

City of Appleton, Wisconsin



2023 ADOPTED BUDGET AND SERVICE PLAN

Developed by:

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City of Appleton 2023 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 | | | | | |
| 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 5, 2022

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

Dear Fellow Appletonians,

Enclosed is the 2023 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 Jeri Ohman, Deputy Finance Director Katie Demeny, Budget and Accounting Manager Lee Thomas, Enterprise Accounting Manager Kelli Rindt, and Data Analyst Johanna Kopecky. 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.

Extraordinary inflation has placed serious pressure on just about every facet of the City's budget – from equipment to energy, facilities to personnel. Though the City of Appleton reached a net-new-construction rate of 1.9 percent, which was better than the statewide average, the Consumer Price Index (CPI) increased at a rate of over 8 percent. This growing gap between the overall rate of inflation and the City's tax levy for operations continues to force the City to adjust or reduce services to our residents and to defer necessary maintenance on our infrastructure.

As an employer of over 640 full time staff and hundreds more seasonal and part time employees, the City of Appleton has also faced increasing wage pressure. Competition among municipalities, and even across sectors, has presented challenges in retaining current, and recruiting new, employees. We recently completed an organization-wide compensation and classification study, which has reinforced the need for continued emphasis on appropriately compensating our workforce. To that end, the leadership team has worked to reallocate funds internally to support a recommended 5 percent merit-based increase for non-represented employees. As a point of emphasis: this increase is being made possible primarily by reallocation of existing budget funds.

The City of Appleton continues to make significant investments in information technology, from security to public user experience. Technological advancements and an evolving software-as-a-service business model necessitate more transitions to cloud-based services. This will present both opportunities and challenges as we move forward. In part, this transition over time will

reduce the City's capital liability for servers and other IT infrastructure and improve security, however, it will also put more pressure on already constrained operating budgets.

Despite the many financial pressures beyond our control, the enclosed budget reflects the City of Appleton's continued commitment to delivering excellent services that meet the community's needs and enhance quality of life for all. The City's leadership team and employees continue to rise to the challenges before us, and this budget was no exception.

The 2023 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. With this budget, we also seek to improve Appleton's competitive position as a premier municipality not only in our region, but also statewide.

GENERAL OBLIGATION DEBT MANAGEMENT

The 2023 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. With rising interest rates, our work to stabilize municipal debt is well-timed and will serve our residents well. Effectively, our debt management plan is sunsetting a period of aggressive capital borrowing just as interest rates rebound from historic lows. Continued results of this plan, including improvements in the trend over time can be observed on the chart on page 589.

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. Exploration of maintenance funding options such as a Transportation Utility, as initiated by the Common Council in fall 2021, though currently on hold as of publishing of the 2023 Executive Budget and Service Plan, are reflective of the need to find fiscally responsible and sustainable ways to keep up our infrastructure.

DEBT SERVICE

While G.O. debt service costs continue their upward trend due to past borrowing, as discussed previously, considerable effort has been made 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 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 2023 Budget, total G.O. debt service costs are scheduled to be \$14,693,353, an increase of \$2,553,671 over the 2022 budgeted payments of \$12,139,682. The property tax levy necessary to support this increase rose \$2,563,397 (23.6%) from \$10,874,291 in the 2022 Budget to \$13,437,688 in 2022.

Total G.O. debt outstanding on December 31, 2022 is projected to be \$86,597,125 compared to \$80,946,625 outstanding on December 31, 2021, an increase of \$5,650,500. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$375,575,820 as well as the City's guideline of 40% of this amount of \$150,230,328.

For 2023, \$19,978,529 in G.O. bonds and notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$5,415,929), facility construction and improvements (\$11,822,500), equipment (\$715,100), and parks and trails (\$2,025,000). Of the amount borrowed, \$2,998,776 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 2023 can be found in the "Five Year Plan" section of this Budget.

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 2023 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 2023 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 TIF 11 and \$21,000 included in 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

The following section provides an overview of budget activity across the major sections of the budget:

- General fund revenues and expenditures both totaled \$68,946,539 in the 2023 Budget, an increase of \$2,738,084 or 4.13%. The revenue increase is attributable mainly to the allowable increase in the property tax levy along with the closing of TIF #6.
- The general fund tax levy increased \$744,720, or 2.00%, to \$37,824,720 in the 2023 Budget. At the same time, the tax levy for debt service increased \$2,563,397, or 23.6%, to \$13,437,688. Overall, the tax levy for the City is expected to increase \$3,308,117, or 6.61% in 2023. This increase is within State-imposed levy limits.
- Tax Rates – The City’s equalized value increased 12.31% to \$7,511,516,400 in 2022. The City’s estimated assessed values are projected to grow a more modest 0.40%. Applying the 2022 total estimated assessed value (excluding TIDs) of \$5,630,285,174 to the tax levy results in the following projected assessed tax rates:
 - Outagamie County – \$9.48, an increase of 58 cents, or 6.56%
 - Calumet County – \$9.46, an increase of 35 cents, or 3.79%
 - Winnebago County – \$9.24, an increase of 49 cents, or 5.60%

On an equalized value basis, the tax rate is projected to be \$7.52, a decrease of 34 cents, or 4.27%.

Contingency Funds

- All unused contingency funds in the General Administration section of the Budget are again anticipated to be carried over from 2022 to 2023. Estimated balances in the contingency funds available for carryover at the conclusion of 2022 include:

| | |
|-------------------------|-------------|
| ○ State Aid Contingency | \$812,267 |
| ○ Operating Contingency | \$402,298 |
| ○ Fuel Contingency | \$137,315 |
| ○ Wage Reserve | \$1,200,057 |
- Included in the General Administration section of the 2023 Budget is the addition of \$17,500 to the wage reserve for increases based on results from the compensation and classification study.

Utilities

- Water – The Budget includes \$350,000 for clearwell repairs and \$300,000 for the removal of a valve at the Lake Station to improve hydraulic performance. The meter operations budget includes \$83,000 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 \$40,000 for the on-going purchase of hydrant diffusers and supplies to meet Wisconsin DNR requirements for chlorine reduction during hydrant flushing. Additionally, this budget includes \$1,150,00 for equipment updates at the Water Treatment Facility that were identified during the Corrosion Control study, \$450,000 to upgrade chemical storage, and \$725,000 to replace the parking lot at the Treatment Facility. Water Utility infrastructure improvements planned for 2023 include \$2,300,000 for the replacement of aging distribution and transmission mains. There are no planned water rate increases for 2023.
- Wastewater – The 2022 Budget includes an additional \$4,900,000 for belt filter upgrades and replacements project that was part of the 2022 budget, and \$4,200,000 for Blended Sludge Piping and HEX replacement. The Budget also includes \$1,875,000 for multiple building and grounds improvement and replacement projects at the treatment facility. Finally, included in the Budget is \$1,600,000 for the replacement of aging mains of the wastewater collection system. In accordance with the recommendations from the 2020 rate study, the 2023 Budget includes a rate increase of 4% for general service and 5% for the special hauled waste program. The rate increase is necessary for continuing support of needed 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 \$3,600,000 to ongoing infrastructure improvements and \$1,500,000 for pond construction and other land needs to support best management practices. The budget also includes a \$375,000 transfer to CEA for leaf vacuum equipment upgrades to facilitate a new leaf collection process that will begin in the fall of 2022. There are no planned stormwater rate increases for 2023.

Personnel

Included in the 2023 Executive Budget are the following personnel additions:

- Finance Department – A full-time Finance Associate position to support the continuation of data analysis and additional grant application support for all departments.
- Information Technology – The elimination of a Software Engineer position and the addition of a Deputy Director position to adjust to changing work processes within the department.

- Fire Department – The elimination of a Resource Development Specialist position and the addition of a Battalion Chief – EMS position to focus on developing and updating policies and programs for the benefit of the community.
- Health Department – The addition of an Environmentalist position to meet statutory, contractual, and Municipal Code requirements. This position will be funded with DHS ARPA grant funds in the first year, with subsequent years funded by additional revenue in the Environmental Health program.
- Police Department – The elimination of a Police Communications position and the addition of a Traffic Safety Officer to continue the pilot program on a permanent basis.

Other changes approved by Council during 2022 included:

- The increase of the Purchasing Clerk positions in the Department of Public Works from 1.5 FTE to 2.0 FTE.
- The addition of 1.0 FTE position at Valley Transit for a Safety and Compliance Specialist.
- The change of the Civilian Fire Protection Engineer (1.0 FTE) to a Public Education Specialist/Civilian Fire Inspector (1.0 FTE).
- The addition of a 0.20 FTE HR/IT Administrative Support Assistant in the Information Technology Department.

CAPITAL IMPROVEMENT PROGRAM

Highlights of the 2023 Capital Improvement Projects (CIP) not discussed prior are as follows:

- Construction will begin on the library renovation which is expected to break ground in the spring of 2023. Included in this Budget is \$13,500,000 for construction in 2023 with the project expected to be completed in early 2024. This is the final tranche of City funding for the project.
- As discussed previously, maintaining and improving public infrastructure remains a top priority of the City as this Budget invests over \$8,400,000 in road, bridge, and sidewalk improvement projects. Additionally, as previously discussed, approximately \$10,450,000 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 2023 Budget includes investments in the following areas: \$1,725,000 for HVAC upgrades at Municipal Services Building, Fire Station #6, and Wastewater Treatment Plant; and \$1,475,000 for trails and roads in Telulah and Peabody Parks, roads at the Wastewater Treatment Plant, and the parking lot at the Water Utility.

- Quality of life improvements in the 2023 Budget focus on maintaining our parks and expanding our trail systems. This budget promotes the expansion of our park system by including \$2,000,000 for the development of Lundgaard Park, which will be supplemented by an outside fundraising campaign.
- Public Safety improvements include \$532,000 to replace radio communication equipment, used by the Fire Department. A portion of the cost, \$217,700, will be funded with a grant award through the Assistance to Firefighters Grant (AFG).

CONCLUSION

The 2023 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 continues the practice of 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,

A handwritten signature in black ink, appearing to read 'Jacob A. Woodford', with a long horizontal flourish extending to the right.

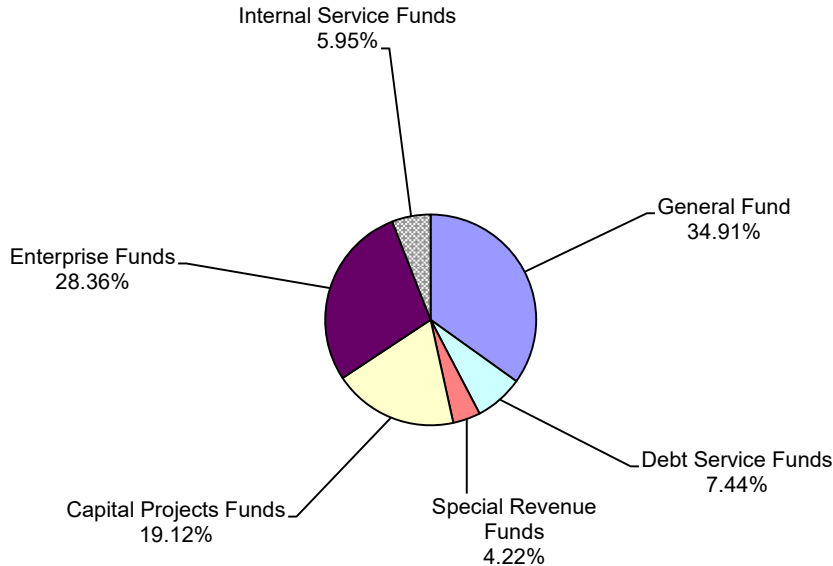
JACOB A. WOODFORD
Mayor of Appleton

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CITY OF APPLETON 2023 BUDGET

EXPENDITURE BY FUND GROUP

\$197,507,180



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

Katie Van Zeeland

COUNCIL MEMBERS

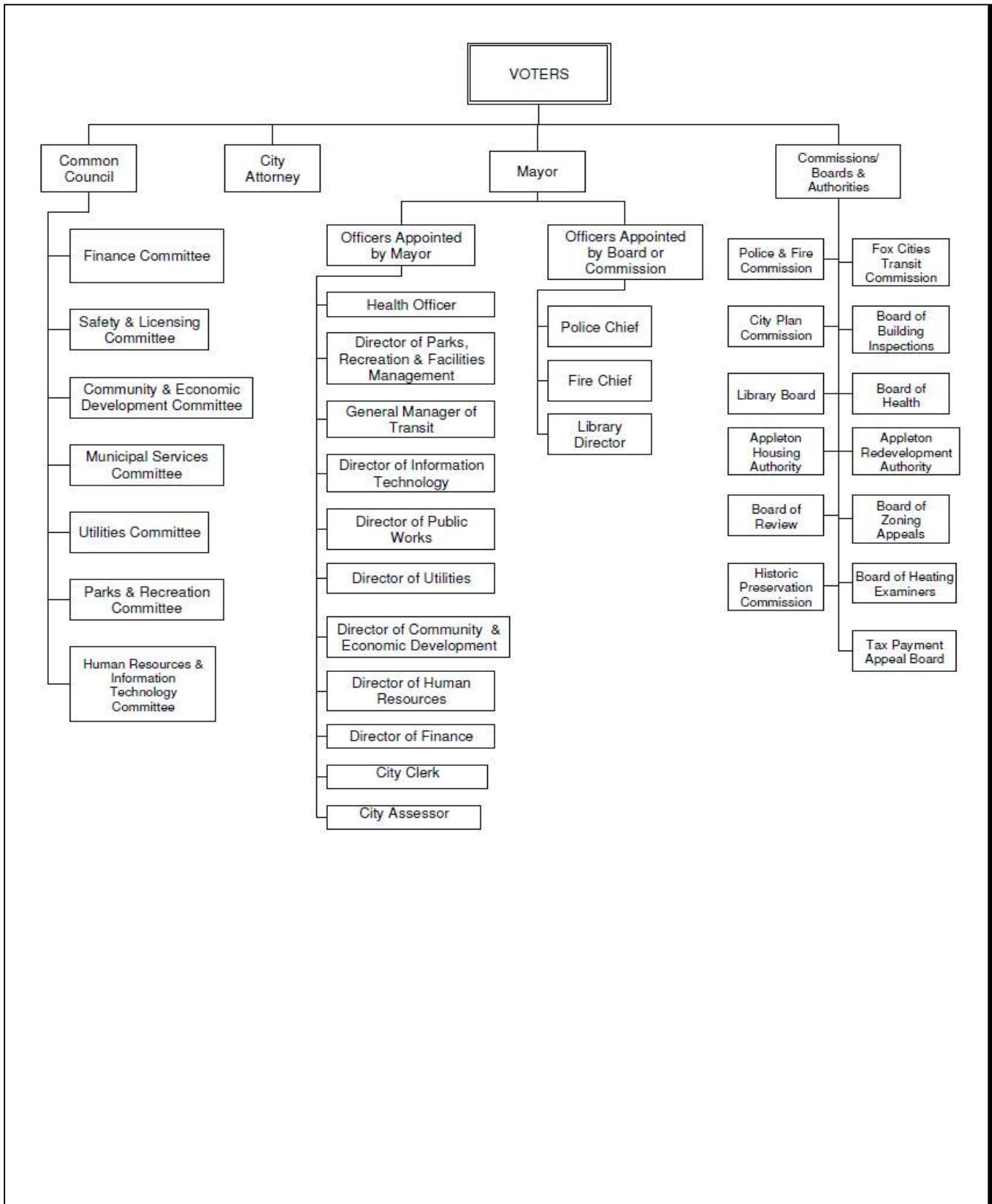
| | | | |
|-------------|--------------------|--------------|--------------------|
| District 1: | William J. Siebers | District 9: | Alexander Schultz |
| District 2: | Vered Meltzer | District 10: | Vaya Jones |
| District 3: | Brad Firkus | District 11: | Kristin Alfheim |
| District 4: | Israel Del Toro | District 12: | Nate Wolff |
| District 5: | Katie Van Zeeland | District 13: | Sheri Hartzheim |
| District 6: | Denise D. Fenton | District 14: | Christopher Croatt |
| District 7: | Maiyoua Thao | District 15: | Chad Doran |
| District 8: | Joss Thyssen | | |

DEPARTMENT HEADS

| | |
|---|---------------------|
| Director of Human Resources | Jay M. 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 | Corey J. Popp |
| Police Chief | Todd L. Thomas |
| Director of Public Works | Danielle L. Block |
| Health Officer | Charles E. Sepers |
| Director of Finance | Jeri A. Ohman |

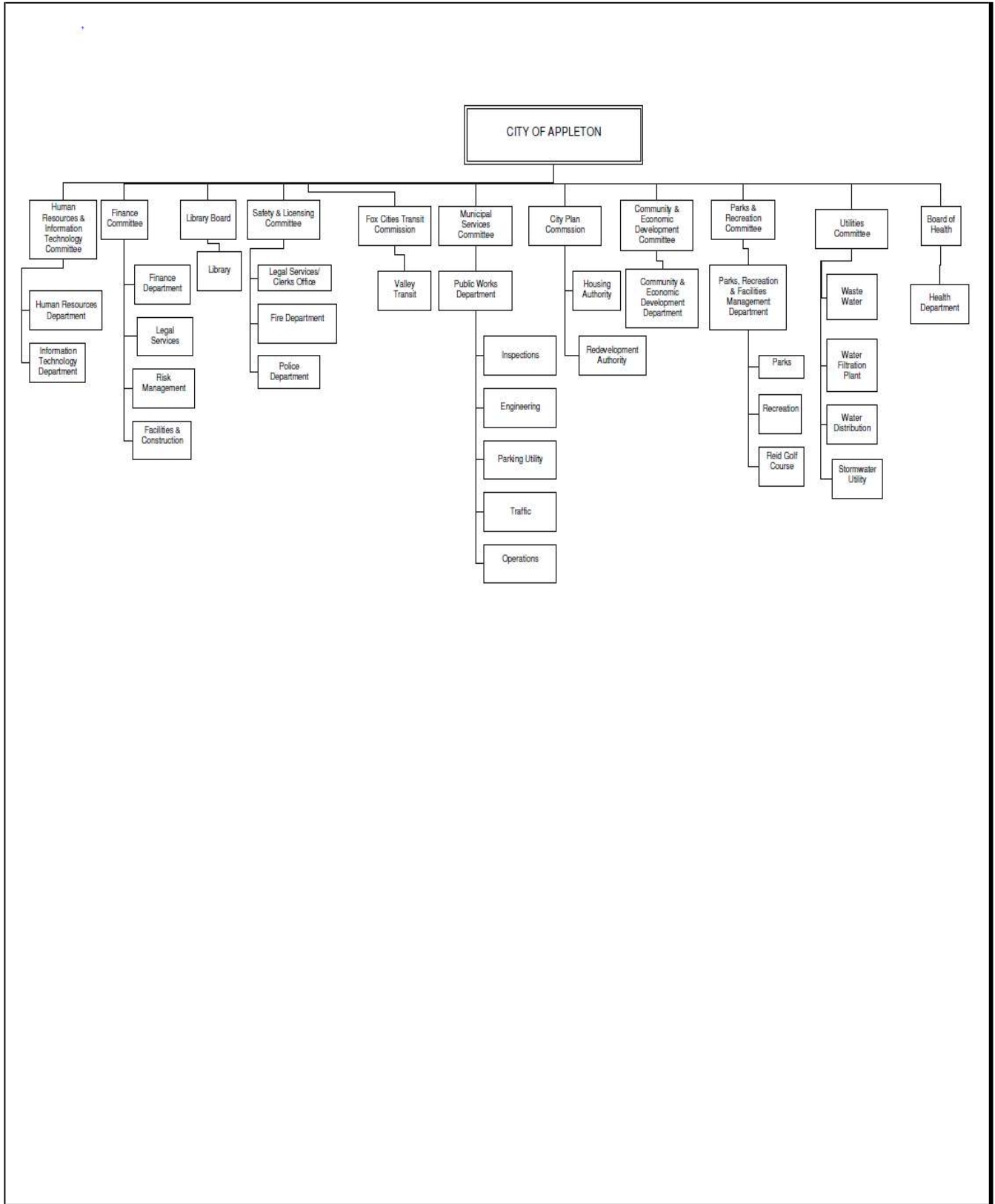
CITY OF APPLETON 2023 BUDGET

Structure by Voters



CITY OF APPLETON 2023 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2023 BUDGET
STANDING COMMITTEES**

FINANCE

Brad Firkus (C)
Vered Meltzer
Denise Fenton
William Siebers
Katie Van Zeeland

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

SAFETY AND LICENSING

Chris Croatt (C)
Alexander Schultz
Kristin Alfheim
Sheri Hartzheim
Nate Wolff

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

**COMMUNITY and ECONOMIC
DEVELOPMENT**

Kristin Alfheim (C)
Nate Wolff
Israel Del Toro
Vaya Jones
Maiyoua Thao

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

PARKS AND RECREATION

Nate Wolff (C)
Alexander Schultz
Israel Del Toro
Sheri Hartzheim
Joss Thyssen

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

UTILITIES

Vered Meltzer (C)
Chad Doran
Brad Firkus
Vaya Jones
Alexander Schultz

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

MUNICIPAL SERVICES

William Siebers (C)
Brad Firkus
Katie Van Zeeland
Chad Doran
Joss Thyssen

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

**HUMAN RESOURCES & INFORMATION
TECHNOLOGY**

Denise D. Fenton (C)
Sheri Hartzheim
Kristin Alfheim
Chris Croatt
Maiyoua Thao

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

**CITY OF APPLETON
2023 BUDGET
OTHER**

APPLETON HOUSING AUTHORITY

Thomas Phillips (C)
Patrick DeWall
Christopher Biese
Ariela Rosa
Val Dreier

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 Van Dyke
Gerald Fisher
Anne Higgins
Amanda Stuck
Alderson Brad Firkus
Comm. Dev. Deputy Director Monica Stage
Economic Dev. Specialist Matthew Rehbein

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 Dani Block
Fire Chief Jeremy Hansen
Inspections Supervisor – Kurt Craanen

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
Greg Hartjes
Alderson Katie Van Zeeland
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 Chris Croatt
Alderson Vaya Jones
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 Denise Fenton
Alderson Vered Meltzer
Emma Kane

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

APPLETON PUBLIC ART COMMITTEE

Elyse-Krista Mische (C)
Kelsey McElrath
Catherine McKenzie
Kim Riesterer
Luis Fernandez
Kim Kolbe Ritzow
Claire Jamison

Meets the 1st WEDNESDAY of each month at 8:30 A.M. in Committee Room "6A"

PARADE COMMITTEE

Alderson Sheri Hartzheim
Corey Otis (C)

Meets at the call of the Chair

**CITY OF APPLETON
2023 BUDGET
OTHER**

TAX PAYMENT APPEAL BOARD

Finance Director Jeri Ohman
City Attorney Christopher Behrens
Aldersperson Brad Firkus

Meets at the call of the Chair

CEA REVIEW COMMITTEE

Aldersperson Chad Doran
Aldersperson Denise Fenton
Finance Director Jeri Ohman
Public Works Director Danielle Block

Meets at the call of the Chair

**BICYCLE & PEDESTRIAN ADVISORY
COMMITTEE**

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

Meets at the call of a Member

BOARD OF ZONING APPEALS

Paul McCann (C)
Scott Engstrom
Karen Cain
Kelly Sperl
Kevin Loosen
Inspections Supervisor – Kurt Craanen

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

**HISTORIC PRESERVATION
COMMISSION**

Aldersperson Joss Thyssen
Nancy Peterson
Daniel Meissner
Vacant
Vacant
Mayor Jacob A. Woodford
Principal Planner Comm. Dev. 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
Aldersperson Denise Fenton
DPW Deputy Director Ross Buetow

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

CITY OF APPLETON 2023 BUDGET COMMISSIONS

FOX CITIES TRANSIT COMMISSION

George Dearborn (C)
Farrah Yang
Larry Wurdinger
Mike Patza
Rick Detienne
Cari Lendrum
Carol Kasimor
Diane Dexter
Ronald Torrance
Maggie Mahoney
Greg VandeHey
Alderson Israel Del Toro
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)
Christine Bruen
Ernesto Gonzalez, Jr.
Barbara Luedtke
Rudy Nyman

Meets at the call of the Chair

**CITY OF APPLETON 2023 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2022 TAX, COLLECTIBLE IN 2023**

| District | Outagamie | Calumet | Winnebago | Total |
|--------------------------------|--------------------------------|-----------------------------|-----------------------------|------------------------------|
| City | \$ 46,003,132 | \$ 6,763,895 | \$ 587,381 | \$ 53,354,408 |
| Technical College - Fox Valley | 4,915,504 | 722,732 | 62,763 | 5,700,999 |
| School - Appleton | 42,176,045 | 5,978,591 | 117,222 | 48,271,858 |
| School - Menasha | 197 | - | 719,000 | 719,197 |
| Schools - Freedom | 876,164 | - | - | 876,164 |
| Schools - Hortonville | 156 | - | - | 156 |
| School - Kimberly | - | 315,634 | - | 315,634 |
| County | 18,684,451 | 3,452,272 | 308,811 | 22,445,534 |
| State | - | - | - | - |
| TIF's # 3 - 12 | 4,291,870 | 2,976,749 | 505,508 | 7,774,127 |
| TOTAL TAX | <u>\$ 116,947,519</u> | <u>\$ 20,209,873</u> | <u>\$ 2,300,685</u> | <u>\$ 139,458,077</u> |
| Less State Credits | 7,140,609 | 1,062,832 | 145,202 | 8,348,643 |
| NET TAX LEVY | <u><u>\$ 109,806,910</u></u> | <u><u>\$ 19,147,041</u></u> | <u><u>\$ 2,155,483</u></u> | <u><u>\$ 131,109,434</u></u> |
| | | | | |
| CITY DISTRIBUTION: | Equalized Value w/o TID | Percent | City Tax | |
| Outagamie County | 6,113,398,300 | 86.22% | 46,003,132 | |
| Calumet County | 898,860,200 | 12.67% | 6,763,895 | |
| Winnebago County | 78,057,600 | 1.10% | 587,381 | |
| TOTAL | <u><u>\$ 7,090,316,100</u></u> | <u><u>100.00%</u></u> | <u><u>\$ 53,354,408</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 2023 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

| Outagamie County/ Appleton School Dist. | Assessed 2021 Tax Rate (2022 Budget) | Assessed 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|--|---|---|--------------------------------|---------------------------|
| City | \$ 8.8976 | \$ 9.4814 | \$ 0.5838 | 6.56% |
| Public Schools | 8.6674 | 8.9459 | 0.2785 | 3.21% |
| Technical College | 1.0222 | 1.0131 | (0.0091) | -0.89% |
| County | 3.7937 | 3.8509 | 0.0572 | 1.51% |
| GROSS TAX RATE | 22.3809 | 23.2913 | 0.9104 | 4.07% |
| Less State Credits | 1.4433 | 1.4179 | (0.0254) | -1.76% |
| NET TAX RATE | \$ 20.9376 | \$ 21.8734 | \$ 0.9358 | 4.47% |

| Outagamie County/ Menasha School Dist. | Assessed 2021 Tax Rate (2022 Budget) | Assessed 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|---|---|---|--------------------------------|---------------------------|
| City | \$ 8.8976 | \$ 9.4814 | \$ 0.5838 | 6.56% |
| Public Schools | 13.2090 | 14.7015 | 1.4925 | 11.30% |
| Technical College | 1.0222 | 1.0131 | (0.0091) | -0.89% |
| County | 3.7937 | 3.8509 | 0.0572 | 1.51% |
| GROSS TAX RATE | 26.9225 | 29.0469 | 2.1244 | 7.89% |
| State Credits | 1.4433 | 1.4179 | (0.0254) | -1.76% |
| NET TAX RATE | \$ 25.4792 | \$ 27.6290 | \$ 2.1498 | 8.44% |

| Outagamie County/ Freedom School Dist. | Assessed 2021 Tax Rate (2022 Budget) | Assessed 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|---|---|---|--------------------------------|---------------------------|
| City | \$ 8.8976 | \$ 9.4814 | \$ 0.5838 | 6.56% |
| Public Schools | 6.7314 | 6.3780 | (0.3534) | -5.25% |
| Technical College | 1.0222 | 1.0131 | (0.0091) | -0.89% |
| County | 3.7937 | 3.8509 | 0.0572 | 1.51% |
| GROSS TAX RATE | 20.4449 | 20.7234 | 0.2785 | 1.36% |
| State Credits | 1.4433 | 1.4179 | (0.0254) | -1.76% |
| NET TAX RATE | \$ 19.0016 | \$ 19.3055 | \$ 0.3039 | 1.60% |

| Outagamie County/ Hortonville School Dist. | Assessed 2021 Tax Rate (2022 Budget) | Assessed 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|---|---|---|--------------------------------|---------------------------|
| City | \$ 8.8976 | \$ 9.4814 | \$ 0.5838 | 6.56% |
| Public Schools | 9.0374 | 8.3422 | (0.6952) | -7.69% |
| Technical College | 1.0222 | 1.0131 | (0.0091) | -0.89% |
| County | 3.7937 | 3.8509 | 0.0572 | 1.51% |
| GROSS TAX RATE | 22.7509 | 22.6876 | (0.0633) | -0.28% |
| State Credits | 1.4433 | 1.4179 | (0.0254) | -1.76% |
| NET TAX RATE | \$ 21.3076 | \$ 21.2697 | \$ (0.0379) | -0.18% |

**CITY OF APPLETON 2023 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

| Calumet County/ Appleton School Dist. | Assessed 2021 Tax Rate (2022 Budget) | Assessed 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|--|---|---|--------------------------------|---------------------------|
| City | \$ 9.1157 | \$ 9.4633 | \$ 0.3476 | 3.81% |
| Public Schools | 8.8799 | 8.9289 | 0.0490 | 0.55% |
| Technical College | 1.0473 | 1.0112 | (0.0361) | -3.45% |
| County | 4.7355 | 4.8300 | 0.0945 | 2.00% |
| GROSS TAX RATE | 23.7784 | 24.2334 | 0.4550 | 1.91% |
| State Credits | 1.2453 | 1.2529 | 0.0076 | 0.61% |
| NET TAX RATE | \$ 22.5331 | \$ 22.9805 | \$ 0.4474 | 1.99% |

| Calumet County/ Kimberly School Dist. | Assessed 2021 Tax Rate (2022 Budget) | Assessed 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|--|---|---|--------------------------------|---------------------------|
| City | \$ 9.1157 | \$ 9.4633 | \$ 0.3476 | 3.81% |
| Public Schools | 7.0271 | 6.9874 | (0.0397) | -0.56% |
| Technical College | 1.0473 | 1.0112 | (0.0361) | -3.45% |
| County | 4.7355 | 4.8300 | 0.0945 | 2.00% |
| GROSS TAX RATE | 21.9256 | 22.2919 | 0.3663 | 1.67% |
| State Credits | 1.2453 | 1.2529 | 0.0076 | 0.61% |
| NET TAX RATE | \$ 20.6803 | \$ 21.0390 | \$ 0.3587 | 1.73% |

**CITY OF APPLETON 2023 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

| Winnebago County/ Appleton School District | Assessed 2021 Tax Rate (2022 Budget) | Assessed 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|---|---|---|--------------------------------|---------------------------|
| City | \$ 8.7463 | \$ 9.2380 | \$ 0.4917 | 5.62% |
| Public Schools | 8.5201 | 8.7163 | 0.1962 | 2.30% |
| Technical College | 1.0048 | 0.9871 | (0.0177) | -1.76% |
| County | 4.8389 | 4.8568 | 0.0179 | 0.37% |
| GROSS TAX RATE | 23.1101 | 23.7982 | 0.6881 | 2.98% |
| State Credits | 1.7103 | 1.7979 | 0.0876 | 5.12% |
| NET TAX RATE | \$ 21.3998 | \$ 22.0003 | \$ 0.6005 | 2.81% |

| Winnebago County/ Menasha School Dist. | Assessed 2021 Tax Rate (2022 Budget) | Assessed 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|---|---|---|--------------------------------|---------------------------|
| City | \$ 8.7463 | \$ 9.2380 | \$ 0.4917 | 5.62% |
| Public Schools | 13.0031 | 14.3414 | 1.3383 | 10.29% |
| Technical College | 1.0048 | 0.9871 | (0.0177) | -1.76% |
| County | 4.8389 | 4.8568 | 0.0179 | 0.37% |
| GROSS TAX RATE | 27.5931 | 29.4233 | 1.8302 | 6.63% |
| State Credits | 1.7103 | 1.7979 | 0.0876 | 5.12% |
| NET TAX RATE | \$ 25.8828 | \$ 27.6254 | \$ 1.7426 | 6.73% |

**CITY OF APPLETON 2023 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

| Outagamie County/ Appleton School Dist. | Equalized 2021 Tax Rate (2022 Budget) | Equalized 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|--|--|--|--------------------------------|---------------------------|
| City | \$ 7.8592 | \$ 7.5250 | \$ (0.3342) | -4.25% |
| Public Schools | 7.6559 | 7.1000 | (0.5559) | -7.26% |
| Technical College | 0.9029 | 0.8041 | (0.0988) | -10.94% |
| County | 3.3509 | 3.0563 | (0.2946) | -8.79% |
| GROSS TAX RATE | 19.7689 | 18.4854 | (1.2835) | -6.49% |
| Less State Credits | 1.2749 | 1.1253 | (0.1496) | -11.73% |
| NET TAX RATE | \$ 18.4940 | \$ 17.3601 | \$ (1.1339) | -6.13% |

| Outagamie County/ Menasha School Dist. | Equalized 2021 Tax Rate (2022 Budget) | Equalized 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|---|--|--|--------------------------------|---------------------------|
| City | \$ 7.8592 | \$ 7.5250 | \$ (0.3342) | -4.25% |
| Public Schools | 11.6678 | 11.6679 | 0.0001 | 0.00% |
| Technical College | 0.9029 | 0.8041 | (0.0988) | -10.94% |
| County | 3.3509 | 3.0563 | (0.2946) | -8.79% |
| GROSS TAX RATE | 23.7808 | 23.0533 | (0.7275) | -3.06% |
| State Credits | 1.2749 | 1.1253 | (0.1496) | -11.73% |
| NET TAX RATE | \$ 22.5059 | \$ 21.9280 | \$ (0.5779) | -2.57% |

| Outagamie County/ Freedom School Dist. | Equalized 2021 Tax Rate (2022 Budget) | Equalized 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|---|--|--|--------------------------------|---------------------------|
| City | \$ 7.8592 | \$ 7.5250 | \$ (0.3342) | -4.25% |
| Public Schools | 5.9459 | 5.0620 | (0.8839) | -14.87% |
| Technical College | 0.9029 | 0.8041 | (0.0988) | -10.94% |
| County | 3.3509 | 3.0563 | (0.2946) | -8.79% |
| GROSS TAX RATE | 18.0589 | 16.4474 | (1.6115) | -8.92% |
| State Credits | 1.2749 | 1.1253 | (0.1496) | -11.73% |
| NET TAX RATE | \$ 16.7840 | \$ 15.3221 | \$ (1.4619) | -8.71% |

| Outagamie County/ Hortonville School Dist. | Equalized 2021 Tax Rate (2022 Budget) | Equalized 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|---|--|--|--------------------------------|---------------------------|
| City | \$ 7.8592 | \$ 7.5250 | \$ (0.3342) | -4.25% |
| Public Schools | 7.9830 | 6.6208 | (1.3622) | -17.06% |
| Technical College | 0.9029 | 0.8041 | (0.0988) | -10.94% |
| County | 3.3509 | 3.0563 | (0.2946) | -8.79% |
| GROSS TAX RATE | 20.0960 | 18.0062 | (2.0898) | -10.40% |
| State Credits | 1.2749 | 1.1253 | (0.1496) | -11.73% |
| NET TAX RATE | \$ 18.8211 | \$ 16.8809 | \$ (1.9402) | -10.31% |

**CITY OF APPLETON 2023 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

| Calumet County/ Appleton School Dist. | Equalized 2021 Tax Rate (2022 Budget) | Equalized 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|--|--|--|--------------------------------|---------------------------|
| City | \$ 7.8592 | \$ 7.5250 | \$ (0.3342) | -4.25% |
| Public Schools | 7.6559 | 7.1000 | (0.5559) | -7.26% |
| Technical College | 0.9029 | 0.8041 | (0.0988) | -10.94% |
| County | 4.0828 | 3.8407 | (0.2421) | -5.93% |
| GROSS TAX RATE | 20.5008 | 19.2698 | (1.2310) | -6.00% |
| State Credits | 1.0737 | 0.9963 | (0.0774) | -7.21% |
| NET TAX RATE | \$ 19.4271 | \$ 18.2735 | \$ (1.1536) | -5.94% |

| Calumet County/ Kimberly School Dist. | Equalized 2021 Tax Rate (2022 Budget) | Equalized 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|--|--|--|--------------------------------|---------------------------|
| City | \$ 7.8592 | \$ 7.5250 | \$ (0.3342) | -4.25% |
| Public Schools | 6.0584 | 5.5562 | (0.5022) | -8.29% |
| Technical College | 0.9029 | 0.8041 | (0.0988) | -10.94% |
| County | 4.0828 | 3.8407 | (0.2421) | -5.93% |
| GROSS TAX RATE | 18.9033 | 17.7260 | (1.1773) | -6.23% |
| State Credits | 1.0737 | 0.9963 | (0.0774) | -7.21% |
| NET TAX RATE | \$ 17.8296 | \$ 16.7297 | \$ (1.0999) | -6.17% |

**CITY OF APPLETON 2023 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

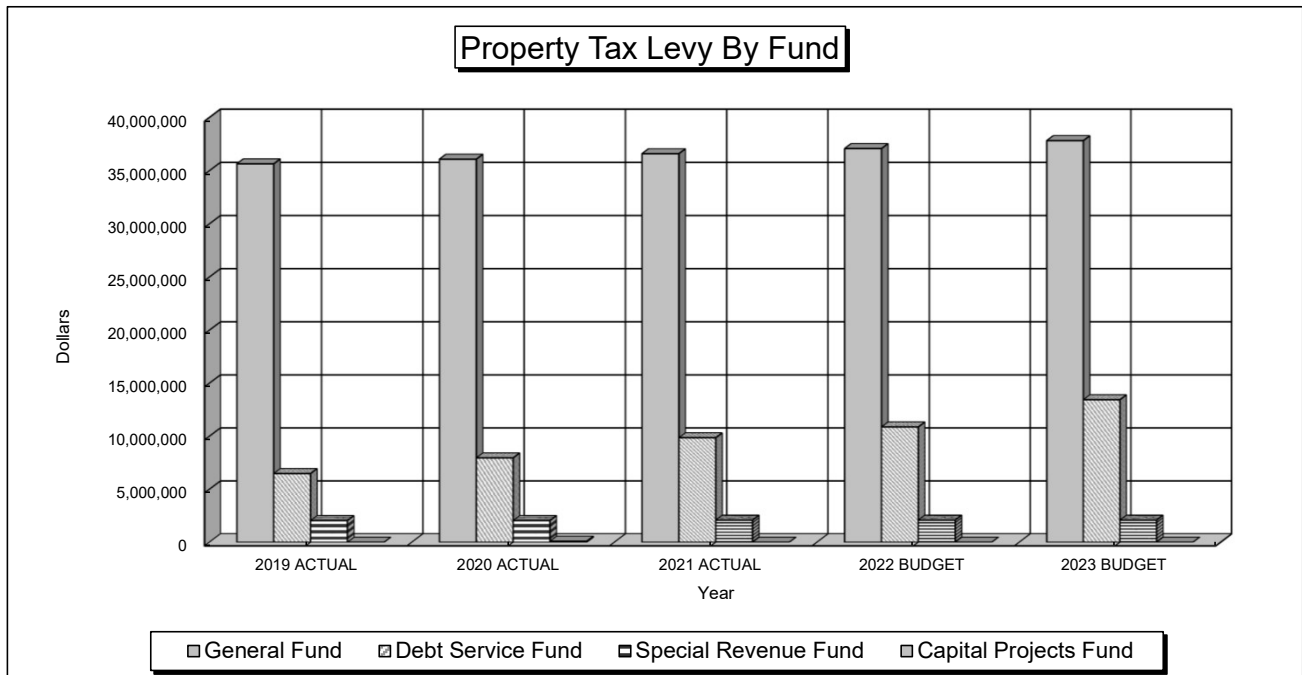
| Winnebago County/ Appleton School District | Equalized 2021 Tax Rate (2022 Budget) | Equalized 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|---|--|--|--------------------------------|---------------------------|
| City | \$ 7.8592 | \$ 7.5250 | \$ (0.3342) | -4.25% |
| Public Schools | 7.6559 | 7.1000 | (0.5559) | -7.26% |
| Technical College | 0.9029 | 0.8041 | (0.0988) | -10.94% |
| County | 4.3481 | 3.9562 | (0.3919) | -9.01% |
| GROSS TAX RATE | 20.7661 | 19.3853 | (1.3808) | -6.65% |
| State Credits | 1.5368 | 1.4645 | (0.0723) | -4.70% |
| NET TAX RATE | \$ 19.2293 | \$ 17.9208 | \$ (1.3085) | -6.80% |

| Winnebago County/ Menasha School District | Equalized 2021 Tax Rate (2022 Budget) | Equalized 2022 Tax Rate (2023 Budget) | Increase (Decrease) | Percent Change |
|--|--|--|--------------------------------|---------------------------|
| City | \$ 7.8592 | \$ 7.5250 | \$ (0.3342) | -4.25% |
| Public Schools | 11.6842 | 11.6820 | (0.0022) | -0.02% |
| Technical College | 0.9029 | 0.8041 | (0.0988) | -10.94% |
| County | 4.3481 | 3.9562 | (0.3919) | -9.01% |
| GROSS TAX RATE | 24.7944 | 23.9673 | (0.8271) | -3.34% |
| State Credits | 1.5368 | 1.4645 | (0.0723) | -4.70% |
| NET TAX RATE | \$ 23.2576 | \$ 22.5028 | \$ (0.7548) | -3.25% |

CITY OF APPLETON 2023 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

| PROPERTY TAX LEVIES ⁽¹⁾ | 2019 ACTUAL | 2020 ACTUAL | 2021 ACTUAL | 2022 BUDGET | 2023 BUDGET |
|------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| General Fund | \$ 35,646,816 | \$ 36,083,000 | \$ 36,600,000 | \$ 37,080,000 | \$ 37,824,720 |
| Debt Service Funds | 6,481,724 | 7,955,245 | 9,851,874 | 10,874,291 | 13,437,688 |
| Special Revenue Funds | | | | | |
| Sanitation & Recycling | 2,044,968 | 2,045,000 | 2,089,000 | 2,089,000 | 2,089,000 |
| Neighborhood Program | - | - | 3,000 | 3,000 | 3,000 |
| Total Special Revenue Funds | <u>2,044,968</u> | <u>2,045,000</u> | <u>2,092,000</u> | <u>2,092,000</u> | <u>2,092,000</u> |
| Capital Project Funds | | | | | |
| Subdivision Development | - | 100,000 | - | - | - |
| TOTAL PROPERTY TAX LEVY: | <u>\$ 44,173,508</u> | <u>\$ 46,183,245</u> | <u>\$ 48,543,874</u> | <u>\$ 50,046,291</u> | <u>\$ 53,354,408</u> |

(1) Excludes tax increment district revenues.



CITY OF APPLETON 2023 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

| REVENUES AND OTHER FINANCING SOURCES* | 2020 ACTUAL | 2021 ACTUAL | 2022 BUDGET | 2022 PROJECTED | 2023 BUDGET |
|--|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| General Fund | \$ 65,739,709 | \$ 64,480,849 | \$ 66,208,455 | \$ 66,492,634 | \$ 68,946,539 |
| Debt Service Funds | 9,189,079 | 10,877,210 | 11,014,741 | 12,082,500 | 13,837,950 |
| Special Revenue Funds | | | | | |
| Tax Increment District #3 | 1,145,374 | 1,248,147 | 1,161,000 | 1,125,326 | 1,298,500 |
| Sanitation & Recycling | 3,734,817 | 3,801,734 | 3,758,618 | 3,758,618 | 3,806,618 |
| Hazardous Materials Level A | 143,101 | 124,497 | 72,075 | 72,075 | 72,075 |
| Police Grants | 261,992 | 218,100 | 108,000 | 108,000 | 143,000 |
| Health Services Grants | 2,042,352 | 780,292 | 227,837 | 227,837 | 642,879 |
| Housing & Community Development Grants | 1,983,252 | 2,601,205 | 1,773,717 | 1,773,717 | 1,724,127 |
| ARPA Grant | - | 77,672 | 7,470,920 | 14,816,343 | - |
| Room Tax Administration | 91,388 | 147,290 | 137,580 | 137,580 | 174,300 |
| Union Spring Park | 74 | (15) | - | - | - |
| Tuchscherer Disability Fund | - | - | - | - | - |
| Peabody Estate Trust | 1,927 | (405) | 1,200 | 1,200 | 1,200 |
| Lutz Park Trust | 4,016 | (844) | 2,200 | 2,200 | 2,200 |
| Park Open Space | 9,673 | 76,448 | 1,000 | 1,000 | 1,000 |
| City Park Project | 176 | (37) | 100 | 100 | 100 |
| Universal Playground | - | - | - | - | - |
| Library Grants | 150,670 | 158,138 | 112,396 | 112,396 | 126,868 |
| Miracle League Field | 760 | (159) | 500 | 500 | 500 |
| Wheel Tax | 1,216,329 | 1,274,087 | 1,200,000 | 1,200,000 | 1,250,000 |
| Total Special Revenue Funds | <u>10,785,901</u> | <u>10,506,150</u> | <u>16,027,143</u> | <u>23,336,892</u> | <u>9,243,367</u> |
| Capital Projects Funds | | | | | |
| Subdivision Development | 518,237 | 591,647 | 819,135 | 789,135 | 902,495 |
| Tax Increment District #5 | - | - | - | - | - |
| Tax Increment District #6 | 2,660,651 | 3,692,361 | 2,785,758 | 2,559,295 | 3,264,855 |
| Tax Increment District #7 | 436,277 | 499,176 | 437,687 | 450,990 | 596,187 |
| Tax Increment District #8 | 1,268,474 | 1,671,764 | 1,755,600 | 1,694,764 | 1,905,600 |
| Tax Increment District #9 | 117,834 | 153,703 | 128,287 | 128,946 | 162,287 |
| Tax Increment District #10 | 7,915 | 4,544 | 6,163 | 6,163 | 36,190 |
| Tax Increment District #11 | 35,233 | 670,877 | 620,000 | 607,544 | 935,000 |
| Tax Increment District #12 | 24,862 | 76,484 | 135,500 | 134,332 | 309,500 |
| City Center | - | - | - | - | - |
| Information Technology | 440,138 | 62,035 | 685 | - | - |
| Public Works | 830,185 | 191,842 | 8,285 | 8,285 | 107,485 |
| Industrial Park Land | 615,418 | 1,193,059 | 27,441 | 27,441 | 184,326 |
| Equipment Replacement | 3,124,562 | 3,623,163 | 4,252,850 | 4,252,850 | 4,689,516 |
| Community Development Projects | 2,185 | (445) | - | - | - |
| Public Safety | 31 | 8,183 | - | 217,700 | - |
| Facilities | 255,421 | 3,969,079 | 225,000 | 4,544,382 | 25,000 |
| Total Capital Projects Fund | <u>10,337,423</u> | <u>16,407,472</u> | <u>11,202,391</u> | <u>15,421,827</u> | <u>13,118,441</u> |
| Enterprise Funds | | | | | |
| Water Utility | 21,121,510 | 20,331,706 | 20,068,113 | 20,449,613 | 20,527,827 |
| Wastewater Utility | 11,567,184 | 13,000,059 | 12,696,681 | 13,443,744 | 14,030,285 |
| Stormwater Utility | 11,968,068 | 11,429,893 | 11,683,804 | 11,516,804 | 11,769,763 |
| Parking Utility | 1,540,399 | 1,729,429 | 2,187,601 | 2,163,000 | 2,191,525 |
| Golf Course | 908,106 | 1,041,002 | 910,233 | 910,233 | 963,460 |
| Valley Transit | 7,895,344 | 8,268,415 | 10,749,409 | 10,749,409 | 10,945,494 |
| Total Enterprise Funds | <u>55,000,611</u> | <u>55,800,504</u> | <u>58,295,841</u> | <u>59,232,803</u> | <u>60,428,354</u> |
| Internal Service Funds | | | | | |
| Facilities & Construction Management | 2,840,737 | 2,743,016 | 3,059,962 | 3,059,962 | 2,914,690 |
| Central Equipment Agency | 3,210,173 | 3,455,839 | 3,394,440 | 3,394,440 | 4,075,342 |
| Risk Management | 1,771,197 | 2,995,284 | 1,929,199 | 1,939,224 | 1,986,913 |
| Total Internal Service Funds | <u>7,822,107</u> | <u>9,194,139</u> | <u>8,383,601</u> | <u>8,393,626</u> | <u>8,976,945</u> |
| TOTAL REVENUES: | <u>\$ 158,874,830</u> | <u>\$ 167,266,324</u> | <u>\$ 171,132,172</u> | <u>\$ 184,960,282</u> | <u>\$ 174,551,596</u> |

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2023 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

| EXPENSES AND OTHER FINANCING USES | 2020 ACTUAL | 2021 ACTUAL | 2022 BUDGET | 2022 PROJECTED | 2023 BUDGET |
|--|------------------------|------------------------|------------------------|---------------------------|------------------------|
| General Fund | \$ 60,118,847 | \$ 69,366,423 | \$ 66,208,455 | \$ 69,600,641 | \$ 68,946,539 |
| Debt Service Funds | 9,475,200 | 11,039,746 | 12,139,682 | 12,139,682 | 14,693,353 |
| Special Revenue Funds | | | | | |
| Tax Increment District #3 | 198,268 | 144,328 | 87,521 | 87,521 | 28,960 |
| Sanitation & Recycling | 3,642,792 | 3,655,370 | 3,832,245 | 3,832,245 | 4,180,154 |
| Hazardous Materials Level A | 103,467 | 79,878 | 94,115 | 139,115 | 72,075 |
| Police Grants | 261,992 | 218,100 | 108,000 | 108,000 | 143,000 |
| Health Services Grants | 2,042,398 | 780,294 | 227,837 | 239,339 | 642,879 |
| Housing & Community Development Grants | 1,700,117 | 2,448,932 | 1,777,201 | 2,343,237 | 1,724,918 |
| ARPA Grant | - | 75,498 | 8,000,000 | 14,818,517 | - |
| Room Tax Administration | 92,468 | 146,563 | 137,635 | 137,635 | 174,300 |
| Union Spring Park | - | 2,513 | - | - | 223 |
| Tuchscherer Disability Fund | - | - | - | - | - |
| Lutz Park Trust | - | - | - | - | - |
| Park Open Space | - | - | - | - | - |
| Universal Playground Trust | - | - | - | - | - |
| Library Grants | 113,801 | 126,820 | 126,411 | 140,070 | 126,868 |
| Miracle League Field | - | - | - | - | - |
| Wheel Tax | 1,216,329 | 1,274,087 | 1,200,000 | 1,200,000 | 1,250,000 |
| Total Special Revenue Funds | 9,371,632 | 8,952,383 | 15,590,965 | 23,045,679 | 8,343,377 |
| Capital Projects Funds | | | | | |
| Subdivision Development | 734,646 | 711,271 | 1,396,811 | 1,396,811 | 1,204,516 |
| Tax Increment District #5 | - | - | - | - | - |
| Tax Increment District #6 | 726,398 | 1,398,535 | 1,735,857 | 1,735,857 | 4,732,899 |
| Tax Increment District #7 | 346,479 | 335,386 | 351,650 | 351,650 | 404,454 |
| Tax Increment District #8 | 1,212,191 | 1,505,741 | 1,635,950 | 1,590,277 | 1,791,110 |
| Tax Increment District #9 | 30,921 | 31,507 | 34,650 | 32,714 | 39,978 |
| Tax Increment District #10 | 1,396 | 1,207 | 1,650 | 1,650 | 1,852 |
| Tax Increment District #11 | 156,238 | 106,917 | 1,312,535 | 1,328,409 | 3,650,145 |
| Tax Increment District #12 | 44,235 | 37,566 | 54,268 | 36,383 | 34,058 |
| City Center | 119,218 | 4,158 | - | - | - |
| Information Technology | 469,222 | 120,864 | 325,000 | 529,975 | 250,000 |
| Public Works | 8,048,237 | 6,767,111 | 4,943,806 | 4,943,806 | 2,449,120 |
| Industrial Park Land | 163,527 | 52,473 | 150,957 | 150,957 | 151,857 |
| Equipment Replacement | 3,475,797 | 2,666,556 | 3,966,960 | 3,966,960 | 4,810,928 |
| Community Development Projects | - | - | - | - | - |
| Public Safety | 707,010 | - | - | - | 532,700 |
| Facilities | 6,837,120 | 5,175,417 | 12,300,101 | 17,186,258 | 17,718,239 |
| Total Capital Projects Fund | 23,072,635 | 18,914,709 | 28,210,195 | 33,251,707 | 37,771,856 |
| Enterprise Funds | | | | | |
| Water Utility | 17,303,519 | 17,068,681 | 17,824,894 | 17,536,593 | 18,987,950 |
| Wastewater Utility | 11,455,884 | 11,634,008 | 12,660,422 | 13,027,988 | 13,793,218 |
| Stormwater Utility | 8,467,996 | 7,768,914 | 7,961,900 | 8,298,221 | 8,224,462 |
| Parking Utility | 1,926,009 | 1,717,540 | 2,191,206 | 2,522,081 | 2,069,371 |
| Golf Course | 805,563 | 871,595 | 900,150 | 930,150 | 963,459 |
| Valley Transit | 8,607,533 | 9,196,300 | 11,733,837 | 11,733,837 | 11,968,900 |
| Total Enterprise Funds | 48,566,504 | 48,257,038 | 53,272,409 | 54,048,870 | 56,007,360 |
| Internal Service Funds | | | | | |
| Facilities & Construction Management | 2,855,246 | 2,638,564 | 3,059,962 | 3,059,962 | 2,914,690 |
| Central Equipment Agency | 5,666,339 | 5,841,418 | 6,148,803 | 6,148,803 | 6,789,092 |
| Risk Management | 2,788,307 | 1,192,907 | 1,929,199 | 2,027,634 | 1,986,913 |
| Other Post Employment Benefits | 54,000 | 54,000 | 54,000 | 54,000 | 54,000 |
| Total Internal Service Funds | 11,363,892 | 9,726,889 | 11,191,964 | 11,290,399 | 11,744,695 |
| TOTAL EXPENDITURES: | \$ 161,968,710 | \$ 166,257,188 | \$ 186,613,670 | \$ 203,376,978 | \$ 197,507,180 |

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 2023 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

| | 2020 ACTUAL | 2021 ACTUAL | 2022 BUDGET | 2022 PROJECTED | 2023 BUDGET |
|-----------------------------------|----------------|----------------|----------------|-------------------|----------------|
| GENERAL FUND | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 33,807,645 | \$ 39,428,507 | \$ 34,542,933 | \$ 34,542,933 | \$ 31,434,926 |
| Property Taxes | 36,083,000 | 36,600,000 | 37,080,000 | 37,080,000 | 37,824,720 |
| Other Revenue | 29,656,709 | 27,880,849 | 29,128,455 | 29,412,634 | 31,121,819 |
| Expenditures | 60,118,847 | 69,366,423 | 66,208,455 | 69,600,641 | 68,946,539 |
| FUND BALANCE - Ending (Dec. 31) | \$ 39,428,507 | \$ 34,542,933 | \$ 34,542,933 | \$ 31,434,926 | \$ 31,434,926 |
| DEBT SERVICE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 1,588,068 | \$ 1,301,947 | \$ 1,139,411 | \$ 1,139,411 | \$ 1,082,229 |
| Property Taxes | 7,955,245 | 9,851,874 | 10,874,291 | 10,874,291 | 13,437,688 |
| Proceeds of Debt | - | - | 160,000 | - | 170,000 |
| Other Revenue | 1,233,834 | 1,025,336 | 140,450 | 1,208,209 | 400,262 |
| Expenditures | 9,475,200 | 11,039,746 | 12,139,682 | 12,139,682 | 14,693,353 |
| FUND BALANCE - Ending (Dec. 31) | \$ 1,301,947 | \$ 1,139,411 | \$ 174,470 | \$ 1,082,229 | \$ 396,826 |
| SPECIAL REVENUE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ (1,759,983) | \$ (345,714) | \$ 1,208,053 | \$ 1,208,053 | \$ 1,499,266 |
| Property Taxes | 3,147,513 | 3,307,752 | 3,242,000 | 3,203,592 | 3,377,000 |
| Other Revenue | 7,638,388 | 7,198,398 | 12,785,143 | 20,133,300 | 5,866,367 |
| Expenditures | 9,371,632 | 8,952,383 | 15,590,965 | 23,045,679 | 8,343,377 |
| FUND BALANCE - Ending (Dec. 31) | \$ (345,714) | \$ 1,208,053 | \$ 1,644,231 | \$ 1,499,266 | \$ 2,399,256 |
| CAPITAL PROJECTS FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 5,454,159 | \$ 7,718,946 | \$ 19,711,709 | \$ 19,711,709 | \$ 17,899,681 |
| Property Taxes | 4,095,983 | 5,658,073 | 5,555,332 | 5,191,698 | 6,915,494 |
| Contributed Capital | - | - | - | - | - |
| Proceeds of Debt | 14,999,999 | 14,500,000 | 15,013,325 | 16,017,852 | 19,611,276 |
| Other Revenue | 6,241,440 | 10,749,399 | 5,647,059 | 10,230,129 | 6,202,947 |
| Expenditures | 23,072,635 | 18,914,709 | 28,210,195 | 33,251,707 | 37,771,856 |
| FUND BALANCE - Ending (Dec. 31) | \$ 7,718,946 | \$ 19,711,709 | \$ 17,717,230 | \$ 17,899,681 | \$ 12,857,542 |
| ENTERPRISE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 301,369,556 | \$ 311,977,577 | \$ 330,361,781 | \$ 330,361,781 | \$ 345,089,101 |
| Property Taxes | - | - | - | - | - |
| Other Revenue | 55,000,611 | 55,800,504 | 58,295,841 | 59,232,803 | 60,428,354 |
| Contributed Capital | 4,173,914 | 10,840,738 | 9,553,618 | 9,543,387 | 40,000 |
| Expenditures | 48,566,504 | 48,257,038 | 53,272,409 | 54,048,870 | 56,007,360 |
| FUND BALANCE - Ending (Dec. 31) | \$ 311,977,577 | \$ 330,361,781 | \$ 344,938,831 | \$ 345,089,101 | \$ 349,550,095 |
| INTERNAL SERVICE FUNDS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 14,671,436 | \$ 14,605,523 | \$ 16,739,328 | \$ 16,739,328 | \$ 17,809,515 |
| Property Taxes | - | - | - | - | - |
| Other Revenue | 7,822,107 | 9,194,139 | 8,383,601 | 8,393,626 | 8,976,945 |
| Contributed Capital | 3,475,872 | 2,666,555 | 3,966,960 | 3,966,960 | 4,810,928 |
| Expenditures | 11,363,892 | 9,726,889 | 11,191,964 | 11,290,399 | 11,744,695 |
| FUND BALANCE - Ending (Dec. 31) | \$ 14,605,523 | \$ 16,739,328 | \$ 17,897,925 | \$ 17,809,515 | \$ 19,852,693 |
| COMBINED TOTALS | | | | | |
| FUND BALANCE - Beginning (Jan. 1) | \$ 355,130,881 | \$ 374,686,786 | \$ 403,703,215 | \$ 403,703,215 | \$ 414,814,718 |
| Property Taxes | 51,281,741 | 55,417,699 | 56,751,623 | 56,349,581 | 61,554,902 |
| Proceeds of Debt | 14,999,999 | 14,500,000 | 15,173,325 | 16,017,852 | 19,781,276 |
| Contributed Capital | 7,649,786 | 13,507,293 | 13,520,578 | 13,510,347 | 4,850,928 |
| Other Revenue | 107,593,089 | 111,848,625 | 114,380,549 | 128,610,701 | 112,996,694 |
| Expenditures | 161,968,710 | 166,257,188 | 186,613,670 | 203,376,978 | 197,507,180 |
| FUND BALANCE - Ending (Dec. 31) | \$ 374,686,786 | \$ 403,703,215 | \$ 416,915,620 | \$ 414,814,718 | \$ 416,491,338 |

CITY OF APPLETON 2023 BUDGET

COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

| REVENUES AND OTHER FINANCING SOURCES | 2022 BUDGET | 2023 BUDGET |
|---|-------------------------|-------------------------|
| Property Tax | \$ 56,751,623 | \$ 61,554,902 |
| Other Tax | 2,519,480 | 2,631,200 |
| Intergovernmental | 34,491,977 | 27,647,366 |
| Licenses & Permits | 1,349,475 | 1,537,710 |
| Special Assessments | 682,522 | 553,410 |
| Charges for Service | 59,853,043 | 62,238,119 |
| Interest Income | 3,538,152 | 3,045,707 |
| Fines & Forfeitures | 595,000 | 625,000 |
| Other Revenues | 5,508,524 | 6,487,437 |
| Interfund Transfers | 5,842,376 | 8,230,745 |
| TOTAL REVENUES | \$ 171,132,172 * | \$ 174,551,596 * |

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

| EXPENSES AND OTHER FINANCING USES | 2022 BUDGET | 2023 BUDGET |
|--------------------------------------|-----------------------|-----------------------|
| Personnel | \$ 66,612,288 | \$ 69,641,963 |
| Training & Travel | 467,397 | 471,460 |
| Supplies & Materials | 9,819,180 | 10,960,936 |
| Purchased Services | 38,308,953 | 65,524,579 |
| Miscellaneous Expense | 26,728,360 | 18,718,022 |
| Debt Service | 16,356,071 | 18,951,229 |
| Capital Expense ¹ | 23,237,218 | 5,856,421 |
| Other Financing Uses | 5,084,203 | 7,382,570 |
| TOTAL EXPENSE | \$ 186,613,670 | \$ 197,507,180 |

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 2023:

| | |
|---------------------|---|
| 5/16/22 | 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. |
| 6/13/22 - 9/09/22 | 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. |
| 9/09/22 - 10/05/22 | 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. |
| 10/05/22 - 10/28/22 | The Mayor holds listening sessions with the public on the budget. |
| 10/29/22 | 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. |
| 11/02/22 | A public hearing is held to seek citizen input prior to Common Council acceptance of the budget. |
| 11/09/22 | The budget is adopted formally by resolution of the Common Council. |

CITY OF APPLETON POLICIES – 2023 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 – 2023 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 – 2023 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 – 2022 tax roll:

| | |
|--|------------------|
| Lien date and levy date | December 2022 |
| Tax bills mailed | December 2022 |
| Payment in full or 1 st installment due | January 31, 2023 |
| 2 nd installment due | March 31, 2023 |
| 3 rd installment due | May 31, 2023 |
| 4 th installment due | July 31, 2023 |

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 – 2023 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 – 2023 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 – 2023 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 – 2023 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 – 2023 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 2023 rate requirements for the Wisconsin Retirement System employees are as follows:

| | <u>General</u> | <u>Police</u> | <u>Fire</u> |
|-----------------------|----------------|---------------|---------------|
| Employee Contribution | 6.80% | 6.80% | 6.80% |
| City Contribution | <u>6.80%</u> | <u>13.24%</u> | <u>18.14%</u> |
| Total | 13.60% | 20.04% | 24.94% |

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 Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Practices (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

CITY OF APPLETON POLICIES – 2023 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 53 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,

\$10,000 - \$50,000 deductible per occurrence for crime claims, depending on the type of crime (theft, robbery, computer fraud, etc.), with purchased coverage to \$250,000 - \$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 deductible 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. Aggregate limit of \$500,000.

- 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 Risk Manager on a case by case basis.

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CITY OF APPLETON
2023 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> |
|------|-------------------------------|-----------------------------|---------------------------|-----------------------------|-----------------------------|
| 2021 | 66,369 | 70,358 | 74,577 | 64,881 | 67,057 |
| 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 |

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, 2022 | 3.3 | % | 3.0 | % | 2.9 | % | 3.3 | % |
| July, 2021 | 4.1 | | 3.4 | | 3.3 | | 3.7 | |
| Average, 2021 | 3.8 | % | 3.1 | % | 3.1 | % | 3.2 | % |
| 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 | |

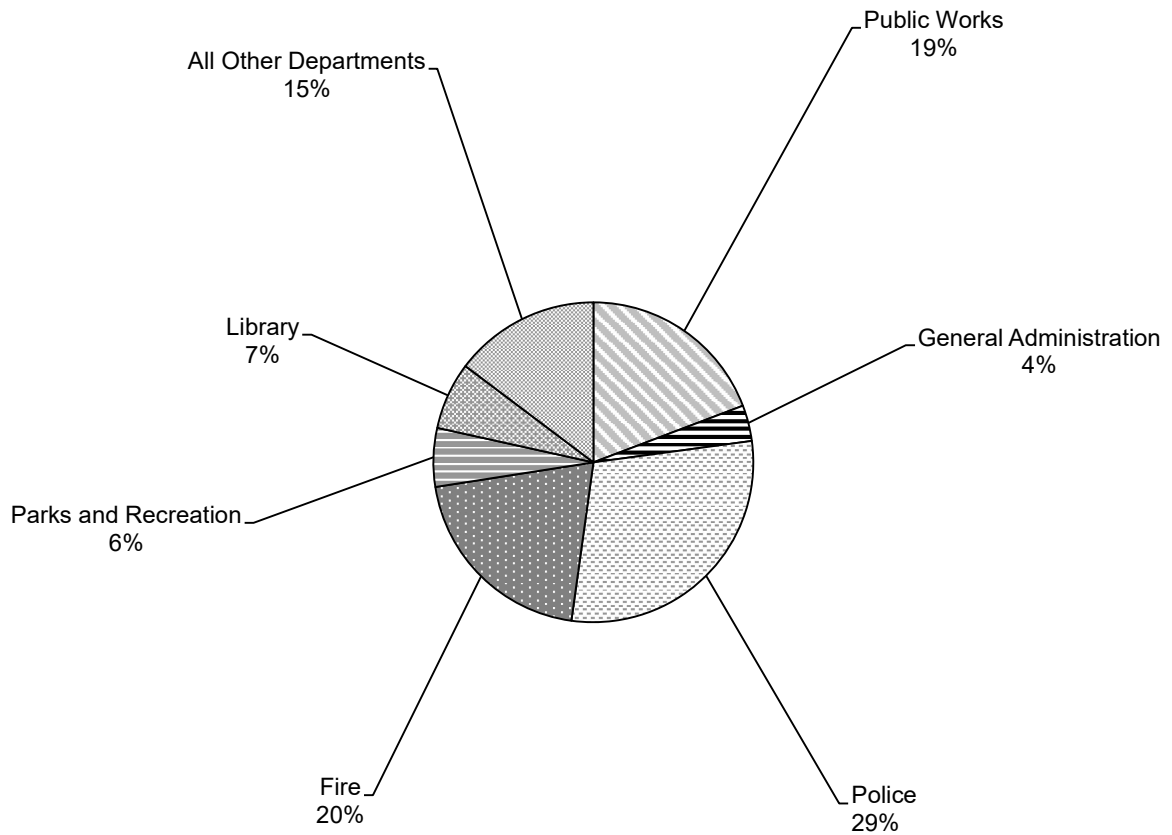
Source: Wisconsin Department of Workforce Development, Division of Research and Analysis

CITY OF APPLETON 2023 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

\$68,946,539



CITY OF APPLETON 2023 BUDGET

GENERAL FUND

| | Actual | | Budget | | | % |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------|
| | 2020 | 2021 | Adopted 2022 | Projected 2022 | 2023 | Change * |
| REVENUES | | | | | | |
| Taxes | \$ 37,046,831 | \$ 37,750,357 | \$ 38,261,900 | \$ 38,261,900 | \$ 39,031,620 | 2.01% |
| Intergovernmental | 17,162,876 | 16,387,714 | 16,584,665 | 16,776,753 | 16,677,231 | 0.56% |
| Licenses and Permits | 1,247,180 | 1,672,650 | 1,306,750 | 1,306,750 | 1,477,510 | 13.07% |
| Special Assessments | 260,470 | 301,889 | 252,522 | 252,522 | 240,000 | -4.96% |
| Charges for Services | 891,763 | 1,733,625 | 1,976,175 | 1,976,175 | 2,015,190 | 1.97% |
| Interest Income | 3,965,190 | 1,354,769 | 2,699,682 | 2,699,682 | 2,251,922 | -16.59% |
| Fines and Forfeitures | 214,691 | 222,993 | 275,000 | 275,000 | 275,000 | 0.00% |
| All Other Revenue | 1,520,099 | 1,533,829 | 1,280,811 | 1,372,902 | 1,351,068 | 5.49% |
| TOTAL REVENUES | 62,309,100 | 60,957,826 | 62,637,505 | 62,921,684 | 63,319,541 | 1.09% |
| EXPENDITURES | | | | | | |
| Common Council | 133,729 | 136,571 | 141,791 | 141,791 | 148,721 | 4.89% |
| Mayor | 440,610 | 440,959 | 505,442 | 505,442 | 523,289 | 3.53% |
| Finance | 899,505 | 921,194 | 888,166 | 930,378 | 962,179 | 8.33% |
| Information Technology | 2,012,971 | 2,126,879 | 2,268,705 | 2,286,705 | 2,690,140 | 18.58% |
| Human Resources | 671,802 | 676,708 | 757,197 | 792,197 | 773,124 | 2.10% |
| Legal Services | 1,107,583 | 987,790 | 1,126,267 | 1,126,267 | 1,096,615 | -2.63% |
| General Administration | 2,225,459 | 2,504,468 | 2,832,649 | 5,184,586 | 2,506,354 | -11.52% |
| Community Development | 1,816,954 | 1,902,115 | 1,913,261 | 1,958,261 | 1,956,940 | 2.28% |
| Library | 4,493,629 | 4,560,454 | 4,532,321 | 5,006,521 | 4,693,489 | 3.56% |
| Parks & Recreation | 3,117,176 | 3,827,987 | 3,984,708 | 4,001,687 | 4,097,698 | 2.84% |
| Public Works | 11,609,377 | 12,222,677 | 12,661,710 | 13,003,858 | 13,263,560 | 4.75% |
| Health Services | 583,355 | 984,245 | 1,262,544 | 1,262,544 | 1,277,463 | 1.18% |
| Police | 17,802,381 | 18,807,347 | 19,209,440 | 19,265,040 | 20,220,199 | 5.26% |
| Fire | 12,183,587 | 13,063,492 | 13,373,491 | 13,384,601 | 14,011,958 | 4.77% |
| TOTAL EXPENDITURES | 59,098,118 | 63,162,886 | 65,457,692 | 68,849,878 | 68,221,729 | 4.22% |
| REVENUES OVER EXPENDITURES | 3,210,982 | (2,205,060) | (2,820,187) | (5,928,194) | (4,902,188) | 73.82% |
| OTHER FINANCING SOURCES (USES) | | | | | | |
| Sale of City Property | 5,399 | 30,816 | 3,000 | 3,000 | 5,000 | 66.67% |
| Other Financing Sources | 3,425,210 | 3,492,207 | 3,567,950 | 3,567,950 | 5,621,998 | 57.57% |
| Other Financing Uses | (1,020,729) | (6,203,537) | (750,763) | (750,763) | (724,810) | -3.46% |
| TOTAL OTHER FINANCING | 2,409,880 | (2,680,514) | 2,820,187 | 2,820,187 | 4,902,188 | 73.82% |
| NET CHANGE IN EQUITY | 5,620,862 | (4,885,574) | - | (3,108,007) | - | N/A |
| FUND BALANCE - Beginning | 33,807,645 | 39,428,507 | 34,542,933 | 34,542,933 | 31,434,926 | -9.00% |
| FUND BALANCE - Ending | \$ 39,428,507 | \$ 34,542,933 | \$ 34,542,933 | \$ 31,434,926 | \$ 31,434,926 | -9.00% |

* % change from prior year adopted budget

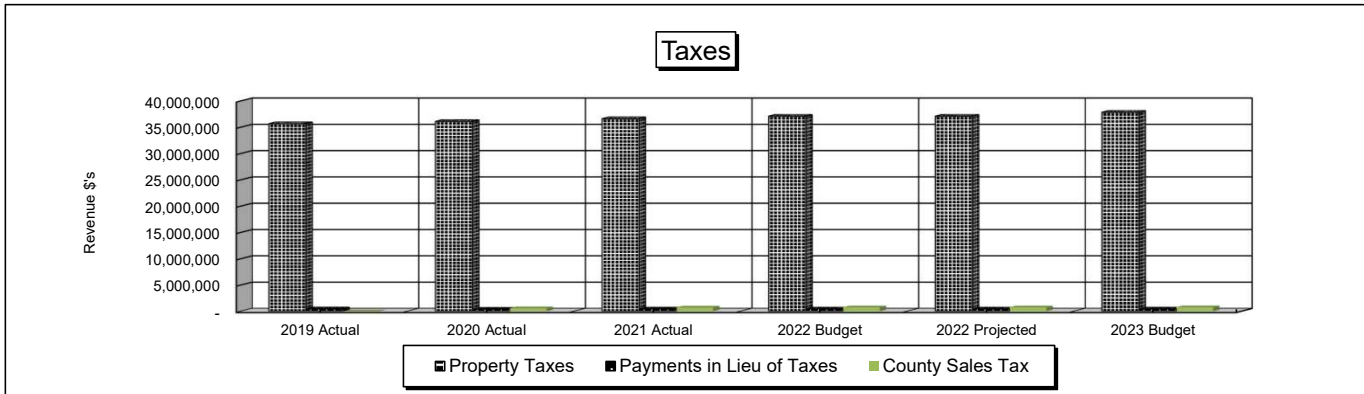
**CITY OF APPLETON 2023 BUDGET
GENERAL FUND BALANCE**

| | PAGE IN BUDGET | AMOUNT |
|--|-------------------|---------------|
| Projected Fund Balance @ 12/31/22 | 38 | \$ 31,434,926 |
| Less: Excess General Fund balance at 12/31/21 applied to 2022 expenditures per policy* | | (4,798,000) |
| Less Non-spendable Fund Balance: | | |
| Inventories and Prepaid Items | | (805,000) |
| Condominium Association Loan | | (502,281) |
| Advance to other Funds | | (2,049,629) |
| Less Assigned Fund Balance: | | |
| Payments in Lieu of Taxes | | (2,160,000) |
| Working Capital - 25% of budgeted expenditures (25% * \$68,946,539, includes transfers) | 38 | (17,236,635) |
| Debt Service - 25% of ensuing year's debt service requirements (25% * \$14,693,353 Debt Service Obligation) | 457 | (3,673,338) |
| Projected General Fund Balance in excess of the reserve policy @ 12/31/22 | | \$ 210,043 |
| 75% required to be used for reduction of long-term liabilities | | \$ 157,532 |
| 25% subject to Finance Committee recommendation | | \$ 52,511 |

* The 2022 budget amendment to record the application of the 12/31/21 excess fund balance is not reflected in the projected 2022 expenditure amounts on the previous page.

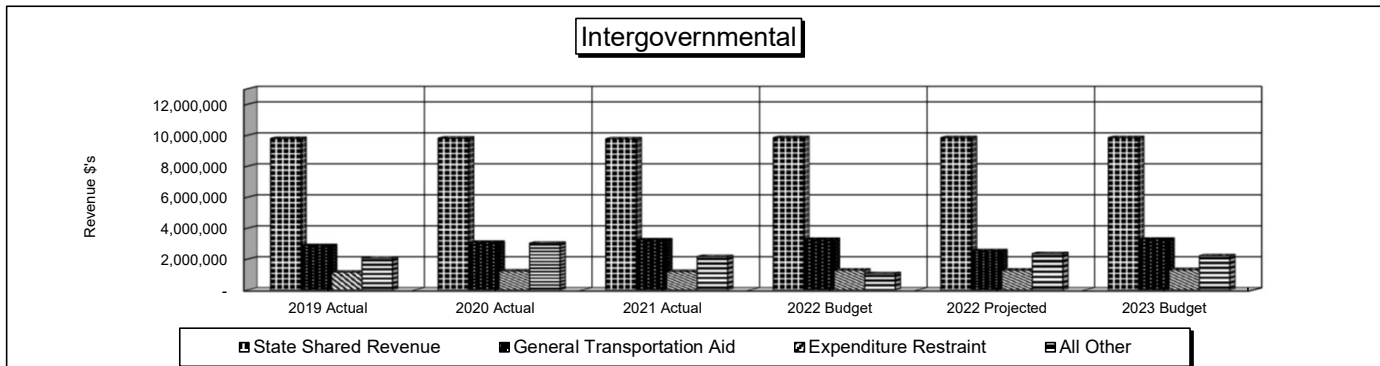
CITY OF APPLETON 2023 BUDGET GENERAL FUND REVENUES

| <u>Taxes</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Actual</u> | <u>2022 Budget</u> | <u>2022 Projected</u> | <u>2023 Budget</u> | <u>% Change</u> |
|--------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Property Taxes | \$ 35,646,816 | \$ 36,083,000 | \$ 36,600,000 | \$ 37,080,000 | \$ 37,080,000 | \$ 37,824,720 | 2.01% |
| County Sales Tax | - | 575,408 | 713,905 | 750,000 | 750,000 | 775,000 | 3.33% |
| Payment in Lieu of Taxes | 445,439 | 388,423 | 436,452 | 431,900 | 431,900 | 431,900 | 0.00% |
| Total Taxes | \$ 36,092,255 | \$ 37,046,831 | \$ 37,750,357 | \$ 38,261,900 | \$ 38,261,900 | \$ 39,031,620 | 2.01% |



Taxes are derived from several sources. Property taxes now provide approximately 60% of our general fund revenues. Recent years have seen the equalized value of the tax base experience steady increases, amounting to 4.58% in 2020, 8.36% in 2021, and 11.7% in 2022 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 1.89% for the City for the 2023 Budget, resulting in a total City constraint of \$53,354,408 across all funds. The City levy meets that constraint.

| <u>Intergovernmental Revenue</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Actual</u> | <u>2022 Budget</u> | <u>2022 Projected</u> | <u>2023 Budget</u> | <u>% Change</u> |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| State Shared Revenue | \$ 9,793,877 | \$ 9,812,695 | \$ 9,767,447 | \$ 9,846,189 | \$ 9,846,189 | \$ 9,846,816 | 0.01% |
| Expenditure Restraint | 1,162,762 | 1,238,325 | 1,206,663 | 1,297,174 | 1,297,174 | 1,328,909 | 2.45% |
| General Transportation Aid | 2,871,315 | 3,083,954 | 3,246,480 | 3,274,500 | 3,274,500 | 3,283,900 | 0.29% |
| Library Grants & Aids | 1,045,947 | 1,070,138 | 1,091,736 | 1,063,001 | 1,063,001 | 1,064,805 | 0.17% |
| Other | 1,024,255 | 1,957,764 | 1,075,388 | 1,103,801 | 1,295,889 | 1,152,801 | 4.44% |
| Total Intergovernmental | \$ 15,898,156 | \$ 17,162,876 | \$ 16,387,714 | \$ 16,584,665 | \$ 16,776,753 | \$ 16,677,231 | 0.55% |



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.

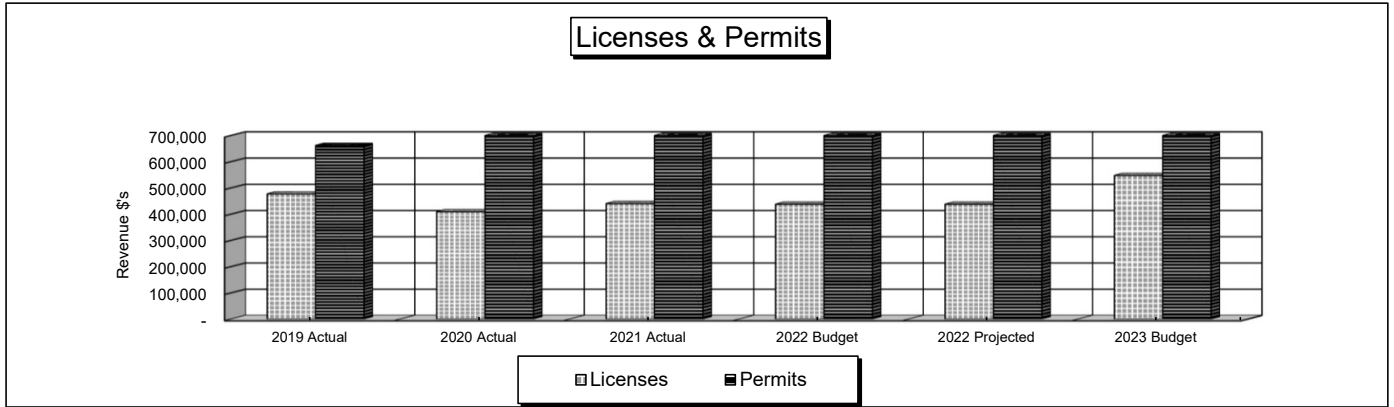
General Transportation Aid and Connecting Highway Aid are reimbursements provided by the State to defray a portion of the expense incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge),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

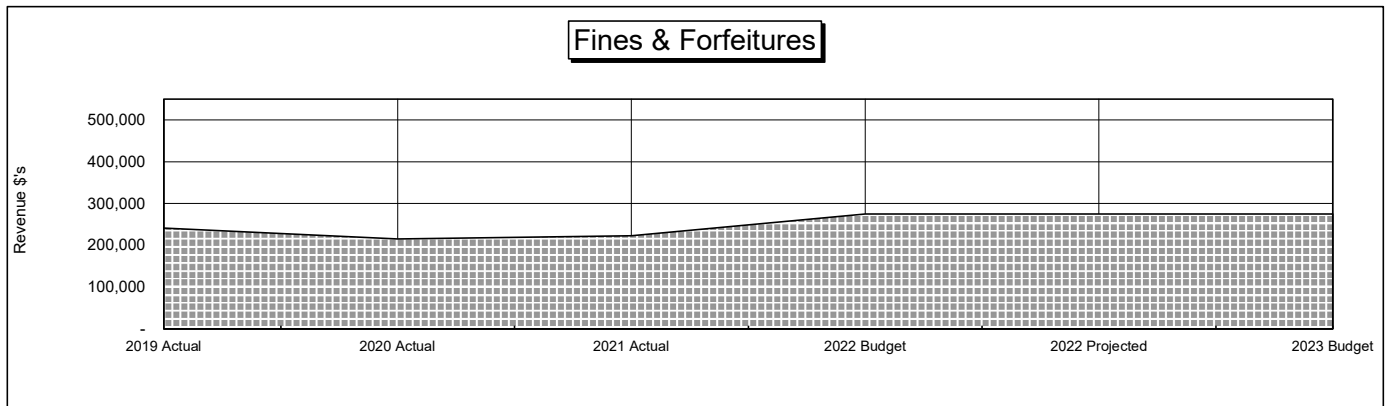
CITY OF APPLETON 2023 BUDGET GENERAL FUND REVENUES

| | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget | % Change |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Licenses and Permits | | | | | | | |
| Licenses | \$ 477,300 | \$ 409,271 | \$ 440,363 | \$ 438,000 | \$ 438,000 | \$ 547,660 | 25.04% |
| Permits | 662,175 | 837,909 | 1,232,287 | 868,750 | 868,750 | 929,850 | 7.03% |
| Total Licenses and Permits | \$1,139,475 | \$1,247,180 | \$1,672,650 | \$1,306,750 | \$1,306,750 | \$1,477,510 | 13.07% |



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.

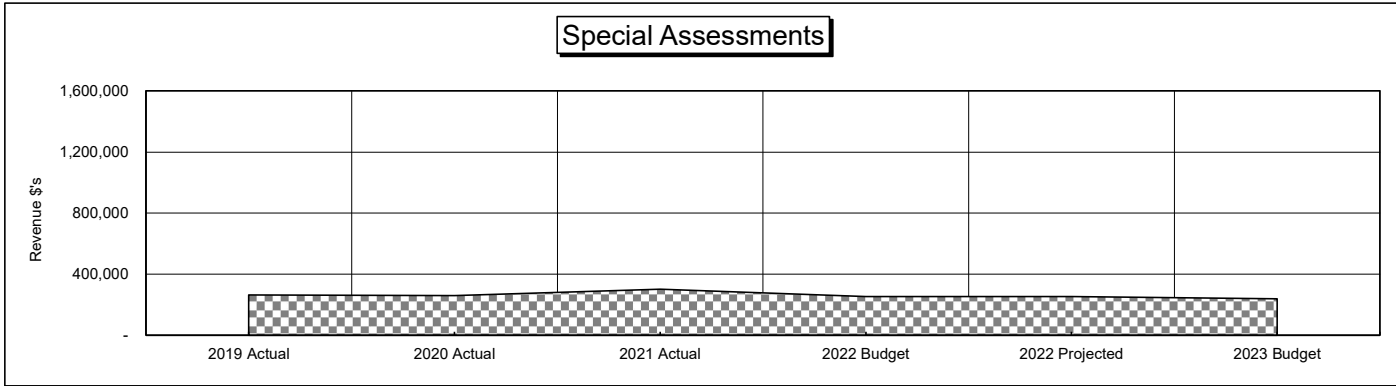
| | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget | % Change |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| Fines and Forfeitures | \$ 241,090 | \$ 214,691 | \$ 222,993 | \$ 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.

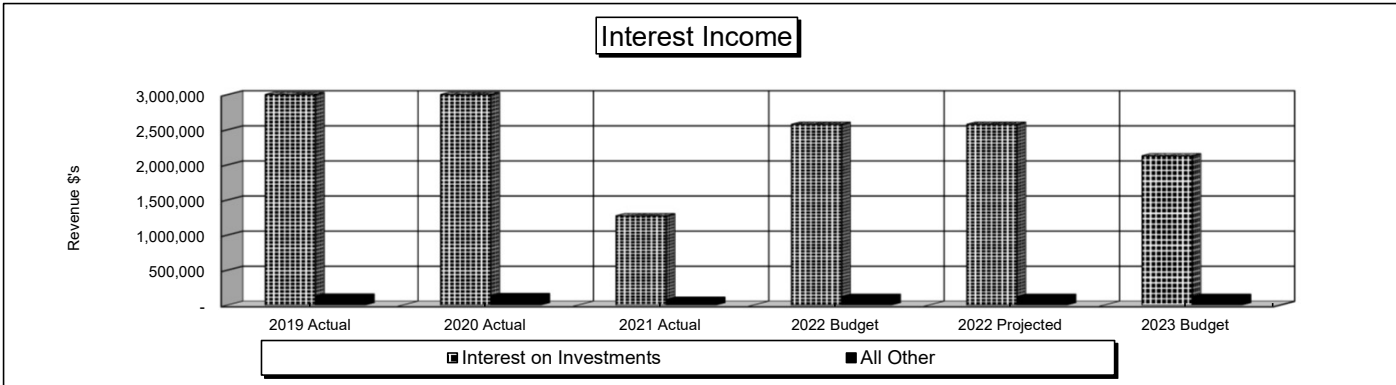
CITY OF APPLETON 2023 BUDGET GENERAL FUND REVENUES

| | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget | % |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Special Assessments | <u>\$ 263,609</u> | <u>\$ 260,470</u> | <u>\$ 301,889</u> | <u>\$ 252,522</u> | <u>\$ 252,522</u> | <u>\$ 240,000</u> | <u>-4.96%</u> |



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.

| | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget | % |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Interest Income | | | | | | | Change |
| Interest on Investments | \$ 3,688,035 | \$ 3,830,582 | \$ 1,271,922 | \$ 2,574,682 | \$ 2,574,682 | \$ 2,126,922 | -17.39% |
| Interest on Delinquent Tax | 125,044 | 134,589 | 80,907 | 125,000 | 125,000 | 125,000 | 0.00% |
| Interest - Deferred Specials | 2,792 | 19 | 1,940 | - | - | - | N/A |
| Total Interest Income | <u>\$ 3,815,871</u> | <u>\$ 3,965,190</u> | <u>\$ 1,354,769</u> | <u>\$ 2,699,682</u> | <u>\$ 2,699,682</u> | <u>\$ 2,251,922</u> | <u>-16.59%</u> |

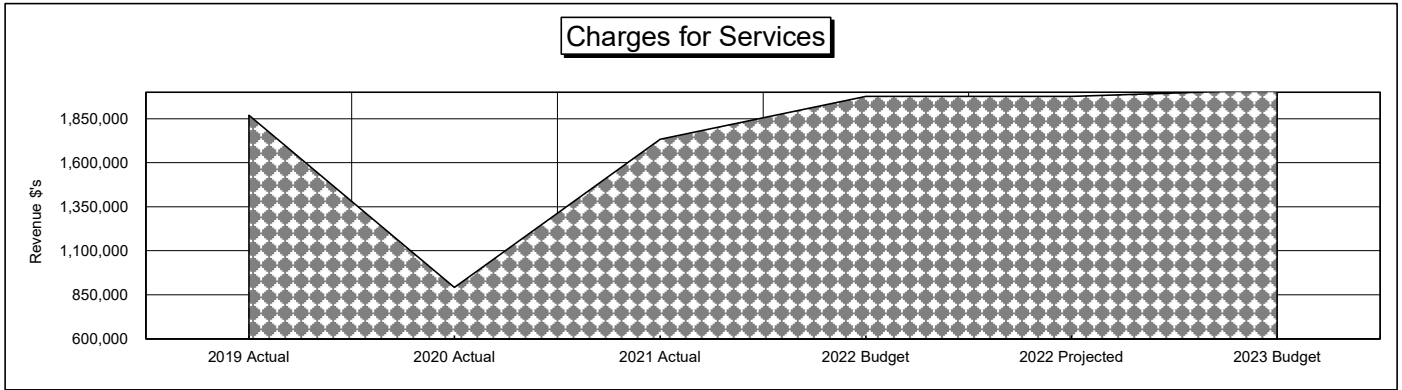


Interest on investments reflects interest earned on public funds being held until distributed to other taxing authorities, funds held until expended by the City, and interest income on advances to other funds. Factors which determine investment income are interest rates, cash balances, and the current 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 \$19,495 in 2023. 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 \$1,092,427 of interest income in 2023.

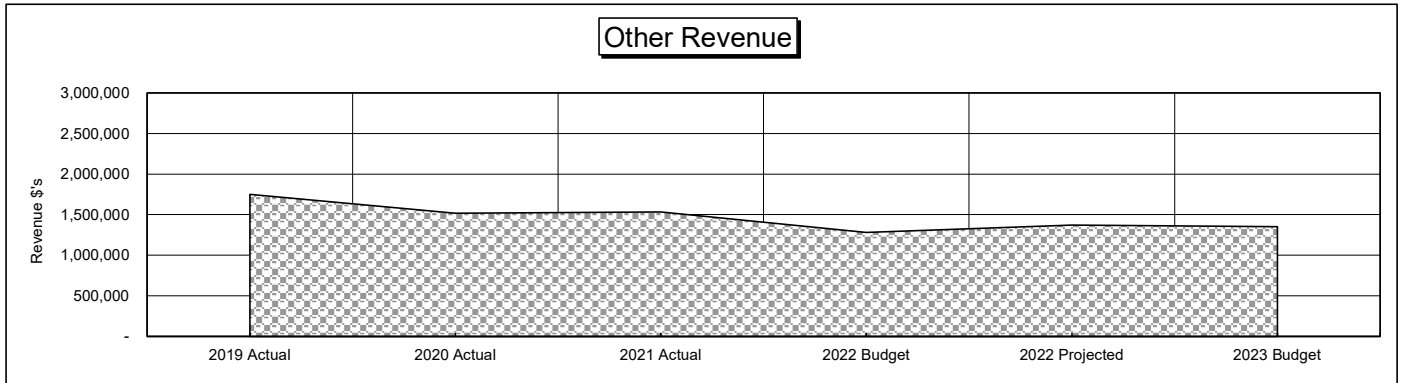
CITY OF APPLETON 2023 BUDGET GENERAL FUND REVENUES

| | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Actual</u> | <u>2022 Budget</u> | <u>2022 Projected</u> | <u>2023 Budget</u> | <u>% Change</u> |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|-----------------|
| Charges for Services | \$ 1,869,558 | \$ 891,763 | \$ 1,733,625 | \$ 1,976,175 | \$ 1,976,175 | \$ 2,015,190 | 1.97% |



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.

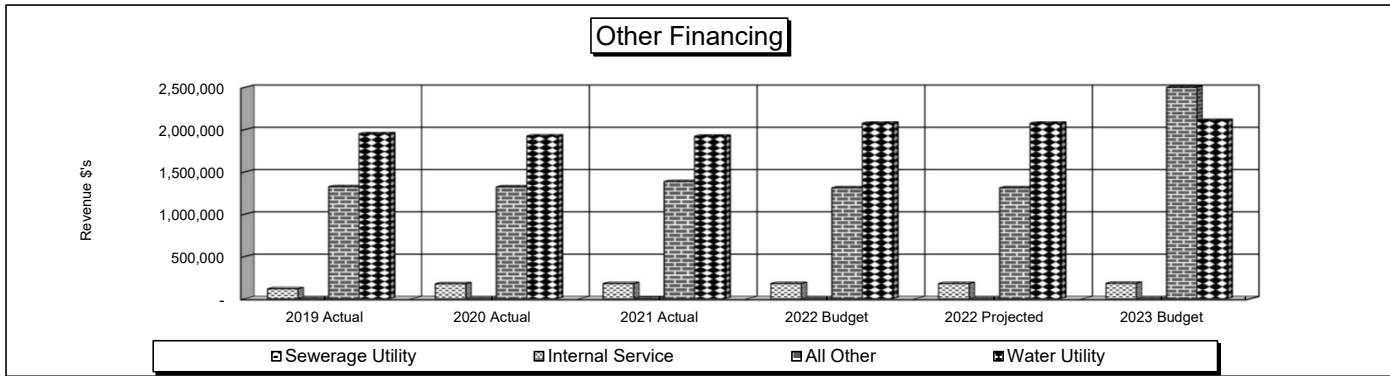
| | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Actual</u> | <u>2022 Budget</u> | <u>2022 Projected</u> | <u>2023 Budget</u> | <u>% Change</u> |
|------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|-----------------|
| Other Revenue | | | | | | | |
| Sales of City Property | \$ 2,461 | \$ 5,399 | \$ 30,816 | \$ 3,000 | \$ 3,000 | \$ 5,000 | 66.67% |
| Other Revenue | 1,751,637 | 1,520,099 | 1,533,829 | 1,280,811 | 1,372,902 | 1,351,068 | 5.49% |
| | \$ 1,754,098 | \$ 1,525,498 | \$ 1,564,645 | \$ 1,283,811 | \$ 1,375,902 | \$ 1,356,068 | 5.63% |



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.

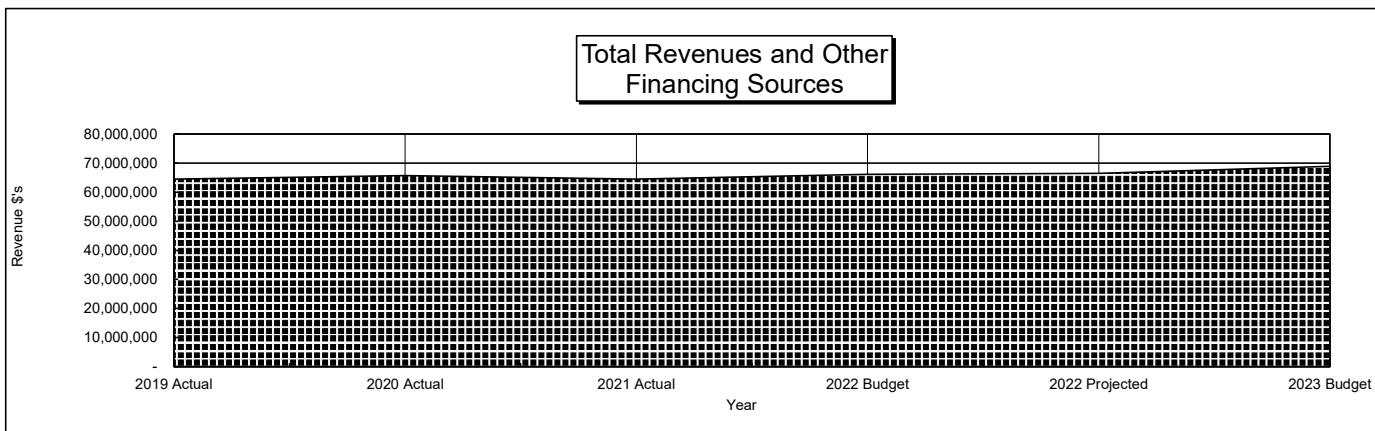
CITY OF APPLETON 2023 BUDGET GENERAL FUND REVENUES

| <u>Other Financing Sources</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Actual</u> | <u>2022 Budget</u> | <u>2022 Projected</u> | <u>2023 Budget</u> | <u>% Change</u> |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|-----------------|
| Water Utility | \$ 1,951,252 | \$ 1,924,916 | \$ 1,922,051 | \$ 2,075,800 | \$ 2,075,800 | \$ 2,108,800 | 1.59% |
| Golf Course | 17,900 | 17,900 | 17,900 | 17,900 | 17,900 | 17,900 | 0.00% |
| Wastewater Utility | 117,450 | 177,265 | 179,881 | 180,450 | 180,450 | 182,450 | 1.11% |
| 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 | 1,231,463 | 1,229,329 | 1,292,587 | 1,218,000 | 1,218,000 | 1,272,700 | 4.49% |
| Capital Projects | - | - | - | - | - | 1,964,348 | N/A |
| Internal Service | 53,929 | 54,000 | 54,000 | 54,000 | 54,000 | 54,000 | 0.00% |
| Trust & Agency | - | - | 3,988 | - | - | - | N/A |
| Total Other Financing Sources | \$ 3,393,794 | \$ 3,425,210 | \$ 3,492,207 | \$ 3,567,950 | \$ 3,567,950 | \$ 5,621,998 | 57.57% |



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.

| <u>Total Revenues and Other Financing Sources</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Actual</u> | <u>2022 Budget</u> | <u>2022 Projected</u> | <u>2023 Budget</u> | <u>% Change</u> |
|---|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|-----------------|
| | \$ 64,467,906 | \$ 65,739,709 | \$ 64,480,849 | \$ 66,208,455 | \$ 66,492,634 | \$ 68,946,539 | 4.14% |



CITY OF APPLETON 2023 BUDGET

MAYOR'S OFFICE

Mayor: Jacob A. Woodford

CITY OF APPLETON 2023 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, and 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 2022 EVENTS

Appleton's COVID-19 response continued to shift into recovery as case numbers and severity eased. Streamlined personnel management policies and supportive practices helped ensure continuity of municipal operations as subsequent waves of illness moved through the community and among City employees. One of the most important tools the City employed was an emergency leave program, which encouraged employees to report positive and suspected cases and to stay home to protect fellow employees and City residents. This has been a very successful initiative, and with utilization continuing to drop, the program is expected to sunset at the end of 2022.

Senior leadership transitions were a major aspect of overall management. The City's new IT Director started in late 2021, onboarding fully in early 2022. A new Health Officer was appointed and onboarded; the Finance Director was promoted into her position; a new Director of Public Works was appointed and onboarded; and the Director of Community and Economic Development announced her upcoming retirement in January 2023, initiating a search for her replacement. The Police and Fire Commission completed its search for a new Chief of Police, who will start in January 2023. Recruitment, hiring, and onboarding all require significant engagement from the Mayor's Office in partnership with Human Resources.

Surging inflation in 2022 further exacerbated already challenging financial dynamics for the City. Despite robust growth and 1.8% net new construction (slightly higher than the statewide average) Wisconsin's local government funding model continues to squeeze the City's operating budget. The Mayor engaged in advocacy efforts for local government finance reform at the State level in collaboration with the Urban Alliance and League of WI Municipalities. Specifically, the Mayor advocated for leveraging a multi-billion-dollar surplus in State tax collections to help stabilize municipal finances.

Public events and appearances dramatically increased in 2022 as the pandemic abated. Oktoberfest and License to Cruise returned after a two-year hiatus, Mile of Music was back to full-scale, and the Memorial Day Parade and ceremony resumed. The Mayor continued to offer monthly open office hours and occasional "Ask Me Anything" virtual town halls, in addition to recurring appearances on local media programs. Ongoing safety and functionality concerns on College Avenue continued to mount, and work was underway to consider design and policy improvements. Social disruption, political tension, and instances of civil unrest continued to occur in 2022. Most significant were a series of demonstrations in the wake of the Dobbs v. Jackson ruling. A new public events/appearances calendar for Alders was created, and the Mayor's Office worked in collaboration with Council leadership to make improvements to the new Alder orientation process.

Numerous projects and initiatives were accomplished. Among these were completion of the College North Neighborhood Plan, allocation of \$250,000 in ARPA grants to community organizations, selection and hiring of an ARPA program manager, development of new City data and statistics dashboards for all departments, multi-factor authentication and other IT security improvements, implementation of the City's new debt control plan, the work of the Task Force on Resiliency, Climate Mitigation, and Adaptation was completed and a new Sustainability and Project Manager position was created as well as a new Sustainability Panel.

CITY OF APPLETON 2023 BUDGET OFFICE OF THE MAYOR

MAJOR 2023 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 and recovery

Support employees and foster a healthy, positive, safe workplace at the City through policies, benefits, and presence (ride-alongs, office visits, tours, and events)

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

Upon hiring a new Community and Economic Development Director, engage a Task Force on Economic Development Experience 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 – including continued advocacy for local government finance reform in Wisconsin

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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 1,050 | \$ - | \$ - | \$ - | \$ - | N/A |
| Program Expenses | | | | | | | |
| 10510 | Administration | 100,757 | 116,946 | 117,713 | 117,713 | 121,520 | 3.23% |
| 10520 | Citizen Outreach | 295,876 | 278,241 | 339,229 | 339,229 | 352,491 | 3.91% |
| 10530 | Intergovernmental | 43,977 | 45,772 | 48,500 | 48,500 | 49,278 | 1.60% |
| TOTAL | | \$ 440,610 | \$ 440,959 | \$ 505,442 | \$ 505,442 | \$ 523,289 | 3.53% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 389,964 | 380,274 | 424,037 | 424,037 | 448,217 | 5.70% |
| Training & Travel | | 4,129 | 3,723 | 10,680 | 10,680 | 9,920 | -7.12% |
| Supplies & Materials | | 31,326 | 21,275 | 43,650 | 43,650 | 35,150 | -19.47% |
| Purchased Services | | 15,191 | 35,687 | 27,075 | 27,075 | 30,002 | 10.81% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | |

**CITY OF APPLETON 2023 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 2023 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 72,455 | \$ 73,334 | \$ 74,005 | \$ 74,005 | \$ 76,223 |
| 610500 Overtime | 1,164 | 382 | - | - | - |
| 615000 Fringes | 20,768 | 26,696 | 27,403 | 27,403 | 28,325 |
| 620100 Training/Conferences | 998 | 1,369 | 9,000 | 9,000 | 8,000 |
| 620600 Parking Permits | 1,717 | 2,100 | 1,680 | 1,680 | 1,920 |
| 630100 Office Supplies | 761 | 758 | 800 | 800 | 800 |
| 630200 Subscriptions | 273 | 501 | 550 | 550 | 550 |
| 630300 Memberships & Licenses | - | 125 | - | - | - |
| 630500 Awards & Recognition | 646 | 1,435 | 1,000 | 1,000 | 1,000 |
| 631500 Books & Library Materials | - | 85 | - | - | - |
| 632001 City Copy Charges | 914 | 946 | 1,200 | 1,200 | 700 |
| 632002 Outside Printing | 139 | - | - | - | - |
| 640400 Consulting Services | - | 8,125 | - | - | - |
| 641307 Telephone | 269 | 273 | 275 | 275 | 275 |
| 641308 Cellular Phones | 653 | 817 | 1,800 | 1,800 | 1,800 |
| 642501 CEA Operations/Maint. | - | - | - | - | 1,154 |
| 642502 CEA Depreciation/Replace. | - | - | - | - | 773 |
| Total Expense | <u>\$ 100,757</u> | <u>\$ 116,946</u> | <u>\$ 117,713</u> | <u>\$ 117,713</u> | <u>\$ 121,520</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

Reductions in postage and printing reflect elimination of a separate City Guide, which will be replaced by a collaboration with DPW on the existing Public Works Guide to distribute important information to constituents.

Reductions in postage, printing and advertising were reallocated to support consulting services.

**CITY OF APPLETON 2023 BUDGET
OFFICE OF THE MAYOR**

Citizen Engagement

Business Unit 10520

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 487700 Advertising | \$ 1,050 | \$ - | \$ - | \$ - | \$ - |
| Total Revenues | <u>\$ 1,050</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 204,261 | \$ 194,522 | \$ 221,555 | \$ 221,555 | \$ 237,099 |
| 610500 Overtime | 1,989 | 445 | - | - | - |
| 615000 Fringes | 58,681 | 52,911 | 68,674 | 68,674 | 73,392 |
| 620100 Training/Conferences | 1,193 | 152 | - | - | - |
| 630100 Office Supplies | - | 42 | - | - | - |
| 630200 Subscriptions | - | 208 | 6,000 | 6,000 | 6,000 |
| 630300 Memberships & Licenses | 529 | 2,528 | 1,500 | 1,500 | 1,500 |
| 630400 Postage/Freight | 6,916 | - | 10,000 | 10,000 | 5,000 |
| 631603 Other Misc. Supplies | 403 | 771 | 500 | 500 | 500 |
| 632002 Outside Printing | 7,078 | 16 | 5,000 | 5,000 | 2,500 |
| 632700 Miscellaneous Equipment | 557 | 174 | 1,000 | 1,000 | 500 |
| 640400 Consulting Services | - | - | - | - | 3,000 |
| 641200 Advertising | 1,040 | 1,633 | 7,000 | 7,000 | 5,000 |
| 659900 Other Contracts/Obligation | 13,229 | 24,839 | 18,000 | 18,000 | 18,000 |
| Total Expense | <u>\$ 295,876</u> | <u>\$ 278,241</u> | <u>\$ 339,229</u> | <u>\$ 339,229</u> | <u>\$ 352,491</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

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

CITY OF APPLETON 2023 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 2023 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 23,648 | \$ 23,780 | \$ 24,021 | \$ 24,021 | \$ 24,540 |
| 610500 Overtime | 166 | 37 | - | - | - |
| 615000 Fringes | 6,831 | 8,167 | 8,379 | 8,379 | 8,638 |
| 620100 Training/Conferences | 221 | 102 | - | - | - |
| 630300 Memberships & Licenses | 13,111 | 13,686 | 16,100 | 16,100 | 16,100 |
| Total Expense | <u>\$ 43,977</u> | <u>\$ 45,772</u> | <u>\$ 48,500</u> | <u>\$ 48,500</u> | <u>\$ 49,278</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Memberships & Licenses

| | |
|---|------------------|
| League of WI Municipalities | \$ 15,000 |
| Engaging Local Government Leaders & City-County Communications & Marketing Association (3CMA) | 1,100 |
| | <u>\$ 16,100</u> |

**CITY OF APPLETON 2023 BUDGET
MAYOR'S OFFICE**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 487700 Advertising/Promotional Fees | 1,050 | - | - | - | - | - |
| 502000 Donations & Memorials | - | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | 1,050 | - | - | - | - | - |
| Personnel | | | | | | |
| 610100 Regular Salaries | 280,253 | 273,296 | 107,436 | 319,581 | 319,581 | 337,862 |
| 610500 Overtime Wages | 3,319 | 864 | 122 | - | - | - |
| 611500 Vacation Pay | 20,111 | 18,341 | 4,633 | - | - | - |
| 615000 Fringes | <u>86,281</u> | <u>87,773</u> | <u>36,565</u> | <u>104,456</u> | <u>104,456</u> | <u>110,355</u> |
| TOTAL PERSONNEL | 389,964 | 380,274 | 148,756 | 424,037 | 424,037 | 448,217 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 2,412 | 1,623 | 1,575 | 9,000 | 9,000 | 8,000 |
| 620600 Parking Permits | <u>1,717</u> | <u>2,100</u> | <u>1,680</u> | <u>1,680</u> | <u>1,680</u> | <u>1,920</u> |
| TOTAL TRAINING / TRAVEL | 4,129 | 3,723 | 3,255 | 10,680 | 10,680 | 9,920 |
| Supplies | | | | | | |
| 630100 Office Supplies | 761 | 800 | 239 | 800 | 800 | 800 |
| 630200 Subscriptions | 273 | 709 | 4,474 | 6,550 | 6,550 | 6,550 |
| 630300 Memberships & Licenses | 13,640 | 16,339 | 15,191 | 17,600 | 17,600 | 17,600 |
| 630400 Postage/Freight | 6,915 | - | 132 | 10,000 | 10,000 | 5,000 |
| 630500 Awards & Recognition | 646 | 1,435 | 466 | 1,000 | 1,000 | 1,000 |
| 631500 Books & Library Materials | - | 85 | 40 | - | - | - |
| 631603 Other Misc. Supplies | 403 | 771 | 44 | 500 | 500 | 500 |
| 632001 City Copy Charges | 914 | 946 | 329 | 1,200 | 1,200 | 700 |
| 632002 Outside Printing | 7,217 | 16 | 184 | 5,000 | 5,000 | 2,500 |
| 632700 Miscellaneous Equipment | <u>557</u> | <u>174</u> | <u>-</u> | <u>1,000</u> | <u>1,000</u> | <u>500</u> |
| TOTAL SUPPLIES | 31,326 | 21,275 | 21,099 | 43,650 | 43,650 | 35,150 |
| Purchased Services | | | | | | |
| 640400 Consulting Services | - | 8,125 | 11,873 | - | - | 3,000 |
| 641200 Advertising | 1,040 | 1,633 | - | 7,000 | 7,000 | 5,000 |
| 641307 Telephone | 269 | 273 | 116 | 275 | 275 | 275 |
| 641308 Cellular Phones | 653 | 817 | 731 | 1,800 | 1,800 | 1,800 |
| 642501 CEA Operations/Maint. | - | - | - | - | - | 1,154 |
| 642502 CEA Depreciation/Replace. | - | - | - | - | - | 773 |
| 659900 Other Contracts/Obligation | <u>13,229</u> | <u>24,839</u> | <u>17,000</u> | <u>18,000</u> | <u>18,000</u> | <u>18,000</u> |
| TOTAL PURCHASED SVCS | 15,191 | 35,687 | 29,720 | 27,075 | 27,075 | 30,002 |
| TOTAL EXPENSE | <u>440,610</u> | <u>440,959</u> | <u>202,830</u> | <u>505,442</u> | <u>505,442</u> | <u>523,289</u> |

CITY OF APPLETON 2023 BUDGET

COMMON COUNCIL

Council President: Katie A. Van Zeeland

Council Vice President: Vered T. Meltzer

CITY OF APPLETON 2023 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2023 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 | | | % |
|-------------------------------|----------------------|------------|------------|--------------|--------------|------------|----------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ - | \$ - | \$ - | \$ - | \$ - | N/A |
| Program Expenses | | | | | | | |
| 10000 | Common Council | 133,729 | 136,571 | 141,791 | 141,791 | 148,721 | 4.89% |
| TOTAL | | \$ 133,729 | \$ 136,571 | \$ 141,791 | \$ 141,791 | \$ 148,721 | 4.89% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 93,832 | 94,551 | 95,691 | 95,691 | 101,721 | 6.30% |
| | Training & Travel | 6,460 | 5,860 | 7,700 | 7,700 | 8,600 | 11.69% |
| | Supplies & Materials | 420 | 936 | 750 | 750 | 750 | 0.00% |
| | Purchased Services | 33,017 | 35,224 | 37,650 | 37,650 | 37,650 | 0.00% |
| Council Members: | | | | | | | |
| | # of Council Members | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | |

* % change from prior year adopted budget
Council.xls

**CITY OF APPLETON 2023 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 92,600 | \$ 93,305 | \$ 94,323 | \$ 94,323 | \$ 100,267 |
| 615000 Fringes | 1,232 | 1,246 | 1,368 | 1,368 | 1,454 |
| 620100 Training/Conferences | 160 | 400 | 1,400 | 1,400 | 1,400 |
| 620600 Parking Permits | 6,300 | 5,460 | 6,300 | 6,300 | 7,200 |
| 630100 Office Supplies | 68 | 178 | 200 | 200 | 200 |
| 630500 Awards & Recognition | - | 177 | 100 | 100 | 100 |
| 630700 Food & Provisions | - | 239 | 250 | 250 | 250 |
| 631603 Miscellaneous Supplies | 329 | 105 | - | - | - |
| 632001 Copy Charges | 23 | 25 | - | - | - |
| 632002 Outside Printing | - | 212 | 200 | 200 | 200 |
| 659900 Other Contracts/Obligations | 33,017 | 35,224 | 37,650 | 37,650 | 37,650 |
| Total Expense | \$ 133,729 | \$ 136,571 | \$ 141,791 | \$ 141,791 | \$ 148,721 |

DETAILED SUMMARY OF 2023 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 2023 BUDGET
COMMON COUNCIL**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|-----------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Personnel | | | | | | |
| 610100 Regular Salaries | \$ 92,600 | \$ 93,305 | \$ 28,715 | \$ 94,323 | \$ 94,323 | \$ 100,267 |
| 615000 Fringes | <u>1,232</u> | <u>1,246</u> | <u>433</u> | <u>1,368</u> | <u>1,368</u> | <u>1,454</u> |
| TOTAL PERSONNEL | 93,832 | 94,551 | 29,148 | 95,691 | 95,691 | 101,721 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 160 | 400 | - | 1,400 | 1,400 | 1,400 |
| 620600 Parking Permits | <u>6,300</u> | <u>5,460</u> | <u>5,460</u> | <u>6,300</u> | <u>6,300</u> | <u>7,200</u> |
| TOTAL TRAINING / TRAVEL | 6,460 | 5,860 | 5,460 | 7,700 | 7,700 | 8,600 |
| Supplies | | | | | | |
| 630100 Office Supplies | 68 | 178 | 58 | 200 | 200 | 200 |
| 630500 Awards & Recognition | - | 177 | 107 | 100 | 100 | 100 |
| 630700 Food & Provisions | - | 239 | - | 250 | 250 | 250 |
| 631603 Other Misc. Supplies | 329 | 105 | 104 | - | - | - |
| 632001 City Copy Charges | 23 | 25 | - | - | - | - |
| 632002 Outside Printing | <u>-</u> | <u>212</u> | <u>-</u> | <u>200</u> | <u>200</u> | <u>200</u> |
| TOTAL SUPPLIES | 420 | 936 | 269 | 750 | 750 | 750 |
| Purchased Services | | | | | | |
| 659900 Other Contracts/Obligation | <u>33,017</u> | <u>35,224</u> | <u>608</u> | <u>37,650</u> | <u>37,650</u> | <u>37,650</u> |
| TOTAL PURCHASED SVCS | 33,017 | 35,224 | 608 | 37,650 | 37,650 | 37,650 |
| TOTAL EXPENSE | <u>\$ 133,729</u> | <u>\$ 136,571</u> | <u>\$ 35,485</u> | <u>\$ 141,791</u> | <u>\$ 141,791</u> | <u>\$ 148,721</u> |

CITY OF APPLETON 2023 BUDGET

FINANCE DEPARTMENT

Finance Director: Jeri A. Ohman, CPA

Deputy Finance Director: Katie M. Demeny, MPA

CITY OF APPLETON 2023 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 2022 EVENTS

Completed RFP process to select vendor to complete the annual financial audit

Completed the 2021 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 parking software

Completed the issuance of \$15.5 million of G.O. notes and \$11.7 million of Wastewater refunding bonds three months prior to years past to ensure better interest rates

Filled five positions due to retirements and internal promotions, including Director, Deputy Director, Budget Manager, Purchasing Manager, and Payroll Coordinator.

Completed staff, supervisor, and department questionnaires for compensation study plan

Worked with the Community and Economic Development Department to issue \$250,000 in American Rescue Plan Act (ARPA) grant funding to 9 community organizations

Completed required quarterly reports for COVID-19 and ARPA grants

Continued to monitor and assist with determining allowable uses of multiple funding sources related to COVID-19 and ARPA grants

Worked with the Department of Public Works on private side lead service replacement project

Secured principal forgiveness loan of \$505,000 for private side lead service replacement project

Worked with the Department of Administration to accept Low Income Water Assistance Program (LIWAP) payments directly to customer utility accounts

Major objectives for the remainder of 2022:

Continue to train staff members in new positions within the department

Begin process to close TIF #6

Complete the 2023 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

Implement GASB 87 for lease accounting

Begin enhancements to utility billing tax roll process to automate for non-City of Appleton utility customers

Continue to oversee and account for COVID-19 mitigation and other economic assistance grants received

CITY OF APPLETON 2023 BUDGET FINANCE DEPARTMENT

MAJOR 2023 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 ensuring 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 utility billing and customer self-service modules

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

Continue 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 to track expenditures related to the City's 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 * |
|------------------------------------|------------------|------------|------------|--------------|--------------|------------|------------|
| | | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 3,950 | \$ 4,287 | \$ 4,000 | \$ 4,000 | \$ 4,000 | 0.00% |
| Program Expenses | | | | | | | |
| 11510 | Administration | 140,194 | 171,371 | 170,709 | 170,709 | 150,215 | -12.01% |
| 11520 | Customer Service | 85,452 | 92,302 | 97,720 | 97,720 | 104,023 | 6.45% |
| 11530 | Support Services | 673,859 | 657,521 | 619,737 | 661,949 | 707,941 | 14.23% |
| TOTAL | | \$ 899,505 | \$ 921,194 | \$ 888,166 | \$ 930,378 | \$ 962,179 | 8.33% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 788,137 | 801,221 | 772,786 | 814,998 | 843,040 | 9.09% |
| Administrative Expense | | 9,778 | 7,972 | 12,460 | 12,460 | 12,220 | -1.93% |
| Supplies & Materials | | 26,196 | 30,851 | 27,440 | 27,440 | 29,460 | 7.36% |
| Purchased Services | | 75,394 | 81,150 | 75,480 | 75,480 | 77,459 | 2.62% |
| 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 2023 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 2023 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 3,949 | \$ 4,090 | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| 501000 Miscellaneous Revenue | 54 | 15 | - | - | - |
| 508500 Cash Short or Over | (53) | 182 | - | - | - |
| Total Revenue | \$ 3,950 | \$ 4,287 | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| Expenditures | | | | | |
| 610100 Regular Salaries | \$ 103,974 | \$ 125,554 | \$ 118,527 | \$ 118,527 | \$ 113,080 |
| 615000 Fringes | 27,152 | 34,128 | 38,782 | 38,782 | 24,835 |
| 620100 Training/Conferences | 2,126 | 1,351 | 6,500 | 6,500 | 5,500 |
| 620400 Tuition Fees | 1,332 | 203 | - | - | - |
| 620600 Parking Permits | 425 | 498 | 500 | 500 | 480 |
| 630100 Office Supplies | 962 | 4,222 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 2,137 | 2,245 | 2,000 | 2,000 | 2,000 |
| 630400 Postage/Freight | (86) | (94) | 230 | 230 | - |
| 630500 Awards & Recognition | 87 | 239 | 210 | 210 | 210 |
| 632001 City Copy Charges | 28 | 101 | 200 | 200 | 100 |
| 632002 Outside Printing | 446 | 446 | 500 | 500 | 500 |
| 641200 Advertising | 357 | 1,223 | - | - | 250 |
| 641307 Telephone | 1,254 | 1,255 | 1,260 | 1,260 | 1,260 |
| Total Expense | \$ 140,194 | \$ 171,371 | \$ 170,709 | \$ 170,709 | \$ 150,215 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
FINANCE DEPARTMENT**

Customer Service

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 2023 BUDGET
FINANCE DEPARTMENT**

Customer Service

Business Unit 11520

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|------------------|------------------|------------------|------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenditures | | | | | |
| 610100 Regular Salaries | \$ 44,663 | \$ 46,803 | \$ 48,554 | \$ 48,554 | \$ 51,058 |
| 610500 Overtime Wages | 520 | 2,303 | 860 | 860 | 900 |
| 615000 Fringes | 19,202 | 20,776 | 23,606 | 23,606 | 28,165 |
| 620600 Parking Permits | 1,690 | 1,680 | 2,100 | 2,100 | 2,400 |
| 630400 Postage/Freight | 14,440 | 16,240 | 14,100 | 14,100 | 17,000 |
| 632001 City Copy Charges | 4,637 | 4,450 | 5,000 | 5,000 | 4,500 |
| 632002 Outside Printing | 90 | - | - | - | - |
| 632700 Miscellaneous Equipment | 183 | - | - | - | - |
| 641100 Temporary Help | - | - | 3,500 | 3,500 | - |
| 643100 Interpreter Services | 27 | 50 | - | - | - |
| Total Expense | <u>\$ 85,452</u> | <u>\$ 92,302</u> | <u>\$ 97,720</u> | <u>\$ 97,720</u> | <u>\$ 104,023</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | |
|-------------------------|------------------|
| <u>Postage/Freight</u> | |
| Annual tax bill mailing | \$ 17,000 |
| | <u>\$ 17,000</u> |

**CITY OF APPLETON 2023 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, 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:

The change in personnel expense in 2023 is the result of the addition of 1.0 FTE for a Finance Associate. This position is continuing the work of the Data Analyst Fellowship, along with assisting departments in grant research and grant application assistance.

CITY OF APPLETON 2023 BUDGET

FINANCE DEPARTMENT

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503000 Damage to City Property | \$ - | \$ 547 | \$ - | \$ - | \$ - |
| Total Revenue | \$ - | \$ 547 | \$ - | \$ - | \$ - |
| Expenditures | | | | | |
| 610100 Regular Salaries | \$ 434,307 | \$ 409,882 | \$ 395,383 | \$ 437,595 | \$ 437,880 |
| 610500 Overtime Wages | 9,907 | 13,551 | 3,000 | 3,000 | 6,373 |
| 615000 Fringes | 148,411 | 148,224 | 144,074 | 144,074 | 180,749 |
| 620600 Parking Permits | 4,205 | 4,240 | 3,360 | 3,360 | 3,840 |
| 631603 Other Misc. Supplies | - | 151 | 200 | 200 | 150 |
| 632002 Outside Printing | 3,271 | 2,851 | 3,000 | 3,000 | 3,000 |
| 640100 Accounting/Audit Fees | 6,228 | 22,259 | 12,500 | 12,500 | 19,000 |
| 640300 Bank Service Fees | 65,535 | 53,597 | 54,000 | 54,000 | 54,000 |
| 641200 Advertising | 194 | 748 | 1,400 | 1,400 | 800 |
| 641800 Equipment Repairs & Maint. | 1,801 | 2,018 | 2,220 | 2,220 | 2,149 |
| 659900 Other Contracts/Obligation | - | - | 600 | 600 | - |
| Total Expense | \$ 673,859 | \$ 657,521 | \$ 619,737 | \$ 661,949 | \$ 707,941 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit Fees

| | |
|------------------------|------------------|
| Annual financial audit | \$ 19,000 |
| | <u>\$ 19,000</u> |

Bank Services

| | |
|-----------------|------------------|
| Banking fees | \$ 15,000 |
| Investment fees | 39,000 |
| | <u>\$ 54,000</u> |

**CITY OF APPLETON 2023 BUDGET
FINANCE DEPARTMENT**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 480100 General Charges for Service | 3,949 | 4,091 | 980 | 4,000 | 4,000 | 4,000 |
| 501000 Miscellaneous Revenue | 54 | 15 | - | - | - | - |
| 503000 Damage to City Property | - | 548 | - | - | - | - |
| 508500 Cash Short or Over | (53) | 183 | (123) | - | - | - |
| TOTAL PROGRAM REVENUES | <u>3,950</u> | <u>4,837</u> | <u>857</u> | <u>4,000</u> | <u>4,000</u> | <u>4,000</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 532,986 | 526,144 | 226,339 | 562,464 | 604,676 | 602,018 |
| 610500 Overtime Wages | 10,427 | 15,854 | 3,267 | 3,860 | 3,860 | 7,273 |
| 611400 Sick Pay | 1,953 | 20 | 908 | - | - | - |
| 611500 Vacation Pay | 48,006 | 56,077 | 28,130 | - | - | - |
| 615000 Fringes | 194,765 | 203,126 | 83,851 | 206,462 | 206,462 | 233,749 |
| TOTAL PERSONNEL | <u>788,137</u> | <u>801,221</u> | <u>342,495</u> | <u>772,786</u> | <u>814,998</u> | <u>843,040</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 2,126 | 1,351 | 1,934 | 6,500 | 6,500 | 5,500 |
| 620400 Tuition Fees | 1,332 | 203 | - | - | - | - |
| 620600 Parking Permits | 6,320 | 6,418 | 6,734 | 5,960 | 5,960 | 6,720 |
| TOTAL TRAINING / TRAVEL | <u>9,778</u> | <u>7,972</u> | <u>8,668</u> | <u>12,460</u> | <u>12,460</u> | <u>12,220</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 962 | 4,222 | 822 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 2,137 | 2,245 | 785 | 2,000 | 2,000 | 2,000 |
| 630400 Postage/Freight | 14,354 | 16,146 | 895 | 14,330 | 14,330 | 17,000 |
| 630500 Awards & Recognition | 87 | 239 | - | 210 | 210 | 210 |
| 630700 Food & Provisions | - | - | - | - | - | - |
| 631603 Other Misc. Supplies | - | 151 | - | 200 | 200 | 150 |
| 632001 City Copy Charges | 4,666 | 4,551 | 1,296 | 5,200 | 5,200 | 4,600 |
| 632002 Outside Printing | 3,807 | 3,297 | 1,970 | 3,500 | 3,500 | 3,500 |
| 632700 Miscellaneous Equipment | 183 | - | 130 | - | - | - |
| TOTAL SUPPLIES | <u>26,196</u> | <u>30,851</u> | <u>5,898</u> | <u>27,440</u> | <u>27,440</u> | <u>29,460</u> |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 6,227 | 22,259 | 46,410 | 12,500 | 12,500 | 19,000 |
| 640300 Bank Service Fees | 65,535 | 53,597 | 14,655 | 54,000 | 54,000 | 54,000 |
| 641100 Temporary Help | - | - | - | 3,500 | 3,500 | - |
| 641200 Advertising | 551 | 1,971 | 1,400 | 1,400 | 1,400 | 1,050 |
| 641307 Telephone | 1,254 | 1,255 | 639 | 1,260 | 1,260 | 1,260 |
| 641800 Equipment Repairs & Maint. | 1,800 | 2,018 | 588 | 2,220 | 2,220 | 2,149 |
| 643100 Interpreter Services | 27 | 50 | 10 | - | - | - |
| 659900 Other Contracts/Obligation | - | - | - | 600 | 600 | - |
| TOTAL PURCHASED SVCS | <u>75,394</u> | <u>81,150</u> | <u>63,702</u> | <u>75,480</u> | <u>75,480</u> | <u>77,459</u> |
| TOTAL EXPENSE | <u>899,505</u> | <u>921,194</u> | <u>420,763</u> | <u>888,166</u> | <u>930,378</u> | <u>962,179</u> |

**CITY OF APPLETON 2023 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, address educational disparities, and promote 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: Invest 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 in June 2022. All funds must be spent or committed by December 31, 2024, and periodic detailed reports are required documenting the utilization of the funds.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|------------------------------------|-------|--------|-----------|--------------|---------------|------|------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ - | \$ 77,672 | \$ 7,470,920 | \$ 7,470,920 | \$ - | -100.00% |
| Program Expenses | | | | | | | |
| 2800 | ARPA | - | 75,498 | 8,000,000 | 14,818,517 | - | -100.00% |
| TOTAL | | \$ - | \$ 75,498 | \$ 8,000,000 | \$ 14,818,517 | \$ - | -100.00% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | - | 75,498 | - | 1,094,502 | - | N/A |
| Training & Travel | | - | - | - | - | - | N/A |
| Supplies & Materials | | - | - | - | 402,174 | - | N/A |
| Purchased Services | | - | - | - | 1,571,841 | - | N/A |
| Capital Outlay | | - | - | 8,000,000 | 11,750,000 | - | -100.00% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | - | - | - | - | - | |

CITY OF APPLETON 2023 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:

No major changes.

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

ARPA (American Rescue Plan Act)

Business Unit 2800-2804

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------|------------------|---------------------|----------------------|-------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ - | \$ 75,498 | \$ 7,445,920 | \$ 7,445,920 | \$ - |
| 471000 Interest on Investments | - | 2,174 | 25,000 | 25,000 | - |
| | <u>\$ -</u> | <u>\$ 77,672</u> | <u>\$ 7,470,920</u> | <u>\$ 7,470,920</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ - | \$ - | \$ 824,502 | \$ - |
| 610200 Labor Pool Allocations | - | - | - | 270,000 | - |
| 610500 Overtime | - | 63,998 | - | - | - |
| 610800 Part Time | - | - | - | - | - |
| 615000 Fringes | - | 11,500 | - | - | - |
| 620100 Training/Conferences | - | - | - | - | - |
| 630100 Office Supplies | - | - | - | - | - |
| 631603 Other Misc. Supplies | - | - | - | 50,000 | - |
| 632400 Medical/Lab Supplies | - | - | - | 302,174 | - |
| 632700 Miscellaneous Equipment | - | - | - | 50,000 | - |
| 640400 Consulting Services | - | - | - | 150,000 | - |
| 640800 Contractor Fees | - | - | - | 1,000,000 | - |
| 659900 Other Contracts/Obligations | - | - | - | 421,841 | - |
| 663000 Other Grant Payments | - | - | 8,000,000 | 8,250,000 | - |
| 689900 Other Capital Outlay | - | - | - | 2,000,000 | - |
| 791504 Transfer Out - Parking | - | - | - | 1,500,000 | - |
| | <u>\$ -</u> | <u>\$ 75,498</u> | <u>\$ 8,000,000</u> | <u>\$ 14,818,517</u> | <u>\$ -</u> |

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

None

**CITY OF APPLETON 2023 BUDGET
ARPA (American Rescue Plan Act)**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 421000 Federal Grants | - | 75,498 | - | 7,445,920 | 7,445,920 | - |
| 471000 Interest on Investments | - | 2,174 | 1,956 | 25,000 | 25,000 | - |
| TOTAL PROGRAM REVENUES | - | 77,672 | 1,956 | 7,470,920 | 7,470,920 | - |
| Personnel | | | | | | |
| 610100 Regular Salaries | - | - | 75,960 | - | 824,502 | - |
| 610200 Labor Pool Allocation | - | - | - | - | 270,000 | - |
| 610500 Overtime | - | 63,998 | - | - | - | - |
| 610800 Part-Time Wages | - | - | - | - | - | - |
| 615000 Fringes | - | 11,500 | 26,528 | - | - | - |
| TOTAL PERSONNEL | - | 75,498 | 102,488 | - | 1,094,502 | - |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | - | - | - | - | - | - |
| 620200 Mileage Reimbursement | - | - | - | - | - | - |
| TOTAL TRAINING / TRAVEL | - | - | - | - | - | - |
| Supplies | | | | | | |
| 630100 Office Supplies | - | - | - | - | - | - |
| 631603 Other Misc. Supplies | - | - | - | - | 50,000 | - |
| 632400 Medical/Lab Supplies | - | - | - | - | 302,174 | - |
| 632700 Miscellaneous Equipment | - | - | 12,667 | - | 50,000 | - |
| TOTAL SUPPLIES | - | - | 12,667 | - | 402,174 | - |
| Purchased Services | | | | | | |
| 640400 Consulting Services | - | - | - | - | 150,000 | - |
| 640800 Contractor Fees | - | - | - | - | 1,000,000 | - |
| 659900 Other Contracts/Obligations | - | - | - | - | 421,841 | - |
| 663000 Other Grant Payments | - | - | 250,000 | 8,000,000 | 8,250,000 | - |
| TOTAL PURCHASED SVCS | - | - | 250,000 | 8,000,000 | 9,821,841 | - |
| Capital Outlay | | | | | | |
| 680903 Sanitary Sewers | - | - | - | - | - | - |
| 680904 Storm Sewers | - | - | - | - | - | - |
| 680905 Water Mains | - | - | - | - | - | - |
| 689900 Other Capital Outlay | - | - | - | - | 2,000,000 | - |
| 791504 Transfer Out - Parking | - | - | - | - | 1,500,000 | - |
| TOTAL CAPITAL OUTLAY | - | - | - | - | 3,500,000 | - |
| TOTAL EXPENSE | - | 75,498 | 365,155 | 8,000,000 | 14,818,517 | - |

CITY OF APPLETON 2023 BUDGET
ARPA (American Rescue Plan Act)
SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---|----------------|-----------------|---------------------|-------------------|----------------|
| Intergovernmental | \$ - | \$ 75,498 | \$ 7,445,920 | \$ 14,816,343 | \$ - |
| Interest Income | - | 2,174 | 25,000 | - | - |
| Total Revenues | <u>-</u> | <u>77,672</u> | <u>7,470,920</u> | <u>14,816,343</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | - | 75,498 | 8,000,000 | 13,318,517 | - |
| Total Expenses | <u>-</u> | <u>75,498</u> | <u>8,000,000</u> | <u>13,318,517</u> | <u>-</u> |
| Net Income (Loss) Before Transfers | - | 2,174 | (529,080) | 1,497,826 | - |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | - | - | - | - | - |
| Transfer out - Parking | - | - | - | (1,500,000) | - |
| Change in Net Assets | - | 2,174 | (529,080) | (2,174) | - |
| Fund Balance - Beginning | - | - | 2,174 | 2,174 | - |
| Fund Balance - Ending | <u>\$ -</u> | <u>\$ 2,174</u> | <u>\$ (526,906)</u> | <u>\$ -</u> | <u>\$ -</u> |

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

Lined area for notes.

CITY OF APPLETON 2023 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 22,855,032 | \$ 20,499,511 | \$ 22,231,196 | \$ 22,231,196 | \$ 23,840,746 | 7.24% |
| Program Expenses | | | | | | | |
| 12020 | Reserves & Conting. | - | - | 300,000 | 2,651,937 | 17,500 | -94.17% |
| 12050 | Miscellaneous | 3,246,188 | 8,708,005 | 3,283,412 | 3,283,412 | 3,213,664 | -2.12% |
| TOTAL | | \$ 3,246,188 | \$ 8,708,005 | \$ 3,583,412 | \$ 5,935,349 | \$ 3,231,164 | -9.83% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 496,371 | 837,731 | 631,043 | 631,043 | 631,043 | 0.00% |
| Purchased Services | | 1,722,316 | 1,599,733 | 1,823,674 | 1,823,674 | 1,825,599 | 0.11% |
| Miscellaneous Expense | | 6,772 | 64,462 | 310,000 | 2,661,937 | 27,500 | -91.13% |
| Capital Outlay | | - | 2,542 | 67,932 | 67,932 | 22,212 | -67.30% |
| Transfers Out | | 1,020,729 | 6,203,537 | 750,763 | 750,763 | 724,810 | -3.46% |

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

**CITY OF APPLETON 2023 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 affecting 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, and 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 2022 and 2023:

Reserve for Contingencies

| | Balance 1/1/22 | 2022 Budget Additions | 2022 Projected Uses | Projected Balance 1/1/23 | 2023 Budget Additions | 2023 Budget Uses | Projected Balance 12/31/23 |
|--------------|---------------------|-----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------|----------------------------------|
| 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>\$ 1,000,057</u> | <u>\$ 300,000</u> | <u>\$ (100,000)</u> | <u>\$ 1,200,057</u> | <u>\$ 17,500</u> | <u>\$ (215,000)</u> | <u>\$ 1,002,557</u> |

**CITY OF APPLETON 2023 BUDGET
GENERAL ADMINISTRATION**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------|-------------|-------------------|---------------------|------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 664000 Reserve for Contingencies | \$ - | \$ - | \$ - | \$ 1,351,880 | \$ - |
| 664100 Wage Reserve | - | - | 300,000 | 1,300,057 | 17,500 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 300,000</u> | <u>\$ 2,651,937</u> | <u>\$ 17,500</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Wage Reserve

| | |
|-------------------------------------|------------------|
| Non-represented staff wage increase | \$ 17,500 |
| | <u>\$ 17,500</u> |

**CITY OF APPLETON 2023 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 | \$ 19,495 |
| Interest received on TIF advances | 1,092,427 |
| Penalty on delinquent invoices rolled to tax roll | 110,000 |
| Interest on delinquent invoices | <u>5,000</u> |
| Total | <u>\$ 1,226,922</u> |

**CITY OF APPLETON 2023 BUDGET
GENERAL ADMINISTRATION**

Miscellaneous

Business Unit 12050, 12060

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 36,083,000 | \$ 36,600,000 | \$ 37,080,000 | \$ 37,080,000 | \$ 37,824,720 |
| 412000 County Sales Tax | 575,408 | 713,905 | 750,000 | 750,000 | 775,000 |
| 413000 Payment in Lieu of Taxes | 388,423 | 436,452 | 431,900 | 431,900 | 431,900 |
| 422000 State Shared Revenues | 9,812,695 | 9,767,447 | 9,846,189 | 9,846,189 | 9,846,816 |
| 422100 Expenditure Restraint | 1,238,325 | 1,206,663 | 1,297,174 | 1,297,174 | 1,328,909 |
| 422200 Highway Aids - Con. Street | 228,572 | 229,564 | 229,500 | 229,500 | 229,900 |
| 422300 State Aid - Local Streets | 2,855,382 | 3,016,914 | 3,045,000 | 3,045,000 | 3,054,000 |
| 422400 Miscellaneous State Aids | 84,512 | 156,897 | 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 | 210,201 | 190,538 | 210,201 | 210,201 | 210,201 |
| 440500 Trailer Parking Permits | 11,140 | 12,418 | 10,000 | 10,000 | 10,000 |
| 461400 Miscellaneous Specials | 737 | 967 | 1,000 | 1,000 | 1,000 |
| 470500 General Interest | 1,935,654 | 1,696,387 | 1,674,682 | 1,674,682 | 1,226,922 |
| 471000 Interest on Investments | 1,894,928 | (424,471) | 900,000 | 900,000 | 900,000 |
| 472000 Interest on Delinquent Tax | 134,589 | 80,906 | 125,000 | 125,000 | 125,000 |
| 473000 Interest - Deferred Specials | 19 | 1,939 | - | - | - |
| 500100 Fees & Commissions | 679,948 | 570,598 | 607,500 | 607,500 | 590,000 |
| 500300 Property Inquiry Fees | 79,066 | 83,536 | 72,600 | 72,600 | 72,600 |
| 500400 Sale of City Property | 5,411 | 30,816 | 3,000 | 3,000 | 5,000 |
| 500700 Exempt Property Fee | 1,040 | - | - | - | - |
| 501000 Miscellaneous Revenue | 14,869 | 4,344 | 5,000 | 5,000 | 5,000 |
| 501500 Rental of City Property | 11,762 | 13,216 | 12,500 | 12,500 | 12,500 |
| 503500 Other Reimbursements | 61,546 | 70,432 | 63,000 | 63,000 | 65,000 |
| 592200 Transfer In - Special Rev | 13,000 | 18,500 | 18,000 | 18,000 | 22,700 |
| 592400 Transfer In - Capital Project | - | - | - | - | 1,964,348 |
| 592601 Transfer In - Water | 1,924,916 | 1,922,050 | 2,075,800 | 2,075,800 | 2,108,800 |
| 592602 Transfer In - Wastewater | 177,265 | 179,881 | 180,450 | 180,450 | 182,450 |
| 592603 Transfer In - Stormwater | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| 592604 Transfer In - Parking | 9,300 | 9,300 | 9,300 | 9,300 | 9,300 |
| 592605 Transfer In - Golf Course | 17,900 | 17,900 | 17,900 | 17,900 | 17,900 |
| 593100 Transfer In - Internal Service | 54,000 | 54,000 | 54,000 | 54,000 | 54,000 |
| 593200 Transfer In - Trust & Agency | - | 3,988 | - | - | - |
| Total Revenue | \$ 58,938,032 | \$ 57,099,511 | \$ 59,311,196 | \$ 59,311,196 | \$ 61,665,466 |
| Expenses | | | | | |
| 611100 Severance Pay | \$ 482,894 | \$ 810,265 | \$ 600,000 | \$ 600,000 | \$ 600,000 |
| 615000 Fringes | 3,594 | 17,661 | 21,303 | 21,303 | 21,303 |
| 615200 Retirement | 9,883 | 9,805 | 9,740 | 9,740 | 9,740 |
| 641307 Telephone | 201 | 209 | 200 | 200 | 200 |
| 642000 Facilities Charges | 570,344 | 591,212 | 635,154 | 635,154 | 623,935 |
| 650100 Insurance | 1,085,212 | 990,123 | 1,168,050 | 1,168,050 | 1,179,659 |
| 659900 Other Contracts/Obligation | 66,559 | 18,188 | 20,270 | 20,270 | 21,805 |
| 660200 Tax Refunds | 27,976 | 110 | 10,000 | 10,000 | 10,000 |
| 660300 Pers. Prop. Charge Backs | - | (13,244) | - | - | - |
| 660900 Tax Adjustments | (19,304) | 11,701 | - | - | - |
| 662300 Uncollectable Accounts | (1,900) | 65,896 | - | - | - |
| 680900 Infrastructure Construction | - | 2,542 | 67,932 | 67,932 | 22,212 |
| 791400 Transfer Out-Capital Project | 439,320 | 4,340,000 | 25,000 | 25,000 | - |
| 791507 Transfer Out- Transit | 581,409 | 563,537 | 725,763 | 725,763 | 724,810 |
| 792100 Transfer Out - Internal Service | - | 1,300,000 | - | - | - |
| Total Expense | \$ 3,246,188 | \$ 8,708,005 | \$ 3,283,412 | \$ 3,283,412 | \$ 3,213,664 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--|------------------|---|-------------------|
| <u>Other Contracts & Obligations</u> | | <u>Transfers out - Transit</u> | |
| Town of Freedom annexation | | Appleton local share of Valley Transit | |
| payment - year 20 of 20 (thru 2023) | \$ 12,500 | operating budget | \$ 709,339 |
| Town of Buchanan annexation | | Appleton local share of Connector service | 15,471 |
| payment - year 2 of 12 (thru 2033) | 3,770 | | <u>\$ 724,810</u> |
| Online auction fees & | | <u>Infrastructure Construction</u> | |
| document shredding | 1,236 | Storm sewer assessment: | |
| Amazon Prime membership | 1,299 | Linwood Park | \$ 22,212 |
| Music licenses | 3,000 | | <u>\$ 22,212</u> |
| | <u>\$ 21,805</u> | | |

**CITY OF APPLETON 2023 BUDGET
GENERAL ADMINISTRATION**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|--|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 411000 Property Tax | \$ 36,083,000 | \$ 36,600,000 | \$ 37,080,000 | \$ 37,080,000 | \$ 37,080,000 | \$ 37,824,720 |
| 412000 County Sales Tax | 575,408 | 713,905 | - | 750,000 | 750,000 | 775,000 |
| 413000 Payment in Lieu of Taxes | 388,423 | 436,452 | 384,375 | 431,900 | 431,900 | 431,900 |
| 422000 State Shared Revenues | 9,812,695 | 9,767,447 | - | 9,846,189 | 9,846,189 | 9,846,816 |
| 422100 Expenditure Restraint | 1,238,325 | 1,206,663 | - | 1,297,174 | 1,297,174 | 1,328,909 |
| 422200 Highway Aids - Con. Street | 228,572 | 229,565 | 57,486 | 229,500 | 229,500 | 229,900 |
| 422300 State Aid - Local Streets | 2,855,382 | 3,016,915 | 763,545 | 3,045,000 | 3,045,000 | 3,054,000 |
| 422400 Miscellaneous State Aids | 84,512 | 156,898 | 6,587 | 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 | 210,201 | 190,539 | - | 210,201 | 210,201 | 210,201 |
| 440500 Trailer Parking Permits | 11,140 | 12,419 | 6,955 | 10,000 | 10,000 | 10,000 |
| 461400 Miscellaneous Specials | 737 | 968 | 1,379 | 1,000 | 1,000 | 1,000 |
| 470500 General Interest | 1,935,654 | 1,696,387 | 1,543,347 | 1,674,682 | 1,674,682 | 1,226,922 |
| 471000 Interest on Investments | 1,894,928 | (424,471) | (640,974) | 900,000 | 900,000 | 900,000 |
| 472000 Interest on Delinquent Tax | 134,589 | 80,907 | 48,795 | 125,000 | 125,000 | 125,000 |
| 473000 Interest - Deferred Specials | 19 | 1,940 | 30 | - | - | - |
| 500100 Fees & Commissions | 679,948 | 570,598 | 142,481 | 607,500 | 607,500 | 590,000 |
| 500300 Property Inquiry Fees | 79,066 | 83,536 | 27,824 | 72,600 | 72,600 | 72,600 |
| 500400 Sale of City Property | 5,411 | 30,816 | 11,262 | 3,000 | 3,000 | 5,000 |
| 500700 Exempt Property Fee | 1,040 | - | 780 | - | - | - |
| 501000 Miscellaneous Revenue | 14,869 | 4,344 | 15,266 | 5,000 | 5,000 | 5,000 |
| 501500 Rental of City Property | 11,762 | 13,216 | 6,806 | 12,500 | 12,500 | 12,500 |
| 503000 Damage to City Property | - | - | - | - | - | - |
| 503500 Other Reimbursements | 61,546 | 70,423 | 17,866 | 63,000 | 63,000 | 65,000 |
| 592200 Transfer In - Special Revenue | 13,000 | 18,500 | - | 18,000 | 18,000 | 22,700 |
| 592400 Transfer In - Capital Project | - | - | - | - | - | 1,964,348 |
| 592601 Transfer In - Water | 1,924,916 | 1,922,051 | 853,850 | 2,075,800 | 2,075,800 | 2,108,800 |
| 592602 Transfer In - Wastewater | 177,265 | 179,881 | 48,938 | 180,450 | 180,450 | 182,450 |
| 592603 Transfer In - Stormwater | 12,500 | 12,500 | 5,208 | 12,500 | 12,500 | 12,500 |
| 592604 Transfer In - Parking | 9,300 | 9,300 | 3,875 | 9,300 | 9,300 | 9,300 |
| 592605 Transfer In - Golf Course | 17,900 | 17,900 | 7,458 | 17,900 | 17,900 | 17,900 |
| 593100 Transfer In - Internal Service | 54,000 | 54,000 | 54,000 | 54,000 | 54,000 | 54,000 |
| 593200 Transfer In - Trust & Agency | - | 3,988 | - | - | - | - |
| TOTAL PROGRAM REVENUES | 58,938,032 | 57,099,511 | 40,447,139 | 59,311,196 | 59,311,196 | 61,665,466 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 2,525 | - | - | - | - | - |
| 611100 Severance Pay | 480,369 | 810,265 | 364,383 | 600,000 | 600,000 | 600,000 |
| 615000 Fringes | 3,594 | 17,661 | - | 21,303 | 21,303 | 21,303 |
| 615200 Retirement | 9,883 | 9,805 | 4,058 | 9,740 | 9,740 | 9,740 |
| TOTAL PERSONNEL | 496,371 | 837,731 | 368,441 | 631,043 | 631,043 | 631,043 |
| Purchased Services | | | | | | |
| 641307 Telephone | 201 | 209 | 107 | 200 | 200 | 200 |
| 642000 Facilities Charges | 570,344 | 591,212 | 223,688 | 635,154 | 635,154 | 623,935 |
| 650100 Insurance | 1,085,212 | 990,124 | 486,690 | 1,168,050 | 1,168,050 | 1,179,659 |
| 659900 Other Contracts/Obligation | 66,559 | 18,188 | 8,180 | 20,270 | 20,270 | 21,805 |
| TOTAL PURCHASED SVCS | 1,722,316 | 1,599,733 | 718,665 | 1,823,674 | 1,823,674 | 1,825,599 |
| Miscellaneous Expense | | | | | | |
| 660200 Tax Refunds | 27,976 | 110 | 42,006 | 10,000 | 10,000 | 10,000 |
| 660300 Personal Prop. Charge Backs | - | (13,245) | (3,223) | - | - | - |
| 660900 Tax Adjustments | (19,304) | 11,701 | 2 | - | - | - |
| 662300 Uncollectable Accounts | (1,900) | 65,896 | (4,845) | - | - | - |
| 664000 Reserve for Contingencies | - | - | - | - | 1,351,880 | - |
| 664100 Wage Reserve | - | - | - | 300,000 | 1,300,057 | 17,500 |
| TOTAL MISCELLANEOUS EXP | 6,772 | 64,462 | 33,940 | 310,000 | 2,661,937 | 27,500 |
| Capital Outlay | | | | | | |
| 680903 Sanitary Sewers | - | 1,612 | - | - | - | - |
| 680904 Storm Sewers | - | 930 | - | 67,932 | 67,932 | 22,212 |
| TOTAL CAPITAL OUTLAY | - | 2,542 | - | 67,932 | 67,932 | 22,212 |
| Transfers Out | | | | | | |
| 791200 Transfer Out - Special Revenue | - | - | - | - | - | - |
| 791300 Transfer Out - Debt Service | - | - | - | - | - | - |
| 791400 Transfer Out - Capital Project | 439,320 | 4,340,000 | - | 25,000 | 25,000 | - |
| 791507 Transfer Out - Transit | 581,409 | 563,537 | 1,376,150 | 725,763 | 725,763 | 724,810 |
| 792100 Transfer Out - Internal Service | - | 1,300,000 | - | - | - | - |
| TOTAL TRANSFERS OUT | 1,020,729 | 6,203,537 | 1,376,150 | 750,763 | 750,763 | 724,810 |
| TOTAL EXPENSE | 3,246,188 | 8,708,005 | 2,497,196 | 3,583,412 | 5,935,349 | 3,231,164 |

**CITY OF APPLETON 2023 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

All room taxes collected by the hotels are submitted to Associated Trust Company. 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.

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 2023 has been estimated at 95% of 2019 (pre-pandemic) levels.

DEPARTMENT BUDGET SUMMARY

| Unit | Programs Title | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|-----------|------------|--------------|--------------|------------|---------------|
| | | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| | Program Revenues | \$ 91,388 | \$ 147,290 | \$ 137,580 | \$ 137,580 | \$ 174,300 | 26.69% |
| | Program Expenses | \$ 92,468 | \$ 146,563 | \$ 137,635 | \$ 137,635 | \$ 174,300 | 26.64% |
| Expenses Comprised Of: | | | | | | | |
| | Purchased Services | 79,468 | 128,063 | 119,635 | 119,635 | 151,600 | 26.72% |
| | Miscellaneous Expense | - | - | - | - | - | N/A |
| | Transfers Out | 13,000 | 18,500 | 18,000 | 18,000 | 22,700 | 26.11% |

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 414000 Room Taxes | \$ 91,388 | \$ 147,290 | \$ 137,580 | \$ 137,580 | \$ 174,300 |
| Total Revenue | <u>\$ 91,388</u> | <u>\$ 147,290</u> | <u>\$ 137,580</u> | <u>\$ 137,580</u> | <u>\$ 174,300</u> |
| Expenses | | | | | |
| 659900 Other Contracts/Obligations | \$ 79,468 | \$ 128,063 | \$ 119,635 | \$ 119,635 | \$ 151,600 |
| 791100 Transfer Out - General Fund | 13,000 | 18,500 | 18,000 | 18,000 | 22,700 |
| Total Expense | <u>\$ 92,468</u> | <u>\$ 146,563</u> | <u>\$ 137,635</u> | <u>\$ 137,635</u> | <u>\$ 174,300</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$10,000

| | |
|------------------------------------|-------------------|
| <u>Other Contracts/Obligations</u> | |
| Fox Cities PAC operating fund | \$ 151,600 |
| | <u>\$ 151,600</u> |

CITY OF APPLETON 2023 BUDGET
ROOM TAX ADMINISTRATION FUND

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

| | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|-----------------|-----------------|-----------------|-------------------|-----------------|
| Revenues | | | | | |
| Other | \$ 91,388 | \$ 147,290 | \$ 137,580 | \$ 137,580 | \$ 174,300 |
| Total Revenues | <u>91,388</u> | <u>147,290</u> | <u>137,580</u> | <u>137,580</u> | <u>174,300</u> |
| Expenses | | | | | |
| Program Costs | 79,468 | 128,063 | 119,635 | 119,635 | 151,600 |
| Total Expenses | <u>79,468</u> | <u>128,063</u> | <u>119,635</u> | <u>119,635</u> | <u>151,600</u> |
| Revenues over (under) Expenses | 11,920 | 19,227 | 17,945 | 17,945 | 22,700 |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers Out - Other Funds | (13,000) | (18,500) | (18,000) | (18,000) | (22,700) |
| Total Other Financing Sources (Uses) | <u>(13,000)</u> | <u>(18,500)</u> | <u>(18,000)</u> | <u>(18,000)</u> | <u>(22,700)</u> |
| Net Change in Equity | (1,080) | 727 | (55) | (55) | - |
| Fund Balance - Beginning | <u>6,058</u> | <u>4,978</u> | <u>5,705</u> | <u>5,705</u> | <u>5,650</u> |
| Fund Balance - Ending | <u>\$ 4,978</u> | <u>\$ 5,705</u> | <u>\$ 5,650</u> | <u>\$ 5,650</u> | <u>\$ 5,650</u> |

**CITY OF APPLETON 2023 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: "Responsibly deliver 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| | Program Revenues | \$ - | \$ - | \$ - | \$ - | \$ - | N/A |
| | Program Expenses | \$ 54,000 | \$ 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 | 54,000 | 54,000 | 54,000 | 54,000 | 54,000 | 0.00% |

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2023 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-----------|-----------|--------------|--------------|-----------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Revenue | \$ - | \$ - | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| 615300 Health Insurance | \$ - | \$ - | \$ - | \$ - | \$ - |
| 791100 Transfer Out - General Fund | 54,000 | 54,000 | 54,000 | 54,000 | 54,000 |
| Total Expense | \$ 54,000 | \$ 54,000 | \$ 54,000 | \$ 54,000 | \$ 54,000 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|-------------------|-------------------|------------------|-------------------|-----------------|
| 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 | (54,000) | (54,000) | (54,000) | (54,000) | (54,000) |
| Total Other Financing Sources (Uses) | <u>(54,000)</u> | <u>(54,000)</u> | <u>(54,000)</u> | <u>(54,000)</u> | <u>(54,000)</u> |
| Change in Net Assets | (54,000) | (54,000) | (54,000) | (54,000) | (54,000) |
| Fund Balance (Deficit) - Beginning | <u>216,000</u> | <u>162,000</u> | <u>108,000</u> | <u>108,000</u> | <u>54,000</u> |
| Fund Balance (Deficit) - Ending | <u>\$ 162,000</u> | <u>\$ 108,000</u> | <u>\$ 54,000</u> | <u>\$ 54,000</u> | <u>\$ -</u> |

SCHEDULE OF CASH FLOWS

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

CITY OF APPLETON 2023 BUDGET

INFORMATION TECHNOLOGY

Information Technology Director: Corey J. Popp

CITY OF APPLETON 2023 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 2022 EVENTS

The Information Technology staff continued to support the City's departments, staff, and citizens' increasing dependence on reliable IT services through a focus on shoring up staff, processes, and network security. Some examples of accomplishments in 2022 are:

Strategy

- Began reorganizing the IT Department around a global standard for IT service offerings called the Information Technology Infrastructure Library framework (ITIL).
- Contracted with a vendor for a 4-part security and network infrastructure assessment.
- Renamed the Network and Mainframe IT divisions to Operations and Development respectively on the department Table of Organization.

Design

- An IT Service Catalog was compiled. The catalog documents IT services the department provides to City of Appleton staff and citizens.
- An inventory of physical and virtual servers and their purposes was documented.
- Following best-practice assessments, new and more secure configuration policies have been applied to the City's firewall, email protection system, and AI incident-response systems.
- Managed endpoint detection and response (EDR) software now secures the City's computers.
- Security access controls were implemented on desktop and laptop computers.
- Multi-factor Authentication (MFA) was implemented on the City's email system and remote-access VPN.
- The Software Engineer role was moved from the IT Operations division to the Development division.

Operations

- New help desk software went live in January 2022. The multi-channel system facilitates ticket creation by way of emails, Intranet, telephone, walk-ups, and chat.
- The help desk software automatically routes tickets for user-security updates and request fulfillment to appropriate IT staff.
- Electronic event monitoring now automatically opens help desk tickets for urgent events captured by system logs.
- Three staff positions turned over in Operations. Two of those positions have been filled and the third is expected to be filled by the end of 2022.
- An administrative assistant position was added. It is shared between Information Technology (0.2 FTE) and Human Resources (0.8 FTE).

Continual Service Improvement

- Helpdesk ticket processing is now a Key Performance Indicator (KPI).
- 3,009 help desk tickets were created from January 1 to June 30.
- 2,942 help desk tickets were resolved in the same timeframe.

CITY OF APPLETON 2023 BUDGET INFORMATION TECHNOLOGY

MAJOR 2023 OBJECTIVES

Strategy

- Expand the ITIL framework to include the Service Transition phase, as well as define additional processes under existing phases.
- Continue to reorganize the budget with careful recategorization and tracking of IT expenses.
- Transition from a capital expenditure (CapEx) spending model to an operating expense (OpEx) spending model.
- Hire a Deputy Director to assist with project coordination, help desk oversight, and staff management.

Design

- Continue the conversion of applications from the iSeries mainframe to the ERP system.
- Redesign and relaunch the City website as appleton.gov.
- Contract with an IT supplier to support custom applications and interfaces.
- Contract with an IT supplier to establish expertly managed network and data-center services.
- Seek opportunities to convert in-house application hosting to SaaS, managed services, or cloud hosting.
- Continue to implement automation opportunities that utilize managed services and/or AI to respond in real time to security incidents.

Transition

- Implement the Change Management process.
- Implement the Release & Deployment process.

Operations

- Continue to ensure that IT services are delivered effectively and efficiently by fulfilling user requests, resolving service failures, fixing problems, and carrying out routine operational tasks.

Continual Service Improvement

- Add an "actual vs budget" KPI to the IT Dashboard.
- Continue to identify additional KPIs for display on the IT Dashboard.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|----------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ - | \$ - | \$ - | \$ - | \$ - | N/A |
| Program Expenses | | | | | | | |
| 13010 | Administration | 181,167 | 131,158 | 209,606 | 209,606 | 370,452 | 76.74% |
| 13020 | Development | 275,101 | 278,001 | 380,593 | 380,593 | 560,845 | 47.36% |
| 13030 | Network | 1,556,703 | 1,717,720 | 1,678,506 | 1,696,506 | 1,758,843 | 4.79% |
| TOTAL | | \$ 2,012,971 | \$ 2,126,879 | \$ 2,268,705 | \$ 2,286,705 | \$ 2,690,140 | 18.58% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 952,841 | 969,008 | 1,087,861 | 1,087,861 | 1,097,125 | 0.85% |
| Training & Travel | | 19,253 | 21,648 | 31,780 | 31,780 | 32,596 | 2.57% |
| Supplies & Materials | | 161,310 | 133,810 | 169,700 | 169,700 | 139,250 | -17.94% |
| Purchased Services | | 879,567 | 1,002,413 | 979,364 | 997,364 | 1,421,169 | 45.11% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 11.00 | 10.00 | 10.00 | 10.00 | 10.00 | |

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

**CITY OF APPLETON 2023 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

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:

Hire a Deputy Director of Information Technology.

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.

Major changes in Revenue, Expenditures, or Programs:

The increase in salaries and fringe is mostly due to the addition of a Deputy Director of Information Technology. The remaining increase is a result of adding 0.2 FTE for an administrative assistant position that is shared with Human Resources.

The decrease in Other Contract/Obligations reflects costs that are being moved to business unit 13030.

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 114,397 | \$ 72,965 | \$ 120,973 | \$ 120,973 | \$ 253,282 |
| 615000 Fringes | 32,940 | 17,064 | 37,153 | 37,153 | 77,324 |
| 620100 Training/Conferences | 13,286 | 16,248 | 28,000 | 28,000 | 28,000 |
| 620200 Mileage Reimbursement | - | 1,620 | - | - | 720 |
| 620600 Parking Permits | 3,780 | 3,780 | 3,780 | 3,780 | 3,876 |
| 630100 Office Supplies | 953 | 707 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 50 | 50 | - | - | 50 |
| 630500 Awards & Recognition | 250 | - | 200 | 200 | 200 |
| 632001 City Copy Charges | 1,271 | 1,516 | 1,500 | 1,500 | 1,500 |
| 632700 Miscellaneous Equipment | 2,378 | 2,170 | 1,000 | 1,000 | 1,000 |
| 641300 Utilities | 3,092 | 2,996 | 5,000 | 5,000 | 3,500 |
| 659900 Other Contracts/Obligation | 8,770 | 12,042 | 11,000 | 11,000 | - |
| Total Expense | <u>\$ 181,167</u> | <u>\$ 131,158</u> | <u>\$ 209,606</u> | <u>\$ 209,606</u> | <u>\$ 370,452</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

| | |
|------------------------------|------------------|
| 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 2023 BUDGET
INFORMATION TECHNOLOGY**

Development

Business Unit 13020

PROGRAM MISSION

To ensure that all ERP 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 ERP and related systems.

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:

Implement Utility Billing on the enterprise resource planning (ERP) system

Move the ERP from in-house servers to SaaS (Software as a Service)

Develop a new City website

Continue support of the legacy iSeries platform

Major changes in Revenue, Expenditures, or Programs:

The increased software support reflects ERP costs being moved from business unit 13030 to 13020 and the additional annual recurring costs required to move the ERP system from in-house to SaaS.

The decrease in Salaries and Fringes reflects the elimination of the vacant Software Engineer FTE. Due to this elimination, Consulting Services increased for the estimated outsourcing costs for support of custom applications and interfaces to a third party.

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

Development

Business Unit 13020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 195,970 | \$ 180,431 | \$ 264,407 | \$ 264,407 | \$ 173,304 |
| 610400 Call Time Wages | 707 | 779 | 1,970 | 1,970 | 2,043 |
| 610800 Part-Time Wages | - | 20,956 | - | - | - |
| 615000 Fringes | 58,545 | 64,464 | 96,216 | 96,216 | 60,523 |
| 632700 Miscellaneous Equipment | 308 | - | - | - | - |
| 640400 Consulting Services | - | - | - | - | 12,000 |
| 641800 Equip. Repairs & Maint. | 6,811 | 6,810 | 7,000 | 7,000 | 7,000 |
| 642400 Software Support | 12,760 | 4,561 | 11,000 | 11,000 | 305,975 |
| Total Expense | \$ 275,101 | \$ 278,001 | \$ 380,593 | \$ 380,593 | \$ 560,845 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Software Support

| | |
|---|-------------------|
| Tyler ERP SaaS | \$ 262,775 |
| Website development and licensing | 24,000 |
| Internet domain registrations/SSL certs | 2,000 |
| EliteForms | 2,000 |
| HelpSystems | 8,000 |
| Prodata DBU Maint | 500 |
| Cobol | 500 |
| Website accessibility software | 4,000 |
| Apex Dev software | 2,200 |
| Total | \$ 305,975 |

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

Operations

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:

Reduce dependency on the City Hall data center and IT staff by seeking opportunities to convert in-house hosted IT services to SaaS (Software-as-a-Service) cloud offerings.

Increase reliability of IT services by contracting with third parties to provide network and data-center managed services.

Continue to recategorize and align software support, network security, and maintenance budgets to provide a more accurate reflection of IT costs and descriptions.

Major changes in Revenue, Expenditures, or Programs:

The Software Support budget related to the ERP was moved to business unit 13020.

The increase in Netmotion costs reflect moving the mission-critical mobile VPN to a SaaS solution.

Actual costs have exceeded budgeted costs in several categories for one or two years. Budgeted costs were adjusted to reflect actual costs across all categories, and more detailed descriptions of those items have been added.

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

Operations

Business Unit 13030

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 403,510 | \$ 444,527 | \$ 402,167 | \$ 402,167 | \$ 378,691 |
| 610400 Call Time Wages | 3,739 | 4,544 | 4,011 | 4,011 | 3,777 |
| 610500 Overtime Wages | 2,708 | 4,177 | 2,099 | 2,099 | 1,931 |
| 615000 Fringes | 140,323 | 159,100 | 158,865 | 158,865 | 146,250 |
| 620100 Training/Conferences | 2,187 | - | - | - | - |
| 630100 Office Supplies | 5,549 | 8,692 | 20,000 | 20,000 | 9,500 |
| 632700 Miscellaneous Equipment | 150,551 | 120,674 | 146,000 | 146,000 | 126,000 |
| 640400 Consulting Services | 93,900 | 52,211 | 70,250 | 88,250 | 35,000 |
| 641307 Telephone | 2,271 | 2,288 | 1,750 | 1,750 | 1,750 |
| 641800 Equipment Repairs & Maint. | 45,853 | 31,560 | 43,594 | 43,594 | 114,300 |
| 641900 Communication Eq. Repairs | 27,676 | 13,503 | 30,000 | 30,000 | 42,000 |
| 642400 Software Support | 678,436 | 757,506 | 659,120 | 659,120 | 730,394 |
| 642600 Network Security Support | - | 118,938 | 140,650 | 140,650 | 169,250 |
| Total Expense | <u>\$ 1,556,703</u> | <u>\$ 1,717,720</u> | <u>\$ 1,678,506</u> | <u>\$ 1,696,506</u> | <u>\$ 1,758,843</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| <u>Miscellaneous Equipment</u> | | <u>Software Support</u> | |
|---------------------------------------|-------------------|-----------------------------|-------------------|
| Upgrade PCs and laptops | \$ 83,000 | Microsoft agreement | \$ 144,000 |
| Upgrade MDCs | 30,000 | Axon Evidence | 90,000 |
| Misc. network hardware | 13,000 | Outagamie County (Spillman) | 70,000 |
| | <u>\$ 126,000</u> | ArcGIS ESRI | 57,000 |
| | | Mitel VoIP support | 44,000 |
| | | Azure | 36,000 |
| <u>Consulting</u> | | Autodesk (DLT) | 28,000 |
| Telephone system consulting | \$ 18,000 | NEOGOV | 24,000 |
| Network consulting | 17,000 | Doc management (Metafile) | 22,000 |
| | <u>\$ 35,000</u> | Patriot Properties | 22,000 |
| | | ImageTrend (Fire RMS) | 22,000 |
| <u>Equip. Repairs & Maint.</u> | | Velocity | 22,000 |
| Wireless Licensing | \$ 26,000 | Target Solutions/Crewsense | 20,000 |
| Core switch support | 13,300 | Adobe Creative Suite | 16,000 |
| Data-center managed services | 37,500 | Facilicad/Identicard | 13,294 |
| Network managed services | 37,500 | Vision Internet | 10,000 |
| | <u>\$ 114,300</u> | ArchiveSocial | 10,000 |
| | | Virtualization software | 10,000 |
| <u>Communication Equip. Repair</u> | | Vermont Sys (RecTrac) | 6,100 |
| Pro-rata share of fiber network costs | \$ 30,000 | Cycom CityLaw | 11,400 |
| WiscNet Internet Service | 12,000 | OnceHub | 5,000 |
| | <u>\$ 42,000</u> | Miscellaneous software | 5,000 |
| | | ID networks (PD) | 4,300 |
| <u>Network Security Support</u> | | PDQ/Dell Inventory software | 4,300 |
| EDR/NGAV Managed Service (Sophos) | \$ 45,700 | Modeco Timescape | 4,000 |
| Phishing Security SaaS (KnowBe4) | 10,000 | Granicus govAccess | 3,400 |
| Firewall security monitoring (Nexum) | 16,350 | Video conferencing (Zoom) | 3,000 |
| Spam/Phishing filtering (Barracuda) | 49,000 | Farozone diagram software | 2,600 |
| Patching notification (Tenable) | 5,200 | GlobalTraffic Opticom | 2,200 |
| Mobile VPN (NetMotion) | 28,000 | CradlePoint (AFD) | 2,200 |
| Network penetration testing | 15,000 | Porter Lee Beast evidence | 2,200 |
| | <u>\$ 169,250</u> | Apex Sketching (Assessors) | 2,200 |
| | | Carahsoft OpenRoads | 2,000 |
| | | Inframanage | 2,000 |
| | | Mitchell (Shopkey) | 1,800 |
| | | Win-Wam (Health W&M) | 1,800 |
| | | Helpdesk | 1,700 |
| | | Forensic software (PD) | 1,600 |
| | | Novatime (Transit) | 1,300 |
| | | | <u>\$ 730,394</u> |

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|-----------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Salaries | | | | | | |
| 610100 Regular Salaries | 648,171 | 602,603 | 202,124 | 787,547 | 787,547 | 805,277 |
| 610400 Call Time Wages | 4,446 | 5,323 | 1,658 | 5,981 | 5,981 | 5,820 |
| 610500 Overtime Wages | 2,708 | 4,177 | 738 | 2,099 | 2,099 | 1,931 |
| 610800 Part-Time Wages | - | 20,956 | 12,520 | - | - | - |
| 611400 Sick Pay | 594 | - | 17,724 | - | - | - |
| 611500 Vacation Pay | 65,113 | 95,323 | 21,922 | - | - | - |
| 615000 Fringes | <u>231,809</u> | <u>240,626</u> | <u>82,860</u> | <u>292,234</u> | <u>292,234</u> | <u>284,097</u> |
| TOTAL PERSONNEL | 952,841 | 969,008 | 339,546 | 1,087,861 | 1,087,861 | 1,097,125 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 15,473 | 16,248 | - | 28,000 | 28,000 | 28,000 |
| 620200 Mileage Reimbursement | - | 1,620 | 360 | - | - | 720 |
| 620600 Parking Permits | <u>3,780</u> | <u>3,780</u> | <u>3,780</u> | <u>3,780</u> | <u>3,780</u> | <u>3,876</u> |
| TOTAL TRAINING / TRAVEL | 19,253 | 21,648 | 4,140 | 31,780 | 31,780 | 32,596 |
| Supplies | | | | | | |
| 630100 Office Supplies | 6,502 | 9,400 | 2,430 | 21,000 | 21,000 | 10,500 |
| 630300 Memberships & Licenses | 50 | 50 | 50 | - | - | 50 |
| 630500 Awards & Recognition | 250 | - | - | 200 | 200 | 200 |
| 632001 City Copy Charges | 1,271 | 1,516 | 348 | 1,500 | 1,500 | 1,500 |
| 632700 Miscellaneous Equipment | <u>153,237</u> | <u>122,844</u> | <u>11,964</u> | <u>147,000</u> | <u>147,000</u> | <u>127,000</u> |
| TOTAL SUPPLIES | 161,310 | 133,810 | 14,792 | 169,700 | 169,700 | 139,250 |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 93,900 | 52,211 | 63,899 | 70,250 | 88,250 | 47,000 |
| 641307 Telephone | 3,235 | 3,317 | 1,377 | 1,750 | 1,750 | 1,750 |
| 641308 Cellular Phones | 768 | 882 | 960 | 5,000 | 5,000 | 3,500 |
| 641309 Cable Services | 1,359 | 1,084 | - | - | - | - |
| 641800 Equipment Repairs & Maint. | 52,663 | 38,370 | 228 | 50,594 | 50,594 | 121,300 |
| 641900 Communication Eq. Repairs | 27,676 | 13,503 | 285 | 30,000 | 30,000 | 42,000 |
| 642400 Software Support | 691,196 | 762,066 | 248,837 | 670,120 | 670,120 | 1,036,369 |
| 642600 Network Security Support | - | 118,938 | 16,494 | 140,650 | 140,650 | 169,250 |
| 659900 Other Contracts/Obligation | <u>8,770</u> | <u>12,042</u> | <u>437</u> | <u>11,000</u> | <u>11,000</u> | <u>-</u> |
| TOTAL PURCHASED SVCS | 879,567 | 1,002,413 | 332,517 | 979,364 | 997,364 | 1,421,169 |
| TOTAL EXPENSE | <u>2,012,971</u> | <u>2,126,879</u> | <u>690,995</u> | <u>2,268,705</u> | <u>2,286,705</u> | <u>2,690,140</u> |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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

**CITY OF APPLETON 2023 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 # 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> |
|--|-------------------|-------------------|
| Information Technology - Endpoint Switches | \$ 250,000 | Projects, Pg. 649 |
| | <u>\$ 250,000</u> | |

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|------------|------------|--------------|--------------|------------|------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 420,818 | \$ (2,965) | \$ 120,685 | \$ 120,685 | \$ 250,000 | 107.15% |
| Program Expenses | | \$ 469,222 | \$ 120,864 | \$ 325,000 | \$ 548,375 | \$ 250,000 | -23.08% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 14,043 | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Capital Expenditures | 455,179 | 120,864 | 325,000 | 548,375 | 250,000 | -23.08% |
| | Transfers Out | - | - | - | - | - | N/A |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 818 | \$ (2,965) | \$ 685 | \$ 685 | \$ - |
| 591000 Proceeds of Long-term Debt | 420,000 | - | 120,000 | 120,000 | 250,000 |
| 592100 Transfer In - General Fund | 439,320 | 65,000 | - | - | - |
| Total Revenue | <u>\$ 860,138</u> | <u>\$ 62,035</u> | <u>\$ 120,685</u> | <u>\$ 120,685</u> | <u>\$ 250,000</u> |
| Expenses | | | | | |
| 610500 Overtime Wages | \$ 14,043 | \$ - | \$ - | \$ - | \$ - |
| 680401 Machinery & Equipment | 437,629 | 88,363 | - | 223,375 | 250,000 |
| 681500 Software Acquisition | 17,550 | 32,501 | 325,000 | 325,000 | - |
| Total Expense | <u>\$ 469,222</u> | <u>\$ 120,864</u> | <u>\$ 325,000</u> | <u>\$ 548,375</u> | <u>\$ 250,000</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Software Acquisition

| | |
|-------------------|-------------------|
| Endpoint switches | \$ 250,000 |
| | <u>\$ 250,000</u> |

**CITY OF APPLETON 2023 BUDGET
INFORMATION TECHNOLOGY**

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| Interest Income (Loss) | \$ 818 | \$ (2,965) | \$ 685 | \$ - | \$ - |
| Other | - | - | - | - | - |
| Total Revenues | <u>818</u> | <u>(2,965)</u> | <u>685</u> | <u>-</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | 469,222 | 120,864 | 325,000 | 529,975 | 250,000 |
| Total Expenses | <u>469,222</u> | <u>120,864</u> | <u>325,000</u> | <u>529,975</u> | <u>250,000</u> |
| Revenues over (under) Expenses | (468,404) | (123,829) | (324,315) | (529,975) | (250,000) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 420,000 | - | 120,000 | 120,000 | 250,000 |
| Operating Transfers In | 439,320 | 65,000 | - | - | - |
| Operating Transfers Out | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>859,320</u> | <u>65,000</u> | <u>120,000</u> | <u>120,000</u> | <u>250,000</u> |
| Net Change in Equity | 390,916 | (58,829) | (204,315) | (409,975) | - |
| Fund Balance - Beginning | <u>77,899</u> | <u>468,815</u> | <u>409,986</u> | <u>409,986</u> | <u>11</u> |
| Fund Balance - Ending | <u>\$ 468,815</u> | <u>\$ 409,986</u> | <u>\$ 205,671</u> | <u>\$ 11</u> | <u>\$ 11</u> |

CITY OF APPLETON 2023 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2023 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 2022 EVENTS

City Attorney's Office:

- * As of April 29, represented the City in traffic and ordinance related matters in 2022 including 1,875 scheduled initial court appearances, 59 scheduled jury and court trials and 767 scheduled pre-trials/jury trial conferences or motion hearings.
- * Operated the Granicus system and provided ongoing technical support to facilitate committee meetings.
- * Provided guidance and training to the newly-seated Council and completed a significant revision 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 small claims.
- * 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 two eminent domain processes to acquire the necessary land for future roadway and a second raw water line Permanent Limited Easement (PLE).
- * Provided ongoing assistance in various roles in support of the Library building project.
- * Assisted the Community and Economic Development Department with the preparation and finalization of multiple sales/property transactions in the first quarter of 2022.
- * Drafted or assisted in amending or creating a number of ordinances, including redistricting, parking, a stormwater ordinance rewrite and changes to the solid waste ordinances in Chapter 15.
- * Legal Services represented the Complainant and separately advised the Safety and Licensing Committee in the revocation of a tavern's alcohol license.
- * In the first six months of 2022, the Attorney's Office has processed over 250 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 received by various departments.
- * Worked on an agreement for a second BIRD Scooter pilot program.
- * Provided comprehensive updates to Appleton Fire Department's record request form as well as provided ongoing support and guidance regarding record responses.

City Clerk's Office:

- * Maintained use of electronic poll books and implemented 2 software updates.
- * Performed an operational analysis of electronic poll book equipment to detect necessary hardware upgrades/repairs.
- * Streamlined end of night and election reconciliation procedures.
- * Responded to a considerable number of extensive records requests related to elections.
- * Restructured the filing system in the vault to make files more identifiable and accessible.
- * Digitized files to increase accessibility of records and documents.
- * Drafted and mailed letters to all properties affected by redistricting.
- * Worked with the counties and State to make Ward and Aldermanic boundary adjustments to accommodate new legislative district changes as a result of a court ruling modifying the previously adopted districts.
- * Implemented all redistricting changes through election plan modifications in WisVote.
- * Revised the alcohol license demerit point tracking and notification process.
- * Fairly and effectively administered four elections, including a high-turnout November General Election.

CITY OF APPLETON 2023 BUDGET LEGAL SERVICES

MAJOR 2023 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.
- * 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 elections, with minimal issues and maximum efficiency.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|------------------|---------------------|-------------------|---------------------|---------------------|---------------------|---------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 271,953 | \$ 204,416 | \$ 196,700 | \$ 196,700 | \$ 239,700 | 21.86% |
| Program Expenses | | | | | | | |
| 14510 | Administration | 348,671 | 364,823 | 374,357 | 374,357 | 392,480 | 4.84% |
| 14521 | Litigation | 178,243 | 188,395 | 178,901 | 178,901 | 187,504 | 4.81% |
| 14530 | Recordkeeping | 102,763 | 87,738 | 90,381 | 90,381 | 112,207 | 24.15% |
| 14540 | Licensing | 66,153 | 67,817 | 69,546 | 69,546 | 73,366 | 5.49% |
| 14550 | Elections | 234,971 | 117,031 | 224,166 | 224,166 | 157,929 | -29.55% |
| 14560 | Mail/Copy Center | 176,782 | 161,986 | 188,916 | 188,916 | 173,129 | -8.36% |
| TOTAL | | \$ 1,107,583 | \$ 987,790 | \$ 1,126,267 | \$ 1,126,267 | \$ 1,096,615 | -2.63% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 856,641 | 797,733 | 875,872 | 875,872 | 879,820 | 0.45% |
| Training & Travel | | 8,904 | 15,309 | 17,880 | 17,880 | 15,000 | -16.11% |
| Supplies & Materials | | 130,708 | 97,322 | 127,200 | 127,200 | 103,225 | -18.85% |
| Purchased Services | | 111,330 | 77,426 | 105,315 | 105,315 | 98,570 | -6.40% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 8.67 | 8.67 | 8.67 | 8.67 | 8.67 | |

* % change from prior year adopted budget
Legal Services.xlsx

CITY OF APPLETON 2023 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:

No major changes.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 260 | \$ 168 | \$ 300 | \$ 300 | \$ 100 |
| Total Revenue | <u>\$ 260</u> | <u>\$ 168</u> | <u>\$ 300</u> | <u>\$ 300</u> | <u>\$ 100</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 260,319 | \$ 264,155 | \$ 266,696 | \$ 266,696 | \$ 283,583 |
| 615000 Fringes | 65,511 | 71,112 | 73,381 | 73,381 | 76,877 |
| 620100 Training/Conferences | 2,336 | 9,705 | 13,600 | 13,600 | 10,600 |
| 620400 Tuition Fees | 2,506 | 1,705 | - | - | - |
| 620600 Parking Permits | 3,780 | 3,780 | 3,780 | 3,780 | 4,320 |
| 630100 Office Supplies | 454 | 941 | 800 | 800 | 800 |
| 630200 Subscriptions | 9,239 | 8,749 | 10,500 | 10,500 | 10,500 |
| 630300 Memberships & Licenses | 2,305 | 2,340 | 3,000 | 3,000 | 3,200 |
| 632001 City Copy Charges | 1,328 | 1,308 | 1,500 | 1,500 | 1,500 |
| 641307 Telephone | 772 | 772 | 900 | 900 | 900 |
| 641800 Equipment Repairs & Maint. | 121 | 256 | 200 | 200 | 200 |
| Total Expense | <u>\$ 348,671</u> | <u>\$ 364,823</u> | <u>\$ 374,357</u> | <u>\$ 374,357</u> | <u>\$ 392,480</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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:

We have decreased our recording/filing fees budget to reflect expectations based on activity in prior years.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|------------|------------|--------------|--------------|------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ - | \$ 182 | \$ - | \$ - | \$ - |
| Total Revenue | \$ - | \$ 182 | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 129,718 | \$ 140,827 | \$ 127,023 | \$ 127,023 | \$ 136,846 |
| 615000 Fringes | 34,890 | 38,711 | 37,878 | 37,878 | 40,158 |
| 640202 Recording/Filing Fees | 1,470 | 3,159 | 7,000 | 7,000 | 3,500 |
| 640400 Consulting Services | 4,275 | 5,040 | 7,000 | 7,000 | 7,000 |
| 662500 Disability Payments | 7,890 | 658 | - | - | - |
| Total Expense | \$ 178,243 | \$ 188,395 | \$ 178,901 | \$ 178,901 | \$ 187,504 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 2023 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|-------------------|------------------|------------------|------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 46,907 | \$ 45,180 | \$ 47,840 | 47,840 | \$ 50,997 |
| 610500 Overtime Wages | 2,547 | 668 | 242 | 242 | 257 |
| 615000 Fringes | 21,337 | 7,320 | 7,099 | 7,099 | 26,178 |
| 630100 Office Supplies | 171 | 363 | 500 | 500 | 350 |
| 630300 Memberships & Licenses | 70 | - | - | - | - |
| 631603 Other Misc. Supplies | 30 | 26 | 100 | 100 | 75 |
| 632002 Outside Printing | - | - | 250 | 250 | 150 |
| 640202 Recording/Filing Fees | 120 | 210 | 200 | 200 | 200 |
| 640800 Contractor Fees | - | - | 150 | 150 | - |
| 641200 Advertising | 31,581 | 33,971 | 34,000 | 34,000 | 34,000 |
| Total Expense | <u>\$ 102,763</u> | <u>\$ 87,738</u> | <u>\$ 90,381</u> | <u>\$ 90,381</u> | <u>\$ 112,207</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 34,000

**CITY OF APPLETON 2023 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:

A slight increase is anticipated for alcohol license revenue as we now allow gas stations to get "Class A" Liquor licenses. There could also be more Reserve Liquor Licenses issued, which, by statute, cost \$10,000.

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

The increase in special events license revenue reflects the expectation that events will continue to be scheduled as they were prior to the pandemic. In addition, credits that were issued for cancelled events will no longer be carried forward to 2023.

CITY OF APPLETON 2023 BUDGET

LEGAL SERVICES

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 430100 Amusements License | \$ 8,230 | \$ 8,110 | \$ 7,700 | \$ 7,700 | \$ 8,000 |
| 430300 Cigarette License | 5,800 | 5,900 | 5,300 | 5,300 | 5,400 |
| 430600 Alcohol License | 113,909 | 100,473 | 110,000 | 110,000 | 125,000 |
| 430700 Operators License | 37,125 | 58,230 | 38,000 | 38,000 | 60,000 |
| 430900 Sundry License | 3,220 | 3,033 | 3,500 | 3,500 | 3,000 |
| 431300 Special Events License | 13,365 | 12,135 | 18,000 | 18,000 | 23,000 |
| 431600 Second Hand/Pawnbroker | 1,980 | 2,115 | 1,800 | 1,800 | 1,800 |
| 431700 Commercial Solicitation | 5,145 | 4,505 | 2,500 | 2,500 | 4,000 |
| 431800 Christmas Tree License | 405 | 315 | 400 | 400 | 350 |
| 432000 Taxi Cab/Limousine License | 810 | 750 | 800 | 800 | 750 |
| 432100 Taxi Driver License | 1,950 | 1,250 | 1,500 | 1,500 | 1,250 |
| 432200 Special Class "B" License | 200 | 620 | 800 | 800 | 700 |
| 441100 Sundry Permits | 660 | 555 | 600 | 600 | 600 |
| 501000 Miscellaneous Revenue | 15,590 | 5,820 | 5,000 | 5,000 | 5,500 |
| Total Revenue | <u>\$ 208,389</u> | <u>\$ 203,811</u> | <u>\$ 195,900</u> | <u>\$ 195,900</u> | <u>\$ 239,350</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 41,227 | \$ 41,869 | \$ 41,717 | \$ 41,717 | \$ 44,475 |
| 610500 Overtime Wages | 2,119 | 427 | 120 | 120 | 128 |
| 615000 Fringes | 21,895 | 24,354 | 25,799 | 25,799 | 26,753 |
| 630100 Office Supplies | 460 | 953 | 750 | 750 | 800 |
| 631603 Other Misc. Supplies | 29 | - | - | - | - |
| 632002 Outside Printing | - | - | 100 | 100 | 150 |
| 642900 Interfund Allocations | 423 | 214 | 60 | 60 | 60 |
| 659900 Other Contracts/Obligation | - | - | 1,000 | 1,000 | 1,000 |
| Total Expense | <u>\$ 66,153</u> | <u>\$ 67,817</u> | <u>\$ 69,546</u> | <u>\$ 69,546</u> | <u>\$ 73,366</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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. 2022 was a four-election year and 2023 is a two-election year. The accounts affected by these fluctuations include: Part Time Wages, Office Supplies, Outside Printing, Equipment Repairs & Maintenance, and Facility Rent.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Misc. State Aids | \$ 44,974 | \$ - | \$ - | \$ - | \$ - |
| 490800 Misc Intergov. Charges | - | 255 | 500 | 500 | 250 |
| 502000 Donations & Memorials | 18,330 | - | - | - | - |
| Total Revenue | \$ 63,304 | \$ 255 | \$ 500 | \$ 500 | \$ 250 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 67,149 | \$ 50,209 | \$ 49,397 | \$ 49,397 | \$ 48,311 |
| 610500 Overtime Wages | 16,193 | 351 | 3,069 | 3,069 | 1,851 |
| 610800 Part-Time | 53,594 | 22,210 | 99,593 | 99,593 | 44,011 |
| 615000 Fringes | 30,181 | 26,222 | 28,307 | 28,307 | 27,966 |
| 620200 Mileage Reimbursement | 221 | 89 | 300 | 300 | 80 |
| 620600 Parking Permits | 61 | 30 | 200 | 200 | - |
| 630100 Office Supplies | 4,352 | 13 | 1,500 | 1,500 | 800 |
| 631603 Other Misc. Supplies | 1,784 | 463 | 500 | 500 | 500 |
| 632002 Outside Printing | 14,468 | 1,966 | 6,500 | 6,500 | 2,700 |
| 641200 Advertising | 3,501 | 1,841 | 2,500 | 2,500 | 1,500 |
| 641800 Equipment Repairs & Maint. | 35,287 | 8,475 | 25,000 | 25,000 | 10,000 |
| 650301 Facility Rent | 3,990 | 2,025 | 3,800 | 3,800 | 2,025 |
| 659900 Other Contracts/Obligation | 4,190 | 3,137 | 3,500 | 3,500 | 18,185 |
| Total Expense | \$ 234,971 | \$ 117,031 | \$ 224,166 | \$ 224,166 | \$ 157,929 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|-------------------------|------------------|
| Modus Election Software | \$ 15,185 |
| Equipment programming | 3,000 |
| | <u>\$ 18,185</u> |

CITY OF APPLETON 2023 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 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:

The decrease in postage/freight expense in 2023 is due to the reduced number of elections from four in 2022 to two in 2023.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 39,731 | \$ 39,340 | \$ 41,781 | \$ 41,781 | \$ 44,538 |
| 610500 Overtime Wages | 1,341 | 528 | 121 | 121 | 128 |
| 615000 Fringes | 21,982 | 24,245 | 25,809 | 25,809 | 26,763 |
| 630100 Office Supplies | 3,342 | 3,816 | 1,700 | 1,700 | 2,000 |
| 630400 Postage/Freight | 89,938 | 71,080 | 92,000 | 92,000 | 75,000 |
| 631603 Other Misc. Supplies | 2,291 | 3,896 | 6,500 | 6,500 | 3,500 |
| 632002 Outside Printing | 446 | 1,409 | 1,000 | 1,000 | 1,200 |
| 641800 Equipment Repairs & Maint. | 493 | - | 1,500 | 1,500 | 800 |
| 641800 Interfund Allocations | - | (775) | - | - | - |
| 650302 Equipment Rent | 17,218 | 18,447 | 18,505 | 18,505 | 19,200 |
| Total Expense | <u>\$ 176,782</u> | <u>\$ 161,986</u> | <u>\$ 188,916</u> | <u>\$ 188,916</u> | <u>\$ 173,129</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

| | |
|------------------------|------------------|
| United Mailing Service | \$ 8,000 |
| UPS | 500 |
| US Postal Service | 66,500 |
| | <u>\$ 75,000</u> |

Equipment Rent

| | |
|------------------------------|------------------|
| Color copier rental | \$ 1,800 |
| Office copier rental | 1,500 |
| Large copier rental | 7,000 |
| Postage machine rental | 7,000 |
| Folder/insert machine rental | 1,500 |
| Additional copies | 1,200 |
| Charges to departments | (800) |
| | <u>\$ 19,200</u> |

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|--|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | 44,974 | - | - | - | - | - |
| 430100 Amusements License | 8,230 | 8,110 | 7,515 | 7,700 | 7,700 | 8,000 |
| 430300 Cigarette License | 5,800 | 5,900 | 5,300 | 5,300 | 5,300 | 5,400 |
| 430600 Liquor License | 113,909 | 100,474 | 124,586 | 110,000 | 110,000 | 125,000 |
| 430700 Operators License | 37,125 | 58,230 | 13,905 | 38,000 | 38,000 | 60,000 |
| 430900 Sundry License | 3,220 | 3,033 | 2,885 | 3,500 | 3,500 | 3,000 |
| 431300 Special Events License | 13,365 | 12,135 | 13,055 | 18,000 | 18,000 | 23,000 |
| 431600 Second Hand License | 1,980 | 2,115 | 90 | 1,800 | 1,800 | 1,800 |
| 431700 Commercial Solicitation License | 5,145 | 4,505 | 2,050 | 2,500 | 2,500 | 4,000 |
| 431800 Christmas Tree License | 405 | 315 | - | 400 | 400 | 350 |
| 432000 Taxi Cab/Limousine License | 810 | 750 | 30 | 800 | 800 | 750 |
| 432100 Taxi Driver License | 1,950 | 1,250 | 450 | 1,500 | 1,500 | 1,250 |
| 432200 Special Class "B" Beer License | 200 | 620 | 220 | 800 | 800 | 700 |
| 441100 Sundry Permits | 660 | 555 | 430 | 600 | 600 | 600 |
| 480100 General Charges for Service | 260 | 169 | 32 | 300 | 300 | 350 |
| 490800 Misc Intergovernmental Charges | - | 256 | 559 | 500 | 500 | - |
| 501000 Miscellaneous Revenue | 15,590 | 5,820 | 4,747 | 5,000 | 5,000 | 5,500 |
| 502000 Donations & Memorials | 18,330 | - | - | - | - | - |
| 503500 Other Reimbursements | - | 179 | - | - | - | - |
| 508500 Cash Short or Over | - | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | 271,953 | 204,416 | 175,854 | 196,700 | 196,700 | 239,700 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 530,751 | 538,580 | 221,639 | 574,454 | 574,454 | 608,750 |
| 610500 Overtime Wages | 22,201 | 1,975 | 1,356 | 3,552 | 3,552 | 2,364 |
| 610800 Part-Time Wages | 53,594 | 22,310 | 29,450 | 99,593 | 99,593 | 44,011 |
| 611000 Other Compensation | - | - | - | - | - | - |
| 611400 Sick Pay | 3,825 | 1,814 | - | - | - | - |
| 611500 Vacation Pay | 50,476 | 41,094 | 11,829 | - | - | - |
| 615000 Fringes | 195,794 | 191,960 | 77,815 | 198,273 | 198,273 | 224,695 |
| TOTAL PERSONNEL | 856,641 | 797,733 | 342,089 | 875,872 | 875,872 | 879,820 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 2,336 | 9,705 | 1,910 | 13,600 | 13,600 | 10,600 |
| 620200 Mileage Reimbursement | 221 | 89 | - | 300 | 300 | 80 |
| 620400 Tuition Fees | 2,506 | 1,705 | 815 | - | - | - |
| 620600 Parking Permits | 3,841 | 3,810 | 3,780 | 3,980 | 3,980 | 4,320 |
| TOTAL TRAINING/TRAVEL | 8,904 | 15,309 | 6,505 | 17,880 | 17,880 | 15,000 |
| Supplies | | | | | | |
| 630100 Office Supplies | 8,780 | 6,085 | 2,019 | 5,250 | 5,250 | 4,750 |
| 630200 Subscriptions | 9,239 | 8,749 | 3,089 | 10,500 | 10,500 | 10,500 |
| 630300 Memberships & Licenses | 2,375 | 2,340 | - | 3,000 | 3,000 | 3,200 |
| 630400 Postage/Freight | 89,938 | 71,080 | 61,160 | 92,000 | 92,000 | 75,000 |
| 631603 Other Misc. Supplies | 4,134 | 4,385 | 1,772 | 7,100 | 7,100 | 4,075 |
| 632001 City Copy Charges | 1,328 | 1,308 | 343 | 1,500 | 1,500 | 1,500 |
| 632002 Outside Printing | 14,914 | 3,375 | 8,561 | 7,850 | 7,850 | 4,200 |
| TOTAL SUPPLIES | 130,708 | 97,322 | 76,944 | 127,200 | 127,200 | 103,225 |
| Purchased Services | | | | | | |
| 640202 Recording/Filing Fees | 1,590 | 3,369 | 1,260 | 7,200 | 7,200 | 3,700 |
| 640400 Consulting Services | 4,275 | 5,040 | - | 7,000 | 7,000 | 7,000 |
| 640800 Contractor Fees | - | - | - | 150 | 150 | - |
| 641200 Advertising | 35,082 | 35,812 | 11,329 | 36,500 | 36,500 | 35,500 |
| 641307 Telephone | 772 | 772 | 328 | 900 | 900 | 900 |
| 641800 Equipment Repairs & Maint. | 35,900 | 8,731 | 124 | 26,700 | 26,700 | 11,000 |
| 642900 Interfund Allocations | 423 | (562) | - | 60 | 60 | 60 |
| 650301 Facility Rent | 3,990 | 2,022 | 1,890 | 3,800 | 3,800 | 2,025 |
| 650302 Equipment Rent | 17,218 | 18,447 | 5,173 | 18,505 | 18,505 | 19,200 |
| 659900 Other Contracts/Obligation | 4,190 | 3,137 | - | 4,500 | 4,500 | 19,185 |
| 662500 Disability Payments | 7,890 | 658 | - | - | - | - |
| TOTAL PURCHASED SVCS | 111,330 | 77,426 | 20,104 | 105,315 | 105,315 | 98,570 |
| TOTAL EXPENSE | 1,107,583 | 987,790 | 445,642 | 1,126,267 | 1,126,267 | 1,096,615 |

**CITY OF APPLETON 2023 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 2023 | | |

Major program changes:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|------------|----------|--------------|--------------|------|---------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| | Program Revenues | \$ - | \$ - | \$ - | \$ - | \$ - | N/A |
| | Program Expenses | \$ 119,218 | \$ 4,158 | \$ - | \$ - | \$ - | N/A |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Capital Expenditures | 119,218 | 4,158 | - | - | - | N/A |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-----------------|--------------|--------------|-------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ - | \$ - | \$ - | \$ - |
| 591000 Proceeds of Long-term Debt | - | - | - | - | - |
| Total Revenue | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 680401 Equipment | \$ 119,218 | \$ 4,158 | \$ - | \$ - | \$ - |
| Total Expense | <u>\$ 119,218</u> | <u>\$ 4,158</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
CITY CENTER**

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|-----------------|----------------|----------------|-------------------|----------------|
| State Aids | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | - | - | - | - | - |
| Total Revenues | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | 119,218 | 4,158 | - | - | - |
| Total Expenses | <u>119,218</u> | <u>4,158</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Revenues over (under) Expenses | (119,218) | (4,158) | - | - | - |
| 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 | (119,218) | (4,158) | - | - | - |
| Fund Balance - Beginning | 123,999 | 4,781 | 623 | 623 | 623 |
| Residual Equity Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Fund Balance - Ending | <u>\$ 4,781</u> | <u>\$ 623</u> | <u>\$ 623</u> | <u>\$ 623</u> | <u>\$ 623</u> |

CITY OF APPLETON 2023 BUDGET

HUMAN RESOURCES

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2023 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 2022 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 2022 are:

General Administration:

- Completed an RFP and selected Baker Tilly as a partner to complete our compensation plan review. Completed a full study with employee participation.
- Planning for final compensation study recommendations and potential implementation options.
- Continued to train/develop two new staff members within HR. An HR Generalist and Administrative Assistant joined us in the latter part of 2021 and both are settling into their new roles.
- Hired and trained a new Benefits Coordinator. This was a great success due to the one month over hire that was authorized.
- Continued development of the Financial Wellness Team including branding and review of deferred compensation plan/ investment fund lineup performance. During 2022 we added a retiree member to this team.
- Continued relationship with UMR & CVS/Caremark, allowing us to continue to obtain significant rebates as part of this cooperative.
- Continued health services at the employee Connecting Care Clinic, invested in additional physical therapy equipment and explored the need for mental health services at this facility.
- Continued transition in Tyler Munis for HR and Payroll systems.
- Updated a variety of HR and safety policies.
- Continued work by the Healthsmart Team including sponsoring wellness programs and fitness tracking challenges through myInertia. Planning has also begun for biometric health screenings for fall 2022.
- Continued with transition to Mid-America for post-employment health plan (PEHP) administrator.
- Conducted an employee benefit survey and actively looked at ways we can make the improvements that employees value.

Employee and Labor Relations:

- Opened negotiations with the Fire union.
- Assisted with COVID-19 leaves of absence, FMLA leaves of absence, worker's compensation, wage compression issues, internal compensation equity issues, career development, and a variety of employment related matters.
- Managed the unemployment compensation program (monitoring claims, responding to the State of Wisconsin, contesting claims when appropriate).

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 Police Chief hiring process.
- Completed hiring for Health Officer and Public Works Director positions.
- 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 when we were in periods of limited contact due to COVID-19.
- Worked with the Parks, Recreation and Facilities Management Department to increase efficiencies for seasonal recruitment.
- Assisted the Clerk's office in hiring of election workers.
- Developing a dashboard to show diversity, equity and inclusion data for existing employees and recruitment processes.

Talent Management and Development:

- Coordinated required new-hire paperwork and training for seasonal staff via onboarding portal.
- Provided required training virtually for general employees and supervisors.
- Facilitated new employee online orientation training through the onboarding tool.
- Conducted new supervisor orientation training.
- Built 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.
- Facilitated Hogan assessment with the City leadership team.
- Offered multiple sessions of online resiliency training.
- Developed and delivered four quarterly financial wellness newsletters to employees and retirees.

CITY OF APPLETON 2023 BUDGET HUMAN RESOURCES

MAJOR 2023 OBJECTIVES

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

Human Resources Compliance and Administration:

- Continue review of the medical plan assuring compliance with the Health Care Act, industry trends, and cost effectiveness.
- Evaluate and administer the annual personal health risk assessments or other health/wellness driven plans for all employees/spouses/retirees.
- Administer various wellness programs to educate employees and promote health and wellness.
- Plan for implementation of the compensation study for non-union, part-time and seasonal employees.
- Promote the Connecting Care Clinic and services.
- Promote programs to increase employee financial wellness and retirement readiness.
- Negotiation of the Fire contract.
- Provide assistance on labor contract interpretations and handle grievances.
- Monitor unemployment reports and work with Attorney's Office on unique claims.

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.
- Share and highlight our DEI statistics with internal and external audiences.

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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ - | \$ 106 | \$ - | \$ - | \$ - | N/A |
| Program Expenses | | | | | | | |
| 14010 | HR Compliance | 361,218 | 349,127 | 394,193 | 394,193 | 410,913 | 4.24% |
| 14020 | Talent Acquisition | 162,827 | 149,269 | 193,527 | 228,527 | 180,388 | -6.79% |
| 14040 | Talent Management | 147,757 | 178,312 | 169,477 | 169,477 | 181,823 | 7.28% |
| TOTAL | | \$ 671,802 | \$ 676,708 | \$ 757,197 | \$ 792,197 | \$ 773,124 | 2.10% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 609,576 | 589,760 | 647,958 | 647,958 | 667,855 | 3.07% |
| Training & Travel | | 11,261 | 17,126 | 26,310 | 26,310 | 25,990 | -1.22% |
| Supplies & Materials | | 3,909 | 7,708 | 10,429 | 10,429 | 15,779 | 51.30% |
| Purchased Services | | 47,056 | 62,114 | 72,500 | 107,500 | 63,500 | -12.41% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 6.15 | 6.15 | 6.15 | 6.15 | 6.15 | |

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

CITY OF APPLETON 2023 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 2023 BUDGET

HUMAN RESOURCES

Human Resources Compliance and Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ - | \$ 106 | \$ - | \$ - | \$ - |
| Total Revenue | \$ - | \$ 106 | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 270,970 | \$ 252,282 | \$ 280,932 | \$ 280,932 | \$ 298,957 |
| 610500 Overtime Wages | 768 | 599 | - | - | - |
| 615000 Fringes | 82,120 | 83,243 | 98,716 | 98,716 | 98,131 |
| 620100 Training/Conferences | 185 | 76 | 110 | 110 | 110 |
| 620200 Mileage Reimbursement | - | 9 | - | - | - |
| 620600 Parking Permits | 2,154 | 2,152 | 2,200 | 2,200 | 2,880 |
| 630100 Office Supplies | 451 | 819 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 420 | 420 | 420 | 420 | 420 |
| 630500 Awards & Recognition | 109 | 496 | 92 | 92 | 92 |
| 630700 Food & Provisions | 191 | 361 | 123 | 123 | 123 |
| 631500 Books & Library Materials | - | 92 | - | - | - |
| 632001 City Copy Charges | 1,807 | 2,130 | 4,300 | 4,300 | 3,000 |
| 632002 Outside Printing | 30 | 506 | 200 | 200 | 400 |
| 632700 Miscellaneous Equipment | 137 | 21 | 500 | 500 | 200 |
| 640400 Consulting Services | 1,250 | 5,391 | 5,000 | 5,000 | 5,000 |
| 641307 Telephone | 476 | 468 | 500 | 500 | 500 |
| 659900 Other Contracts/Obligation | 150 | 62 | 100 | 100 | 100 |
| Total Expense | \$ 361,218 | \$ 349,127 | \$ 394,193 | \$ 394,193 | \$ 410,913 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 and 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 2023 BUDGET
HUMAN RESOURCES**

Talent Acquisition and Retention

Business Unit 14020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 92,369 | \$ 77,038 | \$ 98,353 | \$ 98,353 | \$ 107,364 |
| 610500 Overtime Wages | 366 | 22 | - | - | - |
| 615000 Fringes | 35,555 | 31,392 | 47,769 | 47,769 | 36,119 |
| 620100 Training/Conferences | 176 | 74 | - | - | - |
| 620200 Mileage Reimbursement | - | 6 | - | - | - |
| 620500 Employee Recruitment | 7,705 | 13,621 | 15,000 | 15,000 | 14,000 |
| 630300 Memberships & Licenses | 55 | 230 | 205 | 205 | 205 |
| 630700 Food & Provisions | 474 | 947 | 1,000 | 1,000 | 500 |
| 640400 Consulting Services | 18,701 | 18,764 | 25,000 | 60,000 | 22,000 |
| 641200 Advertising | 7,247 | 7,003 | 6,000 | 6,000 | - |
| 641307 Telephone | 179 | 172 | 200 | 200 | 200 |
| Total Expense | <u>\$ 162,827</u> | <u>\$ 149,269</u> | <u>\$ 193,527</u> | <u>\$ 228,527</u> | <u>\$ 180,388</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|--------------------------------------|------------------|
| Pre-employment physical testing | \$ 10,450 |
| Pre-employment psychological testing | 8,800 |
| Personnel Evaluation, Inc | 2,750 |
| | <u>\$ 22,000</u> |

CITY OF APPLETON 2023 BUDGET

HUMAN RESOURCES

Talent Management and Development

Business Unit 14040

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents", #5: "Promote an environment that is respectful and inclusive", and #6: "Create opportunities and learn from successes and failures".

Objectives:

- Coordinate and conduct required general employee training classes for all employees
- Coordinate and facilitate supervisory training
- Maintain City-wide training/tracking database
- Create and manage e-learning courses
- Facilitate staff and team development sessions
- Deliver organizational development training
- Conduct new employee orientation program
- Conduct new supervisor orientation training
- Coordinate and conduct seasonal training
- Facilitate City-wide talent management strategy, including workforce analysis and succession plans
- Coordinate and facilitate leadership programs, including individual development plans and mentoring program
- Continue to implement online NEO.gov performance evaluation system
- Continue to expand use of online onboarding and offboarding systems
- Coordinate and facilitate organizational culture discussions and action plans
- Manage and expand use of leadership development tools (i.e. EQi, Hogan)
- Coordinate and implement 360 assessment tool for the Leadership Team
- Offer new THRIVE 2.0 program for continued leadership development

Major Changes in Revenue, Expenditures or Programs:

No major changes

CITY OF APPLETON 2023 BUDGET

HUMAN RESOURCES

Talent Management and Development

Business Unit 14040

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 95,053 | \$ 108,416 | \$ 92,118 | \$ 92,118 | \$ 96,858 |
| 610500 Overtime Wages | 580 | 196 | - | - | - |
| 615000 Fringes | 31,795 | 36,567 | 30,070 | 30,070 | 30,426 |
| 620100 Training/Conferences | 1,042 | 1,149 | 9,000 | 9,000 | 9,000 |
| 620200 Mileage Reimbursement | - | 45 | - | - | - |
| 630300 Memberships & Licenses | 73 | - | 289 | 289 | 289 |
| 630700 Food & Provisions | 162 | 1,686 | 2,300 | 2,300 | 9,550 |
| 640400 Consulting Services | 19,000 | 30,253 | 35,000 | 35,000 | 35,000 |
| 659900 Other Contracts/Obligation | 52 | - | 700 | 700 | 700 |
| Total Expense | <u>\$ 147,757</u> | <u>\$ 178,312</u> | <u>\$ 169,477</u> | <u>\$ 169,477</u> | <u>\$ 181,823</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|---------------------------------------|------------------|
| General Employee Training/Development | \$ 6,500 |
| Organizational Development | 5,000 |
| Supervisor/Leadership Development | 22,000 |
| Administrative Professionals Event | 1,500 |
| | <u>\$ 35,000</u> |

**CITY OF APPLETON 2023 BUDGET
HUMAN RESOURCES**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|------------------------------------|----------------|----------------|--------------------|------------------|---------------------|----------------|
| Charges for Services | | | | | | |
| 480100 General Charges for Service | - | 106 | - | - | - | - |
| TOTAL PROGRAM REVENUES | - | 106 | - | - | - | - |
| Salaries | | | | | | |
| 610100 Regular Salaries | 458,393 | 437,739 | 171,500 | 471,403 | 471,403 | 503,179 |
| 610500 Overtime Wages | 1,714 | 818 | 1,016 | - | - | - |
| 615000 Fringes | 149,469 | 151,203 | 55,778 | 176,555 | 176,555 | 164,676 |
| TOTAL PERSONNEL | 609,576 | 589,760 | 228,294 | 647,958 | 647,958 | 667,855 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 1,403 | 1,299 | 2,681 | 9,110 | 9,110 | 9,110 |
| 620200 Mileage Reimbursement | - | 54 | 114 | - | - | - |
| 620500 Employee Recruitment | 7,704 | 13,621 | 2,353 | 15,000 | 15,000 | 14,000 |
| 620600 Parking Permits | 2,154 | 2,152 | 2,434 | 2,200 | 2,200 | 2,880 |
| TOTAL TRAINING / TRAVEL | 11,261 | 17,126 | 7,582 | 26,310 | 26,310 | 25,990 |
| Supplies | | | | | | |
| 630100 Office Supplies | 451 | 819 | 213 | 1,000 | 1,000 | 1,000 |
| 630200 Subscriptions | - | - | - | - | - | - |
| 630300 Memberships & Licenses | 548 | 650 | 319 | 914 | 914 | 914 |
| 630500 Awards & Recognition | 109 | 496 | - | 92 | 92 | 92 |
| 630700 Food & Provisions | 827 | 2,994 | 961 | 3,423 | 3,423 | 10,173 |
| 631500 Books & Library Materials | - | 92 | - | - | - | - |
| 632001 City Copy Charges | 1,807 | 2,130 | 759 | 4,300 | 4,300 | 3,000 |
| 632002 Outside Printing | 30 | 506 | 30 | 200 | 200 | 400 |
| 632700 Miscellaneous Equipment | 137 | 21 | - | 500 | 500 | 200 |
| TOTAL SUPPLIES | 3,909 | 7,708 | 2,282 | 10,429 | 10,429 | 15,779 |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 38,952 | 54,408 | 37,859 | 65,000 | 100,000 | 62,000 |
| 641200 Advertising | 7,247 | 7,003 | 2,057 | 6,000 | 6,000 | - |
| 641307 Telephone | 655 | 641 | 271 | 700 | 700 | 700 |
| 659900 Other Contracts/Obligation | 202 | 62 | 124 | 800 | 800 | 800 |
| TOTAL PURCHASED SVCS | 47,056 | 62,114 | 40,311 | 72,500 | 107,500 | 63,500 |
| TOTAL EXPENSE | 671,802 | 676,708 | 278,469 | 757,197 | 792,197 | 773,124 |

CITY OF APPLETON 2023 BUDGET

RISK MANAGEMENT

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2023 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 2022 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2022 include:

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

*Completed annual safety testing 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.

*As of June 1, 2022, reviewed 52 special events to assure adequate risk transfer to the event sponsor.

*As of June 1, 2022, 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: Confined Space Entry, General Safety, and Lead Safety.

*Completed building safety audits at the following locations (as of June 1, 2022): Fire stations #2, #3, #5 and #6, Utilities Department - Lake Station buildings, Parks, Recreation, & Facilities Management's (PRFM) maintenance/office building, and Reid Golf Course - maintenance buildings.

*Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2022, \$17,695 has been recovered for losses that occurred in 2020 through 2022.

*Utilized data from risk information management system and various loss runs to identify loss-trend issues for the organization. This loss history information was reviewed with City leadership and included several suggested loss prevention and loss reduction strategies.

*Maintained and added safety and loss control resources to the Risk Management intranet site.

*Facilitated both central and City Hall safety committee meetings. Attended several departmental safety committee meetings on a regular basis.

*Continued working with departments on root cause analysis of City accidents/incidents.

*Continued working with departments on items identified during 2021 safety program audits. Developed strategy to complete any identified open items.

*Completed several lockout/tagout procedures for PRFM to be used as templates to create other procedures in the future.

*Completed OSHA 10-hour course for various PRFM employees.

*Coordinated with CVMIC loss control representative on the following items: coordination of CVMIC's DEI assessment and training resources, regulation assessment of DPW's truck-mounted cranes, excavation and trenching competent person training, DPW worksite safety observations, fume hood inspections for Utilities and Police, assessment of pollution liability coverage available through CVMIC, lead safety regulation consultation, and confined space entry consultation.

*Coordinated with an industrial hygienist to perform air sampling and an assessment of these samples for lead and silica exposure for several work processes. This was funded with \$2,000 won through CVMIC's 2021 spotlight submission program.

*Reviewed rendering of proposed Valley Transit maintenance renovation project and provided input on several safety recommendations/considerations.

*Assisted Police Department with CVMIC's Law Enforcement Risk Mitigation Program which resulted in receipt of \$2,500 from CVMIC.

*Participated in several new employee and new supervisor training sessions where various risk management topics were covered.

*Utilized CVMIC's LEARN (web-based training system) to develop safety lesson plans for all City departments (except for the Fire Department). These lesson plans contained several required safety topics as well as various loss control topics (e.g., Avoiding Collision While Backing and Parking).

*Assisted with 2022 actuary report to assess funding reserves for workers' compensation, auto liability and general liability insurance programs. Findings from this actuary report were communicated with the Executive Safety Committee.

CITY OF APPLETON 2023 BUDGET RISK MANAGEMENT

MAJOR 2023 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 training for all applicable staff in the safety/loss prevention areas via in person or online 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 1,771,197 | \$ 2,995,284 | \$ 1,929,199 | \$ 1,929,199 | \$ 1,986,913 | 2.99% |
| Program Expenses | | | | | | | |
| 6210 | Property & Liability Mgt. | 2,592,881 | 1,051,726 | 1,760,003 | 1,760,003 | 1,818,085 | 3.30% |
| 6220 | Loss Control | 195,426 | 141,181 | 169,196 | 169,196 | 168,828 | -0.22% |
| Total Program Expenses | | \$ 2,788,307 | \$ 1,192,907 | \$ 1,929,199 | \$ 1,929,199 | \$ 1,986,913 | 2.99% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 412,950 | 311,846 | 396,360 | 396,360 | 398,804 | 0.62% |
| Training & Travel | | 1,727 | 2,419 | 8,760 | 8,760 | 9,300 | 6.16% |
| Supplies & Materials | | 2,469 | 3,557 | 5,940 | 5,940 | 5,965 | 0.42% |
| Purchased Services | | 619,418 | 688,013 | 738,139 | 738,139 | 792,844 | 7.41% |
| Miscellaneous Expense | | 1,751,743 | 187,072 | 780,000 | 780,000 | 780,000 | 0.00% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 2.98 | 2.98 | 2.98 | 2.98 | 2.98 | |

CITY OF APPLETON 2023 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, safety and other 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 2023 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 several years, and b) The City incurred four large property losses during 2019 and 2020 (yellow ramp elevator fire and 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 2023 due to the continued volatility in the re-insurance market, the lingering effects of the COVID-19 pandemic, unprecedented large civil lawsuit settlements, the recent protests (resulting in significant property damage nationwide), negative impacts to the global supply chain and the considerable rising costs of inflation.

Additionally, the excess workers' compensation insurance premium will also be increasing due to the recently passed PTSD (post-traumatic stress disorder) WI legislation for public safety employees, increase in violent acts against police officers nationwide and the continual rise in medical costs.

**CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT**

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 127 | \$ (5,646) | \$ - | \$ - | \$ - |
| 480100 General Charges for Svc | 1,707,296 | 1,641,795 | 1,872,355 | 1,872,355 | 1,930,566 |
| 503500 Other Reimbursements | 63,774 | 59,135 | 56,844 | 56,844 | 56,347 |
| 592100 Transfer In - General Fund | - | 1,300,000 | - | - | - |
| Total Revenue | \$ 1,771,197 | \$ 2,995,284 | \$ 1,929,199 | \$ 1,929,199 | \$ 1,986,913 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 200,497 | \$ 169,512 | \$ 186,517 | \$ 186,517 | \$ 192,535 |
| 610500 Overtime Wages | 406 | 197 | - | - | - |
| 615000 Fringes | 65,405 | 22,694 | 62,287 | 62,287 | 62,866 |
| 620600 Parking Permits | 1,260 | 1,260 | 1,260 | 1,260 | 1,440 |
| 630100 Office Supplies | 377 | 708 | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | - | - | 300 | 300 | 300 |
| 640100 Accounting/Audit Fees | 1,781 | 1,779 | 1,500 | 1,500 | 1,500 |
| 640300 Bank Service Fees | 3 | 286 | - | - | - |
| 640400 Consulting Services | 21,070 | 25,419 | 8,300 | 8,300 | 8,300 |
| 650100 Insurance | 550,339 | 642,798 | 718,839 | 718,839 | 770,144 |
| 662600 Uninsured Losses | 79,883 | (338,135) | 160,000 | 160,000 | 160,000 |
| 662700 Uninsured Losses - W/C | 1,671,860 | 525,208 | 620,000 | 620,000 | 620,000 |
| Total Expense | \$ 2,592,881 | \$ 1,051,726 | \$ 1,760,003 | \$ 1,760,003 | \$ 1,818,085 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|------------------------------|-------------------|-------------------------------|-------------------|
| <u>Insurance</u> | | <u>Uninsured Losses - W/C</u> | |
| Liability | \$ 109,793 | Police Department | \$ 141,769 |
| Crime | 4,301 | Fire Department | 131,511 |
| Excess liability | 34,501 | Public Works Department | 104,127 |
| Cyber Liability | - | Valley Transit | 45,894 |
| Employment practice | 32,358 | Water Utility | 41,252 |
| Volunteer Blanket Accident | 1,278 | Library | 19,341 |
| Equipment breakdown | 25,347 | Facilities Management | 18,566 |
| Package property | 349,258 | Stormwater Utility | 16,250 |
| Auto physical damage | 54,006 | Sanitation Department | 15,475 |
| WC TPA & fees | 24,700 | Community Development | 14,962 |
| Excess workers' compensation | 134,602 | CEA | 11,932 |
| | <u>\$ 770,144</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 |
| | | Mayor's Office | 3,382 |
| | | Reid Golf Course | 1,645 |
| | | | <u>\$ 620,000</u> |

**CITY OF APPLETON 2023 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, and 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 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 workers' compensation/liability loss runs to identify potential loss control measures to prevent accident/injury re-occurrence.

Major changes in Revenue, Expenditures, or Programs:

The increase in Consulting Services is reflective of the increase in the number of CDL, audiogram, and respiratory tests that are completed each year.

**CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------|------------|--------------|--------------|------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 110,559 | \$ 84,436 | \$ 109,321 | \$ 109,321 | \$ 105,651 |
| 610500 Overtime Wages | 252 | 66 | - | - | - |
| 615000 Fringes | 35,831 | 34,940 | 38,235 | 38,235 | 37,752 |
| 620100 Training/Conferences | 467 | 1,099 | 7,500 | 7,500 | 7,500 |
| 620200 Mileage Reimbursement | - | 60 | - | - | 360 |
| 630300 Memberships & Licenses | 100 | 100 | 100 | 100 | 125 |
| 630500 Awards & Recognition | - | - | 140 | 140 | 140 |
| 630700 Food & Provisions | 627 | 458 | 1,400 | 1,400 | 1,400 |
| 631500 Books & Library Materials | - | - | 150 | 150 | 150 |
| 632001 City Copy Charges | 1,354 | 2,013 | 2,300 | 2,300 | 2,300 |
| 632002 Outside Printing | - | 91 | 200 | 200 | 200 |
| 632300 Safety Supplies | 11 | 82 | 100 | 100 | 100 |
| 632700 Miscellaneous Equipment | - | 105 | 250 | 250 | 250 |
| 640400 Consulting Services | 44,321 | 15,829 | 7,600 | 7,600 | 11,000 |
| 641307 Telephone | 104 | 102 | 100 | 100 | 100 |
| 659900 Other Contracts/Obligation | 1,800 | 1,800 | 1,800 | 1,800 | 1,800 |
| Total Expense | \$ 195,426 | \$ 141,181 | \$ 169,196 | \$ 169,196 | \$ 168,828 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|---|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 127 | (5,645) | - | - | - | - |
| 480100 General Charges for Service | 1,707,296 | 1,641,795 | 780,145 | 1,872,355 | 1,872,355 | 1,930,566 |
| 502000 Donations & Memorials | - | - | - | - | - | - |
| 503500 Other Reimbursements | 63,774 | 59,136 | 56,869 | 56,844 | 56,844 | 56,347 |
| 508200 Insurance Proceeds | - | - | - | - | - | - |
| 592100 Transfer In - General Fund | - | 1,300,000 | - | - | - | - |
| TOTAL PROGRAM REVENUES | <u>1,771,197</u> | <u>2,995,286</u> | <u>837,014</u> | <u>1,929,199</u> | <u>1,929,199</u> | <u>1,986,913</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 311,056 | 253,952 | 97,412 | 295,838 | 295,838 | 298,186 |
| 610500 Overtime Wages | 658 | 262 | 339 | - | - | - |
| 615000 Fringes | 94,327 | 88,568 | 32,034 | 100,522 | 100,522 | 100,618 |
| 617000 Pension Expense | 8,403 | (27,457) | - | - | - | - |
| 617100 OPEB Expense | (1,494) | (3,479) | - | - | - | - |
| TOTAL PERSONNEL | <u>412,950</u> | <u>311,846</u> | <u>129,785</u> | <u>396,360</u> | <u>396,360</u> | <u>398,804</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 467 | 1,099 | - | 7,500 | 7,500 | 7,500 |
| 620200 Mileage Reimbursement | - | 60 | 150 | - | - | 360 |
| 620600 Parking Permits | 1,260 | 1,260 | 1,260 | 1,260 | 1,260 | 1,440 |
| TOTAL TRAINING / TRAVEL | <u>1,727</u> | <u>2,419</u> | <u>1,410</u> | <u>8,760</u> | <u>8,760</u> | <u>9,300</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 377 | 708 | 183 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 100 | 100 | 125 | 100 | 100 | 125 |
| 630500 Awards & Recognition | - | - | - | 140 | 140 | 140 |
| 630700 Food & Provisions | 627 | 458 | 14 | 1,400 | 1,400 | 1,400 |
| 631500 Books & Library Materials | - | - | 150 | 150 | 150 | 150 |
| 632001 City Copy Charges | 1,354 | 2,013 | 541 | 2,300 | 2,300 | 2,300 |
| 632002 Outside Printing | - | 91 | - | 200 | 200 | 200 |
| 632300 Safety Supplies | 11 | 82 | 100 | 100 | 100 | 100 |
| 632700 Miscellaneous Equipment | - | 105 | 188 | 550 | 550 | 550 |
| TOTAL SUPPLIES | <u>2,469</u> | <u>3,557</u> | <u>1,301</u> | <u>5,940</u> | <u>5,940</u> | <u>5,965</u> |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 1,781 | 1,779 | - | 1,500 | 1,500 | 1,500 |
| 640300 Bank Service Fees | 3 | 286 | - | - | - | - |
| 640400 Consulting Services | 65,391 | 41,248 | 10,382 | 15,900 | 15,900 | 19,300 |
| 641307 Telephone | 104 | 102 | 43 | 100 | 100 | 100 |
| 650100 Insurance | 550,339 | 642,798 | 681,845 | 718,839 | 718,839 | 770,144 |
| 659900 Other Contracts/Obligation | 1,800 | 1,800 | 1,800 | 1,800 | 1,800 | 1,800 |
| TOTAL PURCHASED SVCS | <u>619,418</u> | <u>688,013</u> | <u>694,070</u> | <u>738,139</u> | <u>738,139</u> | <u>792,844</u> |
| Miscellaneous Expense | | | | | | |
| 662600 Uninsured Losses | 79,883 | (338,136) | 8,484 | 160,000 | 160,000 | 160,000 |
| 662700 Uninsured Losses - Workers' Comp | 1,671,860 | 525,208 | 151,695 | 620,000 | 620,000 | 620,000 |
| TOTAL MISCELLANEOUS | <u>1,751,743</u> | <u>187,072</u> | <u>160,179</u> | <u>780,000</u> | <u>780,000</u> | <u>780,000</u> |
| TOTAL EXPENSE | <u>2,788,307</u> | <u>1,192,907</u> | <u>986,745</u> | <u>1,929,199</u> | <u>1,929,199</u> | <u>1,986,913</u> |

CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|--|---------------------|-------------------|-------------------|-------------------|-------------------|
| Charges for Services | \$ 1,707,296 | \$ 1,641,795 | \$ 1,872,355 | \$ 1,872,355 | \$ 1,930,566 |
| Other | 63,774 | 59,135 | 56,844 | 66,869 | 56,347 |
| Total Revenues | <u>1,771,070</u> | <u>1,700,930</u> | <u>1,929,199</u> | <u>1,939,224</u> | <u>1,986,913</u> |
| Expenses | | | | | |
| Operating Expenses | <u>2,788,307</u> | <u>1,192,907</u> | <u>1,929,199</u> | <u>2,027,634</u> | <u>1,986,913</u> |
| Total Expenses | <u>2,788,307</u> | <u>1,192,907</u> | <u>1,929,199</u> | <u>2,027,634</u> | <u>1,986,913</u> |
| Operating Income (Loss) | (1,017,237) | 508,023 | - | (88,410) | - |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 127 | (5,646) | - | - | - |
| Other Non-Operating Income | - | 1,300,000 | - | - | - |
| Insurance Proceeds - Fox River | - | - | - | - | - |
| Transfer In - General Fund | - | - | - | - | - |
| Total Non-Operating | <u>127</u> | <u>1,294,354</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Change in Net Assets | (1,017,110) | 1,802,377 | - | (88,410) | - |
| Fund Balance - Beginning | <u>169,628</u> | <u>(847,482)</u> | <u>954,895</u> | <u>954,895</u> | <u>866,485</u> |
| Fund Balance - Ending | <u>\$ (847,482)</u> | <u>\$ 954,895</u> | <u>\$ 954,895</u> | <u>\$ 866,485</u> | <u>\$ 866,485</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|---------------------|---------------------|
| Cash - Beginning of Year | \$ 1,333,949 | \$ 1,245,539 |
| + Change in Net Assets | (88,410) | - |
| Working Cash - End of Year | <u>\$ 1,245,539</u> | <u>\$ 1,245,539</u> |

CITY OF APPLETON 2023 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2023 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 2022 EVENTS

- * Supporting the business and not-for-profit community during the recovery from the COVID-19 pandemic has continued 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. Staff has written application letters for the WI Tomorrow Main Street Bounceback Grant to qualifying businesses.
- * Staff was directly involved in the application/allocation process for Phase One of the American Rescue Plan Act (ARPA) Special Revenue funds. The Common Council approved \$250,000 in grants to local non-profit organizations that bolster the local economy, community wellness, and pandemic recovery. In January 2022, grant applications were open to non-profit organizers of community events supporting others, as well as organizations that provide mental health services. The ARPA Grant Team reviewed all eligible applications, that were due in February, and made recommendations. CEDC and subsequently the Common Council approved the awards in March 2022. Organizations awarded a grant have until November 30, 2022 to spend the allocated funds.
- * Industrial development saw a continued increase in 2022. F Street Development will begin construction of a new 240,000 square foot building in the Southpoint Commerce Park (Phase II) and has an additional 30 acres of land under contract for future phases. In the Northeast Business Park, Valley Tool exercised their option to purchase a 1.44 acre parcel adjacent to their new building.
- * Downtown Appleton continues to see construction of new residential and mixed-use residential developments, furthering the City's goal of creating over 465 new residential units in the downtown area per the City's Comprehensive Plan 2010-2030. Projects under construction in 2022 include 320 E. College, the Zuelke Building and 318 W. College. Merge Urban Development will begin construction later this year on Phase I, and they have signed a development agreement for Phase II. A development agreement for Rise Apartments was signed in 2022. These projects will result in 318 new residential units in the downtown area, 36 of which will be for low-income residents. Finally, staff continued collaboration with US Venture to potentially construct their headquarters on the Bluff Site.
- * A development agreement was completed with Merge Urban Development for a mixed-use development on the former Blue Ramp site.
- * The process to create a College Avenue North Neighborhood Plan has been an interactive and highly collaborative approach since the consultant, RDG, was awarded the contract in 2021. City staff has worked closely with RDG, along with seeking input from the Steering Committee (various public members) and Technical Review Committee (various City staff). Numerous meetings were held, as well as focus groups, 1:1 meetings, design studios for the public, and a public open house. This Plan provides a framework for future development for the area north of College Avenue that facilitates greater connectivity between the City, adjacent neighborhoods, existing businesses, and not-for-profits, while recognizing the influences between buildings, social settings, and the surrounding environment.
- * 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, 2022, half of the TIF #11 grant funding has been committed to projects to support property improvement. TIF District #12 has also seen interest with half the funding pending and applications waiting on final bids for construction contracts as of July 1, 2022.
- * The Appleton Redevelopment Authority Business Enhancement Grant Program has awarded \$109,097 in grants to leverage \$270,355 in private investment to improve 21 commercial properties throughout the City. The ARA grants are available to properties outside of the TIF #11 and TIF #12 program boundaries.
- * Implementation of the Comprehensive Plan continued in 2022, with highlights that include redevelopment and reuse projects in/near downtown, new residential subdivisions on the north side, increased development along Evergreen Drive, upgrades in existing parks, and continued progress on the Appleton Public Library project.
- * During the second half of 2021 and the first half of 2022, the site plan review team approved approximately 39 multi-family dwelling units, 275,100 square feet of industrial space, 40,700 square feet of office/commercial space, and 27,700 square feet of institutional space.
- * Staff facilitated and approved the Lightning Drive, Ziegler, and Spartan Drive annexations, resulting in roughly 18 acres of land being annexed.
- * Final plat approval resulted in the recording of 209 residential lots, including the First Addition to Broadway Hills Estates, Apple Ridge 2, North Edgewood Estates 3, Apple Fields, and Trail View Estates South 2. Staff anticipates approximately 10 additional lots will be approved in 2022.
- * The Assessor team made significant progress on a 2023 Citywide revaluation by updating all commercial properties to 100% of market value. This work included: performing sales studies, collecting and analyzing rental income, surveying brokers and lenders, inspecting buildings not inspected for the last revaluation, creating valuation models to maintain equity, and accurately applying the three approaches to value.
- * The City's equalized value increased by 12% in 2022 from \$6,688,360,800 to \$7,511,516,400 which was 2% less than the Statewide gain of 14%.
- * Appleton GIS provided technical support for the 2021-2022 redistricting project for the City. GIS worked closely with the Clerk's Office, Redistricting Committee, 3 counties, and the State to create new wards and districts. The project extended from 2021 into 2022, concluding in May. Work also entailed recreating maps for polling places and internet sites and ensured voting information was updated at all locations where the City posts maps.
- * The ArcGIS Enterprise system security was upgraded to align with Information Technology security policy.
- * GIS released the 2022 City of Appleton Map for use by City and local agencies.
- * In May, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders, at Wilson Middle School. In total, there were 14 participants representing 4 different neighborhoods. The fall Neighborhood Program meeting is anticipated in October. The Lawrence-City Park Neighborhood was awarded funds through the Neighborhood Grant Program to support a neighborhood block party.
- * The Appleton Public Arts Committee replaced the photos in the Houdini Welcome Tower with images from the Rhythms of the World event. Staff will continue to work with the Art Committee to replace the photos annually.

CITY OF APPLETON 2023 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2023 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 percent 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, the Plan Commission, Community and Economic Development Committee, the 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 and ArcGIS 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 in 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 24,205 | \$ 15,464 | \$ 18,300 | \$ 18,300 | \$ 18,300 | 0.00% |
| Program Expenses | | | | | | | |
| 15010 | Administration | 542,998 | 553,063 | 602,810 | 602,810 | 632,390 | 4.91% |
| 15020 | Planning | 296,849 | 306,496 | 290,057 | 290,057 | 328,345 | 13.20% |
| 15030 | Marketing | 176,730 | 174,666 | 178,213 | 178,213 | 151,325 | -15.09% |
| 15040 | New & Redevelopment | 209,645 | 261,032 | 222,759 | 267,759 | 220,424 | -1.05% |
| 15050 | Assessing | 590,732 | 606,858 | 619,422 | 619,422 | 624,456 | 0.81% |
| TOTAL | | \$ 1,816,954 | \$ 1,902,115 | \$ 1,913,261 | \$ 1,958,261 | 1,956,940 | 2.28% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,679,448 | 1,723,328 | 1,758,218 | 1,758,218 | 1,850,029 | 5.22% |
| Training & Travel | | 11,279 | 11,413 | 17,000 | 17,000 | 16,490 | -3.00% |
| Supplies & Materials | | 15,427 | 14,402 | 33,999 | 33,999 | 30,215 | -11.13% |
| Purchased Services | | 110,800 | 152,972 | 104,044 | 149,044 | 60,206 | -42.13% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 16.97 | 16.93 | 16.93 | 16.93 | 16.93 | |

**CITY OF APPLETON 2023 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.

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 15010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ 295 | \$ 599 | \$ 300 | \$ 300 | \$ 300 |
| Total Revenue | <u>\$ 295</u> | <u>\$ 599</u> | <u>\$ 300</u> | <u>\$ 300</u> | <u>\$ 300</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 380,303 | \$ 381,868 | \$ 400,164 | \$ 400,164 | \$ 424,842 |
| 610500 Overtime Wages | 1,247 | 305 | - | - | - |
| 615000 Fringes | 136,396 | 147,806 | 164,737 | 164,737 | 171,990 |
| 620100 Training/Conferences | 2,882 | 2,559 | 8,240 | 8,240 | 7,000 |
| 620600 Parking Permits | 7,562 | 7,560 | 7,560 | 7,560 | 8,640 |
| 630100 Office Supplies | 1,404 | 1,667 | 2,244 | 2,244 | 2,000 |
| 630200 Subscriptions | 315 | 337 | 400 | 400 | 400 |
| 630300 Memberships & Licenses | 3,047 | 1,119 | 3,200 | 3,200 | 3,200 |
| 630500 Awards & Recognition | 270 | 285 | 285 | 285 | 285 |
| 630700 Food & Provisions | 546 | 434 | 450 | 450 | 450 |
| 631500 Books & Library Materials | 63 | - | 75 | 75 | - |
| 632001 City Copy Charges | 5,731 | 6,224 | 11,550 | 11,550 | 10,250 |
| 632002 Outside Printing | 555 | 488 | - | - | - |
| 632700 Miscellaneous Equipment | - | 281 | 200 | 200 | - |
| 641200 Advertising | 1,234 | 849 | 1,333 | 1,333 | 1,333 |
| 641307 Telephone | 1,038 | 1,015 | 1,332 | 1,332 | 1,200 |
| 641308 Cellular Phones | 405 | 266 | 1,040 | 1,040 | 800 |
| Total Expense | <u>\$ 542,998</u> | <u>\$ 553,063</u> | <u>\$ 602,810</u> | <u>\$ 602,810</u> | <u>\$ 632,390</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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, all sections of the zoning ordinance and subdivision ordinance. 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 neighborhoods

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 500200 Zoning & Subdivision Fees | \$ 23,910 | \$ 14,865 | \$ 18,000 | \$ 18,000 | \$ 18,000 |
| Total Revenue | <u>\$ 23,910</u> | <u>\$ 14,865</u> | <u>\$ 18,000</u> | <u>\$ 18,000</u> | <u>\$ 18,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 217,403 | \$ 219,908 | \$ 219,037 | \$ 219,037 | \$ 233,448 |
| 615000 Fringes | 79,446 | 86,588 | 71,020 | 71,020 | 94,897 |
| Total Expense | <u>\$ 296,849</u> | <u>\$ 306,496</u> | <u>\$ 290,057</u> | <u>\$ 290,057</u> | <u>\$ 328,345</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 15030

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to enhance the environment in Appleton to promote business and industry and attract investment

Continue to examine ways in which City government can be improved to be more responsive, supportive and proactive to business needs

Promote Appleton to the broader public, especially business and industry

Conduct business retention visits

Provide technical assistance for start-up and growing companies

Assist and be responsive to prospective and established businesses and developers

Promote the City's interest and develop positive relationships through active participation on various boards, committees and organizations

Continue implementation of the Comprehensive Plan 2010-2030 and Economic Development Strategic Plan

Major changes in Revenue, Expenditures, or Programs:

The contribution to the Fox Cities Regional Partnership is an allowable use of TIF funding and is being allocated proportionally to the districts in 2023. The total contribution will be \$25,000.

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 15030

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 83,671 | \$ 85,239 | \$ 84,299 | \$ 84,299 | \$ 89,862 |
| 615000 Fringes | 24,866 | 26,787 | 27,914 | 27,914 | 29,463 |
| 630300 Memberships & Licenses | - | - | 12,000 | 12,000 | 10,000 |
| 641200 Advertising | - | - | 12,000 | 12,000 | 10,000 |
| 659900 Other Contracts/Obligation | 68,193 | 62,640 | 42,000 | 42,000 | 12,000 |
| Total Expense | <u>\$ 176,730</u> | <u>\$ 174,666</u> | <u>\$ 178,213</u> | <u>\$ 178,213</u> | <u>\$ 151,325</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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 an 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:

The budget amount for Consulting Services to complete due diligence for development projects has been reduced due to the financial constraints of the 2023 budget.

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 15040

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 142,174 | \$ 143,472 | \$ 143,238 | \$ 143,238 | \$ 152,692 |
| 615000 Fringes | 43,872 | 44,408 | 49,521 | 49,521 | 52,732 |
| 640400 Consulting Services | 23,599 | 73,152 | 30,000 | 75,000 | 15,000 |
| Total Expense | <u>\$ 209,645</u> | <u>\$ 261,032</u> | <u>\$ 222,759</u> | <u>\$ 267,759</u> | <u>\$ 220,424</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

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

| |
|------------------|
| \$ 15,000 |
| <u>\$ 15,000</u> |

**CITY OF APPLETON 2023 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:

Wisconsin Law requires assessed values to be at full market value once in every five-year period. Full market value is the amount that property would sell for on the open market. A Citywide revaluation is currently underway for the 2023 tax year to meet this requirement. All 25,000 assessed values are being reviewed and adjusted using property data collected over the last 15 years. Statistical sales studies and computer-assisted valuation models are being updated to aid in the process. The Assessor team began this large project in August 2021. Upon completion of the revaluation in August 2023, change notices will be mailed to all property owners. The goal of a revaluation is to establish assessment equity and uniformity.

Major changes in Revenue, Expenditures, or Programs:

Overtime wages have been increased to allow for the timely completion of the 2023 citywide revaluation. An estimated 20 hours of overtime will be needed for each of the five non-exempt assessor positions, four of which are new to their positions after retirements and are a combination of internal advancements and new hires.

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 15050

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 421,088 | \$ 425,797 | \$ 425,666 | \$ 425,666 | \$ 420,640 |
| 610500 Overtime Wages | 290 | (13) | 1,366 | 1,366 | 5,437 |
| 615000 Fringes | 148,692 | 161,162 | 171,256 | 171,256 | 174,026 |
| 620100 Training/Conferences | 835 | 1,294 | 1,200 | 1,200 | 850 |
| 630200 Subscriptions | 1,726 | 1,787 | 1,800 | 1,800 | 1,850 |
| 630300 Memberships & Licenses | 370 | 380 | 375 | 375 | 380 |
| 632700 Miscellaneous Equipment | 1,400 | 1,400 | 1,420 | 1,420 | 1,400 |
| 641308 Cellular Phones | 624 | 710 | 1,000 | 1,000 | 925 |
| 642501 CEA Operations/Maint. | 1,948 | 852 | 1,600 | 1,600 | 3,909 |
| 642502 CEA Depreciation/Replace. | 1,618 | 1,312 | 1,539 | 1,539 | 1,539 |
| 659900 Other Contracts/Obligation | 12,141 | 12,177 | 12,200 | 12,200 | 13,500 |
| Total Expense | <u>\$ 590,732</u> | <u>\$ 606,858</u> | <u>\$ 619,422</u> | <u>\$ 619,422</u> | <u>\$ 624,456</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Charges for Services | | | | | | |
| 480100 General Charges for Service | 295 | 599 | - | 300 | 300 | 300 |
| 500200 Zoning & Subdivision Fees | 23,910 | 14,865 | 8,600 | 18,000 | 18,000 | 18,000 |
| TOTAL PROGRAM REVENUES | <u>24,205</u> | <u>15,464</u> | <u>8,600</u> | <u>18,300</u> | <u>18,300</u> | <u>18,300</u> |
| Salaries | | | | | | |
| 610100 Regular Salaries | 1,117,437 | 1,087,260 | 418,662 | 1,271,904 | 1,271,904 | 1,321,484 |
| 610200 Labor Pool Allocations | - | - | - | - | - | - |
| 610500 Overtime Wages | 1,536 | 292 | 392 | 1,366 | 1,366 | 5,437 |
| 611000 Other Compensation | 500 | 500 | 500 | 500 | 500 | - |
| 611400 Sick Pay | 999 | 12,635 | - | - | - | - |
| 611500 Vacation Pay | 125,703 | 155,891 | 29,701 | - | - | - |
| 615000 Fringes | 433,273 | 466,750 | 170,197 | 484,448 | 484,448 | 523,108 |
| TOTAL PERSONNEL | <u>1,679,448</u> | <u>1,723,328</u> | <u>619,452</u> | <u>1,758,218</u> | <u>1,758,218</u> | <u>1,850,029</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 3,717 | 3,853 | 2,007 | 9,440 | 9,440 | 7,850 |
| 620600 Parking Permits | 7,562 | 7,560 | 7,560 | 7,560 | 7,560 | 8,640 |
| TOTAL TRAINING / TRAVEL | <u>11,279</u> | <u>11,413</u> | <u>9,567</u> | <u>17,000</u> | <u>17,000</u> | <u>16,490</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,404 | 1,667 | 662 | 2,244 | 2,244 | 2,000 |
| 630200 Subscriptions | 2,041 | 2,124 | 452 | 2,200 | 2,200 | 2,250 |
| 630300 Memberships & Licenses | 3,417 | 1,499 | 3,660 | 15,575 | 15,575 | 13,580 |
| 630500 Awards & Recognition | 270 | 285 | - | 285 | 285 | 285 |
| 630700 Food & Provisions | 546 | 434 | 224 | 450 | 450 | 450 |
| 631500 Books & Library Materials | 63 | - | - | 75 | 75 | - |
| 632001 City Copy Charges | 5,731 | 6,224 | 1,631 | 11,550 | 11,550 | 10,250 |
| 632002 Outside Printing | 555 | 488 | 253 | - | - | - |
| 632700 Miscellaneous Equipment | 1,400 | 1,681 | 1,400 | 1,620 | 1,620 | 1,400 |
| TOTAL SUPPLIES | <u>15,427</u> | <u>14,402</u> | <u>8,282</u> | <u>33,999</u> | <u>33,999</u> | <u>30,215</u> |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 23,599 | 73,152 | 25,850 | 30,000 | 75,000 | 15,000 |
| 641200 Advertising | 1,234 | 849 | 3,678 | 13,333 | 13,333 | 11,333 |
| 641307 Telephone | 1,038 | 1,015 | 429 | 1,332 | 1,332 | 1,200 |
| 641308 Cellular Phones | 1,029 | 976 | 734 | 2,040 | 2,040 | 1,725 |
| 642501 CEA Operations/Maint. | 1,948 | 852 | 887 | 1,600 | 1,600 | 3,909 |
| 642502 CEA Depreciation/Replace. | 1,618 | 1,312 | 458 | 1,539 | 1,539 | 1,539 |
| 659900 Other Contracts/Obligation | 80,334 | 74,816 | 54,630 | 54,200 | 54,200 | 25,500 |
| TOTAL PURCHASED SVCS | <u>110,800</u> | <u>152,972</u> | <u>86,666</u> | <u>104,044</u> | <u>149,044</u> | <u>60,206</u> |
| TOTAL EXPENSE | <u>1,816,954</u> | <u>1,902,115</u> | <u>723,967</u> | <u>1,913,261</u> | <u>1,958,261</u> | <u>1,956,940</u> |

CITY OF APPLETON 2023 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2023 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 2022 EVENTS

Community Development Block Grant (CDBG & CDBG-CV)

For the 2022-2023 award of \$565,880, \$244,649 was allocated as detailed below for City programs and \$321,231 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$29,892
- Appleton Housing Authority \$41,170
- 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 programming, street outreach efforts, small business support, and emergency shelter activities.

The 2021 Consolidated Annual Performance Evaluation Report (CAPER) was submitted as a second program year for the 2020-2024 Consolidated Plan. The 2022 Annual Action Plan was submitted in June and approved by HUD in July.

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

The City, in collaboration with Pillars Inc., ADVOCAP, Salvation Army of the Fox Cities, and Harbor House, was successful in applying for Emergency Homeless and Housing (EHH) grant funds for the 2022-2023 program year, receiving a total of \$312,672.

For the 2022 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 2022, 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, 2022-September 30, 2023, while the CoC CE-SSO grant operates on a July 1, 2022-June 30, 2023 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 2022, the Homeowner Rehabilitation Loan Program is projected to rehabilitate 20-24 owner-occupied housing units and invest nearly \$500,000 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. Recent examples of TNGP awards for 2021 and 2022 include support for the Historic Central Neighborhood front porch music event (Porchfest) and the Lawrence-City Park Neighborhood block party.

In October 2021, staff organized and delivered the Neighborhood Program fall meeting, an informal "roundtable" discussion for neighborhood leaders, using a virtual meeting platform. In total, there were 12 participants representing four different neighborhoods. The Neighborhood Program spring meeting was held in May 2022 at Wilson Middle School where 14 participants represented four neighborhoods. The fall Neighborhood Program meeting is anticipated to be in person for October 2022.

CITY OF APPLETON 2023 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2023 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 Re-housing 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 1,983,252 | \$ 2,598,205 | \$ 1,770,717 | \$ 1,770,717 | \$ 1,721,127 | -2.80% |
| Program Expenses | | | | | | | |
| 2100 | CDBG | 576,746 | 863,182 | 508,363 | 517,335 | 544,453 | 7.10% |
| 2140 | Emergency Shelter | 272,471 | 805,590 | 342,353 | 342,353 | 281,192 | -17.86% |
| 2150 | Continuum of Care | 364,545 | 341,120 | 385,140 | 388,028 | 353,136 | -8.31% |
| 2170 | Homeowner Rehab Loan | 486,354 | 435,617 | 454,861 | 1,011,925 | 462,346 | 1.65% |
| 2180 | Neighborhood Program | 1 | 3,423 | 86,484 | 87,872 | 83,791 | -3.11% |
| TOTAL | | \$ 1,700,117 | \$ 2,448,932 | \$ 1,777,201 | \$ 2,347,513 | \$ 1,724,918 | -2.94% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 192,850 | 236,280 | 216,522 | 216,522 | 224,082 | 3.49% |
| | Training & Travel | 1,639 | 2,521 | 8,963 | 8,963 | 7,860 | -12.31% |
| | Supplies & Materials | 1,225 | 1,125 | 2,567 | 2,567 | 2,567 | 0.00% |
| | Purchased Services | 17,680 | 3,335 | 4,690 | 4,690 | 7,890 | 68.23% |
| | Miscellaneous Expense | 1,486,723 | 2,205,671 | 1,544,459 | 2,114,771 | 1,482,519 | -4.01% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 2.23 | 2.35 | 2.35 | 2.35 | 2.35 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2023 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:

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

Objectives:

The creation of a thriving urban community through provision of assistance to low- and moderate-income (LMI) households in the forms of basic shelter, affordable housing opportunities, expanded economic opportunities, suitable living environments and supportive services related to residential, financial and social stability.

Major changes in Revenue, Expenditures, or Programs:

Revenues and expenditures associated with this program are subject to the final entitlement award amount, as well as the Community and Economic Development Committee and Common Council approval of CDBG subrecipient awards.

The estimated award for the 2023-2024 program year is \$589,453. The allocation of the funds is as follows:

| | |
|---|--------------------------|
| CDBG - Community Dev/Finance Admin | \$ 83,829 * |
| Homeowner Rehab. Loan Program | <u>45,000</u> |
| | \$ 128,829 |
| Awarded through competitive application process | <u>460,624</u> |
| Total estimated award | <u><u>\$ 589,453</u></u> |

* Includes requirement for Fair Housing Services

Target funding for 2023 is an estimate based on the last three years' average, excluding CV funding.

**CITY OF APPLETON 2023 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 576,747 | \$ 863,182 | \$ 508,363 | \$ 508,363 | \$ 544,453 |
| Total Revenue | <u>\$ 576,747</u> | <u>\$ 863,182</u> | <u>\$ 508,363</u> | <u>\$ 508,363</u> | <u>\$ 544,453</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 16,133 | \$ 10,937 | \$ 36,387 | \$ 36,387 | \$ 36,956 |
| 610500 Overtime Wages | - | 219 | - | - | - |
| 615000 Fringes | 6,344 | 5,327 | 15,005 | 15,005 | 15,411 |
| 620100 Training/Conferences | 1,265 | 350 | 3,600 | 3,600 | 2,975 |
| 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 | 3,903 | - | 1,460 | 1,460 | 1,460 |
| 641200 Advertising | 469 | 384 | 400 | 400 | 400 |
| 641307 Telephone | 48 | 48 | 60 | 60 | 60 |
| 659900 Other Contracts/Obligation | - | - | - | - | - |
| 660800 Block Grant Payments | 547,524 | 844,977 | 449,884 | 458,856 | 485,624 |
| Total Expense | <u>\$ 576,746</u> | <u>\$ 863,182</u> | <u>\$ 508,363</u> | <u>\$ 517,335</u> | <u>\$ 544,453</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

| | |
|---|-------------------|
| Fair Housing Services | \$ 25,000 |
| Awards and loans to community organizations and individuals for the benefit of low- and moderate-income (LMI) persons | 460,624 |
| | <u>\$ 485,624</u> |

Summary of the Appleton CDBG Allocation Process

Each program year, administration costs, funding for fair housing requirements, the Homeowner Rehabilitation Loan Program and the Neighborhood Services Program, 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 2023 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:

Implement 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 through 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 system 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., ADVOCAP, Salvation Army of the Fox Cities, and Harbor House.

Major changes in Revenue, Expenditures, or Programs:

The State of Wisconsin DEHCR issued a one-time double payment of HPP funding for the actual 2021 allocations.

The budgeted 2023 ESG grant award is an estimate based on the last three years' average, excluding CV funds.

**CITY OF APPLETON 2023 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

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

Business Unit 2140

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 265,601 | \$ 782,409 | \$ 342,353 | \$ 342,353 | \$ 281,192 |
| 423000 Miscellaneous Local Aids | 6,870 | 23,181 | - | - | - |
| Total Revenue | \$ 272,471 | \$ 805,590 | \$ 342,353 | \$ 342,353 | \$ 281,192 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 16,761 | \$ 47,648 | \$ 18,090 | \$ 18,090 | \$ 19,763 |
| 615000 Fringes | 6,667 | 22,442 | 9,592 | 9,592 | 9,741 |
| 640400 Consulting Services | 5,700 | - | - | - | - |
| 663000 Other Grant Payments | 243,343 | 735,500 | 314,671 | 314,671 | 251,688 |
| Total Expense | \$ 272,471 | \$ 805,590 | \$ 342,353 | \$ 342,353 | \$ 281,192 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Grant Payments

Awards and loans to community organizations and individuals for the benefit of low- and moderate-income (LMI) persons:

| | ESG/HPP | HAP RRH | HAP RRH EXP | HAP HP RRH | Total |
|----------------------------------|-------------------|------------------|------------------|-----------------|-------------------|
| ADVOCAP | 52,451 | 12,500 | 4,259 | - | 69,210 |
| Pillars | 99,399 | 12,500 | 4,259 | 9,417 | 125,575 |
| Salvation Army of the Fox Cities | 26,292 | - | 4,260 | - | 30,552 |
| Harbor House DV Shelter | 26,351 | - | - | - | 26,351 |
| Total | \$ 204,493 | \$ 25,000 | \$ 12,778 | \$ 9,417 | \$ 251,688 |

**CITY OF APPLETON 2023 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:

Implement 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 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, 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:

No major changes.

**CITY OF APPLETON 2023 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Program (COC)

Business Unit 2150

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 369,457 | \$ 339,096 | \$ 385,140 | \$ 385,140 | \$ 353,136 |
| Total Revenue | \$ 369,457 | \$ 339,096 | \$ 385,140 | \$ 385,140 | \$ 353,136 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 38,520 | \$ 34,518 | \$ 30,571 | \$ 30,571 | \$ 31,330 |
| 610500 Overtime Wages | 360 | - | - | - | - |
| 615000 Fringes | 13,964 | 16,249 | 15,116 | 15,116 | 15,350 |
| 620100 Training/Conferences | 323 | 1,751 | 4,343 | 4,343 | 3,290 |
| 620600 Parking Permits | - | 420 | 420 | 420 | 480 |
| 630100 Office Supplies | - | - | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 165 | 185 | - | - | - |
| 640400 Consulting | 1,420 | - | - | - | - |
| 641307 Telephone | 126 | 249 | 270 | 270 | 270 |
| 663000 Other Grant Payments | 309,667 | 287,748 | 333,420 | 336,308 | 301,416 |
| Total Expense | \$ 364,545 | \$ 341,120 | \$ 385,140 | \$ 388,028 | \$ 353,136 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Grant Payments

Awards and loans to community organizations and individuals for the benefit of low- and 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 | 59,360 | 22,776 | 101,900 |
| Salvation Army | 102,852 | - | 37,900 | 140,752 |
| Total | \$ 167,828 | \$ 59,360 | \$ 74,228 | \$ 301,416 |

CITY OF APPLETON 2023 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 an increase in loan repayments this year, new CDBG funding has been decreased to the amount needed for program delivery only. 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 2023 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Homeowner Rehabilitation Loan Program

Business Unit 2160/2170/2190

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 129,146 | \$ 137,224 | \$ 120,000 | \$ 120,000 | \$ 45,000 |
| 471000 Interest on Investments | 26 | (133) | - | - | - |
| 503500 Other Reimbursements | 181 | - | - | - | - |
| 505000 Project Repayments | 635,224 | 453,246 | 334,861 | 334,861 | 417,346 |
| Total Revenue | \$ 764,577 | \$ 590,337 | \$ 454,861 | \$ 454,861 | \$ 462,346 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 76,983 | \$ 80,084 | \$ 74,060 | \$ 74,060 | \$ 77,763 |
| 615000 Fringes | 17,119 | 18,854 | 17,701 | 17,701 | 18,283 |
| 620100 Training/Conferences | 50 | - | 600 | 600 | 600 |
| 641307 Telephone | 56 | 55 | 200 | 200 | 50 |
| 641308 Cellular Phones | 186 | 249 | - | - | 150 |
| 659900 Other Contracts/Obligation | 5,771 | 2,351 | 2,300 | 2,300 | 5,500 |
| 660800 Block Grant Payments | 386,189 | 333,709 | 334,000 | 408,158 | 205,000 |
| 663000 Other Grant Payments | - | 315 | 26,000 | 508,906 | 155,000 |
| Total Expense | \$ 486,354 | \$ 435,617 | \$ 454,861 | \$ 1,011,925 | \$ 462,346 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

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

Rehab projects \$ 205,000
\$ 205,000

Other Grant Payments

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

Rehab projects \$ 155,000
\$ 155,000

**CITY OF APPLETON 2023 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, and 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 \$5,311 (General Fund) are anticipated in 2023. The NP will not request additional CDBG funding in 2023 in order to draw down funds from prior year allocations. Once those funds are allocated, future CDBG funding requests are anticipated. After drawing down 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 2023 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Neighborhood Program

Business Unit 2180

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|-------------|-----------------|------------------|------------------|------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ - | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| 421000 Federal Grants | - | - | 80,000 | 80,000 | 80,000 |
| Total Revenue | \$ - | \$ 3,000 | \$ 83,000 | \$ 83,000 | \$ 83,000 |
| Expenses | | | | | |
| 660800 Block Grant Payments | \$ - | \$ - | \$ 80,000 | \$ 80,000 | \$ 80,000 |
| 663000 Other Grant Payments | 1 | 3,423 | 6,484 | 7,872 | 3,791 |
| Total Expense | \$ 1 | \$ 3,423 | \$ 86,484 | \$ 87,872 | \$ 83,791 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Block grant payments

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

**CITY OF APPLETON 2023 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|-----------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 411000 Property Tax | - | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 421000 Federal Grants | 705,893 | 1,000,407 | 46,550 | 708,363 | 708,363 | 669,453 |
| 422400 Miscellaneous State Aids | 635,058 | 1,121,507 | 99,839 | 727,493 | 727,493 | 634,328 |
| 423000 Miscellaneous Local Aids | 6,870 | 23,181 | - | - | - | - |
| 471000 Interest on Investments | 26 | (133) | - | - | - | - |
| 503500 Other Reimbursements | 180 | - | - | - | - | - |
| 505000 Project Repayments | 635,225 | 453,248 | 166,406 | 334,861 | 334,861 | 417,346 |
| TOTAL PROGRAM REVENUES | <u>1,983,252</u> | <u>2,601,210</u> | <u>315,795</u> | <u>1,773,717</u> | <u>1,773,717</u> | <u>1,724,127</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 139,127 | 159,211 | 49,872 | 159,108 | 159,108 | 165,812 |
| 610500 Overtime Wages | 679 | 1,334 | - | - | - | - |
| 611400 Sick Pay | 532 | 347 | - | - | - | - |
| 611500 Vacation Pay | 8,419 | 12,514 | 5,180 | - | - | - |
| 615000 Fringes | 44,093 | 62,874 | 19,561 | 57,414 | 57,414 | 58,270 |
| TOTAL PERSONNEL | <u>192,850</u> | <u>236,280</u> | <u>74,613</u> | <u>216,522</u> | <u>216,522</u> | <u>224,082</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 1,639 | 2,101 | 4,014 | 8,543 | 8,543 | 7,380 |
| 620600 Parking Permits | - | 420 | 420 | 420 | 420 | 480 |
| TOTAL TRAINING / TRAVEL | <u>1,639</u> | <u>2,521</u> | <u>4,434</u> | <u>8,963</u> | <u>8,963</u> | <u>7,860</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 120 | - | 129 | 1,127 | 1,127 | 1,127 |
| 630300 Memberships & Licenses | 1,105 | 1,125 | - | 940 | 940 | 940 |
| 632001 City Copy Charges | - | - | - | 500 | 500 | 500 |
| TOTAL SUPPLIES | <u>1,225</u> | <u>1,125</u> | <u>129</u> | <u>2,567</u> | <u>2,567</u> | <u>2,567</u> |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 3,903 | - | - | 1,460 | 1,460 | 1,460 |
| 640400 Consulting Services | 7,120 | - | - | - | - | - |
| 641200 Advertising | 470 | 384 | - | 400 | 400 | 400 |
| 641307 Telephone | 230 | 351 | 216 | 530 | 530 | 380 |
| 641308 Cellular Phones | 186 | 249 | 173 | - | - | 150 |
| 659900 Other Contracts/Obligation | 5,771 | 2,351 | 1,168 | 2,300 | 2,300 | 5,500 |
| TOTAL PURCHASED SVCS | <u>17,680</u> | <u>3,335</u> | <u>1,557</u> | <u>4,690</u> | <u>4,690</u> | <u>7,890</u> |
| Miscellaneous Expense | | | | | | |
| 660800 Block Grant Payments | 933,713 | 1,178,686 | 224,051 | 863,884 | 947,014 | 770,624 |
| 663000 Other Grant Payments | 553,010 | 1,026,985 | 588,753 | 680,575 | 1,167,757 | 711,895 |
| TOTAL MISCELLANEOUS EXP | <u>1,486,723</u> | <u>2,205,671</u> | <u>812,804</u> | <u>1,544,459</u> | <u>2,114,771</u> | <u>1,482,519</u> |
| TOTAL EXPENSE | <u>1,700,117</u> | <u>2,448,932</u> | <u>893,537</u> | <u>1,777,201</u> | <u>2,347,513</u> | <u>1,724,918</u> |

CITY OF APPLETON 2023 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected* | 2023 Budget |
|---------------------------------------|-------------------|-------------------|-------------------|--------------------|------------------|
| Property Taxes | \$ - | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| Intergovernmental | 1,347,821 | 2,145,092 | 1,435,856 | 1,435,856 | 1,303,781 |
| Other | 635,431 | 453,113 | 334,861 | 334,861 | 417,346 |
| Total Revenues | <u>1,983,252</u> | <u>2,601,205</u> | <u>1,773,717</u> | <u>1,773,717</u> | <u>1,724,127</u> |
| Expenses | | | | | |
| Program Costs | <u>1,700,117</u> | <u>2,448,932</u> | <u>1,777,201</u> | <u>2,343,237</u> | <u>1,724,918</u> |
| Total Expenses | <u>1,700,117</u> | <u>2,448,932</u> | <u>1,777,201</u> | <u>2,343,237</u> | <u>1,724,918</u> |
| Revenues over (under) Expenses | 283,135 | 152,273 | (3,484) | (569,520) | (791) |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers In | - | - | - | - | - |
| Net Change in Equity | 283,135 | 152,273 | (3,484) | (569,520) | (791) |
| Fund Balance - Beginning | 134,903 | 418,038 | 570,311 | 570,311 | 791 |
| Residual Equity Transfers Out | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ 418,038</u> | <u>\$ 570,311</u> | <u>\$ 566,827</u> | <u>\$ 791</u> | <u>\$ -</u> |

* Due to the variability of the various grant awards, the 2022 amended budget figures have been used

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

Lined area for notes.

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

**CITY OF APPLETON 2023 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 2023 budget includes funds for maintenance of the remaining 2.28 acres of land and berm maintenance in the City's Northeast Business Park in addition to the Southpoint Commerce Park. 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 four 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 2023 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 2023.

Rental income includes leasing the home at 110 W Edgewood, farmland associated with the Edgewood Drive properties, and the farming of Southpoint Commerce Park. Due to site constraints, the lease rate for the 21.25 farmable acres on Edgewood Drive was set at \$66.15 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 78.4 acres of leasable land after pending and recent sales in the business park. This lease revenue is payable to the IPLF and is no longer split with TIF District #6 due to its closure in 2023.

Demand for land in Southpoint Commerce Park remains strong. With recent lot sales, and pending lot sales, it is projected only 33 acres of ready-to-build land will be available in 2023. The 2023 Budget, and subsequent years in the five-year CIP plan, include funding for engineering, platting, and permitting in anticipation of the 2024 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| | Program Revenues | \$ 615,418 | \$ 1,193,059 | \$ 27,441 | \$ 27,441 | \$ 184,326 | 571.72% |
| | Program Expenses | \$ 163,527 | \$ 52,473 | \$ 150,957 | \$ 150,957 | \$ 151,857 | 0.60% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Purchased Services | 31,220 | 36,125 | 150,957 | 150,957 | 151,857 | 0.60% |
| | Capital Expenditures | 132,307 | 16,348 | - | - | - | N/A |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|---------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 15,322 | \$ (8,320) | \$ 5,000 | \$ 5,000 | \$ - |
| 500400 Sale of City Property | 565,333 | 915,516 | - | - | 160,000 |
| 501500 Rental of City Property | 34,763 | 35,863 | 22,441 | 22,441 | 24,326 |
| 592100 Transfer In - General | - | 250,000 | - | - | - |
| Total Revenue | \$ 615,418 | \$ 1,193,059 | \$ 27,441 | \$ 27,441 | \$ 184,326 |
| Expenses | | | | | |
| 640400 Consulting Services | \$ - | \$ 10,467 | \$ 90,000 | \$ 90,000 | \$ 90,000 |
| 641200 Advertising | 13,462 | 9,352 | 18,000 | 18,000 | 18,000 |
| 641301 Electric | 607 | 198 | 975 | 975 | 975 |
| 641306 Stormwater | 6,555 | 5,313 | 6,153 | 6,153 | 7,053 |
| 642500 CEA Expense | 197 | 2,109 | - | - | - |
| 659900 Other Contracts/Obligation | 10,399 | 8,686 | 35,829 | 35,829 | 35,829 |
| 680100 Land | 63,917 | - | - | - | - |
| 680903 Sanitary Sewers | 68,390 | 16,348 | - | - | - |
| Total Expense | \$ 163,527 | \$ 52,473 | \$ 150,957 | \$ 150,957 | \$ 151,857 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|---|------------------|
| Platting and lot grading | \$ 10,000 |
| Engineering for SPCP next phase | 60,000 |
| Testing and analysis, title work and due diligence for land sales | 20,000 |
| | <u>\$ 90,000</u> |

Advertising

| | |
|-----------|------------------|
| Marketing | \$ 18,000 |
| | <u>\$ 18,000</u> |

Other Contracts/Obligations

| | |
|--|------------------|
| Maintenance of 110 W Edgewood Real Estate Commissions | \$ 3,000 |
| (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 2023 BUDGET
INDUSTRIAL PARK LAND**

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

| | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| Interest Income | \$ 15,322 | \$ (8,320) | \$ 5,000 | \$ 5,000 | \$ - |
| Other | 34,763 | 35,863 | 22,441 | 22,441 | 24,326 |
| Total Revenues | <u>50,085</u> | <u>27,543</u> | <u>27,441</u> | <u>27,441</u> | <u>24,326</u> |
| Expenses | | | | | |
| Program Costs | 163,527 | 52,473 | 150,957 | 150,957 | 151,857 |
| Total Expenses | <u>163,527</u> | <u>52,473</u> | <u>150,957</u> | <u>150,957</u> | <u>151,857</u> |
| Revenues over (under) Expenses | (113,442) | (24,930) | (123,516) | (123,516) | (127,531) |
| Other Financing Sources (Uses) | | | | | |
| Sale of City Property | 565,333 | 915,516 | - | - | 160,000 |
| Transfer In - General Fund | - | 250,000 | - | - | - |
| Total Other Financing Sources (Uses) | <u>565,333</u> | <u>1,165,516</u> | <u>-</u> | <u>-</u> | <u>160,000</u> |
| Net Change in Equity | 451,891 | 1,140,586 | (123,516) | (123,516) | 32,469 |
| Fund Balance - Beginning | 602,336 | 1,054,227 | 2,194,813 | 2,194,813 | 2,071,297 |
| Fund Balance - Ending | <u>\$ 1,054,227</u> | <u>\$ 2,194,813</u> | <u>\$ 2,071,297</u> | <u>\$ 2,071,297</u> | <u>\$ 2,103,766</u> |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

CITY OF APPLETON 2023 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 2023. 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 | | | % |
|-------------------------------|------------------------|----------|----------|--------------|--------------|------|----------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 2,185 | \$ (445) | \$ - | \$ - | \$ - | \$ - |
| Program Expenses | | \$ - | \$ - | \$ - | \$ - | \$ - | N/A |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Administrative Expense | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Utilities | - | - | - | - | - | N/A |
| | Repair & Maintenance | - | - | - | - | - | N/A |
| | Capital Expenditures | - | - | - | - | - | N/A |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-----------------|-----------------|--------------|--------------|-------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 2,185 | \$ (445) | \$ - | \$ - | \$ - |
| 503500 Other Reimbursements | - | - | - | - | - |
| Total Revenue | <u>\$ 2,185</u> | <u>\$ (445)</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 632700 Miscellaneous Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| 640400 Consulting Services | - | - | - | - | - |
| Total Expense | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
COMMUNITY DEVELOPMENT**

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

| | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|------------------|------------------|------------------|-------------------|------------------|
| Revenues | | | | | |
| Interest Income (Loss) | \$ 2,185 | \$ (445) | \$ - | \$ - | \$ - |
| | - | - | - | - | - |
| Total Revenues | <u>2,185</u> | <u>(445)</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Total Expenses | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Revenues over (under) Expenses | 2,185 | (445) | - | - | - |
| 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 | 2,185 | (445) | - | - | - |
| Fund Balance - Beginning | <u>76,512</u> | <u>78,697</u> | <u>78,252</u> | <u>78,252</u> | <u>78,252</u> |
| Fund Balance - Ending | <u>\$ 78,697</u> | <u>\$ 78,252</u> | <u>\$ 78,252</u> | <u>\$ 78,252</u> | <u>\$ 78,252</u> |

CITY OF APPLETON 2023 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Community & Economic Development Director: Karen E. Harkness

Finance Director: Jeri A. Ohman, CPA

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District #3

Business Unit 2040

PROGRAM MISSION

Tax Incremental Financing (TIF) District #3 includes the area bounded by Richmond and Superior Streets, from the County Courthouse to the School Administration building. 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:

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 termination date.

| | 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) | - |
| | | | 2023 | (1,092,427) | - |
| | | | 12/31/23 Balance | \$ - | \$ 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. This territory amendment was completed in February 2022.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|------------|------------|--------------|--------------|-----------|---------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| | Program Revenues | \$ 42,861 | \$ 32,395 | \$ 11,000 | \$ 11,000 | \$ 13,500 | 22.73% |
| | Program Expenses | \$ 198,268 | \$ 144,328 | \$ 87,521 | \$ 87,521 | \$ 28,960 | -66.91% |
| Expenses Comprised Of: | | | | | | | |
| | Purchased Services | 2,396 | 2,207 | 1,650 | 1,650 | 1,650 | 0.00% |
| | Other Expense | 195,872 | 142,121 | 85,871 | 85,871 | 27,310 | -68.20% |

* % change from prior year adopted budget

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Taxes | \$ 1,102,513 | \$ 1,215,752 | \$ 1,150,000 | \$ 1,150,000 | \$ 1,285,000 |
| 413000 Payment in Lieu of Taxes | 25,000 | 25,000 | - | - | - |
| 422700 State Aid - Computers | 5,141 | 5,140 | 5,000 | 5,000 | 5,000 |
| 422800 State Aid - Personal Property | 3,593 | 983 | 1,000 | 1,000 | 3,500 |
| 471000 Interest on Investments | 9,127 | 1,272 | 5,000 | 5,000 | 5,000 |
| Total Revenue | \$ 1,145,374 | \$ 1,248,147 | \$ 1,161,000 | \$ 1,161,000 | \$ 1,298,500 |
| Expenses | | | | | |
| 640100 Accounting/Audit | \$ 1,246 | \$ 2,057 | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| 640202 Legal Fees | 1,150 | 150 | 150 | 150 | 150 |
| 672000 Interest Payments | 195,872 | 142,121 | 85,871 | 85,871 | 27,310 |
| Total Expense | \$ 198,268 | \$ 144,328 | \$ 87,521 | \$ 87,521 | \$ 28,960 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

TAX INCREMENTAL DISTRICT #3

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|--|-----------------------|-----------------------|-----------------------|-----------------------|--------------------|
| Property Taxes | \$ 1,102,513 | \$ 1,215,752 | \$ 1,150,000 | \$ 1,111,592 | \$ 1,285,000 |
| Payment in Lieu of Taxes | 25,000 | 25,000 | - | - | - |
| Intergovernmental | 8,734 | 6,123 | 6,000 | 8,734 | 8,500 |
| Interest Income | 9,127 | 1,272 | 5,000 | 5,000 | 5,000 |
| Total Revenues | <u>1,145,374</u> | <u>1,248,147</u> | <u>1,161,000</u> | <u>1,125,326</u> | <u>1,298,500</u> |
| Expenses | | | | | |
| Interest Expense | 195,872 | 142,121 | 85,871 | 85,871 | 27,310 |
| Administrative Expenses | 2,396 | 2,207 | 1,650 | 1,650 | 1,650 |
| Total Expenses | <u>198,268</u> | <u>144,328</u> | <u>87,521</u> | <u>87,521</u> | <u>28,960</u> |
| Revenues over (under) Expenses | 947,106 | 1,103,819 | 1,073,479 | 1,037,805 | 1,269,540 |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers In - Other Funds | - | - | - | - | - |
| Operating Transfers Out - Debt Service | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Change in Equity | 947,106 | 1,103,819 | 1,073,479 | 1,037,805 | 1,269,540 |
| Fund Balance (Deficit)- Beginning | <u>(4,158,727)</u> | <u>(3,211,621)</u> | <u>(2,107,802)</u> | <u>(2,107,802)</u> | <u>(1,069,997)</u> |
| Fund Balance (Deficit)- Ending | <u>\$ (3,211,621)</u> | <u>\$ (2,107,802)</u> | <u>\$ (1,034,323)</u> | <u>\$ (1,069,997)</u> | <u>\$ 199,543</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|--------------------|--------------------|
| Cash - Beginning of Year | \$ 209,628 | \$ (2,567) |
| + Net Change in Equity | 1,037,805 | 1,269,540 |
| - General Fund Advance Repayment | <u>(1,250,000)</u> | <u>(1,092,427)</u> |
| Working Cash - End of Year | <u>\$ (2,567)</u> | <u>\$ 174,546</u> |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2023 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) |
| | | 2022 | - |
| | | 12/31/23 Balance | \$ - |

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

Major changes in Revenue, Expenditures, or Programs:

The City will complete the closeout process for TIF District #6 in 2023.

DEPARTMENT BUDGET SUMMARY

| Unit | Programs Title | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|------------|--------------|--------------|--------------|--------------|---------------|
| | | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| | Program Revenues | \$ 143,909 | \$ 429,387 | \$ 108,426 | \$ 108,426 | \$ 90,388 | -16.64% |
| | Program Expenses | \$ 726,398 | \$ 1,398,535 | \$ 1,735,857 | \$ 1,735,857 | \$ 4,732,899 | 172.65% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | 424,466 | 1,330,630 | 1,735,857 | 1,735,857 | 2,768,551 | 59.49% |
| | Miscellaneous Expense | 185,811 | 67,905 | - | - | - | N/A |
| | Capital Expenditures | - | - | - | - | - | N/A |
| | Transfers Out | 116,121 | - | - | - | 1,964,348 | N/A |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #6

Business Unit 4090

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 2,516,742 | \$ 3,262,974 | \$ 2,677,332 | \$ 2,677,332 | \$ 3,174,467 |
| 422700 State Aid - Computers | 66,726 | 66,726 | 66,000 | 66,000 | 66,726 |
| 422800 State Aid - Personal Prop | 23,662 | 42,421 | 30,000 | 30,000 | 23,662 |
| 471000 Interest on Investments | 35,315 | 2,652 | 10,000 | 10,000 | - |
| 500400 Sale of City Property | 12,982 | 313,364 | - | - | - |
| 501500 Rental of City Property | 5,224 | 4,224 | 2,426 | 2,426 | - |
| Total Revenue | \$ 2,660,651 | \$ 3,692,361 | \$ 2,785,758 | \$ 2,785,758 | \$ 3,264,855 |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 1,246 | \$ 1,057 | \$ 1,500 | \$ 1,500 | \$ 7,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | - |
| 642500 CEA Expense | 69 | - | - | - | - |
| 659900 Other Contracts/Obligation | 423,001 | 1,329,423 | 1,734,207 | 1,734,207 | 2,761,051 |
| 672000 Interest Payments | 185,811 | 67,905 | - | - | - |
| 791100 Transfer Out - General Fund | - | - | - | - | 1,964,348 |
| 791300 Transfer Out - Debt Service | 116,121 | - | - | - | - |
| Total Expense | \$ 726,398 | \$ 1,398,535 | \$ 1,735,857 | \$ 1,735,857 | \$ 4,732,899 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

TIF Fund Balance Closeout Allocation:

| | |
|--------------------------------|---------------------|
| Kimberly Area School District | \$ 1,514,490 |
| Fox Valley Technical Institute | 225,874 |
| Calumet County | 1,020,687 |
| | <u>\$ 2,761,051</u> |

Transfer Out - General Fund

| | |
|------------------|---------------------|
| City of Appleton | \$ 1,964,348 |
| | <u>\$ 1,964,348</u> |

CITY OF APPLETON 2023 BUDGET

TAX INCREMENTAL DISTRICT #6

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---|-----------------------|-------------------|---------------------|---------------------|--------------------|
| Property Taxes | \$ 2,516,742 | \$ 3,262,974 | \$ 2,677,332 | \$ 2,374,196 | \$ 3,174,467 |
| Intergovernmental | 90,388 | 109,147 | 96,000 | 90,388 | 90,388 |
| Interest Income | 35,315 | 2,652 | 10,000 | 3,000 | - |
| Other | 5,224 | 4,224 | 2,426 | 3,264 | - |
| Total Revenues | <u>2,647,669</u> | <u>3,378,997</u> | <u>2,785,758</u> | <u>2,470,848</u> | <u>3,264,855</u> |
| Expenses | | | | | |
| Operation & Maintenance | 539,191 | 1,329,423 | 1,734,207 | 1,734,207 | 2,761,051 |
| Interest Expense | 185,811 | 67,905 | - | - | - |
| Administrative Expense | 1,396 | 1,207 | 1,650 | 1,650 | 7,500 |
| Total Expenses | <u>726,398</u> | <u>1,398,535</u> | <u>1,735,857</u> | <u>1,735,857</u> | <u>2,768,551</u> |
| Revenues over (under) Expenses | 1,921,271 | 1,980,462 | 1,049,901 | 734,991 | 496,304 |
| Other Financing Sources (Uses) | | | | | |
| Operating Transfers Out - General Fund | - | - | - | - | (1,964,348) |
| Sale of City Property | 12,982 | 313,364 | - | 88,447 | - |
| Total Other Financing Sources (Uses) | <u>12,982</u> | <u>313,364</u> | <u>-</u> | <u>88,447</u> | <u>(1,964,348)</u> |
| Net Change in Equity | 1,934,253 | 2,293,826 | 1,049,901 | 823,438 | (1,468,044) |
| Fund Balance - Beginning | (3,583,473) | (1,649,220) | 644,606 | 644,606 | 1,468,044 |
| Residual Equity Transfers Out | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ (1,649,220)</u> | <u>\$ 644,606</u> | <u>\$ 1,694,507</u> | <u>\$ 1,468,044</u> | <u>\$ -</u> |

SCHEDULE OF CASH FLOWS

| | | |
|-----------------------------------|---------------------|--------------|
| Cash - Beginning of Year | \$ 644,606 | \$ 1,468,044 |
| - Net Change in Equity | 823,438 | (1,468,044) |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | <u>\$ 1,468,044</u> | <u>\$ -</u> |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2023 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 underutilization 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 2023.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|------------|------------|--------------|--------------|------------|---------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 93,505 | \$ 60,371 | \$ 77,687 | \$ 77,687 | \$ 76,187 | -1.93% |
| Program Expenses | | \$ 346,479 | \$ 335,386 | \$ 351,650 | \$ 351,650 | \$ 404,454 | 15.02% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | 346,479 | 335,386 | 351,650 | 351,650 | 404,454 | 15.02% |
| | Transfers Out | - | - | - | - | - | N/A |

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

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #7

Business Unit 4100

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 342,772 | \$ 438,805 | \$ 360,000 | \$ 360,000 | \$ 520,000 |
| 422700 State Aid - Computers | 62,687 | 62,687 | 62,687 | 62,687 | 62,687 |
| 422800 State Aid - Personal Property | 3,497 | 5,287 | 5,000 | 5,000 | 3,500 |
| 471000 Interest on Investments | 27,321 | (7,603) | 10,000 | 10,000 | 10,000 |
| Total Revenue | \$ 436,277 | \$ 499,176 | \$ 437,687 | \$ 437,687 | \$ 596,187 |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 1,247 | \$ 1,057 | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | 345,082 | 334,179 | 350,000 | 350,000 | 402,804 |
| Total Expense | \$ 346,479 | \$ 335,386 | \$ 351,650 | \$ 351,650 | \$ 404,454 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|--|-------------------|
| Developer funded incentive - Valley Fair Too, LLC | \$ 400,000 |
| Fox Cities Regional Partnership support | 2,804 |
| | <u>\$ 402,804</u> |

**CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #7**

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Property Taxes | \$ 342,772 | \$ 438,805 | \$ 360,000 | \$ 373,303 | \$ 520,000 |
| Intergovernmental | 66,184 | 67,974 | 67,687 | 67,687 | 66,187 |
| Interest Income | 27,321 | (7,603) | 10,000 | 10,000 | 10,000 |
| Other | - | - | - | - | - |
| Total Revenues | <u>436,277</u> | <u>499,176</u> | <u>437,687</u> | <u>450,990</u> | <u>596,187</u> |
| Expenses | | | | | |
| Operation & Maintenance | 345,082 | 334,179 | 350,000 | 350,000 | 402,804 |
| Administrative Expense | 1,397 | 1,207 | 1,650 | 1,650 | 1,650 |
| Total Expenses | <u>346,479</u> | <u>335,386</u> | <u>351,650</u> | <u>351,650</u> | <u>404,454</u> |
| Revenues over (under) Expenses | 89,798 | 163,790 | 86,037 | 99,340 | 191,733 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Change in Equity | 89,798 | 163,790 | 86,037 | 99,340 | 191,733 |
| Fund Balance (Deficit) - Beginning | 1,024,426 | 1,114,224 | 1,278,014 | 1,278,014 | 1,377,354 |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance (Deficit) - Ending | <u>\$ 1,114,224</u> | <u>\$ 1,278,014</u> | <u>\$ 1,364,051</u> | <u>\$ 1,377,354</u> | <u>\$ 1,569,087</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|---------------------|---------------------|
| Cash - Beginning of Year | \$ 1,278,017 | \$ 1,377,357 |
| + Net Change in Equity | 99,340 | 191,733 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | <u>\$ 1,377,357</u> | <u>\$ 1,569,090</u> |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

CITY OF APPLETON 2023 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.

| <u>Summary of Advances</u> | <u>General Fund</u> |
|--------------------------------|-------------------------|
| 2012 | \$ 315,000 |
| 2013 | 515,750 |
| 2014 | 41,538 |
| 2015 | 43,614 |
| 2016 | - |
| 2017 | (500,000) |
| 2018 | - |
| 2019 | - |
| 2020 | (350,000) |
| 2021 | (65,902) |
| 2022 | - |
| 12/31/23 Balance | \$ - |

Major changes in Revenue, Expenditures, or Programs:

As noted above, TIF District #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 | | | % |
|-------------------------------|-------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 190,858 | \$ 180,952 | \$ 5,600 | \$ 5,600 | \$ 5,600 | 0.00% |
| Program Expenses | | \$ 1,212,191 | \$ 1,505,741 | \$ 1,635,950 | \$ 1,635,950 | \$ 1,791,110 | 9.48% |
| Expenses Comprised Of: | | | | | | | |
| Purchased Services | | 943,627 | 1,248,707 | 1,546,650 | 1,546,650 | 1,702,810 | 10.10% |
| Miscellaneous Expense | | 12,045 | 1,647 | - | - | - | N/A |
| Capital Expenditures | | - | - | - | - | - | N/A |
| Transfers Out | | 256,519 | 255,387 | 89,300 | 89,300 | 88,300 | -1.12% |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #8

Business Unit 4110

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 1,077,616 | \$ 1,490,812 | \$ 1,750,000 | \$ 1,750,000 | \$ 1,900,000 |
| 422700 State Aid - Computers | 3,123 | 3,123 | 3,100 | 3,100 | 3,100 |
| 422800 State Aid - Personal Prop | 2,583 | 2,022 | 2,000 | 2,000 | 2,000 |
| 470500 General Interest | 10,418 | 5,287 | - | - | - |
| 471000 Interest on Investments | 9,734 | 520 | 500 | 500 | 500 |
| 503500 Other Reimbursements | 165,000 | 170,000 | - | - | - |
| Total Revenue | \$ 1,268,474 | \$ 1,671,764 | \$ 1,755,600 | \$ 1,755,600 | \$ 1,905,600 |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 1,247 | \$ 1,057 | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | 942,230 | 1,247,500 | 1,545,000 | 1,545,000 | 1,701,160 |
| 672000 Interest Payments | 12,045 | 1,647 | - | - | - |
| 791300 Transfer Out - Debt Service | 256,519 | 255,387 | 89,300 | 89,300 | 88,300 |
| Total Expense | \$ 1,212,191 | \$ 1,505,741 | \$ 1,635,950 | \$ 1,635,950 | \$ 1,791,110 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|---|---------------------|
| Tax Development Payment | |
| RiverHeath | \$ 1,140,000 |
| Eagle Flats | 78,000 |
| Eagle Point | 470,000 |
| Fox Cities Regional Partnership support | 13,160 |
| | <u>\$ 1,701,160</u> |

**CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #8**

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

| | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | |
| Property Taxes | \$ 1,077,616 | \$ 1,490,812 | \$ 1,750,000 | \$ 1,689,164 | \$ 1,900,000 |
| Intergovernmental Revenue | 5,706 | 5,145 | 5,100 | 5,100 | 5,100 |
| Other Reimbursements | 165,000 | 170,000 | - | - | - |
| Interest Income | 20,152 | 5,807 | 500 | 500 | 500 |
| Total Revenues | <u>1,268,474</u> | <u>1,671,764</u> | <u>1,755,600</u> | <u>1,694,764</u> | <u>1,905,600</u> |
| Expenses | | | | | |
| Program Costs | 942,230 | 1,247,500 | 1,545,000 | 1,499,327 | 1,701,160 |
| Interest Expense | 12,045 | 1,647 | - | - | - |
| Administration | 1,397 | 1,207 | 1,650 | 1,650 | 1,650 |
| Total Expenses | <u>955,672</u> | <u>1,250,354</u> | <u>1,546,650</u> | <u>1,500,977</u> | <u>1,702,810</u> |
| Revenues over (under) Expenses | 312,802 | 421,410 | 208,950 | 193,787 | 202,790 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Sale of City Property | - | - | - | - | - |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | (256,519) | (255,387) | (89,300) | (89,300) | (88,300) |
| Total Other Financing Sources (Uses) | <u>(256,519)</u> | <u>(255,387)</u> | <u>(89,300)</u> | <u>(89,300)</u> | <u>(88,300)</u> |
| Net Change in Equity | 56,283 | 166,023 | 119,650 | 104,487 | 114,490 |
| Fund Balance - Beginning | <u>(104,900)</u> | <u>(48,617)</u> | <u>117,406</u> | <u>117,406</u> | <u>221,893</u> |
| Fund Balance - Ending | <u>\$ (48,617)</u> | <u>\$ 117,406</u> | <u>\$ 237,056</u> | <u>\$ 221,893</u> | <u>\$ 336,383</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 117,406 | \$ 221,893 |
| + Net Change in Equity | 104,487 | 114,490 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | <u>\$ 221,893</u> | <u>\$ 336,383</u> |

**CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #8
LONG TERM DEBT**

| Year | 2012 DNR Site Remediation Loan | |
|------|--------------------------------|-------------|
| | Principal | Interest |
| 2023 | 45,000 | - |
| 2024 | 50,000 | - |
| | <u>\$ 95,000</u> | <u>\$ -</u> |

| Year | 2015 G.O. Notes | |
|------|-------------------|-----------------|
| | Principal | Interest |
| 2023 | 40,000 | 3,300 |
| 2024 | 45,000 | 2,025 |
| 2025 | 45,000 | 675 |
| | <u>\$ 130,000</u> | <u>\$ 6,000</u> |

| Year | Total | | Total |
|------|-------------------|-----------------|-------------------|
| | Principal | Interest | |
| 2023 | 85,000 | 3,300 | 88,300 |
| 2024 | 95,000 | 2,025 | 97,025 |
| 2025 | 45,000 | 675 | 45,675 |
| | <u>\$ 225,000</u> | <u>\$ 6,000</u> | <u>\$ 231,000</u> |

**CITY OF APPLETON 2023 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 September 19, 2013 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (September 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 2023.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-----------------------|------------|------------|--------------|--------------|------------|------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 117,834 | \$ 144,059 | \$ 115,287 | \$ 115,287 | \$ 115,287 | 0.00% |
| Program Expenses | | \$ 30,921 | \$ 31,507 | \$ 34,650 | \$ 34,650 | \$ 39,978 | 15.38% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Purchased Services | 30,921 | 31,507 | 34,650 | 34,650 | 39,978 | 15.38% |
| | Miscellaneous Expense | - | - | - | - | - | N/A |
| | Repair & Maintenance | - | - | - | - | - | N/A |
| | Transfers Out | - | - | - | - | - | N/A |

* % change from prior year adopted budget

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #9

Business Unit 4120

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ - | \$ 9,644 | \$ 13,000 | \$ 13,000 | \$ 47,000 |
| 422700 State Aid - Computers | 73,794 | 73,793 | 73,794 | 73,794 | 73,794 |
| 422800 State Aid - Personal Prop | 36,494 | 72,605 | 36,493 | 36,493 | 36,493 |
| 471000 Interest on Investments | 7,546 | (2,339) | 5,000 | 5,000 | 5,000 |
| 503500 Other Reimbursements | - | - | - | - | - |
| Total Revenue | \$ 117,834 | \$ 153,703 | \$ 128,287 | \$ 128,287 | \$ 162,287 |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 1,246 | \$ 1,057 | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | 29,525 | 30,300 | 33,000 | 33,000 | 38,328 |
| Total Expense | \$ 30,921 | \$ 31,507 | \$ 34,650 | \$ 34,650 | \$ 39,978 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Tax Development Payment

 Union Square Apts \$ 38,000

Fox Cities Regional Partnership support 328

\$ 38,328

**CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #9**

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| Property Taxes | \$ - | \$ 9,644 | \$ 13,000 | \$ 13,659 | \$ 47,000 |
| Intergovernmental Revenue | 110,288 | 146,398 | 110,287 | 110,287 | 110,287 |
| Interest Income | 7,546 | (2,339) | 5,000 | 5,000 | 5,000 |
| Other Reimbursements | - | - | - | - | - |
| Total Revenues | <u>117,834</u> | <u>153,703</u> | <u>128,287</u> | <u>128,946</u> | <u>162,287</u> |
| Expenses | | | | | |
| Program Costs | 29,525 | 30,300 | 33,000 | 31,064 | 38,328 |
| Administration | 1,396 | 1,207 | 1,650 | 1,650 | 1,650 |
| Total Expenses | <u>30,921</u> | <u>31,507</u> | <u>34,650</u> | <u>32,714</u> | <u>39,978</u> |
| Revenues over (under) Expenses | 86,913 | 122,196 | 93,637 | 96,232 | 122,309 |
| 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 | 86,913 | 122,196 | 93,637 | 96,232 | 122,309 |
| Fund Balance - Beginning | 262,033 | 348,946 | 471,142 | 471,142 | 567,374 |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ 348,946</u> | <u>\$ 471,142</u> | <u>\$ 564,779</u> | <u>\$ 567,374</u> | <u>\$ 689,683</u> |

SCHEDULE OF CASH FLOWS

| | | |
|-----------------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 471,142 | \$ 567,374 |
| + Net Change in Equity | 96,232 | 122,309 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | <u>\$ 567,374</u> | <u>\$ 689,683</u> |

**CITY OF APPLETON 2023 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 September 19, 2013 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (September 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 in 2023.

Major changes in Revenue, Expenditures, or Programs:

The District realized a drop in value in 2019 following a significant reduction in value of Marketplace Plaza during Open Book for assessment. As of January 1, 2022, the equalized value has risen above the base value and will receive a tax increment in 2023.

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 and 2020 on the site plan approvals and site preparation began in 2021. Construction is underway on the first storage building and is expected to be completed later in 2022. Future phases are anticipated with additional storage buildings. 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 7,915 | \$ 4,544 | \$ 6,163 | \$ 6,163 | \$ 6,163 | 0.00% |
| Program Expenses | | \$ 1,396 | \$ 1,207 | \$ 1,650 | \$ 1,650 | \$ 1,852 | 12.24% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Purchased Services | 1,396 | 1,207 | 1,650 | 1,650 | 1,852 | 12.24% |
| | Miscellaneous Expense | - | - | - | - | - | N/A |
| | Capital Expenditures | - | - | - | - | - | N/A |
| | Transfers Out | - | - | - | - | - | N/A |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #10

Business Unit 4130

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ - | \$ - | \$ - | \$ - | \$ 30,027 |
| 422700 State Aid - Computers | 5,163 | 5,162 | 5,163 | 5,163 | 5,163 |
| 471000 Interest on Investments | 2,752 | (618) | 1,000 | 1,000 | 1,000 |
| Total Revenue | <u>\$ 7,915</u> | <u>\$ 4,544</u> | <u>\$ 6,163</u> | <u>\$ 6,163</u> | <u>\$ 36,190</u> |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 1,246 | \$ 1,057 | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | - | - | - | - | 202 |
| Total Expense | <u>\$ 1,396</u> | <u>\$ 1,207</u> | <u>\$ 1,650</u> | <u>\$ 1,650</u> | <u>\$ 1,852</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Property Taxes | \$ - | \$ - | \$ - | \$ - | \$ 30,027 |
| Intergovernmental Revenue | 5,163 | 5,162 | 5,163 | 5,163 | 5,163 |
| Interest on Investments | 2,752 | (618) | 1,000 | 1,000 | 1,000 |
| Total Revenues | 7,915 | 4,544 | 6,163 | 6,163 | 36,190 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | 202 |
| Administration | 1,396 | 1,207 | 1,650 | 1,650 | 1,650 |
| Total Expenses | 1,396 | 1,207 | 1,650 | 1,650 | 1,852 |
| Revenues over (under) | | | | | |
| Expenses | 6,519 | 3,337 | 4,513 | 4,513 | 34,338 |
| 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 | 6,519 | 3,337 | 4,513 | 4,513 | 34,338 |
| Fund Balance - Beginning | 98,825 | 105,344 | 108,681 | 108,681 | 113,194 |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ 105,344</u> | <u>\$ 108,681</u> | <u>\$ 113,194</u> | <u>\$ 113,194</u> | <u>\$ 147,532</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 108,681 | \$ 113,194 |
| + Net Change in Equity | 4,513 | 34,338 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | - | - |
| Working Cash - End of Year | <u>\$ 113,194</u> | <u>\$ 147,532</u> |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

A large rectangular area with a light gray header containing the word "NOTES" and a series of horizontal lines for writing.

**CITY OF APPLETON 2023 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 businesses, as well as redevelopment of vacant, blighted, and underutilized properties as needed to support the urban renewal of this area, is a priority for the City as outlined in the Comprehensive Plan 2010-2030 (Chapter 14 Downtown Plan). The City created TIF District #11 in 2017 to provide targeted investments in this commercial corridor in conjunction with the private market, while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period (August 9, 2039) to make investments to support the goals of the District. The maximum life of the District is 27 years (August 9, 2044). Projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

| Project | Amount | Page |
|--|---------------------|-------------------|
| Concrete Street Reconstruction Program | 2,662,046 | Projects, pg. 602 |
| Sidewalk Reconstruction Program | 336,730 | Projects, pg. 610 |
| | <u>\$ 2,998,776</u> | |

| Summary of Advances | General Fund |
|------------------------|-------------------|
| 2017 | \$ 1,025 |
| 2018 | 348,551 |
| 2019 | 437,729 |
| 2020 | 449,365 |
| 2021 | (219,468) |
| 2022 | (300,000) |
| 2023 | (100,000) |
| 12/31/23 Balance | <u>\$ 617,202</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, 2022, \$20,500 of the \$42,000 available in TIF District #11 has been committed, and it has leveraged approximately \$32,000 in private investment. 2023 funding is requested to continue to provide for six (6) Business Enhancement Grants to continue leveraging private investment in this corridor. TIF #11 was amended in 2020 to add under-valued and underutilized 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.

Street (concrete) and sidewalk reconstruction in 2023 includes work on Durkee, Lawrence, Morrison, and Oneida Streets.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------|------------|------------|--------------|--------------|--------------|---------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 1,204 | \$ 291,866 | \$ 994,375 | \$ 994,375 | \$ 2,998,776 | 201.57% |
| Program Expenses | | \$ 156,238 | \$ 106,917 | \$ 1,312,535 | \$ 1,329,992 | \$ 3,650,145 | 178.10% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 4,843 | 7,093 | - | - | 111,666 | N/A |
| Supplies & Materials | | 281 | - | - | - | 142,005 | N/A |
| Purchased Services | | 81,609 | 44,851 | 223,650 | 241,107 | 1,055,267 | 371.84% |
| Miscellaneous Expense | | 49,365 | 54,973 | 43,360 | 43,360 | 35,360 | -18.45% |
| Capital Expenditures | | 20,140 | - | 994,375 | 994,375 | 1,993,885 | 100.52% |
| Transfers Out | | - | - | 51,150 | 51,150 | 311,962 | 509.90% |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #11

Business Unit 4140

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 34,029 | \$ 379,011 | \$ 620,000 | \$ 620,000 | \$ 935,000 |
| 471000 Interest on Investments | 204 | (807) | - | - | - |
| 500400 Sale of City Property | - | 281,673 | - | - | - |
| 501000 Miscellaneous Revenue | 1,000 | 11,000 | - | - | - |
| 591000 Proceeds of Debt | - | - | 994,375 | 994,375 | 2,998,776 |
| Total Revenue | \$ 35,233 | \$ 670,877 | \$ 1,614,375 | \$ 1,614,375 | \$ 3,933,776 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 3,265 | \$ 5,680 | \$ - | \$ - | \$ 85,939 |
| 610800 Part-Time Wages | 242 | - | - | - | - |
| 615000 Fringes | 1,337 | 1,413 | - | - | 25,727 |
| 630804 Plant Material | - | - | - | - | 2,700 |
| 632503 Other Materials | 36 | - | - | - | 139,305 |
| 632800 Signs | 245 | - | - | - | - |
| 640100 Accounting/Audit Fees | 1,246 | 1,057 | 1,500 | 1,500 | 1,500 |
| 640201 Attorney Fees | 24,660 | 3,545 | 10,000 | 10,000 | - |
| 640202 Recording/Filing Fees | 1,150 | 150 | 150 | 150 | 150 |
| 640400 Consulting Services | 3,546 | 2,320 | - | 10,457 | 3,500 |
| 640600 Architect Fees | - | - | - | - | 745,720 |
| 642501 CEA Operations/Maint. | 33 | 513 | - | - | 1,000 |
| 642502 CEA Depreciation/Replace. | 23 | 362 | - | - | 1,000 |
| 659900 Other Contracts/Obligation | 50,950 | 36,904 | 212,000 | 219,000 | 304,397 |
| 672000 Interest Payments | 49,365 | 54,973 | 43,360 | 43,360 | 33,360 |
| 680900 Infrastructure Construction | 20,140 | - | 994,375 | 994,375 | 1,993,885 |
| 791300 Transfer Out - Debt Service | - | - | 51,150 | 51,150 | 311,962 |
| Total Expense | \$ 156,238 | \$ 106,917 | \$ 1,312,535 | \$ 1,329,992 | \$ 3,650,145 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|---|-------------------|
| Property improvement grants | \$ 42,000 |
| TIF contribution payments | |
| Avant | 95,000 |
| Gabriel Lofts | 90,000 |
| Park Central | 4,000 |
| 320 East College Ave | 67,000 |
| Fox Cities Regional Partnership support | 6,397 |
| Total | \$ 304,397 |

Infrastructure Construction

| | |
|--------------|---------------------|
| Streets | \$ 1,669,885 |
| Sidewalks | 324,000 |
| Total | \$ 1,993,885 |

CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #11
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|-----------------------|---------------------|---------------------|---------------------|--------------------|
| Property Taxes | \$ 34,029 | \$ 379,011 | \$ 620,000 | \$ 607,544 | \$ 935,000 |
| Intergovernmental Revenue | - | - | - | - | - |
| Interest on Investments (Loss) | 204 | (807) | - | - | - |
| Miscellaneous Revenue | 1,000 | 292,673 | - | - | - |
| Total Revenues | <u>35,233</u> | <u>670,877</u> | <u>620,000</u> | <u>607,544</u> | <u>935,000</u> |
| Expenses | | | | | |
| Program Costs | 104,477 | 50,737 | 1,216,375 | 1,232,249 | 3,303,173 |
| Administration | 2,396 | 1,207 | 1,650 | 1,650 | 1,650 |
| Total Expenses | <u>106,873</u> | <u>51,944</u> | <u>1,218,025</u> | <u>1,233,899</u> | <u>3,304,823</u> |
| Revenues over (under) Expenses | (71,640) | 618,933 | (598,025) | (626,355) | (2,369,823) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | 994,375 | 994,375 | 2,998,776 |
| Interest Payments | (49,365) | (54,973) | (43,360) | (43,360) | (33,360) |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | - | - | (51,150) | (51,150) | (311,962) |
| Total Other Financing Sources (Uses) | <u>(49,365)</u> | <u>(54,973)</u> | <u>899,865</u> | <u>899,865</u> | <u>2,653,454</u> |
| Net Change in Equity | (121,005) | 563,960 | 301,840 | 273,510 | 283,631 |
| Fund Balance - Beginning | <u>(1,096,330)</u> | <u>(1,217,335)</u> | <u>(653,375)</u> | <u>(653,375)</u> | <u>(379,865)</u> |
| Fund Balance - Ending | <u>\$ (1,217,335)</u> | <u>\$ (653,375)</u> | <u>\$ (351,535)</u> | <u>\$ (379,865)</u> | <u>\$ (96,234)</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 372,735 | \$ 338,460 |
| + Net Change in Equity | 273,510 | 283,631 |
| - Decrease in accounts payable | (7,785) | - |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | <u>(300,000)</u> | <u>(100,000)</u> |
| Working Cash - End of Year | <u>\$ 338,460</u> | <u>\$ 522,091</u> |

**CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT #11
LONG TERM DEBT**

| Year | 2019A G.O. Notes | | |
|------|---------------------|-------------------|---------------------|
| | Principal | Interest | Total |
| 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>\$ 168,025</u> | <u>\$ 2,178,025</u> |

| Year | 2022 G.O. Notes | | |
|------|-------------------|-------------------|---------------------|
| | Principal | Interest | Total |
| 2023 | \$ - | \$ 4,712 | \$ 4,712 |
| 2024 | 90,000 | 43,700 | 133,700 |
| 2025 | 95,000 | 39,075 | 134,075 |
| 2026 | 105,000 | 34,075 | 139,075 |
| 2027 | 105,000 | 28,825 | 133,825 |
| 2028 | 110,000 | 23,450 | 133,450 |
| 2029 | 110,000 | 17,950 | 127,950 |
| 2030 | 120,000 | 12,800 | 132,800 |
| 2031 | 130,000 | 7,800 | 137,800 |
| 2032 | 130,000 | 2,600 | 132,600 |
| | <u>\$ 995,000</u> | <u>\$ 214,987</u> | <u>\$ 1,209,987</u> |

| Year | Total G.O. Notes | | |
|------|---------------------|-------------------|---------------------|
| | Principal | Interest | Total |
| 2023 | \$ 260,000 | \$ 51,962 | \$ 311,962 |
| 2024 | 360,000 | 83,000 | 443,000 |
| 2025 | 375,000 | 70,125 | 445,125 |
| 2026 | 390,000 | 56,650 | 446,650 |
| 2027 | 400,000 | 44,175 | 444,175 |
| 2028 | 415,000 | 32,800 | 447,800 |
| 2029 | 425,000 | 21,100 | 446,100 |
| 2030 | 120,000 | 12,800 | 132,800 |
| 2031 | 130,000 | 7,800 | 137,800 |
| 2032 | 130,000 | 2,600 | 132,600 |
| | <u>\$ 3,005,000</u> | <u>\$ 383,012</u> | <u>\$ 3,388,012</u> |

An anticipated \$2,998,776 general obligation debt issue is planned for 2023

**CITY OF APPLETON 2023 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 businesses, 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 #12 in 2017 to provide targeted investments in this commercial corridor in conjunction with the private market, while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period (August 9, 2039) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is 27 years (August 9, 2044).

| Summary of Advances | General Fund |
|------------------------|-----------------|
| 2017 | \$ 1,025 |
| 2018 | 7,739 |
| 2019 | 47,100 |
| 2020 | 43,793 |
| 2021 | (5,267) |
| 2022 | (94,390) |
| 12/31/23 Balance | <u>\$ -</u> |

Major changes in Revenue, Expenditures, or Programs:

As noted above, TIF District #12 has paid back the general fund advance in full in 2022.

The Business Enhancement Grants have continued to experience significant interest since the inception of the program in 2018. As of July 1, 2022, \$14,000 of the \$42,000 available in TIF District #12 has been reserved for three projects that have been accepted into the program and are pending final quotes to complete the grant agreement contracts. While demand continues for the program, 2023 funding is requested for a smaller amount (\$21,000 vs. \$42,000) to continue to provide for three (3) Business Enhancement Grants with the assumption that the remaining 2022 TIF #12 funds would be requested as carryover if contracts are not secured by year-end. This program continues to leverage significant private investment in this corridor.

TIF #12 was amended in 2021 to transfer undervalued and underutilized 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. This territory amendment was completed in February 2022.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | | Budget | | % Change * |
|-------------------------------|-------------------------|-----------|-----------|--------------|--------------|-----------|---------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| | Program Revenues | \$ 38 | \$ (343) | \$ 500 | \$ 500 | \$ 500 | 0.00% |
| | Program Expenses | \$ 44,235 | \$ 37,566 | \$ 54,268 | \$ 91,578 | \$ 34,058 | -37.24% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Purchased Services | 40,442 | 32,833 | 51,650 | 88,960 | 34,058 | -34.06% |
| | Miscellaneous Expense | 3,793 | 4,733 | 2,618 | 2,618 | - | -100.00% |
| | Capital Expenditures | - | - | - | - | - | N/A |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District #12

Business Unit 4150

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 24,824 | \$ 76,827 | \$ 135,000 | \$ 135,000 | \$ 309,000 |
| 471000 Interest on Investments | 38 | (343) | 500 | 500 | 500 |
| 591000 Proceeds of Debt | - | - | - | - | - |
| Total Revenue | <u>\$ 24,862</u> | <u>\$ 76,484</u> | <u>\$ 135,500</u> | <u>\$ 135,500</u> | <u>\$ 309,500</u> |
| Expenses | | | | | |
| 640100 Accounting/Audit Fees | \$ 1,246 | \$ 2,057 | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| 640202 Recording/Filing Fees | 150 | 150 | 150 | 150 | 150 |
| 659900 Other Contracts/Obligation | 39,046 | 30,626 | 50,000 | 87,310 | 32,408 |
| 672000 Interest Payments | 3,793 | 4,733 | 2,618 | 2,618 | - |
| 680901 Streets | - | - | - | - | - |
| Total Expense | <u>\$ 44,235</u> | <u>\$ 37,566</u> | <u>\$ 54,268</u> | <u>\$ 91,578</u> | <u>\$ 34,058</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | |
|---|------------------|
| <u>Other Contracts/Obligations</u> | |
| Property Improvement Grants | \$ 21,000 |
| TIF contribution-McFleshman's Commons | 9,300 |
| Fox Cities Regional Partnership support | 2,108 |
| | <u>\$ 32,408</u> |

CITY OF APPLETON 2023 BUDGET
TAX INCREMENTAL DISTRICT # 12
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---|--------------------|--------------------|------------------|-------------------|-------------------|
| Property Taxes | \$ 24,824 | \$ 76,827 | \$ 135,000 | \$ 133,832 | \$ 309,000 |
| Intergovernmental Revenue | - | - | - | - | - |
| Interest on Investments | 38 | (343) | 500 | 500 | 500 |
| Total Revenues | <u>24,862</u> | <u>76,484</u> | <u>135,500</u> | <u>134,332</u> | <u>309,500</u> |
| Expenses | | | | | |
| Program Costs | 39,046 | 30,626 | 50,000 | 30,000 | 32,408 |
| Administration | 1,396 | 2,207 | 1,650 | 1,650 | 1,650 |
| Total Expenses | <u>40,442</u> | <u>32,833</u> | <u>51,650</u> | <u>31,650</u> | <u>34,058</u> |
| Revenues over (under) Expenses | (15,580) | 43,651 | 83,850 | 102,682 | 275,442 |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | - | - | - | - | - |
| Interest Payments | (3,793) | (4,733) | (2,618) | (4,733) | - |
| Operating Transfers In | - | - | - | - | - |
| Operating Transfers Out | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>(3,793)</u> | <u>(4,733)</u> | <u>(2,618)</u> | <u>(4,733)</u> | <u>-</u> |
| Net Change in Equity | (19,373) | 38,918 | 81,232 | 97,949 | 275,442 |
| Fund Balance - Beginning | (53,391) | (72,764) | (33,846) | (33,846) | 64,103 |
| Residual Equity Transfers In (Out) | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ (72,764)</u> | <u>\$ (33,846)</u> | <u>\$ 47,386</u> | <u>\$ 64,103</u> | <u>\$ 339,545</u> |

SCHEDULE OF CASH FLOWS

| | | |
|-----------------------------------|------------------|-------------------|
| Cash - Beginning of Year | \$ 60,544 | \$ 64,103 |
| + Net Change in Equity | 97,949 | 275,442 |
| + Advance from General Fund | - | - |
| - General Fund Advance Repayment | (94,390) | - |
| Working Cash - End of Year | <u>\$ 64,103</u> | <u>\$ 339,545</u> |

CITY OF APPLETON 2023 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

**Director of Parks, Recreation & Facilities Management:
Dean R. Gazza**

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

CITY OF APPLETON 2023 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2022 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 department missions, the Facilities Management Division provided maintenance and inspection of fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

The focus continues on being proactive and providing a high quality of customer service. As a customer service department, it is essential that we meet the needs of our customers by improving the systems' reliability, reducing maintenance costs, ensuring safety, and providing productive environments to allow our customers to deliver City services at a high level. We do this through a robust preventive maintenance program and by getting to the root cause of system issues to improve reliability.

Our 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 \$2.03. Expenses are controlled by employing in-house tradespeople 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 began at City Hall and design has continued for the Appleton Public Library and the Valley Transit Whitman site facilities. Inflation, lack of workforce and other macroeconomic factors have lead to delays and increased costs. Staff spent substantial time working on planning and review to mitigate these impacts.

Capital improvement projects completed in 2022 included: Wastewater Plant electrical distribution upgrades, HVAC upgrades at the Water and Wastewater plants, replacement of the parking lots at Einstein and Pierce Parks, Appleton Wastewater Plant Building F-1 renovation and the Lake Station security gate replacement. 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. During 2022, the Project Manager's position was changed to Project and Resiliency Manager.

CITY OF APPLETON 2023 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2023 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, the roof management program, building system surveys, and 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.

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our projected current square foot benchmark is \$2.03, 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 | | % |
|------------------------------------|------------------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 2,840,737 | \$ 2,743,016 | \$ 3,059,962 | \$ 3,059,962 | \$ 2,914,690 | -4.75% |
| Program Expenses | | | | | | | |
| 6330 | Administration | 325,696 | 251,495 | 375,148 | 375,148 | 383,286 | 2.17% |
| 6331 | Facilities Maintenance | 2,529,550 | 2,387,069 | 2,684,814 | 2,684,814 | 2,531,404 | -5.71% |
| Total Program Expenses | | \$ 2,855,246 | \$ 2,638,564 | \$ 3,059,962 | \$ 3,059,962 | \$ 2,914,690 | -4.75% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 983,324 | 811,658 | 1,049,347 | 1,049,347 | 1,091,653 | 4.03% |
| Training & Travel | | 7,050 | 8,039 | 10,500 | 10,500 | 8,000 | -23.81% |
| Supplies & Materials | | 419,830 | 347,152 | 475,863 | 475,863 | 402,457 | -15.43% |
| Purchased Services | | 1,445,042 | 1,471,715 | 1,524,252 | 1,524,252 | 1,412,580 | -7.33% |
| Capital Expenditures | | - | - | - | - | - | N/A |
| Transfers Out | | - | - | - | - | - | N/A |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 10.26 | 10.26 | 10.26 | 10.26 | 10.26 | |

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM MISSION

To provide a safe and productive physical environment which supports all of 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 Strategies # 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. 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 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 471000 Interest on Investments (Loss) | \$ - | \$ (1,034) | \$ - | \$ - | \$ - |
| 480100 Charges for Services | 2,832,180 | 2,737,255 | 3,050,962 | 3,050,962 | 2,905,690 |
| 503500 Other Reimbursements | 8,557 | 6,795 | 9,000 | 9,000 | 9,000 |
| Total Revenue | \$ 2,840,737 | \$ 2,743,016 | \$ 3,059,962 | \$ 3,059,962 | \$ 2,914,690 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 149,891 | \$ 155,127 | \$ 163,730 | \$ 163,730 | \$ 171,720 |
| 610400 Call Time | 264 | - | - | - | - |
| 610500 Overtime Wages | 2,835 | 2,148 | 2,473 | 2,473 | 2,597 |
| 615000 Fringes | 60,776 | (25,061) | 69,332 | 69,332 | 70,604 |
| 620100 Training/Conferences | 7,050 | 8,039 | 10,500 | 10,500 | 8,000 |
| 630100 Office Supplies | 2,077 | 1,764 | 2,100 | 2,100 | 1,500 |
| 630200 Subscriptions | 958 | 500 | 1,000 | 1,000 | 750 |
| 630300 Memberships & Licenses | 2,240 | 2,617 | 2,000 | 2,000 | 2,000 |
| 630400 Postage/Freight | 2,156 | 2,152 | 2,888 | 2,888 | 2,300 |
| 630500 Awards & Recognition | 175 | - | 180 | 180 | 180 |
| 630700 Food & Provisions | 371 | 296 | 240 | 240 | 240 |
| 631500 Books & Library Materials | 454 | 996 | 700 | 700 | 700 |
| 632000 Printing/Copying | 3,640 | 5,274 | 4,500 | 4,500 | 4,500 |
| 632101 Uniforms | 443 | 517 | 750 | 750 | 500 |
| 632300 Safety Supplies | 2,122 | 1,958 | 2,000 | 2,000 | 2,000 |
| 640100 Accounting/Audit Fees | 1,781 | 1,779 | 1,500 | 1,500 | 1,811 |
| 640400 Consulting Services | 6,047 | 12,917 | 6,500 | 6,500 | 12,000 |
| 640700 Solid Waste/Recycling | 1,896 | 1,887 | 1,400 | 1,400 | 1,470 |
| 641200 Advertising | 39 | 717 | 1,500 | 1,500 | 1,000 |
| 641300 Utilities | 45,485 | 46,308 | 55,047 | 55,047 | 55,584 |
| 650100 Insurance | 31,776 | 26,892 | 40,308 | 40,308 | 37,330 |
| 659900 Other Contracts/Obligation | 3,220 | 4,668 | 6,500 | 6,500 | 6,500 |
| Total Expense | \$ 325,696 | \$ 251,495 | \$ 375,148 | \$ 375,148 | \$ 383,286 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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 Strategies # 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:

Building Maint/Janitorial and Janitorial Service were reduced due to reduced services and supplies for the Library. The Library temporary site is less square footage to maintain. These budget lines will increase in 2024, when the new Library opens.

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 547,416 | \$ 462,572 | \$ 553,048 | \$ 553,048 | \$ 579,757 |
| 610400 Call Time Wages | 4,706 | 7,906 | 7,500 | 7,500 | 8,001 |
| 610500 Overtime Wages | 11,903 | 11,416 | 10,000 | 10,000 | 10,707 |
| 610800 Part-Time Wages | 9,884 | 8,476 | 10,500 | 10,500 | 11,162 |
| 615000 Fringes | 195,650 | 189,074 | 232,764 | 232,764 | 237,105 |
| 630600 Building Maint./Janitorial | 342,999 | 281,942 | 409,505 | 409,505 | 351,787 |
| 630901 Shop Supplies | 10,369 | 8,698 | 10,000 | 10,000 | 9,500 |
| 632300 Safety Supplies | 8 | - | - | - | - |
| 632700 Miscellaneous Equipment | 51,817 | 40,438 | 40,000 | 40,000 | 26,500 |
| 640500 Engineering Fees | 3,444 | 438 | 5,000 | 5,000 | 4,000 |
| 640700 Solid Waste/Recycling | 119 | 900 | 2,000 | 2,000 | 1,500 |
| 641300 Utilities | - | 2,231 | - | - | - |
| 641400 Janitorial Service | 397,695 | 401,663 | 465,000 | 465,000 | 368,292 |
| 641600 Building Repairs & Maint. | 575,340 | 594,274 | 536,477 | 536,477 | 517,278 |
| 641800 Equipment Repairs & Maint. | 3,788 | 3,925 | 8,500 | 8,500 | 6,000 |
| 642500 CEA Expense | 62,580 | 63,145 | 64,854 | 64,854 | 69,105 |
| 650200 Leases | 310,538 | 309,358 | 329,416 | 329,416 | 329,710 |
| 650302 Equipment Rent | 1,294 | 613 | 250 | 250 | 1,000 |
| Total Expense | <u>\$ 2,529,550</u> | <u>\$ 2,387,069</u> | <u>\$ 2,684,814</u> | <u>\$ 2,684,814</u> | <u>\$ 2,531,404</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Building Maint./Janitorial Supplies

| | |
|-------------------------------|-------------------|
| Building interior | \$ 30,480 |
| Electrical | 30,480 |
| Elevator | 20,320 |
| Fire/Safety | 20,320 |
| HVAC | 30,480 |
| Janitorial supplies | 54,212 |
| Painting | 30,480 |
| Plumbing | 30,480 |
| Security | 30,480 |
| Structural/windows/ext. doors | 30,480 |
| Pool chemicals | 43,575 |
| | <u>\$ 351,787</u> |

Miscellaneous Equipment

| | |
|------------------------|------------------|
| City furniture/general | \$ 26,500 |
| | <u>\$ 26,500</u> |

Janitorial Service

| | |
|-------------------------------|-------------------|
| Contracted janitorial service | \$ 368,292 |
| | <u>\$ 368,292</u> |

Building Repairs & Maintenance Services

| | |
|---|-------------------|
| Electrical | \$ 26,475 |
| Elevator | 26,755 |
| Fire/safety | 44,355 |
| HVAC | 216,454 |
| Plumbing | 11,850 |
| Security | 17,100 |
| Structural/roof | 14,000 |
| Overhead & passage doors | 98,653 |
| Painting & pavilion staining | 22,000 |
| Flooring | 8,750 |
| Emergency Sirens | 9,884 |
| Other: pest control, locksmith, room set-ups, landfill | 21,002 |
| | <u>\$ 517,278</u> |

Leases

| | |
|-----------------------------|-------------------|
| City Hall condo agreement | \$ 312,906 |
| First floor conference room | 16,804 |
| | <u>\$ 329,710</u> |

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | - | (1,034) | - | - | - | - |
| 480100 General Charges for Service | 2,832,180 | 2,737,256 | 672,789 | 3,050,962 | 3,050,962 | 2,905,690 |
| 503000 Damage to City Property | - | - | - | - | - | - |
| 503500 Other Reimbursements | 8,557 | 3,796 | 609 | 9,000 | 9,000 | 9,000 |
| 508200 Insurance Proceeds | - | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | <u>2,840,737</u> | <u>2,740,018</u> | <u>673,398</u> | <u>3,059,962</u> | <u>3,059,962</u> | <u>2,914,690</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 214,215 | 217,888 | 81,957 | 716,778 | 716,778 | 751,477 |
| 610200 Labor Pool Allocations | 416,598 | 346,158 | 130,298 | - | - | - |
| 610400 Call Time Wages | 4,970 | 7,906 | 2,216 | 7,500 | 7,500 | 8,001 |
| 610500 Overtime Wages | 14,737 | 13,564 | 7,739 | 12,473 | 12,473 | 13,304 |
| 610800 Part-Time Wages | 9,884 | 8,476 | - | 10,500 | 10,500 | 11,162 |
| 611000 Other Compensation | 1,277 | 1,080 | 1,135 | - | - | - |
| 611400 Sick Pay | 1,526 | 272 | 1,431 | - | - | - |
| 611500 Vacation Pay | 63,691 | 52,300 | 6,945 | - | - | - |
| 615000 Fringes | 253,422 | 252,744 | 89,791 | 302,096 | 302,096 | 307,709 |
| 615500 Unemployment Compensation | 640 | - | - | - | - | - |
| 617000 Pension Expense | (4,151) | (84,052) | - | - | - | - |
| 617100 OPEB Expense | 6,515 | (4,678) | - | - | - | - |
| TOTAL PERSONNEL | <u>983,324</u> | <u>811,658</u> | <u>321,512</u> | <u>1,049,347</u> | <u>1,049,347</u> | <u>1,091,653</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 7,050 | 8,039 | 2,170 | 10,500 | 10,500 | 8,000 |
| 620600 Parking Permits | - | - | - | - | - | - |
| TOTAL TRAINING / TRAVEL | <u>7,050</u> | <u>8,039</u> | <u>2,170</u> | <u>10,500</u> | <u>10,500</u> | <u>8,000</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 2,077 | 1,764 | 1,186 | 2,100 | 2,100 | 1,500 |
| 630200 Subscriptions | 958 | 500 | 351 | 1,000 | 1,000 | 750 |
| 630300 Memberships & Licenses | 2,240 | 2,617 | 1,608 | 2,000 | 2,000 | 2,000 |
| 630400 Postage/Freight | 2,156 | 2,152 | 590 | 2,888 | 2,888 | 2,300 |
| 630500 Awards & Recognition | 175 | - | - | 180 | 180 | 180 |
| 630600 Building Maint./Janitorial | 342,999 | 281,942 | 165,657 | 409,505 | 409,505 | 351,787 |
| 630700 Food & Provisions | 371 | 296 | 23 | 240 | 240 | 240 |
| 630901 Shop Supplies | 10,402 | 8,698 | 2,949 | 10,000 | 10,000 | 9,500 |
| 631500 Books & Library Materials | 421 | 996 | 452 | 700 | 700 | 700 |
| 632001 City Copy Charges | 3,229 | 5,274 | 1,233 | 3,600 | 3,600 | 3,600 |
| 632002 Outside Printing | 411 | - | 265 | 900 | 900 | 900 |
| 632101 Uniforms | 443 | 517 | 643 | 750 | 750 | 500 |
| 632300 Safety Supplies | 2,131 | 1,958 | 1,465 | 2,000 | 2,000 | 2,000 |
| 632700 Miscellaneous Equipment | 51,817 | 40,438 | 15,844 | 40,000 | 40,000 | 26,500 |
| TOTAL SUPPLIES | <u>419,830</u> | <u>347,152</u> | <u>192,266</u> | <u>475,863</u> | <u>475,863</u> | <u>402,457</u> |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 1,781 | 1,779 | - | 1,500 | 1,500 | 1,811 |
| 640400 Consulting Services | 6,047 | 12,917 | - | 6,500 | 6,500 | 12,000 |
| 640500 Engineering Fees | 3,444 | 438 | 706 | 5,000 | 5,000 | 4,000 |
| 640700 Solid Waste/Recycling Pickup | 2,016 | 2,787 | 2,940 | 3,400 | 3,400 | 2,970 |
| 641200 Advertising | 39 | 717 | 287 | 1,500 | 1,500 | 1,000 |
| 641301 Electric | 16,068 | 16,335 | 5,840 | 16,465 | 16,465 | 16,959 |
| 641302 Gas | 5,534 | 8,316 | 6,142 | 7,639 | 7,639 | 7,639 |
| 641303 Water | 2,289 | 1,721 | 463 | 3,000 | 3,000 | 3,000 |
| 641304 Sewer | 663 | 477 | 145 | 1,078 | 1,078 | 1,121 |
| 641306 Stormwater | 14,962 | 15,090 | 3,815 | 17,925 | 17,925 | 17,925 |
| 641307 Telephone | 3,407 | 2,167 | 904 | 3,240 | 3,240 | 3,240 |
| 641308 Cellular Phones | 2,561 | 4,433 | 1,491 | 5,700 | 5,700 | 5,700 |
| 641400 Janitorial Service | 397,695 | 401,663 | 170,780 | 465,000 | 465,000 | 368,292 |
| 641600 Building Repairs & Maint. | 575,340 | 594,274 | 209,211 | 536,477 | 536,477 | 517,278 |
| 641800 Equipment Repairs & Maint. | 3,788 | 3,925 | 8,889 | 8,500 | 8,500 | 6,000 |
| 642501 CEA Operations/Maint. | 34,560 | 22,717 | 5,615 | 27,700 | 27,700 | 31,199 |
| 642502 CEA Depreciation/Replace. | 28,020 | 40,428 | 9,779 | 37,154 | 37,154 | 37,906 |
| 650100 Insurance | 31,776 | 26,892 | 16,805 | 40,308 | 40,308 | 37,330 |
| 650200 Leases | 310,538 | 309,358 | 129,034 | 329,416 | 329,416 | 329,710 |

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

| | <u>2020 ACTUAL</u> | <u>2021 ACTUAL</u> | <u>2022 YTD ACTUAL</u> | <u>2022 ORIG BUD</u> | <u>2022 REVISED BUD</u> | <u>2023 BUDGET</u> |
|---------------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| 650302 Equipment Rent | 1,294 | 613 | - | 250 | 250 | 1,000 |
| 659900 Other Contracts/Obligation | <u>3,220</u> | <u>4,668</u> | <u>2,196</u> | <u>6,500</u> | <u>6,500</u> | <u>6,500</u> |
| TOTAL PURCHASED SVCS | 1,445,042 | 1,471,715 | 575,042 | 1,524,252 | 1,524,252 | 1,412,580 |
| Capital Outlay | | | | | | |
| 680401 Machinery & Equipment | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL CAPITAL OUTLAY | - | - | - | - | - | - |
| Transfers | | | | | | |
| 791400 Transfer Out - Capital Project | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL TRANSFERS | - | - | - | - | - | - |
| TOTAL EXPENSE | <u>2,855,246</u> | <u>2,638,564</u> | <u>1,090,990</u> | <u>3,059,962</u> | <u>3,059,962</u> | <u>2,914,690</u> |

CITY OF APPLETON 2023 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---|------------------|-------------------|-------------------|-------------------|-------------------|
| Charges for Services | \$ 2,832,180 | \$ 2,737,255 | \$ 3,050,962 | \$ 3,050,962 | \$ 2,905,690 |
| Total Revenues | <u>2,832,180</u> | <u>2,737,255</u> | <u>3,050,962</u> | <u>3,050,962</u> | <u>2,905,690</u> |
| Expenses | | | | | |
| Operating Expenses | 2,855,246 | 2,638,564 | 3,059,962 | 3,059,962 | 2,914,690 |
| Depreciation | - | - | - | - | - |
| Total Expenses | <u>2,855,246</u> | <u>2,638,564</u> | <u>3,059,962</u> | <u>3,059,962</u> | <u>2,914,690</u> |
| Operating Loss | (23,066) | 98,691 | (9,000) | (9,000) | (9,000) |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income (Loss) | - | (1,034) | - | - | - |
| Other Income | 8,557 | 6,795 | 9,000 | 9,000 | 9,000 |
| Total Non-Operating | <u>8,557</u> | <u>5,761</u> | <u>9,000</u> | <u>9,000</u> | <u>9,000</u> |
| Income (Loss) before Contributions and Transfers | (14,509) | 104,452 | - | - | - |
| Contributions and Transfers In (Out) | | | | | |
| Transfer Out - Capital Projects | - | - | - | - | - |
| Change in Net Assets | (14,509) | 104,452 | - | - | - |
| Net Assets - Beginning | <u>33,001</u> | <u>18,492</u> | <u>122,944</u> | <u>122,944</u> | <u>122,944</u> |
| Net Assets - Ending | <u>\$ 18,492</u> | <u>\$ 122,944</u> | <u>\$ 122,944</u> | <u>\$ 122,944</u> | <u>\$ 122,944</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 140,388 | \$ 140,388 |
| + Change in Net Assets | - | - |
| Working Cash - End of Year | <u>\$ 140,388</u> | <u>\$ 140,388</u> |

**CITY OF APPLETON 2023 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 | \$ 13,542,500 | Projects, pg. 641 |
| Elevator Replacement | 500,000 | Projects, pg. 634 |
| Grounds Improvements | 25,000 | Projects, pg. 637 |
| Hardscape Improvements | 300,000 | Projects, pg. 638 |
| HVAC Systems | 1,025,000 | Projects, pg. 639 |
| Safety and Security | 50,000 | Projects, pg. 645 |
| Park ADA Improvements | 25,000 | Projects, pg. 671 |
| Park Development | 2,000,000 | Projects, pg. 673 |
| | <u>\$ 17,467,500</u> | |

Major changes in Revenue, Expenditures, or Programs:

It is hoped that grants and private donations will be pledged to fund the cost of design and construction of a portion of Lundgaard Park. This budget includes \$2,000,000 as a commitment from the City of Appleton to develop this park. It is estimated that the park will cost \$4,500,000 to complete the plan that was developed in 2021. If funding is not pledged from outside sources, the park will be developed in a series of phases as funding is available.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|--------------|--------------|---------------|---------------|---------------|------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 255,421 | \$ 3,969,079 | \$ 225,000 | \$ 3,845,000 | \$ 25,000 | -88.89% |
| Program Expenses | | \$ 6,837,120 | \$ 5,175,417 | \$ 12,300,101 | \$ 17,186,258 | \$ 17,718,239 | 44.05% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 220,632 | 227,593 | 235,101 | 235,101 | 250,739 | 6.65% |
| | Supplies & Materials | 923,110 | 173,099 | - | - | - | N/A |
| | Purchased Services | 8,190 | 1,448,466 | 100,000 | 2,464,223 | 50,000 | -50.00% |
| | Capital Expenditures | 5,685,188 | 3,326,259 | 11,965,000 | 14,486,934 | 17,417,500 | 45.57% |
| | Transfers Out | - | - | - | - | - | N/A |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 423000 Miscellaneous Local Aids | \$ 208,215 | \$ - | \$ - | \$ - | \$ - |
| 471000 Interest on Investments (Loss) | 43,105 | (58,631) | 25,000 | 25,000 | 25,000 |
| 502000 Donations & Memorials | 1,934 | - | 200,000 | 200,000 | - |
| 503500 Other Reimbursements | 2,167 | 2,710 | - | - | - |
| 591000 Proceeds of Long-term Debt | 5,667,332 | 8,191,000 | 8,260,000 | 8,919,527 | 13,847,500 |
| 592100 Transfer In - General Fund | - | 4,025,000 | - | 3,620,000 | - |
| Total Revenue | \$ 5,922,753 | \$ 12,160,079 | \$ 8,485,000 | \$ 12,764,527 | \$ 13,872,500 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 169,992 | \$ 171,931 | \$ 175,563 | \$ 175,563 | \$ 189,121 |
| 615000 Fringes | 50,640 | 55,662 | 59,538 | 59,538 | 61,618 |
| 632700 Miscellaneous Equipment | 923,110 | 173,099 | - | - | - |
| 640400 Consulting Services | 4,435 | 28,633 | - | - | - |
| 640600 Architect Fees | 3,755 | 1,419,833 | 100,000 | 2,464,223 | 50,000 |
| 680200 Land Improvements | - | 55,116 | 165,000 | 361,420 | 2,025,000 |
| 680300 Buildings | 1,302,763 | 885,632 | 10,000,000 | 11,873,787 | 13,542,500 |
| 680400 Machinery & Equipment | 1,366,175 | 1,325,762 | - | 123,870 | 1,525,000 |
| 680900 Infrastructure Construction | 3,016,250 | 1,059,749 | 1,800,000 | 2,127,857 | 325,000 |
| Total Expense | \$ 6,837,120 | \$ 5,175,417 | \$ 12,300,101 | \$ 17,186,258 | \$ 17,718,239 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Architect Fees

| | |
|------------------------|------------------|
| PRFMD generator design | 50,000 |
| | <u>\$ 50,000</u> |

Land Improvements

| | |
|----------------------------|---------------------|
| Fence replacement at parks | \$ 25,000 |
| Lundgaard Park development | \$ 2,000,000 |
| | <u>\$ 2,025,000</u> |

Buildings

| | |
|---------|----------------------|
| Library | \$ 13,542,500 |
| | <u>\$ 13,542,500</u> |

Machinery & Equipment

| | |
|---------------------------------|---------------------|
| City Hall elevator | \$ 500,000 |
| HVAC upgrades - Fire Station #6 | 275,000 |
| HVAC upgrades - MSB CEA Shop | 750,000 |
| | <u>\$ 1,525,000</u> |

Infrastructure Construction

| | |
|------------------------------|-------------------|
| Hardscapes - City properties | \$ 50,000 |
| Hardscapes - Parks | 250,000 |
| Park ADA improvements | 25,000 |
| | <u>\$ 325,000</u> |

CITY OF APPLETON 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|--|---------------------|---------------------|---------------------|---------------------|-------------------|
| Intergovernmental Revenues | \$ 208,215 | \$ - | \$ - | \$ 699,382 | \$ - |
| Interest Income (Loss) | 43,105 | (58,631) | 25,000 | 25,000 | 25,000 |
| Other | 4,101 | 2,710 | 200,000 | 200,000 | - |
| Total Revenues | <u>255,421</u> | <u>(55,921)</u> | <u>225,000</u> | <u>924,382</u> | <u>25,000</u> |
| Expenses | | | | | |
| Program Costs | 6,837,120 | 5,175,417 | 12,300,101 | 17,186,258 | 17,718,239 |
| Total Expenses | <u>6,837,120</u> | <u>5,175,417</u> | <u>12,300,101</u> | <u>17,186,258</u> | <u>17,718,239</u> |
| Revenues over (under) Expenses | (6,581,699) | (5,231,338) | (12,075,101) | (16,261,876) | (17,693,239) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 5,667,332 | 8,191,000 | 8,260,000 | 8,919,527 | 13,847,500 |
| Operating Transfers In - General Fund | - | - | - | - | - |
| Operating Transfers In - Capital Proj | - | 4,025,000 | - | 3,620,000 | - |
| Operating Transfers Out - Capital Proj | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>5,667,332</u> | <u>12,216,000</u> | <u>8,260,000</u> | <u>12,539,527</u> | <u>13,847,500</u> |
| Net Change in Equity | (914,367) | 6,984,662 | (3,815,101) | (3,722,349) | (3,845,739) |
| Fund Balance - Beginning | <u>2,082,553</u> | <u>1,168,186</u> | <u>8,152,848</u> | <u>8,152,848</u> | <u>4,430,499</u> |
| Fund Balance - Ending | <u>\$ 1,168,186</u> | <u>\$ 8,152,848</u> | <u>\$ 4,337,747</u> | <u>\$ 4,430,499</u> | <u>\$ 584,760</u> |

CITY OF APPLETON 2023 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 2023 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2022 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 2022, 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.

Parks and Grounds Management

The grounds division proactively managed 610 acres of park grounds that includes the Scheig Center and Gardens, 17 ball diamonds, 15 tennis courts, an 8 court pickleball complex, 11 basketball courts, 2 volleyball courts, 2 disc golf courses, 1 skateboard park, 7 ice rinks, 13.2 miles of paved trails, 1 archery range, 2 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 roundabouts, boulevards, and terraces are also maintained by the grounds division.

Significant projects include the construction of a pickleball complex at Telulah Park, new tennis and basketball courts at Green Meadows Park, installation of a security fence for the Police Department's south lot and landscaping, added fitness stations at Telulah and Memorial Parks, and a new dumpster enclosure and fencing at Mead Pool. Other projects include crack filling of the Newberry and CE Trails, repairs to various concrete areas including dugout and sidewalk slabs, and reconstruction of arbors and landscaping of the Veterans Memorial at the Scheig Center and Gardens. Additionally, routine maintenance included upkeep of playground equipment, invasive plant control, parking lot and walkway repairs, and general grounds maintenance.

Recreation Services

The Recreation Division continued to excel in their mission to provide recreation services by developing recreation and education focused programs and activities that foster community involvement, social interaction, and the well-being of our residents.

Staff started development of updated emergency preparedness operation plans for programs/facilities that fall under their direction. We will be continuing to work with the Emergency Management Coordinator on best practices as well as working with our seasonal staff on training of these procedures.

Customer service was an area of focus this year. The main Parks and Recreation phone line was changed to better serve our customers and be more user-friendly. A digital booklet of all rentable facilities within our department's scope of responsibility was created with the help of other department staff. The goal was to provide an at-a-glance document outlining park amenities and pavilion descriptions.

A sponsorship guide was created outlining the different tiers of sponsorship opportunities we offer within our division. This will allow organizations, businesses, and community members to assist with funding/sponsorship of our different programs throughout the year, as well as create a sense of community.

Having a sustainable swim lesson program is vital to a community. This year we were able to assess our current swim lesson format and identified ways the participant and parent experience can be strengthened. Feedback and other data was collected throughout the season and used to develop an assessment tool for our Directors of Instruction to evaluate instructors and the lesson program for future improvements.

In 2022, we began review of our current Unity Dance Academy (UDA) program and brand identity. We looked at the current dance market, the UDA message, overall program experience, and surveyed the participants on current brand perception and competencies. We began researching rebranding ideas that will improve the UDA brand, experience, and overall program.

CITY OF APPLETON 2023 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2023 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 maintain safe and user-friendly experiences. 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 Scheig Center Gardens. Currently 9 parks, 2 trails, and 1 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 Appleton Area School District to optimize and broaden our current programs and services.

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

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

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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 335,420 | \$ 958,088 | \$ 1,065,597 | \$ 1,065,597 | \$ 1,073,100 | 0.70% |
| Program Expenses | | | | | | | |
| 16532 | Grounds Maintenance | 1,976,371 | 2,046,222 | 2,139,975 | 2,155,286 | 2,215,359 | 2.79% |
| 16541 | Recreation Programs | 1,140,805 | 1,781,765 | 1,844,733 | 1,846,401 | 1,882,339 | 1.95% |
| Total Program Expenses | | \$ 3,117,176 | \$ 3,827,987 | \$ 3,984,708 | \$ 4,001,687 | \$ 4,097,698 | 2.40% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,534,093 | 1,992,870 | 2,005,749 | 2,005,749 | 2,105,412 | 4.97% |
| Training & Travel | | 2,147 | 7,435 | 8,740 | 8,740 | 8,800 | 0.69% |
| Supplies & Materials | | 194,713 | 335,218 | 346,904 | 348,572 | 313,151 | -10.16% |
| Purchased Services | | 1,386,223 | 1,492,464 | 1,623,315 | 1,638,626 | 1,670,335 | 1.94% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 16.39 | 16.39 | 16.39 | 16.39 | 16.39 | |

**CITY OF APPLETON 2023 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 | Parking/sidewalks maintenance |
| Fence/gate maintenance | Signage |
| Fertilizing | Spring and fall cleanup |
| Graffiti removal | Snow removal/ice control |
| Landscaping | Turf management |
| Mowing | 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:

Contracted pavilion and bathroom cleaning has been removed from the 2023 Budget. Beginning in 2017, the park pavilions and restroom cleaning was contracted out. That contractor has since gone out of business. A new cleaning contractor, that fit within the budget, could not be found. PRFMD staff is currently cleaning pavilion restrooms, but this is not sustainable with the lack of seasonal help. We are hopeful a contractor can be found in the future, but going into 2023, we plan to continue in-house pavilion cleaning.

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 21,747 | \$ 80,823 | \$ 78,000 | \$ 78,000 | \$ 78,000 |
| 501000 Miscellaneous Revenue | 1,010 | 1,702 | 250 | 250 | 250 |
| 501600 Lease Revenue | 109,849 | 108,072 | 112,685 | 112,685 | 114,188 |
| 502000 Donations & Memorials | 14,627 | 13,795 | 7,500 | 7,500 | 7,500 |
| 503000 Damage to City Property | 3,841 | 1,019 | - | - | - |
| 503500 Other Reimbursements | 2,100 | - | - | - | - |
| 508200 Insurance Proceeds | 5,075 | - | - | - | - |
| Total Revenue | \$ 158,249 | \$ 205,411 | \$ 198,435 | \$ 198,435 | \$ 199,938 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 585,686 | \$ 594,967 | \$ 594,835 | \$ 594,835 | \$ 634,000 |
| 610400 Call Time Wages | 2,010 | 2,520 | 1,654 | 1,654 | 1,764 |
| 610500 Overtime Wages | 6,532 | 9,763 | 8,762 | 8,762 | 9,341 |
| 610800 Part-Time Wages | 105,289 | 109,573 | 107,369 | 107,369 | 108,956 |
| 615000 Fringes | 208,885 | 216,528 | 225,884 | 225,884 | 235,009 |
| 620100 Training/Conferences | 113 | 1,396 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 498 | 600 | 600 | 600 | 600 |
| 630500 Awards & Recognition | 66 | 304 | 165 | 165 | 165 |
| 630700 Food & Provisions | 220 | 271 | 220 | 220 | 220 |
| 630899 Other Landscape Supplies | 53,885 | 57,186 | 55,000 | 55,000 | 55,000 |
| 630901 Shop Supplies | 3,492 | 5,756 | 5,000 | 5,000 | 5,000 |
| 632002 Outside Printing | - | 720 | - | - | - |
| 632199 Other Clothing | 1,059 | 1,173 | 1,500 | 1,500 | 1,500 |
| 632200 Gas Purchases | 11,685 | 21,157 | 17,000 | 17,000 | 24,779 |
| 632300 Safety Supplies | 2,529 | 3,555 | 2,500 | 2,500 | 2,500 |
| 632700 Miscellaneous Equipment | 18,030 | 22,300 | 25,000 | 25,000 | 23,000 |
| 640400 Consulting Services | 11,800 | 11,854 | 12,000 | 12,000 | 5,000 |
| 640700 Solid Waste/Recycling | 11,603 | 9,821 | 12,000 | 12,000 | 12,000 |
| 641300 Utilities | 238,378 | 230,584 | 272,550 | 272,550 | 246,910 |
| 641500 Tipping Fees | 16 | 56 | 1,000 | 1,000 | 200 |
| 642000 Facilities Charges | 319,182 | 303,171 | 314,143 | 314,143 | 315,192 |
| 642500 CEA Expense | 342,136 | 400,522 | 423,293 | 423,293 | 488,723 |
| 642900 Interfund Allocations | (21,046) | (23,584) | (30,000) | (30,000) | (30,000) |
| 644000 Snow Removal Services | 5,287 | 5,762 | 15,000 | 15,000 | 7,500 |
| 645400 Grounds Repair & Maint. | 43,496 | 34,121 | 49,000 | 64,311 | 44,000 |
| 650301 Facility Rent | 3,500 | 3,500 | 500 | 500 | 3,500 |
| 659900 Other Contracts/Obligation | 22,040 | 22,646 | 23,000 | 23,000 | 18,500 |
| Total Expense | \$ 1,976,371 | \$ 2,046,222 | \$ 2,139,975 | \$ 2,155,286 | \$ 2,215,359 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

Topsoil, sand, seed, fertilizer,
infield mix for ball diamonds, plant
material, herbicides/pesticides,
mulch, chips and other supplies

\$ 55,000
\$ 55,000

Gas Purchases

Fuel for small equipment

\$ 24,779
\$ 24,779

Other Contracts/Obligations

Contracted herbicide application
Reid maintenance bldg. rental
Weed Mowing
Port-a-potty rental

\$ 5,000
3,500
4,500
5,500
\$ 18,500

Misc. Equipment

Replace small motor equip.

\$ 23,000
\$ 23,000

Grounds Repair & Maintenance

Weed cutting \$ 4,000
Fencing repair 6,000
Weed control 5,000
Playground equip. 7,000
Courts/fields upkeep 7,000
Signage upkeep 2,500
Exterior lighting repair 2,500
Stormwater pond maint. 3,000
Landscaping maint. 4,000
Other:

Scoreboards, gates, trails,
ice rinks, goose mgmt. 3,000
\$ 44,000

CITY OF APPLETON 2023 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 #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", and #5: "Promote an environment that is respectful and inclusive."

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
- Empowering and training staff and volunteers

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

- | | |
|-------------------------------|----------------------|
| Active adult programs | Adaptive programs |
| Preschool programs | Drop-in programs |
| Youth instructional programs | Special events/trips |
| Youth sports programs/leagues | Teen programs |
| Adult instructional 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 a strategic plan for delivery of recreation services
- Analyzing and adapting to changing community needs
- Engaging in community activities, groups and organizations

Major Changes in Revenue, Expenditures or Programs:

During 2022, Miscellaneous Chemicals expense moved from this program to the Facilities Maintenance budget.

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 145,036 | \$ 739,766 | \$ 849,932 | \$ 849,932 | \$ 849,932 |
| 500100 Fees & Commissions | - | 1,067 | 980 | 980 | 980 |
| 501000 Miscellaneous Revenue | 1,460 | 534 | - | - | - |
| 501500 Rental of City Property | 5,114 | 40 | 6,000 | 6,000 | 6,000 |
| 502000 Donations & Memorials | 25,551 | 11,185 | 10,250 | 10,250 | 16,250 |
| 508500 Cash Short or Over | 10 | 85 | - | - | - |
| Total Revenue | \$ 177,171 | \$ 752,677 | \$ 867,162 | \$ 867,162 | \$ 873,162 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 409,462 | \$ 401,918 | \$ 428,284 | \$ 428,284 | \$ 456,683 |
| 610500 Overtime Wages | 1,278 | 33,572 | - | - | - |
| 610800 Part-Time Wages | 80,820 | 474,864 | 484,678 | 484,678 | 490,610 |
| 615000 Fringes | 134,130 | 149,166 | 154,283 | 154,283 | 169,049 |
| 620100 Training/Conferences | 1,614 | 5,619 | 6,320 | 6,320 | 6,320 |
| 620600 Parking Permits | 420 | 420 | 420 | 420 | 480 |
| 630100 Office Supplies | 1,083 | 2,395 | 2,775 | 2,775 | 2,775 |
| 630200 Subscriptions | 384 | 624 | 300 | 300 | 300 |
| 630300 Memberships & Licenses | 4,600 | 5,697 | 8,579 | 8,579 | 8,579 |
| 630400 Postage/Freight | 12,839 | 288 | 13,600 | 13,600 | 11,400 |
| 630500 Awards & Recognition | 1,589 | 3,759 | 3,893 | 3,893 | 3,893 |
| 630600 Building Maint./Janitorial | - | - | 250 | 250 | - |
| 630700 Food & Provisions | 1,477 | 3,943 | 4,695 | 4,695 | 4,695 |
| 631000 Miscellaneous Chemicals | 14,437 | 46,809 | 41,500 | 41,500 | - |
| 631400 Concession Supplies | 24 | 60,363 | 52,605 | 52,605 | 52,605 |
| 631500 Books & Library Materials | 47 | 143 | 750 | 750 | 500 |
| 631600 Supplies | 15,048 | 22,998 | 28,010 | 28,010 | 28,010 |
| 632000 Printing/Copying | 19,183 | 22,056 | 34,950 | 34,950 | 31,950 |
| 632100 Clothing | 22,828 | 42,611 | 29,620 | 29,620 | 35,620 |
| 632400 Medical/Lab Supplies | 1,032 | 558 | 900 | 900 | 900 |
| 632700 Miscellaneous Equipment | 8,680 | 9,951 | 17,492 | 19,160 | 19,160 |
| 640300 Bank Service Fees | 11,950 | 31,641 | 32,000 | 32,000 | 32,000 |
| 640400 Consulting Services | - | - | 700 | 700 | 350 |
| 640700 Solid Waste/Recycling | 180 | 861 | 400 | 400 | 400 |
| 640900 Inspection Fees | - | - | 200 | 200 | - |
| 641100 Temporary Help | - | - | 5,600 | 5,600 | 5,600 |
| 641200 Advertising | 3,161 | 4,946 | 4,500 | 4,500 | 4,500 |
| 641300 Utilities | 84,517 | 153,959 | 112,400 | 112,400 | 153,250 |
| 642000 Facilities Charges | 174,112 | 165,308 | 169,155 | 169,155 | 169,719 |
| 642400 Software Support | 5,800 | 9,282 | 9,458 | 9,458 | 9,458 |
| 642500 CEA Expense | 19,595 | 6,047 | 8,013 | 8,013 | 8,330 |
| 643100 Interpreter Services | - | - | 200 | 200 | 100 |
| 650301 Facility Rent | 89,567 | 65,453 | 125,733 | 125,733 | 115,633 |
| 650302 Equipment Rent | 4,242 | - | 5,500 | 5,500 | 5,500 |
| 659900 Other Contracts/Obligation | 16,706 | 56,514 | 56,970 | 56,970 | 53,970 |
| Total Expense | \$ 1,140,805 | \$ 1,781,765 | \$ 1,844,733 | \$ 1,846,401 | \$ 1,882,339 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|---|------------------|--|-------------------|
| <u>Concessions</u> | | <u>Clothing</u> | |
| Food and beverage | \$ 50,305 | Youth sport t-shirts | \$ 28,950 |
| Other concession supplies | 2,300 | Staff clothing | 6,670 |
| | <u>\$ 52,605</u> | | <u>\$ 35,620</u> |
| <u>Miscellaneous Supplies</u> | | <u>Rent</u> | |
| Arts and crafts | \$ 1,725 | City Center Studios | \$ 48,738 |
| Sports equipment | 16,575 | Appleton Schools | 25,950 |
| Other misc. program supplies | 9,710 | Appleton Schools (pools) | 22,725 |
| | <u>\$ 28,010</u> | Reid Golf Course | 8,500 |
| <u>Printing and Reproduction</u> | | USA Youth-soccer field use | 9,720 |
| City copy charges | \$ 3,300 | | <u>\$ 115,633</u> |
| Outside printing (Rec guide, flyers, etc) | 28,650 | <u>Other Contracts/Obligations</u> | |
| | <u>\$ 31,950</u> | City Band | \$ 11,000 |
| <u>Miscellaneous Equipment</u> | | Playground fair rentals, camp trips, programs, recital tickets | 40,970 |
| Program Administration | \$ 4,068 | On the hill movies | 2,000 |
| Concession Operations | 2,892 | | <u>\$ 53,970</u> |
| Pool Operations | 12,200 | | |
| | <u>\$ 19,160</u> | | |

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|-------------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Revenues | | | | | | |
| 480100 General Charges for Service | 100,028 | 178,959 | 96,473 | 927,932 | 927,932 | 927,932 |
| 480203 Concessions | 562 | 158,281 | 796 | - | - | - |
| 480204 Merchandise Sales | - | - | - | - | - | - |
| 480205 Equipment Rentals | (1,014) | 12,161 | 5,935 | - | - | - |
| 480300 Program Fees | 1,291 | 5,257 | 15,390 | - | - | - |
| 485000 Daily Entrance Fees | (3,148) | 64,799 | 24,831 | - | - | - |
| 486000 Lessons/Classes | 62,888 | 395,457 | 134,745 | - | - | - |
| 487700 Advertising/Promotional Fees | 6,175 | 5,675 | 3,950 | - | - | - |
| 500100 Fees & Commissions | - | 1,067 | 279 | 980 | 980 | 980 |
| 501000 Miscellaneous Revenue | 2,470 | 2,236 | 850 | 250 | 250 | 250 |
| 501500 Rental of City Property | 5,114 | 40 | 142 | 6,000 | 6,000 | 6,000 |
| 501600 Lease Revenue | 109,849 | 108,072 | 75,969 | 112,685 | 112,685 | 114,188 |
| 502000 Donations & Memorials | 40,178 | 24,981 | 18,853 | 17,750 | 17,750 | 23,750 |
| 503000 Damage to City Property | 3,841 | 1,019 | 137 | - | - | - |
| 503500 Other Reimbursements | 2,100 | - | - | - | - | - |
| 508200 Insurance Proceeds | 5,076 | - | - | - | - | - |
| 508500 Cash Short or Over | 10 | 85 | - | - | - | - |
| TOTAL PROGRAM REVENUES | 335,420 | 958,089 | 378,350 | 1,065,597 | 1,065,597 | 1,073,100 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 717,804 | 685,815 | 253,389 | 1,023,119 | 1,023,119 | 1,090,683 |
| 610200 Labor Pool Allocations | 170,537 | 204,763 | 80,105 | - | - | - |
| 610400 Call Time Wages | 2,010 | 2,520 | 1,100 | 1,654 | 1,654 | 1,764 |
| 610500 Overtime Wages | 7,810 | 43,335 | 4,666 | 8,762 | 8,762 | 9,341 |
| 610800 Part-Time Wages | 186,110 | 584,437 | 49,999 | 592,047 | 592,047 | 599,566 |
| 611000 Other Compensation | 1,855 | 3,312 | 1,675 | - | - | - |
| 611400 Sick Pay | 2,225 | 3,989 | 2,227 | - | - | - |
| 611500 Vacation Pay | 102,727 | 99,005 | 27,571 | - | - | - |
| 615000 Fringes | 343,015 | 365,694 | 130,198 | 380,167 | 380,167 | 404,058 |
| TOTAL PERSONNEL | 1,534,093 | 1,992,870 | 550,930 | 2,005,749 | 2,005,749 | 2,105,412 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 1,727 | 7,015 | 2,809 | 8,320 | 8,320 | 8,320 |
| 620600 Parking Permits | 420 | 420 | 420 | 420 | 420 | 480 |
| TOTAL TRAINING / TRAVEL | 2,147 | 7,435 | 3,229 | 8,740 | 8,740 | 8,800 |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,083 | 2,395 | 312 | 2,775 | 2,775 | 2,775 |
| 630200 Subscriptions | 384 | 624 | - | 300 | 300 | 300 |
| 630300 Memberships & Licenses | 5,097 | 6,297 | 671 | 9,179 | 9,179 | 9,179 |
| 630400 Postage/Freight | 12,839 | 288 | 364 | 13,600 | 13,600 | 11,400 |
| 630500 Awards & Recognition | 1,655 | 4,063 | 311 | 4,058 | 4,058 | 4,058 |
| 630600 Building Maint./Janitorial | - | - | - | 250 | 250 | - |
| 630700 Food & Provisions | 1,697 | 4,214 | 386 | 4,915 | 4,915 | 4,915 |
| 630899 Other Landscape Supplies | 53,885 | 57,186 | 17,652 | 55,000 | 55,000 | 55,000 |
| 630901 Shop Supplies | 3,492 | 5,756 | 1,718 | 5,000 | 5,000 | 5,000 |
| 631000 Miscellaneous Chemicals | 14,437 | 46,809 | 435 | 41,500 | 41,500 | - |
| 631402 Non-Alcoholic Beverages | 24 | 10,415 | 167 | 7,730 | 7,730 | 7,730 |
| 631403 Candy/Food | - | 48,888 | 375 | 42,575 | 42,575 | 42,575 |
| 631404 Other Concession Supplies | - | 1,060 | - | 2,300 | 2,300 | 2,300 |
| 631500 Books & Library Materials | 47 | 143 | - | 750 | 750 | 500 |
| 631601 Arts & Crafts Supplies | 1,199 | 1,966 | 119 | 1,725 | 1,725 | 1,725 |
| 631602 Sports Equipment | 11,673 | 13,154 | 80 | 16,575 | 16,575 | 16,575 |
| 631603 Other Misc. Supplies | 2,176 | 7,878 | 620 | 9,710 | 9,710 | 9,710 |
| 632001 City Copy Charges | 879 | 967 | 256 | 3,300 | 3,300 | 3,300 |
| 632002 Outside Printing | 18,304 | 21,810 | 22,326 | 31,650 | 31,650 | 28,650 |
| 632101 Uniforms | 8,765 | 1,953 | 20 | 6,670 | 6,670 | 6,670 |
| 632199 Other Clothing | 15,122 | 41,831 | 7,418 | 24,450 | 24,450 | 30,450 |
| 632200 Gas Purchases | 11,685 | 21,157 | 2,870 | 17,000 | 17,000 | 24,779 |
| 632300 Safety Supplies | 2,529 | 3,555 | 1,311 | 2,500 | 2,500 | 2,500 |

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

| | <u>2020 ACTUAL</u> | <u>2021 ACTUAL</u> | <u>2022 YTD ACTUAL</u> | <u>2022 ORIG BUD</u> | <u>2022 REVISED BUD</u> | <u>2023 BUDGET</u> |
|-------------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| 632400 Medical/Lab Supplies | 1,032 | 558 | - | 900 | 900 | 900 |
| 632700 Miscellaneous Equipment | <u>26,709</u> | <u>32,251</u> | <u>10,297</u> | <u>42,492</u> | <u>44,160</u> | <u>42,160</u> |
| TOTAL SUPPLIES | 194,713 | 335,218 | 67,708 | 346,904 | 348,572 | 313,151 |
| Purchased Services | | | | | | |
| 640300 Bank Service Fees | 11,950 | 31,641 | 7,842 | 32,000 | 32,000 | 32,000 |
| 640400 Consulting Services | 11,800 | 11,854 | 7,350 | 12,700 | 12,700 | 5,350 |
| 640700 Solid Waste/Recycling Pickup | 11,783 | 10,682 | 1,983 | 12,400 | 12,400 | 12,400 |
| 640900 Inspection Fees | - | - | - | 200 | 200 | - |
| 641100 Temporary Help | - | - | - | 5,600 | 5,600 | 5,600 |
| 641200 Advertising | 3,161 | 4,946 | 428 | 4,500 | 4,500 | 4,500 |
| 641301 Electric | 99,952 | 120,970 | 27,804 | 115,250 | 115,250 | 124,500 |
| 641302 Gas | 2,910 | 37,928 | 3,046 | 19,600 | 19,600 | 38,000 |
| 641303 Water | 41,724 | 51,875 | 7,005 | 47,000 | 47,000 | 50,200 |
| 641304 Sewer | 7,736 | 10,968 | 1,659 | 21,000 | 21,000 | 11,720 |
| 641306 Stormwater | 161,232 | 153,638 | 49,055 | 165,650 | 165,650 | 165,290 |
| 641307 Telephone | 5,671 | 3,041 | 1,200 | 7,100 | 7,100 | 2,900 |
| 641308 Cellular Phones | 3,671 | 6,124 | 1,865 | 9,350 | 9,350 | 7,550 |
| 641500 Tipping Fees | 16 | 56 | - | 1,000 | 1,000 | 200 |
| 642000 Facilities Charges | 493,294 | 468,478 | 55,590 | 483,298 | 483,298 | 484,911 |
| 642400 Software Support | 5,800 | 9,282 | 3,037 | 9,458 | 9,458 | 9,458 |
| 642501 CEA Operations/Maint. | 190,115 | 222,857 | 66,160 | 228,566 | 228,566 | 262,086 |
| 642502 CEA Depreciation/Replace. | 171,616 | 183,713 | 48,682 | 202,740 | 202,740 | 234,967 |
| 642900 Interfund Allocations | (21,046) | (23,585) | (4,792) | (30,000) | (30,000) | (30,000) |
| 643100 Interpreter Services | - | - | - | 200 | 200 | 100 |
| 644000 Snow Removal Services | 5,287 | 5,762 | 3,227 | 15,000 | 15,000 | 7,500 |
| 645400 Grounds Repair & Maintenance | 43,496 | 34,121 | 27,003 | 49,000 | 64,311 | 44,000 |
| 650301 Facility Rent | 93,067 | 68,953 | 63,627 | 126,233 | 126,233 | 119,133 |
| 650302 Equipment Rent | 4,242 | - | 4,755 | 5,500 | 5,500 | 5,500 |
| 659900 Other Contracts/Obligation | <u>38,746</u> | <u>79,160</u> | <u>9,582</u> | <u>79,970</u> | <u>79,970</u> | <u>72,470</u> |
| TOTAL PURCHASED SVCS | 1,386,223 | 1,492,464 | 386,108 | 1,623,315 | 1,638,626 | 1,670,335 |
| TOTAL EXPENSE | <u>3,117,176</u> | <u>3,827,987</u> | <u>1,007,975</u> | <u>3,984,708</u> | <u>4,001,687</u> | <u>4,097,698</u> |

CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT

NOTES

Lined area for notes.

**CITY OF APPLETON 2023 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 2023 to make improvements to the Union Spring well site.

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

| | 2020 Actual | 2021 Actual | 2022 Adopted Budget | 2022 Projected | 2023 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 74 | \$ (15) | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| Program Costs | - | 2,513 | - | - | 223 |
| Revenues over (under) Expenses | 74 | (2,528) | - | - | (223) |
| Fund Balance - Beginning | 2,677 | 2,751 | 223 | 223 | 223 |
| Fund Balance - Ending | \$ 2,751 | \$ 223 | \$ 223 | \$ 223 | \$ - |

**CITY OF APPLETON 2023 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)

| | 2020 Actual | 2021 Actual | 2022 Adopted Budget | 2022 Projected | 2023 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 1,927 | \$ (405) | \$ 1,200 | \$ 1,200 | \$ 1,200 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 1,927 | (405) | 1,200 | 1,200 | 1,200 |
| Fund Balance - Beginning | 69,269 | 71,196 | 70,791 | 70,791 | 71,991 |
| Fund Balance - Ending | \$ 71,196 | \$ 70,791 | \$ 71,991 | \$ 71,991 | \$ 73,191 |

**CITY OF APPLETON 2023 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)

| | 2020 Actual | 2021 Actual | 2022 Adopted Budget | 2022 Projected | 2023 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 4,016 | \$ (844) | \$ 2,200 | \$ 2,200 | \$ 2,200 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 4,016 | (844) | 2,200 | 2,200 | 2,200 |
| Fund Balance - Beginning | 144,339 | 148,355 | 147,511 | 147,511 | 149,711 |
| Fund Balance - Ending | \$ 148,355 | \$ 147,511 | \$ 149,711 | \$ 149,711 | \$ 151,911 |

**CITY OF APPLETON 2023 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)

| | 2020 Actual | 2021 Actual | 2022 Adopted Budget | 2022 Projected | 2023 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 1,673 | \$ (652) | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| Zoning & Subdivision Fees | 8,000 | 77,100 | - | - | - |
| Total Revenue | 9,673 | 76,448 | 1,000 | 1,000 | 1,000 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 9,673 | 76,448 | 1,000 | 1,000 | 1,000 |
| Fund Balance - Beginning | 59,672 | 69,345 | 145,793 | 145,793 | 146,793 |
| Fund Balance - Ending | \$ 69,345 | \$ 145,793 | \$ 146,793 | \$ 146,793 | \$ 147,793 |

**CITY OF APPLETON 2023 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)

| | 2020 Actual | 2021 Actual | 2022 Adopted Budget | 2022 Projected | 2023 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 176 | \$ (37) | \$ 100 | \$ 100 | \$ 100 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 176 | (37) | 100 | 100 | 100 |
| Fund Balance - Beginning | 6,294 | 6,470 | 6,433 | 6,433 | 6,533 |
| Fund Balance - Ending | \$ 6,470 | \$ 6,433 | \$ 6,533 | \$ 6,533 | \$ 6,633 |

**CITY OF APPLETON 2023 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)

| | 2020 Actual | 2021 Actual | 2022 Adopted Budget | 2022 Projected | 2023 Budget |
|-----------------------------------|----------------|----------------|---------------------------|-------------------|----------------|
| Revenues | | | | | |
| Interest Income | \$ 760 | \$ (159) | \$ 500 | \$ 500 | \$ 500 |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Revenues over (under) Expenses | 760 | (159) | 500 | 500 | 500 |
| Fund Balance - Beginning | 27,296 | 28,056 | 27,897 | 27,897 | 28,397 |
| Fund Balance - Ending | \$ 28,056 | \$ 27,897 | \$ 28,397 | \$ 28,397 | \$ 28,897 |

CITY OF APPLETON 2023 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 2023 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 2022 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 3,534 to 3,680 and Instagram followers increased from 402 to 489.

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.

Upgraded point-of-sale computer system to a cloud based system in May. The system upgrade allows staff to 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.

Both junior program sessions sold out. Junior league increased in size from 23 to 35.

Increased junior pass sales from 56 in 2021 to 90 in 2022.

Combined pass sales increased from 168 in 2021 to 187 in 2022.

Spring 3-4-5 Tournament increased by two teams to 56 total players.

Continued the tradition 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 Two-Pin Challenge event. City Tournament participation increased 33%.

Developed and implemented a marketing plan for the 2022 golf season that included regular e-mail messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

Reid played host to Wisconsin PGA Junior Event for the fourth consecutive year and 82 players participated.

All 18 tee sign advertisements remain sold.

Maintained Business Pass sale capacity of 12.

Established turf around the parking lot after reconstructing in the fall of 2021.

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

Purchased and installed walk-in cooler and freezer for clubhouse operations.

CITY OF APPLETON 2023 BUDGET REID GOLF COURSE

MAJOR 2023 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 informa

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 tournament competitions: the 3-4-5, City Tournament and 2-Pin Challenge.

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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 908,106 | \$ 1,041,002 | \$ 910,233 | \$ 910,233 | \$ 963,460 | 5.85% |
| Program Expenses | | | | | | | |
| 5630 | Operations | 805,563 | 871,595 | 900,150 | 930,150 | 963,459 | 7.03% |
| TOTAL | | \$ 805,563 | \$ 871,595 | \$ 900,150 | \$ 930,150 | \$ 963,459 | 7.03% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 356,658 | 366,092 | 400,589 | 400,589 | 430,304 | 7.42% |
| | Training & Travel | 1,600 | 59 | 750 | 750 | 750 | 0.00% |
| | Supplies & Materials | 107,351 | 134,429 | 134,610 | 164,610 | 164,780 | 22.41% |
| | Purchased Services | 247,732 | 282,251 | 279,001 | 279,001 | 284,750 | 2.06% |
| | Miscellaneous Expense | 70,472 | 70,864 | 67,300 | 67,300 | 64,975 | -3.45% |
| | Capital Expenditures | - | - | - | - | - | N/A |
| | Transfers Out | 21,750 | 17,900 | 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 2023 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:

Provide a golfing experience that is inclusive to all people regardless of age, skill or ability.

Grow the game of golf by providing various opportunities including instruction, outings, leagues and special events.

Enhance the quality of life in our community by providing golf as a recreational amenity at an affordable 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 new point-of-sale capabilities, increased round trends, increased junior participation and rate modifications.

Increase in expenditures is from purchase of a new greens roller, increased part-time labor, increased fuel costs, printing of scorecards internally and increased bank service fees (credit card fees).

CITY OF APPLETON 2023 BUDGET

REID GOLF COURSE

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|---------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 5,538 | \$ (3,226) | \$ 3,000 | \$ 3,000 | \$ 1,000 |
| 480100 Charges for Service | 545 | 7,497 | 9,500 | 9,500 | 9,500 |
| 480203 Concessions | 101,738 | 128,891 | 117,500 | 117,500 | 122,500 |
| 480204 Merchandise Sales | 22,106 | 28,667 | 27,500 | 27,500 | 27,500 |
| 480205 Equipment Rentals | 143,675 | 174,809 | 130,000 | 130,000 | 143,500 |
| 485000 Daily Entrance Fees | 1,450 | 7,500 | 10,250 | 10,250 | 10,250 |
| 485100 Greens Fees | 554,128 | 609,389 | 531,500 | 531,500 | 567,550 |
| 501500 Rental of City Property | 12,000 | 17,000 | 15,000 | 15,000 | 15,000 |
| 501600 Lease Revenue | 61,746 | 63,551 | 63,983 | 63,983 | 64,660 |
| 502000 Donations & Memorials | 2,583 | 2,177 | - | - | - |
| 503000 Damage to City Property | - | 222 | - | - | - |
| 503500 Other Reimbursements | 2,597 | 4,525 | 2,000 | 2,000 | 2,000 |
| Total Revenue | \$ 908,106 | \$ 1,041,002 | \$ 910,233 | \$ 910,233 | \$ 963,460 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 174,724 | \$ 185,880 | \$ 189,517 | \$ 189,517 | \$ 205,872 |
| 610400 Call Time | 30 | 100 | - | - | - |
| 610500 Overtime Wages | 164 | - | 567 | 567 | 595 |
| 610800 Part-Time Wages | 107,348 | 122,958 | 125,136 | 125,136 | 135,696 |
| 615000 Fringes | 74,390 | 57,154 | 85,369 | 85,369 | 88,141 |
| 620100 Training/Conferences | 1,600 | 59 | 750 | 750 | 750 |
| 630100 Office Supplies | 221 | 213 | 500 | 500 | 500 |
| 630300 Memberships & Licenses | 1,904 | 1,824 | 1,760 | 1,760 | 1,760 |
| 630600 Building Maint./Janitorial | 1,260 | 1,094 | 1,500 | 1,500 | 1,500 |
| 630700 Food & Provisions | - | 50 | 50 | 50 | 50 |
| 630800 Landscape Supplies | 31,794 | 36,305 | 36,900 | 36,900 | 41,800 |
| 631400 Pro Shop/Concessions | 54,545 | 65,978 | 60,400 | 60,400 | 60,400 |
| 631603 Other Misc. Supplies | 435 | 2,394 | 2,000 | 2,000 | 3,500 |
| 632002 Outside Printing | 1,833 | 2,709 | 4,000 | 4,000 | 4,000 |
| 632101 Uniforms | - | 433 | 500 | 500 | 500 |
| 632200 Gas Purchases | 10,028 | 16,535 | 14,000 | 14,000 | 20,770 |
| 632700 Miscellaneous Equipment | 5,332 | 6,894 | 13,000 | 43,000 | 30,000 |
| 640100 Accounting/Audit Fees | 2,123 | 2,170 | 2,160 | 2,160 | 2,160 |
| 640300 Bank Service Fees | 17,505 | 20,877 | 13,000 | 13,000 | 19,000 |
| 640400 Consulting Services | - | - | 500 | 500 | 500 |
| 640700 Solid Waste/Recycling | 2,294 | 2,508 | 2,405 | 2,405 | 2,460 |
| 640800 Contractor Fees | 1,120 | 1,296 | 1,000 | 1,000 | 1,000 |
| 641200 Advertising | 4,153 | 4,619 | 7,500 | 7,500 | 6,000 |
| 641300 Utilities | 45,513 | 48,240 | 49,323 | 49,323 | 49,111 |
| 641800 Equipment Repairs & Maint. | 7,039 | 5,662 | 5,000 | 5,000 | 5,000 |
| 642000 Facilities Charges | 29,798 | 56,783 | 33,357 | 33,357 | 34,837 |
| 642400 Software Support | 1,860 | - | 1,860 | 1,860 | 1,944 |
| 642500 CEA Expense | 95,749 | 100,361 | 121,183 | 121,183 | 119,698 |
| 645400 Grounds Repair & Maint. | 765 | 3,406 | 2,000 | 2,000 | 2,000 |
| 650100 Insurance | 6,296 | 6,168 | 6,213 | 6,213 | 7,540 |
| 650302 Equipment Rent | 33,518 | 30,161 | 33,500 | 33,500 | 33,500 |
| 660100 Depreciation Expense | 60,381 | 62,801 | 61,000 | 61,000 | 61,000 |
| 672000 Interest Payments | 10,091 | 8,063 | 6,300 | 6,300 | 3,975 |
| 791100 Transfer Out - Gen Fund | 17,900 | 17,900 | 17,900 | 17,900 | 17,900 |
| 791400 Transfer Out - Cap Projects | 3,850 | - | - | - | - |
| Total Expense | \$ 805,563 | \$ 871,595 | \$ 900,150 | \$ 930,150 | \$ 963,459 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|-----------------------------------|------------------|--------------------------------|------------------|
| <u>Landscape Supplies</u> | | <u>Pro Shop/Concessions</u> | |
| Top soil, sand, gravel | \$ 4,500 | Alcoholic beverages | \$ 24,600 |
| Seed, fertilizer | 11,000 | Non-alcoholic beverages | 8,000 |
| Plant material (flowers) | 300 | Candy/food | 12,750 |
| Herbicides/pesticides | 26,000 | Other concession supplies | 13,500 |
| | <u>\$ 41,800</u> | Promotional supplies | 1,550 |
| | | | <u>\$ 60,400</u> |
| <u>Equipment Rent</u> | | <u>Miscellaneous Equipment</u> | |
| Carts | \$ 32,000 | Greens roller | \$ 25,000 |
| Maintenance operations | 1,500 | Blowers/trimmers | 1,500 |
| | <u>\$ 33,500</u> | Pins/cups/flags | 3,500 |
| | | | <u>\$ 30,000</u> |
| <u>Gas Purchases</u> | | <u>Bank Service Fees</u> | |
| Non-diesel fuel 3325 gal @ \$3.75 | \$ 12,470 | Credit card fees | \$ 19,000 |
| Diesel fuel 2050 gal @ \$4.05 | 8,300 | | <u>\$ 19,000</u> |
| | <u>\$ 20,770</u> | | |

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 5,538 | (3,226) | - | 3,000 | 3,000 | 1,000 |
| 480100 General Charges for Service | 545 | 7,497 | 6,565 | 9,500 | 9,500 | 9,500 |
| 480203 Concessions | 101,738 | 128,891 | 2,460 | 117,500 | 117,500 | 122,500 |
| 480204 Merchandise Sales | 22,106 | 28,667 | 1,522 | 27,500 | 27,500 | 27,500 |
| 480205 Equipment Rentals | 143,675 | 174,809 | 12,459 | 130,000 | 130,000 | 143,500 |
| 485000 Daily Entrance Fees | 1,450 | 7,500 | 3,750 | 10,250 | 10,250 | 10,250 |
| 485100 Greens Fees | 554,128 | 609,389 | 106,945 | 531,500 | 531,500 | 567,550 |
| 501500 Rental of City Property | 12,000 | 17,000 | 12,000 | 15,000 | 15,000 | 15,000 |
| 501600 Lease Revenue | 61,746 | 63,551 | 50,807 | 63,983 | 63,983 | 64,660 |
| 502000 Donations & Memorials | 2,583 | 2,177 | - | - | - | - |
| 503000 Damage to City Property | - | 222 | - | - | - | - |
| 503500 Other Reimbursements | 2,157 | 4,573 | 51 | 2,000 | 2,000 | 2,000 |
| 508500 Cash Short or Over | 440 | (48) | 14 | - | - | - |
| TOTAL PROGRAM REVENUES | 908,106 | 1,041,002 | 196,573 | 910,233 | 910,233 | 963,460 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 131,347 | 131,215 | 45,552 | 189,517 | 189,517 | 205,872 |
| 610200 Labor Pool Allocations | 28,578 | 35,698 | 9,112 | - | - | - |
| 610400 Call Time | 30 | 100 | - | - | - | - |
| 610500 Overtime Wages | 164 | - | - | 567 | 567 | 595 |
| 610800 Part-Time Wages | 107,348 | 122,958 | 10,015 | 125,136 | 125,136 | 135,696 |
| 611000 Other Compensation | - | 55 | 55 | - | - | - |
| 611400 Sick Pay | 1,018 | - | 7 | - | - | - |
| 611500 Vacation Pay | 13,783 | 18,912 | 2,079 | - | - | - |
| 615000 Fringes | 65,350 | 73,818 | 20,928 | 85,369 | 85,369 | 88,141 |
| 615500 Unemployment Compensation | 1,193 | 4,121 | 2,637 | - | - | - |
| 617000 Pension Expense | 7,353 | (23,773) | - | - | - | - |
| 617100 OPEB Expense | 494 | 2,988 | - | - | - | - |
| TOTAL PERSONNEL | 356,658 | 366,092 | 90,385 | 400,589 | 400,589 | 430,304 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 1,600 | 59 | 426 | 750 | 750 | 750 |
| TOTAL TRAINING / TRAVEL | 1,600 | 59 | 426 | 750 | 750 | 750 |
| Supplies | | | | | | |
| 630100 Office Supplies | 221 | 213 | 7 | 500 | 500 | 500 |
| 630300 Memberships & Licenses | 1,904 | 1,824 | 1,466 | 1,760 | 1,760 | 1,760 |
| 630600 Building Maint./Janitorial | 1,260 | 1,094 | 289 | 1,500 | 1,500 | 1,500 |
| 630700 Food & Provisions | - | 50 | - | 50 | 50 | 50 |
| 630801 Topsoil, Sand, Gravel | 4,145 | 3,849 | 1,871 | 3,400 | 3,400 | 4,500 |
| 630803 Seed, Fertilizer | 5,919 | 8,881 | 5,526 | 9,000 | 9,000 | 11,000 |
| 630804 Plant Material | - | 138 | 22 | 500 | 500 | 300 |
| 630807 Herbicides/Pesticides | 21,730 | 23,437 | 18,434 | 24,000 | 24,000 | 26,000 |
| 631401 Alcoholic Beverages | 23,461 | 28,832 | 3,238 | 24,600 | 24,600 | 24,600 |
| 631402 Non-Alcoholic Beverages | 8,382 | 8,984 | 1,391 | 8,000 | 8,000 | 8,000 |
| 631403 Candy/Food | 6,181 | 8,998 | 1,438 | 12,750 | 12,750 | 12,750 |
| 631404 Other Concession Supplies | 16,178 | 18,770 | 8,909 | 13,500 | 13,500 | 13,500 |
| 631405 Promotional Supplies | 342 | 394 | - | 1,550 | 1,550 | 1,550 |
| 631603 Other Misc. Supplies | 435 | 2,394 | 2,624 | 2,000 | 2,000 | 3,500 |
| 632002 Outside Printing | 1,833 | 2,709 | 693 | 4,000 | 4,000 | 4,000 |
| 632101 Uniforms | - | 433 | - | 500 | 500 | 500 |
| 632200 Gas Purchases | 10,028 | 16,535 | 2,767 | 14,000 | 14,000 | 20,770 |
| 632700 Miscellaneous Equipment | 5,332 | 6,894 | 10,870 | 13,000 | 43,000 | 30,000 |
| TOTAL SUPPLIES | 107,351 | 134,429 | 59,545 | 134,610 | 164,610 | 164,780 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 2,123 | 2,170 | - | 2,160 | 2,160 | 2,160 |
| 640300 Bank Service Fees | 17,505 | 20,877 | 2,466 | 13,000 | 13,000 | 19,000 |
| 640400 Consulting Services | - | - | - | 500 | 500 | 500 |
| 640700 Solid Waste/Recycling Pickup | 2,294 | 2,508 | 1,101 | 2,405 | 2,405 | 2,460 |
| 640800 Contractor Fees | 1,120 | 1,296 | - | 1,000 | 1,000 | 1,000 |
| 641200 Advertising | 4,153 | 4,619 | 1,667 | 7,500 | 7,500 | 6,000 |
| 641301 Electric | 21,862 | 23,986 | 5,135 | 22,063 | 22,063 | 22,725 |
| 641302 Gas | 3,628 | 5,264 | 3,869 | 4,300 | 4,300 | 4,300 |
| 641303 Water | 1,649 | 1,802 | 256 | 2,100 | 2,100 | 2,100 |
| 641304 Sewer | 432 | 522 | 80 | 650 | 650 | 676 |
| 641306 Stormwater | 13,174 | 13,196 | 3,330 | 13,160 | 13,160 | 13,160 |
| 641307 Telephone | 2,265 | 603 | 253 | 3,900 | 3,900 | 3,000 |

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| 641308 Cellular Phones | 341 | 634 | 416 | 1,000 | 1,000 | 1,000 |
| 641309 Cable Services | 2,162 | 2,233 | 282 | 2,150 | 2,150 | 2,150 |
| 641800 Equipment Repairs & Maint. | 7,039 | 5,662 | 843 | 5,000 | 5,000 | 5,000 |
| 642000 Facilities Charges | 29,798 | 56,783 | 19,686 | 33,357 | 33,357 | 34,837 |
| 642400 Software Support | 1,860 | - | 199 | 1,860 | 1,860 | 1,944 |
| 642501 CEA Operations/Maint. | 34,742 | 37,293 | 4,949 | 48,146 | 48,146 | 48,150 |
| 642502 CEA Depreciation/Replace. | 61,007 | 63,068 | 15,585 | 73,037 | 73,037 | 71,548 |
| 645400 Grounds Repair & Maintenance | 765 | 3,406 | - | 2,000 | 2,000 | 2,000 |
| 650100 Insurance | 6,296 | 6,168 | 2,590 | 6,213 | 6,213 | 7,540 |
| 650302 Equipment Rent | 33,517 | 30,161 | 661 | 33,500 | 33,500 | 33,500 |
| 659900 Other Contracts/Obligation | - | - | - | - | - | - |
| TOTAL PURCHASED SVCS | <u>247,732</u> | <u>282,251</u> | <u>63,368</u> | <u>279,001</u> | <u>279,001</u> | <u>284,750</u> |
| | | | | | | |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 60,381 | 62,801 | 27,270 | 61,000 | 61,000 | 61,000 |
| 672000 Interest Payments | 10,091 | 8,063 | 2,625 | 6,300 | 6,300 | 3,975 |
| TOTAL MISCELLANEOUS EXP | <u>70,472</u> | <u>70,864</u> | <u>29,895</u> | <u>67,300</u> | <u>67,300</u> | <u>64,975</u> |
| | | | | | | |
| Capital Outlay | | | | | | |
| 680200 Land Improvements | 9,621 | 194,975 | - | - | - | - |
| 689900 Other Capital Outlay | (9,621) | (194,975) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| | | | | | | |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 17,900 | 17,900 | 7,458 | 17,900 | 17,900 | 17,900 |
| 791400 Transfer Out - Capital Project | 3,850 | - | - | - | - | - |
| TOTAL TRANSFERS | <u>21,750</u> | <u>17,900</u> | <u>7,458</u> | <u>17,900</u> | <u>17,900</u> | <u>17,900</u> |
| | | | | | | |
| TOTAL EXPENSE | <u>805,563</u> | <u>871,595</u> | <u>251,077</u> | <u>900,150</u> | <u>930,150</u> | <u>963,459</u> |

CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---|-------------------|---------------------|---------------------|---------------------|---------------------|
| Charges for Services | \$ 823,642 | \$ 956,753 | \$ 826,250 | \$ 826,250 | \$ 880,800 |
| Miscellaneous | 17,180 | 23,924 | 17,000 | 17,000 | 17,000 |
| Lease Revenue | 61,746 | 63,551 | 63,983 | 63,983 | 64,660 |
| Total Revenues | <u>902,568</u> | <u>1,044,228</u> | <u>907,233</u> | <u>907,233</u> | <u>962,460</u> |
| Expenses | | | | | |
| Operation and Maintenance | 713,341 | 782,831 | 814,950 | 844,950 | 880,584 |
| Depreciation | 60,381 | 62,801 | 61,000 | 61,000 | 61,000 |
| Total Expenses | <u>773,722</u> | <u>845,632</u> | <u>875,950</u> | <u>905,950</u> | <u>941,584</u> |
| Operating Income (Loss) | 128,846 | 198,596 | 31,283 | 1,283 | 20,876 |
| Non-operating Revenues (Expenses) | | | | | |
| Interest Income | 5,538 | (3,226) | 3,000 | 3,000 | 1,000 |
| Interest Expense | (10,091) | (8,063) | (6,300) | (6,300) | (3,975) |
| Total Non-Operating | <u>(4,553)</u> | <u>(11,289)</u> | <u>(3,300)</u> | <u>(3,300)</u> | <u>(2,975)</u> |
| Net Income (Loss) Before Transfers | 124,293 | 187,307 | 27,983 | (2,017) | 17,901 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | - | - | - | - | - |
| Operating Transfers out | (21,750) | (17,900) | (17,900) | (17,900) | (17,900) |
| Change in Net Assets | 102,543 | 169,407 | 10,083 | (19,917) | 1 |
| Net Assets - Beginning | 854,458 | 957,001 | 1,126,408 | 1,126,408 | 1,106,491 |
| Net Assets - Ending | <u>\$ 957,001</u> | <u>\$ 1,126,408</u> | <u>\$ 1,136,491</u> | <u>\$ 1,106,491</u> | <u>\$ 1,106,492</u> |

SCHEDULE OF CASH FLOWS

| | | |
|-----------------------------|-------------------|-------------------|
| Cash - Beginning of Year | \$ 542,111 | \$ 508,194 |
| + Change in Net Assets | (19,917) | 1 |
| - Capital Contributions | - | - |
| + Depreciation | 61,000 | 61,000 |
| - Fixed Assets | - | - |
| + Advance from general fund | - | - |
| - Principal Repayment | (75,000) | (75,000) |
| Working Cash - End of Year | <u>\$ 508,194</u> | <u>\$ 494,195</u> |

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

| | 2021 Actual | 2022 Projected | 2023 Budget | 2024 Projected | 2025 Projected | 2026 Projected | 2027 Projected |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 956,753 | \$ 826,250 | \$ 880,800 | \$ 898,416 | \$ 916,384 | \$ 934,712 | \$ 953,406 |
| Miscellaneous | 23,924 | 17,000 | 17,000 | 17,340 | 17,687 | 18,041 | 18,402 |
| Lease Revenue | 63,551 | 63,983 | 64,660 | 64,660 | 64,660 | 64,660 | 64,660 |
| Total Revenues | <u>1,044,228</u> | <u>907,233</u> | <u>962,460</u> | <u>980,416</u> | <u>998,731</u> | <u>1,017,413</u> | <u>1,036,468</u> |
| Expenses | | | | | | | |
| Operating Expenses | 782,831 | 844,950 | 880,584 | 902,599 | 925,164 | 948,293 | 972,000 |
| Depreciation | 62,801 | 61,000 | 61,000 | 60,139 | 59,355 | 56,510 | 53,666 |
| Total Expenses | <u>845,632</u> | <u>905,950</u> | <u>941,584</u> | <u>962,738</u> | <u>984,519</u> | <u>1,004,803</u> | <u>1,025,666</u> |
| Operating Income | 198,596 | 1,283 | 20,876 | 17,678 | 14,212 | 12,610 | 10,802 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | (3,226) | 3,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Interest Expense | (8,063) | (6,300) | (3,975) | (1,725) | (300) | - | - |
| Total Non-Operating | <u>(11,289)</u> | <u>(3,300)</u> | <u>(2,975)</u> | <u>(725)</u> | <u>700</u> | <u>1,000</u> | <u>1,000</u> |
| Net Income Before Transfers | 187,307 | (2,017) | 17,901 | 16,953 | 14,912 | 13,610 | 11,802 |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | - | - | - | - | - | - | - |
| General Fund/CEA | (17,900) | (17,900) | (17,900) | (17,900) | (17,900) | (17,900) | (17,900) |
| Change in Net Assets | 169,407 | (19,917) | 1 | (947) | (2,988) | (4,290) | (6,098) |
| Total Net Assets - Beginning | 957,001 | 1,126,408 | 1,106,491 | 1,106,492 | 1,105,545 | 1,102,558 | 1,098,268 |
| Total Net Assets - Ending | <u>\$ 1,126,408</u> | <u>\$ 1,106,491</u> | <u>\$ 1,106,492</u> | <u>\$ 1,105,545</u> | <u>\$ 1,102,558</u> | <u>\$ 1,098,268</u> | <u>\$ 1,092,170</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Cash - Beginning of the Year | \$ 542,111 | \$ 508,194 | \$ 494,195 | \$ 473,387 | \$ 454,755 | \$ 426,975 |
| + Change in Net Assets | (19,917) | 1 | (947) | (2,988) | (4,290) | (6,098) |
| - Capital Contributions | - | - | - | - | - | - |
| + Depreciation | 61,000 | 61,000 | 60,139 | 59,355 | 56,510 | 53,666 |
| + Long Term Debt | - | - | - | - | - | - |
| - Fixed Assets | - | - | - | - | - | - |
| - Principal Repayment | (75,000) | (75,000) | (80,000) | (75,000) | (80,000) | (80,000) |
| Working Cash - End of Year | <u>\$ 508,194</u> | <u>\$ 494,195</u> | <u>\$ 473,387</u> | <u>\$ 454,755</u> | <u>\$ 426,975</u> | <u>\$ 394,543</u> |
| 25% Working Capital Reserve (prior year's audited expenses) | | \$ 217,288 | \$ 225,615 | \$ 230,556 | \$ 235,841 | \$ 241,548 |

ASSUMPTIONS:

Rounds of golf played @ projected 2021 levels and then increasing slightly for estimated increase in rounds
2% overall revenue increase in 2024 and beyond
Operating expenses to increase 2.5% per year after 2023
None of the costs identified in the Reid Golf Course CIP for 2023 and beyond are included in this projection
Strive to maintain a level of 25% working capital reserve

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

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

| 2012 Taxable General Obligation Refunding Bonds | | | |
|--|-------------------|-----------------|-------------------|
| Year | Principal | Interest | Total |
| 2023 | \$ 75,000 | \$ 3,975 | \$ 78,975 |
| 2024 | 75,000 | 1,725 | 76,725 |
| 2025 | 20,000 | 300 | 20,300 |
| | <u>\$ 170,000</u> | <u>\$ 6,000</u> | <u>\$ 176,000</u> |

| 2021 General Fund Advance | | | |
|------------------------------|-------------------|-------------|-------------------|
| Year | Principal | Interest | Total |
| 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 |
| | <u>\$ 100,000</u> | <u>\$ -</u> | <u>\$ 100,000</u> |

| Total | | | |
|-------|-------------------|-----------------|-------------------|
| Year | Principal | Interest | Total |
| 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 |
| | <u>\$ 410,000</u> | <u>\$ 6,000</u> | <u>\$ 416,000</u> |

CITY OF APPLETON 2023 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2023 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2022 EVENTS

Maintain high quality library services

Relocated and reestablished library service into temporary library ("Kensington") within less than six weeks. Extended due dates, offered exterior materials return, and continued telephone service throughout the closure. Leveraged relationships with community partners for programming throughout community. Positive community feedback regarding temporary library.

Summer Reading Program

- Offered for all ages utilizing online and in-person options; 1,056 children, 78 teens, and 260 adults participated.

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

- Grants include:

- The completion of 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. Appleton Public Library (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.

- Friends of the APL provided \$42,500 in grants.

- Librarians engaged in initiatives at the State level, including serving as a mentor for Wisconsin Libraries - Transforming Communities.

- Recipient of Wisconsin Humanities Community Powered grant, funding a project coordinator for one year to harness stories, histories and the strength of communities to build community resilience.

Continue to explore facility needs and options

In 2022, staff worked with architects on:

- completing design of the renovated library,

- identifying, designing and budgeting for service at temporary location,

- relocating to the temporary location and setting up alternative service models during construction.

Continue cooperation with schools and other community organizations

- As part of the Fox Cities Reads program, "There There" by Tommy Orange (the primary selection) and "Apple in the Middle" by Dawn Quigly (for school aged readers) were read and discussed throughout the community - author presentation was virtual; Fox Cities Book Festival included in person and virtual events.

- Collaborated with numerous educational institutions, businesses, and non-profit and civic groups. Collaborations include English Language Learner programs, Building for Kids, Appleton Downtown, Inc. (ADI), Fox Valley Symphony, and Boys & Girls Club.

- Staff continued to serve on Imagine Fox Cities Leadership and Belonging Teams.

- As a United Way Agency, the library coordinates the Reach Out and Read - Fox Cities program.

Utilize volunteers more effectively

In 2022, volunteer engagement continued through preparation for the move. At Kensington, volunteers will continue providing services in the areas of: greeting, computer help, delivery materials to homebound patrons, shelving and straightening, assistance with Children's programs in the community and some clerical local history projects. Outreach support continues with Reach Out and Read, and recently, with JJ's Laundromat's Read Play Learn space where volunteers set up passive literacy activities and replenish the books.

Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered. Added Kanopy streaming film service.

- Offered programming in-person and online via video conferencing 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 2023 BUDGET LIBRARY

MAJOR 2023 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 library building project. Provide library service that is responsive to community needs during construction and develop new processes, procedures and systems for the new library. Support the work of the capital campaign.

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.

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 to access and advance equity and inclusion for library policies, collections, programs and services.

Promote 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 while the library operates in a temporary location during construction.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|------------------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 1,237,716 | \$ 1,241,646 | \$ 1,107,501 | \$ 1,171,230 | \$ 1,110,405 | 0.26% |
| Program Expenses | | | | | | | |
| 16010 | Administration | 648,023 | 744,086 | 696,009 | 729,509 | 678,708 | -2.49% |
| 16021 | Children's Services | 542,351 | 552,126 | 533,616 | 551,567 | 572,650 | 7.31% |
| 16023 | Public Services | 680,116 | 680,716 | 704,889 | 735,189 | 754,213 | 7.00% |
| 16024 | Community Partnerships | 501,360 | 526,658 | 500,775 | 518,775 | 529,106 | 5.66% |
| 16031 | Building Operations | 406,380 | 380,755 | 525,935 | 821,007 | 574,837 | 9.30% |
| 16032 | Materials Management | 1,436,398 | 1,439,720 | 1,302,967 | 1,341,546 | 1,351,777 | 3.75% |
| 16033 | Network Services | 279,001 | 236,393 | 268,130 | 308,928 | 232,198 | -13.40% |
| TOTAL | | \$ 4,493,629 | \$ 4,560,454 | \$ 4,532,321 | \$ 5,006,521 | \$ 4,693,489 | 3.56% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 3,211,801 | 3,288,863 | 3,334,116 | 3,340,116 | 3,579,902 | 7.37% |
| Training & Travel | | 39,904 | 33,568 | 35,234 | 38,234 | 28,234 | -19.87% |
| Supplies & Materials | | 756,462 | 707,838 | 580,291 | 680,469 | 551,132 | -5.02% |
| Purchased Services | | 480,886 | 518,651 | 578,182 | 943,204 | 529,723 | -8.38% |
| Capital Outlay | | 4,576 | 11,534 | 4,498 | 4,498 | 4,498 | 0.00% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | |

* % change from prior year adopted budget
Library.xls

CITY OF APPLETON 2023 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM MISSION

To ensure delivery of library programs and services to patrons for the benefit of the community, the Administration program plans, organizes and develops resources, and facilitates effective and responsible staff efforts.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #5: "Promote an environment that is respectful and inclusive", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

Objectives:

Oversee the Library's long-range plan and ensure the Library is responsive to community needs.

Promote collections, programs and services.

Ensure integrity in quality library services for the public at Kensington, while developing long term strategies for service when the new library is completed.

Complete design of renovated/expanded library.

Work with the Friends of the Appleton Public Library to develop strong public/private partnership and implement a successful capital campaign. Be good stewards of grant funds.

Eliminate barriers to access and advance equity and inclusion for library policies, collections, programs and services.

Continue identifying ways to leverage volunteers in the provision of library services as well as proactively plan for new operational models upon the completion of the new library.

Ensure staff have the resources, planning and training to be prepared to serve the community in the new library when it is completed.

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 through lost and paid funds. The offsetting revenue is recorded in the Materials Management budget.

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

During 2022, changes were made to move the Library Building Supervisor, formally the Safety Supervisor, from the Administration budget to the Operations budget, decreasing both the Regular Salaries and Fringes lines in this section.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 423200 Library Grants & Aids | \$ 1,070,138 | \$ 1,091,736 | \$ 1,063,001 | \$ 1,063,001 | \$ 1,064,805 |
| 480100 Charges for Services | 14,728 | 3,980 | - | - | - |
| 501500 Rental of City Property | 30,000 | 30,000 | - | - | - |
| 502000 Donations & Memorials | 553 | 1,279 | - | - | - |
| 503500 Other Reimbursements | 22,082 | 68,946 | - | 42,500 | 15,000 |
| Total Revenue | <u>\$ 1,137,501</u> | <u>\$ 1,195,941</u> | <u>\$ 1,063,001</u> | <u>\$ 1,105,501</u> | <u>\$ 1,079,805</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 430,382 | \$ 458,195 | \$ 466,769 | \$ 466,769 | \$ 447,467 |
| 610400 Call Time Wages | 15 | 600 | - | - | - |
| 610500 Overtime Wages | 48 | - | - | - | - |
| 610800 Part-Time Wages | 4,599 | 6,724 | 7,500 | 7,500 | 5,208 |
| 615000 Fringes | 142,050 | 164,126 | 177,689 | 177,689 | 158,542 |
| 620100 Training/Conferences | 5,440 | 2,355 | 4,920 | 7,920 | 4,920 |
| 620600 Parking Permits | 22,823 | 23,109 | 12,000 | 12,000 | 5,000 |
| 630100 Office Supplies | 2,300 | 3,777 | 4,635 | 4,635 | 3,000 |
| 630300 Memberships & Licenses | 3,393 | 2,202 | 2,200 | 2,200 | 2,200 |
| 630500 Awards & Recognition | 879 | 1,073 | 850 | 1,850 | 850 |
| 630700 Food & Provisions | 319 | 610 | 1,135 | 1,935 | 1,135 |
| 632001 City Copy Charges | 302 | - | 100 | 100 | 100 |
| 632002 Outside Printing | 1,033 | 2,463 | - | 1,200 | - |
| 641200 Advertising | 2,477 | 6,330 | 1,288 | 19,288 | 1,288 |
| 641307 Telephone | 3,358 | 3,407 | 2,948 | 2,948 | 5,298 |
| 641308 Cellular Phones | 615 | 1,232 | 1,600 | 1,600 | 1,300 |
| 659900 Other Contracts/Obligation | 27,990 | 67,883 | 12,375 | 21,875 | 42,400 |
| Total Expense | <u>\$ 648,023</u> | <u>\$ 744,086</u> | <u>\$ 696,009</u> | <u>\$ 729,509</u> | <u>\$ 678,708</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|----------------|------------------|
| Security Guard | \$ 42,000 |
| Piano Tuning | 400 |
| | <u>\$ 42,400</u> |

CITY OF APPLETON 2023 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, 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 Appleton Area School District 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 one-on-one 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------|------------|--------------|--------------|------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503500 Other Reimbursements | 18,800 | 2,732 | - | 19 | - |
| Total Revenue | \$ 18,800 | \$ 2,732 | \$ - | \$ 19 | \$ - |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 361,433 | \$ 388,268 | \$ 362,814 | \$ 362,814 | \$ 385,447 |
| 610800 Part-Time Wages | 27,648 | 3,307 | 28,085 | 28,085 | 31,881 |
| 615000 Fringes | 128,929 | 134,961 | 134,500 | 134,500 | 147,917 |
| 620100 Training/Conferences | 5,480 | 3,759 | 4,405 | 4,405 | 4,405 |
| 630100 Office Supplies | 16,460 | 7,101 | 2,812 | 16,627 | 2,000 |
| 630700 Food & Provisions | 690 | 270 | - | 1,136 | - |
| 659900 Other Contracts/Obligation | 1,711 | 14,460 | 1,000 | 4,000 | 1,000 |
| Total Expense | \$ 542,351 | \$ 552,126 | \$ 533,616 | \$ 551,567 | \$ 572,650 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 over 69,000 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 1,814 | \$ 28 | \$ 400 | \$ 400 | \$ 100 |
| Total Revenue | \$ 1,814 | \$ 28 | \$ 400 | \$ 400 | \$ 100 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 458,777 | \$ 439,164 | \$ 449,189 | \$ 449,189 | \$ 469,258 |
| 610500 Overtime Wages | 1 | - | - | - | - |
| 610800 Part-Time Wages | 74,200 | 84,680 | 83,267 | 83,267 | 88,022 |
| 615000 Fringes | 138,466 | 154,298 | 157,844 | 157,844 | 182,844 |
| 620100 Training/Conferences | 2,167 | 391 | 2,565 | 2,565 | 2,565 |
| 630100 Office Supplies | 2,243 | 2,183 | 3,500 | 3,500 | 3,000 |
| 659900 Other Contracts/Obligation | 4,262 | - | 8,524 | 38,824 | 8,524 |
| Total Expense | \$ 680,116 | \$ 680,716 | \$ 704,889 | \$ 735,189 | \$ 754,213 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 32,000 | \$ 2,125 | \$ - | \$ - | \$ - |
| Total Revenue | <u>\$ 32,000</u> | <u>\$ 2,125</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 346,580 | \$ 350,702 | \$ 349,375 | \$ 349,375 | \$ 372,436 |
| 610800 Part-Time Wages | 13,321 | 18,621 | - | 6,000 | - |
| 615000 Fringes | 126,676 | 141,221 | 144,138 | 144,138 | 149,720 |
| 620100 Training/Conferences | 3,990 | 2,910 | 4,450 | 4,450 | 4,450 |
| 620600 Parking Permits | - | 5 | - | - | - |
| 630100 Office Supplies | 3,149 | 3,462 | 2,812 | 5,812 | 2,500 |
| 630300 Memberships & Licenses | 74 | - | - | - | - |
| 659900 Other Contracts/Obligation | 7,570 | 9,737 | - | 9,000 | - |
| Total Expense | <u>\$ 501,360</u> | <u>\$ 526,658</u> | <u>\$ 500,775</u> | <u>\$ 518,775</u> | <u>\$ 529,106</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM MISSION

Support the community and the library's role as a hub of learning and literacy by maintaining a welcoming environment that promotes and contributes to lifelong learning.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #4: "Continually assess trends affecting the community and proactively respond", #5: "Promote an environment that is respectful and inclusive", and #6: "Create opportunities and learn from successes and failures".

Objectives:

Maintain cleanliness and sanitization, and perform light maintenance of the Library building.

Provide continued assistance to the Library staff and community.

Explore new strategies to support workflows and services throughout APL; proactively meet the needs of the community through quality customer service and by incorporating sustainable and cost-effective practices in day-to-day operations.

Facilitate work done in Library in conjunction with the City Facilities Management Department by performing cleaning, basic facility and equipment maintenance, and reporting building needs or concerns to supervision.

Major changes in Revenue, Expenditures, or Programs:

Operations will support facility and operational needs while at the temporary facility, including cleaning services usually done by contracted cleaning services.

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

During 2022, changes were made to move the Library Building Supervisor, formally the Safety Supervisor, from the Administration budget to the Operations budget, increasing both the Regular Salaries and Fringes lines in this section.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 500100 Fees & Commissions | \$ 337 | \$ 143 | \$ 600 | \$ 600 | \$ - |
| 503500 Other Reimbursements | - | 6 | - | - | - |
| Total Revenue | <u>\$ 337</u> | <u>\$ 149</u> | <u>\$ 600</u> | <u>\$ 600</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 77,876 | \$ 77,563 | \$ 77,270 | \$ 77,270 | \$ 138,634 |
| 610500 Overtime Wages | 703 | - | - | - | - |
| 610800 Part-Time Wages | 3,915 | 6,867 | 8,000 | 8,000 | 17,430 |
| 615000 Fringes | 23,898 | 25,969 | 26,297 | 26,297 | 54,828 |
| 620100 Training/Conferences | 4 | - | 830 | 830 | 830 |
| 630600 Building Maint./Janitorial | 6,416 | 7,907 | 7,000 | 7,000 | 7,000 |
| 630902 Tools & Instruments | 14 | 82 | 150 | 150 | 150 |
| 632101 Uniforms | 180 | - | - | - | - |
| 632300 Safety Supplies | 1,039 | 245 | 550 | 550 | 550 |
| 632700 Miscellaneous Equipment | 238 | 1,325 | 650 | 650 | 650 |
| 640700 Solid Waste/Recycling | 4,219 | 3,897 | 4,125 | 4,125 | 1,200 |
| 641300 Utilities | 106,777 | 122,878 | 40,000 | 40,000 | 50,000 |
| 641600 Building Repairs & Maint. | 1,788 | 15 | 2,000 | 2,000 | 2,000 |
| 641800 Equipment Repairs & Maint. | - | - | 400 | 400 | 1,000 |
| 642000 Facilities Charges | 179,313 | 134,007 | 100,000 | 160,825 | 100,565 |
| 644000 Snow Removal Services | - | - | - | - | 50,000 |
| 650200 Leases | - | - | 258,663 | 492,910 | 150,000 |
| Total Expense | <u>\$ 406,380</u> | <u>\$ 380,755</u> | <u>\$ 525,935</u> | <u>\$ 821,007</u> | <u>\$ 574,837</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Leases

| | |
|----------------------------|-------------------|
| Temporary library facility | \$ 150,000 |
| | <u>\$ 150,000</u> |

Snow Removal Services

| | |
|----------------------|------------------|
| Pfefferle Management | \$ 50,000 |
| | <u>\$ 50,000</u> |

CITY OF APPLETON 2023 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 access.

Major changes in Revenue, Expenditures, or Programs:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

Other Reimbursements represents amounts that are received from patrons for lost materials. These budgeted funds are part of a four year plan to offset the lost revenue in Charges for Services, within the Administration budget, as a result of no longer charging overdue fines.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 41,692 | \$ 35,242 | \$ 25,000 | \$ 46,150 | \$ 15,000 |
| Total Revenue | <u>\$ 41,692</u> | <u>\$ 35,242</u> | <u>\$ 25,000</u> | <u>\$ 46,150</u> | <u>\$ 15,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 523,499 | \$ 512,901 | \$ 513,223 | \$ 513,223 | \$ 546,979 |
| 610800 Part-Time Wages | 63,614 | 70,389 | 64,647 | 64,647 | 70,046 |
| 615000 Fringes | 139,627 | 149,888 | 156,650 | 156,650 | 165,118 |
| 620100 Training/Conferences | - | 1,003 | 3,324 | 3,324 | 3,324 |
| 630100 Office Supplies | 21,602 | 18,157 | 24,417 | 24,417 | 24,417 |
| 631500 Books & Library Materials | 623,914 | 623,739 | 475,000 | 513,429 | 475,000 |
| 659900 Other Contracts/Obligation | 64,142 | 63,643 | 65,706 | 65,856 | 66,893 |
| Total Expense | <u>\$ 1,436,398</u> | <u>\$ 1,439,720</u> | <u>\$ 1,302,967</u> | <u>\$ 1,341,546</u> | <u>\$ 1,351,777</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | | | |
|--|------------------|--|--------------------------------------|-------------------|--|
| <u>Office Supplies</u> | | | <u>Books & Library Materials</u> | | |
| General office supplies | \$ 3,128 | | Children's materials | \$ 115,000 | |
| Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.) | 16,084 | | Adult materials | 330,000 | |
| RFID supplies | 5,205 | | Digital content consortia | 30,000 | |
| | <u>\$ 24,417</u> | | | <u>\$ 475,000</u> | |
| | | | <u>Other Contracts/Obligations</u> | | |
| | | | OWLSnet contract | \$ 62,393 | |
| | | | Collection agency | 4,500 | |
| | | | | <u>\$ 66,893</u> | |

CITY OF APPLETON 2023 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 5,572 | \$ 5,429 | \$ 18,500 | \$ 18,560 | \$ 15,500 |
| Total Revenue | <u>\$ 5,572</u> | <u>\$ 5,429</u> | <u>\$ 18,500</u> | <u>\$ 18,560</u> | <u>\$ 15,500</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 96,849 | \$ 81,178 | \$ 104,234 | \$ 104,234 | \$ 115,861 |
| 610500 Overtime | 46 | - | - | - | - |
| 615000 Fringes | 28,650 | 19,238 | 22,625 | 22,625 | 32,264 |
| 620100 Training/Conferences | - | 36 | 2,740 | 2,740 | 2,740 |
| 630100 Office Supplies | 15 | 676 | 1,500 | 1,560 | 600 |
| 632700 Miscellaneous Equipment | 72,201 | 32,568 | 52,980 | 93,718 | 27,980 |
| 641800 Equipment Repairs & Maint. | 76,664 | 77,859 | 79,553 | 79,553 | 48,255 |
| 659900 Other Contracts/Obligation | - | 13,304 | - | - | - |
| 681500 Software Acquisition | 4,576 | 11,534 | 4,498 | 4,498 | 4,498 |
| Total Expense | <u>\$ 279,001</u> | <u>\$ 236,393</u> | <u>\$ 268,130</u> | <u>\$ 308,928</u> | <u>\$ 232,198</u> |

Note: The costs above reflect the needs while located in the temporary space during renovations.

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

| | |
|--------------------------------|------------------|
| Computer replacements | \$ 20,000 |
| Network hardware, wiring, etc. | 7,980 |
| | <u>\$ 27,980</u> |

Equipment Repairs and Maintenance

| | |
|---|------------------|
| Photocopier lease & maintenance | \$ 11,600 |
| Automated material handling equipment | 4,000 |
| Self checks and security gate contract | 9,000 |
| Software license and maintenance fees | 22,278 |
| Other equipment repairs and maintenance | 1,377 |
| | <u>\$ 48,255</u> |

**CITY OF APPLETON 2023 BUDGET
LIBRARY**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|-------------------------------------|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 423200 Library Grants & Aids | 1,070,138 | 1,091,736 | 576,313 | 1,063,001 | 1,063,001 | 1,064,805 |
| 480100 General Charges for Service | 14,728 | 3,980 | 314 | - | - | - |
| 500100 Fees & Commissions | 337 | 144 | 259 | 600 | 600 | - |
| 501500 Rental of City Property | 30,000 | 30,000 | 6,440 | - | - | - |
| 502000 Donations & Memorials | 553 | 1,279 | 83 | - | - | - |
| 503500 Other Reimbursements | 121,960 | 114,511 | 76,311 | 43,900 | 107,629 | 45,600 |
| TOTAL PROGRAM REVENUES | 1,237,716 | 1,241,650 | 659,720 | 1,107,501 | 1,171,230 | 1,110,405 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 2,104,094 | 2,038,393 | 761,331 | 2,322,874 | 2,322,874 | 2,476,082 |
| 610400 Call Time Wages | 15 | 600 | 200 | - | - | - |
| 610500 Overtime Wages | 798 | - | 258 | - | - | - |
| 610800 Part-Time Wages | 187,297 | 220,589 | 73,140 | 191,499 | 197,499 | 212,587 |
| 611400 Sick Pay | 4,338 | 11,953 | 5,668 | - | - | - |
| 611500 Vacation Pay | 186,964 | 227,631 | 43,384 | - | - | - |
| 615000 Fringes | 728,295 | 789,697 | 282,841 | 819,743 | 819,743 | 891,233 |
| TOTAL PERSONNEL | 3,211,801 | 3,288,863 | 1,166,822 | 3,334,116 | 3,340,116 | 3,579,902 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 17,081 | 10,454 | 3,620 | 23,234 | 26,234 | 23,234 |
| 620600 Parking Permits | 22,823 | 23,114 | 6,755 | 12,000 | 12,000 | 5,000 |
| TOTAL TRAINING / TRAVEL | 39,904 | 33,568 | 10,375 | 35,234 | 38,234 | 28,234 |
| Supplies | | | | | | |
| 630100 Office Supplies | 45,770 | 35,354 | 4,733 | 39,676 | 56,551 | 35,517 |
| 630300 Memberships & Licenses | 3,467 | 2,202 | 1,175 | 2,200 | 2,200 | 2,200 |
| 630500 Awards & Recognition | 879 | 1,073 | 248 | 850 | 1,850 | 850 |
| 630600 Building Maint./Janitorial | 6,416 | 7,907 | 267 | 7,000 | 7,000 | 7,000 |
| 630700 Food & Provisions | 1,009 | 880 | 1,102 | 1,135 | 3,071 | 1,135 |
| 630902 Tools & Instruments | 14 | 82 | - | 150 | 150 | 150 |
| 631500 Books & Library Materials | 623,914 | 623,739 | 133,242 | 475,000 | 513,429 | 475,000 |
| 632001 City Copy Charges | 302 | - | - | 100 | 100 | 100 |
| 632002 Outside Printing | 1,033 | 2,463 | 674 | - | 1,200 | - |
| 632101 Uniforms | 180 | - | - | - | - | - |
| 632300 Safety Supplies | 1,039 | 245 | 110 | 550 | 550 | 550 |
| 632700 Miscellaneous Equipment | 72,439 | 33,893 | 6,456 | 53,630 | 94,368 | 28,630 |
| TOTAL SUPPLIES | 756,462 | 707,838 | 148,007 | 580,291 | 680,469 | 551,132 |
| Purchased Services | | | | | | |
| 640700 Solid Waste/Recycling Pickup | 4,219 | 3,897 | 2,539 | 4,125 | 4,125 | 1,200 |
| 641200 Advertising | 2,477 | 6,330 | 3,201 | 1,288 | 19,288 | 1,288 |
| 641301 Electric | 83,151 | 88,237 | 27,110 | 24,778 | 24,778 | 30,000 |
| 641302 Gas | 16,437 | 28,479 | 15,627 | 4,283 | 4,283 | 20,000 |
| 641303 Water | 2,895 | 2,053 | 704 | 5,125 | 5,125 | - |
| 641304 Sewer | 1,144 | 942 | 357 | 2,114 | 2,114 | - |
| 641306 Stormwater | 3,150 | 3,167 | 794 | 3,700 | 3,700 | - |
| 641307 Telephone | 3,358 | 3,407 | 1,441 | 2,948 | 2,948 | 5,298 |
| 641308 Cellular Phones | 615 | 1,232 | 290 | 1,600 | 1,600 | 1,300 |
| 641600 Building Repairs & Maint. | 1,788 | 15 | - | 2,000 | 2,000 | 2,000 |
| 641800 Equipment Repairs & Maint. | 76,664 | 77,859 | 22,700 | 79,953 | 79,953 | 49,255 |
| 642000 Facilities Charges | 179,313 | 134,007 | 60,594 | 100,000 | 160,825 | 100,565 |
| 644000 Snow Removal Services | - | - | - | - | - | 50,000 |
| 650200 Leases | - | - | - | 258,663 | 492,910 | 150,000 |
| 659900 Other Contracts/Obligation | 105,675 | 169,026 | 116,621 | 87,605 | 139,555 | 118,817 |
| TOTAL PURCHASED SVCS | 480,886 | 518,651 | 251,978 | 578,182 | 943,204 | 529,723 |
| Capital Outlay | | | | | | |
| 681500 Software Acquisition | 4,576 | 11,534 | 7,820 | 4,498 | 4,498 | 4,498 |
| TOTAL CAPITAL OUTLAY | 4,576 | 11,534 | 7,820 | 4,498 | 4,498 | 4,498 |
| TOTAL EXPENSE | 4,493,629 | 4,560,454 | 1,585,002 | 4,532,321 | 5,006,521 | 4,693,489 |

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

NOTES

| |
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| |
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**CITY OF APPLETON 2023 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.

Program funds are also included for a short-term grant from the American Library Association's Libraries Build Business Grant. This program officially ended in 2022, however, remaining funds from the grant will be expended in 2023.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|------------------------------------|---------------------------------|------------|------------|--------------|--------------|------------|------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| | Program Revenues | \$ 150,670 | \$ 158,138 | \$ 112,396 | \$ 112,396 | \$ 126,868 | 12.88% |
| | Program Expenses | \$ 113,801 | \$ 126,820 | \$ 126,411 | \$ 140,070 | \$ 126,868 | 0.36% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 39,098 | 57,566 | 39,771 | 39,771 | 41,268 | 3.76% |
| | Training & Travel | 49 | 10 | 2,350 | 2,350 | 2,000 | -14.89% |
| | Supplies & Materials | 52,420 | 51,079 | 77,690 | 77,690 | 77,000 | -0.89% |
| | Purchased Services | 22,234 | 18,165 | 6,600 | 20,259 | 6,600 | 0.00% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | |

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 150,670 | \$ 158,138 | \$ 112,396 | \$ 112,396 | \$ 126,868 |
| Total Revenue | <u>\$ 150,670</u> | <u>\$ 158,138</u> | <u>\$ 112,396</u> | <u>\$ 112,396</u> | <u>\$ 126,868</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 24,213 | \$ 25,370 | \$ 25,881 | \$ 25,881 | \$ 27,175 |
| 610800 Part Time | 3,581 | 19,030 | - | - | - |
| 615000 Fringes | 11,304 | 13,166 | 13,890 | 13,890 | 14,093 |
| 620100 Training/Conferences | 49 | 10 | 2,350 | 2,350 | 2,000 |
| 630100 Office Supplies | 654 | 1,281 | 3,500 | 3,500 | 3,000 |
| 631500 Books & Library Materials | 51,766 | 49,798 | 74,190 | 74,190 | 74,000 |
| 640400 Consulting Services | 3,999 | 3,600 | 3,600 | 3,600 | 3,600 |
| 641200 Advertising | 1,885 | 1,015 | 3,000 | 3,000 | 3,000 |
| 659900 Other Contracts | 16,350 | 13,550 | - | 13,659 | - |
| Total Expense | <u>\$ 113,801</u> | <u>\$ 126,820</u> | <u>\$ 126,411</u> | <u>\$ 140,070</u> | <u>\$ 126,868</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Books & Library Materials

| | |
|-----------------------------|------------------|
| Books for well-child visits | \$ 74,000 |
| | <u>\$ 74,000</u> |

**CITY OF APPLETON 2023 BUDGET
LIBRARY GRANTS**

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

| | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | |
| Other Reimbursements | \$ 150,670 | \$ 158,138 | \$ 112,396 | \$ 112,396 | \$ 126,868 |
| Total Revenues | <u>150,670</u> | <u>158,138</u> | <u>112,396</u> | <u>112,396</u> | <u>126,868</u> |
| Expenses | | | | | |
| Program Costs | 113,801 | 126,820 | 126,411 | 140,070 | 126,868 |
| Total Expenses | <u>113,801</u> | <u>126,820</u> | <u>126,411</u> | <u>140,070</u> | <u>126,868</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 | 36,869 | 31,318 | (14,015) | (27,674) | - |
| Fund Balance - Beginning | <u>59,854</u> | <u>96,723</u> | <u>128,041</u> | <u>128,041</u> | <u>100,367</u> |
| Fund Balance - Ending | <u>\$ 96,723</u> | <u>\$ 128,041</u> | <u>\$ 114,026</u> | <u>\$ 100,367</u> | <u>\$ 100,367</u> |

CITY OF APPLETON 2023 BUDGET

VALLEY TRANSIT

General Manager: Ron C. McDonald

Assistant General Manager: Amy L. Erickson

Administrative Services Manager: Debra A. Ebben

CITY OF APPLETON 2023 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 2022 EVENTS

Ridership

Valley Transit ridership is up (21%) in the first six months of 2022 when compared to 2021. Ridership fell in March 2020 when the President of the United States declared an emergency due to a pandemic. During the pandemic, Valley Transit provided uninterrupted essential service to customers who continued to need to travel. A vaccine was introduced into society in early 2021 allowing people to begin returning to work and school. Valley Transit has experienced continued 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 extended for one year and expired in 2021. On November 15, 2021, the Bipartisan Infrastructure Investment and Jobs Act was signed into law. The law is the largest long-term investment in the Nation's infrastructure and economy in history. It provides funding over fiscal years 2022 through 2026.

Although the FAST Act and the new Bipartisan Infrastructure Law have provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's classification as a large system and as a direct recipient of Federal Transit Administration (FTA) funds, continues to require a large amount of administrative time to meet our obligations to the FTA. Reporting requirements include quarterly financial and operational reports along with the fairly new asset reporting requirement (Transit Asset Management Plan – TAM) and new safety reporting requirements: Public Transportation Agency 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 provides emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic. The CARES Act also provides 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 President Biden 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.

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

A non-Federal entity that expends \$750,000 or more a year in Federal awards is required to have a single financial 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 2021 financial audit conducted in early 2022.

CITY OF APPLETON 2023 BUDGET VALLEY TRANSIT

MAJOR 2023 OBJECTIVES

Valley Transit's ridership significantly decreased during the pandemic. As businesses and schools reopened and workers returned to work, Valley Transit spent all of 2021 and 2022 attempting to regain the ridership lost during 2020. During 2023, as part of the continuing effort to regain ridership, Valley Transit will work on partnerships with area businesses to increase ridership by their employees. Valley Transit will also focus on strengthening its partnerships with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

During 2021, Valley Transit completed a site assessment and master plan for the Valley Transit Whitman Avenue Facility. It was followed with architectural and engineering work completed in 2022. We hope to release a construction bid document in 2022, with renovation being completed in 2023. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work.

In 2019, Valley Transit and East Central Wisconsin Regional Planning Commission (ECWRPC) undertook a strategic transit service planning process that resulted in a Transit Development Plan (TDP) for Valley Transit. The TDP is a short-term transit plan with recommendations for service improvements over a 5-year horizon. The final TDP was adopted by the Fox Cities Transit Commission on February 25, 2020.

The COVID pandemic emerged a few months after the TDP was adopted. After COVID, all efforts to implement the TDP were suspended as Valley Transit's focus became following public health guidelines and ensuring service for essential trips. During this same period, Valley Transit's driver shortage worsened and resulted in the suspension of peak service beginning on August 30, 2021. The market and assumptions that shaped the recent TDP have changed significantly. In 2022, Valley Transit hired a consultant to reassess and revise the recommendations of the TDP to prepare for transit service in 2022 and moving forward. During 2023, Valley Transit will continue to evaluate the recommendations of the new report and develop an implementation plan for the feasible recommendations.

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 2023, as will monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a state of good repair.

During 2022, Valley Transit contracted with a design engineer to perform a needs assessment and create a master plan for the downtown Transit Center facility. As the population in the Fox Cities and beyond expand, the need for accessible, reliable transportation is essential. The current community needs have exceeded the capacity of the existing Transit Center. During 2023, Valley Transit will finalize this project so that the needs analysis and master plan can be the basis used to obtain federal funding for a new joint development Transit Center.

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.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|-----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 10,441,165 | \$ 11,051,873 | \$ 19,289,409 | \$ 19,695,904 | \$ 10,985,494 | -43.05% |
| Program Expenses | | | | | | | |
| 58071000 | Administration | 1,578,346 | 1,531,528 | 2,045,518 | 2,083,574 | 2,182,504 | 6.70% |
| 58072000 | Vehicle Maint. | 792,807 | 882,024 | 865,736 | 3,387,131 | 915,701 | 5.77% |
| 58073000 | Facilities Maint. | 180,569 | 145,343 | 8,696,528 | 8,861,925 | 201,990 | -97.68% |
| 58074000 | Operations | 3,764,019 | 3,935,737 | 4,482,734 | 4,697,883 | 5,041,663 | 12.47% |
| 58075000 | ADA Paratransit | 1,117,835 | 1,410,639 | 2,316,706 | 2,316,706 | 2,398,535 | 3.53% |
| 58076000 | Ancillary Paratransit | 1,177,582 | 1,291,028 | 1,876,615 | 1,876,615 | 1,278,507 | -31.87% |
| TOTAL | | \$ 8,611,158 | \$ 9,196,299 | \$ 20,283,837 | \$ 23,223,834 | \$ 12,018,900 | -40.75% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 3,996,712 | 3,956,539 | 4,701,438 | 4,701,438 | 4,892,226 | 4.06% |
| Training & Travel | | 16,712 | 23,123 | 31,400 | 31,400 | 34,480 | 9.81% |
| Supplies & Materials | | 807,093 | 824,484 | 953,111 | 1,168,260 | 1,427,360 | 49.76% |
| Purchased Services | | 2,939,672 | 3,414,110 | 4,817,354 | 4,817,354 | 4,323,076 | -10.26% |
| Miscellaneous Expense | | 821,340 | 1,008,462 | 1,230,534 | 1,230,534 | 1,291,758 | 4.98% |
| Capital Expenditures | | 29,629 | (30,419) | 8,550,000 | 11,274,848 | 50,000 | -99.42% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 58.85 | 60.10 | 60.10 | 60.10 | 61.10 | |

**CITY OF APPLETON 2023 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:

Provide administrative support to ensure that local funding from the municipalities and counties is equitable

Monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services

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

Continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities

Fund Valley Transit in a manner that promotes stability and resilience and is flexible to accommodate a growing region

Major changes in Revenue, Expenditures, or Programs:

Combined State and federal operating assistance is estimated at 57% of eligible expenses in 2023.

The increase in Employee Recruitment is due to the current difficulty Valley Transit is experiencing with hiring qualified candidates. We anticipate higher recruitment costs during 2023.

The Contractor Fees are increased due to higher marketing costs associated with employee recruitment efforts and ongoing promotions to increase ridership.

The increase in depreciation expense is related to new buses and equipment purchased in 2022.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 58071000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|----------------------|----------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 1,938,727 | \$ 2,442,566 | \$ 11,483,560 | \$ 11,998,957 | \$ 3,470,641 |
| 422400 Miscellaneous State Aids | 5,270,298 | 5,440,104 | 2,846,167 | 2,846,167 | 2,985,726 |
| 423000 Misc Local Govt Aids | 429,789 | 418,254 | 509,207 | 509,207 | 537,860 |
| 471000 Interest on Investments | 72,072 | (25,996) | 12,500 | 12,500 | 12,500 |
| 487700 Advertising/Promo Fees | 43,415 | 80,870 | 65,000 | 65,000 | 65,000 |
| 500100 Fees & Commissions | 4,139 | 1,512 | 8,000 | 8,000 | 8,000 |
| 500400 Sale of City Property | - | 1,497 | - | - | - |
| 500600 Gain (Loss) on Assets | (13,411) | 3,469 | - | - | - |
| 501000 Miscellaneous Revenue | 1 | 1 | - | - | - |
| 502000 Donations | - | 500 | - | - | - |
| 503500 Other Reimbursements | 7,622 | 6,353 | - | - | - |
| 592100 Transfer In - General Fund | 580,838 | 563,536 | 709,073 | 709,073 | 709,339 |
| Total Revenue | \$ 8,333,490 | \$ 8,932,666 | \$ 15,633,507 | \$ 16,148,904 | \$ 7,789,066 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 237,095 | \$ 237,080 | \$ 236,839 | \$ 236,839 | \$ 246,096 |
| 615000 Fringes | 91,201 | (234,934) | 71,206 | 71,206 | 73,312 |
| 620100 Training/Conferences | 6,456 | 3,412 | 15,328 | 15,328 | 14,160 |
| 620400 Tuition Reimbursement | 2,702 | 4,429 | 2,200 | 2,200 | 2,200 |
| 620500 Employee Recruitment | 3,757 | 13,461 | 4,200 | 4,200 | 7,280 |
| 630100 Office Supplies | 2,989 | 4,052 | 4,139 | 4,139 | 4,363 |
| 630200 Subscriptions | 2,150 | 1,614 | 3,925 | 3,925 | 1,020 |
| 630300 Memberships & Licenses | 10,686 | 12,784 | 15,340 | 15,340 | 14,802 |
| 630400 Postage/Freight | 1,238 | 2,833 | 2,836 | 2,836 | 2,990 |
| 630500 Awards & Recognition | 450 | 2,405 | 930 | 930 | 930 |
| 630700 Food & Provisions | 1,467 | 893 | 1,240 | 1,240 | 1,240 |
| 631603 Other Misc. Supplies | 812 | 479 | 1,225 | 1,225 | 1,225 |
| 632001 City Copy Charges | 3,258 | 4,212 | 2,759 | 2,759 | 3,587 |
| 632002 Outside Printing | 14,509 | 6,079 | 17,987 | 17,987 | 18,963 |
| 632300 Safety Supplies | 155 | 343 | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | 13,523 | 717 | 4,500 | 4,500 | 6,700 |
| 632800 Signs | 1,700 | 5,190 | 10,000 | 10,000 | 10,000 |
| 640100 Accounting/Audit Fees | 8,738 | 10,678 | 7,892 | 7,892 | 8,080 |
| 640300 Bank Service Fees | 3,948 | 4,260 | 6,500 | 6,500 | 6,680 |
| 640400 Consulting Services | 4,404 | 2,503 | - | - | - |
| 640800 Contractor Fees | 57,329 | 63,058 | 51,222 | 51,222 | 103,200 |
| 641200 Advertising | 14,436 | 23,025 | 42,000 | 42,000 | 42,000 |
| 641300 Utilities | 81,012 | 82,271 | 78,276 | 78,276 | 90,059 |
| 641800 Equipment Repairs & Maint. | - | - | 230 | 230 | 242 |
| 642400 Software Support | 6,763 | 70,001 | 96,380 | 96,380 | 93,787 |
| 643000 Health Services | 384 | 923 | 2,015 | 2,015 | 2,015 |
| 650100 Insurance | 185,414 | 200,398 | 135,315 | 135,315 | 135,315 |
| 659900 Other Contracts/Obligation | 430 | 900 | - | - | - |
| 660100 Depreciation Expense | 821,340 | 1,008,462 | 1,230,534 | 1,230,534 | 1,291,758 |
| 680401 Machinery & Equipment | - | - | - | 38,056 | - |
| Total Expense | \$ 1,578,346 | \$ 1,531,528 | \$ 2,045,518 | \$ 2,083,574 | \$ 2,182,504 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--------------------------------------|------------------|-------------------------|-------------------|
| <u>Outside Printing</u> | | <u>Software Support</u> | |
| Fare material | \$ 6,868 | Fire Pixel, MSDS, Zoom | \$ 3,899 |
| Rider's guides & maps | 5,252 | DoubleMap | 34,234 |
| Public information materials | 5,873 | Transtrack | 55,119 |
| Forms | 970 | Moodle, Yodeck | 535 |
| | <u>\$ 18,963</u> | | <u>\$ 93,787</u> |
| <u>Advertising</u> | | <u>Contractor Fees</u> | |
| Community/rider promotions | \$ 12,309 | Shredding | \$ 1,200 |
| Prospective rider promotions | 10,000 | Marketing | 102,000 |
| Employer outreach | 5,000 | | <u>\$ 103,200</u> |
| Bus driver ads | 1,500 | | |
| Rider survey | 9,591 | | |
| Legal notices & translation services | 3,600 | | |
| | <u>\$ 42,000</u> | | |

**CITY OF APPLETON 2023 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:

Maintain the vehicle fleet in a manner that will ensure that all service requirements are met

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

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 2023 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.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 58072000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------|------------|--------------|--------------|------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503000 Damage to City Property | \$ 18,579 | \$ 47,981 | \$ - | \$ - | \$ - |
| Total Revenue | \$ 18,579 | \$ 47,981 | \$ - | \$ - | \$ - |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 348,931 | \$ 396,614 | \$ 393,535 | \$ 393,535 | \$ 438,041 |
| 610500 Overtime Wages | 14,652 | 8,992 | 8,037 | 8,037 | 8,374 |
| 615000 Fringes | 112,429 | 124,323 | 128,085 | 128,085 | 134,372 |
| 620100 Training/Conferences | 149 | 972 | 5,000 | 5,000 | 5,000 |
| 630901 Shop Supplies | 46,681 | 40,858 | 43,450 | 43,450 | 43,450 |
| 630902 Tools & Instruments | 79,504 | 8,332 | 10,000 | 10,000 | 10,000 |
| 631603 Other Misc. Supplies | 265 | 305 | 400 | 400 | 400 |
| 632101 Uniforms | 381 | - | 220 | 220 | 220 |
| 632200 Gas Purchases | 2,240 | 3,888 | 5,000 | 5,000 | 11,000 |
| 632601 Repair Parts | 78,469 | 242,775 | 139,000 | 139,000 | 139,000 |
| 632700 Miscellaneous Equipment | 32,763 | 6,364 | 12,700 | 12,700 | 10,000 |
| 641700 Vehicle Repairs & Maint. | 21,129 | 14,362 | 10,050 | 10,050 | 10,050 |
| 641800 Equipment Repairs & Maint. | 6,722 | 7,536 | 13,375 | 13,375 | 9,350 |
| 642400 Software Support | 17,452 | 23,424 | 18,810 | 18,810 | 18,810 |
| 643000 Health Services | 637 | 1,345 | 725 | 725 | 725 |
| 645100 Laundry Services | 1,582 | 1,564 | 2,000 | 2,000 | 1,560 |
| 650100 Insurance | 6,229 | - | 25,349 | 25,349 | 25,349 |
| 659900 Other Contracts/Obligation | 445 | 370 | - | - | - |
| 680401 Machinery & Equipment | 22,147 | - | - | - | - |
| 680403 Vehicles | - | - | 50,000 | 2,571,395 | 50,000 |
| Total Expense | \$ 792,807 | \$ 882,024 | \$ 865,736 | \$ 3,387,131 | \$ 915,701 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

| | |
|-------------------------------|------------------|
| Janitorial supplies | \$ 12,450 |
| Liquid gases | 4,000 |
| Shop supplies (grease, tools) | 27,000 |
| Total | \$ 43,450 |

Software Support

| | |
|------------------------------|------------------|
| GFI Maintenance agreement | \$ 14,000 |
| StarTran - Fleet Maintenance | 2,110 |
| Noregon, SOI, Transp Ref | 2,700 |
| Total | \$ 18,810 |

Vehicle & Equipment Parts

| | |
|-----------------------------------|-------------------|
| 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 |
| PM's and oil changes | 27,000 |
| Total | \$ 139,000 |

Vehicles

| | |
|--|------------------|
| Operations support vehicle - replacement | \$ 50,000 |
| Total | \$ 50,000 |

**CITY OF APPLETON 2023 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:

Provide clean, safe shelters for passengers waiting to board the bus

Provide a clean, safe working environment for employees

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. The project will be completed in 2023.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 58073000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 501500 Rental of City Property | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 |
| Total Revenue | <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 | \$ 798 | \$ 711 | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| 632508 Ice Control Materials | 8,127 | 8,532 | 9,000 | 9,000 | 9,000 |
| 632700 Miscellaneous Equipment | - | - | 1,000 | 1,000 | - |
| 640700 Waste/Recycling Pickup | 3,467 | 3,817 | 5,060 | 5,060 | 5,430 |
| 641600 Building Repairs & Maint. | 7,550 | 1,200 | - | - | - |
| 642000 Facilities Charges | 113,067 | 123,668 | 124,258 | 124,258 | 124,258 |
| 644000 Snow Removal Services | 11,613 | 11,975 | 22,992 | 22,992 | 22,992 |
| 645100 Laundry Services | 8,623 | 10,818 | 8,000 | 8,000 | 13,780 |
| 645400 Grounds Repair & Maint. | 2,140 | 1,668 | - | - | - |
| 650100 Insurance | - | - | 14,590 | 14,590 | 14,590 |
| 659900 Other Contracts/Obligation | 17,702 | 10,780 | 10,128 | 10,128 | 10,440 |
| 680300 Buildings | 7,482 | (27,826) | 8,500,000 | 8,640,397 | - |
| 680402 Furniture & Fixtures | - | - | - | 25,000 | - |
| Total Expense | <u>\$ 180,569</u> | <u>\$ 145,343</u> | <u>\$ 8,696,528</u> | <u>\$ 8,861,925</u> | <u>\$ 201,990</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Snow Removal Services

| | |
|-------------------------|------------------|
| Snow removal contractor | <u>\$ 22,992</u> |
| | <u>\$ 22,992</u> |

**CITY OF APPLETON 2023 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 fuel reflects the significant increase per gallon realized during 2022.

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 2023 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 58074000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 Federal Grants | \$ 308,813 | \$ 29,171 | \$ 300,000 | \$ 191,098 | \$ - |
| 487500 Farebox Revenue | 523,381 | 530,063 | 820,000 | 820,000 | 820,000 |
| 487600 Special Transit Revenues | 25,957 | 38,103 | 38,843 | 38,843 | 38,843 |
| 508500 Cash Short or Over | 411 | 201 | - | - | - |
| Total Revenue | \$ 858,562 | \$ 597,538 | \$ 1,158,843 | \$ 1,049,941 | \$ 858,843 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 2,125,337 | \$ 2,061,069 | \$ 2,525,788 | \$ 2,525,788 | \$ 2,550,569 |
| 610500 Overtime Wages | 198,566 | 356,614 | 68,116 | 68,116 | 67,757 |
| 615000 Fringes | 767,071 | 896,865 | 1,097,023 | 1,097,023 | 1,117,020 |
| 620100 Training/Conferences | 2,505 | 255 | - | - | - |
| 630100 Office Supplies | 37 | - | - | - | - |
| 630300 Memberships & Licenses | 2,159 | 1,538 | - | - | - |
| 630901 Shop Supplies & Tools | 220 | - | - | - | - |
| 631603 Other Misc. Supplies | 5,104 | - | - | 191,098 | - |
| 632002 Outside Printing | 486 | 40 | - | - | - |
| 632101 Uniforms | 22,497 | 7,696 | 9,060 | 9,060 | 9,070 |
| 632200 Gas Purchases | 231,387 | 349,137 | 567,500 | 587,625 | 1,039,500 |
| 632300 Safety Supplies | 176,615 | 7,742 | - | - | - |
| 632602 Tires | 40,379 | 40,358 | 41,500 | 45,426 | 41,500 |
| 632603 Lubricants | 3,651 | 18,432 | 25,000 | 25,000 | 25,000 |
| 632700 Miscellaneous Equipment | 1,184 | 1,394 | 6,900 | 6,900 | 8,400 |
| 632800 Signs | 14,774 | 34,527 | 2,000 | 2,000 | 2,000 |
| 640800 Contractor Fees | 152,911 | 136,420 | 86,200 | 86,200 | 127,200 |
| 643000 Health Services | 7,979 | 9,295 | 6,460 | 6,460 | 6,460 |
| 650100 Insurance | - | - | 46,587 | 46,587 | 46,587 |
| 659900 Other Contracts/Obligation | 11,157 | 14,355 | 600 | 600 | 600 |
| Total Expense | \$ 3,764,019 | \$ 3,935,737 | \$ 4,482,734 | \$ 4,697,883 | \$ 5,041,663 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

| | |
|--|---------------------|
| Non-diesel fuel 11,000 gal. @ \$5.50/gal | \$ 60,500 |
| Diesel fuel 178,000 gal. @ \$5.50/gal | 979,000 |
| | <u>\$ 1,039,500</u> |

Lubricants

| | |
|------------------------------|------------------|
| Diesel Exhaust Fluid | \$ 8,500 |
| Oil | 13,000 |
| Gear Lube | 1,400 |
| Automatic Transmission Fluid | 2,100 |
| | <u>\$ 25,000</u> |

Tires

| | |
|-----------------------|------------------|
| Tire leasing program | \$ 36,000 |
| Support vehicle tires | 5,500 |
| | <u>\$ 41,500</u> |

Contractor Fees

| | |
|-------------------------|-------------------|
| Transit Center security | \$ 96,000 |
| Bus cleaning/sanitizing | 31,200 |
| | <u>\$ 127,200</u> |

* Valley Transit does not pay federal or State fuel taxes and attains bulk purchasing rates.

**CITY OF APPLETON 2023 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:

Comply with the requirements of the Americans with Disabilities Act (ADA)

Provide safe, reliable, convenient, and friendly specialized transportation

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, the national pandemic kept ADA riders home and only using the system for essential trips. While Valley Transit will see a reduction in the contractor fees expense in 2022 due to the decreased ridership resulting from the COVID-19 pandemic, typical annual ridership and expense is being budgeted for 2023.

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 58075000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 423000 Misc Local Govt Aids | \$ 418,174 | \$ 482,596 | \$ 792,579 | \$ 792,579 | \$ 978,840 |
| 487500 Farebox Revenue | 218,220 | 279,896 | 460,000 | 460,000 | 460,000 |
| Total Revenue | \$ 636,394 | \$ 762,492 | \$ 1,252,579 | \$ 1,252,579 | \$ 1,438,840 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 76,283 | \$ 78,747 | \$ 133,994 | \$ 133,994 | \$ 186,152 |
| 615000 Fringes | 25,146 | 31,172 | 38,815 | 38,815 | 70,533 |
| 620100 Training/Conferences | 1,143 | 593 | 4,672 | 4,672 | 5,840 |
| 630100 Office Supplies | 444 | 704 | 1,261 | 1,261 | 1,037 |
| 630300 Memberships & Licenses | 1,590 | 2,220 | 4,676 | 4,676 | 3,518 |
| 630400 Postage/Freight | 184 | 492 | 864 | 864 | 710 |
| 630899 Other Landscape Supplies | 118 | 123 | - | - | - |
| 631603 Other Misc. Supplies | 15 | - | 375 | 375 | 375 |
| 632001 City Copy Charges | 485 | 732 | 841 | 841 | 853 |
| 632002 Outside Printing | 3,265 | 5,305 | 5,483 | 5,483 | 4,507 |
| 632200 Gas Purchases | 333 | 675 | - | - | - |
| 640100 Accounting/Audit Fees | 1,300 | 1,854 | 2,038 | 2,038 | 1,920 |
| 640800 Contractor Fees | 973,807 | 1,249,161 | 2,052,750 | 2,052,750 | 2,052,750 |
| 641200 Advertising | 2,147 | 3,998 | 8,309 | 8,309 | 8,309 |
| 641300 Utilities | 19,843 | 22,632 | 28,856 | 28,856 | 28,271 |
| 641800 Equipment Repairs & Maint. | - | - | 70 | 70 | 58 |
| 642000 Facilities Charges | 9,687 | 9,734 | 18,245 | 18,245 | 18,245 |
| 642400 Software Support | - | - | 7,500 | 7,500 | 7,500 |
| 644000 Snow Removal Services | 1,727 | 2,080 | 7,008 | 7,008 | 7,008 |
| 645400 Grounds Repair & Maint. | 318 | 290 | - | - | - |
| 650100 Insurance | - | - | 949 | 949 | 949 |
| 659900 Other Contracts/Obligations | - | 2,720 | - | - | - |
| 680401 Machinery & Equipment | - | (2,593) | - | - | - |
| Total Expense | \$ 1,117,835 | \$ 1,410,639 | \$ 2,316,706 | \$ 2,316,706 | \$ 2,398,535 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - Disabled,

115,000 trips

\$ 2,052,750

\$ 2,052,750

**CITY OF APPLETON 2023 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:

Provide a transportation alternative to older adults for whom fixed route bus service is difficult

Provide employment transportation and limited Sunday service to people with disabilities

Coordinate transportation services to maximize the effectiveness of each local dollar spent

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 2023 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 2023 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 58076000

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 42,857 | \$ - | \$ 89,750 | \$ 89,750 | \$ 89,750 |
| 422400 Miscellaneous State Aids | - | 133,738 | 113,000 | 113,000 | 97,159 |
| 423000 Misc. Local Govt Aids | 332,813 | 340,189 | 713,124 | 713,124 | 382,799 |
| 487500 Farebox Revenue | 160,546 | 181,269 | 242,530 | 242,530 | 244,430 |
| 502000 Donations & Memorials | 51,353 | 50,000 | 63,386 | 63,386 | 63,136 |
| 592100 Transfer In - General Fund | 571 | - | 16,690 | 16,690 | 15,471 |
| Total Revenue | \$ 588,140 | \$ 705,196 | \$ 1,238,480 | \$ 1,238,480 | \$ 892,745 |
| Expenses | | | | | |
| 640800 Contractor Fees | \$ 1,134,725 | \$ 1,219,680 | \$ 1,786,865 | \$ 1,786,865 | \$ 1,188,757 |
| 659900 Other Contracts/Obligation | 42,857 | 71,348 | 89,750 | 89,750 | 89,750 |
| Total Expense | \$ 1,177,582 | \$ 1,291,028 | \$ 1,876,615 | \$ 1,876,615 | \$ 1,278,507 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

| | |
|---|---------------------|
| Valley Transit II - elderly purchased transportation - optional | \$ 80,330 |
| Outagamie County - demand response - rural | 289,125 |
| 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 | 28,800 |
| Connector late evening service | 412,000 |
| Connector service beyond current fixed route service boundaries | 141,625 |
| Trolley service - downtown | 32,554 |
| | <u>\$ 1,188,757</u> |

Other Contracts/Obligations

| | |
|--------------------------------|------------------|
| FTA Section 5310 sub-recipient | \$ 89,750 |
| | <u>\$ 89,750</u> |

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|--------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 421000 Federal Grants | 2,290,397 | 2,471,737 | - | 11,873,310 | 12,279,805 | 3,560,391 |
| 422400 Miscellaneous State Aids | 5,270,298 | 5,573,843 | 2,471,395 | 2,959,167 | 2,959,167 | 3,082,885 |
| 423000 Miscellaneous Local Govt Aids | 1,180,775 | 1,241,042 | 1,615,518 | 2,014,910 | 2,014,910 | 1,899,499 |
| 471000 Interest on Investments | 72,072 | (26,010) | - | 12,500 | 12,500 | 12,500 |
| 487500 Farebox Revenue | 902,147 | 991,231 | 325,882 | 1,522,530 | 1,522,530 | 1,524,430 |
| 487600 Special Transit Revenues | 25,957 | 38,103 | 24,839 | 38,843 | 38,843 | 38,843 |
| 487700 Advertising/Promotional Fees | 43,415 | 80,871 | 40,570 | 65,000 | 65,000 | 65,000 |
| 500100 Fees & Commissions | 4,139 | 1,513 | 1,193 | 8,000 | 8,000 | 8,000 |
| 500400 Sale of City Property | - | 1,498 | 1,679 | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | (13,411) | 3,470 | - | - | - | - |
| 501000 Miscellaneous Revenue | 1 | 1 | - | - | - | - |
| 501500 Rental of City Property | 6,000 | 6,000 | 500 | 6,000 | 6,000 | 6,000 |
| 502000 Donations & Memorials | 51,353 | 50,500 | 16,815 | 63,386 | 63,386 | 63,136 |
| 503000 Damage to City Property | 18,578 | 47,981 | 20,089 | - | - | - |
| 503500 Other Reimbursements | 7,624 | 6,354 | 379 | - | - | - |
| 508500 Cash Short or Over | 411 | 202 | (105) | - | - | - |
| 592100 Transfer In - General Fund | 581,409 | 563,537 | 1,376,150 | 725,763 | 725,763 | 724,810 |
| TOTAL PROGRAM REVENUES | 10,441,165 | 11,051,873 | 5,894,904 | 19,289,409 | 19,695,904 | 10,985,494 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 2,408,972 | 2,326,809 | 814,166 | 3,075,211 | 3,075,211 | 3,199,445 |
| 610200 Labor Pool Allocations | 76,728 | 68,339 | 21,265 | 213,610 | 213,610 | 220,078 |
| 610500 Overtime Wages | 213,218 | 365,606 | 103,456 | 76,153 | 76,153 | 76,131 |
| 610900 Incentive Pay | 2,090 | 1,830 | - | 1,335 | 1,335 | 1,335 |
| 611000 Other Compensation | 1,650 | 2,415 | 1,925 | - | - | - |
| 611400 Sick Pay | 15,386 | 96,095 | 62,110 | - | - | - |
| 611500 Vacation Pay | 252,169 | 250,048 | 63,962 | - | - | - |
| 611600 Holiday Pay | 30,652 | 27,973 | - | - | - | - |
| 615000 Fringes | 957,783 | 1,086,959 | 370,903 | 1,335,129 | 1,335,129 | 1,395,237 |
| 615500 Unemployment Compensation | 3,724 | 32,463 | 165 | - | - | - |
| 617000 Pension Expense | 22,586 | (322,168) | - | - | - | - |
| 617100 OPEB Expense | 11,754 | 20,170 | - | - | - | - |
| TOTAL PERSONNEL | 3,996,712 | 3,956,539 | 1,437,952 | 4,701,438 | 4,701,438 | 4,892,226 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 10,253 | 5,233 | 1,015 | 25,000 | 25,000 | 25,000 |
| 620400 Tuition Reimbursement | 2,702 | 4,429 | 833 | 2,200 | 2,200 | 2,200 |
| 620500 Employee Recruitment | 3,757 | 13,461 | 7,507 | 4,200 | 4,200 | 7,280 |
| 620600 Parking Permits | - | - | - | - | - | - |
| TOTAL TRAINING / TRAVEL | 16,712 | 23,123 | 9,355 | 31,400 | 31,400 | 34,480 |
| Supplies | | | | | | |
| 630100 Office Supplies | 3,470 | 4,756 | 1,211 | 5,400 | 5,400 | 5,400 |
| 630200 Subscriptions | 2,149 | 1,614 | 318 | 3,925 | 3,925 | 1,020 |
| 630300 Memberships & Licenses | 14,435 | 16,543 | 8,975 | 20,016 | 20,016 | 18,320 |
| 630400 Postage/Freight | 1,421 | 3,325 | 273 | 3,700 | 3,700 | 3,700 |
| 630500 Awards & Recognition | 450 | 2,405 | 759 | 930 | 930 | 930 |
| 630700 Food & Provisions | 1,467 | 893 | 160 | 1,240 | 1,240 | 1,240 |
| 630899 Other Landscape Supplies | 916 | 834 | 928 | 1,500 | 1,500 | 1,500 |
| 630901 Shop Supplies | 46,901 | 40,858 | 11,593 | 43,450 | 43,450 | 43,450 |
| 630902 Tools & Instruments | 79,504 | 8,332 | 4,996 | 10,000 | 10,000 | 10,000 |
| 631603 Other Misc. Supplies | 6,196 | 784 | 1,091 | 2,000 | 193,098 | 2,000 |
| 632001 City Copy Charges | 3,743 | 4,944 | 1,042 | 3,600 | 3,600 | 4,440 |
| 632002 Outside Printing | 18,261 | 11,425 | 1,334 | 23,470 | 23,470 | 23,470 |
| 632101 Uniforms | 22,878 | 7,696 | 190 | 9,280 | 9,280 | 9,290 |
| 632200 Gas Purchases | 233,961 | 353,699 | 187,952 | 572,500 | 592,625 | 1,050,500 |
| 632300 Safety Supplies | 176,770 | 8,086 | 2,170 | 500 | 500 | 500 |
| 632508 Ice Control Materials | 8,127 | 8,532 | 1,247 | 9,000 | 9,000 | 9,000 |
| 632601 Repair Parts | 78,469 | 242,775 | 77,398 | 139,000 | 139,000 | 139,000 |
| 632602 Tires | 40,379 | 40,358 | 43,538 | 41,500 | 45,426 | 41,500 |
| 632603 Lubricants | 3,651 | 18,432 | 5,825 | 25,000 | 25,000 | 25,000 |
| 632700 Miscellaneous Equipment | 47,471 | 8,476 | 809 | 25,100 | 25,100 | 25,100 |
| 632800 Signs | 16,474 | 39,717 | 2,770 | 12,000 | 12,000 | 12,000 |
| TOTAL SUPPLIES | 807,093 | 824,484 | 354,579 | 953,111 | 1,168,260 | 1,427,360 |

**CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 10,038 | 12,532 | - | 9,930 | 9,930 | 10,000 |
| 640300 Bank Service Fees | 3,948 | 4,260 | 1,017 | 6,500 | 6,500 | 6,680 |
| 640400 Consulting Services | 4,404 | 2,503 | 18,214 | - | - | - |
| 640700 Solid Waste/Recycling Pickup | 3,467 | 3,817 | 1,522 | 5,060 | 5,060 | 5,430 |
| 640800 Contractor Fees | 2,318,772 | 2,668,319 | 709,479 | 3,977,037 | 3,977,037 | 3,471,907 |
| 641100 Temporary Help | - | - | - | - | - | - |
| 641200 Advertising | 16,583 | 27,023 | 5,276 | 50,309 | 50,309 | 50,309 |
| 641301 Electric | 51,466 | 50,833 | 20,419 | 51,481 | 51,481 | 55,620 |
| 641302 Gas | 13,021 | 17,177 | 16,844 | 17,500 | 17,500 | 23,000 |
| 641303 Water | 8,066 | 7,199 | 1,837 | 7,850 | 7,850 | 7,850 |
| 641304 Sewer | 3,042 | 3,297 | 889 | 3,200 | 3,200 | 4,160 |
| 641306 Stormwater | 10,513 | 10,571 | 2,655 | 9,401 | 9,401 | 10,000 |
| 641307 Telephone | 5,699 | 3,556 | 1,072 | 5,600 | 5,600 | 5,600 |
| 641308 Cellular Phones | 9,047 | 12,270 | 3,708 | 12,100 | 12,100 | 12,100 |
| 641600 Building Repairs & Maint. | 7,550 | 1,200 | 400 | - | - | - |
| 641700 Vehicle Repairs & Maint. | 21,129 | 14,362 | 9,972 | 10,050 | 10,050 | 10,050 |
| 641800 Equipment Repairs & Maint. | 6,722 | 7,536 | 1,660 | 13,675 | 13,675 | 9,650 |
| 642000 Facilities Charges | 122,754 | 133,402 | 23,944 | 142,503 | 142,503 | 142,503 |
| 642400 Software Support | 24,215 | 93,424 | 84,295 | 122,690 | 122,690 | 120,097 |
| 642501 CEA Operations/Maint. | - | - | - | - | - | - |
| 643000 Health Services | 8,999 | 11,562 | 3,941 | 9,200 | 9,200 | 9,200 |
| 644000 Snow Removal Services | 13,340 | 14,055 | 8,705 | 30,000 | 30,000 | 30,000 |
| 645100 Laundry Services | 10,205 | 12,382 | 2,481 | 10,000 | 10,000 | 15,340 |
| 645400 Grounds Repair & Maintenance | 2,458 | 1,958 | 36 | - | - | - |
| 650100 Insurance | 191,643 | 200,398 | 159,343 | 222,790 | 222,790 | 222,790 |
| 659900 Other Contracts/Obligation | 72,591 | 100,474 | 12,148 | 100,478 | 100,478 | 100,790 |
| TOTAL PURCHASED SVCS | <u>2,939,672</u> | <u>3,414,110</u> | <u>1,089,857</u> | <u>4,817,354</u> | <u>4,817,354</u> | <u>4,323,076</u> |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 821,340 | 1,008,462 | 512,722 | 1,230,534 | 1,230,534 | 1,291,758 |
| TOTAL MISCELLANEOUS EXP | <u>821,340</u> | <u>1,008,462</u> | <u>512,722</u> | <u>1,230,534</u> | <u>1,230,534</u> | <u>1,291,758</u> |
| Capital Outlay | | | | | | |
| 680300 Buildings | 7,482 | (27,826) | 45,842 | 8,500,000 | 8,640,397 | - |
| 680401 Machinery & Equipment | 22,147 | (2,593) | 76,671 | - | 38,056 | - |
| 680402 Furniture & Fixtures | - | - | - | - | 25,000 | - |
| 680403 Vehicles | - | - | 2,500,509 | 50,000 | 2,571,395 | 50,000 |
| TOTAL CAPITAL OUTLAY | <u>29,629</u> | <u>(30,419)</u> | <u>2,623,022</u> | <u>8,550,000</u> | <u>11,274,848</u> | <u>50,000</u> |
| TOTAL EXPENSE | <u>8,611,158</u> | <u>9,196,299</u> | <u>6,027,487</u> | <u>20,283,837</u> | <u>23,223,834</u> | <u>12,018,900</u> |

CITY OF APPLETON 2023 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Charges for Services | \$ 928,104 | \$ 1,029,333 | \$ 1,634,373 | \$ 1,634,373 | \$ 1,636,273 |
| Miscellaneous | 83,877 | 144,920 | 69,386 | 69,386 | 69,136 |
| Total Revenues | <u>1,011,981</u> | <u>1,174,253</u> | <u>1,703,759</u> | <u>1,703,759</u> | <u>1,705,409</u> |
| Expenses | | | | | |
| Operating Expenses | 7,789,554 | 8,187,838 | 10,503,303 | 10,503,303 | 10,677,142 |
| Depreciation | 817,979 | 1,008,462 | 1,230,534 | 1,230,534 | 1,291,758 |
| Total Expenses | <u>8,607,533</u> | <u>9,196,300</u> | <u>11,733,837</u> | <u>11,733,837</u> | <u>11,968,900</u> |
| Revenues over (under) Expenses | (7,595,552) | (8,022,047) | (10,030,078) | (10,030,078) | (10,263,491) |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 72,072 | (25,996) | 12,500 | 12,500 | 12,500 |
| Gain (Loss) on Sale of Capital Assets | (17,119) | 3,470 | - | - | - |
| Operating Subsidies | 6,247,001 | 6,553,151 | 8,307,387 | 8,307,387 | 8,502,775 |
| Total Non-Operating | <u>6,301,954</u> | <u>6,530,625</u> | <u>8,319,887</u> | <u>8,319,887</u> | <u>8,515,275</u> |
| Income (Loss) Before Contributions and Transfers | (1,293,598) | (1,491,422) | (1,710,191) | (1,710,191) | (1,748,216) |
| Contributions and Transfers In (Out) | | | | | |
| Transfer In - General Fund | 581,409 | 563,537 | 725,763 | 725,763 | 724,810 |
| Capital Contributions | 2,545,822 | 2,783,471 | 8,540,000 | 8,540,000 | 40,000 |
| Change in Net Assets | 1,833,633 | 1,855,586 | 7,555,572 | 7,555,572 | (983,406) |
| Total Net Assets - Beginning | <u>8,493,758</u> | <u>10,327,391</u> | <u>12,182,977</u> | <u>12,182,977</u> | <u>19,738,549</u> |
| Total Net Assets - Ending | <u>\$ 10,327,391</u> | <u>\$ 12,182,977</u> | <u>\$ 19,738,549</u> | <u>\$ 19,738,549</u> | <u>\$ 18,755,143</u> |

SCHEDULE OF CASH FLOWS

| | | |
|---------------------------------|-------------------|-------------------|
| Working Cash - Beginning | \$ 381,160 | \$ 627,266 |
| + Change in Net Assets | 7,555,572 | (983,406) |
| + Depreciation | 1,230,534 | 1,291,758 |
| - Fixed Assets | (8,550,000) | (50,000) |
| + F/A Funded by Restricted Cash | 10,000 | 10,000 |
| Working Cash - End of Year | <u>\$ 627,266</u> | <u>\$ 895,618</u> |

CITY OF APPLETON 2023 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

MISSION STATEMENT

To provide quality, cost effective public works services for our customers.

DISCUSSION OF SIGNIFICANT 2022 EVENTS

Continued implementation of annual sidewalk poetry program

Continued implementation of Citywide bike lane plan

Collaborated with Appleton Downtown Inc. (ADI) and Riverview Gardens on downtown CARE initiative improving the cleanliness of our downtown

Improved neighborhood connectivity by implementing several enhanced crosswalks, including Calumet Street, Capitol Drive and Richmond Street

Implemented portions of the Downtown Mobility Plan

Worked through logistics of No Mow May

CITY OF APPLETON 2023 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2023 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

Continue implementation of Citywide bike lane plan

Continue working with the Facilities Management Department, Community and Economic 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

Work with the arts community to implement new ideas

Implement portions of the Downtown Mobility Plan

Implement Culture Team recommendations to retain as many existing high performing Public Works employees as feasible

Improve neighborhood connectivity by implementing enhanced crosswalks at various locations throughout the City

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|---------------------------------|---------------|---------------|---------------|---------------|---------------|----------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 3,574,003 | \$ 3,175,852 | \$ 2,647,500 | \$ 2,647,500 | \$ 2,756,775 | 4.13% |
| Program Expenses | | | | | | | |
| 17011 | Administrative Service | 1,504,903 | 1,679,927 | 1,563,397 | 1,644,615 | 1,540,166 | -1.49% |
| 17014 | Concrete Reconstruction | 329,014 | 86,124 | 33,044 | 86,044 | 517,291 | 1465.46% |
| 17015 | Sidewalk Reconstruction | 517,737 | 552,806 | 537,729 | 597,729 | 576,593 | 7.23% |
| 17016 | Asphalt Reconstruction | 727,209 | 977,704 | 1,163,356 | 1,163,356 | 843,920 | -27.46% |
| 17022 | Traffic - Control | 960,880 | 987,114 | 938,718 | 953,844 | 1,016,285 | 8.26% |
| 17023 | Street Lighting | 1,377,859 | 1,599,623 | 1,410,337 | 1,414,763 | 1,668,877 | 18.33% |
| 17031 | MSB Administration | 1,201,890 | 1,073,122 | 1,181,451 | 1,211,446 | 1,194,975 | 1.14% |
| 17032 | Street Repair | 1,884,463 | 1,923,263 | 2,220,827 | 2,287,686 | 2,186,459 | -1.55% |
| 17033 | Snow & Ice Control | 1,356,219 | 1,488,319 | 1,817,063 | 1,847,712 | 1,755,381 | -3.39% |
| 17034 | Forestry | 1,141,354 | 1,278,208 | 1,179,083 | 1,179,958 | 1,307,705 | 10.91% |
| 17036 | Inspections | 607,849 | 576,467 | 616,705 | 616,705 | 655,908 | 6.36% |
| TOTAL | | \$ 11,609,377 | \$ 12,222,677 | \$ 12,661,710 | \$ 13,003,858 | \$ 13,263,560 | 4.75% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 5,499,054 | 5,841,633 | 5,903,893 | 5,903,893 | 6,064,083 | 2.71% |
| | Training & Travel | 21,909 | 24,347 | 39,850 | 45,350 | 36,500 | -8.41% |
| | Supplies & Materials | 952,281 | 933,765 | 1,000,619 | 1,058,220 | 1,019,944 | 1.93% |
| | Purchased Services | 4,066,553 | 4,289,958 | 4,455,602 | 4,621,649 | 4,832,785 | 8.47% |
| | Capital Expenditures | 1,069,580 | 1,132,974 | 1,261,746 | 1,374,746 | 1,310,248 | 3.84% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 59.02 | 59.02 | 61.19 | 61.19 | 60.34 | |

CITY OF APPLETON 2023 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 ensure compliance throughout the City

Develop and/or update department policies necessary for department administration

Provide support and accountability towards the 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 Citywide bike lane plan

Continue to pursue social media opportunities to improve communication with the public

Major Changes in Revenue, Expenditures, or Programs:

The decrease in Street Excavation Permits revenue for 2023 is due to fewer expected permits related to the TDS fiber project within the City.

One FTE was moved to 4142 (TIF #11) due to a street project in 2023. This is for one year only and then the FTE will return to the General Fund for 2024.

Consulting Services included costs for the investigation/development of a Transportation Utility. This was paid in 2022 and no costs are expected in 2023.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 431900 Street/Sidewalk License | \$ 855 | \$ 705 | \$ 800 | \$ 800 | \$ 800 |
| 440900 Street Occupancy Permits | 8,314 | 11,075 | 9,000 | 9,000 | 10,000 |
| 441000 Street Excavation Permits | 126,645 | 403,915 | 176,300 | 176,300 | 93,650 |
| 480100 General Charges for Svc | 1,900 | - | - | - | - |
| 503500 Other Reimbursements | 13,643 | 13,730 | - | - | - |
| 508500 Cash Short or Over | (25) | - | - | - | - |
| Total Revenue | \$ 151,332 | \$ 429,425 | \$ 186,100 | \$ 186,100 | \$ 104,450 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 1,019,036 | \$ 1,116,749 | \$ 1,038,071 | \$ 1,038,071 | \$ 1,020,492 |
| 610400 Call Time Wages | 377 | 550 | 300 | 300 | 800 |
| 610500 Overtime Wages | 3,335 | 5,276 | 2,600 | 2,600 | 2,100 |
| 610800 Part-Time Wages | 9,067 | 8,650 | 1,673 | 1,673 | - |
| 615000 Fringes | 335,840 | 365,497 | 365,508 | 365,508 | 352,397 |
| 620100 Training/Conferences | 4,838 | 6,210 | 9,500 | 9,500 | 8,000 |
| 620600 Parking Permits | 11,813 | 15,342 | 16,680 | 16,680 | 16,680 |
| 630100 Office Supplies | 1,904 | 1,979 | 4,100 | 4,100 | 3,000 |
| 630300 Memberships & Licenses | 4,870 | 5,273 | 5,550 | 5,550 | 5,550 |
| 630400 Postage/Freight | 9 | 11 | 25 | 25 | 25 |
| 630500 Awards & Recognition | 1,154 | 1,216 | 1,295 | 1,295 | 1,295 |
| 630901 Shop Supplies | 6,371 | 6,584 | 5,950 | 5,950 | 5,950 |
| 630902 Tools & Instruments | 297 | 1,115 | 750 | 750 | 750 |
| 631500 Books & Library Materials | 16 | - | 400 | 400 | 400 |
| 632001 City Copy Charges | 8,292 | 9,079 | 9,500 | 9,500 | 9,000 |
| 632002 Outside Printing | 4,677 | 5,725 | 6,700 | 6,700 | 5,700 |
| 632102 Protective Clothing | 224 | 137 | 400 | 400 | 400 |
| 632300 Safety Supplies | 627 | 546 | 350 | 350 | 350 |
| 632700 Miscellaneous Equipment | 10,031 | 10,697 | 9,800 | 9,800 | 9,800 |
| 640202 Recording/Filing Fees | 205 | 159 | 125 | 125 | 125 |
| 640400 Consulting Services | 14,672 | 23,583 | 3,200 | 84,418 | 6,200 |
| 640800 Contractor Fees | 3,832 | 21,192 | - | - | - |
| 641200 Advertising | 851 | 1,118 | 2,000 | 2,000 | 2,000 |
| 641307 Telephone | 2,417 | 2,361 | 2,200 | 2,200 | 2,200 |
| 641308 Cellular Phones | 4,941 | 10,281 | 8,721 | 8,721 | 8,487 |
| 641800 Equipment Repairs & Maint. | 3,930 | 1,825 | 3,200 | 3,200 | 3,200 |
| 642400 Software Support | 4,500 | 5,000 | 8,040 | 8,040 | 10,520 |
| 642501 CEA Operations/Maint. | 21,377 | 26,904 | 26,700 | 26,700 | 30,871 |
| 642502 CEA Depreciation/Replace. | 25,400 | 26,518 | 30,059 | 30,059 | 33,874 |
| 659900 Other Contracts/Obligation | - | 350 | - | - | - |
| Total Expense | \$ 1,504,903 | \$ 1,679,927 | \$ 1,563,397 | \$ 1,644,615 | \$ 1,540,166 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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 in order 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 concrete reconstruction program

Identify streets that are below standards and incorporate them into the ten-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:

Costs related to the patch program are now included in the Street Repair budget.

Please see Projects, page 602 for further details about this program.

The Other Reimbursements budget reflects the portion of the Village of Harrison agreement for Renn property that was previously budgeted in 17032 Street Repair.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|------------------|------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 460200 Concrete Paving | \$ 12,522 | \$ 19,492 | \$ 12,522 | \$ 12,522 | \$ - |
| 503500 Other Reimbursements | - | 81,515 | - | - | 81,515 |
| 592200 Transfer In - Special Rev. | 456,123 | 132,250 | - | - | 419,807 |
| Total Revenue | \$ 468,645 | \$ 233,257 | \$ 12,522 | \$ 12,522 | \$ 501,322 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 40,406 | \$ 29,560 | \$ 17,303 | \$ 17,303 | \$ 18,445 |
| 610500 Overtime Wages | 723 | - | 1,000 | 1,000 | 1,000 |
| 610800 Part-Time Wages | - | - | 1,673 | 1,673 | - |
| 615000 Fringes | 12,633 | 10,451 | 5,068 | 5,068 | 5,244 |
| 630804 Plant Material | - | - | - | - | 1,255 |
| 632503 Other Materials | - | - | - | - | 11,925 |
| 632507 Asphalt | 4,529 | - | - | - | - |
| 632800 Signs | - | - | - | - | 2,800 |
| 640400 Consulting Services | 40,626 | 37,038 | - | - | - |
| 640800 Contractor Fees | 19,490 | - | - | - | 106,300 |
| 642501 CEA Operations/Maint. | 3,322 | 7,977 | 3,000 | 3,000 | 3,000 |
| 642502 CEA Depreciation/Replace. | 4,010 | 7 | 5,000 | 5,000 | 5,000 |
| 659900 Other Contracts/Obligation | - | 120 | - | - | - |
| 680100 Land | 7,760 | 14,403 | - | - | - |
| 680901 Streets | 195,515 | (13,432) | - | 53,000 | 362,322 |
| Total Expense | \$ 329,014 | \$ 86,124 | \$ 33,044 | \$ 86,044 | \$ 517,291 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | General Fund |
|------------------------------|-----------------|-------------|---------------|-------------------|
| Labor Pool | | | | 24,689 |
| CEA | | | | 8,000 |
| Land | | | | |
| | Subtotal | | | - |
| Design | | | | |
| | Subtotal | | | - |
| Reconstruction | | | | |
| | Morrison St | College Ave | Washington St | 271,637 |
| | Opechee St | Leminwah St | Owaissa St | 70,950 |
| | Owaissa St | Opechee St | Pacific St | 142,015 |
| | Subtotal | | | 484,602 |
| Total Concrete Paving | | | | \$ 517,291 |

**CITY OF APPLETON 2023 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:

Costs related to the patch program are now included in the Street Repair budget.

Please see Projects, page 610 for further detail about this program.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 460700 Sidewalks | \$ 8,020 | \$ - | \$ - | \$ - | \$ - |
| 592200 Transfer In - Special Rev. | - | - | 36,644 | 36,644 | - |
| Total Revenue | \$ 8,020 | \$ - | \$ 36,644 | \$ 36,644 | \$ - |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 35,362 | \$ 27,806 | \$ 26,753 | \$ 26,753 | \$ 28,519 |
| 610500 Overtime Wages | 984 | 800 | 1,000 | 1,000 | 1,000 |
| 610800 Part-Time Wages | - | 213 | 1,673 | 1,673 | - |
| 615000 Fringes | 9,887 | 8,423 | 7,194 | 7,194 | 7,466 |
| 630901 Shop Supplies | 76 | - | - | - | - |
| 640400 Consulting Services | 300 | 234 | - | - | - |
| 642501 CEA Operations/Maint. | 1,970 | 763 | 2,000 | 2,000 | 2,000 |
| 642502 CEA Depreciation/Replace. | 932 | 798 | 1,000 | 1,000 | 1,000 |
| 680902 Sidewalks | 468,226 | 513,769 | 498,109 | 558,109 | 536,608 |
| Total Expense | \$ 517,737 | \$ 552,806 | \$ 537,729 | \$ 597,729 | \$ 576,593 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | General Fund |
|------------------------------|---------------------|
| Labor Pool | 36,985 |
| CEA | 3,000 |
| Sidewalk Construction | |
| Green Dot | 250,000 |
| General | 33,000 |
| Safestep saw cutting | 30,000 |
| Reconstruction - Concrete | 67,410 |
| Reconstruction - Asphalt | 156,198 |
| Subtotal | 536,608 |
| Total | \$ 576,593 |

**CITY OF APPLETON 2023 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 in order 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 asphalt reconstruction program

Identify streets that are below standard and incorporate their reconstruction into the ten-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:

Costs related to the patch program are now included in the Street Repair budget.

Please see Projects, page 598 and 608 for further detail about this program.

The Other Reimbursements budget reflects the portion of the Village of Harrison agreement for Renn property that was previously budgeted in 17032 Street Repair.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|---------------------|---------------------|---------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 460100 Asphalt Paving | \$ - | \$ 52,035 | \$ - | \$ - | \$ - |
| 503500 Other Reimbursements | 15,468 | 21,831 | - | - | 13,340 |
| 592200 Transfer In - Special Rev. | 760,206 | 1,141,837 | 1,163,356 | 1,163,356 | 830,193 |
| Total Revenue | \$ 775,674 | \$ 1,215,703 | \$ 1,163,356 | \$ 1,163,356 | \$ 843,533 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 102,339 | \$ 117,473 | \$ 121,172 | \$ 121,172 | \$ 129,301 |
| 610400 Call Time | 77 | 200 | - | - | - |
| 610500 Overtime Wages | 3,045 | 2,544 | 5,000 | 5,000 | 5,000 |
| 610800 Part-Time Wages | 560 | 1,315 | 1,673 | 1,673 | - |
| 615000 Fringes | 33,563 | 41,831 | 49,240 | 49,240 | 50,127 |
| 630804 Plant Material | 7,571 | 331 | 4,149 | 4,149 | 5,514 |
| 632503 Other Materials | 493 | 434 | - | - | - |
| 632507 Asphalt | 120,802 | 149,790 | 135,085 | 135,085 | 148,225 |
| 632800 Signs | 157 | 458 | 2,100 | 2,100 | 4,200 |
| 640400 Consulting Services | 3,263 | 1,332 | 5,000 | 5,000 | 5,000 |
| 640800 Contractor Fees | 18,380 | - | - | - | 8,935 |
| 642501 CEA Operations/Maint. | 17,366 | 17,392 | 31,300 | 31,300 | 31,300 |
| 642502 CEA Depreciation/Replace. | 21,514 | 26,370 | 45,000 | 45,000 | 45,000 |
| 680901 Streets | 398,079 | 618,234 | 763,637 | 763,637 | 411,318 |
| Total Expense | \$ 727,209 | \$ 977,704 | \$ 1,163,356 | \$ 1,163,356 | \$ 843,920 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | General Fund Asphalt |
|-------------------------------|--------------|------------|---------------|----------------------|
| Labor Pool | | | | 184,428 |
| CEA | | | | 76,300 |
| Consultant | | | | 5,000 |
| Temp Surface after G&G | | | | |
| Subtotal | | | | - |
| Overlay | | | | |
| Subtotal | | | | - |
| Partial Reconstruction | Helen St | Pauline St | Glendale Ave | 39,791 |
| | Marquette St | Mason St | Richmond St | 107,490 |
| Subtotal | | | | 147,281 |
| Total Reconstruction | Douglas St | Badger Ave | Wisconsin Ave | 307,035 |
| | Minor St | Meade St | Rankin St | 123,876 |
| Subtotal | | | | 430,911 |
| Total Asphalt Pavement | | | | \$ 843,920 |

CITY OF APPLETON 2023 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 nighttime hours and is installed in accordance with prescribed standards and guidelines

Major Changes in Revenue, Expenditures, or Programs:

Intergovernmental Charges revenue is increasing due to changes in the City's traffic signal maintenance agreement with Outagamie County.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 550 | \$ 796 | \$ 750 | \$ 750 | \$ 750 |
| 490800 Intergovernmental Charges | 80,339 | 103,225 | 82,666 | 82,666 | 103,120 |
| 501000 Miscellaneous Revenue | 3,658 | 8,314 | 6,500 | 6,500 | 7,000 |
| 503000 Damage to City Property | 88,495 | 40,834 | 80,000 | 80,000 | 60,000 |
| Total Revenue | \$ 173,042 | \$ 153,169 | \$ 169,916 | \$ 169,916 | \$ 170,870 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 257,908 | \$ 288,924 | \$ 300,189 | \$ 300,189 | \$ 321,097 |
| 610400 Call Time Wages | 3,330 | 4,870 | 4,000 | 4,000 | 4,500 |
| 610500 Overtime Wages | 5,429 | 8,186 | 6,500 | 6,500 | 8,500 |
| 610800 Part-Time Wages | 12,092 | 3,187 | 7,807 | 7,807 | 8,076 |
| 615000 Fringes | 88,600 | 110,320 | 116,413 | 116,413 | 113,950 |
| 630901 Shop Supplies | 1,631 | 1,323 | 1,460 | 1,460 | 1,480 |
| 630902 Tools & Instruments | 5,961 | 5,618 | 5,120 | 5,120 | 4,930 |
| 631100 Paint & Supplies | 723 | 1,116 | 650 | 650 | 1,000 |
| 632200 Gas Purchases | 47 | - | 50 | 50 | 50 |
| 632300 Safety Supplies | 650 | 351 | - | - | - |
| 632510 Traffic Signals | 133,546 | 145,796 | 133,500 | 148,626 | 132,000 |
| 632700 Miscellaneous Equipment | 13,965 | 19,561 | 7,500 | 7,500 | 5,000 |
| 632800 Signs | 99,720 | 82,985 | 71,500 | 71,500 | 75,500 |
| 639000 Loss on Obsolete Inventory | - | 13,328 | - | - | - |
| 640800 Contractor Fees | 150,876 | 134,039 | 104,774 | 104,774 | 129,000 |
| 641301 Electric | 62,039 | 63,672 | 62,969 | 62,969 | 66,421 |
| 641800 Equipment Repairs & Maint. | 24,132 | 17,940 | 21,325 | 21,325 | 21,919 |
| 642501 CEA Operations/Maint. | 46,859 | 37,567 | 44,000 | 44,000 | 48,082 |
| 642502 CEA Depreciation/Replace. | 56,565 | 52,015 | 56,211 | 56,211 | 80,030 |
| 642900 Interfund Allocations | (3,193) | (3,684) | (5,250) | (5,250) | (5,250) |
| Total Expense | \$ 960,880 | \$ 987,114 | \$ 938,718 | \$ 953,844 | \$ 1,016,285 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--|-------------------|---|-------------------|
| <u>Traffic Signals</u> | | <u>Contractor Fees</u> | |
| Knockdowns - Appleton | \$ 34,000 | Transverse markings | \$ 30,000 |
| Knockdowns - Grand Chute/Outagamie Co. | 12,000 | Pavement markings | 94,000 |
| LED replacements | 10,000 | Hydro excavation services | 5,000 |
| General traffic signal system maint. | 24,000 | | <u>\$ 129,000</u> |
| Misc projects, upgrades & expenses | 12,000 | <u>Equipment Repairs & Maintenance</u> | |
| Communication grid maint/upgrades | 12,500 | Annual preventive maintenance contract | \$ 11,500 |
| Install/maint battery backup system | 4,000 | Repairs to cameras, signals, and other devices | 3,200 |
| GPS/AVL system repairs | 3,500 | Structure inspection contract | 7,219 |
| RRFB system maintenance | 5,000 | | <u>\$ 21,919</u> |
| Public safety camera system maintenance | 15,000 | <u>Signs</u> | |
| | <u>\$ 132,000</u> | Area replacement program | \$ 36,500 |
| | | New sign install | 16,500 |
| | | Knockdowns | 17,500 |
| | | In-street ped x-ing | 5,000 |
| | | | <u>\$ 75,500</u> |

**CITY OF APPLETON 2023 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 streetlights 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 streetlight 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 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 461200 Street Lights | \$ 76,607 | \$ 77,224 | \$ 78,000 | \$ 78,000 | \$ 78,000 |
| 503000 Damage to City Property | 2,056 | 9,273 | 3,000 | 3,000 | 3,000 |
| 503500 Other Reimbursements | 365 | - | - | - | - |
| Total Revenue | \$ 79,028 | \$ 86,497 | \$ 81,000 | \$ 81,000 | \$ 81,000 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 16,719 | \$ 11,266 | \$ 21,207 | \$ 21,207 | \$ 23,174 |
| 610400 Call Time Wages | 200 | 200 | 200 | 200 | 200 |
| 610500 Overtime Wages | 325 | 57 | 300 | 300 | 300 |
| 610800 Part-Time Wages | 1,972 | - | - | - | - |
| 615000 Fringes | 5,070 | 3,782 | 9,165 | 9,165 | 7,450 |
| 632510 Street Lights | 31,837 | 12,305 | 26,500 | 30,926 | 26,000 |
| 639000 Loss on Obsolete Inventory | - | 896 | - | - | - |
| 640800 Contractor Fees | 5,735 | 1,370 | 4,500 | 4,500 | 4,500 |
| 641301 Electric | 1,314,985 | 1,569,603 | 1,347,065 | 1,347,065 | 1,605,900 |
| 642501 CEA Operations/Maint. | 572 | 95 | 800 | 800 | 637 |
| 642502 CEA Depreciation/Replace. | 444 | 49 | 600 | 600 | 716 |
| Total Expense | \$ 1,377,859 | \$ 1,599,623 | \$ 1,410,337 | \$ 1,414,763 | \$ 1,668,877 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Street Lights

| | |
|-------------------------------------|------------------|
| Maintenance of approx. 1,250 lights | \$ 22,500 |
| Knockdowns - additions | 3,500 |
| | \$ 26,000 |

CITY OF APPLETON 2023 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 citizens on the services provided through phone calls, walk-ins, the DPW Guide newsletter, new resident mailings, the web page and Facebook

Major Changes in Revenue, Expenditures, or Programs:

Consulting services for testing materials for the Glendale MSB expansion site are no longer required, resulting in the elimination of the Consulting budget.

CITY OF APPLETON 2023 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17021 / 17031

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503500 Miscellaneous Revenue | \$ 2,305 | \$ 2,000 | \$ - | \$ - | \$ - |
| 508200 Insurance Proceeds | - | 5,000 | - | - | - |
| Total Revenue | <u>\$ 2,305</u> | <u>\$ 7,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 510,182 | \$ 450,968 | \$ 515,333 | \$ 515,333 | \$ 540,491 |
| 610400 Call Time Wages | 362 | 196 | 300 | 300 | 300 |
| 610500 Overtime Wages | 1,428 | 1,963 | 1,600 | 1,600 | 2,000 |
| 610800 Part-Time Wages | 14,585 | 15,297 | - | - | - |
| 615000 Fringes | 223,295 | 158,070 | 204,631 | 204,631 | 196,746 |
| 620100 Training/Conferences | 2,106 | 1,240 | 11,070 | 16,570 | 9,220 |
| 620400 Tuition Fees | - | 915 | - | - | - |
| 630100 Office Supplies | 2,611 | 2,196 | 3,150 | 3,150 | 2,650 |
| 630200 Subscriptions | 5,443 | 5,611 | 5,500 | 5,500 | 5,600 |
| 630300 Memberships & Licenses | 2,483 | 2,722 | 3,320 | 3,320 | 2,970 |
| 630400 Postage/Freight | 1,486 | 1,453 | 1,450 | 1,450 | 1,460 |
| 630500 Awards & Recognition | 1,362 | 1,533 | 1,190 | 1,190 | 1,190 |
| 630600 Building Maint./Janitorial | 8,426 | 7,886 | 7,000 | 7,000 | 8,200 |
| 630901 Shop Supplies | 2,388 | 2,132 | 2,000 | 2,000 | 2,100 |
| 631100 Paint & Supplies | 211 | 4 | 200 | 200 | 100 |
| 631500 Books & Library Materials | 75 | - | 100 | 100 | 100 |
| 632002 Outside Printing | 3,463 | 3,525 | 4,775 | 4,775 | 3,675 |
| 632102 Protective Clothing | 1,897 | 1,428 | 1,775 | 1,775 | 1,700 |
| 632200 Gas Purchases | 416 | 437 | 425 | 425 | 425 |
| 632300 Safety Supplies | 3,509 | 2,998 | 4,150 | 4,150 | 3,500 |
| 632400 Medical/Lab Supplies | 262 | 589 | 400 | 400 | 600 |
| 632500 Construction Materials | - | 230 | 200 | 200 | - |
| 632700 Miscellaneous Equipment | 10,695 | 9,524 | 8,525 | 11,150 | 10,025 |
| 632800 Signs | 735 | - | 100 | 100 | 50 |
| 640400 Consulting | 6,695 | 22,606 | 15,000 | 36,000 | - |
| 640700 Solid Waste/Recycling | 459 | 314 | 1,836 | 1,836 | 300 |
| 640800 Contractor Fees | 13,530 | 298 | 1,000 | 1,870 | 1,000 |
| 640900 Inspection Fees | - | 350 | 400 | 400 | 400 |
| 641200 Advertising | - | 287 | 250 | 250 | 300 |
| 641300 Utilities | 99,517 | 102,735 | 109,946 | 109,946 | 139,902 |
| 641600 Building Repairs & Maint. | 8,741 | 2,429 | 3,000 | 3,000 | 3,000 |
| 641800 Equipment Repairs & Maint. | 205 | 22 | 750 | 750 | 500 |
| 641900 Communication Eq. Repair | 979 | 511 | 250 | 250 | 750 |
| 642000 Facilities Charges | 210,989 | 198,607 | 220,548 | 220,548 | 187,744 |
| 642400 Software Support | 16,743 | 21,906 | 19,670 | 19,670 | 19,215 |
| 642501 CEA Operations/Maint. | 32,795 | 27,215 | 22,500 | 22,500 | 27,768 |
| 642502 CEA Depreciation/Replace. | 7,764 | 20,747 | 5,867 | 5,867 | 16,704 |
| 645100 Laundry Services | 262 | 248 | 240 | 240 | 240 |
| 659900 Other Contracts/Obligation | 5,791 | 3,930 | 3,000 | 3,000 | 4,050 |
| Total Expense | <u>\$ 1,201,890</u> | <u>\$ 1,073,122</u> | <u>\$ 1,181,451</u> | <u>\$ 1,211,446</u> | <u>\$ 1,194,975</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Software support

| | |
|--|------------------|
| Miovision traffic count processing fees | \$ 3,500 |
| Traffic signal management software maintenance | 12,400 |
| Turbonet | 1,275 |
| Data storage & support GPS units | 2,040 |
| | <u>\$ 19,215</u> |

**CITY OF APPLETON 2023 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

Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets

Provide residents with timely and cost-effective maintenance patches

Continue the polylevel program to eliminate hazardous conditions by lifting the existing concrete at priority locations

Continue the program of grinding hazardous sidewalks to reduce the potential for trips and falls

Major Changes in Revenue, Expenditures, or Programs:

The 2022 Misc Intergovernmental Charges budget was for Village of Harrison agreement for Renn property. This has been budgeted in 17014 Concrete Reconstruction and 17016 Asphalt Reconstruction.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 General Charges for Service | \$ 3,660 | \$ 4,074 | \$ 7,500 | \$ 7,500 | \$ 7,500 |
| 490800 Misc Intergovernmental Charges | 94,856 | 1,606 | 94,862 | 94,862 | - |
| 501000 Miscellaneous Revenue | 1,655 | 8,987 | 7,500 | 7,500 | 8,500 |
| 503000 Damage to City Property | 3,917 | 20,465 | 5,000 | 5,000 | 7,500 |
| Total Revenue | \$ 104,088 | \$ 35,132 | \$ 114,862 | \$ 114,862 | \$ 23,500 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 625,838 | \$ 673,912 | \$ 604,217 | \$ 604,217 | \$ 636,782 |
| 610400 Call Time Wages | 1,246 | 1,525 | 2,000 | 2,000 | 2,500 |
| 610500 Overtime Wages | 15,672 | 35,323 | 35,000 | 35,000 | 35,000 |
| 610800 Part-Time Wages | 12,563 | 10,717 | 20,900 | 20,900 | 14,412 |
| 615000 Fringes | 211,887 | 265,855 | 259,915 | 259,915 | 252,236 |
| 620100 Training & Conferences | 286 | - | - | - | - |
| 630800 Landscape Supplies | 4,464 | 3,413 | 4,400 | 4,400 | 3,800 |
| 630900 Shop Supplies & Tools | 2,931 | 5,684 | 7,000 | 7,000 | 6,500 |
| 631100 Paint & Supplies | 539 | 758 | 400 | 400 | 600 |
| 632102 Protective Clothing | 31 | - | - | - | - |
| 632200 Gas Purchases | 863 | 1,400 | 1,000 | 1,000 | 1,300 |
| 632500 Materials | 97,381 | 100,913 | 167,000 | 167,000 | 140,700 |
| 632700 Miscellaneous Equipment | 29,346 | 17,699 | 24,000 | 27,900 | 18,000 |
| 632800 Signs | 246 | 11 | 500 | 500 | 200 |
| 640400 Consulting Services | 102,608 | 35,667 | 57,000 | 62,900 | 48,000 |
| 640800 Contractor Fees | 246,592 | 292,351 | 313,000 | 370,059 | 340,000 |
| 641300 Utilities | 3,983 | 6,559 | 6,400 | 6,400 | 6,765 |
| 641500 Tipping Fees | 52 | - | 2,000 | 2,000 | 500 |
| 641800 Equipment Repairs & Maint. | 190 | 101 | 250 | 250 | 250 |
| 642000 Facilities Charges | 1,177 | 3,019 | 2,176 | 2,176 | 1,853 |
| 642400 Software Support | 10,630 | 11,740 | 12,000 | 12,000 | 12,000 |
| 642501 CEA Operations/Maint. | 267,780 | 220,382 | 277,200 | 277,200 | 297,499 |
| 642502 CEA Depreciation/Replac. | 258,311 | 233,143 | 420,469 | 420,469 | 363,562 |
| 642900 Interfund Allocations | (22,473) | (14,286) | (16,000) | (16,000) | (16,000) |
| 659900 Other Contracts/Obligation | 12,320 | 17,377 | 20,000 | 20,000 | 20,000 |
| Total Expense | \$ 1,884,463 | \$ 1,923,263 | \$ 2,220,827 | \$ 2,287,686 | \$ 2,186,459 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Materials

| | |
|--|-------------------|
| Cold patch/crack filler | \$ 54,000 |
| Concrete | 18,000 |
| Gravel | 4,000 |
| Asphalt | 50,000 |
| Clear Stone | 400 |
| Misc materials (bridge lights, flags & poles, concrete sealer, etc.) | 14,300 |
| Total | \$ 140,700 |

Contractor Fees

| | |
|--|-------------------|
| Guardrail repairs | \$ 10,000 |
| Polylevel pavement leveling contractor | 15,000 |
| Annual bridge maint | 5,000 |
| Bascule Bridge Maint/Paint | 140,000 |
| Bascule Bridge Elec Maint | 80,000 |
| Patch program | 90,000 |
| Total | \$ 340,000 |

Consulting Services

| | |
|---------------------------------------|------------------|
| Movable bridge inspections | 18,000 |
| Biennial bridge inspection (even yrs) | - |
| Bridge Design Engineering | 20,000 |
| Miscellaneous | 10,000 |
| Total | \$ 48,000 |

Miscellaneous Equipment

| | |
|-------------------------------|------------------|
| Paver headset replace parts | \$ 1,000 |
| Concrete chains, blades, bits | 5,000 |
| Arrow board | 4,000 |
| Barricades | 8,000 |
| Total | \$ 18,000 |

Interfund Allocations

| | |
|------------------------------|------------------|
| Hauling biosolids | \$ 10,000 |
| FMD maintenance | 1,000 |
| Misc. accidents, maintenance | 5,000 |
| Total | \$ 16,000 |

Other Contracts/Obligations

| | |
|------------------------------|------------------|
| Fox River Navigation-bridges | \$ 15,000 |
| CARE program | 5,000 |
| Total | \$ 20,000 |

**CITY OF APPLETON 2023 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

Perform an annual review of regional snow plowing agreements to insure they are current and equitable

Monitor contracted services to ensure 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 reflects DPW staff taking over an additional 16 miles of sidewalk, stairs and crosswalk locations in 2023. Additional equipment was added in 2022 for this change in operations.

The increase in the Snow/Ice Control Materials budget is based on a 10% increase on dry salt to \$6.50 per ton.

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 460800 Snow Removal | \$ 143,284 | \$ 139,288 | \$ 145,000 | \$ 145,000 | \$ 145,000 |
| 501000 Miscellaneous Revenue | 15,688 | 16,315 | 20,000 | 20,000 | 16,000 |
| Total Revenue | \$ 158,972 | \$ 155,603 | \$ 165,000 | \$ 165,000 | \$ 161,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 294,661 | \$ 328,617 | \$ 433,208 | \$ 433,208 | \$ 466,508 |
| 610400 Call Time Wages | 34,976 | 44,290 | 45,000 | 45,000 | 45,000 |
| 610500 Overtime Wages | 62,974 | 96,783 | 80,000 | 80,000 | 80,000 |
| 610800 Part-Time Wages | 995 | 455 | - | - | - |
| 615000 Fringes | 121,758 | 170,231 | 176,319 | 176,319 | 179,608 |
| 630901 Shop Supplies | 326 | 452 | 200 | 200 | 500 |
| 632500 Snow/Ice Control Materials | 223,539 | 211,582 | 241,400 | 272,049 | 273,000 |
| 632601 Repair Parts | 529 | - | 600 | 600 | 500 |
| 632700 Miscellaneous Equipment | 8,140 | 5,667 | 12,000 | 12,000 | 10,000 |
| 640800 Contractor Fees | 667 | 2,685 | - | - | - |
| 642501 CEA Operations/Maint. | 239,696 | 252,520 | 362,895 | 362,895 | 357,370 |
| 642502 CEA Depreciation/Replace. | 208,077 | 231,891 | 429,941 | 429,941 | 330,895 |
| 642900 Interfund Allocations | (3,402) | (3,519) | (5,000) | (5,000) | (5,000) |
| 644000 Snow Removal Services | 147,180 | 140,148 | 30,000 | 30,000 | 10,000 |
| 645000 Repairs to Private Property | 3,929 | 1,447 | 3,000 | 3,000 | 2,000 |
| 659900 Other Contracts/Obligations | 12,174 | 5,070 | 7,500 | 7,500 | 5,000 |
| Total Expense | \$ 1,356,219 | \$ 1,488,319 | \$ 1,817,063 | \$ 1,847,712 | \$ 1,755,381 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Snow/Ice Control Materials

| | |
|---------------------|-------------------|
| Salt (3,200 tons) | \$ 226,800 |
| Brine | 25,000 |
| Ice melt | 20,000 |
| Lumber, stone, etc. | 200 |
| Concrete | 1,000 |
| Total | \$ 273,000 |

**CITY OF APPLETON 2023 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:

Maintain approximately 30,000 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 the 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

Continue efforts to remove invasive species from City property through volunteer services

Continue to provide a 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 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 741,088 | \$ - | \$ - | \$ - | \$ - |
| 422400 Miscellaneous State Aids | 169,054 | 4,460 | - | - | - |
| 501000 Miscellaneous Revenue | 1,422 | 540 | 3,000 | 3,000 | 2,000 |
| 502000 Donations & Memorials | 1,270 | 250 | - | - | - |
| 503000 Damage to City Property | 538 | (250) | - | - | - |
| Total Revenue | \$ 913,372 | \$ 5,000 | \$ 3,000 | \$ 3,000 | \$ 2,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 577,217 | \$ 602,280 | \$ 564,033 | \$ 564,033 | \$ 605,969 |
| 610400 Call Time Wages | 1,160 | 2,800 | 3,000 | 3,000 | 3,000 |
| 610500 Overtime Wages | 7,095 | 5,822 | 7,000 | 7,000 | 5,000 |
| 610800 Part-Time Wages | 18,744 | 13,324 | 20,900 | 20,900 | 18,018 |
| 615000 Fringes | 185,642 | 225,463 | 209,150 | 209,150 | 221,467 |
| 620100 Training/Conferences | 2,537 | 640 | 2,600 | 2,600 | 2,600 |
| 630300 Memberships & Licenses | 975 | 980 | 1,000 | 1,000 | 1,000 |
| 630800 Landscape Supplies | 65,989 | 52,342 | 53,300 | 53,300 | 36,000 |
| 630901 Shop Supplies | 1,548 | 1,568 | 1,500 | 1,500 | 1,600 |
| 630902 Tools & Instruments | 2,274 | 2,991 | 2,250 | 2,250 | 2,400 |
| 631100 Paint & Supplies | 56 | 66 | 25 | 25 | 50 |
| 632002 Outside Printing | 509 | 289 | 300 | 300 | 300 |
| 632102 Protective Clothing | 310 | 1,083 | 400 | 400 | 400 |
| 632200 Gas Purchases | 326 | (20) | - | - | - |
| 632300 Safety Supplies | 1,214 | 1,568 | 1,100 | 1,100 | 1,100 |
| 632700 Miscellaneous Equipment | 5,098 | 6,363 | 5,500 | 6,375 | 5,500 |
| 632800 Signs | - | 32 | 50 | 50 | 50 |
| 640800 Contractor Fees | - | 815 | 800 | 800 | 800 |
| 641303 Water | 2,496 | 1,265 | 1,000 | 1,000 | 1,000 |
| 641308 Cellular Phones | 190 | 322 | 249 | 249 | 241 |
| 642400 Software Support | 1,620 | 1,800 | 2,200 | 2,200 | 2,000 |
| 642501 CEA Operations/Maint. | 136,565 | 171,807 | 131,000 | 131,000 | 186,764 |
| 642502 CEA Depreciation/Replace. | 130,554 | 186,070 | 174,726 | 174,726 | 215,446 |
| 642900 Interfund Allocations | (765) | (1,462) | (3,000) | (3,000) | (3,000) |
| Total Expense | \$ 1,141,354 | \$ 1,278,208 | \$ 1,179,083 | \$ 1,179,958 | \$ 1,307,705 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

| | |
|-----------------------|------------------|
| Topsoil/sand/gravel | \$ 3,200 |
| Seed/fertilizer | 2,500 |
| Plant material/trees | 30,000 |
| Mulch/Chips | - |
| Herbicides/pesticides | 300 |
| | <u>\$ 36,000</u> |

CITY OF APPLETON 2023 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 17036

PROGRAM MISSION

To provide building inspection services to ensure 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 to provide property data, saving staff time and resources

Major Changes in Revenue, Expenditures, or Programs:

The increase in permit revenues is based on current trends.

CITY OF APPLETON 2023 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 17036

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 430800 Heating License | \$ 25 | \$ - | \$ 100 | \$ 100 | \$ 100 |
| 440100 Building Permits | 372,566 | 413,656 | 370,000 | 370,000 | 425,000 |
| 440200 Electrical Permits | 121,491 | 171,114 | 120,000 | 120,000 | 171,000 |
| 440300 Heating Permits | 84,417 | 94,686 | 75,000 | 75,000 | 95,000 |
| 440400 Plumbing & Sewer Permits | 71,594 | 86,237 | 70,000 | 70,000 | 85,000 |
| 440600 State Building Permits | 3,160 | 4,400 | 2,000 | 2,000 | 4,000 |
| 440700 Signs Permits | 4,762 | 4,600 | 5,000 | 5,000 | 5,000 |
| 460900 Weed Cutting | 19,300 | 12,880 | 16,000 | 16,000 | 16,000 |
| 480100 General Charges for Svc | 60,995 | 66,018 | 55,000 | 55,000 | 66,000 |
| 504000 Board of Appeals | 1,215 | 1,475 | 2,000 | 2,000 | 2,000 |
| Total Revenue | <u>\$ 739,525</u> | <u>\$ 855,066</u> | <u>\$ 715,100</u> | <u>\$ 715,100</u> | <u>\$ 869,100</u> |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 450,435 | \$ 436,351 | \$ 455,452 | \$ 455,452 | \$ 483,189 |
| 610500 Overtime Wages | 1,456 | 246 | 2,000 | 2,000 | 2,000 |
| 610800 Part-Time Wages | 4,126 | 6,168 | 14,976 | 14,976 | 15,494 |
| 615000 Fringes | 121,877 | 126,846 | 136,277 | 136,277 | 149,225 |
| 620100 Training/Conferences | 330 | - | - | - | - |
| 640800 Contractor Fees | 29,625 | 6,856 | 8,000 | 8,000 | 6,000 |
| Total Expense | <u>\$ 607,849</u> | <u>\$ 576,467</u> | <u>\$ 616,705</u> | <u>\$ 616,705</u> | <u>\$ 655,908</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|--|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 421000 Federal Grants | 741,088 | - | - | - | - | - |
| 422400 Miscellaneous State Aids | 169,054 | 4,461 | - | - | - | - |
| 430800 Heating License | 25 | - | 1,000 | 100 | 100 | 100 |
| 431900 Street/Sidewalk Cement License | 855 | 705 | 315 | 800 | 800 | 800 |
| 440100 Building Permits | 372,566 | 413,657 | 153,901 | 370,000 | 370,000 | 425,000 |
| 440200 Electrical Permits | 121,491 | 171,114 | 56,370 | 120,000 | 120,000 | 171,000 |
| 440300 Heating Permits | 84,417 | 94,686 | 30,546 | 75,000 | 75,000 | 95,000 |
| 440400 Plumbing & Sewer Permits | 71,594 | 86,237 | 29,920 | 70,000 | 70,000 | 85,000 |
| 440600 State Building Permits | 3,160 | 4,400 | 2,160 | 2,000 | 2,000 | 4,000 |
| 440700 Signs Permits | 4,762 | 4,600 | 2,560 | 5,000 | 5,000 | 5,000 |
| 440900 Street Occupancy Permits | 8,314 | 11,075 | 4,870 | 9,000 | 9,000 | 10,000 |
| 441000 Street Excavation Permits | 126,645 | 403,915 | 95,498 | 176,300 | 176,300 | 93,650 |
| 460100 Asphalt Paving | - | 52,035 | - | - | - | - |
| 460200 Concrete Paving | 12,522 | 19,493 | - | 12,522 | 12,522 | - |
| 460700 Sidewalks | 8,020 | - | - | - | - | - |
| 460800 Snow Removal | 143,284 | 139,288 | 8,733 | 145,000 | 145,000 | 145,000 |
| 460900 Weed Cutting | 19,300 | 12,881 | - | 16,000 | 16,000 | 16,000 |
| 461200 Street Lights | 76,607 | 77,224 | - | 78,000 | 78,000 | 78,000 |
| 480100 General Charges for Service | 67,105 | 71,429 | 28,977 | 63,250 | 63,250 | 74,250 |
| 490800 Misc. Intergovernmental Charges | 175,194 | 104,832 | 32,638 | 177,528 | 177,528 | 103,120 |
| 501000 Miscellaneous Revenue | 22,427 | 35,616 | 23,611 | 37,000 | 37,000 | 33,500 |
| 502000 Donations & Memorials | 1,270 | 250 | 1,500 | - | - | - |
| 503000 Damage to City Property | 95,006 | 70,323 | 24,339 | 88,000 | 88,000 | 70,500 |
| 503500 Other Reimbursements | 31,776 | 117,079 | 94,856 | - | - | 94,855 |
| 504000 Board of Appeals | 1,215 | 1,475 | 870 | 2,000 | 2,000 | 2,000 |
| 508200 Insurance Proceeds | - | 5,000 | - | - | - | - |
| 508500 Cash Short or Over | (25) | - | - | - | - | - |
| 592200 Transfer In - Special Revenue | 1,216,329 | 1,274,087 | - | 1,200,000 | 1,200,000 | 1,250,000 |
| TOTAL PROGRAM REVENUES | 3,574,001 | 3,175,862 | 592,664 | 2,647,500 | 2,647,500 | 2,756,775 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 851,616 | 891,029 | 309,619 | - | - | - |
| 610200 Labor Pool Allocations | 2,637,076 | 2,679,175 | 1,105,554 | 4,071,073 | 4,071,073 | 4,248,102 |
| 610400 Call Time Wages | 41,828 | 54,671 | 30,300 | 55,400 | 55,400 | 56,400 |
| 610500 Overtime Wages | 102,465 | 156,950 | 65,529 | 142,000 | 142,000 | 142,400 |
| 610800 Part-Time Wages | 74,704 | 59,327 | - | 71,275 | 71,275 | 56,000 |
| 611000 Other Compensation | 29,574 | 33,343 | 12,975 | 25,265 | 25,265 | 25,265 |
| 611400 Sick Pay | 22,880 | 32,803 | 29,485 | - | - | - |
| 611500 Vacation Pay | 388,860 | 447,572 | 130,043 | - | - | - |
| 615000 Fringes | 1,350,051 | 1,486,763 | 581,648 | 1,538,880 | 1,538,880 | 1,535,916 |
| TOTAL PERSONNEL | 5,499,054 | 5,841,633 | 2,265,153 | 5,903,893 | 5,903,893 | 6,064,083 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 10,096 | 8,090 | 14,384 | 23,170 | 28,670 | 19,820 |
| 620400 Tuition Fees | - | 915 | - | - | - | - |
| 620600 Parking Permits | 11,813 | 15,342 | 11,480 | 16,680 | 16,680 | 16,680 |
| TOTAL TRAINING / TRAVEL | 21,909 | 24,347 | 25,864 | 39,850 | 45,350 | 36,500 |
| Supplies | | | | | | |
| 630100 Office Supplies | 4,515 | 4,174 | 1,767 | 7,250 | 7,250 | 5,650 |
| 630200 Subscriptions | 5,443 | 5,611 | 343 | 5,500 | 5,500 | 5,600 |
| 630300 Memberships & Licenses | 8,329 | 8,976 | 5,097 | 9,870 | 9,870 | 9,520 |
| 630400 Postage/Freight | 1,495 | 1,464 | 1,820 | 1,475 | 1,475 | 1,485 |
| 630500 Awards & Recognition | 2,516 | 2,749 | 302 | 2,485 | 2,485 | 2,485 |
| 630600 Building Maint./Janitorial | 8,426 | 7,886 | 3,248 | 7,000 | 7,000 | 8,200 |
| 630801 Topsoil | 8,300 | 6,380 | - | 7,000 | 7,000 | 6,700 |
| 630803 Seed | 4,499 | 3,806 | 778 | 2,900 | 2,900 | 2,800 |
| 630804 Plant Material | 61,393 | 42,121 | 25,133 | 48,149 | 48,149 | 36,769 |
| 630807 Herbicides/Pesticides | 3,832 | 3,676 | 2,514 | 3,800 | 3,800 | 300 |
| 630899 Other Landscape Supplies | - | 103 | - | - | - | - |
| 630901 Shop Supplies | 13,976 | 14,229 | 2,890 | 15,610 | 15,610 | 14,380 |
| 630902 Tools & Instruments | 9,829 | 13,239 | 4,322 | 10,620 | 10,620 | 11,830 |
| 631100 Paint & Supplies | 1,522 | 1,943 | 414 | 1,275 | 1,275 | 1,750 |
| 631500 Books & Library Materials | 91 | - | - | 500 | 500 | 500 |
| 631603 Other Misc. Supplies | - | - | - | - | - | - |
| 632001 City Copy Charges | 8,292 | 9,079 | 2,555 | 9,500 | 9,500 | 9,000 |
| 632002 Outside Printing | 8,649 | 9,539 | 4,795 | 11,775 | 11,775 | 9,675 |

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS DEPARTMENT**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|-------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| 632101 Uniforms | 7 | - | 11 | - | - | - |
| 632102 Protective Clothing | 2,462 | 2,649 | 748 | 2,575 | 2,575 | 2,500 |
| 632200 Gas Purchases | 1,651 | 1,817 | 1,092 | 1,475 | 1,475 | 1,775 |
| 632300 Safety Supplies | 6,001 | 5,462 | 954 | 5,600 | 5,600 | 4,950 |
| 632400 Medical/Lab Supplies | 262 | 589 | 136 | 400 | 400 | 600 |
| 632501 Castings | 215 | 10,407 | - | 3,500 | 3,500 | 3,300 |
| 632502 Concrete | 8,471 | 15,336 | - | 14,000 | 14,000 | 19,000 |
| 632503 Other Materials | 48,111 | 58,880 | 18,940 | 90,600 | 90,600 | 75,125 |
| 632505 Gravel | 5,098 | 1,137 | - | 5,000 | 5,000 | 5,000 |
| 632507 Asphalt | 157,613 | 175,024 | 5,998 | 190,085 | 190,085 | 198,225 |
| 632508 Ice Control Materials | 222,160 | 210,875 | 203,522 | 240,000 | 270,649 | 281,800 |
| 632509 Clear Stone | 847 | - | - | 500 | 500 | 400 |
| 632510 Street Lights | 169,613 | 149,392 | 55,411 | 160,000 | 179,552 | 159,000 |
| 632601 Repair Parts | 529 | - | - | 600 | 600 | 500 |
| 632700 Miscellaneous Equipment | 77,275 | 69,512 | 24,589 | 67,325 | 74,725 | 58,325 |
| 632800 Signs | 100,859 | 83,486 | 10,736 | 74,250 | 74,250 | 82,800 |
| 639000 Loss on Obsolete Inventory | - | 14,224 | - | - | - | - |
| TOTAL SUPPLIES | 952,281 | 933,765 | 378,115 | 1,000,619 | 1,058,220 | 1,019,944 |
| Purchased Services | | | | | | |
| 640202 Recording/Filing Fees | 205 | 159 | 50 | 125 | 125 | 125 |
| 640400 Consulting Services | 168,165 | 120,460 | 28,761 | 80,200 | 188,318 | 59,200 |
| 640700 Solid Waste/Recycling Pickup | 459 | 314 | - | 1,836 | 1,836 | 300 |
| 640800 Contractor Fees | 488,726 | 459,606 | 17,088 | 432,074 | 490,003 | 596,535 |
| 640900 Inspection Fees | - | 350 | - | 400 | 400 | 400 |
| 641200 Advertising | 851 | 1,404 | 822 | 2,250 | 2,250 | 2,300 |
| 641301 Electric | 1,421,116 | 1,670,672 | 662,142 | 1,454,289 | 1,454,289 | 1,718,071 |
| 641302 Gas | 10,653 | 19,132 | 21,367 | 22,188 | 22,188 | 48,000 |
| 641303 Water | 10,364 | 8,516 | 1,701 | 8,740 | 8,740 | 8,740 |
| 641304 Sewer | 3,809 | 4,428 | 909 | 3,805 | 3,805 | 3,865 |
| 641306 Stormwater | 28,379 | 29,856 | 7,484 | 27,960 | 27,960 | 29,937 |
| 641307 Telephone | 7,429 | 7,276 | 3,254 | 7,312 | 7,312 | 7,312 |
| 641308 Cellular Phones | 8,815 | 16,918 | 3,328 | 14,256 | 14,256 | 14,991 |
| 641500 Tipping Fees | 52 | - | - | 2,000 | 2,000 | 500 |
| 641600 Building Repairs & Maint. | 8,741 | 2,429 | 221 | 3,000 | 3,000 | 3,000 |
| 641800 Equipment Repairs & Maint. | 28,456 | 19,888 | 3,601 | 25,525 | 25,525 | 25,869 |
| 641900 Communication Eq. Repairs | 979 | 511 | - | 250 | 250 | 750 |
| 642000 Facilities Charges | 212,166 | 201,625 | 58,883 | 222,724 | 222,724 | 189,597 |
| 642400 Software Support | 33,493 | 40,446 | 12,846 | 41,910 | 41,910 | 43,735 |
| 642501 CEA Operations/Maint. | 768,302 | 762,621 | 223,228 | 901,395 | 901,395 | 985,291 |
| 642502 CEA Depreciation/Replace. | 713,570 | 777,608 | 206,474 | 1,168,873 | 1,168,873 | 1,092,227 |
| 642900 Interfund Allocations | (29,833) | (22,952) | (6,238) | (29,250) | (29,250) | (29,250) |
| 643000 Health Services | - | - | - | - | - | - |
| 644000 Snow Removal Services | 147,180 | 140,148 | 73,265 | 30,000 | 30,000 | - |
| 645000 Repairs to Private Property | 3,929 | 1,447 | 660 | 3,000 | 3,000 | 2,000 |
| 645100 Laundry Services | 262 | 248 | 54 | 240 | 240 | 240 |
| 650302 Equipment Rent | - | - | - | - | - | - |
| 659900 Other Contracts/Obligation | 30,285 | 26,848 | 5,547 | 30,500 | 30,500 | 29,050 |
| TOTAL PURCHASED SVCS | 4,066,553 | 4,289,958 | 1,325,447 | 4,455,602 | 4,621,649 | 4,832,785 |
| Capital Outlay | | | | | | |
| 680100 Land | 7,760 | 14,403 | - | - | - | - |
| 680901 Streets | 596,410 | 601,986 | 85 | 763,637 | 816,637 | 773,640 |
| 680902 Sidewalks | 465,410 | 516,585 | 11,035 | 498,109 | 558,109 | 536,608 |
| TOTAL CAPITAL OUTLAY | 1,069,580 | 1,132,974 | 11,120 | 1,261,746 | 1,374,746 | 1,310,248 |
| TOTAL EXPENSE | 11,609,377 | 12,222,677 | 4,005,699 | 12,661,710 | 13,003,858 | 13,263,560 |

CITY OF APPLETON 2023 BUDGET

SANITATION

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

**CITY OF APPLETON 2023 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 2022 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 biodegradable 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 2022, based upon technical findings, reports economic feasibility, 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, the City Guide was written six months in advance, often causing the dates published for spring yard waste collection to not coincide with when residents were able to perform their yard work (due to weather conditions).

Continued to develop relationships with outside services to dispose of brush and yard materials.

Provided a recycling dumpster at the Glendale Ave yard site for City of Appleton residents.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MAJOR 2023 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.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|-----------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 1,689,817 | \$ 1,712,726 | \$ 1,669,618 | \$ 1,669,618 | \$ 1,717,618 | 2.87% |
| Program Expenses | | | | | | | |
| 2210 | Administration | 444,564 | 426,527 | 451,901 | 453,651 | 519,811 | 15.03% |
| 2221 | Recycling | 100,667 | 75,761 | 116,417 | 116,417 | 127,107 | 9.18% |
| 2223 | Solid Waste | 2,993,601 | 3,028,306 | 3,144,855 | 3,144,855 | 3,382,617 | 7.56% |
| 2230 | Landfill Maint. | 103,960 | 124,776 | 119,072 | 152,109 | 150,619 | 26.49% |
| TOTAL | | \$ 3,642,792 | \$ 3,655,370 | \$ 3,832,245 | \$ 3,867,032 | \$ 4,180,154 | 9.08% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,401,771 | 1,304,963 | 1,444,788 | 1,444,788 | 1,485,848 | 2.84% |
| Training & Travel | | - | - | 500 | 500 | 250 | -50.00% |
| Supplies & Materials | | 61,137 | 171,094 | 121,730 | 123,480 | 118,165 | -2.93% |
| Purchased Services | | 2,179,460 | 2,179,166 | 2,264,677 | 2,297,714 | 2,530,341 | 11.73% |
| Miscellaneous Expense | | 424 | 147 | 550 | 550 | 45,550 | 8181.82% |
| Transfers Out | | - | - | - | - | - | N/A |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 17.68 | 17.68 | 17.80 | 17.80 | 17.90 | |

* % change from prior year adopted budget
Sanitation.xls

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM MISSION

To provide administrative and planning support to ensure 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 and fees 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 non-compliant overflow at the curb

Continue to advertise spring yard waste collection dates in April to allow this program to be more "weather dependent" and better serve our customers

Major changes in Revenue, Expenditures, or Programs:

The City will begin a project in 2023 to move the Utility Billing system to the ERP software system. The cost to install this module will be allocated between the Water, Wastewater and Stormwater Utilities and the Sanitation Special Revenue Fund. The 2023 expense includes the cost to install and the annual service contract for the first year.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 2,045,000 | \$ 2,089,000 | \$ 2,089,000 | \$ 2,089,000 | \$ 2,089,000 |
| 470500 General Interest | 23 | 24 | - | - | - |
| 471000 Interest on Investments | 25,133 | (9,686) | 25,000 | 25,000 | 25,000 |
| 480100 Charges for Service | 1,496,129 | 1,506,362 | 1,479,243 | 1,479,243 | 1,509,243 |
| 500400 Sale of City Property | 1,330 | 948 | 400 | 400 | 400 |
| 501600 Lease Revenue | 400 | 400 | 400 | 400 | 400 |
| 503000 Damage to City Property | 200 | 8,811 | - | - | - |
| 507100 Customer Penalty | 2,553 | 10,372 | 7,000 | 7,000 | 7,000 |
| Total Revenue | \$ 3,570,768 | \$ 3,606,231 | \$ 3,601,043 | \$ 3,601,043 | \$ 3,631,043 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 182,401 | \$ 166,366 | \$ 186,095 | \$ 186,095 | \$ 191,178 |
| 610400 Call Time Wages | 2,212 | 2,106 | 700 | 700 | 2,100 |
| 610500 Overtime Wages | 376 | 521 | 375 | 375 | 475 |
| 610800 Part-Time Wages | 874 | 71 | - | - | - |
| 615000 Fringes | 59,185 | 61,254 | 71,701 | 71,701 | 68,516 |
| 620100 Training/Conferences | - | - | 500 | 500 | 250 |
| 630100 Office Supplies | 814 | 891 | 875 | 875 | 900 |
| 630300 Memberships & Licenses | 190 | 195 | 195 | 195 | 195 |
| 630400 Postage/Freight | 23,068 | 17,093 | 23,000 | 23,000 | 22,000 |
| 630500 Awards & Recognition | 275 | 1,020 | 945 | 945 | 945 |
| 632001 City Copy Charges | 1,141 | - | 1,200 | 1,200 | 1,200 |
| 632002 Outside Printing | 5,810 | 5,542 | 5,800 | 5,800 | 5,600 |
| 632102 Protective Clothing | 993 | 1,613 | 800 | 800 | 1,500 |
| 632300 Safety Supplies | 1,064 | 1,070 | 850 | 850 | 1,050 |
| 632400 Medical/Lab Supplies | 131 | 295 | 200 | 200 | 250 |
| 632700 Miscellaneous Equipment | - | - | - | 1,750 | - |
| 640300 Bank Service Fees | 4,366 | 2,809 | 5,280 | 5,280 | 5,280 |
| 641200 Advertising | - | 143 | 500 | 500 | 200 |
| 614300 Utilities | 53,935 | 54,559 | 53,698 | 53,698 | 61,915 |
| 642000 Facilities Charges | 23,381 | 21,596 | 24,667 | 24,667 | 20,998 |
| 642400 Software Support | 3,240 | 3,600 | 4,250 | 4,250 | 4,320 |
| 642501 CEA Operations/Maint. | 31,572 | 25,575 | 5,000 | 5,000 | 24,068 |
| 642502 CEA Depreciation/Replace. | 10,224 | 11,709 | 18,500 | 18,500 | 12,461 |
| 643000 Health Services | - | 54 | - | - | - |
| 650100 Insurance | 37,586 | 47,580 | 45,520 | 45,520 | 48,160 |
| 659900 Other Contracts/Obligation | 1,348 | 718 | 750 | 750 | 750 |
| 662300 Uncollectable Accounts | 378 | 147 | 500 | 500 | 500 |
| 681500 Software Acquisition | - | - | - | - | 45,000 |
| Total Expense | \$ 444,564 | \$ 426,527 | \$ 451,901 | \$ 453,651 | \$ 519,811 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

| | |
|---|------------------|
| City service invoice printing & mailing | \$ 22,000 |
| | <u>\$ 22,000</u> |

**CITY OF APPLETON 2023 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 grind brush for the Parks 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
- Continue to provide a recycling dumpster at the Glendale Ave yard site for City of Appleton residents

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 Charges for Services | \$ 72,246 | \$ 81,167 | \$ 75,000 | \$ 75,000 | \$ 85,000 |
| 503500 Other Reimbursements | 50 | - | - | - | - |
| 507100 Customer Penalty | 67 | 31 | - | - | - |
| Total Revenue | \$ 72,363 | \$ 81,198 | \$ 75,000 | \$ 75,000 | \$ 85,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 38,275 | \$ 33,641 | \$ 39,253 | \$ 39,253 | \$ 47,492 |
| 610400 Call Time Wages | - | - | 25 | 25 | - |
| 610500 Overtime Wages | 498 | 6 | 200 | 200 | 200 |
| 610800 Part-Time Wages | 1,561 | 1,159 | - | - | - |
| 615000 Fringes | 13,851 | 11,231 | 16,114 | 16,114 | 16,847 |
| 630300 Memberships & Licenses | 125 | 125 | 125 | 125 | 125 |
| 630804 Plant Material | 331 | 391 | 350 | 350 | 400 |
| 630901 Shop Supplies | 1,729 | 1,291 | 1,200 | 1,200 | 1,300 |
| 630902 Tools & Instruments | 448 | 1,444 | 800 | 800 | 1,200 |
| 632505 Gravel | - | 260 | - | - | - |
| 632700 Miscellaneous Equipment | 2,235 | - | - | - | - |
| 640700 Garbage/Recycling Pickup | 9,052 | 10,638 | 5,000 | 5,000 | 12,000 |
| 640800 Contractor Fees | 68 | - | - | - | - |
| 641301 Electric | 1,400 | 1,227 | 1,300 | 1,300 | 1,350 |
| 642501 CEA Operations/Maint. | 14,843 | 10,047 | 28,000 | 28,000 | 22,542 |
| 642502 CEA Depreciation/Replace. | 16,205 | 4,301 | 24,000 | 24,000 | 23,601 |
| 662300 Uncollectable Accounts | 46 | - | 50 | 50 | 50 |
| Total Expense | \$ 100,667 | \$ 75,761 | \$ 116,417 | \$ 116,417 | \$ 127,107 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

No major changes.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 Charges for Service | \$ 14,605 | \$ 6,276 | \$ 12,675 | \$ 12,675 | \$ 12,675 |
| 490800 Misc Intergov. Charges | - | 172 | 100 | 100 | 100 |
| 505500 Appliance Tags | 28,448 | 26,670 | 12,000 | 12,000 | 12,000 |
| 505600 Tire Tags | 1,423 | 2,194 | 800 | 800 | 800 |
| 505700 Grass Clipping Fees | 12,674 | 34,139 | 17,000 | 17,000 | 20,000 |
| 505800 Overflow Refuse Fees | 34,538 | 44,827 | 40,000 | 40,000 | 45,000 |
| 508500 Cash Short or Over | (2) | 19 | - | - | - |
| Total Revenue | \$ 91,686 | \$ 114,297 | \$ 82,575 | \$ 82,575 | \$ 90,575 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 766,168 | \$ 720,361 | \$ 772,156 | \$ 772,156 | \$ 804,954 |
| 610400 Call Time Wages | 2,255 | 420 | 2,000 | 2,000 | 1,200 |
| 610500 Overtime Wages | 18,283 | 14,656 | 20,000 | 20,000 | 20,000 |
| 610800 Part-Time Wages | 8,351 | 5,236 | 6,967 | 6,967 | - |
| 615000 Fringes | 303,361 | 282,073 | 319,008 | 319,008 | 321,538 |
| 630901 Shop Supplies | 116 | 556 | 400 | 400 | 600 |
| 630902 Tools & Instruments | 134 | - | 200 | 200 | 100 |
| 631100 Paint & Supplies | 56 | 35 | 200 | 200 | 100 |
| 632200 Gas Purchases | 166 | 350 | 200 | 200 | 200 |
| 632700 Miscellaneous Equipment | 22,310 | 138,922 | 83,890 | 83,890 | 80,500 |
| 640700 Waste/Recycling Pickup | 2,616 | 746 | - | - | - |
| 640800 Contractor Fees | 377 | 1,153 | 400 | 400 | 2,000 |
| 641500 Tipping Fees | 971,582 | 1,030,887 | 1,088,360 | 1,088,360 | 1,086,500 |
| 641800 Equipment Repairs & Maint. | - | - | 50 | 50 | - |
| 642501 CEA Operations/Maint. | 582,542 | 521,445 | 527,500 | 527,500 | 611,643 |
| 642502 CEA Depreciation/Replace. | 317,326 | 311,442 | 325,000 | 325,000 | 453,258 |
| 642900 Interfund Allocations | (2,066) | - | (1,500) | (1,500) | - |
| 650302 Equipment Rent | 24 | 24 | 24 | 24 | 24 |
| Total Expense | \$ 2,993,601 | \$ 3,028,306 | \$ 3,144,855 | \$ 3,144,855 | \$ 3,382,617 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | |
|-------------------------------------|---------------------|
| Miscellaneous Equipment | |
| Replacement automated containers | \$ 73,110 |
| Rolloff Box | 3,000 |
| Misc equipment (wheels, lids, etc.) | 4,390 |
| | <u>\$ 80,500</u> |
| Tipping Fees | |
| Residential/curbside pickup | \$ 1,086,500 |
| | <u>\$ 1,086,500</u> |

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM MISSION

Maintain and monitor the condition of this site to ensure 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

Perform second year of catching up on delayed maintenance of landfill cap

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 third inspection on May 10, 2022. Concerns were raised during that inspection and will require more cap maintenance to address settling and vegetation issues. Condition of the site is not unusual based on the age of the landfill and the age of the system.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 3,074 | \$ 4,170 | \$ 6,249 | \$ 6,249 | \$ 8,898 |
| 610800 Part-Time Wages | 23 | 217 | - | - | - |
| 615000 Fringes | 1,025 | 1,476 | 3,945 | 3,945 | 2,450 |
| 632503 Other Materials | - | - | 500 | 500 | - |
| 640400 Consulting Services | 77,075 | 87,411 | 78,393 | 111,430 | 80,295 |
| 640800 Contractor Fees | - | 9,980 | - | - | - |
| 641300 Utilities | 5,571 | 3,885 | 5,434 | 5,434 | 4,960 |
| 642000 Facilities Charges | 3,017 | 2,590 | 2,176 | 2,176 | 1,853 |
| 642501 CEA Operations/Maint. | 410 | 852 | 1,200 | 1,200 | 1,303 |
| 642502 CEA Depreciation/Replace. | 757 | 1,122 | 3,000 | 3,000 | 1,000 |
| 645400 Grounds Repair & Maintenance | 1,445 | 1,510 | 6,600 | 6,600 | 38,400 |
| 650100 Insurance | 10,823 | 10,823 | 10,815 | 10,815 | 10,700 |
| 659900 Other Contracts/Obligation | 740 | 740 | 760 | 760 | 760 |
| Total Expense | <u>\$ 103,960</u> | <u>\$ 124,776</u> | <u>\$ 119,072</u> | <u>\$ 152,109</u> | <u>\$ 150,619</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|---|------------------|
| DNR required operations and monitoring | \$ 65,295 |
| Well replacement | 15,000 |
| | <u>\$ 80,295</u> |

Grounds Repair & Maintenance

| | |
|---------------------------|------------------|
| Mowing contractor | \$ 9,000 |
| Ditch cleaning contractor | 5,000 |
| Cap repair contractor | 24,400 |
| | <u>\$ 38,400</u> |

**CITY OF APPLETON 2023 BUDGET
SANITATION**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 411000 Property Tax | 2,045,000 | 2,089,000 | 2,089,000 | 2,089,000 | 2,089,000 | 2,089,000 |
| 471000 Interest on Investments | 25,156 | (9,660) | 11 | 25,000 | 25,000 | 25,000 |
| 480100 General Charges for Service | 1,582,980 | 1,593,806 | 16,586 | 1,566,918 | 1,566,918 | 1,606,918 |
| 487200 Commercial Recycling | - | - | - | - | - | - |
| 490800 Misc Intergovernmental Charges | - | 173 | - | 100 | 100 | 100 |
| 500400 Sale of City Property | 1,330 | 949 | 1,710 | 400 | 400 | 400 |
| 501000 Miscellaneous Revenue | - | - | 799 | - | - | - |
| 501600 Lease Revenue | 400 | 400 | - | 400 | 400 | 400 |
| 503000 Damage to City Property | 200 | 8,811 | 400 | - | - | - |
| 503500 Other Reimbursements | 50 | - | 200 | - | - | - |
| 505500 Appliance Tags | 28,448 | 26,670 | 1,929 | 12,000 | 12,000 | 12,000 |
| 505600 Tire Tags | 1,423 | 2,195 | 352 | 800 | 800 | 800 |
| 505700 Grass Clipping Fees | 12,674 | 34,139 | 430 | 17,000 | 17,000 | 20,000 |
| 505800 Overflow Refuse Fees | 34,538 | 44,827 | 10,676 | 40,000 | 40,000 | 45,000 |
| 507100 Customer Penalty | 2,620 | 10,404 | - | 7,000 | 7,000 | 7,000 |
| 508500 Cash Short or Over | (2) | 20 | - | - | - | - |
| TOTAL PROGRAM REVENUES | <u>3,734,817</u> | <u>3,801,734</u> | <u>2,122,093</u> | <u>3,758,618</u> | <u>3,758,618</u> | <u>3,806,618</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 58,434 | 83,922 | 29,637 | - | - | - |
| 610200 Labor Pool Allocations | 832,142 | 738,350 | 277,290 | 997,653 | 997,653 | 1,048,772 |
| 610400 Call Time Wages | 4,467 | 2,526 | 934 | 2,725 | 2,725 | 3,300 |
| 610500 Overtime Wages | 19,157 | 15,183 | 2,155 | 20,575 | 20,575 | 20,675 |
| 610800 Part-Time Wages | 10,808 | 6,684 | - | 6,967 | 6,967 | - |
| 611000 Other Compensation | 4,543 | 2,845 | 3,031 | 6,100 | 6,100 | 3,750 |
| 611400 Sick Pay | 4,049 | 3,859 | 143 | - | - | - |
| 611500 Vacation Pay | 90,750 | 95,560 | 21,202 | - | - | - |
| 615000 Fringes | 377,421 | 356,034 | 121,246 | 410,768 | 410,768 | 409,351 |
| TOTAL PERSONNEL | <u>1,401,771</u> | <u>1,304,963</u> | <u>455,638</u> | <u>1,444,788</u> | <u>1,444,788</u> | <u>1,485,848</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | - | - | 250 | 500 | 500 | 250 |
| TOTAL TRAINING / TRAVEL | <u>-</u> | <u>-</u> | <u>250</u> | <u>500</u> | <u>500</u> | <u>250</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 814 | 891 | 202 | 875 | 875 | 900 |
| 630300 Memberships & Licenses | 315 | 320 | 200 | 320 | 320 | 320 |
| 630400 Postage/Freight | 23,068 | 17,093 | 6,811 | 23,000 | 23,000 | 22,000 |
| 630500 Awards & Recognition | 275 | 1,020 | - | 945 | 945 | 945 |
| 630804 Plant Material | 330 | 391 | 98 | 350 | 350 | 400 |
| 630901 Shop Supplies | 1,845 | 1,848 | 597 | 1,600 | 1,600 | 1,900 |
| 630902 Tools & Instruments | 583 | 1,444 | 106 | 1,000 | 1,000 | 1,300 |
| 631100 Paint & Supplies | 56 | 35 | 26 | 200 | 200 | 100 |
| 632001 City Copy Charges | 1,141 | - | - | 1,200 | 1,200 | 1,200 |
| 632002 Outside Printing | 5,810 | 5,542 | 2,691 | 5,800 | 5,800 | 5,600 |
| 632102 Protective Clothing | 993 | 1,613 | 563 | 800 | 800 | 1,500 |
| 632200 Gas Purchases | 166 | 350 | - | 200 | 200 | 200 |
| 632300 Safety Supplies | 1,064 | 1,070 | 305 | 850 | 850 | 1,050 |
| 632400 Medical/Lab Supplies | 131 | 295 | 68 | 200 | 200 | 250 |
| 632503 Other Materials | - | - | - | 500 | 500 | - |
| 632505 Gravel | - | 260 | - | - | - | - |
| 632509 Clear Stone | - | - | - | - | - | - |
| 632700 Miscellaneous Equipment | 24,546 | 138,922 | 78,974 | 83,890 | 85,640 | 80,500 |
| 632800 Signs | - | - | - | - | - | - |
| TOTAL SUPPLIES | <u>61,137</u> | <u>171,094</u> | <u>90,641</u> | <u>121,730</u> | <u>123,480</u> | <u>118,165</u> |

**CITY OF APPLETON 2023 BUDGET
SANITATION**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Purchased Services | | | | | | |
| 640300 Bank Service Fees | 4,366 | 2,809 | 1,076 | 5,280 | 5,280 | 5,280 |
| 640400 Consulting Services | 77,075 | 87,411 | 11,464 | 78,393 | 111,430 | 80,295 |
| 640700 Solid Waste/Recycling Pickup | 11,668 | 11,384 | 1,260 | 5,000 | 5,000 | 12,000 |
| 640800 Contractor Fees | 445 | 11,133 | 1,848 | 400 | 400 | 2,000 |
| 641200 Advertising | - | 143 | - | 500 | 500 | 200 |
| 641301 Electric | 23,303 | 19,172 | 9,442 | 22,235 | 22,235 | 21,505 |
| 641302 Gas | 3,268 | 5,535 | 6,090 | 5,125 | 5,125 | 7,950 |
| 641303 Water | 4,733 | 4,305 | 1,665 | 5,000 | 5,000 | 5,000 |
| 641304 Sewer | 2,018 | 2,344 | 933 | 2,200 | 2,200 | 2,600 |
| 641306 Stormwater | 26,199 | 26,770 | 12,357 | 24,474 | 24,474 | 29,780 |
| 641307 Telephone | 727 | - | - | - | - | - |
| 641308 Cellular Phones | 658 | 1,546 | 691 | 1,398 | 1,398 | 1,390 |
| 641500 Tipping Fees | 971,582 | 1,030,887 | 221,940 | 1,088,360 | 1,088,360 | 1,086,500 |
| 641800 Equipment Repairs & Maint. | - | - | - | 50 | 50 | - |
| 642000 Facilities Charges | 26,397 | 24,185 | 7,890 | 26,843 | 26,843 | 22,851 |
| 642400 Software Support | 3,240 | 3,600 | 1,918 | 4,250 | 4,250 | 4,320 |
| 642501 CEA Operations/Maint. | 629,367 | 557,919 | 79,566 | 561,700 | 561,700 | 659,556 |
| 642502 CEA Depreciation/Replace. | 344,513 | 328,574 | 50,834 | 370,500 | 370,500 | 490,320 |
| 642900 Interfund Allocations | (2,066) | - | - | (1,500) | (1,500) | - |
| 643000 Health Services | - | 54 | - | - | - | - |
| 645400 Grounds Repair & Maintenance | 1,445 | 1,510 | - | 6,600 | 6,600 | 38,400 |
| 650100 Insurance | 48,410 | 58,403 | 23,475 | 56,335 | 56,335 | 58,860 |
| 650302 Equipment Rent | 24 | 24 | 24 | 24 | 24 | 24 |
| 659900 Other Contracts/Obligation | 2,088 | 1,458 | - | 1,510 | 1,510 | 1,510 |
| TOTAL PURCHASED SVCS | <u>2,179,460</u> | <u>2,179,166</u> | <u>432,473</u> | <u>2,264,677</u> | <u>2,297,714</u> | <u>2,530,341</u> |
| Miscellaneous Expense | | | | | | |
| 662300 Uncollectable Accounts | 424 | 147 | - | 550 | 550 | 550 |
| 681500 Software Acquisition | - | - | - | - | - | 45,000 |
| TOTAL MISCELLANEOUS EXP | <u>424</u> | <u>147</u> | <u>-</u> | <u>550</u> | <u>550</u> | <u>45,550</u> |
| Transfers | | | | | | |
| 791400 Transfer Out - Capital Project | - | - | - | - | - | - |
| TOTAL TRANSFERS | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL EXPENSE | <u>3,642,792</u> | <u>3,655,370</u> | <u>979,002</u> | <u>3,832,245</u> | <u>3,867,032</u> | <u>4,180,154</u> |

**CITY OF APPLETON 2023 BUDGET
SANITATION FUND**

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

| | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| Property Taxes | \$ 2,045,000 | \$ 2,089,000 | \$ 2,089,000 | \$ 2,089,000 | \$ 2,089,000 |
| Interest Income | 25,156 | (9,660) | 25,000 | 25,000 | 25,000 |
| Charges for Services | 1,660,063 | 1,701,810 | 1,636,818 | 1,636,818 | 1,684,818 |
| Sale of City Property | 1,330 | 949 | 400 | 400 | 400 |
| Other | 3,268 | 19,635 | 7,400 | 7,400 | 7,400 |
| Total Revenues | <u>3,734,817</u> | <u>3,801,734</u> | <u>3,758,618</u> | <u>3,758,618</u> | <u>3,806,618</u> |
| Expenses | | | | | |
| Program Costs | <u>3,642,792</u> | <u>3,655,370</u> | <u>3,832,245</u> | <u>3,832,245</u> | <u>4,180,154</u> |
| Other Financing Sources (Uses) | | | | | |
| Transfer Out - Capital Projects | - | - | - | - | - |
| Net Change in Equity | 92,025 | 146,364 | (73,627) | (73,627) | (373,536) |
| Fund Balance - Beginning | <u>1,482,253</u> | <u>1,574,278</u> | <u>1,720,642</u> | <u>1,720,642</u> | <u>1,647,015</u> |
| Fund Balance - Ending | <u>\$ 1,574,278</u> | <u>\$ 1,720,642</u> | <u>\$ 1,647,015</u> | <u>\$ 1,647,015</u> | <u>\$ 1,273,479</u> |

**CITY OF APPLETON 2023 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 through 2022 and 7 cents per vehicle beginning in 2023) 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 1,216,329 | \$ 1,274,087 | \$ 1,200,000 | \$ 1,200,000 | \$ 1,250,000 | 4.17% |
| Program Expenses | | \$ 1,216,329 | \$ 1,274,087 | \$ 1,200,000 | \$ 1,200,000 | \$ 1,250,000 | 4.17% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Training & Travel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Transfers Out | 1,216,329 | 1,274,087 | 1,200,000 | 1,200,000 | 1,250,000 | 4.17% |

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Wheel Tax

Business Unit 2650

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 415000 Wheel Tax | \$ 1,216,329 | \$ 1,274,087 | \$ 1,200,000 | \$ 1,200,000 | \$ 1,250,000 |
| Total Revenue | <u>\$ 1,216,329</u> | <u>\$ 1,274,087</u> | <u>\$ 1,200,000</u> | <u>\$ 1,200,000</u> | <u>\$ 1,250,000</u> |
| Expenses | | | | | |
| 791100 Transfer Out - Gen Fund | 1,216,329 | 1,274,087 | 1,200,000 | 1,200,000 | 1,250,000 |
| Total Expense | <u>\$ 1,216,329</u> | <u>\$ 1,274,087</u> | <u>\$ 1,200,000</u> | <u>\$ 1,200,000</u> | <u>\$ 1,250,000</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
WHEEL TAX FUND**

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

| | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Revenues | | | | | |
| Wheel Tax | \$ 1,216,329 | \$ 1,274,087 | \$ 1,200,000 | \$ 1,200,000 | \$ 1,250,000 |
| Total Revenues | <u>1,216,329</u> | <u>1,274,087</u> | <u>1,200,000</u> | <u>1,200,000</u> | <u>1,250,000</u> |
| Expenses | | | | | |
| Program Costs | - | - | - | - | - |
| Total Expenses | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Revenues over (under) Expenses | 1,216,329 | 1,274,087 | 1,200,000 | 1,200,000 | 1,250,000 |
| Other Financing Sources (Uses) | | | | | |
| Transfer Out - General Fund (DPW) | (1,216,329) | (1,274,087) | (1,200,000) | (1,200,000) | (1,250,000) |
| Total Other Financing Sources (Uses) | <u>(1,216,329)</u> | <u>(1,274,087)</u> | <u>(1,200,000)</u> | <u>(1,200,000)</u> | <u>(1,250,000)</u> |
| Net Change in Equity | - | - | - | - | - |
| Fund Balance - Beginning | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

**CITY OF APPLETON 2023 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, streetlights, 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 | 1,120,757 | Projects, pg. 602 |
| Sidewalks | 83,759 | Projects, pg. 610 |
| | <u>\$ 1,204,516</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

| Unit | Programs Title | Actual | | Budget | | % Change * | |
|-------------------------------|-------------------------|------------|------------|--------------|--------------|---------------|---------|
| | | 2020 | 2021 | Adopted 2022 | Amended 2022 | | 2023 |
| | Program Revenues | \$ 418,237 | \$ 591,647 | \$ 1,319,135 | \$ 1,319,135 | \$ 902,495 | -31.58% |
| | Program Expenses | \$ 734,646 | \$ 711,271 | \$ 1,396,811 | \$ 1,396,811 | \$ 1,204,516 | -13.77% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 96,497 | 152,075 | 136,120 | 136,120 | 138,394 | 1.67% |
| | Supplies & Materials | 15,645 | 81,025 | - | - | 14,264 | N/A |
| | Purchased Services | 18,839 | 48,079 | 10,000 | 10,000 | 20,000 | 100.00% |
| | Capital Expenditures | 603,665 | 430,092 | 1,250,691 | 1,250,691 | 1,031,858 | -17.50% |
| | Transfers Out | - | - | - | - | - | N/A |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 411000 Property Tax | \$ 100,000 | \$ - | \$ - | \$ - | \$ - |
| 461400 Miscellaneous Specials | 386,498 | 493,191 | 430,000 | 430,000 | 313,410 |
| 471000 Interest on Investments | 25,051 | (4,126) | 20,000 | 20,000 | 20,000 |
| 473000 Interest - Deferred Specials | 6,688 | 7,412 | 10,000 | 10,000 | 7,000 |
| 503500 Other Reimbursements | - | 95,170 | 359,135 | 359,135 | 562,085 |
| 591000 Proceeds of Long-term debt | - | - | 500,000 | 500,000 | - |
| Total Revenue | \$ 518,237 | \$ 591,647 | \$ 1,319,135 | \$ 1,319,135 | \$ 902,495 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 71,728 | \$ 104,379 | \$ 97,207 | \$ 97,207 | 100,204 |
| 610500 Overtime Wages | 1,332 | 4,969 | 3,000 | 3,000 | 3,000 |
| 610800 Part-Time Wages | 537 | 908 | 3,346 | 3,346 | 3,462 |
| 615000 Fringes | 22,900 | 41,819 | 32,567 | 32,567 | 31,728 |
| 630804 Plant Material | 5,311 | 4,012 | - | - | 8,264 |
| 630901 Shop Supplies | 46 | - | - | - | - |
| 632503 Other Materials | 159 | 2,154 | - | - | - |
| 632507 Asphalt | 9,354 | 72,041 | - | - | 3,000 |
| 632800 Signs | 775 | 2,818 | - | - | 3,000 |
| 640400 Consulting Services | 5,069 | 19,896 | 5,000 | 5,000 | 5,000 |
| 642501 CEA Operations/Maint. | 7,129 | 7,935 | - | - | 8,000 |
| 642502 CEA Depreciation/Replace. | 6,641 | 20,248 | 5,000 | 5,000 | 7,000 |
| 680901 Streets | 490,961 | 350,184 | 1,113,671 | 1,113,671 | 958,990 |
| 680902 Sidewalks | 112,704 | 79,908 | 137,020 | 137,020 | 72,868 |
| Total Expense | \$ 734,646 | \$ 711,271 | \$ 1,396,811 | \$ 1,396,811 | \$ 1,204,516 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| 2023 | Street | From | To | 4010 |
|---------------------------------|----------------|---------------|----|---------------------|
| Labor Pool | | | | 138,394 |
| CEA | | | | 15,000 |
| Sidewalk - new | | | | 62,868 |
| Sidewalk - 6 month waivers | | | | 10,000 |
| Subtotal | | | | 72,868 |
| Temp Surface after G&G | | | | |
| Subtotal | | | | - |
| Material Testing | | | | 5,000 |
| Subtotal | | | | 5,000 |
| New Concrete (Developer Funded) | | | | |
| Kurey Dr | Broadway Dr | Canyon Ln | | 143,000 |
| Kurey Dr | Werner Rd | Werner Rd | | 71,750 |
| Werner Rd | Kurey Rd | Kurey Rd | | 275,240 |
| Subtotal | | | | 489,990 |
| New Concrete (Non-Escrow) | | | | |
| Amethyst Dr | Bluetopaz Dr | Aquamarine Dr | | 193,560 |
| Amethyst Dr | Providence Ave | Bluetopaz Dr | | 146,634 |
| Bluetopaz Dr | Providence Ave | Amethyst Dr | | 143,070 |
| Subtotal | | | | 483,264 |
| Total Paving | | | | \$ 1,204,516 |

CITY OF APPLETON 2023 BUDGET

SUBDIVISION DEVELOPMENT FUND

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---|----------------|----------------|----------------|-------------------|----------------|
| Property Taxes | \$ 100,000 | \$ - | \$ - | \$ - | \$ - |
| Special Assessments | 386,498 | 493,191 | 430,000 | 430,000 | 313,410 |
| Interest Income | 31,739 | 3,286 | 30,000 | - | 27,000 |
| Other | - | 95,170 | 359,135 | 359,135 | 562,085 |
| Total Revenues | 518,237 | 591,647 | 819,135 | 789,135 | 902,495 |
| Expenses | | | | | |
| Program Costs | 734,646 | 711,271 | 1,396,811 | 1,396,811 | 1,204,516 |
| Total Expenses | 734,646 | 711,271 | 1,396,811 | 1,396,811 | 1,204,516 |
| Revenues over (under) Expenses | (216,409) | (119,624) | (577,676) | (607,676) | (302,021) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of Long-term Debt | - | - | 500,000 | 500,000 | - |
| Total Other Financing Sources (Uses) | - | - | 500,000 | 500,000 | - |
| Net Change in Equity | (216,409) | (119,624) | (77,676) | (107,676) | (302,021) |
| Fund Balance - Beginning | 1,150,986 | 934,577 | 814,953 | 814,953 | 707,277 |
| Fund Balance - Ending | \$ 934,577 | \$ 814,953 | \$ 737,277 | \$ 707,277 | \$ 405,256 |
| Unreserved Designated Fund Balance Policy Compliance | | | | | |
| <i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i> | | | | | 177,818 |
| <i>Maximum - 80% of the most recent five year average of subdivision development expenditures</i> | | | | | |
| 2022 projected | | 1,396,811 | | | |
| 2021 actual | | 711,271 | | | |
| 2020 actual | | 734,646 | | | |
| 2019 actual | | 1,026,229 | | | |
| 2018 actual | | 770,580 | | | |
| | | | | | 742,326 |

**CITY OF APPLETON 2023 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 | \$ 1,166,875 | Projects, pg. 602 |
| Grade & Gravel Program | 636,383 | Projects, pg. 608 |
| Sidewalk Program | 95,417 | Projects, pg. 610 |
| Asphalt Paving Program | 52,345 | Projects, pg. 598 |
| Public Safety Camera Program | 85,000 | Projects, pg. 596 |
| Pedestrian Crosswalk Safety Enhancements | 140,000 | Projects, pg. 595 |
| Traffic Signal and Safety Upgrades - Calumet St | 157,000 | Projects, pg. 597 |
| Bridge Improvements | 16,000 | Projects, pg. 594 |
| Monitoring Equipment - Mackville Landfill | 70,100 | Projects, pg. 654 |
| Survey Equipment | 30,000 | Projects, pg. 653 |
| | <u>\$ 2,449,120</u> | |

Major program changes:

The Public Works Capital Projects Fund has been reduced in 2023 to help meet overall borrowing goals for City projects.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------|--------------|--------------|--------------|--------------|--------------|---------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 830,185 | \$ 191,842 | \$ 8,285 | \$ 8,285 | \$ 107,485 | 1197.34% |
| Program Expenses | | \$ 8,048,237 | \$ 6,767,111 | \$ 4,943,806 | \$ 6,269,265 | \$ 2,449,120 | -50.46% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 636,979 | 618,023 | 683,362 | 683,362 | 675,566 | -1.14% |
| Supplies & Materials | | 554,743 | 899,806 | 554,984 | 554,984 | 515,485 | -7.12% |
| Purchased Services | | 806,499 | 646,271 | 326,484 | 396,329 | 371,732 | 13.86% |
| Capital Expenditures | | 6,050,016 | 4,603,011 | 3,378,976 | 4,634,590 | 886,337 | -73.77% |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 170,667 | \$ - | \$ - | \$ - | \$ - |
| 471000 Interest on Investments | 48,351 | (22,883) | 8,285 | 8,285 | 8,285 |
| 503500 Other Reimbursements | 611,167 | 214,725 | - | - | 99,200 |
| 591000 Proceeds of Long-term Debt | 7,217,820 | 6,309,000 | 4,840,000 | 4,840,000 | 2,200,000 |
| Total Revenue | \$ 8,048,005 | \$ 6,500,842 | \$ 4,848,285 | \$ 4,848,285 | \$ 2,307,485 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 589 | \$ 12,582 | \$ - | \$ - | \$ - |
| 610200 Labor Pool Allocations | 464,134 | 417,074 | 487,778 | 487,778 | 485,068 |
| 610500 Overtime Wages | 10,256 | 17,650 | 8,000 | 8,000 | 8,000 |
| 610800 Part-Time Wages | 8,809 | 9,684 | 3,346 | 3,346 | 3,461 |
| 615000 Fringes | 153,192 | 161,032 | 184,238 | 184,238 | 179,037 |
| 630804 Plant Material | 9,782 | 15,200 | 7,871 | 7,871 | 1,094 |
| 632503 Other Materials | 3,188 | 4,317 | - | - | 61,925 |
| 632505 Gravel | - | 1,929 | - | - | - |
| 632507 Asphalt | 295,519 | 659,201 | 139,235 | 139,235 | 108,766 |
| 632510 Street Lights | 208,864 | 190,825 | 179,000 | 179,000 | 157,000 |
| 632700 Miscellaneous Equipment | 21,193 | - | 219,428 | 219,428 | 181,100 |
| 632800 Signs | 16,196 | 28,335 | 9,450 | 9,450 | 5,600 |
| 640400 Consulting Services | 47,508 | 11,843 | 35,000 | 104,845 | 100,000 |
| 640800 Contractor Fees | 683,233 | 461,945 | 194,175 | 194,175 | 174,423 |
| 641500 Tipping Fees | 14,223 | - | - | - | - |
| 642501 CEA Operations/Maint. | 27,736 | 80,907 | 46,840 | 46,840 | 46,840 |
| 642502 CEA Depreciation/Replace. | 33,800 | 90,283 | 50,469 | 50,469 | 50,469 |
| 659900 Other Contracts/Obligations | - | 1,294 | - | - | - |
| 680100 Land | 539,225 | 190,773 | 25,000 | 25,000 | 20,000 |
| 680901 Streets | 5,035,426 | 4,152,976 | 2,906,515 | 4,008,753 | 808,713 |
| 680902 Sidewalks | 248,583 | 333,074 | 422,461 | 422,461 | 57,624 |
| 680999 Other Infrastructure | 226,781 | (73,813) | 25,000 | 178,376 | - |
| Total Expense | \$ 8,048,237 | \$ 6,767,111 | \$ 4,943,806 | \$ 6,269,265 | \$ 2,449,120 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--------------------------------|-------------------|-------------------------|-------------------|
| <u>Asphalt</u> | | <u>Contractor Fees</u> | |
| Concrete paving program | \$ 11,925 | Concrete paving program | \$ 126,300 |
| Pedestrian Crossing | 50,000 | Asphalt paving program | 1,852 |
| | <u>\$ 61,925</u> | Grade & Gravel program | 46,271 |
| | | | <u>\$ 174,423</u> |
| <u>Asphalt</u> | | <u>Land</u> | |
| Asphalt paving program | \$ 108,766 | ROW Concrete paving | \$ 20,000 |
| | <u>\$ 108,766</u> | | <u>\$ 20,000</u> |
| <u>Miscellaneous Equipment</u> | | <u>Streets</u> | |
| Survey Equipment | \$ 30,000 | Concrete paving program | \$ 463,243 |
| Camera Program | 85,000 | Asphalt paving program | 27,636 |
| Landfill monitoring equipment | 66,100 | Grade & Gravel program | 227,834 |
| | <u>\$ 181,100</u> | Pedestrian Crossing | 90,000 |
| | | | <u>\$ 808,713</u> |
| <u>Consulting Services</u> | | <u>Sidewalks</u> | |
| Concrete paving program | \$ 80,000 | Concrete paving program | \$ 42,000 |
| Bridge improvements | 16,000 | Asphalt paving program | 15,624 |
| Landfill monitoring equipment | 4,000 | | <u>\$ 57,624</u> |
| | <u>\$ 100,000</u> | | |
| <u>Street Lights</u> | | | |
| Traffic Signal Safety Upgrade | \$ 157,000 | | |
| | <u>\$ 157,000</u> | | |

**CITY OF APPLETON 2023 BUDGET
PUBLIC WORKS PROJECTS**

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Intergovernmental | \$ 170,667 | \$ - | \$ - | \$ - | \$ - |
| Interest Income (Loss) | 48,351 | (22,883) | 8,285 | 8,285 | 8,285 |
| Other | 611,167 | 214,725 | - | - | 99,200 |
| Total Revenues | <u>830,185</u> | <u>191,842</u> | <u>8,285</u> | <u>8,285</u> | <u>107,485</u> |
| Expenses | | | | | |
| Program Costs | 8,048,237 | 6,767,111 | 4,943,806 | 4,943,806 | 2,449,120 |
| Total Expenses | <u>8,048,237</u> | <u>6,767,111</u> | <u>4,943,806</u> | <u>4,943,806</u> | <u>2,449,120</u> |
| Revenues over (under) Expenses | (7,218,052) | (6,575,269) | (4,935,521) | (4,935,521) | (2,341,635) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | 7,217,820 | 6,309,000 | 4,840,000 | 4,840,000 | 2,200,000 |
| Transfer In - General Fund | - | - | - | - | - |
| Transfer In - Capital Projects | - | - | - | - | - |
| Total Other Financing Sources (Uses) | <u>7,217,820</u> | <u>6,309,000</u> | <u>4,840,000</u> | <u>4,840,000</u> | <u>2,200,000</u> |
| Net Change in Equity | (232) | (266,269) | (95,521) | (95,521) | (141,635) |
| Fund Balance - Beginning | <u>2,244,066</u> | <u>2,243,834</u> | <u>1,977,565</u> | <u>1,977,565</u> | <u>1,882,044</u> |
| Fund Balance - Ending | <u>\$ 2,243,834</u> | <u>\$ 1,977,565</u> | <u>\$ 1,882,044</u> | <u>\$ 1,882,044</u> | <u>\$ 1,740,409</u> |

CITY OF APPLETON 2023 BUDGET

PARKING UTILITY

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2023 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 2022 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 Green Ramp

Continued to work with potential/new downtown development to accommodate parking needs

Obtained bids and awarded contract to replace the Red Ramp Appleton Street elevator in 2023

Obtained bids and awarded contract to replace three existing Red Ramp elevator hydraulic jack shafts in 2023

Completed a structural condition assessment update of the Red, Green and Yellow Ramps

Installed new security fencing on the upper level of the Red Parking Ramp

CITY OF APPLETON 2023 BUDGET PARKING UTILITY

MAJOR 2023 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 Yellow Parking Ramp
- Continue to work with potential/new downtown development to accommodate parking needs
- Assist Library Project staff in the coordination and reconfiguration of the Library Plaza Lot
- Transition to cloud-based software platform for TIBA ramp entry control system
- Begin first year of in-house snow removal for parking facilities (previously a contracted service)
- Complete replacement of the Red Ramp Appleton Street elevator
- Complete replacement of three existing Red Ramp elevator hydraulic jack shafts

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|---------------------------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 1,556,219 | \$ 1,729,429 | \$ 2,187,601 | \$ 2,187,601 | \$ 2,191,525 | 0.18% |
| Program Expenses | | | | | | | |
| 5110 | Administration | 814,355 | 737,609 | 913,725 | 913,725 | 788,556 | -13.70% |
| 5120 | Operations & Maint. | 919,308 | 797,368 | 1,370,755 | 1,706,130 | 1,972,342 | 43.89% |
| 5130 | Enforcement | 192,345 | 182,564 | 202,726 | 202,726 | 219,726 | 8.39% |
| TOTAL | | \$ 1,926,008 | \$ 1,717,541 | \$ 2,487,206 | \$ 2,822,581 | \$ 2,980,624 | 19.84% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 725,738 | 669,030 | 821,727 | 821,727 | 836,392 | 1.78% |
| | Training & Travel | 4 | - | - | - | - | N/A |
| | Supplies & Materials | 56,116 | 88,336 | 132,450 | 207,125 | 132,350 | -0.08% |
| | Purchased Services | 557,581 | 483,109 | 592,204 | 622,904 | 578,491 | -2.32% |
| | Miscellaneous Expense | 563,284 | 526,241 | 560,525 | 560,525 | 512,838 | -8.51% |
| | Capital Expenditures | 13,985 | (58,475) | 296,000 | 526,000 | 911,253 | 207.86% |
| | Transfers Out | 9,300 | 9,300 | 84,300 | 84,300 | 9,300 | -88.97% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 11.38 | 11.38 | 10.04 | 10.04 | 10.55 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2023 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 2023 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 470500 General Interest | \$ 48 | \$ 2,931 | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| 471000 Interest on Investments | 36,193 | (8,809) | 10,000 | 10,000 | 10,000 |
| 501000 Miscellaneous Revenue | 1 | 1 | 1 | 1 | 1 |
| 502100 Capital Contributions | 15,820 | - | - | - | - |
| 503500 Other Reimbursements | 875 | 640 | 1,000 | 1,000 | 1,000 |
| Total Revenue | \$ 52,937 | \$ (5,237) | \$ 12,001 | \$ 12,001 | \$ 12,001 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 100,622 | \$ 98,505 | \$ 103,299 | \$ 103,299 | \$ 100,154 |
| 610400 Call Time Wages | 36 | 22 | - | - | - |
| 610500 Overtime Wages | 299 | 282 | 1,000 | 1,000 | 1,000 |
| 615000 Fringes | 37,168 | (10,348) | 39,917 | 39,917 | 39,155 |
| 620100 Training/Conferences | 4 | - | - | - | - |
| 630100 Office Supplies | 348 | 229 | 250 | 250 | 250 |
| 630300 Memberships & Licenses | 600 | 695 | 600 | 600 | - |
| 630400 Postage/Freight | 478 | 100 | 500 | 500 | 500 |
| 630500 Awards & Recognition | 678 | 439 | 350 | 350 | 350 |
| 630901 Shop Supplies & Tools | 2,980 | 3,883 | 5,000 | 5,000 | 5,000 |
| 631603 Other Misc. Supplies | 657 | - | - | - | - |
| 632102 Protective Clothing | 443 | 323 | 200 | 200 | 200 |
| 632300 Safety Supplies | 110 | 139 | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | 150 | 234 | 1,000 | 1,000 | 1,000 |
| 640100 Accounting/Audit Fees | 2,523 | 2,720 | 3,000 | 3,000 | 3,000 |
| 640300 Bank Service Fees | 26,294 | 24,054 | 33,428 | 33,428 | 33,428 |
| 641307 Utilities | 4,050 | 4,938 | 3,888 | 3,888 | 2,611 |
| 641800 Equipment Repairs & Maint. | 892 | 5,172 | 2,400 | 2,400 | 2,400 |
| 642000 Facilities Charges | 411 | 2,880 | 1,451 | 1,451 | 1,235 |
| 645100 Laundry Services | 3,112 | 3,286 | 2,500 | 2,500 | 2,500 |
| 650100 Insurance | 59,349 | 63,948 | 69,042 | 69,042 | 72,560 |
| 659900 Other Contracts/Obligation | 567 | 567 | 575 | 575 | 575 |
| 660100 Depreciation Expense | 531,060 | 498,703 | 537,000 | 537,000 | 494,000 |
| 672000 Interest Payments | 32,224 | 27,538 | 23,525 | 23,525 | 18,838 |
| 791100 Trsf Out - General Fund | 9,300 | 9,300 | 9,300 | 9,300 | 9,300 |
| 791400 Trsf Out - Capital Project | - | - | 75,000 | 75,000 | - |
| Total Expense | \$ 814,355 | \$ 737,609 | \$ 913,725 | \$ 913,725 | \$ 788,556 |

DETAILED SUMMARY OF 2023 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> |

**CITY OF APPLETON 2023 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
- Continue to identify and implement possible ADA improvements for all ramps
- 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. Green Ramp lobby rehabilitation
 2. Stair maintenance - all ramps
 3. Concrete patching - all ramps
 4. Crack filling/joint repair - all ramps
 5. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2022 Structural Condition Assessment Update could defer some of the work listed above

Reconstruct the Library Parking Lot, as shown in the Capital Projects section of the budget, as follows:

| | | |
|--|--------------------|-------------------|
| | <u>2023 Budget</u> | <u>Page</u> |
| Library Plaza Parking Lot Reconstruction | \$ 561,253 | Projects, pg. 631 |

Major changes in Revenue, Expenditures, or Programs:

Metered parking, daily ramp entrance fees, and ramp pass sales revenue remained lower than normal in 2022 as a lingering effect of the COVID-19 pandemic. Similar reductions, although less significant, are expected to linger into 2023.

The daily parking ramp entry fees will increase (Estimated revenue = \$230,744)
 From: \$2 for up to 3 hours; \$3 for 3 hours to up to 4 hours; \$5 for 4 hours or more
 To: \$3 for up to 4 hours and \$6 for more than 4 hours
 PAC Event: \$5 increased to \$10

The lost ticket charge will increase from \$20 to \$50 (Estimated revenue = \$21,120).

The monthly ramp permit fee will increase from \$35 to \$40 (Estimated revenue = \$76,560).

This budget reflects complete elimination of revenues and expenses for the Library parking lot in 2023 due to the Library project.

This budget reflects the conversion of a part-time ramp attendant position to half of a full-time service position shared with CEA.

CITY OF APPLETON 2023 BUDGET

PARKING UTILITY

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 484100 Metered Parking | \$ 287,992 | \$ 405,704 | \$ 430,000 | \$ 430,000 | \$ 400,000 |
| 484600 Parking Meter Hood Fees | 28,765 | 55,454 | 25,000 | 25,000 | 25,000 |
| 485000 Daily Entrance Fees | 243,749 | 363,329 | 570,000 | 570,000 | 747,864 |
| 485200 Pass Sales | 720,397 | 657,781 | 830,000 | 830,000 | 656,060 |
| 503000 Damage to City Property | - | 2,268 | - | - | - |
| 508500 Cash Short or Over | 415 | 747 | - | - | - |
| Total Revenue | \$ 1,281,318 | \$ 1,485,283 | \$ 1,855,000 | \$ 1,855,000 | \$ 1,828,924 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 276,946 | \$ 281,147 | \$ 316,847 | \$ 316,847 | \$ 321,538 |
| 610400 Call Time Wages | 194 | 478 | 3,000 | 3,000 | 3,000 |
| 610500 Overtime Wages | 4,072 | 5,790 | 11,700 | 11,700 | 11,700 |
| 610800 Part-Time Wages | 15,373 | 8,266 | 17,883 | 17,883 | 23,078 |
| 615000 Fringes | 129,723 | 136,504 | 159,680 | 159,680 | 153,845 |
| 630600 Building Maint./Janitorial | 15,091 | 16,140 | 18,000 | 18,000 | 18,000 |
| 631100 Paint & Supplies | 1,525 | 435 | 1,500 | 1,500 | 2,000 |
| 632002 Outside Printing | 1,078 | 3,163 | 4,700 | 4,700 | 4,700 |
| 632508 Ice Control Materials | 10,826 | 5,982 | 15,000 | 15,000 | 15,000 |
| 632601 Repair Parts | 15,179 | 10,884 | 21,000 | 21,000 | 21,000 |
| 632700 Miscellaneous Equipment | - | 35,670 | 35,700 | 35,700 | 49,200 |
| 632800 Signs | 965 | 5,290 | 19,000 | 93,675 | 5,500 |
| 640400 Consulting Services | 43,949 | 13,797 | 40,000 | 70,700 | 40,000 |
| 640700 Solid Waste/Recycling | 2,367 | 2,019 | 2,500 | 2,500 | 2,500 |
| 640800 Contractor Fees | 15,095 | 19,382 | 13,000 | 13,000 | 24,600 |
| 640900 Inspection Fees | 1,860 | 1,675 | 3,700 | 3,700 | 3,700 |
| 641301 Utilities | 138,203 | 134,650 | 158,160 | 158,160 | 127,150 |
| 641600 Building Repairs & Maint. | 78,328 | 43,426 | 75,000 | 75,000 | 75,000 |
| 641800 Equipment Repairs & Maint. | 45,883 | 39,273 | 33,240 | 33,240 | 38,240 |
| 642400 Software Support | 16,390 | 900 | 960 | 960 | 25,960 |
| 642501 CEA Equip. Rental | 41,312 | 38,783 | 45,385 | 45,385 | 56,318 |
| 644000 Snow Removal Services | 39,842 | 31,356 | 48,500 | 48,500 | - |
| 659900 Other Contracts/Obligation | 11,123 | 20,833 | 30,300 | 30,300 | 39,060 |
| 680200 Land Improvements | - | - | - | - | 561,253 |
| 680300 Buildings | 37,925 | 113,936 | 296,000 | 526,000 | 350,000 |
| 689900 Other Capital Outlay | (23,941) | (172,411) | - | - | - |
| Total Expense | \$ 919,308 | \$ 797,368 | \$ 1,370,755 | \$ 1,706,130 | \$ 1,972,342 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|---|------------------|---|-------------------|
| <u>Building Maintenance & Janitorial</u> | | <u>Building Repairs & Maintenance</u> | |
| Building maintenance | \$ 2,000 | Misc. ramp repairs | \$ 9,500 |
| Cleaning supplies | 6,000 | Structural, stair, joint repairs | 45,000 |
| Deck sealer - Yellow Ramp | 10,000 | Red Ramp service room | 20,500 |
| | <u>\$ 18,000</u> | | <u>\$ 75,000</u> |
| <u>Repair Parts</u> | | <u>Equipment Repairs & Maintenance</u> | |
| Misc. meter repair parts | \$ 9,000 | Elevator service contract | \$ 18,240 |
| Traffic & parking control parts | 12,000 | TAPCO Electrical repairs | 20,000 |
| | <u>\$ 21,000</u> | | <u>\$ 38,240</u> |
| <u>Misc Equipment</u> | | <u>Software Support</u> | |
| Meter mechs/housings | \$ 35,700 | TIBA transition to Cloud | \$ 25,000 |
| Pressure Washer | 13,500 | GPS | 960 |
| | <u>\$ 49,200</u> | | <u>\$ 25,960</u> |
| <u>Consulting Services</u> | | <u>Other Contracts/Obligations</u> | |
| Structural repairs | \$ 40,000 | Parker Call Center Service | \$ 11,460 |
| | <u>\$ 40,000</u> | PassPort Meter Fees | 27,600 |
| | | | <u>\$ 39,060</u> |
| <u>Contractor Fees</u> | | <u>Land Improvements</u> | |
| Street line painting | \$ 9,000 | Library Plaza parking lot | \$ 561,253 |
| Ramp line painting | 4,000 | | <u>\$ 561,253</u> |
| Washington Square security | 7,400 | | |
| Portable toilets | 4,200 | | |
| | <u>\$ 24,600</u> | | |
| | | <u>Buildings</u> | |
| | | Tower Domes | \$ 20,000 |
| | | Desman Ramp Upgrades | 330,000 |
| | | | <u>\$ 350,000</u> |

**CITY OF APPLETON 2023 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:

No major changes.

**CITY OF APPLETON 2023 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 452000 Parking Violations | \$ 221,764 | \$ 249,170 | \$ 320,000 | \$ 320,000 | \$ 350,000 |
| 503500 Other Reimbursements | 200 | 213 | 600 | 600 | 600 |
| Total Revenue | <u>\$ 221,964</u> | <u>\$ 249,383</u> | <u>\$ 320,600</u> | <u>\$ 320,600</u> | <u>\$ 350,600</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 108,777 | \$ 104,259 | \$ 122,104 | \$ 122,104 | \$ 124,887 |
| 610500 Overtime Wages | 723 | 1,053 | 1,000 | 1,000 | 1,000 |
| 615000 Fringes | 51,806 | 43,071 | 45,297 | 45,297 | 57,035 |
| 632001 Printing & Reproduction | 1,825 | 3,516 | 8,150 | 8,150 | 8,150 |
| 632601 Repair Parts | - | - | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | 3,183 | 1,213 | - | - | - |
| 641308 Cellular Phones | 520 | 480 | 480 | 480 | 1,452 |
| 641800 Equipment Repairs & Maint. | 13,600 | 13,600 | 14,000 | 14,000 | 14,000 |
| 642501 CEA Equip. Rental | 8,159 | 12,067 | 8,195 | 8,195 | 9,702 |
| 659900 Other Contracts/Obligation | 3,752 | 3,305 | 2,500 | 2,500 | 2,500 |
| Total Expense | <u>\$ 192,345</u> | <u>\$ 182,564</u> | <u>\$ 202,726</u> | <u>\$ 202,726</u> | <u>\$ 219,726</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
PARKING UTILITY**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|--------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 452000 Parking Violations | 221,764 | 249,170 | 95,986 | 320,000 | 320,000 | 350,000 |
| 470500 General Interest | 48 | 2,931 | - | 1,000 | 1,000 | 1,000 |
| 471000 Interest on Investments | 36,193 | (8,809) | - | 10,000 | 10,000 | 10,000 |
| 484100 Metered Parking | 287,992 | 405,704 | 153,090 | 430,000 | 430,000 | 400,000 |
| 484600 Parking Meter Hood Fees | 28,765 | 55,454 | 37,907 | 25,000 | 25,000 | 25,000 |
| 485000 Daily Entrance Fees | 243,749 | 363,329 | 160,591 | 570,000 | 570,000 | 747,864 |
| 485200 Pass Sales | 720,397 | 657,781 | 334,056 | 830,000 | 830,000 | 656,060 |
| 500400 Sale of City Property | - | - | - | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | - | - | - | - | - | - |
| 501000 Miscellaneous Revenue | 1 | 1 | 1 | 1 | 1 | 1 |
| 502100 Capital Contributions | 15,820 | - | - | - | - | - |
| 503000 Damage to City Property | - | 2,268 | - | - | - | - |
| 503500 Other Reimbursements | 1,075 | 853 | 287 | 1,600 | 1,600 | 1,600 |
| 508500 Cash Short or Over | 415 | 747 | 302 | - | - | - |
| TOTAL PROGRAM REVENUES | <u>1,556,219</u> | <u>1,729,429</u> | <u>782,220</u> | <u>2,187,601</u> | <u>2,187,601</u> | <u>2,191,525</u> |
| Personnel | | | | | | |
| 610100 Regular Salaries | 425,714 | 424,667 | 142,980 | 417,558 | 417,558 | 544,834 |
| 610200 Labor Pool Allocations | - | - | 7,832 | 122,947 | 122,947 | - |
| 610400 Call Time Wages | 230 | 500 | 450 | 3,000 | 3,000 | 3,000 |
| 610500 Overtime Wages | 5,094 | 7,124 | 3,763 | 13,700 | 13,700 | 13,700 |
| 610800 Part-Time Wages | 15,373 | 8,266 | 3,097 | 17,883 | 17,883 | 23,078 |
| 611000 Other Compensation | 1,565 | 1,315 | 1,385 | 1,745 | 1,745 | 1,745 |
| 611300 Shift Differential | - | - | - | - | - | - |
| 611400 Sick Pay | 4,700 | 3,491 | 18 | - | - | - |
| 611500 Vacation Pay | 54,365 | 54,440 | 19,725 | - | - | - |
| 615000 Fringes | 213,465 | 214,123 | 72,222 | 244,894 | 244,894 | 250,035 |
| 617000 Pension Expense | 2,350 | (44,070) | - | - | - | - |
| 617100 OPEB Expense | 2,882 | (826) | - | - | - | - |
| TOTAL PERSONNEL | <u>725,738</u> | <u>669,030</u> | <u>251,472</u> | <u>821,727</u> | <u>821,727</u> | <u>836,392</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 4 | - | 5 | - | - | - |
| TOTAL TRAINING / TRAVEL | <u>4</u> | <u>-</u> | <u>5</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 348 | 229 | 30 | 250 | 250 | 250 |
| 630300 Memberships & Licenses | 600 | 695 | - | 600 | 600 | - |
| 630400 Postage/Freight | 478 | 100 | - | 500 | 500 | 500 |
| 630500 Awards & Recognition | 678 | 439 | 633 | 350 | 350 | 350 |
| 630600 Building Maint./Janitorial | 15,091 | 16,140 | 11,621 | 18,000 | 18,000 | 18,000 |
| 630901 Shop Supplies | 1,844 | 2,295 | 478 | 1,500 | 1,500 | 1,500 |
| 630902 Tools & Instruments | 1,136 | 1,588 | - | 3,500 | 3,500 | 3,500 |
| 631100 Paint & Supplies | 1,525 | 435 | - | 1,500 | 1,500 | 2,000 |
| 631603 Other Misc. Supplies | 657 | - | - | - | - | - |
| 632001 City Copy Charges | 9 | - | - | 150 | 150 | 150 |
| 632002 Outside Printing | 2,894 | 6,680 | - | 12,700 | 12,700 | 12,700 |
| 632102 Protective Clothing | 443 | 323 | 27 | 200 | 200 | 200 |
| 632300 Safety Supplies | 110 | 139 | 45 | 500 | 500 | 500 |
| 632508 Ice Control Materials | 10,826 | 5,982 | 4,765 | 15,000 | 15,000 | 15,000 |
| 632601 Repair Parts | 15,179 | 10,884 | 1,346 | 22,000 | 22,000 | 22,000 |
| 632700 Miscellaneous Equipment | 3,333 | 37,117 | 43 | 36,700 | 36,700 | 50,200 |
| 632800 Signs | 965 | 5,290 | 15,000 | 19,000 | 93,675 | 5,500 |
| TOTAL SUPPLIES | <u>56,116</u> | <u>88,336</u> | <u>33,988</u> | <u>132,450</u> | <u>207,125</u> | <u>132,350</u> |

**CITY OF APPLETON 2023 BUDGET
PARKING UTILITY**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|---------------------------------------|-------------------------|-------------------------|---------------------------|-------------------------|----------------------------|-------------------------|
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 2,523 | 2,720 | - | 3,000 | 3,000 | 3,000 |
| 640300 Bank Service Fees | 26,294 | 24,054 | 9,580 | 33,428 | 33,428 | 33,428 |
| 640400 Consulting Services | 43,949 | 13,797 | 1,630 | 40,000 | 70,700 | 40,000 |
| 640700 Solid Waste/Recycling Pickup | 2,367 | 2,019 | 898 | 2,500 | 2,500 | 2,500 |
| 640800 Contractor Fees | 15,095 | 19,382 | 3,427 | 13,000 | 13,000 | 24,600 |
| 640900 Inspection Fees | 1,860 | 1,675 | 637 | 3,700 | 3,700 | 3,700 |
| 641301 Electric | 108,947 | 107,447 | 51,923 | 126,000 | 126,000 | 103,200 |
| 641302 Gas | 1,319 | 1,858 | 2,440 | 1,500 | 1,500 | 3,075 |
| 641303 Water | 3,336 | 3,104 | 1,155 | 3,600 | 3,600 | 3,600 |
| 641304 Sewer | 579 | 603 | 371 | 800 | 800 | 975 |
| 641306 Stormwater | 20,713 | 18,398 | 7,379 | 24,060 | 24,060 | 13,000 |
| 641307 Telephone | 4,213 | 4,140 | 1,720 | 3,100 | 3,100 | 4,200 |
| 641308 Cellular Phones | 3,667 | 4,517 | 926 | 3,468 | 3,468 | 3,163 |
| 641600 Building Repairs & Maint. | 78,328 | 43,426 | 134,151 | 75,000 | 75,000 | 75,000 |
| 641800 Equipment Repairs & Maint. | 60,375 | 58,046 | 22,737 | 49,640 | 49,640 | 54,640 |
| 642000 Facilities Charges | 411 | 2,880 | 379 | 1,451 | 1,451 | 1,235 |
| 642400 Software Support | 16,390 | 900 | 400 | 960 | 960 | 25,960 |
| 642501 CEA Operations/Maint. | 24,884 | 34,433 | 6,217 | 25,100 | 25,100 | 30,937 |
| 642502 CEA Depreciation/Replace. | 24,587 | 16,416 | 3,515 | 28,480 | 28,480 | 35,083 |
| 643000 Health Services | - | - | - | - | - | - |
| 644000 Snow Removal Services | 39,842 | 31,356 | 7,797 | 48,500 | 48,500 | - |
| 645100 Laundry Services | 3,112 | 3,286 | 947 | 2,500 | 2,500 | 2,500 |
| 650100 Insurance | 59,349 | 63,948 | 28,765 | 69,042 | 69,042 | 72,560 |
| 659900 Other Contracts/Obligation | 15,441 | 24,704 | 13,597 | 33,375 | 33,375 | 42,135 |
| TOTAL PURCHASED SVCS | <u>557,581</u> | <u>483,109</u> | <u>300,591</u> | <u>592,204</u> | <u>622,904</u> | <u>578,491</u> |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 531,060 | 498,703 | 220,065 | 537,000 | 537,000 | 494,000 |
| 672000 Interest Payments | 32,224 | 27,538 | 10,210 | 23,525 | 23,525 | 18,838 |
| TOTAL MISCELLANEOUS EXP | <u>563,284</u> | <u>526,241</u> | <u>230,275</u> | <u>560,525</u> | <u>560,525</u> | <u>512,838</u> |
| Capital Outlay | | | | | | |
| 680200 Land Improvements | - | - | - | - | - | 561,253 |
| 680300 Buildings | 37,925 | 113,936 | 152,060 | 296,000 | 526,000 | 350,000 |
| 680401 Machinery & Equipment | - | - | - | - | - | - |
| 689900 Other Capital Outlay | (23,940) | (172,411) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | <u>13,985</u> | <u>(58,475)</u> | <u>152,060</u> | <u>296,000</u> | <u>526,000</u> | <u>911,253</u> |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 9,300 | 9,300 | 3,875 | 9,300 | 9,300 | 9,300 |
| 791200 Transfer Out - Special Revenue | - | - | - | - | - | - |
| 791400 Transfer Out - Capital Project | - | - | - | 75,000 | 75,000 | - |
| TOTAL TRANSFERS | <u>9,300</u> | <u>9,300</u> | <u>3,875</u> | <u>84,300</u> | <u>84,300</u> | <u>9,300</u> |
| TOTAL EXPENSE | <u><u>1,926,008</u></u> | <u><u>1,717,541</u></u> | <u><u>972,266</u></u> | <u><u>2,487,206</u></u> | <u><u>2,822,581</u></u> | <u><u>2,980,624</u></u> |

CITY OF APPLETON 2023 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Charges for Services | \$ 1,282,393 | \$ 1,483,868 | \$ 1,855,000 | \$ 1,590,000 | \$ 1,828,924 |
| Other | 221,765 | 251,439 | 320,000 | 320,000 | 350,000 |
| Total Revenues | <u>1,504,158</u> | <u>1,735,307</u> | <u>2,175,000</u> | <u>1,910,000</u> | <u>2,178,924</u> |
| Expenses | | | | | |
| Operating Expenses | 1,353,426 | 1,182,000 | 1,546,381 | 1,881,756 | 1,547,233 |
| Depreciation | 531,059 | 498,702 | 537,000 | 532,500 | 494,000 |
| Total Expenses | <u>1,884,485</u> | <u>1,680,702</u> | <u>2,083,381</u> | <u>2,414,256</u> | <u>2,041,233</u> |
| Operating Income (Loss) | (380,327) | 54,605 | 91,619 | (504,256) | 137,691 |
| Non-Operating Revenues (Expenses) | | | | | |
| Interest Income | 36,241 | (5,878) | 11,000 | - | 11,000 |
| Interest Expense | (32,224) | (27,538) | (23,525) | (23,525) | (18,838) |
| Capital Contributions | 15,820 | - | - | - | - |
| Other | - | - | 1,601 | 9,000 | 1,601 |
| Total Non-Operating | <u>19,837</u> | <u>(33,416)</u> | <u>(10,924)</u> | <u>(14,525)</u> | <u>(6,237)</u> |
| Net Income (Loss) Before Transfers | (360,490) | 21,189 | 80,695 | (518,781) | 131,454 |
| Transfers In (Out) | | | | | |
| Special Revenue | - | - | - | 244,000 | - |
| Capital Projects | - | - | (75,000) | (75,000) | - |
| General Fund | (9,300) | (9,300) | (9,300) | (9,300) | (9,300) |
| Change in Net Assets | (369,790) | 11,889 | (3,605) | (359,081) | 122,154 |
| Total Net Assets - Beginning | <u>7,541,354</u> | <u>7,171,564</u> | <u>7,183,453</u> | <u>7,183,453</u> | <u>6,824,372</u> |
| Total Net Assets - Ending | <u>\$ 7,171,564</u> | <u>\$ 7,183,453</u> | <u>\$ 7,179,848</u> | <u>\$ 6,824,372</u> | <u>\$ 6,946,526</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|---------------------|---------------------|
| Cash - Beginning of Year | \$ 1,147,151 | \$ 1,128,570 |
| + Net Income | (518,781) | 131,454 |
| + Depreciation | 532,500 | 494,000 |
| + Long Term Debt | - | 317,253 |
| - Fixed Assets | (296,000) | (911,253) |
| - Transfers Out | 159,700 | (9,300) |
| - Advance to TIF # 3 | 244,000 | - |
| - Principal Repayment | (140,000) | (140,000) |
| Working Cash - End of Year | <u>\$ 1,128,570</u> | <u>\$ 1,010,724</u> |

WORKING CASH RESERVE REQUIREMENT

| | |
|--|---------------------|
| Prior Year Audited Expenditures | \$ 1,680,702 |
| - Depreciation | (498,702) |
| + Transfer to General Fund | 9,300 |
| Net Prior Year Cash Expenditures | <u>\$ 1,191,300</u> |
| 25 % Working Capital Reserve Requirement | <u>\$ 297,825</u> |

CITY OF APPLETON 2019 BUDGET

PARKING UTILITY

CALCULATION OF RATE INCREASE DOCUMENTATION

| | 2022 Budget | 2022 Projected | 2023 Budget | 2024 Projected | 2025 Projected | 2026 Projected | 2027 Projected |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 1,855,000 | \$ 1,590,000 | \$ 1,828,924 | \$ 1,888,069 | \$ 1,897,509 | \$ 1,906,997 | \$ 1,916,531 |
| Other | 320,000 | 320,000 | 350,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| Total Revenues | <u>2,175,000</u> | <u>1,910,000</u> | <u>2,178,924</u> | <u>2,288,069</u> | <u>2,297,509</u> | <u>2,306,997</u> | <u>2,316,531</u> |
| Expenses | | | | | | | |
| Operating Expenses | 1,546,381 | 1,881,756 | 1,547,233 | 1,593,650 | 1,641,459 | 1,690,703 | 1,741,424 |
| Depreciation | 537,000 | 532,500 | 494,000 | 528,000 | 563,000 | 598,000 | 633,000 |
| Total Expenses | <u>2,083,381</u> | <u>2,414,256</u> | <u>2,041,233</u> | <u>2,121,650</u> | <u>2,204,459</u> | <u>2,288,703</u> | <u>2,374,424</u> |
| Operating Income | 91,619 | (504,256) | 137,691 | 166,419 | 93,049 | 18,293 | (57,893) |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 11,000 | - | 11,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Interest Expense | (23,525) | (23,525) | (18,838) | (14,450) | (10,025) | (5,525) | (3,350) |
| Other | 1,601 | 9,000 | 1,601 | 601 | 601 | 601 | 601 |
| Total Non-Operating | <u>(10,924)</u> | <u>(14,525)</u> | <u>(6,237)</u> | <u>(3,849)</u> | <u>576</u> | <u>5,076</u> | <u>7,251</u> |
| Net Income Before Transfers | 80,695 | (518,781) | 131,454 | 162,570 | 93,625 | 23,369 | (50,642) |
| 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) | (75,000) | - | - | - | - | - |
| Change in Net Assets | (3,605) | (603,081) | 122,154 | 153,270 | 84,325 | 14,069 | (59,942) |
| Total Net Assets - Beginning | 7,183,453 | 7,183,453 | 6,580,372 | 6,702,526 | 6,855,796 | 6,940,121 | 6,954,190 |
| Total Net Assets - Ending | <u>\$ 7,179,848</u> | <u>\$ 6,580,372</u> | <u>\$ 6,702,526</u> | <u>\$ 6,855,796</u> | <u>\$ 6,940,121</u> | <u>\$ 6,954,190</u> | <u>\$ 6,894,248</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------|
| Cash - Beginning of the Year | 1,147,151 | 1,128,570 | 1,010,724 | 1,051,994 | 1,049,319 | 1,011,388 | |
| + Net Income | (518,781) | 131,454 | 162,570 | 93,625 | 23,369 | (50,642) | |
| + Depreciation | 532,500 | 494,000 | 528,000 | 563,000 | 598,000 | 633,000 | |
| + Long Term Debt | - | 317,253 | - | - | - | - | |
| - Fixed Assets | (296,000) | (911,253) | (1,700,000) | (1,700,000) | (1,700,000) | (1,700,000) | |
| - Transfer Out | 159,700 | (9,300) | (9,300) | (9,300) | (9,300) | (9,300) | |
| + Repayments from TIF #3 | 244,000 | - | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | |
| - Principal Repayment | (140,000) | (140,000) | (140,000) | (150,000) | (150,000) | (70,000) | |
| Working Cash - End of Year | <u>\$ 1,128,570</u> | <u>\$ 1,010,724</u> | <u>\$ 1,051,994</u> | <u>\$ 1,049,319</u> | <u>\$ 1,011,388</u> | <u>\$ 1,014,446</u> | |
| 25% Working Capital Reserve (prior year's expenses) | | 297,825 | 478,645 | 393,843 | 404,350 | 415,196 | 426,382 |

ASSUMPTIONS:

Operating expenses to increase 3% per year after 2023

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 and return of parking for library patrons.

**CITY OF APPLETON 2023 BUDGET
PARKING UTILITY
LONG-TERM DEBT**

| 2016 General Obligation Bonds | | | |
|----------------------------------|-------------------|------------------|-------------------|
| Year | Principal | Interest | Total |
| 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>\$ 310,000</u> | <u>\$ 16,763</u> | <u>\$ 326,763</u> |

| 2019 General Obligation Bonds | | | |
|----------------------------------|-------------------|------------------|-------------------|
| Year | Principal | Interest | Total |
| 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>\$ 490,000</u> | <u>\$ 37,675</u> | <u>\$ 527,675</u> |

| Year | Principal | Total Interest | Total |
|------|-------------------|------------------|-------------------|
| 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>\$ 800,000</u> | <u>\$ 54,438</u> | <u>\$ 854,438</u> |

Note: Schedule is based on accrual method of accounting. No debt will be issued in 2023.

CITY OF APPLETON 2023 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2023 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 2022 EVENTS

Purchased heavy duty trucks and equipment with clean diesel technology

Worked with the Traffic Division staff to ensure 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

Continued to install different styles of carbide cutting edge on various 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 to collect snow and ice product outputs with plow up/down information and salt usage

Assigned an additional CEA Mechanic from the MSB shop to work at the Appleton Police Department (APD) maintenance shop to help with the vehicle change-over of 20 APD vehicles

Assigned one of the CEA mechanics from the MSB shop to cross-train at the Fire Department maintenance shop

CITY OF APPLETON 2023 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2023 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 ensure 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
- 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
- Cross-train CEA Mechanics at satellite CEA shops

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|----------------|--------------|--------------|--------------|--------------|--------------|----------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 6,686,045 | \$ 6,122,394 | \$ 7,361,400 | \$ 7,361,400 | \$ 8,886,270 | 20.71% |
| Program Expenses | | | | | | | |
| 6110 | Administration | 3,417,090 | 3,329,244 | 3,503,942 | 3,506,982 | 3,576,251 | 2.06% |
| 6121 | Maintenance | 2,249,249 | 2,512,174 | 2,644,861 | 2,652,573 | 3,212,841 | 21.47% |
| Total Program Expenses | | \$ 5,666,339 | \$ 5,841,418 | \$ 6,148,803 | \$ 6,159,555 | \$ 6,789,092 | 10.41% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,300,590 | 1,233,219 | 1,372,223 | 1,372,223 | 1,426,017 | 3.92% |
| Training & Travel | | 2,035 | 2,347 | 3,750 | 3,750 | 3,450 | -8.00% |
| Supplies & Materials | | 1,127,383 | 1,385,083 | 1,392,768 | 1,399,680 | 1,909,294 | 37.09% |
| Purchased Services | | 378,197 | 351,958 | 411,110 | 414,950 | 434,794 | 5.76% |
| Miscellaneous Expense | | 2,648,047 | 2,566,235 | 2,753,912 | 2,753,912 | 2,755,037 | 0.04% |
| Capital Expenditures | | - | - | - | - | - | N/A |
| Transfers | | 210,087 | 302,576 | 215,040 | 215,040 | 260,500 | 21.14% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 14.23 | 14.23 | 14.38 | 14.38 | 14.48 | |

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2023 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: "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:

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:

Increase CEA Operational Revenue based on increased fuel, parts and outside service costs.

\$0.09 Hybrid vehicle fuel surcharge established to offset the upcharge for 12 hybrid vehicles to be purchased in 2023.

**CITY OF APPLETON 2023 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 13,765 | \$ (5,500) | \$ 7,000 | \$ 7,000 | \$ 8,000 |
| 486500 CEA Operational Revenue | 2,887,490 | 3,073,271 | 3,105,510 | 3,105,510 | 3,717,187 |
| 490800 Misc. Intergovernmental | 25,310 | 39,285 | 35,890 | 35,890 | 59,655 |
| 500400 Sale of City Property | 255,108 | 306,499 | 215,040 | 215,040 | 260,500 |
| 501000 Misc. Revenue | - | 90 | - | - | - |
| 502100 Capital Contributions | 3,475,872 | 2,666,555 | 3,966,960 | 3,966,960 | 4,810,928 |
| 503000 Damage to City Property | - | 16,073 | - | - | - |
| 503500 Other Reimbursements | 28,500 | 26,121 | 30,000 | 30,000 | 30,000 |
| 508200 Insurance Proceeds | - | - | 1,000 | 1,000 | - |
| Total Revenue | \$ 6,686,045 | \$ 6,122,394 | \$ 7,361,400 | \$ 7,361,400 | \$ 8,886,270 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 292,210 | \$ 302,815 | \$ 241,224 | \$ 241,224 | \$ 253,529 |
| 610400 Call Time Wages | 130 | 50 | 300 | 300 | 300 |
| 610500 Overtime Wages | 66 | 821 | 600 | 600 | 600 |
| 615000 Fringes | 98,094 | (8,227) | 97,924 | 97,924 | 101,118 |
| 620100 Training/Conferences | 2,035 | 2,347 | 3,750 | 3,750 | 3,450 |
| 630100 Office Supplies | 814 | 907 | 900 | 900 | 900 |
| 630300 Memberships & Licenses | 1,062 | 1,248 | 800 | 800 | 1,100 |
| 630500 Awards & Recognition | 64 | 426 | 420 | 420 | 420 |
| 630901 Shop Supplies | 39,462 | 41,371 | 50,450 | 50,450 | 47,500 |
| 631000 Miscellaneous Chemicals | 12,454 | 11,163 | 14,300 | 17,340 | 14,000 |
| 631500 Books & Library Materials | 288 | - | 305 | 305 | 300 |
| 632002 Outside Printing | 1,024 | 1,943 | 1,500 | 1,500 | 1,500 |
| 632102 Protective Clothing | 877 | 1,253 | 900 | 900 | 1,000 |
| 632300 Safety Supplies | 798 | 831 | 700 | 700 | 800 |
| 632400 Medical/Lab Supplies | 78 | 174 | 75 | 75 | 125 |
| 632601 Repair Parts | 94 | - | - | - | - |
| 632700 Miscellaneous Equipment | 9,683 | 8,606 | 10,000 | 10,000 | 13,000 |
| 640100 Accounting/Audit Fees | 1,781 | 1,779 | 1,470 | 1,470 | 1,470 |
| 640300 Bank Service Fees | 325 | 430 | 300 | 300 | 300 |
| 640400 Consulting Services | 104 | 1,649 | - | - | - |
| 641300 Utilities | 27,841 | 29,929 | 34,234 | 34,234 | 36,220 |
| 641800 Equipment Repairs & Maint. | 11,617 | 7,407 | 13,000 | 13,000 | 14,300 |
| 642000 Facilities Charges | 13,816 | 12,761 | 15,961 | 15,961 | 13,587 |
| 642400 Software Support | 8,903 | 7,191 | 10,185 | 10,185 | 10,185 |
| 642501 CEA Operations | 8 | 37 | - | - | - |
| 642502 CEA Depreciation | 18 | 13 | - | - | - |
| 645100 Laundry Services | 6,108 | 6,009 | 6,500 | 6,500 | 6,200 |
| 650100 Insurance | 28,608 | 27,504 | 29,192 | 29,192 | 33,350 |
| 650302 Equipment Rent | - | - | - | - | 5,460 |
| 659900 Other Contracts/Obligation | 594 | - | - | - | - |
| 660100 Depreciation Expense | 2,642,281 | 2,561,468 | 2,750,000 | 2,750,000 | 2,750,000 |
| 672000 Interest Payments | 5,766 | 4,763 | 3,912 | 3,912 | 5,037 |
| 791400 Transfer Out - Capital Proj. | 210,087 | 302,576 | 215,040 | 215,040 | 260,500 |
| Total Expense | \$ 3,417,090 | \$ 3,329,244 | \$ 3,503,942 | \$ 3,506,982 | \$ 3,576,251 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Shop Supplies

Small shop tools

\$ 47,500
\$ 47,500

Transfer Out - Capital Projects

Proceeds from sale of
vehicles

\$ 260,500
\$ 260,500

**CITY OF APPLETON 2023 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 ensure safe and reliable vehicles and equipment.

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", # 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 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 weight to comply with Dept. of Transportation requirements

Evaluate major repairs and research options to minimize out-of-service time and costs

Perform seasonal change-over on all departments' equipment in a timely manner to meet their needs

Continue cleaning debris from radiators for better performance and longer radiator life

Continue to implement extended preventive maintenance schedules (where feasible) to reduce cost

Major changes in Revenue, Expenditures, or Programs:

Fuel costs were budgeted at \$2.21/gallon and \$2.49/gallon for unleaded and diesel fuel, respectively, for 319,713 gallons of fuel in 2022. For 2023, based on current prices, these estimates are expected to increase to \$3.89/gallon and \$4.37/gallon for unleaded and diesel fuel, respectively, for 311,875 gallons of fuel in 2023.

Repair parts are expected to increase 10% and contracted vehicle repairs to increase 5%.

**CITY OF APPLETON 2023 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 659,032 | \$ 675,563 | \$ 724,869 | \$ 724,869 | \$ 764,923 |
| 610400 Call Time Wages | 890 | 1,710 | 2,000 | 2,000 | 2,000 |
| 610500 Overtime Wages | 5,467 | 6,588 | 10,000 | 10,000 | 10,000 |
| 615000 Fringes | 244,701 | 253,901 | 295,306 | 295,306 | 293,547 |
| 630400 Postage/Freight | 98 | 164 | 200 | 200 | 175 |
| 630901 Shop Supplies | - | 20 | - | - | - |
| 632200 Gas Purchases | 556,733 | 791,779 | 793,538 | 793,538 | 1,257,926 |
| 632300 Safety Supplies | 715 | - | - | - | - |
| 632601 Repair Parts | 503,139 | 525,198 | 518,680 | 522,552 | 570,548 |
| 640900 Inspection Fees | 7,164 | 6,270 | 8,000 | 8,000 | 8,000 |
| 641700 Vehicle Repairs & Maint. | 268,234 | 270,360 | 285,000 | 288,840 | 303,282 |
| 641000 Equipment Repairs & Maint. | - | - | - | - | 100 |
| 642502 CEA Depreciation/Replace. | 9,590 | 8,228 | 14,244 | 14,244 | 14,303 |
| 642900 Interfund Allocations | (6,551) | (27,644) | (7,000) | (7,000) | (12,000) |
| 650302 Equipment Rent | 37 | 37 | 24 | 24 | 37 |
| Total Expense | \$ 2,249,249 | \$ 2,512,174 | \$ 2,644,861 | \$ 2,652,573 | \$ 3,212,841 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Gas/Oil Purchases *

| | |
|------------------------------------|---------------------|
| Fuel for vehicles & equipment: | |
| Unleaded gasoline: 145,600 gallons | |
| @ \$3.34/gallon | \$ 486,304 |
| Diesel fuel: 166,275 gallons | |
| @ \$4.37/gallon | 726,622 |
| Oil | 45,000 |
| | <u>\$ 1,257,926</u> |

Vehicle Repairs & Maint.

| | |
|-----------------------------|-------------------|
| Tire service | \$ 166,805 |
| Vehicle alignments | 36,394 |
| Towing services | 3,033 |
| Vehicle cleaning/upholstery | 15,164 |
| Body shop work | 33,361 |
| Painting | 21,230 |
| Outside fire vehicle maint. | 27,295 |
| | <u>\$ 303,282</u> |

Vehicle & Equipment Parts

| | |
|---|-------------------|
| Operational (engine, drive train, main body, etc.) | \$ 399,383 |
| Non-operational (add-ons to chassis; e.g. packer, dump box, etc.) | 136,932 |
| Fire vehicle parts | 34,233 |
| | <u>\$ 570,548</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 2023 BUDGET
CENTRAL EQUIPMENT AGENCY**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|--|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 13,765 | (5,502) | - | 7,000 | 7,000 | 8,000 |
| 486500 CEA Operational Revenue | 2,887,490 | 3,073,271 | 740,721 | 3,105,510 | 3,105,510 | 3,717,187 |
| 490800 Misc. Intergovernmental Charges | 25,310 | 39,285 | 13,343 | 35,890 | 35,890 | 59,655 |
| 500400 Sale of City Property | 255,108 | 4,013 | 37,313 | 215,040 | 215,040 | 260,500 |
| 500600 Gain (Loss) on Asset Disposal | - | 302,576 | - | - | - | - |
| 502100 Capital Contributions | 3,475,872 | 2,666,556 | - | 3,966,960 | 3,966,960 | 4,810,928 |
| 503000 Damage to City Property | - | 16,073 | - | - | - | - |
| 503500 Other Reimbursements | 28,500 | 26,122 | 6,205 | 30,000 | 30,000 | 30,000 |
| 508200 Insurance Proceeds | - | - | - | 1,000 | 1,000 | - |
| TOTAL PROGRAM REVENUES | 6,686,045 | 6,122,394 | 797,582 | 7,361,400 | 7,361,400 | 8,886,270 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 951,243 | 978,377 | 332,061 | 966,093 | 966,093 | 1,018,452 |
| 610400 Call Time Wages | 1,020 | 1,760 | 950 | 2,300 | 2,300 | 2,300 |
| 610500 Overtime Wages | 5,532 | 7,409 | 3,704 | 10,600 | 10,600 | 10,600 |
| 615000 Fringes | 342,795 | 245,673 | 126,442 | 393,230 | 393,230 | 394,665 |
| TOTAL PERSONNEL | 1,300,590 | 1,233,219 | 463,157 | 1,372,223 | 1,372,223 | 1,426,017 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 2,035 | 2,347 | 429 | 3,750 | 3,750 | 3,450 |
| TOTAL TRAINING / TRAVEL | 2,035 | 2,347 | 429 | 3,750 | 3,750 | 3,450 |
| Supplies | | | | | | |
| 630100 Office Supplies | 814 | 907 | 182 | 900 | 900 | 900 |
| 630300 Memberships & Licenses | 1,062 | 1,248 | 475 | 800 | 800 | 1,100 |
| 630400 Postage/Freight | 98 | 164 | 172 | 200 | 200 | 175 |
| 630500 Awards & Recognition | 64 | 426 | - | 420 | 420 | 420 |
| 630901 Shop Supplies | 39,462 | 41,391 | 13,364 | 50,450 | 50,450 | 47,500 |
| 631000 Miscellaneous Chemicals | 12,454 | 11,163 | 17,478 | 14,300 | 17,340 | 14,000 |
| 631500 Books & Library Materials | 288 | - | - | 305 | 305 | 300 |
| 632002 Outside Printing | 1,024 | 1,943 | 218 | 1,500 | 1,500 | 1,500 |
| 632102 Protective Clothing | 877 | 1,253 | 587 | 900 | 900 | 1,000 |
| 632200 Gas Purchases | 556,733 | 791,779 | 375,895 | 793,538 | 793,538 | 1,257,926 |
| 632300 Safety Supplies | 1,513 | 831 | 259 | 700 | 700 | 800 |
| 632400 Medical/Lab Supplies | 78 | 174 | 40 | 75 | 75 | 125 |
| 632601 Repair Parts | 503,233 | 525,198 | 195,924 | 518,680 | 522,552 | 570,548 |
| 632700 Miscellaneous Equipment | 9,683 | 8,606 | - | 10,000 | 10,000 | 13,000 |
| TOTAL SUPPLIES | 1,127,383 | 1,385,083 | 604,594 | 1,392,768 | 1,399,680 | 1,909,294 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 1,781 | 1,779 | - | 1,470 | 1,470 | 1,470 |
| 640300 Bank Service Fees | 325 | 430 | - | 300 | 300 | 300 |
| 640400 Consulting Services | 104 | 1,649 | 286 | - | - | - |
| 640900 Inspection Fees | 7,164 | 6,270 | 840 | 8,000 | 8,000 | 8,000 |
| 641301 Electric | 11,609 | 9,122 | 4,862 | 11,600 | 11,600 | 12,650 |
| 641302 Gas | 5,084 | 8,712 | 9,770 | 10,590 | 10,590 | 11,500 |
| 641303 Water | 2,516 | 2,358 | 478 | 2,500 | 2,500 | 2,500 |
| 641304 Sewer | 1,107 | 1,290 | 264 | 1,100 | 1,100 | 1,150 |
| 641306 Stormwater | 6,777 | 6,814 | 1,708 | 6,980 | 6,980 | 6,980 |
| 641308 Cellular Phones | 748 | 1,633 | 399 | 1,464 | 1,464 | 1,440 |
| 641700 Vehicle Repairs & Maint. | 266,941 | 270,195 | 140,674 | 285,000 | 288,840 | 303,282 |
| 641800 Equipment Repairs & Maint. | 12,910 | 7,572 | 1,915 | 13,000 | 13,000 | 14,400 |
| 642000 Facilities Charges | 13,816 | 12,761 | 3,173 | 15,961 | 15,961 | 13,587 |
| 642400 Software Support | 8,903 | 7,191 | 720 | 10,185 | 10,185 | 10,185 |
| 642502 CEA Depreciation/Replace. | 9,616 | 8,277 | 2,057 | 14,244 | 14,244 | 14,303 |
| 642900 Interfund Allocations | (6,551) | (27,645) | (2,565) | (7,000) | (7,000) | (12,000) |
| 645100 Laundry Services | 6,108 | 6,009 | 1,800 | 6,500 | 6,500 | 6,200 |
| 650100 Insurance | 28,608 | 27,504 | 12,165 | 29,192 | 29,192 | 33,350 |
| 650302 Equipment Rent | 37 | 37 | - | 24 | 24 | 5,497 |
| 659900 Other Contracts/Obligation | 594 | - | 163 | - | - | - |
| TOTAL PURCHASED SVCS | 378,197 | 351,958 | 178,709 | 411,110 | 414,950 | 434,794 |

**CITY OF APPLETON 2023 BUDGET
CENTRAL EQUIPMENT AGENCY**

| | <u>2020 ACTUAL</u> | <u>2021 ACTUAL</u> | <u>2022 YTD ACTUAL</u> | <u>2022 ORIG BUD</u> | <u>2022 REVISED BUD</u> | <u>2023 BUDGET</u> |
|---------------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 2,642,281 | 2,561,468 | 1,030,140 | 2,750,000 | 2,750,000 | 2,750,000 |
| 672000 Interest Payments | 5,766 | 4,767 | 1,810 | 3,912 | 3,912 | 5,037 |
| TOTAL MISCELLANEOUS | <u>2,648,047</u> | <u>2,566,235</u> | <u>1,031,950</u> | <u>2,753,912</u> | <u>2,753,912</u> | <u>2,755,037</u> |
| Capital Outlay | | | | | | |
| 680401 Machinery & Equipment | - | - | - | - | - | - |
| TOTAL CAPITAL OUTLAY | - | - | - | - | - | - |
| Transfers | | | | | | |
| 791400 Transfer Out - Capital Project | 210,087 | 302,576 | - | 215,040 | 215,040 | 260,500 |
| TOTAL TRANSFERS | <u>210,087</u> | <u>302,576</u> | <u>-</u> | <u>215,040</u> | <u>215,040</u> | <u>260,500</u> |
| TOTAL EXPENSE | <u>5,666,339</u> | <u>5,841,418</u> | <u>2,278,839</u> | <u>6,148,803</u> | <u>6,159,555</u> | <u>6,789,092</u> |

CITY OF APPLETON 2023 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Charges for Services | \$ 2,912,800 | \$ 3,128,719 | \$ 3,141,400 | \$ 3,141,400 | \$ 3,776,842 |
| Other | 28,500 | 26,121 | 31,000 | 31,000 | 30,000 |
| Total Revenues | <u>2,941,300</u> | <u>3,154,840</u> | <u>3,172,400</u> | <u>3,172,400</u> | <u>3,806,842</u> |
| Expenses | | | | | |
| Operating Expenses | 2,808,205 | 2,972,611 | 3,179,851 | 3,179,851 | 3,773,555 |
| Depreciation | 2,642,281 | 2,561,468 | 2,750,000 | 2,750,000 | 2,750,000 |
| Total Expenses | <u>5,450,486</u> | <u>5,534,079</u> | <u>5,929,851</u> | <u>5,929,851</u> | <u>6,523,555</u> |
| Operating Loss | (2,509,186) | (2,379,239) | (2,757,451) | (2,757,451) | (2,716,713) |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income (Loss) | 13,765 | (5,500) | 7,000 | 7,000 | 8,000 |
| Sale of City Property | 255,108 | 306,499 | 215,040 | 215,040 | 260,500 |
| Interest Expense | (5,766) | (4,763) | (3,912) | (3,912) | (5,037) |
| Total Non-Operating | <u>263,107</u> | <u>296,236</u> | <u>218,128</u> | <u>218,128</u> | <u>263,463</u> |
| Income (Loss) before Contributions and Transfers | (2,246,079) | (2,083,003) | (2,539,323) | (2,539,323) | (2,453,250) |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 3,475,872 | 2,666,555 | 3,966,960 | 3,966,960 | 4,810,928 |
| Transfers Out | (210,087) | (302,576) | (215,040) | (215,040) | (260,500) |
| Change in Net Assets | 1,019,706 | 280,976 | 1,212,597 | 1,212,597 | 2,097,178 |
| Net Assets - Beginning | <u>14,252,807</u> | <u>15,272,513</u> | <u>15,553,489</u> | <u>15,553,489</u> | <u>16,766,086</u> |
| Net Assets - Ending | <u>\$ 15,272,513</u> | <u>\$ 15,553,489</u> | <u>\$ 16,766,086</u> | <u>\$ 16,766,086</u> | <u>\$ 18,863,264</u> |

SCHEDULE OF CASH FLOWS

| | | |
|----------------------------|-------------------|---------------------|
| Cash - Beginning of Year | \$ 821,373 | \$ 781,510 |
| + Change in Net Assets | 1,212,597 | 2,097,178 |
| - Capital Contributions | (3,966,960) | (4,810,928) |
| - Principal Repayment | (35,500) | (36,250) |
| + Long Term Debt | - | 345,000 |
| - Fixed Assets | - | - |
| + Depreciation | 2,750,000 | 2,750,000 |
| Working Cash - End of Year | <u>\$ 781,510</u> | <u>\$ 1,126,510</u> |

**CITY OF APPLETON 2023 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT**

| Year | 2014 G.O. Notes | |
|------|------------------|---------------|
| | Principal | Interest |
| 2023 | \$ 21,250 | \$ 633 |
| 2024 | 21,625 | 128 |
| | <u>\$ 42,875</u> | <u>\$ 761</u> |

| Year | 2019 G.O. Notes | |
|------|-------------------|-----------------|
| | Principal | Interest |
| 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>\$ 105,000</u> | <u>\$ 7,877</u> |

| Year | 2022 G.O. Notes | |
|------|-------------------|------------------|
| | Principal | Interest |
| 2023 | \$ - | \$ 15,950 |
| 2024 | 30,000 | 15,200 |
| 2025 | 35,000 | 13,575 |
| 2026 | 35,000 | 11,825 |
| 2027 | 35,000 | 10,075 |
| 2028 | 40,000 | 8,200 |
| 2029 | 40,000 | 6,200 |
| 2030 | 40,000 | 4,400 |
| 2031 | 45,000 | 2,700 |
| 2032 | 45,000 | 900 |
| | <u>\$ 345,000</u> | <u>\$ 89,025</u> |

| Year | Total | |
|------|-------------------|------------------|
| | Principal | Interest |
| 2023 | \$ 36,250 | \$ 18,946 |
| 2024 | 66,625 | 17,241 |
| 2025 | 50,000 | 15,038 |
| 2026 | 50,000 | 12,838 |
| 2027 | 50,000 | 10,750 |
| 2028 | 55,000 | 8,575 |
| 2029 | 55,000 | 6,275 |
| 2030 | 40,000 | 4,400 |
| 2031 | 45,000 | 2,700 |
| 2032 | 45,000 | 900 |
| | <u>\$ 492,875</u> | <u>\$ 97,663</u> |

CITY OF APPLETON 2023 BUDGET CAPITAL PROJECTS FUNDS

NOTES

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

**CITY OF APPLETON 2023 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> | |
| Tractor Loader (2 @ \$58,860) | Facilities | \$ 117,720 | | | \$ 117,720 |
| Pickup/Crew Cab | Facilities | 43,300 | | | 43,300 |
| Mower 16' (2 @ \$160,000) | Facilities | 320,000 | | | 320,000 |
| UTV | Facilities | 20,000 | | | 20,000 |
| Lift Genie | Facilities | 21,350 | | | 21,350 |
| Forklift | Waste Water | 38,720 | | | 38,720 |
| Gator | Waste Water | 20,000 | | | 20,000 |
| Pickup 4x4 | Waste Water | 41,000 | | | 41,000 |
| Sedan | Traffic | 29,570 | | | 29,570 |
| Dump/Chipper | Forestry | 125,276 | | | 125,276 |
| Chipper (2 @ \$100,253) | Forestry | 200,506 | | | 200,506 |
| Pickup | Forestry | 41,430 | | | 41,430 |
| Prius | Inspections | 29,570 | | | 29,570 |
| Truck Mini Dump | Sanitation | 58,200 | | | 58,200 |
| Fork Lift | Sanitation | 38,720 | | | 38,720 |
| Ford Interceptor (3 @ \$58,675) | Police | 176,025 | | | 176,025 |
| Impala (8 @ \$31,100) | Police | 248,800 | | | 248,800 |
| Impala (3 @ \$42,650) | Police | 127,950 | | | 127,950 |
| Impala (2 @ \$48,320) | Police | 96,640 | | | 96,640 |
| Van Mobile Command | Police | 249,666 | | | 249,666 |
| Sweeper | Parking | 144,000 | | | 144,000 |
| Pumper | Fire | 790,800 | | | 790,800 |
| Skid Unit | Stormwater | - | 75,000 | Stormwater | 75,000 |
| Roll-Off Unit (2 @ \$150,000) | Stormwater | - | 300,000 | Stormwater | 300,000 |
| Grader (2 @ \$380,000) | Street | 760,000 | | | 760,000 |
| Concrete Saw | Street | 39,500 | | | 39,500 |
| Asphalt Trailer | Street | 84,100 | | | 84,100 |
| Patcher | Street | 100,735 | | | 100,735 |
| Snow Blower | Street | 200,000 | | | 200,000 |
| Pickup/Arrow Brd. | Street | 45,000 | | | 45,000 |
| Pressure Washer | Water Dist. | 24,500 | | | 24,500 |
| Pickup/Service | Water Dist. | 101,550 | | | 101,550 |
| Pickup 4x4 | Water Dist. | 55,300 | | | 55,300 |
| Pickup 4x4 | Water Dist. | 46,000 | | | 46,000 |
| | | <u>\$ 4,435,928</u> | <u>\$ 375,000</u> | | <u>\$ 4,810,928</u> |

Major changes in Revenue, Expenditures, or Programs:

In 2022, the CEA Review Committee approved the following equipment changes:

1. Forestry request to downgrade a landscape truck and upgrade a chipper.
2. Traffic request to upgrade a sedan to a hybrid electric vehicle. Fuel surcharge to cover upgrade cost (\$3,570).
3. Fire request to upgrade and prepay a pumper.
4. Police request to downgrade eight mid-sized sedans for unmarked squads with non-police hybrid SUVs and upgrade three intensive use marked sedans with police hybrid SUVs. Fuel Surcharge to cover upgrade cost (\$24,640).
5. Police request for payment to Outagamie County for amount collected on unit 1001 to put toward a shared Mobile Command.

DEPARTMENT BUDGET SUMMARY

| <u>Unit</u> | <u>Programs Title</u> | <u>Actual</u> | | <u>Budget</u> | | | <u>% Change *</u> |
|-------------|-------------------------------|---------------|--------------|---------------------|---------------------|--------------|-------------------|
| | | <u>2020</u> | <u>2021</u> | <u>Adopted 2022</u> | <u>Amended 2022</u> | <u>2023</u> | |
| | Program Revenues | \$ 4,124,562 | \$ 3,623,163 | \$ 4,551,800 | \$ 4,896,800 | \$ 4,689,516 | 3.03% |
| | Program Expenses | \$ 3,475,797 | \$ 2,666,556 | \$ 3,966,960 | \$ 4,722,760 | \$ 4,810,928 | 21.27% |
| | Expenses Comprised Of: | | | | | | |
| | Capital Expenditures | 3,475,797 | 2,666,556 | 3,966,960 | 4,722,760 | 4,810,928 | 21.27% |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 37,583 | \$ (23,127) | \$ 35,000 | \$ 35,000 | \$ 35,000 |
| 486600 CEA Depreciation Revenue | 2,861,853 | 3,343,714 | 3,567,810 | 3,567,810 | 4,019,016 |
| 508200 Insurance Proceeds | 11,189 | - | - | - | - |
| 591000 Proceeds of Long-term Debt | 1,000,000 | - | 298,950 | 643,950 | - |
| 592100 Transfer In - General Fund | - | - | 25,000 | 25,000 | - |
| 592200 Transfer In - Special Revenue | - | - | - | - | - |
| 592601 Transfer In - Water | - | - | - | - | - |
| 592603 Transfer In - Stormwater | - | - | 335,000 | 335,000 | 375,000 |
| 592604 Transfer In - Parking | - | - | 75,000 | 75,000 | - |
| 592605 Transfer In - Golf Course | 3,850 | - | - | - | - |
| 593101 Transfer In - CEA | 210,087 | 302,576 | 215,040 | 215,040 | 260,500 |
| Total Revenue | \$ 4,124,562 | \$ 3,623,163 | \$ 4,551,800 | \$ 4,896,800 | \$ 4,689,516 |
| Expenses | | | | | |
| 680403 Vehicles | 3,475,797 | 2,666,556 | 3,966,960 | 4,722,760 | 4,810,928 |
| Total Expense | \$ 3,475,797 | \$ 2,666,556 | \$ 3,966,960 | \$ 4,722,760 | \$ 4,810,928 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Trans In - CEA Internal Service

| | |
|--------------------------------|-------------------|
| Proceeds from sale of vehicles | \$ 260,500 |
| | <u>\$ 260,500</u> |

Equipment

| | |
|--|---------------------|
| Replacement vehicles & equipment (see list, previous page) | \$ 4,810,928 |
| | <u>\$ 4,810,928</u> |

**CITY OF APPLETON 2023 BUDGET
CEA REPLACEMENT**

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Interest Income (Loss) | \$ 37,583 | \$ (23,127) | \$ 35,000 | \$ 35,000 | \$ 35,000 |
| Charges for Services | 2,873,042 | 3,343,714 | 3,567,810 | 3,567,810 | 4,019,016 |
| Total Revenues | <u>2,910,625</u> | <u>3,320,587</u> | <u>3,602,810</u> | <u>3,602,810</u> | <u>4,054,016</u> |
| Expenses | | | | | |
| Program Costs | 3,475,797 | 2,666,556 | 3,966,960 | 3,966,960 | 4,810,928 |
| Total Expenses | <u>3,475,797</u> | <u>2,666,556</u> | <u>3,966,960</u> | <u>3,966,960</u> | <u>4,810,928</u> |
| Revenues over (under) Expenses | (565,172) | 654,031 | (364,150) | (364,150) | (756,912) |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Notes | 1,000,000 | - | 298,950 | 643,950 | - |
| Transfers In - General Fund | - | - | 25,000 | 25,000 | - |
| Transfers In - Special Revenue | - | - | - | - | - |
| Transfers In - Water Utility | - | - | - | - | - |
| Transfers In - Stormwater Utility | - | - | 335,000 | 335,000 | 375,000 |
| Transfers In - Parking Utility | - | - | 75,000 | 75,000 | - |
| Transfers In - Golf Course | 3,850 | - | - | - | - |
| Transfers In - Internal Service | 210,087 | 302,576 | 215,040 | 215,040 | 260,500 |
| Total Other Financing Sources (Uses) | <u>1,213,937</u> | <u>302,576</u> | <u>948,990</u> | <u>1,293,990</u> | <u>635,500</u> |
| Net Change in Equity | 648,765 | 956,607 | 584,840 | 929,840 | (121,412) |
| Fund Balance - Beginning | 2,536,486 | 3,185,251 | 4,141,858 | 4,141,858 | 5,071,698 |
| Fund Balance - Ending | <u>\$ 3,185,251</u> | <u>\$ 4,141,858</u> | <u>\$ 4,726,698</u> | <u>\$ 5,071,698</u> | <u>\$ 4,950,286</u> |

CITY OF APPLETON 2023 BUDGET

HEALTH DEPARTMENT

Public Health Officer: Charles E. Sepers

Deputy Director of Public Health: Sonja R. Jensen

CITY OF APPLETON 2023 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 2022 EVENTS

Early in 2020, we activated the EOC to coordinate City-wide efforts and response. The EOC was deactivated June 1, 2021. The Omicron variant was a major focus of our work in early 2022. Our department continues to have 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 maintain a close working relationship with our healthcare partners regarding testing and treatment of COVID-19 patients. The Appleton Health Department continues to lead the community's COVID-19 response as part of its sustained work, including vaccinating novel age groups and collaborating with community groups seeking to address health equity.

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 2022, we collaborated with these partners to devise a new, community-driven Community Health Needs Assessment/Community Health Improvement Planning process.

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 2022, the City of Neenah was added to the Consortium. Also in 2022, we increased the number of service days to reflect the growing number of businesses in these communities.

Staff recognize their role as a collaborative one within the community. Staff participate in more than three dozen different agency boards and community and professional organizations. This cooperation is critical to identify and address local and statewide health and environmental issues. In 2022, 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. Health equity has been a high priority for 2022, and the Appleton Health Department has increased outreach and engagement with community-based organizations working to address health inequality within Appleton, including the Multicultural Coalition, among other groups.

CITY OF APPLETON 2023 BUDGET HEALTH DEPARTMENT

MAJOR 2023 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 healthcare partners. Emerging illnesses have resulted in an awareness of the need for a global surveillance and planning effort locally.

The orthopoxvirus, "monkeypox" has emerged in 2022 as a new, global public health emergency, as determined by the World Health Organization, marked by local, state, national, and global outbreaks. Monkeypox case investigation, case contact tracing, vaccination, and outreach to vulnerable groups will be of considerable focus in 2023.

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.

A new Community Health Needs Assessment and Community Health Improvement Plan will be completed in collaboration with community partners.

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 2023, our department will begin formal PHAB accreditation efforts.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|----------------------|------------|------------|--------------|--------------|--------------|----------|
| Programs | | Actual | | Budget | | | % |
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 278,828 | \$ 300,909 | \$ 315,588 | \$ 315,588 | \$ 385,596 | 22.18% |
| Program Expenses | | | | | | | |
| 12510 | Administration | 41,183 | 78,472 | 185,233 | 185,233 | 174,872 | -5.59% |
| 12520 | Nursing | 178,271 | 373,053 | 527,824 | 527,824 | 520,425 | -1.40% |
| 12530 | Environmental Health | 206,017 | 320,909 | 332,904 | 332,904 | 363,115 | 9.07% |
| 12540 | Weights & Measures | 157,884 | 211,811 | 216,583 | 216,583 | 219,051 | 1.14% |
| TOTAL | | \$ 583,355 | \$ 984,245 | \$ 1,262,544 | \$ 1,262,544 | \$ 1,277,463 | 1.18% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 510,792 | 909,755 | 1,170,752 | 1,170,752 | 1,177,876 | 0.61% |
| Training & Travel | | 9,346 | 9,325 | 12,870 | 12,870 | 16,380 | 27.27% |
| Supplies & Materials | | 15,391 | 17,852 | 18,425 | 18,425 | 17,973 | -2.45% |
| Purchased Services | | 47,826 | 47,313 | 60,497 | 60,497 | 65,234 | 7.83% |
| 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 2023 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 healthcare providers and agencies to improve the public's health and well-being.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
HEALTH DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-----------|-----------|--------------|--------------|------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ - | \$ - | \$ 40 | \$ 40 | \$ - |
| Total Revenue | \$ - | \$ - | \$ 40 | \$ 40 | \$ - |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 13,446 | \$ 51,400 | \$ 134,264 | \$ 134,264 | \$ 124,800 |
| 615000 Fringes | 18,505 | 15,211 | 40,949 | 40,949 | 38,235 |
| 620100 Training/Conferences | 185 | - | 1,100 | 1,100 | 3,000 |
| 620600 Parking Permits | 1,260 | 840 | 840 | 840 | 960 |
| 630100 Office Supplies | 1,499 | 725 | 1,225 | 1,225 | 1,200 |
| 630300 Memberships & Licenses | 2,470 | 1,705 | 2,000 | 2,000 | 2,000 |
| 630500 Awards & Recognition | 255 | 136 | 195 | 195 | 179 |
| 630700 Food & Provisions | 40 | - | 260 | 260 | 239 |
| 631603 Other Misc. Supplies | 40 | - | 500 | 500 | 500 |
| 632001 City Copy Charges | 1,978 | 6,760 | 2,000 | 2,000 | 2,000 |
| 632002 Outside Printing | 546 | 42 | 500 | 500 | 1,000 |
| 632700 Miscellaneous Equipment | 95 | - | 200 | 200 | 200 |
| 641307 Telephone | 320 | 314 | 750 | 750 | 318 |
| 641308 Cellular Phones | 544 | 1,339 | 450 | 450 | 241 |
| Total Expense | \$ 41,183 | \$ 78,472 | \$ 185,233 | \$ 185,233 | \$ 174,872 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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 healthcare 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:

Increased travel needs for public health nursing staff created a need to obtain a CEA vehicle for home visits. This removes the mileage reimbursement line item.

**CITY OF APPLETON 2023 BUDGET
HEALTH DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 157 | \$ 70 | \$ 1,500 | \$ 1,500 | \$ 500 |
| 480100 General Charges for Svc | - | 168 | 250 | 250 | 250 |
| Total Revenue | \$ 157 | \$ 238 | \$ 1,750 | \$ 1,750 | \$ 750 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 109,554 | \$ 247,466 | \$ 346,880 | \$ 346,880 | \$ 338,877 |
| 610800 Part-Time Wages | 2,186 | 2,810 | 22,748 | 22,748 | 23,952 |
| 615000 Fringes | 33,529 | 92,465 | 114,496 | 114,496 | 110,567 |
| 620100 Training/Conferences | 1,450 | 1,196 | 900 | 900 | 1,900 |
| 620200 Mileage Reimbursement | 62 | 333 | 3,000 | 3,000 | - |
| 620600 Parking Permits | 3,360 | 3,360 | 3,360 | 3,360 | 3,840 |
| 630200 Subscriptions | - | - | 80 | 80 | - |
| 630300 Memberships & Licenses | - | - | 160 | 160 | 180 |
| 632400 Medical/Lab Supplies | 5,845 | 5,505 | 7,500 | 7,500 | 7,500 |
| 640700 Recycling Pickup | 244 | 278 | - | - | 300 |
| 641307 Telephone | 551 | 964 | 700 | 700 | 600 |
| 641308 Cellular Phones | 2,131 | 4,689 | 1,300 | 1,300 | 3,664 |
| 642501 CEA Operations/Maint. | - | - | - | - | 1,770 |
| 642502 CEA Depreciation/Replace. | - | - | - | - | 775 |
| 643000 Health Services | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| 643100 Interpreter Services | 6,679 | 1,487 | 14,000 | 14,000 | 14,000 |
| 643200 Lab Fees | 180 | - | 200 | 200 | - |
| Total Expense | \$ 178,271 | \$ 373,053 | \$ 527,824 | \$ 527,824 | \$ 520,425 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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".

Objectives:

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:

The Training/Conferences line item is higher in 2023 due to the requirement to train a newly hired Environmentalist.

**CITY OF APPLETON 2023 BUDGET
HEALTH DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 430500 Health License | \$ 149,869 | \$ 168,337 | \$ 156,500 | \$ 156,500 | \$ 195,200 |
| Total Revenue | <u>\$ 149,869</u> | <u>\$ 168,337</u> | <u>\$ 156,500</u> | <u>\$ 156,500</u> | <u>\$ 195,200</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 130,696 | \$ 222,161 | \$ 229,278 | \$ 229,278 | \$ 251,631 |
| 610500 Overtime Wages | - | 322 | - | - | - |
| 615000 Fringes | 59,022 | 80,401 | 82,589 | 82,589 | 87,672 |
| 620100 Training/Conferences | 96 | 667 | 450 | 450 | 3,100 |
| 620600 Parking Permits | 1,260 | 1,260 | 1,260 | 1,260 | 1,440 |
| 630300 Memberships & Licenses | 50 | - | 230 | 230 | 150 |
| 630400 Postage/Freight | - | - | 50 | 50 | - |
| 631603 Other Misc. Supplies | 636 | 13 | 700 | 700 | 1,300 |
| 632400 Medical/Lab Supplies | 233 | 964 | 350 | 350 | - |
| 632700 Miscellaneous Equipment | 18 | 283 | 250 | 250 | - |
| 641307 Telephone | 358 | 430 | 580 | 580 | 400 |
| 641308 Cellular Phones | 1,217 | 1,205 | 1,900 | 1,900 | 1,584 |
| 641800 Equipment Repairs & Maint. | 104 | 165 | 600 | 600 | 300 |
| 642501 CEA Operations/Maint. | 1,006 | 2,840 | 4,441 | 4,441 | 5,312 |
| 642502 CEA Depreciation/Replace. | 2,289 | 2,873 | 2,326 | 2,326 | 2,326 |
| 643100 Interpreter Services | - | - | 200 | 200 | 200 |
| 643200 Lab Fees | 9,032 | 7,325 | 7,700 | 7,700 | 7,700 |
| Total Expense | <u>\$ 206,017</u> | <u>\$ 320,909</u> | <u>\$ 332,904</u> | <u>\$ 332,904</u> | <u>\$ 363,115</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

Weights & Measures License increase is based on the updated fee schedule approved by City Council.

**CITY OF APPLETON 2023 BUDGET
HEALTH DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 431200 Wts & Measures License | \$ 51,807 | \$ 56,932 | \$ 62,300 | \$ 62,300 | \$ 93,310 |
| 480100 General Charges for Svc | 76,995 | 75,402 | 94,998 | 94,998 | 96,336 |
| Total Revenue | \$ 128,802 | \$ 132,334 | \$ 157,298 | \$ 157,298 | \$ 189,646 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 101,276 | \$ 144,220 | \$ 143,590 | \$ 143,590 | \$ 145,779 |
| 615000 Fringes | 42,578 | 53,300 | 55,958 | 55,958 | 56,363 |
| 620100 Training/Conferences | 413 | 409 | 700 | 700 | 700 |
| 620600 Parking Permits | 1,260 | 1,260 | 1,260 | 1,260 | 1,440 |
| 630200 Subscriptions | - | 10 | - | - | - |
| 630300 Memberships & Licenses | 225 | 160 | 225 | 225 | 225 |
| 631603 Other Misc. Supplies | 561 | 377 | 500 | 500 | 500 |
| 632700 Miscellaneous Equipment | 902 | 1,172 | 1,500 | 1,500 | 800 |
| 641307 Telephone | 43 | 91 | 100 | 100 | 100 |
| 641308 Cellular Phones | 554 | 617 | 600 | 600 | 610 |
| 641800 Equipment Repairs & Maint. | - | - | 600 | 600 | - |
| 642501 CEA Operations/Maint. | 3,529 | 3,913 | 5,007 | 5,007 | 5,991 |
| 642502 CEA Depreciation/Replace. | 6,543 | 6,282 | 6,543 | 6,543 | 6,543 |
| Total Expense | \$ 157,884 | \$ 211,811 | \$ 216,583 | \$ 216,583 | \$ 219,051 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

| Charges for sealer's services @ \$446 per day | # of Days | Charge |
|--|------------|------------------|
| Ashwaubenon | 55 | \$ 24,530 |
| Berlin | 13 | 5,798 |
| Fox Crossing | 10 | 4,460 |
| Kaukauna | 21 | 9,366 |
| Kimberly | 6 | 2,676 |
| Little Chute | 17 | 7,582 |
| Neenah | 36 | 16,056 |
| New London | 18 | 8,028 |
| Ripon | 18 | 8,028 |
| Waupaca | 22 | 9,812 |
| | 216 | \$ 96,336 |

**CITY OF APPLETON 2023 BUDGET
HEALTH DEPARTMENT**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Charges for Services | | | | | | |
| 422500 Health Grants & Aids | 157 | 70 | - | 1,500 | 1,500 | 500 |
| 430500 Health License | 149,869 | 168,338 | 13,655 | 156,500 | 156,500 | 195,200 |
| 431200 Weights & Measures License | 51,807 | 56,933 | 6,188 | 62,300 | 62,300 | 93,310 |
| 480100 General Charges for Service | 76,995 | 75,570 | 44,324 | 95,288 | 95,288 | 96,586 |
| TOTAL PROGRAM REVENUES | <u>278,828</u> | <u>300,911</u> | <u>64,167</u> | <u>315,588</u> | <u>315,588</u> | <u>385,596</u> |
| Salaries | | | | | | |
| 610100 Regular Salaries | 286,195 | 584,522 | 248,885 | 853,574 | 853,574 | \$ 861,087 |
| 610500 Overtime Wages | - | 1,213 | 927 | - | - | - |
| 610800 Part-Time Wages | 2,186 | 2,810 | 1,213 | 22,748 | 22,748 | 23,952 |
| 611000 Other Compensation | 375 | 520 | 430 | 438 | 438 | - |
| 611400 Sick Pay | 411 | 1,175 | 1,503 | - | - | - |
| 611500 Vacation Pay | 67,991 | 78,139 | 28,231 | - | - | - |
| 615000 Fringes | 153,634 | 241,376 | 93,331 | 293,992 | 293,992 | 292,837 |
| TOTAL PERSONNEL | <u>510,792</u> | <u>909,755</u> | <u>374,520</u> | <u>1,170,752</u> | <u>1,170,752</u> | <u>1,177,876</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 2,144 | 2,272 | 490 | 3,150 | 3,150 | 8,700 |
| 620200 Mileage Reimbursement | 62 | 333 | 468 | 3,000 | 3,000 | - |
| 620600 Parking Permits | 7,140 | 6,720 | 6,720 | 6,720 | 6,720 | 7,680 |
| TOTAL TRAINING / TRAVEL | <u>9,346</u> | <u>9,325</u> | <u>7,678</u> | <u>12,870</u> | <u>12,870</u> | <u>16,380</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,499 | 725 | 71 | 1,225 | 1,225 | 1,200 |
| 630200 Subscriptions | - | 10 | - | 80 | 80 | - |
| 630300 Memberships & Licenses | 2,745 | 1,865 | 200 | 2,615 | 2,615 | 2,555 |
| 630400 Postage/Freight | - | - | - | 50 | 50 | - |
| 630500 Awards & Recognition | 255 | 136 | - | 195 | 195 | 179 |
| 630700 Food & Provisions | 40 | - | - | 260 | 260 | 239 |
| 631603 Other Misc. Supplies | 1,236 | 390 | 126 | 1,700 | 1,700 | 2,300 |
| 632001 City Copy Charges | 1,978 | 6,760 | 552 | 2,000 | 2,000 | 2,000 |
| 632002 Outside Printing | 546 | 42 | 118 | 500 | 500 | 1,000 |
| 632400 Medical/Lab Supplies | 6,078 | 6,469 | 253 | 7,850 | 7,850 | 7,500 |
| 632700 Miscellaneous Equipment | 1,014 | 1,455 | 64 | 1,950 | 1,950 | 1,000 |
| TOTAL SUPPLIES | <u>15,391</u> | <u>17,852</u> | <u>1,384</u> | <u>18,425</u> | <u>18,425</u> | <u>17,973</u> |
| Purchased Services | | | | | | |
| 640700 Solid Waste/Recycling Pickup | 244 | 278 | 191 | - | - | 300 |
| 641307 Telephone | 1,272 | 1,799 | 521 | 2,130 | 2,130 | 1,418 |
| 641308 Cellular Phones | 4,446 | 7,850 | 3,598 | 4,250 | 4,250 | 6,099 |
| 641800 Equipment Repairs & Maint. | 104 | 165 | - | 1,200 | 1,200 | 300 |
| 642501 CEA Operations/Maint. | 4,536 | 6,753 | 1,634 | 9,448 | 9,448 | 13,073 |
| 642502 CEA Depreciation/Replace. | 8,833 | 9,156 | 2,344 | 8,869 | 8,869 | 9,644 |
| 643000 Health Services | 12,500 | 12,500 | - | 12,500 | 12,500 | 12,500 |
| 643100 Interpreter Services | 6,679 | 1,487 | 3,173 | 14,200 | 14,200 | 14,200 |
| 643200 Lab Fees | 9,212 | 7,325 | - | 7,900 | 7,900 | 7,700 |
| TOTAL PURCHASED SVCS | <u>47,826</u> | <u>47,313</u> | <u>11,461</u> | <u>60,497</u> | <u>60,497</u> | <u>65,234</u> |
| TOTAL EXPENSE | <u>583,355</u> | <u>984,245</u> | <u>395,043</u> | <u>1,262,544</u> | <u>1,262,544</u> | <u>1,277,463</u> |

CITY OF APPLETON 2023 BUDGET

**HEALTH GRANTS
SPECIAL REVENUE FUNDS**

Public Health Officer: Charles E. Sepers

Deputy Director of Public Health: Sonja R. Jensen

**CITY OF APPLETON 2023 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 2022 EVENTS

Maternal/Child Health (MCH) Grant

Current focus areas include working with early childhood centers and other community worksites to support breast-feeding friendly policies and certifications. Other focus areas include networks of early childhood services addressing family support, child development, mental health, and injury prevention on a local level.

Prevention Grant

This grant will be used to support the department's efforts related to meeting its statutory requirement for completing the Community Health Needs Assessment.

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 Northeast Wisconsin.

Centers for Disease Control and Prevention (CDC) Lead Poisoning Prevention Grant

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 2022, 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 2023 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2023 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 2,042,352 | \$ 780,292 | \$ 227,837 | \$ 227,837 | \$ 642,879 | 182.17% |
| Program Expenses | | | | | | | |
| 2710 | MCH Grant | 25,318 | 28,146 | 28,146 | 29,940 | 31,757 | 12.83% |
| 2730 | Prevention Grant | 8,349 | 9,579 | 7,900 | 7,900 | 6,628 | -16.10% |
| 2731 | Communicable Disease | - | - | - | - | 5,700 | N/A |
| 2740 | CDC Lead Grant | 10,610 | 9,841 | 9,879 | 9,879 | 9,819 | -0.61% |
| 2750 | Vaccine Improvement | 22,041 | 21,441 | 21,443 | 31,151 | 24,192 | 12.82% |
| 2770 | COVID-19 Response | 1,874,574 | 627,635 | 89,226 | 89,226 | 458,207 | 413.54% |
| 2780 | Bioterrorism Grant | 101,506 | 83,652 | 71,243 | 71,243 | 106,576 | 49.60% |
| | Discontinued Programs | - | - | - | - | - | N/A |
| TOTAL | | \$ 2,042,398 | \$ 780,294 | \$ 227,837 | \$ 239,339 | \$ 642,879 | 182.17% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 1,413,071 | 482,216 | 182,607 | 182,607 | 384,856 | 110.76% |
| | Training & Travel | 9,465 | 8,911 | 8,795 | 10,589 | 26,370 | 199.83% |
| | Supplies & Materials | 448,364 | 121,813 | 21,648 | 31,356 | 6,364 | -70.60% |
| | Purchased Services | 171,498 | 167,354 | 14,787 | 14,787 | 225,289 | 1423.56% |
| Full Time Equivalent Staff: | | | | | | | |
| | Personnel allocated to programs | 1.54 | 1.54 | 1.54 | 1.54 | 1.54 | 1.54% |

**CITY OF APPLETON 2023 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 2023 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2710

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 25,318 | \$ 28,146 | \$ 28,146 | \$ 28,146 | \$ 31,757 |
| Total Revenue | <u>\$ 25,318</u> | <u>\$ 28,146</u> | <u>\$ 28,146</u> | <u>\$ 28,146</u> | <u>\$ 31,757</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 1,524 | \$ 13,821 | \$ 6,732 | \$ 6,732 | \$ 7,069 |
| 610800 Part-Time Wages | 7,642 | 8,840 | 15,994 | 15,994 | 16,587 |
| 615000 Fringes | 1,880 | 3,494 | 5,295 | 5,295 | 5,441 |
| 620100 Training/Conferences | 1,214 | - | - | 1,794 | 2,660 |
| 620200 Mileage Reimbursement | - | - | 125 | 125 | - |
| 632400 Medical/Lab Supplies | 13,058 | 1,991 | - | - | - |
| Total Expense | <u>\$ 25,318</u> | <u>\$ 28,146</u> | <u>\$ 28,146</u> | <u>\$ 29,940</u> | <u>\$ 31,757</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Prevention Grant

Business Unit 2730

PROGRAM MISSION

Provide accurate, meaningful public health data to the Board of Health and Common Council for effective needs assessment and program management and evaluation.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Responsibly deliver excellent services".

Objectives:

This grant supports the department expenses related to our Community Needs Assessment and Community Health Improvement Plan.

Major Program Changes:

No major changes.

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Prevention Grant

Business Unit 2730

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 8,349 | \$ 9,579 | \$ 7,900 | \$ 7,900 | \$ 6,628 |
| Total Revenue | <u>\$ 8,349</u> | <u>\$ 9,579</u> | <u>\$ 7,900</u> | <u>\$ 7,900</u> | <u>\$ 6,628</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ - | \$ - | \$ - | \$ 928 |
| 620100 Training/Conferences | 228 | 3,252 | 7,900 | 7,900 | 5,700 |
| 630100 Office Supplies | - | 714 | - | - | - |
| 631603 Other Misc. Supplies | 4,121 | 5,613 | - | - | - |
| 640400 Consulting Services | 4,000 | - | - | - | - |
| Total Expense | <u>\$ 8,349</u> | <u>\$ 9,579</u> | <u>\$ 7,900</u> | <u>\$ 7,900</u> | <u>\$ 6,628</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Communicable Disease Grant

Business Unit 2731

PROGRAM MISSION

Increase communicable disease awareness in the community along with practical prevention opportunities

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 ensure or increase capacity to respond to communicable disease events, including staff time, training, and the purchase of additional equipment.

Major Program Changes:

No major changes.

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Communicable Disease Grant

Business Unit 2731

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|-------------|-------------|--------------|--------------|-----------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ - | \$ - | \$ - | \$ - | \$ 5,700 |
| Total Revenue | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 5,700</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ - | \$ - | \$ - | \$ 4,746 |
| 615000 Fringes | - | - | - | - | 954 |
| Total Expense | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 5,700</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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

Connect 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 2023 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - CDC Lead Grant

Business Unit 2740

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|------------------|-----------------|-----------------|-----------------|-----------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 10,610 | \$ 9,840 | \$ 9,879 | \$ 9,879 | \$ 9,819 |
| Total Revenue | <u>\$ 10,610</u> | <u>\$ 9,840</u> | <u>\$ 9,879</u> | <u>\$ 9,879</u> | <u>\$ 9,819</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 7,082 | \$ 8,401 | \$ 8,454 | \$ 8,454 | \$ 8,406 |
| 615000 Fringes | 1,081 | 1,308 | 1,425 | 1,425 | 1,413 |
| 632400 Medical/Lab Supplies | 2,447 | 132 | - | - | - |
| Total Expense | <u>\$ 10,610</u> | <u>\$ 9,841</u> | <u>\$ 9,879</u> | <u>\$ 9,879</u> | <u>\$ 9,819</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Vaccine Improvement Grant

Business Unit 2750

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 20,715 | \$ 21,441 | \$ 21,443 | \$ 21,443 | \$ 24,192 |
| 503500 Other Reimbursements | 1,280 | - | - | - | - |
| Total Revenue | <u>\$ 21,995</u> | <u>\$ 21,441</u> | <u>\$ 21,443</u> | <u>\$ 21,443</u> | <u>\$ 24,192</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 9,812 | \$ 17,717 | \$ 18,266 | \$ 18,266 | \$ 19,649 |
| 615000 Fringes | 1,643 | 2,654 | 3,064 | 3,064 | 3,279 |
| 632400 Medical/Lab Supplies | 10,586 | 1,070 | 113 | 9,821 | 1,264 |
| Total Expense | <u>\$ 22,041</u> | <u>\$ 21,441</u> | <u>\$ 21,443</u> | <u>\$ 31,151</u> | <u>\$ 24,192</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - COVID-19 Pandemic Response

Business Units 2773, 2774, 2775, 2776

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:

COVID-19 Response Grants

These federal and State grants support the City's efforts to respond to the COVID-19 pandemic and to track the related expenditures. In 2022, the City used these grants to mitigate the spread of COVID-19 by maintaining a testing site in the beginning of the year. These funds continue to support vaccine clinics for marginalized populations and material needs for the staff conducting COVID-19 mitigation efforts

CDC Workforce Development Grant

To establish, expand, train, and sustain the public health workforce, to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives

To hire and train personnel to address projected jurisdictional COVID-19 response needs over the performance period, including building capacity to address public health priorities deriving from COVID-19

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 June of 2023 (ELC) and December 2024 (LHD ARPA). The expenditures vary depending on current case levels and the needs of the community.

CITY OF APPLETON 2023 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - COVID-19 Pandemic Response

Business Unit 2773, 2774, 2775, 2776

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|---------------------|-------------------|------------------|------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Misc. State Aids | \$ 1,344,030 | \$ - | \$ - | \$ - | \$ - |
| 422500 Health Grants & Aids | 530,544 | 504,670 | 89,226 | 89,226 | 458,207 |
| 501000 Miscellaneous Revenue | - | 18,131 | - | - | - |
| 503500 Other Reimbursements | - | 104,835 | - | - | - |
| Total Revenue | <u>\$ 1,874,574</u> | <u>\$ 627,636</u> | <u>\$ 89,226</u> | <u>\$ 89,226</u> | <u>\$ 458,207</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 889,444 | \$ 137,029 | \$ 24,391 | \$ 24,391 | \$ 175,505 |
| 610400 Call Time | 173 | - | - | - | - |
| 610500 Overtime | 73,942 | 15,369 | - | - | - |
| 610800 Part Time | 93,598 | 169,739 | 22,526 | 22,526 | - |
| 615000 Fringes | 235,702 | 32,699 | 6,174 | 6,174 | 35,324 |
| 620100 Training/Conferences | - | - | - | - | 17,050 |
| 620500 Employee Recruitment | - | 1,547 | - | - | - |
| 620600 Parking Permits | 1,004 | 713 | 350 | 350 | 480 |
| 630100 Office Supplies | 6,743 | 457 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | - | - | - | - | 50 |
| 630700 Food & Provisions | 831 | - | - | - | - |
| 631603 Other Misc. Supplies | 184,874 | 94,299 | 14,485 | 14,485 | - |
| 632002 Outside Printing | 3,518 | 15,479 | 3,000 | 3,000 | 1,000 |
| 632102 Protective Clothing | 20,092 | - | - | - | - |
| 632400 Medical/Lab Supplies | 112,603 | 900 | 2,000 | 2,000 | 2,000 |
| 632700 Miscellaneous Equipment | 85,362 | 265 | - | - | - |
| 640201 Attorney Fees | 4,960 | - | - | - | - |
| 641308 Cellular Phones | 1,300 | - | - | - | 241 |
| 641400 Janitorial Service | 9,773 | 2,898 | - | - | - |
| 641600 Building Repairs & Maint. | 145,706 | - | - | - | - |
| 642400 Software Support | 1,592 | 187 | - | - | - |
| 642501 CEA Operations/Maint. | - | - | - | - | 1,481 |
| 642502 CEA Depreciation/Replace. | - | - | - | - | 776 |
| 643100 Interpreter Services | 210 | - | 300 | 300 | 300 |
| 659900 Other Contracts | 3,147 | 156,054 | 14,000 | 14,000 | 7,000 |
| 680300 Buildings | - | - | - | - | 215,000 |
| Total Expense | <u>\$ 1,874,574</u> | <u>\$ 627,635</u> | <u>\$ 89,226</u> | <u>\$ 89,226</u> | <u>\$ 458,207</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

| | |
|--|------------------|
| National Association of County and City Health Officials | \$ 14,400 |
| American Public Health Association | 2,650 |
| | <u>\$ 17,050</u> |

Building Repairs & Maintenance

| | |
|---|-------------------|
| Health Department Interior Finishes and Furniture | \$ 215,000 |
| | <u>\$ 215,000</u> |

CITY OF APPLETON 2023 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:

The 2023 budget returns the PH Preparedness Coordinator position to be fully funded by this grant, which was previously allocated to available COVID-19 funding. The grant income reflects the base grant amount that is expected to be awarded by the State, plus the projected use of \$33,901 of deferred revenue.

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Bioterrorism Grant

Business Unit 2780

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|------------------|------------------|------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 75,442 | \$ 82,757 | \$ 53,243 | \$ 53,243 | \$ 88,576 |
| 490800 Misc Intergov Charges | 18,000 | 273 | 18,000 | 18,000 | 18,000 |
| 503500 Other Reimbursements | 8,064 | 620 | - | - | - |
| Total Revenue | \$ 101,506 | \$ 83,650 | \$ 71,243 | \$ 71,243 | \$ 106,576 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 72,372 | \$ 57,406 | \$ 56,932 | \$ 56,932 | \$ 85,389 |
| 615000 Fringes | 17,176 | 13,738 | 13,354 | 13,354 | 20,166 |
| 620100 Training/Conferences | 7,017 | 2,906 | - | - | - |
| 620600 Parking Permits | 2 | 493 | 420 | 420 | 480 |
| 631603 Other Misc. Supplies | - | 893 | 50 | 50 | 50 |
| 632002 Outside Printing | 746 | - | - | - | - |
| 632700 Miscellaneous Equipment | 3,384 | - | - | - | - |
| 641307 Telephone | 218 | 237 | 250 | 250 | 250 |
| 641308 Cellular Phones | 591 | 312 | 237 | 237 | 241 |
| 642000 Facilities Charges | - | 4,507 | - | - | - |
| 659900 Other Contracts | - | 3,160 | - | - | - |
| Total Expense | \$ 101,506 | \$ 83,652 | \$ 71,243 | \$ 71,243 | \$ 106,576 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
HEALTH GRANTS**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|--|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 422400 Misc. State Aids | 1,344,030 | - | - | - | - | - |
| 422500 Health Grants & Aids | 670,978 | 656,433 | - | 209,837 | 209,837 | 624,879 |
| 490800 Misc. Intergovernmental Charges | 18,000 | 274 | 7,500 | 18,000 | 18,000 | 18,000 |
| 501000 Miscellaneous Revenue | - | 18,131 | - | - | - | - |
| 503500 Other Reimbursements | 9,344 | 105,455 | - | - | - | - |
| TOTAL PROGRAM REVENUES | 2,042,352 | 780,293 | 7,500 | 227,837 | 227,837 | 642,879 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 901,321 | 220,650 | 42,915 | 114,775 | 114,775 | 301,692 |
| 610400 Call Time | 173 | - | - | - | - | - |
| 610500 Overtime | 73,942 | 15,369 | - | - | - | - |
| 610800 Part-Time Wages | 101,240 | 178,589 | 31,710 | 38,520 | 38,520 | 17,541 |
| 611000 Other Compensation | 450 | - | - | - | - | - |
| 611400 Sick Pay | 68,523 | - | - | - | - | - |
| 611500 Vacation Pay | 9,940 | 13,716 | 3,071 | - | - | - |
| 615000 Fringes | 257,482 | 53,892 | 12,628 | 29,312 | 29,312 | 65,623 |
| TOTAL PERSONNEL | 1,413,071 | 482,216 | 90,324 | 182,607 | 182,607 | 384,856 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 8,459 | 6,158 | 2,651 | 7,900 | 9,694 | 25,410 |
| 620200 Mileage Reimbursement | - | - | - | 125 | 125 | - |
| 620500 Employee Recruitment | - | 1,547 | - | - | - | - |
| 620600 Parking Permits | 1,006 | 1,206 | 567 | 770 | 770 | 960 |
| TOTAL TRAINING / TRAVEL | 9,465 | 8,911 | 3,218 | 8,795 | 10,589 | 26,370 |
| Supplies | | | | | | |
| 630100 Office Supplies | 6,743 | 1,171 | 1,701 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | - | - | - | - | - | 50 |
| 630700 Food & Provisions | 831 | - | - | - | - | - |
| 631603 Other Misc. Supplies | 188,994 | 100,805 | 7,286 | 14,535 | 14,535 | 50 |
| 632001 City Copy Charges | - | - | - | - | - | - |
| 632002 Outside Printing | 4,264 | 15,479 | - | 3,000 | 3,000 | 1,000 |
| 632102 Protective Clothing | 20,093 | - | - | - | - | - |
| 632400 Medical/Lab Supplies | 138,693 | 4,093 | 9,708 | 2,113 | 11,821 | 3,264 |
| 632700 Miscellaneous Equipment | 88,746 | 265 | 2,334 | - | - | - |
| TOTAL SUPPLIES | 448,364 | 121,813 | 21,029 | 21,648 | 31,356 | 6,364 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | - | - | - | - | - | - |
| 640201 Attorney Fees | 4,960 | - | - | - | - | - |
| 640400 Consulting Services | 4,000 | - | - | - | - | - |
| 641307 Telephone | 218 | 237 | 90 | 250 | 250 | 250 |
| 641308 Cellular Phones | 1,892 | 312 | 221 | 237 | 237 | 482 |
| 641400 Janitorial Service | 9,773 | - | - | - | - | - |
| 641600 Building Repairs & Maint. | 145,706 | - | - | - | - | - |
| 642000 Facilities Charges | - | 7,404 | - | - | - | - |
| 642400 Software Support | 1,592 | 187 | - | - | - | - |
| 642501 CEA Operations/Maint. | - | - | - | - | - | 1,481 |
| 642502 CEA Depreciation/Replace. | - | - | - | - | - | 776 |
| 643100 Interpreter Services | 210 | - | - | 300 | 300 | 300 |
| 659900 Other Contracts/Obligations | 3,147 | 159,214 | 24,736 | 14,000 | 14,000 | 7,000 |
| 680300 Buildings | - | - | - | - | - | 215,000 |
| TOTAL PURCHASED SVCS | 171,498 | 167,354 | 25,047 | 14,787 | 14,787 | 225,289 |
| TOTAL EXPENSE | 2,042,398 | 780,294 | 139,618 | 227,837 | 239,339 | 642,879 |

CITY OF APPLETON 2023 BUDGET
HEALTH GRANTS
SPECIAL REVENUE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|-----------------------------------|------------------|------------------|------------------|-------------------|------------------|
| Intergovernmental | * \$ 2,015,008 | \$ 656,433 | \$ 209,837 | \$ 209,837 | \$ 624,879 |
| Charges for Service | 18,000 | 273 | 18,000 | 18,000 | 18,000 |
| Miscellaneous Revenue | - | - | - | - | - |
| Other Reimbursements | 9,344 | 123,586 | - | - | - |
| Total Revenues | <u>2,042,352</u> | <u>780,292</u> | <u>227,837</u> | <u>227,837</u> | <u>642,879</u> |
| Expenses | | | | | |
| Program Costs | 2,042,398 | 780,294 | 227,837 | 239,339 | 642,879 |
| Total Expenses | <u>2,042,398</u> | <u>780,294</u> | <u>227,837</u> | <u>239,339</u> | <u>642,879</u> |
| Revenues over (under) Expenses | (46) | (2) | - | (11,502) | - |
| Fund Balance - Beginning | <u>52,845</u> | <u>52,799</u> | <u>52,797</u> | <u>52,797</u> | <u>41,295</u> |
| Fund Balance - Ending | <u>\$ 52,799</u> | <u>\$ 52,797</u> | <u>\$ 52,797</u> | <u>\$ 41,295</u> | <u>\$ 41,295</u> |

CITY OF APPLETON 2023 BUDGET

POLICE DEPARTMENT

Police Chief: Todd L. Thomas

Assistant Police Chief: Polly A. Olson

CITY OF APPLETON 2023 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2022 EVENTS

The Appleton Police Department's 2023 budget provides funding for essential core services that enable the department to maintain operational readiness and emergency services such as SWAT (Special Weapons and Tactics), sensitive investigative scenes, mutual aid and other rapid deployments. It is imperative that, with the sophisticated technology advancements and expansion of social media, we are focused on increasing our presence in the community and expanding our technological abilities to maintain professional police services.

Recruitment and retention are critical to our policing capabilities and continues to be a major emphasis of the Department. Staffing shortages in policing is a nation-wide trend that created the challenge of rebuilding public perception and changing the framework of how we engage in community policing efforts. Another trend since the COVID emergency in 2020 is the increase in retirements/resignations experienced by cities and businesses across the nation. The Appleton Police Department also experienced this progression with 13 retirements/resignations in 2021 and 7 in the first half of 2022. Although there is no simple solution, we are committed to maintaining recruitment standards to provide excellent services to our community.

Pedestrian and traffic safety remains one of the top concerns in Appleton, especially in summer months when there are more vehicles, motorcycles, scooters, bicycles, and pedestrian traffic. To ensure the safety of all travelers, a Traffic Safety Unit pilot program was established to address traffic enforcement, collect and analyze data, identify safety problem areas, and educate the public on traffic safety. The Traffic Safety Officer will continue to assist the Patrol Unit during high-volume calls for service. The Traffic Safety Officer will be made permanent effective January 1, 2023.

The pilot program for the Crisis Response Team (CRT) is a partnership between Appleton Police Department's Behavioral Health Officer and Outagamie County Health and Human Services Clinical Therapist. CRT will address the growing concerns of mental health calls for service through assisting police officers on calls for service, facilitating support for individuals and families coping with mental health issues, and providing clinical assessment for intervention and case management to be proactive in addressing and preventing a mental health and/or substance abuse crisis. The two year program will be evaluated for its progress annually.

Governor Evers allocated American Rescue Plan Act (ARPA) funding for the Safer Communities Law Enforcement program. Appleton was awarded \$225,618 in grant funds that we designated for a wireless router system. Taking advantage of technology is essential when officers are mobile and need to manage connectivity on multiple devices. Utilizing a secure wireless router system will ensure access can be provided remotely without lagging or loss of connectivity. Our assessment of the pilot program determined this was essential for a safe and efficient response that will increase officer's situational awareness to take appropriate action.

Another program recently piloted is the automated license plate reader (ALPR) computer-based system. These are high-speed, high-resolution, fixed cameras that capture license plates that are stored in a database and compared to other databases. This technology quickly provides assistance to officers in locating a suspect or assisting investigators in solving crimes. One of the features is the interface with Axon programs and the wireless router system mentioned above.

CITY OF APPLETON 2023 BUDGET POLICE DEPARTMENT

MAJOR 2023 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.

Evaluate the Crisis Response Team collaboration with Outagamie County Health and Human Services.

Review other technology upgrades to ensure we are successfully improving our ability to respond to the needs of the community.

Update the Crossing Guard contracted service to meet the needs of the children at guarded crossings in 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.

Enhance marketing the Department through social media outlets and evaluate other options to attract qualified candidates to ensure we are providing quality police services.

Evaluate and refresh patrol allocation model for determining optimum patrol levels.

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.

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.

Provide ongoing opportunities for citizens to be educated in crime prevention and other police services through Neighborhood Watch, School Resource Program, media outreach and citizen contacts.

| DEPARTMENT BUDGET SUMMARY | | | | | | | |
|------------------------------------|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| Programs | | Actual | | Budget | | | % |
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 721,227 | \$ 1,129,637 | \$ 1,183,523 | \$ 1,183,523 | \$ 1,282,597 | 8.37% |
| Program Expenses | | | | | | | |
| 17511 | Executive Management | 1,169,343 | 1,241,923 | 1,241,577 | 1,273,877 | 1,165,973 | -6.09% |
| 17512 | Administrative Services | 1,898,038 | 2,000,864 | 2,033,464 | 2,033,464 | 2,013,950 | -0.96% |
| 17524 | Community Services | 730,552 | 862,135 | 945,188 | 945,188 | 816,385 | -13.63% |
| 17532 | Investigative Services | 3,995,342 | 4,043,905 | 4,528,880 | 4,536,380 | 4,852,747 | 7.15% |
| 17541 | Field Operations | 10,009,106 | 10,658,520 | 10,460,331 | 10,476,131 | 11,371,144 | 8.71% |
| TOTAL | | \$ 17,802,381 | \$ 18,807,347 | \$ 19,209,440 | \$ 19,265,040 | \$ 20,220,199 | 5.26% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 15,673,076 | 16,217,401 | 16,792,707 | 16,792,707 | 17,580,349 | 4.69% |
| Training & Travel | | 62,514 | 81,060 | 97,360 | 126,160 | 97,360 | 0.00% |
| Supplies & Materials | | 266,052 | 262,278 | 285,225 | 312,025 | 287,725 | 0.88% |
| Purchased Services | | 1,800,739 | 2,246,608 | 2,034,148 | 2,034,148 | 2,254,765 | 10.85% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 140.00 | 140.00 | 140.00 | 140.00 | 140.00 | |

* % change from prior year adopted budget
Police.xls

**CITY OF APPLETON 2023 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 acknowledges several personnel changes within the Police Department, including the transfer of the Public Information Officer position from Executive Management (17511) to Field Operations (17541) resulting in a decrease in personnel expenses.

This budget also includes \$11,000 in Other Contracts and Obligations for the range lead mining that is required every 3 years, however there is an offset with a reduction in wellness check-ins based on previous years experience.

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 16,646 | \$ 16,011 | \$ 17,600 | \$ 17,600 | \$ 17,600 |
| 451000 Court Fines & Fees | 214,691 | 222,993 | 275,000 | 275,000 | 275,000 |
| 480100 General Charges for Svc. | 20,497 | 24,548 | 20,000 | 20,000 | 20,000 |
| 480600 False Alarm Fees | 13,650 | 16,800 | 10,000 | 10,000 | 15,000 |
| 501000 Miscellaneous Revenue | 18,057 | 12,428 | 15,000 | 15,000 | 15,000 |
| 502000 Donations & Memorials | 5,066 | 64,116 | 25,000 | 25,000 | 25,000 |
| 503000 Damage to City Property | 6,618 | 35,596 | - | - | - |
| 503500 Other Reimbursements | 120 | 361 | - | - | - |
| 508500 Cash Short or Over | 1 | 10 | - | - | - |
| Total Revenue | \$ 295,346 | \$ 392,863 | \$ 362,600 | \$ 362,600 | \$ 367,600 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 681,233 | \$ 708,804 | \$ 700,806 | \$ 700,806 | \$ 645,180 |
| 610400 Call Time | 3,505 | 2,135 | 600 | 600 | 600 |
| 610500 Overtime Wages | 17,969 | 5,533 | 8,076 | 8,076 | 9,906 |
| 610800 Part-Time Wages | 5,808 | 10,974 | - | - | - |
| 615000 Fringes | 229,569 | 264,324 | 270,094 | 270,094 | 249,286 |
| 620100 Training/Conferences | 58,546 | 71,854 | 85,000 | 113,800 | 85,000 |
| 620400 Tuition Fees | 3,968 | 8,491 | 10,860 | 10,860 | 10,860 |
| 620500 Employee Recruitment | - | 715 | 1,500 | 1,500 | 1,500 |
| 630200 Subscriptions | 1,544 | 1,001 | 1,020 | 1,020 | 1,020 |
| 630300 Memberships & Licenses | 2,191 | 2,305 | 2,680 | 2,680 | 2,680 |
| 630400 Postage/Freight | 71 | 133 | 200 | 200 | 200 |
| 630500 Awards & Recognition | 2,499 | 1,958 | 2,055 | 2,055 | 2,055 |
| 630700 Food & Provisions | 1,331 | 1,746 | 2,740 | 2,740 | 2,740 |
| 631200 Guns & Ammunition | 21,671 | 31,670 | 43,000 | 43,000 | 43,000 |
| 631500 Books & Library Materials | 342 | - | 330 | 330 | 330 |
| 631603 Other Misc. Supplies | 7,794 | 10,397 | 8,000 | 11,500 | 8,000 |
| 632100 Clothing | 25,100 | 33,734 | 25,500 | 25,500 | 25,500 |
| 632700 Miscellaneous Equipment | 2,927 | 7,819 | 7,000 | 7,000 | 7,000 |
| 640200 Legal Fees | 102 | 518 | 100 | 100 | 300 |
| 640400 Consulting Services | 7,550 | 1,250 | 5,000 | 5,000 | 4,000 |
| 641800 Equipment Repairs & Maint. | 929 | 929 | 500 | 500 | 500 |
| 643000 Health Services | - | - | 400 | 400 | 200 |
| 659900 Other Contracts/Obligation | 94,694 | 75,633 | 66,116 | 66,116 | 66,116 |
| Total Expense | \$ 1,169,343 | \$ 1,241,923 | \$ 1,241,577 | \$ 1,273,877 | \$ 1,165,973 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

| | |
|----------------------------|------------------|
| DOJ training and standards | \$ 17,760 |
| SWAT/TEMS training | 10,000 |
| Leadership development | 10,000 |
| DAAT/firearms | 10,000 |
| Crime/drug prevention | 14,000 |
| Investigative/Forensic | 12,000 |
| Threat assessment/other | 11,240 |
| Total | \$ 85,000 |

Guns & Ammunition

| | |
|------------------------------|------------------|
| Ammunition/XREP rounds | \$ 35,500 |
| Firearms/Taser/Armorer/Range | 7,500 |
| Total | \$ 43,000 |

Clothing

| | |
|-----------------------------|------------------|
| Badges, patches, bars, etc. | 5,500 |
| Replace damaged items | 1,000 |
| Protective vests (21) | 19,000 |
| Total | \$ 25,500 |

Other Contracts and Obligations

| | |
|----------------------------|------------------|
| Background checks | \$ 2,190 |
| PD range maintenance | 7,783 |
| PD range lead mining | 11,000 |
| Lexipole policy management | 25,533 |
| Notary Insurance/Misc | 860 |
| Wellness program | 18,750 |
| Total | \$ 66,116 |

**CITY OF APPLETON 2023 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:

This budget acknowledges several personnel changes, including the transfer of a Police Communications position (17512) to the Crime Analyst position in Investigative Services (17532). This budget also includes the change of an Administrative Services full-time position to two half-time positions.

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 1,006,652 | \$ 1,008,373 | \$ 1,026,098 | \$ 1,026,098 | \$ 1,027,749 |
| 610400 Call Time Wages | 100 | - | 400 | 400 | 400 |
| 610500 Overtime Wages | 43,140 | 68,603 | 54,378 | 54,378 | 55,728 |
| 610800 Part-Time Wages | 1,214 | 826 | - | - | - |
| 615000 Fringes | 372,890 | 415,528 | 443,969 | 443,969 | 405,961 |
| 630100 Office Supplies | 13,825 | 12,746 | 14,000 | 14,000 | 14,000 |
| 631603 Other Misc. Supplies | 85 | 466 | 550 | 550 | 550 |
| 632001 City Copy Charges | 15,975 | 14,779 | 8,800 | 8,800 | 12,300 |
| 632002 Outside Printing | 6,324 | 3,006 | 6,000 | 6,000 | 5,000 |
| 632700 Miscellaneous Equipment | - | 1,310 | 2,000 | 2,000 | 2,000 |
| 640700 Waste/Recycling Pickup | 4,138 | 3,797 | 4,400 | 4,400 | 4,400 |
| 641300 Utilities | 162,297 | 205,728 | 182,600 | 182,600 | 195,096 |
| 641800 Equipment Repairs & Maint. | 2,225 | 2,271 | 2,835 | 2,835 | 2,335 |
| 642000 Facilities Charges | 223,070 | 221,972 | 246,034 | 246,034 | 247,031 |
| 659900 Other Contracts/Obligation | 46,103 | 41,459 | 41,400 | 41,400 | 41,400 |
| Total Expense | <u>\$ 1,898,038</u> | <u>\$ 2,000,864</u> | <u>\$ 2,033,464</u> | <u>\$ 2,033,464</u> | <u>\$ 2,013,950</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|---------------|------------------|
| Aircards | \$ 35,000 |
| Callyo System | 4,200 |
| Cintas | 2,200 |
| | <u>\$ 41,400</u> |

CITY OF APPLETON 2023 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 Strategy # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Provide support services to patrol officers by having Community Service Officers (CSOs) complete 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 acknowledges the transfer of the Lieutenant in Community Services (17524) to the Professional Development Coordinator in Field Operations (17541), resulting in a decrease in personnel expenses.

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 431000 Dog Licenses | \$ 10,416 | \$ 12,448 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| 431100 Cat Licenses | 4,162 | 4,504 | 8,000 | 8,000 | 5,000 |
| 503500 Other Reimbursements | 90,366 | 133,723 | 140,046 | 140,046 | 142,845 |
| Total Revenue | \$ 104,944 | \$ 150,675 | \$ 168,046 | \$ 168,046 | \$ 167,845 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 245,605 | \$ 249,525 | \$ 245,421 | \$ 245,421 | \$ 151,453 |
| 610400 Call Time Wages | 1,314 | 546 | 200 | 200 | 200 |
| 610500 Overtime Wages | 7,719 | 9,540 | 13,159 | 13,159 | 9,770 |
| 610800 Part-Time Wages | 185,008 | 209,290 | 258,253 | 258,253 | 271,871 |
| 615000 Fringes | 101,352 | 110,961 | 123,162 | 123,162 | 76,498 |
| 631603 Other Misc. Supplies | 512 | 572 | 1,000 | 1,000 | 1,000 |
| 632101 Uniforms | 1,423 | 820 | 2,000 | 2,000 | 2,000 |
| 632300 Safety Supplies | - | 235 | 900 | 900 | 900 |
| 632700 Miscellaneous Equipment | 639 | 406 | 1,500 | 1,500 | 1,500 |
| 659900 Other Contracts/Obligation | 186,980 | 280,240 | 299,593 | 299,593 | 301,193 |
| Total Expense | \$ 730,552 | \$ 862,135 | \$ 945,188 | \$ 945,188 | \$ 816,385 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|-------------------------------|-------------------|
| Fox Valley Humane Association | \$ 15,000 |
| Wild animal service | 500 |
| All City Management Services | 285,693 |
| | \$ 301,193 |

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM MISSION

We develop crime prevention strategies, investigate major crimes and arrest suspects who commit crimes in support of the criminal justice system, the community, and victims, in order to prevent and/or minimize the impact of major crimes.

PROGRAM NARRATIVE

Link to City Goals:

Implements all Key Strategies.

Objectives:

Provide major case investigative support to the districts.

Conduct investigations in high tech crimes.

Evaluate investigators' case review and reporting procedures.

Support investigations with qualified forensic recovery and analysis.

Build partnerships in the schools with staff, students, and parents to ensure a safe learning environment.

Led by the Special Investigation Unit - aggressively pursue street level crimes and offenders.

Major Changes in Revenue, Expenditures or Programs:

This budget acknowledges the transfer of the Police Communications in Administrative Services (17512) to the Crime Analyst position in Investigative Services (17532) resulting in an increase in personnel expenses.

This budget reflects an increase of \$94,275 in revenue based on the agreement with the Appleton Area School District for their contribution to the School Resource Officer Program.

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ - | \$ 21,688 | \$ 10,000 | \$ 10,000 | \$ 25,000 |
| 490500 SRO Reimbursement | 312,701 | 556,317 | 634,877 | 634,877 | 714,152 |
| Total Revenue | \$ 312,701 | \$ 578,005 | \$ 644,877 | \$ 644,877 | \$ 739,152 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 2,762,999 | \$ 2,801,350 | \$ 3,088,482 | \$ 3,088,482 | \$ 3,272,503 |
| 610400 Call Time Wages | 32,373 | 36,335 | 6,700 | 6,700 | 5,692 |
| 610500 Overtime Wages | 150,059 | 102,827 | 169,629 | 169,629 | 175,241 |
| 615000 Fringes | 998,062 | 1,047,228 | 1,214,059 | 1,214,059 | 1,341,101 |
| 631603 Other Misc. Supplies | 1,695 | 1,526 | 2,000 | 2,000 | 2,000 |
| 632001 City Copy Charges | 4,094 | 5,022 | 3,500 | 3,500 | 3,500 |
| 632400 Medical/Lab Supplies | 7,574 | 8,680 | 9,000 | 9,000 | 9,000 |
| 632700 Miscellaneous Equipment | 10,290 | 5,205 | 9,000 | 16,500 | 9,000 |
| 641800 Equipment Repairs & Maint. | - | - | 1,000 | 1,000 | 500 |
| 659900 Other Contracts/Obligation | 28,196 | 35,732 | 25,510 | 25,510 | 34,210 |
| Total Expense | \$ 3,995,342 | \$ 4,043,905 | \$ 4,528,880 | \$ 4,536,380 | \$ 4,852,747 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

| | |
|---------------------------------|------------------|
| Forensic software maint/upgrade | \$ 9,495 |
| GPS, Griffeye Analyze License | 2,100 |
| Leads Online | 5,255 |
| GrayKey | 9,330 |
| Investigative online programs | 3,530 |
| Towing service | 4,500 |
| Total | \$ 34,210 |

CITY OF APPLETON 2023 BUDGET

POLICE DEPARTMENT

Field Operations (Patrol)

Business Unit 17541

PROGRAM MISSION

Provide excellence in police service by working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life in our community through innovative and refined problem-solving methods.

PROGRAM NARRATIVE

Link to City Goals:

Implements all Key Strategies.

Objectives:

Be visible and accessible within our community and our department.

Facilitate the development of collaborative efforts between police and community partners by encouraging officers to apply the philosophy of problem-oriented policing as part of their everyday work experience.

Adapt quickly to changing conditions and constantly examine current operating practices to improve processes.

Encourage community participation in crime prevention strategies.

Create partnerships in the community to identify and solve recurring problems.

Major Changes in Revenue, Expenditures or Programs:

This budget acknowledges several personnel changes within the Police Department, including the addition of the Public Information Officer position from Executive Management (17511) and a Lieutenant position from the Community Resource Unit (17524) resulting in an increase in personnel expenses.

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

Field Operations (Patrol)

Business Unit 17541

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 503500 Other Reimbursements | \$ 8,236 | \$ 8,094 | \$ 8,000 | \$ 8,000 | \$ 8,000 |
| Total Revenue | <u>\$ 8,236</u> | <u>\$ 8,094</u> | <u>\$ 8,000</u> | <u>\$ 8,000</u> | <u>\$ 8,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 6,281,456 | \$ 6,329,272 | \$ 6,444,404 | \$ 6,444,404 | \$ 6,825,345 |
| 610400 Call Time Wages | 62,943 | 71,670 | 19,100 | 19,100 | 19,600 |
| 610500 Overtime Wages | 238,715 | 351,364 | 270,318 | 270,318 | 277,418 |
| 615000 Fringes | 2,243,392 | 2,412,393 | 2,435,399 | 2,435,399 | 2,758,847 |
| 631200 Guns & Ammunition | 3,985 | 5,360 | 7,500 | 7,500 | 7,500 |
| 631603 Other Misc. Supplies | 42,454 | 21,287 | 38,000 | 42,000 | 38,000 |
| 632001 City Copy Charges | 1,295 | 1,528 | 1,650 | 1,650 | 1,650 |
| 632700 Miscellaneous Equipment | 90,412 | 88,566 | 85,300 | 97,100 | 85,300 |
| 641800 Equipment Repairs & Maint. | 2,640 | 8,105 | 6,900 | 6,900 | 6,900 |
| 642501 CEA Operations/Maint. | 358,446 | 515,169 | 470,789 | 470,789 | 579,523 |
| 642502 CEA Depreciation/Replace. | 554,631 | 718,236 | 535,939 | 535,939 | 623,529 |
| 643100 Interpreter Services | 4,455 | 4,943 | 1,500 | 1,500 | 4,000 |
| 644400 Witness Fees | 150 | 149 | 500 | 500 | 500 |
| 659900 Other Contracts/Obligation | 124,132 | 130,478 | 143,032 | 143,032 | 143,032 |
| Total Expense | <u>\$ 10,009,106</u> | <u>\$ 10,658,520</u> | <u>\$ 10,460,331</u> | <u>\$ 10,476,131</u> | <u>\$ 11,371,144</u> |

DETAILED SUMMARY OF 2023 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 | \$ 87,522 |
| Aladtec scheduling program | 9,550 |
| Axon Enterprise license | 3,060 |
| Biohazard cleaning | 1,200 |
| Canine vet service | 2,500 |
| Incarceration fees | 800 |
| OWI blood draws | 12,600 |
| Records Requests | 800 |
| 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 2023 BUDGET
POLICE DEPARTMENT**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|-------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | 16,646 | 16,011 | - | 17,600 | 17,600 | 17,600 |
| 431000 Dog Licenses | 10,416 | 12,448 | 14,903 | 20,000 | 20,000 | 20,000 |
| 431100 Cat Licenses | 4,162 | 4,504 | 3,392 | 8,000 | 8,000 | 5,000 |
| 451000 Court Fines & Fees | 214,691 | 222,993 | 94,779 | 275,000 | 275,000 | 275,000 |
| 480100 General Charges for Service | 20,497 | 46,236 | 2,491 | 30,000 | 30,000 | 45,000 |
| 480600 False Alarm Fees | 13,650 | 16,800 | 3,000 | 10,000 | 10,000 | 15,000 |
| 490500 PSL Reimbursement | 312,701 | 556,317 | - | 634,877 | 634,877 | 714,152 |
| 501000 Miscellaneous Revenue | 18,057 | 12,428 | 13,299 | 15,000 | 15,000 | 15,000 |
| 502000 Donations & Memorials | 5,066 | 64,116 | 12,244 | 25,000 | 25,000 | 25,000 |
| 503000 Damage to City Property | 6,618 | 35,596 | 6,144 | - | - | - |
| 503500 Other Reimbursements | 98,722 | 142,177 | 3,566 | 148,046 | 148,046 | 150,845 |
| 508500 Cash Short or Over | 1 | 11 | (1) | - | - | - |
| TOTAL PROGRAM REVENUES | 721,227 | 1,129,637 | 153,817 | 1,183,523 | 1,183,523 | 1,282,597 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 10,283,391 | 10,468,246 | 3,539,166 | 11,505,211 | 11,505,211 | 11,922,230 |
| 610400 Call Time Wages | 100,234 | 110,687 | 35,722 | 27,000 | 27,000 | 26,492 |
| 610500 Overtime Wages | 457,603 | 537,867 | 171,279 | 515,560 | 515,560 | 528,063 |
| 610800 Part-Time Wages | 192,030 | 221,090 | 86,059 | 258,253 | 258,253 | 271,871 |
| 611000 Other Compensation | 194,990 | 138,963 | 15,830 | - | - | - |
| 611300 Shift Differential | 70 | - | - | - | - | - |
| 611400 Sick Pay | 41,222 | 62,855 | 29,042 | - | - | - |
| 611500 Vacation Pay | 458,271 | 427,260 | 135,480 | - | - | - |
| 615000 Fringes | 3,945,265 | 4,250,433 | 1,495,648 | 4,486,683 | 4,486,683 | 4,831,693 |
| TOTAL PERSONNEL | 15,673,076 | 16,217,401 | 5,508,226 | 16,792,707 | 16,792,707 | 17,580,349 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 58,546 | 71,854 | 22,302 | 85,000 | 113,800 | 85,000 |
| 620400 Tuition Fees | 3,968 | 8,491 | 1,849 | 10,860 | 10,860 | 10,860 |
| 620500 Employee Recruitment | - | 715 | 2,108 | 1,500 | 1,500 | 1,500 |
| TOTAL TRAINING / TRAVEL | 62,514 | 81,060 | 26,259 | 97,360 | 126,160 | 97,360 |
| Supplies | | | | | | |
| 630100 Office Supplies | 13,825 | 12,746 | 3,721 | 14,000 | 14,000 | 14,000 |
| 630200 Subscriptions | 1,544 | 1,001 | 1,116 | 1,020 | 1,020 | 1,020 |
| 630300 Memberships & Licenses | 2,191 | 2,305 | 2,285 | 2,680 | 2,680 | 2,680 |
| 630400 Postage/Freight | 71 | 133 | 314 | 200 | 200 | 200 |
| 630500 Awards & Recognition | 2,499 | 1,958 | 409 | 2,055 | 2,055 | 2,055 |
| 630700 Food & Provisions | 1,331 | 1,746 | 783 | 2,740 | 2,740 | 2,740 |
| 631200 Guns & Ammunition | 25,656 | 37,031 | 30,034 | 50,500 | 50,500 | 50,500 |
| 631500 Books & Library Materials | 342 | - | 61 | 330 | 330 | 330 |
| 631603 Other Misc. Supplies | 52,540 | 34,247 | 24,321 | 49,550 | 57,050 | 49,550 |
| 632001 City Copy Charges | 21,364 | 21,329 | 4,864 | 13,950 | 13,950 | 17,450 |
| 632002 Outside Printing | 6,324 | 3,006 | 3,214 | 6,000 | 6,000 | 5,000 |
| 632101 Uniforms | 10,291 | 13,576 | 5,679 | 8,500 | 8,500 | 8,500 |
| 632102 Protective Clothing | 16,232 | 20,979 | 20,058 | 19,000 | 19,000 | 19,000 |
| 632300 Safety Supplies | - | 235 | 521 | 900 | 900 | 900 |
| 632400 Medical/Lab Supplies | 7,574 | 8,680 | 4,653 | 9,000 | 9,000 | 9,000 |
| 632700 Miscellaneous Equipment | 104,268 | 103,306 | 23,538 | 104,800 | 124,100 | 104,800 |
| TOTAL SUPPLIES | 266,052 | 262,278 | 125,571 | 285,225 | 312,025 | 287,725 |
| Purchased Services | | | | | | |
| 640202 Recording/Filing Fees | 102 | 518 | 57 | 100 | 100 | 300 |
| 640400 Consulting Services | 7,550 | 1,250 | - | 5,000 | 5,000 | 4,000 |
| 640700 Solid Waste/Recycling Pickup | 4,138 | 3,797 | 1,712 | 4,400 | 4,400 | 4,400 |
| 641301 Electric | 77,969 | 95,509 | 25,263 | 85,000 | 85,000 | 85,458 |
| 641302 Gas | 18,950 | 32,822 | 14,204 | 23,000 | 23,000 | 38,930 |
| 641303 Water | 3,616 | 3,743 | 978 | 4,500 | 4,500 | 3,952 |
| 641304 Sewer | 1,218 | 1,568 | 438 | 1,600 | 1,600 | 1,870 |
| 641306 Stormwater | 5,969 | 6,001 | 1,509 | 5,000 | 5,000 | 5,968 |
| 641307 Telephone | 22,846 | 23,123 | 10,642 | 21,500 | 21,500 | 24,524 |

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

| | <u>2020 ACTUAL</u> | <u>2021 ACTUAL</u> | <u>2022 YTD ACTUAL</u> | <u>2022 ORIG BUD</u> | <u>2022 REVISED BUD</u> | <u>2023 BUDGET</u> |
|-----------------------------------|------------------------|------------------------|----------------------------|--------------------------|-----------------------------|------------------------|
| 641308 Cellular Phones | 31,730 | 42,962 | 14,443 | 42,000 | 42,000 | 34,394 |
| 641800 Equipment Repairs & Maint. | 5,794 | 11,304 | 220 | 11,235 | 11,235 | 10,235 |
| 642000 Facilities Charges | 223,070 | 221,972 | 58,204 | 246,034 | 246,034 | 247,031 |
| 642501 CEA Operations/Maint. | 358,446 | 515,169 | 172,145 | 470,789 | 470,789 | 579,523 |
| 642502 CEA Depreciation/Replace. | 554,631 | 718,236 | 176,509 | 535,939 | 535,939 | 623,529 |
| 643000 Health Services | - | - | 45 | 400 | 400 | 200 |
| 643100 Interpreter Services | 4,455 | 4,943 | 1,204 | 1,500 | 1,500 | 4,000 |
| 644400 Witness Fees | 150 | 149 | 33 | 500 | 500 | 500 |
| 659900 Other Contracts/Obligation | 480,105 | 563,542 | 212,251 | 575,651 | 575,651 | 585,951 |
| TOTAL PURCHASED SVCS | <u>1,800,739</u> | <u>2,246,608</u> | <u>689,857</u> | <u>2,034,148</u> | <u>2,034,148</u> | <u>2,254,765</u> |
| TOTAL EXPENSE | <u>17,802,381</u> | <u>18,807,347</u> | <u>6,349,913</u> | <u>19,209,440</u> | <u>19,265,040</u> | <u>20,220,199</u> |

**CITY OF APPLETON 2023 BUDGET
POLICE DEPARTMENT**

NOTES

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**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

NOTES

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**CITY OF APPLETON 2023 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 2023 grant budget includes anticipated funding through the Wisconsin Department of Transportation (DOT) and the State and Federal Department 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 2022-2023 grant year.

Grant funding has become more available in the past three years for traffic and drug enforcement through the Wisconsin Department of Transportation and the State and Federal Department of Justice Assistance. Anticipating similar grant availability in 2023, this budget reflects an increase of \$35,000 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 force drug enforcement in collaboration with other agencies.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|------------|------------|--------------|--------------|------------|------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| | Program Revenues | \$ 261,992 | \$ 218,100 | \$ 108,000 | \$ 108,000 | \$ 143,000 | 32.41% |
| | Program Expenses | \$ 261,992 | \$ 218,100 | \$ 108,000 | \$ 108,000 | \$ 143,000 | 32.41% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 123,394 | 184,240 | 90,000 | 90,000 | 125,000 | 38.89% |
| | Training & Travel | - | - | - | - | - | N/A |
| | Supplies & Materials | 132,598 | 33,860 | 18,000 | 18,000 | 18,000 | 0.00% |
| | Purchased Services | 6,000 | - | - | - | - | N/A |
| | Capital Expenditures | - | - | - | - | - | N/A |

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250 / 2251

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ 77,358 | \$ 42,875 | \$ 18,000 | \$ 18,000 | \$ 18,000 |
| 422400 Miscellaneous State Aids | 160,651 | 175,225 | 90,000 | 90,000 | 125,000 |
| 423000 Misc Local Govt Aids | 23,983 | - | - | - | - |
| Total Revenue | \$ 261,992 | \$ 218,100 | \$ 108,000 | \$ 108,000 | \$ 143,000 |
| Expenses | | | | | |
| 610500 Overtime Wages | \$ 123,394 | \$ 184,240 | \$ 90,000 | \$ 90,000 | \$ 125,000 |
| 620100 Training/Conferences | - | 3,960 | - | - | - |
| 631603 Other Misc Supplies | 57,699 | 8,513 | - | - | - |
| 632102 Protective Clothing | 7,639 | 8,800 | 8,000 | 8,000 | 8,000 |
| 632700 Miscellaneous Equipment | 67,260 | 12,587 | 10,000 | 10,000 | 10,000 |
| 659900 Other Contracts/Obligation | 6,000 | - | - | - | - |
| Total Expense | \$ 261,992 | \$ 218,100 | \$ 108,000 | \$ 108,000 | \$ 143,000 |

DETAILED SUMMARY OF 2023 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 | 108,000 |
| Drug and Criminal Task Force | WDOJ | 17,000 |
| | | <u>\$ 143,000</u> |

**CITY OF APPLETON 2023 BUDGET
POLICE GRANTS**

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|-----------------------------------|----------------|----------------|----------------|-------------------|----------------|
| Intergovernmental | \$ 261,992 | \$ 218,100 | \$ 108,000 | \$ 108,000 | \$ 143,000 |
| Total Revenues | <u>261,992</u> | <u>218,100</u> | <u>108,000</u> | <u>108,000</u> | <u>143,000</u> |
| Expenses | | | | | |
| Program Costs | 261,992 | 218,100 | 108,000 | 108,000 | 143,000 |
| Total Expenses | <u>261,992</u> | <u>218,100</u> | <u>108,000</u> | <u>108,000</u> | <u>143,000</u> |
| Revenues over (under) Expenses | - | - | - | - | - |
| Fund Balance - Beginning | - | - | - | - | - |
| Fund Balance - Ending | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

**CITY OF APPLETON 2023 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 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:

| Project | Amount | Page |
|-------------------------------|-------------------|-------------------|
| Radio Communication Equipment | \$ 532,700 | Projects, pg. 651 |
| Cardiac Monitors | 50,000 | Projects, pg. 650 |
| | <u>\$ 582,700</u> | |

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|-------------------------|------------|----------|--------------|--------------|------------|------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| | Program Revenues | \$ 31 | \$ 8,183 | \$ - | \$ 217,700 | \$ - | N/A |
| | Program Expenses | \$ 707,010 | \$ - | \$ - | \$ - | \$ 582,700 | N/A |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | - | - | - | - | - | N/A |
| | Supplies & Materials | - | - | - | - | - | N/A |
| | Purchased Services | - | - | - | - | - | N/A |
| | Repair & Maintenance | - | - | - | - | - | N/A |
| | Capital Expenditures | 707,010 | - | - | - | 582,700 | N/A |

**CITY OF APPLETON 2023 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-----------------|--------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 421000 Federal Grants | \$ - | \$ - | \$ - | \$ 217,700 | \$ - |
| 471000 Interest on Investments | 31 | (43) | - | - | - |
| 504500 Reimb from Prior Year Exp | - | 8,226 | - | - | - |
| 591000 Proceeds of Long-term Debt | 694,847 | - | - | - | 365,000 |
| 592100 Transfers In - General Fund | - | - | - | - | - |
| Total Revenue | \$ 694,878 | \$ 8,183 | \$ - | \$ 217,700 | \$ 365,000 |
| Expenses | | | | | |
| 632700 Miscellaneous Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| 680300 Buildings | - | - | - | - | - |
| 680401 Machinery & Equipment | 646,650 | - | - | - | 582,700 |
| 680403 Vehicles | - | - | - | - | - |
| 681500 Software Acquisition | 60,360 | - | - | - | - |
| Total Expense | \$ 707,010 | \$ - | \$ - | \$ - | \$ 582,700 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

PUBLIC SAFETY

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

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|------------------|-----------------|-----------------|-------------------|------------------|
| Federal Grants | \$ - | \$ - | \$ - | \$ 217,700 | \$ - |
| Interest Income | 31 | (43) | - | - | - |
| Reimburse from Prior Year Expense | - | 8,226 | - | - | - |
| Total Revenues | <u>31</u> | <u>8,183</u> | <u>-</u> | <u>217,700</u> | <u>-</u> |
| Expenses | | | | | |
| Program Costs | <u>707,010</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>582,700</u> |
| Total Expenses | <u>707,010</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>582,700</u> |
| Revenues over (under) Expenses | <u>(706,979)</u> | <u>8,183</u> | <u>-</u> | <u>217,700</u> | <u>(582,700)</u> |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of G.O. Debt | <u>694,847</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>365,000</u> |
| Total Other Financing Sources (Uses) | <u>694,847</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>365,000</u> |
| Net Change in Equity | (12,132) | 8,183 | - | 217,700 | (217,700) |
| Fund Balance - Beginning | <u>12,132</u> | <u>-</u> | <u>8,183</u> | <u>8,183</u> | <u>225,883</u> |
| Fund Balance - Ending | <u>\$ -</u> | <u>\$ 8,183</u> | <u>\$ 8,183</u> | <u>\$ 225,883</u> | <u>\$ 8,183</u> |

CITY OF APPLETON 2023 BUDGET

FIRE DEPARTMENT

Fire Chief: Jeremy J. Hansen

Deputy Fire Chief: Ryan A. Weyers

CITY OF APPLETON 2023 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 2022 EVENTS

In the first quarter, the department had two captain retirements that were filled through internal promotions causing two lieutenant vacancies, two driver/engineer vacancies, and subsequently, two firefighter vacancies. The department participated in the regional hiring process and hired two recruit firefighters. They started in March and have joined the ranks of the front-line operations staff after a six-week recruit academy. Department staff members have been working to improve the diversity of our applicant pool by inviting students from Fox Valley Technical College to participate in our 'ride-along' program. The Fire Protection Engineer of fifteen years also retired, however, the department was unsuccessful finding a candidate to fill that position. A change to the table of organization was proposed to add a Public Education Specialist position and remove the Fire Protection Engineer. This change will fill a gap in the service delivery of our public education efforts. The Battalion Chief of Fire Prevention and Public Education will take on plan review duties, while the Public Education Specialist will be responsible for curriculum development, social media management, and organizing special events.

The Appleton Fire Department served as the host agency for a regional radio grant through the Assistance to Firefighters Grant (AFG). If awarded, the grant would provide intrinsically safe portable radio components for eighteen fire and EMS agencies in Outagamie County. As host agency, the department gathered information from all participating agencies and completed the grant application. The grant awards have not been announced, but are expected in the coming months. In addition to the regional AFG grant, the department applied for another grant that would provide paramedic training for six Appleton Fire Department personnel. Preliminary work has been completed with the Human Resources Department and bargaining unit to address the class schedule and work rules should the grant be awarded. Participation in this grant is another step toward a higher level of emergency medical service by having paramedic engine companies.

The Resource Development and Special Operations Division collaborated with area fire departments to bring in the nationally recognized speaker and author, Captain Michael Abrashoff, to speak to area fire departments and business leaders. In addition, the department hosted an incident safety officer class for both our personnel and area fire department personnel. A confined space class was provided resulting in 20 additional members qualified as confined space technicians. A ropes class was offered bringing all personnel to the operations level for ropes. Fourteen members participated in a hazardous materials drill with our partners in Manitowoc. Out-of-state training opportunities that fire department personnel participated in included a hazardous materials meter repair class, a hazardous materials conference, and the Fire Department Instructor's Conference.

The Appleton Fire Department, along with other agencies, worked with Wisconsin Emergency Management (WEM) to develop a contract for the Wisconsin Task Force 1 (WI-TF1). WI-TF1 had been dormant for a few years until efforts to bring it back to operational status were pursued. The task force is expected to be fully operational by midyear. Department personnel can attend advanced level rescue operations training that would not be available without the task force. Knowledge and skills learned during these training opportunities are shared with the remainder of the department, improving our ability to respond to these types of incidents locally.

Fire department personnel, along with Facilities staff, have had preliminary meetings with an architectural firm to develop plans for Fire Station #4, based on a programming discussion and space needs analysis. An emphasis is being placed on interior response time with main access corridors allowing ease of flow from the station spaces to the truck floor.

On May 15, 2022, the department recognized the three-year anniversary of the line-of-duty death of Driver/Engineer Mitchell Lundgaard. The plans for Lundgaard Park continue to move forward with the development of a concept plan. This vision will be utilized as the City works toward a \$3 million fundraising goal with the Friends of the Appleton Fire Department. It is hopeful that final design and construction will occur in the next one to two years. Representatives from the Appleton Fire Department, the Lundgaard family, and City staff continue to be involved with this project.

CITY OF APPLETON 2023 BUDGET FIRE DEPARTMENT

MAJOR 2023 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 2023, 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 353,334 | \$ 349,012 | \$ 358,550 | \$ 358,550 | \$ 410,600 | 14.52% |
| Program Expenses | | | | | | | |
| 18010 | Administration | 509,123 | 552,392 | 585,881 | 585,881 | 647,813 | 10.57% |
| 18021 | Fire Suppression | 9,744,184 | 9,505,805 | 9,926,758 | 9,931,393 | 10,379,117 | 4.56% |
| 18022 | Special Operations | 31,800 | 170,499 | 181,255 | 187,730 | 183,263 | 1.11% |
| 18023 | Resource Devel. | 160,002 | 254,669 | 259,057 | 259,057 | 189,081 | -27.01% |
| 18024 | Emergency Medical Svc | 432,352 | 706,032 | 740,417 | 740,417 | 905,554 | 22.30% |
| 18032 | Fire Prevention | 925,567 | 1,558,802 | 1,247,001 | 1,247,001 | 1,272,532 | 2.05% |
| 18033 | Technical Services | 380,559 | 315,293 | 433,122 | 433,122 | 434,598 | 0.34% |
| TOTAL | | \$ 12,183,587 | \$ 13,063,492 | \$ 13,373,491 | \$ 13,384,601 | \$ 14,011,958 | 4.77% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 10,826,467 | 11,566,416 | 11,818,274 | 11,818,274 | 12,298,252 | 4.06% |
| Training & Travel | | 19,736 | 22,032 | 40,425 | 40,425 | 38,000 | -6.00% |
| Supplies & Materials | | 259,284 | 222,565 | 221,268 | 232,378 | 280,895 | 26.95% |
| Purchased Services | | 1,067,465 | 1,252,479 | 1,293,524 | 1,293,524 | 1,394,811 | 7.83% |
| 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 2023 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 City growth
- Plan and prepare operational and capital budgets
- Maintain staffing levels as detailed in the table of organization and approved by the Common Council
- Continue the development of joint service opportunities and regional relationships with neighboring fire departments
- Enhance internal and external communications and working relationships
- Continue to implement the records management system (RMS) for improved reporting capabilities

Major changes in Revenue, Expenditures, or Programs:

The increase in this program budget is related to increased costs of salaries and fringe benefits, utilities, and the Central Equipment Agency's maintenance and replacement costs for the fire chief's new vehicle.

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422600 Fire Insurance Dues | \$ 249,683 | \$ 263,840 | \$ 260,000 | \$ 260,000 | \$ 270,000 |
| 480100 Charges for Services | 27 | 40 | - | - | - |
| 501000 Miscellaneous Revenue | - | 200 | - | - | - |
| 501500 Rental of City Property | 9,868 | 1,050 | - | - | - |
| 502000 Donations & Memorials | 6 | - | - | - | - |
| Total Revenue | \$ 259,584 | \$ 265,130 | \$ 260,000 | \$ 260,000 | \$ 270,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 247,486 | \$ 264,909 | \$ 263,239 | \$ 263,239 | \$ 279,475 |
| 610500 Overtime Wages | 1,006 | - | 1,239 | 1,239 | 1,321 |
| 610800 Part-Time Wages | 10,393 | 8,236 | 21,630 | 21,630 | 13,770 |
| 615000 Fringes | 71,738 | 79,970 | 82,730 | 82,730 | 109,383 |
| 620100 Training/Conferences | - | 359 | 3,500 | 3,500 | 3,000 |
| 630100 Office Supplies | 4,009 | 4,991 | 4,500 | 4,500 | 3,750 |
| 630300 Memberships & Licenses | 415 | 778 | 1,100 | 1,100 | 800 |
| 630400 Postage/Freight | 67 | 175 | 250 | 250 | 250 |
| 630500 Awards & Recognition | 1,593 | 1,206 | 1,440 | 1,440 | 1,440 |
| 630700 Food & Provisions | 1,431 | 1,427 | 1,920 | 1,920 | 1,920 |
| 631500 Books & Library Materials | 539 | 300 | 300 | 300 | - |
| 631603 Other Misc. Supplies | 271 | 371 | 250 | 250 | 250 |
| 632001 City Copy Charges | 6,027 | 6,618 | 6,450 | 6,450 | 6,450 |
| 632002 Outside Printing | 626 | 1,019 | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | 8,453 | 8,196 | 8,400 | 8,400 | 8,000 |
| 640400 Consulting Services | 1,305 | 2,930 | 1,500 | 1,500 | 1,000 |
| 640700 Solid Waste/Recycling | 4,097 | 4,011 | 4,220 | 4,220 | 4,220 |
| 640800 Contractor Fees | 1,213 | 473 | 1,000 | 1,000 | 1,000 |
| 641300 Utilities | 137,080 | 154,741 | 168,501 | 168,501 | 191,829 |
| 642501 CEA Operations/Maint. | 3,806 | 4,114 | 3,858 | 3,858 | 6,254 |
| 642502 CEA Depreciation/Replace. | 7,568 | 7,568 | 8,854 | 8,854 | 12,701 |
| Total Expense | \$ 509,123 | \$ 552,392 | \$ 585,881 | \$ 585,881 | \$ 647,813 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

Identify and develop pre-fire plans for new structures, 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 increase in this program budget is related to increased costs of salaries and fringe benefits, and the Central Equipment Agency's maintenance and replacement costs for a new fire truck, command vehicle, and tow vehicle for the boat added in 2022.

In addition, the department has seen a significant increase in the cost of personal protective equipment. A set of turnout gear that cost approximately \$2,700 per set has been quoted between \$3,500 and \$4,500 for 2023.

Miscellaneous State Aids of \$40,000 are expected from Wisconsin Emergency Management for task force training. The state team has been inactive since June 2019 but is now back in operation.

CITY OF APPLETON 2023 BUDGET

FIRE DEPARTMENT

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 480100 General Charges for Svc | 3,222 | 3,423 | 3,000 | 3,000 | 3,000 |
| 508200 Insurance Proceeds | 2,738 | - | - | - | - |
| Total Revenue | <u>\$ 5,960</u> | <u>\$ 3,423</u> | <u>\$ 3,000</u> | <u>\$ 3,000</u> | <u>\$ 43,000</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 6,258,560 | \$ 5,920,740 | \$ 6,195,484 | \$ 6,195,484 | \$ 6,329,114 |
| 610400 Call Time Wages | 44 | - | - | - | - |
| 610500 Overtime Wages | 406,128 | 382,692 | 359,240 | 359,240 | 362,527 |
| 615000 Fringes | 2,314,136 | 2,308,314 | 2,459,773 | 2,459,773 | 2,654,663 |
| 620100 Training/Conferences | 10,583 | 13,621 | 16,750 | 16,750 | 15,750 |
| 620400 Tuition Fees | 1,381 | - | 4,000 | 4,000 | 4,000 |
| 630600 Building Maint./Janitorial | 3,685 | 2,851 | 3,250 | 3,250 | 3,250 |
| 631603 Other Misc. Supplies | 587 | 1,835 | 1,300 | 1,300 | 1,300 |
| 632101 Uniforms | 10,235 | 2,717 | 2,000 | 2,000 | 2,000 |
| 632102 Protective Clothing | 102,499 | 65,788 | 61,373 | 66,008 | 115,150 |
| 632199 Other Clothing | 2,136 | 1,636 | 1,500 | 1,500 | 1,800 |
| 632700 Miscellaneous Equipment | 38 | - | - | - | - |
| 642501 CEA Operations/Maint. | 241,608 | 247,237 | 240,545 | 240,545 | 293,921 |
| 642502 CEA Depreciation/Replace. | 368,767 | 533,318 | 555,020 | 555,020 | 569,892 |
| 643000 Health Services | 23,797 | 25,056 | 26,523 | 26,523 | 25,750 |
| Total Expense | <u>\$ 9,744,184</u> | <u>\$ 9,505,805</u> | <u>\$ 9,926,758</u> | <u>\$ 9,931,393</u> | <u>\$ 10,379,117</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

| | |
|---|------------------|
| Fire Department Instructor's Conference | \$ 6,000 |
| Company Officer training | 4,000 |
| Driver/Engineer training | 4,000 |
| Firefighter training | 1,750 |
| | <u>\$ 15,750</u> |

Protective Clothing

| | |
|--------------------------|-------------------|
| Firefighter turnout gear | \$ 92,750 |
| Helmets | 9,835 |
| Boots | 7,665 |
| Gloves | 2,228 |
| Hoods | 2,672 |
| | <u>\$ 115,150</u> |

Health Services

| | |
|--------------------------|------------------|
| NFPA-compliant physicals | \$ 24,000 |
| Duty evaluations | 1,750 |
| | <u>\$ 25,750</u> |

**CITY OF APPLETON 2023 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 hazardous materials response in jurisdictions as defined by contract

Seek grant opportunities for equipment and training available through local and State organizations

Maintain necessary equipment and skill levels for local 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:

There are no major changes to this program budget, however, funds have been adjusted in Protective Clothing and Waste/Recycling Pickup to reflect actual costs.

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|---------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 11,508 | \$ 11,544 | \$ 24,000 | \$ 24,000 | \$ 24,000 |
| 423000 Misc Local Govt Aids | 7,500 | 10,100 | 11,500 | 11,500 | 11,500 |
| 480700 Incineration Fees | 8,737 | 1,521 | 9,200 | 9,200 | 8,500 |
| Total Revenue | \$ 27,745 | \$ 23,165 | \$ 44,700 | \$ 44,700 | \$ 44,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 2,170 | \$ 89,214 | \$ 91,343 | \$ 91,343 | \$ 91,070 |
| 610500 Overtime Wages | - | 7,262 | 7,012 | 7,012 | 7,015 |
| 615000 Fringes | 1,045 | 34,837 | 36,900 | 36,900 | 39,178 |
| 632102 Protective Clothing | 7,116 | 9,122 | 9,000 | 9,000 | 13,000 |
| 632700 Miscellaneous Equipment | 16,041 | 23,414 | 30,000 | 36,475 | 30,000 |
| 640700 Waste/Recycling Pickup | 5,428 | 6,650 | 7,000 | 7,000 | 3,000 |
| Total Expense | \$ 31,800 | \$ 170,499 | \$ 181,255 | \$ 187,730 | \$ 183,263 |

DETAILED SUMMARY OF 2023 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 |
| Total | \$ 30,000 |

**CITY OF APPLETON 2023 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 employees

Seek opportunities to provide leadership training, including command level training, through internal and/or external sources

Continuing to define our role as fire and EMS providers at active shooter incidents

Major changes in Revenue, Expenditures, or Programs:

The increase in this program budget is related to increased costs of salaries, fringe benefits, and the Central Equipment Agency's (CEA) replacement fund for a new vehicle. Funds have been adjusted in Other Miscellaneous Supplies and Miscellaneous Equipment to reflect actual costs.

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 103,722 | \$ 163,731 | \$ 162,172 | \$ 162,172 | \$ 112,454 |
| 610500 Overtime Wages | 1,507 | 8,915 | 9,076 | 9,076 | 9,676 |
| 615000 Fringes | 38,601 | 65,140 | 67,969 | 67,969 | 43,353 |
| 620100 Training/Conferences | 305 | - | 3,000 | 3,000 | 2,500 |
| 631500 Books & Library Materials | 1,480 | 1,189 | 1,200 | 1,200 | 1,200 |
| 631603 Other Misc. Supplies | 353 | 1,602 | 1,000 | 1,000 | 1,400 |
| 632300 Safety Supplies | 643 | 711 | 750 | 750 | 750 |
| 632700 Miscellaneous Equipment | 7,303 | 6,830 | 7,400 | 7,400 | 6,500 |
| 642501 CEA Operations/Maint. | 2,825 | 2,739 | 2,573 | 2,573 | 3,127 |
| 642502 CEA Depreciation/Replace. | 3,263 | 3,812 | 3,917 | 3,917 | 8,121 |
| Total Expense | <u>\$ 160,002</u> | <u>\$ 254,669</u> | <u>\$ 259,057</u> | <u>\$ 259,057</u> | <u>\$ 189,081</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

Provide timely, state-of-the-art pre-hospital care to all people within our service area that are subject to illness or injury

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

Maintain compliance with department, local and State codes, laws, guidelines, and regulations

Ensure continuous program development and quality improvement

Work with our Medical Director to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital

Participate with other fire departments, Gold Cross Ambulance, and other agencies during medical training or exercises

Major changes in Revenue, Expenditures, or Programs:

The increase in this program budget is related to increased costs of salaries and fringe benefits.

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

Emergency Medical Services

Business Unit 18024

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 300,414 | \$ 481,763 | \$ 498,606 | \$ 498,606 | \$ 608,875 |
| 610500 Overtime Wages | 2,536 | 17,679 | 15,437 | 15,437 | 15,734 |
| 615000 Fringes | 109,684 | 190,547 | 207,999 | 207,999 | 258,945 |
| 620100 Training/Conferences | 6,535 | 3,003 | 6,675 | 6,675 | 6,500 |
| 630300 Memberships & Licenses | - | 300 | 200 | 200 | - |
| 631603 Other Misc. Supplies | 332 | 162 | 500 | 500 | - |
| 632400 Medical/Lab Supplies | 9,421 | 9,068 | 7,500 | 7,500 | 12,000 |
| 632700 Miscellaneous Equipment | 3,430 | 3,510 | 3,500 | 3,500 | 3,500 |
| Total Expense | <u>\$ 432,352</u> | <u>\$ 706,032</u> | <u>\$ 740,417</u> | <u>\$ 740,417</u> | <u>\$ 905,554</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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:

The increase in this program budget is related to increased costs of fringe benefits and adding replacement costs of a new vehicle to the Central Equipment Agency (CEA). Salary expense has decreased due to the adjustment in our table of organization eliminating the Fire Protection Engineer position and adding the Public Education Specialist position at a lower pay grade.

CITY OF APPLETON 2023 BUDGET

FIRE DEPARTMENT

Fire Prevention/Public Education

Business Unit 18031 / 18032

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 517 | \$ - | \$ - | \$ - | \$ - |
| 441200 Tent Permits | 75 | 600 | 750 | 750 | 500 |
| 441300 Burning Permits | 33,085 | 28,429 | 30,000 | 30,000 | 30,000 |
| 441400 Firework Permits | - | 300 | 100 | 100 | 100 |
| 441600 Tank Removal Permits | - | 300 | - | - | - |
| 480600 False Alarm Fees | 20,450 | 20,300 | 14,000 | 14,000 | 17,000 |
| 490800 Misc Intergov Charges | 5,918 | 7,365 | 6,000 | 6,000 | 6,000 |
| Total Revenue | <u>\$ 60,045</u> | <u>\$ 57,294</u> | <u>\$ 50,850</u> | <u>\$ 50,850</u> | <u>\$ 53,600</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 632,510 | \$ 1,066,827 | \$ 860,534 | \$ 860,534 | \$ 849,776 |
| 610500 Overtime Wages | 39,785 | 47,598 | 17,184 | 17,184 | 17,507 |
| 615000 Fringes | 217,857 | 408,363 | 332,883 | 332,883 | 362,525 |
| 620100 Training/Conferences | 933 | 5,048 | 6,500 | 6,500 | 6,250 |
| 630200 Subscriptions | 1,495 | 1,495 | 1,500 | 1,500 | 1,500 |
| 630300 Memberships & Licenses | 3,245 | 2,562 | 2,400 | 2,400 | 2,400 |
| 631500 Books & Library Materials | 2,107 | - | 500 | 500 | - |
| 631603 Other Misc. Supplies | 203 | 132 | 250 | 250 | - |
| 632300 Safety Supplies | 4,472 | 6,159 | 6,000 | 6,000 | 6,000 |
| 632700 Miscellaneous Equipment | 3,548 | 1,015 | 500 | 500 | - |
| 641200 Advertising | - | 985 | 500 | 500 | 500 |
| 642501 CEA Operations/Maint. | 8,880 | 8,086 | 7,718 | 7,718 | 9,380 |
| 642502 CEA Depreciation/Replace. | 10,532 | 10,532 | 10,532 | 10,532 | 16,694 |
| Total Expense | <u>\$ 925,567</u> | <u>\$ 1,558,802</u> | <u>\$ 1,247,001</u> | <u>\$ 1,247,001</u> | <u>\$ 1,272,532</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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 Strategies # 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:

The increase in this program budget is related to increased costs of salaries, fringe benefits, and facilities charges.

CITY OF APPLETON 2023 BUDGET

FIRE DEPARTMENT

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 53,854 | \$ 15,208 | \$ 87,521 | \$ 87,521 | \$ 88,989 |
| 610500 Overtime Wages | 616 | (759) | 4,402 | 4,402 | 4,477 |
| 615000 Fringes | 12,675 | 5,232 | 35,901 | 35,901 | 38,425 |
| 630600 Building Maint./Janitorial | 13,936 | 14,094 | 14,935 | 14,935 | 14,935 |
| 630803 Seed | 200 | 102 | 500 | 500 | - |
| 630902 Tools & Instruments | 1,896 | 1,783 | 1,700 | 1,700 | 1,700 |
| 631000 Miscellaneous Chemicals | 3,312 | 4,661 | 4,500 | 4,500 | 4,500 |
| 631603 Other Misc. Supplies | 1,941 | 1,807 | 2,050 | 2,050 | 2,050 |
| 632503 Other Materials | 575 | 751 | 750 | 750 | - |
| 632601 Repair Parts | 4,180 | 4,454 | 5,500 | 5,500 | 5,500 |
| 632700 Miscellaneous Equipment | 29,443 | 27,734 | 24,100 | 24,100 | 26,600 |
| 640800 Contractor Fees | 2,137 | - | 2,500 | 2,500 | - |
| 640900 Inspection Fees | 3,118 | 1,253 | 3,000 | 3,000 | 3,000 |
| 641800 Equipment Repairs & Maint. | 12,375 | 10,690 | 11,500 | 11,500 | 11,500 |
| 641900 Communication Eq. Repairs | 7,992 | 6,668 | 7,000 | 7,000 | 7,000 |
| 642000 Facilities Charges | 215,727 | 215,823 | 220,778 | 220,778 | 225,922 |
| 642501 CEA Operations/Maint. | 3,012 | 1,750 | 2,573 | 2,573 | - |
| 642502 CEA Depreciation/Replace. | 2,935 | 4,042 | 3,912 | 3,912 | - |
| 680401 Machinery & Equipment | 10,635 | - | - | - | - |
| Total Expense | <u>\$ 380,559</u> | <u>\$ 315,293</u> | <u>\$ 433,122</u> | <u>\$ 433,122</u> | <u>\$ 434,598</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

| | |
|--|------------------|
| Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.) | \$ 13,000 |
| Rescue tools | 8,000 |
| Miscellaneous station equipment | 5,600 |
| | <u>\$ 26,600</u> |

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|---------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | 12,025 | 11,544 | 7,530 | 24,000 | 24,000 | 64,000 |
| 422600 Fire Insurance Dues | 249,683 | 263,841 | - | 260,000 | 260,000 | 270,000 |
| 423000 Miscellaneous Local Govt Aids | 7,500 | 10,100 | 11,800 | 11,500 | 11,500 | 11,500 |
| 441200 Tent Permits | 75 | 600 | 25 | 750 | 750 | 500 |
| 441300 Burning Permits | 33,085 | 28,429 | 9,526 | 30,000 | 30,000 | 30,000 |
| 441400 Firework Permits | - | 300 | - | 100 | 100 | 100 |
| 441600 Tank Removal Permits | - | 300 | - | - | - | - |
| 480100 General Charges for Service | 3,249 | 3,464 | 1,513 | 3,000 | 3,000 | 3,000 |
| 480600 False Alarm Fees | 20,450 | 20,300 | 2,850 | 14,000 | 14,000 | 17,000 |
| 480700 Incineration Fees | 8,737 | 1,521 | 2,843 | 9,200 | 9,200 | 8,500 |
| 490800 Misc Intergovernmental Charges | 5,918 | 7,365 | 1,628 | 6,000 | 6,000 | 6,000 |
| 501000 Miscellaneous Revenue | - | - | - | - | - | - |
| 501500 Rental of City Property | - | 200 | - | - | - | - |
| 502000 Donations & Memorials | 12,606 | 1,050 | - | - | - | - |
| 508200 Insurance Proceeds | 6 | - | - | - | - | - |
| TOTAL PROGRAM REVENUES | 353,334 | 349,014 | 37,715 | 358,550 | 358,550 | 410,600 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 7,047,589 | 7,486,764 | 2,565,334 | 8,115,239 | 8,115,239 | 8,316,093 |
| 610400 Call Time Wages | 44 | - | - | - | - | - |
| 610500 Overtime Wages | 451,578 | 463,101 | 286,294 | 413,590 | 413,590 | 418,257 |
| 610800 Part-Time Wages | 10,393 | 8,236 | 2,276 | 21,630 | 21,630 | 13,770 |
| 611000 Other Compensation | 65,627 | 63,247 | 19,996 | 43,660 | 43,660 | 43,660 |
| 611400 Sick Pay | 49,514 | 65,412 | 86,509 | - | - | - |
| 611500 Vacation Pay | 435,986 | 387,396 | 42,537 | - | - | - |
| 615000 Fringes | 2,765,736 | 3,092,260 | 1,106,617 | 3,224,155 | 3,224,155 | 3,506,472 |
| TOTAL PERSONNEL | 10,826,467 | 11,566,416 | 4,109,563 | 11,818,274 | 11,818,274 | 12,298,252 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 18,355 | 22,032 | 16,602 | 36,425 | 36,425 | 34,000 |
| 620400 Tuition Fees | 1,381 | - | - | 4,000 | 4,000 | 4,000 |
| TOTAL TRAINING / TRAVEL | 19,736 | 22,032 | 16,602 | 40,425 | 40,425 | 38,000 |
| Supplies | | | | | | |
| 630100 Office Supplies | 4,009 | 4,991 | 1,772 | 4,500 | 4,500 | 3,750 |
| 630200 Subscriptions | 1,495 | 1,495 | 2,242 | 1,500 | 1,500 | 1,500 |
| 630300 Memberships & Licenses | 3,660 | 3,640 | 1,775 | 3,700 | 3,700 | 3,200 |
| 630400 Postage/Freight | 67 | 175 | 130 | 250 | 250 | 250 |
| 630500 Awards & Recognition | 1,593 | 1,206 | 35 | 1,440 | 1,440 | 1,440 |
| 630600 Building Maint./Janitorial | 17,622 | 16,944 | 14,404 | 18,185 | 18,185 | 18,185 |
| 630700 Food & Provisions | 1,431 | 1,427 | 1,911 | 1,920 | 1,920 | 1,920 |
| 630803 Seed | 200 | 102 | - | 500 | 500 | - |
| 630902 Tools & Instruments | 1,895 | 1,783 | 516 | 1,700 | 1,700 | 1,700 |
| 631000 Miscellaneous Chemicals | 3,312 | 4,661 | 1,823 | 4,500 | 4,500 | 4,500 |
| 631500 Books & Library Materials | 4,125 | 1,489 | 280 | 2,000 | 2,000 | 1,200 |
| 631603 Other Misc. Supplies | 3,688 | 5,909 | 1,490 | 5,350 | 5,350 | 5,000 |
| 632001 City Copy Charges | 6,027 | 6,618 | 1,442 | 6,450 | 6,450 | 6,450 |
| 632002 Outside Printing | 626 | 1,019 | 1,027 | 1,000 | 1,000 | 1,000 |
| 632101 Uniforms | 10,235 | 2,717 | 278 | 2,000 | 2,000 | 2,000 |
| 632102 Protective Clothing | 109,615 | 74,911 | 13,271 | 70,373 | 75,008 | 128,150 |
| 632199 Other Clothing | 2,136 | 1,636 | - | 1,500 | 1,500 | 1,800 |
| 632300 Safety Supplies | 5,115 | 6,869 | - | 6,750 | 6,750 | 6,750 |
| 632400 Medical/Lab Supplies | 9,422 | 9,068 | 6,358 | 7,500 | 7,500 | 12,000 |
| 632503 Other Materials | 575 | 751 | 177 | 750 | 750 | - |
| 632601 Repair Parts | 4,180 | 4,454 | 2,733 | 5,500 | 5,500 | 5,500 |
| 632700 Miscellaneous Equipment | 68,256 | 70,700 | 30,530 | 73,900 | 80,375 | 74,600 |
| TOTAL SUPPLIES | 259,284 | 222,565 | 82,194 | 221,268 | 232,378 | 280,895 |
| Purchased Services | | | | | | |
| 640400 Consulting Services | 1,305 | 2,930 | - | 1,500 | 1,500 | 1,000 |
| 640700 Solid Waste/Recycling Pickup | 9,525 | 10,661 | 2,754 | 11,220 | 11,220 | 7,220 |
| 640800 Contractor Fees | 3,350 | 473 | - | 3,500 | 3,500 | 1,000 |
| 640900 Inspection Fees | 3,118 | 1,253 | 2,254 | 3,000 | 3,000 | 3,000 |
| 641200 Advertising | - | 985 | 582 | 500 | 500 | 500 |

**CITY OF APPLETON 2023 BUDGET
FIRE DEPARTMENT**

| | 2020 <u>ACTUAL</u> | 2021 <u>ACTUAL</u> | 2022 <u>YTD ACTUAL</u> | 2022 <u>ORIG BUD</u> | 2022 <u>REVISED BUD</u> | 2023 <u>BUDGET</u> |
|-----------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| 641301 Electric | 73,396 | 73,166 | 29,685 | 73,294 | 73,294 | 85,294 |
| 641302 Gas | 21,456 | 31,587 | 21,968 | 44,252 | 44,252 | 56,875 |
| 641303 Water | 9,364 | 10,880 | 2,939 | 11,890 | 11,890 | 10,833 |
| 641304 Sewer | 2,650 | 2,951 | 882 | 3,180 | 3,180 | 3,500 |
| 641306 Stormwater | 14,683 | 14,089 | 4,443 | 14,753 | 14,753 | 14,712 |
| 641307 Telephone | 7,072 | 7,029 | 2,941 | 7,032 | 7,032 | 6,515 |
| 641308 Cellular Phones | 8,458 | 15,039 | 2,208 | 14,100 | 14,100 | 14,100 |
| 641800 Equipment Repairs & Maint. | 12,375 | 10,690 | 7,907 | 11,500 | 11,500 | 11,500 |
| 641900 Communication Eq. Repairs | 7,992 | 6,668 | 4,220 | 7,000 | 7,000 | 7,000 |
| 642000 Facilities Charges | 215,727 | 215,823 | 60,294 | 220,778 | 220,778 | 225,922 |
| 642501 CEA Operations/Maint. | 260,132 | 263,926 | 82,739 | 257,267 | 257,267 | 312,682 |
| 642502 CEA Depreciation/Replace. | 393,065 | 559,273 | 142,392 | 582,235 | 582,235 | 607,408 |
| 643000 Health Services | 23,797 | 25,056 | 1,700 | 26,523 | 26,523 | 25,750 |
| TOTAL PURCHASED SVCS | <u>1,067,465</u> | <u>1,252,479</u> | <u>369,908</u> | <u>1,293,524</u> | <u>1,293,524</u> | <u>1,394,811</u> |
| Capital Outlay | | | | | | |
| 640400 Machinery & Equipment | <u>10,635</u> | - | - | - | - | - |
| TOTAL CAPITAL OUTLAY | <u>10,635</u> | - | - | - | - | - |
| TOTAL EXPENSE | <u>12,183,587</u> | <u>13,063,492</u> | <u>4,578,267</u> | <u>13,373,491</u> | <u>13,384,601</u> | <u>14,011,958</u> |

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Tier II

Business Unit 2090

PROGRAM MISSION

In order to protect people and the environment, we will provide certain Tier II hazardous materials handling services relating to the containment of hazardous substances in the event of an accidental spill, release, or discharge within our service area.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

The Cities of Appleton, Oshkosh, and Green Bay provide haz-mat services under a contract with the State of Wisconsin. The Tier II Wisconsin Hazardous Materials Response Team will strive to meet the provisions of the State contract by providing service to the contract area, providing equipment as recommended by the State, and providing an adequate number of trained, medically monitored, competent and supervised personnel. The City of Appleton also contracts for a Radiological Response Team which responds to radiological incidents to provide metering and detection.

Major changes in Revenue, Expenditures, or Programs:

No major changes to this program.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % Change * |
|-------------------------------|----------------------|------------|------------|--------------|--------------|-----------|---------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | |
| Program Revenues | | \$ 143,101 | \$ 124,497 | \$ 72,075 | \$ 72,075 | \$ 72,075 | 0.00% |
| Program Expenses | | \$ 103,467 | \$ 79,878 | \$ 94,115 | \$ 139,115 | \$ 72,075 | -23.42% |
| Expenses Comprised Of: | | | | | | | |
| | Personnel | 19,192 | 24,081 | 46,700 | 86,700 | 46,700 | 0.00% |
| | Training & Travel | 660 | 2,760 | 6,000 | 11,000 | 6,000 | 0.00% |
| | Supplies & Materials | 68,448 | 29,350 | 8,525 | 8,525 | 8,525 | 0.00% |
| | Purchased Services | 15,167 | 23,687 | 10,850 | 10,850 | 10,850 | 0.00% |
| | Capital Expenditures | - | - | 22,040 | 22,040 | - | -100.00% |

* % change from prior year adopted budget
HazMat Type II.xls

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Tier II

Business Unit 2090

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|------------------|-------------------|------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 422400 Miscellaneous State Aids | \$ 131,764 | \$ 70,074 | \$ 70,075 | \$ 70,075 | \$ 70,075 |
| 471000 Interest on Investments | 9,380 | (2,244) | 2,000 | 2,000 | 2,000 |
| 480100 General Charges for Svc | 1,957 | 21,967 | - | - | - |
| 500400 Sale of City Property | - | 29,700 | - | - | - |
| 503500 Other Reimbursements | - | 5,000 | - | - | - |
| Total Revenue | \$ 143,101 | \$ 124,497 | \$ 72,075 | \$ 72,075 | \$ 72,075 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 5,479 | \$ 5,240 | \$ 5,720 | \$ 5,720 | \$ 5,720 |
| 610500 Overtime Wages | 8,754 | 12,597 | 30,980 | 70,980 | 30,980 |
| 615000 Fringes | 4,959 | 6,244 | 10,000 | 10,000 | 10,000 |
| 620100 Training/Conferences | 660 | 2,760 | 6,000 | 11,000 | 6,000 |
| 630100 Office Supplies | 170 | - | - | - | - |
| 630700 Food & Provisions | 8 | 63 | 350 | 350 | 350 |
| 630902 Tools & Instruments | 1,288 | 1,625 | 4,075 | 4,075 | 3,075 |
| 631000 Miscellaneous Chemicals | 2,777 | 3,283 | 1,500 | 1,500 | 2,500 |
| 631500 Books & Library Materials | - | - | 200 | 200 | 200 |
| 631603 Other Misc. Supplies | 74 | 1,802 | 800 | 800 | 800 |
| 632102 Protective Clothing | 161 | 882 | - | - | - |
| 632200 Gas Purchases | - | - | 100 | 100 | - |
| 632601 Repair Parts | 567 | 898 | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | 63,403 | 20,797 | 500 | 500 | 600 |
| 640400 Consulting Services | 338 | 676 | 350 | 350 | 350 |
| 641308 Cellular Phones | 1,914 | 2,640 | 1,750 | 1,750 | 1,750 |
| 641700 Vehicle Repairs & Maint. | 9,560 | 13,002 | 4,000 | 4,000 | 4,000 |
| 641800 Equipment Repairs & Maint. | 19 | 3,571 | 1,250 | 1,250 | 1,250 |
| 643000 Health Services | 3,336 | 3,798 | 3,500 | 3,500 | 3,500 |
| 680403 Vehicles | - | - | 22,040 | 22,040 | - |
| Total Expense | \$ 103,467 | \$ 79,878 | \$ 94,115 | \$ 139,115 | \$ 72,075 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None.

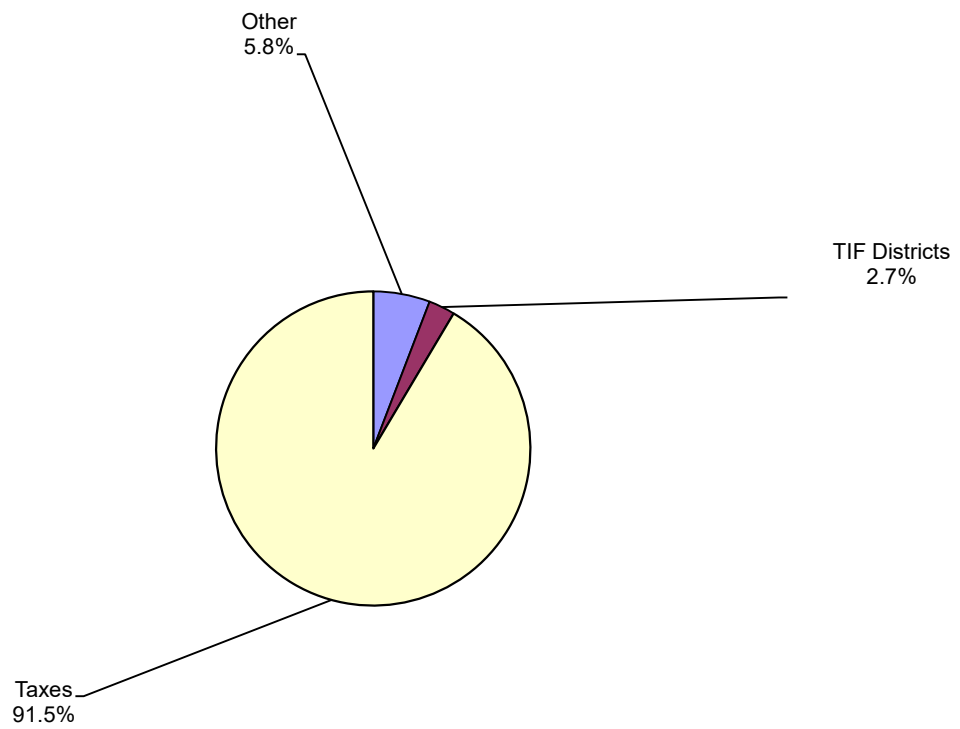
CITY OF APPLETON 2023 BUDGET
HAZARDOUS MATERIALS, TIER II
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Intergovernmental | \$ 131,764 | \$ 70,074 | \$ 70,075 | \$ 70,075 | \$ 70,075 |
| Interest Income | 9,380 | (2,244) | 2,000 | 2,000 | 2,000 |
| Other | 1,957 | 56,667 | - | - | - |
| Total Revenues | <u>143,101</u> | <u>124,497</u> | <u>72,075</u> | <u>72,075</u> | <u>72,075</u> |
| Expenses | | | | | |
| Program Costs | 103,467 | 79,878 | 94,115 | 139,115 | 72,075 |
| Total Expenses | <u>103,467</u> | <u>79,878</u> | <u>94,115</u> | <u>139,115</u> | <u>72,075</u> |
| Revenues over (under) Expenses | 39,634 | 44,619 | (22,040) | (67,040) | - |
| Fund Balance - Beginning | <u>353,284</u> | <u>392,918</u> | <u>437,537</u> | <u>437,537</u> | <u>370,497</u> |
| Fund Balance - Ending | <u>\$ 392,918</u> | <u>\$ 437,537</u> | <u>\$ 415,497</u> | <u>\$ 370,497</u> | <u>\$ 370,497</u> |

**CITY OF APPLETON 2023 BUDGET
DEBT SERVICE FUNDS**

Funding Sources for 2023 Debt Service

\$14,693,353



General Obligation Rating: Aa1

CITY OF APPLETON 2023 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

| | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---------------------------------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Revenues | | | | | |
| Taxes | \$ 7,955,245 | \$ 9,851,874 | \$ 10,874,291 | \$ 10,874,291 | \$ 13,437,688 |
| Other | 24 | - | - | - | - |
| Total Revenues | <u>7,955,269</u> | <u>9,851,874</u> | <u>10,874,291</u> | <u>10,874,291</u> | <u>13,437,688</u> |
| Expenditures | | | | | |
| Debt Service: | | | | | |
| Principal | 7,339,875 | 8,774,375 | 9,879,500 | 9,879,500 | 12,063,750 |
| Interest and Fees | 2,135,325 | 2,265,371 | 2,260,182 | 2,260,182 | 2,629,603 |
| Total Expenditures | <u>9,475,200</u> | <u>11,039,746</u> | <u>12,139,682</u> | <u>12,139,682</u> | <u>14,693,353</u> |
| Excess Revenues (Expenditures) | <u>(1,519,931)</u> | <u>(1,187,872)</u> | <u>(1,265,391)</u> | <u>(1,265,391)</u> | <u>(1,255,665)</u> |
| Other Financing Sources (Uses) | | | | | |
| Proceeds of General Obligation Notes | - | - | 160,000 | - | 170,000 |
| Advance Refunding Escrow | - | - | - | - | - |
| Premium on Debt Issued | 861,170 | 769,949 | - | 1,067,759 | - |
| Operating Transfers In | 372,640 | 255,387 | 140,450 | 140,450 | 400,262 |
| Total Other Financing Sources | <u>1,233,810</u> | <u>1,025,336</u> | <u>300,450</u> | <u>1,208,209</u> | <u>570,262</u> |
| Net Change in Fund Balance | (286,121) | (162,536) | (964,941) | (57,182) | (685,403) |
| Fund Balance - Beginning | <u>1,588,068</u> | <u>1,301,947</u> | <u>1,139,411</u> | <u>1,139,411</u> | <u>1,082,229</u> |
| Fund Balance - Ending | <u>\$ 1,301,947</u> | <u>\$ 1,139,411</u> | <u>\$ 174,470</u> | <u>\$ 1,082,229</u> | <u>\$ 396,826</u> |

CITY OF APPLETON 2023 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

| Issue | Principal | Interest | Total |
|--------------------------------------|-----------------------------|----------------------------|-----------------------------|
| 2012 DNR Site Remediation Loan | \$ 45,000 | \$ - | \$ 45,000 |
| 2014A G.O. Notes | 828,750 | 29,828 | 858,578 |
| 2015A G.O. Notes | 740,000 | 52,350 | 792,350 |
| 2016A G.O. Notes | 2,045,000 | 237,400 | 2,282,400 |
| 2017A G.O. Notes | 965,000 | 139,125 | 1,104,125 |
| 2017A G.O. Refunding Notes | 525,000 | 75,825 | 600,825 |
| 2018A G.O. Notes | 1,370,000 | 379,600 | 1,749,600 |
| 2019A G.O. Notes | 1,830,000 | 330,350 | 2,160,350 |
| 2020A G.O. Notes | 1,530,000 | 247,500 | 1,777,500 |
| 2021A G.O. Notes | 2,185,000 | 243,025 | 2,428,025 |
| 2022A G.O. Notes | - | 724,600 | 724,600 |
| Debt Issuance Cost | - | 170,000 | 170,000 |
| Total Debt Service Obligation | <u>\$ 12,063,750</u> | <u>\$ 2,629,603</u> | <u>\$ 14,693,353</u> |

DEBT SERVICE FUNDING SOURCES

| | | |
|--------------------------------------|--|-----------------------------|
| <i>Operating Transfers:</i> | | |
| Capital Project Funds: | | |
| Tax Incremental District # 8 | | \$ 88,300 |
| Tax Incremental District # 11 | | 311,962 |
| <i>Revenue:</i> | | |
| Property Taxes | | 13,437,688 |
| <i>Borrowing:</i> | | |
| Proceeds of General Obligation Notes | | 170,000 |
| <i>Other:</i> | | |
| Fund Balance (Debt Premiums) | | 685,403 |
| Total Funding Sources | | <u>\$ 14,693,353</u> |

CITY OF APPLETON 2023 BUDGET
DEBT SERVICE OBLIGATION

| 2012 DNR Site Remediation Loan | | | |
|---------------------------------------|------------------|-------------|------------------|
| Year | Obligation | | Funding Sources |
| | Principal | Interest | TIF # 8 |
| 2023 | \$ 45,000 | \$ - | \$ 45,000 |
| 2024 | 50,000 | - | 50,000 |
| | <u>\$ 95,000</u> | <u>\$ -</u> | <u>\$ 95,000</u> |

¹

| 2014A G.O. Notes | | | | |
|-------------------------|---------------------|------------------|-----------------|---------------------|
| Year | Obligation | | Funding Sources | |
| | Principal | Interest | Other | Taxes & Int. |
| 2023 | \$ 828,750 | \$ 29,828 | \$ - | \$ 858,578 |
| 2024 | 863,375 | 10,253 | - | 873,628 |
| | <u>\$ 1,692,125</u> | <u>\$ 40,081</u> | <u>\$ -</u> | <u>\$ 1,732,206</u> |

| 2015A G.O. Notes | | | | |
|-------------------------|---------------------|------------------|-------------------|---------------------|
| Year | Obligation | | Funding Sources | |
| | Principal | Interest | TIF # 8 | Taxes & Int. |
| 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>\$ 2,115,000</u> | <u>\$ 91,725</u> | <u>\$ 136,000</u> | <u>\$ 2,070,725</u> |

| 2016A G.O. Notes | | | | |
|-------------------------|---------------------|-------------------|-----------------|---------------------|
| Year | Obligation | | Funding Sources | |
| | Principal | Interest | Other | Taxes & Int. |
| 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>\$ 8,595,000</u> | <u>\$ 536,050</u> | <u>\$ -</u> | <u>\$ 9,131,050</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 2023 BUDGET
DEBT SERVICE OBLIGATION

2017A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|---------------------|-------------------|-----------------|---------------------|
| | Principal | Interest | Other | Taxes & Int. |
| 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>\$ 5,120,000</u> | <u>\$ 393,150</u> | <u>\$ -</u> | <u>\$ 5,513,150</u> |

2017A G.O. Refunding Notes

| Year | Obligation | | Funding Sources | |
|------|---------------------|-------------------|-----------------|---------------------|
| | Principal | Interest | Other | Taxes & Int. |
| 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>\$ 2,790,000</u> | <u>\$ 214,500</u> | <u>\$ -</u> | <u>\$ 3,004,500</u> |

2018A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|---------------------|---------------------|-----------------|----------------------|
| | Principal | Interest | Other | Taxes & Int. |
| 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>\$ 9,265,000</u> | <u>\$ 1,226,225</u> | <u>\$ -</u> | <u>\$ 10,491,225</u> |

CITY OF APPLETON 2023 BUDGET
DEBT SERVICE OBLIGATION

2019A G.O. Notes

| Year | Obligation | | Funding Sources | | |
|------|----------------------|---------------------|-----------------|---------------------|----------------------|
| | Principal | Interest | Other | TIF # 11 | Taxes & Int. |
| 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>\$ 14,060,000</u> | <u>\$ 1,174,850</u> | <u>\$ -</u> | <u>\$ 2,178,025</u> | <u>\$ 13,056,825</u> |

2020A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|----------------------|---------------------|-----------------|----------------------|
| | Principal | Interest | Debt Premium | Taxes & Int. |
| 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>\$ 13,140,000</u> | <u>\$ 1,078,900</u> | <u>\$ -</u> | <u>\$ 14,218,900</u> |

2021A G.O. Notes

| Year | Obligation | | Funding Sources | |
|------|----------------------|---------------------|-----------------|----------------------|
| | Principal | Interest | Debt Premium | Taxes & Int. |
| 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>\$ 14,195,000</u> | <u>\$ 1,393,563</u> | <u>\$ -</u> | <u>\$ 15,588,563</u> |

CITY OF APPLETON 2023 BUDGET
DEBT SERVICE OBLIGATION

2022A G.O. Notes

| Year | Obligation | | | Funding Sources | |
|------|---------------------|---------------------|-------------------|---------------------|---------------------|
| | Principal | Interest | Debt Premium | TIF # 11 | Taxes & Int. |
| 2023 | \$ - | \$ 724,600 | \$ 685,403 | \$ 4,712 | \$ 34,485 |
| 2024 | 1,050,000 | 698,350 | - | 133,700 | 1,614,650 |
| 2025 | 1,645,000 | 630,975 | - | 134,075 | 2,141,900 |
| 2026 | 1,940,000 | 541,350 | - | 139,075 | 2,342,275 |
| 2027 | 2,615,000 | 427,475 | - | 133,825 | 2,908,650 |
| 2028 | 1,510,000 | 324,350 | - | 133,450 | 1,700,900 |
| 2029 | 1,580,000 | 247,100 | - | 127,950 | 1,699,150 |
| 2030 | 1,660,000 | 174,400 | - | 132,800 | 1,701,600 |
| 2031 | 1,735,000 | 106,500 | - | 137,800 | 1,703,700 |
| 2032 | 1,795,000 | 35,900 | - | 132,600 | 1,698,300 |
| | <u>\$15,530,000</u> | <u>\$ 3,911,000</u> | <u>\$ 685,403</u> | <u>\$ 1,209,987</u> | <u>\$17,545,610</u> |

Total Debt Service

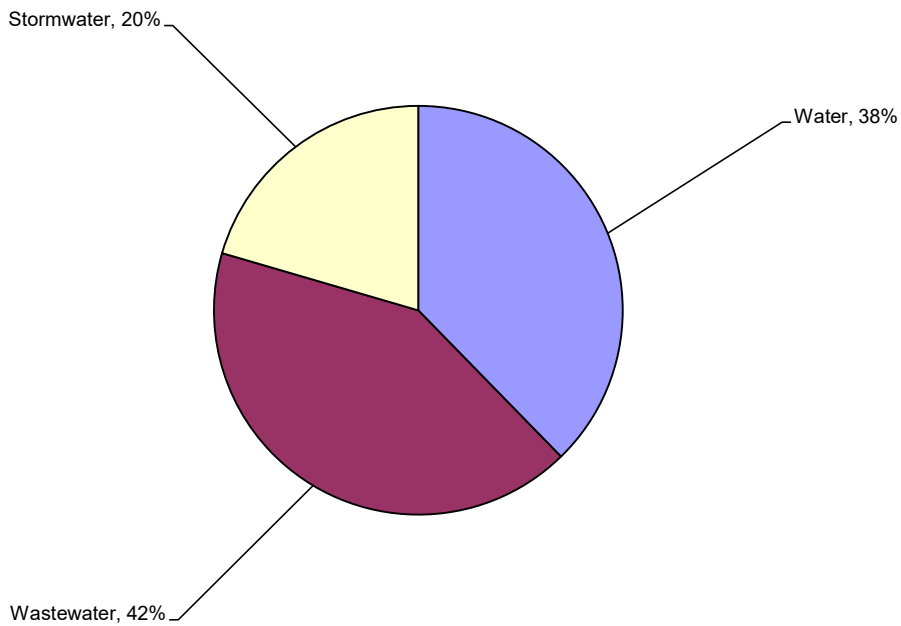
| | Obligation | | | Funding Sources | |
|------|---------------------|----------------------|---------------------|---------------------|---------------------|
| | Principal | Interest | Total | Revenues | Taxes & Int. |
| 2023 | \$ 12,063,750 | \$ 2,459,603 | \$ 14,523,353 | \$ 1,085,665 | \$ 13,437,688 |
| 2024 | 11,453,375 | 2,092,653 | 13,546,028 | 540,025 | 13,006,003 |
| 2025 | 11,695,000 | 1,712,225 | 13,407,225 | 490,800 | 12,916,425 |
| 2026 | 11,660,000 | 1,325,325 | 12,985,325 | 446,650 | 12,538,675 |
| 2027 | 11,495,000 | 959,975 | 12,454,975 | 444,175 | 12,010,800 |
| 2028 | 9,025,000 | 660,413 | 9,685,413 | 447,800 | 9,237,613 |
| 2029 | 7,745,000 | 434,150 | 8,179,150 | 446,100 | 7,733,050 |
| 2030 | 6,120,000 | 255,200 | 6,375,200 | 132,800 | 6,242,400 |
| 2031 | 3,545,000 | 124,600 | 3,669,600 | 137,800 | 3,531,800 |
| 2032 | 1,795,000 | 35,900 | 1,830,900 | 132,600 | 1,698,300 |
| | <u>\$86,597,125</u> | <u>\$ 10,060,044</u> | <u>\$96,657,169</u> | <u>\$ 4,304,415</u> | <u>\$92,352,754</u> |

CITY OF APPLETON 2023 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.

2023 UTILITIES EXPENDITURES

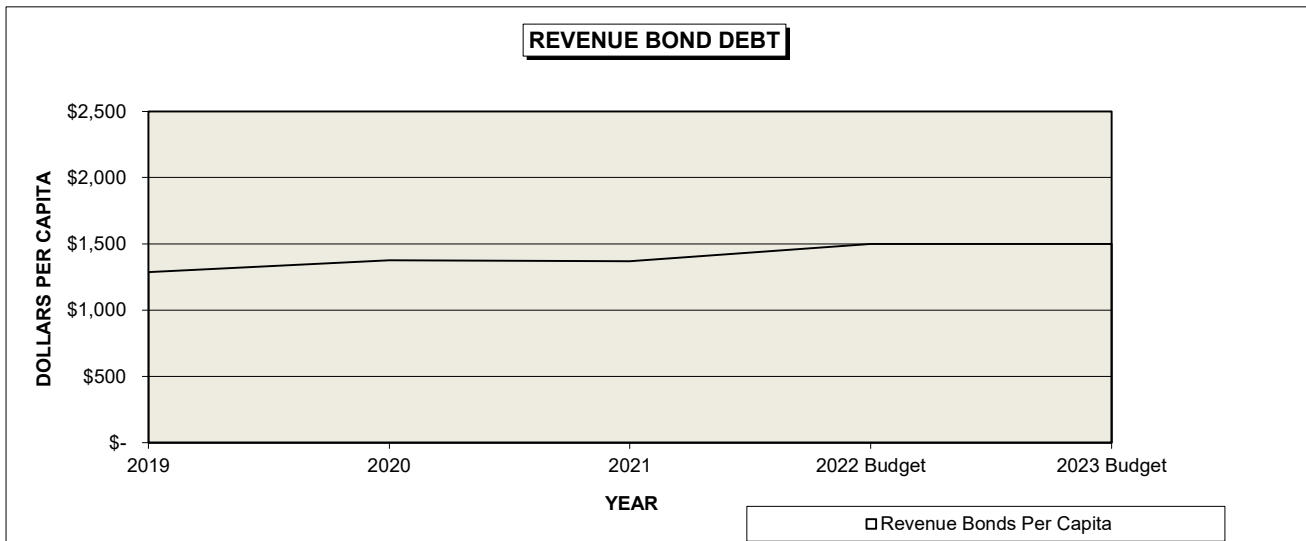
\$65,434,950



CITY OF APPLETON 2023 BUDGET UTILITIES

Revenue Bond Debt Summary

| | <u>2019</u> | <u>2020</u> | <u>2021</u> | <u>2022 Budget</u> | <u>2023 Budget</u> |
|---------------------------|---------------|----------------|----------------|--------------------|--------------------|
| Revenue Bonds Outstanding | \$ 96,075,000 | \$ 102,535,000 | \$ 103,625,000 | \$ 111,640,000 | \$ 113,270,000 |
| Population | 74,739 | 74,465 | 75,644 | 74,499 | 75,605 |
| Revenue Bonds Per Capita | \$ 1,285 | \$ 1,377 | \$ 1,370 | \$ 1,499 | \$ 1,498 |



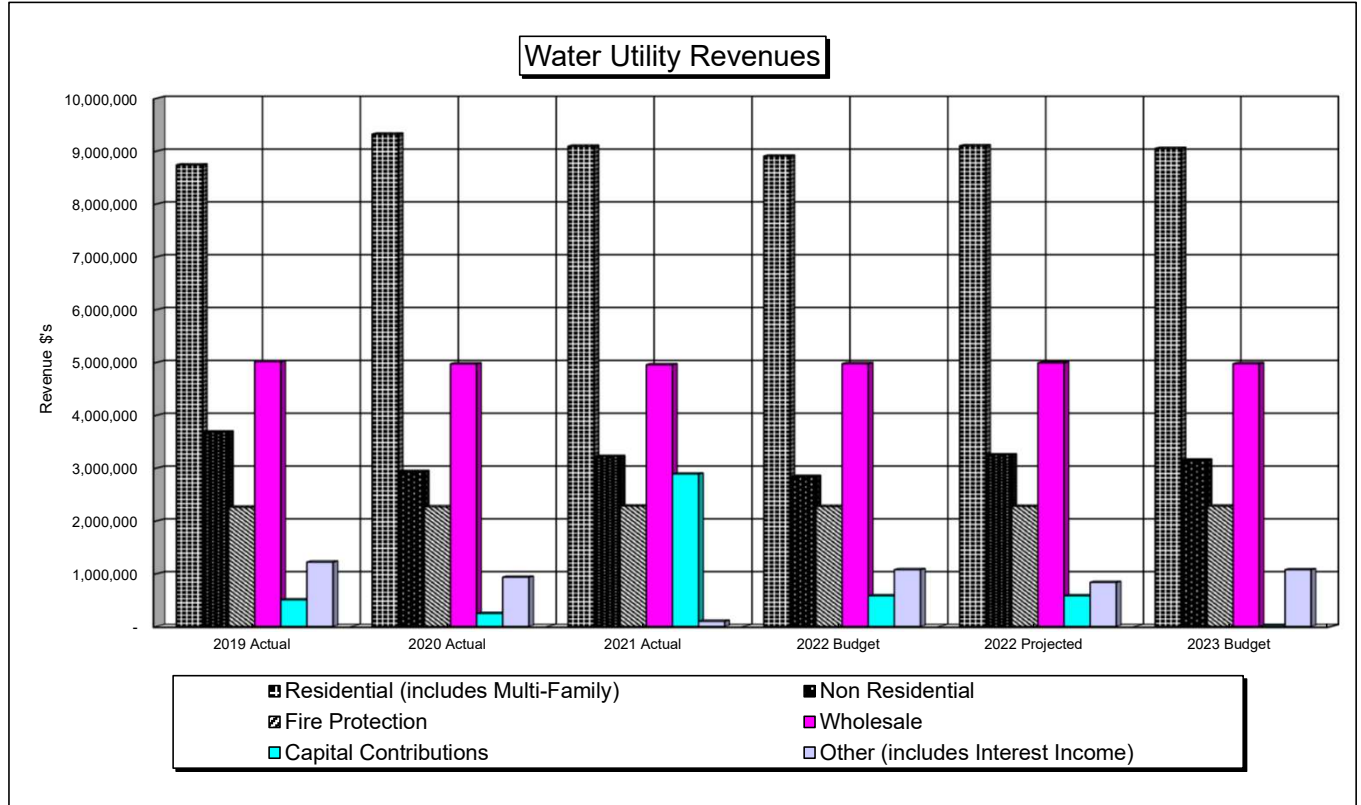
Revenue Bond Ratings:

| | |
|------------|-----|
| Water | Aa2 |
| Wastewater | Aa2 |
| Stormwater | Aa2 |

**CITY OF APPLETON 2023 BUDGET
UTILITY REVENUES**

WATER UTILITY

| Sources of Revenue | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget | % Change |
|----------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Residential Water Service | \$ 8,076,730 | \$ 8,616,203 | \$ 8,396,924 | \$ 8,200,000 | \$ 8,400,000 | \$ 8,350,000 | 1.83% |
| Commercial Water Service | 2,124,011 | 1,752,001 | 1,897,074 | 1,725,000 | 1,915,000 | 1,900,000 | 10.14% |
| Industrial Water Service | 1,157,728 | 896,088 | 987,793 | 750,000 | 990,000 | 900,000 | 20.00% |
| Municipal Water Service | 399,558 | 286,256 | 334,825 | 365,000 | 345,000 | 350,000 | -4.11% |
| Multi-Family Water Service | 661,477 | 705,794 | 695,823 | 705,000 | 700,000 | 700,000 | -0.71% |
| Fire Protection | 2,258,040 | 2,265,928 | 2,280,222 | 2,273,500 | 2,275,000 | 2,278,500 | 0.22% |
| Wholesale Water Service | 5,015,172 | 4,972,211 | 4,955,588 | 4,975,000 | 4,990,000 | 4,975,000 | 0.00% |
| Other | 503,808 | 392,411 | 242,699 | 874,613 | 834,613 | 874,327 | -0.03% |
| Interest Income | 715,334 | 540,956 | (143,910) | 200,000 | - | 200,000 | 0.00% |
| Contributed Capital | 504,525 | 247,201 | 2,886,762 | 581,750 | 581,750 | - | N/A |
| Total Water Utility | \$ 21,416,383 | \$ 20,675,049 | \$ 22,533,800 | \$ 20,649,863 | \$ 21,031,363 | \$ 20,527,827 | -0.59% |



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 and is returning to pre-covid use. The current rate was implemented on December 31, 2010. There is no rate increase planned for 2023.

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.

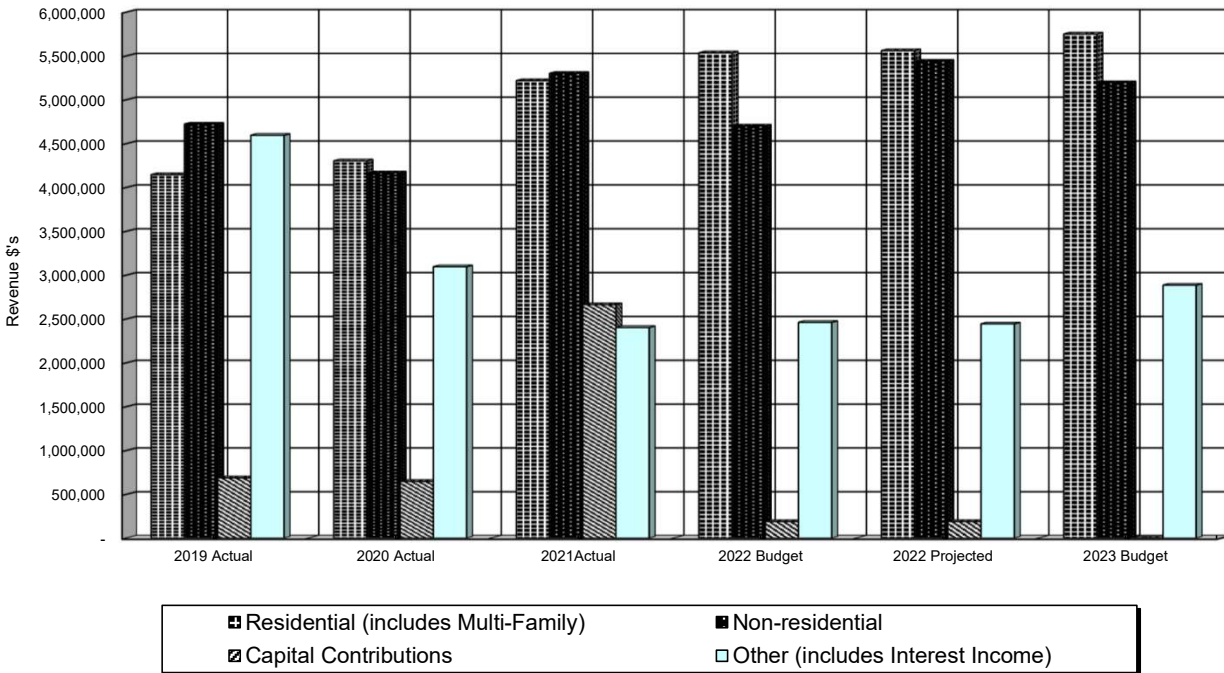
Other revenues come from ancillary or nonrecurring activities, including standby charges, revenues from leasing access to City property, customer penalties and gains on the sale of fixed assets. The decline in other income also reflects the expense of \$684,668 in 2018, 2019, 2020, and 2021 for amortization 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 and 2023.

**CITY OF APPLETON 2023 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

| Sources of Revenue | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget | % Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Residential Sewer Service | \$ 3,833,494 | \$ 3,962,054 | \$ 4,893,944 | \$ 5,110,000 | \$ 5,120,000 | \$ 5,300,000 | 3.72% |
| Commercial Sewer Service | 936,254 | 776,155 | 1,064,654 | 1,015,000 | 1,110,000 | 1,100,000 | 8.37% |
| Industrial Sewer Service | 3,496,624 | 3,164,069 | 3,812,243 | 3,385,000 | 3,970,000 | 3,750,000 | 10.78% |
| Municipal Sewer Service | 289,664 | 226,784 | 323,758 | 300,000 | 360,000 | 345,000 | 15.00% |
| Multi-Family Sewer Service | 312,328 | 340,900 | 424,452 | 425,000 | 440,000 | 450,000 | 5.88% |
| Interest Income | 881,255 | 727,692 | (202,307) | 210,000 | - | 10,000 | -95.24% |
| Other | 3,713,740 | 2,368,023 | 2,604,945 | 2,251,681 | 2,443,744 | 2,875,285 | 27.70% |
| Capital Contributions | 687,604 | 647,282 | 2,663,325 | 189,975 | 189,975 | - | -100.00% |
| Total Wastewater Utility | \$ 14,150,963 | \$ 12,212,959 | \$ 15,585,014 | \$ 12,886,656 | \$ 13,633,719 | \$ 13,830,285 | 7.32% |

Wastewater Utility Revenues



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. A rate study was completed in 2020 by an independent consultant. The study resulted in a required overall 20% increase in revenues for 2021 and annual rate increases around 4% for 2022-2026. The initial rate increase varied by customers type between 17% and 25%. The 2023 budget includes a 4% increase in rates to be effective on 1/1/2023. This rate increase will be presented to the Utilities Committee for approval.

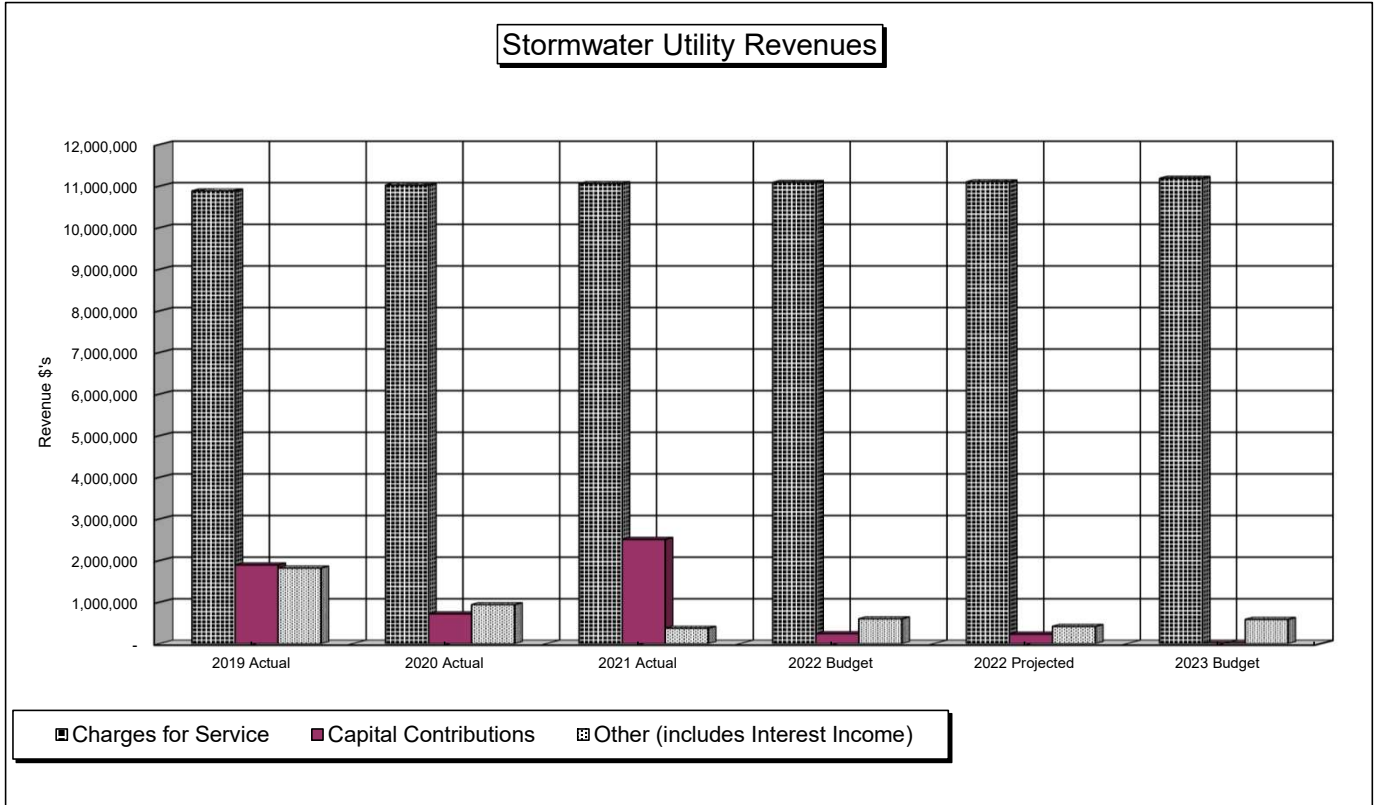
Interest income is earnings on available working cash and required reserve accounts. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments 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. Special hauled waste charges increased 20% on 1/1/2021 as part of the 2020 rate study. The rates were increased 4% on 1/1/2022. The 2023 budget includes a 5% rate increase to be effective 1/1/2023.

**CITY OF APPLETON 2023 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

| Sources of Revenue | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget | % Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|
| Charges for Service | \$ 10,882,633 | \$ 11,021,218 | \$ 11,057,866 | \$ 11,085,000 | \$ 11,100,000 | \$ 11,185,000 | 0.90% |
| Interest Income | 691,296 | 514,795 | (131,358) | 200,000 | 10,000 | 200,000 | 0.00% |
| Capital Contributions | 1,892,555 | 717,789 | 2,507,180 | 241,893 | 231,662 | - | -100.00% |
| Other | 1,127,543 | 425,076 | 503,385 | 398,804 | 406,804 | 384,763 | -3.52% |
| Total Stormwater Utility | \$ 14,594,027 | \$ 12,678,878 | \$ 13,937,073 | \$ 11,925,697 | \$ 11,748,466 | \$ 11,769,763 | -1.31% |



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 2023 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 2023.

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 2023 BUDGET
WASTEWATER UTILITY
RATE DETAIL**

The current rates detailed below were implemented on January 1, 2022 as part of a rate study completed in 2020. The proposed rate adjustments for 2023 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, 2023.

Sanitary Sewer Rates

| <u>Quarterly Service Fee</u> | 2023 | |
|------------------------------|-------------------|--------------------|
| Meter (Inches) | Current Charge | Proposed Charge |
| 5/8 | \$ 16.00 | \$ 16.65 |
| 3/4 | 16.00 | 16.65 |
| 1 | 28.80 | 29.95 |
| 1 1/4 | 39.70 | 41.30 |
| 1 1/2 | 51.00 | 53.05 |
| 2 | 78.30 | 81.45 |
| 3 | 135.80 | 141.25 |
| 4 | 216.00 | 224.65 |
| 6 | 409.10 | 425.50 |
| 8 | 646.90 | 672.75 |

Volume Charge *

| <u>Use (TGal)</u> | 2023 | |
|-------------------|-------------------|--------------------|
| | Current Charge | Proposed Charge |
| All | \$ 3.75 | \$ 3.90 |

Rates for Quantity/Quality Discharge:

| | Current Charge | 2023 Proposed Charge |
|---|-------------------|----------------------------|
| Volume per 1,000 gallons | \$ 2.43 | \$ 2.53 |
| Biochemical Oxygen Demand (BOD) per 100/lbs | 35.15 | 36.56 |
| Total Suspended Solids (TSS) per 100/lbs | 11.86 | 12.33 |
| Phosphorus per 100/lbs | 385.58 | 401.00 |
| Ammonia (TKN) per 100/lbs | 136.39 | 141.85 |

Sanitary Waste Hauler Fees:

| | Current Charge | 2023 Proposed Charge |
|---|-------------------|----------------------------|
| Septic Tank/Portable Toilet Waste per ton | \$ 10.60 | \$ 11.00 |
| Holding Tank Waste per ton | 1.80 | 1.85 |
| Analytical Charge per load | 11.75 | 12.25 |
| Customer Charge per quarter | 18.40 | 19.15 |

* Volume charge is applied to volume of water used, measured in thousand gallons (TGal) increments.

**CITY OF APPLETON 2023 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 | 2023 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 | 2023 Proposed Charge |
|-------------------|--------------------|---------------|----------------------|
| Small | 10 | \$ 53.50 | \$ 55.65 |
| Average | 13 | \$ 64.75 | \$ 67.35 |
| Large | 15 | \$ 72.25 | \$ 75.15 |

Quarterly Stormwater Charges: ***

| Residential Users | ERU's | Current Rates | 2023 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 | 2023 Proposed Rates |
|-------------------|--------------------|---------------|---------------------|
| Small | 10 | \$ 194.53 | \$ 196.68 |
| Average | 13 | \$ 224.02 | \$ 226.62 |
| Large | 15 | \$ 243.68 | \$ 246.58 |

* 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, 2023.

*** Annual rate of \$175.00 / ERU took effect January 1, 2019.

CITY OF APPLETON 2023 BUDGET

WATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2023 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 2022 EVENTS

WATER TREATMENT

America's Water Infrastructure Act (AWIA) - An EPA required AWIA audit had concluded that a fire suppression system was necessary for the water plant's centrally located motor control center. 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

Tank Maintenance - The 3 million gallon North Reservoir and 1 million gallon Glendale Tower were taken out of service in 2022 for regulatory inspections and maintenance work. Other tanks included the Matthias Tower for a cellular project.

Optimized Corrosion Control Treatment (OCCT) - Completion of testing for the OCCT testing apparatus was completed in January. The data and findings were compiled into a report and submitted to the WDNR. The WDNR reviewed the engineering report and agreed with the findings and recommendations that a change to the corrosion control treatment would reduce corrosion and compounds such as lead from leaching into the City's water. A preliminary engineering effort took place to size the equipment and tanks and to determine the location of the equipment. With the preliminary engineering complete an RFP was created for the creation of bidding documents, construction management and contract administration of the project.

Appleton Water Utility WPDES Permit - The WDNR issued the Appleton Water Utility a Wisconsin Pollution Discharge Permit for water discharges to waters of the State. The WPDES permit specifically identified hydrant flushing and water tower discharges (e.g., water tower maintenance) to the environment. The permit limits the ability of the water utility to discharge tap water without removing or neutralizing the chlorine disinfectant. Staff from the treatment facility and distribution have adopted new procedures to ensure compliance with the permit requirements.

Ultraviolet Light Process - Ultraviolet Light Reactors have been successfully used for more than 5 years. The reactors have had minimal maintenance beyond reactor lamp replacements. The ultraviolet light process replaced the ultrafiltration process as a disinfection process for cryptosporidium and giardia. Performance data has shown that the ultraviolet light process provides greater disinfection credits than the capabilities of the previous ultrafiltration system.

WATER DISTRIBUTION

Continued replacing public and private lead and galvanized service lines.

Continued testing and replacing meters according to Wisconsin Public Service Commission (PSC) requirements.

Proactively identified and repaired pipe leaks and main breaks.

Redundant Raw Water Line project was rebid in 2022, construction began in 2022 with expected completion to occur in spring/summer 2023.

Provided billing insert to all customers with Aquahawk water monitoring web portal information and provided special mailing to residential apartment owners on the availability of the Aquahawk web portal.

WATER ADMINISTRATION

Reviewed rate requirements. The utility had a 4.82% rate of return for 2021. The utility is currently authorized a rate of return of 7%. A rate increase is not planned for 2023 as the debt coverage ratio and cash coverage are maintained with current rates.

CITY OF APPLETON 2023 BUDGET WATER UTILITY

MAJOR 2023 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Water Utility in order to:

Provide water that meets all State and federal water quality standards and regulations; continue to meet WDNR requirements for annual inspections and make any requested corrections.

Complete the construction phase of the corrosion control treatment project. This change in treatment was requested by the Wisconsin Department of Natural Resources in 2022.

Complete the AWIA risk assessment report of the Water Utility as defined by the USEPA.

The water plant carbon dioxide (CO2) chemical delivery system is 20 years old and has yet to be reconditioned from the original installation. This project will consist of the following improvements: Install CO2 flow metering, size and install new solution feeders, and incorporate pH instruments and controls.

Continue to evaluate and plan accordingly from recommendations made in the 2019 Distribution Master Plan.

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 replacing public and private lead and galvanized service lines.

Promote customer portal (Aquahawk) for the Sensus meters to allow Water Utility customers to monitor their own water usage.

Continue replacement of undersized (4",6") water mains and water mains with high main break histories throughout the City as funding allows.

Continue to monitor rate requirements; the last water rate increase of 10% was implemented on December 31, 2010.

Begin implementation of new billing system within the ERP software system.

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 2022 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 | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 20,686,399 | \$ 22,533,800 | \$ 20,649,863 | \$ 20,649,863 | 20,527,827 | -0.59% |
| Program Expenses | | | | | | | |
| 5310 | Administration | 8,469,840 | 8,246,370 | 8,962,549 | 8,962,549 | 8,933,289 | -0.33% |
| 5321 | Treatment Admin | 743,632 | 729,216 | 785,917 | 785,917 | 731,381 | -6.94% |
| 5323 | Treatment Operations | 5,113,974 | 4,845,907 | 5,502,805 | 5,529,547 | 6,525,728 | 18.59% |
| 5351 | Distribution Admin | 668,892 | 865,642 | 856,785 | 869,925 | 928,526 | 8.37% |
| 5352 | Meter Operations | 129,613 | 127,759 | 235,917 | 235,917 | 254,195 | 7.75% |
| 5353 | Distribution Operations | 1,368,097 | 1,382,633 | 1,480,921 | 1,524,771 | 1,659,831 | 12.08% |
| 5325 | Treatment Capital | 81,301 | 4,484 | 1,395,000 | 10,245,426 | 3,073,640 | 120.33% |
| 5370 | Distribution Capital | 143,704 | 164,469 | 2,439,600 | 2,895,884 | 2,559,087 | 4.90% |
| TOTAL | | \$ 16,719,053 | \$ 16,366,480 | \$ 21,659,494 | \$ 31,049,936 | \$ 24,665,677 | 13.88% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 2,947,197 | 2,959,998 | 3,285,263 | 3,285,263 | 3,452,105 | 5.08% |
| Training & Travel | | 1,628 | 2,118 | 11,500 | 11,500 | 10,250 | -10.87% |
| Supplies & Materials | | 1,627,184 | 1,479,980 | 2,151,325 | 2,157,049 | 2,111,710 | -1.84% |
| Purchased Services | | 5,745,736 | 6,794,360 | 4,565,193 | 13,462,583 | 7,736,084 | 69.46% |
| Miscellaneous Expense | | 6,049,583 | 6,051,491 | 6,375,298 | 6,375,298 | 6,262,388 | -1.77% |
| Capital Expenditures | | (1,577,191) | (2,843,518) | 3,195,115 | 3,682,443 | 2,984,340 | -6.60% |
| Transfers Out | | 1,924,916 | 1,922,051 | 2,075,800 | 2,075,800 | 2,108,800 | 1.59% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 36.84 | 36.71 | 35.00 | 35.00 | 35.00 | |

**CITY OF APPLETON 2023 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 City will begin a project in 2023 to move the Utility Billing system to the ERP software system. The cost to install this module will be allocated between the Water, Wastewater and Stormwater Utilities and the Sanitation Special Revenue Fund. The 2023 expense includes the cost to install and the annual service contract for the first year. The salary budget also includes overtime for staff involved in the project.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 441100 Sundry Permits | \$ 140 | \$ 285 | \$ 200 | \$ 200 | \$ 200 |
| 471000 Interest on Investments | 540,956 | (143,909) | 200,000 | 200,000 | 200,000 |
| 482101 Residential Service | 8,616,203 | 8,396,924 | 8,200,000 | 8,200,000 | 8,350,000 |
| 482102 Multi-family Service | 705,794 | 695,823 | 705,000 | 705,000 | 700,000 |
| 482200 Commercial Service | 1,752,001 | 1,897,074 | 1,725,000 | 1,725,000 | 1,900,000 |
| 482300 Industrial Service | 896,088 | 987,793 | 750,000 | 750,000 | 900,000 |
| 482400 Municipal Service | 286,256 | 334,825 | 365,000 | 365,000 | 350,000 |
| 482500 Private Fire Protection | 273,055 | 279,360 | 275,000 | 275,000 | 277,000 |
| 482600 Public Fire Protection | 1,796,289 | 1,804,278 | 1,802,000 | 1,802,000 | 1,805,000 |
| 482700 Fire Protection Wholesale | 196,584 | 196,584 | 196,500 | 196,500 | 196,500 |
| 482800 General Service | 20,035 | 43,230 | 20,000 | 20,000 | 25,000 |
| 482900 Sales for Resale | 4,972,211 | 4,955,588 | 4,975,000 | 4,975,000 | 4,975,000 |
| 500400 Sale of City Property | 1,991 | 65,725 | - | - | - |
| 500600 Gain (Loss) on Asset | - | (177,896) | - | - | - |
| 500601 Regulatory Loss - Early | (684,668) | (684,668) | - | - | - |
| 501500 Rental of City Property | 102,840 | 98,450 | 93,000 | 93,000 | 96,000 |
| 501600 Lease Revenue | 208,030 | 210,505 | 210,000 | 210,000 | 212,000 |
| 502100 Capital Contributions | 247,201 | 2,886,762 | 581,750 | 581,750 | - |
| 503000 Damage to City Property | 16,173 | 11,479 | 4,000 | 4,000 | 4,000 |
| 503500 Other Reimbursements | 4,166 | 6,256 | 4,000 | 4,000 | 4,000 |
| 507000 Unmetered Svc - Municipal | 8,124 | 2,782 | 5,000 | 5,000 | 5,000 |
| 507100 Customer Penalty | 20,858 | 77,119 | 84,000 | 84,000 | 78,000 |
| 507200 Water Misc Revenue | 3,560 | 3,969 | 2,000 | 2,000 | 3,500 |
| 507300 Water Revenue-Sewer | 172,384 | 163,162 | 155,000 | 155,000 | 140,500 |
| 507700 Income from Admin Fee | 4,280 | 4,064 | 4,500 | 4,500 | 4,200 |
| 507900 Private Hydrant Testing | 15,375 | 15,445 | 14,000 | 14,000 | 15,000 |
| 508300 Emergency Water Turnoff | 823 | 30 | 500 | 500 | 500 |
| 591100 Premium on Debt Issue | 509,650 | 402,761 | 278,413 | 278,413 | 286,427 |
| Total Revenue | \$ 20,686,399 | \$ 22,533,800 | 20,649,863 | 20,649,863 | 20,527,827 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 119,027 | \$ 117,965 | \$ 129,828 | \$ 129,828 | \$ 137,075 |
| 610500 Overtime Wages | 1,330 | 668 | - | - | 1,376 |
| 615000 Fringes | 79,439 | (143,637) | 44,981 | 44,981 | 48,270 |
| 630400 Postage/Freight | 21,812 | 15,846 | 19,000 | 19,000 | 20,000 |
| 632001 City Copy Charges | 1,141 | - | - | - | - |
| 632002 Outside Printing | 1,966 | 3,600 | 3,200 | 3,200 | 3,800 |
| 640100 Accounting/Audit Fees | 13,490 | 13,977 | 14,000 | 14,000 | 15,000 |
| 640203 Regulatory Fees | 22,287 | 23,534 | 24,000 | 24,000 | 25,000 |
| 640300 Bank Service Fees | 16,094 | 13,586 | 18,000 | 18,000 | 18,000 |
| 641300 Utilities | 84,396 | 80,589 | 80,000 | 80,000 | 76,500 |
| 650100 Insurance | 134,359 | 146,700 | 178,442 | 178,442 | 172,080 |
| 660100 Depreciation Expense | 4,132,173 | 4,223,209 | 4,650,000 | 4,650,000 | 4,750,000 |
| 662300 Uncollectable Accounts | 2,241 | 946 | 8,000 | 8,000 | 5,000 |
| 672000 Interest Payments | 1,603,895 | 1,524,319 | 1,470,307 | 1,470,307 | 1,287,941 |
| 673000 Debt Issuance Costs | 98,722 | 123,211 | 100,000 | 100,000 | 100,000 |
| 675100 Gain/Loss on Refund | 212,552 | 179,806 | 146,991 | 146,991 | 119,447 |
| 681500 Software Acquisition | - | - | - | - | 45,000 |
| 791100 Transfer Out - General | 1,924,916 | 1,922,051 | 2,075,800 | 2,075,800 | 2,108,800 |
| Total Expense | \$ 8,469,840 | \$ 8,246,370 | \$ 8,962,549 | \$ 8,962,549 | \$ 8,933,289 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|----------------------------------|------------------|---------------------------|---------------------|
| <u>Postage/Freight</u> | | <u>Trans Out-Gen Fund</u> | |
| City Service invoice postage | \$ 19,500 | Payment in lieu of tax | \$ 2,095,000 |
| Box rental & caller service fees | 500 | Administration fee | 13,800 |
| | <u>\$ 20,000</u> | | <u>\$ 2,108,800</u> |
| <u>Regulatory Fees</u> | | | |
| PSC assessment | \$ 25,000 | | |
| | <u>\$ 25,000</u> | | |

CITY OF APPLETON 2023 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 2023 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 293,088 | \$ 287,698 | \$ 292,910 | \$ 292,910 | \$ 296,445 |
| 610400 Call Time | - | 50 | - | - | - |
| 610500 Overtime Wages | (7,817) | 197 | - | - | - |
| 610800 Part-Time Wages | 204 | 156 | 2,252 | 2,252 | 1,567 |
| 615000 Fringes | 328,172 | 359,469 | 398,591 | 398,591 | 391,288 |
| 620100 Training/Conferences | 1,048 | 1,503 | 9,000 | 9,000 | 9,000 |
| 630100 Office Supplies | 172 | 332 | 2,000 | 2,000 | 2,000 |
| 630300 Memberships & Licenses | 9,808 | 9,740 | 9,700 | 9,700 | 10,200 |
| 630400 Postage/Freight | 766 | 99 | 1,000 | 1,000 | 1,000 |
| 630500 Awards & Recognition | 185 | 69 | 210 | 210 | 210 |
| 630700 Food & Provisions | 62 | 260 | 280 | 280 | 280 |
| 632001 City Copy Charges | 1,354 | 1,529 | 1,600 | 1,600 | 1,600 |
| 632002 Outside Printing | - | 2,899 | 3,200 | 3,200 | 3,200 |
| 632700 Miscellaneous Equipment | 37 | 430 | 1,000 | 1,000 | 1,000 |
| 640400 Consulting Services | 104,969 | 50,453 | 50,000 | 50,000 | - |
| 640800 Contractor Fees | 1,587 | 1,332 | 2,900 | 2,900 | 2,720 |
| 641200 Advertising | - | 442 | 500 | 500 | 500 |
| 641300 Utilities | 9,392 | 9,583 | 9,800 | 9,800 | 10,039 |
| 642501 CEA Operations/Maint. | 486 | 128 | 200 | 200 | 300 |
| 642502 CEA Depreciation/Replace. | 119 | 95 | 774 | 774 | 32 |
| 659900 Other Contracts/Obligation | - | 2,752 | - | - | - |
| Total Expense | \$ 743,632 | \$ 729,216 | \$ 785,917 | \$ 785,917 | \$ 731,381 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

Contractor Fees and Consulting Services expenses include \$400,000 for repairs needed to the north and south clearwells at the treatment facility that were discovered during a prior inspection. The clearwells were taken down five years ago but not repaired because there was not an immediate need to do so. The budget includes \$300,000 in Contractor Fees expense for the removal a large butterfly valve at the Lake Station.

Contractor Fees also includes costs for the tank recoating that is delayed from 2022 budget.

The water plant will transition to phosphoric acid as the treatment for corrosion control. The new application will follow the construction of the 2023 Phosphoric Acid Delivery System project.

Gas Purchases expense increase is due to current costs for diesel fuel. The use of diesel fuel is dependent on the number of severe weather events and needs related to generator use agreement with WPPI.

Utilities expense includes the multi-year rate increase in sewer rates for lime residuals that are treated at the City's Wastewater Treatment Plant.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 761,361 | \$ 737,248 | \$ 771,232 | \$ 771,232 | \$ 779,172 |
| 610400 Call Time Wages | 3,361 | 4,460 | 2,200 | 2,200 | 2,200 |
| 610500 Overtime Wages | 25,562 | 32,808 | 36,794 | 36,794 | 37,783 |
| 610800 Part-Time Wages | 22 | - | - | - | 405 |
| 630600 Building Maint./Janitorial | 5,111 | 5,763 | 4,000 | 4,000 | 4,000 |
| 630901 Shop Supplies | 5,588 | 7,452 | 10,000 | 10,000 | 10,000 |
| 630902 Tools & Instruments | 1,167 | 4,534 | 5,000 | 5,000 | 5,000 |
| 631000 Chemicals | 1,225,713 | 1,080,950 | 1,570,500 | 1,570,500 | 1,501,800 |
| 631603 Other Misc. Supplies | 4,113 | 4,954 | 12,000 | 12,000 | 14,400 |
| 632101 Uniforms | 2,405 | 2,320 | 2,800 | 2,800 | 3,525 |
| 632200 Gas Purchases | 7,203 | 27,428 | 15,000 | 15,000 | 50,400 |
| 632300 Safety Supplies | 1,850 | 4,160 | 6,000 | 6,000 | 6,000 |
| 632400 Medical/Lab Supplies | 38,111 | 31,870 | 38,850 | 38,850 | 43,550 |
| 632601 Repair Parts | 9,903 | 7,177 | 33,000 | 36,974 | 34,000 |
| 632700 Miscellaneous Equipment | 32,966 | 28,475 | 33,200 | 33,200 | 27,500 |
| 640400 Consulting Services | 32,087 | 27,746 | 4,000 | 24,778 | 56,000 |
| 640700 Solid Waste/Recycling | 1,548 | 1,120 | 1,700 | 1,700 | 1,700 |
| 640800 Contractor Fees | 363,099 | 122,833 | 72,300 | 74,290 | 716,000 |
| 641300 Utilities | 2,239,667 | 2,338,845 | 2,365,930 | 2,365,930 | 2,756,015 |
| 641600 Building Repairs & Maint. | 24,396 | - | - | - | - |
| 641800 Equipment Repairs & Maint. | 19,202 | 2,266 | 82,000 | 82,000 | 62,000 |
| 642000 Facilities Charges | 259,678 | 280,393 | 314,929 | 314,929 | 316,314 |
| 642400 Software Support | 14,110 | 17,553 | 22,000 | 22,000 | 21,800 |
| 642501 CEA Operations/Maint. | 4,873 | 5,719 | 6,261 | 6,261 | 6,939 |
| 642502 CEA Depr./Replacement | 7,471 | 6,031 | 12,991 | 12,991 | 16,743 |
| 643200 Lab Fees | 22,601 | 62,194 | 59,263 | 59,263 | 28,877 |
| 644000 Snow Removal Services | 501 | 1,507 | 5,000 | 5,000 | 5,000 |
| 645400 Grounds Repair & Maint. | 4,903 | 6,673 | 4,000 | 4,000 | 6,000 |
| 659900 Other Contracts/Obligation | 12,452 | 13,521 | 11,855 | 11,855 | 12,605 |
| 689900 Other Capital Outlay | (17,050) | (20,093) | - | - | - |
| Total Expense | \$ 5,113,974 | \$ 4,845,907 | \$ 5,502,805 | \$ 5,529,547 | \$ 6,525,728 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | | |
|-----------------------------------|---------------------|--|---|-------------------|
| <u>Chemicals</u> | | | <u>Miscellaneous Equipment</u> | |
| Ammonia | \$ 24,000 | | Chemical feed pump | \$ 10,000 |
| Carbon dioxide | 48,000 | | SCADA equipment | 14,000 |
| Chlorine | 98,000 | | Radio equipment | 3,500 |
| Ferric sulfate | 246,000 | | | <u>\$ 27,500</u> |
| Fluoride | 24,000 | | | |
| Lime | 516,000 | | <u>Contractor Fees</u> | |
| Polyphosphate | 48,000 | | Clearwell repair | \$ 350,000 |
| Permanganate | 264,000 | | Chemical tank recoating | 45,000 |
| Powder carbon | 102,000 | | Lab equipment maintenance | 9,000 |
| Softener Polymer | 24,000 | | Annual safety inspections | 1,000 |
| ACH | 84,000 | | Butterfly valve removal | 300,000 |
| Sodium Hydroxide | 14,000 | | Intake inspection | 6,000 |
| Softener Salt | 4,800 | | Tower cathodic protection | 5,000 |
| Other chemicals | 5,000 | | | <u>\$ 716,000</u> |
| | <u>\$ 1,501,800</u> | | | |
| <u>Repair Parts</u> | | | <u>Medical/Lab Supplies</u> | |
| Valves & actuators | \$ 5,000 | | Lab supplies | \$ 18,000 |
| Pumping & other parts | 10,000 | | Nitrogen | 1,850 |
| Tower repair parts | 3,000 | | Bac T testing supplies | 18,700 |
| UV light replacements | 16,000 | | Media & filters | 5,000 |
| | <u>\$ 34,000</u> | | | <u>\$ 43,550</u> |
| <u>Consulting Services</u> | | | <u>Equipment Repair & Maintenance</u> | |
| Clearwell repair | \$ 50,000 | | Pump repairs | \$ 30,000 |
| Tower cell tower review | 6,000 | | Valve repair on pumps | 10,000 |
| | <u>\$ 56,000</u> | | Actuator repair | 5,000 |
| | | | Surge valve repair | 8,000 |
| <u>Lab Fees</u> | | | PRV valve repair | 4,000 |
| Lead and copper required sampling | \$ 12,075 | | Generator maintenance | 5,000 |
| Required operational testing | 16,802 | | | <u>\$ 62,000</u> |
| | <u>\$ 28,877</u> | | | |
| <u>Gas Purchases</u> | | | <u>Software Support</u> | |
| Fuel for generators | \$ 50,400 | | Hach Wims | \$ 3,000 |
| | <u>\$ 50,400</u> | | Rockwell Tech Connect | 16,500 |
| | | | Hach Lab Instrumentation | 2,300 |
| | | | | <u>\$ 21,800</u> |

**CITY OF APPLETON 2023 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: "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:

Maintain accurate records of repair and maintenance to the system and ensure completeness of all information submitted annually to the Public Service Commission

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:

Other Misc Supplies has been added to purchase water filtration pitchers and supplies. As required by WDNR, water filtration pitchers and filters must be provided to residents who have had their lead pipes disrupted due to replacement of pipe, to reduce the chance for lead contaminants in the drinking water.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 240,121 | \$ 316,069 | \$ 319,169 | \$ 319,169 | \$ 303,436 |
| 610400 Call Time Wages | 3,088 | 3,267 | 1,500 | 1,500 | 3,000 |
| 610500 Overtime Wages | 2,390 | 3,043 | 1,450 | 1,450 | 2,500 |
| 610800 Part-Time Wages | 45 | 4,394 | - | - | - |
| 615000 Fringes | 311,630 | 400,213 | 408,660 | 408,660 | 489,550 |
| 620100 Training/Conferences | 580 | 615 | 2,500 | 2,500 | 1,250 |
| 630100 Office Supplies | 1,097 | 847 | 1,000 | 1,000 | 1,000 |
| 630300 Memberships & Licenses | 552 | 808 | 845 | 845 | 845 |
| 630400 Postage/Freight | 1,921 | 1,413 | 1,500 | 1,500 | 1,500 |
| 630500 Awards & Recognition | 148 | 735 | 665 | 665 | 665 |
| 630600 Building Maint/Janitorial | 3,450 | 3,390 | 3,000 | 3,000 | 3,500 |
| 630901 Shop Supplies | 762 | 3,197 | 300 | 300 | 3,000 |
| 631603 Other Misc. Supplies | 881 | - | - | - | 5,000 |
| 632000 Printing & Reproduction | 2,727 | 3,118 | 4,000 | 4,000 | 3,200 |
| 632102 Protective Clothing | 1,760 | 1,815 | 1,700 | 1,700 | 1,800 |
| 632200 Gas Purchases | 49 | 85 | 150 | 150 | 100 |
| 632300 Safety Supplies | 1,642 | 1,493 | 1,300 | 1,300 | 1,500 |
| 632400 Medical/Lab Supplies | 125 | 281 | 125 | 125 | 125 |
| 632700 Miscellaneous Equipment | 2,886 | 2,977 | 3,500 | 5,250 | 1,500 |
| 640400 Consulting Services | 1,048 | 31,169 | - | 11,390 | - |
| 641300 Utilities | 52,170 | 53,173 | 57,105 | 57,105 | 58,495 |
| 641800 Equipment Repairs & Maint. | - | 511 | - | - | - |
| 642000 Facilities Charges | 22,318 | 20,614 | 23,216 | 23,216 | 19,762 |
| 642400 Software Support | 5,560 | 5,927 | 5,400 | 5,400 | 4,920 |
| 642501 CEA Operations/Maint. | 5,753 | 6,348 | 4,700 | 4,700 | 6,878 |
| 643000 Health Services | - | 140 | - | - | - |
| 659900 Other Contracts/Obligation | 6,189 | - | 15,000 | 15,000 | 15,000 |
| Total Expense | <u>\$ 668,892</u> | <u>\$ 865,642</u> | <u>\$ 856,785</u> | <u>\$ 869,925</u> | <u>\$ 928,526</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | |
|-----------------------------------|------------------|
| <u>Other Contracts/Obligation</u> | |
| Utility locates | \$ 15,000 |
| | <u>\$ 15,000</u> |

CITY OF APPLETON 2023 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: "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:

Ensure commercial and residential meters are the proper size and type when installing new meters

Continue to monitor the 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 2023 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

Business Unit 5352

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 53,702 | \$ 51,651 | \$ 66,347 | \$ 66,347 | \$ 85,888 |
| 610400 Call Time Wages | 50 | 50 | 250 | 250 | 100 |
| 610500 Overtime Wages | 1,067 | 1,292 | 975 | 975 | 1,475 |
| 630901 Shop Supplies | 3,223 | 3,719 | 3,100 | 3,100 | 3,600 |
| 630902 Tools & Instruments | 120 | 16 | 550 | 550 | 625 |
| 632601 Repair Parts | 214 | - | 500 | 500 | 2,500 |
| 632700 Miscellaneous Equipment | - | 403 | 90,000 | 90,000 | 83,335 |
| 640800 Contractor Fees | 125 | 189 | 500 | 500 | 500 |
| 641800 Equipment Repairs & Maint. | 32 | - | 600 | 600 | 350 |
| 642400 Software Support | 64,841 | 65,128 | 66,750 | 66,750 | 67,375 |
| 642501 CEA Operations/Maint. | 6,239 | 5,311 | 6,345 | 6,345 | 8,447 |
| Total Expense | <u>\$ 129,613</u> | <u>\$ 127,759</u> | <u>\$ 235,917</u> | <u>\$ 235,917</u> | <u>\$ 254,195</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Misc Equipment

| | |
|--------|------------------|
| Meters | \$ 83,335 |
| | <u>\$ 83,335</u> |

Software Support

| | |
|--------------------------------------|------------------|
| Sensus meter hosting fees | \$ 32,625 |
| Ncc Group (previously Iron Mountain) | 750 |
| Aquahawk | 34,000 |
| | <u>\$ 67,375</u> |

CITY OF APPLETON 2023 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: "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:

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

Hire a contractor to perform a large scale leak detection program in 2023 to identify pipe leaks and reduce the amount of water loss within the system

Major changes in Revenue, Expenditures or Programs:

Contractor Fees increase for water leak detection program.

Costs related to the patch program are now included in Distribution Operations, previously included in Distribution Capital.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 596,923 | \$ 604,913 | \$ 597,589 | \$ 597,589 | \$ 624,926 |
| 610400 Call Time Wages | 16,014 | 26,010 | 15,600 | 15,600 | 21,500 |
| 610500 Overtime Wages | 54,089 | 54,587 | 42,950 | 42,950 | 52,500 |
| 610800 Part-Time Wages | - | 83 | - | - | - |
| 630800 Landscape Supplies | 4,082 | 3,190 | 600 | 600 | 200 |
| 630901 Shop Supplies | 6,559 | 5,405 | 6,625 | 6,625 | 6,550 |
| 630902 Tools & Instruments | 2,248 | 1,300 | 2,675 | 2,675 | 2,450 |
| 631100 Paint & Supplies | 960 | 1,510 | 43,800 | 43,800 | 41,300 |
| 632200 Gas Purchases | - | 237 | 100 | 100 | 100 |
| 632500 Construction Materials | 41,010 | 63,530 | 58,500 | 58,500 | 60,250 |
| 632601 Repair Parts | 130,436 | 111,711 | 122,000 | 122,000 | 120,000 |
| 632700 Miscellaneous Equipment | 38,281 | 20,377 | 33,250 | 33,250 | 23,600 |
| 640800 Contractor Fees | 247,662 | 233,319 | 234,700 | 278,550 | 300,850 |
| 641500 Tipping Fees | 10,983 | 5,752 | 13,500 | 13,500 | 10,000 |
| 641800 Equipment Repairs & Maint. | 183 | 270 | 200 | 200 | 350 |
| 642501 CEA Operations/Maint. | 272,472 | 267,629 | 308,832 | 308,832 | 395,255 |
| 689900 Other Capital Outlay | (53,805) | (17,190) | - | - | - |
| Total Expense | \$ 1,368,097 | \$ 1,382,633 | \$ 1,480,921 | \$ 1,524,771 | \$ 1,659,831 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--|-------------------|---|-------------------|
| <u>Repair Parts</u> | | <u>Contractor Fees</u> | |
| Fittings, clamps, pipe, etc. for main/valve break repair | \$ 60,000 | Surface restoration | \$ 208,850 |
| Valves, sleeves, boxes, pipe & connectors for service laterals/curbs | 17,000 | Contractor services for main/valve break & repair | 10,000 |
| Hydrant repair parts | 43,000 | County excavation | 40,000 |
| | <u>\$ 120,000</u> | Warning lights | 1,000 |
| | | Leak detection | 25,000 |
| | | Hydrant painting | 16,000 |
| | | | <u>\$ 300,850</u> |
| <u>Miscellaneous Equipment</u> | | <u>Construction Materials</u> | |
| Barricades & cones | \$ 3,500 | Concrete | \$ 250 |
| Cordless tools | 800 | Slurry | 18,000 |
| Hydrant Buddy/Saw/Blades | 10,100 | Gravel | 21,000 |
| Trash pump | 1,500 | Asphalt | 12,000 |
| Gauges | 200 | Clear stone | 9,000 |
| RP Valve assembly & parts | 4,150 | | |
| Hoses and flushers | 750 | | |
| Compact listening devices | 2,600 | | |
| | <u>\$ 23,600</u> | | <u>\$ 60,250</u> |
| <u>Paint & Supplies</u> | | | |
| Flushing dechlorination tablets | \$ 40,000 | | |
| Miscellaneous supplies | 1,300 | | |
| | <u>\$ 41,300</u> | | |

**CITY OF APPLETON 2023 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 2023 CIPs:

| | <u>2023 Budget</u> | <u>Page</u> |
|---|---------------------|-------------------|
| Corrosion Control Treatment | 1,150,000 | Projects, pg. 630 |
| High Service Pump Check Valve Replacement | 200,640 | Projects, pg. 659 |
| Motor Control Center Fire Protection | 488,000 | Projects, pg. 656 |
| Instrumentation Replacements | 60,000 | Projects, pg. 655 |
| Chemical Storage | 450,000 | Projects, pg. 658 |
| Water Plant Parking Lot Replacement | 725,000 | Projects, pg. 638 |
| | <u>\$ 3,073,640</u> | |

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------------|-----------------|---------------------|----------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 640400 Consulting Services | \$ 154,470 | \$ 131,484 | \$ 70,000 | \$ 579,382 | \$ 274,240 |
| 640800 Contractor Fees | 1,378,717 | 2,645,554 | 400,000 | 8,680,000 | 2,014,400 |
| 659900 Other Contracts/Obligation | 39,986 | 938 | - | - | - |
| 680200 Land Improvements | 81,301 | 206,681 | - | 21,873 | - |
| 680300 Buildings | 56,040 | 49,487 | 800,000 | 839,171 | 725,000 |
| 680401 Machinery & Equipment | - | - | 125,000 | 125,000 | 60,000 |
| 689900 Other Capital Outlay | (1,629,213) | (3,029,660) | - | - | - |
| Total Expense | \$ 81,301 | \$ 4,484 | \$ 1,395,000 | \$ 10,245,426 | \$ 3,073,640 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|--------------------------------------|-------------------|
| Corrosion Control Treatment | \$ 190,000 |
| Chemical Storage | 50,000 |
| Pump Check Valve replacement | 18,240 |
| Motor Control Center Fire Protection | 16,000 |
| | <u>\$ 274,240</u> |

Contractor Fees

| | |
|--------------------------------------|---------------------|
| Corrosion Control Treatment | \$ 960,000 |
| Chemical Storage | 400,000 |
| Pump Check Valve replacement | 182,400 |
| Motor Control Center Fire Protection | 472,000 |
| | <u>\$ 2,014,400</u> |

Buildings

| | |
|-------------------------|-------------------|
| Parking Lot replacement | \$ 725,000 |
| | <u>\$ 725,000</u> |

Machinery & Equipment

| | |
|-----------------------------|------------------|
| Instrumentation replacement | \$ 60,000 |
| | <u>\$ 60,000</u> |

**CITY OF APPLETON 2023 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: "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 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 2023 CIPs:

| | | |
|-------------------------|---------------------|-------------------|
| | <u>2023 Budget</u> | <u>Page</u> |
| Water main construction | 2,559,087 | Projects, pg. 618 |
| | <u>\$ 2,559,087</u> | |

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 54,125 | \$ 87,329 | \$ 139,139 | \$ 139,139 | \$ 158,688 |
| 610400 Call Time Wages | 92 | - | 500 | 500 | 500 |
| 610500 Overtime Wages | 9,816 | 9,625 | 9,000 | 9,000 | 9,000 |
| 610800 Part-Time Wages | 296 | 391 | 3,346 | 3,346 | 3,461 |
| 630901 Shop Supplies | 175 | 533 | - | - | - |
| 632503 Other Materials | 3,643 | 37 | - | - | - |
| 632601 Repair Parts | 6,798 | 7,963 | - | - | - |
| 640400 Consulting Services | 65,932 | 90,165 | 10,000 | 40,000 | 225,000 |
| 640800 Contractor Fees | 1,702 | 135 | - | - | - |
| 641500 Tipping Fees | 15,414 | - | - | - | - |
| 642501 CEA Operations/Maint. | - | - | 7,500 | 7,500 | 8,098 |
| 659900 Other Contracts/Obligation | 175 | 1,035 | - | - | - |
| 680905 Water Mains | 3,380,088 | 4,983,426 | 2,270,115 | 2,696,399 | 2,154,340 |
| 689900 Other Capital Outlay | (3,394,552) | (5,016,170) | - | - | - |
| Total Expense | \$ 143,704 | \$ 164,469 | \$ 2,439,600 | \$ 2,895,884 | \$ 2,559,087 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | Water Utility |
|---|---|------------------------------|---------------|---------------------|
| Labor Pool | | | | 171,649 |
| CEA | | | | 8,098 |
| Miscellaneous | Permit; Misc. Fees; Training; Testing Mat'l | | | 10,000 |
| Construction | Referendum related projects | | | 200,000 |
| | S. Island St | bridge design for water main | | 15,000 |
| | Subtotal | | | 225,000 |
| New Construction | | | | - |
| | Subtotal | | | - |
| Reconstruction (not related to paving) | Cloverdale Dr | Linwood Ave | Elinor St | 361,780 |
| | Douglas St | Haskell St | CN Railway | 73,485 |
| | Durkee St | Randall St | Roosevelt St | 135,500 |
| | Lead service line replacement | | | 250,000 |
| | Linwood Ave | Brewster St | Glendale Ave | 397,015 |
| | Sixth St | State St | Elm St | 141,320 |
| | Union St | Summer St | Wisconsin Ave | 37,200 |
| | Winnebago St | Sharon St | Linwood Ave | 108,990 |
| | Subtotal | | | 1,505,290 |
| Reconstruction (prior to next year's paving) | Alice St | Drew St | Union St | 87,800 |
| | Linwood Ave | College Ave | Winnebago St | 288,550 |
| | Rankin St | College Ave | Alton St | 104,900 |
| | Summit St | Packard St | Elsie St | 54,750 |
| | Summit St | Prospect Ave | Fourth St | 113,050 |
| | Subtotal | | | 649,050 |
| Total Water Construction | | | | \$ 2,559,087 |

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|--|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 441100 Sundry Permits | 1 | 285 | 35 | 200 | 200 | 200 |
| 470500 General Interest | 40 | 1 | - | - | - | - |
| 471000 Interest on Investments (Loss) | 540,916 | (143,910) | (108,511) | 200,000 | 200,000 | 200,000 |
| 482000 Unmetered Service | - | - | - | - | - | - |
| 482101 Residential Service | 8,616,203 | 8,396,924 | - | 8,200,000 | 8,200,000 | 8,350,000 |
| 482102 Multi-family Service | 705,794 | 695,823 | - | 705,000 | 705,000 | 700,000 |
| 482200 Commercial Service | 1,752,001 | 1,897,074 | - | 1,725,000 | 1,725,000 | 1,900,000 |
| 482300 Industrial Service | 896,088 | 987,793 | - | 750,000 | 750,000 | 900,000 |
| 482400 Municipal Service | 286,256 | 334,825 | - | 365,000 | 365,000 | 350,000 |
| 482500 Private Fire Protection | 273,055 | 279,360 | - | 275,000 | 275,000 | 277,000 |
| 482600 Public Fire Protection | 1,796,289 | 1,804,278 | - | 1,802,000 | 1,802,000 | 1,805,000 |
| 482700 Fire Protection Wholesale | 196,584 | 196,584 | - | 196,500 | 196,500 | 196,500 |
| 482800 General Service | 20,035 | 43,230 | 1,396 | 20,000 | 20,000 | 25,000 |
| 482900 Sales for Resale | 4,972,211 | 4,955,588 | - | 4,975,000 | 4,975,000 | 4,975,000 |
| 500400 Sale of City Property | 1,991 | 65,725 | 154,097 | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | - | (177,896) | - | - | - | - |
| 500601 Regulatory Loss - Early Retire. | (684,668) | (684,668) | - | - | - | - |
| 501500 Rental of City Property | 102,840 | 98,450 | 32,745 | 93,000 | 93,000 | 96,000 |
| 501600 Lease Revenue | 208,030 | 210,505 | 57,620 | 210,000 | 210,000 | 212,000 |
| 502100 Capital Contributions | 247,201 | 2,886,762 | - | 581,750 | 581,750 | - |
| 503000 Damage to City Property | 4,962 | 11,479 | - | 4,000 | 4,000 | 4,000 |
| 503500 Other Reimbursements | 4,166 | 6,256 | 532 | 4,000 | 4,000 | 4,000 |
| 507000 Unmetered Svc - Municipal Svc | 8,124 | 2,782 | - | 5,000 | 5,000 | 5,000 |
| 507100 Customer Penalty | 20,858 | 77,119 | - | 84,000 | 84,000 | 78,000 |
| 507200 Water Misc. Revenue (turn-on) | 3,560 | 3,969 | - | 2,000 | 2,000 | 3,500 |
| 507300 Water Revenue-Sewer Billing | 172,384 | 163,162 | - | 155,000 | 155,000 | 140,500 |
| 507700 Income from Admin. Fee | 4,280 | 4,064 | - | 4,500 | 4,500 | 4,200 |
| 507900 Private Hydrant Testing | 15,375 | 15,445 | - | 14,000 | 14,000 | 15,000 |
| 508300 Emergency Water Turnoff | 823 | 30 | - | 500 | 500 | 500 |
| 591100 Premium on Debt Issue | 509,650 | 402,761 | 148,665 | 278,413 | 278,413 | 286,427 |
| TOTAL PROGRAM REVENUES | 20,675,049 | 22,533,800 | 286,579 | 20,649,863 | 20,649,863 | 20,527,827 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 553,738 | 485,005 | 140,136 | 361,594 | 361,594 | 629,848 |
| 610200 Labor Pool Allocations | 1,468,757 | 1,536,565 | 562,582 | 1,950,770 | 1,950,770 | 1,726,301 |
| 610299 Capitalized Labor | (160,066) | (152,747) | - | - | - | 19,952 |
| 610400 Call Time Wages | 22,605 | 33,837 | 12,059 | 20,050 | 20,050 | 27,300 |
| 610500 Overtime Wages | 86,436 | 102,242 | 43,509 | 91,169 | 91,169 | 104,634 |
| 610800 Part-Time Wages | 567 | 5,023 | 375 | 5,598 | 5,598 | 5,433 |
| 611000 Other Compensation | 10,069 | 10,417 | 5,616 | 3,850 | 3,850 | 9,529 |
| 611400 Sick Pay | 2,829 | 42,190 | 8,665 | - | - | - |
| 611500 Vacation Pay | 243,021 | 281,422 | 94,420 | - | - | - |
| 615000 Fringes | 739,857 | 857,464 | 316,199 | 852,232 | 852,232 | 929,108 |
| 615099 Capitalized Fringe | (64,268) | (58,983) | - | - | - | - |
| 617000 Pension Expense | 24,746 | (198,969) | - | - | - | - |
| 617100 OPEB Expense | 18,906 | 16,532 | - | - | - | - |
| TOTAL PERSONNEL | 2,947,197 | 2,959,998 | 1,183,561 | 3,285,263 | 3,285,263 | 3,452,105 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 1,628 | 2,118 | 1,804 | 11,500 | 11,500 | 10,250 |
| TOTAL TRAINING / TRAVEL | 1,628 | 2,118 | 1,804 | 11,500 | 11,500 | 10,250 |
| Supplies | | | | | | |
| 630100 Office Supplies | 1,269 | 1,179 | 1,178 | 3,000 | 3,000 | 3,000 |
| 630300 Memberships & Licenses | 10,360 | 10,548 | 9,355 | 10,545 | 10,545 | 11,045 |
| 630400 Postage/Freight | 24,499 | 17,358 | 6,887 | 21,500 | 21,500 | 22,500 |
| 630500 Awards & Recognition | 334 | 804 | 143 | 875 | 875 | 875 |
| 630600 Building Maint./Janitorial | 8,561 | 9,153 | 2,946 | 7,000 | 7,000 | 7,500 |
| 630700 Food & Provisions | 62 | 260 | 241 | 280 | 280 | 280 |
| 630801 Topsoil, Sand, Gravel | 4,082 | 3,190 | 554 | 400 | 400 | 100 |
| 630803 Seed, Fertilizer | - | - | - | 200 | 200 | 100 |
| 630901 Shop Supplies | 16,307 | 20,306 | 9,087 | 20,025 | 20,025 | 23,150 |
| 630902 Tools & Instruments | 3,535 | 5,850 | 2,651 | 8,225 | 8,225 | 8,075 |
| 631000 Miscellaneous Chemicals | 2,643 | 5,019 | 836 | 5,000 | 5,000 | 5,000 |
| 631007 Sodium Hypochlorite | 56,195 | 55,695 | 38,007 | 70,000 | 70,000 | 98,000 |
| 631009 Carbon Dioxide | 38,520 | 34,331 | 14,840 | 50,000 | 50,000 | 48,000 |
| 631010 Powder Activated Carbon | 84,903 | 37,510 | - | 75,000 | 75,000 | 102,000 |
| 631011 Ferric Sulfate | 186,915 | 208,343 | 80,257 | 200,000 | 200,000 | 246,000 |
| 631012 Hydrofluosilicic Acid | 20,047 | 18,059 | 7,033 | 25,000 | 25,000 | 24,000 |
| 631013 Lime | 434,358 | 428,393 | 148,096 | 500,000 | 500,000 | 516,000 |
| 631014 Polyphosphate | 60,854 | 41,821 | 15,164 | 60,000 | 60,000 | 48,000 |
| 631015 Aqua Ammonia | 18,943 | 18,952 | 6,603 | 20,000 | 20,000 | 24,000 |
| 631016 Sodium Hydroxide | - | - | - | 10,000 | 10,000 | 14,000 |
| 631017 Potassium Permanganate | 219,841 | 180,622 | 13,388 | 325,000 | 325,000 | 264,000 |
| 631018 ACH | 72,261 | 26,638 | 8,309 | 80,000 | 80,000 | 84,000 |
| 631019 Citric Acid | 6,867 | - | - | - | - | - |
| 631020 Polymer | 19,989 | 21,630 | 15,312 | 27,000 | 27,000 | 24,000 |
| 631021 Softener Salt | 3,378 | 3,938 | 2,358 | 3,500 | 3,500 | 4,800 |
| 631023 Phosphoric Acid | - | - | - | 120,000 | 120,000 | - |
| 631100 Paint & Supplies | 960 | 1,510 | 13,912 | 43,800 | 43,800 | 41,300 |
| 631603 Other Misc. Supplies | 4,113 | 4,954 | 4,446 | 12,000 | 12,000 | 19,400 |
| 632001 City Copy Charges | 3,376 | 2,574 | 583 | 2,600 | 2,600 | 2,600 |

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|---------------------------------------|--------------------|--------------------|--------------------|-------------------|---------------------|-------------------|
| 632002 Outside Printing | 4,693 | 8,572 | 2,789 | 9,400 | 9,400 | 9,200 |
| 632101 Uniforms | 2,405 | 2,320 | 868 | 2,800 | 2,800 | 3,525 |
| 632102 Protective Clothing | 1,760 | 1,815 | 458 | 1,700 | 1,700 | 1,800 |
| 632200 Gas Purchases | 7,251 | 27,750 | 76 | 15,250 | 15,250 | 50,600 |
| 632300 Safety Supplies | 3,492 | 5,653 | 1,578 | 7,300 | 7,300 | 7,500 |
| 632400 Medical/Lab Supplies | 38,237 | 32,152 | 10,450 | 38,975 | 38,975 | 43,675 |
| 632502 Concrete | - | - | 598 | 500 | 500 | 250 |
| 632503 Other Materials | 150 | 748 | 104 | - | - | - |
| 632504 Slurry | 6,449 | 30,653 | 5,956 | 20,000 | 20,000 | 18,000 |
| 632505 Gravel | 18,587 | 21,553 | 9,296 | 19,000 | 19,000 | 21,000 |
| 632507 Asphalt | 11,750 | 1,554 | - | 12,000 | 12,000 | 12,000 |
| 632509 Clear Stone | 7,718 | 9,058 | 4,183 | 7,000 | 7,000 | 9,000 |
| 632601 Repair Parts | 147,351 | 126,852 | 35,824 | 155,500 | 159,474 | 239,835 |
| 632700 Miscellaneous Equipment | 74,169 | 52,663 | 60,797 | 160,950 | 162,700 | 53,600 |
| 632800 Signs | - | - | - | - | - | - |
| TOTAL SUPPLIES | 1,627,184 | 1,479,980 | 535,163 | 2,151,325 | 2,157,049 | 2,111,710 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 13,490 | 13,977 | - | 14,000 | 14,000 | 15,000 |
| 640203 Regulatory Fees | 22,287 | 23,534 | - | 24,000 | 24,000 | 25,000 |
| 640300 Bank Service Fees | 16,094 | 13,586 | 2,055 | 18,000 | 18,000 | 18,000 |
| 640400 Consulting Services | 358,506 | 331,016 | 73,449 | 134,000 | 705,550 | 1,515,240 |
| 640700 Solid Waste/Recycling Pickup | 1,548 | 1,120 | 4,251 | 1,700 | 1,700 | 1,700 |
| 640800 Contractor Fees | 1,992,892 | 3,003,362 | 38,310 | 710,400 | 9,036,240 | 2,074,470 |
| 641200 Advertising | - | 442 | 287 | 500 | 500 | 500 |
| 641301 Electric | 551,918 | 569,338 | 242,583 | 557,678 | 557,678 | 611,203 |
| 641302 Gas | 88,527 | 132,895 | 93,837 | 114,094 | 114,094 | 158,094 |
| 641303 Water | 105,074 | 103,849 | 40,365 | 104,060 | 104,060 | 103,060 |
| 641304 Sewer | 33,942 | 37,678 | 17,310 | 36,786 | 36,786 | 47,200 |
| 641306 Stormwater | 24,772 | 25,159 | 12,553 | 27,585 | 27,585 | 27,585 |
| 641307 Telephone | 17,898 | 17,013 | 7,163 | 17,420 | 17,420 | 17,719 |
| 641308 Cellular Phones | 4,405 | 6,599 | 2,015 | 5,212 | 5,212 | 6,188 |
| 641399 Other Utilities | 1,559,089 | 1,589,657 | 620,140 | 1,650,000 | 1,650,000 | 1,930,000 |
| 641500 Tipping Fees | 26,397 | 5,752 | 1,392 | 13,500 | 13,500 | 10,000 |
| 641600 Building Repairs & Maint. | 24,395 | - | - | - | - | - |
| 641800 Equipment Repairs & Maint. | 19,417 | 3,048 | 1,015 | 82,800 | 82,800 | 62,700 |
| 642000 Facilities Charges | 281,996 | 301,007 | 56,468 | 338,145 | 338,145 | 336,076 |
| 642400 Software Support | 84,511 | 88,608 | 98,203 | 94,150 | 94,150 | 94,095 |
| 642501 CEA Operations/Maint. | 181,753 | 165,724 | 51,369 | 178,461 | 178,461 | 185,787 |
| 642502 CEA Depreciation/Replace. | 178,016 | 174,331 | 40,769 | 169,142 | 169,142 | 256,905 |
| 642503 CEA Capital | (62,356) | (48,794) | - | - | - | - |
| 643000 Health Services | - | 140 | - | - | - | - |
| 643200 Lab Fees | 22,601 | 62,194 | 3,168 | 59,263 | 59,263 | 28,877 |
| 644000 Snow Removal Services | 501 | 1,507 | 684 | 5,000 | 5,000 | 5,000 |
| 645400 Grounds Repair & Maintenance | 4,903 | 6,673 | - | 4,000 | 4,000 | 6,000 |
| 650100 Insurance | 71,783 | 85,092 | 41,915 | 178,442 | 178,442 | 172,080 |
| 650102 Injuries/Damages Insurance | 62,576 | 61,608 | 32,435 | - | - | - |
| 659900 Other Contracts/Obligation | 58,801 | 18,245 | 14,411 | 26,855 | 26,855 | 27,605 |
| TOTAL PURCHASED SVCS | 5,745,736 | 6,794,360 | 1,496,147 | 4,565,193 | 13,462,583 | 7,736,084 |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 4,132,173 | 4,223,209 | 1,866,920 | 4,650,000 | 4,650,000 | 4,750,000 |
| 662300 Uncollectable Accounts | 2,241 | 946 | - | 8,000 | 8,000 | 5,000 |
| 672000 Interest Payments | 1,603,895 | 1,524,319 | 549,010 | 1,470,307 | 1,470,307 | 1,287,941 |
| 673000 Debt Issuance Costs | 98,722 | 123,211 | - | 100,000 | 100,000 | 100,000 |
| 675100 Gain/Loss on Refund Amort. | 212,552 | 179,806 | 61,245 | 146,991 | 146,991 | 119,447 |
| TOTAL MISCELLANEOUS EXP | 6,049,583 | 6,051,491 | 2,477,175 | 6,375,298 | 6,375,298 | 6,262,388 |
| Capital Outlay | | | | | | |
| 680200 Land Improvements | 81,301 | 206,681 | 160 | - | 21,873 | 725,000 |
| 680300 Buildings | 56,040 | 49,487 | 6,359 | 800,000 | 839,171 | - |
| 680401 Machinery & Equipment | - | - | - | 125,000 | 125,000 | 60,000 |
| 680905 Water Mains | 3,380,088 | 4,983,426 | 179,996 | 2,270,115 | 2,696,399 | 2,154,340 |
| 681500 Software Acquisition | - | - | - | - | - | 45,000 |
| 689900 Other Capital Outlay | (5,094,620) | (8,083,112) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | (1,577,191) | (2,843,518) | 186,515 | 3,195,115 | 3,682,443 | 2,984,340 |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 1,924,916 | 1,922,051 | 853,850 | 2,075,800 | 2,075,800 | 2,108,800 |
| 791400 Transfer Out - Capital Project | - | - | - | - | - | - |
| TOTAL TRANSFERS | 1,924,916 | 1,922,051 | 853,850 | 2,075,800 | 2,075,800 | 2,108,800 |
| TOTAL EXPENSE | 16,719,053 | 16,366,480 | 6,734,215 | 21,659,494 | 31,049,936 | 24,665,677 |

CITY OF APPLETON 2023 BUDGET
WATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|--|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | | |
| Charges for Services | \$ 19,522,640 | \$ 19,594,261 | \$ 19,018,500 | \$ 19,600,000 | \$ 19,483,500 |
| Miscellaneous | 530,965 | 636,980 | 566,700 | 566,700 | 553,700 |
| Total Revenues | <u>20,053,605</u> | <u>20,231,241</u> | <u>19,585,200</u> | <u>20,166,700</u> | <u>20,037,200</u> |
| Expenses | | | | | |
| Operation and Maintenance | 8,646,593 | 8,411,418 | 9,381,796 | 9,465,528 | 10,621,762 |
| Depreciation | 4,132,173 | 4,223,208 | 4,650,000 | 4,600,000 | 4,750,000 |
| Amortization of early retirement | 684,668 | 684,668 | - | - | - |
| Total Expenses | <u>13,463,434</u> | <u>13,319,294</u> | <u>14,031,796</u> | <u>14,065,528</u> | <u>15,371,762</u> |
| Operating Income (Loss) | 6,590,171 | 6,911,947 | 5,553,404 | 6,101,172 | 4,665,438 |
| Non-Operating Revenues (Expenses) | | | | | |
| Investment Income | 538,600 | (143,909) | 200,000 | - | 200,000 |
| Interest Expense | (1,603,895) | (1,524,319) | (1,470,307) | (1,246,274) | (1,287,941) |
| Gain/Loss on Refunding | (212,552) | (179,806) | (146,991) | (146,991) | (119,447) |
| Gain/Loss on Asset Disposal | - | (177,896) | - | - | - |
| Amortization of Premium on Debt | 509,650 | 402,761 | 278,413 | 278,413 | 286,427 |
| Debt Issue Costs | (98,722) | (123,211) | (100,000) | - | (100,000) |
| Other | 19,655 | 19,509 | 4,500 | 4,500 | 4,200 |
| Total Non-Operating | <u>(847,264)</u> | <u>(1,726,871)</u> | <u>(1,234,385)</u> | <u>(1,110,352)</u> | <u>(1,016,761)</u> |
| Net Income Before Contributions and Transfers | 5,742,907 | 5,185,076 | 4,319,019 | 4,990,820 | 3,648,677 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 247,201 | 2,886,762 | 581,750 | 581,750 | - |
| General Fund | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) |
| Tax Equivalent | (1,911,116) | (1,908,251) | (2,062,000) | (2,064,000) | (2,095,000) |
| Change in Net Assets | 4,065,192 | 6,149,787 | 2,824,969 | 3,494,770 | 1,539,877 |
| Net Assets - Beginning | <u>98,850,623</u> | <u>102,915,815</u> | <u>109,065,602</u> | <u>109,065,602</u> | <u>112,560,372</u> |
| Net Assets - Ending | <u>\$102,915,815</u> | <u>\$ 109,065,602</u> | <u>\$ 111,890,571</u> | <u>\$ 112,560,372</u> | <u>\$ 114,100,249</u> |

SCHEDULE OF CASH FLOWS

| | | |
|---|---------------------|---------------------|
| Working Cash - Beginning of Year | \$ 13,404,186 | \$ 7,129,150 |
| + Change in Net Assets | 3,494,770 | 1,539,877 |
| - Capital Contributions | (581,750) | - |
| + Depreciation | 4,600,000 | 4,750,000 |
| + Long Term Debt | - | 2,500,000 |
| - Fixed Assets | (13,141,310) | (5,632,727) |
| + Construction Funds Available | 2,918,254 | - |
| - Software Acquisition/ERP Implementation | - | (45,000) |
| - Principal Repayment | (3,565,000) | (3,695,000) |
| Working Cash - End of Year | <u>\$ 7,129,150</u> | <u>\$ 6,546,300</u> |

**CITY OF APPLETON 2023 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2022 Budget | 2022 Projected | 2023 Budget | 2024 Projected | 2025 Projected | 2026 Projected | 2027 Projected |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 19,018,500 | \$ 19,600,000 | \$ 19,483,500 | \$ 19,580,918 | \$ 19,678,822 | \$ 19,777,216 | \$ 19,876,102 |
| Miscellaneous | 566,700 | 566,700 | 553,700 | 564,774 | 576,069 | 587,591 | 599,343 |
| Total Revenues | <u>19,585,200</u> | <u>20,166,700</u> | <u>20,037,200</u> | <u>20,145,692</u> | <u>20,254,892</u> | <u>20,364,807</u> | <u>20,475,445</u> |
| Expenses | | | | | | | |
| Operating Expenses | 9,381,796 | 9,465,528 | 10,621,762 | 10,951,265 | 12,624,803 | 12,543,197 | 11,976,743 |
| Depreciation | 4,650,000 | 4,600,000 | 4,750,000 | 4,850,000 | 4,925,000 | 5,000,000 | 5,075,000 |
| Total Expenses | <u>14,031,796</u> | <u>14,065,528</u> | <u>15,371,762</u> | <u>15,801,265</u> | <u>17,549,803</u> | <u>17,543,197</u> | <u>17,051,743</u> |
| Operating Income | 5,553,404 | 6,101,172 | 4,665,438 | 4,344,427 | 2,705,089 | 2,821,610 | 3,423,702 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 200,000 | - | 200,000 | 150,000 | 100,000 | 100,000 | 100,000 |
| Interest Expense | (1,470,307) | (1,246,274) | (1,287,941) | (1,261,157) | (1,216,351) | (1,199,894) | (1,184,132) |
| Gain/Loss on Refunding | (146,991) | (146,991) | (119,447) | (97,376) | (75,024) | (55,553) | (42,010) |
| Amortization of Debt Premium | 278,413 | 278,413 | 286,427 | 255,220 | 222,987 | 193,287 | 168,121 |
| Debt Issuance Expense | (100,000) | - | (100,000) | (100,000) | (100,000) | (100,000) | (100,000) |
| Other | 4,500 | 4,500 | 4,200 | 4,200 | 4,200 | 4,200 | 4,200 |
| Total Non-Operating | <u>(1,234,385)</u> | <u>(1,110,352)</u> | <u>(1,016,761)</u> | <u>(1,049,113)</u> | <u>(1,064,188)</u> | <u>(1,057,960)</u> | <u>(1,053,821)</u> |
| Net Income Before Transfers | 4,319,019 | 4,990,820 | 3,648,677 | 3,295,313 | 1,640,901 | 1,763,651 | 2,369,881 |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | 581,750 | 581,750 | - | - | - | - | - |
| Trans Out - General Fund | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) | (13,800) |
| Tax Equivalent | (2,062,000) | (2,064,000) | (2,095,000) | (2,120,000) | (2,145,000) | (2,170,000) | (2,195,000) |
| Change in Net Assets | 2,824,969 | 3,494,770 | 1,539,877 | 1,161,513 | (517,899) | (420,149) | 161,081 |
| Total Net Assets - Beginning | <u>109,065,602</u> | <u>109,065,602</u> | <u>112,560,372</u> | <u>114,100,249</u> | <u>115,261,762</u> | <u>114,743,863</u> | <u>114,323,714</u> |
| Total Net Assets - Ending | <u>\$ 111,890,571</u> | <u>\$ 112,560,372</u> | <u>\$ 114,100,249</u> | <u>\$ 115,261,762</u> | <u>\$ 114,743,863</u> | <u>\$ 114,323,714</u> | <u>\$ 114,484,795</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------|
| Cash - Beginning of the Year | 13,404,186 | 7,129,150 | 6,676,300 | 7,619,616 | 7,137,980 | 6,519,359 | |
| + Change in Net Assets | 3,494,770 | 1,539,877 | 1,161,513 | (517,899) | (420,149) | 161,081 | |
| + Depreciation | 4,600,000 | 4,750,000 | 4,850,000 | 4,925,000 | 5,000,000 | 5,075,000 | |
| + Long Term Debt | - | 2,500,000 | 2,000,000 | 2,500,000 | 2,500,000 | 1,500,000 | |
| - Contributed Capital | (581,750) | - | - | - | - | - | |
| - Fixed Assets | (13,141,310) | (5,632,727) | (3,298,197) | (3,438,737) | (3,523,472) | (2,566,668) | |
| + Construction Funds Available | 2,918,254 | - | - | - | - | - | |
| - Software Acquisition | - | (45,000) | - | - | - | - | |
| - Principal Repayment | (3,565,000) | (3,565,000) | (3,770,000) | (3,950,000) | (4,175,000) | (3,460,000) | |
| Working Cash - End of Year | <u>\$ 7,129,150</u> | <u>\$ 6,676,300</u> | <u>\$ 7,619,616</u> | <u>\$ 7,137,980</u> | <u>\$ 6,519,359</u> | <u>\$ 7,228,772</u> | |
| 25% Working Capital Reserve (prior year's audited expenses) | | 3,193,951 | 3,501,176 | 3,583,106 | 3,996,538 | 3,978,273 | |
| Coverage Ratio | | 2.37 | 1.99 | 1.87 | 1.50 | 1.48 | 1.86 |

ASSUMPTIONS:

Borrow for capital expenditures as needed based on cash flow needs; this will be 60-70% of fixed asset costs for years 2024-2027.
Interest rate at 5% twenty-year term for all future debt issues.
Revenue increases of .5% per year for additional customer base and includes annual billing system maintenance fee allocation starting in 2024.
Operating expenses to increase 3% per year after 2023, includes annual billing system maintenance fee allocation starting in 2024, and tower painting project costs for 2025 and 2026.
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 2023 BUDGET
WATER UTILITY
LONG TERM DEBT

| | 2012 | | 2013 | | 2014 | |
|-------|---------------------|-------------------|---------------------|---------------------|---------------------|-------------------|
| | Revenue Bonds | | Revenue Bonds | | Revenue Bonds | |
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2023 | \$ 130,000 | \$ 43,155 | \$ 350,000 | \$ 192,350 | \$ 180,000 | \$ 99,100 |
| 2024 | 135,000 | 39,105 | 365,000 | 177,750 | 190,000 | 93,400 |
| 2025 | 140,000 | 34,765 | 380,000 | 162,550 | 195,000 | 85,600 |
| 2026 | 145,000 | 30,270 | 395,000 | 145,388 | 200,000 | 77,600 |
| 2027 | 145,000 | 25,775 | 410,000 | 127,588 | 210,000 | 69,200 |
| 2028 | 150,000 | 21,125 | 430,000 | 108,938 | 220,000 | 60,400 |
| 2029 | 155,000 | 16,088 | 450,000 | 89,250 | 230,000 | 51,200 |
| 2030 | 160,000 | 10,888 | 470,000 | 68,688 | 235,000 | 41,800 |
| 2031 | 165,000 | 5,525 | 490,000 | 47,250 | 245,000 | 32,000 |
| 2032 | 170,000 | - | 515,000 | 24,075 | 255,000 | 21,800 |
| 2033 | - | - | 535,000 | - | 265,000 | 11,200 |
| 2034 | - | - | - | - | 280,000 | - |
| <hr/> | | | | | | |
| | <u>\$ 1,495,000</u> | <u>\$ 226,696</u> | <u>\$ 4,790,000</u> | <u>\$ 1,143,827</u> | <u>\$ 2,705,000</u> | <u>\$ 643,300</u> |

| | 2015 | | 2016 | | 2020 | |
|-------|-------------------------|---------------------|-------------------------|-------------------|-------------------------|---------------------|
| | Revenue Refunding Bonds | | Revenue Refunding Bonds | | Revenue Refunding Bonds | |
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2023 | \$ 2,025,000 | \$ 431,850 | \$ 175,000 | \$ 88,450 | \$ 305,000 | \$ 149,075 |
| 2024 | 2,110,000 | 347,450 | 170,000 | 83,350 | 315,000 | 139,625 |
| 2025 | 2,190,000 | 259,850 | 165,000 | 78,400 | 325,000 | 129,875 |
| 2026 | 2,270,000 | 191,750 | 170,000 | 73,300 | 335,000 | 119,825 |
| 2027 | 1,400,000 | 149,750 | 180,000 | 66,100 | 345,000 | 109,475 |
| 2028 | 1,450,000 | 91,750 | 185,000 | 58,700 | 355,000 | 98,825 |
| 2029 | 310,000 | 79,350 | 195,000 | 50,900 | 365,000 | 91,525 |
| 2030 | 325,000 | 66,350 | 200,000 | 42,900 | 370,000 | 84,125 |
| 2031 | 340,000 | 52,750 | 210,000 | 34,500 | 380,000 | 76,525 |
| 2032 | 350,000 | 41,375 | 215,000 | 28,050 | 385,000 | 68,825 |
| 2033 | 365,000 | 26,775 | 225,000 | 21,300 | 395,000 | 60,925 |
| 2034 | 375,000 | 13,650 | 230,000 | 14,400 | 400,000 | 52,925 |
| 2035 | 390,000 | - | 235,000 | 7,350 | 410,000 | 44,725 |
| 2036 | - | - | 245,000 | - | 420,000 | 36,325 |
| 2037 | - | - | - | - | 425,000 | 27,825 |
| 2038 | - | - | - | - | 435,000 | 19,125 |
| 2039 | - | - | - | - | 445,000 | 9,669 |
| 2040 | - | - | - | - | 455,000 | - |
| <hr/> | | | | | | |
| | <u>\$ 13,900,000</u> | <u>\$ 1,752,650</u> | <u>\$ 2,800,000</u> | <u>\$ 647,700</u> | <u>\$ 6,865,000</u> | <u>\$ 1,319,219</u> |

| | 2021 | | TOTAL | | |
|-------|-------------------------|---------------------|----------------------|---------------------|----------------------|
| | Revenue Refunding Bonds | | Principal | Interest | Total |
| | Principal | Interest | | | |
| 2023 | \$ 400,000 | \$ 242,294 | \$ 3,565,000 | \$ 1,246,274 | \$ 4,811,274 |
| 2024 | 410,000 | 225,894 | 3,695,000 | 1,106,574 | 4,801,574 |
| 2025 | 425,000 | 208,894 | 3,820,000 | 959,934 | 4,779,934 |
| 2026 | 445,000 | 191,094 | 3,960,000 | 829,227 | 4,789,227 |
| 2027 | 465,000 | 172,494 | 3,155,000 | 720,382 | 3,875,382 |
| 2028 | 485,000 | 153,094 | 3,275,000 | 592,832 | 3,867,832 |
| 2029 | 505,000 | 132,894 | 2,210,000 | 511,207 | 2,721,207 |
| 2030 | 520,000 | 117,294 | 2,280,000 | 432,045 | 2,712,045 |
| 2031 | 540,000 | 101,094 | 2,370,000 | 349,644 | 2,719,644 |
| 2032 | 345,000 | 90,744 | 2,235,000 | 274,869 | 2,509,869 |
| 2033 | 355,000 | 80,094 | 2,140,000 | 200,294 | 2,340,294 |
| 2034 | 365,000 | 69,144 | 1,650,000 | 150,119 | 1,800,119 |
| 2035 | 375,000 | 57,894 | 1,410,000 | 109,969 | 1,519,969 |
| 2036 | 385,000 | 46,344 | 1,050,000 | 82,669 | 1,132,669 |
| 2037 | 400,000 | 34,344 | 825,000 | 62,169 | 887,169 |
| 2038 | 410,000 | 26,144 | 845,000 | 45,269 | 890,269 |
| 2039 | 420,000 | 17,744 | 865,000 | 27,413 | 892,413 |
| 2040 | 425,000 | 9,244 | 880,000 | 9,244 | 889,244 |
| 2041 | 435,000 | - | 435,000 | - | 435,000 |
| <hr/> | | | | | |
| | <u>\$ 8,110,000</u> | <u>\$ 1,976,742</u> | <u>\$ 40,665,000</u> | <u>\$ 7,710,134</u> | <u>\$ 48,375,134</u> |

Note: Schedule is based on accrual method of accounting. Revenue Bonds in the amount of \$2,500,000 will be issued in 2023. Expected interest expense of the issue in 2023 is \$41,667 at 5%.

CITY OF APPLETON 2023 BUDGET

WASTEWATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2023 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 2022 EVENTS

WASTEWATER TREATMENT

2019 AWWTP Improvement Projects: Piping Projects (Blended Sludge, Waste Gas System, and Filtrate Piping), Compressor Replacement, and RAS Pump Replacement: This 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 1970s 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. Substantial completion occurred in February 2022 with equipment startup.

Secondary Clarifier Drive Rebuilds: This project involves 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 September 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 late 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.

AWWTP Blended Sludge Piping Replacement Project: This CIP involves replacement of eroded and corroded ductile iron blended sludge pipe including preliminary heating exchange unit. The preliminary design phase was completed in the first half of 2022. Project bidding occurred in July 2022 with active construction initiating in early Fall 2022. Final completion is not expected until sometime in early 2023.

Grit Vortex Drive Replacement: This CIP involves the replacement of the current grit vortex drive units which have reached their useful life. The scope of work was bundled with the 2022 AWWTP Blended Sludge Piping Replacement Project bidding documents. Final completion is not expected until sometime in early 2023 based on projected equipment lead times.

Electrical Upgrades: 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. In 2022, the electrical project finished the remodeling of the E-Building and installed the new substations in the E-Building and V-Building. The project is scheduled to be completed in 2023.

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. Extended sewer service east of HWY 441 to serve Outagamie County Landfill expansion. Continued annual full lateral replacement program in an effort to reduce clearwater infiltration into the system.

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 2023 budget continues implementation of the recommendations of the 2020 Rate Study for the annual rate increases of 4% effective January 1, 2022 through 2026, in order to meet cash flow needs.

CITY OF APPLETON 2023 BUDGET WASTEWATER UTILITY

MAJOR 2023 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.

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, 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 bring the service up to present day safety standards.

Continue the full lateral replacement 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 programming sewer spot repairs, protruding taps, and mineral deposits.

Update a Capacity, Management, Operations and Maintenance (CMOM) Plan to meet WDNR requirements.

Begin implementation of new billing system within the ERP software system.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|------------------------|---------------|---------------|---------------|---------------|---------------|----------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 12,212,959 | \$ 15,585,004 | \$ 12,886,656 | \$ 12,886,656 | \$ 14,030,285 | 8.87% |
| Program Expenses | | | | | | | |
| 5411 | Utility Administration | 297,195 | 284,808 | 334,791 | 334,791 | 344,169 | 2.80% |
| 5412 | Finance Administration | 4,870,008 | 4,804,503 | 5,642,740 | 5,642,740 | 6,434,631 | 14.03% |
| 5422 | Treatment | 3,921,816 | 4,082,264 | 4,785,660 | 4,938,780 | 4,915,699 | 2.72% |
| 5423 | Biosolids Management | 598,152 | 630,752 | 840,669 | 840,669 | 922,026 | 9.68% |
| 5425 | Lift Stations | 111,158 | 123,272 | 142,820 | 145,582 | 164,143 | 14.93% |
| 5427 | Collection Systems | 699,097 | 929,959 | 913,742 | 1,013,663 | 1,057,550 | 15.74% |
| 5431 | Public Works Capital | 909,416 | 699,265 | 2,089,551 | 4,102,933 | 1,620,745 | -22.44% |
| 5432 | Utility Capital | 47,475 | 836 | 16,068,750 | 22,098,636 | 11,903,465 | -25.92% |
| Total Program Expenses | | \$ 11,454,317 | \$ 11,555,659 | \$ 30,818,723 | \$ 39,117,794 | \$ 27,362,428 | -11.21% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 2,476,224 | 2,157,206 | 2,884,601 | 2,884,601 | 2,976,287 | 3.18% |
| Travel & Training | | 4,650 | 2,376 | 7,500 | 7,500 | 7,400 | -1.33% |
| Supplies & Materials | | 747,325 | 872,833 | 783,345 | 799,037 | 1,125,910 | 43.73% |
| Purchased Services | | 6,645,341 | 7,824,941 | 11,762,083 | 17,660,942 | 14,210,042 | 20.81% |
| Miscellaneous Expense | | 4,163,791 | 4,550,215 | 5,008,938 | 5,008,938 | 5,713,720 | 14.07% |
| Capital Outlay | | (2,760,279) | (4,031,793) | 10,191,806 | 12,576,326 | 3,146,619 | -69.13% |
| Transfers Out | | 177,265 | 179,881 | 180,450 | 180,450 | 182,450 | 1.11% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 28.71 | 29.40 | 29.29 | 29.29 | 29.29 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM MISSION

For the benefit of the Wastewater Utility staff, managers will administer to 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 for general customers on 1/1/2023 as recommended in the 2020 rate study and a 5% rate increase for hauled waste customers; this is contingent on the Utilities Committee approval prior to adoption of the 2023 budget.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 471000 Interest on Investments | \$ 716,047 | \$ (215,696) | \$ 200,000 | \$ 200,000 | \$ 200,000 |
| 473000 Interest - Deferred Specials | 11,645 | 13,387 | 10,000 | 10,000 | 10,000 |
| 481400 Industrial Pre-Treatment | 5,023 | 2,978 | 4,500 | 4,500 | 4,500 |
| 482101 Residential Service | 3,962,054 | 4,893,943 | 5,110,000 | 5,110,000 | 5,300,000 |
| 482102 Multi-family Service | 340,900 | 424,452 | 425,000 | 425,000 | 450,000 |
| 482200 Commercial Service | 776,155 | 1,064,653 | 1,015,000 | 1,015,000 | 1,100,000 |
| 482300 Industrial Service | 3,164,069 | 3,812,242 | 3,385,000 | 3,385,000 | 3,750,000 |
| 482400 Municipal Service | 226,784 | 323,758 | 300,000 | 300,000 | 345,000 |
| 500100 Fees & Commissions | 9,032 | 7,325 | 7,500 | 7,500 | 7,500 |
| 500400 Sale of City Property | 508 | 2,068 | - | - | - |
| 501000 Miscellaneous Revenue | 28,335 | 31,207 | 20,000 | 20,000 | 25,000 |
| 502100 Capital Contributions | 647,282 | 2,663,324 | 189,975 | 189,975 | - |
| 503500 Other Reimbursements | 12,279 | 3,723 | 3,000 | 3,000 | 3,000 |
| 507100 Customer Penalty | 9,279 | 39,428 | 40,000 | 40,000 | 40,500 |
| 508200 Insurance Proceeds | 12,818 | 900 | - | - | - |
| 508400 Special Hauled Waste | 2,147,510 | 2,368,363 | 2,000,000 | 2,000,000 | 2,500,000 |
| Total Revenue | \$ 12,069,720 | \$ 15,436,055 | \$ 12,709,975 | \$ 12,709,975 | \$ 13,735,500 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 166,519 | \$ 162,596 | \$ 182,576 | \$ 182,576 | \$ 191,701 |
| 610400 Call Time | 15 | 50 | - | - | - |
| 610500 Overtime Wages | 211 | 197 | 2,535 | 2,535 | 2,662 |
| 610800 Part-Time Wages | 226 | 156 | 1,847 | 1,847 | 1,567 |
| 615000 Fringes | 55,863 | 59,543 | 69,552 | 69,552 | 71,000 |
| 620100 Training/Conferences | 4,233 | 2,251 | 7,000 | 7,000 | 7,000 |
| 630100 Office Supplies | 2,933 | 3,071 | 3,000 | 3,000 | 3,000 |
| 630200 Subscription | - | 283 | 300 | 300 | 300 |
| 630300 Memberships & Licenses | 7,771 | 5,913 | 8,400 | 8,400 | 8,665 |
| 630400 Postage/Freight | 1,192 | 1,285 | 2,500 | 2,500 | 2,500 |
| 630500 Awards & Recognition | 294 | 115 | 300 | 300 | 300 |
| 630600 Building Maint./Janitorial | 10,588 | 10,436 | 10,500 | 10,500 | 7,000 |
| 630700 Food & Provisions | 406 | 379 | 400 | 400 | 400 |
| 632001 City Copy Charges | 3,058 | 4,635 | 3,500 | 3,500 | 3,900 |
| 632002 Outside Printing | 637 | 1,455 | 1,200 | 1,200 | 1,200 |
| 632101 Uniforms | 83 | 22 | - | - | - |
| 632300 Safety Supplies | 6,956 | 4,615 | 5,500 | 5,500 | 5,500 |
| 632700 Miscellaneous Equipment | 2,593 | 3,593 | 8,500 | 8,500 | 8,000 |
| 640100 Accounting/Audit Fees | - | 220 | - | - | - |
| 640400 Consulting Services | 1,970 | - | - | - | - |
| 640700 Solid Waste/Recycling | 2,343 | 2,236 | 2,500 | 2,500 | 2,550 |
| 640800 Contractor Fees | 1,975 | 2,017 | 3,500 | 3,500 | 3,625 |
| 641200 Advertising | 677 | 359 | 1,000 | 1,000 | 1,000 |
| 641307 Utilities | 13,974 | 15,551 | 15,645 | 15,645 | 16,665 |
| 642501 CEA Equip. Rental | 2,740 | 3,830 | 4,536 | 4,536 | 5,634 |
| 659900 Other Contracts/Obligation | 9,938 | - | - | - | - |
| Total Expense | \$ 297,195 | \$ 284,808 | \$ 334,791 | \$ 334,791 | \$ 344,169 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 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:

The City will begin a project in 2023 to move the Utility Billing system to the ERP system. The cost to install this module will be allocated to Water, Wastewater and Stormwater Utilities and the Sanitation Special Revenue Fund. The 2023 expense includes the cost to install and the annual service contract for the first year. The salary budget also includes overtime for staff involved in the project.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 500400 Sale of City Property | \$ - | \$ 35 | \$ - | \$ - | \$ - |
| 500600 Gain (Loss) on Asset Disposal | (1,507) | (78,370) | - | - | - |
| 591100 Premium on Debt Issue | 112,833 | 206,517 | 166,681 | 166,681 | 280,785 |
| Total Revenue | \$ 111,326 | \$ 128,182 | \$ 166,681 | \$ 166,681 | \$ 280,785 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 114,569 | \$ 113,388 | \$ 125,225 | \$ 125,225 | \$ 137,075 |
| 610500 Overtime Wages | 1,330 | 688 | - | - | 1,376 |
| 615000 Fringes | 106,777 | (322,093) | 43,926 | 43,926 | 48,270 |
| 630400 Postage/Freight | 21,812 | 15,846 | 19,000 | 19,000 | 20,000 |
| 632001 City Copy Charges | 1,141 | - | - | - | - |
| 632002 Outside Printing | 1,966 | 3,600 | 3,200 | 3,200 | 3,800 |
| 640100 Accounting/Audit Fees | 26,802 | 11,714 | 12,000 | 12,000 | 12,350 |
| 640300 Bank Service Fees | 19,347 | 17,759 | 20,000 | 20,000 | 20,000 |
| 643700 Treatment Services | 66,636 | 64,065 | 68,000 | 68,000 | 68,000 |
| 650100 Insurance | 168,572 | 169,440 | 162,001 | 162,001 | 182,590 |
| 660100 Depreciation Expense | 3,055,995 | 3,249,547 | 3,525,000 | 3,525,000 | 3,725,000 |
| 662300 Uncollectable Accounts | 1,286 | 938 | 4,000 | 4,000 | 4,000 |
| 663100 Joint Meter Expense | 492,124 | 487,780 | 475,917 | 475,917 | 495,695 |
| 672000 Interest Payments | 468,022 | 687,198 | 864,021 | 864,021 | 1,329,025 |
| 673000 Debt Issuance Costs | 146,364 | 124,752 | 140,000 | 140,000 | 160,000 |
| 681500 Software Acquisition | - | - | - | - | 45,000 |
| 791100 Transf Out - General Fund | 177,265 | 179,881 | 180,450 | 180,450 | 182,450 |
| Total Expense | \$ 4,870,008 | \$ 4,804,503 | \$ 5,642,740 | \$ 5,642,740 | \$ 6,434,631 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | | | |
|--|------------------|--|-------------------|
| <u>Postage/Freight</u> | | <u>Joint Meter Expense</u> | |
| City service invoice postage | \$ 19,500 | Allocation from Water | \$ 135,195 |
| Box rental & caller service | 500 | Meter depreciation | 220,000 |
| | <u>\$ 20,000</u> | Return on investment on net fixed assets - meters | 140,500 |
| | | | <u>\$ 495,695</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 | 65,000 |
| <u>Treatment Services</u> | | | <u>\$ 182,450</u> |
| Sewer charges from other sanitation districts for Appleton residences served | \$ 68,000 | | |
| | <u>\$ 68,000</u> | | |

**CITY OF APPLETON 2023 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:

Increased expenditures are the result of lingering supply chain issues, sustained high demands for goods and services, and spikes in commodity prices. Coupled with inflationary increases, the cost of operations, equipment, and construction have increased beyond prior years forecasts.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 1,054,551 | \$ 1,025,868 | \$ 1,121,716 | \$ 1,121,716 | \$ 1,147,916 |
| 610400 Call Time Wages | 4,211 | 4,883 | 8,200 | 8,200 | 8,200 |
| 610500 Overtime Wages | 34,981 | 62,610 | 40,050 | 40,050 | 51,128 |
| 610800 Part-Time Wages | 3,336 | 2,788 | 11,587 | 11,587 | 11,731 |
| 615000 Fringes | 359,016 | 383,027 | 446,720 | 446,720 | 431,292 |
| 630100 Office Supplies | - | 109 | - | - | - |
| 630901 Shop Supplies & Tools | 35,174 | 61,741 | 32,500 | 32,738 | 52,000 |
| 631000 Chemicals | 396,688 | 481,005 | 484,000 | 487,254 | 724,000 |
| 631600 Other Supplies | 10,257 | 4,768 | 13,500 | 13,500 | 14,500 |
| 632101 Uniforms | 4,751 | 5,305 | 6,100 | 6,100 | 6,100 |
| 632200 Gas Purchases | 4,531 | 173 | 500 | 500 | 500 |
| 632400 Medical/Lab Supplies | 16,742 | 24,449 | 22,500 | 22,500 | 25,000 |
| 632601 Repair Parts | 174,160 | 153,234 | 120,000 | 129,438 | 167,500 |
| 632700 Miscellaneous Equipment | 24,032 | 38,773 | 12,000 | 12,000 | 12,000 |
| 639000 Loss on Obsolete Inventory | - | 16,761 | - | - | - |
| 640202 Recording/Filing Fees | 37,251 | 42,771 | 43,000 | 43,000 | 45,000 |
| 640400 Consulting Services | 1,890 | 4,880 | 60,000 | 60,000 | 85,000 |
| 640800 Contractor Fees | 55,493 | 87,313 | 391,500 | 422,607 | 76,350 |
| 641300 Utilities | 882,450 | 1,078,055 | 965,570 | 965,570 | 1,135,720 |
| 641500 Tipping Fees | 3,094 | 2,500 | 3,500 | 3,500 | 3,500 |
| 641600 Building Repairs & Maint. | 163,263 | 155,388 | 200,000 | 284,083 | 325,000 |
| 641800 Equipment Repairs & Maint. | 126,508 | 20,502 | 247,500 | 272,500 | 42,500 |
| 642000 Facilities Charges | 456,167 | 392,243 | 478,535 | 478,535 | 469,179 |
| 642400 Software Support | 14,535 | 16,014 | 17,000 | 17,000 | 18,000 |
| 642501 CEA Equip. Rental | 29,200 | 22,566 | 20,817 | 20,817 | 25,143 |
| 643200 Lab Fees | 21,336 | 22,217 | 22,365 | 22,365 | 21,940 |
| 644000 Snow Removal Services | 4,066 | 5,206 | 3,500 | 3,500 | 3,500 |
| 645400 Grounds Repair & Maint. | 6,604 | 6,881 | 7,500 | 7,500 | 7,500 |
| 659900 Other Contracts/Obligation | 4,212 | 4,122 | 5,500 | 5,500 | 5,500 |
| 689900 Other Capital Outlay | (6,683) | (43,888) | - | - | - |
| Total Expense | \$ 3,921,816 | \$ 4,082,264 | \$ 4,785,660 | \$ 4,938,780 | \$ 4,915,699 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

| | |
|-----------------------------|------------------|
| Grit removal | \$ 4,000 |
| Struvite removal | 20,000 |
| Lab equipment inspections | 11,850 |
| Safety inspections | 5,500 |
| MCC electrical testing | 10,000 |
| Pipe insulation replacement | 10,000 |
| Miscellaneous repair needs | 15,000 |
| Total | \$ 76,350 |

Chemicals

| | |
|---------------------|-------------------|
| Iron salts | \$ 325,000 |
| DAF polymer | 40,000 |
| BFP coagulant | 231,000 |
| Sodium hypochlorite | 70,000 |
| Sodium bisulfite | 35,000 |
| Scale inhibitor | 15,500 |
| Other chemicals | 7,500 |
| Total | \$ 724,000 |

Equipment Repairs & Maintenance

| | |
|------------------------------------|------------------|
| Generator maintenance | \$ 12,500 |
| Repair effluent screw pump bearing | 5,000 |
| Repair service calls | 25,000 |
| Total | \$ 42,500 |

Medical Lab Supplies

| | |
|---------------------|------------------|
| Supplies | \$ 16,000 |
| Benchware | 1,500 |
| Chemicals for tests | 7,500 |
| Total | \$ 25,000 |

Consulting Services

| | |
|-----------------------------------|------------------|
| SCADA Conditions assessment | \$ 50,000 |
| Computer modeling ammonia study | 25,000 |
| Miscellaneous engineering studies | 10,000 |
| Total | \$ 85,000 |

Repair Parts

| | |
|-----------------------------|-------------------|
| Pumps & Motors | \$ 100,000 |
| Valves, piping and bearings | 50,000 |
| Instrumentation parts | 7,500 |
| Inventory management | 10,000 |
| Total | \$ 167,500 |

Lab Fees

| | |
|--------------------------------|------------------|
| Receiving station testing | \$ 10,000 |
| Process testing | 7,500 |
| High-strength customer testing | 3,690 |
| Miscellaneous testing | 750 |
| Total | \$ 21,940 |

Building Repairs & Maintenance

| | |
|----------------------|-------------------|
| Painting | \$ 100,000 |
| Asbestos removal | 100,000 |
| Masonry improvements | 100,000 |
| Crack Sealing | 25,000 |
| Total | \$ 325,000 |

Shop Supplies & Tools

| | |
|------------------|------------------|
| Shop supplies | \$ 42,000 |
| Small hand tools | 10,000 |
| Total | \$ 52,000 |

Software Support

| | |
|-------------------|------------------|
| GE Fanuc Software | \$ 12,000 |
| Modicon Software | 3,500 |
| Hach Wims support | 2,500 |
| Total | \$ 18,000 |

Recording/Filing Fees

| | |
|--------------|------------------|
| DNR Fees | \$ 45,000 |
| Total | \$ 45,000 |

**CITY OF APPLETON 2023 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 2023 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 71,638 | \$ 74,956 | \$ 79,111 | \$ 79,111 | \$ 83,066 |
| 610500 Overtime Wages | 4,049 | 1,523 | 2,658 | 2,658 | 2,790 |
| 615000 Fringes | 24,651 | 27,763 | 29,409 | 29,409 | 30,050 |
| 631603 Other Misc. Supplies | 1,683 | 4,749 | 1,000 | 1,000 | 2,500 |
| 632200 Gas Purchases | 58 | - | 2,500 | 2,500 | 3,500 |
| 632700 Miscellaneous Equipment | - | 1,117 | - | - | - |
| 640800 Contractor Fees | 444,558 | 471,189 | 650,000 | 650,000 | 725,000 |
| 641300 Utilities | 328 | 325 | 450 | 450 | 450 |
| 642501 CEA Equip. Rental | 17,254 | 22,844 | 20,206 | 20,206 | 24,350 |
| 643200 Lab Fees | 3,897 | 4,881 | 7,335 | 7,335 | 7,320 |
| 659900 Other Contracts/Obligation | 30,036 | 21,405 | 48,000 | 48,000 | 43,000 |
| Total Expense | <u>\$ 598,152</u> | <u>\$ 630,752</u> | <u>\$ 840,669</u> | <u>\$ 840,669</u> | <u>\$ 922,026</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

| | |
|---------------------------------|-------------------|
| Compost pad processing | \$ 100,000 |
| Biosolids transport/application | 575,000 |
| Biosolids incorporation | 50,000 |
| | <u>\$ 725,000</u> |

Other Contracts/Obligations

| | |
|------------------------------------|------------------|
| City staff hauling to compost site | \$ 35,000 |
| City staff brush handling | 3,000 |
| Pad maintenance by City staff | 5,000 |
| | <u>\$ 43,000</u> |

**CITY OF APPLETON 2023 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 fourteen lift stations where sewage is pumped to the Wastewater plant for processing.

Major changes in Revenue, Expenditures or Programs:

Increase in Contractor Fees is to facilitate cleaning and removal of debris that collects in the wet well screen at Lawe Street Lift Station.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 36,971 | \$ 46,932 | \$ 41,419 | \$ 41,419 | \$ 43,490 |
| 610500 Overtime Wages | 2,204 | 1,055 | 2,190 | 2,190 | 2,300 |
| 615000 Fringes | 14,496 | 18,501 | 18,506 | 18,506 | 18,848 |
| 632601 Repair Parts | 1,117 | 7,869 | 5,000 | 7,762 | 8,000 |
| 632700 Miscellaneous Equipment | 1,116 | 567 | - | - | - |
| 640400 Consulting Services | - | - | 7,500 | 7,500 | 7,500 |
| 640800 Contractor Fees | 16,173 | 6,317 | 10,000 | 10,000 | 25,000 |
| 641300 Utilities | 37,420 | 40,525 | 48,205 | 48,205 | 54,005 |
| 641800 Equipment Repairs & Maint. | 1,661 | 1,506 | 10,000 | 10,000 | 5,000 |
| Total Expense | <u>\$ 111,158</u> | <u>\$ 123,272</u> | <u>\$ 142,820</u> | <u>\$ 145,582</u> | <u>\$ 164,143</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

| | |
|---|------------------|
| Trolley system | \$ 17,500 |
| Miscellaneous fees to maintain stations | 7,500 |
| | <u>\$ 25,000</u> |

**CITY OF APPLETON 2023 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: "Responsibility deliver 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 increase in contractor fees is the result of root control program funding (alternate year program) and additional funding allocated for unanticipated sewer repairs/liners based on historical expenditures.

The patch program increase included in Contractor Fees reflects reallocation of funding from the wastewater capital project accounts.

Per the Sanitary Lateral Policy, \$10,000 has been included in Consulting Services to continue the lateral televising in advance of replacment in 2025.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ 16,830 | \$ 14,668 | \$ 10,000 | \$ 10,000 | \$ 14,000 |
| 490800 Misc Intergov Charges | 15,083 | 6,099 | - | - | - |
| Total Revenue | \$ 31,913 | \$ 20,767 | \$ 10,000 | \$ 10,000 | \$ 14,000 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 296,485 | \$ 330,004 | \$ 351,687 | \$ 351,687 | \$ 364,828 |
| 610400 Call Time Wages | 955 | 1,275 | 1,500 | 1,500 | 1,500 |
| 610500 Overtime Wages | 3,598 | 4,249 | 5,200 | 5,200 | 5,200 |
| 610800 Part-Time Wages | 23 | 4,613 | - | - | - |
| 615000 Fringes | 96,203 | 123,884 | 132,142 | 132,142 | 132,528 |
| 620100 Training/Conferences | 417 | 125 | 500 | 500 | 400 |
| 630300 Memberships & Licenses | 1,256 | 1,247 | - | - | 1,300 |
| 630500 Awards & Recognition | 46 | 252 | 245 | 245 | 245 |
| 630901 Shop Supplies & Tools | 1,020 | 3,913 | 2,500 | 2,500 | 2,500 |
| 632201 Outside Printing | 1,061 | 1,543 | - | - | 2,000 |
| 632501 Construction Materials | 9,204 | 6,368 | 10,000 | 10,000 | 10,000 |
| 632700 Miscellaneous Equipment | 2,770 | 3,416 | 4,700 | 4,700 | 4,700 |
| 640400 Consulting Services | 170,302 | 178,614 | 164,500 | 164,500 | 164,500 |
| 640800 Contractor Fees | 28,856 | 169,610 | 126,000 | 225,921 | 210,000 |
| 641300 Utilities | 6,853 | 2,353 | 7,918 | 7,918 | 7,532 |
| 641500 Tipping Fees | 6,728 | 4,378 | 7,000 | 7,000 | 7,000 |
| 641800 Equipment Repairs & Maint. | 449 | - | - | - | - |
| 642400 Software Support | 1,260 | 1,327 | 2,350 | 2,350 | 2,350 |
| 642501 CEA Equip. Rental | 66,224 | 85,239 | 91,000 | 91,000 | 134,467 |
| 659900 Other Contracts/Obligation | 5,387 | 7,549 | 6,500 | 6,500 | 6,500 |
| Total Expense | \$ 699,097 | \$ 929,959 | \$ 913,742 | \$ 1,013,663 | \$ 1,057,550 |

DETAILED SUMMARY OF 2023 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 | 40,000 |
| Liners/Unanticipated failures | 80,000 |
| AquaPriori - I/I | 9,000 |
| Root Control (odd years) | 25,000 |
| Patch program | 55,000 |
| | <u>\$ 210,000</u> |

**CITY OF APPLETON 2023 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: "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:

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 2023 CIPs:

| | | |
|-----------------------------|---------------------|-------------------|
| | <u>2023 Budget</u> | <u>Page</u> |
| Sanitary Sewer Construction | <u>\$ 1,620,745</u> | Projects, pg. 624 |

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2023 BUDGET

WASTEWATER UTILITY

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 17,114 | \$ 18,081 | \$ 115,191 | \$ 115,191 | \$ 131,522 |
| 610500 Overtime Wages | 4,433 | 5,960 | 5,000 | 5,000 | 5,000 |
| 610800 Part-Time Wages | 612 | 508 | 3,346 | 3,346 | 3,461 |
| 615000 Fringes | 1,187 | 4,197 | 43,308 | 43,308 | 47,786 |
| 632500 Materials | 229 | 225 | - | - | - |
| 640400 Consulting Services | 37,434 | 25,638 | 200,000 | 208,000 | 200,000 |
| 640800 Contractor Fees | 3,779 | 735 | - | - | - |
| 641500 Tipping Fees | 2,573 | - | - | - | - |
| 642501 CEA Equip. Rental | - | - | 5,900 | 5,900 | 6,357 |
| 659900 Other Contracts/Obligation | 400 | 1,159 | - | - | - |
| 680903 Sanitary Sewers | 3,985,960 | 2,942,541 | 1,716,806 | 3,722,188 | 1,226,619 |
| 689900 Other Capital Outlay | (3,144,305) | (2,299,779) | - | - | - |
| Total Expense | \$ 909,416 | \$ 699,265 | \$ 2,089,551 | \$ 4,102,933 | \$ 1,620,745 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | Waste-water Utility |
|---|--|--------------|----------------|---------------------|
| Labor Pool | | | | 187,769 |
| CEA | | | | 6,357 |
| Consulting Services | | | | |
| | Glacier Ridge LS abandonment | | | 100,000 |
| | Lawe St - South Island St force main | | | 100,000 |
| | Subtotal | | | 200,000 |
| Miscellaneous Construction | | | | |
| | Surface Restoration 2023 Asphalt Paving (B-23) | | | 18,774 |
| | Surface Restoration 2023 Concrete Paving | | | 30,135 |
| | Referendum related items | | | 200,000 |
| | Subtotal | | | 248,909 |
| New Construction | | | | |
| | Lightning Dr | Baldeagle Dr | Providence Ave | 87,750 |
| | Subtotal | | | 87,750 |
| Reconstruction - liner | | | | |
| | Erb St | | | 81,691 |
| | Lawrence St | | | 38,440 |
| | Wayne St | | | 17,429 |
| | Subtotal | | | 137,560 |
| Reconstruction (on streets to be paved in 2024) | | | | |
| | Alice St | Drew St | Union St | 121,000 |
| | Linwood Ave | College Ave | Summer Ave | 386,050 |
| | Rankin St | College Ave | Alton St | 31,850 |
| | Summit St | Packard St | Elsie St | 81,700 |
| | Summit St | Prospect Ave | Fourth St | 131,800 |
| | Subtotal | | | 752,400 |
| Total | | | | \$ 1,620,745 |

**CITY OF APPLETON 2023 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 2023 CIPs:

| | <u>2023 Budget</u> | <u>Page</u> |
|--|----------------------|-------------------|
| Blended Sludge Piping and HEX Replacement | \$ 4,181,315 | Projects, pg. 662 |
| Belt Filter Press Upgrades - Phase II | 4,900,000 | Projects, pg. 666 |
| Final Clarifier Underdrain Pump and Piping replacement | 349,650 | Projects, pg. 663 |
| DAFT Polymer Feed System | 225,000 | Projects, pg. 661 |
| Lift Station PLC Upgrades | 57,500 | Projects, pg. 665 |
| Secondary Clarifier Sweep Replacement | 215,000 | Projects, pg. 668 |
| Plant Road Replacement | 450,000 | Projects, pg. 638 |
| L-Building HVAC Improvements | 700,000 | Projects, pg. 639 |
| A-Building Ceiling and Lighting Replacement | 275,000 | Projects, pg. 635 |
| MCC Replacement Phase 1 | 100,000 | Projects, pg. 633 |
| Lighting upgrades B, K & L Buildings | 75,000 | Projects, pg. 642 |
| Roof and gutter replacements for A, S & V Buildings | 375,000 | Projects, pg. 644 |
| | <u>\$ 11,903,465</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 5-year term WPDES permit to be reissued on October 1, 2022 will include low-level effluent limits for TMDL phosphorus effective date of January 1, 2023. Wastewater staff will closely evaluate phosphorus effluent quality trends in relation to compliance with TMDL limits to determine if process improvements might be required as part of future capital planning.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|------------------|---------------|----------------------|----------------------|----------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 640400 Consulting Services | \$ 525,625 | \$ 741,948 | \$ 193,750 | \$ 2,317,054 | \$ 875,083 |
| 640800 Contractor Fees | 3,021,599 | 3,874,523 | 7,400,000 | 10,927,444 | 9,153,382 |
| 659900 Other Contracts/Obligation | 95,501 | 15,030 | - | - | - |
| 680200 Land Improvements | 216,972 | 320,224 | 300,000 | 425,675 | 450,000 |
| 680300 Buildings | 837,973 | 1,092,971 | 7,950,000 | 8,143,777 | 1,425,000 |
| 680401 Machinery & Equipment | - | - | 225,000 | 284,686 | - |
| 689900 Other Capital Outlay | (4,650,195) | (6,043,860) | - | - | - |
| Total Expense | \$ 47,475 | \$ 836 | \$ 16,068,750 | \$ 22,098,636 | \$ 11,903,465 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|--|-------------------|
| DAF Polymer feed system | \$ 25,000 |
| Belt Filter Press | 300,000 |
| Lift Station PLC Upgrades | 7,500 |
| Secondary Clarifier sweep replacement | 25,000 |
| Piping and heat exchanger replacement | 380,120 |
| Final Clarifier Underdrain replacement | 37,463 |
| MCC replacement | 100,000 |
| | <u>\$ 875,083</u> |

Land Improvements

| | |
|-------------------------|-------------------|
| Plant road replacements | \$ 450,000 |
| | <u>\$ 450,000</u> |

Contractor Fees

| | |
|--|---------------------|
| DAF Polymer feed system | \$ 200,000 |
| Belt Filter Press | 4,600,000 |
| Lift Station PLC upgrades | 50,000 |
| Secondary Clarifier sweep replacement | 190,000 |
| Piping and heat exchanger replacement | 3,801,195 |
| Final Clarifier Underdrain replacement | 312,187 |
| | <u>\$ 9,153,382</u> |

Buildings

| | |
|------------------------------|---------------------|
| Roof and gutter replacements | \$ 375,000 |
| Ceiling replacement | 275,000 |
| HVAC L-Building upgrades | 700,000 |
| Lighting upgrades | 75,000 |
| | <u>\$ 1,425,000</u> |

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 471000 Interest on Investments | 716,047 | (215,695) | 3,831 | 200,000 | 200,000 | 200,000 |
| 473000 Interest - Deferred Specials | 11,645 | 13,388 | 125 | 10,000 | 10,000 | 10,000 |
| 480100 General Charges for Service | 16,830 | 14,668 | 5,436 | 10,000 | 10,000 | 14,000 |
| 481400 Industrial Pre-Treatment | 5,023 | 2,979 | 600 | 4,500 | 4,500 | 4,500 |
| 482101 Residential Service | 3,962,054 | 4,893,944 | - | 5,110,000 | 5,110,000 | 5,300,000 |
| 482102 Multi-family Service | 340,900 | 424,452 | - | 425,000 | 425,000 | 450,000 |
| 482200 Commercial Service | 776,155 | 1,064,654 | - | 1,015,000 | 1,015,000 | 1,100,000 |
| 482300 Industrial Service | 3,164,069 | 3,812,243 | 1,114,380 | 3,385,000 | 3,385,000 | 3,750,000 |
| 482400 Municipal Service | 226,784 | 323,758 | - | 300,000 | 300,000 | 345,000 |
| 490800 Misc Intergovernmental Charges | 15,083 | 6,099 | - | - | - | - |
| 500100 Fees & Commissions | 9,032 | 7,325 | - | 7,500 | 7,500 | 7,500 |
| 500400 Sale of City Property | (999) | (76,267) | 1,344 | - | - | - |
| 501000 Miscellaneous Revenue | 28,335 | 31,208 | 2,282 | 20,000 | 20,000 | 25,000 |
| 502100 Capital Contributions | 647,282 | 2,663,325 | - | 189,975 | 189,975 | - |
| 503500 Other Reimbursements | 12,279 | 3,723 | 464 | 3,000 | 3,000 | 3,000 |
| 507100 Customer Penalty | 9,279 | 39,429 | - | 40,000 | 40,000 | 40,500 |
| 508200 Insurance Proceeds | 12,818 | 900 | - | - | - | - |
| 508400 Special Hauled Waste | 2,147,510 | 2,368,363 | 632,530 | 2,000,000 | 2,000,000 | 2,500,000 |
| 591100 Premium on Debt Issue | 112,833 | 206,518 | 113,640 | 166,681 | 166,681 | 280,785 |
| TOTAL PROGRAM REVENUES | 12,212,959 | 15,585,014 | 1,874,632 | 12,886,656 | 12,886,656 | 14,030,285 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 583,276 | 546,479 | 180,375 | 466,355 | 466,355 | 613,529 |
| 610200 Labor Pool Allocations | 1,152,890 | 1,157,406 | 414,355 | 1,549,090 | 1,549,090 | 1,478,310 |
| 610299 Capitalized Labor | (145,500) | (121,421) | - | - | - | - |
| 610400 Call Time Wages | 5,181 | 6,208 | 2,953 | 9,700 | 9,700 | 9,700 |
| 610500 Overtime Wages | 50,805 | 76,282 | 22,413 | 57,633 | 57,633 | 70,456 |
| 610800 Part-Time Wages | 4,197 | 8,065 | 375 | 16,780 | 16,780 | 16,759 |
| 611000 Other Compensation | 7,955 | 8,028 | 3,541 | 1,480 | 1,480 | 7,759 |
| 611400 Sick Pay | 8,517 | 10,422 | 10,088 | - | - | - |
| 611500 Vacation Pay | 150,711 | 170,921 | 43,023 | - | - | - |
| 615000 Fringes | 633,458 | 696,545 | 246,686 | 783,563 | 783,563 | 779,774 |
| 615099 Capitalized Fringe | (47,316) | (41,887) | - | - | - | - |
| 617000 Pension Expense | 66,629 | (363,174) | - | - | - | - |
| 617100 OPEB Expense | 5,421 | 3,332 | - | - | - | - |
| TOTAL PERSONNEL | 2,476,224 | 2,157,206 | 923,809 | 2,884,601 | 2,884,601 | 2,976,287 |
| Training-Travel | | | | | | |
| 620100 Training/Conferences | 4,650 | 2,376 | 1,636 | 7,500 | 7,500 | 7,400 |
| TOTAL TRAINING / TRAVEL | 4,650 | 2,376 | 1,636 | 7,500 | 7,500 | 7,400 |
| Supplies | | | | | | |
| 630100 Office Supplies | 2,933 | 3,180 | 458 | 3,000 | 3,000 | 3,000 |
| 630200 Subscriptions | - | 283 | 283 | 300 | 300 | 300 |
| 630300 Memberships & Licenses | 9,027 | 7,159 | 5,786 | 8,400 | 8,400 | 9,965 |
| 630400 Postage/Freight | 23,004 | 17,131 | 6,001 | 21,500 | 21,500 | 22,500 |
| 630500 Awards & Recognition | 340 | 367 | - | 545 | 545 | 545 |
| 630600 Building Maint./Janitorial | 10,588 | 10,436 | 3,191 | 10,500 | 10,500 | 7,000 |
| 630700 Food & Provisions | 406 | 379 | 15 | 400 | 400 | 400 |
| 630901 Shop Supplies | 28,247 | 47,147 | 21,756 | 23,000 | 23,000 | 42,500 |
| 630902 Tools & Instruments | 7,947 | 18,507 | 2,883 | 12,000 | 12,238 | 12,000 |
| 631000 Miscellaneous Chemicals | 7,188 | 4,810 | 4,995 | 10,000 | 10,000 | 7,500 |
| 631001 Phosphorus | 207,496 | 224,139 | 160,958 | 227,000 | 227,056 | 325,000 |
| 631002 DAF Coagulant | 15,994 | 21,859 | 12,486 | 50,000 | 50,000 | 40,000 |
| 631003 BFP Coagulant | 107,856 | 168,158 | 71,375 | 130,000 | 133,198 | 231,000 |
| 631007 Sodium Hypochlorite | 30,953 | 34,695 | 19,617 | 35,000 | 35,000 | 70,000 |
| 631008 Sodium Bisulfite | 27,201 | 27,344 | 5,638 | 32,000 | 32,000 | 35,000 |
| 631024 Scale Inhibitor | - | - | - | - | - | 15,500 |
| 631603 Other Misc. Supplies | 11,940 | 9,517 | 5,209 | 14,500 | 14,500 | 17,000 |
| 632001 City Copy Charges | 4,198 | 4,635 | 976 | 3,500 | 3,500 | 3,900 |
| 632002 Outside Printing | 3,665 | 6,598 | 2,839 | 4,400 | 4,400 | 7,000 |
| 632101 Uniforms | 4,834 | 5,328 | 2,007 | 6,100 | 6,100 | 6,100 |
| 632200 Gas Purchases | 4,589 | 173 | 3,204 | 3,000 | 3,000 | 4,000 |
| 632300 Safety Supplies | 6,956 | 4,615 | 291 | 5,500 | 5,500 | 5,500 |
| 632400 Medical/Lab Supplies | 16,742 | 24,449 | 7,405 | 22,500 | 22,500 | 25,000 |

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|-------------------------------------|--------------------|--------------------|--------------------|-------------------|---------------------|-------------------|
| 632501 Castings | 5,733 | 5,422 | 490 | 4,000 | 4,000 | 4,000 |
| 632502 Concrete | 3,181 | 909 | 658 | 3,000 | 3,000 | 3,000 |
| 632503 Other Materials | 519 | 262 | 36 | 3,000 | 3,000 | 2,000 |
| 632504 Slurry | - | - | - | - | - | 500 |
| 632505 Gravel | - | - | - | - | - | 500 |
| 632507 Asphalt | - | - | - | - | - | - |
| 632601 Repair Parts | 175,277 | 161,103 | 155,231 | 125,000 | 137,200 | 175,500 |
| 632700 Miscellaneous Equipment | 30,511 | 47,467 | 44,999 | 25,200 | 25,200 | 49,700 |
| 639000 Loss on Obsolete Inventory | - | 16,761 | - | - | - | - |
| TOTAL SUPPLIES | 747,325 | 872,833 | 538,787 | 783,345 | 799,037 | 1,125,910 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 26,802 | 11,934 | - | 12,000 | 12,000 | 12,350 |
| 640202 Recording/Filing Fees | 37,251 | 42,771 | - | 43,000 | 43,000 | 45,000 |
| 640300 Bank Service Fees | 19,346 | 17,759 | 1,163 | 20,000 | 20,000 | 20,000 |
| 640400 Consulting Services | 737,220 | 951,080 | 192,471 | 625,750 | 2,757,054 | 1,332,083 |
| 640700 Solid Waste/Recycling Pickup | 2,343 | 2,236 | 1,006 | 2,500 | 2,500 | 2,550 |
| 640800 Contractor Fees | 3,572,434 | 4,611,704 | 1,079,883 | 8,581,000 | 12,239,472 | 10,168,357 |
| 641100 Temporary Help | - | - | - | - | - | - |
| 641200 Advertising | 677 | 359 | - | 1,000 | 1,000 | 1,000 |
| 641301 Electric | 813,333 | 974,398 | 339,711 | 885,450 | 885,450 | 1,049,100 |
| 641302 Gas | 18,846 | 61,670 | 14,340 | 37,200 | 37,200 | 49,500 |
| 641303 Water | 68,842 | 58,685 | 11,844 | 73,250 | 73,250 | 72,750 |
| 641306 Stormwater | 25,318 | 25,338 | 6,647 | 25,325 | 25,325 | 25,325 |
| 641307 Telephone | 12,045 | 12,057 | 5,253 | 12,145 | 12,145 | 13,165 |
| 641308 Cellular Phones | 2,639 | 4,660 | 1,019 | 4,418 | 4,418 | 4,532 |
| 641500 Tipping Fees | 12,396 | 6,878 | 3,788 | 10,500 | 10,500 | 10,500 |
| 641600 Building Repairs & Maint. | 163,263 | 155,388 | 67,849 | 200,000 | 284,083 | 325,000 |
| 641800 Equipment Repairs & Maint. | 128,619 | 22,008 | 152 | 257,500 | 282,500 | 47,500 |
| 642000 Facilities Charges | 456,167 | 392,243 | 104,850 | 478,535 | 478,535 | 469,179 |
| 642400 Software Support | 15,796 | 17,341 | 14,976 | 19,350 | 19,350 | 20,350 |
| 642501 CEA Operations/Maint. | 58,533 | 76,649 | 9,603 | 58,447 | 58,447 | 92,699 |
| 642502 CEA Depreciation/Replace. | 81,265 | 80,330 | 16,140 | 84,012 | 84,012 | 103,252 |
| 642503 CEA Capital | (24,380) | (22,501) | - | - | - | - |
| 643200 Lab Fees | 25,233 | 27,097 | 4,286 | 29,700 | 29,700 | 29,260 |
| 643700 Treatment Services | 66,636 | 64,065 | 16,019 | 68,000 | 68,000 | 68,000 |
| 644000 Snow Removal Services | 4,066 | 5,206 | 4,071 | 3,500 | 3,500 | 3,500 |
| 645400 Grounds Repair & Maintenance | 6,604 | 6,881 | - | 7,500 | 7,500 | 7,500 |
| 650100 Insurance | 168,572 | 169,440 | 67,500 | 162,001 | 162,001 | 182,590 |
| 659900 Other Contracts/Obligation | 145,475 | 49,265 | 23,017 | 60,000 | 60,000 | 55,000 |
| TOTAL PURCHASED SVCS | 6,645,341 | 7,824,941 | 1,985,588 | 11,762,083 | 17,660,942 | 14,210,042 |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 3,055,995 | 3,249,547 | 1,390,500 | 3,525,000 | 3,525,000 | 3,725,000 |
| 662300 Uncollectable Accounts | 1,286 | 938 | - | 4,000 | 4,000 | 4,000 |
| 663100 Joint Meter Expense | 492,124 | 487,780 | - | 475,917 | 475,917 | 495,695 |
| 672000 Interest Payments | 468,022 | 687,198 | 303,005 | 864,021 | 864,021 | 1,329,025 |
| 673000 Debt Issuance Costs | 146,364 | 124,752 | - | 140,000 | 140,000 | 160,000 |
| TOTAL MISCELLANEOUS EXP | 4,163,791 | 4,550,215 | 1,693,505 | 5,008,938 | 5,008,938 | 5,713,720 |
| Capital Outlay | | | | | | |
| 680100 Land | - | - | - | - | - | - |
| 680200 Land Improvements | 216,972 | 320,224 | - | 300,000 | 425,675 | 450,000 |
| 680300 Buildings | 837,973 | 1,092,971 | 75,149 | 7,950,000 | 8,143,777 | 1,425,000 |
| 680401 Machinery & Equipment | - | - | - | 225,000 | 284,686 | - |
| 680903 Sanitary Sewers | 3,985,960 | 2,942,541 | 1,932,018 | 1,716,806 | 3,722,188 | 1,226,619 |
| 681500 Software Acquisition | - | - | - | - | - | 45,000 |
| 689900 Other Capital Outlay | (7,801,184) | (8,387,529) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | (2,760,279) | (4,031,793) | 2,007,167 | 10,191,806 | 12,576,326 | 3,146,619 |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 177,265 | 179,881 | 48,938 | 180,450 | 180,450 | 182,450 |
| TOTAL TRANSFERS | 177,265 | 179,881 | 48,938 | 180,450 | 180,450 | 182,450 |
| TOTAL EXPENSE | 11,454,317 | 11,555,659 | 7,199,430 | 30,818,723 | 39,117,794 | 27,362,428 |

CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | | |
| Charges for Services | \$ 8,486,792 | \$ 10,533,719 | \$ 10,235,000 | \$ 10,550,000 | \$ 10,945,000 |
| Miscellaneous | 2,227,049 | 2,459,126 | 2,085,000 | 2,700,000 | 2,594,500 |
| Total Revenues | <u>10,713,841</u> | <u>12,992,845</u> | <u>12,320,000</u> | <u>13,250,000</u> | <u>13,539,500</u> |
| Expenses | | | | | |
| Operation and Maintenance | 7,606,730 | 7,314,261 | 7,950,951 | 8,206,754 | 8,396,743 |
| Depreciation | 3,055,996 | 3,249,546 | 3,525,000 | 3,475,000 | 3,725,000 |
| Total Expenses | <u>10,662,726</u> | <u>10,563,807</u> | <u>11,475,951</u> | <u>11,681,754</u> | <u>12,121,743</u> |
| Operating Income (Loss) | 51,115 | 2,429,038 | 844,049 | 1,568,246 | 1,417,757 |
| Non-Operating Revenues (Expenses) | | | | | |
| Interest Income | 727,692 | (202,307) | 210,000 | - | 210,000 |
| Interest Expense | (468,022) | (687,198) | (864,021) | (1,000,221) | (1,329,025) |
| Debt Issuance Costs | (146,364) | (124,752) | (140,000) | (164,863) | (160,000) |
| Gain/Loss on Asset Disposal | (1,507) | (78,370) | - | - | - |
| Amortization of Premium on Debt Issue | 112,833 | 206,518 | 166,681 | 193,744 | 280,785 |
| Other | 12,818 | 3,003 | - | - | - |
| Total Non-Operating | <u>237,450</u> | <u>(883,106)</u> | <u>(627,340)</u> | <u>(971,340)</u> | <u>(998,240)</u> |
| Net Income Before Contributions and Transfers | 288,565 | 1,545,932 | 216,709 | 596,906 | 419,517 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 647,282 | 2,663,325 | 189,975 | 189,975 | - |
| Trans Out - General Fund | <u>(177,265)</u> | <u>(179,881)</u> | <u>(180,450)</u> | <u>(181,150)</u> | <u>(182,450)</u> |
| Change in Net Assets | 758,582 | 4,029,376 | 226,234 | 605,731 | 237,067 |
| Net Assets - Beginning | <u>102,641,622</u> | <u>103,400,204</u> | <u>107,429,580</u> | <u>107,429,580</u> | <u>108,035,311</u> |
| Net Assets - Ending | <u>\$ 103,400,204</u> | <u>\$ 107,429,580</u> | <u>\$ 107,655,814</u> | <u>\$ 108,035,311</u> | <u>\$ 108,272,378</u> |

SCHEDULE OF CASH FLOWS

| | | |
|---|---------------------|---------------------|
| Working Cash - Beginning of Year | 18,755,387 | 6,815,984 |
| + Change in Net Assets | 605,731 | 237,067 |
| + Depreciation | 3,475,000 | 3,725,000 |
| + Long Term Debt | 11,866,410 | 9,500,000 |
| - Contributed Capital | (189,975) | - |
| - Fixed Assets | (26,201,569) | (13,524,210) |
| - Software Acquisition/ERP Implementation | - | (45,000) |
| - Principal Repayment | (1,495,000) | (1,925,000) |
| + Fixed Assets funded by DNR Replacement Fund | - | 631,720 |
| Working Cash - End of Year | <u>\$ 6,815,984</u> | <u>\$ 5,415,561</u> |

RESERVE REQUIREMENTS

| <u>Working Capital</u> | | <u>DNR Fund</u> | |
|---|---------------------|------------------------------|---------------------|
| Prior Year Audited Expenditures | \$ 10,563,807 | Fixed Asset Balance 12/31/21 | \$ 51,016,456 |
| - Depreciation | (3,249,546) | 5% Requirement | <u>\$ 2,550,823</u> |
| + Transfer to General Fund | 179,881 | | |
| Net Prior Year Cash Expenditures | <u>\$ 7,494,142</u> | DNR Fund Balance 12/31/21 | \$ 3,925,938 |
| 25% Working Capital Reserve Requirement | <u>\$ 1,873,536</u> | DNR Funded CIP projects | (631,720) |
| | | DNR Fund Balance 12/31/22 | <u>\$ 3,294,218</u> |

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2022 Budget | 2022 Projected | 2023 Budget | 2024 Projected | 2025 Projected | 2026 Projected | 2027 Projected |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 10,235,000 | \$ 10,550,000 | \$ 10,945,000 | \$ 11,148,491 | \$ 11,600,228 | \$ 12,070,270 | \$ 12,076,305 |
| Miscellaneous | 2,085,000 | 2,700,000 | 2,594,500 | 2,309,363 | 2,725,847 | 2,793,993 | 2,863,843 |
| Total Revenues | <u>12,320,000</u> | <u>13,250,000</u> | <u>13,539,500</u> | <u>13,457,854</u> | <u>14,326,075</u> | <u>14,864,262</u> | <u>14,940,147</u> |
| Expenses | | | | | | | |
| Operating Expenses | 7,950,951 | 8,206,754 | 8,396,743 | 8,659,495 | 8,959,280 | 9,188,059 | 9,473,700 |
| Depreciation | 3,525,000 | 3,475,000 | 3,725,000 | 4,100,000 | 4,300,000 | 4,500,000 | 4,665,000 |
| Total Expenses | <u>11,475,951</u> | <u>11,681,754</u> | <u>12,121,743</u> | <u>12,759,495</u> | <u>13,259,280</u> | <u>13,688,059</u> | <u>14,138,700</u> |
| Operating Income | 844,049 | 1,568,246 | 1,417,757 | 698,359 | 1,066,795 | 1,176,204 | 801,447 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 210,000 | - | 210,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| Interest Expense | (864,021) | (1,000,221) | (1,329,025) | (1,627,388) | (1,759,704) | (1,880,554) | (1,999,954) |
| Premium on Debt Issue | 166,681 | 193,744 | 280,785 | 256,471 | 227,821 | 197,939 | 169,764 |
| Debt Issue Costs | - | (164,863) | (160,000) | (135,000) | (135,000) | (135,000) | (135,000) |
| Loss on disposal of equipment | - | - | - | (300,000) | - | - | - |
| Total Non-Operating | <u>(487,340)</u> | <u>(971,340)</u> | <u>(998,240)</u> | <u>(1,605,917)</u> | <u>(1,466,883)</u> | <u>(1,617,615)</u> | <u>(1,765,190)</u> |
| Net Income Before Transfers | 356,709 | 596,906 | 419,517 | (907,559) | (400,089) | (441,412) | (963,743) |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | 189,975 | 189,975 | - | - | - | - | - |
| General Fund | (180,450) | (181,150) | (182,450) | (182,950) | (183,450) | (183,950) | (184,450) |
| Change in Net Assets | 366,234 | 605,731 | 237,067 | (1,090,509) | (583,539) | (625,362) | (1,148,193) |
| Total Net Assets - Beginning | <u>107,429,580</u> | <u>107,429,580</u> | <u>108,035,311</u> | <u>108,272,378</u> | <u>107,181,870</u> | <u>106,598,331</u> | <u>105,972,969</u> |
| Total Net Assets - Ending | <u>\$ 107,795,814</u> | <u>\$ 108,035,311</u> | <u>\$ 108,272,378</u> | <u>\$ 107,181,870</u> | <u>\$ 106,598,331</u> | <u>\$ 105,972,969</u> | <u>\$ 104,824,776</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------|
| Cash - Beginning of the Year | 18,755,387 | 6,815,984 | 5,415,561 | 5,000,930 | 4,910,139 | 4,860,600 | |
| + Change in Net Assets | 605,731 | 237,067 | (1,090,509) | (583,539) | (625,362) | (1,148,193) | |
| + Depreciation | 3,475,000 | 3,725,000 | 4,100,000 | 4,300,000 | 4,500,000 | 4,665,000 | |
| + Long Term Debt | 11,866,410 | 9,500,000 | 5,000,000 | 5,000,000 | 5,000,000 | 5,000,000 | |
| - Contributed Capital | (189,975) | - | - | - | - | - | |
| - Fixed Assets | (26,201,569) | (13,524,210) | (6,049,123) | (6,142,252) | (6,134,177) | (6,598,652) | |
| - Software Acquisition | - | (45,000) | - | - | - | - | |
| - Principal Repayment | (1,495,000) | (1,925,000) | (2,375,000) | (2,665,000) | (2,790,000) | (2,805,000) | |
| + Fixed Assets funded by DNR Rplcmnt Fund | - | 631,720 | - | - | - | - | |
| Working Cash - End of Year | <u>\$ 6,815,984</u> | <u>\$ 5,415,561</u> | <u>\$ 5,000,930</u> | <u>\$ 4,910,139</u> | <u>\$ 4,860,600</u> | <u>\$ 3,973,755</u> | |
| 25% Working Capital Reserve (prior year's audited expenses) | | 2,347,031 | 2,477,055 | 2,617,458 | 2,725,609 | 2,813,141 | |
| Coverage Ratio | | 1.64 | 1.63 | 1.16 | 1.26 | 1.22 | 1.14 |

ASSUMPTIONS:

Borrow 60-70% of capital expenditures as detailed in plan
Interest rate at 5%; twenty year term for future borrowings
Projected growth increase .05% for additional customer base each year
Reduced Special Hauled Waste revenue in 2024 due to production limits during the Belt Filter Replacement project
Includes 4% rate increase as recommend in 2020 rate study for 2022-2026. 5% rate increase for hauled waste customers for 2023
Operating expenses to increase 3% per year. \$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 the 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 2023 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 if there are significant changes in the capital improvement plan for the utility.

**CITY OF APPLETON 2023 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

| | 2018 | | 2020 | | 2021 | |
|-------|---------------------|-------------------|-------------------------|---------------------|-------------------------|---------------------|
| | Revenue Bonds | | Refunding Revenue Bonds | | Refunding Revenue Bonds | |
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2023 | \$ 575,000 | \$ 128,121 | \$ 565,000 | \$ 271,233 | \$ 425,000 | \$ 263,175 |
| 2024 | 595,000 | 103,017 | 585,000 | 248,100 | 440,000 | 247,192 |
| 2025 | 620,000 | 72,433 | 605,000 | 224,167 | 455,000 | 229,192 |
| 2026 | 650,000 | 40,433 | 635,000 | 199,167 | 475,000 | 210,458 |
| 2027 | 450,000 | 17,600 | 660,000 | 173,100 | 495,000 | 190,925 |
| 2028 | 290,000 | 3,867 | 690,000 | 145,900 | 515,000 | 170,592 |
| 2029 | - | - | 710,000 | 122,500 | 535,000 | 149,458 |
| 2030 | - | - | 735,000 | 100,700 | 555,000 | 131,225 |
| 2031 | - | - | 420,000 | 87,750 | 600,000 | 113,675 |
| 2032 | - | - | 430,000 | 79,217 | 345,000 | 100,775 |
| 2033 | - | - | 435,000 | 70,550 | 355,000 | 90,225 |
| 2034 | - | - | 445,000 | 61,717 | 365,000 | 79,375 |
| 2035 | - | - | 455,000 | 52,683 | 380,000 | 68,125 |
| 2036 | - | - | 465,000 | 43,450 | 390,000 | 56,525 |
| 2037 | - | - | 475,000 | 34,017 | 400,000 | 45,958 |
| 2038 | - | - | 480,000 | 24,450 | 410,000 | 35,792 |
| 2039 | - | - | 495,000 | 14,238 | 420,000 | 25,375 |
| 2040 | - | - | 505,000 | 3,577 | 430,000 | 14,708 |
| 2041 | - | - | - | - | 445,000 | 3,708 |
| <hr/> | | | | | | |
| | <u>\$ 3,180,000</u> | <u>\$ 365,471</u> | <u>\$ 9,790,000</u> | <u>\$ 1,956,516</u> | <u>\$ 8,435,000</u> | <u>\$ 2,226,458</u> |

| | 2022 | | TOTAL | | |
|-------|----------------------|---------------------|----------------------|----------------------|----------------------|
| | Revenue Bonds | | Principal | Interest | Total |
| | Principal | Interest | Principal | Interest | Total |
| 2023 | \$ 360,000 | \$ 508,163 | \$ 1,925,000 | \$ 1,170,692 | \$ 3,095,692 |
| 2024 | 380,000 | 489,496 | 2,000,000 | 1,087,805 | 3,087,805 |
| 2025 | 400,000 | 469,829 | 2,080,000 | 995,621 | 3,075,621 |
| 2026 | 420,000 | 449,163 | 2,180,000 | 899,221 | 3,079,221 |
| 2027 | 440,000 | 427,496 | 2,045,000 | 809,121 | 2,854,121 |
| 2028 | 465,000 | 404,663 | 1,960,000 | 725,022 | 2,685,022 |
| 2029 | 485,000 | 380,746 | 1,730,000 | 652,704 | 2,382,704 |
| 2030 | 510,000 | 355,663 | 1,800,000 | 587,588 | 2,387,588 |
| 2031 | 540,000 | 329,163 | 1,560,000 | 530,588 | 2,090,588 |
| 2032 | 565,000 | 301,329 | 1,340,000 | 481,321 | 1,821,321 |
| 2033 | 590,000 | 276,179 | 1,380,000 | 436,954 | 1,816,954 |
| 2034 | 615,000 | 251,913 | 1,425,000 | 393,005 | 1,818,005 |
| 2035 | 640,000 | 226,646 | 1,475,000 | 347,454 | 1,822,454 |
| 2036 | 665,000 | 200,379 | 1,520,000 | 300,354 | 1,820,354 |
| 2037 | 695,000 | 172,979 | 1,570,000 | 252,954 | 1,822,954 |
| 2038 | 725,000 | 144,379 | 1,615,000 | 204,621 | 1,819,621 |
| 2039 | 755,000 | 113,950 | 1,670,000 | 153,563 | 1,823,563 |
| 2040 | 785,000 | 81,981 | 1,720,000 | 100,266 | 1,820,266 |
| 2041 | 820,000 | 47,955 | 1,265,000 | 51,663 | 1,316,663 |
| 2042 | 855,000 | 12,113 | 855,000 | 12,113 | 867,113 |
| <hr/> | | | | | |
| | <u>\$ 11,710,000</u> | <u>\$ 5,644,185</u> | <u>\$ 33,115,000</u> | <u>\$ 10,192,630</u> | <u>\$ 43,307,630</u> |

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$9,500,000 will be issued in 2023. Expected interest expense of the issue in 2023 is \$158,333.

CITY OF APPLETON 2023 BUDGET

STORMWATER UTILITY

Public Works Director: Danielle L. Block

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2023 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 2022 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

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 57 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, infrastructure design, wetlands and other stormwater planning issues

Developed 60% engineering plans and submitted permit applications for stormwater management in future Lightning Drive Subdivision

Completed work on the update to the Citywide Stormwater Management Plan

Began the vacuum leaf collection process to help reduce phosphorus from waterways

Continued a new program for private stormwater practice inspection and certification as required in NR216 permit

CITY OF APPLETON 2023 BUDGET STORMWATER

MAJOR 2023 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

- Construct Lightning Drive stormwater management facilities to promote development on the City's north side

- Begin environmental evaluation of potential regional stormwater pond per Citywide Stormwater Management Plan

- Continue expanding the vacuum leaf collection process to help reduce phosphorus load to our waterways

- Begin implementation of new billing system within the ERP software system

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|
| Unit | Title | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 | Change * |
| Program Revenues | | \$ 12,678,878 | \$ 13,937,068 | \$ 11,925,697 | \$ 11,925,697 | \$ 11,769,763 | -1.31% |
| Program Expenses | | | | | | | |
| 5210 | Administration | 5,542,624 | 5,096,672 | 5,750,692 | 5,968,023 | 5,740,850 | -0.17% |
| 5220 | Facility Maintenance | 1,429,582 | 1,426,941 | 1,593,178 | 1,782,168 | 1,831,025 | 14.93% |
| 5225 | Leaf Collection | 532,298 | 531,080 | 618,030 | 618,030 | 697,587 | 12.87% |
| 5230 | Capital Construction | 956,512 | 714,227 | 2,515,257 | 3,094,081 | 5,137,383 | 104.25% |
| TOTAL | | \$ 8,461,016 | \$ 7,768,920 | \$ 10,477,157 | \$ 11,462,302 | \$ 13,406,845 | 27.96% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 1,572,295 | 1,260,305 | 1,899,179 | 1,899,179 | 1,995,107 | 5.05% |
| Travel & Training | | 4,873 | 2,795 | 8,340 | 8,340 | 9,260 | 11.03% |
| Supplies & Materials | | 104,105 | 87,159 | 118,724 | 123,724 | 121,086 | 1.99% |
| Purchased Services | | 1,711,915 | 1,599,495 | 1,765,610 | 2,347,102 | 2,529,238 | 43.25% |
| Miscellaneous Expense | | 4,544,290 | 4,327,501 | 4,341,384 | 4,341,384 | 4,193,943 | -3.40% |
| Capital Expenditures | | 511,038 | 479,165 | 1,996,420 | 2,395,073 | 4,170,711 | 108.91% |
| Transfers Out | | 12,500 | 12,500 | 347,500 | 347,500 | 387,500 | 11.51% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 20.41 | 20.41 | 20.46 | 20.46 | 20.86 | |

* % change from prior year adopted budget

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM MISSION

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

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 educate the community on stormwater issues and assessment billing policies

Ensure 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 in 2021, \$375,000 has been included in this budget for the purchase of two roll-off and one skid mount leaf vac units.

Special Assessment for Werner Road pavement has been included in Other Obligations account.

Software support increase for XP-SWMM License is due to increased stormwater locations within the City requiring management.

The City will begin a project in 2023 to move the Utility Billing system to the ERP system. The cost to install this module will be allocated between the Water, Wastewater and Stormwater Utilities and the Sanitation Special Revenue Fund. The 2023 expense includes the cost to install and the annual service contract for the first year. The salary budget also includes overtime for staff involved in the project.

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 441100 Sundry Permits | \$ - | \$ - | \$ 25 | \$ 25 | \$ - |
| 441800 Plan Review Permit | 26,797 | 94,791 | 35,000 | 35,000 | 50,000 |
| 442000 Erosion Control Permit | 8,050 | 9,790 | 7,500 | 7,500 | 10,000 |
| 471000 Interest on Investments | 514,795 | (131,359) | 200,000 | 200,000 | 200,000 |
| 473000 Interest - Deferred Specials | 2,195 | 2,629 | 2,000 | 2,000 | 2,000 |
| 488000 Stormwater Revenue | 11,021,218 | 11,057,865 | 11,085,000 | 11,085,000 | 11,185,000 |
| 500400 Sale of City Property | - | 793 | - | - | - |
| 500600 Gain (Loss) on Disposal | (6,980) | - | - | - | - |
| 502100 Capital Contributions | 717,789 | 2,507,180 | 241,893 | 241,893 | - |
| 503500 Other Reimbursements | 242 | 3,842 | 3,000 | 3,000 | 3,000 |
| 507100 Customer Penalty | 11,113 | 38,861 | 37,000 | 37,000 | 38,000 |
| 591100 Premium on Debt Issue | 381,816 | 351,875 | 313,079 | 313,079 | 280,963 |
| Total Revenue | \$ 12,677,035 | \$ 13,936,267 | \$ 11,924,497 | \$ 11,924,497 | \$ 11,768,963 |
| Expenses | | | | | |
| 610100 Salaries | \$ 397,210 | \$ 371,990 | \$ 452,574 | \$ 452,574 | \$ 462,783 |
| 610400 Call Time Wages | 433 | 717 | 600 | 600 | 600 |
| 610500 Overtime Wages | 1,910 | 853 | 2,000 | 2,000 | 2,688 |
| 610800 Part-Time Wages | 209 | 4,953 | - | - | - |
| 615000 Fringes | 152,554 | (68,301) | 153,013 | 153,013 | 159,315 |
| 620100 Training/Conferences | 4,034 | 1,955 | 7,500 | 7,500 | 8,300 |
| 620600 Parking Permits | 840 | 840 | 840 | 840 | 960 |
| 630100 Office Supplies | - | 81 | 250 | 250 | 100 |
| 630300 Memberships & Licenses | 14,276 | 14,287 | 14,980 | 14,980 | 17,152 |
| 630400 Postage/Freight | 23,068 | 17,493 | 19,000 | 19,000 | 20,000 |
| 630500 Awards & Recognition | 59 | 682 | 665 | 665 | 665 |
| 630901 Shop Supplies | 233 | 2,182 | 200 | 200 | 700 |
| 632001 Copy Charges | 4,169 | 5,493 | 4,800 | 4,800 | 6,000 |
| 632102 Protective Clothing | 150 | 135 | 150 | 150 | 150 |
| 632300 Safety Supplies | 153 | 524 | 350 | 350 | 500 |
| 632700 Miscellaneous Equipment | - | - | 1,500 | 1,500 | 1,000 |
| 640100 Accounting/Audit Fees | 11,838 | 9,030 | 8,930 | 8,930 | 9,200 |
| 640202 Recording/Filing Fees | 210 | 90 | 400 | 400 | 400 |
| 640300 Bank Service Fees | 15,311 | 13,735 | 16,000 | 16,000 | 16,000 |
| 640400 Consulting Services | 256,648 | 309,941 | 294,000 | 511,331 | 239,000 |
| 640800 Contractor Fees | - | 1,177 | - | - | - |
| 641301 Utilities | 984 | 898 | 840 | 840 | 1,916 |
| 642400 Software Support | 5,260 | 5,513 | 7,100 | 7,100 | 22,320 |
| 642501 CEA Equip. Rental | 4,708 | 4,862 | 5,500 | 5,500 | 6,688 |
| 650100 Insurance | 43,440 | 47,196 | 42,370 | 42,370 | 48,720 |
| 659900 Other Contracts/Obligation | 48,137 | 10,345 | 28,246 | 28,246 | 89,250 |
| 660100 Depreciation Expense | 2,757,502 | 2,668,236 | 2,850,000 | 2,850,000 | 2,850,000 |
| 662300 Uncollectable Accounts | 1,213 | 437 | 1,900 | 1,900 | 1,000 |
| 672000 Interest Payments | 1,588,453 | 1,523,295 | 1,376,728 | 1,376,728 | 1,244,353 |
| 673000 Debt Issuance Costs | 54,432 | 8,000 | - | - | - |
| 675100 Gain/Loss on Refund | 142,690 | 127,533 | 112,756 | 112,756 | 98,590 |
| 681500 Software Acquisition | - | - | - | - | 45,000 |
| 791100 Transfer Out - General | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| 791400 Transfer Out - Capital | - | - | 335,000 | 335,000 | 375,000 |
| Total Expense | \$ 5,542,624 | \$ 5,096,672 | \$ 5,750,692 | \$ 5,968,023 | \$ 5,740,850 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|------------------------------|-------------------|
| Stormwater mgmt plan review | \$ 85,000 |
| Flooding concerns study | 40,000 |
| NR216 permitting | 38,000 |
| Wetland studies | 11,000 |
| Erosion Control plan reviews | 10,000 |
| NR151 Water quality modeling | 45,000 |
| Regional pond model updates | 10,000 |
| Total | \$ 239,000 |

Software Support

| | |
|----------------------------|------------------|
| ARC info license | \$ 2,500 |
| EC Permit tracker | 7,000 |
| XP-SWMM License | 10,000 |
| Irthnet & GPS subscription | 2,460 |
| Timeclock | 360 |
| Total | \$ 22,320 |

Postage/Freight

| | |
|------------------------------|------------------|
| City service invoice postage | \$ 19,500 |
| Box rental & caller service | 500 |
| Total | \$ 20,000 |

Membership & Licenses

| | |
|-----------------------------|------------------|
| IECA membership | \$ 250 |
| NR216 permi | 10,000 |
| NEWSC dues | 3,827 |
| Municipal Environment Group | 2,000 |
| League of WI Municipal | 600 |
| ASCE membership | 260 |
| APWA membership | 215 |
| Total | \$ 17,152 |

Other Contracts/Obligations

| | |
|--------------------|------------------|
| Utility locations | \$ 4,000 |
| Special assessment | 85,250 |
| Total | \$ 89,250 |

Transfer Out - Capital Projects

| | |
|-----------------------|-------------------|
| Contributions to CEA: | |
| Roll-off Units | \$ 300,000 |
| Skid Unit | 75,000 |
| Total | \$ 375,000 |

**CITY OF APPLETON 2023 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: "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:

Continue to have a proactive maintenance program to identify major repair areas

Reduce the number of failures and ensure 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:

Pond dredging costs moved from Grounds Repair & Maint. to Contractor Fees.

The patch program funding has moved from the capital construction to the Facility Maintenance budget.

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Revenues | | | | | |
| 480100 General Charges for Svc. | \$ 823 | \$ 801 | \$ 1,200 | \$ 1,200 | \$ 800 |
| 490800 Misc Intergov. Charges | 1,020 | - | - | - | - |
| Total Revenue | \$ 1,843 | \$ 801 | \$ 1,200 | \$ 1,200 | \$ 800 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 499,852 | \$ 467,360 | \$ 485,681 | \$ 485,681 | \$ 520,094 |
| 610400 Call Time Wages | 120 | 400 | 1,100 | 1,100 | 1,100 |
| 610500 Overtime Wages | 4,028 | 10,326 | 12,500 | 12,500 | 12,500 |
| 610800 Part-Time Wages | 4,777 | 5,502 | 6,967 | 6,967 | 3,603 |
| 615000 Fringes | 164,036 | 188,632 | 205,903 | 205,903 | 211,316 |
| 630801 Landscape Supplies | 576 | 956 | 3,860 | 3,860 | 2,000 |
| 630901 Shop Supplies | 889 | 1,573 | 1,250 | 1,250 | 1,550 |
| 630902 Tools & Instruments | 1,778 | 2,712 | 1,500 | 1,500 | 2,500 |
| 632501 Construction Materials | 52,831 | 38,346 | 62,769 | 67,769 | 63,019 |
| 632700 Miscellaneous Equipment | 5,660 | 2,529 | 7,450 | 7,450 | 5,750 |
| 640400 Consulting Services | 250,097 | 238,702 | 247,960 | 254,950 | 252,500 |
| 640800 Contractor Fees | 62,591 | 100,338 | 83,900 | 185,900 | 269,400 |
| 641301 Utilities | 6,040 | 5,738 | 7,702 | 7,702 | 7,000 |
| 641500 Tipping Fees | 60,556 | 39,402 | 62,600 | 62,600 | 55,000 |
| 641800 Equipment Repairs & Maint. | 593 | 716 | 1,100 | 1,100 | 1,100 |
| 642400 Software Support | - | - | 500 | 500 | - |
| 642501 CEA Equip. Rental | 250,864 | 260,943 | 264,000 | 264,000 | 339,764 |
| 645400 Grounds Repair & Maint. | 8,846 | 7,556 | 80,000 | 155,000 | 20,000 |
| 650301 Rent | 55,210 | 55,210 | 56,436 | 56,436 | 62,829 |
| 689900 Other Capital Outlay | 238 | - | - | - | - |
| Total Expense | \$ 1,429,582 | \$ 1,426,941 | \$ 1,593,178 | \$ 1,782,168 | \$ 1,831,025 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Consulting Services

| | |
|---|-------------------|
| Native plants contract | \$ 120,000 |
| Storm sewer TV/clean | 97,500 |
| Ecology services for prairie & wetlands | 35,000 |
| Total | \$ 252,500 |

Contractor Fees

| | |
|-----------------------------|-------------------|
| Mowing | \$ 7,700 |
| Pond dredging | 60,000 |
| Spot repairs | 30,000 |
| Protruding taps | 10,000 |
| Emergency Repairs | 5,000 |
| Patch program | 120,000 |
| Sewer TV camera maintenance | 700 |
| Muskrat trapping | 6,000 |
| Ditch cleaning | 30,000 |
| Total | \$ 269,400 |

Grounds Repair & Maint

| | |
|-------------------|------------------|
| Shoreline repairs | \$ 20,000 |
| Total | \$ 20,000 |

Rent

| | |
|---|------------------|
| Land for detention ponds: | |
| Appleton Memorial Park (@ \$2,925 / acre) | |
| AMP North, 7.28 acres | \$ 21,294 |
| AMP South, 7 acres | 20,475 |
| Reid Golf Course pond (per agreement) | |
| 7.2 acres | 21,060 |
| Total | \$ 62,829 |

Construction Materials

| | |
|--------------------------|------------------|
| Shore repair program | \$ 10,000 |
| Inlet repair program | 45,269 |
| Repair materials | 750 |
| Muskrat repair materials | 3,000 |
| Silt fence, misc. | 1,000 |
| Riprap | 3,000 |
| Total | \$ 63,019 |

Tipping Fees

| | |
|--|------------------|
| Disposal costs of cleaning: \$52 per ton | |
| Streets - 928 tons | \$ 48,240 |
| Storm sewers - 130 tons | 6,760 |
| Total | \$ 55,000 |

**CITY OF APPLETON 2023 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: "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:

Continually search for ways to improve communication with the public on leaf collection schedules

Continue to expand the 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:

CEA expense increase reflects the addition of two roll-off and one skid leaf vac unit to the fleet as part of a plan approved by Council in 2021 to comply with updated DNR requirements and reduce phosphorus from our waterways.

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610200 Labor Pool Allocations | \$ 196,511 | \$ 157,344 | \$ 211,088 | \$ 211,088 | \$ 222,801 |
| 610400 Call Time Wages | 119 | 825 | 200 | 200 | 1,000 |
| 610500 Overtime Wages | 9,471 | 3,225 | 10,000 | 10,000 | 10,000 |
| 615000 Fringes | 71,854 | 73,944 | 84,016 | 84,016 | 80,950 |
| 641303 Water | 147 | 110 | 200 | 200 | 200 |
| 642501 CEA Equip. Rental | 254,196 | 295,632 | 312,526 | 312,526 | 382,636 |
| Total Expense | <u>\$ 532,298</u> | <u>\$ 531,080</u> | <u>\$ 618,030</u> | <u>\$ 618,030</u> | <u>\$ 697,587</u> |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM MISSION

Design, build, and replace stormwater facilities for the current users in order to ensure compliance with established regulations, protect surrounding infrastructure and the environment, increase the acres of land available for development and prevent major system failures.

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 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 ensure 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 2023 CIPs:

| | | |
|--------------------------|---------------------|-------------------|
| | <u>2023 Budget</u> | <u>Page</u> |
| Storm sewer construction | \$ 5,137,383 | Projects, pg. 612 |
| | <u>\$ 5,137,383</u> | |

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 49,580 | \$ 27,616 | \$ 198,554 | \$ 198,554 | \$ 225,563 |
| 610400 Call Time Wages | 151 | - | - | - | - |
| 610500 Overtime Wages | 5,724 | 2,424 | 5,000 | 5,000 | 5,000 |
| 610800 Part-Time Wages | 946 | 563 | 3,346 | 3,346 | 3,461 |
| 615000 Fringes | 12,810 | 11,932 | 66,637 | 66,637 | 72,333 |
| 632503 Other Materials | 262 | 164 | - | - | - |
| 640400 Consulting Services | 372,719 | 185,961 | 240,000 | 420,171 | 700,000 |
| 640800 Contractor Fees | - | 6,400 | - | - | - |
| 641500 Tipping Fees | 2,562 | - | - | - | - |
| 642501 CEA Operations/Maint. | - | 1 | 5,300 | 5,300 | 5,315 |
| 645400 Grounds Repair & Maint. | 660 | - | - | - | - |
| 659900 Other Contracts/Obligation | 60 | - | - | - | - |
| 680100 Land | 51,000 | 64,893 | 376,400 | 578,048 | 315,000 |
| 680904 Storm Sewers | 4,251,871 | 2,030,757 | 1,620,020 | 1,817,025 | 3,810,711 |
| 689900 Other Capital Outlay | (3,791,833) | (1,616,484) | - | - | - |
| Total Expense | \$ 956,512 | \$ 714,227 | \$ 2,515,257 | \$ 3,094,081 | \$ 5,137,383 |

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

| | Street | From | To | Stormwater |
|---|--|--------------|----------------|---------------------|
| Labor Pool | | | | 306,357 |
| CEA | | | | 5,315 |
| Consulting Services | Stormwater Management | | | 70,000 |
| | Design | | | 155,000 |
| | Environmental/Geotech | | | 155,000 |
| | Construction Services | | | 70,000 |
| | Modeling | | | 230,000 |
| | Grant Applications | | | 10,000 |
| | Land Acquisition Services | | | 10,000 |
| | Subtotal | | | 700,000 |
| Land Acquisition | Ballard Road Reconstruction - Land for BMPs | | | 75,000 |
| | Edgewood Drive (600' e/o Lightning to French BMPs) | | | 240,000 |
| | Subtotal | | | 315,000 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage | | | 200,000 |
| | Surface Restoration and structure rehab 2023 Asphalt Paving | | | 125,160 |
| | Surface Restoration and structure rehab 2023 Concrete Paving | | | 138,920 |
| | Bluff Site Stormwater Management Phase 2 | | | 150,000 |
| | Citywide Stormwater Management Plan Implementation | | | 200,000 |
| | Flood Reduction Projects | | | 200,000 |
| | Lightning Drive Extension Ph 1 (Stream Crossing/Pond Const.) | | | 1,186,000 |
| | Native Landscaping | | | 60,000 |
| | NR151 Water Quality Practices - Reconstruct Streets | | | 80,000 |
| | In-Lieu Stormwater Quality | | | 16,500 |
| | Subtotal | | | 2,356,580 |
| New Storm Sewers | Lightning Dr | Baldeagle Dr | Providence Ave | 69,388 |
| | Lightning Dr | Edgewood Dr | Baldeagle Dr | 378,814 |
| | Subtotal | | | 448,202 |
| Reconstruction | Apple Creek Rd, s/o JJ | | | 16,775 |
| | Banta Ct | | | 23,690 |
| | Briarcliff Dr, public access | | | 47,378 |
| | Garden Court easement | | | 35,400 |
| | Grandview Road easement | | | 83,300 |
| | Nawada St, easement 250' s/o | | | 51,300 |
| | North St | | | 51,280 |
| | Peabody Park | | | 28,000 |
| | West Avenue | | | 11,704 |
| | Subtotal | | | 348,827 |
| Reconstruction - (on streets to be paved in 2023) | Alice St | Drew St | Union St | 44,350 |
| | Kimball Alley s/o College | Spruce St | Summit St | 16,290 |
| | Kimball Alley s/o College | Summit St | Story St | 16,290 |
| | Linwood Ave | College Ave | Summer Ave | 423,022 |
| | Rankin St | College Ave | Alton St | 24,200 |
| | Summit St | Packard St | Elsie St | 61,400 |
| | Summit St | Prospect Ave | Fourth St | 71,550 |
| | Subtotal | | | 657,102 |
| Total | | | | \$ 5,137,383 |

**CITY OF APPLETON 2023 BUDGET
STORMWATER UTILITY**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|
| Program Revenues | | | | | | |
| 422400 Miscellaneous State Aids | - | - | - | - | - | - |
| 441100 Sundry Permits | - | - | - | 25 | 25 | - |
| 441800 Plan Review Permit | 26,797 | 94,792 | 27,788 | 35,000 | 35,000 | 50,000 |
| 442000 Erosion Control Permit | 8,050 | 9,790 | 7,706 | 7,500 | 7,500 | 10,000 |
| 471000 Interest on Investments | 514,795 | (131,358) | - | 200,000 | 200,000 | 200,000 |
| 473000 Interest - Deferred Specials | 2,195 | 2,629 | - | 2,000 | 2,000 | 2,000 |
| 480100 General Charges for Service | 823 | 801 | - | 1,200 | 1,200 | 800 |
| 488000 Stormwater Revenue | 11,021,218 | 11,057,866 | - | 11,085,000 | 11,085,000 | 11,185,000 |
| 490800 Misc Intergovernmental Charges | 1,020 | - | - | - | - | - |
| 500400 Sale of City Property | - | 794 | - | - | - | - |
| 500600 Gain (Loss) on Asset Disposal | (6,980) | - | - | - | - | - |
| 502100 Capital Contributions | 717,789 | 2,507,180 | 9,012 | 241,893 | 241,893 | - |
| 503500 Other Reimbursements | 242 | 3,843 | 4,659 | 3,000 | 3,000 | 3,000 |
| 507100 Customer Penalty | 11,113 | 38,861 | - | 37,000 | 37,000 | 38,000 |
| 591100 Premium on Debt Issue | 381,816 | 351,875 | 131,700 | 313,079 | 313,079 | 280,963 |
| TOTAL PROGRAM REVENUES | 12,678,878 | 13,937,073 | 180,865 | 11,925,697 | 11,925,697 | 11,769,763 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 193,693 | 190,179 | 60,244 | 1,345,362 | 1,345,362 | 1,428,706 |
| 610200 Labor Pool Allocations | 869,586 | 777,175 | 225,634 | - | - | - |
| 610299 Capitalized Labor | (109,983) | (29,808) | - | - | - | - |
| 610400 Call Time Wages | 823 | 1,942 | 1,483 | 1,900 | 1,900 | 2,700 |
| 610500 Overtime Wages | 21,133 | 16,829 | 4,334 | 29,500 | 29,500 | 30,188 |
| 610800 Part-Time Wages | 5,931 | 11,018 | 361 | 10,313 | 10,313 | 7,064 |
| 611000 Other Compensation | 1,279 | 3,613 | 1,808 | 2,535 | 2,535 | 2,535 |
| 611400 Sick Pay | 64,969 | (20,693) | 4,216 | - | - | - |
| 611500 Vacation Pay | 123,609 | 103,845 | 38,937 | - | - | - |
| 615000 Fringes | 329,262 | 414,819 | 121,963 | 509,569 | 509,569 | 523,914 |
| 615099 Capitalized Fringe | 35,256 | (8,851) | - | - | - | - |
| 617000 Pension Expense | 22,183 | (188,602) | - | - | - | - |
| 617100 OPEB Expense | 14,554 | (11,161) | - | - | - | - |
| TOTAL PERSONNEL | 1,572,295 | 1,260,305 | 458,980 | 1,899,179 | 1,899,179 | 1,995,107 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 4,033 | 1,955 | 2,359 | 7,500 | 7,500 | 8,300 |
| 620600 Parking Permits | 840 | 840 | 840 | 840 | 840 | 960 |
| TOTAL TRAINING / TRAVEL | 4,873 | 2,795 | 3,199 | 8,340 | 8,340 | 9,260 |
| Supplies | | | | | | |
| 630100 Office Supplies | - | 81 | - | 250 | 250 | 100 |
| 630300 Memberships & Licenses | 14,276 | 14,287 | 5,600 | 14,980 | 14,980 | 17,152 |
| 630400 Postage/Freight | 23,068 | 17,493 | 6,811 | 19,000 | 19,000 | 20,000 |
| 630500 Awards & Recognition | 59 | 682 | 43 | 665 | 665 | 665 |
| 630801 Topsoil, Gravel | - | - | - | 1,000 | 1,000 | - |
| 630803 Seed | 419 | 39 | - | 1,360 | 1,360 | 500 |
| 630804 Plant Material | 157 | 917 | 70 | 1,500 | 1,500 | 1,500 |
| 630901 Shop Supplies | 1,122 | 3,756 | 207 | 1,450 | 1,450 | 2,250 |
| 630902 Tools & Instruments | 1,778 | 2,712 | 664 | 1,500 | 1,500 | 2,500 |
| 631500 Books & Library Materials | - | - | - | - | - | - |
| 632001 City Copy Charges | 1,141 | - | - | - | - | - |
| 632002 Outside Printing | 3,028 | 5,493 | 2,680 | 4,800 | 4,800 | 6,000 |
| 632102 Protective Clothing | 150 | 135 | 6 | 150 | 150 | 150 |
| 632300 Safety Supplies | 153 | 524 | 17 | 350 | 350 | 500 |
| 632501 Castings | 24,669 | 22,221 | - | - | - | - |
| 632502 Concrete | 19,640 | 14,029 | - | - | - | - |
| 632503 Other Materials | 8,232 | 1,695 | 107 | 17,000 | 22,000 | 17,000 |
| 632505 Gravel | 553 | 566 | - | - | - | 750 |
| 632507 Asphalt | - | - | - | - | - | - |
| 632599 Other Construction Materials | - | - | - | 45,769 | 45,769 | 45,269 |
| 632700 Miscellaneous Equipment | 5,660 | 2,529 | 469 | 8,950 | 8,950 | 6,750 |
| TOTAL SUPPLIES | 104,105 | 87,159 | 16,674 | 118,724 | 123,724 | 121,086 |

**CITY OF APPLETON 2023 BUDGET
STORMWATER UTILITY**

| | 2020 ACTUAL | 2021 ACTUAL | 2022 YTD ACTUAL | 2022 ORIG BUD | 2022 REVISED BUD | 2023 BUDGET |
|---------------------------------------|------------------|------------------|--------------------|-------------------|---------------------|-------------------|
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | 11,838 | 9,030 | - | 8,930 | 8,930 | 9,200 |
| 640202 Recording/Filing Fees | 210 | 90 | 30 | 400 | 400 | 400 |
| 640300 Bank Service Fees | 15,311 | 13,735 | 1,076 | 16,000 | 16,000 | 16,000 |
| 640400 Consulting Services | 879,463 | 734,604 | 84,591 | 781,960 | 1,186,452 | 1,191,500 |
| 640800 Contractor Fees | 62,591 | 107,915 | 1,907 | 83,900 | 185,900 | 269,400 |
| 641301 Electric | 3,426 | 3,129 | 1,554 | 4,202 | 4,202 | 3,800 |
| 641303 Water | 2,762 | 2,719 | 671 | 3,700 | 3,700 | 3,400 |
| 641307 Telephone | 724 | 658 | 467 | 840 | 840 | 1,200 |
| 641308 Cellular Phones | 260 | 240 | 278 | - | - | 716 |
| 641500 Tipping Fees | 63,118 | 39,402 | 7,562 | 62,600 | 62,600 | 55,000 |
| 641800 Equipment Repairs & Maint. | 593 | 716 | - | 1,100 | 1,100 | 1,100 |
| 642400 Software Support | 5,260 | 5,513 | 11,770 | 7,600 | 7,600 | 22,320 |
| 642501 CEA Operations/Maint. | 293,228 | 303,375 | 32,287 | 298,826 | 298,826 | 354,036 |
| 642502 CEA Depreciation/Replace. | 247,603 | 269,437 | 23,299 | 288,500 | 288,500 | 380,367 |
| 642503 CEA Capital | (31,063) | (11,375) | - | - | - | - |
| 645400 Grounds Repair & Maintenance | 9,506 | 7,556 | 60,250 | 80,000 | 155,000 | 20,000 |
| 650100 Insurance | 43,440 | 47,196 | 17,650 | 42,370 | 42,370 | 48,720 |
| 650301 Facility Rent | 55,210 | 55,210 | 56,436 | 56,436 | 56,436 | 62,829 |
| 650302 Equipment Rent | 238 | - | - | - | - | - |
| 659900 Other Contracts/Obligation | 48,197 | 10,345 | 3,509 | 28,246 | 28,246 | 89,250 |
| TOTAL PURCHASED SVCS | <u>1,711,915</u> | <u>1,599,495</u> | <u>303,337</u> | <u>1,765,610</u> | <u>2,347,102</u> | <u>2,529,238</u> |
| Miscellaneous Expense | | | | | | |
| 660100 Depreciation Expense | 2,757,502 | 2,668,236 | 1,141,325 | 2,850,000 | 2,850,000 | 2,850,000 |
| 662300 Uncollectable Accounts | 1,213 | 437 | - | 1,900 | 1,900 | 1,000 |
| 672000 Interest Payments | 1,588,453 | 1,523,295 | 858,290 | 1,376,728 | 1,376,728 | 1,244,353 |
| 673000 Debt Issuance Costs | 54,432 | 8,000 | - | - | - | - |
| 675100 Gain/Loss on Refund Amort. | 142,690 | 127,533 | 46,980 | 112,756 | 112,756 | 98,590 |
| TOTAL MISCELLANEOUSL EXP | <u>4,544,290</u> | <u>4,327,501</u> | <u>2,046,595</u> | <u>4,341,384</u> | <u>4,341,384</u> | <u>4,193,943</u> |
| Capital Outlay | | | | | | |
| 680100 Land | 51,000 | 64,893 | - | 376,400 | 578,048 | 315,000 |
| 680904 Storm Sewers | 4,251,871 | 2,030,757 | 225,764 | 1,620,020 | 1,817,025 | 3,810,711 |
| 681500 Software Acquisition | - | - | - | - | - | 45,000 |
| 689900 Other Capital Outlay | (3,791,833) | (1,616,485) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | <u>511,038</u> | <u>479,165</u> | <u>225,764</u> | <u>1,996,420</u> | <u>2,395,073</u> | <u>4,170,711</u> |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | 12,500 | 12,500 | 5,208 | 12,500 | 12,500 | 12,500 |
| 791400 Transfer Out - Capital Project | - | - | - | 335,000 | 335,000 | 375,000 |
| TOTAL TRANSFERS | <u>12,500</u> | <u>12,500</u> | <u>5,208</u> | <u>347,500</u> | <u>347,500</u> | <u>387,500</u> |
| TOTAL EXPENSE | <u>8,461,016</u> | <u>7,768,920</u> | <u>3,059,757</u> | <u>10,477,157</u> | <u>11,462,302</u> | <u>13,406,845</u> |

CITY OF APPLETON 2023 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

| Revenues | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Projected | 2023 Budget |
|---|----------------------|----------------------|----------------------|----------------------|-----------------------|
| Charges for Services | \$ 11,021,218 | \$ 11,057,866 | \$ 11,085,000 | \$ 11,100,000 | \$ 11,185,000 |
| Miscellaneous | 48,347 | 148,087 | 85,725 | 93,725 | 103,800 |
| Total Revenues | <u>11,069,565</u> | <u>11,205,953</u> | <u>11,170,725</u> | <u>11,193,725</u> | <u>11,288,800</u> |
| Expenses | | | | | |
| Operating Expenses | 3,905,440 | 3,429,350 | 2,696,092 | 3,681,237 | 3,644,019 |
| Depreciation | 2,757,501 | 2,668,236 | 2,850,000 | 2,780,000 | 2,850,000 |
| Total Expenses | <u>6,662,941</u> | <u>6,097,586</u> | <u>5,546,092</u> | <u>6,461,237</u> | <u>6,494,019</u> |
| Operating Income (Loss) | 4,406,624 | 5,108,367 | 5,624,633 | 4,732,488 | 4,794,781 |
| Non-Operating Revenues (Expenses) | | | | | |
| Interest Income | 516,688 | (128,729) | 200,000 | 10,000 | 200,000 |
| Interest Expense | (1,588,453) | (1,523,295) | (1,376,728) | (1,376,728) | (1,244,353) |
| Gain/Loss on Refunding | (142,690) | (127,533) | (112,756) | (112,756) | (98,590) |
| Amortization of Premium on Debt Issue | 381,815 | 351,875 | 313,079 | 313,079 | 280,963 |
| Debt Expense | (54,432) | (8,000) | - | - | - |
| Other | (6,980) | 794 | - | - | - |
| Total Non-Operating | <u>(894,052)</u> | <u>(1,434,888)</u> | <u>(976,405)</u> | <u>(1,166,405)</u> | <u>(861,980)</u> |
| Income (Loss) Before Contributions and Transfers | 3,512,572 | 3,673,479 | 4,648,228 | 3,566,083 | 3,932,801 |
| Contributions and Transfers In (Out) | | | | | |
| Capital Contributions | 717,789 | 2,507,180 | 241,893 | 231,662 | - |
| Transfer Out - CEA | - | - | - | - | - |
| Transfer Out - Capital Projects | - | - | (335,000) | (335,000) | (375,000) |
| Transfer Out - General Fund | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) |
| Change in Net Assets | 4,217,861 | 6,168,159 | 4,542,621 | 3,450,245 | 3,545,301 |
| Total Net Assets - Beginning | <u>82,987,741</u> | <u>87,205,602</u> | <u>93,373,761</u> | <u>93,373,761</u> | <u>96,824,006</u> |
| Total Net Assets - Ending | <u>\$ 87,205,602</u> | <u>\$ 93,373,761</u> | <u>\$ 97,916,382</u> | <u>\$ 96,824,006</u> | <u>\$ 100,369,307</u> |

SCHEDULE OF CASH FLOWS

| | | |
|---|----------------------|----------------------|
| Cash - Beginning of the Year | \$ 17,413,406 | \$ 16,827,908 |
| + Change in Net Assets | 3,450,245 | 3,545,301 |
| + Depreciation | 2,780,000 | 2,850,000 |
| + Long Term Debt | - | - |
| - Contributed Capital | (231,662) | - |
| - Fixed Assets | (3,094,081) | (5,137,383) |
| - Software Acquisition/ERP Implementation | - | (45,000) |
| - Principal Repayment | (3,490,000) | (3,590,000) |
| Working Cash - End of Year | <u>\$ 16,827,908</u> | <u>\$ 14,450,826</u> |

The current annual rate of \$175.00 per ERU became effective January 1, 2019.

**CITY OF APPLETON 2023 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

| | 2022 Budget | 2022 Projected | 2023 Budget | 2024 Projected | 2025 Projected | 2026 Projected | 2027 Projected |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|
| Revenues | | | | | | | |
| Charges for Services | \$ 11,085,000 | \$ 11,100,000 | \$ 11,185,000 | \$ 11,240,925 | \$ 11,297,130 | \$ 11,353,615 | \$ 11,410,383 |
| Miscellaneous | 85,725 | 93,725 | 103,800 | 103,000 | 103,000 | 103,000 | 103,000 |
| Total Revenues | <u>11,170,725</u> | <u>11,193,725</u> | <u>11,288,800</u> | <u>11,343,925</u> | <u>11,400,130</u> | <u>11,456,615</u> | <u>11,513,383</u> |
| Expenses | | | | | | | |
| Operating Expenses | 2,696,092 | 3,681,237 | 3,644,019 | 3,764,190 | 3,877,115 | 3,993,429 | 4,113,232 |
| Depreciation | 2,850,000 | 2,780,000 | 2,850,000 | 2,925,000 | 3,000,000 | 3,075,000 | 3,160,000 |
| Total Expenses | <u>5,546,092</u> | <u>6,461,237</u> | <u>6,494,019</u> | <u>6,689,190</u> | <u>6,877,115</u> | <u>7,068,429</u> | <u>7,273,232</u> |
| Operating Income | 5,624,633 | 4,732,488 | 4,794,781 | 4,654,735 | 4,523,014 | 4,388,187 | 4,240,151 |
| Non-Operating Revenues (Expenses) | | | | | | | |
| Interest Income | 200,000 | 10,000 | 200,000 | 200,000 | 200,000 | 175,000 | 175,000 |
| Interest Expense | (1,376,728) | (1,376,728) | (1,244,353) | (1,117,429) | (992,637) | (861,216) | (831,061) |
| Gain/Loss on Refunding | (112,756) | (112,756) | (98,590) | (85,050) | (71,842) | (58,507) | (45,048) |
| Premium on Debt Issue | 313,079 | 313,079 | 280,963 | 240,265 | 213,339 | 179,126 | 144,423 |
| Debt Issue Expense | - | - | - | - | - | - | (100,000) |
| Other | - | - | - | - | - | - | - |
| Total Non-Operating | <u>(976,405)</u> | <u>(1,166,405)</u> | <u>(861,980)</u> | <u>(762,214)</u> | <u>(651,140)</u> | <u>(565,597)</u> | <u>(656,686)</u> |
| Net Income Before Transfers | 4,648,228 | 3,566,083 | 3,932,801 | 3,892,522 | 3,871,874 | 3,822,590 | 3,583,465 |
| Contributions and Transfers In (Out) | | | | | | | |
| Capital Contributions | 241,893 | 231,662 | - | - | - | - | - |
| Capital Projects | (335,000) | (335,000) | (375,000) | - | - | - | - |
| General Fund | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) | (12,500) |
| Change in Net Assets | 4,542,621 | 3,450,245 | 3,545,301 | 3,880,022 | 3,859,374 | 3,810,090 | 3,570,965 |
| Total Net Assets - Beginning | 93,373,761 | 93,373,761 | 96,824,006 | 100,369,307 | 104,249,329 | 108,108,703 | 111,918,792 |
| Total Net Assets - Ending | <u>\$ 97,916,382</u> | <u>\$ 96,824,006</u> | <u>\$100,369,307</u> | <u>\$104,249,329</u> | <u>\$108,108,703</u> | <u>\$ 111,918,792</u> | <u>\$ 115,489,758</u> |

SCHEDULE OF CASH FLOWS

| | | | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------|------|
| Cash - Beginning of the Year | 17,413,406 | 16,827,908 | 14,450,826 | 10,580,134 | 10,579,470 | 7,848,271 | |
| + Change in Net Assets | 3,450,245 | 3,545,301 | 3,880,022 | 3,859,374 | 3,810,090 | 3,570,965 | |
| + Depreciation | 2,780,000 | 2,850,000 | 2,925,000 | 3,000,000 | 3,075,000 | 3,160,000 | |
| + Long Term Debt | - | - | - | - | - | 6,000,000 | |
| - Contributed Capital | (231,662) | - | - | - | - | - | |
| - Fixed Assets | (3,094,081) | (5,137,383) | (7,235,714) | (3,550,038) | (6,181,288) | (9,620,176) | |
| - Software Acquisition | - | (45,000) | - | - | - | - | |
| - Principal Repayment | (3,490,000) | (3,590,000) | (3,440,000) | (3,310,000) | (3,435,000) | (3,320,000) | |
| Working Cash - End of Year | <u>\$ 16,827,908</u> | <u>\$ 14,450,826</u> | <u>\$ 10,580,134</u> | <u>\$ 10,579,470</u> | <u>\$ 7,848,271</u> | <u>\$ 7,639,061</u> | |
| 25% Working Capital Reserve (prior year's audited expenses) | | 1,267,616 | 1,225,218 | 1,223,530 | 1,220,563 | 1,216,786 | |
| Coverage Ratio | | 1.54 | 1.58 | 1.74 | 1.82 | 1.80 | 1.82 |

ASSUMPTIONS:

Borrow approximately 65% of capital expenditures as detailed for capital improvements in 2027
Interest rate at 5% for future debt issues
ERU's to increase at a rate of .5% per year after 2023
Operating expenses to increase 3% per year after 2023 and includes annual billing system maintenance fee allocation starting in 2024
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 2023 BUDGET
STORMWATER UTILITY
LONG TERM DEBT

| | 2012 | | 2013 | | 2014 | |
|------|---------------------|-------------------|---------------------|---------------------|---------------------|-------------------|
| | Revenue Bonds | | Revenue Bonds | | Revenue Bonds | |
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 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>\$ 3,500,000</u> | <u>\$ 453,112</u> | <u>\$ 4,285,000</u> | <u>\$ 1,064,444</u> | <u>\$ 2,425,000</u> | <u>\$ 600,725</u> |

| | 2015 | | 2016 | | 2017 | |
|------|-------------------------|---------------------|-------------------------|---------------------|---------------------|---------------------|
| | Revenue Refunding Bonds | | Revenue Refunding Bonds | | Revenue Bonds | |
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 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 | - | - | - | - | - | - |
| | <u>\$ 5,750,000</u> | <u>\$ 1,037,413</u> | <u>\$ 10,210,000</u> | <u>\$ 1,573,502</u> | <u>\$ 4,555,000</u> | <u>\$ 1,289,933</u> |

| | 2018 | | 2020 | | TOTAL | | |
|------|---------------------|---------------------|---------------------|-------------------|----------------------|---------------------|----------------------|
| | Revenue Bonds | | Revenue Bonds | | Principal | Interest | Total |
| | Principal | Interest | Principal | Interest | Principal | Interest | Total |
| 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 |
| 2042 | - | - | - | - | - | - | - |
| | <u>\$ 2,880,000</u> | <u>\$ 1,050,776</u> | <u>\$ 2,965,000</u> | <u>\$ 630,005</u> | <u>\$ 36,570,000</u> | <u>\$ 7,699,910</u> | <u>\$ 44,269,910</u> |

Note: Schedule is based on accrual method of accounting. No revenue bonds will be issued in 2023.

CITY OF APPLETON 2023 BUDGET RESOLUTION

Resolved,

The 2023 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 \$37,824,720 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 \$13,437,688 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 \$19,978,529, 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 \$12,000,000, 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
2023 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions

| DEPARTMENT | 2020 | 2021 | Adopted 2022 | Amended 2022 | 2023 |
|----------------------------------|---------------|---------------|-----------------|-----------------|---------------|
| Finance | 8.20 | 8.20 | 8.20 | 8.20 | 9.20 |
| Fire | 96.00 | 96.00 | 96.00 | 96.00 | 96.00 |
| Health | 11.95 | 11.95 | 12.03 | 12.03 | 12.03 |
| Health Grants | 1.54 | 1.54 | 1.45 | 1.45 | 2.45 |
| Information Technology | 10.00 | 10.00 | 10.00 | 10.20 | 10.20 |
| Legal Services | 8.67 | 8.67 | 8.67 | 8.67 | 8.67 |
| Library | 45.00 | 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. | 16.93 | 16.93 | 16.93 | 16.93 | 16.93 |
| Housing, Homeless & Block Grants | 2.35 | 2.35 | 2.35 | 2.35 | 2.35 |
| Police | 140.00 | 140.00 | 140.00 | 140.00 | 140.00 |
| Public Works | 59.02 | 59.02 | 61.19 | 61.69 | 61.69 |
| Sanitation | 17.68 | 17.68 | 17.80 | 17.80 | 17.80 |
| CEA | 14.23 | 14.23 | 14.88 | 14.88 | 14.88 |
| Parking | 11.38 | 11.38 | 10.54 | 10.54 | 10.54 |
| Capital (TIF, Subdivision, etc.) | 6.21 | 6.21 | 7.71 | 7.71 | 7.71 |
| Stormwater Utility | 20.41 | 20.41 | 20.46 | 20.46 | 20.46 |
| Water Utility | 36.71 | 36.53 | 35.00 | 35.00 | 35.00 |
| Wastewater Utility | 29.40 | 29.58 | 29.29 | 29.29 | 29.29 |
| Valley Transit | 60.10 | 60.10 | 60.10 | 61.10 | 61.10 |
| Total Regular Employees | 640.41 | 640.41 | 642.24 | 643.94 | 645.94 |

CITY OF APPLETON 2023 BUDGET PERSONNEL ADDITIONS/DELETIONS

| | Dept. Request No. | Amount | Exec. Budget No. | Amount | Adopted Budget No. | Amount |
|---|----------------------|-------------------|---------------------|-------------------|-----------------------|-------------------|
| GENERAL FUND | | | | | | |
| FINANCE | | | | | | |
| Finance Associate | 1.00 | \$ 67,834 | 1.00 | \$ 67,834 | 1.00 | \$ 67,834 |
| DEPARTMENT OF PUBLIC WORKS | | | | | | |
| Purchasing Clerk | A 0.50 | 54,500 | 0.50 | 54,500 | 0.50 | 54,500 |
| INFORMATION TECHNOLOGY | | | | | | |
| Deputy Director | 1.00 | 133,904 | 1.00 | 133,904 | 1.00 | 133,904 |
| Software Engineer | (1.00) | (107,170) | (1.00) | (107,170) | (1.00) | (107,170) |
| Administrative Support Assistant | A 0.20 | 9,000 | 0.20 | 9,000 | 0.20 | 9,000 |
| FIRE DEPARTMENT | | | | | | |
| Battalion Chief - EMS | 1.00 | 139,519 | 1.00 | 139,519 | 1.00 | 139,519 |
| Resource Development Specialist | (1.00) | (91,802) | (1.00) | (91,802) | (1.00) | (91,802) |
| Public Education Specialist/Civilian Fire Inspector | A 1.00 | 52,000 | 1.00 | 52,000 | 1.00 | 52,000 |
| Civilian Fire Protection Engineer | A (1.00) | (88,000) | (1.00) | (88,000) | (1.00) | (88,000) |
| POLICE DEPARTMENT | | | | | | |
| Traffic Safety Officer | C 1.00 | 112,962 | 1.00 | 112,962 | 1.00 | 112,962 |
| Communication Specialist | C (1.00) | (71,321) | (1.00) | (71,321) | (1.00) | (71,321) |
| Total General Fund: | 1.70 | \$ 211,426 | 1.70 | \$ 211,426 | 1.70 | \$ 211,426 |
| SPECIAL REVENUE FUNDS | | | | | | |
| HEALTH GRANTS | | | | | | |
| Environmentalist | B 1.00 | \$ 78,947 | 1.00 | \$ 78,947 | 1.00 | \$ 78,947 |
| Total Special Revenue Funds: | 1.00 | \$ 78,947 | 1.00 | \$ 78,947 | 1.00 | \$ 78,947 |
| ENTERPRISE FUNDS | | | | | | |
| VALLEY TRANSIT | | | | | | |
| Safety and Compliance Specialist | A 1.00 | \$ 106,700 | 1.00 | \$ 106,700 | 1.00 | \$ 106,700 |
| Total Enterprise Funds: | 1.00 | \$ 106,700 | 1.00 | \$ 106,700 | 1.00 | \$ 106,700 |
| TOTAL CITY: | 3.70 | \$ 397,073 | 3.70 | \$ 397,073 | 3.70 | \$ 397,073 |

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 2022 Budget.
- (B) Position funded with DHS ARPA grant funds for year one, subsequent years will be funded with additional revenue in the Environmental Health program.
- (C) Additional cost reductions were made in the 2023 Operations Budget that result in a cost neutral FTE addition.

**CITY OF APPLETON 2023 BUDGET
ASSESSED PROPERTY VALUES**

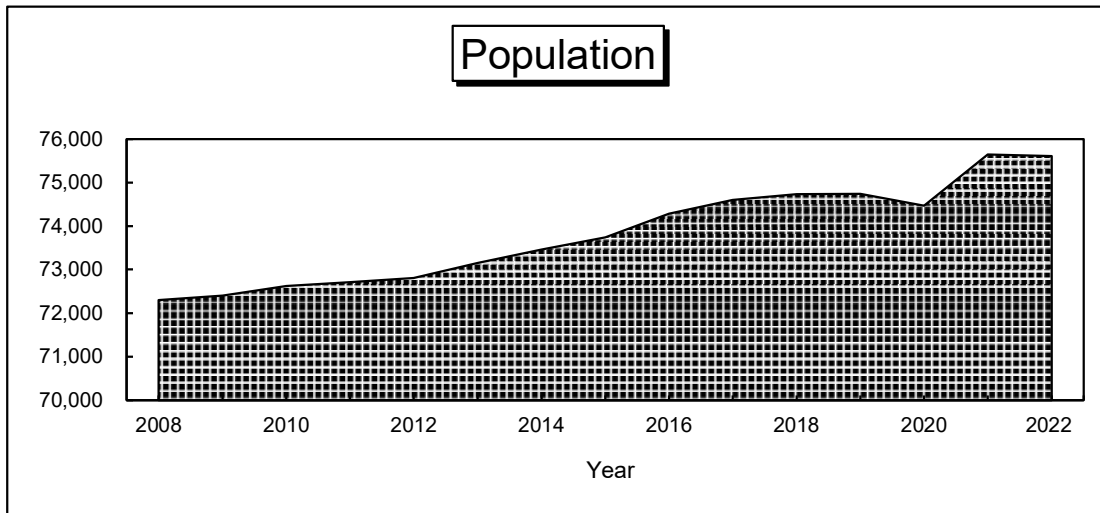
| | 01/01/21 | 01/01/22 | Change in Dollars | Change in Percent |
|-----------------------------------|-------------------------|-------------------------|----------------------|----------------------|
| Tax Increment Districts # 3 - 12 | \$ 280,410,881 | \$ 334,984,487 | \$ 54,573,606 | 19.46% |
| Outagamie County | | | | |
| Real Estate | 4,874,032,448 | 4,952,942,222 | 78,909,774 | 1.62% |
| Personal Property | 90,961,952 | 83,279,978 | (7,681,974) | -8.45% |
| Total With TID: | 4,964,994,400 | 5,036,222,200 | 71,227,800 | 1.43% |
| Total Without TID: | 4,806,113,272 | 4,851,953,016 | 45,839,744 | 0.95% |
| Calumet County | | | | |
| Real Estate | 830,241,494 | 839,888,688 | 9,647,194 | 1.16% |
| Personal Property | 10,142,206 | 8,394,712 | (1,747,494) | -17.23% |
| Total With TID: | 840,383,700 | 848,283,400 | 7,899,700 | 0.94% |
| Total Without TID: | 732,099,098 | 714,748,625 | (17,350,473) | -2.37% |
| Winnebago County | | | | |
| Real Estate | 79,681,390 | 77,583,303 | (2,098,087) | -2.63% |
| Personal Property | 3,588,810 | 3,180,397 | (408,413) | -11.38% |
| Total With TID: | 83,270,200 | 80,763,700 | (2,506,500) | -3.01% |
| Total Without TID: | 69,741,378 | 63,583,172 | (6,158,206) | -8.83% |
| All Counties With TIDs: | \$ 5,888,648,300 | \$ 5,965,269,300 | \$ 76,621,000 | 1.30% |
| All Counties Without TIDs: | \$ 5,607,953,748 | \$ 5,630,284,813 | \$ 22,331,065 | 0.40% |

CITY OF APPLETON 2023 BUDGET EQUALIZED PROPERTY VALUES

| | | 01/01/21 | 01/01/22 | Change in Dollars | Change in Percent |
|-----------------------------------|-------------------|-------------------------|-------------------------|-----------------------|----------------------|
| TID # 3 | Gross | 68,263,300 | 76,226,200 | 7,962,900 | 11.66% |
| | Base (1993) | (12,128,100) | (11,004,400) | 1,123,700 | -9.27% |
| | Increment | 56,135,200 | 65,221,800 | 9,086,600 | 16.19% |
| TID # 6 | Gross | 137,738,300 | 175,068,300 | 37,330,000 | 27.10% |
| | Base (2000) | (12,141,600) | (7,136,400) | 5,005,200 | -41.22% |
| | Increment | 125,596,700 | 167,931,900 | 42,335,200 | 33.71% |
| TID # 7 | Gross | 40,712,900 | 46,748,600 | 6,035,700 | 14.83% |
| | Base (2007) | (25,657,000) | (25,657,000) | - | 0.00% |
| | Increment | 15,055,900 | 21,091,600 | 6,035,700 | 40.09% |
| TID # 8 | Gross | 91,737,600 | 105,125,500 | 13,387,900 | 14.59% |
| | Base (2009) | (6,135,100) | (6,135,100) | - | 0.00% |
| | Increment | 85,602,500 | 98,990,400 | 13,387,900 | 15.64% |
| TID # 9 | Gross | 22,202,700 | 23,981,000 | 1,778,300 | 8.01% |
| | Base (2013) | (21,512,900) | (21,512,900) | - | 0.00% |
| | Increment | 689,800 | 2,468,100 | 1,778,300 | 257.80% |
| TID # 10 | Gross | 21,946,300 | 26,062,800 | 4,116,500 | 18.76% |
| | Base (2013) | (24,543,900) | (24,543,900) | - | 0.00% |
| | Increment | (2,597,600) | 1,518,900 | 4,116,500 | -158.47% |
| TID # 11 | Gross | 122,753,700 | 140,188,200 | 17,434,500 | 14.20% |
| | Base (2017) | (92,067,800) | (92,067,800) | - | 0.00% |
| | Increment | 30,685,900 | 48,120,400 | 17,434,500 | 56.82% |
| TID # 12 | Gross | 29,733,400 | 46,780,600 | 17,047,200 | 57.33% |
| | Base (2017) | (22,974,900) | (30,923,400) | (7,948,500) | 34.60% |
| | Increment | 6,758,500 | 15,857,200 | 9,098,700 | 134.63% |
| Total All Increments: | | \$ 320,524,500 | \$ 421,200,300 | \$ 99,156,900 | 31.41% |
| Outagamie County | | | | | |
| | Real Estate | 5,517,971,100 | 6,240,643,400 | 722,672,300 | 13.10% |
| | Personal Property | 102,979,500 | 104,931,700 | 1,952,200 | 1.90% |
| Total With TID: | | 5,620,950,600 | 6,345,575,100 | 724,624,500 | 12.89% |
| Total Without TID: | | 5,441,078,700 | 6,113,398,300 | 672,319,600 | 12.36% |
| Calumet County | | | | | |
| | Real Estate | 962,977,100 | 1,056,235,000 | 93,257,900 | 9.68% |
| | Personal Property | 11,763,700 | 10,557,100 | (1,206,600) | -10.26% |
| Total With TID: | | 974,740,800 | 1,066,792,100 | 92,051,300 | 9.44% |
| Total Without TID: | | 849,144,100 | 898,860,200 | 49,716,100 | 5.85% |
| Winnebago County | | | | | |
| | Real Estate | 88,675,500 | 95,244,800 | 6,569,300 | 7.41% |
| | Personal Property | 3,993,900 | 3,904,400 | (89,500) | -2.24% |
| Total With TID: | | 92,669,400 | 99,149,200 | 6,479,800 | 6.99% |
| Total Without TID: | | 77,613,500 | 78,057,600 | 444,100 | 0.57% |
| All Counties With TIDs: | | \$ 6,688,360,800 | \$ 7,511,516,400 | \$ 823,155,600 | 12.31% |
| All Counties Without TIDs: | | \$ 6,367,836,300 | \$ 7,090,316,100 | \$ 722,479,800 | 11.35% |

CITY OF APPLETON 2023 BUDGET POPULATION ESTIMATES

| Year | | Outagamie County | Calumet County | Winnebago County | Total |
|------|--------|---------------------|-------------------|---------------------|--------|
| 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 |
| 2022 | Est. * | 62,892 | 11,276 | 1,437 | 75,605 |



* source: State of Wisconsin Department of Administration, Demographic Services Center

CITY OF APPLETON 2023 BUDGET

STATISTICS AND PERFORMANCE INDICATORS

(Snapshot of Department Dashboards as of September 28, 2022)

Mayor's Office

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.

All 2022 numbers are reflective through June 30, 2022.

Mayor's Office Hours Offered
each year

24

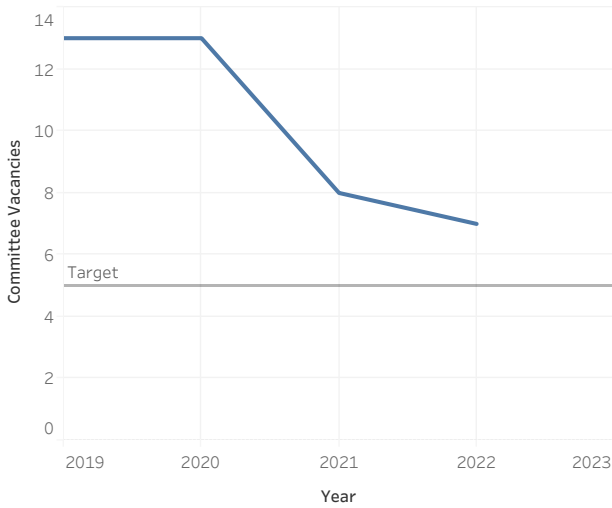
Engagement Opportunities Offered
or attended by the Mayor in 2021

142

Agreements and Collaborations Held
with other organizations in 2020

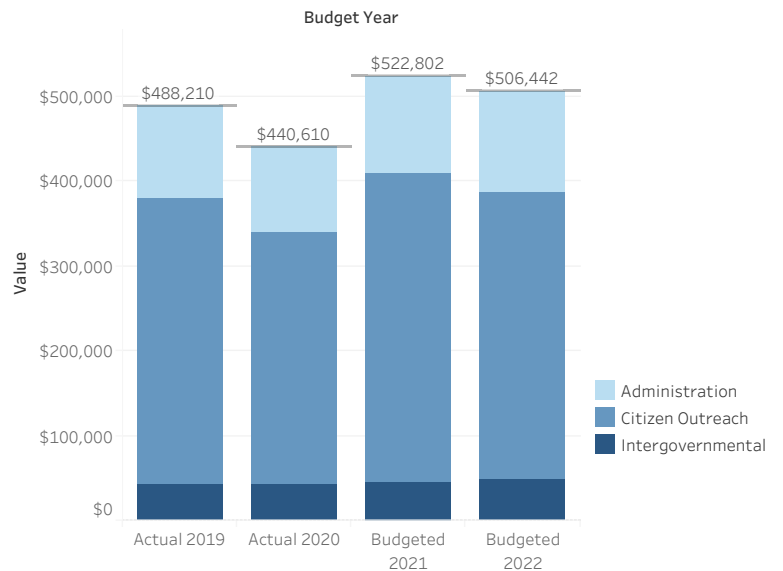
860

Committee Vacancies

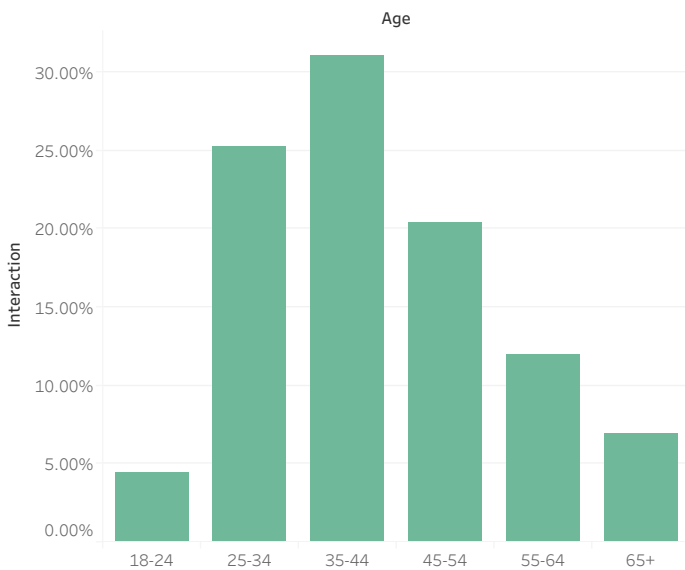


Department Budget Summary

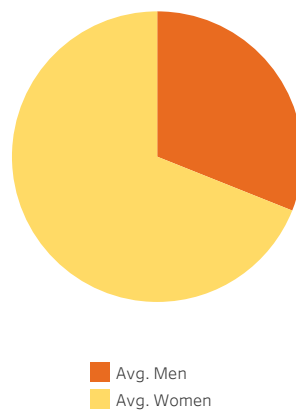
Year
2019 to 2022



Social Media Interaction by Age



Distribution of Social Media Interaction by Gender*



*source data only provided in binary

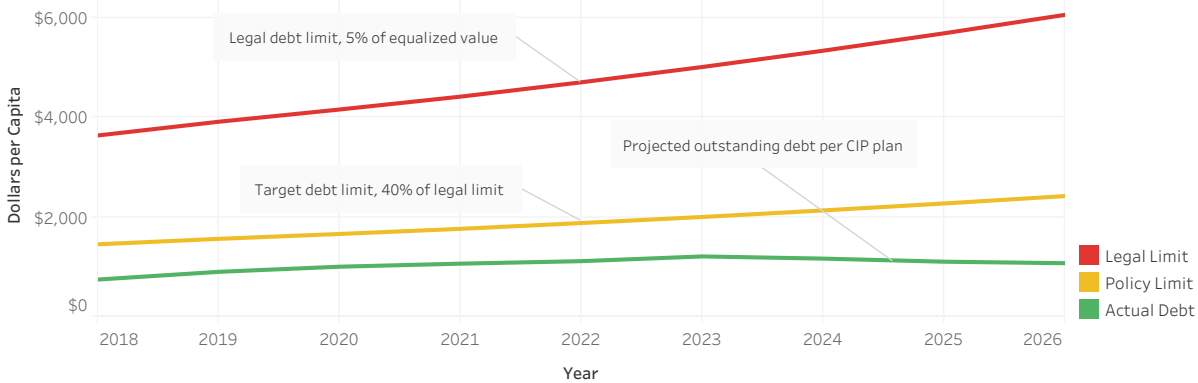
Finance

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. We aim to 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 ensuring adequate training and staff involvement; and proactively offer solutions to challenges that arise, keeping customer service the primary focus.

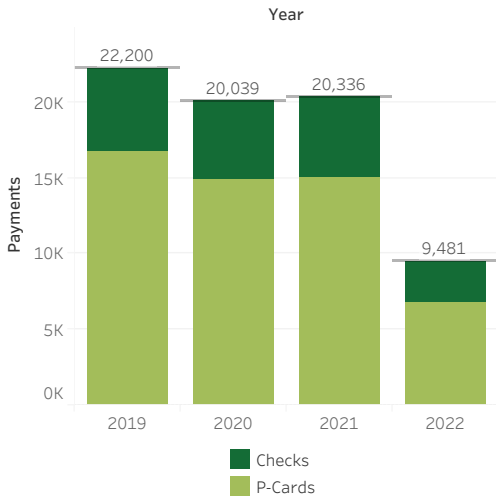
All 2022 numbers are reflective through June 30, 2022.

General Obligation Debt - Debt Limit Analysis

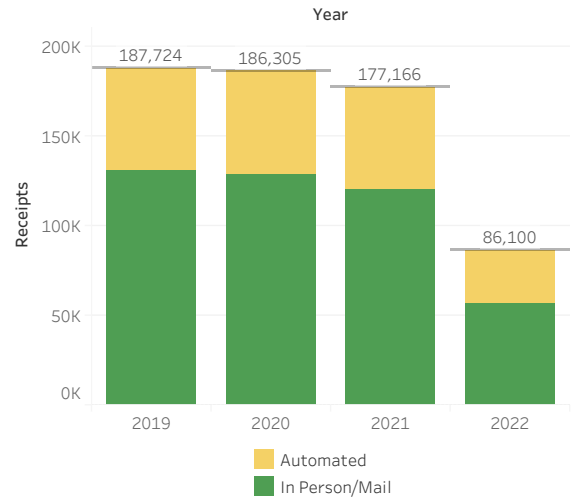
Year
2019 to 2022



Annual Payments Made



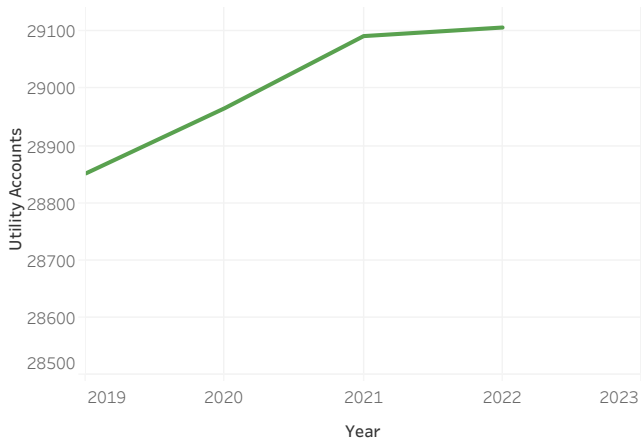
Annual Receipts Processed



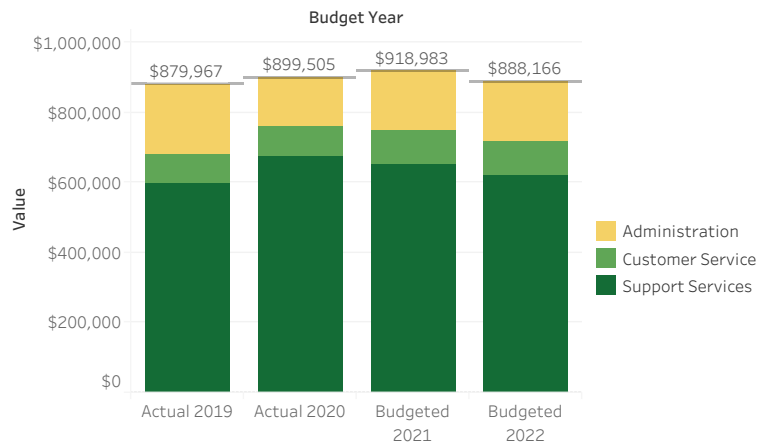
Auditor's
Compliance
Issues

0

Utility Accounts Serviced



Department Budget Summary



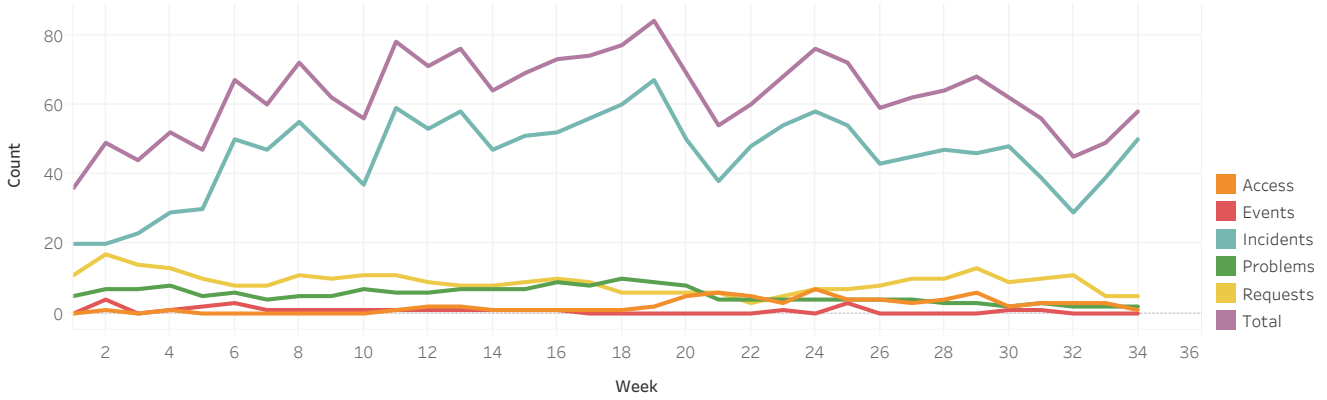
Information Technology

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. The IT Department continues to strive to proactively find opportunities to streamline processes and improve communications.

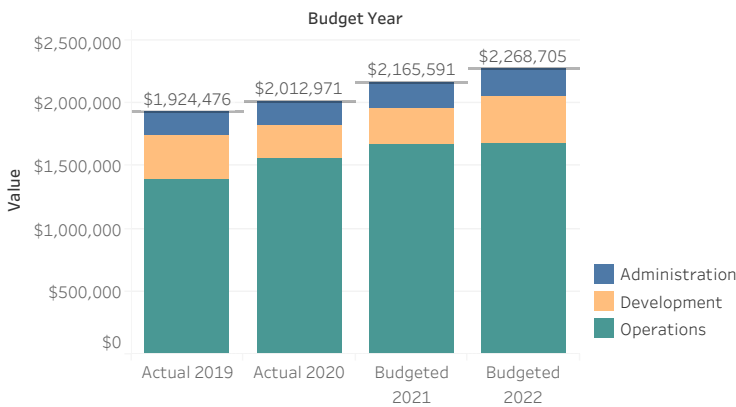
This dashboard was last updated 9/27/22.

Help Desk Tickets, 2022

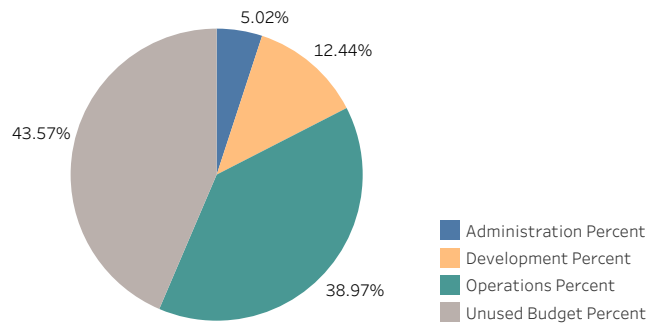
Week
1 to 34



Department Budget Summary



2022 Budget Use (YTD)



Legal Services - Attorney's Office

The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice, and guidance to internal customers. 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. The City Attorney's Office provides advice and direction to City staff along with the Common Council.

All 2022 numbers are reflective through June 30, 2022.

*The Agreements and Contracts chart is reflective of new agreements and contracts only. It does not include extensions, amendments, or task orders that fall under a master agreement.

**Averages are calculated using data from the years 2017-2022.

Average Number
of New Matters
Opened Annually

982

Yearly total as of 6/30/22: 561

Average Number
of Agreements and Contracts
Created Annually

236

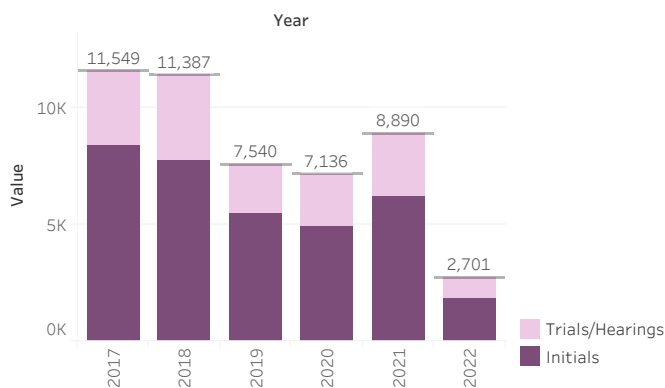
Yearly total as of 6/30/22: 258

Average Number
of Ordinances Adopted
or Published Annually

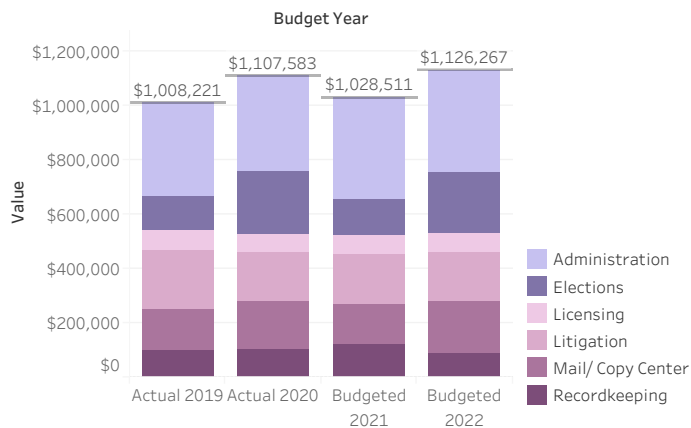
104

Yearly total as of 6/30/22: 44

Annual Initial Appearances and Annual Trials and Hearings



Department Budget Summary

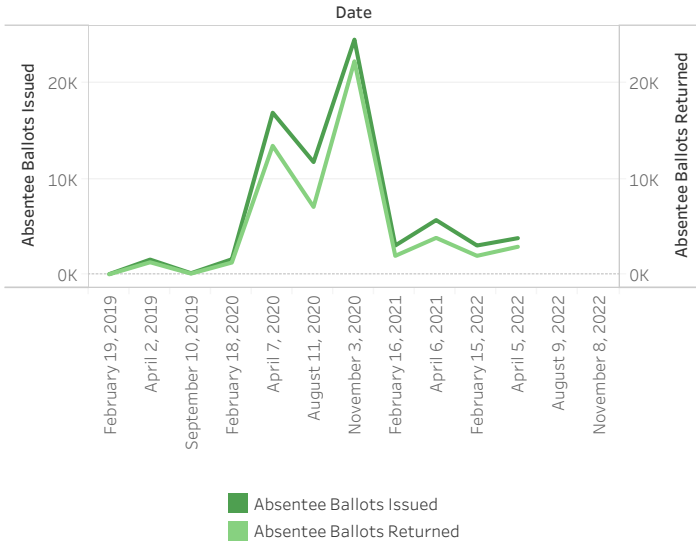


Legal Services - City Clerk

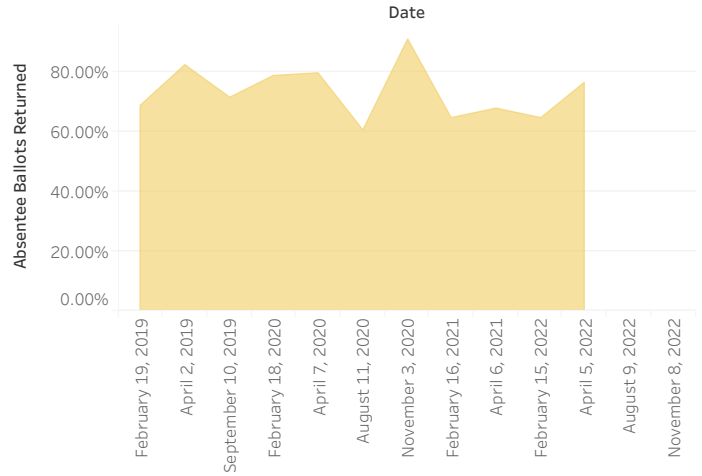
The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice, and guidance to internal customers. In the continuously changing landscape of the pandemic, local, State, and federal orders all required hours of research, interpretation, and consultation with various City Departments.

All 2022 numbers are reflective through June 30, 2022.

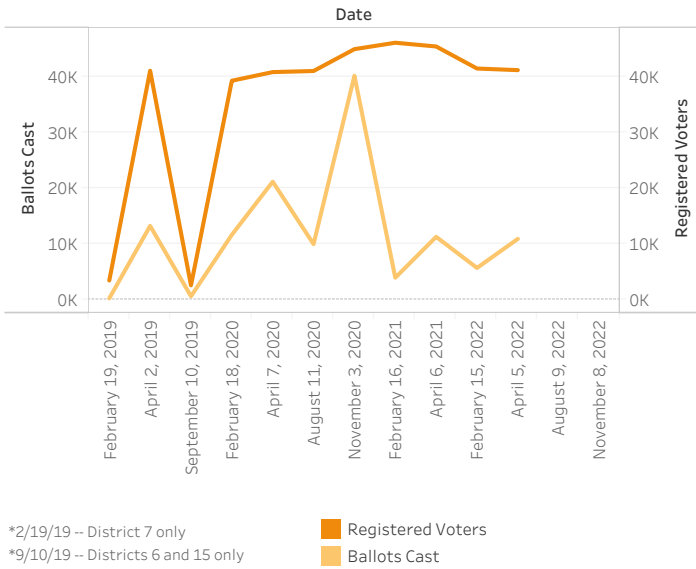
Absentee Ballots



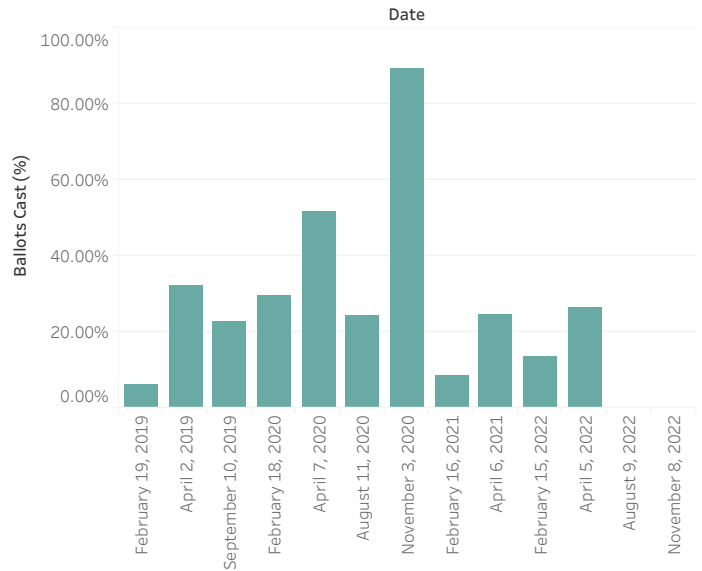
Percent of Absentee Ballots Returned



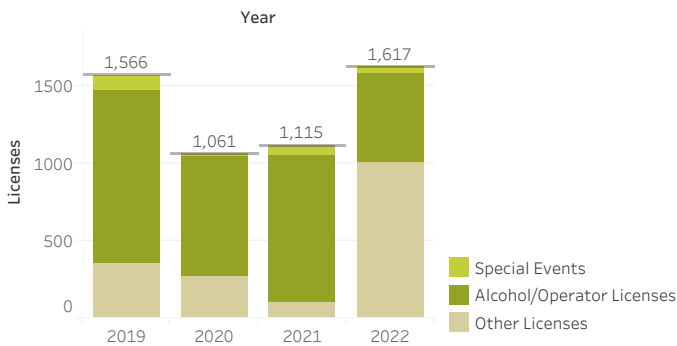
Ballots Cast and Registered Voters*



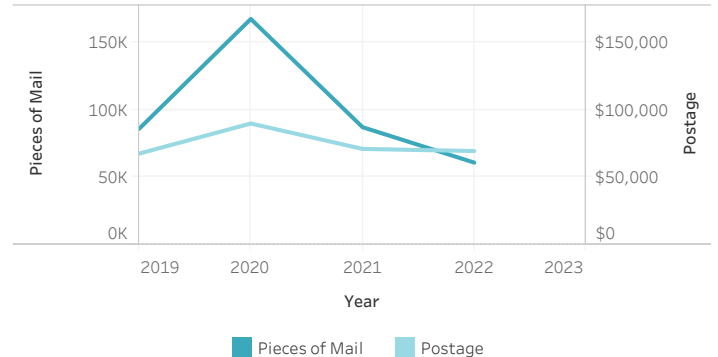
Voter Turnout



Licenses Issued



Pieces of Metered Mail and Postage Costs

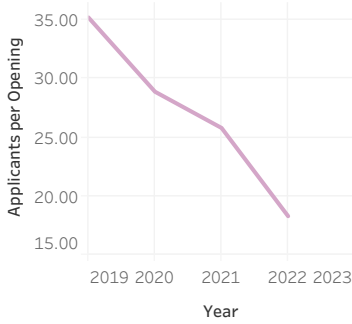


Human Resources

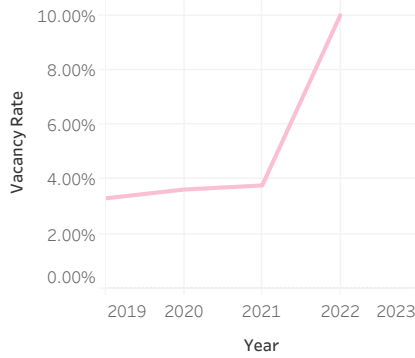
The Human Resources Department will attract, develop, and retain a high-performing, diverse workforce and foster an environment where employees can use their talents to thrive. It is our objective to provide departmental support meeting the City's organizational needs in the areas of Human Resource Compliance and Administration, Talent Acquisition and Retention, and Talent Management and Development.

All 2022 numbers are reflective through June 30, 2022.

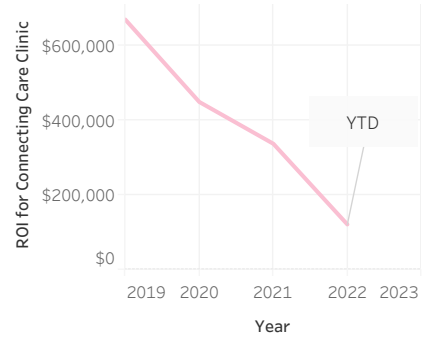
Average Applicants per Opening



Vacancy Rate

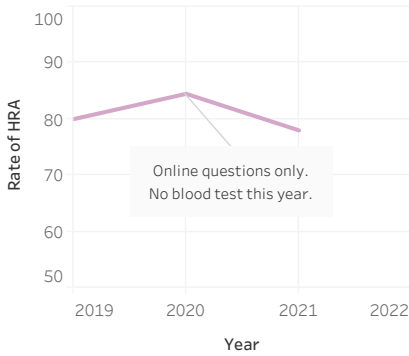


Return on Investment for Connecting Care Clinic

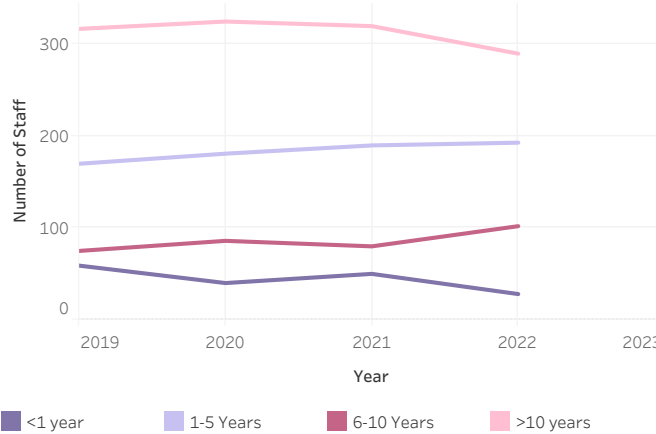


Year 2019 to 2022

Percentage of Employees who Participated in the Health Risk Assessment



Staff Retention by Years of Service

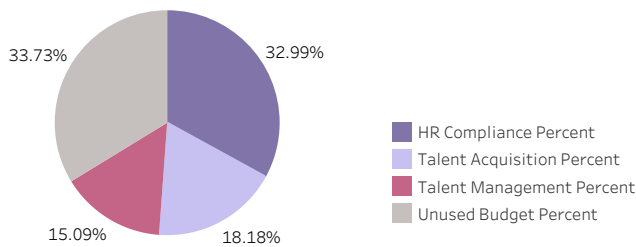


Average training investment per full-time equivalent employee

\$41.31
per employee

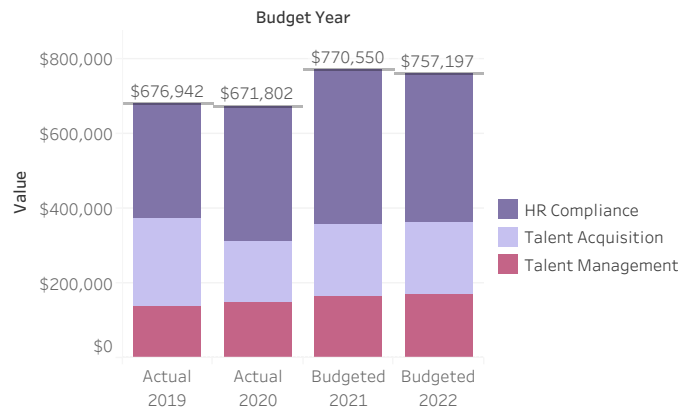
for required HR training based on 630 FTE count

2022 Budget Use (YTD)



YTD spending is reflective through August 2022.

Department Budget Summary

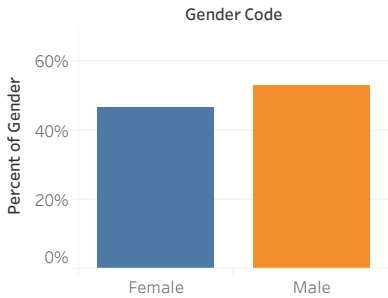


Employee Data

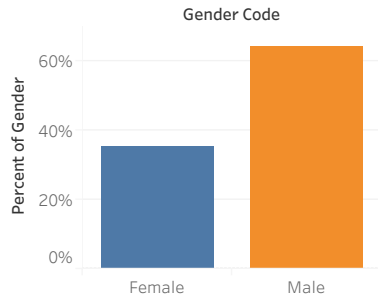
This dashboard exhibits data about City of Appleton employees and supervisors in comparison with the citizens of Appleton. Data on applicants for positions at the City of Appleton is also included. "Null" means that data was unavailable/input was not given. BIPOC stands for "Black, Indigenous, and people of color." "Indian" in ethnicity data stands for American Indian/Native American.

This dashboard was last updated in 2022.

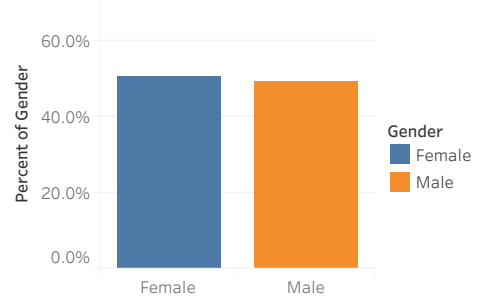
Employees by Gender



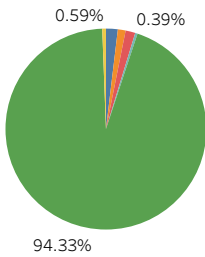
Supervisors by Gender



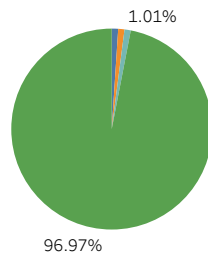
Citizens by Gender



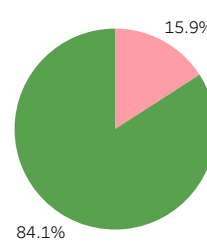
Percentage of BIPOC Employees



Percentage of BIPOC Supervisors

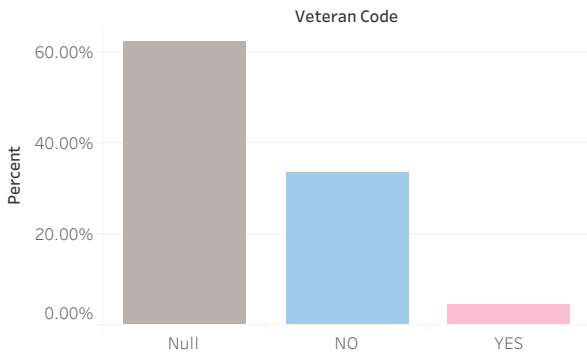


Percentage of BIPOC Citizens

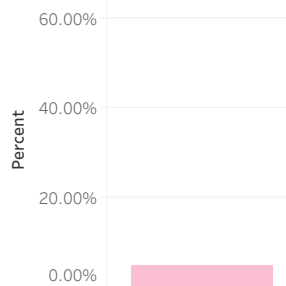


- Employee Ethnicity**
- Asian
 - Black
 - Hispanic
 - Indian
 - White
 - Unknown
- Citizen Ethnicity**
- Other
 - White

Percentage of Employees with Military Service



Percentage of Citizens with Military Service



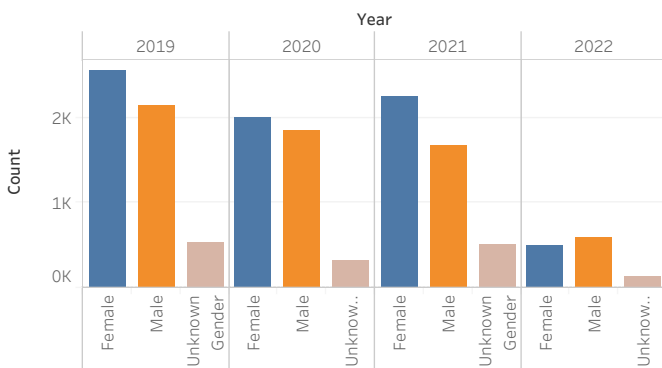
Full Time Employees

614

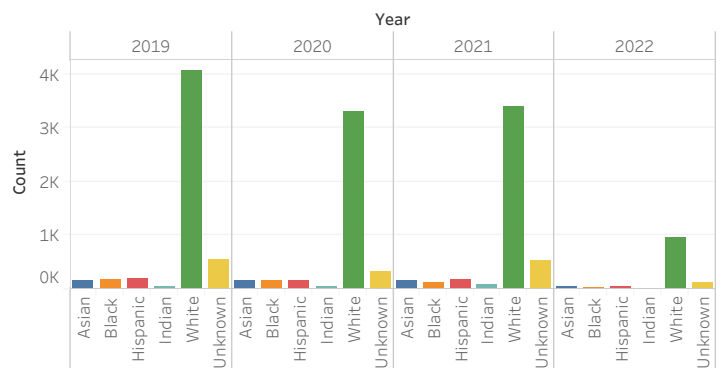
Seasonal Employees

512

Applicants by Gender



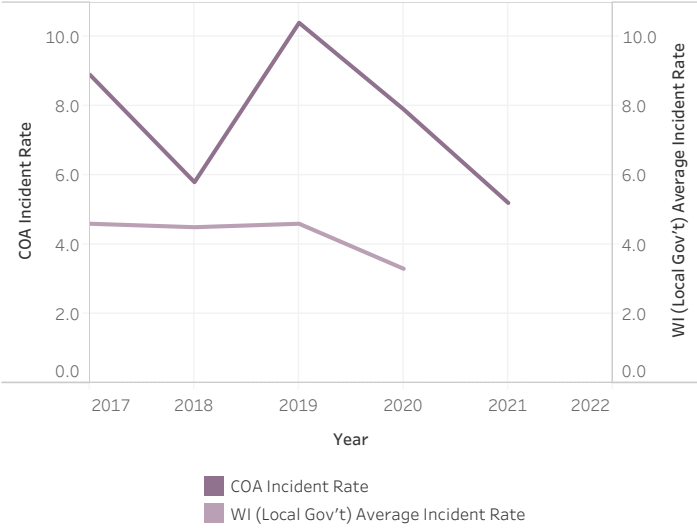
Applicants by Ethnicity



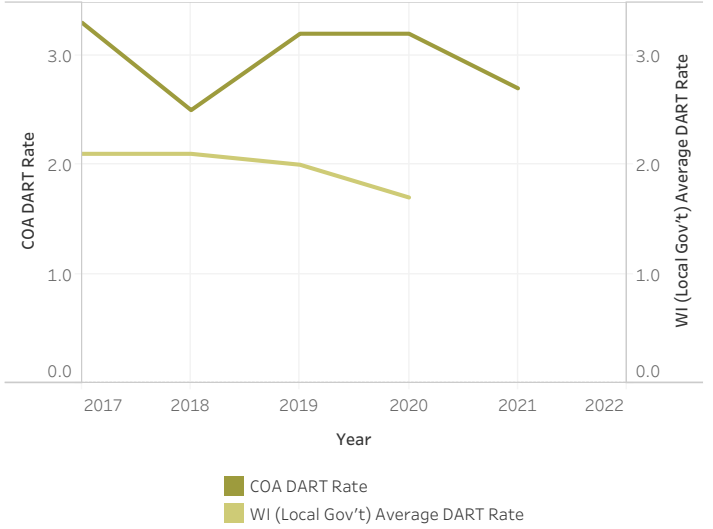
Risk Management

It is the mission of the Risk Management Department 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. The Risk Management Department's 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, focusing on the development of new policies and revisions of existing policies consistent with this objective.

Total Recordable Injury and Illness Cases (Non-Fatal) Per 100-Full Time Employees



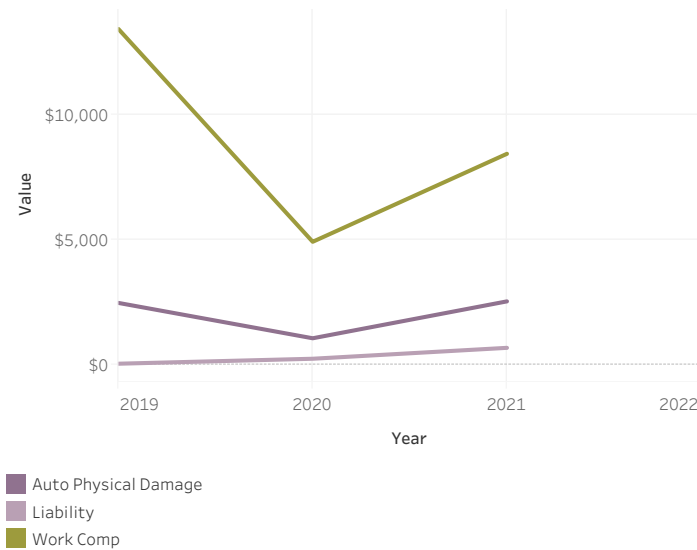
DART Rate - Total Cases Involving Days Away From Work and/or Days of Restricted Work Activity



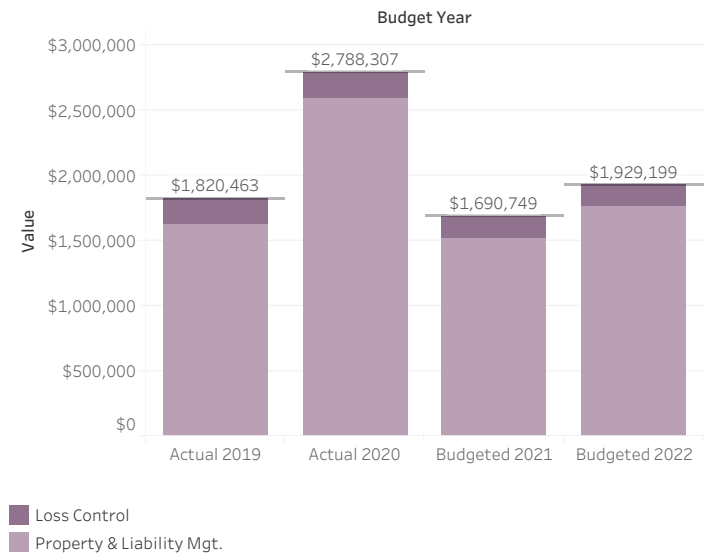
For every 100 city employees, 7.9 of our employees sustained an OSHA recordable work-related injury or illness in CY 2020. For CY 2020, our rate was more than double the average of other local gov't's.

For every 100 employees, 3.2 of our employees sustained a work-related injury that resulted in lost time and/or restricted duty in CY 2020. For CY 2020, our DART rate was almost twice the average rate for local gov't's.

Average Loss Costs for Work Comp, Liability and Auto Physical Damage



Department Budget Summary

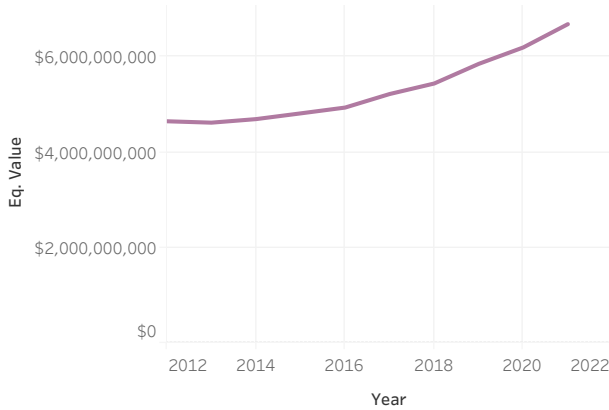


Community and Economic Development

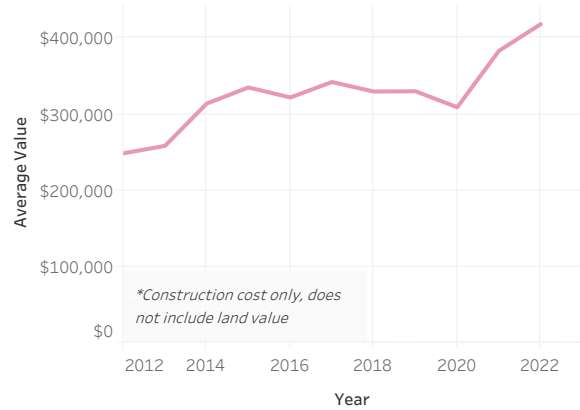
The Community and Economic Development Department proactively fosters a healthy economy and a strong, welcoming community. Throughout the year, we will continue creation, execution and implementation of the City's Economic Development Strategic Plan, primary goals and key strategies that will result in development within targeted districts of the City and enhance the business climate and vibrancy of the community.

All 2022 numbers are reflective through June 30, 2022. Graphs without 2022 numbers do not have midyear values, as they are reported annually.

Equalized Value Growth

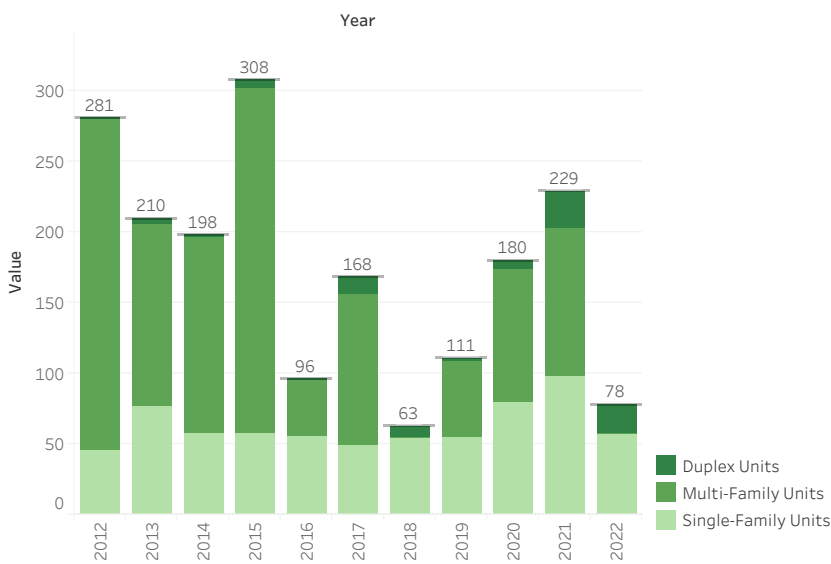


Average Value of New Homes*

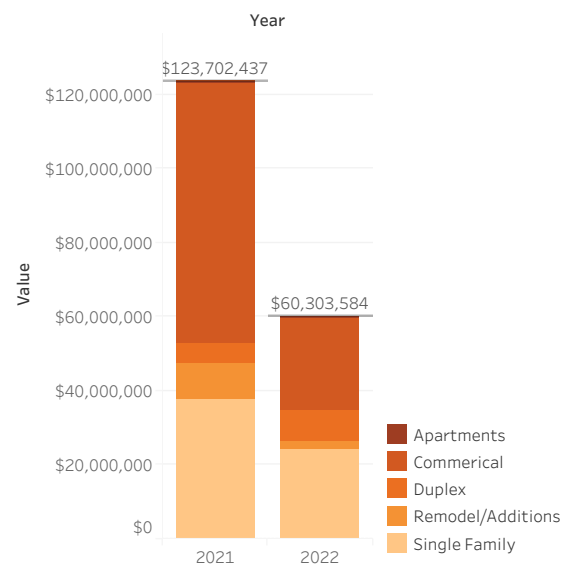


Year
2012 to 2022

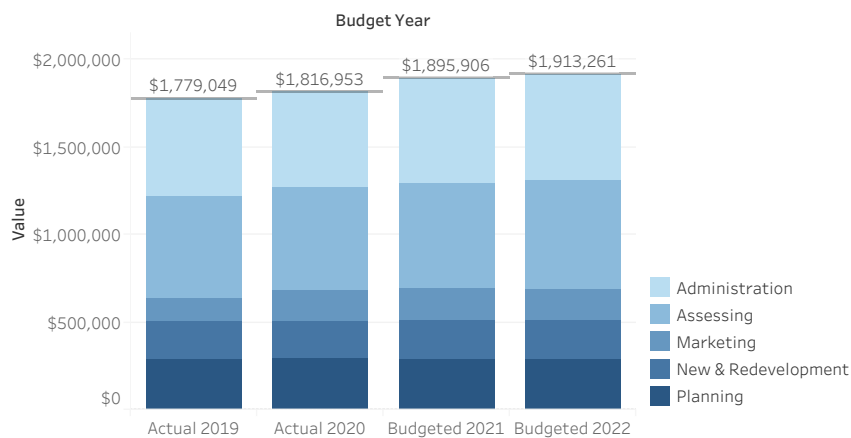
City of Appleton New Housing Units



City Permit Value

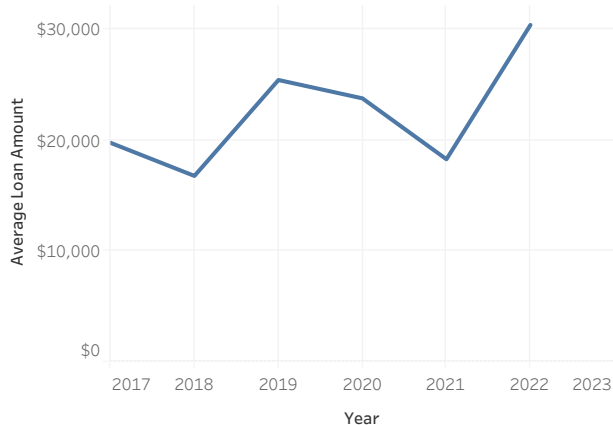


Department Budget Summary



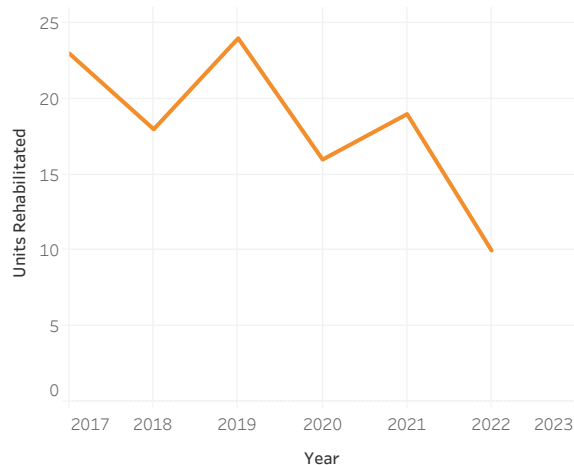
Community and Economic Development Cont.

Homeowner Rehabilitation Loan Program - Average Loan Amount

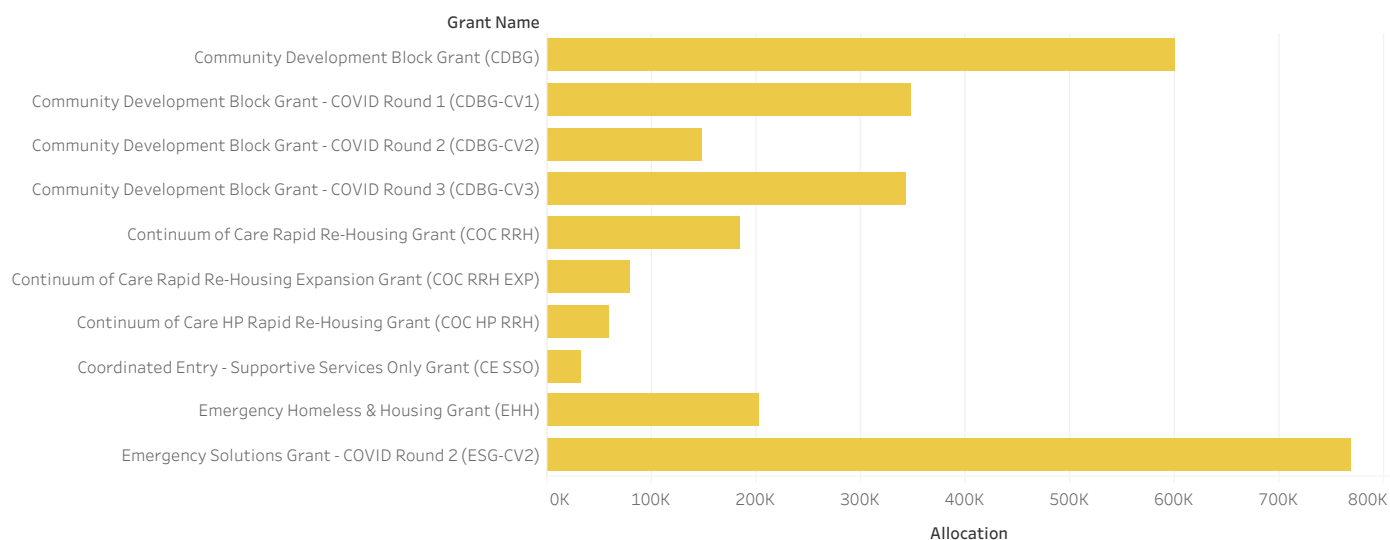


Housing Units Rehabilitated

Year
2012 to 2022



Community and Economic Development Grants



Grant Terms

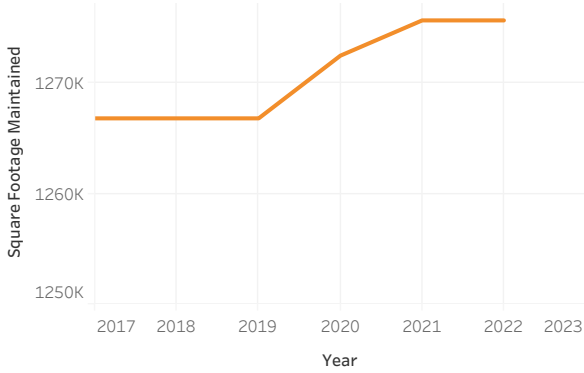
- Community Development Block Grant (CDBG): 4/1/22 - 3/31/23
- Community Development Block Grant - COVID Round 1 (CDBG-CV1): 11/1/21 - 10/31/22
- Community Development Block Grant - COVID Round 2 (CDBG-CV2): 2/1/21 - 1/31/23
- Community Development Block Grant - COVID Round 3 (CDBG-CV3): 2/1/21 - 1/31/23
- Emergency Homeless & Housing Grant (EHH): 7/1/21 - 9/30/22
- Emergency Solutions Grant - COVID Round 2 (ESG-CV2): 7/1/20 - 6/30/22
- Coordinated Entry - Supportive Services Only Grant (CE SSO): 7/1/22 - 6/30/23
- Continuum of Care Rapid Re-Housing Grant (COC RRH): 10/1/21 - 9/30/22
- Continuum of Care Rapid Re-Housing Expansion Grant (COC RRH EXP): 10/1/21 - 9/30/22
- Continuum of Care HP Rapid Re-Housing Grant (COC HP RRH): 1/1/22 - 12/31/22

Facilities and Construction Management

It is the objective of the Facilities and Construction Management Division of the Parks, Recreation, and Facilities and Construction Management Department to provide a high level of customer service by meeting or exceeding our customers' expectations for quality, timeliness, and professionalism. Doing so reflects our mission statement: "Building communities and enriching lives where we live, work and play."

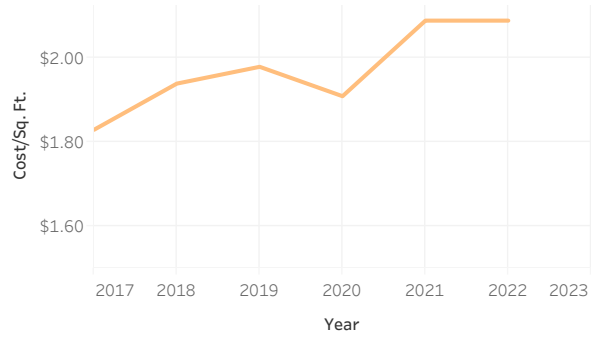
All 2022 numbers are reflective through June 30, 2022.

Square Footage Maintained

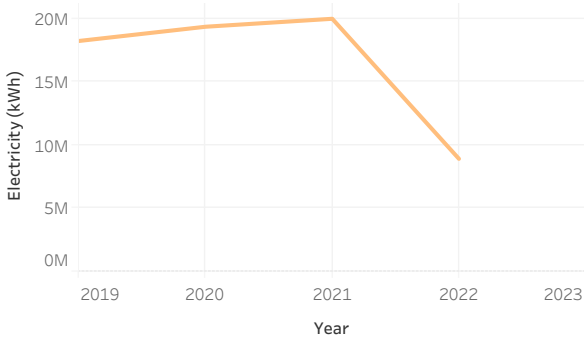


Maintenance and Janitorial Cost per Square Foot

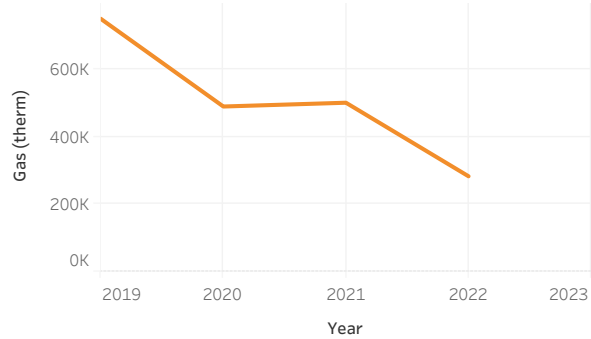
Year
2017 to 2022



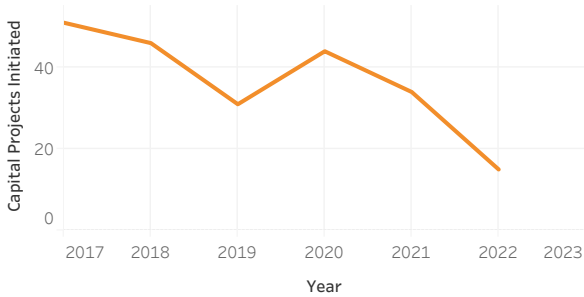
Utility Use - Electricity



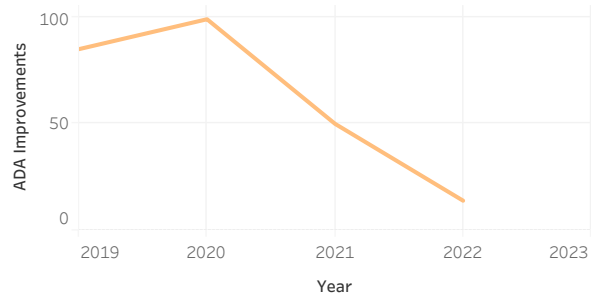
Utility Use - Gas



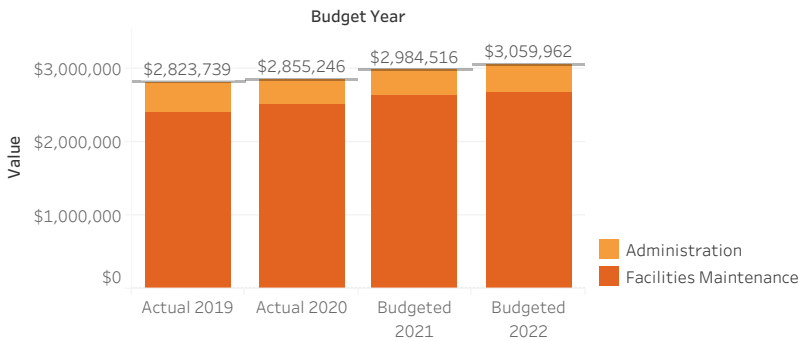
Capital Projects Initiated



ADA Improvements



Department Budget Summary

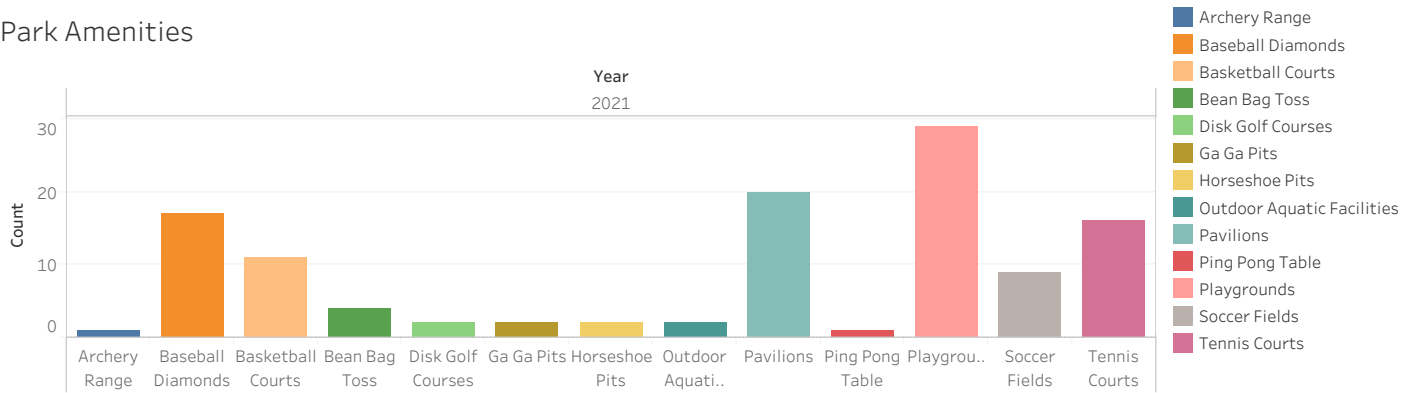


Appleton Parks and Grounds

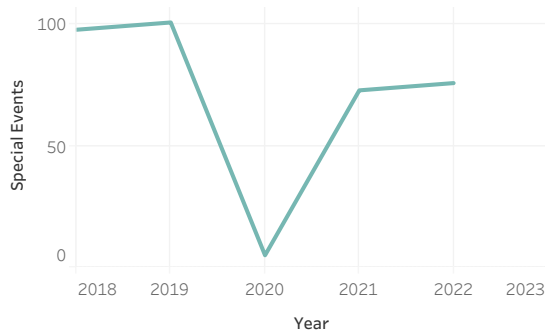
Parks and Recreation is a tangible reflection of the quality of life in a community. Together, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status. The Grounds Division of the Parks, Recreation, and Facilities Management Department proactively manages 610 acres of park grounds and 12.8 miles of paved trails. It is our objective to continue to provide opportunities for community experiences that promote cultural awareness and celebrate diversity.

All 2022 numbers are reflective through June 30, 2022.

Park Amenities



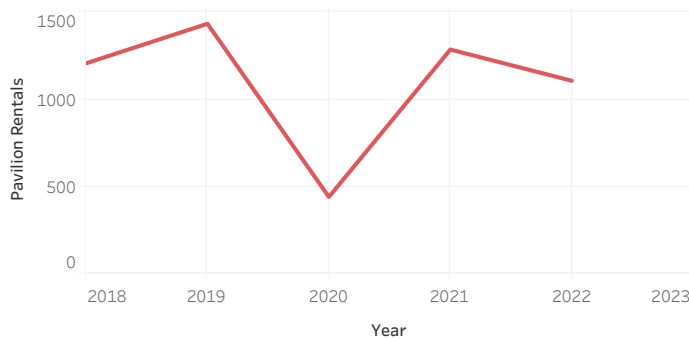
Number of Special Events Supported



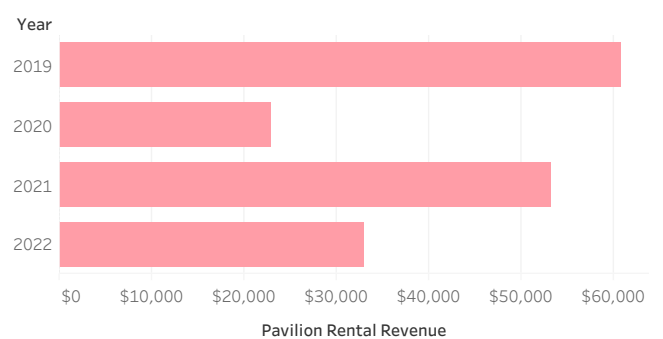
Tournaments Hosted and Tournament Revenue



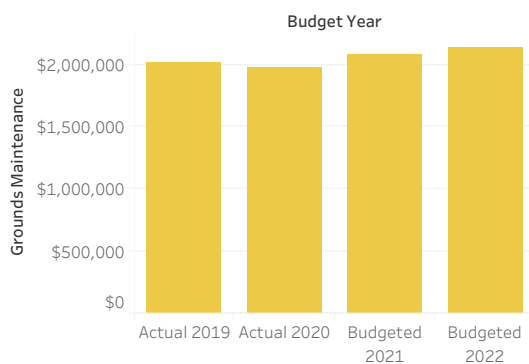
Pavilion Rentals



Pavilion Rental Revenue



Department Budget Summary (Parks and Grounds)



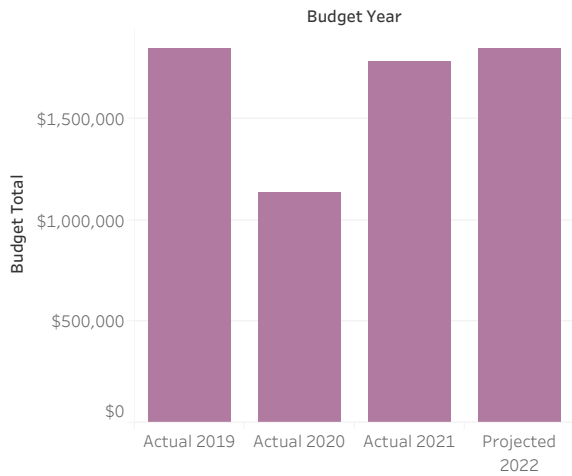
Appleton Recreation

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 remain committed to providing balanced, value-focused programming for all ages and abilities.

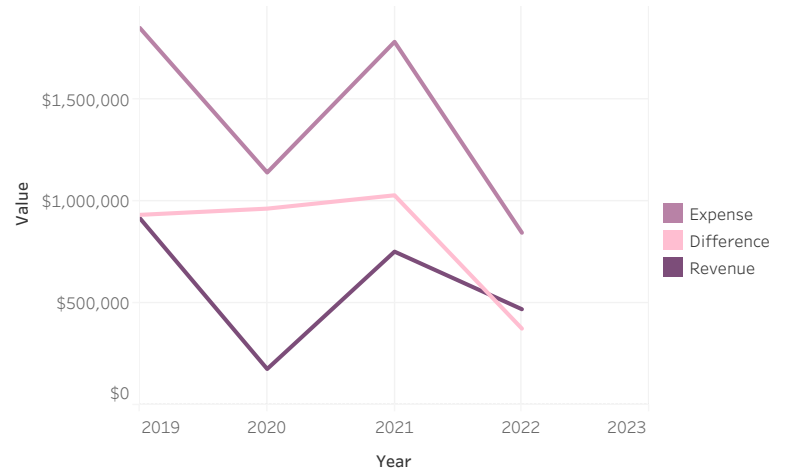
All 2022 numbers are reflective through June 30, 2022.

*Please note that the COVID-19 pandemic of 2020 greatly impacted many aspects of recreation, including lower participation in opportunities.

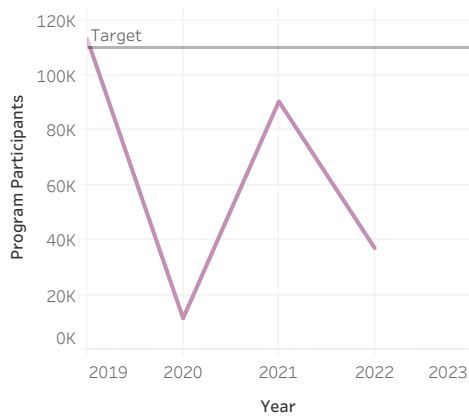
Department Budget Total (Recreation)



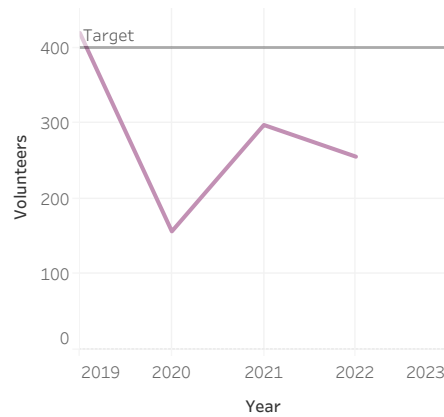
Expense and Revenue



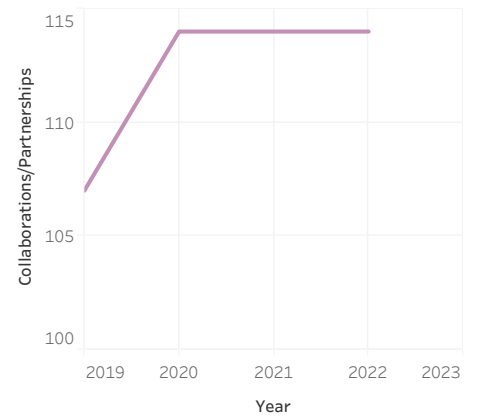
Program Participants



Volunteers



Collaborations and Partnerships



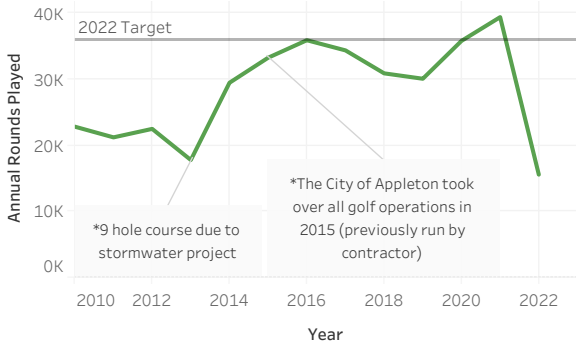
Reid Golf Course

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. It is the goal of Reid Golf Course to maintain high quality, skilled, customer service-oriented staff to operate the golf course.

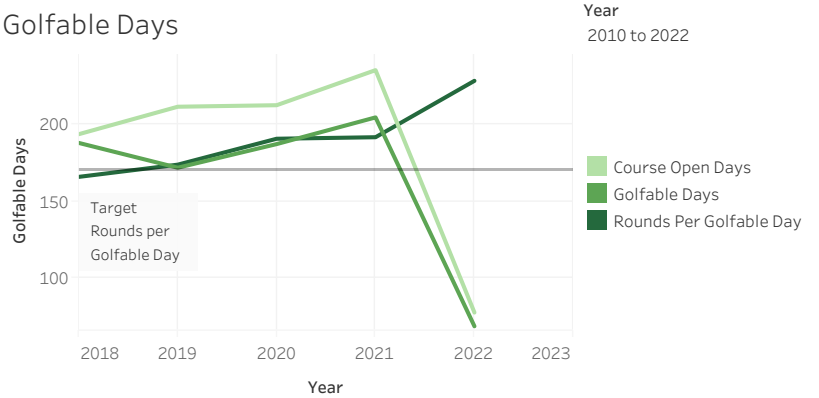
*The City of Appleton took over all golf operations for Reid Golf Course in 2015. It had been previously run by a contractor who ran clubhouse operations and received revenue from clubhouse operations.

All 2022 data is reflective through June 30, 2022.

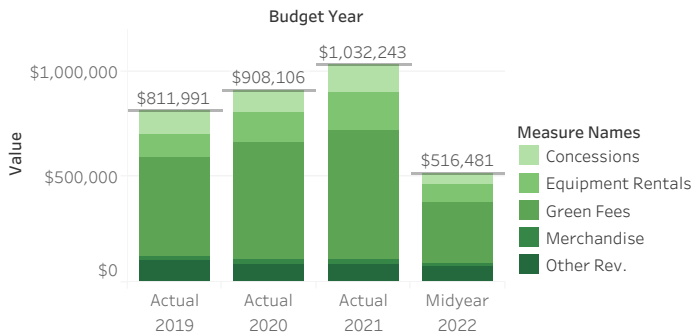
Rounds of Golf Played Annually



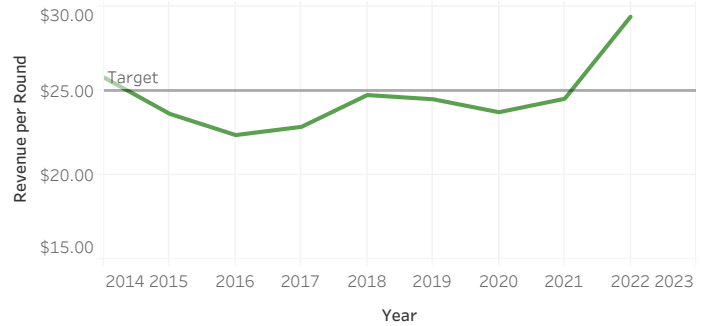
Golfable Days



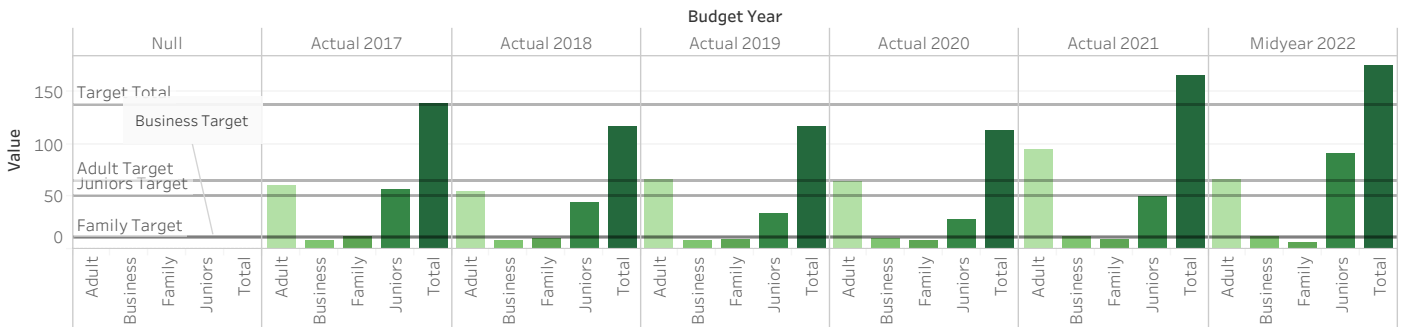
Revenue by Area



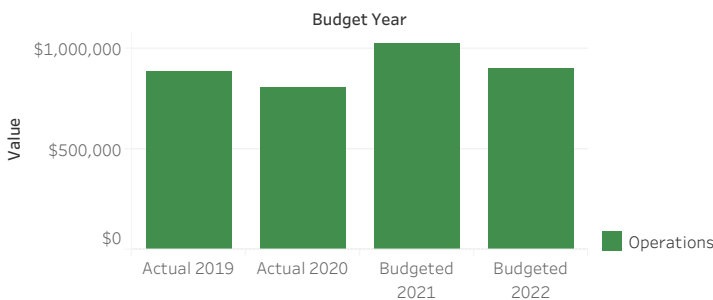
Revenue per Round



Annual Passholders



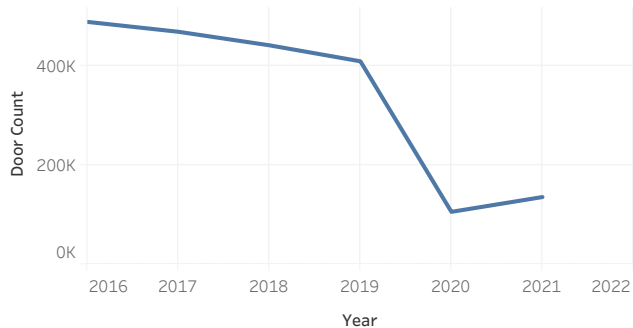
Department Budget Summary



Appleton Public Library

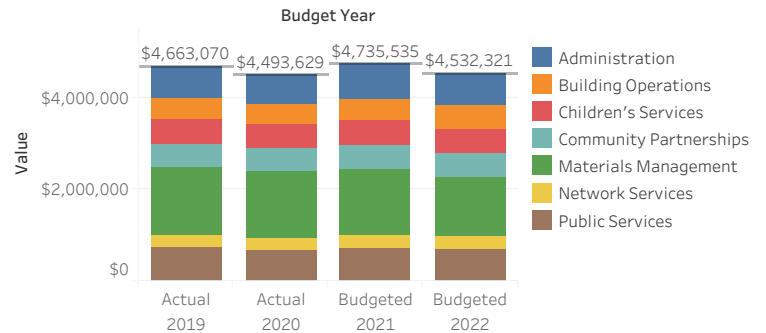
The Appleton Public Library's mission statement embodies our organization: "Learn, know, gather and grow -- your center for community life." Our goal is to apply the Library's mission, vision, values and strategic pillars to accomplish objectives that serve our community. Values: WELCOMING - Everyone 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.

Door Count

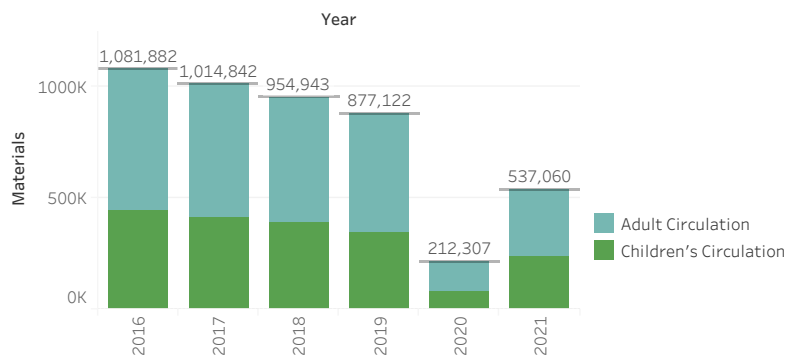


Department Budget Summary

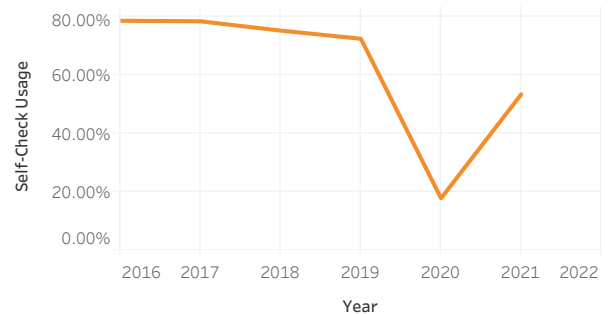
Year
2016 to 2021



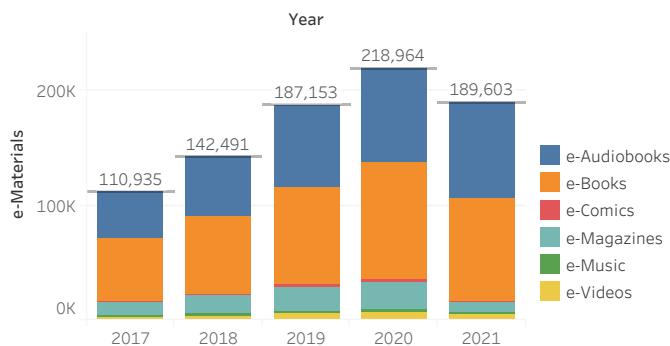
Materials in Circulation



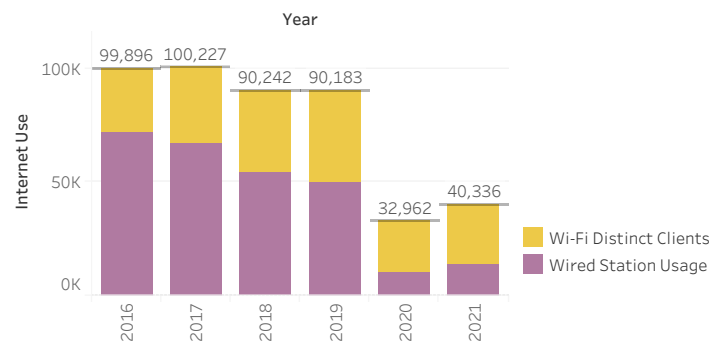
Self-Check Usage (Percentage of All Check-Outs)



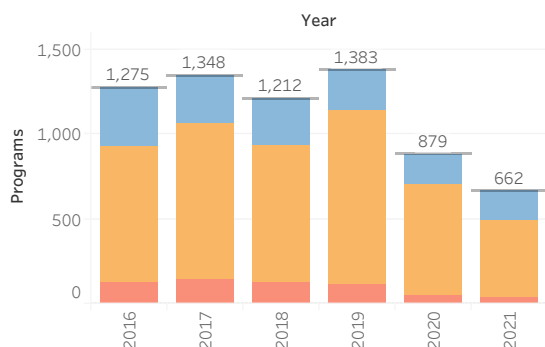
Digital Circulation of e-Materials



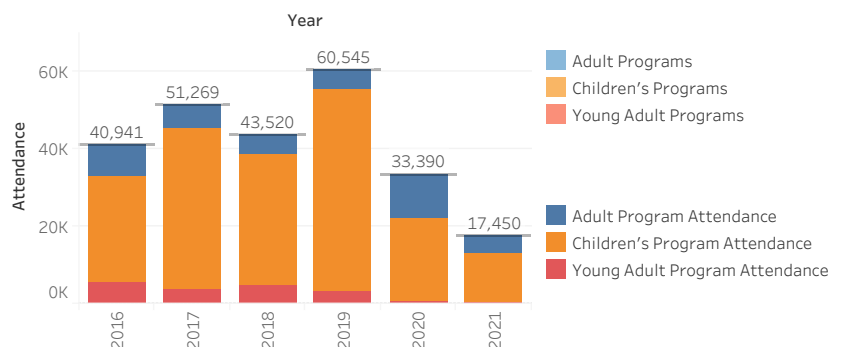
Public Internet Use



Number of Programs Offered



Program Attendance



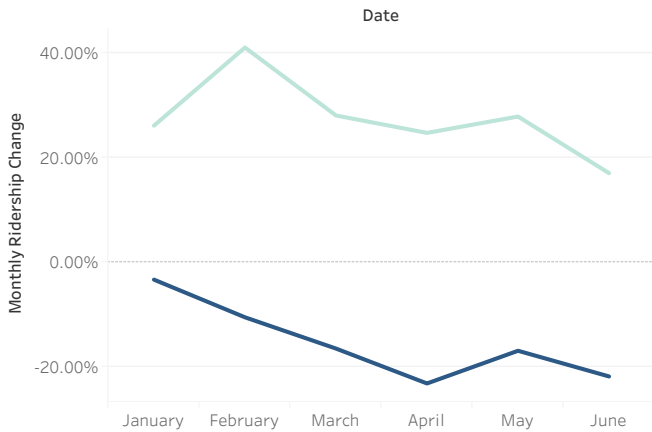
Valley Transit

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life. Valley Transit shares ridership data with the Fox Cities Transit Commission monthly and all other metrics are provided to FCTC quarterly. All information in this dashboard is from the year 2022. This dashboard is updated quarterly.

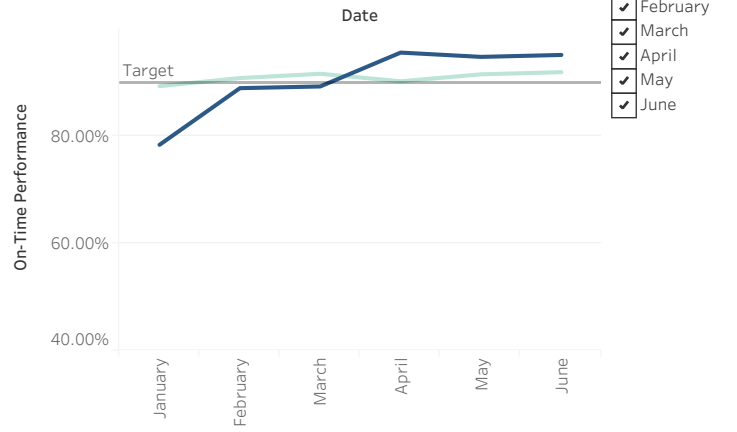
Valley Transit's ridership significantly decreased during the pandemic. Valley Transit will spend 2021 and 2022 attempting to regain ridership lost in 2020. As part of the effort to increase ridership, Valley Transit will continue to work on partnerships with area businesses to increase ridership by 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.

■ Demand Response
■ Fixed Route

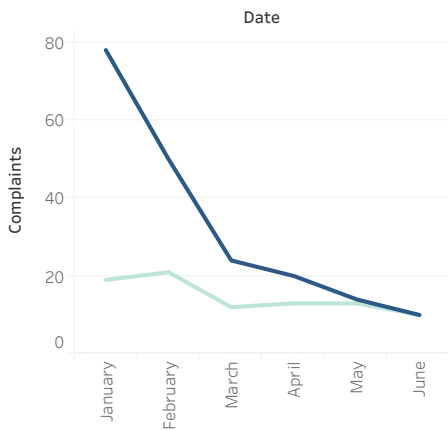
Monthly Ridership Percent Change



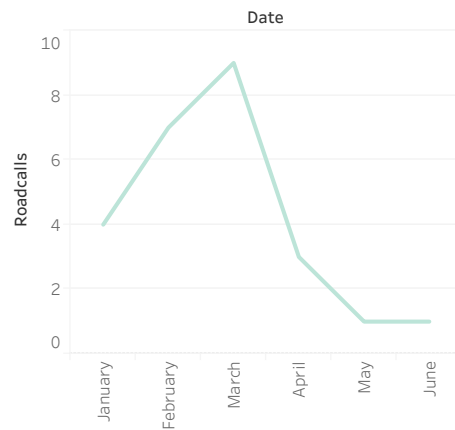
On-Time Performance



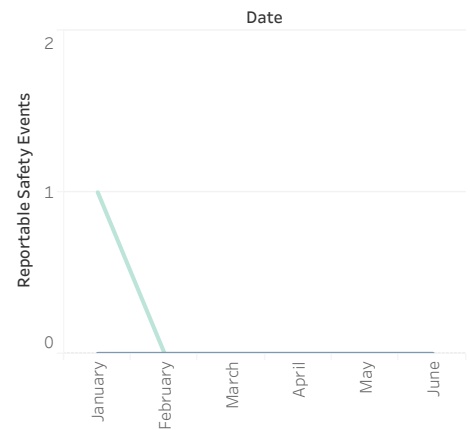
Complaints



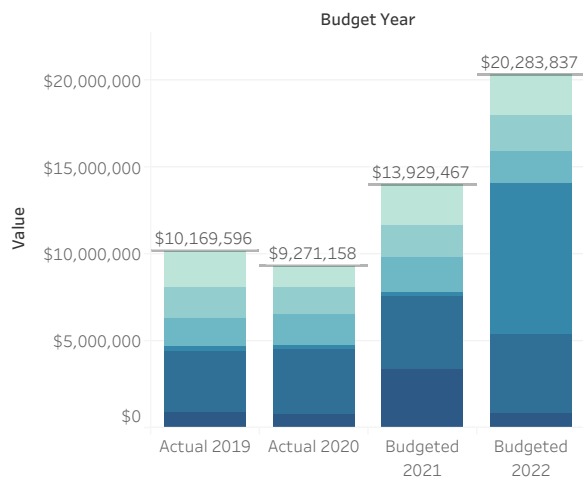
Roadcalls



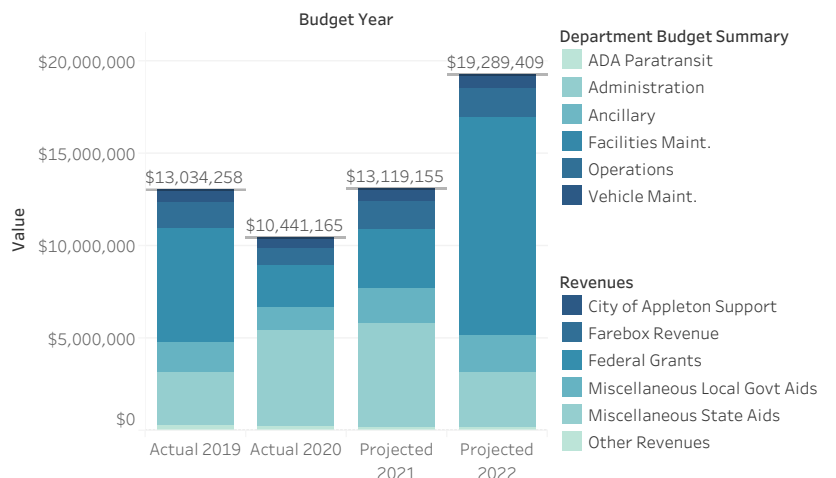
Reportable Safety Events



Department Budget Summary



Revenues

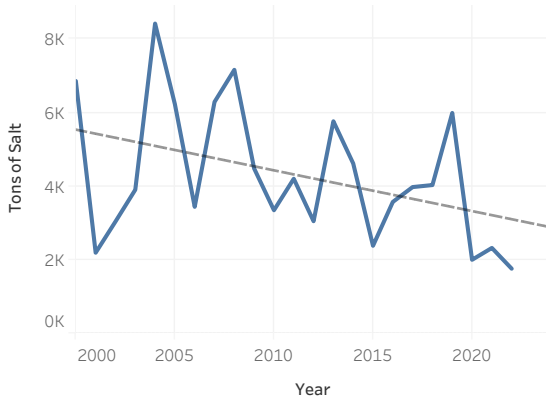


Department of Public Works

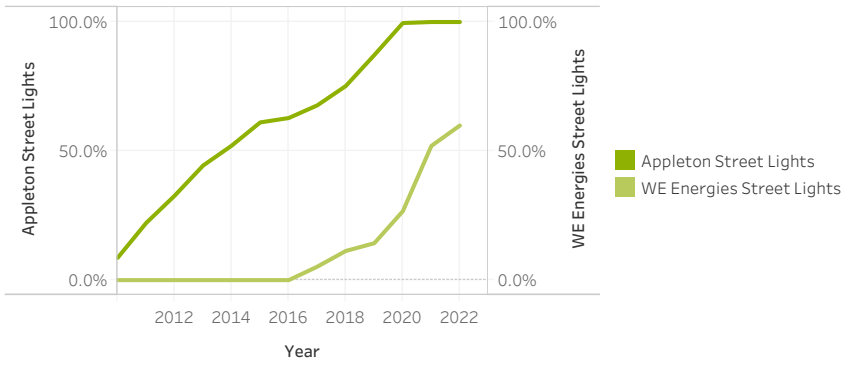
The Department of Public Works strives to provide quality, cost effective public works services for our customers. We continue to strive to monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up. We strive to promote a working environment conducive to employee productivity, growth and retention.

All 2022 numbers are reflective through June 30, 2022.

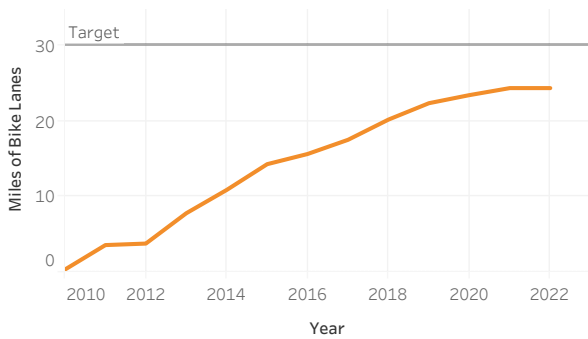
Tons of Salt Used Annually



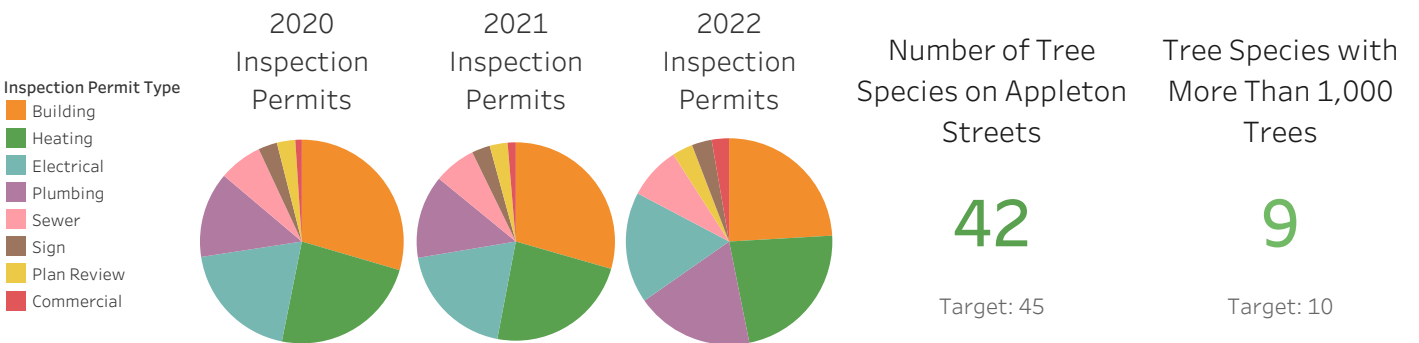
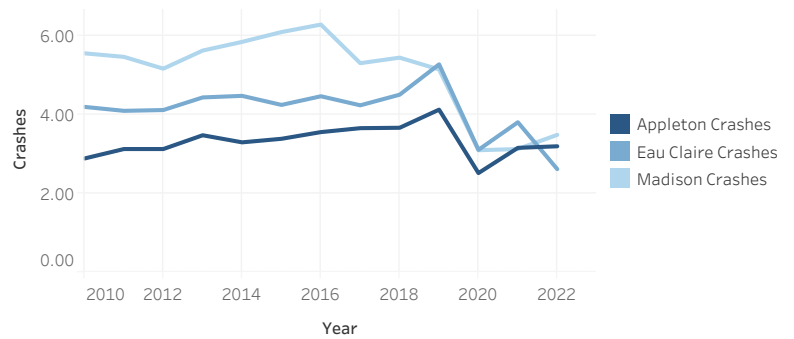
Percent of City-Owned and Utility-Owned Lights Converted to LED



Miles of On-Street Bike Lanes



Crashes per Mile of Street

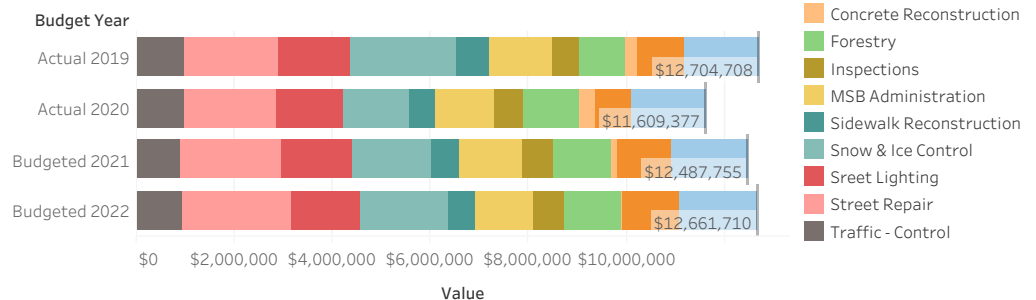


Percent of Streets Above Minimum Rideability

94.5%

Target: 100%

Department Budget Summary

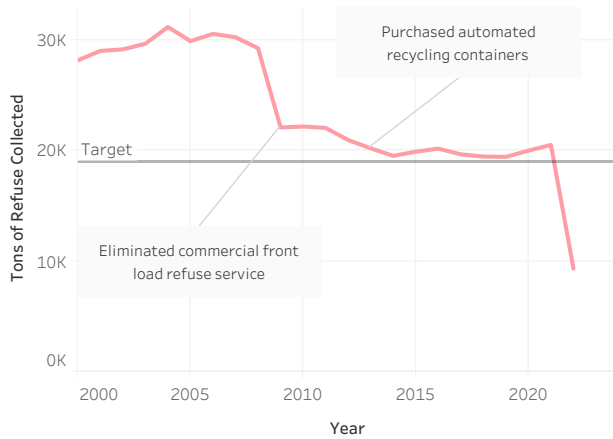


Sanitation

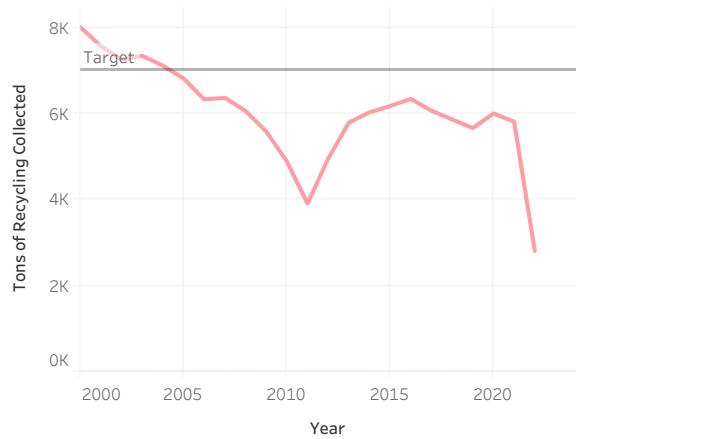
It is the mission of the Sanitation Department to serve the public through the collection and disposal of recyclables, yard waste, and solid waste in a safe, cost-effective and environmentally-responsible manner. We continue to review and evaluate our collection procedures, policies and rates to provide consistent, cost-effective services.

All 2022 numbers are reflective through June 30, 2022.

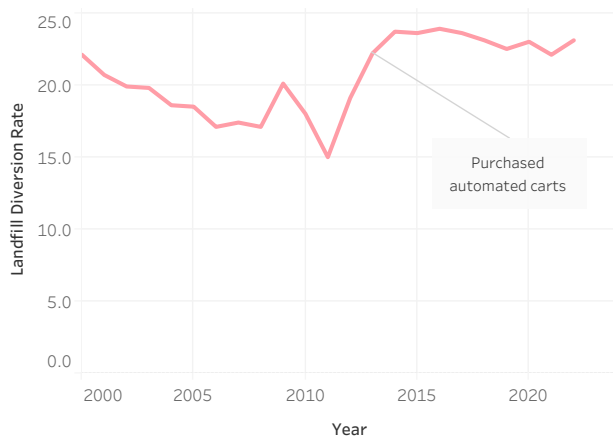
Tons of Refuse Collected



Tons of Recycling Collected



Landfill Diversion Rate

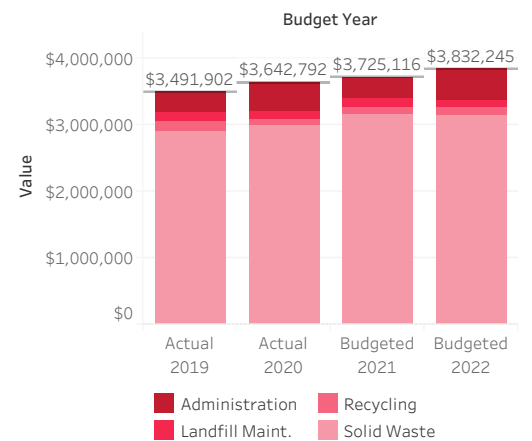


Automated Refuse Stops Per Day

5,196

Target: 5,180

Department Budget Summary

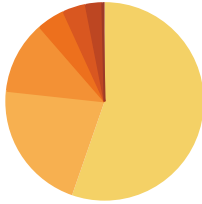


Parking Utility

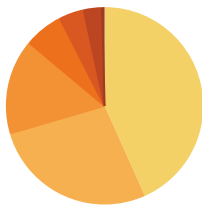
It is the mission of Appleton Parking Utility to provide clean, safe on-and-off street downtown parking using managerial and financial practices that maintain the financial solvency of the Parking Utility. We strive to professionally enforce downtown parking ordinances while maintaining a customer friendly environment. We continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system.

All 2022 numbers are reflective through June 30, 2022.

2021 Parking Citations



2022 Parking Citations



Citation Type

- Meter Violation
- 2:00 a.m. - 5:00 a.m.
- Other Prohibited Area Parking Regulation
- Overtime Parking
- Prohibited parking, stopping, or standing
- Designated No Parking
- Handicap Parking

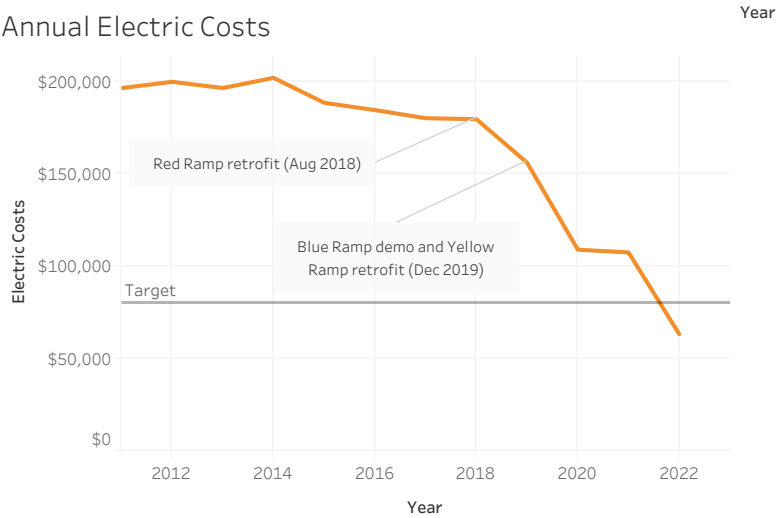
2021 Citations

13,805

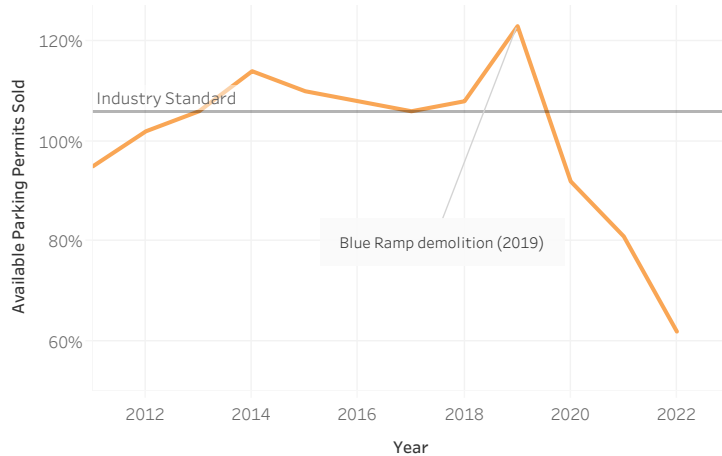
2022 Citations
Through June 30

8,428

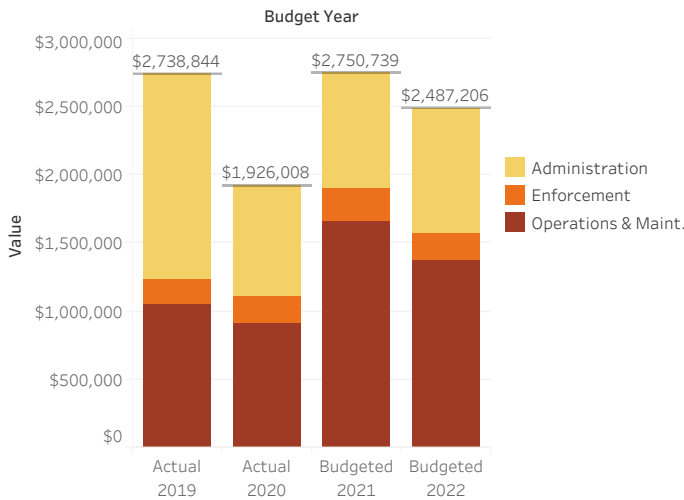
Annual Electric Costs



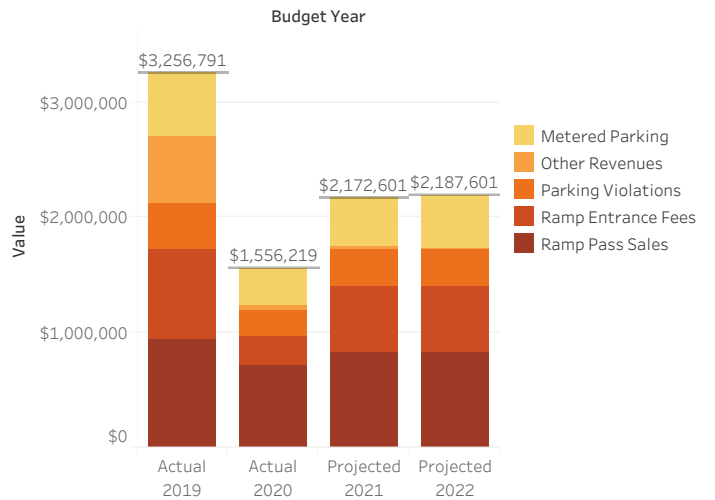
Percent of Available Parking Permits Sold



Department Budget Summary



Revenues



Central Equipment Agency

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. It is our objective to continue advising user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon footprint of the fleet.

This dashboard is reflective through June 30, 2022.

Number of Electric or Hybrid Vehicles in the Fleet

4

Target: 10

Percent of Multi-Use Vehicles in DPW Fleet

33%

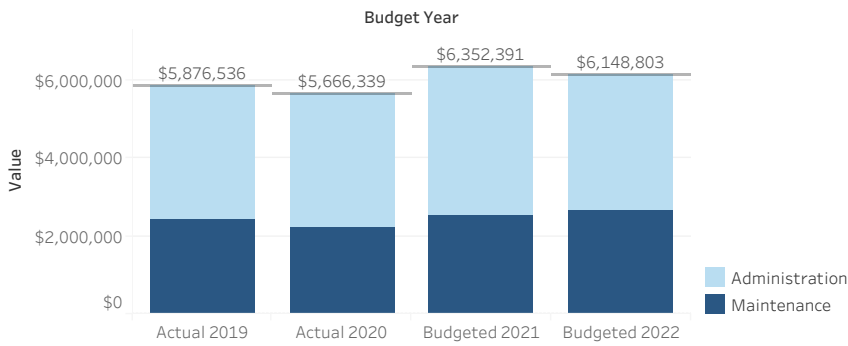
Target: 40%

Total Number of Vehicles in the City Fleet

410

Target: 425

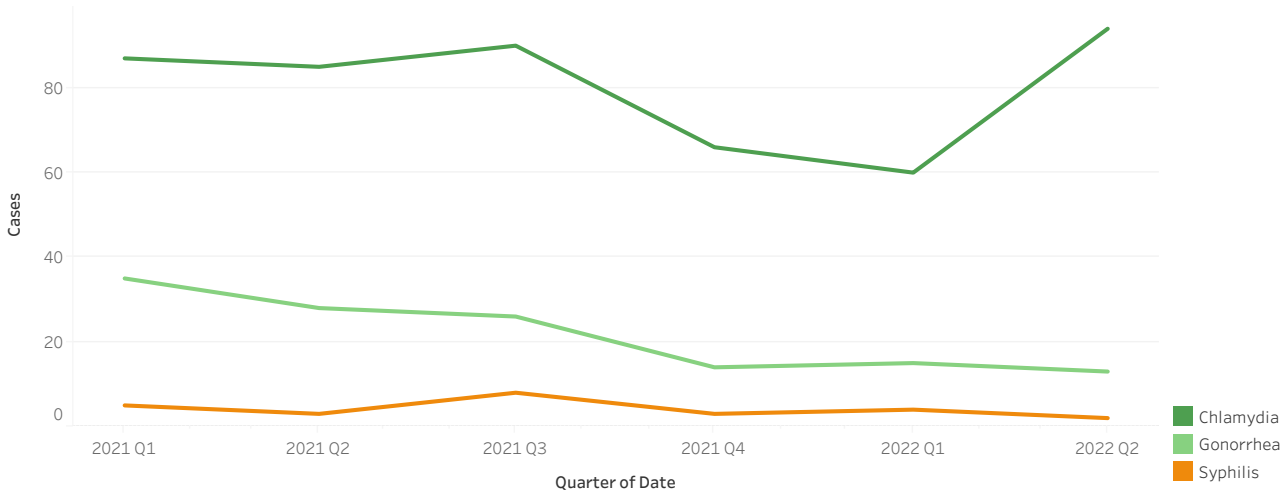
Department Budget Summary



Health

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.

STD Case Counts



Immunization Rates by 24 Months

74%

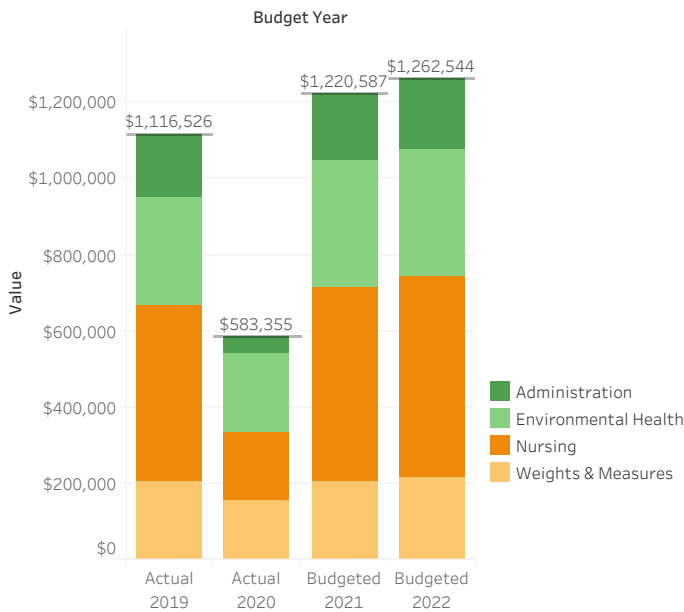
of children who turned 24 months in 2021

W&M Total Inspections

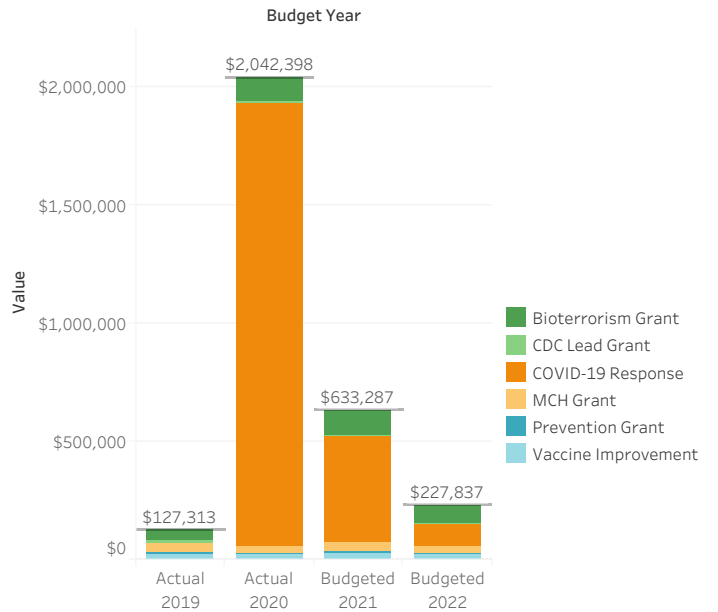
232

in the first two quarters of 2022

Department Budget Summary



Department Budget Summary (Grants)



Health Cont.

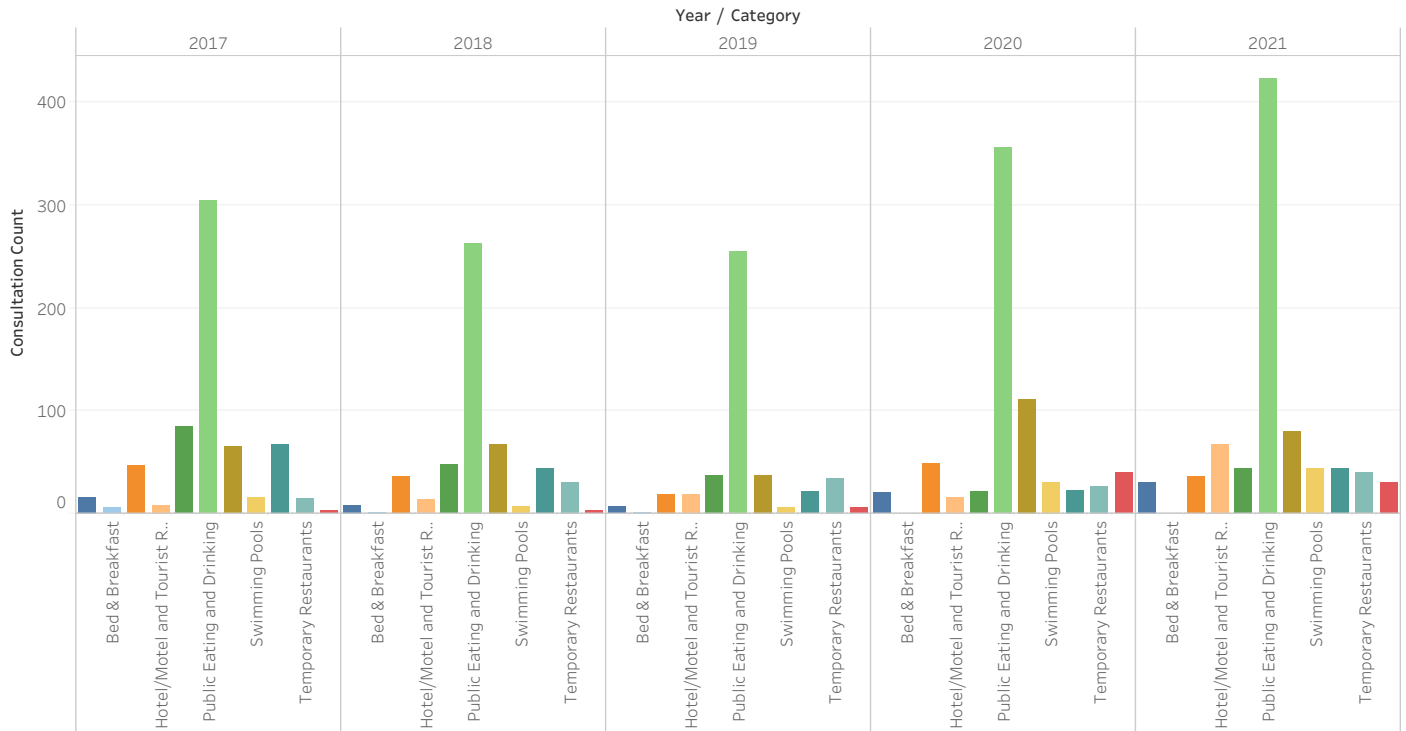
Definitions -

Inspections: Routine, annual health inspections

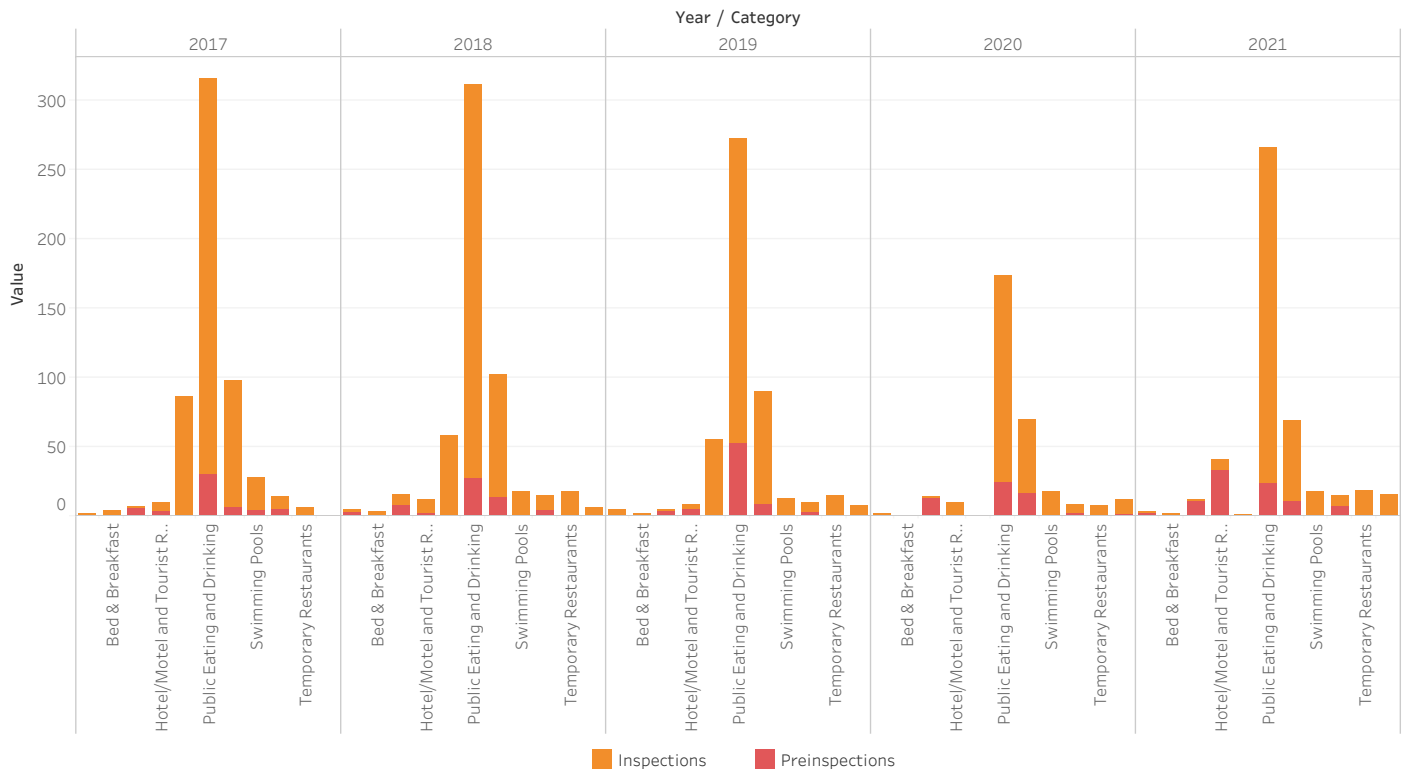
Preinspections: Pre-licensing inspection; inspection before license is granted for the first time

Consultations: All other contact (call for service, progress check, courtesy inspection, etc.)

Consultations



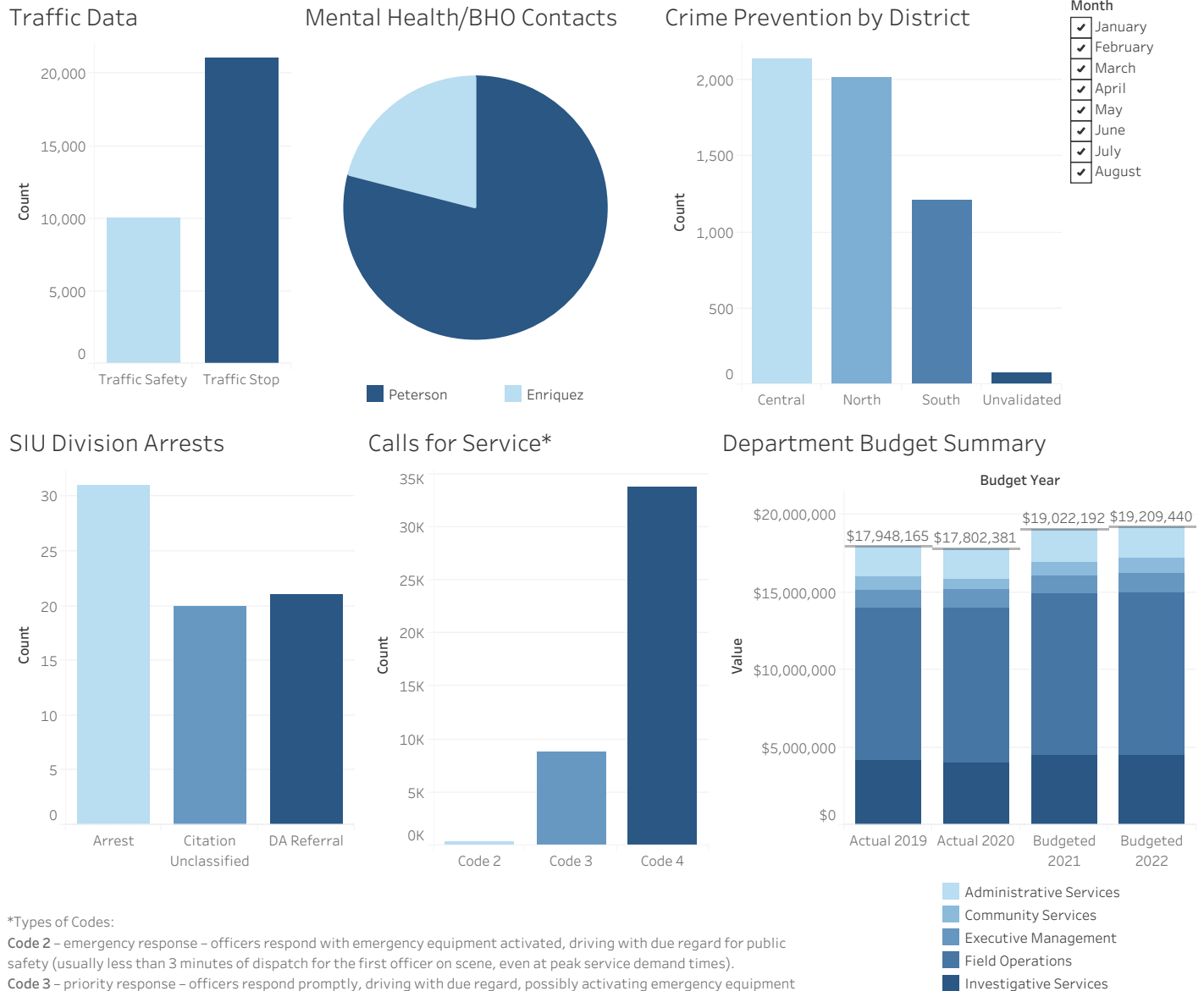
Inspections and Preinspections



Appleton Police Department

The Appleton 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. Working together and individually our 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.

This dashboard is updated monthly with the previous month's data. This dashboard was last updated on 9/6/22.

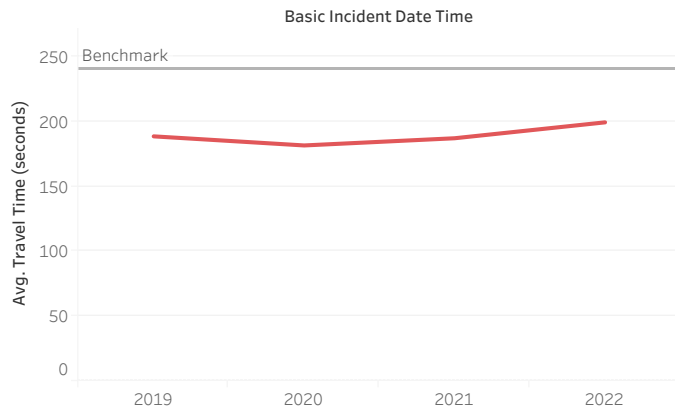


Appleton Fire Department

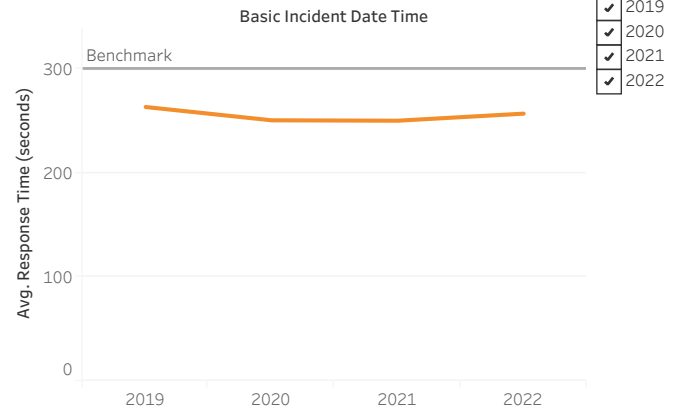
With our partners, the Appleton Fire Department protects the community with exceptional service. We pursue excellence and enhance the quality of life in Appleton and our regional community. The department is responsible for saving lives and protecting property with exceptional service. The role of the Fire Department is evolving to improve awareness of all facets of life safety.

All 2022 numbers are reflective through June 30, 2022.

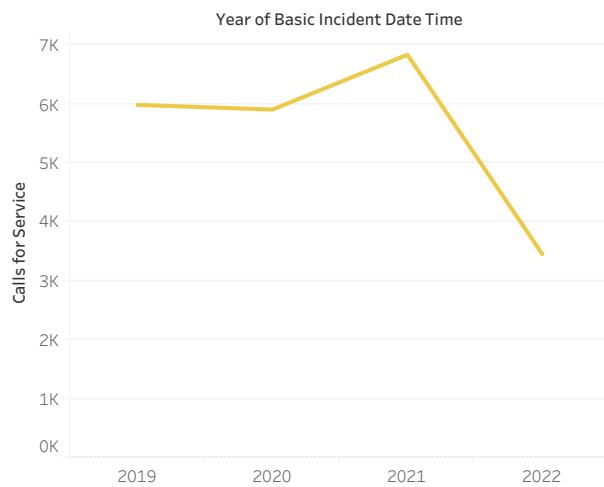
Travel Time



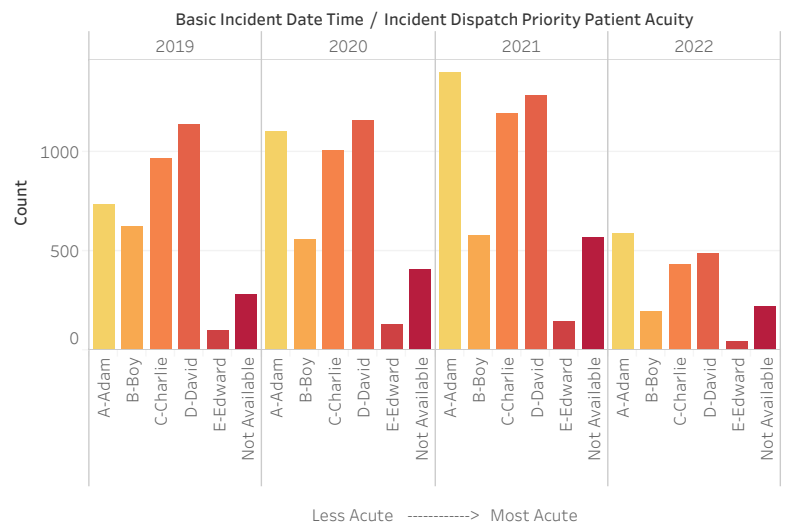
Response Time



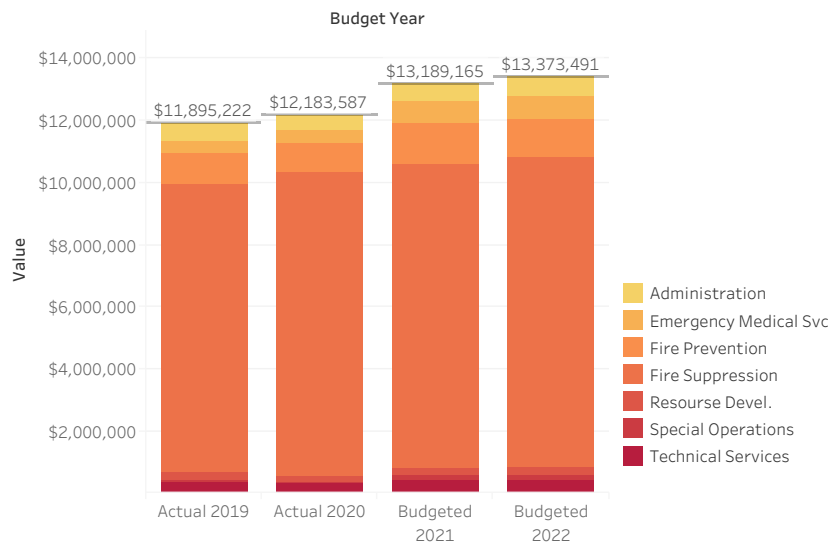
Total Calls for Service



Patient Acuity



Department Budget Summary



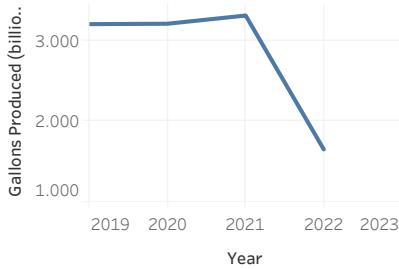
The electronic version of this dashboard includes a second page with charts illustrating number of incidents categorized by type and incidents by station.

Water Utility

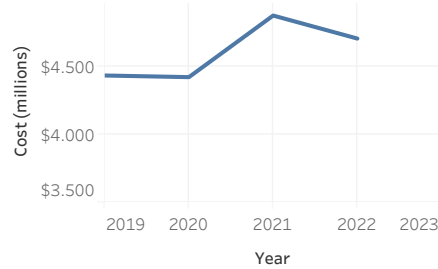
The City of Appleton water treatment and distribution systems provide the community with consistently safe and high quality water utilizing the full potential of our highly motivated, technically skilled staff. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility and economically sound practices.

All 2022 numbers are reflective through June 30, 2022.

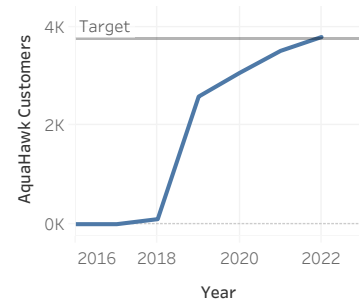
Billion Gallons Produced by Water Plant



Cost in Millions of Water Treatment Expenses

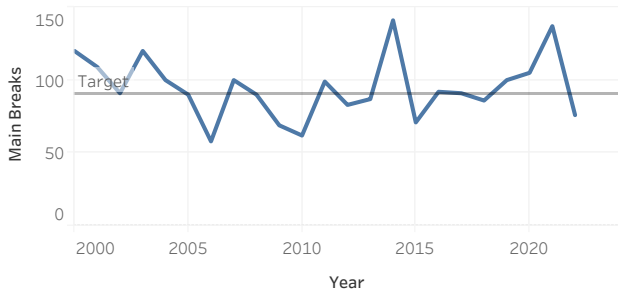


AquaHawk Customers Enrolled

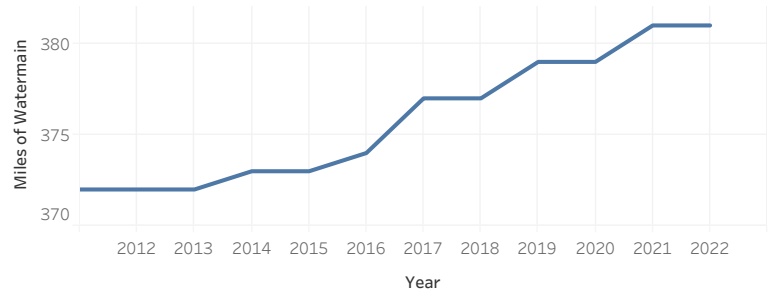


Year
2000 to 2022

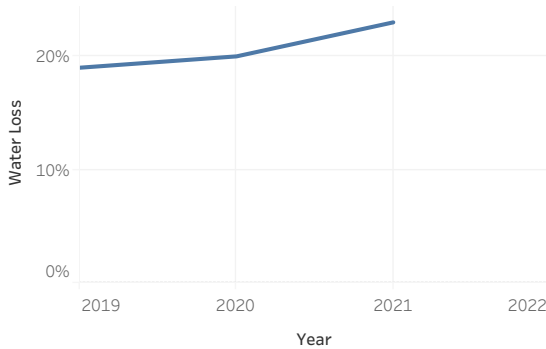
Main Breaks Annually



Total Miles of Watermain



Percent Water Loss (As Reported to the PSC)

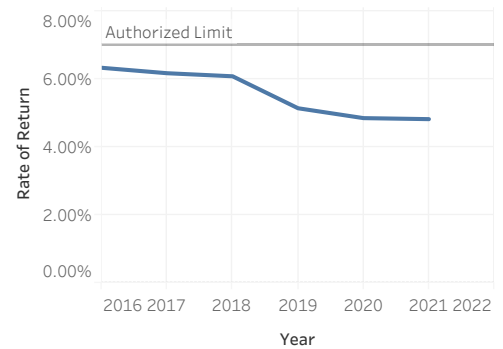


Hydrants per Lane Mile of Street

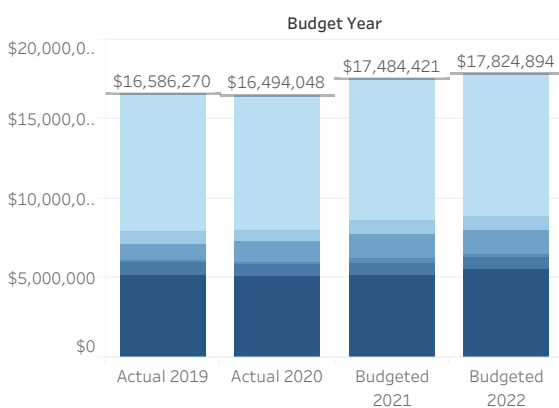
9.25

Target: 8.8
(1 every 600 feet)

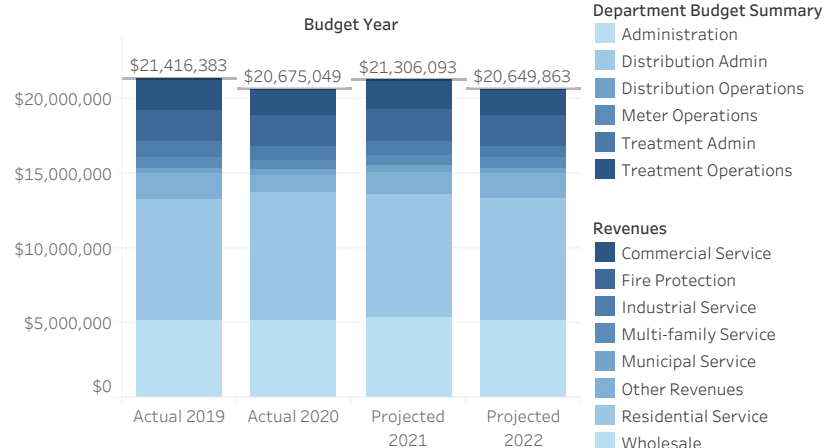
Rate of Return



Department Budget Summary (Operating Expenses)



Revenues

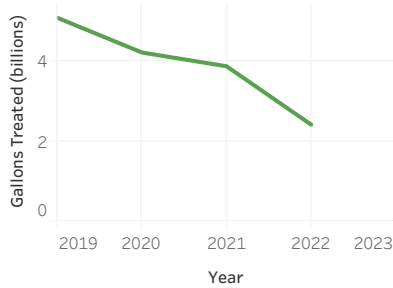


Wastewater Utility

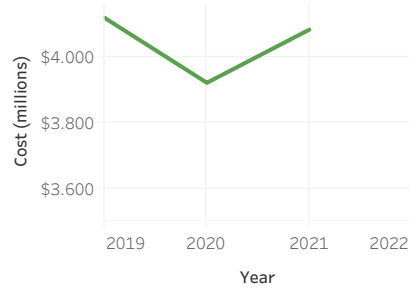
The City of Appleton Wastewater Treatment and Collections Systems provide the community with essential wastewater treatment services utilizing the full potential of highly motivated and technically skilled staff. It is our goal to maintain maximum standards of community health and safety, while protecting and preserving the environment, in a manner that demonstrates integrity, responsibility, and economically-sound practices.

All 2022 numbers are reflective through June 30, 2022.

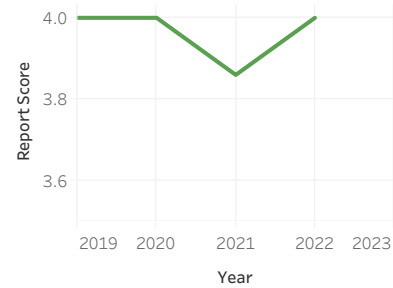
Billion Gallons Treated and Returned to the Environment



Cost in Millions of Water Treatment Expenses

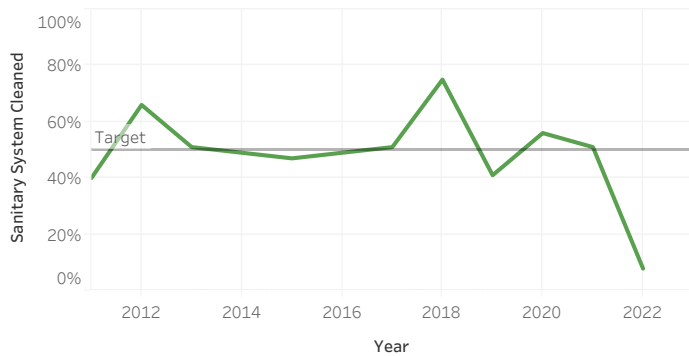


Report Score of Regulatory Report (4.0 Scale)

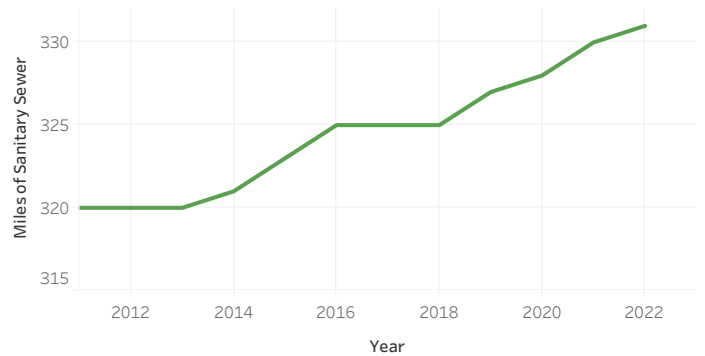


Year
2011 to 2022

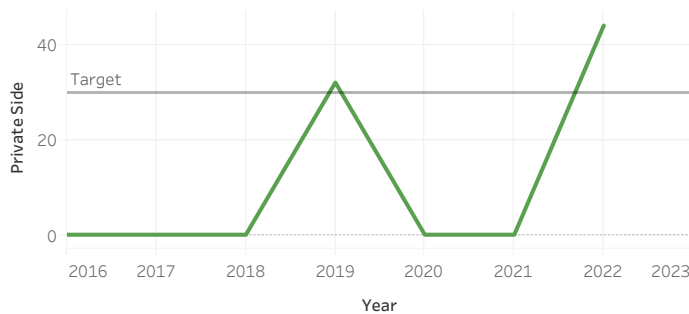
Percent of Total Sanitary System Cleaned Annually



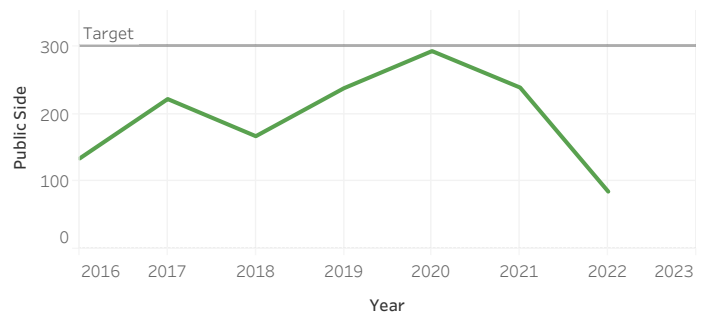
Total Miles of Sanitary Sewer



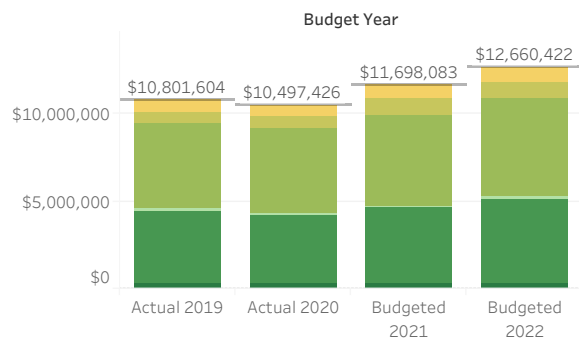
Private Side Laterals Replaced Annually



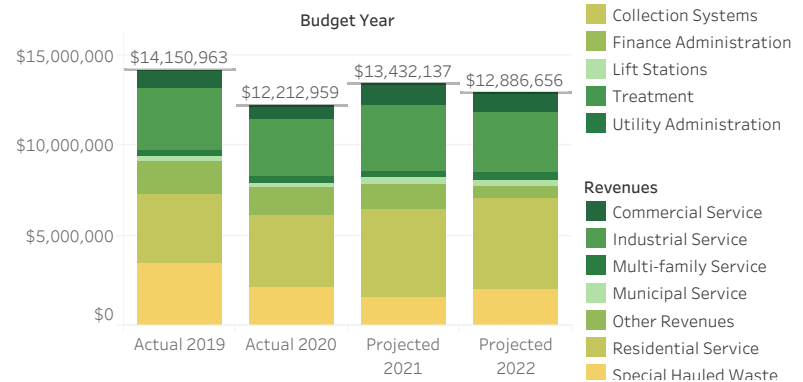
Public Side Laterals Replaced Annually



Department Budget Summary (Operating Expenses)



Revenues

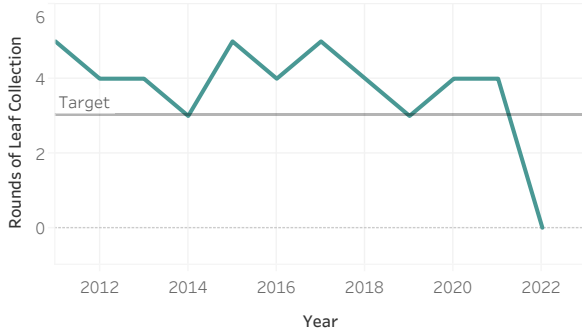


Stormwater Utility

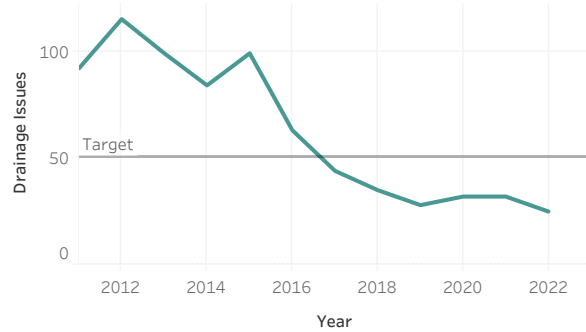
The Stormwater Utility was created to provide for the management of surface water run-off in the City of Appleton. It exists to limit flooding and protect water quality. It is our objective to continue implementing the following programs: public education, public participation, erosion control, pollution prevention, illicit discharge detection/elimination, and post-construction stormwater management plans.

All 2022 numbers are reflective through June 30, 2022.

Rounds of Leaf Collection Completed

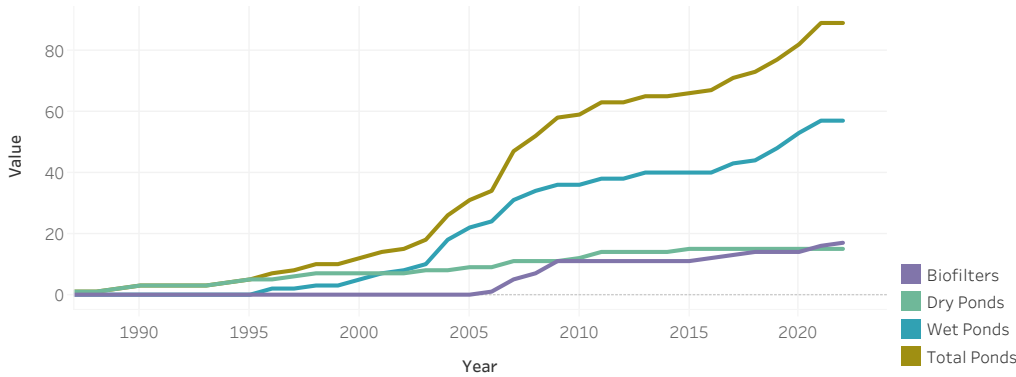


Residential Drainage Issues Addressed



Year
1987 to 2022

Pond and Biofilter Inventory History (Including AASD and Facilities Dept)

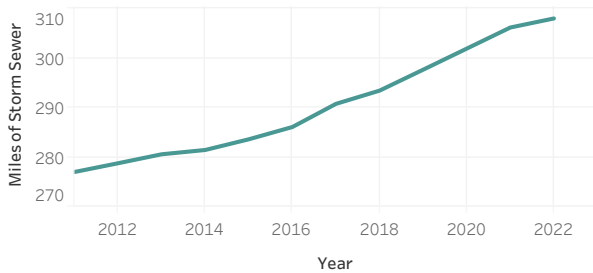


2022 Cubic Yards of
Material Collected via
Street Sweeping

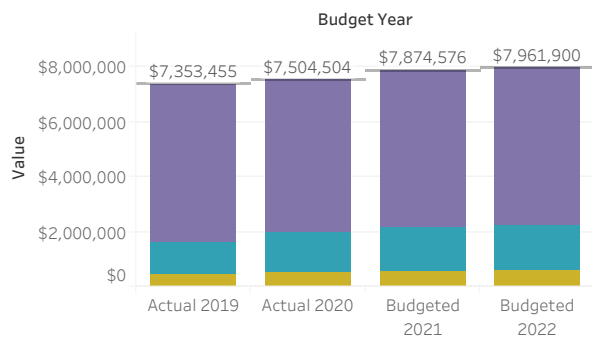
1,715

Target: 6,000

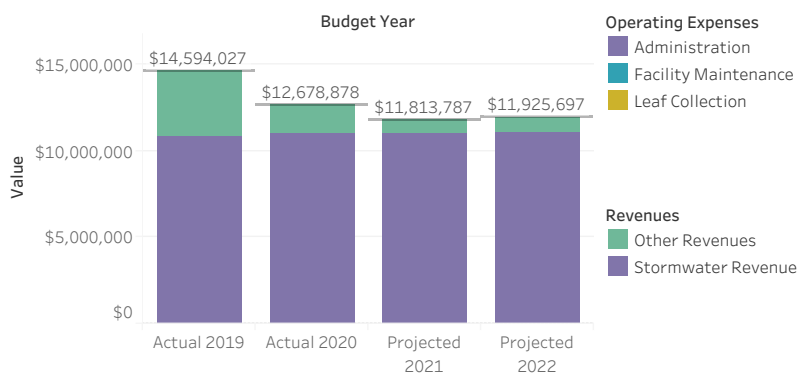
Total Miles of Storm Sewer



Department Budget Summary (Operating Expenses)



Revenues



CITY OF APPLETON

2023 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

2023 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

2023 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

2023 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

2023 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

2023 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

2023 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

2023 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 2023 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

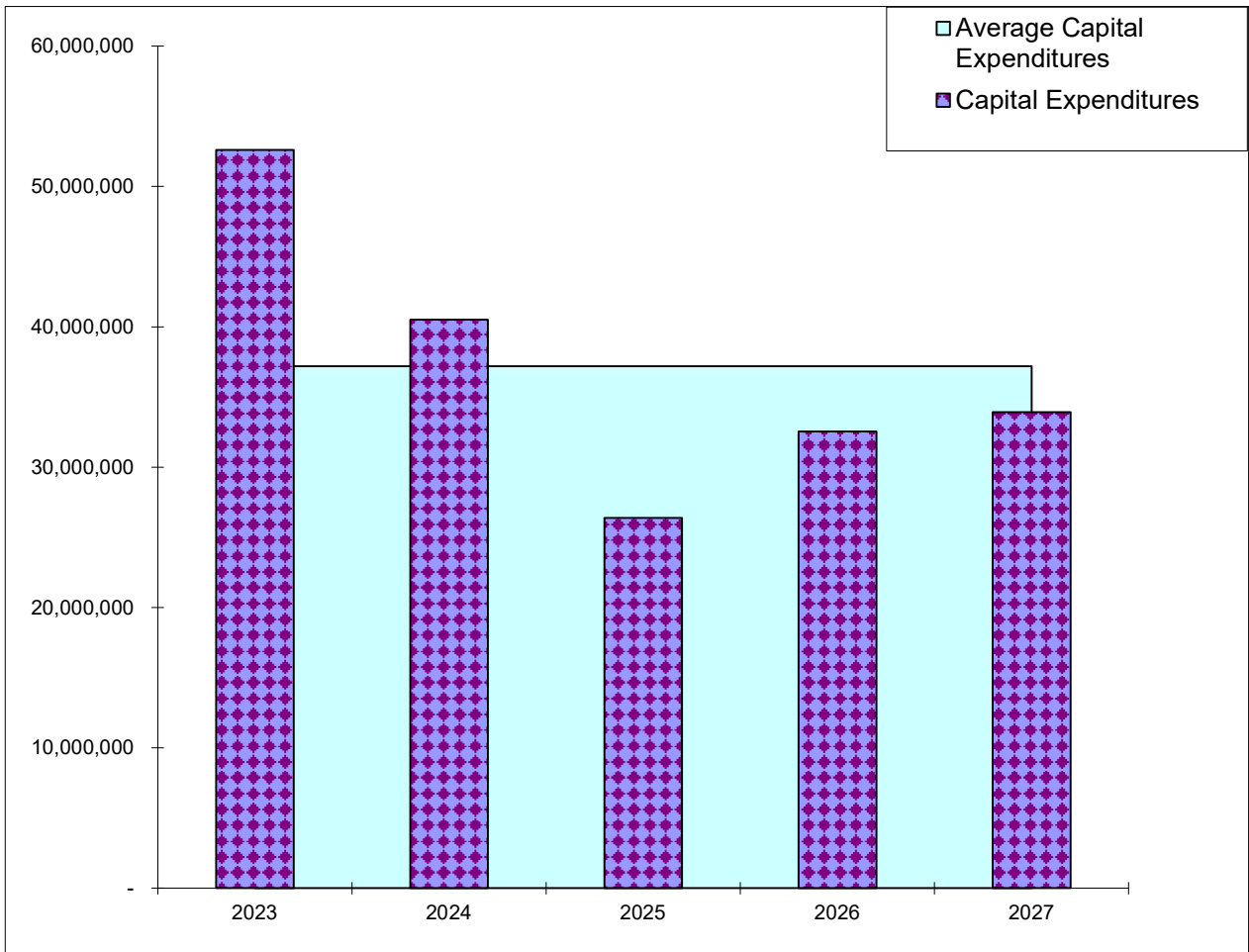
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund some ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy. Included in this funding source is money raised via the wheel tax, a \$20 per vehicle fee for vehicles 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 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027**



The chart above illustrates the annual budgeted capital expenditures in comparison with the average for 2023 - 2027.

2023 includes the continuation of construction of the newly renovated library and development of Lungaard Park. Other larger projects slated for 2023 include the final phase of the upgrade to the belt filter presses and replacement of the digester piping and heat exchanger at the Wastewater Treatment Plant.

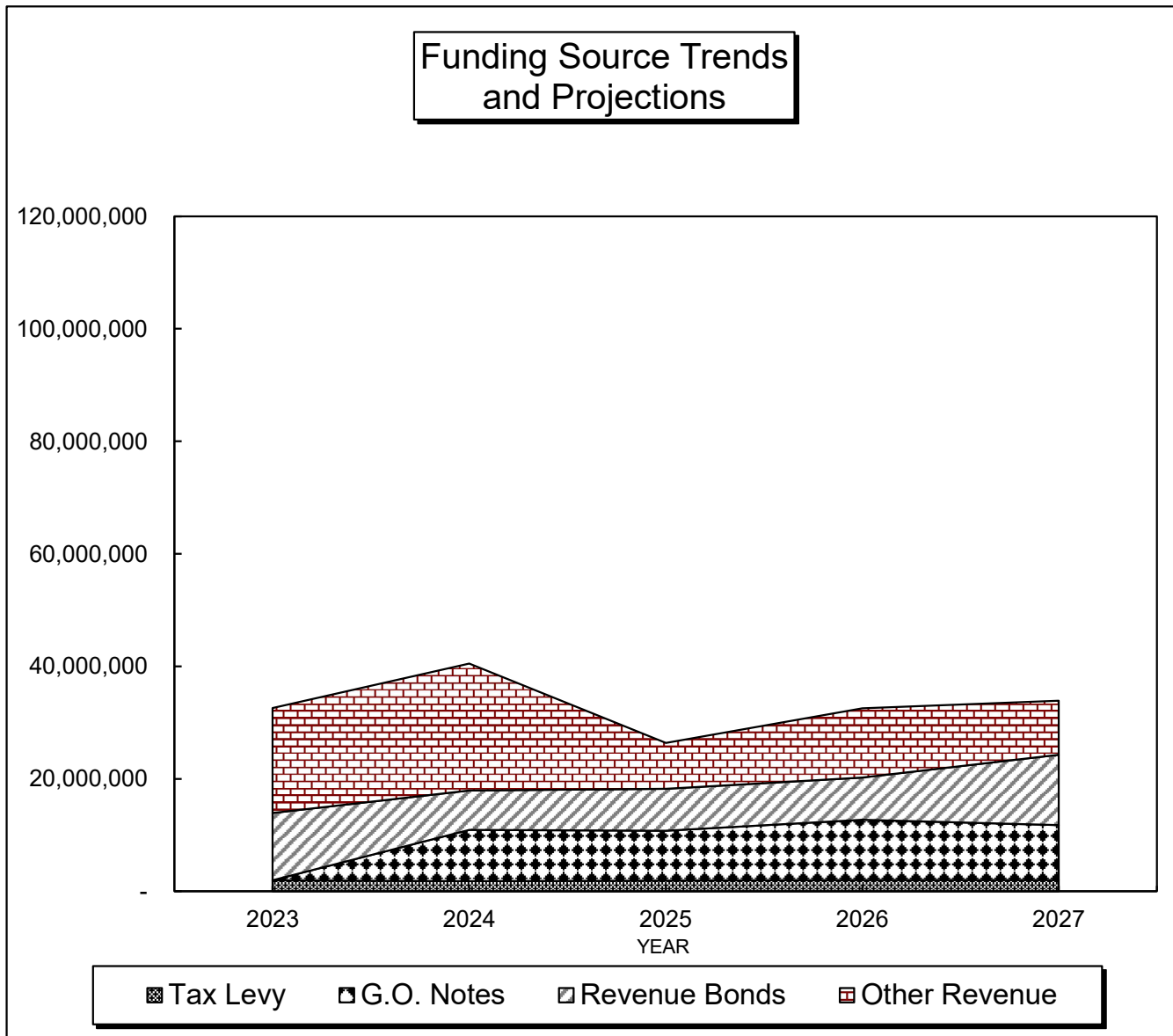
2024 includes the potential replacement of the transit center for Valley Transit, the construction of the WE Energies recreation trail to provide access from S Oneida Street to Hoover and Woodland parks, and structural improvements to the City's three parking ramps.

2025 includes design costs associated with the replacement of Fire Station 4, continuation of structural improvements to the City's three parking ramps, and the start of a multi-year electrical distribution system upgrade at the Wastewater Treatment Plant.

2026 includes construction of a new fire station to replace current Fire Station 4, continuation of structural improvements to the City's three parking ramps, and Aeration Process upgrades at the Wastewater Treatment Plant.

2027 includes continuation of the electrical distribution system upgrade at the Wastewater Treatment Plant, continuation of structural improvements to the City's three parking ramps, and renovations at Appleton Memorial Park.

CITY OF APPLETON 2023 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 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
PROJECT CATEGORY LIST FOR 2023

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------------|---|------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 594 | Bridge Improvements | PW | - | 16,000 | - | - | 16,000 |
| 595 | Pedestrian Crosswalk Safety Enhancements | PW | - | 140,000 | - | - | 140,000 |
| 596 | Public Safety Camera Program | PW | - | 85,000 | - | - | 85,000 |
| 597 | Traffic Signal and Safety Upgrades - Calumet Street | PW | - | 57,800 | - | r 99,200 | 157,000 |
| 598 | Asphalt Paving Program | PW | 843,920 | 52,345 | - | - | 896,265 |
| 602 | Concrete Paving Program | PW | 517,291 | 3,828,921 | - | sd 1,120,757 | 5,466,969 |
| 608 | Grade and Gravel Program | PW | - | 486,463 | - | fb 149,920 | 636,383 |
| 610 | Sidewalk Program | PW | 576,593 | 432,147 | - | sd 83,759 | 1,092,499 |
| 612 | Stormwater Program | SW | - | - | - | st 5,137,383 | 5,137,383 |
| 618 | Watermain Program | WD | - | - | 2,000,000 | w 559,087 | 2,559,087 |
| 624 | Sanitary Sewer Program | WW | - | - | - | w 1,620,745 | 1,620,745 |
| 630 | Corrosion Control Treatment | WF | - | - | 500,000 | w 650,000 | 1,150,000 |
| 631 | Library Plaza Parking Lot Reconstruction | PAR | - | 317,253 | - | fb 244,000 | 561,253 |
| Facilities | | | | | | | |
| 633 | Electrical Upgrades | PRFM | - | - | - | s 100,000 | 100,000 |
| 634 | Elevator Replacement | PRFM | - | 500,000 | - | - | 500,000 |
| 635 | Facility Renovations | PRFM | - | - | - | s 275,000 | 275,000 |
| 637 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 638 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 300,000 | - | w/s 1,175,000 | 1,475,000 |
| 639 | HVAC Upgrades | PRFM | - | 1,025,000 | - | s 700,000 | 1,725,000 |
| 640 | Interior Finishes and Furniture | PRFM | - | - | - | g 215,000 | 215,000 |
| 641 | Library | PRFM | - | 9,922,500 | - | fb 3,620,000 | 13,542,500 |
| 642 | Lighting Upgrades | PRFM | - | - | - | s 75,000 | 75,000 |
| 644 | Roof Replacement | PRFM | - | - | 375,000 | s - | 375,000 |
| 645 | Safety and Security Improvements | PRFM | - | 50,000 | - | - | 50,000 |
| 647 | Parking Utility Signage and Structural Renovations | PAR | - | - | - | p 350,000 | 350,000 |
| Equipment | | | | | | | |
| 648 | Enterprise Resource Planning (ERP) System | IT | - | - | - | o 180,000 | 180,000 |
| 649 | Information Technology Equipment and Infrastructure | IT | - | 250,000 | - | - | 250,000 |
| 650 | Cardiac Monitors | AFD | - | 50,000 | - | - | 50,000 |
| 651 | Radio Communication Equipment | AFD | - | 315,000 | - | g 217,700 | 532,700 |
| 653 | Survey Instrument Replacement | PW | - | 30,000 | - | - | 30,000 |
| 654 | Mackville Landfill Monitoring Equipment | SAN | - | 70,100 | - | - | 70,100 |
| 655 | Treatment Instrumentation Replacement | WF | - | - | - | w 60,000 | 60,000 |
| 656 | Motor Control Center Fire Protection | WF | - | - | - | w 488,000 | 488,000 |
| 658 | Water Chemical Storage | WF | - | - | - | w 450,000 | 450,000 |
| 659 | High Service Pump Check Valve Replacements | WF | - | - | - | w 200,640 | 200,640 |
| 661 | DAFT Polymer Feed System | WW | - | - | 225,000 | s - | 225,000 |
| 662 | Digester Piping and Heat Exchanger Replacement | WW | - | - | 4,000,000 | s 181,315 | 4,181,315 |
| 663 | Final Clarifier Underdrain and Tank Drainage Pump | WW | - | - | - | s 349,650 | 349,650 |
| 665 | Lift Station PLC Upgrades | WW | - | - | - | s 57,500 | 57,500 |
| 666 | Belt Filter Press Upgrade - Phase 2 | WW | - | - | 4,900,000 | s - | 4,900,000 |
| 668 | Secondary Clarifier Algae Sweep System Replace. | WW | - | - | - | s 215,000 | 215,000 |
| 669 | Vehicle Purchase | VT | - | - | - | v 50,000 | 50,000 |
| Quality of Life | | | | | | | |
| 671 | Park ADA Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 673 | Park Development | PRFM | - | 2,000,000 | - | - | 2,000,000 |
| 676 | Reid Golf Course | PRFM | - | - | - | gc 50,000 | 50,000 |
| | | | <u>\$ 1,937,804</u> | <u>\$ 19,978,529</u> | <u>\$ 12,000,000</u> | <u>\$ 18,674,656</u> | <u>\$ 52,590,989</u> |
| Less: TIF Funded GO Notes | | | | 2,998,776 | | | |
| Property Tax Funded GO Notes | | | | <u>\$ 16,979,753</u> | | | |

Other Supplemental Information:

| | |
|--------------------------------------|----------------------|
| Sewer User Fees (s): | \$ 4,069,210 |
| Water User Fees (w): | 3,177,727 |
| Stormwater User Fees (st): | 5,182,383 |
| Grant Funds (g): | 432,700 |
| Subdivision (sd): | 1,204,516 |
| Sanitation (o): | 45,000 |
| Fund Balance (fb): | 4,013,920 |
| Valley Transit Capital Projects (v): | 50,000 |
| Parking User Fees (p): | 350,000 |
| Reid Golf Course (gc): | 50,000 |
| Other Reimbursements (r): | 99,200 |
| | <u>\$ 18,674,656</u> |

CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
PROJECT CATEGORY LIST FOR 2024

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------------|---|------------|----------------------|---------------------|---------------------|----------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 595 | Pedestrian Crosswalk Safety Enhancements | PW | - | 75,000 | - | - | 75,000 |
| 596 | Public Safety Camera Program | PW | - | 89,828 | - | - | 89,828 |
| 598 | Asphalt Paving Program | PW | 1,173,859 | 484,738 | - | - | 1,658,597 |
| 602 | Concrete Paving Program | PW | - | 2,679,152 | - | sd 951,355 | 3,630,507 |
| 608 | Grade and Gravel Program | PW | 75,068 | 292,673 | - | - | 367,741 |
| 610 | Sidewalk Program | PW | 546,389 | 444,193 | - | sd 304,691 | 1,295,273 |
| 612 | Stormwater Program | SW | - | - | - | st 7,235,714 | 7,235,714 |
| 618 | Watermain Program | WD | - | - | 1,700,000 | w 1,258,197 | 2,958,197 |
| 624 | Sanitary Sewer Program | WW | - | - | 4,000,000 | s 361,623 | 4,361,623 |
| Facilities | | | | | | | |
| 633 | Electrical Upgrades | PRFM | - | 25,000 | - | - | 25,000 |
| 634 | Elevator Replacement | PRFM | - | - | 350,000 | s | 350,000 |
| 635 | Facility Renovations | PRFM | - | 75,000 | - | - | 75,000 |
| 637 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 638 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 500,000 | - | - | 500,000 |
| 639 | HVAC Upgrades | PRFM | - | 175,000 | 800,000 | w/s | 975,000 |
| 640 | Interior Finishes and Furniture | PRFM | - | 150,000 | - | - | 150,000 |
| 642 | Lighting Upgrades | PRFM | - | 325,000 | 150,000 | s | 475,000 |
| 643 | Plumbing Upgrades | PRFM | - | 450,000 | - | - | 450,000 |
| 644 | Roof Replacement | PRFM | - | 150,000 | - | - | 150,000 |
| 645 | Safety and Security Improvements | PRFM | - | 375,000 | - | - | 375,000 |
| 646 | Transit Center | PRFM | - | - | - | v 10,000,000 | 10,000,000 |
| 647 | Parking Utility Signage and Structural Renovations | PAR | - | - | - | p 1,700,000 | 1,700,000 |
| Equipment | | | | | | | |
| 648 | Enterprise Resource Planning (ERP) System | IT | - | 145,000 | - | - | 145,000 |
| 649 | Information Technology Equipment and Infrastructure | IT | - | 221,000 | - | - | 221,000 |
| 653 | Survey Instrument Replacement | PW | - | 40,000 | - | - | 40,000 |
| 655 | Treatment Instrumentation Replacement | WF | - | - | - | w 40,000 | 40,000 |
| 664 | Lift Station Improvements | WW | - | - | - | s 400,000 | 400,000 |
| 667 | Redundant Fiber Optic Line | WW | - | - | - | s 287,500 | 287,500 |
| Quality of Life | | | | | | | |
| 671 | Park ADA Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 674 | Pavilion and Recreation Facilities | PRFM | - | 250,000 | - | - | 250,000 |
| 675 | Playground Areas | PRFM | - | 180,000 | - | - | 180,000 |
| 676 | Reid Golf Course | PRFM | - | - | - | gc 40,000 | 40,000 |
| 678 | Statue and Monument Restoration | PRFM | - | 30,000 | - | - | 30,000 |
| 679 | Trails & Trail Connections | PRFM | - | 1,916,300 | - | - | 1,916,300 |
| | | | <u>\$ 1,795,316</u> | <u>\$ 9,122,884</u> | <u>\$ 7,000,000</u> | <u>\$ 22,579,080</u> | <u>\$ 40,497,280</u> |
| Less: TIF Funded GO Notes | | | | | | | |
| Property Tax Funded GO Notes | | | | | | | |
| | | | | <u>100,936</u> | | | |
| | | | | <u>9,021,948</u> | | | |

| Other Supplemental Information: | |
|--------------------------------------|----------------------|
| Sewer User Fees (s): | \$ 1,049,123 |
| Water User Fees (w): | 1,298,197 |
| Stormwater User Fees (st): | 7,235,714 |
| Subdivision (sd): | 1,256,046 |
| Parking User Fees (p): | 1,700,000 |
| Valley Transit Capital Projects (v): | 10,000,000 |
| Reid Golf Course (gc): | 40,000 |
| | <u>\$ 22,579,080</u> |

CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
PROJECT CATEGORY LIST FOR 2025

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------------|--|------------|----------------------|---------------------|---------------------|---------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 594 | Bridge Improvements | PW | - | 548,558 | - | - | 548,558 |
| 596 | Public Safety Camera Program | PW | - | 128,403 | - | - | 128,403 |
| 598 | Asphalt Paving Program | PW | 1,315,658 | - | - | - | 1,315,658 |
| 602 | Concrete Paving Program | PW | - | 3,078,133 | - | sd 700,254 | 3,778,387 |
| 610 | Sidewalk Program | PW | 579,191 | 247,923 | - | sd 93,041 | 920,155 |
| 612 | Stormwater Program | SW | - | - | - | st 3,550,038 | 3,550,038 |
| 618 | Watermain Program | WD | - | - | 2,500,000 | w 48,737 | 2,548,737 |
| 624 | Sanitary Sewer Program | WW | - | - | 375,000 | s 1,102,252 | 1,477,252 |
| Facilities | | | | | | | |
| 632 | Building Envelope | PRFM | - | 150,000 | - | s 40,000 | 190,000 |
| 633 | Electrical Upgrades | PRFM | - | 225,000 | 3,800,000 | s - | 4,025,000 |
| 635 | Facility Renovations | PRFM | - | 675,000 | - | - | 675,000 |
| 636 | Fire Station #4 Replacement | PRFM | - | 750,000 | - | - | 750,000 |
| 637 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 638 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 750,000 | - | - | 750,000 |
| 639 | HVAC Upgrades | PRFM | - | 375,000 | 550,000 | s - | 925,000 |
| 640 | Interior Finishes and Furniture | PRFM | - | 125,000 | - | - | 125,000 |
| 642 | Lighting Upgrades | PRFM | - | 600,000 | - | - | 600,000 |
| 644 | Roof Replacement | PRFM | - | - | 275,000 | s - | 275,000 |
| 645 | Safety and Security Improvements | PRFM | - | 175,000 | - | - | 175,000 |
| 647 | Parking Utility Signage and Structural Renovations | PAR | - | - | - | p 1,700,000 | 1,700,000 |
| Equipment | | | | | | | |
| 652 | Self-Contained Breathing Apparatus & Spare Bottles | AFD | - | 269,625 | - | - | 269,625 |
| 657 | Tower Pump Stations | WF | - | - | - | w 890,000 | 890,000 |
| Quality of Life | | | | | | | |
| 671 | Park ADA Improvements | PRFM | - | 50,000 | - | - | 50,000 |
| 672 | Park Aquatics | PRFM | - | 350,000 | - | - | 350,000 |
| 674 | Pavilion and Recreation Facilities | PRFM | - | 150,000 | - | - | 150,000 |
| 675 | Playground Areas | PRFM | - | 125,000 | - | - | 125,000 |
| 676 | Reid Golf Course | PRFM | - | - | - | gc 35,000 | 35,000 |
| 677 | Sport Courts | PRFM | - | 35,000 | - | - | 35,000 |
| | | | <u>\$ 1,894,849</u> | <u>\$ 8,832,642</u> | <u>\$ 7,500,000</u> | <u>\$ 8,159,322</u> | <u>\$ 26,386,813</u> |
| Less: TIF Funded GO Notes | | | | 100,936 | | | |
| Property Tax Funded GO Notes | | | | <u>8,731,706</u> | | | |

Other Supplemental Information:

| | |
|----------------------------|---------------------|
| Sewer User Fees (s): | \$ 1,142,252 |
| Water User Fees (w): | 938,737 |
| Stormwater User Fees (st): | 3,550,038 |
| Subdivision (sd): | 793,295 |
| Parking User Fees (p) | 1,700,000 |
| Reid Golf User Fees (gc): | 35,000 |
| | <u>\$ 8,159,322</u> |

CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
PROJECT CATEGORY LIST FOR 2026

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------------|--|------------|----------------------|----------------------|---------------------|---------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 594 | Bridge Improvements | PW | - | 140,000 | - | - | 140,000 |
| 596 | Public Safety Camera Program | PW | - | 95,053 | - | - | 95,053 |
| 598 | Asphalt Paving Program | PW | 1,388,863 | 858,010 | - | - | 2,246,873 |
| 602 | Concrete Paving Program | PW | - | 2,339,576 | - | sd 1,641,818 | 3,981,394 |
| 610 | Sidewalk Program | PW | 612,119 | 262,119 | - | sd 555,557 | 1,429,795 |
| 612 | Stormwater Program | SW | - | - | - | st 6,181,288 | 6,181,288 |
| 618 | Watermain Program | WD | - | - | 2,500,000 | w 693,472 | 3,193,472 |
| 624 | Sanitary Sewer Program | WW | - | - | 2,200,000 | s 459,177 | 2,659,177 |
| Facilities | | | | | | | |
| 632 | Building Envelope | PRFM | - | - | - | w 80,000 | 80,000 |
| 633 | Electrical Upgrades | PRFM | - | 200,000 | 100,000 | s - | 300,000 |
| 634 | Elevator Replacement | PRFM | - | - | 350,000 | s - | 350,000 |
| 635 | Facility Renovations | PRFM | - | 125,000 | 450,000 | s - | 575,000 |
| 636 | Fire Station #4 Replacement | PRFM | - | 4,500,000 | - | - | 4,500,000 |
| 637 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 638 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 525,000 | 300,000 | s - | 825,000 |
| 639 | HVAC Upgrades | PRFM | - | 125,000 | - | w/s 850,000 | 975,000 |
| 640 | Interior Finishes and Furniture | PRFM | - | 35,000 | - | - | 35,000 |
| 642 | Lighting Upgrades | PRFM | - | 200,000 | - | s 75,000 | 275,000 |
| 645 | Safety and Security Improvements | PRFM | - | 150,000 | - | - | 150,000 |
| 647 | Parking Utility Signage and Structural Renovations | PAR | - | - | - | p 1,700,000 | 1,700,000 |
| Equipment | | | | | | | |
| 660 | Aeration Process Upgrade | WW | - | - | 1,200,000 | s - | 1,200,000 |
| 664 | Lift Station Improvements | WW | - | - | 400,000 | s - | 400,000 |
| Quality of Life | | | | | | | |
| 670 | Appleton Memorial Park - Renovations | PRFM | - | 125,000 | - | - | 125,000 |
| 671 | Park ADA Improvements | PRFM | - | 50,000 | - | - | 50,000 |
| 675 | Playground Areas | PRFM | - | 600,000 | - | - | 600,000 |
| 676 | Reid Golf Course | PRFM | - | - | - | gc 80,000 | 80,000 |
| 677 | Sport Courts | PRFM | - | 350,000 | - | - | 350,000 |
| 678 | Statue and Monument Restoration | PRFM | - | 30,000 | - | - | 30,000 |
| | | | <u>\$ 2,000,982</u> | <u>\$ 10,734,758</u> | <u>\$ 7,500,000</u> | <u>\$12,316,312</u> | <u>\$ 32,552,052</u> |
| Less: TIF Funded GO Notes | | | | 100,936 | | | |
| Property Tax Funded GO Notes | | | | <u>10,633,822</u> | | | |

Other Supplemental Information:

| | |
|----------------------------|----------------------|
| Sewer User Fees (s): | \$ 1,134,177 |
| Water User Fees (w): | 1,023,472 |
| Stormwater User Fees (st): | 6,181,288 |
| Subdivision (sd): | 2,197,375 |
| Parking User Fees (p) | 1,700,000 |
| Reid Golf User Fees (gc): | 80,000 |
| | <u>\$ 12,316,312</u> |

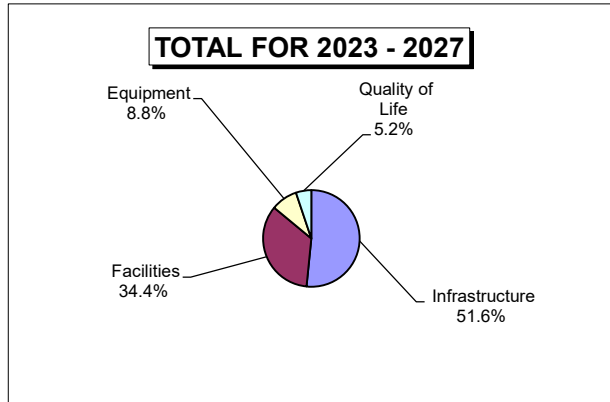
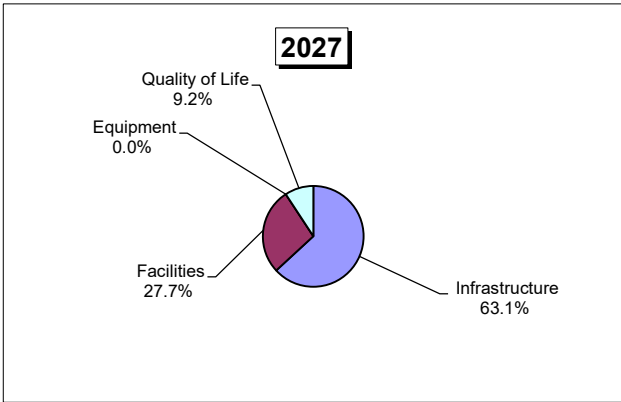
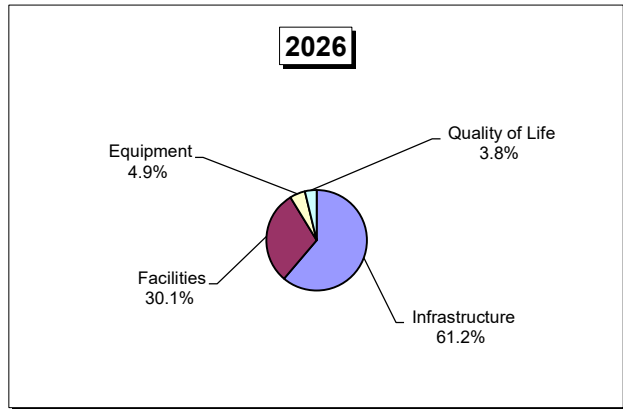
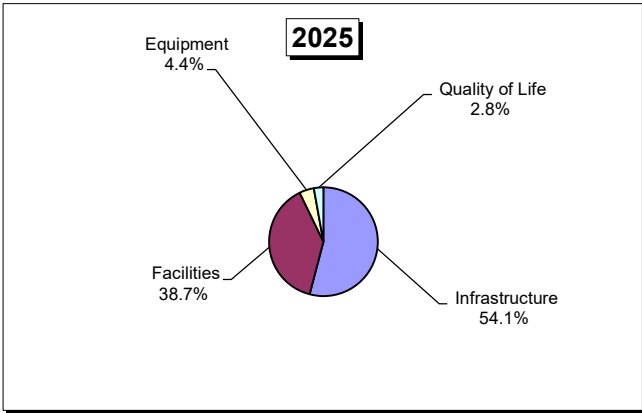
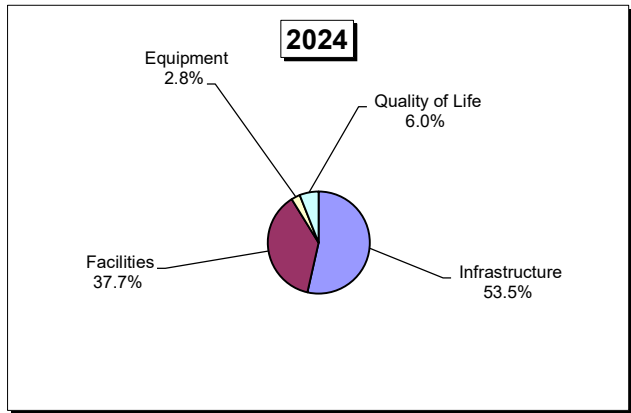
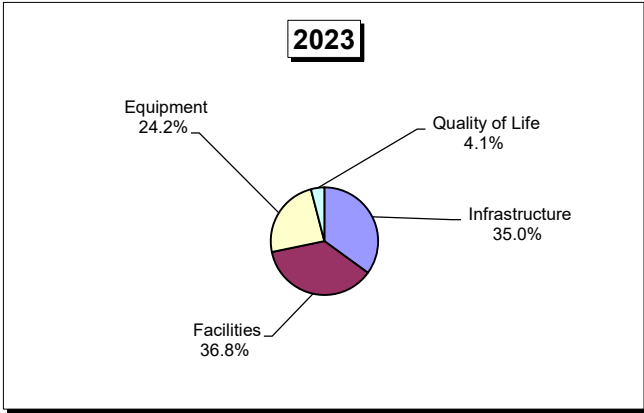
CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
PROJECT CATEGORY LIST FOR 2027

| Page | Project | Dept. Code | Funding Source | | | | Project Total |
|------------------------------|--|------------|----------------------|---------------------|----------------------|---------------------|----------------------|
| | | | Wheel Tax / Tax Levy | G.O. Notes | Rev. Bonds | Other | |
| Infrastructure | | | | | | | |
| 594 | Bridge Improvements | PW | - | 85,000 | - | - | 85,000 |
| 596 | Public Safety Camera Program | PW | - | 97,753 | - | - | 97,753 |
| 598 | Asphalt Paving Program | PW | 1,321,912 | - | - | - | 1,321,912 |
| 602 | Concrete Paving Program | PW | 140,020 | 3,777,193 | - | sd 1,460,437 | 5,377,650 |
| 610 | Sidewalk Program | PW | 541,875 | 234,483 | - | sd 178,009 | 954,367 |
| 612 | Stormwater Program | SW | - | - | 6,000,000 | st 3,620,176 | 9,620,176 |
| 618 | Watermain Program | WD | - | - | 1,475,000 | w 1,066,668 | 2,541,668 |
| 624 | Sanitary Sewer Program | WW | - | - | - | s 1,398,652 | 1,398,652 |
| Facilities | | | | | | | |
| 633 | Electrical Upgrades | PRFM | - | - | 3,825,000 | w/s - | 3,825,000 |
| 634 | Elevator Replacement | PRFM | - | - | 50,000 | s 200,000 | 250,000 |
| 637 | Grounds Improvements | PRFM | - | 25,000 | - | - | 25,000 |
| 638 | Hardscape Infrastructure Improvements/Replace. | PRFM | - | 350,000 | 300,000 | s - | 650,000 |
| 639 | HVAC Upgrades | PRFM | - | 25,000 | 600,000 | s - | 625,000 |
| 640 | Interior Finishes and Furniture | PRFM | - | 1,285,000 | - | - | 1,285,000 |
| 642 | Lighting Upgrades | PRFM | - | 525,000 | - | - | 525,000 |
| 644 | Roof Replacement | PRFM | - | 150,000 | 250,000 | s - | 400,000 |
| 645 | Safety and Security Improvements | PRFM | - | 125,000 | - | - | 125,000 |
| 647 | Parking Utility Signage and Structural Renovations | PAR | - | - | - | p 1,700,000 | 1,700,000 |
| Quality of Life | | | | | | | |
| 670 | Appleton Memorial Park - Renovations | PRFM | - | 1,500,000 | - | - | 1,500,000 |
| 671 | Park ADA Improvements | PRFM | - | 50,000 | - | - | 50,000 |
| 673 | Park Development | PRFM | - | 665,000 | - | - | 665,000 |
| 675 | Playground Areas | PRFM | - | 125,000 | - | - | 125,000 |
| 676 | Reid Golf Course | PRFM | - | - | - | gc 25,000 | 25,000 |
| 677 | Sport Courts | PRFM | - | 45,000 | - | - | 45,000 |
| 679 | Trails & Trail Connections | PRFM | - | 700,000 | - | - | 700,000 |
| | | | <u>\$ 2,003,807</u> | <u>\$ 9,764,429</u> | <u>\$ 12,500,000</u> | <u>\$ 9,648,942</u> | <u>\$ 33,917,178</u> |
| Less: TIF Funded GO Notes | | | | 100,936 | | | |
| Property Tax Funded GO Notes | | | | <u>9,663,493</u> | | | |

Other Supplemental Information:

| | |
|----------------------------|---------------------|
| Sewer User Fees (s): | \$ 1,598,652 |
| Water User Fees (w): | 1,066,668 |
| Stormwater User Fees (st): | 3,620,176 |
| Subdivision (sd): | 1,638,446 |
| Parking User Fees (p) | 1,700,000 |
| Reid Golf User Fees (gc): | 25,000 |
| | <u>\$ 9,648,942</u> |

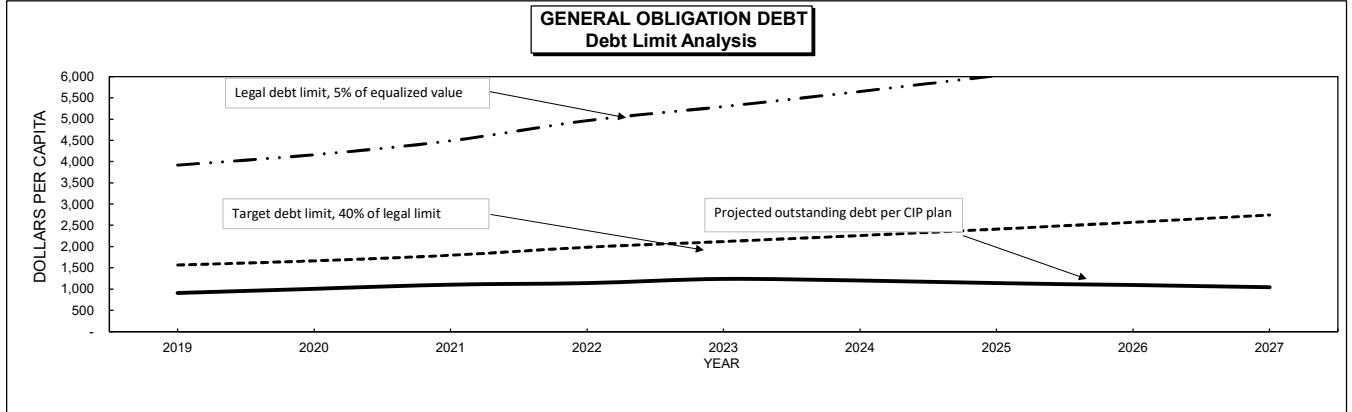
**CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023 - 2027
CAPITAL PROJECTS BY CATEGORY**



CITY OF APPLETON 2023 BUDGET

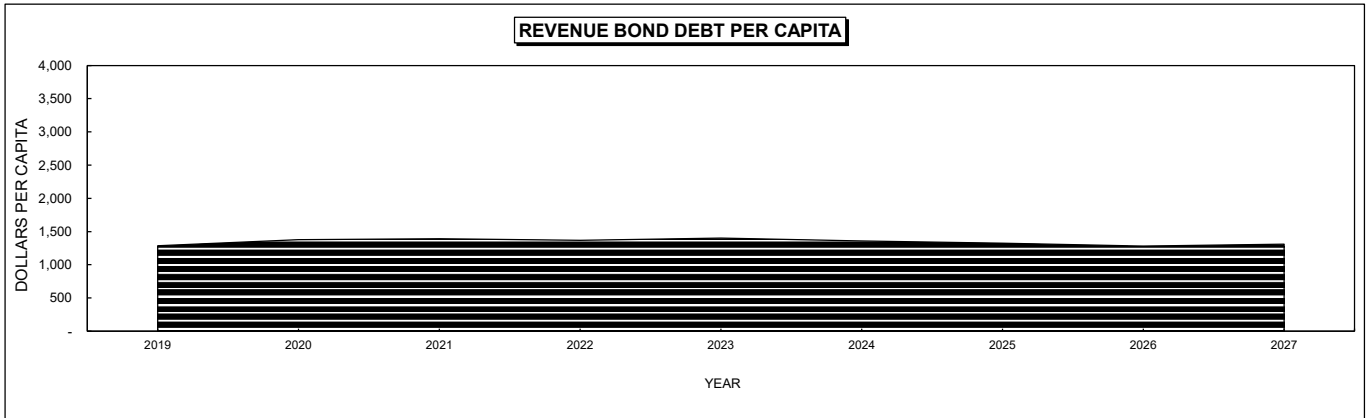
Outstanding Debt

| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Equalized Value | 5,855,356,700 | 6,200,311,200 | 6,688,360,800 | 7,511,516,400 | 8,045,824,100 | 8,618,138,000 | 9,231,161,700 | 9,887,790,800 | 10,591,127,100 |
| Legal G.O. Debt Limit | 292,767,835 | 310,015,560 | 334,418,040 | 375,575,820 | 402,291,205 | 430,906,900 | 461,558,085 | 494,389,540 | 529,556,355 |
| Outstanding G.O. Debt * | 67,626,932 | 75,071,932 | 82,170,000 | 86,480,589 | 94,189,118 | 91,557,002 | 87,159,644 | 84,211,402 | 80,395,831 |
| Population | 74,739 | 74,465 | 74,465 | 75,644 | 75,949 | 76,256 | 76,564 | 76,873 | 77,183 |
| G.O. Debt per Capita | | | | | | | | | |
| Legal Limit | 3,917 | 4,163 | 4,491 | 4,965 | 5,297 | 5,651 | 6,028 | 6,431 | 6,861 |
| Policy Limit | 1,567 | 1,665 | 1,796 | 1,986 | 2,119 | 2,260 | 2,411 | 2,573 | 2,744 |
| Actual | 905 | 1,008 | 1,103 | 1,143 | 1,240 | 1,201 | 1,138 | 1,095 | 1,042 |
| Revenue Bonds | | | | | | | | | |
| Outstanding Bonds | 96,075,000 | 102,535,000 | 103,625,000 | 103,375,000 | 106,295,000 | 103,710,000 | 101,285,000 | 98,385,000 | 101,300,000 |
| Revenue Bonds per Capita | 1,285 | 1,377 | 1,392 | 1,367 | 1,400 | 1,360 | 1,323 | 1,280 | 1,312 |

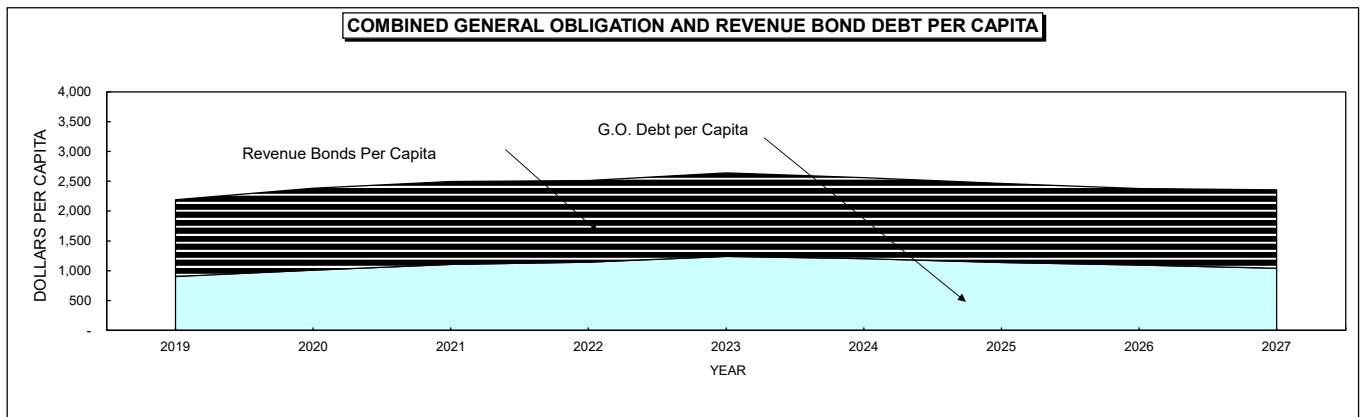


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2023 - 2027 include estimates for population and equalized valuation figures based on the actual increase experienced from 2018 - 2021.

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 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM**

NOTES

CITY OF APPLETON CAPITAL IMPROVEMENTS PROGRAM 2023 - 2027 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2023 - 2027 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM**

NOTES

CITY OF APPLETON 2023 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2023-2027
PROJECT CATEGORY LIST

| Page | Project | Dept. Code | 2023 | 2024 | 2025 | 2026 | 2027 |
|------------------------|---|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Infrastructure | | | | | | | |
| 594 | Bridge Improvements | PW | 16,000 | - | 548,558 | 140,000 | 85,000 |
| 595 | Pedestrian Crosswalk Safety Enhancements | PW | 140,000 | 75,000 | - | - | - |
| 596 | Public Safety Camera Program | PW | 85,000 | 89,828 | 128,403 | 95,053 | 97,753 |
| 597 | Traffic Signal and Safety Upgrades - Calumet Street | PW | 157,000 | - | - | - | - |
| 598 | Asphalt Paving Program | PW | 896,265 | 1,658,597 | 1,315,658 | 2,246,873 | 1,321,912 |
| 602 | Concrete Paving Program | PW | 5,466,969 | 3,630,507 | 3,778,387 | 3,981,394 | 5,377,650 |
| 608 | Grade and Gravel Program | PW | 636,383 | 367,741 | - | - | - |
| 610 | Sidewalk Program | PW | 1,092,499 | 1,295,273 | 920,155 | 1,429,795 | 954,367 |
| 612 | Stormwater Program | SW | 5,137,383 | 7,235,714 | 3,550,038 | 6,181,288 | 9,620,176 |
| 618 | Watermain Program | WD | 2,559,087 | 2,958,197 | 2,548,737 | 3,193,472 | 2,541,668 |
| 624 | Sanitary Sewer Program | WW | 1,620,745 | 4,361,623 | 1,477,252 | 2,659,177 | 1,398,652 |
| 630 | Corrosion Control Treatment | WF | 1,150,000 | - | - | - | - |
| 631 | Library Plaza Parking Lot Reconstruction | PAR | 561,253 | - | - | - | - |
| Facilities | | | | | | | |
| 632 | Building Envelope | PRFM | - | - | 190,000 | 80,000 | - |
| 633 | Electrical Upgrades | PRFM | 100,000 | 25,000 | 4,025,000 | 300,000 | 3,825,000 |
| 634 | Elevator Replacement | PRFM | 500,000 | 350,000 | - | 350,000 | 250,000 |
| 635 | Facility Renovations | PRFM | 275,000 | 75,000 | 675,000 | 575,000 | - |
| 636 | Fire Station #4 Replacement | PRFM | - | - | 750,000 | 4,500,000 | - |
| 637 | Grounds Improvements | PRFM | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| 638 | Hardscape Infrastructure Improvements/Replacements | PRFM | 1,475,000 | 500,000 | 750,000 | 825,000 | 650,000 |
| 639 | HVAC Upgrades | PRFM | 1,725,000 | 975,000 | 925,000 | 975,000 | 625,000 |
| 640 | Interior Finishes and Furniture | PRFM | 215,000 | 150,000 | 125,000 | 35,000 | 1,285,000 |
| 641 | Library | PRFM | 13,542,500 | - | - | - | - |
| 642 | Lighting Upgrades | PRFM | 75,000 | 475,000 | 600,000 | 275,000 | 525,000 |
| 643 | Plumbing Upgrades | PRFM | - | 450,000 | - | - | - |
| 644 | Roof Replacement | PRFM | 375,000 | 150,000 | 275,000 | - | 400,000 |
| 645 | Safety and Security Improvements | PRFM | 50,000 | 375,000 | 175,000 | 150,000 | 125,000 |
| 646 | Transit Center | PRFM | - | 10,000,000 | - | - | - |
| 647 | Parking Utility Signage and Structural Renovations | PAR | 350,000 | 1,700,000 | 1,700,000 | 1,700,000 | 1,700,000 |
| Equipment | | | | | | | |
| 648 | Enterprise Resource Planning (ERP) System | IT | 180,000 | 145,000 | - | - | - |
| 649 | Information Technology Equipment and Infrastructure | IT | 250,000 | 221,000 | - | - | - |
| 650 | Cardiac Monitors | AFD | 50,000 | - | - | - | - |
| 651 | Radio Communication Equipment | AFD | 532,700 | - | - | - | - |
| 652 | Self-Contained Breathing Apparatus & Spare Bottles | AFD | - | - | 269,625 | - | - |
| 653 | Survey Instrument Replacement | PW | 30,000 | 40,000 | - | - | - |
| 654 | Mackville Landfill Monitoring Equipment | SAN | 70,100 | - | - | - | - |
| 655 | Treatment Instrumentation Replacement | WF | 60,000 | 40,000 | - | - | - |
| 656 | Motor Control Center Fire Protection | WF | 488,000 | - | - | - | - |
| 657 | Tower Pump Stations | WF | - | - | 890,000 | - | - |
| 658 | Water Chemical Storage | WF | 450,000 | - | - | - | - |
| 659 | High Service Pump Check Valve Replacements | WF | 200,640 | - | - | - | - |
| 660 | Aeration Process Upgrade | WW | - | - | - | 1,200,000 | - |
| 661 | DAFT Polymer Feed System | WW | 225,000 | - | - | - | - |
| 662 | Digester Piping and Heat Exchanger Replacement | WW | 4,181,315 | - | - | - | - |
| 663 | Final Clarifier Underdrain and Tank Drainage Pump | WW | 349,650 | - | - | - | - |
| 664 | Lift Station Improvements | WW | - | 400,000 | - | 400,000 | - |
| 665 | Lift Station PLC Upgrades | WW | 57,500 | - | - | - | - |
| 666 | Belt Filter Press Upgrade - Phase 2 | WW | 4,900,000 | - | - | - | - |
| 667 | Redundant Fiber Optic Line | WW | - | 287,500 | - | - | - |
| 668 | Secondary Clarifier Algae Sweep System Replacement | WW | 215,000 | - | - | - | - |
| 669 | Vehicle Purchase | VT | 50,000 | - | - | - | - |
| Quality of Life | | | | | | | |
| 670 | Appleton Memorial Park - Renovations | PRFM | - | - | - | 125,000 | 1,500,000 |
| 671 | Park ADA Improvements | PRFM | 25,000 | 25,000 | 50,000 | 50,000 | 50,000 |
| 672 | Park Aquatics | PRFM | - | - | 350,000 | - | - |
| 673 | Park Development | PRFM | 2,000,000 | - | - | - | 665,000 |
| 674 | Pavilion and Recreation Facilities | PRFM | - | 250,000 | 150,000 | - | - |
| 675 | Playground Areas | PRFM | - | 180,000 | 125,000 | 600,000 | 125,000 |
| 676 | Reid Golf Course | PRFM | 50,000 | 40,000 | 35,000 | 80,000 | 25,000 |
| 677 | Sport Courts | PRFM | - | - | 35,000 | 350,000 | 45,000 |
| 678 | Statue and Monument Restoration | PRFM | - | 30,000 | - | 30,000 | - |
| 679 | Trails & Trail Connections | PRFM | - | 1,916,300 | - | - | 700,000 |
| | | | \$52,590,989 | \$40,497,280 | \$26,386,813 | \$32,552,052 | \$33,917,178 |

CITY OF APPLETON 2023 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 started in 2021. Funds are included for appraisal/land acquisition in 2023 and construction in 2025. We anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

Memorial Drive over Fox River*

In 2022, a rehabilitation report will be performed. 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 2027 and 2029 respectively. We anticipate applying for design and construction funds in 2024 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 2026 and construction in 2028. 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 | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|------------------|-------------|-------------------|-------------------|------------------|-------------------|
| Public Works | | | | | | |
| Olde Oneida St. over S. Canal | 16,000 | - | 548,558 | - | - | \$ 564,558 |
| S. Island St. over Power Canal | - | - | - | 140,000 | - | \$ 140,000 |
| Memorial Dr. over Fox River | - | - | - | - | 85,000 | \$ 85,000 |
| Total - Public Works Capital Projects Fund | \$ 16,000 | \$ - | \$ 548,558 | \$ 140,000 | \$ 85,000 | \$ 789,558 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | |
|-----------------------|----------------------|-------------|-------------------|-------------------|------------------|-------------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | - | - | - | \$ - |
| Construction | 16,000 | - | 548,558 | 140,000 | 85,000 | \$ 789,558 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 16,000 | \$ - | \$ 548,558 | \$ 140,000 | \$ 85,000 | \$ 789,558 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 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/streetlight upgrade (\$65,000)

2023 - Various Locations: Pavement marking/other misc. enhancements (\$10,000)

2023 - Badger Ave/Winnebago St: Overhead push-button RRFB/continental crosswalks/streetlight upgrade (\$65,000)

2024 - Wisconsin Ave/Owaissa St: Raised median/push-button RRFB/cont. crosswalks/extend sidewalk to south (\$65,000)

2024 - Various Locations: Pavement marking/other misc. enhancements (\$10,000)

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 | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-------------------|------------------|-------------|-------------|-------------|-------------------|
| Public Works Pedestrian Crossing Enhancements | 140,000 | 75,000 | - | - | - | \$ 215,000 |
| Total - Public Works Capital Projects Fund | \$ 140,000 | \$ 75,000 | \$ - | \$ - | \$ - | \$ 215,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|------------------|-------------|-------------|-------------|-------------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | |
| Planning | - | - | - | - | - | - |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 90,000 | 50,000 | - | - | - | 140,000 |
| Other | 50,000 | 25,000 | - | - | - | 75,000 |
| Total | \$ 140,000 | \$ 75,000 | \$ - | \$ - | \$ - | \$ 215,000 |
| Operating Cost Impact | \$ 4,716 | \$ 2,358 | \$ - | \$ - | \$ - | \$ 7,074 |

CITY OF APPLETON 2023 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, and 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 efficiently.

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 of the system.

| Description | 2023 | 2024 | 2025 | 2026 | 2027 |
|---------------------|------------------|------------------|-------------------|------------------|------------------|
| Camera Replacements | \$ 85,000 | \$ 89,828 | \$ 128,403 | \$ 95,053 | \$ 97,753 |
| Total | \$ 85,000 | \$ 89,828 | \$ 128,403 | \$ 95,053 | \$ 97,753 |

Discussion of operating cost impact:
No operating cost.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|------------------|------------------|-------------------|------------------|------------------|-------------------|
| Public Works | | | | | | |
| Public Safety Camera Program | 85,000 | 89,828 | 128,403 | 95,053 | 97,753 | \$ 496,037 |
| Total - Public Works Capital Projects Fund | \$ 85,000 | \$ 89,828 | \$ 128,403 | \$ 95,053 | \$ 97,753 | \$ 496,037 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|------------------|------------------|-------------------|------------------|------------------|-------------------|
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | - | - | - | - |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 85,000 | 89,828 | 128,403 | 95,053 | 97,753 | 496,037 |
| Other | - | - | - | - | - | - |
| Total | \$ 85,000 | \$ 89,828 | \$ 128,403 | \$ 95,053 | \$ 97,753 | \$ 496,037 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Calumet Street (CTH KK) Traffic Signal & Safety Upgrades

PROJECT DESCRIPTION

Justification:

The City partnered in a study completed in February 2018 with Outagamie County and Calumet County that performed an operational analysis of Calumet Street (CTH KK) from John Street to County Highway N (CTH N). The study made recommendations that contained short-term, mid-term and long-term solutions.

Several short-term solutions have already been implemented since that time.

This proposed project would implement several of the mid-term solutions along the corridor. This includes changes to left turn arrow phases at several intersections (Kensington Dr, Stoney Brook Rd, and Eisenhower Dr & Coop Rd). Specifically, changing the phase sequence to allow a combination of "protected only" (left on green arrow ONLY) at certain times of the day, along with Flashing Yellow Arrow (FYA) control for left turns. In order to implement these changes, the following is necessary:

Replace the existing, dated signal control cabinets with cabinets that are compatible with the IMSA Traffic Signal 2 specification to enable FYA control. This includes new signal controllers that are FYA compatible and new vehicle detection equipment to allow for improved detection quality and accuracy.

Replacement of several traffic signal displays to implement FYA control (Kensington Dr, Stoney Brook Rd, Eisenhower Dr).

Implement split phase signal operations on NB/SB Coop Rd approaches.

The City would take the lead on procurement and installation of these traffic signal improvements. A 50/50 cost share has already been agreed to in principle with Outagamie County and they are budgeting accordingly in 2023. The budget figures provided herein represent the total cost of the project, since the City would take the lead. The County would reimburse us for their 50% share (estimated at \$99,200 which includes labor and equipment).

Discussion of operating cost impact:

No operating cost

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Design and Construction | 157,000 | - | - | - | - | \$ 157,000 |
| Total - Public Works Capital Projects Fund | \$ 157,000 | \$ - | \$ - | \$ - | \$ - | \$ 157,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|-----------------------|----------------------|-------------|-------------|-------------|-------------|-------------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 157,000 | - | - | - | - | \$ 157,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 157,000 | \$ - | \$ - | \$ - | \$ - | \$ 157,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 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 Citywide street maintenance costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Public Works - Reconstruction General Fund | 843,920 | 1,173,859 | 1,315,658 | 1,388,863 | 1,321,912 | \$ 6,044,212 |
| Public Works - Construction DPW Capital Projects Fund | 52,345 | 484,738 | - | 858,010 | - | \$ 1,395,093 |
| Total - Asphalt - City | \$ 896,265 | \$ 1,658,597 | \$ 1,315,658 | \$ 2,246,873 | \$ 1,321,912 | \$ 7,439,305 |
| Total - Asphalt Paving Program | \$ 896,265 | \$ 1,658,597 | \$ 1,315,658 | \$ 2,246,873 | \$ 1,321,912 | \$ 7,439,305 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 688,732 | 1,458,597 | 1,050,658 | 2,016,873 | 1,026,912 | \$ 6,241,772 |
| Other | 207,533 | 200,000 | 265,000 | 230,000 | 295,000 | \$ 1,197,533 |
| Total | \$ 896,265 | \$ 1,658,597 | \$ 1,315,658 | \$ 2,246,873 | \$ 1,321,912 | \$ 7,439,305 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

| 2023 | Street | From | To | General Fund Asphalt | DPW Capital Projects | Total Cost |
|-------------------------------|-----------------|--------------|---------------|-----------------------------|-----------------------------|-------------------|
| Labor Pool | | | | 184,428 | 18,105 | 202,533 |
| CEA | | | | 76,300 | 2,608 | 78,908 |
| Consultant | | | | 5,000 | - | 5,000 |
| Overlay | | | | | | |
| | Subtotal | | | - | - | - |
| Partial Reconstruction | Gillett St | Marquette St | Lindbergh St | - | 17,482 | 17,482 |
| | Reinke Ct | Kernan Ave | cds | - | 14,150 | 14,150 |
| | Helen St | Pauline St | Glendale Ave | 39,791 | - | 39,791 |
| | Marquette St | Mason St | Richmond St | 107,490 | - | 107,490 |
| | Subtotal | | | 147,281 | 31,632 | 178,913 |
| Total Reconstruction | | | | | | |
| | Douglas St | Badger Ave | Wisconsin Ave | 307,035 | - | 307,035 |
| | Minor St | Meade St | Rankin St | 123,876 | - | 123,876 |
| | Subtotal | | | 430,911 | - | 430,911 |
| Total Asphalt Pavement | | | | \$ 843,920 | \$ 52,345 | \$ 896,265 |

| 2024 | Street | From | To | General Fund Asphalt | DPW Capital Projects | Total Cost |
|-------------------------------|-----------------|---------------|--------------|-----------------------------|-----------------------------|---------------------|
| Labor Pool | | | | 175,000 | 20,000 | 195,000 |
| CEA | | | | 92,617 | 27,346 | 119,963 |
| Consultant | | | | 5,000 | - | 5,000 |
| Overlay | | | | | | |
| | Subtotal | | | - | - | - |
| Partial Reconstruction | | | | | | |
| | Subtotal | | | - | - | - |
| Total Reconstruction | Rankin St | College Ave | Alton St | - | 118,709 | 118,709 |
| | Summit St | Packard St | Elsie St | - | 150,604 | 150,604 |
| | Summit St | Prospect Ave | Fourth St | - | 168,079 | 168,079 |
| | Alice St | Drew St | Union St | 145,158 | - | 145,158 |
| | Alvin St | Wisconsin Ave | Marquette St | 756,084 | - | 756,084 |
| | Subtotal | | | 901,242 | 437,392 | 1,338,634 |
| Total Asphalt Pavement | | | | \$ 1,173,859 | \$ 484,738 | \$ 1,658,597 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

| 2025 | Street | From | To | General Fund Asphalt | DPW Capital Projects | Total Cost |
|------------------------|-----------------|---------------|---------------------|-------------------------------------|-------------------------------------|-----------------------|
| Labor Pool | | | | 260,000 | - | 260,000 |
| CEA | | | | 67,006 | - | 67,006 |
| Consultant | | | | 5,000 | - | 5,000 |
| Overlay | | | | | | |
| | Subtotal | | | - | - | - |
| Partial Reconstruction | | | | | | |
| | Byrd St | Alexander St | Bay St | 39,971 | | 39,971 |
| | Kamps Ave | Nicholas St | Outagamie St | 24,263 | | 24,263 |
| | Subtotal | | | 64,234 | - | 64,234 |
| Total Reconstruction | | | | | | |
| | Jardin St | Leminwah St | Plateau St, east of | 194,651 | - | 194,651 |
| | Morrison St | Wisconsin Ave | Glendale Ave | 613,686 | - | 613,686 |
| | Plateau St | Jardin St | Wisconsin Ave | 111,081 | - | 111,081 |
| | Subtotal | | | 919,418 | - | 919,418 |
| Total Asphalt Pavement | | | | \$ 1,315,658 | \$ - | \$ 1,315,658 |

| 2026 | Street | From | To | General Fund Asphalt | DPW Capital Projects | Total Cost |
|------------------------|-----------------|---------------|--------------|-------------------------------------|-------------------------------------|-----------------------|
| Labor Pool | | | | 200,000 | 25,000 | 225,000 |
| CEA | | | | 102,117 | 49,091 | 151,208 |
| Consultant | | | | 5,000 | - | 5,000 |
| Overlay | | | | | | |
| | Silvercrest Dr | Ballard Rd | Amelia St | 78,196 | - | 78,196 |
| | Subtotal | | | 78,196 | - | 78,196 |
| Partial Reconstruction | | | | | | |
| | Alexander St | Melrose St | Marquette St | 46,831 | - | 46,831 |
| | Subtotal | | | 46,831 | - | 46,831 |
| Total Reconstruction | | | | | | |
| | Fourth St | Story St | Memorial Dr | - | 330,304 | 330,304 |
| | Locust St | Washington St | Franklin St | - | 113,162 | 113,162 |
| | Morrison St | Glendale Ave | Pershing St | - | 340,453 | 340,453 |
| | Bartell Dr | Prospect Ave | Pine St | 262,801 | - | 262,801 |
| | Oklahoma St | Mason St | Richmond St | 693,918 | - | 693,918 |
| | Subtotal | | | 956,719 | 783,919 | 1,740,638 |
| Total Asphalt Pavement | | | | \$ 1,388,863 | \$ 858,010 | \$ 2,246,873 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

| 2027 | Street | From | To | General Fund Asphalt |
|------------------------|-----------------|---------------|--------------|-------------------------------------|
| Labor Pool | | | | 290,000 |
| CEA | | | | 65,090 |
| Consultant | | | | 5,000 |
| Overlay | | | | |
| | Pierce Ave | Lutz Dr | Prospect Ave | 61,648 |
| | Subtotal | | | 61,648 |
| Partial Reconstruction | | | | |
| | Elinor St | Taylor St | Glendale Ave | 51,560 |
| | Subtotal | | | 51,560 |
| Total Reconstruction | | | | |
| | Bell Avenue | Summit St | Richmond St | 425,609 |
| | Dewey St | Kernan Ave | Walden Ave | 106,118 |
| | Eighth St | Pierce Ave | Badger Ave | 109,356 |
| | Locust St | Wisconsin Ave | Brewster | 158,695 |
| | Walden Ave | Dewey St | John St | 48,836 |
| | Subtotal | | | 848,614 |
| Total Asphalt Pavement | | | | \$ 1,321,912 |

CITY OF APPLETON 2023 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 Citywide street maintenance costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Public Works - Reconstruction General Fund | 517,291 | - | - | - | 140,020 | \$ 657,311 |
| Public Works - Construction DPW Capital Projects Fund | 1,166,875 | 2,578,216 | 2,977,197 | 2,238,640 | 3,676,257 | \$ 12,637,185 |
| TIF # 11 | 2,662,046 | 100,936 | 100,936 | 100,936 | 100,936 | \$ 3,065,790 |
| Public Works - Construction | 558,672 | 951,355 | 700,254 | 1,641,818 | 1,460,437 | \$ 5,312,536 |
| Public Works - Developer Funded Subdivision Fund | 562,085 | - | - | - | - | \$ 562,085 |
| | 1,120,757 | 951,355 | 700,254 | 1,641,818 | 1,460,437 | \$ 5,874,621 |
| Total - Concrete - City | \$ 4,904,884 | \$ 3,630,507 | \$ 3,778,387 | \$ 3,981,394 | \$ 5,377,650 | \$ 21,672,822 |
| Total - Concrete Paving Program | \$ 5,466,969 | \$ 3,630,507 | \$ 3,778,387 | \$ 3,981,394 | \$ 5,377,650 | \$ 22,234,907 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Design | 85,000 | 15,000 | 60,000 | 372,500 | 141,000 | \$ 673,500 |
| Land Acquisition | 20,000 | 68,000 | 50,000 | 25,000 | 350,000 | \$ 513,000 |
| Construction | 4,133,594 | 2,931,283 | 2,989,912 | 2,857,550 | 4,164,426 | \$ 17,076,765 |
| Other | 666,290 | 616,224 | 678,475 | 726,344 | 722,224 | \$ 3,409,557 |
| Total | \$ 4,904,884 | \$ 3,630,507 | \$ 3,778,387 | \$ 3,981,394 | \$ 5,377,650 | \$ 21,672,822 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2023 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 | | | | 24,689 | 404,056 | 99,160 | 63,523 | 591,428 | 65,045 |
| CEA | | | | 8,000 | 58,201 | 1,776 | 6,885 | 74,862 | 7,050 |
| Land | | | | | | | | | |
| | Land acquisition for street projects | | | - | 20,000 | - | - | 20,000 | - |
| | Subtotal | | | - | 20,000 | - | - | 20,000 | - |
| Design | | | | | | | | | |
| | Consultant Design | BIL projects | | - | 70,000 | - | - | 70,000 | - |
| | Material Testing | | | - | 10,000 | - | - | 10,000 | - |
| | Material Testing | | | - | - | - | 5,000 | 5,000 | - |
| | Subtotal | | | - | 80,000 | - | 5,000 | 85,000 | - |
| New Concrete | (New Subdivisions escrowed) | | | | | | | | |
| | Kurey Dr | Broadway Dr | Canyon Ln (s/o) | - | - | - | - | - | 143,000 |
| | Kurey Dr | Werner Rd | Werner Rd (250' s/o) | - | - | - | - | - | 71,750 |
| | Werner Rd | Kurey Rd | Kurey Rd (1000' e/o) | - | - | - | - | - | 275,240 |
| | Subtotal | | | - | - | - | - | - | 489,990 |
| New Concrete | (New Subdivisions non-escrowed) | | | | | | | | |
| | Amethyst Dr | Bluetopaz Dr | Aquamarine Dr | - | - | - | 193,560 | 193,560 | - |
| | Amethyst Dr | Providence Ave (w/o) | Bluetopaz Dr | - | - | - | 146,634 | 146,634 | - |
| | Bluetopaz Dr | Providence Ave (w/o) | Amethyst Dr | - | - | - | 143,070 | 143,070 | - |
| | Subtotal | | | - | - | - | 483,264 | 483,264 | - |
| New Concrete | (Not in New Subdivisions) | | | | | | | | |
| | Subtotal | | | - | - | - | - | - | - |
| New Concrete | (TIF) | | | | | | | | |
| | Subtotal | | | - | - | - | - | - | - |
| Reconstruction | | | | | | | | | |
| | Appleton St | street scape hardware, (benches, etc) | | - | 20,000 | - | - | 20,000 | - |
| | Durkee St | College Ave | Washington St | - | 271,637 | - | - | 271,637 | - |
| | Kimball Alley s/o College Ave | Spruce St | Summit St | - | 86,347 | - | - | 86,347 | - |
| | Kimball Alley s/o College Ave | Summit St | Story St | - | 85,767 | - | - | 85,767 | - |
| | Kimball Alley s/o College Ave | Walnut St | Lawrence St | - | 140,867 | - | - | 140,867 | - |
| | Morrison St | College Ave | Washington St | 271,637 | - | - | - | 271,637 | - |
| | Opechee St | Leminwah St | Owaissa St | 70,950 | - | - | - | 70,950 | - |
| | Owaissa St | Opechee St | Pacific St | 142,015 | - | - | - | 142,015 | - |
| | Durkee St | Lawrence St (s/o) | College Ave | - | - | 565,610 | - | 565,610 | - |
| | Lawrence St | Appleton St | Durkee St | - | - | 1,227,883 | - | 1,227,883 | - |
| | Morrison St | Lawrence St | College Ave | - | - | 391,738 | - | 391,738 | - |
| | Oneida St | Lawrence St | College Ave | - | - | 375,879 | - | 375,879 | - |
| | Subtotal | | | 484,602 | 604,618 | 2,561,110 | - | 3,650,330 | - |
| Total Concrete Paving | | | | \$ 517,291 | \$ 1,166,875 | \$ 2,662,046 | \$ 558,672 | \$ 4,904,884 | \$ 562,085 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2024 | Street | From | To | DPW Capital Projects | TIF # 11 | Subdivision Fund | Total Cost |
|--|--------------------------------------|----------------|----------------|-------------------------------------|---------------------|-----------------------------|-----------------------|
| Labor Pool | | | | 400,000 | 99,160 | 63,523 | 562,683 |
| CEA | | | | 44,880 | 1,776 | 6,885 | 53,541 |
| 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 | - | - | 69,575 | 69,575 |
| | Baldeagle Dr | Peregrine Blvd | Osprey Dr | - | - | 217,554 | 217,554 |
| | Harrier Ct | Osprey Dr | cds | - | - | 83,190 | 83,190 |
| | Osprey Dr | Harrier Way | Baldeagle Dr | - | - | 457,839 | 457,839 |
| | Peregrine Blvd | Apple Creek Rd | Baldeagle Dr | - | - | 47,789 | 47,789 |
| | Subtotal | | | - | - | 875,947 | 875,947 |
| New Concrete (Not in New Subdivisions) | | | | | | | |
| | Rocky Bleier Road | Water St | cds | 143,033 | - | - | 143,033 |
| | Subtotal | | | 143,033 | - | - | 143,033 |
| New Concrete (TIF) | | | | | | | |
| | Subtotal | | | - | - | - | - |
| Reconstruction | | | | | | | |
| | BIL construction | | | 135,781 | - | - | 135,781 |
| | Linwood Ave | College Ave | Summer Ave | 1,600,172 | - | - | 1,600,172 |
| | Oneida St | College Ave | Washington St | 176,350 | - | - | 176,350 |
| | Subtotal | | | 1,912,303 | - | - | 1,912,303 |
| Total Concrete Paving | | | | \$2,578,216 | \$100,936 | \$ 951,355 | \$ 3,630,507 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2025 | Street | From | To | DPW Capital Projects | TIF # 11 | Subdivision Fund | Total Cost |
|--|--------------------------------------|-------------------------------------|----------------------|-------------------------------------|---------------------|-----------------------------|-----------------------|
| Labor Pool | | | | 451,251 | 99,160 | 63,523 | 613,934 |
| CEA | | | | 55,880 | 1,776 | 6,885 | 64,541 |
| Land | | | | | | | |
| | Land acquisition for street projects | | | 50,000 | - | - | 50,000 |
| | Subtotal | | | 50,000 | - | - | 50,000 |
| Design | | | | | | | |
| | Consultant Design | | | 45,000 | - | - | 45,000 |
| | Material Testing | | | - | - | 5,000 | 5,000 |
| | Material Testing | | | 10,000 | - | - | 10,000 |
| | Subtotal | | | 55,000 | - | 5,000 | 60,000 |
| New Concrete (New Subdivisions non-escrowed) | | | | | | | |
| | Aquamarine Dr | French Rd | Denali Dr | - | - | 173,442 | 173,442 |
| | Denali Dr | Rubyred Dr | Aquamarine Dr, (n/o) | - | - | 164,176 | 164,176 |
| | Rubyred Dr | French Rd | Denali Dr | - | - | 287,228 | 287,228 |
| | Subtotal | | | - | - | 624,846 | 624,846 |
| New Concrete (Not in New Subdivisions) | | | | | | | |
| | Subtotal | | | - | - | - | - |
| New Concrete (TIF) | | | | | | | |
| | Subtotal | | | - | - | - | - |
| Reconstruction | | | | | | | |
| | Badger Ave | Spencer St | Pierce Ave | 585,179 | - | - | 585,179 |
| | Highway 41 | Community sensitive design features | | 198,630 | - | - | 198,630 |
| | Lawe St | College Ave | Spring St | 1,581,257 | - | - | 1,581,257 |
| | Subtotal | | | 2,365,066 | - | - | 2,365,066 |
| Total Concrete Paving | | | | \$ 2,977,197 | \$ 100,936 | \$ 700,254 | \$ 3,778,387 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2026 | Street | From | To | DPW Capital Projects | TIF # 11 | Subdivision Fund | Total Cost |
|--|--------------------------------------|---------------------------------|---------------------------|-------------------------------------|---------------------|-----------------------------|-----------------------|
| Labor Pool | | | | 500,000 | 99,160 | 63,523 | 662,683 |
| CEA | | | | 55,000 | 1,776 | 6,885 | 63,661 |
| Land | Land acquisition for street projects | | | 25,000 | - | - | 25,000 |
| | Subtotal | | | 25,000 | - | - | 25,000 |
| Design | Ballard Rd (CTH E/EE) | Edgewood Dr - 400' n/o (Design) | Apple Creek Rd - 300' n/o | 70,000 | - | - | 70,000 |
| | Consultant Design | | | 163,000 | - | - | 163,000 |
| | Edgewood Dr (CTH JJ) | Lightning Dr (Design) | French Rd | 55,000 | - | - | 55,000 |
| | Material Testing | | | - | - | 5,000 | 5,000 |
| | Material Testing | | | 9,500 | - | - | 9,500 |
| | Midway Rd (CTH AP) | at Eisenhower Dr | roundabout (design) | 70,000 | - | - | 70,000 |
| | Subtotal | | | 367,500 | - | 5,000 | 372,500 |
| New Concrete (New Subdivisions non-escrowed) | Baldeagle Dr | Osprey Dr | Lightning Dr | - | - | 498,562 | 498,562 |
| | Begonia Dr | Gladiolus Pl | Goldengate Dr | - | - | 109,648 | 109,648 |
| | Gladiolus Pl | Cherryvale Ave | 275' west | - | - | 59,669 | 59,669 |
| | Golden Gate Dr | Cherryvale Ave | 300' west | - | - | 66,389 | 66,389 |
| | Harrier Ln | 500' e/o Osprey Dr | Kestrel Cir | - | - | 106,498 | 106,498 |
| | Harrier Ln | Osprey Dr | 500' e/o Osprey Dr | - | - | 358,495 | 358,495 |
| | Kestrel Cir | Baldeagle Dr | Baldeagle Dr | - | - | 367,149 | 367,149 |
| | Subtotal | | | - | - | 1,566,410 | 1,566,410 |
| New Concrete (Not in New Subdivisions) | Subtotal | | | - | - | - | - |
| New Concrete (TIF) | Subtotal | | | - | - | - | - |
| Reconstruction | Highway 41 Corridor Improvements | | | 538,000 | - | - | 538,000 |
| | Locust St | College Ave | Washington St | 188,824 | - | - | 188,824 |
| | Perkins St | Prospect Ave | Alley s/o RR tracks | 564,316 | - | - | 564,316 |
| | Subtotal | | | 1,291,140 | - | - | 1,291,140 |
| Total Concrete Paving | | | | \$2,238,640 | \$ 100,936 | \$ 1,641,818 | \$ 3,981,394 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

| 2027 | Street | From | To | General Fund | DPW Capital Projects | TIF # 11 | Subdivision Fund | Total Cost |
|--|--|-------------------------------------|---------------------------|---------------------|-----------------------------|-------------------|-------------------------|---------------------|
| Labor Pool | | | | 20,000 | 475,000 | 99,160 | 63,523 | 657,683 |
| CEA | | | | 3,000 | 52,880 | 1,776 | 6,885 | 64,541 |
| Land | | | | | | | | |
| | Ballard Rd (CTH E/EE) | Edgewood Dr - 400' n/o (Land) | Apple Creek Rd - 300' n/o | - | 25,000 | - | - | 25,000 |
| | Land acquisition for street projects | | | - | 25,000 | - | - | 25,000 |
| | Lightning Dr -land acq | Providence Ave | Broadway Dr | - | 180,000 | - | - | 180,000 |
| | Midway Rd (CTH AP) | at Eisenhower Dr | roundabout (land acq) | - | 120,000 | - | - | 120,000 |
| | Subtotal | | | - | 350,000 | - | - | 350,000 |
| Design | | | | | | | | |
| | Ballard Rd (CTH E/EE) | Edgewood Dr - 400' n/o (Design) | Apple Creek Rd - 300' n/o | - | 29,000 | - | - | 29,000 |
| | Consultant Design | | | 35,000 | - | - | - | 35,000 |
| | Edgewood Dr (CTH JJ) | Lightning Dr (Design) | French Rd | 50,000 | - | - | - | 50,000 |
| | Material Testing | | | - | - | - | 5,000 | 5,000 |
| | Material Testing | | | 10,000 | - | - | - | 10,000 |
| | On-Call Ped / Bike services consultant | | | - | 12,000 | - | - | 12,000 |
| | Subtotal | | | 95,000 | 41,000 | - | 5,000 | 141,000 |
| New Concrete (New Subdivisions Escrowed) | | | | | | | | |
| | Subtotal | | | - | - | - | - | - |
| New Concrete (New Subdivisions non-escrowed) | | | | | | | | |
| | Jasper Ln | Sunstone Pl | Aquamarine Dr | - | - | - | 82,237 | 82,237 |
| | Jasper Ln | Turquoise La | Sunstone Pl | - | - | - | 67,246 | 67,246 |
| | Rubyred Dr | Denali Dr | Sequoia Dr | - | - | - | 479,570 | 479,570 |
| | Snowdrift Dr | Broadway Dr | French Rd | - | - | - | 397,690 | 397,690 |
| | Sunstone Pl | Jasper Ln | Providence Ave | - | - | - | 183,962 | 183,962 |
| | Turquoise La | Jasper Ln | Providence Ave | - | - | - | 174,324 | 174,324 |
| | Subtotal | | | - | - | - | 1,385,029 | 1,385,029 |
| New Concrete (Not in New Subdivisions) | | | | | | | | |
| | Subtotal | | | - | - | - | - | - |
| New Concrete (TIF) | | | | | | | | |
| | Subtotal | | | - | - | - | - | - |
| Reconstruction | | | | | | | | |
| | Badger Ave | Washington St | Mason St | - | 724,531 | - | - | 724,531 |
| | Highway 41 Corridor Improvements | | | - | 500,000 | - | - | 500,000 |
| | Highway 41 | community sensitive design features | | - | 200,795 | - | - | 200,795 |
| | Rankin St | Commercial St | Wisconsin Ave | - | 684,136 | - | - | 684,136 |
| | Sixth St | Memorial Dr | State St | - | 153,487 | - | - | 153,487 |
| | Washington St | Bennett St | Richmond St | - | 494,428 | - | - | 494,428 |
| | Fisk Alley w/o Richmond St | Washington St | 165' n/o Washington St | 22,020 | - | - | - | 22,020 |
| | Subtotal | | | 22,020 | 2,757,377 | - | - | 2,779,397 |
| Total Concrete Paving | | | | \$ 140,020 | \$ 3,676,257 | \$ 100,936 | \$ 1,460,437 | \$ 5,377,650 |

CITY OF APPLETON 2023 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 | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|------------|------------|------|------|------|--------------|
| Public Works - Grade & Gravel General Fund | - | 75,068 | - | - | - | \$ 75,068 |
| Public Works - Grade & Gravel DPW Capital Projects Fund | 636,383 | 292,673 | - | - | - | \$ 929,056 |
| Total - Grade & Gravel - City | \$ 636,383 | \$ 367,741 | \$ - | \$ - | \$ - | \$ 1,004,124 |
| Total - Grade & Gravel Program | \$ 636,383 | \$ 367,741 | \$ - | \$ - | \$ - | \$ 1,004,124 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | |
|-----------------------|----------------------|------------|------|------|------|--------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 416,013 | 298,679 | - | - | - | \$ 714,692 |
| Other | 220,370 | 69,062 | - | - | - | \$ 289,432 |
| Total | \$ 636,383 | \$ 367,741 | \$ - | \$ - | \$ - | \$ 1,004,124 |
| Operating Cost Impact | N/Q* | N/Q* | N/Q* | N/Q* | N/Q* | N/Q* |

* N/Q = Not Quantifiable

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

| 2023 | Street | From | To | General Fund | DPW Capital Projects | Total Cost |
|------------------------|-----------------|------------------------|--------------|---------------------|-----------------------------|-------------------|
| Labor Pool | | | | - | 220,370 | 220,370 |
| CEA | | | | - | 31,742 | 31,742 |
| Grade & Gravel | Lightning Dr | Edgewood Dr , 500' n/o | Baldeagle Dr | - | 291,338 | 291,338 |
| | Subtotal | | | - | 291,338 | 291,338 |
| Temp Surface after G&G | Lightning Dr | Edgewood Dr, 500' n/o | Baldeagle Dr | - | 92,933 | 92,933 |
| | | | | - | - | - |
| | | | | - | - | - |
| | Subtotal | | | - | 92,933 | 92,933 |
| Total | | | | \$ - | \$ 636,383 | \$ 636,383 |

| 2024 | Street | From | To | General Fund | DPW Capital Projects | Total Cost |
|------------------------|-----------------------------------|---------------|----------------|---------------------|-----------------------------|-------------------|
| Labor Pool | | | | 25,000 | 44,062 | 69,062 |
| CEA | | | | 13,464 | 36,312 | 49,776 |
| Grade & Gravel | Lightning Dr | Baldeagle Dr | Providence Ave | - | 114,067 | 114,067 |
| | Subtotal | | | - | 114,067 | 114,067 |
| Temp Surface after G&G | Trail View South5 - Callailily Ln | Goldengate Dr | Begonia Dr | 36,604 | - | 36,604 |
| | Lightning Dr | Baldeagle Dr | Providence Ave | - | 36,244 | 36,244 |
| | Trail View South4 - Goldengate Dr | Callailily Ln | Begonia Dr | - | 43,336 | 43,336 |
| | Trail View South5 - Goldengate Dr | Gladiouls Pl | Callailily Ln | - | 18,652 | 18,652 |
| | Subtotal | | | 36,604 | 98,232 | 134,836 |
| Total | | | | \$ 75,068 | \$ 292,673 | \$ 367,741 |

| 2025 | Street | From | To | General Fund | DPW Capital Projects | Total Cost |
|------------------------|-----------------|-------------|-----------|---------------------|-----------------------------|-------------------|
| Labor Pool | | | | - | - | - |
| CEA | | | | - | - | - |
| Grade & Gravel | | | | - | - | - |
| | Subtotal | | | - | - | - |
| Temp Surface after G&G | | | | - | - | - |
| | Subtotal | | | - | - | - |
| Total | | | | \$ - | \$ - | \$ - |

| 2026 | Street | From | To | General Fund | DPW Capital Projects | Total Cost |
|------------------------|-----------------|-------------|-----------|---------------------|-----------------------------|-------------------|
| Labor Pool | | | | - | - | - |
| CEA | | | | - | - | - |
| Grade & Gravel | | | | - | - | - |
| | Subtotal | | | - | - | - |
| Temp Surface after G&G | | | | - | - | - |
| | Subtotal | | | - | - | - |
| Total | | | | \$ - | \$ - | \$ - |

| 2027 | Street | From | To | General Fund | DPW Capital Projects | Total Cost |
|------------------------|-----------------|-------------|-----------|---------------------|-----------------------------|-------------------|
| Labor Pool | | | | - | - | - |
| CEA | | | | - | - | - |
| Grade & Gravel | | | | - | - | - |
| | Subtotal | | | - | - | - |
| Temp Surface after G&G | | | | - | - | - |
| | | | | - | - | - |
| | Subtotal | | | - | - | - |
| Total | | | | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|---------------------|---------------------|-------------------|---------------------|-------------------|---------------------|
| Public Works Reconstruction General Fund | 576,593 | 546,389 | 579,191 | 612,119 | 541,875 | \$ 2,856,167 |
| Public Works Construction DPW Capital Projects Fund | 95,417 | 444,193 | 247,923 | 262,119 | 234,483 | \$ 1,284,135 |
| TIF # 11 | 336,730 | - | - | - | - | \$ 336,730 |
| Public Works Construction Subdivisions | 83,759 | 304,691 | 93,041 | 555,557 | 178,009 | \$ 1,215,057 |
| Total - Sidewalk - City | \$ 1,092,499 | \$ 1,295,273 | \$ 920,155 | \$ 1,429,795 | \$ 954,367 | \$ 5,692,089 |
| Total - Sidewalk Program | \$ 1,092,499 | \$ 1,295,273 | \$ 920,155 | \$ 1,429,795 | \$ 954,367 | \$ 5,692,089 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------|---------------------|---------------------|-------------------|---------------------|-------------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,000,147 | 1,202,921 | 827,803 | 1,337,443 | 862,015 | \$ 5,230,329 |
| Other | 92,352 | 92,352 | 92,352 | 92,352 | 92,352 | \$ 461,760 |
| Total | \$ 1,092,499 | \$ 1,295,273 | \$ 920,155 | \$ 1,429,795 | \$ 954,367 | \$ 5,692,089 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program

| 2023 | General Fund | DPW Capital Projects Fund | TIF # 11 | Subdivision Fund | Total Cost |
|----------------------------------|---------------------|----------------------------------|-------------------|-------------------------|---------------------|
| Labor Pool | 36,985 | 33,035 | 12,506 | 9,826 | 92,352 |
| CEA | 3,000 | 4,758 | 224 | 1,065 | 9,047 |
| Sidewalk Construction | | | | | |
| Green Dot | 250,000 | - | - | - | 250,000 |
| General | 33,000 | - | - | - | 33,000 |
| Safestep sawcutting | 30,000 | - | - | - | 30,000 |
| Reconstruction - Concrete | 67,410 | 42,000 | 324,000 | - | 433,410 |
| Reconstruction - Asphalt | 156,198 | 15,624 | - | - | 171,822 |
| Subtotal | 536,608 | 57,624 | 324,000 | - | 918,232 |
| New Sidewalk Construction | | | | | |
| New Concrete | - | - | - | - | - |
| New Subdivision | - | - | - | 62,868 | 62,868 |
| New Subdivision - 6 Month | - | - | - | 10,000 | 10,000 |
| Arterial Street | - | - | - | - | - |
| Subtotal | - | - | - | 72,868 | 72,868 |
| Total | \$ 576,593 | \$ 95,417 | \$ 336,730 | \$ 83,759 | \$ 1,092,499 |

| 2026 | General Fund | DPW Capital Projects Fund | Subdivision Fund | Total Cost |
|----------------------------------|---------------------|----------------------------------|-------------------------|---------------------|
| Labor Pool | 36,985 | 45,541 | 9,826 | 92,352 |
| CEA | 3,000 | 4,982 | 1,065 | 9,047 |
| Sidewalk Construction | | | | |
| Green Dot | 260,000 | - | - | 260,000 |
| General | 50,000 | - | - | 50,000 |
| Safestep sawcutting | 30,000 | - | - | 30,000 |
| Reconstruction - Concrete | - | 72,660 | - | 72,660 |
| Reconstruction - Asphalt | 232,134 | 138,936 | - | 371,070 |
| Subtotal | 572,134 | 211,596 | - | 783,730 |
| New Sidewalk Construction | | | | |
| New Concrete | - | - | - | - |
| New Subdivision | - | - | 534,666 | 534,666 |
| New Subdivision - 6 Month | - | - | 10,000 | 10,000 |
| Arterial Street | - | - | - | - |
| Subtotal | - | - | 544,666 | 544,666 |
| Total | \$ 612,119 | \$ 262,119 | \$ 555,557 | \$ 1,429,795 |

| 2024 | General Fund | DPW Capital Projects Fund | TIF # 11 | Subdivision Fund | Total Cost |
|----------------------------------|---------------------|----------------------------------|-----------------|-------------------------|---------------------|
| Labor Pool | 36,985 | 45,541 | - | 9,826 | 92,352 |
| CEA | 3,000 | 4,982 | - | 1,065 | 9,047 |
| Sidewalk Construction | | | | | |
| Green Dot | 260,000 | - | - | - | 260,000 |
| General | 50,000 | - | - | - | 50,000 |
| Safestep sawcutting | 30,000 | - | - | - | 30,000 |
| Reconstruction - Concrete | - | 273,240 | - | - | 273,240 |
| Reconstruction - Asphalt | 166,404 | 80,430 | - | - | 246,834 |
| Subtotal | 506,404 | 353,670 | - | - | 860,074 |
| New Sidewalk Construction | | | | | |
| New Concrete | - | 40,000 | - | - | 40,000 |
| New Subdivision | - | - | - | 283,800 | 283,800 |
| New Subdivision - 6 Month | - | - | - | 10,000 | 10,000 |
| Arterial Street | - | - | - | - | - |
| Subtotal | - | 40,000 | - | 293,800 | 333,800 |
| Total | \$ 546,389 | \$ 444,193 | \$ - | \$ 304,691 | \$ 1,295,273 |

| 2027 | General Fund | DPW Capital Projects Fund | Subdivision Fund | Total Cost |
|----------------------------------|---------------------|----------------------------------|-------------------------|-------------------|
| Labor Pool | 36,985 | 45,541 | 9,826 | 92,352 |
| CEA | 3,000 | 4,982 | 1,065 | 9,047 |
| Sidewalk Construction | | | | |
| Green Dot | 235,000 | - | - | 235,000 |
| General | 25,000 | - | - | 25,000 |
| Safestep sawcutting | 30,000 | - | - | 30,000 |
| Reconstruction - Concrete | - | 183,960 | - | 183,960 |
| Reconstruction - Asphalt | 211,890 | - | - | 211,890 |
| Subtotal | 501,890 | 183,960 | - | 685,850 |
| New Sidewalk Construction | | | | |
| New Concrete | - | - | - | - |
| New Subdivision | - | - | 157,118 | 157,118 |
| New Subdivision - 6 Month | - | - | 10,000 | 10,000 |
| Arterial Street | - | - | - | - |
| Subtotal | - | - | 167,118 | 167,118 |
| Total | \$ 541,875 | \$ 234,483 | \$ 178,009 | \$ 954,367 |

| 2025 | General Fund | DPW Capital Projects Fund | TIF # 11 | Subdivision Fund | Total Cost |
|----------------------------------|---------------------|----------------------------------|-----------------|-------------------------|-------------------|
| Labor Pool | 36,985 | 45,541 | - | 9,826 | 92,352 |
| CEA | 3,000 | 4,982 | - | 1,065 | 9,047 |
| Sidewalk Construction | | | | | |
| Green Dot | 260,000 | - | - | - | 260,000 |
| General | 50,000 | - | - | - | 50,000 |
| Safestep sawcutting | 30,000 | - | - | - | 30,000 |
| Reconstruction - Concrete | - | 197,400 | - | - | 197,400 |
| Reconstruction - Asphalt | 199,206 | - | - | - | 199,206 |
| Subtotal | 539,206 | 197,400 | - | - | 736,606 |
| New Sidewalk Construction | | | | | |
| New Concrete | - | - | - | - | - |
| New Subdivision | - | - | - | 72,150 | 72,150 |
| New Subdivision - 6 Month | - | - | - | 10,000 | 10,000 |
| Arterial Street | - | - | - | - | - |
| Subtotal | - | - | - | 82,150 | 82,150 |
| Total | \$ 579,191 | \$ 247,923 | \$ - | \$ 93,041 | \$ 920,155 |

CITY OF APPLETON 2023 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 Citywide stormwater maintenance costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Stormwater Reconstruction Stormwater Utility | 5,137,383 | 7,235,714 | 3,550,038 | 6,181,288 | 9,620,176 | \$ 31,724,599 |
| Total - Stormwater Program | \$ 5,137,383 | \$ 7,235,714 | \$ 3,550,038 | \$ 6,181,288 | \$ 9,620,176 | \$ 31,724,599 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | |
| Planning | 50,000 | - | - | 790,000 | 405,000 | \$ 1,245,000 |
| Land Acquisition | 315,000 | 3,235,000 | 100,000 | 50,000 | 450,000 | \$ 4,150,000 |
| Construction | 4,460,711 | 3,689,042 | 3,138,366 | 5,029,616 | 8,453,504 | \$ 24,771,239 |
| Other | 311,672 | 311,672 | 311,672 | 311,672 | 311,672 | \$ 1,558,360 |
| Total | \$ 5,137,383 | \$ 7,235,714 | \$ 3,550,038 | \$ 6,181,288 | \$ 9,620,176 | \$ 31,724,599 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2023 | Street | From | To | Storm- Water Utility |
|---|--|-------------------------------------|----------------|-------------------------------------|
| Labor Pool | | | | 306,357 |
| CEA | | | | 5,315 |
| Consulting Services | 3001 E Glendale | Stormwater Management Design/Permit | | 20,000 |
| | Ballard Road Stormwater Management | Design BMPs | | 75,000 |
| | Bluff Site | Stormwater Management Plan Update | | 50,000 |
| | Citywide SWMP Pond #1 | Environmental/Geotech | | 105,000 |
| | 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 | | 30,000 |
| | Grant Applications | | | 10,000 |
| | I-41 Expansion | Modeling Assistance | | 50,000 |
| | 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 |
| | Pond Sediment Disposal Site | Environmental/Geotech | | 50,000 |
| | Subtotal | | | 700,000 |
| Land Acquisition | Ballard Road Reconstruction | Land for BMPs | | 75,000 |
| | Edgewood Drive (600' e/o Lightning to French BMPs) | Land for BMPs | | 240,000 |
| | Subtotal | | | 315,000 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 200,000 |
| | Storm Laterals, Manholes, Prior to Asphalt paving | | | 125,160 |
| | 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 | | | 200,000 |
| | Lightning Drive Extension Ph 1 (Stream Crossing/Pond Construction) | | | 1,186,000 |
| | Native Landscaping | | | 60,000 |
| | NR151 Water Quality Practices - Reconstruct Streets | | | 80,000 |
| | In-Lieu Stormwater Quality | | | 16,500 |
| | Subtotal | | | 2,356,580 |
| New Storm Sewers | Lightning Dr | Baldeagle Dr | Providence Ave | 69,388 |
| | Lightning Dr | Edgewood Dr , 500' n/o | Baldeagle Dr | 378,814 |
| | Subtotal | | | 448,202 |
| Reconstruction | Apple Creek Rd, s/o JJ | | | 16,775 |
| | Banta Ct | | | 23,690 |
| | Briarcliff Dr, public access | | | 47,378 |
| | Garden Court easement | | | 35,400 |
| | Grandview Road easement | | | 83,300 |
| | Nawada St, easement 250' s/o (LINER) | | | 51,300 |
| | North St | | | 51,280 |
| | Peabody Park | | | 28,000 |
| | West Avenue | | | 11,704 |
| | Subtotal | | | 348,827 |
| Reconstruction (on streets to be paved in 2024) | Alice St | Drew St | Union St | 44,350 |
| | 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 | 423,022 |
| | Rankin St | College Ave | Alton St | 24,200 |
| | Summit St | Packard St | Elsie St | 61,400 |
| | Summit St | Prospect Ave | Fourth St | 71,550 |
| | Subtotal | | | 657,102 |
| Total | | | | \$ 5,137,383 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2024 | Street | From | To | Storm- Water Utility |
|---|--|-----------------------|---------------------|-------------------------------------|
| Labor Pool | | | | 306,357 |
| CEA | | | | 5,315 |
| Consulting Services | Citywide SWMP Pond #1 | Design and Permitting | | 100,000 |
| | 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 |
| | NR151 Water Quality Modeling for Street Reconstructions | | | 50,000 |
| | Subtotal | | | 315,000 |
| Land Acquisition | Citywide SWMP Pond #1 | Land for BMPs | | 3,235,000 |
| | Pond Sediment Disposal Site | Land for BMPs | | 600,000 |
| | Subtotal | | | 3,835,000 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 250,000 |
| | Storm Laterals, Manholes, Prior to Asphalt paving | | | 117,540 |
| | Storm Laterals, Manholes, Prior to Concrete paving | | | 112,555 |
| | 3001 E Glendale Stormwater Mgt | Const | | 100,000 |
| | Ballard Road BMPs/Stream Xing | CTH JJ | north | 500,000 |
| | Edgewood Drive Urbanization BMPs | Lightning 600' e/o | French | 249,497 |
| | Flood Reduction Projects | | | 250,000 |
| | Native Landscaping | | | 50,000 |
| | NR151 Water Quality Practices - Reconstruct Streets | | | 80,000 |
| | Subtotal | | | 1,709,592 |
| New Storm Sewers | | | | - |
| | Subtotal | | | - |
| Reconstruction | Calumet St - part of River Dr | | | 21,225 |
| | Garden Court easement | | | 11,800 |
| | Jackson St | | | 17,750 |
| | Opechee St | | | 7,350 |
| | Prospect Ave | | | 54,000 |
| | Rankin St | | | 7,740 |
| | Roemer at Northland | | | 43,500 |
| | Vine St/Pacific St easement | | | 24,990 |
| | Weimer Ct easement | | | 25,620 |
| | Subtotal | | | 213,975 |
| Reconstruction (on streets to be paved in 2025) | Badger Ave | Spencer St | Pierce Ave | 138,000 |
| | Jardin St | Leminwah St | Plateau St, east of | 219,030 |
| | Lawe St | College Ave | Spring St | 34,445 |
| | Morrison St | Wisconsin Ave | Glendale Ave | 425,630 |
| | Plateau St | Jardin St | Wisconsin Ave | 33,370 |
| | Subtotal | | | 850,475 |
| Total | | | | \$ 7,235,714 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2025 | Street | From | To | Storm- Water Utility |
|---|--|---|----------------------|-------------------------------------|
| Labor Pool | | | | 306,357 |
| CEA | | | | 5,315 |
| Consulting Services | Citywide SWMP Pond #1 | Final Design | | 225,000 |
| | Construction Services | | | 60,000 |
| | 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 |
| | Sommers Drive (JJ to Spartan) | Stormwater Management Plan and Wetlands | | 100,000 |
| | Subtotal | | | 550,000 |
| Land Acquisition | Valley Road Urbanization | Land for BMPs plus wetlands fees | | 100,000 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 250,000 |
| | Storm Laterals, Manholes, Prior to Asphalt paving | | | 109,740 |
| | Storm Laterals, Manholes, Prior to Concrete paving | | | 107,875 |
| | Flood Reduction Projects | | | 250,000 |
| | Native Vegetation | | | 60,000 |
| | NR151 Water Quality Practices - Reconst | | | 80,000 |
| | Pond Sediment Disposal Site | Site Preparation | | 50,000 |
| | Subtotal | | | 907,615 |
| New Storm Sewers | Edgewood Dr (CTH JJ) | French | Lightning (600' e/o) | 589,590 |
| | Subtotal | | | 589,590 |
| Reconstruction | Ravinia Pl easement | | | 76,220 |
| | River Dr easement | | | 171,001 |
| | Subtotal | | | 247,221 |
| 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 | College Ave | Washington St | 32,200 |
| | 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 |
| | Subtotal | | | 843,940 |
| Total | | | | \$ 3,550,038 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2026 | Street | From | To | Storm- Water Utility |
|---|--|---------------------------------------|---------------|-------------------------------------|
| Labor Pool | | | | 306,357 |
| CEA | | | | 5,315 |
| Consulting Services | Construction Grant Applications | | | 10,000 |
| | Construction Services | | | 50,000 |
| | Haymeadow Ave e/o 47 Ponds | Design and Permitting | | 100,000 |
| | Land Acquisition Services | | | 10,000 |
| | Modeling for Flood Reduction Projects | | | 75,000 |
| | Modeling for Storm Sewer Const Projects | | | 20,000 |
| | North Side Development Corridor | Design Bridges/BMPs | | 150,000 |
| | NR151 Water Quality Modeling for Street Reconstructions | | | 50,000 |
| | Pierce Park Pond and Relief Sewer | Preliminary 30% Design | | 75,000 |
| | Riverview Gardens Wet Pond | 30% Preliminary Design | | 75,000 |
| | Sommers Drive (CTH JJ to Spartan) | 60% Preliminary Design and Permitting | | 50,000 |
| | Spartan Dr (SW-1 pond) | Final Design and permitting | | 60,000 |
| | Valley Road Urbanization - Pond | Design and Permitting | | 65,000 |
| | Subtotal | | | 790,000 |
| 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 |
| | Storm Laterals, Manholes, Prior to Asphalt paving | | | 187,420 |
| | Storm Laterals, Manholes, Prior to Concrete paving | | | 65,440 |
| | Citywide SWMP Pond #1 | Phase 1 Construction | | 2,207,895 |
| | Flood Reduction Projects | | | 200,000 |
| | K2 Drainage Area Stormwater Improvements | | | 400,000 |
| | Native Landscaping | | | 60,000 |
| | NR151 Water Quality Practices - Reconst | | | 80,000 |
| | Pond Sediment Disposal Site | Site Preparation | | 50,000 |
| | Subtotal | | | 3,500,755 |
| New Storm Sewers | Subtotal | | | - |
| Reconstruction | Carpenter St | | | 66,400 |
| | Kensington Dr easement | | | 428,198 |
| | Lynndale Dr | | | 13,600 |
| | Woods Edge Dr | | | 14,400 |
| | Subtotal | | | 522,598 |
| Reconstruction (on streets to be paved in 2027) | 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 |
| | Rankin St | Commercial St | Wisconsin Ave | 201,595 |
| | Sixth St | Memorial Dr | State St | 44,505 |
| | Walden Ave | Dewey St | John St | 56,410 |
| | Washington St | Bennett St | Richmond St | 96,600 |
| | Subtotal | | | 1,006,263 |
| Total | | | | \$ 6,181,288 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2027 | Street | From | To | Storm- Water Utility |
|---|--|---------------------------------------|-----------------------|-------------------------------------|
| Labor Pool | | | | 306,357 |
| CEA | | | | 5,315 |
| Consulting Services | Bluff Site SWMP | Stormwater Management Plan Update | | 40,000 |
| | Construction Grant Applications | | | 10,000 |
| | Construction Services | | | 40,000 |
| | French Road Urbanization (JJ to Broadway) | 60% Preliminary Design and Permitting | | 100,000 |
| | Land Acquisition Services | | | 10,000 |
| | Lions Park Pond | Preliminary Engineering | | 50,000 |
| | Modeling for Storm Sewer Const Projects | | | 20,000 |
| | Pierce Park Pond and Conveyance | Prelim Design 60% | | 50,000 |
| | Spartan Dr (Richmond to 1100' E) | Final Design and Permitting | | 60,000 |
| | Spartan west side USACE permit reapplication | | | 25,000 |
| | Subtotal | | | 405,000 |
| Land Acquisition | Apple Creek Road e/o Richmond | Land for BMPs | | 100,000 |
| | North Side Development Corridor | Land for BMPs plus wetlands fees | | 50,000 |
| | Spartan Drive (Richmond to 1100' E) | Land for BMPs | | 300,000 |
| | Subtotal | | | 450,000 |
| Miscellaneous Construction | Sump Pump Storm Sewer Program/Backyard Drainage Problems | | | 200,000 |
| | Storm Laterals, Manholes, Prior to Asphalt paving | | | 112,500 |
| | Storm Laterals, Manholes, Prior to Concrete paving | | | 121,095 |
| | Citywide SWMP Pond #1 | Phase 2 Construction | | 2,207,895 |
| | Edgewood Drive (600' e/o Lightning to French) | BMP Const | | 200,000 |
| | Edgewood Drive (CTH JJ) (600'e/o Lightning to French Urbanization) | | | 200,000 |
| | Flood Reports Projects | | | 50,000 |
| | Native Landscaping | | | 100,000 |
| | Northside Development Corridor | Construct bridge, BMPs, storm sewer | | 2,536,000 |
| | NR151 Water Quality Practices - Reconst | | | 50,000 |
| | Sommers Drive Pond | Pond Construction s/o Spartan | | 500,000 |
| | Subtotal | | | 6,277,490 |
| New Storm Sewers | Sommers Dr | Edgewood Dr, CTH JJ | Spartan Ave, 100' s/o | 135,000 |
| | Subtotal | | | 135,000 |
| Reconstruction | Calumet St easement River Dr | | | 434,299 |
| | Garden Ct easement | | | 630,000 |
| | Garden Ct easement | | | 11,500 |
| | Grove St ravine | | | 204,500 |
| | Subtotal | | | 1,280,299 |
| Reconstruction (on streets to be paved in 2028) | Driscoll St | Prospect Ave | WI Central RR | 102,600 |
| | Fourth St | Outagamie St | Mason St | 52,500 |
| | Franklin St | Division St | Drew St | 182,225 |
| | Outagamie St | College Ave | Packard St | 109,500 |
| | Pine St | Prospect Ave | Bartell St | 227,640 |
| | Prospect Ave | Sixth St | Appleton St | 86,250 |
| | Subtotal | | | 760,715 |
| Total | | | | \$ 9,620,176 |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Watermain Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding watermains. A five year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the watermain. However, budget constraints limit the number of watermains that can be reconstructed annually to an amount less than the amount that actually meets the criteria for reconstruction.

Typically, less than 1% of our watermains are reconstructed on an annual basis. This fact, coupled with new watermains added annually to the system results in no overall reduction in our City-wide watermain maintenance costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Water Dist. Reconstruction Water Utility | 2,559,087 | 2,958,197 | 2,548,737 | 3,193,472 | 2,541,668 | \$ 13,801,161 |
| Total - Watermain Program | \$ 2,559,087 | \$ 2,958,197 | \$ 2,548,737 | \$ 3,193,472 | \$ 2,541,668 | \$ 13,801,161 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 2,379,340 | 2,778,450 | 2,368,990 | 3,013,725 | 2,361,921 | \$ 12,902,426 |
| Other | 179,747 | 179,747 | 179,747 | 179,747 | 179,747 | \$ 898,735 |
| Total | \$ 2,559,087 | \$ 2,958,197 | \$ 2,548,737 | \$ 3,193,472 | \$ 2,541,668 | \$ 13,801,161 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2023 | Street | From | To | Water Utility |
|---|---|-------------------------------|------------------------------|----------------------|
| Labor Pool | | | | 171,649 |
| CEA | | | | 8,098 |
| Miscellaneous | Permit; Misc. Fees; Training; Testing Mat'l | | | 10,000 |
| | Referendum related projects | | | 200,000 |
| | S. Island St | bridge design for water main | | 15,000 |
| | Subtotal | | | 225,000 |
| New Construction | | | | - |
| | Subtotal | | | - |
| Reconstruction (not related to paving) | Cloverdale Dr | Linwood Ave | Elinor St | 361,780 |
| | Douglas St | Haskell St | CN Railway | 73,485 |
| | Durkee St | Randall St | Roosevelt St | 135,500 |
| | Lead service line replacement | | | 250,000 |
| | Linwood Ave | Brewster St | Glendale Ave | 397,015 |
| | Sixth St | State St | Elm St | 141,320 |
| | Union St | Summer St | Wisconsin Ave | 37,200 |
| | Winnebago St (Rec. "G" Wat Dist. Study) | Sharon St (250' w/o) | Linwood Ave | 108,990 |
| | Subtotal | | | 1,505,290 |
| Reconstruction (prior to next year's paving) | Alice St | Drew St | Union St | 87,800 |
| | Linwood Ave | College Ave (to n/o Franklin) | Winnebago St (to Badger Ave) | 288,550 |
| | Rankin St | College Ave | Alton St (s/end actually) | 104,900 |
| | Summit St | Packard St | Elsie St | 54,750 |
| | Summit St | Prospect Ave | Fourth St | 113,050 |
| | Subtotal | | | 649,050 |
| Transmission - New | | | | - |
| | Subtotal | | | - |
| Total Water Main Construction | | | | \$ 2,559,087 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2024 | Street | From | To | Water Utility |
|---|---|-------------------------------|----------------------|--------------------------|
| Labor Pool | | | | 171,649 |
| CEA | | | | 8,098 |
| Miscellaneous | Permit and Misc. Fees; NOI, Railroad, Water Usage, County | | | 10,000 |
| | Subtotal | | | 10,000 |
| New Construction | Easement | Rebecca Ct | Weimar Ct | 34,770 |
| | Easement (Kamps Ave extended) | Mason St | Summit St (620' w/o) | 29,690 |
| | Easement (s/o CN Railway) | Perkins St | Driscoll St | 48,870 |
| | Ritger St | McKinley St | Lincoln St | 44,540 |
| | Subtotal | | | 157,870 |
| Reconstruction (not related to paving) | College Ave | Matthias St (2nd hyd east of) | Kensington Dr | 200,200 |
| | Northland Ave | Park Dr | Ballard Rd | 800,000 |
| | Vulcan St | N. Island St | S. Island St | 116,880 |
| | WWTP | Weimar Ct | Newberry Ct | 247,300 |
| | Subtotal | | | 1,364,380 |
| Reconstruction (prior to next year's paving) | Badger Ave | Spencer St | Pierce Ave | 273,280 |
| | Jardin St | Leminwah St | Plateau St, east of | 96,070 |
| | Lawe St | College Ave | Spring St | 713,835 |
| | Plateau St | Jardin St | Wisconsin Ave | 55,590 |
| | S Island St - BRIDGE | over power canal | Vulcan St | 107,425 |
| | Subtotal | | | 1,246,200 |
| Transmission - New | Subtotal | | | - |
| Total Water Main Construction | | | | \$ 2,958,197 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2025 | Street | From | To | Water Utility |
|---|--|----------------|---------------|----------------------|
| Labor Pool | | | | 171,649 |
| CEA | | | | 8,098 |
| Miscellaneous | Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County | | | 10,000 |
| | Subtotal | | | 10,000 |
| New Construction | | | | |
| | Subtotal | | | - |
| Reconstruction (not related to paving) | Calumet St | Telulah Ave | Matthias St | 545,730 |
| | Subtotal | | | 545,730 |
| Reconstruction (prior to next year's paving) | Alexander St - partial only | Melrose St | Marquette St | 139,920 |
| | Bartell Dr | Prospect Ave | Pine St | 292,335 |
| | Fourth St | Story St | Memorial Dr | 191,675 |
| | Locust St | College Ave | Washington St | 18,070 |
| | Locust St | Washington St | Franklin St | 52,910 |
| | Morrison St | Glendale Ave | Pershing St | 141,075 |
| | Oklahoma St | Mason St | Richmond St | 417,275 |
| | Subtotal | | | 1,253,260 |
| Transmission - New | Edison Ave River Crossing | Olde Oneida St | Water St | 560,000 |
| | Subtotal | | | 560,000 |
| Total Water Main Construction | | | | \$ 2,548,737 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2026 | Street | From | To | Water Utility |
|---|--|--------------------------|--------------------------|--------------------------|
| Labor Pool | | | | 171,649 |
| CEA | | | | 8,098 |
| Miscellaneous | Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County | | | 10,000 |
| | Subtotal | | | 10,000 |
| New Construction | | | | - |
| | Subtotal | | | - |
| Reconstruction (not related to paving) | Brewster St | Meade St | Rankin St | 64,935 |
| | Graceland Ave | Randall St | Woodland Ave | 129,980 |
| | Greenview St | Taft Ave | Sylvan Ave | 247,520 |
| | Hall Ave | Randall St | Woodland Ave | 97,920 |
| | Kenilworth Ave | Wisconsin Ave | Woodland Ave | 246,070 |
| | Kensington Dr | 650' n/o Warehouse Rd | College Ave | 308,930 |
| | Linwood Ave | Glendale Ave | Marquette St | 102,470 |
| | Lynndale Dr | Leonard St | CN Railway | 198,875 |
| | Memorial Dr (STH "47") | Riverview Dr | Cherry Ct (130' s/o) | 482,960 |
| | Rankin St | Woodland Ave | Brewster St (390' s/o) | 120,020 |
| | Subtotal | | | 1,999,680 |
| Reconstruction (prior to next year's paving) | Badger Ave | Washington St | Mason St | 262,980 |
| | Bell Avenue | Summit St | Richmond St | 324,455 |
| | Dewey St | Kernan Ave | Walden Ave | 56,300 |
| | Elinor St - partial only | Taylor St | Glendale Ave | 5,000 |
| | Locust St | Wisconsin Ave | Brewster | 87,910 |
| | Midway Rd (CTH AP) | Eisenhower Dr (500' w/o) | Eisenhower Dr (500' e/o) | 10,000 |
| | Rankin St | Commercial St | Wisconsin Ave | 200,000 |
| | Sixth St | Memorial Dr | State St | 10,000 |
| | Walden Ave | Dewey St | John St | 47,400 |
| | Subtotal | | | 1,004,045 |
| Transmission - New | | | | - |
| | Subtotal | | | - |
| Total Water Main Construction | | | | \$ 3,193,472 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

| 2027 | Street | From | To | Water Utility |
|---|--|---------------------------------|---------------------------------|----------------------|
| Labor Pool | | | | 171,649 |
| CEA | | | | 8,098 |
| Miscellaneous | Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County | | | 10,000 |
| | Subtotal | | | 10,000 |
| New Construction | | | | |
| | Edgewood Dr (CTH JJ) | Sommers Dr | Melmar Dr, 200' e/o | 243,325 |
| | French Rd | Applecreek Rd (CTH "E") | Lochbur La | 609,730 |
| | Moss Rose La | Crossing Meadows La. (150' n/o) | Apple Creek Rd | 55,741 |
| | Sommers Dr | Edgewood Dr, CTH JJ | Spartan Ave, 100' s/o | 259,625 |
| | STH 441 | Carpenter St & Park Hills Dr | Bob-O-Link La & Thistle Down Ct | 237,730 |
| | Subtotal | | | 1,406,151 |
| Reconstruction (not related to paving) | Subtotal | | | - |
| Reconstruction (prior to next year's paving) | | | | |
| | Division St - partial only | Lindbergh St | Michigan St | 36,320 |
| | Driscoll St | Prospect Ave | WI Central RR | 192,695 |
| | Eisenhower Dr | Future Rd "G" | Midway Rd | 10,000 |
| | Fourth St | Outagamie St | Mason St | 30,855 |
| | Franklin St | Division St | Drew St | 426,800 |
| | Marion St - partial only | Walden Ave | Telulah Ave | 10,000 |
| | Michigan St - partial only | Division St | Appleton St | 13,600 |
| | Pine St | Prospect Ave | Bartell St | 225,500 |
| | Subtotal | | | 945,770 |
| Transmission - New | Subtotal | | | - |
| Total Water Main Construction | | | | \$ 2,541,668 |

CITY OF APPLETON 2023 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 Citywide sewer maintenance costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Wastewater Reconstruction Wastewater Utility | 1,620,745 | 4,361,623 | 1,477,252 | 2,659,177 | 1,398,652 | \$ 11,517,449 |
| Total - Sanitary Sewer Program | \$ 1,620,745 | \$ 4,361,623 | \$ 1,477,252 | \$ 2,659,177 | \$ 1,398,652 | \$ 11,517,449 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,426,619 | 4,167,954 | 1,283,126 | 2,465,051 | 1,204,526 | \$ 10,547,276 |
| Other | 194,126 | 193,669 | 194,126 | 194,126 | 194,126 | \$ 970,173 |
| Total | \$ 1,620,745 | \$ 4,361,623 | \$ 1,477,252 | \$ 2,659,177 | \$ 1,398,652 | \$ 11,517,449 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2023 | Street | From | To | Waste-water Utility |
|---|---|---|----------------|----------------------------|
| Labor Pool | | | | 187,769 |
| CEA | | | | 6,357 |
| Consultant | | | | |
| | Glacier Ridge LS abandonment | wetland delineation, permitting, and consultant design | | 100,000 |
| | Lawe St - South Island St force main | river crossing replace force main and consultant design | | 100,000 |
| | Subtotal | | | 200,000 |
| Miscellaneous | Sanitary laterals & manholes prior to asphalt paving | | | 18,774 |
| Construction | Sanitary laterals & manholes prior to concrete paving | | | 30,135 |
| | Referendum related items | | | 200,000 |
| | Subtotal | | | 248,909 |
| New Construction | | | | |
| | Lightning Dr | Baldeagle Dr | Providence Ave | 87,750 |
| | Subtotal | | | 87,750 |
| Reconstruction | | | | |
| | Erb St | | | 81,691 |
| | Lawrence St | | | 38,440 |
| | Wayne St | | | 17,429 |
| | Subtotal | | | 137,560 |
| Reconstruction (on streets to be paved in 2024) | | | | |
| | Alice St | Drew St | Union St | 121,000 |
| | Linwood Ave | College Ave | Summer Ave | 386,050 |
| | Rankin St | College Ave | Alton St | 31,850 |
| | Summit St | Packard St | Elsie St | 81,700 |
| | Summit St | Prospect Ave | Fourth St | 131,800 |
| | Subtotal | | | 752,400 |
| Total | | | | \$ 1,620,745 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2024 | Street | From | To | Waste-water Utility |
|---|---|-----------------------------------|---------------------|----------------------------|
| Labor Pool | | | | 187,769 |
| CEA | | | | 5,900 |
| Miscellaneous | Sanitary laterals & manholes prior to asphalt paving | | | 17,631 |
| Construction | Sanitary laterals & manholes prior to concrete paving | | | 26,997 |
| | Subtotal | | | 44,628 |
| New Construction | Glacier Ridge LS abandonment | Ballard Rd | Thornapple Rd | 2,500,000 |
| | Lawe St - South Island St force main | river crossing replace force main | | 700,000 |
| | Subtotal | | | 3,200,000 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2025) | Badger Ave | Spencer St | Pierce Ave | 162,000 |
| | Jardin St | Leminwah St | Plateau St, east of | 109,290 |
| | Lawe St | College Ave | Spring St | 165,836 |
| | Morrison St | Wisconsin Ave | Glendale Ave | 454,445 |
| | Plateau St | Jardin St | Wisconsin Ave | 31,755 |
| | Subtotal | | | 923,326 |
| Total | | | | \$ 4,361,623 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2025 | Street | From | To | Waste-water Utility |
|---|---|---------------|---------------------|---------------------|
| Labor Pool | | | | 187,769 |
| CEA | | | | 6,357 |
| Miscellaneous | Sanitary laterals & manholes prior to asphalt paving | | | 16,461 |
| Construction | Sanitary laterals & manholes prior to concrete paving | | | 22,425 |
| | Subtotal | | | 38,886 |
| New Construction | | | | - |
| | Subtotal | | | - |
| Reconstruction | | | | - |
| | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2026) | Bartell Dr | Prospect Ave | Pine St | 196,820 |
| | Fourth St | Story St | Memorial Dr | 188,325 |
| | Locust St | College Ave | Washington St | 39,200 |
| | 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 |
| | Subtotal | | | 1,244,240 |
| Total | | | | \$ 1,477,252 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2026 | Street | From | To | Waste-water Utility |
|---|---|------------------------|---------------------------|----------------------------|
| Labor Pool | | | | 187,769 |
| CEA | | | | 6,357 |
| Miscellaneous | Sanitary laterals & manholes prior to asphalt paving | | | 28,113 |
| Construction | Sanitary laterals & manholes prior to concrete paving | | | 23,694 |
| | Subtotal | | | 51,807 |
| New Construction | Apple Hill Farms force main | French Rd lift station | Apple Hill Blvd | 600,000 |
| | Apple Hill Farms lift station | French Road | 1450' n/o Applecreek Road | 750,000 |
| | Edgewood Dr (CTH JJ) | Sommers Dr | Sommers Dr, 750' e/o | 93,750 |
| | Subtotal | | | 1,443,750 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2027) | 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 |
| | Rankin St | Commercial St | Wisconsin Ave | 245,420 |
| | Sixth St | Memorial Dr | State St | 54,180 |
| | Washington St | Bennett St | Richmond St | 117,600 |
| | Subtotal | | | 969,494 |
| Total | | | | \$ 2,659,177 |

**CITY OF APPLETON 2023 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

| 2027 | Street | From | To | Waste-water Utility |
|---|---|---------------------|-----------------------|---------------------|
| Labor Pool | | | | 187,769 |
| CEA | | | | 6,357 |
| Miscellaneous | Sanitary laterals & manholes prior to asphalt paving | | | 16,875 |
| Construction | Sanitary laterals & manholes prior to concrete paving | | | 31,761 |
| | Subtotal | | | 48,636 |
| New Construction | Sommers Dr | Edgewood Dr, CTH JJ | Spartan Ave, 100' s/o | 203,400 |
| | Subtotal | | | 203,400 |
| Reconstruction | Subtotal | | | - |
| Reconstruction (on streets to be paved in 2028) | Driscoll St | Prospect Ave | WI Central RR | 184,680 |
| | Fourth St | Outagamie St | Mason St | 94,500 |
| | Franklin St | Division St | Drew St | 124,600 |
| | Outagamie St | College Ave | Packard St | 197,100 |
| | Pine St | Prospect Ave | Bartell St | 246,610 |
| | Prospect Ave | Sixth St | Appleton St | 105,000 |
| | Subtotal | | | 952,490 |
| Total | | | | \$ 1,398,652 |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Corrosion Control Treatment

PROJECT DESCRIPTION

Justification:

In December of 2021, the Appleton Water Treatment Facility (AWTF) completed a regulatory required research project that is the basis of this project request. The project analyzed the City's water characteristics and impacts with the City's distribution system (e.g., impact on piping). A major focus of the year-long research was on corrosivity. The project research concluded that the AWTF will need to transition from the orthophosphate and polyphosphate blend product currently being used and transition to phosphoric acid (orthophosphate) to minimize corrosion in the City's distribution system.

This project would provide a design, bidding documents, construction management, and contract administration to the construction project. The Wisconsin Department of Natural Resources requires that the new chemical delivery project be completed and the system be operational by May 24, 2024.

The new chemical delivery system will consist of all the materials and labor for two stainless steel bulk tanks, a day tank, and three dosing pumps. The new installation will require computer programming and integration with the plant computer control system. The programming will control product transfer, delivery, and reporting to the State of Wisconsin.

Discussion of operating cost impact:

The required amount of phosphoric acid will be 40% greater than the current chemical. This increase will be reflected in the treatment operations budgets. While not quantifiable, the report shows that phosphoric acid will prevent a small amount of corrosion from deteriorating system piping. As such, there may be a slight increase in some pipe materials' service life.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|--------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Water | Engineering | 190,000 | - | - | - | - | \$ 190,000 |
| | Construction | 960,000 | - | - | - | - | \$ 960,000 |
| Total - Water Utility Capital Project | | \$ 1,150,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,150,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | | Total |
|------------------------------|----------------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | | |
| Planning | 190,000 | - | - | - | - | - | \$ 190,000 |
| Land Acquisition | - | - | - | - | - | - | \$ - |
| Construction | 960,000 | - | - | - | - | - | \$ 960,000 |
| Other | - | - | - | - | - | - | \$ - |
| Total | \$ 1,150,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,150,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library Plaza Parking Lot Reconstruction

PROJECT DESCRIPTION

Justification:

Reconstruction of the Library Parking Lot - As part of the renovations to the Appleton Public Library, the existing Library Plaza Parking Lot will be reconstructed and reconfigured. The budget identified in 2023 is the Parking Utility share of the reconstruction project including demolition, curb & gutter, paving, sidewalks, landscaping, site lighting and bike racks.

Discussion of operating cost impact:

Upon completion of the new Library Plaza parking lot, operating costs are expected to decrease due to the smaller lot size.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Reconstruction of Library Parking Lot | 561,253 | - | - | - | - | \$ 561,253 |
| Total - Parking Utility Capital Projects Fund | \$ 561,253 | \$ - | \$ - | \$ - | \$ - | \$ 561,253 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 561,253 | - | - | - | - | \$ 561,253 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 561,253 | \$ - | \$ - | \$ - | \$ - | \$ 561,253 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 digesters.

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 | 2023 | 2024 | 2025 | 2026 | 2027 | 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 |
| Water Utility Water Plant | - | - | - | 80,000 | - | \$ 80,000 |
| Water Utility Capital Projects | - | - | - | 80,000 | - | \$ 80,000 |
| Total - Building Envelope Capital Projects | \$ - | \$ - | \$ 190,000 | \$ 80,000 | \$ - | \$ 270,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------|------|------|------------|-----------|------|------------|
| 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 2023 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: (2024-2025) 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: (2023-2027) In 2021 a Motor Control Center (MCC) audit and condition assessment was conducted. The results of this study indicated that there were several MCC's in need of immediate replacement. The MCC's in need of replacement are critical to the Wastewater Plant operations and a failure of any MCC will cause a shutdown of operations. (2023) Design for the MCC replacement phase 1 (2024) Construction for the MCC replacement phase 1. (2026) Design for the MCC replacement phase 2. (2027) Construction for the MCC replacement phase 2.

Water Plant: (2027-2028) This CIP represents the first phase in upgrading the electrical distribution protective equipment. These upgrades will make improvements to reduce the electrical hazards to employees such as arc flash and upgraded grounding systems. (2027) Design for electrical distribution protective equipment.

Discussion of operating cost impact:

It is anticipated that there will be a reduction in maintenance costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | 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 | 100,000 | - | 3,800,000 | 100,000 | 3,800,000 | \$ 7,800,000 |
| | WW Utility Capital Projects | 100,000 | - | 3,800,000 | 100,000 | 3,800,000 | \$ 7,800,000 |
| Water Utility | Water Plant | - | - | - | - | 25,000 | \$ 25,000 |
| | Water Utility Capital Projects | - | - | - | - | 25,000 | \$ 25,000 |
| Total - Electrical Upgrades Capital Projects | | \$ 100,000 | \$ 25,000 | \$ 4,025,000 | \$ 300,000 | \$ 3,825,000 | \$ 8,275,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-------------------|------------------|---------------------|-------------------|---------------------|---------------------|
| Planning | 100,000 | 25,000 | 25,000 | 100,000 | 25,000 | \$ 275,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 4,000,000 | 200,000 | 3,800,000 | \$ 8,000,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 100,000 | \$ 25,000 | \$ 4,025,000 | \$ 300,000 | \$ 3,825,000 | \$ 8,275,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Elevator Replacement

PROJECT DESCRIPTION

Justification:

City Hall: This CIP is to fund the City's share of the passenger and freight elevator replacement at City Center West. The cost of this project is split among the owners of the City Center West Condo Association. (2023) Fund City's portion of the elevator replacement project at City Center West.

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.

Buildings B, K, & S - (2024) Refurbish/Replace K-Building elevator. (2026) Refurbish/Replace B-Building elevator. (2027) Refurbish/Replace S-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 | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-------------------|-------------------|-------------|-------------------|-------------------|---------------------|
| PRFM City Hall | 500,000 | - | - | - | - | \$ 500,000 |
| Facilities Capital Projects | 500,000 | - | - | - | - | \$ 500,000 |
| WW Wastewater | - | 350,000 | - | 350,000 | 250,000 | \$ 950,000 |
| WW Utility Capital Projects | - | 350,000 | - | 350,000 | 250,000 | \$ 950,000 |
| Total - Electrical Upgrades Capital Projects | \$ 500,000 | \$ 350,000 | \$ - | \$ 350,000 | \$ 250,000 | \$ 1,450,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-------------------|-------------------|-------------|-------------------|-------------------|---------------------|
| Planning | - | 30,000 | - | 30,000 | 20,000 | \$ 80,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 500,000 | 320,000 | - | 320,000 | 230,000 | \$ 1,370,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 500,000 | \$ 350,000 | \$ - | \$ 350,000 | \$ 250,000 | \$ 1,450,000 |
| Operating Cost Impact | * N/Q | * N/Q | * N/Q | * N/Q | * N/Q | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2023 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 #2 upper and lower bathrooms. (2025) Construction for the bathroom remodeling at Fire Station #2. Design for remodeling the Fire Station #5 upper and lower bathrooms. (2026) Construction for the bathroom remodeling at Fire Station #5

PRFMD Facility:
Restroom renovation - The Facilities & Grounds Operations Center lacks adequate ADA accessible restroom facilities for both the public and staff. (2024) Design - This project will go through the space planning and design portions of the project. (2025) Construction based on the completed design.

Wastewater Plant:
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 | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|------------|-----------|------------|------------|------|--------------|
| PRFM Fire Stations | - | 25,000 | 175,000 | 125,000 | - | \$ 325,000 |
| PRFMD | - | 50,000 | 500,000 | - | - | \$ 550,000 |
| Facilities Capital Projects | - | 75,000 | 675,000 | 125,000 | - | \$ 875,000 |
| WW Wastewater | 275,000 | - | - | 450,000 | - | \$ 725,000 |
| WW Utility Capital Projects | 275,000 | - | - | 450,000 | - | \$ 725,000 |
| Total - Facility Renovations Projects | \$ 275,000 | \$ 75,000 | \$ 675,000 | \$ 575,000 | \$ - | \$ 1,600,000 |

| COST ANALYSIS | | | | | | |
|---------------|--|--|--|--|--|--|
|---------------|--|--|--|--|--|--|

| Components | Estimated Cash Flows | | | | | |
|-----------------------|----------------------|-----------|------------|------------|------|--------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | 75,000 | 25,000 | 25,000 | - | \$ 125,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 275,000 | - | 650,000 | 550,000 | - | \$ 1,475,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 275,000 | \$ 75,000 | \$ 675,000 | \$ 575,000 | \$ - | \$ 1,600,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 is typically the second busiest fire station in the City from year to year. 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 accommodations 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, Site Analysis was completed and indicated a location off of Northland Avenue on the south side of Appleton Memorial Park.

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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|--------------|-------------|-------------|-------------------|---------------------|-------------|---------------------|
| PRFM | Planning | - | - | - | - | - | \$ - |
| | Design | - | - | 750,000 | - | - | \$ 750,000 |
| | Construction | - | - | - | 4,500,000 | - | \$ 4,500,000 |
| Total - Facilities Capital Projects | | \$ - | \$ - | \$ 750,000 | \$ 4,500,000 | \$ - | \$ 5,250,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---------------------------|-------------|-------------|-------------------|---------------------|-------------|---------------------|
| Planning/Site Acquisition | - | - | 750,000 | - | - | \$ 750,000 |
| Construction | - | - | - | 4,500,000 | - | \$ 4,500,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 750,000 | \$ 4,500,000 | \$ - | \$ 5,250,000 |
| Operating Cost Impact | * N/Q | * N/Q | * N/Q | * N/Q | * N/Q | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2023 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 for 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 2023-2027 will be adjusted based on the annual assessments conducted for each property.

Parks:

Fence Replacements (2023/2025/2027) This project will address replacement of fencing at various parks. Projects include tennis court fencing, property line fencing, and ball diamond fencing.

Fields - (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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|---------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| PRFM | Various Parks | | | | | | |
| | Fencing | 25,000 | - | 25,000 | - | 25,000 | \$ 75,000 |
| | Fields | - | 25,000 | - | 25,000 | - | \$ 50,000 |
| Total - Facilities Capital Projects | | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 125,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | 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 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION |
|---|
| Project Title: Hardscape Infrastructure Improvements/Replacements |

| PROJECT DESCRIPTION | | | | | | | | |
|---|------------|-----------|----------------------------------|------------|--------------------------------------|------------|-------------------------|------------|
| <p>Justification:</p> <p>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).</p> <p>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.</p> <p>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 2023 includes:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">City Sites</td> <td style="text-align: right;">\$ 50,000</td> </tr> <tr> <td>Telulah Roads and Peabody Trails</td> <td style="text-align: right;">\$ 250,000</td> </tr> <tr> <td>Wastewater Plant Lower Roads Phase 2</td> <td style="text-align: right;">\$ 450,000</td> </tr> <tr> <td>Water Plant Parking Lot</td> <td style="text-align: right;">\$ 725,000</td> </tr> </table> <p>Future projects will be identified after annual assessments of properties and/or parks.</p> <p>Discussion of operating cost impact:</p> <p>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.</p> | City Sites | \$ 50,000 | Telulah Roads and Peabody Trails | \$ 250,000 | Wastewater Plant Lower Roads Phase 2 | \$ 450,000 | Water Plant Parking Lot | \$ 725,000 |
| City Sites | \$ 50,000 | | | | | | | |
| Telulah Roads and Peabody Trails | \$ 250,000 | | | | | | | |
| Wastewater Plant Lower Roads Phase 2 | \$ 450,000 | | | | | | | |
| Water Plant Parking Lot | \$ 725,000 | | | | | | | |

| DEPARTMENT COST SUMMARY | | | | | | | |
|--------------------------------------|---------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| PRFM | City Sites | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | \$ 250,000 |
| | MSB | - | - | - | 175,000 | - | \$ 175,000 |
| | Park Sites | 250,000 | 450,000 | 300,000 | 300,000 | 300,000 | \$ 1,600,000 |
| | PRFMD | - | - | 400,000 | - | - | \$ 400,000 |
| | Facilities Capital Projects | <u>300,000</u> | <u>500,000</u> | <u>750,000</u> | <u>525,000</u> | <u>350,000</u> | <u>\$ 2,425,000</u> |
| WW | Wastewater | 450,000 | - | - | 300,000 | 300,000 | \$ 1,050,000 |
| | WW Utility Capital Projects | <u>450,000</u> | <u>-</u> | <u>-</u> | <u>300,000</u> | <u>300,000</u> | <u>\$ 1,050,000</u> |
| Water Utility | Water Plant | 725,000 | - | - | - | - | \$ 725,000 |
| | Water Utility Capital Projects | <u>725,000</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>\$ 725,000</u> |
| Total - Hardscape Improvement | | <u>\$ 1,475,000</u> | <u>\$ 500,000</u> | <u>\$ 750,000</u> | <u>\$ 825,000</u> | <u>\$ 650,000</u> | <u>\$ 4,200,000</u> |

| COST ANALYSIS | | | | | | |
|------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Estimated Cash Flows | | | | | | |
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | 65,000 | 60,000 | 30,000 | 50,000 | 40,000 | \$ 245,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,410,000 | 440,000 | 720,000 | 775,000 | 610,000 | \$ 3,955,000 |
| Other | - | - | - | - | - | \$ - |
| Total | <u>\$ 1,475,000</u> | <u>\$ 500,000</u> | <u>\$ 750,000</u> | <u>\$ 825,000</u> | <u>\$ 650,000</u> | <u>\$ 4,200,000</u> |
| Operating Cost Impact | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

CITY OF APPLETON 2023 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. (2027) Condition assessment and master plan for HVAC replacement.

Wastewater Plant: (2023) L-Building HVAC upgrades. (2024) 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. (2027) Tunnel HVAC upgrades

Water Plant : (2024) Upgrades to the boiler system and MCC room HVAC.(2026) HVAC Upgrades

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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|---------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| PRFM | Fire Stations | 275,000 | 175,000 | - | - | - | \$ 450,000 |
| | PRFMD Facility | - | - | 375,000 | - | - | \$ 375,000 |
| | Municipal Services | 750,000 | - | - | - | - | \$ 750,000 |
| | Police Station | - | - | - | 125,000 | 25,000 | \$ 150,000 |
| Facilities Capital Projects Fund | | 1,025,000 | 175,000 | 375,000 | 125,000 | 25,000 | \$ 1,725,000 |
| WW | Wastewater Plant | 700,000 | 500,000 | 550,000 | 600,000 | 600,000 | \$ 2,950,000 |
| | WW Utility Capital Projects | 700,000 | 500,000 | 550,000 | 600,000 | 600,000 | \$ 2,950,000 |
| Water Utility | Water Plant | - | 300,000 | - | 250,000 | - | \$ 550,000 |
| | Water Utility Capital Projects | - | 300,000 | - | 250,000 | - | \$ 550,000 |
| Total - HVAC Upgrades | | \$ 1,725,000 | \$ 975,000 | \$ 925,000 | \$ 975,000 | \$ 625,000 | \$ 5,225,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Planning | 75,000 | 100,000 | 100,000 | 50,000 | 75,000 | \$ 400,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,650,000 | 875,000 | 825,000 | 925,000 | 550,000 | \$ 4,825,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 1,725,000 | \$ 975,000 | \$ 925,000 | \$ 975,000 | \$ 625,000 | \$ 5,225,000 |
| Operating Cost Impact | N/Q * | N/Q * | N/Q * | N/Q * | N/Q * | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2023 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, increased interaction between departments, and items such as flooring that has reached the end of its useful life.

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 -

Interior finishes includes, but is not limited to, the following in the workplace: wall coatings, ceiling tiles, carpet, lighting, etc. Office furnishings will also be upgraded.

City Hall: City Hall was constructed in 1994 and is approaching 27 years with no major updates to the interior spaces. Current priorities for funding require City Hall to maximize its current investment with a renovation of the interior spaces and furnishings. Renovation of the interior spaces began in 2020 and will be phased over several years as funding is available. (2023) Ceiling, lighting and flooring updates are planned in the Health Department area. The cost would be reimbursed through a grant previously secured. (2027) Renovation of the Community and Economic Development/Assessors areas.

Fire Stations: (2025) Replace several areas of flooring on the first floor of Fire Station #1. (2026) Replace flooring at various Fire Stations. (2027) Replace flooring at various Fire Stations.

Furniture Upgrades -

City Hall (Health Department): (2023) Health Department workstation upgrades.

Fire Stations: (2025) Fire Station #1 workstation upgrades.

Municipal Services Building: (2024) Replace workstations at the Municipal Services Building.

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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-------------------|------------|------------|------------|-----------|--------------|--------------|
| Health Grants | Health Department | 215,000 | - | - | - | - | \$ 215,000 |
| | | 215,000 | - | - | - | - | \$ 215,000 |
| PRFM | City Hall | - | - | - | - | 1,250,000 | \$ 1,250,000 |
| | Fire Stations | - | - | 125,000 | 35,000 | 35,000 | \$ 195,000 |
| | MSB | - | 150,000 | - | - | - | \$ 150,000 |
| | | - | 150,000 | 125,000 | 35,000 | 1,285,000 | \$ 1,595,000 |
| Total - Interior Finishes and Furniture | | \$ 215,000 | \$ 150,000 | \$ 125,000 | \$ 35,000 | \$ 1,285,000 | \$ 1,810,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|------------|------------|------------|-----------|--------------|--------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 215,000 | 150,000 | 125,000 | 35,000 | 1,285,000 | \$ 1,810,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 215,000 | \$ 150,000 | \$ 125,000 | \$ 35,000 | \$ 1,285,000 | \$ 1,810,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION | |
|----------------|---------|
| Project Title: | Library |

| PROJECT DESCRIPTION | |
|---|--|
| <p>Justification:</p> <p>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.</p> <p>The planning process will employ the following principles:</p> <ul style="list-style-type: none"> • 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 <p>It is anticipated the project will be bid and under construction in early 2023. Inflation has impacted the cost of the project significantly, with an estimate that construction inflation rose over 20%. Despite the inflationary impact, the team of SOM, Boldt and the City of Appleton worked diligently and proactively to analyze supply chains, product selection and alternates to ensure the goals of the Library construction were met.</p> | |
| <p>Discussion of operating cost impact:</p> <p>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.</p> | |

| DEPARTMENT COST SUMMARY | | | | | | | |
|-------------------------------------|--|----------------------|-------------|-------------|-------------|-------------|----------------------|
| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| PRFMD | Design | - | - | - | - | - | \$ - |
| | Library reconstruction / Renovation | 13,542,500 | - | - | - | - | \$ 13,542,500 |
| Total - Facilities Capital Projects | | <u>\$ 13,542,500</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 13,542,500</u> |

| COST ANALYSIS | | | | | | |
|-----------------------|----------------------|-------------|-------------|-------------|-------------|----------------------|
| Estimated Cash Flows | | | | | | |
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | - | - | - | \$ - |
| Construction | 13,542,500 | - | - | - | - | \$ 13,542,500 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 13,542,500 | \$ - | \$ - | \$ - | \$ - | \$ 13,542,500 |
| Operating Cost Impact | NQ * | NQ * | NQ * | NQ * | NQ * | NQ * |

* N/Q = Not Quantifiable

CITY OF APPLETON 2023 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. (2027) Upgrade lighting at Various Fire Stations

MSB: (2025) Upgrade interior lighting in sign shop, stockroom, engineering, cold storage and CEA shop.

Parks: (2024) Lighting upgrades for Highview Park. (2025) Lighting upgrades at Telulah Park. (2026) Lighting upgrades for Jaycee Park. (2027) Lighting upgrades for the Newberry Trail. Replace existing and add new lighting for Erb Tennis Courts.

Police Station: (2025) Upgrade interior lighting.

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:

These upgrades will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|------------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| PRFM | Fire Stations | - | 75,000 | 150,000 | - | 75,000 | \$ 300,000 |
| | MSB | - | - | 100,000 | - | - | \$ 100,000 |
| | Parks | - | 250,000 | 275,000 | 200,000 | 450,000 | \$ 1,175,000 |
| | Police Station | - | - | 75,000 | - | - | \$ 75,000 |
| Facilities Capital Projects | | - | 325,000 | 600,000 | 200,000 | 525,000 | \$ 1,650,000 |
| WW | Wastewater | 75,000 | 150,000 | - | 75,000 | - | \$ 300,000 |
| | WW Utility Capital Projects | 75,000 | 150,000 | - | 75,000 | - | \$ 300,000 |
| Total - Lighting Upgrade Projects | | \$ 75,000 | \$ 475,000 | \$ 600,000 | \$ 275,000 | \$ 525,000 | \$ 1,950,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | 10,000 | 25,000 | 40,000 | 25,000 | 25,000 | \$ 125,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 65,000 | 450,000 | 560,000 | 250,000 | 500,000 | \$ 1,825,000 |
| Other | - | - | - | - | - | - |
| Total | \$ 75,000 | \$ 475,000 | \$ 600,000 | \$ 275,000 | \$ 525,000 | \$ 1,950,000 |
| Operating Cost Impact | N/Q* | N/Q* | N/Q* | N/Q* | N/Q* | \$ - |

* N/Q = Not Quantifiable

CITY OF APPLETON 2023 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 | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-------------|-------------------|-------------|-------------|-------------|-------------------|
| PRFM City Park | - | 450,000 | - | - | - | \$ 450,000 |
| Total - Facilities Capital Projects Fund | \$ - | \$ 450,000 | \$ - | \$ - | \$ - | \$ 450,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 450,000 | - | - | - | \$ 450,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 450,000 | \$ - | \$ - | \$ - | \$ 450,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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. (2027) Pavilion Roof Replacement at Various City Parks.

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. (2027) Roof Replacement for H, J, and E Buildings

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 | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|-------------------|-------------------|-------------------|-------------|-------------------|---------------------|
| PRFM Parks | - | 150,000 | - | - | 150,000 | \$ 300,000 |
| Facilities Capital Projects | - | 150,000 | - | - | 150,000 | \$ 300,000 |
| WW Wastewater Plant | 375,000 | - | 275,000 | - | 250,000 | \$ 900,000 |
| WW Utility Capital Projects | 375,000 | - | 275,000 | - | 250,000 | \$ 900,000 |
| Total - Roof Replacement Projects | \$ 375,000 | \$ 150,000 | \$ 275,000 | \$ - | \$ 400,000 | \$ 1,200,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-------------------|-------------------|-------------------|-------------|-------------------|---------------------|
| Planning | 20,000 | 10,000 | 15,000 | - | 30,000 | \$ 75,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 355,000 | 140,000 | 260,000 | - | 370,000 | \$ 1,125,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 375,000 | \$ 150,000 | \$ 275,000 | \$ - | \$ 400,000 | \$ 1,200,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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. (2025) Fire alarm upgrades at Stations #3 & #5. (2026) Fire alarm upgrades at Fire Station #6. (2027) Design for new Generator at Fire Station #6. Replace fire alarm at Fire Station #1.

Parks: (2025) City Park fiber and camera installation. (2026) Pierce Park fiber and camera installation. (2027) 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 42 years old. Loss of power would result in an inability to provide some essential services.

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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------------|---------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| PRFM | Fire Stations | - | 25,000 | 50,000 | 50,000 | 75,000 | \$ 200,000 |
| | Parks | - | - | 125,000 | 100,000 | 50,000 | \$ 275,000 |
| | PRFMD | 50,000 | 350,000 | - | - | - | \$ 400,000 |
| Facilities Capital Projects | | 50,000 | 375,000 | 175,000 | 150,000 | 125,000 | \$ 875,000 |
| Total - Safety & Security Upgrades | | \$ 50,000 | \$ 375,000 | \$ 175,000 | \$ 150,000 | \$ 125,000 | \$ 875,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | 50,000 | - | 10,000 | 10,000 | 25,000 | \$ 95,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 375,000 | 165,000 | 140,000 | 100,000 | \$ 780,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 50,000 | \$ 375,000 | \$ 175,000 | \$ 150,000 | \$ 125,000 | \$ 875,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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.

A Request for Proposal was issued for planning for a future facility including exploration of a mixed use facility to optimize the use of space, attract federal grants and to meet the needs of the downtown neighborhood plan completed in 2022. The analysis and report will be completed early 2023.

Actual construction will depend on grant availability and the potential of a partnership with a developer towards a mixed-use facility if determined to be the best solution.

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 | 2023 | 2024 | 2025 | 2026 | 2027 | 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 | 2023 | 2024 | 2025 | 2026 | 2027 | 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 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Utility Signage and Structural Renovations

PROJECT DESCRIPTION

Justification:

Parking Utility Structural Renovations - A 2022 updated Structural Condition Assessment Report was completed by Desman Design management, including recommended structural repairs and preventive maintenance 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:

These projects are not expected to effect other operating costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT | PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------|---|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | On-street wayfinding signage | - | 100,000 | - | - | - | \$ 100,000 |
| | Structural repairs/preventative maint. | 350,000 | 1,600,000 | 1,700,000 | 1,700,000 | 1,700,000 | \$ 7,050,000 |
| | Total - Parking Utility Capital Projects | \$ 350,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 7,150,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 350,000 | 1,700,000 | 1,700,000 | 1,700,000 | 1,700,000 | \$ 7,150,000 |
| Total | \$ 350,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 7,150,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 2025. 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, cashiering, and cash management modules and went live in 2019. The property tax collection module which was part of phase 2 was deferred until 2022 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 2022 to meet the needs of the Parking Utility. Phase 3, which includes utility billing, special assessment and citizen self-service will begin in 2023. Phase 4, which includes the work order, inventory, fixed assets, and fleet and facilities management modules, is targeted for 2024, and Phase 5, which includes the permit and code enforcement, business licensing, animal licensing, GIS integration, contract management, vendor self-service and debt management is slated for 2025.

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 | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| IT ERP system | - | 145,000 | - | - | - | \$ 145,000 |
| IT Capital Projects Fund | - | 145,000 | - | - | - | \$ 145,000 |
| Sanitation ERP system | 45,000 | - | - | - | - | \$ 45,000 |
| Stormwater ERP system | 45,000 | - | - | - | - | \$ 45,000 |
| Water ERP system | 45,000 | - | - | - | - | \$ 45,000 |
| Wastewater ERP system | 45,000 | - | - | - | - | \$ 45,000 |
| Utility Funds | 180,000 | - | - | - | - | \$ 180,000 |
| Total - ERP system Upgrade | \$ 180,000 | \$ 145,000 | \$ - | \$ - | \$ - | \$ 325,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------------|------------------|------------------|------------------|-------------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | |
| Planning | - | - | - | - | - | \$ - |
| Other | 180,000 | 145,000 | - | - | - | \$ 325,000 |
| Total | \$ 180,000 | \$ 145,000 | \$ - | \$ - | \$ - | \$ 325,000 |
| Operating Cost Impact | \$ 46,000 | \$ 69,000 | \$ 69,000 | \$ 69,000 | \$ 69,000 | \$ 322,000 |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION | |
|----------------|------------------------|
| Project Title: | Information Technology |

| PROJECT DESCRIPTION | |
|--------------------------------------|---|
| Justification: | <p>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.</p> <p>Phone Upgrade: The 2022 discontinuation of our current Mitel desktop telephone model has resulted in required reprogramming of the telephone system in order to remain compliant with auto-attendants. A needs assessment is ongoing, but the system will require no less than the replacement of an estimated 30 telephones to be compliant with the new programming. Additionally, a voicemail system replacement is required in 2024.</p> |
| Discussion of operating cost impact: | <p>There is no meaningful impact to the operating impact of the Mitel phone upgrade, but the voicemail conversion offsets an otherwise necessary \$20,000 in annual maintenance to keep the existing voicemail system running.</p> |

| DEPARTMENT COST SUMMARY | | | | | | |
|--|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| IT | | | | | | |
| Phone Upgrade | - | 221,000 | - | - | - | \$ 221,000 |
| Endpoint Switches | 250,000 | - | - | - | - | \$ 250,000 |
| Total - IT Capital Projects Fund | 250,000 | 221,000 | - | - | - | \$ 471,000 |
| Total - Information Technology Capital Projects | <u>\$ 250,000</u> | <u>\$ 221,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 471,000</u> |

| COST ANALYSIS | | | | | | |
|------------------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| Estimated Cash Flows | | | | | | |
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 250,000 | 221,000 | - | - | - | \$ 471,000 |
| Total | <u>\$ 250,000</u> | <u>\$ 221,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 471,000</u> |
| Operating Cost Impact | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Cardiac Monitors

PROJECT DESCRIPTION

Justification:

In January 2019, the Appleton Fire Department upgraded their emergency medical service to Emergency Medical Technician (EMT) from Emergency Medical First Responder, the lowest licensed EMS care in Wisconsin. This allowed our responders to render a higher level of care in a time when calls for medical service have increased as much as 20% each year and when the EMS system is suffering significant shortfalls in staffing and support everywhere. This service increase has had a direct, positive impact on our community, and the benefits of this upgrade are realized each day.

The next step is to provide care using cardiac monitors. This is considered an advanced skill within the scope of EMT that is fully supported by our medical director, Dr. Nels Rose. Cardiac monitors allow EMTs to transmit EKGs directly to the hospital emergency department in real time. In cases of cardiac events, every second counts--this advanced notification gets to hospital cardiac staff in the operating room as the patient is being transported, greatly decreasing the timeframe of notification and staffing. When these diagnoses are made in the field, the patient bypasses the emergency room (ER) and goes right to the catheterization lab for timely care. These monitors provide real time transmission of vitals and give electronic documentation of interventions and medications. The current practice of communicating the medications given in the field by our personnel involves handwritten pieces of paper that are transferred up to three times before the patient arrives in the ER.

As the Appleton Fire Department considers the transition to paramedic service, these devices will become critical and necessary at this next level. Having these devices, and using them as EMT's, allows us to extend the learning curve for that transmission. This is a complicated device, and the gradual transition will set our staff up for success in the paramedic transition.

The department would place a cardiac monitor on all front-line apparatus with an additional unit to rotate during times of service, special events (i.e. Oktoberfest), and maintenance for a total of eight. Each unit is projected to cost approximately \$55,000, including all ancillary equipment. It should be noted that the prices of medical equipment are outrunning the general price increases that we are seeing in today's economy. We could expect to see at least 10% inflationary increases each year.

The department will submit a FEMA grant for the cardiac monitors, which would cover 90% of the cost.

Discussion of operating cost impact:

There are annual maintenance costs associated with the monitors along with internet capability in the field after the initial three-year agreement.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|------------------|-------------|-------------|-------------|-------------|------------------|
| Fire Equipment | 50,000 | - | - | - | - | \$ 50,000 |
| Total - Public Safety Capital Projects Fund | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 50,000 | - | - | - | - | \$ 50,000 |
| Total | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| Operating Cost Impact | \$ - | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 32,000 |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION | |
|----------------|-------------------------------|
| Project Title: | Radio Communication Equipment |

| PROJECT DESCRIPTION | |
|--------------------------------------|--|
| Justification: | <p>In early 2021, 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. Motorola will no longer certify the batteries are intrinsically safe, and they will no longer be manufacturing spare parts for the radios.</p> <p>This change in capability will impact all fire and emergency medical service providers in the county. Therefore, for the health and safety of our emergency responders, the City of Appleton will serve as the host agency for a county-wide regional grant to fund a portion of this radio project through the Assistance to Firefighters Grant (AFG). The department recently received a grant award of \$1,807,911 of a \$4,315,312 county-wide request.</p> <p>Funding will be needed to meet the department's grant match requirement to fulfill the project. In addition, the grant award was reduced from the original request so the unfunded portion of the project will be greater than the match required. Based on the preliminary reduced grant award (\$217,700 for the City) and match requirement information, it could be expected that the department's non-grant portion of the project would be approximately \$315,000 in fiscal year 2023.</p> |
| Discussion of operating cost impact: | <p>Since the department currently includes maintenance of communication equipment in our budget, no additional operating cost will be incurred.</p> |

| DEPARTMENT COST SUMMARY | | | | | | |
|--|-------------------|-------------|-------------|-------------|-------------|-------------------|
| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Fire Equipment | 532,700 | - | - | - | - | \$ 532,700 |
| Total - Public Safety Capital Projects Fund | \$ 532,700 | \$ - | \$ - | \$ - | \$ - | \$ 532,700 |

| COST ANALYSIS | | | | | | |
|------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Estimated Cash Flows | | | | | | |
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 532,700 | - | - | - | - | \$ 532,700 |
| Total | \$ 532,700 | \$ - | \$ - | \$ - | \$ - | \$ 532,700 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 \$11,750 per unit. Additionally, there are 50 air bottles in service at a replacement cost of \$1,500 per bottle. Furthermore, the six supplied air breathing apparatus (SABAs) will also need to be replaced at a cost of \$3,500 per unit. In conjunction with purchasing SCBAs, the department will also need to update the air compressors used to put air into these units. The fire department maintains three air compressors at Stations 1, 3, and 6. The air compressor units have an anticipated cost of \$186,000. The total project cost expected in 2027 is \$1,022,250.

The department will write an Assistance to Firefighters Grant for the SCBAs. The amount listed below includes the 10% match required for the grant, plus the full cost of the air compressors.

Discussion of operating cost impact:

This equipment will replace existing equipment, therefore, there is no expected operating cost impact.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|-------------|-------------|-------------------|-------------|-------------|-------------------|
| Fire Equipment | - | - | 269,625 | - | - | \$ 269,625 |
| Total - Public Safety Capital Projects Fund | \$ - | \$ - | \$ 269,625 | \$ - | \$ - | \$ 269,625 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|------------------------------|----------------------|-------------|-------------------|-------------|-------------|-------------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | - | - | 269,625 | - | - | \$ 269,625 |
| Total | \$ - | \$ - | \$ 269,625 | \$ - | \$ - | \$ 269,625 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Survey Instrument Replacements

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacements - GPS Unit (2023) and Robotic Total Station (2024)

The Survey grade GPS Unit (2023) would 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.

The Robotic Total Station (2024) 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.

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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|---------------------------|------------------|------------------|-------------|-------------|-------------|------------------|
| DPW | Robotic Total Station/GPS | 30,000 | 40,000 | - | - | - | \$ 70,000 |
| Total - Public Works Capital Projects Fund | | <u>\$ 30,000</u> | <u>\$ 40,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 70,000</u> |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|------------------|------------------|-------------|-------------|-------------|------------------|
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 30,000 | 40,000 | - | - | - | \$ 70,000 |
| Total | <u>\$ 30,000</u> | <u>\$ 40,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 70,000</u> |
| Operating Cost Impact | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

CITY OF APPLETON 2023 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, cap and gas system improvements are needed along with the plan to convert the gas system to passive venting.

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, demolition and removal of the blower building and related infrastructure, as well as surface emission monitoring and gas system monitoring in coordination with the Wisconsin Department of Natural Resources.

This CIP request has been revised from a two year (2023-2024) timeline to one year. The permitting for this work is included in the 2022 submittal to DNR. Due to upcoming staffing issues at DNR, changes in the construction industry and supply issues, combining the two projects is anticipated to create efficiencies for the contractor and keep costs close to those originally estimated.

Discussion of operating cost impact:
No operating cost impact

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|------------------------------------|-----------|------|------|------|------|-----------|
| Sanitation | Gas Extraction System Improvements | 70,100 | - | - | - | - | \$ 70,100 |
| Total - Public Works Fund Capital Projects | | \$ 70,100 | \$ - | \$ - | \$ - | \$ - | \$ 70,100 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-----------|------|------|------|------|-----------|
| Planning | 4,000 | - | - | - | - | \$ 4,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 66,100 | - | - | - | - | \$ 66,100 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 70,100 | \$ - | \$ - | \$ - | \$ - | \$ 70,100 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION | |
|----------------|---------------------------------------|
| Project Title: | Treatment Instrumentation Replacement |

| PROJECT DESCRIPTION | |
|--------------------------------------|---|
| Justification: | <p>The Appleton Water Treatment Facility (AWTF) utilizes process instrumentation to monitor chemical use in the treatment of raw lake water for the production of finished drinking water. Most of the process instrumentation utilized today was installed in 2001 as part of the original facility construction. The life cycle of instrumentation can be 10 or more years, but often obsolescence by the manufacturers is a primary driver in determining useful life. Once the instruments are obsolete, the repair parts become scarce and ultimately unavailable. This CIP will focus on replacing fluoride and turbidimeter instruments over a two-year span.</p> <p>Fluoride instruments will be replaced in the first year of this CIP. Fluoride is added to finished water at the prescribed optimal level of 0.7 parts per million as recommended by the federal and State drinking water guidelines for the prevention of tooth decay in children and adults. Specialized instruments are utilized to monitor and control the amount of fluoride added to meet the target dose. The second year of this CIP will involve the replacement of the turbidimeter array consisting of 10 instruments. Real-time turbidity measurements provide Operations staff with data of changing raw water characteristics that guide treatment decisions which sustain high quality and regulatory compliant drinking water.</p> |
| Discussion of operating cost impact: | <p>Accurate and reliable instruments provide data, which in turn reduces unnecessary costs associated with electrical and chemical treatment inputs. Replacement of the instruments will increase staff confidence in the water treatment process and consumer confidence in the safety and reliability of the drinking water.</p> |

| DEPARTMENT COST SUMMARY | | | | | | | |
|--|-----------|-----------|-----------|------|------|------|------------|
| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Water | Equipment | 60,000 | 40,000 | - | - | - | \$ 100,000 |
| Total - Water Utility Capital Projects | | \$ 60,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ 100,000 |

| COST ANALYSIS | | | | | | |
|-----------------------|-----------|-----------|------|------|------|------------|
| Estimated Cash Flows | | | | | | |
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | - | \$ - |
| Other | 60,000 | 40,000 | - | - | - | \$ 100,000 |
| Total | \$ 60,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ 100,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|-----------------|------------|------|------|------|------|------------|
| Water | Consulting | 16,000 | - | - | - | - | \$ 16,000 |
| | Contractor Fees | 472,000 | - | - | - | - | \$ 472,000 |
| Total - Water Utility Capital Projects | | \$ 488,000 | \$ - | \$ - | \$ - | \$ - | \$ 488,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|------------|------|------|------|------|------------|
| Planning | 16,000 | - | - | - | - | \$ 16,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 472,000 | - | - | - | - | \$ 472,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 488,000 | \$ - | \$ - | \$ - | \$ - | \$ 488,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Tower Pump Stations

PROJECT DESCRIPTION

Justification:

The City's water distribution system is reliant on high lift pumps at the water plant and elevated storage tanks (e.g. water towers) to provide uninterrupted water flow and pressure. The system is essential in providing fire flow capacities even in the midst of a power outage. The Main Pressure Zone (MPZ) has two water towers, Matthias and Glendale. These towers are filled and drawn down based on system demands of water use. In order to ensure the turnover of water in a tower, it often becomes necessary to have one tower floating on the hydraulic grade line and the other on a pumping regime.

Currently, the Matthias Tower pumping system has reached it's useful life and is in need of replacement. This CIP will provide for a replacement of the pumping system and controls. The Glendale Tower will also require a pump station in order to ensure water turnover. Additionally, the Wisconsin Department of Natural Resources has reissued the Water Utility's Wisconsin Pollution Discharge Elimination System (WPDES) permit. The permit does not allow for water from the tank to be discharged to the stormwater system such as would be needed during maintenance and inspection events. This CIP would allow for the pumping stations to pump the Glendale Tank water back into the distribution system. With this modification there will not be a need for disposal costs such as sanitary charges or dechlorination chemical treatment costs.

Discussion of operating cost impact:

There is no impact to operating costs as the existing pumping will be replaced with new equipment.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-------------|-------------|-------------------|-------------|-------------|-------------------|
| Matthias Pump Station | - | - | 445,000 | - | - | \$ 445,000 |
| Glendale Pump Station | - | - | 445,000 | - | - | \$ 445,000 |
| Total - Water Utility Capital Projects | \$ - | \$ - | \$ 890,000 | \$ - | \$ - | \$ 890,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------|-------------|-------------|-------------------|-------------|-------------|-------------------|
| Planning | - | - | 90,000 | - | - | \$ 90,000 |
| Land Acquisition | - | - | - | - | - | - |
| Construction | - | - | 800,000 | - | - | \$ 800,000 |
| Other | - | - | - | - | - | - |
| Total | \$ - | \$ - | \$ 890,000 | \$ - | \$ - | \$ 890,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Chemical Storage

PROJECT DESCRIPTION

Justification:

To control the acidity of water, the Appleton Water Treatment Facility feeds carbon dioxide (CO2) to the recarbonation basins which are downstream of the lime softening process. The CO2 storage and handling system consists of two (2) 48,000-pound bulk storage tank systems and three (3) pressurized solution feed systems. The CO2 is diffused into the water within the recarbonation basins and automatically adjusts to maintain the desired pH.

The CO2 chemical delivery system is 20 years old and has yet to be reconditioned from the original installation. This project would consist of the following improvements: Install CO2 flow metering, size and install new solution feeders, and incorporate pH instruments and controls. The recommendation at this time is to install mass flow meters at the CO2 feeders to better track actual CO2 use and fluctuations. The complete system will allow for the water treatment plant to confidently and accurately track CO2 usage.

Discussion of operating cost impact:

Operational costs will not be affected.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-----------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Water | Consulting | 50,000 | - | - | - | - | \$ 50,000 |
| | Contractor Fees | 400,000 | - | - | - | - | \$ 400,000 |
| Total - Water Utility Capital Projects | | \$ 450,000 | \$ - | \$ - | \$ - | \$ - | \$ 450,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Planning | 50,000 | - | - | - | - | \$ 50,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 400,000 | - | - | - | - | \$ 400,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 450,000 | \$ - | \$ - | \$ - | \$ - | \$ 450,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: High Service Pump Check Valve Replacements

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) produces more than 3 billion gallons annually of drinking water to users within the City of Appleton, Waverly Sanitary District, the Town of Grand Chute, and the Village of Sherwood. There are six 350 horsepower High Service Pumps (HSPs) which deliver treated water from the AWTF clearwells through over 360 miles of underground piping including five elevated storage sites (e.g., towers, standpipes, and reservoirs) that comprise the City of Appleton distribution system. It was discovered during a 2022 inspection that the original 18-inch diameter check valves that support each of the HSPs were not completely seating (closing) when the associated upstream pump was offline. The leakage contributes to wasted energy since a percentage of water is being pumped more than once as a fraction of forward flow makes its way past the check valve, through the offline pumps, and then back into the clearwell where it is pumped again. This CIP will address the identified issue by replacing the failing 18-inch diameter check valves.

Discussion of operating cost impact:

Electrical costs associated with pumping will be reduced with the elimination of check valve leakage.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Water | Engineering | 18,240 | - | - | - | - | \$ 18,240 |
| | Equipment | 182,400 | - | - | - | - | \$ 182,400 |
| Total - Water Utility Capital Projects | | \$ 200,640 | \$ - | \$ - | \$ - | \$ - | \$ 200,640 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Planning | 18,240 | - | - | - | - | \$ 18,240 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 182,400 | - | - | - | - | \$ 182,400 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 200,640 | \$ - | \$ - | \$ - | \$ - | \$ 200,640 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Aeration Process Upgrade

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) maintains three large aeration blowers to aerate two deep aeration tanks (Tank #2 and Tank #3) and smaller blowers which independently service the shallow aeration tank (Tank #1). Each aeration tank has four passes where a single online aeration blower (one for both deep aeration tanks and one for the shallow tank) delivers oxygen to the microorganisms which feed on the organic material within the waste stream. Two of the four positive displacement blowers that service aeration Tanks #2 and #3 were replaced with high efficiency single stage centrifugal turbo units as part of Capital Improvement Projects (CIPs) in 2009 and 2020. Air to the shallow tank is still provided by 1960s vintage low pressure positive displacement blowers. Similar to the 2009 and 2020 projects, the intent of this CIP is to transition away from the positive displacement blowers based on equipment age, costs associated with repair, and cost of operation. Advances in aeration control technology that provide more efficient operation and control are not compatible with the older blower technology which further incentivize aeration system upgrades. Additional aeration system control strategies will also be evaluated as part of this CIP that could provide greater treatment flexibility between the shallow and deep aeration tanks along with further maximizing energy use efficiencies through technology upgrades.

Discussion of operating cost impact:

Upgrades have the potential of reducing electrical consumption costs. The proposed upgrades also provide sound redundancy for the aging aeration system.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|------------|------|------|------|--------------|------|--------------|
| Wastewater | Consulting | - | - | - | 100,000 | - | \$ 100,000 |
| | Contractor | - | - | - | 1,100,000 | - | \$ 1,100,000 |
| Total -Wastewater Utility Capital Projects | | \$ - | \$ - | \$ - | \$ 1,200,000 | \$ - | \$ 1,200,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|------|------|------|--------------|------|--------------|
| Planning | - | - | - | 100,000 | - | \$ 100,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | 1,100,000 | - | \$ 1,100,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ - | \$ 1,200,000 | \$ - | \$ 1,200,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION | |
|----------------|--------------------------|
| Project Title: | DAFT Polymer Feed System |

| PROJECT DESCRIPTION | |
|--------------------------------------|---|
| Justification: | <p>The Appleton Wastewater Treatment Plant (AWWTP) maintains two dissolved air flotation thickening (DAFT) processes to condense waste activated sludge (WAS) at the Appleton WWTP. The dissolved air flotation thickeners and the DAFT polymer feed system have been used since the mid-1970s with only minor modifications completed (e.g. piping changes and additional bulk storage capacity) during the last major facility upgrade in 1994 and again in 2016 (upgraded pumps). This CIP will replace the 1970s vintage DAFT polymer batching system, controls, and associated instruments with present-day technology.</p> <p>A separate “right-sized” polymer system will also be designed and installed specifically to treat effluent phosphorus within the final clarification process. Full scale treatment demonstrations over the past two years have utilized the DAFT polymer system. Although the treatment results have proven successful, there are known limitations to effectively dose polymer across a variety of flow and loading ranges. Other treatment aids that offer greater potential to remove phosphorus from final effluent cannot currently be used without an independent bulk storage, make-down, and pumping system. That is compounded by the current inability to flow pace dosing pumps in the absence of appropriate technology upgrades. This CIP will address the previously described deficiencies by constructing a standalone polymer system dedicated to treating phosphorus in final effluent.</p> |
| Discussion of operating cost impact: | <p>There would be minimal impact to operating costs as this CIP is replacing existing equipment with new equipment.</p> |

| DEPARTMENT COST SUMMARY | | | | | | | |
|---|------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Wastewater | Consulting | 25,000 | - | - | - | - | \$ 25,000 |
| | Contractor | 200,000 | - | - | - | - | \$ 200,000 |
| Total - Wastewater Utility Capital Projects | | <u>\$ 225,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 225,000</u> |

| COST ANALYSIS | | | | | | |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Estimated Cash Flows | | | | | | |
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | 25,000 | - | - | - | - | \$ 25,000 |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 200,000 | - | - | - | - | \$ 200,000 |
| Other | - | - | - | - | - | - |
| Total | <u>\$ 225,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 225,000</u> |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Digester Piping and Heat Exchanger Replacement Project

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant (AWWTP) operates two 2.2-million gallon primary anaerobic digesters which biologically convert organic materials in sludges to methane and carbon dioxide. The microlife within the egg-shaped vessels feed on the organic materials in the absence of oxygen and effectively reduce and stabilize the volatile solids fraction by greater than 38% (required by Wisconsin Pollutant Discharge Elimination System Permit). This stabilization process not only reduces odor potential of biosolids but pathogen causing organisms. To facilitate the necessary environment for this microlife to grow and thrive, the digester contents are maintained at 95°F (mesophilic). A preliminary tube-in-shell heat exchanger (HEX) located in MK Tunnel is used to pre-heat comingled primary sludge, thickened waste activated sludge, receiving station waste, and scum which is conveyed from the raw sludge blending tank. Each of anaerobic digesters are equipped with a primary HEX system and recirculation pump which is used to maintain the 95°F (+/- 1°F) temperature setpoint.

Following 30 years of use, there is evidence of piping erosion and corrosion within the primary HEXs, sludge recirculation piping, and isolation valves. It is noteworthy that this is an area of treatment where complete redundancy is not available. If a catastrophic failure were to occur with one of the heat exchangers or associated recirculation piping the entire process would need to be removed from service. The consequence of a shutdown would be the loss of waste and revenue from the Hauled Waste Program (greater than \$2 million annually). This project scope will also include the balance of replacement of remaining ductile iron sludge pipe in MK-Tunnel where similar impacts from corrosion have occurred. The new 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:

This project will ensure efficient and uninterrupted treatment operation but not impact operational costs. Avoidance of an unplanned treatment shutdown would also negatively impact the Hauled Waste Program and the greater than \$2 million it generates each year.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Wastewater | Consulting | 380,120 | - | - | - | - | \$ 380,120 |
| | Contractor | 3,801,195 | - | - | - | - | \$ 3,801,195 |
| Total - Wastewater Utility Capital Projects | | \$ 4,181,315 | \$ - | \$ - | \$ - | \$ - | \$ 4,181,315 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Planning | 380,120 | - | - | - | - | \$ 380,120 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 3,801,195 | - | - | - | - | \$ 3,801,195 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 4,181,315 | \$ - | \$ - | \$ - | \$ - | \$ 4,181,315 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Final Clarifier Underdrain and Tank Drainage Pump Replacement

PROJECT DESCRIPTION

Justification:

This CIP project is intended to restore reliability by replacing the other original pumps, pump rails, and the associated pump discharge pipes within the final clarifier underdrain and final clarifier tank drainage wetwells. There are six (6) final clarifiers at the AWWTP. Each final clarifier is 100 feet in diameter and 18 feet deep with a volume equal to 1,060,000 gallons. The final clarifiers provide a quiescent zone that allows for the separation of suspended solids (and floating scum) before treated wastewater enters the chlorine contact tank for seasonal disinfection basin where it eventually is discharged to the Lower Fox River.

The final clarifiers were constructed as part of a major upgrade project in the early 1990s. An underdrain network was constructed beneath the final clarifiers to collect groundwater and alleviate the buoyant force pressure excerpted on these concrete structures. The groundwater is conveyed through perforated drain pipes by gravity to a centralized collection sump. The 33 foot deep sump is dewatered using two 15 hp centrifugal pumps that cycle based on liquid levels within the wetwell (also known as a sump). In August 2022, one of the two original pumps failed which required immediate replacement. Further inspection of the wetwell equipment confirmed that the discharge pipe and pump rails were significantly corroded and would also require replacement. The inability to relieve groundwater pressure being excerpted on an empty clarifier can cause structural failure.

The final clarifier tank drainage wetwell is immediately adjacent and similar in design to the underdrain system. It is designed to pump out multiple or individual final clarifiers when cleaning or maintenance is required. Similar to the underdrain system, the pumps are original to the 1990s upgrade and there is evidence of significant exterior corrosion of steel components (e.g., pump rains and discharge pipe).

This CIP will combine the restoration of the underdrain system and tank drainage system into a single public bid project. Along with replacing pumps, rails, and discharge pipes, the project would also upgrade the electrical controls which are also 30 years old.

Discussion of operating cost impact:

Operational costs will not be affected.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Wastewater | Consulting | 312,188 | - | - | - | - | \$ 312,188 |
| | Contractor | 37,463 | - | - | - | - | \$ 37,463 |
| Total - Wastewater Utility Capital Projects Fund | | <u>\$ 349,650</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 349,650</u> |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Planning | 312,188 | - | - | - | - | \$ 312,188 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 37,463 | - | - | - | - | \$ 37,463 |
| Other | - | - | - | - | - | \$ - |
| Total | <u>\$ 349,650</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 349,650</u> |
| Operating Cost Impact | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

CITY OF APPLETON 2023 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.

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 2024 at the earliest, 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 2026 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 | | 2023 | 2024 | 2025 | 2026 | 2027 | 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

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-------------|-------------------|-------------|-------------------|-------------|-------------------|
| 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 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lift Station PLC Upgrades

PROJECT DESCRIPTION

Justification:

The City of Appleton Sewer Service Area is supported by 14 sewage lift stations. These lift stations convey sewage to interceptor sewers for gravity conveyance to the Appleton Wastewater Treatment Plant (AWWTP). Each lift station is equipped with a control system that monitors and regulates wetwell liquid levels via pumping cycles along with communicating status conditions and alarms back to the AWWTP Supervisory Control and Data Acquisition (SCADA) system. The AWWTP operations staff monitor the data generated from each lift station and respond accordingly. Three lift stations currently operate using M140 Quantum processors. These processors have been discontinued by the manufacturer and the associated programming software is no longer supported. The AWWTP has upgraded all but one M140 processor over the past few years. This CIP would also upgrade the last remaining M140 processor along with two of three lift station processors with new M340 Quantum processors and the latest software to maintain uninterrupted communication with lift stations and AWWTP process equipment.

Discussion of operating cost impact:

An unreliable or faulty lift station and/or SCADA communication will contribute to the inability to effectively monitor and control satellite facility and treatment plant operations. Reliable communication is critical to sustaining cost-effective operation, treatment and uninterrupted WPDES permit compliance.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-------------------------------------|--------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Wastewater | Consulting | 7,500 | - | - | - | - | \$ 7,500 |
| | Construction | 50,000 | - | - | - | - | \$ 50,000 |
| Total - Wastewater Capital Projects | | <u>\$ 57,500</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 57,500</u> |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Planning | 7,500 | - | - | - | - | \$ 7,500 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 50,000 | - | - | - | - | \$ 50,000 |
| Other | - | - | - | - | - | \$ - |
| Total | <u>\$ 57,500</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 57,500</u> |
| Operating Cost Impact | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Belt Filter Press Upgrades - Phase II

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 producing over 25,000 wet tons of dewatered solids annually. Increases in solids production coupled with planned maintenance events that require a machine to be offline for a week or more justified adding an additional BFP to avoid disrupting dewatering operations.

Over the past 27 years, these BFPs have provided effective mechanical dewatering with minimal overall maintenance. These units were installed in the 1990s and were reconditioned in the late 2000s. The 2022 CIP project scope (e.g., replace three BFPs and add fourth) had to be modified because of significant increases in material and labor costs caused by post-COVID sustained high market demand and backlogs. The project carried forward in 2022 focused on adding two new BFPs and upgrades to the HVAC systems which support the dewatering floor. However, it postponed the demolition and replacement of the three existing units including most of the architectural improvements (e.g. protective floor coatings, painting, etc.). This phased approach provided budgetary relief while adding necessary operational flexibility during the first phase of construction.

Phase II Construction would involve replacing the three existing Ashbrook Simon Hartley Winkle presses. The project will address remnant hard wiring associated from obsolete equipment and processes. In addition, there will be upgrades to outdated hard wire relays with PLC technology and new motor control centers (MCCs). Replacement of antiquated and/or degraded components outside the electrical systems would include:

- Replacement and relocation of existing manual control panels which have degraded internal electrical components
- Installation of Human-Machine Interface (HMI) operator touchscreens
- Replacement of existing Modicon Quantum processor with Modicon Unity processor and convert Concept program to Unity Pro XL

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 | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Wastewater Engineering | 300,000 | - | - | - | - | \$ 300,000 |
| Contractor Fees | 4,600,000 | - | - | - | - | \$ 4,600,000 |
| Total - Wastewater Utility Capital Projects | \$ 4,900,000 | \$ - | \$ - | \$ - | \$ - | \$ 4,900,000 |

COST ANALYSIS

| Estimated Cash Flows | | | | | | |
|-----------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | 300,000 | - | - | - | - | \$ 300,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 4,600,000 | - | - | - | - | \$ 4,600,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 4,900,000 | \$ - | \$ - | \$ - | \$ - | \$ 4,900,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 are 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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-------------------------------------|--------------|------|------------|------|------|------|------------|
| Wastewater | Consulting | - | 37,500 | - | - | - | \$ 37,500 |
| | Construction | - | 250,000 | - | - | - | \$ 250,000 |
| Total - Wastewater Capital Projects | | \$ - | \$ 287,500 | \$ - | \$ - | \$ - | \$ 287,500 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | | Total |
|-----------------------|----------------------|------------|------|------|------|------|------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | | |
| Planning | - | 37,500 | - | - | - | - | \$ 37,500 |
| Land Acquisition | - | - | - | - | - | - | \$ - |
| Construction | - | 250,000 | - | - | - | - | \$ 250,000 |
| Other | - | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 287,500 | \$ - | \$ - | \$ - | \$ - | \$ 287,500 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Secondary Clarifier Algae Sweep System Replacement

PROJECT DESCRIPTION

Justification:

There are six secondary clarifiers located southeast of the aeration tanks. The clarifiers are each 100 feet in diameter and 18 feet deep with a volume equal to 1,060,000 gallons. Mixed liquor flow from the aeration tanks is split between each of the six final clarifiers where solids are settled out and treated water passes. Approximately 20% of the solids are pumped for further thickening and anaerobic digestion while the remaining 80% is returned back to the head of aeration to maintain appropriate biological populations. The forward flow of treated water is equally distributed over a 470 foot long weir located along the outer circumference of each clarifier. Each clarifier is equipped with an algae sweep system installed on the upper ends of the A-frames that are fabricated to the rotating collection mechanisms.

The original algae sweep system was designed, manufactured, and installed by Ford Hall in 2001 to facilitate automated cleaning of the weirs. If not addressed, prolific algae formation will foul weir openings causing short-circuiting and irregularities in flow patterns that negatively impact treatment performance. Prior to the algae sweep installation, staff were required to manually clean the weirs on a weekly basis. This was a labor intensive and costly process that was mitigated by the unique design of the Ford Hall algae sweep system.

After over 20 years of use, the existing algae sweeps have reached their useful life and require replacement. This CIP will replace the existing patented algae sweep system with another by Ford Hall.

Discussion of operating cost impact:

The existing algae sweep system has begun to fail. Fatigued or improperly operating components can cause catastrophic damage to rotating mechanism infrastructure. Past experience of such repairs can exceed \$20,000 per event depending on the severity of damage. In lieu of the automatic cleaning system, staff would be required to manually clean weirs on a regular basis (approximately 1 FTE up to 40 hours/wk).

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|-----------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Wastewater | Engineering | 25,000 | - | - | - | - | \$ 25,000 |
| | Contractor Fees | 190,000 | - | - | - | - | \$ 190,000 |
| Total - Wastewater Capital Projects | | \$ 215,000 | \$ - | \$ - | \$ - | \$ - | \$ 215,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Planning | 25,000 | - | - | - | - | \$ 25,000 |
| Land Acquisition | - | - | - | - | - | - |
| Construction | 190,000 | - | - | - | - | \$ 190,000 |
| Other | - | - | - | - | - | - |
| Total | \$ 215,000 | \$ - | \$ - | \$ - | \$ - | \$ 215,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Vehicle Purchase

PROJECT DESCRIPTION

Justification:

Valley Transit Capital projects for 2023 include purchasing a replacement staff vehicle for fixed route operations. This vehicle is used to transport drivers to and from the Transit Center and ferrying passengers to destinations when transfers are missed due to a Valley Transit problem or due to weather. The vehicle will also be used by the operations supervisors to respond to accidents, manage detours, perform ride checks and travel between the Administration building and the Transit Center. Capital funding has been budgeted to cover 80% of the cost (\$40,000), with the remaining 20% funded from the depreciation reserve.

Discussion of operating cost impact:

Routine maintenance costs

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|------------------|-------------|-------------|-------------|-------------|------------------|
| Valley Transit Vehicle purchase | 50,000 | - | - | - | - | \$ 50,000 |
| Total -Valley Transit Capital Projects Fund | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Planning | - | - | - | - | - | - |
| Land Acquisition | - | - | - | - | - | - |
| Construction | - | - | - | - | - | - |
| Other | 50,000 | - | - | - | - | \$ 50,000 |
| Total | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 and pavilion.
- 2027 - Construction for Memorial Park improvements- Parking lot and pavilion.

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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|--------------|-------------|-------------|-------------|-------------------|---------------------|---------------------|
| PRFMD | Design | - | - | - | 125,000 | - | \$ 125,000 |
| | Construction | - | - | - | - | 1,500,000 | \$ 1,500,000 |
| Total - Facilities Capital Projects | | \$ - | \$ - | \$ - | \$ 125,000 | \$ 1,500,000 | \$ 1,625,000 |
| Fund | | | | | | | |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------|-------------|-------------|-------------|-------------------|---------------------|---------------------|
| Planning | - | - | - | 125,000 | - | \$ 125,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | - | 1,500,000 | \$ 1,500,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ - | \$ 125,000 | \$ 1,500,000 | \$ 1,625,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION | |
|----------------|-----------------------|
| Project Title: | Park ADA Improvements |

| PROJECT DESCRIPTION | |
|---|--|
| Justification: | |
| <p>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.</p> <p>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 were defined in the 2021 ADA assessment.</p> | |
| Discussion of operating cost impact: | |
| <p>Since these improvements are changes to existing facilities, there are no operating cost impacts.</p> | |

| DEPARTMENT COST SUMMARY | | | | | | | |
|-------------------------------------|------------------|-----------|-----------|-----------|-----------|-----------|------------|
| DEPARTMENT PHASE | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| PRFM | ADA Improvements | 25,000 | 25,000 | 50,000 | 50,000 | 50,000 | \$ 200,000 |
| Total - Facilities Capital Projects | | \$ 25,000 | \$ 25,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 200,000 |

| COST ANALYSIS | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Estimated Cash Flows | | | | | | |
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 25,000 | 25,000 | 50,000 | 50,000 | 50,000 | \$ 200,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 25,000 | \$ 25,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 200,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2021 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park Aquatics

PROJECT DESCRIPTION

Justification:

Mead and Erb Pools will require upgrades as the facilities and equipment age. An overall facility assessment was completed for Mead pool in 2021. The results indicated that a new pool coating will have to be installed by 2025.

Mead Pool:

Aquatics Upgrade - (2025) Apply plaster coating to Mead Pool.

Discussion of operating cost impact:

Since these improvements are changes to existing facilities, there are no operating cost impacts.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-------------|-------------|-------------------|-------------|-------------|-------------------|
| PRFMD Mead Pool | - | - | 350,000 | - | - | \$ 350,000 |
| Total - Facilities Capital Projects Fund | \$ - | \$ - | \$ 350,000 | \$ - | \$ - | \$ 350,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | Total |
|-----------------------|----------------------|-------------|-------------------|-------------|-------------|-------------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | 350,000 | - | - | \$ 350,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 350,000 | \$ - | \$ - | \$ 350,000 |
| Operating Cost Impact | * N/Q | * N/Q | * N/Q | * N/Q | * N/Q | \$ - |

* N/Q = Not quantifiable

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park Development

PROJECT DESCRIPTION

Justification:

This funding request includes the development of park properties.

Arbutus Park:

Design Services - (2027) Design services for park upgrades.

Ellen Kort Park:

Design and Construction - (2027) Design and construction for park upgrades phase two.

Lundgaard Park:

Design Services - (2023) Construction 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.

Parks Comprehensive Outdoor Recreation Plan:

Design and Planning Services - (2027) Create the City's Park and Trails System CORP.

Peabody Park:

Design and Planning Services - (2027) This project is to re-develop the shoreline area of Peabody Park. A site condition study and design to 30% was completed in 2019. Currently there is a seawall that is failing along with limited access to the river. This project will include repairing and/or replacing the seawall, installing a new Riverwalk trail, LED lighting, adding several shoreline amenities, improved ADA access, and parking.

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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|-----------------|---------------------|-------------|-------------|-------------|-------------------|---------------------|
| PRFM | Arbutus Park | - | - | - | - | 40,000 | \$ 40,000 |
| | Ellen Kort Park | - | - | - | - | 500,000 | \$ 500,000 |
| | Lundgaard Park | 2,000,000 | - | - | - | - | \$ 2,000,000 |
| | Parks CORP | - | - | - | - | 25,000 | \$ 25,000 |
| | Peabody Park | - | - | - | - | 100,000 | \$ 100,000 |
| Total - Facilities Capital Projects | | \$ 2,000,000 | \$ - | \$ - | \$ - | \$ 665,000 | \$ 2,665,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|------------------------------|---------------------|------------------|------------------|------------------|-------------------|---------------------|
| Planning | 100,000 | - | - | - | 200,000 | \$ 300,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 1,900,000 | - | - | - | 465,000 | \$ 2,365,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ 2,000,000 | \$ - | \$ - | \$ - | \$ 665,000 | \$ 2,665,000 |
| Operating Cost Impact | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 75,000 |

CITY OF APPLETON 2023 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.

Appleton Memorial Park: Archery Range Renovation- (2025) This project is to renovate the archery range at Appleton Memorial Park.

Park Fountains: Fountain Restoration - (2024) 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.

Discussion of operating cost impact:

Renovations to existing pavilions are not expected to have any impact on operating cost.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|-------------|-------------------|-------------------|-------------|-------------|-------------------|
| PRFMD AMP | - | - | 150,000 | - | - | \$ 150,000 |
| Park Fountains | - | 50,000 | - | - | - | \$ 50,000 |
| Pierce Park | - | 200,000 | - | - | - | \$ 200,000 |
| Total - Facilities Capital Projects | \$ - | \$ 250,000 | \$ 150,000 | \$ - | \$ - | \$ 400,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|-------------|-------------------|-------------------|-------------|-------------|-------------------|
| Planning | - | 20,000 | 10,000 | - | - | \$ 30,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 230,000 | 140,000 | - | - | \$ 370,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 250,000 | \$ 150,000 | \$ - | \$ - | \$ 400,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | - | - | \$ - |

CITY OF APPLETON 2023 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 - (2025) Playground upgrades - \$125,000

Green Meadows Park: Upgrade Playground - (2024) New playground equipment - \$90,000

Highview Park: Upgrade Playground - (2024) New playground equipment - \$90,000

Jaycee Park: Upgrade Playground - (2027) New playground equipment - \$125,000

Telulah Park: Upgrade Playground - (2026) Playground upgrades and rubberized/synthetic surfacing - \$600,000.

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 | | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|--------------------|-------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| PRFM | Alicia Park | - | - | 125,000 | - | - | \$ 125,000 |
| | Green Meadows Park | - | 90,000 | - | - | - | \$ 90,000 |
| | Highview Park | - | 90,000 | - | - | - | \$ 90,000 |
| | Jaycee Park | - | - | - | - | 125,000 | \$ 125,000 |
| | Telulah Park | - | - | - | 600,000 | - | \$ 600,000 |
| Total - Facilities Capital Projects | | \$ - | \$ 180,000 | \$ 125,000 | \$ 600,000 | \$ 125,000 | \$ 1,030,000 |

COST ANALYSIS

| Components | Estimated Cash Flows | | | | | |
|------------------------------|----------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | - | - | - | \$ - |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 180,000 | 125,000 | 600,000 | 125,000 | \$ 1,030,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 180,000 | \$ 125,000 | \$ 600,000 | \$ 125,000 | \$ 1,030,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 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 - Golf Course Maintenance Equipment - \$25,000
- 2024 - Clubhouse Flooring - \$25,000
- 2024 - Golf Course Master Planning - \$15,000
- 2025 - Pave cart paths phase 2 - \$35,000
- 2026 - HVAC Upgrades for Clubhouse - \$80,000
- 2027 - Pave cart paths phase 3 - \$25,000

** Note: Some of these items do not meet the capital asset threshold or extend beyond the five year cycle but are included in order to plan for these larger one time costs for the golf course.

Discussion of operating cost impact:

The improvements would not have a significant impact on operational costs.

DEPARTMENT COST SUMMARY

| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|
| PRFM | | | | | | |
| Paved Paths | 25,000 | - | 35,000 | - | 25,000 | \$ 85,000 |
| Master Planning | - | 15,000 | - | - | - | \$ 15,000 |
| Maintenance Equipt. | 25,000 | - | - | - | - | \$ 25,000 |
| HVAC Upgrades | - | - | - | 80,000 | - | \$ 80,000 |
| Flooring | - | 25,000 | - | - | - | \$ 25,000 |
| Total - Reid Municipal Golf Course | \$ 50,000 | \$ 40,000 | \$ 35,000 | \$ 80,000 | \$ 25,000 | \$ 230,000 |

COST ANALYSIS

Estimated Cash Flows

| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Planning | - | 15,000 | - | - | - | \$ 15,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | 25,000 | 25,000 | 35,000 | 80,000 | 25,000 | \$ 190,000 |
| Other | 25,000 | - | - | - | - | \$ 25,000 |
| Total | \$ 50,000 | \$ 40,000 | \$ 35,000 | \$ 80,000 | \$ 25,000 | \$ 230,000 |
| Operating Cost Impact | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION |
|-----------------------------|
| Project Title: Sport Courts |

| PROJECT DESCRIPTION |
|--|
| <p>Justification:</p> <p>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.</p> <p>Hoover Park: <u>New Courts-</u> (2027) Design, permitting, and other approvals for new basketball and tennis courts - \$45,000.</p> <p>Jaycee Park: <u>New Courts-</u> (2025) Design, permitting, and other approvals for new basketball and tennis courts - \$35,000. (2026) Construction for new basketball and tennis courts - \$350,000.</p> <p>Discussion of operating cost impact:</p> <p>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.</p> |

| DEPARTMENT COST SUMMARY | | | | | | |
|-------------------------------------|------|------|-----------|------------|-----------|------------|
| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| PRFMD Hoover Park | - | - | - | - | 45,000 | \$ 45,000 |
| Jaycee Park | - | - | 35,000 | 350,000 | - | \$ 385,000 |
| Total - Facilities Capital Projects | \$ - | \$ - | \$ 35,000 | \$ 350,000 | \$ 45,000 | \$ 430,000 |

| COST ANALYSIS | | | | | | |
|-----------------------|-------|-------|-----------|------------|-----------|------------|
| Estimated Cash Flows | | | | | | |
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | - | 35,000 | - | 45,000 | \$ 80,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | - | - | 350,000 | - | \$ 350,000 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ - | \$ 35,000 | \$ 350,000 | \$ 45,000 | \$ 430,000 |
| Operating Cost Impact | * N/Q | * N/Q | * N/Q | * N/Q | * N/Q | \$ - |

* N/Q = Not quantifiable

CITY OF APPLETON 2023 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 | 2023 | 2024 | 2025 | 2026 | 2027 | 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 | 2023 | 2024 | 2025 | 2026 | 2027 | 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 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

| IDENTIFICATION |
|---|
| Project Title: Trails and Trail Connections |

| PROJECT DESCRIPTION |
|---|
| <p>Justification:</p> <p>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.</p> <p>AMP Trails: (2027-2028) This project will develop ADA paved trails with LED lighting at Appleton Memorial Park between OO and Witzke Blvd. (2027) Phase one design and construction.</p> <p>Lutz Trail: This trail will redevelop the riverwalk trail and shoreline in Lutz Park, between Cedar Street and the Appleton Yacht Club. (2024) Construction of Lutz trail. These costs will be partially offset by the Lutz Park Special Revenue Fund which currently has a balance of \$153,129.</p> <p>Lutz/Vulcan Trail: The Lutz/Vulcan trail will be a boardwalk connecting the Lutz/Appleton Yacht Club trail to Vulcan Heritage Park. (2027) Design services for the Lutz/Vulcan Trail will include: design, permitting approvals, and grant applications.</p> <p>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).</p> <p>Discussion of operating cost impact:</p> <p>Additional operating costs would be required to address the new trails and trail connections.</p> |

| DEPARTMENT COST SUMMARY | | | | | | |
|-------------------------------------|------|--------------|------|------|------------|--------------|
| DEPARTMENT PHASE | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| PRFM | | | | | | |
| AMP Trail | - | - | - | - | 450,000 | \$ 450,000 |
| Lutz Trail | - | 700,000 | - | - | - | \$ 700,000 |
| Lutz/Vulcan Trail | - | - | - | - | 250,000 | \$ 250,000 |
| WE Energies Trail | - | 1,216,300 | - | - | - | \$ 1,216,300 |
| Total - Facilities Capital Projects | \$ - | \$ 1,916,300 | \$ - | \$ - | \$ 700,000 | \$ 2,616,300 |

| COST ANALYSIS | | | | | | |
|-----------------------|------|--------------|----------|----------|------------|--------------|
| Estimated Cash Flows | | | | | | |
| Components | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
| Planning | - | 100,000 | - | - | 300,000 | \$ 400,000 |
| Land Acquisition | - | - | - | - | - | \$ - |
| Construction | - | 1,816,300 | - | - | 400,000 | \$ 2,216,300 |
| Other | - | - | - | - | - | \$ - |
| Total | \$ - | \$ 1,916,300 | \$ - | \$ - | \$ 700,000 | \$ 2,616,300 |
| Operating Cost Impact | \$ - | \$ - | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 6,000 |