

City of Appleton, Wisconsin

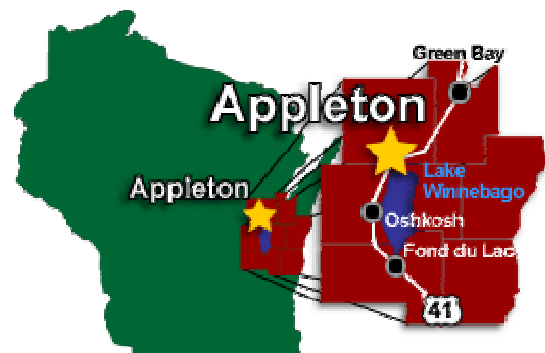


2016 ADOPTED BUDGET AND SERVICE PLAN

Developed by:
Mayor Timothy M. Hanna

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

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



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City of Appleton 2016 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					
Housing, Homeless, & Block Grants		x				
Unclassified	x					
Room Tax Administration		x				
Other Post Employment Benefits					x	
Debt Service						x
Technology Services	x					
Technology Capital Projects			x			
Legal Services	x					
Tuchscherer Disability		x				
Human Resources	x					
Risk Management					x	
Community Development	x					
Housing & Community Development Grants		x				
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			
Industrial Park Land			x			
Community Development Projects			x			
Facilities Management					x	
Facilities Capital Projects			x			
Parks and Recreation	x					
Union Spring Park Trust		x				
Peabody Estate Trust		x				
Balliet Locomotive		x				
Lutz Park Recreational Trust		x				
Park Purpose Open Space		x				
Project City Park		x				
Universal Playground		x				
Miracle League Field		x				
Reid Municipal Golf Course				x		
Library	x					
Valley Transit				x		
Public Works	x					
Sanitation and Recycling		x				
Wheel Tax		x				
Subdivision Development			x			
Public Works Equipment			x			
Parking Utility				x		
Central Equipment Agency					x	
CEA Replacement			x			
Stormwater Utility				x		
Water Utility 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
Timothy M. Hanna
100 North Appleton Street
Appleton, Wisconsin 54911-4799
(920) 832-6400 FAX (920) 832-5962
e-mail: mayor@appleton.org

December 16, 2015

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

Dear Appletonians:

I present to you the 2016 Budget and Service Plan, including the five-year Capital Improvement Plan. As always, our goal in putting this budget together was to provide you a budget that continues to allow for high-quality, efficient service while preparing Appleton for long-term success through strategic investments in our community.

In today's economy the number one concern of business owners is the ability to attract the talent needed to sustain and grow their business. Coupled with this concern of business owners is the reality that more and more people are choosing first where they want to live before looking for employment. In the equation of economic development, this means we are in competition with other urban areas across the state and across the country for people...especially those with the skills business owners are looking for.

In the past, successful economic development meant recruiting businesses to locate and expand in the City to create jobs that current and new residents could fill. In other words, job creation and expansion was the goal. In today's reality, businesses are looking for locations that have the available talent to fill the jobs they need to grow and expand their business. In this new reality, quality-of-life amenities are playing a more important role in the ability of any region to attract new residents to fill that labor pool requirement.

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

In 2015, Appleton has experienced steady growth in the number of building permits issued as well as the number of inquiries regarding new projects and redevelopment projects. All of this is important because it is the creation of new tax base that generates the revenue that enables the City to continue to provide the level of services our citizens want and expect. In today's economy, private sector investment is competitive and measured, and public sector quality-of-life initiatives are playing an ever increasing role in those private sector decisions. Therefore, as a City, we must move forward, confident in our planning and willing to demonstrate our commitment to invest in our own future.

CAPITAL PLANNING

The 2016 Budget continues to place an emphasis on capital projects and their planning. The Downtown Parking Study was delivered and adopted in 2015 and the Accessibility and Mobility Study has been awarded with the results and recommendations due in 2016. The update to the City's Downtown Plan is also due to be completed in 2016. This budget includes funds for the continued implementation of the recommendations from the Parking Study as well as initial implementation of recommendations coming out of the Accessibility and Mobility Study. This budget also includes resources to continue the process of planning for the future of the Library. Also included in this budget are funds for a major change to the pool in Erb Park. Let me add a few details to each of these elements.

Parking – Funds for the next phase of implementation of the parking recommendations are included for conversion of our parking structures from pay-as-you-enter to pay-as-you-exit. Discussions have been started with the YMCA regarding possible future solutions for the replacement of the Soldiers Square Ramp. Funds shown in future years anticipate some form of cooperative and shared parking solutions as our downtown continues to develop. Funds are also shown in 2017/2019 for the demolition of the existing Blue Parking Ramp.

Traffic – Funds are included for initial implementation of recommendations coming out of the downtown Mobility Study. As projects such as the Library and Exhibition Center move forward, changes in the downtown traffic patterns will need to be considered and addressed. I have included \$1,000,000 in 2017-2018 for the first phases of implementation.

Library – Even though the site recommended for a new library was rejected in 2015, the work done by the Board of the Appleton Public Library regarding the future needs of the Library and leading up to the initial site recommendation remains valid. Therefore, I have included \$500,000 in the 2016 Budget and a total of \$30,500,000 overall for the Library project once a decision is made as to the preferred solution. I anticipate a collaborative decision making process involving both the Library Board and the Common Council to reach a consensus solution regarding the future of the Library.

Erb Pool – Erb Pool has reached the end of its useful life. Resources have been used to patch and fix the pool for several years. At the end of the current season, the pool was losing up to 100,000 gallons of water per day and the bathhouse has severe issues that would be extremely costly to remedy. Continuing to spend money to fix this aging facility is a waste of valuable resources. The time has come to make a decision about the future of water recreation at Erb Park. Therefore, this budget includes \$10.5 million for the demolition of Erb Pool and the design and construction of an appropriate facility to replace it. The \$10.5 million will provide

for the demolition of the existing pool, changing rooms, pavilion, and parking area, design and construction of the new facility, design and construction of a new pavilion with changing rooms and a renovated parking lot at Erb Park. Repairs have been made to the existing pool in an attempt to keep it open for one more summer as the detailed plans are developed for its replacement.

ERP – Mention should be made of the implementation of the City’s Enterprise Resource Program to replace its fast becoming obsolete mainframe computer programs. \$3 million is budgeted for the implementation of the new enterprise system.

DEBT SERVICE

Since the beginning of the recession in 2008, the City has been very frugal with the amount of debt it has incurred. This has allowed us to pay down our debt to historically low levels. It also means that our debt service (principal plus interest) is also historically low. Needless to say, Appleton has a lot of capacity for additional debt without the risk of harming our good credit. Compared to many cities our size in Wisconsin, we have less than half the annual debt service and a fraction of the overall debt.

In 2015, \$5,830,000 of general obligation notes were issued to fund the 2015 projects. The 2016 Budget includes \$22,894,236 of general obligation borrowing to fund 2016 capital projects. The increase in borrowing is due mainly to costs associated with a few large projects including the Erb Park renovations (\$10.5 million), the new ERP system (\$2.9 million), the downtown development initiative which includes preliminary costs associated with a new library and parking ramp redesigns (\$1 million), and infrastructure and other costs associated with a new exhibition center (\$1.97 million). Outstanding general obligation debt at December 31, 2015 is projected to be \$31,214,331 versus \$30,110,000 at December 31, 2014, an increase of \$1,104,331 (3.7%).

As previously mentioned, the portion of the tax levy designated for debt service in the 2016 Budget continues to stay at historically low levels at \$2,928,106. This reduced debt service burden positions the City favorably in anticipation of financing the larger future projects.

CONTINGENCY FUNDS

Established contingency funds continue to be preserved in the 2016 Budget. As in past years, a portion of the contingency funds will be used to fund ongoing operational expenses in 2016 as described below. All unused contingency funds at the conclusion of 2015 are anticipated to be carried over into 2016.

- The 2016 Budget includes a 1.5% cost of living increase for all employees not covered by collective bargaining agreements. The funding for this increase is included in a \$207,840 addition to the wage reserve contingency fund along with anticipated carryover of the balance of this fund from 2015 to 2016. Employees may also earn an additional amount through the City’s pay-for-performance compensation plan. Any additional amounts earned through the plan are anticipated to be funded through any existing balance in the wage reserve contingency fund as well as surplus funds from 2015 operations.

- \$36,000 of the reserve established from the settlement with Time Warner Cable will again be used in 2016 for the annual software maintenance charge for the recording system that has been installed in the Council Chambers. This system both streamlines the preparation of documents (i.e., agendas and minutes) and makes audio and video recordings of committee and Council meetings available to the public.
- All unused contingency funds in the Unclassified section of the budget are again anticipated to be carried over from 2015 to 2016. Estimated balances in the contingency funds available for carryover at the conclusion of 2015 include:
 - Time Warner Cable PEG Access Settlement Funds \$55,703
 - State Aid Contingency \$849,107
 - Operating Contingency \$402,298
 - Fuel Contingency \$137,315
 - Wage Reserve \$193,099

COMMUNITY AND ECONOMIC DEVELOPMENT

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

- TIF District 6 – \$1,554,190 is provided for street construction within the District as well as utility infrastructure costs in anticipation of extending Vantage Drive from Lakeland to Eisenhower Drive. This project will decrease leasable land in the District from 147 acres to 140 acres. Twenty percent (20%) of the revenue collected for the lease of this land is payable to TID 6.
- TIF District 9 – \$77,466 is included to reconstruct Hancock Street in order to support the 50 Union Square apartments/townhomes redeveloped on the former Eagle Supply and Plastics site.
- Economic Development – The goal of the Appleton Redevelopment Authority (ARA) is to provide for redevelopment activities throughout the city in order to maintain and enhance viable residential, commercial and industrial development. In order to meet this goal, \$250,000 is included in this budget for site acquisition and project implementation.
- Exhibition Center – In anticipation of the construction of a downtown exhibition center, \$965,000 has been included in this budget to fund the City’s share of preliminary construction costs including stormwater management design, power pole relocation, and half the estimated cost of a pedestrian walkway.

FISCAL

- Taxes – Overall, this budget includes a small increase in levy-related expenditures of \$137,563 and a decrease in revenues of \$485,594. The decrease in revenues is attributable mainly to a decrease in anticipated interest income due to continued stagnant interest earnings. After applying available fund balances, the tax levy is expected to increase \$535,651 or 1.39%. The increase in the levy, coupled with the overall increase in the City’s assessed value of .89%, results in an overall increase of just \$0.04 in the assessed value mill rate (\$8.39 in 2015 vs. \$8.35 in 2014). On an equalized value basis, the tax rate decreases \$0.12 from \$8.47 in 2014 to \$8.35 in 2015. City and State imposed levy restrictions are met by this budget.
- Debt and Fund Balances – The City’s established debt and fund balance policies will be met by this budget providing confidence in the continuation of the City’s outstanding bond ratings and financial stability.

UTILITIES

- Water – The budget includes \$480,000 for various building needs at the Water Filtration Plant and other facilities. Improvements planned for the Water Filtration Plant in 2016 include \$100,000 to upgrade the facility’s HVAC system; \$50,000 to upgrade exterior lighting; and \$250,000 for an engineering condition assessment of the chemical storage room, storage and pumping equipment, and conveyance systems, and for replacement of various components as necessary. Additionally, this budget includes \$80,000 to replace the 45-year-old motor control center at the Lake Station. Water infrastructure improvements planned for 2016 include \$2,784,387 for the replacement of aging distribution and transmission mains. The multi-year project to replace the existing radio-read water meters with an advanced metering infrastructure (AMI) reading system continues into 2016. The cost to continue those replacements is budgeted at \$1,920,059. Significant operations and maintenance expenses in 2016 include the painting of a softener basin at the filtration facility estimated to cost \$275,000, and interior tower painting costing \$255,000. There are no planned rate increases for 2016.
- Wastewater – \$1,645,052 of improvements to the wastewater collection system are included in the 2016 Budget along with funds for the following building and grounds improvement projects: \$150,000 is being requested to upgrade service roads and improve access to the plant; \$100,000 to renovate existing lab areas to meet current and future needs; \$50,000 to upgrade aged HVAC pumps with energy efficient models; \$30,000 to replace aging backflow preventors to ensure the safety of the City’s water supply; and \$15,000 for engineering services related to the future replacement of deteriorating laterals. Equipment upgrades slated for 2016 include \$125,000 for the replacement of the gate valves for bar screen #1, and \$115,000 for upgrades to outdated electrical wiring related to the belt filter presses. The Utility continues to monitor NR 217 and total maximum daily load (TMDL) legislation as they relate to phosphorus reduction criteria that will have a significant impact on the Wastewater Utility. A TMDL study is underway and will be completed late in 2015. The study is expected to provide a comprehensive evaluation of existing treatment capabilities and provide

recommendations for future capital planning for treatment improvements or technologies that will decrease phosphorus levels. There are no planned rate increases for 2016.

- Stormwater – Continuing the implementation of the City’s Stormwater Management Plan, this budget dedicates \$4,431,625 to ongoing infrastructure improvements including \$917,530 for land acquisition and design of two future pond projects and \$180,000 to install a lift station at Arbutus Park. There are no planned rate increases for 2016.

PERSONNEL

The 2016 Executive Budget contains additions to part-time and full-time positions, as well as reclassification of certain positions.

Personnel changes previously approved by the Common Council included in this budget are:

- Converting five Public Works Laborer positions to two Stormwater Operator I positions, one Street Operator I position, one Arborist position, and one Operations Crew Leader position, converting one Water Operator I position to a PM Shift Crew Leader position, converting two .67 FTE Public Works Engineering Technician positions to one full-time position, and converting one full-time Utility Locator position to two .67 FTE positions.
- Addition of two .67 FTE positions in the Recreation program of the Parks, Recreation and Facilities Management Department; one as a Recreation Program Coordinator and one as a Dance Studio Coordinator; and the conversion of the Parks Planner position to a Deputy Director position.
- Deletion of the Deputy Chief - Operations and Lead CSO positions in the Police Department and the addition of an Officer and a Forensic Evidence Specialist.
- Elimination of a represented Fire Inspector position in the Fire Department and the addition of one Battalion Chief.
- Elimination of the Operations Supervisor position and a part-time driver at Valley Transit and the addition of two full-time Road Supervisor positions.

Other Personnel changes contained in this budget are:

- Deletion of a .5 FTE Administrative Assistant position in the Health Department.
- Addition of a full-time Project Manager position to the Parks, Recreation and Facilities Management Department to manage facilities and parks capital projects.
- Deletion of a part time Recreation Coordinator position in the Parks & Recreation program and its replacement with a full time Recreation Programmer position.

CAPITAL IMPROVEMENT PROGRAM

Highlights of the remainder of the 2016 Capital Improvement Projects (CIP) are as follows:

- Maintaining and improving public infrastructure remains a top priority of the City as this budget invests over \$11.2 million in road, bridge and sidewalk improvement projects including \$2.5 million for the reconstruction of John Street, over \$1 million for street improvements surrounding the new exhibition center, and \$672,000 for reconstruction of the portion of the Lawe Street Bridge spanning the power canal. Additionally, as previously discussed in more detail, approximately \$8.9 million is invested in water distribution, sewer collection and stormwater management infrastructure improvements.
- The City recognizes the importance of preserving and extending the useful lives of the City's assets, therefore we continue to invest in our facilities, parks, and properties in a proactive manner. This budget includes investments in the following areas: \$590,000 for improvements to grounds, roadways, parking lots, pavilions, and trails; \$800,000 for HVAC, lighting, plumbing and electrical upgrades to various City facilities; \$355,000 for a partial roof replacement at the Municipal Services Building and roof replacements at various park pavilions; \$247,500 for new furniture and storage systems; \$65,000 for improvements to the Scheig Center; and \$85,000 for safety and security upgrades at City Hall, the Municipal Services Building and various City parks.
- Public safety investments include \$146,806 to fund the third year of a multi-year project upgrading the emergency vehicle signal pre-emption equipment in order to improve safety at signal-controlled intersections during emergency fire calls, and \$50,000 to add a flashover simulator to the training tower at Fire Station #6 which would provide more realistic live fire and smoke simulation during training exercises.
- Information Technology projects include: \$50,000 for upgrading the City's network security including improved spam filters, a more robust internet firewall, and remote access ability; \$35,000 to continue the upgrades of the physical servers in order to support the current versions of software as well as upgrade to the latest version of the virtual server operating system; \$25,000 to upgrade the City's phone system to maintain working order as well as build in redundancy in the system; and \$25,000 to extend the Fire Department's teleconferencing system to the Police Department to allow Police staff to obtain necessary training on-site as well as provide another communication link between the departments for Emergency Operations Command (EOC) purposes.
- This budget continues the Public Works Department's traffic camera program investing \$27,500 in the installation of cameras at seven new locations in 2016. The program, which began in 2006, has proved to be an invaluable tool in monitoring traffic, reacting to accidents, monitoring road conditions, and effectively dealing with safety issues. Additionally, the Department is initiating a 3-year program to retrofit existing street lights with energy-efficient street lighting technologies. The investment of \$76,793 per year is expected to be paid back in electricity cost savings in 3 to 5 years. Finally, the Department is investing \$79,000 to upgrade their mobile radio system to digital standards to meet impending narrow band requirements as well as improve City-wide coverage,

allow radio to radio texting, establish individual talk work groups and provide GPS capabilities.

- Quality of life improvements in the 2016 Budget focus on maintaining and improving our parks, preserving City monuments and expanding our trail system. In order to achieve these goals, \$330,000 has been dedicated to improving signage at Memorial Park, upgrading existing playground equipment and installing rubberized/synthetic turf surfaces at Erb Park, and improving accessibility to our parks to persons with disabilities. Additionally, this budget commits \$23,827 to preserving and restoring City monuments by committing internal resources as well as partnering with local non-profit groups to preserve and extend the life of statues and monuments throughout the city. Finally, this budget promotes the expansion of our trail system by including \$195,000 for the development of a trail system master plan, design of trails through Riverview Gardens and from Lutz Park to the Vulcan Heritage Park trail, and the construction of a new trail from lower Telulah Park to the RiverHeath development.

CONCLUSION

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

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

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

Sincerely,



TIMOTHY M. HANNA
Mayor of Appleton

CITY OF APPLETON 2016 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Mayor	<i>Requested Budget</i>	\$ 346,598
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 346,598
City Council	<i>Requested Budget</i>	\$ 143,976
	Increase training & conferences expense	3,500
	Net change	3,500
	<i>Executive Budget</i>	\$ 147,476
Finance	<i>Requested Budget</i>	\$ 844,432
	Increase printing expenses	1,000
	Increase audit expenses	2,400
	Net change	3,400
	<i>Executive Budget</i>	\$ 847,832
Unclassified	<i>Requested Budget</i>	\$ 2,562,227
	Increase retiree severance	100,000
	Add transfer to CEA for Police vehicle upgrade	4,000
	Increase wage reserve	7,840
	Add utility special assessment charges	4,960
	Net change	116,800
	<i>Executive Budget</i>	\$ 2,679,027
Information Technology	<i>Requested Budget</i>	\$ 1,715,948
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 1,715,948
Legal Services	<i>Requested Budget</i>	\$ 1,280,272
	Reduce printing & reproduction	(2,600)
	Reduce equipment rent	(7,671)
	Reduce equipment repair/maint	(2,800)
	Add folder/inserters	2,900
	Increase Special Registration Deputies daily rate	1,100
	Net change	(9,071)
	<i>Executive Budget</i>	\$ 1,271,201
Human Resources	<i>Requested Budget</i>	\$ 711,815
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 711,815
Risk Management	<i>Requested Budget</i>	\$ 1,630,369
	Reduce training & conferences	(2,000)
	Increase uninsured loss - WC	31,000
	Net change	29,000
	<i>Executive Budget</i>	\$ 1,659,369

CITY OF APPLETON 2016 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Community Development	<i>Requested Budget</i>	\$ 1,731,306
	Increase other contracts/obligations	11,500
	Net change	11,500
	<i>Executive Budget</i>	\$ 1,742,806
Facilities	<i>Requested Budget</i>	\$ 2,706,656
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 2,706,656
Park & Recreation	<i>Requested Budget</i>	\$ 3,461,554
	Reduce stormwater	(1,350)
	Add part-time wages/fringes - seasonal customer service	5,561
	Increase bank fees	3,500
	Delete misc. equipment Mead & Erb - move to supplemental request	(21,000)
	Net change	(13,289)
	<i>Executive Budget</i>	\$ 3,448,265
Reid Golf Course	<i>Requested Budget</i>	\$ 806,113
	Add part-time wages/fringes - seasonal marketing intern	4,500
	Net change	4,500
	<i>Executive Budget</i>	\$ 810,613
Library	<i>Requested Budget</i>	\$ 4,477,426
	Delete grant funded Reach Out & Read (pending grant award)	(23,167)
	Net change	(23,167)
	<i>Executive Budget</i>	\$ 4,454,259
Valley Transit	<i>Requested budget</i>	\$ 9,536,857
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 9,536,857
Public Works	<i>Requested Budget</i>	\$ 16,338,932
	Move John Street project to DPW Cap Projects Fund	(2,509,439)
	Reduce part-time labor in Traffic	(5,730)
	Reduce electrical expense in Street Light budget	(41,428)
	Remove Lawe St tendor house renovation	(80,000)
	Add Olde Oneida St pier maintenance	75,000
	Add movable bridge maintenance	5,000
	Reduce miscellaneous consulting	(7,500)
	Correct Bascule bridge pest control	100
	Reduce contracted snow removal	(7,000)
	Add consulting for railroad crossing quiet zone study	25,000
	Net change	(2,545,997)
	<i>Executive Budget</i>	\$ 13,792,935
Sanitation	<i>Requested Budget</i>	\$ 3,380,619
	Increase postage expense for utility bill processing	1,300
	Add Sanitation share of new utility billing software	25,000
	Net change	26,300
	<i>Executive Budget</i>	\$ 3,406,919

* Excluding administrative adjustments

CITY OF APPLETON 2016 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Parking	<i>Requested budget</i>	\$ 3,810,607
	Reduce sign costs	(2,000)
	Net change	(2,000)
	<i>Executive Budget</i>	\$ 3,808,607
CEA	<i>Requested budget</i>	\$ 5,464,526
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 5,464,526
Health	<i>Requested Budget</i>	\$ 1,196,929
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 1,196,929
Police	<i>Requested Budget</i>	\$ 16,650,259
	Reduce animal control services	(3,000)
	Reduce misc. equipment to fund K9 vehicle upgrade	(4,000)
	Reduce call time	(993)
	Net change	(7,993)
	<i>Executive Budget</i>	\$ 16,642,266
Fire	<i>Requested Budget</i>	\$ 11,337,132
	Reduce contractor fees	(6,700)
	Reduce equipment repairs	(2,000)
	Net change	(8,700)
	<i>Executive Budget</i>	\$ 11,328,432
Water	<i>Requested budget</i>	\$ 24,938,496
	Add outsourcing of folding/inserting of invoices	1,300
	Add solids separating box	8,000
	Remove de-ionized water system	(3,500)
	Add chemical storage to capital improvement project	250,000
	Remove chemical storage consulting	(5,000)
	Increase expense for softener painting	25,000
	Move Infrastructure for Fairway Ct & Haymeadow to 2018	(217,170)
	Add Transfer-Out for utility billing module for ERP system	25,000
	Net change	83,630
	<i>Executive Budget</i>	\$ 25,022,126
Wastewater	<i>Requested budget</i>	\$ 12,862,324
	Add Transfer-Out for utility billing module for ERP system	25,000
	Add outsourcing of folding/inserting of invoices	1,300
	Increase budget for plumbing improvements	15,000
	Net change	41,300
	<i>Executive Budget</i>	\$ 12,903,624
Stormwater	<i>Requested Budget</i>	\$ 11,703,373
	Add outsourcing of folding/inserting of invoices	1,300
	Add Transfer-Out for utility billing module for ERP system	25,000
	Net change	26,300
	<i>Executive Budget</i>	\$ 11,729,673

* Excluding administrative adjustments

**CITY OF APPLETON
2016 BUDGET
Listing of Expense and Revenue Increases
Not Included in Executive Budget**

<u>Department</u>	<u>Title</u>	<u>Amount</u>
<u>Expenses:</u>		
Fire	Accreditation	\$ 25,000
Human Resources	Talent management software license	15,000
Legal Svcs	Additional part time hours for election	4,000
Library	Library assistant - technology integrator	23,828
Police	Dragon speak - additional licenses & recording equipment	12,000
PRFM - Facilities	City-provided uniform service	1,015
PRFM - Golf	Administrative assistant, increase from .5 to 1.0 FTE split 80/20 w/ Parks	9,975
PRFM - Parks	Administrative assistant, increase from .5 to 1.0 FTE split 80/20 w/ Golf	27,864
PRFM - Parks	1.0 FTE Recreation Programmer	44,931 *

Revenues:

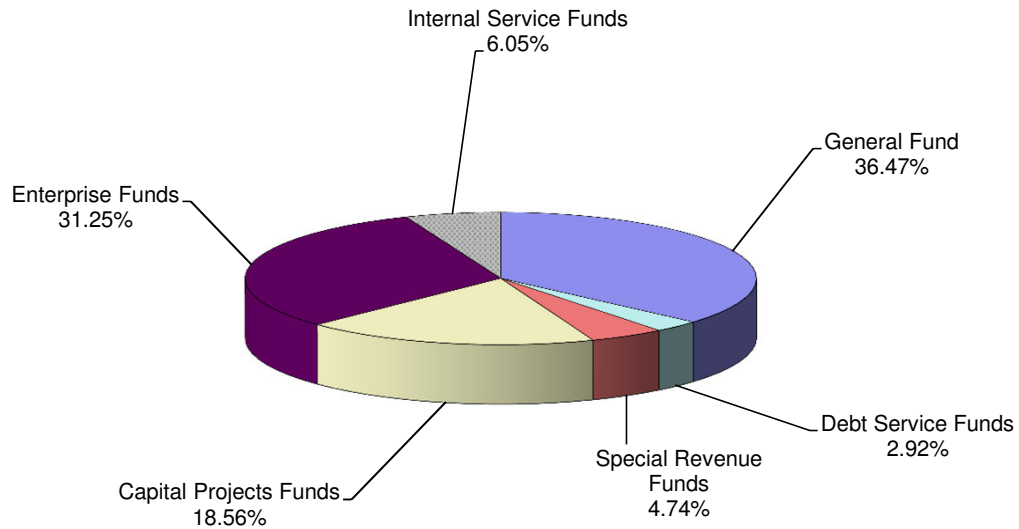
No additional or increased charges were proposed by Directors.

* Net of \$23,213 reduction from elimination of existing .67 FTE Recreation Coordinator and \$5,880 from elimination of a part time activity coordinator.

CITY OF APPLETON 2016 BUDGET

EXPENDITURE BY FUND GROUP

\$165,421,105



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

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

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

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

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

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

CITY OF APPLETON

MISSION STATEMENT

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

➤ **We believe in Appleton . . .**

as a vibrant, innovative and well planned community

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

having a government with the highest standards of ethics and integrity

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

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

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

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

having a government workforce that is highly competent and productive

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

CITY OF APPLETON BELIEF STATEMENTS

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

CITY OF APPLETON BELIEF STATEMENTS

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

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

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

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

We invest in the future to provide a sound infrastructure.

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

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

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

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

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

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

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

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

We provide necessary training to enhance employee development.

We insist on mutual respect among employees.

We hire and promote based upon qualifications and demonstrated performance.

We set meaningful and measurable goals and objectives.

We encourage innovation and risk taking.

CITY OF APPLETON BELIEF STATEMENTS

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

We listen with an open mind.

We are open to innovative ideas.

We provide an environment that fosters innovation and risk taking.

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

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

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

Management coaches, mentors and nurtures employees.

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

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

CITY OF APPLETON

KEY STRATEGIES

1. Determine City-wide priorities and budget accordingly
2. Proactively pursue collaborative and cooperative agreements to meet the needs of the community
3. Develop and implement effective communication strategies
4. Develop our human resources to meet changing needs
5. Encourage sustainability
6. Continuously improve efficiency and effectiveness of City services
7. Promote diversity in our community

CITY OF APPLETON

Directory of Officials

MAYOR

Timothy M. Hanna

PRESIDENT OF THE COUNCIL

Jeffrey M. Jirschele

COUNCIL MEMBERS

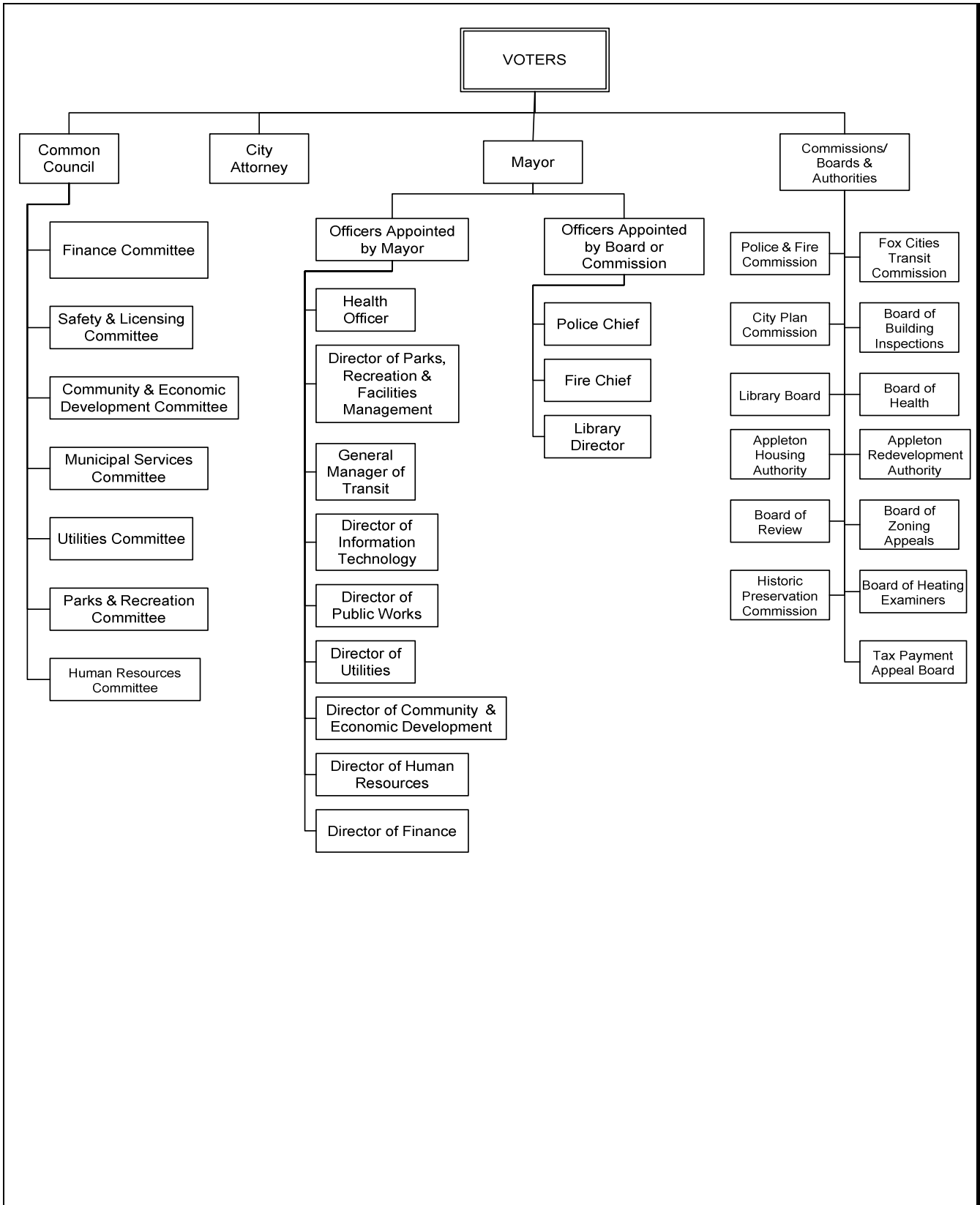
District 1:	William J Siebers	District 9:	Margaret C. Mann
District 2:	Vered Meltzer	District 10:	Christine Williams
District 3:	Curt J. Konetzke	District 11:	Patti S. Coenen
District 4:	Joseph A. Martin	District 12:	Cathy M. Spears
District 5:	Edward S. Baranowski	District 13:	Kyle J. Lobner
District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

DEPARTMENT HEADS

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

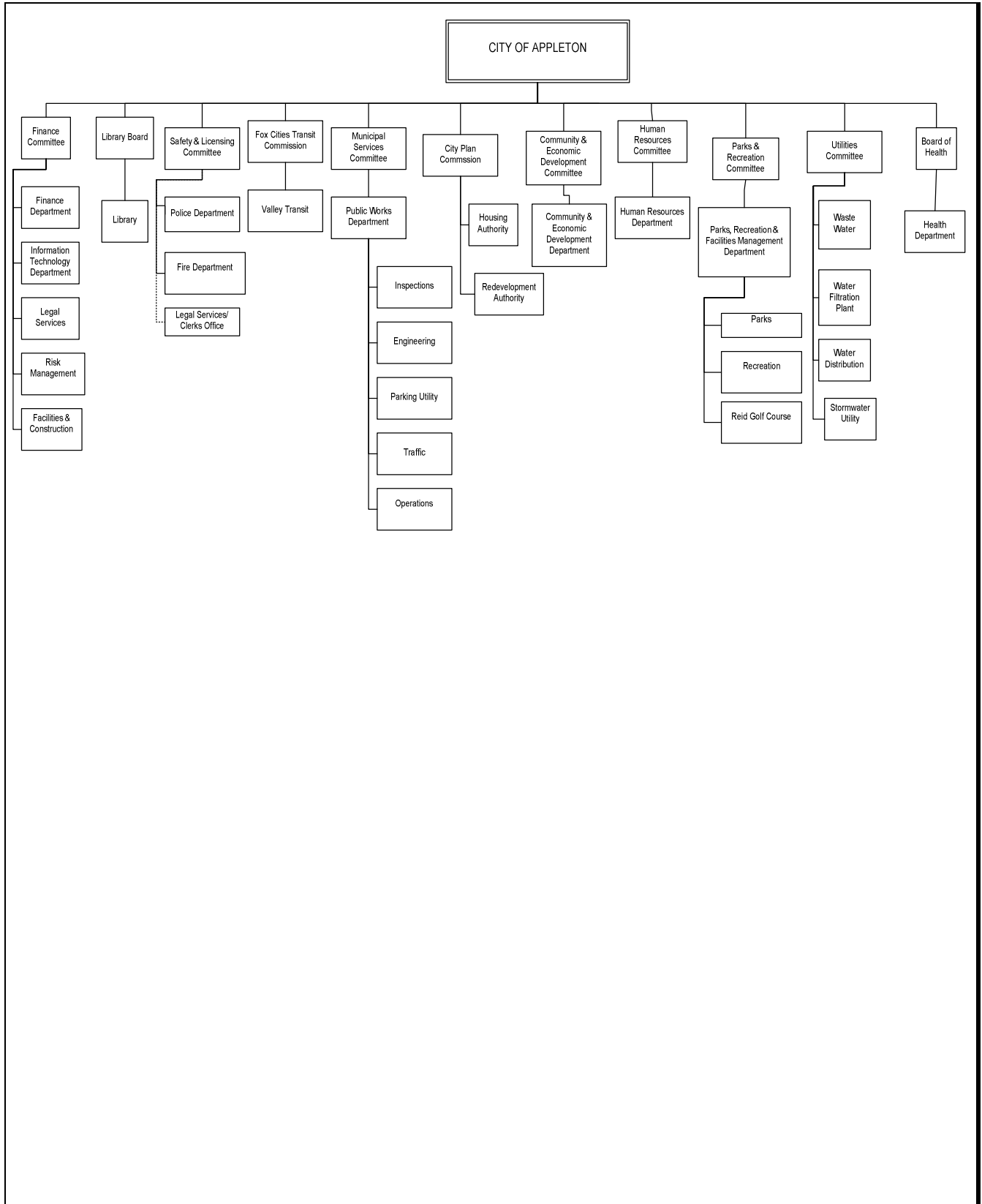
CITY OF APPLETON 2016 BUDGET

Structure by Voters



CITY OF APPLETON 2016 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2016 BUDGET
STANDING COMMITTEES**

FINANCE

Kathleen S. Plank (C)
Curt J. Konetzke
Patti S. Coenen
Kyle J. Lobner
Joseph A. Martin

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

SAFETY AND LICENSING

Kyle J. Lobner (C)
Curt J. Konetzke
Kathleen S. Plank
William J. Siebers
Christine Williams

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

**COMMUNITY and ECONOMIC
DEVELOPMENT**

Jeffrey M. Jirschele (C)
Edward S. Baranowski
Patti S. Coenen
William J. Siebers
Christine Williams

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

PARKS AND RECREATION

Joseph A. Martin (C)
Christopher W. Croatt
Polly E. Dalton
Margaret C. Mann
Cathy M. Spears

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

UTILITIES

Greg E. Dannecker (C)
Edward S. Baranowski
Jeffrey M. Jirschele
Joseph A. Martin
Vered Meltzer

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

MUNICIPAL SERVICES

Christopher W. Croatt (C)
Patti S. Coenen
Polly E. Dalton
Greg E. Dannecker
Margaret C. Mann

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

HUMAN RESOURCES

Curt J. Konetzke (C)
Edward S. Baranowski
Vered Meltzer
Cathy M. Spears
Christine Williams

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

**CITY OF APPLETON
2016 BUDGET
OTHER COMMITTEES AND BOARDS**

APPLETON HOUSING AUTHORITY

Valerie Drier (C)
Kathy Groat
Judith Lange
Thomas Phillips
Sgt. Patrick DeWall

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

APPLETON REDEVELOPMENT AUTHORITY

Marissa Downs (C)
William Weider
Curt Detjen
Anne Higgins
James VanDyke
Vacant
Alderson Jeff Jirschele

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

BOARD OF BUILDING INSPECTION

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

Meets at the call of the Chair

LIBRARY BOARD

John Peterson (P)
Terry Bergen
Terry Bergman
Pastor Willis Bloedow
Brian Looker
Nancy Scheuerman
Vacant
Alderson William Siebers
Don Hietpas, AASD Representative

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

BOARD OF REVIEW

James Smith (C)
Linda Marx
Eleanor Maloney
Mayor Timothy Hanna
Alderson Kathleen Plank
Alderson Chris Croatt
Alderson Greg Dannecker
City Attorney James Walsh (non-voting)

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

BOARD OF HEALTH

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

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

**CITY OF APPLETON
2016 BUDGET
OTHER COMMITTEES AND BOARDS**

BOARD OF HEATING EXAMINERS

Earl Christensen
William Christensen
Charles Fisher
Aldersperson Patti Coenen
Inspection Supervisor Kurt Craanen
Fire Chief Len Vander Wyst
Vacant
Vacant

Meets at the call of the Chair

TAX PAYMENT APPEAL BOARD

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

Meets at the call of the Chair

CEA COMMITTEE

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

Meets at the call of the Chair

BOARD OF ZONING APPEALS

Ken Joosten
Jeff Lutz
Eleanor Maloney
Paul McCann
Richard Schoenbohm
James Smith
Vacant, 1st alternate
Inspection Supervisor Kurt Craanen

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

**CITY OF APPLETON
2016 BUDGET
COMMISSIONS**

HISTORIC PRESERVATION COMMISSION

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

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

CITY PLAN COMMISSION

Mayor Timothy Hanna (C)
Josh Dukelow
Mark Priddis
Steve Uslabar
Vacant
Aldersperson Curt Konetzke
Deputy Director of Public Works and City Engineer Ross Buetow

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

FOX CITIES TRANSIT COMMISSION

Charles Rundquist (C)
Sonia Barham
Bob Buckingham
George Dearborn
Rick Detienne
Joel Gregozeski
Carol Kasimor
Jeff McCabe
Carolyn Mewhorter
Trish Nau
Travis Parish
Bruce Sherman
Linda Stoll
Vacant
Aldersperson Polly Dalton
Aldersperson Kyle Lobner

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

POLICE AND FIRE COMMISSION

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

Meets at the call of the Chair

**CITY OF APPLETON 2016 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2015 TAX, COLLECTIBLE IN 2016**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 33,490,087	\$ 4,897,524	\$ 566,186	\$ 38,953,797
Technical College - Fox Valley	4,483,097	655,599	75,792	5,214,488
School - Appleton	37,777,938	5,265,640	114,942	43,158,520
School - Menasha	131	-	629,488	629,619
Schools - Freedom	667,982	-	-	667,982
Schools - Hortonville	75	-	-	75
School - Kimberly	-	371,186	-	371,186
County	18,829,286	2,603,851	357,389	21,790,526
State	689,375	114,527	13,530	817,432
TIF's # 3 - 10	1,226,065	-	-	1,226,065
TOTAL TAX	<u>\$ 97,164,036</u>	<u>\$ 13,908,327</u>	<u>\$ 1,757,327</u>	<u>\$112,829,690</u>
Less State Credits	6,607,227	960,106	126,527	7,693,860
NET TAX LEVY	<u><u>\$ 90,556,809</u></u>	<u><u>\$ 12,948,221</u></u>	<u><u>\$ 1,630,800</u></u>	<u><u>\$105,135,830</u></u>
CITY DISTRIBUTION:				
	Equalized Value			
	w/o TID	Percent	City Tax	
Outagamie County	4,010,584,800	85.97%	33,490,087	
Calumet County	586,500,000	12.57%	4,897,524	
Winnebago County	67,803,200	1.45%	566,186	
TOTAL	<u><u>\$ 4,664,888,000</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 38,953,797</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 2016 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2014 Tax Rate (2015 Budget)	Assessed 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.3495	\$ 8.3950	\$ 0.0455	0.54%
Public Schools	9.4139	9.6548	0.2409	2.56%
Technical College	1.1075	1.1238	0.0163	1.47%
County	4.6687	4.7199	0.0512	1.10%
State	0.1672	0.1706	0.0034	2.03%
GROSS TAX RATE	23.7068	24.0641	0.3573	1.51%
Less State Credits	1.4418	1.6352	0.1934	13.41%
NET TAX RATE	\$ 22.2650	\$ 22.4289	\$ 0.1639	0.74%

Outagamie County/ Menasha School Dist.	Assessed 2014 Tax Rate (2015 Budget)	Assessed 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.3495	\$ 8.3950	\$ 0.0455	0.54%
Public Schools	10.9302	11.2931	0.3629	3.32%
Technical College	1.1075	1.1238	0.0163	1.47%
County	4.6687	4.7199	0.0512	1.10%
State	0.1672	0.1706	0.0034	2.03%
GROSS TAX RATE	25.2231	25.7024	0.4793	1.90%
State Credits	1.4418	1.6352	0.1934	13.41%
NET TAX RATE	\$ 23.7813	\$ 24.0672	\$ 0.2859	1.20%

Outagamie County/ Freedom School Dist.	Assessed 2014 Tax Rate (2015 Budget)	Assessed 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.3495	\$ 8.3950	\$ 0.0455	0.54%
Public Schools	8.9026	8.7426	(0.1600)	-1.80%
Technical College	1.1075	1.1238	0.0163	1.47%
County	4.6687	4.7199	0.0512	1.10%
State	0.1672	0.1706	0.0034	2.03%
GROSS TAX RATE	23.1955	23.1519	(0.0436)	-0.19%
State Credits	1.4418	1.6352	0.1934	13.41%
NET TAX RATE	\$ 21.7537	\$ 21.5167	\$ (0.2370)	-1.09%

Outagamie County/ Hortonville School Dist.	Assessed 2014 Tax Rate (2015 Budget)	Assessed 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.3495	\$ 8.3950	\$ 0.0455	0.54%
Public Schools	9.8354	9.8539	0.0185	0.19%
Technical College	1.1075	1.1238	0.0163	1.47%
County	4.6687	4.7199	0.0512	1.10%
State	0.1672	0.1706	0.0034	2.03%
GROSS TAX RATE	24.1283	24.2632	0.1349	0.56%
State Credits	1.4418	1.6352	0.1934	13.41%
NET TAX RATE	\$ 22.6865	\$ 22.6280	\$ (0.0585)	-0.26%

**CITY OF APPLETON 2016 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2014 Tax Rate (2015 Budget)	Assessed 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.3509	\$ 8.3912	\$ 0.0403	0.48%
Public Schools	9.4457	9.6505	0.2048	2.17%
Technical College	1.1077	1.1233	0.0156	1.41%
County	4.5137	4.4613	(0.0524)	-1.16%
State	0.1665	0.1705	0.0040	2.40%
GROSS TAX RATE	23.5845	23.7968	0.2123	0.90%
State Credits	1.2586	1.4296	0.1710	13.59%
NET TAX RATE	\$ 22.3259	\$ 22.3672	\$ 0.0413	0.18%

Calumet County/ Kimberly School Dist.	Assessed 2014 Tax Rate (2015 Budget)	Assessed 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.3509	\$ 8.3912	\$ 0.0403	0.48%
Public Schools	9.2058	9.7649	0.5591	6.07%
Technical College	1.1077	1.1233	0.0156	1.41%
County	4.5137	4.4613	(0.0524)	-1.16%
State	0.1665	0.1705	0.0040	2.40%
GROSS TAX RATE	23.3446	23.9112	0.5666	2.43%
State Credits	1.2586	1.4296	0.1710	13.59%
NET TAX RATE	\$ 22.0860	\$ 22.4816	\$ 0.3956	1.79%

**CITY OF APPLETON 2016 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2014 Tax Rate (2015 Budget)	Assessed 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.3536	\$ 8.3670	\$ 0.0134	0.16%
Public Schools	10.3119	9.6227	(0.6892)	-6.68%
Technical College	1.1081	1.1200	0.0119	1.07%
County	5.3445	5.2815	(0.0630)	-1.18%
State	0.1671	0.1700	0.0029	1.74%
GROSS TAX RATE	25.2852	24.5612	(0.7240)	-2.86%
State Credits	1.3748	1.5902	0.2154	15.67%
NET TAX RATE	\$ 23.9104	\$ 22.9710	\$ (0.9394)	-3.93%

Winnebago County/ Menasha School Dist.	Assessed 2014 Tax Rate (2015 Budget)	Assessed 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.3536	\$ 8.3670	\$ 0.0134	0.16%
Public Schools	10.7947	11.2966	0.5019	4.65%
Technical College	1.1081	1.1200	0.0119	1.07%
County	5.3445	5.2815	(0.0630)	-1.18%
State	0.1671	0.1700	0.0029	1.74%
GROSS TAX RATE	25.7680	26.2351	0.4671	1.81%
State Credits	1.3748	1.5902	0.2154	15.67%
NET TAX RATE	\$ 24.3932	\$ 24.6449	\$ 0.2517	1.03%

**CITY OF APPLETON 2016 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2014 Tax Rate (2015 Budget)	Equalized 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4734	\$ 8.3504	\$ (0.1230)	-1.45%
Public Schools	9.5442	9.6035	0.0593	0.62%
Technical College	1.1240	1.1178	(0.0062)	-0.55%
County	4.7379	4.6949	(0.0430)	-0.91%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.0492	23.9363	(0.1129)	-0.47%
Less State Credits	1.4632	1.6265	0.1633	11.16%
NET TAX RATE	\$ 22.5860	\$ 22.3098	\$ (0.2762)	-1.22%

Outagamie County/ Menasha School Dist.	Equalized 2014 Tax Rate (2015 Budget)	Equalized 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4734	\$ 8.3504	\$ (0.1230)	-1.45%
Public Schools	11.1871	11.2742	0.0871	0.78%
Technical College	1.1240	1.1178	(0.0062)	-0.55%
County	4.7379	4.6949	(0.0430)	-0.91%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	25.6921	25.6070	(0.0851)	-0.33%
State Credits	1.4632	1.6265	0.1633	11.16%
NET TAX RATE	\$ 24.2289	\$ 23.9805	\$ (0.2484)	-1.03%

Outagamie County/ Freedom School Dist.	Equalized 2014 Tax Rate (2015 Budget)	Equalized 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4734	\$ 8.3504	\$ (0.1230)	-1.45%
Public Schools	9.5551	8.6961	(0.8590)	-8.99%
Technical College	1.1240	1.1178	(0.0062)	-0.55%
County	4.7379	4.6949	(0.0430)	-0.91%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.0601	23.0289	(1.0312)	-4.29%
State Credits	1.4632	1.6265	0.1633	11.16%
NET TAX RATE	\$ 22.5969	\$ 21.4024	\$ (1.1945)	-5.29%

Outagamie County/ Hortonville School Dist.	Equalized 2014 Tax Rate (2015 Budget)	Equalized 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4734	\$ 8.3504	\$ (0.1230)	-1.45%
Public Schools	9.6980	9.8011	0.1031	1.06%
Technical College	1.1240	1.1178	(0.0062)	-0.55%
County	4.7379	4.6949	(0.0430)	-0.91%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.2030	24.1339	(0.0691)	-0.29%
State Credits	1.4632	1.6265	0.1633	11.16%
NET TAX RATE	\$ 22.7398	\$ 22.5074	\$ (0.2324)	-1.02%

**CITY OF APPLETON 2016 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2014 Tax Rate (2015 Budget)	Equalized 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4734	\$ 8.3504	\$ (0.1230)	-1.45%
Public Schools	9.5442	9.6035	0.0593	0.62%
Technical College	1.1240	1.1178	(0.0062)	-0.55%
County	4.5799	4.4396	(0.1403)	-3.06%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.8912	23.6810	(0.2102)	-0.88%
State Credits	1.2829	1.4227	0.1398	10.90%
NET TAX RATE	\$ 22.6083	\$ 22.2583	\$ (0.3500)	-1.55%

Calumet County/ Kimberly School Dist.	Equalized 2014 Tax Rate (2015 Budget)	Equalized 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4734	\$ 8.3504	\$ (0.1230)	-1.45%
Public Schools	10.1258	9.7174	(0.4084)	-4.03%
Technical College	1.1240	1.1178	(0.0062)	-0.55%
County	4.5799	4.4396	(0.1403)	-3.06%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.4728	23.7949	(0.6779)	-2.77%
State Credits	1.2829	1.4227	0.1398	10.90%
NET TAX RATE	\$ 23.1899	\$ 22.3722	\$ (0.8177)	-3.53%

**CITY OF APPLETON 2016 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

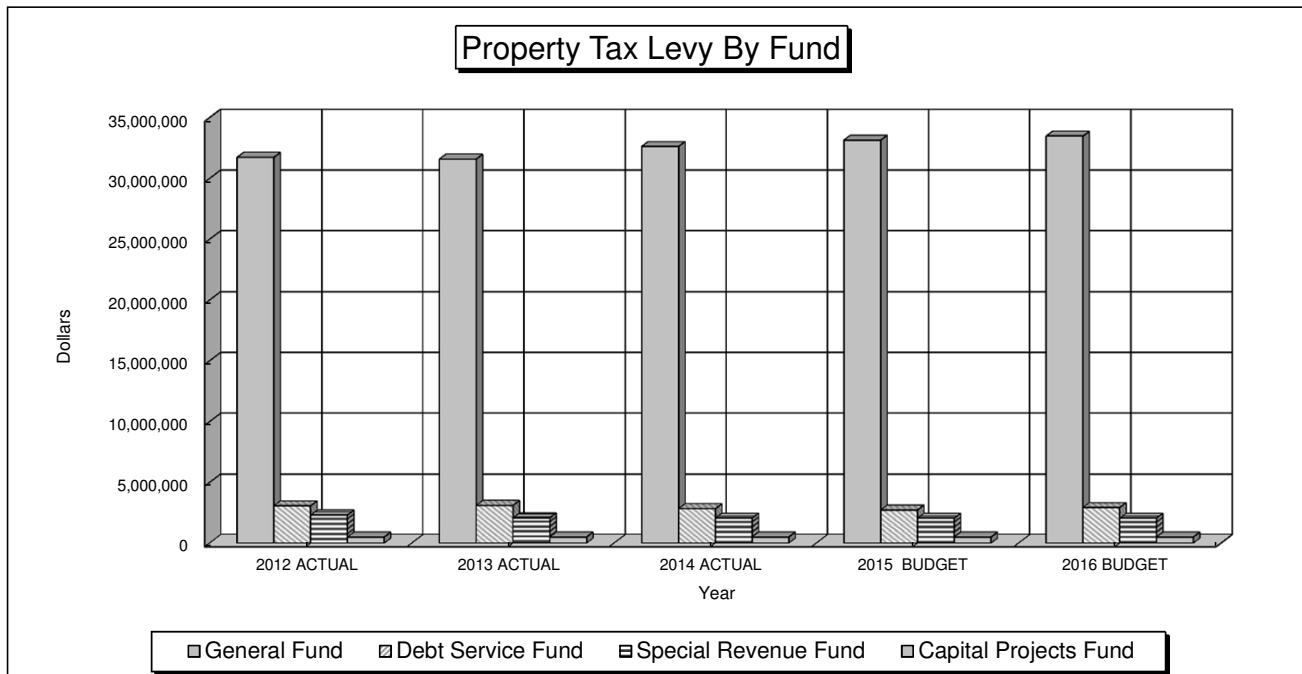
Winnebago County/ Appleton School District	Equalized 2014 Tax Rate (2015 Budget)	Equalized 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4734	\$ 8.3504	\$ (0.1230)	-1.45%
Public Schools	9.5442	9.6035	0.0593	0.62%
Technical College	1.1240	1.1178	(0.0062)	-0.55%
County	5.4211	5.2710	(0.1501)	-2.77%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.7324	24.5124	(0.2200)	-0.89%
State Credits	1.3965	1.5870	0.1905	13.64%
NET TAX RATE	\$ 23.3359	\$ 22.9254	\$ (0.4105)	-1.76%

Winnebago County/ Menasha School District	Equalized 2014 Tax Rate (2015 Budget)	Equalized 2015 Tax Rate (2016 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4734	\$ 8.3504	\$ (0.1230)	-1.45%
Public Schools	11.1871	11.2742	0.0871	0.78%
Technical College	1.1240	1.1178	(0.0062)	-0.55%
County	5.4211	5.2710	(0.1501)	-2.77%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	26.3753	26.1831	(0.1922)	-0.73%
State Credits	1.3965	1.5870	0.1905	13.64%
NET TAX RATE	\$ 24.9788	\$ 24.5961	\$ (0.3827)	-1.53%

CITY OF APPLETON 2016 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES ⁽¹⁾	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2016 BUDGET
General Fund	\$ 31,728,652	\$ 31,582,130	\$ 32,620,669	\$ 33,145,306	\$ 33,477,723
Debt Service Funds	3,070,688	3,100,722	2,825,388	2,724,872	2,928,106
Special Revenue Funds					
Sanitation & Recycling	2,310,000	2,070,188	2,045,913	2,044,968	2,044,968
Continuum of Care	-	5,000	5,000	-	-
Neighborhood Program	-	-	-	3,000	3,000
Total Special Revenue Funds	<u>2,310,000</u>	<u>2,075,188</u>	<u>2,050,913</u>	<u>2,047,968</u>	<u>2,047,968</u>
Capital Project Funds					
Subdivision Development	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
TOTAL PROPERTY TAX LEVY:	<u>\$ 37,609,340</u>	<u>\$ 37,258,040</u>	<u>\$ 37,996,970</u>	<u>\$ 38,418,146</u>	<u>\$ 38,953,797</u>

(1) Excludes tax increment district revenues.



CITY OF APPLETON 2016 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 PROJECTED	2016 BUDGET
General Fund	\$ 56,442,507	\$ 56,469,986	\$ 59,693,505	\$ 59,697,057	\$ 60,018,834
Debt Service Funds	6,083,519	5,244,012	4,918,672	4,922,006	4,644,600
Special Revenue Funds					
Tax Increment District #2	328,065	-	-	-	-
Tax Increment District #3	2,180,639	2,146,757	2,233,000	2,204,220	2,374,000
Fire Grants	2,209,179	-	-	-	-
Sanitation & Recycling	3,355,341	3,483,323	3,503,368	3,484,968	3,502,168
Hazardous Materials Level A	69,884	84,452	75,075	78,474	75,075
Police Grants	184,782	169,465	170,434	170,434	151,434
Health Services Grants	180,187	188,574	189,243	206,765	179,459
Housing & Community Development Grants	686,534	686,435	800,752	761,938	991,100
Housing, Homeless, & Block Grants	337,906	491,946	458,128	461,627	478,663
Room Tax Administration	388,778	425,051	378,000	420,000	420,000
Union Spring Park	(12)	36	16	16	-
Tuchscherer Disability Fund	(254)	660	500	500	500
Peabody Estate Trust	(311)	922	900	500	500
Balliet Locomotive	(55)	161	150	150	87
Lutz Park Trust	(690)	2,063	2,200	44,350	1,000
Park Open Space	(1,161)	15,730	4,600	2,800	2,500
City Park Project	(27)	84	80	50	50
Universal Playground	(36)	90	-	30	-
Miracle League Field	(131)	386	400	200	200
Wheel Tax	-	-	1,400,005	1,390,000	1,512,400
Total Special Revenue Funds	9,918,618	7,696,135	9,216,851	9,227,022	9,689,136
Capital Projects Funds					
Subdivision Development	1,629,216	1,644,403	1,105,000	1,055,000	989,400
Tax Increment District #5	187,350	190,820	200,938	192,630	-
Tax Increment District #6	2,207,418	2,271,298	2,403,967	2,281,286	2,315,880
Tax Increment District #7	333,450	325,222	386,000	386,000	371,000
Tax Increment District #8	718,434	144,074	290,986	264,019	326,760
Tax Increment District #9	-	-	31,000	99,698	101,000
Tax Increment District #10	-	-	34,000	36,349	15,000
Information Technology	(468)	1,210	-	344	100,000
Public Works	1,368,372	576,735	-	-	1,241,057
Industrial Park Land	29,196	55,591	135,868	296,660	118,520
Equipment Replacement	2,420,638	2,243,363	2,611,175	2,566,175	2,504,017
Community Development Projects	134,612	42,699	2,500	850,264	-
NE Business Park Escrow	(1,863)	-	-	-	-
Public Safety	799,960	501	-	-	-
Library	(17)	-	-	-	-
Facilities	65,705	14,311	-	-	-
Total Capital Projects Fund	9,892,003	7,510,227	7,201,434	8,028,425	8,082,634
Enterprise Funds					
Water Utility	20,488,821	21,129,218	20,853,389	20,841,389	20,743,480
Wastewater Utility	10,365,530	11,405,069	10,658,437	10,904,937	10,890,073
Stormwater Utility	8,179,314	9,480,253	9,367,963	9,441,763	9,559,283
Parking Utility	2,354,540	2,587,718	2,434,601	2,399,001	2,549,551
Golf Course	473,578	575,416	805,527	762,457	818,746
Valley Transit	8,247,524	8,743,680	8,998,113	9,101,261	9,017,550
Total Enterprise Funds	50,109,307	53,921,354	53,118,030	53,450,808	53,578,683
Internal Service Funds					
Facilities & Construction Management	2,410,089	2,510,216	2,656,604	2,687,332	2,706,656
Central Equipment Agency	3,341,852	3,203,141	3,391,053	3,055,353	3,099,371
Risk Management	1,868,176	6,714,468	1,527,000	1,524,740	1,659,369
Total Internal Service Funds	7,620,117	12,427,825	7,574,657	7,267,425	7,465,396
Trust Funds					
Frank P. Young Memorial	534	51	-	-	-
Total Trust Funds	534	51	-	-	-
TOTAL REVENUES:	\$ 140,066,605	\$ 143,269,590	\$ 141,723,149	\$ 142,592,743	\$ 143,479,283

*Net of proceeds of debt and contributed capital

**CITY OF APPLETON 2016 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES**

EXPENSES AND OTHER FINANCING USES	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 PROJECTED	2016 BUDGET
General Fund	\$ 59,761,268	\$ 58,520,875	\$ 59,728,505	\$ 62,905,240	\$ 60,325,789
Debt Service Funds	6,635,151	5,070,261	5,196,295	5,196,295	4,833,023
Special Revenue Funds					
Tax Increment District #2	783,511	-	-	-	-
Tax Increment District #3	1,654,399	735,575	672,431	672,181	605,226
Fire Grants	2,209,179	-	-	-	-
Sanitation & Recycling	3,248,427	3,544,536	3,503,368	3,393,368	3,406,919
Hazardous Materials Level A	98,800	101,371	75,075	75,474	75,075
Police Grants	184,783	169,465	170,434	170,434	151,434
Health Services Grants	190,631	184,977	181,243	199,918	179,459
Housing & Community Development Grants	594,084	788,142	800,752	758,938	994,550
Housing, Homeless, & Block Grants	345,499	489,903	458,128	463,928	478,663
Room Tax Administration	384,751	425,349	382,000	420,000	420,000
Union Spring Park	-	-	2,020	-	2,521
Tuchscherer Disability Fund	6,391	6,391	6,391	6,391	6,391
Balliet Locomotive	-	-	300	-	11,560
Lutz Park Trust	-	-	-	53,150	-
Park Open Space	-	-	200,000	-	-
City Park Project	-	-	200	-	-
Universal Playground Trust	-	5,300	-	2,312	-
Miracle League Field	-	1,665	-	-	-
Wheel Tax	-	-	1,400,005	1,390,000	1,512,400
Total Special Revenue Funds	<u>9,700,455</u>	<u>6,452,674</u>	<u>7,852,347</u>	<u>7,606,094</u>	<u>7,844,198</u>
Capital Projects Funds					
Subdivision Development	1,490,440	1,452,788	1,288,459	1,288,459	1,277,698
Tax Increment District #5	37,009	40,643	93,725	775,282	-
Tax Increment District #6	2,543,317	2,688,770	2,542,466	2,520,004	3,600,443
Tax Increment District #7	265,415	262,592	323,575	323,575	313,575
Tax Increment District #8	1,614,442	798,114	658,910	632,966	372,069
Tax Increment District #9	1,025	128,494	22,882	8,325	86,221
Tax Increment District #10	1,025	1,644	11,550	1,659	2,050
Information Technology	381,210	166,710	385,000	487,325	3,135,000
Public Works	1,877,514	1,758,118	2,735,581	2,782,338	4,522,978
Industrial Park Land	18,390	14,022	238,340	31,940	237,623
Equipment Replacement	2,319,488	3,008,341	3,778,470	3,449,470	2,375,996
Community Development Projects	1,385,319	490,438	386,500	2,415,453	1,215,000
NE Business Park Escrow	357,850	-	-	-	-
Public Safety	1,682,979	340,986	220,860	220,860	196,806
Library	54,884	-	-	-	-
Facilities	1,456,231	2,187,478	7,194,936	2,817,419	13,373,353
Total Capital Projects Fund	<u>15,486,538</u>	<u>13,339,138</u>	<u>19,881,254</u>	<u>17,755,075</u>	<u>30,708,812</u>
Enterprise Funds					
Water Utility	18,370,017	17,093,657	19,808,855	19,963,764	19,939,680
Wastewater Utility	10,436,329	10,469,632	11,307,680	11,207,680	10,724,467
Stormwater Utility	6,882,219	7,201,987	7,421,911	7,517,881	7,399,508
Parking Utility	2,987,684	2,974,018	3,071,682	3,255,252	3,288,607
Golf Course	529,415	574,689	770,683	751,085	810,613
Valley Transit	8,774,139	9,356,383	9,508,068	9,529,707	9,536,857
Total Enterprise Funds	<u>47,979,803</u>	<u>47,670,366</u>	<u>51,888,879</u>	<u>52,225,369</u>	<u>51,699,732</u>
Internal Service Funds					
Facilities & Construction Management	2,464,207	2,510,801	2,656,604	2,687,356	2,706,656
Central Equipment Agency	5,442,385	5,456,587	5,487,181	5,297,181	5,464,526
Risk Management	1,806,671	6,606,112	1,522,377	1,684,377	1,659,369
Other Post Employment Benefits	328,799	108,230	160,000	160,000	179,000
Total Internal Service Funds	<u>10,042,062</u>	<u>14,681,730</u>	<u>9,826,162</u>	<u>9,828,914</u>	<u>10,009,551</u>
Trust Funds					
Frank P. Young Memorial	-	34,806	-	-	-
Total Trust Funds	<u>-</u>	<u>34,806</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES:	<u>\$ 149,605,277</u>	<u>\$ 145,769,850</u>	<u>\$ 154,373,442</u>	<u>\$ 155,516,987</u>	<u>\$ 165,421,105</u>

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

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

CITY OF APPLETON 2016 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 PROJECTED	2016 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	\$ 36,818,583	\$ 33,499,822	\$ 31,448,933	\$ 31,448,933	\$ 28,240,750
Property Taxes	31,582,130	32,620,669	33,145,306	33,145,306	33,477,723
Other Revenue	24,860,377	23,849,317	26,548,199	26,551,751	26,541,111
Expenditures	59,761,268	58,520,875	59,728,505	62,905,240	60,325,789
FUND BALANCE - Ending (Dec. 31)	\$ 33,499,822	\$ 31,448,933	\$ 31,413,933	\$ 28,240,750	\$ 27,933,795
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 781,980	\$ 230,348	\$ 404,099	\$ 404,099	\$ 189,810
Property Taxes	3,100,722	2,825,388	2,724,872	2,724,872	2,928,106
Proceeds of Debt	-	-	60,000	60,000	60,000
Other Revenue	2,982,797	2,418,624	2,193,800	2,197,134	1,716,494
Expenditures	6,635,151	5,070,261	5,196,295	5,196,295	4,833,023
FUND BALANCE - Ending (Dec. 31)	\$ 230,348	\$ 404,099	\$ 186,476	\$ 189,810	\$ 61,387
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ (11,582,784)	\$ (11,364,621)	\$ (10,121,160)	\$ (10,121,160)	\$ (8,500,232)
Property Taxes	3,328,941	2,945,743	3,027,968	3,002,188	2,970,968
Other Revenue	6,589,677	4,750,392	6,188,883	6,224,834	6,718,168
Expenditures	9,700,455	6,452,674	7,852,347	7,606,094	7,844,198
FUND BALANCE - Ending (Dec. 31)	\$ (11,364,621)	\$ (10,121,160)	\$ (8,756,656)	\$ (8,500,232)	\$ (6,655,294)
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 9,404,214	\$ 3,809,679	\$ 4,355,768	\$ 4,355,768	\$ 1,695,253
Property Taxes	3,143,217	3,200,999	3,609,000	3,500,379	3,287,000
Contributed Capital	-	-	-	-	-
Proceeds of Debt	-	6,375,000	11,198,950	7,066,135	22,334,236
Other Revenue	6,748,786	4,309,228	3,592,434	4,528,046	4,795,634
Expenditures	15,486,538	13,339,138	19,881,254	17,755,075	30,708,812
FUND BALANCE - Ending (Dec. 31)	\$ 3,809,679	\$ 4,355,768	\$ 2,874,898	\$ 1,695,253	\$ 1,403,311
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 234,507,485	\$ 238,569,913	\$ 247,059,751	\$ 247,059,751	\$ 248,861,215
Property Taxes	-	-	-	-	-
Other Revenue	50,109,307	53,921,354	53,118,030	53,450,808	53,578,683
Contributed Capital	1,932,924	2,238,850	500,000	576,025	302,354
Expenditures	47,979,803	47,670,366	51,888,879	52,225,369	51,699,732
FUND BALANCE - Ending (Dec. 31)	\$ 238,569,913	\$ 247,059,751	\$ 248,788,902	\$ 248,861,215	\$ 251,042,520
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 12,248,787	\$ 11,877,414	\$ 12,631,770	\$ 12,631,770	\$ 13,519,751
Property Taxes	-	-	-	-	-
Other Revenue	7,620,117	12,427,825	7,574,657	7,267,425	7,465,396
Contributed Capital	2,050,572	3,008,261	3,778,470	3,449,470	2,375,996
Expenditures	10,042,062	14,681,730	9,826,162	9,828,914	10,009,551
FUND BALANCE - Ending (Dec. 31)	\$ 11,877,414	\$ 12,631,770	\$ 14,158,735	\$ 13,519,751	\$ 13,351,592
FIDUCIARY FUNDS					
FUND BALANCE - Beginning (Jan. 1)	\$ 34,221	\$ 34,755	\$ -	\$ -	\$ -
Property Taxes	-	-	-	-	-
Other Revenue	534	51	-	-	-
Expenditures	-	34,806	-	-	-
FUND BALANCE - Ending (Dec. 31)	\$ 34,755	\$ -	\$ -	\$ -	\$ -
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	\$ 282,212,486	\$ 276,657,310	\$ 285,779,161	\$ 285,779,161	\$ 284,006,547
Property Taxes	41,155,010	41,592,799	42,507,146	42,372,745	42,663,797
Proceeds of Debt	-	6,375,000	11,258,950	7,126,135	22,394,236
Contributed Capital	3,983,496	5,247,111	4,278,470	4,025,495	2,678,350
Other Revenue	98,911,595	101,676,791	99,216,003	100,219,998	100,815,486
Expenditures	149,605,277	145,769,850	154,373,442	155,516,987	165,421,105
FUND BALANCE - Ending (Dec. 31)	\$ 276,657,310	\$ 285,779,161	\$ 288,666,288	\$ 284,006,547	\$ 287,137,311

CITY OF APPLETON 2016 BUDGET
COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2015 BUDGET	2016 BUDGET
Property Tax	\$ 42,507,146	\$ 42,663,797
Other Tax	2,236,505	2,379,900
Intergovernmental	23,350,581	23,532,570
Licenses & Permits	1,034,200	1,062,320
Special Assessments	1,126,500	869,000
Charges for Service	54,664,158	55,140,925
Interest Income	3,627,776	3,299,797
Fines & Forfeitures	840,000	830,000
Other Revenues	4,502,639	5,963,017
Interfund Transfers	7,833,644	7,737,957
TOTAL REVENUES	\$ 141,723,149 *	\$ 143,479,283 *

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2015 BUDGET	2016 BUDGET
Personnel	\$ 56,175,013	\$ 57,683,133
Administrative ¹	40,632,461	40,367,557
Supplies & Materials	8,778,603	9,303,972
Purchased Services	14,939,025	12,511,911
Utilities	7,711,707	7,487,677
Repair & Maintenance	10,383,588	10,340,258
Capital Expense ²	15,753,045	27,726,597
TOTAL EXPENSE	\$ 154,373,442	\$ 165,421,105

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

² Net of capitalized fixed assets.

BUDGET DEVELOPMENT PROCESS

The following calendar describes the process of developing the City's Annual Budget and Service Plan for 2016:

5/11/15	The Mayor requests a budget proposal from each department and Finance Department staff distributes budget forms and other materials to departments. Departments are required to develop an operating budget which represents full funding of all of the department's existing programs. Any proposed changes to programs, either additions or deletions and including all staff changes, changes in service levels, equipment acquisitions, etc. are required to be submitted separately from the operating budget request. Any capital project proposals are also required to be made separately from the operating budget.
6/1/15 - 9/7/15	Each department head submits a proposed budget as outlined above, based on the department's mission statement and major objectives and including expenditures and applicable revenue projections. The Mayor and Finance Department staff review their budget requests. Decisions are made on operating budget adjustments, program additions and deletions, and capital projects.
9/7/15 - 10/7/15	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.
10/31/15	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.
11/4/15	A public hearing is held to seek citizen input prior to Common Council acceptance of the budget.
11/11/15	The budget is adopted formally by resolution of the Common Council.

CITY OF APPLETON POLICIES

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

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

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

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

CITY OF APPLETON POLICIES

- 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.
- Reappropriation 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 reappropriations shall require approval by a simple majority vote.
- Reappropriation 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 – 2015 tax roll:

Lien date and levy date	December, 2015
Tax bills mailed	December, 2015
Payment in full or 1 st installment due	February 1, 2016
2 nd installment due	March 31, 2016
3 rd installment due	May 31, 2016
4 th installment due	August 1, 2016

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

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

RESERVE POLICIES

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

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

Wastewater Utility

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

General Fund

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

New Subdivision Fund

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

CITY OF APPLETON POLICIES

Industrial Park Fund

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

Parking Utility Fund

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

Risk Management Fund

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

INVESTMENT POLICIES

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

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

Investment Objectives

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

- Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - Credit Risk – The City will minimize credit risk, which is the risk of loss due to the failure of the security issues or backed by:
 - Limiting investments to the most secure available, including, for example, US Treasury obligations, US agency and instrumentality obligations, commercial paper rated by a nationally recognized rating agency, and debt securities rated as AA or higher.
 - Diversifying the investment portfolio so that the losses from any one type of security or from any one individual issuer will be minimized.
 - Interest Rate Risk – The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio.
- Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with

CITY OF APPLETON POLICIES

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 liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or the local government investment pool, which offer same-day liquidity for short-term funds.

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

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

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

Communication And Reporting

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

DEBT POLICIES

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

SPECIAL ASSESSMENT POLICIES

GENERAL POLICY

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

SPECIAL ASSESSMENTS SUBJECT TO PAYMENT PLANS

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

CITY OF APPLETON POLICIES

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 \$38 per foot for laterals.

Storm Sewers/Facilities

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

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

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

Water Mains

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

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

SPECIAL ASSESSMENTS DUE IN YEAR ASSESSED

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

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

PURCHASING POLICIES

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

CITY OF APPLETON POLICIES

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

PENSION FUNDING AND REPORTING POLICIES

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

Existing Plan Funding

- All permanent employees of the City are participants in the Wisconsin Retirement System (WRS), a State-wide, defined-benefit pension plan to which employer and employees both contribute. The rates of employer and employee contributions are set annually by WRS based on actuarial evaluations. The State’s policy is to fund retirement contributions to meet current costs of the plan. The 2016 rate requirements for the Wisconsin Retirement System employees are as follows:

	<u>General</u>	<u>Police</u>	<u>Fire</u>
Employee Contribution	6.60%	6.60%	6.60%
City Contribution	<u>6.60%</u>	<u>9.40%</u>	<u>13.20%</u>
Total	13.20%	16.00%	19.80%

Prior Years’ Unfunded Pensions

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

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

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

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

RISK MANAGEMENT POLICY

On January 1, 1990, the City of Appleton joined Cities and Villages Mutual Insurance Company (CVMIC), a municipal mutual insurance company that provides liability insurance services. CVMIC currently provides this liability protection to 46 Wisconsin cities and villages. As part of this self-funded program, the City’s Insurance Fund provides coverage of \$200,000 per general, automobile, law enforcement or public officials’ liability claim, to a maximum of \$800,000 per year. The mutual insurance is liable for any costs above these limits up to \$5 million per occurrence. In addition,

CITY OF APPLETON POLICIES

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

Additionally, the insurance fund provides coverage for:

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

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

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

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

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

SPECIAL EVENTS POLICIES – INSURANCE REQUIREMENTS

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

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

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

CITY OF APPLETON

2016 BUDGET

BACKGROUND/GENERAL INFORMATION

Geography/Early History

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

Education

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

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

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

Government

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

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

Industry

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

CITY OF APPLETON

2016 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>
2014	N/A	N/A	N/A	N/A	N/A
2013	50,670	55,050	57,920	51,090	53,720
2012	49,900	52,920	59,140	51,220	51,600
2011	47,640	49,550	54,510	46,250	50,030
2010	46,958	50,195	54,458	49,181	50,653

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

Unemployment Rate

	<u>State of Wisconsin</u>		<u>Outagamie County</u>		<u>Appleton MSA</u>		<u>City of Appleton</u>	
July, 2015	4.6	%	3.9	%	3.8	%	4.0	%
July, 2014	5.4		5.0		4.9		5.4	
Average, 2014	5.5	%	4.9	%	4.7	%	4.9	%
Average, 2013	6.8		6.1		6.0		7.9	
Average, 2012	7.0		6.4		6.2		8.3	
Average, 2011	7.8		7.1		6.8		9.0	
Average, 2010	8.7		8.1		7.8		10.4	

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

Building Permits - City of Appleton

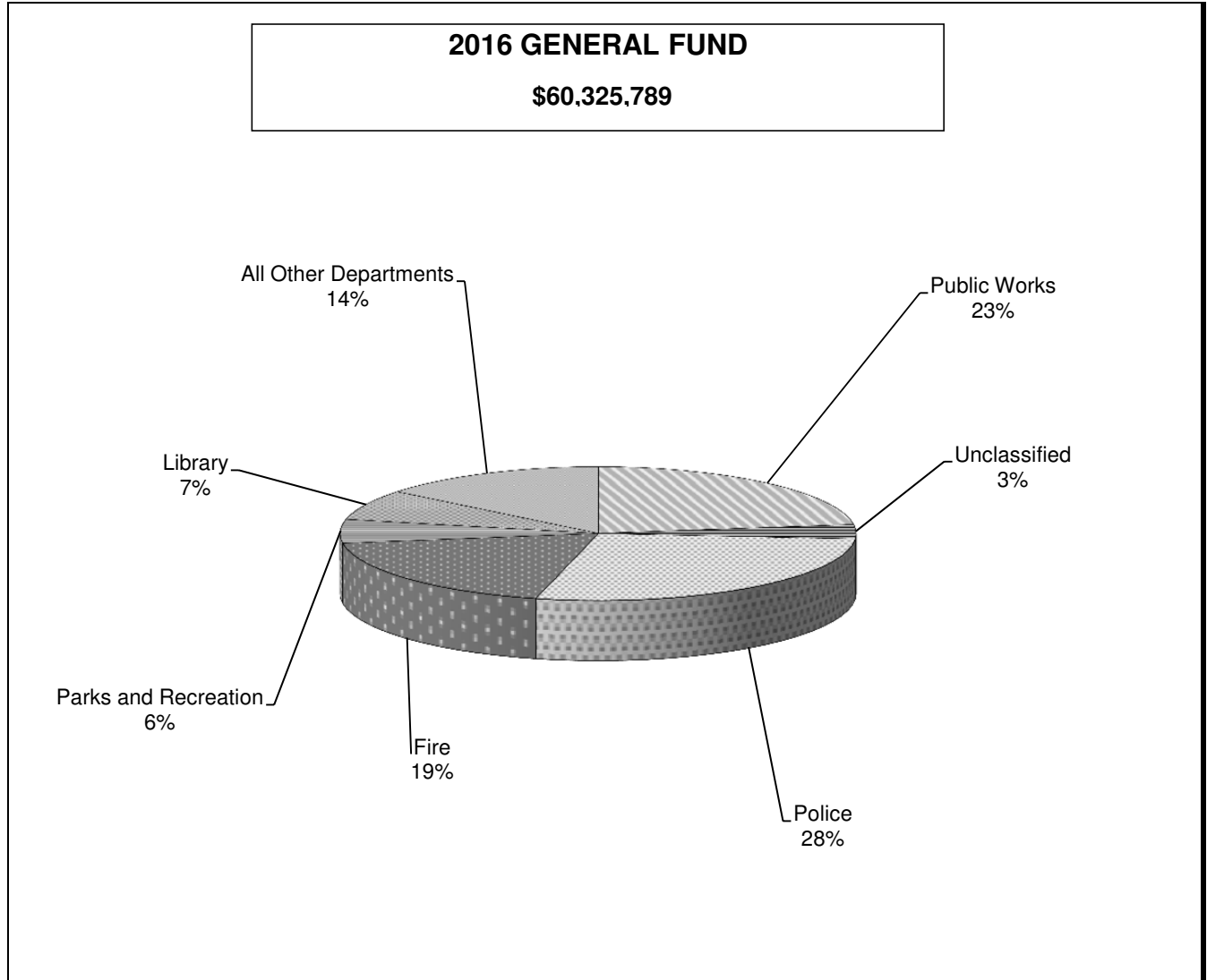
<u>Year</u>	<u>Valuation</u>
2015	\$ 119,636,640 *
2014	68,559,800
2013	88,486,700
2012	49,084,300
2011	46,054,400

*As of September 15, 2015

Source: City of Appleton Public Works Department

CITY OF APPLETON 2016 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.



CITY OF APPLETON 2016 BUDGET

GENERAL FUND

	Actual		Budget			%
	2013	2014	Adopted 2015	Projected 2015	2016	Change *
REVENUES						
Taxes	\$ 31,990,198	\$ 33,022,948	\$ 33,552,806	\$ 33,552,806	\$ 33,885,223	0.99%
Intergovernmental	15,454,279	15,037,259	15,294,977	15,298,529	15,263,780	-0.20%
Licenses and Permits	1,086,494	1,035,280	1,011,300	1,011,300	1,038,320	2.67%
Special Assessments	1,128,596	1,220,878	596,500	596,500	439,000	-26.40%
Charges for Services	1,210,888	1,275,765	1,262,843	1,262,843	1,322,988	4.76%
Interest Income	164,575	900,979	2,675,500	2,675,500	2,256,300	-15.67%
Fines and Forfeitures	334,540	310,674	350,000	350,000	340,000	-2.86%
All Other Revenue	2,754,525	1,625,472	1,401,224	1,401,224	1,617,873	15.46%
TOTAL REVENUES	54,124,095	54,429,255	56,145,150	56,148,702	56,163,484	0.03%
EXPENDITURES						
Common Council	121,818	135,157	138,541	138,541	147,476	6.45%
Mayor	251,895	284,673	341,135	354,965	346,598	1.60%
Finance	875,888	761,808	864,998	871,986	847,832	-1.98%
Information Technology	1,694,047	1,674,715	1,710,255	1,799,819	1,715,948	0.33%
Human Resources	675,800	677,001	694,034	702,520	711,815	2.56%
Legal Services	1,074,237	1,349,526	1,083,706	1,097,192	1,271,201	17.30%
Unclassified	1,985,717	1,717,237	2,003,718	3,842,608	2,069,754	3.30%
Community Development	1,554,648	1,618,637	1,663,319	1,677,255	1,742,806	4.78%
Library	4,231,419	4,327,036	4,294,408	4,426,022	4,454,259	3.72%
Parks & Recreation	3,143,640	3,237,012	3,342,348	3,356,493	3,448,265	3.17%
Public Works	14,125,236	14,080,655	14,352,181	14,437,203	13,792,935	-3.90%
Health Services	1,130,959	1,157,981	1,171,423	1,179,094	1,196,929	2.18%
Police	15,540,680	15,991,507	16,394,568	16,491,630	16,642,266	1.51%
Fire	10,855,328	10,953,474	11,025,309	11,036,020	11,328,432	2.75%
TOTAL EXPENDITURES	57,261,312	57,966,419	59,079,943	61,411,348	59,716,516	1.08%
REVENUES OVER EXPENDITURES	(3,137,217)	(3,537,164)	(2,934,793)	(5,262,646)	(3,553,032)	21.07%
OTHER FINANCING SOURCES (USES)						
Sale of City Property	9,718	7,702	7,000	7,000	7,000	0.00%
Other Financing Sources	2,308,694	2,033,029	3,541,355	3,541,355	3,848,350	8.67%
Other Financing Uses	(2,499,956)	(554,456)	(648,562)	(1,493,892)	(609,273)	-6.06%
TOTAL OTHER FINANCING	(181,544)	1,486,275	2,899,793	2,054,463	3,246,077	11.94%
NET CHANGE IN EQUITY	(3,318,761)	(2,050,889)	(35,000)	(3,208,183)	(306,955)	777.01%
FUND BALANCE - Beginning	36,818,583	33,499,822	31,448,933	31,448,933	28,240,750	-10.20%
FUND BALANCE - Ending	\$ 33,499,822	\$ 31,448,933	\$ 31,413,933	\$ 28,240,750	\$ 27,933,795	-11.08%

* % change from prior year adopted budget

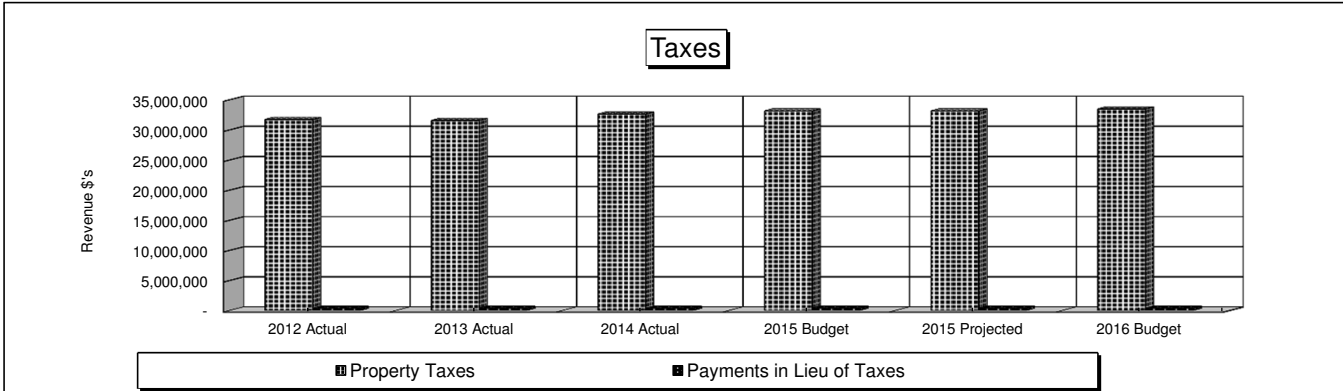
**CITY OF APPLETON 2016 BUDGET
GENERAL FUND BALANCE**

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/16	38	\$ 27,933,795
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(854,205)
Developer Loans		(977,190)
Advance to other Funds		(5,773,569)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(2,125,000)
Health Insurance Cost Stabilization*		(709,710)
Fire and Police Prior Pension		(99,434)
Working Capital - 25% of budgeted expenditures (25% * \$60,325,789, includes transfers)	38	(15,081,447)
Debt Service - 25% of ensuing year's debt service requirements (25% * \$5,329,314 Debt Service Obligation)	463	(1,332,329)
Projected General Fund Balance in excess of the reserve policy @ 12/31/16		\$ 980,911
75% required to be used for reduction of long-term liabilities		\$ 735,683
25% subject to Finance Committee recommendation		\$ 245,228

* The City will not be purchasing aggregate stop loss insurance for 2016, but does purchase individual excess loss insurance for claims over \$225,000. The amount designated for stabilization represents the expected total fixed administrative costs for 2016. Our exposure extends beyond this designation but a loss of that magnitude is not likely. The City has never had claims in excess of this in its history.

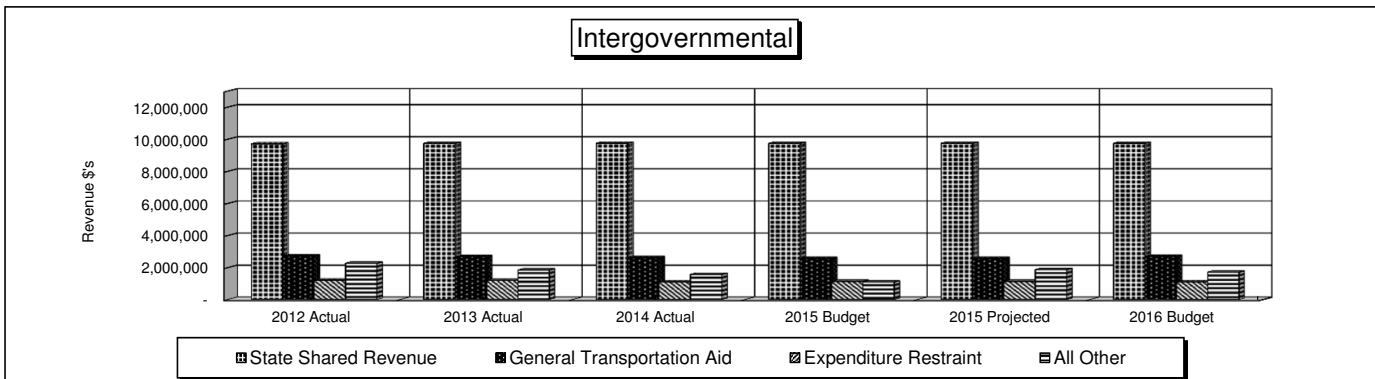
CITY OF APPLETON 2016 BUDGET GENERAL FUND REVENUES

Taxes	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change
Property Taxes	\$ 31,728,652	\$ 31,582,130	\$ 32,620,669	\$ 33,145,306	\$ 33,145,306	\$ 33,477,723	1.00%
Payment in Lieu of Taxes	387,435	408,068	402,279	407,500	407,500	407,500	0.00%
Total Taxes	\$ 32,116,087	\$ 31,990,198	\$ 33,022,948	\$ 33,552,806	\$ 33,552,806	\$ 33,885,223	0.99%



Taxes are derived from several sources. Property taxes now provide over 56% of our City general fund revenues. The tax base experienced a decrease of 3.04% on an equalized basis in 2012 and a further decrease of 0.63% in 2013, due to the general economic conditions. 2014 saw an increase of 1.61% in value, and 2015 has added a further 2.72%. The City also collects "in lieu" payments from the water utility, which is shown in interfund transfers on page 44, as well as voluntary and contractual payments from other tax exempt entities. The State currently restricts growth in local property taxes to the amount of net new construction, which was 1.1% for the City in 2015, resulting in a total City constraint of \$38,953,798. The City levy is at that limit (see page 21).

Intergovernmental Revenue	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change
State Shared Revenue	\$ 9,706,470	\$ 9,741,292	\$ 9,745,511	\$ 9,740,329	\$ 9,740,329	\$ 9,743,767	0.04%
Expenditure Restraint	1,222,454	1,190,075	1,112,551	1,132,623	1,132,623	1,107,454	-2.22%
General Transportation Aid	2,710,890	2,678,586	2,609,397	2,560,194	2,560,194	2,700,700	5.49%
Library Grants & Aids	914,314	931,148	902,006	1,097,902	1,101,454	1,095,759	-0.52%
Other	1,346,160	913,178	667,794	763,929	763,929	616,100	-19.35%
Total Intergovernmental	\$ 15,900,288	\$ 15,454,279	\$ 15,037,259	\$ 15,294,977	\$ 15,298,529	\$ 15,263,780	-0.23%



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

State shared revenues are portions of State sales and income taxes that are returned to the City based on a complex formula that includes growth and the per capita tax burden. Prior to the nearly 13% reduction incorporated in the 2012 - 2013 State budget, this source of revenue for the City of Appleton had remained virtually unchanged since 2004. Expenditure Restraint is a State program which allocates funds to municipalities that hold to spending limits specified by the program. The City of Appleton expects a reduction of \$21,731 in State aids from these two sources combined, compared to the amount expected in 2015. Though only a slight reduction for 2016, it is important to note that this source of funding has declined by approximately \$1.6 million from 2011.

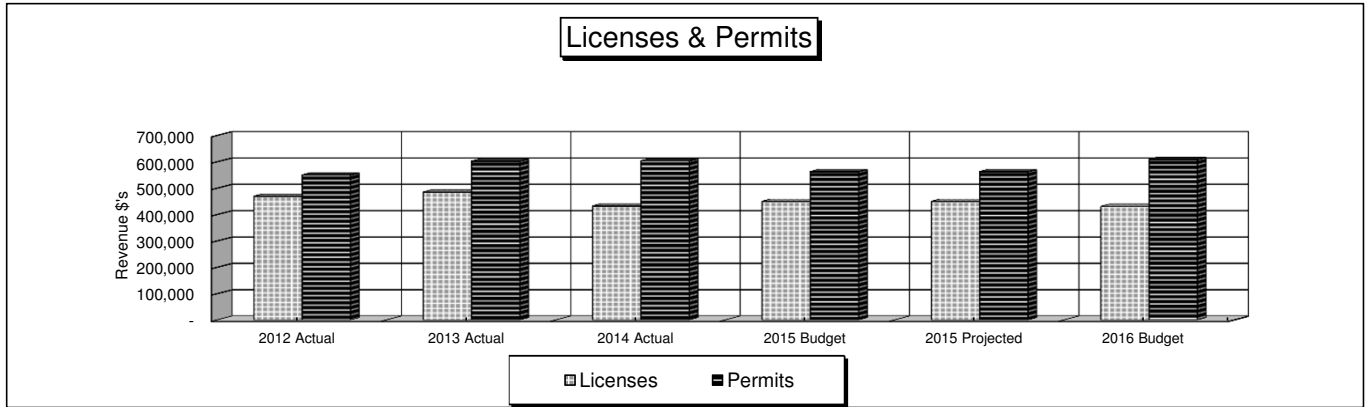
General Transportation Aid and Connecting Highway Aid are reimbursements provided by the State to defray a portion of the expense incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge),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

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

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

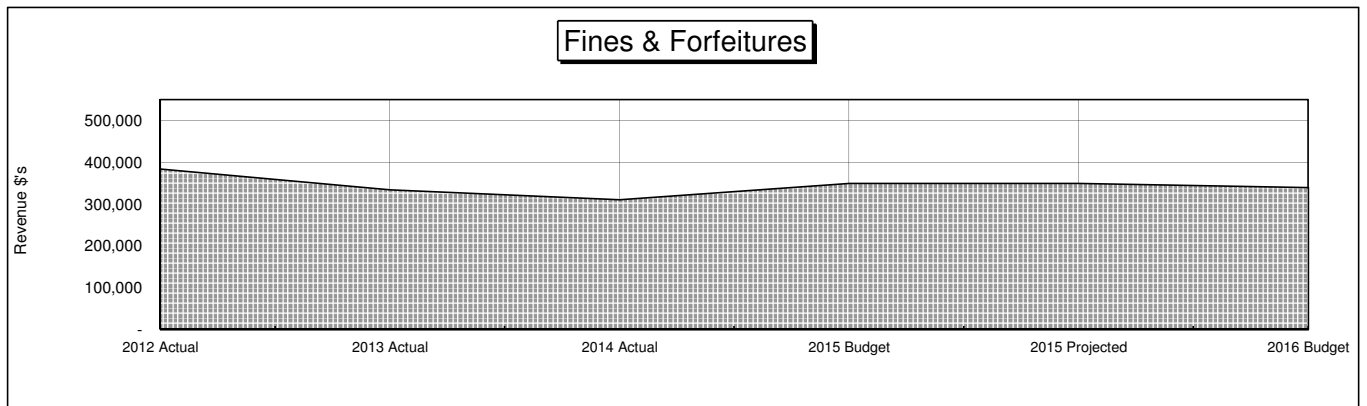
CITY OF APPLETON 2016 BUDGET GENERAL FUND REVENUES

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change
Licenses and Permits							
Licenses	\$ 468,730	\$ 484,438	\$ 431,920	\$ 449,200	\$ 449,200	\$ 429,930	-4.29%
Permits	549,498	602,056	603,360	562,100	562,100	608,390	8.24%
Total Licenses and Permits	\$1,018,228	\$1,086,494	\$1,035,280	\$1,011,300	\$1,011,300	\$1,038,320	2.67%



Licenses and permits are required for the privilege of carrying on a business or trade that is regulated by ordinance within the City and are renewed on an annual basis. The payment of all personal property taxes, room taxes, special assessments and other amounts due to the City imposed pursuant to Code, in addition to all forfeitures or judgments resulting from conviction for violation of any City ordinance, is required prior to the granting of such license or permit. The volume of licenses and permits granted by the City has been relatively steady in recent years. The projected increase in permit revenue in 2016 is the result of building inspectors' continuing to conduct official plan reviews for new commercial projects that are under 50,000 cu. ft. and alterations under 100,000 cu. ft..

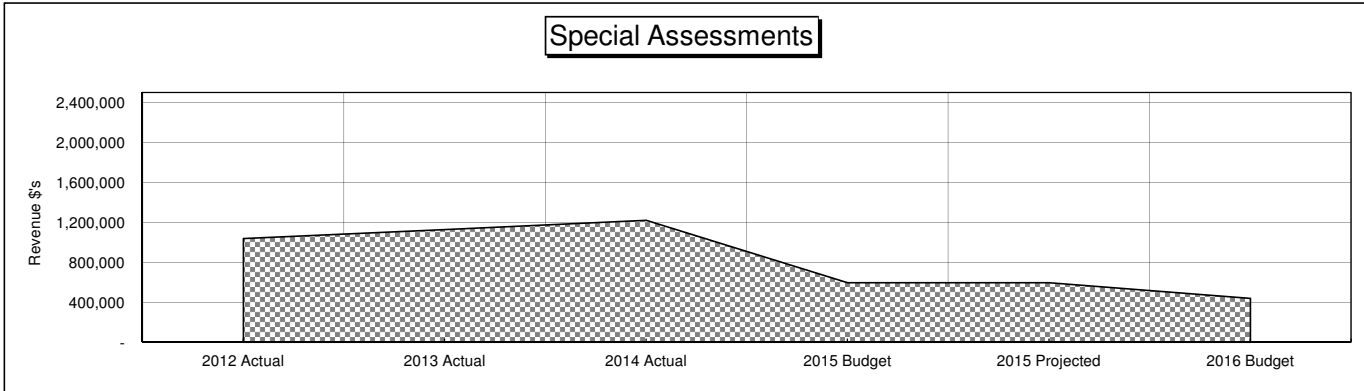
	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change
Fines and Forfeitures							
	\$ 384,340	\$ 334,540	\$ 310,674	\$ 350,000	\$ 350,000	\$ 340,000	-2.86%



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

CITY OF APPLETON 2016 BUDGET GENERAL FUND REVENUES

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2015 Projected</u>	<u>2016 Budget</u>	<u>% Change</u>
Special Assessments	\$ 1,040,514	\$ 1,128,596	\$ 1,220,878	\$ 596,500	\$ 596,500	\$ 439,000	-26.40%

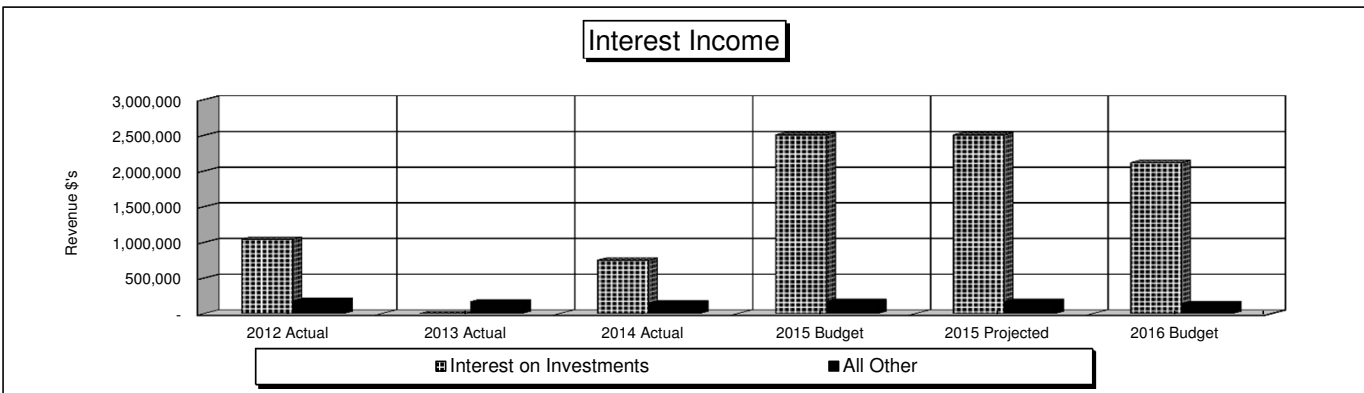


The City has levied special assessments on property benefited by the construction and installation of public improvements, with revenue varying based on the payment options selected by property owners and the amount of infrastructure budgeted and completed in a given year.

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

The special assessment revenue projected for 2016 includes amounts to be collected from reconstruction projects completed in 2011 through 2014.

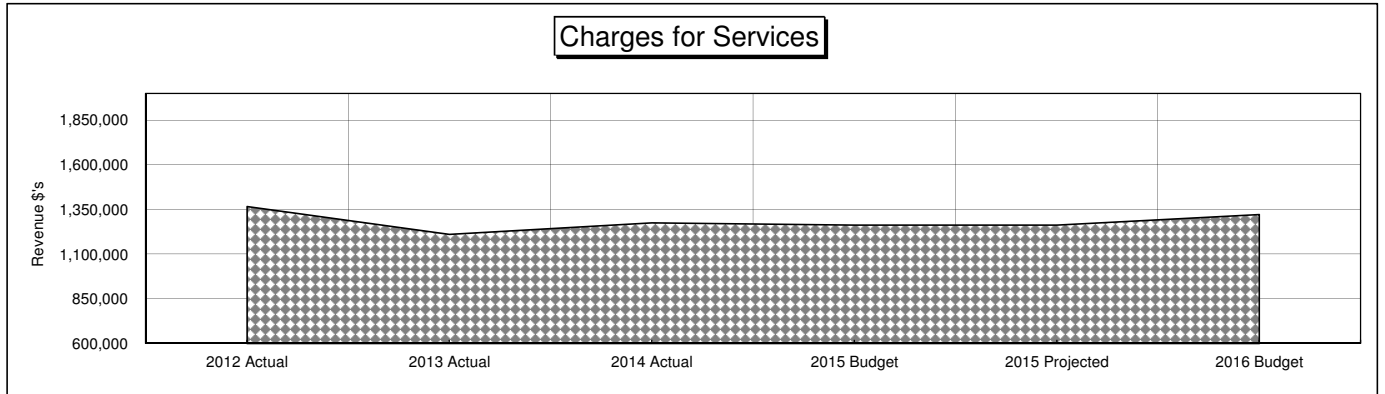
	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2015 Projected</u>	<u>2016 Budget</u>	<u>% Change</u>
Interest Income							
Interest on Investments	\$ 1,043,719	\$ (2,396)	\$ 750,344	\$ 2,505,500	\$ 2,505,500	\$ 2,116,300	-15.53%
Interest on Delinquent Tax	91,650	96,038	95,465	100,000	100,000	100,000	0.00%
Interest - Deferred Specials	91,485	70,933	55,170	70,000	70,000	40,000	-42.86%
Total Interest Income	\$ 1,226,854	\$ 164,575	\$ 900,979	\$ 2,675,500	\$ 2,675,500	\$ 2,256,300	-15.67%



Interest on investments reflects interest earned on public funds being held until distributed to other taxing authorities, funds held until expended by the City, and interest income on advances to other funds or entities. Two factors which determine investment income are interest rates and the cash balances available for investment. Historically low interest rates and the prospect of their continuation do not allow us to forecast an increase in investment income. According to Governmental Accounting Standards Board (GASB) rules, we must also value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation. The condominium association that owns the City Center building is expected to make interest payments of \$41,553 in 2016 on two major building projects for which the City provided financing, compared to \$44,333 in 2015. Since 2011, the City and the Appleton Area School District (AASD) have had a cooperative agreement by which the City makes short-term loans to AASD at a rate of 2% above the Federal Funds rate. This has been a beneficial program for both entities, taking advantage of the timing differences in cash needs for both, earning the City a better return than what could otherwise be earned for short-term investments, and costing AASD less than it would to borrow from financial institutions. For 2016, TIF # 3 is again expected to pay \$1,000,000 in interest on advances made by the General Fund in the early years of the TIF.

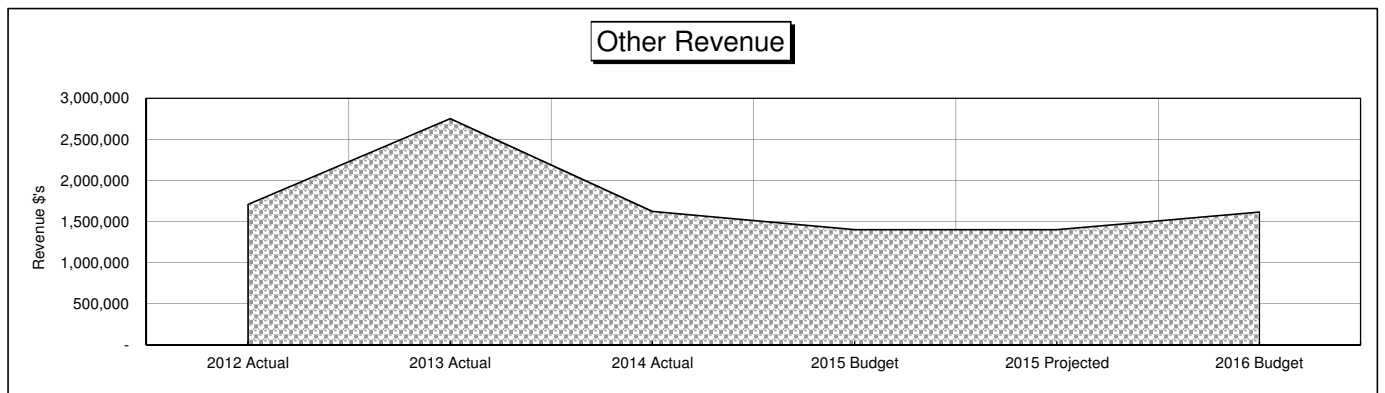
**CITY OF APPLETON 2016 BUDGET
GENERAL FUND REVENUES**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2015 Projected</u>	<u>2016 Budget</u>	<u>% Change</u>
Charges for Services	\$ 1,367,706	\$ 1,210,888	\$ 1,275,765	\$ 1,262,843	\$ 1,262,843	\$ 1,322,988	4.76%



User charges are established where the service is being provided for the specific benefit of the person charged, rather than to the general public. User charges are paid by all users, including non-residents and those exempt from property taxes. Fees include swimming pool and recreation program fees, school district payments for police liaison officers, charges for street repairs following utility excavations, etc. The peak in 2012 reflects charges to other municipalities for election-related expenses for the six elections held that year (four as is normal in a presidential election year plus a recall primary and a recall election), as well as a relatively higher level of traffic control related charges to surrounding municipalities and counties. The increase in 2016 also relates to charges to other municipalities for election-related expenses due to the 2016 presidential election.

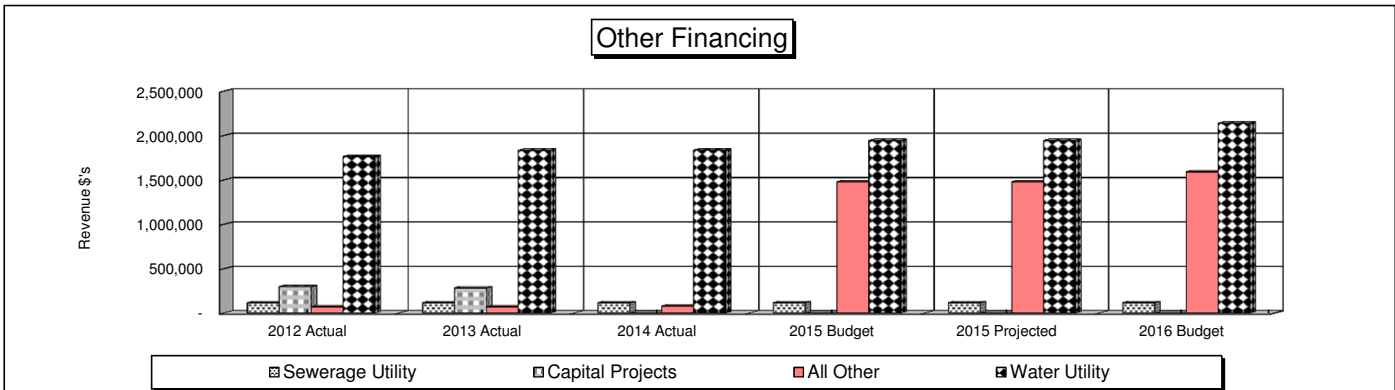
	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2015 Projected</u>	<u>2016 Budget</u>	<u>% Change</u>
Other Revenue							
Sales of City Property	\$ 45,199	\$ 9,718	\$ 7,702	\$ 7,000	\$ 7,000	\$ 7,000	0.00%
Other Revenue	1,710,952	2,754,525	1,625,472	1,401,224	1,401,224	1,617,873	15.46%
	\$ 1,756,151	\$ 2,764,243	\$ 1,633,174	\$ 1,408,224	\$ 1,408,224	\$ 1,624,873	15.38%



Other revenue includes fees, commissions, damage to City property and other reimbursements. The peak in 2013 reflects a payment from Outagamie County of \$955,221 for the County's share of expenses related to the reconstruction of Ballard Road.

CITY OF APPLETON 2016 BUDGET GENERAL FUND REVENUES

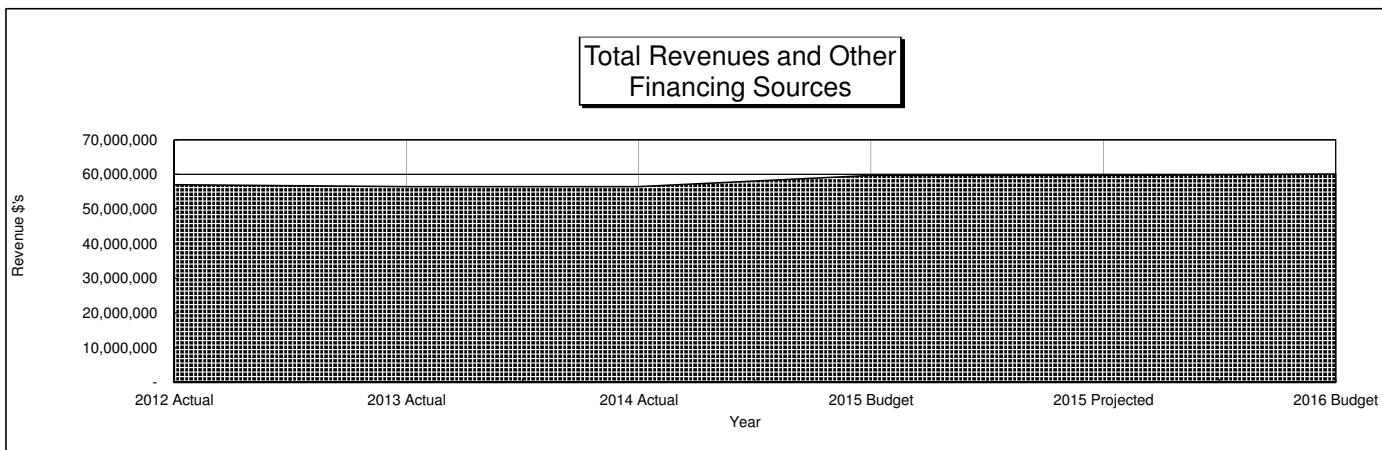
Other Financing Sources	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change
Water Utility	\$ 1,764,194	\$ 1,833,628	\$ 1,835,879	\$ 1,944,200	\$ 1,944,200	\$ 2,138,800	10.01%
Golf Course Fund	17,900	17,900	17,900	17,900	17,900	17,900	0.00%
Sewerage Utility	117,450	117,450	117,450	117,450	117,450	117,450	0.00%
Parking Utility	9,300	9,300	9,300	9,300	9,300	9,300	0.00%
Stormwater Utility	12,500	12,500	12,500	12,500	12,500	12,500	0.00%
Special Revenue	33,000	33,000	40,000	1,440,005	1,440,005	1,552,400	7.81%
Capital Projects	300,000	284,916	-	-	-	-	N/A
Total Other Financing Sources	\$ 2,254,344	\$ 2,308,694	\$ 2,033,029	\$ 3,541,355	\$ 3,541,355	\$ 3,848,350	8.67%



Charges for administrative expenditures (centrally budgeted services such as personnel, accounting and technology services) incurred by the City on behalf of all funds are recovered by the general fund through this charge. The large increase in transfers from special revenue funds in 2015 and 2016 reflects the City Council's adoption of a wheel tax as a substitute for special assessments as a funding mechanism for street reconstruction projects (please see the Special Assessment section of this report for further details on the wheel tax). Since the wheel tax proceeds are restricted for a specific purpose, the revenue is recorded in a special revenue fund and then transferred to the general fund to pay for street projects.

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

Total Revenues and Other Financing Sources	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change
	\$ 57,064,512	\$ 56,442,507	\$ 56,469,986	\$ 59,693,505	\$ 59,697,057	\$ 60,018,834	0.54%



CITY OF APPLETON 2016 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2016 BUDGET

OFFICE OF THE MAYOR

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2015 EVENTS

In 2015, the Mayor and City staff continued to collaborate to meet the City's mission of meeting community needs and enhancing the quality of life for our residents and visitors. The department directors continued to focus on fostering and maintaining opportunities for collaboration with external organizations, including regional government, school districts, non-profit organizations and other entities to maximize community resources. One major collaborative effort was continuing to pursue discussions about a regional exhibition center. Work on other development projects such as RiverHeath and the former Foremost Farms site continued throughout the year, in addition to new projects such as a new site for the Appleton Public Library.

The Mayor's office and other departments continue to work on other major projects such as preparing for the transition to the new Enterprise Resource Planning system that will affect all City departments. We completed the renovation of the City's website and updated our social media accounts to enhance our communication with citizens. In addition, we continue to focus on discussions with minority communities to better understand how we can meet their needs as an inclusive community. We also worked with local organizations to understand and proactively address the current and future need for recruiting and retaining talent in Appleton. Early in 2015, we served as a major sponsor of Young Professionals' Week in conjunction with the Fox Cities Chamber of Commerce. In the early part of 2015, we also updated the City's strategic plan as a part of our ongoing assessment and review of priorities for our organization.

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

CITY OF APPLETON 2016 BUDGET OFFICE OF THE MAYOR

MAJOR 2016 OBJECTIVES

- Work with department heads to prepare the Executive Budget and implement the City's vision
- Continue to work on improving the efficiency and effectiveness of City services in 2016
- Provide quality, conscientious constituent services
- Work with other local, county, State, and federal entities to support and protect the City's interests in the lawmaking and regulatory processes
- Foster an environment that is attractive to new and existing talent to provide the ability for current and future businesses to thrive
- Collaborate with other private, non-profit and local governments to provide networking opportunities for diverse populations within the Fox Valley
- Promote Appleton's interest through active participation on various boards, committees, and organizations
- Continue to build relationships between City staff and Council members
- Continue to pursue collaborative opportunities with regional partners in the areas of public safety, public transportation and technology
- Continue to implement a communication strategy to enhance communication with Appleton citizens and visitors
- Work with department directors to implement long-term vision for the community and City Strategic Plan

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 12,850	\$ 12,628	\$ 12,500	\$ 12,500	\$ 12,500	0.00%
Program Expenses							
10510	Administration	88,238	90,760	95,074	95,989	95,372	0.31%
10520	Citizen Outreach	123,379	153,338	203,586	216,501	209,310	2.81%
10530	Intergovernmental	40,278	40,575	42,475	42,475	41,916	-1.32%
TOTAL		\$ 251,895	\$ 284,673	\$ 341,135	\$ 354,965	\$ 346,598	1.60%
Expenses Comprised Of:							
	Personnel	190,426	229,434	265,483	267,313	270,478	1.88%
	Administrative Expense	25,537	29,132	32,606	32,606	33,410	2.47%
	Supplies & Materials	24,172	25,413	29,690	29,690	29,690	0.00%
	Purchased Services	11,540	-	12,000	24,000	12,000	0.00%
	Utilities	220	694	1,356	1,356	1,020	-24.78%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	2.00	3.00	3.00	3.00	3.00	

* % change from prior year adopted budget
Mayor.xls

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #5: "Encourage sustainability" and #7: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Prepare the 2016 Executive Budget and Capital Improvement Plan
- Promote interdepartmental communication and collaboration to maximize resources
- Evaluate the performance of department heads according to criteria outlined in the City's compensation plan
- Communicate with the Common Council regarding City operations and issues brought before them
- Work with committee chairs to communicate issues and successes, and bring department budget priorities and considerations to committees early for information
- Bring emerging issues and updates to committees of jurisdiction
- Involve Council President in building Council relationships
- Research and implement tools to identify ways to become more efficient
- Foster an environment that is attractive to new and existing talent to provide the ability for current and future businesses to thrive. Working with the City's Development Team, implement the Community and Economic Development Department Strategic Plan.
- Implement the communication strategy for the organization, including enhancements to the City's website and social media sites.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	-0.93%	1.98%	1.10%	1.10%	1.40%
Average % change in City mill rate	-1.39%	1.34%	2.55%	2.55%	0.59%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base; % of total	29.6%	30.0%	30.0%	30.0%	30.0%
Work Process Outputs					
% of staff and Council involved in scheduled public budget meetings	100%	100%	100%	100%	100%
# of departmental orientations for new Alderpersons	14	14	14	14	14

**CITY OF APPLETON 2016 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 63,260	\$ 64,349	\$ 64,957	\$ 65,872	\$ 65,835
6105 Overtime	19	-	-	-	-
6150 Fringes	21,212	19,039	20,287	20,287	20,643
6201 Training/Conferences	1,150	3,431	5,375	5,375	4,775
6206 Parking Permits	660	906	1,080	1,080	1,080
6301 Office Supplies	233	230	450	450	450
6302 Subscriptions	289	325	324	324	324
6305 Awards & Recognition	-	-	105	105	105
6316 Miscellaneous Supplies	-	850	-	-	-
6320 Printing & Reproduction	1,195	936	1,140	1,140	1,140
6413 Utilities	220	694	1,356	1,356	1,020
Total Expense	<u>\$ 88,238</u>	<u>\$ 90,760</u>	<u>\$ 95,074</u>	<u>\$ 95,989</u>	<u>\$ 95,372</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
OFFICE OF THE MAYOR**

Citizen Outreach

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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and #3: "Develop and implement effective communication strategies".

Objectives:

- Provide courteous service and timely, accurate information to citizens who contact the Mayor's Office
- Represent the City at community events including charity dinners, service organization meetings, school events, ground breakings, ribbon cuttings, and convention openings
- Continue the use of open hours and implement other initiatives to provide easier public access to City government
- Conduct educational sessions with high school and middle school students and youth organizations
- Implement the communication strategy for the organization, including enhancements to the City's website and social media sites

Major changes in Revenue, Expenditures, or Programs:

The increase in training/conference expenses for 2016 will cover more training opportunities for the Communications Coordinator.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	92%	89%	95%	95%	95%
% of letters replied to within seven working days	97%	97%	90%	90%	92%
Strategic Outcomes					
Citizens have access to current City information					
# of visits to City of Appleton internet website	1,576,574	1,547,705	1,900,000	1,900,000	2,000,000
Work Process Outputs					
Publish City newsletter	2	2	2	2	2
# of formal open hours	12	12	12	12	12
# of meetings per month with community or educational groups (average)	14	14	12	12	12

**CITY OF APPLETON 2016 BUDGET
OFFICE OF THE MAYOR**

Citizen Outreach

Business Unit 10520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4877 Advertising/Promotion	\$ 12,850	\$ 12,628	\$ 12,500	\$ 12,500	\$ 12,500
	<u>\$ 12,850</u>	<u>\$ 12,628</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>
Expenses					
6101 Regular Salaries	\$ 57,408	\$ 88,868	\$ 110,914	\$ 111,829	\$ 113,429
6105 Overtime	21	-	-	-	-
6150 Fringes	21,046	29,642	41,122	41,122	42,056
6201 Training/Conferences	-	-	-	-	1,275
6304 Postage/Freight	10,387	11,201	11,000	11,000	12,000
6316 Miscellaneous Supplies	520	500	550	550	550
6320 Printing & Reproduction	22,457	23,127	28,000	28,000	28,000
6599 Other Contracts/Obligations	11,540	-	12,000	24,000	12,000
Total Expense	<u>\$ 123,379</u>	<u>\$ 153,338</u>	<u>\$ 203,586</u>	<u>\$ 216,501</u>	<u>\$ 209,310</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

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

\$ 28,000
<u>\$ 28,000</u>

**CITY OF APPLETON 2016 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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies" and #7: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	186	182	180	180	180
Strategic Outcomes					
# of implemented new collaborative and cooperative agreements:					
Other governments	45	43	60	60	60
School districts	17	23	18	18	18
Non-profit organizations	42	53	50	50	50
Other	24	88	20	20	30
# of implemented collaborative and cooperative agreements maintained:					
Other governments	179	204	170	170	180
School districts	53	61	45	45	45
Non-profit organizations	143	141	80	80	90
Other	70	85	70	70	70
Work Process Outputs					
# of meetings with other units of government	4/mo.	6/mo.	8/mo.	8/mo.	8/mo.

**CITY OF APPLETON 2016 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 20,866	\$ 21,140	\$ 21,381	\$ 21,381	\$ 21,581
6105 Overtime	2	-	-	-	-
6150 Fringes	6,592	6,396	6,822	6,822	6,934
6201 Training/Conferences	33	-	450	450	450
6303 Memberships & Licenses	12,785	13,039	13,822	13,822	12,951
Total Expense	<u>\$ 40,278</u>	<u>\$ 40,575</u>	<u>\$ 42,475</u>	<u>\$ 42,475</u>	<u>\$ 41,916</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Charges for Services	12,850	12,627.50	10,890	12,500	12,500	12,500	12,500
TOTAL REVENUES	12,850	12,627.50	10,890	12,500	12,500	12,500	12,500
EXPENSES BY LINE ITEM							
Regular Salaries	134,447	163,879.64	136,604	197,252	199,082	200,845	200,845
Overtime	42	.34	6	0	0	0	0
Sick Pay	142	1,746.54	0	0	0	0	0
Vacation Pay	6,946	8,730.44	8,055	0	0	0	0
Fringes	48,850	55,076.73	47,934	68,231	68,231	64,385	69,633
Salaries & Fringe Benefits	190,427	229,433.69	192,599	265,483	267,313	265,230	270,478
Training & Conferences	1,183	3,430.62	4,926	5,825	5,825	6,500	6,500
Parking Permits	660	905.76	1,107	1,080	1,080	1,080	1,080
Office Supplies	233	229.89	206	450	450	450	450
Subscriptions	289	325.38	250	324	324	324	324
Memberships & Licenses	12,785	13,039.30	12,951	13,822	13,822	12,951	12,951
Postage & Freight	10,387	11,201.24	11,124	11,000	11,000	12,000	12,000
Awards & Recognition	0	.00	0	105	105	105	105
Administrative Expense	25,537	29,132.19	30,564	32,606	32,606	33,410	33,410
Miscellaneous Supplies	520	1,350.00	520	550	550	550	550
Printing & Reproduction	23,652	24,062.52	23,912	29,140	29,140	29,140	29,140
Supplies & Materials	24,172	25,412.52	24,432	29,690	29,690	29,690	29,690
Other Contracts/Obligations	11,540	.00	12,000	12,000	12,000	12,000	12,000
Purchased Services	11,540	.00	12,000	12,000	12,000	12,000	12,000
Telephone	220	220.64	164	240	240	240	240
Cellular Telephone	0	473.78	478	1,116	1,116	780	780
Utilities	220	694.42	642	1,356	1,356	1,020	1,020
Repair & Maintenance	0	.00	0	0	0	0	0
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	251,896	284,672.82	260,237	341,135	342,965	341,350	346,598

CITY OF APPLETON 2016 BUDGET

COMMON COUNCIL

Council President: Jeffrey M. Jirschele

Council Vice President: Kyle J. Lobner

CITY OF APPLETON 2016 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2016 OBJECTIVES

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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

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

Provide constituent services and communicate via televised Council proceedings

Participate in exercises to improve council relations among Council and with staff

Identify and participate in internal and external training opportunities

Major changes in Revenue, Expenditures, or Programs:

As approved by Council in November, 2013, the cost of parking passes to the Blue parking ramp for all Council members, beginning after the April election, was included in the 2015 budget. The 2016 budget includes parking passes for the entire year.

The cost of maintaining the meeting recording hardware and software continues to be funded through a contingency fund that originated from the Time Warner Cable settlement which established a reserve for public education and government (PEG) access.

The 2016 budget for training and conferences includes an increase of \$3,500 for alderpersons' individual or group training opportunities and/or to attend League of Wisconsin Municipalities conferences.

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	86%	94%	100%	93%	100%
Overall average attendance	91%	90%	95%	90%	95%

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2013	2014	Adopted 2015	Amended 2015	2016	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses						
10000	Common Council	121,818	135,157	138,541	138,541	147,476	6.45%
	TOTAL	\$ 121,818	\$ 135,157	\$ 138,541	\$ 138,541	\$ 147,476	6.45%
	Expenses Comprised Of:						
	Personnel	95,476	93,857	93,736	93,736	96,686	3.15%
	Administrative Expense	463	716	5,105	5,105	10,090	97.65%
	Supplies & Materials	529	337	700	700	700	0.00%
	Purchased Services	25,350	40,247	39,000	39,000	40,000	2.56%
	Council Members:						
	# of Council Members	15.00	15.00	15.00	15.00	15.00	

**CITY OF APPLETON 2016 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 88,058	\$ 87,187	\$ 87,075	\$ 87,075	\$ 89,815
6108 Part Time	534	-	-	-	-
6150 Fringes	6,884	6,670	6,661	6,661	6,871
6201 Training\Conferences	120	147	300	300	3,800
6206 Parking Permits	-	45	4,455	4,455	5,940
6301 Office Supplies	68	20	-	-	-
6305 Awards & Recognition	275	361	100	100	100
6307 Food & Provisions	-	143	250	250	250
6316 Miscellaneous Supplies	50	203	200	200	200
6320 Printing & Reproduction	479	134	500	500	500
6599 Other Contracts/Obligations	25,350	40,247	39,000	39,000	40,000
Total Expense	<u>\$ 121,818</u>	<u>\$ 135,157</u>	<u>\$ 138,541</u>	<u>\$ 138,541</u>	<u>\$ 147,476</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Council meeting broadcast - UW-Fox	\$ 4,000
Council/committee meeting recording system maintenance	36,000
	<u>\$ 40,000</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
TOTAL REVENUES	0	.00	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	88,058	87,186.93	62,777	87,075	87,075	89,815	89,815
Part-Time	534	.00	0	0	0	0	0
Fringes	6,884	6,669.65	4,802	6,661	6,661	6,871	6,871
Salaries & Fringe Benefits	95,476	93,856.58	67,579	93,736	93,736	96,686	96,686
Training & Conferences	120	147.00	0	300	300	300	3,800
Parking Permits	0	45.00	0	4,455	4,455	5,940	5,940
Office Supplies	68	20.52	0	0	0	0	0
Awards & Recognition	275	361.00	0	100	100	100	100
Food & Provisions	0	142.59	0	250	250	250	250
Administrative Expense	463	716.11	0	5,105	5,105	6,590	10,090
Miscellaneous Supplies	50	202.74	125	200	200	200	200
Printing & Reproduction	479	134.50	55	500	500	500	500
Supplies & Materials	529	337.24	180	700	700	700	700
Other Contracts/Obligations	25,350	40,246.76	37,994	39,000	39,000	40,000	40,000
Purchased Services	25,350	40,246.76	37,994	39,000	39,000	40,000	40,000
Utilities	0	.00	0	0	0	0	0
Repair & Maintenance	0	.00	0	0	0	0	0
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	121,818	135,156.69	105,753	138,541	138,541	143,976	147,476

CITY OF APPLETON 2016 BUDGET

FINANCE DEPARTMENT

Finance Director: Anthony D. Saucerman, CPA

Deputy Finance Director: Stephanie R. Rogers, CPA

CITY OF APPLETON 2016 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 2015 EVENTS

Completed 2014 financial audit receiving an unqualified audit opinion

Began the 2016 City budget development process

Earned a rebate of \$38,808 for the contract year ended 2/28/15 from the City's procurement card program, an increase of approximately \$2,600 from the prior year. The increase reflects continuing efforts to maximize the City's use of procurement cards

Continued to work with the IT Department on Water Utility customer billing, and with DPW on the ongoing installation and testing of new meters that will be installed in all properties over the next 2+ years

Issued \$21.3 million of Water Utility and \$5.3 million of Stormwater Utility Revenue Bonds, and \$5.8 million of General Obligation Notes for 2015 capital projects and to refund prior revenue issues. The refunding is projected to save approximately \$1.4 million in the Water Utility and \$537,000 in the Stormwater Utility over the lives of the refunded issues

Worked towards transitioning credit card receipts to a new third party provider in preparation of accepting credit card payments for a wider range of City services

Worked with the IT Department on the Enterprise Resource Planning (ERP) project. This project will replace all of the department's I-Series-based automated systems with ERP solutions. This project includes the replacement of the following Finance Department systems: general ledger, accounts payable, accounts receivable, payroll, budgeting, purchasing, property tax billing, special assessment billing, parking ticket, utility billing, and cash receipting. The department has been very involved in the RFP process meeting several times with the RFP consultants, reviewing specifications for the various systems, providing information for the RFP and reviewing RFP responses.

Primary Concentration for Remainder of Year:

Complete the 2016 City budget process culminating with the adoption of the budget by Council in November

Continue work on the ERP project with the goal of selecting an Enterprise Resource Planning (ERP) system software provider by the end of 2015

Continue to work with our contracted grants administration firm and work collaboratively with our non-profit agencies to maximize the services they provide to the community

Continue to expand credit card payment options for City services

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

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

Complete the close-out of TIF#5 including the final audit and submission of final closing documents to the State Department of Revenue

Continue to work with Outagamie County as they transition to a new property tax billing system to ensure City property tax information is accurately transmitted to and from the City's system and is in compliance with State Statutes

CITY OF APPLETON 2016 BUDGET FINANCE DEPARTMENT

MAJOR 2016 OBJECTIVES

- Maintain a sound credit rating in the financial community assuring taxpayers that the City is well managed by using prudent financial management practices and maintaining a sound fiscal condition

- Accurately record financial transactions and provide centralized accounting services to City departments in order to verify their public purpose and compliance with the various sections of the ordinances and budget

- Provide knowledgeable, courteous customer service to all individuals who contact the department with questions and/or concerns. Continue to coordinate changes to the customer service area on the first floor insuring adequate training and staff involvement. Proactively offer solutions to challenges that arise keeping customer service the primary focus

- Continue development of electronic payment options for City services

- Continue performance based budgeting incorporating continuous improvements and provide education and support for departments

- Train staff and continue to focus on technology improvements that will allow the department to meet the demands of a growing City as efficiently as possible

- Promote a department working environment conducive to employee productivity, growth and retention

- Provide opportunities for staff to cross-train in various positions in the department

- Improve communication of budget procedures, monitoring of budget to actual results for the current year and education of future implications for the City

- Continue to work with our contracted grant administration firm to ensure compliance with grant covenants and single audit requirements

- Develop a plan to address long-term funding issues in the CEA Replacement Fund as well as other long-term capital planning

- Begin testing and implementation of new ERP system

DEPARTMENT BUDGET SUMMARY

Unit	Title	Actual		Budget			% Change *
		2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 3,780	\$ 4,235	\$ 3,800	\$ 3,800	\$ 4,100	7.89%
Program Expenses							
11510	Administration	171,772	177,503	156,729	157,727	145,148	-7.39%
11520	Billing & Collection Svc	83,126	92,386	87,755	89,211	99,888	13.83%
11530	Support Services	620,990	491,919	620,514	625,048	602,796	-2.86%
TOTAL		\$ 875,888	\$ 761,808	\$ 864,998	\$ 871,986	\$ 847,832	-1.98%
Expenses Comprised Of:							
	Personnel	739,292	653,634	734,323	741,311	719,647	-2.00%
	Administrative Expense	29,466	25,876	28,205	28,205	28,705	1.77%
	Supplies & Materials	8,751	6,763	12,610	12,610	9,870	-21.73%
	Purchased Services	95,069	72,313	86,300	86,300	86,050	-0.29%
	Utilities	1,184	1,190	1,260	1,260	1,260	0.00%
	Repair & Maintenance	2,126	2,032	2,300	2,300	2,300	0.00%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	8.85	8.85	8.80	8.80	8.20	

* % change from prior year adopted budget
Finance.xls

**CITY OF APPLETON 2016 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 # 4: "Develop our Human Resources to meet changing needs" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	85%	66%	100%	100%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	8	5	10	6	10
Work Process Outputs					
Training conducted					
Hours of training per employee	21	22	20	20	20
Procedures manuals updated					
% of manuals rated current	82%	67%	85%	75%	85%

**CITY OF APPLETON 2016 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4705 General Interest	\$ -	\$ 6	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	3,668	4,172	3,700	3,700	4,000
5010 Misc Revenue - Nontax	90	60	100	100	100
5085 Cash Short or Over	22	(3)	-	-	-
Total Revenue	\$ 3,780	\$ 4,235	\$ 3,800	\$ 3,800	\$ 4,100
Expenditures					
6101 Regular Salaries	\$ 123,262	\$ 136,088	\$ 110,959	\$ 111,957	\$ 100,726
6150 Fringes	32,080	29,586	31,509	31,509	29,691
6201 Training\Conferences	7,023	3,978	6,500	6,500	6,500
6206 Parking Permits	414	83	466	466	466
6301 Office Supplies	2,043	1,958	2,000	2,000	2,000
6303 Memberships & Licenses	2,854	1,880	2,300	2,300	2,700
6304 Postage\Freight	224	232	225	225	225
6305 Awards & Recognition	203	177	210	210	210
6320 Printing & Reproduction	1,363	1,792	1,300	1,300	1,370
6412 Advertising	1,122	539	-	-	-
6413 Utilities	1,184	1,190	1,260	1,260	1,260
Total Expense	\$ 171,772	\$ 177,503	\$ 156,729	\$ 157,727	\$ 145,148

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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

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

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

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

Provide professional and courteous service

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	1,348	1,030	1,100	900	1,100
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	55%	63%	60%	60%	60%
Service turnoffs	39	15	20	45	20
Work Process Outputs					
Financial transaction processing					
Receipts posted:					
Automated receipts, % of total	211,572	204,650	210,000	200,000	210,000
Information response	17.9%	19.0%	20.0%	20.0%	20.0%
% staff trained in customer svc.	100%	89%	100%	98%	100%

**CITY OF APPLETON 2016 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenditures					
6101 Regular Salaries	\$ 44,807	\$ 54,095	\$ 45,382	\$ 46,838	\$ 58,567
6105 Overtime	422	217	1,000	1,000	1,000
6150 Fringes	18,550	20,271	21,271	21,271	21,019
6206 Parking Permits	1,107	1,152	1,152	1,152	1,152
6304 Postage\Freight	12,598	12,797	12,700	12,700	12,800
6320 Printing & Reproduction	5,508	3,709	5,900	5,900	5,000
6327 Miscellaneous Equipment	-	145	-	-	-
6418 Equip Repairs & Maint	134	-	300	300	300
6431 Interpreter Services	-	-	50	50	50
Total Expense	<u>\$ 83,126</u>	<u>\$ 92,386</u>	<u>\$ 87,755</u>	<u>\$ 89,211</u>	<u>\$ 99,888</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 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: "Determine city-wide priorities and budget accordingly", # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	92%	92%	92%	67%	92%
# of items received after cutoff	11	25	10	50	10
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	2	1	0	0	0
Asset/resource safeguarding					
bond rating	Aaa	Aa1	Aa1	Aa1	Aa1
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	448	415	400	350	400
Avg. # of A/P checks issued monthly	682	682	675	675	675

**CITY OF APPLETON 2016 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenditures					
6101 Regular Salaries	\$ 387,864	\$ 305,750	\$ 376,668	\$ 381,202	\$ 373,925
6105 Overtime	651	1,984	1,500	1,500	1,500
6150 Fringes	131,657	105,641	146,034	146,034	133,219
6201 Training\Conferences	-	835	-	-	-
6206 Parking Permits	3,000	2,785	2,652	2,652	2,652
6316 Miscellaneous Supplies	99	217	575	575	500
6320 Printing & Reproduction	1,780	901	4,835	4,835	3,000
6327 Miscellaneous Equipment	-	-	-	-	-
6401 Accounting/Audit	35,741	13,273	26,700	26,700	26,000
6403 Bank Services	56,082	55,507	57,000	57,000	57,000
6412 Advertising	568	1,953	1,000	1,000	1,980
6418 Equip Repairs & Maint	1,992	2,032	2,000	2,000	2,000
6599 Other Contracts/Obligations	1,556	1,041	1,550	1,550	1,020
Total Expense	<u>\$ 620,990</u>	<u>\$ 491,919</u>	<u>\$ 620,514</u>	<u>\$ 625,048</u>	<u>\$ 602,796</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit

Annual financial audit	\$ 25,500
Misc accounting services - grants	500
	<u>\$ 26,000</u>

Bank Services

Banking fees	\$ 16,000
Investment fees	41,000
	<u>\$ 57,000</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Interest Income	0	5.66	0	0	0	0	0
Charges for Services	3,668	4,171.81	1,920	3,700	3,700	4,000	4,000
Other Revenues	68	57.57	167-	100	100	100	100
TOTAL REVENUES	3,736	4,235.04	1,753	3,800	3,800	4,100	4,100
EXPENSES BY LINE ITEM							
Regular Salaries	474,577	400,948.10	320,157	533,009	539,997	522,762	533,218
Overtime	1,072	2,200.76	4,218	2,500	2,500	2,500	2,500
Other Compensation	9,080	36,320.00	0	0	0	0	0
Sick Pay	1,913	295.80	0	0	0	0	0
Vacation Pay	70,362	58,369.80	44,565	0	0	0	0
Fringes	182,287	155,499.16	123,265	198,814	198,814	183,467	183,929
Salaries & Fringe Benefits	739,291	653,633.62	492,205	734,323	741,311	708,729	719,647
Training & Conferences	7,022	4,812.76	4,795	6,500	6,500	6,500	6,500
Parking Permits	4,521	4,019.99	4,272	4,270	4,270	4,270	4,270
Office Supplies	2,043	1,957.64	1,380	2,000	2,000	2,000	2,000
Memberships & Licenses	2,854	1,880.00	2,288	2,300	2,300	2,700	2,700
Postage & Freight	12,822	13,029.27	1,228	12,925	12,925	13,025	13,025
Awards & Recognition	203	176.76	0	210	210	210	210
Administrative Expense	29,465	25,876.42	13,963	28,205	28,205	28,705	28,705
Miscellaneous Supplies	99	216.76	26	575	575	500	500
Printing & Reproduction	8,652	6,401.61	4,530	12,035	12,035	8,370	9,370
Miscellaneous Equipment	0	144.91	0	0	0	0	0
Supplies & Materials	8,751	6,763.28	4,556	12,610	12,610	8,870	9,870
Accounting/Audit	35,741	13,272.51	15,120	26,700	26,700	23,600	26,000
Bank Services	56,082	55,507.44	39,197	57,000	57,000	57,000	57,000
Advertising	1,690	2,492.04	434	1,000	1,000	1,980	1,980
Interpreter Services	0	.00	0	50	50	50	50
Other Contracts/Obligations	1,556	1,040.66	400	1,550	1,550	1,020	1,020
Purchased Services	95,069	72,312.65	55,151	86,300	86,300	83,650	86,050
Telephone	1,184	1,189.79	903	1,260	1,260	1,260	1,260
Utilities	1,184	1,189.79	903	1,260	1,260	1,260	1,260
Equipment Repair & Maintenan	2,126	2,032.00	2,273	2,300	2,300	2,300	2,300
Repair & Maintenance	2,126	2,032.00	2,273	2,300	2,300	2,300	2,300
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	875,886	761,807.76	569,051	864,998	871,986	833,514	847,832

CITY OF APPLETON 2016 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

Finance Director: Anthony D. Saucerman, CPA
Deputy Finance Director: Stephanie R. Rogers, CPA

CITY OF APPLETON 2016 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

MISSION STATEMENT

The primary goal of the City's Housing, Homeless and Block Grant programs is 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.

DISCUSSION OF SIGNIFICANT 2015 EVENTS

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

In 2014, the City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities, and ADVOCAP, was successful in renewing both a Transitional Housing Program (THP) and a Permanent Supportive Housing (PSH) grant for another program year (October, 2014 - September, 2015 for THP and January, 2015 - December, 2015 for PSH). (\$181,152 for THP and \$53,628 for PSH)

In March, we had a monitoring visit from the Wisconsin Balance of State Continuum of Care project evaluation and assistance committee. A couple minor concerns and a recommendation were noted. The City followed up with the sub-recipients on the concerns and has implemented the recommendation.

In July, we had a transitional housing monitoring visit from HUD. Three minor findings were noted. The City is implementing policies and procedures with our sub-recipients to address the findings.

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

The City, in collaboration with the Housing Partnership of the Fox Cities, ADVOCAP, Homeless Connection, and Fox Valley Warming Shelter was successful in its application for ESG funds for the 2014 program year (July, 2014 -- June, 2015). The State separated the grants into the Emergency Solutions Grant (ESG) and the Transitional Housing Program (THP). The City received \$214,354 for ESG and \$12,662 for THP.

Additionally, the City was awarded funds for the 2015 program year (July, 2015 - June, 2016) which included 231,445 for ESG and \$15,872 for THP.

CITY OF APPLETON 2016 BUDGET HOUSING, HOMELESS AND BLOCK GRANTS

MAJOR 2016 OBJECTIVES

The following grant funded programs are intended to benefit low and moderate income (LMI) households in various manners.

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

(Program Year: October 1 to September 30)

Continuum of Care/Permanent Supportive Housing (PSH)

(Program Year: January 1 to December 31)

Provide for adequate and successful operation of transitional and permanent supportive housing programs.

Provide for utilization of Housing First Model.

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

(Program Year: July 1 to June 30)

Prevent homelessness among City of Appleton residents through housing counseling and financial assistance.

Provide essential services and adequate facilities for transitional housing and rapid rehousing program participants utilizing the Housing First Model.

Provide emergency shelter and associated services to persons experiencing homelessness.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 337,906	\$ 491,946	\$ 458,128	\$ 458,128	\$ 478,663	4.48%
Program Expenses							
2140	Emergency Shelter	84,665	262,349	227,016	227,016	247,317	8.94%
2150	Continuum of Care	238,062	227,296	231,112	231,112	231,346	0.10%
	Discontinued Grants	22,772	258	-	-	-	N/A
TOTAL		\$ 345,499	\$ 489,903	\$ 458,128	\$ 458,128	\$ 478,663	4.48%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	320,083	465,617	432,186	432,186	447,911	3.64%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	25,416	24,286	25,942	25,942	30,752	18.54%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	-	-	-	-	-	

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

**CITY OF APPLETON 2016 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Supportive Housing Program (COC/SHP)

Business Unit 2150

PROGRAM MISSION

To provide necessary case management and support services to individuals and families enrolled in transitional and permanent supportive housing programs, the City of Appleton will serve as a pass-through entity and administer funds to local non-profit organizations that directly serve the target population in Appleton and the Fox Cities.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The purpose of this grant is to benefit formerly homeless Appleton residents who need extensive case management and supportive services in order to achieve a stable living environment.

Continuum of Care/Supportive Housing Program (COC/SHP) funds support programs that offer both housing opportunities and related supportive services for persons transitioning from homelessness to independent living. Specifically, COC/SHP funds supportive housing in the following environments: (1) transitional housing; (2) permanent housing for homeless persons with disabilities; (3) other types of innovative supportive housing for homeless people.

COC/SHP funds are disbursed by the U.S. Department of Housing & Urban Development, but are awarded to the City of Appleton as a partner in the Balance of State (Wisconsin) via a competitive grant application process. As the lead fiscal and administrative agent, the City of Appleton applies for two separate COC/SHP grants in collaboration with other local non-profit partners -- one for a collaborative transitional housing program (THP) and one for a permanent supportive housing (PSH).

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

Major changes in Revenue, Expenditures, or Programs:

In 2016, the partner agencies will continue their larger role in program administration, though the City will maintain its role as a pass-through fiscal administrator. The contracted grant administrator, working with funded agencies, will also be responsible for Continuum of Care Supportive Housing Grant renewals and annual performance reports submissions in ESNAPS. The City will be responsible for approving grant reimbursement requests from funded agencies and processing draws from LOCCS to reimburse the City. Internal controls are strengthened by this collaborative approach. Overall aids available to our community are increased due to eligibility being based on community needs versus individual agency needs.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
\$ Annual Award (SHP 1 - THP)	\$ 190,416	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152
\$ Annual Award (SHP 2 - PSH)	\$ 42,646	\$ 53,394	\$ 49,960	\$ 53,628	\$ 50,194
Strategic Outcomes					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	91%	87%	70%	65%	70%
% of participants in permanent housing who maintained or increased income	83%	65%	70%	77%	77%
Work Process Outputs					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal	2-Renewal	2-Renewal
# of contract period extensions requested	0	0	0	0	0

**CITY OF APPLETON 2016 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Grant Supportive Housing Program (COC/SHP)

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Tax	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	233,062	227,296	231,112	231,112	231,346
Total Revenue	<u>\$ 238,062</u>	<u>\$ 232,296</u>	<u>\$ 231,112</u>	<u>\$ 231,112</u>	<u>\$ 231,346</u>
Expenses					
6404 Consulting	\$ 11,452	\$ 15,228	\$ 15,229	\$ 15,229	\$ 15,229
6630 Other Grant Payments	226,610	212,068	215,883	215,883	216,117
Total Expense	<u>\$ 238,062</u>	<u>\$ 227,296</u>	<u>\$ 231,112</u>	<u>\$ 231,112</u>	<u>\$ 231,346</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$10,000

Other Grant Payments

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

	SHP #1 - THP	SHP #2 - PSH	Total
ADVOCAP	\$ 69,974	\$ -	\$ 69,974
Housing Partnership	35,390	46,760	82,150
Salvation Army	63,993	-	63,993
	<u>\$ 169,357</u>	<u>\$ 46,760</u>	<u>\$ 216,117</u>

**CITY OF APPLETON 2016 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

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

Business Unit 2140

PROGRAM MISSION

To promote efficient and cooperative use of resources by local non-profit agencies for the benefit of persons in need of emergency shelter, transitional housing, and homeless prevention services in the City of Appleton and the greater Fox Cities region.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The purpose of this grant is to benefit persons in need of emergency shelter, transitional housing and homeless prevention services. Emergency Transitional Housing/Transitional Housing Program (ESG/THP) funds are disbursed by the Wisconsin Department of Administration via a competitive grant application process.

As the lead fiscal and administrative agent, the City of Appleton applies for ESG/THP funding in collaboration with other local non-profit partners. The City serves as a pass-through for funding to local non-profit agencies that meet the niche requirements of the ESG/THP program. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives a small amount of funding for administration costs.

ESG/THP funds may be used in the following areas related to emergency shelter and transitional housing programs: rehabilitation of facilities, essential supportive services, operation costs and homeless prevention services. The shelter programs may include shelters for victims of domestic violence, runaway adolescents, persons with disabilities as well as generic shelter and transitional housing programs. Any city, county, or private non-profit agency may apply for funding during the State's annual competition for ESG/THP funding.

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

Major changes in Revenue, Expenditures, or Programs:

The State separated the ESG and the THP grant for the 2014-2015 program year.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
\$ Grant Award ESG	\$ 84,665	\$ 212,609	\$ 214,354	\$ 214,354	\$ 231,445
\$ Grant Award THP	N/A	N/A	\$ 12,662	\$ 12,662	\$ 15,872
Strategic Outcomes					
Expand the # of homeless persons served					
# assisted in emergency shelter	794	1,059	800	\$ 950	1,000
# assisted in rapid rehousing	N/A	19	25	25	30
# assisted with prevention services	1,767	1,782	1,500	1,500	1,500
Work Process Outputs					
# grant applications prepared	1	1	2	2	2
# of contract period extensions requested	1	0	0	0	0

**CITY OF APPLETON 2016 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

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

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Miscellaneous State Aids	\$ 84,665	\$ 259,650	\$ 227,016	\$ 227,016	\$ 247,317
Total Revenue	<u>\$ 84,665</u>	<u>\$ 259,650</u>	<u>\$ 227,016</u>	<u>\$ 227,016</u>	<u>\$ 247,317</u>
Expenses					
6404 Consulting Services	\$ 4,996	\$ 8,800	\$ 10,713	\$ 10,713	\$ 15,523
6630 Other Grant Payments	79,669	253,549	216,303	216,303	231,794
Total Expense	<u>\$ 84,665</u>	<u>\$ 262,349</u>	<u>\$ 227,016</u>	<u>\$ 227,016</u>	<u>\$ 247,317</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$10,000

Other Grant Payments

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

	ESG	THP
Housing Partnership	\$ 53,459	\$ 7,936
ADVOCAP	12,636	7,936
Homeless Connection	110,903	-
Fox Valley Warming Shelter	38,924	-
	<u>\$ 215,922</u>	<u>\$ 15,872</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	332,906	486,946	285,163	458,128	458,128	458,131	478,663
TOTAL REVENUES	332,906	486,946	285,163	458,128	458,128	458,131	478,663
EXPENSES BY LINE ITEM							
Regular Salaries	0	0	1,049	0	0	0	0
Fringes	0	0	220	0	0	0	0
Salaries & Fringe Benefits	0	0	1,269	0	0	0	0
Block Grant Payments	320,083	465,616	313,951	432,186	432,186	432,186	447,911
Administrative Expense	320,083	465,616	313,951	432,186	432,186	432,186	447,911
Printing & Reproduction	0	0	29	0	0	0	0
Supplies & Materials	0	0	29	0	0	0	0
Consulting Services	25,416	24,286	22,214	25,942	25,942	25,945	30,752
Purchased Services	25,416	24,286	22,214	25,942	25,942	25,945	30,752
Utilities	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	345,499	489,902	337,463	458,128	458,128	458,131	478,663

CITY OF APPLETON 2016 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Property Taxes	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
Intergovernmental	332,906	486,946	458,128	461,627	478,663
Total Revenues	<u>337,906</u>	<u>491,946</u>	<u>458,128</u>	<u>461,627</u>	<u>478,663</u>
Expenses					
Program Costs	345,499	489,903	458,128	463,928	478,663
Total Expenses	<u>345,499</u>	<u>489,903</u>	<u>458,128</u>	<u>463,928</u>	<u>478,663</u>
Revenues over (under) Expenses	(7,593)	2,043	-	(2,301)	-
Other Financing Sources (Uses)					
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	(7,593)	2,043	-	(2,301)	-
Fund Balance - Beginning	<u>7,851</u>	<u>258</u>	<u>2,301</u>	<u>2,301</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 258</u>	<u>\$ 2,301</u>	<u>\$ 2,301</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2016 BUDGET UNCLASSIFIED CITY HALL

PROGRAM NARRATIVE

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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 17,770,215	\$ 18,126,856	\$ 19,961,246	\$ 19,961,246	\$ 19,890,739	-0.35%
Program Expenses							
12020	Reserves & Conting.	-	-	294,729	1,922,522	207,840	-29.48%
12030	City Center	569,302	569,384	606,258	606,258	610,461	0.69%
12050	Miscellaneous	1,416,415	1,147,853	1,102,731	1,313,828	1,251,453	13.49%
12060	Transfers Out	2,499,956	554,456	648,562	1,493,892	609,273	-6.06%
TOTAL		\$ 4,485,673	\$ 2,271,693	\$ 2,652,280	\$ 5,336,500	\$ 2,679,027	1.01%
Expenses Comprised Of:							
	Personnel	251,299	367,732	281,498	281,498	381,498	35.52%
	Administrative Expense	3,504,439	1,318,634	1,705,761	4,389,981	1,664,308	-2.43%
	Supplies & Materials	659	-	-	-	-	N/A
	Purchased Services	16,741	15,943	17,800	17,800	17,800	0.00%
	Utilities	185	186	200	200	200	0.00%
	Repair & Maintenance	569,117	569,198	606,058	606,058	610,261	0.69%
	Capital Expenditures	143,233	-	40,963	40,963	4,960	-87.9%

* % change from prior year adopted budget
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**CITY OF APPLETON 2016 BUDGET
UNCLASSIFIED CITY HALL**

Reserves and Contingencies

Business Unit 12020

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

Following is a summary of the anticipated additions and uses of contingency funds for 2015 and 2016:

Reserve for Contingencies

	Balance 1/1/15	2015 Budget Additions	2015 Projected Uses	Projected Balance 1/1/16	2016 Budget Additions	2016 Budget Uses	Projected Balance 12/31/16
TWC (PEG)	\$ 90,703	\$ -	\$ (35,000)	\$ 55,703	\$ -	\$ (36,000) *	\$ 19,703
State Aid	849,107	-	-	849,107	-	-	849,107
Fuel	137,315	-	-	137,315	-	-	137,315
Operating	402,298	-	-	402,298	-	-	402,298
	<u>\$ 1,479,423</u>	<u>\$ -</u>	<u>\$ (35,000)</u>	<u>\$ 1,444,423</u>	<u>\$ -</u>	<u>\$ (36,000)</u>	<u>\$ 1,408,423</u>
Wage Reserve	<u>\$ 148,370</u>	<u>\$ 294,729</u>	<u>\$ (250,000)</u>	<u>\$ 193,099</u>	<u>\$ 207,840</u>	<u>\$ (300,000)</u>	<u>\$ 100,939</u>

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

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded		2	3	1	1
Strategic Outcomes					
Provide flexibility					
Contingency funds available		\$ 2,086,718	\$ 2,147,626	\$ 1,627,793	\$ 1,845,362
Contingency funds expended		\$ 61,292	\$ 397,633	\$ 35,000	\$ 336,000

**CITY OF APPLETON 2016 BUDGET
UNCLASSIFIED CITY HALL**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6640 Reserve for Contingencies	\$ -	\$ -	\$ -	\$ 1,479,423	\$ -
6641 Wage Reserve	-	-	294,729	443,099	207,840
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 294,729</u>	<u>\$ 1,922,522</u>	<u>\$ 207,840</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
UNCLASSIFIED CITY HALL**

City Center

Business Unit 12030

PROGRAM MISSION

For the benefit of General Fund departments, in order to provide an adequate amount of functional work space, this program will provide for various facilities expenses.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To provide for the condominium dues, capital replacement needs, preventive and corrective maintenance and cleaning of the 1st, 5th and 6th floors of City Center and the area beneath the Blue Parking Ramp.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Adequate products are supplied to facilities # of unexpected deliveries	0	0	0	0	0
Provision of quality housekeeping services with minimal disruption to client services Avg. satisfaction rating (5 pt. scale)	4.80	4.90	5.00	5.00	5.00
Strategic Outcomes					
Provision of reliable preventive and corrective maintenance with minimal disruptions Timely response - rating (5 pt. scale)	4.90	4.90	5.00	5.00	5.00
Quality of work - rating (5 pt. scale)	4.90	4.90	5.00	5.00	5.00

**CITY OF APPLETON 2016 BUDGET
UNCLASSIFIED CITY HALL**

City Center

Business Unit 12030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6413 Utilities	\$ 185	\$ 186	\$ 200	\$ 200	\$ 200
6420 Facilities Charges	569,117	569,198	606,058	606,058	610,261
Total Expense	<u>\$ 569,302</u>	<u>\$ 569,384</u>	<u>\$ 606,258</u>	<u>\$ 606,258</u>	<u>\$ 610,461</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
UNCLASSIFIED CITY HALL**

Miscellaneous

Business Unit 12050

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The following expenditures are provided for by this program:

	2015		2016
Special Assessments for General Fund Properties	\$ 40,963	\$	4,960
Tax Adjustments	15,000		15,000
Employee Recognition	1,150		1,150
Retirees	260,000		360,000
Fire and Police Pension (old plan)	21,498		21,498
Insurance	746,320		831,045
Misc. licenses & fees	4,501		4,501
Property Annexation Agreement Payments	13,299		13,299
Total	\$ 1,102,731	\$	\$ 1,251,453

Major changes in Revenue, Expenditures, or Programs:

The general interest income consists of:

Interest due on condo association loans	\$ 41,500
Interest received on TIF #3 advance	1,000,000
Interest received on short-term loans with AASD	41,000
Penalty on delinquent invoices rolled to tax roll	123,800
Interest on delinquent invoices	10,000
Total	\$ 1,216,300

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Retiree (Police and Fire) pension benefits					
# of retirees in Fire and Police pension plan (old plan)	5	3	5	3	3
# of retirees	8	11	10	16	12
Average distribution*	\$ 27,635	\$ 31,411	\$ 26,000	\$ 31,422	\$ 30,000

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

**CITY OF APPLETON 2016 BUDGET
UNCLASSIFIED CITY HALL**

Miscellaneous

Business Unit 12050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Taxes	\$ 31,582,130	\$ 32,620,669	\$ 33,145,306	\$ 33,145,306	\$ 33,477,723
4130 Pmt in Lieu of Taxes	408,068	402,279	407,500	407,500	407,500
4220 State Shared Revenues	9,741,293	9,745,511	9,740,329	9,740,329	9,743,767
4221 State Tax Disparity Act	1,190,075	1,112,551	1,132,623	1,132,623	1,107,454
4222 Highway Aids - Con. Streets	223,747	224,203	225,000	225,000	225,000
4223 State Aid - Local Streets	2,454,839	2,385,194	2,335,194	2,335,194	2,475,700
4224 Miscellaneous State Aid	7,428	7,251	7,500	7,500	7,500
4227 State Aid - Computers	309,291	353,135	350,000	350,000	350,000
4405 Trailer Parking	9,680	8,710	9,000	9,000	9,000
4614 Miscellaneous Specials	1,871	1,217	2,000	2,000	2,000
4705 General Interest	200,874	214,500	1,205,500	1,205,500	1,216,300
4710 Interest on Investments	(203,269)	535,840	1,300,000	1,300,000	900,000
4720 Interest on Delinquent Taxes	96,038	95,465	100,000	100,000	100,000
4730 Interest - Deferred Specials	70,933	55,170	70,000	70,000	40,000
5001 Fees & Commissions	827,284	825,793	825,000	825,000	850,000
5003 Property Inquiry Fees	66,280	69,828	65,000	65,000	70,000
5004 Sale of City Property	9,718	7,703	7,000	7,000	7,000
5007 Exempt Property Fee	-	980	-	-	1,000
5010 Misc Revenue	6,772	17,289	2,500	2,500	5,000
5015 Rental of City Property	10,459	10,773	10,750	10,750	11,068
5030 Damage to City Property	80	200	-	-	-
5035 Other Reimbursements	30,060	20,235	25,000	25,000	26,500
5922 Trans In - Special Revenue	33,000	40,000	40,000	40,000	40,000
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,833,628	1,835,879	1,944,200	1,944,200	2,138,800
5927 Trans In - Parking Utility	9,300	9,300	9,300	9,300	9,300
5928 Trans In - Golf Course	17,900	17,900	17,900	17,900	17,900
5933 Trans In - Stormwater	12,500	12,500	12,500	12,500	12,500
Total Revenue	\$ 49,067,429	\$ 50,747,525	\$ 53,106,552	\$ 53,106,552	\$ 53,368,462
Expenses					
6111 Severance Pay for Retirees	\$ 210,634	\$ 334,583	\$ 250,000	\$ 250,000	\$ 350,000
6150 Fringes	10,443	10,933	10,000	10,000	10,000
6152 Retirement	30,222	22,216	21,498	21,498	21,498
6305 Awards & Recognition	-	-	1,150	1,150	1,150
6316 Miscellaneous Supplies	659	-	-	-	-
6501 Insurance	942,825	730,570	746,320	746,320	831,045
6599 Other Contracts/Obligations	16,741	15,943	17,800	17,800	17,800
6602 Tax Refunds	-	-	15,000	226,097	15,000
6603 Per Prop. Chargebacks	(2,924)	(6,263)	-	-	-
6604 Miscellaneous Expense	40	40	-	-	-
6609 Tax Adjustments	43,273	30,846	-	-	-
6623 Uncollectible Accounts	21,350	8,985	-	-	-
6650 Discounts Available	(81)	-	-	-	-
6809 Infrastructure Construction	143,233	-	40,963	40,963	4,960
Total Expense	\$ 1,416,415	\$ 1,147,853	\$ 1,102,731	\$ 1,313,828	\$ 1,251,453

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Other Contracts & Obligations

Annexation payments:	
Freedom - year 12 of 20 (thru 2023)	\$ 12,500
Buchanan - year 4 of 5 (thru 2016)	799
On-line auction fees	2,072
Music licenses	2,429
	<u>\$ 17,800</u>

Infrastructure Construction

Bateman Street	
Stormwater assessment	\$ 3,904
Wastewater assessment	1,056
	<u>\$ 4,960</u>

**CITY OF APPLETON 2016 BUDGET
UNCLASSIFIED CITY HALL**

Transfers

Business Unit 12060

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 2: "... pursue regional cooperation of services ..."

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	\$ 495,271	\$ 534,426	\$ 591,062	\$ 591,062	\$ 600,573
Safe, reliable, convenient service					
% on-time performance	81%	87%	95%	87%	95%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 5.04	\$ 5.42	\$ 5.20	\$ 5.34	\$ 5.29
Work Process Outputs					
Service Provided					
Trips taken	1,093,202	1,081,882	1,000,000	1,077,884	1,100,000

**CITY OF APPLETON 2016 BUDGET
UNCLASSIFIED CITY HALL**

Transfers

Business Unit 12060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5922 Trans In - Special Revenue	\$ 156,448	\$ -	\$ -	\$ -	\$ -
5924 Trans In - Capital Projects	128,468	-	-	-	-
Total Revenue	<u>\$ 284,916</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
7912 Trans Out - Special Revenue	\$ 5,000	\$ -	\$ -	\$ -	\$ -
7914 Trans Out - Capital Projects	1,999,685	20,030	57,500	902,830	8,700
7920 Trans Out - Valley Transit	495,271	534,426	591,062	591,062	600,573
Total Expense	<u>\$ 2,499,956</u>	<u>\$ 554,456</u>	<u>\$ 648,562</u>	<u>\$ 1,493,892</u>	<u>\$ 609,273</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Transfers out - Capital Projects

Contributions to CEA vehicle upgrades:

Public Works Department for extended cab 4x4 pickup truck	\$ 4,700
Police upgrade squad car replacement to SUV for canine patrol	4,000
	<u>\$ 8,700</u>

Transfers out - Valley Transit

Appleton local share of Valley Transit operating budget	\$ 600,573
	<u>\$ 600,573</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Non-Property Taxes	408,068	402,279.22	101,564	407,500	407,500	407,500	407,500
Intergovernmental Revenues	13,926,672	13,827,845.27	4,927,507	13,790,646	13,790,646	13,790,655	13,909,421
Permits	9,680	8,709.99	6,560	9,000	9,000	7,150	9,000
Special Assessments	1,871	1,216.72	1,898	2,000	2,000	2,000	2,000
Interest Income	164,575	900,975.38	1,505,905	2,675,500	2,675,500	366,300	2,256,300
Other Revenues	3,259,346	2,985,829.62	2,034,682	3,076,600	3,076,600	3,147,218	3,306,518
TOTAL REVENUES	17,770,212	18,126,856.20	8,578,116	19,961,246	19,961,246	17,720,823	19,890,739
EXPENSES BY LINE ITEM							
Regular Salaries	0	.00	0	0	0	250,000	350,000
Severance Pay for Retirees	210,634	334,583.12	520,806	250,000	250,000	0	0
Fringes	10,443	10,933.07	11,092	10,000	10,000	10,000	10,000
Retirement	30,222	22,215.41	11,937	21,498	21,498	21,498	21,498
Salaries & Fringe Benefits	251,299	367,731.60	543,835	281,498	281,498	281,498	381,498
Awards & Recognition	0	.00	0	1,150	1,150	1,150	1,150
Insurance	942,825	730,569.96	559,740	746,320	746,320	831,045	831,045
Tax Refunds	0	.00	388,327	15,000	226,097	15,000	15,000
Per Prop. Chargebacks	2,924	6,262.88	6,700	0	0	0	0
Miscellaneous Expense	40	40.00	0	0	0	0	0
Tax Adjustments	43,273	30,845.93	16,945	0	0	0	0
Uncollectible Accounts	21,350	8,985.37	6,610	0	0	0	0
Reserve for Contingencies	0	.00	0	0	1,479,423	0	0
Wage Reserve	0	.00	0	294,729	443,099	200,000	207,840
Discounts Available	81	.00	0	0	0	0	0
Trans Out - Special Revenue	5,000	.00	0	0	0	0	0
Trans Out - Capital Projects	1,999,685	20,030.00	57,500	57,500	902,830	4,700	8,700
Trans Out - Valley Transit	495,271	534,425.96	1,977,939	591,062	591,062	600,573	600,573
Administrative Expense	3,504,439	1,318,634.34	2,953,251	1,705,761	4,389,981	1,652,468	1,664,308
Miscellaneous Supplies	659	.00	0	0	0	0	0
Supplies & Materials	659	.00	0	0	0	0	0
Other Contracts/Obligations	16,741	15,943.20	15,939	17,800	17,800	17,800	17,800
Purchased Services	16,741	15,943.20	15,939	17,800	17,800	17,800	17,800
Telephone	185	186.04	141	200	200	200	200
Utilities	185	186.04	141	200	200	200	200
Facilities Charges	569,117	569,198.38	390,456	606,058	606,058	610,261	610,261
Repair & Maintenance	569,117	569,198.38	390,456	606,058	606,058	610,261	610,261
Infrastructure Construction	143,233	.00	18,858	40,963	40,963	0	4,960
Capital Expenditures	143,233	.00	18,858	40,963	40,963	0	4,960
TOTAL EXPENSES	4,485,673	2,271,693.56	3,922,480	2,652,280	5,336,500	2,562,227	2,679,027

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

NOTES

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

Room Tax Administration

Business Unit 2600

PROGRAM MISSION

For the benefit of the Fox Cities Convention and Visitors Bureau (FCCVB) and the Fox Cities Performing Arts Center (PAC), in order to provide support for the activities of the convention bureau and the retirement of PAC debt, we will collect and remit the proceeds of the room tax.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The purpose of this fund is to account for the receipt of a 6% room tax and the corresponding transfers to the Performing Arts Center, the Fox Cities Convention and Visitors Bureau (FCCVB), and the City's general fund. Quarterly, 3% of the room taxes collected by hotels/motels and other hospitality establishments are remitted to the City. Of this amount, 5% is directed to the general fund for administrative costs and the remaining 95% is forwarded to the FCCVB. The remaining 3% of room tax collections (related to the Performing Arts Center - 2% designated for debt retirement, and 1% designated to fund operations) are remitted directly to Associated Trust. Associated Trust in turn remits the 5% administrative fee to the City.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely remission of proceeds					
# quarters settled within 10 work days of hotels' due date	4	4	4	3	4
Strategic Outcomes					
Support \$ provided by room tax					
FCCVB	\$ 351,752	\$ 385,349	\$ 342,000	\$ 380,000	\$ 380,000
PAC debt retirement	\$ 234,501	\$ 256,899	\$ 228,000	\$ 253,333	\$ 253,333
PAC Operating Fund	\$ 117,251	\$ 128,450	\$ 114,000	\$ 126,667	\$ 126,667
Work Process Outputs					
# of quarterly settlement checks issued	4	4	4	4	4

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 388,778	\$ 425,051	\$ 378,000	\$ 378,000	\$ 420,000	11.11%
Program Expenses		\$ 384,751	\$ 425,349	\$ 382,000	\$ 382,000	\$ 420,000	9.95%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	384,751	425,349	382,000	382,000	420,000	9.95%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

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

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4140 Room Taxes	\$ 388,778	\$ 425,051	\$ 378,000	\$ 378,000	\$ 420,000
Total Revenue	<u>\$ 388,778</u>	<u>\$ 425,051</u>	<u>\$ 378,000</u>	<u>\$ 378,000</u>	<u>\$ 420,000</u>
Expenses					
6606 Room Tax	\$ 351,751	\$ 385,349	\$ 342,000	\$ 342,000	\$ 380,000
7911 Trans Out - General Fund	33,000	40,000	40,000	40,000	40,000
Total Expense	<u>\$ 384,751</u>	<u>\$ 425,349</u>	<u>\$ 382,000</u>	<u>\$ 382,000</u>	<u>\$ 420,000</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2016 BUDGET
ROOM TAX ADMINISTRATION FUND
SOURCES AND USES OF FUNDS**

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Other	\$ 388,778	\$ 425,051	\$ 378,000	\$ 420,000	\$ 420,000
Total Revenues	<u>388,778</u>	<u>425,051</u>	<u>378,000</u>	<u>420,000</u>	<u>420,000</u>
Expenses					
Program Costs	351,751	385,349	342,000	380,000	380,000
Total Expenses	<u>351,751</u>	<u>385,349</u>	<u>342,000</u>	<u>380,000</u>	<u>380,000</u>
Revenues over (under) Expenses	37,027	39,702	36,000	40,000	40,000
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(33,000)	(40,000)	(40,000)	(40,000)	(40,000)
Total Other Financing Sources (Uses)	<u>(33,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>
Net Change in Equity	4,027	(298)	(4,000)	-	-
Fund Balance - Beginning	<u>29,353</u>	<u>33,380</u>	<u>33,082</u>	<u>33,082</u>	<u>33,082</u>
Fund Balance - Ending	<u>\$ 33,380</u>	<u>\$ 33,082</u>	<u>\$ 29,082</u>	<u>\$ 33,082</u>	<u>\$ 33,082</u>

**CITY OF APPLETON 2016 BUDGET
INTERNAL SERVICE FUNDS**

NOTES

**CITY OF APPLETON 2016 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 328,799	\$ 108,230	\$ 160,000	\$ 160,000	\$ 179,000	11.88%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		328,799	108,230	160,000	160,000	179,000	11.88%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2016 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
6153 Health Insurance	\$ 328,799	\$ 108,230	\$ 160,000	\$ 160,000	\$ 179,000
6401 Accounting/Audit	-	-	-	-	-
Total Expense	\$ 328,799	\$ 108,230	\$ 160,000	\$ 160,000	\$ 179,000

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Administrative Expense	328,799	108,230	160,000	160,000	179,000
Total Expenses	<u>328,799</u>	<u>108,230</u>	<u>160,000</u>	<u>160,000</u>	<u>179,000</u>
Revenues over (under) Expenses	(328,799)	(108,230)	(160,000)	(160,000)	(179,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	(328,799)	(108,230)	(160,000)	(160,000)	(179,000)
Fund Balance (Deficit) - Beginning	<u>1,319,562</u>	<u>990,763</u>	<u>882,533</u>	<u>882,533</u>	<u>722,533</u>
Fund Balance (Deficit) - Ending	<u>\$ 990,763</u>	<u>\$ 882,533</u>	<u>\$ 722,533</u>	<u>\$ 722,533</u>	<u>\$ 543,533</u>

CITY OF APPLETON 2016 BUDGET

INFORMATION TECHNOLOGY

Information Technology Director: Dean J. Fox

CITY OF APPLETON 2016 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 2015 EVENTS

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

The following summarizes significant events in 2015:

Purchased and installed new disaster recovery appliances ensuring our necessary data is stored off site

Completed programming for the Street Occupancy System and Automated Container System working with GIS to provide maps

Programmed the Assessor data exchange with Outagamie County; the exchange will no longer be housed on the iSeries

Completed programming for new federal insurance reporting requirements

Rebuilt all mobile data computers (MDC's) at the Police Department and continuously worked with the staff to ensure as high an uptime on those mobile units as possible

Continued to deploy the new Avigilon cameras to multiple City locations; at this point we have approximately 250 cameras throughout the City

Continued to enhance the use of our Metafile Document Management System

Completed the City's new website, including programming additional online permitting to the site

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

Made numerous programming changes and enhancements, including those to the Department of Revenue project, fire investigation, use of force application for APD, work on the My Neighborhood program, and the addition of multiple new permits to those that can be applied for and paid for online, the street locator and street occupancy systems, and Stormwater billing codes

Continued to replace and upgrade PCs and laptops, including the use of unexpended budget authority from 2014 to re-establish a four year replacement cycle; also supplied laptops for the 13 Council members who requested them for the enhanced effectiveness of Council and Committee meetings and to help eliminate the need for more paper copies

Began the project of replacing the iSeries system with an Enterprise Resource Planning (ERP) system along with Asset Management, Inventory and Computer Assisted Mass Appraisal (CAMA) systems; 2015 work included much of the planning and research and release of the RFP, with implementation slated to begin in 2016

CITY OF APPLETON 2016 BUDGET INFORMATION TECHNOLOGY

MAJOR 2016 OBJECTIVES

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

Continue to enhance the document management system and look for ways to better improve the flow of information through the system, reducing time and costs in all document processing. This workflow will be critical in allowing the document management system to share information with the new ERP system.

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

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

Enhance the build-out of a disaster recovery system from the 2015 project, ensuring the most effective way of protecting the City's data using the latest offsite backup technology.

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

Continue the growth of the new website along with the use of mobile application development and enhancements as they become available.

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

Develop and establish information technology-related goals and objectives.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
13010	Administration	132,942	190,548	242,868	253,307	245,657	1.15%
13020	Mainframe	367,096	387,570	394,871	397,138	393,630	-0.31%
13030	Network	1,194,009	1,096,597	1,072,516	1,149,374	1,076,661	0.39%
TOTAL		\$ 1,694,047	\$ 1,674,715	\$ 1,710,255	\$ 1,799,819	\$ 1,715,948	0.33%
Expenses Comprised Of:							
	Personnel	876,209	959,753	987,671	995,658	999,643	1.21%
	Administrative Expense	52,664	49,314	62,714	72,279	62,714	0.00%
	Supplies & Materials	329,950	219,149	147,000	170,925	177,000	20.41%
	Purchased Services	6,038	10,074	18,700	18,700	8,700	-53.48%
	Utilities	6,150	5,953	6,800	6,800	6,800	0.00%
	Repair & Maintenance	346,395	430,472	487,370	535,457	461,091	-5.39%
	Capital Expenditures	76,641	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	12.00	11.00	11.00	11.00	11.00	

CITY OF APPLETON 2016 BUDGET INFORMATION TECHNOLOGY

Administration

Business Unit 13010

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly", # 2: "Proactively pursue collaborative agreements to meet the needs of the community", # 3: "Develop and implement effective communication strategies", # 4: "Develop our Human Resources to meet changing needs", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Strategic Outcomes					
Reduce hardware to become "green" department % of virtual vs physical servers	70%	80%	85%	90%	90%
Safeguarding data # of audit records requiring security attention	4	4	0	4	0
Work Process Outputs					
IT staff training (hours)	344	224	440	528	440
Telephone numbers supported	770	770	770	770	770

**CITY OF APPLETON 2016 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 75,458	\$ 120,623	\$ 143,363	\$ 144,237	\$ 145,714
6150 Fringes	22,648	35,426	50,291	50,291	50,729
6201 Training\Conferences	20,195	20,810	33,000	42,565	33,000
6205 Employee Recruitment	-	4,128	-	-	-
6206 Parking Permits	3,806	1,219	4,464	4,464	4,464
6301 Office Supplies	1,220	-	1,000	1,000	1,000
6303 Memberships & Licenses	-	50	50	50	50
6305 Awards & Recognition	191	235	200	200	200
6320 Printing & Reproduction	2,050	(258)	2,000	2,000	2,000
6327 Miscellaneous Equipment	1,702	1,260	2,000	2,000	2,000
6413 Utilities	4,398	4,218	3,800	3,800	3,800
6599 Other Contracts/Obligations	1,274	2,837	2,700	2,700	2,700
Total Expense	<u>\$ 132,942</u>	<u>\$ 190,548</u>	<u>\$ 242,868</u>	<u>\$ 253,307</u>	<u>\$ 245,657</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Training

Average 1 week training per year per staff member

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

CITY OF APPLETON 2016 BUDGET INFORMATION TECHNOLOGY

Mainframe

Business Unit 13020

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly", # 2: "Proactively pursue collaborative agreements to meet the needs of the community", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The 2015 budget included \$4,000 for miscellaneous equipment for any unexpected equipment failures related to the iSeries and its attendant hardware. The 2016 budget reduces that amount to the minimum to cover unexpected replacements in the expectation that, as the ERP project advances, programs will migrate off the iSeries.

The 2015 budget also included \$10,000 for consulting for software issues that might arise that were outside of IT staff's expertise. That consulting support has not been needed in recent years and, with the advance of the ERP project and ultimate elimination of the iSeries, is not expected to be needed in the future.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	37	7	20	20	10
# of project requests outstanding	37	16	20	20	10
Strategic Outcomes					
Sustain personnel resource allocation					
% of staff time allocated to new application development	40%	60%	20%	20%	5%
(Goal is for the % to decline as we move closer to a replacement technology)					
Work Process Outputs					
# of new requests received	326	217	150	150	100
# of user accounts supported	520	520	520	520	520

**CITY OF APPLETON 2016 BUDGET
INFORMATION TECHNOLOGY**

Mainframe

Business Unit 13020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 236,220	\$ 253,969	\$ 244,172	\$ 246,439	\$ 249,851
6104 Call Time	2,001	2,014	1,941	1,941	2,193
6150 Fringes	72,113	79,695	78,908	78,908	85,515
6327 Miscellaneous Equipment	644	-	4,000	4,000	1,000
6404 Consulting Services	-	-	10,000	10,000	-
6418 Equip Repairs & Maint	23,896	19,265	21,150	21,150	20,371
6424 Software Support	32,222	32,627	34,700	34,700	34,700
Total Expense	<u>\$ 367,096</u>	<u>\$ 387,570</u>	<u>\$ 394,871</u>	<u>\$ 397,138</u>	<u>\$ 393,630</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Equipment Repairs & Maint

IBM iSeries maintenance	\$ 17,200
UPS maintenance	1,871
Other repairs and parts	1,300
	<u>\$ 20,371</u>

Software Support

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

CITY OF APPLETON 2016 BUDGET INFORMATION TECHNOLOGY

Network

Business Unit 13030

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly", # 2: "Proactively pursue collaborative agreements to meet the needs of the community", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Minimize downtime of computer systems, applications, phone, voice mail and copier services through timely and skilled maintenance and problem solving
- Maintain availability of reliable hardware and software through a cost effective maintenance and upgrade schedule
- Maximize the availability and use of the County-shared training room and resource center to enhance knowledge of the City's hardware and software systems
- Enhance effective information availability through the internal intranet as well as the external internet site
- Continue work toward full utilization of the fiber optic network which will vastly increase the efficiency of network administration as well as the speed at which employees can access information
- Continue to investigate moving e-mail to a cloud-based service and off of our own servers

Major changes in Revenue, Expenditures, or Programs:

The 2015 budget for this program included \$51,000 for the first year's acquisition of body cameras for Police officers, as replacements for the oldest dashboard-mounted cameras that were coming due for replacement. As the Officer Safety Program has developed, it has become apparent that IT need not be involved, other than for maintaining network support as we do for all City systems, and the budget for future acquisitions has been shifted to the Police Department. This results in a \$51,000 decrease in the software maintenance account in this program, partially offset by an increase of \$20,650 for support of other equipment, some of which had not been fully reflected in previous year's budgets.

This program also includes increases of \$4,350 in equipment repair & maintenance and \$33,000 in equipment purchases. These increases reflect increases in general maintenance on our equipment and software, which continues to go up slightly each year as equipment and software ages, and an increase in the number of PC's replaced as we approach our target of 130 units replaced each year to reestablish a four-year replacement cycle. The 130 unit replacement per year takes into account all desktops, laptops and tablets we have deployed in the City. As the number of field units (laptops and tablets) grows, allowing staff to find efficiencies in accessing and entering data from the field, the total number of units that will require replacement in any year will increase. We also have 80 mobile data computers in squad cars and other emergency response vehicles, which are listed separately.

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	8	8	5	2	4
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Ratio of single printers to MFP's*	20%	20%	10%	10%	5%
Informed citizens					
# of hits on web home page	700,000	1,500,000	1,500,000	1,500,000	1,500,000
Work Process Outputs					
New systems implemented					
# of network accounts supported	650	620	620	620	620
# of computers maintained	430	430	450	450	500
# PC's replaced/upgraded	200	81	113	130	130
Help Desk problems resolved					
# of calls handled by help desk	18,000	17,500	17,600	17,600	18,000
# personnel trained	11	10	11	11	11

*multi-function printers

CITY OF APPLETON 2016 BUDGET INFORMATION TECHNOLOGY

Network

Business Unit 13030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 334,716	\$ 331,267	\$ 327,985	\$ 332,831	\$ 332,747
6104 Call Time	1,784	1,774	2,509	2,509	2,647
6105 Overtime	1,219	2,998	2,000	2,000	1,994
6150 Fringes	130,051	131,986	136,502	136,502	128,253
6201 Training\Conferences	-	2,355	-	-	-
6301 Office Supplies	27,251	20,517	24,000	24,000	24,000
6327 Miscellaneous Equipment	325,555	218,147	139,000	162,925	172,000
6404 Consulting Services	4,764	7,237	6,000	6,000	6,000
6413 Utilities	1,752	1,735	3,000	3,000	3,000
6418 Equip. Repairs & Maint	28,777	43,882	34,750	34,750	39,100
6419 Communication Eq. Repairs	29,371	23,322	22,500	22,500	23,000
6424 Software Support	232,128	311,377	374,270	422,357	343,920
6804 Equipment	76,641	-	-	-	-
Total Expense	<u>\$ 1,194,009</u>	<u>\$ 1,096,597</u>	<u>\$ 1,072,516</u>	<u>\$ 1,149,374</u>	<u>\$ 1,076,661</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Office Supplies

Network supplies - toner, ink, tapes
\$ 24,000
\$ 24,000

Miscellaneous Equipment

Upgrade PC's and laptops \$ 83,000
 Upgrade MDC's (20) 56,000
 Misc. network hardware 20,000
 Application and network management 13,000
\$ 172,000

Equip. Repairs & Maint.

NovaTime(Parks/Transit) \$ 1,300
 Router maintenance 1,000
 SAN hardware support 12,500
 Porter Lee (Police Evidence System) 1,700
 Core switch support 8,000
 Firewall support 14,600
\$ 39,100

Software Support

Microsoft agreement \$ 140,000
 Mitel VoIP support 39,000
 GIS - DLT solutions 19,200
 Doc management support 15,000
 Anti-Virus subscription 5,000
 Spam filtering 5,000
 Sgt. labs support 3,300
 Unitrends Software Support 16,000
 NEOGOV 9,300
 Track-IT support 3,000
 Miscellaneous software 9,000
 Shopkey (MSB/Transit) 1,800
 SignCAD/SignCAM (MSB) 1,600
 RecTrac support (Parks) 5,600
 Forensic software (PD) 1,600
 ID networks (PD) 4,200
 Adobe Creative Suite 5,750
 Insite Support (MSB/Transit) 1,700
 Win-Wam (Health W&M) 1,800
 ArcGIS ELS (CD - GIS) 56,070
\$ 343,920

Communication Equip. Repair

Pro-rata share of fiber network costs
 \$ 23,000
\$ 23,000

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
TOTAL REVENUES	0	.00	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	574,818	638,313.28	443,260	715,520	723,507	728,312	728,312
Call Time	3,785	3,787.86	2,885	4,450	4,450	4,840	4,840
Overtime	1,219	2,998.15	1,334	2,000	2,000	1,994	1,994
Sick Pay	7,175	1,020.79	2,180	0	0	0	0
Vacation Pay	64,401	66,525.40	51,913	0	0	0	0
Fringes	224,812	247,107.33	176,637	265,701	265,701	244,790	264,497
Salaries & Fringe Benefits	876,210	959,752.81	678,209	987,671	995,658	979,936	999,643
Training & Conferences	20,195	23,164.50	35,174	33,000	42,565	33,000	33,000
Parking Permits	3,807	4,128.00	4,269	4,464	4,464	4,464	4,464
Office Supplies	28,471	21,736.19	16,005	25,000	25,000	25,000	25,000
Memberships & Licenses	0	50.00	50	50	50	50	50
Awards & Recognition	191	235.28	0	200	200	200	200
Administrative Expense	52,664	49,313.97	55,498	62,714	72,279	62,714	62,714
Printing & Reproduction	2,050	257.81-	219	2,000	2,000	2,000	2,000
Miscellaneous Equipment	327,901	219,406.67	136,524	145,000	168,925	165,000	175,000
Supplies & Materials	329,951	219,148.86	136,743	147,000	170,925	167,000	177,000
Consulting Services	4,764	7,236.67	11,993-	16,000	16,000	16,000	6,000
Other Contracts/Obligations	1,274	2,837.40	3,113	2,700	2,700	2,700	2,700
Purchased Services	6,038	10,074.07	8,880-	18,700	18,700	18,700	8,700
Electric	0	.00	0	3,000	3,000	3,000	3,000
Telephone	2,679	2,670.97	2,136	0	0	3,800	3,800
Cellular Telephone	3,471	3,282.49	1,627	3,800	3,800	0	0
Utilities	6,150	5,953.46	3,763	6,800	6,800	6,800	6,800
Equipment Repair & Maintenanc	52,674	63,146.16	44,427	55,900	55,900	60,250	59,471
Communications Equip. Repairs	29,371	23,322.21	144	22,500	22,500	23,000	23,000
Software Support	264,350	344,003.90	413,630	408,970	457,057	380,920	378,620
Repair & Maintenance	346,395	430,472.27	458,201	487,370	535,457	464,170	461,091
Machinery & Equipment	76,641	.00	0	0	0	0	0
Capital Expenditures	76,641	.00	0	0	0	0	0
TOTAL EXPENSES	1,694,049	1,674,715.44	1,323,534	1,710,255	1,799,819	1,699,320	1,715,948

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

<u>Project</u>	<u>Subledger</u>	<u>Amount</u>	<u>Page</u>
ERP system to replace I-series	2407	\$ 3,000,000	Projects, Pg. 630
Teleconference system expansion	2409	25,000	Projects, Pg. 631
Phone system upgrade	2411	25,000	Projects, Pg. 631
Server upgrades	2419	35,000	Projects, Pg. 631
Security upgrades	2406	50,000	Projects, Pg. 631
		<u>\$ 3,135,000</u>	

Major changes in Revenue, Expenditures, or Programs:

The transfers in from the various utility funds represents their share of the cost of the new ERP utility billing system.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
	Program Revenues	\$ (468)	\$ 1,211	\$ -	\$ -	\$ 100,000	N/A
	Program Expenses	\$ 381,210	\$ 166,710	\$ 385,000	\$ 487,325	\$ 3,135,000	714.29%
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	381,210	166,710	385,000	487,325	3,135,000	714.29%

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

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest on Investments	\$ (468)	\$ 1,211	\$ -	\$ -	\$ -
5910 Proceeds of Long-term Debt	-	585,050	385,000	385,000	3,035,000
5922 Trans In - Sanitation	-	-	-	-	25,000
5925 Trans In - Wastewater	-	-	-	-	25,000
5926 Trans In - Water	-	-	-	-	25,000
5933 Trans In - Stormwater	-	-	-	-	25,000
Total Revenue	\$ (468)	\$ 586,261	\$ 385,000	\$ 385,000	\$ 3,135,000
Expenses					
6404 Consulting	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ -
6327 Miscellaneous Equipment	20,570	-	-	-	-
6804 Equipment	360,640	166,710	260,000	362,325	3,135,000
Total Expense	\$ 381,210	\$ 166,710	\$ 385,000	\$ 487,325	\$ 3,135,000

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Equipment

Teleconference system expansion	\$ 25,000
Phone system upgrade	25,000
Server upgrades	35,000
Network security upgrades	50,000
iSeries replacement	3,000,000
Total	\$ 3,135,000

CITY OF APPLETON 2016 BUDGET
INFORMATION TECHNOLOGY
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (468)	\$ 1,210	\$ -	\$ 344	\$ -
Other	-	-	-	-	-
Total Revenues	<u>(468)</u>	<u>1,210</u>	<u>-</u>	<u>344</u>	<u>-</u>
Expenses					
Program Costs	381,210	166,710	385,000	487,325	3,135,000
Total Expenses	<u>381,210</u>	<u>166,710</u>	<u>385,000</u>	<u>487,325</u>	<u>3,135,000</u>
Revenues over (under) Expenses	(381,678)	(165,500)	(385,000)	(486,981)	(3,135,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	585,050	385,000	300,000	3,035,000
Operating Transfers In	-	-	-	-	100,000
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>585,050</u>	<u>385,000</u>	<u>300,000</u>	<u>3,135,000</u>
Net Change in Equity	(381,678)	419,550	-	(186,981)	-
Fund Balance - Beginning	<u>149,109</u>	<u>(232,569)</u>	<u>186,981</u>	<u>186,981</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (232,569)</u>	<u>\$ 186,981</u>	<u>\$ 186,981</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher Behrens

City Clerk: Kami Scofield

CITY OF APPLETON 2016 BUDGET LEGAL SERVICES

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2015 EVENTS

- * The Fox River clean up litigation reached a new stage in the process. The Consent Decree previously agreed to amongst several of the parties was submitted to the Federal Court for its review and approval and that agreement has been approved. The current stage of the process is the City is defending against a request by Apvion for contribution for sums they have paid for that clean up. We continue to work with outside counsel to defend the City's interest in that case.
- * We worked closely with the Library Director and outside counsel on preparation for and actual negotiations with property owners on the Library project.
- * We worked with the Department of Public Works and the Parks and Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River. That is a long process and we are making progress on obtaining those facilities in the future.
- * The City Clerk's Office continued to streamline utilization of the Granicus meetings system, provided ongoing training opportunities for staff (agenda/minute creators) and monitored new features for purposes of efficiency and transparency.
- * The City Clerk's Office successfully conducted election recounts for two Aldermanic races following the spring election. A site change for a polling location also took place.
- * The City Clerk's Office steered a recruitment mailing to various entities to increase the quantity of Election Inspectors. New Inspector training will be provided in the fall.
- * With the addition of the voter Photo ID law, the election day manual will be completely revised, reprinted and distributed.
- * The City Clerk's Office is involved in the revision of the City website and adding information relevant to the public, including information relating to special events, public notices as well as absentee voting and election night results.
- * General Policy for Alcohol Licensing was modified in the Spring. Retail alcohol license fees were restructured to appropriately reflect each particular class. The process for license applications being recommended for denial was modified to become more efficient for the applicant, City staff and the Safety and Licensing Committee members.
- * The Board of Review proceeding was completed in May.
- * Some of the City Clerk's staff participated in continued education for Municipal Clerk Certification through UW-Green Bay Extension.
- * 186 renewals were completed for retail licenses - there are beer/liquor licenses available for application, thus a waiting list is not in effect at this time.
- * A 4-year purge took place for voter registration.
- * The City Attorney's Office staff represented the City in traffic and ordinance related matters in 2014 including 7,275 scheduled initial court appearances, 154 scheduled jury and court trials and 3,237 scheduled pre-trials/jury trial conferences or motion hearings. Through June 6, 2015, staff has represented the City in 2,763 scheduled initial court appearances, 55 scheduled jury and court trials and 1,647 scheduled pre-trials/jury trial conferences or motion hearings.
- * The City Attorney's Office represented the City in truancy court both at the courthouse and by travelling to each of the high schools and middle schools multiple times each month.
- * The City Attorney's Office is actively engaged in other litigation including the defense in a variety of lawsuits. The City Attorney's Office also initiated a lawsuit in an effort to recover medical expenses paid on behalf of an injured employee.
- * The City Attorney's Office also continues to work with outside counsel on a Worker's Compensation claim for retraining benefits.
- * Staff worked closely with the department of Parks, Recreation and Facilities Management with regard to concluding the long-standing contract with the operator of the City's golf course and assisted with the transition to the golf course being managed by City staff including reviewing various new contracts with vendors, etc.
- * Staff continues to work with the Finance and Utilities departments on customer issues such as theft of water and collection.
- * Staff worked closely with various departments regarding employee discipline and discharge matters.
- * City Attorney's Office staff provided training regarding HIPPA and FLSA issues.
- * In 2015 the City participated in and resolved a claim by Relyco construction company for increased payment as a result of unforeseen conditions at Reid Golf Course. The mediation addressed the soil conditions anticipated and what was actually determined. After a half day of mediation, the City reached an agreement that was satisfactory to all parties. This mediation was handled in-house.
- * The City Attorney's Office worked with the Department of Public Works on the Appleton East High School stormwater project. We worked with the contractor who would do the inspections of the structure and reworked the contract so it was acceptable to both sides.
- * We have begun working with the Department of Public Works Engineering Division concerning a rewrite and update of the stormwater ordinances. This is being done in three phases and we hope to have the phases completed by the end of the year.
- * The City Attorney's Office participated with the Assessor's Office in mediation regarding tax claims by Walgreens and Kentucky Fried Chicken here in the city of Appleton. These claims involved issues of state-wide concern and we were able to successfully mediate an agreement.
- * The City Attorney's Office worked with the Department of Public Works to obtain an access agreement for the Cherryvale Development area. This was an intermunicipal agreement which required numerous iterations with the Village of Little Chute to meet the needs of both communities. This effort was brought to a successful conclusion.
- * Staff in the City Attorney's Office is working with the Department of Public Works and the WisDOT on preliminary tasks relating to the land acquisitions for the Richmond Street/CTH OO roundabout project. We anticipate this project going the balance of this year and into next year dealing with just land acquisition.
- * This office worked with outside counsel concerning a claim filed by Sunflower Spa as a result of watermain break. The case was filed in Federal Court and the City filed a motion for summary judgement. The motion was granted and the claim was dismissed. No claim was filed in State Court.
- * The City has filed a claim against the Village of Harrison and Town of Harrison over the attempted annexation of property in the City's growth area. The case has just begun and we anticipate there being significant activity over the next several months.

CITY OF APPLETON 2016 BUDGET LEGAL SERVICES

MAJOR 2016 OBJECTIVES

- * We will work with the Department of Public Works and our outside consultants to ensure that all necessary acquisitions and paperwork for the Richmond Street/CTH OO roundabout project are completed.
- * We will work with the Department of Public Works and property owners to assure acquisition of any property needed for stormwater detention ponds.
- * We will continue to work with outside counsel to bring the negotiated settlement and Consent Decree to a successful conclusion. We will continue working with insurance counsel to make sure as much of the remaining invoices for the Fox River are appropriately paid to the City.
- * We will continue to work with outside counsel as appropriate, for the excessive assessments lawsuits currently pending.
- * We will continue to assist, guide and advise City staff from all departments as well as elected officials on legal matters in a timely fashion.
- * We will continue to work with other departments to ensure that City tasks are timely completed and projects are not delayed and items such as land acquisitions and negotiated agreements be completed pursuant to the department's requested deadline, whenever possible.
- * We will continue working cooperatively with the Finance Department and the Appleton Public Library in collections efforts and making sure all materials are returned as required.
- * We will represent and defend the City in future lawsuits brought against it or its employees or officials except when particular expertise of outside counsel is required or outside counsel is mandated by the insurance carrier.
- * With a yearly average of over 2,000 initial appearances, 150 scheduled jury and court trials and an average of 3,200 pretrials/jury conferences and motion hearings, continue to prosecute City citations.
- * Continue to work with the court and School District on truancy court matters, spending an average of 15 days per year strictly on truancy court appearances in various schools in addition to meetings with school officials and other required court appearances.
- * Effectively conduct four regular-scheduled elections – Spring Primary in February, Spring Election in April, Fall Primary in August and the Presidential Election in November. Election Inspector volunteers will assist with in-person voting two weeks prior to the November Election and prepare absentee ballots.
- * Provide training to all staff assisting to enter voter registration – State's effort to modernize Statewide Voter Registration System (SVRS).
- * Continue to identify training and education opportunities for staff as it relates to Clerk's office duties.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 279,589	\$ 298,601	\$ 269,150	\$ 269,150	\$ 291,240	8.21%
Program Expenses							
14510	Administration	336,608	291,563	316,229	324,349	330,085	4.38%
14521	Litigation	244,050	399,957	254,675	256,339	242,143	-4.92%
11020	Recordkeeping	73,459	104,267	100,479	101,602	107,635	7.12%
11030	Licensing	68,384	59,237	61,586	62,252	64,830	5.27%
11040	Elections	171,460	300,390	185,922	186,733	333,478	79.36%
11050	Mail / Copy Center	150,276	164,112	164,815	165,917	193,030	17.12%
TOTAL		\$ 1,044,237	\$ 1,319,526	\$ 1,083,706	\$ 1,097,192	\$ 1,271,201	17.30%
Expenses Comprised Of:							
Personnel		785,605	779,893	790,195	798,681	851,164	7.72%
Administrative Expense		124,981	129,231	132,501	137,501	161,427	21.83%
Supplies & Materials		52,785	122,367	62,500	62,500	112,200	79.52%
Purchased Services		66,975	269,600	83,640	83,640	131,940	57.75%
Utilities		751	755	1,070	1,070	1,070	0.00%
Repair & Maintenance		13,140	17,680	13,800	13,800	13,400	-2.90%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", # 3: "Develop and implement effective communication strategies", #4: "Develop our human resources to meet changing needs" and #6: "Continuously improve efficiency and effectiveness of City services."

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 and develop and implement new procedures when deemed necessary.
- * Administer the Board of Review.
- * Continue involvement with State and national organizations associated with the professionalism of the Municipal Clerk.
- * Provide customer service to both internal and external customers at a level of acceptable or higher.
- * Continue involvement in the real estate aspect of the City's business to ensure that appropriate steps are taken to protect the City's interest and to ensure that there are no irregularities on the titles of City real estate.

Major Changes in Revenue, Expenditures or Programs:

A year that includes a presidential preference and presidential election will inevitably have increased costs, especially as voters are being educated on the new photo ID law. Additionally, increasing the pool of election inspectors will also increase election day training. State efforts to modernize SVRS will require additional staff training.

The Real Estate business unit has been combined with this business unit since the costs associated are more administrative related.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requestor	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to allow performances to proceed					
# of performances delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	70	40	80	70	75
Work Process Outputs					
Written opinions issued	10	7	<20	<20	<20
Ordinances reviewed	99	104	100	100	104
Staff training - hours of training	242	193.5	160	185	120
# of real estate transactions	19	15	10	10	13

**CITY OF APPLETON 2016 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv. - Nontax	\$ 482	\$ -	\$ 200	\$ 200	\$ 200
4802 Charges for Serv. - Tax	287	-	2,000	2,000	200
5085 Cash Short or Over	(11)	-	-	-	-
Total Revenue	\$ 758	\$ -	\$ 2,200	\$ 2,200	\$ 400
Expenses					
6101 Regular Salaries	\$ 232,347	\$ 207,451	\$ 218,167	\$ 221,287	\$ 228,552
6105 Overtime	5	125	-	-	-
6108 Part Time	3,105	-	-	-	-
6150 Fringes	76,246	57,518	71,234	71,234	73,255
6201 Training\Conferences	8,486	8,536	9,000	14,000	9,500
6206 Parking Permits	2,730	2,559	3,158	3,158	3,158
6301 Office Supplies	899	398	950	950	950
6302 Subscriptions	7,127	6,879	7,500	7,500	8,000
6303 Memberships & Licenses	2,222	2,687	2,200	2,200	3,200
6320 Printing & Reproduction	2,528	1,656	2,750	2,750	2,200
6404 Consulting	-	2,875	-	-	-
6413 Utilities	751	755	1,070	1,070	1,070
6418 Equip Repairs & Maint	162	124	200	200	200
Total Expense	\$ 336,608	\$ 291,563	\$ 316,229	\$ 324,349	\$ 330,085

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly" and # 6: "Continuously improve efficiency and effectiveness of City services."

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 processes of employment activity and such things as law enforcement, real estate acquisitions and numerous other activities. The City has potential exposure in all of these areas if a step is missed or an inappropriate action is taken. This office has maintained an active and aggressive stance in representing the interests of the City. We will continue this procedure in an attempt to minimize legal exposure for the citizens and employees of the City of Appleton.

Major Changes in Revenue, Expenditures or Programs:

The legal fees account is used for payment of outside counsel for the CVS litigation and for the recording of documents. Recording fees include such things as deeds and documents generated by land acquisition for street purposes. In 2014, a significant expense occurred in this account due to the Court Trial in the CVS tax appeal case. There was a 5 day trial with multiple witnesses and outside counsel expenses. This year we anticipate less expense as the case is being prepared for appeal and the major expense of the trial has been completed.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	72	66	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$11,203	\$39,977	<\$50,000	<\$50,000	<\$50,000
Acquisitions are made in a manner acceptable to both the property owner and to the City					
% of contested condemnation cases	0	0	0	0	0
Work Process Outcomes					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	67%	78%	100%	90%	100%
Dispute avoidance					
# of suits filed against City	7	9	0	13	0

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

**CITY OF APPLETON 2016 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 151,221	\$ 118,122	\$ 144,067	\$ 145,731	\$ 137,460
6150 Fringes	45,111	34,501	47,565	47,565	36,793
6301 Office Supplies	-	222	-	-	-
6402 Legal Fees	27,454	127,625	40,000	40,000	50,000
6404 Consulting Services	7,221	107,303	10,000	10,000	10,000
6625 Disability Payments	13,043	12,184	13,043	13,043	7,890
Total Expense	<u>\$ 244,050</u>	<u>\$ 399,957</u>	<u>\$ 254,675</u>	<u>\$ 256,339</u>	<u>\$ 242,143</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Legal Fees

Outside counsel (CVS)	\$ 40,000
Recording/filing fees	10,000
	<u>\$ 50,000</u>

**CITY OF APPLETON 2016 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 11020

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly", # 3: "Develop and implement effective communication strategies", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- * Effectively respond to all document requests and public inquiries
- * Timely organization of City meeting information for City officials, staff and public
- * Accurately coordinate and maintain pertinent information on the City Clerk web pages
- * Appropriately organize and retain City records as required by State law
- * Continue to reduce printing expenses through utilization of the Granicus system and City website
- * Continue coordination of electronic records through the utilization of Metafile system
- * Monitor Granicus options for improved utilization

Major Changes in Revenue, Expenditures or Programs:

Printing costs for the official City directory were moved into this budget from the Mail/Copy Services budget.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	98%	95%	95%	95%	95%
1 week retrieval for detailed requests	2%	5%	5%	5%	5%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	1,575	261	1,500	1,000	500
# of requests for information	217	208	300	250	250
# of publication notices	214	184	400	250	300
# of ordinances adopted/amended	101	77	175	150	200

**CITY OF APPLETON 2016 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 27,354	\$ 42,652	\$ 42,203	\$ 43,326	\$ 43,950
6105 Overtime	108	3,804	-	-	600
6150 Fringes	10,163	21,189	22,036	22,036	22,585
6301 Office Supplies	2,155	769	1,500	1,500	1,500
6320 Printing & Reproduction	1,380	2,617	2,600	2,600	2,600
6402 Legal Fees	150	-	800	800	600
6408 Contractor Fees	1,238	200	1,340	1,340	800
6412 Advertising	30,911	33,036	30,000	30,000	35,000
Total Expense	<u>\$ 73,459</u>	<u>\$ 104,267</u>	<u>\$ 100,479</u>	<u>\$ 101,602</u>	<u>\$ 107,635</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Advertising</u>	
Required legal publications	<u>\$ 35,000</u>

**CITY OF APPLETON 2016 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly", # 5: "Encourage sustainability", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- * Efficiently service license inquiries, issues and applicants
- * Continue to provide prompt turnaround time from initial application
- * Accurately maintain data files
- * Reduce costs of licensing process - post renewal information at retail establishments; accept operator license renewal by mail (in-person photo at initial application)
- * Cooperative effort with IT to explore software options for licensing program

Major Changes in Revenue, Expenditures or Programs:

The increase in office supplies is for additional ID badges for Valley Transit and Police Department volunteers

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	95%	100%	100%	100%	100%
% issued within 90 days of application	100%	100%	100%	100%	100%
Strategic Outcomes					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	250	215	225	220	225
# of operator licenses issued	1,846	615	1,800	1,200	1,200
# of general licenses issued	453	368	500	500	500

**CITY OF APPLETON 2016 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4301 Amusements	\$ 8,340	\$ 7,940	\$ 8,000	\$ 8,000	\$ 7,800
4303 Cigarette	5,800	5,395	5,500	5,500	5,600
4306 Liquor	84,382	114,424	80,000	80,000	79,900
4307 Operators	97,559	46,256	94,500	94,500	80,000
4309 Sundry	5,035	5,430	4,800	4,800	4,400
4313 Special Events	21,250	20,550	17,000	17,000	20,000
4316 Second Hand/Pawnbroker	2,887	2,130	2,000	2,000	1,000
4317 Commercial Solicitation	7,200	4,055	10,000	10,000	4,300
4318 Christmas Tree	405	405	450	450	400
4320 Taxi Cab/Limousine	1,800	2,622	1,500	1,500	1,300
4321 Taxi Driver	5,050	3,980	4,200	4,200	2,000
4322 Special "B" Beer License	870	820	1,000	1,000	500
4411 Sundry Permits	1,940	1,920	2,000	2,000	1,640
5010 Misc. Revenue - Nontax	6,500	6,080	6,000	6,000	6,000
Total Revenue	<u>\$ 249,018</u>	<u>\$ 222,007</u>	<u>\$ 236,950</u>	<u>\$ 236,950</u>	<u>\$ 214,840</u>
Expenses					
6101 Regular Salaries	\$ 43,420	\$ 37,074	\$ 37,336	\$ 38,002	\$ 38,896
6105 Overtime	1,519	1,260	375	375	375
6150 Fringes	21,396	20,213	21,375	21,375	21,819
6301 Office Supplies	1,839	690	2,500	2,500	3,200
6320 Printing & Reproduction	210	-	-	-	600
6429 Interfund Allocation	-	-	-	-	(60)
Total Expense	<u>\$ 68,384</u>	<u>\$ 59,237</u>	<u>\$ 61,586</u>	<u>\$ 62,252</u>	<u>\$ 64,830</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

LEGAL SERVICES

Elections

Business Unit 11040

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly", # 2, "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", # 3: "Develop and implement effective communication strategies", # 4: "Develop our human resources to meet changing needs", # 5: "Encourage sustainability", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- * Assist in continued education of voter Photo ID law
- * Notify voters of change of polling place location
- * Ensure sufficient quantity of ballots for Spring and Fall elections
- * Utilize the City website to post election night results
- * Provide effective training for all Election Inspectors
- * Arrange staff training for new modernized SVRS
- * Advocate for state certification of electronic poll books for election day - future reduction of costs
- * Effectively assist local candidates and maintain campaign finance reports

Major Changes in Revenue, Expenditures or Programs:

The City will conduct four regular-scheduled elections with new photo ID laws and newly appointed election inspectors, resulting in increased revenues and expenditures. This budget also includes an increase in the daily rate for Special Elections Deputies to the same daily rate as the Election Day Inspectors (\$128, from \$116).

Misc. Intergovernmental Revenues

Additional revenue for conducting 4 elections includes charge back for ballots and legal notices

Printing & Reproduction (outside printer)

Election material estimated \$7,000 (Photo ID law calls for replacing envelope stock, various election day material)
 Election ballots estimated \$75,000 (Increased voter registration, 4 elections, Presidential year ~ 88% turnout in 2012)

Office Supplies

Additional general election materials, new training manuals, election day manuals, and photo ID law materials

Other Contracts/Obligations

Ballot layout estimated \$8,000 (average \$2,000 per election)
 Ballot coding memory cards for tabulators estimated \$24,000 (prior year recorded in printing & reproduction expense)

In 2015, the City Clerk's Office conducted 2 recounts in addition to the 2 elections.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	4,073	6,164	6,000	6,000	6,000
# of voters purged (biannual)	3,587	0	3,000	3,000	0
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	12,903	47,660	13,000	8,620	90,000
Avg. # of registered voters per election	44,500	41,000	42,000	44,654	45,000
# of elections administered	4	4	2	2	4
% of staff trained at each election	98%	98%	100%	98%	100%

**CITY OF APPLETON 2016 BUDGET
LEGAL SERVICES**

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4908 Misc. Intergov. Charges	\$ 29,813	\$ 76,594	\$ 30,000	\$ 30,000	\$ 76,000
Total Revenue	\$ 29,813	\$ 76,594	\$ 30,000	\$ 30,000	\$ 76,000
Expenses					
6101 Regular Salaries	\$ 88,478	\$ 139,678	\$ 96,348	\$ 97,159	\$ 151,891
6105 Overtime	1,123	2,222	1,872	1,872	2,987
6108 Part Time	-	4,396	-	-	-
6150 Fringes	23,032	26,079	23,902	23,902	26,100
6201 Training\Conferences	-	-	-	-	400
6202 Local Auto Expense	-	54	100	100	600
6206 Parking Permits	117	658	150	150	300
6301 Office Supplies	4,544	1,736	5,000	5,000	13,500
6316 Miscellaneous Supplies	-	2,466	2,000	2,000	5,000
6320 Printing & Reproduction	41,701	101,740	42,000	42,000	82,000
6328 Signs	-	-	250	250	500
6412 Advertising	-	3,161	1,500	1,500	3,600
6418 Equip Repairs & Maint	10,665	10,665	11,000	11,000	11,000
6503 Rent	1,800	3,360	1,800	1,800	3,600
6599 Other Contracts/Obligations	-	4,175	-	-	32,000
Total Expense	\$ 171,460	\$ 300,390	\$ 185,922	\$ 186,733	\$ 333,478

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Election material	\$ 7,000
Election ballots	75,000
	<u>\$ 82,000</u>

Other Contracts/Obligations

Ballot layout	\$ 8,000
Ballot coding memory cards for tabulators	24,000
	<u>\$ 32,000</u>

**CITY OF APPLETON 2016 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 11050

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly", # 3: "Develop and implement effective communication strategies", # 5: "Encourage sustainability", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

Replacement of the folder/insert machine. The maintenance agreement for the current machine is up in 2016. The current machine is no longer working at optimal levels. A smaller machine will be purchased based on the requirements of the general fund departments. The equipment repairs and maintenance account will decrease due to the cost of a less expensive maintenance agreement on a smaller folder/insert machine.

Postage and freight expense is increasing due to notification of a change of polling place for four wards; increased volume of absentees ballot requests; additional mailings for required photo ID information.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	1%	0%	1%	1%	1%
# of copies made in mail center	808,354	887,812	1,000,000	900,000	1,000,000
Strategic Outcomes					
Efficient mail processing					
# of pcs of mail returned for correction from mailing service	6	0	10	5	5
Work Process Outputs					
# of pieces of outgoing mail	146,545	142,658	155,000	155,000	160,000
# of packages handled	366	337	400	400	400

**CITY OF APPLETON 2016 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 40,040	\$ 41,459	\$ 41,371	\$ 42,473	\$ 43,098
6105 Overtime	600	1,295	375	375	375
6150 Fringes	20,337	20,855	21,969	21,969	22,428
6301 Office Supplies	2,587	200	1,600	1,600	1,600
6304 Postage\Freight	64,320	68,393	72,000	72,000	85,000
6316 Miscellaneous Supplies	6,024	11,379	9,000	9,000	12,500
6320 Printing & Reproduction	942	2,510	3,900	3,900	3,900
6327 Miscellaneous Equipment	-	-	-	-	2,900
6418 Equip Repairs & Maint	2,313	6,890	2,600	2,600	2,200
6503 Rent	13,113	11,131	12,000	12,000	19,029
Total Expense	<u>\$ 150,276</u>	<u>\$ 164,112</u>	<u>\$ 164,815</u>	<u>\$ 165,917</u>	<u>\$ 193,030</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 9,500
UPS	3,500
US Postal Service	72,000
	<u>\$ 85,000</u>

Rent

Color copier rental	\$ 4,960
Back copier rental	9,380
Front copier rental	2,203
Additional copies	5,457
Mail machine rental	6,029
Charges to departments	(9,000)
	<u>\$ 19,029</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Licenses	270,578	214,006.50	207,366	228,950	228,950	204,000	207,200
Permits	1,940	1,920.00	535	2,000	2,000	1,640	1,640
Charges for Services	768	593.40	242	2,200	2,200	2,200	400
Intergov. Charges for Service	29,813	76,594.93	19,718	30,000	30,000	76,000	76,000
Other Revenues	6,489	6,184.00	5,780	6,000	6,000	6,000	6,000
TOTAL REVENUES	309,588	299,298.83	233,641	269,150	269,150	289,840	291,240
EXPENSES BY LINE ITEM							
Regular Salaries	489,972	460,639.04	342,212	529,722	538,208	640,667	549,067
Overtime	3,355	8,706.30	1,821	2,622	2,622	4,337	4,337
Part-Time	3,105	4,396.22	0	0	0	0	0
Other Compensation	40,326	86,295.40	22,204	49,770	49,770	0	94,780
Shift Differential	9	22.64	6	0	0	0	0
Sick Pay	1,520	.00	0	0	0	0	0
Vacation Pay	51,034	39,483.01	29,940	0	0	0	0
Fringes	196,286	180,354.76	131,581	208,081	208,081	187,281	202,980
Salaries & Fringe Benefits	785,607	779,897.37	527,764	790,195	798,681	832,285	851,164
Training & Conferences	8,486	8,536.11	7,671	9,000	14,000	9,900	9,900
Local Auto Expense	0	53.76	211	100	100	600	600
Parking Permits	2,847	3,217.00	2,724	3,308	3,308	3,458	3,458
Office Supplies	12,024	4,014.64	4,941	11,550	11,550	20,750	20,750
Subscriptions	7,126	6,878.74	5,368	7,500	7,500	8,000	8,000
Memberships & Licenses	2,222	2,687.00	2,498	2,200	2,200	3,200	3,200
Postage & Freight	64,320	68,393.53	54,006	72,000	72,000	85,000	85,000
Rent	14,913	23,266.07	9,397	13,800	13,800	30,300	22,629
Disability Payments	13,043	12,184.30	7,890	13,043	13,043	13,043	7,890
Block Grant Payments	30,000	30,000.00	0	0	0	0	0
Administrative Expense	154,981	159,231.15	94,706	132,501	137,501	174,251	161,427
Miscellaneous Supplies	6,024	13,844.34	5,912	11,000	11,000	17,500	17,500
Printing & Reproduction	46,761	108,522.58	27,974	51,250	51,250	93,900	91,300
Miscellaneous Equipment	0	.00	0	0	0	0	2,900
Signs	0	.00	0	250	250	500	500
Supplies & Materials	52,785	122,366.92	33,886	62,500	62,500	111,900	112,200
Legal Fees	27,605	127,624.84	3,027	40,800	40,800	50,600	50,600
Consulting Services	7,221	110,177.72	5,833	10,000	10,000	10,000	10,000
Contractor Fees	1,238	200.00	150	1,340	1,340	800	800
Advertising	30,911	36,197.41	27,162	31,500	31,500	38,600	38,600
Interfund Allocations	0	8,775.30	5,994	0	0	60	60
Other Contracts/Obligations	0	4,175.00	50	0	0	32,000	32,000
Purchased Services	66,975	269,599.67	30,228	83,640	83,640	131,940	131,940
Telephone	751	755.03	557	1,070	1,070	1,070	1,070
Utilities	751	755.03	557	1,070	1,070	1,070	1,070
Equipment Repair & Maintenance	13,140	17,679.53	13,812	13,800	13,800	16,200	13,400
Repair & Maintenance	13,140	17,679.53	13,812	13,800	13,800	16,200	13,400
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	1,074,239	1,349,529.67	700,953	1,083,706	1,097,192	1,267,646	1,271,201

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

Tuchscherer Disability

Business Unit 7120

PROGRAM MISSION

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

PROGRAM NARRATIVE

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2013 Actual	2014 Actual	2015 Adopted Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (254)	\$ 660	\$ 500	\$ 500	\$ 500
Expenses					
Program Costs	6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(6,645)	(5,731)	(5,891)	(5,891)	(5,891)
Fund Balance - Beginning	55,139	48,494	42,763	42,763	36,872
Fund Balance - Ending	\$ 48,494	\$ 42,763	\$ 36,872	\$ 36,872	\$ 30,981

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

NOTES

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CITY OF APPLETON 2016 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Behnke

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

CITY OF APPLETON 2016 BUDGET HUMAN RESOURCES

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2015 EVENTS

In terms of general administrative functions, we continued to plan and make changes to our medical insurance policy to remain in compliance with the Health Care Reform Act. We worked with the City's Benefit Consultant and competitively bid our third party administration services for the medical plan. We updated the City's medical and dental insurance coverage to get oral surgery coverage moved from the medical to the dental plan to better align with the standard industry plan design. We also added a voluntary benefit product for accident insurance for employees. We worked with Nationwide on the City's deferred compensation program to promote a new representative and new marketing of programs available. Staff continued the process by issuing an RFP to vendors to create a shared employee clinic with the Appleton Area School District. Staff processed the banking transition of the City employees' health savings accounts from Chase Bank to Associated Bank after completing a competitive bidding process. The Health Smart team ran the annual health screening program offering employee incentives for completing the health risk assessment, participating in a follow-up coaching session and for achieving established goals. This year, a total of 309 employees participated in the health screening, with 151 participating in the follow-up personal coaching sessions. Additional screening dates were offered in the Fall to allow employees to participate in the premium incentive for 2016. Staff began education to employees regarding participation in the health screening and biometrics testing affecting employees' insurance premiums for 2016 including a home mailing to address questions on this program implementation. Staff worked with Smart Choice MRI as a new low cost MRI vendor in the Appleton area. The Health Smart team also continued to promote healthy living programs which included a bi-monthly newsletter, boot camp fitness class, 100 day challenge, health recipes, Lunch n' Learn fitness, bike to work program, breast cancer awareness promotion and the Movember program. The annual glance chart (tables of organization, department staffing information and salary charts) was also updated and distributed. The Compensation team met to review the administration and effectiveness of the pay for performance program. We continue to electronically scan and index personnel files into the Metafile imaging system. Staff revised and/or updated 11 separate policies throughout the year.

Recruitment activities continued to be heavy due to retirements and terminations. In particular, significant recruitment processes were completed for Police Officers, Fire Fighters, CSO's, Help Desk Analyst, temporary clerical staffing at Fire, Asst. General Manager at VT, VT Road Supervisors, and several positions at Utilities as well as several internal position transfers due to a restructuring within DPW. Staff assisted with department reorganizations for Police, Fire and DPW. We continued to use Biddle testing that is integrated with our NEO.gov application system. We began using Hoot suite for recruitment which includes posting to Facebook, Twitter and LinkedIn. Staff attended the African American Job Fair and the Juneteenth event to increase visibility and promote City jobs and services. We continued working on implementing the new online NEO.gov onboarding program for newly hired employees.

Since the new compensation study was finalized, we processed the second year of pay for performance adjustments based on all non-union employee end of year scores in the performance evaluation system. Worked with I.T. to create a program to automate the pay rate changes in the computer system.

In the area of employee/labor relations, the department handled one union grievance which was settled and worked on multiple employee investigations. Staff also met with a number of employees regarding FMLA, worker's compensation, career development and miscellaneous employment related questions and concerns.

In the area of staff development and training, the department completed training of all general and supervisory employees on legally mandated topics in 20 classes held throughout the year and provided required training to all seasonal employees during 3 seasonal classes. The staff also conducted 3 new employee orientation programs, along with a new supervisor orientation. The department facilitated, in conjunction with an internal employee recognition committee, two very successful administrative professionals' recognition programs in April in addition to programs for customer service week and ongoing training for staff. Staff worked with various departments throughout the year on team development programs and worked with the department director team to update the City's Strategic Plan and departmental strategic plans, including developing a revised vision statement, strategic initiatives and performance measures.

CITY OF APPLETON 2016 BUDGET HUMAN RESOURCES

MAJOR 2016 OBJECTIVES

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

Administration:

- Work on the health insurance program
- Educate employees on health care and prescription drug costs
- Promote employee wellness programs through the use of fitness programs, online tools and education
- Administer changes to fringe benefits
- Coordinate and facilitate bi-annual benefit team meetings
- Monitor and administer the comprehensive compensation study
- Update policies as needed to comply with changing regulations and environment
- Continue to train and administer the online performance management system
- Finalize work of getting an employee clinic set up and open
- Look at expansion of voluntary benefits
- Promote programs to increase employee financial wellness and retirement readiness

Recruitment and Retention:

- Conduct the police officer recruitment process as necessary
- Conduct the firefighter recruitment process as necessary
- Fill vacant positions as they are approved to be filled
- Evaluate the use of testing and employment related assessments
- Work on development of social media tools to promote City positions
- Conduct employee "stay" interviews and focus on employee retention strategies

Employee and Labor Relations:

- Work with individual departments on policy issues
- Educate employees on benefit changes and policy changes
- Educate supervisors on changing roles and responsibilities
- Begin negotiation process for all 3 unions

Staff Training and Development:

- Offer required general employee and supervisory training sessions
- Conduct new employee orientation sessions
- Conduct seasonal employee training
- Facilitate workforce analysis and planning updates
- Coordinate development opportunities for City employees
- Offer benefit training opportunities for City employees
- Facilitate strategic planning process with the leadership team
- Facilitate workforce analysis and planning

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 94	\$ 117	\$ -	\$ -	\$ -	N/A
Program Expenses							
14010	Administration	263,693	257,116	261,456	267,342	269,287	3.00%
14020	Recruitment	171,209	172,589	181,982	183,188	186,193	2.31%
14030	Employee Relations	102,480	107,420	105,985	105,985	108,275	2.16%
14040	Staff Development	138,418	139,876	144,611	146,005	148,060	2.39%
TOTAL		\$ 675,800	\$ 677,001	\$ 694,034	\$ 702,520	\$ 711,815	2.56%
Expenses Comprised Of:							
Personnel		596,330	601,742	609,502	617,988	625,168	2.57%
Administrative Expense		47,403	45,331	50,162	50,162	50,387	0.45%
Supplies & Materials		3,676	2,673	4,350	4,350	4,350	0.00%
Purchased Services		27,734	26,594	29,110	29,110	31,110	6.87%
Utilities		657	661	910	910	800	-12.09%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		6.15	6.15	6.15	6.15	6.15	

**CITY OF APPLETON 2016 BUDGET
HUMAN RESOURCES**

Administration

Business Unit 14010

PROGRAM MISSION

For the benefit of managers and employees, so that City departments can reach program objectives, we will develop and administer policies and procedures, coordinate and administer competitive fringe benefits and maintain employment related records.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly", #4: "Develop our human resources to meet changing needs", and #6: "Continuously improve efficiency and effectiveness of City services".

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
- Educate employees on health initiatives as a result of the strategic impact study and the Health Care Reform Act
- Continue with strategic planning on medical insurance to prepare for full impacts of the Health Care Reform Act
- Maintain employment records
- Work with the Diversity Coordinator on encouraging and supporting diversity and inclusion in our organization

Major Changes in Revenue, Expenditures or Programs:

Added consulting fees to update positions that changed significantly or are new in the compensation pay grade classification system.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely and appropriate support of departments					
% of departments who rated services as satisfactory overall	80%	80%	80%	80%	80%
Strategic Outcomes					
Consistent and understandable employment policies and procedures					
# of employment practices claims	0	0	0	0	0
Work Process Outputs					
Policy Implementation - # of policies:					
Developed	0	2	0	0	0
Updated	10	16	12	11	10
Reviewed in all training sessions	199	375	200	200	200
Fringe Benefits					
# of new fringe benefits	0	0	0	2	0
# of modified fringe benefits	15	5	2	2	2
# of fringe benefit training sessions	23	8	25	25	25

**CITY OF APPLETON 2016 BUDGET
HUMAN RESOURCES**

Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv.- Nontax	\$ 94	\$ 117	\$ -	\$ -	\$ -
Total Revenue	\$ 94	\$ 117	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 187,382	\$ 190,826	\$ 189,541	\$ 195,427	\$ 194,520
6105 Overtime	204	249	-	-	-
6108 Part-time	8,632	-	-	-	-
6150 Fringes	60,089	59,944	63,463	63,463	64,465
6206 Parking Permits	2,091	2,118	2,184	2,184	2,184
6301 Office Supplies	592	756	1,000	1,000	1,000
6305 Awards & Recognition	-	-	89	89	89
6307 Food & Provisions	17	98	119	119	119
6320 Printing & Reproduction	3,633	2,134	3,850	3,850	3,850
6327 Miscellaneous Equipment	-	500	500	500	500
6404 Consulting Services	-	-	-	-	2,000
6411 Temporary Help	587	-	-	-	-
6413 Utilities	399	402	600	600	450
6599 Other Contracts/Obligations	67	89	110	110	110
Total Expense	\$ 263,693	\$ 257,116	\$ 261,456	\$ 267,342	\$ 269,287

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
HUMAN RESOURCES**

Recruitment and Selection

Business Unit 14020

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly" and #4: "Develop our human resources to meet changing needs".

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

Major Changes in Revenue, Expenditures or Programs:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	39	30	30	40	40
Regular employees on staff 1-5 years	99	130	130	140	140
Regular employees on staff 6-10 years	166	118	120	110	110
Regular employees on staff 10+ years	330	345	345	344	344
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year (includes transfers & promotions)	59	55	55	60	60
# staff turnover	35	40	40	50	50
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	18	26	15	20	20
# of positions advertised externally	51	40	50	50	50
# of telephone interviews	36	30	30	25	25
# of face to face interviews	458	435	400	400	425
# of assessment centers	0	1	1	0	0
# of candidates tested	233	215	240	240	240

**CITY OF APPLETON 2016 BUDGET
HUMAN RESOURCES**

Recruitment and Selection

Business Unit 14020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 98,815	\$ 102,163	\$ 101,816	\$ 103,022	\$ 105,131
6105 Overtime	8	37	-	-	-
6150 Fringes	39,392	40,144	42,666	42,666	43,457
6205 Employee Recruitment	12,622	11,293	13,500	13,500	13,500
6303 Memberships & Licenses	55	535	50	50	55
6307 Food & Provisions	523	851	700	700	800
6320 Printing & Reproduction	32	39	-	-	-
6404 Consulting Services	12,168	10,964	15,000	15,000	15,000
6412 Advertising	7,411	6,379	8,000	8,000	8,000
6413 Utilities	183	184	250	250	250
Total Expense	<u>\$ 171,209</u>	<u>\$ 172,589</u>	<u>\$ 181,982</u>	<u>\$ 183,188</u>	<u>\$ 186,193</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Pre-employment physicals	\$ 7,000
Pre-employment psychologicals	8,000
	<u>\$ 15,000</u>

**CITY OF APPLETON 2016 BUDGET
HUMAN RESOURCES**

Employee & Labor Relations

Business Unit 14030

PROGRAM MISSION

For the benefit of the citizens so that the City can maintain a fiscally responsible and motivated workforce that enables managers and supervisors to effectively carry out their missions, we will conduct labor contract negotiations, administer agreements, resolve grievances and assist with employee related issues.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1, "Determine City-wide priorities and budget accordingly", #4: "Develop our human resources to meet changing needs", and #6, "Continuously improve efficiency and effectiveness of City services".

Objectives:

- 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 employees with issues or concerns
- Assist and advise employees on employment related issues
- Provide contract interpretation and training
- Coordinate and participate in grievance and interest arbitrations
- Monitor unemployment compensation

Major Changes in Revenue, Expenditures or Programs:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Grievance resolution					
# of grievances	4	3	0	1	0
# of grievances sent to arbitration	0	0	0	0	0
Strategic Outcomes					
Sick leave frequency					
Avg. sick bank hours per employee	10.7	10.5	10.0	8.5	9.0
Avg. FMLA sick hours per employee	11.2	10.7	12.5	9.0	9.0
Avg. PTO (sick) hours per employee	3.8	4.9	4.0	6.0	6.0
Work Process Outputs					
Labor contracts negotiated and administered					
# of contracts under negotiation	3	0	0	0	3
# of contracts sent to arbitration	0	0	0	0	0

**CITY OF APPLETON 2016 BUDGET
HUMAN RESOURCES**

Employee & Labor Relations

Business Unit 14030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 71,438	\$ 73,944	\$ 73,973	\$ 73,973	\$ 76,036
6105 Overtime	16	10	-	-	-
6150 Fringes	22,249	22,926	24,332	24,332	24,729
6302 Subscriptions	835	954	1,270	1,270	1,020
6303 Memberships & Licenses	320	350	350	350	390
6307 Food & Provisions	35	-	-	-	-
6320 Printing & Reproduction	11	-	-	-	-
6404 Consulting Services	7,501	9,161	6,000	6,000	6,000
6413 Utilities	75	75	60	60	100
Total Expense	<u>\$ 102,480</u>	<u>\$ 107,420</u>	<u>\$ 105,985</u>	<u>\$ 105,985</u>	<u>\$ 108,275</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
HUMAN RESOURCES**

Staff Development & Training

Business Unit 14040

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #4: "Develop our human resources to meet changing needs", and #6 "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Coordinate and conduct required general employee training for all employees
- Coordinate and conduct supervisory training
- Maintain City-wide training/tracking database
- Coordinate online training registration
- Facilitate team development, including conflict resolution and setting of communication expectations
- Deliver organizational development training
- Conduct new employee orientation
- Facilitate new supervisor orientation
- Coordinate and conduct seasonal training
- Facilitate workforce analysis and planning
- Coordinate and facilitate staff development programs
- Continue to implement online NEO.gov performance evaluation system

Major Changes in Revenue, Expenditures or Programs:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	71%	72%	70%	70%	70%
% employees reported satisfied	29%	28%	30%	30%	30%
% employees reported not satisfied	0%	0%	0%	0%	0%
Strategic Outcomes					
% of employees trained on required topics	98%	93%	100%	100%	100%
Work Process Outputs					
Training programs conducted					
Number of training topics covered at required classes	24	25	25	25	25
Avg. number participants per session	27	24	25	25	25

**CITY OF APPLETON 2016 BUDGET
HUMAN RESOURCES**

Staff Development & Training

Business Unit 14040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 78,593	\$ 81,219	\$ 81,252	\$ 82,646	\$ 83,782
6105 Overtime	17	30	-	-	-
6150 Fringes	29,496	30,250	32,459	32,459	33,048
6201 Training\Conferences	29,588	28,077	30,000	30,000	30,480
6301 Office Supplies	-	3	-	-	-
6303 Memberships & Licenses	199	199	200	200	250
6307 Food & Provisions	525	98	700	700	500
Total Expense	<u>\$ 138,418</u>	<u>\$ 139,876</u>	<u>\$ 144,611</u>	<u>\$ 146,005</u>	<u>\$ 148,060</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Training and Conferences

HR professional/technical training	\$ 11,000
City-wide training	19,480
	<u>\$ 30,480</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Charges for Services	94	116.50	0	0	0	0	0
TOTAL REVENUES	94	116.50	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	381,341	383,856.16	287,813	446,582	455,068	459,469	459,469
Labor Pool Allocations	103	.00	0	0	0	0	0
Overtime	244	325.83	66	0	0	0	0
Part-Time	8,632	.00	0	0	0	0	0
Sick Pay	891	7,959.48	744	0	0	0	0
Vacation Pay	53,893	56,336.42	43,021	0	0	0	0
Fringes	151,227	153,264.67	114,663	162,920	162,920	153,308	165,699
Salaries & Fringe Benefits	596,331	601,742.56	446,307	609,502	617,988	612,777	625,168
Training & Conferences	29,588	28,076.64	25,264	30,000	30,000	30,480	30,480
Employee Recruitment	12,622	11,293.24	7,300	13,500	13,500	13,500	13,500
Parking Permits	2,091	2,118.00	1,920	2,184	2,184	2,184	2,184
Office Supplies	592	759.33	488	1,000	1,000	1,000	1,000
Subscriptions	836	953.99	974	1,270	1,270	1,020	1,020
Memberships & Licenses	574	1,084.00	674	600	600	695	695
Awards & Recognition	0	.00	0	89	89	89	89
Food & Provisions	1,100	1,046.26	1,086	1,519	1,519	1,419	1,419
Administrative Expense	47,403	45,331.46	37,706	50,162	50,162	50,387	50,387
Printing & Reproduction	3,676	2,173.10	1,518	3,850	3,850	3,850	3,850
Miscellaneous Equipment	0	500.00	0	500	500	500	500
Supplies & Materials	3,676	2,673.10	1,518	4,350	4,350	4,350	4,350
Consulting Services	19,669	20,125.52	19,677	21,000	21,000	23,000	23,000
Temporary Help	587	.00	0	0	0	0	0
Advertising	7,411	6,378.88	4,100	8,000	8,000	8,000	8,000
Other Contracts/Obligations	67	89.14	134	110	110	110	110
Purchased Services	27,734	26,593.54	23,911	29,110	29,110	31,110	31,110
Telephone	657	660.58	481	910	910	800	800
Utilities	657	660.58	481	910	910	800	800
Repair & Maintenance	0	.00	0	0	0	0	0
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	675,801	677,001.24	509,923	694,034	702,520	699,424	711,815

CITY OF APPLETON 2016 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Behnke

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

CITY OF APPLETON 2016 BUDGET RISK MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2015 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. In terms of insurance, the Risk Management staff started off the year analyzing our current coverages and completed our annual insurance renewals for 2015. The staff reviewed all insurance policies to continue premiums at the lowest cost and maintain proper levels of coverage for the City's liability needs. We completed the bi-annual actuarial process during the year. We added cyber liability coverage through CVMIC. Worked with CVMIC to get a competitive quote for the City's property insurance through their newly created coverage. Staff evaluated competitive bids on the City's third party administration of worker's compensation claims.

To help keep our employees safe while at work, we modified and distributed various Risk and Safety policies including Accident Reporting and Investigation and Right to Know. In addition, we continued to manage the Central Safety Committee and worked with departments' safety committees to review current safety practices and make improvements as needed. The Executive Safety Committee worked to present City programs to CVMIC for a newly created grant program that if selected will award \$10,000 to the City to be used for safety/risk programs.

We also continued to proactively promote safe work practices by conducting required training for all supervisors, employees and volunteers on risk management topics. To help generate interest and keep our employees engaged in safety training, we created a bean bag toss game to help reinforce safety topics for general employee and seasonal participants.

In addition, we looked for new, more efficient ways to manage our risk efforts. We made efforts to audit facilities to be sure MSDS/SDS are on file and began training departments on the generation of labels from this system.

The staff continues to analyze worker's compensation statistics to find ways to proactively mitigate injuries in the future. Based on the analysis, we followed up with departments to provide suggestions for ways to improve safety for employees. Worked with Utilities and CVMIC to make recommendations and explore guarding for belt filter presses in the solids area. This was in response to an injury an employee incurred that could have been much worse.

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

We partnered with Fire, DPW, Utilities and Facilities to offer CSE training and led joint efforts to have training discussions with internal departments on blood borne pathogen response. A number of first aid and CPR classes were also offered.

Regarding the ongoing Fox River cleanup litigation, in 2014 the City submitted a consent decree previously agreed to among several of the parties to the U.S District Court. The consent decree capped the City's liability for cleanup at \$5.2 million and removed the City from further litigation and has been approved by the court. That amount was deposited with the court and has been reimbursed by the insurance companies that provided coverage. The City is currently defending against a request by one of the litigants in the case for reimbursement of expenses related to the cleanup. We continue to work without outside counsel to defend the City's interest in that case.

Staff also continued to work on development of a Risk Management Manual for identification of policies and procedures related to various areas of risk.

CITY OF APPLETON 2016 BUDGET RISK MANAGEMENT

MAJOR 2016 OBJECTIVES

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

- Defend the City against a request by one of the litigants in the Fox River settlement for reimbursement of expenses related to the cleanup (see discussion next page)
- Investigate and resolve claim issues
- Work with the Legal Services Office on workers' compensation claims and other unresolved claims
- Review all property, liability and workers' compensation insurance coverages
- Develop a risk manager claims investigation and procedures manual and continue to update as necessary
- Evaluate funding source adequacy, including charges for service for workers' compensation and recovery of claims / legal defense fees paid out but not recovered on the Fox River clean-up

- Work with I.T. on a formal plan to follow in case of a cyber breach
- Submit City programs for a \$10,000 CVMIC grant
- Review certifications of insurance requirements

For the key objective of educating City departments and employees in the prevention of losses, we will:

- Provide supervisory and general employee training
- Provide central safety training for field staff for required safety training
- Conduct training for new supervisors to familiarize them with risk issues
- Train volunteers, seasonal employees and part-time employees on required topics
- Continue to organize monthly centralized safety meetings with set yearly goals
- Monitor OSHA 300 log entries (listing of work related injuries and illnesses) and send mandatory reports to the state
- Analyze workers' compensation statistics and work with departments to develop appropriate courses of action
- Work with CVMIC to conduct mock Department of Commerce audits
- Provide confined space entry training for employees in the Water, Wastewater, MSB, Parks, Rec and Facilities Management departments
- Provide trenching and excavation training (classroom and field) for employees in the Public Works department
- Update asset values by conducting property appraisals to ensure adequate insurance levels are maintained

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 1,868,176	\$ 6,714,469	\$ 1,527,000	\$ 1,527,000	\$ 1,659,369	8.67%
Program Expenses							
6210	Property & Liability Mgt.	1,670,780	6,466,843	1,376,948	1,377,614	1,510,009	9.66%
6220	Loss Control	135,891	139,269	145,429	146,677	149,360	2.70%
Total Program Expenses		\$ 1,806,671	\$ 6,606,112	\$ 1,522,377	\$ 1,524,291	\$ 1,659,369	9.00%
Expenses Comprised Of:							
Personnel		305,660	316,466	320,625	322,539	332,576	3.73%
Administrative Expense		1,476,935	1,068,466	1,168,232	1,168,232	1,301,653	11.42%
Supplies & Materials		1,345	1,910	1,950	1,950	1,950	0.00%
Purchased Services		22,628	5,219,167	31,370	31,370	22,990	-26.71%
Utilities		103	103	200	200	200	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", and #6: "Continuously improve efficiency and effectiveness of City services."

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

Other reimbursements revenue is a dividend payment from CVMIC; the decline in the reimbursement reflects a change in the way CVMIC is required to calculate it, based on an audit by the State insurance commissioner.

The increase in Uninsured Losses - WC is an estimate based on a seven-year history of workers' compensation claims paid and on an analysis of current claims on which we expect further expense in 2016. We continue to work with departments on safety training and equipment usage in an effort to reduce the number and severity of claims but many of the current claims are the result of unforeseeable accidents. The number and severity of claims is also a major factor in the increase in insurance premiums for 2016, with excess workers' compensation coverage increasing \$22,000.

The 2015 budget for consulting services includes the cost of an actuarial study, which is required every other year.

The Fox River clean-up continues to be a source of potential liability for the City. The City has been working with the other agencies involved and in early 2014 submitted a consent decree to U.S. District Court capping the City's liability at \$5.2 million and removing the City from further litigation. That consent decree has been approved by the court and the City has deposited the \$5.2 million with the court and been reimbursed by the various insurance carriers providing coverage. As expected, one of the paper companies involved in the case has appealed for reimbursement of expenses related to the cleanup and the City continues to incur legal fees to defend against that appeal. The majority of the litigation costs have been reimbursed by insurance carriers and we expect that to continue. The 2016 budget includes an estimate of a further \$250,000 for legal fees related to the appeal in progress and a projected reimbursement of all but \$10,000 of that expense.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 4,846	\$ 8,625	\$ 4,300	\$ 6,500	\$ 6,000
Avg cost per general liability claim*	\$ 39	\$ 700	\$ 400	\$ 350	\$ 400
Avg cost per auto liability claim*	\$ 277	\$ 492	\$ 300	\$ 700	\$ 500
Strategic Outcomes					
Minimize claims expense					
\$ value of claims paid*	\$ 293,144	\$ 601,148	\$ 250,000	\$ 225,000	\$ 250,000
\$ value of subrogation recovery*	\$ 5,326	\$ 12,519	\$ 11,000	\$ 25,000	\$ 15,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	10	10	10	10
# of new insurance policies purchased	0	1	0	2	0
Number of claims filed					
General liability	43	36	50	30	50
Auto liability	34	30	25	20	25
Workers' comp - lost time	7	15	10	10	10
Workers' comp - medical only	52	50	50	50	50

* Initial claims in year presented only

CITY OF APPLETON 2016 BUDGET RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest Income	\$ -	\$ 248	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	1,550,077	1,207,766	1,219,780	1,219,780	1,355,650
5004 Sales of City Property	-	490	-	-	-
5035 Other Reimbursements	97,707	78,498	72,220	72,220	63,719
5082 Insurance Proceeds	220,392	5,427,467	235,000	235,000	240,000
Total Revenue	\$ 1,868,176	\$ 6,714,469	\$ 1,527,000	\$ 1,527,000	\$ 1,659,369
Expenses					
6101 Regular Salaries	\$ 146,270	\$ 150,635	\$ 149,557	\$ 150,223	\$ 156,122
6105 Overtime	72	2	-	-	-
6150 Fringes	43,271	46,784	50,582	50,582	51,037
6206 Parking Permits	1,152	1,188	1,188	1,188	1,188
6301 Office Supplies	570	761	1,200	1,200	1,200
6327 Miscellaneous Equipment	-	500	300	300	300
6401 Accounting/Audit	1,886	1,804	2,420	2,420	2,440
6403 Bank Services	-	19	-	-	-
6404 Consulting Services	7,906	4,300	13,400	13,400	5,000
6501 Insurance	400,849	425,194	440,301	440,301	468,722
6599 Other Contracts / Obligations	-	5,200,000	-	-	-
6623 Uncollectible Accounts	-	27,318	-	-	-
6626 Uninsured Losses	600,876	277,213	350,000	350,000	349,000
6627 Uninsured Losses - WC	467,928	331,125	368,000	368,000	475,000
Total Expense	\$ 1,670,780	\$ 6,466,843	\$ 1,376,948	\$ 1,377,614	\$ 1,510,009

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Insurance

Liability	\$ 99,300
Excess liability	9,800
Employment practice	33,000
Automobile	17,130
Package property	213,302
Excess workers' compensation	96,190
	<u>\$ 468,722</u>

Uninsured Losses

General liability	\$ 54,000
Automobile	45,000
Fox River litigation attorney fees	250,000
	<u>\$ 349,000</u>

Uninsured Losses - WC

Medical payments	\$ 374,500
Comp-lost time	90,000
Other administrative expenses	10,500
	<u>\$ 475,000</u>

CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", and # 4: "Develop our human resources to meet changing needs."

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The decline in the number of people attending safety training classes is due to a change in the way that measure is tracked, from the number of people attending each safety topic to the number of people attending each safety training session, regardless of the number of topics.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of people who attended safety training classes	3,325	151	150	150	150
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	131	129	130	130	130
# of safety problems	213	204	210	210	200
# of safety corrections	204	196	200	200	200
Work Process Outputs					
Employees Educated					
# of topics covered during each safety class	14	21	15	15	15
Avg employees per session	27	22	28	28	28

**CITY OF APPLETON 2016 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 85,847	\$ 88,274	\$ 87,353	\$ 88,601	\$ 91,949
6105 Overtime	6	10	-	-	-
6150 Fringes	30,194	30,762	33,133	33,133	33,468
6201 Training\Conferences	4,192	4,145	6,000	6,000	5,000
6303 Memberships & Licenses	130	160	150	150	150
6305 Awards & Recognition	-	221	140	140	140
6307 Food & Provisions	1,238	1,141	1,253	1,253	1,253
6315 Books & Library Materials	171	20	100	100	100
6320 Printing & Reproduction	1,066	1,043	1,200	1,200	1,200
6323 Safety Supplies	108	106	100	100	100
6327 Miscellaneous Equipment	-	241	250	250	250
6404 Consulting Services	12,836	13,043	13,900	13,900	13,900
6413 Utilities	103	103	200	200	200
6599 Other Contracts / Obligations	-	-	1,650	1,650	1,650
Total Expense	<u>\$ 135,891</u>	<u>\$ 139,269</u>	<u>\$ 145,429</u>	<u>\$ 146,677</u>	<u>\$ 149,360</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Interest Income	0	248.18	78	0	0	0	0
Charges for Services	1,550,077	1,207,765.60	916,305	1,219,780	1,219,780	0	1,355,650
Other Revenues	318,099	5,506,454.58	330,039	307,220	307,220	0	303,719
TOTAL REVENUES	1,868,176	6,714,468.36	1,246,422	1,527,000	1,527,000	0	1,659,369
EXPENSES BY LINE ITEM							
Regular Salaries	204,590	209,545.87	149,651	236,910	238,824	242,907	248,071
Labor Pool Allocations	137	.00	0	0	0	0	0
Overtime	78	11.19	18	0	0	0	0
Sick Pay	1,468	3,387.92	2,054	0	0	0	0
Vacation Pay	25,922	25,975.33	23,115	0	0	0	0
Fringes	73,465	77,545.95	58,045	83,715	83,715	77,617	84,505
Salaries & Fringe Benefits	305,660	316,466.26	232,883	320,625	322,539	320,524	332,576
Training & Conferences	4,192	4,145.19	3,050	6,000	6,000	7,000	5,000
Parking Permits	1,152	1,188.00	1,188	1,188	1,188	1,188	1,188
Office Supplies	570	761.38	547	1,200	1,200	1,200	1,200
Memberships & Licenses	130	160.00	150	150	150	150	150
Awards & Recognition	0	220.83	177	140	140	140	140
Food & Provisions	1,238	1,141.39	931	1,253	1,253	1,253	1,253
Insurance	400,849	425,194.00	460,443	440,301	440,301	468,722	468,722
Uncollectible Accounts	0	27,317.55	0	0	0	0	0
Uninsured Losses	600,876	277,213.27	341,965	350,000	350,000	99,000	349,000
Uninsured Losses - WC	467,928	331,124.42	501,433	368,000	368,000	444,000	475,000
Interest Payments	0	.00	3,249	0	0	0	0
Administrative Expense	1,476,935	1,068,466.03	1,313,133	1,168,232	1,168,232	1,022,653	1,301,653
Books & Library Materials	171	19.90	0	100	100	100	100
Printing & Reproduction	1,066	1,043.10	221	1,200	1,200	1,200	1,200
Safety Supplies	108	106.20	295	100	100	100	100
Miscellaneous Equipment	0	740.72	0	550	550	550	550
Supplies & Materials	1,345	1,909.92	516	1,950	1,950	1,950	1,950
Accounting/Audit	1,886	1,804.28	1,886	2,420	2,420	0	2,440
Bank Services	0	19.07	1	0	0	0	0
Consulting Services	20,742	17,343.40	20,752	27,300	27,300	18,900	18,900
Other Contracts/Obligations	0	5,200,000.00	1,734	1,650	1,650	1,650	1,650
Purchased Services	22,628	5,219,166.75	24,373	31,370	31,370	20,550	22,990
Telephone	103	103.31	76	200	200	200	200
Utilities	103	103.31	76	200	200	200	200
Repair & Maintenance	0	.00	0	0	0	0	0
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	1,806,671	6,606,112.27	1,570,981	1,522,377	1,524,291	1,365,877	1,659,369

CITY OF APPLETON 2016 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Charges for Services	\$ 1,550,077	\$ 1,207,766	\$ 1,219,780	\$ 1,218,135	\$ 1,355,650
Other	97,707	180,449	72,220	66,605	63,719
Total Revenues	<u>1,647,784</u>	<u>1,388,215</u>	<u>1,292,000</u>	<u>1,284,740</u>	<u>1,419,369</u>
Expenses					
Litigation Fees	227,006	116,163	250,000	250,000	250,000
Fox River Settlement	-	5,200,000	-	-	-
Other Operating Expenses	1,579,665	1,289,949	1,272,377	1,434,377	1,409,369
Total Expenses	<u>1,806,671</u>	<u>6,606,112</u>	<u>1,522,377</u>	<u>1,684,377</u>	<u>1,659,369</u>
Operating Income (Loss)	(158,887)	(5,217,897)	(230,377)	(399,637)	(240,000)
Non-Operating Revenues (Expenses)					
Investment Income	-	248	-	-	-
Other Non-Operating Income	-	490	-	-	-
Insurance Proceeds - Fox River	220,392	5,325,515	235,000	240,000	240,000
Transfer Out - Capital Projects	-	-	-	-	-
Total Non-Operating	<u>220,392</u>	<u>5,326,253</u>	<u>235,000</u>	<u>240,000</u>	<u>240,000</u>
Change in Net Assets	61,505	108,356	4,623	(159,637)	-
Fund Balance - Beginning	<u>83,945</u>	<u>145,450</u>	<u>253,806</u>	<u>253,806</u>	<u>94,169</u>
Fund Balance - Ending	<u>\$ 145,450</u>	<u>\$ 253,806</u>	<u>\$ 258,429</u>	<u>\$ 94,169</u>	<u>\$ 94,169</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 167,169	\$ 7,532
+ Change in Net Assets	<u>(159,637)</u>	<u>-</u>
Working Cash - End of Year	<u>\$ 7,532</u>	<u>\$ 7,532</u>

**CITY OF APPLETON 2016 BUDGET
RISK MANAGEMENT**

NOTES

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CITY OF APPLETON 2016 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2016 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2015 EVENTS

In 2015, the Community and Economic Development Department continued to deliver services to the public with a focus on meeting the community needs and enhancing quality of life.

* The Common Council approved the City's first Economic Development Strategic Plan which identifies primary goals and key strategies that will contribute to the City's future economic health, enhance the business climate, ensure the vibrancy and viability of the City and support community growth consistent with the City's character and culture.

* Industrial development saw an increase in 2015 with the sale of four lots in the Northeast Business Park. Land sales totaling 7.33 acres in the Northeast Business Park resulted in a total sale price of \$270,950. There was increased interest and activity in the Southpoint Commerce Park.

* TID #9 along the Wisconsin Avenue and Meade Street area saw the completion of its first development project with the construction of a fifty unit residential redevelopment called Union Square at the former Eagle Supply and Plastics property. WHEDA tax credits supported the conversion of this brownfield property into a neighborhood starting in 2014 and continuing into 2015.

* Major riverfront revitalization projects reached milestones in 2015, including RiverHeath's first restaurant and announcement of a second residential and commercial building, the opening of The Draw at Eagle Flats (a 5,200 sq. ft. artist space) and the re-issuance of the RFP for the Foremost Site. These projects are included in TID #8. While not in TID #8, the \$10 million Woolen Mills Loft project at 218 E. South Island Street was awarded WHEDA tax credits to complete a historic rehabilitation of the building that will create sixty new apartment units along the Fox River.

* The Department continues to work and communicate with the business community in Appleton and throughout the region with efforts including social media, regular business retention visits and partnerships with community organizations that help build relationships that benefit the City.

* All 25,000 electronic building sketches were completed in May to meet the 2015 state requirement for electronic property records. The building sketches are available to all on my.appleton.org and the intranet property lookup.

* The City-wide photo project will be completed by year-end with 26,000 property photos taken. Existing photos are 10+ years old and are utilized by many City departments, the real estate industry, and businesses.

* An out-of-court settlement was reached with Walgreen Company on four of their stores following court decisions in Oshkosh and Little Chute. This ends a four year excessive assessment claim from Walgreens and avoids a lengthy court trial.

* The City's equalized value saw a positive gain this past year. Total equalized value increased 2.6% from \$4,696,660,500 to \$4,816,754,800. This change slightly exceeds the Statewide gain of 2.4%.

* In May, to promote preservation efforts, the City of Appleton Historic Preservation Commission hosted a public dedication ceremony for a Wisconsin state historical marker commemorating the Vulcan Street Plant Replica Building. The Vulcan Street Plant Replica Building is one of the earliest examples of a hydroelectric plant that sold electricity commercially and provided incandescent lighting service to the public. Approximately thirty people attended the event as well as a local news station which aired a story about the event and building's history.

* In 2015, the Historic Preservation Commission revised the "City of Appleton Historic Preservation" brochure. The brochure highlights historic designated districts in the City, business and homeowner historic preservation tax credit and grant resources, explanation of why historic preservation is important as well as a smartphone QR code linking to the City of Appleton website for more information about walking tours and historic preservation. The brochure has been placed in City Hall and is available on the City's website.

* The 1978 and 1989 City historic sites inventory data (paper copy) of 155 properties has been entered into an electronic data base by City staff. Staff conducted and completed additional historic research of the properties and wrote a historic narrative that included information relevant to each building's history and/or architectural attributes. In the coming months, photographs of every building/site in the survey will be taken and linked to each historic property in the electronic data base.

* The department staff processed, wrote and managed the following amendments: 1) Floodplain Ordinance on behalf of the Department of Public Works, Engineering Division. The Floodplain Ordinance amendment related to the City of Appleton Kensington Pond Dam Break Analysis Hydraulic Shadow. 2) Created new definition for the term Canopy, Chapter 23 Zoning Ordinance. 3) Created new standard to allow painted wall signs on buildings resulting in several new projects and events.

* The department staff approved projects through the site plan review process that included 142 new multi-family dwelling units, approximately 130,000 square feet of medical office space, 44,000 square feet of industrial space, and 52,200 square feet of commercial space.

* Final Plat approval resulted in the creation of forty residential lots.

* Early in 2015, Appleton's GIS team successfully configured a new GIS server and installed GeoEvent Processor software. This software allows for real-time data capturing and notification tools. The team then integrated AVL (automatic vehicle locator) data for our DPW fleet vehicles into a GIS application allowing management staff to view assets in real-time. The workzone tracker application was transitioned into a GIS-based application allowing City staff to draw and edit work zones on a map; this also was set up as an app on the City's website. GIS staff successfully upgraded all of the GIS software to the latest version that included all desktop licenses, server configurations and both internal and external website.

* Collaborations with minority communities through the diversity office and police department strengthened with more targeted focus on racism in Appleton to continue to work toward being a proactive community regarding race rather than reactive. New collaborations garnered national publicity for Appleton as a welcoming community through PBS, History Channel Awards and other press recognition.

* A new committee was formed regarding long-term success of refugees after the initial year of successful placement and refugee resettlement. The committee involves health, school, police, government, and non-profit organizations.

* Collaboratively with area technology businesses, successfully hosted our first Appleton Civic Hackathon. This day-long event promotes community engagement, our strong tech sector, and works to attract young talent to the area.

CITY OF APPLETON 2016 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2016 OBJECTIVES

- * Continue creation, execution and implementation of the plan, primary goals, and key strategies from the City's Economic Development Strategic Plan that will result in development within targeted districts of the City and enhance the business climate and vibrancy of the community.
- * Contact at least forty businesses in the City with information on business assistance programs and City support.
- * Attract development to the City that will result in substantial tax base enhancement; target remains 2.6% of new equalized value.
- * Sell two acres of business park land.
- * Implement and update the City's 2010-2030 Comprehensive Plan providing input to development proposals and initiating zoning code changes (when necessary and in compliance with State Statutes) as identified in the Plan.
- * Complete the planning process and implement the recommendations for Chapter 14 Downtown Plan and the 5-year Comprehensive Plan.
- * Continue multi-year process of a comprehensive re-write of the Zoning Ordinance and amendments to the Official Zoning Map.
- * Coordinate and increase communication and shared vision with the Technical Review Group, City departments, Plan Commission, Community and Economic Development Committee, Historic Preservation Commission, Neighborhood Committee, Appleton Redevelopment Authority, Common Council and community.
- * Work with the development community, elected and appointed officials, neighborhoods, non-government organizations, businesses and other City departments to formulate development proposals which implement City-wide and neighborhood development plans.
- * Provide outreach to minority owned businesses to aid economic development.
- * Continue implementing strategic direction for the Diversity and Inclusion Employee Committee to promote diversity and inclusion within our organization to aid in recruiting and retention efforts.
- * Continue to allow easier access to the City's GIS system by enhancing existing mobile applications, creating new applications, utilizing ArcGIS online as well as creating access for smartphones and tablets. Utilize upgraded server structure to better organize our external web applications and allow for more "real-time" updates to GIS data.
- * A new property master and assessor mass appraisal system is scheduled to be installed by June, 2016. The Assessor's office will focus its 2016 efforts on this important year-long project.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 18,991	\$ 30,293	\$ 17,300	\$ 17,300	\$ 20,800	20.23%
Program Expenses							
10550	Administration	453,593	452,284	496,531	504,352	516,260	3.97%
10551	Marketing	217,992	239,149	213,805	214,616	240,714	12.59%
10553	New & Redevelopment	146,726	174,027	185,344	185,344	197,042	6.31%
15020	Planning	237,986	237,899	248,883	250,630	260,018	4.47%
13520	Assessing	498,351	515,278	518,756	522,313	528,772	1.93%
TOTAL		\$ 1,554,648	\$ 1,618,637	\$ 1,663,319	\$ 1,677,255	1,742,806	4.78%
Expenses Comprised Of:							
	Personnel	1,421,756	1,448,709	1,507,329	1,521,265	1,575,930	4.55%
	Administrative Expense	23,795	23,707	26,436	26,436	27,521	4.10%
	Supplies & Materials	12,518	13,455	13,375	13,375	13,415	0.30%
	Purchased Services	87,568	123,710	104,800	104,800	116,000	10.69%
	Utilities	2,764	4,084	4,272	4,272	4,272	0.00%
	Repair & Maintenance	6,247	4,972	7,107	7,107	5,668	-20.25%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	18.13	18.13	18.13	18.13	18.13	

**CITY OF APPLETON 2016 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 10550

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly", # 2: "Proactively pursue collaborative agreements to meet the needs of the community", #4: Develop our Human Resources to meet changing needs, and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Administrative reporting for the department

Continue to develop a standardized, coordinate-based and positionally accurate geographic information system (GIS) meeting 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 GIS business unit has been combined with this business unit to better reflect the activities of the department. The corresponding budget amounts have been restated.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Employee retention					
% staff turnover	5%	5%	0%	0%	0%
Accurate and useful information					
# of layers edited (GIS)	696	1281	600	1000	700
Improve business and work flow					
# of users supported on GIS software	80	123	120	130	130
Strategic Outcomes					
Quality training to support staff performance					
% of training courses completed	100%	100%	100%	100%	100%
% of depts. using GIS	38%	50%	50%	50%	50%
Work Process Outputs					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Increase efficiency & effectiveness of City by using GIS					
# of projects	224	389	250	300	250

**CITY OF APPLETON 2016 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 10550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv. - Nontax	\$ 792	\$ 878	\$ 800	\$ 800	\$ 800
5035 Other Reimbursements	199	-	-	-	-
Total Revenue	<u>\$ 991</u>	<u>\$ 878</u>	<u>\$ 800</u>	<u>\$ 800</u>	<u>\$ 800</u>
Expenses					
6101 Regular Salaries	\$ 314,793	\$ 319,761	\$ 343,605	\$ 351,426	\$ 359,842
6108 Part Time	-	4,599	-	-	-
6150 Fringes	103,948	93,364	114,568	114,568	118,075
6201 Training/Conferences	8,671	7,353	8,100	8,100	8,100
6206 Parking Permits	6,666	7,308	7,296	7,296	7,276
6301 Office Supplies	1,677	1,940	2,200	2,200	2,200
6302 Subscriptions	327	812	735	735	735
6303 Memberships & Licenses	2,964	2,400	3,200	3,200	3,200
6305 Awards & Recognition	6	344	280	280	285
6307 Food & Provisions	444	368	400	400	400
6315 Books & Library Materials	88	49	75	75	75
6320 Printing & Reproduction	10,081	9,888	11,800	11,800	11,800
6327 Miscellaneous Equipment	44	-	200	200	200
6412 Advertising	1,121	1,441	1,300	1,300	1,300
6413 Utilities	2,763	2,657	2,772	2,772	2,772
Total Expense	<u>\$ 453,593</u>	<u>\$ 452,284</u>	<u>\$ 496,531</u>	<u>\$ 504,352</u>	<u>\$ 516,260</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 10551

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #4: "Develop our Human Resources to meet changing needs", and # 6: "Continuously improve efficiency and effectiveness of City

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The Diversity business unit has been combined with this business unit to better reflect the activities of the department. The budget amounts have been restated.

The increase in fringe benefits in this program reflects a staff member's change in health insurance selection.

No investor contribution to the Fox Cities Regional Partnership was made in 2015. \$36,000 is planned in 2016 which is \$.50/capita. We continue strategically investing in and working collaboratively on several significant regional economic development projects, such as the site selectors familiarization tour, YP week, Talent Upload, the Artery and business retention programs.

\$36,000 has been budgeted to continue to support local and regional economic development initiatives and projects. The City's Economic Development Strategic Plan (EDSP) was completed in 2015 and identified primary goals and key strategies that will contribute to the City's future economic health, enhance the business climate, ensure the vibrancy and viability of the City and support community growth consistent with the City's character and culture. This funding will help implement these goals and strategies, including partnering with organizations and projects to advance the City's economy.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	30	39	40	40	40
# Start-up businesses assisted	19	7	35	20	35
Information specific to development in Appleton					
# of prospects information deliveries	31	65	70	70	70
Facilitate diversity issue resolution					
# businesses and individuals assisted	124	129	100	100	115
Strategic Outcomes					
Appleton's economy grows and tax base enhanced					
% increase in total equalized value	-0.63%	1.60%	2.60%	2.56%	2.60%
Work Process Outputs					
Retention visit clients served					
# Business retention visits/follow-ups	23	18	40	40	40
Web pages revised or added					
# pages	31	27	30	30	30
Marketing and diversity initiatives completed					
# of plans and pieces developed	99	143	114	114	114

**CITY OF APPLETON 2016 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 10551

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 112,806	\$ 116,678	\$ 116,136	\$ 116,947	\$ 119,549
6150 Fringes	32,300	33,745	34,644	34,644	46,440
6303 Membership & Licenses	360	375	725	725	725
6305 Awards & Recognition	-	-	500	500	500
6404 Consulting Services	72,000	88,298	-	-	-
6412 Advertising	-	30	1,000	1,000	1,000
6431 Interpreter Services	526	23	300	300	500
6599 Other Contracts/Obligations	-	-	60,500	60,500	72,000
Total Expense	<u>\$ 217,992</u>	<u>\$ 239,149</u>	<u>\$ 213,805</u>	<u>\$ 214,616</u>	<u>\$ 240,714</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

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

**CITY OF APPLETON 2016 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 10553

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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

Act as ombudsman for developers pursuing investments in the City.

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

The Business Park business unit was combined with this business unit to better reflect the activities of the department. The budget amounts have been restated.

Funding to support consulting services for (re)development projects, including environmental assessments, site analysis, legal services and other due diligence, continues in 2016 to position the City for continued growth and investment.

The Common Council approved the installation of infrastructure and paving of Vantage Drive from Lakeland Drive to Eisenhower Drive as the next phase (and final phase for TIF District #6) in Southpoint Commerce Park for 2016/2017. By maintaining the land south of Vantage Drive and west of Eisenhower Drive in a larger parcel that is ready to build with adjacent infrastructure, in addition to our ample supply of small to mid-sized lots, we position the City to respond quickly to meet industry needs.

The increase in fringe benefits in this program reflects a staff member's change in health insurance selection.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	12	20	15	15	15
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	6	10	5	5	5
# of improved business park acres	0	100	100	100	100
Strategic Outcomes					
Tax base enhanced					
\$ increase industrial/commercial	\$ 9,500,000	\$ 12,915,428	\$ 8,000,000	\$ 12,000,000	\$ 8,000,000
\$ increase in target districts	\$ 1,000,000	\$ 410,000	\$ 4,000,000	\$ 6,000,000	\$ 4,000,000
\$ business park permits	\$ 538,832	\$ 595,000	\$ 2,000,000	\$ 1,000,000	\$ 2,000,000
Work Process Outputs					
# of development agreements completed	1	1	1	1	1
# of acres sold in business park	0	0	2	7	2

**CITY OF APPLETON 2016 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 10553

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 116,223	\$ 121,461	\$ 120,994	\$ 120,994	\$ 124,764
6150 Fringes	30,503	35,089	34,350	34,350	42,278
6303 Memberships & Licenses	-	82	-	-	-
6404 Consulting Services	-	17,395	30,000	30,000	30,000
Total Expense	<u>\$ 146,726</u>	<u>\$ 174,027</u>	<u>\$ 185,344</u>	<u>\$ 185,344</u>	<u>\$ 197,042</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Consulting Services

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

\$ 30,000

CITY OF APPLETON 2016 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

Planning

Business Unit 15020

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Key Strategies:

Implements Key Strategies #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The increase in fringe benefits in this program reflects a staff member's change in health insurance selection.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely, accurate processing of applications					
% of admin apps processed within the timeframe per ordinance	100%	100%	100%	100%	100%
% of commission apps processed within the timeframe per ordinance	100%	100%	100%	100%	100%
% of customers inquiries served within the timeframe per department policy	100%	100%	100%	100%	100%
% of complaints received on admin apps	2%	0%	2%	2%	2%
% of complaints received on commission applications	2%	0%	2%	2%	2%
Strategic Outcomes					
High-quality development that aligns with City plans, ordinances, and policies, as well as recognized industry best practices					
# of development projects guided through the review process, resulting in approval				→	20
# of comp plan goals and objectives implemented	20	23	6	6	6
Work Process Outputs					
Services performed					
# of admin applications approved	new measure	417	425	425	425
# of commission applications approved	new measure	48	25	25	25
# of customers inquiries served	511	1235	800	600	800
# of comp plan and ordinance amendments adopted	new measure	9	10	3	2
# of historic sites, buildings, districts recognized/researched	new measure	4	2	3	2
# of special projects	new measure	5	2	2	2

**CITY OF APPLETON 2016 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Misc. State Aids	\$ 1,125	\$ 4,835	\$ -	\$ -	\$ -
5002 Zoning & Subdivision Fees	16,875	24,580	16,500	16,500	20,000
Total Revenue	<u>\$ 18,000</u>	<u>\$ 29,415</u>	<u>\$ 16,500</u>	<u>\$ 16,500</u>	<u>\$ 20,000</u>
Expenses					
6101 Regular Salaries	\$ 178,609	\$ 172,362	\$ 183,893	\$ 185,640	\$ 184,579
6150 Fringes	58,252	60,552	64,690	64,690	75,139
6305 Awards & Recognition	-	-	300	300	300
6404 Consulting Services	1,125	4,985	-	-	-
Total Expense	<u>\$ 237,986</u>	<u>\$ 237,899</u>	<u>\$ 248,883</u>	<u>\$ 250,630</u>	<u>\$ 260,018</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 13520

PROGRAM MISSION

For the benefit of the community, we will strive to maintain equitable, market value property assessments in a cost effective manner. We will continually analyze market trends and have knowledgeable, professional assessors well versed in standard appraisal practices to accomplish this mission. We will provide easily accessible and accurate property information to the community and other City departments.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

A new property master and assessor mass appraisal system is scheduled to be installed by June, 2016. The Assessor's office will focus its 2016 efforts on this year-long, important project. Substantial work will be required of all Assessor staff including choosing a software vendor, attending training, identifying/correcting data fields prior to conversion, assisting with the conversion specifications, verifying/correcting data following conversion, setting up the new pricing models, etc.

Continue to defend commercial property assessments as appeals have been increasing statewide. Recent appeals and court cases have threatened to erode the commercial tax base of retail and other types of commercial property. For example, we are in the process of appealing the circuit court ruling in CVS v. City of Appleton which reduced the CVS store's assessed value by 60%.

Major changes in Revenue, Expenditures, or Programs:

\$1,000 was added to subscriptions for on-line access to Sales Data Service (SDS) commercial sales comparables. Better access to commercial comps is needed to value and defend the assessments on our large commercial property.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy:					
Assessment districts within 10% of market value	93%	100%	100%	95%	100%
Coefficient of dispersion of assessment/sale ratios	11%	6%	8%	8%	9%
# assessment errors resulting in inaccurate taxes	2	2	0	1	0
Strategic Outcomes					
Assessments accurately reflect market values:					
Residential class level of assessment	105%	101%	100%	99%	100%
Commercial class level of assessment	100%	102%	100%	98%	100%
Overall level of assessment	104%	101%	100%	99%	100%
Work Process Outputs					
% of buildings inspected to update records:					
Commercial new construction	100%	100%	100%	100%	100%
Residential new construction	95%	93%	100%	95%	100%
Recent sales	60%	40%	60%	48%	50%
Total # of interior inspections	1,305	833	3,500	2,700	800
Property record maintenance:					
Deeds processed (ownership changes)	2,363	2,373	2,200	2,200	2,300
Lot splits, CSM's, & new platted parcels	64	109	75	75	100
Annexed parcel(s)	4	-	2	-	-
Assessments updated	1,440	13,392	1,200	700	700

**CITY OF APPLETON 2016 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 13520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 348,407	\$ 361,466	\$ 360,582	\$ 364,139	\$ 369,560
6105 Overtime	3,340	3,513	500	500	500
6150 Fringes	122,576	126,117	133,367	133,367	135,204
6201 Training\Conferences	1,202	1,532	2,000	2,000	2,200
6301 Office Supplies	237	-	-	-	-
6302 Subscriptions	731	844	200	200	1,100
6303 Memberships & Licenses	510	350	500	500	500
6320 Printing & Reproduction	354	-	-	-	-
6327 Miscellaneous Equipment	1,951	3,517	1,300	1,300	1,340
6413 Utilities	-	1,428	1,500	1,500	1,500
6425 CEA Equip. Rental	6,247	4,973	7,107	7,107	5,668
6599 Other Contracts/Obligations	12,796	11,538	11,700	11,700	11,200
Total Expense	<u>\$ 498,351</u>	<u>\$ 515,278</u>	<u>\$ 518,756</u>	<u>\$ 522,313</u>	<u>\$ 528,772</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,125	4,835.00	0	0	0	0	0
Charges for Services	792	877.58	659	800	800	800-	800
Other Revenues	17,074	24,580.00	16,632	16,500	16,500	16,500-	20,000
TOTAL REVENUES	18,991	30,292.58	17,291	17,300	17,300	17,300-	20,800
EXPENSES BY LINE ITEM							
Regular Salaries	909,945	960,127.95	724,431	1,125,210	1,139,146	1,158,294	1,158,294
Labor Pool Allocations	48,026	20,195.10	11,865	0	0	0	0
Overtime	3,340	3,513.36	87	500	500	500	500
Part-Time	0	4,599.00	0	0	0	0	0
Other Compensation	1,580	869.91	350	0	0	0	0
Sick Pay	392	724.80	2,037	0	0	0	0
Vacation Pay	110,895	109,810.29	95,653	0	0	0	0
Fringes	347,578	348,868.35	288,099	381,619	381,619	417,136	417,136
Salaries & Fringe Benefits	1,421,756	1,448,708.76	1,122,522	1,507,329	1,521,265	1,575,930	1,575,930
Training & Conferences	9,873	8,884.81	5,217	10,100	10,100	10,300	10,300
Parking Permits	6,666	7,308.00	7,176	7,296	7,296	7,276	7,276
Office Supplies	1,914	1,940.34	1,068	2,200	2,200	2,200	2,200
Subscriptions	1,058	1,655.83	623	935	935	1,835	1,835
Memberships & Licenses	3,834	3,206.50	2,295	4,425	4,425	4,425	4,425
Awards & Recognition	6	343.52	0	1,080	1,080	1,085	1,085
Food & Provisions	444	367.72	253	400	400	400	400
Administrative Expense	23,795	23,706.72	16,632	26,436	26,436	27,521	27,521
Books & Library Materials	88	49.00	137	75	75	75	75
Printing & Reproduction	10,435	9,888.47	6,092	11,800	11,800	11,800	11,800
Miscellaneous Equipment	1,995	3,517.28	1,310	1,500	1,500	1,540	1,540
Supplies & Materials	12,518	13,454.75	7,539	13,375	13,375	13,415	13,415
Consulting Services	73,125	110,677.83	5,994	30,000	30,000	30,000	30,000
Advertising	1,647	1,463.57	1,149	2,300	2,300	2,300	2,300
Interpreter Services	0	30.00	0	300	300	500	500
Other Contracts/Obligations	12,796	11,538.35	48,152	72,200	72,200	71,700	83,200
Purchased Services	87,568	123,709.75	55,295	104,800	104,800	104,500	116,000
Telephone	1,085	1,083.75	765	1,170	1,170	1,170	1,170
Cellular Telephone	1,679	3,000.51	1,945	3,102	3,102	3,102	3,102
Utilities	2,764	4,084.26	2,710	4,272	4,272	4,272	4,272
CEA Equipment Rental	6,247	4,972.65	2,650	7,107	7,107	5,668	5,668
Repair & Maintenance	6,247	4,972.65	2,650	7,107	7,107	5,668	5,668
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	1,554,648	1,618,636.89	1,207,348	1,663,319	1,677,255	1,731,306	1,742,806

CITY OF APPLETON 2016 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Stage

CITY OF APPLETON 2016 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 2015 EVENTS

Homeowner Rehabilitation Loan Program

This program benefits the City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2015, the Homeowner Rehabilitation Loan Program rehabilitated 24 owner-occupied housing units and invested nearly \$400,000 on home improvement loans.

The funding sources that support the homeowner rehabilitation loan program include:

Homeowner Rehabilitation Loan Program Funding Sources:

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

Neighborhood Program (NP)

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

Staff continues to promote competitive grant funds available to registered neighborhoods. In early 2015, staff delivered a presentation at the "Strengthening Communities: Neighborhood Planning, Capacity Building, and Participation" regional mini-conference. Also, a Neighborhood Grant Program request from the Huntley Houses Neighborhood for \$70,000 to create a community fitness playground was approved by Common Council.

Community Development Block Grant (CDBG)

For the 2015-2016 award of \$523,813, \$317,000 was allocated as detailed below for City programs. \$206,813 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$175,000
- Neighborhood Program \$40,000
- Appleton Housing Authority \$60,000
- Fair Housing Services \$22,000
- CDBG Administration \$20,000

The 2015-2019 Consolidated Plan was completed and submitted to HUD for approval.

The CDBG Policy and Citizen Participation Plan were updated to ensure all HUD and Federal regulations are addressed and that the CDBG Program is being administered in the most efficient and effective manner.

In July, we had a monitoring visit from HUD. Three minor compliance findings were noted. The City is implementing policies and procedures to address the findings.

CITY OF APPLETON 2016 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2016 OBJECTIVES

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

Homeowner Rehabilitation Loan Program (HRLP)

(Program Year: April 1 to March 31)

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

Neighborhood Program (NP)

(Program Year: April 1 to March 31)

Award grants to the participating registered neighborhoods from CDBG and general funds based on the application criteria created in 2014 and updated in 2015.

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.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 686,534	\$ 686,433	\$ 797,752	\$ 798,938	\$ 988,100	23.86%
Program Expenses							
2100	CDBG	201,278	276,219	310,200	310,200	380,000	22.50%
2170	Homeowner Rehab Loan	370,526	469,723	447,552	448,738	448,100	0.12%
2180	Neighborhood Program	22,280	42,200	43,000	43,000	166,450	287.09%
TOTAL		\$ 594,084	\$ 788,142	\$ 800,752	\$ 801,938	\$ 994,550	24.20%
Expenses Comprised Of:							
	Personnel	79,529	82,446	90,492	91,678	94,790	4.75%
	Administrative Expense	504,530	694,142	698,040	698,040	890,525	27.58%
	Supplies & Materials	200	1,838	500	500	500	0.00%
	Purchased Services	9,684	9,577	11,520	11,520	8,535	-25.91%
	Utilities	141	139	200	200	200	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.00	1.00	1.08	1.08	1.08	

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

**CITY OF APPLETON 2016 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM MISSION

In order to provide decent housing, create suitable living environments and expand economic opportunities for low-income persons, the City will administer the receipt and expenditure of Federal Community Development Block Grant (CDBG) proceeds for affordable housing rehabilitation, public facilities improvements, neighborhood revitalization projects, provision of public services and various other community development projects.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

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

For the overall CDBG timeliness ratio, a grantee is considered to be timely if, 60 days prior to the end of the grantee's current program year, the amount of entitlement grant funds available to the recipient under grant agreements but undisbursed by the U.S. Treasury is less than or equal to 1.5 times the annual entitlement grant amount for its current program year.

Due to changes in Federal guidance in regard to administrative requirements, cost principles, and audit requirements, a small portion of the Housing Coordinator's salary will be drawn from the CDBG general administration funds, along with a small amount of Finance Department staff time and audit fee expense.

The 2015 CDBG award was \$523,813 (for the period April 1, 2015 - March 31, 2016), less than a 1% decrease from the 2014-2015 award. The estimated award for the 2016-2017 program year is \$520,000. The allocation of the funds are as follows:

CDBG - Community Dev./Finance Admin	\$ 105,375*
Homeowner Rehab. Loan Program	100,000
Neighborhood Program	<u>40,000</u>
	245,375
Awarded thru competitive application process	<u>274,625</u>
Total estimated award	<u>\$ 520,000</u>

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

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 523,133	\$ 525,200	\$ 500,000	\$ 523,813	\$ 520,000
Carryover from previous years	\$ -	\$ -	\$ -	\$ -	\$ -
Reprogrammed CDBG Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Percent of awards spent on projects	91.02%	91.05%	88.00%	91.98%	88.00%
Average award (not including program income)	\$ 47,558	\$ 43,473	\$ 40,000	\$ 48,181	\$ 40,000
Strategic Outcomes					
Maintain integrity of programs					
# of single-audit findings	0	0	0	0	0
# of HUD exceptions to annual action plan	0	0	0	0	0
# of HUD CAPER findings	0	0	0	0	0
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)					
Overall program	1.18:1	1.38:1	1.1:1	1.4:1	1.5:1
Work Process Outputs					
# of Block Grant awards made	11	11	10	10	10

**CITY OF APPLETON 2016 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4210 Federal Grants	\$ 212,038	\$ 281,762	\$ 310,200	\$ 310,200	\$ 380,000
Total Revenue	<u>\$ 212,038</u>	<u>\$ 281,762</u>	<u>\$ 310,200</u>	<u>\$ 310,200</u>	<u>\$ 380,000</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 6,540	\$ 6,540	\$ 10,282
6150 Fringes	-	-	1,900	1,900	2,708
6201 Training/Conferences	163	1,126	2,500	2,500	2,500
6301 Office Supplies	-	-	800	800	800
6303 Memberships & Licenses	75	75	940	940	940
6320 Printing & Reproduction	170	1,838	500	500	500
6401 Accounting & Audit	1,500	1,500	1,560	1,560	1,630
6404 Consulting Services	3,604	2,994	-	-	-
6412 Advertising	30	294	500	500	500
6413 Utilities	46	46	-	-	60
6599 Other Contracts/Obligations	-	-	4,760	4,760	455
6608 Block Grant Payments	195,690	268,346	290,200	290,200	359,625
Total Expense	<u>\$ 201,278</u>	<u>\$ 276,219</u>	<u>\$ 310,200</u>	<u>\$ 310,200</u>	<u>\$ 380,000</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

Appleton Housing Authority Award	60,000
Fair Housing Services	25,000
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	274,625
	<u>\$ 359,625</u>

Summary of the Appleton CDBG Allocation Process

Each program year, administration costs, funding for fair housing requirements, the Homeowner Rehabilitation Loan Program, the Neighborhood Services Program and Appleton Housing Authority, plus any other City programs that qualify for CDBG funding will be subtracted from the annual entitlement award amount to determine an adjusted dollar figure of CDBG funds available for subrecipient projects.

**CITY OF APPLETON 2016 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

HOMEOWNER REHABILITATION LOAN PROGRAM

Business Unit 2160/2170/2190

PROGRAM MISSION

In order to assist low and moderate income (LMI) homeowners in protecting the investment in their single-family homes or owner-occupied duplex, the Homeowner Rehabilitation Loan Program (HRLP) will utilize CDBG funds, HOME Homeowner funds, and Lead Hazard Control funds to provide them with no interest/no monthly payment loans to make necessary repairs, eliminate lead-based paint hazards, increase the value and extend the life of their homes.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", and # 5: "Encourage sustainability".

Objectives:

Provide LMI homeowners in the City of Appleton with financial and related technical assistance for the rehabilitation of their single-family homes or owner-occupied duplexes in order to maintain affordable home ownership opportunities for all residents.

The Homeowner Rehabilitation Loan Program (HRLP) is a revolving loan program that combines CDBG grant funds, CDBG Program Income, HOME Homeowner/Rental Program Income and Lead Hazard Control Program Income to rehabilitate owner-occupied housing units.

Major changes in Revenue, Expenditures or Programs:

Due to changes in Federal guidance in regard to administrative requirements, cost principles, and audit requirements, the Homeowner Rehabilitation Loan Program budget includes 95% of the Housing Coordinator's salary and fringes. The remaining 5% is included in the Community Development Block Grant budget as general program administration. In the future, if CDBG funds are eliminated, 100% of the Housing Coordinator's salary and fringes will come out of the City's General fund.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 225,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 100,000
Lead Hazard Control grant	\$ -	\$ -	\$ -	\$ -	\$ -
Program income received (all grants)	\$ 358,751	\$ 203,361	\$ 272,552	\$ 272,552	\$ 348,100
Unspent grant funds					
Committed	\$ 51,958	\$ 58,520	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 355,025	\$ 241,431	\$ 160,000	\$ 160,000	\$ 160,000
Strategic Outcomes					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	18	22	24	24	24
# units rehabilitated	18	23	24	24	24
# residents benefited	49	68	60	60	60
Average loan amount	\$ 15,007	\$ 17,475	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 270,119	\$ 391,577	\$ 360,000	\$ 360,000	\$ 360,000
Work Process Outputs					
# of applications processed	33	57	33	33	33
# of applications approved	26	29	27	27	27

CITY OF APPLETON 2016 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
HOMEOWNER REHABILITATION LOAN PROGRAM **Business Unit 2160/2170/2190**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4210 Federal Grants	\$ 102,966	\$ 162,749	\$ 175,000	\$ 175,000	\$ 100,000
5035 Other Reimbursements	536	1,421	-	-	-
5050 Rehab Project Repayments	345,989	200,576	272,552	273,738	348,100
Total Revenue	\$ 449,491	\$ 364,746	\$ 447,552	\$ 448,738	\$ 448,100
Expenses					
6101 Regular Salaries	\$ 64,029	\$ 66,476	\$ 66,310	\$ 67,496	\$ 66,371
6150 Fringes	15,499	15,970	15,742	15,742	15,429
6201 Training/Conferences	97	808	600	600	600
6301 Office Supplies	38	-	-	-	-
6320 Printing & Reproduction	30	-	-	-	-
6413 Utilities	94	92	200	200	200
6599 Other Contracts/Obligations	1,885	2,514	4,700	4,700	5,500
6608 Block Grant Payments	288,854	383,863	291,000	291,000	278,500
6630 Other Grant Payments	-	-	69,000	69,000	81,500
Total Expense	\$ 370,526	\$ 469,723	\$ 447,552	\$ 448,738	\$ 448,100

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

Loans to Low and Moderate Income households for the rehabilitation of their homes using CDBG funds.

Rehab projects \$ 278,500

Other Grant Payments

Loans to Low and Moderate Income households for the rehabilitation of their homes using Lead Hazard Control and HOME Homeowner funds.

Rehab projects \$ 81,500

**CITY OF APPLETON 2016 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

NEIGHBORHOOD PROGRAM

Business Unit 2180

PROGRAM MISSION

For the benefit of Appleton neighborhoods, the Neighborhood Program (NP) will help create and/or maintain suitable living environments by providing opportunities that encourage and facilitate private and public investment in residential and commercial areas of the City. This community investment provides the impetus for overall neighborhood improvements -- such as strengthening existing neighborhoods, attracting new businesses, enhancing public spaces -- that contribute to the social, cultural and economic vitality of neighborhoods.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", and # 5: "Encourage sustainability".

Objectives:

The goal of this program is to foster communication between neighborhoods and the City of Appleton. Provide the expertise and technical assistance in administering the City's Neighborhood Program including assisting residents on how to register their neighborhood, market the program to City residents, and work with Appleton residents, other City staff and outside agencies to leverage resources to help improve Appleton's neighborhoods.

Major changes in Revenue, Expenditures or Programs:

The NP delivery will incorporate the use of multiple CDBG national objectives as a means of facilitating and completing projects in a timely and effective manner.

The first Neighborhood Academy was concluded in April, 2014. The Neighborhood Academy was not offered in 2015. In 2016, we will offer "Neighborhood Academy 2.0" which will be a forum for neighborhoods to report out their successes, solicit peer review to help them succeed, and offer an opportunity for the City to provide resources to assist with neighborhood efforts. Grant funds will continue to be available to registered neighborhoods. Registered neighborhood grants and targeted neighborhood investments totaling \$166,000 are anticipated in 2016 which, includes \$70,000 allocated to the Huntley Houses neighborhood. The remaining \$96,000 is from current and prior year Council allocations of grant funds.

The key element of the success of this Neighborhood Program is educating residents and providing the opportunity for improvements via the neighborhood grant program. To truly strengthen our entire City, neighborhoods need the tools to connect with their neighbors. Examples could be: polls of neighborhoods, neighborhood newsletters, community gatherings and other opportunities to promote communication and identify needs. This budget includes \$3,000 of property taxes that would be available to all neighborhoods, not just those qualified by HUD.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
# of new partnerships/ collaborations generated	New measure	1	1	1	1
# of registered neighborhoods	New measure	13	14	14	14
# of Neighborhood Academy participants	New measure	19	N/A	N/A	20
Strategic Outcomes					
Unspent grant funds					
Committed	\$ -	\$ 30,000	\$ -	\$ 70,000	\$ -
Uncommitted	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -
Work Process Outputs					
Targeted neighborhood improvement/ investment grants	New measure	\$ -	\$ 88,000	\$ -	\$ 166,000

**CITY OF APPLETON 2016 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

NEIGHBORHOOD PROGRAM

Business Unit 2180

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
4210 Federal Grants	20,005	39,925	40,000	40,000	160,000
5921 Trans In - General Fund	5,000	-	-	-	-
Total Revenue	<u>\$ 25,005</u>	<u>\$ 39,925</u>	<u>\$ 43,000</u>	<u>\$ 43,000</u>	<u>\$ 163,000</u>
Expenses					
6201 Training/Conferences	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
6404 Consulting	2,275	2,275	-	-	450
6599 Other Contracts/Obligations	-	-	-	-	2,000
6608 Block Grant Payments	20,005	39,925	38,000	38,000	161,000
6630 Other Grant Payments	-	-	3,000	3,000	3,000
Total Expense	<u>\$ 22,280</u>	<u>\$ 42,200</u>	<u>\$ 43,000</u>	<u>\$ 43,000</u>	<u>\$ 166,450</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Block grant payments

Targeted Neighborhood Investment grants to create strong neighborhoods:	\$ 161,000
	<u>\$ 161,000</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	335,009	484,435	92,203	525,200	525,200	510,000-	640,000
Interest Income	0	0	2	0	0	0	0
Other Revenues	351,527	201,997	233,303	272,552	273,738	348,100-	348,100
TOTAL REVENUES	686,536	686,432	325,508	797,752	798,938	858,100-	988,100
EXPENSES BY LINE ITEM							
Regular Salaries	56,312	57,782	45,203	72,850	74,036	69,864	76,653
Sick Pay	31	505	115	0	0	0	0
Vacation Pay	7,686	8,189	6,471	0	0	0	0
Fringes	15,499	15,970	12,147	17,642	17,642	16,241	18,137
Salaries & Fringe Benefits	79,528	82,446	63,936	90,492	91,678	86,105	94,790
Training & Conferences	257	1,934	1,547	5,100	5,100	5,100	5,100
Office Supplies	38	0	0	800	800	800	800
Memberships & Licenses	75	75	75	940	940	940	940
CDBG Expenses	435,995	692,134	316,010	619,200	619,200	676,500	880,625
Block Grant Payments	68,165	0	720	72,000	72,000	84,500	3,000
Administrative Expense	504,530	694,143	318,352	698,040	698,040	767,840	890,465
Printing & Reproduction	200	1,838	477	500	500	500	500
Supplies & Materials	200	1,838	477	500	500	500	500
Accounting/Audit	1,500	1,500	1,560	1,560	1,560	0	1,630
Consulting Services	5,879	5,269	0	0	0	0	450
Advertising	30	294	364	500	500	500	500
Other Contracts/Obligations	2,275	2,514	3,220	9,460	9,460	5,955	5,955
Purchased Services	9,684	9,577	5,144	11,520	11,520	6,455	8,535
Telephone	103	103	76	125	125	200	260
Cellular Telephone	38	36	5	75	75	0	0
Utilities	141	139	81	200	200	200	260
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	594,083	788,143	387,990	800,752	801,938	861,100	994,550

CITY OF APPLETON 2016 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Property Taxes	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Intergovernmental	335,009	484,436	525,200	485,200	640,000
Other	346,525	201,999	272,552	273,738	348,100
Total Revenues	<u>681,534</u>	<u>686,435</u>	<u>800,752</u>	<u>761,938</u>	<u>991,100</u>
Expenses					
Program Costs	594,084	788,142	800,752	758,938	994,550
Total Expenses	<u>594,084</u>	<u>788,142</u>	<u>800,752</u>	<u>758,938</u>	<u>994,550</u>
Revenues over (under) Expenses	87,450	(101,707)	-	3,000	(3,450)
Other Financing Sources (Uses)					
Operating Transfers In	5,000	-	-	-	-
Net Change in Equity	92,450	(101,707)	-	3,000	(3,450)
Fund Balance - Beginning	100,507	192,957	91,250	91,250	94,250
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 192,957</u>	<u>\$ 91,250</u>	<u>\$ 91,250</u>	<u>\$ 94,250</u>	<u>\$ 90,800</u>

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

NOTES

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**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM MISSION

The Industrial Park Land Fund is the clearing house for the City's industrial and business park land sale revenue, acquisition of associated land, debt service from prior acquisition, and land development costs associated with industrial/business park infrastructures. This fund is utilized for these purposes exclusive of the industrial/business park areas developed and financed with tax incremental financing district(s).

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The 2016 budget includes funds for maintenance and marketing of the remaining 7.74 acres of land in the City's Northeast Business Park, including weed cutting, berm maintenance, soil testing, environmental reviews, surveys, real estate commissions, title insurance, and other costs associated with selling land, in addition to the portion of Southpoint Commerce Park that is outside of TIF District #6. It also includes funds to cover the cost of lighting the two business park identification signs marking the main entrances to the Northeast Business Park. There are currently 12 parcels sold in the Northeast Business Park that remain undeveloped. Per the covenants the owners have one year to develop. The City has first right of refusal on these properties.

Major changes in Revenue, Expenditures or Programs:

Community & Economic Development staff secured a new five year lease (2015-2019) for farming the vacant business park land that provides revenue to the City while the lots are vacant. The lease was signed in May 2015, with an initial deposit of \$5,000 that was applied to 2015 rent. The new lease is based on \$210 an acre lease rate, which is 147 acres in 2015. It is anticipated the leasable land will decrease from 147 acres in 2015 to 140 acres in 2016 with the extension of Vantage Drive from Lakeland to Eisenhower Drive. 80% of the lease revenue is payable to the IPLF and 20% is in TIF #6.

Land purchases are budgeted in 2016 to potentially repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction. Purchases are only made at the direction of the Common Council.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
	Program Revenues	\$ 29,196	\$ 55,592	\$ 135,868	\$ 135,868	\$ 118,520	-12.77%
	Program Expenses	\$ 18,390	\$ 14,023	\$ 238,340	\$ 238,340	\$ 237,623	-0.30%
Expenses Comprised Of:							
	Personnel	-	-	2,140	2,140	2,223	3.88%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	18,232	12,231	23,000	23,000	34,600	50.43%
	Utilities	78	1,469	800	800	800	0.00%
	Repair & Maintenance	80	323	12,400	12,400	-	-100.00%
	Capital Expenditures	-	-	200,000	200,000	200,000	0.00%

* % change from prior year adopted budget
Industrial Park Land Fund.xls

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest on Investments	\$ (6,672)	\$ 19,724	\$ 20,000	\$ 20,000	\$ 15,000
5004 Sale of City Prop - Nontax	-	-	80,000	80,000	80,000
5015 Rental of City Property	35,868	35,868	35,868	35,868	23,520
Total Revenue	\$ 29,196	\$ 55,592	\$ 135,868	\$ 135,868	\$ 118,520
Expenses					
6102 Labor Pool Allocations	\$ -	\$ -	\$ 1,590	\$ 1,590	\$ 1,660
6150 Fringes	-	-	550	550	563
6404 Consulting Services	3,585	-	5,000	5,000	5,000
6412 Advertising	13,140	9,350	18,000	18,000	18,000
6413 Utilities	78	1,469	800	800	800
6425 CEA Equip. Rental	80	323	-	-	-
6599 Other Contract/Obligations	1,507	2,881	12,400	12,400	11,600
6801 Land	-	-	200,000	200,000	200,000
Total Expense	\$ 18,390	\$ 14,023	\$ 238,340	\$ 238,340	\$ 237,623

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Land</u>	
Re-purchase industrial park lots	<u>\$ 200,000</u>
<u>Other Contract/Obligations</u>	
Real estate commissions (2 acres)	\$ 6,400
Weed cutting/maintenance/debris clean up	5,200
	<u>\$ 11,600</u>
<u>Advertising</u>	
Marketing	<u>\$ 18,000</u>

**CITY OF APPLETON 2016 BUDGET
INDUSTRIAL PARK LAND
SOURCES AND USES OF FUNDS**

	2015 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (6,672)	\$ 19,723	\$ 20,000	\$ 10,000	\$ 15,000
Other	35,868	35,868	35,868	16,348	23,520
Total Revenues	<u>29,196</u>	<u>55,591</u>	<u>55,868</u>	<u>26,348</u>	<u>38,520</u>
Expenses					
Program Costs	18,390	14,022	238,340	31,940	237,623
Total Expenses	<u>18,390</u>	<u>14,022</u>	<u>238,340</u>	<u>31,940</u>	<u>237,623</u>
Revenues over (under) Expenses	10,806	41,569	(182,472)	(5,592)	(199,103)
Other Financing Sources (Uses)					
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	-	80,000	270,312	80,000
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>80,000</u>	<u>270,312</u>	<u>80,000</u>
Net Change in Equity	10,806	41,569	(102,472)	264,720	(119,103)
Fund Balance - Beginning	<u>1,346,910</u>	<u>1,357,716</u>	<u>1,399,285</u>	<u>1,399,285</u>	<u>1,664,005</u>
Fund Balance - Ending	<u>\$ 1,357,716</u>	<u>\$ 1,399,285</u>	<u>\$ 1,296,813</u>	<u>\$ 1,664,005</u>	<u>\$ 1,544,902</u>

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2016 BUDGET

CAPITAL PROJECTS FUNDS

Community & Economic Development

Business Unit 4330

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The City's Comprehensive Plan 2010-2030, Downtown Plan, the Focus Fox River: A Master Plan, the Economic Development Strategic Plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as they become available will enhance our ability to influence meaningful redevelopment. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

Specific funding for 2016 is requested for the Appleton Redevelopment Authority to complete next steps in the redevelopment of opportune acquisitions properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City.

An update to the 2007 downtown study which became a part of the 2010 Comprehensive Plan is anticipated to be complete late 2015/early 2016. The plan will chart a course for continued vitality of the City's central business district and surrounding neighborhoods. This budget includes funding to implement the updated study, to move the City into the future with revitalization of the blighted areas in and out of the downtown area.

Funding is also requested in 2016 to complete the Exhibition Center project. The land purchase was approved by the Council in early 2015, and the site was acquired in late 2015. The center will be attached to the Radisson Paper Valley Hotel and a final management agreement will detail the operating relationship between the City, the Hotel and stakeholders. Final details about financing and ownership will be delineated in other documents.

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

Project	Subledger	Amount	Page
Exhibition Center	1193	\$ 965,000	Projects, Pg. 568
Miscellaneous Site Acquisition - ARA	1616	250,000	Projects, Pg. 569
		<u>\$ 1,215,000</u>	

Major changes in Revenue, Expenditures, or Programs:

The projects funded by this program vary from year to year.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 134,610	\$ 42,699	\$ 2,500	\$ 847,830	\$ -	-
Program Expenses		\$ 1,385,319	\$ 490,438	\$ 386,500	\$ 3,137,119	\$ 1,215,000	214.36%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	239,007	1,500	1,500	-	-100.00%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,335,319	251,431	385,000	445,000	550,000	42.86%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	50,000	-	-	2,690,619	665,000	N/A

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest on Investments	\$ (5,758)	\$ 2,542	\$ 1,000	\$ 1,000	\$ -
5020 Donations & Memorials	130,368	40,157	1,500	1,500	-
5035 Other Reimbursements	10,000	-	-	-	-
5910 Proceeds of Long-term Debt	-	305,600	384,000	2,289,289	1,215,000
5921 Trans In - General Fund	-	-	-	845,330	-
Total Revenue	\$ 134,610	\$ 348,299	\$ 386,500	\$ 3,137,119	\$ 1,215,000
Expenses					
6404 Consulting Services	\$ 21,415	\$ -	\$ 35,000	\$ 95,000	\$ 300,000
6408 Contractor Fees	1,313,904	1,431	-	-	-
6599 Other contracts/obligations	-	250,000	350,000	350,000	250,000
6801 Land Acquisition	-	-	-	2,025,619	-
6809 Infrastructure Construction	-	-	-	665,000	665,000
6815 Software Acquisition	50,000	-	-	-	-
7913 Trans Out - Debt Service	-	239,007	1,500	1,500	-
Total Expense	\$ 1,385,319	\$ 490,438	\$ 386,500	\$ 3,137,119	\$ 1,215,000

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Consulting

Legal services	\$ 240,000
Site plan & stormwater management plan	60,000
	<u>\$ 300,000</u>

Other Contracts/Obligations

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

Pedestrian bridge	\$ 368,000
Stormwater on-site management	130,000
Power poles - county	167,000
	<u>\$ 665,000</u>

**CITY OF APPLETON 2016 BUDGET
COMMUNITY DEVELOPMENT
SOURCES AND USES OF FUNDS**

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (5,756)	\$ 2,542	\$ 1,000	\$ 100	\$ -
Donations & Memorials	130,368	40,157	1,500	4,834	-
Other Reimbursements	10,000	-	-	-	-
Total Revenues	<u>134,612</u>	<u>42,699</u>	<u>2,500</u>	<u>4,934</u>	<u>-</u>
Expenses					
Program Costs	1,385,319	251,431	385,000	2,410,619	1,215,000
Total Expenses	<u>1,385,319</u>	<u>251,431</u>	<u>385,000</u>	<u>2,410,619</u>	<u>1,215,000</u>
Revenues over (under) Expenses	(1,250,707)	(208,732)	(382,500)	(2,405,685)	(1,215,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	305,600	384,000	1,565,000	1,215,000
Operating Transfers In	-	-	-	845,330	-
Operating Transfers Out	-	(239,007)	(1,500)	(4,834)	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>66,593</u>	<u>382,500</u>	<u>2,405,496</u>	<u>1,215,000</u>
Net Change in Equity	(1,250,707)	(142,139)	-	(189)	-
Fund Balance - Beginning	1,394,362	143,655	1,516	1,516	1,327
Fund Balance - Ending	<u>\$ 143,655</u>	<u>\$ 1,516</u>	<u>\$ 1,516</u>	<u>\$ 1,327</u>	<u>\$ 1,327</u>

CITY OF APPLETON 2016 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Community & Economic Development Director: Karen E. Harkness

Finance Director: Anthony D. Saucerman, CPA

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

Tax Incremental District # 3

Business Unit 2040

PROGRAM MISSION

This program accounts for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Primary projects include the Green and Yellow Parking Ramps, the Radisson Paper Valley Hotel expansion, the Evans Title building, Angelus Assisted Living Center, the Copper Leaf Hotel, and the Richmond Terrace property. This district was scheduled to close in 2021 but in 2011 was designated as distressed as allowed by Act 310. This designation allows the extension of the district's life by up to ten years (2031) beyond the original termination date.

	General Fund Advance	Parking Utility Advance		General Fund Advance	Parking Utility Advance
1993	\$ -	\$ 129,877	2005	393,108	800,000
1994	-	604,290	2006	207,763	900,000
1995	-	703,516	2007	423,151	900,000
1996	-	1,254,622	2008	239,309	900,000
1997	639,211	764,308	2009	(568,726)	1,000,000
1998	1,141,212	787,831	2010	222,838	1,000,000
1999	1,756,773	827,222	2011	643,980	1,000,000
2000	1,774,640	868,584	2012	676,179	1,000,000
2001	1,341,515	1,568,974	2013	(417,512)	1,200,000
2002	2,235,558	969,870	2014	(1,360,888)	1,200,000
2003	1,498,145	1,892,733	2015	(1,428,932)	1,200,000
2004	1,575,103	1,338,592	2016	(1,500,379)	1,400,000
			12/31/16 Balance	\$ 9,492,048	\$ 24,210,419

Major changes in Revenue, Expenditures, or Programs:

The City continues to not recognize interest expense on the parking fund advances as, at this time, it is deemed that funds will not be available to make such a payment. The City convened the Joint Review Board in 2011 and approved designating this district as distressed after suffering a reduction in valuation of \$15,445,800 due to State assessment procedure changes, decreases in property values, and conversion of some properties to tax-exempt status. Staff continues to encourage growth and investment in TID #3, with recent announcements on the conversion of the former Luna Lounge and Intermezzo Office to Katsuya restaurant as well as the redevelopment of the former Park Central complex to Class A office space.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2013	2014	Adopted 2015	Amended 2015	2016	
	Program Revenues	\$ 53,021	\$ 51,927	\$ 53,000	\$ 53,000	\$ 51,000	-3.77%
	Program Expenses	\$ 1,654,399	\$ 735,575	\$ 672,431	\$ 672,431	\$ 605,226	-9.99%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,652,740	733,982	670,381	670,381	603,176	-10.02%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,659	1,593	2,050	2,050	2,050	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget

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

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Taxes	\$ 927,618	\$ 894,830	\$ 980,000	\$ 980,000	\$ 923,000
4130 Payment in Lieu of Taxes	41,292	41,110	40,000	40,000	40,000
4227 State Aid - Computers	8,914	5,684	8,000	8,000	6,000
4710 Interest on Investments	2,815	5,133	5,000	5,000	5,000
5927 Transfer In - Parking Utility	1,200,000	1,200,000	1,200,000	1,200,000	1,400,000
Total Revenue	\$ 2,180,639	\$ 2,146,757	\$ 2,233,000	\$ 2,233,000	\$ 2,374,000
Expenses					
6401 Accounting/Audit	\$ 1,509	\$ 1,443	\$ 1,900	\$ 1,900	\$ 1,900
6402 Legal Fees	150	150	150	150	150
6720 Interest Payments	682,488	639,112	571,068	571,068	499,621
7913 Trans Out - Debt Service	970,252	94,870	99,313	99,313	103,555
Total Expense	\$ 1,654,399	\$ 735,575	\$ 672,431	\$ 672,431	\$ 605,226

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2016 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Property Taxes	\$ 927,618	\$ 894,830	\$ 980,000	\$ 954,220	\$ 923,000
Payment in Lieu of Taxes	41,292	41,110	40,000	41,000	40,000
Intergovernmental	8,914	5,684	8,000	6,000	6,000
Interest Income	2,815	5,133	5,000	3,000	5,000
Total Revenues	<u>980,639</u>	<u>946,757</u>	<u>1,033,000</u>	<u>1,004,220</u>	<u>974,000</u>
Expenses					
Interest Expense	682,488	639,112	571,068	571,068	499,621
Administrative Expenses	1,659	1,593	2,050	1,800	2,050
Total Expenses	<u>684,147</u>	<u>640,705</u>	<u>573,118</u>	<u>572,868</u>	<u>501,671</u>
Revenues over (under) Expenses	296,492	306,052	459,882	431,352	472,329
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	1,200,000	1,200,000	1,200,000	1,200,000	1,400,000
Operating Transfers Out - Debt Service	(970,252)	(94,870)	(99,313)	(99,313)	(103,555)
Total Other Financing Sources (Uses)	<u>229,748</u>	<u>1,105,130</u>	<u>1,100,687</u>	<u>1,100,687</u>	<u>1,296,445</u>
Revenues over (under) Expenses	526,240	1,411,182	1,560,569	1,532,039	1,768,774
Fund Balance (Deficit)- Beginning	<u>(14,198,580)</u>	<u>(13,672,340)</u>	<u>(12,261,158)</u>	<u>(12,261,158)</u>	<u>(10,729,119)</u>
Fund Balance (Deficit)- Ending	<u><u>\$ (13,672,340)</u></u>	<u><u>\$ (12,261,158)</u></u>	<u><u>\$ (10,700,589)</u></u>	<u><u>\$ (10,729,119)</u></u>	<u><u>\$ (8,960,345)</u></u>

Discussion of changes in fund balances:

TIF #3 closed for capital expenditures as of November 4, 2003, therefore it is classified as a Special Revenue Fund. The existence of a negative fund balance in this fund is the result of capital investments in the early years of the TIF district which continue to be funded by the inflows of incremental property taxes.

**CITY OF APPLETON 2016 BUDGET
 TAX INCREMENTAL DISTRICT #3
 LONG TERM DEBT**

Year	2012B G.O Refunding Bonds	
	Principal	Interest
2016	100,000	3,555
2017	120,000	2,440
2018	125,000	875
	<u>\$ 345,000</u>	<u>\$ 6,870</u>

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

NOTES

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2016 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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

Objectives:

The 2016 budget provides funding for the next phase of Southpoint Commerce Park, including the extension of Vantage Drive, and overall administration of the Park. Administrative costs includes maintenance, real estate commissions, surveys, title insurance, and other costs associated with selling land and maintaining a high quality business park. Eligible expenditures may be made in this district until February 14, 2018. Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Concrete paving program	\$ 1,232,156	Projects, Pg. 580
Stormwater management	101,460	Projects, Pg. 590
Water main program	102,180	Projects, Pg. 596
Sanitary sewer program	50,894	Projects, Pg. 602
Southpoint Commerce Park development	92,225	Projects, Pg. 570
	<u>\$ 1,578,915</u>	

Summary of General Fund Advance

2010	\$ 1,025,000	2014	134,375
2011	1,877,500 *	2015	141,094
2012	145,125	2016	(364,352)
2013	(360,119)	12/31/16 Balance	<u>\$ 2,598,623</u>

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

Major changes in Revenue, Expenditures, or Programs:

Community & Economic Development staff secured a new five year lease (2015-2019) for farming the vacant business park land. The lease was signed in May, 2015, with an initial deposit of \$5,000 that was applied to 2015 rent. The new lease is based on a \$210/acre lease rate, which is 147 acres in 2015. It is anticipated the leasable land will decrease from 147 acres in 2015 to 140 acres in 2016 with the extension of Vantage Drive from Lakeland to Eisenhower Drive. 20% of the lease revenue is payable to TIF #6.

The 2016 - 2017 budgets provide funding to extend Vantage Drive from Lakeland Drive to Eisenhower Drive as the next phase of Southpoint and the final phase that would be paid for by TIF #6. This would include City utility infrastructure and paving work in 2016 and non-City utility infrastructure in 2017. Non-City infrastructure includes gas, electric, cable service, and street lights. Funding in 2018 and beyond would be for maintenance of the Park that will come from the Industrial Park Land Fund while TIF #6 recaptures the investments it's made in this District. The City will evaluate the need for additional infrastructure and platting of the land for the Park and will determine at a later date if a new TIF District will be created in 2018 or beyond to fund these costs.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget		% Change *	
		2013	2014	Adopted 2015	Amended 2015		2016
	Program Revenues	\$ 63,610	\$ 107,035	\$ 103,967	\$ 103,967	\$ 165,880	59.55%
	Program Expenses	\$ 2,543,317	\$ 2,688,770	\$ 2,542,466	\$ 2,542,466	\$ 3,600,443	41.61%
Expenses Comprised Of:							
	Personnel	4,874	14,905	6,232	6,232	13,657	119.14%
	Administrative Expense	1,999,882	1,946,121	1,973,346	1,973,346	1,563,478	-20.77%
	Supplies & Materials	-	89,858	-	-	-	N/A
	Purchased Services	538,406	626,840	535,779	535,779	482,450	-9.95%
	Utilities	-	-	325	325	325	0.00%
	Repair & Maintenance	155	11,046	500	500	3,500	600.00%
	Other Capital Expenditures	-	-	26,284	26,284	1,537,033	5747.79%

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

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 6

Business Unit 4090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Taxes	\$ 2,143,808	\$ 2,614,263	\$ 2,300,000	\$ 2,300,000	\$ 2,150,000
4130 Pmt in Lieu of Taxes	-	-	-	-	-
4227 State Aid - Computers	50,333	81,739	80,000	80,000	65,000
4710 Interest on Investments	4,311	16,329	15,000	15,000	15,000
5004 Sale of City Prop - Nontax	-	-	-	-	80,000
5015 Rental of City Property	8,966	8,967	8,967	8,967	5,880
5910 Proceeds of Long Term Debt	-	-	-	-	1,232,156
Total Revenue	\$ 2,207,418	\$ 2,721,298	\$ 2,403,967	\$ 2,403,967	\$ 3,548,036
Expenses					
6101 Regular Salaries	\$ 3,546	\$ 10,476	\$ 3,975	\$ 3,975	\$ 9,820
6105 Overtime	-	661	294	294	306
6108 Part-Time	-	-	523	523	1,111
6150 Fringes	1,329	3,768	1,440	1,440	2,420
6308 Landscape Supplies	-	-	-	-	-
6309 Shop Supplies & Tools	-	40	-	-	-
6325 Construction Materials	-	89,818	-	-	-
6401 Accounting/Audit	1,509	1,443	1,900	1,900	1,900
6402 Legal Fees	150	150	150	150	150
6404 Consulting Services	-	-	5,000	5,000	5,000
6408 Contractor Fees	-	16,665	-	-	-
6413 Utilities	-	-	325	325	325
6425 CEA Equip. Rental	154	11,046	500	500	3,500
6599 Other Contracts/Obligations	536,747	608,582	528,729	528,729	475,400
6720 Interest Payments	139,881	134,375	141,094	141,094	135,648
6809 Infrastructure Construction	-	-	26,284	26,284	1,537,033
7913 Trans Out - Debt Service	1,860,001	1,811,746	1,832,252	1,832,252	1,427,830
Total Expense	\$ 2,543,317	\$ 2,688,770	\$ 2,542,466	\$ 2,542,466	\$ 3,600,443

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Weed cutting/maintenance/debris clean up for Southpoint	\$ 13,000
Real estate commission (2 acres)	6,400
Developer funded incentive - Time Warner Cable	456,000
Total	\$ 475,400

Infrastructure Construction

Sanitary Area Assessment	\$ 37,500
Site grading/preparation for roadway Vantage Drive:	30,000
Watermain program	102,180
Sanitary sewer program	50,894
Stormwater management	101,460
Concrete program	1,214,999
Total	\$ 1,537,033

CITY OF APPLETON 2016 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Property Taxes	\$ 2,143,808	\$ 2,164,263	\$ 2,300,000	\$ 2,203,729	\$ 2,150,000
Intergovernmental	50,333	81,739	80,000	65,677	65,000
Interest Income	4,311	16,329	15,000	6,000	15,000
Other	8,966	8,967	8,967	5,880	5,880
Total Revenues	<u>2,207,418</u>	<u>2,271,298</u>	<u>2,403,967</u>	<u>2,281,286</u>	<u>2,235,880</u>
Expenses					
Capital Outlay	541,776	741,056	567,070	545,000	2,034,915
Interest Expense	139,881	134,375	141,094	141,094	135,648
Administrative Expense	1,659	1,593	2,050	1,658	2,050
Total Expenses	<u>683,316</u>	<u>877,024</u>	<u>710,214</u>	<u>687,752</u>	<u>2,172,613</u>
Revenues over (under) Expenses	1,524,102	1,394,274	1,693,753	1,593,534	63,267
Other Financing Sources (Uses)					
Proceeds of Debt	-	-	-	-	1,232,156
Operating Transfers Out - Debt Service	(1,860,001)	(1,811,746)	(1,832,252)	(1,832,252)	(1,427,830)
Sale of City Property	-	-	-	-	80,000
Total Other Financing Sources (Uses)	<u>(1,860,001)</u>	<u>(1,811,746)</u>	<u>(1,832,252)</u>	<u>(1,832,252)</u>	<u>(115,674)</u>
Net Change in Equity	(335,899)	(417,472)	(138,499)	(238,718)	(52,407)
Fund Balance - Beginning	(1,725,281)	(2,061,180)	(2,478,652)	(2,478,652)	(2,717,370)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ (2,061,180)</u>	<u>\$ (2,478,652)</u>	<u>\$ (2,617,151)</u>	<u>\$ (2,717,370)</u>	<u>\$ (2,769,777)</u>

**CITY OF APPLETON 2016 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT**

Year	2006A G.O. Notes		2007A G.O. Notes	
	Principal	Interest	Principal	Interest
2016	485,000	10,185	295,000	19,231
2017	-	-	305,000	6,481
	<u>\$ 485,000</u>	<u>\$ 10,185</u>	<u>\$ 600,000</u>	<u>\$ 25,712</u>

Year	2008A G.O. Notes		2009A G.O. Notes	
	Principal	Interest	Principal	Interest
2016	175,000	40,881	-	33,012
2017	460,000	28,100	350,000	27,763
2018	480,000	9,600	365,000	17,038
2019	-	-	370,000	5,781
	<u>\$ 1,115,000</u>	<u>\$ 78,581</u>	<u>\$ 1,085,000</u>	<u>\$ 83,594</u>

Year	2012B G.O Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Total
2016	355,000	14,521	1,310,000	117,830	1,427,830
2017	360,000	10,943	1,475,000	73,287	1,548,287
2018	255,000	7,087	1,100,000	33,725	1,133,725
2019	180,000	3,772	550,000	9,553	559,553
2020	115,000	1,121	115,000	1,121	116,121
	<u>\$ 1,265,000</u>	<u>\$ 37,444</u>	<u>\$ 4,550,000</u>	<u>\$ 235,516</u>	<u>\$ 4,785,516</u>

**CITY OF APPLETON 2016 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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community."

Objectives:

The area of South Memorial Drive from Calumet Street to State Highway 441 had deteriorated significantly over the last ten years. The abandonment of Valley Fair Mall and the under utilization of former retail and service buildings was cause for concern. The City created TIF District #7 in 2007 to provide targeted investments in this commercial corridor in conjunction with the private market while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period (September 5, 2029) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is September 5, 2034.

Major commercial projects which have occurred thus far include construction of a grocery store, a gas station/convenience store, and renovation of a movie theater. 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. New in 2015, Secura Insurance is leasing the former Kohl's department store that had been vacant for years. No new funds are being requested for the program in 2016.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 71,219	\$ 65,748	\$ 66,000	\$ 66,000	\$ 56,000	-15.15%
Program Expenses		\$ 265,415	\$ 262,592	\$ 323,575	\$ 323,575	\$ 313,575	-3.09%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,525	1,525	1,525	1,525	1,525	0.00%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	263,890	261,067	322,050	322,050	312,050	-3.11%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

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

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 7

Business Unit 4100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Taxes	\$ 262,231	\$ 259,474	\$ 320,000	\$ 320,000	\$ 315,000
4227 State Aid - Computers	71,457	59,372	60,000	60,000	50,000
4710 Interest on Investments	(238)	6,376	6,000	6,000	6,000
5910 Proceeds of Long-term Debt	-	-	-	-	-
Total Revenue	\$ 333,450	\$ 325,222	\$ 386,000	\$ 386,000	\$ 371,000
Expenses					
6401 Accounting/Audit	\$ 1,509	\$ 1,443	\$ 1,900	\$ 1,900	\$ 1,900
6402 Legal Fees	150	150	150	150	150
6425 CEA Equip. Rental	-	-	-	-	-
6599 Other Contracts/Obligations	262,231	259,474	320,000	320,000	310,000
6809 Infrastructure Construction	-	-	-	-	-
7913 Trans Out - Debt Service	1,525	1,525	1,525	1,525	1,525
Total Expense	\$ 265,415	\$ 262,592	\$ 323,575	\$ 323,575	\$ 313,575

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive - Valley Fair Too, LLC	<u>\$ 310,000</u>
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CITY OF APPLETON 2016 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Property Taxes	\$ 262,231	\$ 259,474	\$ 320,000	\$ 320,000	\$ 315,000
Intergovernmental	71,457	59,372	60,000	60,000	50,000
Interest Income	(238)	6,376	6,000	6,000	6,000
Other	-	-	-	-	-
Total Revenues	<u>333,450</u>	<u>325,222</u>	<u>386,000</u>	<u>386,000</u>	<u>371,000</u>
Expenses					
Capital Outlay	262,231	259,474	320,000	320,000	310,000
Administrative Expense	1,659	1,593	2,050	2,050	2,050
Total Expenses	<u>263,890</u>	<u>261,067</u>	<u>322,050</u>	<u>322,050</u>	<u>312,050</u>
Revenues over (under) Expenses	69,560	64,155	63,950	63,950	58,950
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(1,525)	(1,525)	(1,525)	(1,525)	(1,525)
Total Other Financing Sources (Uses)	<u>(1,525)</u>	<u>(1,525)</u>	<u>(1,525)</u>	<u>(1,525)</u>	<u>(1,525)</u>
Net Change in Equity	68,035	62,630	62,425	62,425	57,425
Fund Balance (Deficit) - Beginning	315,827	383,862	446,492	446,492	508,917
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 383,862</u>	<u>\$ 446,492</u>	<u>\$ 508,917</u>	<u>\$ 508,917</u>	<u>\$ 566,342</u>

**CITY OF APPLETON 2016 BUDGET
TAX INCREMENTAL DISTRICT # 7
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2016	\$ -	\$ 1,525
2017	15,000	1,300
2018	15,000	850
2019	20,000	313
	<u>\$ 50,000</u>	<u>\$ 5,513</u>

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

Summary of Advances	General Fund
2012	\$ 315,000
2013	515,750
2014	41,538
2015	43,614
2016	45,795
12/31/16 Balance	<u>\$ 961,697</u>

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 668,627	\$ 38,169	\$ 47,986	\$ 47,986	\$ 51,760	7.86%
Program Expenses		\$ 1,614,442	\$ 798,114	\$ 658,910	\$ 658,910	\$ 372,069	-43.53%
Expenses Comprised Of:							
	Personnel	63,880	12,401	-	-	-	N/A
	Administrative Expense	544,888	126,337	57,182	57,182	101,019	76.66%
	Supplies & Materials	701	23,795	-	-	-	N/A
	Purchased Services	114,596	265,039	244,728	244,728	271,050	10.76%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	1,889	-	-	-	-	N/A
	Capital Expenditures	888,488	370,542	357,000	357,000	-	-100.00%

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

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Taxes	\$ 49,808	\$ 105,905	\$ 243,000	\$ 243,000	\$ 275,000
4224 Miscellaneous State Aid	288,000	-	-	-	-
4227 State Aid - Computers	1,916	2,302	2,300	2,300	2,000
4705 General Interest	30,789	34,210	45,686	45,686	49,760
4710 Interest on Investments	(2,078)	1,657	-	-	-
5910 Proceeds of Long-term Debt	-	500,000	357,000	357,000	-
5924 Operating Transfers In	350,000	-	-	-	-
Total Revenue	\$ 718,435	\$ 644,074	\$ 647,986	\$ 647,986	\$ 326,760
Expenses					
6101 Regular Salaries	\$ 46,588	\$ 8,576	\$ -	\$ -	\$ -
6105 Overtime	1,435	156	-	-	-
6108 Part Time	-	788	-	-	-
6150 Fringes	15,857	2,881	-	-	-
6309 Shop Supplies & Tools	277	-	-	-	-
6325 Construction Materials	358	23,795	-	-	-
6327 Miscellaneous Equipment	66	-	-	-	-
6401 Accounting/Audit	9,259	4,443	1,900	1,900	1,900
6402 Legal Fees	150	150	150	150	150
6404 Consulting	59,543	16,269	-	-	-
6408 Contractor Fees	17,026	8,098	-	-	-
6420 Facilities charges	425	-	-	-	-
6425 CEA Equip. Rental	1,464	-	-	-	-
6599 Other Contracts/Obligations	28,618	236,079	242,678	242,678	269,000
6710 Principal Payments	500,000	-	-	-	-
6720 Interest Payments	24,019	33,269	18,424	18,424	45,795
6809 Infrastructure Construction	888,488	370,542	357,000	357,000	-
7913 Trans Out - Debt Service	20,869	93,068	38,758	38,758	55,224
Total Expense	\$ 1,614,442	\$ 798,114	\$ 658,910	\$ 658,910	\$ 372,069

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Tax Development Payment	
RiverHeath	\$ 205,000
Eagle Flats	64,000
	<u>\$ 269,000</u>

CITY OF APPLETON 2016 BUDGET
TAX INCREMENTAL DISTRICT # 8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Property Taxes	\$ 49,808	\$ 105,905	\$ 243,000	\$ 236,264	\$ 275,000
Intergovernmental Revenue	289,916	2,302	2,300	1,755	2,000
Other Reimbursements	-	34,210	45,686	26,000	49,760
Interest Income	28,710	1,657	-	-	-
Total Revenues	<u>368,434</u>	<u>144,074</u>	<u>290,986</u>	<u>264,019</u>	<u>326,760</u>
Expenses					
Program Costs	1,084,164	700,453	618,102	592,549	314,795
Administration	9,409	4,593	2,050	1,659	2,050
Total Expenses	<u>1,093,573</u>	<u>705,046</u>	<u>620,152</u>	<u>594,208</u>	<u>316,845</u>
Revenues over (under) Expenses	(725,139)	(560,972)	(329,166)	(330,189)	9,915
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	500,000	357,000	360,000	-
Promissory Note Issued	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Principal Payment	(500,000)	-	-	-	-
Operating Transfers In	350,000	-	-	-	-
Operating Transfers Out	(20,869)	(93,068)	(38,758)	(38,758)	(55,224)
Total Other Financing Sources (Uses)	<u>(170,869)</u>	<u>406,932</u>	<u>318,242</u>	<u>321,242</u>	<u>(55,224)</u>
Net Change in Equity	(896,008)	(154,040)	(10,924)	(8,947)	(45,309)
Fund Balance - Beginning	134,571	(761,437)	(915,477)	(915,477)	(924,424)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ (761,437)</u>	<u>\$ (915,477)</u>	<u>\$ (926,401)</u>	<u>\$ (924,424)</u>	<u>\$ (969,733)</u>

**CITY OF APPLETON 2016 BUDGET
TAX INCREMENTAL DISTRICT # 8
LONG TERM DEBT**

Year	2009A G.O. Notes		2012A G.O. Notes	
	Principal	Interest	Principal	Interest
2016	\$ -	\$ 1,069	\$ -	\$ 22,000
2017	10,000	918	360,938	18,391
2018	10,000	618	367,812	11,103
2019	15,000	234	371,250	3,712
	<u>\$ 35,000</u>	<u>\$ 2,839</u>	<u>\$ 1,100,000</u>	<u>\$ 55,206</u>

Year	2012 DNR Site Remediation Loan *		2014 G.O. Notes	
	Principal	Interest	Principal	Interest
2016	\$ 15,000	\$ -	\$ -	\$ 10,100
2017	15,000	-	-	10,100
2018	25,000	-	-	10,100
2019	25,000	-	165,000	8,450
2020	35,000	-	170,000	5,100
2021	35,000	-	170,000	1,700
2022	45,000	-	-	-
2023	45,000	-	-	-
2024	50,000	-	-	-
	<u>\$ 290,000</u>	<u>\$ -</u>	<u>\$ 505,000</u>	<u>\$ 45,550</u>

Year	2015 G.O. Notes		Total		
	Principal	Interest	Principal	Interest	Total
2016	\$ -	\$ 7,055	\$ 15,000	\$ 40,224	\$ 55,224
2017	35,000	7,444	420,938	36,853	457,791
2018	35,000	7,024	437,812	28,845	466,657
2019	40,000	6,487	616,250	18,883	635,133
2020	40,000	5,828	245,000	10,928	255,928
2021	40,000	5,047	245,000	6,747	251,747
2022	40,000	4,138	85,000	4,138	89,138
2023	40,000	3,117	85,000	3,117	88,117
2024	45,000	1,958	95,000	1,958	96,958
2025	45,000	664	45,000	664	45,664
	<u>\$ 360,000</u>	<u>\$ 48,762</u>	<u>\$ 2,290,000</u>	<u>\$ 152,357</u>	<u>\$2,442,357</u>

* The Redevelopment Authority issued a \$300,000, 0% loan with the DNR for remediation of the 935 E. John Street site. TIF #8 will make all repayments on the issue through a cash contribution to ARA.

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The district was created 9/19/13 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (9/18/2040). The investment in this district will:

- * Eliminate blight and foster urban renewal through public and private investment
- * Enhance the development potential of private property within and adjacent to the district
- * Stabilize property values in the area
- * Promote business retention, expansion, and attraction through the development of an improved area
- * Increase the attraction of compatible residential and business uses in this area
- * Improve the overall appearance of public and private spaces
- * Strengthen the economic well-being and economic diversity of the area
- * Provide appropriate financial incentives to encourage business expansion and retention
- * Reduce the financial risks to the taxpayer by timing the implementation of the project plan with the creation of additional property value
- * Maximize the district's strategic location close to the central business district

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

Project	Amount	Page
Asphalt paving program	\$ 79,671	Projects, Pg. 576

Summary of Advances	General Fund
2013	\$ 1,025
2014	182,301
2015	(93,334)
2016	4,500
12/31/16 Balance	<u>\$ 94,492</u>

Major changes in Revenue, Expenditures, or Programs:

Commonwealth Development Group was awarded WHEDA tax credits and entered into a Development Agreement with the City for TIF assistance to redevelop the former Eagle Supply and Plastics site into 50 townhomes and apartments. The final stages of construction will be completed in late 2015.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2013	2014	Adopted 2015	Amended 2015	2016	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 1,025	\$ 128,494	\$ 22,882	\$ 22,882	\$ 86,221	276.81%
Expenses Comprised Of:							
	Personnel	-	9,288	2,166	2,166	2,205	1.80%
	Administrative Expense	25	2,301	9,166	9,166	4,500	-50.91%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,000	2,565	11,550	11,550	2,050	-82.25%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	1,325	-	-	-	N/A
	Capital Expenditures	-	113,015	-	-	77,466	N/A

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

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ 31,000	\$ 31,000	\$ 35,000
4227 State Aid - Computers	-	-	-	-	65,000
4710 Interest on Investments	-	-	-	-	1,000
Total Revenue	\$ -	\$ -	\$ 31,000	\$ 31,000	\$ 101,000
Expenses					
6101 Regular Salaries	\$ -	\$ 6,660	\$ 1,636	\$ 1,636	\$ 1,675
6150 Fringes	-	2,627	530	530	530
6401 Accounting/Audit	-	1,444	1,900	1,900	1,900
6402 Legal Fees	1,000	150	150	150	150
6404 Consulting	-	972	9,500	9,500	-
6425 CEA Equipment Rental	-	1,325	-	-	-
6720 Interest Payments	25	2,301	9,166	9,166	4,500
6809 Infrastructure Construction	-	113,015	-	-	77,466
7913 Trans Out - Debt Service	-	-	-	-	-
Total Expense	\$ 1,025	\$ 128,494	\$ 22,882	\$ 22,882	\$ 86,221

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Infrastructure Construction

Asphalt paving program -
Hancock Street

\$ 77,466
\$ 77,466

CITY OF APPLETON 2016 BUDGET
TAX INCREMENTAL DISTRICT # 9
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ 31,000	\$ 30,965	\$ 35,000
Intergovernmental Revenue	-	-	-	68,133	65,000
Interest Income	-	-	-	600	1,000
Total Revenues	<u>-</u>	<u>-</u>	<u>31,000</u>	<u>99,698</u>	<u>101,000</u>
Expenses					
Program Costs	-	124,599	11,666	-	79,671
Administration	1,000	1,594	2,050	1,659	2,050
Total Expenses	<u>1,000</u>	<u>126,193</u>	<u>13,716</u>	<u>1,659</u>	<u>81,721</u>
Revenues over (under)					
Expenses	(1,000)	(126,193)	17,284	98,039	19,279
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(25)	(2,301)	(9,166)	(6,666)	(4,500)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(25)</u>	<u>(2,301)</u>	<u>(9,166)</u>	<u>(6,666)</u>	<u>(4,500)</u>
Net Change in Equity	(1,025)	(128,494)	8,118	91,373	14,779
Fund Balance - Beginning	-	(1,025)	(129,519)	(129,519)	(38,146)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ (1,025)</u>	<u>\$ (129,519)</u>	<u>\$ (121,401)</u>	<u>\$ (38,146)</u>	<u>\$ (23,367)</u>

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the northside of the West College Avenue corridor from Lilas Drive to Linwood Avenue and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The district was created 9/19/13 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (9/18/2040). The investment in this district will:

- * Eliminate blight and foster urban renewal through public and private investment
- * Enhance the development potential of private property within and adjacent to the district
- * Stabilize property values in the area
- * Promote retention, expansion, and attraction of businesses through the development of an improved area thereby facilitating the creation of new jobs and increased tax base
- * Improve the overall appearance of public and private spaces
- * Strengthen the economic well-being and economic diversity of the area
- * Provide appropriate financial incentives to encourage business expansion
- * Maximize the district's strategic location with easy access to both Appleton's downtown and the large retail center along U.S. Highway 41

Summary of Advances	General Fund
2013	\$ 1,025
2014	51
2015	(1,076)
12/31/16 Balance	<u>\$ -</u>

Major changes in Revenue, Expenditures, or Programs:

The largest building in TIF District #10 is the Marketplace Commercial Center. Built in 1964 and added to in 1988, it has experienced significant vacancies for several years. The largest vacant parcel in this District is the 12 acre former K-Mart site. The K-Mart store was demolished in 2008, leaving a blighted, vacant parcel. CVS Pharmacy vacated their 17,000 square foot building in 2009 and it remains unoccupied. These sites and buildings are poised for commercial redevelopment/rehabilitation being located along the gateway to Appleton, with easy access to U.S. Highway 41 and Appleton's downtown. The City continues to work cooperatively with the owners to analyze and consider options to provide appropriate development incentives for this area.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ 3,000	N/A
Program Expenses		\$ 1,025	\$ 1,644	\$ 11,550	\$ 11,550	\$ 2,050	-82.25%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	25	51	-	-	2,050	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,000	1,593	11,550	11,550	-	-100.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

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

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ 34,000	\$ 34,000	\$ 12,000
4227 State Aid - Computers	-	-	-	-	3,000
Total Revenue	\$ -	\$ -	\$ 34,000	\$ 34,000	\$ 15,000
Expenses					
6401 Accounting/Audit	\$ -	\$ -	\$ 1,900	\$ 1,900	\$ 1,900
6402 Legal Fees	1,000	1,443	150	150	150
6404 Consulting	-	150	9,500	9,500	-
6720 Interest Payments	25	51	-	-	-
7913 Trans Out - Debt Service	-	-	-	-	-
Total Expense	\$ 1,025	\$ 1,644	\$ 11,550	\$ 11,550	\$ 2,050

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET
TAX INCREMENTAL DISTRICT # 10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ 34,000	\$ 33,247	\$ 12,000
Intergovernmental Revenue	-	-	-	3,102	3,000
Total Revenues	<u>-</u>	<u>-</u>	<u>34,000</u>	<u>36,349</u>	<u>15,000</u>
Expenses					
Program Costs	-	-	9,500	-	-
Administration	1,000	1,593	2,050	1,659	2,050
Total Expenses	<u>1,000</u>	<u>1,593</u>	<u>11,550</u>	<u>1,659</u>	<u>2,050</u>
Revenues over (under) Expenses	(1,000)	(1,593)	22,450	34,690	12,950
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(25)	(51)	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(25)</u>	<u>(51)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(1,025)	(1,644)	22,450	34,690	12,950
Fund Balance - Beginning	-	(1,025)	(2,669)	(2,669)	32,021
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (1,025)</u>	<u>\$ (2,669)</u>	<u>\$ 19,781</u>	<u>\$ 32,021</u>	<u>\$ 44,971</u>

CITY OF APPLETON 2016 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

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

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

CITY OF APPLETON 2016 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2015 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.2 million square feet of municipal buildings including, but not limited to, offices, park pavilions, municipal aquatic centers, vehicle garages, police and fire stations, a golf course and water and wastewater plants. The services provided included maintaining and inspecting all building systems, such as HVAC, electrical, plumbing, structural and fire systems and general services such as janitorial services, pest control and elevator maintenance. Additionally, support was provided in areas directly impacting City departmental missions such as fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

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

Our tradesmen continued to improve their skills and knowledge by maintaining their professional licenses, attending training and seeking ways to find new approaches, such as lean and predictive maintenance. Benchmark costs for maintenance and janitorial services is \$3.02 per square foot, as published by FM Benchmarking compared to our cost of \$1.88. Expenses are controlled by employing in-house trades people to perform higher-cost skilled work while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost.

The Construction Management Division assisted staff from the Library in planning efforts for the future Library. Accessibility assessments were performed to review current compliance with the American with Disabilities Act throughout our parks and public facilities.

Construction management services were performed for renovations of the Pierce Park pavilion and the completion of the skateboard park. Lastly, conceptual designs and budgets were completed for the Erb Park aquatic features, bathhouse, pavilion and parking lot.

Capital improvement projects completed in 2015 included roof replacements at the Municipal Services Building, Library and the Wastewater Plant, HVAC upgrades at Fire Station #4, the Municipal Services Building and the Wastewater Treatment Plant, replacement of the entrance doors and a partition wall at the Library, lighting upgrades throughout the parks and at the Wastewater Plant, installation of permanent generators at Fire Stations #3, #4 and #5, upgrades to the backup power system at the Municipal Services Building, replacement of the trench drain at the Municipal Services Building and replacement of doors on the salt storage facility. Additionally, we continued to draw closer to our goal of ensuring our facilities are asbestos free. This year we replaced asbestos flooring at Fire Station #1 and the Wastewater Plant. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These type of projects include door replacements, flooring replacements, large-scale painting and various HVAC, plumbing and electrical upgrades.

Finally, the department remained diligent in its continued implementation of energy conservation and sustainability plans. The department considers sustainability when procuring products including the use of LED fixtures and the purchase of products utilizing recyclable materials when feasible. Since 2005 electrical usage has been reduced by over 25 million kWh's and natural gas usage reduced by 943,204 therms resulting in an approximately \$3 million in energy savings. We are proud of the fact that the City is far exceeding the initial goal of a 10% reduction established in 2005.

CITY OF APPLETON 2016 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2016 OBJECTIVES

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

Maintain the roof management program including a complete roof inventory and condition analysis, long-term replacement and recondition plans, and an annual preventive and predictive inspection plan. Although the initial inspection and inventory of all roofs is complete, the goal now is to review each roof on a two year cycle. Severe weather and personnel access can cause unexpected damage. It is especially important to inspect the roofs that are nearing the end of their expected life span.

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

Continue practice of conducting Facility Audits. Develop a scoring system for facilities and facilities systems to allow for comparison and prioritization of assets.

Continue to inventory, consolidate and, where necessary, create or obtain necessary facility documentation to better manage the facilities. Documentation includes site, architectural, structural, electrical, mechanical, plumbing, fire protection and furniture drawings.

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

Continue to work with the GIS Department to develop a departmental GIS system to centralize data and to make it easily accessible to minimize operational costs for all departmental disciplines.

Maintain a cost per square foot for maintenance and housekeeping under \$2.00 per square foot. Our current square foot benchmark is \$1.88, which is far below the industry's benchmark of \$3.02 as published by FM Benchmarking.

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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 2,410,089	\$ 2,510,216	\$ 2,656,604	\$ 2,686,604	\$ 2,706,656	1.88%
Program Expenses							
6330	Administration	271,430	284,759	309,341	312,855	323,889	4.70%
6331	Facilities Maintenance	2,192,777	2,226,041	2,347,263	2,384,501	2,382,767	1.51%
Total Program Expenses		\$ 2,464,207	\$ 2,510,800	\$ 2,656,604	\$ 2,697,356	\$ 2,706,656	1.88%
Expenses Comprised Of:							
Personnel		811,710	825,368	888,755	899,507	939,640	5.73%
Administrative Expense		644,629	671,195	696,937	696,937	717,612	2.97%
Supplies & Materials		73,244	79,149	70,000	70,000	43,120	-38.40%
Purchased Services		17,306	22,133	25,860	25,860	27,194	5.16%
Utilities		55,067	58,439	63,714	63,714	67,772	6.37%
Repair & Maintenance		862,251	854,516	911,338	941,338	911,318	0.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		10.23	10.23	10.25	10.25	10.25	

**CITY OF APPLETON 2016 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM MISSION

To provide a safe and productive physical environment which supports the departments and community in a safe, accessible, sustainable and cost effective manner.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Determine City-wide priorities and budget accordingly", # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", and # 5: "Encourage sustainability".

Objectives:

Provide quality cost-effective administrative management to support the internal and external services provided by the Facilities Management Division, including:

- | | |
|----------------------------------|-------------------------------------|
| Strategic facilities planning | Major renovation project management |
| Office space and layout planning | New construction project management |
| ADA analysis | Move coordination |

As well as performing a range of planning services, including:

- | | |
|---------------------------------|--------------------------|
| Building assessment | Environmental programs |
| Preventive maintenance programs | Facility documentation |
| Energy programs | Space allocation records |

Monitor the timeliness, professionalism and efficiency of staff, and the overall satisfaction with our services as perceived by our internal customers. Also, provide education and training opportunities for our employees to promote personal and professional growth and to meet federal, State and local guidelines.

Major changes in Revenue, Expenditures, or Programs:

Increase in training and conferences due to educational reimbursements to a staff member enrolled in a bachelor's degree program as allowed by City policy.

Increase in parking permits due to addition of a deputy director position in 2015.

Increase in utility costs due to the transfer of cell phone costs from the Maintenance budget (6331).

Increase in other contracts/obligations due to \$2,100 subscription costs related to software that allows smart phone bar code reading capabilities. Staff will be able to use their smart phones to record their time spent on jobs for the workorder/department billing system rather than carrying a separate bar code reader.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	95%	95%	100%	95%	100%
Strategic Outcomes					
Facilities projects/plans/studies completed in year scheduled	98%	94%	100%	100%	100%
Work Process Output					
# of capital projects completed	52	55	50	50	50

**CITY OF APPLETON 2016 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest on Investments	\$ (113)	\$ 12	\$ -	\$ -	\$ -
4801 Charges for Services	2,402,263	2,505,371	2,652,104	2,682,104	2,702,156
5005 Sale of City Prop - Tax	269	221	-	-	-
5020 Donations & Memorials	900	-	-	-	-
5030 Damage to City Property	6,770	-	-	-	-
5035 Other Reimbursements	-	4,612	4,500	4,500	4,500
5082 Insurance Proceeds	-	-	-	-	-
Total Revenue	\$ 2,410,089	\$ 2,510,216	\$ 2,656,604	\$ 2,686,604	\$ 2,706,656
Expenses					
6101 Regular Salaries	\$ 125,420	\$ 133,768	\$ 132,875	\$ 136,389	\$ 142,935
6105 Overtime	2,680	2,670	2,500	2,500	2,500
6150 Fringes	41,060	42,620	46,101	46,101	47,356
6201 Training\Conferences	3,826	5,860	7,500	7,500	9,000
6206 Parking Permits	384	396	396	396	792
6301 Office Supplies	2,008	1,591	2,000	2,000	2,060
6302 Subscriptions	119	130	120	120	125
6303 Memberships & Licenses	938	814	2,000	2,000	1,000
6304 Postage\Freight	2,785	2,573	2,000	2,000	2,620
6305 Awards & Recognition	175	156	165	165	165
6307 Food & Provisions	253	205	220	220	220
6315 Books & Library Material	648	825	1,000	1,000	1,000
6320 Printing & Reproduction	3,992	2,897	4,000	4,000	4,120
6321 Clothing	103	830	1,000	1,000	1,000
6323 Safety Supplies	1,566	2,799	1,500	1,500	2,000
6401 Accounting/Audit	1,886	1,804	2,510	2,510	2,530
6404 Consulting Services	4,450	4,837	6,500	6,500	6,500
6407 Collection Services	858	1,064	850	850	875
6412 Advertising	58	2,939	-	-	-
6413 Utilities	52,363	55,252	60,964	60,964	67,772
6501 Insurance	25,068	19,040	20,640	20,640	25,530
6599 Other Contracts/Obligations	790	1,689	1,500	1,500	3,789
7914 Trans Out - Cap Projects	-	-	13,000	13,000	-
Total Expense	\$ 271,430	\$ 284,759	\$ 309,341	\$ 312,855	\$ 323,889

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM MISSION

Provide proactive, cost effective and quality facilities maintenance services that preserve and extend the useful life of the City's facility assets and to ensure reliable and dependable service for our internal and external customers.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Determine City-wide priorities and budget accordingly", # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", and # 5: "Encourage sustainability".

Objectives:

Maintain mechanical, electrical and architectural systems including:

Carpentry	Fire protection	Locksmith	Roofing
Custodial services	Furniture	Pest control	Security
Electrical	HVAC	Plumbing	Structural
Elevator maintenance	Lighting maintenance	Refuse program	Windows

Develop and implement maintenance standards and schedules for buildings, building systems and installed equipment.

Major changes in Revenue, Expenditures, or Programs:

Increase in salaries due mainly to turnover in the Facilities Manager and the Pipefitter positions. Due to the technical knowledge and broad skills required for each position, along with the limited pool of candidates as a result of the strengthening economy, the pay rates necessary to attract quality candidates increased.

Decrease in utility costs due to the transfer of cell phone costs to the Administration budget (6330).

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	100%	99%	100%
Strategic Outcomes					
% of services performed as scheduled:					
Cost per sq. ft. - maint. and janitorial	\$1.71	\$1.74	\$1.83	\$1.88	\$1.90
Work completed in time scheduled	97%	97%	97%	97%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Service Performed					
Square feet of facilities maintained	1,262,054	1,266,848	1,266,848	1,266,848	1,266,848
# of pavilions maintained	20	22	22	22	22
# of pools maintained	2	2	2	2	2

**CITY OF APPLETON 2016 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 445,053	\$ 444,286	\$ 464,456	\$ 471,694	\$ 497,608
6104 Call Time	3,584	1,977	3,500	3,500	3,500
6105 Overtime	14,277	12,280	15,000	15,000	15,000
6108 Part-Time	17,854	25,292	33,748	33,748	34,245
6150 Fringes	161,782	162,475	190,575	190,575	196,496
6303 Memberships & Licenses	-	74	-	-	-
6306 Building Maint./Janitorial	297,587	328,888	329,558	329,558	339,953
6309 Shop Supplies & Tools	9,016	9,728	10,000	10,000	10,000
6323 Safety Supplies	-	22	-	-	-
6327 Miscellaneous Equipment	57,919	62,048	52,500	52,500	25,000
6405 Engineering Services	3,900	6,333	8,500	8,500	7,500
6407 Collection Services	4,277	3,397	5,000	5,000	5,000
6409 Inspection Fees	1,087	-	1,000	1,000	1,000
6413 Utilities	2,704	3,187	2,750	2,750	-
6414 Janitorial Service	339,299	347,631	355,000	355,000	368,596
6416 Building Repairs & Maint.	466,910	460,443	514,993	544,993	500,296
6418 Equip Repairs & Maint	3,723	1,662	4,000	4,000	3,500
6425 CEA	52,319	44,780	37,345	37,345	38,926
6502 Leases	311,205	311,468	319,088	319,088	335,897
6503 Equipment Rental	281	-	250	250	250
6599 Other Contracts/Obligations	-	70	-	-	-
Total Expense	<u>\$ 2,192,777</u>	<u>\$ 2,226,041</u>	<u>\$ 2,347,263</u>	<u>\$ 2,384,501</u>	<u>\$ 2,382,767</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	30,480
Elevator	20,320
Fire/Safety	30,480
HVAC	71,120
Janitorial supplies	40,233
Painting	20,320
Plumbing	30,480
Security	25,400
Structural/windows/ext. doors	40,640
	<u>\$ 339,953</u>

Miscellaneous Equipment

City furniture/general	\$ 25,000
	<u>\$ 25,000</u>

Janitorial Service

Contracted janitorial service	\$ 368,596
	<u>\$ 368,596</u>

Building Repairs & Maintenance Services

Electrical	\$ 45,446
Elevator	41,649
Fire/safety	34,055
HVAC	191,227
Plumbing	17,508
Security	16,278
Structural/roof	11,250
Overhead & passage doors	39,123
Painting & pavilion staining	59,975
Flooring	8,250
Other: pest control, locksmith, room set-ups, etc.	15,535

Projects

Wastewater door replacements	20,000
	<u>\$ 500,296</u>

Leases

City Hall condo agreement	\$ 321,793
First floor conference room	14,104
	<u>\$ 335,897</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2014 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Interest Income	113-	11.95	6-	0	0	0	0
Charges for Services	2,402,263	2,505,371.55	1,768,666	2,652,104	2,682,104	0	2,702,156
Other Revenues	7,938	4,832.65	5,227	4,500	4,500	4,500-	4,500
TOTAL REVENUES	2,410,088	2,510,216.15	1,773,887	2,656,604	2,686,604	4,500-	2,706,656
EXPENSES BY LINE ITEM							
Regular Salaries	227,707	203,177.19	159,806	595,791	606,543	628,008	639,283
Labor Pool Allocations	282,903	307,497.97	242,803	0	0	0	0
Call Time	3,584	1,977.09	1,322	3,500	3,500	3,500	3,500
Overtime	16,956	14,949.39	10,139	17,500	17,500	17,500	17,500
Part-Time	17,854	25,292.21	18,657	33,748	33,748	34,245	34,245
Other Compensation	3,056	1,909.79	1,282	1,540	1,540	0	1,260
Sick Pay	882	18,882.89	631	0	0	0	0
Vacation Pay	55,151	46,586.59	29,060	0	0	0	0
Fringes	202,753	205,095.69	160,607	236,676	236,676	223,812	243,852
Salaries & Fringe Benefits	810,846	825,368.81	624,307	888,755	899,507	907,065	939,640
Training & Conferences	3,826	5,860.10	6,686	7,500	7,500	9,000	9,000
Parking Permits	384	396.00	396	396	396	792	792
Office Supplies	2,008	1,590.87	1,569	2,000	2,000	2,060	2,060
Subscriptions	119	130.00	290	120	120	125	125
Memberships & Licenses	938	888.50	996	2,000	2,000	1,000	1,000
Postage & Freight	2,785	2,572.69	1,722	2,000	2,000	2,620	2,620
Awards & Recognition	175	155.71	8	165	165	165	165
Building Maintenance/Janitor.	297,588	328,887.51	218,364	329,558	329,558	339,953	339,953
Food & Provisions	253	205.49	80	220	220	220	220
Insurance	25,068	19,039.92	8,303	20,640	20,640	0	25,530
Leases	311,205	311,468.28	243,835	319,088	319,088	328,661	335,897
Rent	282	.00	0	250	250	250	250
Trans Out - Capital Projects	0	.00	13,000	13,000	13,000	0	0
Administrative Expense	644,631	671,195.07	495,249	696,937	696,937	684,846	717,612
Shop Supplies & Tools	9,016	9,728.43	5,646	10,000	10,000	10,000	10,000
Books & Library Materials	648	825.16	664	1,000	1,000	1,000	1,000
Printing & Reproduction	3,992	2,896.99	568	4,000	4,000	4,120	4,120
Clothing	103	829.83	479	1,000	1,000	1,000	1,000
Safety Supplies	1,566	2,820.55	973	1,500	1,500	2,000	2,000
Miscellaneous Equipment	57,919	62,047.55	54,060	52,500	52,500	25,000	25,000
Supplies & Materials	73,244	79,148.51	62,390	70,000	70,000	43,120	43,120
Accounting/Audit	1,886	1,804.28	1,886	2,510	2,510	0	2,530
Consulting Services	4,450	4,836.75	1,754	6,500	6,500	6,500	6,500
Engineering Fees	3,900	6,332.50	5,886	8,500	8,500	7,500	7,500
Collection Services	5,135	4,461.55	2,919	5,850	5,850	5,875	5,875
Inspection Fees	1,087	.00	0	1,000	1,000	1,000	1,000
Advertising	58	2,939.18	1,437	0	0	0	0
Other Contracts/Obligations	790	1,758.78	525	1,500	1,500	3,789	3,789
Purchased Services	17,306	22,133.04	14,407	25,860	25,860	24,664	27,194
Electric	19,160	19,692.16	15,128	21,792	21,792	22,010	22,010
Gas	12,700	13,701.32	7,549	14,280	14,280	14,280	14,280
Water	1,918	2,432.15	2,623	2,314	2,314	4,284	4,284
Waste Disposal/Collection	496	700.34	473	1,200	1,200	1,236	1,236
Stormwater	13,522	15,122.18	11,581	16,096	16,096	17,545	17,545
Telephone	3,621	3,086.58	2,181	3,700	3,700	3,700	3,700
Cellular Telephone	3,437	3,704.40	3,094	4,332	4,332	4,717	4,717
Utilities	54,854	58,439.13	42,629	63,714	63,714	67,772	67,772
Janitorial Service	339,299	347,630.83	270,981	355,000	355,000	368,596	368,596
Building Repair & Maintenance	466,910	460,443.32	344,805	514,993	544,993	530,296	500,296
Equipment Repair & Maintenan	3,723	1,662.00	1,540	4,000	4,000	3,500	3,500
CEA Equipment Rental	52,319	44,780.14	23,294	37,345	37,345	0	38,926
Repair & Maintenance	862,251	854,516.29	640,620	911,338	941,338	902,392	911,318

City of Appleton
2016 Budget
Revenue and Expense Summary

Description	2013 Actual	2014 Actual	2015 YTD Actual	2014 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	2,463,132	2,510,800.85	1,879,602	2,656,604	2,697,356	2,629,859	2,706,656

CITY OF APPLETON 2016 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Charges for Services	\$ 2,402,263	\$ 2,505,372	\$ 2,652,104	\$ 2,682,104	\$ 2,702,156
Other	-	-	-	-	-
Total Revenues	<u>2,402,263</u>	<u>2,505,372</u>	<u>2,652,104</u>	<u>2,682,104</u>	<u>2,702,156</u>
Expenses					
Operating Expenses	2,464,207	2,510,801	2,643,604	2,674,356	2,706,656
Depreciation	-	-	-	-	-
Total Expenses	<u>2,464,207</u>	<u>2,510,801</u>	<u>2,643,604</u>	<u>2,674,356</u>	<u>2,706,656</u>
Operating Loss	(61,944)	(5,429)	8,500	7,748	(4,500)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	(113)	11	-	-	-
Other Income	7,939	4,833	4,500	5,228	4,500
Total Non-Operating	<u>7,826</u>	<u>4,844</u>	<u>4,500</u>	<u>5,228</u>	<u>4,500</u>
Income (Loss) before Contributions and Transfers	(54,118)	(585)	13,000	12,976	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	-	(13,000)	(13,000)	-
Change in Net Assets	(54,118)	(585)	-	(24)	-
Net Assets - Beginning	<u>55,427</u>	<u>1,309</u>	<u>724</u>	<u>724</u>	<u>700</u>
Net Assets - Ending	<u>\$ 1,309</u>	<u>\$ 724</u>	<u>\$ 724</u>	<u>\$ 700</u>	<u>\$ 700</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 102,384	\$ 102,360
+ Change in Net Assets	(24)	-
Working Cash - End of Year	<u>\$ 102,360</u>	<u>\$ 102,360</u>

**CITY OF APPLETON 2016 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 Strategy # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

This budget, under oversight of the Parks, Recreation and Facilities Management Director, accounts for the expenditures related to City facility construction and major facilities improvements not accounted for separately in the City's enterprise funds. The projects anticipated for the upcoming year include the following:

Project	Subledger	Amount	Page
Downtown development	various	\$ 500,000	Projects, Pg. 608
Grounds improvements	various	65,000	Projects, Pg. 610
Hardscape improvements	various	330,000	Projects, Pg. 611
HVAC upgrades	2101	295,000	Projects, Pg. 612
Interior Finishes and Furniture	various	205,000	Projects, Pg. 613
Lighting upgrades	1915, 4161	180,000	Projects, Pg. 614
Police station parking deck	1905	45,000	Projects, Pg. 617
Roof replacements	4411, 2101	355,000	Projects, Pg. 619
Safety & security improvements	various	85,000	Projects, Pg. 620
Storage facilities	2106	42,500	Projects, Pg. 621
AMP master plan	4160	40,000	Projects, Pg. 646
Erb Park/pool renovation	4220	10,500,000	Projects, Pg. 648
Park ADA improvements	4150	50,000	Projects, Pg. 649
Playground areas	4282	240,000	Projects, Pg. 652
Riverfront Initiative	4147	50,000	Projects, Pg. 654
Scheig Center	4169	65,000	Projects, Pg. 655
Statue and Monument Restoration	4235	10,000	Projects, Pg. 657
Telulah Park Improvements	4450, 4145	32,267	Projects, Pg. 658
Trails and Trail Connections	4148	115,000	Projects, Pg. 660
		<u>\$ 13,204,767</u>	

Major changes in Revenue, Expenditures, or Programs:

As in past years, 40% of the Facilities Director's salary is allocated to this fund to account for the City's cost of project management. For 2016, the position of Project Manager has been added, at a projected cost of \$111,035 (salary and fringe benefits).

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 65,705	\$ 14,311	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 1,456,231	\$ 2,187,477	\$ 7,194,936	\$ 7,912,526	\$ 13,373,353	85.87%
Expenses Comprised Of:							
	Personnel	56,458	54,511	54,936	55,686	168,586	206.88%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	335,000	N/A
	Purchased Services	642,484	398,773	3,300,000	3,511,661	1,051,922	-68.12%
	Utilities	3,452	-	-	-	-	N/A
	Capital Expenditures	753,837	1,734,193	3,840,000	4,345,179	11,817,845	207.76%

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest on Investments	\$ (4,852)	\$ 8,327	\$ -	\$ -	\$ -
5020 Donations & Memorials	485	5,984	-	-	-
5910 Proceeds of Long-term Debt	-	3,028,547	7,194,936	7,194,936	13,373,353
5921 Trans In - General Fund	70,072	-	-	-	-
Total Revenue	\$ 65,705	\$ 3,042,858	\$ 7,194,936	\$ 7,194,936	\$ 13,373,353
Expenses					
6101 Regular Salaries	\$ 44,533	\$ 42,696	\$ 42,374	\$ 43,124	\$ 127,521
6150 Fringes	11,925	11,815	12,562	12,562	41,065
6327 Miscellaneous Equipment	-	-	-	-	295,000
6328 Signs	-	-	-	-	40,000
6404 Consulting	120,186	384,988	75,000	286,661	150,000
6406 Architect Fees	-	13,785	3,225,000	3,225,000	834,655
6407 Collection Services	-	-	-	-	20,000
6408 Contractor Fees	522,297	-	-	-	47,267
6413 Utilities	3,452	-	-	-	-
6801 Land	-	51,650	1,800,000	1,876,150	-
6802 Land Improvements	2,620	-	160,000	193,355	1,153,563
6803 Buildings	327,045	777,844	655,000	683,700	761,250
6804 Machinery & Equipment	206,057	322,296	390,000	652,399	592,500
6809 Infrastructure Construction	218,116	582,403	835,000	939,575	9,310,532
Total Expense	\$ 1,456,231	\$ 2,187,477	\$ 7,194,936	\$ 7,912,526	\$ 13,373,353

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Rebuild PD evidence storage system	\$ 35,000
Carpet & flooring replacement - FS # 2	10,000
Library - phase 1 furniture replacement	30,000
Carpeting - MSB admin areas	40,000
Workstation replacement - IT	80,000
Conference room table - Health	10,000
Playground equipment - Erb Park	90,000
Total	\$ 295,000

Land Improvements

MSB, WW, WTP Landscaping	\$ 15,000
Erb Park - pool, pavilion, parking demolition	\$ 1,088,563
Fencing & landscaping @ AMP	15,000
Retaining wall - Arbutus Park	35,000
Total	\$ 1,153,563

Signs

AMP / Witzke Blvd.	\$ 40,000
Total	\$ 40,000

Buildings

MSB roof replacement	\$ 235,000
Erb Park - pavilion, changing facility construction	\$ 406,250
Roof replacements - pavilions	120,000
Total	\$ 761,250

Consulting

Master Trail Plan	\$ 100,000
Lutz to Vulcan trail design	50,000
Total	\$ 150,000

Machinery & Equipment

Exterior lighting - FS # 3 & 5	\$ 80,000
PRFM bldg - storage units	42,500
City Hall UPS upgrade	35,000
Park security upgrades	30,000
MSB HVAC upgrades	295,000
Lighting upgrades - various park pavilions & trails	100,000
Monuments repairs	10,000
Total	\$ 592,500

Architect Fees

Riverheath/Telulah trail design	\$ 30,000
Riverview Gardens trail design	15,000
Erb Park pavilion, parking, changing facility design	289,655
Library design	500,000
Total	\$ 834,655

Infrastructure Construction

Parking lot & roadway - FS#1	\$ 145,000
Hardscape - FS #3	30,000
Erb Park pool	8,715,532
Kiwanis Park walkways	40,000
Pierce Park roadways	40,000
Schaefer Park walkways	30,000
Telulah Park walkways	45,000
ADA improvements, parks	50,000
Scheig Center boardwalk	65,000
Playground surface, Erb Park	150,000
Total	\$ 9,310,532

Collection Services

MSB asbestos remediation	\$ 20,000
Total	\$ 20,000

Contractor Fees

Balliet locomotive painting	\$ 2,267
Police Station parking deck	45,000
Total	\$ 47,267

CITY OF APPLETON 2016 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (4,852)	\$ 8,327	\$ -	\$ -	\$ -
Other	485	5,984	-	-	-
Total Revenues	<u>(4,367)</u>	<u>14,311</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	<u>1,456,231</u>	<u>2,187,478</u>	<u>7,194,936</u>	<u>2,817,419</u>	<u>13,373,353</u>
Total Expenses	<u>1,456,231</u>	<u>2,187,478</u>	<u>7,194,936</u>	<u>2,817,419</u>	<u>13,373,353</u>
Revenues over (under) Expenses	(1,460,598)	(2,173,167)	(7,194,936)	(2,817,419)	(13,373,353)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	3,028,547	7,194,936	2,093,837	13,373,353
Operating Transfers In - General Fund	70,072	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Internal Svc	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>70,072</u>	<u>3,028,547</u>	<u>7,194,936</u>	<u>2,093,837</u>	<u>13,373,353</u>
Net Change in Equity	(1,390,526)	855,380	-	(723,582)	-
Fund Balance - Beginning	<u>1,258,728</u>	<u>(131,798)</u>	<u>723,582</u>	<u>723,582</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (131,798)</u>	<u>\$ 723,582</u>	<u>\$ 723,582</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2016 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 2016 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2015 EVENTS

Parks and recreation are a tangible reflection of the quality of life in a community. Together they provide places for health and well being that are accessible by persons of all ages and abilities, especially to those with disabilities. Overall, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status, regardless of their ability to pay for access. In 2015, many great projects were completed to preserve and extend the useful life of our parks as well as updates made to our recreational programming to meet the demands and needs of our Community.

Parks and Grounds Management

The grounds division of the department proactively managed 633 acres of grounds, 17 ball diamonds, 15 tennis courts, 11 basketball courts, 7 ice rinks, 9.2 miles of paved trails, an archery range and 20,100 sq. ft. of accessible playgrounds.

Grand openings were held for both the new skateboard park at Telulah Park and the renovated pavilion at Pierce Park. Significant projects included the replacement of the west parking lot at Memorial Park, asphalt replacement at the Wastewater Plant, Water Filtration Plant, parking lot improvements at Fire Station #1 and the development of the new Pioneer Park including sidewalks and landscaping. Other projects included new playground surfacing at City Park, ball diamond fence replacement at Jaycee Park, playground equipment at Lions and Green Meadows Parks, security upgrades at various pavilions, and resurfacing of the tennis courts at Pierce, Erb and Einstein Parks. Projects also included various ball diamond field improvements, trail hard surface repairs and general grounds maintenance.

Last, planning efforts included updating the master plan for Memorial Park, an American for Disabilities Act (ADA) accessibility audit and continued planning for an updated Erb Pool and Park.

Recreation Services

Recreation services have seen a 56% participation increase over the past five years. With the increase in participation over the past year, resources and available staff time are not meeting participant demands and expectations. Staff have diligently planned over 150 programs with over 820 class options. In 2015, we added 15 new programs including youth and adult instructional programs, youth and adult enrichment programs, health/wellness related programs, and special events.

Over the past year, we have boldly worked to define, promote and deliver our recreation program experience. Through customer satisfaction surveys, we have been able to gauge what the community values in recreation services, why they are choosing our parks and recreation to meet their recreational needs, and how we can continue to deliver a program experience for members of the community that is consistent with our mission and vision.

The success of these efforts have:

- increased our summer youth baseball/softball/t-ball leagues by 58%
- driven the creation of a new introduction to golf program that hit capacity in its first season (30 on the wait list)
- led to restructuring of the youth basketball league to include younger ages that we expect will drive program numbers up 50% or more
- increased our fall youth soccer leagues by 14%
- increased our summer playground program by 12%

New marketing methods were put in place such as linking our Facebook page to our Twitter page, creating a series of radio advertisements to promote our youth sports leagues/camps, and creative procedures implemented in our monthly e-newsletter. The Parks and Recreation department's Facebook page is currently at 3,288 fans which is an increase of 73% from 2014.

Partnerships and collaborations continue to be an integral part of our department providing high quality programming at an affordable cost. In 2015, we partnered with over 40 businesses/organizations to successfully provide traditional and non-traditional recreation programming.

CITY OF APPLETON 2016 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2016 OBJECTIVES

Continue implementation of the Parks, Recreation and Facilities Management Strategic Plan. Monitor trends in the community, changes in the parks and recreational industry and solicit and implement feedback to update the 5-Year Plan annually.

- Design for a renovated Erb Park and aquatics area
- Design for a new Memorial Park ball diamond facility, plaza and walkways
- Acquire railroad trestles for development of trails across the Fox River
- Implement improvements as indicated in the ADA accessibility audit and develop a transition plan to ensure compliance with the American with Disabilities Act (ADA) Title II Section 35.150(d)(3) requirements.

Upgrade playground area/equipment to obtain a 15 year life-cycle replacement schedule. We currently provide 46 playground structures, 81 swing sets and numerous other play equipment in 29 playground areas throughout the parks. When playground equipment exceeds its life expectancy, we replace it to ensure safety and to ensure it meets the recreational needs of the users.

Continue to initiate an Adopt-A-Park program and volunteer programs for the Appleton Memorial Park Gardens.

Increase communication and outreach through marketing efforts to better educate the community regarding facilities, events, programs, and resources.

Expand our outdoor adventure programming efforts with community partners in order to reach a broader audience.

Continue implementation of youth sports leagues to meet current trends, promote sportsmanship and healthy lifestyles, better fit the community's needs, and allow for future growth and expansion.

Continue to work with the Health Department and Community Development Department on finalizing and promoting prescription trails and their benefits. A large part moving forward will be to work with the medical community and healthcare providers to promote healthy lifestyles. Prescription trails will help people engage in appropriate levels of physical activity based on their healthcare provider's assessment of them followed by a written walking prescription based on their current physical condition.

Continue the development of a marketing plan (including, but not limited to, a clear objective/purpose, a comprehensive schedule to follow, and enhanced connectivity to media).

Conduct statistically valid public opinion surveys to assess customer/community satisfaction with recreation services.

Expand cultural arts programming for youth and adults.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 637,150	\$ 656,760	\$ 662,280	\$ 663,030	\$ 681,075	2.72%
Program Expenses							
16532	Grounds Maintenance	1,697,285	1,879,232	1,917,939	1,927,862	1,975,987	2.50%
16541	Recreation Programs	1,447,433	1,357,780	1,424,409	1,428,631	1,472,278	3.06%
Total Program Expenses		\$ 3,144,718	\$ 3,237,012	\$ 3,342,348	\$ 3,356,493	\$ 3,448,265	2.73%
Expenses Comprised Of:							
Personnel		1,640,161	1,703,504	1,731,020	1,744,415	1,778,834	1.97%
Administrative Expense		133,317	122,968	142,032	142,032	139,807	-1.57%
Supplies & Materials		173,860	197,936	184,675	185,425	184,640	-0.42%
Purchased Services		66,574	67,910	74,631	74,631	77,379	3.68%
Utilities		318,660	349,699	345,000	345,000	386,937	12.16%
Repair & Maintenance		812,146	794,995	864,990	864,990	880,668	1.81%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		15.05	15.00	14.95	16.28	16.62	

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", and # 5: "Encourage sustainability".

Objectives:

To maintain the appropriate levels and quality of green space to increase health, social connection, aid the environment and have significant positive impacts on the local economy.

Proactively perform grounds preparation, planning and maintenance for open spaces, City-owned facilities, ball diamonds, trails, boulevards, triangles, ice rinks and playgrounds. Services provided to internal and external customers include, but are not limited to:

Asphalt/concrete maintenance	Landscaping	Spring and Fall cleanup
Fence/gate maintenance	Mowing	Snow removal/ice control
Fertilizing	Parking/sidewalks maint.	Turf management
Graffiti removal	Signage	Weed control

Recreational maintenance of playground equipment, ball fields, basketball courts, tennis courts, trails, x-country skiing and ice rink maintenance.

Major changes in Revenue, Expenditures, or Programs:

During 2015, the Council voted to transfer the former water plant property consisting of 3.4 acres to a park.

An additional \$10,000 was added to ground repair and maintenance expense for the removal of buckthorn.

The Charges for Services account for 2016 includes a \$5.00/day increase for all pavilion rentals, except Pierce Park. The Pierce Park pavilion rental fee is increasing to \$10/day to reflect the size and capacity of the pavilion, available services and associated amenities.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Provide a proactive grounds program					
% of internal satisfied customers	99%	99%	100%	99%	100%
% of external satisfied customers	99%	99%	100%	99%	100%
Strategic Outcomes					
Services performed as scheduled:					
Work completed in time scheduled	95%	95%	100%	95%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Cost of service					
Per Capita	\$ 23.25	\$ 25.69	\$ 26.35	\$ 26.34	\$ 26.98
Acres of parkland & trails maintained					
Parks	604.0	604.0	604.5	607.9	607.9
Trails	29.5	29.5	30.2	30.2	30.2

CITY OF APPLETON 2016 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT
Parks and Grounds Management **Business Unit 16532**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv.- Nontax	\$ 6,913	\$ 10,759	\$ 10,000	\$ 10,000	\$ 10,000
4802 Charges for Serv. - Tax	35,639	46,311	47,000	47,000	47,500
5001 Fees & Commissions	972	978	1,000	1,000	1,000
5011 Misc. Revenue - Tax	1,167	1,022	500	500	500
5016 Lease Revenue	99,365	101,818	103,852	103,852	105,264
5020 Donations & Memorials	1,188	5,169	13,500	14,250	7,000
5030 Damage to City Property	-	101	-	-	-
5035 Other Reimbursements	-	320	-	-	-
5082 Insurance Proceeds	1,577	-	-	-	-
Total Revenue	\$ 146,821	\$ 166,478	\$ 175,852	\$ 176,602	\$ 171,264
Expenses					
6101 Regular Salaries	\$ 458,439	\$ 567,114	\$ 554,871	\$ 564,044	\$ 568,267
6104 Call Time	3,123	1,537	1,500	1,500	1,500
6105 Overtime	9,325	11,121	7,500	7,500	7,500
6108 Part-Time	50,318	84,333	75,786	75,786	76,910
6150 Fringes	192,903	216,802	225,487	225,487	228,938
6201 Training/Conferences	1,564	962	2,000	2,000	2,000
6303 Memberships & Licenses	-	250	600	600	600
6305 Awards & Recognition	87	12	165	165	165
6306 Building Maint./Janitorial	-	64	-	-	-
6307 Food & Provisions	252	231	220	220	220
6308 Landscape Supplies	50,076	52,067	52,000	52,000	52,000
6309 Shop Supplies & Tools	5,941	5,487	5,000	5,000	5,000
6320 Printing & Reproduction	16	418	-	-	-
6321 Clothing	3,415	985	1,500	1,500	1,500
6322 Gas Purchases	20,851	21,667	18,000	18,000	18,000
6323 Safety Supplies	1,682	3,002	1,500	1,500	2,000
6327 Miscellaneous Equipment	14,211	28,511	24,500	25,250	24,500
6404 Consulting Services	15,013	9,788	15,000	15,000	15,000
6409 Collection Services	-	129	-	-	-
6413 Utilities	214,491	243,877	240,000	240,000	271,035
6415 Tipping Fees	686	507	750	750	750
6420 Facilities Charges	246,769	229,127	255,383	255,383	265,732
6425 CEA Equipment Rental	329,901	324,892	354,177	354,177	342,870
6429 Interfund Allocations	(32,859)	(27,630)	(30,000)	(30,000)	(30,000)
6440 Snow Removal Services	22,123	16,369	22,500	22,500	22,500
6454 Grounds Repair & Maint.	77,491	79,304	78,000	78,000	88,000
6503 Facility/Equipment Rental	4,207	387	1,500	1,500	1,000
6599 Other Contracts / Obligations	7,260	7,919	10,000	10,000	10,000
Total Expense	\$ 1,697,285	\$ 1,879,232	\$ 1,917,939	\$ 1,927,862	\$ 1,975,987

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

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

\$ 52,000

Gas Purchases

Fuel for small equipment

\$ 18,000

Consulting Services

Architectural, Engineers, etc.

\$ 15,000

Miscellaneous Equipment

Utility Vehicles \$ 6,000
 Lawn mowers and trimmers 2,000
 Weed spraying equipment 4,000
 Trailer replacement 5,000
 Slit Seeder Airifier 5,000
 Snow blower replacement 2,500

\$ 24,500

Snow Removal Services

Contracted snow removal

\$ 22,500

Grounds Repair & Maintenance

Hardscape maintenance \$ 35,000
 Weed cutting 5,000
 Fencing repair 6,000
 Weed control 5,000
 Playground equip. 5,000
 Courts/fields upkeep 5,000
 Signage upkeep 2,500
 Exterior lighting repair 2,500
 Stormwater pond maint. 5,000
 Landscaping Maint. 4,000
 Buckthorn removal 10,000
 Other:
 Scoreboards, gates, trails, ice rinks, goose mgmt. 3,000

\$ 88,000

**CITY OF APPLETON 2016 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 #6: "Continuously improve efficiency and effectiveness of City services"

Objectives:

Provide exceptional customer service through:

- Promotion and support services for our online registration system and new pass management system
- Effective and efficient person to person customer service contacts
- Utilization of social media including the e-newsletter, website, Facebook, and Twitter
- Well trained staff and volunteers

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

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

Coordinate delivery of recreation programs, activities and facilities by:

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

Maximize utilization of recreational facilities through:

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

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

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

Major Changes in Revenue, Expenditures or Programs:

Increase in revenues are a result of the increase in our youth sports leagues, new collaborations formed with community partners, general increases to existing partner programs and internal programs, and an increase in donations for dance recital program sponsorship.

Increase in regular salaries reflects two seasonal positions being moved to permanent part-time Recreation Coordinator positions in 2015. With the 2016 budget, one of those positions has been converted to a full time Recreation Programmer position. Funding for 2016 will come from vacant salary budgets due to retirements and other turnover.

This budget includes the addition of a summer seasonal position to assist in customer service demands.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely and organized program delivery					
% of customers who were satisfied with the services provided	93%	94%	100%	95%	100%
Strategic Outcomes					
Customer experience					
% of program with >80% max. enrollment	90%	90%	100%	95%	100%
# of new programs offered	8	18	5	15	5
Work Process Outputs					
Number of recreational opportunities:					
# of programs offered	130	140	140	150	150
# of collaborations	67	72	72	77	77
Net cost of service					
Recreation (per capita)	\$ 13.08	\$ 11.81	\$ 12.72	\$ 12.78	\$ 12.94

**CITY OF APPLETON 2016 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv. - Nontax	\$ 266,828	\$ 276,829	\$ 268,328	\$ 268,328	\$ 309,791
4802 Charges for Serv. - Tax	207,213	199,118	206,725	206,725	187,115
4850 Daily Entrance - Nontax	3,004	3,007	3,000	3,000	3,000
5001 Fees & Commissions	2,010	1,564	950	950	980
5010 Misc. Revenue - Nontax	605	608	-	-	-
5011 Misc. Revenue - Tax	26	-	-	-	-
5015 Rental of City Property	5,243	5,672	4,425	4,425	4,425
5020 Donations & Memorials	6,468	3,500	3,000	3,000	4,500
5085 Cash Short or Over	(1,068)	(16)	-	-	-
Total Revenue	\$ 490,329	\$ 490,282	\$ 486,428	\$ 486,428	\$ 509,811
Expenses					
6101 Regular Salaries	\$ 374,403	\$ 296,368	\$ 286,931	\$ 291,153	\$ 339,146
6105 Overtime	114	44	-	-	-
6108 Part-Time	390,315	388,997	434,790	434,790	406,623
6150 Fringes	161,221	137,188	144,155	144,155	149,950
6201 Training/Conferences	3,308	2,083	3,450	3,450	3,810
6206 Parking Permits	1,812	-	-	-	-
6301 Office Supplies	2,391	2,477	2,675	2,675	2,675
6302 Subscriptions	-	290	50	50	300
6303 Memberships & Licenses	6,114	7,808	6,183	6,183	6,183
6304 Postage & Freight	245	224	1,000	1,000	500
6305 Awards & Recognition	2,181	1,625	2,653	2,653	2,753
6306 Building Maint./Janitorial	39	1,365	250	250	250
6307 Food & Provisions	3,193	4,195	3,970	3,970	4,460
6310 Chemicals	29,838	33,957	27,000	27,000	30,000
6314 Concession Supplies	5,462	3,968	4,755	4,755	4,755
6315 Books & Library Materials	343	274	560	560	560
6316 Miscellaneous Supplies	15,301	16,785	16,625	16,625	17,040
6320 Printing & Reproduction	3,746	3,700	6,500	6,500	6,500
6321 Clothing	13,832	13,918	16,695	16,695	18,445
6324 Medical/Lab Supplies	711	956	640	640	940
6327 Misc. Equipment	8,434	12,241	9,400	9,400	3,400
6403 Bank Services	9,329	10,456	9,000	9,000	12,500
6404 Consulting Services	780	662	-	-	-
6407 Collection Services	44	406	400	400	400
6408 Contractor Fees	4,969	-	-	-	-
6409 Inspection Fees	-	-	200	200	200
6412 Advertising	2,937	2,771	3,760	3,760	3,760
6413 Utilities	104,169	105,822	105,000	105,000	115,902
6418 Equip Repairs & Maint	-	417	-	-	-
6420 Facilities Charges	151,512	153,716	170,255	170,255	177,155
6425 CEA Equip. Rental	6,474	7,538	7,175	7,175	6,911
6431 Interpreter Services	-	-	200	200	200
6503 Rent	107,924	100,996	117,316	117,316	114,891
6599 Other Contracts/Obligations	36,292	46,533	42,821	42,821	42,069
Total Expense	\$ 1,447,433	\$ 1,357,780	\$ 1,424,409	\$ 1,428,631	\$ 1,472,278

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Clothing</u>		<u>Chemicals</u>	
Youth sport t-shirts	\$ 12,875	Chlorine, CO ₂ , stabilizer;	
Staff clothing	5,570	Mead & Erb pools	\$ 30,000
	<u>\$ 18,445</u>		<u>\$ 30,000</u>
<u>Other Contracts/Obligations</u>		<u>Rent</u>	
City Band	\$ 13,000	City Center Studios	\$ 43,678
Playground fair rentals, Camp APRD		Appleton Schools	18,388
trips, contracted programs, recital tix	27,069	Appleton Schools (pools)	28,825
On the Hill movies	2,000	Reid Golf - winter programs	8,500
	<u>\$ 42,069</u>	USA Youth-soccer field use	5,500
<u>Miscellaneous Supplies</u>		Tennis court leases	5,000
Recreational program supplies including		Equipment rental	5,000
arts/crafts and sports equipment	\$ 17,040		<u>\$ 114,891</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Charges for Services	519,597	536,024.95	563,480	535,053	535,053	556,906-	557,406
Other Revenues	117,553	120,735.21	112,611	127,227	127,977	123,669-	123,669
TOTAL REVENUES	637,150	656,760.16	676,091	662,280	663,030	680,575-	681,075
EXPENSES BY LINE ITEM							
Regular Salaries	402,804	412,125.75	404,670	841,802	855,197	901,533	502,389
Labor Pool Allocations	335,395	348,827.84	306,790	0	0	0	403,584
Call Time	3,123	1,536.91	1,578	1,500	1,500	1,500	1,500
Overtime	9,439	11,165.14	12,194	7,500	7,500	7,500	7,500
Part-Time	440,633	473,329.67	435,209	510,576	510,576	484,247	483,533
Other Compensation	4,938	2,512.79	1,225	0	0	0	1,440
Sick Pay	202	1,492.90	5,618	0	0	0	0
Vacation Pay	89,503	98,523.44	80,138	0	0	0	0
Fringes	354,124	353,990.55	322,952	369,642	369,642	378,493	378,888
Salaries & Fringe Benefits	1,640,161	1,703,504.99	1,570,374	1,731,020	1,744,415	1,773,273	1,778,834
Training & Conferences	4,872	3,044.30	2,850	5,450	5,450	5,810	5,810
Parking Permits	1,812	.00	0	0	0	0	0
Office Supplies	2,391	2,477.37	2,122	2,675	2,675	2,675	2,675
Subscriptions	0	290.00	25	50	50	300	300
Memberships & Licenses	6,114	8,057.90	6,001	6,783	6,783	6,783	6,783
Postage & Freight	245	224.00	232	1,000	1,000	500	500
Awards & Recognition	2,268	1,637.15	1,795	2,818	2,818	2,918	2,918
Building Maintenance/Janitor.	39	1,428.87	0	250	250	250	250
Food & Provisions	3,445	4,425.41	3,328	4,190	4,190	4,680	4,680
Rent	112,131	101,382.82	100,458	118,816	118,816	115,891	115,891
Administrative Expense	133,317	122,967.82	116,811	142,032	142,032	139,807	139,807
Landscape Supplies	50,076	52,067.29	51,798	52,000	52,000	52,000	52,000
Shop Supplies & Tools	5,941	5,486.98	4,197	5,000	5,000	5,000	5,000
Chemicals	29,838	33,956.72	38,504	27,000	27,000	30,000	30,000
Concession Supplies	5,462	3,968.36	4,329	4,755	4,755	4,755	4,755
Books & Library Materials	343	273.54	345	560	560	560	560
Miscellaneous Supplies	15,301	16,784.95	19,663	16,625	16,625	17,040	17,040
Printing & Reproduction	3,763	4,118.24	3,517	6,500	6,500	6,500	6,500
Clothing	17,248	14,902.36	15,671	18,195	18,195	19,945	19,945
Gas Purchases	20,851	21,667.48	15,107	18,000	18,000	18,000	18,000
Safety Supplies	1,682	3,001.62	2,341	1,500	1,500	2,000	2,000
Medical & Lab Supplies	711	956.06	665	640	640	25,440	25,440
Miscellaneous Equipment	22,644	40,752.38	43,318	33,900	34,650	24,400	3,400
Supplies & Materials	173,860	197,935.98	199,455	184,675	185,425	205,640	184,640
Bank Services	9,329	10,456.50	11,508	9,000	9,000	9,000	12,500
Consulting Services	15,793	10,450.15	7,711	15,000	15,000	15,000	15,000
Collection Services	44	534.60	506	400	400	400	400
Contractor Fees	4,969	.00	0	0	0	0	0
Inspection Fees	0	.00	0	200	200	200	200
Advertising	2,937	2,770.75	3,605	3,760	3,760	3,760	3,760
Tipping Fees	686	506.64	255	750	750	750	750
Interfund Allocations	32,859-	27,630.01-	21,741-	30,000-	30,000-	30,000-	30,000-
Interpreter Services	0	.00	0	200	200	200	200
Snow Removal Services	22,123	16,369.33	6,969	22,500	22,500	22,500	22,500
Other Contracts/Obligations	43,552	54,451.67	53,499	52,821	52,821	52,069	52,069
Purchased Services	66,574	67,909.63	62,312	74,631	74,631	73,879	77,379
Electric	121,596	135,074.65	115,821	129,832	129,832	143,088	143,088
Gas	20,064	22,991.51	19,183	23,240	23,240	23,825	23,825
Water	45,033	39,163.73	70,260	48,619	48,619	49,293	49,293
Waste Disposal/Collection	16,946	15,110.24	13,233	19,805	19,805	19,304	19,304
Stormwater	108,093	126,503.69	111,370	112,363	112,363	138,006	139,226
Telephone	1,379	3,515.72	3,587	4,770	4,770	4,849	4,849
Cellular Telephone	5,549	7,339.73	4,642	6,371	6,371	7,352	7,352

City of Appleton
2016 Budget
Revenue and Expense Summary

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Utilities	318,660	349,699.27	274,715	345,000	345,000	385,717	386,937
Equipment Repair & Maintenance	0	417.02	0	0	0	0	0
Facilities Charges	398,281	382,843.19	300,760	425,638	425,638	432,538	442,887
CEA Equipment Rental	336,374	332,430.46	235,419	361,352	361,352	349,781	349,781
Grounds Repair & Maintenance	77,491	79,303.87	71,531	78,000	78,000	88,000	88,000
Repair & Maintenance	812,146	794,994.54	607,710	864,990	864,990	870,319	880,668
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	3,144,718	3,237,012.23	2,591,891	3,342,348	3,356,493	3,448,635	3,448,265

**CITY OF APPLETON 2016 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

NOTES

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**CITY OF APPLETON 2016 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 investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there was no actual loss.

This Special Revenue Fund was established when the property was donated to the City of Appleton to assist with the maintenance and operation of the park. Due to the limited funding and the costs to administer the fund, the remaining funds will be expended in 2016 to address repairs to the well, landscaping, lighting, etc. and future maintenance and operational costs, which are very minimal, will be included in the Parks and Grounds Management Program Budget.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2013 Actual	2014 Actual	2015 Adopted Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (12)	\$ 36	\$ 16	\$ 16	\$ -
Expenses					
Program Costs	-	-	2,020	-	2,521
Revenues over (under) Expenses	(12)	36	(2,004)	16	(2,521)
Fund Balance - Beginning	2,481	2,469	2,505	2,505	2,521
Fund Balance - Ending	\$ 2,469	\$ 2,505	\$ 501	\$ 2,521	\$ -

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

Peabody Estate

Business Unit 7130

PROGRAM MISSION

To account for funding received from a private donation to finance the acquisition and development of Peabody Park and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to acquire land and/or develop facilities for Peabody Park

Major changes in Revenue, Expenditures or Programs:

No projects are scheduled for 2016.

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there was no actual loss.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2013 Actual	2014 Actual	2015 Adopted Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (311)	\$ 922	\$ 900	\$ 500	\$ 500
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(311)	922	900	500	500
Fund Balance - Beginning	64,218	63,907	64,829	64,829	65,329
Fund Balance - Ending	\$ 63,907	\$ 64,829	\$ 65,729	\$ 65,329	\$ 65,829

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

Balliet Locomotive

Business Unit 7140

PROGRAM MISSION

To account for funding provided by private donations to finance the maintenance of a locomotive located in Telulah Park, and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to make necessary minor repairs to the locomotive as needed

Major changes in Revenue, Expenditures or Programs:

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there was no actual loss.

We will repaint the locomotive in 2016, therefore depleting the balance of this fund.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2013 Actual	2014 Actual	2015 Adopted Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (55)	\$ 161	\$ 150	\$ 150	\$ 87
Expenses					
Program Costs	-	-	300	-	11,560
Revenues over (under) Expenses	(55)	161	(150)	150	(11,473)
Fund Balance - Beginning	11,217	11,162	11,323	11,323	11,473
Fund Balance - Ending	\$ 11,162	\$ 11,323	\$ 11,173	\$ 11,473	\$ -

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

Lutz Park Recreation

Business Unit 7150

PROGRAM MISSION

To account for funding received from private donations to finance the construction and preservation of the recreational facilities at Lutz Park, and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to finance major maintenance and development of Lutz Park

Major changes in Revenue, Expenditures or Programs:

The open air shelter was completed in 2012. This was the last major component of the park master plan adopted in 2004. No other major projects are scheduled for Lutz Park at this time.

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there was no actual loss.

The City worked with the Fox-Wisconsin Heritage Parkway to install an ADA accessible canoe and kayak launch. This fund contributed \$10,000 towards the total cost of \$53,150. The launch was contributed to the City.

No projects are scheduled for 2016.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2013 Actual	2014 Actual	2015 Adopted Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (690)	\$ 2,063	\$ 2,200	\$ 1,200	\$ 1,000
Donations & Memorials	-	-	-	43,150	-
Total Revenue	(690)	2,063	2,200	44,350	1,000
Expenses					
Program Costs	-	-	-	53,150	-
Revenues over (under) Expenses	(690)	2,063	2,200	(8,800)	1,000
Fund Balance - Beginning	143,670	142,980	145,043	145,043	136,243
Fund Balance - Ending	\$ 142,980	\$ 145,043	\$ 147,243	\$ 136,243	\$ 137,243

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

Park Open Space

Business Unit 7160

PROGRAM MISSION

Provide funding mechanism to account for moneys received from subdivision developers to finance acquisition of new park land and development of new parks and facilities.

PROGRAM NARRATIVE

Objectives:

Acquisition of park land and/or trail corridors identified in the Parks, Recreation and Facilities Management Department Comprehensive Plan.

Development of new parks and trails that would include: expenses associated with appraisals, title searches, surveys, wetland delineation, environmental impact studies, legal fees, counsel fees, and debt issuance costs.

Development of recreation facilities and associated facilities identified in the approved master plan for the new park or

Major changes in Revenue, Expenditures and Programs:

The 2014 Parks, Recreation and Facilities Management Department's Capital Improvement Program included \$400,000 for the acquisition of a regional community park. \$200,000 of the \$400,000 for land acquisition was included in the 2014 Park Open Space Special Revenue Fund, but acquisition of the park was not completed. Original plans to collaborate to develop a regional park did not materialize. \$200,000 for the acquisition of a regional community park has been moved to 2019.

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there was no actual loss.

No projects are scheduled for 2016.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2013 Actual	2014 Actual	2015 Adopted Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (1,461)	\$ 4,330	\$ 4,600	\$ 2,200	\$ 2,500
Zoning & Subdivision Fees	300	11,400	-	600	-
Total Revenue	<u>(1,161)</u>	<u>15,730</u>	<u>4,600</u>	<u>2,800</u>	<u>2,500</u>
Expenses					
Program Costs	-	-	200,000	-	-
Revenues over (under) Expenses	(1,161)	15,730	(195,400)	2,800	2,500
Fund Balance - Beginning	<u>300,917</u>	<u>299,756</u>	<u>315,486</u>	<u>315,486</u>	<u>318,286</u>
Fund Balance - Ending	<u>\$ 299,756</u>	<u>\$ 315,486</u>	<u>\$ 120,086</u>	<u>\$ 318,286</u>	<u>\$ 320,786</u>

**CITY OF APPLETON 2016 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:

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there was no actual loss.

No projects are scheduled for 2016.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2013 Actual	2014 Actual	2015 Adopted Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (27)	\$ 84	\$ 80	\$ 50	\$ 50
Expenses					
Program Costs	-	-	200	-	-
Revenues over (under) Expenses	(27)	84	(120)	50	50
Fund Balance - Beginning	5,834	5,807	5,891	5,891	5,941
Fund Balance - Ending	\$ 5,807	\$ 5,891	\$ 5,771	\$ 5,941	\$ 5,991

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

Universal Playground

Business Unit 7180

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the Universal Playground at Memorial Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance issues related to the Universal Playground at Appleton Memorial Park

Major changes in Revenue, Expenditures or Programs:

This Special Revenue Fund was scheduled to terminate on January 1, 2015, as identified in the Memorandum of Understanding executed in 2004. The termination date has been extended to allow for completion of playground equipment prior to termination of the fund.

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there was no actual loss.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2013 Actual	2014 Actual	2015 Adopted Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (36)	\$ 90	\$ -	\$ 30	\$ -
Expenses					
Program Costs	-	5,300	-	2,312	-
Revenues over (under) Expenses	(36)	(5,210)	-	(2,282)	-
Fund Balance - Beginning	7,528	7,492	2,282	2,282	-
Fund Balance - Ending	\$ 7,492	\$ 2,282	\$ 2,282	\$ -	\$ -

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

Miracle League Field

Business Unit 7190

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance and upgrade costs of the Miracle League Field and its associated amenities and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance and/or upgrading of the Miracle League Field and its associated amenities. Examples include:
 Equipment upgrades to meet code or safety guidelines outlined by the Consumer Product Safety Commission and/or American Society for Testing and Materials.
 Repairs and/or replacement of existing facilities, materials, equipment damaged by storms or acts of vandalism not covered by insurance.
 Repairs and/or replacement of resilient surfacing materials.
 Future site grading, roadways, sidewalks, utilities, etc. not included in original construction, but identified in project plan.
 Additional security and/or area lighting, accessible parking, etc. beyond current code requirements that directly or indirectly benefit the Miracle League Field and associated amenities.
 Construction and/or renovations to shelters/restrooms and other park amenities in the immediate vicinity of the Miracle League Field for the benefit in part or whole to the Miracle League Field.

Major changes in Revenue, Expenditures or Program:

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there was no actual loss.

No projects are planned for 2016.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2013 Actual	2014 Actual	2015 Adopted Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (131)	\$ 386	\$ 400	\$ 200	\$ 200
Expenses					
Program Costs	-	1,665	-	-	-
Revenues over (under) Expenses	(131)	(1,279)	400	200	200
Fund Balance - Beginning	26,957	26,826	25,547	25,547	25,747
Fund Balance - Ending	\$ 26,826	\$ 25,547	\$ 25,947	\$ 25,747	\$ 25,947

CITY OF APPLETON 2016 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 2016 BUDGET REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course will be dedicated to growing the game of golf by providing competitive rates, a golf course conforming to high standards, quality facilities and sincere customer service to golfers at all play levels.

DISCUSSION OF SIGNIFICANT 2015 EVENTS

Self-operated all clubhouse services to increase revenue and improve future financial sustainability of the golf course

Expanded the use of the GolfNow Marketing and of Constant Contact for marketing and golfer communications

Expanded our efforts to maximize the tee sheet by using GolfNow as real-time marketing in slow periods

Worked closely with league representatives to accommodate all golf leagues who committed to returning and joining the course in 2015

Installed a new privacy door between pro shop and kitchen, new televisions for the clubhouse lounge area, and shades on the east side of the main entrance to enhance customers' experience

Developed and implemented a marketing plan for the 2015 golf season that included regular email messages, promotional materials, radio ads, printed media, brochures and flyers

Created daily food specials to encourage golfers to stay and eat after their rounds

Established relationships and initiated planning efforts to bring more outings to the course in 2016

Established rates and fees for 2016 golf season

CITY OF APPLETON 2016 BUDGET REID GOLF COURSE

MAJOR 2016 OBJECTIVES

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

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

Continue to build on the excitement and interest generated in 2014 due to the completion of the stormwater ponds and course improvements

Continue to expand the use of the GolfNow reservations system and associated marketing modules to:
 Maximize the financial potential of "prime time" tee times and expand utilization of "non-prime time" tee times
 Increase electronic marketing and golfer communications
 Improve administration of tee times, tournaments, outings and league play
 Improve accounting methods and procedures for all clubhouse sales
 Improve data collection of golfer information

Market the golf course through other available media with available resources

Work with Golf Course Superintendent and Clubhouse Supervisor to explore opportunities for reductions in expenses, alternative staffing levels and work plans, new equipment, etc. to meet challenges of the ever-changing golf industry

Maintain the golf course, including the treatment of pesticides and fertilizers, irrigation and mowing of turf and the upkeep of bunkers, water hazards and other vegetation

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

Work closely with Parks and Recreation Division to implement new program opportunities

Increase number of youth golfers visiting the course for both instruction and play

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 693,027	\$ 595,416	\$ 805,527	\$ 805,527	\$ 818,746	1.64%
Program Expenses							
5630	Operations	525,851	574,689	770,683	770,683	810,613	5.18%
TOTAL		\$ 525,851	\$ 574,689	\$ 770,683	\$ 770,683	\$ 810,613	5.18%
Expenses Comprised Of:							
	Personnel	162,309	198,226	316,162	316,162	340,138	7.58%
	Administrative Expense	136,643	110,272	148,160	148,160	143,360	-3.24%
	Supplies & Materials	57,821	68,080	117,100	117,100	119,600	2.13%
	Purchased Services	27,839	36,825	24,975	24,975	34,200	36.94%
	Utilities	37,789	43,689	44,586	44,586	49,902	11.92%
	Repair & Maintenance	112,216	117,597	119,700	119,700	123,413	3.10%
	Capital Expenditures	(8,766)	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.73	1.93	2.67	2.67	2.67	

* % change from prior year adopted budget
Reid.xls

**CITY OF APPLETON 2016 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM MISSION

Manage and maintain the Reid Golf Course facilities and grounds in a fiscally and environmentally responsible manner, consistent with quality municipal golf courses, for the benefit of the users.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- To provide a golfing experience that is welcoming to all people regardless of skill or ability
- Grow the game of golf by providing various opportunities including instruction, outings, leagues and special events
- To enhance the quality of life in our Community by providing golf as a recreational amenity at a great value
- Operate the golf course in an environmentally responsible manner to sustain the green space for future generations
- Explore creative opportunities to increase revenues and decrease expenditures
- Maintain course in best condition possible utilizing the resources available to meet the recommendations of the United States Golf Association
- Work closely with CEA to coordinate repairs and provide equipment to maintain high quality playing conditions
- Work closely with the Recreation Division to implement new program opportunities

Major Changes in Revenue, Expenditures, or Programs:

Salaries and part-time wages are increasing due to staff being hired at different paygrades in the salary schedule. The same number of hours is budgeted.

A summer intern position is included to assist the administrative assistant with marketing efforts (\$4,500).

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Recreational opportunities					
Rounds of golf played annually	18,037 *	30,720	35,000	35,000	35,000
Annual youth pass holders	145	82	100	100	115
Family pass holders	11	15	15	15	15
Business pass holders	New Measure	—————>	3	3	5
Strategic Outcomes					
Electronic Communication with Golfers					
# of emails receiving bi-weekly message	834	850	2,000	1,750	2,100
% of golfers who rate conditions at good or better	90%	95%	95%	95%	97%
% of golfers who rate clubhouse services at good or better	New Measure	—————>			97%
Work Process Outputs					
% of time:					
Greens are mowed daily	80%	80%	90%	95%	95%
Tees and fairways - mowed 2 times per week (May-Aug.)	80%	80%	85%	95%	95%
Rough - mowed weekly	90%	90%	95%	100%	100%
Bunkers - raked weekly (Summer)	90%	90%	100%	100%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	90%	90%	95%	95%	95%

* Only 9 holes of the course were open in 2013 due to construction of the stormwater detention pond. (32,305 rounds were played in 2012)

**CITY OF APPLETON 2016 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest on Investments	\$ 146	\$ 1,007	\$ 4,000	\$ 4,000	\$ 1,000
4801 Charges for Serv. - Nontax	2,868	5,179	-	-	1,700
4802 Charges for Serv. - Tax	198,537	479,668	726,920	726,920	740,000
4850 Daily Entrance - Nontax	1,050	3,150	3,150	3,150	3,150
5004 Sale of City Prop - Nontax	202	-	-	-	-
5006 Gain (Loss) on Asset Disposal	(3,564)	-	-	-	-
5010 Misc revenue - Nontax	-	25,000	-	-	-
5015 Rental of City Property	12,000	16,000	15,000	15,000	15,000
5016 Lease Revenue	43,638	45,287	56,457	56,457	56,896
5021 Capital Contributions	223,013	20,000	-	-	-
5035 Other Reimbursements	215,137	125	-	-	1,000
Total Revenue	\$ 693,027	\$ 595,416	\$ 805,527	\$ 805,527	\$ 818,746
Expenses					
6101 Regular Salaries	\$ 96,638	\$ 105,875	\$ 141,503	\$ 141,503	152,049
6105 Overtime	1,310	8,493	500	500	500
6108 Part-Time	39,110	52,326	100,158	100,158	122,149
6150 Fringes	25,252	31,531	74,001	74,001	65,440
6201 Training/Conferences	548	125	1,000	1,000	1,000
6301 Office Supplies	60	76	600	600	750
6303 Memberships & Licenses	150	1,075	685	685	1,076
6306 Building Maint./Janitorial	4,652	4,427	10,000	10,000	5,000
6307 Food & Provisions	-	-	50	50	250
6308 Landscape Supplies	36,819	36,334	34,100	34,100	36,000
6314 Pro Shop/Concession Supplies	-	875	58,000	58,000	58,500
6316 Miscellaneous Supplies	-	-	-	-	3,000
6320 Printing & Reproduction	1,840	8,824	2,500	2,500	2,500
6321 Clothing	-	-	500	500	1,000
6322 Gas Purchases	14,616	18,379	16,000	16,000	13,600
6326 Vehicle & Equipment Parts	85	-	-	-	-
6327 Miscellaneous Equipment	4,461	3,668	6,000	6,000	5,000
6401 Accounting/Audit	2,641	2,526	2,433	2,433	2,700
6403 Bank Services	21	50	1,500	1,500	8,000
6404 Consulting Services	8,667	2,514	4,650	4,650	5,500
6407 Collection Services	425	299	512	512	1,000
6408 Contractor Fees	909	13,223	2,000	2,000	2,000
6412 Advertising	1,334	11,461	10,000	10,000	12,000
6413 Utilities	37,787	43,689	44,586	44,586	49,902
6416 Build. Repairs & Maint	57	329	-	-	-
6418 Equip. Repairs & Maint	4,832	3,034	5,200	5,200	5,000
6420 Facilities Charges	30,099	25,805	30,943	30,943	32,466
6424 Software Support	2,350	3,190	4,400	4,400	4,700
6425 CEA Equip. Rental	74,687	85,240	79,157	79,157	81,247
6426 Other Interfund Charges	13,404	5,646	3,000	3,000	3,000
6429 Interfund Allocations	-	901	-	-	-
6451 Uniform Services	89	-	500	500	-
6454 Grounds Repair & Maint	193	-	-	-	-
6501 Insurance	3,631	4,150	4,190	4,190	6,073
6503 Rent	357	832	30,550	30,550	27,191
6599 Other Contracts/Obligations	349	205	380	380	-
6601 Depreciation Expense	84,170	67,055	66,000	66,000	67,000
6720 Interest Payments	14,774	14,632	14,385	14,385	13,920
6730 Debt Issuance Costs	10,400	-	-	-	-
6803 Buildings	16,945	36,167	-	-	-
6804 Furniture, Fixtures & Equipment	29,244	-	-	-	-
6899 Other Capital Outlay	(54,955)	(36,167)	-	-	-
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
7921 Trans Out - Capital Projects Fund	-	-	2,800	2,800	3,200
Total Expense	\$ 525,851	\$ 574,689	\$ 770,683	\$ 770,683	\$ 810,613

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Pro Shop/Concession Supplies</u>	
Topsoil, sand & gravel	\$ 3,000	Food & beverages	\$ 45,500
Flowers	500	Merchandise/range balls	13,000
Seed & fertilizers	8,500		<u>\$ 58,500</u>
Pesticides/herbicides	24,000		
	<u>\$ 36,000</u>		
		<u>Rent</u>	
		Carts	\$ 25,691
		Maintenance operations	1,500
			<u>\$ 27,191</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Interest Income	146	1,006	182	4,000	4,000	4,000-	1,000
Charges for Services	202,455	487,997	679,654	730,070	730,070	743,150-	744,850
Other Revenues	490,426	106,412	49,648	71,457	72,162	71,896-	72,896
TOTAL REVENUES	693,027	595,415	729,484	805,527	806,232	819,046-	818,746
EXPENSES BY LINE ITEM							
Regular Salaries	57,728	74,860	80,935	141,503	141,503	152,049	152,049
Labor Pool Allocations	30,112	28,145	23,127	0	0	0	0
Overtime	1,310	8,493	238	500	500	500	500
Part-Time	39,110	52,326	107,041	100,158	100,158	117,969	122,149
Other Compensation	9	3	96-	0	0	0	0
Sick Pay	27	643	0	0	0	0	0
Vacation Pay	8,761	2,227	2,729	0	0	0	0
Fringes	25,252	31,530	43,363	74,001	74,001	65,120	65,440
Salaries & Fringe Benefits	162,309	198,227	257,337	316,162	316,162	335,638	340,138
Training & Conferences	548	125	309	1,000	1,000	1,000	1,000
Office Supplies	60	76	1,004	600	600	750	750
Memberships & Licenses	150	1,075	1,565	685	685	1,076	1,076
Building Maintenance/Janitor.	4,652	4,427	1,176	10,000	10,000	5,000	5,000
Food & Provisions	0	0	0	50	50	250	250
Insurance	3,631	4,150	4,088	4,190	4,190	6,073	6,073
Rent	357	832	19,953	30,550	30,550	27,191	27,191
Depreciation Expense	84,171	67,055	49,518	66,000	66,000	67,000	67,000
Interest Payments	14,774	14,632	10,791	14,385	14,385	13,920	13,920
Debt Issuance Costs	10,400	0	0	0	0	0	0
Trans Out - General Fund	17,900	17,900	13,425	17,900	17,900	17,900	17,900
Trans Out - Capital Projects	0	0	2,800	0	0	0	0
Trans Out - Internal Svc.	0	0	0	2,800	2,800	3,200	3,200
Administrative Expense	136,643	110,272	104,629	148,160	148,160	143,360	143,360
Landscape Supplies	36,819	36,333	26,840	34,100	34,100	36,000	36,000
Shop Supplies & Tools	0	0	103	0	0	0	0
Concession Supplies	0	875	62,520	58,000	58,000	58,500	58,500
Miscellaneous Supplies	0	0	1,833	0	0	3,000	3,000
Printing & Reproduction	1,840	8,824	1,220	2,500	2,500	2,500	2,500
Clothing	0	0	1,306	500	500	1,000	1,000
Gas Purchases	14,616	18,379	11,639	16,000	16,000	13,600	13,600
Vehicle & Equipment Parts	85	0	0	0	0	0	0
Miscellaneous Equipment	4,461	3,668	12,809	6,000	6,705	5,000	5,000
Supplies & Materials	57,821	68,079	118,270	117,100	117,805	119,600	119,600
Accounting/Audit	2,641	2,526	2,641	2,433	2,433	2,433	2,700
Bank Services	21	50	9,272	1,500	1,500	1,500	8,000
Consulting Services	8,667	2,514	367	4,650	4,650	5,500	5,500
Collection Services	425	299	676	512	512	1,000	1,000
Contractor Fees	909	13,223	890	2,000	2,000	2,000	2,000
Advertising	1,334	11,461	4,257	10,000	10,000	12,000	12,000
Other Interfund Charges	13,404	5,646	0	3,000	3,000	3,000	3,000
Interfund Allocations	0	901	0	0	0	0	0
Laundry Services	89	0	80	500	500	0	0
Other Contracts/Obligations	349	205	111	380	380	0	0
Purchased Services	27,839	36,825	18,294	24,975	24,975	27,433	34,200
Electric	20,964	23,044	17,686	21,383	21,383	22,233	22,233
Gas	4,931	7,348	4,231	6,300	6,300	7,350	7,350
Water	2,033	1,868	1,528	2,023	2,023	2,023	2,023
Waste Disposal/Collection	1,613	1,770	1,141	1,825	1,825	1,825	1,825
Stormwater	6,344	7,351	8,210	11,548	11,548	12,120	12,120
Telephone	1,745	2,031	1,736	1,357	1,357	2,031	2,031
Cellular Telephone	159	277	353	150	150	620	620
Other Utilities	0	0	667	0	0	1,700	1,700

City of Appleton
2016 Budget
Revenue and Expense Summary

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Utilities	37,789	43,689	35,552	44,586	44,586	49,902	49,902
Building Repair & Maintenance	57	329	0	0	0	0	0
Equipment Repair & Maintenanc	4,832	3,034	2,887	5,200	5,200	5,000	5,000
Facilities Charges	30,099	25,805	20,871	30,943	30,943	32,466	32,466
Software Support	2,350	3,190	2,249	4,400	4,400	4,700	4,700
CEA Equipment Rental	74,687	85,240	63,338	79,157	79,157	81,247	81,247
Grounds Repair & Maintenance	193	0	0	0	0	0	0
Repair & Maintenance	112,218	117,598	89,345	119,700	119,700	123,413	123,413
Buildings	16,945	36,167	0	0	0	0	0
Machinery & Equipment	29,244	0	0	0	0	0	0
Other Capital Outlay	54,955-	36,167-	0	0	0	0	0
Capital Expenditures	8,766-	0	0	0	0	0	0
TOTAL EXPENSES	525,853	574,690	623,427	770,683	771,388	799,346	810,613

CITY OF APPLETON 2016 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Charges for Services	\$ 202,455	\$ 487,997	\$ 730,070	\$ 690,000	\$ 745,850
Miscellaneous	227,339	41,125	15,000	15,000	15,000
Lease Revenue	43,639	45,287	56,457	56,457	56,896
Total Revenues	<u>473,433</u>	<u>574,409</u>	<u>801,527</u>	<u>761,457</u>	<u>817,746</u>
Expenses					
Operation and Maintenance	398,606	475,102	669,598	650,000	708,593
Depreciation	84,171	67,055	66,000	66,000	67,000
Total Expenses	<u>482,777</u>	<u>542,157</u>	<u>735,598</u>	<u>716,000</u>	<u>775,593</u>
Operating Income (Loss)	(9,344)	32,252	65,929	45,457	42,153
Nonoperating Revenues (Expenses)					
Interest Income	145	1,007	4,000	1,000	1,000
Interest Expense	(14,774)	(14,632)	(14,385)	(14,385)	(13,920)
Other	(10,400)	-	-	-	-
Loss on Asset Disposal	(3,564)	-	-	-	-
Total Non-Operating	<u>(28,593)</u>	<u>(13,625)</u>	<u>(10,385)</u>	<u>(13,385)</u>	<u>(12,920)</u>
Net Income (Loss) Before Transfers	(37,937)	18,627	55,544	32,072	29,233
Contributions and Transfers In (Out)					
Capital Contributions *	223,013	20,000	-	-	-
Operating Transfers out	(17,900)	(17,900)	(20,700)	(20,700)	(21,100)
Change in Net Assets	167,176	20,727	34,844	11,372	8,133
Net Assets - Beginning	495,614	662,790	683,517	683,517	694,889
Net Assets - Ending	<u>\$ 662,790</u>	<u>\$ 683,517</u>	<u>\$ 718,361</u>	<u>\$ 694,889</u>	<u>\$ 703,022</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 65,465	\$ 77,837
+ Change in Net Assets	11,372	8,133
- Capital Contributions	-	-
+ Depreciation	66,000	67,000
- Fixed Assets	-	-
- Principal Repayment	<u>(65,000)</u>	<u>(65,000)</u>
Working Cash - End of Year	<u>\$ 77,837</u>	<u>\$ 87,970</u>

* The Capital Contributions for 2013 includes a water fountain and bridge structure paid for by the Stormwater Utility as part of the agreement for placement of a stormwater detention pond on the course. In 2014 the rain shelter was completed, which will complete the agreement.

**CITY OF APPLETON 2016 BUDGET
REID GOLF COURSE
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2015 Budget	2015 Projected	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected
Revenues							
Charges for Services	\$ 730,070	\$ 690,000	\$ 745,850	\$ 752,150	\$ 758,650	\$ 765,350	\$ 772,250
Miscellaneous	15,000	15,000	15,000	15,300	15,606	15,918	16,236
Lease Revenue	56,457	56,457	56,896	56,896	56,896	56,896	56,896
Total Revenues	<u>801,527</u>	<u>761,457</u>	<u>817,746</u>	<u>824,346</u>	<u>831,152</u>	<u>838,164</u>	<u>845,382</u>
Expenses							
Operating Expenses	669,598	650,000	708,593	726,308	744,466	763,077	782,154
Depreciation	66,000	66,000	67,000	67,000	68,500	69,000	69,000
Total Expenses	<u>735,598</u>	<u>716,000</u>	<u>775,593</u>	<u>793,308</u>	<u>812,966</u>	<u>832,077</u>	<u>851,154</u>
Operating Income	65,929	45,457	42,153	31,038	18,186	6,087	(5,772)
Non-Operating Revenues (Expenses)							
Interest Income	4,000	1,000	1,000	1,000	500	500	500
Interest Expense	(14,385)	(14,385)	(13,920)	(13,320)	(18,556)	(17,125)	(15,432)
Total Non-Operating	<u>(10,385)</u>	<u>(13,385)</u>	<u>(12,920)</u>	<u>(12,320)</u>	<u>(18,056)</u>	<u>(16,625)</u>	<u>(14,932)</u>
Net Income Before Transfers	55,544	32,072	29,233	18,718	130	(10,538)	(20,704)
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/Internal Service	(20,700)	(20,700)	(21,100)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	34,844	11,372	8,133	818	(17,770)	(28,438)	(38,604)
Total Net Assets - Beginning	<u>683,517</u>	<u>683,517</u>	<u>694,889</u>	<u>703,022</u>	<u>703,841</u>	<u>686,071</u>	<u>657,633</u>
Total Net Assets - Ending	<u>\$ 718,361</u>	<u>\$ 694,889</u>	<u>\$ 703,022</u>	<u>\$ 703,841</u>	<u>\$ 686,071</u>	<u>\$ 657,633</u>	<u>\$ 619,030</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 65,465	\$ 77,837	\$ 87,970	\$ 90,789	\$ 76,519	\$ 34,081
+ Change in Net Assets	11,372	8,133	818	(17,770)	(28,438)	(38,604)
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	66,000	67,000	67,000	68,500	69,000	69,000
+ Long Term Debt	-	-	175,000	65,000	47,500	57,500
- Fixed Assets	-	-	(175,000)	(65,000)	(47,500)	(57,500)
- Principal Repayment	(65,000)	(65,000)	(65,000)	(65,000)	(83,000)	(88,000)
Working Cash - End of Year	<u>\$ 77,837</u>	<u>\$ 87,970</u>	<u>\$ 90,789</u>	<u>\$ 76,519</u>	<u>\$ 34,081</u>	<u>\$ (23,522)</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 171,271	\$ 185,903	\$ 189,382	\$ 195,231	\$ 199,526	
Coverage Ratio	1.06	1.03	0.94	0.80	0.67	0.53

ASSUMPTIONS:

Rounds of golf played @ projected 2014 levels and then increasing slightly for estimated increase in rounds, a 3% price increase projected in 2016-2020 for fees other than greens fees.

Operating expenses to increase 2.5% per year after 2016 in addition to larger one time costs as detailed in the five-year Capital Improvements Program.

Strive to maintain a level of 25% working capital reserve and 1.25 coverage ratio.

**CITY OF APPLETON 2016 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
2016	\$ 5,000	\$ -	\$ 5,000
2017	5,000	-	5,000
2018	5,000	-	5,000
2019	5,000	-	5,000
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
2025	60,000	-	60,000
2026	80,000	-	80,000
	<u>\$ 160,000</u>	<u>\$ -</u>	<u>\$ 160,000</u>

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
2016	\$ 60,000	\$ 13,920	\$ 73,920
2017	60,000	13,320	73,320
2018	60,000	12,556	72,556
2019	60,000	11,625	71,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	20,000	300	20,300
	<u>\$ 635,000</u>	<u>\$ 82,778</u>	<u>\$ 717,778</u>

Total			
Year	Principal	Interest	Total
2016	\$ 65,000	\$ 13,920	\$ 78,920
2017	65,000	13,320	78,320
2018	65,000	12,556	77,556
2019	65,000	11,625	76,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	80,000	300	80,300
2026	80,000	-	80,000
	<u>\$ 795,000</u>	<u>\$ 82,778</u>	<u>\$ 877,778</u>

CITY OF APPLETON 2016 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2016 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2015 EVENTS

Maintain high quality library services

Implemented 2015 Public User Survey achieving over 700 responses, the highest response rate in history of survey due to marketing via e-blasts, on library and city websites and social media

Had 296,014 visits as of July, compared to 321,821 as of July, 2014

Meeting room uses on track to exceed the 4,270 uses in 2014 by 3%; 2014 uses were a 3% increase over previous year

2015 summer program for children had 4,260 participants and the teen summer reading program had 1,217 participants, a record number

On track to circulate approximately 1.2 million physical items in 2015; self-checkout averages 79%

Participating in joint planning process with the Outagamie Waupaca and Winnefox Library Systems

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

Published quarterly "Fine Print" newsletter, with information and articles about library services, both online and in print and created bi-monthly "Classes and Events" publication, consolidating all our programming into one publication

Marketing e-blasts sent to approximately 9,000 e-mail addresses

Friends of the Appleton Public Library hosted fundraiser dinner, completed two successful used book sales, two fundraising letter campaigns, provided \$66,000 in grants directly from Friends funds, and served as fiscal agent for grants awarded from outside funding agencies

Hosted staff retreat in February 2015 focusing on the building project including the Director of Public Works, Mayor and the Madison Public Library Director

Hosted monthly staff trainings on continuing education and safety topics

Participated in State-wide study utilizing lean practices for increased library system effectiveness

Continued working with Washington Square group and security guard to improve neighborhood environment

Implemented recommendations from CPTED (Crime Prevention Through Environmental Design) evaluation by APD

Developed Active Threat procedures in conjunction with the APD

Continue to explore facility needs and options

Worked with city departments on library site selection process

Participated in downtown parking analysis. Participation in mobility study and update of the downtown plan as appropriate

Continue cooperation with schools and other community organizations

Participated in 108 programs with local educational institutions, businesses, non-profits and civic groups (up from 21 in 2011)

Secured grant funding from the United Way Fox Cities to hire a Physician Liaison

Participated as a major sponsor, coordinator and event site for the Fox Cities Community Read and Book Festival

APL had 943 attendees at our 19 programs

Hosted Hmong American Day Celebration attended by 270 people honoring the anniversary of the Hmong migration to the United States

Collaborated with local organizations on a Celebration of Hispanic Heritage for fall 2015

Utilize volunteers more effectively

Had 4,606 volunteer hours as of July, compared to 7,408 in total for 2014.

Increased coverage of our volunteer greeter station, providing friendly welcome and simple assistance as patrons enter the building, from 217 hours in 2014 to projected 450 for 2015

Continuously work to improve website and online service delivery

Expanded remote digital content by offering e-courses through Gale Courses, expanded titles available through Overdrive in conjunction with OWLSnet (e-books and audiobooks), Zinio (popular magazine online service) and IndieFlix (online streaming video service)

All data from APL building process was made available via apl150.org website and in-house

E-book use is up 31% from previous year

APL's Facebook page has established over 3,700 followers

CITY OF APPLETON 2016 BUDGET LIBRARY

MAJOR 2016 OBJECTIVES

Apply APL 150 strategies focusing on 21st century library service, serving as a community partner and participating in solving community problems utilizing the following strategic priorities and activities:

Hub of Learning and Literacy - We connect members of our community with opportunities for growth, self-instruction and inquiry. We recognize reading as the heart of the library's mission and also expand beyond it to offer our community additional ways to improve and develop.

Collaborative Environment – We celebrate our diverse community, serving as a place where understanding can grow. We work with many partners, allowing our entire community to benefit from shared knowledge and information.

The Future: Children and Teens – We provide youth in our community with programs and services that are age-appropriate, dynamic and inspiring. We ensure that children from all backgrounds find a supportive place at the library for their futures.

Creation and Innovation – We honor imagination, invention and inspiration. We implement spaces, collections and programs to encourage discovery, development and originality.

Diversion and Leisure – We embrace the important role of entertainment in the lives of our community members and its ability to enrich our lives. We maintain a collection that covers the breadth of changing interests, technologies and formats.

Specialized Services and Programs – We support and sustain learning for all ages. We address the varied needs within our community by offering targeted assistance and programs for different populations.

Engaged and Sustainable Organization – We maintain a knowledgeable and creative staff that represents and aids our community. We work closely with many organizations and partners to benefit those we serve.

Other specific objectives include:

Continue to plan for library facility needs

Expand outreach to parents in the Hmong and Hispanic communities as well as finding ways to work with incoming refugees

Collaborate with schools and other community organizations

Serve as a location for civic engagement and public meetings

Continue to develop online "digital branch" offering increased access to digital content such as e-courses for lifelong learning

Improve website to make it easier to navigate

Continue to develop collection of e-book titles

Continue work begun with OWLS in 2015 to incorporate a discovery layer in the online catalog, allowing users to search physical library holdings and electronic content in a single search

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 1,235,721	\$ 1,167,399	\$ 1,243,702	\$ 1,328,282	\$ 1,238,559	-0.41%
Program Expenses							
16010	Administration	447,998	470,304	480,763	492,229	496,517	3.28%
16021	Children's Services	440,795	505,915	493,728	549,505	526,541	6.65%
16023	Public Services	763,168	738,235	731,334	736,784	748,341	2.33%
16024	Community Partnerships	465,218	446,211	456,186	462,447	464,442	1.81%
16031	Building Operations	410,750	467,998	475,743	476,845	512,984	7.83%
16032	Materials Management	1,442,468	1,438,134	1,380,870	1,431,159	1,430,626	3.60%
16033	Network Services	261,022	260,239	275,784	277,053	274,808	-0.35%
TOTAL		\$ 4,231,419	\$ 4,327,036	\$ 4,294,408	\$ 4,426,022	\$ 4,454,259	3.72%
Expenses Comprised Of:							
Personnel		3,040,851	3,116,308	3,097,965	3,181,274	3,221,801	4.00%
Administrative Expense		105,990	111,351	104,076	111,431	104,468	0.38%
Supplies & Materials		628,530	639,054	618,845	659,795	645,685	4.34%
Purchased Services		62,635	65,850	68,729	68,729	71,067	3.40%
Utilities		144,397	147,351	146,210	146,210	147,739	1.05%
Repair & Maintenance		200,784	234,371	250,333	250,333	255,249	1.96%
Capital Expenditures		48,232	12,751	8,250	8,250	8,250	0.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		45.00	45.50	46.00	46.50	46.00	

**CITY OF APPLETON 2016 BUDGET
LIBRARY**

Administration

Business Unit 16010

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" ; # 4: "Develop human resources to meet changing needs" and # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

- Oversee and guide the library's long range plan throughout the daily operations of the library so staff members understand their roles in fulfilling the library's mission, vision and services utilizing APL's strategic priorities
- Continue efforts to provide citizen engagement and transparency in our building and strategic planning through public meetings, facilitated discussions, the apl.org website, as well as through social media efforts
- Continue to communicate the role of libraries in 21st century society
- Work with Washington Square collaboration to increase coverage and communicate needs to neighbors and stakeholders with security guard collaboration
- Support the strategic plan of the Friends of Appleton Public Library; work with Friends to develop strong public/private partnerships to support the library in providing edge of excellence services
- Ensure library operations continue to be of high quality and do not suffer during facility planning and any transitions
- Continue working on library facility plans
- Participate, as appropriate, in application of parking and mobility study recommendations

Major changes in Revenue, Expenditures, or Programs:

Funding request includes an increase for the Washington Square security guard (Other Contracts/Obligations). In 2015, the presence of this unarmed security guard has prevented and identified criminal behavior within the neighborhood serving as a liaison between the Washington Square stakeholders and police.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as responsive or very responsive	98%	98%	98%	97%	97%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	106	108	110	110	110
Work Process Outputs					
Grant funds awarded	\$ 95,999	\$ 92,753	\$ 85,000	\$ 130,000	\$ 130,000
State-level meetings attended	27	36	30	30	30
Surveys conducted	1	1	1	1	1
Hours worked by library volunteers	6,205	7,408	7,000	7,000	8,000
Annual door count	556,874	524,918	550,000	506,900	510,000

CITY OF APPLETON 2016 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Misc State Aids	\$ 30,999	\$ -	\$ -	\$ -	\$ -
4232 Library Grants & Aids	931,148	902,006	1,097,902	1,097,902	1,095,759
4801 Charges for Serv.- Nontax	77,900	68,788	82,000	82,000	79,000
5015 Rental of City Property	29,712	30,000	30,000	30,000	30,000
5020 Donations & Memorials	40,983	1,452	-	-	-
5035 Other Reimbursements	48,137	83,736	-	69,580	-
Total Revenue	\$ 1,158,879	\$ 1,085,982	\$ 1,209,902	\$ 1,279,482	\$ 1,204,759
Expenses					
6101 Regular Salaries	\$ 311,114	\$ 331,337	\$ 330,263	\$ 338,229	\$ 342,648
6105 Overtime	383	551	-	-	-
6108 Part-Time	10,450	6,495	10,373	10,373	10,422
6150 Fringes	105,739	109,684	116,671	116,671	119,068
6201 Training\Conferences	5,895	6,412	4,055	7,555	4,055
6206 Parking Permits	1,716	2,084	2,124	2,124	2,124
6301 Office Supplies	4,210	3,453	4,500	4,500	4,500
6303 Memberships & Licenses	1,474	2,218	1,900	1,900	1,995
6304 Postage & Freight	-	57	-	-	-
6305 Awards & Recognition	744	645	810	810	850
6307 Food & Provisions	1,073	808	1,082	1,082	1,135
6320 Printing & Reproduction	14	-	100	100	100
6324 Medical/Lab Supplies	90	53	100	100	100
6412 Advertising	553	1,146	1,250	1,250	1,250
6413 Utilities	4,112	2,697	4,535	4,535	3,770
6418 Equip Repairs & Maint	431	164	500	500	500
6599 Other Contracts/Obligations	-	2,500	2,500	2,500	4,000
Total Expense	\$ 447,998	\$ 470,304	\$ 480,763	\$ 492,229	\$ 496,517

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 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 # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community"; # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Cultivate quality children's materials collections through careful selection and maintenance practices to support both education and recreation

Provide responsive customer service, including reference, readers' advisory and directional assistance

Develop and provide quality programs for more than 30,000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12, specialized programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs

Through Appleton Ready to Read (ARTR) outreach specialists, work directly with Hmong and Hispanic families and coordinate with AASD Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a formal referral system to link families with needed resources, providing in-home visits to families and building towards their full use of the library and its services.

Through Reach Out and Read program (ROR, a physician initiative to encourage family reading and assess pre-literacy skill development at well child visits), work with local medical clinics and regional libraries to bridge communication between agencies and promote library programs

Major changes in Revenue, Expenditures, or Programs:

In 2015, we received a \$15,000 grant continuation for ARTR from the Community Foundation of the Fox Cities and over \$7,000 from Thrivent Financial to fund a half-time Hispanic Family Outreach Specialist. The library also partnered with Pfefferle Management and Lake Shore Cleaners to provide these families with free parking when they attend programs at the library.

In 2015, Friends of Appleton Public Library also received a \$50,000 grant from United Way Fox Cities for ROR. This grant funded the addition of a second half-time position, a Library Physician Liaison, and the purchase of age-appropriate books that are used by physicians at well-child visits to both diagnose developmental issues and to inspire parents to read to their children. We have been encouraged by the United Way to apply for a three-year grant to provide longer-term support for this program. Pending the outcome of that application, this budget does not include the Physician Liaison position.

The increase in fringe benefits expense in this program reflects a staff member's change in health insurance selection.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	30,059	33,135	35,000	32,000	35,000
Computer workstation sessions	42,664	30,045	42,000	26,000	30,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	4,184	4,666	4,500	4,700	4,700
Work Process Outputs					
Reference transactions	20,538	23,450	24,000	23,900	24,000
Number of children's programs	894	997	900	1,000	1,000
Avg. number of attendance per program	34	33	38	30	35

CITY OF APPLETON 2016 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	-	-	15,000	15,000	15,000
Total Revenue	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Expenses					
6101 Regular Salaries	\$ 298,992	\$ 338,023	\$ 342,348	\$ 394,270	\$ 355,034
6108 Part-Time	47,619	38,132	30,605	30,605	30,605
6150 Fringes	83,906	111,102	110,969	110,969	130,748
6201 Training\Conferences	4,068	7,928	3,570	4,570	3,570
6206 Parking Permits	1,836	2,230	2,256	2,256	2,604
6301 Office Supplies	3,520	7,568	2,730	5,585	2,730
6320 Printing & Reproduction	26	127	-	-	-
6327 Miscellaneous Equipment	-	-	250	250	250
6599 Other Contracts/Obligations	828	805	1,000	1,000	1,000
Total Expense	\$ 440,795	\$ 505,915	\$ 493,728	\$ 549,505	\$ 526,541

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 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 Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Work with patrons in support of the strategies of Hub of Learning and Literacy and Diversion and Leisure. We work with other system libraries and State libraries in a collaborative environment. The section embraces new technologies and best library practices to continue to be an engaged and sustainable organization.

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library. In 2015 service desk staff worked to become more responsive to customer needs by flexing which desk they assist patrons from. Each year we provide quality service to over 500,000 people.

Register new patrons and maintain a database of over 90,000 users. We process holds in conjunction with the Materials Management section: approx. 300,000 items each year. We send out overdue, billing and reserve notices and manage the collection process for long overdue items.

Promote and train the public on the use of the self-check machines by patrons at an average of 79% of library materials check out via self-check each month

Prepare and maintain displays of new and/or popular materials

Work with Materials Management and OWLS to incorporate a discovery layer in the online catalog. A discovery layer is the next generation library catalog which allows users to search both physical library holdings and electronic content in a single search

Oversee the inter-library loan (ILL) process

Major changes in Revenue, Expenditures, or Programs:

In 2015 we participated in a LEAN process to improve efficiencies in ILL. We will be implementing and refining the process in 2016 to continue improving services to our patrons.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	87,140	80,772	85,000	81,000	81,000
E-mail requests for information	2,298	2,296	3,000	2,550	2,600
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	95,039	95,392	96,000	94,000	94,000
Interloans obtained for patrons	180,671	145,601	175,000	125,000	130,000
Work Process Outputs					
Adult materials circulation	838,130	756,439	800,000	700,000	700,000
Children's materials circulation	537,007	517,697	540,000	460,000	460,000
Reserves filled for APL patrons	151,157	165,137	180,000	167,409	170,000

CITY OF APPLETON 2016 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 435,587	\$ 455,525	\$ 460,927	\$ 466,377	\$ 471,847
6105 Overtime	-	99	-	-	-
6108 Part-Time	118,105	109,624	82,349	82,349	86,349
6150 Fringes	155,495	163,914	174,829	174,829	177,154
6201 Training\Conferences	1,807	1,290	1,835	1,835	1,835
6206 Parking Permits	3,588	3,168	3,744	3,744	3,456
6301 Office Supplies	3,371	3,021	3,950	3,950	3,950
6327 Miscellaneous Equipment	-	-	500	500	500
6418 Equip Repairs & Maint	5,721	1,594	3,200	3,200	3,250
6804 Machinery & Equipment	39,494	-	-	-	-
Total Expense	<u>\$ 763,168</u>	<u>\$ 738,235</u>	<u>\$ 731,334</u>	<u>\$ 736,784</u>	<u>\$ 748,341</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
LIBRARY**

Community Partnerships

Business Unit 16024

PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community"; # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library and throughout the Appleton area; provide diversion and leisure opportunities for community members by maintaining a broad range of materials and programs

Provide access to local history materials, services, and programs via the library website for teens and adults

Collaborate with partner agencies and provide teen services and programs; serve on local boards and participate in various organizations to increase collaboration to build shared capacity and connect patrons with local resources

Foster partnerships and celebrate our diverse community by providing lifelong learning opportunities through specialized services and programs

Present collections and utilize our up-to-date hardware and software in our digital creation lab

Provide access to the library's traditional and digital collection through the library's websites and social media sites

Develop a plan to incorporate Fox Cities Online (FOCOL) more fully into Library services while observing the agreement made with the former FOCOL board upon dissolution of FOCOL, Inc.

Major changes in Revenue, Expenditures, or Programs:

During 2015, Fox Cities Online, Inc. (FOCOL) was dissolved and its activities turned over to Library staff to manage. During 2016, Library staff will work on integrating those services into the operation of the Library.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Members of the Appleton community find high quality programs at the library					
% of attendees evaluating programs "good" to "excellent" (survey done on even years)					
Adult programs	98%	99%	98%	98%	98%
Young adult programs	100%	100%	98%	98%	99%
Strategic Outcomes					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	5,499	8,794	7,000	12,000	10,000
Adult program attendance	6,753	6,709	6,000	5,800	6,000
Work Process Outputs					
Web page "hits" (page accesses)	1,200,492	1,173,889	1,250,000	1,191,843	1,200,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

**CITY OF APPLETON 2016 BUDGET
LIBRARY**

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	\$ 5,096	\$ 4,878	\$ 300	\$ 300	\$ 300
Total Revenue	\$ 5,096	\$ 4,878	\$ 300	\$ 300	\$ 300
Expenses					
6101 Regular Salaries	\$ 336,188	\$ 329,276	\$ 334,724	\$ 340,985	\$ 341,224
6108 Part-Time	5,870	4,527	4,197	4,197	4,389
6150 Fringes	117,147	103,045	109,081	109,081	110,645
6201 Training\Conferences	2,290	2,709	3,570	3,570	3,570
6206 Parking Permits	1,400	2,076	2,364	2,364	2,364
6301 Office Supplies	2,323	4,561	2,250	2,250	2,250
6320 Printing & Reproduction	-	17	-	-	-
Total Expense	\$ 465,218	\$ 446,211	\$ 456,186	\$ 462,447	\$ 464,442

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 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 Strategy # 5: "Encourage sustainability" ; and Key Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Maintain safety and security within the library through monitoring, conflict resolution and policy and procedure enforcement in collaboration with other city departments

Ensure the needs of library meeting room users are met by conducting meeting room set-ups and providing on-site assistance for staff programs and community

Proactively meet the needs of the community through quality customer service and by effectively incorporating sustainable and cost-effective practices in our day to day operations

Facilitate the work done in the library by PRFMD by performing basic facility and equipment maintenance and cleaning and informing them of building needs and concerns; work with the cleaning service to ensure the library facility is being cleaned according to the service contract

Continue the replacement of desks and workstations in various staff areas of the library to replace furniture that is original to the 1981 library facility with furnishings designed to work with modern technology; furniture selected will be able to move to any future facility

Major changes in Revenue, Expenditures, or Programs:

The increase in fringe benefits expense in this program reflects staff members' changes in health insurance

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on even years)	97%	97%	95%	98%	95%
% of patrons satisfied with cleanliness of library (surveyed on even years)	95%	95%	95%	94%	95%
% of patrons satisfied with safety in the library (surveyed on even years)	94%	94%	95%	90%	95%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,183	4,270	4,400	4,400	4,400
Work Process Outputs					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	9	21	20	20	20

CITY OF APPLETON 2016 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5001 Fees & Commissions	\$ 1,575	\$ 5,748	\$ 1,500	\$ 1,500	\$ 1,500
Total Revenue	<u>\$ 1,575</u>	<u>\$ 5,748</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
Expenses					
6101 Regular Salaries	\$ 89,853	\$ 96,101	\$ 95,348	\$ 96,450	\$ 105,913
6105 Overtime	-	34	-	-	-
6108 Part-Time	1,362	2,029	5,773	5,773	5,952
6150 Fringes	31,877	31,815	33,300	33,300	54,173
6201 Training\Conferences	103	70	200	200	200
6206 Parking Permits	828	864	864	864	864
6301 Office Supplies	320	51	-	-	-
6306 Building Maint./Janitorial	6,979	7,910	7,200	7,200	7,344
6308 Landscape Supplies	88	13	50	50	50
6309 Shop Supplies & Tools	106	23	50	50	50
6311 Paint & Supplies	46	18	100	100	100
6323 Safety Supplies	86	92	100	100	100
6327 Miscellaneous Equipment	245	483	250	250	250
6407 Collection Services	2,721	2,281	2,200	2,200	2,420
6413 Utilities	140,285	144,654	141,675	141,675	143,969
6416 Build Repairs & Maint.	3,936	2,668	5,000	5,000	5,000
6418 Equip Repairs & Maint	433	182	400	400	400
6420 Facilities charges	131,482	178,710	183,233	183,233	186,199
Total Expense	<u>\$ 410,750</u>	<u>\$ 467,998</u>	<u>\$ 475,743</u>	<u>\$ 476,845</u>	<u>\$ 512,984</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 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 Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Materials Management creates entries and database records for approximately 30,000 new titles in the online catalog. We process 39,000 items annually, including labels, RFID tags and jacket protectors. We receive 1,100 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Work with Public Services on hold processes (both retrieving in-house holds for APL patrons and other system libraries, and receiving holds from other system libraries for checkout - approx. 300,000 items total)

Collect and route approximately 160,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and reshelve materials returned using the automated materials handling system

Continue to evaluate new electronic collection offerings/services/platforms such as online courses, e-publications of popular magazines, streaming downloads of films, e-books and e-audio books and e-language learning

In 2015 and 2016 we are working with Public Services and OWLS to incorporate a discovery layer in the online catalog. A discovery layer is the next generation library catalog which will allow users to search not only physical library holdings but electronic content in one search.

Major changes in Revenue, Expenditures, or Programs:

In 2015 we implemented a new technology to improve efficiency in our ordering processes, reducing the time spent by staff in placing orders, as well as a new bibliographic utility to simplify the creation of catalog entries for new items in the collection. Both changes will result in us getting materials into patrons' hands faster. These changes have allowed us to transition professional staff to higher level collection management duties and to expand the roles of para-professional staff to take on more selection responsibilities. We continue to develop a methodology to increase community involvement in development of specialized collections.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	51%	54%	51%	55%	58%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,761	3,601	4,100	3,800	3,800
Strategic Outcomes					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	276,609	281,743	300,000	290,000	300,000
Work Process Outputs					
# of volumes processed	35,152	36,295	35,000	36,000	36,000
# of volumes weeded	41,772	33,554	25,000	25,000	25,000

CITY OF APPLETON 2016 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	\$ 27,207	\$ 27,422	\$ -	\$ 15,000	\$ -
Total Revenue	<u>\$ 27,207</u>	<u>\$ 27,422</u>	<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 491,553	\$ 494,174	\$ 503,276	\$ 512,615	\$ 507,415
6108 Part-Time	116,086	94,311	65,314	65,314	66,274
6150 Fringes	146,089	139,666	144,310	144,310	171,509
6201 Training\Conferences	2,992	1,949	2,550	2,550	2,550
6206 Parking Permits	4,232	4,828	4,896	4,896	4,896
6301 Office Supplies	38,565	33,821	37,400	37,400	37,400
6315 Books & Library Materials	579,093	605,914	561,345	602,295	578,185
6327 Miscellaneous Equipment	5,325	4,353	-	-	-
6599 Other Contracts/Obligations	58,533	59,118	61,779	61,779	62,397
Total Expense	<u>\$ 1,442,468</u>	<u>\$ 1,438,134</u>	<u>\$ 1,380,870</u>	<u>\$ 1,431,159</u>	<u>\$ 1,430,626</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 3,749
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	18,695
RFID supplies	14,956
	<u>\$ 37,400</u>

Books & Library Materials

Children's materials	\$ 137,335
Adult materials	412,005
Digital Content Consortia	28,845
	<u>\$ 578,185</u>

Other Contracts/Obligations

OWLSnet contract	\$ 62,397
	<u>\$ 62,397</u>

CITY OF APPLETON 2016 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 # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Replace 20% of staff and public computers annually to maintain reasonable levels of usability and maintain and update the network servers and software to insure responsiveness to patron and staff needs

Maintain and upgrade online public access catalogs, public workstations, AV equipment, digital signage, RFID and AMH equipment. We filter and protect public connections to keep library and public technology reasonably safe

Provide network and software support for the video security system; maintain reliable data communication between the library's and OWLS' networks

Assist staff in technical aspects of providing electronic services to the public and support staff computer users; seek out and evaluate technologies to provide increased efficiencies for staff and operations

Partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff

Work with Community Partnerships to develop FOCOL, which was transitioned from a database owned by a 501(c)(3) to a library-owned local search engine

Major changes in Revenue, Expenditures, or Programs:

Wireless Upgrade: \$10,000. Our current system of wireless access points is out of warranty and has been discontinued and will become increasingly difficult to maintain. We have outgrown our current equipment, requiring us to move to a solution that best fits the growing needs of patrons and staff.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% surveyed who have used the library website (survey done on even years)	85%	85%	90%	85%	85%
Strategic Outcomes					
Hours of public internet computer use	59,262	53,830	55,000	53,000	53,000
Sessions on public computers	82,298	75,812	82,000	74,250	75,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	214,976	219,734	250,000	245,562	248,000
Database sessions	321,672	295,222	290,000	279,441	280,000
Work Process Outputs					
PC workstations & other devices installed	27	40	25	42	40

CITY OF APPLETON 2016 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	\$ 42,964	\$ 43,369	\$ 17,000	\$ 17,000	\$ 17,000
Total Revenue	\$ 42,964	\$ 43,369	\$ 17,000	\$ 17,000	\$ 17,000
Expenses					
6101 Regular Salaries	\$ 103,686	\$ 119,646	\$ 105,913	\$ 107,182	\$ 94,494
6105 Overtime	229	-	-	-	-
6150 Fringes	33,521	37,198	37,395	37,395	35,938
6201 Training\Conferences	383	-	2,000	2,000	2,000
6206 Parking Permits	704	576	576	576	576
6301 Office Supplies	11,570	11,054	7,650	7,650	7,650
6315 Books & Library Materials	-	(228)	-	-	-
6327 Miscellaneous Equipment	43,411	28,189	56,000	56,000	66,000
6418 Equip Repairs & Maint	58,780	51,053	58,000	58,000	59,900
6815 Software Acquisition	8,738	12,751	8,250	8,250	8,250
Total Expense	\$ 261,022	\$ 260,239	\$ 275,784	\$ 277,053	\$ 274,808

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Workstation replacements	\$ 36,000
Network hardware, wiring, etc.	20,000
Wireless upgrade	10,000
Total	\$ 66,000

Equipment Repairs and Maintenance

Public photocopier lease and fees	\$ 6,438
Software license for print management	1,422
Service contracts for automated material handling equipment	25,000
Service contracts for self checks	10,647
Service contract for security gates	1,958
Service contracts for miscellaneous equipment	14,435
Total	\$ 59,900

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	962,147	902,006.00	1,101,454	1,097,902	1,097,902	1,095,759	1,095,759
Charges for Services	77,911	68,787.59	48,697	82,000	82,000	79,000	79,000
Other Revenues	195,664	196,605.06	145,244	63,800	148,380	63,800	63,800
TOTAL REVENUES	1,235,722	1,167,398.65	1,295,395	1,243,702	1,328,282	1,238,559	1,238,559
EXPENSES BY LINE ITEM							
Regular Salaries	1,783,250	1,932,648.16	1,411,959	2,172,799	2,256,108	2,238,782	2,218,575
Overtime	612	683.69	354	0	0	0	0
Temp. Full-Time	50,602	.00	0	0	0	0	0
Part-Time	295,003	255,117.93	168,951	198,611	198,611	203,991	203,991
Other Compensation	0	.00	50	0	0	0	0
Sick Pay	10,304	10,419.92	6,442	0	0	0	0
Vacation Pay	227,306	221,013.99	164,799	0	0	0	0
Fringes	673,775	696,424.35	531,482	726,555	726,555	802,195	799,235
Salaries & Fringe Benefits	3,040,852	3,116,308.04	2,284,037	3,097,965	3,181,274	3,244,968	3,221,801
Training & Conferences	17,536	20,359.41	8,856	17,780	22,280	17,780	17,780
Parking Permits	14,304	15,825.32	16,257	16,824	16,824	16,884	16,884
Office Supplies	63,880	63,528.63	24,769	58,480	61,335	58,480	58,480
Memberships & Licenses	1,474	2,217.75	2,563	1,900	1,900	1,995	1,995
Postage & Freight	0	57.00	0	0	0	0	0
Awards & Recognition	744	644.51	771	810	810	850	850
Building Maintenance/Janitor.	6,979	7,910.39	6,633	7,200	7,200	7,344	7,344
Food & Provisions	1,073	807.56	1,374	1,082	1,082	1,135	1,135
Administrative Expense	105,990	111,350.57	61,223	104,076	111,431	104,468	104,468
Landscape Supplies	88	12.97	25	50	50	50	50
Shop Supplies & Tools	106	23.13	0	50	50	50	50
Paint & Supplies	46	18.50	67	100	100	100	100
Books & Library Materials	579,093	605,686.10	413,418	561,345	602,295	578,185	578,185
Printing & Reproduction	40	143.89	54	100	100	100	100
Safety Supplies	86	91.60	18	100	100	100	100
Medical & Lab Supplies	90	53.21	114	100	100	100	100
Miscellaneous Equipment	48,981	33,024.75	9,536	57,000	57,000	67,000	67,000
Supplies & Materials	628,530	639,054.15	423,232	618,845	659,795	645,685	645,685
Collection Services	2,721	2,280.85	1,839	2,200	2,200	2,420	2,420
Advertising	553	1,146.29	787	1,250	1,250	1,250	1,250
Other Contracts/Obligations	59,361	62,423.00	66,078	65,279	65,279	67,397	67,397
Purchased Services	62,635	65,850.14	68,704	68,729	68,729	71,067	71,067
Electric	108,662	105,271.17	83,490	110,250	110,250	98,538	98,538
Gas	22,400	30,018.71	18,175	21,800	21,800	35,479	35,479
Water	5,026	4,912.35	3,767	5,100	5,100	5,154	5,154
Waste Disposal/Collection	2,098	2,046.68	1,572	2,200	2,200	2,155	2,155
Stormwater	2,099	2,404.75	1,842	2,325	2,325	2,643	2,643
Telephone	3,586	1,688.27	2,029	3,585	3,585	2,685	2,685
Cellular Telephone	526	1,009.11	557	950	950	1,085	1,085
Utilities	144,397	147,351.04	111,432	146,210	146,210	147,739	147,739
Building Repair & Maintenance	3,936	2,668.37	1,284	5,000	5,000	5,000	5,000
Equipment Repair & Maintenance	65,366	52,992.67	60,968	62,100	62,100	64,050	64,050
Facilities Charges	131,482	178,709.78	114,266	183,233	183,233	186,199	186,199
Repair & Maintenance	200,784	234,370.82	176,518	250,333	250,333	255,249	255,249
Machinery & Equipment	39,494	.00	0	0	0	0	0
Software Acquisition	8,738	12,751.14	8,707	8,250	8,250	8,250	8,250
Capital Expenditures	48,232	12,751.14	8,707	8,250	8,250	8,250	8,250
TOTAL EXPENSES	4,231,420	4,327,035.90	3,133,853	4,294,408	4,426,022	4,477,426	4,454,259

CITY OF APPLETON 2016 BUDGET

VALLEY TRANSIT

General Manager: Deborah S. Wetter

Assistant General Manager: Daniel K. Sandmeier

Administrative Services Manager: Debra Ebben

CITY OF APPLETON 2016 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 2015 EVENTS

Ridership increased early during 2015

After a slight decrease in ridership during 2014, fixed route ridership has increased .6% in the first five months of 2015. Total paid rides also increased by 2.5%.

Legislative Issues

Valley Transit faces significant funding challenges every year and has been able to find solutions to keep the system operating without service cuts or major increases in costs to the local funding partners. Staff continues to look for a stable source of local funding to offset the swings in funding at the state and federal level.

Federal Funding– The current transportation appropriations bill (MAP 21) is scheduled to expire in September, and the Congressional Budget Office has projected that the trust fund that is used to pay for transit will run out of money in September. Congress passed a bill that would fund the Highway Trust and Mass Transit funds through July, 2015 through an infusion of general fund money into the transportation funds. It is expected that a continuing resolution will be passed which will continue funding through 2015.

State Budget– State funding for transit operations was cut by 10% in 2012 and remains at that lower level. However, the state provided additional funding to offset some of the increases in ADA paratransit costs that transit systems were experiencing. A biennial State budget was passed in July 2015 which will increase State funding to transit by 4% in 2016 and then remain at that level for 2016.

RTA – As part of Valley Transit's continued effort to secure enabling legislation to form a Regional Transit Authority (RTA) and build upon our existing network of advocates, we sought support from the business community. In January, a letter of support was sent to Governor Walker requesting that an RTA be established in the Fox Cities. The letter was signed by twenty individuals representing local municipalities, non-profit agencies, businesses and economic development organizations who see the need and value of having an effective and efficient transit system. State Senator Roger Roth has authored RTA-enabling legislation that is expected to be introduced in the coming months.

Audits

Single Financial Audit

Valley Transit received no findings in the 2014 financial audit conducted in early 2015.

Additional Federal Funds (5310)

"5310" funding provides assistance to programs serving the elderly and persons with disabilities. When the population of the Fox Valley reached 200,000 with the 2010 census, Valley Transit became a direct recipient of this funding. The grant allows 45% of the funds to go to fixed route providers, such as Valley Transit, for senior/disabled services in excess of ADA paratransit requirements and requires a minimum of 55% of the funds to be distributed to non-profit organizations that provide transportation services to senior and disabled populations. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) reached an agreement that designates Valley Transit as the recipient of 5310 funds and ECWRPC as the lead on the process to distribute the 55% funds to non-profit organizations. The 2016 proposed budget reflects an award of funds to a non-profit organization.

Strategic Plan

Valley Transit completed their organization's strategic plan which included a strong stakeholder outreach component to ensure that the development of the plan was based on input from the community. The purpose of the strategic plan was to develop a mission, vision and strategies for providing community transportation services in the Fox Cities. An action plan to implement the strategies has been prepared which includes benchmarks and performance measures.

CITY OF APPLETON 2016 BUDGET VALLEY TRANSIT

MAJOR 2016 OBJECTIVES

Valley Transit's Strategic Plan was completed in early 2015. The plan includes recommendations for near-term, three, five and ten years. A Near-term Action Plan and schedule has been developed and is being implemented. The focus of the near-term plan is to make sure the existing services function as efficiently and effectively as possible before adding additional services. We will put performance measures and tracking mechanisms in place, build on existing strengths of the system, address weaknesses and dedicate staff resources accordingly. Improving on-time-performance will be a major focus in 2016 as will monitoring subcontractor performance to deal with performance issues. An asset management plan will be developed for vehicles, facilities and equipment which will include funding requirements for replacing vehicles and equipment that have reached or exceeded their useful life, developing an aged fleet management plan including allocating capital funds to support the need to extend the useful life of the vehicles and putting together funding requirements to maintain facilities in a state of good repair.

Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders. Staff will continue to refine and improve the communication tools used to give potential riders information on how to use the system. As part of the effort to increase ridership, Valley Transit will be working on partnerships with area businesses to increase ridership by their employees.

We will continue to work on establishing an RTA in the Fox Cities and finding alternate/sustainable sources of funding for both fixed route and paratransit services.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 8,374,647	\$ 8,772,999	\$ 8,998,113	\$ 9,824,261	\$ 9,017,550	0.22%
Program Expenses							
5810	Administration	1,273,778	1,446,094	1,325,614	1,331,714	1,325,758	0.01%
5820	Vehicle Maint.	550,491	688,769	582,301	1,307,497	635,522	9.14%
5830	Facilities Maint.	138,498	143,477	123,312	123,312	140,400	13.86%
5840	Operations	3,557,684	3,596,626	3,722,985	3,724,399	3,724,277	0.03%
5850	ADA Paratransit	1,736,746	1,875,883	1,992,600	1,993,078	1,938,368	-2.72%
5860	Ancillary Paratransit	1,516,942	1,595,368	1,761,256	1,859,707	1,772,532	0.64%
TOTAL		\$ 8,774,139	\$ 9,346,217	\$ 9,508,068	\$ 10,339,707	\$ 9,536,857	0.30%
Expenses Comprised Of:							
Personnel		3,575,475	3,675,382	3,726,946	3,732,437	3,744,320	0.47%
Administrative Expense		773,317	896,178	865,466	865,466	858,725	-0.78%
Supplies & Materials		1,127,041	1,162,288	897,786	897,786	931,862	3.80%
Purchased Services		3,029,018	3,235,742	3,701,056	3,802,507	3,678,382	-0.61%
Utilities		101,936	105,020	132,580	132,580	132,580	0.00%
Repair & Maintenance		147,597	217,760	184,234	184,234	190,988	3.67%
Capital Expenditures		19,755	53,847	-	724,697	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		54.13	54.13	54.13	54.50	54.50	

CITY OF APPLETON 2016 BUDGET

VALLEY TRANSIT

Administration

Business Unit 5810

PROGRAM MISSION

We will equitably allocate federal, state, and local resources among a variety of transportation services and we will provide management, oversight, planning, and marketing information for and about our services for the benefit of our passengers, employees, and participating governmental units.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services."

Objectives:

- To provide administrative support to ensure that local funding from the municipalities and counties is equitable
- To monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services
- To reach out to riders and non-riders alike to demonstrate that Valley Transit provides low cost, safe, reliable, friendly public transportation that directly improves the quality of life for everyone
- To continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities
- To fund Valley Transit in a manner that promotes stability and resilience and is flexible to accommodate a growing region

Major changes in Revenue, Expenditures, or Programs:

Combined State and Federal operating assistance is estimated at 56.4% of eligible expenses in 2016. Miscellaneous State aids also include a special support payment from the State of Wisconsin of \$103,000. Additionally, included in local aids is a payment from Outagamie County for \$88,598 to support Route 9, The Link, serving low income senior and disabled housing at Eagle Flats in Appleton.

In 2011, Transit Mutual Insurance Company (TMI) conducted an actuarial study of appropriate levels of reserves and surpluses to retain. Based on the study and Valley Transit's excellent claims record, a portion of the surplus was returned in both 2012 and 2013. The increase in insurance expense in 2014 is a return to the customary level of charges from TMI. TMI continues to review the levels of reserves and surpluses and determined that a small amount of money will be returned to Valley Transit in both 2015 and 2016, which is reflected in the decrease in insurance expense.

The additional \$4,000 in the advertising budget will allow Valley Transit to more effectively reach target audiences in an effort to grow ridership. The additional budget dollars will allow us to more directly market our service to current and likely prospective riders. Research of the millennial generation continues to indicate that they want transportation options outside of the personal vehicle and marketing research shows that the more effective way to reach millennials is with mobile marketing. The upcoming launch of the City of Appleton's new website presents the perfect opportunity for Valley Transit to leverage the additional advertising dollars with the website launch to target millennials through new media marketing.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Regional transit service					
# municipalities served	10	10	10	10	10
Strategic Outcomes					
Regulatory compliance					
Expense per revenue hour	\$ 79.31	\$ 81.07	\$ 85.42	\$ 85.42	\$ 85.02
Expense per revenue mile	\$ 4.50	\$ 4.43	\$ 4.80	\$ 4.80	\$ 4.75
Work Process Outputs					
Contract negotiating & monitoring					
# employee grievances filed	4	1	3	3	0
Public information					
# public presentations	62	65	70	70	70

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4210 Federal Grants	\$ 2,587,708	\$ 2,928,488	\$ 2,573,013	\$ 3,300,710	\$ 2,580,478
4224 Miscellaneous State Aids	2,208,486	2,309,629	2,541,844	2,541,844	2,529,679
4230 Miscellaneous Local Aids	423,472	420,445	436,906	436,906	442,507
4710 Interest on Investments	(1,813)	24,464	25,000	25,000	12,500
4877 Advertising/Promotional	52,699	38,419	55,000	55,000	55,000
5001 Fees & Commissions	4,418	5,121	-	-	-
5005 Sale of City Prop - Tax	280	1,459	-	-	-
5006 Gain (Loss) on Asset Disposal	1,676	(10,165)	-	-	-
5010 Misc Revenue - Nontax	14	13	-	-	-
5020 Donations & Memorials	-	14,969	-	-	-
5035 Other Reimbursements	1,941	4,459	-	-	-
5921 Trans In - General Fund	495,271	530,306	591,062	591,062	600,573
Total Revenue	\$ 5,774,152	\$ 6,267,607	\$ 6,222,825	\$ 6,950,522	\$ 6,220,737
Expenses					
6101 Regular Salaries	\$ 234,739	\$ 229,266	\$ 230,593	\$ 233,693	\$ 237,152
6104 Call Time	68	-	-	-	-
6105 Overtime	338	-	-	-	-
6108 Part Time	1,274	4,449	-	-	-
6150 Fringes	63,845	60,212	63,012	63,012	64,051
6201 Training/Conferences	6,339	9,722	2,927	2,927	4,746
6204 Tuition Fees	3,684	1,215	-	-	-
6205 Employee Recruitment	2,455	1,748	3,162	3,162	3,162
6206 Parking	48	110	-	-	-
6301 Office Supplies	3,990	3,318	3,078	3,078	3,109
6302 Subscriptions	1,079	1,055	736	736	736
6303 Memberships & Licenses	3,132	3,806	3,562	3,562	3,890
6304 Postage & Freight	2,304	3,386	3,543	3,543	3,579
6305 Awards & Recognition	118	169	765	765	765
6307 Food & Provisions	1,713	1,701	1,020	1,020	1,020
6316 Miscellaneous Supplies	946	611	700	700	700
6320 Printing & Reproduction	17,356	15,750	20,960	20,960	24,430
6323 Safety Supplies	134	175	500	500	500
6327 Miscellaneous Equipment	3,654	7,330	3,200	3,200	2,000
6401 Accounting/Audit	8,967	9,124	7,856	7,856	8,826
6403 Bank Services	2,601	2,806	3,000	3,000	3,000
6404 Consulting	23,016	81,170	-	3,000	3,000
6408 Contractor Fees	-	285	1,080	1,080	3,580
6411 Temporary Help	2,160	1,904	2,160	2,160	1,000
6412 Advertising	41,636	25,736	37,691	37,691	41,691
6413 Utilities	88,106	90,457	105,676	105,676	105,676
6418 Equip Repairs & Maint	443	-	383	383	387
6424 Software Support	23,321	50,296	49,052	49,052	49,650
6429 Interfund Allocations	-	(1,932)	-	-	-
6430 Health Services	1,549	1,844	1,352	1,352	2,000
6501 Insurance	79,576	142,248	126,534	126,534	113,497
6599 Other Contracts/Obligations	79	965	-	-	-
6601 Depreciation Expense	655,108	657,913	653,072	653,072	643,611
6720 Interest Expense	-	4,175	-	-	-
6804 Equipment	-	35,080	-	-	-
Total Expense	\$ 1,273,778	\$ 1,446,094	\$ 1,325,614	\$ 1,331,714	\$ 1,325,758

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Printing		Advertising	
Fare material	\$ 7,500	Ridership promotion & campaigns	\$ 10,000
Riders guides & maps	5,000	Digital & mobile marketing	10,000
Public Information materials	6,000	Print & broadcast marketing	8,000
Forms	1,200	Direct mail & email marketing	5,691
City copy charges	4,730	Survey work	5,000
	<u>\$ 24,430</u>	Legal Notices	2,000
		Employment ads	1,000
Software Support			<u>\$ 41,691</u>
ITS software maintenance fee	\$ 49,650		
	<u>\$ 49,650</u>		

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

PROGRAM MISSION

We will provide safe, reliable, and environmentally-friendly service by maintaining our vehicle fleet to minimize service delays due to breakdowns and sustain a quality fleet that benefits our bus drivers, passengers and the general public.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #3: "Develop and implement effective communication strategies", #4: "Develop our human resources to meet changing needs", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- To maintain the vehicle fleet in a manner that will ensure that all service requirements are met
- To maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed
- To maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

Major changes in Revenue, Expenditures, or Programs:

Increases in the vehicle and equipment parts budget reflect the aging of our bus fleet and the need to replace transmissions and engine parts that have operated well beyond their useful lives. Capital funding will cover \$90,000 of vehicle equipment and parts.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	19,901	24,741	20,000	18,877	20,000
Strategic Outcomes					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	10.98	11.98	12.98	12.98	13.98
Avg. vehicle mileage for active fleet	407,965	522,783	558,724	558,724	594,665
Maintenance cost/mile	\$0.65	\$0.79	\$0.65	\$0.65	\$0.70
Spare ratio	22%	22%	22%	22%	22%
Inventory turnover *	0.1	0.95	0.65	0.95	0.95
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	27	27	27	27	27
Miles operated	939,138	940,175	970,414	970,414	970,414
# inspections completed	288	291	300	300	300
Clean buses					
# exterior cleanings	6,260	6,240	6,400	6,400	6,400
# interior cleanings	780	756	800	800	800

* Excluding fluids

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5011 Misc Revenue - Tax	\$ 757	\$ 680	\$ -	\$ -	\$ -
5030 Damage to City Property	6,916	11,197	-	-	-
	<u>\$ 7,673</u>	<u>\$ 11,877</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 266,521	\$ 301,838	\$ 288,326	\$ 288,825	\$ 288,012
6105 Overtime	9,573	7,980	6,092	6,092	6,086
6109 Incentive	-	-	-	-	150
6150 Fringes	96,416	104,196	107,351	107,351	110,418
6201 Training/Conferences	425	414	1,500	1,500	3,900
6309 Shop Supplies & Tools	42,288	37,353	28,497	28,497	30,766
6316 Miscellaneous Supplies	-	36	-	-	-
6321 Clothing	165	341	275	275	275
6322 Gas Purchases	3,541	4,131	6,717	6,717	6,396
6326 Vehicle & Equipment Parts	113,005	172,518	118,000	118,000	162,400
6417 Vehicle Repairs & Maint	2,070	13,890	1,500	1,500	1,500
6418 Equip Repairs & Maint	1,110	9,907	3,000	3,000	3,000
6424 Software Support	1,000	2,558	1,000	1,000	1,000
6425 CEA Equipment Rental	138	-	2,147	2,147	2,147
6430 Health Services	1,432	873	500	500	500
6451 Laundry Services	2,094	2,532	3,000	3,000	3,000
6501 Insurance	10,435	10,435	14,396	14,396	15,972
6599 Other Contracts/Obligations	120	1,000	-	-	-
6804 Equipment	158	18,767	-	724,697	-
	<u>\$ 550,491</u>	<u>\$ 688,769</u>	<u>\$ 582,301</u>	<u>\$ 1,307,497</u>	<u>\$ 635,522</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools

Janitorial supplies	\$ 7,500
Cleaning supplies & chemicals	4,246
Grease and liquid gases	16,020
Tools and instruments	3,000
	<u>\$ 30,766</u>

Vehicle & Equipment Parts

Misc parts (doors, windows, etc.)	\$ 10,000
Brake system parts	20,000
Electrical system parts	7,000
Wheelchair ramp parts	6,000
Heating/cooling system parts	13,000
Transmission parts	40,000
Engine parts	48,900
PM's and oil changes	17,500
	<u>\$ 162,400</u>

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

PROGRAM MISSION

We will provide a clean and safe working environment by purchasing, cleaning, maintaining and repairing the Operations and Maintenance facility, the Transit Center and the passenger shelters located throughout the Fox Cities that benefits our passengers, employees, and the general public.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #5: "Encourage sustainability" and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- To provide clean, safe shelter for passengers waiting to board the bus
- To provide a clean, safe working environment for employees
- To maintain facilities that enhance the beauty of the community

Major changes in Revenue, Expenditures, or Programs:

Due to a budgeting error, snow removal for Valley Transit was not budgeted in the Facilities budget or the Valley Transit budget, resulting in this business unit being over budget in 2014 and 2015. Snow removal has been budgeted as a line item in this business unit for 2016.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Customer Benefits/Impacts					
Clean, safe protection from the elements					
# claims related to facilities	1	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	0	1	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	41	41	41	41	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# inspections	12	12	12	12	12

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5015 Facility Rent	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
6308 Landscape Supplies	\$ 2,679	\$ 5,937	\$ 3,000	\$ 3,000	\$ 3,000
6327 Miscellaneous Equipment	1,186	425	1,000	1,000	1,000
6407 Collection Services	3,141	3,066	2,847	2,847	3,100
6416 Building Repairs & Maint	645	1,891	-	-	-
6420 Facilities charges	95,016	99,283	98,304	98,304	100,005
6440 Snow Removal Services	16,071	2,069	3,500	3,500	13,500
6451 Laundry Services	3,117	2,942	3,000	3,000	3,000
6454 Grounds Repair & Maint.	1,557	13,638	-	-	5,000
6501 Insurance	-	14,140	11,661	11,661	11,795
6599 Other Contracts/Obligations	864	86	-	-	-
6803 Buildings	14,222	-	-	-	-
	<u>\$ 138,498</u>	<u>\$ 143,477</u>	<u>\$ 123,312</u>	<u>\$ 123,312</u>	<u>\$ 140,400</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM MISSION

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #4: "Develop our human resources to meet changing needs", #5: "Encourage sustainability" and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

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:

Contractor fees include Valley Transit's \$15,000 contribution to the cost of security patrol services for areas surrounding and including the Transit Center. Valley Transit partners with Appleton Downtown Inc., the Appleton Public Library and Department of Public Works, and downtown employers Theda Care, Pfefferle, and Thrivent Financial to pay for a neighborhood monitor who is a presence in the Washington Square area, including the parking ramps and inside City Center, to discourage nuisance behaviors and be an additional set of eyes and ears for the Appleton Police Department. The neighborhood monitor is present on weekdays from 3 p.m. - 10 p.m. and has both a Valley Transit radio and police radio to contact the appropriate parties if there is a need.

The high level of customer complaints shown below is the result of inconsistent on-time performance, which results in missed connections, appointments, etc. On-time performance is in turn due to a variety of factors such as detours due to street construction, less experienced drivers (due to retirements of long-time employees) pressing to meet schedules and not focusing on customer service as much as we would like, etc. We are working to address bus on-time performance and are counseling drivers on customer service.

The decrease in payroll expense is due to retirements of long-time employees and new drivers who are moving through established pay steps.

The miscellaneous equipment budget includes an on-going program of camera replacement on the buses as the cameras have exceeded their useful lives and do not provide the quality of image required.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safe, reliable, convenient service					
Accidents per 100,000 mi	6.90	5.70	0.00	5.90	0.00
On-time performance percentage	81.0%	87.0%	95.0%	87.0%	95.0%
Helpful, friendly employees					
# customer complaints	177	168	100	176	100
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 5.04	\$ 5.42	\$ 5.20	\$ 5.34	\$ 5.29
Efficient service delivery					
Passengers per revenue hour	18.3	18.0	18.3	17.9	18.3
Passengers per revenue mile	1.20	1.19	1.21	1.18	1.21
Farebox recovery	15.7%	14.3%	16.2%	15.7%	15.5%
Work Process Outputs					
Service Provided					
Hours of service	59,809	60,111	60,111	60,111	60,111
Miles of service	908,827	910,802	910,802	910,802	910,802
Trips taken	1,093,202	1,081,882	1,000,000	1,077,884	1,100,000

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4875 Farebox Revenue	\$ 864,552	\$ 840,575	\$ 904,376	\$ 904,376	\$ 904,375
4876 Special Transit Revenues	-	-	24,000	24,000	38,843
5085 Cash Short or Over	412	698	-	-	-
	<u>\$ 864,964</u>	<u>\$ 841,273</u>	<u>\$ 928,376</u>	<u>\$ 928,376</u>	<u>\$ 943,218</u>
Expenses					
6101 Regular Salaries	\$ 1,989,253	\$ 2,035,260	\$ 2,083,412	\$ 2,084,826	\$ 2,057,813
6104 Call Time	-	-	500	500	-
6105 Overtime	93,926	74,135	59,112	59,112	59,112
6109 Incentive	-	-	-	-	1,500
6150 Fringes	758,647	779,961	813,257	813,257	843,686
6201 Training/Conferences	-	4,230	-	-	-
6303 Memberships & Licenses	40	120	-	-	-
6316 Miscellaneous Supplies	44	-	-	-	-
6321 Clothing	2,938	2,428	4,300	4,300	4,300
6322 Gas Purchases	624,268	585,952	654,375	654,375	635,625
6323 Safety Supplies	171	-	-	-	-
6326 Vehicle & Equipment Parts	57,651	55,512	45,592	45,592	46,600
6327 Miscellaneous Equipment	-	-	6,900	6,900	8,100
6328 Signs	1,396	5,136	-	-	2,000
6404 Consulting Services	313	-	-	-	-
6408 Contractor Fees	17,075	14,315	18,000	18,000	18,000
6412 Advertising	-	49	-	-	-
6418 Equip Repairs & Maint	-	371	-	-	-
6419 Communications Eq Repairs	15	-	-	-	-
6430 Health Services	5,660	6,361	5,500	5,500	6,500
6501 Insurance	-	31,896	31,137	31,137	40,041
6599 Other Contracts/Obligations	912	900	900	900	1,000
6804 Equipment	5,375	-	-	-	-
	<u>\$ 3,557,684</u>	<u>\$ 3,596,626</u>	<u>\$ 3,722,985</u>	<u>\$ 3,724,399</u>	<u>\$ 3,724,277</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Non-diesel fuel 15,000 gal. @ \$3.00/gal	\$ 45,000
Diesel fuel 187,500 gal. @ \$3.15/gal	590,625
	<u>\$ 635,625</u>

Vehicle & Equipment Parts

Lubricants	\$ 11,000
New tires, retreads and tire repairs	35,600
	<u>\$ 46,600</u>

Contractor Fees

Transit Center security	\$ 15,000
Other small contracts	3,000
	<u>\$ 18,000</u>

* Valley Transit does not pay Federal or State fuel taxes and attains bulk purchasing rates. Budgeted fuel cost shown here is based on DOT allowable rates.

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

PROGRAM MISSION

We will provide specialized curb-to-curb advance reservation demand response transportation for people with disabilities who are unable to use the fixed route bus system.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

To comply with the requirements of the Americans with Disabilities Act

To provide safe, reliable, convenient, and friendly specialized transportation

To meet the needs of the transit dependent population including outreach efforts to agencies and companies that provide services to seniors and people with disabilities

Major changes in Revenue, Expenditures, or Programs:

ADA ridership was relatively flat during the first half of 2015 after increasing during 2014. There are more people in the region, both seniors and disabled, who qualify for ADA paratransit services.

The reduction in Contractor fees reflects a new three year contract with the service provider at a lower cost per trip.

In 2013 and 2014, Valley Transit purchased fuel for the contractor in an effort to contain the costs. While this program saved money, it was difficult to manage and we have found an alternate way to include fuel escalator clauses that reduces the risk to Valley Transit and discontinued direct fuel purchases.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
% on-time performance	94.3%	98.7%	98.0%	98.0%	98.0%
Helpful, friendly employees					
# customer complaints	54	126	15	115	50
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 19.53	\$ 19.85	\$ 20.13	\$ 20.13	\$ 19.58
Cost per mile	\$ 4.15	\$ 4.13	\$ 4.74	\$ 4.33	\$ 4.21
Trips per hour	4.3	4.1	4.7	4.3	4.3
Work Process Outputs					
Service Provided					
Hours of service/yr	20,762	23,187	21,000	23,000	23,000
Miles of service/yr	418,064	454,361	400,000	460,000	460,000
Trips taken/yr	88,939	94,487	99,000	99,000	99,000

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4230 Miscellaneous Local Aids	\$ 290,119	\$ 329,771	\$ 348,508	\$ 348,508	\$ 325,955
4875 Farebox Revenue	410,820	436,960	478,170	478,170	475,200
	<u>\$ 700,939</u>	<u>\$ 766,731</u>	<u>\$ 826,678</u>	<u>\$ 826,678</u>	<u>\$ 801,155</u>
Expenses					
6101 Regular Salaries	\$ 44,717	\$ 56,382	\$ 53,699	\$ 54,177	\$ 54,411
6150 Fringes	16,157	21,703	21,592	21,592	21,929
6201 Training & Conferences	1,154	1,839	873	873	1,354
6301 Office Supplies	727	628	918	918	887
6302 Subscriptions	-	-	349	349	349
6303 Memberships & Licenses	570	720	1,063	1,063	1,110
6304 Postage\Freight	420	539	1,057	1,057	1,021
6320 Printing & Reproduction	7,127	5,310	3,770	3,770	3,770
6322 Gas Purchases	210,591	220,748	-	-	-
6401 Accounting/Audit	1,633	1,726	2,344	2,344	2,344
6408 Contractor Fees	1,373,119	1,480,708	1,798,751	1,798,751	1,743,390
6412 Advertising	7,035	6,807	8,309	8,309	8,309
6413 Utilities	13,831	14,563	26,904	26,904	26,904
6418 Equip Repairs & Maint	81	32	115	115	111
6420 Facilities Charges	9,828	8,139	16,233	16,233	15,688
6424 Software Support	12,110	17,057	12,500	12,500	12,500
6430 Health Services	-	-	110	110	110
6440 Snow Removal Services	250	391	-	-	-
6454 Grounds Repair & Maint.	262	699	-	-	-
6501 Insurance	-	650	4,113	4,113	4,181
6599 Other Contracts/Obligations	37,134	37,242	39,900	39,900	40,000
	<u>\$ 1,736,746</u>	<u>\$ 1,875,883</u>	<u>\$ 1,992,600</u>	<u>\$ 1,993,078</u>	<u>\$ 1,938,368</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation: Valley Transit II - Disabled, 99,000 trips	\$ 1,743,390
	<u>\$ 1,743,390</u>

Other Contracts/Obligations

ADA certifications	\$ 40,000
	<u>\$ 40,000</u>

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM MISSION

We will coordinate a broad range of contracted specialized services that maximizes transportation funding and benefits older adults, people with disabilities and participating local governments.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- To provide a transportation alternative to older adults for whom fixed route bus service is difficult
- To provide employment transportation and limited Sunday service to people with disabilities
- To coordinate transportation services to maximize the effectiveness of each local dollar spent
- To provide employment transportation for 2nd and 3rd shift workers and those that need to travel to jobs outside the service area

Major changes in Revenue, Expenditures, or Programs:

The local share of all ancillary paratransit services other than the Connector is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Appleton, Neenah, and Menasha, the towns of Buchanan, Harrison and Menasha, and the Family Care providers. The people who are paying for the local share determine what the fare and operating rules will be for each of the services. The local share for the Connector is currently being paid for by donations from and through the Fox Cities United Way and by support from the local municipalities that participate in the fixed route system.

The decrease in contractor fees is mostly due to a new contract with Running Inc. for Connector services, lower costs for both the Outagamie County rural service and children and family transportation services, and lower costs associated with a reduced ridership for the Dial-a-Ride program. The decrease is somewhat offset by increased cost for the Family Care specialized employment transportation, New Hope employment transportation services and higher costs for the Valley Transit II elderly and Sunday program due to increased ridership. As fuel costs continue to escalate, some service providers pass these costs on to Valley Transit through negotiated fuel escalators which are included in contractor fees.

In 2013 and 2014, Valley Transit purchased fuel for the Connector service in an effort to contain the costs. While this program saved money, it was difficult to manage and we have found an alternate way to include fuel escalator clauses that reduces the risk to Valley Transit and discontinued direct fuel purchases.

The 2016 Budget reflects an increase in both Other Contracts/Obligations and Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
Trips taken/yr	86,272	94,913	103,610	98,000	98,000
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 17.59	\$ 16.81	\$ 17.00	\$ 17.36	\$ 17.17
Efficient Service Delivery					
Trips per hour	3.8	3.0	3.3	3.2	3.2
Work Process Outputs					
Service provided					
Hours of service/yr	22,920	31,853	31,000	31,000	31,000
Miles of service/yr	496,589	742,123	675,000	675,000	675,000

**CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ 98,451	\$ 90,000
4224 Miscellaneous State Aids	188,594	-	-	-	-
4230 Miscellaneous Local Aids	560,901	556,058	656,945	656,945	615,540
4875 Farebox Revenue	197,073	217,775	242,630	242,630	236,310
5020 Donations & Memorials	74,351	101,558	114,659	114,659	104,590
5921 Trans In - General Fund	-	4,120	-	-	-
	<u>\$ 1,020,919</u>	<u>\$ 879,511</u>	<u>\$ 1,014,234</u>	<u>\$ 1,112,685</u>	<u>\$ 1,046,440</u>
Expenses					
6320 Printing & Reproduction	\$ 95	\$ 534	\$ -	\$ -	\$ -
6322 Gas Purchases	37,806	42,059	-	-	-
6404 Consulting Services	1,500	-	-	-	-
6408 Contractor Fees	1,477,193	1,552,775	1,760,756	1,760,756	1,682,532
6430 Health Services	348	-	500	500	-
6599 Other Contracts/Obligations	-	-	-	98,451	90,000
	<u>\$ 1,516,942</u>	<u>\$ 1,595,368</u>	<u>\$ 1,761,256</u>	<u>\$ 1,859,707</u>	<u>\$ 1,772,532</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 82,640
Specialized employment transportation - VP	504,748
Outagamie County - demand response - rural	204,006
Outagamie County - children & family transportation	9,433
Town of Menasha - Dial-a-Ride	27,000
Neenah - Dial-A-Ride	108,000
Heritage	10,530
Darboy - Call-A-Ride	18,000
New Hope Center	147,701
Calumet County - rural service	43,700
Connector late evening service	384,000
Connector service beyond current fixed route service boundaries	112,750
Trolley service - downtown	30,024
	<u>\$ 1,682,532</u>

Other Contracts/Obligations

FTA Section 5310 sub-recipient	\$ 90,000
	<u>\$ 90,000</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	6,259,280	6,544,392.61	4,640,041	6,557,216	7,383,364	6,584,159	6,584,159
Interest Income	1,812	24,464.33	3,733	25,000	25,000	12,500	12,500
Charges for Services	1,472,445	1,495,309.77	1,011,638	1,649,176	1,649,176	1,654,728	1,654,728
Other Revenues	149,465	174,408.55	127,314	175,659	175,659	159,590	165,590
Transfers In	495,271	534,425.96	1,977,939	591,062	591,062	600,573	600,573
TOTAL REVENUES	8,374,649	8,773,001.22	7,760,665	8,998,113	9,824,261	9,011,550	9,017,550
EXPENSES BY LINE ITEM							
Regular Salaries	2,048,455	2,141,606.41	1,545,553	2,656,030	2,661,521	2,446,338	2,446,338
Labor Pool Allocations	128,795	145,913.35	100,362	0	0	197,136	197,136
Call Time	68	.00	0	500	500	0	0
Overtime	103,837	82,114.74	87,683	65,204	65,204	59,112	59,112
Part-Time	1,274	4,448.59	9,459	0	0	0	0
Incentive Pay	2,070	1,450.00	315	0	0	1,650	1,650
Other Compensation	2,083	3,232.98	3,391	0	0	0	0
Sick Pay	96,505	71,818.16	42,872	0	0	0	0
Vacation Pay	169,410	174,710.84	120,023	0	0	0	0
Holiday Pay	87,911	84,014.58	53,243	0	0	0	0
Fringes	935,065	966,072.73	700,040	1,005,212	1,005,212	1,040,084	1,040,084
Unemployment Compensation	0	.00	1,625	0	0	0	0
Salaries & Fringe Benefits	3,575,473	3,675,382.38	2,664,566	3,726,946	3,732,437	3,744,320	3,744,320
Training & Conferences	7,918	16,204.41	7,115	5,300	5,300	10,000	10,000
Tuition Fees	3,684	1,215.00	0	0	0	0	0
Employee Recruitment	2,455	1,748.19	10,172	3,162	3,162	3,162	3,162
Parking Permits	48	110.00	2	0	0	0	0
Office Supplies	4,717	3,946.38	2,659	3,996	3,996	3,996	3,996
Subscriptions	1,079	1,055.21	915	1,085	1,085	1,085	1,085
Memberships & Licenses	3,742	4,645.88	4,303	4,625	4,625	5,000	5,000
Postage & Freight	2,724	3,925.22	1,636	4,600	4,600	4,600	4,600
Awards & Recognition	118	169.09	422	765	765	765	765
Food & Provisions	1,713	1,701.48	1,548	1,020	1,020	1,020	1,020
Insurance	90,011	199,368.96	143,662	187,841	187,841	185,486	185,486
Depreciation Expense	655,108	657,912.91	489,804	653,072	653,072	643,611	643,611
Interest Payments	0	4,174.84	0	0	0	0	0
Administrative Expense	773,317	896,177.57	662,238	865,466	865,466	858,725	858,725
Landscape Supplies	2,679	5,937.50	3,656	3,000	3,000	3,000	3,000
Shop Supplies & Tools	42,288	37,352.43	24,582	28,497	28,497	30,766	30,766
Miscellaneous Supplies	990	647.33	569	700	700	700	700
Printing & Reproduction	24,578	21,594.87	10,550	24,730	24,730	28,200	28,200
Clothing	3,103	2,769.24	2,883	4,575	4,575	4,575	4,575
Gas Purchases	876,206	852,889.60	288,837	661,092	661,092	642,021	642,021
Safety Supplies	305	174.64	15	500	500	500	500
Vehicle & Equipment Parts	170,656	228,030.15	146,814	163,592	163,592	209,000	209,000
Miscellaneous Equipment	4,840	7,755.49	4,378	11,100	11,100	11,100	11,100
Signs	1,396	5,136.36	1,703	0	0	2,000	2,000
Supplies & Materials	1,127,041	1,162,287.61	483,987	897,786	897,786	931,862	931,862
Accounting/Audit	10,600	10,850.00	11,170	10,200	10,200	11,170	11,170
Bank Services	2,601	2,805.49	1,408	3,000	3,000	3,000	3,000
Consulting Services	24,829	81,170.06	4,611	0	3,000	3,000	3,000
Collection Services	3,141	3,066.40	2,524	2,847	2,847	3,100	3,100
Contractor Fees	2,867,387	3,048,081.90	2,155,035	3,578,587	3,578,587	3,447,502	3,447,502
Temporary Help	2,160	1,904.01	6,528	2,160	2,160	1,000	1,000
Advertising	48,671	32,592.21	15,491	46,000	46,000	50,000	50,000
Interfund Allocations	0	1,932.05	0	0	0	0	0
Health Services	8,989	9,078.00	5,744	7,962	7,962	9,110	9,110
Snow Removal Services	16,321	2,459.72	1,470	3,500	3,500	13,500	13,500
Laundry Services	5,210	5,473.54	3,398	6,000	6,000	6,000	6,000
Other Contracts/Obligations	39,109	40,192.93	62,549	40,800	139,251	131,000	131,000
Purchased Services	3,029,018	3,235,742.21	2,269,928	3,701,056	3,802,507	3,678,382	3,678,382

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Electric	56,628	53,536.46	41,316	61,251	61,251	61,864	61,864
Gas	20,987	25,159.07	18,998	43,500	43,500	43,500	38,300
Water	6,255	6,222.70	4,819	7,841	7,841	7,841	7,841
Waste Disposal/Collection	2,226	2,212.08	1,727	2,788	2,788	2,872	2,872
Stormwater	7,008	8,050.91	6,033	7,500	7,500	8,175	8,175
Telephone	3,693	4,413.51	3,387	4,500	4,500	5,277	5,277
Cellular Telephone	5,139	5,425.40	4,011	5,200	5,200	3,051	8,251
Utilities	101,936	105,020.13	80,291	132,580	132,580	132,580	132,580
Building Repair & Maintenance	645	1,890.64	1,299	0	0	0	0
Vehicle Repair & Maintenance	2,070	13,889.63	8,922	1,500	1,500	1,500	1,500
Equipment Repair & Maintenanc	1,634	10,310.41	7,578	3,498	3,498	3,498	3,498
Communications Equip. Repairs	15	.00	0	0	0	0	0
Facilities Charges	104,844	107,421.56	60,733	114,537	114,537	115,693	115,693
Software Support	36,432	69,910.69	48,571	62,552	62,552	63,150	63,150
CEA Equipment Rental	138	.00	2,115	2,147	2,147	2,147	2,147
Grounds Repair & Maintenance	1,819	14,337.31	5,648	0	0	0	5,000
Repair & Maintenance	147,597	217,760.24	134,866	184,234	184,234	185,988	190,988
Buildings	14,222	.00	0	0	0	0	0
Machinery & Equipment	5,375	53,846.84	16,844	0	724,697	0	0
Vehicles	158	.00	0	0	0	0	0
Capital Expenditures	19,755	53,846.84	16,844	0	724,697	0	0
TOTAL EXPENSES	8,774,137	9,346,216.98	6,312,720	9,508,068	10,339,707	9,531,857	9,536,857

CITY OF APPLETON 2016 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Charges for Services	\$ 1,472,445	\$ 1,495,310	\$ 1,704,176	\$ 1,704,176	\$ 1,709,728
Miscellaneous	75,113	68,046	120,659	120,659	110,590
Total Revenues	<u>1,547,558</u>	<u>1,563,356</u>	<u>1,824,835</u>	<u>1,824,835</u>	<u>1,820,318</u>
Expenses					
Operating Expenses	8,119,031	8,688,305	8,854,996	8,876,635	8,893,246
Depreciation	655,108	657,913	653,072	653,072	643,611
Total Expenses	<u>8,774,139</u>	<u>9,346,218</u>	<u>9,508,068</u>	<u>9,529,707</u>	<u>9,536,857</u>
Revenues over (under) Expenses	(7,226,581)	(7,782,862)	(7,683,233)	(7,704,872)	(7,716,539)
Non-Operating Revenues (Expenses)					
Investment Income	(2,450)	24,464	25,000	12,000	12,500
Gain (Loss) on Sale of Capital Assets	-	(10,165)	-	-	-
Operating & Capital Subsidies	6,207,145	6,621,434	6,557,216	6,673,364	6,512,159
Total Non-Operating	<u>6,204,695</u>	<u>6,635,733</u>	<u>6,582,216</u>	<u>6,685,364</u>	<u>6,524,659</u>
Income (Loss) Before Contributions and Transfers	(1,021,886)	(1,147,129)	(1,101,017)	(1,019,508)	(1,191,880)
Contributions and Transfers In (Out)					
General Fund	495,271	534,426	591,062	591,062	600,573
Capital Projects	-	-	-	-	-
Net Income (Loss)	(526,615)	(612,703)	(509,955)	(428,446)	(591,307)
Capital Contributions	126,488	39,485	-	-	72,000
Change in Net Assets	(400,127)	(573,218)	(509,955)	(428,446)	(519,307)
Total Net Assets - Beginning	<u>6,362,048</u>	<u>5,961,921</u>	<u>5,388,703</u>	<u>5,388,703</u>	<u>4,960,257</u>
Total Net Assets - Ending	<u>\$ 5,961,921</u>	<u>\$ 5,388,703</u>	<u>\$ 4,878,748</u>	<u>\$ 4,960,257</u>	<u>\$ 4,440,950</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 25,224	\$ 249,850
+ Change in Net Assets	(428,446)	(519,307)
+ Depreciation	653,072	643,611
- Fixed Assets	-	-
+ F/A Funded by Restricted Cash	-	-
Working Cash - End of Year	<u>\$ 249,850</u>	<u>\$ 374,154</u>

CITY OF APPLETON 2016 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2016 BUDGET PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2015 EVENTS

Celebrated National Public Works Week

Reconstructed Badger Avenue and Glendale Avenue with new concrete pavement, sidewalk and bike lanes

Assisted the Assessor's Office with a City-wide photo project to update assessor photos on all 26,000 properties over the last two years

Promoted the Public Works Department (DPW) by participating in public events, including "Things That Go" and the Fox River clean-up

Worked with the Town of Grand Chute to reconstruct Lilas Drive

Worked with other communities to jointly bid projects such as hydrant painting

Implemented second year of our sidewalk poetry program which included 5 original poems written by Appleton residents and students

Implemented fifth year of City-wide bike lane plan, including Badger Avenue, Glendale Avenue and the Skyline Bridge

Implemented a \$20 Wheel Tax to replace lost street reconstruction special assessment revenue based on the revised Special Assessment Policy.

Worked with City's new Communications Specialist to improve Department's webpage and other methods of communication with the public

Filled 14 vacancies/new positions, including two new lead positions

Implemented our new employee mentoring program to help new employees transition into our organization

Issued the highest number of building permits since 2006

Worked with WE Energies to complete an audit of all street lights resulting in a monthly bill reduction of \$3,700

Added some Health Department duties to the 5th floor customer service area's list of responsibilities

Worked with WisDOT to construct a second access point to the Fox Valley Estates neighborhood

CITY OF APPLETON 2016 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2016 OBJECTIVES

Monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up

Promote a working environment conducive to employee productivity, growth and retention

Implement sixth year of adopted City-wide on-street bike lane plan

Continue to review processes using LEAN initiatives

Implement third year of the new tree planting program to in-fill urbanized areas as part of the Department's sustainability initiative and to replace existing Ash trees

Continue working with the Facilities Management Department, Community Development Department, City Attorney, Finance Department and Mayor to review upcoming projects for improved communication and coordination

Continue working with surrounding communities for opportunities to jointly bid projects such as pavement marking and patch program

Work with the art community to implement ideas such as traffic control cabinet art and a "Places of Interest" walk

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 3,235,353	\$ 2,052,183	\$ 2,877,017	\$ 2,877,017	\$ 2,877,703	0.02%
Program Expenses							
17011	Administrative Service	1,244,537	1,274,610	1,194,776	1,225,713	1,257,586	5.26%
17014	Concrete Reconstruction	3,181,797	2,917,370	3,391,281	3,398,996	1,755,597	-48.23%
17015	Sidewalk Reconstruction	529,579	591,482	613,910	613,910	871,754	42.00%
17016	Asphalt Reconstruction	1,123,915	1,224,825	990,378	990,378	1,693,212	70.97%
17022	Traffic - Control	777,128	871,024	980,679	986,399	956,653	-2.45%
17023	Street Lighting	1,500,589	1,526,007	1,554,353	1,562,183	1,501,682	-3.39%
17031	MSB Administration	979,451	1,049,994	1,117,516	1,137,481	1,149,204	2.84%
17032	Street Repair	1,375,558	1,668,256	1,627,701	1,632,090	1,628,361	0.04%
17033	Snow & Ice Control	1,772,217	1,595,948	1,296,339	1,296,339	1,360,656	4.96%
17034	Forestry	1,102,927	862,230	1,073,421	1,077,706	1,091,520	1.69%
15520	Inspections	537,538	498,909	511,827	516,008	526,710	2.91%
TOTAL		\$ 14,125,236	\$ 14,080,655	\$ 14,352,181	\$ 14,437,203	\$ 13,792,935	-3.90%
Expenses Comprised Of:							
	Personnel	5,066,668	5,071,209	5,142,350	5,188,426	5,166,057	0.46%
	Administrative Expense	60,098	67,138	64,531	64,531	65,740	1.87%
	Supplies & Materials	1,444,449	1,125,658	1,366,206	1,405,152	1,487,388	8.87%
	Purchased Services	673,880	720,591	1,159,720	1,159,720	777,115	-32.99%
	Utilities	1,647,600	1,694,782	1,724,552	1,724,552	1,674,423	-2.91%
	Repair & Maintenance	1,671,867	1,581,718	1,600,611	1,600,611	1,625,854	1.58%
	Capital Expenditures	3,560,674	3,819,559	3,294,211	3,294,211	2,996,358	-9.04%
Full Time Equivalent Staff:							
	Personnel allocated to programs	62.08	62.58	62.58	62.58	62.47	

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM MISSION

To provide supervision, training and leadership in all department functions and activities.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #4: "Develop our Human Resources to meet changing needs", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Work with the GIS staff to review and update the official City map to reflect current growth
- Develop and implement a 5-year capital plan to improve City infrastructure
- Monitor project completion dates for contract compliance and timely assessment billings
- Support staff training and development and provide the necessary tools and equipment for staff use
- Improve budget development, implementation and monitoring practices
- Review engineering designs, site plans and plats prepared by consultants for private construction projects to insure compliance throughout the City
- Develop and/or update department policies necessary for department administration
- Provide support and accountability towards our department mission statement, "To provide quality, cost-effective public works services for our customers"
- Review services, and work with other departments, to improve efficiency and effectiveness of City services
- Continue implementation of City-wide on-street bike lane plan
- Continue to pursue social media opportunities to improve communication with the public

Major Changes in Revenue, Expenditures, or Programs:

- The adoption of the wheel tax in 2015 accounted for the drop in number of assessment bills prepared.
- The increase in part time wages includes an additional seasonal engineering tech assistant to help fill in during the busy summer construction season.
- This budget includes \$25,000 in consulting expense related to establishing a plan for legally recognized quiet zones at railroad grade crossings within the City.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	680	747	650	650	750
Recovery of project costs					
# of assessment bills prepared	1,932	1,879	1,450	1,450	1,450
Compliance with city regulations					
# of site plans reviewed	21	21	40	40	45
Strategic Outcomes					
Consistent & current information					
Policies reviewed and updated	8	8	5	5	8
Work Process Outputs					
Service provided					
# of agenda items prepared	203	240	225	225	225
Improvements/additions to infrastructure					
\$ of projects bid for all funds	\$ 15,483,987	\$ 13,360,055	\$ 19,848,523	\$ 19,848,523	\$ 20,061,557

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4319 Street & Sidewalk Cement	\$ 595	\$ 850	\$ 650	\$ 650	\$ 730
4408 Sidewalk	-	730	-	-	-
4409 Street Occupancy	7,937	8,468	8,000	8,000	8,400
4410 Street Excavation	26,880	29,914	26,000	26,000	27,000
5010 Misc Revenue - Nontax	863	300	600	600	400
5011 Misc Revenue - Tax	15	129	50	50	50
Total Revenue	\$ 36,290	\$ 40,391	\$ 35,300	\$ 35,300	\$ 36,580
Expenses					
6101 Regular Salaries	\$ 832,765	\$ 858,569	\$ 746,900	\$ 762,837	\$ 785,066
6104 Call Time	158	101	150	150	150
6105 Overtime	1,397	1,730	3,500	3,500	2,500
6108 Part-Time	4,304	218	3,852	3,852	6,540
6150 Fringes	263,664	264,540	259,280	259,280	265,882
6201 Training\Conferences	15,093	13,785	14,900	14,900	14,900
6204 Tuition Fees	586	-	300	300	200
6206 Parking Permits	10,764	11,790	11,916	11,916	12,156
6301 Office Supplies	5,092	4,573	4,600	4,600	4,400
6303 Memberships & Licenses	4,559	5,668	5,000	5,000	5,940
6304 Postage\Freight	12	8	300	300	100
6305 Awards & Recognition	756	1,301	1,295	1,295	1,295
6309 Shop Supplies & Tools	7,651	5,662	6,200	6,200	6,200
6315 Books & Library Materials	879	635	400	400	400
6320 Printing & Reproduction	10,937	16,723	15,800	15,800	15,800
6321 Clothing	99	76	400	400	300
6323 Safety Supplies	192	421	350	350	350
6327 Miscellaneous Equipment	4,562	6,489	6,300	21,300	5,700
6402 Legal Fees	70	120	175	175	150
6404 Consulting Services	781	9,920	2,720	2,720	27,720
6412 Advertising/Publication	1,535	2,083	2,450	2,450	2,450
6413 Utilities	12,841	14,020	15,708	15,708	16,040
6418 Equip Repairs & Maint	3,381	1,427	4,000	4,000	4,300
6424 Software support	985	1,979	1,950	1,950	2,590
6425 CEA Equip. Rental	61,151	56,974	86,330	86,330	76,457
6429 Interfund Allocations	-	(5,081)	-	-	-
6430 Health Services	19	19	-	-	-
6451 Laundry Services	304	-	-	-	-
6599 Other Contracts/Obligations	-	860	-	-	-
Total Expense	\$ 1,244,537	\$ 1,274,610	\$ 1,194,776	\$ 1,225,713	\$ 1,257,586

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Bid documents/copier chgs	\$ 7,800
Inspection forms	8,000
	<u>\$ 15,800</u>

Consulting Services

Contaminated soil testing	\$ 2,720
Railroad quiet zone study	25,000
	<u>\$ 27,720</u>

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Implement the 2016 concrete reconstruction program
- Identify streets that are below standards and incorporate them into our five-year plan
- Coordinate street reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience
- Coordinate current and future paving projects with affected municipal and governmental agencies
- Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of the city streets

Major Changes in Revenue, Expenditures, or Programs:

The budgeted expense includes the City of Menasha and Calumet County's portions of the Midway Road Pedestrian Improvements project. The portion being reimbursed by those governments is shown in other reimbursements.

This budget reflects a transfer in from the Wheel Tax Fund. The proceeds from the fee are restricted to be used for road reconstruction purposes only.

The Oneida Street project is a State-run project. The costs shown on the next page for this project are the City costs only.

Please see Projects, page 580 for further details about this program.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	18.21	20.47	22.00	22.00	22.00
Miles of street under min. rideability	8.65	6.25	11.00	11.00	10.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	342	343	343	343	343
Total miles in concrete	231	234	238	237	237
% of total miles reconstructed (concrete to concrete)	0.39%	0.30%	0.30%	0.30%	0.58%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	1.35	1.03	2.00	2.00	3.82
Expansion of street system					
Miles of new grade & gravel streets	0.74	0.00	0.00	0.50	0.00

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Miscellaneous State Aid	\$ -	\$ -	\$ 157,989	\$ 157,989	\$ -
4602 Concrete Paving	626,601	640,834	250,000	250,000	155,000
4615 Grade & Gravel	10,585	10,216	10,000	10,000	10,000
5035 Other Reimbursements	1,091,491	126	-	-	159,250
5922 Trans In - Wheel Tax Fund	-	-	1,176,005	1,176,005	771,320
Total Revenue	\$ 1,728,677	\$ 651,176	\$ 1,593,994	\$ 1,593,994	\$ 1,095,570
Expenses					
6101 Regular Salaries	\$ 168,906	\$ 201,227	\$ 182,462	\$ 183,377	\$ 108,043
6104 Call Time	172	103	-	-	-
6105 Overtime	4,811	4,286	3,458	3,458	3,476
6108 Part-Time	3,952	3,629	3,548	3,548	3,720
6150 Fringes	55,271	67,564	63,314	63,314	41,648
6308 Landscape Supplies	3,261	902	9,110	15,910	-
6325 Construction Materials	281,399	59,951	278,000	278,000	10,000
6328 Signs	10,234	8,892	21,425	21,425	2,800
6404 Consulting Services	121,858	12,466	310,000	310,000	175,000
6408 Contractor Fees	35,045	6,736	267,644	267,644	10,000
6425 CEA Equip. Rental	5,599	12,458	16,500	16,500	8,900
6599 Other Contracts/Obligations	16,898	150	-	-	-
6801 Land	86,991	2,750	230,000	230,000	795,000
6809 Infrastructure Construction	2,387,400	2,536,256	2,005,820	2,005,820	597,010
Total Expense	\$ 3,181,797	\$ 2,917,370	\$ 3,391,281	\$ 3,398,996	\$ 1,755,597

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

2016	Street	From	To	General Fund
Labor Pool				156,887
CEA				8,900
Land	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr	60,000
	Lightning Dr, new roundabout at Edgewood Dr (CTH JJ)		roundabout	50,000
	Misc Land acquisition for street projects			75,000
	Oneida St	Hoover Ave	Skyline Bridge	525,000
	Richmond St	CTH OO (land)	HSIP funds	75,000
	S Island St - bridge	over power canal	land acq	10,000
	Subtotal			795,000
Design	CTH KK	at 441	design study	40,000
	Material Testing			10,000
	Oneida St	Hoover Ave	Skyline Bridge	125,000
	Subtotal			175,000
Reconstruction	Alley n/o Amelia St	Woodmere St	Ballard Rd	110,840
	Alley s/o College Ave	Badger Ave	Locust St	50,389
	Alley w/o Appleton St:	Commercial St	Spring St	27,783
	Alley w/o Appleton St:	Spring St	Summer St	27,783
	Calumet St	Kensington Dr	to 441	35,000
	E. South River St	Kernan Ave	John St.	54,196
	Midway Rd	Hemlock Ln	ped crossing	141,556
	Midway Rd	Kernan Ave	ped crossing	141,556
	Midway Rd	Whip-poor-will	ped crossing	30,707
				619,810
Total Concrete Paving				\$ 1,755,597

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM MISSION

To provide a safe pedestrian transportation system throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

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:

2016 Sidewalk budget includes \$140,000 for the Jackman Street stairs from Prospect Avenue to Water Street
Please see Projects, page 588 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	0	1	0	0	0
Miles of Sidewalk	435	441	437	442	443
Strategic Outcomes					
Minimize liability					
# of insurance claims from defective sidewalks	0	1	0	0	0
Work Process Outputs					
Defective sidewalks					
Miles of green dot (area replacement)	4.5	2.5	1.5	1.5	1.5
Request for replacement					
Miles	0.00	0.00	0.0	0.0	0.0
Expansion of pedestrian walkways					
Miles of new sidewalks	2.67	6.05	0.75	0.75	0.50

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4607 Sidewalks	\$ 27,287	\$ 58,873	\$ 4,000	\$ 4,000	\$ 7,000
4801 Charges for Serv.- Nontax	-	-	-	-	-
5035 Other Reimbursements	11,280	-	-	-	-
Total Revenue	\$ 38,567	\$ 58,873	\$ 4,000	\$ 4,000	\$ 7,000
Expenses					
6101 Regular Salaries	\$ 21,376	\$ 23,884	\$ 31,613	\$ 31,613	\$ 29,882
6105 Overtime	94	1,043	1,065	1,065	1,068
6108 Part-Time	-	64	924	924	1,542
6150 Fringes	8,079	7,157	8,348	8,348	10,652
6309 Shop Supplies	39	42	-	-	-
6404 Consulting Services	451	417	-	-	-
6408 Contractor Fees	8,937	276	-	-	-
6425 CEA Equip. Rental	1,253	803	2,060	2,060	2,060
6599 Other Contracts/Obligations	100	-	-	-	-
6809 Infrastructure Construction	489,250	557,796	569,900	569,900	826,550
Total Expense	\$ 529,579	\$ 591,482	\$ 613,910	\$ 613,910	\$ 871,754

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

2016	General Fund
Labor Pool	43,144
CEA	2,060
Sidewalk Construction	
Green Dot	170,000
General	15,000
Patch Contract	30,000
Safestep sawcutting	30,000
Reconstruction - Concrete	57,350
Reconstruction - Asphalt	359,200
Subtotal	661,550
New Sidewalk Construction	
New Concrete	150,000
Arterial Street - Lake Park	15,000
Subtotal	165,000
Total	\$ 871,754

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Implement the 2016 asphalt reconstruction program
- Identify streets that are below standard and incorporate their reconstruction into our five-year plan
- Coordinate reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience
- Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of city streets
- Coordinate current and future paving projects with affected municipal and governmental agencies

Major Changes in Revenue, Expenditures, or Programs:

This budget reflects estimated proceeds from the enacted wheel tax for asphalt projects. The proceeds from the fees are restricted to be used for road reconstruction purposes only.

Please see Projects, page 576 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	24.70	23.17	23.00	23.00	23.00
Miles under minimum rideability	24.15	21.84	24.00	24.00	22.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	343	343	343	343	343
Total miles in asphalt	94	94	94	95	95
% of total miles reconstructed	0.41%	0.54%	0.35%	0.35%	0.82%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	1.10	1.87	1.00	1.00	2.81

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Miscellaneous State Aid	\$ 155,726	\$ -	\$ -	\$ -	\$ -
4601 Asphalt Paving	281,846	339,992	153,500	153,500	92,000
5035 Other Reimbursements	80,322	(2)	-	-	-
5922 Trans In - Wheel Tax Fund	-	-	224,000	224,000	741,080
Total Revenue	\$ 517,894	\$ 339,990	\$ 377,500	\$ 377,500	\$ 833,080
Expenses					
6101 Regular Salaries	\$ 145,092	\$ 143,508	\$ 157,778	\$ 157,778	\$ 161,423
6104 Call Time	-	-	-	-	-
6105 Overtime	2,125	753	4,196	4,196	4,204
6108 Part-Time	373	761	1,979	1,979	2,087
6150 Fringes	51,941	51,396	64,971	64,971	65,974
6308 Landscape Supplies	2,244	2,668	6,538	6,538	9,395
6316 Miscellaneous Supplies	51	-	-	-	-
6325 Construction Materials	271,772	241,227	197,568	197,568	577,771
6328 Signs	1,786	1,958	10,500	10,500	14,370
6404 Consulting Services	939	889	5,000	5,000	5,000
6408 Contractor Fees	8,924	10,202	15,019	15,019	24,055
6425 CEA Equip. Rental	41,485	48,556	38,338	38,338	51,135
6599 Other Contracts/Obligations	150	150	-	-	-
6809 Infrastructure Construction	597,033	722,757	488,491	488,491	777,798
Total Expense	\$ 1,123,915	\$ 1,224,825	\$ 990,378	\$ 990,378	\$ 1,693,212

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

2015	Street	From	To	General Fund Asphalt
Labor Pool				233,688
CEA				51,135
Consultant				5,000
Overlay	Pershing St	Meade St	Ballard Rd	338,450
	Subtotal			338,450
Partial Reconstruction	Locust St	Front St	Third St	30,584
	Madison St	Fremont St - 940	Calumet St	63,454
	Pierce	Spencer St	Eighth St	24,965
	Riverfront Ct	Front St	cds	11,940
	Subtotal			130,943
Total Reconstruction	Douglas St	College Ave	Packard St	208,581
	Hancock St	Meade St	Rankin St	80,245
	McKinley St	Jackson St	Lawe St	65,307
	McKinley St	Oneida St	Jefferson, e/o	188,617
	McKinley St	w/o Ritger St	Ritger St	27,027
	Peabody St	Verbrick St	Seymour St	74,688
	Sampson St	North St	Atlantic St	114,808
	Verbrick St	Bouten St	Wilkie St	174,723
	Subtotal			933,996
Total Asphalt Pavement				\$ 1,693,212

CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Respond to requests for special studies from alderpersons, citizens and City staff for all traffic related issues
 Work with the engineering staff and developers to design streets for safety and efficiency
 Improve safety within the public right-of-way by analyzing recommendations from traffic accident analysis and annual sign visibility surveys
 Ensure traffic control signage is highly visible both during daylight and night time hours and is installed in accordance with prescribed standards and guidelines

Major Changes in Revenue, Expenditures, or Programs:

Changes in WE Energies rate structure lowered the utility expense by about \$3,000 despite a 1% projected increase.

WisDOT is requiring that we have certain signal/structures inspected once every 4-5 years to ensure their structural integrity, this contributes to \$6,800 in equipment and repairs as the City hires a contractor to complete this work each year. A percentage of the structures will be inspected each year on a rotating base.

The \$10,000 budgeted in miscellaneous taxable revenue represents the proceeds from the sale of recycled aluminum and metal from the removal of signals and signs. This revenue was budgeted in charges for services (\$14,000) in 2015, but is more appropriately classified as a miscellaneous revenue in 2016.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	22	7	20	20	20
# of changes to parking restrictions	47	46	65	55	50
% of signs installed or replaced	7.42%	3.43%	4.50%	3.50%	3.50%
Intersections in the City					
# of controlled intersections	1,415	1,424	1,435	1,435	1,445
# of uncontrolled intersections	693	692	703	703	705
Strategic Outcomes					
Effective traffic control devices					
# of accidents per street mile	3.38	3.60	3.20	3.40	3.00
Efficient use of staff					
# of signals maintained for other municipalities	26	27	29	30	30
Work Process Outputs					
Service provided					
# of traffic control signs & signals repaired from knockdowns	50 Signals 116 Signs	38 Signals 68 Signs	40 Signals 105 Signs	42 Signals 105 Signs	43 Signals 95 Signs
Respond to system demands					
# of responses for traffic & parking related changes	72	59	65	65	65

CITY OF APPLETON 2016 BUDGET

PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4802 Charges for Serv.- Tax	\$ 10,181	\$ -	\$ 14,000	\$ 14,000	\$ -
4908 Misc. Intergov.Charges	56,341	65,437	59,550	59,550	56,000
5010 Misc Revenue - Nontax	1,286	1,296	1,400	1,400	1,320
5011 Misc Revenue - Tax	2,366	9,981	-	-	10,000
5030 Damage to City Property	42,081	46,156	42,000	42,000	38,000
5035 Other Reimbursements	3,000	53,933	4,000	4,000	4,000
Total Revenue	<u>\$ 115,255</u>	<u>\$ 176,803</u>	<u>\$ 120,950</u>	<u>\$ 120,950</u>	<u>\$ 109,320</u>
Expenses					
6102 Labor Pool Allocations	\$ 225,187	\$ 272,191	\$ 298,349	\$ 304,069	\$ 308,347
6104 Call Time	6,540	3,813	6,700	6,700	4,500
6105 Overtime	6,903	8,240	7,500	7,500	8,500
6108 Part-Time	10,907	11,543	20,859	20,859	18,500
6150 Fringes	86,132	102,675	123,924	123,924	126,020
6309 Shop Supplies & Tools	8,127	7,884	6,800	6,800	6,950
6311 Paint & Supplies	365	292	200	200	270
6322 Gas Purchases	26	26	-	-	30
6325 Construction Materials	158,750	130,447	132,000	132,000	136,000
6327 Miscellaneous Equipment	11,868	28,666	-	-	3,400
6328 Signs	65,719	71,537	77,000	77,000	74,000
6408 Contractor Fees	84,118	89,157	156,000	156,000	118,000
6413 Utilities	47,850	59,337	63,286	63,286	60,370
6418 Equip Repairs & Maint	9,315	12,352	16,100	16,100	19,875
6424 Software Support	831	982	1,750	1,750	1,100
6425 CEA Equip. Rental	59,640	73,842	76,211	76,211	75,791
6429 Interfund Allocations	(5,192)	(1,975)	(6,000)	(6,000)	(5,000)
6430 Health Services	19	-	-	-	-
6599 Other Contracts/Obligations	23	15	-	-	-
Total Expense	<u>\$ 777,128</u>	<u>\$ 871,024</u>	<u>\$ 980,679</u>	<u>\$ 986,399</u>	<u>\$ 956,653</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Knockdowns - Appleton	\$ 40,000	Cross walks/stoplins-1/3	
Knockdowns - Grand Chute/Outagamie	13,000	Pavement marking	\$ 33,000
LED replacements	6,000	Maintenance of long-line including retrace, reconfig and special projects	85,000
Replace failed equipment	20,000		<u>\$ 118,000</u>
Misc projects, upgrades & expenses	14,500		
Communication grid maint/upgrades	20,000	<u>Equipment Repairs & Maintenance</u>	
Install/maint battery backup system	10,000	Annual Preventive maintenance contract	\$ 10,200
Traffic camera system maintenance	12,500	Repairs to cameras, signals, and other devices	2,875
	<u>\$ 136,000</u>	Structure inspection contract	6,800
			<u>\$ 19,875</u>
<u>Signs</u>			
Area replacement program	\$ 16,500		
Ordinance change	12,200		
School zone upgrades	11,500		
Knockdowns	14,800		
Special events	3,160		
Vandalism	7,000		
On-street bike lane	6,500		
Other projects	2,340		
	<u>\$ 74,000</u>		

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly, #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Maintain consistent street lighting throughout the City by performing routine maintenance, replacing malfunctioning lights and repairing lights when damaged

Initiate installation and maintenance of street lights along all new City streets and in those areas that do not meet our current lighting standard

Use new and innovative technologies & products to reduce street light energy consumption

Major Changes in Revenue, Expenditures, or Programs:

The number of City-owned street lights will have increased by approximately 60% between 2008 and 2016 (going from 573 lights to 975 lights). While this shift away from leased lights saves money overall (in the form of reduced leased lighting costs), it will require gradual increase in maintenance funding and electrical costs.

In 2014-2015, we worked with WE Energies to complete an audit of all utility owned street lights and their rate structure. The decrease in budgeted utility charges is a direct result of that audit.

The \$8,500 budgeted in damage to City property represents reimbursement from street light knock-downs and other damage. These reimbursements were previously recorded in the Traffic budget.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost per street light	\$ 15.26	\$ 15.25	\$ 15.83	\$ 15.20	\$ 15.66
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system	8,574	8,620	8,570	8,570	8,675
City owned	853	897	925	950	975
Utility owned	7,721	7,723	7,645	7,715	7,700
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	38	47	45	45	40

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4612 Street Lights	\$ 75,127	\$ 72,169	\$ 75,000	\$ 75,000	\$ 75,000
5030 Damage to City Property	-	-	-	-	8,500
5035 Other Reimbursements	5,238	817	-	-	-
Total Revenue	<u>\$ 80,365</u>	<u>\$ 72,986</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ 83,500</u>
Expenses					
6102 Labor Pool Allocations	\$ 8,653	\$ 7,480	\$ 11,142	\$ 11,142	\$ 11,606
6104 Call Time	86	179	200	200	200
6105 Overtime	53	219	150	150	150
6108 Part-Time	26	489	-	-	-
6150 Fringes	3,068	2,806	2,768	2,768	2,834
6325 Construction Materials	18,386	33,255	18,500	26,330	17,500
6408 Contractor Fees	255	-	5,000	5,000	4,000
6413 Utilities	1,469,669	1,481,521	1,516,593	1,516,593	1,465,392
6425 CEA Equip. Rental	393	58	-	-	-
Total Expense	<u>\$ 1,500,589</u>	<u>\$ 1,526,007</u>	<u>\$ 1,554,353</u>	<u>\$ 1,562,183</u>	<u>\$ 1,501,682</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Maintenance of approx. 975 lights	\$ 15,000
Relamping of approx. 125 lights	2,500
	<u>\$ 17,500</u>

CITY OF APPLETON 2016 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM MISSION

To provide administration and support services to meet the operational requirements of the Department of Public Works

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #4: "Develop our Human Resources to meet changing needs", and #5: "Encourage sustainability".

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

Monitor/review invoice processing procedures to minimize past due invoices and improve budget variance reports

Educate the citizens on the services provided through phone calls, walk-ins, the City Guide newsletter, new resident mailings, web page, Facebook, Twitter and the Department of Public Works information line

Coordinate in-house training programs so that more topics are covered during Safety Day training, reducing the number of single topic training sessions

Major Changes in Revenue, Expenditures, or Programs:

Included in this budget is software support of a third party service used to efficiently dispatch locators in our traffic division.

The \$6,000 increase in printing and reproduction costs is to reprint the Traffic Control (TTC) manual. The TTC manual is being revised this year and will be ready to print in 2016. These are the directional manuals handed out with street occupancy permits for traffic management.

The increase in collection service expenses is due to the installation of 5 recycling containers added along College Avenue.

Charges from the sewer crew for the cleaning of the sewer pit at the Municipal Service Building have been added to building repairs and maintenance expenses. In past years, the charges were included in Facilities charges.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	24	20	30	30	30
# of equipment/vehicle accidents	31	31	23	23	20
Preventable	16	19	8	8	7
Non-preventable	15	12	15	15	13
# of employee injury accidents	13	21	6	6	5
Annual # of violations found during monthly building inspections	61	70	45	45	40
Strategic Outcomes					
Safeguard Assets					
\$ adjustment of inventory at year end	\$ 4,465	\$ 13,773	\$ 1,000	\$ 1,000	\$ 1,000
Turnover ratio of inventory	0.74	0.76	0.90	0.90	0.90
# of work days lost due to injuries	48	37	15	15	12
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	594	520	500	520	520
\$ value of items issued from inventory	\$ 438,881	\$ 474,644	\$ 480,000	\$ 470,000	\$ 470,000
# of shipments received	7,468	7,544	6,800	7,122	7,000

CITY OF APPLETON 2016 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5011 Misc Revenue - Tax	\$ 24	\$ 72	\$ -	\$ -	\$ -
5035 Other reimbursements	470	99	-	-	-
5082 Insurance Proceeds	10,517	1,888	-	-	-
Total Revenue	<u>\$ 11,011</u>	<u>\$ 2,059</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 444,612	\$ 464,527	\$ 522,088	\$ 532,737	\$ 526,279
6104 Call Time	64	90	200	200	200
6105 Overtime	763	941	860	860	1,160
6108 Part-Time	11,346	10,532	12,115	12,115	12,659
6150 Fringes	151,612	161,209	184,805	184,805	181,514
6201 Training\Conferences	6,357	3,678	7,105	7,105	6,730
6301 Office Supplies	2,652	2,652	2,200	2,200	2,300
6302 Subscriptions	4,506	4,806	4,750	4,750	4,900
6303 Memberships & Licenses	1,958	2,230	1,865	1,865	2,419
6304 Postage\Freight	843	631	810	810	810
6305 Awards & Recognition	1,093	1,191	1,190	1,190	1,190
6306 Building Maint./Janitorial	4,462	5,395	5,500	5,500	5,600
6309 Shop Supplies & Tools	2,043	2,299	2,250	2,250	2,295
6315 Books & Library Materials	152	229	500	500	500
6320 Printing & Reproduction	3,004	3,582	3,800	9,800	9,900
6321 Clothing	2,847	2,029	2,000	2,000	2,070
6322 Gas Purchases	-	94	100	100	100
6323 Safety Supplies	3,773	3,519	5,060	5,060	5,245
6324 Medical\Lab Supplies	239	186	300	300	300
6325 Construction Materials	259	774	500	500	500
6327 Miscellaneous Equipment	15,979	8,140	13,400	16,716	11,650
6328 Sign Materials	-	-	500	500	500
6407 Collection Services	2,483	5,347	2,900	2,900	7,440
6408 Contractor Fees	137	6,780	500	500	500
6409 Inspection Fees	-	370	1,500	1,500	1,500
6412 Advertising	-	764	500	500	600
6413 Utilities	109,647	130,834	120,018	120,018	124,154
6416 Building Repairs & Maint.	-	6,354	-	-	6,300
6418 Equip Repairs & Maint	191	2,223	750	750	1,000
6419 Communication Eq Repair	-	1,028	250	250	500
6420 Facilities charges	177,723	183,225	185,000	185,000	190,699
6424 Software support	-	-	-	-	3,640
6425 CEA Equip. Rental	28,853	29,588	33,500	33,500	33,500
6430 Health Services	38	19	50	50	50
6451 Laundry Services	1,815	139	650	650	500
6599 Other Contracts / Obligations	-	4,589	-	-	-
Total Expense	<u>\$ 979,451</u>	<u>\$ 1,049,994</u>	<u>\$ 1,117,516</u>	<u>\$ 1,137,481</u>	<u>\$ 1,149,204</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Provide temporary traffic control barricades and display street decorations in support of City sponsored civic events and celebrations in the City
- Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets
- Provide residents with timely and cost-effective maintenance patches
- Monitor the effectiveness of the epoxy patch program to preserve the rideability of our streets
- Continue the program of grinding hazardous sidewalks to reduce the potential for trip and falls

Major Changes in Revenue, Expenditures, or Programs:

Miscellaneous equipment includes purchasing seven new GPS units (\$3,700) for snow plow and street division vehicles. Also, \$2,500 is included for replacement saw blades as we are using more to saw the concrete patches, \$7,500 for new barricades and \$3,000 to purchase head sets for the street crew to use while paving. Also included is \$12,000 to replace the asphalt roller trailer and will request that this piece of equipment be placed into CEA.

Tipping fees have been increased as dumping at the Mackville site is no longer available.

The increase in landscape supplies is based on history and having to pay more for topsoil. In the past, we were able to get some of the topsoil needed from other projects, but there are no upcoming projects where it is available.

Software support increased as a result of adding GPS units in 6 more vehicles.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	3	3	3	3	3
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	343	343	343	343	343
# of temporary hazardous sidewalk repairs	43	45	50	50	40
Miles of asphalt streets resurfaced	<1.0	<1.0	<1.0	<1.0	<1.0
Work Process Outputs					
Repair materials					
Tons of cold patch asphalt applied	150	405	150	150	150
Cubic yards of concrete used for repair	62	79	150	150	150
Pounds of crack filler applied	7,884	22,969	20,000	20,000	20,000

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4613 Freeway Fence	\$ 239	\$ 239	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	1,530	1,127	10,000	10,000	1,300
4802 Charges for Serv.- Tax	406	1,595	-	-	1,000
4908 Misc. Intergov. Charges	-	2,452	-	-	-
5010 Misc Revenue - Nontax	1,673	3,495	3,000	3,000	2,500
5030 Damage to City Property	4,023	134	-	-	-
Total Revenue	\$ 7,871	\$ 9,042	\$ 13,000	\$ 13,000	\$ 4,800
Expenses					
6101 Regular Salaries	\$ 453,796	\$ 493,736	\$ 529,204	\$ 533,593	\$ 539,226
6104 Call Time	1,084	2,880	800	800	1,300
6105 Overtime	11,687	13,216	15,000	15,000	14,000
6108 Part-Time	1,825	690	3,844	3,844	-
6150 Fringes	183,986	194,444	237,114	237,114	225,805
6308 Landscape Supplies	1,180	2,461	400	400	1,800
6309 Shop Supplies & Tools	6,298	7,324	12,000	12,000	11,000
6311 Paint & Supplies	435	376	2,000	2,000	1,000
6321 Clothing	13	20	-	-	-
6322 Gas Purchases	365	-	750	750	750
6325 Construction Materials	152,202	155,804	172,000	172,000	170,000
6327 Miscellaneous Equipment	11,857	13,815	16,700	16,700	28,700
6328 Signs	587	223	700	700	700
6404 Consulting Services	7,687	36,997	53,000	53,000	40,000
6408 Contractor Fees	158,772	373,428	185,650	185,650	186,800
6413 Utilities	5,682	7,169	6,987	6,987	6,427
6415 Tipping Fees	964	4,319	2,000	2,000	3,350
6418 Equip Repairs & Maint	36	870	1,000	1,000	1,000
6420 Facilities charges	8,276	3,836	4,500	4,500	4,010
6424 Software support	1,468	4,447	3,600	3,600	5,600
6425 CEA Equip. Rental	359,338	370,450	386,190	386,190	393,893
6429 Interfund Allocations	(3,838)	(31,468)	(19,738)	(19,738)	(20,000)
6430 Health Services	19	-	-	-	-
6503 Rent	-	1,900	-	-	-
6599 Other Contracts/Obligations	11,839	11,319	14,000	14,000	13,000
Total Expense	\$ 1,375,558	\$ 1,668,256	\$ 1,627,701	\$ 1,632,090	\$ 1,628,361

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Asphalt	\$ 40,000
Cold patch/crackfiller	25,000
Concrete	18,000
Gravel	8,000
Clear Stone	2,000
Misc materials (bridge lights, flags & poles, concrete sealer, etc.)	77,000
Total	\$ 170,000

Contractor Fees

Contractor equip rental	\$ 15,000
Bascule bridge pest control	800
Annual bridge maintenance	5,000
Olde Oneida St. pier maintenance	75,000
Patch program	85,000
Miscellaneous	6,000
Total	\$ 186,800

Consulting Services

Movable bridge inspections	\$ 5,000
Bridge inspection program - Bascule	30,000
Misc consulting	5,000
Total	\$ 40,000

Miscellaneous Equipment

Concrete saw, chains and blades	\$ 2,500
Asphalt roller trailer	12,000
GPS units for six trucks	3,700
Barricades	7,500
Head sets for paving crew	3,000
Total	\$ 28,700

Interfund Allocations

Hauling biosolids from WWTP to compost site	\$ (20,000)
Total	\$ (20,000)

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies, and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Maintain traffic movement on all collector and arterial streets during a storm
- Plow all streets within 12 hours of the end of a snowstorm and remove accumulated snow from designated haul routes
- Investigate and expand contractual services when necessary to meet current levels of service
- Perform an annual review of regional snow plowing agreements to insure they are current and equitable
- Monitor sidewalk removal contract to insure quality and timeliness of services
- Review snow plow routes and make necessary changes to gain efficiencies
- Investigate mailbox damage caused by plows and enforce per City policy
- Evaluate use of salt brine and other pre-wetting liquids for snow and ice control
- Continue low salt usage on newly paved streets to minimize damage to new concrete

Major Changes in Revenue, Expenditures, or Programs:

The \$4,000 budgeted in miscellaneous equipment is to purchase straight plows for the sidewalk machines making it easier to clear sidewalks.

Contractor fees include \$2,000 to have the salt pile laser scanned to verify inventory accuracy (this is done every other year) and \$1,000 for a new automated call-in/response application.

The increase in snow removal services is based on history.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	10	6	6	6	6
# of other minor plow/salt events	23	21	25	25	25
# of days hauling designated priority snow routes	29	25	25	25	25
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	222	179	200	200	190
# of miles of sidewalks cleared by:					
Contractor	17.2	17.7	13.8	13.8	13.8
City crews	12.9	12.9	12.5	12.5	12.5
\$ contracted to clear sidewalks	\$ 167,953	\$ 186,961	\$ 144,200	\$ 144,200	\$ 175,000
Work Process Outputs					
Volume of work done					
# of tons of salt used	5,767	4,621	4,000	4,000	4,000
# of miles of streets maintained	343	343	343	343	343
# of miles of sidewalk maintained	30.1	30.6	26.3	26.3	26.3

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4608 Snow Removal	\$ 83,013	\$ 81,150	\$ 82,000	\$ 82,000	\$ 82,000
5010 Misc. Revenue - Nontax	12,910	13,280	15,273	15,273	15,853
Total Revenue	\$ 95,923	\$ 94,430	\$ 97,273	\$ 97,273	\$ 97,853
Expenses					
6101 Regular Salaries	\$ 355,284	\$ 344,385	\$ 223,119	\$ 223,119	\$ 240,469
6104 Call Time	37,722	36,135	30,000	30,000	34,000
6105 Overtime	64,747	59,451	50,000	50,000	50,000
6108 Part-Time	550	108	-	-	-
6150 Fringes	161,996	156,316	98,253	98,253	103,841
6308 Landscape Supplies	71	-	500	500	500
6309 Shop Supplies & Tools	517	2	500	500	100
6325 Snow/Ice Control Materials	349,327	262,055	299,555	299,555	295,042
6326 Vehicle & Equipment Parts	1,312	586	1,500	1,500	1,500
6327 Miscellaneous Equipment	-	1,499	-	-	4,000
6404 Consulting Services	-	1,200	-	-	-
6408 Contractor Fees	563	733	-	-	3,000
6425 CEA Equip. Rental	575,005	549,186	442,212	442,212	456,704
6429 Interfund Allocations	(2,500)	(5,000)	(5,000)	(5,000)	(5,000)
6440 Snow Removal Services	226,295	186,961	154,200	154,200	175,000
6450 Repairs to Private Property	1,328	2,331	1,500	1,500	1,500
Total Expense	\$ 1,772,217	\$ 1,595,948	\$ 1,296,339	\$ 1,296,339	\$ 1,360,656

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Snow/Ice Control Materials

Salt (4,200 tons)	\$ 266,322
Brine (30,000 gal)	12,470
Calcium chloride (8,000 gal)	7,200
Ice melt (600 bags)	4,500
Calcium chloride (150 bags)	1,800
Concrete	2,750
Total	\$ 295,042

Interfund Allocations

Water Utility - Snow removal services at Water Plant	\$ (5,000)
Total	\$ (5,000)

Snow Removal Services

Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks	\$ 175,000
Total	\$ 175,000

**CITY OF APPLETON 2016 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 Strategy #6: "Continuously improve efficiency and effectiveness of City services"

Objectives:

- Replenish and maintain approximately 31,800 trees on City terraces and boulevards
- Prune trees to provide proper growth structure, maintain proper clearances for vehicles, signs, and pedestrians, and remove dead/diseased limbs
- Respond to storm damage situations
- Plant trees in new subdivisions and reconstruction streets where final concrete pavement has been installed
- Work closely with Engineering and Street Division to minimize the impact of street reconstruction projects on street trees
- Continue to address gypsy moth situation and coordinate suppression programs with the Department of Natural Resources as needed
- Secure grants through the Department of Natural Resources as opportunities arise
- Continue implementation of the action plan developed in 2009 to address the emerald ash borer situation and make the necessary program adjustments as the impact of the insect is realized in the community
- Coordinate labor pool with operations staff to maximize available resources
- Coordinate equipment use and purchases to maximize equipment and create efficiencies
- Continue efforts to remove invasive species from City property through volunteer services
- Continue to educate the elected officials on the benefits of the urban forest and the City's investment in the program
- Increase the diversity of species in the urban forest to minimize the impact of disease/insects on single tree

Major Changes in Revenue, Expenditures, or Programs:

The increase in landscape supplies includes an additional \$14,000 for trees to be planted for both ash tree replacements and urban infill. We are looking to increase the number of trees we plant each year and are targeting sections of the City that are short on terrace trees. The average cost per tree has increased approximately 50% in the last 5 years. The additional demand for replacement trees associated with Emerald Ash Borer also impacts the ability to maintain the tree canopy. Based on DNR analysis, the City's urban tree canopy is about 22%. Increasing the canopy will reduce stormwater runoff, lower summer air temperatures, and reduce air pollution.

The upgrade of a laborer position to an arborist in 2016 will improve efficiency and productivity. This also lowers the tree to arborist ratio.

Seasonal laborers, which account for the part time wages, are used to maintain various plantings around the City under the direction of the City Forester.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	30,760	30,578	31,826	31,826	31,900
Strategic Outcomes					
Satisfied community					
% of planting spaces in new subdivisions planted on annual basis	100%	100%	100%	100%	100%
% of customers who accept new trees on new and/or reconstructed streets	100%	100%	100%	100%	100%
Street tree to Arborist ratio	4,770 to 1	4,704 to 1	4,896 to 1	4,896 to 1	4,253 to 1
Diverse urban forest					
# of species with more than 1,000 trees	9	9	9	9	9
Work Process Outputs					
% of trees < 6" diameter pruned annually	60%	50%	50%	50%	50%
Pruning cycle of trees/yr > 6" diameter	8.5	8.5	8.5	8.5	8
# of ash trees replaced	150	105	50	50	400
Total number of tree species on streets	32	42	34	34	34
Treat all City properties with gypsy moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv.- Nontax	\$ 354	\$ 270	\$ 1,000	\$ 1,000	\$ -
5011 Misc Revenue - Tax	-	5,714	-	-	3,000
5020 Donations & Memorials	-	-	-	-	-
5035 Other Reimbursements	-	715	-	-	-
5082 Insurance Proceeds	1,270	-	-	-	-
Total Revenue	\$ 1,624	\$ 6,699	\$ 1,000	\$ 1,000	\$ 3,000
Expenses					
6101 Regular Salaries	\$ 506,261	\$ 414,449	\$ 492,278	\$ 496,563	\$ 507,026
6104 Call Time	1,945	1,652	1,500	1,500	1,500
6105 Overtime	17,736	3,460	3,500	3,500	3,500
6108 Part-Time	21,343	17,666	17,286	17,286	17,040
6150 Fringes	194,921	160,357	211,627	211,627	215,314
6201 Training/Conferences	1,020	6,375	1,900	1,900	1,900
6301 Office Supplies	-	185	-	-	-
6302 Subscriptions	-	99	100	100	100
6303 Memberships & Licenses	345	870	800	800	800
6308 Landscape Supplies	22,390	32,414	31,500	31,500	45,500
6309 Shop Supplies & Tools	2,810	3,972	3,400	3,400	3,500
6311 Paint & Supplies	13	9	50	50	50
6320 Printing & Reproduction	218	216	250	250	250
6321 Clothing	377	281	600	600	600
6322 Gas Purchases	414	(20)	300	300	300
6323 Safety Supplies	2,090	1,000	1,500	1,500	1,500
6326 Vehicle & Equipment Parts	1,044	-	-	-	-
6327 Miscellaneous Equipment	2,994	5,018	6,000	6,000	6,000
6328 Signs	1,294	-	500	500	300
6408 Contractor Fees	2,500	-	3,000	3,000	2,500
6413 Utilities	1,909	1,902	1,960	1,960	2,040
6417 Vehicle Repairs & Maint	798	-	-	-	-
6424 Software support	-	-	270	270	520
6425 CEA Equip. Rental	336,144	221,080	300,100	300,100	286,280
6429 Interfund Allocations	(15,820)	(8,755)	(5,000)	(5,000)	(5,000)
6530 Health Services	19	-	-	-	-
6451 Uniform Services	162	-	-	-	-
Total Expense	\$ 1,102,927	\$ 862,230	\$ 1,073,421	\$ 1,077,706	\$ 1,091,520

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>	
Topsoil / sand / gravel	\$ 2,000
Seed / fertilizer	1,000
Plant material/trees	42,000
Herbicides / pesticides	500
	<u>\$ 45,500</u>

CITY OF APPLETON 2016 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 15520

PROGRAM MISSION

To provide building inspection services to insure public health and safety.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Investigate and respond to complaints from the public, other departments and alderpersons in a timely and professional manner and take the necessary enforcement steps to achieve compliance
- Improve the level of inspection services offered to the community by thorough review and discussion of current practices and procedures
- Provide inspection services in a timely and effective manner
- Perform site plan reviews to insure compliance with established City codes
- Monitor compliance of approved building plans and applicable codes on construction projects and provide feedback to the inspectors and the public
- Utilize code enforcement procedures that are more streamlined and efficient due to an increased use of technology
- Work cooperatively with the Assessor's Office. The Inspection Division continues to provide property data to the Assessor's Office which saves time and resources.

Major Changes in Revenue, Expenditures, or Programs:

In 2016, the Inspection Division will continue conducting official plan review for new commercial projects that are under 50,000 cu. ft. and alterations under 100,000 cu. ft., generating additional revenue.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	1,321	1,306	1,500	1,360	1,300
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	177	102*	170	110	120
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	49.7%	49.1%	47.0%	47.0%	47.0%
Consistency of information					
# of policies/ordinances reviewed/updated	0/2	4/4	1/1	1/1	2/2
Work Process Outputs					
Availability of service					
# of inspections performed	10,654	9,809	13,000	12,500	13,000
# of re-inspections performed	635	634	600	600	600
# of notices issued	845	747	1,000	900	800
# of permits issued	3,653	3,637	3,500	3,700	3,750
# of plans reviewed	239	213	225	225	225

* The method of tracking this data changed. Currently opening only one case per location, may have multiple inspections.

CITY OF APPLETON 2016 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 15520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4304 Electricians	\$ 1,020	\$ -	\$ -	\$ -	\$ -
4308 Heating	-	875	-	-	-
4401 Building	272,892	284,868	260,000	260,000	290,000
4402 Electrical	127,672	118,105	110,000	110,000	120,000
4403 Heating	60,865	63,300	58,000	58,000	60,000
4404 Plumbing, Sewer	56,459	52,801	57,000	57,000	59,000
4406 State Building	3,279	1,995	2,000	2,000	2,000
4407 Signs	4,770	4,680	3,000	3,000	3,000
4609 Weed Cutting	22,027	16,188	20,000	20,000	16,000
4801 Charges for Serv.- Nontax	51,517	55,047	47,000	47,000	55,000
5040 Board of Appeals	1,375	1,875	2,000	2,000	2,000
Total Revenue	\$ 601,876	\$ 599,734	\$ 559,000	\$ 559,000	\$ 607,000
Expenses					
6101 Regular Salaries	\$ 387,451	\$ 365,058	\$ 370,402	\$ 374,583	\$ 388,425
6104 Call Time	407	558	500	500	500
6105 Overtime	1,300	9,210	2,000	2,000	2,000
6150 Fringes	142,196	119,969	126,925	126,925	125,785
6404 Consulting Services	560	-	-	-	-
6408 Contractor Fees	5,624	4,114	12,000	12,000	10,000
Total Expense	\$ 537,538	\$ 498,909	\$ 511,827	\$ 516,008	\$ 526,710

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	155,726	850.00	28,800	157,989	157,989	0	0
Licenses	1,615	1,605.00	1,660	650	650	730	730
Permits	560,754	564,131.55	499,412	524,000	524,000	569,400	569,400
Special Assessments	1,126,725	1,219,660.44	122,227	594,500	594,500	173,000	437,000
Charges for Services	63,987	58,038.28	68,901	72,000	72,000	57,300	57,300
Intergov. Charges for Service	56,341	67,889.49	55,717	59,550	59,550	56,000	56,000
Other Revenues	1,270,205	140,008.55	85,581	1,468,328	1,468,328	2,885,935	1,757,273
TOTAL REVENUES	3,235,353	2,052,183.31	862,298	2,877,017	2,877,017	3,742,365	2,877,703
EXPENSES BY LINE ITEM							
Regular Salaries	223,842	252,781.95	194,711	675,552	325,897	301,125	301,125
Labor Pool Allocations	2,825,968	2,846,806.73	2,168,242	2,870,558	3,266,289	3,336,175	3,283,197
Call Time	48,179	45,510.29	21,239	40,050	40,050	42,350	42,350
Overtime	111,617	102,550.43	58,426	91,229	91,229	90,558	90,558
Temp. Full-Time	0	.00	15,597	32,974	32,974	0	0
Part-Time	54,626	45,699.08	45,042	31,433	31,433	67,818	62,088
Other Compensation	29,301	19,872.25	14,817	17,420	17,420	19,660	19,660
Shift Differential	2,005	2,094.40	805	1,805	1,805	1,810	1,810
Sick Pay	18,099	20,146.04	9,891	0	0	0	0
Vacation Pay	450,167	447,312.61	293,648	0	0	0	0
Fringes	1,302,866	1,288,435.34	939,739	1,381,329	1,381,329	1,379,062	1,365,269
Salaries & Fringe Benefits	5,066,670	5,071,209.12	3,762,157	5,142,350	5,188,426	5,238,558	5,166,057
Training & Conferences	22,470	23,837.32	13,134	23,905	23,905	23,530	23,530
Tuition Fees	586	.00	0	300	300	200	200
Parking Permits	10,764	11,790.48	12,350	11,916	11,916	12,156	12,156
Office Supplies	7,743	7,411.00	3,802	6,800	6,800	6,700	6,700
Subscriptions	4,506	4,905.00	0	4,850	4,850	5,000	5,000
Memberships & Licenses	6,863	8,767.40	6,279	7,665	7,665	9,159	9,159
Postage & Freight	855	638.84	368	1,110	1,110	910	910
Awards & Recognition	1,849	2,492.79	727	2,485	2,485	2,485	2,485
Building Maintenance/Janitor.	4,462	5,394.95	3,835	5,500	5,500	5,600	5,600
Rent	0	1,900.00	0	0	0	0	0
Administrative Expense	60,098	67,137.78	40,495	64,531	64,531	65,740	65,740
Landscape Supplies	29,145	38,443.80	25,150	48,048	54,848	63,365	57,195
Shop Supplies & Tools	27,477	26,946.33	22,416	31,150	31,150	30,045	30,045
Chemicals	0	10.28	0	0	0	0	0
Paint & Supplies	728	905.51	1,080	2,250	2,250	1,320	1,320
Books & Library Materials	1,031	864.35	137	900	900	900	900
Miscellaneous Supplies	51	.00	0	0	0	0	0
Printing & Reproduction	14,159	20,521.12	10,897	19,850	25,850	25,950	25,950
Clothing	3,337	2,406.47	1,637	3,000	3,000	2,970	2,970
Gas Purchases	804	100.57	392	1,150	1,150	1,180	1,180
Safety Supplies	6,149	4,939.64	3,571	6,910	6,910	7,095	7,095
Medical & Lab Supplies	239	185.73	115	300	300	300	300
Construction Materials	1,232,030	883,512.87	868,206	1,098,123	1,105,953	1,351,813	1,206,813
Vehicle & Equipment Parts	2,356	585.70	737	1,500	1,500	1,500	1,500
Miscellaneous Equipment	47,260	63,626.31	39,649	42,400	60,716	59,450	59,450
Signs	79,683	82,609.95	46,713	110,625	110,625	112,670	92,670
Supplies & Materials	1,444,449	1,125,658.63	1,020,700	1,366,206	1,405,152	1,658,558	1,487,388
Legal Fees	70	120.00	140	175	175	150	150
Consulting Services	132,276	61,889.10	123,152	370,720	370,720	225,220	247,720
Collection Services	2,483	5,347.10	5,418	2,900	2,900	7,440	7,440
Contractor Fees	304,873	491,425.69	172,132	654,813	654,813	467,755	358,855
Inspection Fees	0	370.00	382	1,500	1,500	1,500	1,500
Temporary Help	0	.00	3,282	0	0	0	0
Advertising	1,535	2,846.94	1,457	2,950	2,950	3,050	3,050
Tipping Fees	964	4,319.11	8,905	2,000	2,000	3,350	3,350
Interfund Allocations	27,351	52,279.23	45,071	35,738	35,738	35,000	35,000
Health Services	114	38.00	45	50	50	50	50
Snow Removal Services	226,295	186,960.90	84,989	144,200	144,200	175,000	175,000
Repairs to Private Property	1,329	2,331.48	270	1,500	1,500	1,500	1,500

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Laundry Services	2,281	138.92	110	650	650	500	500
Other Contracts/Obligations	29,011	17,083.12	2,146	14,000	14,000	13,000	13,000
Purchased Services	673,880	720,591.13	357,357	1,159,720	1,159,720	863,515	777,115
Electric	1,561,528	1,587,625.83	1,103,686	1,627,170	1,627,170	1,613,762	1,572,334
Gas	28,097	41,550.99	15,657	30,711	30,711	30,650	30,650
Water	8,120	9,011.74	5,791	8,359	8,359	9,214	9,214
Waste Disposal/Collection	3,529	3,987.17	2,538	3,562	3,562	4,204	4,204
Stormwater	22,003	25,211.04	19,302	25,625	25,625	27,931	27,931
Telephone	6,817	6,808.83	4,847	7,069	7,069	7,090	7,090
Cellular Telephone	17,506	20,586.21	11,398	22,056	22,056	23,000	23,000
Utilities	1,647,600	1,694,781.81	1,163,219	1,724,552	1,724,552	1,715,851	1,674,423
Building Repair & Maintenance	0	6,353.59	1,325	0	0	6,300	6,300
Vehicle Repair & Maintenance	798	.00	0	0	0	0	0
Equipment Repair & Maintenance	12,923	16,871.02	2,853	21,850	21,850	26,175	26,175
Communications Equip. Repairs	0	1,027.50	493	250	250	500	500
Facilities Charges	185,999	187,061.40	125,819	189,500	189,500	194,709	194,709
Software Support	3,285	7,408.56	7,392	7,570	7,570	13,450	13,450
CEA Equipment Rental	1,468,862	1,362,995.65	808,258	1,381,441	1,381,441	1,390,920	1,384,720
Repair & Maintenance	1,671,867	1,581,717.72	946,140	1,600,611	1,600,611	1,632,054	1,625,854
Land	86,991	2,750.00	50,076	230,000	230,000	795,000	795,000
Machinery & Equipment	0	.00	0	0	0	4,700	0
Infrastructure Construction	3,473,683	3,816,809.02	1,555,462	3,064,211	3,064,211	4,369,656	2,201,358
Capital Expenditures	3,560,674	3,819,559.02	1,605,538	3,294,211	3,294,211	5,169,356	2,996,358
TOTAL EXPENSES	14,125,238	14,080,655.21	8,895,606	14,352,181	14,437,203	16,343,632	13,792,935

CITY OF APPLETON 2016 BUDGET

SANITATION

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

**CITY OF APPLETON 2016 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 2015 EVENTS

Continued participation in a compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. The program is evaluating the feasibility of local composting of biosolids with other bio-degradable products such as leaves and wood chips at a local site. The goal of the project is to reduce biosolids trucking costs for land application and provide a continuous beneficial outlet for biosolids. With a compost outlet, the current biosolids storage volume available would better allow for meeting the 180 day regulatory limit. Active composting began in October, 2010 and resumed intermittently through 2013, based upon technical report findings, economic feasibility report, and wastewater biosolids storage needs. Outlets for finished compost are being thoroughly evaluated, including compost giveaways and field demonstration/research plots. Assessment of local compost demand and uses will be used to validate economic feasibility findings and establish a timeline for design and future construction of a permitted facility.

Combined efforts with Outagamie County to monitor recently implemented automated recycling program.

Continued to monitor City yard waste site policies and provided services.

Included a recycling flyer in the City's utility bills to help educate residents on the additional plastics that are now being accepted as recyclable material.

Implemented new commercial recycling rates. The 2016 amounts reflect the increase in revenue.

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

MAJOR 2016 OBJECTIVES

Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services

Continue to monitor the agreement with the Town of Grand Chute to use the yard waste sites

Continue to monitor the policy for disposal of solid waste at the yard waste site

Continue to develop relationships with outside services to dispose of brush and yard materials

Continue to monitor the customer service log and respond timely to customer needs

Continue participation in compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. This pilot program is seeking a long term, cost effective and environmentally sound alternative for management of organic waste materials. In 2015, DPW provided an estimated 5,000 cubic yards of mixed yard waste and leaves from our fall collection for the project. A more detailed description of the project is included on the prior page.

Continue to monitor new overflow, commercial refuse fees and policies

GPS units will be added to several more sanitation trucks in 2016. These units have the ability for the driver to push a button while driving to be able to identify when a garbage can is not out, when overflow refuse is at the curb, when a garbage can needs maintenance, or to note a pothole that needs attention. These units will have preprogrammed buttons so drivers will no longer have to look for an address and stop to log it or to call it in, making them more efficient.

Review feedback from customer survey for possible future policy changes

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 1,285,153	\$ 1,437,410	\$ 1,458,400	\$ 1,458,400	\$ 1,457,200	-0.08%
Program Expenses							
2210	Administration	281,741	606,247	358,653	359,069	303,800	-15.29%
2221	Recycling	114,354	140,234	168,938	168,938	152,824	-9.54%
2223	Solid Waste	2,782,792	2,698,496	2,882,623	2,887,594	2,854,689	-0.97%
2230	Landfill Maint.	69,540	99,559	93,154	93,154	95,606	2.63%
TOTAL		\$ 3,248,427	\$ 3,544,536	\$ 3,503,368	\$ 3,508,755	\$ 3,406,919	-2.75%
Expenses Comprised Of:							
Personnel		1,237,282	1,211,746	1,243,129	1,248,516	1,268,843	2.07%
Administrative Expense		62,753	396,933	153,570	153,570	96,845	-36.94%
Supplies & Materials		77,180	93,365	97,945	97,945	98,725	0.80%
Purchased Services		965,816	947,648	993,488	993,488	1,002,053	0.86%
Utilities		58,680	65,978	67,837	67,837	65,553	-3.37%
Repair & Maintenance		846,716	828,866	947,399	947,399	874,900	-7.65%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		16.99	17.49	17.49	17.49	17.49	

* % change from prior year adopted budget
Sanitation.xls

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

Sanitation - Administration

Business Unit 2210

PROGRAM MISSION

To provide administrative and planning support to insure safe, consistent, and cost effective sanitation services for our customers.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #4: "Develop our Human Resources to meet changing needs", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services
- Continue to monitor the agreement with the Town of Grand Chute for use of the yard waste sites
- Continue to monitor the policy for disposal of solid waste at the yard waste site
- Continue to develop relationships with outside services to dispose of brush and yard materials
- Continue to monitor the customer service log and respond timely to customer needs
- Continue to make customer contacts by delivering educational information to residents who put overflow curbside on non-overflow collection weeks

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Public Information					
# of information announcements / brochures	16	21	16	16	16
Strategic Outcomes					
Consistency of information					
# of policies reviewed	1	1	1	1	1
Quality of service					
# of contacts received	2,305	1,811	2,400	2,400	2,400
Work Process Outputs					
Changes in customer service					
# of policies revised	1	1	1	1	0

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

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Taxes	\$ 2,070,188	\$ 2,045,913	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968
4705 General Interest	221	183	-	-	-
4710 Interest on Investments	3,146	20,370	29,000	29,000	29,000
4801 Charges for Serv.- Nontax	812,916	821,855	830,000	830,000	830,000
5005 Sale of City Property - Tax	996	-	500	500	500
5016 Lease Revenue	400	400	400	400	400
5071 Customer Penalty	6,552	7,044	6,500	6,500	7,000
Total Revenue	\$ 2,894,419	\$ 2,895,765	\$ 2,911,368	\$ 2,911,368	\$ 2,911,868
Expenses					
6101 Regular Salaries	\$ 83,398	\$ 81,381	\$ 76,120	\$ 76,536	\$ 79,315
6104 Call Time	456	352	600	600	600
6105 Overtime	220	800	500	500	500
6108 Part-Time	127	208	-	-	-
6150 Fringes	30,931	31,307	29,041	29,041	29,387
6201 Training\Conferences	1,360	135	800	800	800
6301 Office Supplies	1,192	1,342	1,405	1,405	1,405
6303 Memberships & Licenses	152	234	181	181	181
6304 Postage\Freight	17,947	18,755	17,000	17,000	20,300
6305 Awards & Recognition	980	945	945	945	945
6320 Printing & Reproduction	4,729	3,226	4,000	4,000	4,000
6321 Clothing	724	728	900	900	900
6323 Safety Supplies	661	513	800	800	700
6324 Medical\Lab Supplies	119	93	100	100	100
6403 Bank Services	4,809	5,559	5,400	5,400	5,580
6412 Advertising/Publication	-	-	100	100	100
6413 Utilities	50,267	57,600	58,949	58,949	56,351
6420 Facilities Charges	20,308	21,081	21,068	21,068	20,991
6424 Software support	491	1,953	1,974	1,974	2,400
6425 CEA Equip. Rental	20,342	17,047	18,600	18,600	19,100
6430 Health Services	19	76	50	50	50
6451 Laundry Services	914	-	100	100	100
6501 Insurance	40,400	27,250	28,660	28,660	33,240
6599 Other Contracts/Obligations	605	605	905	905	905
6623 Uncollectible Accounts	590	357	850	850	850
7914 Transfer Out - Capital Projects	-	334,700	89,605	89,605	25,000
Total Expense	\$ 281,741	\$ 606,247	\$ 358,653	\$ 359,069	\$ 303,800

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

City service invoice postage allocation	\$ 17,500
City service invoice folding/inserting	1,300
Other shipping	1,500
	<u>\$ 20,300</u>

Transfer Out - Capital Projects

Sanitation Fund share of new utility billing software	25,000
	<u>\$ 25,000</u>

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Work with Outagamie County to educate and update the citizens on proper recycling practices
- Grind brush for Outagamie County
- Collaborate with Outagamie County on single stream automated recycling to increase recycling tons collected
- Continue to seek out interested parties to haul yard materials from City sites eliminating the need for City crews to haul materials long distances

Major changes in Revenue, Expenditures, or Programs:

The decrease in personnel expenses is due to new hires starting at lower rates, and more staff in need of single health care coverage versus family.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	3,090	3,090	3,090	3,090	3,090
Cost effective commercial recycling					
Cost/ton	\$ 117.08	\$ 120.73	\$ 120.00	\$ 120.00	\$ 122.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	351	357	345	345	360
\$ of revenue from chipper rental	\$ 2,118	\$ 3,874	\$ 2,000	\$ 2,000	\$ 4,000
# of violations from Outagamie County Landfill	0	0	0	0	0
Work Process Outputs					
Material diverted from the landfill					
Diversion rate	22.2%	23.7%	24.0%	24.0%	25.0%
Tons of material collected					
Residential - co-mingled	5,788	6,029	5,900	5,900	6,100
Commercial - total	462	463	470	470	465
Hours chipping material	569	499	600	600	600
Yard waste sites:					
Avg # of users per day - weekday (peak)	550	700	700	700	700
Avg # of users per day - weekend (peak)	850	875	875	875	900

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

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv.- Nontax	\$ 246,269	\$ 346,561	\$ 350,000	\$ 350,000	\$ 350,000
4802 Charges for Serv. - Tax	23,296	21,205	15,500	15,500	15,500
4872 Commercial Recycling	90,808	92,958	105,000	105,000	105,000
4908 Misc. Intergov. Charges	-	27	-	-	-
5010 Misc Revenue - Nontax	6	150	-	-	-
5011 Misc Revenue - Tax	6,207	6,404	5,000	5,000	5,000
5071 Customer Penalty	478	2,180	800	800	800
Total Revenue	\$ 367,064	\$ 469,485	\$ 476,300	\$ 476,300	\$ 476,300
Expenses					
6101 Regular Salaries	\$ 41,532	\$ 50,299	\$ 75,383	\$ 75,383	\$ 67,639
6104 Call Time	398	380	500	500	500
6105 Overtime	82	79	150	150	150
6108 Part Time	40	457	-	-	-
6150 Fringes	16,551	19,968	28,261	28,261	17,300
6303 Memberships & Licenses	100	100	100	100	100
6308 Landscape Supplies	403	450	425	425	425
6309 Shop Supplies & Tools	1,720	1,390	1,700	1,700	1,700
6327 Miscellaneous Equipment	3,265	11,034	12,700	12,700	12,000
6328 Signs	-	-	50	50	50
6407 Collection Services	4,480	6,784	5,000	5,000	6,000
6408 Contractor Fees	302	-	-	-	-
6413 Utilities	1,580	1,622	1,623	1,623	1,614
6425 CEA Equip. Rental	43,891	47,558	43,046	43,046	45,346
6623 Uncollectible Accounts	10	113	-	-	-
Total Expense	\$ 114,354	\$ 140,234	\$ 168,938	\$ 168,938	\$ 152,824

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

70 - 90/gal containers @ \$55 ea	\$ 3,850
10 - 300/gal containers @ \$300 ea	3,000
10 - 450/gal containers @ \$400 ea	4,000
Replacement parts	1,150
	<u>\$ 12,000</u>

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Evaluate the operations of the automated collection routes for efficiencies
- Assess the needs of the community and provide great customer service
- Continue monitoring bi-weekly collection of large item (bulky) overflow
- Continue monitoring the impact of curbside recycling program

Major changes in Revenue, Expenditures, or Programs:

An estimated \$21,000 is being budgeted for hauling brush to the WWTP compost site.

A slight increase is being seen in the sale of appliance tags, as well as the amount of grass clippings being brought to the yardwaste sites.

This budget includes \$1,200 for the purchase of 3 standard GPS units for the new rear load, semi, and loader being purchased in 2016.

The increase in the tipping fees is due to Outagamie County Solid Waste Department increasing their fee \$.80 per ton going from \$44.20 to \$45.00.

The estimated drop in fuel costs accounts for the decrease in CEA equipment rental.

PERFORMANCE INDICATORS

Client Benefits/Impacts	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Service area					
# of automated stops/day	5,107	5,122	5,130	5,130	5,132
Additional services provided					
# special collections (annual)					
Storm	2	0	0	0	0
Move outs	50	42	50	50	50
Bulky overflow collection	26	26	26	26	26
Strategic Outcomes					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	\$ 161.79	\$ 151.03	\$ 160.00	\$ 160.00	\$ 155.00
Cost/ton of residential automated pickup	\$ 86.01	\$ 87.50	\$ 90.00	\$ 90.00	\$ 90.00
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	20,236	19,555	20,750	20,750	20,500

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

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Service	\$ 2,222	\$ 18,952	\$ 21,000	\$ 21,000	\$ 21,000
4908 Misc. Intergov. Charges	86	85	8,000	8,000	4,000
5030 Damage to City Property	194	1,028	-	-	-
5055 Appliance Tags	15,916	19,296	15,000	15,000	16,000
5056 Tire Tags	1,795	1,333	1,700	1,700	1,000
5057 Grass Clipping	24,262	28,051	20,000	20,000	22,000
5058 Overflow	49,222	49,284	50,000	50,000	50,000
5085 Cash Short or Over	161	44	-	-	-
Total Revenue	\$ 93,858	\$ 118,073	\$ 115,700	\$ 115,700	\$ 114,000
Expenses					
6101 Regular Salaries	\$ 743,532	\$ 713,659	\$ 704,762	\$ 709,733	\$ 738,819
6104 Call Time	4,938	3,896	5,000	5,000	5,000
6105 Overtime	13,232	10,536	12,500	12,500	12,000
6108 Part-Time	6,178	5,550	5,766	5,766	5,850
6150 Fringes	292,429	287,381	299,290	299,290	306,323
6306 Shop Supplies & Tools	405	392	400	400	400
6311 Paint & Supplies	176	251	170	170	250
6322 Gas Purchases	380	1,645	1,500	1,500	1,500
6327 Miscellaneous Equipment	64,598	73,589	74,700	74,700	76,200
6407 Collection Services	2,024	2,097	2,200	2,200	2,310
6408 Contractor Fees	1,056	704	2,000	2,000	2,000
6415 Tipping Fees	898,868	865,866	922,150	922,150	927,500
6425 CEA Equip. Rental	759,540	736,841	858,161	858,161	782,513
6429 Interfund Allocations	(4,588)	(3,935)	(6,000)	(6,000)	(6,000)
6503 Rent	24	24	24	24	24
Total Expense	\$ 2,782,792	\$ 2,698,496	\$ 2,882,623	\$ 2,887,594	\$ 2,854,689

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous Equipment</u>	
Replacement automated containers	\$ 73,350
Replacement parts	500
(3) GPS units	1,200
Replacement (2) College Ave decorative carts	1,150
	<u>\$ 76,200</u>

<u>Tipping Fees</u>	
Residential/curbside pickup	\$ 922,500
Rubbish disposal	5,000
	<u>\$ 927,500</u>

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

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM MISSION

Maintain and monitor the condition of this site to insure compliance with Department of Natural Resources requirements

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", and #5: "Encourage sustainability".

Objectives:

Perform routine inspections of the landfill site to monitor the overall condition and provide the necessary maintenance to prevent site deterioration

Comply with mandated Department of Natural Resources regulations

Work with Valley Aero Modelers (VAM) to make the site usable for their club and community events

Major changes in Revenue, Expenditures, or Programs:

The landfill is experiencing subsurface movement of the soil and waste. This is expected based on the age, soil type, and make up of the waste. The components used in the remediation efforts in the mid 1990's, such as pipes and monitoring wells, are experiencing these movements. As a result of the subsurface movement, monitoring efforts have documented failures in various components every year for the past several years.

This budget includes the replacement of one monitoring well and purchase of other equipment as needed.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safety of the surrounding environment					
# of private wells showing impact from landfill	0	0	0	0	0
Strategic Outcomes					
Preventive maintenance					
# of DNR non-compliance notices received	0	0	0	0	0
# of surface soil failures (erosion)	0	0	0	0	0
Work Process Outputs					
Regulatory compliance					
Reporting to the DNR	2	2	2	2	2
Corrective actions generated from quarterly inspections	2	2	2	2	2

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

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 2,329	\$ 3,889	\$ 3,892	\$ 3,892	\$ 4,064
6108 Part-Time	31	136	-	-	-
6150 Fringes	876	1,467	1,364	1,364	1,396
6325 Construction Materials	-	54	500	500	500
6404 Consulting Services	56,575	69,140	60,823	60,823	62,748
6413 Utilities	6,833	6,756	7,265	7,265	7,588
6420 Facilities charges	-	-	1,500	1,500	1,500
6425 CEA Equip. Rental	704	2,907	1,450	1,450	1,450
6454 Grounds Repair & Maint.	1,440	1,480	1,600	1,600	1,600
6501 Insurance	-	12,978	14,000	14,000	14,000
6599 Other Contracts/Obligations	752	752	760	760	760
Total Expense	<u>\$ 69,540</u>	<u>\$ 99,559</u>	<u>\$ 93,154</u>	<u>\$ 93,154</u>	<u>\$ 95,606</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Consultant to perform sampling and reporting (sediment, gas and water)	\$ 56,848
Replace monitoring well	5,900
	<u>\$ 62,748</u>

Insurance

Risk management - 2nd yr amortization of a 5 year policy	\$ 14,000
	<u>\$ 14,000</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Interest Income	3,366	20,553.34	4,948	29,000	29,000	29,000	29,000
Charges for Services	1,175,511	1,301,530.73	912,021	1,321,500	1,321,500	1,321,500	1,321,500
Intergov. Charges for Service	86	111.50	127	8,000	8,000	8,000	4,000
Other Revenues	106,188	115,214.88	86,661	99,900	99,900	102,700	102,700
TOTAL REVENUES	1,285,151	1,437,410.45	1,003,757	1,458,400	1,458,400	1,461,200	1,457,200
EXPENSES BY LINE ITEM							
Regular Salaries	15,643	14,597.44	11,298	14,577	14,993	15,318	15,318
Labor Pool Allocations	718,226	728,833.42	529,394	831,620	836,591	861,559	861,559
Call Time	5,793	4,627.97	2,671	6,100	6,100	6,100	6,100
Overtime	13,534	11,415.42	8,555	13,150	13,150	12,650	12,650
Part-Time	6,376	6,350.85	1,372	5,766	5,766	5,850	5,850
Other Compensation	13,344	5,013.98	5,389	13,400	13,400	12,400	12,400
Shift Differential	518	519.24	329	560	560	560	560
Sick Pay	25,451	2,095.30	14,244	0	0	0	0
Vacation Pay	97,608	98,169.55	68,542	0	0	0	0
Fringes	340,786	340,122.48	249,858	357,956	357,956	354,406	354,406
Salaries & Fringe Benefits	1,237,279	1,211,745.65	891,652	1,243,129	1,248,516	1,268,843	1,268,843
Training & Conferences	1,360	135.00	135	800	800	800	800
Office Supplies	1,192	1,341.69	339	1,405	1,405	1,405	1,405
Memberships & Licenses	252	334.38	290	281	281	281	281
Postage & Freight	17,947	18,755.36	11,812	17,000	17,000	19,000	20,300
Awards & Recognition	980	945.00	80	945	945	945	945
Insurance	40,399	40,227.96	32,310	42,660	42,660	42,668	47,240
Rent	24	24.00	24	24	24	24	24
Uncollectible Accounts	599	470.16	383	850	850	850	850
Trans Out - Capital Projects	0	334,700.00	89,605	0	0	0	25,000
Trans Out - Internal Svc.	0	.00	0	89,605	89,605	0	0
Administrative Expense	62,753	396,933.55	134,978	153,570	153,570	65,973	96,845
Landscape Supplies	403	449.50	258	425	425	425	425
Shop Supplies & Tools	2,125	1,781.52	1,317	2,100	2,100	2,100	2,100
Paint & Supplies	176	251.12	73	170	170	250	250
Printing & Reproduction	4,729	3,225.50	3,284	4,000	4,000	4,000	4,000
Clothing	724	727.92	533	900	900	900	900
Gas Purchases	380	1,644.84	385	1,500	1,500	1,500	1,500
Safety Supplies	661	513.19	257	800	800	700	700
Medical & Lab Supplies	119	92.86	57	100	100	100	100
Construction Materials	0	53.76	0	500	500	500	500
Miscellaneous Equipment	67,863	84,623.46	55,035	87,400	87,400	88,200	88,200
Signs	0	.00	0	50	50	50	50
Supplies & Materials	77,180	93,363.67	61,199	97,945	97,945	98,725	98,725
Bank Services	4,809	5,559.35	3,755	5,400	5,400	5,580	5,580
Consulting Services	56,575	69,139.64	26,923	60,823	60,823	62,748	62,748
Collection Services	6,504	8,880.82	5,172	7,200	7,200	8,310	8,310
Contractor Fees	1,358	704.30	966	2,000	2,000	2,000	2,000
Advertising	0	.00	0	100	100	100	100
Tipping Fees	898,868	865,866.00	574,542	922,150	922,150	927,500	927,500
Interfund Allocations	4,588	3,935.30	2,876	6,000	6,000	6,000	6,000
Health Services	19	76.00	0	50	50	50	50
Laundry Services	914	.00	0	100	100	100	100
Other Contracts/Obligations	1,357	1,356.88	1,462	1,665	1,665	1,665	1,665
Purchased Services	965,816	947,647.69	609,944	993,488	993,488	1,002,053	1,002,053
Electric	25,232	25,150.13	18,044	26,338	26,338	26,415	26,415
Gas	8,400	12,384.89	4,716	10,830	10,830	8,719	8,719
Water	4,179	4,608.13	3,026	4,373	4,373	4,486	4,486
Waste Disposal/Collection	1,819	2,032.73	1,302	1,900	1,900	2,044	2,044
Stormwater	17,372	19,825.20	14,491	22,429	22,429	21,657	21,657
Telephone	637	836.77	624	840	840	960	960
Cellular Telephone	1,041	1,140.46	774	1,127	1,127	1,272	1,272

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Utilities	58,680	65,978.31	42,977	67,837	67,837	65,553	65,553
Equipment Repair & Maintenance	0	.00	482	0	0	0	0
Facilities Charges	20,307	21,080.89	14,940	22,568	22,568	22,491	22,491
Software Support	491	1,953.37	2,299	1,974	1,974	2,400	2,400
CEA Equipment Rental	824,478	804,352.38	490,786	921,257	921,257	848,409	848,409
Grounds Repair & Maintenance	1,440	1,480.00	160	1,600	1,600	1,600	1,600
Repair & Maintenance	846,716	828,866.64	508,667	947,399	947,399	874,900	874,900
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	3,248,424	3,544,535.51	2,249,417	3,503,368	3,508,755	3,376,047	3,406,919

CITY OF APPLETON 2016 BUDGET
SANITATION FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Property Taxes	\$ 2,070,188	\$ 2,045,913	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968
Interest Income	3,367	20,553	29,000	15,000	29,000
Charges for Services	1,274,583	1,410,341	1,416,200	1,413,000	1,414,500
Sale of City Property	996	-	500	1,000	500
Other	6,207	6,516	12,700	11,000	13,200
Total Revenues	3,355,341	3,483,323	3,503,368	3,484,968	3,502,168
Expenses					
Program Costs	3,248,427	3,209,836	3,413,763	3,303,763	3,381,919
Other Financing Sources (Uses)					
Transfer Out - Capital Projects	-	(334,700)	(89,605)	(89,605)	(25,000)
Net Change in Equity	106,914	(61,213)	-	91,600	95,249
Fund Balance - Beginning	980,818	1,087,732	1,026,519	1,026,519	1,118,119
Fund Balance - Ending	<u>\$ 1,087,732</u>	<u>\$ 1,026,519</u>	<u>\$ 1,026,519</u>	<u>\$ 1,118,119</u>	<u>\$ 1,213,368</u>

Discussion of changes in fund balances:

In 2000, when the capitalization threshold was raised to \$10,000, \$774,755 was transferred back to Sanitation from CEA for replacement of trash cans designed for pick-up by automated sanitation trucks because those cans no longer met the revised capitalization threshold. \$55,000 of the projected cost budgeted for 2015 is due to the purchase of replacement containers. The history of the use of the container replacement balance is presented below:

In 2013, the City converted to an automated recycling cart system investing \$1,240,300 for purchase of the new carts. The new carts along with the continuing maintenance costs were to be funded by a \$3/quarter charge to customers. The history of the collections are presented below:

Refuse Can Replacement

Year	Amount	Balance
		774,755
2000	(16,674)	758,081
2001	(18,209)	739,872
2002	(33,778)	706,094
2003	(25,977)	680,117
2004	(20,250)	659,867
2005	(21,650)	638,217
2006	(32,850)	605,367
2007	(27,325)	578,042
2008	(20,000)	558,042
2009	(13,300)	544,742
2010	(28,866)	515,876
2011	(44,042)	471,834
2012	(35,750)	436,084
2013	(57,096)	378,988
2014	(48,552)	330,436
2015 Projected	(55,000)	275,436
2016 Budgeted	(73,350)	202,086

Recycling Cart Funding

Revenue	Balance
	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	1,240,300
196,169	1,044,131
299,927	744,204
300,000	444,204
300,000	144,204

CITY OF APPLETON 2016 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 Strategy # 6: "... improve the efficiency and effectiveness of City services..."

Objectives:

This fund is utilized for new subdivision work only, including administration, engineering, street lights, street signs, and temporary asphalt streets within the subdivision. This fund will not be utilized to refurbish an existing roadway.

For subdivisions platted between January 1, 2004 and December 31, 2014, the City does not advance money for new subdivision development. The developer is required to obtain a standby line of credit from which the City will have exclusive rights to draw all applicable costs. Upon completion of contracts and any other outstanding issues, the City will release the lien. For ease of administration, all other expenditures in this budget will be administered by the City for immediate reimbursement by the developer, versus direct payment from the line of credit to the vendor. For developments approved prior to January 1, 2004 or after December 31, 2014, the City will advance money for development and recoup it via special assessments.

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

Project	Amount	Page
New Concrete Paving	\$ 1,143,146	Projects, Pg. 580
Sidewalks	134,552	Projects, Pg. 588
	\$ 1,277,698	

Major changes in Revenue, Expenditures, or Programs:

In 2014, The Common Council amended the subdivision portion of the special assessment policy to no longer require developers to maintain a line of credit for the cost of final concrete streets in new subdivisions. This policy change is effective for subdivisions platted after January 1, 2015. Construction costs for final concrete will be paid by the City and recouped through special assessments to benefited property owners.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

Note: Since this program exists solely to account for funding sources and expenditures for various infrastructure investments relating to the development of new subdivisions, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 1,355,023	\$ 1,144,403	\$ 605,000	\$ 605,000	\$ 489,400	-19.11%
Program Expenses		\$ 1,490,440	\$ 1,452,788	\$ 1,288,459	\$ 1,301,166	\$ 1,277,698	-0.84%
Expenses Comprised Of:							
	Personnel	121,768	137,110	106,277	106,984	144,913	36.35%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	22,139	98,136	25,290	37,290	24,124	-4.61%
	Purchased Services	3,752	34,268	5,000	5,000	5,000	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	6,662	19,780	6,540	6,540	11,450	75.08%
	Capital Expenditures	1,336,119	1,163,494	1,145,352	1,145,352	1,092,211	-4.64%

* % change from prior year adopted budget
Subdivision Devel Fund.xls

CITY OF APPLETON 2016 BUDGET CAPITAL PROJECTS FUNDS

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4110 Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
4630 Miscellaneous Local Aids	150,000	-	-	-	-
4614 Miscellaneous Specials	941,243	1,074,021	530,000	530,000	430,000
4710 Interest on Investments	(4,113)	19,388	30,000	30,000	14,400
4730 Interest - Deferred Specials	42,086	50,994	45,000	45,000	45,000
Total Revenue	<u>\$ 1,855,023</u>	<u>\$ 1,644,403</u>	<u>\$ 1,105,000</u>	<u>\$ 1,105,000</u>	<u>\$ 989,400</u>
Expenses					
6101 Regular Salaries	\$ 89,633	\$ 100,392	\$ 82,042	\$ 82,749	\$ 108,098
6105 Overtime	1,210	1,584	2,940	2,940	2,944
6108 Part-Time	443	1,287	654	654	1,247
6150 Fringes	30,482	33,847	20,641	20,641	32,624
6308 Landscape Supplies	14,948	14,430	15,790	27,790	8,624
6309 Shop Supplies & Tools	434	214	-	-	-
6325 Construction Materials	5,497	82,125	6,000	6,000	14,000
6328 Signs	1,260	1,368	3,500	3,500	1,500
6404 Consulting Services	1,035	461	5,000	5,000	5,000
6408 Contractor Fees	2,717	33,807	-	-	-
6425 CEA Equip. Rental	6,662	19,779	6,540	6,540	11,450
6809 Infrastructure Construction	1,336,119	1,163,494	1,145,352	1,145,352	1,092,211
Total Expense	<u>\$ 1,490,440</u>	<u>\$ 1,452,788</u>	<u>\$ 1,288,459</u>	<u>\$ 1,301,166</u>	<u>\$ 1,277,698</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

2016	Street	From	To	4010
Labor Pool				144,913
CEA				11,450
Consultant				5,000
Sidewalk - new				90,552
Sidewalk - 6 month waivers				10,000
	Subtotal			100,552
Misc. Repairs				10,000
	Subtotal			10,000
Grade & Gravel	No 2016 Grade & Gravel projects			-
	Subtotal			-
Asphalt following Grade & Gravel	No 2016 Asphalt projects			-
	Subtotal			-
New Concrete	Aurora Dr	Forest St	cds	133,939
	Barton Ct	Highpond Tr	cds	52,590
	Highpond Tr	Smoketree Ps	Purdy Pkwy	189,306
	Lourdes Dr	Kensington Dr	Aurora Dr	226,283
	Ravenswood Ct	Ballard Rd	cds	54,645
	Smoketree Ps	Applehill Blvd	cds	349,020
	Subtotal			1,005,783
Total Concrete Paving				\$ 1,277,698

CITY OF APPLETON 2016 BUDGET
SUBDIVISION DEVELOPMENT FUND
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Intergovernmental	150,000	-	-	-	-
Special Assessments	941,243	1,074,021	530,000	500,000	430,000
Interest Income	37,973	70,382	75,000	55,000	59,400
Other	-	-	-	-	-
Total Revenues	<u>1,629,216</u>	<u>1,644,403</u>	<u>1,105,000</u>	<u>1,055,000</u>	<u>989,400</u>
Expenses					
Program Costs	1,490,440	1,452,788	1,288,459	1,288,459	1,277,698
Total Expenses	<u>1,490,440</u>	<u>1,452,788</u>	<u>1,288,459</u>	<u>1,288,459</u>	<u>1,277,698</u>
Revenues over (under) Expenses	138,776	191,615	(183,459)	(233,459)	(288,298)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	138,776	191,615	(183,459)	(233,459)	(288,298)
Fund Balance - Beginning	<u>1,291,696</u>	<u>1,430,472</u>	<u>1,622,087</u>	<u>1,622,087</u>	<u>1,388,628</u>
Fund Balance - Ending	<u>\$ 1,430,472</u>	<u>\$ 1,622,087</u>	<u>\$ 1,438,628</u>	<u>\$ 1,388,628</u>	<u>\$ 1,100,330</u>
Unreserved Designated Fund Balance Policy Compliance					
<i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i>					<u>363,197</u>
<i>Maximum (80% of the most recent five year average of subdivision development expenditures)</i>					
2016 budgeted		1,277,698			
2015 budgeted		1,288,459			
2014 actual		1,452,788			
2013 actual		1,490,440			
2012 actual		1,397,431			
					<u>1,105,091</u>

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

CITY OF APPLETON 2016 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 Strategy # 6: "... improve the efficiency and effectiveness of City services..."

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		
John Street reconstruction	\$ 2,333,260	
Exhibition Center area	1,011,521	
	<u>\$ 3,344,781</u>	Projects, Pg. 580
Sidewalk program - John Street Reconstruction	180,000	Projects, Pg. 588
Traffic cameras	27,500	Projects, Pg. 573
Street lighting improvements	76,793	Projects, Pg. 572
Bridge improvements	779,904	Projects, Pg. 571
Survey Instrument Replacements	35,000	Projects, Pg. 636
Digital Radio Replacements	79,000	Projects, Pg. 635
	<u>\$ 4,522,978</u>	

Major program changes:

This budget includes the full cost of the John Street reconstruction project. Outagamie County's reimbursement for their share (\$1,241,057) of the project is shown as other reimbursements.

Bridge improvements: The reconstruction of the Lawe Street and South Island Street bridges over the Power Canal is a State shared (80%) project. Included in this budget is the City's portion of the project. The State will hold the contract.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 1,368,372	\$ 576,735	\$ -	\$ -	\$ 1,241,057	N/A
Program Expenses		\$ 1,877,514	\$ 1,758,118	\$ 2,735,581	\$ 2,842,245	\$ 4,522,978	65.34%
Expenses Comprised Of:							
	Personnel	75,793	83,849	111,066	111,066	160,110	44.16%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	1,382,220	441,620	86,000	86,000	382,990	345.34%
	Purchased Services	258,491	14,082	105,000	105,000	204,800	95.05%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	458	26,131	1,000	1,000	8,600	760.00%
	Capital Expenditures	160,552	1,192,436	2,432,515	2,539,179	3,766,478	54.84%

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	2,974	1,000	-	-	-
5035 Other Reimbursements	694	275,735	-	-	1,241,057
5910 Proceeds of Long-term Debt	-	1,317,204	2,657,154	2,657,154	3,281,921
5921 Trans In - General Fund	1,364,704	-	-	-	-
5922 Trans In - Special Revenue	-	300,000	-	-	-
Total Revenue	\$ 1,368,372	\$ 1,893,939	\$ 2,657,154	\$ 2,657,154	\$ 4,522,978
Expenses					
6102 Labor Pool Allocations	\$ 54,386	\$ 59,304	\$ 82,089	\$ 82,089	\$ 124,102
6105 Overtime	10	1,427	-	-	-
6108 Part Time	1,428	2,910	-	-	-
6150 Fringes	19,969	20,208	28,977	28,977	36,008
6308 Landscape Supplies	-	-	-	-	6,170
6325 Construction Materials	134,182	313,049	56,000	56,000	217,820
6327 Miscellaneous Equipment	1,240,466	126,182	30,000	30,000	139,000
6328 Signs	7,572	2,389	-	-	20,000
6404 Consulting Services	-	-	105,000	105,000	107,800
6408 Contractor Fees	258,491	11,384	-	-	97,000
6415 Tipping Fees	-	2,698	-	-	-
6425 CEA Equipment Rental	458	26,131	1,000	1,000	8,600
6801 Land	-	42,973	-	-	-
6809 Infrastructure Construction	160,552	1,149,463	2,432,515	2,539,179	3,766,478
Total Expense	\$ 1,877,514	\$ 1,758,118	\$ 2,735,581	\$ 2,842,245	\$ 4,522,978

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Construction materials</u>		<u>Infrastructure Construction</u>	
LED street light fixtures	\$ 72,820	Bridge - Lawe St	
John St reconstruction	145,000	over Power Canal	\$ 635,000
	<u>\$ 217,820</u>	Concrete Paving - Exhib. Ctr	963,180
		Concrete Paving - John St	2,168,298
			<u>\$ 3,766,478</u>
<u>Signs</u>			
John St reconstruction	<u>\$ 20,000</u>		
<u>Contractor Fees</u>			
John St reconstruction	<u>\$ 97,000</u>		
<u>Miscellaneous Equipment</u>			
Traffic cameras	\$ 25,000		
Survey Instrument	35,000		
Digital Radio Equipment	79,000		
	<u>\$ 139,000</u>		
<u>Consulting Services</u>			
S Island St over Power Canal Design	<u>\$ 107,800</u>		

**CITY OF APPLETON 2016 BUDGET
PUBLIC WORKS PROJECTS**

Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	2,974	1,000	-	-	-
Other	694	275,735	-	-	1,241,057
Total Revenues	<u>3,668</u>	<u>276,735</u>	<u>-</u>	<u>-</u>	<u>1,241,057</u>
Expenses					
Program Costs	<u>1,877,514</u>	<u>1,758,118</u>	<u>2,735,581</u>	<u>2,782,338</u>	<u>4,522,978</u>
Total Expenses	<u>1,877,514</u>	<u>1,758,118</u>	<u>2,735,581</u>	<u>2,782,338</u>	<u>4,522,978</u>
Revenues over (under) Expenses	(1,873,846)	(1,481,383)	(2,735,581)	(2,782,338)	(3,281,921)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	1,317,204	2,657,154	2,586,443	3,281,921
Transfer In - General Fund	1,364,704	-	-	-	-
Transfer In - Special Revenue	-	300,000	-	-	-
Total Other Financing Sources (Uses)	<u>1,364,704</u>	<u>1,617,204</u>	<u>2,657,154</u>	<u>2,586,443</u>	<u>3,281,921</u>
Net Change in Equity	(509,142)	135,821	(78,427)	(195,895)	-
Fund Balance - Beginning	<u>569,216</u>	<u>60,074</u>	<u>195,895</u>	<u>195,895</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 60,074</u>	<u>\$ 195,895</u>	<u>\$ 117,468</u>	<u>\$ -</u>	<u>\$ -</u>

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

NOTES

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**CITY OF APPLETON 2016 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 Strategy # 6: "... improve the efficiency and effectiveness of City services..."

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 10 cents per vehicle) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted for road reconstruction expenditures only.

Major program changes:

The first wheel tax collection was for February, 2015 so only 11 months of fees were collected in 2015. In 2016, the full 12 months will be collected, thus the revenue is expected to increase.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
	Program Revenues	\$ -	\$ -	\$ 1,400,005	\$ 1,400,005	\$ 1,512,400	8.03%
	Program Expenses	\$ -	\$ -	\$ 1,400,005	\$ 1,400,005	\$ 1,512,400	8.03%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	1,400,005	1,400,005	1,512,400	8.03%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
Public Works Wheel Tax Fund.xls

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

Wheel Tax

Business Unit 2650

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4150 Wheel Tax	\$ -	\$ -	\$ 1,400,005	\$ 1,400,005	\$ 1,512,400
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,400,005</u>	<u>\$ 1,400,005</u>	<u>\$ 1,512,400</u>
Expenses					
7911 Transfer Out - DPW Streets	-	-	1,400,005	1,400,005	1,512,400
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,400,005</u>	<u>\$ 1,400,005</u>	<u>\$ 1,512,400</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
WHEEL TAX FUND**

Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Wheel Tax	\$ -	\$ -	\$ 1,400,005	\$ 1,390,000	\$ 1,512,400
Total Revenues	<u>-</u>	<u>-</u>	<u>1,400,005</u>	<u>1,390,000</u>	<u>1,512,400</u>
Expenses					
Program Costs	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	-	-	1,400,005	1,390,000	1,512,400
Other Financing Sources (Uses)					
Transfer Out - General Fund (DPW)	-	-	(1,400,005)	(1,390,000)	(1,512,400)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>(1,400,005)</u>	<u>(1,390,000)</u>	<u>(1,512,400)</u>
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2016 BUDGET

PARKING UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2016 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 2015 EVENTS

Continued to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system

Sealed concrete decks of the Yellow Ramp

Performed lighting fixture upgrades at the Yellow and Green Ramps

Completed Phase II installation of colored accent lighting at the Yellow Ramp

Continued ongoing program of meter mechanism/housing/bracket replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Completed next phase of security camera installations/replacements in City Parking Ramps

Began initial investigations related to anticipated replacement of Blue Parking Ramp

Completed a comprehensive Downtown Parking Study utilizing an outside parking consultant

Implemented Phase 1 of the Downtown Parking study recommendations

Completed conversion from *ScanNet* to *Element* parking administration/control software

Expanded Credit Card use to Green and Yellow Parking Ramps

CITY OF APPLETON 2016 BUDGET PARKING UTILITY

MAJOR 2016 OBJECTIVES

- Continue implementation of recommendations from consultant's Downtown Parking Study
- Complete ramp repairs in accordance with 2013 consultant reports and 2011 End-of-Life study for the Blue Ramp
- Continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system
- Seal concrete decks of the Red Ramp
- Continue to perform lighting fixture upgrades at the Yellow and Green Ramps
- Continue ongoing program of meter mechanism/housing/bracket replacement
- Continue ongoing program of line painting of ramp and on-street parking stalls
- Coordinate/implement parking changes coinciding with the future plans of the potential Exhibition Center
- Issue debt as part of the general obligation issue to fund pay-as-you-exit infrastructure and equipment
- Implement new pay-as-you-exit rates. Implement a \$3.00 per month increase to monthly parking permit rates at time of full implementation of pay-as-you-exit. All changes anticipated to be completed by July 1, 2016.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 2,354,541	\$ 2,586,413	\$ 2,434,601	\$ 2,434,601	\$ 2,549,551	4.72%
Program Expenses							
5110	Administration	1,872,593	1,883,424	1,906,947	1,907,779	2,137,149	12.07%
5120	Operations & Maint.	957,888	923,028	1,218,290	1,386,025	1,483,665	21.78%
5130	Enforcement	157,203	167,566	206,445	207,048	187,793	-9.03%
TOTAL		\$ 2,987,684	\$ 2,974,018	\$ 3,331,682	\$ 3,500,852	\$ 3,808,607	14.31%
Expenses Comprised Of:							
	Personnel	613,731	651,348	680,097	683,446	693,555	1.98%
	Administrative Expense	1,766,499	1,751,278	1,781,070	1,781,070	1,986,240	11.52%
	Supplies & Materials	69,754	35,687	88,400	121,995	56,900	-35.63%
	Purchased Services	123,963	163,893	118,340	131,664	132,470	11.94%
	Utilities	224,444	233,256	233,439	233,439	237,045	1.54%
	Repair & Maintenance	150,251	98,621	170,336	174,436	182,397	7.08%
	Capital Expenditures	39,042	39,935	260,000	374,802	520,000	100.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.18	11.18	11.28	11.28	11.30	

* % change from prior year adopted budget

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #4: "Develop our Human Resources to meet changing needs", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Review existing parking policies against current and future requirements.
- Explore ways to improve customer service and contain operating costs.
- Research additional ways to compile, review, and disseminate parking statistical data.
- Identify technology that will assist in monitoring customer usage.
- Refine procedures for reconciling permit sales to collections.
- Implement consultant recommendation from Downtown Parking Study to improve operational efficiencies.

Major changes in Revenue, Expenditures, or Programs:

Salary expense has increased to accommodate the implementation to pay as you exit, including the conversion of permit data by administrative staff.

The budgeted banking service fees include an estimated \$11,440 in credit card fees associated with the use of credit cards at the LUKE pay stations and a pay-as-you-exit option in the ramps.

Collection services includes the purchase of tamper proof coin bags which are purchased every other year.

The debt service payment (Transfer Out) increases \$200,000, to \$1,400,000, in 2016, then decreases to \$1,200,000 for 2017 and 2018.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	-0.02%	8.17%	-1.08%	-5.91%	4.72%
Community events supported	12	11	12	12	12
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	-1.22%	-4.74%	2.10%	2.10%	3.64%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,503 / 2,350	2,672 / 2,350	2,350 / 2,337	2,583 / 2,345	2,525 / 2,345
# of daily meter bags sold	1,137	1,682	1,000	1,200	1,100

**CITY OF APPLETON 2016 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest on Investments	\$ (8,007)	\$ 20,722	\$ 25,000	\$ 25,000	\$ 25,000
5010 Misc Revenue - Nontax	1	1	1	1	1
5035 Other Reimbursements	6,053	2,645	-	-	-
Total Revenue	<u>\$ (1,953)</u>	<u>\$ 23,368</u>	<u>\$ 25,001</u>	<u>\$ 25,001</u>	<u>\$ 25,001</u>
Expenses					
6101 Regular Salaries	\$ 71,445	\$ 87,201	\$ 88,577	\$ 89,409	\$ 97,569
6104 Call Time	-	-	-	-	-
6105 Overtime	-	-	-	-	-
6108 Part-Time	157	134	-	-	-
6150 Fringes	22,044	29,213	28,404	28,404	32,863
6201 Training/Conferences	-	-	2,500	2,500	-
6301 Office Supplies	943	411	600	600	600
6303 Memberships & Licenses	-	-	600	600	600
6304 Postage/Freight	3,477	4,716	5,200	5,200	5,200
6305 Awards & Recognition	350	350	350	350	350
6309 Shop Supplies & Tools	2,749	2,354	2,500	2,500	2,500
6320 Printing & Reproduction	-	-	300	300	300
6321 Clothing	71	86	200	200	200
6323 Safety Supplies	174	20	300	300	300
6327 Misc. Equipment	550	-	1,500	1,500	2,000
6401 Accounting/Audit	2,641	2,526	2,510	2,510	2,650
6403 Bank Services	12,622	13,530	19,000	19,000	23,440
6407 Collection Services	2,756	3,947	2,880	2,880	3,880
6413 Utilities	2,241	2,346	2,556	2,556	2,556
6418 Equip Repairs & Maint	3,094	2,131	2,300	2,300	2,300
6420 Facilities Charges	333	431	1,500	1,500	451
6430 Health Services	-	19	-	-	-
6451 Laundry Services	1,268	1,485	1,350	1,350	900
6501 Insurance	62,713	47,290	47,420	47,420	49,190
6601 Depreciation Expense	473,685	475,934	487,100	487,100	500,000
6650 Discounts Available	(20)	-	-	-	-
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	1,200,000	1,200,000	1,200,000	1,200,000	1,400,000 *
Total Expense	<u>\$ 1,872,593</u>	<u>\$ 1,883,424</u>	<u>\$ 1,906,947</u>	<u>\$ 1,907,779</u>	<u>\$ 2,137,149</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Bank Services

Bank Charges	\$ 10,800
Investment Fees	1,200
Credit Card Fees	11,440
	<u>\$ 23,440</u>

* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

**CITY OF APPLETON 2016 BUDGET
PARKING UTILITY**

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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Pressure clean the decks and stairwells in all ramps twice a year
 Identify and complete maintenance projects in a timely manner
 Investigate ways to reduce operating expenses without reducing current maintenance and service standards
 Focus on aesthetics of ramps to encourage ramp usage
 Enhance preventive maintenance of meters to reduce malfunctions
 Perform structural repairs in all City ramps in accordance with the consultant's recommendations. The following repairs are scheduled to be completed; see the capital project request on page 623 for further detail:

1. Stair repairs - all ramps
2. Concrete patching - all ramps
3. Crack filling/joint repair - all ramps
4. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2013 Structural Inspections Report could defer some of the work listed above.

Major changes in Revenue, Expenditures, or Programs:

Meter revenue is adjusted for the change in meter hours from 9 am - 9 pm to 9 am - 6 pm.

Included in this budget is \$500,000 for the cost of converting to pay-as-you-exit style in three of the City parking ramps; see the capital project request on page 608 for further detail.

Short term parking revenue has been adjusted for the conversion to pay-as-you-exit to be completed by July 1st, 2016. The recommended rate structure used in calculating the estimated revenue:

- \$1.00 < 2 hours
- \$2.00 2-3 hours
- \$3.00 3-4 hours
- \$5.00 > 4 hours

The ramp monthly parking permits to increase to accommodate the short term parking increases. The permits increase will be effective July 1, 2016:

- \$30.00 All ramps except Blue Ramp
- \$35.00 Blue Ramp

Building repairs and maintenance includes \$2,500 for window cleaning, \$1,500 for pest control in the ramps, and an increase in the annual miscellaneous repair budget to the consultant's recommended \$100,000 per year.

This budget includes \$25,000 in consulting fees for structural conditional analysis of the City's four ramps, which is done every three years.

This budget includes \$20,000 for cameras for the next phase of the ramp security plan.

The increase in signage expense is to implement the Outagamie County parking agreement if the Exhibition Center moves forward on site currently owned by Outagamie County.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	340	290	300	300	300
% fixed within 24 hours	99%	98%	100%	98%	100%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 951	2 / 951	2 / 864	2 / 864	2 / 864
Maintenance staff size to # of unmetered stalls	3 / 3,132	3 / 3,132	3 / 3,142	3 / 3,142	3 / 3,142
Structural inspections performed	4	0	0	0	4
Stalls monitored by pay machines	34	34	121	34	34
Work Process Outputs					
Customer services provided					
# of meter batteries changed	951	951	864	864	864
# of power flushes per ramp	2	2	2	2	2
# of property damages reported	78	41	70	70	60
# of broken gate arms reported/ repaired	16	19	20	20	20

**CITY OF APPLETON 2016 BUDGET
PARKING UTILITY**

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4841 Meters - Tax	\$ 607,278	\$ 631,102	\$ 615,000	\$ 615,000	\$ 498,000
4842 Short-term Parking	518,566	541,689	520,000	520,000	680,950
4844 Permit Parking	776,047	825,149	775,000	775,000	845,000
4846 Parking Meter Hood	15,419	18,715	9,000	9,000	10,000
5085 Cash Short or Over	390	474	-	-	-
Total Revenue	\$ 1,917,700	\$ 2,017,129	\$ 1,919,000	\$ 1,919,000	\$ 2,033,950
Expenses					
6101 Regular Salaries	\$ 226,306	\$ 238,549	\$ 243,175	\$ 245,089	\$ 249,933
6104 Call Time	1,160	1,677	700	700	1,300
6105 Overtime	4,899	5,823	6,200	6,200	6,200
6108 Part-Time	32,615	25,735	21,700	21,700	22,659
6150 Fringes	115,903	112,112	116,646	116,646	118,988
6306 Building Maint./Janitorial	16,053	13,276	28,000	28,000	21,000
6309 Shop Supplies & Tools	-	133	-	-	-
6311 Paint & Supplies	113	103	1,500	1,500	2,000
6320 Printing & Reproduction	4,176	3,702	4,500	4,500	4,500
6325 Construction Materials	6,218	7,587	6,000	6,000	6,000
6326 Equipment Parts	22,033	14,801	18,000	18,000	19,000
6327 Miscellaneous Equipment	27,415	4,539	34,500	64,595	2,000
6328 Signs	1,003	450	1,100	4,600	9,100
6404 Consulting Services	14,800	61,415	-	6,824	25,000
6407 Collection Services	223	180	400	400	400
6408 Contractor Fees	9,806	8,483	29,000	35,500	9,000
6409 Inspection Fees	974	2,061	3,700	3,700	3,700
6413 Utilities	222,203	230,910	230,883	230,883	234,489
6416 Build Repairs & Maint	73,288	7,256	89,000	89,000	104,000
6418 Equip Repairs & Maint	44,276	53,999	38,000	38,000	38,000
6424 Software support	38	2,466	4,220	8,320	6,790
6425 CEA Equip. Rental	26,472	29,589	32,566	32,566	28,106
6440 Snow Removal Services	65,872	38,814	45,500	45,500	45,500
6599 Other Contracts / Obligations	3,000	19,433	3,000	3,000	6,000
6803 Buildings	99,584	70,935	260,000	334,802	520,000
6804 Machinery and Equipment	-	-	-	40,000	-
6899 Other Capital Outlay	(60,542)	(31,000)	-	-	-
Total Expense	\$ 957,888	\$ 923,028	\$ 1,218,290	\$ 1,386,025	\$ 1,483,665

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Building Maintenance & Janitorial

Building maintenance	\$ 2,000
Cleaning supplies	6,000
Post guards, power door, railing repairs	13,000
Total	\$ 21,000

Consulting Services

Parking ramp structural analysis (every 3 yrs)	\$ 25,000
Total	\$ 25,000

Equipment Parts

Misc repair parts	\$ 9,750
Permit cards	2,250
Batteries - lithium	7,000
Total	\$ 19,000

Building Repairs & Maintenance

Misc ramp repairs	\$ 100,000
Window cleaning	2,500
Pest control	1,500
Total	\$ 104,000

Equipment Repairs & Maintenance

Elevator repairs - maintenance agreements	\$ 28,000
Meter mech/LUKE repair	3,000
Electrical repairs/ TAPCO	7,000
Total	\$ 38,000

Snow Removal Services

All ramps	\$ 45,500
Total	\$ 45,500

Buildings

Ramp Security camera	\$ 20,000
Pay-as-you-exit conversion	500,000
Total	\$ 520,000

**CITY OF APPLETON 2016 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:

Implement Key Strategy #1: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Educate and inform customers on parking policies and assist with directions and questions about the City.
- Maintain all parking control devices within 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:

- Enforcement revenue and salary expense has been adjusted to accommodate the changes in parking meter enforcement hours from 9 am - 9 pm to 9 am - 6 pm.
- The increase in outside printing expense is to cover the increased costs for printing the ticket books used by the Police Department.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter-pay station stall/mo.	1.40	1.2	2.00	2.00	2.00
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	46	33	45	45	40
# of notices sent	8,793	11,306	9,800	9,800	9,800
# of state suspensions sent	1,811	2,609	2,000	2,000	2,000
Work Process Outputs					
Enforcement provided					
# of citations issued	18,809	16,683	21,000	18,000	18,000
# of meter violation citations issued	16,525	14,091	19,000	15,000	14,000
# of citations reviewed by Parking Manager	760	984	800	800	700

**CITY OF APPLETON 2016 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4520 Parking Violations	\$ 438,494	\$ 545,492	\$ 490,000	\$ 490,000	\$ 490,000
5035 Other Reimbursements	300	424	600	600	600
Total Revenue	<u>\$ 438,794</u>	<u>\$ 545,916</u>	<u>\$ 490,600</u>	<u>\$ 490,600</u>	<u>\$ 490,600</u>
Expenses					
6101 Regular Salaries	\$ 101,149	\$ 103,407	\$ 112,809	\$ 113,412	\$ 105,374
6105 Overtime	951	417	200	200	200
6150 Fringes	37,101	47,080	61,686	61,686	58,469
6320 Printing & Reproduction	5,252	1,912	6,000	6,000	8,000
6326 Equipment Parts	-	-	12,000	12,000	1,000
6418 Equipment Repairs & Maint.	2,750	2,750	2,750	2,750	2,750
6599 Other Contracts/Obligations	10,000	12,000	11,000	11,000	12,000
Total Expense	<u>\$ 157,203</u>	<u>\$ 167,566</u>	<u>\$ 206,445</u>	<u>\$ 207,048</u>	<u>\$ 187,793</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Fines and Forfeitures	438,494	545,491.63	364,746	490,000	490,000	490,000	490,000
Interest Income	8,007	20,721.72	8,530	25,000	25,000	25,000	25,000
Charges for Services	1,917,310	2,016,655.42	1,535,988	1,919,000	1,919,000	2,033,950	2,033,950
Other Revenues	6,744	4,848.82	3,907	601	601	601	601
TOTAL REVENUES	2,354,541	2,587,717.59	1,913,171	2,434,601	2,434,601	2,549,551	2,549,551
EXPENSES BY LINE ITEM							
Regular Salaries	56,554	84,359.19	81,054	63,325	64,760	62,595	62,595
Labor Pool Allocations	293,406	289,839.98	210,977	379,861	381,775	388,806	388,806
Call Time	1,160	1,676.82	1,168	700	700	1,300	1,300
Overtime	5,849	6,240.08	5,288	6,400	6,400	6,400	6,400
Part-Time	32,773	25,868.80	15,297	21,700	21,700	22,659	22,659
Other Compensation	3,318	1,688.96	1,175	1,175	1,175	1,375	1,375
Shift Differential	22	48.56	50	200	200	100	100
Sick Pay	1,309	7,107.16	16	0	0	0	0
Vacation Pay	44,292	46,112.99	29,340	0	0	0	0
Fringes	175,048	188,405.89	151,961	206,736	206,736	210,320	210,320
Salaries & Fringe Benefits	613,731	651,348.43	496,326	680,097	683,446	693,555	693,555
Training & Conferences	0	.00	60	2,500	2,500	0	0
Office Supplies	943	411.44	226	600	600	600	600
Memberships & Licenses	0	.00	0	600	600	600	600
Postage & Freight	3,477	4,715.50	2,313	5,200	5,200	5,200	5,200
Awards & Recognition	350	350.00	0	350	350	350	350
Building Maintenance/Janitor.	16,053	13,276.17	11,905	28,000	28,000	21,000	21,000
Insurance	62,713	47,289.96	35,565	47,420	47,420	47,520	49,190
Depreciation Expense	473,685	475,934.44	357,552	487,100	487,100	479,400	500,000
Discounts Available	20	.00	0	0	0	0	0
Trans Out - General Fund	9,300	9,300.00	6,975	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	1,200,000	1,200,000.00	1,200,000	1,200,000	1,200,000	1,400,000	1,400,000
Administrative Expense	1,766,501	1,751,277.51	1,614,596	1,781,070	1,781,070	1,963,970	1,986,240
Shop Supplies & Tools	2,749	2,487.16	3,416	2,500	2,500	2,500	2,500
Paint & Supplies	113	103.01	15	1,500	1,500	2,000	2,000
Miscellaneous Supplies	0	.00	57	0	0	0	0
Printing & Reproduction	9,428	5,613.68	6,399	10,800	10,800	12,800	12,800
Clothing	71	86.37	74	200	200	200	200
Safety Supplies	174	19.50	339	300	300	300	300
Construction Materials	6,218	7,587.00	3,435	6,000	6,000	6,000	6,000
Vehicle & Equipment Parts	22,033	14,800.86	10,476	30,000	30,000	20,000	20,000
Miscellaneous Equipment	27,965	4,539.05	36,039	36,000	66,095	4,000	4,000
Signs	1,003	450.08	122	1,100	4,600	11,100	9,100
Supplies & Materials	69,754	35,686.71	60,372	88,400	121,995	58,900	56,900
Accounting/Audit	2,641	2,525.98	2,641	2,510	2,510	2,600	2,650
Bank Services	12,622	13,529.65	10,192	19,000	19,000	23,440	23,440
Consulting Services	14,800	61,415.10	6,824	0	6,824	25,000	25,000
Collection Services	2,979	4,126.42	1,851	3,280	3,280	4,280	4,280
Contractor Fees	9,806	8,483.40	8,807	29,000	35,500	9,000	9,000
Inspection Fees	974	2,061.55	715	3,700	3,700	3,700	3,700
Health Services	0	19.00	0	0	0	0	0
Snow Removal Services	65,872	38,813.80	17,231	45,500	45,500	45,500	45,500
Laundry Services	1,269	1,484.82	655	1,350	1,350	900	900
Other Contracts/Obligations	13,000	31,433.50	12,200	14,000	14,000	18,000	18,000
Purchased Services	123,963	163,893.22	61,116	118,340	131,664	132,420	132,470
Electric	196,367	201,866.02	144,412	202,130	202,130	203,727	203,727
Gas	779	1,852.10	975	1,122	1,122	1,250	1,250
Water	2,974	2,953.09	2,377	3,132	3,132	3,132	3,132
Waste Disposal/Collection	1,697	1,679.90	1,219	1,777	1,777	1,777	1,777
Stormwater	18,276	20,499.15	12,938	20,522	20,522	22,403	22,403
Telephone	3,016	2,966.90	2,209	3,136	3,136	3,136	3,136
Cellular Telephone	1,335	1,439.56	790	1,620	1,620	1,620	1,620

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Utilities	224,444	233,256.72	164,920	233,439	233,439	237,045	237,045
Building Repair & Maintenance	73,288	7,255.56	59,850	89,000	89,000	104,000	104,000
Equipment Repair & Maintenanc	50,120	58,879.83	27,829	43,050	43,050	43,050	43,050
Facilities Charges	333	431.22	0	1,500	1,500	451	451
Software Support	38	2,465.85	4,816	4,220	8,320	6,790	6,790
CEA Equipment Rental	26,472	29,588.81	20,682	32,566	32,566	28,106	28,106
Repair & Maintenance	150,251	98,621.27	113,177	170,336	174,436	182,397	182,397
Buildings	99,584	70,934.99	74,081	260,000	334,802	520,000	520,000
Machinery & Equipment	0	.00	40,211	0	40,000	0	0
Other Capital Outlay	60,542-	31,000.00-	0	0	0	0	0
Capital Expenditures	39,042	39,934.99	114,292	260,000	374,802	520,000	520,000
TOTAL EXPENSES	2,987,686	2,974,018.85	2,624,799	3,331,682	3,500,852	3,788,287	3,808,607

CITY OF APPLETON 2016 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Charges for Services	\$ 1,924,053	\$ 2,020,199	\$ 1,919,001	\$ 1,869,001	\$ 2,033,951
Other	438,494	545,492	490,600	510,000	490,600
Total Revenues	<u>2,362,547</u>	<u>2,565,691</u>	<u>2,409,601</u>	<u>2,379,001</u>	<u>2,524,551</u>
Expenses					
Operating Expenses	1,304,698	1,288,784	1,375,282	1,562,952	1,379,307
Depreciation	473,686	475,934	487,100	483,000	500,000
Total Expenses	<u>1,778,384</u>	<u>1,764,718</u>	<u>1,862,382</u>	<u>2,045,952</u>	<u>1,879,307</u>
Operating Income (Loss)	584,163	800,973	547,219	333,049	645,244
Non-Operating Revenues (Expenses)					
Interest Income	(8,007)	20,722	25,000	20,000	25,000
Other	-	1,305	-	-	-
Total Non-Operating	<u>(8,007)</u>	<u>22,027</u>	<u>25,000</u>	<u>20,000</u>	<u>25,000</u>
Net Income (Loss) Before Transfers	576,156	823,000	572,219	353,049	670,244
Transfers In (Out)					
Special Revenue	(1,200,000)	(1,200,000)	(1,200,000)	(1,200,000)	(1,400,000)
General Fund	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>
Change in Net Assets	(633,144)	(386,300)	(637,081)	(856,251)	(739,056)
Total Net Assets - Beginning	<u>10,813,094</u>	<u>10,179,950</u>	<u>9,793,650</u>	<u>9,793,650</u>	<u>8,937,399</u>
Total Net Assets - Ending	<u>\$ 10,179,950</u>	<u>\$ 9,793,650</u>	<u>\$ 9,156,569</u>	<u>\$ 8,937,399</u>	<u>\$ 8,198,343</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,276,258	\$ 856,507
+ Net Income	353,049	670,244
+ Depreciation	483,000	500,000
+ Proceeds of Debt	-	500,000
- Fixed Assets	(46,500)	(520,000)
- Transfers Out	(9,300)	(9,300)
- Advance to TIF # 3 *	<u>(1,200,000)</u>	<u>(1,400,000)</u>
Working Cash - End of Year	<u>\$ 856,507</u>	<u>\$ 597,451</u>

WORKING CASH RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 1,764,718
- Depreciation	(475,934)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,298,084</u>
25 % Working Capital Reserve Requirement	<u>\$ 324,521</u>

* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

**CITY OF APPLETON 2016 BUDGET
PARKING UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2015 Budget	2015 Projected	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected
Revenues							
Charges for Services	\$ 1,919,001	\$ 1,869,001	\$ 2,033,951	\$ 2,228,951	\$ 2,228,951	\$ 2,228,951	\$ 2,228,951
Other	490,600	510,000	490,600	490,600	490,600	490,600	490,600
Total Revenues	<u>2,409,601</u>	<u>2,379,001</u>	<u>2,524,551</u>	<u>2,719,551</u>	<u>2,719,551</u>	<u>2,719,551</u>	<u>2,719,551</u>
Expenses							
Operating Expenses	1,375,282	1,562,952	1,379,307	1,420,686	1,463,307	1,507,206	1,552,422
Depreciation	487,100	483,000	500,000	524,500	570,000	795,375	969,750
Total Expenses	<u>1,862,382</u>	<u>2,045,952</u>	<u>1,879,307</u>	<u>1,945,186</u>	<u>2,033,307</u>	<u>2,302,581</u>	<u>2,522,172</u>
Operating Income	547,219	333,049	645,244	774,365	686,244	416,970	197,379
Non-Operating Revenues (Expenses)							
Interest Income	25,000	20,000	25,000	20,000	20,000	20,000	20,000
Interest Expense	-	-	-	(64,400)	(269,600)	(502,950)	(538,800)
Loss on disposal of assets	-	-	-	-	-	(100,000)	-
Other	-	-	-	-	-	-	-
Total Non-Operating	<u>25,000</u>	<u>20,000</u>	<u>25,000</u>	<u>(44,400)</u>	<u>(249,600)</u>	<u>(582,950)</u>	<u>(518,800)</u>
Net Income Before Transfers	572,219	353,049	670,244	729,965	436,644	(165,980)	(321,421)
Contributions and Transfers In (Out)							
Special Revenue	(1,200,000)	(1,200,000)	(1,400,000)	(1,200,000)	(1,200,000)	(400,000)	-
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(637,081)	(856,251)	(739,056)	(479,335)	(772,656)	(575,280)	(330,721)
Total Net Assets - Beginning	<u>9,793,650</u>	<u>9,793,650</u>	<u>8,937,399</u>	<u>8,198,343</u>	<u>7,719,008</u>	<u>6,946,352</u>	<u>6,371,072</u>
Total Net Assets - Ending	<u>\$ 9,156,569</u>	<u>\$ 8,937,399</u>	<u>\$ 8,198,343</u>	<u>\$ 7,719,008</u>	<u>\$ 6,946,352</u>	<u>\$ 6,371,072</u>	<u>\$ 6,040,351</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	1,276,258	856,507	597,451	642,616	429,960	615,055
+ Net Income	353,049	670,244	729,965	436,644	(165,980)	(321,421)
+ Depreciation	483,000	500,000	524,500	570,000	795,375	969,750
+ Loss on asset disposal	-	-	-	-	100,000	-
+ Long Term Debt	-	500,000	4,940,000	10,670,000	2,400,000	-
- Contributed Capital	-	-	-	-	-	-
- Fixed Assets	(46,500)	(520,000)	(4,940,000)	(10,670,000)	(2,400,000)	-
- Transfer Out	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
- Advance to TIF #3	(1,200,000)	(1,400,000)	(1,200,000)	(1,200,000)	(400,000)	-
- Principal Repayment	-	-	-	(10,000)	(135,000)	(405,000)
Working Cash - End of Year	<u>\$ 856,507</u>	<u>\$ 597,451</u>	<u>\$ 642,616</u>	<u>\$ 429,960</u>	<u>\$ 615,055</u>	<u>\$ 849,084</u>
25% Working Capital Reserve (prior year's audited expenses)		393,063	347,152	373,597	435,552	504,864

ASSUMPTIONS:

Borrow for costs related to Parking Study implementation
Interest rate at 3% twenty year term
Operating expenses to increase 3% per year after 2016
No changes in parking rates, hours of enforcement or use of parking spaces after 2016

CITY OF APPLETON 2016 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2016 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 2015 EVENTS

Continue to purchase E-85 fuel compatible vehicles. The majority of our cars and light trucks are E-85 compliant

Purchased heavy duty trucks and equipment with clean diesel technology

Worked with the Traffic Division staff to ensure equipment is meeting current City lighting and traffic requirements

Monitored and revised the CEA monthly billings as necessary

Celebrated National Public Works Week with the following events:

- Training for mechanics

- Department-wide breakfast celebrating with DPW employees

- Lunch for mechanics where we went over our mission, goals and objectives

- Discussion on where improvements/efficiencies could be made and areas where things are being done well

Continued annual bridge maintenance program to keep bridges operational

Added a third certified mechanic to the fire extinguisher program and recertified two mechanics - inspecting all vehicle fire extinguishers annually (this training can now be obtained on-line for a reduced fee)

Continued working with the Information Technology Department updating the diagnostic software for use in the repair and maintenance of the CEA fleet

Installed an additional seventeen GPS units in various DPW pieces of equipment

Continued using the web-based training program offered by Packer City Truck, Inc. for many repairs on the medium and heavy duty trucks. Due to the volume of parts purchased from Packer City, this program is offered at no charge

Continued using the web-based training from AC Delco at no cost to the City due to the volume of parts purchased from them

Completed installation of the new fuel tracking system at the municipal service building fuel site, including installation of 380 new fuel rings on City vehicles

Completed installation of new gate control system and car wash system at municipal service building site

Completed goal setting for CEA employees utilizing NeoGov website for goal evaluations

Met with all CEA employees to discuss City expectations

Developed a battery disconnect program that fit the City's and CVMIC's needs, securing a 50% CVMIC safety grant reimbursement

Tested and evaluated a new style snow patrol truck hitch and plow combination resulting in two triaxle units being fitted with new style plow and hitch

Tested and evaluated a mini excavator for use in stormwater pond restoration and water distribution maintenance

Installed a fall arrest system in the mechanic bay at the municipal service building. This system provides protection for the mechanics when working on heights of more than 4 feet (aerial and refuse trucks).

Completed hiring process to fill two master mechanic, one fulltime service person, and one half time service person positions due to resignations and retirements.

CITY OF APPLETON 2016 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2016 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 foot print of the fleet
- Work with Traffic Division staff to insure that equipment lighting meets current City standards
- Hold cooperative training for mechanics from the City as well as neighboring communities
- Investigate opportunities for purchasing vehicles that are alternative fuel compatible
- Monitor and revise the CEA monthly billings as necessary
- Celebrate National Public Works Week
- Evaluate the 53 GPS units that were installed in 2012 - 2015 and install 18 additional units in new equipment
- Investigate/implement succession plan for CEA staff
- Investigate options to find different vendors for shop supplies and parts to reduce costs
- Investigate the option of using fully synthetic oils to extend oil change intervals
- Investigate options for initial setup of police vehicles
- Evaluate engine idle time using our Precise GPS system and work on implementing an idle reduction plan that helps to reduce fuel usage and fits the City's needs
- Continue to meet with employees throughout the year to evaluate performance and review goals
- Evaluate new snow patrol truck hitch and plow combination for future purchases
- Work with CVMIC to purchase and install a timed battery disconnect for all heavy duty CEA equipment
- Work with a local radio equipment vendor to move the Department of Public Work's radio communication to a DMR (Digital Mobile Radio) digital frequency

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 5,392,424	\$ 6,211,402	\$ 7,169,523	\$ 7,169,523	\$ 5,475,367	-23.63%
Program Expenses							
6110	Administration	2,858,517	2,903,960	2,980,511	2,980,511	3,158,408	5.97%
6121	Maintenance	2,583,868	2,552,628	2,521,670	2,529,116	2,306,118	-8.55%
Total Program Expenses		\$ 5,442,385	\$ 5,456,588	\$ 5,502,181	\$ 5,509,627	\$ 5,464,526	-0.68%
Expenses Comprised Of:							
Personnel		1,052,990	1,136,731	1,141,164	1,148,610	1,156,671	1.36%
Administrative Expense		2,389,423	2,395,838	2,439,531	2,439,531	2,621,124	7.44%
Supplies & Materials		1,680,073	1,553,812	1,574,956	1,574,956	1,338,371	-15.02%
Purchased Services		8,321	11,148	15,998	15,998	14,446	-9.70%
Utilities		35,080	43,165	39,818	39,818	39,254	-1.42%
Repair & Maintenance		276,498	315,894	275,714	275,714	294,660	6.87%
Capital Expenditures		-	-	15,000	15,000	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		15.01	14.51	14.51	14.51	14.51	

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2016 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM MISSION

The Central Equipment Agency establishes overhead rates, evaluates vehicle replacement schedules and works with the users to meet their operational needs.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", #4: "Develop our human resources to meet changing needs", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Evaluate the billing process and reports for timeliness, accuracy and clarity; minimize increases to CEA billing rate by reviewing budget requests and non-billable hours

Review and revise equipment replacement policies; provide detailed information on replacement equipment and requests for changes in replacement life

Continue to find ways to improve communications with all agencies and investigate opportunities to share vehicles among departments

Major changes in Revenue, Expenditures, or Programs:

The decrease in intergovernmental charges is due to the projected decrease in the cost of fuel. This account records the revenue received from the Appleton School District for fuel purchases.

The decrease in miscellaneous revenue is due to no longer having a vendor willing to purchase our used oil.

The change in capital contributions represents the cost of vehicles purchased by the CEA Replacement Fund that are contributed to this fund each year. In 2015, almost \$3.8 million of vehicles are scheduled to be purchased compared to just over \$2.3 million scheduled in 2016.

The shop supplies budget continues to increase because of the cost of shipping parts and fewer vendors keeping stock in inventory.

The increase in software support is due to the rising cost for diagnostic software subscriptions and the need for annual updates to continue the service. These diagnostic software tools allow repairs to be done in-house versus at the dealership.

The increase in miscellaneous equipment is due to the replacement of the overhead hose reels in the mechanics bay at the facilities building and the purchase of an AC machine to service the air conditioning units in the fire trucks.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Cost effective service					
Overhead rate	\$ 71.86	\$ 70.43	\$ 74.31	\$ 74.31	\$ 74.07
Billable hours	17,399	18,063	18,100	18,100	18,100
Strategic Outcomes					
Operational requirements of users					
Size of authorized fleet	398	413	413	413	414
Consistent and current information					
# Policies reviewed/revised	1	1	1	1	1
Work Process Output					
Customer service					
Requests for changes to the fleet	10	9	6	2	3

**CITY OF APPLETON 2016 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest on Investments	\$ (1,525)	\$ 6,951	\$ 5,000	\$ 5,000	\$ 5,000
4801 Charges for Serv. - Nontax	(1,430)	-	-	-	-
4865 CEA Operational Revenue	3,022,249	2,970,649	3,043,853	3,043,853	2,825,331
4908 Misc. Intergov. Charges	64,703	56,806	60,000	60,000	46,440
5004 Sale of City Property	208,394	149,974	255,500	255,500	199,100
5011 Misc. Revenue - Tax	1,887	1,979	1,200	1,200	-
5021 Capital Contributions	2,050,572	3,008,261	3,778,470	3,778,470	2,375,996
5035 Other Reimbursements	31,083	12,999	23,000	23,000	21,000
5082 Insurance Proceeds	16,491	3,783	2,500	2,500	2,500
Total Revenue	\$ 5,392,424	\$ 6,211,402	\$ 7,169,523	\$ 7,169,523	\$ 5,475,367
Expenses					
6101 Regular Salaries	\$ 243,940	\$ 260,341	\$ 272,764	\$ 272,764	\$ 275,414
6104 Call Time	139	53	300	300	300
6105 Overtime	119	280	600	600	600
6108 Part-Time	(52)	-	-	-	-
6150 Fringes	93,249	104,828	115,405	115,405	104,319
6201 Training/Conferences	3,949	1,802	4,450	4,450	4,815
6301 Office Supplies	987	1,139	900	900	1,000
6302 Subscriptions	25	-	-	-	-
6303 Memberships & Licenses	862	689	1,264	1,264	1,078
6305 Awards & Recognition	420	420	420	420	420
6306 Building Maint / Janitorial	-	118	-	-	-
6309 Shop Supplies & Tools	43,405	42,990	45,355	45,355	46,500
6310 Chemicals	7,732	8,201	9,500	9,500	9,785
6311 Paint & Supplies	-	46	-	-	-
6315 Books & Library Material	-	195	400	400	450
6320 Printing & Reproduction	1,469	1,006	980	980	1,080
6321 Clothing	920	777	1,000	1,000	1,000
6323 Safety Supplies	731	782	750	750	775
6324 Medical/Lab Supplies	70	55	75	75	75
6326 Equipment Parts	10	-	-	-	-
6327 Miscellaneous Equipment	5,803	8,970	5,100	5,100	7,700
6401 Accounting/Audit	1,886	1,804	2,420	2,420	2,440
6403 Bank Services	160	313	400	400	400
6412 Advertising	538	263	-	-	300
6413 Utilities	35,080	43,165	39,818	39,818	39,254
6418 Equip Repairs & Maint	5,183	5,182	9,750	9,750	9,750
6420 Facilities charges	21,481	21,210	23,000	23,000	23,000
6424 Software Support	-	1,135	4,835	4,835	5,510
6425 CEA Equipment Rental	-	(1,100)	-	-	-
6430 Health Services	19	38	-	-	38
6451 Laundry Services	4,406	4,951	4,978	4,978	5,068
6501 Insurance	24,198	22,750	22,340	22,340	25,570
6503 Rent	3,626	-	-	-	-
6599 Other Contracts/Obligations	3,376	3,095	4,000	4,000	4,000
6601 Depreciation Expense	2,132,182	2,176,695	2,150,000	2,150,000	2,384,873
6623 Uncollectible Accounts	3,071	-	-	-	-
6720 Interest Payments	1,557	2,293	4,207	4,207	3,794
7914 Transfer Out - Capital Projects	217,976	189,474	255,500	255,500	199,100
Total Expense	\$ 2,858,517	\$ 2,903,960	\$ 2,980,511	\$ 2,980,511	\$ 3,158,408

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools

Consumable shop supplies	\$ 28,570
Small shop tools	14,117
Fire shop supplies & tools	3,813
Total	\$ 46,500

Transfer Out - Capital Projects

Proceeds from sale of vehicles	\$ 199,100
Total	\$ 199,100

**CITY OF APPLETON 2016 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM MISSION

The Central Equipment Agency performs repairs, preventive maintenance, new vehicle preparation, seasonal change-overs and other special projects as necessary to insure safe and reliable vehicles and equipment.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #7: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Minimize downtime of vehicles and equipment
- Monitor equipment service calls, evaluate condition of the equipment against the estimated remaining life, and alert departments of possible extensive repairs or early equipment replacements
- Maintain a clean, safe work environment
- Consolidate maintenance repairs with preventive maintenance work when possible
- Inspect all vehicles of 26,000 pounds gross vehicle weight to comply with Dept. of Transportation requirements
- Evaluate major repairs and research options to minimize out of service time and costs
- Perform seasonal change-over on all departments' equipment in a timely manner to meet their needs
- Continue cleaning debris from radiators for better performance and longer radiator life
- Continue to implement extended preventive maintenance schedules (where feasible) to reduce cost

Major changes in Revenue, Expenditures, or Programs:

- The increase in vehicle and equipment parts is due to the continuing increase in the cost of the parts.
- The increase in vehicle repairs (outside vendors) is due to the need to outsource many specialty repairs that require specialty tools, including work on the new Tier IV engines.
- Fuel costs are estimated to drop an average of \$0.75 per gallon from the budgeted amount in 2015. This accounts for the budgeted decrease of more than \$240,000 in fuel and oil costs in 2016.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours	88	96	70	70	70
Equipment available for operational readiness					
# of emergency breakdown (hours)	343	380	300	300	300
# of service calls	280	261	230	230	230
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	7,873	8,765	9,400	8,800	9,400
Corrective downtime hours	7,626	9,012	7,900	8,000	8,000
Accidents caused by mechanical failure	0	0	0	0	0
Work Process Outputs					
Service performed					
# of changeovers performed	137	144	130	130	130

**CITY OF APPLETON 2016 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 516,209	\$ 545,047	\$ 528,444	\$ 535,890	\$ 546,288
6104 Call Time	1,719	1,730	1,600	1,600	1,700
6105 Overtime	4,433	12,775	6,500	6,500	6,700
6150 Fringes	193,234	211,677	215,551	215,551	221,350
6304 Postage/Freight	547	435	450	450	450
6309 Shop Supplies & Tools	78	8	-	-	-
6322 Gas/Oil Purchases	1,101,694	1,029,008	1,080,030	1,080,030	830,605
6323 Safety Supplies	5	-	-	-	-
6326 Vehicle & Equipment Parts	518,155	461,774	431,766	431,766	440,401
6409 Inspection Fees	6,024	8,328	9,200	9,200	9,200
6417 Vehicle Repairs & Maint	249,833	289,209	225,000	225,000	245,250
6425 CEA Equip. Rental	-	258	13,129	13,129	11,150
6429 Interfund Allocations	(8,087)	(7,645)	(5,000)	(5,000)	(7,000)
6503 Rent	24	24	-	-	24
6804 Machinery & Equipment	-	-	15,000	15,000	-
Total Expense	<u>\$ 2,583,868</u>	<u>\$ 2,552,628</u>	<u>\$ 2,521,670</u>	<u>\$ 2,529,116</u>	<u>\$ 2,306,118</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Gas/Oil Purchases *

Fuel for vehicles & equipment:	
Unleaded gasoline: 152,240 gallons	
@ \$2.41/gallon	\$ 366,898
Diesel fuel: 167,473 gallons	
@ \$2.53/gallon	423,707
Oil	40,000
	<u>\$ 830,605</u>

Vehicle Repairs & Maint.

Tire service	\$ 135,000
Vehicle alignments	30,000
Towing services	3,250
Vehicle cleaning/upholstery	10,000
Body shop work	26,000
Painting	22,500
Outside fire vehicle maint.	18,500
	<u>\$ 245,250</u>

Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	\$ 308,401
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	107,000
Fire vehicle parts	25,000
	<u>\$ 440,401</u>

* The City does not pay federal gas tax (currently \$0.184/gal unleaded and \$0.244/gal diesel) and attains bulk purchasing rates.

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	0	2,172	0	0	0	0
Interest Income	1,524	6,951	2,356	5,000	5,000	5,000	5,000
Charges for Services	3,020,819	2,970,649	1,706,530	3,043,853	3,043,853	0	2,825,331
Intergov. Charges for Service	64,703	56,806	22,308	60,000	60,000	46,440	46,440
Other Revenues	2,308,426	3,176,997	209,600	4,060,670	4,060,670	2,594,596	2,598,596
TOTAL REVENUES	5,392,424	6,211,403	1,942,966	7,169,523	7,169,523	2,646,036	5,475,367
EXPENSES BY LINE ITEM							
Regular Salaries	16,753	23,522	14,752	16,317	16,317	16,787	17,122
Labor Pool Allocations	671,750	703,571	480,944	769,438	776,884	782,650	801,880
Call Time	1,858	1,783	1,756	1,900	1,900	2,000	2,000
Overtime	4,553	13,055	8,471	7,100	7,100	7,300	7,300
Part-Time	52	0	0	0	0	0	0
Other Compensation	52	8	376	200	200	200	200
Shift Differential	1,742	1,855	1,075	2,600	2,600	2,500	2,500
Sick Pay	2,465	3,738	25,211	12,653	12,653	0	0
Vacation Pay	67,386	72,694	49,165	0	0	0	0
Fringes	285,353	311,695	204,795	330,956	330,956	328,081	325,669
Unemployment Compensation	1,130	4,810	0	0	0	0	0
Salaries & Fringe Benefits	1,052,990	1,136,731	786,545	1,141,164	1,148,610	1,139,518	1,156,671
Training & Conferences	3,949	1,802	1,806	4,450	4,450	4,815	4,815
Office Supplies	987	1,139	311	900	900	1,000	1,000
Subscriptions	25	0	0	0	0	0	0
Memberships & Licenses	862	689	753	1,264	1,264	1,078	1,078
Postage & Freight	547	435	552	450	450	450	450
Awards & Recognition	420	420	35	420	420	420	420
Building Maintenance/Janitor.	0	118	0	0	0	0	0
Insurance	24,198	22,750	16,755	22,340	22,340	22,750	25,570
Rent	3,650	24	0	0	0	24	24
Depreciation Expense	2,132,182	2,176,695	1,788,655	2,150,000	2,150,000	2,384,873	2,384,873
Uncollectible Accounts	3,071	0	0	0	0	0	0
Interest Payments	1,557	2,293	0	4,207	4,207	4,207	3,794
Trans Out - Capital Projects	217,976	189,474	0	255,500	255,500	199,100	199,100
Administrative Expense	2,389,424	2,395,839	1,808,867	2,439,531	2,439,531	2,618,717	2,621,124
Shop Supplies & Tools	43,483	42,998	23,816	45,355	45,355	46,500	46,500
Chemicals	7,732	8,201	6,190	9,500	9,500	9,785	9,785
Paint & Supplies	0	46	31	0	0	0	0
Books & Library Materials	0	195	321	400	400	450	450
Printing & Reproduction	1,469	1,006	1,387	980	980	1,080	1,080
Clothing	920	777	402	1,000	1,000	1,000	1,000
Gas Purchases	1,101,694	1,029,008	474,018	1,080,030	1,080,030	830,605	830,605
Safety Supplies	736	782	484	750	750	775	775
Medical & Lab Supplies	70	55	34	75	75	75	75
Vehicle & Equipment Parts	518,166	461,774	284,891	431,766	431,766	440,401	440,401
Miscellaneous Equipment	5,803	8,970	0	5,100	5,100	7,700	7,700
Supplies & Materials	1,680,073	1,553,812	791,574	1,574,956	1,574,956	1,338,371	1,338,371
Accounting/Audit	1,886	1,804	1,886	2,420	2,420	2,000	2,440
Bank Services	160	313	148	400	400	400	400
Collection Services	0	0	16	0	0	0	0
Contractor Fees	0	0	62	0	0	0	0
Inspection Fees	6,024	8,328	5,332	9,200	9,200	9,200	9,200
Advertising	538	263	629	0	0	300	300
Interfund Allocations	8,088	7,645	2,764	5,000	5,000	7,000	7,000
Health Services	19	38	0	0	0	38	38
Laundry Services	4,406	4,951	3,736	4,978	4,978	5,068	5,068
Other Contracts/Obligations	3,376	3,096	4,205	4,000	4,000	4,000	4,000
Purchased Services	8,321	11,148	13,250	15,998	15,998	14,006	14,446
Electric	11,119	11,324	7,918	11,803	11,803	11,512	11,512
Gas	13,410	19,831	7,472	16,131	16,131	14,899	14,899

City of Appleton
2016 Budget
Revenue and Expense Summary

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Water	2,345	2,621	1,706	2,457	2,457	2,661	2,661
Waste Disposal/Collection	1,026	1,162	738	1,114	1,114	1,166	1,166
Stormwater	6,501	7,449	5,703	7,485	7,485	8,164	8,164
Cellular Telephone	679	778	690	828	828	852	852
Utilities	35,080	43,165	24,227	39,818	39,818	39,254	39,254
Vehicle Repair & Maintenance	249,833	289,209	169,247	225,000	225,000	245,250	245,250
Equipment Repair & Maintenan	5,183	5,182	3,490	9,750	9,750	9,750	9,750
Communications Equip. Repairs	0	258	0	0	0	0	0
Facilities Charges	21,482	21,210	19,657	23,000	23,000	23,000	23,000
Software Support	0	1,135	725	4,835	4,835	5,510	5,510
CEA Equipment Rental	0	1,100	7,302	13,129	13,129	11,150	11,150
Repair & Maintenance	276,498	315,894	200,421	275,714	275,714	294,660	294,660
Machinery & Equipment	0	0	2,945	15,000	15,000	0	0
Capital Expenditures	0	0	2,945	15,000	15,000	0	0
TOTAL EXPENSES	5,442,386	5,456,589	3,605,764	5,502,181	5,509,627	5,444,526	5,464,526

CITY OF APPLETON 2016 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Charges for Services	\$ 3,116,605	\$ 3,042,432	\$ 3,103,853	\$ 2,803,853	\$ 2,871,771
Other	18,378	3,784	26,700	30,000	23,500
Total Revenues	<u>3,134,983</u>	<u>3,046,216</u>	<u>3,130,553</u>	<u>2,833,853</u>	<u>2,895,271</u>
Expenses					
Operating Expenses	3,090,670	3,088,125	3,077,474	2,777,474	2,876,759
Depreciation	2,132,182	2,176,695	2,150,000	2,300,000	2,384,873
Total Expenses	<u>5,222,852</u>	<u>5,264,820</u>	<u>5,227,474</u>	<u>5,077,474</u>	<u>5,261,632</u>
Operating Loss	(2,087,869)	(2,218,604)	(2,096,921)	(2,243,621)	(2,366,361)
Non-Operating Revenues (Expenses)					
Investment Income	(1,524)	6,951	5,000	6,000	5,000
Sale of City Property	208,393	149,974	255,500	215,500	199,100
Other Revenue	-	-	-	-	-
Interest Expense	(1,557)	(2,293)	(4,207)	(4,207)	(3,794)
Total Non-Operating	<u>205,312</u>	<u>154,632</u>	<u>256,293</u>	<u>217,293</u>	<u>200,306</u>
Income (Loss) before Contributions and Transfers	(1,882,557)	(2,063,972)	(1,840,628)	(2,026,328)	(2,166,055)
Contributions and Transfers In (Out)					
Capital Contributions	2,050,572	3,008,261	3,778,470	3,449,470	2,375,996
Transfers Out	(217,976)	(189,474)	(255,500)	(215,500)	(199,100)
Change in Net Assets	(49,961)	754,815	1,682,342	1,207,642	10,841
Net Assets - Beginning	<u>10,789,853</u>	<u>10,739,892</u>	<u>11,494,707</u>	<u>11,494,707</u>	<u>12,702,349</u>
Net Assets - Ending	<u>\$ 10,739,892</u>	<u>\$ 11,494,707</u>	<u>\$ 13,177,049</u>	<u>\$ 12,702,349</u>	<u>\$ 12,713,190</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 349,970	\$ 400,474
+ Change in Net Assets	1,207,642	10,841
- Capital Contributions	(3,449,470)	(2,375,996)
- Principal Repayment	(7,668)	(18,918)
+ Long Term Debt	150,000	-
- Fixed Assets	(150,000)	-
+ Depreciation	2,300,000	2,384,873
Working Cash - End of Year	<u>\$ 400,474</u>	<u>\$ 401,274</u>

**CITY OF APPLETON 2016 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT**

Year	2008 G.O. Notes	
	Principal	Interest
2016	\$ 7,668	\$ 971
2017	11,501	661
2018	11,501	230
	<u>\$ 30,670</u>	<u>\$ 1,862</u>

Year	2014 G.O. Notes	
	Principal	Interest
2016	\$ 11,250	\$ 2,823
2017	15,875	2,602
2018	16,250	2,360
2019	12,500	2,112
2020	15,125	1,822
2021	15,625	1,512
2022	20,500	1,111
2023	21,250	598
2024	21,625	116
	<u>\$ 150,000</u>	<u>\$ 15,056</u>

Year	Total	
	Principal	Interest
2016	\$ 18,918	\$ 3,794
2017	27,376	3,263
2018	27,751	2,590
2019	12,500	2,112
2020	15,125	1,822
2021	15,625	1,512
2022	20,500	1,111
2023	21,250	598
2024	21,625	116
	<u>\$ 180,670</u>	<u>\$ 16,918</u>

**CITY OF APPLETON 2016 BUDGET
CENTRAL EQUIPMENT AGENCY**

NOTES

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**CITY OF APPLETON 2016 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:

Equipment	Home Department	Funding Source			Total Cost
		CEA	Other	Source	
Infield Pro	Facilities	\$ 17,530			\$ 17,530
Mower	Facilities	87,402			87,402
Truck, Chip/Dump	Forestry	107,000			107,000
Vermeer Chipper	Forestry	62,000			62,000
Workman- Gator	Golf Course	23,850			23,850
Greens Mower	Golf Course	26,956	3,200	Golf Course	30,156
Mini Pickup 4x4	MSB	26,350			26,350
Rear Load Refuse	Sanitation	213,500			213,500
Mini Pickup 4x4	Engineering	35,060			35,060
Ext Cab 4x4	Engineering	30,800	4,700	General Fund	35,500
Squad - Marked (3)	Police	91,251			91,251
Squad - Unmarked (8)	Police	224,000			224,000
Ford Interceptor SUV	Police	30,417	4,000	General Fund	34,417
SUV Trail Blazer	Police	18,500			18,500
Mini Van CSO (3)	Police	83,850			83,850
Uplander	Police	18,500			18,500
Chevy Impala (2)	Fire	42,000			42,000
Pickup 4x2	Stormwater	36,750			36,750
Tack Truck	Street	190,050			190,050
Single Axle w/ Plow (2)	Street	388,000			388,000
Sidewalk Tractor	Street	170,000			170,000
Tri-axle Dump	Water Distr.	222,000			222,000
Backhoe	Water Distr.	130,000			130,000
DMR Radios (121)	DPW	88,330			88,330
		\$ 2,364,096	\$ 11,900		\$ 2,375,996

Major changes in Revenue, Expenditures, or Programs:

In 2015, the CEA Review Committee approved the following equipment upgrades: golf course's greens mower (\$3,200 contribution from the golf course); engineering technician 's vehicle (\$4,700 contribution from the Public Works Department), Police K9 vehicle (\$4,000 contribution from Police).

Included in the 2016 replacements is the replacement of all radios that are in the Department of Public Works' vehicles, upgrading them to the new Digital Mobile Radio (DMR) system.

PERFORMANCE INDICATORS

Client Benefits/Impacts	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Cost effective service - # of vehicles:					
Retained an additional year	21	25	22	21	24
Replaced early	0	1	2	2	0

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 2,420,638	\$ 2,446,610	\$ 2,611,175	\$ 2,611,175	\$ 2,504,017	-4.10%
Program Expenses		\$ 2,319,488	\$ 3,008,341	\$ 3,778,470	\$ 3,778,470	\$ 2,375,996	-37.12%
Expenses Comprised Of:							
Administrative Expense		293	79	-	-	-	N/A
Capital Expenditures		2,319,195	3,008,262	3,778,470	3,778,470	2,375,996	-37.12%

* % change from prior year adopted budget
CEA Replacement Fund.xls

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest on Investments	\$ (13,667)	\$ 38,012	\$ 45,000	\$ 45,000	\$ 40,000
4866 CEA Replacement Revenue	1,871,225	1,961,147	2,119,282	2,119,282	2,253,017
5910 Proceeds of Long Term Debt	-	203,247	-	-	-
5921 Trans In - General Fund	29,047	20,030	57,500	57,500	8,700
5922 Trans In - Special Revenue	-	34,700	89,605	89,605	-
5924 Trans In - Capital Projects	295,057	-	-	-	-
5925 Trans In - Wastewater Utility	21,000	-	-	-	-
5926 Trans In - Water Utility	-	-	8,988	8,988	-
5928 Trans In - Golf Course	-	-	2,800	2,800	3,200
5931 Trans In - Internal Service	217,976	189,474	268,000	268,000	199,100
5933 Trans In - Stormwater Utility	-	-	20,000	20,000	-
Total Revenue	<u>\$ 2,420,638</u>	<u>\$ 2,446,610</u>	<u>\$ 2,611,175</u>	<u>\$ 2,611,175</u>	<u>\$ 2,504,017</u>
Expenses					
6303 Memberships & Licenses	\$ 293	\$ 79	\$ -	\$ -	\$ -
6804 Equipment	2,319,195	3,008,262	3,778,470	3,778,470	2,375,996
Total Expense	<u>\$ 2,319,488</u>	<u>\$ 3,008,341</u>	<u>\$ 3,778,470</u>	<u>\$ 3,778,470</u>	<u>\$ 2,375,996</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Trans In - Internal Service</u>	
Proceeds from sale of vehicles	\$ 199,100
	<u>\$ 199,100</u>
<u>Equipment</u>	
Replacement vehicles & equipment (see list, previous page)	\$ 2,375,996
	<u>\$ 2,375,996</u>

**CITY OF APPLETON 2016 BUDGET
CEA REPLACEMENT
SOURCES AND USES OF FUNDS**

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Interest Income	\$ (13,667)	\$ 38,012	\$ 45,000	\$ 40,000	\$ 40,000
Charges for Services	1,871,225	1,961,147	2,119,282	2,119,282	2,253,017
Total Revenues	<u>1,857,558</u>	<u>1,999,159</u>	<u>2,164,282</u>	<u>2,159,282</u>	<u>2,293,017</u>
Expenses					
Program Costs	2,319,488	3,008,341	3,778,470	3,449,470	2,375,996
Total Expenses	<u>2,319,488</u>	<u>3,008,341</u>	<u>3,778,470</u>	<u>3,449,470</u>	<u>2,375,996</u>
Revenues over (under) Expenses	(461,930)	(1,009,182)	(1,614,188)	(1,290,188)	(82,979)
Other Financing Sources (Uses)					
Proceeds of G.O. Notes	-	203,247	-	-	-
Transfers In - General Fund	29,047	20,030	57,500	57,500	8,700
Transfers In - Special Revenue	-	34,700	89,605	89,605	-
Transfers In - Capital Projects	295,057	-	-	-	-
Transfers In - Wastewater Utility	21,000	-	-	-	-
Transfers In - Water Utility	-	-	8,988	8,988	-
Transfers In - Golf Course	-	-	2,800	2,800	3,200
Transfers In - Internal Service	217,976	189,474	268,000	228,000	199,100
Transfers In - Stormwater Utility	-	-	20,000	20,000	-
Total Other Financing Sources (Uses)	<u>563,080</u>	<u>447,451</u>	<u>446,893</u>	<u>406,893</u>	<u>211,000</u>
Net Change in Equity	101,150	(561,731)	(1,167,295)	(883,295)	128,021
Fund Balance - Beginning	<u>3,124,171</u>	<u>3,225,321</u>	<u>2,663,590</u>	<u>2,663,590</u>	<u>1,780,295</u>
Fund Balance - Ending	<u>\$ 3,225,321</u>	<u>\$ 2,663,590</u>	<u>\$ 1,496,295</u>	<u>\$ 1,780,295</u>	<u>\$ 1,908,316</u>

CITY OF APPLETON 2016 BUDGET

HEALTH SERVICES DEPARTMENT

Public Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2016 BUDGET HEALTH SERVICES 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 2015 EVENTS

In 2015, the department public health preparedness staff continued to provide technical and staff support to several communities including Manitowoc, Marquette, Waupaca, Waushara, and Winnebago counties and the City of Menasha for these shared services. Working together brings value through regional planning and response capacity.

Appleton Health Department staff continues to collaborate with representatives from local hospital-based health care providers including Affinity, Thedacare, Aurora, Children's Hospital and Fox Valley health departments, including those in Calumet, Outagamie and Winnebago counties and the City of Menasha. This collaboration has led to the use of the Behavioral Risk Factor Surveillance Survey to track trends in lifestyle related illness. This past year, we have been meeting monthly to address the hospital and health department requirements of the Affordable Care Act in order to produce comprehensive community health needs assessments and identify strategies for improvement and implementation plans.

The East Central Weights and Measures Consortium, administered by the Appleton Health Department, continues to provide services in the cities of Berlin, Kaukauna, New London, Ripon and Waupaca and the villages of Ashwaubenon, Kimberly and Little Chute. This past year, we increased the number of service days to reflect the growing number of businesses in these communities.

Health Department staff members recognize their role as a collaborative one within the community. As such, staff participates in more than three dozen different agency boards and community and professional organizations. This cooperation is critical to identify and address local and Statewide health and environmental issues. Special emphasis in 2015 has been on our most vulnerable populations including the homeless and victims of abuse. For example, department staff supported the successful Butterfly Festival held in June which raised more than \$75,000 for Parent Connections which provides child abuse prevention services.

This year, our department welcomed dozens of new refugees to Appleton. Public health nurses reviewed medical records and made arrangements for a medical home. Additional public health services were provided as determined necessary. The department received compensation for the initial screening and referral through a state contract.

In 2015, our department staff conducted two quality improvement (QI) projects. The first reviewed our immunization practices and resulted in providing additional opportunities for the public to receive childhood immunizations while reducing overall staff time to provide these services. The second QI project looked at efficiencies in our administrative support services. We have rearranged our customer service desk in the 5th floor customer service area and have shifted greater responsibilities to professional staff where practical resulting in a reduction of .5 FTE administrative support staff member.

CITY OF APPLETON 2016 BUDGET HEALTH SERVICES DEPARTMENT

MAJOR 2016 OBJECTIVES

In 2016, we anticipate receiving more than 75 new refugees to Appleton. Our public health role will be to continue to assist in the initial health review of medical records, find a medical home for these families and respond to public health services as determined. In 2015, we welcomed many individuals and families through this process and continue to support them by collaborating with Fox Cities based agencies to meet their unique social and health needs.

The Weight of the Fox Valley project will continue to be an area of focus. Health Department staff serves in a leadership role and supports the vision of a community that achieves and maintains a healthy weight at every age. Unhealthy weight contributes to five of the ten leading causes of death in Appleton, including heart disease, type 2 diabetes, cancer and stroke. More than three in ten children and adolescents, and more than two of every three adults, are clinically defined as overweight or obese. In 2016 and beyond, our department will collaborate with community partners to implement community intervention strategies to slow this trend.

As a department, we place a high value on our collaborative partnerships throughout the region and will continue to strengthen these existing relationships. Examples of these partnerships include the East Central Weights and Measures Consortium, Northeast Wisconsin Immunization Coalition, Fox Valley Healthcare Forum, Northeast Wisconsin Public Health Preparedness Partnership and Fox Valley Community Health Improvement Coalition to name a few. Also new in 2016, we will support the development of a regional health care coalition which will integrate our public health preparedness efforts with those of hospital, emergency management, trauma services and other related agencies.

In 2016, Appleton will host the combined annual conference of the Wisconsin Public Health Association and the Wisconsin Association of Local Health Departments and Boards of Health.

Public health preparedness issues will continue to be a priority for the department. This planning will take an all hazards approach, meaning this response planning can be applied to a variety of Public Health challenges the City may face. Re-emerging communicable diseases like TB, vaccine preventable illnesses such as measles, pertussis and mumps and sexually transmitted diseases will remain a priority for the department. We will continue to strengthen our disease surveillance and communication with local health care partners. Emerging illnesses like MERS and Ebola have resulted in an awareness of the need for a global surveillance and planning effort locally.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 331,006	\$ 341,318	\$ 339,053	\$ 339,278	\$ 343,891	1.43%
Program Expenses							
12510	Administration	146,950	150,490	154,193	155,129	150,976	-2.09%
12520	Nursing	502,105	517,460	515,381	518,393	528,507	2.55%
12530	Environmental Health	309,792	316,488	324,875	326,144	332,304	2.29%
12540	Weights & Measures	172,112	173,543	176,974	179,428	185,142	4.62%
TOTAL		\$ 1,130,959	\$ 1,157,981	\$ 1,171,423	\$ 1,179,094	\$ 1,196,929	2.18%
Expenses Comprised Of:							
Personnel		1,054,687	1,075,836	1,084,823	1,092,494	1,106,176	1.97%
Administrative Expense		13,855	14,925	17,409	17,409	17,144	-1.52%
Supplies & Materials		11,982	13,363	16,300	16,300	15,450	-5.21%
Purchased Services		25,933	31,417	28,800	28,800	29,800	3.47%
Utilities		3,565	6,140	5,490	5,490	6,200	12.93%
Repair & Maintenance		20,937	16,300	18,601	18,601	22,159	19.13%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		12.36	12.55	12.55	12.55	12.25	

* % change from prior year adopted budget
Health.xls

**CITY OF APPLETON 2016 BUDGET
HEALTH SERVICES 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: "Determine City-wide priorities and budget accordingly "

Objectives:

Provide long range planning, policy development, fiscal supervision, personnel management and general clerical support to program areas.

Enforce local and state laws regarding public health and consumer issues.

Collaborate with community health care providers and agencies to improve the public's health and well-being.

Major Changes in Revenue, Expenditures or Programs:

Added in this budget is the allocation of 20% of the Health Officer's salary and fringes which had been included in the Public Health Preparedness grant (Bioterrorism) budget. This allocation had been made in previous years with the understanding that when the public health preparedness funds were reduced or dissolved, this allocation of the Health Officer's salary and fringes would be brought back into this program's budget. The State is moving to a new structure of health care coalitions where regional planning efforts are now more closely aligned with hospital, emergency management and emergency medical transport agencies.

This budget also represent a reduction of .5 FTE Administrative support position due to retirement and reallocation of work load.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	100%	100%	100%	100%	100%
Safe workplace					
# unresolved safety issues	0	0	0	0	0
Strategic Outcomes					
Full service health dept. *					
Level III identification:					
# of outstanding issues	0	0	0	0	0
Work Process Outputs					
Training					
Hours of training per employee	44	41	40	40	40
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	113	148	80	120	140
Prepare annual report					
Completed by 120th day of following year	4/25/2013	4/24/2014	4/25/2015	4/25/2015	4/25/2016

*Each health department in the State is evaluated annually for quality standards and level of service provided. Level III is the highest level of service/quality.

**CITY OF APPLETON 2016 BUDGET
HEALTH SERVICES DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ -	\$ 40	\$ 40	\$ 40
Total Revenue	\$ -	\$ -	\$ 40	\$ 40	\$ 40
Expenses					
6101 Regular Salaries	\$ 104,014	\$ 105,784	\$ 105,448	\$ 106,384	\$ 107,390
6150 Fringes	33,380	33,973	36,083	36,083	31,697
6201 Training\Conferences	1,209	1,145	1,500	1,500	1,500
6206 Parking Permits	996	1,038	972	972	684
6301 Office Supplies	774	1,544	1,500	1,500	1,300
6303 Memberships & Licenses	1,720	1,953	2,000	2,000	2,200
6305 Awards & Recognition	100	57	210	210	195
6307 Food & Provisions	259	246	280	280	260
6316 Miscellaneous Supplies	560	631	400	400	500
6320 Printing & Reproduction	2,878	2,170	3,500	3,500	3,000
6324 Medical\Lab Supplies	-	374	-	-	-
6327 Miscellaneous Equipment	-	-	700	700	700
6413 Utilities	1,060	1,575	1,300	1,300	1,300
6418 Equip Repairs & Maint.	-	-	300	300	250
Total Expense	\$ 146,950	\$ 150,490	\$ 154,193	\$ 155,129	\$ 150,976

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
HEALTH SERVICES DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM MISSION

The nursing program prevents disease and promotes health through epidemiology, collaboration, consultation, assessment, intervention, and case management, to citizens and health care providers of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Prevent the occurrence and spread of disease in the community through disease investigation, intervention, and partner notification; immunization against vaccine preventable diseases; investigation of elevated childhood blood lead levels; data collection; coordination with other area providers and the State; and public education.

Promote citizen health through assessment, intervention, case management, and education for high risk families and adults.

Major Changes in Revenue, Expenditures or Programs:

We are currently in a contractual arrangement with Oneida Heights to provide on-site nursing services. This program keeps individuals healthy and allows them to remain independent. The Residential Opportunity and Self-Sufficiency (ROSS) service grant for the Appleton Housing Authority that supports Oneida Heights will support the nursing hours. The ROSS service grant is paid directly to the Appleton Housing Authority.

Case management of TB clients home visits increased in 2014 due to an active case of TB.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	100%	100%	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	100%	100%	100%	100%	100%
Strategic Outcomes					
Minimize epidemiologically linked TB cases					
# of cases based on data review	0	0	0	0	0
Increased vaccine coverage					
% of school aged children vaccinated	98.7%	99.0%	98.0%	98.0%	98.0%
City of Appleton meets COM regulations					
% of required participants	100%	100%	100%	100%	100%
Work Process Outputs					
Case management of TB clients					
# of home visits	153	270	100	100	100
TB skin tests: Police, Fire, and Health					
# of TB skin tests	121	104	90	90	90

**CITY OF APPLETON 2016 BUDGET
HEALTH SERVICES DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4225 Health Grants & Aids	\$ 8,093	\$ 11,513	\$ 7,500	\$ 7,725	\$ 7,500
4801 Charges for Serv.- Nontax	1,103	664	2,000	2,000	500
5035 Other Reimbursements	75,016	76,483	78,973	78,973	80,649
Total Revenue	\$ 84,212	\$ 88,660	\$ 88,473	\$ 88,698	\$ 88,649
Expenses					
6101 Regular Salaries	\$ 360,365	\$ 365,054	\$ 362,602	\$ 365,389	\$ 366,485
6105 Overtime	41	-	-	-	-
6108 Part-Time	9,959	13,605	10,320	10,485	10,474
6150 Fringes	99,641	100,130	105,142	105,202	112,521
6201 Training\Conferences	761	962	1,000	1,000	1,000
6202 Local Auto Expense	2,343	2,385	3,000	3,000	3,000
6206 Parking Permits	2,715	2,772	2,772	2,772	2,772
6302 Subscriptions	-	76	80	80	80
6303 Memberships & Licenses	-	150	195	195	195
6324 Medical\Lab Supplies	6,651	6,382	8,000	8,000	8,000
6413 Utilities	1,089	1,760	1,070	1,070	1,780
6430 Health Services	12,500	12,500	12,500	12,500	12,500
6431 Interpreter Services	6,016	11,684	8,500	8,500	9,500
6432 Lab. Services	24	-	200	200	200
Total Expense	\$ 502,105	\$ 517,460	\$ 515,381	\$ 518,393	\$ 528,507

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
HEALTH SERVICES 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 # 6: "Continuously improve efficiency and effectiveness of City services".

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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	99%	99%	97%	97%	97%
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
Strategic Outcomes					
Voluntary compliance improved					
# critical violations on inspection report	289	351	325	350	350
Minimize human cases of rabies					
# of cases	0	0	0	0	0
Minimize food-borne outbreaks					
# outbreaks related to special events	0	0	0	0	0
# of food establishment outbreaks	0	0	0	0	0
Work Process Outputs					
Annual inspections and follow ups					
# of inspections	501	540	530	520	530
# follow up inspections	107	109	125	125	125
Response to complaints					
# of complaints/follow ups	128/99	149/63	150/100	150/100	135/75
Initial response within 3 business days	99%	99%	95%	95%	95%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	385	384	350	350	350

**CITY OF APPLETON 2016 BUDGET
HEALTH SERVICES DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4305 Health	\$ 127,327	\$ 130,884	\$ 127,000	\$ 127,000	\$ 129,000
Total Revenue	<u>\$ 127,327</u>	<u>\$ 130,884</u>	<u>\$ 127,000</u>	<u>\$ 127,000</u>	<u>\$ 129,000</u>
Expenses					
6101 Regular Salaries	\$ 218,431	\$ 223,778	\$ 223,682	\$ 224,951	\$ 229,019
6105 Overtime	-	-	500	500	500
6150 Fringes	73,148	74,414	79,205	79,205	81,759
6201 Training\Conferences	498	146	700	700	700
6206 Parking Permits	1,014	1,044	1,044	1,044	1,044
6302 Subscriptions	216	-	150	150	50
6303 Memberships & Licenses	-	95	100	100	210
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	278	789	800	800	800
6324 Medical\Lab Supplies	267	365	250	250	300
6327 Miscellaneous Equipment	416	300	300	300	300
6413 Utilities	873	2,251	2,480	2,480	2,480
6418 Equip Repairs & Maint.	538	543	600	600	600
6425 CEA Equip. Rental	6,720	5,530	7,414	7,414	6,892
6431 Interpreter Services	-	-	100	100	100
6432 Lab. Services	7,393	7,233	7,500	7,500	7,500
Total Expense	<u>\$ 309,792</u>	<u>\$ 316,488</u>	<u>\$ 324,875</u>	<u>\$ 326,144</u>	<u>\$ 332,304</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
HEALTH SERVICES DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM MISSION

The program educates, consults, inspects, and enforces 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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community"

Objectives:

Provide consumer protection through complaint investigation, measurement and weighing device testing, price scanning device testing, product check weighing and label verification.

Monitor business methods to prevent fraudulent advertising and trade practices.

Provide investigative services for the City Clerk's Office in licensing and regulating going out of business sales, commercial solicitors, salvage dealers and taxi cab/limousine service firms.

Major Changes in Revenue, Expenditures or Programs:

Increase in contracted service days due to business growth in some communities.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	99.0%	98.8%	96.0%	96.0%	96.0%
Accurate informative labeling					
Positive consumer survey responses	100.0%	100.0%	98.0%	98.0%	98.0%
Accurate measuring devices					
% of devices that measure accurately	96.8%	96.7%	95.0%	95.0%	95.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	98.8%	98.3%	96.0%	96.0%	96.0%
Reduced short weight and measure sales					
Error trend reporting compliance	90.1%	90.0%	96.0%	96.0%	96.0%
Confidence of businesses in system integrity					
Positive consumer survey responses	98.7%	99.6%	98.0%	98.0%	98.0%
Work Process Outputs					
Price scanning inspections					
# of annual and reinspections	128	135	120	120	125
Commodity inspections					
# of inspections	12,875	12,903	12,000	12,000	12,000
Device inspections					
# of inspections	1,726	1,823	1,700	1,700	1,750

**CITY OF APPLETON 2016 BUDGET
HEALTH SERVICES DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4312 Weights & Measures	\$ 55,762	\$ 57,914	\$ 57,600	\$ 57,600	\$ 58,000
4801 Charges for Serv.- Nontax	63,705	63,860	65,940	65,940	68,202
Total Revenue	<u>\$ 119,467</u>	<u>\$ 121,774</u>	<u>\$ 123,540</u>	<u>\$ 123,540</u>	<u>\$ 126,202</u>
Expenses					
6101 Regular Salaries	\$ 101,189	\$ 103,388	\$ 102,991	\$ 105,445	\$ 106,423
6105 Overtime	7	-	-	-	-
6108 Part Time	10,447	10,843	11,190	11,190	11,357
6150 Fringes	44,062	44,867	47,660	47,660	48,551
6201 Training\Conferences	479	407	900	900	900
6206 Parking Permits	624	756	756	756	804
6302 Subscriptions	-	-	50	50	50
6303 Memberships & Licenses	150	150	150	150	150
6316 Miscellaneous Supplies	321	350	350	350	350
6327 Miscellaneous Equipment	610	2,002	2,000	2,000	1,500
6413 Utilities	544	553	640	640	640
6418 Equip Repairs & Maint.	556	286	600	600	600
6425 CEA Equip. Rental	13,123	9,941	9,687	9,687	13,817
Total Expense	<u>\$ 172,112</u>	<u>\$ 173,543</u>	<u>\$ 176,974</u>	<u>\$ 179,428</u>	<u>\$ 185,142</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

Charges for sealer's services
@ \$421/day

	# of Days	Charge
New London	17	\$ 7,157
Waupaca	22	9,262
Kaukauna	20	8,420
Kimberly	7	2,947
Little Chute	13	5,473
Ashwaubenon	50	21,050
Ripon	20	8,420
Berlin	13	5,473
	<u>162</u>	<u>\$ 68,202</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	8,093	11,513.47	6,983	7,500	7,725	7,500-	7,500
Licenses	183,090	188,798.00	144,395	184,600	184,600	187,000-	187,000
Charges for Services	64,808	64,523.83	51,234	67,980	67,980	68,500-	68,742
Other Revenues	75,016	76,482.96	59,230	78,973	78,973	78,973-	80,649
TOTAL REVENUES	331,007	341,318.26	261,842	339,053	339,278	341,973-	343,891
EXPENSES BY LINE ITEM							
Regular Salaries	696,689	701,357.48	494,805	794,317	801,763	808,911	808,911
Overtime	16-	27.86-	0	500	500	500	500
Part-Time	20,407	24,447.28	16,302	21,510	21,675	21,831	21,831
Other Compensation	1,284	706.87	284	406	406	406	406
Sick Pay	2,377	3,054.53	100	0	0	0	0
Vacation Pay	83,714	92,913.67	67,515	0	0	0	0
Fringes	250,232	253,384.24	185,703	268,090	268,150	255,337	274,528
Salaries & Fringe Benefits	1,054,687	1,075,836.21	764,709	1,084,823	1,092,494	1,086,985	1,106,176
Training & Conferences	2,946	2,659.33	2,228	4,100	4,100	4,100	4,100
Local Auto Expense	2,343	2,384.47	1,370	3,000	3,000	3,000	3,000
Parking Permits	5,348	5,610.00	5,556	5,544	5,544	5,304	5,304
Office Supplies	774	1,544.24	614	1,500	1,500	1,300	1,300
Subscriptions	216	76.00	80	280	280	180	180
Memberships & Licenses	1,870	2,348.00	983	2,445	2,445	2,755	2,755
Postage & Freight	0	.00	0	50	50	50	50
Awards & Recognition	100	56.62	85	210	210	195	195
Food & Provisions	259	246.01	71	280	280	260	260
Administrative Expense	13,856	14,924.67	10,987	17,409	17,409	17,144	17,144
Miscellaneous Supplies	1,159	1,770.43	415	1,550	1,550	1,650	1,650
Printing & Reproduction	2,878	2,170.26	546	3,500	3,500	3,000	3,000
Medical & Lab Supplies	6,918	7,121.52	3,883	8,250	8,250	8,300	8,300
Miscellaneous Equipment	1,026	2,301.17	1,304	3,000	3,000	2,500	2,500
Supplies & Materials	11,981	13,363.38	6,148	16,300	16,300	15,450	15,450
Health Services	12,500	12,500.04	12,500	12,500	12,500	12,500	12,500
Interpreter Services	6,016	11,683.90	7,142	8,600	8,600	9,600	9,600
Lab Fees	7,417	7,233.40	0	7,700	7,700	7,700	7,700
Purchased Services	25,933	31,417.34	19,642	28,800	28,800	29,800	29,800
Waste Disposal/Collection	192	684.62	96	0	0	0	0
Telephone	1,334	1,298.29	940	1,220	1,220	2,450	2,450
Cellular Telephone	2,039	4,156.51	2,131	4,270	4,270	3,750	3,750
Utilities	3,565	6,139.42	3,167	5,490	5,490	6,200	6,200
Equipment Repair & Maintenan	1,094	829.13	80	1,500	1,500	1,450	1,450
CEA Equipment Rental	19,843	15,470.57	10,175	17,101	17,101	17,101	20,709
Repair & Maintenance	20,937	16,299.70	10,255	18,601	18,601	18,551	22,159
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	1,130,959	1,157,980.72	814,908	1,171,423	1,179,094	1,174,130	1,196,929

CITY OF APPLETON 2016 BUDGET

**HEALTH GRANTS
SPECIAL REVENUE FUNDS**

Public Health Officer: Kurt D. Eggebrecht

**CITY OF APPLETON 2016 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 2015 EVENTS

Maternal/Child Health (MCH) Grant

This grant's objectives require a systems approach using the Life Course Model. Focus areas include: networks of early childhood services addressing family support, child development, mental health, safety and injury prevention, Child Death Review Team and Fetal Infant Mortality Review Team implementation on a local level.

Prevention Grant

This grant supports the development, printing and placement of "Points of Decision Prompts" throughout the entire network of City owned parking ramps. These signs of encouragement promote the use of stairs as a way to improve physical activity. Funds were also used to support staff participation in training.

Vaccine Improvement Plan Grant

These grant dollars support our goal of having more than 90% of Appleton children aged 19-35 months receive age appropriate immunizations. This grant also supports the Northeast Wisconsin Immunization Coalition, a regional effort which strives to increase immunization rates in the Fox Valley area.

Centers for Disease Control and Prevention (CDC) Lead Poisoning Prevention Grant

Department staff has worked with the Community Development Block Grants Administrator to coordinate with the Appleton Housing Rehabilitation, Housing Partnership, and Housing Authority to identify families whose pre-1950 homes are being rehabilitated. Our goal this year is that 10 pre-1950 housing units located in the City will be made lead safe. Nursing staff worked with families to minimize and prevent lead poisoning of children through follow-up of cases of elevated blood lead and prevention education.

Bioterrorism/Public Health Preparedness Grant

This grant supports training to deal with the effects of bioterrorism. Appleton provides staff support for the Northeast Wisconsin Public Health Preparedness Partnership Consortium. Several area health departments contracted with Appleton to provide shared service opportunities including Waushara, Marquette, Manitowoc, Winnebago, and Waupaca Counties and the City of Menasha.

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

MAJOR 2016 OBJECTIVES

Maternal Child Health (MCH) Grant

Provide maternal and child health program services to Appleton residents.

CDC Lead Poisoning Prevention Program Grant

Reduce the incidence of childhood blood lead poisoning through intervention and education.

Vaccine Improvement Plan Grant

Ensure that 91% of all two year olds served by the department will have completed their primary vaccine series.

Bioterrorism/Public Health Preparedness Grant

Provide plan development and training opportunities for public health staff and key community leaders and first responders.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 187,553	\$ 191,578	\$ 189,243	\$ 206,765	\$ 179,459	-5.17%
Program Expenses							
2011	MCH Grant	36,945	37,315	36,171	40,976	40,975	13.28%
2013	Prevention Grant	7,366	3,004	-	7,139	-	N/A
2014	CDC Lead Grant	9,654	9,414	9,414	9,414	9,756	3.63%
2015	Vaccine Improvement	20,087	21,830	21,830	27,408	27,408	25.55%
2018	Bioterrorism Grant	115,672	112,941	113,828	115,700	101,320	-10.99%
	Discontinued Programs	907	473	-	-	-	N/A
TOTAL		\$ 190,631	\$ 184,977	\$ 181,243	\$ 200,637	\$ 179,459	-0.98%
Expenses Comprised Of:							
	Personnel	169,884	171,371	173,414	175,286	151,722	-12.51%
	Administrative Expense	15,772	5,743	3,952	3,952	10,480	165.18%
	Supplies & Materials	1,347	3,943	786	12,112	13,377	1601.91%
	Purchased Services	2,906	3,224	2,211	8,407	3,000	35.69%
	Utilities	722	696	880	880	880	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.64	1.66	1.66	1.66	1.54	

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

Health Services Grants - MCH Grant

Business Unit 2011

PROGRAM MISSION

The Maternal Child Health (MCH) grant program ensures universal access to MCH Public Health Services for eligible Appleton residents.

PROGRAM NARRATIVE

Link to City Goals:

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

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 unintentional injuries and death identified through reviews.

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Access to prenatal care # of women served	12	26	12	12	12
Strategic Outcomes					
Reduce # of deaths of children from birth to 1 due to unsafe sleep environments # of infant / toddler deaths	1	0	0	0	0
Work Process Outputs					
# of clients served who receive Ages and Stages assessment and education	22	18	30	30	24
Attend community meetings	100%	100%	95%	95%	95%

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

Health Services Grants - MCH Grant

Business Unit 2011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4225 Health Grants & Aids	\$ 30,394	\$ 40,852	\$ 36,171	\$ 40,976	\$ 40,975
	<u>\$ 30,394</u>	<u>\$ 40,852</u>	<u>\$ 36,171</u>	<u>\$ 40,976</u>	<u>\$ 40,975</u>
Expenses					
6101 Regular Salaries	\$ 7,192	\$ 6,402	\$ 6,346	\$ 6,346	\$ 6,628
6108 Part-Time	24,169	23,490	23,985	28,790	24,831
6150 Fringes	4,693	4,413	4,454	4,454	4,556
6201 Training/Conferences	602	233	400	400	400
6202 Local Auto Expense	202	210	300	300	300
6324 Medical/Lab Supplies	87	2,450	586	586	4,060
6431 Interpreter Services	-	117	100	100	200
	<u>\$ 36,945</u>	<u>\$ 37,315</u>	<u>\$ 36,171</u>	<u>\$ 40,976</u>	<u>\$ 40,975</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Prevention Grant

Business Unit 2013

PROGRAM MISSION

Provide accurate, meaningful public health data to the Board of Health and Common Council for effective needs assessment and program management and evaluation.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

This grant supports the development, printing and placement of "Points of Decision Prompts" throughout the entire network of City owned parking ramps. These signs of encouragement promote the use of stairs as a way to improve physical activity. Funds were also used to support our ongoing efforts of Weight of the Fox Valley with the United Way.

Major Program Changes:

Funding is not always guaranteed. If funding is awarded, a budget adjustment will be requested.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

No performance indicators are prepared based on the uncertainty of the funding.

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

Health Services Grants - Prevention Grant

Business Unit 2013

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4225 Health Grants & Aids	\$ 7,366	\$ 3,004	\$ -	\$ 7,139	\$ -
	<u>\$ 7,366</u>	<u>\$ 3,004</u>	<u>\$ -</u>	<u>\$ 7,139</u>	<u>\$ -</u>
Expenses					
6201 Training/Conferences	5,361	2,965	-	-	-
6301 Office Supplies	599	-	-	-	-
6304 Postage/Freight	146	-	-	-	-
6316 Miscellaneous Supplies	1,260	-	-	943	-
6320 Printing & Reproduction	-	39	-	-	-
6404 Consulting Services	-	-	-	6,196	-
	<u>\$ 7,366</u>	<u>\$ 3,004</u>	<u>\$ -</u>	<u>\$ 7,139</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - CDC Lead Grant

Business Unit 2014

PROGRAM MISSION

Provide lead poisoning prevention services to high-risk children in the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The Lead Poisoning Prevention Program is intended to:

- Assure screening for elevated blood lead levels in children at risk for lead poisoning.
- Decrease identified lead hazards in the environment.
- Increase awareness of lead poisoning, prevention, and control among community stakeholders.
- Link lead poisoned children and families to appropriate medical, housing, and support services.

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Treatment for elevated blood levels Children with elevated blood lead levels (EBLs) will show a progressive decline in blood lead levels in the 12 months following home visit	100%	100%	100%	100%	100%
Strategic Outcomes					
Decrease the incidence of elevated blood lead levels (EBLs)					
# of EBLs >19	3	4	3	3	3
# of EBLs 10 -19	3	6	4	4	4
Work Process Outputs					
Children with EBLs will be contacted with test results, recommendations for further screening, and information on lead hazard reduction					
# of environmental inspections/ educational sessions	16	41	25	25	25

CITY OF APPLETON 2016 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - CDC Lead Grant

Business Unit 2014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4225 Health Grants & Aids	\$ 7,207	\$ 11,077	\$ 9,414	\$ 9,414	\$ 9,756
	<u>\$ 7,207</u>	<u>\$ 11,077</u>	<u>\$ 9,414</u>	<u>\$ 9,414</u>	<u>\$ 9,756</u>
Expenses					
6101 Regular Salaries	\$ 5,372	\$ 8,061	\$ 8,009	\$ 8,009	\$ 8,364
6108 Part-Time	2,680	-	-	-	-
6150 Fringes	1,336	1,353	1,355	1,355	1,392
6201 Training & Conferences	206	-	50	50	-
6431 Interpreter Services	60	-	-	-	-
	<u>\$ 9,654</u>	<u>\$ 9,414</u>	<u>\$ 9,414</u>	<u>\$ 9,414</u>	<u>\$ 9,756</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Vaccine Improvement Grant

Business Unit 2015

PROGRAM MISSION

Provide immunization to children from the ages of 2 months to 18 years, without barriers, in order to prevent disease. In addition, these resources are used to provide outreach and education.

PROGRAM NARRATIVE

Link to City Goals:

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

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:

Eliminated part-time clerical assistant position and added .08 FTE additional nursing hours.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Immunization rate @ 24 months of age % @ 24 months immunized	81%	80%	80%	80%	80%
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	34	13	20	20	20
# cases statewide	847	358	600	600	500
Work Process Outputs					
Internal case audit by 2/15 # of tracking contacts	2/15/2014 1,046	2/15/2015 1,587	2/15/2016 1,500	2/15/2016 1,500	2/15/2017 1,500

CITY OF APPLETON 2016 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Vaccine Improvement Grant

Business Unit 2015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4225 Health Grants & Aids	\$ 18,641	\$ 21,457	\$ 21,830	\$ 27,408	\$ 27,408
	<u>\$ 18,641</u>	<u>\$ 21,457</u>	<u>\$ 21,830</u>	<u>\$ 27,408</u>	<u>\$ 27,408</u>
Expenses					
6101 Regular Salaries	\$ 8,153	\$ 14,229	\$ 14,556	\$ 14,556	\$ 20,504
6108 Part-Time	7,911	1,888	2,972	2,972	-
6150 Fringes	2,546	2,524	2,691	2,691	3,344
6201 Training & Conferences	38	82	-	-	100
6324 Medical / Lab Supplies	-	975	-	5,578	1,160
6430 Health Services	269	170	300	300	300
6431 Interpreter Services	1,170	1,962	1,311	1,311	2,000
	<u>\$ 20,087</u>	<u>\$ 21,830</u>	<u>\$ 21,830</u>	<u>\$ 27,408</u>	<u>\$ 27,408</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Bioterrorism Grant

Business Unit 2018

PROGRAM MISSION

Provide 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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community"

Objectives:

To prepare and train for public health emergencies which may result from terrorist activity or naturally occurring events such as an influenza pandemic.

Prepare response plans which integrate and complement local Emergency Operations Plans (EOP) or Emergency Support Functions (ESF).

Establish and maintain 24/7 response capacity.

Encourage and support a regional response to communicable disease prevention, response and recovery.

Major changes in Revenue, Expenditures or Programs:

In an effort to pursue collaborative and cooperative agreements to meet the needs of the community, we maintained agreements with several communities. The grant period is from July 2016 - June 2017. We have received contracts from Marquette (\$6,000), Waushara (\$6,000), and Green Lake (\$6,000) counties and the City of Menasha (\$6,000). It is also assumed these contracts will be renewed in July 2017, provided there is no change in State and federal funding. Revenue decreased in 2016 due to Winnebago and Manitowoc Counties not renewing their contracts.

In addition, the department received a one-time increase in funding (\$18,992) related to Ebola planning and response. This will be used to offset salary, fringes and training.

20% of the Health Officer's salary and fringes had been included in this budget. Since revenue from outside sources is decreasing, the salary and fringe budget has once again been allocated to the administration budget.

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Client Benefits/Impacts					
# of trainings available	18	15	15	15	12
Strategic Outcomes					
Active regional coalition					
# of meetings / year	7	6	6	6	5
Work Process Outputs					
% of coalition meetings attended	100%	100%	100%	100%	100%

CITY OF APPLETON 2016 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Bioterrorism Grant

Business Unit 2018 - Subledger 1506

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4225 Health Grants & Aids	\$ 51,417	\$ 44,456	\$ 56,328	\$ 56,328	\$ 75,320
4801 Charges for Serv. - Nontax	64,255	67,254	65,500	65,500	26,000
	<u>\$ 115,672</u>	<u>\$ 111,710</u>	<u>\$ 121,828</u>	<u>\$ 121,828</u>	<u>\$ 101,320</u>
Expenses					
6101 Regular Salaries	\$ 75,913	\$ 78,783	\$ 78,508	\$ 80,380	\$ 57,623
6150 Fringes	29,919	30,228	30,538	30,538	24,480
6201 Training\Conferences	2,112	1,723	2,277	2,277	8,755
6202 Local Auto Expense	741	61	-	-	-
6206 Parking Permits	474	471	425	425	425
6301 Office Supplies	5,291	-	500	500	500
6316 Miscellaneous Supplies	-	479	-	-	1,157
6320 Printing & Reproduction	-	-	200	200	1,000
6324 Medical / Lab Supplies	-	-	-	-	6,000
6401 Accounting\Audit	500	500	500	500	500
6413 Utilities	722	696	880	880	880
	<u>\$ 115,672</u>	<u>\$ 112,941</u>	<u>\$ 113,828</u>	<u>\$ 115,700</u>	<u>\$ 101,320</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	115,932	121,318.65	70,406	123,743	141,265	145,949	153,459
Charges for Services	64,255	67,254.60	50,994	65,500	65,500	26,000	26,000
TOTAL REVENUES	180,187	188,573.25	121,400	189,243	206,765	171,949	179,459
EXPENSES BY LINE ITEM							
Regular Salaries	82,074	95,644.60	65,841	107,419	109,291	90,681	93,119
Part-Time	34,761	25,377.93	18,497	26,957	30,571	27,434	24,831
Sick Pay	2,087	577.66	0	0	0	0	0
Vacation Pay	12,469	11,252.25	8,567	0	0	0	0
Fringes	38,493	38,518.86	25,435	39,038	40,229	33,574	33,772
Salaries & Fringe Benefits	169,884	171,371.30	118,340	173,414	180,091	151,689	151,722
Training & Conferences	8,319	5,002.03	8,179	2,727	2,727	3,155	9,255
Local Auto Expense	943	270.05	92	300	300	300	300
Parking Permits	474	471.00	411	425	425	425	425
Office Supplies	5,890	.00	0	500	500	12,500	500
Postage & Freight	146	.00	0	0	0	0	0
Administrative Expense	15,772	5,743.08	8,682	3,952	3,952	16,380	10,480
Miscellaneous Supplies	1,260	479.16	0	0	943	0	1,157
Printing & Reproduction	0	39.00	0	200	200	200	1,000
Medical & Lab Supplies	87	3,425.15	1,631	586	6,164	600	11,220
Supplies & Materials	1,347	3,943.31	1,631	786	7,307	800	13,377
Accounting/Audit	500	500.00	500	500	500	500	500
Consulting Services	0	.00	943	0	6,196	0	0
Health Services	1,176	644.02	100	300	300	300	300
Interpreter Services	1,230	2,079.70	1,652	1,411	1,411	1,400	2,200
Purchased Services	2,906	3,223.72	3,195	2,211	8,407	2,200	3,000
Telephone	254	220.09	160	0	0	280	280
Cellular Telephone	468	475.94	454	880	880	600	600
Utilities	722	696.03	614	880	880	880	880
Repair & Maintenance	0	.00	0	0	0	0	0
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	190,631	184,977.44	132,462	181,243	200,637	171,949	179,459

**CITY OF APPLETON 2016 BUDGET
HEALTH SERVICES GRANTS
SPECIAL REVENUE FUNDS
SOURCES AND USES OF FUNDS**

Revenues	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Intergovernmental	\$ 115,932	\$ 121,319	\$ 123,743	\$ 141,265	\$ 153,459
Charges for Service	64,255	67,255	65,500	65,500	26,000
Total Revenues	<u>180,187</u>	<u>188,574</u>	<u>189,243</u>	<u>206,765</u>	<u>179,459</u>
Expenses					
Program Costs	<u>190,631</u>	<u>184,977</u>	<u>181,243</u>	<u>199,918</u>	<u>179,459</u>
Total Expenses	<u>190,631</u>	<u>184,977</u>	<u>181,243</u>	<u>199,918</u>	<u>179,459</u>
Revenues over (under)					
Expenses	(10,444)	3,597	8,000	6,847	-
Fund Balance - Beginning	<u>-</u>	<u>(10,444)</u>	<u>(6,847)</u>	<u>(6,847)</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (10,444)</u>	<u>\$ (6,847)</u>	<u>\$ 1,153</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2016 BUDGET

POLICE DEPARTMENT

Police Chief: Todd L. Thomas

Assistant Police Chief: Todd D. Olm

CITY OF APPLETON 2016 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2015 EVENTS

The Appleton Police Department's "*Excellence In Police Service*" was reinforced as a reorganization was introduced following several administrative vacancies in 2015. Chief Thomas identified critically important priorities and developed a more dynamic organizational structure. The result provides two more officers in patrol in addition to improved and increased efficiencies in other areas of the department. The emphasis on adequate patrol coverage and community-policing strategies remained a priority.

Other significant events in 2015 include:

> The department implemented the Taser International Officer Safety Program in 2015. The program includes body cameras and tasers, cloud based evidence storage, and support for the 5-year program. Utilizing the body cameras will strengthen community relationships and more effectively measure police service through increased transparency. There is also the evidentiary benefit of easier access and sharing information with minimal resources required.

> With the retirement of canine Syrt, we were able to continue the utilization of police dogs with the addition of canine Waskos. After training was completed in New Mexico with his canine handler, Waskos adapted easily to patrol duties where he has been instrumental in assisting our officers in various incidents.

> Social media outlets have played an important role in keeping residents informed about their community. Because of the online presence, this technology and information medium has increased public awareness of their ability to help solve crimes. The Support Services Unit is also exploring the positive aspect of social media to maximize the recruitment of police candidates.

> The School Resource Officer Unit works closely with the Appleton Area School District as they develop, review, and test intruder response plans. Staff members from both agencies were trained on response options in the fall of 2014. Finalizing the rallying and reunifying phases of the response will culminate with a table top exercise to test our level of preparedness.

> The Wisconsin Office of Justice Assistance Beat Grant provided three years of funding to proactively engage in combating criminal activity that negatively impacts our community, such as crimes against property, gangs, and drugs. The Community Resource Unit will continue to analyze criminal data and identify criminal behavior patterns to disseminate information and develop strategies to address crime problems.

> The highlight of our internal training dealt with officer involved shootings and the aftermath that follows a shooting. All of our officers have been trained and exposed to how to handle an officer involved shooting and what resources will be available. New for 2015 was the Wisconsin State Firearms Course. The new course requires all officers in the State of Wisconsin to pass an annual state firearm qualification.

> The Appleton Police Department hosted open records training on April 21st. This was a great opportunity for police agencies to receive an overview of the Wisconsin Open Records Law as well as allow discussion for specific information related to denials, the Drivers Privacy Protection Act (DPPA), etc. The training was open to law enforcement agencies in Wisconsin with over 50 attendees participating.

> File Transfer Protocol (FTP) sites were created for Calumet County District Attorney's Office for records and discovery materials, and Outagamie County Health and Human Services for Juvenile Intake and Child Protection Services (CPS). By placing documents on this site it provides a paperless solution for agencies to retrieve information in a more timely manner.

> With the increase of violent events nationwide, the Department participated in a multi-discipline task force comprised of law enforcement, emergency medical services, and fire departments in developing standard operating procedures for response to violent active shooter events. The process included joint training between the Appleton Police Department, Appleton Fire Department, and Gold Cross Ambulance in the concepts of the rescue task force.

CITY OF APPLETON 2016 BUDGET POLICE DEPARTMENT

MAJOR 2016 OBJECTIVES

Continue the Officer Safety Program and evaluate the use of equipment and processes.

Continue to review our department structure and deployment practices.

Continue with our social media program and begin to look at the best way to recruit the current candidates on the market by use of social media.

Continue our partnership at the Fox Valley Public Safety Training Center. This facility provides state of the art training that can be taught by our in-house instructors.

Continue E-Referral with the Outagamie County District Attorney's Office to have paperless transmissions of prosecution documents.

Evaluate products and research options for a records management system. The current system is inefficient and is problematic for officers and end users.

Purchase additional Nuance Voice Recognition Software licenses to expand use of product by officers.

Create a more efficient way to handle the incoming 2:00-5:00 am parking requests.

Maintaining the security of the schools will remain a priority. Continued prevention efforts will identify and mitigate the threats that present themselves.

Enhance regional collaborative investigative efforts, engage in crime prevention efforts, and explore advanced software and hardware technology to reduce the level of cybercrime.

Review advanced technology to support threat assessment models for community and school safety to reduce violence against women, children, elderly, and law enforcement officers.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 865,087	\$ 827,956	\$ 889,051	\$ 918,507	\$ 895,154	0.69%
Program Expenses							
17511	Executive Management	556,768	538,004	550,050	553,253	552,650	0.47%
17512	Administrative Services	1,182,463	1,220,631	1,252,779	1,259,643	1,223,584	-2.33%
17513	Support Services	391,999	388,413	399,680	400,429	387,674	-3.00%
17514	Public Communication	666,050	716,905	724,599	710,616	719,509	-0.70%
17522	Crossing Guards	165,207	165,967	169,818	169,818	174,894	2.99%
17524	Community Services	261,895	292,170	362,852	362,852	353,079	-2.69%
17531	SRO	1,435,350	1,470,803	1,485,627	1,486,397	1,494,190	0.58%
17532	Investigative Services	1,448,890	1,460,059	1,490,390	1,483,929	1,637,861	9.89%
17541	Field Operations	9,432,058	9,738,555	9,958,773	10,064,693	10,098,825	1.41%
TOTAL		\$ 15,540,680	\$ 15,991,507	\$ 16,394,568	\$ 16,491,630	\$ 16,642,266	1.51%
Expenses Comprised Of:							
Personnel		13,818,232	14,225,693	14,498,446	14,536,052	14,738,607	1.66%
Administrative Expense		134,708	129,072	141,341	141,341	133,224	-5.74%
Supplies & Materials		231,547	221,424	213,857	274,907	292,637	36.84%
Purchased Services		131,116	144,414	157,962	139,112	139,852	-11.46%
Utilities		169,420	190,233	196,700	196,700	200,500	1.93%
Repair & Maintenance		1,055,657	1,080,671	1,171,262	1,171,262	1,137,446	-2.89%
Capital Expenditures		-	-	15,000	32,256	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		134.00	136.00	137.00	137.00	137.00	

* % change from prior year adopted budget
Police.xls

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM MISSION

The mission of the Executive Management team is to lead and support Department members to meet the City of Appleton mission and the Appleton Police Department mission of *Excellence in Police Services*.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide leadership and oversight to the community to support community partnerships
 Coordinate inter/intra departmental activities and solicit employee participation in department programs
 Support employees with resources for development and growth

Major Changes in Revenue, Expenditures or Programs:

Highway safety grants for additional patrol efforts awarded through the Wisconsin Department of Transportation, Bureau of Transportation Safety (recorded in the Police Grants fund) have been significantly reduced over the last three years. This reduction in patrol hours is reflected in this budget in the \$10,000 reduction of court fines and fees revenue.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Identify, assess and respond to community needs					
% of favorable survey responses to meeting community needs	New measure	—————>			80%
Strategic Outcomes					
Excellence in police services					
% of survey responses that rate service as good or excellent	New measure	—————>			70%
Work Process Outputs					
Foster community relationships					
# of self-initiated crime prevention screens	New measure	—————>		700	700
Cultural responsiveness					
# of chief's diversity initiatives / meetings	35	27	30	24	24
Promote strong work culture through employee engagement					
# of team building events	New measure	—————>		6	6

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4210 Federal Grants	\$ 3,500	\$ -	\$ -	\$ -	\$ -
4325 Bow Hunting	270	30	-	-	-
4510 Court Fines & Fees	334,540	310,674	350,000	350,000	340,000
4801 Charges for Serv.- Nontax	21,389	12,560	20,000	20,000	20,000
4806 False Alarm Fees	9,843	12,775	10,000	10,000	10,000
5010 Misc Revenue - Nontax	30,375	15,442	20,000	20,000	20,000
5011 Misc Revenue - Tax	387	874	-	-	-
5020 Donations & Memorials	9,350	2,500	-	29,456	-
5030 Damage to City Property	247	3,439	-	-	-
5035 Other Reimbursements	292	476	-	-	-
Total Revenue	\$ 410,193	\$ 358,770	\$ 400,000	\$ 429,456	\$ 390,000
Expenses					
6101 Regular Salaries	\$ 369,376	\$ 378,269	\$ 378,014	\$ 381,217	\$ 383,015
6105 Overtime	97	-	-	-	-
6150 Fringes	144,005	125,893	135,696	135,696	131,234
6206 Parking Permits	384	396	396	396	396
6302 Subscriptions	758	896	895	895	896
6303 Memberships & Licenses	1,924	2,480	2,850	2,850	2,850
6304 Postage/Freight	377	292	200	200	200
6307 Food & Provisions	2,690	2,699	2,700	2,700	2,740
6315 Books & Library Materials	143	243	327	327	327
6316 Miscellaneous Supplies	701	866	800	800	1,500
6321 Clothing	31,311	21,036	23,180	23,180	24,500
6402 Legal Fees	110	42	100	100	100
6599 Other Contracts/Obligations	4,892	4,892	4,892	4,892	4,892
Total Expense	\$ 556,768	\$ 538,004	\$ 550,050	\$ 553,253	\$ 552,650

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Clothing

New officer issue 4 @\$1,000	\$ 4,000
Badges, patches, bars, etc.	2,000
Replacement of damaged items	500
Protective vests 18 @ approx. \$1,000	18,000
	<u>\$ 24,500</u>

**CITY OF APPLETON 2016 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 Strategy # 6: "Continuously improve the efficiency and effectiveness of City Services."

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 reflects the reorganization approved in November, 2014 to reassign the Administrative Support Specialist to the Investigative Services Unit (17532). The duties performed are evidentiary and closely connected to the work of the Investigative Services Unit. The reassignment results in an estimated reduction of \$52,274 in salaries and benefits in this budget.

The increase in printing and reproduction costs is due to the addition of a color copier (eliminating 2 stand-alone printers) in 2015.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	95%	95%	95%	95%	95%
Strategic Outcomes					
Compliance with Uniform Crime Reporting					
Complete monthly reporting requirements to State and FBI	100%	100%	100%	100%	100%
Work Process Outputs					
Improve process time of information					
# of open records requests	14,660	14,236	14,000	14,000	14,000
Avg. pages for taped offense reports	2.9	2.7	2.5	2.5	2.5
Avg. taped offense reports completed weekly	81	75	100	75	75
# of active Neighborhood Watch Groups	141	143	142	140	140

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 596,965	\$ 614,542	\$ 612,577	\$ 619,441	\$ 582,566
6104 Call Time	193	196	-	-	-
6105 Overtime	20,171	14,718	16,800	16,800	16,800
6150 Fringes	234,694	238,472	253,182	253,182	250,367
6301 Office Supplies	13,557	13,771	15,000	15,000	15,000
6316 Miscellaneous Supplies	594	478	550	550	550
6320 Printing & Reproduction	13,701	14,638	16,400	16,400	18,300
6327 Miscellaneous Equipment	3,258	1,687	3,600	3,600	3,600
6407 Collection Services	3,781	3,988	4,400	4,400	4,400
6413 Utilities	116,392	124,536	129,200	129,200	127,000
6418 Equip Repairs & Maint	433	469	1,350	1,350	800
6420 Facilities Charges	178,724	193,136	199,720	199,720	204,201
Total Expense	<u>\$ 1,182,463</u>	<u>\$ 1,220,631</u>	<u>\$ 1,252,779</u>	<u>\$ 1,259,643</u>	<u>\$ 1,223,584</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 9,000
Paper supplies	6,000
	<u>\$ 15,000</u>

Printing & Reproduction

City copy charges	\$ 7,300
Offense reports	3,000
Letterhead & envelopes	1,500
Case assignments	1,000
Recruitment	1,000
Leave/overtime request forms	1,000
Investigation, accident forms	2,000
Miscellaneous printing	1,500
	<u>\$ 18,300</u>

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Support Services Unit

Business Unit 17513

PROGRAM MISSION

The Support Services Unit, in conjunction with the Human Resource Department, exists to provide organizational development by seeking out the best practices available within the human resources function.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Develop our human resources to meet changing needs."

Objectives:

- Continue recruitment of candidates for police officer positions
- Provide and coordinate quality training opportunities
- Create and update Police Department policies

Major Changes in Revenue, Expenditures or Programs:

This budget reflects a reduction of \$18,850 for the acquisition and training of canine Waskos who was the replacement when canine Syrt retired in 2015.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Increase public safety and awareness					
# of media contacts	614	532	500	500	500
# of news releases distributed	85	88	90	90	90
Increase Department proficiency					
Avg. training hours p/sworn employee	96	98	95	95	95
Avg. training hours p/civilian employee	24	26	30	30	30
% of officers re-certified	100%	100%	100%	100%	100%
Strategic Outcomes					
Maintain adequate staffing levels					
# of sworn per 1,000 population	1.48	1.48	1.49	1.49	1.49
# of days fully staffed - sworn	New measure	→		122	200
Work Process Outputs					
Enhance policing efforts					
# of career fairs attended	9	9	9	11	12
# of internal training sessions	60	70	60	60	70

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Support Services Unit

Business Unit 17513

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Miscellaneous State Aids	\$ 17,120	\$ 16,960	\$ 17,440	\$ 17,440	\$ 17,600
Total Revenue	<u>\$ 17,120</u>	<u>\$ 16,960</u>	<u>\$ 17,440</u>	<u>\$ 17,440</u>	<u>\$ 17,600</u>
Expenses					
6101 Regular Salaries	\$ 147,643	\$ 166,224	\$ 164,694	\$ 165,443	\$ 171,021
6104 Call Time	-	108	-	-	-
6105 Overtime	8,439	10,233	6,612	6,612	6,806
6150 Fringes	56,645	53,152	50,874	50,874	48,542
6201 Training/Conferences	89,921	81,641	91,500	91,500	85,000
6204 Tuition Fees	18,893	19,261	20,000	20,000	20,000
6205 Employee Recruitment	1,924	3,241	3,500	3,500	3,500
6305 Awards & Recognition	1,995	2,131	2,000	2,000	2,055
6312 Guns & Ammunition	22,700	22,023	22,750	22,750	22,750
6316 Miscellaneous Supplies	3,688	4,220	4,250	4,250	3,500
6327 Miscellaneous Equipment	7,883	6,834	8,000	8,000	8,000
6328 Signs	227	-	300	300	300
6404 Consulting Services	12,187	9,545	5,000	5,000	5,000
6418 Equip Repairs & Maint	934	337	1,000	1,000	1,000
6430 Health Services	437	475	400	400	400
6599 Other Contracts/Obligations	18,483	8,988	18,800	18,800	9,800
Total Expense	<u>\$ 391,999</u>	<u>\$ 388,413</u>	<u>\$ 399,680</u>	<u>\$ 400,429</u>	<u>\$ 387,674</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

DOJ training and standards	\$ 17,600
Professional leadership and strategies	6,500
Recertification (Taser, Radar, etc.)	5,000
Investigative services/sensitive crime	8,000
Crime prevention/counterterrorism	5,000
Forensic computer analysis	5,000
Community problem solving policing	6,000
Special weapons and response team	9,000
Defense-arrest tactics/firearms	4,000
REID Interview & Interrogation techniques	3,500
Canine recertification/training	5,000
Peer Support	3,000
Active listening/communication	2,000
S.P.E.A.R. Instructor certification*	3,000
Travel unrelated to training	2,400
	<u>\$ 85,000</u>

Guns & Ammunition

Ammunition/XREP rounds	\$ 15,500
Range supplies, targets,	
Firearms accessories	2,000
Less lethal ammo/XREP	2,000
Protective equipment	1,250
Taser training cartridges	2,000
	<u>\$ 22,750</u>

Tuition Fees

Continuing education reimbursements, 8 @ \$2,500	\$ 20,000
	<u>\$ 20,000</u>

* Spontaneous Protection Enabling Accelerated Response

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Public Communication

Business Unit 17514

PROGRAM MISSION

For the benefit of the community and City operating departments, we will answer questions, provide information, refer customers to the appropriate departments, maintain records, and provide dependable, consistent communications support, to ensure that City business runs smoothly and effectively.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Continuously improve efficiency and effectiveness of City Services".

Objectives:

Provide access to services and information

Improve quality of customer service

Continue Police Communications Technician (PCT) training and certifications

Major Changes in Revenue, Expenditures or Programs:

This budget was amended in 2015 to support the Officer Safety Program for body cameras and tasers in Field Operations (17541). The other contracts and obligations account reflects this amendment with a reduction of \$18,850 for mobile data computer (MDC) secondary security tokens. In 2012, the implementation of the trunked voice communication system required the use of secondary security tokens for wireless connectivity to MDC's. The tokens were supported through an annual software maintenance fee and were budgeted for replacement in 2015. A change in the federal regulation, which approved MDC's as a secure location if not removed from the squad, eliminated the need to replace the tokens.

This budget also reflects an increase in utilities expense to support the data service for iPhones that are used in conjunction with body cameras to download video and audio footage as evidence. This use of technology improves the speed and reliability of data transfer.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Maintain responsiveness to public					
# of phone calls per year	New measure	100,796	105,000	105,000	105,000
# of 2-5 parking requests processed	13,447	19,557	16,000	18,000	18,000
Strategic Outcomes					
Support services provided					
Completion of warrant process within mandated time limit	100%	100%	100%	100%	100%
Work Process Outputs					
Provide quality support service					
# of TIME* System transactions initiated	34,519	28,379	30,000	30,000	30,000
# of criminal history queries	12,152	8,171	12,000	10,000	10,000
# of citizen contacts entered	16,146	14,797	17,000	16,000	16,000
# of training hours p/employee	32	47	25	50	50

* Transaction Information for Management Enforcement

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Public Communication

Business Unit 17514

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 410,931	\$ 436,159	\$ 409,510	\$ 414,377	\$ 420,515
6104 Call Time	377	266	1,993	1,993	1,000
6105 Overtime	32,042	33,703	35,000	35,000	35,448
6150 Fringes	136,770	144,365	152,126	152,126	151,446
6320 Printing & Reproduction	1,237	1,533	1,500	1,500	1,500
6413 Utilities	53,028	65,697	67,500	67,500	73,500
6599 Other Contracts/Obligations	31,665	35,182	56,970	38,120	36,100
Total Expense	<u>\$ 666,050</u>	<u>\$ 716,905</u>	<u>\$ 724,599</u>	<u>\$ 710,616</u>	<u>\$ 719,509</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Aircards	\$ 33,600
Joey wire system	2,500
	<u>\$ 36,100</u>

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Crossing Guards

Business Unit 17522

PROGRAM MISSION

For the benefit of elementary school children and their parents, we will provide assistance at busy city intersections, so that elementary school children can travel safely to and from school.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Continuously improve efficiency and effectiveness of City Services".

Objectives:

Assist elementary school children in safely crossing designated intersections

Increase motorists' awareness of school zones via speed monitoring awareness radar trailer (SMART) unit deployments

Major Changes in Revenue, Expenditures or Programs:

This budget includes the contribution from the Appleton Area School District for one-half of the cost of the crossing guard program. The crossing guards also provide an additional hour of coverage on "late start" days which is supported by the school district.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Promote safety at guarded crossings					
# of crossing guard complaint forms processed for moving violations and parking violations	36	31	40	40	40
Strategic Outcomes					
Safety awareness in school zones					
# of accidents at guarded crossings	1	1	0	0	0
Work Process Outputs					
Provide safety education at busy intersections					
# of classes given to students	12	17	20	18	20
# of students in attendance	621	1,164	700	850	850
Provide assistance at controlled intersections					
Avg. # of students crossing at guarded intersections p/day	2,200	2,004	2,200	2,200	2,200

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Crossing Guards

Business Unit 17522

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	\$ 84,721	\$ 85,400	\$ 86,551	\$ 86,551	\$ 87,214
Total Revenue	<u>\$ 84,721</u>	<u>\$ 85,400</u>	<u>\$ 86,551</u>	<u>\$ 86,551</u>	<u>\$ 87,214</u>
Expenses					
6101 Regular Salaries	\$ 1,801	\$ -	\$ -	\$ -	\$ -
6108 Part Time	150,388	153,436	156,220	156,220	160,947
6150 Fringes	12,506	12,112	13,098	13,098	13,447
6323 Safety Supplies	512	419	500	500	500
Total Expense	<u>\$ 165,207</u>	<u>\$ 165,967</u>	<u>\$ 169,818</u>	<u>\$ 169,818</u>	<u>\$ 174,894</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 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 # 6: "Continuously improve efficiency and effectiveness of City Services."

Objectives:

Provide support services to patrol officers by having Community Service Officers (CSOs) complete those operational tasks that do not require a sworn officer

Increase the number and effectiveness of proactive patrols and activities (City parks, parking ramps, special events, etc.)

Major Changes in Revenue, Expenditures or Programs:

A reorganization approved by Council in 2015 eliminated one Lead Community Service Officer position and increased part-time hours for Community Service Officers. The result of the reorganization is a reduction of \$29,420 in salaries and fringe benefits. This reduction is offset by an increase in salary rates and changes in fringe benefits for an overall reduction of \$6,789 in personnel expenses.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Provide greater access to police services					
Avg. # of CSO hours p/month	1,350	1,483	1,400	1,400	1,400
Strategic Outcomes					
Increased security at community events					
% of time working special events	55%	58%	55%	55%	55%
Work Process Outputs					
Engage, collaborate and identify community service needs to create a safer and more secure environment for citizens					
# of park patrols	3,461	3,140	3,500	3,200	3,500
# of offenses - animal	1,467	1,828	2,000	2,000	2,000
# of offenses - parking	1,009	1,289	1,500	1,300	1,300
# of responses to hazard-related events	691	644	650	650	650
# of assists in calls for service	767	850	800	800	800

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4310 Dog Licenses	\$ 20,424	\$ 19,649	\$ 25,000	\$ 25,000	\$ 25,000
4311 Cat Licenses	8,462	7,831	10,000	10,000	10,000
Total Revenue	<u>\$ 28,886</u>	<u>\$ 27,480</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>
Expenses					
6101 Regular Salaries	\$ 31,440	\$ 50,558	\$ 86,612	\$ 86,612	\$ 46,779
6105 Overtime	4,751	8,125	5,289	5,289	5,497
6108 Part-Time	171,425	181,019	192,929	192,929	234,458
6150 Fringes	32,157	31,017	49,872	49,872	41,185
6316 Miscellaneous Supplies	672	641	800	800	800
6321 Clothing	1,512	1,922	2,000	2,000	2,000
6323 Safety Supplies	350	697	350	350	360
6327 Miscellaneous Equipment	1,394	1,314	1,500	1,500	1,500
6412 Advertising	483	483	500	500	500
6599 Other Contracts/Obligations	17,711	16,394	23,000	23,000	20,000
Total Expense	<u>\$ 261,895</u>	<u>\$ 292,170</u>	<u>\$ 362,852</u>	<u>\$ 362,852</u>	<u>\$ 353,079</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Fox Valley Humane Association	\$ 19,000
Wild animal service	1,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

School Resource Officers

Business Unit 17531

PROGRAM MISSION

For the benefit of the youth in our community so they may fully develop into productive adult citizens who positively contribute to the high quality of life in our City, we will divert and intervene in juvenile matters in order to encourage constructive growth and development.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Be proactive in working with youth at risk of delinquent behavior
- Improve programs and services available to youth
- Continue to mentor high-risk youth and serve as a positive role model
- Investigate sensitive crimes involving juveniles and adults

Major Changes in Revenue, Expenditures or Programs:

Per contract, this budget reflects a 4% increase in the School Resource Officer (SRO) reimbursement from the Appleton Area School District.

The spike in the number of truancy issues addressed in 2014 (below) is due to the expansion of the truancy court to the middle schools in 2013 and, along with the increased exposure, more school staff/administrators informally seeking out SRO assistance to assist in truancy issues.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Provide youth services					
# of students crises/mental health issues requiring informal SRO intervention	2,048	2,566	2,000	2,200	2,200
# of other complaint resolutions/diversions made through informal means	2,839	3,848	2,500	2,800	2,800
Strategic Outcomes					
Increase quality of life for youth					
% of time mentoring and/or socializing with youth	40%	39%	35%	35%	35%
Work Process Outputs					
Promote safety at schools					
# of assigned investigations	1,370	1,252	1,400	1,400	1,400
Provide law enforcement resources					
# of educational presentations to students/parents/school staff	294	233	250	250	250
# of referrals to intake/CPS/agencies	321	314	300	300	300
# of truancy issues addressed	2,762	4,182	2,500	3,000	3,000

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

School Resource Officers

Business Unit 17531

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv. - Nontax	\$ 26,357	\$ 25,484	\$ 25,000	\$ 25,000	\$ 25,000
4905 SRO Reimbursement	295,488	307,272	319,560	319,560	332,340
Total Revenue	<u>\$ 321,845</u>	<u>\$ 332,756</u>	<u>\$ 344,560</u>	<u>\$ 344,560</u>	<u>\$ 357,340</u>
Expenses					
6101 Regular Salaries	\$ 918,485	\$ 996,188	\$ 1,022,849	\$ 1,023,619	\$ 1,038,424
6104 Call Time	1,093	1,363	1,853	1,853	1,891
6105 Overtime	91,143	73,638	61,961	61,961	63,243
6150 Fringes	423,820	398,819	397,764	397,764	389,432
6316 Miscellaneous Supplies	809	795	1,200	1,200	1,200
Total Expense	<u>\$ 1,435,350</u>	<u>\$ 1,470,803</u>	<u>\$ 1,485,627</u>	<u>\$ 1,486,397</u>	<u>\$ 1,494,190</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM MISSION

We develop crime prevention strategies, investigate major crimes and arrest suspects who commit crimes in support of the criminal justice system, the community, and victims, in order to prevent and/or minimize the impact of major crimes.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Provide major case investigative support to the districts
- Conduct investigations in high tech crimes
- Evaluate investigator's case review and reporting procedures
- Support investigations with qualified forensic recovery and analysis

Major Changes in Revenue, Expenditures or Programs:

This budget reflects the reorganization approved in November, 2014 to reassign the Administrative Support Specialist to the Identification Unit from Administrative Services (17512). The duties performed are evidentiary and closely connected to the work of the Investigative Services Unit. The reassignment results in an estimated increase of \$63,662 in salaries and benefits.

A reorganization, approved in 2015, is supported in this budget with a reassignment of a Captain position to this budget, the conversion of a Forensic Evidence Specialist from sworn to civilian, and the elimination of a part-time Property Evidence Clerk. The result of the reorganization is an increase of \$97,584 in salaries and fringe benefits.

This budget also includes a decrease in miscellaneous equipment for the fingerprint system (\$5,400) and capital expenditures for the forensic computer (\$15,000) that were purchased in 2015.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Provide requests for information					
% of discovery requests processed within 10 work days	99%	99%	100%	100%	100%
Strategic Outcomes					
Compliance with professional standards					
# of audits completed	2	2	2	2	2
% of evidence & property maintained appropriately	100%	100%	100%	100%	100%
Work Process Outputs					
Improve process time of information					
# of discovery requests	1,695	1,719	1,700	1,700	1,700
# of evidence & property maintained	34,046	32,604	45,000	33,000	33,000
# of digital folders maintained	3,504	3,870	6,000	4,000	4,000
Provide investigative forensic analysis to officers					
# of crime lab submissions	581	487	600	550	550

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 827,088	\$ 884,030	\$ 949,837	\$ 951,376	\$ 1,099,889
6104 Call Time	1,983	1,481	3,195	3,195	3,095
6105 Overtime	129,432	126,262	59,865	59,865	59,349
6108 Part-Time	21,671	19,089	19,386	19,386	-
6150 Fringes	412,891	375,381	386,807	386,807	423,588
6304 Postage\Freight	87	-	-	-	-
6316 Miscellaneous Supplies	598	825	1,500	1,500	1,500
6320 Printing & Reproduction	2,318	1,988	2,000	2,000	2,000
6324 Medical\Lab Supplies	13,160	9,007	13,300	13,300	13,300
6327 Miscellaneous Equipment	26,410	19,144	26,400	18,400	21,000
6418 Equip Repairs & Maint	1,025	1,490	1,500	1,500	1,500
6443 Investigative Costs	1,055	722	1,000	1,000	1,000
6599 Other Contracts/Obligations	11,172	20,640	10,600	10,600	11,640
6804 Capital Outlay	-	-	15,000	15,000	-
Total Expense	<u>\$ 1,448,890</u>	<u>\$ 1,460,059</u>	<u>\$ 1,490,390</u>	<u>\$ 1,483,929</u>	<u>\$ 1,637,861</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Computer analysis equipment	\$ 6,000
Digital evidentiary cameras	8,500
VARDA Replacements (3)*	6,500
	<u>\$ 21,000</u>

* VARDA - Voice Activated Radio Dispatched Alarm

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Field Operations (Patrol)

Business Unit 17541

PROGRAM MISSION

Provide excellence in police service by working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life in our community through innovative and refined problem solving methods.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Be visible and accessible within our community and our department
- Facilitate the development of collaborative efforts between police and community partners by encouraging officers to apply the philosophy of problem oriented policing as part of their everyday work experience
- Adapt quickly to changing conditions and constantly examine current operating practices to improve processes
- Encourage community participation in crime prevention strategies
- Create partnerships in the community to identify and solve recurring problems

Major Changes in Revenue, Expenditures or Programs:

This budget reflects the reorganization approved in 2015 to streamline operations and provide more resources to Patrol. Personnel changes include the conversion of a Deputy Chief position to Patrol officer, reassignment of a Captain to the Investigative Services budget, and reassignment of an Evidence Identification Officer to Patrol. The result of the reorganization is a reduction of \$102,888 in salaries and fringe benefits.

This budget was amended in 2015 for the first year of the Officer Safety Program body cameras and tasers. The 2016 budget reflects the increase for the second year of the program (\$104,508) with an offset of \$51,000 reduction in the IT budget, \$18,850 reduction in Police Communications (17514), and \$15,000 reduction in Investigative Services (17532).

This budget includes the reduction in lease expense for the antenna and equipment that was installed on the rooftop of the 222 Building. This equipment was required for the Wireless Bridge Project in 2006 to enhance radio performance and eliminate physical obstructions, as was experienced by the previous location atop of the Outagamie County Justice Center. With the change to narrowband technology in 2013, the antenna and equipment were no longer required. The lease expires in March, 2016.

Radio functionality and performance will be maintained through a firmware upgrade that addresses functions such as network connectivity, Wi-Fi, GPS, etc. This budget includes \$12,720 in Other Contracts and Obligations for the upgrade, test and tune of police radios.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community meetings held	80	75	50	50	50
# of interagency neighborhood teams	12	12	10	10	10
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Group A crimes *	4,469	4,229	4,500	4,500	4,500
# of reported Group B crimes **	6,401	5,939	7,000	7,000	7,000
\$ value of stolen/damaged property	\$ 1,134,052	\$ 1,304,135	\$ 1,300,000	\$ 1,100,000	\$ 1,300,000
\$ value of recovered property	\$ 278,890	\$ 236,462	\$ 350,000	\$ 350,000	\$ 350,000
Work Process Outputs					
Improve enforcement and response to crime					
# of citizen contacts	30,666	30,313	28,000	28,000	30,000
# of adult arrests ***	6,215	4,819	6,400	6,400	6,400
# of juvenile arrests ***	1,149	979	1,500	1,500	1,500

* Group A - major crimes - homicide, rape, assault, burglary, theft, fraud, motor vehicle theft, arson, drugs

** Group B - vandalism, bad checks, disorderly conduct, OWI, window peeping, liquor law violations, etc.

*** Measures combine arrests for ordinance violations and those for violations of state law

**CITY OF APPLETON 2016 BUDGET
POLICE DEPARTMENT**

Field Operations (Patrol)

Business Unit 17541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	\$ 2,322	\$ 5,204	\$ 5,500	\$ 5,500	\$ 8,000
5082 Insurance Proceeds	-	1,386	-	-	-
Total Revenue	<u>\$ 2,322</u>	<u>\$ 6,590</u>	<u>\$ 5,500</u>	<u>\$ 5,500</u>	<u>\$ 8,000</u>
Expenses					
6101 Regular Salaries	\$ 5,472,245	\$ 6,049,611	\$ 6,230,531	\$ 6,250,145	\$ 6,389,994
6104 Call Time	36,680	12,106	30,816	30,816	31,959
6105 Overtime	373,370	295,269	277,889	277,889	288,084
6150 Fringes	2,545,516	2,339,890	2,334,595	2,334,595	2,248,586
6312 Guns & Ammunition	7,425	7,414	7,500	7,500	7,500
6316 Miscellaneous Supplies	16,881	21,298	20,000	20,000	23,000
6320 Printing & Reproduction	1,938	1,566	1,650	1,650	1,650
6327 Miscellaneous Equipment	72,126	80,835	53,500	122,550	131,500
6404 Consulting Services	2,340	1,170	2,000	2,000	2,000
6418 Equip Repairs & Maint	8,977	2,280	6,000	6,000	6,000
6425 CEA Equip. Rental	865,563	882,960	961,692	961,692	923,945
6431 Interpreter Services	895	1,473	1,500	1,500	1,500
6444 Witness Fees	580	315	1,000	1,000	1,000
6502 Leases	2,198	2,264	2,300	2,300	587
6599 Other Contracts/Obligations	25,324	40,104	27,800	27,800	41,520
6804 Equipment	-	-	-	17,256	-
Total Expense	<u>\$ 9,432,058</u>	<u>\$ 9,738,555</u>	<u>\$ 9,958,773</u>	<u>\$ 10,064,693</u>	<u>\$ 10,098,825</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous supplies</u>		<u>Miscellaneous equipment</u>	
Crime prevention and control	\$ 4,000	Body Cams/Taser	\$ 104,508
Emergency resources	5,000	Honor guard equipment	3,000
Traffic control supplies	3,000	Preliminary breath test units	2,000
Community resource	3,500	Radar speed detection	8,000
Canine program	3,000	Recorder replacements	1,500
Explorers program	3,000	SWAT equipment	11,000
Misc. operations supplies	1,500	Misc. operations equipment	1,492
	<u>\$ 23,000</u>		<u>\$ 131,500</u>
<u>Other Contracts & Obligations</u>			
		OWI blood draws	\$ 22,000
		Biohazard cleaning	1,000
		CAPSIT scheduling software	1,200
		Cloudspace iphone app	1,200
		Incarceration fees	700
		Canine Program	2,500
		Radio firmware upgrade; test/tune	12,720
		Records requests	200
			<u>\$ 41,520</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	20,620	16,960.00	19,656	17,440	17,440	17,600-	17,600
Licenses	29,155	27,510.18	35,207	35,000	35,000	35,000-	35,000
Fines and Forfeitures	334,540	310,674.06	209,946	350,000	350,000	340,000-	340,000
Charges for Services	57,589	50,818.50	29,100	55,000	55,000	55,000-	55,000
Intergov. Charges for Service	295,488	307,272.00	156,648	319,560	319,560	332,340-	332,340
Other Revenues	127,694	114,721.05	145,804	112,051	141,507	115,214-	115,214
TOTAL REVENUES	865,086	827,955.79	596,361	889,051	918,507	895,154-	895,154
EXPENSES BY LINE ITEM							
Regular Salaries	8,327,925	9,030,311.27	6,328,821	9,778,309	9,815,915	10,132,203	10,056,126
Call Time	40,325	15,519.73	8,514	37,857	37,857	38,938	37,945
Overtime	659,444	561,949.44	335,765	463,416	463,416	475,227	475,227
Temp. Full-Time	150,388	153,435.86	101,151	156,220	156,220	0	0
Part-Time	193,096	200,108.11	126,780	212,315	212,315	395,405	395,405
Other Compensation	216,052	230,108.98	168,997	76,315	76,315	0	65,930
Shift Differential	11,954	11,762.53	8,227	0	0	0	10,147
Sick Pay	2,872	23,125.08	5,964	0	0	0	0
Vacation Pay	217,173	280,271.82	182,604	0	0	0	0
Fringes	3,999,003	3,719,101.44	2,583,306	3,774,014	3,774,014	3,697,827	3,697,827
Salaries & Fringe Benefits	13,818,232	14,225,694.26	9,850,129	14,498,446	14,536,052	14,739,600	14,738,607
Training & Conferences	89,921	81,641.03	70,658	91,500	91,500	85,000	85,000
Tuition Fees	18,893	19,260.97	10,120	20,000	20,000	20,000	20,000
Employee Recruitment	1,924	3,241.11	1,841	3,500	3,500	3,500	3,500
Parking Permits	384	396.00	396	396	396	396	396
Office Supplies	13,557	13,770.87	10,132	15,000	15,000	15,000	15,000
Subscriptions	758	896.01	1,065	895	895	896	896
Memberships & Licenses	1,924	2,480.00	2,270	2,850	2,850	2,850	2,850
Postage & Freight	464	292.47	162	200	200	200	200
Awards & Recognition	1,995	2,131.01	1,508	2,000	2,000	2,055	2,055
Food & Provisions	2,690	2,699.13	2,263	2,700	2,700	2,740	2,740
Leases	2,198	2,263.65	1,744	2,300	2,300	587	587
Administrative Expense	134,708	129,072.25	102,159	141,341	141,341	133,224	133,224
Guns & Ammunition	30,125	29,437.06	30,068	30,250	30,250	30,250	30,250
Books & Library Materials	143	243.19	358	327	327	327	327
Miscellaneous Supplies	23,943	29,123.50	21,827	29,100	29,100	32,050	32,050
Printing & Reproduction	19,194	19,724.12	15,230	21,550	21,550	23,450	23,450
Clothing	32,823	22,958.29	35,734	25,180	25,180	26,500	26,500
Safety Supplies	861	1,116.60	0	850	850	860	860
Medical & Lab Supplies	13,160	9,007.11	2,420	13,300	13,300	13,300	13,300
Miscellaneous Equipment	111,071	109,813.98	145,310	93,000	154,050	169,600	165,600
Signs	227	.00	301	300	300	300	300
Supplies & Materials	231,547	221,423.85	251,248	213,857	274,907	296,637	292,637
Legal Fees	110	42.00	70	100	100	100	100
Consulting Services	14,528	10,715.00	6,510	7,000	7,000	7,000	7,000
Collection Services	3,781	3,988.34	3,192	4,400	4,400	4,400	4,400
Advertising	483	483.00	0	500	500	500	500
Health Services	437	475.00	0	400	400	400	400
Interpreter Services	895	1,472.80	338	1,500	1,500	1,500	1,500
Investigative Costs	1,055	722.25	254	1,000	1,000	1,000	1,000
Witness Fees	580	315.49	189	1,000	1,000	1,000	1,000
Other Contracts/Obligations	109,247	126,199.78	82,729	142,062	123,212	126,952	123,952
Purchased Services	131,116	144,413.66	93,282	157,962	139,112	142,852	139,852
Electric	81,477	81,859.81	61,605	86,000	86,000	83,000	83,000
Gas	23,987	31,878.14	16,670	32,000	32,000	32,000	32,000
Water	4,427	4,399.25	3,185	4,500	4,500	4,500	4,500
Waste Disposal/Collection	1,580	1,567.40	1,124	1,600	1,600	1,600	1,600
Fuel Oil	719	.00	0	600	600	600	600
Stormwater	4,202	4,831.32	3,594	4,500	4,500	5,300	5,300
Telephone	21,289	21,257.70	15,887	21,500	21,500	21,500	21,500

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Cellular Telephone	31,739	44,439.08	20,843	46,000	46,000	52,000	52,000
Utilities	169,420	190,232.70	122,908	196,700	196,700	200,500	200,500
Equipment Repair & Maintenan	11,369	4,575.48	7,066	9,850	9,850	9,300	9,300
Facilities Charges	178,725	193,135.45	140,509	199,720	199,720	204,201	204,201
CEA Equipment Rental	865,563	882,959.59	573,601	961,692	961,692	923,945	923,945
Repair & Maintenance	1,055,657	1,080,670.52	721,176	1,171,262	1,171,262	1,137,446	1,137,446
Machinery & Equipment	0	.00	17,652	15,000	32,256	0	0
Capital Expenditures	0	.00	17,652	15,000	32,256	0	0
TOTAL EXPENSES	15,540,680	15,991,507.24	11,158,554	16,394,568	16,491,630	16,650,259	16,642,266

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

Police Grants

Business Units 2250-2251

PROGRAM MISSION

This program accounts for the receipt of various law enforcement and public safety grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy # 4: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

Objectives:

The Police Department will continue to pursue grants to offset costs for equipment, training, supplies and services. These funds come from a variety of sources including State and federal agencies.

Major changes in Revenue, Expenditures, or Programs:

Grants are awarded through federal and State agencies that further the Police Department's ability to provide a safer and more crime-free community. The 2016 grant budget includes anticipated funding through the Wisconsin Department of Transportation (DOT) and the State and Federal Department Office of Justice Assistance (DOJ).

The Wisconsin Office of Justice Assistance awarded Appleton Police \$121,434 for the purpose of targeting violent crimes in our neighborhoods (the Beat grant). We were awarded the two year grant for the purpose of targeting violent crime in our neighborhoods. In collaboration with Outagamie County Sheriff's Department we were actively engaged in community initiatives to reduce criminal activity by focusing on street crime prevention.

Grant funds awarded through the Wisconsin Department of Transportation provide funding for speed, pedestrian, and bicycle enforcement to increase traffic-related safety awareness.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

Note: Since this program exists solely to account for receipt and expenditure of various law enforcement grants, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ 184,782	\$ 169,465	\$ 170,434	\$ 170,434	\$ 151,434	-11.15%
Program Expenses		\$ 184,783	\$ 169,465	\$ 170,434	\$ 170,434	\$ 151,434	-11.15%
Expenses Comprised Of:							
Personnel		174,058	141,864	153,434	153,434	135,434	-11.73%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		10,725	27,601	17,000	17,000	16,000	-5.88%
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

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

Police Grants

Business Units 2250 - 2251

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4210 Federal Grants	\$ 6,300	\$ 25,001	\$ 15,000	\$ 15,000	\$ 16,000
4224 State Grants	178,482	144,464	155,434	155,434	135,434
4230 Miscellaneous Local Aids	-	-	-	-	-
Total Revenue	<u>\$ 184,782</u>	<u>\$ 169,465</u>	<u>\$ 170,434</u>	<u>\$ 170,434</u>	<u>\$ 151,434</u>
Expenses					
6101 Salaries	\$ 121,434	\$ 121,434	\$ 121,434	\$ 121,434	\$ 121,434
6105 Overtime	52,624	20,430	32,000	32,000	14,000
6321 Clothing	-	6,716	5,000	5,000	6,000
6327 Miscellaneous Equipment	10,725	20,885	12,000	12,000	10,000
Total Expense	<u>\$ 184,783</u>	<u>\$ 169,465</u>	<u>\$ 170,434</u>	<u>\$ 170,434</u>	<u>\$ 151,434</u>

DETAILED SUMMARY OF 2016 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	6,000
Speed Enforcement	DOT	10,000
Bicycle and Pedestrian Enforcement	DOT	4,000
Beat Patrol	DOJ	121,434
		<u>\$ 151,434</u>

**CITY OF APPLETON 2016 BUDGET
POLICE GRANTS**

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

Revenues	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Intergovernmental	\$ 184,782	\$ 169,465	\$ 170,434	\$ 170,434	\$ 151,434
Total Revenues	<u>184,782</u>	<u>169,465</u>	<u>170,434</u>	<u>170,434</u>	<u>151,434</u>
Expenses					
Program Costs	184,783	169,465	170,434	170,434	151,434
Total Expenses	<u>184,783</u>	<u>169,465</u>	<u>170,434</u>	<u>170,434</u>	<u>151,434</u>
Revenues over (under) Expenses	(1)	-	-	-	-
Fund Balance - Beginning	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2016 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 # 6: "... improve the efficiency and effectiveness of City services..."

Objectives:

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

Project	Subledger	Amount	Page
Emergency Vehicle Traffic Preemption		146,806	Projects, Pg. 628
Training Tower Upgrades		50,000	Projects, Pg. 629
Total		<u>\$ 196,806</u>	

Major changes in Revenue, Expenditures, or Programs:

The capital investments budgeted in this fund vary from year to year. Please see the pages referred to above in the CIP section for discussion and justification of the various projects.

PERFORMANCE INDICATORS

Actual 2013 Actual 2014 Target 2015 Projected 2015 Target 2016

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	
Program Revenues		\$ (1,502)	\$ 501	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 1,682,979	\$ 340,986	\$ 220,860	\$ 220,860	\$ 196,806	-10.89%
Expenses Comprised Of:							
	Personnel	-	-	-	-	13,711	N/A
	Administrative Expense	645,057	-	-	-	-	N/A
	Supplies & Materials	562,959	36,311	190,860	190,860	130,895	-31.42%
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	2,200	N/A
	Capital Expenditures	474,963	304,675	30,000	30,000	50,000	66.67%

* % change from prior year adopted budget
Public Safety Cap Proj Fund.xls

**CITY OF APPLETON 2016 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4210 Federal grants	\$ 265,600	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	(1,502)	501	-	-	-
5910 Proceeds of Long-term Debt	-	380,451	220,860	220,860	196,806
5921 Trans In - General Fund	535,862	-	-	-	-
Total Revenue	\$ 799,960	\$ 380,952	\$ 220,860	\$ 220,860	\$ 196,806
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 9,862
6150 Fringes	-	-	-	-	3,849
6327 Miscellaneous Equipment	562,958	36,312	190,860	190,860	130,895
6425 CEA Equipment Rental	-	-	-	-	2,200
6803 Buildings	-	-	30,000	30,000	50,000
6804 Equipment	474,964	304,674	-	-	-
7914 Transfer Out - Capital Proj	645,057	-	-	-	-
Total Expense	\$ 1,682,979	\$ 340,986	\$ 220,860	\$ 220,860	\$ 196,806

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Signal preemption equipment	130,895
	<u>\$ 130,895</u>

Buildings

Fire tower flashover simulator	\$ 50,000
	<u>\$ 50,000</u>

**CITY OF APPLETON 2016 BUDGET
PUBLIC SAFETY**

Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Federal Grants	\$ 265,600	\$ -	\$ -	\$ -	\$ -
Interest Income	(1,502)	501	-	-	-
Total Revenues	<u>264,098</u>	<u>501</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	<u>1,037,922</u>	<u>340,986</u>	<u>220,860</u>	<u>220,860</u>	<u>196,806</u>
Total Expenses	<u>1,037,922</u>	<u>340,986</u>	<u>220,860</u>	<u>220,860</u>	<u>196,806</u>
Revenues over (under) Expenses	<u>(773,824)</u>	<u>(340,485)</u>	<u>(220,860)</u>	<u>(220,860)</u>	<u>(196,806)</u>
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	380,451	220,860	160,855	196,806
Transfer In - General Fund	535,862	-	-	-	-
Transfer Out - Capital Projects	(645,057)	-	-	-	-
Transfer Out - CEA	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(109,195)</u>	<u>380,451</u>	<u>220,860</u>	<u>160,855</u>	<u>196,806</u>
Net Change in Equity	(883,019)	39,966	-	(60,005)	-
Fund Balance - Beginning	<u>903,058</u>	<u>20,039</u>	<u>60,005</u>	<u>60,005</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 20,039</u>	<u>\$ 60,005</u>	<u>\$ 60,005</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2016 BUDGET

FIRE DEPARTMENT

Fire Chief: Len R. Vander Wyst

Deputy Fire Chief: Eugene R. Reece, Jr.

CITY OF APPLETON 2016 BUDGET FIRE DEPARTMENT

MISSION STATEMENT

In partnership with the community, the Appleton Fire Department protects and preserves lives and property from the adverse effects of fires and dangerous conditions through prevention, education, rescue, and response.

DISCUSSION OF SIGNIFICANT 2015 EVENTS

With the retirement of a Driver-Engineer and Fire Inspector, the department conducted an evaluation of the current table of organization. Through this evaluation, the department identified a number of areas for improvement. As a result, the department presented and received authorization for the development of a new position Battalion Chief - Fire Prevention and Public Education to replace the Fire Inspector position. Both positions were filled through internal promotions.

Working in partnership with Fox Valley Technical College, the department created a firefighter eligibility hiring list for 2015. This partnership has streamlined the hiring process and made it much more efficient. Department employees are still an integral part of the process through participation in department and Chief staff interviewing panels.

As a component of on-going department evaluation of operations and strategic planning, the Chief, Deputy Chief and Assistant to the Chief attended a seminar on fire department accreditation presented by the Center for Public Safety Excellence and the Commission on Fire Accreditation International. The senior staff identified that the self-assessment process would be beneficial in evaluating current service levels, programming, and to establish benchmarks for future department improvement.

During the first quarter of 2015, the department was notified of the upcoming extended deployment of one of its firefighters. The overseas deployment, as part of his Army Reserve commitment, is for approximately 15 months. As a result of this vacancy, the department submitted and received approval to over-hire above our authorized staffing level of 96 firefighters for the period of time of deployment.

As the result of a vacancy from 2014, two retirements in 2015, and the approval for over-hire, the department offered employment to four recruit firefighters. Recruit class is a six-week program conducted internally by department staff under the guidance of the Training Battalion Chief. The program provides an opportunity to enhance existing skills and teach new skills and practices for the recruit firefighters. The school has been completed and the recruit firefighters have been assigned to operations shifts.

With the increase of violent events nationwide, the department facilitated the development of a multi-discipline task force comprised of law enforcement, emergency medical services, and fire departments in developing standard operating procedures for response to violent active shooter events. This process included joint training between the Appleton Fire Department, Appleton Police Department, and Gold Cross Ambulance in the concepts of the rescue task force. This process provides a more rapid inclusion of Fire Department and ambulance personnel into the incident to provide medical care as law enforcement addresses the threat.

The department conducted a review of our firefighter rehabilitation process and made a number of adjustments to improve the health and safety of our employees while operating at emergency incidents. Firefighter rehabilitation is a process of medical evaluation, resting, hydration and calorie intake while conducting high-stress, high-physical activities. Rehabilitation has been identified as a critical on-scene component to enhance the safety of firefighters. Already partnering with the Outagamie County Community Emergency Response Team (CERT) Rehab Unit since 2013, the department identified the need for earlier inclusion of the CERT Rehab Team during incidents. As a result, the department modified existing response protocols to include CERT dispatching immediately upon determination of a working structure fire or extended incident. A memorandum of understanding was signed between the department and CERT to provide emergency responder canteening in the event of extended incidents. Canteening is a mechanism of providing a more substantial calorie (meal) intake for extended incidents. Although not used that often, in the past this responsibility fell upon the incident commander and was often missed. The CERT Team can now provide the resources to accomplish this task.

CITY OF APPLETON 2016 BUDGET FIRE DEPARTMENT

MAJOR 2016 OBJECTIVES

Through strong partnerships with neighboring municipalities, the department enhances the safety and quality of life in our regional community. We pursue excellence and embrace diversity in thought, strategy, and staff in order to meet the changing needs of those we serve.

The department is responsible for saving lives and protecting property as described in our vision and mission statements. The historical role of the Fire Department is evolving to improve awareness of all facets of life safety.

In 2016, the department will strive to meet the following goals:

Improve an awareness of changing community needs and diverse community populations and their effect on our levels of service and programs

Maintain identified levels of service in a cost-effective manner by providing quality programs to our community

Provide a quality work environment which both encourages and enhances employee participation and growth as well as supporting efficient work processes and sustainability

Continue to enhance the department's capability to respond to routine and non-routine emergencies. This includes addressing response capabilities necessary based upon projected risks developed by the Department of Homeland Security and the State of Wisconsin

Participate in the county-wide review of the existing records management system

Implement the strategic initiatives identified in the department strategic plan

Maintain and enhance existing regional relationships

Utilize existing staff to deliver public education programs and continue to enhance our fire prevention efforts

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 440,587	\$ 330,279	\$ 273,100	\$ 273,100	\$ 285,350	4.49%
Program Expenses							
18010	Administration	601,666	639,727	520,914	524,117	677,209	30.00%
18021	Fire Suppression	9,197,675	8,416,276	8,936,264	8,941,526	9,054,245	1.32%
18022	Special Operations	37,021	139,861	150,698	150,698	151,782	0.72%
18023	Resource Devel.	254,716	312,441	271,823	271,823	266,238	-2.05%
18031	Public Education	73,352	120,112	120,868	120,868	180,896	49.66%
18032	Fire Prevention	330,957	901,118	656,574	658,820	631,490	-3.82%
18033	Technical Services	359,941	423,939	368,168	368,168	366,572	-0.43%
TOTAL		\$ 10,855,328	\$ 10,953,474	\$ 11,025,309	\$ 11,036,020	\$ 11,328,432	2.75%
Expenses Comprised Of:							
	Personnel	9,815,260	9,948,364	9,946,892	9,957,603	10,227,108	2.82%
	Administrative Expense	66,845	61,882	73,410	73,410	73,710	0.41%
	Supplies & Materials	159,367	121,845	144,437	144,437	146,237	1.25%
	Purchased Services	48,341	35,573	42,000	42,000	40,177	-4.34%
	Utilities	135,414	165,357	154,748	154,748	178,853	15.58%
	Repair & Maintenance	630,101	620,453	663,822	663,822	662,347	-0.22%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	96.00	96.00	96.00	96.00	96.00	

* % change from prior year adopted budget

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", # 3: "Develop and implement effective communication strategies", # 4: "Develop our human resources to meet changing needs", and # 6: "Continuously improve efficiency and effectiveness of City services."

Objectives:

- Identify currently provided service levels and evaluate their effectiveness and customer value
- Address service needs created by continued growth north of U.S. Hwy. 41 and south of CTH KK
- Plan and prepare operational and capital budgets
- Maintain staffing levels as detailed in the table of organization and approved by the Common Council
- Continue the development of joint service opportunities and regional relationships with neighboring fire departments
- Enhance internal and external communications and working relationships

Major changes in Revenue, Expenditures, or Programs:

As a component of on-going department evaluation of operations and strategic planning, the Chief, Deputy Chief and Assistant to the Chief attended a seminar on Fire Department Accreditation presented by the Center for Public Safety Excellence and the Commission on Fire Accreditation International. Through this attendance, the senior staff identified that the self-assessment process would be beneficial in assisting the department to evaluate current service levels, programming, and to establish benchmarks for future department improvement. The process will begin with employee informational sessions presented by the Chief, along with the development of department assessment teams to begin the initial steps in the self-assessment process.

The increase in salaries and fringe benefits (\$133,774) is due to a correction of an error in the budgeting of the Deputy Fire Chief position. In past years, the position was budgeted in the Fire Suppression budget while the actual costs of the position were correctly charged to this budget. This was corrected in 2016, moving the budget amounts from the Fire Suppression budget to this budget.

The increase in utility costs is to more closely align the budget with actual experience.

The performance measure for the number of meetings and activities with regional partners has been adjusted in 2015 to include all chief officers versus only the Chief as it was in the past.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
Avg first-in response time (minutes)	4.5	4.4	4.0	4.5	4.0
Strategic Outcomes					
Lives and property protected					
Fires per 1,000 residents	1.4	1.7	0.0	2.0	0.0
% of \$ loss in:					
inspected vs.	47%	17%	25%	27%	25%
non-inspected	53%	83%	75%	73%	75%
Work Process Outputs					
Enhance internal communications					
# of employee, department, union-management meetings	117	163	150	125	150
Enhance regional relationships					
# of meetings and activities with regional partners	51	82	25	100	100

**CITY OF APPLETON 2016 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4226 Fire Insurance Dues	174,034	197,360	185,000	185,000	185,000
5010 Misc Revenue - NonTax	9	3	-	-	-
5011 Misc Revenue - Tax	7	-	-	-	-
5035 Other Reimbursements	250	-	-	-	-
5085 Cash Short or Over	3,350	-	-	-	-
Total Revenue	\$ 177,650	\$ 197,363	\$ 185,000	\$ 185,000	\$ 185,000
Expenses					
6101 Regular Salaries	\$ 306,963	\$ 330,253	\$ 232,455	\$ 235,658	\$ 334,513
6105 Overtime	-	2,891	-	-	-
6108 Part Time	-	-	20,400	20,400	20,288
6150 Fringes	101,844	94,361	67,777	67,777	98,168
6201 Training\Conferences	3,913	4,074	4,000	4,000	4,000
6301 Office Supplies	4,343	4,387	4,500	4,500	4,500
6303 Memberships & Licenses	694	869	1,300	1,300	1,300
6304 Postage\Freight	4,435	10	250	250	250
6305 Awards & Recognition	1,027	2,166	1,440	1,440	1,440
6307 Food & Provisions	1,126	792	1,920	1,920	1,920
6315 Books & Library Materials	322	425	300	300	300
6316 Miscellaneous Supplies	453	501	500	500	500
6320 Printing & Reproduction	5,501	5,908	7,187	7,187	7,187
6321 Clothing	-	520	-	-	-
6327 Miscellaneous Equipment	10,198	8,901	10,000	10,000	10,000
6404 Consulting Services	2,878	1,396	1,500	1,500	1,500
6407 Collection Services	3,068	2,725	2,500	2,500	3,177
6408 Contractor Fees	973	948	1,000	1,000	1,000
6411 Temporary Help	8,133	1,250	-	-	-
6413 Utilities	135,413	165,357	154,748	154,748	178,853
6425 CEA Equip. Rental	10,382	11,993	9,137	9,137	8,313
Total Expense	\$ 601,666	\$ 639,727	\$ 520,914	\$ 524,117	\$ 677,209

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", # 4: "Develop our human resources to meet changing needs", and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Utilize data gathered through mobile data computers and department records to monitor response times and staffing levels to emergency and non-emergency calls for service
 Identify and develop pre-fire plans for new structures and update pre-fire plans for existing structures, and develop emergency response plans for special events which present potential risks within the community
 Proactively pursue, with our regional partners, the enhancement of our current mutual aid agreements and potential automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy
 Utilize data gathered from department records, automated external defibrillator (AED) information, Gold Cross Ambulance records, and hospital information to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital
 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 department upgraded EMS skills in 2015 to include blood sugar/glucometer, nebulizer treatments, etc. so the medical/lab supplies account was increased to cover those additional expenses.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	63%	64%	90%	65%	90%
Strategic Outcomes					
Enhance community safety					
Fire loss	\$ 744,375	\$ 919,546	\$ 500,000	\$ 900,000	\$ 500,000
# of fire-related deaths	0	0	0	0	0
Work Process Outputs					
Calls responded to					
# of emergency calls	3,404	3,779	3,250	3,500	3,750
# of non-emergency calls	511	494	500	500	500
Reduction in lost time work-related injuries					
# of lost time days	31	41	0	20	0

**CITY OF APPLETON 2016 BUDGET
FIRE DEPARTMENT**

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Miscellaneous State Aids	\$ 167,496	\$ 40,995	\$ 10,000	\$ 10,000	\$ 20,000
4801 Charges for Serv. - Nontax	2,434	1,815	2,500	2,500	2,000
5035 Other Reimbursements	-	1,000	-	-	-
Total Revenue	<u>\$ 169,930</u>	<u>\$ 43,810</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ 22,000</u>
Expenses					
6101 Regular Salaries	\$5,804,554	\$5,539,700	\$5,818,769	\$5,824,031	\$ 6,079,471
6104 Call Time	4,262	4,292	-	-	-
6105 Overtime	392,352	322,177	373,105	373,105	322,196
6150 Fringes	2,541,395	2,076,692	2,222,190	2,222,190	2,129,306
6201 Training\Conferences	20,948	16,913	22,500	22,500	22,500
6204 Tuition Fees	2,781	5,322	4,000	4,000	4,000
6306 Building Maint./Janitorial	3,090	2,728	3,250	3,250	3,250
6309 Shop Supplies & Tools	-	7	-	-	-
6316 Miscellaneous Supplies	721	1,180	1,500	1,500	2,000
6321 Clothing	15,133	17,712	42,000	42,000	42,000
6324 Medical\Lab Supplies	2,836	5,482	3,700	3,700	5,000
6327 Miscellaneous Equipment	1,890	355	-	-	-
6418 Equipment Repairs & Maint	-	102	-	-	-
6425 CEA Equip. Rental	383,336	398,858	420,250	420,250	419,522
6430 Health Services	24,377	24,756	25,000	25,000	25,000
Total Expense	<u>\$ 9,197,675</u>	<u>\$ 8,416,276</u>	<u>\$ 8,936,264</u>	<u>\$ 8,941,526</u>	<u>\$ 9,054,245</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

First responder recertification	\$ 4,000
Advanced driver training	2,000
Officer and command staff training	7,000
Fire department instructor's training	5,000
General firefighting training	4,500
	<u>\$ 22,500</u>

Clothing

Protective clothing (turnout repair, boots, helmets, gloves)	\$ 38,500
Dress uniforms and intern clothing	2,000
Badges, hardware, etc.	1,500
	<u>\$ 42,000</u>

Health Services

NFPA-compliant physicals	\$ 22,000
Duty evaluations	3,000
	<u>\$ 25,000</u>

**CITY OF APPLETON 2016 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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Provide for local and county hazardous materials response in jurisdictions as defined by the contract
- Seek grant opportunities for equipment and training available through local and State organizations
- Maintain necessary equipment and skill levels for local and County incidents
- Participate on the County Local Emergency Planning Committee
- Continue the partnership with Winnebago County (Oshkosh Fire Department) and Brown County (Green Bay Fire Department)
- Provide specialized emergency response to include: emergency medical care, local hazardous materials response, confined space rescue, water rescue, structural collapse response, and trench rescue

Major changes in Revenue, Expenditures, or Programs:

With the increase of violent events nationwide, the City facilitated the development of a multi-discipline task force comprised of law enforcement, emergency medical services, and fire departments in developing standard operating procedures for response to violent 'active shooter' events. This included joint training between the Appleton Fire and Police Departments and Gold Cross Ambulance in the concepts of the rescue task force, which provides a more rapid inclusion of fire and ambulance personnel into the incident to provide medical care as law enforcement addresses the threat. The task force established an aggressive goal of ten minutes for initial patient contact and 50 minutes for initiation of patient transport to medical facilities. Ongoing training and procedural development continues with our partners to enhance this initial deployment.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
% of satisfactory post-incident critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
# of civilian injuries	1	0	0	0	0
Work Process Outputs					
Educational programs delivered					
# of outreach programs delivered	5	4	5	4	5
# of assists given	3	3	5	5	2
# of specialty training hours	3,977	5,392	4,500	6,000	5,000
Program funding					
# of grant applications completed	2	2	3	3	2
# of grants received	2	2	3	3	2

**CITY OF APPLETON 2016 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Miscellaneous State Aids	\$ 25,919	\$ 22,047	\$ 16,000	\$ 16,000	\$ 16,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4801 Charges for Serv. - Nontax	358	-	-	-	-
4807 Incineration Fees	10,097	9,472	10,000	10,000	8,000
Total Revenue	<u>\$ 43,874</u>	<u>\$ 39,019</u>	<u>\$ 33,500</u>	<u>\$ 33,500</u>	<u>\$ 31,500</u>
Expenses					
6101 Regular Salaries	\$ 2,629	\$ 78,339	\$ 78,430	\$ 78,430	\$ 80,442
6104 Call Time	-	-	-	-	-
6105 Overtime	-	1,184	6,256	6,256	6,418
6150 Fringes	1,221	32,111	30,012	30,012	28,922
6321 Protective Clothing	8,808	4,721	9,000	9,000	9,000
6327 Miscellaneous Equipment	18,044	20,012	20,000	20,000	20,000
6407 Collection Services	6,319	3,494	7,000	7,000	7,000
Total Expense	<u>\$ 37,021</u>	<u>\$ 139,861</u>	<u>\$ 150,698</u>	<u>\$ 150,698</u>	<u>\$ 151,782</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Monitoring and research equipment authorized through the State EPCRA grant (80/20 match)

Outagamie County	\$ 10,000
Calumet County	10,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2016 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 # 4: "Develop our Human Resources to meet changing needs" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Provide 100% of federal and State mandatory classes that apply to the department
- Investigate and encourage attendance at specialized training to expand personal growth and development
- Facilitate and coordinate the Safety Committee meetings for the department to promote health and safety among the department employees
- Provide initial tactical decision-making training
- Provide advanced firefighter rescue skills and technique training to all personnel
- Seek opportunities to provide internally or send personnel to leadership training to include command level training
- Build on and continue to define our role as fire and EMS providers at active shooter incidents

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Trained personnel that meet requirements					
% of employees					
trained as required	Firefighter:	100%	98%	100%	100%
by classification	Driver:	100%	95%	100%	100%
	Officer:	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
% of fires contained to room/area of origin					
in residential structures	62%	65%	90%	50%	50%
Work Process Outputs					
Educational programs delivered					
Average # of hours of training					
per employee	122	156	130	145	150

**CITY OF APPLETON 2016 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 161,070	\$ 203,804	\$ 178,433	\$ 178,433	\$ 178,427
6105 Overtime	5,623	11,447	7,502	7,502	7,675
6150 Fringes	67,516	74,362	63,422	63,422	60,313
6201 Training\Conferences	4,592	6,028	4,000	4,000	4,000
6303 Memberships & Licenses	20	-	-	-	-
6315 Books & Library Materials	1,322	1,330	1,200	1,200	1,200
6316 Miscellaneous Supplies	1,206	907	1,250	1,250	1,250
6323 Safety Supplies	480	662	750	750	750
6327 Miscellaneous Equipment	6,474	9,432	7,700	7,700	7,700
6425 CEA Equip. Rental	6,413	4,469	7,566	7,566	4,923
Total Expense	<u>\$ 254,716</u>	<u>\$ 312,441</u>	<u>\$ 271,823</u>	<u>\$ 271,823</u>	<u>\$ 266,238</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
FIRE DEPARTMENT**

Public Education

Business Unit 18031

PROGRAM MISSION

For the benefit of the Appleton community, in order to enhance their quality of life, we will plan, develop, and implement fire and life safety educational programs through partnerships with community public safety agencies.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Develop, implement, coordinate, and evaluate life safety programs designed to meet the needs of our community's diverse populations
- Serve as department liaison/coordinator between schools, community organizations, and Fire Department staff
- 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:

With the creation of the Battalion Chief - Fire Prevention and Public Education position, .5 FTE was assigned to the Fire Prevention budget and .5 FTE was assigned to this budget. The increase in this program reflects that assignment.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Strategic Outcomes					
Enhanced community safety					
Number of participants in educational programs	13,733	12,839	13,000	13,000	13,000
Number of special events	77	64	75	80	75
Work Process Outputs					
Juvenile Firesetter Program					
% of children referred to program who complete the program	91%	100%	100%	100%	100%

**CITY OF APPLETON 2016 BUDGET
FIRE DEPARTMENT**

Public Education

Business Unit 18031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5020 Donations & Memorials	\$ 164	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 164</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 2,629	\$ 78,338	\$ 78,430	\$ 78,430	\$ 126,555
6104 Call Time	-	-	-	-	-
6105 Overtime	240	1,493	5,546	5,546	3,793
6108 Part Time	9,677	-	-	-	-
6150 Fringes	1,929	32,027	29,892	29,892	43,548
6201 Training\Conferences	225	1,178	500	500	500
6323 Safety Supplies	5,977	7,076	6,000	6,000	6,000
6327 Miscellaneous Equipment	52,000	-	-	-	-
6412 Advertising/Publication	675	-	500	500	500
Total Expense	<u>\$ 73,352</u>	<u>\$ 120,112</u>	<u>\$ 120,868</u>	<u>\$ 120,868</u>	<u>\$ 180,896</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
FIRE DEPARTMENT**

Fire Prevention

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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Perform all State-mandated fire and life safety inspections in all buildings
- Perform all plan reviews of State and local required fire protection systems
- Process all license applications for compliance with the provisions of the Fire Prevention Code
- Continue proactive involvement with all City departments, as well as surrounding community departments to create a more consistent and cohesive code enforcement process throughout our community
- Implement pre-plan incident reports utilizing the Premise (inspections) module of the records management system

Major changes in Revenue, Expenditures, or Programs:

With the creation of the Battalion Chief - Fire Prevention and Public Education position, .5 FTE was assigned to the Public Education budget and .5 FTE was assigned to this budget. In addition, a Fire Inspector position was eliminated. The Battalion Chief oversees the Public Education and Fire Prevention Divisions along with overseeing the department's fire investigations.

The department saw an increase in the cost of the NFPA code subscription in 2015 so the subscription account was increased to accommodate that change.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
\$ amount of losses for year	\$ 744,375	\$ 919,546	\$ 500,000	\$ 900,000	\$ 500,000
Losses as % of assets protected	0.015%	0.020%	0.015%	0.019%	0.015%
Citizens with safer City environment					
% of schools meeting evacuation requirements	93%	90%	100%	100%	100%
Work Process Outputs					
Permit and license applications processed					
# of permits processed	1,026	994	1,000	1,000	1,000
# of online permits processed	239	352	500	575	600
Fire detection and suppression plan review					
# of plans processed	126	125	150	150	150

**CITY OF APPLETON 2016 BUDGET
FIRE DEPARTMENT**

Fire Prevention

Business Unit 18032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Miscellaneous State Aids	\$ 4,948	\$ 5,348	\$ 5,000	\$ 5,000	\$ 5,000
4412 Tent Permits	1,375	1,400	1,000	1,000	1,250
4413 Burning Permits	26,726	26,119	26,000	26,000	27,000
4414 Firework Permits	300	400	100	100	100
4415 Tank Installation Permits	1,040	440	-	-	-
4416 Tank Removal Permits	240	240	-	-	-
4417 Storage of Flammable Liquids	-	-	-	-	-
4418 Plan Review Permit	-	-	-	-	-
4801 Charges for Serv. - Nontax	-	-	-	-	-
4805 Fire Extinguisher Training	1,530	1,150	500	500	1,000
4806 False Alarm Fees	8,075	8,500	5,000	5,000	7,500
4908 Misc. Intergov. Charges	4,735	6,490	4,500	4,500	5,000
Total Revenue	\$ 48,969	\$ 50,087	\$ 42,100	\$ 42,100	\$ 46,850
Expenses					
6101 Regular Salaries	\$ 209,100	\$ 616,476	\$ 446,532	\$ 448,778	\$ 433,197
6104 Call Time	193	102	-	-	-
6105 Overtime	11,800	28,545	10,481	10,481	10,865
6150 Fringes	83,689	235,065	168,648	168,648	153,944
6201 Training\Conferences	3,587	2,625	8,250	8,250	8,250
6302 Subscriptions	1,165	1,165	1,000	1,000	1,300
6303 Memberships & Licenses	475	470	2,000	2,000	2,000
6315 Books & Library Materials	-	103	500	500	500
6316 Miscellaneous Supplies	15	46	200	200	200
6320 Printing & Reproduction	-	-	-	-	-
6327 Miscellaneous Equipment	1,322	1,396	500	500	500
6425 CEA Equip. Rental	19,611	15,125	18,463	18,463	20,734
Total Expense	\$ 330,957	\$ 901,118	\$ 656,574	\$ 658,820	\$ 631,490

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM MISSION

For the benefit of the Fire Department and community, we will purchase vehicles and equipment and ensure that it is maintained in a condition that safely meets the operational needs of the Department.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 7: "Work to continuously improve the efficiency and effectiveness of City services....".

Objectives:

- Provide and track all preventive, scheduled, and emergency maintenance on all non-motorized equipment to meet applicable standards
- Research, purchase, and distribute equipment needed by the department
- Provide ongoing technical training for department personnel

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
% of hose lengths passing annual testing	95%	98%	100%	99%	100%
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
CEA work orders processed	740	821	700	800	800
FMD work orders processed	399	366	400	400	400
Work Process Outputs					
Equipment records database management					
Number of ladders tested	41	38	41	41	41

**CITY OF APPLETON 2016 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 71,246	\$ 126,118	\$ 75,618	\$ 75,618	\$ 77,054
6104 Call Time	-	-	-	-	-
6105 Overtime	3,277	5,483	3,859	3,859	3,958
6150 Fringes	32,051	53,104	29,135	29,135	28,055
6306 Building Maint./Janitorial	14,422	13,155	14,500	14,500	14,500
6308 Landscape Supplies	144	299	500	500	500
6309 Shop Supplies & Tools	1,759	1,630	1,700	1,700	1,700
6310 Chemicals	2,419	4,324	2,400	2,400	2,400
6316 Miscellaneous Supplies	2,310	1,393	2,300	2,300	2,300
6325 Construction Materials	784	995	750	750	750
6326 Vehicle & Equipment Parts	5,131	8,663	5,500	5,500	5,500
6327 Miscellaneous Equipment	14,119	17,866	19,000	19,000	19,000
6408 Contractor Fees	-	-	2,500	2,500	-
6409 Inspection Fees	1,918	1,003	2,000	2,000	2,000
6417 Vehicle Repairs & Maint	-	-	-	-	-
6418 Equip Repairs & Maint	7,985	8,441	13,500	13,500	11,500
6419 Communication Eq. Repairs	2,261	6,798	7,000	7,000	7,000
6420 Facilities charges	193,819	168,705	181,634	181,634	184,220
6425 CEA Equip. Rental	6,296	5,962	6,272	6,272	6,135
6804 Machinery & Equipment	-	-	-	-	-
Total Expense	<u>\$ 359,941</u>	<u>\$ 423,939</u>	<u>\$ 368,168</u>	<u>\$ 368,168</u>	<u>\$ 366,572</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	12,000
Rescue tools	3,000
Miscellaneous station equipment	4,000
	<u>\$ 19,000</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	379,897	273,249.42	211,827	223,500	223,500	237,500-	233,500
Permits	29,681	28,598.50	31,452	27,100	27,100	28,350-	28,350
Charges for Services	22,494	20,937.56	23,281	18,000	18,000	18,500-	18,500
Intergov. Charges for Service	4,735	6,490.00	4,740	4,500	4,500	5,000-	5,000
Other Revenues	3,780	1,003.00	0	0	0	0	0
TOTAL REVENUES	440,587	330,278.48	271,300	273,100	273,100	289,350-	285,350
EXPENSES BY LINE ITEM							
Regular Salaries	6,422,659	6,817,189.22	4,775,117	6,908,667	6,919,378	7,265,659	7,265,659
Call Time	4,455	4,394.09	3,875	0	0	0	0
Overtime	413,292	373,221.02	284,005	406,749	406,749	354,905	354,905
Part-Time	9,677	.00	11,289	20,400	20,400	20,288	20,288
Other Compensation	60,852	59,088.94	39,933	0	0	44,000	44,000
Sick Pay	1,573	1,520.31	3,361	0	0	0	0
Vacation Pay	73,107	95,229.23	91,943	0	0	0	0
Fringes	2,829,646	2,597,721.28	1,815,888	2,611,076	2,611,076	2,542,256	2,542,256
Salaries & Fringe Benefits	9,815,261	9,948,364.09	7,025,411	9,946,892	9,957,603	10,227,108	10,227,108
Training & Conferences	33,266	30,817.35	29,013	39,250	39,250	39,250	39,250
Tuition Fees	2,781	5,322.15	2,859	4,000	4,000	4,000	4,000
Office Supplies	4,343	4,387.41	3,152	4,500	4,500	4,500	4,500
Subscriptions	1,165	1,165.50	1,256	1,000	1,000	1,300	1,300
Memberships & Licenses	1,189	1,339.00	1,861	3,300	3,300	3,300	3,300
Postage & Freight	4,436	10.13	84	250	250	250	250
Awards & Recognition	1,027	2,166.25	1,103	1,440	1,440	1,440	1,440
Building Maintenance/Janitor.	17,512	15,882.27	16,482	17,750	17,750	17,750	17,750
Food & Provisions	1,126	792.19	1,288	1,920	1,920	1,920	1,920
Administrative Expense	66,845	61,882.25	57,098	73,410	73,410	73,710	73,710
Landscape Supplies	144	299.35	203	500	500	500	500
Shop Supplies & Tools	1,759	1,636.93	1,604	1,700	1,700	1,700	1,700
Chemicals	2,418	4,324.03	1,069	2,400	2,400	2,400	2,400
Books & Library Materials	1,645	1,858.24	1,147	2,000	2,000	2,000	2,000
Miscellaneous Supplies	4,706	4,026.66	2,421	5,750	5,750	6,250	6,250
Printing & Reproduction	5,501	5,908.43	2,644	7,187	7,187	7,187	7,187
Clothing	23,941	22,953.01	45,281	51,000	51,000	51,000	51,000
Safety Supplies	6,457	7,738.30	5,973	6,750	6,750	6,750	6,750
Medical & Lab Supplies	2,836	5,481.49	4,801	3,700	3,700	5,000	5,000
Construction Materials	784	994.94	0	750	750	750	750
Vehicle & Equipment Parts	5,131	8,663.32	4,897	5,500	5,500	5,500	5,500
Miscellaneous Equipment	104,047	57,960.57	51,820	57,200	57,200	57,200	57,200
Supplies & Materials	159,369	121,845.27	121,860	144,437	144,437	146,237	146,237
Consulting Services	2,878	1,396.00	2,351	1,500	1,500	1,500	1,500
Collection Services	9,387	6,219.44	6,042	9,500	9,500	10,177	10,177
Contractor Fees	973	947.50	0	3,500	3,500	7,700	1,000
Inspection Fees	1,918	1,003.00	1,641	2,000	2,000	2,000	2,000
Temporary Help	8,133	1,250.00	0	0	0	0	0
Advertising	675	.00	0	500	500	500	500
Health Services	24,377	24,756.42	25,450	25,000	25,000	25,000	25,000
Purchased Services	48,341	35,572.36	35,484	42,000	42,000	46,877	40,177
Electric	75,229	80,799.73	59,339	77,000	77,000	83,506	83,506
Gas	27,329	42,818.41	27,482	38,852	38,852	53,216	53,216
Water	9,581	10,462.95	6,983	9,189	9,189	8,872	8,872
Waste Disposal/Collection	2,615	2,662.23	1,883	2,602	2,602	2,476	2,476
Stormwater	9,990	11,694.77	8,243	11,734	11,734	12,793	12,793
Telephone	5,788	5,751.60	4,286	5,738	5,738	5,692	5,692
Cellular Telephone	4,882	11,167.26	6,239	9,633	9,633	12,298	12,298
Utilities	135,414	165,356.95	114,455	154,748	154,748	178,853	178,853
Equipment Repair & Maintenan	7,985	8,542.75	7,406	13,500	13,500	13,500	11,500

City of Appleton
2016 Budget
Revenue and Expense Summary

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Communications Equip. Repairs	2,261	6,797.62	1,443	7,000	7,000	7,000	7,000
Facilities Charges	193,818	168,705.49	143,906	181,634	181,634	184,220	184,220
CEA Equipment Rental	426,037	436,407.21	297,604	461,688	461,688	459,627	459,627
Repair & Maintenance	630,101	620,453.07	450,359	663,822	663,822	664,347	662,347
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	10,855,331	10,953,473.99	7,804,667	11,025,309	11,036,020	11,337,132	11,328,432

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

Hazardous Materials, Type II

Business Unit 2090

PROGRAM MISSION

In order to protect people and the environment, we will provide certain Type II hazardous materials handling services relating to the containment of hazardous substances in the event of an accidental spill, release, or discharge within our service area.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

The Cities of Appleton, Oshkosh, and Green Bay provide haz-mat services under a contract with the State of Wisconsin. The Type II Wisconsin Hazardous Materials Response Team will strive to meet the provisions of the state contract by providing service to the contract area, providing equipment as recommended by the State, and providing an adequate number of trained, medically monitored, competent and supervised personnel. The City of Appleton also contracts for a Radiological Response Team which responds to radiological incidents to provide metering and detection.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Protect life and property against the dangers of emergencies including hazardous materials					
% of responses adequately staffed, as defined above	100%	100%	100%	100%	100%
Strategic Outcomes					
Protect life and property against the dangers of emergencies including hazardous materials					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
# of responses (State level)	0	1	0	0	0
# of outreach programs delivered	5	4	5	4	5
# of sub-grant applications completed	0	1	1	1	1
# of sub-grants received	0	1	1	1	1

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2013	2014	Adopted 2015	Amended 2015	2016	
	Program Revenues	\$ 69,884	\$ 84,452	\$ 75,075	\$ 75,075	\$ 75,075	0.00%
	Program Expenses	\$ 98,800	\$ 101,371	\$ 75,075	\$ 75,075	\$ 75,075	0.00%
Expenses Comprised Of:							
	Personnel	59,246	51,212	39,000	39,000	41,000	5.13%
	Administrative Expense	9,367	6,034	9,350	9,350	7,350	-21.39%
	Supplies & Materials	16,230	26,720	11,725	11,725	11,725	0.00%
	Purchased Services	4,037	3,497	4,500	4,500	4,500	0.00%
	Utilities	1,528	1,892	2,000	2,000	2,000	0.00%
	Repair & Maintenance	8,392	12,016	8,500	8,500	8,500	0.00%
	Capital Expenditures	-	-	-	-	-	N/A

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

Hazardous Materials, Type II

Business Unit 2090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	69,790	78,455	70,075	70,075	70,075
4710 Interest on Investments	(2,240)	5,997	5,000	5,000	5,000
4801 Charges for Svc - Nontax	2,334	-	-	-	-
Total Revenue	\$ 69,884	\$ 84,452	\$ 75,075	\$ 75,075	\$ 75,075
Expenses					
6101 Regular Salaries	\$ 6,240	\$ 6,240	\$ 3,500	\$ 3,500	\$ 3,500
6105 Overtime	43,218	36,277	32,000	32,000	34,000
6150 Fringes	9,789	8,695	3,500	3,500	3,500
6201 Training/Conferences	9,294	6,034	9,000	9,000	7,000
6301 Office Supplies	-	-	100	100	100
6307 Food & Provisions	72	-	250	250	250
6309 Shop Supplies & Tools	12,172	7,338	350	350	850
6310 Chemicals	1,047	1,935	250	250	250
6315 Books & Library Materials	-	-	100	100	100
6316 Miscellaneous Supplies	2,341	10,830	2,250	2,250	2,250
6321 Clothing	-	17	750	750	750
6322 Gas Purchases	42	-	150	150	150
6324 Medical/Lab Supplies	-	-	175	175	175
6326 Vehicle & Equipment Parts	-	-	200	200	200
6327 Miscellaneous Equipment	628	6,600	7,500	7,500	7,000
6404 Consulting Services	-	338	500	500	500
6413 Utilities	1,528	1,892	2,000	2,000	2,000
6417 Vehicle Repairs & Maint	8,392	11,103	6,500	6,500	6,500
6418 Equip Repairs & Maint	-	913	2,000	2,000	2,000
6419 Communication Eq. Repairs	-	-	-	-	-
6430 Health Services	4,037	3,159	4,000	4,000	4,000
6804 Equipment	-	-	-	-	-
Total Expense	\$ 98,800	\$ 101,371	\$ 75,075	\$ 75,075	\$ 75,075

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

HAZARDOUS MATERIAL TYPE II

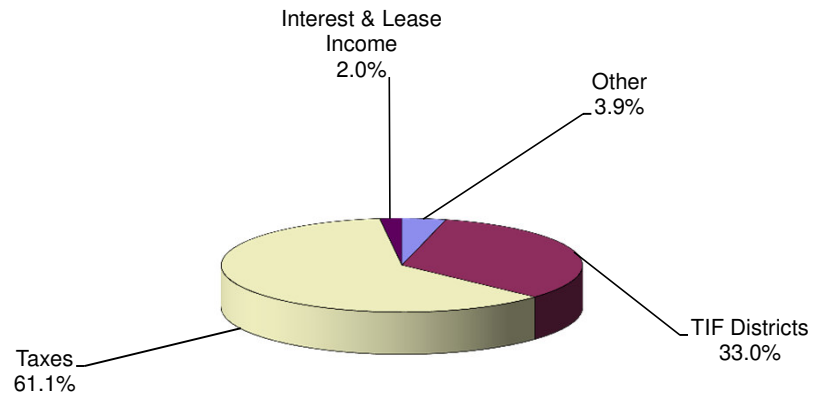
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

Revenues	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Intergovernmental	\$ 69,790	\$ 78,455	\$ 70,075	\$ 75,474	\$ 70,075
Interest Income	(2,240)	5,997	5,000	3,000	5,000
Other	2,334	-	-	-	-
Total Revenues	<u>69,884</u>	<u>84,452</u>	<u>75,075</u>	<u>78,474</u>	<u>75,075</u>
Expenses					
Program Costs	98,800	101,371	75,075	75,474	75,075
Total Expenses	<u>98,800</u>	<u>101,371</u>	<u>75,075</u>	<u>75,474</u>	<u>75,075</u>
Revenues over (under) Expenses	(28,916)	(16,919)	-	3,000	-
Fund Balance - Beginning	<u>423,859</u>	<u>394,943</u>	<u>378,024</u>	<u>378,024</u>	<u>381,024</u>
Fund Balance - Ending	<u>\$ 394,943</u>	<u>\$ 378,024</u>	<u>\$ 378,024</u>	<u>\$ 381,024</u>	<u>\$ 381,024</u>

**CITY OF APPLETON 2016 BUDGET
DEBT SERVICE FUNDS**

Funding Sources for 2016 Debt Service

\$4,833,023



General Obligation Rating:

Aa1

**CITY OF APPLETON 2016 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
Taxes	\$ 3,100,722	\$ 2,825,388	\$ 2,724,872	\$ 2,724,872	\$ 2,928,106
Other	94,800	93,092	139,466	139,466	138,460
Total Revenues	<u>3,195,522</u>	<u>2,918,480</u>	<u>2,864,338</u>	<u>2,864,338</u>	<u>3,066,566</u>
Expenditures					
Debt Service:					
Principal	5,557,333	4,112,332	4,287,333	4,287,333	3,947,333
Interest and Fees	1,077,818	957,929	908,962	908,962	885,690
Total Expenditures	<u>6,635,151</u>	<u>5,070,261</u>	<u>5,196,295</u>	<u>5,196,295</u>	<u>4,833,023</u>
Excess Revenues (Expenditures)	<u>(3,439,629)</u>	<u>(2,151,781)</u>	<u>(2,331,957)</u>	<u>(2,331,957)</u>	<u>(1,766,457)</u>
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	-	-	60,000	60,000	60,000
Premium on Debt Issued	-	46,266	-	-	-
Operating Transfers In	2,887,997	2,279,266	2,054,334	2,057,668	1,578,034
Total Other Financing Sources	<u>2,887,997</u>	<u>2,325,532</u>	<u>2,114,334</u>	<u>2,117,668</u>	<u>1,638,034</u>
Net Change in Fund Balance	(551,632)	173,751	(217,623)	(214,289)	(128,423)
Fund Balance - Beginning	<u>781,980</u>	<u>230,348</u>	<u>404,099</u>	<u>404,099</u>	<u>189,810</u>
Fund Balance - Ending	<u>\$ 230,348</u>	<u>\$ 404,099</u>	<u>\$ 186,476</u>	<u>\$ 189,810</u>	<u>\$ 61,387</u>

CITY OF APPLETON 2016 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
2006A G.O. Notes	\$ 685,000	\$ 14,385	\$ 699,385
2007A G.O. Notes	765,000	50,044	815,044
2008A G.O. Notes	442,333	46,270	488,603
2008B G.O. Notes	325,000	274,391	599,391
2009A G.O. Notes	435,000	85,044	520,044
2012 DNR Site Remediation Loan	15,000	-	15,000
2012A G.O. Notes	375,000	94,475	469,475
2012B G.O. Refunding Bonds	455,000	18,076	473,076
2014A G.O. Notes	450,000	124,714	574,714
2015A G.O. Notes	-	118,291	118,291
Debt Issuance Cost	-	60,000	60,000
Total Debt Service Obligation	\$ 3,947,333	\$ 885,690	\$ 4,833,023

DEBT SERVICE FUNDING SOURCES

Operating Transfers:

Capital Project Funds:

Tax Incremental District #3	\$ 103,555
Tax Incremental District #6	1,427,830
Tax Incremental District #7	1,525
Tax Incremental District #8	45,124

Revenue:

Taxes	2,928,106
Lease Revenue - Ice Arena	94,150
Debt Repayment - RiverHeath	44,310

Borrowing:

Proceeds of General Obligation Notes	60,000
Fund Balance Applied	128,423
Total Funding Sources	\$ 4,833,023

CITY OF APPLETON 2016 BUDGET
DEBT SERVICE OBLIGATION

2006A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
2016	\$ 685,000	\$ 14,385	\$ 495,185	\$ 204,200
	<u>\$ 685,000</u>	<u>\$ 14,385</u>	<u>\$ 495,185</u>	<u>\$ 204,200</u>

2007A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
2016	\$ 765,000	\$ 50,044	\$ 314,231	\$ 500,813
2017	795,000	16,894	311,481	500,413
	<u>\$1,560,000</u>	<u>\$ 66,938</u>	<u>\$ 625,712</u>	<u>\$1,001,226</u>

2008A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 6	Taxes & Int.
2016	\$ 442,333	\$ 46,270	\$ 215,881	\$ 272,722
2017	463,499	28,638	488,400	3,737
2018	483,499	9,670	489,600	3,569
	<u>\$1,389,331</u>	<u>\$ 84,578</u>	<u>\$ 1,193,881</u>	<u>\$ 280,028</u>

2008B G.O. Notes

Year	Obligation		Funding Source
	Principal	Interest	Taxes & Int.
2016	\$ 325,000	\$ 274,391	\$ 599,391
2017	340,000	260,463	600,463
2018	355,000	245,249	600,249
2019	375,000	228,825	603,825
2020	395,000	211,500	606,500
2021	420,000	192,900	612,900
2022	450,000	172,500	622,500
2023	475,000	150,531	625,531
2024	500,000	126,750	626,750
2025	525,000	101,125	626,125
2026	555,000	74,126	629,126
2027	585,000	45,626	630,626
2028	620,000	15,500	635,500
	<u>\$5,920,000</u>	<u>\$ 2,099,486</u>	<u>\$ 8,019,486</u>

**CITY OF APPLETON 2016 BUDGET
DEBT SERVICE OBLIGATION**

2009A G.O. Notes

Year	Obligation		Funding Sources				
	Principal	Interest	TIF # 6	TIF # 7	TIF # 8	Ice Center	Taxes & Int.
2016	\$ 435,000	\$ 85,044	\$ 33,012	\$ 1,525	\$ 1,069	\$ 94,150	\$ 390,288
2017	825,000	66,144	377,763	16,300	10,918	91,992	394,171
2018	860,000	40,869	382,038	15,850	10,618	61,350	431,013
2019	895,000	13,984	375,781	20,313	15,234	-	497,656
	<u>\$ 3,015,000</u>	<u>\$ 206,041</u>	<u>\$ 1,168,594</u>	<u>\$ 53,988</u>	<u>\$ 37,839</u>	<u>\$ 247,492</u>	<u>\$ 1,713,128</u>

2012A G.O. Notes

Year	Obligation		Funding Sources			
	Principal	Interest	TIF # 8	RiverHeath ¹	Houdini Plaza	Taxes & Int.
2016	\$ 375,000	\$ 94,475	\$ 22,000	\$ 34,210	\$ 40,725	\$ 372,540
2017	905,000	81,675	379,328	34,210	40,025	533,112
2018	925,000	63,375	378,916	389,535	12,767	207,157
2019	940,000	44,725	374,963	385,078	-	224,684
2020	405,000	30,262	-	377,023	-	58,239
2021	415,000	18,975	-	-	-	433,975
2022	425,000	6,375	-	-	-	431,375
	<u>\$ 4,390,000</u>	<u>\$ 339,862</u>	<u>\$ 1,155,207</u>	<u>\$ 1,220,056</u>	<u>\$ 93,517</u>	<u>\$ 2,261,082</u>

2012B G.O. Refunding Bonds

Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 3	TIF # 6
2016	\$ 455,000	\$ 18,076	\$ 103,555	\$ 369,521
2017	480,000	13,383	122,440	370,943
2018	380,000	7,962	125,875	262,087
2019	180,000	3,772	-	183,772
2020	115,000	1,121	-	116,121
	<u>\$ 1,610,000</u>	<u>\$ 44,314</u>	<u>\$ 351,870</u>	<u>\$ 1,302,444</u>

2012 DNR Site Remediation Loan ²

Year	Obligation		Funding Sources
	Principal	Interest	TIF # 8
2016	\$ 15,000	\$ -	\$ 15,000
2017	15,000	-	15,000
2018	25,000	-	25,000
2019	25,000	-	25,000
2020	35,000	-	35,000
2021	35,000	-	35,000
2022	45,000	-	45,000
2023	45,000	-	45,000
2024	50,000	-	50,000
	<u>\$ 290,000</u>	<u>\$ -</u>	<u>\$ 290,000</u>

¹ In 2012, the City borrowed \$1.1 M on behalf of the developer of the RiverHeath project to finance the necessary infrastructure improvements that are part of the developer's responsibility under the development agreement. This schedule shows the payments of principal and interest to be made by the developer to service that portion of the debt.

² The Appleton Redevelopment Authority borrowed a \$300,000, 0% loan from the DNR for remediation of the 935 E. John Street site. The City of Appleton (TIF # 8) will make all payments on this loan.

**CITY OF APPLETON 2016 BUDGET
DEBT SERVICE OBLIGATION**

2014A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	RiverHealth ³	Taxes & Int.
2016	\$ 450,000	\$ 124,714	\$ 10,100	\$ 564,614
2017	635,000	116,576	10,100	741,476
2018	650,000	106,939	10,100	746,839
2019	665,000	95,414	173,450	586,964
2020	775,000	81,014	175,100	680,914
2021	795,000	65,314	171,700	688,614
2022	820,000	48,754	-	868,754
2023	850,000	30,581	-	880,581
2024	885,000	10,509	-	895,509
	<u>\$6,525,000</u>	<u>\$ 679,815</u>	<u>\$ 550,550</u>	<u>\$6,654,265</u>

2015A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 8	Taxes & Int.
2016	\$ -	\$ 118,291	\$ 7,055	\$ 111,236
2017	160,000	127,042	42,444	244,598
2018	650,000	121,815	42,024	729,791
2019	665,000	112,440	46,487	730,953
2020	745,000	100,748	45,828	799,920
2021	745,000	86,220	45,047	786,173
2022	570,000	71,415	44,138	597,277
2023	720,000	54,893	43,117	731,776
2024	740,000	34,993	46,958	728,035
2025	835,000	12,316	45,664	801,652
	<u>\$5,830,000</u>	<u>\$ 840,173</u>	<u>\$ 408,762</u>	<u>\$6,261,411</u>

³ In 2014, the City borrowed \$500,000 on behalf of the developer of the RiverHeath project to finance the necessary infrastructure improvements that are part of the developer's responsibility under the development agreement. This schedule shows the payments of principal and interest to be made by the developer to service that portion of the debt.

CITY OF APPLETON 2016 BUDGET
DEBT SERVICE OBLIGATION

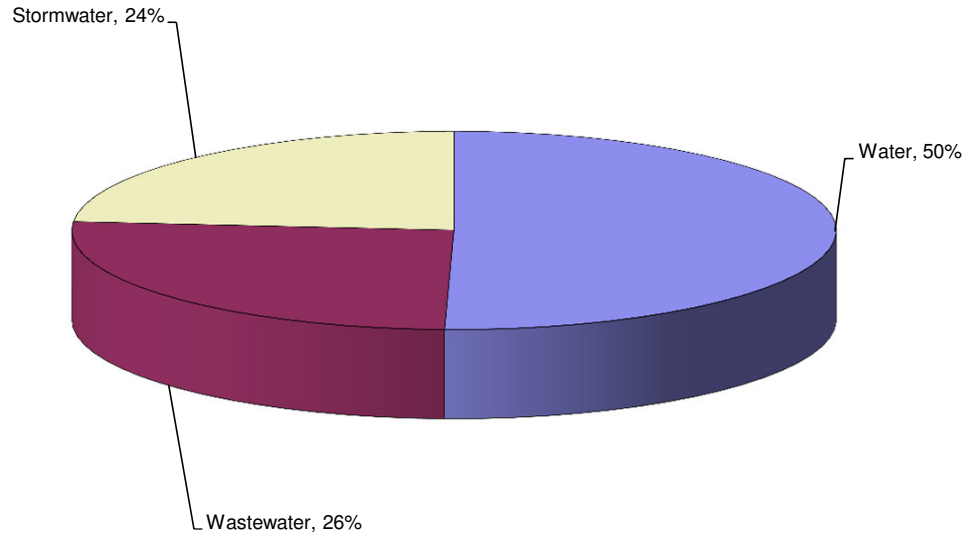
	Total Debt Service				
	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2016	\$ 3,947,333	\$ 825,690	\$ 4,773,023	\$ 1,757,219	\$ 3,015,804
2017	4,618,499	710,815	5,329,314	2,311,344	3,017,970
2018	4,328,499	595,879	4,924,378	2,205,760	2,718,618
2019	3,745,000	499,160	4,244,160	1,600,078	2,644,082
2020	2,470,000	424,645	2,894,645	749,072	2,145,573
2021	2,410,000	363,409	2,773,409	251,747	2,521,662
2022	2,310,000	299,044	2,609,044	89,138	2,519,906
2023	2,090,000	236,005	2,326,005	88,117	2,237,888
2024	2,175,000	172,252	2,347,252	96,958	2,250,294
2025	1,360,000	113,441	1,473,441	45,664	1,427,777
2026	555,000	74,126	629,126	-	629,126
2027	585,000	45,626	630,626	-	630,626
2028	620,000	15,500	635,500	-	635,500
	<u>\$31,214,331</u>	<u>\$ 4,375,592</u>	<u>\$35,589,923</u>	<u>\$ 9,195,097</u>	<u>\$26,394,826</u>

CITY OF APPLETON 2016 BUDGET UTILITIES

Enterprise funds are funds used to account for activities that are financed and operated in a manner similar to that found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities provided to outside parties are accounted for in enterprise funds, which include Appleton's Water, Wastewater and Stormwater Utilities.

2016 UTILITIES EXPENDITURES

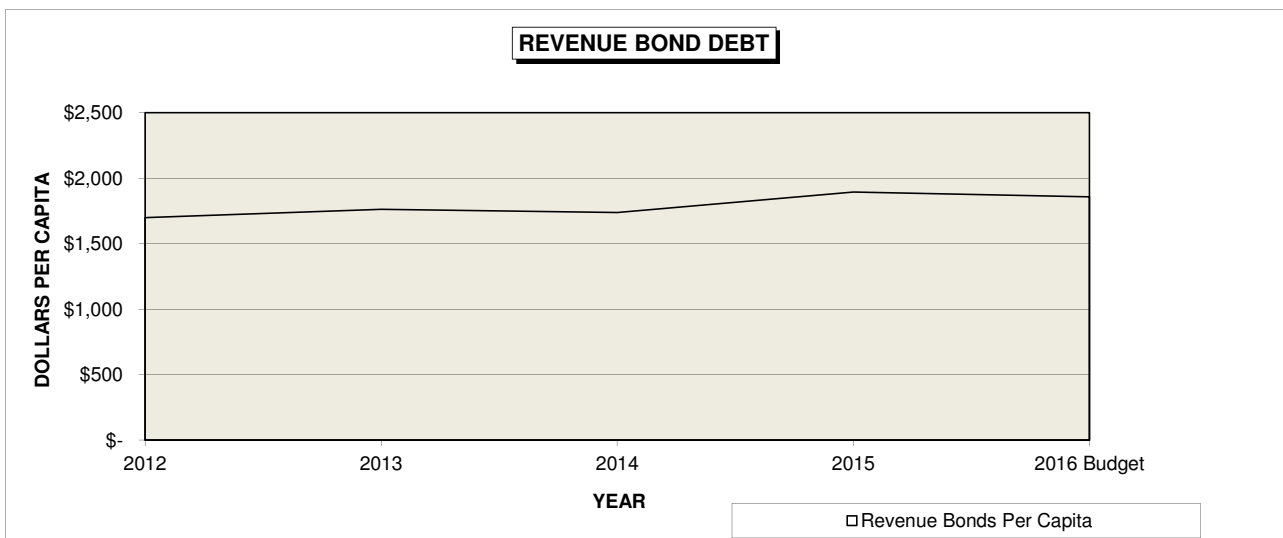
\$49,655,423



CITY OF APPLETON 2016 BUDGET UTILITIES

Revenue Bond Debt Summary

	2012	2013	2014	2015	2016 Budget
Revenue Bonds Outstanding	\$ 123,665,000	\$ 128,915,000	127,660,000	\$ 139,630,025	\$ 137,430,000
Population	72,810	73,150	73,463	73,737	73,972
Revenue Bonds Per Capita	\$ 1,698	\$ 1,762	\$ 1,738	\$ 1,894	\$ 1,858



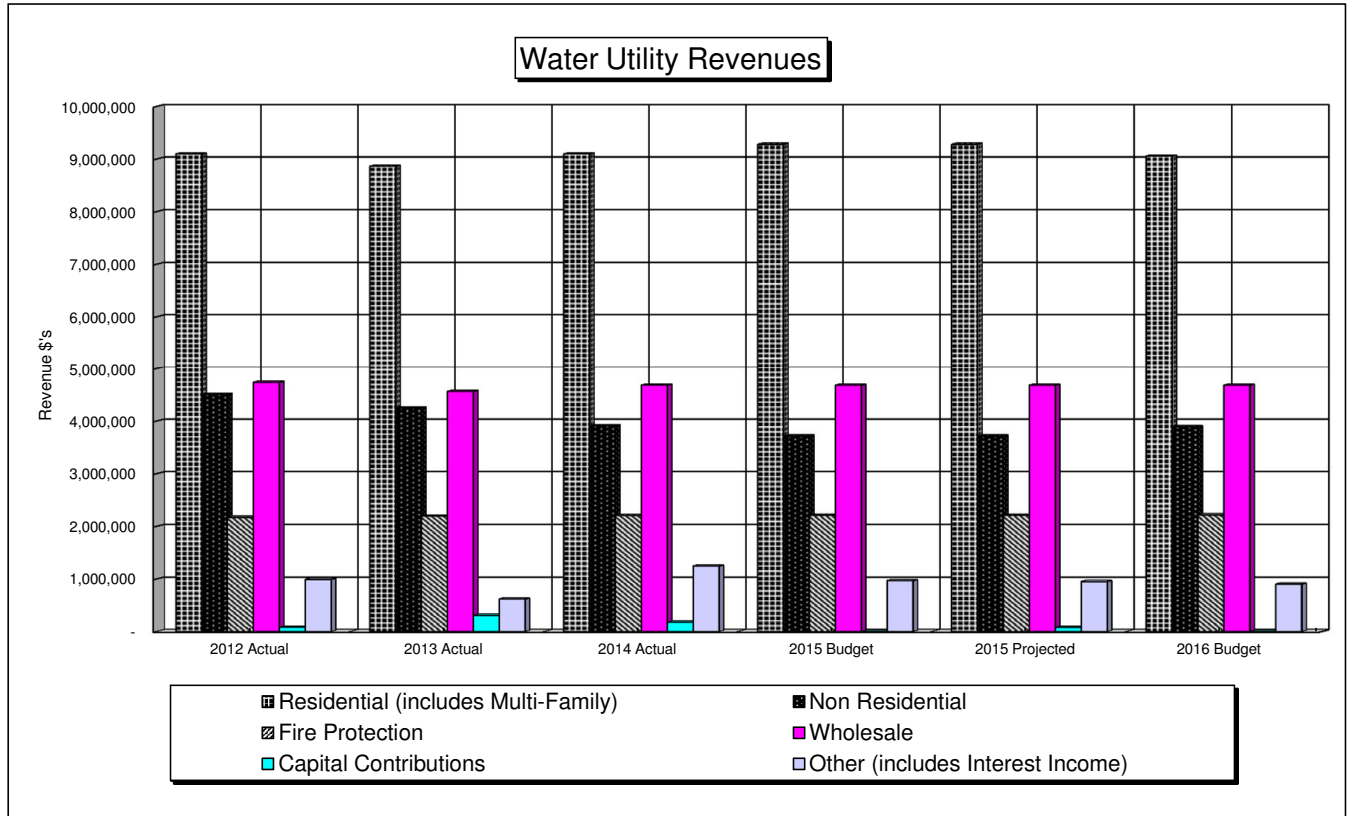
Revenue Bond Ratings:

Water	Aa2
Wastewater	Aa2
Stormwater	Aa2

**CITY OF APPLETON 2016 BUDGET
UTILITY REVENUES**

WATER UTILITY

Sources of Revenue	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change
Residential Water Service	\$ 9,094,767	\$ 8,645,773	\$ 8,452,767	\$ 8,650,000	\$ 8,650,000	\$ 8,400,000	-2.89%
Commercial Water Service	2,892,343	2,636,857	2,216,818	2,070,000	2,070,000	2,200,000	6.28%
Industrial Water Service	1,196,850	1,223,669	1,312,037	1,250,000	1,250,000	1,310,000	4.80%
Municipal Water Service	414,287	388,681	380,405	395,000	395,000	380,000	-3.80%
Multi-Family Water Service	-	216,337	644,016	630,000	630,000	655,000	3.97%
Fire Protection	2,171,863	2,192,627	2,205,231	2,211,050	2,211,050	2,216,500	0.25%
Wholesale Water Service	4,736,038	4,563,459	4,682,298	4,680,000	4,680,000	4,680,000	0.00%
Other	669,750	738,689	796,204	767,339	700,339	651,980	-6.91%
Interest Income	321,297	(120,553)	447,663	200,000	250,000	250,000	0.00%
Contributed Capital	81,821	309,704	179,624	-	80,000	-	-100.00%
Total Water Utility	\$ 21,579,016	\$ 20,795,243	\$ 21,317,063	\$ 20,853,389	\$ 20,916,389	\$ 20,743,480	-0.83%

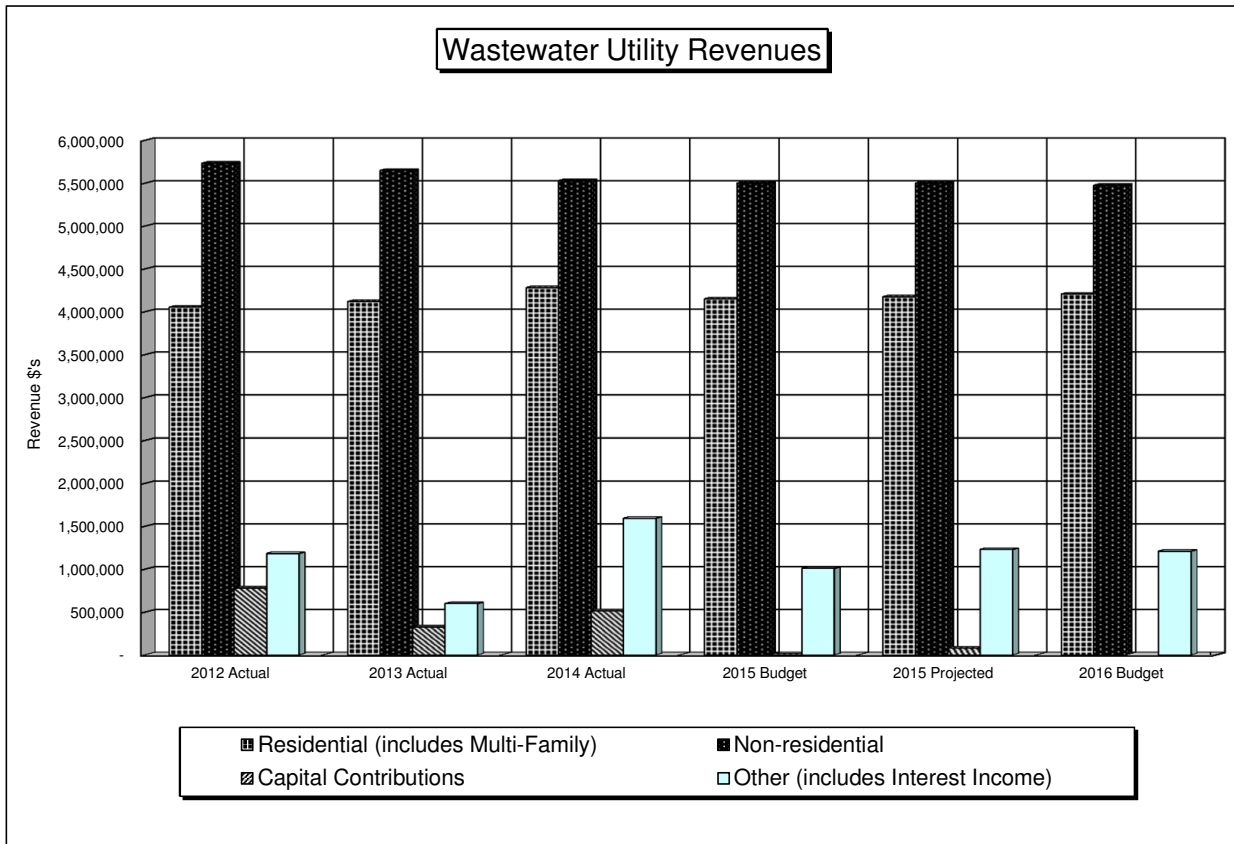


Residential water sales makes up the largest portion of Water Utility revenues, more than commercial, industrial, municipal, multi-family, and wholesale sales combined. Fire protection revenues include charges for private, public, Town of Grand Chute, Waverly Sanitary District and Village of Sherwood fire protection. Average residential water consumption continues to decline; however, due to warm and dry weather conditions during the summer of 2012, an increase in consumption was experienced in that year. Interest income is earnings on available working cash and required reserve accounts invested in various short- and longer-term investments. Fluctuations in interest income varies from year to year based on results from the investment of funds borrowed for construction pending their expenditure on construction and from interest earnings. Other revenues come from ancillary or nonrecurring activities, including standby charges, revenues from leasing access to City property, customer penalties, and gains or losses on the sale of fixed assets. A 10% rate increase was implemented on December 31, 2010. A rate study will be prepared in 2017 with rates scheduled to be implemented for 2018. The Public Service Commission (PSC) must approve any rate increase for the utility. The PSC required a new rate class for Multi-Family properties beginning in 2014; these accounts were previously part of the commercial rate class.

**CITY OF APPLETON 2016 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

Sources of Revenue	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change
Residential Sewer Service	\$ 4,053,288	\$ 4,016,383	\$ 3,981,255	\$ 3,850,000	\$ 3,875,000	\$ 3,900,000	0.65%
Commercial Sewer Service	1,237,560	1,133,837	948,169	975,000	975,000	950,000	-2.56%
Industrial Sewer Service	4,212,033	4,238,379	4,307,818	4,250,000	4,250,000	4,250,000	0.00%
Municipal Sewer Service	282,344	276,111	274,009	275,000	275,000	275,000	0.00%
Multi-Family Sewer Service	-	101,630	300,595	300,000	300,000	305,000	1.67%
Interest Income	368,369	(141,436)	442,394	275,000	295,000	370,000	25.42%
Other	815,120	740,626	1,150,829	733,437	934,937	840,073	-10.15%
Capital Contributions	779,755	327,969	516,067	-	81,025	50,894	-37.19%
Total Wastewater Utility	\$ 11,748,469	\$ 10,693,499	\$ 11,921,136	\$ 10,658,437	\$ 10,985,962	\$ 10,940,967	-0.41%

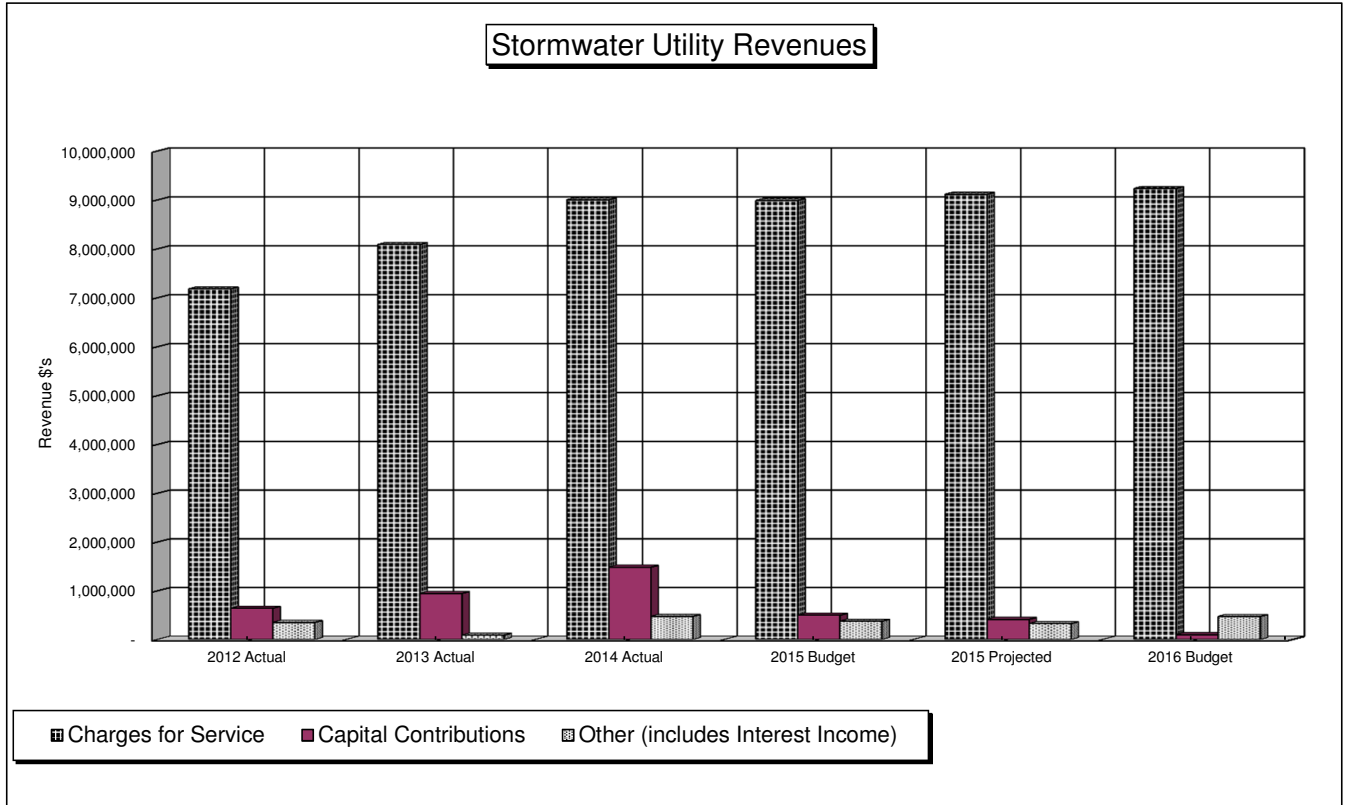


Charges for services for wastewater treatment comes from various categories of customers - residential, commercial, industrial, municipal and multi-family - as well as charges for special services such as industrial pre-treatment. Other revenues come from ancillary or nonrecurring activities, and include income from customer penalties, and special hauled waste charges. The 2011 budget included a rate increase of 5%, effective July 1, 2011. A tiered rate system for special hauled waste from outside the service area went into effect January 1, 2010 and the rates for these customers were increased 10% on July 1, 2015. No rate increase is planned for 2016.

**CITY OF APPLETON 2016 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

Sources of Revenue	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change
Charges for Service	\$ 7,181,675	\$ 8,088,322	\$ 9,004,066	\$ 8,990,000	\$ 9,113,800	\$ 9,233,815	1.32%
Interest Income	255,881	(80,850)	299,387	200,000	150,000	150,000	0.00%
Capital Contributions	643,810	945,750	1,483,674	500,000	415,000	101,460	-75.55%
Other	96,888	171,842	176,800	177,963	177,963	325,468	82.89%
Total Stormwater Utility	\$ 8,178,254	\$ 9,125,064	\$ 10,963,927	\$ 9,867,963	\$ 9,856,763	\$ 9,810,743	-0.47%



Charges for services include all charges for provision of stormwater management and consists of a charge based on equivalent runoff units (ERU). An ERU is defined as 2,368 square feet of impervious area and represents the runoff impact of an average home. Rates used to bill charges to multi-family properties were changed on January 1, 2015 from a per living unit charge to actual square footage for impervious area of the property. Interest income is earnings on available working cash invested in various short and longer term investments. Other revenues come from ancillary or nonrecurring activities and customer penalties. The 2015 budget included a capital contribution of \$500,000 from the Wastewater Utility as partial funding for the re-location of an existing pipe near the Wastewater Treatment Plant. A 15% increase, to \$125.00 per ERU took effect July 1, 2010. The current rate of \$155 per ERU took effect on July 1, 2013. No rate increase is planned for 2016. The next rate increase is planned at 12% on January 1, 2018.

CITY OF APPLETON 2016 BUDGET
WATER UTILITY
RATE DETAIL

The rates detailed below are the current rates, which went into effect December 31, 2010. The utility will begin the full rate increase application process in 2017 with the Public Service Commission. PSC approved rate increase would be implemented for 2018.

Quarterly Water Rates

Retail Water:

Meter (Inches)	Water Service	Public Fire	Total
5/8	\$ 21.90	\$ 14.58	\$ 36.48
3/4	21.90	14.58	36.48
1	32.70	36.45	69.15
1 1/4	45.90	54.00	99.90
1 1/2	59.10	72.90	132.00
2	91.80	116.70	208.50
3	147.30	218.70	366.00
4	231.00	364.50	595.50
6	426.00	729.00	1,155.00
8	666.00	1,167.00	1,833.00
10	981.00	1,752.00	2,733.00
12	1,299.00	2,334.00	3,633.00

Volume Charge *

	Quarterly Use (Ccf)	Quarterly Charge
First	500	\$ 4.55
Next	4,500	4.11
Over	5,000	3.50

Private Fire Protection Rates:

Connection Size (")	Quarterly Charge
1	\$ 8.40
1 1/4	11.10
1 1/2	14.10
2	17.00
3	32.00
4	53.00
6	105.00
8	169.00
10	252.00
12	336.00
14	420.00
16	504.00
Town of Grand Chute	35,384.00
Waverly Sanitary District	9,325.50
Village of Sherwood	4,436.50

Wholesale Water Rates:

Meter (Inches)	Quarterly Charge		
	Town of Grand Chute	Waverly Sanitary District	Town of Sherwood
6	-	\$ 426.00	\$ 426.00
8	\$666.00	-	-
Volume Charge *	\$ 3.28	\$ 3.53	\$ 3.56

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY
RATE DETAIL**

The current rates detailed below are from the rate study completed in 2009 by Baker Tilly Virchow Krause, LLP. Based on this study, no increase was implemented in 2010 and a rate increase of 5% was implemented effective on July 1, 2011. There is no rate increased planned for 2016.

Quarterly Sanitary Sewer Rates

Meter (Inches)	Current Charge
5/8	\$ 13.60
3/4	13.60
1	25.00
1 1/4	34.00
1 1/2	44.00
2	68.00
3	121.00
4	199.00
6	391.00
8	622.00

Volume Charge *

Quarterly	
Use (Ccf)	Charge
All	\$ 2.04

Rates for Quantity/Quality Discharge: Current Charge

Flow	\$ 1.73 / 1,000 gallons
Biochemical Oxygen Demand (BOD)	\$ 35.48 / 100 pounds
Total Suspended Solids (TSS)	\$ 11.26 / 100 pounds

Sanitary Waste Hauler Fees:

Septic Tank/Portable Toilet Waste	\$ 4.40 / ton
Holding Tank Waste	\$ 4.40 / ton
Analytical Charge	\$ 9.45 / load
Customer Charge	\$ 15.75 / quarter

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2016 BUDGET
CITY SERVICE INVOICE
EFFECT OF UTILITY RATES ON AVERAGE
RESIDENTIAL PROPERTIES**

Assumptions:

Rates calculated are based on a meter size of 5/8" or 3/4"

Quarterly Water Charges*:

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 100.18
Average	17	\$ 113.83
Large	20	\$ 127.48

Quarterly Wastewater Charges:**

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 28.56
Average	17	\$ 34.68
Large	20	\$ 40.80

Quarterly Stormwater Charges: ***

Residential Users	ERU's	Current Charge
N/A	1	\$ 38.75
N/A	1	\$ 38.75
N/A	1	\$ 38.75

Total:

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 167.49
Average	17	\$ 187.26
Large	20	\$ 207.03

* The quarterly water charges shown here are the current rates as of December 30, 2010. A rate increase application will be submitted to the Public Service Commission in 2017, new rates are anticipated for 2018.

** The quarterly wastewater charges shown are the current rates as of July 1, 2011.

*** Annual rate of \$155.00 / ERU took effect July 1, 2013. The next rate increase will be approximately 12% and is anticipated to take effect on January 1, 2018; at an annual rate of \$174.00 / ERU.

CITY OF APPLETON 2016 BUDGET

WATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2016 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 2015 EVENTS

WATER TREATMENT

Membrane Treatment Operation - The Membrane Agreement with Koch Membrane Systems expired in June, 2015. The agreement provides warranty services for membrane capacity (flux) and membrane repairs. The agreement provided great value to the City since 2008. Due to the current transition towards the ultraviolet light process and away from ultrafiltration (membranes), the warranty agreement was not extended.

Regulatory Upgrade and Process Improvement Project (RUIP) - The RUIP completed the construction phase of engineered improvements. Equipment upgrades included four ultraviolet light reactors with sensors and computer controls for operating and regulatory reporting. Chemical systems improvements included a new ammonia, chlorine contact, high density lime, and polymer systems. The aggregate of these projects will allow for higher deactivation efficiencies for cryptosporidium while lowering the chemical, electrical and labor costs. The RUIP processes also reduce capital planning costs in excess of \$10 million when compared to an ultrafiltration expansion.

The New 1 Million Gallon Glendale Tower - The City utilizes a distribution master plan to qualify water system improvements. The plan recommends improvements to the system that are needed to ensure regulatory requirements for pressure, flow, and fire protection capabilities. The proposed Glendale Water Tower in the main pressure zone has been engineered, and a contractor has been approved for the tank construction.

Ridgeway and North Water Towers - The State of Wisconsin requires water storage tanks and towers to be taken out of service, cleaned and inspected at least once every five years. These water towers were due in 2015. These tanks were cleaned and inspected prior to being disinfected and returned to service. Regulatory reports were created for each tank and submitted to the State.

PAC Silo Improvement Project - The AWTF completed improvements to the powdered activated carbon (PAC) silo. Prior to the improvements, the silo had two incidents of oxidation and combustion. The project introduces an inert gas so that combustion cannot occur.

Tank Maintenance - A number of process and chemical tanks were taken out of service to complete maintenance. #3 Softener was sand blasted and painted to prevent further corrosion. #1 and #2 Sodium Hypochlorite Tanks were relined. The Lindbergh standpipe was improved hydraulically with a mixer to improve water quality.

WATER DISTRIBUTION

Celebrated National Public Works Week with a department-wide breakfast for Public Works employees

Successfully integrated the new water meter software with the existing billing system. Trained staff on the new water meter software and began utilizing the new system for consumption history reports, alerts and tamper alarms.

Continued implementation of the Sensus/ I-perl meter radio read system

Continued to sell our used water meters and other components to a local scrap company.

WATER ADMINISTRATION

Implemented Act 274 regarding the rules to collect past due utility accounts from tenants of residential properties; made appropriate changes to utility billing system to meet requirements to collect on accounts from property owners.

Reviewed rate requirements. The 2015 budget included costs related to a full rate study to be completed in 2015, with new rates to be established for 2016. The rate increase was not filed in 2015 as rate of return, debt coverage ratio and cash coverage have been maintained with current rates.

Refinanced 2007 and 2008 debt issues to save over \$1,000,000 in interest expense over the term of debt.

CITY OF APPLETON 2016 BUDGET WATER UTILITY

MAJOR 2016 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Water Utility in order to:

Provide water that meets all State and federal water quality standards and regulations; continue to meet WDNR requirements for annual inspections and make any requested corrections.

Complete the demonstration phase of the regulatory upgrade and process improvement project (RUPIP). The project was comprised of seven separate projects that enhance cryptosporidium and giardia inactivation as well as improve existing processes. All regulatory and process improvement projects that were integrated into the current treatment train need to be field tested for one year over different seasonal conditions. The Supervisory Control and Data Acquisition (SCADA) system will be further upgraded for operator interfacing with the new equipment and processes. A new reporting software program will be introduced along with the SCADA system improvements.

Construction of the 1MG Glendale water tower. The tower and ancillary facilities will improve elevated water storage volumes for the City as recommended by the distribution master plan.

Complete surface recoating projects for #4 water softener and the interior of the Matthias Street water tower.

Respond promptly to main breaks to minimize water loss, property damage, and disruption of service to our customers using criteria established for emergency vs. non-emergency repairs.

Continue reviewing the lead service replacement program to reduce service replacement costs.

Incorporate recommendations from the water distribution study into appropriate operating and capital budget requests.

Continue installation of the new water meter system and update billing system to replace the current Badger Meter Trace system with Sensus/ I-perl Meter radio read system anticipated to be completed in 2017.

Begin testing and implementation of utility billing system module of new enterprise resource planning (ERP) system.

Continue to monitor rate requirements. The last water rate increase of 10% was implemented on December 31, 2010. The utility continues to meet debt coverage ratios and cash coverage and continues to earn rate of return as approved by the Wisconsin Public Service Commission. These indicators will be reviewed upon the completion of the 2015 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	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 20,795,243	\$ 21,317,063	\$ 20,853,389	\$ 20,791,389	\$ 20,743,480	-0.53%
Program Expenses							
5310	Administration	10,625,674	9,515,675	10,734,732	10,735,377	10,783,168	0.45%
5321	Treatment Admin	331,659	327,262	374,780	378,107	381,179	1.71%
5323	Treatment Operations	5,554,531	5,413,134	6,738,812	6,770,012	6,742,208	0.05%
5351	Distribution Admin	523,522	441,406	570,177	644,853	542,237	-4.90%
5352	Meter Operations	124,331	110,756	119,283	121,114	140,273	17.60%
5353	Distribution Operations	1,138,673	1,236,836	1,271,071	1,274,607	1,350,615	6.26%
5325	Treatment Capital	16,489	317	3,164,750	4,967,638	480,000	-84.83%
5370	Distribution Capital	51,854	56,492	4,532,913	5,087,416	4,602,446	1.53%
TOTAL		\$ 18,366,733	\$ 17,101,878	\$ 27,506,518	\$ 29,979,124	\$ 25,022,126	-9.03%
Expenses Comprised Of:							
	Personnel	2,481,362	2,538,372	3,164,213	3,181,165	3,229,415	2.06%
	Administrative Expense	10,244,678	9,236,738	10,417,495	10,417,495	10,493,916	0.73%
	Supplies & Materials	2,030,622	1,920,867	2,147,710	2,230,930	2,094,703	-2.47%
	Purchased Services	763,849	844,596	777,565	1,281,682	892,215	14.74%
	Utilities	2,852,864	2,682,293	3,320,242	3,320,242	3,105,122	-6.48%
	Repair & Maintenance	508,390	598,657	917,146	917,146	971,053	5.88%
	Capital Expenditures	(515,032)	(719,645)	6,762,147	8,630,464	4,235,702	-37.36%
Full Time Equivalent Staff:							
	Personnel allocated to programs	36.71	37.73	37.73	37.73	37.73	

**CITY OF APPLETON 2016 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 Strategy # 6, "Continuously improve efficiency and effectiveness of City services."

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.

Major changes in Revenue, Expenditures or Programs:

Water service revenue reflects a PSC required category for water sales to multi-family (accounts with more than three living units served by one meter); this revenue was previously included in the water service-commercial account. It also reflects a continued decline in water use.

Transfer Out-Capital Projects expense reflects the shared cost to purchase the utility billing system module as part of the enterprise resource planning (ERP) system.

The increase in postage expense reflects the shared cost to fold and insert City service invoices for mailing. The current folder/insert machine is no longer working at optimal levels and is need of replacement. After analyzing the cost of a new machine, the related maintenance contract, and labor cost, it was determined it would be most cost effective to outsource this function beginning in 2016.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	92%	92%	92%	67%	92%
Strategic Outcomes					
Maintain compliance with GAAP & PSC					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of bills processed	111,588	112,767	112,500	112,800	113,000
PSC Annual Report filed	On time	On time	On time	On time	On time

CITY OF APPLETON 2016 BUDGET

WATER UTILITY

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4411 Sundry Permits	\$ 315	\$ 385	\$ 500	\$ 500	\$ 500
4710 Interest on Investments	(121,893)	446,769	200,000	200,000	250,000
4730 Interest - Deferred Special	1,340	894	-	-	-
4820 Unmetered Water Sales	25,760	27,759	20,000	20,000	25,000
4821 Water Service - Residential	8,645,773	8,452,766	8,650,000	8,650,000	8,400,000
4822 Water Service - Commercial	2,636,857	2,216,818	2,070,000	2,070,000	2,200,000
4823 Water Service - Industrial	1,223,669	1,312,037	1,250,000	1,250,000	1,310,000
4824 Water Service - Municipal	388,681	380,405	395,000	395,000	380,000
4825 Private Fire Protection	242,691	248,535	250,000	250,000	250,000
4826 Public Fire Protection	1,753,352	1,760,112	1,765,000	1,765,000	1,770,000
4827 Fire Protection Wholesale	196,584	196,584	196,050	196,050	196,500
4828 Water Service - Multi-family	216,337	644,016	630,000	630,000	655,000
4829 Sales for Resale	4,563,459	4,682,298	4,680,000	4,680,000	4,680,000
5004 Sale of City Prop - Nontax	6,576	-	40,500	40,500	-
5006 Gain (Loss) on Asset Disposal	(13,464)	40,445	-	(62,000)	-
5016 Lease Revenue	277,843	263,914	274,865	274,865	275,000
5021 Capital Contributions	309,704	179,624	-	-	-
5030 Damage to City Property	7,352	(48)	7,500	7,500	7,500
5035 Other Reimbursements	3,028	3,259	-	-	-
5070 WTR Other Sales Flushing	6,312	6,635	6,000	6,000	6,000
5071 Customer Penalty	89,669	94,098	90,000	90,000	92,000
5072 WTR Misc Revenue (turn-on)	4,735	3,680	4,500	4,500	4,500
5073 Other WTR Rev-Sewer Billing	33,464	80,447	58,000	58,000	-
5077 Income from Admin Fee	5,113	5,016	5,000	5,000	5,000
5079 Private Hydrant Testing	13,669	14,160	13,000	13,000	14,500
5083 Emergency Water Turn Off	-	853	-	-	-
5086 Premium on Debt Issuance	276,504	255,602	247,474	247,474	221,980
Total Revenue	\$ 20,793,430	\$ 21,317,063	\$ 20,853,389	\$ 20,791,389	\$ 20,743,480
Expenses					
6101 Regular Salary	\$ 107,581	\$ 105,551	\$ 108,347	\$ 108,992	\$ 111,126
6105 Overtime	548	325	-	-	-
6150 Fringes	28,144	32,961	37,960	37,960	40,282
6304 Postage\Freight	17,709	18,510	20,000	20,000	21,300
6320 Printing and Reproduction	3,470	2,453	3,700	3,700	3,700
6401 Accounting/Audit	11,318	10,826	35,110	35,110	10,900
6402 Legal Fees	20,049	19,249	22,000	22,000	22,000
6403 Bank Services	22,106	23,310	22,000	22,000	23,000
6404 Consulting Services	526	-	15,000	15,000	-
6413 Utilities	97,313	107,894	102,000	102,000	108,000
6501 Insurance - Property	139,425	105,028	107,410	107,410	110,920
6599 Other Contracts/Obligations	106,905	113	-	-	-
6601 Depreciation Expense	4,057,804	3,970,643	4,830,000	4,830,000	5,065,000
6623 Uncollectible Accounts	13,027	5,352	13,000	13,000	9,000
6721 Bond Interest Payments	3,255,532	3,109,294	3,219,401	3,219,401	2,886,214
6730 Debt Issuance Cost	-	63,850	-	-	80,000
6750 Amortization of Debt Disc.	777,571	-	100,000	100,000	-
6751 Gain/Loss on refund Amort.	181,324	163,396	145,616	145,616	127,926
7911 Trans Out - Gen Fund	1,785,322	1,776,920	1,944,200	1,944,200	2,138,800
7914 Trans Out - Capital Projects	-	-	8,988	8,988	25,000
Total Expense	\$ 10,625,674	\$ 9,515,675	\$ 10,734,732	\$ 10,735,377	\$ 10,783,168

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Printing\Freight</u>	<u>Legal Fees</u>
City Service Invoice postage	PSC Assessment
\$ 20,000	\$ 22,000
City Service Invoice folding/inserting	
1,300	<u>\$ 22,000</u>
<u>\$ 21,300</u>	
<u>Trans Out - Capital Projects</u>	<u>Trans Out - Gen Fund</u>
ERP utility billing module	PILOT
\$ 25,000	\$ 2,125,000
<u>\$ 25,000</u>	Administration fee
	13,800
	<u>\$ 2,138,800</u>

**CITY OF APPLETON 2016 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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community."

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:

The training and conferences budget reflects additional budget allocations for two staff members to attend UW surface water chemistry course and for one employee to attend the National American Water Works Association conference. No employees attended the water chemistry course in the past, but will send employees in 2016.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp claims/year	0	0	0	0	0
# of first aid entries per year	3	5	0	0	0
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	96%	88%	100%	100%	100%
Work Process Outputs					
Government reports prepared					
# and names of regular reports					
CCR Report	1	1	1	1	1
DNR Reports	12	12	12	12	12
SARA* Report	1	1	1	1	2

*Superfund Amendments and Reauthorization Act

**CITY OF APPLETON 2016 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salary	\$ 220,579	\$ 219,056	\$ 247,570	\$ 250,897	\$ 255,536
6104 Call Time	-	13	-	-	-
6105 Overtime	241	51	500	500	530
6108 Part-Time	2,424	2,222	1,854	1,854	1,877
6150 Fringes	55,926	59,912	73,725	73,725	74,127
6201 Training\Conferences	2,030	7,434	11,000	11,000	11,280
6301 Office Supplies	768	1,299	2,500	2,500	2,500
6302 Subscriptions	20	164	-	-	175
6303 Memberships & Licenses	7,664	7,464	7,700	7,700	7,800
6304 Postage/Freight	917	654	1,000	1,000	1,000
6305 Awards & Recognition	56	72	210	210	210
6307 Food & Provisions	522	142	280	280	280
6320 Printing & Reproduction	11,614	11,366	13,852	13,852	10,352
6321 Clothing	-	99	-	-	-
6327 Miscellaneous Equipment	4,721	2,702	-	-	-
6404 Consulting Services	11,778	-	-	-	-
6408 Contractor Fees	2,897	1,809	3,000	3,000	3,000
6411 Temporary Help	-	535	-	-	-
6412 Advertising	73	1,495	1,500	1,500	1,500
6413 Utilities	8,511	9,640	9,200	9,200	10,100
6425 CEA Equip. Rental	918	1,133	889	889	912
Total Expense	<u>\$ 331,659</u>	<u>\$ 327,262</u>	<u>\$ 374,780</u>	<u>\$ 378,107</u>	<u>\$ 381,179</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 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 Strategy # 6: "Continuously improve efficiency and effectiveness of City services."

Objectives:

- Comply with all federal and State standards
- Supply the public with safe, high quality water in sufficient quantities to support the needs of our customers
- Develop the full potential of all employees through seminars, training programs, and continuing education

Major changes in Revenue, Expenditures or Programs:

Personnel expense for 2014 and 2015 reflected the need for an additional 500 labor hours that will be needed during the UV process improvement project for training and process testing and was included as part the CIP project budget and capitalized as part of the project. Additional hours are still required in 2016 for training and demonstration testing. These additional hours are included in the operations budget. Labor hours will decrease in future years once membranes are no longer used as part of the treatment process.

Material expense reflects the expiration of the Koch warranty agreement in 2015 and includes funding to purchase replacement membranes as needed at prorated costs based on the age of the replaced cartridge.

The medical/lab supplies expense reflects a one-time fee for follow-up Long Term 2 Enhanced Water Treatment Rule (LT2) testing and increases in costs for coliert and bacT reagent supplies.

Additional chemical treatment will be needed prior to UV process; this will be reflected in the increased chemical expense and utility expense for water treatment residuals disposal.

The building repair and maintenance expense includes costs related to the second year of a two year project for painting of two of the four softener basins. The other two basins were painted in 2010.

The 2016 budget includes funding for a potential interior painting of the Matthias Street tower; painting will be determined after the tower is inspected. The interior of the tower was last painted in 2006.

Miscellaneous equipment expense reflects the purchase of a new solids separating box; this will aid in the processing of residuals.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Adequate supply of safe drinking water					
% of water sampling tests in compliance per year	100%	100%	100%	100%	100%
# of sprinkling bans per year	0	0	0	0	0
# of gallons pumped per year	4,666 MG	3,181 MG	3,190 MG	3,190 MG	3,190 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	94.0%	100.0%	100%	100%	100%
Average # of hours training per employee	24	27	60	60	60
Work Process Outputs					
Efficient Plant Operation					
# of work days lost due to injuries	0	0	0	0	0
# of work orders closed	552	277	1,100	1,100	1,100
# of open work orders	103	96	225	225	225
Average # of days to close preventive work orders	150	80	47	47	47
# of reservoirs maintaining pressure per year	6	6	6	6	6
# of membrane repairs	13,337	13,968	15,000	15,000	15,000
Water towers					
# inspected / painted per year	0 / 0	1 / 0	1 / 0	1 / 0	1 / 1

**CITY OF APPLETON 2016 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salary	\$ 527,403	\$ 541,619	\$ 626,654	\$ 631,854	\$ 648,861
6104 Call Time	4,088	2,340	3,000	3,000	3,000
6105 Overtime	94,891	117,299	96,681	96,681	101,527
6108 Part-Time	9,071	10,619	10,566	10,566	10,566
6150 Fringes	213,604	201,633	245,884	245,884	254,157
6306 Building Maint./Janitorial	1,976	1,809	2,300	2,300	2,300
6309 Shop Supplies & Tools	5,259	13,477	9,500	9,500	11,000
6310 Chemicals	1,314,852	1,236,125	1,279,500	1,279,500	1,369,000
6318 Materials	312,677	372,294	424,125	424,125	242,000
6321 Clothing	2,460	2,223	2,400	2,400	2,400
6322 Gas Purchases	8,252	8,143	10,368	10,368	8,096
6323 Safety Supplies	2,405	9,501	6,200	6,200	6,200
6324 Medical/Lab Supplies	47,811	45,977	59,350	59,350	65,080
6326 Equipment Parts	283	-	-	-	-
6327 Miscellaneous Equipment	28,485	11,466	18,600	28,600	79,500
6404 Consulting Services	4,175	14,000	20,000	22,400	52,500
6407 Collection Services	2,030	1,632	3,450	3,450	2,650
6408 Contractor Fees	21,403	35,526	182,740	196,340	336,850
6413 Utilities	2,689,049	2,496,046	3,144,602	3,144,602	2,923,205
6416 Building Repairs & Maint	529	-	225,000	225,000	275,000
6418 Equip Repairs & Maint	56,832	57,256	58,000	58,000	30,000
6420 Facilities Charges	178,517	230,841	258,291	258,291	265,821
6424 Software Support	6,211	6,501	8,000	8,000	10,000
6425 CEA Equip. Rental	15,921	15,806	14,936	14,936	14,830
6440 Snow Removal Services	3,395	5,000	5,000	5,000	5,000
6454 Grounds Repair & Maint	5,222	3,933	5,500	5,500	5,500
6599 Other Contracts/Obligations	11,721	12,276	18,165	18,165	17,165
6804 Equipment	45,895	7,001	-	-	-
6899 Other Capital Outlay	(59,886)	(47,209)	-	-	-
Total Expense	\$ 5,554,531	\$ 5,413,134	\$ 6,738,812	\$ 6,770,012	\$ 6,742,208

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Chemicals</u>		<u>Miscellaneous Equipment</u>	
Ammonia	\$ 17,000	2-channel auto-titrator	\$ 8,500
Carbon dioxide	45,000	Chemical feed pumps	25,000
Caustic soda	25,000	Probes & controllers	5,000
Chlorine	81,000	Laser turbidity meters	14,000
Ferric sulfate	170,000	Solids separating box	8,000
Fluoride	25,000	SCADA Computers	6,000
Lime	460,000	I/O Cards, PLC & radios	13,000
Poly phosphate	47,000		<u>\$ 79,500</u>
Permanganate	360,000	<u>Contractor Fees</u>	
Powder carbon	45,000	Water softener replacement	\$ 20,000
Softener Polymer LT 25	38,000	Tank condition reporting	5,000
ACH	26,000	Annual safety inspections	1,700
Softener Salt	2,000	UPS Inspection	1,000
Other chemicals	3,000	MCC softener maintenance	10,000
Membrane cleaning acids	25,000	Radio antenna lease	6,500
	<u>\$ 1,369,000</u>	Intake inspection & repair	6,000
<u>Equipment Repairs & Maintenance</u>		Instrumentation calibration	2,050
Pump & motor repairs	30,000	Inspect shore well	20,000
	<u>\$ 30,000</u>	Interior tower painting	255,000
<u>Other Contracts/Obligations</u>		Tower cleaning & inspection	6,000
DNR water user fee	\$ 9,625	Tower cathodic protection	3,600
Emergency Management fees	220		<u>\$ 336,850</u>
Railroad crossing leases	200	<u>Medical/Lab Supplies</u>	
Cross connection fees	120	Lab Fees	\$ 10,380
Sara Tier 2 fee	800	LT2 Testing	8,000
DATCP lab fee	700	Lab Tools	5,500
Parking lot sweeping	500	Lab supplies	40,800
Softener & intake cleaning by MSB	5,000	Lab equipment support	400
	<u>\$ 17,165</u>		<u>\$ 65,080</u>
<u>Building Repair & Maintenance</u>		<u>Materials</u>	
Softener painting (1 of 2 basins)	\$ 275,000	Valves & actuators	\$ 12,000
	<u>\$ 275,000</u>	Pumps & parts for repairs	15,000
<u>Consulting</u>		Piping, hoses & tubing	12,000
Matthias interior tower painting	\$ 35,000	Filters & lubricants	6,000
Plaint air review	10,000	Koch parts, domes, pks	10,000
Evaluate fluoride system	7,500	Membrane replacement	150,000
	<u>\$ 52,500</u>	UV light replacements	32,000
		Electrical equipment & parts	5,000
			<u>\$ 242,000</u>

**CITY OF APPLETON 2016 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 Strategy # 6: "Continuously improve efficiency and effectiveness of City services."

Objectives:

Ensure the integrity of Appleton water for all customers

The following are 2016 CIPs:

	<u>2016 Budget</u>	<u>Page</u>
HVAC Upgrades	\$ 100,000	Projects, Pg. 612
Lighting upgrades	50,000	Projects, Pg. 614
Electrical Upgrades	80,000	Projects, Pg. 609
Chemical Storage	250,000	Projects, Pg. 624
	<u>\$ 480,000</u>	

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Adequate water pressure					
% of tests having adequate pressure	100%	100%	100%	100%	100%
Cost effective treatment processes					
# of CIP's in budget year	5	7	4	4	4
# of CIP's in five-year plan	8	8	10	10	7
Strategic Outcomes					
Water rate changes					
% per year	0%	0%	0%	0%	0%
Work Process Outputs					
Project Management					
% of projects completed at year end	20%	43%	100%	100%	100%

**CITY OF APPLETON 2016 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salary	\$ (204)	\$ (1,362)	\$ 11,253	\$ 11,253	\$ -
6105 Overtime	131	1,362	3,206	3,206	-
6108 Part-Time	73	-	-	-	-
6150 Fringes	-	(283)	5,291	5,291	-
6325 Construction Materials	-	585	-	-	-
6404 Consulting Services	487,390	276,683	-	263,214	25,000
6408 Contractor Fees	-	352,270	60,000	281,128	225,000
6599 Other Contracts/Obligations	288	6,213	-	-	-
6802 Land Improvements	-	-	115,000	115,000	-
6803 Buildings	-	-	70,000	70,000	230,000
6804 Equipment	11,500	4,334,457	2,900,000	4,218,546	-
6899 Other Capital Outlay	(482,689)	(4,969,608)	-	-	-
Total Expense	<u>\$ 16,489</u>	<u>\$ 317</u>	<u>\$ 3,164,750</u>	<u>\$ 4,967,638</u>	<u>\$ 480,000</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Buildings

HVAC upgrades	\$ 100,000
Lighting upgrades	50,000
Electrical upgrades	80,000
	<u>\$ 230,000</u>

Consulting Services

Chemical Storage	\$ 25,000
	<u>\$ 25,000</u>

Contractor Fees

Chemical Storage	\$ 225,000
	<u>\$ 225,000</u>

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #4: "Develop our Human Resources to meet changing needs", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Maintain accurate records of repair and maintenance to the system and ensure completeness of all information submitted annually to the Public Service Commission
- Continue to enforce the Exception Meter Policy to insure meter accuracy and recover meter costs
- Implement the proper safety procedures for changing out old lead services
- Increase inventory turnover ratio by decreasing excessive, obsolete, and rare parts from inventory
- Maintain accurate records of all valves, services, and hydrants to simplify reporting to the Public Service Commission and ensure integrity of our records

Major changes in Revenue, Expenditures or Programs:

We are expecting to install approximately 14,000 vacuum breakers to prevent backflow into the water system to comply with the DNR's cross-connection program. The plan is to install the breakers at the same time as the new meter is being installed, saving time by not having to visit properties twice.

The material budgeted for vacuum breakers in 2014 was carried over which accounts for the large increase in the 2015 Amended budget. The requested amount in 2016 resumes back to the typical replacement sequence.

Two new performance indicators have been added to show number of cross-connection inspections being done annually and also how many appointment request letters being sent by the administration staff.

The increase in other contracts and obligations is due to an increase in Digger's Hotline fees and the increase in the number of street excavation permits needed.

The increase in part-time wages is a result of needing to use seasonal employees to help update the GIS water records.

Miscellaneous equipment expense includes the utility's portion for locator equipment to be shared with Public Works and the Stormwater and Wastewater Utilities.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Efficient customer service					
# Cross connection inspections	New measure	—————>	7,000	7,000	7,000
# Appointment request letters sent	New measure	5,265	10,000	10,000	10,000
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	1	2	1	1	1
Turnover ratio of inventory	0.65	0.74	0.80	0.80	0.80
Work Process Outputs					
Reporting & record keeping					
# of reports generated for PSC	1	1	1	1	1

**CITY OF APPLETON 2016 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5005 Sale of City Prop - Tax	\$ 1,658	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 1,658</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 232,150	\$ 237,318	\$ 259,795	\$ 261,251	\$ 258,897
6104 Call Time	1,419	696	1,200	1,200	1,200
6105 Overtime	870	740	1,920	1,920	1,920
6108 Part-Time	155	776	5,617	5,617	10,526
6150 Fringes	81,493	84,626	96,175	96,175	93,121
6201 Training\Conferences	643	1,249	1,600	1,600	2,000
6301 Office Supplies	1,069	1,158	1,050	1,050	1,200
6303 Memberships & Licenses	382	354	775	775	775
6304 Postage\Freight	242	252	250	250	260
6305 Awards & Recognition	490	665	665	665	665
6306 Building Maint./Janitorial	1,994	2,312	2,200	2,200	2,361
6309 Shop Supplies & Tools	2	29	50	50	50
6315 Books & Library Materials	713	-	-	-	-
6318 Materials	87,593	-	91,000	161,220	55,000
6320 Printing & Reproduction	1,159	1,037	2,500	2,500	2,500
6321 Clothing	703	2,134	1,000	1,000	1,375
6323 Safety Supplies	672	748	900	900	900
6324 Medical\Lab Supplies	114	89	100	100	100
6327 Miscellaneous Equipment	10,426	890	3,000	6,000	4,900
6404 Consulting Services	2,172	-	-	-	-
6412 Advertising/Publication	-	-	200	200	100
6413 Utilities	57,995	67,627	62,040	62,040	62,717
6420 Facilities Charges	19,384	20,122	21,000	21,000	22,080
6424 Software Support	3,636	1,610	3,500	3,500	2,500
6425 CEA Equip. Rental	8,450	5,562	5,540	5,540	5,540
6430 Health Services	19	19	100	100	50
6451 Laundry Services	443	-	-	-	-
6599 Other Contracts/Obligations	9,134	11,393	8,000	8,000	11,500
Total Expense	<u>\$ 523,522</u>	<u>\$ 441,406</u>	<u>\$ 570,177</u>	<u>\$ 644,853</u>	<u>\$ 542,237</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Materials

Frost free vac breakers	\$ 35,000
Inside vac breakers	20,000
	<u>\$ 55,000</u>

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Inspect exception meters as the new meter system is installed
- Ensure commercial and residential meters are the proper size and type when installing new meters
- Continue to monitor cross connection program to prevent illegal connections into the City water system
- Continue complete installation of the new metering system

Major changes in Revenue, Expenditures or Programs:

Replacement of the meter reading system began in late 2013 and is expected to be completed in late 2017. This will provide us an opportunity to gain efficiencies in our meter reading system while improving customer service. The meter installation work will be done internally taking 1.5 FTE additional meter technicians along with the 2.5 FTE's of current staff to implement all 27,738 meters. The additional staff need will be met by current employees as we prioritize overall labor to complete this project as efficiently as possible.

The 2016 budget reflects the transition of some salary dollars back to operating expense to provide the support for meters installed in the first two and a half years of the new meter project. Contractor fees are still needed as the need to call a plumber increased during new meter installation.

The software support includes the hosting fee of the data associated with the new meter reading system. Annual rates are based on the number of meters; these fees will level off in 2016-2017.

The cellular service for transmitting the data from the towers is what makes up the utility charges, the budget decrease is the result of discovering a better data plan with our cellular provider.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Reliable, accurate water usage					
# of large meters replaced	0	0	0	0	0
# of meters tested	428	4,183	7,000	7,000	7,000
# of defective meters replaced	36	17	100	100	50
# of meters in service	27,383	27,589	27,650	27,650	27,750
Strategic Outcomes					
Implementation of system upgrade					
# of trace batteries replaced	122	0	0	0	0
# of meters replaced	New measure	4,661	7,000	7,000	7,000
Work Process Outputs					
Service provided					
# of service calls	1,472	1,863	1,800	1,800	1,800
System growth					
# new customer meters installed	233	80	200	70	100

**CITY OF APPLETON 2016 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

Business Unit 5352

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6102 Labor Pool Allocations	\$ 80,559	\$ 59,463	\$ 41,815	\$ 43,646	\$ 55,414
6104 Call Time	319	159	200	200	200
6105 Overtime	1,073	1,055	1,150	1,150	1,150
6150 Fringes	25,728	22,482	18,961	18,961	24,300
6304 Postage/Freight	-	222	250	250	250
6306 Building Maint./Janitorial	27	56	150	150	150
6309 Shop Supplies	5,185	4,535	2,325	2,325	3,550
6311 Paint & Supplies	7	6	-	-	-
6326 Equipment Parts	385	-	500	500	1,500
6327 Misc. Equipment	(216)	-	400	400	600
6408 Contractor Fees	159	709	3,000	3,000	3,000
6413 Utilities	-	1,086	2,400	2,400	1,100
6418 Equipment Repairs & Maint.	719	4,125	2,700	2,700	3,600
6424 Software Support	983	12,200	39,287	39,287	37,884
6425 CEA Equip. Rental	9,388	4,658	6,145	6,145	7,575
6431 Interpreter Services	15	-	-	-	-
Total Expense	<u>\$ 124,331</u>	<u>\$ 110,756</u>	<u>\$ 119,283</u>	<u>\$ 121,114</u>	<u>\$ 140,273</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Software Support

Annual hosting fees	\$ 35,067
Software support fees	2,217
Badger Connect service contract	600
	<u>\$ 37,884</u>

CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve

Objectives:

- Respond promptly to main breaks to minimize water loss, reduce property damage and lessen disruption of service to customers
- Meet the Public Service Commission requirements with a preventive maintenance and general upkeep schedule
- Monitor the cross connection program and the lead replacement program
- Pursue valve maintenance to comply with Public Service Commission standards

Major changes in Revenue, Expenditures or Programs:

Water distribution will continue to focus more on replacements of hydrants and curb boxes in areas with corrosive soils in 2016.

Part-time labor expense is for seasonal employees to help with hydrant maintenance and painting.

Budget includes the purchase of four automatic hydrant flushers to increase residual chlorine levels and improve circulation in low consumption/dead end areas.

Budget includes replacing lower valve assemblies in Waterous hydrants installed 1970 thru 1990 due to failing parts causing hydrants to turn hard and not function properly.

The increase in tipping fees is due to no longer being able to dispose of clay spoils at the old landfill on Mackville Road as this site is no longer permitted and now having to pay to dispose of this material at another location. The increase in watermain breaks and repair work also contributes to having more materials for disposal .

There is an additional \$50,000 budgeted in contractor fees to help with the catch up on water patches.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	4	4	5	5	5
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	9%	10%	10%	10%	10%
Strategic Outcomes					
Reliability of the system					
# water main breaks	87	141	85	85	85
Work Process Outputs					
Preventive maintenance					
# services replaced	24	11	15	15	15
# valves exercised	869	525	900	900	600
# valves replaced	4	7	5	5	10
# curb boxes repaired	202	248	300	300	300
# joint leaks fixed	4	1	5	5	3
# of service leaks	3	3	5	5	3

**CITY OF APPLETON 2016 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv. - Nontax	\$ 155	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 155	\$ -	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 508,013	\$ 498,596	\$ 465,300	\$ 468,836	\$ 487,540
6104 Call Time	12,292	19,006	11,150	11,150	13,150
6105 Overtime	26,589	65,208	31,450	31,450	37,700
6108 Part-Time	35	-	-	-	5,514
6150 Fringes	195,172	199,139	197,723	197,723	214,903
6308 Landscape Supplies	-	2,250	1,000	1,000	1,000
6309 Shop Supplies & Tools	7,623	9,539	7,500	7,500	7,500
6311 Paint & Supplies	1,919	1,352	2,375	2,375	2,375
6321 Clothing	-	5	-	-	-
6322 Gas Purchases	134	-	215	215	75
6323 Safety Supplies	-	17	-	-	-
6325 Construction Materials	79,667	69,864	101,000	101,000	100,500
6326 Equipment Parts	74,016	85,387	82,000	82,000	91,000
6327 Miscellaneous Equipment	16,202	14,266	20,700	20,700	20,750
6328 Signs	55	222	-	-	-
6408 Contractor Fees	17,445	39,185	83,500	83,500	68,500
6415 Tipping Fees	17,509	15,106	25,000	25,000	42,000
6418 Equip Repairs & Maint	668	108	700	700	700
6425 CEA Equip. Rental	201,009	234,800	240,958	240,958	257,158
6503 Rent	-	-	500	500	250
6899 Other Capital Outlay	(19,675)	(17,214)	-	-	-
Total Expense	\$ 1,138,673	\$ 1,236,836	\$ 1,271,071	\$ 1,274,607	\$ 1,350,615

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Asphalt	\$ 11,000	Surface restoration	\$ 50,000
Gravel	19,000	Contractor services for	
Slurry	6,000	main/valve break & repair	10,000
Stone	2,000	Hydrant painting	8,500
Concrete	52,500		\$ 68,500
Other materials	10,000		
	\$ 100,500		
<u>Equipment Parts</u>		<u>Tipping Fees</u>	
Fittings, clamps, pipe, etc. for		Water main breaks	\$ 15,000
main/valve break repair	\$ 37,000	Pavement removal from	
Valves, sleeves, boxes, pipe &		in-house patch program	27,000
connectors for service			\$ 42,000
laterals/curbs	19,000		
Hydrant repair parts	35,000		
	\$ 91,000		
<u>Miscellaneous Equipment</u>			
Barricades	\$ 4,000		
Valve Turner	7,000		
Automatic hydrant flusher	7,500		
Misc equipment	2,250		
	\$ 20,750		

CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Implement the 2016 watermain program
- Continue to coordinate water capital projects with other capital improvement projects
- Evaluate the needs of the system and prepare a five year plan to reflect those needs
- Replace some undersized 4 inch mains per DNR water audit
- Implement the water meter system replacement program

The following are 2016 CIPs:

	2016 Budget	Page
Radio read system for water meters	\$ 1,920,059	Projects, Pg. 639
Water main construction	2,682,387	Projects, Pg. 596
	\$ 4,602,446	

Major changes in Revenue, Expenditures or Programs:

Water mains reconstructed shall have improved fire flows to bring flows within conformance of current international fire flow standards for residential, commercial and industrial zoning/use. Please see the project section within the capital improvement section of the budget for further information about the watermain program.

Included in this budget is the ongoing costs to install an advanced meter infrastructure (AMI) meter system. This will provide an opportunity to gain efficiencies to meter reading while improving customer service as well as replacing a system that is no longer supported by the manufacturer. This project began in 2013 and will continue through 2017.

PERFORMANCE INDICATORS

	Actual 2013	Actual 2014	Target 2015	Projected 2015	Target 2016
Client Benefits/Impacts					
Reliable and adequate service					
% of reconstructed streets with relay	100.0%	100.0%	100.0%	100.0%	100.0%
% increase of fire flow capacity	0% - 45%	0% - 245%	0% - 200%	0% - 200%	0% - 200%
# of low flow hydrants eliminated	3	5	5	5	5
Strategic Outcomes					
System size					
Miles of mains	375	373*	375	375	376
% of total miles of mains reconstructed	0.65%	0.66%	0.82%	0.82%	0.70%
# of hydrants in the City	3,295	3,313	3,300	3,300	3,300
# of low flow hydrants in the City	104	85	85	85	80
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	0.19	1.08	0.00	0.42	0.60
Miles of existing mains re-laid	2.19	2.47	3.06	3.06	2.64

* Moved from a manual tracking system to a more comprehensive system - GIS

CITY OF APPLETON 2016 BUDGET

WATER UTILITY

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 42,263	\$ 41,504	\$ 402,029	\$ 402,986	\$ 380,343
6104 Call Time	219	185	-	-	-
6105 Overtime	2,511	4,688	10,585	10,585	10,599
6108 Part-Time	-	629	1,962	1,962	2,041
6150 Fringes	6,001	8,785	144,690	144,690	129,308
6304 Postage\Freight	-	895	-	-	-
6309 Shop Supplies & Tools	72	-	-	-	-
6320 Printing & Reproduction	-	1,042	-	-	-
6325 Construction Materials	30	7,778	-	-	-
6328 Signs	33	811	-	-	-
6404 Consulting	9,026	15,345	10,000	13,775	20,000
6408 Contractor Fees	72	253	259,800	259,800	22,500
6415 Tipping Fees	-	414	-	-	-
6425 CEA Equipment Rental	3	-	26,700	26,700	31,953
6599 Other Contracts/Obligations	1,801	1,235	-	-	-
6804 Machinery & Equipment	1,406,133	1,666,000	1,464,917	1,734,917	1,630,502
6809 Infrastructure Construction	1,451,611	1,956,447	2,212,230	2,492,001	2,375,200
6899 Other Capital Outlay	(2,867,921)	(3,649,519)	-	-	-
Total Expense	\$ 51,854	\$ 56,492	\$ 4,532,913	\$ 5,087,416	\$ 4,602,446

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

2016	Street	From	To	Water Utility
Labor Pool				522,291
CEA				31,953
Miscellaneous	Permit; Misc. Fees	NOI, Railroad, Water Usage, County		10,000
Construction	Surface Restoration	Due to 2015 Water CIP Excav		22,500
	South Island water relay - design			10,000
	Subtotal			42,500
New Construction	Alexander St	Pershing St	Lindbergh St	34,550
	Easement	Lawe St	Fairway Ct	38,400
	Subtotal			72,950
Reconstruction (not related to paving)	Briarcliff Dr	Edgemere Dr	Newberry St	126,200
	Douglas St	Wisconsin Central	Haskell St	66,750
	Eighth St	Elm St (210' e/o)	Jones Park	34,725
	Graceland Ave	Randall St	Woodland Ave	125,450
	Hall Ave	Randall St	Woodland Ave	95,000
	Haskell St	Herbert St	Douglas St	83,000
	Kay St	Viola St	Racine St	148,425
	N. Island St	Vulcan St (300' w)	Vulcan St	52,050
	Randall St	Owaissa St	180' east	19,950
	Subtotal			751,550
Reconstruction (prior to next year's paving)	Bateman St	Pacific St	Hancock St	119,500
	Division St	Franklin St	Atlantic St	78,600
	Douglas St	Pine St	Haskell St	50,000
	Fair St	Franklin St	south end	52,050
	Glendale Ave	Birchwood St	Mason St	485,100
	Grant St	Nicholas St	Mason St	123,250
	Lawe St bridge	S. Island St	s/end Lawe St Power canal	160,000
	Mason St	Weiland Ave	Hillock Ct	207,750
	Owaissa St	Wisconsin Ave	Randall St	167,200
	Winona Ct	Nawada St	Nawada St	107,250
	Subtotal			1,550,700
Total Water Construction				\$ 2,971,944

Machinery & Equipment

Radio read system for water meters

\$ 1,630,502
<u>\$ 1,630,502</u>

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	20156 Adopted Budget
REVENUES							
Permits	315	385.00	140	500	500	500	500
Interest Income	120,553	447,662.98	151,151	200,000	200,000	0	250,000
Charges for Services	19,893,318	19,921,330.73	14,165,852	19,906,050	19,906,050	19,836,500	19,866,500
Other Revenues	1,022,163	947,684.26	541,214	746,839	684,839	129,500	626,480
TOTAL REVENUES	20,795,243	21,317,062.97	14,858,357	20,853,389	20,791,389	19,966,500	20,743,480
EXPENSES BY LINE ITEM							
Regular Salaries	309,000	303,519.25	217,782	381,161	339,245	597,911	709,037
Labor Pool Allocations	1,171,506	1,134,815.80	1,105,518	1,768,147	1,827,015	1,474,507	1,474,507
Call Time	18,337	22,398.38	10,406	15,550	15,550	17,550	17,550
Overtime	126,855	190,727.35	116,437	145,492	145,492	153,426	153,426
Temp. Full-Time	0	340.16	200	0	0	0	0
Part-Time	11,758	13,905.08	12,837	19,999	19,999	30,524	30,524
Other Compensation	7,257	9,169.75	9,995	10,590	10,590	11,245	11,245
Shift Differential	2,155	2,606.17	1,607	2,865	2,865	2,928	2,928
Sick Pay	29,107	41,897.47	81,984	0	0	0	0
Vacation Pay	199,317	209,737.71	168,517	0	0	0	0
Fringes	605,674	609,255.00	562,433	820,409	820,409	789,916	830,198
FICA	396	.00	0	0	0	0	0
Salaries & Fringe Benefits	2,481,362	2,538,372.12	2,287,716	3,164,213	3,181,165	3,078,007	3,229,415
Training & Conferences	2,673	8,682.97	2,295	12,600	12,600	13,280	13,280
Subscriptions	20	164.00	0	0	0	175	175
Memberships & Licenses	8,046	7,818.38	8,006	8,475	8,475	8,575	8,575
Postage & Freight	18,868	20,533.97	12,611	21,500	21,500	1,510	22,810
Awards & Recognition	546	736.98	212	875	875	875	875
Building Maintenance/Janitor.	3,998	4,176.42	3,147	4,650	4,650	4,811	4,811
Food & Provisions	522	141.98	135	280	280	280	280
Insurance	139,425	105,028.00	78,773	107,410	107,410	0	110,920
Rent	0	.00	0	500	500	250	250
Depreciation Expense	4,057,804	3,970,643.33	3,033,510	4,830,000	4,830,000	0	5,065,000
Uncollectible Accounts	13,027	5,354.18	5,793	13,000	13,000	9,000	9,000
Discounts Available	0	2.15	0	0	0	0	0
Bond Interest Payments	3,255,532	3,109,293.67	2,323,836	3,219,401	3,219,401	0	2,886,214
Debt Issuance Costs	0	63,850.00	0	0	0	0	80,000
Amortization of Debt Disc.	777,571	.00	0	100,000	100,000	0	0
Gain/Loss on Refund Amort.	181,324	163,395.95	109,215	145,616	145,616	0	127,926
Trans Out - General Fund	1,785,322	1,776,920.20	1,376,910	1,944,200	1,944,200	0	2,138,800
Trans Out - Capital Projects	0	.00	8,988	8,988	8,988	0	25,000
Administrative Expense	10,244,678	9,236,737.88	6,963,431	10,417,495	10,417,495	38,756	10,493,916
Landscape Supplies	0	2,249.92	0	1,000	1,000	1,000	1,000
Shop Supplies & Tools	18,142	27,578.92	15,724	19,375	19,375	22,100	22,100
Chemicals	1,314,852	1,236,124.86	862,518	1,279,500	1,279,500	1,369,000	1,369,000
Treatment Chemicals	1,836	2,456.41	2,299	3,550	3,550	3,700	3,700
Paint & Supplies	1,927	1,358.08	1,121	2,375	2,375	2,375	2,375
Books & Library Materials	713	.00	0	0	0	0	0
Miscellaneous Supplies	0	.00	292	0	0	0	0
Materials	400,270	372,294.38	171,762	515,125	585,345	297,000	297,000
Printing & Reproduction	16,242	15,898.26	13,060	20,052	20,052	12,852	16,552
Clothing	3,164	4,461.37	2,432	3,400	3,400	3,775	3,775
Gas Purchases	8,386	8,142.50	4,634	10,583	10,583	8,171	8,171
Safety Supplies	3,077	10,266.34	15,290	7,100	7,100	7,100	7,100
Medical & Lab Supplies	47,925	46,065.40	45,606	59,450	59,450	65,180	65,180
Construction Materials	79,667	78,226.65	39,790	101,000	101,000	100,500	100,500
Vehicle & Equipment Parts	74,715	85,387.20	55,228	82,500	82,500	92,500	92,500
Miscellaneous Equipment	59,618	29,323.80	22,745	42,700	55,700	101,250	105,750
Signs	88	1,032.70	48	0	0	0	0
Supplies & Materials	2,030,622	1,920,866.79	1,252,549	2,147,710	2,230,930	2,086,503	2,094,703
Accounting/Audit	11,318	10,825.67	11,317	35,110	35,110	0	10,900
Legal Fees	20,049	19,249.17	0	22,000	22,000	0	22,000

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	20156 Adopted Budget
Bank Services	22,106	23,309.72	14,230	22,000	22,000	0	23,000
Consulting Services	515,067	306,028.70	100,057	45,000	314,389	77,500	97,500
Collection Services	2,030	1,631.75	1,218	3,450	3,450	2,650	2,650
Contractor Fees	41,975	429,753.15	340,790	592,040	826,768	433,850	658,850
Temporary Help	0	534.72	164	0	0	0	0
Advertising	73	1,494.68	0	1,700	1,700	1,600	1,600
Tipping Fees	17,509	15,519.15	28,552	25,000	25,000	42,000	42,000
Health Services	19	19.00	0	100	100	50	50
Interpreter Services	15	.00	0	0	0	0	0
Snow Removal Services	3,395	5,000.00	222	5,000	5,000	5,000	5,000
Laundry Services	443	.00	0	0	0	0	0
Other Contracts/Obligations	129,850	31,230.55	22,008	26,165	26,165	28,665	28,665
Purchased Services	763,849	844,596.26	518,558	777,565	1,281,682	591,315	892,215
Electric	692,645	678,084.92	478,230	720,961	720,961	722,732	722,732
Gas	130,642	201,888.98	105,605	190,478	190,478	152,000	152,000
Water	133,191	154,192.95	108,923	140,998	140,998	46,156	154,156
Waste Disposal/Collection	18,856	23,208.29	18,099	22,799	22,799	26,884	26,884
Fuel Oil	1,837,501	1,577,318.75	1,097,469	2,195,000	2,195,000	2,000,000	2,000,000
Stormwater	20,450	22,899.04	16,660	22,903	22,903	24,643	24,643
Telephone	15,187	17,571.52	12,312	19,913	19,913	17,702	17,702
Cellular Telephone	4,397	7,128.45	4,012	7,190	7,190	7,005	7,005
Utilities	2,852,869	2,682,292.90	1,841,310	3,320,242	3,320,242	2,997,122	3,105,122
Building Repair & Maintenance	529	.00	14,519	225,000	225,000	250,000	275,000
Equipment Repair & Maintenanc	58,220	61,490.11	44,119	61,400	61,400	34,300	34,300
Communications Equip. Repairs	0	.00	180	0	0	0	0
Facilities Charges	197,901	250,963.75	147,386	279,291	279,291	287,901	287,901
Software Support	10,830	20,310.54	45,866	50,787	50,787	50,384	50,384
CEA Equipment Rental	235,688	261,959.35	185,397	295,168	295,168	317,968	317,968
Grounds Repair & Maintenance	5,222	3,933.02	3,826	5,500	5,500	5,500	5,500
Repair & Maintenance	508,390	598,656.77	441,293	917,146	917,146	946,053	971,053
Land Improvements	0	.00	62,471	115,000	115,000	0	0
Buildings	0	.00	2,129	70,000	70,000	230,000	230,000
Machinery & Equipment	1,463,528	6,007,457.88	1,514,806	4,364,917	5,953,463	2,130,502	1,630,502
Infrastructure Construction	1,451,611	1,956,447.24	2,141,392	2,212,230	2,492,001	2,592,370	2,375,200
Other Capital Outlay	3,430,171-	8,683,550.24-	0	0	0	0	0
Capital Expenditures	515,032-	719,645.12-	3,720,798	6,762,147	8,630,464	4,952,872	4,235,702
TOTAL EXPENSES	18,366,738	17,101,877.60	17,025,655	27,506,518	29,979,124	14,690,628	25,022,126

CITY OF APPLETON 2016 BUDGET
WATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Charges for Services	\$ 19,899,475	\$ 19,927,965	\$ 19,906,050	\$ 19,906,050	\$ 19,866,500
Miscellaneous	416,562	446,588	494,865	432,865	400,000
Total Revenues	<u>20,316,037</u>	<u>20,374,553</u>	<u>20,400,915</u>	<u>20,338,915</u>	<u>20,266,500</u>
Expenses					
Operation and Maintenance	8,250,694	7,950,595	9,569,638	9,644,853	9,641,740
Depreciation	4,057,804	3,970,643	4,830,000	4,720,000	5,065,000
Total Expenses	<u>12,308,498</u>	<u>11,921,238</u>	<u>14,399,638</u>	<u>14,364,853</u>	<u>14,706,740</u>
Operating Income (Loss)	8,007,539	8,453,315	6,001,277	5,974,062	5,559,760
Non-Operating Revenues (Expenses)					
Investment Income	(120,553)	447,663	200,000	250,000	250,000
Interest Expense	(3,255,532)	(3,109,294)	(3,219,401)	(3,264,495)	(2,886,214)
Gain/Loss on Refunding	(777,571)	(163,396)	(145,616)	(145,616)	(127,926)
Gain/Loss on Asset Disposal	(13,464)	40,445	-	-	-
Amortization of Premium on Debt	276,504	255,602	247,474	247,474	221,980
Amortization of Debt Expense	(181,324)	(63,850)	(100,000)	(200,000)	(80,000)
Other	16,833	10,955	5,000	5,000	5,000
Total Non-Operating	<u>(4,055,107)</u>	<u>(2,581,875)</u>	<u>(3,012,543)</u>	<u>(3,107,637)</u>	<u>(2,617,160)</u>
Net Income Before Contributions and Transfers	3,952,432	5,871,440	2,988,734	2,866,425	2,942,600
Contributions and Transfers In (Out)					
Capital Contributions	309,704	179,624	-	80,000	-
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(1,819,828)	(1,822,079)	(1,930,400)	(1,975,000)	(2,125,000)
Capital Projects	-	-	-	-	-
Change in Net Assets	2,428,508	4,215,185	1,044,534	957,625	803,800
Net Assets - Beginning	<u>68,402,335</u>	<u>70,830,843</u>	<u>75,046,028</u>	<u>75,046,028</u>	<u>76,003,653</u>
Net Assets - Ending	<u>\$ 70,830,843</u>	<u>\$ 75,046,028</u>	<u>\$ 76,090,562</u>	<u>\$ 76,003,653</u>	<u>\$ 76,807,453</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	\$ 12,005,482	\$ 7,853,053
+ Change in Net Assets	957,625	803,800
- Capital Contributions	(80,000)	-
+ Depreciation	4,720,000	5,065,000
+ Long Term Debt	21,845,000	4,200,000
- Fixed Assets	(9,905,054)	(5,082,446)
- Principal Repayment	<u>(21,690,000)</u>	<u>(6,560,000)</u>
Working Cash - End of Year	<u>\$ 7,853,053</u>	<u>\$ 6,279,407</u>

**CITY OF APPLETON 2016 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2015 Budget	2015 Projected	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected
Revenues							
Charges for Services	\$ 19,906,050	\$ 19,906,050	\$ 19,866,500	\$ 19,965,833	\$ 20,065,662	\$ 20,165,990	\$ 20,266,820
Miscellaneous	494,865	432,865	400,000	400,500	401,001	401,502	402,004
Total Revenues	<u>20,400,915</u>	<u>20,338,915</u>	<u>20,266,500</u>	<u>20,366,333</u>	<u>20,466,662</u>	<u>20,567,492</u>	<u>20,668,824</u>
Expenses							
Operating Expenses	9,569,638	9,644,853	9,641,740	9,900,992	9,502,772	9,787,855	10,081,491
Depreciation	4,830,000	4,720,000	5,065,000	5,265,000	5,465,000	5,665,000	5,865,000
Total Expenses	<u>14,399,638</u>	<u>14,364,853</u>	<u>14,706,740</u>	<u>15,165,992</u>	<u>14,967,772</u>	<u>15,452,855</u>	<u>15,946,491</u>
Operating Income	6,001,277	5,974,062	5,559,760	5,200,340	5,498,890	5,114,637	4,722,333
Non-Operating Revenues (Expenses)							
Interest Income	200,000	250,000	250,000	200,000	200,000	150,000	100,000
Interest Expense	(3,219,401)	(3,264,495)	(2,886,214)	(2,982,037)	(2,765,611)	(2,609,620)	(2,547,911)
Gain/Loss on Refunding	(145,616)	(145,616)	(127,926)	(109,306)	(89,734)	(70,320)	(51,077)
Amortization of Debt Premium	247,474	247,474	221,980	194,599	165,806	137,146	108,392
Debt Issuance Expense	(100,000)	(200,000)	(80,000)	(80,000)	(80,000)	(100,000)	(80,000)
Other	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Non-Operating	<u>(3,012,543)</u>	<u>(3,107,637)</u>	<u>(2,617,160)</u>	<u>(2,771,744)</u>	<u>(2,564,539)</u>	<u>(2,487,794)</u>	<u>(2,465,596)</u>
Net Income Before Transfers	2,988,734	2,866,425	2,942,600	2,428,596	2,934,351	2,626,843	2,256,737
Contributions and Transfers In (Out)							
Capital Contributions	-	80,000	-	-	-	-	-
Trans Out - General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(1,930,400)	(1,975,000)	(2,125,000)	(2,300,000)	(2,475,000)	(2,650,000)	(2,825,000)
Change in Net Assets	1,044,534	957,625	803,800	114,796	445,551	(36,957)	(582,063)
Total Net Assets - Beginning	<u>75,046,028</u>	<u>75,046,028</u>	<u>76,003,653</u>	<u>76,807,453</u>	<u>76,922,249</u>	<u>77,367,800</u>	<u>77,330,843</u>
Total Net Assets - Ending	<u>\$ 76,090,562</u>	<u>\$ 76,003,653</u>	<u>\$ 76,807,453</u>	<u>\$ 76,922,249</u>	<u>\$ 77,367,800</u>	<u>\$ 77,330,843</u>	<u>\$ 76,748,780</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	12,005,482	7,853,053	6,279,407	3,733,342	1,640,036	(2,659,973)	
+ Change in Net Assets	957,625	803,800	114,796	445,551	(36,957)	(582,063)	
+ Depreciation	4,720,000	5,065,000	5,265,000	5,465,000	5,665,000	5,865,000	
+ Long Term Debt	21,845,000	4,200,000	4,000,000	3,750,000	8,650,000	2,700,000	
- Contributed Capital	(80,000)	-	-	-	-	-	
- Fixed Assets	(9,905,054)	(5,082,446)	(4,845,861)	(4,573,857)	(10,813,052)	(3,390,752)	
- Principal Repayment	(21,690,000)	(6,560,000)	(7,080,000)	(7,180,000)	(7,765,000)	(8,345,000)	
Working Cash - End of Year	<u>\$ 7,853,053</u>	<u>\$ 6,279,407</u>	<u>\$ 3,733,342</u>	<u>\$ 1,640,036</u>	<u>\$ (2,659,973)</u>	<u>\$ (6,412,788)</u>	
25% Working Capital Reserve (prior year's audited expenses)		3,721,087	3,663,239	3,795,757	3,685,846	3,761,869	
Coverage Ratio		1.17	1.15	1.11	1.09	1.23	1.18

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2016-2020
Interest rate at 5% twenty year term
Revenue increases of 1/2% per year for additional customer base
Operating expenses to increase 3.0% per year after 2016
Reduction in O&M expense of \$200,000 at the Water Filtration Plant starting in year 2017 for change from Membrane to UV filtration
Includes in O&M expense for painting of the North Reservoir at a cost of \$675,000 in 2017
Maintain a level of 25% working capital reserve and 1.10 coverage ratio as required by bond covenants

RESULTS:

A rate study will be prepared in 2017 with rates scheduled to be implemented for 2018. All Water Utility rate increases must be approved by the Public Service Commission. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. The projections are shown with the current rates and no adjustments for any approved rate increase by the PSC.

**CITY OF APPLETON 2016 BUDGET
WATER UTILITY
LONG TERM DEBT**

	2007 A		2007 C		2008 A	
	Revenue Refunding Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2016	\$ 4,000,000	\$ 1,310,163	\$ 635,000	\$ 57,586	\$ 660,000	\$ 101,200
2017	4,210,000	1,099,663	665,000	29,326	690,000	70,150
2018	4,420,000	878,663	690,000	-	720,000	37,750
2019	4,140,000	671,663	-	-	755,000	-
2020	4,345,000	454,413	-	-	-	-
2021	4,245,000	254,425	-	-	-	-
2022	4,445,000	45,000	-	-	-	-
2023	415,000	26,325	-	-	-	-
2024	430,000	6,975	-	-	-	-
2025	155,000	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
	<u>\$ 30,805,000</u>	<u>\$ 4,747,290</u>	<u>\$ 1,990,000</u>	<u>\$ 86,912</u>	<u>\$ 2,825,000</u>	<u>\$ 209,100</u>

	2011		2012		2013	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2016	\$ 130,000	\$ 102,860	\$ 105,000	\$ 68,205	\$ 275,000	\$ 268,250
2017	135,000	98,810	110,000	64,905	285,000	259,700
2018	140,000	94,610	110,000	61,605	295,000	250,850
2019	145,000	90,260	115,000	58,155	300,000	241,850
2020	150,000	84,260	120,000	54,555	310,000	232,550
2021	155,000	78,060	125,000	50,805	320,000	219,750
2022	160,000	71,660	125,000	47,055	335,000	206,350
2023	170,000	64,860	130,000	43,155	350,000	192,350
2024	175,000	57,860	135,000	39,105	365,000	177,750
2025	180,000	50,660	140,000	34,765	380,000	162,550
2026	190,000	43,060	145,000	30,270	395,000	145,388
2027	195,000	35,260	145,000	25,775	410,000	127,588
2028	205,000	27,060	150,000	21,125	430,000	108,938
2029	215,000	18,460	155,000	16,088	450,000	89,250
2030	220,000	9,660	160,000	10,888	470,000	68,688
2031	230,000	-	165,000	5,525	490,000	47,250
2032	-	-	170,000	-	515,000	24,075
2033	-	-	-	-	535,000	-
	<u>\$ 2,795,000</u>	<u>\$ 927,400</u>	<u>\$ 2,305,000</u>	<u>\$ 631,981</u>	<u>\$ 6,910,000</u>	<u>\$ 2,823,127</u>

	2014		2015		2015		TOTAL		
	Revenue Bonds		Revenue Bonds		Refunding Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest	Principal	Interest			
2016	\$ 155,000	\$ 129,400	\$ -	\$ 200,500	\$ 275,000	\$ 560,550	\$ 6,235,000	\$ 2,798,714	\$ 9,033,714
2017	155,000	126,300	210,000	196,300	100,000	558,550	6,560,000	2,503,704	9,063,704
2018	160,000	123,100	215,000	192,000	105,000	556,450	6,855,000	2,195,028	9,050,028
2019	165,000	119,800	220,000	185,400	825,000	531,700	6,665,000	1,898,828	8,563,828
2020	165,000	114,850	230,000	178,500	1,650,000	482,200	6,970,000	1,601,328	8,571,328
2021	170,000	109,750	235,000	171,450	1,700,000	431,200	6,950,000	1,315,440	8,265,440
2022	175,000	104,500	245,000	164,100	1,755,000	378,550	7,240,000	1,017,215	8,257,215
2023	180,000	99,100	250,000	156,600	1,805,000	324,400	3,300,000	906,790	4,206,790
2024	190,000	93,400	260,000	146,200	1,865,000	249,800	3,420,000	771,090	4,191,090
2025	195,000	85,600	270,000	135,400	1,940,000	172,200	3,260,000	641,175	3,901,175
2026	200,000	77,600	280,000	124,200	2,020,000	91,400	3,230,000	511,918	3,741,918
2027	210,000	69,200	295,000	112,400	1,120,000	46,600	2,375,000	416,823	2,791,823
2028	220,000	60,400	305,000	100,200	1,165,000	-	2,475,000	317,723	2,792,723
2029	230,000	51,200	315,000	87,600	-	-	1,365,000	262,598	1,627,598
2030	235,000	41,800	330,000	74,400	-	-	1,415,000	205,436	1,620,436
2031	245,000	32,000	345,000	60,600	-	-	1,475,000	145,375	1,620,375
2032	255,000	21,800	355,000	46,400	-	-	1,295,000	92,275	1,387,275
2033	265,000	11,200	370,000	31,600	-	-	1,170,000	42,800	1,212,800
2034	280,000	-	385,000	16,200	-	-	665,000	16,200	681,200
2035	-	-	405,000	-	-	-	405,000	-	405,000
	<u>\$ 3,850,000</u>	<u>\$ 1,471,000</u>	<u>\$ 5,520,000</u>	<u>\$ 2,380,050</u>	<u>\$ 16,325,000</u>	<u>\$ 4,383,600</u>	<u>\$ 73,325,000</u>	<u>\$ 17,660,460</u>	<u>\$ 90,985,460</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$4,200,000 will be issued in 2016. Expected interest expense of the issue in 2016 is \$87,500 at 5%.

CITY OF APPLETON 2016 BUDGET

WASTEWATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2016 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 2015 EVENTS

WASTEWATER TREATMENT

Total Maximum Daily Load

The Appleton Wastewater Treatment Plant (AWWTP) has applied for and is awaiting the re-issuance of the plant's Wisconsin Discharge Elimination System (WPDES) permit. The reissued 5-year WPDES permit establishes a compliance timeline with specific reporting milestones as described within DNR Guidance Document (3400-2011-02) and more stringent future water quality based limitations based on Wis Adm. Code NR 217 that resulted from the EPA approved Lower Fox River Total Maximum Daily Load. Since 2013, the AWWTP has been working with an area engineering firm to conduct an analysis of existing treatment capabilities, full-scale chemical treatment optimization, and compliance alternative studies. In late 2015, the firm concluded this work and compiled their findings within a technical report that included recommendations for major plant upgrades and treatment optimization findings along with a matrix of off-site regulatory compliance options (e.g. nutrient trading and adaptive management programs).

#1 & #2 Bar Screen Replacement

#1 and #2 bar screen replacement project work was successfully completed in July, 2015. This work involved the installation of two fine screen racks that will improve trash/debris removal and subsequent compaction. The installation of these two new bar screens, coupled with the #3 bar screen (installed in 2010), provides 110 MGD of hydraulic screening capacity, reduces trash buildup in primary digester sludge, reduces landfill tipping fees, and is expected to increase the life expectancy of downstream pumping equipment.

Digester Upgrades Project

This project was completed during the fall of 2015. The work involved optimization of the anaerobic digester gas mixing operation by a combination of targeted mechanical and electrical system improvements or upgrades. The resulting project is anticipated to reduce overall mix system energy consumption (up to \$34,000 per year in electricity) and the associated costs to repair or replace gas compressor units while enhancing operational reliability and process efficiency.

Wastewater Sludge Storage Options

This CIP originated in 2008 resulting from consecutive years of on-site biosolids storage not satisfying the 180-day sludge storage requirement specified under NR 204.10. The future direction is predicated on the compost program viability and the need to allocate funding related to capital improvements for either compost facility upgrades or expand on-site biosolids storage at the AWWTP to meet the NR 204 sludge storage requirement.

Everett Street Lift Station

The project reconciled limited pump capacity under infiltration and inflow induced events, aging existing equipment reliability issues, and the lack of on-site emergency stand-by power for what is the third largest sewage lift station in the City. Final construction of a larger capacity lift station, new stationary emergency generator, and larger forcemain was completed in August, 2015.

Sludge Storage Improvements

Project was completed in August, 2015. The new design reconciles safety concerns and space limitations associated with the storage and retrieval of large steel columns and reinforced concrete retaining walls used in the sludge storage building. It also concurrently improves functionality by increasing maneuverability of the pay loader and haul trucks transporting biosolids to the compost facility or land application sites.

Lift Station Improvements

Two projects were initiated in June, 2015. One project, for the station located on Midway Road, was to significantly improve pump system dependability and lessen the demand on portable power generation equipment and the personnel needed to connect and maintain it. The other project, for the Scarlet Oak station, was to restore complete lift station reliability, including addressing site access issues.

WASTEWATER COLLECTION

Reconstructed / rehabilitated approximately 2.44 miles of sanitary sewer.

Completed the fourth year of a comprehensive flow monitoring project covering approximately 20% of the City's sanitary collection system, which will help identify and address areas of inflow/infiltration into our collection system.

Used our sewer televising program to identify and resolve several significant grease issues.

WASTEWATER ADMINISTRATION

Implemented Act 274 regarding the rules to collect past due utility accounts from tenants of residential properties; made appropriate changes to utility billing system to meet requirements to collect on accounts from property owners.

CITY OF APPLETON 2016 BUDGET WASTEWATER UTILITY

MAJOR 2016 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Wastewater Utility to:

Provide treatment that meets or exceeds State and federal water quality standards that are established in the reissued October 1, 2015 WPDES permit . This permit includes a compliance schedule for reporting requirements within the 5-year permit term including reference to future more stringent discharge limits for effluent phosphorus and total suspended solids under NR 102, NR 217, and Lower Fox River Total Maximum Daily Load (TMDL) legislation.

Continue to evaluate phosphorus loading sources and potential for source reduction, further investigate and refine existing treatment optimization opportunities, and research "new" treatment technologies capable of achieving future water quality based effluent limits for phosphorus.

Continue to engage and participate in Adaptive Management (AM), Water Quality Trading (WQT) opportunities that have the potential of meeting new phosphorus limits and reduction criteria set forth in the TMDL and NR 217.

Provide the citizens of Appleton with efficient, safe, and cost-effective treatment of its residential, commercial, and industrial wastewaters

Provide for both short-term and long-term facility planning and management to address community growth and increased wastewater treatment needs

Optimize and maintain plant processes and capital assets to produce a high quality effluent, while maximizing biogas utilization and reducing overall energy consumption. Provide biosolids and compost product of high quality and in demand for a variety of beneficial uses while continuing to explore biosolids diversification opportunities.

The following project completions will enhance longevity of wastewater treatment plant infrastructure: biosolids compost project, bar screen gate #1 replacement, belt filter press electrical improvements, and effluent pump firm capacity upgrade

Continue the clear water program to reduce inflow into wastewater system

Complete the annual sewer cleaning program and identify areas of concern

Promptly respond to emergency sewer backups

Continue major interceptor rehabilitation to maintain the system at a level that will accommodate growth and increased wastewater needs

Reduce the amount of inflow and infiltration into the sanitary sewer system

Use City's sewer truck camera to identify problem areas and address them accordingly

Continue to update the City sanitary sewer database

Use our televising software to assist in the programming of sewer spot repairs, protruding taps and mineral deposits

Create a Capacity, Management, Operations and Maintenance (CMOM) Plan to meet WisDNR requirements

Begin testing and implementation of utility billing system module of new enterprise resource planning (ERP) system.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 10,693,500	\$ 11,921,137	\$ 10,658,437	\$ 10,658,437	\$ 10,940,967	2.65%
Program Expenses							
5411	Utility Administration	222,328	231,293	252,169	255,351	258,136	2.37%
5412	Finance Administration	4,994,710	4,670,582	5,473,086	5,473,086	5,131,489	-6.24%
5422	Treatment	3,206,533	3,261,544	3,604,301	3,757,131	3,387,688	-6.01%
5423	Biosolids Management	500,520	555,249	614,585	615,771	665,062	8.21%
5424	Lab/Pre-Treatment	250,729	284,986	301,752	303,270	294,941	-2.26%
5425	Lift Stations	103,243	106,467	117,069	117,069	117,569	0.43%
5427	Collection Systems	755,135	798,327	944,718	1,027,718	869,582	-7.95%
5431	Public Works Capital	321,604	410,359	2,725,712	2,875,712	1,594,157	-41.51%
5432	Utility Capital	81,527	150,826	1,175,000	2,966,144	585,000	-50.21%
Total Program Expenses		\$ 10,436,329	\$ 10,469,633	\$ 15,208,392	\$ 17,391,252	\$ 12,903,624	-15.15%
Expenses Comprised Of:							
	Personnel	2,091,023	2,179,685	2,436,184	2,448,810	2,404,621	-1.30%
	Administrative Expense	4,813,937	4,455,918	4,760,891	4,760,891	4,912,063	3.18%
	Supplies & Materials	333,718	392,273	542,535	569,535	491,253	-9.45%
	Purchased Services	1,407,019	1,368,277	2,546,593	3,961,268	1,558,173	-38.81%
	Utilities	1,093,521	1,201,292	1,211,767	1,211,767	1,171,504	-3.32%
	Repair & Maintenance	659,603	622,954	691,658	721,658	635,978	-8.05%
	Capital Expenditures	37,508	249,234	3,018,764	3,717,323	1,730,032	-42.69%
Full Time Equivalent Staff:							
	Personnel allocated to programs	29.21	28.71	28.71	28.71	28.71	

* % change from prior year adopted budget

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM MISSION

For the benefit of the Wastewater Utility staff, managers will administer the Wastewater facility, while supporting and mentoring operations, biosolids, laboratory, and maintenance staff to ensure that all administrative business functions are completed accurately, timely, and professionally.

PROGRAM NARRATIVE

Link to City Key Strategies:

Implements Key Strategy # 6: "Continuously improve efficiency and effectiveness of city services".

Objectives:

- Continue to comply with all statutory requirements, filing all reports accurately and on a timely basis
- Continue to provide support in developing capital improvement projects, budgets, and process analysis
- Identify cost efficient technologies to assist in taking a proactive approach to administration
- Maintain a safe and healthy work environment for divisional employees
- Provide leadership in the coordination of community relations

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	1	1	0	0	0
# of first aid entries per year	9	10	0	0	0
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget for plant & lift stations obligated	92%	93%	100%	100%	100%
Work Process Outputs					
Government reports prepared					
# reports filed:					
Compliance Report (eCMAR)	1	1	1	1	1
Biosolids Annual Report	1	1	1	1	1
Pretreatm't Report	2	2	2	2	2
Discharge Report (eDMR)	12	12	12	12	12

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4710 Interest on Investments	\$ (168,160)	\$ 420,975	\$ 250,000	\$ 250,000	\$ 350,000
4730 Interest - Deferred Specials	26,724	21,419	25,000	25,000	20,000
4810 Sewer Service - Residential	4,016,383	3,981,255	3,850,000	3,850,000	3,900,000
4811 Sewer Service - Commercial	1,133,837	948,169	975,000	975,000	950,000
4812 Sewer Service - Industrial	4,238,379	4,307,818	4,250,000	4,250,000	4,250,000
4813 Sewer Service - Municipal	276,111	274,009	275,000	275,000	275,000
4815 Sewer Service - Multi-Family	101,630	300,595	300,000	300,000	305,000
5010 Misc. Revenue - Nontax	5	3,514	-	-	-
5015 Rental of City Property	9,340	-	-	-	-
5021 Capital Contributions	327,969	516,067	-	-	50,894
5035 Other Reimbursements	1,226	1,590	-	-	1,800
5071 Customer Penalty	40,130	41,699	40,000	40,000	41,000
Total Revenue	\$ 10,003,574	\$ 10,817,110	\$ 9,965,000	\$ 9,965,000	\$ 10,143,694
Expenses					
6101 Regular Salaries	\$ 129,273	\$ 132,283	\$ 140,718	\$ 143,900	\$ 145,459
6104 Call Time	-	13	-	-	-
6105 Overtime	241	50	500	500	530
6108 Part-Time	2,737	2,219	1,449	1,449	1,472
6150 Fringes	30,467	39,699	45,398	45,398	45,574
6201 Training\Conferences	5,526	4,088	10,700	10,700	10,350
6301 Office Supplies	2,275	2,194	3,000	3,000	3,000
6302 Subscriptions	74	224	100	100	225
6303 Memberships & Licenses	3,005	2,369	3,215	3,215	3,175
6304 Postage\Freight	2,342	2,080	2,400	2,400	2,500
6305 Awards & Recognition	121	218	300	300	300
6306 Janitorial Supplies	6,700	5,990	7,000	7,000	7,000
6307 Food & Provisions	576	480	400	400	400
6316 Miscellaneous Supplies	18	-	-	-	-
6320 Printing & Reproduction	2,474	2,413	3,000	3,000	3,000
6321 Clothing	254	145	-	-	-
6322 Gas Purchases	38	-	-	-	-
6323 Safety Supplies	4,861	2,749	5,500	5,500	5,500
6327 Misc. Equipment	3,969	3,794	1,000	1,000	1,000
6407 Collection Services	2,706	3,145	3,950	3,950	4,400
6408 Contractor Fees	3,121	4,758	3,250	3,250	3,750
6411 Temporary Help	-	535	-	-	-
6412 Advertising/Publications	1,104	673	1,500	1,500	1,500
6413 Utilities	13,438	13,918	15,350	15,350	15,800
6418 Equipment Repairs & Maint	3,958	2,710	-	-	-
6425 CEA Equip. Rental	3,050	4,546	3,439	3,439	3,201
Total Expense	\$ 222,328	\$ 231,293	\$ 252,169	\$ 255,351	\$ 258,136

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2016 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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses are accounted for in this program.

Major changes in Revenue, Expenditures or Programs:

Meter expense is increasing due to the replacement of the radio read system for water meters project. The Wastewater Utility shares the expense of meters as the billing consumption for sewer service is also calculated using the meter system.

The increase in postage expense reflects the shared cost to fold and insert City service invoices for mailing. The current folder/insert machine is no longer working at optimal levels and is need of replacement. After analyzing the cost of a new machine, the related maintenance contract, and labor cost, it was determined it would be most cost effective to outsource this function beginning in 2016.

Transfer Out-Capital Projects expense reflects the shared cost to purchase the utility billing system module as part of the enterprise resource planning (ERP) system.

The 2015 budget for Other Contracts reflects the capital contribution to the Stormwater utility for the reconstruction of a stormwater main located at the Wastewater Treatment facility.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	92%	92%	92%	92%	92%
Strategic Outcomes					
Maintain compliance with GAAP					
# of audit compliance issues not raised by staff	2	0	0	0	0
Work Process Outputs					
# of monthly bills processed	110,255	111,334	111,000	111,500	112,000

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5005 Sale of City Property - Tax	\$ -	\$ 33	\$ -	\$ -	\$ -
5086 Premium on Debt Issue	20,668	20,082	19,437	19,437	18,773
	<u>\$ 20,668</u>	<u>\$ 20,115</u>	<u>\$ 19,437</u>	<u>\$ 19,437</u>	<u>\$ 18,773</u>
Expenses					
6101 Regular Salaries	\$ 103,692	\$ 101,612	\$ 104,634	\$ 104,634	\$ 107,300
6105 Overtime	548	324	-	-	-
6150 Fringes	27,307	32,095	37,116	37,116	39,421
6304 Postage\Freight	17,709	18,510	20,000	20,000	21,300
6320 Printing & Reproduction	3,470	2,453	3,700	3,700	3,700
6401 Accounting/Audit	11,318	10,826	8,380	8,380	10,900
6403 Bank Services	19,030	20,583	20,000	20,000	21,000
6437 Billing Services	58,465	65,140	66,800	66,800	66,800
6501 Insurance	167,468	124,230	124,540	124,540	137,810
6599 Other Contracts/Obligations	-	4	500,000	500,000	-
6601 Depreciation Expense	3,179,828	3,251,583	3,335,000	3,335,000	3,385,000
6623 Uncollectable Accounts	7,770	2,472	8,500	8,500	5,500
6631 Meter Expense	445,149	327,207	516,283	516,283	606,773
6720 Interest Payments	632,409	596,093	610,683	610,683	583,535
6730 Debt Issuance Costs	203,097	-	-	-	-
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
7914 Trans Out - Capital Projects	-	-	-	-	25,000
Total Expense	<u>\$ 4,994,710</u>	<u>\$ 4,670,582</u>	<u>\$ 5,473,086</u>	<u>\$ 5,473,086</u>	<u>\$ 5,131,489</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Postage/Freight</u>		<u>Meter Expense</u>	
City Service Invoice postage	\$ 20,000	Allocation from Water	\$ 140,273
City Service Invoice folding/inserting	1,300	Meter depreciation	188,000
	<u>\$ 21,300</u>	Meter payment in lieu of tax	78,500
		Return on investment in net fixed assets - meters	200,000
<u>Bank Services</u>	\$ 21,000		<u>\$ 606,773</u>
Banking & Investment Fees	<u>\$ 21,000</u>		
		<u>Trans Out-Capital Projects</u>	
<u>Billing Services</u>		ERP utility billing module	\$ 25,000
Sewer charges from other sanitation districts for Appleton residences served	\$ 66,800		<u>\$ 25,000</u>
	<u>\$ 66,800</u>		

**CITY OF APPLETON 2016 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 Strategy # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Meet or exceed all state and federal regulatory agency requirements
- Monitor and evaluate all operating systems to ensure the most efficient and cost-effective treatment methods are being applied to current operations, and to support future special revenue programs
- Maintain an effective relationship with all City departments, public officials, and the community

Major changes in Revenue, Expenditures or Programs:

The budget reflects the purchase of additional iron salts (ferric chloride) to continue to evaluate the effectiveness of full-scale treatment optimization and higher chemical dosages and the ability to consistently and reliably achieve low-level phosphorus criteria established by the TMDL and NR 217. These efforts are an extension of the findings and recommendations contained within the 2015 phosphorus treatment optimization and TMDL compliance study report. Results from ongoing full-scale trials will assist the Utility in determining or validating cost-effective compliance routes that may include a combination of approved "tools" including but not limited to the construction of new phosphorus treatment processes, adaptive management (AM), and/or water quality trading (WQT). Consulting expenses reflect costs related to continue TMDL review to determine future needs. Shop Supplies expense reflects the change in how low dollar cost supplies that are used frequently to maintain and repair equipment are purchased. Previously those supplies were charged to equipment repair and maintenance expense. The budget for equipment repair and maintenance has been reduced to reflect this change. Fringe benefit expense reflects changes for insurance elections from family to single coverage for several employees.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Environmental Safety					
# of Discharge Monthly Report (DMR) permit exceedance/violations	0	0	0	0	0
Essential services provided					
# of gallons of influent treated annually	4,444 MG	4,487 MG	4,250 MG	4,250 MG	4,250 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	93%	87%	100%	100%	100%
Average # of hours training per employee	20	22	25	25	25
High Wastewater treatment standards					
CMAR Grade for ten categories	A	a	A	A	A
Overall CMAR GPA	3.86	3.86	4.00	4.00	4.00
# of categorical grades of C or below	0	0	0	0	0
Work Process Outputs					
Efficient plant operation					
# of work days lost due to injuries	0	22	0	0	0
# of work orders closed	1,205	915	1,300	1,300	1,300
# of open work orders	405	477	400	400	400
Average # of days to close preventive work orders	50	53	35	35	35

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 700,940	\$ 730,439	\$ 777,762	\$ 784,502	\$ 776,763
6104 Call Time	4,626	2,508	4,500	4,500	4,500
6105 Overtime	54,012	64,703	60,000	60,000	60,039
6108 Part-Time	8,848	9,200	8,947	8,947	9,082
6150 Fringes	276,168	278,488	320,088	320,088	284,084
6309 Shop Supplies & Tools	37,410	35,580	8,200	8,200	32,200
6310 Chemicals	194,359	235,755	357,000	357,000	315,000
6321 Clothing	5,011	5,076	5,500	5,500	5,500
6322 Gas Purchases	8,012	6,423	8,000	8,000	8,000
6327 Miscellaneous Equipment	15,758	52,253	44,600	68,600	39,600
6402 Legal Fees	27,454	26,762	32,000	32,000	32,000
6404 Consulting Services	80,953	42,577	24,500	43,270	100,000
6408 Contractor Fees	185,545	165,108	215,750	289,070	70,750
6413 Utilities	1,035,018	1,138,642	1,146,665	1,146,665	1,107,797
6415 Tipping Fees	3,201	3,087	5,665	5,665	3,500
6416 Building Repairs & Maint.	435	530	-	-	-
6418 Equipment Repairs & Maint	154,645	93,249	141,000	141,000	105,000
6420 Facilities Charges	368,714	379,829	396,482	426,482	388,400
6424 Software Support	12,158	10,721	13,100	13,100	13,100
6425 CEA Equip. Rental	20,226	16,192	17,002	17,002	16,733
6440 Snow Removal Services	4,891	2,908	5,000	5,000	3,500
6454 Grounds Repair & Maint	6,186	5,776	6,500	6,500	6,000
6599 Other Contracts/Obligations	7,371	6,973	6,040	6,040	6,140
6899 Other Capital Outlay	(26,408)	(51,235)	-	-	-
7914 Trans-Out Capital Projects*	21,000	-	-	-	-
Total Expense	\$ 3,206,533	\$ 3,261,544	\$ 3,604,301	\$ 3,757,131	\$ 3,387,688

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Legal Fees</u>		<u>Chemicals</u>	
NR 101 Wastewater fee	\$ 28,900	Iron salts	\$ 100,000
Air emissions type A permit	2,000	DAF polymer	25,000
Ground water fee	100	BFP coagulant	120,000
LFRDA fees	1,000	Sodium hypochlorite	6,000
	<u>\$ 32,000</u>	Sodium bisulfite	32,000
		Other chemicals	32,000
			<u>\$ 315,000</u>
<u>Contractor Fees</u>		<u>Equipment Repairs & Maintenance</u>	
Tank Inspection	\$ 5,000	Valves	\$ 10,000
MCC upgrades	30,000	Pump & motor parts	40,000
Struvite removal	7,500	Piping	15,000
Grit removal	3,250	Filters, belts, gaskets &	
Various repair	25,000	bearings	25,000
	<u>\$ 70,750</u>	Generator maintenance	15,000
			<u>\$ 105,000</u>
<u>Miscellaneous Equipment</u>		<u>Consulting Services</u>	
SCADA computers & monitors	\$ 4,600	TMDL operations review	\$ 100,000
SCADA ethernet	13,000		<u>\$ 100,000</u>
Compressor replacement	15,000		
HART calibration system	7,000		
	<u>\$ 39,600</u>		

* Trans-Out Capital Projects: 2013 - \$21,000 to fund CEA purchase of replacement of the single-person aerial lift for use at plant.

**CITY OF APPLETON 2016 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 Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 5: "Encourage sustainability".

Objectives:

The Biosolids Management Program implements storage and final disposition strategies for the biosolids produced in the wastewater treatment process. Program implementation must meet all State and federal standards applicable to the generation and beneficial use of municipal treatment plant biosolids. In addition to regulatory compliance, the program relies on a strong interface with regional authorities and the agricultural community to facilitate land application and composting of biosolids for beneficial use.

Major changes in Revenue, Expenditures or Programs:

The CIP to evaluate the feasibility of local composting of biosolids with leaves and ground brush was completed in 2012. The goal of the project, now transitioned to program, is to diversify the current biosolids management program by creating a cost effective and sustainable alternative beneficial use that complements traditional agricultural land application. A reliable compost outlet would alleviate AWWTP 180-day storage deficiencies by allowing for off-site storage through compost processing. Viable markets remain a primary focus as compost use demonstration projects are actively pursued to establish a baseline for compost demand. Other objectives include marketing the program and educating the general public within the greater Fox Cities region. This information is pivotal to determine future program viability. In October 2015 the Biosolids Composting Facility will be permitted as part of the AWWTP's Wisconsin Pollutant Discharge Elimination System (WPDES) permit. The DNR has specified that continuous compost temperature monitoring will be a permit condition to demonstrate pathogen destruction criteria are satisfied under Wis Adm. code NR 204. Professional compost marketing services will be sought in 2016 to complete updated market research, identify single or multiple buyer scenarios as a function of area product demand and current compost production, and provide the City with assistance on developing cost comparisons between current operational expenses vs. options to reduce cost.

Contractor fees reflect an increase in the contracted hauling rates for biosolids that are land applied.

Brush hauling expense increased due to original estimates not covering the full Department of Public Works costs to haul brush to compost site. Volumes and hauling costs remain the same as 2015 budget amounts.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Environmental Safety					
Biosolids Applications # of sites					
with nitrogen loading exceedances	0	0	0	0	0
with metal(s) loading exceedances	0	0	0	0	0
Strategic Outcomes					
Beneficial Re-use					
Wet tons applied	18,095	19,964	17,250	17,250	17,250
Wet tons landfilled	0	0	0	0	0
Wet tons composted	1,226	2,088	3,750	3,750	3,750
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	20,364	22,795	21,000	21,000	22,000
CMAR Compliance					
# of site monitorings completed	27	46	24	24	24

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 65,457	\$ 63,273	\$ 61,114	\$ 62,300	\$ 63,026
6104 Call Time	202	-	-	-	-
6105 Overtime	3,072	2,451	3,500	3,500	3,595
6108 Part Time	124	646	-	-	-
6150 Fringes	20,904	24,090	24,539	24,539	23,147
6316 Miscellaneous Supplies	17	-	-	-	-
6321 Clothing	82	-	-	-	-
6322 Gas Purchases	1,423	-	2,580	2,580	2,048
6327 Miscellaneous Equipment	3,597	-	20,000	20,000	10,000
6404 Consulting Services	4,963	-	5,000	5,000	25,000
6408 Contractor Fees	380,360	412,093	439,070	439,070	475,278
6413 Utilities	300	458	325	325	450
6425 CEA Equip. Rental	14,014	20,139	17,719	17,719	17,518
6599 Other Contracts/Obligations	6,005	32,099	40,738	40,738	45,000
Total Expense	<u>\$ 500,520</u>	<u>\$ 555,249</u>	<u>\$ 614,585</u>	<u>\$ 615,771</u>	<u>\$ 665,062</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Contractor Fees</u>		<u>Consulting</u>	
Compost pad processing	122,100	Marketing study	\$ 25,000
Biosolids transport / application	319,809		<u>\$ 25,000</u>
Analysis/Lab fees	3,000		
Soil analysis	2,500		
Storage building repairs	10,000		
Site management	1,000		
Biosolids incorporation	16,869		
	<u>\$ 475,278</u>		
<u>Other Contracts/Obligations</u>			
City staff hauling to compost site	\$ 19,000		
City staff brush handling	21,000		
Pad maintenance by City staff	5,000		
	<u>\$ 45,000</u>		

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Laboratory & Pretreatment

Business Unit 5424

PROGRAM MISSION

For the benefit of the wastewater treatment facility, we will provide process support by conducting physical, chemical, and biological analysis so that the highest standards of wastewater treatment are met in conjunction with government compliance.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

- Maintain all program parameters within federal and state regulatory compliance
- Provide process control information to optimize wastewater treatment strategies
- Develop analytical criteria for process compatibility with a special waste program
- Expand the customer base for the special or hauled waste revenue program to reduce community user costs

Major changes in Revenue, Expenditures or Programs:

Changes to the Wisconsin laboratory certification program for the analysis of wastewater were approved and implemented in June of 2015 by the Wisconsin Department of Natural Resources. Previously approved methodologies were removed from the program.

Contractor fees include funding to replace an oven sash and re-bed the de-ionized tanks in laboratory.

Special Hauled Waste fees were increased 10% on July 1, 2015. The budget amounts reflects the increase in rates and the increase in the waste received. The amount of waste received does vary from year to year based on weather conditions and processes and production at the various facilities that deliver waste to WWTP for processing.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Environmental safety					
# of industrial clients	10	10	10	10	10
# of clients in significant non-compliance	0	0	0	0	0
Increase revenue sources					
# of permitted haulers	11	11	11	11	11
\$ received from other sources	\$ 643,934	\$ 1,050,250	\$ 650,000	\$ 850,000	\$ 750,000
Strategic Outcomes					
Public Outreach Initiatives					
# of pollution minimization initiatives	3	4	4	4	4
Work Process Outputs					
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	7,569	8,457	6,125	6,125	6,125
Improve treatment processes					
# process samples analyzed annually*	4,997	4,506	4,900	4,900	4,900
Maintain industrial pretreatment compliance					
# of inspections	10	10	10	10	10
# of sampling events	20	20	20	20	20
# of billable samples for other City departments	419	552	550	550	550
* includes all compliance, process and billing samples					

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Laboratory & Pretreatment

Business Unit 5424

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4814 Industrial Pre-Treatment	\$ 5,107	\$ 5,237	\$ 5,000	\$ 5,000	\$ 5,000
5001 Fees & Commissions	7,393	7,233	7,500	7,500	7,500
5010 Misc. Revenue - Nontax	6,635	6,091	4,500	4,500	6,000
5084 Special Hauled Waste	644,127	1,050,251	650,000	650,000	750,000
Total Expense	\$ 663,262	\$ 1,068,812	\$ 667,000	\$ 667,000	\$ 768,500
Expenses					
6101 Regular Salaries	\$ 157,206	\$ 171,610	\$ 161,404	\$ 162,922	\$ 167,499
6104 Call Time	23	-	-	-	-
6105 Overtime	1,237	3,124	3,500	3,500	3,686
6150 Fringes	59,121	62,617	59,524	59,524	70,777
6309 Tools & Instruments	969	130	6,000	6,000	6,000
6321 Clothing	390	387	405	405	405
6324 Medical/Lab Supplies	17,779	20,218	18,050	18,050	19,000
6327 Miscellaneous Equipment	2,896	-	8,500	8,500	-
6334 Supplies - Benchware	287	-	-	-	-
6407 Collection Services	-	-	5,500	5,500	-
6408 Contractor Fees	8,253	10,614	23,450	23,450	24,655
6418 Equip Repairs & Maint	93	13,627	12,500	12,500	-
6425 CEA Equip. Rental	792	899	919	919	919
6432 Lab Fees	1,683	1,760	2,000	2,000	2,000
Total Expense	\$ 250,729	\$ 284,986	\$ 301,752	\$ 303,270	\$ 294,941

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Pretreatment testing	\$ 3,500
WDNR proficiency testing	1,600
Sodium digester & volatile acids	2,000
Oven sash replacement	4,500
Maintenance plan for TOC equipment	980
Scale calibration	175
Wastewater testing	6,000
Re-bed tank	3,400
Receiving station monitoring	2,500
Total	\$ 24,655

Medical Lab Supplies

Supplies	\$ 8,000
Benchware	1,000
Chemicals for lab tests	9,450
Cylinder lease	550
Total	\$ 19,000

**CITY OF APPLETON 2016 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 Strategy # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Convey the city's industrial, commercial, and residential wastewater that cannot flow by gravity to one of the 14 lift stations where sewage is pumped to the wastewater plant for processing.

Major changes in Revenue, Expenditures or Programs:

Miscellaneous equipment reflects the final purchase of a multi-year project to up-grade all lift station radios. The base radio located at the treatment plant will be purchased in 2017.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Sewage bypasses / backups # per year attributed to lift stations	1	0	0	0	0
Strategic Outcomes					
Integrity of lift stations maintained # of emergency calls required	13	11	20	15	15
Work Process Outputs					
Response to work orders # of preventive work orders	185	177	150	150	168
# of corrective work orders	39	10	70	70	50

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 23,416	\$ 21,983	\$ 24,280	\$ 24,280	\$ 24,195
6104 Call Time	2,188	2,395	2,500	2,500	2,500
6105 Overtime	1,693	2,555	2,000	2,000	2,007
6150 Fringes	10,556	9,885	10,564	10,564	10,612
6322 Gas Purchases	551	-	-	-	-
6327 Miscellaneous Equipment	11,285	14,496	18,500	18,500	18,500
6404 Consulting Services	-	950	-	-	2,500
6408 Contractor Fees	2,595	380	6,000	6,000	6,000
6413 Utilities	38,914	42,794	43,225	43,225	41,255
6418 Equip Repairs & Maint	12,045	11,029	10,000	10,000	10,000
Total Expense	<u>\$ 103,243</u>	<u>\$ 106,467</u>	<u>\$ 117,069</u>	<u>\$ 117,069</u>	<u>\$ 117,569</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous Equipment</u>	
Radios at lift stations	\$ 18,500
	<u>\$ 18,500</u>

**CITY OF APPLETON 2016 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 Strategy # 6: "Continuously improve efficiency and effectiveness of City services."

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 2016 CIPs:

	2016 Budget	Page
Replace Bar Screen #1 Gate Valves	\$ 125,000	Projects, Pg. 642
D Building Lab Upgrades	100,000	Projects, Pg. 622
Belt Filter Press Electrical Improvements	115,000	Projects, Pg. 643
Plumbing Improvements	45,000	Projects, Pg. 616
HVAC Upgrades	50,000	Projects, Pg. 612
Hardscape improvements	150,000	Projects, Pg. 611
	<u>\$ 585,000</u>	

Major changes in Revenue, Expenditures or Programs:

The budget for this program varies from year to year based on the capital needs of the utility.

Note for future capital planning:

The new NR 217 and the Phosphorus TMDL have significant implications to the Wastewater Utility. In late 2015, the engineering firm CH2MHILL provided the Utility recommendations that could achieve lower phosphorus and total suspended solids treatment limits. These recommendations include major plant upgrades along with a matrix of off-site regulatory compliance options that include nutrient trading and adaptive management. In a nutrient trading program, the Utility would purchase phosphorus credits from the agricultural community rather than constructing on-site treatment. Similarly, through adaptive management the Utility would contract with agriculture to establish field practices that reduce phosphorus loading to the watershed. The structure for these "off-site" compliance alternatives remain undeveloped and will result in millions of dollars added to wastewater budgets over future permit cycles to evaluate and create mechanisms necessary for their success.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Cost effective treatment processes					
# of CIP's in budget year	9	8	11	11	6
# of CIP's in five-year plan	16	11	15	15	15
Strategic Outcomes					
Sewer Rate changes					
% per year	0%	0%	0%	0%	0%
Work Process Outputs					
Project Management					
% of projects completed at year-end	78%	25%	100%	100%	100%

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6404 Consulting Services	\$ 157,059	\$ 154,948	\$ 231,000	\$ 379,097	\$ 45,000
6408 Contractor Fees	127,401	34,295	429,000	1,522,738	185,000
6599 Other Contracts/Obligations	-	1,992	-	750	-
6802 Land Improvements	-	5,700	50,000	94,300	150,000
6803 Buildings	105,990	90,573	280,000	324,427	80,000
6804 Equipment	156,397	318,491	185,000	643,126	125,000
6809 Infrastructure Construction	-	101,222	-	1,706	-
6899 Other Capital Outlay	(465,320)	(556,395)	-	-	-
Total Expense	<u>\$ 81,527</u>	<u>\$ 150,826</u>	<u>\$ 1,175,000</u>	<u>\$ 2,966,144</u>	<u>\$ 585,000</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Consulting Services</u>		<u>Equipment</u>	
Belt Filter Press electrical	\$ 15,000	Bar screen #1 gate valve replacement	\$ 125,000
Plumbing improvements	15,000		<u>\$ 125,000</u>
Lab upgrades	15,000		
	<u>\$ 45,000</u>		
<u>Contractor Fees</u>			
Belt Filter Press electrical	\$ 100,000		
Lab upgrades	85,000		
	<u>\$ 185,000</u>		
<u>Buildings</u>			
HVAC Upgrades	\$ 50,000		
Plumbing improvements	30,000		
	<u>\$ 80,000</u>		
<u>Land Improvements</u>			
Hardscape improvements	\$ 150,000		
	<u>\$ 150,000</u>		

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", and #6: "Continuously improve efficiency and effectiveness of City services".

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:

As part of the City's annual CMAR report, required by the DNR, the City must provide documentation of efforts to reduce/eliminate clear water inflow/infiltration into our sanitary sewer system. The City-wide flow monitoring project is one means to achieve that goal. This will be the fifth year of an ongoing program to identify and remedy locations in our wastewater collection system where significant flow increases occur in conjunction with rain events. Any areas identified through flow metering, dye-water testing or other means would be further investigated for possible corrective actions.

The fluctuation in contractor fees from year to year is the result of the root control program. Because the City does not have an extensive root problem, we are able to conduct this program every other year, which also results in better bid prices. The 2016 budget shows a decrease in contractor fees as a result.

The 2014 and 2015 spot repair and protruding tap activities were combined into one project. The project (Unit N-14) was bid out in 2014 and the work took place in 2015. This reflects a higher "Identified" performance indicator in 2014 and a higher "Output" performance indicator in 2015. The Unit N-14 project also reflects a higher number of defects because we added a lateral liner to the project, where as in the past, lateral connection defects were always grouted.

Miscellaneous equipment expense includes the utility's portion for locator equipment to be shared with Public Works and the Water and Stormwater Utilities.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	13	47	17	4	25
Compliance with regulation					
# of protruding taps identified	1	9	6	5	6
# of cross connections identified	70	85	80	80	80
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	49	57	40	30	35
# of system blockages removed	6	7	6	3	5
% of total system televised	12.5%	10.0%	11.0%	11.0%	10.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	51%	49%	50%	50%	48%
# of spot repairs made	0	13	13	47	23
Safeguarding health and safety					
# of protruding taps removed	0	4	5	10	5

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv. - Nontax	\$ 5,125	\$ 7,412	\$ 5,000	\$ 5,000	\$ 5,000
4908 Intergovernmental Charges	871	7,527	2,000	2,000	5,000
5011 Misc. Revenue - Tax	-	161	-	-	-
Total Revenue	<u>\$ 5,996</u>	<u>\$ 15,100</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 10,000</u>
Expenses					
6101 Regular Salaries	\$ 263,383	\$ 261,905	\$ 276,724	\$ 276,724	\$ 264,548
6104 Call Time	854	2,411	1,500	1,500	1,500
6105 Overtime	3,559	4,291	3,000	3,000	3,500
6108 Part-Time	4,877	2,326	425	425	908
6150 Fringes	88,172	94,821	110,950	110,950	102,172
6201 Training\Conferences	1,217	54	1,000	1,000	2,500
6301 Office Supplies	221	-	-	-	-
6303 Memberships & Licenses	-	-	75	75	-
6305 Awards & Recognition	-	677	245	245	245
6309 Shop Supplies & Tools	4,524	1,718	3,000	3,000	3,000
6315 Books & Library Materials	713	-	-	-	-
6325 Construction Materials	5,723	7,347	16,000	16,000	15,000
6327 Miscellaneous Equipment	7,643	1,215	13,000	16,000	3,800
6404 Consulting Services	254,640	244,135	278,500	278,500	253,500
6408 Contractor Fees	45,793	100,699	160,000	240,000	136,000
6413 Utilities	5,850	5,480	6,202	6,202	6,202
6415 Tipping Fees	-	2,826	4,000	4,000	4,000
6424 Software Support	3,788	1,456	3,040	3,040	2,150
6425 CEA Equip. Rental	59,498	62,252	62,557	62,557	65,557
6599 Other Contracts/Obligations	4,680	4,714	4,500	4,500	5,000
Total Expense	<u>\$ 755,135</u>	<u>\$ 798,327</u>	<u>\$ 944,718</u>	<u>\$ 1,027,718</u>	<u>\$ 869,582</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Castings	\$ 7,000
Concrete	6,800
Other Materials	1,200
	<u>\$ 15,000</u>

Consulting Services

Sewer TV & cleaning	\$ 150,000
Flow monitoring - Kensington	3,500
City wide - phase IV	100,000
	<u>\$ 253,500</u>

Contractor Fees

Surface restoring -prior year repairs	\$ 25,000
Protruding taps/mineral deposits	35,000
Spot repair liners	55,000
Unanticipated failures	21,000
	<u>\$ 136,000</u>

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

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 2016 CIPs:

	<u>2016 Budget</u>	<u>Page</u>
Sanitary Sewer Construction	\$ 1,594,157	Projects, Pg. 602

Major changes in Revenue, Expenditures or Programs:

The change in salary expense is due to the amount and types of capital projects being done from year to year as some projects are more labor intensive than others.

The miles of new sanitary sewer expected to be added in 2015 will be done in 2016, as the Northwest lift station project will be bid in 2015 but actually built in 2016. This accounts for the 1.10 miles of new sewer added.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	20	39	25	25	25
Collection system rating from CMAR	A	A	A	A	A
# of laterals replaced	173	106	200	200	200
Strategic Outcomes					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	321	320*	322	322	324
% of total miles of sanitary sewer reconstructed	0.38%	0.74%	0.76%	0.76%	0.52%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	1.24	2.39	2.44	2.44	1.68
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	0.22	0.09	1.10	0.50	1.10
Reduction of treatment costs					
# of seals installed	91	75	100	100	100

* Total Miles of sanitary sewer main decreased due to the City abandoning 2975 feet while installing only 494 feet of new sewer main.

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 35,436	\$ 38,838	\$ 132,692	\$ 132,692	\$ 129,828
6104 Call Time	-	50	-	-	-
6105 Overtime	1,784	3,569	4,491	4,491	4,510
6108 Part-Time	9	21	1,962	1,962	2,041
6150 Fringes	8,891	13,189	50,403	50,403	50,346
6328 Signs	205	120	-	-	-
6404 Consulting Services	5,909	9,694	-	-	-
6408 Contractor Fees	1,720	2,828	25,000	25,000	25,000
6415 Tipping Fees	-	1,097	-	-	-
6425 CEA Equip. Rental	-	-	7,400	7,400	7,400
6599 Other Contracts/Obligations	801	75	-	-	-
6801 Land	-	-	177,000	177,000	-
6804 Machinery & Equipment	29,600	-	-	-	-
6809 Infrastructure Construction	1,418,009	829,716	2,326,764	2,476,764	1,375,032
6899 Other Capital Outlay	(1,180,760)	(488,838)	-	-	-
Total Expense	\$ 321,604	\$ 410,359	\$ 2,725,712	\$ 2,875,712	\$ 1,594,157

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

2016	Street	From	To	Waste-water Utility
Labor Pool				186,725
CEA				7,400
Miscellaneous	Sanitary Laterals & Manholes Prior To 2016 Asphalt			32,049
Construction	Sanitary Laterals & Manholes Prior To 2016 Concrete			95,036
	Structure Rehabilitation / Sewer Cut repairs from 2015			25,000
	Subtotal			152,085
New Construction	Division St, (liner)	Washington St, 141' n/o	Washington St, 346' n/o	12,992
	Douglas St, (liner)	Spencer St	Fourth St	37,506
	Easement - River Dr and Seymour, (liner)	Riverview Ln	Riverview Ln, 491' e/o	23,568
	Fourth St, (liner)	Douglas St	Outagamie St, 332' w/o	20,790
	Mueller St, (liner)	Prospect Ave	n/o	58,497
	River Dr, (liner)	MH 19-17, 250' sw/o	MH 19-16, 349' sw/o	10,500
	Subtotal			163,853
Reconstruction (on streets to be paved in 2017)	Bateman St	Pacific St	Hancock St	33,300
	Division St	Franklin St	Atlantic St	85,500
	Douglas St	Pine St	Haskell St	12,000
	Fair St	Franklin St	south end	67,700
	Glendale Ave	Birchwood St	Mason St	147,852
	Grant St	Nicholas St	Mason St	101,562
	Harriman St	Atlantic St	Winnebago St	46,600
	Herbert St	Pine St	Rogers Ave	32,590
	Owaissa St	Randall St	Glendale Ave	189,970
	Owaissa St	Wisconsin Ave	Randall St	286,548
	Winona Ct	Nawada St	Nawada St	80,472
	Subtotal			1,084,094
Total				\$ 1,594,157

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Interest Income	141,436-	442,393.88	181,208	275,000	275,000	20,000	370,000
Charges for Services	9,664,710	9,511,251.16	6,451,590	9,350,000	9,350,000	9,375,000	9,375,000
Intergov. Charges for Service	871	7,527.12	3,978	2,000	2,000	5,000	5,000
Other Revenues	1,169,354	1,959,964.26	1,392,704	1,031,437	1,031,437	1,121,300	1,190,967
TOTAL REVENUES	10,693,499	11,921,136.42	8,029,480	10,658,437	10,658,437	10,521,300	10,940,967
EXPENSES BY LINE ITEM							
Regular Salaries	364,101	349,011.27	258,819	400,574	413,200	328,975	436,275
Labor Pool Allocations	955,306	972,644.77	739,303	1,267,629	1,267,629	1,231,653	1,231,653
Call Time	7,894	7,376.81	3,754	8,500	8,500	8,500	8,500
Overtime	66,146	81,067.64	62,760	76,991	76,991	77,867	77,867
Temp. Full-Time	0	255.12	1,017	0	0	0	0
Part-Time	16,594	14,158.27	13,757	12,783	12,783	13,503	13,503
Other Compensation	3,649	9,217.01	5,769	8,700	8,700	8,265	8,265
Shift Differential	2,104	2,264.97	1,601	2,425	2,425	2,425	2,425
Sick Pay	9,681-	29,293.32	29,936	0	0	0	0
Vacation Pay	163,324	159,511.75	112,481	0	0	0	0
Fringes	521,586	554,883.79	405,739	658,582	658,582	586,712	626,133
Unemployment Compensation	0	.00	126	0	0	0	0
Salaries & Fringe Benefits	2,091,023	2,179,684.72	1,635,062	2,436,184	2,448,810	2,257,900	2,404,621
Training & Conferences	6,744	4,141.55	3,369	11,700	11,700	12,850	12,850
Office Supplies	2,496	2,194.46	2,563	3,000	3,000	3,000	3,000
Subscriptions	74	224.00	74	100	100	225	225
Memberships & Licenses	3,005	2,369.00	2,590	3,290	3,290	3,175	3,175
Postage & Freight	20,052	20,589.83	14,197	22,400	22,400	23,500	23,800
Awards & Recognition	121	894.78	110	545	545	545	545
Building Maintenance/Janitor.	6,700	5,990.00	5,138	7,000	7,000	7,000	7,000
Food & Provisions	576	479.50	13	400	400	400	400
Insurance	167,468	124,230.00	93,405	124,540	124,540	0	137,810
Depreciation Expense	3,179,828	3,251,583.14	2,417,175	3,335,000	3,335,000	0	3,385,000
Uncollectible Accounts	7,770	2,471.45	2,621	8,500	8,500	0	5,500
Meter Expense	445,149	327,207.02	0	516,283	516,283	0	606,773
Interest Payments	632,409	596,092.94	461,268	610,683	610,683	0	583,535
Debt Issuance Costs	203,097	.00	0	0	0	0	0
Trans Out - General Fund	117,450	117,450.00	88,088	117,450	117,450	117,450	117,450
Trans Out - Capital Projects	21,000	.00	0	0	0	0	25,000
Administrative Expense	4,813,939	4,455,917.67	3,090,611	4,760,891	4,760,891	168,145	4,912,063
Shop Supplies & Tools	42,903	37,427.59	22,011	17,200	17,200	41,200	41,200
Chemicals	194,359	235,755.00	205,839	357,000	357,000	315,000	315,000
Books & Library Materials	713	.00	0	0	0	0	0
Miscellaneous Supplies	35	.00	0	0	0	0	0
Printing & Reproduction	5,943	4,865.86	3,872	6,700	6,700	6,700	6,700
Clothing	5,737	5,608.26	4,284	5,905	5,905	5,905	5,905
Gas Purchases	10,024	6,423.02	4,242	10,580	10,580	10,048	10,048
Safety Supplies	4,861	2,749.45	6,542	5,500	5,500	5,500	5,500
Medical & Lab Supplies	17,779	20,217.90	15,163	18,050	18,050	19,000	19,000
Construction Materials	5,723	7,347.10	4,803	16,000	16,000	15,000	15,000
Miscellaneous Equipment	45,148	71,758.39	18,568	105,600	132,600	72,900	72,900
Signs	205	120.06	0	0	0	0	0
Supplies - Benchware	287	.00	0	0	0	0	0
Supplies & Materials	333,717	392,272.63	285,324	542,535	569,535	491,253	491,253
Accounting/Audit	11,318	10,825.67	11,317	8,380	8,380	0	10,900
Legal Fees	27,454	26,762.36	28,931	32,000	32,000	32,000	32,000
Bank Services	19,030	20,582.88	13,982	20,000	20,000	0	21,000
Consulting Services	503,524	452,303.40	154,269	539,000	705,867	411,000	426,000
Collection Services	2,706	3,145.08	2,226	9,450	9,450	4,400	4,400
Contractor Fees	754,787	730,775.64	1,427,646	1,301,520	2,548,578	926,433	926,433
Temporary Help	0	534.72	164	0	0	0	0
Advertising	1,104	672.77	2,244	1,500	1,500	1,500	1,500

City of Appleton
2016 Budget
Revenue and Expense Summary

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Tipping Fees	3,201	7,010.28	3,677	9,665	9,665	7,500	7,500
Lab Fees	1,683	1,759.50	1,114	2,000	2,000	2,000	2,000
Billing Services	58,465	65,140.40	45,120	66,800	66,800	66,800	66,800
Snow Removal Services	4,891	2,907.91	2,134	5,000	5,000	3,500	3,500
Other Contracts/Obligations	18,857	45,856.45	526,866	551,278	552,028	56,140	56,140
Purchased Services	1,407,020	1,368,277.06	2,219,690	2,546,593	3,961,268	1,511,273	1,558,173
Electric	860,955	891,274.61	661,440	934,325	934,325	893,450	893,450
Gas	119,917	187,455.75	115,053	154,450	154,450	151,700	151,700
Water	70,889	75,968.38	48,581	75,142	75,142	75,142	75,142
Stormwater	28,203	32,415.30	24,112	32,240	32,240	35,152	35,152
Telephone	11,486	11,376.82	8,347	12,550	12,550	12,500	12,500
Cellular Telephone	2,070	2,801.28	1,996	3,060	3,060	3,560	3,560
Utilities	1,093,520	1,201,292.14	859,529	1,211,767	1,211,767	1,171,504	1,171,504
Building Repair & Maintenance	435	530.04	0	0	0	0	0
Equipment Repair & Maintenance	170,742	120,614.50	141,678	163,500	163,500	115,000	115,000
Facilities Charges	368,714	379,828.56	278,881	396,482	426,482	388,400	388,400
Software Support	15,946	12,177.42	19,273	16,140	16,140	15,250	15,250
CEA Equipment Rental	97,580	104,027.77	64,160	109,036	109,036	111,328	111,328
Grounds Repair & Maintenance	6,186	5,775.74	6,865	6,500	6,500	6,000	6,000
Repair & Maintenance	659,603	622,954.03	510,857	691,658	721,658	635,978	635,978
Land	0	.00	1,150	177,000	177,000	0	0
Land Improvements	0	5,700.00	83,281	50,000	94,300	150,000	150,000
Buildings	105,990	90,572.56	32,145	280,000	324,427	80,000	80,000
Machinery & Equipment	185,998	318,490.84	211,074	185,000	643,126	125,000	125,000
Infrastructure Construction	1,418,009	930,938.33	1,230,142	2,326,764	2,478,470	1,375,032	1,375,032
Other Capital Outlay	1,672,488-	1,096,467.65-	0	0	0	0	0
Capital Expenditures	37,509	249,234.08	1,557,792	3,018,764	3,717,323	1,730,032	1,730,032
TOTAL EXPENSES	10,436,331	10,469,632.33	10,158,865	15,208,392	17,391,252	7,966,085	12,903,624

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Revenues					
Charges for Services	\$ 9,771,446	\$ 9,817,083	\$ 9,650,000	\$ 9,675,000	\$ 9,680,000
Miscellaneous	714,852	1,125,510	714,000	915,500	821,300
Total Revenues	<u>10,486,298</u>	<u>10,942,593</u>	<u>10,364,000</u>	<u>10,590,500</u>	<u>10,501,300</u>
Expenses					
Operation and Maintenance	6,282,545	6,504,506	7,244,547	7,189,547	6,613,482
Depreciation	3,179,828	3,251,583	3,335,000	3,290,000	3,385,000
Total Expenses	<u>9,462,373</u>	<u>9,756,089</u>	<u>10,579,547</u>	<u>10,479,547</u>	<u>9,998,482</u>
Operating Income (Loss)	1,023,925	1,186,504	(215,547)	110,953	502,818
Non-Operating Revenues (Expenses)					
Interest Income	(141,436)	442,394	275,000	295,000	370,000
Interest Expense	(632,409)	(596,093)	(610,683)	(610,683)	(583,535)
Gain/Loss on Asset Disposal	-	-	-	-	-
Amortization of Premium on Debt Issue	20,668	20,082	19,437	19,437	18,773
Amortization of Debt Expense*	(203,097)	-	-	-	-
Other	-	-	-	-	-
Total Non-Operating	<u>(956,274)</u>	<u>(133,617)</u>	<u>(316,246)</u>	<u>(296,246)</u>	<u>(194,762)</u>
Net Income Before Contributions and Transfers	67,651	1,052,887	(531,793)	(185,293)	308,056
Contributions and Transfers In (Out)					
Capital Contributions	327,969	516,067	-	81,025	50,894
Trans Out - Capital Projects	-	-	-	-	(25,000)
General Fund	<u>(138,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>
Change in Net Assets	257,170	1,451,504	(649,243)	(221,718)	216,500
Net Assets - Beginning	<u>90,958,312</u>	<u>91,215,482</u>	<u>92,666,986</u>	<u>92,666,986</u>	<u>92,445,268</u>
Net Assets - Ending	<u>\$ 91,215,482</u>	<u>\$ 92,666,986</u>	<u>\$ 92,017,743</u>	<u>\$ 92,445,268</u>	<u>\$ 92,661,768</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	14,242,707	11,944,133
+ Change in Net Assets	(221,718)	216,500
+ Depreciation	3,290,000	3,385,000
+ Long Term Debt	-	-
- Contributed Capital	-	(50,894)
- Fixed Assets	(5,841,856)	(2,179,157)
- Principal Repayment	(795,000)	(830,000)
+ Fixed Assets funded by DNR Replacement Fund	1,270,000	-
Working Cash - End of Year	<u>\$ 11,944,133</u>	<u>\$ 12,485,582</u>

RESERVE REQUIREMENTS

Working Capital		DNR Fund	
Prior Year Audited Expenditures	\$ 9,756,089	Fixed Asset Balance 12/31/14	\$ 19,086,562
- Depreciation	(3,251,583)	10% Requirement	<u>1,908,656</u>
+ Transfer to General Fund	117,450		
Net Prior Year Cash Expenditures	<u>\$ 6,621,956</u>	DNR Fund Balance 12/31/14	\$ 4,248,695
25 % Working Capital Reserve Requirement	<u>\$ 1,655,489</u>	DNR Funded CIP projects	<u>(1,270,000)</u>
		DNR Fund Balance 12/31/15	<u>\$ 2,978,695</u>

*Due to GASB 65 Debt Issuance costs will no longer be amortized over the life of the loan, 2013 expense reflects total unamortized amount.

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2015 Budget	2015 Projected	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected
Revenues							
Charges for Services	\$ 9,650,000	\$ 9,675,000	\$ 9,680,000	\$ 9,728,400	\$ 9,777,042	\$ 9,825,927	\$ 9,875,057
Miscellaneous	714,000	915,500	821,300	822,327	823,355	824,384	825,414
Total Revenues	<u>10,364,000</u>	<u>10,590,500</u>	<u>10,501,300</u>	<u>10,550,727</u>	<u>10,600,397</u>	<u>10,650,311</u>	<u>10,700,471</u>
Expenses							
Operating Expenses	7,244,547	7,189,547	6,613,482	6,296,886	6,485,793	6,680,367	6,880,778
Depreciation	3,335,000	3,290,000	3,385,000	3,540,000	3,695,000	3,850,000	4,005,000
Total Expenses	<u>10,579,547</u>	<u>10,479,547</u>	<u>9,998,482</u>	<u>9,836,886</u>	<u>10,180,793</u>	<u>10,530,367</u>	<u>10,885,778</u>
Operating Income	(215,547)	110,953	502,818	713,840	419,603	119,944	(185,307)
Non-Operating Revenues (Expenses)							
Interest Income	275,000	295,000	370,000	250,000	225,000	200,000	150,000
Interest Expense	(610,683)	(610,683)	(583,535)	(554,013)	(522,325)	(488,869)	(210,612)
Premium on Debt Issue	19,437	19,437	18,773	18,053	17,256	16,399	15,431
Debt Issuance Expense	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	<u>(316,246)</u>	<u>(296,246)</u>	<u>(194,762)</u>	<u>(285,960)</u>	<u>(280,069)</u>	<u>(272,470)</u>	<u>(45,181)</u>
Net Income Before Transfers	(531,793)	(185,293)	308,056	427,880	139,535	(152,526)	(230,488)
Contributions and Transfers In (Out)							
Capital Contributions	-	81,025	50,894	-	-	-	-
Trans Out - Internal Service	-	-	(25,000)	-	-	-	-
General Fund	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>
Change in Net Assets	(649,243)	(221,718)	216,500	310,430	22,085	(269,976)	(347,938)
Total Net Assets - Beginning	<u>92,666,986</u>	<u>92,666,986</u>	<u>92,445,268</u>	<u>92,661,768</u>	<u>92,972,198</u>	<u>92,994,283</u>	<u>92,724,307</u>
Total Net Assets - Ending	<u>\$92,017,743</u>	<u>\$92,445,268</u>	<u>\$92,661,768</u>	<u>\$ 92,972,198</u>	<u>\$ 92,994,283</u>	<u>\$ 92,724,307</u>	<u>\$ 92,376,369</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	14,242,707	11,944,133	12,485,582	9,482,833	9,444,268	4,551,188	
+ Change in Net Assets	(221,718)	216,500	310,430	22,085	(269,976)	(347,938)	
+ Depreciation	3,290,000	3,385,000	3,540,000	3,695,000	3,850,000	4,005,000	
+ Long Term Debt	-	-	-	-	-	14,500,000	
- Contributed Capital	-	(50,894)	-	-	-	-	
- Fixed Assets	(5,841,856)	(2,179,157)	(6,993,179)	(2,865,650)	(7,553,104)	(18,228,301)	
- Principal Repayment	(795,000)	(830,000)	(860,000)	(890,000)	(920,000)	(955,000)	
+ Fixed Assets funded by DNR Rplcmt Fund	1,270,000	-	1,000,000	-	-	-	
Working Cash - End of Year	<u>\$11,944,133</u>	<u>\$12,485,582</u>	<u>\$ 9,482,833</u>	<u>\$ 9,444,268</u>	<u>\$ 4,551,188</u>	<u>\$ 3,524,949</u>	
25% Working Capital Reserve (prior year's audited expenses)		1,979,420	1,828,617	1,742,087	1,781,392	1,821,671	
Coverage Ratio		2.60	2.96	3.11	3.00	2.88	2.74

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2016-2020
Interest rate at 5%; twenty year term
Projected rate increase 1/2% for additional customer base each year.
Operating expenses to increase 3.0% per year after 2016
Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:

Rates and borrowing needs should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. Projection does not include any rate increase. Rates and borrowing needs related to the TMDL capital improvement project will be determined as data on final project costs are known.

**CITY OF APPLETON 2016 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

	2006		2007		2008	
	Refunding Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2016	\$ 155,000	\$ 99,350	\$ 105,000	\$ 76,944	\$ 190,000	\$ 134,628
2017	160,000	92,225	110,000	72,340	200,000	126,919
2018	175,000	84,575	115,000	67,427	200,000	118,919
2019	175,000	76,700	120,000	62,250	215,000	110,519
2020	185,000	68,525	125,000	56,333	220,000	101,786
2021	195,000	59,250	135,000	49,750	230,000	92,336
2022	200,000	49,333	140,000	42,833	240,000	81,638
2023	215,000	38,833	145,000	35,667	255,000	70,013
2024	225,000	27,750	155,000	28,083	265,000	57,845
2025	235,000	16,167	160,000	20,167	275,000	45,213
2026	245,000	4,083	170,000	11,833	290,000	32,250
2027	-	-	180,000	3,000	305,000	18,750
2028	-	-	-	-	315,000	4,725
	<u>\$ 2,165,000</u>	<u>\$ 616,791</u>	<u>\$ 1,660,000</u>	<u>\$ 526,627</u>	<u>\$ 3,200,000</u>	<u>\$ 995,541</u>

	2010		2011		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2016	\$ 225,000	\$ 149,413	\$ 155,000	\$ 123,200	\$ 830,000	\$ 583,535	\$ 1,413,535
2017	230,000	144,079	160,000	118,450	860,000	554,013	1,414,013
2018	235,000	137,854	165,000	113,550	890,000	522,325	1,412,325
2019	245,000	130,800	165,000	108,600	920,000	488,869	1,408,869
2020	250,000	123,350	175,000	102,283	955,000	452,277	1,407,277
2021	260,000	114,783	180,000	95,150	1,000,000	411,269	1,411,269
2022	270,000	105,450	190,000	87,683	1,040,000	366,937	1,406,937
2023	280,000	95,300	195,000	79,950	1,090,000	319,763	1,409,763
2024	290,000	84,067	205,000	71,883	1,140,000	269,628	1,409,628
2025	300,000	72,200	210,000	63,550	1,180,000	217,297	1,397,297
2026	315,000	59,800	220,000	54,883	1,240,000	162,849	1,402,849
2027	325,000	46,933	230,000	45,817	1,040,000	114,500	1,154,500
2028	340,000	33,533	240,000	36,350	895,000	74,608	969,608
2029	355,000	19,533	250,000	26,483	605,000	46,016	651,016
2030	370,000	4,933	260,000	16,217	630,000	21,150	651,150
2031	-	-	300,000	4,250	300,000	4,250	304,250
	<u>\$ 4,290,000</u>	<u>\$ 1,322,028</u>	<u>\$ 3,300,000</u>	<u>\$ 1,148,299</u>	<u>\$ 14,615,000</u>	<u>\$ 4,609,286</u>	<u>\$ 19,224,286</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds will not be issued in 2015.

CITY OF APPLETON 2016 BUDGET

STORMWATER UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2016 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 2015 EVENTS

Updated the following ordinances per new Wisconsin Department of Natural Resources (WDNR) standards: Post-Construction Stormwater Management, Illicit Discharge Detection & Elimination

Updated the following City Stormwater Plans per new WDNR standards: Public Education and Outreach and Pollution Prevention

Continued enhanced post-project maintenance of the Red Oak Ravine stream rehabilitation project per agreement with Town of Menasha

Completed final engineering for Northland Pond in West Wisconsin drainage study area

Continued to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position

Completed follow-up inspections of the Appleton East High School underground storage project

Hauled leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs

Continued implementing the selected alternatives of detailed drainage studies as streets come up for reconstruction, to reduce flooding and to take advantage of opportunities to implement water quality practices

Continued to implement the on-going Field Screening Program for the illicit discharge requirements of the City's NR216 Permit

Continued implementing the following programs as required by the City's NR216 permit: Public Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, and Post-Construction Stormwater Management Plans

Constructed the Birchwood Avenue dry detention pond in the West Wisconsin Drainage Study area to reduce flooding

Continued to maintain the six new regional ponds added to City's stormwater inventory in 2014. Currently maintaining a total inventory of 40 wet ponds, 8 dry ponds, 4 bio-filters, and several miles of engineered channels

Re-routed the WWTP storm sewer to address DNR requirements

Updated the City Stormwater Utility Credit Policy

Continued working toward compliance with the new WDNR NR216 Water Quality Permit / Fox River TMDL

Established new ERU charges for multi-family properties as approved by the Common Council in 2013

Performed geotechnical analysis of Lions Park to better understand design requirements for a possible future stormwater project

Continued to coordinate with WisDOT on 441/Oneida Street project to facilitate possible future expansion of the Valley Road detention basin to improve flood reduction and runoff quality

Implemented Act 274; made appropriate changes to Utility Billing system to meet requirements to collect past due accounts from property owners.

Reviewed rate increase requirements. The rate increase of 18% planned for July 1, 2016 in conjunction with plan presented to Council on June 15, 2011 will not be needed.

CITY OF APPLETON 2016 BUDGET STORMWATER

MAJOR 2016 OBJECTIVES

Continue implementing the following programs as required by the City's NR216 permit: Public Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, Post-Construction Stormwater Management Plans, including implementing the sixth year of on-going Field Screening Program for the Illicit Discharge requirements of the City's NR216 Permit

Continue to identify and pursue water quality practices toward continual progress in achieving compliance with TMDL water quality standards

Obtain permits for Phase 2 of West Wisconsin Avenue Area Drainage Study (Northland Pond) to help reduce flooding in the drainage area. Identify sites for disposal of Low Hazard Grant of Exemption soils.

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

Continue working with WisDOT and Town of Menasha to find joint stormwater solutions on STH 441 Project

Complete final design and acquire land for Leona Street Pond and Cotter Street Pond projects

The 18% rate increase that was planned for July 1, 2016 as part of the rate plan that was presented to Council on June 15, 2011 is not required at this time. A rate increase of approximately 12% will be required in 2018 to meet bond covenants

Begin testing and implementation of Utility Billing system module of new Enterprise Resource Planning (ERP) system

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2013	2014	Adopted 2015	Amended 2015	2016	Change *
Program Revenues		\$ 9,125,064	\$ 10,963,927	\$ 9,867,963	\$ 9,867,963	\$ 9,810,743	-0.58%
Program Expenses							
5210	Administration	5,061,527	5,076,105	5,456,369	5,496,077	5,486,678	0.56%
5220	Facility Maintenance	987,740	1,172,609	1,527,591	1,582,584	1,487,599	-2.62%
5225	Leaf Collection	378,227	450,096	437,951	439,220	425,231	-2.90%
5230	Capital Construction	454,725	503,177	5,801,624	6,532,068	4,330,165	-25.36%
TOTAL		\$ 6,882,219	\$ 7,201,987	\$ 13,223,535	\$ 14,049,949	\$ 11,729,673	-11.30%
Expenses Comprised Of:							
	Personnel	1,232,719	1,304,242	1,631,336	1,639,323	1,702,747	4.38%
	Administrative Expense	4,311,528	4,314,992	4,738,276	4,738,276	4,661,386	-1.62%
	Supplies & Materials	61,733	69,847	96,865	96,865	122,315	26.27%
	Purchased Services	1,025,051	1,102,616	1,141,058	1,286,009	1,261,219	10.53%
	Utilities	2,972	3,708	4,751	4,751	4,406	-7.26%
	Repair & Maintenance	357,167	426,382	506,039	506,039	492,680	-2.64%
	Capital Expenditures	(108,951)	(19,800)	5,105,210	5,778,686	3,484,920	-31.74%
Full Time Equivalent Staff:							
	Personnel allocated to programs	19.67	19.67	19.67	19.67	19.67	

* % change from prior year adopted budget

**CITY OF APPLETON 2016 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM MISSION

To provide administrative and planning support to insure safe, reliable and environmentally sound stormwater management.

PROGRAM NARRATIVE

Link to City Goals:

Implement Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #4: "Develop our Human Resources to meet changing needs", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Continue to educate the community on stormwater issues and assessment billing policies
- Insure that all construction and repair of our facilities is in compliance with the Department of Natural Resources regulations
- Continue to research other funding sources for stormwater programs and submit requests when applicable
- Develop short and long range plans that meet regulations and provide for the stormwater needs of the community and the watershed
- Continue to train employees on stormwater regulations
- Show continual progress toward meeting TMDL water quality standards
- Continue updates to NR216 Stormwater Program to comply with new permit (Pollution Prevention, Erosion Control, etc.)

Major changes in Revenue, Expenditures, or Programs:

TMDL stormwater regulations were adopted by Wisconsin DNR in 2012. These regulations add to pre-existing NR151 requirements and create additional compliance standards for the City's stormwater program beginning in 2014. The 2014 Citywide SWMP update calls for achieving continuous progress toward meeting water quality standards, rather than identifying a planned date for achieving compliance. Planning is geared toward continuing to meet current NR151 requirements, showing continual progress toward meeting TMDL standard, and achieving flooding reductions, while using cost effective solutions to minimize utility rate increases.

No new master plans are planned for 2016. Studies have been completed for all major drainage areas in the City. Flood report analysis funds will be used to develop details and answer questions related to existing internal flood reports and to help refine and clarify existing study areas.

The Contributed Capital budget reflects \$150,000 grant dollars expected to be awarded in 2016. This is based on an assumption that the Northland Avenue Pond will receive a WDNR Non-Point Source water quality grant. Grant application is planned for Spring of 2016.

Salary expense has been increased as DPW Engineering Techs will be used to keep the stormwater database and GIS systems updated, similarly to what was done in 2013 and 2014, for the accrual of sick leave for two employees that have reached the twenty years of service with the City and the allocation of .2 FTE Finance Account Clerk to reflect work performed by this position.

The increase in Other Contracts/Obligations is due to \$52,477 in special assessments on Smoketree Pass where there are two stormwater ponds that have street frontage.

Miscellaneous equipment expense reflects the stormwater portion for locator equipment to be shared with Public Works and the Water and Wastewater Utilities.

Transfer Out-Capital Projects expense reflects the shared cost to purchase the utility billing system module as part of the enterprise resource planning (ERP) system.

The increase in postage expense reflects the shared cost to fold and insert City service invoices for mailing. The current folder/insert machine is no longer working at optimal levels and is need of replacement. After analyzing the cost of a new machine, the related maintenance contract, and labor cost, it was determined it would be most cost effective to outsource this function.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Economic development					
Master plans completed	1	4	0	0	0
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	0	0	0	0	1*
Value of grant dollars awarded or applied for future reimbursement	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Safe, reliable future level of service					
Acre feet of storage identified for future use	61.0	0.0	0.0	0.0	2**
# of DNR non-compliance notices received	0	0	0	0	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	30	15	25	25	25

* Northland Pond

** Cotter St Pond

**CITY OF APPLETON 2016 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4418 Plan Review Permit	\$ 20,740	\$ 15,911	\$ 20,000	\$ 20,000	\$ 20,000
4420 Erosion Control	3,450	2,400	2,400	2,400	3,500
4710 Interest on Investments	(88,786)	293,795	200,000	200,000	150,000
4730 Interest - Deferred Special	7,936	5,592	-	-	-
4880 Stormwater Revenue	8,088,322	9,004,066	8,990,000	8,990,000	9,233,815
5021 Capital Contributions	945,750	1,483,674	500,000	500,000	251,460
5035 Other Reimbursements	2,115	7,392	-	-	-
5071 Customer Penalty	31,500	37,573	32,000	32,000	37,000
5086 Premium on Debt Issue	113,298	113,149	123,563	123,563	114,968
Total Revenue	\$ 9,124,325	\$ 10,963,552	\$ 9,867,963	\$ 9,867,963	\$ 9,810,743
Expenses					
6101 Regular Salaries	\$ 395,017	\$ 401,316	\$ 311,419	\$ 313,749	\$ 400,480
6104 Call Time	714	530	750	750	700
6105 Overtime	1,463	543	1,200	1,200	1,000
6108 Part-Time	288	1,935	425	425	908
6150 Fringes	119,060	132,648	108,658	108,658	129,452
6201 Training/Conferences	2,540	1,628	6,300	6,300	6,300
6206 Parking Permits	612	636	636	636	636
6301 Office Supplies	246	246	100	100	200
6303 Memberships & Licenses	12,550	12,450	14,810	14,810	13,810
6304 Postage\Freight	17,709	17,971	18,800	18,800	21,300
6305 Awards & Recognition	35	665	665	665	665
6309 Shop Supplies & Tools	108	110	-	-	-
6315 Books & Library Materials	797	95	100	100	100
6320 Printing & Reproduction	4,633	2,454	3,200	3,200	3,200
6321 Clothing	35	37	55	55	55
6323 Safety Supplies	15	40	-	-	-
6327 Miscellaneous Equipment	5,000	100	-	-	1,700
6401 Accounting/Audit	9,809	9,382	8,380	8,380	9,702
6402 Legal Fees	120	180	400	400	250
6403 Bank Services	15,630	15,886	18,000	18,000	16,500
6404 Consulting Services	213,752	109,529	256,100	293,478	201,800
6412 Advertising	-	34	-	-	-
6413 Utilities	1,079	1,197	1,498	1,498	1,508
6424 Software Support	16,497	12,743	21,000	21,000	20,600
6425 CEA Equip. Rental	7,396	7,596	13,600	13,600	10,600
6430 Health Services	19	19	-	-	-
6501 Insurance	39,352	30,830	31,370	31,370	39,930
6599 Other Contracts/Obligations	16,606	119,949	28,518	28,518	56,947
6601 Depreciation Expense	2,195,805	2,401,345	2,605,000	2,605,000	2,605,000
6623 Uncollectable Accounts	5,186	1,392	5,000	5,000	3,000
6720 Interest Payments	1,355,205	1,677,185	1,801,758	1,801,758	1,764,815
6730 Debt Issuance Costs	566,845	59,450	125,000	125,000	100,000
6751 Gain/Loss on refund Amort	44,904	43,484	41,127	41,127	38,020
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
7914 Transfer out - Capital Projects	-	-	20,000	20,000	25,000
Total Expense	\$ 5,061,527	\$ 5,076,105	\$ 5,456,369	\$ 5,496,077	\$ 5,486,678

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Software Support</u>		<u>Consulting Services</u>	
Permittracker - NR216	\$ 6,000	Stormwater management	
XP-SWMM	2,100	plan reviews	\$ 75,000
Permittracker - Erosion	10,000	Flooding concerns	
IRTH Solutions	700	areas study	50,000
Data storage & support GPS units	1,500	NR216 permitting	33,000
Eagle Point	300	Wetland studies	11,000
	<u>\$ 20,600</u>	Water quality modeling-NR151	32,800
			<u>\$ 201,800</u>
<u>Other Contracts/Obligations</u>		<u>Transfer Out - Capital Projects</u>	
Special Assessments		ERP utility billing module	\$ 25,000
Smoketree Pass - Ponds	\$ 52,447		
Digger's Hotline fees	4,500		
	<u>\$ 56,947</u>		<u>\$ 25,000</u>
<u>Postage & Freight</u>			
City Service Invoice postage	\$ 20,000		
City Service Invoice folding/inserting	1,300		
	<u>\$ 21,300</u>		

**CITY OF APPLETON 2016 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: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Continue to have a proactive maintenance program to identify major repair areas
- Reduce the number of failures and insure the system is operating properly
- Encourage good housekeeping practices on private developments, which will reduce the City's maintenance cost and improve water quality
- Reduce the response time per facility through an effective maintenance program
- Implement adaptive management plans for stormwater facilities to improve management techniques and response times for facilities maintenance

Major changes in Revenue, Expenditures, or Programs:

Labor expense and cubic yards collected will vary from year due to storm events and weather conditions. As begun in 2014, street cleaners will be two shifts per day to help meet TMDL water quality standards. The 2014 and 2015 spot repair and protruding tap budgets were combined into one project. Unit N-14 was bid out in 2014 and the work took place in 2015. This reflects a higher "Spot Repairs Identified" performance indicator in 2014 and a higher projected 2015 "Spot Repairs made" performance indicator. Included again in this budget is \$20,000 in storm sewer maintenance consulting services to provide inspections of the underground flood storage units at Appleton East High School. Anticipated additional funds will be needed on an annual basis until inspection history indicates less frequent inspections are justified. Tipping fees will increase in 2016 from \$33 per ton to \$35 per ton. Salary expense has decreased due to DPW Engineering Techs performing stormwater database and GIS systems updates; this cost is part of the administration budget.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	17	38	15	3	18
Compliance with regulation					
# of protruding taps identified	15	23	16	5	17
# of cross connections identified	0	0	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	24	0	20	20	20
% of total system televised	10%	8.3%	10%	10%	9%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	4,124	3,920	3,800	3,800	3,800
% of total storm sewer system cleaned	12.8%	9.2%	18.0%	15.0%	13.0%
Safeguarding health and safety					
# of protruding taps removed	0	17	16	23	15
# of spot repairs made	0	19	15	38	16

**CITY OF APPLETON 2016 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4801 Charges for Serv.- Nontax	\$ 739	\$ 375	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 739</u>	<u>\$ 375</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 299,351	\$ 350,816	\$ 484,909	\$ 488,902	\$ 467,191
6104 Call Time	1,029	1,276	1,450	1,450	1,450
6105 Overtime	7,517	9,461	7,500	7,500	7,500
6108 Part-Time	3,047	3,910	12,944	12,944	11,700
6150 Fringes	129,518	143,335	202,390	202,390	172,794
6308 Landscape Supplies	2,995	55	5,360	5,360	3,860
6309 Shop Supplies & Tools	1,868	4,635	2,200	2,200	2,200
6316 Miscellaneous Supplies	16	1	-	-	-
6325 Construction Materials	30,187	50,426	77,750	77,750	78,000
6327 Miscellaneous Equipment	10,930	8,092	8,200	8,200	8,200
6404 Consulting Services	213,463	190,440	257,960	257,960	258,960
6408 Contractor Fees	13,448	92,541	100,200	151,200	109,130
6413 Utilities	1,869	2,219	2,988	2,988	2,633
6415 Tipping Fees	44,304	41,217	52,000	52,000	52,700
6418 Equipment Repairs & Maint	-	53	-	-	-
6420 Facilities Charges	2,117	2,635	4,000	4,000	3,541
6424 Software Support	873	151	500	500	500
6425 CEA Equip. Rental	166,106	215,056	249,030	249,030	250,030
6454 Grounds Repair & Maint.	1,063	1,080	3,000	3,000	2,000
6503 Rent	58,039	55,210	55,210	55,210	55,210
Total Expense	<u>\$ 987,740</u>	<u>\$ 1,172,609</u>	<u>\$ 1,527,591</u>	<u>\$ 1,582,584</u>	<u>\$ 1,487,599</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Tipping Fees</u>	
Castings	\$ 32,500	Disposal costs of cleaning: \$35 per ton	
Concrete	22,500	Streets - 1,142 tons	\$ 42,000
Gravel	7,000	Storm sewers - 285 tons	10,000
Piping	1,000	Concrete	700
Clear Stone	2,000		<u>\$ 52,700</u>
Other materials	13,000		
	<u>\$ 78,000</u>	<u>Rent</u>	
<u>Consulting Services</u>		Land for detention ponds:	
Ecology services for prairie & wetlands	\$ 110,460	Appleton Memorial Park (@ \$2,800 / acre)	
Appleton East Stormtrap Inspections	20,000	AMP North, 7.28 acres \$ 20,400	
Stormsewer TV & cleaning	97,500	AMP South, 7 acres 19,600	
Ecology services for ditches & ravines	31,000	Reid Golf Course Pond (per agreement)	
	<u>\$ 258,960</u>	7.2 acres	15,210
			<u>\$ 55,210</u>
<u>Contractor Fees</u>			
Surface restoration	\$ 30,000		
Protruding tap	20,000		
Spot repairs	32,000		
Animal control	4,000		
Dredge Apple Creek Corridor	5,630		
Red Oak Ravine Repairs	8,000		
Emergency Repairs	5,000		
Non-native mowing	4,500		
	<u>\$ 109,130</u>		

**CITY OF APPLETON 2016 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM MISSION

Collect leaves from city streets and dispose of them in a safe and environmentally productive manner

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Continually search for ways to improve communication with the public on leaf collection schedules
- Research and evaluate alternative methods of leaf collection and long term disposal
- Adjust leaf collection routes to avoid picking up leaves on the same day as collecting refuse
- Minimize secondary hauling costs of leaves, transporting to Outagamie County and Mackville, and grinding into mulch by working with a composting company

Major changes in Revenue, Expenditures, or Programs:

- Actual leaf collections vary from year to year depending on the weather. It is projected to complete three cycles of collection in 2016. The cost per cubic yard collected is based more on the condition of leaves collected than the number of cycles (wet soggy vs. dry fluffy).
- Staff will continue to work with the Wastewater Utility staff on use of the leaves at the composting site at the County Landfill.
- Fringe benefit budget has decreased due to changes in employee insurance election from family to single coverage.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Service provided					
Number of collection cycles	4	3	3	3	3
Strategic Outcomes					
Cost effective service provided					
Cost/cubic yard collected	\$ 12.71	\$ 9.82	\$ 10.75	\$ 10.75	\$ 10.75
Work Process Outputs					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	25,510	33,160	35,000	35,000	35,000

**CITY OF APPLETON 2016 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 153,447	\$ 144,048	\$ 158,862	\$ 160,131	\$ 170,677
6104 Call Time	66	90	91	91	100
6105 Overtime	1,317	7,371	5,800	5,800	5,800
6150 Fringes	58,914	61,139	59,514	59,514	46,470
6404 Consulting Services	-	16,988	-	-	-
6408 Contractor Fees	2,119	3,886	9,500	9,500	8,000
6413 Utilities	24	3	265	265	265
6415 Tipping Fees	-	30,256	-	-	-
6425 CEA Equip. Rental	162,340	186,315	203,919	203,919	193,919
Total Expense	\$ 378,227	\$ 450,096	\$ 437,951	\$ 439,220	\$ 425,231

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

STORMWATER

Capital Construction

Business Unit 5230

PROGRAM MISSION

Design, build, and replace stormwater facilities for the current users to insure compliance with established regulations, to protect surrounding infrastructure and the environment, to increase the acres of land available for development and to prevent major system failures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Continue to inform property owners of future construction in a timely manner
- Design projects to meet regulations and provide cost effective solutions for the community and the watershed
- Monitor projects to insure compliance with deadlines, specifications, and regulations
- Comply with the NR216 Stormwater permit requirements
- Continue implementing the Citywide stormwater management plan and regional flood studies selected alternatives

Major changes in Revenue, Expenditures, or Programs:

- Included \$180,000 in storm capital construction to replace City's storm sewer lift station, located in Arbutus Park, which is nearing the end of its service life
- Included funds for final design and purchase of land for proposed Leona Street stormwater pond, to help meet flood reduction and water quality goals (construction planned for 2018)
- Included funds for final design and purchase of land for proposed Cotter Street stormwater pond, to help meet flood reduction goals (construction planned for 2017)
- Please see the Stormwater 5-year capital improvement plan on page 590 for further details.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	99	84	100	100	100
Outstanding	360	113	350	110	110
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in City	282	282	289	287	287
% of total miles reconstructed	0.23%	0.01%	1.07%	1.07%	1.07%
Acres of new land available	0	0	0	0	0
Integrity and growth of the system					
Acres of storage developed	35.0	14.1	10.0	10.0	0.0
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	0.66	0.35	2.98	2.98	2.98
Expansion of storm sewer system					
Miles of new storm sewer added	0.66	0.21	0.00	0.50	0.16

* Order of resolution of residential drainage complaints is dependent on severity of problem and ability/timing preference of project coordinator to schedule.

**CITY OF APPLETON 2016 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 47,996	\$ 34,755	\$ 194,714	\$ 195,109	\$ 200,221
6104 Call Time	212	282	-	-	-
6105 Overtime	3,896	4,474	6,990	6,990	6,510
6108 Part-Time	942	276	1,308	1,308	1,361
6150 Fringes	8,926	6,038	72,412	72,412	78,433
6308 Landscape Supplies	4,562	1,906	-	-	-
6325 Construction Materials	532	977	-	-	-
6328 Signs	55	920	-	-	-
6404 Consulting Services	196,380	467,499	320,000	376,573	547,730
6407 Collection Services	-	8	-	-	-
6408 Contractor Fees	76,209	-	90,000	90,000	-
6413 Utilities	-	288	-	-	-
6415 Tipping Fees	776	-	-	-	-
6420 Facilities Charges	122	753	-	-	-
6425 CEA Equip. Rental	-	-	10,990	10,990	10,990
6599 Other Contracts / Obligations	223,068	4,801	-	-	-
6801 Land	-	832,630	-	270,000	634,800
6804 Machinery & Equipment	28,000	-	-	-	-
6809 Infrastructure Construction	6,702,516	6,531,208	5,105,210	5,508,686	2,850,120
6899 Other Capital Outlay	(6,839,467)	(7,383,638)	-	-	-
Total Expense	\$ 454,725	\$ 503,177	\$ 5,801,624	\$ 6,532,068	\$ 4,330,165

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

2016	To	From	To	Storm-water Utility
Labor Pool				286,525
CEA				10,990
Consulting Services	Arbutus Park Lift Station Design			40,000
	Construction Grant Applications			10,000
	Construction Services			40,000
	Cotter Street Pond Design & Permitting			75,000
	Land Acquisition Services			10,000
	Leona Street Pond Design, Permitting, O & M Manual/Training			347,730
	Modeling for Storm Sewer Const Projects			25,000
	Subtotal			547,730
Land Acquisition	Cotter Street Pond		Land Acquisition	125,000
	Leona Street Pond		Land Acquisition	359,800
	Lightning Drive	CTH JJ	north of	150,000
	Subtotal			634,800
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2016 Asphalt			152,528
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2016 Concrete			173,800
	Arbutus Park Lift Station			140,000
	Flood Report Projects			75,000
	Native Landscaping			30,000
	Northland Pond Utility			50,000
	NR151 Water Quality Practices - Reconst			50,000
	Subtotal			956,328
Reconstruction	Spring St	Drew St	Lawe St	784,557
	Subtotal			784,557
Reconstruction - (on streets to be paved in 2017)	Alley n/o Amelia St	Woodmere	Ballard Rd	33,970
	Bateman St	Pacific St	Hancock St	23,450
	Division St	Franklin St	Atlantic St	25,990
	Douglas St	Pine St	Haskell St	20,050
	Fair St	Franklin St	south end	37,710
	Glendale Ave	Birchwood St	Mason St	414,030
	Grant St	Nicholas St	Mason St	210,010
	Harriman St	Atlantic St	Winnebago St	33,150
	Herbert St	Pine St	Rogers Ave	9,110
	Mason Street	Northland Ave	Intersection of	40,000
	Owaissa St	Randall St	Glendale Ave	77,345
	Owaissa St	Wisconsin Ave	Randall St	144,685
	Winona Ct	Nawada St	Nawada St	39,735
	Subtotal			1,109,235
Total				\$ 4,330,165

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	.00	0	0	0	150,000	0
Permits	24,190	18,311.11	29,475	22,400	22,400	23,500	23,500
Interest Income	80,851-	299,387.33	94,669	200,000	200,000	200,000	150,000
Charges for Services	8,089,061	9,004,291.73	6,239,732	8,990,000	8,990,000	9,233,815	9,233,815
Intergov. Charges for Service	0	149.38	564	0	0	0	0
Other Revenues	1,092,664	1,641,787.23	556,655	655,563	655,563	156,563	403,428
TOTAL REVENUES	9,125,064	10,963,926.78	6,921,095	9,867,963	9,867,963	9,763,878	9,810,743
EXPENSES BY LINE ITEM							
Regular Salaries	104,034	106,906.76	81,158	135,852	138,182	133,541	133,541
Labor Pool Allocations	677,504	702,668.19	535,567	1,008,076	1,013,733	1,099,212	1,099,212
Call Time	2,021	2,178.49	1,707	2,291	2,291	2,250	2,250
Overtime	14,193	21,848.95	14,340	21,490	21,490	20,810	20,810
Temp. Full-Time	0	1,924.03	2,434	0	0	0	0
Part-Time	4,276	4,196.89	5,754	14,677	14,677	13,969	13,969
Other Compensation	13,039	4,509.80	2,720	4,295	4,295	4,135	4,135
Shift Differential	1,367	1,230.45	930	1,681	1,681	1,681	1,681
Sick Pay	8,600-	9,094.25	4,407	0	0	0	0
Vacation Pay	108,467	106,524.60	72,425	0	0	0	0
Fringes	316,418	343,160.01	250,151	442,974	442,974	427,149	427,149
Salaries & Fringe Benefits	1,232,719	1,304,242.42	971,593	1,631,336	1,639,323	1,702,747	1,702,747
Training & Conferences	2,540	1,627.95	3,044	6,300	6,300	6,300	6,300
Parking Permits	612	636.00	645	636	636	636	636
Office Supplies	246	246.41	192	100	100	200	200
Memberships & Licenses	12,550	12,449.50	16,654	14,810	14,810	13,810	13,810
Postage & Freight	17,709	17,971.14	11,518	18,800	18,800	18,800	21,300
Awards & Recognition	35	665.00	63	665	665	665	665
Insurance	39,352	30,829.92	23,528	31,370	31,370	31,370	39,930
Rent	58,039	55,210.00	0	55,210	55,210	55,210	55,210
Depreciation Expense	2,195,805	2,401,344.64	1,842,570	2,605,000	2,605,000	2,605,000	2,605,000
Uncollectible Accounts	5,186	1,392.24	1,323	5,000	5,000	2,700	3,000
Interest Payments	1,355,205	1,677,184.59	1,301,985	1,801,758	1,801,758	1,801,758	1,764,815
Debt Issuance Costs	566,845	59,450.00	0	125,000	125,000	125,000	100,000
Gain/Loss on Refund Amort.	44,904	43,484.40	30,843	41,127	41,127	42,124	38,020
Trans Out - General Fund	12,500	12,500.04	9,375	12,500	12,500	12,500	12,500
Trans Out - Capital Projects	0	.00	20,000	20,000	20,000	0	25,000
Administrative Expense	4,311,528	4,314,991.83	3,261,740	4,738,276	4,738,276	4,716,073	4,686,386
Landscape Supplies	7,557	1,960.75	2,959	5,360	5,360	3,860	3,860
Shop Supplies & Tools	1,976	4,744.51	1,634	2,200	2,200	2,200	2,200
Books & Library Materials	797	94.95	0	100	100	100	100
Miscellaneous Supplies	16	.00	99	0	0	0	0
Printing & Reproduction	4,633	2,453.31	2,114	3,200	3,200	3,200	3,200
Clothing	35	36.79	108	55	55	55	55
Safety Supplies	15	41.05	42	0	0	0	0
Construction Materials	30,719	51,403.52	47,665	77,750	77,750	78,000	78,000
Miscellaneous Equipment	15,930	8,191.86	6,908	8,200	8,200	9,900	9,900
Signs	55	920.43	0	0	0	0	0
Supplies & Materials	61,733	69,847.17	61,529	96,865	96,865	97,315	97,315
Accounting/Audit	9,809	9,382.23	9,808	8,380	8,380	9,702	9,702
Legal Fees	120	180.00	120	400	400	250	250
Bank Services	15,630	15,885.67	10,773	18,000	18,000	18,000	16,500
Consulting Services	623,595	784,456.51	281,185	834,060	928,011	1,008,490	1,008,490
Collection Services	0	7.50	0	0	0	0	0
Contractor Fees	91,777	96,427.52	78,571	199,700	250,700	116,630	116,630
Advertising	0	34.07	0	0	0	0	0
Tipping Fees	44,427	71,473.28	40,489	52,000	52,000	52,700	52,700
Health Services	19	19.00	0	0	0	0	0
Other Contracts/Obligations	239,674	124,750.32	7,465	28,518	28,518	56,947	56,947
Purchased Services	1,025,051	1,102,616.10	428,411	1,141,058	1,286,009	1,262,719	1,261,219

City of Appleton
2016 Budget
Revenue and Expense Summary

Description	2013 Actual	2014 Actual	2015 YTD Actual	2015 Adopted Budget	2015 Amended Budget	2016 Requested Budget	2016 Adopted Budget
Electric	289	295.94	202	311	311	311	311
Water	1,604	2,010.52	2,685	2,942	2,942	2,587	2,587
Waste Disposal/Collection	0	13.33	0	0	0	0	0
Stormwater	0	190.68	0	0	0	0	0
Telephone	961	936.95	527	1,248	1,248	1,248	1,248
Cellular Telephone	118	260.13	180	250	250	260	260
Utilities	2,972	3,707.55	3,594	4,751	4,751	4,406	4,406
Equipment Repair & Maintenance	0	53.30	572	0	0	500	500
Facilities Charges	2,892	3,387.57	1,771	4,000	4,000	3,541	3,541
Software Support	17,370	12,894.69	6,428	21,500	21,500	21,100	21,100
CEA Equipment Rental	335,842	408,966.37	232,532	477,539	477,539	465,539	465,539
Grounds Repair & Maintenance	1,063	1,080.00	320	3,000	3,000	2,000	2,000
Repair & Maintenance	357,167	426,381.93	241,623	506,039	506,039	492,680	492,680
Land	0	832,630.11	214,208	0	270,000	634,800	634,800
Machinery & Equipment	28,000	.00	0	0	0	0	0
Infrastructure Construction	6,702,516	6,531,208.07	1,423,211	5,105,210	4,723,686	2,850,120	2,850,120
Other Capital Outlay	6,839,467-	7,383,638.27-	0	0	0	0	0
Capital Expenditures	108,951-	19,800.09-	1,637,419	5,105,210	4,993,686	3,484,920	3,484,920
TOTAL EXPENSES	6,882,219	7,201,986.91	6,605,909	13,223,535	13,264,949	11,760,860	11,729,673

CITY OF APPLETON 2016 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Charges for Services	\$ 8,088,322	\$ 9,004,066	\$ 8,990,000	\$ 9,113,800	\$ 9,233,815
Miscellaneous	58,545	63,651	54,400	54,400	60,500
Total Revenues	<u>8,146,867</u>	<u>9,067,717</u>	<u>9,044,400</u>	<u>9,168,200</u>	<u>9,294,315</u>
Expenses					
Operating Expenses	2,706,960	3,008,023	2,836,526	3,105,866	2,879,173
Depreciation	2,195,805	2,401,345	2,605,000	2,500,000	2,605,000
Total Expenses	<u>4,902,765</u>	<u>5,409,368</u>	<u>5,441,526</u>	<u>5,605,866</u>	<u>5,484,173</u>
Operating Income (Loss)	3,244,102	3,658,349	3,602,874	3,562,334	3,810,142
Non-Operating Revenues (Expenses)					
Interest Income	(80,851)	299,387	200,000	150,000	150,000
Interest Expense	(1,355,205)	(1,677,185)	(1,801,758)	(1,733,388)	(1,764,815)
Gain/Loss on Refunding	(44,904)	(43,484)	(41,127)	(41,127)	(38,020)
Amortization of Premium on Debt Issue	113,298	113,149	123,563	123,563	114,968
Debt Expense*	(566,845)	(59,450)	(125,000)	(125,000)	(100,000)
Other	-	-	-	-	-
Total Non-Operating	<u>(1,934,507)</u>	<u>(1,367,583)</u>	<u>(1,644,322)</u>	<u>(1,625,952)</u>	<u>(1,637,867)</u>
Income (Loss) Before Contributions and Transfers	1,309,595	2,290,766	1,958,552	1,936,382	2,172,275
Contributions and Transfers In (Out)					
Capital Contributions	945,750	1,483,674	500,000	415,000	251,460
General Fund	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>
Change in Net Assets	2,242,845	3,761,940	2,446,052	2,338,882	2,411,235
Total Net Assets - Beginning	<u>57,476,082</u>	<u>59,718,927</u>	<u>63,480,867</u>	<u>63,480,867</u>	<u>65,819,749</u>
Total Net Assets - Ending	<u>\$ 59,718,927</u>	<u>\$ 63,480,867</u>	<u>\$ 65,926,919</u>	<u>\$ 65,819,749</u>	<u>\$ 68,230,984</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	7,927,933	8,249,747
+ Net Income	2,338,882	2,411,235
+ Depreciation	2,500,000	2,605,000
+ Long Term Debt	9,195,000	3,450,000
- Contributed Capital	(415,000)	(251,460)
- Fixed Assets	(5,782,068)	(4,330,165)
- Principal Repayment	(7,515,000)	(2,785,000)
Working Cash - End of Year	<u>\$ 8,249,747</u>	<u>\$ 9,349,357</u>

The current annual rate of \$155.00 per ERU became effective July 1, 2013.

*Due to GASB 65 Debt Issuance costs will no longer be amortized over the life of the loan, 2013 expense reflects total unamortized amount.

**CITY OF APPLETON 2016 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2015 Budget	2015 Projected	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected
Revenues							
Charges for Services	\$ 8,990,000	\$ 9,113,800	\$ 9,233,815	\$ 9,279,984	\$ 10,445,550	\$ 10,497,778	\$ 10,550,267
Miscellaneous	54,400	54,400	60,500	55,000	55,000	57,000	57,000
Total Revenues	9,044,400	9,168,200	9,294,315	9,334,984	10,500,550	10,554,778	10,607,267
Expenses							
Operating Expenses	2,836,526	3,105,866	2,879,173	2,965,548	3,054,515	3,146,150	3,240,535
Depreciation	2,605,000	2,500,000	2,605,000	2,730,000	2,855,000	2,980,000	3,105,000
Total Expenses	5,441,526	5,605,866	5,484,173	5,528,097	5,909,515	6,126,150	6,345,535
Operating Income	3,602,874	3,562,334	3,810,142	3,806,887	4,591,035	4,428,628	4,261,732
Non-Operating Revenues (Expenses)							
Interest Income	200,000	150,000	150,000	200,000	200,000	200,000	200,000
Interest Expense	(1,801,758)	(1,733,388)	(1,764,815)	(1,992,314)	(2,254,989)	(2,296,451)	(2,229,259)
Gain/Loss on Refunding	(41,127)	(41,127)	(38,020)	(34,818)	(31,512)	(27,512)	(22,755)
Premium on Debt Issue	123,563	123,563	114,968	121,839	120,399	118,329	106,332
Debt Issue Expense	(125,000)	(125,000)	(100,000)	(125,000)	(125,000)	(125,000)	(125,000)
Other	-	-	-	-	-	-	-
Total Non-Operating	(1,644,322)	(1,625,952)	(1,637,867)	(1,823,742)	(2,091,102)	(2,130,634)	(2,070,682)
Net Income Before Transfers	1,958,552	1,936,382	2,172,275	1,983,145	2,499,933	2,297,994	2,191,050
Contributions and Transfers In (Out)							
Capital Contributions	500,000	415,000	251,460	-	15,800	15,800	-
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	2,446,052	2,338,882	2,411,235	1,970,645	2,503,233	2,301,294	2,178,550
Total Net Assets - Beginning	63,480,867	63,480,867	65,819,749	68,230,984	70,201,629	72,704,863	75,006,156
Total Net Assets - Ending	\$ 65,926,919	\$ 65,819,749	\$ 68,230,984	\$ 70,201,629	\$ 72,704,863	\$ 75,006,156	\$ 77,184,706

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	7,927,933	8,249,747	9,349,357	8,200,609	8,979,598	9,019,695	
+ Change in Net Assets	2,338,882	2,411,235	1,970,645	2,503,233	2,301,294	2,178,550	
+ Depreciation	2,500,000	2,605,000	2,730,000	2,855,000	2,980,000	3,105,000	
+ Long Term Debt	9,195,000	3,450,000	10,300,000	3,400,000	3,500,000	6,300,000	
- Contributed Capital	(415,000)	(251,460)	-	(15,800)	(15,800)	-	
- Fixed Assets	(5,782,068)	(4,330,165)	(12,929,393)	(4,313,445)	(4,390,396)	(8,240,738)	
- Principal Repayment	(7,515,000)	(2,785,000)	(3,220,000)	(3,650,000)	(4,335,000)	(4,920,000)	
Working Cash - End of Year	\$ 8,249,747	\$ 9,349,357	\$ 8,200,609	\$ 8,979,598	\$ 9,019,695	\$ 7,442,507	
25% Working Capital Reserve (prior year's audited expenses)		1,212,939	1,164,122	1,242,591	1,330,501	1,363,775	
Coverage Ratio		1.39	1.39	1.27	1.37	1.30	1.22

ASSUMPTIONS:

Borrow approximately 75% of capital expenditures as detailed in the five year plan for years 2015-2019
Interest rate at 5%
ERU's to increase at a rate of 1/2% per year after 2016
Operating expenses to increase 3.0% per year after 2016
Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:

Rate increased 24% effective July 1, 2013 to \$155 per ERU replacing the rate of \$125 per ERU that has been in effect since July 1, 2010. The rate increase that was planned for July 1, 2016 as part of the plan presented to Council on June 15, 2011 will not be needed. The next rate increase is planned at 12% on January 1, 2018. Rates will be monitored on an annual basis for adjustment based on actual results or changes in circumstances.

**CITY OF APPLETON 2016 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

Year	2006		2007		2008		2009		2012		2013		2014	
	Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2016	\$ 590,000	\$ 79,119	\$ 230,000	\$ 23,894	\$ 260,000	\$ 183,693	\$ 300,000	\$ 389,533	\$ 985,000	\$ 351,453	\$ 250,000	\$ 239,744	\$ 135,000	\$ 116,825
2017	610,000	53,979	240,000	13,800	270,000	173,155	315,000	378,826	1,030,000	320,890	255,000	232,756	140,000	114,050
2018	435,000	33,822	250,000	2,813	275,000	162,205	355,000	365,420	1,050,000	289,540	265,000	224,881	140,000	111,250
2019	440,000	15,175	-	-	300,000	150,455	360,000	351,070	1,100,000	248,665	270,000	216,819	145,000	108,375
2020	240,000	2,625	-	-	300,000	138,455	605,000	329,320	1,145,000	203,315	280,000	208,494	150,000	104,275
2021	-	-	-	-	320,000	125,255	710,000	301,970	1,190,000	156,165	290,000	197,694	155,000	99,663
2022	-	-	-	-	335,000	111,177	740,000	269,895	880,000	117,865	300,000	185,794	160,000	94,900
2023	-	-	-	-	350,000	95,411	775,000	238,320	740,000	92,415	315,000	173,344	160,000	90,100
2024	-	-	-	-	365,000	78,613	805,000	206,420	495,000	75,728	325,000	160,444	170,000	85,075
2025	-	-	-	-	380,000	61,118	840,000	172,225	255,000	66,086	340,000	146,994	175,000	78,550
2026	-	-	-	-	400,000	43,200	875,000	135,619	260,000	58,065	355,000	132,944	180,000	71,400
2027	-	-	-	-	420,000	24,525	915,000	96,471	270,000	49,773	370,000	118,294	190,000	63,900
2028	-	-	-	-	440,000	4,950	955,000	55,005	280,000	41,170	385,000	101,961	195,000	56,150
2029	-	-	-	-	-	-	1,000,000	11,125	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
	<u>\$ 2,315,000</u>	<u>\$ 184,720</u>	<u>\$ 720,000</u>	<u>\$ 40,507</u>	<u>\$ 4,415,000</u>	<u>\$ 1,352,212</u>	<u>\$ 9,550,000</u>	<u>\$ 3,301,219</u>	<u>\$ 10,880,000</u>	<u>\$ 2,141,005</u>	<u>\$ 6,195,000</u>	<u>\$ 2,570,626</u>	<u>\$ 3,450,000</u>	<u>\$ 1,350,063</u>

Year	2015 Revenue Bonds		2015 Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2016	\$ -	\$ 149,669	\$ 35,000	\$ 159,010	\$ 2,785,000	\$ 1,692,940	\$ 4,477,940
2017	165,000	153,025	20,000	164,750	3,045,000	1,605,231	4,650,231
2018	170,000	149,650	205,000	161,575	3,145,000	1,501,156	4,646,156
2019	170,000	144,975	480,000	149,750	3,265,000	1,385,284	4,650,284
2020	180,000	139,650	490,000	135,125	3,390,000	1,261,259	4,651,259
2021	185,000	134,138	505,000	120,088	3,355,000	1,134,973	4,489,973
2022	190,000	128,475	520,000	104,600	3,125,000	1,012,706	4,137,706
2023	195,000	122,663	550,000	88,325	3,085,000	900,578	3,985,578
2024	200,000	115,200	560,000	67,400	2,920,000	788,880	3,708,880
2025	210,000	106,900	580,000	44,400	2,780,000	676,273	3,456,273
2026	220,000	98,200	600,000	20,600	2,890,000	560,028	3,450,028
2027	225,000	89,250	365,000	3,650	2,755,000	445,863	3,200,863
2028	235,000	79,950	-	-	2,490,000	339,186	2,829,186
2029	245,000	70,250	-	-	2,135,000	246,103	2,381,103
2030	255,000	60,150	-	-	1,180,000	188,866	1,368,866
2031	265,000	49,650	-	-	1,225,000	140,560	1,365,560
2032	275,000	38,750	-	-	1,280,000	89,984	1,369,984
2033	290,000	27,300	-	-	1,010,000	39,700	1,049,700
2034	300,000	15,400	-	-	550,000	17,900	567,900
2035	310,000	3,100	-	-	310,000	3,100	313,100
	<u>\$ 4,285,000</u>	<u>\$ 1,876,345</u>	<u>\$ 4,910,000</u>	<u>\$ 1,219,273</u>	<u>\$ 46,720,000</u>	<u>\$ 14,030,570</u>	<u>\$ 60,750,570</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in amount of \$3,450,000 will be issued in 2016. Expected interest expense of the issue in 2016 is \$71,875 at 5%.

CITY OF APPLETON 2016 BUDGET RESOLUTION

Resolved,

The 2016 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 \$33,477,723 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 \$2,928,106, for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,047,968 for Special Revenue Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$500,000 for Capital Projects Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of \$22,894,236, 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 \$7,650,000, 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
2016 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions

DEPARTMENT	2013	2014	Adopted 2015	Amended 2015 *	2016
Legal Services	8.67	8.67	8.67	8.67	8.67
Finance	8.85	8.85	8.80	8.80	8.20
Homeless & Block Grants	0.50	0.50	0.58	0.58	0.50
Fire	96.00	96.00	96.00	96.00	96.00
Health	12.36	12.55	12.55	12.55	12.25
Health Grants	1.64	1.66	1.66	1.66	1.46
Information Technology	12.00	11.00	11.00	11.00	11.00
Library	45.00	45.50	46.00	46.50	46.00
Mayor's Office	2.00	3.00	3.00	3.00	3.00
Facilities Management	10.23	10.23	10.25	10.25	10.25
Facilities Capital	0.40	0.40	0.40	0.40	1.40
Parks & Recreation	15.05	15.00	14.95	16.28	16.62
Reid Golf Course	1.73	1.93	2.67	2.67	2.67
Human Resources	6.15	6.15	6.15	6.15	6.15
Risk Management	2.98	2.98	2.98	2.98	2.98
Community & Economic Devel.	18.13	18.13	18.13	18.13	18.13
Housing & Community Devel.	1.00	1.00	1.00	1.00	1.08
Police	134.00	136.00	137.00	137.00	137.00
Public Works	62.08	62.58	62.58	62.58	62.47
Sanitation	16.99	17.49	17.49	17.49	17.49
CEA	15.01	14.51	14.51	14.51	14.51
Parking	11.18	11.28	11.28	11.28	11.30
Capital (TIF, Subdivision, etc.)	2.79	2.27	2.27	2.27	2.75
Stormwater Utility	19.67	19.67	19.67	19.67	19.69
Water Utility	36.71	37.73	37.73	37.73	38.24
Wastewater Utility	29.21	28.71	28.71	28.71	28.39
Valley Transit	54.13	54.13	54.13	54.50	54.50
Total Regular Employees	<u>624.43</u>	<u>627.88</u>	<u>630.13</u>	<u>632.34</u>	<u>632.67</u>

* Includes changes approved by Council during 2015.

**CITY OF APPLETON 2016 BUDGET
PERSONNEL ADDITIONS/DELETIONS**

	Dept. Request		Exec. Budget		Adopted Budget	
	No.	Amount	No.	Amount	No.	Amount
GENERAL FUND						
PUBLIC WORKS						
Engineering Technician	A	(1.34)	(55,102)	(1.34)	(55,102)	(1.34) (55,102)
Engineering Technician	A	1.00	49,774	1.00	49,774	1.00 49,774
Utility Locator	A	(1.00)	(41,122)	(1.00)	(41,122)	(1.00) (41,122)
Utility Locator	A	1.34	66,678	1.34	66,678	1.34 66,678
Laborer	A	(3.00)	(180,342)	(3.00)	(180,342)	(3.00) (180,342)
Street Operator	A	1.00	63,924	1.00	63,924	1.00 63,924
Operations Crew Leader	A	1.00	84,025	1.00	84,025	1.00 84,025
Arborist	A	1.00	73,974	1.00	73,974	1.00 73,974
LIBRARY						
Library Assistant	A	0.50	23,207	0.50	23,207	0.50 23,207
Library Assistant	C	(0.50)	(23,207)	(0.50)	(23,207)	(0.50) (23,207)
PARKS & RECREATION						
Recreation Program Coordinator	A	0.67	2,441	0.67	2,441	0.67 2,441
Dance Studio Coordinator	A	0.67	4,796	0.67	4,796	0.67 4,796
Parks Planner	A	(1.00)	(115,069)	(1.00)	(115,069)	(1.00) (115,069)
Deputy Director	A	1.00	112,135	1.00	112,135	1.00 112,135
Recreation Program Coordinator		(0.67)	(23,213)			(0.67) (23,213)
Recreation Programmer	D	1.00	74,474			1.00 74,474
Administrative Assistant	B	0.35	27,864			
HEALTH SERVICES						
Administrative Assistant - Health		(0.50)	(22,041)	(0.50)	(22,041)	(0.50) (22,041)
POLICE						
Deputy Chief - Operations	A	(1.00)	(138,320)	(1.00)	(138,320)	(1.00) (138,320)
Officer	A	1.00	85,258	1.00	85,258	1.00 85,258
CSO Lead	A	(1.00)	(62,760)	(1.00)	(62,760)	(1.00) (62,760)
Forensic Evidence Specialist	A	1.00	68,319	1.00	68,319	1.00 68,319
FIRE						
Fire Inspector	A	(1.00)	(101,650)	(1.00)	(101,650)	(1.00) (101,650)
Battalion Chief	A	1.00	120,178	1.00	120,178	1.00 120,178
Total General Fund:		1.52	\$ 94,221	0.83	\$ 15,096	1.17 \$ 66,357
ENTERPRISE FUNDS						
WATER UTILITY						
Operator II	A	(1.00)	(73,974)	(1.00)	(73,974)	(1.00) (73,974)
PM Shift Crew Leader	A	1.00	84,025	1.00	84,025	1.00 84,025
STORMWATER UTILITY						
Laborer	A	(2.00)	(120,228)	(1.00)	(120,228)	(1.00) (120,228)
Operator I	A	2.00	127,848	1.00	127,848	1.00 127,848
VALLEY TRANSIT						
Operations Supervisor	A	(1.00)	(58,972)	(1.00)	(58,972)	(1.00) (58,972)
Road Supervisor	A	2.00	148,402	2.00	148,402	2.00 148,402
Part time Driver	A	(0.63)	(26,380)	(0.63)	(26,380)	(0.63) (26,380)
REID GOLF COURSE						
Administrative Assistant	B	0.15	9,975			
Total Enterprise Funds:		0.53	\$ 90,696	0.38	\$ 80,721	0.38 \$ 80,721
CAPITAL PROJECTS FUNDS						
FACILITIES CAPITAL PROJECTS						
Project Manager	A	1.00	111,035	1.00	111,035	1.00 111,035
Total Capital Projects Funds:		1.00	\$ 111,035	1.00	\$ 111,035	1.00 \$ 111,035
TOTAL CITY:		3.04	\$ 295,952	2.21	\$ 206,852	2.54 \$ 258,113

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 2015 budget. Recreation and Dance Coordinator positions in Parks & Recreation replace part time, un-benefited positions and are each shown net of \$17,000 part time salary. CSO Lead and Forensic Evidence positions in Police are partially offset by additional part-time CSO hours at \$31,529 elimination of a vacant part-time clerical position at \$20,869, respectively.

(B) Increase existing .5 FTE position to full time.

(C) Position omitted from Executive Budget due to uncertain grant funding. A request to re-add the position will be brought forward in the event that grant funding is obtained.

(D) Salary differential to come for vacant salary budgets or other sources.

**CITY OF APPLETON 2016 BUDGET
ASSESSED PROPERTY VALUES**

	01/01/14	01/01/15	Change in Dollars	Change in Percent
Tax Increment Districts # 3 - 10	\$ 165,535,475	\$ 151,140,699	\$ (14,394,776)	-8.70%
Outagamie County				
Real Estate	3,904,693,400	3,935,340,542	30,647,142	0.78%
Personal Property	117,749,200	105,361,458	(12,387,742)	-10.52%
Total With TID:	4,022,442,600	4,040,702,000	18,259,400	0.45%
Total Without TID:	3,961,633,821	3,989,387,064	27,753,243	0.70%
Calumet County				
Real Estate	656,648,800	660,266,366	3,617,566	0.55%
Personal Property	11,348,400	11,306,934	(41,466)	-0.37%
Total With TID:	667,997,200	671,573,300	3,576,100	0.54%
Total Without TID:	575,689,057	583,647,263	7,958,206	1.38%
Winnebago County				
Real Estate	72,178,700	72,065,227	(113,473)	-0.16%
Personal Property	6,742,200	7,503,073	760,873	11.29%
Total With TID:	78,920,900	79,568,300	647,400	0.82%
Total Without TID:	66,502,347	67,668,574	1,166,227	1.75%
All Counties With TIDs:	\$ 4,769,360,700	\$ 4,791,843,600	\$ 22,482,900	0.47%
All Counties Without TIDs:	\$ 4,603,825,225	\$ 4,640,702,901	\$ 36,877,676	0.80%

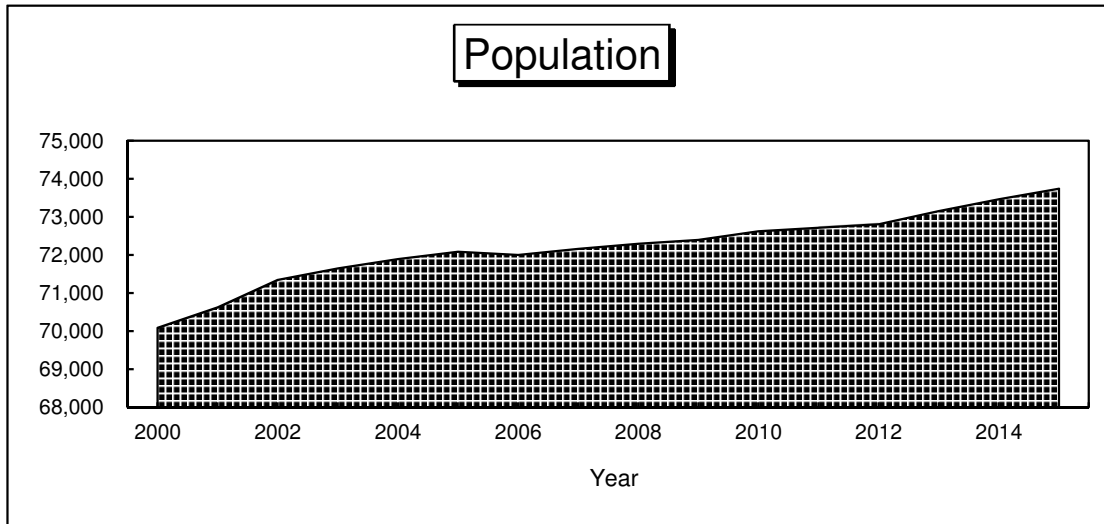
**CITY OF APPLETON 2016 BUDGET
EQUALIZED PROPERTY VALUES**

		01/01/14	01/01/15	Change in Dollars	Change in Percent
TID # 3	Gross	58,900,600	57,585,800	(1,314,800)	-2.23%
	Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
	Increment	39,959,800	38,645,000	(1,314,800)	-3.29%
TID # 6	Gross	102,700,900	100,497,400	(2,203,500)	-2.15%
	Base (2000)	(12,141,600)	(12,141,600)	-	0.00%
	Increment	90,559,300	88,355,800	(2,203,500)	-2.43%
TID # 7	Gross	37,882,400	37,580,400	(302,000)	-0.80%
	Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
	Increment	12,225,400	11,923,400	(302,000)	-2.47%
TID # 8	Gross	16,029,100	17,187,200	1,158,100	7.22%
	Base (2009) *	(6,135,100)	(6,135,100)	-	0.00%
	Increment	9,894,000	11,052,100	1,158,100	11.71%
TID # 9	Gross	22,809,600	22,901,700	92,100	0.40%
	Base (2013)	(21,512,900)	(21,512,900)	-	0.00%
	Increment	1,296,700	1,388,800	92,100	7.10%
TID # 10	Gross	25,936,200	25,045,600	(890,600)	-3.43%
	Base (2013)	(24,543,900)	(24,543,900)	-	0.00%
	Increment	1,392,300	501,700	(890,600)	-63.97%
Total All Increments:		\$ 155,327,500	\$ 151,866,800	\$ (3,460,700)	-2.23%
Outagamie County					
	Real Estate	3,846,144,800	3,956,251,100	110,106,300	2.86%
	Personal Property	117,490,800	105,921,300	(11,569,500)	-9.85%
	Total With TID:	3,963,635,600	4,062,172,400	98,536,800	2.49%
	Total Without TID:	3,911,092,800	4,010,584,800	99,492,000	2.54%
Calumet County					
	Real Estate	644,131,100	663,493,600	19,362,500	3.01%
	Personal Property	11,200,400	11,362,200	161,800	1.44%
	Total With TID:	655,331,500	674,855,800	19,524,300	2.98%
	Total Without TID:	564,772,200	586,500,000	21,727,800	3.85%
Winnebago County					
	Real Estate	71,018,300	72,208,600	1,190,300	1.68%
	Personal Property	6,675,100	7,518,000	842,900	12.63%
	Total With TID:	77,693,400	79,726,600	2,033,200	2.62%
	Total Without TID:	65,468,000	67,803,200	2,335,200	3.57%
All Counties With TIDs:		\$ 4,696,660,500	\$ 4,816,754,800	\$ 120,094,300	2.56%
All Counties Without TIDs:		\$ 4,541,333,000	\$ 4,664,888,000	\$ 123,555,000	2.72%

* TIF # 8 was amended in 2011 to include the Eagle Flats property, formerly Riverside Paper mill.

CITY OF APPLETON 2016 BUDGET POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
2000	Census	58,301	10,974	812	70,087
2001	Est.	58,674	11,133	816	70,623
2002	Est.	59,257	11,222	869	71,348
2003	Est.	59,522	11,234	893	71,649
2004	Est.	59,738	11,241	916	71,895
2005	Est.	59,895	11,237	953	72,085
2006	Est.	59,870	11,195	939	72,004
2007	Est.	60,020	11,200	938	72,158
2008	Est.	60,170	11,195	932	72,297
2009	Est.	60,200	11,240	960	72,400
2010	Census	60,045	11,088	1,490	72,623
2011	Est.	60,130	11,095	1,490	72,715
2012	Est.	60,240	11,080	1,490	72,810
2013	Est.	60,500	11,165	1,485	73,150
2014	Est.	60,783	11,195	1,485	73,463
2015	Est.	60,838	11,412	1,487	73,737



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ADA: Americans with Disabilities Act.

AD VALOREM TAX: A tax based on value (e.g., a property tax).

AGENCY FUND: A fund consisting of resources received and held by the governmental unit as an agent for others; for example, taxes collected and held by a municipality for a school district.

APPLIED EQUITY: An amount projected to be available from current and past years' equity balances to be consumed in lieu of raising taxes or other revenues. Application of equity prevents unneeded equity from accumulating, and should be utilized in a planned conservative manner.

APPROPRIATION: An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT: (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. In the case of other property, the official list containing the name and address of each owner of such property and its assessed value.

BALANCED BUDGET: A balanced budget is one in which total anticipated revenues equal or exceed total budgeted expenditures for each fund. Budgets may also be balanced by use of unallocated reserves available if fund balance policies permit.

BASIS OF ACCOUNTING/BASIS OF BUDGET: The basis of budget or of accounting refers to the timing of revenue and expenditure recognition. With few exceptions, the budget is prepared on the same basis as the City's annual financial statements, which is the modified accrual basis for all governmental funds and the accrual basis for proprietary funds. Under the modified accrual basis, revenues are recognized when they become measurable and available and expenditures generally when the related liability is incurred. Under the accrual basis, revenues are recognized when they occur, regardless of the timing of related cash flows. One significant difference between the basis of accounting and the basis of budget is in the treatment of capital expenditures in the proprietary funds, which are included in operating expenditures for budget purposes.

BOND: Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period (over ten years) and requires greater legal formality.

BOND ANTICIPATION NOTES: Short-term notes of a municipality sold in anticipation of bond issuance, which are full faith and credit obligations of the governmental unit and are to be retired from the proceeds of the bonds to be issued.

BOND DISCOUNT: The excess of the face value of a bond over the price for which it is acquired or sold.

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BOND FUND: A fund established to receive and disburse the proceeds of a governmental bond issue.

BOND PREMIUM: The excess of the price at which a bond is acquired or sold, over its face value.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by the body.

BUDGET ADJUSTMENT: A legal procedure requiring Council action to revise a budget appropriation. (City staff has the prerogative to adjust certain expenditures within a department budget.)

BUDGET MESSAGE: A general discussion of the budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government’s experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

BUDGET PROCESS: The budget process consists of activities that encompass the development, implementation, communication and evaluation of a plan for the provision of services and capital assets that allows for public input.

CAPITAL BUDGET: A plan for acquisition or construction of assets embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

CAPITAL OUTLAY: Expenditures for equipment, vehicles or machinery with multi-year useful lives.

CAPITAL PROJECT FUND: Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise and trust funds.

CENTRAL EQUIPMENT AGENCY (CEA): To account for the user fees and costs associated with the operation and maintenance of various City owned vehicles.

CERTIFIED PUBLIC ACCOUNTANT: An accountant to whom a state has given a certificate showing that he/she has met prescribed requirements designed to insure competence on the part of the public practitioner in accounting and that he/she is permitted to use the designation Certified Public Accountant, commonly abbreviated as C.P.A.

CHARGES FOR SERVICES: User charges for services provided by the City to those specifically benefiting from those services.

CMAR: Compliance Maintenance Annual Report – a required report of the Wastewater utility.

COMMITTEE OF JURISDICTION: A City committee which is responsible for evaluating the programs under its jurisdiction to determine program definition, goals and objectives, costs, efficiency and effectiveness.

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CONTRACTUAL SERVICES: Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

CPTED: Crime Prevention through Environmental Design, an Appleton Police Department analysis program.

DEBT: A financial obligation resulting from the borrowing of money. Debts of governments include bonds, notes and land contracts.

DEBT LIMIT: The maximum amount of legally permitted outstanding gross or net debt.

DEBT SERVICE FUND: A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a sinking fund.

DEFERRED SPECIAL ASSESSMENTS: Special assessments which have been levied but are not yet due.

DEFICIT: The excess of an entity's liabilities over its assets (see Fund Balance), the excess of expenditures or expenses over revenues during a single accounting period.

DELINQUENT SPECIAL ASSESSMENTS: Special assessments remaining unpaid on and after the date on which a penalty for non-payment is attached.

DEPARTMENT: A major administrative subset of the City, which has overall management responsibility for an operation or a group of related operations within a functional area. A department is often comprised of several divisions. City Departments include: Administrative Services, Inspection, Police, Fire, Health, Planning & Development, Public Works, Library, Water, and Parks & Recreation.

DEVELOPER FUNDED INCENTIVE: Developer finances its own improvements in a TIF district but signs an agreement with the City guaranteeing that it receives a certain portion of the taxes on the value of the increment for a set number of years or until an agreed upon amount has been attained. Each agreement varies and will also have certain thresholds the developer must attain in order to receive the increment.

DIRECT DEBT: The debt, which a governmental unit has incurred in its own name or assumed through the annexation of territory.

DMR: Discharge Monitoring Report– a required report of the Wastewater utility.

ENCUMBRANCE: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUNDS: (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g. water, gas and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that cost (i.e. expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is

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appropriate for capital maintenance, public policy, management control, accountability or other purposes.

EQUALIZED VALUE: The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

ERU: Equivalent Residential Unit - the basis of charges for stormwater management, equal to 2,368 square feet of impervious surface.

EXECUTIVE BUDGET: The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive officer.

EXPENDABLE TRUST FUND: A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers. Expenditures exist in governmental funds.

EXPENSES: Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses exist in enterprise and internal service funds.

FACILITIES CHARGES: The fees charged by the Facilities and Construction Management Internal Service Fund for building and equipment maintenance services performed. This fund was formerly known as Central Building Management (CBM) and was discontinued and merged with the Water and Wastewater Utilities as of the 2003 budget, in conformance with the requirements of Governmental Accounting Standards Board Standard #34 (GASB 34). It has been re-established with a City-wide mandate as of the 2007 budget.

FIDUCIARY FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

FISCAL PERIOD: Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes its books. Note: it is usually a year, though not necessarily a calendar year.

FRINGE BENEFITS: Expenditure items in the operating budget paid on behalf of the employee. These benefits include health insurance, life insurance, long-term disability insurance, retirement, FICA, and workers compensation insurance.

FUND: A fiscal and accounting entity that has self-balancing accounts and financial transactions for specific activities or government functions. Seven commonly used fund types in governmental accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds and internal service funds.

FUND BALANCE: The excess of fund assets over its liabilities. A negative fund balance is sometimes called a fund deficit.

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GENERAL FUND: The General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, charges for services and intergovernmental revenues. This fund includes most of the operating services: public protection, park and recreation, library, public works, health services, community development and general administration.

GAAP: Generally Accepted Accounting Principles.

GASB: Governmental Accounting Standards Board.

GENERAL LEDGER: A book, file or other device, which contains the accounts necessary to reflect in summary or in detail the financial operations and the financial condition of a governmental unit.

G.O. (GENERAL OBLIGATION) BONDS/NOTES: Bonds/Notes that finance public projects such as streets, buildings and improvements. The repayment of these bonds are backed by the “full faith and credit” of the issuing government.

GOVERNMENTAL FUND TYPES: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

Green Dot Program: The “Green Dot” program is a sidewalk maintenance program for existing public sidewalks. This program targets a specific area of the City each year where the Department of Public Works inspects and repairs/replaces sidewalks as needed. Treatments can range from grinding to saw cutting to complete replacement. The budget for the Green Dot program is based on completing approximately 5% of the sidewalks in the City each year.

IN LIEU OF TAXES: A contribution by benefactors of City services who are tax exempt, i.e. certain utilities and non-profit organizations who either choose to, or are required to pay a “tax equivalent amount”.

INDIRECT COSTS: Costs associated with, but not directly attributable to, the providing of a product or service. These costs are usually incurred by other departments in the support of operating departments.

INTEREST INCOME: Interest earned on funds, which are not immediately needed by the City.

INTERFUND TRANSFERS: Amounts transferred from one fund to another, primarily as reimbursements for services provided.

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INTERGOVERNMENTAL REVENUE: Revenue received from another government in the form of grants and shared revenues. Typically, these contributions are made to local governments from the State and Federal governments and are made for specified purposes.

INTERNAL SERVICE FUND: Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the County or to other governments on a cost reimbursement basis.

LABOR POOL (ALLOCATION): The group of laborers and professionals comprising the work force who perform the various labor needs of the City. The City utilizes multiple pools of similarly qualified staff in order to most efficiently match available staff to necessary functions. Personnel costs are charged directly to the various programs used to account for other costs of the activity.

LABOR POOL (UNALLOCATED): The non-chargeable costs of the labor pool work force are accounted for as unallocated labor pool in the examples of certain budgets. These costs include vacation, sick time, funeral, and jury leave.

LAPSING/NON-LAPSING BUDGET: A lapsing budget is one for which spending authority terminates at year-end. All operating and capital budgets are considered lapsing with the exception of grant Special Revenue funds that are legally restricted for certain purposes (such as Housing and Community Development Grants).

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MA: Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

MODIFIED ACCRUAL: Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

MUNICIPAL CORPORATION: A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

NONEXPENDABLE TRUST FUND: A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES: Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

PROGRAM: A logical grouping of department activities, which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns

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objectives, while an organization concerns administration. The program structure, from lowest to highest level, is activity - sub program - program - major program.

PROJECT: A special activity involving expenditures and revenues from State and Federal agencies, e.g., Public Works construction projects.

PROPRIETARY FUND TYPES: The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

RESERVES: A segregation of a portion of the unappropriated fund balance for a definite purpose.

RESERVE FOR ENCUMBRANCES: A reserve account that represents open encumbered contracts and purchase orders.

REVENUE: Funds that the government receives as income. It includes such items as taxes, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

REVENUE BONDS: Bonds that finance assets of Enterprise funds. The repayment of these bonds are backed by the revenue stream of the individual enterprise.

SCADA SYSTEM: System Control And Data Acquisition system.

SHARED REVENUES: Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

SPECIAL ASSESSMENT: A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

SPECIAL REVENUE FUNDS: Special Revenue funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

TID (TAX INCREMENT DISTRICT) or TIF (TAX INCREMENT FINANCING DISTRICT): A legal entity created by local resolution under State Statute 66.46 to promote improvements, jobs, etc. The taxes generated from the assessed value "increment" above the base year is used to finance the costs of the improvements which generate the increased assessed valuation.

TAX LEVY: The total amount to be raised by general property taxes for operating and debt service purposes.

TAX LIENS: Claims governments have upon properties until the taxes levied against them have been paid. This term is sometimes limited to those delinquent taxes the government has taken legal action to collect through the filing of liens.

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TAX RATE: The amount of tax levied for each \$1,000 of valuation. The equalized (full) value tax rate is calculated using the equalized value of the City. The assessed value tax rate is calculated using assessed value. The tax rate per \$1 of valuation is known as the mill rate.

TAX ROLL: The official list showing the amount of taxes levied against each taxpayer or property.

TAX YEAR: The calendar year in which ad valorem property taxes are levied to finance the ensuing calendar year budget.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

TRUST FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

WHEEL TAX: The Appleton City Council adopted a \$20 per vehicle wheel tax in 2014 to replace special assessments as a funding mechanism for road reconstruction projects. The fee is collected by the State Department of Transportation (which retains 10 cents per vehicle) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted to road reconstruction expenditures only.

CITY OF APPLETON 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

CAPITAL IMPROVEMENTS PROGRAM

PROJECT DEFINITIONS

CAPITAL IMPROVEMENT PROJECT

A permanent addition to the City's assets of major importance and cost. The cost of land acquisition, construction, renovation, demolition, equipment and studies are included. Project assets should have a multi-year useful life or extend the useful life of an existing asset. The "program" includes projects costing \$25,000 or greater.

PROJECT COMPONENTS

Plans: Expenditures for feasibility studies, preliminary plans, and final plans required in the development of a capital improvement project.

Land Acquisition: Expenditures for the purchase of land.

Construction: Expenditures for construction of roads, bridges, new buildings or facilities, expansion, extension or for the demolition of existing facilities.

Other: Expenditures for accessory equipment of a newly constructed, rehabilitated or acquired facility. In addition, some acquisitions of major equipment purchases will be considered capital improvements.

FUNDING

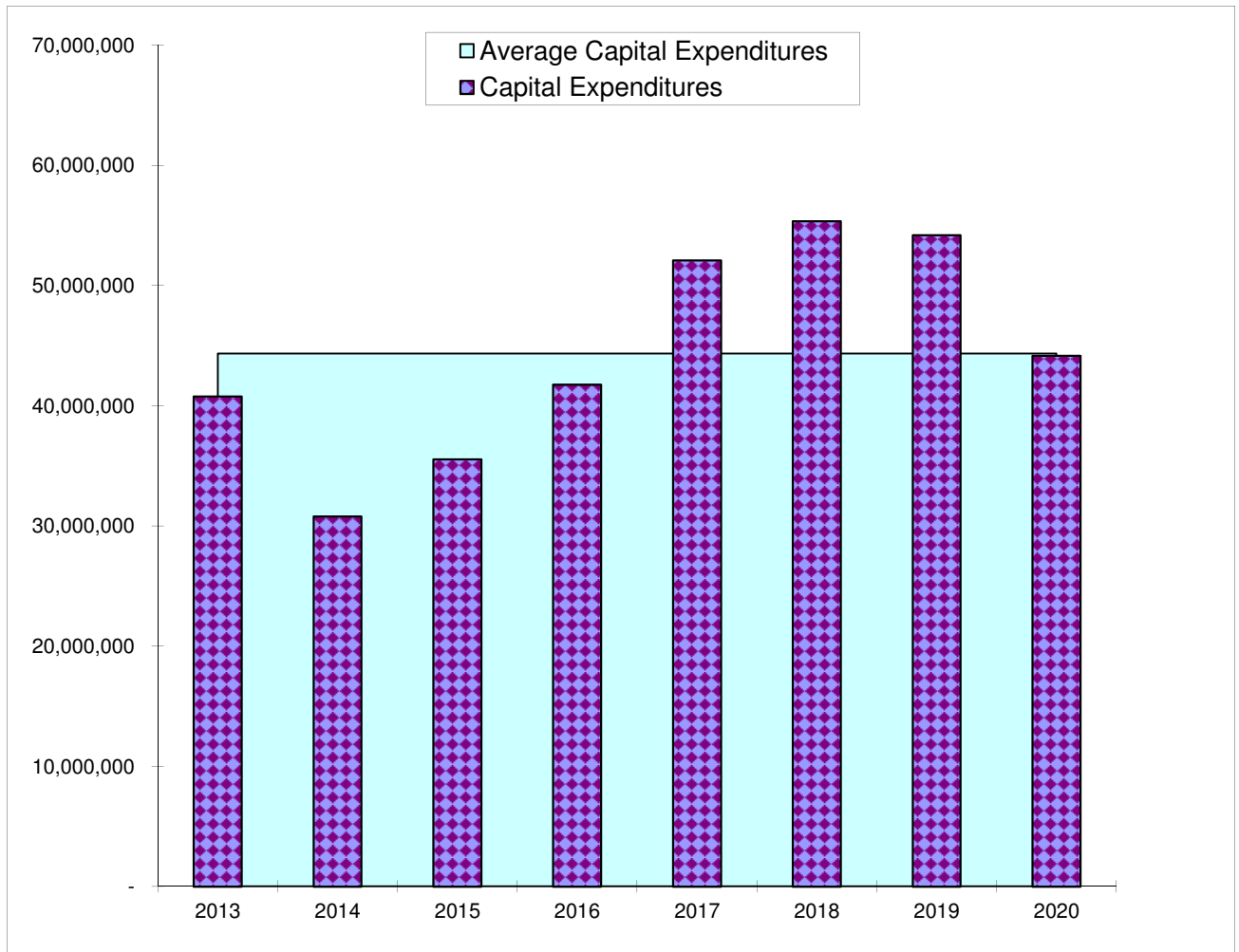
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.

Note/Bond: This source of funding is generated through the borrowing of funds (principal) at a cost (interest). General Obligation Notes and Revenue Bonds are the main instruments used. The City typically sells five to eight year serial notes and pays off a portion of the principal each year. In general, the City seeks to fund one-time major infrastructure projects (bridges, buildings) with borrowed capital in order to spread the fiscal impact over several years.

User Fees: Charges assessed based on the cost of capacity of the system and the volume of service provided to the customer.

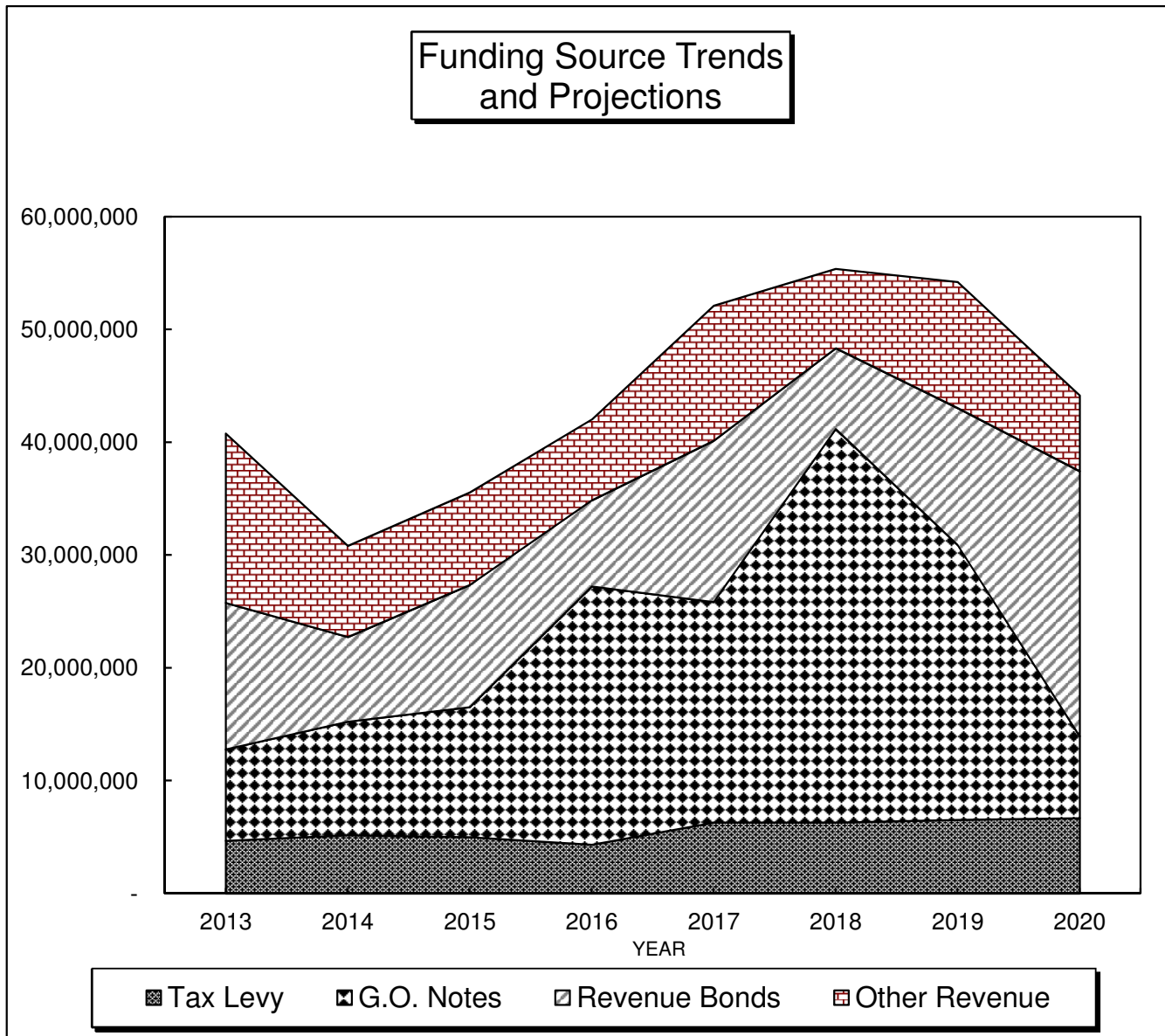
Other: Funds provided by the State of Wisconsin and/or the U.S. Federal Government (grants), contributions by developers to finance their projects, donations or interjurisdictional payments (contractual agreement to provide services to other jurisdictions who then share in the cost of the project, thus reducing the cost to the City).

City of Appleton 2016 Budget CAPITAL IMPROVEMENTS PROGRAM, 2016 - 2020



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2013 - 2020. The totals for 2013 include projects related to a change in water processing to both address water plant capacity issues and to meet new water quality rules, and construction of stormwater detention infrastructure to meet the requirements of NR 151/216. 2016 includes demolition and replacement of facilities in Erb Park, including the swimming pool, changing rooms, pavilion and parking area. 2017 includes funds for planning, land acquisition (if necessary), and design of a new Library building, as well as construction of the Northland stormwater detention pond, potential acquisition and relocation costs related to the demolition of the Blue parking ramp, and a number of relatively large concrete paving projects. 2018 includes the continuation of the library project and construction of a parking structure. 2019 includes the addition of a second raw water line from the lake station to the water treatment facility, the completion of the library project, the demolition of the Blue parking ramp, and the first year of a wastewater management project to meet anticipated water quality standards for discharge to the Fox River (Total Materials Daily Loading or TMDL). 2020 includes the continued development of the City's stormwater management plan and the continuation of the TMDL project for the Wastewater Utility.

City of Appleton 2016 Budget CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the Capital Improvements Program budget is financed. The totals for general obligation debt for 2016 through 2020 include funds for construction of a new Library building, the demolition of the Blue parking ramp, the transition from the City's iSeries mainframe computer to a windows and web based ERP system, and a major renovation of Erb park. The total for revenue bonds for 2013 - 2020 includes funding for additional water transmission lines, as well as projects related to a change in water processing to both address water plant capacity issues and to meet new water quality rules, and the replacement of the aging water meter radio-read system (2014 - 2017). Adding to the amount of revenue bond debt issued during this time period is stormwater management infrastructure costs required to meet NR 151/216 regulations in all years, including the addition of a detention pond and reconstruction of mains on two major streets in 2017. A major project to add a second raw water intake and main to the water treatment facility is also planned for 2019 and a project to address anticipated water quality standards for discharge to the Fox River (Total Materials Daily Loading or TMDL) is planned to begin in 2018 and continue through 2020.

City of Appleton 2016 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2016 - 2020
PROJECT CATEGORY LIST FOR 2016

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
568	Exhibition Center	CD	\$ -	\$ 965,000	\$ -	\$ -	\$ 965,000
569	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
570	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	92,225	92,225
571	Bridge Improvements	PW	-	779,904	-	-	779,904
572	Street Lighting Improvements	PW	-	76,793	-	-	76,793
573	Traffic Camera Program	PW	-	27,500	-	-	27,500
576	Asphalt Paving Program	PW	1,693,212	-	-	79,671	1,772,883
580	Concrete Paving Program	PW	1,755,597	3,335,880	-	2,386,426	7,477,903
588	Sidewalk Program	PW	871,754	180,000	-	134,552	1,186,306
590	Stormwater Program	SW	-	-	3,450,000	981,625	4,431,625
596	Water Main Program	WD	-	-	2,279,941	504,626	2,784,567
602	Sanitary Sewer Program	WW	-	-	-	1,645,052	1,645,052
Facilities							
608	Downtown Development	PRFM/PAR	-	1,000,000	-	-	1,000,000
609	Electrical Upgrades	PRFM	-	-	-	80,000	80,000
610	Grounds Improvements	PRFM	-	65,000	-	-	65,000
611	Hardscape Infrastructure Improvements/Replace.	PRFM	-	330,000	-	150,000	480,000
612	HVAC Upgrades	PRFM	-	295,000	-	150,000	445,000
613	Interior Finishes & Furniture	PRFM	-	205,000	-	-	205,000
614	Lighting Upgrades	PRFM	-	180,000	-	50,000	230,000
616	Plumbing Improvements	PRFM	-	-	-	45,000	45,000
617	Police Station Parking Deck Repair	PRFM	-	45,000	-	-	45,000
619	Roof Replacement	PRFM	-	355,000	-	-	355,000
620	Safety & Security Improvements	PRFM	-	85,000	-	-	85,000
621	Storage Construction	PRFM	-	42,500	-	-	42,500
622	Wastewater Plant Lab Upgrades	PRFM	-	-	-	100,000	100,000
623	Parking Utility Maintenance & Equipment	PAR	-	-	-	145,000	145,000
624	Water Treatment Chemical Storage	WF	-	-	-	250,000	250,000
Equipment							
628	Emergency Vehicle Traffic Preemption Upgrade	FD	-	146,806	-	-	146,806
629	Training Tower Repairs/Upgrade	FD	-	50,000	-	-	50,000
630	Enterprise Resource Planning (ERP) System	IT	-	2,900,000	-	100,000	3,000,000
631	Information Services Equipment & Infrastructure	IT	-	135,000	-	-	135,000
635	Digital Radios	PW	-	79,000	-	-	79,000
636	Engineering-Survey Instrument Replacement	PW	-	35,000	-	-	35,000
639	Radio Read System Replacement for Water Meters	WD	-	-	1,920,059	-	1,920,059
642	Bar Screen # 1 Gate Valve	WW	-	-	-	125,000	125,000
643	Belt Filter Press Electrical Improvements	WW	-	-	-	115,000	115,000
Quality of Life							
646	AMP Master Plan	PRFM	-	40,000	-	-	40,000
648	Erb Park/Pool Renovations	PRFM	-	10,500,000	-	-	10,500,000
649	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
652	Playground Areas	PRFM	-	240,000	-	-	240,000
654	Riverfront Initiatives	PRFM	-	50,000	-	-	50,000
655	Scheig Center	PRFM	-	65,000	-	-	65,000
657	Statue & Monument Restoration	PRFM	-	10,000	-	-	10,000
658	Telulah Park Improvements	PRFM	-	32,267	-	11,560	43,827
660	Trails & Trail Connections	PRFM	-	115,000	-	-	115,000
	Issue costs / capitalized labor		-	228,586	-	-	228,586
			\$ 4,320,563	\$ 22,894,236	\$ 7,650,000	\$ 7,145,737	\$ 42,010,536

Other Supplemental Information:	
Sewer User Fees (s):	*\$ 2,212,491
Water User Fees (w):	915,779
Stormwater User Fees (st):	913,499
Subdivision (sd):	1,277,698
Other (o):	1,826,270
\$ 7,145,737	

* Sewer user fees include no use of the DNR Replacement Fund.
Five Year Plan.xls

City of Appleton 2016 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2016 - 2020
PROJECT CATEGORY LIST FOR 2017

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
569	Miscellaneous Site Acquisition	CD	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
570	TIF District # 6 - Southpoint Commerce Park	CD	-	87,860	-	24,725	112,585
571	Bridge Improvements	PW	-	358,800	-	-	358,800
572	Street Lighting Improvements	PW	-	76,793	-	-	76,793
573	Traffic Camera Program	PW	-	27,500	-	-	27,500
575	Second Raw Water Line	WD	-	-	-	75,000	75,000
576	Asphalt Paving Program	PW	1,401,838	274,684	-	-	1,676,522
580	Concrete Paving Program	PW	3,814,653	3,940,296	-	429,200	8,184,149
586	Grade & Gravel Program	PW	113,333	112,642	-	-	225,975
588	Sidewalk Program	PW	949,412	-	-	56,792	1,006,204
590	Stormwater Program	SW	-	-	10,300,000	2,629,393	12,929,393
596	Water Main Program	WD	-	-	3,513,271	535,861	4,049,132
602	Sanitary Sewer Program	WW	-	-	-	3,553,179	3,553,179
Facilities							
608	Downtown Development	PRFM/PAR	-	10,940,000	-	-	10,940,000
609	Electrical Upgrades	PRFM	-	-	-	175,000	175,000
610	Grounds Improvements	PRFM	-	45,000	-	-	45,000
611	Hardscape Infrastructure Improvements/Replace.	PRFM	-	355,000	-	215,000	570,000
612	HVAC Upgrades	PRFM	-	195,000	-	135,000	330,000
613	Interior Finishes & Furniture	PRFM	-	40,000	-	-	40,000
614	Lighting Upgrades	PRFM	-	175,000	-	75,000	250,000
616	Plumbing Improvements	PRFM	-	-	-	100,000	100,000
617	Police Station Parking Deck Repair	PRFM	-	95,000	-	-	95,000
619	Roof Replacement	PRFM	-	365,000	-	45,000	410,000
620	Safety & Security Improvements	PRFM	-	180,000	-	205,000	385,000
623	Parking Utility Maintenance & Equipment	PAR	-	-	-	550,000	550,000
Equipment							
628	Emergency Vehicle Traffic Preemption Upgrade	FD	-	152,131	-	-	152,131
629	Training Tower Repairs/Upgrade	FD	-	198,600	-	-	198,600
630	Enterprise Resource Planning (ERP) System	IT	-	400,000	-	-	400,000
639	Radio Read System Replacement for Water Meter.	WD	-	-	486,729	-	486,729
640	Tower Mixer Installations	WF	-	-	-	60,000	60,000
641	Aeration Blower Replacement	WW	-	-	-	1,065,000	1,065,000
644	Effluent Pump Capacity Upgrade	WW	-	-	-	1,875,000	1,875,000
Quality of Life							
646	AMP Master Plan	PRFM	-	75,000	-	-	75,000
647	AMP Athletic Fields	PRFM	-	75,000	-	-	75,000
649	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
651	Pavilion/Restroom Improvements	PRFM	-	25,000	-	-	25,000
653	Reid Golf Course Improvements	PRFM	-	-	-	175,000	175,000
654	Riverfront Initiatives	PRFM	-	450,000	-	-	450,000
655	Scheig Center	PRFM	-	15,000	-	-	15,000
657	Statue & Monument Restoration	PRFM	-	10,000	-	-	10,000
658	Telulah Park Improvements	PRFM	-	300,000	-	-	300,000
659	Tennis Courts	PRFM	-	140,000	-	-	140,000
660	Trails & Trail Connections	PRFM	-	50,000	-	-	50,000
			\$ 6,279,236	\$ 19,559,306	\$ 14,300,000	\$ 11,979,150	\$ 52,117,692

Other Supplemental Information:

Sewer User Fees:	* \$ 5,993,179
Water User Fees:	910,861
Stormwater User Fees:	2,629,393
Subdivision:	296,588
Other:	2,149,129
	<u>\$ 11,979,150</u>

* Sewer user fees include use of \$1M of the DNR Replacement Fund.

City of Appleton 2016 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2016 - 2020
PROJECT CATEGORY LIST FOR 2018

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
569	Miscellaneous Site Acquisition	CD	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
570	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	73,654	73,654
571	Bridge Improvements	PW	-	90,185	-	-	90,185
572	Street Lighting Improvements	PW	-	76,793	-	-	76,793
573	Traffic Camera Program	PW	-	27,500	-	-	27,500
574	Traffic Sign Retro- reflectivity Mandate	PW	-	375,000	-	-	375,000
575	Second Raw Water Line	WD	-	-	800,000	-	800,000
576	Asphalt Paving Program	PW	1,899,590	-	-	-	1,899,590
580	Concrete Paving Program	PW	3,435,502	-	-	1,574,727	5,010,229
588	Sidewalk Program	PW	958,098	-	-	225,357	1,183,455
590	Stormwater Program	SW	-	-	3,400,000	913,445	4,313,445
596	Water Main Program	WD	-	-	2,950,000	591,027	3,541,027
602	Sanitary Sewer Program	WW	-	-	-	1,875,650	1,875,650
Facilities							
608	Downtown Development	PRFM/PAR	-	26,670,000	-	-	26,670,000
609	Electrical Upgrades	PRFM	-	-	-	200,000	200,000
610	Grounds Improvements	PRFM	-	50,000	-	-	50,000
611	Hardscape Infrastructure Improvements/Replace.	PRFM	-	340,000	-	100,000	440,000
612	HVAC Upgrades	PRFM	-	115,000	-	285,000	400,000
613	Interior Finishes & Furniture	PRFM	-	135,000	-	-	135,000
614	Lighting Upgrades	PRFM	-	150,000	-	50,000	200,000
619	Roof Replacement	PRFM	-	250,000	-	-	250,000
620	Safety & Security Improvements	PRFM	-	55,000	-	100,000	155,000
623	Parking Utility Maintenance & Equipment	PAR	-	-	-	180,000	180,000
625	Total Maximum Daily Load Facility Planning	WW	-	-	-	250,000	250,000
Equipment							
627	Additional Vehicle for Station # 6	FD	-	610,000	-	-	610,000
631	Information Services Equipment & Infrastructure	IT	-	350,000	-	-	350,000
632	Electronic Poll Book	LGL	-	50,400	-	-	50,400
633	Tabulating Machine for Elections	LGL	-	95,800	-	-	95,800
634	CEA Fuel Site Upgrade	PW	-	100,000	-	-	100,000
636	Engineering-Survey Instrument Replacement	PW	-	30,000	-	-	30,000
638	Pressure Zone Control Valve Stations	WF	-	-	-	350,000	350,000
645	Receiving Station Improvements	WW	-	-	-	200,000	200,000
Quality of Life							
646	AMP Master Plan	PRFM	-	850,000	-	-	850,000
647	AMP Athletic Fields	PRFM	-	765,000	-	-	765,000
648	Erb Park/Pool Renovations	PRFM	-	725,000	-	-	725,000
649	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
650	Park Development	PRFM	-	125,000	-	-	125,000
651	Pavilion/Restroom Improvements	PRFM	-	405,000	-	-	405,000
652	Playground Areas	PRFM	-	275,000	-	-	275,000
653	Reid Golf Course Improvements	PRFM	-	-	-	65,000	65,000
654	Riverfront Initiatives	PRFM	-	1,100,000	-	-	1,100,000
655	Scheig Center	PRFM	-	40,000	-	-	40,000
657	Statue & Monument Restoration	PRFM	-	30,000	-	-	30,000
659	Tennis Courts	PRFM	-	240,000	-	-	240,000
660	Trails & Trail Connections	PRFM	-	465,000	-	-	465,000
			\$ 6,293,190	\$ 34,890,678	\$ 7,150,000	\$ 7,033,860	\$ 55,367,728

Other Supplemental Information:

Sewer User Fees:	* \$ 2,865,650
Water User Fees:	1,041,027
Stormwater User Fees:	897,645
Subdivision:	1,800,084
Other:	429,454
	<u>\$ 7,033,860</u>

* Sewer user fees include no use of the DNR Replacement Fund.

City of Appleton 2016 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2016 - 2020
PROJECT CATEGORY LIST FOR 2019

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
569	Miscellaneous Site Acquisition	CD	-	\$ 350,000	\$ -	\$ -	\$ 350,000
570	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	29,725	29,725
571	Bridge Improvements	PW	-	500,000	-	-	500,000
575	Second Raw Water Line	WD	-	-	7,585,000	-	7,585,000
576	Asphalt Paving Program	PW	1,667,839	-	-	-	1,667,839
580	Concrete Paving Program	PW	3,753,492	1,657,804	-	34,718	5,446,014
588	Sidewalk Program	PW	1,108,691	-	-	28,500	1,137,191
590	Stormwater Program	SW	-	-	3,500,000	890,396	4,390,396
596	Water Main Program	WD	-	-	1,065,000	2,113,052	3,178,052
602	Sanitary Sewer Program	WW	-	-	-	2,177,030	2,177,030
Facilities							
608	Downtown Development	PRFM/PAR	-	12,400,000	-	-	12,400,000
609	Electrical Upgrades	PRFM	-	-	-	200,000	200,000
610	Grounds Improvements	PRFM	-	15,000	-	-	15,000
611	Hardscape Infrastructure Improvements/Replace.	PRFM	-	300,000	-	150,000	450,000
612	HVAC Upgrades	PRFM	-	115,000	-	120,000	235,000
613	Interior Finishes & Furniture	PRFM	-	190,000	-	-	190,000
614	Lighting Upgrades	PRFM	-	150,000	-	50,000	200,000
615	MSB Heated Storage Facility	PRFM	-	650,000	-	-	650,000
618	PRFM Operations Center	PRFM	-	350,000	-	-	350,000
619	Roof Replacement	PRFM	-	420,000	-	-	420,000
620	Safety & Security Improvements	PRFM	-	55,000	-	-	55,000
623	Parking Utility Maintenance & Equipment	PAR	-	-	-	150,000	150,000
625	Total Maximum Daily Load Facility Planning	WW	-	-	-	2,471,000	2,471,000
626	Wastewater Sludge Storage Options	WW	-	-	-	405,074	405,074
Equipment							
645	Receiving Station Improvements	WW	-	-	-	2,000,000	2,000,000
Quality of Life							
646	AMP Master Plan	PRFM	-	30,000	-	-	30,000
647	AMP Athletic Fields	PRFM	-	225,000	-	-	225,000
649	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
650	Park Development	PRFM	-	1,725,000	-	-	1,725,000
651	Pavilion/Restroom Improvements	PRFM	-	415,000	-	-	415,000
653	Reid Golf Course Improvements	PRFM	-	-	-	47,500	47,500
654	Riverfront Initiatives	PRFM	-	2,350,000	-	-	2,350,000
656	Southeast Community Park	PRFM	-	1,900,000	-	300,000	2,200,000
657	Statue & Monument Restoration	PRFM	-	10,000	-	-	10,000
659	Tennis Courts	PRFM	-	250,000	-	-	250,000
660	Trails & Trail Connections	PRFM	-	250,000	-	-	250,000
			\$ 6,530,022	\$ 24,357,804	\$ 12,150,000	\$ 11,166,995	\$ 54,204,821

Other Supplemental Information:

Sewer User Fees:	* \$ 7,553,104
Water User Fees:	2,113,052
Stormwater User Fees:	874,596
Subdivision:	28,500
Other:	597,743
	<u>\$ 11,166,995</u>

* Sewer user fees include no use of the DNR Replacement Fund.

City of Appleton 2016 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2016 - 2020
PROJECT CATEGORY LIST FOR 2020

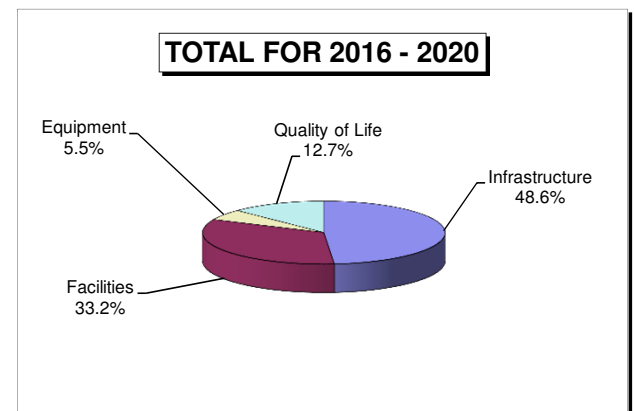
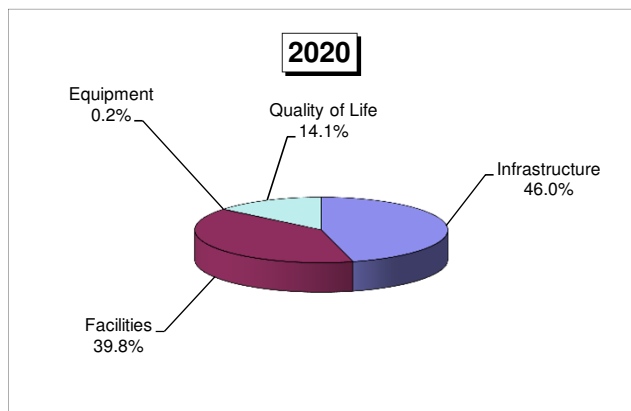
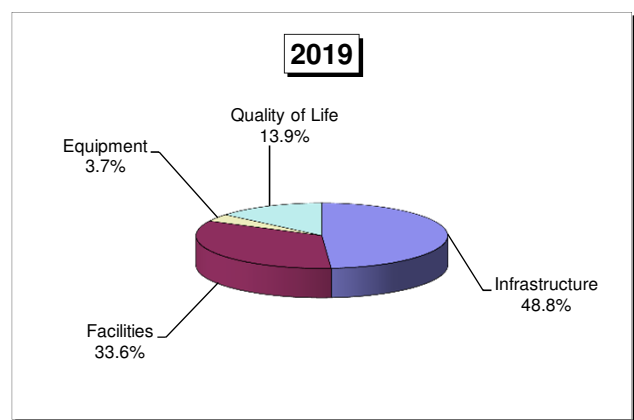
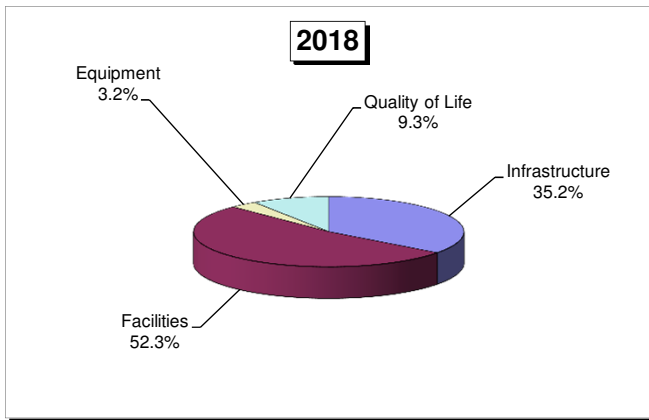
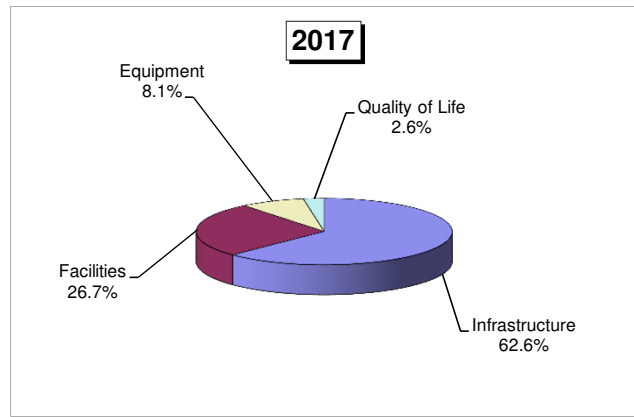
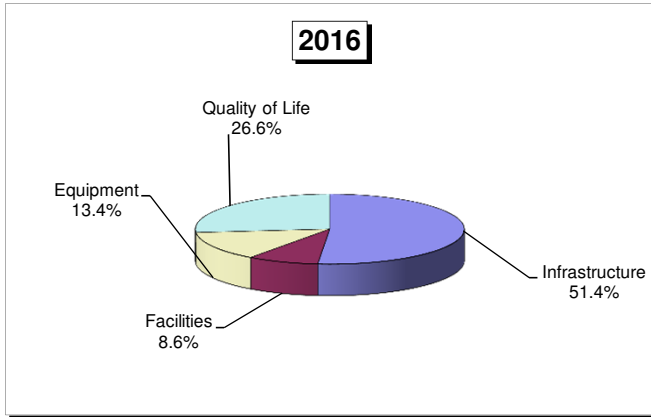
Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
569	TIF District # 6 - Southpoint Commerce Park	CD	\$ -	\$ -	\$ -	\$ 124,011	\$ 124,011
571	Bridge Improvements	PW	-	96,200	-	-	96,200
576	Asphalt Paving Program	PW	1,478,467	-	-	-	1,478,467
580	Concrete Paving Program	PW	4,036,686	-	-	-	4,036,686
588	Sidewalk Program	PW	1,164,485	-	-	-	1,164,485
590	Stormwater Program	SW	-	-	6,300,000	1,870,738	8,170,738
596	Water Main Program	WD	-	-	2,700,000	640,752	3,340,752
602	Sanitary Sewer Program	WW	-	-	-	1,892,269	1,892,269
Facilities							
608	Downtown Development	PRFM/PAR	-	500,000	-	-	500,000
610	Grounds Improvements	PRFM	-	35,000	-	-	35,000
611	Hardscape Infrastructure Improvements/Replace.	PRFM	-	300,000	-	100,000	400,000
612	HVAC Upgrades	PRFM	-	-	-	100,000	100,000
613	Interior Finishes & Furniture	PRFM	-	10,000	-	-	10,000
614	Lighting Upgrades	PRFM	-	150,000	-	-	150,000
619	Roof Replacement	PRFM	-	-	-	45,000	45,000
620	Safety & Security Improvements	PRFM	-	25,000	-	-	25,000
623	Parking Utility Maintenance & Equipment	PAR	-	-	-	125,000	125,000
625	Total Maximum Daily Load Facility Planning	WW	-	-	12,436,000	-	12,436,000
626	Wastewater Sludge Storage Options	WW	-	-	2,064,000	1,691,032	3,755,032
Equipment							
637	Street Sweeper	STR	-	-	-	70,000	70,000
Quality of Life							
646	AMP Master Plan	PRFM	-	250,000	-	-	250,000
647	AMP Athletic Fields	PRFM	-	100,000	-	-	100,000
648	Erb Park/Pool Renovations	PRFM	-	1,225,000	-	-	1,225,000
649	Park ADA Improvements	PRFM	-	50,000	-	-	50,000
650	Park Development	PRFM	-	400,000	-	-	400,000
651	Pavilion/Restroom Improvements	PRFM	-	550,000	-	-	550,000
652	Playground Areas	PRFM	-	250,000	-	-	250,000
653	Reid Golf Course Improvements	PRFM	-	-	-	57,500	57,500
654	Riverfront Initiatives	PRFM	-	800,000	-	-	800,000
656	Southeast Community Park	PRFM	-	2,250,000	-	-	2,250,000
657	Statue & Monument Restoration	PRFM	-	10,000	-	-	10,000
659	Tennis Courts	PRFM	-	115,000	-	-	115,000
660	Trails & Trail Connections	PRFM	-	150,000	-	-	150,000
			\$ 6,679,638	\$ 7,266,200	\$ 23,500,000	\$ 6,716,302	\$ 44,162,140

Other Supplemental Information:

Sewer User Fees:	*\$ 3,728,301
Water User Fees:	740,752
Stormwater User Fees:	1,940,738
Subdivision:	-
Other:	306,511
	<u>\$ 6,716,302</u>

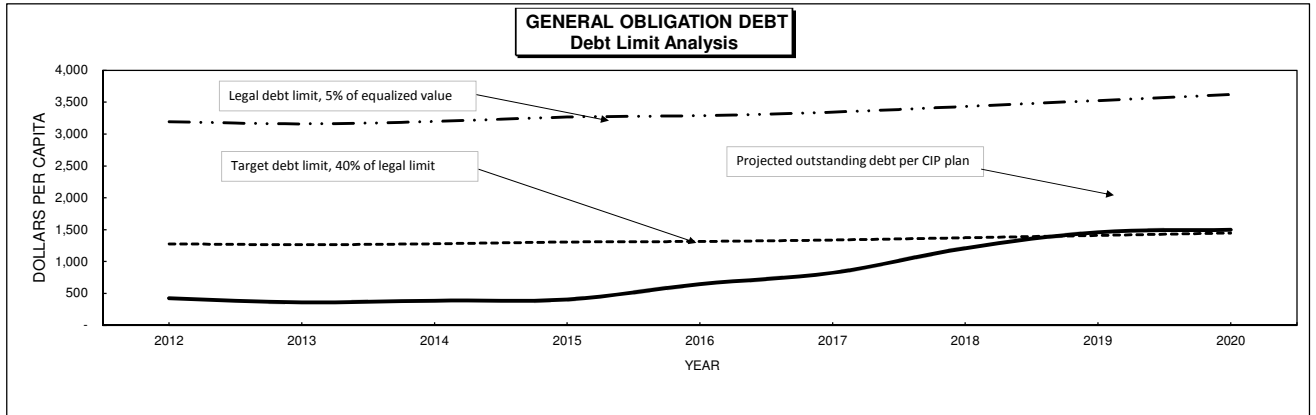
* Sewer user fees include no use of the DNR Replacement Fund.

**CITY OF APPLETON 2015 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2016 - 2020
CAPITAL PROJECTS BY CATEGORY**



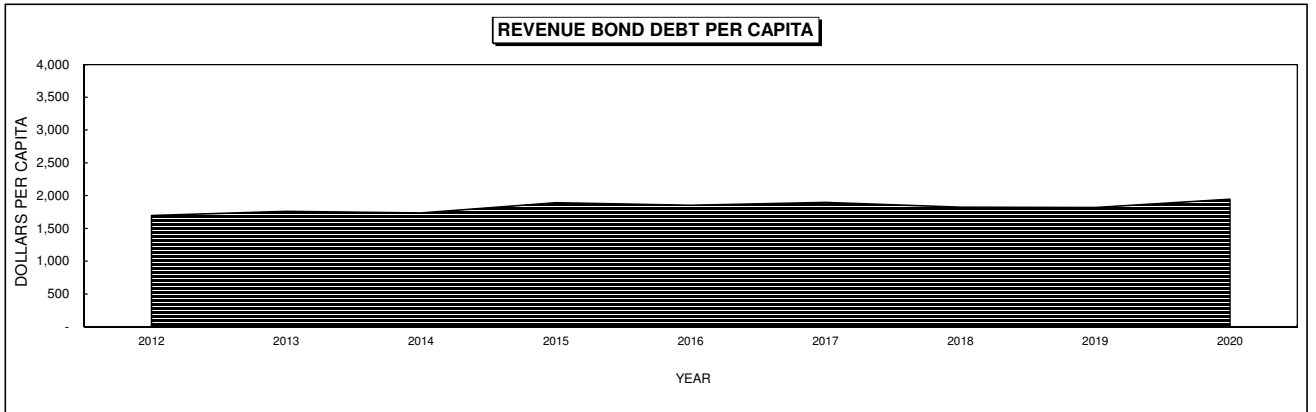
City of Appleton 2016 Budget Outstanding Debt

	2012	2013	2014	2015	2016	2017	2018	2019	2020
Equalized Value	4,651,408,600	4,622,312,200	4,696,660,500	4,816,754,800	4,864,922,300	4,962,220,700	5,111,087,300	5,264,419,900	5,422,352,500
Legal G.O. Debt Limit	232,570,430	231,115,610	234,833,025	240,837,740	243,246,115	248,111,035	255,554,365	263,220,995	271,117,625
Outstanding G.O. Debt *	31,695,977	30,984,868	28,406,827	29,946,827	47,700,474	61,108,953	90,040,037	108,991,801	112,264,340
Population	72,810	73,150	73,463	73,737	73,972	74,207	74,443	74,680	74,918
G.O. Debt per Capita									
Legal Limit	3,194	3,159	3,197	3,266	3,288	3,343	3,433	3,525	3,619
Policy Limit	1,278	1,264	1,279	1,306	1,315	1,337	1,373	1,410	1,448
Actual	435	424	387	406	645	823	1,210	1,459	1,498
Revenue Bonds									
Outstanding Bonds	123,665,000	128,915,000	127,660,000	139,630,025	137,430,025	140,882,525	136,045,025	135,890,025	146,012,525
Revenue Bonds per Capita	1,698	1,762	1,738	1,894	1,858	1,899	1,828	1,820	1,949

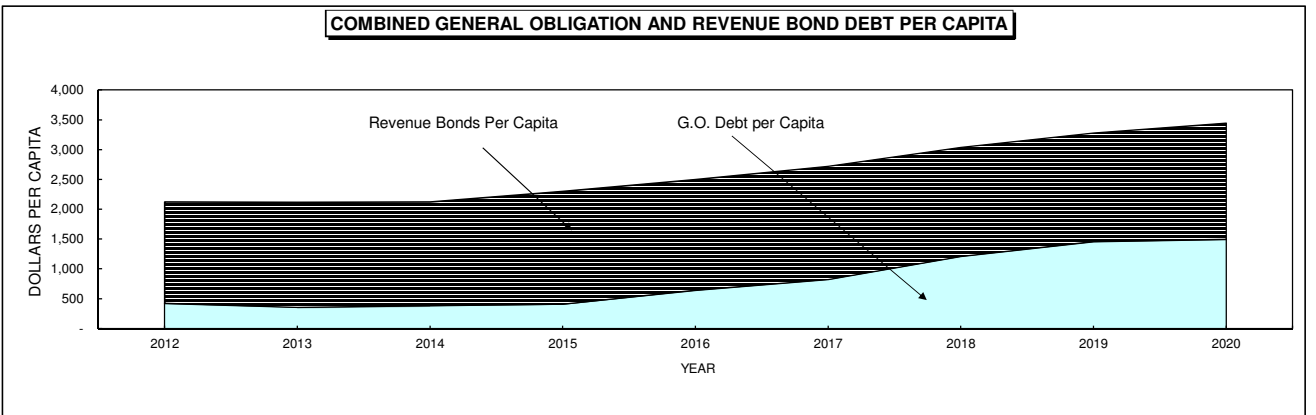


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2016 - 2020 include estimates for population and equalized valuation figures based on the actual increase experienced from 2012 - 2015.

The level of revenue bond debt for the same period is shown below to assess the total debt picture.



The graph below shows combined general obligation debt and revenue bond debt.



* Net of available debt service reserves.

CITY OF APPLETON CAPITAL IMPROVEMENTS PROGRAM 2016 - 2020 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2016 - 2020 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2016 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2016-2020
PROJECT CATEGORY LIST**

Page	Project	Dept Code	2016	2017	2018	2019	2020
Infrastructure							
568	Exhibition Center	CD	\$ 965,000	\$ -	\$ -	\$ -	\$ -
569	Miscellaneous Site Acquisition	CD	250,000	350,000	250,000	350,000	-
570	TIF District # 6 - Southpoint Commerce Park	CD	92,225	112,585	73,654	29,725	124,011
571	Bridge Improvements	PW	779,904	358,800	90,185	500,000	96,200
572	Street Lighting Improvements	PW	76,793	76,793	76,793	-	-
573	Traffic Camera Program	PW	27,500	27,500	27,500	-	-
574	Traffic Sign Retro-reflectivity Mandate	PW	-	-	375,000	-	-
575	Second Raw Water Line	WF	-	75,000	800,000	7,585,000	-
576	Asphalt Paving Program	PW	1,772,883	1,676,522	1,899,590	1,667,839	1,478,467
580	Concrete Paving Program	PW	7,477,903	8,184,149	5,010,229	5,446,014	4,036,686
586	Grade & Gravel Program	PW	-	225,975	-	-	-
588	Sidewalk Program	PW	1,186,306	1,006,204	1,183,455	1,137,191	1,164,485
590	Stormwater Program	SW	4,431,625	12,929,393	4,313,445	4,390,396	8,170,738
596	Water Main Program	WD	2,784,567	4,049,132	3,541,027	3,178,052	3,340,752
602	Sanitary Sewer Program	WW	1,645,052	3,553,179	1,875,650	2,177,030	1,892,269
Facilities							
608	Downtown Development	PRFM/PAR	1,000,000	10,940,000	26,670,000	12,400,000	500,000
609	Electrical Upgrades	PRFM	80,000	175,000	200,000	200,000	-
610	Grounds Improvements	PRFM	65,000	45,000	50,000	15,000	35,000
611	Hardscape Infrastructure Improvements/Replace.	PRFM	480,000	570,000	440,000	450,000	400,000
612	HVAC Upgrades	PRFM	445,000	330,000	400,000	235,000	100,000
613	Interior Finishes & Furniture	PRFM	205,000	40,000	135,000	190,000	10,000
614	Lighting Upgrades	PRFM	230,000	250,000	200,000	200,000	150,000
615	MSB Heated Storage Facility	PRFM	-	-	-	650,000	-
616	Plumbing Improvements	PRFM	45,000	100,000	-	-	-
617	Police Station Parking Deck Repair	PRFM	45,000	95,000	-	-	-
618	PRFM Operations Center	PRFM	-	-	-	350,000	-
619	Roof Replacements	PRFM	355,000	410,000	250,000	420,000	45,000
620	Safety & Security Improvements	PRFM	85,000	385,000	155,000	55,000	25,000
621	Storage Construction	PRFM	42,500	-	-	-	-
622	Wastewater Plant Lab Upgrades	PRFM	100,000	-	-	-	-
623	Parking Utility Maintenance & Equipment	PAR	145,000	550,000	180,000	150,000	125,000
624	Water Treatment Chemical Storage	WF	250,000	-	-	-	-
625	Total Max. Daily Load Facility Planning	WW	-	-	250,000	2,471,000	12,436,000
626	Wastewater Sludge Storage Options	WW	-	-	-	405,074	3,755,032
Equipment							
627	Additional Vehicle for Station # 6	FD	-	-	610,000	-	-
628	Emergency Vehicle Traffic Preemption Upgrade	FD	146,806	152,131	-	-	-
629	Training Tower Repairs/Upgrade	FD	50,000	198,600	-	-	-

**CITY OF APPLETON 2016 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2016-2020
PROJECT CATEGORY LIST**

Page	Project	Dept Code	2016	2017	2018	2019	2020
Equipment - Continued							
630	Enterprise Resource Planning (ERP) System	IT	3,000,000	400,000	-	-	-
631	Information Technology Equipment & Infrastructure	IT	135,000	-	350,000	-	-
632	Electronic Poll Book	LGL	-	-	50,400	-	-
633	Tabulating Machine for Elections	LGL	-	-	95,800	-	-
634	CEA Fuel Site Upgrades	PW	-	-	100,000	-	-
635	Digital Radios	PW	79,000	-	-	-	-
636	Engineering-Survey Instrument Replacement	PW	35,000	-	30,000	-	-
637	Street Sweeper	STR	-	-	-	-	70,000
638	Pressure Zone Control Valve Stations	WF	-	-	350,000	-	-
639	Radio-Read System Replacement for Water Meters	WD	1,920,059	486,729	-	-	-
640	Tower Mixer Installations	WF	-	60,000	-	-	-
641	Aeration Blower Replacement	WW	-	1,065,000	-	-	-
642	Bar Screen # 1 Gate Valve	WW	125,000	-	-	-	-
643	Belt Filter Press Electrical Improvements	WW	115,000	-	-	-	-
644	Effluent Pump Capacity Upgrade	WW	-	1,875,000	-	-	-
645	Receiving Station Improvements	WW	-	-	200,000	2,000,000	-
Quality of Life							
646	AMP Master Plan	PRFM	40,000	75,000	850,000	30,000	250,000
647	AMP/Athletic Fields	PRFM	-	75,000	765,000	225,000	100,000
648	Erb Park/Pool Renovations	PRFM	10,500,000	-	725,000	-	1,225,000
649	Park ADA Improvements	PRFM	50,000	50,000	50,000	50,000	50,000
650	Park Development	PRFM	-	-	125,000	1,725,000	400,000
651	Pavilion/Restroom Improvements	PRFM	-	25,000	405,000	415,000	550,000
652	Playground Areas	PRFM	240,000	-	275,000	-	250,000
653	Reid Golf Course Improvements	PRFM	-	175,000	65,000	47,500	57,500
654	Riverfront Initiatives	PRFM	50,000	450,000	1,100,000	2,350,000	800,000
655	Scheig Center	PRFM	65,000	15,000	40,000	-	-
656	Southeast Community Park	PRFM	-	-	-	2,200,000	2,250,000
657	Statue & Monument Restoration	PRFM	10,000	10,000	30,000	10,000	10,000
658	Telulah Park Improvements	PRFM	43,827	300,000	-	-	-
659	Tennis Courts	PRFM	-	140,000	240,000	250,000	115,000
660	Trails & Trail Connections	PRFM	115,000	50,000	465,000	250,000	150,000
			<u>\$41,781,950</u>	<u>\$52,117,692</u>	<u>\$55,367,728</u>	<u>\$54,204,821</u>	<u>\$44,162,140</u>
Issue costs / capitalized labor				228,586			
Net				<u>\$42,010,536</u>			

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Exhibition Center

PROJECT DESCRIPTION

In April, 2014, the Fox Cities Convention & Visitors' Bureau and their consultant presented the updated feasibility study to the community. The report focused on four points which staff and community members have been working to understand/accomplish. The Community Foundation commitment to buy \$5 million of private placement bonds was announced at the same time as the report release. On June 24, 2014 the Outagamie Co. Board approved the City of Appleton's purchase agreement.

In 2015, the City engaged Hinshaw Culbertson to advise and assist staff with the project. Tasks addressed include: Geotechnical and soil boring analysis, review of governing documents, comparison of alternative ownership and financing structures, facilitating stakeholder communication, analysis of impact for the hotel unexpectedly being listed for sale on auction.com, review of public use doctrine, review of various state statutes.

March 4, 2015 the City Council approved the purchase of the proposed site with contingencies.

May 18, 2015 Inner Circle Investments announce purchase of the Radisson Paper Valley

In 2016, upon completion of the contingencies and purchase of the proposed site, the City of Appleton will continue to work with other municipalities, stakeholder groups, professionals and consultants as necessary to:

- Construct the Exhibition Center with completion of design, engineering and bidding
- Structure and secure financing
- Continue coalition building and collaboration
- Develop policies as needed

Discussion of operating cost impact:

Operating expenses will be borne by the Radisson Paper Valley Hotel. Ownership, governance structure, lease, and final decisions are pending.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Community	Legal services/site plan/						
Development	Stormwater design	300,000	-	-	-	-	\$ 300,000
	Pedestrian bridge (1/2)	368,000	-	-	-	-	\$ 368,000
	Stormwater on-site	130,000	-	-	-	-	\$ 130,000
	Power poles - County	167,000	-	-	-	-	\$ 167,000
Total - Community Development		\$ 965,000	\$ -	\$ -	\$ -	\$ -	\$ 965,000
Capital Projects Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	965,000	-	-	-	-	\$ 965,000
Other	-	-	-	-	-	\$ -
Total	\$ 965,000	\$ -	\$ -	\$ -	\$ -	\$ 965,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Miscellaneous Site Acquisition and Projects - Appleton Redevelopment Authority (ARA)

PROJECT DESCRIPTION

Justification:

The focus of the ARA is to promote economic and community development by investing in and growing the community by eliminating blighted areas throughout the community. The goal of ARA is to provide for redevelopment activities throughout the City as necessary to maintain and enhance viable residential, commercial, and industrial development.

The City's Comprehensive Plan 2010-2030, Downtown Plan, the Focus Fox River: A Master Plan, the Economic Development Strategic Plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as they become available will enhance our ability to influence meaningful redevelopment. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

This request is for funding Appleton Redevelopment Authority to complete next steps in the redevelopment of properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City. Funding is requested for demolition and site preparation activities, including infrastructure improvements, planning and analysis to support redevelopment projects and brownfield mitigation. Due to the confidential nature of the preliminary development stages, the specific locations cannot be shared at this time.

Discussion of operating cost impact:

The final impact on operating costs is undetermined at this time since the properties and the final use for the properties has not been finalized.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Community Development						
Legal, planning, consulting	-	-	250,000	-	-	\$ 250,000
Site acquisition	250,000	-	-	350,000	-	\$ 600,000
Demolition, site prep infrastructure	-	350,000	-	-	-	\$ 350,000
Total - Community Development Capital Projects Fund	\$ 250,000	\$ 350,000	\$ 250,000	\$ 350,000	\$ -	\$ 1,200,000

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	250,000	-	-	\$ 250,000
Land Acquisition	250,000	-	-	350,000	-	\$ 600,000
Construction	-	350,000	-	-	-	\$ 350,000
Other	-	-	-	-	-	\$ -
Total	\$ 250,000	\$ 350,000	\$ 250,000	\$ 350,000	\$ -	\$ 1,200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: TIF District # 6/IPLF - Southpoint Commerce Park

PROJECT DESCRIPTION

Justification:

This project comprises infrastructure development for the Southpoint Commerce Park in the southeast growth area of the City. The 359-acre site will be developed in several phases over the next several decades. The first half of the Park will be developed using the Tax Incremental District #6 (TIF #6) created in 2000. The TIF #6 Plan projects the district will create \$75 million in tax base. Job creation and retention will also be significant.

The 2016 - 2017 budgets provide funding to extend only Vantage Drive from Lakeland Drive to Eisenhower Drive as the next phase for Southpoint and the final phase that would be paid for by TIF #6. This would include City utility infrastructure work in 2016 and paving work and non-City utility infrastructure 2017. Non-City infrastructure includes gas, electric, cable service, and street lights. Funding in 2018 and beyond is for maintenance of the Park that will come from the Industrial Park Land Fund while TID #6 recaptures the investments it's made in this District. The City will evaluate the need for additional infrastructure and platting of the land for the Park and will determine at a later date if a new TIF District will be created in 2018 or beyond to fund these costs. Eligible expenditures may be made in TIF #6 until February 14, 2018.

City infrastructure not included in cost summary below for 2016 includes:

	TIF # 6	Industrial Park Land Fund	Project Page
Concrete paving program	\$ 1,232,156	2,223	Page 580
Storm Sewer construction	101,460	-	Page 590
Water Main construction	102,180	-	Page 596
Sanitary sewer construction	50,894	-	Page 602
	<u>\$ 1,486,690</u>	<u>\$ 2,223</u>	

Discussion of operating cost impact:

As the industrial park develops, it may be necessary to add personnel for snow plowing, police patrols, and fire protection.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Comm Dev Non-City Improvements	-	-		-	-	\$ -
Comm Dev Site Grading/Prep	-	-		-	-	\$ -
Comm Dev Administration	-		29,725	29,725	29,725	\$ 89,175
Comm Dev San. Area Assess.	-	-	43,929	-	94,286	\$ 138,215
Industrial Park Land Fund	-	-	73,654	29,725	124,011	\$ 227,390
Comm Dev Non-City Improvements		87,860	-	-	-	\$ 87,860
Comm Dev Site Grading/Prep	30,000	-	-	-	-	\$ 30,000
Comm Dev Administration	24,725	24,725	-	-	-	\$ 49,450
Comm Dev San. Area Assess.	37,500	-	-	-	-	\$ 37,500
TIF # 6	92,225	112,585	-	-	-	\$ 204,810
Total - Southpoint Commerce Park Capital Projects	\$ 92,225	\$ 112,585	\$ 73,654	\$ 29,725	\$ 124,011	\$ 432,200

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	30,000	87,860	-	-	-	\$ 117,860
Other	62,225	24,725	73,654	29,725	124,011	\$ 314,340
Total	\$ 92,225	\$ 112,585	\$ 73,654	\$ 29,725	\$ 124,011	\$ 432,200
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Lawe Street & South Island Street over the Power Canal*

The existing structures have deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. We received design and construction funding for Lawe Street from the State and the project is scheduled to bid in December of 2015 and constructed in 2016. We anticipate applying for design and construction funds for South Island Street in 2015 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

Roemer Road over Drainage Ditch

This structure was rehabilitated in 2010 to address immediate structural deficiencies. Based on the 2014 consultant bridge inspection and recommendation, this bridge should be scheduled for replacement in 2020. We will reevaluate the structure after the 2016 bridge inspection and adjust the construction accordingly. The schedule for the structure currently has the design in 2018 and construction in 2019. This replacement will not receive State financial support because it is under 20' in length.

Olde Oneida Street over S. Power Canal*

The 2017 expenditure represents the cost of a rehabilitation report needed to assess the structure. This report is required when applying for Trans 213 Local Bridge Program funding. Based on the 2014 consultant bridge inspection and recommendation, this bridge is a candidate for a superstructure replacement. Future funds are included for design in 2020. We anticipate applying for design and construction funds in 2019 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

Lawe Street over Fox River*

The 2017 expenditure represents the cost of a rehabilitation report needed to assess the structure. This report is required when applying for Trans 213 Local Bridge Program funding. Based on the 2014 consultant bridge inspection and recommendation, this bridge is a candidate for either a concrete overlay or a deck replacement. Future funds are included for design in 2020, while construction funds will be added in 2022. We anticipate applying for design and construction funds in 2019 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

Memorial Drive over Fox River*

The 2018 expenditure represents the cost of a rehabilitation report needed to assess the structure. This report is required when applying for Trans 213 Local Bridge Program funding. Based on the 2012 consultant bridge inspection and recommendation, this bridge is a candidate for a concrete overlay and repainting of the structural steel. Future funds for design and construction will be added in 2022 and 2023 respectively. We anticipate applying for design and construction funds in 2021 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

*Part of the State run Local Bridge Program

Discussion of operating cost impact:

These repair projects are not expected to affect other operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Public Works						
Lawe St. over power canal	672,104	-	-	-	-	\$ 672,104
S. Island St. over power canal	107,800	318,800	-	-	-	\$ 426,600
Roemer Rd. over drainage ditch	-	-	70,185	500,000	-	\$ 570,185
Olde Oneida St. over S. canal	-	20,000	-	-	27,200	\$ 47,200
Lawe St. over Fox River	-	20,000	-	-	69,000	\$ 89,000
Memorial Dr. over Fox River	-	-	20,000	-	-	\$ 20,000
Total - Public Works Capital Projects Fund	\$ 779,904	\$ 358,800	\$ 90,185	\$ 500,000	\$ 96,200	\$ 1,825,089

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2016	2017	2018	2019	2020	
Planning	107,800	40,000	70,185	20,000	96,200	\$ 334,185
Construction	635,000	251,891	20,000	480,000	-	\$ 1,386,891
Other	37,104	66,910	-	-	-	\$ 104,014
Total	\$ 779,904	\$ 358,800	\$ 90,185	\$ 500,000	\$ 96,200	\$ 1,825,089
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Street Lighting Energy Efficiency Improvements

PROJECT DESCRIPTION

Justification:

This request is intended to allow for investment into energy-efficient street lighting technologies. Due to the rapidly changing marketplace, we continue to reevaluate the available technology options to determine the best return on investment.

WE Energies began offering LED fixtures in July, 2015. Our evaluation of this new tariff shows that investment in this area would yield a return on investment (ROI) of about 3 to 5 years, which is significantly better than the ROI we would have achieved by retrofitting/replacing our ~300 remaining City-owned decorative fixtures.

We anticipate expending the requested funds to strategically retrofit leased street lights in 2016-2018. After that time, we may seek to retrofit or replace the remaining City-owned decorative fixtures if a suitable solution is developed and if the ROI exceeds what could be achieved through leased lighting upgrades.

Note:

All remaining city-owned HID (non-LED) fixtures are the decorative style, which makes them complicated to retrofit, and very expensive to replace. While we are continuing to work with vendors to develop cost-effective options for these street lights, but it is unclear when a viable solution will become available.

Discussion of operating cost impact:

Operating costs are driven downward when existing street lights are retrofitted with LED (or similar) technology.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Public Works	LED Street Light Retrofits	76,793	76,793	76,793	-	-	\$ 230,380
		-					\$ -
Total - Public Works Cap Projects Fund		\$ 76,793	\$ 76,793	\$ 76,793	\$ -	\$ -	\$ 230,380

COST ANALYSIS

Components	Estimated Cash Flows					
	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	75,000	75,000	75,000			225,000
Other	1,793	1,793	1,793			5,380
Total	\$ 76,793	\$ 76,793	\$ 76,793	\$ -	\$ -	\$ 230,380
Operating Cost Impact	\$ (9,138)	\$ (28,512)	\$ (49,032)	\$ (59,915)	\$ (61,713)	\$ (208,310)

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Camera Program

PROJECT DESCRIPTION

Justification:

Traffic Camera Program

The traffic cameras program, which began in 2006, has proved to be an invaluable tool for City staff. This system is used extensively to: 1) monitor daily traffic, 2) monitor and react in real time to work zone traffic issues, 3) monitor and react in real time to traffic incidents, 4) reconstruct traffic crashes, 5) monitor winter road conditions, and 6) effectively deal with public safety issues. It has become an irreplaceable asset which helps staff conduct their duties much more efficiently, and provides numerous additional capabilities to Public Works and APD staff.

Potential camera locations are evaluated and prioritized based on crash history, public safety concerns, traffic volumes, installation logistics, and the like, with an emphasis on maximizing return on investment. With this in mind, cameras are typically installed at intersections along arterial, collector and CBD streets.

This buildout of this program is proposed to continue through 2018. Beyond 2018, funding would shift from expansion to maintenance, including equipment replacements and upgrades.

The \$27,500 budgeted in 2016 is expected to fund cameras at approximately 7 locations, depending on the presence of communication infrastructure and poles.

Discussion of operating cost impact:

Traffic Camera Program: Initially, this program has had negligible operating cost impact. However, over time, the equipment will require maintenance and eventual replacement. While maintenance costs are expected to be negligible, we anticipate the cameras and appurtenant hardware will need to be replaced approximately every 5-8 years, at an anticipated cost of \$2,900 per location.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Public Works						
Traffic Camera Program	27,500	27,500	27,500	-	-	\$ 82,500
Total - Public Works Capital Projects Fund	\$ 27,500	\$ 27,500	\$ 27,500	\$ -	\$ -	\$ 82,500

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	25,000	25,000	25,000	-	-	75,000
Other	2,500	2,500	2,500	-	-	7,500
Total	\$ 27,500	\$ 27,500	\$ 27,500	\$ -	\$ -	\$ 82,500
Operating Cost Impact	\$ 14,500	\$ 17,400	\$ 26,100	\$ 31,900	\$ 34,800	\$ 124,700

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Sign Retro-reflectivity Mandate

PROJECT DESCRIPTION

Justification:

Traffic Sign Replacement due to FHWA Minimum Retro-reflectivity Mandate

In 2008, the Federal Highway Administration (FHWA) issued standards mandating minimum retro-reflectivity levels for most traffic-related signs. Retro-reflectivity refers to both the distance at which a sign becomes visible when illuminated by a vehicle's headlights and the level of contrast between the sign's lettering and background. This mandate originally required that all substandard traffic signs be brought into compliance (replaced) by 2015 or 2018, depending on the type of sign. While the deadlines associated with this mandate were recently eliminated, local agencies are still obligated to replace signs as they reach the end of their useful life, as identified by our sign inventory management system.

After accounting for replacements that have taken place in prior years and replacements that are scheduled in 2014 and 2015, we will be left with approximately 4,100 signs that will have reached the end of their useful life and will need to be replaced in subsequent years. Since we are able to replace approximately 1,000 signs per year with our current staffing level in the sign shop, the remainder of the work associated with this mandate (approximately 2,100 signs) will need to be contracted in order to comply with the requirements.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Public Works Sign Retro-reflectivity Mandate (Contracted)	-	-	375,000	-	-	\$ 375,000
Total - Public Works Capital Projects Fund	\$ -	\$ -	\$ 375,000	\$ -	\$ -	\$ 375,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	-	375,000	-	-	375,000
Other	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 375,000	\$ -	\$ -	\$ 375,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Second Raw Water Line

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) serves the citizens of Appleton and wholesale customers in Grand Chute, Sherwood, and the Waverly Sanitary District. The AWTF draws raw water from Lake Winnebago through preliminary treatment at the raw water lake station. Once treated, the raw water is pumped to the AWTF via a 42" pipe line for further treatment. The intent of this project is to create reliability and redundancy in the raw water processing areas where there is a need or lack of redundancy.

The existing lake intake consists of a single four foot diameter pipe with two bell intakes. The intakes' configuration and building materials are prone to icing events that stop raw water. The lake station traveling screen removes large objects from the raw water intake such as logs, fish, and other debris. These materials are screened out of the water so they do not enter and damage the low lift pumps that pump water to the AWTF. The current screen has reached its useful life and is in need of a replacement. This project will provide a second raw water pipe, replacement screen, and a screenings conveyance system for the wastes to be collected. New screening technologies allow for greater removals of contaminants.

This project includes the construction of a second raw water pipe line from the lake station to the AWTF. The current single raw water pipe runs to the plant over approximately one mile from the lake station to the plant via a circa 1960's 42 inch raw water pipe. There is insufficient space for a second raw water pipe in the current route along Oneida Street. A 2017 study will provide recommendations for land procurement, easements, and permits where necessary to support the future second raw water pipe line construction in 2019.

This project will also explore a treated water interconnection with the City and/or Town of Menasha. The City has had discussions with the City of Menasha and Town of Menasha regarding potential interconnections to provide additional supply and redundancy when and if needed. In addition, the State Department of Natural Resources has recommended that Appleton pursue an emergency finished water interconnection. One potential option is an interconnection with the Town of Menasha at a location along Oneida Street where the water mains of the City and Town are in close proximity to Appleton's.

The indirect cost of losing the ability to serve its customers could involve liability claims against the city and all costs associated with failure to produce water. This project consists of conducting a pre-engineering study of the alternatives in 2017 that includes development of a firm estimate of construction costs. Construction of a second feeder line or City of Menasha interconnection will bring redundancy to the new water treatment plant.

Discussion of operating cost impact:

There is no operating cost increase to this project and the potential to avoid liability claims for loss of service.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Water Utility	Engineering	-	75,000	800,000	-	-	\$ 875,000
	Construction	-	-	-	7,585,000	-	\$ 7,585,000
Total - Water Utility Capital Projects Fund		\$ -	\$ 75,000	\$ 800,000	\$ 7,585,000	\$ -	\$ 8,460,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	75,000	800,000	-	-	\$ 875,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	7,585,000	-	\$ 7,585,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 75,000	\$ 800,000	\$ 7,585,000	\$ -	\$ 8,460,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Asphalt Paving Program

PROJECT DESCRIPTION

Justification:

The following is a summary of the cost associated with the streets identified for reconstruction this year.

A five year plan detailing this and future years' projects follows this summary page.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets which can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system result in no overall reduction in our City-wide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Public Works - Reconstruction General Fund	1,693,212	1,401,838	1,899,590	1,667,839	1,478,467	\$ 8,140,946
Public Works - Construction TIF # 9	79,671	-	-	-	-	\$ 79,671
TIF # 10	-	274,684	-	-	-	\$ 274,684
Public Works - Construction	-	-	-	-	-	\$ -
Public Works - Developer Escrow Subdivision Fund	-	-	-	73,304	-	\$ 73,304
	-	-	-	73,304	-	\$ 73,304
Total - Asphalt - City	\$ 1,772,883	\$ 1,676,522	\$ 1,899,590	\$ 1,667,839	\$ 1,478,467	\$ 8,495,301
Total - Asphalt Paving Program	\$ 1,772,883	\$ 1,676,522	\$ 1,899,590	\$ 1,741,143	\$ 1,478,467	\$ 8,568,605

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,531,990	1,436,522	1,659,590	1,501,143	1,238,467	\$ 7,367,712
Other	240,893	240,000	240,000	240,000	240,000	\$ 1,200,893
Total	\$ 1,772,883	\$ 1,676,522	\$ 1,899,590	\$ 1,741,143	\$ 1,478,467	\$ 8,568,605
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2016	Street	From	To	General Fund Asphalt	TIF # 9	TIF # 10	Total Cost
Labor Pool				233,688	2,205		235,893
CEA Equipment				51,135			51,135
Consultant				5,000			5,000
Following Grade and Gravel							-
							-
							-
	Subtotal			-	-	-	-
Overlay	Pershing St	Meade St	Ballard Rd	338,450			338,450
	Subtotal			338,450	-	-	338,450
Partial Reconstruction	Locust St	Front St	Third St	30,584			30,584
	Madison St	Fremont St - 940' s/o	Calumet St	63,454			63,454
	Pierce St	Spencer St	Eighth St	24,965			24,965
	Riverfront Ct	Front St	cds	11,940			11,940
	Subtotal			130,943	-	-	130,943
Total Reconstruction	Douglas St	College Ave	Packard St	208,581			208,581
	Hancock St	Lawe St	Meade St	-	77,466		77,466
	Hancock St	Meade St	Rankin St	80,245			80,245
	McKinley St	Jackson St	Lawe St	65,307			65,307
	McKinley St	Oneida St	Jefferson, e/o	188,617			188,617
	McKinley St	w/o Ritger St	Ritger St	27,027			27,027
	Peabody St	Verbrick St	Seymour St	74,688			74,688
	Sampson St	North St	Atlantic St	114,808			114,808
	Verbrick St	Bouten St	Wilkie St	174,723			174,723
	Subtotal			933,996	77,466	-	1,011,462
Total Asphalt Pavement				\$ 1,693,212	\$ 79,671	\$ -	\$ 1,772,883

2017	Street	From	To	General Fund Asphalt	TIF # 9	TIF # 10	Total Cost
Labor Pool				235,000			235,000
Consultant				5,000			5,000
Following Grade and Gravel							-
	Subtotal			-		-	-
Overlay							-
	Subtotal			-		-	-
Partial Reconstruction	Broadway Drive	Meade St	Ballard Rd	225,960			225,960
	Coop Rd	Midway Rd	Lorna Lane	211,659			211,659
	French Rd	Applecreek Rd	Lochbur Lane	146,911			146,911
	College Avenue:						
	Frontage Rd	Lilas Dr	Lynndale Dr			73,373	73,373
	Frontage Rd	Lynndale Dr	Perkins St			77,133	77,133
	Frontage Rd	Perkins St	Woods Edge Dr (e/o)			63,596	63,596
	Subtotal			584,530		214,102	798,632
Total Reconstruction	Alley w/o Perkins	Charles St	Perkins St	44,531			44,531
	Bateman St	Pacific St	Atlantic St	49,869			49,869
	Douglas St	Pine St	Haskell St	89,812			89,812
	Fair St	Franklin St	south end	-		60,582	60,582
	Grant St	Nicholas St	Mason St	183,011			183,011
	Harriman St	Atlantic St	Winnebago St	71,709			71,709
	Herbert St	Pine St	Rogers Ave	45,431			45,431
	Winona Ct	Nawada St	Nawada St	92,945			92,945
	Subtotal			577,308		60,582	637,890
Total Asphalt Pavement				\$ 1,401,838	\$ -	\$ 274,684	\$ 1,676,522

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2018	Street	From	To	General Fund Asphalt	Developer Escrow Account
Labor Pool				235,000	
Consultant				5,000	
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor			
	Subtotal			-	-
Overlay					
	Subtotal			-	-
Partial Reconstruction					
	Viola St	Randall St	Grant St	87,546	
	Westwood Ct	Woodland Ave	cds	10,285	
	Willow Ct	Woodland Ave	cds	10,285	
	Woodland Ave	Meade St	Viola St	52,681	
	Subtotal			160,797	
Total Reconstruction					
	Catherine St	Washington St	North St	227,290	
	Drew St	Glendale Ave	Pershing St	229,199	
	Lincoln St	Olde Oneida St	Madison St	118,845	
	Marquette St	Division St	Oneida St	197,124	
	Mary St	North St	Pacific St	83,455	
	Reeve St	Linwood Ave	Badger Ave	90,038	
	Rocky Bleir Run	Water St	park	102,895	
	Sanders St	Seymour St	Verbrick St	113,820	
	Summer St	Morrison St	Union St	239,652	
	Winnebago St	Linwood Ave	Badger Ave	96,475	
	Subtotal			1,498,793	-
Total Asphalt Pavement				\$ 1,899,590	\$ -

2019	Street	From	To	General Fund Asphalt	Developer Escrow Account
Labor Pool				235,000	
Consultant				5,000	
Following Grade and Gravel	New Subdivisions				73,304
	Subtotal			-	73,304
Overlay					
	Capitol Dr	Durkee St	Lawe St	101,306	
	McDonald St	Byrd St	Lindbergh St	20,673	
	McDonald St	Pershing St	Service Rd	77,486	
	Subtotal			199,465	-
Partial Reconstruction					
	Carroll St	Jackson St	Lawe St	32,215	
	Durkee St	Atlantic St	Summer St	98,304	
	Jefferson St	Coolidge Ave	Hoover Ave	121,363	
	McDonald St	Glendale Ave	Byrd St	110,800	
	McDonald St	Lindberg St	Pershing St	47,303	
	McDonald St	Randall St	Glendale Ave	16,467	
	Wilson Ave	Oneida St	Carpenter St	179,458	
	Subtotal			605,910	-
Total Reconstruction					
	Center St	North St	Atlantic St	131,745	
	Madison St	Calumet St	Taft Ave	233,226	
	Roosevelt St	Morrison St	Durkee St	64,245	
	Summit St	Spencer St	College Ave	193,248	
	Subtotal			622,464	-
Total Asphalt Pavement				\$ 1,667,839	\$ 73,304

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2020	Street	From	To	General Fund Asphalt
Labor Pool				235,000
Consultant				5,000
Following Grade and Gravel				
	Subtotal			-
Overlay	Capitol Dr	Pointer Rd(500' w/o)	Marshall Rd	155,733
	Subtotal			155,733
Partial Reconstruction	Candee St	College Ave	cds	17,566
	Cass St	Walter Ave	cds	19,335
	Harriet St	Walter Ave	Telulah Ave	31,211
	Henry St	Werner St	Telulah Ave	26,600
	Werner St	College Ave	Henry St	19,714
	Subtotal			114,426
Total Reconstruction	Carpenter St	Fremont St	Calumet St	326,272
	Morrison St	Hancock St	Wisconsin Ave	236,934
	Winnebago St	Division St	Drew St	405,102
	Subtotal			968,308
Total Asphalt Pavement				\$ 1,478,467

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Concrete Paving Program

PROJECT DESCRIPTION

Justification:

The following is a summary of the costs associated with the streets identified for reconstruction this year. A five year plan detailing this and future years' projects follows this summary page.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets that can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system, result in no overall reduction in our City-wide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Public Works - Reconstruction General Fund	1,755,597	3,814,653	3,435,502	3,753,492	4,036,686	\$ 16,795,930
Public Works - Construction DPW Capital Projects Fund	3,344,781	2,423,233	-	1,657,804	-	\$ 7,425,818
TIF # 6	1,232,156	1,517,063	-	-	-	\$ 2,749,219
Industrial Park Land Fund	2,223	189,404	-	34,718	-	\$ 226,345
Public Works - Construction	1,143,146	239,796	1,574,727	-	-	\$ 2,957,669
Public Works - Developer Escrow Subdivision Fund	-	1,473,124	-	-	-	\$ 1,473,124
	1,143,146	1,712,920	1,574,727	-	-	\$ 4,430,793
Total - Concrete - City	\$ 7,477,903	\$ 8,184,149	\$ 5,010,229	\$ 5,446,014	\$ 4,036,686	\$ 30,154,981
Total - Concrete Paving Program	\$ 7,477,903	\$ 9,657,273	\$ 5,010,229	\$ 5,446,014	\$ 4,036,686	\$ 31,628,105

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Design	795,000	234,796	5,000	50,000	35,000	\$ 1,119,796
Land Acquisition	525,000	50,000	25,000	50,000	25,000	\$ 675,000
Construction	5,715,241	7,693,353	4,774,229	5,140,014	3,770,686	\$ 27,093,523
Other	442,662	206,000	206,000	206,000	206,000	\$ 1,266,662
Total	\$ 7,477,903	\$ 8,184,149	\$ 5,010,229	\$ 5,446,014	\$ 4,036,686	\$ 30,154,981
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2016	Street	From	To	General Fund	DPW Capital Projects	TIF # 6	Industrial Park Land Fund	Sub-division Fund	Total Cost
Labor Pool				156,887	116,532	13,657	2,223	122,913	412,212
CEA				8,900	8,600	3,500	-	9,450	30,450
Land	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr	60,000					60,000
	Lightning Dr, new roundabout at Edgewood Dr (CTH JJ)			50,000					50,000
	Misc Land acquisition for street projects			75,000					75,000
	Oneida St	Hoover Ave	Skyline Bridge	525,000					525,000
	Richmond St	CTH OO (land)	HSIP funds	75,000					75,000
	S Island St - BRIDGE	over power canal	land acq	10,000					10,000
	Subtotal			795,000	-	-	-	-	795,000
Design	CTH KK	at 441	design study	40,000					40,000
	Material Testing							5,000	5,000
	Material Testing			10,000					10,000
	Oneida St	Hoover Ave	Skyline Bridge	125,000					125,000
	Subtotal			175,000	-	-	-	5,000	180,000
New Concrete (New Subdivisions Escrowed)	Subtotal			-	-	-	-	-	-
New Concrete (New Subdivisions non escrowed)	Aurora Dr	Forest St	cds					133,939	133,939
	Barton Ct	Highpond Tr	cds					52,590	52,590
	Highpond Tr	Smoketree Pass	Purdy Pkwy					189,306	189,306
	Lourdes Dr	Kensington Dr	Aurora Dr	-				226,283	226,283
	Ravenswood Ct	Ballard Rd	cds					54,645	54,645
	Smoketree Ps	Applehill Blvd	cds					349,020	349,020
	Subtotal			-	-	-	-	1,005,783	1,005,783
New Concrete (Not in New Subdivisions)	Endeavor Dr	Lakeland Dr	Eisenhower Dr			224,612			224,612
	Lakeland Dr	Endeavor Dr	Vantage Dr			198,599			198,599
	Lakeland Dr	Plank Rd	Endeavor Dr			185,592			185,592
	Plank Rd	Lake Park Rd	Lakeland Dr			606,196			606,196
	Subtotal			-	-	1,214,999	-	-	1,214,999
Reconstruction	Alley n/o Amelia St	Woodmere St	Ballard Rd	110,840					110,840
	Alley s/o College Ave	Badger Ave	Locust St	50,389					50,389
	Alley w/o Appleton St	Commercial St	Spring St	27,783					27,783
	Alley w/o Appleton St	Spring St	Summer St	27,783					27,783
	John St (CTH KK)	Walden Ave	Matthias Ave	-	2,256,468				2,256,468
	Calumet St (CHT KK)	Kensington Dr	to 441	35,000					35,000
	Midway Rd	Hemlock Ln	ped crossing	141,556	-				141,556
	Midway Rd	Kernan Ave	ped crossing	141,556	-				141,556
	Midway Rd	Whip-Poor-Will	ped crossing	30,707	-				30,707
	South River St	Kernan Ave	John St.	54,196	-				54,196
	Eighth St	Elm St	Elm St, 210' e/o)		65,959				65,959
	Eighth St	Walnut St	Elm St		167,786				167,786
	Elm St	Eighth St	Lawrence St		193,686				193,686
	Elm St	Sixth St	Seventh St		49,300				49,300
	Lawrence St	Elm St	Superior St		363,950				363,950
	Walnut St	Seventh St	Eighth St		122,500				122,500
	Subtotal			619,810	3,219,649	-	-	-	3,839,459
Total Concrete Paving				\$ 1,755,597	\$ 3,344,781	\$ 1,232,156	\$ 2,223	\$ 1,143,146	\$ 7,477,903

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2017	Street	From	To	General Fund	DPW Capital Projects	TIF # 6	Industrial Park Land Fund	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				200,000			-		200,000	
CEA				6,000			-		6,000	
Land	Misc Land acquisition for street projects			50,000					50,000	
	Midway Rd	at Eisenhower Dr	roundabout	-		40,000			40,000	
	Subtotal			50,000		40,000			90,000	
Design	Material Testing			-				5,000	5,000	
	Material Testing			10,000					10,000	
	Midway Rd	at Eisenhower Dr	roundabout	-		50,000			50,000	
	Misc Consultant design			50,000					50,000	
	Subtotal			60,000		50,000		5,000	115,000	
New Concrete	(New Subdivisions Escrowed)									
	Bluewater Way	Haymeadow Ave	Summerland Dr							125,446
	Canyon Ct	Headwall Circle	cds							64,846
	Canyon Lane	Blackstone Place (150' e)	Kurey Rd							28,905
	Canyon Lane	Kurey Rd	Headwall Circle							55,825
	Haymeadow Ave	Morningsun Way	Bluewater Way (181' n/o)							155,523
	Headwall Circle	Canyon Lane	Kurey Rd							245,752
	Kurey Rd	Broadway Dr	Werner Rd							491,016
	Marble Lane	Graphite Dr (600' e/o)	Kurey Rd							29,091
	Midsummer Ct	Bluewater Way	cds							82,203
	Werner Rd	Kurey Rd	Kurey Rd (1000' e)							194,517
	Subtotal									1,473,124
New Concrete	(New Subdivisions non escrowed)									
	Incline Way	Palladium Ct	Applehill Blvd					234,796	234,796	
	Subtotal							234,796	234,796	
New Concrete	(Not in New Subdivisions)									
	Eisenhower Dr	Plank Rd	Future Rd G (500' n/o Midway)			924,736	189,404		1,114,140	
	Lake Park Rd	Plank Rd	Midway Rd	385,964					385,964	
	Vantage Dr	Quest Dr	Lakeland Dr			502,327			502,327	
	Subtotal			385,964		1,427,063	189,404		2,002,431	
Reconstruction										
	Bateman St	Pacific St	Atlantic St	72,516					72,516	
	Division St	Franklin St	Atlantic St	401,998					401,998	
	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr	599,237					599,237	
	Glendale Ave	Birchwood St	Mason St	674,012					674,012	
	Lightning Dr, new roundabout	at Edgewood Dr (CTH JJ)	roundabout	742,581					742,581	
	Owaissa St	Randall St	Glendale Ave	435,832					435,832	
	Owaissa St	Wisconsin Ave	Randall St	186,513					186,513	
	Mason St	Weiland Ave	Hillock Ct		135,333				135,333	
	Richmond St	CTH OO	HSIP funds		1,022,700				1,022,700	
	Richmond St	Mail access roundabout			1,265,200				1,265,200	
	Subtotal			3,112,689	2,423,233				5,535,922	
Total Concrete Paving				\$ 3,814,653	\$ 2,423,233	\$ 1,517,063	\$ 189,404	\$ 239,796	\$ 8,184,149	\$ 1,473,124

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2018	Street	From	To	General Fund	Subdivision fund	Total Cost
Labor Pool				200,000		200,000
CEA				6,000		6,000
Land	Misc Land acquisition for street projects			25,000		25,000
	Subtotal			25,000	-	25,000
Design	Ballard Rd	Edgewood Dr - (400' n)	Apple Creek Rd-(300' n)	25,000		25,000
	Edgewood Dr (CTH JJ)	Lightning Dr (Design)	French Rd	50,000		50,000
	Material Testing			-	5,000	5,000
	Material Testing			10,000		10,000
	Subtotal			85,000	5,000	90,000
New Concrete (New Subdivisions non escrowed)						
	Ashford Ct	Celtic Crossing	cds		117,500	117,500
	Celtic Crossing	Purdy Pkwy	Downs Ridge		108,103	108,103
	Downs Ridge	Smoketree Ps	Celtic Crossing		296,615	296,615
	Mackville Rd	Ballard Rd	Purdy Pkwy		51,188	51,188
	Purdy Pkwy	Celtic Crossing	Applehill Blvd		182,334	182,334
	Purdy Pkwy	Mackville Rd	Celtic Crossing		362,866	362,866
	Thomas Ct	Purdy Pkwy	cds		55,338	55,338
	Tiburon La	Applehill Blvd	Downs Ridge		140,927	140,927
	Tiburon La	Downs Ridge	Purdy Pkwy		169,234	169,234
	Trinity Ct	Downs Ridge	cds		85,622	85,622
	Subtotal			-	1,569,727	1,569,727
New Concrete (Not in New Subdivisions)						
	Subtotal			-	-	-
New Concrete (TIF)						
	Subtotal			-	-	-
Reconstruction						
	Calumet St	Oneida St	Jefferson St	469,289		469,289
	Kamps Ave	Douglas St	Douglas St (fire station)	66,616		66,616
	Lynndale Dr	Everett St	south to RR	540,748		540,748
	Northland Ave	at Conkey St	signal installation	258,306		258,306
	Olde Oneida St	Oneida St	E. South River St	153,194		153,194
	Oneida St	Hoover Ave	Skyline Bridge	1,369,599		1,369,599
	Oneida St Skyline bridge		street lighting	175,000		175,000
	Oneida St	Midway Rd	Hoover Ave	86,750		86,750
	Subtotal			3,119,502	-	3,119,502
Total Concrete Paving				\$ 3,435,502	\$ 1,574,727	\$ 5,010,229

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2019	Street	From	To	General Fund	DPW Capital Projects	Industrial Park Land Fund	Total Cost
Labor Pool				200,000		-	200,000
CEA				6,000		-	6,000
Land	Ballard Rd	Edgewood Dr - (400' n)	Apple Creek Rd-(300' n)	25,000			25,000
	Misc Land acquisition for street projects			25,000			25,000
	Subtotal			50,000	-	-	50,000
Design	Ballard Rd	Edgewood Dr - (400' n)	Apple Creek Rd-(300' n)	50,000			50,000
	Edgewood Dr (CTH JJ)	Lightning Dr (Design)	French Rd	50,000			50,000
	Material Testing			-			-
	Material Testing			10,000			10,000
	Misc Consultant design			50,000			50,000
	Subtotal			160,000	-	-	160,000
New Concrete (New Subdivisions non escrowed)	Subtotal			-	-	-	-
New Concrete (Not in New Subdivisions)	Midway Rd	Plank Rd	Lake Park Rd	659,666			659,666
	Eisenhower Dr	Future Road G	Midway Rd, part of new roundabout		104,153	34,718	138,871
	Midway Rd	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o), roundabout		696,490		696,490
	Includes County portion of Midway Rd construction to be reimbursed (\$348245)						-
	Midway Rd	Lake Park Rd (e/o roundab	Eisenhower Dr (500' w/o)		857,161		857,161
	Includes County portion of Midway Rd construction to be reimbursed (\$428580)						-
	Subtotal			659,666	1,657,804	34,718	2,352,188
New Concrete (TIF)	Subtotal			-	-	-	-
Reconstruction	Alley n/o Spencer St	Linwood Ave	Victoria St	53,133			53,133
	Alley n/o Spencer St	Spruce St	Summit St	48,652			48,652
	Alley s/o Franklin St	Summit St	Story St	41,183			41,183
	Alley w/o Richmond St	Washington St	165' n/o Washington St	22,020			22,020
	Prospect Ave	Bartell Dr	Haskell St	1,106,992			1,106,992
	Prospect Ave (CTH BB)	City Limits	Bartell Dr	1,405,846			1,405,846
	Includes County portion of Prospect Ave construction to be reimbursed (\$703,000)						
	Subtotal			2,677,826	-	-	2,677,826
Total Concrete Paving				\$ 3,753,492	\$ 1,657,804	\$ 34,718	\$ 5,446,014

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2020	Street	From	To	General Fund
Labor Pool				200,000
CEA				6,000
Land				
	Misc Land acquisition for street projects			25,000
	Subtotal			25,000
Design				
	Material Testing			10,000
	Material Testing			
	Misc Consultant design			25,000
	Subtotal			35,000
New Concrete (New Subdivisions non escrowed)				
	Subtotal			-
New Concrete (Not in New Subdivisions)				
	Cherryvale Ave	Applecreek Corridor	south city limits	348,402
	Subtotal			348,402
New Concrete (TIF)				
	Subtotal			-
Reconstruction				
	Carpenter St	Calumet St	Taft Ave	528,282
	Evergreen Dr	Richmond St	Haymeadow Ave	747,410
	Telulah Ave	Calumet St	John St	1,158,645
	Valley Road	Chain Dr	Forestview Dr	987,947
	Subtotal			3,422,284
Total Concrete Paving				\$ 4,036,686

CITY OF APPLETON 2016 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	2016	2017	2018	2019	2020	Total
Public Works - Grade & Gravel General Fund	-	113,333	-	-	-	\$ 113,333
Public Works - Grade & Gravel TIF # 6	-	112,642	-	-	-	\$ 112,642
Industrial Park Land Fund	-	-	-	-	-	\$ -
Public Works - Grade & Gravel	-	-	-	-	-	\$ -
Public Works - Developer Escrow	-	-	102,168	78,045	-	\$ 180,213
New Subdivision	-	-	102,168	78,045	-	\$ 180,213
Total - Grade & Gravel - City	\$ -	\$ 225,975	\$ -	\$ -	\$ -	\$ 225,975
Total - Grade & Gravel Program	\$ -	\$ 225,975	\$ 102,168	\$ 78,045	\$ -	\$ 406,188

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2016	2017	2018	2019	2020	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	225,975	102,168	78,045	-	\$ 406,188
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 225,975	\$ 102,168	\$ 78,045	\$ -	\$ 406,188
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

2016	Street	From	To	General Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool				-	-	-	-
Grade & Gravel						-	-
	Subtotal			-	-	-	-
Temporary Surface Following Grade & Gravel						-	-
						-	-
	Subtotal			-	-	-	-
Total				\$ -	\$ -	\$ -	\$ -

2017	Street	From	To	General Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool					-	-	-
Grade & Gravel	Vantage Dr	Lakeland Dr	Eisenhower Dr		112,642	112,642	-
	Northside Rd future	TBD	TBD	113,333		113,333	-
	Subtotal			113,333	112,642	225,975	-
Temporary Surface Following Grade & Gravel					-	-	-
	Subtotal			-	-	-	-
Total				\$ 113,333	\$ 112,642	\$ 225,975	\$ -

2018	Street	From	To	General Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool					-	-	-
Grade & Gravel						-	-
	Subtotal			-	-	-	-
Temporary Surface Following Grade & Gravel	New Subdivisions	escrowed funding except for labor				-	102,168
	Subtotal			-	-	-	102,168
Total				\$ -	\$ -	\$ -	\$ 102,168

2019	Street	From	To	General Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool						-	-
Grade & Gravel						-	-
	Subtotal			-	-	-	-
Temporary Surface Following Grade & Gravel	New Subdivisions	escrowed funding except for labor				-	78,045
	Subtotal			-	-	-	78,045
Total				\$ -	\$ -	\$ -	\$ 78,045

2020	Street	From	To	General Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool						-	-
Grade & Gravel						-	-
	Subtotal			-	-	-	-
Temporary Surface Following Grade & Gravel	New Subdivisions	escrowed funding except for labor				-	-
	Subtotal			-	-	-	-
Total				\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 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	2016	2017	2018	2019	2020	Total
Public Works Reconstruction General Fund	871,754	949,412	958,098	1,108,691	1,164,485	\$ 5,052,440
Public Works Construction DPW Capital Projects Fund	180,000	-	-	-	-	\$ 180,000
Public Works - Construction	134,552	56,792	225,357	28,500	-	\$ 445,201
Public Works - Developer Escrow	-	-	-	-	-	\$ -
Subdivisions	<u>134,552</u>	<u>56,792</u>	<u>225,357</u>	<u>28,500</u>	<u>-</u>	<u>\$ 445,201</u>
Total - Sidewalk - City	<u>\$ 1,186,306</u>	<u>\$ 1,006,204</u>	<u>\$ 1,183,455</u>	<u>\$ 1,137,191</u>	<u>\$ 1,164,485</u>	<u>\$ 5,677,641</u>
Total - Sidewalk Program	<u>\$ 1,186,306</u>	<u>\$ 1,006,204</u>	<u>\$ 1,183,455</u>	<u>\$ 1,137,191</u>	<u>\$ 1,164,485</u>	<u>\$ 5,677,641</u>

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,117,102	900,530	1,077,569	1,042,129	1,069,423	\$ 5,206,753
Other	69,204	105,674	105,886	95,062	95,062	\$ 470,888
Total	<u>\$ 1,186,306</u>	<u>\$ 1,006,204</u>	<u>\$ 1,183,455</u>	<u>\$ 1,137,191</u>	<u>\$ 1,164,485</u>	<u>\$ 5,677,641</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program**

2016	General Fund	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool	43,144	-	22,000	65,144
CEA	2,060		2,000	4,060
Sidewalk Construction				
Green Dot	170,000			170,000
General	15,000			15,000
Patch Contract	30,000			30,000
Safestep sawcutting	30,000			30,000
Reconstruction - Concrete	57,350	180,000		237,350
Reconstruction - Asphalt	359,200			359,200
Subtotal	661,550	180,000	-	841,550
New Sidewalk Construction				
New Concrete	150,000			150,000
New Subdivision			90,552	90,552
New Subdivision - 6 Month			20,000	20,000
Arterial Street - Lake Park	15,000			15,000
Subtotal	165,000	-	110,552	275,552
Total	\$ 871,754	\$ 180,000	\$ 134,552	\$ 1,186,306

2019	General Fund	Subdivision Fund	Total Cost
Labor Pool	95,062	-	95,062
CEA	3,000	-	3,000
Sidewalk Construction			
Green Dot	170,000		170,000
General	30,000		30,000
Patch Contract	30,000		30,000
Safestep sawcutting	30,000		30,000
Reconstruction - Concrete	186,625		186,625
Reconstruction - Asphalt	426,325		426,325
Subtotal	872,950	-	872,950
New Sidewalk Construction			
New Concrete	137,679		137,679
New Subdivision		28,500	28,500
New Subdivision - 6 Month			-
Arterial Street			-
Subtotal	137,679	28,500	166,179
Total	\$ 1,108,691	\$ 28,500	\$ 1,137,191

2017	General Fund	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool	95,062	-	10,612	105,674
CEA	3,000		3,000	6,000
Sidewalk Construction				
Green Dot	170,000			170,000
General	30,000			30,000
Patch Contract	30,000			30,000
Safestep sawcutting	30,000			30,000
Reconstruction - Concrete	305,350			305,350
Reconstruction - Asphalt	112,000			112,000
Subtotal	677,350	-	-	677,350
New Sidewalk Construction				
New Concrete	94,500			94,500
New Subdivision			33,180	33,180
New Subdivision - 6 Month			10,000	10,000
Arterial Street	79,500			79,500
Subtotal	174,000	-	43,180	217,180
Total	\$ 949,412	\$ -	\$ 56,792	\$ 1,006,204

2020	General Fund	Subdivision Fund	Total Cost
Labor Pool	95,062	-	95,062
CEA	3,000	-	3,000
Sidewalk Construction			
Green Dot	170,000		170,000
General	30,000		30,000
Patch Contract	30,000		30,000
Safestep sawcutting	30,000		30,000
Reconstruction - Concrete	521,000		521,000
Reconstruction - Asphalt	248,925		248,925
Subtotal	1,029,925	-	1,029,925
New Sidewalk Construction			
New Concrete	36,498		36,498
New Subdivision			-
New Subdivision - 6 Month			-
Arterial Street			-
Subtotal	36,498	-	36,498
Total	\$ 1,164,485	\$ -	\$ 1,164,485

2018	General Fund	DPW Capital Projects	Subdivision Fund	Total Cost
Labor Pool	95,062	-	10,824	105,886
CEA	3,000		3,000	6,000
Sidewalk Construction				
Green Dot	170,000			170,000
General	30,000			30,000
Patch Contract	30,000			30,000
Safestep sawcutting	30,000			30,000
Reconstruction - Concrete	317,436			317,436
Reconstruction - Asphalt	282,600			282,600
Subtotal	860,036	-	-	860,036
New Sidewalk Construction				
New Concrete	-			-
New Subdivision			211,533	211,533
New Subdivision - 6 Month				-
Arterial Street				-
Subtotal	-	-	211,533	211,533
Total	\$ 958,098	\$ -	\$ 225,357	\$ 1,183,455

CITY OF APPLETON 2016 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 stormsewers and detention ponds). However, budget constraints limit the number of stormwater structures which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our stormwater structures are reconstructed on an annual basis. This fact, coupled with new structures added annually to the system results in no overall reduction in our city-wide stormwater maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Stormwater Reconstruction Stormwater Utility	4,330,165	12,929,393	4,297,645	4,374,596	8,170,738	\$ 34,102,537
Stormwater Construction TIF # 6	101,460	-	-	-	-	\$ 101,460
Industrial Park Land Fund	-	-	15,800	15,800	-	\$ 31,600
Total - Stormwater Program	\$ 4,431,625	\$ 12,929,393	\$ 4,313,445	\$ 4,390,396	\$ 8,170,738	\$ 34,235,597

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	125,000	-	-	555,000	80,000	\$ 760,000
Land Acquisition	150,000	4,144,000	-	-	-	\$ 4,294,000
Construction	3,859,110	8,526,893	4,039,145	3,561,096	7,816,438	\$ 27,802,682
Other	297,515	258,500	274,300	274,300	274,300	\$ 1,378,915
Total	\$ 4,431,625	\$ 12,929,393	\$ 4,313,445	\$ 4,390,396	\$ 8,170,738	\$ 34,235,597
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2016	Street	From	To	Storm-water Utility	TIF # 6	Total Cost
Labor Pool				286,525	-	286,525
CEA				10,990	-	10,990
Consulting Services	Arbutus Park Lift Station	Design		40,000		40,000
	Construction Grant Applications			10,000		10,000
	Construction Services			40,000		40,000
	Cotter Street Pond	Design & Permitting		75,000		75,000
	Land Acquisition Services			10,000		10,000
	Leona Street Pond	Design, Permitting, O & M Manual/Training		347,730		347,730
	Modeling for Storm Sewer Const Projects			25,000		25,000
	Subtotal			547,730	-	547,730
Land Acquisition	Cotter Street Pond		Land Acquisition	125,000		125,000
	Leona Street Pond		Land Acquisition	359,800		359,800
	Lightning Drive	CTH JJ	north of	150,000		150,000
	Subtotal			634,800	-	634,800
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			85,000		85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2016 Asphalt Paving (B-16)			152,528		152,528
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2016 New Concrete Paving (A-16)			173,800		173,800
	Arbutus Park Lift Station			140,000		140,000
	Flood Report Projects			75,000		75,000
	Native Landscaping			30,000		30,000
	Northland Pond Utility Relocations			50,000		50,000
	NR151 Water Quality Practices - Reconst			50,000		50,000
	Subtotal			956,328	-	956,328
New Storm Sewers	Vantage Dr	Lakeland Dr	Eisenhower Dr		101,460	101,460
	Subtotal			-	101,460	101,460
Reconstruction	Spring St	Drew St	Lawe St	784,557		784,557
	Subtotal			784,557	-	784,557
Reconstruction (on streets to be paved in 2017)	Alley n/o Amelia St	Woodmere	Ballard Rd	33,970		33,970
	Bateman St	Pacific St	Hancock St	23,450		23,450
	Division St	Franklin St	Atlantic St	25,990		25,990
	Douglas St	Pine St	Haskell St	20,050		20,050
	Fair St	Franklin St	south end	37,710		37,710
	Glendale Ave	Birchwood St	Mason St	414,030		414,030
	Grant St	Nicholas St	Mason St	210,010		210,010
	Harriman St	Atlantic St	Winnebago St	33,150		33,150
	Herbert St	Pine St	Rogers Ave	9,110		9,110
	Mason Street	Northland Ave	Intersection of	40,000		40,000
	Owaisa St	Randall St	Glendale Ave	77,345		77,345
	Owaisa St	Wisconsin Ave	Randall St	144,685		144,685
	Winona Ct	Nawada St	Nawada St	39,735		39,735
	Subtotal			1,109,235	-	1,109,235
Total				\$ 4,330,165	\$ 101,460	\$ 4,431,625

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2017	Street	From	To	Storm-water Utility
Labor Pool				251,500
CEA				7,000
Consulting Services	Construction Services			100,000
	Grant Applications			10,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			25,000
	Theodore Study Phase 3	Preliminary Engineering		50,000
	Subtotal			195,000
Land Acquisition	Subtotal			-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 Asphalt Paving (B-17)			129,760
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 New Concrete Paving (A-17)			187,440
	441/WisDOT-Menasha Stormwater Proj (cost share)			325,000
	Flood Report Projects			75,000
	Lightning Drive / CTH JJ Pond	CTH JJ	north of	250,000
	Native Landscaping			20,000
	Northland Pond			4,144,000
	NR151 Water Quality Practices - Reconstrs			50,000
	Subtotal			5,466,200
New Storm Sewers	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr	260,000
	Edgewood Dr (CTH JJ)	Lightning Dr	Providence Ave	450,000
	Lightning Dr	Edgewood Dr (CTH JJ)	600' n/o Edgewood Dr	120,000
	Subtotal			830,000
Reconstruction	Ballard Rd	Wisconsin Ave	Fox River	2,760,000
	Subtotal			2,760,000
Reconstruction (on streets to be paved in 2018)	Calumet St	Oneida St	Jefferson St	90,448
	Catherine St	Washington St	North St	115,558
	Drew St	Glendale Ave	Pershing St	90,448
	Kamps Ave	Douglas St	Douglas St (fire station)	20,390
	Lincoln St	Olde Oneida St	Madison St	43,250
	Lynndale Dr	Everett St	south to RR	73,030
	Marquette St	Division St	Oneida St	70,090
	Mary St	North St	Pacific St	31,740
	Olde Oneida St	Oneida St	E. South River St	200,630
	Oneida St	Hoover Ave	Skyline Bridge	2,093,039
	Oneida St	Midway Rd	Hoover Ave	344,960
	Reeve St	Linwood Ave	Badger Ave	61,800
	Rocky Bleier Run	Water St	park	45,810
	Sanders St	Seymour St	Verbrick St	82,050
	Summer St	Morrison St	Lawe St	43,300
	Winnebago St	Linwood Ave	Badger Ave	13,150
	Subtotal			3,419,693
Total				\$ 12,929,393

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2018	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				251,500	15,000	266,500
CEA				7,000	800	7,800
Consulting Services	Construction Services			50,000		50,000
	Grant Applications			10,000		10,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	Subtotal			90,000	-	90,000
Land Acquisition						
	Subtotal			-	-	-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			85,000		85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 Asphalt Paving (B-18)			199,824		199,824
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 New Concrete Paving (A-18)			113,821		113,821
	Flood Report Projects			1,000,000		1,000,000
	Leona Street Pond			1,530,000		1,530,000
	Native Landscaping			30,000		30,000
	NR151 Water Quality Practices - Reconst's			50,000		50,000
	Subtotal			3,208,645	-	3,208,645
New Storm Sewers						-
	Subtotal			-	-	-
Reconstruction						-
	Subtotal			-	-	-
Reconstruction (on streets to be paved in 2019)	Center St	North St	Atlantic St	68,000		68,000
	Madison St	Calumet St	Taft Ave	113,250		113,250
	Prospect Ave	Bartell Dr	Haskell St	180,400		180,400
	Prospect Ave	Weatherstone Dr	Seminole Rd	114,400		114,400
	Prospect Ave (CTH BB)	City Limits	Bartell Dr	148,500		148,500
	Roosevelt St	Morrison St	Durkee St	30,825		30,825
	Summit St	Spencer St	College Ave	85,125		85,125
	Subtotal			740,500	-	740,500
Total				\$ 4,297,645	\$ 15,800	\$ 4,313,445

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2019	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				251,500	15,000	266,500
CEA				7,000	800	7,800
Consulting Services	Construction Services			50,000		50,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	North Side Development Corridor			400,000		400,000
	Theodore Study Ph 3	Design & Permitting		75,000		75,000
	Subtotal			555,000	-	555,000
Land Acquisition	Subtotal			-	-	-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			90,000		90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 Asphalt Paving (B-19)			258,960		258,960
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 New Concrete Paving (A-19)			152,444		152,444
	Flood Report Projects			1,000,000		1,000,000
	Native Vegetation			30,000		30,000
	NR151 Water Quality Practices - Reconst			50,000		50,000
	Theodore Study Project Ph3	Park Amenities		500,000		500,000
	Subtotal			2,281,404	-	2,281,404
New Storm Sewers	Subtotal			-	-	-
Reconstruction	College Ave (liner)	Kensington Dr, 54' e/o	Kensington Dr	20,520		20,520
	Marquette St (liner)	Ullman St, 220' e/o	Alexander St, 200' w/o	17,000		17,000
	Summit St (liner)	Winnebago St	Commercial St	15,847		15,847
	Wisconsin Ave (liner)	Wisconsin Ct	Jardin Ct, 60' w/o	12,975		12,975
	Subtotal			66,342	-	66,342
Reconstruction (on streets to be paved in 2020)	Alley n/o Spencer St	Spruce St	Summit St	15,300		15,300
	Carpenter St	Calumet St	Taft Ave	114,000		114,000
	Carpenter St	Fremont St	Calumet St	155,625		155,625
	Douglas St	Badger Ave	Wisconsin Ave	102,900		102,900
	Morrison St	Hancock St	Wisconsin Ave	112,875		112,875
	Telulah Ave	Calumet St	John St	333,000		333,000
	Valley Road	Chain Dr	Forestview Dr	187,500		187,500
	Winnebago St	Division St	Drew St	192,150		192,150
	Subtotal			1,213,350	-	1,213,350
Total				\$ 4,374,596	\$ 15,800	\$ 4,390,396

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2020	Street	From	To	Storm-water Utility
Labor Pool				266,500
CEA				7,800
Consulting Services	Construction Services			50,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			20,000
	Subtotal			80,000
Land Acquisition	North Side Development Corridor	CTH JJ to Applecreek Rd	land acquisition	20,000
	Subtotal			20,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 Asphalt Paving (B-20)			135,968
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2020 New Concrete Paving (A-20)			173,330
	Flood Report Projects			1,000,000
	Native Landscaping			30,000
	NR216 High Efficiency Sweeper (upgrade)			70,000
	Theodore Study Area Ph3			2,300,000
	Subtotal			3,999,298
New Storm Sewers				-
	Subtotal			-
Reconstruction				-
	Subtotal			-
Reconstruction (on streets to be paved in 2021)	Glendale Ave	Mason St	Richmond St	302,565
	Jackson St	Calumet St	Fremont St	157,650
	Newberry Ave	Schaefer St	city limits	2,750,000
	Pershing St	McDonald St	Ballard Rd	172,425
	Pershing St	Meade St	McDonald St	126,500
	Summer St	Gillett St	Story St	184,000
	Summer St	Story St	Richmond St	104,000
	Subtotal			3,797,140
Total				\$ 8,170,738

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Watermain Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding watermains. A five year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the watermain. However, budget constraints limit the number of watermains which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our watermains are reconstructed on an annual basis. This fact, coupled with new watermains added annually to the system results in no overall reduction in our city-wide watermain maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Water Dist.	Reconstruction	2,682,387	4,049,132	3,541,027	3,178,052	3,340,752	\$ 16,791,350
Water Utility							
Water Dist.	Construction	102,180	-	-	-	-	\$ 102,180
TIF # 6							
Total - Watermain Program		<u>\$ 2,784,567</u>	<u>\$ 4,049,132</u>	<u>\$ 3,541,027</u>	<u>\$ 3,178,052</u>	<u>\$ 3,340,752</u>	<u>\$ 16,893,530</u>

COST ANALYSIS

Components	Estimated Cash Flows						Total
	2016	2017	2018	2019	2020		
Planning	-	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	-	\$ -
Construction	2,519,880	3,773,050	3,264,945	2,901,970	3,064,670		\$ 15,524,515
Other	264,687	276,082	276,082	276,082	276,082		\$ 1,369,015
Total	<u>\$ 2,784,567</u>	<u>\$ 4,049,132</u>	<u>\$ 3,541,027</u>	<u>\$ 3,178,052</u>	<u>\$ 3,340,752</u>		<u>\$ 16,893,530</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2016	Street	From	To	Water Utility	TIF # 6	Total Cost
Labor Pool				258,487	-	258,487
CEA				6,200		6,200
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000		10,000
Construction	Surface Restoration	Due to 2015 Water CIP Excav.		22,500		22,500
	South Island water relay - design			10,000		10,000
	Subtotal			42,500	-	42,500
New Construction	Alexander St	Pershing St	Lindbergh St	34,550		34,550
	Easement (Fairway Ct)	Lawe St	Fairway Ct	38,400		38,400
	Vantage Dr	Lakeland Dr	Eisenhower Dr		102,180	102,180
	Subtotal			72,950	102,180	175,130
Reconstruction (not related to paving)	Briarcliff Dr	Edgemere Dr	Newberry St	126,200		126,200
	Douglas St	Wisconsin Central Ltd.	Haskell St	66,750		66,750
	Eighth St	Elm St (210' e/o)	Jones Park (Pavilion)	34,725		34,725
	Graceland Ave	Randall St	Woodland Ave	125,450		125,450
	Hall Ave	Randall St	Woodland Ave	95,000		95,000
	Haskell St	Herbert St	Douglas St	83,000		83,000
	Kay St	Viola St	Racine St	148,425		148,425
	N. Island St	Vulcan St (300' w/o)	Vulcan St	52,050		52,050
	Randall St	Owaissa St	Owaissa St (180' e/o)	19,950		19,950
	Subtotal			751,550	-	751,550
Reconstruction (prior to next year's paving)	Bateman St	Pacific St	Hancock St	119,500		119,500
	Division St	Franklin St	Atlantic St	78,600		78,600
	Douglas St	Pine St	Haskell St	50,000		50,000
	Fair St	Franklin St	south end	52,050		52,050
	Glendale Ave	Birchwood St	Mason St	485,100		485,100
	Grant St	Nicholas St	Mason St	123,250		123,250
	Lawe St - BRIDGE	S. Island St	s/end Lawe St Power canal	160,000		160,000
	Mason St	Weiland Ave	Hillock Ct	207,750		207,750
	Owaissa St	Wisconsin Ave	Randall St	167,200		167,200
	Winona Ct	Nawada St	Nawada St	107,250		107,250
	Subtotal			1,550,700	-	1,550,700
Total Water Main Construction				\$ 2,682,387	\$ 102,180	\$ 2,784,567

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2017	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000
Construction	Surface Restoration			142,050
	Subtotal			152,050
New Construction	Rocky Bleier Run	Water St	Jones Park	65,550
	STH 441	Carpenter & Park Hills	Bob-O-Link & Thistle Down	162,500
	Subtotal			228,050
Reconstruction (not related to paving)				-
	Subtotal			-
Reconstruction (prior to next year's paving)	Calumet St	Oneida St	Jefferson St	30,150
	Catherine St	Washington St	North St	148,525
	Drew St	Glendale Ave	Pershing St	90,350
	Hoover St (90% DOT)	Inters. With	Oneida St	20,200
	Lincoln St	Olde Oneida St	Madison St	113,850
	Lynndale Dr	Everett St	south to RR	269,325
	Marquette St	Division St (Harriman)	Oneida St	228,125
	Mary St	North St	Pacific St	86,900
	Olde Oneida St	Oneida St (Orange St)	E. South River St	46,850
	Oneida St	Murray St	Midway Rd	74,500
	Oneida St	Murray St	Foster St	170,225
	Oneida St	Skyline Bridge	Foster St	548,025
	Reeve St	Linwood Ave	Winnebago St	68,400
	Richmond St	Weiland Ave (410' s/o)	Northland Ave	229,950
	S Island St	Power canal bridge	Vulcan St	100,000
	Sanders St	Seymour St	Verbrick St	127,375
	Summer St	Morrison St (Oneida St)	Lawe St	435,300
	Subtotal			2,788,050
Transmission Line	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr (600' e/o)	90,250
	Lightning Dr	Edgewood Dr (CTH JJ)	600' n/o Edgewood Dr	116,775
	Northland Ave	Bennett St	Richmond St (2nd hyd e/o)	320,825
	Oneida St (90% DOT)	Intersection with "441"		77,050
	Subtotal			604,900
Total Water Main Construction				\$ 4,049,132

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2018	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000
Construction	Surface Restoration			44,750
	Subtotal			54,750
New Construction	Easement (Summit Park)	Laurie St	Summit St	17,600
	Haymeadow Dr	Bluewater Way (165' n/o)	Spartan Way	89,700
	Spartan Way	Sommers Dr	Haymeadow Ave	127,470
	Subtotal			234,770
Reconstruction (not related to paving)	Appleton St (rec "D", 2007 Wtr Study)	Washington St	Harris St	136,775
	Franklin St (rec. "D", 2007 Wtr Study)	Superior St	Drew St	374,100
	Meade St (HPZ main)	Evergreen Dr	Castlebury Dr	108,750
	Warehouse Rd	Radio Rd	Kensington Dr	169,750
	Subtotal			789,375
Reconstruction (prior to next year's paving)	Center St	North St	Atlantic St	146,000
	Durkee St	Intersections of Winnebago,	Commercial, Spring	81,875
	Madison St	Calumet St	Taft St (Hoover St)	141,600
	Midway Rd	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e)	15,000
	Prospect Ave	Bartell Dr	Haskell (Outagamie St)	607,050
	Prospect Ave	Weatherstone Dr	Bartell Dr	362,500
	Roosevelt St	Morrison St	Durkee St	52,800
	Summit St	Spencer St	College Ave	123,550
	Subtotal			1,530,375
Transmission - New	Meade St (MPZ main)	Capitol Dr	Evergreen Dr	655,675
	Subtotal			655,675
Total Water Main Construction				\$ 3,541,027

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2019	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000
Construction	Surface Restoration			314,500
	Subtotal			324,500
New Construction	Easement (Hammond Ave)	Ballard Rd (1200' e/o)	Grand View Rd	49,275
	Easement n/o Christopher Ct	Christopher Ct	Midway Rd	10,950
	Easement w/o Walter	Gunn St	Harriet St	51,550
	Grand View Rd	Hammond Ave	Wisconsin Ave	210,825
	Wisconsin Ave	Leona St	Grand View Rd	109,125
	Subtotal			431,725
Reconstruction (not related to paving)	Crestview Dr	Lynn Dr (south leg)	White Oak Dr	296,475
	Gunn St (Rec "E" 2007 Study)	Walter Ave	west end	67,875
	Harriet St (Rec "E" 2007 Study)	Walter Ave	west end	64,250
	Lynn Dr	Crestview Dr (north leg)	Newberry Dr	181,825
	Walter Ave (Rec "E" 2007 Study)	College Ave (125' n/o)	Gunn St	37,450
	Warner St	College Ave	Henry St	36,460
	Subtotal			684,335
Reconstruction (prior to next year's paving)	Carpenter St	Calumet St	Taft Ave	-
	Carpenter St	Fremont St	Calumet St	231,300
	Henry St	Warner Rd (100' w/o)	Telulah Ave	70,760
	Morrison St	Hancock St	Wisconsin Ave	194,300
	Telulah Ave	Calumet St	Marion St	619,050
	Valley Road	Chain Dr	Forestview Dr	-
	Winnebago St	Division St	Drew St	346,000
				1,461,410
Transmission - New	Subtotal			-
Total Water Main Construction				\$ 3,178,052

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2020	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000
Construction	Surface Restoration			167,500
	Subtotal			177,500
New Construction				
	Subtotal			-
Reconstruction (not related to paving)	Union St	Wisconsin Ave	Summer St	35,875
	Vulcan St	N. Island St	S. Island St	102,950
	Subtotal			138,825
Reconstruction (prior to next year's paving)	Amelia St	Kenilworth St	Ballard Rd	405,200
	Glendale Ave	Mason St	Richmond St	408,900
	Jackson St	Calumet St	Fremont St	395,645
	Newberry St	Schaefer St	STH "441"	903,125
	Summer St	Gillett St	Story St	139,625
	Summer St	Story St	Richmond St	-
	Subtotal			2,252,495
Transmission - New	Lightning Dr	Future r/w 600' n/o Edg	Broadway Dr	495,850
	Subtotal			495,850
				-
Total Water Main Construction				\$ 3,340,752

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Sanitary Sewer Program

PROJECT DESCRIPTION

Justification:

The following is a summary of costs associated with replacing and adding sanitary sewers. A five year plan detailing this and future years' projects follows this summary.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the sanitary sewer. However, budget constraints limit the number of sewers which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our sewers are reconstructed on an annual basis. This fact, coupled with new sewers added annually to the system results in no overall reduction in our City-wide sewer maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Wastewater Reconstruction Wastewater Utility	1,594,158	3,553,179	1,875,650	2,177,030	1,892,269	\$ 11,092,286
Wastewater Construction TIF # 6	50,894	-	-	-	-	\$ 50,894
Total - Sanitary Sewer Program	<u>\$ 1,645,052</u>	<u>\$ 3,553,179</u>	<u>\$ 1,875,650</u>	<u>\$ 2,177,030</u>	<u>\$ 1,892,269</u>	<u>\$ 11,143,180</u>

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,450,926	3,358,529	1,681,000	1,982,380	1,697,619	\$ 10,170,454
Other	194,126	194,650	194,650	194,650	194,650	\$ 972,726
Total	<u>\$ 1,645,052</u>	<u>\$ 3,553,179</u>	<u>\$ 1,875,650</u>	<u>\$ 2,177,030</u>	<u>\$ 1,892,269</u>	<u>\$ 11,143,180</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2016	Street	From	To	Waste-water Utility	TIF # 6	Total Cost
Labor Pool				186,726	-	186,726
CEA				7,400	-	7,400
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2016 Asphalt Paving (B-16)			32,049		32,049
	Sanitary Laterals & Manholes Prior To 2016 Concrete Paving, new & recon (A-16)			95,036		95,036
	Structure Rehabilitation / Sewer Cut repairs from 2015 (E-16)			25,000		25,000
	Subtotal			152,085	-	152,085
New Construction	Vantage Dr	Lakeland Dr	Eisenhower Dr	-	50,894	50,894
	Subtotal			-	50,894	50,894
Reconstruction	Division St, (liner)	Washington St, 141' n/o	Washington St, 346' n/o	12,992		12,992
	Douglas St, (liner)	Spencer St	Fourth St	37,506		37,506
	Easement - River Dr and Seymour	Riverview Ln	Riverview Ln, 491' e/o	23,568		23,568
	Fourth St, (liner)	Douglas St	Outagamie St, 332' w/o	20,790		20,790
	Mueller St, (liner)	Prospect Ave	Fourth St, 402' n/o	58,497		58,497
	River Dr, (liner)	MH 19-17, 250' sw/o	MH 19-16, 349' sw/o	10,500		10,500
	Subtotal			163,853	-	163,853
Reconstruction - (on streets to be paved in 2017)	Bateman St	Pacific St	Hancock St	33,300		33,300
	Division St	Franklin St	Atlantic St	85,500		85,500
	Douglas St	Pine St	Haskell St	12,000		12,000
	Fair St	Franklin St	south end	67,700		67,700
	Glendale Ave	Birchwood St	Mason St	147,852		147,852
	Grant St	Nicholas St	Mason St	101,562		101,562
	Harriman St	Atlantic St	Winnebago St	46,600		46,600
	Herbert St	Pine St	Rogers Ave	32,590		32,590
	Owaisa St	Randall St	Glendale Ave	189,970		189,970
	Owaisa St	Wisconsin Ave	Randall St	286,548		286,548
	Winona Ct	Nawada St	Nawada St	80,472		80,472
	Subtotal			1,084,094	-	1,084,094
Total				\$ 1,594,158	\$ 50,894	\$ 1,645,052

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2017	Street	From	To	Waste-water Utility	
Labor Pool CEA				189,650	
				5,000	
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2017 Asphalt Paving			24,330	
	Sanitary Laterals & Manholes Prior To 2017 Concrete Paving, new & recon			43,110	
	Structure Rehabilitation / Sewer Cut repairs from 2016			40,000	
	Subtotal			107,440	
New Construction	Apple Hill Farms force main	French Rd lift station	Apple Hill Blvd	96,000	
	Apple Hill Farms lift station on	French Road	1450' n/o Applecreek Rd	750,000	
	Lightning Dr	Edgewood Dr (CTH JJ)	n/o CTH JJ	205,500	
	Subtotal			1,051,500	
Reconstruction	Catherine St lift station removal	Franklin to Eldorado	Green Bay Rd	100,000	
	Subtotal			100,000	
Reconstruction (on streets to be paved in 2018)	Calumet St	Oneida St	Jefferson St	217,979	
	Catherine St	Washington St	North St	319,265	
	Drew St	Glendale Ave	Pershing St	217,979	
	Lincoln St	Olde Oneida St	Madison St	20,800	
	Lynndale Dr	Everett St	south to RR tracks	38,750	
	Marquette St	Division St	Oneida St	102,190	
	Mary St	North St	Pacific St	29,975	
	Olde Oneida St	Oneida St	E. South River St	20,240	
	Oneida St	Hoover Ave	Skyline Bridge	478,968	
	Oneida St	Midway Rd	Hoover Ave	125,300	
	Reeve St	Linwood Ave	Badger Ave	108,648	
	Reeve St	Linwood Ave	Badger Ave	26,000	
	Rocky Bleier Run	Water St	park	134,600	
	Summer St	Morrison St	Lawe St	181,300	
	Winnebago St	Linwood Ave	Badger Ave	77,595	
	Subtotal			2,099,589	
	Total				\$ 3,553,179

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2018	Street	From	To	Waste- water Utility
Labor Pool CEA				189,650
				5,000
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2018 Asphalt Paving			35,817
	Sanitary Laterals & Manholes Prior To 2018 Concrete Paving, new & recon			43,147
	Structure Rehabilitation / Sewer Cut repairs from 2017			40,000
	Subtotal			118,964
New Construction	Subtotal			-
Reconstruction	Calumet St (liner)	Lawe St	Carpenter St, 92' w/o	44,660
	Easement - Outagamie and Hig	Cedar St	Reid Dr	17,131
	Harris St (liner)	Douglas St	Douglas St, 332' e/o	13,280
	Memorial Dr, (liner)	Ravinia Pl, 304' n/c	Cherry Ct, 443' s/o	122,696
	Spruce St, (liner)	College Ave	Eighth St	29,680
	Vulcan St (liner)	South Island St	South Island St, 307' n/c	16,271
	Subtotal			243,718
Reconstruction (on streets to be paved in 2019)	Center St	North St	Atlantic St	68,000
	Madison St	Calumet St	Taft Ave	170,630
	Prospect Ave	Bartell Dr	Haskell St	367,360
	Prospect Ave	Weatherstone Dr	Seminole Rd	232,960
	Prospect Ave (CTH BB)	City Limits	Bartell Dr	302,400
	Roosevelt St	Morrison St	Durkee St	46,443
	Summit St	Spencer St	College Ave	130,525
	Subtotal			1,318,318
Total				\$ 1,875,650

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2019	Street	From	To	Waste- water Utility
Labor Pool CEA				189,650
				5,000
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2019 Asphalt Paving			58,905
	Sanitary Laterals & Manholes Prior To 2019 Concrete Paving			40,074
	Structure Rehabilitation / Sewer Cut repairs from 2018			25,000
	Subtotal			123,979
New Construction				
	Subtotal			-
Reconstruction	Easement - Pierce Park	Prospect Ave	south of railroad tracks	248,787
	Fremont St (liner)	East St	Harmon St	13,500
	Fremont St (liner)	Kernan Ave, 666' w/o	Kernan Ave, 334' w/o	15,272
	Subtotal			277,559
Reconstruction (on streets to be paved in 2020)	Carpenter St	Calumet St	Taft Ave	171,760
	Carpenter St	Fremont St	Calumet St	234,475
	Douglas St	Badger Ave	Wisconsin Ave	155,036
	Morrison St	Hancock St	Wisconsin Ave	170,065
	Telulah Ave	Calumet St	John St	277,500
	Valley Road	Chain Dr	Forestview Dr	282,500
	Winnebago St	Division St	Drew St	289,506
	Subtotal			1,580,842
Total				\$ 2,177,030

**CITY OF APPLETON 2016 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2020	Street	From	To	Waste- water Utility
Labor Pool				189,650
CEA				5,000
Miscellaneous	Sanitary Laterals & Manholes Prior To 2019 Asphalt Paving (B-19)			28,944
Construction	Sanitary Laterals & Manholes Prior To 2019 Concrete Paving, new & recon (A-19)			36,084
	Structure Rehabilitation / Sewer Cut repairs from 2018 (E-19)			25,000
	Subtotal			90,028
New Construction				
	Subtotal			-
Reconstruction				
	Subtotal			-
Reconstruction (on streets to be paved in 2021)				
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o (Lats Or	32,000
	Glendale Ave	Mason St	Richmond St	302,565
	Jackson St	Calumet St	Fremont St	237,526
	Newberry Ave	Schaefer St	city limits	621,500
	Summer St	Gillett St	Story St	264,500
	Summer St	Story St	Richmond St	149,500
	Subtotal			1,607,591
Total				\$ 1,892,269

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Downtown Development

PROJECT DESCRIPTION

Justification:

Ongoing comprehensive planning efforts have identified opportunities to increase the vitality of our Central Business District by working cooperatively and systematically to promote growing downtown populations, diversity in art, lifestyle and activities, and address vacancies. Broadly, these opportunities revolve around the library, parking, traffic, green space, and commercial development. This CIP supports the update and implementation of several past planning initiatives and identifies and prioritizes a series of strategies that continue to move the downtown towards creativity, inclusion and innovation.

Planning and implementing successful projects includes proper sequencing and understanding the impacts decisions have on each other. When considered holistically, the benefits of planning projects together versus performing them independently ensures the most economical and effective outcome of service delivery for current and future generations.

2016 - Determine the future location of the library. Costs incurred could be for property appraisals of potential sites, or architectural fees for design; implement recommendations from the 2014 Parking Study including the conversion of the ramps to pay as you exit.

2017 - Design costs and/or land acquisition for a new library; purchase land and relocate businesses for Blue parking ramp demolition; implement second phase of parking study including single space smart meters, parking enforcement vehicle and wayfinding signage; design costs and land acquisition for new parking ramp; and implement recommendations from both the downtown planning and downtown traffic studies.

2018 - Construction of a new library; implement the third phase of the parking study including additional single space smart meters; complete construction of a new parking ramp; complete implementation of recommendations from the downtown planning and downtown traffic studies.

2019 - Complete construction of a new library; deconstruct the Blue ramp.

2020 - Determine the future of the City Hall building.

This CIP is to remain flexible to increase the City's ability to adapt to future needs and available resources as determined through continued planning which continues to identify opportunities, minimize risk and leverage resources in the community.

Discussion of operating cost impact:

Constructing larger facilities may increase maintenance and utility expenses, but those will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is, therefore, not presently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Library	500,000	5,000,000	15,000,000	10,000,000	-	\$ 30,500,000
	City Hall	-	-	-	-	500,000	\$ 500,000
Facilities Capital Projects Fund		500,000	5,000,000	15,000,000	10,000,000	500,000	31,000,000
PRFM	Blue Ramp Demolition	-	1,000,000	-	2,400,000	-	\$ 3,400,000
	Parking Study Implementation	500,000	240,000	420,000	-	-	\$ 1,160,000
	New Parking Ramp	-	3,700,000	10,250,000	-	-	\$ 13,950,000
Parking Utility		500,000	4,940,000	10,670,000	2,400,000	-	\$ 18,510,000
Comm Dev	Downtown Study/Implementation	-	500,000	500,000	-	-	\$ 1,000,000
	Community Devel Cap Projects	-	500,000	500,000	-	-	\$ 1,000,000
Public Works	Traffic Study/Implementation	-	500,000	500,000	-	-	\$ 1,000,000
	Public Works Cap Projects Fund	-	500,000	500,000	-	-	\$ 1,000,000
Total - Downtown Development Project		\$ 1,000,000	\$ 10,940,000	\$ 26,670,000	\$ 12,400,000	\$ 500,000	\$ 51,510,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	500,000	6,700,000	-	-	500,000	\$ 7,700,000
Land Acquisition	-	3,000,000	-	-	-	\$ 3,000,000
Construction	500,000	-	25,250,000	12,400,000	-	\$ 38,150,000
Other	-	1,240,000	1,420,000	-	-	\$ 2,660,000
Total	\$ 1,000,000	\$ 10,940,000	\$ 26,670,000	\$ 12,400,000	\$ 500,000	\$ 51,510,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Electrical

PROJECT DESCRIPTION

Justification:

The electrical infrastructure at the Lake Station and with older facilities/systems at the Wastewater Plant has become obsolete and is becoming less reliable.

Lake Station: This CIP will replace the existing 1970 vintage motor control center (MCC) with a new MCC. The current MCC is a General Electric system that is unique and difficult to find parts. The MCC is protected by an older "timed" fuse configuration that would be replaced by a newer adjustable circuit breaker technology that would allow for isolation of defective motors versus the current wholesale shutdown of the MCC if one motor control fails. The MCC is considered critical since all the domestic treated water for the City passes through this facility.

Wastewater Plant: This CIP represents a phased program to upgrade the electrical distribution of the Wastewater Plant. There are electrical distribution components that are over 40 years old throughout the plant. Starting at the electrical substation, transformers, breakers, MCC's, panels, and conductors need to be tested, followed by a systematic replacement program. This effort must be coordinated with current and future utility department process upgrades.

Discussion of operating cost impact:

There are no operating cost impacts expected due to these improvements.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
PRFM Lake Station	80,000	125,000	-	-	-	\$ 205,000
Water Utility Capital Projects	80,000	125,000	-	-	-	\$ 205,000
PRFM Wastewater	-	50,000	200,000	200,000	-	\$ 450,000
Wastewater Utility Capital Projects	-	50,000	200,000	200,000	-	\$ 450,000
Total - Electrical Upgrades Capital Projects	\$ 80,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ -	\$ 655,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	30,000	50,000	-	-	-	\$ 80,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	-	-	-	-	\$ 50,000
Other	-	125,000	200,000	200,000	-	\$ 525,000
Total	\$ 80,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ -	\$ 655,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Grounds Improvements

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department is responsible for grounds of all City properties, including parks and associated recreation facilities, Library, Police Department, Fire Stations, and all Water and Wastewater sites. Responsibilities for these sites include fencing replacement, turf management, landscaping of City properties, tree management, hillside and shoreline stabilization, etc. Annual assessments are conducted on all City properties to determine maintenance, upgrade and/or improvement needs and maintain the functionality and/or appearance of the facility or property to meet current City standards and expectations. Specific programs for years 2016-2020 will be adjusted based on the annual assessments conducted for each property.

This funding request recognizes the need to implement an annual replacement/improvement schedule for City property responsibilities that are difficult to identify with individual projective narratives, but are necessary to address issues such as aging plant material, changing facility use and/or needs, weather impacts, etc.

2016 - Parks- Fence replacements - \$15,000

2016 - Repair and expand retaining wall to maintain Arbutus Park hillside - \$35,000

2016 - City Properties - Landscaping and turf renovations at MSB, Wastewater and Water Filtration - \$15,000

2017 - Peabody Park - Stabilization of stone retaining wall along the Fox River - \$25,000

2017 - Pierce, Erb, Linwood and City Parks - Planting program to replace trees removed due to storms, etc. - \$10,000

2017 - City Properties - Landscaping and turf renovations at Water Plant and City Park - \$10,000

2018 - Parks - Fence replacement and landscaping - \$15,000

2018 - City Properties - Landscaping and turf renovations - \$35,000

2019 - Parks - Fence replacement and landscaping - \$15,000

2020 - City Properties - Landscaping and turf renovations - \$35,000

Discussion of operating cost impact:

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Parks-fencing	15,000	-	15,000	15,000	-	\$ 45,000
	Parks-hillside/shoreline stabilization	35,000	25,000	-	-	-	\$ 60,000
	Parks-shrubs, trees	-	10,000	-	-	-	\$ 10,000
	City Properties-shrubs, trees, turf	15,000	10,000	35,000	-	35,000	\$ 95,000
Total - Facilities Capital Projects Fund		\$ 65,000	\$ 45,000	\$ 50,000	\$ 15,000	\$ 35,000	\$ 210,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	65,000	45,000	50,000	15,000	35,000	\$ 210,000
Total	\$ 65,000	\$ 45,000	\$ 50,000	\$ 15,000	\$ 35,000	\$ 210,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Hardscape Infrastructure Improvements/Replacements

PROJECT DESCRIPTION	
Justification:	
<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, entrances, etc. The current inventory of hardscape includes:</p>	
<u>Parking lots and Roadways</u>	<u>Sidewalks, Walkways and Trails</u>
Parks	890,759 sq.ft.
Facilities	1,078,455 sq.ft.
Total	1,969,214 sq.ft.
	1,086,729 sq.ft.
	61,705 sq.ft.
	1,148,434 sq.ft.
Total Hardscape - 3,117,648 sq.ft.	
<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 such as crack sealing, patching, sealing, etc. 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 \$200,000-\$300,000 is needed on an annual basis to maintain these hardscape areas. The replacement/improvement schedule includes:</p>	
Fire Station # 3	\$ 30,000
Pierce Park - Roadways	\$ 40,000
Wastewater Treatment Plant - Roadways	\$150,000
Telulah Skateboard Park	\$ 45,000
Schaefer Park - Pavilion lot and trail	\$ 30,000
Kiwanis Park - Pavilion lot and trail	\$ 40,000
Fire Station #1	\$145,000
<p>Future projects will be identified after annual assessments of properties and/or parks. Note that the above numbers are budget estimates. Pricing will also be acquired through unit price bidding to get the most competitive pricing and to maximize the funding.</p>	
Discussion of operating cost impact:	
<p>These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.</p>	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Fire Stations	175,000	40,000	40,000	-	-	\$ 255,000
	Park Sites	155,000	265,000	250,000	250,000	250,000	\$ 1,170,000
	City sites		50,000	50,000	50,000	50,000	\$ 200,000
Facilities Capital Projects		330,000	355,000	340,000	300,000	300,000	\$ 1,625,000
PRFM	Wastewater	150,000	100,000	100,000	150,000	-	\$ 500,000
	Wastewater Utility	150,000	100,000	100,000	150,000	-	\$ 500,000
PRFM	Water Plant	-	115,000	-	-	100,000	\$ 215,000
	Water Utility	-	115,000	-	-	100,000	\$ 215,000
Total - Hardscape Improvement Projects		\$ 480,000	\$ 570,000	\$ 440,000	\$ 450,000	\$ 400,000	\$ 2,340,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	480,000	570,000	440,000	450,000	400,000	\$ 2,340,000
Total	\$ 480,000	\$ 570,000	\$ 440,000	\$ 450,000	\$ 400,000	\$ 2,340,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: HVAC Upgrades

PROJECT DESCRIPTION

Justification:

Upgrades are performed for three reasons: the current equipment is failing and can no longer be repaired; the equipment is not energy efficient and it makes good financial sense to replace to reduce operational costs; or there is a new need due to a change in operational requirements in the space it serves.

Facilities Operations Center - (2017) Replace furnaces with an air-handler system.

Fire - (2017) Replace furnaces in station 3 & 5. (2018/19) Install digital controls in Stations 2, 3, 4, and 5.

Library - (2019) Controls to existing VAV boxes. Deferred pending decision on new Library.

Municipal Services Building - (2016) Provide variable air volume distribution to offices including new rooftop unit and gas sensor replacements. (2018) replacement of aged Rooftop Unit.

Valley Transit - (2017-2019) Replace infrared garage heaters and controls for vehicle storage area.

Transit Center - (2018) Split air and heating system for energy conservation.

Water Plant - (2016) Replace modular building control panels with new panels and make upgrades/repairs to Kathabar system. (2018) Replacement of aging equipment. May be able to be deferred based on results of ongoing audits of equipment.

Wastewater Plant - (2016-2018) Upgrade aged HVAC pumps with energy efficient models. (2017) Replace D-Bldg. RTU due to age. (2018) B-Bldg.-Replace Bryan Boiler (10 MBtu).

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.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Fire	-	50,000	40,000	40,000	-	\$ 130,000
	Facilities Op Cntr.	-	145,000	-	-	-	\$ 145,000
	Library	-	-	-	75,000	-	\$ 75,000
	Municipal Services	295,000	-	75,000	-	-	\$ 370,000
	Facilities Capital Projects Fund	295,000	195,000	115,000	115,000	-	\$ 720,000
PRFM	Transit Center	-	-	75,000	-	-	\$ 75,000
	Valley Transit	-	20,000	20,000	20,000	-	\$ 60,000
	Valley Transit Capital Projects	-	20,000	95,000	20,000	-	\$ 135,000
PRFM	Water Plant	100,000	-	50,000	-	-	\$ 150,000
	Water Utility Capital Projects	100,000	-	50,000	-	-	\$ 150,000
PRFM	Wastewater Plant	50,000	115,000	140,000	100,000	100,000	\$ 505,000
	WW Utility Capital Projects	50,000	115,000	140,000	100,000	100,000	\$ 505,000
Total - HVAC Upgrades		\$ 445,000	\$ 330,000	\$ 400,000	\$ 235,000	\$ 100,000	\$ 1,510,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	445,000	330,000	400,000	235,000	100,000	\$ 1,510,000
Total	\$ 445,000	\$ 330,000	\$ 400,000	\$ 235,000	\$ 100,000	\$ 1,510,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Interior Finishes and Furniture

PROJECT DESCRIPTION

Justification:

Interior finishes and furniture generally have a life span of fifteen years before wearing out or becoming unsafe or requiring changes due to changes in user functions..

Furniture includes, but is not limited to the following in the workplace; furniture systems (work stations), seating (office chairs), work tools (keyboards, tray, etc.), conference tables, storage systems (file cabinets and bookcases, etc.), office furniture (desks, credenzas, etc.), etc.

This CIP requests the following:

- Rebuild of evidence storage system at the police station; this request reuses and repairs an existing storage system (2016, \$35,000).
- Replacement of Library furniture in the workroom areas. Furniture in these areas is over 25 years old and is in need of replacement. A second goal is to greatly improve the ergonomics of the furniture. (2016/2017, \$60,000)
- New conference room table and stools in the Health Department. Reorganization of the department has created an opportunity to improve meeting spaces. (2016, \$10,000)
- Replacement of Information Technology furniture. The current work areas are constructed of various parts. The current furniture impedes the productivity of the department and/or individual employees. This investment was deferred until organizational changes were made within the department and the new Director had time to assess the department's needs. (2016, \$80,000)

Interior finishes include all wall coatings, ceiling tiles, carpet, various tiles, etc. Flooring is the most expensive and varies in life depending on the overall environment and hours of usage.

- Replacement of carpeting at the Library. Depending on the timeframe of the Library's replacement, carpeting is in need of replacement. (2018/2019, \$225,000)
- Replacement of carpeting at City Hall. (2018, \$80,000)
- Replacement of carpeting in administrative office areas of the Municipal Services Building. (2016, \$40,000)
- Replacement of carpeting and various flooring types at Fire Stations. (2016-2020, \$50,000)

Discussion of operating cost impact:

As this project entails the replacement of existing furniture and flooring, there is no anticipated operating expense impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	City Hall	90,000	-	-	80,000	-	\$ 170,000
	Fire Stations	10,000	10,000	10,000	10,000	10,000	\$ 50,000
	Library	30,000	30,000	125,000	100,000	-	\$ 285,000
	Municipal Services	40,000	-	-	-	-	\$ 40,000
	Police Station	35,000	-	-	-	-	\$ 35,000
Total - Facilities Capital Projects Fund		\$ 205,000	\$ 40,000	\$ 135,000	\$ 190,000	\$ 10,000	\$ 580,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	205,000	40,000	135,000	190,000	10,000	\$ 580,000
Other	-	-	-	-	-	\$ -
Total	\$ 205,000	\$ 40,000	\$ 135,000	\$ 190,000	\$ 10,000	\$ 580,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 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 more 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 Station 3 & 5: Upgrade exterior lighting including replacing parking lot bollards with light poles and making improvements to the electrical service to those areas.

Parks: This CIP will convert existing incandescent, high pressure sodium and metal halide lighting to LED lighting at park pavilions and on light poles servicing parking lots, courts, trails and access roads. In addition, lights will be added where current deficiencies exist and to improve security.

Wastewater/Water Plants: Upgrade exterior lighting to LED lighting. This includes wall packs on the exterior of the facilities as well as on light poles in the parking lots and along the roads.

Municipal Services Building: Install occupancy sensors and upgrade inefficient lighting fixtures.

Other City Facilities: Opportunities for lighting upgrades exist throughout the City facilities. Upon completion of the projects identified above, additional audits will be performed to determine any additional facilities and areas that may be candidates to reduce electrical and/or operational expenses.

Discussion of operating cost impact:

Will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Fire Station 3 & 5	80,000	-	-	-	-	\$ 80,000
	Parks	100,000	100,000	75,000	75,000	75,000	\$ 425,000
	MSB	-	75,000	-	-	-	\$ 75,000
	Other	-	-	75,000	75,000	75,000	\$ 225,000
	Facilities Capital Projects	180,000	175,000	150,000	150,000	150,000	\$ 805,000
PRFM	Water Plant	50,000	-	50,000	-	-	\$ 100,000
	Water Utility Capital Projects	50,000	-	50,000	-	-	\$ 100,000
PRFM	Wastewater	-	75,000	-	50,000	-	\$ 125,000
	WW Utility Capital Projects	-	75,000	-	50,000	-	\$ 125,000
Total - Facilities Capital Projects Fund		\$ 230,000	\$ 250,000	\$ 200,000	\$ 200,000	\$ 150,000	\$ 1,030,000

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	230,000	250,000	200,000	200,000	150,000	\$ 1,030,000
Total	\$ 230,000	\$ 250,000	\$ 200,000	\$ 200,000	\$ 150,000	\$ 1,030,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Municipal Services Building Heated Storage

PROJECT DESCRIPTION

Justification:

The Municipal Services Building has reached its capacity to house equipment and supplies. The Department of Public Works has indicated inefficiencies, supplies that are being damaged from outside storage and materials that are freezing at times when it is critical to have them available. Accommodations have been made by adding mezzanine storage in areas with higher ceilings and by utilizing shelving when feasible.

This request anticipates that by 2019, a new heated storage facility will be required to continue to provide the level of service and to ensure the departments assets are secure.

Discussion of operating cost impact:

Additional area will entail additional maintenance and utilities expense, depending on the design. The operating cost impact is not currently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
PRFM MSB Storage	-	-	-	650,000	-	\$ 650,000
Total - Facilities Capital Projects	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ 650,000
Fund						

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	650,000	-	\$ 650,000
Total	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ 650,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not quantifiable

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Plumbing Improvements

PROJECT DESCRIPTION

Justification:

Wastewater backflow upgrades - The City water supply is brought into the Wastewater plant in the B building basement. At that point, it is split to provide potable and non potable water to the plant. There are two separate backflow preventors to provide safety to the City water system. These backflow preventors are original to the 1970 era building. The current backflow preventors do not allow for the water to be by-passed during the testing and maintenance required by the State of Wisconsin. The lack of by-pass ability requires extensive monitoring and labor to provide water to keep the plant in operation during the testing. New modern techniques have a by-passed system in place on the backflow preventors. It is the feeling of our staff that we are currently at risk of plant shutdown(s) if the current plumbing is not improved.

Lateral improvement upgrades - The wastewater plant has laterals that have deteriorated and are in need of replacement in one or more locations. 2016 includes \$15,000 for engineering services and 2017 for the required upgrades.

Discussion of operating cost impact:

There is no operating cost impact from these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Wastewater Plant	45,000	100,000	-	-	-	\$ 145,000
Total - Wastewater Capital Projects		\$ 45,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 145,000

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	15,000		-	-	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	30,000	100,000	-	-	-	\$ 130,000
Total	\$ 45,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 145,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Police Station Parking Deck Repairs

PROJECT DESCRIPTION

Justification:

The Police Station parking deck was constructed in 2009. The upper surface of the parking deck has a traffic coating applied to protect the concrete from the de-icing products used throughout the winter months. In addition, the joints between the concrete slabs and areas between the walls and concrete slabs are filled with a joint sealant to keep moisture out which can create damage from moisture entering those area and freezing and thawing. Both the joints and coatings require on-going maintenance.

The life-expectancy varies on the traffic coating depending on usage and wear from usage primarily from vehicle traffic. The coating eventually wears by first losing its aggregate to control slipperiness and then eventually will wear completely through. An average time frame for this is 7-10 years, but can vary depending on usage.

In 2015 an engineer performed an inspection of the deck and it was found that various joints are due for replacement/repair beyond routine maintenance. In addition, the surface is wearing, requiring a new coating. Cost estimates were collected and this CIP recommends performing the joint repair in 2016 and recoating the entire surface in 2017.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Police Station	45,000	95,000	-	-	-	\$ 140,000
Total - Facilities Capital Projects Fund		\$ 45,000	\$ 95,000	\$ -	\$ -	\$ -	\$ 140,000

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	45,000	95,000	-	-	-	\$ 140,000
Other	-	-	-	-	-	\$ -
Total	\$ 45,000	\$ 95,000	\$ -	\$ -	\$ -	\$ 140,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parks, Recreation & Facilities Management Operations Center

PROJECT DESCRIPTION

Justification:

The Facilities & Grounds Operations Center lacks adequate restroom/locker room facilities for both public and staff. When constructed the facilities were built as an operation center meant for usage by internal staff. In addition, the current restroom facilities do not meet ADA standards or current codes for fixture quantity.

Currently there are single male and female restrooms/locker room facilities that are used by all visitors, office staff, operations staff and summer staff. The male restroom has a "birdbath" style sink versus normal fixtures. There is also only one shower in each of the male and female locker rooms. The Capital Improvement Plan (CIP) is to construct a new men's locker room with additional showers and locker room storage. The current men's restroom facility would be renovated into separate public restrooms for both male and female public visitors and staff. The grease/oils and dirt often tracked into the restrooms is not conducive to providing a presentable public restroom experience.

In addition to the facility being used by 28 full-time and numerous part-time staff throughout the year, the site is used by dozens of lifeguards, coaches, volunteers and the public for first-aid training, employee orientation, recreation classes, public information meetings, etc. It is estimated that 25-50 people, excluding staff noted above, utilize this facility more than 40 times per year.

Discussion of operating cost impact:

Since this project is a renovation of existing space, there is no impact on operating cost anticipated.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Restroom Renovation	-	-	-	350,000	-	\$ 350,000
Total - Facilities Capital Projects Fund		\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	350,000	-	\$ 350,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 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.

2016	Municipal Services Building (Partial)	235,000
2016	Park Pavilions (Various)	120,000
2017	Valley Transit Terminal (Center Area)	45,000
2017	Municipal Services Building (Partial/Final)	235,000
2017	Fire Station #3 & #5	130,000
2018	Fire Station #1	250,000
2019	Library	300,000
2019	Park Pavilions (Various)	120,000
2020	Wastewater Plant B - Building (Section)	45,000

Discussion of operating cost impact:

Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at \$5,092,000. Based on a 25 year replacement cost, we should expect an average of approximately \$203,680 in replacement costs annually to keep our roofs up-to-date. No overall impact on operating costs is expected from roof replacements.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
PRFM Wastewater Plant	-	-	-	-	45,000	\$ 45,000
WW Utility Capital Projects	-	-	-	-	45,000	\$ 45,000
PRFM Valley Transit	-	45,000	-	-	-	\$ 45,000
Valley Transit Capital Projects	-	45,000	-	-	-	\$ 45,000
PRFM Library	-	-	-	300,000	-	\$ 300,000
MSB	235,000	235,000	-	-	-	\$ 470,000
Fire Stations	-	130,000	250,000	-	-	\$ 380,000
Park Pavilions	120,000	-	-	120,000	-	\$ 240,000
Facilities Capital Projects	355,000	365,000	250,000	420,000	-	\$ 1,390,000
Total - Roof Replacement Projects	\$ 355,000	\$ 410,000	\$ 250,000	\$ 420,000	\$ 45,000	\$ 1,480,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	355,000	410,000	250,000	420,000	45,000	\$ 1,480,000
Other	-	-	-	-	-	\$ -
Total	\$ 355,000	\$ 410,000	\$ 250,000	\$ 420,000	\$ 45,000	\$ 1,480,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Safety and Security Improvements

PROJECT DESCRIPTION

Justification:

City Hall - Information Technology Uninterrupted Power System upgrade. The current UPS system is beyond its life expectancy and is unreliable. The City's computer system relies on this system to function in the event of a power outage.

Generator Replacement: Replace generator at Valley Transit Operations Garage. The current generator is 20+ years old and has experienced numerous repairs. The generator's reliability has decreased substantially. In addition, the generator cannot meet the current loads of today's operations.

Asbestos Removal: Last year a 5-year remediation initiative was developed to remediate any asbestos remaining in City facilities. Though no facility occupants are in any harms way it is responsible to remediate remaining asbestos to eliminate any possibilities of exposure to employees.

Fire System/Panel Upgrades - The fire panel and annunciators are in need of replacement at the Municipal Services Building (2017). To ensure reliability that the system will function properly makes a upgrade essential. Over the course of several years various systems have been upgraded and standardized throughout the City facilities.

Park Security Upgrades - To continue the initiative to include auto-locks on pavilions and cameras within parks to deter vandalism and other unwanted behavior. Auto-locks open and close pavilion restroom doors to eliminate labor to manually open and/or close the pavilions on a daily basis.

Re-Keying of Facilities - To develop a standardized keying system for City Facilities. The facilities have been constructed independently and over several years utilizing various keying systems of various ages and security levels. To increase and maintain security it is recommended to develop a upgraded universal system. (Wastewater Plant - 2018, Various Facilities 2017 - 2020)

Discussion of operating cost impact:

Though CSO Officers would reduce time to open and close pavilions their time is utilized for other police matters, therefore would no reduction of labor hours is projected.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	City Hall	35,000	-	-	-	-	\$ 35,000
	Various Facilities	-	25,000	25,000	25,000	25,000	\$ 100,000
	MSB	20,000	125,000	-	-	-	\$ 145,000
	Parks	30,000	30,000	30,000	30,000	-	\$ 120,000
Facilities Capital Projects		85,000	180,000	55,000	55,000	25,000	\$ 400,000
PRFM	VT Generator	-	145,000	-	-	-	\$ 145,000
Valley Transit Capital Projects		-	145,000	-	-	-	\$ 145,000
PRFM	Wastewater Plant	-	60,000	100,000	-	-	\$ 160,000
WW Utility Capital Projects		-	60,000	100,000	-	-	\$ 160,000
Total - Safety & Security Upgrades		\$ 85,000	\$ 385,000	\$ 155,000	\$ 55,000	\$ 25,000	\$ 705,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	40,000	25,000	-	-	\$ 65,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	85,000	345,000	130,000	55,000	25,000	\$ 640,000
Other	-	-	-	-	-	\$ -
Total	\$ 85,000	\$ 385,000	\$ 155,000	\$ 55,000	\$ 25,000	\$ 705,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Storage

PROJECT DESCRIPTION

Justification:

Facilities and Grounds Operations Center - Install mezzanine storage to eliminate the need for additional building square footage, yet gain the extra storage capacity needed for parts, supplies and seasonal storage of equipment. Current ceiling heights allow for this more economical option.

Discussion of operating cost impact:

Mezzanine - Prevents the need for building additional square footage to existing structures.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Facilities & Grounds Operations Center	42,500	-	-	-	-	\$ 42,500
Total - Facilities Capital Projects Fund		\$ 42,500	\$ -	\$ -	\$ -	\$ -	\$ 42,500

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	42,500	-	-	-	-	\$ 42,500
Total	\$ 42,500	\$ -	\$ -	\$ -	\$ -	\$ 42,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Plant Lab Upgrades

PROJECT DESCRIPTION

Justification:

The labs at the Wastewater Plant are in need of numerous updates as requested by the Utilities Department. Processes have changed significantly since the labs were originally constructed, including requirements for additional tests. Some of the lab areas have not only reached their expected lives but are also in need of changes to meet today's needs.

Discussion of operating cost impact:

This project entails a renovation of existing space and is not expected to have any impact on operating expense.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Planning	15,000	-	-	-	-	\$ 15,000
	Contractor	85,000	-	-	-	-	\$ 85,000
Total - Wastewater Utility Capital Projects		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	15,000	-	-	-	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	85,000	-	-	-	-	\$ 85,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Utility Maintenance and Equipment

PROJECT DESCRIPTION

Justification:

Consultant - Parking Ramp Structural Evaluations - The City has established a program where every three years, all City-owned parking ramps are inspected by a structural engineering consultant. Written reports are prepared by the consultant, including detailed recommendations for short-term and long-term maintenance activities. The next round of inspections is planned for 2016. The consultant's recommended repairs to each facility will be incorporated into the Parking Division's 5-year Capital Improvements Program in an effort to prolong the useful life of each facility. This is a contracted service as no City staff have the appropriate background to perform this type of inspection.

Parking Ramp Structural Improvements - As a follow-up to the consultant's structural evaluations, the City has developed an annual program for structural improvements to all City-owned ramps. The goal of this program is to budget adequate funds for structural improvements to the City's parking ramps in accordance with the consultant's prioritized recommendations. The improvements will ensure a safe parking environment for our customers and prolong the useful life of the City's ramps.

Parking Lot Repairs - Annual maintenance costs in the Library Plaza parking lot will continue to increase unless a larger scale rehabilitation is performed. We anticipate the need for larger scale repairs within the next 10 years, subject to the timing of other improvements in the entire Washington square area. These repairs will prolong the useful life of the facilities as well as limit liability exposure for the City.

Ramp Security Cameras - Installation of cameras at the entrances and exits of our parking ramps has provided added safety for City ramp personnel as well as ramp users. These cameras also provide a means to monitor ramp activities in the event that no ramp personnel are available. This is an ongoing program that has been budgeted over several years and is part of the City's overall security enhancements. The next phases are planned for 2016, and 2018.

Ramp LED Lighting Upgrades - Currently, our parking ramps are illuminated by a combination of fluorescent, high-pressure sodium and metal halide light fixtures. These fixtures are based on older technology and are much less energy efficient than the LED fixtures available today. The planned 2017 replacement of all existing non-LED fixtures throughout our parking ramps will result in drastic reductions in monthly energy bills and it is anticipated that the cost to purchase and install the new fixtures will be offset by energy savings within a three year period.

Discussion of operating cost impact:

Beginning in 2017 we anticipate an approximate 50% reduction in annual energy costs due to the conversion to LED ramp lighting.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Parking						
Ramp structural evaluations	25,000	-	-	25,000	-	\$ 50,000
Ramp structural maintenance	100,000	100,000	125,000	125,000	125,000	\$ 575,000
Lot repairs	-	-	35,000	-	-	\$ 35,000
Security cameras	20,000	-	20,000	-	-	\$ 40,000
LED Lighting Upgrades	-	450,000	-	-	-	\$ 450,000
Total - Parking Utility Capital Projects	\$ 145,000	\$ 550,000	\$ 180,000	\$ 150,000	\$ 125,000	\$ 1,150,000

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Design/Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	100,000	100,000	160,000	125,000	125,000	\$ 610,000
Other	45,000	450,000	20,000	25,000	-	\$ 540,000
Total	\$ 145,000	\$ 550,000	\$ 180,000	\$ 150,000	\$ 125,000	\$ 1,150,000
Operating Cost Impact	\$ -	\$ (50,400)	\$ (103,004)	\$ (105,064)	\$ (106,115)	\$ (364,583)

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Chemical Storage - Water Treatment Facility

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) utilizes a group of specifically approved chemicals as part of the drinking water treatment process. Each chemical is intended to perform a unique purpose within the water treatment "train". The AWTF existing chemical storage room was designed as part of original plant construction in 2001 for the intended purpose of supporting the regulatory approved treatment processes and associated components within. Evidence of chemical deterioration is being observed as the AWTF age (15 years) approaches or exceeds the normally expected life of some of the critical storage (i.e. fiberglass tanks) and conveyance components (i.e. PVC pipe).

The AWTF continues with the multi-year process of methodically navigating from ultra filtration membranes following final completion of the Regulatory Upgrade and Process Improvements Project (RUPIP). Once the transition to ultraviolet light (UV) reactors is complete decisions will need to be made regarding equipment abandonment, repurposing, and space utilization. The intent of this CIP is to obtain professional engineering services to perform an overall assessment of the existing chemical storage room. This includes a conditions assessment of chemical storage, pumping, and conveyance systems. Repair and/or replacement recommendations based on the conditions assessment will be provided with a focus on future needs following RUPIP. A project will then be developed and implemented based on the engineering findings and recommendations. A construction project will then follow on the engineering findings and recommendations.

Discussion of operating cost impact:

This project will decrease staff labor and associated equipment maintenance related to this equipment, enabling staff to attend to other critical maintenance duties. The primary impact is expected to be a reduction of overtime expense.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Water Utility	Engineering	25,000	-	-	-	-	\$ 25,000
	Construction	225,000	-	-	-	-	\$ 225,000
Total - Water Treatment Capital Projects Fund		<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	25,000	-	-	-	-	\$ 25,000
Construction	225,000	-	-	-	-	\$ 225,000
Other	-	-	-	-	-	\$ -
Total	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Operating Cost Impact	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (5,000)

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: TMDL Related Facility Planning

PROJECT DESCRIPTION

Justification:

On May 18, 2012, the US Environmental Protection Agency (EPA) approved the lower Fox River basin and Green Bay area of concern Total Maximum Daily Load (TMDL). The TMDL outlines phosphorus and sediment reductions needed to restore water quality in the local waterways, lower Fox River and bay of Green Bay. As a result, revisions to NR 217 regulations will lower effluent limits for phosphorus discharges of the Appleton Wastewater Treatment Plant (AWWTP). The Wisconsin Department of Natural Resources (WDNR) implements point source load allocations through permits issued under the Wisconsin Pollutant Discharge Elimination System (WPDES) program. Under the approved TMDL, the WDNR established wastewater effluent limits of 0.2 mg/l or less for point sources with WPDES permits on the lower Fox River. This limit is substantially lower than the AWWTP's current 1.0 mg/l phosphorus limit. The current treatment plant processes were not designed to remove phosphorus to these new lower limits. A preliminary study conducted in 2010 estimated \$40,000,000 in engineering and construction costs to meet the proposed phosphorus rules.

The WDNR recognizes three tools that exist to WPDES permit holders under the TMDL that will be evaluated by the City to determine the most effective path of compliance. They include on-site phosphorus treatment/removal, Water Quality Trading (WQT), and/or Adaptive Management (AM). A fourth compliance option known as Senate Bill 547 was passed by the state legislature in February 2014 and was subsequently signed by the governor. SB-547 provides a variance to permit holders by incorporating effluent limits that successively decrease over a 20 year period or four permit cycles, which ultimately reach the water quality based phosphorus effluent limit of 0.1 mg/L. The bill underwent an economic impact analysis which was released on April 24, 2015. Unfortunately, the findings from this analysis determined that Appleton would not be eligible for the variance.

The AWWTP's current WPDES permit expires in September, 2015. A decision must be made to the planned path for compliance in advance of the next permit's expiration date (2020). Professional engineering work initiated in the fall of 2013 will provide the Utility with an extensive evaluation of existing AWWTP treatment capabilities and process optimization opportunities. This work also provides new treatment improvement recommendations that will effectively comply with low-level phosphorus standards. WQT and AM are also being evaluated as off-site alternative methods for regulatory compliance. The Utility will be provided a final technical document late 2015 with a suite of options including pairing alternatives that provide the most cost effective path(s) for regulatory compliance. The information compiled within this document will be used for the basis of capital planning to meet future compliance requirements.

Discussion of operating cost impact:

Non-compliance could result in regulatory fines, a compliance schedule and / or a moratorium on development. Operating impacts will have costs associated with them when the regulatory standards and associated treatment improvements are established in years following the Facilities Study.

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Wastewater	Design	-	-	250,000	-	-	\$ 250,000
	Engineering	-	-	-	2,471,000	-	\$ 2,471,000
	Construction	-	-	-	-	12,436,000	\$ 12,436,000
Total - Wastewater Capital Projects		\$ -	\$ -	\$ 250,000	\$ 2,471,000	\$ 12,436,000	\$ 15,157,000

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	250,000	2,471,000	-	\$ 2,721,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	12,436,000	\$ 12,436,000
Other - Equipment	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 250,000	\$ 2,471,000	\$ 12,436,000	\$ 15,157,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Sludge Storage Options

PROJECT DESCRIPTION

Justification:

Wastewater plant biosolids storage deficiencies have occurred over the past several years. This deficiency has triggered the need for Appleton City Council resolutions to investigate options to address the deficiency and comply with the 180 day biosolids storage requirement under code NR 204. More recently the Wisconsin Department of Natural Resources has proposed more stringent agricultural nutrient management standards for land on which biosolids are applied. These new standards could have significant implications to municipal biosolids management programs. Each of the aforementioned have caused the Utility to consider various treatment options that could provide cost effective storage options and end-use diversification for AWWTP biosolids. Composting was evaluated because it alters Appleton wastewater biosolids classification under NR 204 from a Class-B to a Class-A material. Successful composting would also reduce storage needs and allow the wastewater facility to meet the 180-day storage requirement while generating a product that is appealing to a number of markets including residents, nurseries, and commercial landscapers. The composting provides greater flexibility in scheduling land application of Class B biosolids by maximizing available storage which reduces costs.

Since 2008, the Appleton Department of Public Works and Wastewater Utility have worked with the Outagamie County Solid Waste Department to seek cooperative solutions to AWWTP biosolids, curbside leaf / yard waste materials, and landfill cover needs. The Utility received authorization from Common Council in 2009 to begin the engineering phase of a large-scale compost pilot project at the Outagamie County Landfill. A compost facility plan was developed and approved by the DNR which provided operational guidelines to demonstrate the feasibility and assess costs for a cooperative composting operation. Compost pad construction was completed in September 2010. Since the pad construction, approximately 45,000 cubic yards of compost material has been processed as part of eight individual batches. In October 2015, the Biosolids Composting Facility will be permitted as part of the AWWTP's Wisconsin Pollutant Discharge Elimination System (WPDES) permit. Feasibility of a long-term composting program will continue to be evaluated as markets are researched and developed. The 2016 budget establishes funding for professional compost marketing services which are to be used to complete updated market research, identify buyer scenarios (single vs. multiple point) as a function of regional product demand and current compost production, and provide the City with assistance on developing cost comparisons between current operational expenses vs. options to reduce cost. If composting proves to be unsuccessful, funds will be used for design/architecture planning for a biosolids building expansion.

Discussion of operating cost impact:

Since 2013, costs related to composting have been included in the biosolids O&M budget. O&M costs for continued land application of biosolids will closely follow cost increases in fuel and viable application sites. Significant program cost increases would be expected if limitations to on-site sludge storage required landfilling during a period when traditional land application is not feasible. The compost option eliminates that need by providing additional 180-day storage capacity. Developing compost markets may provide the ability to offset future operational costs through bulk compost sales.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Wastewater & Engineering	-	-	-	405,074	-	\$ 405,074
Facilities Construction	-	-	-	-	3,755,032	\$ 3,755,032
Total - Wastewater Capital Projects	\$ -	\$ -	\$ -	\$ 405,074	\$ 3,755,032	\$ 4,160,106

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Engineering	-	-	-	405,074	-	\$ 405,074
Construction	-	-	-	-	3,755,032	\$ 3,755,032
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 405,074	\$ 3,755,032	\$ 4,160,106
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Additional Vehicle for Station Six

PROJECT DESCRIPTION

Justification:

Fire District Six is positioned in a growth area of the far northeast quadrant of the City. Due to the physical layout of the community, additional staffing and equipment is required to meet expected response times for the **minimum** initial response staffing of emergency incidents. To maintain response capability, another engine is required. It is anticipated that this unit would provide coverage on the far north side of the community.

Discussion of operating cost impact:

The initial operating costs include salaries and fringe benefits for nine additional employees along with funding for repair, maintenance, and replacement costs of the vehicle. In the first year, the operating costs also include funds to equip the vehicle.

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Fire	Equipment	-	-	610,000	-	-	\$ 610,000
Total - Public Safety Capital Projects Fund		\$ -	\$ -	\$ 610,000	\$ -	\$ -	\$ 610,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2016	2017	2018	2019	2020	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	610,000	-	-	\$ 610,000
Total	\$ -	\$ -	\$ 610,000	\$ -	\$ -	\$ 610,000
Operating Cost Impact	\$ -	\$ -	\$ 1,046,937	\$ 972,256	\$ 1,001,423	\$ 3,020,616

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Emergency Vehicle Traffic Preemption Upgrade

PROJECT DESCRIPTION

Justification:

The City implemented an emergency vehicle preemption (EVP) system in 1992. EVP is a system that allows control of specific intersections during emergency response. By controlling the intersection, the Fire Department can respond more safely as well as reduce response times to emergency incidents. The current EVP uses infrared (IR) light technology. The system includes emitters mounted on emergency vehicles and detectors and phase selectors at the intersection. EVP has been installed and maintained by the Traffic Division of the Department of Public Works.

The current upgrade would transition EVP from IR to a GPS-based system. The GPS-based system delivers reliable, accurate EVP from greater distances in a wider range of environments — including around corners and at intersections with obstructed views. It leverages GPS technology and highly secure radio communications to help emergency responders move through intersections more quickly and safely. Combining GPS technology with central management software provides remote, real-time system management and monitoring to improve performance, reduce maintenance costs, and enhance overall traffic safety. With additional central management control, the system could be offered to other response agencies such as Gold Cross Ambulance, Kaukauna and Grand Chute Fire Departments. The potential also exists to add GPS units in the future to DPW snow plows to improve the snow removal process.

The project began in 2014 with installation of the fire apparatus vehicle units, central management software, and the upgrade of twenty intersections. An additional twenty intersections were upgraded in 2015 with another twenty planned for both 2016 and 2017. During the upgrade process, the City continues to utilize existing IR equipment providing continued EVP at the unimproved intersections. Upon completion of the project, the IR EVP equipment will be removed and the complete GPS system will be utilized.

Discussion of operating cost impact:

Ongoing system maintenance would be handled through the normal EVP maintenance process that is currently occurring within the DPW Traffic Engineering Division, and annual software maintenance will be approximately \$2,500 annually.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Fire	Equipment	130,895	136,131	-	-	-	\$ 267,026
DPW	Installation	15,911	16,000	-	-	-	\$ 31,911
Total - Public Safety Capital Projects Fund		\$ 146,806	\$ 152,131	\$ -	\$ -	\$ -	\$ 298,937

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	130,895	136,131	-	-	-	\$ 267,026
Other	15,911	16,000	-	-	-	\$ 31,911
Total	\$ 146,806	\$ 152,131	\$ -	\$ -	\$ -	\$ 298,937
Operating Cost Impact	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Training Tower Repairs/Upgrade

PROJECT DESCRIPTION

Justification:

The training tower at Fire Station # 6 was built in 2003. Since that time, numerous fire instructors and students that have utilized the structure have identified a number of modifications that are becoming increasingly necessary in order to maintain it in proper repair.

In 2015, the department worked on the window repair as many of the existing windows were damaged which allowed the elements and wildlife to damage the tower. Additionally, many of the windows lacked proper locking mechanisms and posed an increased risk/liability of unauthorized individuals getting into the tower and either getting hurt or vandalizing the property. The department worked with a contractor to modify the window openings with a type of frame that would allow us to take windows in and out of the openings to meet the training needs and to give us the ability to replace damaged windows with less expensive windows.

In 2016, this request includes the addition of a flashover simulator on the exterior of the training tower that would serve dual purposes with a modification to pipe smoke into the training tower. This addition would allow us to conduct flashover simulations to educate line personnel on the signs and danger of hostile fire events and to expose newer personnel to a realistic live fire training environment with the safety of a pre-engineered structure. The proposal would also include the modification of the exterior venting of the simulator to be piped into the training tower so that personnel could create scenarios within our tower that would have realistic smoke conditions as well as small amounts of heat that would increase the effectiveness of training with our thermal imaging cameras.

In 2017, these modifications also include replacing the worn blacktop with concrete and converting a small grassy area into a more useable training space by converting it to concrete.

Discussion of operating cost impact:

There should be no additional operating costs as a result of these modifications.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Fire	Flashover Simulator/ Venting Modification	50,000	-	-	-	-	\$ 50,000
	Concrete	-	198,600	-	-	-	\$ 198,600
Total - Public Safety Capital Projects Fund		\$ 50,000	\$ 198,600	\$ -	\$ -	\$ -	\$ 248,600

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	50,000	-	-	-	-	\$ 50,000
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	198,600	-	-	-	\$ 198,600
Total	\$ 50,000	\$ 198,600	\$ -	\$ -	\$ -	\$ 248,600
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Enterprise Resource Planning (ERP) System

PROJECT DESCRIPTION

Justification:

2016 is the second year of a multi-year project to replace all of the software currently running on the iSeries computer, in anticipation of retiring that computer in 2018 at the end of its useful life. The financial system currently in use is 20 years old and is connected to various other, mostly custom programmed, systems (cash receipting, payroll, utility billing, accounts receivable, etc.). The Assessor's and Asset Management systems are both custom programmed, therefore requiring in-house programming capacity and, because they run on the iSeries, tying us to an older programming language (RPG) for which programmers are increasingly difficult to hire. The number and complexity of the interfaces between all of these programs severely limit our ability to provide the level of customer service the citizens of Appleton expect and managers of City departments need.

The process for implementing new technology not only focuses on the technology itself, but also aims to enhance existing business processes performed by individual departments across the City by enabling them to adopt best practices in their various fields. Technology is intended to enhance departmental business processes by:

Making them both more efficient and effective

Improving decision-making by improving access to data and tools with which to analyze it

Providing enhanced customer service to both internal and external customers

Streamlining processes to reduce costs

\$125,000 was budgeted for consulting services in 2015 to perform a needs assessment, develop detailed specifications for a request for proposal (RFP), and assist us with vendor selection. It has been determined that the replacement project should be managed in 3 separate packages - a traditional ERP package for Finance, Payroll and HR applications, a Computer-Assisted Mass Appraisal (CAMA) system for property assessments and an Enterprise Asset Management (EAM) package for asset management and inventory control. The RFP has been issued and we are on schedule to have a vendor selected for the first phase sometime in the 3rd quarter of 2015.

The 2016 request of \$3,000,000 will cover the initial cost of the necessary software, hardware and implementation of the ERP and CAMA systems. We anticipate that any system selected would operate in our current environment of networked virtual servers but that additional server and data storage capacity will be needed. The 2017 request of \$400,000 is for the asset management system. At this time, the projected completion with all modules is between the 4th quarter of 2018 and the 1st quarter 2019.

Discussion of operating cost impact:

Hardware and software maintenance for the ERP system that replaces the iSeries would begin in 2017, the second year of ownership of the system, and is estimated at \$100,000. In 2018, the annual maintenance on the iSeries and JDEdwards accounting software would cease.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
IT	ERP / CAMA Sys.	3,000,000	-	-	-	-	\$ 3,000,000
	Asset Management	-	400,000	-	-	-	\$ 400,000
Total - Information Technology Capital Projects Fund		<u>\$ 3,000,000</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,400,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	3,000,000	400,000	-	-	-	\$ 3,400,000
Total	<u>\$ 3,000,000</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,400,000</u>
Operating Cost Impact	\$ -	\$ 100,000	\$ 61,500	\$ 61,500	\$ 61,500	\$ 284,500

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Information Technology Equipment and Infrastructure

PROJECT DESCRIPTION	
Justification:	
<p>As the Information Technology Department looks toward the future and continues down the path of upgrading our critical needs and systems, a number of projects need to be undertaken.</p> <p>In 2016, we're scheduled for our next phone system upgrade, which will upgrade the necessary hardware and software to maintain their working order, as well as building in redundancy that hasn't been programmed in before. It will also allow us to virtualize some of the systems and eliminate more hardware. The amount of this project will be \$25,000.</p> <p>The Appleton Fire Department (AFD) uses the Cisco Telepresence teleconferencing system at all fire stations for training, allowing all Fire units to remain in district and available for emergency response even during training sessions. This project will add a node at the Appleton Police Department, enabling Police members of the Appleton Emergency Operations Command (EOC) to share training with their counterparts at AFD while remaining available for emergency call out. It will also enable Police staff in general to get necessary training on-site and will provide one more communications link for the EOC. \$25,000 is being requested for this project.</p> <p>In recent years, we have replaced all of our individual servers dedicated to particular programs with a small number (currently three) of larger servers running programs that create a virtual server environment. This allows capacity of individual virtual servers to be reconfigured depending on the needs of the various network programs' demands. \$35,000 is being requested again this year to continue upgrades to the physical servers in order to support the current versions of software. Once these upgrades have been made, we will be able to upgrade to the latest version of the virtual server operating system at no additional cost, as those upgrades are included in our annual software maintenance fee.</p> <p>Also requested for 2016 is a planned upgrade of our system security, including spam filters, internet firewall, and remote access.</p> <p>In January of 2018 our existing EMC Storage Area Network will be 6 years old, the point at which the life expectancy begins to shrink and maintenance becomes a larger problem and we expect to need to replace the aging equipment.</p>	
Discussion of operating cost impact:	
<p>The phone system, server, security and SAN projects are all upgrades/replacements of existing equipment and software and therefore are not expected to appreciably affect operating costs. The Cisco Telepresence project will add support cost of about \$2,000 a year to our current telecommunications support, beginning in the year after installation.</p>	

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
IT Phone System Upgrade	25,000	-	-	-	-	\$ 25,000
IT Server Upgrade	35,000	-	-	-	-	\$ 35,000
IT Cisco Telepresence - APD	25,000	-	-	-	-	\$ 25,000
IT SAN Replacement	-	-	350,000	-	-	\$ 350,000
IT Security Upgrade	50,000	-	-	-	-	\$ 50,000
Total - Information Technology Capital Projects Fund	\$ 135,000	\$ -	\$ 350,000	\$ -	\$ -	\$ 485,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	135,000	-	350,000	-	-	\$ 485,000
Total	\$ 135,000	\$ -	\$ 350,000	\$ -	\$ -	\$ 485,000
Operating Cost Impact	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 8,000

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Express Poll - Electronic Pollbook

PROJECT DESCRIPTION

Justification:

New and upcoming electronic voter check-in device reduces wait time for voters, increases accuracy of voter information and improves the election day experience for both voters and workers. A tablet-based system cost is approximately \$1,000 per book. We would plan to place 2-3 at each polling place, for a total of about 36 plus printers for each device (36) to print out the voter #/ballot style slip, about \$400 each plus peripherals. Total planned cost of \$50,000 to upgrade to an electronic poll book system.

Discussion of operating cost impact:

Software and/or maintenance agreement also to consider estimated to be \$200 per unit (36) = \$7,200/year.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Legal Services Equipment	-	-	50,400	-	-	\$ 50,400
Total - City Center Capital Projects Fund	\$ -	\$ -	\$ 50,400	\$ -	\$ -	\$ 50,400

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	50,400	-	-	\$ 50,400
Total	\$ -	\$ -	\$ 50,400	\$ -	\$ -	\$ 50,400
Operating Cost Impact	\$ -	\$ -	\$ 7,200	\$ 7,200	\$ 7,200	\$ 21,600

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Tabulating Machine for Elections

PROJECT DESCRIPTION

Justification:

The current vote tabulating machines, the M100 model, are approaching the end of their useful lives and replacement parts will become increasingly unavailable. The prospective replacement machine is a digital model, the DS200, at an estimated cost of \$5,800 per machine. 16 machines are required, one for each of 15 ward voting places plus one spare. With peripherals (modem and jump drive for each machine) and delivery, the total cost is estimated at \$95,800.

Discussion of operating cost impact:

An annual maintenance agreement will be required but is not expected to differ substantially from the annual maintenance cost of the existing machines, therefore there is no operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Legal Services Equipment	-	-	95,800	-	-	\$ 95,800
Total - City Center Capital Projects Fund	\$ -	\$ -	\$ 95,800	\$ -	\$ -	\$ 95,800

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	95,800	-	-	\$ 95,800
Total	\$ -	\$ -	\$ 95,800	\$ -	\$ -	\$ 95,800
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: CEA Fuel Site Upgrades

PROJECT DESCRIPTION

Justification:

To meet the laws governing fuel dispensing systems, CEA will need to upgrade the fuel system at the Municipal Services Building. State of Wisconsin Commercial Code 10.500(5) requires the City of Appleton to install tank top containment and below dispenser containment systems, both equipped with sensors to detect for leaks, at the Municipal Services Building fuel site.

This project includes removal of the fuel dispensers and concrete islands, installation of the spill containment devices and monitors, reinstalling or replacing the concrete islands and fuel dispensers, and all associated piping and electrical revisions. It also includes the cost of all permits, testing, certification and training needed for operation of the system. In addition, the cathodic protection anodes in each tank will be replaced while the tanks are exposed, as the sacrificial anodes are near the end of their life.

The City has tried to use other fueling sites in the past, but the lag time between sites made it difficult to manage the data required to initiate preventive maintenance work in a timely manner. Costs were also higher to departments, so they preferred not to use the offsite locations. In addition, many of the retail site roofs are not high enough for our trucks and complaints were received for the large trucks blocking vision to pumps, especially at busy locations.

Discussion of operating cost impact:

In 2015, CEA added a surcharge of \$.05 per gallon to the fuel charges as a means of covering the borrowing for upgrades to the fuel site. There is no additional operating cost impact to the project at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
CEA Fuel Containment	-	-	100,000	-	-	\$ 100,000
Total - CEA Capital Projects	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	100,000	-	-	\$ 100,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Digital Radios (6.5kHz narrow banding)

PROJECT DESCRIPTION

Justification:

The Federal Communication Commission (FCC) has required that all existing licensees convert existing 25 kHz radio systems to 12.5 kHz narrow banding efficiency technology by January 1, 2013, which the City of Appleton has done. In addition to the 12.5 kHz requirement, the FCC expects that licensees will be required to further narrowband to a bandwidth of 6.25 kHz. This deadline has not yet been established but the year 2020 has been talked about throughout the industry. If an agency is not in compliance with the narrow banding mandate by the given deadline the FCC may issue fines and or cancel licenses.

Recognizing that the new narrow banding deadline is approaching, CEA is requesting to upgrade the existing radio system to a ETSI (European Telecommunications Standards Institute) DMR (Digital Mobile Radio) open standard, 6.25 kHz system in 2016. This upgrade will not only help us meet the new requirements, but will also offer many advantages over the existing analog VHF radios. Some of the advantages include improved city wide coverage, radio to radio texting, individual talk groups (plow trucks, refuse trucks etc.), radio over IP address and GPS capabilities. If the new system is not purchased in 2016, CEA will need to spend approximately \$7,500 each year on labor and equipment to continue outfitting vehicles with the outdated radios.

This project includes the replacement of desktop units (9), portable handheld radios (26) and the upgrades to the base stations and repeaters. All existing vehicle radios will be purchased and replaced through CEA.

Discussion of operating cost impact:

There is no operating cost impact as a result of this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
DPW	Digital Radios	79,000	-	-	-	-	\$ 79,000
Total - Public Works Capital Projects Fund		\$ 79,000	\$ -	\$ -	\$ -	\$ -	\$ 79,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	79,000	-	-	-	-	\$ 79,000
Total	\$ 79,000	\$ -	\$ -	\$ -	\$ -	\$ 79,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Survey Instrument Replacements

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacements - Robotic Total Station or GPS Units

These instruments would be replacements for our oldest robotic units that will be approximately 10 years old at their proposed times of replacement (2016, 2018). Robotic total stations and GPS units both provide improved functionality and efficiency over a standard total station instrument, with an added benefit of single-user operation in those situations where workload or staffing levels dictate. Our current robotic stations have provided numerous opportunities for one-person survey work, which has allowed us to reduce our survey backlog as well as reduce our need for overtime. A GPS Unit would also allow for single user operation and would primarily be used for field data collection. Unlike typical survey instruments, the GPS uses satellite links to provide spatially accurate data collection with high degrees of accuracy. The GPS unit would provide a much more efficient method for collection of widespread infrastructure data, which could be used for verification and updates to City records as well as incorporation into the City's expanding GIS program. We will utilize input from various City staff to evaluate which type of instrument will best meet the needs of the City prior to making any purchases. Included in this survey instrument update is all the necessary software and necessary auxiliary equipment.

Discussion of operating cost impact:

These survey instruments would allow us to more efficiently utilize existing staff to complete a larger volume of work without the need for additional survey staff.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
DPW	Robotic Total Station / GPS	35,000	-	30,000	-	-	\$ 65,000
Total - Public Works Capital Projects Fund		\$ 35,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 65,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	35,000	-	30,000	-	-	\$ 65,000
Total	\$ 35,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 65,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: DPW Equipment - Sweeper Replacement

PROJECT DESCRIPTION

Justification:

High Efficiency Sweeper Upgrade (\$70,000) -- Changing part of the fleet over from mechanical sweepers to vacuum sweepers at the time of their scheduled replacement will help the City to continue with proper stormwater management practices and make progress in the reduction of nonpoint source pollution. The Citywide Stormwater Management Plan, updated in 2014, indicates the City will continue to investigate possible upgrades to its Sweeper program for innovations in program practices and technology. A sweeper upgrade from Mechanical to High Efficiency is shown in 2020, per the Citywide SWMP Implementation Plan.

Discussion of operating cost impact:

Since the purchase price of a vacuum sweeper is higher than that of a conventional mechanical sweeper, the annual amortized replacement cost, charged as an operating expense, will also be somewhat higher. Frequency of repair and efficiency of operation are unknown at this time but will be evaluated prior to replacing the next mechanical sweeper.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Stormwater	Sweeper Upgrades	-	-	-	-	70,000	\$ 70,000
Total - Stormwater Capital Projects		\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	70,000	\$ 70,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* NQ = Not Quantifiable

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Pressure Zone Control Valve Stations

PROJECT DESCRIPTION

Justification:

A Water Distribution Master Planning study was completed in 2007. The study identified a need for installation of four pressure zone control valve (PRV) stations between the three water distribution system pressure zones. These pressure zones serve all elevations of the city service area and are "valved off" from each other, serving as individual tower/pipe networks in isolation from each other. Pressure zone control valves provide connection of the zones for emergency backup, fire flow, and maintenance purposes. Without the installation of control valves, some areas of the city are at increased risk of negative pressure and public notice warnings (e.g. boil water orders) in the event of a tower outage, large water main break, or fire. The three pressure zones include: A) Main Pressure Zone, B) Ridgeway Pressure Zone, and C) North Pressure Zone. The study identified the following pressure zone connections utilizing PRVs:

Two PRVs between the North Zone / Ridgeway Zone
 One PRV between Ridgeway Zone / Main Zone
 One PRV between North Zone / Main Zone

A PRV between the North Zone / Ridgeway Zone was constructed at Moss Rose Lane and completed in 2010. The PRV between Ridgeway and Main is currently in progress. The second of the two North Zone / Ridgeway Zone connections is planned for 2016. The North / Main PRV is planned for design/construction in 2019 period. This PRV connection has been moved to 2019 based upon an update of the original master plan.

PRV Stations include piping, valves, meters, pumping and Supervisory Control and Data Acquisition (SCADA) controls for remote monitoring and control from the Water Treatment Plant by Plant Operators. Water may be transferred between zones.

Discussion of operating cost impact:

The four pressure zone control valve stations are new facilities that will require upkeep and periodic SCADA system upgrade. The ongoing operating cost is estimated to be \$2,500 annually at each station.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Water Utility Station # 3						
Land	-	-	70,000	-	-	\$ 70,000
Engineering	-	-	40,000	-	-	\$ 40,000
Construction	-	-	240,000	-	-	\$ 240,000
Total - Water Treatment Capital Projects	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	40,000	-	-	\$ 40,000
Land Acquisition	-	-	70,000	-	-	\$ 70,000
Construction	-	-	240,000	-	-	\$ 240,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
Operating Cost Impact	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Replacement of Radio Read System for Water Meters

PROJECT DESCRIPTION

Justification:

The City of Appleton currently has 27,738 remote read water meters. These meters were first installed beginning in 1999, with installation completed in 2005. Because technology has advanced so far beyond our current system, replacement parts are no longer available from the manufacturers. In the interim, staff has worked innovatively with other communities to acquire their obsolete meter parts. However, we are now at a critical stage to evaluate our options.

Replacement of our current system provides us an opportunity to gain some efficiencies to our meter reading/billing system while improving customer service. Customer service improvements that are now standard to available systems include:

- Daily or weekly review of high/low readings by staff and explore options for customers to review as well
- Easily accessible on-line, including usage, billing and payment options with historical data
- Conversion of cubic feet to gallons
- Opportunity to explore costs and options for monthly billing
- Hourly consumption data available for use during billing dispute investigations
- Improved account information
- Reduced costs for reading meters for final billings

Approximately \$7.9 million dollars will be spent in years 2013 – 2017 for the new meter system.

Discussion of operating cost impact:

All new meters will be installed with existing DPW employees during the 4 years of installation (2013-2017). There will be a need of an additional 1.5 meter techs (\$113,160) along with the 3.5 FTE's of current staff to install all 27,738 meters.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Public Works Replacement of Automated Meter Reading system	1,920,059	486,729	-	-	-	\$ 2,406,788
Total - Water Distribution Capital Projects	\$ 1,920,059	\$ 486,729	\$ -	\$ -	\$ -	\$ 2,406,788

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	1,920,059	486,729	-	-	-	\$ 2,406,788
Total	\$ 1,920,059	\$ 486,729	\$ -	\$ -	\$ -	\$ 2,406,788
Operating Cost Impact	\$ 51,100	\$ 69,923	\$ -	\$ -	\$ -	\$ 121,023

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Tower Mixer Installations

PROJECT DESCRIPTION

Justification:

New regulatory requirements for disinfection by-product were promulgated in 2012. Well-mixed tanks consume fewer disinfectant chemicals and produce fewer disinfection by-products. Effective water turnover and reduced water age are key in maintaining concentrations below regulatory limits. By mixing the stored water in reservoirs, consistent dispersion of disinfectant throughout the tank volume, including constant replacement at the walls, the bottom and tank floor, where bacterial growth would potentially flourish due to lack of disinfectant, is achieved. In the summer season, stratification by temperatures in elevated reservoirs can occur, reducing water turnover. Older water will rise in the tank and eventually the disinfectant will dissipate, as temperatures build throughout the season. Installation of mixers mitigates stratification issues and short-circuiting (a poor hydraulic condition, in which large volumes of water are static and small volumes move through a tank rapidly, that allows for bacterial growth), producing a uniform water temperature while reducing water age.

Discussion of operating cost impact:

The mixers will require annual maintenance to optimize life-cycle terms. Some mixers are powered electrically and the combined O+M and power consumption is estimated at \$2500 per tower annually.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
Water Utility North Tower	-	60,000	-	-	-	\$ 60,000
Total - Water Treatment Capital Projects	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	60,000	-	-	-	\$ 60,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Operating Cost Impact	\$ 2,500	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Aeration Blower #3 Replacement

PROJECT DESCRIPTION	
Justification:	
<p>The wastewater treatment plant utilizes air blowers to deliver oxygen to the plant microlife. The plant has an inventory of 80,000 lbs. of microlife that treat wastewater. There are four blowers in the aeration process that can deliver air to the online aeration. Of the blowers, #3 Blower was placed into service in 1992. This 700 horsepower positive displacement blower is currently not operational because it is in need of repair to the electrical variable speed equipment. Due to advances in aeration blower technology, the unit is not efficient enough to consider repairs and replacement is warranted. This was a similar conclusion to the one reached by Focus on Energy for the replacement of the #2 Blower in 2009.</p> <p>The replacement blower will be capable of introduce enough air into the liquid that it can support microlife in the five million gallon volume aeration tanks. The new blower will be linked to sensors in the tank. Data from the tanks will be read by a programmable logic controller that will drive the process. This control loop would allow motors to run based on biological demand rather than a fixed setting.</p> <p>The 2017 construction project would involve the decommissioning of the existing blower, engineering services to create bidding documents and construction management. The blower and instruments will also need to be incorporated in the facility's Supervisory Control and Data Acquisition (SCADA) system.</p>	
Discussion of operating cost impact:	
<p>Electrical costs have a potential for being reduced. The proposed blower also provides sound redundancy for the aging aeration system.</p>	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Wastewater	Consulting	-	145,000	-	-	-	\$ 145,000
	Contractor	-	920,000	-	-	-	\$ 920,000
Total - Wastewater Capital Projects		\$ -	\$ 1,065,000	\$ -	\$ -	\$ -	\$ 1,065,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning		145,000	-	-	-	\$ 145,000
Land Acquisition	-	-	-	-	-	-
Construction		920,000	-	-	-	\$ 920,000
Other	-	-	-	-	-	-
Total	\$ -	\$ 1,065,000	\$ -	\$ -	\$ -	\$ 1,065,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bar Screen #1 Gate Valve Replacement

PROJECT DESCRIPTION

Justification:

Screening equipment is the physical process used to remove large debris and materials from the incoming raw sewage. In 2015, two new bar screens were installed in place of two that had surpassed their useful life, and this replacement also improved the hydraulic capacity and screening capabilities of the AWWTP.

In the process of the bar screen replacement, the gate valves that control flow through the screens were evaluated and deemed to be in good condition for Bar Screen #1. The gates for Bar Screen #2 were replaced with new ones due to the restructuring of the flow pattern through the process. Upon further investigation, it was determined towards the end of the project that the gates for Bar Screen #1 were at the end of their useful life. The bottom seals have deteriorated and the gates allow water to leak into the channel when they are closed.

Since the project had already run beyond the original proposed completion date, the decision was made to replace the gates under a separate contract for the following year instead of creating a change order that would extend the life of the original bar screen project.

This gate valve replacement will be the last phase of the expansion of screening capacity and capabilities.

Discussion of operating cost impact:

There is no anticipated operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Wastewater	Contractor	125,000	-	-	-	-	\$ 125,000
Total - Wastewater Capital Projects		\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	125,000	-	-	-	-	\$ 125,000
Other	-	-	-	-	-	\$ -
Total	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Belt Filter Press Electrical Improvements

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. Over the past 25 years these BFPs have provided effective mechanical dewatering with minimal overall maintenance. These units were installed in the 1990's and were reconditioned in the late 2000's. The reconditioning work was completed by original equipment manufacturer (OEM) and focused on mechanical and structural component deficiencies which resulted from accumulated wear after nearly 20 years of continuous operation.

The late 2000's reconditioning work was not intended to go beyond the priority repairs identified at that time. Therefore, the original functioning electrical hard wire relays remained untouched and are still in use today. However, these existing relays do not provide the diverse functional capabilities offered with current technologies. This includes the ability to fully integrate BFP unit processes with the existing supervisory control and data acquisition (SCADA) computer operating system. To accomplish this, the existing hard wire relay system would require replacement by a programmable logic controller (PLC) and new relay modules.

Since the original installation of the BFPs, there have been unit processes that have become obsolete (i.e. lime pasteurization process phased out by anaerobic digestion as part of 1994 plant upgrades), including improvements to the solids dewatering polymer batch system. These former treatment processes and ancillary chemical feed systems formally shared common electrical control panels. An artifact of past improvements and upgrades is remnant electrical wiring which remains within the existing BFP control cabinets. Improperly identified or terminated wires have interfered with electrical troubleshooting and have also been responsible for phantom equipment alarms.

This CIP is designed to simultaneously upgrade the outdated hard wire relays with PLC technology and address the remnant electrical wiring from past upgrade and improvement projects.

Discussion of operating cost impact:

Enhanced and expanded functionality will aid in decreasing associated dewatering operational costs through improvements to reliability, reduced chemical feed use, and reduced equipment maintenance.

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Wastewater	Design	15,000	-	-	-	-	\$ 15,000
	Equipment	100,000	-	-	-	-	\$ 100,000
Total - Wastewater Capital Projects		\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ 115,000

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	15,000	-	-	-	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	100,000	-	-	-	-	\$ 100,000
Other - Equipment	-	-	-	-	-	\$ -
Total	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ 115,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Effluent Pump Firm Capacity

PROJECT DESCRIPTION

Justification:

The wastewater treatment plant has a 102 Million Gallons per Day (MGD) pump capacity. During wet weather events, infiltration and inflow (I&I) affects the wastewater collection system. As a result, the wastewater treatment plant must treat the combined sewer and I&I flow. There have been multiple wet weather events that have pushed the treatment facility to pump at and above 102 MGD.

To provide firm effluent pumping capabilities of 102 MGD at high flow conditions, it necessary to further improve the effluent pump station #1 pumping capacity. Firm pumping capacity of 102 MGD requires that total pumping capacity be 127 MGD. An additional pump or group of submersible pumps capable of pumping a flow rate of 25 MGD would need to be added.

The Department of Natural Resources requires that pumping capacity be designed to meet expected flow conditions with one unit out of service. By adding the additional pumping capabilities at effluent pumping station #1 this requirement would be met.

Discussion of operating cost impact:

Operating costs will only be realized when the constructed pump runs. This pump use will only occur during rain and/ or maintenance events.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Wastewater	Consulting	-	125,000	-	-	-	\$ 125,000
	Contractor	-	750,000	-	-	-	\$ 750,000
	WW Utility Capital Projects	-	875,000	-	-	-	875,000
Wastewater	Contractor	-	1,000,000	-	-	-	\$ 1,000,000
	DNR Replacement Fund	-	1,000,000	-	-	-	1,000,000
Total - Wastewater Capital Projects		\$ -	\$ 1,875,000	\$ -	\$ -	\$ -	\$ 1,875,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	125,000	-	-	-	\$ 125,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	1,750,000	-	-	-	\$ 1,750,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 1,875,000	\$ -	\$ -	\$ -	\$ 1,875,000
Operating Cost Impact		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Receiving Station Improvements

PROJECT DESCRIPTION	
Justification:	
<p>The AWWTP began accepting hauled wastes from out of the Appleton sewer service area in 1999. The program intent is to use available treatment capacity to offset community treatment expenses with the acceptance of wastes. The current four year average annual revenue generated from this program exceeds \$700,000. Since January 1, 2010 authorized haulers are billed by the Utilities based on a tier rate system determined by each waste's strength and volumes discharged. Wastes were formerly charged a flat rate based on volume only. The tier rate structure is designed to more effectively cover the costs of treatment, overhead, repair, and future improvements.</p> <p>Authorized haulers deliver waste to the AWWTP receiving station via tanker truck, then discharge to one (1) of two (2) locations depending upon the waste characteristics or strength. Wastes defined as "low strength" are discharged to the treatment headworks. Wastes characterized as "high strength" are required to discharge to receiving station tanks located inside of L-Building. Wastes from the receiving station tanks are fed directly to the anaerobic digesters where they are more cost effectively treated and provide the opportunity for methane gas production and biogas utilization. Nearly all are high strength wastes from food based industries located outside the Appleton sewer service area.</p> <p>The current receiving station program is limited in waste capacity, surveillance, sampling, and provides few options to fully optimize digester gas production from various waste substrates. An engineering study performed in early 2012 developed a preliminary plan that addressed deficiencies and designed a station upgrade that would re-purpose an abandoned 185,000 gallon tank to increase capacity. Upgrading the facility will allow for extended hours of operation and the ability to increase revenues through tipping fees and enhanced biogas utilization. As AWWTP proves out gas utilization, there will be a desire to increase biogas generation to reduce energy expenditures in addition to increasing associated revenues from tipping fees.</p>	
Discussion of operating cost impact:	
Project will increase capacity and revenues through tipping fees and expanded biogas utilization.	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
Wastewater	Engineering	-	-	200,000	-	-	\$ 200,000
	Construction	-	-	-	2,000,000	-	\$ 2,000,000
Total - Wastewater Capital Projects		\$ -	\$ -	\$ 200,000	\$ 2,000,000	\$ -	\$ 2,200,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	200,000	-	-	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	2,000,000	-	\$ 2,000,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 200,000	\$ 2,000,000	\$ -	\$ 2,200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park - Master Plan

PROJECT DESCRIPTION

Justification:

The last master plan for Appleton Memorial Park was developed in 2015. Significant changes have been made to the park since the last master planning efforts were completed in 2005. Changes include two stormwater ponds, naturalization of the stormwater channel through the park, construction of the Miracle League Field, new restroom facility to service the west end of the ball diamond complex, and additional playground equipment near the Miracle League Field. Another major change in the park was the termination of the agreement between the City of Appleton and the Gardens of the Fox Cities. With the termination of this agreement, the 35 acres on the west end of the park, the Scheig Center and surrounding gardens became the sole responsibility of the Parks, Recreation and Facilities Management Department.

The 2015 master plan included the following recommendations. (Please also refer to the Appleton Memorial Park - Ball Diamonds) CIP request for recommendations to the ball diamond facilities and amenities).

- 2016 - Entry signage
- 2017 - Design for parking lot and pavilion on south side of Witzke Boulevard
- 2018 - Replacement of parking lot (west end near Scheig Center). Parking lot has reached its expected life
New lot will be reconfigured to improve functionality and service to park visitors
- 2018 - Construction of a new pavilion/restroom/amphitheater facility to replace existing facilities
- 2020 - Trail construction throughout park. Includes trail fitness equipment
- 2020 - Construction of parking area on south side of park to be accessed from Northland Avenue

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		2016	2017	2018	2019	2020	Total
PRFMD	Parking Lot	-	35,000	425,000	-	-	\$ 460,000
	Signage	40,000	-	-	-	-	\$ 40,000
	Pavilion	-	40,000	425,000	-	-	\$ 465,000
	Southside Parking	-	-	-	15,000	100,000	\$ 115,000
	Trail	-	-	-	15,000	150,000	\$ 165,000
Total - Capital Projects Fund		\$ 40,000	\$ 75,000	\$ 850,000	\$ 30,000	\$ 250,000	\$ 1,245,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	75,000	-	30,000	-	\$ 105,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	40,000	-	850,000	-	250,000	\$ 1,140,000
Other	-	-	-	-	-	\$ -
Total	\$ 40,000	\$ 75,000	\$ 850,000	\$ 30,000	\$ 250,000	\$ 1,245,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park/Athletic Fields

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department commissioned a study of the athletic facilities at Appleton Memorial Park in 2001. The study became necessary because of the aging condition of the softball complex and baseball diamond, the development of diamonds #4 - #6, increased demand for concession opportunities, utility areas and irrigation to maintain turf standards. The study was also commissioned to review the need for athletic facilities at Appleton Memorial Park relative to the development of USA Youth Sports Complex and other athletic facilities in the community. The study involved soliciting feedback from the various user groups. The improvements suggested by the user groups were noted in the study and the Department developed a program to address those improvements. A concept plan for future improvements to the athletic complex was approved by the Council in 2004. Improvements totaling \$500,000 were completed in 2007 -2008 and included new field lighting, irrigation, and improved bleacher seating. A \$85,000 grant was secured from the Fox Cities Convention and Visitors Bureau Capital Development Program for the improvements. The Miracle League Field was added in 2009 to provide a fully accessible ball diamond for children with special needs. In 2012, plans were updated to address the current stormwater issues, facility functionality, additional facilities, aging building and building systems and future needs. Funding was included in the 2013 Parks, Recreation and Facilities Management Department Capital Projects Fund to construct a new restroom building on the west end of the ball diamond complex as identified in early plans and also evaluate the Jones Building to determine options for improved functionality. The new restroom building was completed in June 2014 and the evaluation of the Jones Building recommended demolition and construction of a new facility that better meets the current and future needs of the facility and address the building system concerns. The ball diamond complex is a popular location for youth and adult baseball/softball tournaments and the Department will be submitting a grant application to the Fox Cities Convention and Visitors Bureau to assist with the replacement of the Jones Building. Other improvements to the ball diamond complex are also included based on previous plans, studies and user needs.

This project funding request includes:

- 2017 - Design of Jones Building and hardscape areas including walkways
- 2018 - Demolition and replacement of the Jones Building including walkways/Irrigation to diamonds #1 & #3
- 2018 - Install scoreboards
- 2019 - Upgrade ball diamond backstop, line fences and outfield fences for Diamond 4/Upgrade field lights #7
- 2019 - Add irrigation of #5, #6 and #7

Discussion of operating cost impact:

The demolition and replacement of the Jones Building is not anticipated to increase operational costs since the building will be new with updated components. Some of the operational costs may be recovered from increased revenues from concession sales and facility rental because of its improved functionality.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFMD	Design	-	75,000	-	-	-	\$ 75,000
	Construction	-	-	700,000	-	-	\$ 700,000
	Irrigation	-	-	-	80,000	-	\$ 80,000
	Diamond #7 Lights	-	-	-	120,000	-	\$ 120,000
	Fence upgrades	-	-	-	25,000	-	\$ 25,000
	Scoreboards	\$ -	\$ -	\$ 65,000	\$ -	\$ 100,000	\$ 165,000
Total - PRFMD Capital Projects		\$ -	\$ 75,000	\$ 765,000	\$ 225,000	\$ 100,000	\$ 1,165,000
Fund							

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	75,000	765,000	225,000	100,000	\$ 1,165,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 75,000	\$ 765,000	\$ 225,000	\$ 100,000	\$ 1,165,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Erb Park/Pool Renovation

PROJECT DESCRIPTION

Justification:

Erb Pool was constructed in 1979 and the structures and mechanical components of the pools are now 37 years old and have reached the end of their useful lives. Major water loss experienced in 2015 prompted more analysis. Assessments have concluded that the main pool basin and gutters are failing in numerous areas of the pool and that the mechanical equipment and piping is in poor condition and in need of replacement. In addition to the poor condition of the aquatic facilities, the pavilion and parking lots are also in need of replacement. The general pavilion structure is old with an aging electrical system and failing building components. The restrooms in the pavilion are small and do not meet accessibility requirements under the Americans with Disabilities Act (ADA).

In 2014 and 2015 a significant amount of public input was gathered. The open house, surveys and trends for aquatics show a shift towards splash pads and pools with more play value while swimmers clearly value the current 50 meter pool. Overall, 64.21% of the responses indicated that a splash pad was a desired amenity in Appleton. During our analysis we also recognized there are six pools and two lakes provided by surrounding communities within about a 10 mile radius. At the time Erb and Mead pools were constructed these other options were not available.

This CIP requests monies to keep Erb Pool operational in 2016 while simultaneously developing plans for replacements of the pool, parking lot, and pavilion. Upon closing at the end of summer in 2016, demolition would be conducted and the new structure and features would be constructed in anticipation of a 2017 opening, thus not having any downtime at this location for aquatics usage.

Overall, trends indicate cities installing splash pads in various locations improve quality of life and community enrichment. This plan also seeks to install splash pads at Memorial Park, Telulah Park and Pierce Park in future years while continuing to operate and invest in Mead Pool. Within five years Mead Pool will require upgrades as the facilities and equipment age. An assessment will be done in future years to replace any failing systems to maintain and enhance the features at Mead Pool.

Discussion of operating cost impact:

We expect lower operating expense from a new facility but will be unable to calculate any overall operating cost impact until the facility has been designed.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
PRFMD						
<u>Erb Pool</u>						
Site Development	1,088,563	-	-	-	-	\$ 1,088,563
Architecture	406,250	-	-	-	-	\$ 406,250
Aquatics	8,715,532	-	650,000	-	650,000	\$10,015,532
Design	289,655	-	75,000	-	75,000	\$ 439,655
<u>Mead Pool</u>						
Improvements	-	-	-	-	500,000	\$ 500,000
Total - PRFMD Capital Projects Fund	\$10,500,000	\$ -	\$ 725,000	\$ -	\$ 1,225,000	\$12,450,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	289,655	-	75,000	-	75,000	\$ 439,655
Land Acquisition	-	-	-	-	-	\$ -
Construction	10,210,345	-	650,000	-	1,150,000	\$12,010,345
Other	-	-	-	-	-	\$ -
Total	\$10,500,000	\$ -	\$ 725,000	\$ -	\$ 1,225,000	\$12,450,000
Operating Cost Impact	N/Q	N/Q	N/Q	N/Q	N/Q	\$ -

N / Q = "Not Quantifiable"

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park ADA Improvements

PROJECT DESCRIPTION

Justification:

In 2014, an assessment was completed in adherence to the Americans with Disabilities Act Access Guidelines originally passed on July 26, 1990 as Public Law and became effective January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA requires state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities.

The objectives of the audit was to assess present degrees of adequacy and future accessibility needs for persons with disabilities who may use our public facilities and public recreation facilities and to develop a transition plan to remedy any non-compliance areas. Recreation facilities in the audit area include facilities such as pavilions, trails, playgrounds, aquatics, ballfields, golf courses and shoreline access.

This CIP requests funding to address any deficiencies found in the ADA assessment. The improvements to correct any deficiencies are planned over a five year period 2016-2020.

Discussion of operating cost impact:

Since these improvements are changes to existing facilities, there are not operating cost impacts.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	ADA Improvements	50,000	50,000	50,000	50,000	50,000	\$ 250,000
Total - Facilities Capital Projects Fund		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2016	2017	2018	2019	2020	
Planning						
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	50,000	50,000	50,000	50,000	\$ 250,000
Other	-	-	-	-	-	\$ -
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Operating Cost Impact	\$ -					\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park Development

PROJECT DESCRIPTION

Justification:

This funding request includes the development of several park properties that were acquired in previous years but have not been completed because funding was not available, or the Parks, Recreation and Facilities Management Department was coordinating the park development with adjacent property development, other department/City projects, etc. Some of the park development projects listed below may change if coordinating projects/developments are re-aligned.

- 2018 - Design services for the development of the former water treatment plant (FWTP) - \$100,000
- 2019 - The demolition of the FWTP was completed in 2011. A master plan was developed for this property in 2005 and will be updated with construction occurring in 2019. - \$1,500,000
- 2018 - Design services for the development of the west end of Vulcan Heritage Park that will be coordinated with the Lutz Park to Vulcan Heritage Park riverfront trail - \$25,000
- 2019 - The majority of Vulcan Heritage Park was developed in the early 2000's, but the west end of the park was not developed pending the development of the trail between Lutz Park and Vulcan Heritage Park. This project is scheduled to be coordinated with the construction of the Lutz to Vulcan Trail - \$200,000
- 2019 - Design services for the development of the park property near Fire Station #6. - \$25,000
- 2020 - Development of Park Property near Fire Station #6. - \$400,000

Discussion of operating cost impact:

The Department will incur additional operational costs when these parks are developed due to increased turf, playground equipment, walkways, lighting, landscaping, picnic areas and general park property.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
PRFM						
FWTP Site	-	-	100,000	1,500,000	-	\$ 1,600,000
Vulcan Heritage	-	-	25,000	200,000	-	\$ 225,000
Fire Station #6	-	-	-	25,000	400,000	\$ 425,000
Total - Facilities Capital Projects	\$ -	\$ -	\$ 125,000	\$ 1,725,000	\$ 400,000	\$ 2,250,000
Fund						

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	25,000	25,000	-	\$ 50,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	100,000	1,700,000	400,000	\$ 2,200,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 125,000	\$ 1,725,000	\$ 400,000	\$ 2,250,000
Operating Cost Impact	\$ -	\$ -	\$ 2,000	\$ 12,000	\$ 14,500	\$ 28,500

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Pavilion/Restroom Improvements

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department currently maintains 21 restroom buildings or restroom/pavilion buildings. The restrooms and restroom/pavilion buildings are located in all the community parks and most of the neighborhood parks. Many of the restrooms or restroom/pavilion buildings do not meet current accessibility requirements of the Americans with Disabilities Act (ADA) and some have reached the end of their useful life expectancies. There are also two neighborhood parks without restrooms or restroom/pavilions that have tentatively been identified to receive a restroom or restroom/pavilion in the future.

A comprehensive audit of parks pavilions and restrooms will be completed in 2015. At this time, placeholders have been utilized in this request until the results of the study can be utilized to fully develop this request.

- 2017 - Design services for pavilion renovations at Schaefer and Peabody Parks - \$25,000
- 2018 - Pavilion renovations at Schaefer and Peabody Parks - \$380,000
- 2018 - Design services for pavilion/restrooms at Summit and Telulah Parks - \$25,000
- 2019 - Pavilion/restroom construction at Summit and Telulah Parks - \$380,000
- 2019 - Design services for pavilion renovations at Jones Park - \$35,000
- 2020 - Pavilion/restroom construction at Jones Parks - \$475,000
- 2020 - Gazebo construction at City Park - \$75,000

Discussion of operating cost impact:

These projects would have annual maintenance and upkeep expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
PRFM Pavilions Renovations/Upgrades Construction	-	25,000	405,000	415,000	550,000	\$ 1,395,000
Total - Facilities Capital Projects	\$ -	\$ 25,000	\$ 405,000	\$ 415,000	\$ 550,000	\$ 1,395,000
Fund						

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2016	2017	2018	2019	2020	
Planning	-	25,000	25,000	35,000	-	\$ 85,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	380,000	380,000	550,000	\$ 1,310,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 25,000	\$ 405,000	\$ 415,000	\$ 550,000	\$ 1,395,000
Operating Cost Impact	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 4,000	\$ 8,000

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Playground Areas

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department currently maintains 29 playground areas throughout the City's park system. The playground areas in each park generally include a modular play structure, independent play apparatus such as swing sets, climbers, etc., benches, safety surfacing and access. Several playground areas include multiple modular play structures to address different age groups. The current value of the playground areas is estimated at \$1.8 million. Regular upgrades to the playgrounds over the past 15 years have included replacement of outdated and/or unsafe playground equipment, the addition of age appropriate playground equipment, improved safety surfacing and accessibility.

This funding request would continue to replace outdated or unsafe playground equipment as needed and improve accessibility to playgrounds through the addition of walkways and upgrades to equipment to meet Consumer Product Safety Commission guidelines and the Americans with Disabilities Act (ADA) requirements. The request also includes the addition of resilient rubberized/synthetic turf playground surfacing to address a growing need to provide a fully accessible playground in multiple locations throughout the City. The current fully-accessible playgrounds at Appleton Memorial Park, City Park and Derks Parks are extremely popular and requests are regularly received for additional playgrounds with poured-in resilient rubberized surfacing.

2016 - Playground upgrades and rubberized/synthetic turf surfacing at Erb Park - \$240,000

2018 - Playground upgrades and rubberized/synthetic surfacing at Appleton Memorial Park Universal Playground- \$275,000

2020 - Playground upgrades and rubberized/synthetic surfacing at Pierce Park - \$250,000

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		2016	2017	2018	2019	2020	Total
PRFM	Playground Equipment Upgrades	90,000	-	100,000	-	90,000	\$ 280,000
	Rubberized Surfacing	150,000	-	175,000	-	160,000	\$ 485,000
Total - Facilities Capital Projects Fund		\$ 240,000	\$ -	\$ 275,000	\$ -	\$ 250,000	\$ 765,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	240,000	-	275,000	-	250,000	\$ 765,000
Other	-	-	-	-	-	\$ -
Total	\$ 240,000	\$ -	\$ 275,000	\$ -	\$ 250,000	\$ 765,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Reid Golf Course

PROJECT DESCRIPTION

Justification:

A master plan was developed for Reid Golf Course in 1988. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. A new maintenance facility was completed in the early 1990's, the clubhouse was remodeled in the mid-1990's. The master plan was updated in 1995 to address continued parking issues, safety issues on the course and general improvements to the course. The longevity of the irrigation system was noted in the 1995 master planning process and a new irrigation system was installed in 2005. Upgrades to the clubhouse flooring, furniture, pro shop and snack bar were completed in 2012 and 2013. Major course renovations were completed in 2013 in coordination with the construction of two stormwater ponds funded by the Stormwater Utility. This budget includes funding requests to address the following course improvements: to update the master plan to address current and future course needs and requirements. Depending on the outcome of this planning effort, requests for future years may change.

- 2017 - Parking lot reconstruction - design \$20,000, construction \$155,000
- 2018 - Course master planning - \$15,000
- 2018 - Restroom upgrades - \$20,000
- 2018 - Sand storage for maintenance shop - \$20,000
- 2018 - Card access system for maintenance shop - \$10,000
- 2019 - Paved cart paths - \$25,000
- 2019 - Concession equipment upgrades - \$12,500
- 2019 - Exterior signage - \$10,000
- 2020 - Paved cart paths - \$35,000
- 2020 - Course updates (bunker repairs, drainage, etc.) - \$12,500
- 2020 - Concession equipment upgrades - \$10,000

** Note: Some of these items do not meet the capital asset threshold but are included in order to plan for these larger one time costs for the golf course.

Discussion of operating cost impact:

The improvements would not have a significant impact on operational costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Paved Paths	-	-	-	25,000	35,000	\$ 60,000
	Parking Lot	-	175,000	-	-	-	\$ 175,000
	Master Planning**	-	-	15,000	-	-	\$ 15,000
	Bathroom Upgrades**	-	-	20,000	-	-	\$ 20,000
	Course Renovations**	-	-	-	-	12,500	\$ 12,500
	Sand Storage	-	-	20,000	-	-	\$ 20,000
	Card Access System	-	-	10,000	-	-	\$ 10,000
	Concession Equip. Repl.	-	-	-	12,500	10,000	\$ 22,500
	Exterior Sign**	-	-	-	10,000	-	\$ 10,000
Total - Reid Municipal Golf Course Capital Projects		\$ -	\$ 175,000	\$ 65,000	\$ 47,500	\$ 57,500	\$ 345,000

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	20,000	15,000	-	-	\$ 35,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	155,000	50,000	47,500	57,500	\$ 310,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 175,000	\$ 65,000	\$ 47,500	\$ 57,500	\$ 345,000
Operating Cost Impact	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Riverfront Initiatives

PROJECT DESCRIPTION

Justification:

The "Focus Fox River - A Master Plan" identified access to the Fox River as a major need and desire of the community. The plan also addressed the need to provide access from the College Avenue corridor to the riverfront. The Parks, Recreation and Facilities Management Department completed a study of the Fox River and completed the Riverfront Trail Connection Study in 2004 that provided a master plan for trail development along the Fox River. The plan and study identify opportunities for trail development along the entire river corridor, including: redevelopment of the former water treatment plant site and the adjacent WE Energies property; connectivity to the downtown and surrounding neighborhoods through Jones Park; development of Trolley Square Trestle; development of Lawe Street R/R trestle to former Foremost site; and development of trestle near RiverHeath. Significant momentum has developed along the Fox River with the development of Vulcan Heritage Park, Fratellos Restaurant, Paper Discovery Center, Eagle Flats, RiverHeath, Trolley Square and the renovations to the four (4) navigational locks in Appleton.

This funding request includes the development of four trail segments along the Fox River as identified in the Riverfront Trail Connection Study. The projects include:

- 2016 - Design services for the Lutz to Vulcan Heritage Parks Trail (Phase I) - \$50,000
- 2017 - Design services, Trolley Square Trestle - \$50,000
- 2017 - Final design of the Lutz Park to Vulcan Heritage Park Trail (Phase 2) - \$100,000
- 2017 - Construction of trail connection Lutz to Vulcan Heritage Parks Trail (Phase I) - \$300,000
- 2018 - Construction of trail connection between the former water treatment plant and Trolley Square on the abandoned Canadian National R/R trestle - \$1,100,000
- 2019 - Design services, Foremost Trestle Trail - \$50,000
- 2019 - Construction of trail connection between Lutz and Vulcan Heritage Parks (Phase 2) - \$2,300,000
- 2020 - Design services for trail connection/access to Jones Park - \$50,000
- 2020 - Construction of Foremost Trestle Trail - \$750,000

The development of the individual trail segments may need to be re-prioritized depending on other riverfront development opportunities, funding sources, grant opportunities, etc.

Discussion of operating cost impact:

Additional operating costs will be incurred as additional bicycle/pedestrian trail segments are added and additional parkland is developed.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
PRFM						-
Trolley Sq. Trestle	-	50,000	1,100,000	-	-	\$ 1,150,000
Lutz to Vulcan Tr. - I	50,000	300,000	-	-	-	\$ 350,000
Lutz to Vulcan Tr. - II	-	100,000	-	2,300,000	-	\$ 2,400,000
Foremost Trestle	-	-	-	50,000	750,000	\$ 800,000
Jones Park Access	-	-	-	-	50,000	\$ 50,000
Total - Facilities Capital Projects	\$ 50,000	\$ 450,000	\$ 1,100,000	\$ 2,350,000	\$ 800,000	\$ 4,750,000
Fund						

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	50,000	150,000	-	50,000	30,000	\$ 280,000
Land Acquisition	-	-	-	-	-	\$ -
Construction/Demolition	-	300,000	1,100,000	2,300,000	770,000	\$ 4,470,000
Other	-	-	-	-	-	\$ -
Total	\$ 50,000	\$ 450,000	\$ 1,100,000	\$ 2,350,000	\$ 800,000	\$ 4,750,000
Operating Cost Impact	\$ -	\$ -	\$ 2,500	\$ 5,000	\$ 7,500	\$ 15,000

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Scheig Center

PROJECT DESCRIPTION

Justification:

This funding request includes repairs and or improvements to areas of the existing grounds at the Scheig Center and Memorial Park Gardens. In 2014, the Gardens of the Fox Cities ceased operations and the responsibilities for the operational and capital upkeep of the property was transferred to the City of Appleton.

There are several areas in need of improvement that are currently in poor condition. These areas include the wood boardwalk, water feature and ponds, outdoor lighting and the memorial. These features are failing and in need of removal, repair or replacement to ensure safety and meet ADA accessibility requirements.

This plan recommends removing the wood boardwalk and reconstructing the water feature and ponds. The cost to repair/replace would be significant and the long-term operational costs are significant. Second, this plan recommends removal of the unutilized areas around the perimeter and return those areas back to grass. Much of the outdoor lighting is not operational and in need of selective replacement. Last, the memorial is constructed of a stone base which has developed into an ongoing safety hazard. A long-term solution needs to be developed.

- 2016 - Remove boardwalk and reconstruct the water feature. - \$65,000
- 2017 - Replace outdoor lighting as required. - \$15,000.
- 2018 - Repair of safety hazards related to stone base of memorial. - \$40,000

Discussion of operating cost impact:

Since these projects are renovations or replacements of existing features, there is no operating cost impact to them.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
PRFM Scheig Center	65,000	15,000	40,000	-	-	\$ 120,000
Total - Facilities Capital Projects Fund	\$ 65,000	\$ 15,000	\$ 40,000	\$ -	\$ -	\$ 120,000

COST ANALYSIS

Estimated Cash Flows						
Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	65,000	15,000	40,000	-	-	\$ 120,000
Other	-	-	-	-	-	\$ -
Total	\$ 65,000	\$ 15,000	\$ 40,000	\$ -	\$ -	\$ 120,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Southeast Community Park

PROJECT DESCRIPTION

Justification:

The City of Appleton, City of Menasha and Town of Harrison began discussions in the late 2000's on the joint purchase of a regional community park in the southeast area of Appleton. Since those initial meetings, both entities have decided to move in another direction. A funding request of \$100,000 from the Park and Open Space Fund was approved in previous budgets for land acquisition when a 20-25 acre park was being considered. Since those early discussions, the size of the regional park has grown to address a broader community need and inclusion of facilities being affected by other park projects. Preliminary concept plans for the regional park include: a ball diamond complex to address the re-location of the ball diamond at Lions Park if the park would ever be required to be re-purposed for a flood control facility and the re-location of the youth baseball diamond at Telulah Park based on master planning activities. The plans also include: multi-purpose fields to address the increasing demands for lacrosse, rugby, ultimate frisbee, and general open play; disc golf course to address changing facilities in Telulah Park; large event space for community events on the southeast side of Appleton; and recreation facilities (playgrounds, tennis courts, etc.) to address the growing residential communities in the southeast area of Appleton.

- 2019 - Acquisition of Land for Southeast Community Park. - \$1,800,000.
- 2019 - Design services for Initial site development that would include grading, utilities, road access, parking, pond, sledding hill, etc. - \$100,000.
- 2020 - Initial site development as designed in 2015 - \$750,000
- 2020 - Development of sports complex, including ball diamonds, fences, restrooms, etc.- \$750,000
- 2020 - Development of multi-purpose fields - \$750,000

Note that if the Stormwater Utility re-purposes Lions Park to a flood control facility they will provide \$500,000 for land acquisition and \$500,000 for park improvements towards the acquisition and development of the new southeast community park.

Discussion of operating cost impact:

Additional operational costs would be incurred to address maintenance and operation costs for a large community park.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Community Park:						
	Acquisition	-	-	-	1,800,000	-	\$ 1,800,000
	Site Development	-	-	-	100,000	750,000	\$ 850,000
	Ball Diamonds	-	-	-	-	750,000	\$ 750,000
	Multi-purpose fields	-	-	-	-	750,000	\$ 750,000
	Facilities Capital Projects	-	-	-	1,900,000	2,250,000	\$ 4,150,000
PRFM	Acquisition	-	-	-	300,000	-	\$ 300,000
	Park Open Space Fund						
Total - Park Development		\$ -	\$ -	\$ -	\$ 2,200,000	\$ 2,250,000	\$ 4,450,000

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	-	-	-	100,000	-	\$ 100,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	2,100,000	2,250,000	\$ 4,350,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 2,200,000	\$ 2,250,000	\$ 4,450,000
Operating Cost Impact				\$ 30,000	\$ 30,000	\$ 60,000

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Statue and Monument Restoration

PROJECT DESCRIPTION

Justification:

The City of Appleton owns several statues and monuments throughout the City. Because of their various locations no one department has been responsible for their upkeep. In 2014, the Parks, Recreation and Facilities Management department collaborated with Sculpture Valley, a non-profit group interested in preserving and enhancing public art. Since 2014, Sculpture Valley has provided an inventory and general condition assessment of the various statues and monuments. These assets are in need of various levels of restoration. This Capital Improvement Plan seeks to preserve and extend the life of the statues and monuments. The monuments and estimated cost of repairs include, but are not limited to the following:

- Civil War Memorial (Soldier Square) - \$40,000
- Spirit of the American Doughboy and Cannon Memorial (South Memorial Drive) - \$7,000
- Spanish American War Memorial (Pierce Park) - \$20,000
- Gettysburg Address Monument (Pierce Park) - \$2,400
- Native American Commemoration Memorial (Pierce Park) - \$2,000
- Fox River Oracle - Hadzi (Oneida Street) - \$9,000
- River War Memorial (Scheig Center and Memorial Park Gardens) - \$2,500
- Metamorphosis (Storage) - \$10,000
- Houdini Walking Tour Plaques (Throughout City) - \$1,000

Estimates provided by Sculpture Valley. Sculpture Valley seeks private donations to assist with restoration costs. Requested funding is based on the probable amount required to preserve and extend the useful life of the statues and monuments and assumes some private funds will be available.

Discussion of operating cost impact:

No operating cost impact is expected from these renovations.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Various	10,000	10,000	30,000	10,000	10,000	\$ 70,000
Total - Facilities Capital Projects Fund		\$ 10,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 70,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2016	2017	2018	2019	2020	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	10,000	10,000	30,000	10,000	10,000	\$ 70,000
Other	-	-	-	-	-	\$ -
Total	\$ 10,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 70,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Telulah Park Improvements

PROJECT DESCRIPTION

Justification:

A master plan for Telulah Park was adopted by the City Council in 2004. The master plan presents a long-range approach to address the many activities currently located in Telulah Park. The plan addresses parking and vehicular access, trails and walkways, the number and location of athletic facilities, the skate park and disc golf course, and development of land at river level that was acquired in 1991.

The pavilion was renovated in 2004. The parking lot was reconstructed in 2006 and the extension of Newberry Trail through Telulah Park was completed in 2007. The extension of Newberry Street through Telulah Park to serve the RiverHeath development will be completed in late 2015/2016 to coincide with the continued development of RiverHeath.

The master plan was re-visited in 2011 as the Parks, Recreation and Facilities Management Department worked with the Friends of Appleton Skate Park to identify a location for a skate park facility, address the re-purposing of the park with the addition of a skate park facility and potential impacts of a SE Appleton community park on the ball diamond, soccer fields and disc golf course and confirm the development of the river level of the park and the connection to RiverHeath based on the most current development and mitigation plans.

In 2014/2015 a new parking lot and skateboard park were constructed in the central area of the park.

- 2016 - Repaint locomotive (Note that \$11,560 to be funded by Balliet Locomotive Special Revenue Fund)
- 2016 - Construction of trail connection from RiverHeath Development to lower Telulah Park.
- 2017 - River level development, including parking lot, river access, picnic areas, walkways, lighting, etc.

Discussion of operating cost impact:

Additional operational costs will be incurred with additional park development.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	River level development	30,000	300,000	-	-	-	\$ 330,000
	Locomotive	2,267	-	-	-	-	\$ 2,267
	Facilities Capital Projects	32,267	300,000	-	-	-	\$ 332,267
PRFM	Locomotive	11,560	-	-	-	-	\$ 11,560
	Balliet Locomotive	11,560	-	-	-	-	\$ 11,560
Total - Facilities Capital Projects Fund		\$ 43,827	\$ 300,000	\$ -	\$ -	\$ -	\$ 343,827

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	20,000	25,000	-	-	-	\$ 45,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	23,827	275,000	-	-	-	\$ 298,827
Other	-	-	-	-	-	\$ -
Total	\$ 43,827	\$ 300,000	\$ -	\$ -	\$ -	\$ 343,827
Operating Cost Impact	\$ 1,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 13,000

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Tennis Courts

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department commissioned a study of all City and area tennis courts in 2004 to assess the condition of the courts, provide cost estimates for renovations, and determine a course of action for providing tennis courts in the community from a regional approach. No significant maintenance was performed between that time and another assessment performed in 2012, which found the courts ranged from poor to good condition. Some courts had reached the end of their useful life, were no longer playable and projected a poor image on their respective parks and neighborhoods. In 2012, the Parks, Recreation and Facilities Management Department developed a plan to address the addition/renovations/removal of tennis courts throughout the entire City of Appleton. The plan established "service areas" throughout the City and identified additional tennis courts, renovations and removals to provide tennis opportunities within each "service area".

In 2015, the budget was approved to install new tennis courts at Highview Park. Because the project was bid overbudget the bids were rejected with the intent to budget and install the courts in 2016.

This budget includes funding to continue implementation of the tennis court plan and includes the following projects over the next 5 years:

- 2017 - Replacement of tennis courts at Erb Park - \$140,000
- 2018 - Re-surface tennis courts at Linwood and Green Meadows Parks - \$100,000
- 2018 - New tennis courts at Jaycee Park to address a "service area" need - \$140,000
- 2019 - (6) court complex at Telulah Park to address a "service area" need - \$250,000
- 2020 - Remove tennis courts at Colony Oaks Park - \$15,000
- 2020 - Re-surface tennis courts at Summit and Pierce Parks - \$100,000

Discussion of operating cost impact:

Repairs and/or renovations of existing facilities are not expected to have any measurable impact on operating costs., but new tennis courts will require some additional supplies and services for maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2016	2017	2018	2019	2020	Total
PRFMD Tennis Courts						
Maintenance	-	-	100,000	-	100,000	\$ 200,000
Removal	-	-	-	-	15,000	\$ 15,000
Construction	-	140,000	140,000	250,000	-	\$ 530,000
Total - PRFMD Capital Projects Fund	\$ -	\$ 140,000	\$ 240,000	\$ 250,000	\$ 115,000	\$ 745,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2016	2017	2018	2019	2020	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	140,000	240,000	250,000	115,000	\$ 745,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 140,000	\$ 240,000	\$ 250,000	\$ 115,000	\$ 745,000
Operating Cost Impact	\$ -	\$ 1,000	\$ 2,000	\$ 4,000	\$ 6,000	\$ 13,000

CITY OF APPLETON 2016 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Trails and Trail Connections

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department has worked closely with the Bicycle and Pedestrian Advisory Committee to identify trails and trail connections in the City of Appleton that meet the growing interest and demand for trails. The identification and construction of trails has often been spurred by residential subdivision developments and completion of trails developed earlier. This funding request will address the trails and/or trail connections listed below:

2016 - Planning Services - Funding for design services to take a comprehensive planning approach that considers all trail segments is necessary to properly plan and prioritize resources to make informed decisions. This planning effort will identify the resources required and challenges to build the trails. In addition, this information is required to apply for grants to assist with offsetting the funding of construction.

2016 - Design Services - Funding for design services has been requested for the Riverview Gardens Trail in the year preceding the scheduled trail construction. In addition to providing the necessary design services for the trail projects, the funding will also address the acquisition of the necessary easements, DNR permits, site surveys, soil testing, etc.

2017 - Riverview Gardens - Funding would be provided to complete the design services for the Riverview Gardens Trail. This trail segment will require additional design services because of its proximity to the river, use of private property, significant grade changes, etc.

2018 - Riverview Gardens - The transition of Riverview Country Club as a golf course to Riverview Gardens and a community-oriented facility has allowed the Parks, Recreation and Facilities Management Department and Bicycle and Pedestrian Advisory Committee to consider Riverview Gardens as an extension of Newberry Trail from the corner of Olde Oneida Street and E. South River Street to the west and provide a connection from Newberry Trail to the South Memorial Drive neighborhood. The gap between Newberry Trail and the South Memorial Drive neighborhood was identified early in the development of a comprehensive trail program and the development of Riverview Gardens provides a unique opportunity to address this gap.

2018 - Design Services - Funding for design services has been requested for the WE Energies Trail.

2019 - WE Energies Trail - This project was first proposed in the late 1990's in the initial stages of the trail development program. The project was met with significant opposition from the neighbors and funding was not pursued. Although the trail was generally opposed by the neighbors in the late 1990's, the trail connection has appeared on trail planning maps since the late 1990's. This project is being submitted for funding in 2019 to follow the re-construction of S. Oneida Street and provide a solid connection to neighborhoods east of Oneida Street.

2020 - Design and construction of Holland Pond Loop as part of Apple Creek Trail.

Discussion of operating cost impact:

Additional operating costs would be required to address the new trails and trail connections.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2016	2017	2018	2019	2020	Total
PRFM	Master Trail Plan	100,000	-	-	-	-	\$ 100,000
	WE Energies Trail	-	-	15,000	250,000	-	\$ 265,000
	Riverview Gardens	15,000	50,000	450,000	-	-	\$ 515,000
	Holland Pond Loop	-	-	-	-	150,000	\$ 150,000
Total - Facilities Capital Projects		\$ 115,000	\$ 50,000	\$ 465,000	\$ 250,000	\$ 150,000	\$ 1,030,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2016	2017	2018	2019	2020	Total
Planning	115,000	50,000	15,000	-	15,000	\$ 195,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	450,000	250,000	135,000	\$ 835,000
Other	-	-	-	-	-	\$ -
Total	\$ 115,000	\$ 50,000	\$ 465,000	\$ 250,000	\$ 150,000	\$ 1,030,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -