 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| People can obtain the materials they need quickly | | | | | | |
| % of holds filled within 1 week of being placed | 60% | 22% | 50% | 50% | 60% | |
| Improved efficiencies in delivering service | | | | | | |
| Number of volunteer hours in Materials Management | 3,259 | 491 | 1,000 | 500 | 1,000 | |
| 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 | 240,888 | 248,531 | 235,000 | 230,000 | 225,000 | |
| Work Process Outputs | | | | | | |
| # of volumes processed | 31,159 | 28,219 | 27,000 | 27,000 | 25,000 | |
| # of volumes weeded | 75,687 | 14,649 | 30,000 | 45,000 | 45,000 | |
| Network Services | | | | | | Business Unit 16033 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| People will have reliable access to up-to-date technology | | | | | | |
| % surveyed who are satisfied with the library website (survey done in odd years) | 88% | 88% | 90% | 90% | 90% | |
| Strategic Outcomes | | | | | | |
| Hours of public internet computer use | | | | | | |
| | 39,440 | 8,140 | 20,000 | 20,000 | 20,000 | |
| Sessions on public computers | | | | | | |
| | 50,269 | 10,233 | 25,000 | 20,000 | 20,000 | |
| Community enjoys a high level of access to electronic information resources | | | | | | |
| # of referrals to InfoSoup online catalog | 140,366 | 71,867 | 100,000 | 100,000 | 100,000 | |
| Database sessions | 1,288,401 | 1,140,140 | 1,350,000 | 1,300,000 | 1,300,000 | |
| Work Process Outputs | | | | | | |
| PC workstations & other devices installed | | | | | | |
| | 40 | 40 | 40 | 40 | 30 | |
| Valley Transit | | | | | | |
| Administration | | | | | | Business Unit 58071000 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 | \$ 92.64 | \$ 91.08 | \$ 98.36 | \$ 90.66 | \$ 89.61 | |
| Expense per revenue mile | \$ 5.35 | \$ 5.25 | \$ 5.65 | \$ 5.12 | \$ 4.91 | |
| Vehicle Maintenance | | | | | | Business Unit 58072000 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Customer Benefits/Impacts | | | | | | |
| Safe, reliable service | | | | | | |
| Miles between road calls | 32,361 | 45,000 | 45,000 | 45,000 | 45,000 | |
| Strategic Outcomes | | | | | | |
| Vehicles that meet service obligations | | | | | | |
| Avg. vehicle age for active fleet - years | 8.13 | 7.47 | 5.50 | 5.21 | 3.64 | |
| Avg. vehicle mileage for active fleet | 341,274 | 280,893 | 280,000 | 253,226 | 220,000 | |
| Maintenance cost/mile | \$1.03 | \$0.89 | \$1.12 | \$0.96 | \$0.99 | |
| Spare ratio | 32% | 25% | 22% | 25% | 25% | |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| Vehicle Maintenance - continued | | | | | | Business Unit 58072000 |
|---------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|-------------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Work Process Outputs | | | | | | |
| Preventive maintenance | | | | | | |
| # vehicles maintained | 32 | 34 | 30 | 34 | 34 | |
| Miles operated | 938,471 | 939,574 | 935,000 | 938,611 | 938,611 | |
| # inspections completed | 170 | 170 | 170 | 170 | 170 | |
| Facilities Maintenance | | | | | | Business Unit 58073000 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 | |
| Operations | | | | | | Business Unit 58074000 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Safe, reliable, convenient service | | | | | | |
| Accidents per 100,000 mi | 1.00 | 0.50 | 0.00 | 0.50 | 0.00 | |
| On-time performance percentage | 92.0% | 95.0% | 95.0% | 96.0% | 96.0% | |
| # customer complaints as a percentage of trips provided | 0.01% | 0.01% | 0.01% | 0.01% | 0.01% | |
| Strategic Outcomes | | | | | | |
| Cost effective service delivery | | | | | | |
| Expense per passenger trip | \$ 6.86 | \$ 11.59 | \$ 7.02 | \$ 11.75 | \$ 8.87 | |
| Efficient service delivery | | | | | | |
| Passengers per revenue hour | 15.9 | 9.2 | 16.6 | 10.1 | 14.1 | |
| Passengers per revenue mile | 1.05 | 0.60 | 1.10 | 0.67 | 0.93 | |
| Farebox recovery | 12.2% | 8.7% | 12.6% | 8.5% | 11.4% | |
| Work Process Outputs | | | | | | |
| Service Provided | | | | | | |
| Hours of service | 59,243 | 59,497 | 60,111 | 59,260 | 60,111 | |
| Miles of service | 897,834 | 904,490 | 910,802 | 897,882 | 910,802 | |
| Trips taken | 944,492 | 544,717 | 1,000,000 | 600,000 | 850,000 | |
| ADA Paratransit | | | | | | Business Unit 58075000 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Safe, reliable, convenient mobility | | | | | | |
| % on-time performance | 38.0% | 98.0% | 98.0% | 98.0% | 98.0% | |
| # customer complaints as a percentage of trips provided | 0.07% | 0.09% | 0.05% | 0.08% | 0.05% | |
| Strategic Outcomes | | | | | | |
| Cost effective service delivery | | | | | | |
| Cost per trip | \$ 19.38 | \$ 20.49 | \$ 22.18 | \$ 20.23 | \$ 20.15 | |
| Cost per mile | \$ 3.70 | \$ 2.81 | \$ 4.23 | \$ 2.78 | \$ 2.77 | |
| Trips per hour | 3.6 | 2.6 | 3.6 | 2.6 | 2.6 | |
| Work Process Outputs | | | | | | |
| Service Provided | | | | | | |
| Hours of service/yr | 29,797 | 20,638 | 32,128 | 35,523 | 43,505 | |
| Miles of service/yr | 558,877 | 397,252 | 602,594 | 683,762 | 837,408 | |
| Trips taken/yr | 106,657 | 54,554 | 115,000 | 93,900 | 115,000 | |
| Ancillary Paratransit | | | | | | Business Unit 58076000 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Safe, reliable, convenient mobility | | | | | | |
| Trips taken/yr | 66,066 | 38,843 | 73,680 | 45,000 | 73,680 | |
| Strategic Outcomes | | | | | | |
| Cost effective Service Delivery | | | | | | |
| Cost per trip | \$ 24.59 | \$ 30.32 | \$ 24.15 | \$ 25.70 | \$ 25.47 | |
| Efficient Service Delivery | | | | | | |
| Trips per hour | 3.2 | 2.7 | 3.2 | 2.7 | 2.7 | |
| Work Process Outputs | | | | | | |
| Service provided | | | | | | |
| Hours of service/yr | 20,739 | 14,410 | 23,129 | 16,694 | 27,334 | |
| Miles of service/yr | 443,488 | 338,048 | 494,599 | 391,632 | 641,232 | |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Public Works Department

| Administrative Services | | | | | | Business Unit 17011 / 17035 |
|---------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|------------------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Ordinance compliance | | | | | | |
| Construction permits sold | 710 | 813 | 725 | 725 | 750 | |
| Recovery of project costs | | | | | | |
| # of assessment bills prepared | 1,137 | 1,378 | 1,100 | 1,100 | 1,200 | |
| Compliance with city regulations | | | | | | |
| # of site plans reviewed | 27 | 25 | 32 | 32 | 32 | |
| Work Process Outputs | | | | | | |
| Improvements/additions to infrastructure | | | | | | |
| \$ of projects bid for all funds | \$ 26,850,076 | \$ 19,912,695 | \$ 25,134,021 | \$ 28,687,481 | \$ 15,256,756 | |
| Concrete Reconstruction | | | | | | Business Unit 17014 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Condition of roadway surfaces (scale 100 - 0, 0 best) | | | | | | |
| Average condition rating | 18.04 | 18.00 | 18.00 | 18.00 | 19.00 | |
| Miles of street under min. rideability | 3.95 | 4.00 | 4.00 | 4.00 | 4.50 | |
| Strategic Outcomes | | | | | | |
| Improvement to street system | | | | | | |
| Total miles of streets | 347 | 349 | 349 | 350 | 351 | |
| Total miles in concrete | 236* | 244 | 244 | 244 | 244 | |
| % of total miles reconstructed (concrete to concrete) | 0.40% | 0.35% | 0.40% | 0.40% | 0.31% | |
| Work Process Outputs | | | | | | |
| Restoration of roadway surfaces | | | | | | |
| Miles of streets reconstructed (asphalt or concrete to concrete) | 1.37 | 1.22 | 1.70 | 1.78 | 1.09 | |
| Expansion of street system | | | | | | |
| Miles of new grade & gravel streets | 1.54 | 1.11 | 1.50 | 2.27 | 1.35 | |
| Sidewalk Construction | | | | | | Business Unit 17015 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Miles of Sidewalk | 454 | 455 | 456 | 456 | 458 | |
| Work Process Outputs | | | | | | |
| Defective sidewalks | | | | | | |
| Miles of green dot | 4.7 | 6.7 | 2.5 | 3.0 | 3.0 | |
| Expansion of pedestrian walkways | | | | | | |
| Miles of new sidewalks | 2.43 | 0.79 | 0.50 | 0.50 | 0.50 | |
| Asphalt Reconstruction | | | | | | Business Unit 17016 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Condition of roadway surfaces (scale 100 - 0, 0 best) | | | | | | |
| Average condition rating | 18.52 | 18.51 | 18.00 | 18.00 | 17.50 | |
| Miles under minimum rideability | 14.84 | 14.89 | 14.00 | 15.00 | 14.00 | |
| Strategic Outcomes | | | | | | |
| Improvement to street system | | | | | | |
| Total miles of streets in city | 347 | 349 | 349 | 350 | 351 | |
| Total miles in asphalt | 103* | 105 | 93 | 93 | 93 | |
| % of total miles reconstructed | 0.27% | 0.56% | 0.40% | 0.40% | 0.33% | |
| Work Process Outputs | | | | | | |
| Restoration of roadway surfaces | | | | | | |
| Miles of streets reconstructed | 0.92 | 1.95 | 1.28 | 1.28 | 1.18 | |
| Traffic Control and Maintenance | | | | | | Business Unit 17022 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Intersections in the City | | | | | | |
| # of controlled intersections | 1,450 | 1,453 | 1,470 | 1,470 | 1,475 | |
| # of uncontrolled intersections | 694 | 694 | 725 | 725 | 730 | |
| Strategic Outcomes | | | | | | |
| Effective traffic control devices | | | | | | |
| # of accidents per street mile | 4.42 | 2.83 | 4.45 | 4.45 | 4.00 | |
| Efficient use of staff | | | | | | |
| # of signals maintained for other municipalities | 29 | 30 | 31 | 30 | 31 | |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| Street Lighting | | | | | | Business Unit 17023 |
|------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|------------------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Cost of street lighting | | | | | | |
| Avg. monthly cost per street light | \$ 13.76 | \$ 11.86 | \$ 13.35 | \$ 13.00 | \$ 13.05 | |
| Strategic Outcomes | | | | | | |
| Safety provided by street lighting | | | | | | |
| Number of street lights in the system | 8,903 | 8,966 | 9,040 | 9,040 | 9,085 | |
| City owned | 1,301 | 1,324 | 1,340 | 1,340 | 1,360 | |
| Utility owned | 7,602 | 7,642 | 7,700 | 7,700 | 7,725 | |
| Municipal Services Building Administration | | | | | | Business Unit 17021 / 17031 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Assure safe working conditions | | | | | | |
| # of in-house safety training programs conducted | 28 | 11 | 35 | 35 | 35 | |
| # of equipment/vehicle accidents | 37 | 35 | 28 | 30 | 28 | |
| Preventable | 27 | 24 | 18 | 21 | 18 | |
| Non-preventable | 10 | 11 | 9 | 9 | 9 | |
| # of employee injury accidents | 14 | 14 | 6 | 6 | 6 | |
| Annual # of violations found during monthly building inspections | 51 | 42 | 35 | 35 | 35 | |
| Strategic Outcomes | | | | | | |
| Safeguard Assets | | | | | | |
| # of work days lost due to injuries | 10 | 4 | 5 | 5 | 0 | |
| Street Repair | | | | | | Business Unit 17032 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Strategic Outcomes | | | | | | |
| Preventive maintenance | | | | | | |
| Total miles of streets serviced | 344 | 349 | 351 | 352 | 355 | |
| # of temporary hazardous sidewalk repairs | 99 | 139 | 100 | 100 | 100 | |
| Miles of asphalt streets resurfaced | 3.70 | 2.8 | 3 | 3 | 2 | |
| Snow and Ice Control | | | | | | Business Unit 17032 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Timely service provided | | | | | | |
| # of days hauling designated priority snow routes | 23 | 13 | 20 | 15 | 20 | |
| Strategic Outcomes | | | | | | |
| Efficiency of Program | | | | | | |
| # of miles of sidewalks cleared by: | | | | | | |
| Contractor | 18.5 | 18.5 | 18.2 | 5.0 | 5.0 | |
| City crews | 16.7 | 16.1 | 16.6 | 29.8 | 29.8 | |
| \$ contracted to clear sidewalks | \$ 346,095 | \$135,003 | \$ 200,000 | \$200,000 | \$200,000 | |
| Work Process Outputs | | | | | | |
| Volume of work done | | | | | | |
| # of tons of salt used | 5,994 | 2,002 | 4,000 | 2,200 | 3,000 | |
| # of miles of streets maintained | 347 | 349 | 351 | 352 | 355 | |
| # of miles of sidewalk maintained | 35.2 | 34.6 | 34.8 | 34.8 | 34.8 | |
| Forestry Services | | | | | | Business Unit 17034 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Safe, healthy and attractive urban forest | | | | | | |
| # trees on City streets | 30,470 | 30,785 | 31,000 | 31,035 | 31,250 | |
| Strategic Outcomes | | | | | | |
| Diverse urban forest | | | | | | |
| # of species with more than 1,000 trees | 9 | 9 | 9 | 9 | 9 | |
| Work Process Outputs | | | | | | |
| # of ash trees replaced | 203 | 139 | 300 | 300 | 300 | |
| Total number of tree species on streets | 42 | 42 | 42 | 42 | 42 | |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Inspections/Licensing & Plan Review Business Unit 17036

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|---------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Customer knowledge of ordinances | | | | | |
| Customer generated violation reports | 1,053 | 871 | 1,000 | 700 | 800 |
| Effectiveness of plan review | | | | | |
| # of onsite consultations prior to plan submittal | 62 | 37 | 70 | 25 | 40 |
| Strategic Outcomes | | | | | |
| Availability of staff | | | | | |
| Average Comm Plan Review Time | 6.7 Days | 6.9 Days | 6.0 Days | 6.7 Days | 6.0 Days |
| Work Process Outputs | | | | | |
| Availability of service | | | | | |
| # of inspections performed | 7,726 | 7,373 | 9,000 | 6,000 | 7,000 |
| # of re-inspections performed | 517 | 358 | 500 | 400 | 400 |
| # of notices issued | 1,181 | 550 | 1,000 | 800 | 600 |
| # of permits issued | 3,680 | 3,741 | 3,500 | 4,000 | 3,500 |
| # of plans reviewed | 187 | 109 | 240 | 300 | 250 |

Sanitation

Sanitation - Administration Business Unit 2210

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|--------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Public Information | | | | | |
| # of information announcements / brochures | 18 | 17 | 18 | 17 | 17 |

Sanitation - Recycling Business Unit 2221

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Convenient access to drop-off centers | | | | | |
| # of hours/year yard waste sites are open | 3,163 | 2,793 | 3,100 | 3,100 | 3,100 |
| Work Process Outputs | | | | | |
| Material diverted from the landfill | | | | | |
| Diversion rate | 22.5% | 23.0% | 22.0% | 23.0% | 22.5% |
| Tons of material collected | | | | | |
| Residential - co-mingled | 5,662 | 6,001 | 6,000 | 6,000 | 6,000 |
| Hours chipping material | 950 | 1,004 | 900 | 1,000 | 1,000 |

Sanitation - Solid Waste Collection Business Unit 2223

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|---------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Service area | | | | | |
| # of automated stops/day | 5,157 | 5,172 | 5,165 | 5,175 | 5,180 |
| Strategic Outcomes | | | | | |
| Additional revenue sources | | | | | |
| Cost effective service provided | | | | | |
| Cost/ton of overflow collections | \$ 205.28 | \$ 227.75 | \$ 235.00 | \$ 235.00 | \$ 230.00 |
| Cost/ton of residential automated pickup | \$ 114.08 | \$ 120.42 | \$ 125.00 | \$ 125.00 | \$ 125.00 |
| Work Process Outputs | | | | | |
| City cleanliness and public health benefits | | | | | |
| # of tons of refuse collected | 19,462 | 20,027 | 20,650 | 20,650 | 20,650 |

Sanitation - Landfill Maintenance Business Unit 2230

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|---------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Work Process Outputs | | | | | |
| Regulatory compliance | | | | | |
| Reporting to the DNR | 2 | 2 | 2 | 2 | 2 |
| Corrective actions generated from quarterly inspections | 10 | 3 | 3 | 5 | 4 |

Parking Utility

Administration Business Unit 5110

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|---------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Strategic Outcomes | | | | | |
| Efficiency of operations | | | | | |
| % change in operating costs | 6.85% | -31.25% | 5.40% | -20.05% | -12.18% |
| Work Process Outputs | | | | | |
| Expansion of customer base | | | | | |
| YTD avg active permits/ total permit stalls | 2488 /2022 | 1863 / 2020 | 2600 / 2053 | 1504 / 2020 | 2300 / 2020 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Operations and Maintenance Business Unit 5120

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Effective rate structure policy | | | | | |
| % change in operating revenue | 24.93% | -52.18% | 30.00% | -14.00% | 1.15% |
| Strategic Outcomes | | | | | |
| Efficiency of staff management | | | | | |
| Maintenance staff size to # of meters | 2 / 714 | 2 / 731 | 2 / 714 | 2 / 790 | 2 / 790 |
| Maintenance staff size to # of unmetered stalls | 5 / 2,805 | 4 / 2,775 | 5 / 2,805 | 5 / 2,805 | 5 / 2,805 |
| Work Process Outputs | | | | | |
| Customer services provided | | | | | |
| # of property damages reported | 25 | 28 | 15 | 7 | 25 |
| # of broken gate arms reported/ repaired | 11 | 4 | 5 | 5 | 5 |

Enforcement Business Unit 5130

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Customer service | | | | | |
| Meter stall turnover | | | | | |
| # of citations/meter-pay station stall/mo. | 1.70 | 0.70 | 1.50 | 1.00 | 1.00 |
| Strategic Outcomes | | | | | |
| Effectiveness of revenue source and collections | | | | | |
| Average # of days to pay ticket | 43 | 57 | 45 | 45 | 40 |
| Work Process Outputs | | | | | |
| Enforcement provided | | | | | |
| # of citations issued | 14,390 | 7,914 | 10,000 | 10,000 | 10,000 |
| # of meter violation citations issued | 11,168 | 5,873 | 7,500 | 7,500 | 7,500 |

Central Equipment Agency

Administration Business Unit 6110

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|----------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Cost effective service | | | | | |
| Overhead rate (per hr charge to depts) | \$ 81.58 | \$ 80.68 | \$ 82.40 | \$ 82.40 | \$84.37 |
| Billable hours | 18,178 | 19,541 | 18,100 | 18,100 | 18,100 |
| Strategic Outcomes | | | | | |
| Operational requirements of users | | | | | |
| Size of authorized fleet | 413 | 408 | 399 | 408 | 408 |
| Work Process Output | | | | | |
| Customer service | | | | | |
| Requests for changes to the fleet | 11 | 3 | 5 | 7 | 7 |

Maintenance Business Unit 6121

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|----------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Response to customer needs | | | | | |
| Number of vehicles not available for use within 24 hours | 108 | 89 | 65 | 70 | 70 |
| Equipment available for operational readiness | | | | | |
| # of emergency breakdown (hours) | 408 | 300 | 275 | 275 | 275 |
| # of service calls | 244 | 183 | 200 | 200 | 200 |
| Strategic Outcomes | | | | | |
| Safe reliable maintenance program | | | | | |
| Preventive maintenance hours | 9,827 | 11,206 | 9,400 | 9,400 | 9,400 |
| Corrective downtime hours | 8,351 | 8,336 | 7,800 | 7,800 | 7,800 |

CEA Replacement Fund

CEA Replatement Fund Business Unit 4320

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-----------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Cost effective service - # of vehicles: | | | | | |
| Retained an additional year | 38 | 50 | 65 | 54 | 47 |
| Replaced early | 0 | 0 | 0 | 0 | 0 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Health Department

Administration **Business Unit 12510**

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 | 40 | 31 | 40 | 40 | 48 |
| Staff assessments | | | | | |
| % done within 10 days of due date | 100% | 100% | 100% | 100% | 100% |
| Collaboration with health care providers | | | | | |
| # meetings | 140 | 210 | 140 | 155 | 140 |
| Prepare annual report | | | | | |
| Completed by 120th day of following year ** | 4/18/2019 | 8/3/2020 | 4/20/2021 | 4/20/2021 | 4/25/2022 |

*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.

**The due date for the annual report was extended by the State due to the COVID-19 pandemic.

Environmental Health **Business Unit 12530**

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-----------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Fair and consistent inspection process | | | | | |
| Positive triennial survey results | 100% | 100% | 100% | 98% | 100% |
| Health hazards identified and corrected | | | | | |
| Inspection reports | 100% | 100% | 100% | 100% | 100% |
| Strategic Outcomes | | | | | |
| Voluntary compliance improved | | | | | |
| # critical violations on inspection report | 400 | 400 | 100 | 100 | 100 |
| 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 | 414 | 311 | 300 | 300 | 500 |
| # follow up inspections | 36 | 32 | 30 | 30 | 100 |
| Response to complaints | | | | | |
| # of complaints/follow ups | 100/50 | 100/50 | 90/50 | 80/50 | 90/50 |
| Initial response within 3 business days | 100% | 100% | 99% | 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 | 25 | 25 | 25 | 25 | 25 |

Weights & Measures **Business Unit 12540**

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|----------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Reduce price scanning errors | | | | | |
| Error trend reporting compliance | 98.8% | 98.7% | 100.0% | 100.0% | 99.0% |
| Accurate informative labeling | | | | | |
| Positive consumer survey responses | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| Accurate measuring devices | | | | | |
| % of devices that measure accurately | 96.7% | 97.7% | 96.0% | 96.0% | 99.0% |
| Strategic Outcomes | | | | | |
| Improved system of price control | | | | | |
| Error trend reporting compliance | 99.1% | 98.0% | 98.0% | 98.0% | 98.0% |
| Reduced short weight and measure sales | | | | | |
| Error trend reporting compliance | 98.0% | 98.0% | 96.0% | 96.0% | 97.0% |
| Confidence of businesses in system integrity | | | | | |
| Positive consumer survey responses | 92.0% | 92.0% | 99.0% | 97.0% | 99.0% |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Weights & Measures - Continued Business Unit 12540

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Work Process Outputs | | | | | |
| Price scanning inspections | | | | | |
| # of annual and reinspections | 144 | 144 | 130 | 130 | 140 |
| Commodity inspections | | | | | |
| # of inspections | 19,225 | 19,225 | 17,000 | 17,000 | 18,000 |
| Device inspections | | | | | |
| # of inspections | 1,649 | 1,649 | 1,775 | 1,775 | 1,800 |

Health Department Grants

MCH Grant Business Unit 2710

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|--------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Access to prenatal care | | | | | |
| # of women served | 28 | 6 | 28 | 12 | 25 |
| Work Process Outputs | | | | | |
| # of clients served who receive ages and stages assessment and education | 28 | 2 | 24 | 10 | 24 |
| Attend community meetings | 100% | 100% | 100% | 100% | 100% |

CDC - Lead Grant Business Unit 2740

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 | 0 | 1 | 3 | 3 | 2 |
| # of EBLs 10 -19 | 6 | 5 | 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 | 16 | 14 | 15 | 8 | 15 |

Vaccine Improvement Grant Business Unit 2750

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|---------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Immunization rate @ 24 months of age | | | | | |
| % @ 24 months immunized | 76% | 76% | 90% | 78% | 90% |
| Strategic Outcomes | | | | | |
| Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age | | | | | |
| # of cases | 16 | 2 | 15 | 5 | 15 |
| # cases statewide | 740 | 212 | 800 | 500 | 800 |
| Work Process Outputs | | | | | |
| Internal case audit by 2/15 | 2/15/2019 | 2/15/2020 | 2/15/2021 | 2/15/2021 | 2/15/2022 |
| # of tracking contacts | 1,130 | 124 | 1,200 | 600 | 1,200 |

Bioterrorism Grant Business Unit 2780

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|----------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| # of trainings available | 12 | 12 | 12 | 12 | 12 |
| Strategic Outcomes | | | | | |
| Active regional coalition | | | | | |
| # of meetings / year | 5 | 6 | 5 | 2 | 12 |
| Work Process Outputs | | | | | |
| % of coalition meetings attended | 100% | 100% | 100% | 100% | 100% |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Police Department

| Executive Management | | | | | Business unit 17511 |
|---------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Increase public safety and awareness | | | | | |
| # of media contacts | 700 | 675 | 600 | 676 | 675 |
| # of news releases distributed | 90 | 150 | 90 | 165 | 165 |
| # of social media followers | 56,779 | 59,171 | 60,100 | 70,000 | 70,000 |
| Identify, assess and respond to community needs | | | | | |
| % of favorable survey responses to meeting community needs (1 yr survey)* | N/A | 96% | 85% | 90% | 90% |
| Strategic Outcomes | | | | | |
| Provide excellence in police services | | | | | |
| % from survey that are satisfied with department's overall performance | N/A | 95% | 85% | 90% | 90% |
| Work Process Outputs | | | | | |
| Foster community relationships | | | | | |
| # of active Neighborhood Watch Groups | 82 | 81 | 90 | 81 | 81 |
| Cultural responsiveness | | | | | |
| # of diversity initiatives/meetings | 20 | 12 | 25 | 25 | 25 |
| * Survey is biennial, no survey performed in 2019 | | | | | |

| Administrative Services Unit | | | | | Business Unit 17512 |
|------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 | 20,000 | 20,000 | 20,000 | 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 | 3,261 | 3,259 | 3,000 | 3,000 | 3,000 |
| # of criminal history queries | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| *criminal history checks | | | | | |

| Community Services | | | | | Business Unit 17524 |
|-------------------------------------------|--------------------|--------------------|--------------------|-----------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Provide greater access to police services | | | | | |
| Average # of CSO hours p/month | 1,211 | 1,329 | 1,300 | 1,300 | 1,300 |
| Strategic Outcomes | | | | | |
| Increased security at community events | | | | | |
| % of time CSO's work special events | 15% | 0% | 15% | 15% | 15% |
| Work Process Outputs | | | | | |
| Maintain community support | | | | | |
| # of CSO calls for service | 11,000 | 6,413 | 11,000 | 7,500 | 7,500 |

| Investigative Services | | | | | Business Unit 17532 |
|-------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
| Client Benefits/Impacts | | | | | |
| Provide specialized investigative support | | | | | |
| # of cases assigned to investigators | 240 | 290 | 300 | 300 | 300 |
| Provide Youth Services | | | | | |
| # of complaint resolutions/diversions made through informal means | 4,400 | 1,200 | 4,000 | 3,000 | 4,000 |
| Strategic Outcomes | | | | | |
| Ensure integrity in the investigative process | | | | | |
| % of discovery requests processed within mandated time limits | 83% | 51% | 100% | 100% | 100% |
| Work Process Outputs | | | | | |
| Provide service excellence and quality investigative services | | | | | |
| # of discovery requests | 1,821 | 1,792 | 2,000 | 2,000 | 2,000 |
| # of sensitive crimes | 122 | 132 | 120 | 150 | 150 |
| # of drug tips assigned | 61 | 50 | 75 | 70 | 70 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| Field Operations (Patrol) | | | | | | Business Unit 17541 |
|---------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 * | 3,691 | 4,241 | 3,750 | 3,500 | 3,750 | |
| # of reported Group B crimes ** | 3,765 | 4,234 | 4,000 | 3,700 | 3,750 | |
| Work Process Outputs | | | | | | |
| Improve enforcement and response to crime | | | | | | |
| # of self-initiated crime prevention screens | 7,042 | 8,715 | 7,500 | 8,200 | 8,000 | |
| # of citizen contacts | 32,677 | 33,134 | 30,000 | 28,000 | 30,000 | |
| # of adult arrests *** | 2,508 | 2,154 | 2,500 | 2,100 | 2,200 | |
| # of juvenile arrests *** | 296 | 227 | 350 | 175 | 250 | |
| * 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 | | | | | | |

Fire Department

| Administration | | | | | | Business unit 18010 |
|------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| emergency response within the community. | | | | | | |
| Avg first-in response time (minutes) | 4.30 | 4.17 | 4.00 | 4.20 | 4.15 | |
| Strategic Outcomes | | | | | | |
| Lives and property protected | | | | | | |
| Fires per 1,000 residents | 1.3 | 1.6 | 0.0 | 1.3 | 1.0 | |
| % of \$ loss in: | | | | | | |
| inspected vs. | 66% | 27% | 25% | 10% | 25% | |
| non-inspected | 34% | 73% | 75% | 90% | 75% | |

| Fire Suppression | | | | | | Business Unit 18021 |
|-------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Qualified, quick response to request for services | | | | | | |
| Response to emergency calls for service within four minutes | 69% | 77% | 90% | 77% | 78% | |
| Strategic Outcomes | | | | | | |
| Enhance community safety | | | | | | |
| Fire loss | \$ 1,530,420 | \$ 1,466,162 | \$ 900,000 | \$ 1,500,000 | \$ 1,000,000 | |
| # of fire-related deaths | 1 | 1 | 0 | 1 | 0 | |
| Work Process Outputs | | | | | | |
| Calls responded to | | | | | | |
| # of emergency calls | 3,130 | 3,247 | 3,200 | 3,150 | 3,200 | |
| # of non-emergency calls | 2,866 | 2,662 | 2,900 | 2,825 | 2,900 | |
| Reduction in lost time work-related injuries | | | | | | |
| # of lost time days | 0 | 100 | 0 | 40 | 0 | |

| Special Operations | | | | | | Business Unit 18022 |
|----------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Provisions of appropriate hazardous materials response service | | | | | | |
| # of special operations responses | 124 | 79 | 75 | 60 | 75 | |
| Strategic Outcomes | | | | | | |
| Lives and property protected | | | | | | |
| # of civilian injuries | 0 | 0 | 0 | 0 | 0 | |
| Work Process Outputs | | | | | | |
| Educational programs delivered | | | | | | |
| # of specialty training hours | 2,264 | 2,068 | 2,500 | 1,375 | 2,600 | |
| # of outreaches | New measure | 2 | 5 | 9 | 12 | |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| Resource Development | | | | | | Business Unit 18023 |
|-----------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|----------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Trained personnel that meet requirements | | | | | | |
| # of hours of training | | | | | | |
| Firefighter: | 175 | 141 | 216 | 200 | 220 | |
| as required by ISO * | | | | | | |
| Driver: | 187 | 141 | 228 | 205 | 230 | |
| Officer: | 187 | 141 | 228 | 205 | 230 | |
| Strategic Outcomes | | | | | | |
| Enhanced community safety | | | | | | |
| % of fires contained to room/area of origin in residential structures | 79% | 69% | 75% | 70% | 75% | |
| Work Process Outputs | | | | | | |
| Educational programs delivered | | | | | | |
| Average # of hours of training per employee | 119 | 133 | 175 | 200 | 200 | |
| * Insurance Services Office | | | | | | |
| Emergency Medical Services | | | | | | Business Unit 18024 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| % of employees certified as paramedics | New measure | 12.2% | 15.6% | 15.6% | 18.9% | |
| EMTs on scene within four minutes | New measure | → | 90% | 77% | 78% | |
| Work Process Outputs | | | | | | |
| # of naloxone (Narcan) administration | 12 | 20 | 20 | 30 | 20 | |
| # of hours spent on emergency medical continuing education | 4,479 | 4,002 | 3,500 | 3,726 | 3,500 | |
| Fire Prevention/Public Education | | | | | | Business Unit 18032 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Strategic Outcomes | | | | | | |
| Assets/resources for businesses and homeowners safeguarded | | | | | | |
| Losses as % of assets protected | 0.027% | 0.025% | 0.016% | 0.026% | 0.017% | |
| Citizens with safer City environment | | | | | | |
| % of schools meeting evacuation requirements | 100% Public | 0% Public | 100% Public | 100% Public | 100% Public | |
| Enhanced community safety | 100% Private | 100% Private | 100% Private | 100% Private | 100% Private | |
| Number of participants in educational programs | 16,017 | 354 | 15,000 | 1,000 | 15,000 | |
| Number of special events | 171 | 12 | 250 | 50 | 250 | |
| Work Process Outputs | | | | | | |
| Permit and license applications processed | | | | | | |
| # of permits processed | 996 | 1,136 | 1,000 | 1,200 | 1,250 | |
| % of online permits processed | 75% | 93% | 90% | 92% | 95% | |
| Work Process Outputs | | | | | | |
| Fire detection and suppression plan review | | | | | | |
| # of plans processed | 72 | 76 | 125 | 100 | 125 | |
| Technical Services | | | | | | Business Unit 18033 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Strategic Outcomes | | | | | | |
| Responsiveness to equipment and facilities maintenance | | | | | | |
| CEA work orders processed | 772 | 751 | 800 | 825 | 800 | |
| FMD work orders processed | 436 | 386 | 500 | 350 | 400 | |
| Water Utility | | | | | | |
| Finance Administration | | | | | | Business Unit 5310 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| 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 | 114,596 | 115,495 | 115,200 | 115,500 | 115,750 | |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| Treatment Administration | | | | | | Business Unit 5321 |
|--------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|---------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Safe work environment | | | | | | |
| # of workers comp claims/year | 1 | 2 | 0 | 0 | 0 | |
| # of first aid entries per year | 4 | 5 | 0 | 1 | 0 | |
| Strategic Outcomes | | | | | | |
| Effective use of budgeted funds | | | | | | |
| % of operational budget obligated | 88% | 87% | 100% | 100% | 100% | |
| Trained Staff | | | | | | |
| % of staff adequately trained | 100% | 100% | 100% | 100% | 100% | |
| 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 | | | | | | |
| Treatment Operations | | | | | | Business Unit 5323 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</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 | 3,200 MG | 3,205 MG | 3,200 MG | 3,500 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 | 3 / 1 | 2 / 2 | 1 / 0 | 1 / 1 | 0 / 0 | |
| Distribution Administration | | | | | | Business Unit 5351 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Efficient customer service | | | | | | |
| # Cross connection surveys | 596 | 130 | 350 | 557 | 120 | |
| # AquaHawk customers enrolled (total) | 2,589 | 3,069 | 3,250 | 3,250 | 3,500 | |
| Meter Operations & Maintenance | | | | | | Business Unit 5352 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Reliable, accurate water usage | | | | | | |
| # of large meters replaced | 0 | 58 | 150 | 62 | 88 | |
| # of meters tested | 230 | 102 | 50 | 72 | 90 | |
| # of defective meters | 6 | 6 | 10 | 18 | 15 | |
| # of meters in service | 28,002 | 28,075 | 28,150 | 28,192 | 28,400 | |
| Strategic Outcomes | | | | | | |
| Implementation of system upgrade | | | | | | |
| # of transmitter modules replaced | 10 | 7 | 10 | 6 | 10 | |
| # of meters replaced | 52 | 7 | 10 | 12 | 10 | |
| Work Process Outputs | | | | | | |
| Service provided | | | | | | |
| # of service calls | 1,354 | 1,059 | 1,500 | 1,275 | 1,500 | |
| System growth | | | | | | |
| # new customer meters installed | 83 | 106 | 200 | 200 | 150 | |
| Distribution Operations & Maintenance | | | | | | Business Unit 5353 |
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Reliable source at adequate pressure | | | | | | |
| Water loss reported | 19% | 20% | 15% | 15% | 15% | |
| Strategic Outcomes | | | | | | |
| Reliability of the system | | | | | | |
| # water main breaks | 99 | 104 | 80 | 100 | 80 | |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Distribution Operations & Maintenance Business Unit 5353

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-----------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Work Process Outputs | | | | | |
| Preventive maintenance | | | | | |
| # services replaced | 29 | 6 | 0 | 0 | 0 |
| # valves exercised | 3,249 | 3,515 | 2,300 | 3,300 | 3,200 |
| # valves replaced | 8 | 9 | 10 | 9 | 9 |
| # curb boxes repaired | 183 | 241 | 250 | 250 | 250 |
| # valves repaired | 59 | 75 | 50 | 75 | 60 |
| # of service leaks | 2 | 12 | 3 | 2 | 3 |

Treatment Capital Improvements Business Unit 5325

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Water Rate changes | | | | | |
| % per year | 0% | 0% | 0% | 0% | 0% |
| Strategic Outcomes | | | | | |
| Triennial Sanitary Review | | | | | |
| # of corrective actions | 0 | 0 | 0 | 0 | 0 |
| # of recommended changes | 0 | 0 | 0 | 0 | 0 |
| Work Process Outputs | | | | | |
| Project Management | | | | | |
| % of projects completed at year-end | 50% | 0% | 100% | 50% | 50% |

Distribution Capital Improvements Business Unit 5370

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-----------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Reliable and adequate service | | | | | |
| % of reconstructed streets with relay | 90% | 100% | 80% | 80% | 100% |
| # of low flow hydrants eliminated | 5 | 1 | 4 | 4 | 5 |
| Strategic Outcomes | | | | | |
| System size | | | | | |
| Miles of mains | 379 | 379 | 380 | 380 | 380 |
| % of total miles of mains reconstructed | 0.83% | 0.74% | 1.25% | 1.25% | 0.69% |
| # of hydrants in the City | 3,414 | 3,444 | 3,450 | 3,450 | 3,465 |
| # of low flow hydrants in the City | 65 | 70 | 62 | 66 | 60 |
| Work Process Outputs | | | | | |
| System expansion and improvement | | | | | |
| Miles of transmission lines added | 0.36 | 0.00 | 0.45 | 0.25 | 0.00 |
| Miles of existing mains re-laid | 3.14 | 2.83 | 4.02 | 3.20 | 2.60 |

Wastewater Utility

Utility Administration Business Unit 5411

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|---------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Safe work environment | | | | | |
| # of workers comp. claims / year | 1 | 1 | 0 | 0 | 0 |
| # of first aid entries per year | 15 | 14 | 0 | 0 | 0 |
| Strategic Outcomes | | | | | |
| Effective use of budgeted funds | | | | | |
| % of operational budget obligated | 100% | 86% | 100% | 100% | 100% |
| Trained Staff | | | | | |
| % of staff adequately trained | 98% | 98% | 100% | 100% | 100% |
| 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 |

Finance Administration Business Unit 5412

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|--------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Strategic Outcomes | | | | | |
| Maintain compliance with GAAP | | | | | |
| # of audit compliance issues not raised by staff | 0 | 0 | 0 | 0 | 0 |
| CMAR grade | | | | | |
| Financial management | A | A | A | A | A |
| Work Process Outputs | | | | | |
| # of monthly bills processed | 113,594 | 113,978 | 114,750 | 114,500 | 114,800 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| Treatment | Business Unit 5422 | | | | |
|---------------------------------------------------------------------|---------------------------|--------------------|--------------------|-----------------------|--------------------|
| | Actual 2019 | Actual 2020 | Target 2021 | Projected 2021 | Target 2022 |
| Client Benefits/Impacts | | | | | |
| Environmental Safety | | | | | |
| # of Discharge Monthly Report (DMR) permit exceedance/violations | 1 | 1 | 0 | 2 | 0 |
| Essential services provided | | | | | |
| # of gallons influent treated per year | 5,103 MG | 4,238 MG | 4,750 MG | 4,000 MG | 4,500 MG |
| Environmental safety | | | | | |
| # of industrial clients | 8 | 8 | 8 | 8 | 7 |
| # of clients in significant non-compliance | 0 | 0 | 0 | 0 | 0 |
| Increase revenue sources | | | | | |
| \$ received from other sources | \$ 3,482,983 | \$ 2,147,510 | \$ 1,575,000 | \$ 2,000,000 | \$ 2,000,000 |
| # of tons of hauled waste received | 429,710 | 220,137 | 200,000 | 180,000 | 220,000 |
| 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 | B | 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 | 75 | 113 | 60 | 100 | 60 |
| Record maintenance - Discharge Monitoring Report (DMR) | | | | | |
| # DMR - QA/QC samples completed | 9,500 | 10,124 | 9,500 | 8,250 | 9,500 |
| Improve treatment processes | | | | | |
| # process samples analyzed per yr* | 2,085 | 3,208 | 2,100 | 4,200 | 2,100 |
| Maintain industrial pretreatment compliance | | | | | |
| # of inspections | 9 | 8 | 8 | 8 | 8 |
| # of sampling events | 18 | 16 | 16 | 16 | 16 |
| # of billable samples for other City departments | 275 | 340 | 300 | 340 | 340 |
| * includes all compliance, process and billing samples | | | | | |
| Biosolids Management | | | | | |
| | Actual 2019 | Actual 2020 | Target 2021 | Projected 2021 | Target 2022 |
| 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 | 26,769 | 23,003 | 23,000 | 22,037 | 23,000 |
| Wet tons landfilled | 3 | 0 | 0 | 0 | 0 |
| Wet tons composted | 1,278 | 1,261 | 3,750 | 1,236 | 1,250 |
| CMAR grades for treatment | | | | | |
| Biosolids quality and management | A | A | A | A | A |
| Work Process Outputs | | | | | |
| Biosolids production and storage | | | | | |
| Tons of biosolids produced | 27,502 | 24,415 | 26,000 | 24,000 | 26,000 |
| CMAR Compliance | | | | | |
| # of site monitoring's completed | 48 | 36 | 40 | 50 | 40 |
| Lift Stations | | | | | |
| | Actual 2019 | Actual 2020 | Target 2021 | Projected 2021 | Target 2022 |
| 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 | 27 | 8 | 10 | 8 | 10 |
| Work Process Outputs | | | | | |
| Response to work orders | | | | | |
| # of preventive work orders | 215 | 182 | 160 | 200 | 160 |
| # of corrective work orders | 28 | 30 | 50 | 40 | 50 |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

| Collection Systems | | | | | | Business Unit 5427 |
|-------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|---------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Benefit of inspection program | | | | | | |
| # defects identified from TV report | 27 | 0 | 23 | 21 | 21 | |
| Compliance with regulation | | | | | | |
| # of protruding taps identified | 1 | 3 | 4 | 1 | 2 | |
| # of cross connections identified | 2 | 0 | 12 | 0 | 0 | |
| Strategic Outcomes | | | | | | |
| Reliability of system maintenance program | | | | | | |
| # of trouble calls | 25 | 43 | 15 | 30 | 32 | |
| # of system blockages removed | 0 | 2 | 2 | 4 | 2 | |
| % of total system televised | 14.7% | 14.1% | 13.0% | 13.0% | 13.0% | |
| Work Process Outputs | | | | | | |
| Maintenance performed | | | | | | |
| % of total system cleaned | 41% | 56% | 55% | 55% | 53% | |
| # of spot repairs made | 23 | 25 | 23 | 19 | 20 | |
| Safeguarding health and safety | | | | | | |
| # of protruding taps removed | 3 | 4 | 3 | 1 | 2 | |

| Public Works Capital Improvement | | | | | | Business Unit 5431 |
|--------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|---------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Reduction of wastewater treatment cost | | | | | | |
| # of manholes - rehab/rebuilt | 28 | 55 | 35 | 35 | 35 | |
| Collection system rating from CMAR | A | A | A | A | A | |
| # of laterals replaced | 238 | 293 | 300 | 300 | 300 | |
| Strategic Outcomes | | | | | | |
| Improvements to the sanitary sewer system | | | | | | |
| Total miles of sanitary sewer | 327 | 327 | 327 | 328 | 329 | |
| % of total miles of sanitary sewer reconstructed | 0.73% | 0.64% | 0.70% | 0.70% | 0.70% | |
| Work Process Outputs | | | | | | |
| Restoration of sanitary sewers | | | | | | |
| Miles of existing sanitary sewer reconstruction | 2.38 | 2.10 | 2.31 | 2.31 | 2.31 | |
| Expansion of sanitary sewer system | | | | | | |
| Miles of new sanitary sewer added | 2.33 | 1.21 | 1.00 | 1.00 | 1.00 | |
| Reduction of treatment costs | | | | | | |
| # of seals installed | 56 | 62 | 100 | 100 | 100 | |

| Utility Capital Improvements | | | | | | Business Unit 5432 |
|-------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|---------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Sewer Rate changes | | | | | | |
| % per year | 0% | 0% | 17-25% | 20% | 4% | |
| Strategic Outcomes | | | | | | |
| Wastewater treatment standards | | | | | | |
| CMAR Grade for ten categories | A | A | A | A | A | |
| Overall CMAR GPA | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | |
| Work Process Outputs | | | | | | |
| Project Management | | | | | | |
| % of projects completed at year-end | 50% | 25% | 100% | 20% | 100% | |

Stormwater Utility

| Administration | | | | | | Business Unit 5210 |
|------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|---------------------------|
| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> | |
| Client Benefits/Impacts | | | | | | |
| Economic development | | | | | | |
| Drainage Studies/Plans completed or updated | 3 | 0 | 2 | 2 | 1 | |
| Strategic Outcomes | | | | | | |
| Safe, reliable future level of service | | | | | | |
| Acre feet of storage identified for future use | 0.0 | 7.30 | 10.0 | 10.0 | 5.0 | |
| # of DNR non-compliance notices received | 0 | 0 | 0 | 0 | 0 | |

**CITY OF APPLETON 2022 BUDGET
PERFORMANCE MEASURES**

Administration - Continued Business Unit 5210

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Work Process Outputs | | | | | |
| Preventive maintenance of system | | | | | |
| Erosion control plans reviewed (permits) | 43 | 38 | 40 | 40 | 40 |

Facility Maintenance Business Unit 5220

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-------------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Benefit of inspection program | | | | | |
| # of spot repairs identified from TV reports | 13 | 0 | 20 | 20 | 10 |
| Compliance with regulation | | | | | |
| # of protruding taps identified | 8 | 3 | 6 | 9 | 4 |
| # of cross connections identified | 3 | 0 | 0 | 0 | 0 |
| Strategic Outcomes | | | | | |
| Effectiveness of maintenance program | | | | | |
| # of trouble calls | 109 | 48 | 25 | 27 | 25 |
| % of total system televised | 10% | 10% | 10% | 11% | 10% |
| Work Process Outputs | | | | | |
| Preventive maintenance | | | | | |
| Cubic yards of material collected from street sweeping operations | 3,940 | 5,318 | 4,000 | 4,000 | 4,000 |
| % of total storm sewer system cleaned | 10.0% | 10.5% | 11.0% | 13.0% | 10.0% |
| Safeguarding health and safety | | | | | |
| # of protruding taps removed | 8 | 3 | 5 | 5 | 8 |
| # of spot repairs made | 13 | 11 | 13 | 13 | 15 |

Leaf Collection Business Unit 5225

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|----------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Service provided | | | | | |
| Number of collection cycles | 4 | 4 | 4 | 4 | 4 |
| Strategic Outcomes | | | | | |
| Cost effective service provided | | | | | |
| Cost/cubic yard collected | \$ 15.00 | \$ 16.97 | \$ 13.50 | \$ 13.50 | \$ 17.00 |
| Work Process Outputs | | | | | |
| Safer streets and cleaner storm water system | | | | | |
| Cubic yards of leaves collected | 26,270 | 29,315 | 35,000 | 30,000 | 30,000 |

Capital Construction Business Unit 5230

| | <u>Actual 2019</u> | <u>Actual 2020</u> | <u>Target 2021</u> | <u>Projected 2021</u> | <u>Target 2022</u> |
|-----------------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|
| Client Benefits/Impacts | | | | | |
| Solutions to system discrepancies | | | | | |
| Residential mini-sewer/drainage complaints: * | | | | | |
| Solved | 28 | 32 | 50 | 50 | 50 |
| Outstanding | 94 | 74 | 50 | 50 | 50 |
| Strategic Outcomes | | | | | |
| Improvements to the stormwater system | | | | | |
| Total miles of storm sewer in City | 301 | 303 | 304 | 304 | 305 |
| % of total miles reconstructed | 1.50% | 0.17% | 1.53% | 1.53% | 3.57% |
| Acres of new land available | 0 | 0 | 0 | 0 | 0 |
| Integrity and growth of the system | | | | | |
| ACRE-FT of storage developed | 20.2 | 6.2 | 0.0 | 1.2 | 0 |
| Work Process Outputs | | | | | |
| Restoration of storm sewers | | | | | |
| Miles of storm sewer reconstructed | 1.20 | 0.51 | 1.59 | 1.59 | 0.61 |
| Expansion of storm sewer system | | | | | |
| Miles of new storm sewer added | 2.32 | 1.80 | 0.42 | 0.42 | 0.50 |

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

CITY OF APPLETON

2022 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

2022 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

2022 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

2022 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

2022 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

2022 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

2022 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

2022 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 2022 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 2022 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

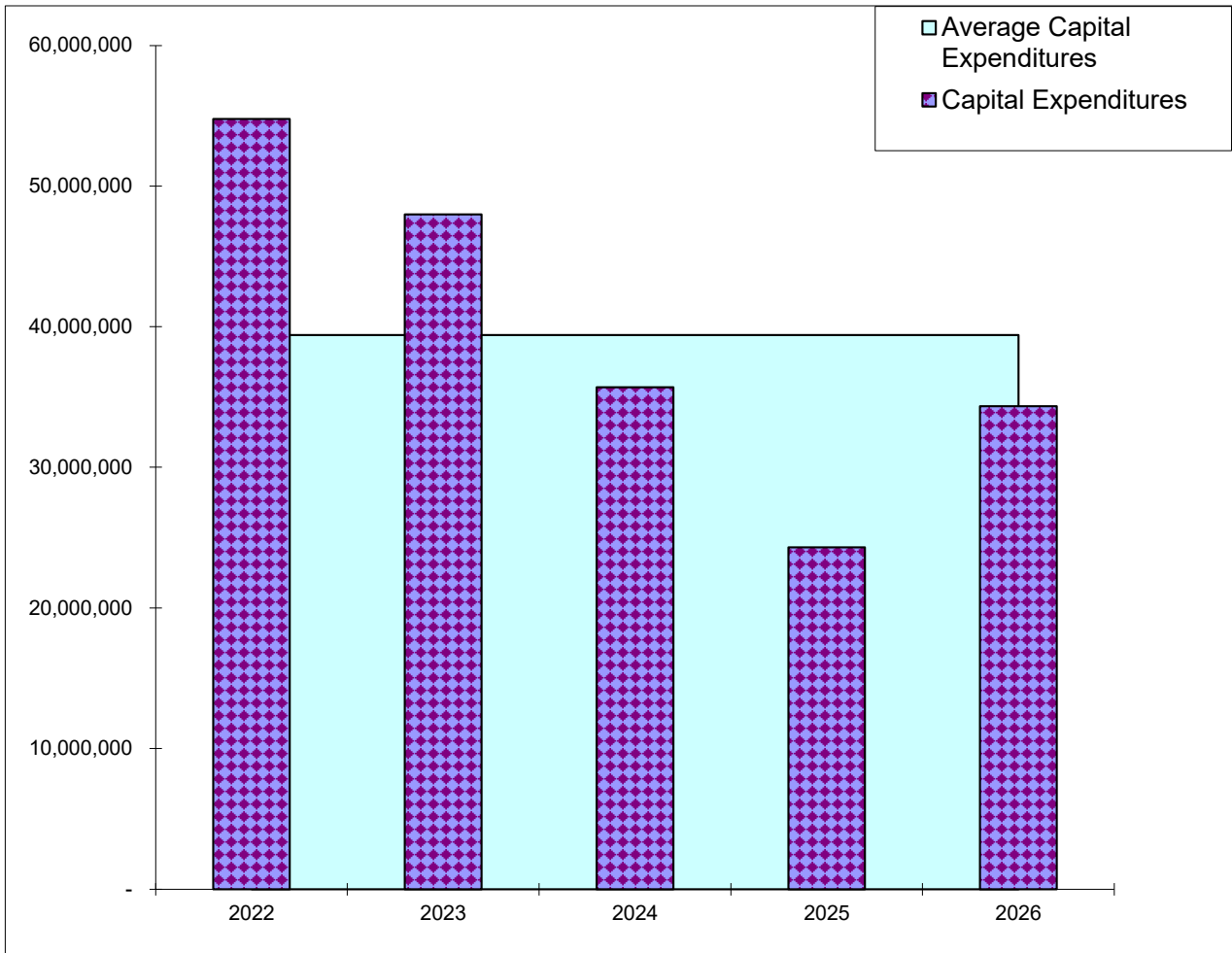
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund some ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy. Included in this funding source is money raised via the wheel tax, a \$20 per vehicle fee for vehicles 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 ten 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 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026



The chart above illustrates the annual budgeted capital expenditures in comparison with the average for 2022 - 2026.

2022 includes the first phase of the construction of a renovated library on the current library site. Construction is expected to begin in 2022 and conclude in 2023. Other large building projects in 2022 include the renovation of the current Valley Transit Whitman Avenue facility, and the construction of a biosolids storage facility at the Wastewater treatment plant. Other larger projects slated for 2022 include upgrades to the belt filter presses, and completion of a multi-year electrical distribution system upgrade at the Wastewater treatment plant.

2023 includes the completion of construction of the newly renovated library, and the final phase of the construction of a new raw water lake intake from Lake Winnebago to the onshore lake station for the Water Treatment facility.

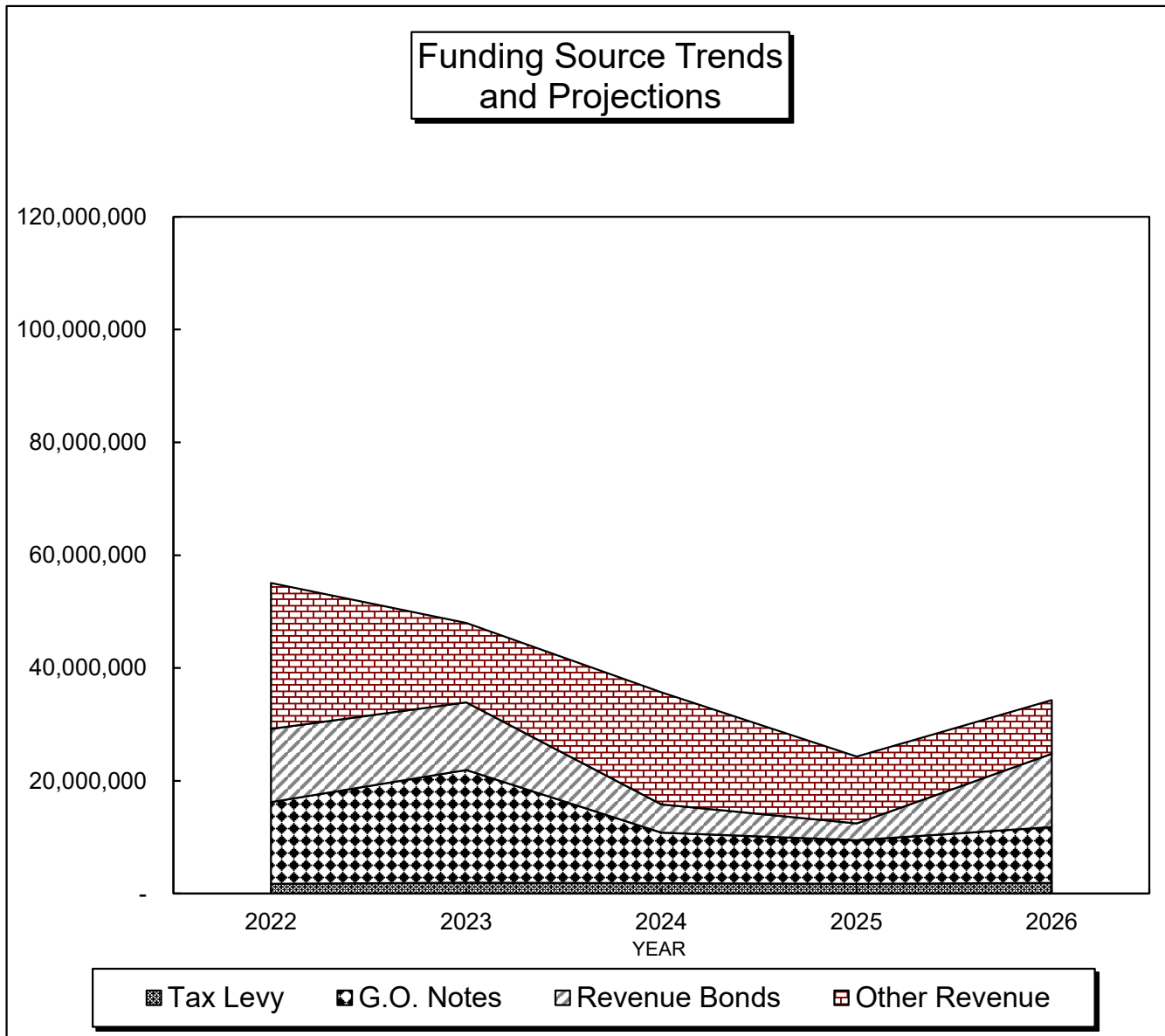
2024 includes the potential replacement of the transit center for Valley Transit, the construction of the WE Energies recreation trail to provide access from S Oneida Street to Hoover and Woodland parks, and structural improvements to the City's three parking ramps.

2025 includes design costs associated with the replacement of Fire Station 4, and continuation of structural improvements to the City's three parking ramps.

2026 includes construction of a new fire station to replace current Fire Station 4, and continuation of structural

CITY OF APPLETON 2022 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 existing reserve balances, user fees, the State of Wisconsin or U.S. Government, developer contributions, intergovernmental agreements, or donations.

CITY OF APPLETON 2022 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026
PROJECT CATEGORY LIST FOR 2022

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------|---------------------------------------------------|------------|----------------------|----------------------|------------------------|----------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 592 | Bridge Improvements | PW | - | 25,000 | - | - | 25,000 |
| 594 | Public Safety Camera Program | PW | - | 79,428 | - | - | 79,428 |
| 596 | Asphalt Paving Program | PW | 1,163,356 | 536,109 | - | - | 1,699,465 |
| 600 | Concrete Paving Program | PW | 33,044 | 3,939,666 | - | sd 711,918 | 4,684,628 |
| 606 | Grade and Gravel Program | PW | - | 141,223 | - | - | 141,223 |
| 608 | Sidewalk Program | PW | 537,729 | 582,380 | - | sd 184,893 | 1,305,002 |
| 610 | Stormwater Program | SW | - | 222,650 | - | st 2,515,257 | 2,737,907 |
| 616 | Watermain Program | WD | - | 581,750 | 2,000,000 | w 439,600 | 3,021,350 |
| 622 | Sanitary Sewer Program | WW | - | 189,975 | - | s 2,089,551 | 2,279,526 |
| Facilities | | | | | | | |
| 630 | Electrical Upgrades | PRFM | - | - | - | s 1,700,000 | 1,700,000 |
| 632 | Facility Renovations | PRFM | - | - | - | w/s 8,800,000 | 8,800,000 |
| 633 | Fire Station # 4 Replacement | PRFM | - | 50,000 | - | - | 50,000 |
| 634 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 635 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 800,000 | - | s 300,000 | 1,100,000 |
| 636 | HVAC Upgrades | PRFM | - | - | - | w/s 1,350,000 | 1,350,000 |
| 638 | Library | PRFM | - | 6,160,000 | - | fb 3,840,000 | 10,000,000 |
| 642 | Safety and Security Improvements | PRFM | - | - | - | w 200,000 | 200,000 |
| 644 | Parking Utility Maintenance and Equipment | PAR | - | - | - | p 296,000 | 296,000 |
| 645 | Wastewater Sludge Storage Options | WW | - | - | 6,200,000 | s 1,000,000 | 7,200,000 |
| Equipment | | | | | | | |
| 646 | Enterprise Resource Planning (ERP) System | IT | - | 120,000 | - | fb 205,000 | 325,000 |
| 647 | Information Services Equipment and Infrastructure | IT | - | - | - | s 300,000 | 300,000 |
| 651 | Mackville Landfill Monitoring Equipment | SAN | - | 140,000 | - | - | 140,000 |
| 652 | Compressor Air Systems Replacement | WF | - | - | - | w 150,000 | 150,000 |
| 654 | Matthias Tower Hydraulic Upgrade | WF | - | - | - | w 445,000 | 445,000 |
| 655 | Belt Filter Press Upgrades | WW | - | - | 4,800,000 | s - | 4,800,000 |
| 656 | Blended Sludge Piping Replacement | WW | - | - | - | s 450,000 | 450,000 |
| 658 | Redundant Fiber Optic Line | WW | - | - | - | s 10,000 | 10,000 |
| 659 | Grit Trap Vortex System Drive Replacement | WW | - | - | - | s 258,750 | 258,750 |
| Quality of Life | | | | | | | |
| 661 | Park ADA Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 662 | Park Development | PRFM | - | - | - | d 100,000 | 100,000 |
| 663 | Pavilion/Recreation Facilities | PRFM | - | 240,000 | - | - | 240,000 |
| 666 | Sport Courts | PRFM | - | 275,000 | - | d 500,000 | 775,000 |
| 668 | Trails and Trail Connections | PRFM | - | 50,000 | - | - | 50,000 |
| | | | <u>\$ 1,734,129</u> | <u>\$ 14,183,181</u> | <u>\$ 13,000,000 *</u> | <u>\$ 25,845,969</u> | <u>\$ 54,763,279</u> |
| 374 | Plus: Debt Financed CEA Equipment | | | 298,950 | | | |
| | Total GO Notes | | | 14,482,131 | | | |
| | Less: TIF Funded GO Notes | | | 994,375 | | | |
| | Property Tax Funded GO Notes | | | <u>\$ 13,188,806</u> | | | |

Other Supplemental Information:

| | |
|------------------------------------|----------------------|
| Sewer User Fees (s): | * \$ 7,158,301 |
| Water User Fees (w): | 1,834,600 |
| Stormwater User Fees (st): | 2,515,257 |
| Valley Transit Capital Grants (v): | 8,500,000 |
| Subdivision (sd): | 896,811 |
| Fund Balance (fb) | 4,045,000 |
| Donations (d) | 600,000 |
| Parking User Fees (p) | 296,000 |
| | <u>\$ 25,845,969</u> |

* Revenue bond total does not include \$5,000,000 borrowing that was delayed for the 2021 raw water line project. Assuming the project is carried over from 2021 to 2022, an additional \$5,000,000 of water revenue bonds will need to be issued in 2022.

CITY OF APPLETON 2022 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026
PROJECT CATEGORY LIST FOR 2023

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------------|---------------------------------------------------|------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 593 | Pedestrian Crosswalk Safety Enhancements | PW | - | 62,835 | - | - | 62,835 |
| 594 | Public Safety Camera Program | PW | - | 130,328 | - | - | 130,328 |
| 596 | Asphalt Paving Program | PW | 866,400 | 188,462 | - | - | 1,054,862 |
| 600 | Concrete Paving Program | PW | 446,547 | 3,243,031 | - | sd 1,064,432 | 4,754,010 |
| 606 | Grade and Gravel Program | PW | 46,295 | 498,767 | - | - | 545,062 |
| 608 | Sidewalk Program | PW | 581,574 | 500,793 | - | sd 118,323 | 1,200,690 |
| 610 | Stormwater Program | SW | - | - | - | st 6,816,615 | 6,816,615 |
| 616 | Watermain Program | WD | - | - | 1,000,000 | w 2,170,611 | 3,170,611 |
| 622 | Sanitary Sewer Program | WW | - | - | 2,000,000 | s 35,831 | 2,035,831 |
| 628 | Second Raw Water Line | WD | - | - | 9,000,000 | w 920,000 | 9,920,000 |
| Facilities | | | | | | | |
| 632 | Facility Renovations | PRFM | - | - | - | s 200,000 | 200,000 |
| 634 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 635 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 300,000 | - | w 250,000 | 550,000 |
| 636 | HVAC Upgrades | PRFM | - | 725,000 | - | s 650,000 | 1,375,000 |
| 638 | Library | PRFM | - | 13,542,500 | - | - | 13,542,500 |
| 639 | Lighting Upgrades | PRFM | - | - | - | s 75,000 | 75,000 |
| 641 | Roof Replacement | PRFM | - | - | - | s 350,000 | 350,000 |
| 642 | Safety and Security Improvements | PRFM | - | 50,000 | - | - | 50,000 |
| 644 | Parking Utility Maintenance and Equipment | PAR | - | - | - | p 350,000 | 350,000 |
| Equipment | | | | | | | |
| 646 | Enterprise Resource Planning (ERP) System | IT | - | 250,000 | - | - | 250,000 |
| 647 | Information Services Equipment and Infrastructure | IT | - | 250,000 | - | - | 250,000 |
| 648 | Radio Communication Equipment | AFD | - | - | - | g 320,000 | 320,000 |
| 649 | Self Contained Breathing Apparatus | AFD | - | - | - | g 170,400 | 170,400 |
| 650 | Survey Instrument Replacement | PW | - | 45,000 | - | - | 45,000 |
| 651 | Mackville Landfill Monitoring Equipment | SAN | - | 20,000 | - | - | 20,000 |
| 653 | Motor Control Center Fire Protection | WF | - | - | - | w 488,000 | 488,000 |
| 658 | Redundant Fiber Optic Line | WW | - | - | - | s 50,000 | 50,000 |
| Quality of Life | | | | | | | |
| 661 | Park ADA Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 662 | Park Development | PRFM | - | 100,000 | - | - | 100,000 |
| 665 | Reid Golf Course | PRFM | - | - | - | o 55,000 | 55,000 |
| | | | <u>\$ 1,940,816</u> | <u>\$ 19,956,716</u> | <u>\$ 12,000,000</u> | <u>\$ 14,084,212</u> | <u>\$ 47,981,744</u> |
| Less: TIF Funded GO Notes | | | | | | | |
| Property Tax Funded GO Notes | | | | | | | |
| | | | | <u>2,400,678</u> | | | |
| | | | | <u>17,556,038</u> | | | |

Other Supplemental Information:

| | |
|----------------------------|----------------------|
| Sewer User Fees (s): | * \$ 1,360,831 |
| Water User Fees (w): | 3,828,611 |
| Stormwater User Fees (st): | 6,816,615 |
| Subdivision (sd): | 1,182,755 |
| Parking User Fees (p) | 350,000 |
| Grants (g) | 490,400 |
| Reid Golf User Fees (o): | 55,000 |
| | <u>\$ 14,084,212</u> |

CITY OF APPLETON 2022 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026
PROJECT CATEGORY LIST FOR 2024

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------|---------------------------------------------------|------------|----------------------|---------------------|---------------------|----------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 592 | Bridge Improvements | PW | - | 548,558 | - | - | 548,558 |
| 593 | Pedestrian Crosswalk Safety Enhancements | PW | - | 52,835 | - | - | 52,835 |
| 594 | Public Safety Camera Program | PW | - | 99,328 | - | - | 99,328 |
| 595 | Traffic Signal Controller Replacement | PW | - | 155,750 | - | - | 155,750 |
| 596 | Asphalt Paving Program | PW | 1,275,571 | 395,462 | - | - | 1,671,033 |
| 600 | Concrete Paving Program | PW | - | 2,294,856 | - | sd 994,513 | 3,289,369 |
| 606 | Grade and Gravel Program | PW | - | 748,053 | - | - | 748,053 |
| 608 | Sidewalk Program | PW | 593,382 | 413,078 | - | sd 159,623 | 1,166,083 |
| 610 | Stormwater Program | SW | - | - | - | st 4,089,607 | 4,089,607 |
| 616 | Watermain Program | WD | - | - | 1,500,000 | w 403,530 | 1,903,530 |
| 622 | Sanitary Sewer Program | WW | - | - | 3,500,000 | s 40,799 | 3,540,799 |
| Facilities | | | | | | | |
| 630 | Electrical Upgrades | PRFM | - | 25,000 | - | - | 25,000 |
| 631 | Elevator Replacement | PRFM | - | - | - | s 350,000 | 350,000 |
| 632 | Facility Renovations | PRFM | - | 75,000 | - | - | 75,000 |
| 634 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 635 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 300,000 | - | s 250,000 | 550,000 |
| 636 | HVAC Upgrades | PRFM | - | 175,000 | - | w/s 600,000 | 775,000 |
| 637 | Interior Finishes and Furniture | PRFM | - | 150,000 | - | - | 150,000 |
| 639 | Lighting Upgrades | PRFM | - | 225,000 | - | s/v 175,000 | 400,000 |
| 640 | Plumbing Upgrades | PRFM | - | 300,000 | - | - | 300,000 |
| 641 | Roof Replacement | PRFM | - | 125,000 | - | - | 125,000 |
| 642 | Safety and Security Improvements | PRFM | - | 350,000 | - | - | 350,000 |
| 643 | Transit Center Replacement | PRFM | - | - | - | v 10,000,000 | 10,000,000 |
| 644 | Parking Utility Maintenance and Equipment | PAR | - | - | - | p 1,700,000 | 1,700,000 |
| Equipment | | | | | | | |
| 646 | Enterprise Resource Planning (ERP) System | IT | - | 250,000 | - | - | 250,000 |
| 647 | Information Services Equipment and Infrastructure | IT | - | 175,000 | - | - | 175,000 |
| 650 | Survey Instrument Replacement | PW | - | 25,000 | - | - | 25,000 |
| 651 | Mackville Landfill Monitoring Equipment | SAN | - | 50,000 | - | - | 50,000 |
| 657 | Lift Station Improvements | WW | - | - | - | s 400,000 | 400,000 |
| Quality of Life | | | | | | | |
| 661 | Park ADA Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 663 | Pavilion/Recreation Facilities | PRFM | - | 250,000 | - | - | 250,000 |
| 664 | Playground Areas | PRFM | - | 450,000 | - | - | 450,000 |
| 665 | Reid Golf Course | PRFM | - | - | - | o 40,000 | 40,000 |
| 667 | Statue and Monument Restoration | PRFM | - | 30,000 | - | - | 30,000 |
| 668 | Trails and Trail Connections | PRFM | - | 1,250,000 | - | g 666,300 | 1,916,300 |
| | | | \$ 1,868,953 | \$ 8,962,920 | \$ 5,000,000 | \$ 19,869,372 | \$ 35,701,245 |

| Other Supplemental Information: | |
|------------------------------------|----------------------|
| Sewer User Fees (s): | * \$ 1,615,799 |
| Water User Fees (w): | 503,530 |
| Stormwater User Fees (st): | 4,089,607 |
| Valley Transit Capital Grants (v): | 10,100,000 |
| Subdivision (sd): | 1,154,136 |
| Parking User Fees (p) | 1,700,000 |
| Grants (g) | 666,300 |
| Reid Golf User Fees (o): | 40,000 |
| | \$ 19,869,372 |

CITY OF APPLETON 2022 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026
PROJECT CATEGORY LIST FOR 2025

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------|------------------------------------------------|------------|----------------------|---------------------|---------------------|---------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 592 | Bridge Improvements | PW | - | 140,000 | - | - | 140,000 |
| 593 | Pedestrian Crosswalk Safety Enhancements | PW | - | 47,835 | - | - | 47,835 |
| 594 | Public Safety Camera Program | PW | - | 135,328 | - | - | 135,328 |
| 595 | Traffic Signal Controller Replacement | PW | - | 155,750 | - | - | 155,750 |
| 596 | Asphalt Paving Program | PW | 1,177,868 | 77,639 | - | - | 1,255,507 |
| 600 | Concrete Paving Program | PW | - | 2,867,321 | - | sd 736,982 | 3,604,303 |
| 606 | Grade and Gravel Program | PW | - | 453,007 | - | - | 453,007 |
| 608 | Sidewalk Program | PW | 563,042 | 448,149 | - | sd 127,248 | 1,138,439 |
| 610 | Stormwater Program | SW | - | - | - | st 5,295,219 | 5,295,219 |
| 616 | Watermain Program | WD | - | - | 3,000,000 | w 728,460 | 3,728,460 |
| 622 | Sanitary Sewer Program | WW | - | - | - | s 1,788,997 | 1,788,997 |
| Facilities | | | | | | | |
| 629 | Building Envelope | PRFM | - | 150,000 | - | s 40,000 | 190,000 |
| 630 | Electrical Upgrades | PRFM | - | 225,000 | - | - | 225,000 |
| 632 | Facility Renovations | PRFM | - | 425,000 | - | - | 425,000 |
| 633 | Fire Station # 4 Replacement | PRFM | - | 750,000 | - | - | 750,000 |
| 634 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 635 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 500,000 | - | w 250,000 | 750,000 |
| 636 | HVAC Upgrades | PRFM | - | 375,000 | - | s 550,000 | 925,000 |
| 637 | Interior Finishes and Furniture | PRFM | - | 100,000 | - | - | 100,000 |
| 639 | Lighting Upgrades | PRFM | - | 450,000 | - | - | 450,000 |
| 641 | Roof Replacement | PRFM | - | - | - | s 200,000 | 200,000 |
| 642 | Safety and Security Improvements | PRFM | - | 175,000 | - | - | 175,000 |
| 644 | Parking Utility Maintenance and Equipment | PAR | - | - | - | p 1,700,000 | 1,700,000 |
| Equipment | | | | | | | |
| 657 | Lift Station Improvements | WW | - | - | - | s 400,000 | 400,000 |
| Quality of Life | | | | | | | |
| 661 | Park ADA Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 664 | Playground Areas | PRFM | - | 180,000 | - | - | 180,000 |
| 665 | Reid Golf Course | PRFM | - | - | - | o 35,000 | 35,000 |
| | | | \$ 1,740,910 | \$ 7,705,029 | \$ 3,000,000 | \$11,851,906 | \$ 24,297,845 |

Other Supplemental Information:

| | |
|----------------------------|----------------------|
| Sewer User Fees (s): | * \$ 2,978,997 |
| Water User Fees (w): | 978,460 |
| Stormwater User Fees (st): | 5,295,219 |
| Subdivision (sd): | 864,230 |
| Parking User Fees (p): | 1,700,000 |
| Reid Golf User Fees (o): | 35,000 |
| | <u>\$ 11,851,906</u> |

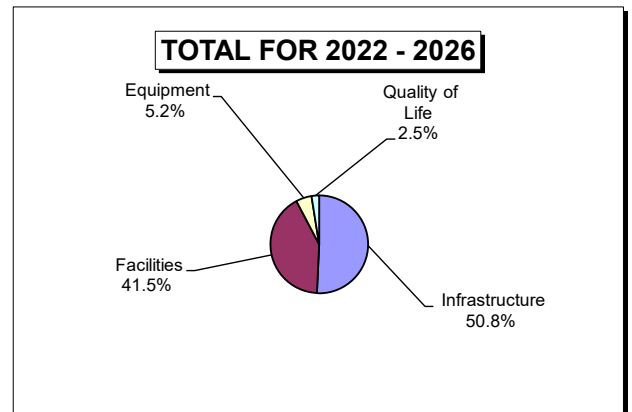
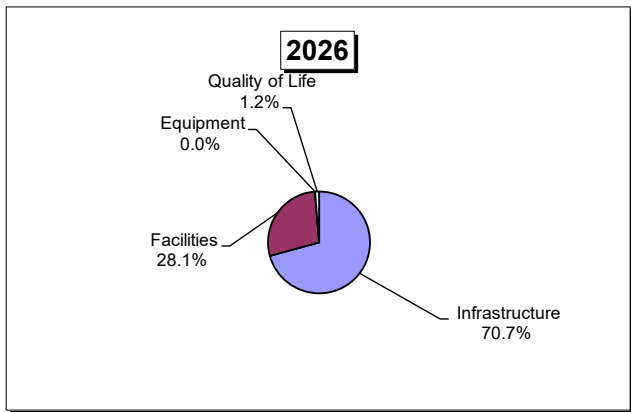
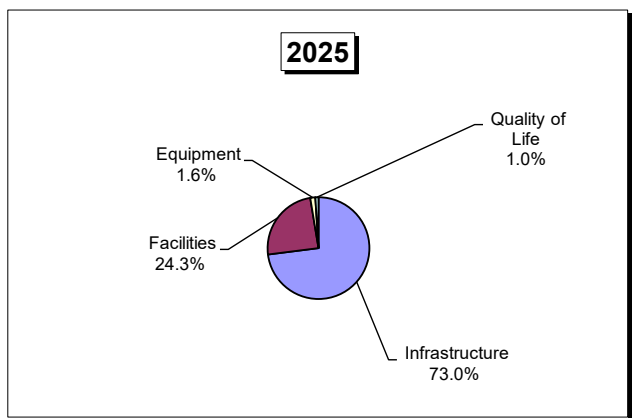
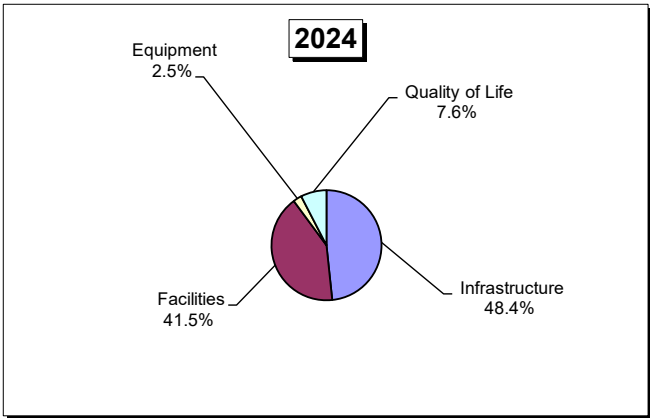
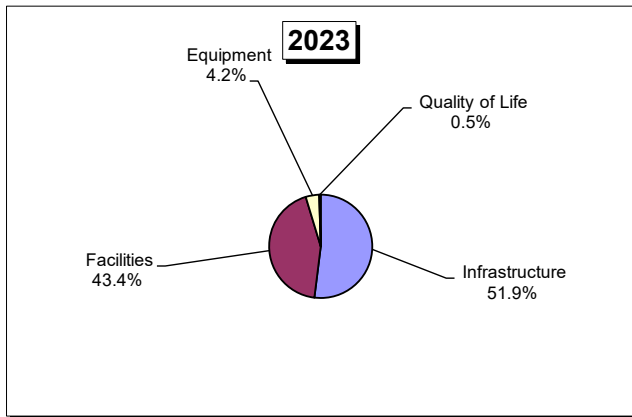
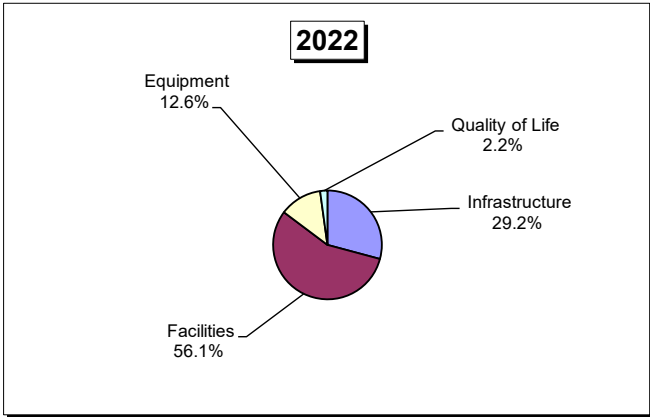
CITY OF APPLETON 2022 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026
PROJECT CATEGORY LIST FOR 2026

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------|------------------------------------------------|---------------|-------------------------|---------------------|----------------------|---------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 592 | Bridge Improvements | PW | - | 85,000 | - | - | 85,000 |
| 594 | Public Safety Camera Program | PW | - | 96,828 | - | - | 96,828 |
| 596 | Asphalt Paving Program | PW | 1,282,155 | 859,284 | - | - | 2,141,439 |
| 600 | Concrete Paving Program | PW | - | 2,039,043 | - | sd 1,435,407 | 3,474,450 |
| 606 | Grade and Gravel Program | PW | - | 180,691 | - | - | 180,691 |
| 608 | Sidewalk Program | PW | 594,755 | 442,087 | - | sd 212,073 | 1,248,915 |
| 610 | Stormwater Program | SW | - | - | 5,000,000 | st 2,584,537 | 7,584,537 |
| 616 | Watermain Program | WD | - | - | 3,500,000 | w 1,017,530 | 4,517,530 |
| 622 | Sanitary Sewer Program | WW | - | - | 4,500,000 | s 443,838 | 4,943,838 |
| Facilities | | | | | | | |
| 629 | Building Envelope | PRFM | - | - | - | w 80,000 | 80,000 |
| 630 | Electrical Upgrades | PRFM | - | 200,000 | - | - | 200,000 |
| 631 | Elevator Replacement | PRFM | - | - | - | s 350,000 | 350,000 |
| 632 | Facility Renovations | PRFM | - | 150,000 | - | s 450,000 | 600,000 |
| 633 | Fire Station # 4 Replacement | PRFM | - | 4,500,000 | - | - | 4,500,000 |
| 634 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 635 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 575,000 | - | s 250,000 | 825,000 |
| 636 | HVAC Upgrades | PRFM | - | 125,000 | - | w/s 850,000 | 975,000 |
| 637 | Interior Finishes and Furniture | PRFM | - | 35,000 | - | - | 35,000 |
| 639 | Lighting Upgrades | PRFM | - | 100,000 | - | s 75,000 | 175,000 |
| 642 | Safety and Security Improvements | PRFM | - | 175,000 | - | - | 175,000 |
| 644 | Parking Utility Maintenance and Equipment | PAR | - | - | - | p 1,700,000 | 1,700,000 |
| Quality of Life | | | | | | | |
| 660 | AMP Renovations | PRFM | - | 125,000 | - | - | 125,000 |
| 661 | Park ADA Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 664 | Playground Areas | PRFM | - | 125,000 | - | - | 125,000 |
| 665 | Reid Golf Course | PRFM | - | - | - | o 80,000 | 80,000 |
| 666 | Sport Courts | PRFM | - | 35,000 | - | - | 35,000 |
| 667 | Statue and Monument Restoration | PRFM | - | 30,000 | - | - | 30,000 |
| | | | \$ 1,876,910 | \$ 9,927,933 | \$ 13,000,000 | \$ 9,528,385 | \$ 34,333,228 |

Other Supplemental Information:

| | |
|----------------------------|---------------------|
| Sewer User Fees (s): | * \$ 2,168,838 |
| Water User Fees (w): | 1,347,530 |
| Stormwater User Fees (st): | 2,584,537 |
| Subdivision (sd): | 1,647,480 |
| Parking User Fees (p) | 1,700,000 |
| Reid Golf User Fees (o): | 80,000 |
| | <u>\$ 9,528,385</u> |

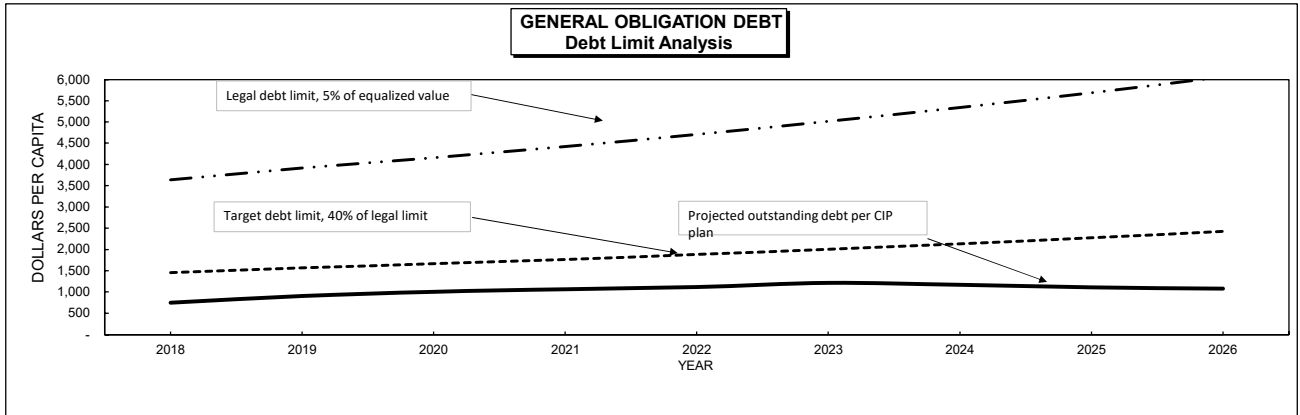
**CITY OF APPLETON 2022 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026
CAPITAL PROJECTS BY CATEGORY**



CITY OF APPLETON 2022 BUDGET

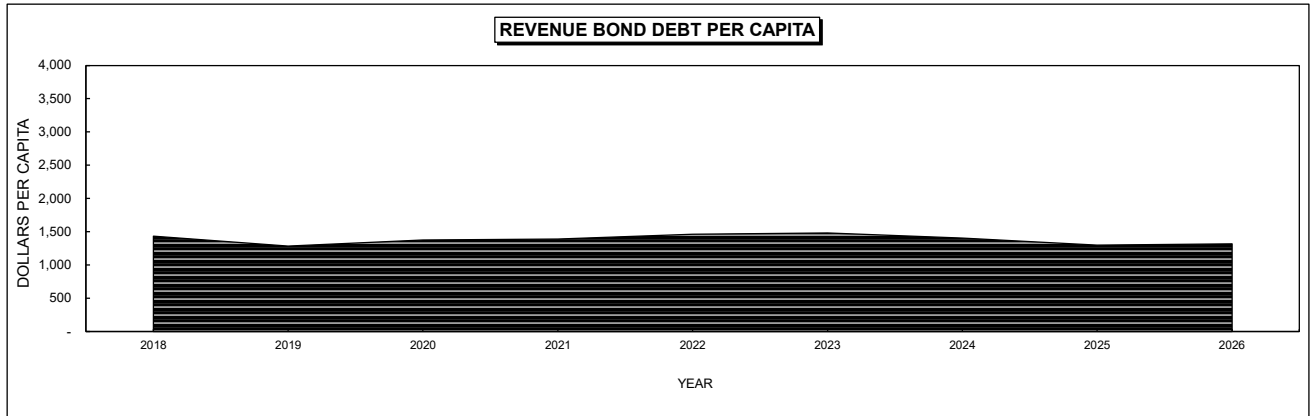
Outstanding Debt

| | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Equalized Value | 5,443,435,200 | 5,855,356,700 | 6,200,311,200 | 6,688,360,800 | 7,153,348,400 | 7,650,662,800 | 8,182,551,500 | 8,751,418,100 | 9,359,833,400 |
| Legal G.O. Debt Limit | 272,171,760 | 292,767,835 | 310,015,560 | 334,418,040 | 357,667,420 | 382,533,140 | 409,127,575 | 437,570,905 | 467,991,670 |
| Outstanding G.O. Debt * | 56,043,804 | 67,626,932 | 75,071,932 | 80,868,053 | 84,971,234 | 92,557,950 | 89,565,870 | 85,177,899 | 83,220,832 |
| Population | 74,734 | 74,739 | 74,465 | 75,644 | 75,951 | 76,259 | 76,569 | 76,880 | 77,192 |
| G.O. Debt per Capita | | | | | | | | | |
| Legal Limit | 3,642 | 3,917 | 4,163 | 4,421 | 4,709 | 5,016 | 5,343 | 5,692 | 6,063 |
| Policy Limit | 1,457 | 1,567 | 1,665 | 1,768 | 1,884 | 2,006 | 2,137 | 2,277 | 2,425 |
| Actual | 750 | 905 | 1,008 | 1,069 | 1,119 | 1,214 | 1,170 | 1,108 | 1,078 |
| Revenue Bonds | | | | | | | | | |
| Outstanding Bonds | 107,080,000 | 96,075,000 | 102,535,000 | 104,995,000 | 111,035,000 | 112,942,471 | 107,404,162 | 99,738,370 | 101,658,312 |
| Revenue Bonds per Capita | 1,433 | 1,285 | 1,377 | 1,388 | 1,462 | 1,481 | 1,403 | 1,297 | 1,317 |

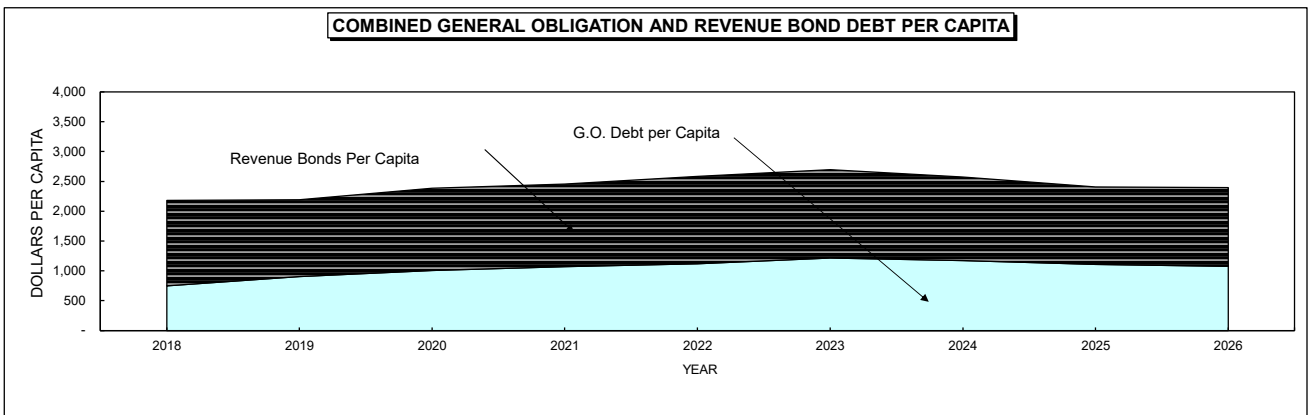


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2021 - 2026 include estimates for population and equalized valuation figures based on the actual increase experienced from 2017 - 2020.

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 2022 - 2026 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2022 - 2026 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2021 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2022-2026**

PROJECT CATEGORY LIST

| Page | Project | Dept. Code | 2022 | 2023 | 2024 | 2025 | 2026 |
|------------------------|-----------------------------------------------------|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Infrastructure | | | | | | | |
| 592 | Bridge Improvements | PW | 25,000 | - | 548,558 | 140,000 | 85,000 |
| 593 | Pedestrian Crosswalk Safety Enhancements | PW | - | 62,835 | 52,835 | 47,835 | - |
| 594 | Public Safety Camera Program | PW | 79,428 | 130,328 | 99,328 | 135,328 | 96,828 |
| 595 | Traffic Signal Controller Replacement | PW | - | - | 155,750 | 155,750 | - |
| 596 | Asphalt Paving Program | PW | 1,699,465 | 1,054,862 | 1,671,033 | 1,255,507 | 2,141,439 |
| 600 | Concrete Paving Program | PW | 4,684,628 | 4,754,010 | 3,289,369 | 3,604,303 | 3,474,450 |
| 606 | Grade and Gravel Program | PW | 141,223 | 545,062 | 748,053 | 453,007 | 180,691 |
| 608 | Sidewalk Program | PW | 1,305,002 | 1,200,690 | 1,166,083 | 1,138,439 | 1,248,915 |
| 610 | Stormwater Program | SW | 2,737,907 | 6,816,615 | 4,089,607 | 5,295,219 | 7,584,537 |
| 616 | Watermain Program | WD | 3,021,350 | 3,170,611 | 1,903,530 | 3,728,460 | 4,517,530 |
| 622 | Sanitary Sewer Program | WW | 2,279,526 | 2,035,831 | 3,540,799 | 1,788,997 | 4,943,838 |
| 628 | Second Raw Water Line | WF | - | 9,920,000 | - | - | - |
| Facilities | | | | | | | |
| 629 | Building Envelope | PRFM | - | - | - | 190,000 | 80,000 |
| 630 | Electrical Upgrades | PRFM | 1,700,000 | - | 25,000 | 225,000 | 200,000 |
| 631 | Elevator Replacement | PRFM | - | - | 350,000 | - | 350,000 |
| 632 | Facility Renovations | PRFM | 8,800,000 | 200,000 | 75,000 | 425,000 | 600,000 |
| 633 | Fire Station # 4 Replacement | PRFM | 50,000 | - | - | 750,000 | 4,500,000 |
| 634 | Grounds Improvements | PRFM | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| 635 | Hardscape Infrastructure Improvements/Replace. | PRFM | 1,100,000 | 550,000 | 550,000 | 750,000 | 825,000 |
| 636 | HVAC Upgrades | PRFM | 1,350,000 | 1,375,000 | 775,000 | 925,000 | 975,000 |
| 637 | Interior Finishes and Furniture | PRFM | - | - | 150,000 | 100,000 | 35,000 |
| 638 | Library | PRFM | 10,000,000 | 13,542,500 | - | - | - |
| 639 | Lighting Upgrades | PRFM | - | 75,000 | 400,000 | 450,000 | 175,000 |
| 640 | Plumbing Upgrades | PRFM | - | - | 300,000 | - | - |
| 641 | Roof Replacement | PRFM | - | 350,000 | 125,000 | 200,000 | - |
| 642 | Safety and Security Improvements | PRFM | 200,000 | 50,000 | 350,000 | 175,000 | 175,000 |
| 643 | Transit Center | PRFM | - | - | 10,000,000 | - | - |
| 644 | Parking Utility Maintenance and Equipment | PAR | 296,000 | 350,000 | 1,700,000 | 1,700,000 | 1,700,000 |
| 645 | Wastewater Sludge Storage Options | WW | 7,200,000 | - | - | - | - |
| Equipment | | | | | | | |
| 646 | Enterprise Resource Planning (ERP) System | IT | 325,000 | 250,000 | 250,000 | - | - |
| 647 | Information Technology Equipment and Infrastructure | IT | 300,000 | 250,000 | 175,000 | - | - |
| 648 | Radio Communication Equipment | AFD | - | 320,000 | - | - | - |
| 649 | Self-Contained Breathing Apparatus & Spare Bottles | AFD | - | 170,400 | - | - | - |
| 650 | Survey Instrument Replacement | PW | - | 45,000 | 25,000 | - | - |
| 651 | Mackville Landfill Monitoring Equipment | SAN | 140,000 | 20,000 | 50,000 | - | - |
| 652 | Compressor Air Systems Replacement | WF | 150,000 | - | - | - | - |
| 653 | Motor Control Center Fire Protection | WF | - | 488,000 | - | - | - |
| 654 | Matthias Tower Hydraulic Upgrade | WF | 445,000 | - | - | - | - |
| 655 | Belt Filter Press Upgrades | WW | 4,800,000 | - | - | - | - |
| 656 | Blended Sludge Piping Replacement | WW | 450,000 | - | - | - | - |
| 657 | Lift Station Improvements | WW | - | - | 400,000 | 400,000 | - |
| 658 | Redundant Fiber Optic Line | WW | 10,000 | 50,000 | - | - | - |
| 659 | Grit Trap Vortex System Drive Replacement | WW | 258,750 | - | - | - | - |
| Quality of Life | | | | | | | |
| 660 | AMP Master Plan Renovations | PRFM | - | - | - | - | 125,000 |
| 661 | Park ADA Improvements | PRFM | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| 662 | Park Development | PRFM | 100,000 | 100,000 | - | - | - |
| 663 | Pavilion/Recreation Facilities | PRFM | 240,000 | - | 250,000 | - | - |
| 664 | Playground Areas | PRFM | - | - | 450,000 | 180,000 | 125,000 |
| 665 | Reid Golf Course | PRFM | - | 55,000 | 40,000 | 35,000 | 80,000 |
| 666 | Sport Courts | PRFM | 775,000 | - | - | - | 35,000 |
| 667 | Statue and Monument Restoration | PRFM | - | - | 30,000 | - | 30,000 |
| 668 | Trails & Trail Connections | PRFM | 50,000 | - | 1,916,300 | - | - |
| | | | \$54,763,279 | \$47,981,744 | \$35,701,245 | \$24,297,845 | \$34,333,228 |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Olde Oneida Street over S. Power Canal*

The existing structure has deteriorating prestressed concrete girders, which is the basis for the current 25-ton weight limit posting. We received design and construction funding from the State through the Local Bridge Program. Design has started in 2021. Funds are included for construction in 2024 and we anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

Memorial Drive over Fox River*

The 2022 expenditure represents the cost of a rehabilitation report needed to assess the structure. This report is required when applying for Trans 213 Local Bridge Program funding. Based on recent consultant bridge inspections and recommendations, this bridge is a candidate for a concrete deck replacement and repainting of the structural steel. Future funds for design and construction will be added in 2026 and 2028 respectively. We anticipate applying for design and construction funds in 2023 and anticipate an 80% cost share from the State if this 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 2025 and construction in 2027. We anticipate applying for design and construction funds for South Island Street in 2023 and anticipate an 80% cost share from the State if this project is selected. 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 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|---------------------------------------------------|------------------|-------------|-------------------|-------------------|------------------|-------------------|
| Public Works | | | | | | |
| Olde Oneida St. over S. Canal | - | - | 548,558 | - | - | \$ 548,558 |
| S. Island St. over Power Canal | - | - | - | 140,000 | - | \$ 140,000 |
| Memorial Dr. over Fox River | 25,000 | - | - | - | 85,000 | \$ 110,000 |
| Total - Public Works Capital Projects Fund | \$ 25,000 | \$ - | \$ 548,558 | \$ 140,000 | \$ 85,000 | \$ 798,558 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|------------------|-------------|-------------------|-------------------|------------------|-------------------|
| Planning | 25,000 | - | - | 140,000 | 85,000 | \$ 250,000 |
| Construction | - | - | 548,558 | - | - | \$ 548,558 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 25,000 | \$ - | \$ 548,558 | \$ 140,000 | \$ 85,000 | \$ 798,558 |
| Operating Cost Impact | - | - | - | - | - | - |

CITY OF APPLETON 2022 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.

2023 - Memorial Dr/River Rd: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$45,000)

2023 - Various Locations: Pavement marking/other misc. enhancements (\$10,000)

2024 - Badger Av / Winnebago St: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$45,000)

2025 - Wisconsin Av/Owaissa St: Raised median/push-button RRFB/cont. crosswalks/extend sidewalk to south (\$30,000)

2025 - Various Locations: Pavement marking/other misc. enhancements (\$10,000)

The enhanced pedestrian crossing on Meade Street at the trail crossing south of Apple Creek (overhead push-button RRFB/continental crosswalks/street light) was included as part of a budget adjustment in 2021 and will be constructed in 2022.

The completion of the projects listed will conclude phase one of the Pedestrian Crosswalk and School Zone Safety Enhancement Program. An overall review of the program, and recommendations for a potential phase two, will be performed for future budget consideration.

Discussion of operating cost impact:

The equipment that is proposed will need to be maintained and eventually need to be replaced. On average, electrical equipment would require full replacement at ~20 years. Additionally, we will incur new ongoing electrical costs (~\$120/location/year) or costs to maintain solar equipment (~\$100/location/year).

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|----------------------------------|------|-----------|-----------|-----------|------|------------|
| Public Works | Pedestrian Crossing Enhancements | - | 62,835 | 52,835 | 47,835 | - | \$ 163,505 |
| Total - Public Works Capital Projects Fund | | \$ - | \$ 62,835 | \$ 52,835 | \$ 47,835 | \$ - | \$ 163,505 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|------|-----------|-----------|-----------|------|------------|
| Planning | - | - | - | - | - | - |
| Land Acquisition | - | - | - | - | - | - |
| Construction | - | 55,000 | 45,000 | 40,000 | - | 140,000 |
| Other | - | 7,835 | 7,835 | 7,835 | - | 23,505 |
| Total | \$ - | \$ 62,835 | \$ 52,835 | \$ 47,835 | \$ - | \$ 163,505 |
| Operating Cost Impact | \$ - | \$ - | \$ 2,358 | \$ 2,358 | \$ - | \$ 4,716 |

CITY OF APPLETON 2022 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 in multiple departments to conduct their duties much more

While the growth of the system has slowed significantly in the past few years, the cameras and their underlying network architecture will need to be replaced regularly due to functional obsolescence and reliability issues. The table below outlines the proposed investments related to replacement and expansion of the system. Of particular note is the proposal to move from the existing, overloaded & unreliable virtual servers to specialized physical servers, allowing for improved reliability and redundancy, as well as bandwidth & storage growth.

| Description | 2022 | 2023 | 2024 | 2025 | 2026 | |
|---------------------------------------------|------------------|-------------------|------------------|-------------------|------------------|---------------|
| Physical Server/ACC Upgrade | \$ - | \$ 31,000 | \$ - | \$ 36,000 | \$ - | - |
| Camera Replacement (7-yr cycle) | \$ 50,400 | \$ 50,400 | \$ 50,400 | \$ 50,400 | \$ 50,400 | 50,400 |
| Network Component Replacement (12-yr cycle) | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | 20,000 |
| ALPR System Expansion (2 cams/yr) | \$ - | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | 12,000 |
| Camera Additions (3/yr) | \$ 4,600 | \$ 12,500 | \$ 12,500 | \$ 12,500 | \$ 10,000 | 10,000 |
| Total | \$ 75,000 | \$ 125,900 | \$ 94,900 | \$ 130,900 | \$ 92,400 | 92,400 |

Discussion of operating cost impact:

ALPR cameras require a licensing fee of \$80/camera/year, which will be funded by APD

DEPARTMENT COST SUMMARY

| DEPARTMENT/PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-------------------------------------------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|
| Public Works | | | | | | |
| Public Safety Camera Program | 79,428 | 130,328 | 99,328 | 135,328 | 96,828 | \$ 541,241 |
| Total - Public Works Capital Projects Fund | \$ 79,428 | \$ 130,328 | \$ 99,328 | \$ 135,328 | \$ 96,828 | \$ 541,241 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|
| Planning | - | - | - | - | - | - |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 75,000 | 125,900 | 94,900 | 130,900 | 92,400 | 519,100 |
| Other | 4,428 | 4,428 | 4,428 | 4,428 | 4,428 | 22,141 |
| Total | \$ 79,428 | \$ 130,328 | \$ 99,328 | \$ 135,328 | \$ 96,828 | \$ 541,241 |
| Operating Cost Impact | \$ 160 | \$ 320 | \$ 480 | \$ 640 | \$ 800 | \$ 2,400 |

CITY OF APPLETON 2022 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 | 2022 | 2023 | 2024 | 2025 | 2026 | 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

| Components | Estimated Cash Flows | | | | | |
|-----------------------|----------------------|------|------------|------------|------|------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | 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 2022 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 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Public Works - Reconstruction General Fund | 1,163,356 | 866,400 | 1,275,571 | 1,177,868 | 1,282,155 | \$ 5,765,350 |
| Public Works - Construction DPW Capital Projects Fund | 536,109 | 188,462 | 395,462 | 77,639 | 859,284 | \$ 2,056,956 |
| Total - Asphalt - City | <u>\$ 1,699,465</u> | <u>\$ 1,054,862</u> | <u>\$ 1,671,033</u> | <u>\$ 1,255,507</u> | <u>\$ 2,141,439</u> | <u>\$ 7,822,306</u> |
| Total - Asphalt Paving Program | <u>\$ 1,699,465</u> | <u>\$ 1,054,862</u> | <u>\$ 1,671,033</u> | <u>\$ 1,255,507</u> | <u>\$ 2,141,439</u> | <u>\$ 7,822,306</u> |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,447,341 | 802,738 | 1,418,909 | 1,003,383 | 1,959,354 | \$ 6,631,725 |
| Other | 252,124 | 252,124 | 252,124 | 252,124 | 182,085 | \$ 1,190,581 |
| Total | <u>\$ 1,699,465</u> | <u>\$ 1,054,862</u> | <u>\$ 1,671,033</u> | <u>\$ 1,255,507</u> | <u>\$ 2,141,439</u> | <u>\$ 7,822,306</u> |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

| 2022 | Street | From | To | General Fund Asphalt | DPW Capital Projects | Total Cost |
|------------------------|-----------------|-------------|-------------|-----------------------------|-----------------------------|---------------------|
| Labor Pool | | | | 177,085 | 70,039 | 247,124 |
| CEA | | | | 76,300 | 7,600 | 83,900 |
| Consultant | | | | 5,000 | - | 5,000 |
| Overlay | | | | | | |
| | Subtotal | | | - | - | - |
| Partial Reconstruction | | | | | | |
| | Subtotal | | | - | - | - |
| Total Reconstruction | | | | | | |
| | Elsie St | Mason St | Richmond St | 575,327 | - | 575,327 |
| | Jackson St | Calumet St | Fremont St | - | 458,470 | 458,470 |
| | Madison St | Calumet St | Taft Ave | 329,644 | - | 329,644 |
| | Subtotal | | | 904,971 | 458,470 | 1,363,441 |
| Total Asphalt Pavement | | | | \$ 1,163,356 | \$ 536,109 | \$ 1,699,465 |

| 2023 | Street | From | To | General Fund Asphalt | DPW Capital Projects | Total Cost |
|------------------------|-----------------|--------------|---------------|-----------------------------|-----------------------------|---------------------|
| Labor Pool | | | | 177,085 | 70,039 | 247,124 |
| CEA | | | | 76,300 | 7,600 | 83,900 |
| Consultant | | | | 5,000 | - | 5,000 |
| Overlay | | | | | | |
| | Subtotal | | | - | - | - |
| Partial Reconstruction | | | | | | |
| | Marquette St | Mason St | Richmond St | - | 110,823 | 110,823 |
| | Gillett St | Marquette St | Lindbergh St | 18,006 | - | 18,006 |
| | Helen St | Pauline St | Glendale Ave | 41,011 | - | 41,011 |
| | Reinke Ct | Kernan Ave | cds | 14,570 | - | 14,570 |
| | Subtotal | | | 73,587 | 110,823 | 184,410 |
| Total Reconstruction | | | | | | |
| | Bates St | Dunlap St | Pacific St | 55,867 | - | 55,867 |
| | Douglas St | Badger Ave | Wisconsin Ave | 306,240 | - | 306,240 |
| | Dunlap St | Bates St | Pacific St | 48,765 | - | 48,765 |
| | Minor St | Meade St | Rankin St | 123,556 | - | 123,556 |
| | Subtotal | | | 534,428 | - | 534,428 |
| Total Asphalt Pavement | | | | \$ 866,400 | \$ 188,462 | \$ 1,054,862 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

| 2024 | Street | From | To | General Fund Asphalt | DPW Capital Projects | Total Cost |
|------------------------|-----------------|---------------|--------------|-----------------------------|-----------------------------|---------------------|
| Labor Pool | | | | 177,085 | 70,039 | 247,124 |
| CEA | | | | 76,300 | 7,600 | 83,900 |
| Consultant | | | | 5,000 | - | 5,000 |
| Overlay | | | | | | |
| | Subtotal | | | - | - | - |
| Partial Reconstruction | | | | | | |
| | Subtotal | | | - | - | - |
| Total Reconstruction | Summit St | Packard St | Elsie St | - | 150,198 | 150,198 |
| | Summit St | Prospect Ave | Fourth St | - | 167,625 | 167,625 |
| | Alice St | Drew St | Union St | 144,766 | - | 144,766 |
| | Alvin St | Wisconsin Ave | Marquette St | 754,031 | - | 754,031 |
| | Rankin St | College Ave | Alton St | 118,389 | - | 118,389 |
| | Subtotal | | | 1,017,186 | 317,823 | 1,335,009 |
| Total Asphalt Pavement | | | | \$ 1,275,571 | \$ 395,462 | \$ 1,671,033 |

| 2025 | Street | From | To | General Fund Asphalt | DPW Capital Projects | Total Cost |
|------------------------|-----------------|---------------|---------------------|-----------------------------|-----------------------------|---------------------|
| Labor Pool | | | | 177,085 | 70,039 | 247,124 |
| CEA | | | | 76,300 | 7,600 | 83,900 |
| Consultant | | | | 5,000 | - | 5,000 |
| Overlay | | | | | | |
| | Subtotal | | | - | - | - |
| Partial Reconstruction | | | | | | |
| | Subtotal | | | - | - | - |
| Total Reconstruction | Jardin St | Leminwah St | Plateau St, east of | 194,104 | - | 194,104 |
| | Morrison St | Wisconsin Ave | Glendale Ave | 611,958 | - | 611,958 |
| | Plateau St | Jardin St | Wisconsin Ave | 113,421 | - | 113,421 |
| | Subtotal | | | 919,483 | - | 919,483 |
| Total Asphalt Pavement | | | | \$ 1,177,868 | \$ 77,639 | \$ 1,255,507 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

| 2026 | Street | From | To | General Fund Asphalt | DPW Capital Projects | Total Cost |
|------------------------|-----------------|---------------|--------------|-----------------------------|-----------------------------|---------------------|
| Labor Pool | | | | 177,085 | 70,039 | 247,124 |
| CEA | | | | 76,300 | 7,600 | 83,900 |
| Consultant | | | | 5,000 | - | 5,000 |
| Overlay | Silvercrest Dr | Ballard Rd | Amelia St | 72,277 | - | 72,277 |
| | Subtotal | | | 72,277 | - | 72,277 |
| Partial Reconstruction | Byrd St | Alexander St | Bay St | 41,918 | - | 41,918 |
| | Kamps Ave | Nicholas St | Outagamie St | 25,431 | - | 25,431 |
| | Subtotal | | | 67,349 | - | 67,349 |
| Total Reconstruction | Fourth St | Story St | Memorial Dr | - | 329,345 | 329,345 |
| | Locust St | Washington St | Franklin St | - | 112,835 | 112,835 |
| | Morrison St | Glendale Ave | Pershing St | - | 339,465 | 339,465 |
| | Bartell Dr | Prospect Ave | Pine St | 262,039 | - | 262,039 |
| | Oklahoma St | Mason St | Richmond St | 622,105 | - | 622,105 |
| | Subtotal | | | 884,144 | 781,645 | 1,665,789 |
| Total Asphalt Pavement | | | | \$ 1,282,155 | \$ 859,284 | \$ 2,141,439 |

CITY OF APPLETON 2022 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 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Public Works - Reconstruction General Fund | 33,044 | 446,547 | - | - | - | \$ 479,591 |
| Public Works - Construction DPW Capital Projects Fund TIF # 11 | 3,439,666 | 1,115,003 | 2,294,856 | 2,867,321 | 2,039,043 | \$ 11,755,889 |
| | - | 2,128,028 | - | - | - | \$ 2,128,028 |
| Public Works - Construction | 852,783 | 546,487 | 994,513 | 736,982 | 1,435,407 | \$ 4,566,172 |
| Public Works - Developer Funded Subdivision Fund | 359,135 | 517,945 | - | - | - | \$ 877,080 |
| | 1,211,918 | 1,064,432 | 994,513 | 736,982 | 1,435,407 | \$ 5,443,252 |
| Total - Concrete - City | \$ 4,325,493 | \$ 4,236,065 | \$ 3,289,369 | \$ 3,604,303 | \$ 3,474,450 | \$ 18,929,680 |
| Total - Concrete Paving Program | \$ 4,684,628 | \$ 4,754,010 | \$ 3,289,369 | \$ 3,604,303 | \$ 3,474,450 | \$ 19,806,760 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Design | 40,000 | 30,000 | 15,000 | 75,000 | 199,500 | \$ 359,500 |
| Land Acquisition | 25,000 | 50,000 | 68,000 | 25,000 | 65,000 | \$ 233,000 |
| Construction | 3,706,738 | 3,574,310 | 2,639,035 | 2,936,969 | 2,642,616 | \$ 15,499,668 |
| Other | 553,755 | 581,755 | 567,334 | 567,334 | 567,334 | \$ 2,837,512 |
| Total | \$ 4,325,493 | \$ 4,236,065 | \$ 3,289,369 | \$ 3,604,303 | \$ 3,474,450 | \$ 18,929,680 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2022 | Street | From | To | General Fund | DPW Capital Projects | Subdivision Fund | Total Cost | Developer Funded |
|----------------------------------------------|--------------------------------------|-------------------------|---------------|---------------------|-----------------------------|-------------------------|---------------------|-------------------------|
| Labor Pool | | | | 25,044 | 426,207 | 45,374 | 496,625 | 45,373 |
| CEA | | | | 8,000 | 47,880 | 1,250 | 57,130 | 1,250 |
| Land | | | | | | | - | - |
| | Land acquisition for street projects | | | - | 25,000 | - | 25,000 | - |
| | Subtotal | | | - | 25,000 | - | 25,000 | - |
| Design | | | | | | | | |
| | Consultant Street design | | | - | 25,000 | - | 25,000 | - |
| | Material Testing | | | - | - | 5,000 | 5,000 | - |
| | Material Testing | | | - | 10,000 | - | 10,000 | - |
| | Subtotal | | | - | 35,000 | 5,000 | 40,000 | - |
| New Concrete (New Subdivisions Escrowed) | | | | | | | | |
| | Headwall Circle | Canyon Lane | Kurey Rd | - | - | - | - | 312,512 |
| | Subtotal | | | - | - | - | - | 312,512 |
| New Concrete (New Subdivisions non escrowed) | | | | | | | | |
| | Amethyst Dr | Providence Ave | Aquamarine Dr | - | - | 238,342 | 238,342 | - |
| | Bluetopaz Dr | Providence Ave | Calmes Dr | - | - | 150,645 | 150,645 | - |
| | Tiburon La | Applehill Blvd | Downs Ridge | - | - | 185,644 | 185,644 | - |
| | Tiburon La | Downs Ridge | Purdy Pkwy | - | - | 226,528 | 226,528 | - |
| | Subtotal | | | - | - | 801,159 | 801,159 | - |
| New Concrete (Not in New Subdivisions) | | | | | | | | |
| | Subtotal | | | - | - | - | - | - |
| New Concrete (TIF) | | | | | | | | |
| | Subtotal | | | - | - | - | - | - |
| Reconstruction | | | | | | | | |
| | Appleton St | College Ave | Atlantic St | - | 1,438,263 | - | 1,438,263 | - |
| | Atlantic St | Oneida St | Lawe St | - | 831,057 | - | 831,057 | - |
| | College Ave | at 441; right turn lane | DOT agreement | - | 154,000 | - | 154,000 | - |
| | Meade St | Pacific St | Commercial St | - | 482,259 | - | 482,259 | - |
| | Subtotal | | | - | 2,905,579 | - | 2,905,579 | - |
| Total Concrete Paving | | | | \$ 33,044 | \$ 3,439,666 | \$ 852,783 | \$ 4,325,493 | \$ 359,135 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2023 | Street | From | To | General Fund | DPW Capital Projects | TIF # 11 | Subdivision Fund | Total Cost | Developer Escrow Account |
|----------------------------------------------|--------------------------------------|-------------------------|---------------------------|-------------------|----------------------|---------------------|-------------------|---------------------|--------------------------|
| Labor Pool | | | | 25,000 | 426,207 | 25,044 | 45,374 | 521,625 | 45,373 |
| CEA | | | | 3,000 | 47,880 | 8,000 | 1,250 | 60,130 | 1,250 |
| Land | | | | | | | | | - |
| | Land acquisition for street projects | | | - | 50,000 | - | - | 50,000 | - |
| | Subtotal | | | - | 50,000 | - | - | 50,000 | - |
| Design | | | | | | | | | - |
| | Construction Related Services | Haymeadow Ave, 900' e/o | | | | | | | |
| | | (Baum property line) | Meade St | - | 15,000 | - | - | 15,000 | - |
| | Material Testing | | | - | 10,000 | - | - | 10,000 | - |
| | Material Testing | | | - | - | - | 5,000 | 5,000 | - |
| | Subtotal | | | - | 25,000 | - | 5,000 | 30,000 | - |
| New Concrete (New Subdivisions escrowed) | | | | | | | | | - |
| | Kurey Dr | Broadway Dr | Canyon Ln (s/o) | - | - | - | - | - | 134,742 |
| | Kurey Dr | Werner Rd | Werner Rd (250' s/o) | - | - | - | - | - | 67,621 |
| | Werner Rd | Kurey Rd | Kurey Rd (1000' e/o) | - | - | - | - | - | 268,959 |
| | Subtotal | | | - | - | - | - | - | 471,322 |
| New Concrete (New Subdivisions non escrowed) | | | | | | | | | - |
| | Amethyst Dr | Bluetopaz Dr | Aquamarine Dr | - | - | - | 198,213 | 198,213 | - |
| | Amethyst Dr | Providence Ave (w/o) | Bluetopaz Dr | - | - | - | 150,150 | 150,150 | - |
| | Bluetopaz Dr | Providence Ave (w/o) | Amethyst Dr | - | - | - | 146,500 | 146,500 | - |
| | Subtotal | | | - | - | - | 494,863 | 494,863 | - |
| New Concrete (Not in New Subdivisions) | | | | | | | | | - |
| | Subtotal | | | - | - | - | - | - | - |
| New Concrete (TIF) | | | | | | | | | - |
| | Subtotal | | | - | - | - | - | - | - |
| Reconstruction | | | | | | | | | - |
| | Durkee St | College Ave | Washington St | - | 202,121 | - | - | 202,121 | - |
| | Kimball Alley s/o College Ave | Spruce St | Summit St | - | 87,758 | - | - | 87,758 | - |
| | Kimball Alley s/o College Ave | Summit St | Story St | - | 87,169 | - | - | 87,169 | - |
| | Kimball Alley s/o College Ave | Walnut St | Lawrence St | - | 143,177 | - | - | 143,177 | - |
| | Memorial Dr | at River Rd | PED / signal improvements | - | 45,691 | - | - | 45,691 | - |
| | Morrison St | College Ave | Washington St | 202,121 | - | - | - | 202,121 | - |
| | Opechee St | Leminwah St | Owaissa St | 72,097 | - | - | - | 72,097 | - |
| | Owaissa St | Opechee St | Pacific St | 144,329 | - | - | - | 144,329 | - |
| | Durkee St | Lawrence St (s/o) | College Ave | - | - | 482,595 | - | 482,595 | - |
| | Lawrence St | Appleton St | Durkee St | - | - | 869,624 | - | 869,624 | - |
| | Morrison St | Lawrence St | College Ave | - | - | 380,239 | - | 380,239 | - |
| | Oneida St | Lawrence St | College Ave | - | - | 362,526 | - | 362,526 | - |
| | Subtotal | | | 418,547 | 565,916 | 2,094,984 | - | 3,079,447 | - |
| Total Concrete Paving | | | | \$ 446,547 | \$ 1,115,003 | \$ 2,128,028 | \$ 546,487 | \$ 4,236,065 | \$ 517,945 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2024 | Street | From | To | DPW Capital Projects | Subdivision Fund | Total Cost |
|----------------------------------------------|--------------------------------------|----------------|----------------|-------------------------------------|-----------------------------|-----------------------|
| Labor Pool | | | | 426,207 | 90,747 | 516,954 |
| CEA | | | | 47,880 | 2,500 | 50,380 |
| Land | Land acquisition for street projects | | | 25,000 | - | 25,000 |
| | Lightning Dr | Baldeagle Dr | Providence Ave | 43,000 | - | 43,000 |
| | Subtotal | | | 68,000 | - | 68,000 |
| Design | Material Testing | | | - | 5,000 | 5,000 |
| | Material Testing | | | 10,000 | - | 10,000 |
| | Subtotal | | | 10,000 | 5,000 | 15,000 |
| New Concrete (New Subdivisions non escrowed) | | | | | | |
| | Baldeagle Ct | Peregrine Blvd | cds | - | 70,979 | 70,979 |
| | Baldeagle Dr | Peregrine Blvd | Osprey Dr | - | 222,790 | 222,790 |
| | Harrier Ct | Osprey Dr | cds | - | 84,874 | 84,874 |
| | Osprey Dr | Harrier Way | Baldeagle Dr | - | 468,898 | 468,898 |
| | Peregrine Blvd | Apple Creek Rd | Baldeagle Dr | - | 48,725 | 48,725 |
| | Subtotal | | | - | 896,266 | 896,266 |
| New Concrete (Not in New Subdivisions) | | | | | | |
| | Rocky Bleier Road | Water St | CDS | 145,842 | - | 145,842 |
| | Subtotal | | | 145,842 | - | 145,842 |
| New Concrete (TIF) | | | | | | |
| | Subtotal | | | - | - | - |
| Reconstruction | | | | | | |
| | Linwood Ave | College Ave | Summer Ave | 1,596,927 | - | 1,596,927 |
| | Subtotal | | | 1,596,927 | - | 1,596,927 |
| Total Concrete Paving | | | | \$ 2,294,856 | \$ 994,513 | \$ 3,289,369 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2025 | Street | From | To | DPW Capital Projects | Subdivision Fund | Total Cost |
|----------------------------------------------|--------------------------------------|-------------------------------------|---------------------------|-------------------------------------|-----------------------------|-----------------------|
| Labor Pool | | | | 426,207 | 90,747 | 516,954 |
| CEA | | | | 47,880 | 2,500 | 50,380 |
| Land | | | | | | |
| | Land acquisition for street projects | | | 25,000 | - | 25,000 |
| | Subtotal | | | 25,000 | - | 25,000 |
| Design | | | | | | |
| | Construction Related Services | Richmond St | Trico east property line | 10,000 | - | 10,000 |
| | Consultant design | | | 40,000 | - | 40,000 |
| | Material Testing | | | - | 5,000 | 5,000 |
| | Material Testing | | | 10,000 | - | 10,000 |
| | Spartan Dr | Wall design by septic field | | 10,000 | - | 10,000 |
| | Subtotal | | | 70,000 | 5,000 | 75,000 |
| New Concrete (New Subdivisions non escrowed) | | | | | | |
| | Aquamarine Dr | French Rd | Denali Dr | - | 177,609 | 177,609 |
| | Denali Dr | Rubyred Dr | Aquamarine Dr, (n/o) | - | 168,118 | 168,118 |
| | Rubyred Dr | French Rd | Denali Dr | - | 293,008 | 293,008 |
| | Subtotal | | | - | 638,735 | 638,735 |
| New Concrete (Not in New Subdivisions) | | | | | | |
| | Cherryvale Ave | Applecreek corridor | south city limits | 438,690 | - | 438,690 |
| | Subtotal | | | 438,690 | - | 438,690 |
| New Concrete (TIF) | | | | | | |
| | Subtotal | | | - | - | - |
| Reconstruction | | | | | | |
| | Badger Ave | at Winnebago St | PED / signal improvements | 61,338 | - | 61,338 |
| | IH 41 | community sensitive design features | | 201,904 | - | 201,904 |
| | Lawe St | College Ave | Spring St | 1,459,423 | - | 1,459,423 |
| | Locust St | College Ave | Washington St | 136,879 | - | 136,879 |
| | Subtotal | | | 1,859,544 | - | 1,859,544 |
| Total Concrete Paving | | | | \$ 2,867,321 | \$ 736,982 | \$ 3,604,303 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2026 | Street | From | To | DPW Capital Projects | Subdivision Fund | Total Cost |
|----------------------------------------------|--------------------------------------|------------------------|---------------------------|-------------------------------------|-----------------------------|-----------------------|
| Labor Pool | | | | 426,207 | 90,747 | 516,954 |
| CEA | | | | 47,880 | 2,500 | 50,380 |
| Land | | | | | | |
| | Land acquisition for street projects | | | 25,000 | - | 25,000 |
| | Midway Rd | at Eisenhower Dr | roundabout | 40,000 | - | 40,000 |
| | Subtotal | | | 65,000 | - | 65,000 |
| Design | | | | | | |
| | Ballard Rd | Edgewood Dr - 400' n/o | Apple Creek Rd - 300' n/o | 50,000 | - | 50,000 |
| | Consultant design | | | 50,000 | - | 50,000 |
| | Edgewood Dr (CTH JJ) | Lightning Dr (Design) | French Rd | 50,000 | - | 50,000 |
| | Material Testing | | | 9,500 | | 9,500 |
| | Material Testing | | | | 5,000 | 5,000 |
| | Midway Rd | at Eisenhower Dr | roundabout (design) | 35,000 | - | 35,000 |
| | Subtotal | | | 194,500 | 5,000 | 199,500 |
| New Concrete (New Subdivisions non escrowed) | | | | | | |
| | Baldeagle Dr | Osprey Dr | Lightning Dr | - | 510,612 | 510,612 |
| | Begonia Dr | Gladiolus Pl | Goldengate Dr | - | 112,270 | 112,270 |
| | Gladiolus Pl | Cherryvale Ave | 275' west | - | 61,079 | 61,079 |
| | Golden Gate Dr | Cherryvale Ave | 300' west | - | 67,962 | 67,962 |
| | Harrier Ln | 500' e/o Osprey Dr | Kestrel Cir | - | 109,044 | 109,044 |
| | Harrier Ln | Osprey Dr | 500' e/o Osprey Dr | - | 109,044 | 109,044 |
| | Kestrel Cir | Baldeagle Dr | Baldeagle Dr | - | 367,149 | 367,149 |
| | Subtotal | | | - | 1,337,160 | 1,337,160 |
| New Concrete (Not in New Subdivisions) | | | | | | |
| | Alliance Dr | Vantage Dr | Milis Dr | 252,539 | - | 252,539 |
| | Subtotal | | | 252,539 | - | 252,539 |
| New Concrete (TIF) | | | | | | |
| | Subtotal | | | - | - | - |
| Reconstruction | | | | | | |
| | Perkins St | Prospect Ave | Alley s/o RR tracks | 573,387 | - | 573,387 |
| | Washington St | Bennett St | Richmond St | 416,965 | - | 416,965 |
| | Wisconsin Ave | at Owaissa St | PED / signal improvements | 62,565 | - | 62,565 |
| | Subtotal | | | 1,052,917 | - | 1,052,917 |
| Total Concrete Paving | | | | \$ 2,039,043 | \$ 1,435,407 | \$ 3,474,450 |

CITY OF APPLETON 2022 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 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Public Works - Grade & Gravel General Fund | - | 46,295 | - | - | - | \$ 46,295 |
| Public Works - Grade & Gravel DPW Capital Projects Fund | 141,223 | 498,767 | 748,053 | 453,007 | 180,691 | \$ 2,021,741 |
| Public Works - Grade & Gravel New Subdivision | - | - | - | - | - | \$ - |
| Total - Grade & Gravel - City | \$ 141,223 | \$ 545,062 | \$ 748,053 | \$ 453,007 | \$ 180,691 | \$ 2,068,036 |
| Total - Grade & Gravel Program | \$ 141,223 | \$ 545,062 | \$ 748,053 | \$ 453,007 | \$ 180,691 | \$ 2,068,036 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 98,066 | 501,905 | 704,896 | 409,850 | 137,534 | \$ 1,852,251 |
| Other | 43,157 | 43,157 | 43,157 | 43,157 | 43,157 | \$ 215,785 |
| Total | \$ 141,223 | \$ 545,062 | \$ 748,053 | \$ 453,007 | \$ 180,691 | \$ 2,068,036 |
| Operating Cost Impact | N/Q* | N/Q* | N/Q* | N/Q* | N/Q* | N/Q* |

* N/Q = Not Quantifiable

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

| 2022 | Street | From | To | General Fund | DPW Capital Projects | Total Cost |
|------------------------|------------------------------|-------------|------------|--------------|----------------------|------------|
| Labor Pool | | | | - | 43,157 | 43,157 |
| CEA | | | | - | 25,869 | 25,869 |
| Grade & Gravel | | | | | | |
| | Subtotal | | | - | - | - |
| Temp Surface after G&G | | | | | | |
| | N Edge Estates 2 - Acadia Dr | Rubyred Dr | Zion Ln | - | 47,706 | 47,706 |
| | N Edge Estates 2 - Zion Ln | Yosemite Ln | Sequoia Dr | - | 24,491 | 24,491 |
| | Subtotal | | | - | 72,197 | 72,197 |
| Total | | | | \$ - | \$ 141,223 | \$ 141,223 |

| 2023 | Street | From | To | General Fund | DPW Capital Projects | Total Cost |
|------------------------|--------------------------------|-----------------------|--------------|--------------|----------------------|------------|
| Labor Pool | | | | - | 43,157 | 43,157 |
| CEA | | | | - | 48,428 | 48,428 |
| Grade & Gravel | Lightning Dr | Edgewood Dr, 600' n/o | Baldeagle Dr | - | 296,067 | 296,067 |
| | Subtotal | | | - | 296,067 | 296,067 |
| Temp Surface after G&G | Lightning Dr | Edgewood Dr, 500' n/o | Baldeagle Dr | - | 82,636 | 82,636 |
| | N Edge Estates 2 - Teton Ln | Acadia Dr | Sequoia Dr | | 28,479 | 28,479 |
| | N Edge Estates 2 - Yosemite Ln | Rubyred Dr | Zion Ln | 36,386 | - | 36,386 |
| | N Edge Estates 2 - Zion Ct | Sequoia Dr | cds | 9,909 | - | 9,909 |
| | Subtotal | | | 46,295 | 111,115 | 157,410 |
| Total | | | | \$ 46,295 | \$ 498,767 | \$ 545,062 |

| 2024 | Street | From | To | General Fund | DPW Capital Projects | Total Cost |
|------------------------|--------------------|---------------|----------------|--------------|----------------------|------------|
| Labor Pool | | | | - | 43,157 | 43,157 |
| CEA | | | | - | 14,125 | 14,125 |
| Grade & Gravel | Lightning Dr | Baldeagle Dr | Providence Ave | - | 114,067 | 114,067 |
| | Southpoint Streets | Eisenhower Dr | Coop Rd | | 306,900 | 306,900 |
| | Subtotal | | | - | 420,967 | 420,967 |
| Temp Surface after G&G | Lightning Dr | Baldeagle Dr | Providence Ave | - | 32,204 | 32,204 |
| | Southpoint Streets | Eisenhower Dr | Coop Rd | | 237,600 | 237,600 |
| | Subtotal | | | - | 269,804 | 269,804 |
| Total | | | | \$ - | \$ 748,053 | \$ 748,053 |

| 2025 | Street | From | To | General Fund | DPW Capital Projects | Total Cost |
|------------------------|-----------------|--------------------------|----------|--------------|----------------------|------------|
| Labor Pool | | | | - | 43,157 | 43,157 |
| CEA | | | | - | - | - |
| Grade & Gravel | Spartan Dr | Haymeadow Ave, 900' e/o, | Meade St | | 409,850 | 409,850 |
| | Subtotal | | | - | 409,850 | 409,850 |
| Temp Surface after G&G | | | | | | |
| | Subtotal | | | - | - | - |
| Total | | | | \$ - | \$ 453,007 | \$ 453,007 |

| 2026 | Street | From | To | General Fund | DPW Capital Projects | Total Cost |
|------------------------|-----------------|-------------------------|----------|--------------|----------------------|------------|
| Labor Pool | | | | - | 43,157 | 43,157 |
| CEA | | | | - | 41,718 | 41,718 |
| Grade & Gravel | | | | | | |
| | Subtotal | | | - | - | - |
| Temp Surface after G&G | Spartan Dr | Haymeadow Ave, 900' e/o | Meade St | - | 95,816 | 95,816 |
| | Subtotal | | | - | 95,816 | 95,816 |
| Total | | | | \$ - | \$ 180,691 | \$ 180,691 |

CITY OF APPLETON 2022 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 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|---------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Public Works Reconstruction General Fund | 537,729 | 581,574 | 593,382 | 563,042 | 594,755 | \$ 2,870,482 |
| Public Works Construction DPW Capital Projects Fund | 582,380 | 228,143 | 413,078 | 448,149 | 442,087 | \$ 2,113,837 |
| TIF # 11 | - | 272,650 | - | - | - | \$ 272,650 |
| Public Works Construction Subdivisions | 184,893 | 118,323 | 159,623 | 127,248 | 212,073 | \$ 802,160 |
| Total - Sidewalk - City | \$ 1,305,002 | \$ 1,200,690 | \$ 1,166,083 | \$ 1,138,439 | \$ 1,248,915 | \$ 6,059,129 |
| Total - Sidewalk Program | \$ 1,305,002 | \$ 1,200,690 | \$ 1,166,083 | \$ 1,138,439 | \$ 1,248,915 | \$ 6,059,129 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,057,590 | 974,738 | 940,131 | 912,487 | 1,022,963 | \$ 4,907,909 |
| Other | 247,412 | 225,952 | 225,952 | 225,952 | 225,952 | \$ 1,151,220 |
| Total | \$ 1,305,002 | \$ 1,200,690 | \$ 1,166,083 | \$ 1,138,439 | \$ 1,248,915 | \$ 6,059,129 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program**

| 2022 | General Fund | DPW Capital Projects Fund | TIF # 11 | Subdivision Fund | Total Cost |
|----------------------------------|---------------------|----------------------------------|-----------------|-------------------------|---------------------|
| Labor Pool | 36,620 | 143,959 | - | 45,373 | 225,952 |
| CEA | 3,000 | 15,960 | - | 2,500 | 21,460 |
| Sidewalk Construction | | | | | |
| Green Dot | 250,000 | - | - | - | 250,000 |
| General | 33,000 | - | - | - | 33,000 |
| Patch Contract | 15,000 | - | - | - | 15,000 |
| Safestep sawcutting | 30,000 | - | - | - | 30,000 |
| Poly-Level jacking | - | - | - | - | - |
| Reconstruction - Concrete | - | 336,279 | - | - | 336,279 |
| Reconstruction - Asphalt | 170,109 | 86,182 | - | - | 256,291 |
| Subtotal | 498,109 | 422,461 | - | - | 920,570 |
| New Sidewalk Construction | | | | | |
| New Concrete | - | - | - | - | - |
| New Subdivision | - | - | - | 127,020 | 127,020 |
| New Subdivision - 6 Month | - | - | - | 10,000 | 10,000 |
| Arterial Street | - | - | - | - | - |
| Subtotal | - | - | - | 137,020 | 137,020 |
| Total | \$ 537,729 | \$ 582,380 | \$ - | \$ 184,893 | \$ 1,305,002 |

| 2025 | General Fund | DPW Capital Projects Fund | Subdivision Fund | Total Cost |
|----------------------------------|---------------------|----------------------------------|-------------------------|---------------------|
| Labor Pool | 36,620 | 143,959 | 45,373 | 225,952 |
| CEA | 3,000 | 15,960 | 2,500 | 21,460 |
| 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 | - | 154,980 | - | 154,980 |
| Reconstruction - Asphalt | 153,422 | - | - | 153,422 |
| Subtotal | 523,422 | 154,980 | - | 678,402 |
| New Sidewalk Construction | | | | |
| New Concrete | - | 133,250 | - | 133,250 |
| New Subdivision | - | - | 69,375 | 69,375 |
| New Subdivision - 6 Month | - | - | 10,000 | 10,000 |
| Arterial Street | - | - | - | - |
| Subtotal | - | 133,250 | 79,375 | 212,625 |
| Total | \$ 563,042 | \$ 448,149 | \$ 127,248 | \$ 1,138,439 |

| 2023 | General Fund | DPW Capital Projects Fund | TIF # 11 | Subdivision Fund | Total Cost |
|----------------------------------|---------------------|----------------------------------|-------------------|-------------------------|---------------------|
| Labor Pool | 36,620 | 143,959 | - | 45,373 | 225,952 |
| CEA | 3,000 | 15,960 | - | 2,500 | 21,460 |
| 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 | 39,155 | 14,350 | 272,650 | - | 326,155 |
| Reconstruction - Asphalt | 132,799 | 53,874 | - | - | 186,673 |
| Subtotal | 541,954 | 68,224 | 272,650 | - | 882,828 |
| New Sidewalk Construction | | | | | |
| New Concrete | - | - | - | - | - |
| New Subdivision | - | - | - | 60,450 | 60,450 |
| New Subdivision - 6 Month | - | - | - | 10,000 | 10,000 |
| Arterial Street | - | - | - | - | - |
| Subtotal | - | - | - | 70,450 | 70,450 |
| Total | \$ 581,574 | \$ 228,143 | \$ 272,650 | \$ 118,323 | \$ 1,200,690 |

| 2026 | General Fund | DPW Capital Projects Fund | Subdivision Fund | Total Cost |
|----------------------------------|---------------------|----------------------------------|-------------------------|---------------------|
| Labor Pool | 36,620 | 143,959 | 45,373 | 225,952 |
| CEA | 3,000 | 15,960 | 2,500 | 21,460 |
| Sidewalk Construction | | | | |
| Green Dot | 225,000 | - | - | 225,000 |
| General | 25,000 | - | - | 25,000 |
| Patch Contract | 30,000 | - | - | 30,000 |
| Safestep sawcutting | 30,000 | - | - | 30,000 |
| Poly-Level jacking | 10,000 | - | - | 10,000 |
| Reconstruction - Concrete | - | 93,890 | - | 93,890 |
| Reconstruction - Asphalt | 235,135 | 135,628 | - | 370,763 |
| Subtotal | 555,135 | 229,518 | - | 784,653 |
| New Sidewalk Construction | | | | |
| New Concrete | - | 52,650 | - | 52,650 |
| New Subdivision | - | - | 154,200 | 154,200 |
| New Subdivision - 6 Month | - | - | 10,000 | 10,000 |
| Arterial Street | - | - | - | - |
| Subtotal | - | 52,650 | 164,200 | 216,850 |
| Total | \$ 594,755 | \$ 442,087 | \$ 212,073 | \$ 1,248,915 |

| 2024 | General Fund | DPW Capital Projects Fund | TIF # 11 | Subdivision Fund | Total Cost |
|----------------------------------|---------------------|----------------------------------|-----------------|-------------------------|---------------------|
| Labor Pool | 36,620 | 143,959 | - | 45,373 | 225,952 |
| CEA | 3,000 | 15,960 | - | 2,500 | 21,460 |
| 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 | - | 155,964 | - | - | 155,964 |
| Reconstruction - Asphalt | 183,762 | 57,195 | - | - | 240,957 |
| Subtotal | 553,762 | 213,159 | - | - | 766,921 |
| New Sidewalk Construction | | | | | |
| New Concrete | - | 40,000 | - | - | 40,000 |
| New Subdivision | - | - | - | 101,750 | 101,750 |
| New Subdivision - 6 Month | - | - | - | 10,000 | 10,000 |
| Arterial Street | - | - | - | - | - |
| Subtotal | - | 40,000 | - | 111,750 | 151,750 |
| Total | \$ 593,382 | \$ 413,078 | \$ - | \$ 159,623 | \$ 1,166,083 |

CITY OF APPLETON 2022 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 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Stormwater Reconstruction Stormwater Utility | 2,515,257 | 6,816,615 | 4,089,607 | 5,295,219 | 7,584,537 | \$ 26,301,235 |
| Stormwater Construction TIF # 11 | 222,650 | - | - | - | - | \$ 222,650 |
| Total - Stormwater Program | \$ 2,737,907 | \$ 6,816,615 | \$ 4,089,607 | \$ 5,295,219 | \$ 7,584,537 | \$ 26,523,885 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | 240,000 | 25,000 | - | - | 515,000 | \$ 780,000 |
| Land Acquisition | 376,400 | - | 117,540 | 90,000 | 678,000 | \$ 1,261,940 |
| Construction | 1,842,670 | 6,512,778 | 3,693,230 | 4,926,382 | 6,112,700 | \$ 23,087,760 |
| Other | 278,837 | 278,837 | 278,837 | 278,837 | 278,837 | \$ 1,394,185 |
| Total | \$ 2,737,907 | \$ 6,816,615 | \$ 4,089,607 | \$ 5,295,219 | \$ 7,584,537 | \$ 26,523,885 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2022 | Street | From | To | Storm-Water Utility | TIF # 11 | Total Cost |
|-------------------------------------------------|-----------------------------------------------------------|-------------------|-------------------|----------------------------|-------------------|---------------------|
| Labor Pool | | | | 273,537 | - | 273,537 |
| CEA | | | | 5,300 | - | 5,300 |
| Consulting Services | Construction Grant Applications | | | 10,000 | - | 10,000 |
| | Construction Services | | | 40,000 | - | 40,000 |
| | Glendale Ave/AMC flood reduction | Design BMPs | | 50,000 | - | 50,000 |
| | K2 Study Update and Modeling of Improvements | | | 40,000 | - | 40,000 |
| | Land Acquisition Services | | | 10,000 | - | 10,000 |
| | Modeling for Flood Reduction Projects | | | 40,000 | - | 40,000 |
| | NR151 Water Quality Modeling for Street Reconstructions | | | 50,000 | - | 50,000 |
| | Subtotal | | | 240,000 | - | 240,000 |
| Land Acquisition | Northside Development Corridor Land and Wetlands for BMPs | | | 376,400 | - | 376,400 |
| | Subtotal | | | 376,400 | - | 376,400 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 200,000 | - | 200,000 |
| | Surface restorations from previous year | | | 90,000 | - | 90,000 |
| | Storm laterals & manholes prior to asphalt paving | | | 125,020 | - | 125,020 |
| | Storm laterals & manholes prior to concrete paving | | | 141,890 | - | 141,890 |
| | Bluff Site Stormwater Management Phase 1 | | | 207,500 | - | 207,500 |
| | Eagle Point Senior Housing In-Lieu Stormwater Quality | | | 32,300 | - | 32,300 |
| | Flood Reduction Projects | | | 40,000 | - | 40,000 |
| | Native Landscaping | | | 53,000 | - | 53,000 |
| | NR151 Water Quality Practices - Reconstruct Streets | | | 50,000 | - | 50,000 |
| | Subtotal | | | 939,710 | - | 939,710 |
| New Storm Sewers | | | | - | - | - |
| | Subtotal | | | - | - | - |
| Reconstruction | | | | - | - | - |
| | Subtotal | | | - | - | - |
| Reconstruction (on streets to be paved in 2023) | Alvin St | Wisconsin Ave | Marquette St | 524,205 | - | 524,205 |
| | Bates St | Dunlap St | Pacific St | 7,240 | - | 7,240 |
| | Dunlap St | Bates St | Pacific St | 2,840 | - | 2,840 |
| | Durkee St | College Ave | Washington St | 103,175 | - | 103,175 |
| | Durkee St | Lawrence St (s/o) | College Ave | - | 33,600 | 33,600 |
| | Lawrence St | Appleton St | Durkee St | - | 84,900 | 84,900 |
| | Lilas Dr | College Ave | north Frontage Rd | 25,000 | - | 25,000 |
| | Morrison St | College Ave | Washington St | 17,850 | - | 17,850 |
| | Morrison St | Lawrence St, s/o | College Ave | - | 53,850 | 53,850 |
| | Oneida St | Lawrence St | College Ave | - | 50,300 | 50,300 |
| | Subtotal | | | 680,310 | 222,650 | 902,960 |
| Total | | | | \$ 2,515,257 | \$ 222,650 | \$ 2,737,907 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2023 | Street | From | To | Storm- Water Utility |
|-------------------------------------------------|----------------------------------------------------------|------------------------|---------------------|-------------------------------------|
| Labor Pool | | | | 273,537 |
| CEA | | | | 5,300 |
| Consulting Services | Apple Creek Road e/o Richmond | Design BMPs | | 100,000 |
| | Construction Services | | | 70,000 |
| | Edgewood Drive (600' e/o Lightning to French | | Design BMPs | 80,000 |
| | Edgewood Drive (600' e/o Lightning to French BMPs | | Modeling/Prelim Eng | 80,000 |
| | Grant Applications | | | 10,000 |
| | Land Acquisition Services | | | 10,000 |
| | Modeling for Flood Reduction Projects | | | 75,000 |
| | Modeling for Storm Sewer Const Projects | | | 25,000 |
| | NR151 Water Quality Modeling for Street Reconstructions | | | 50,000 |
| | Subtotal | | | 500,000 |
| Land Acquisition | Edgewood Drive (600' e/o Lightning to French BMPs) | Land for BMPs | | 213,000 |
| | Pond Sediment Disposal Site | Land for BMPs | | 400,000 |
| | Subtotal | | | 613,000 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 200,000 |
| | Surface restorations from previous year | | | 90,000 |
| | Storm laterals & manholes prior to asphalt paving | | | 134,400 |
| | Storm laterals & manholes prior to concrete paving | | | 138,920 |
| | Bluff Site Stormwater Management Phase 2 | | | 150,000 |
| | Citywide Stormwater Management Plan Implementation | | | 200,000 |
| | Flood Reduction Projects | | | 530,000 |
| | Lightning Drive Extension Ph 1 - Construction | | | 1,199,600 |
| | Native Landscaping | | | 60,000 |
| | NR151 Water Quality Practices - Reconstruct Streets | | | 80,000 |
| | Subtotal | | | 2,782,920 |
| New Storm Sewers | Lightning Dr | Baldeagle Dr | Providence Ave | 69,388 |
| | Lightning Dr | Edgewood Dr , 500' n/o | Baldeagle Dr | 274,066 |
| | Southpoint Streets and Ditches | Eisenhower Drive | Coop Road | 1,444,469 |
| | Subtotal | | | 1,787,923 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2024) | Alice St | Drew St | Union St | 45,335 |
| | Kimball Alley s/o College Ave | Spruce St | Summit St | 16,290 |
| | Kimball Alley s/o College Ave | Summit St | Story St | 16,290 |
| | Linwood Ave | College Ave | Summer Ave | 592,115 |
| | Rankin St | College Ave | Alton St | 62,880 |
| | Summit St | Packard St | Elsie St | 49,425 |
| | Summit St | Prospect Ave | Fourth St | 71,600 |
| | Subtotal | | | 853,935 |
| Total | | | | \$ 6,816,615 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2024 | Street | From | To | Storm- Water Utility |
|-------------------------------------------------|----------------------------------------------------------|------------------------|------------------------------------------|-------------------------------------|
| Labor Pool | | | | 273,537 |
| CEA | | | | 5,300 |
| Consulting Services | Construction Services | | | 50,000 |
| | Grant Applications | | | 10,000 |
| | Land Acquisition Services | | | 10,000 |
| | Modeling for Flood Reduction Projects | | | 75,000 |
| | Modeling for Storm Sewer Const Projects | | | 20,000 |
| | North Side Development Corridor | Study Update | | 75,000 |
| | NR151 Water Quality Modeling for Street Reconstructions | | | 50,000 |
| | Pierce Park Pond and Relief Sewer | 30% Preliminary Design | | 75,000 |
| | Sommers Drive (JJ to Spartan) | | Stormwater Management Plan and Wetlands | 100,000 |
| | Spartan Dr Pond 6 and 7, Roadway | Design and Permitting | | 150,000 |
| | Stormwater Pond Retrofit | Enhanced P Test | | 100,000 |
| | Valley Road | Chain Dr | Forestview Dr (bmp design and permit) | 65,000 |
| | Subtotal | | | 780,000 |
| Land Acquisition | Apple Creek Road e/o Richmond | Land for BMPs | land acquisition | 100,000 |
| | Subtotal | | | 100,000 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 250,000 |
| | Surface restorations from previous year | | | 90,000 |
| | Storm laterals & manholes prior to asphalt paving | | | 117,540 |
| | Storm laterals & manholes prior to concrete paving | | | 98,555 |
| | Flood Reduction Projects | | | 250,000 |
| | Glendale Ave/AMC flood reduction | | | 900,000 |
| | High Efficiency Street Sweeper | | | 250,000 |
| | Native Landscaping | | | 50,000 |
| | NR151 Water Quality Practices - Reconstruct Streets | | | 80,000 |
| | Peabody Park Storm Sewer Rehab Along Seawall | | | 100,000 |
| | Subtotal | | | 2,186,095 |
| New Storm Sewers | | | | - |
| | Subtotal | | | - |
| Reconstruction | | | | - |
| | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2025) | Jardin St | Leminwah St | Plateau St, east of | 219,030 |
| | Lawe St | College Ave | Spring St | 34,445 |
| | Locust St | College Ave | Washington St | 32,200 |
| | Morrison St | Wisconsin Ave | Glendale Ave | 425,630 |
| | Plateau St | Jardin St | Wisconsin Ave | 33,370 |
| | Subtotal | | | 744,675 |
| Total | | | | \$ 4,089,607 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2025 | Street | From | To | Storm- Water Utility |
|-------------------------------------------------|-----------------------------------------------------------|---------------------------------------|----------------------|-------------------------------------|
| Labor Pool | | | | 273,537 |
| CEA | | | | 5,300 |
| Consulting Services | Construction Services | | | 60,000 |
| | French Road Urbanization (JJ to Broadway) | 60% Preliminary Design and Permitting | | 100,000 |
| | French Road Urbanization (JJ to Broadway) | Final Design | | 100,000 |
| | Grant Applications | | | 10,000 |
| | Land Acquisition Services | | | 10,000 |
| | Modeling for Flood Reduction Projects | | | 75,000 |
| | Modeling for Storm Sewer Const Projects | | | 20,000 |
| | NR151 Water Quality Modeling for Street Reconstructions | | | 50,000 |
| | Pierce Park Pond and Relief Sewer | Preliminary 60% Design | | 50,000 |
| | Sommers Drive (CTH JJ to Spartan) | 60% Preliminary Design and Permitting | | 50,000 |
| | Spartan Dr (Richmond to 1100' E) | Final Design and Permitting | | 60,000 |
| | Stormwater Pond Retrofit | Enhanced P Design | | 125,000 |
| | Subtotal | | | 710,000 |
| Land Acquisition | Sommers Drive (CTH JJ to Spartan) | Land for BMPs plus wetlands fees | | 50,000 |
| | Subtotal | | | 50,000 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 250,000 |
| | Surface restorations from previous year | | | 90,000 |
| | Storm laterals & manholes prior to asphalt paving | | | 79,980 |
| | Storm laterals & manholes prior to concrete paving | | | 98,975 |
| | Apple Creek e/o Richmond BMPs | | | 500,000 |
| | Edgewood Dr (CTH JJ) w/o French | BMP Construction | | 249,497 |
| | Flood Reduction Projects | | | 250,000 |
| | K2 Drainage Area Stormwater Improvements | | | 400,000 |
| | Native Vegetation | | | 60,000 |
| | NR151 Water Quality Practices - Reconst | | | 80,000 |
| | Olde Oneida Head Race Fill | Geotech and Environmental Study | | 100,000 |
| | Spartan Dr - SW6-SW7 and Apple Creek Culvert construction | | | 300,000 |
| | Subtotal | | | 2,458,452 |
| New Storm Sewers | Spartan Dr | Haymeadow Ave, 900' e/o | Meade St | 300,000 |
| | Edgewood Dr (CTH JJ) | French | Lightning (600' e/o) | 589,590 |
| | Subtotal | | | 889,590 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2026) | Bartell Dr | Prospect Ave | Pine St | 179,965 |
| | Fourth St | Story St | Memorial Dr | 104,625 |
| | Locust St | Washington St | Franklin St | 54,625 |
| | Morrison St | Glendale Ave | Pershing St | 107,850 |
| | Oklahoma St | Mason St | Richmond St | 197,925 |
| | Perkins St | Prospect Ave | Alley s/o RR tracks | 166,750 |
| | Washington St | Bennett St | Richmond St | 96,600 |
| | Subtotal | | | 908,340 |
| Total | | | | \$ 5,295,219 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2026 | Street | From | To | Storm- Water Utility |
|-------------------------------------------------|----------------------------------------------------------|---------------------------|----------------------|-------------------------------------|
| Labor Pool | | | | 273,537 |
| CEA | | | | 5,300 |
| Consulting Services | Construction Grant Applications | | | 10,000 |
| | Construction Services | | | 50,000 |
| | Land Acquisition Services | | | 10,000 |
| | Lions Park Pond | Preliminary Engineering | | 50,000 |
| | North Side Development Corridor | Design Bridges/BMPs | | 150,000 |
| | Modeling for Flood Reduction Projects | | | 75,000 |
| | Modeling for Storm Sewer Const Projects | | | 20,000 |
| | NR151 Water Quality Modeling for Street Reconstructions | | | 50,000 |
| | Pierce Park Pond and Conveyance | Prelim Design | | 50,000 |
| | Pierce Park Pond and Conveyance | 60% Preliminary Design | | 50,000 |
| | Subtotal | | | 515,000 |
| Land Acquisition | French Road Urbanization (JJ to Broadway) | Land Acquisition for BMPs | | 78,000 |
| | Pierce Park Pond | Land for BMPs | | 300,000 |
| | Spartan Drive (Richmond to 1100' E) | Land for BMPs | | 300,000 |
| | Subtotal | | | 678,000 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 250,000 |
| | Surface restorations from previous year | | | 90,000 |
| | Storm laterals & manholes prior to asphalt paving | | | 195,740 |
| | Storm laterals & manholes prior to concrete paving | | | 81,905 |
| | Flood Reduction Projects | | | 200,000 |
| | Lightning Drive Extension Box Culvert and Ponds 1-3 | | | 1,296,000 |
| | Native Landscaping | | | 60,000 |
| | NR151 Water Quality Practices - Reconst | | | 80,000 |
| | Stormwater Pond Retrofit | Enhanced P Design | | 1,000,000 |
| | Subtotal | | | 3,253,645 |
| New Storm Sewers | Haymeadow Ave | Wentworth Ave | Crossing Meadows Ave | 396,000 |
| | Lightning Dr | Providence Ave | Broadway Dr | \$429,422 |
| | Subtotal | | | 825,422 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2026) | Badger Ave | Spencer St | Pierce Ave | 138,000 |
| | Badger Ave | Washington St | Mason St | 161,000 |
| | Bell Avenue | Summit St | Richmond St | 202,860 |
| | Dewey St | Kernan Ave | Walden Ave | 207,293 |
| | Eighth St | Pierce Ave | Badger Ave | 36,000 |
| | Fourth St | Outagamie St | Mason St | 52,500 |
| | Glendale Ave | Meade St | Ballard Rd | 407,250 |
| | Glendale Ave | Roemer Rd | Sandra St | 218,325 |
| | Pine St | Prospect Ave | Bartell St | 227,640 |
| | Prospect Ave | Sixth St | Appleton St | 86,250 |
| | Sixth St | Memorial Dr | State St | 44,505 |
| | Summer St | Richmond St | Oneida St | 195,600 |
| | Walden Ave | Dewey St | John St | 56,410 |
| | Subtotal | | | 2,033,633 |
| Total | | | | \$ 7,584,537 |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION | |
|----------------|-------------------|
| Project Title: | Watermain Program |

| PROJECT DESCRIPTION | |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Justification: | The following is a summary of costs associated with replacing and adding watermains. A five year plan detailing this and future years' projects follows this summary. |
| Discussion of operating cost impact: | <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 that can be reconstructed annually to an amount less than the amount that 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 | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
| Water Dist. | Reconstruction | 2,439,600 | 3,170,611 | 1,903,530 | 3,728,460 | 4,517,530 | \$ 15,759,731 |
| | Water Utility | | | | | | |
| Water Dist. | Construction | 581,750 | - | - | - | - | \$ 581,750 |
| | TIF 11 | | | | | | |
| Total - Watermain Program | | \$ 3,021,350 | \$ 3,170,611 | \$ 1,903,530 | \$ 3,728,460 | \$ 4,517,530 | \$ 16,341,481 |

| COST ANALYSIS | | | | | | |
|-----------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Components | Estimated Cash Flows | | | | | Total |
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 2,861,865 | 3,011,126 | 1,744,045 | 3,568,975 | 4,358,045 | \$ 15,544,056 |
| Other | 159,485 | 159,485 | 159,485 | 159,485 | 159,485 | \$ 797,425 |
| Total | \$ 3,021,350 | \$ 3,170,611 | \$ 1,903,530 | \$ 3,728,460 | \$ 4,517,530 | \$ 16,341,481 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2022 | Street | From | To | Water Utility | TIF 11 | Total Cost |
|-------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------|-------------------------|----------------------|------------------|---------------------|
| Labor Pool | | | | 151,985 | - | 151,985 |
| CEA | | | | 7,500 | - | 7,500 |
| Miscellaneous | Permit; Misc. Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County | | | 10,000 | - | 10,000 |
| Construction | Surface Restoration | Due to 2021 Water CIP Excav. | | 43,850 | - | 43,850 |
| | Subtotal | | | 53,850 | - | 53,850 |
| New Construction | Plamann Park | Phase 2 | | 500,000 | - | 500,000 |
| | French Rd | Broadway Dr | Broadway Dr (1700' n/o) | 194,150 | - | 194,150 |
| | Subtotal | | | 694,150 | - | 694,150 |
| Reconstruction (not related to paving) | Easement (e/o Riverview Lane) | River Road | Bouten St | 162,475 | - | 162,475 |
| | Fair St | Atlantic Street | Spring St | 204,700 | - | 204,700 |
| | Franklin St | Appleton St | Oneida St | 100,000 | - | 100,000 |
| | WWTP | Weimar Ct | Newberry Ct | 247,300 | - | 247,300 |
| | Lead Service Line Replacement | Citywide | | 250,000 | - | 250,000 |
| | Subtotal | | | 964,475 | - | 964,475 |
| Reconstruction (prior to next year's paving) | Alvin St | Wisconsin Ave | Marquette St | 272,485 | - | 272,485 |
| | Durkee St | College Ave | Washington St | 59,250 | - | 59,250 |
| | Durkee St | Lawrence St (s/o) | College Ave | - | 102,980 | 102,980 |
| | Lawrence St | Appleton St | Durkee St | - | 258,190 | 258,190 |
| | Morrison St | College Ave | Washington St | 135,905 | - | 135,905 |
| | Morrison St | Lawrence St (Kimball St actually) | College Ave | - | 114,365 | 114,365 |
| | Oneida St | Lawrence St | College Ave | - | 106,215 | 106,215 |
| | Reinke Ct - partial only | Kernan Ave | cds | 100,000 | - | 100,000 |
| | Subtotal | | | 567,640 | 581,750 | 1,149,390 |
| Transmission - New | Subtotal | | | - | - | - |
| Total Water Main Construction | | | | \$ 2,439,600 | \$581,750 | \$ 3,021,350 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2023 | Street | From | To | Water Utility | Total Cost |
|-------------------------------------------------|---------------------------------------------|-------------------------------|------------------------------|----------------------|---------------------|
| Labor Pool | | | | 151,985 | 151,985 |
| CEA | | | | 7,500 | 7,500 |
| Miscellaneous | Permit; Misc. Fees; Training; Testing Mat'l | | | 10,000 | 10,000 |
| | S. Island St | bridge design for water main | | 15,000 | 15,000 |
| | Surface Restoration | Due to 2021 Water CIP Excav. | | 43,900 | 43,900 |
| | Subtotal | | | 68,900 | 68,900 |
| New Construction | Easement | Rebecca Ct | Weimar Ct | 34,770 | 34,770 |
| | Easement (Kamps Ave extended) | Mason St | Summit St (620' w/o) | 29,690 | 29,690 |
| | Lightning Dr | Baldeagle Dr | Providence Ave | 75,625 | 75,625 |
| | Southpoint Streets | Eisenhower Drive | Coop Road | 574,496 | 574,496 |
| | Subtotal | | | 714,581 | 714,581 |
| Reconstruction (not related to paving) | Briarcliff Dr | Crestview Dr | Edgemere Dr | 112,200 | 112,200 |
| | College Ave | Matthias St (2nd hyd east of) | Kensington Dr | 200,200 | 200,200 |
| | Crestview Dr | Lynn Dr (south leg) | White Oak Dr | 294,185 | 294,185 |
| | Julie St | Crestview Dr | Lynn Dr | 62,635 | 62,635 |
| | Kay St | Viola St | Racine St | 146,110 | 146,110 |
| | Lee St | Fremont St | Robin Way | 251,960 | 251,960 |
| | Linwood Ave | Brewster St | Glendale Ave | 397,015 | 397,015 |
| | Lynn Dr | Crestview Dr (north leg) | Newberry Dr | 181,895 | 181,895 |
| | Subtotal | | | 1,646,200 | 1,646,200 |
| Reconstruction (prior to next year's paving) | Alice St | Drew St | Union St | 78,855 | 78,855 |
| | Rankin St | College Ave | Alton St (s/end actually) | 90,555 | 90,555 |
| | Linwood Ave | College Ave (to n/o Franklin) | Winnebago St (to Badger Ave) | 260,895 | 260,895 |
| | Summit St | Packard St | Elsie St | 55,135 | 55,135 |
| | Summit St | Prospect Ave | Fourth St | 96,005 | 96,005 |
| | Subtotal | | | 581,445 | 581,445 |
| Transmission - New | | | | | |
| | Subtotal | | | - | - |
| Total Water Main Construction | | | | \$ 3,170,611 | \$ 3,170,611 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2024 | Street | From | To | Water Utility | Total Cost |
|-------------------------------------------------|---------------------------|------------------------------------|---------------------|----------------------|---------------------|
| Labor Pool | | | | 151,985 | 151,985 |
| CEA | | | | 7,500 | 7,500 |
| Miscellaneous | Permit and Misc. Fees | NOI, Railroad, Water Usage, County | | 10,000 | 10,000 |
| Construction | Surface Restoration | Due to 2023 Water CIP Excav. | | 137,950 | 137,950 |
| | Subtotal | | | 147,950 | 147,950 |
| New Construction | Easement (s/o CN Railway) | Perkins St | Driscoll St | 48,870 | 48,870 |
| | Ritger St | McKinley St | Lincoln St | 44,540 | 44,540 |
| | Subtotal | | | 93,410 | 93,410 |
| Reconstruction (not related to paving) | Locust St | Brewster St | Marquette St | 357,410 | 357,410 |
| | Nawada Ct | Winona Ct (80' w/o w/leg) | Winona Way | 37,405 | 37,405 |
| | Vulcan St | N. Island St | S. Island St | 116,880 | 116,880 |
| | Subtotal | | | 511,695 | 511,695 |
| Reconstruction (prior to next year's paving) | Jardin St | Leminwah St | Plateau St, east of | 96,070 | 96,070 |
| | Lawe St | College Ave | Spring St | 713,835 | 713,835 |
| | Locust St | College Ave | Washington St | 18,070 | 18,070 |
| | Plateau St | Jardin St | Wisconsin Ave | 55,590 | 55,590 |
| | S Island St - BRIDGE | over power canal | Vulcan St | 107,425 | 107,425 |
| | Subtotal | | | 990,990 | 990,990 |
| Transmission - New | | | | - | - |
| | Subtotal | | | - | - |
| Total Water Main Construction | | | | \$ 1,903,530 | \$ 1,903,530 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2025 | Street | From | To | Water Utility | Total Cost |
|----------------------------------------------|--------------------------------------|-------------------------------------------|---------------|----------------------|---------------------|
| Labor Pool | | | | 151,985 | 151,985 |
| CEA | | | | 7,500 | 7,500 |
| Miscellaneous Construction | Permit; Misc.Fees; Training; Testing | Mat'l; NOI, Railroad, Water Usage, County | | 10,000 | 10,000 |
| | Surface Restoration | Due to 2024 Water CIP Excav. | | 217,250 | 217,250 |
| | Subtotal | | | 227,250 | 227,250 |
| New Construction | Spartan Dr | Haymeadow Ave, 900' e/o | Meade St | 282,450 | 282,450 |
| | Subtotal | | | 282,450 | 282,450 |
| Reconstruction (not related to paving) | Calumet St | Telulah Ave | Matthias St | 545,730 | 545,730 |
| | Cloverdale Dr | Linwood Ave | Elinor St | 361,780 | 361,780 |
| | Douglas St | Haskell St | CN Railway | 73,485 | 73,485 |
| | Durkee St | Randall St | Roosevelt St | 135,500 | 135,500 |
| | Sixth St | State St | Elm St | 141,320 | 141,320 |
| | Union St | Summer St | Wisconsin Ave | 37,200 | 37,200 |
| | Winnebago St | Sharon St (250' w/o) | Linwood Ave | 108,990 | 108,990 |
| | Subtotal | | | 1,404,005 | 1,404,005 |
| Reconstruction (prior to next year's paving) | Bartell Dr | Prospect Ave | Pine St | 292,335 | 292,335 |
| | Fourth St | Story St | Memorial Dr | 191,675 | 191,675 |
| | Locust St | Washington St | Franklin St | 52,910 | 52,910 |
| | Morrison St | Glendale Ave | Pershing St | 141,075 | 141,075 |
| | Oklahoma St | Mason St | Richmond St | 417,275 | 417,275 |
| | Subtotal | | | 1,095,270 | 1,095,270 |
| Transmission - New | Edison Ave River Crossing | Olde Oneida St | Water St | 560,000 | 560,000 |
| | Subtotal | | | 560,000 | 560,000 |
| Total Water Main Construction | | | | \$ 3,728,460 | \$ 3,728,460 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2026 | Street | From | To | Water Utility | Total Cost |
|-------------------------------------------------|--------------------------------------------------------------------------------|------------------------------|--------------------------|----------------------|---------------------|
| Labor Pool | | | | 151,985 | 151,985 |
| CEA | | | | 7,500 | 7,500 |
| Miscellaneous | Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County | | | 10,000 | 10,000 |
| Construction | Surface Restoration | Due to 2025 Water CIP Excav. | | 141,300 | 141,300 |
| | Subtotal | | | 151,300 | 151,300 |
| New Construction | Haymeadow Ave | Wentworth Ave | Crossing Meadows Ave | 230,000 | 230,000 |
| | Lightning Dr | Providence Ave | Broadway Dr | 284,100 | 284,100 |
| | Subtotal | | | 514,100 | 514,100 |
| Reconstruction (not related to paving) | Brewster St | Meade St | Rankin St | 64,935 | 64,935 |
| | Graceland Ave | Randall St | Woodland Ave | 129,980 | 129,980 |
| | Hall Ave | Randall St | Woodland Ave | 97,920 | 97,920 |
| | Kenilworth Ave | Wisconsin Ave | Woodland Ave | 246,070 | 246,070 |
| | Rankin St | Woodland Ave | Brewster St (390' s/o) | 120,020 | 120,020 |
| | Subtotal | | | 658,925 | 658,925 |
| Reconstruction (prior to next year's paving) | Alexander St - partial only | Melrose St | Marquette St | 139,920 | 139,920 |
| | Badger Ave | Spencer St | Pierce Ave | 273,280 | 273,280 |
| | Badger Ave | Washington St | Mason St | 262,980 | 262,980 |
| | Bell Avenue | Summit St | Richmond St | 324,455 | 324,455 |
| | Dewey St | Kernan Ave | Walden Ave | 56,300 | 56,300 |
| | Elinor St - partial only | Taylor St | Glendale Ave | 5,000 | 5,000 |
| | Fourth St | Outagamie St | Mason St | 30,855 | 30,855 |
| | Glendale Ave | Meade St | Ballard Rd | 1,038,570 | 1,038,570 |
| | Locust St | Wisconsin Ave | Brewster | 87,910 | 87,910 |
| | Midway Rd | Eisenhower Dr (500' w/o) | Eisenhower Dr (500' e/o) | 10,000 | 10,000 |
| | Pine St | Prospect Ave | Bartell St | 225,500 | 225,500 |
| | Sixth St | Memorial Dr | State St | 10,000 | 10,000 |
| | Summer St | Richmond St | Oneida St | 521,550 | 521,550 |
| | Walden Ave | Dewey St | John St | 47,400 | 47,400 |
| | Subtotal | | | 3,033,720 | 3,033,720 |
| Transmission - New | Subtotal | | | - | - |
| Total Water Main Construction | | | | \$ 4,517,530 | \$ 4,517,530 |

CITY OF APPLETON 2022 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

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Wastewater Reconstruction Wastewater Utility | 2,089,551 | 2,035,831 | 3,540,799 | 1,788,997 | 4,943,838 | \$ 14,399,016 |
| Wastewater Construction TIF # 11 | 189,975 | - | - | - | - | \$ 189,975 |
| Total - Sanitary Sewer Program | \$ 2,279,526 | \$ 2,035,831 | \$ 3,540,799 | \$ 1,788,997 | \$ 4,943,838 | \$ 14,588,991 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 2,106,781 | 1,863,086 | 3,368,054 | 1,616,252 | 4,771,093 | \$ 13,725,266 |
| Other | 172,745 | 172,745 | 172,745 | 172,745 | 172,745 | \$ 863,725 |
| Total | \$ 2,279,526 | \$ 2,035,831 | \$ 3,540,799 | \$ 1,788,997 | \$ 4,943,838 | \$ 14,588,991 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2022 | Street | From | To | Waste-water Utility | TIF 11 | Total Cost |
|-------------------------------------------------|-------------------------------------------------------------------------|-------------------|---------------|----------------------------|-------------------|---------------------|
| Labor Pool | | | | 166,845 | - | 166,845 |
| CEA | | | | 5,900 | - | 5,900 |
| Consultant | Lawe St - South Island St force main; river crossing replace force main | | | 100,000 | - | 100,000 |
| | Glacier Ridge LS abandonment; wetland delineation and permitting | | | 100,000 | - | 100,000 |
| | | | | 200,000 | - | 200,000 |
| Miscellaneous | Sanitary laterals & manholes prior to asphalt paving | | | 18,753 | - | 18,753 |
| Construction | Sanitary laterals & manholes prior to concrete paving | | | 33,213 | - | 33,213 |
| | Structure Rehabilitation / Sewer Cut repairs from 2021 (E-22) | | | 40,000 | - | 40,000 |
| | Subtotal | | | 91,966 | - | 91,966 |
| New Construction | Plamann Park | Phase 2 | | 560,000 | - | 560,000 |
| | French Rd | under 441 | | 112,000 | - | 112,000 |
| | Subtotal | | | 672,000 | - | 672,000 |
| Reconstruction | Subtotal | | | - | - | - |
| Reconstruction (on streets to be paved in 2023) | Alvin St | Wisconsin Ave | Marquette St | 900,250 | - | 900,250 |
| | Dunlap St | Bates St | Pacific St | 35,440 | - | 35,440 |
| | Durkee St | College Ave | Washington St | 9,100 | - | 9,100 |
| | Durkee St | Lawrence St (s/o) | College Ave | - | 46,900 | 46,900 |
| | Lawrence St | Appleton St | Durkee St | - | 48,150 | 48,150 |
| | Morrison St | College Ave | Washington St | 8,050 | - | 8,050 |
| | Morrison St | Lawrence St, s/o | College Ave | - | 54,725 | 54,725 |
| | Oneida St | Lawrence St | College Ave | - | 40,200 | 40,200 |
| | Subtotal | | | 952,840 | 189,975 | 1,142,815 |
| Total | | | | \$ 2,089,551 | \$ 189,975 | \$ 2,279,526 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2023 | Street | From | To | Waste-water Utility |
|-------------------------------------------------|-----------------------------------------------------------------------------------------|---------------|----------------|---------------------|
| Labor Pool | | | | 166,845 |
| CEA | | | | 5,900 |
| Miscellaneous | Sanitary laterals & manholes prior to asphalt paving | | | 20,160 |
| Construction | Sanitary laterals & manholes prior to concrete paving | | | 30,135 |
| | Structure Rehabilitation / Sewer Cut repairs from 2022 (E-23) | | | 25,000 |
| | Subtotal | | | 75,295 |
| New Construction | Lawe St - South Island St force main; river crossing replace force main; possible liner | | | 700,000 |
| | Lightning Dr | Baldeagle Dr | Providence Ave | 87,750 |
| | Southpoint Streets | Eisenhower Dr | Coop Road | 257,209 |
| | Subtotal | | | 1,044,959 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2024) | Alice St | Drew St | Union St | 96,942 |
| | Linwood Ave | College Ave | Summer St | 380,570 |
| | Rankin St | College Ave | Alton St | 68,120 |
| | Summit St | Packard St | Elsie St | 88,965 |
| | Summit St | Prospect Ave | Fourth St | 108,235 |
| | Subtotal | | | 742,832 |
| Total | | | | \$ 2,035,831 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2024 | Street | From | To | Waste- water Utility |
|-------------------------------------------------|---------------------------------------------------------------|---------------|---------------------|----------------------------|
| Labor Pool | | | | 166,845 |
| CEA | | | | 5,900 |
| Miscellaneous | Sanitary laterals & manholes prior to asphalt paving | | | 17,631 |
| Construction | Sanitary laterals & manholes prior to concrete paving | | | 24,897 |
| | Structure Rehabilitation / Sewer Cut repairs from 2023 (E-24) | | | 25,000 |
| | Subtotal | | | 67,528 |
| New Construction | Glacier Ridge LS abandonment | Ballard Rd | Thornapple Rd | 2,500,000 |
| | Subtotal | | | 2,500,000 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2025) | Jardin St | Leminwah St | Plateau St, east of | 109,290 |
| | Lawe St | College Ave | Spring St | 165,836 |
| | Locust St | College Ave | Washington St | 39,200 |
| | Morrison St | Wisconsin Ave | Glendale Ave | 454,445 |
| | Plateau St | Jardin St | Wisconsin Ave | 31,755 |
| | Subtotal | | | 800,526 |
| Total | | | | \$ 3,540,799 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2025 | Street | From | To | Waste-water Utility |
|-------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------|---------------------|----------------------------|
| Labor Pool | | | | 166,845 |
| CEA | | | | 5,900 |
| Miscellaneous | Sanitary laterals & manholes prior to asphalt paving | | | 11,997 |
| Construction | Sanitary laterals & manholes prior to concrete paving | | | 25,365 |
| | Structure Rehabilitation / Sewer Cut repairs from 2024 (E-25) | | | 25,000 |
| | Subtotal | | | 62,362 |
| New Construction | Spartan Dr | Haymeadow Ave, 900' e/o, (Baum property line) | Meade St | 231,250 |
| | Subtotal | | | 231,250 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2025) | Bartell Dr | Prospect Ave | Pine St | 196,820 |
| | Fourth St | Story St | Memorial Dr | 188,325 |
| | Locust St | Washington St | Franklin St | 66,500 |
| | Morrison St | Glendale Ave | Pershing St | 194,130 |
| | Oklahoma St | Mason St | Richmond St | 356,265 |
| | Perkins St | Prospect Ave | Alley s/o RR tracks | 203,000 |
| | Washington St | Bennett St | Richmond St | 117,600 |
| | Subtotal | | | 1,322,640 |
| Total | | | | \$ 1,788,997 |

**CITY OF APPLETON 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2026 | Street | From | To | Waste-water Utility |
|-------------------------------------------------|---------------------------------------------------------------|------------------------|---------------------------|----------------------------|
| Labor Pool | | | | 166,845 |
| CEA | | | | 5,900 |
| Miscellaneous | Sanitary laterals & manholes prior to asphalt paving | | | 29,361 |
| Construction | Sanitary laterals & manholes prior to concrete paving | | | 28,533 |
| | Structure Rehabilitation / Sewer Cut repairs from 2025 (E-26) | | | 25,000 |
| | Subtotal | | | 82,894 |
| New Construction | Apple Hill Farms force main | French Rd lift station | Apple Hill Blvd | 600,000 |
| | Apple Hill Farms lift station | on French Road | 1450' n/o Applecreek Road | 750,000 |
| | Edgewood Dr (CTH JJ) | Sommers Dr | Sommers Dr, 750' e/o | 93,750 |
| | Haymeadow Ave | Wentworth Ave | Crossing Meadows Ave | 275,000 |
| | Subtotal | | | 1,718,750 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2025) | Badger Ave | Spencer St | Pierce Ave | 162,000 |
| | Badger Ave | Washington St | Mason St | 189,000 |
| | Bell Avenue | Summit St | Richmond St | 238,140 |
| | Dewey St | Kernan Ave | Walden Ave | 64,404 |
| | Eighth St | Pierce Ave | Badger Ave | 60,750 |
| | Fourth St | Outagamie St | Mason St | 94,500 |
| | Glendale Ave | Meade St | Ballard Rd | 733,050 |
| | Glendale Ave | Roemer Rd | Sandra St | 392,985 |
| | Lightning Dr | Providence Ave | Broadway Dr | 276,750 |
| | Pine St | Prospect Ave | Bartell St | 246,610 |
| | Prospect Ave | Sixth St | Appleton St | 105,000 |
| | Sixth St | Memorial Dr | State St | 54,180 |
| | Summer St | Richmond St | Oneida St | 352,080 |
| | Subtotal | | | 2,969,449 |
| Total | | | | \$ 4,943,838 |

CITY OF APPLETON 2022 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 2020-2021 included 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 2021-2022 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.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------------------------------|-------------|---------------------|-------------|-------------|-------------|---------------------|
| Water Utility | | | | | | |
| Lake Intake | - | 9,920,000 | - | - | - | \$ 9,920,000 |
| Total - Water Utility Capital Projects | \$ - | \$ 9,920,000 | \$ - | \$ - | \$ - | \$ 9,920,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|---------------------|-------------|-------------|-------------|---------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | - | 120,000 | - | - | - | \$ 120,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 9,800,000 | - | - | - | \$ 9,800,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 9,920,000 | \$ - | \$ - | \$ - | \$ 9,920,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Building Envelope

PROJECT DESCRIPTION

Justification:

The building envelope is the physical separator between the conditioned and unconditioned environment. Systems include water and water vapor control, air control, and temperature control. These can include, but are not limited to windows, doors, siding, masonry, etc. Stopping or minimizing premature failure of building components through proactive maintenance and capital repairs protects our investment, saves on energy, and extends the service life of City buildings.

Fire Stations: (2025) Replace east and south facing windows at Fire Station #1 and replace all windows at Fire Station #2.

Wastewater: (2025) Structural investigation and design for the digester foundations. This project is being requested because several large cracks have developed in the concrete foundations of the Wastewater digestors.

Water Plant: (2026) Perform exterior wall repairs.

Discussion of operating cost impact:

It is anticipated that there will be improved energy efficiency.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|---------------------------------------------------|------|------|------|------------|-----------|------------|
| PRFM Fire Stations | - | - | | 150,000 | - | \$ 150,000 |
| Facilities Capital Projects | - | - | - | 150,000 | - | \$ 150,000 |
| WW Wastewater | - | - | - | 40,000 | - | \$ 40,000 |
| WW Utility Capital Projects | - | - | - | 40,000 | - | \$ 40,000 |
| WW Water Plant | - | - | - | - | 80,000 | \$ 80,000 |
| WT Utility Capital Projects | - | - | - | - | 80,000 | \$ 80,000 |
| Total - Building Envelope Capital Projects | \$ - | \$ - | \$ - | \$ 190,000 | \$ 80,000 | \$ 270,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|------|------|------------|-----------|------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | - | - | - | 40,000 | - | \$ 40,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | 150,000 | 80,000 | \$ 230,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ - | \$ 190,000 | \$ 80,000 | \$ 270,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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: This CIP represents a program to upgrade the electrical distribution system for Fire Station #1. The electrical distribution components are original to the building and are at the end of their expected life. (2024) Design for the upgrades. (2025) Construction for the upgrades.

MSB: (2025-2026) 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. (2025) Design for the upgrades. (2026) Construction for the upgrades.

Wastewater Plant: (2022) This CIP represents the last phase of a 5-year project 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.

Discussion of operating cost impact:

It is anticipated that there will be a reduction in maintenance costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------------------------------------|---------------------|-------------|------------------|-------------------|-------------------|---------------------|
| PRFM Fire stations | - | - | 25,000 | 200,000 | - | \$ 225,000 |
| MSB | - | - | - | 25,000 | 200,000 | \$ 225,000 |
| Facilities Capital Projects | - | - | 25,000 | 225,000 | 200,000 | \$ 450,000 |
| WW Wastewater | 1,700,000 | - | - | - | - | \$ 1,700,000 |
| WW Utility Capital Projects | 1,700,000 | - | - | - | - | \$ 1,700,000 |
| Total - Electrical Upgrades Capital Projects | \$ 1,700,000 | \$ - | \$ 25,000 | \$ 225,000 | \$ 200,000 | \$ 2,150,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------|------------------|-------------------|-------------------|---------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | 150,000 | - | 25,000 | 25,000 | - | \$ 200,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,550,000 | - | - | 200,000 | 200,000 | \$ 1,950,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 1,700,000 | \$ - | \$ 25,000 | \$ 225,000 | \$ 200,000 | \$ 2,150,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Elevator Replacement

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 B & K - (2024) Refurbish/Replace K-Building elevator. (2026) Refurbish/Replace B-Building elevator.

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 | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------------------------|------------------|------|------|------------|------|------------|------------|
| WW | Wastewater Plant | | | | | | |
| | B - Building | - | - | - | - | 350,000 | \$ 350,000 |
| | K - Building | - | - | 350,000 | - | - | \$ 350,000 |
| Total Wastewater Utility Capital Projects Fund | | \$ - | \$ - | \$ 350,000 | \$ - | \$ 350,000 | \$ 700,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | | |
|-----------------------|-------|-------|------------|-------|------------|------------|--|
| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total | |
| Planning | - | - | 30,000 | - | 30,000 | \$ 60,000 | |
| Land Acquisition | - | - | - | - | - | \$ - | |
| Construction | - | - | 320,000 | - | 320,000 | \$ 640,000 | |
| Other | - | - | - | - | - | \$ - | |
| Total | \$ - | \$ - | \$ 350,000 | \$ - | \$ 350,000 | \$ 700,000 | |
| Operating Cost Impact | * N/Q | * N/Q | * N/Q | * N/Q | * N/Q | \$ - | |

* N/Q = Not Quantifiable

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Facility Renovations

PROJECT DESCRIPTION

Justification:

Fire Stations:

Upgrade kitchen and bathroom areas - This project is to upgrade kitchen and bathroom areas at various fire stations that are original to the buildings and experience heavy usage. (2024) design for remodeling the Fire Station #5 upper and lower bathrooms. (2025) Construction for the bathroom remodeling at Fire Station #5. (2026) Design for remodeling the Fire Station #2 upper and lower bathrooms.

PRFMD Facility:

Restroom renovation - The Facilities & Grounds Operations Center lacks adequate restroom facilities for both public and staff. (2024) Design - This project will go through the space planning and design portions of the project. (2025) Construction based off of the completed design.

Valley Transit:

Facility renovation - Valley Transit has allocated funds to implement a facility-wide renovation of the Whitman Avenue facility in accordance with FTA guidelines and the Whitman Avenue master plan adopted in 2020. This renovation will include, but not be limited to, a building addition, ADA compliance, HVAC, electrical and plumbing upgrades, office expansion, and all related site work. The facility was constructed in 1982 and has remained largely the same since then. The 41,000 sq ft facility currently includes offices, a bus maintenance shop, locker rooms, bus parking area, and a car wash. The facility is currently having issues with plumbing waste lines and is also in need of a cosmetic update. Additionally, Valley Transit has outgrown the existing footprint and is in need of an expansion to accommodate operational needs.

Wastewater Plant:

F1 Building at Wastewater Renovations - (2022) Renovate the F1 Building at Wastewater to meet the current operational needs for the building.

A-Building Acoustical Ceiling - (2023) This project is to replace the acoustical ceiling and lighting in A-Building.

S-Building Locker Rooms - (2026) Renovate S-Building locker rooms.

Discussion of operating cost impact:

Since these projects are renovations of existing space, there is no impact on operating cost anticipated.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------------------|----------------------------------------|---------------------|-------------------|------------------|-------------------|-------------------|----------------------|
| PRFM | Fire Stations | - | - | 25,000 | 175,000 | 150,000 | \$ 350,000 |
| | PRFMD | - | - | 50,000 | 250,000 | - | \$ 300,000 |
| | Facilities Capital Projects | - | - | 75,000 | 425,000 | 150,000 | \$ 650,000 |
| Valley Transit | Facility Renovation | 8,500,000 | - | - | - | - | \$ 8,500,000 |
| | Valley Transit Capital Projects | 8,500,000 | - | - | - | - | \$ 8,500,000 |
| WW | Wastewater | 300,000 | 200,000 | - | - | 450,000 | \$ 950,000 |
| | WW Utility Capital Projects | 300,000 | 200,000 | - | - | 450,000 | \$ 950,000 |
| Total - Facility Renovations Projects | | \$ 8,800,000 | \$ 200,000 | \$ 75,000 | \$ 425,000 | \$ 600,000 | \$ 10,100,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------------|------------------|-------------------|-------------------|----------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | 75,000 | 50,000 | - | 25,000 | - | \$ 150,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 8,725,000 | 150,000 | 75,000 | 400,000 | 600,000 | \$ 9,950,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 8,800,000 | \$ 200,000 | \$ 75,000 | \$ 425,000 | \$ 600,000 | \$ 10,100,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Fire Station 4 Replacement

PROJECT DESCRIPTION

Justification:

Built in 1961, Appleton Fire Station 4 has 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 is slated to replace the roof, HVAC and remodel the kitchen and bathroom areas. These funds are in addition to the \$150,000 spent to rebuild 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 and provide access to the Appleton Memorial Park trail system. In 2022, we are seeking planning funds to allow for site analysis.

Discussion of operating cost impact:

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 | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|--------------|------------------|-------------|-------------|-------------------|---------------------|---------------------|
| PRFM | Planning | 50,000 | - | - | - | - | \$ - |
| | Design | - | - | - | 750,000 | - | \$ 750,000 |
| | Construction | - | - | - | - | 4,500,000 | \$ 4,500,000 |
| Total - Facilities Capital Projects | | \$ 50,000 | \$ - | \$ - | \$ 750,000 | \$ 4,500,000 | \$ 5,300,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|------------------|--------------|--------------|-------------------|---------------------|---------------------|
| Planning/Site Acquisition | 50,000 | - | - | 750,000 | - | \$ 800,000 |
| Construction | - | - | - | - | 4,500,000 | \$ 4,500,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 50,000 | \$ - | \$ - | \$ 750,000 | \$ 4,500,000 | \$ 5,300,000 |
| Operating Cost Impact | * N/Q | * N/Q | * N/Q | * N/Q | * N/Q | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2022 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. Annual assessments are conducted of 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 2022-2026 will be adjusted based on the annual assessments conducted for each property.

Parks:

Fence Replacements (2023/2025) This project will address replacement of fencing at various parks. Projects include tennis court fencing, property line fencing, and ball diamond fencing.

Fields - (2022/2024/2026) - This project is for full reconstruction of both multi-purpose and soccer fields. This will improve field conditions, drainage, and reduce the number of canceled events due to poor field conditions.

Discussion of operating cost impact:

These projects are enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| PRFM | | | | | | |
| Various Parks | | | | | | |
| Fencing | - | 25,000 | - | 25,000 | - | \$ 50,000 |
| Fields | 25,000 | - | 25,000 | - | 25,000 | \$ 75,000 |
| Total - Facilities Capital Projects | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 125,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | \$ 125,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 125,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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, and entrances. 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 \$850,000 is needed on an annual basis to maintain these hardscape areas. The replacement/improvement schedule for 2022 includes:

| | |
|---------------------------------------|------------|
| City Sites | \$ 50,000 |
| Pierce and Einstein Park Parking Lots | \$ 750,000 |
| Wastewater Plant | \$ 300,000 |

Future projects will be identified after annual assessments of properties and/or parks.

Discussion of operating cost impact:

These projects are reconstruction and enhancements of existing facilities. Rather than having to crack-fill, seal and mudjack deteriorating hardsurfaces, these costs can be avoided.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------|---------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| PRFM | City Sites | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | \$ 250,000 |
| | Fire Stations | - | - | - | - | 100,000 | \$ 100,000 |
| | MSB | - | - | - | - | 175,000 | \$ 175,000 |
| | Park Sites | 750,000 | 250,000 | 250,000 | 250,000 | 250,000 | \$ 1,750,000 |
| | PRFMD | - | - | - | 200,000 | - | \$ 200,000 |
| Facilities Capital Projects | | 800,000 | 300,000 | 300,000 | 500,000 | 575,000 | \$ 2,475,000 |
| WW | Wastewater | 300,000 | - | 250,000 | - | 250,000 | \$ 800,000 |
| | WW Utility Capital Projects | 300,000 | - | 250,000 | - | 250,000 | \$ 800,000 |
| Water Utility | Water Plant | - | 250,000 | - | 250,000 | - | \$ 500,000 |
| | Water Utility Capital Projects | - | 250,000 | - | 250,000 | - | \$ 500,000 |
| Total - Hardscape Improvement | | \$ 1,100,000 | \$ 550,000 | \$ 550,000 | \$ 750,000 | \$ 825,000 | \$ 3,775,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Planning | 65,000 | 60,000 | 30,000 | 50,000 | 50,000 | \$ 255,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,035,000 | 490,000 | 520,000 | 700,000 | 775,000 | \$ 3,520,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 1,100,000 | \$ 550,000 | \$ 550,000 | \$ 750,000 | \$ 825,000 | \$ 3,775,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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: (2023) Replace furnaces, controls, and condensing units at Fire Station #6. (2024) Replace furnaces and condensing units at Fire Station #1.

PRFMD Facility: (2025) Replace garage exhaust fans, make-up air units, and controls.

Municipal Services Building: (2023) Replace HVAC in CEA Shop, storage garage and yard waste areas.

Police Station: (2026) Replacement of split system feeding server rooms.

Wastewater Plant: (2022) Construction for V-Building HVAC upgrades, H- Building and J-Building upgrades, and Design for L-Building HVAC upgrades. (2023) Construction for L-Building HVAC upgrades, and Design for T-Building Upgrades. (2024) Construction for T-Building HVAC upgrades. Design for B-Building HVAC Upgrades. (2025) Construction for B- Building HVAC upgrades and Design for K-Building Upgrades. (2026) Construction for K-Building HVAC upgrades.

Water Plant : (2022) Replace the Kathabar dehumidification system. (2024) Upgrades to the boiler system and MCC room HVAC. (2026) HVAC condition assessment.

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 | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------------------------|---------------------------------------|---------------------|---------------------|-------------------|-------------------|-------------------|---------------------|
| PRFM | Fire Stations | - | 275,000 | 175,000 | - | - | \$ 450,000 |
| | PRFMD Facility | - | - | - | 375,000 | - | \$ 375,000 |
| | Municipal Services | - | 450,000 | - | - | - | \$ 450,000 |
| | Police Station | - | - | - | - | 125,000 | \$ 125,000 |
| Facilities Capital Projects Fund | | - | 725,000 | 175,000 | 375,000 | 125,000 | \$ 1,400,000 |
| WW | Wastewater Plant | 750,000 | 650,000 | 500,000 | 550,000 | 600,000 | \$ 3,050,000 |
| | WW Utility Capital Projects | 750,000 | 650,000 | 500,000 | 550,000 | 600,000 | \$ 3,050,000 |
| Water Utility | Water Plant | 600,000 | - | 100,000 | - | 250,000 | \$ 950,000 |
| | Water Utility Capital Projects | 600,000 | - | 100,000 | - | 250,000 | \$ 950,000 |
| Total - HVAC Upgrades | | \$ 1,350,000 | \$ 1,375,000 | \$ 775,000 | \$ 925,000 | \$ 975,000 | \$ 5,400,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|---------------------|---------------------|-------------------|-------------------|-------------------|---------------------|
| Planning | 75,000 | 100,000 | 100,000 | 50,000 | - | \$ 325,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,275,000 | 1,275,000 | 675,000 | 875,000 | 975,000 | \$ 5,075,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 1,350,000 | \$ 1,375,000 | \$ 775,000 | \$ 925,000 | \$ 975,000 | \$ 5,400,000 |
| Operating Cost Impact | N/Q * | N/Q * | N/Q * | N/Q * | N/Q * | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Interior Finishes and Furniture Improvements

PROJECT DESCRIPTION

Justification:

These upgrades improve 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.

In addition various furniture upgrades are needed to replace outdated furniture and improve ergonomics. 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.

Interior Finishes -

Fire Stations: (2025) Replace several areas of flooring first floor Fire Station #1 - \$35,000. (2026) Replace flooring at various Fire Stations - \$35,000.

Furniture Upgrades -

Fire Stations: (2025) Fire Station #1 workstation upgrades - \$65,000.

Municipal Services Building: (2024) Replace workstations at the Municipal Services Building. - \$150,000.

Discussion of operating cost impact:

As this project entails the replacement of existing furniture and flooring, there is no anticipated operating expense impact. Maintaining good working environments does improve productivity and decrease ergonomic issues and related costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|-------------|-------------|-------------------|-------------------|------------------|-------------------|
| PRFM Fire Stations | - | - | - | 100,000 | 35,000 | \$ 135,000 |
| MSB | - | - | 150,000 | - | - | \$ 150,000 |
| Total - Facilities Capital Projects | \$ - | \$ - | \$ 150,000 | \$ 100,000 | \$ 35,000 | \$ 285,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|------------------------------|-------------|-------------|-------------------|-------------------|------------------|-------------------|
| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 150,000 | 100,000 | 35,000 | \$ 285,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 150,000 | \$ 100,000 | \$ 35,000 | \$ 285,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library

PROJECT DESCRIPTION

Justification:

Studies done over the past ten years have concluded that the library needs more space to accommodate large meetings, more efficient circulation practices and flexible space. Considering the findings of these studies and community input already received, rebuilding or renovating the library at its current location was determined to be the best option. The lot at 225 N. Oneida Street is currently owned and managed by the City of Appleton. Remaining at this location will simplify, or eliminate altogether, multi-party agreements and site acquisition issues, which will remove key barriers to the project and will likely yield cost savings as well. A project at the current site supports stewardship of existing investments in parking and other public infrastructure, including an opportunity to retain accessible parking on-site and to maximize use of the 1200-stall Yellow Ramp. A reconstruction or renovation of the existing site will put the library at the center of neighborhood revitalization efforts, encouraging other businesses, organizations and homeowners to move into an area ripe for reactivation.

The planning process will employ the following principles:

- Treat APL as the focal point in an overall neighborhood revitalization effort
- Create opportunities for public input and collaboration at each step of the process
- Steward existing community investments wherever possible – this includes considerations into the full or partial reuse of the current building and maximizing use of the 1200-stall Yellow Ramp
- Ensure the project incorporates accessible parking for those with mobility needs
- Design a project that minimizes environmental impact; ideally lowering operating expenses while doing so
- Deliver a cost-effective plan, maximizing taxpayer value while meeting community needs
- Use as much information from previous studies, design work, and community input as possible

In March, 2021, the architectural firm of Skidmore, Owings and Merrill (SOM) was hired to lead the library design process. In conjunction with City staff, SOM performed a building condition assessment which concluded that the building structure is solid and will integrate well into a new design. Concurrently, meetings with library staff are ongoing to determine programmatic and space needs which will serve as the basis for the design concepts to ensure the design will support the necessary functions of the library. Additionally, public input sessions are being planned as well as finalizing the structure and membership of a Library Building Project Advisory Committee to encourage and promote community engagement in the project.

The amounts noted below are estimates of construction costs in 2022 and 2023 of the total \$26.4 million project.

Discussion of operating cost impact:

A larger facility 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 | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|----------------------------------------|----------------------|----------------------|-------------|-------------|-------------|----------------------|
| PRFMD | Design | - | - | - | - | - | \$ - |
| | Library reconstruction / Renovation | 10,000,000 | 13,542,500 | - | - | - | \$ 23,542,500 |
| Total - Facilities Capital Projects | | <u>\$ 10,000,000</u> | <u>\$ 13,542,500</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 23,542,500</u> |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|----------------------|----------------------|-------------|-------------|-------------|----------------------|
| Planning | - | - | - | - | - | \$ - |
| Construction | 10,000,000 | 13,542,500 | - | - | - | \$ 23,542,500 |
| Other | - | - | - | - | - | \$ - |
| Total | <u>\$ 10,000,000</u> | <u>\$ 13,542,500</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 23,542,500</u> |
| Operating Cost Impact | NQ * | NQ * | NQ * | NQ * | NQ * | NQ * |

* N/Q = Not Quantifiable

CITY OF APPLETON 2022 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: (2024) Upgrade interior lighting at Fire Station #1. (2025) Upgrade interior lighting at Fire Station #6.

MSB: (2025) Upgrade interior lighting in sign shop, stockroom, engineering, cold storage and CEA shop.

Parks: (2024) Lighting upgrades for the Newberry Trail. (2025) Lighting upgrades at Telulah Park. (2026) Lighting upgrades for the North Island Trail,

Police Station: (2025) Upgrade interior lighting.

Valley Transit: (2024) Upgrade exterior lighting at Transit Center.

Wastewater: (2023) Lighting upgrades for B, K and L Buildings. (2024) Lighting upgrades for the V and M Buildings. (2026) Lighting upgrades for F1, F2, H and J Buildings.

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 | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------------------|----------------------------------------|------|-----------|------------|------------|------------|--------------|
| PRFM | Fire Stations | - | - | 125,000 | 75,000 | - | \$ 200,000 |
| | MSB | - | - | - | 100,000 | - | \$ 100,000 |
| | Parks | - | - | 100,000 | 200,000 | 100,000 | \$ 400,000 |
| | Police Station | - | - | - | 75,000 | - | \$ 75,000 |
| | Facilities Capital Projects | - | - | 225,000 | 450,000 | 100,000 | \$ 775,000 |
| VT | Valley Transit | - | - | 100,000 | - | - | \$ 100,000 |
| | Valley Transit Capital Projects | - | - | 100,000 | - | - | \$ 100,000 |
| WW | Wastewater | - | 75,000 | 75,000 | - | 75,000 | \$ 225,000 |
| | WW Utility Capital Projects | - | 75,000 | 75,000 | - | 75,000 | \$ 225,000 |
| Total - Lighting Upgrade Projects | | \$ - | \$ 75,000 | \$ 400,000 | \$ 450,000 | \$ 175,000 | \$ 1,100,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|------------------------------|------|-----------|------------|------------|------------|--------------|
| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
| Planning | - | 30,000 | 30,000 | 25,000 | 25,000 | \$ 110,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 45,000 | 370,000 | 425,000 | 150,000 | \$ 990,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 75,000 | \$ 400,000 | \$ 450,000 | \$ 175,000 | \$ 1,100,000 |
| Operating Cost Impact | N/Q* | N/Q* | N/Q* | N/Q* | N/Q* | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Plumbing Upgrades

PROJECT DESCRIPTION

Justification:

Parks:

City Park Fountain - (2024) Construction related to replacing the vault and plumbing of the fountain. The vault walls leak and the plumbing system is aged. Water is seeping through the electrical conduit. Though it has been patched in the past, it is in need of replacement. Also, the current vault design is classified as a confined space. Upgrades would seek to make the vault a safer environment to access and perform work.

Discussion of operating cost impact:

There is no operating cost impact from this project.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-------------------------------------------------|-------------|-------------|-------------------|-------------|-------------|-------------------|
| PRFM City Park | - | - | 300,000 | - | - | \$ 300,000 |
| Total - Facilities Capital Projects Fund | \$ - | \$ - | \$ 300,000 | \$ - | \$ - | \$ 300,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|-------------|-------------|-------------------|-------------|-------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 300,000 | - | - | \$ 300,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 300,000 | \$ - | \$ - | \$ 300,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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.

Parks: (2024) Pavilion roof replacement for Highview Park pavilion, City Park pavilion, and AMP amphitheater and pavilion.

Wastewater: (2023) Partial roof replacement for V-Building and gutter and soffit replacement for A, S and V buildings. (2025) Partial roof replacement for B-Building.

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, the lack of good roofs could result in extensive damage to the interior and structure of the facilities.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------------------|-------------|-------------------|-------------------|-------------------|-------------|-------------------|
| PRFM Parks | - | - | 125,000 | - | - | \$ 125,000 |
| Facilities Capital Projects | - | - | 125,000 | - | - | \$ 125,000 |
| WW Wastewater Plant | - | 350,000 | - | 200,000 | - | \$ 550,000 |
| WW Utility Capital Projects | - | 350,000 | - | 200,000 | - | \$ 550,000 |
| Total - Roof Replacement Projects | \$ - | \$ 350,000 | \$ 125,000 | \$ 200,000 | \$ - | \$ 675,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|-------------|-------------------|-------------------|-------------------|-------------|-------------------|
| Planning | - | 35,000 | 15,000 | 20,000 | - | \$ 70,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 315,000 | 110,000 | 180,000 | - | \$ 605,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 350,000 | \$ 125,000 | \$ 200,000 | \$ - | \$ 675,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Safety and Security Improvements

PROJECT DESCRIPTION

Justification:

Fire Stations: (2024) Fire alarm upgrades at Stations #2 & #4. (2025) Fire alarm upgrades at Stations #3 & #5. (2026) Fire alarm upgrades at Fire Station #6.

Parks: (2025) City Park fiber and camera installation. (2026) Pierce Park and Appleton Memorial Park fiber and camera installation.

PRFMD Facility: (2023) Design to replace generator. (2024) Replace generator and emergency power system. The current generator is 41 years old. Loss of power would result in an inability to provide some essential services.

Water Plant: (2022) Lake Station security gate replacement/upgrades.

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. We also hope that additional security will prevent vandalism and maintenance costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------------------------------|---------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| PRFM | Fire Stations | - | - | 50,000 | 50,000 | 50,000 | \$ 150,000 |
| | Parks | - | - | - | 125,000 | 125,000 | \$ 250,000 |
| | PRFMD | - | 50,000 | 300,000 | - | - | \$ 350,000 |
| Facilities Capital Projects | | - | 50,000 | 350,000 | 175,000 | 175,000 | \$ 750,000 |
| Water Utility | Water Plant | 200,000 | - | - | - | - | \$ 200,000 |
| Water Utility Capital Projects | | 200,000 | - | - | - | - | \$ 200,000 |
| Total - Safety & Security Upgrades | | \$ 200,000 | \$ 50,000 | \$ 350,000 | \$ 175,000 | \$ 175,000 | \$ 950,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| Planning | 50,000 | - | 10,000 | 25,000 | 25,000 | \$ 110,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 150,000 | 50,000 | 340,000 | 150,000 | 150,000 | \$ 840,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 200,000 | \$ 50,000 | \$ 350,000 | \$ 175,000 | \$ 175,000 | \$ 950,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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 its long-term goal of delivering 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 and construction could occur in 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 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|-------------|-------------|----------------------|-------------|-------------|----------------------|
| Valley Transit Transit Center | - | - | 10,000,000 | - | - | \$ 10,000,000 |
| Total - Valley Transit Capital Fund | \$ - | \$ - | \$ 10,000,000 | \$ - | \$ - | \$ 10,000,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|-------------|-------------|----------------------|-------------|-------------|----------------------|
| Planning | - | - | 800,000 | - | - | \$ 800,000 |
| Land Acquisition | - | - | - | - | - | - |
| Construction | - | - | 9,200,000 | - | - | \$ 9,200,000 |
| Other | - | - | - | - | - | - |
| Total | \$ - | \$ - | \$ 10,000,000 | \$ - | \$ - | \$ 10,000,000 |
| Operating Cost Impact | * N/Q | * N/Q | * N/Q | * N/Q | * N/Q | \$ - |

* N/Q = Not quantifiable

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Utility Maintenance and Equipment

PROJECT DESCRIPTION

Justification:

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.

Red Ramp Roof Fencing - Add additional fencing to the roof deck of the Red Ramp to ensure safety of ramp users and deter any potential dangerous behavior.

Structural Repairs/Preventative Maintenance - A 2020 Structural Condition Assessment Report was completed by Desman Design management, with \$12 million worth of structural repairs and preventive maintenance recommended to extend the useful lives of the City's three parking structures. Funds have been allocated in each year of our Capital Improvement Program in response to those recommendations. The Operating Budget also includes funds for Desman to assist the City in determining the best sequencing of the recommended work and develop corresponding bid documents.

Install enhanced on-street Wayfinding Signage - This project would coincide with the many proposed changes to the Parking facilities in the downtown area. The goal of the enhanced signage is to expand the overall coverage area of our wayfinding signs and more efficiently direct potential parking customers to an appropriate parking facility.

Discussion of operating cost impact:

Reduced operating and maintenance costs are anticipated as a result of the completion of the final phase of Red Ramp elevator replacements in 2022. Continued reductions in operating expenses are also expected with the conversion of our parking ramps to LED lighting systems.

DEPARTMENT COST SUMMARY

| DEPARTMENT | PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-------------------------------------------------|----------------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| | Red Ramp elevator replacement | 275,000 | - | - | - | - | \$ 275,000 |
| | Red Ramp roof fencing | 21,000 | - | - | - | - | \$ 21,000 |
| | On-street wayfinding signage | - | - | 100,000 | - | - | \$ 100,000 |
| | Structural repairs/preventative maint. | - | 350,000 | 1,600,000 | 1,700,000 | 1,700,000 | \$ 5,350,000 |
| Total - Parking Utility Capital Projects | | \$ 296,000 | \$ 350,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 5,746,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 296,000 | 350,000 | 1,700,000 | 1,700,000 | 1,700,000 | 5,746,000 |
| Total | \$ 296,000 | \$ 350,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 5,746,000 |
| Operating Cost Impact | \$ (50,000) | \$ (50,000) | \$ (50,000) | \$ (50,000) | \$ (50,000) | \$ (250,000) |

CITY OF APPLETON 2022 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. Beginning in 2008, composting was evaluated as a treatment alternative because it could alter Appleton wastewater biosolids classification under NR 204 from a Class-B to a Class-A material. A permitted Class-A biosolids compost operation had the potential to reduce the strains on existing onsite biosolids storage by providing a separate regulatory recognized storage. Since that time, the Wastewater Utility and the Appleton Department of Public Works 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 Utilities Department 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 Wisconsin Department of Natural Resources (WDNR) which provided operational guidelines to demonstrate the feasibility and assess costs for a cooperative composting operation. Approximately 80,000 cubic yards of compost material has been processed since the compost pad construction was completed in September 2010. 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 approached \$8M. The capital costs for a new compost facility exceeded \$16M. Regulatory factors were also included as part of this evaluation. For example, more stringent agricultural nutrient management standards targeting phosphorus reductions on land and the WDNR initiative to address the emerging contaminants known as perfluoroalkyl and polyfluoroalkyl substances (PFAS). More stringent regulatory standards and/or initiatives could have significant implications to how biosolids are managed throughout Wisconsin and elsewhere. The recommendation by Utilities Department staff was to proceed with an onsite biosolids storage building rather than proceed with the construction of a new compost facility. The foundation of this recommendation was based on the greater capital construction cost for compost facility, higher ongoing operational costs, and the regulatory uncertainty that would negatively impact future compost product distribution and sales.

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 but it comes at a greater cost. Developing compost markets could provide the ability to offset future operational costs through bulk compost sales. However, this is outweighed by the risk of establishing and maintaining reliable outlets including future regulatory limits that would negatively impact biosolids compost distribution.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Wastewater & Facilities Construction | 7,200,000 | - | - | - | - | \$ 7,200,000 |
| Total - Wastewater Capital Projects | \$ 7,200,000 | \$ - | \$ - | \$ - | \$ - | \$ 7,200,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Land Acquisition | - | - | - | - | - | \$ - |
| Engineering | - | - | - | - | - | \$ - |
| Construction | 7,200,000 | - | - | - | - | \$ 7,200,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 7,200,000 | \$ - | \$ - | \$ - | \$ - | \$ 7,200,000 |
| Operating Cost Impact | NQ * | NQ * | NQ * | NQ * | NQ * | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2022 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 2023. 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 included the payroll, time and attendance, human resources, cashing, and cash management modules and went live in 2019. The property tax collection module which was part of phase 2 was deferred until 2021 due to a change in the consultant and other vendor delays on the project. The parking ticket solution, which was scheduled for a later phase, was moved up to 2021 to meet the needs of the Parking Utility. Phase 3, which includes the work order, inventory, fixed assets, and fleet and facilities management modules, will begin in 2022. Phase 4, which includes the permit and code enforcement, business licensing, animal licensing, and GIS integration, is targeted for 2023, and Phase 5, which includes utility billing, special assessment, contract management, vendor and citizen self service, and debt management is slated for 2024.

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 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------------------------------------------------|-------------------|-------------------|-------------------|-------------|-------------|-------------------|
| IT ERP system | 325,000 | 250,000 | 250,000 | - | - | \$ 825,000 |
| Total - Information Technology Capital Projects Fund | \$ 325,000 | \$ 250,000 | \$ 250,000 | \$ - | \$ - | \$ 825,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|------------------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|
| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
| Planning | - | - | - | - | - | \$ - |
| Other | 325,000 | 250,000 | 250,000 | - | - | \$ 825,000 |
| Total | \$ 325,000 | \$ 250,000 | \$ 250,000 | \$ - | \$ - | \$ 825,000 |
| Operating Cost Impact | \$ 23,000 | \$ 46,000 | \$ 69,000 | \$ 69,000 | \$ 69,000 | \$ 276,000 |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Information Technology

PROJECT DESCRIPTION

Justification:

Wireless Upgrade: The controllers and access points for the wireless network at the wastewater plant are approximately 10 years old. Though they are still functional, they are currently unsupported and at risk of failure. This upgrade will improve reliability and enable us to take advantage of advances in technology. The funding needed for this project will be \$300,000 which includes licensing for 3 years.

Endpoint Switches: All of our switches will be 10 years old in 2023. This upgrade will enable us to take advantage of advances in technology and ensure secure, reliable operation of our network backbone in all City facilities.

Phone Upgrade: New technology has become available recently that will allow us to run our phone system on virtual servers, providing security and redundancy comparable to the rest of our network. This upgrade will require replacing our phones as well, but will reduce our licensing and support costs from over \$43,000 per year to approximately \$13,000, a savings of \$30,000 per year.

Discussion of operating cost impact:

If we build in the licensing for 3 years, the operating costs will be held steady until 2025 when the renewal would impact the operational budget for approximately \$20,000

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-------------------------------------------------|------------|------------|------------|------|------|------------|
| IT | | | | | | |
| Phone Upgrade | - | - | 175,000 | - | - | \$ 175,000 |
| Endpoint Switches | - | 250,000 | - | - | - | \$ 250,000 |
| Total - IT Capital Projects Fund | - | 250,000 | 175,000 | - | - | \$ 425,000 |
| IT | | | | | | |
| Wireless Upgrade | 300,000 | - | - | - | - | \$ 300,000 |
| Total - Wastewater Capital Proj | 300,000 | - | - | - | - | \$ 300,000 |
| Total - Information Technology Capital Projects | \$ 300,000 | \$ 250,000 | \$ 175,000 | \$ - | \$ - | \$ 725,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|------------|------------|------------|------|-----------|------------|
| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 300,000 | 250,000 | 175,000 | - | - | \$ 725,000 |
| Total | \$ 300,000 | \$ 250,000 | \$ 175,000 | \$ - | \$ - | \$ 725,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ 20,000 | \$ 20,000 |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Radio Communication Equipment

PROJECT DESCRIPTION

Justification:

In December 2020, the Appleton Fire Department was notified by Motorola that all portable radios would be changing third party certification from Factory Mutual to Underwriters Laboratory. This change comes at a significant cost to all organizations that purchased Motorola portable radios in the last ten years. The certification will require batteries and portable radios that have been third party certified to maintain intrinsically safe capabilities.

Due to this change in capability and for the health and safety of our emergency responders, the City will serve as a host agency and apply for a County-wide regional grant to fund a portion of this radio project through the Assistance to Firefighters Grant. The application process is currently closed, however, plans for the grant submittal will be conducted in early 2022 for all Fire Departments in Outagamie County. Should the County receive this grant, funding would be needed to meet the grant match requirement and fulfill the project requirements.

Based on previous experience with a regional radio grant, it could be expected that the Appleton Fire Department's match amount would be about 30% of the City's project total which is anticipated to be approximately \$320,000. Therefore, the match amount would be approximately \$96,000. The regional grant will be submitted multiple times over the next few years. If not granted, the full project cost will be the responsibility of the City in 2026.

Discussion of operating cost impact:

Since the department currently includes maintenance of communication equipment in our budget, no additional operating cost will be incurred.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Fire Equipment | - | 320,000 | - | - | - | \$ 320,000 |
| Total - Public Safety Capital Projects Fund | \$ - | \$ 320,000 | \$ - | \$ - | \$ - | \$ 320,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------------|-------------|-------------|-------------|-------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | - | 320,000 | - | - | - | \$ 320,000 |
| Total | \$ - | \$ 320,000 | \$ - | \$ - | \$ - | \$ 320,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Self-Contained Breathing Apparatus and Spare Bottles

PROJECT DESCRIPTION

Justification:

The Appleton Fire Department has established a 10-year replacement cycle for the inventory of self-contained breathing apparatus (SCBAs). Since the current inventory of SCBAs was purchased in 2013, they will be due for replacement in 2023. However, there is a potential revision of the standards related to this type of equipment, so the replacement of this equipment is being delayed until 2027. The department has approximately 63 SCBA units currently in service at a replacement cost of \$12,000 per unit. Plus, there are 50 air bottles in service at a replacement cost of \$1,500 per bottle. In addition, the six supplied air breathing apparatus (SABAs) will also need to be replaced at a cost of \$3,500 per unit. The total project cost expected in 2027 is \$852,000.

However, the Appleton Fire Department plans to participate in a regional grant for SCBA with other fire departments in Outagamie County. If approved, the City's portion of the grant match will be approximately \$170,400, which is reflected below. The department would plan to apply for this regional grant for the next 3-4 years. If we don't receive the grant, the department will be submitting the full amount of this request in 2027.

Discussion of operating cost impact:

This equipment will replace existing equipment, therefore, there is no expected operating cost impact.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Fire Equipment | - | 170,400 | - | - | - | \$ 170,400 |
| Total - Public Safety Capital Projects Fund | \$ - | \$ 170,400 | \$ - | \$ - | \$ - | \$ 170,400 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------------|-------------|-------------|-------------|-------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | - | 170,400 | - | - | - | \$ 170,400 |
| Total | \$ - | \$ 170,400 | \$ - | \$ - | \$ - | \$ 170,400 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Survey Instrument Replacements

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacements - Robotic Total Station (2023) and GPS Unit (2024)

The Robotic Total Station (2023) is a replacement for our oldest existing robotic unit that will be approximately 12 years old at the proposed time of replacement. Robotic total stations 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. Included with this survey instrument replacement is all the necessary software and auxiliary equipment.

The Survey grade GPS Unit (2024) would also allow for single user operation. 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.

Discussion of operating cost impact:

These survey instruments would allow us to more efficiently utilize existing staff to complete a larger volume of work without the need for additional survey staff.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-------------------------------------------------------|-------------|------------------|------------------|-------------|-------------|------------------|
| DPW Robotic Total Station / GPS | - | 45,000 | 25,000 | - | - | \$ 70,000 |
| Total - Public Works Capital Projects Fund | \$ - | \$ 45,000 | \$ 25,000 | \$ - | \$ - | \$ 70,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|------------------|------------------|-------------|-------------|------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | - | 45,000 | 25,000 | - | - | \$ 70,000 |
| Total | \$ - | \$ 45,000 | \$ 25,000 | \$ - | \$ - | \$ 70,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Mackville Landfill Monitoring Equipment

PROJECT DESCRIPTION

Justification:

The remediation of the closed City landfill occurred in the early to mid 1990's. Although there has been on-going operation, maintenance and monitoring of the site, components installed with the remediation are at or past their expected life span. These components include gas system control valves, gas blower, and condensate sumps. Per the DNR, this project was put on hold until a WDNR inspection, which occurred in June 2019, and two years of additional gas testing could be completed. Based on the November 2, 2020 WDNR site inspection and the two years of monitoring results, repairs and another year of additional testing are needed before the request for the conversion can be made.

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.

This CIP request is for costs related to the design, project management, and construction of an enhanced gas extraction system as well as surface emission monitoring and gas system monitoring in coordination with the Wisconsin Department of Natural Resources.

Discussion of operating cost impact:
No operating cost impact

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|------------------------------------|-------------------|------------------|------------------|-------------|-------------|-------------------|
| Sanitation | Gas Extraction System Improvements | 140,000 | 20,000 | 50,000 | - | - | \$ 210,000 |
| Total - Public Works Fund Capital Projects | | <u>\$ 140,000</u> | <u>\$ 20,000</u> | <u>\$ 50,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 210,000</u> |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|-------------------|------------------|------------------|-------------|-------------|-------------------|
| Planning | 40,000 | 20,000 | - | - | - | \$ 60,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 100,000 | - | 50,000 | - | - | \$ 150,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 140,000 | \$ 20,000 | \$ 50,000 | \$ - | \$ - | \$ 210,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Compressor Air Systems Replacement

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) utilizes compressed air for various processes, instrumentation, and for general use (e.g. tools). The existing compressed air system is comprised of (1) an Atlas Copco 40 HP, manufactured in 1993, and (1) a Kaiser 50 HP compressor, installed in 2003, that are the primary facility compressors along with (2) Saylor-Beall compressors, installed in 2001, that are used for back-up. The Atlas Copco compressor was purchased used, and was installed later by facility staff. The Saylor-Beall compressors only run if both of the primary compressors have failed. The Atlas Copco and Kaiser compressors currently operate in a lead/lag configuration with change-over happening every 24 hours. The existing Kaiser compressor has experienced numerous oil leaks and various service related issues in the past several years. The existing Atlas Copco has exceeded its useful life expectancy but continues to operate with minimal issues. However, the overall reduction in compressed air needs since the abandonment of the ultrafiltration membrane system in 2017 provides an opportunity to reduce the size of this compressor equipment. By doing so, it would provide the opportunity to reduce overall energy usage and prevent what would otherwise be short cycling of this equipment which reduces its useful life.

The increasing frequency of compressor mechanical issues and questions arising regarding required capacity and efficiency provided the basis of this CIP. An engineer was contracted in to provide an evaluation based on compressor unit current conditions and operating parameters, air system controls, capacity needs, load duty cycles, and energy consumption analyses. The intent of the evaluation was to consider the most technically and economically sound options that take into consideration all of the existing sub-systems. This CIP budget is based on the evaluation of replacement compressor alternatives that were provided as part of the preliminary engineering evaluation.

Discussion of operating cost impact:

New and appropriately sized air compressors will reduce annual operating costs and reduce staff and/or contractor costs that would otherwise be associated with maintenance activities.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Water Utility Engineering | 25,000 | - | - | - | - | \$ 25,000 |
| Equipment | 125,000 | - | - | - | - | \$ 125,000 |
| | - | - | - | - | - | - |
| Total - Water Utility Capital Projects Fund | \$ 150,000 | \$ - | \$ - | \$ - | \$ - | \$ 150,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Planning | 25,000 | - | - | - | - | \$ 25,000 |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 125,000 | - | - | - | - | \$ 125,000 |
| Other | - | - | - | - | - | - |
| Total | \$ 150,000 | \$ - | \$ - | \$ - | \$ - | \$ 150,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Motor Control Center Fire Protection

PROJECT DESCRIPTION

Justification:

The water plant has a motor control center (MCC) located centrally in the treatment building. The MCC has no other fire suppression system other than the building sprinkler system. A 2021 safety and risk report identified that a water sprinkler system could do extensive damage to the MCC in a fire. Due to the potential costs and the possibility of losing water production, this project is highly prioritized. The project will be performed in two phases. The first phase will include preliminary engineering to determine the type of system and the HVAC implications. The second phase will be the construction and integration phase.

Discussion of operating cost impact:

To be determined, if any, during engineering phase.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Water Utility Consulting | - | 16,000 | - | - | - | \$ 16,000 |
| Contractor Fees | - | 472,000 | - | - | - | \$ 472,000 |
| | - | - | - | - | - | \$ - |
| Total - Water Utility Capital Projects Fund | \$ - | \$ 488,000 | \$ - | \$ - | \$ - | \$ 488,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------------|-------------|-------------|-------------|-------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | - | 16,000 | - | - | - | \$ 16,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 472,000 | - | - | - | \$ 472,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 488,000 | \$ - | \$ - | \$ - | \$ 488,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Matthias Tower Hydraulic Upgrade

PROJECT DESCRIPTION

Justification:

The Matthias Water Tower needs to be modified in order to become a useful asset with the water distribution system. Currently, the hydraulic profile for the tower is inconsistent with the distribution system water pressures created at the water plant. As such, the water tower has to be pumped in order for it to turnover water. The existing water pump and ancillary equipment have reached their useful life.

This project will be completed with an engineering and a construction phase. The engineering phase will review two options to correct the hydraulic performance of the tower. The first alternative will be to replace the existing pumping station. The second alternative will be to raise the tower to the correct hydraulic grade line and allow the tower to perform without a pump station.

Following the analysis, the alternative with the least cost will be constructed.

Discussion of operating cost impact:

To be determined during preliminary engineering phase.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Water Utility Consulting | 45,000 | - | - | - | - | \$ 45,000 |
| Contractor Fees | 400,000 | - | - | - | - | \$ 400,000 |
| | - | - | - | - | - | - |
| Total - Water Utility Capital Projects Fund | \$ 445,000 | \$ - | \$ - | \$ - | \$ - | \$ 445,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Planning | 45,000 | - | - | - | - | \$ 45,000 |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 400,000 | - | - | - | - | \$ 400,000 |
| Other | - | - | - | - | - | - |
| Total | \$ 445,000 | \$ - | \$ - | \$ - | \$ - | \$ 445,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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 27 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. Therefore, the original functioning electrical hard wire relays remained untouched and are still in use today. However, the existing relays do not provide the diverse functional capabilities offered by present-day 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 2021 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 that include:

- Replacement and relocation of existing manual control panels which have degraded internal electrical components;

Discussion of operating cost impact:

New dewatering equipment with expanded functionality through technology improvements will provide more efficient operations, facilitate greater solids dewatering production capacity, and reduce maintenance costs currently associated with the 27 year old equipment.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Wastewater | | | | | | |
| Contractor Fees | 4,800,000 | - | - | - | - | \$ 4,800,000 |
| Total - Wastewater Utility Capital Projects | \$ 4,800,000 | \$ - | \$ - | \$ - | \$ - | \$ 4,800,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 4,800,000 | - | - | - | - | \$ 4,800,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 4,800,000 | \$ - | \$ - | \$ - | \$ - | \$ 4,800,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Blended Sludge Piping replacement

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) utilizes two 2.2 MG steel egg shaped anaerobic digesters (ESDs) to biologically reduce the solids mass comprised by raw sludge, thickened waste activated sludge, primary scum and hauled-in high-strength industrial waste. These wastes blended or co-mingled in the Raw Sludge Blending Tank before being pumped to primary digestion. Blended sludge is pre-heated by the Preliminary Heat Exchanger (HEX) loop located along the ceiling of MK Tunnel. It is comprised of eight 32.5 foot lengths of concentric, tube-in-tube carbon steel pipe with long sweeping 180 degree uninsulated return elbows (e.g. Victaulic grooved end couplings) that transfer the sludge from one length of the HEX to the other. Counter-current hot water flowing through the outside jacket raises the sludge temperature to 85°F at the outlet. This intern maintains the thermophilic temperature of 95°F within the ESDs which is required under the AWWTP WPDES permit.

In 2008 the uninsulated 180 degree elbows of the Preliminary HEX loop were replaced as a result of pinhole leak formation. However, within two years there was evidence of additional pinhole leaks in some of the replacement elbows along the grooved end joints. In 2011, all the 180 degree elbows were replaced with cement-lined flanged fittings. There has been an increase in the number of leaks in recent years which required repair or replacement of HEX loop spool pieces and associated Victaulic couplings resulting from corrosion. The increase lead to the decision to temporary remove the system from service until a replacement project occurred. Operational experience over the past year without the use of Preliminary HEX system validated the ability to maintain heating demands of the ESDs by relying upon the Primary HEXs located in the lower level of K-Building (L2). However, this means of heating provides no back-up or redundancy when the Primary HEXs would encounter a failure. This CIP will restore the originally designed heating capacity and redundancy by replacing the existing Preliminary HEX with a more corrosion resistant material. Additionally, this project will include within the scope of work the replacement of ductile iron blended sludge pipe in MK-Tunnel where similar impacts from corrosion have occurred and exterior recladding of the Raw Sludge Blending Tank. The specified replacement pipe will have a corrosion resistant interior coating similar to that utilized in pipe replaced as part of the 2019 AWWTP Improvements Project.

Discussion of operating cost impact:

Project will restore operational redundancy and reliability that was designed as part of original construction in 1990.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-------------------------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Wastewater Engineering | 50,000 | - | - | - | - | \$ 50,000 |
| Construction | 400,000 | - | - | - | - | \$ 400,000 |
| | | | | | | \$ - |
| Total - Wastewater Capital Projects Fund | \$ 450,000 | \$ - | \$ - | \$ - | \$ - | \$ 450,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------|-------------|-------------|-------------|-------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | 50,000 | - | - | - | - | \$ 50,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 400,000 | - | - | - | - | \$ 400,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 450,000 | \$ - | \$ - | \$ - | \$ - | \$ 450,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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. Given this is a developer owned lift station, the intent is to transition this CIP to a substantially smaller O&M project in 2022 that will focus on replacing one or both existing pumps including specific electrical components that may have reached their useful life or are a potential source of failure.

Glacier Ridge Lift Station: DPW is moving forward with the preliminary engineering of a gravity sewer that would extend along Broadway and south/southeast through Plamann Park to the connecting trunk sewer on Ballard Road near Hwy E/Apple Creek Road. This work involves WDNR approval to construct through designated wetland areas with either open trench or micro-tunneling. A wetland delineation is set to occur in 2022 and will be submitted to WDNR with the proposed construction plan for approval. The anticipated timeline for review, approvals, and construction would not occur until at the earliest 2024 based on current projections. The \$400,000 budgeted for lift station work (relocate electrical panel within a new building away from hillside) has been moved to 2024 to align with the previously mentioned and serves as a fallback in the event the preferred gravity sewer option is not approved.

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 2025 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 systems will restore proper function to the station and reduce personnel service time and emergency calls that will be reallocated to other lift stations.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------------------------|-------------|-------------|-------------------|-------------------|-------------|-------------------|
| Wastewater | | | | | | |
| Glacier Ridge | - | - | 400,000 | - | - | \$ 400,000 |
| Summer St | - | - | - | 400,000 | - | \$ 400,000 |
| Total - Wastewater Utility Capital Projects | \$ - | \$ - | \$ 400,000 | \$ 400,000 | \$ - | \$ 800,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------|-------------------|-------------------|-------------|-------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | - | - | 40,000 | 40,000 | - | \$ 80,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 360,000 | 360,000 | - | \$ 720,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 400,000 | \$ 400,000 | \$ - | \$ 800,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Redundant Fiber Optic Line

PROJECT DESCRIPTION

Justification:

The wastewater plant Supervisory Control and Data Acquisition (SCADA) system is utilized by operations staff to monitor and control various field devices and equipment within the Appleton Wastewater Treatment Plant (AWWTP) that include but is not limited to pumps, motors, tanks, sensors, and analyzers. The remote data and information obtained from the previously mentioned assets is conveyed through the use of a fiber optic communications line. The stored data is retrieved and utilized for regulatory reporting purposes as a function of the AWWTP Wisconsin Pollution Discharge Elimination System (WPDES) permit. The data is also used by staff to generate customized reports and graphs to evaluate short and long-term operational trends that serve as a valuable tool to optimize treatment.

The existing fiber optic line is over 20 years old and no longer capable of providing a reliable means of facilitating network communication or control throughout the facility. A temporary Category 5 (Cat-5) communication line was installed as a back-up to the fiber optic line but is not intended to be a long-term solution. This project will replace the Cat-5 lines with a new fiber optic cable to restore uninterrupted and reliable communication.

Discussion of operating cost impact:

An unreliable or faulty SCADA communication network will contribute to the inability to effectively monitor and control treatment plant operations. Reliable SCADA communication is critical to sustaining cost effective treatment and uninterrupted WPDES permit compliance.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|------------------|------------------|-------------|-------------|-------------|------------------|
| Wastewater Consulting | 10,000 | - | - | - | - | \$ 10,000 |
| Construction | | 50,000 | - | - | - | \$ 50,000 |
| Total - Wastewater Capital Projects | \$ 10,000 | \$ 50,000 | \$ - | \$ - | \$ - | \$ 60,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|------------------|-------------|-------------|-------------|------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | 10,000 | - | - | - | - | \$ 10,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 50,000 | - | - | - | \$ 50,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 10,000 | \$ 50,000 | \$ - | \$ - | \$ - | \$ 60,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Grit Trap Vortex System Drive Replacement

PROJECT DESCRIPTION

Justification:

AWWTP preliminary treatment is comprised by three mechanical bar screens and two vortex grit chambers. Raw wastewater enters the Grit and Screenings Building from which it flows through one of three mechanical bar screens where objects larger than 1/4 inch in diameter are removed. The wastewater then flows into one or both of the vortex grit removal chambers. Air can be diffused into the channels ahead of the grit chambers to keep most of the particulate organic material in suspension. Wastewater enters the vortex chamber tangentially, flows around the conical tank and exits parallel to the inlet. The heavy mineral solids or grit settle out within the lower hopper from which it is transferred by self-priming centrifugal pumps to the washing and classification system located inside of B-Building. With sloping sides and specially arranged impeller, the grit vortex trap provides maximum separation of heavier or denser grit while rejecting larger and lighter solids, which remain in the water flow for further treatment. Removing these heavy solids protects the rest of the downstream plant from wear, ensuring greater efficiency and reduced maintenance for the rest of the plant.

The original grit vortex system drive units are over 20 years old and have reached their useful life. Continuous operation has contributed to wear on interior drive gears and bearings including the exterior of components (i.e. impellor or paddles) that are in direct contact with abrasive grit. This CIP will replace components with in-kind original equipment manufacturer (OEM) equipment which has proven to be robust and reliable.

Discussion of operating cost impact:

Replacing the existing grit removal system components will restore proper function and reliability. It will also reduce personnel service time that will be reallocated to other maintenance needs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------------------------|-----------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Wastewater | Engineering | 33,750 | - | - | - | - | \$ 33,750 |
| | Contractor Fees | 225,000 | - | - | - | - | \$ 225,000 |
| Total - Wastewater Utility Capital Projects | | \$ 258,750 | \$ - | \$ - | \$ - | \$ - | \$ 258,750 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------|-------------|-------------|-------------|-------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | 33,750 | - | - | - | - | \$ 33,750 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 225,000 | - | - | - | - | \$ 225,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 258,750 | \$ - | \$ - | \$ - | \$ - | \$ 258,750 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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. Trail connections have been added at McDonald Street, Scheig Center, and the Ice Center. 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. In 2019, the Comprehensive Outdoor Recreation Plan (CORP) was completed and adopted by Council.

The 2015 master plan and 2019 CORP included the following recommendations:

2026 - Design for Memorial Park improvements- Parking lot, pavilion, and splash pad.

The original pavilion is located in a location that once planned for access from the south side of the park. The location of the pavilion and parking lot poorly serves the current universal playground and fields.

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 | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-------------------------------------------------|--------------|-------------|-------------|-------------|-------------|-------------------|-------------------|
| PRFMD | Design | - | - | - | - | 125,000 | \$ 125,000 |
| | Construction | - | - | - | - | - | \$ - |
| Total - Facilities Capital Projects Fund | | \$ - | \$ - | \$ - | \$ - | \$ 125,000 | \$ 125,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------|-------------|-------------|-------------------|-------------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | 125,000 | \$ 125,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ - | \$ - | \$ 125,000 | \$ 125,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park ADA Improvements

PROJECT DESCRIPTION

Justification:

The objective of this request is to assess and repair 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 include facilities such as pavilions, trails, playgrounds, parking lots, aquatics, ball fields, golf course, Scheig Center, and shoreline access.

An ADA assessment update of recreational facilities was completed in 2021. This CIP addresses any deficiencies found in the ADA assessment. Each CIP request will focus on reconstruction of sidewalks/hardscapes, playgrounds, access to site amenities, and ensuring the restrooms and pavilions meet all ADA requirements. The exact locations will be defined in the 2021 ADA assessment.

Discussion of operating cost impact:

Since these improvements are changes to existing facilities, there are no operating cost impacts.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| PRFM | ADA Improvements | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | \$ 125,000 |
| Total - Facilities Capital Projects | | <u>\$ 25,000</u> | <u>\$ 25,000</u> | <u>\$ 25,000</u> | <u>\$ 25,000</u> | <u>\$ 25,000</u> | <u>\$ 125,000</u> |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Planning | | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | \$ 125,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 125,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park Development

PROJECT DESCRIPTION

Justification:

This funding request includes the development of park properties.

Lundgaard Park:

Design Services - (2022-2023) Design for new park. During 2020, the park was named after Mitch Lundgaard as Lundgaard Park. In 2021, input was gathered by stakeholders and residents to develop a conceptual plan to fully develop the park. This plan will be utilized to apply for grants and seek donations. If proper funding is obtained, design and construction will begin.

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 | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|----------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| PRFM | Lundgaard Park | 100,000 | 100,000 | - | - | - | \$ 200,000 |
| Total - Facilities Capital Projects | | \$ 100,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ 200,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|-------------------|-------------------|------------------|-----------------------------|------------------|-------------------|
| Planning | 100,000 | 100,000 | - | 25,000 | - | \$ 200,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 100,000 | \$ 100,000 | \$ - | \$ 25,000 | \$ - | \$ 200,000 |
| Operating Cost Impact | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 75,000 |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Pavilion and Recreational Facilities

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department (PRFMD) currently maintains 21 restroom buildings or restroom/pavilion buildings. In-house staff and consultants routinely perform condition assessments on these buildings and specific systems. PRFMD also completes master plans for each park which determine current and future needs. These requests are based on the outputs of park planning (CORP) and condition assessments which include: renovating, replacing, or building new pavilions or other park amenities.

Einstein Park: Pavilion Demolition - (2022) Park facility condition assessments found the pavilion is in overall poor condition including structure, envelope, flooring, plumbing fixtures, and toilet partitions, and does not meet accessibility requirements. This project will demolish the Einstein Park pavilion and restore the site. The decision to remove and not replace the pavilion is a result of the current location which does not serve the park well. In addition, due to the location of the park to the school, school administrators have requested the restrooms at the pavilion remain locked during school hours. Finally, the current usage at the current location does not justify a new pavilion at this time. If the need arises in the future, we would look at placing the pavilion at a different location within the park.

Park Fountains: Fountain Restoration - (2025) This project is to repair and make masonry upgrades to the fountains in City Park and Houdini Plaza.

Pierce Park: Pavilion Renovation - (2024) This project will make needed renovations to the Pierce Park pavilion and restroom building. These renovations will include but not limited to: exterior facade repairs, door replacements, plumbing upgrades, bathroom upgrades, electrical upgrades, lighting upgrades, and ADA modifications.

Telulah Park: Pavilion Renovation - (2022) This project will make needed renovations to the Telulah Park large and small pavilions. These renovations will include but not limited to: exterior facade repairs, door replacements, plumbing upgrades, bathroom upgrades, electrical upgrades, lighting upgrades, and ADA modifications.

Discussion of operating cost impact:

Renovations to existing pavilions are not expected to have any impact on operating cost.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|----------------|-------------------|-------------|-------------------|-------------|-------------|-------------------|
| PRFM | Einstein Park | 40,000 | - | - | - | - | \$ 40,000 |
| | Park Fountains | - | - | 50,000 | - | - | \$ 50,000 |
| | Pierce Park | - | - | 200,000 | - | - | \$ 200,000 |
| | Telulah Park | 200,000 | - | - | - | - | \$ 200,000 |
| Total - Facilities Capital Projects | | \$ 240,000 | \$ - | \$ 250,000 | \$ - | \$ - | \$ 490,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|-------------------|-------------|-------------------|-------------|-------------|-------------------|
| Planning | 20,000 | - | 150,000 | - | - | \$ 170,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 220,000 | - | 100,000 | - | - | \$ 320,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 240,000 | \$ - | \$ 250,000 | \$ - | \$ - | \$ 490,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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, benches, safety surfacing, shade amenities 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 \$2.3 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.

Alicia Park: Upgrade Playground - (2026) Playground upgrades - \$125,000

Green Meadows Park: Upgrade Playground - (2025) New playground equipment - \$90,000

Highview Park: Upgrade Playground - (2025) New playground equipment - \$90,000

Telulah Park: Upgrade Playground - (2024) Playground upgrades and rubberized/synthetic surfacing - \$450,000.

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 | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|---------------|-------------|-------------|-------------------|-------------------|-------------------|-------------------|
| PRFM | Alicia | - | - | - | - | 125,000 | \$ 125,000 |
| | Green Meadows | - | - | - | 90,000 | - | \$ 90,000 |
| | Highview | - | - | - | 90,000 | - | \$ 90,000 |
| | Telulah Park | - | - | 450,000 | - | - | \$ 450,000 |
| Total - Facilities Capital Projects | | \$ - | \$ - | \$ 450,000 | \$ 180,000 | \$ 125,000 | \$ 755,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|-------------|-------------|-------------------|-------------------|-------------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 450,000 | 180,000 | 125,000 | \$ 755,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 450,000 | \$ 180,000 | \$ 125,000 | \$ 755,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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:

- 2023 - Pave cart paths phase 1 - \$25,000
- 2023 - Concession equipment upgrades - \$30,000
- 2024 - Exterior signage - message center - \$40,000
- 2025 - Pave cart paths phase 2 - \$35,000
- 2026 - HVAC Upgrades for Clubhouse - \$80,000

** 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 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-------------------------------------------|-------------|------------------|------------------|------------------|------------------|-------------------|
| PRFM | | | | | | |
| Paved Paths | - | 25,000 | - | 35,000 | - | \$ 60,000 |
| Master Planning | - | - | - | - | - | \$ - |
| Exterior Signage | - | - | 40,000 | - | - | \$ 40,000 |
| Concession Equip. | - | 30,000 | - | - | - | \$ 30,000 |
| HVAC Upgrades | - | - | - | - | 80,000 | \$ 80,000 |
| Total - Reid Municipal Golf Course | \$ - | \$ 55,000 | \$ 40,000 | \$ 35,000 | \$ 80,000 | \$ 210,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------------------|-------------|------------------|------------------|------------------|------------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 55,000 | 40,000 | 35,000 | 80,000 | \$ 210,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 55,000 | \$ 40,000 | \$ 35,000 | \$ 80,000 | \$ 210,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Sport Courts

PROJECT DESCRIPTION

Justification:

In 2019, the Comprehensive Outdoor Recreation Plan (CORP) was adopted by Council. Included in the CORP was a Citywide assessment of all sport courts. The courts included in the assessment were basketball, tennis, and pickleball courts. The study included a Citywide needs analysis along with a condition assessment for existing courts. The study identified several areas of need which is the basis of this request. The CORP identified a plan to address the addition/renovation/removal of sport courts throughout the entire City of Appleton. The plan established "service areas" throughout the City and identified additional sport courts, renovations and removals to provide recreational opportunities.

Green Meadows:

New Courts- (2022) Design and construction of new basketball and tennis courts - \$275,000

Jaycee Park:

New Courts- (2026) Design, permitting, and other approvals for new basketball and tennis courts - \$35,000

Pickle Ball Complex:

Create New Pickle Ball Complex- (2022) Construct Pickleball complex - \$500,000. The funding for this complex is expected to be paid through a private donation.

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 | | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|---------------|-------------------|-------------|-------------|-------------|------------------|-------------------|
| PRFMD | Green Meadows | 275,000 | - | - | - | - | \$ 275,000 |
| | Jaycee Park | - | - | - | - | 35,000 | \$ 35,000 |
| | Pickle Ball | 500,000 | - | - | - | - | \$ 500,000 |
| Total - Facilities Capital Projects | | \$ 775,000 | \$ - | \$ - | \$ - | \$ 35,000 | \$ 810,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|-------------------|-------------|-------------|-------------|------------------|-------------------|
| Planning | 50,000 | - | - | - | - | \$ 50,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 725,000 | - | - | - | 35,000 | \$ 760,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 775,000 | \$ - | \$ - | \$ - | \$ 35,000 | \$ 810,000 |
| Operating Cost Impact | * N/Q | * N/Q | * N/Q | * N/Q | * N/Q | \$ - |

* N/Q = Not quantifiable

CITY OF APPLETON 2022 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. In 2014, the Parks, Recreation and Facilities Management department collaborated with a non-profit group interested in preserving and enhancing public art. Since 2014, the group has provided an inventory and general condition assessment of the various statues and monuments. 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
- Houdini Walking Tour Plaques (throughout City)

The non-profit group 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 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|-------------|-------------|------------------|-------------|------------------|------------------|
| PRFM Various | - | - | 30,000 | - | 30,000 | \$ 60,000 |
| Total - Facilities Capital Projects | \$ - | \$ - | \$ 30,000 | \$ - | \$ 30,000 | \$ 60,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|-------------|-------------|------------------|-------------|------------------|------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 30,000 | - | 30,000 | \$ 60,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 30,000 | \$ - | \$ 30,000 | \$ 60,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2022 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, DPW, and East Central Wisconsin Regional Planning Commission to identify trails and trail connections in the City of Appleton that meet the growing interest and demand for trails. A trails master plan was completed and adopted in 2017.

Lutz Trail: This trail will redevelop the riverwalk trail and shoreline in Lutz Park between Cedar Street and the Appleton Yacht Club. (2022) Design services for Lutz Trail will include: design, permitting approvals, and grant applications - \$50,000 (2024) Construction of Lutz trail - \$700,000. These costs will be partially offset by the Lutz Park Special Revenue Fund which currently has a balance of \$153,129.

WE Energies Trail: The WE Energies Trail will connect South Oneida Street to Hoover Park and Woodland Park. (2024) Construction of WE Energies Trail - \$1,216,300. (Note: project will utilize approximately \$516,300 of funding from a TAP Grant).

Discussion of operating cost impact:

Additional operating costs would be required to address the new trails and trail connections.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|--------------------------------------------|------------------|-------------|---------------------|-------------|-------------|---------------------|
| PRFM Lutz Trail | 50,000 | - | 700,000 | - | - | \$ 750,000 |
| WE Energies Trail | - | - | 1,216,300 | - | - | \$ 1,216,300 |
| Total - Facilities Capital Projects | \$ 50,000 | \$ - | \$ 1,916,300 | \$ - | \$ - | \$ 1,966,300 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------|------------------|-------------|---------------------|-------------|-------------|---------------------|
| Planning | 50,000 | - | - | - | - | \$ 50,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 1,916,300 | - | - | \$ 1,916,300 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 50,000 | \$ - | \$ 1,916,300 | \$ - | \$ - | \$ 1,966,300 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ 2,000 | \$ 2,000 | \$ 4,000 |